

CITY OF SOUTH MIAMI

“CITY OF PLEASANT LIVING”

ORDINANCE 24-13-2171



**CAPITAL & OPERATING BUDGET
AND PAY PLAN**

FISCAL YEAR 2013-2014



**CITY OF SOUTH MIAMI
COMMISSION – MANAGER FORM OF GOVERNMENT
LIST OF PRINCIPAL OFFICIALS**

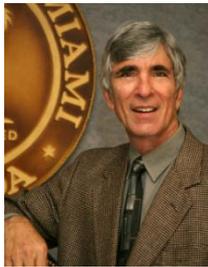
ELECTED OFFICIALS



Mayor
Philip K. Stoddard, Ph.D.



Vice Mayor
Josh Liebman



Commissioner
Walter A. Harris



Commissioner
Valerie Newman



Commissioner
Bob Welsh

CHARTERED OFFICIALS



City Clerk
Maria Menendez



City Manager
Steven Alexander



City Attorney
Thomas Pepe, Esq.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of South Miami
Florida**

For the Fiscal Year Beginning

October 1, 2012

Christopher P. Movill *Jeffrey R. Egan*

President

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to **City of South Miami, Florida** for its annual budget for the fiscal year beginning **October 1, 2012**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.



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ACKNOWLEDGMENT

This document was prepared by a team of city staff members who worked very enthusiastically, with pride and dedication, to provide a meaningful and useful document for the benefit of the citizens, the business community, and the City of South Miami organization.

The following individuals are recognized for their significant contribution in the budget process:

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CITY MANAGER'S BUDGET MESSAGE

October 1, 2013

Honorable Mayor Philip Stoddard
Honorable Vice Mayor Josh Liebman
Commissioners Harris, Newman, and Welsh
Citizens of the City of South Miami

Capital and Operating Budget and Pay Plan for Fiscal Year 2013/2014

Dear Mayor, Vice Mayor, Commissioners and Citizens:

In accordance with Article IV, Section 2 of the City Charter, I respectfully submit to you the FY 2013/14 Operating and Capital Budget and Pay Plan for the fiscal year beginning October 1, 2013 and ending September 30, 2014.

The purpose of this letter is to provide the Commission with a framework for future budget decisions and provide the Commission and community with an overview of the budget for Fiscal Year 2013-2014.

BUDGET PREPARATION

The value of the certified tax roll for FY 2013-2014 was released by the County on July 1 and was a total of almost .4% higher than the prior year. Although it represents a slight increase in revenues it is an indication that the real estate market and values and therefore potentially our entire economy may be starting a rebound.

The proposed budget provides a continuation of the core FY 2012-13 budget as the base for the budget for FY 2013-14 and the following budget presentation highlights the primary changes to the budget to indicate new funding levels.

As we are witnessing, the country, and more especially Miami-Dade County, continues to slowly extract itself from a very difficult economic period. Property values, foreclosure rates, and unemployment rates have begun to improve. Accordingly, this budget process was a difficult one, as people are starting to expect more from their governments again but the revenues have not yet reached a level to give us the ability to provide more services.



SIGNIFICANT EVENTS THIS FISCAL YEAR INCLUDES:

The City relocated several departments; Planning, Code Enforcement, and Building, to the Sylva Martin Building to establish a one stop service center and more efficiently serve residents and businesses. A number of renovation projects were completed to modernize and provide a much needed repurposing of the building. Residents no longer have to travel throughout City Hall to conduct business for integrated services provided by these departments. In addition, the renovation restored the interior of Sylva Martin without compromising its historical significance and designation.

The computers and furniture at the Computer Lab located at the Gibson-Bethel Community Center were completely outdated. With the funding assistance of the South Miami Community Redevelopment Agency (SMCRA) we purchased and installed twenty-two (22) new computers, and effectively maximized the available space and created a seamless atmosphere for visitors to complete research and learn. The new equipment, software, and renovations have created an environment, which is conducive to a comfortable setting for the entire City to use and be proud of.



Before



After

The City upgraded the amenities at Dante Fascell Park. Part of the upgrade included the construction of a soft jogging trail inside the park made from recycled materials. The trail allows the residents a comfortable and safe area to exercise while enjoying the outdoors. Additionally we are completing the safety fence around the tot lot for the additional security of our children.

The presented budget continues providing the same level of excellent services to all residents, businesses, and visitors of the City of South Miami while maintaining the millage at the tentatively set millage rate of 4.3639. The City's proposed budget was prepared with the intent to meet the governing body's goals.



GOVERNING BODY GOALS

The governing body has six strategic goals that guide the City's activities, including preparation of the annual operating budget. The financial decisions included in the annual budget and Capital Improvement Program (CIP) for the services provided by the city are intended to address the goals established by the governing body.

Goal #1: City Services – Ensure that city services assist in creating a superior quality of life and a safe atmosphere where people desire to live, work, and play.

Goal #2: Fiscal Responsibility – Provide exceptional value for community-provided resources and strive for long-term financial balance in the city's operational and capital activities.

Goal #3: Economic Development – Promote and stimulate quality development (including retail, corporate headquarters, bioscience, high technology companies, and residential) to enhance the city's diverse economic base.

Goal #4: Reinvestment – Promote and support efforts to redevelop retail sites and improve our neighborhoods to continue the city's reputation as a safe and friendly community.

Goal #5: South Miami Downtown – Partner in the continued development of a premier destination point – “South Miami Downtown” – that serves as a community gathering place integrating a variety of uses (including residential, retail and office uses).

Goal #6: Sense of Community – Celebrate South Miami's heritage and history to enhance the sense of community, pride and quality of life for residents.

The adopted budget continues the City's commitment to these strategic goals by allocating available resources to the activities necessary to address the goals.

GENERAL FUND REVENUES

Revenues in all municipalities typically increase and, at times, decrease, depending upon their respective sources and the impact of various sectors of the economy and the legislature's changing philosophies on those sources. The City's most significant revenue, ad valorem or property taxes, is also typically the revenue with the most significant change from year-to-year. The legislature's adoption of the “property tax relief” legislation and the approval of the property tax constitutional amendments in recent years, in addition to the end of the real estate “bubble,” and general decline in our nation's current economy, has resulted in a reduction in our ad valorem revenues, as well as other revenue streams. The City's ad valorem revenue accounts for approximately one-third of the City's yearly operating revenue stream or 36% of the City's yearly non-fee based recurring operating revenues. Therefore when the ad valorem revenues change significantly so do the city's revenues. It has been a challenge attempting to fund the level of services that the community has grown to expect within these reduced revenues.



OTHER REVENUES

Other significant operating revenue categories are currently expected to remain relatively unchanged or increase slightly. Local Government Half-Cent Sales Taxes, State Revenue Sharing, Judgments and Fines and other licenses and registrations (local business tax receipts, burglar alarms and solid waste franchises) are projected to slightly increase or remain relatively unchanged this coming fiscal year. The Unified Communications Service Tax is expected to decrease by approximately \$20,316 or 3 percent from last year's budgeted amount.

The City must rely on estimates from both Florida Power & Light and Miami-Dade County for utility tax revenues. Due to these estimates, the FY 2013-14 utility taxes are budgeted at \$49,250 or 3 percent more than the prior fiscal year budget.

THE SAVE OUR HOMES EFFECT

As stated earlier, the FY 2013-14 certified property tax roll for the City of South Miami reflects an approximate .4% increase in city-wide taxable values from the previous fiscal year. By default, that percentage is an "average" and individual properties may experience more or less change in value than this average. In the case of long-time homesteaded properties, they actually may have a greater amount of increase due to the effects of the Save Our Homes.

In 1992 Florida voters approved Constitutional Amendment 10, meant to shield homeowners from runaway increases in their property taxes as a result of the booming real estate prices. Save Our Homes (SOH) limits annual increases in the assessed value of a home to 3% or the Consumer Price Index, whichever is lower. This limitation is known as the Save our Homes cap. As a result, long-time homesteaded property owners benefited from years of increasing home values by paying less than a similar but non-homesteaded property owner would have paid in property taxes versus newer home purchasers due to the SOH limits on increases in assessed values. Thus many property owners have had the benefit of artificially low tax levies than other property owners.

The FY 2008-09 property tax valuation performed by the Property Appraiser was the first year in which property values dropped for the City of South Miami and virtually every other municipality in South Florida. This drop in property values now reveals the "other side" of SOH in which long-time homesteaded properties can now actually see their assessed values increase by virtue of State Law, even as property market values decrease, if the valuation of that individual property is still below market value. Conversely, recent homesteaded purchasers who have not had the benefit of long-term accumulation of SOH benefits, and non-homesteaded properties, will most likely see the least amount of increase in taxable assessed values.

DOUBLE HOMESTEAD EXEMPTION

On January 29, 2008 voters in Florida voted for a new property tax reform amendment. Previously, homeowners could receive a \$25,000 exemption on their primary residence, which meant the homeowner, doesn't pay property taxes on the first \$25,000 of the just value of the



property. The new amendment increased the exemption as follows: Homeowners can receive an additional \$25,000 homestead exemption for the value of homesteads above \$50,000. The new exemption has had a devastating impact on ad valorem revenues statewide as it essentially doubles the previous amount of property value, which may not be taxed, and therefore those revenues, which previously were received for services, are no longer available.

MILLAGE CAP ESTABLISHED

The Property Appraiser will mail required notices to all property owners in August, using proposed tax rates adopted by all taxing authorities in Miami-Dade County. Thus, the millage rate of 4.3639 set at the July Commission meeting will be used in the notice and will be the millage rate used to calculate South Miami property taxes unless changed by the City Commission prior to its final budget meeting in September. The millage rate (South Miami's share) is typically approximates only 21 percent of the total yearly tax bill.

SPECIAL REVENUE FUNDS

The Special Revenue Fund budget reflects the restricted monies collected by the City for certain fees and various local option gas taxes received from the State of Florida that must be used for prescribed purposes.

CAPITAL PROJECTS FUND

This fund reflects the major Capital Improvement Projects. Funds from various sources are aligned with the specific projects found in the Capital budget.

CARRYOVER and RESERVES

Carryover is the balance of estimated unreserved fund balance remaining at year-end that is carried forward into the new fiscal year and available for appropriation by the Commission. From an accounting point of view, carryover is a balance sheet item and is not included in a typical profit and loss statement. In governmental budgets, carryover is included as part of the budget. Having sufficient cash carryover is critical to a municipality because it provides the necessary cash flow before property taxes are collected and received beginning in November.

EMERGENCY RESERVE FUNDS

When the City's Comprehensive Financial Report was issued for FY 1994/95, the Auditors recommended the creation of a Contingency Reserves Fund to be initially funded from the cash carryover balance in the General Fund. On July 29, 2008 the City of South Miami established Article V Section 2-47 entitled "Emergency Reserve Fund" under City Code of Ordinances 23-08-1958 as part of a Cash Management Policy requiring the City to maintain Emergency Reserves Funds no less than 10% of the operating budget. Our Emergency Reserves Fund has \$1,724,739 budgeted.



Furthermore, the Government Finance Officers Association (GFOA) issued a Case Study on May 2013 providing a general recommended fund balance for two specific categories; Budget Uncertainty Reserve and Emergency Reserve. Within the Case Study, GFOA recommends a General Fund Reserve of approximately 25%; 12.5% for each of the two specific classifications mentioned above. The City of South Miami under the proposed FY 2014 budget currently will complete the FY with approximately \$5.5 million for Budget Uncertainty Reserve and \$1.7 million for Emergency Reserve Fund; for a total of approximately \$7.2 million. Taking into account the GFOA's recommendation of 25%, the City is well within the GFOA's recommended percentage amount.

GENERAL FUND EXPENDITURES

At the July 16, 2013 City Commission Meeting the Commission adopted the ceiling rate of 4.3639 mills per \$1,000 of the taxable value.

The average taxable residential value in South Miami as of July 1, 2012 was \$181,275; the average property owner paid approximately \$791.07 in property taxes accruing to South Miami and \$3,006 in County, School, and other taxes for a total of \$3,798.

The average taxable residential value in South Miami as of July 1, 2013 is \$184,990. At the tentative millage rate set by the Commission on July 16, 2013 (4.3639 mills), this property would be responsible for South Miami property taxes of \$807.28 and \$3,068 in County, School and other taxes, for a total of \$3,875. This is only an increase of \$16.21 for the City of South Miami over last year, which is excellent considering the rise in the cost of services and products such as gasoline, which is a very large expenditure for our Police and Public Works Departments.

During the budget development process, the City focused on Commission established priorities, departmental goals and citizen needs to determine to which objectives on which revenues should be focused. The goals and objectives for each department are highlighted at the beginning of each respective section of the budget.



BUDGET SUMMARY

The information contained in this budget provides a level of financial detail for the Commission and the public in order to provide a clear vision and openness to the budgetary process. Please find a list of the specific expense items by Department and Division, taken together for FY 2013-14.

CONSOLIDATED ITEMS DETAIL BY DEPARTMENT FOR FY 14

DEPARTMENT	F/T 1210	P/T 1310	HEALTH 2310	W/C 2410	FUEL 5230	PEN 2210	AUTO 4515	COMP 5205	COPIER 4710	COMM 4120
CITY COMMISSION	62,000	0	0	186	0	0	0	0	0	5,000
CITY CLERK	184,267	0	19,655	553	0	26,534	0	0	1,668	360
CITY MANAGER	322,408	32,886	33,912	1,066	1,408	9,500	400	2,500	1,668	3,420
FINANCE DEPART	296,660	43,091	29,482	1,021	0	10,302	0	1,300	1,668	2,100
MIS DEPART	0	0	0	0	0	0	0	32,225	0	0
CENTRAL SERVICES	106,338	0	13,103	340	0	0	0	0	6,482	1,020
HUMAN RESOURCES	168,378	0	19,655	505	0	0	0	0	0	2,040
BUILDING DEPART	230,649	138,434	26,206	8,125	1,600	0	400	0	1,900	1,380
PLANNING DEPART	228,679	0	26,206	686	144	8,291	400	1,000	3,412	1,097
CODE ENFORCE	153,875	0	19,655	4,801	5,978	8,207	1,800	4,400	1,668	4,650
PW OFFICE OF DIR	178,826	0	19,655	536	0	7,444	0	0	6,670	1,020
PW BLDG. MAINT.	71,737	0	13,103	3,409	0	10,906	0	0	0	780
PW SOLID WASTE	410,277	0	65,516	54,321	0	36,851	0	0	0	0
PW STREETS MAINT.	211,623	0	45,861	21,861	0	18,315	0	0	0	1,560
PW MOTOR POOL	125,831	0	19,655	4,480	183,944	13,488	32,873	0	0	780
PW ENG. & CONSTR	128,726	0	13,103	386	0	6,002	0	0	0	1,020
POLICE	3,457,843	0	366,912	144,940	217,120	557,173	34,650	15,928	11,000	49,560
PARKS & REC	298,088	15,034	39,310	12,807	15,120	25,948	4,870	9,315	5,003	3,060
COMM CENTER	136,062	353,982	26,206	20,043	0	15,685	0	0	1,668	5,500
PARKS LANDSCAPE MAINT	206,633	0	39,310	8,451	13,352	19,355	1,500	0	0	1,800
COMM POOL	0	16,575	0	678	0	0	0	1,799	0	0
TOTAL FY 2014	6,978,900	600,002	836,505	289,195	438,666	774,001	76,893	68,467	42,807	86,147
BUDGETED FY 2013	6,820,200	672,104	771,587	258,319	431,042	787,205	67,343	124,409	42,807	82,975
DIFFERENCES	158,700	-72,102	64,918	30,876	7,624	-13,204	9,550	-55,942	0	3,172



PROPERTY TAX INFORMATION

The Miami-Dade County Property Appraiser certified the Taxable Value within the City of South Miami at \$1,433,343,727. This valuation represents a .46% increase from the FY 2012-13 level of \$1,426,836,326. This is due primarily to the increase in value of properties. Below please find a detail breakdown of the City's new taxable values.

PROPERTY TYPE	COUNT	2013 TAXABLE VALUE (\$)	COUNT	2012 TAXABLE VALUE (\$)
SINGLE FAMILY	2,854	592,075,776	2,855	581,975,705
CONDOMINIUM	789	81,843,693	789	78,590,330
MULTI FAMILY	95	107,589,522	95	102,879,356
COMMERCIAL	616	532,011,353	616	535,690,452
INDUSTRIAL	30	12,636,438	27	11,242,549
AGRICULTURE	1	581,009	1	603,298
VACANT LAND	211	29,919,857	215	32,128,104
INSTITUTIONAL	37	11,140,983	37	11,034,433
GOVERNMENTAL	52	909,943	54	4,324,247
OTHER PROPERTIES	8	3,897,888	7	3,545,430
REAL ESTATE PARCELS	4,693	1,372,606,462	4,696	1,362,013,904
PERS PROP & CENT ASSD		60,743,265		64,822,422
ALL ASSESSED PROPERTY		<u>1,433,349,727</u>		<u>1,426,836,326</u>

Assuming a property owner has homestead exemption, the assessed value is limited from increasing to no more than the 3% legislatively created cap or the amount of increase in the consumer price index (CPI), whichever is lower. If a property owner does not have homestead exemption, the assessed value is limited from increasing to no more than 10% (the limitation does not apply to the value applicable for school taxes). The **Taxable Value** is assessed value less any exemptions and/or classification.

The increase from last year to this year is attributable to signs of the economy stabilizing. The City experienced an overall assessed real property value increase of \$6,507,401 or .46%.

Tangible personal property assessed values decreased by \$4,079,157 or 6.29% this year. Tangible personal property (TPP) includes property that is not real estate (land, buildings and improvements). It includes furniture, fixtures, tools, computer equipment, machinery, office equipment, supplies, leasehold improvements, leased equipment, signage, and any other equipment used in a business. Furniture and fixtures used in a rental unit (condo, apt, house) are also taxable.



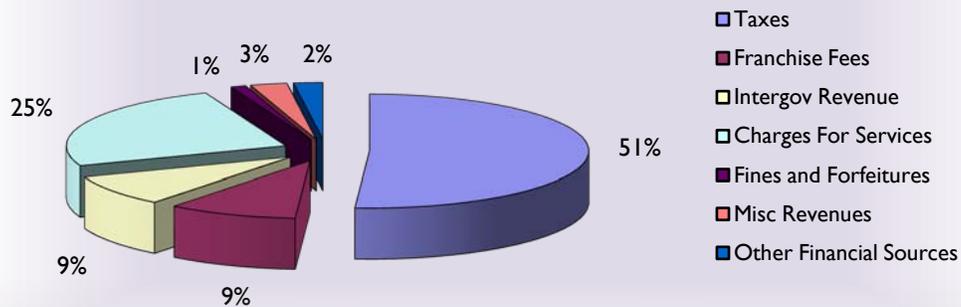
New Construction increased by \$13,582,464 or 359%.

The proposed millage rate of 4.3639 mills, which is the same as last years rate, will generate \$5,942,221 of ad valorem revenue due to these growth factors, which will allow the City to continue with regular necessary operations and on-going projects even though costs to provide these same services have risen. When the proposed millage rate is applied to the new growth figure and the City reduces the amount required to be contributed to the South Miami Community Redevelopment Agency (SMCRA), the additional funds available in ad valorem taxes to South Miami totals an estimated \$20,950.

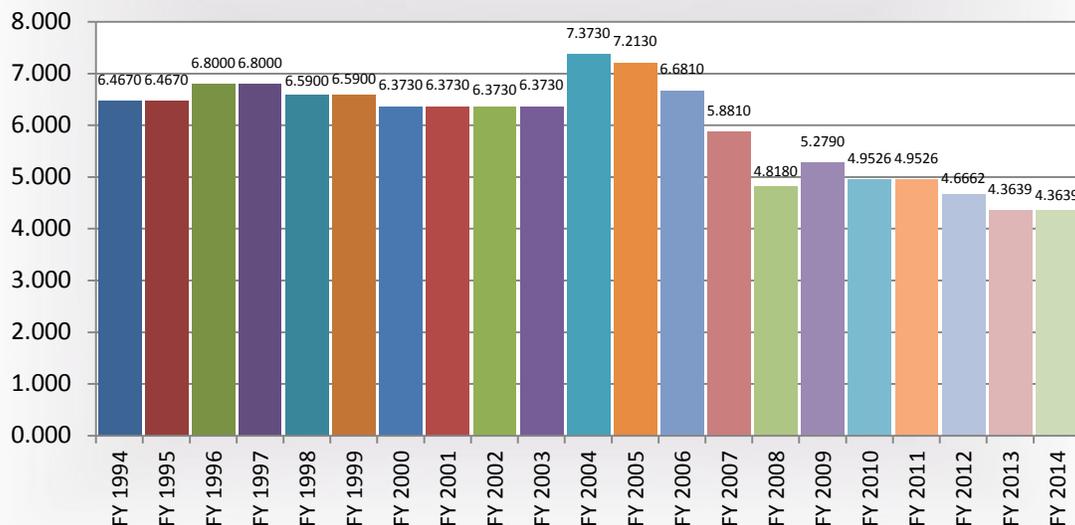
CITY OF SOUTH MIAMI GENERAL FUND REVENUES

The City of South Miami’s estimated General Fund Revenues for FY 2014, as provided in the proposed budget is \$16,744,222. This estimated ad valorem revenue amount is calculated using the City’s proposed tax rate of 4.3639. A breakdown of the general makeup of the City’s General Fund Revenues is presented below.

General Fund Revenue Analysis FY 14



CITY OF SOUTH MIAMI MILLAGE COMPARISON CHART FY 1994 TO PROPOSED FY 2014



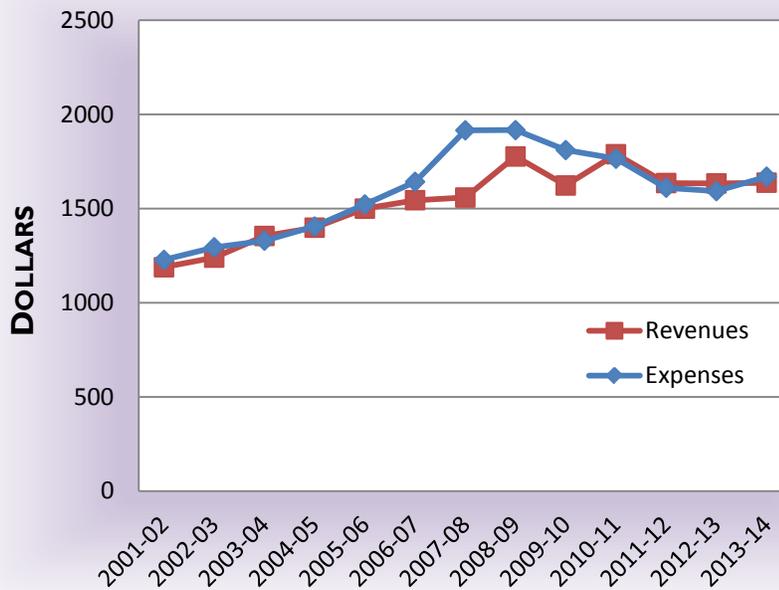


GENERAL FUND SUMMARY

DEPT NO	ACCOUNT CLASSIFICATION	ACTUAL FY 2011	ACTUAL FY 2012	BUDGET FY 2013	ESTIMATE FY 2013	APPROVED FY 2014
BEGINNING FUND BALANCE		8,484,707	8,009,801	7,266,790	7,266,790	6,800,807
	TAXES	8,469,966	8,287,173	8,443,533	8,444,033	8,551,195
	FRANCHISE FEES	2,032,168	1,715,134	1,546,000	1,635,250	1,625,250
	INTERGOV REVENUE	1,230,477	1,320,645	1,338,856	1,346,273	1,454,918
	CHARGES FOR SERVICES	3,932,636	4,065,036	4,117,200	4,023,400	4,136,000
	FINES AND FORFEITURES	165,377	187,560	161,000	172,000	186,000
	MISCELLANEOUS REVENUES	572,115	602,234	455,383	479,900	552,686
	TOTAL	16,402,739	16,177,782	16,061,971	16,100,855	16,506,049
OTHER FINANCIAL SOURCES		1,536,298	416,253	308,173	308,173	358,173
DEPARTMENTS						
1100	CITY COMMISSION	87,754	85,881	92,810	92,810	92,829
1200	CITY CLERK	247,683	252,952	278,988	288,988	386,012
1500	CITY ATTORNEY	370,949	419,657	521,000	521,000	436,000
1310	CITY MANAGER	450,392	476,914	672,665	546,565	764,379
1410	FINANCE DEPARTMENT	1,521,437	585,987	563,371	563,371	1,141,783
1340	MGMT. INFORM. SYSTEMS	337,698	385,223	315,400	340,400	317,764
1320	CENTRAL SERVICES	279,313	258,487	356,205	356,205	229,817
1330	HUMAN RESOURCES	446,273	610,347	664,939	664,939	889,654
1610	BUILDING DEPARTMENT	464,689	437,173	463,298	463,298	460,574
1620	PLANNING DEPARTMENT	365,132	349,068	545,162	490,162	468,463
1640	CODE ENFORCEMENT	293,062	346,947	381,931	381,931	265,401
1770	PW-OFFICE OF DIRECTOR	376,443	223,622	244,687	244,687	242,160
1710	PW-BLDG. MAINT.	594,203	609,180	431,730	431,730	441,934
1720	PW-SOLID WASTE	1,288,586	1,350,396	1,268,078	1,268,078	1,369,658
1730	PW-STREETS MAINT.	574,491	573,000	591,156	591,156	509,119
1760	PW-MOTOR POOL	704,099	437,709	543,646	554,226	557,091
1790	PW-ENG. & CONSTR.	170,453	254,955	256,934	256,934	234,098
1910	POLICE	6,134,686	6,063,832	6,304,480	6,304,480	6,032,927
2000	PARKS & RECREATION	582,801	488,283	537,800	537,800	556,288
2020	COMMUNITY CENTER	433,531	545,922	685,090	685,090	705,314
1750	LANDSCAPE MAINT.	496,030	437,541	425,226	425,226	499,735
2030	COMMUNITY POOL	0	0	0	0	51,052
2100	NON-DEPARTMENTAL	152,963	84,837	85,000	85,000	85,000
	TOTAL	16,372,670	15,277,913	16,229,596	16,094,076	16,737,052
CHANGE BEFORE FUND BALANCE		1,566,368	1,316,122	140,548	314,952	127,170
2100	NON-DEPARTMENT TRANSFER	2,041,274	2,059,132	780,936	780,936	1,189,337
ENDING FUND BALANCE		\$8,009,801	\$7,266,790	\$6,626,403	\$6,800,807	\$5,738,639



Comparison Revenues to Expenses (100s)



Above reflects a chart that compares the City’s revenues and expenses by fiscal year. GFOA recommends that governments adopt a budget document for achieving and maintaining structural balance where recurring revenues are equal to recurring expenditures in the adopted budget.

CHANGES IN THE CITY WORKFORCE AND TOTAL PAYROLL

In the proposed fiscal year budget, a newly provided “Position by Department” section was developed and inserted as part of the budget document. The new section provides a detailed breakdown of the positions by department and the number of full-time and part-time positions within the City.

In this year’s proposed budget, the City did not include any salary increases for the general employees when compared to the Adopted FY 2013 budget although, at the time of writing, we continue to negotiate with the police union to provide them with a much needed and deserved increase of a reasonable amount.

During FY 2013, the position of Records Clerk within the Planning Department was transferred to the City Clerk’s office and the new position of Deputy City Clerk I was filled by Commission action.

Two part-time positions within the City Manager’s Office were eliminated from that budget and transferred to Code Enforcement to provide additional customer service assistance in the newly repurposed Sylva Martin Building that now houses the majority of the staff directly providing the City’s primary interaction with the public. An additional Code Enforcement Division part-time position, which became vacant, was eliminated. As part of the Sylva Martin renovations and



relocation, a Planning Department part-time Office Support position was reclassified to full-time to provide administrative support for the department and designated boards and committees in order to meet expected levels of public information demands for the activities of these agencies. Furthermore, due to the Central Services Division relocating to the Finance Department, the City was able to eliminate the division's part-time position.

The newly passed Affordable Care Act requirement prevents part-time employees from working more than an average of 25-hours a week. Within the Community Center, the number of part-time employees was necessarily increased to accommodate the need to reduce the average weekly hours for part-time employees while maintaining the staffing levels required to continue to provide the current level of service at the Community Center. The number of hours worked in total will remain essentially the same but the number of part time employees has changed.

Furthermore, the Murray Park Community Pool construction is estimated to be complete in September of 2014. New part-time positions were added to the budget to provide the required staffing for pool operation when it becomes operational. It is anticipated that the Community Pool will require one part-time Pool Supervisor and five part-time lifeguards.

Lastly, the Public Works Streets Division Superintendent position was transferred to the Solid Waste Division to promote operational efficiency due to the majority of the superintendent's activities being related to the Solid Waste Division. Within the Streets and Maintenance Division and in an effort to provide operational redundancy for critical street services, the classified part-time position of Maintenance Worker I was reclassified to a full-time position. Lastly, within the FY 2013 budget, in between the time the budget was prepared and submitted and when it was adopted, a full-time position within the Parks Landscape Division was filled, after the FY 2013 budget had proposed eliminating the position. Within the proposed FY 2014 budget, the City is accounting for the position which is currently occupied.



SUMMARY OF MAJOR BUDGET HIGHLIGHTS

The proposed budget is primarily a continuation of last year's plan as the City is simply providing a basic level of services at a quality level of delivery. There are many priorities that need to be addressed including a tree protection ordinance, a revision of our very outdated land development code, the further consolidation and maximizing of efficiencies from the organization of our government structure that need to be addressed in the near future. As revenues grow, we will be able to evaluate new priorities for the City and with the authorization of the Commission we will begin to increase the effectiveness and offered services of the City.

The South Miami Intermodal Transportation Plan is part of a continuing effort to enhance the transportation system and mobility choices for the residents and visitors to the City of South Miami and aims to establish a network of bicycle lanes, sidewalks, trails, roadway improvements, neighborhood and greenways, throughout the City, connecting residential areas with downtown shopping and dining, transit facilities (Metrorail and BRT) and M-Path. A main priority of this plan is to provide a safer environment for pedestrians, cyclists, and all modal users by promoting neighborhood greenways on residential streets with low volumes of auto traffic and reduce speed, the use of traffic calming devices such as trees, speed tables, pavement markings and signage. Upon approval of the plan, the City shall commence with the design and construction of recommended budgeted improvements.

The FY 2014 Budget, Capital Improvement Program 5-Year Plan, includes a line item for a citywide directional street signs & posts replacement program. The project is funded by the Peoples Transportation Plan (PTP) and is funded at \$150,000. The scope includes the manufacturing of new signs, and the removal and replacement of existing traffic signs. It is recommended the traffic sign replacement program be implemented in phases and funds be allocated in subsequent budget years. The City also funded a branding plan which when complete will establish a new logo and new color scheme for the City. The street signs and many other features of the City will incorporate the new look for the City as we prepare for the next great chapters in the life of South Miami.

Dorn Avenue Road and Drainage Improvement project is designed to address current drainage issues along 59th Avenue (Dorn Avenue) between 72nd Street (Sunset Dr.) and 73rd Street. The current drainage grates that run along either side of the road do not provide adequate drainage to prevent flooding after a rain event. A new drainage system will adequately drain stormwater runoff to prevent flooding. The construction consists of drainage structures removal and reinstallation of pavers in the right of way.

The City is committed to completing multiple traffic calming projects throughout the City originally funded in last year's budget which were not actually initiated until recently. The specific communities which the City is focusing on in FY 2014 are West Pinecrest Villas, Bird Estates, Mango Terrace, and Manor Lane. The City will continue working with Miami-Dade County in the continued improvement to our road, drainage, and traffic calming.

To continue maintaining a safe and efficient fleet, the City is proposing within FY 2014, purchasing



six new police vehicles and four new Code Enforcement Electric or Fuel Efficient Vehicles. The upgrades of the City's fleet are required to continue providing expected levels of service to the residents of the City. The older police vehicles that are being replaced will take the place of those vehicles in the city fleet that are determined at exceeding their useful life and may have become safety or operational problems, which will be auctioned for sale.

SUMMARY OF FINANCIAL ISSUES AHEAD

Litigation expenses and exposures

Currently, the City is involved in multiple litigations, which provide future financial uncertainties. The possible financial impact to the City is currently unknown. It is, at this time, unfeasible for the City to provide financial estimates, which can be inserted into the FY 2014 budget.

Fuel expenses

Presently, the City is estimating \$4 per gallon for the 2014 budget. The current average price for fuel is approximately \$3.61 per gallon. The City is requiring that the usage of city vehicles be limited only to the essential activities. No city vehicle should be left running idle when not necessary (K-9 vehicle is an exemption); furthermore, all take home cars should be used strictly pursuant to policy which stipulates that the vehicles will NOT be used for personal use.

CONCLUSION

These are clearly extraordinary times that require extraordinary leadership and extraordinary courage. We thank the Mayor and City Commission for having those qualities, as we believe they have been reflected in this budget. It is essential to continue building our reserve accounts for a multitude of reasons. As always, your staff will endeavor to continue to provide the levels of services our community is entitled to, with even more limited resources available for this purpose. We are grateful for your continued contributions to the budget development process. The confidence you hold in your staff makes it possible for us to provide the results our community deserves and expects. By working together we have once again been able to craft a budget that addresses the priorities you have created for our community.

CLOSING

I wish to thank the entire City staff for their professionalism and dedication. I also wish to thank the Mayor, Vice Mayor, and Commissioners for providing direction on a preferred future for the City of South Miami. Lastly, I would like to thank the Budget and Finance Committee for the time which they have volunteered to help evaluate FY 2014 proposed budget and their valuable input.

Sincerely,

Steven Alexander
City Manager



GUIDE FOR READERS

The Fiscal Year 2013-2014 Annual Operating and Capital Budget for the City of South Miami, Florida is intended to serve four purposes:

THE BUDGET AS A POLICY GUIDE

As a policy document, the budget serves to inform the reader about the organization and its policies. The budget includes organization-wide financial and programmatic policies and goals that address long-term concerns and issues, as well as its short-term financial and operational policies that guide the development of the budget for the upcoming year. This budget document details the services the City will provide during the twelve-month period from October 1, 2012 through September 30, 2013. The departmental budget sections provide goals, objectives and activity reports for each department.

THE BUDGET AS A FINANCIAL PLAN

As a financial plan, the budget details the costs associated with providing municipal services and how the services are anticipated to be funded. The General Fund Section includes a summary and detailed description of all revenues and expenditures. The budget document explains the underlying assumptions for the revenue estimates and discusses significant revenue trends. In addition, there is discussion of the City's accounting structure and budgetary policies.

THE BUDGET AS AN OPERATIONS GUIDE

As an operations guide, the budget details how departments and the general fund are organized. The budget informs the reader of all the activities, services and functions carried out by each department. In addition, the budget provides for performance measurements of organization-wide objectives to aid in monitoring the progress of the City. Each departmental budget section includes a description of the department's function, its goals and objectives, activity reports, authorized positions, budget highlights and the budgetary appropriation.

THE BUDGET AS A COMMUNICATION DEVICE

As a communication device, the budget provides summary information to aid the reader in interpreting the document. Charts, graphs, tables and text are included in every section to consolidate the information.

The budget document also includes a detailed table of contents and a glossary of terms to make it easy to locate and understand its contents. Finally, the budget includes the Budget Message Section, which provides readers with a condensed analysis of the fiscal plans of the City for the upcoming fiscal year.



HOW TO USE THIS DOCUMENT

This document is divided into 4 sections. The breakdown is listed below:

Introduction: This section is designed to give the reader a general look at South Miami and an overview of the total budget and is divided into two main sections. The City Overview includes demographic data and tables and the Financial Overview includes summary information on the budget. Many parts of this section can be reproduced for the public and media.

Capital Improvement Program: A general description of the 2014-2018 Capital Improvement Plan along with the funding sources is found in this section.

Fund Budgets: A description of the funds and departments can be found in this section. A summary of all department expenditures is listed, along with a mission statement, accomplishments, objectives, key activity reports, staffing requirements and budget highlights.

Appendix This section contains a detailed personnel table and a glossary of terms and acronyms that are used throughout the document.



ANNUAL BUDGET PROCEDURES

In accordance with the City of South Miami Charter, Article IV, Section 2 Budget, the City Manager shall prepare and submit to the Commission a proposed annual budget. This specific Charter Section further details the annual budget adoption procedure as follows:

- A. The City Manager shall submit to the Commission, an annual budget together with an explanatory message 60 days prior to the beginning of the fiscal year. The budget, budget message, and all supporting schedules shall be a public record open to public inspection by anyone.
- B. At the meeting of the Commission where the budget and budget message are submitted, the Commission shall determine the time and place for a public hearing on the budget, where, interested persons shall be given an opportunity to be heard. The City Clerk shall post a notice of the place and time not less than five days after the date of posting at which time the Commission will hold a public hearing.
- C. After the conclusion of said public hearings, the Commission may insert new items or may increase, decrease or delete the items of the budget. If the total of proposed expenditures are increased thereby, then and in that event, the City Clerk shall post a notice setting forth the nature of the proposed increase and listing a place and time not less than five days after the date of posting of the public hearing thereon.
- D. The budget shall be adopted by three or more affirmative votes of the City Commission before the first day of the new fiscal year. Should the Commission take no final action on or prior to the date, the budget, as submitted, shall be deemed to be finally adopted by the Commission, provided that if the provision for funds in any department or departments exceeds (10%) of the previous year's budget, then as to that department or departments the Commission shall be deemed to have approved the previous year's budget.
- E. A copy of the budget as finally adopted shall be certified by the City Manager and the budget so certified shall be filed for the use of all offices and departments.

According to the Charter Article IV, Section 2 (F) (Modifications) (1) **Transfer of Appropriation**
- At the request of the City Manager, the Commission may at any time transfer, by resolution, any unencumbered appropriation balance or portion thereof between general classification of expenditure within an office or department. At the request of the City Manager and within the last three months of the budget year, the Commission may transfer by resolution any unencumbered appropriation balance or portion thereof from one office or department to another.



BUDGETING AND ACCOUNTING BASIS

The accounts of the City are organized by funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts, which comprise its assets, fund equity, revenues and expenditures.

In Florida, it is a requirement that the budget submitted to the City Commission is balanced. A balanced budget occurs when actual expenditures equal received revenues.

As an operations guide, the budget details how departments and the general fund are organized. The budget informs the reader of all the activities, services and functions carried out by each department. Additionally, the budget provides for performance measurements of organization-wide objectives to aid in monitoring the progress of the City. Each departmental budget section includes a description of the department's function, its accomplishments, its objectives, activity reports, authorized positions, activities, the budgetary appropriation and budget highlights.

BASIS OF BUDGETING

The basis of budgeting determines the timing for reporting measurements made on a cash or accrual basis in the City's financial statements. As defined in the National Council on Governmental Accounting (NCGA) Statement I, the basis of accounting refers to when revenues, expenditures, expenses, transfers, and the related assets and liabilities are recognized in the accounts and reported in the financial statements. The accounting basis determines when the economic consequences of transactions and events are reflected in financial statements.

MEASUREMENT FOCUS

Unlike the selection of an accounting basis, which is concerned with the timing of transactions and events, a measurement focus identifies what transactions and events should be recorded. The measurement focus is concerned with the inflow and outflow of resources that affect a fund's operating statement.

The operating statement of a proprietary fund focuses on changes in economic resources, much like that of a private-sector business. Net assets are used as a practical measure of economic resources for this purpose. A proprietary fund's operating statement includes all transactions and events that increase or decrease net assets, such as revenues, expenses, gains and losses.

The operating statement of a governmental fund, unlike that of a proprietary fund, focuses on changes in current financial resources. The governmental fund operating statement measures those transactions and events of the period that have increased or decreased the resources available for spending in the near future.



A fund's basis of accounting is inseparably tied to its measurement focus. Funds that focus on total economic resources (proprietary funds) employ the accrual basis of accounting, which recognizes increases and decreases in economic resources as soon as the event or transaction occurs. Thus, revenues are recognized as soon as they are earned and expenses are recognized as soon as a liability is incurred, regardless of the timing of related cash inflows and outflows.

On the other hand, funds that focus on current financial resources (governmental funds) use the modified accrual basis of accounting, which recognizes increases and decreases in financial resources only to the extent that they reflect near-term inflows or outflows of cash. Under the modified accrual basis of accounting amounts are recognized as revenue when they are both measurable and available. The accrual basis, modified accrual basis and cash basis of accounting are discussed below.

ACCRUAL BASIS ACCOUNTING

Under the accrual basis of accounting, revenues are recognized when they are earned regardless of when cash is received, and expenses are recognized when a liability is incurred regardless of when paid. However, these accruals should be recognized only if measured objectively. Since accrual accounting results in accounting measurements based on the substance of transactions and events, rather than when cash is received or disbursed, it enhances the relevance, neutrality, timeliness, completeness, and comparability of the information reported. Under GAAP, the accrual basis shall be used for the government-wide financial statements, proprietary funds and fiduciary funds.

MODIFIED ACCRUAL BASIS ACCOUNTING

Under this basis, revenues are recognized in the accounting period in which they become susceptible to accrual, that is, when they become measurable and available to finance expenditures of the fiscal period. The requirement that revenues be "available" distinguishes modified accrual revenue recognition from that of the accrual basis. Available is defined as expected to be collected within twelve months after the fiscal period ended.

Under the modified accrual basis, expenditures are recognized in the accounting period in which the fund liability is incurred, measurable and expected to be paid within twelve months of the fiscal period ended. However, there are certain exceptions such as the recording of the unmatured principal and interest on general obligation long-term debt which are recorded only when due. Other exceptions are discussed in the appropriate sections of this manual.

Modified accrual basis accounting is used for all governmental funds (general, special revenue, debt service and capital projects).



CASH BASIS ACCOUNTING

Under the cash basis, transactions are recognized only when cash changes hands. Cash basis financial statements omit recognition of assets and liabilities not arising from cash transactions, therefore they rarely present financial position or results of operations in conformity with GAAP. Cash basis accounting and reporting are not desirable practices because they permit distortions in financial statement representations due to shifts in the timing of cash receipts and disbursements relative to underlying economic events near the end of a fiscal period. The cash basis of accounting, which is used for budgetary purposes, is not an acceptable basis of accounting for the purpose of preparing the City's GAAP financial statements.



BUDGET SCHEDULE

The Office of the City Manager and the Finance Department are responsible for the development of the annual budget. As the schedule below details, the budget process begins in April with the distribution of budget request forms to all departments. All departments are responsible for compiling budget figures, which are then reviewed and adjusted by the City Manager during a series of inter-departmental meetings. The goal is that the proposed budget document is presented to the City Commission at its first meeting.

A key component of the budget process is our dependence upon the State, grants, and entitlements. Estimates for these revenue sources are provided by the State of Florida in late June and early July. The City incorporates the latest projections available into the budget.

The City Commission must adopt a preliminary millage rate in August for use on the Notice of Proposed Taxes to be mailed to all property owners by August 29, 2013 by the Miami-Dade County Property Appraiser. In accordance with Florida Statutes, the tentative millage rate is adopted at the first public budget hearing in September and this rate cannot be increased at the second budget hearing. Additionally, the tentative millage rate cannot exceed the preliminary rate adopted by the City Commission except by re-notifying all affected property owners by mail.



FY 2014 BUDGET SCHEDULE





FINANCIAL AND BUDGETARY POLICIES

PURPOSE:

The Comprehensive Financial and Budgetary Policies provide a one-source document for all City financial and budget policies. The intention of the policies is to guide elected officials, the City Manager and staff in their on-going role as the financial stewards of the City. The policies will guide essential decisions affecting budget and financial matters to ensure that the City is financially prepared to meet its immediate and long-term service objectives. The individual policies contained herein serve as guidelines for financial planning, budget preparation, implementation, evaluation and internal financial management of the City, and may be amended from time to time.

BUDGET MODIFICATIONS:

As per the City's charter, at the request of the City Manager, the Commission may at any time transfer, by resolution, any unencumbered appropriation balance or portion thereof between general classification of expenditure within an office or department. At the request of the City Manager and within the last three months of the budget year, the Commission may, by resolution, transfer any unencumbered appropriation balance or portion thereof from one office or department to another.

In case of disaster or any other circumstance creating an emergency, the Commission may at any time in any budget year, make an emergency appropriation for the purpose of repairing damages caused by such disaster or meeting such public emergency to the end that public health, safety or welfare will be protected.

OBJECTIVES:

In order to achieve the purpose of the Comprehensive Financial and Budgetary Policies, the following are objectives for the city's fiscal performance.

- To guide City Commission and management policy decisions with significant fiscal impact.
- To set forth operating principles to minimize the cost of government and financial risk.
- To employ balanced and equitable revenue policies that provide adequate funding for desired programs.
- To maintain appropriate financial capacity for present and future needs.
- To promote sound financial management by providing accurate and timely information on the City's financial condition.
- To protect the City's credit rating and provide for adequate resources to meet the provisions of the City's debt obligations on all municipal debt.
- To ensure the legal use of financial resources through an effective system of internal controls.



FINANCIAL PLANNING AND TRENDS

Monitoring:

The City shall develop and maintain a 3 to 5 year financial trend model that forecasts revenues and expenditures based on a set of accepted assumptions. The financial trends forecast presented to the City Commission to discuss long-term budget trends and implications of various budget scenarios. This will allow the City Commission to establish budget policy and direction to the City Manager for the development of the upcoming annual operating and capital budgets.



OPERATING POLICIES

The City will balance recurring operating expenditures with current or recurring revenues, and to the extent possible, not appropriate the fund balance to meet recurring operating needs. The City will evaluate the fiscal impact of new proposals, operate as efficiently as possible, and constantly review City services for appropriateness and effectiveness.

Expenditures shall be within Current Revenue Projections:

Ongoing expenditures should be equal to or less than ongoing revenues. The City must identify ongoing resources that at least match expected ongoing annual expenditure requirements. One time revenues and non-recurring revenues and ending fund balances will be applied to reserves or to fund one-time expenditures; they will not be used to fund ongoing programs.

Continual Improvement of Service Delivery:

The City will seek to optimize the efficiency and effectiveness of its services through strategic planning efforts, performance budgeting and measuring, and by evaluating service provisions by surveying citizens and customers and by comparing to other cities.

Budget Lapses at Year End:

All Operations and Maintenance (O & M) budget appropriations, except for capital project funds, shall expire at the end of a fiscal year. In accordance with Generally Accepted Accounting Principles (GAAP), purchases encumbered in the current year but not received until the following year will be paid from the budget of the following year. However, when necessary, City Commission may authorize a re-appropriation to resolve unusual situations or hardships caused by this policy.



ACCOUNTING, AUDITING AND REPORTING

REPORTING POLICIES:

The City shall maintain a system of financial monitoring, control, and reporting for all operations and funds in order to provide an effective means of ensuring that overall City goals and objectives are met.

AUDITING:

The City's independent auditing firm will annually perform the City's financial and compliance audit. Their opinions will be contained in the City's Comprehensive Annual Financial Report (CAFR). Results of the annual audit shall be provided to the Commission in a timely manner. The independent auditing firm will be competitively selected in accordance with City of South Miami Charter Article IV, Section 4(E), Florida Statutes and standards of the Governmental Finance Officers Association.

ACCOUNTING SYSTEM:

Financial records will be maintained on a basis consistent with GAAP, and the Governmental Accounting Standards Board (GASB) and the standard practices of the Government Finance Officers Association of the United States and Canada (GFOA). In addition, the City will comply with rules of the Auditor General and Uniform Accounting System as required by the State of Florida.

EXCELLENCE IN FINANCIAL REPORTING:

As an additional independent confirmation of the quality of the City's financial reporting, the City will annually seek to obtain the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting. The CAFR will be presented as a method of communicating with citizens about the financial affairs of the City.

REVENUE POLICIES:

The City should be sensitive to the balance between the need for services and the City's ability to raise fees, charges for services, and taxes to support those services.

REVENUE DIVERSIFICATION:

The City shall strive to maintain a diversified mix of revenues in order to balance the sources of revenue amongst taxpayers and to provide ongoing stability and predictability in order to handle fluctuations in revenues and better distribute the cost of providing services.



CHARGES FOR SERVICES:

As much as is reasonably possible, City services that provide private benefit should be supported by fees and charges in order to provide maximum flexibility in use of general City taxes in meeting the cost of services of a broader public benefit.

Charges for services that benefit specific users should recover full costs, to the extent feasible, including all direct costs, and indirect costs, such as operating and maintenance costs, overhead, and charges to capital costs (depreciation and debt service).

INVESTMENT POLICY

The City of South Miami will invest its funds in accordance with Florida Statute 218.415. The funds will be invested based upon the following priorities:

Safety of principal

To meet the liquidity needs of the City and optimize investment returns after first addressing safety & liquidity concerns.

The City of South Miami will make 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 City will pool cash from several different funds for investment purposes when permitted by law.

The City will invest 100% of its idle cash on a continuous basis. Reserve Fund balances may from time-to-time be established by resolution of the City Commission.



CAPITAL BUDGET POLICY

The City will update its multi-year plan for capital improvements.

The City will enact an annual capital budget based on the multi-year Capital Improvement Plan.

The City will coordinate development of the capital improvement budget with development of the operating budget. Future operating costs associated with new capital improvements will be projected and included in operating budget forecasts.

The City will use intergovernmental assistance to finance only those capital improvements that are consistent with the Capital Improvement Plan and City priorities, and whose operating and maintenance costs are included in operating budget forecasts.

The City will maintain all its assets at a level adequate to protect the City's capital interest and to minimize future maintenance and replacement costs.

The City will identify the estimated costs and potential funding sources for each capital project proposal before submission to the City Commission for approval.

CAPITAL ASSETS POLICY

Threshold: The City will capitalize all individual assets and infrastructures which meet a respective threshold amount or more and a life of three years or more.

Asset categorization: The City shall account for assets and infrastructure meeting the minimum dollar and life thresholds in the following categories:

- Land (\$1 or Greater)
- Land Improvements (\$25,000 or more)
- Buildings (\$50,000 or more)
- Building Improvements (\$50,000 or more)
- Machinery and Equipment; including vehicles (\$5,000 or more)
- Infrastructure; i.e. roads, stormwater system, sidewalks (\$250,000 or more)
- Construction in progress (\$1 or more)
- Intangible Assets (\$25,000 or more)

Capital Outlay Budget vs. GAAP (Generally Accepted Accounting Principles). Only assets or infrastructure with a value over \$25,000 will be budgeted as a capital item in the budget. Short-lived assets not meeting the capital asset threshold will be budgeted as operational materials and supplies.

Depreciation method: GASB (Governmental Accounting Standards Board) Statement 34 requires governments to depreciate capital assets with a defined estimated life. The City will use the straight-line depreciation method. There will be no depreciation on land or other assets with an



indefinite life. Construction in progress projects are not subject to depreciation until the project 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 are 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 City 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 City experience and established projections reflected in the 5 year capital plan. The useful life will be used when determining depreciation expense. The useful lives are:

- Land – indefinite
- Buildings – 50 years
- Improvements – 20 years
- Equipment:
 - Cars – 8 years
 - Trucks – 10 years
 - Equipment – 10-15 years
 - Computer Equipment – 5 years
- Infrastructure:
 - Roads – 40 years
 - Stormwater System – 50 years
 - Sidewalks – 40 years
- Intangible Assets – 20 years

Five year capital plan: The City prepares a 5 year capital plan which reports the capital asset budget needs for the City.

Fixed Asset Accounting. The City will comply with the standards established by GASB 34 (Governmental Accounting Standards Board) and all subsequent pronouncements put forth by GASB or its successor organization.

As per Florida Statute 274.02(2) The chief financial officer shall establish by rule the requirements for the recording of property and for the periodic review of property for inventory purposes. The Chief Financial Officer will establish policies and appropriate procedures to manage fixed assets, including establishing the State of Florida required threshold dollar amount for which fixed asset records are maintained and how often physical inventories will be taken. Currently the State of Florida requires that assets equal to or greater than \$1,000 be inventoried. The threshold amount will be updated as the State of Florida rules are updated.



DEBT MANAGEMENT POLICY

PURPOSE

The purpose of this policy is to establish parameters and provide guidance governing the issuance, management, continuing evaluation of and reporting on all debt obligations issued by the City of South Miami, and to provide for the preparation and implementation necessary to assure compliance and conformity with this policy.

FLORIDA STATUTE CITATIONS

The Internal Revenue Code, Florida Statutes, local charter and/or ordinances outline legal borrowing authority, restrictions and compliance requirements while the Florida Constitution and Statutes authorize the issuance of bonds by counties, municipalities and certain special districts.

- Section 125.013 – General Obligation & Revenue Bonds
- Chapters 130 & 132 – County Bonds & General Refunding Law
- Section 154.219 – Public Health Facilities Revenue Bonds
- Chapter 159 – Bond Financing
- Section 163.01(7) – Bonds Issued by Entities Created by Interlocal Agreement
- Chapter 166, Part II – Municipal Borrowing
- Section 215.43 – Financial Matters: General Provisions
- Chapter 218, Part III – Local Financial Management & Reporting

POLICY STATEMENT

Under the governance and guidance of Federal and State laws and the City's Charter, ordinances and resolutions, the City may periodically enter into debt obligations to finance the construction or acquisition of infrastructure and other assets or to refinance existing debt for the purpose of meeting its governmental obligation to its residents. It is the City's desire and direction to assure that such debt obligations are issued and administered in such fashion as to obtain the best long-term financial advantage to the City and its residents, while making every effort to maintain and improve the City's bond ratings and reputation in the investment community.

The City may also desire to issue debt obligations on behalf of external agencies or authorities for the purpose of constructing facilities or assets, which further the goals and objectives of City government. In such case, the City shall take reasonable steps to confirm the financial feasibility of the project and the financial solvency of the borrower; and, take all reasonable precautions to ensure the public purpose and financial viability of such transactions.



GENERAL DEBT GOVERNING POLICIES

The City hereby established the following policies concerning the issuance and management of debt:

- A. The City will not issue debt obligations or use debt proceeds to finance current operations.
- B. The City will utilize debt obligations only for acquisition, construction or remodeling of capital improvement projects that cannot be funded from current revenue sources or in such cases wherein it is more equitable to the users of the project to finance the project over its useful life.
- C. The City will measure the impact of debt service requirements of outstanding and proposed debt obligations on single year, five, ten and twenty year periods. This analysis will consider debt service maturities and payment patterns as well as the City's commitment to a pay as you go budgetary capital allocation.

SPECIFIC DEBT POLICIES, RATIOS AND MEASUREMENT

This section of the Debt Management Policy establishes the target debt policies, ratios and measurements for the City in the following categories:

- A. Measurements of Future Flexibility
- B. Constraints, Ratios and Measurements

Measures of Future Flexibility

As the City periodically addresses its ongoing needs, the City Manager and the City Commission must ensure that the future elected officials will have the flexibility to meet the capital needs of the City. Since neither State law nor the City Charter provides any limits on the amount of debt, which may be incurred (other than the requirement to have General Obligation debt approved in advance by referendum), this policy establishes the following constraints, ratios, and measures.

Constraints, Ratios and Measures

The following constraints, ratios and measures shall govern the issuance and administration of debt obligations:

Purposes of Issuance – The City will issue debt obligations for acquiring, constructing or renovating Capital Improvements or for refinancing existing debt obligations. Projects must be designed as public purpose projects by the City Commission prior to funding.



Maximum Maturity – All debt obligations shall have a maximum maturity of the earlier of: (i) the estimated useful life of the Capital Improvements being financed; or, (ii) thirty years; or, (iii), in the event they are being issued to refinance outstanding debt obligations the final maturity of the debt obligations being refinanced, unless a longer term is recommended by the Finance Department.

Net Debt to Taxable Assess Value – The City shall strive to maintain a ratio of Net Debt to Taxable Assessed Value of properties within the City shall not exceed 15%. The ratio of Net Debt to Taxable Assessed Value shall be calculated by dividing the Net Debt by the taxable assessed value of all taxable properties within the City.

Capitalized Interest (Funded Interest) – Subject to Federal and State law, interest may be capitalized from date of issuance of debt obligations through the completion of construction for revenue producing projects. Interest may also be capitalized for projects in which the revenue designated to pay the debt service on the bonds will be collected at a future date, not to exceed six months from the estimated completion of construction and offset by earnings in the construction fund.

Bond Covenants and Laws – The City shall comply with all covenants and requirements of the bond resolutions, and State and Federal laws authorizing and governing the issuance and administration of debt obligations.



PURCHASING POLICY

The purchasing policy is in accordance with City of South Miami Charter Article III, Section 5 (**Power and Duties**) and Florida Statute Chapter 287.

Purchases less than \$5,000.00. Purchases of, or contracts for, materials, supplies, equipment, improvements or services for which funds are provided in the budget, where the total amount to be expended is not in excess of \$5,000.00, may be made or entered into by the City Manager without submittal to the City Commission and without competitive bidding. Single purchases or contracts in excess of \$5,000.00 shall not be broken down to amounts less than \$5,000.00 to avoid the requirements of this subsection. Purchases of less than \$1,000.00 **do not require**:

- Purchase orders
- Sealed Competitive bids

Purchases of less than \$5,000.00 but greater than \$1,000 **do require**

- A minimum of 3 written quotes from 3 different vendors unless piggybacking off an existing governmental contract, which was part of an acceptable competitive bid process.
- An approved purchase order
- Must have been included in the original budget or received approval from the City Manager.

Purchases more than \$5,000.00 but less than \$25,000.00. Purchases of or contracts for materials, supplies, equipment, improvements or services for which funds are provided in the budget, where the total amount to be expended is in excess of \$5,000.00 but which does not exceed \$25,000.00, may be made or entered into by the City Manager with submittal to the City Commission and without competitive bidding, but shall require that the City Manager obtain quotes from at least three different vendors. Single purchases or contracts in excess of \$25,000.00 shall not be broken down to amounts less than \$25,000.00 to avoid the requirements of this subsection. Purchases more than \$5,000.00 but less than \$25,000.00 **require**:

- Approval by the City Manager before the expenditure is made or funds committed.
- A minimum of 3 written quotes from 3 different vendors unless piggybacking off an existing governmental contract which was part of an acceptable competitive bid process
- City Commission approval

Purchases in excess of \$25,000.00. Purchases in excess of \$25,000.00 shall be in compliance with the competitive bidding requirements. Purchases in excess of \$25,000.00 **require**:

- Competitive bid process unless piggybacking off an existing governmental contract which was part of an acceptable competitive bid process
- Purchase orders must be obtained **before** an expenditure is made or funds committed and approved by the City Manager,
- City Commission approval

❖ *The City Commission in FY 2014 may be adopting a Purchasing Ordinance which will supersede the Purchasing Policy, within the FY 2014 Budget Document.*



FUND STRUCTURE

In governmental accounting, all financial transactions are organized within 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.

The City of South Miami's budget consists of 16 Funds: General Fund, Stormwater Drain Trust Fund, Local Option Gas Tax Trust Fund, Hometown District Improvement Trust Fund, Tree Trust Fund, People's Transportation Tax Fund, Debt Service Fund, Capital Improvement Program Fund, Emergency Reserve Fund, State Forfeiture Fund and Federal Forfeiture Fund. Fund is defined as 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.

All funds, except the Stormwater Drain Trust Fund which uses the accrual basis of accounting, utilize the modified accrual basis of accounting. For more detailed information regarding the funds, please refer to the fund sections in this document.

FUND OVERVIEW

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 City of South Miami.

STORMWATER DRAIN TRUST FUND

The Stormwater Drain Trust Fund accounts for the financial resources received and allocated on behalf of the Stormwater Utility maintained by the City of South Miami. The fund is used to maintain the drainage pipes and canals located within the City. This is a proprietary fund which focuses on the determination of operating income, changes in net assets, financial position and cash flows.

LOCAL OPTION GAS TAX TRUST FUND

Local option fuel taxes are significant revenue sources to Florida's local governments and represent important funding mechanisms for the provision of local transportation infrastructure.



HOMETOWN DISTRICT IMPROVEMENT TRUST FUND

On August 5, 2008, City Commission approved Ordinance 30-08-1965 establishing the Hometown District Parking. Parking in the Hometown District must be developed and managed primarily as an element of infrastructure critical to enhancing South Miami's tax base through economic success of the district.

TREE TRUST FUND

Creation of the Tree Trust Fund is for the purpose of which is to acquire, protect, and to plant trees on public property. The Tree Trust Fund shall consist of contributions in lieu of, or in conjunction with, required replacement plantings.

PEOPLE'S TRANSPORTATION TAX FUND

The City receives a share of the one-half cent sales tax, known as the People's Transportation Tax, to be used for transportation services. The People's Transportation Tax provides funding for the People's Transportation Plan, Municipal Component. The surtax proceeds shall only be used for the transportation expenses.

DEBT SERVICE FUND

The Debt Service Fund has been established in an effort to clearly identify the City's current Long Term Liability. The City has several loans outstanding with the Florida Municipal Loan Council (FMLC). The council, as a subsidiary of Florida League of Cities administers the Florida Municipal Loan Program.

CAPITAL IMPROVEMENT PROGRAM FUND

The purpose of the Capital Improvement Fund is to establish and cover multi-year expenditures of major capital projects and expenditures for all General Government programs. The adopted capital improvement projects expenditures are identified on the Five-Year Capital Improvement Project listing within the Capital Improvement Program section of this budget.

EMERGENCY RESERVE FUND

The City Commission adopted a policy that would restrict the use of this fund to catastrophes and other unscheduled emergencies; and on September 2, 2001 the City Commission changed the policy via resolution No. 145-01-11293 to provide for an Emergency Reserves Fund of no less than 10% of the budget. Furthermore, the Government Finance Officers Association (GFOA) issued a Case Study on May 2013 providing a general recommended fund balance for two specific categories; Budget Uncertainty Reserve and Emergency Reserve. Within the Case Study, GFOA recommends a General Fund Reserve of approximately 25%; 12.5% for each of the two specific classifications mentioned above.



STATE FORFEITURE FUND

The Police Forfeiture Fund manages funds collected through the Florida Contraband Forfeiture Act. Florida Statute 932.701 through 932.707 authorizes municipalities to seize assets, including cash, personal property and real property used in violation of the Florida Contraband Forfeiture Act.

FEDERAL FORFEITURE FUND

The Department of Justice Asset Forfeiture Program (the Program) is a nationwide law enforcement initiative that removes the tools of crime from criminal organizations, deprives wrongdoers of the proceeds of their crimes, recovers property that may be used to compensate victims, and deters crime.



FUND EXPENDITURES

The table below is a summary of the expenditures, by fund, and the difference from the previous year. Please refer to the individual fund sections for an explanation of the change in expenditures for each fund.

ACCOUNT CLASSIFICATION	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATE 2012-2013	APPROVED 2013-2014
General Fund					
Beginning Fund Balance	8,484,707	8,009,801	7,266,790	7,266,790	6,800,807
Revenues	16,402,739	16,177,782	16,061,971	16,100,855	16,506,049
Expenditures	16,372,670	15,277,913	16,229,596	16,094,076	16,737,052
Interfund Transfers In	788,075	416,253	308,173	308,173	358,173
Interfund Transfers Out	2,041,274	2,059,132	780,936	780,936	1,189,337
Issuance of Debt	748,223	0	0	0	0
Ending Fund Balance	8,009,801	7,266,790	6,626,403	6,800,807	5,738,639
Stormwater Drain Trust Fund					
Beginning Fund Balance	366,302	437,289	425,299	425,299	405,826
Revenues	471,277	439,430	426,400	426,400	426,400
Expenditures	150,290	201,420	329,978	195,873	567,818
Interfund Transfers Out	250,000	250,000	250,000	250,000	250,000
Ending Fund Balance	437,289	425,299	271,721	405,826	14,408
Local Option Gas Tax Trust Fund					
Beginning Fund Balance	307,562	380,590	312,007	312,007	331,014
Revenues	73,028	72,730	69,207	69,707	69,207
Expenditures	0	141,313	244,000	50,700	225,000
Ending Fund Balance	380,590	312,007	137,214	331,014	175,221



Hometown District Improvement Trust Fund

Beginning Fund Balance	0	10,250	9,250	9,250	12,305
Revenues	35,250	24,000	28,055	28,055	28,055
Interfund Transfers Out	25,000	25,000	25,000	25,000	25,000
Ending Fund Balance	10,250	9,250	12,305	12,305	15,360

Tree Trust Fund

Beginning Fund Balance	0	0	0	0	15,000
Revenues	0	0	0	26,700	0
Expenditures	0	0	11,700	11,700	15,000
Ending Fund Balance	0	0	-11,700	15,000	0

People's Transportation Tax Fund

Beginning Fund Balance	652,083	1,010,802	1,288,663	1,288,663	1,410,323
Revenues	384,860	415,209	300,000	411,000	400,756
Expenditures	26,141	137,348	874,000	289,340	1,100,000
Ending Fund Balance	1,010,802	1,288,663	714,663	1,410,323	711,079

Debt Service Fund

Beginning Fund Balance	0	278,992	1,086,247	1,086,247	1,021,443
Revenues	903,490	893,283	871,667	874,077	872,683
Expenditures	2,188,383	768,578	1,238,881	1,238,881	1,241,634
Interfund Transfers In	275,998	682,550	300,000	300,000	0
Proceeds from Refunding Debt	7,575,000	0	0	0	0
Payment to Bond Escrow Agent	6,287,113	0	0	0	0
Ending Fund Balance	278,992	1,086,247	1,019,033	1,021,443	652,492

Capital Improvement Program Fund

Beginning Fund Balance	0	0	509,751	509,751	95,751
Expenditures	0	866,831	535,270	499,270	600,000
Interfund Transfers In	0	1,376,582	85,270	85,270	600,000
Ending Fund Balance	0	509,751	59,751	95,751	95,751



Emergency Reserve Fund

Beginning Fund Balance	0	1,785,421	1,688,739	1,688,739	1,706,739
Revenues	20,145	19,571	18,000	18,000	18,000
Interfund Transfers In	1,765,276	0	0	0	0
Interfund Transfers Out	0	116,253	0	0	0
Ending Fund Balance	1,785,421	1,688,739	1,706,739	1,706,739	1,724,739

State Forfeiture Fund

Beginning Fund Balance	50,985	65,678	75,237	75,237	53,837
Revenues	60,793	12,906	500	600	500
Expenditures	46,100	3,347	22,000	22,000	45,000
Ending Fund Balance	65,678	75,237	53,737	53,837	9,337

Federal Forfeiture Fund

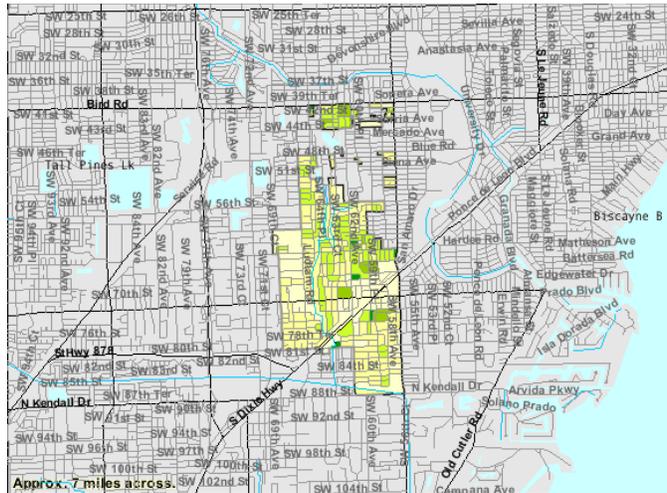
Beginning Fund Balance	362,456	412,999	1,912,231	1,912,231	1,686,849
Revenues	327,797	1,803,867	200	122,042	89,000
Expenditures	277,254	304,635	739,878	347,424	818,283
Ending Fund Balance	412,999	1,912,231	1,172,553	1,686,849	957,566



GOVERNMENT

Structure

South Miami uses a city manager form of government. The Commission sets the policies and the City Manager acts as the chief executive. Commissioners are elected to four-year terms and the Mayor is elected to a two-year term. The Mayor heads the meeting and previously made appointments, with approval by the commission, to various city boards; however this provision was modified on February 9, 2010 to give all commissioners the right to appoint with consent of the commission board. Elections are held on the second Tuesday in February in even numbered years for the Mayor and half of the Commissioners. The Commissioner receiving the most votes is also given the title of Vice Mayor for the first two years of the term. The next election is scheduled for February 11, 2014.



South Miami City Government as of July 1, 2013

- * Mayor: Philip Stoddard, Ph.D. (Election 2014)
- * Vice Mayor: Josh Liebman (Vice Mayor until 2014, Commissioner Group II until 2016)
- * Commissioner Group IV : Walter Harris (Election 2014)
- * Commissioner Group I: Valerie Newman (Election 2014)
- * Commissioner Group III : Robert Welsh (Election 2016)

South Miami is a city in Miami-Dade County, Florida, United States. The population was 10,741 at the 2000 census and according to the U.S. Census Bureau for 2010 it was 11,657.

South Miami is served by the Miami Metrorail at the South Miami Station. The station is in the section US-I and Sunset Dr., and services the surrounding South Miami neighborhood, including South Miami Hospital and the South Miami city government offices.

Tax Authorities

Taxing Authorities Set Tax Rates

The Property Appraiser is not a taxing authority, but a governmental function that is mandated by State Law to assess the value of all properties within Miami-Dade County using criteria set forth by Chapter 193 of the Florida Statutes. As property owners and taxpayers consider the tax rates set by the Taxing Authorities, they should give close attention to tax rates or "millage" changes of



those Taxing Authorities. The millage or tax rates are set by the various taxing authorities within whose jurisdiction the property is located.

The Tax Collector publishes annually all active millage (tax rates) levied by all taxing authorities. The tax rate (millage) is set by the various authorities within whose jurisdiction the property is located.

The taxing authorities are authorized by State Statute to levy taxes on real estate and tangible personal property to fund their operations and services as provided by their annual budgets. The tax rate is determined by dividing the taxing authority's proposed budget using property taxes by the total taxable value of all non-exempt property within their taxing district; reference the following formula:

$$\text{Tax Rate (Millage)} = \frac{\text{Taxing Authority's Proposed Budget}}{\text{Total Taxable Value Of ALL Property (After Exemptions)}}$$

Tax Limitations on County Commission and Cities

By special act of the Florida Legislature (Laws of Florida Chapter 74-430 House Bill No. 4173), municipal taxing authorities are limited to a maximum 10% increase in the amount of revenues that can be raised in comparison to the prior year.

The Millage Rates of the Taxing Authorities

When the total taxable value (the total assessed value of all individual properties in the City added together after exemptions) of the tax roll increases from one year to the next year, the Taxing Authorities (County Commission, Municipalities, School Board, etc.) are required by State Law to begin their budget with a roll-back of the millage rate to a rate which will generate the same revenue as in the previous year; reference hypothetical example of annual roll-back procedure below.

The Property Appraiser is responsible for certifying to each Taxing Authority the annual taxable value. Each Taxing Authority then must compute a roll-up or a roll-back millage rate and a proposed millage. The "roll-back millage" rate is the millage rate, or tax rate that the Taxing Authorities must use as a basis for computing any increase in their annual budgets. Usually, this millage rate is lower than the preceding year's tax rate, because as a general rule, there is usually an increase in the tax base each year sufficient to allow for a millage roll-back. The value increase in the tax base is due to re-assessments and new construction in the prior year. However, new construction is not permitted by Florida Law to be used to calculate the roll-back millage. If the total taxable value (as defined) decreases, the Taxing Authorities are entitled to an upward change of the "roll-back" in the tax millage rate in order to maintain the same level of revenue as the preceding year as the starting point for any budget increases.



The term "rolled-back" is used to describe the economic conditions of total taxable value in the prior year and the amount of monies raised by ad-valorem taxes. It does not relate to the rate of change in the millage.

With the millage rolled-back rate, the Taxing Authorities will realize exactly the same amount of revenue as the preceding year. If they decide to raise the millage rate above the rolled-back rate, it usually means that the cost of government operations has increased, or that new public service programs have been added to their budgets. The effect of the millage rolled-back on your property taxes will appear on your "Truth In Millage Notice" (TRIM) each year in Column 3. By referring to your Notice, you will also note that Column 1 indicates the previous year's taxes and Column 2 indicates the proposed increase or decrease in tax dollars if the proposed budget is adopted.



CITY HISTORY

Known as ‘The City of Pleasant of Living’, this proud community has a diverse population and a history of accomplishments stretching back to its earlier pioneer days. It has overcome adversity and shown a resilience and determination that make it one of South Florida’s more remarkable cities.



WILSON ALEXANDER LARKIN
1860-1946

Founder of South Miami
Formerly Larkins

It began as a settlement named Larkins, after Wilson A. Larkin, who established a post office and trading post with that name in 1898 at the east end of Sunset Drive at Ingraham Highway. The settlement already had a school building erected two years earlier by A. H. Ramsey and John Burtshaw, and in the next few years more families began moving into the area.

Much of the business in the earlier settlement was geared toward farming supplies and services, and when Henry Flagler’s railroad grew south from Miami in 1903, it passed to the west of Larkins. The people of the settlement began relocating the center of their business district toward the train depot at today’s intersection of US1 and Sunset Drive. Real estate developers were already beginning to profile for plats of subdivisions in 1914 and by 1917 phone service came to Larkins.

After the fantastic real estate boom of 1925 and with a population of 3000 residents, area leaders decided to incorporate as the Town of South Miami on March 2nd, 1926. W. A. Foster was elected Mayor and a storeroom was rented for \$10 a month as Town Hall.



First City Hall - The Second Store From the Right (1927)

The year 1926 saw the first incoming class of freshmen at the newly chartered University of Miami campus, which abuts the City of South Miami eastern boundary along Red Road (SW 57th Avenue). Also founded with a university theme that same year was the Cambridge Lawns neighborhood of South Miami, situated just 0.7 miles from the university campus. The neighborhood's Cambridge Lawns Historic District, some 30 homes in the Tudor Revival and Mediterranean revival style completed in 1928, were granted historic recognition by the City of South Miami in 2005.

In June of 1926 the Florida Power & Light Company was granted a 30 year franchise to operate there, the task of paving streets and other projects began in earnest, and the volunteer fire department was established. A few months later in September, the terrible 1926 hurricane struck the community, inflicting severe damage to the homes and businesses in the fledgling Town of South Miami. It took great determination and strength of character to rebuild.

On June 24th, 1927 the Town of South Miami officially became the City of South Miami and a new charter was approved.



In 1933, the original six square miles of South Miami were reduced to just over three square miles due to an effort to reduce municipal responsibilities. The city's size was reduced again in 1937, and many of the northern city residents sued to get out of the city. This is why the city of South Miami has the most irregular boundaries of any city in Miami-Dade County today.

In 1935, the first bus franchise for the city streets was granted and the Sylva Martin Building, later named in honor of the city clerk for 30 years, was constructed. In 1937 the tax roll for the entire city was \$614,282 (less \$106,492 in Homestead exemptions). In the 1940's the population of South Miami was 2600 and African Americans represented 50 percent of the population.



In 1946, Consumers Water Company was given the right-of-way to lay pipes so that water would be available for the Fuchs Bakery, later to become Holsum Bakery. Fuchs Park, located at US1 and 80th St, was named after the founder of the bakery, Charles Fuchs, a German immigrant.

On February 22nd, 1960 South Miami Hospital officially opened its doors just off US1 and 62nd Ave. The 100-bed building included a pharmacy, emergency room, cafeteria, private offices, an X-ray department and laboratory. Today South Miami Hospital has over 440 beds and over 17000 admissions a year.

Growing urbanization was booming in the 70's and 80's. After 48 years, the Holsum Bakery outgrew their home on Red Road and US1 and moved to Medley. The Bakery Centre was developed in its place and Metrorail was being built. In 1983 South Miami was the only station on the route that had a viable downtown area in the proximity to the station.

The City Commission established the South Miami Community Redevelopment Agency in September 1997. The goals of the Agency are to achieve meaningful physical improvement while providing economic development tools and other means of achieving long-term community sustainability.



In 2001 the City of South Miami was awarded the All-America City Award which is given by the National Civic League annually to ten cities in the United States. This award is the oldest community recognition program in the nation and recognizes communities whose citizens' work together to identify and tackle community-wide challenges and achieve uncommon results.

Through all these years, the City of South Miami preserved its hometown feel and the residents are proud to call it - The City of Pleasant Living.



COMPREHENSIVE PLANNING

Comprehensive planning is a term used to describe a process that determines community goals and aspirations in terms of community development. The outcome of comprehensive planning is the Comprehensive Plan which dictates public policy in terms of land use, transportation, utilities, recreation, and housing. Comprehensive plans encompass large geographical areas, a broad range of topics, and cover a long-term time horizon.

Chapter 163, Part II of the Florida Statute (F.S.), provides that each local government shall have the power and responsibility to plan for their future development and growth; to adopt and amend comprehensive plans, or elements to guide their future development and growth; to implement adopted or amended comprehensive plans by the adoption of appropriate land development regulations; and to establish, support, and maintain administrative instruments and procedures to carry out the provisions and purposes of this act.

Comprehensive Planning Process

Comprehensive Planning follows a typical planning process which consists of eight different steps. By following this process, we are able to determine a wide range of interconnecting issues that affect the City and surrounding urban area.

Identifying issues; Stating goals; Collecting data; Evaluating alternatives; Preparing the plan; Creating implementation policies; Adopting a plan; and Implementing and monitoring the plan.

The City's adopted comprehensive plan consists of eight elements that constitute the major objective of the planning process. As required by Chapter 163, F.S., the elements of the comprehensive plan shall be consistent, and the comprehensive plan shall be financially feasible. Financial feasibility is determined using professionally accepted methodologies and applies to the 5-year planning period, except in the case of a long-term transportation or school concurrency management system, in which case a 10-year or 15-year planning period would be applied. It is also required that the comprehensive plan contain a capital improvements element designed to consider the need for and the location of public facilities in order to encourage the efficient use of such facilities.

Chapter I, Future Land Use Element

The Future Land Use Plan is part of a policy developed to guide the future social and economic growth of the City of South Miami. The City Commission in compliance with the State of Florida Local Government Comprehensive Planning Act adopted the Plan. The official Future Land Use Plan indicates the appropriate land uses in the City of South Miami. The City of South Miami Comprehensive Plan is the supporting document, which explains the planning policies used in producing the patterns shown on the Future Land Use Plan and Map.



The Difference Between Land Use and Zoning

Future Land Use designations indicate the intended use category and development density for a particular area. Zoning Districts more specifically define allowable uses and contain the design and development guidelines for these intended uses. Although there are various Zoning Districts which may be allowed within a particular Future Land Use designation, no Zoning District can be allowed for an area if it conflicts with the Future Land Use designation for that area.

The Future Land Use Element was revised to address development and redevelopment pressures including: compatibility between buildings; concerns about the massing and structures (density/intensity standards, lot coverage and height); development impacts on neighborhoods; the need for revised or additional land use and zoning districts; the need to redevelop in certain areas and neighborhoods; and better coordination between transportation and land use.

Chapter 2, Transportation Element

The Transportation Element is designed to address traffic congestion issues which include the need to reduce excessive through traffic in certain areas; the need for updated bicycle and pedestrian plans; the provision of adequate parking; and the need to determine the ultimate capacity of the transit/rail system.

Chapter 3, Housing Element

The Housing Element includes goals established by the City's Affordable Housing Advisory Committee and redevelopment issues related to housing are addressed through amendments that recognize the City's role in expanding housing choices and options for existing and future residents. Additionally, amendments were included that reflect the affordable housing and other programs being implemented through the City's Community Redevelopment Agency.

Chapter 4, Infrastructure Element

The Infrastructure Element addresses the current and future public infrastructure needs of the City to ensure public health, safety and quality of life. As with each element, amendments to the policies to correct inefficiencies are periodically made.

Chapter 5, Conservation Element

The Conservation Element was recently revised to implement the latest Best Management Practices to protect, restore and enhance the natural features of the City.



Chapter 6, Recreation and Open Space Element

The Recreation and Open Space Element addresses parks and recreation issues, such as the City's desire to conduct a comprehensive Recreation and Open Space Master Plan to be used as a mechanism to assist the City in its efforts to meet the recreational needs of existing and future residents. Other amendments address the need to evaluate the feasibility of instituting an impact fee and to revise the Level of Service Standard for recreation and open space.

Chapter 7, Intergovernmental Coordination Element

The Intergovernmental Coordination Element is designed to further the City's coordination and communication procedures for resolving issues of mutual interest with other local governmental entities, which may arise from the implementation of the Comprehensive Plan. The city continues to work with Miami-Dade County in support of the 2003 Inter-local Agreement for Public School Facility Planning.

Chapter 8, Capital Improvement Element

The Capital Improvement Element reinforces the relationship and linkage between the Comprehensive Plan. The Capital Improvements Program recognizes that South Miami is a diverse, full service community with both residential and non-residential land uses and neighborhoods. Additionally, an amendment was included to address impact fees as a potential mechanism for ensuring the City's ability to provide key infrastructure and services at adopted Levels of Service through the planning period.

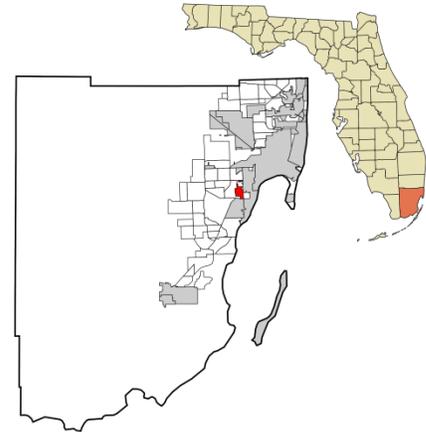
Legislative Changes

On June 2, 2011, changes to The Community Planning Act by the State Legislature and Governor, known as HB 7202, removed several of the provisions previously required by Chapter 163, F.S. The City of South Miami will be working with its neighboring jurisdictions, the Regional Planning Council and the State to address these changes, and to ensure the uninterrupted provision of high-quality, proactive services and programs that enhance the quality of life of the City of South Miami residents, businesses and visitors, and to promote a well-designed, physically integrated, livable and prosperous community.



CITY OVERVIEW

Quick Facts 2010 Census	
Population:	11,657
Pop. Change:	8.53%
State:	Florida
Metro Area:	Miami-Fort Lauderdale- Miami Beach Metro Area
County:	Miami-Dade County
City:	South Miami



* As per Bureau of Economic & Business Research at UF, the City Population for FY 2014 is 13,567. This is the number which will be used for State Revenue Sharing calculations.

Category	Number			% in Total Population			% Change 2000-2010		
	Total	Male	Female	Total	Male	Female	Total	Male	Female
Total	11,657	5,721	5,936	100	49.08	50.92	8.53	10.68	6.53
Median Age	36.7	34.8	38.7	N/A	N/A	N/A	N/A	N/A	N/A
• 16 and Over	9,579	4,643	4,936	82.17	39.83	42.34	N/A	N/A	N/A
• 18 and Over	9,303	4,499	4,804	79.81	38.59	41.21	12.07	14.13	10.21
• 21 and Over	8,622	4,167	4,455	73.96	35.75	38.22	8.15	N/A	N/A
• 62 and Over	1,851	780	1,071	15.88	6.69	9.19	7.18	N/A	N/A
• 65 and Over	1,520	621	899	13.04	5.33	7.71	3.83	9.91	0

Category	Number	% in Total	
		Housing Units	% Change 2000-2010
Total housing units	5,174	100	16.09
Total: Occupied housing units	4,699	90.82	9.25
Owner-occupied housing units	2,573	49.73	-3.74
Renter-occupied housing units	2,126	41.09	30.59
Population in occupied housing units: Owner-occupied housing units	7,052		
Population in occupied housing units: Renter-occupied housing units	4,507		
Occupied housing units Average household size: Owner-occupied	2.7		
Occupied housing units Average household size: Renter-occupied	2.1		

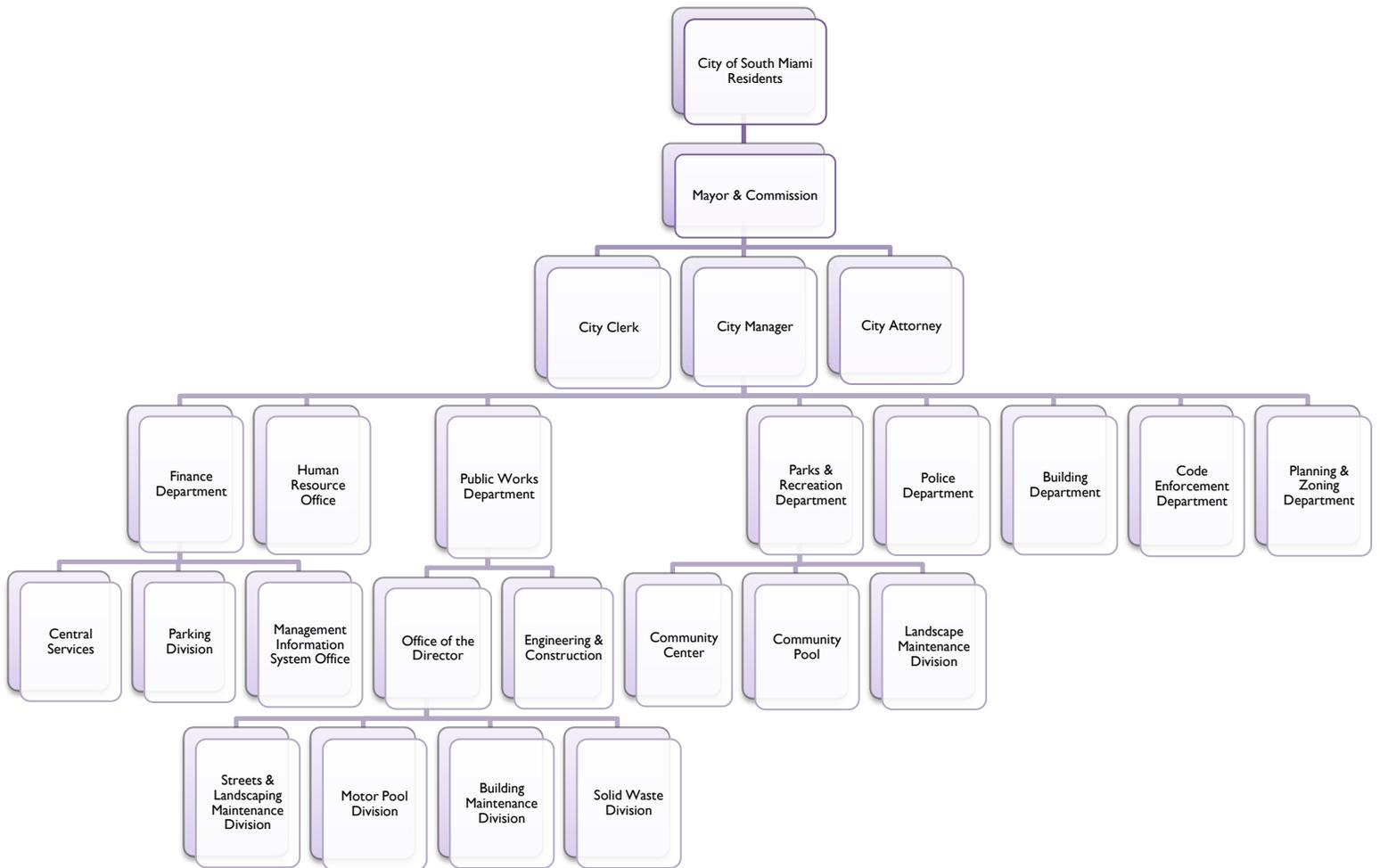
Average household size 2.46

Average family size 3.16

Information provided above was obtained at <http://www.ledgerdata.com/census/florida/south-miami-city/67550>



CITY OF SOUTH MIAMI ORGANIZATIONAL CHART





POSITIONS BY DEPARTMENT

POSITIONS BY DEPARTMENT		BUDGETED FY 2010	BUDGETED FY 2011	BUDGETED FY 2012	BUDGETED FY 2013	PROPOSED FY 2014
CITY CLERK						
Full Time	City Clerk	1	1	1	1	1
	Deputy Clerk II	1	1	1	1	1
	Deputy Clerk	0	0	0	0	1
	City Clerk Total	2	2	2	2	3
CITY MANAGER						
Full Time	City Manager	1	1	1	1	1
	Assistant City Manager	0	0	0	0	1
	Executive Administrative Asst.	1	1	1	1	1
	Administrative Assistant II	1	0	0	0	0
	Special Events Coordinator	0	0	0	0	1
	Communications Receptionist	1	1	0	0	0
	Grants Coordinator	1	1	1	1	0
	<i>Full Time Total</i>	5	4	3	3	4
Part Time	Office Support	0	0	2	2	2
	Public Information Coordinator	0	0	0	1	0
	<i>Part Time Total</i>	0	0	2	3	2
	City Manager Total	5	4	5	6	6
FINANCE DEPARTMENT						
Full Time	Chief Financial Officer	1	1	1	1	1
	Office Manager	1	1	1	1	1
	Department Head Secretary	1	0	0	0	0
	Accts Receivable Technician	0	1	1	0	0
	Parking/Collections Manager	1	0	0	0	0
	Business Lic. Comp. Officer	1	1	0	0	0
	Accounts Payable Technician	1	1	1	0	0
	Junior Accountant	1	1	1	2	2
	Grants Coordinator	0	0	0	0	1
	<i>Full Time Total</i>	7	6	5	4	5
Part Time	Assistant Finance Director	0	0	1	0	0
	Office Support	0	0	0	1	1
	Junior Accountant	1	1	1	1	1
	<i>Part Time Total</i>	1	1	2	2	2
	Finance Department Total	8	7	7	6	7



CENTRAL SERVICES

Full Time	Purchasing Manager	1	1	1	1	1
	Procurement Specialist	1	1	0	0	0
	Central Services Specialist II	1	1	1	1	1
	<i>Full Time Total</i>	3	3	2	2	2
Part Time	Procurement Specialist	0	0	1	0	0
	Office Support	0	0	0	1	0
	<i>Part Time Total</i>	0	0	1	1	0
	Central Services Total	3	3	3	3	2

HUMAN RESOURCES

Full Time	Human Resources Director	1	1	1	1	1
	Human Resource Generalist	0	1	1	1	1
	Office Support	1	1	1	1	1
	Human Resource Total	2	3	3	3	3

BUILDING DEPARTMENT

Full Time	Building Official/Director	1	1	1	1	1
	Chief Building Inspector	1	1	1	1	1
	Permits Coordinator	1	1	2	2	2
	Plans Coordinator	1	1	0	0	0
	<i>Full Time Total</i>	4	4	4	4	4
Part Time	Chief Mechanical Inspector	1	1	1	1	1
	Chief Electrical Inspector	1	1	1	1	1
	Chief Plumbing Inspector	1	1	1	1	1
	Chief Structural Inspector	1	1	1	1	1
	<i>Part Time Total</i>	4	4	4	4	4
	Building Total	8	8	8	8	8

PLANNING DEPARTMENT

Full Time	Planning Director	1	1	1	1	1
	Principal Planner/ERP	1	1	1	0	0
	Sr. Planner/Zoning Admin	0	0	0	1	1
	Permit Facilitator	1	1	1	0	0
	Zoning Review Coordinator	0	0	0	1	1
	Administrative Assistant II	1	0	0	0	0
	Records Clerk II	1	1	1	1	0
	Planning Assistant	0	0	0	0	1
	<i>Full Time Total</i>	5	4	4	4	4
Part Time	Planning Assistant	2	1	1	1	0
	<i>Part Time Total</i>	2	1	1	1	0
	Planning Total	7	5	5	5	4



CODE ENFORCEMENT

Full Time	Code Enforcement Manager	1	1	1	1	0
	Senior Code Enforcement Officer	1	1	1	1	1
	Code Enforcement Officers I/II	3	2	1	1	1
	Code Enforcement Officers I	0	0	1	1	1
	Local Business Tax Comp Officer	0	0	1	1	1
	Special Events Coordinator	0	0	1	1	0
	<i>Full Time Total</i>	5	4	6	6	4
Part Time	Office Support	2	1	1	1	0
	<i>Part Time Total</i>	2	1	1	1	0
	Code Enforcement Total	7	5	7	7	4

PW - OFFICE OF DIRECTOR

Full Time	Public Works Director	1	1	0	0	0
	Chief Superintendent	0	0	1	1	1
	Administrative Assistant	0	0	1	2	1
	Administrative Assistant I	1	1	1	0	1
	Administrative Assistant II	1	1	0	0	0
	Assistant Public Works Director	1	1	0	0	0
	PW - Office of Director Total	4	4	3	3	3

PW - BUILDING MAINTENANCE

Full Time	Lead Worker	1	1	1	0	0
	Lead Worker II	2	2	2	1	1
	Maintenance Worker II	5	4	4	1	1
	<i>Full Time Total</i>	8	7	7	2	2
Part Time	Maint. Worker II	1	1	1	0	0
	<i>Part Time Total</i>	1	1	1	0	0
	PW - Bld Maint Total	9	8	8	2	2

PW - SOLID WASTE

Full Time	Superintendent	1	0	0	0	1
	Garbage Collection					
	Auto Equipment Operator	3	4	4	0	0
	Heavy Equipment Operator	3	3	3	7	7
	Lead Worker II	0	0	0	0	1
	Trash Collection					
	Auto Equipment Operator	1	1	1	0	0
	Waste Collection Driver	2	2	2	3	2
	PW- Solid Waste Total	10	10	10	10	11



PW - STREETS

Full Time	Superintendent Street/Landscape	0	0	1	1	0
	Lead Worker II	1	1	1	1	0
	Maintenance Worker I	0	0	0	1	1
	Maintenance Worker II	6	5	4	4	6
	Maintenance Worker III	1	1	0	0	0
	<i>Full Time Total</i>	8	7	6	7	7
Part Time	Maint. Worker I Summer	1	1	1	0	0
	Maintenance Worker I	0	0	0	1	0
	<i>Part Time Total</i>	1	1	1	1	0
	PW - Streets Maint Total	9	8	7	8	7

PW - LANDSCAPE

Full Time	Superintendent II	1	1	0	0	0
	Landscape Supervisor	1	1	1	1	1
	Lead Worker	2	2	2	1	1
	Maintenance Worker I	0	0	0	2	2
	Maintenance Worker II	3	3	3	1	1
	Maintenance Worker III	1	1	1	1	1
	<i>Full Time Total</i>	8	8	7	6	6
Part Time	Maint. Worker I Summer	1	0	0	0	0
	<i>Part Time Total</i>	1	0	0	0	0
	Landscape Maint Total	9	8	7	6	6

PW - MOTOR POOL

Full Time	Motor Pool Supervisor	1	1	1	1	1
	Auto Mechanic	3	3	2	2	2
	PW - Motor Pool Total	4	4	3	3	3

PW - ENG & CONST

Full Time	Capitals Project Manager	0	0	1	1	1
	GIS Coordinator II	1	1	1	0	0
	Project Coordinator	1	1	1	0	0
	Associate Project Engineer	0	0	0	1	1
	<i>Full Time Total</i>	2	2	3	2	2
Part Time	Engineering Operations Mgr.	1	0	0	0	0
	<i>Part Time Total</i>	1	0	0	0	0
	PW - Eng. & Const. Total	3	2	3	2	2



POLICE DEPARTMENT

Full Time	SWORN					
	Chief of Police	1	1	1	1	1
	Majors	1	2	2	2	2
	Captains	3	0	0	0	0
	Lieutenants	3	4	4	4	4
	Sergeants	4	7	7	7	7
	Officers/Detectives	37	36	36	35	35
	Training Officer	0	0	0	1	1
	CIVILIAN EMPLOYEES					
	Department Head Secretary	1	1	1	2	1
	Administrative Assistant	1	1	1	0	1
	Crime Analyst/Comm. Supvr.	1	1	1	1	1
	Communications Officers	5	6	6	6	6
	<i>Full Time Total</i>	57	59	59	59	59
Part Time	Public Service Aids	0	1	0	0	0
	<i>Part Time Total</i>	0	1	0	0	0
	Police Total	57	60	59	59	59

PARKS & REC DEPARTMENT

Full Time	Parks & Recreation Director	1	1	1	1	1
	Asst. Parks & Rec Director	0	0	1	1	1
	Administrative Assistant II	1	1	1	1	1
	Recreation Supervisor II	2	2	0	0	0
	Senior Site Manager	1	1	1	1	1
	Recreation Leader	2	2	2	2	2
	<i>Full Time Total</i>	7	7	6	6	6
Part Time	Recreation Aide (PT)	1	1	1	1	1
	Instructors (Grant Funded)	1	1	0	0	0
	<i>Part Time Total</i>	2	2	1	1	1
	Parks & Recreation Total	9	9	7	7	7



COMMUNITY CENTER

Full Time	Recreation Supervisor II	0	0	1	1	1
	Parks and Recreation Site Mgr.	1	1	0	0	0
	Recreation Supervisor I	1	0	0	0	0
	Recreation Leader	5	5	4	3	3
	<i>Full Time Total</i>	<i>7</i>	<i>6</i>	<i>5</i>	<i>4</i>	<i>4</i>
Part Time	Recreation Leader (PT)	1	1	1	5	5
	Recreation Aide (PT)	10	11	11	11	14
	Instructors (Grant Funded)	3	3	3	3	4
	Summer Recreation Aide (PT)	8	8	8	8	8
	<i>Part Time Total</i>	<i>22</i>	<i>23</i>	<i>23</i>	<i>27</i>	<i>31</i>
	Community Center Total	29	29	28	31	35

COMMUNITY POOL

Part Time	Pool Supervisor	0	0	0	0	1
	Life Guard	0	0	0	0	5
	<i>Part Time Total</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>6</i>
	Community Pool	0	0	0	0	6

TOTAL	Full Time Total	148	144	138	130	132
	Part Time Total	37	35	37	41	46
	Grand Total	185	179	175	171	178



CAPITAL IMPROVEMENT PROGRAM 5-YEAR PLAN

In an effort to comply with Florida Statute 163.3177 Required and optional elements of comprehensive plan; studies and surveys - The capital improvements element must be reviewed on an annual basis and modified as necessary in accordance with s. 163.3187 or s. 163.3189 in order to maintain a financially feasible 5-year schedule of capital improvements. The City of South Miami Capital Budget is updated annually as part of the budgeting process. Capital improvement projects are defined as projects that are self-contained and that will usually be constructed or purchased as a unit.

The City of South Miami uses Government Accounting Standards Board (GASB) 34 Guidance in defining capital assets and depreciation.

Governmental Entities with Revenues between \$10 and \$100 million

Item	Tracking and Inventory	Capitalize and Depreciate
Land	\$1	Capitalize only
Land Improvements	\$1	\$25,000
Building	\$1	\$50,000
Building Improvements	\$1	\$50,000
Construction in Progress	\$1	Capitalize only
Machinery and Equipment	\$1,000	\$5,000
Vehicle	\$1,000	\$5,000
Infrastructure	\$50,000	\$250,000
Intangibles	N/A	\$25,000

A capital improvement generally includes only those items constructed or purchased that have a useful life extending beyond a five (5) year period following their acquisition or purchase. Normally, capital improvements involve a cost in excess of \$5,000 or involve the acquisition or disposal of land regardless of cost. Minor recurring annual expense items, including routine maintenance and repairs, excluded. All projects that are financed from bond funds are included. Similarly, preliminary engineering studies for such infrastructure improvements as the design of improvements are generally itemized as capital expenditure items due to their significant cost and impact of the capital improvement program.



CAPITAL IMPROVEMENT 5-YEAR PLAN

PROJECT DESCRIPTION FUND SOURCE	SOURCE	FY 13	Estimated Expensed	FY 14	FY 15	FY 16	FY 17	FY 18
TRAFFIC CALMING								
West Pinecrest Villas Traffic Calming - Design and Construction (Between 62 Ave and US1 from 78 St to 80 St)- Study to complete be 9/30	PTP	65,000	39,780	40,000				
Bird Estates Traffic Calming - Design and Construction (Between 61 Ave and 64 Ave from 40 St to 44 St)-Study to be completed by 9/30	LOGT	55,000	0	35,000				
63 Ct. Traffic Calming - Design & Construction (57 ST to 64 St)- Study to be completed by 9/30	PTP	40,000	22,000	60,000				
Mango Terrace Traffic Calming - Construction (Between 67 Ave and 69 Ave from 72 St to 80 St) - Design to be completed by 9/30	LOGT	24,000	24,000	150,000				
60th Ave Traffic Calming - Design and Construction (Between 57 Ave and 62 Ave from 80 St to 84 St) - Study to be completed 9/30	PTP	50,000	0	75,000				
Manor Lane Traffic Calming - Construction (Between 72 St and US1 from 63 Ave to 67 Ave) - Design to be completed by 9/30	PTP	30,000	29,960	20,000				
Pinecrest Villas Traffic Calming Phase II	PTP	30,000	30,000					
Cocoplum Terrace Traffic Calming Study	PTP			40,000				
DRAINAGE IMPROVEMENTS								
Dorn Avenue Drainage Improvements - Construction Design to be completed by 9/30	SWDTF	60,000	25,895	75,000				
	LOGT	30,000						
Citywide Drainage Improvements Phase 6 -Construction (SW 59 Ave from 72 St. to 80 St.)-Study & design completed	SWDTF			275,000				
Citywide Drainage Phases 7-10 Design and Construction (Twin Lakes & other locations throughout the City)	SWDTF			65,000	150,000	125,000	150,000	125,000
Commerce Lane Road And Drainage Improvement	SMCRA	150,000	40,000					
Progress Road and Drainage Improvement	SMCRA	180,000	115,000					
Citywide storm drainage clean out	SWDTF	20,000	7,749					
ROAD INFRASTRUCTURE								
South Miami Intermodal Transportation Plan -Design and Construction is TBD based on the priorities of the plan	PTP	100,000	0	190,000	75,000	50,000	50,000	50,000
Sunset Drive Improvements - Construction (SW 72 St from 65 Ave to 69 Ave)-Study & design completed	PTP	220,000	8,600	250,000				
	SWDTF	100,000						
SW 64 th St. Corridor Improvements Ph. II - Design and Construction (Between 57 Ave and 62 Ave from 64 St to 68 St) Study to be completed by 9/30	CDBG	177,000	0	177,000				
Citywide Street Resurfacing Program (various locations)	LOGT	75,000	26,700	40,000	50,000	50,000	50,000	50,000
Sunset Drive Median Construction-Study & design completed	SMCRA		0	40,000				
	PTP			55,000				
57th Avenue Median Improvement	PTP	30,000	0	30,000				
Citywide guardrail and misc road infrastructure repairs	LOGT	60,000	0					



PROJECT DESCRIPTION FUND SOURCE	SOURCE	FY 13	Estimated Expensed	FY 14	FY 15	FY 16	FY 17	FY 18
PARKS								
South Miami Park: Parking Lot & Playground Equipment Renovation & Bathroom	CIP			50,000	50,000			
Palmer Park: Baseball fields renovation	CIP			50,000				
Murray Park: Lighting and Field Replacement	CIP				50,000	50,000		
Fuchs Park: Bathroom renovation & playground equipment replacement	FRDAP	50,000		50,000				
Dog Park	CIP	25,000		50,000				
Citywide Parks Improvement	CIP	100,000	90,000	100,000	100,000	100,000	100,000	100,000
ADA sidewalk upgrade at Dante Fascell	ADA	10,000	10,000					
Marshall Williams Park Improvements	SMCRA	50,000	0					
FLEET REPLACEMENT								
PW Fleet Replace Trash Crane, Truck, Aerial Lift	CIP					158,000		
PW Fleet Replace-Garbage & Trash Truck, Pick Up	CIP				380,000			380,000
6 Police Vehicles and Equipment	CIP	161,390	161,390	230,000	235,000	240,000	245,000	250,000
4 GEM Code Enforcement Electric Car	CIP	14,500	13,500	60,000				
1 SUV K-9 Vehicle	LEFTF			38,333				
CITY FACILITIES								
Police Parking and Fueling Facility Improvement - Construction - Design to be completed by 9/30	LEFTF	400,000	0	450,000				
Sylva Martin Window Replacement	CIP			15,000				
City Hall ADA improvements	ADA	10,000	10,000					
Centralize departments in Sylva Martin	CIP	100,000	100,000					
Van Smith house demolition	CIP	20,000	20,000					
MISCELLANEOUS								
Citywide Water and Sewer Upgrades - Design and Construction	GOB	80,000	0	75,000	350,000	150,000	300,000	300,000
Progress Rd. Business District Parking Feasibility Study	SMCRA	40,000	0	15,000				
Citywide Replacement of Directional Street Signs & Posts	PTP	150,000	0	150,000	75,000	75,000	50,000	50,000
Bus Shelters - Construction	PTP	98,000	98,000	50,000	50,000	50,000	50,000	50,000
CRA street light project	CDBG	170,000	0					
	SMCRA	65,000	0					
At grade pedestrian crosswalk device	PTP	61,000	61,000					
Citywide landscaping program	T&SP	10,000	10,000	3,200				
Traffic enforcement computerize sign	LEFTF	8,500	5,520					
Electric GEM Vehicle with Decals	LEFTF			15,000				
HP Designjet multifunction printer	CIP	9,450	9,450					
GIS decoder	CIP	7,695	7,695					
GIS data storage server	CIP	15,855	15,855					
One Solution Planning and Zoning Module	CIP	36,380	36,380					
Downtown Information Kiosks	CIP	45,000	45,000	45,000				
TOTAL CAPITAL IMPROVEMENTS BY YEAR		3,233,770	1,063,474	3,063,533	1,565,000	1,048,000	995,000	1,355,000



CAPITAL IMPROVEMENT PROGRAM (CONT) 5-YEAR PLAN

CODE	SOURCE OF FUNDS	FY 13	Estimated Expensed	FY 14	FY 15	FY 16	FY 17	FY 18
CIP	Capital Improvement Fund	535,270	499,270	600,000	815,000	548,000	345,000	730,000
CDGB	Comm. Development Block Grant	347,000	0	177,000	0	0	0	0
FRDAP	FL. Recreation Dev. Assistance Program	50,000	0	50,000	0	0	0	0
GOB	MDC General Obligation Bond	80,000	0	75,000	350,000	150,000	300,000	300,000
LOGT	Local Option Gas Tax	244,000	50,700	225,000	50,000	50,000	50,000	50,000
PTP	People Transportation Plan	874,000	289,340	960,000	200,000	175,000	150,000	150,000
SMCRA	South Miami CRA	485,000	155,000	55,000	0	0	0	0
SWDTF	Stormwater Drain Trust Fund	180,000	33,644	415,000	150,000	125,000	150,000	125,000
ADA	American Disability	20,000	20,000	0	0	0	0	0
LEFTF	Law Enforcement Forfeiture Trust Fund	408,500	5,520	503,333	0	0	0	0
T&S F	Trees & Shrubs Fund	10,000	10,000	3,200	0	0	0	0
		3,233,770	1,063,474	3,063,533	1,565,000	1,048,000	995,000	1,355,000



CAPITAL IMPROVEMENT PROGRAM DESCRIPTIONS

Fiscal Year 2013/2014 – 2017/2018

TRAFFIC CALMING

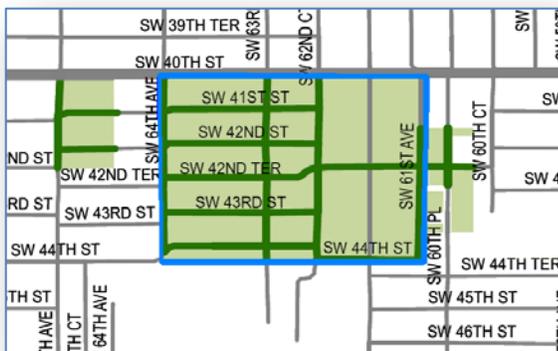
All studies and designs for traffic calming devices are required to be submitted to Miami-Dade County's Traffic and Engineering Division of Public Works Department for review and approval.

Design and Construction of West Pinecrest Villas Traffic Calming

This project consists of designing traffic calming devices in the area bounded by US 1 to the north, SW 62nd Avenue to the east and SW 80th Street to the south. Upon approval by Miami-Dade County of the design plans, the plans can be bid out for construction.



Design and Construction of Bird Estates Traffic Calming

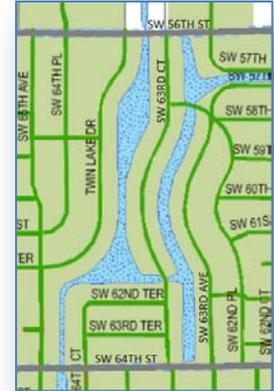


Residents petitioned the City to consider the placement of traffic calming device to slow down traffic in the area of Bird Estates. This project consists of designing traffic calming devices in the area bounded by Bird Road/ SW 40th Street to the north, SW 61st Avenue to the east, SW 44th Street to the south and SW 64th Avenue. Upon approval by Miami-Dade County of the design plans, the plans can be bid out for construction.



SW 63rd Court Traffic Calming

In response to complaints from various residents concerning cut-through traffic and speeding along SW 63rd Court, this project will design traffic calming devices to be installed on SW 63rd Court from Miller Road/ SW 56th Street to SW Hardee Drive/64th Street. Upon approval by Miami-Dade County of the design plans, the can be bid out for construction.



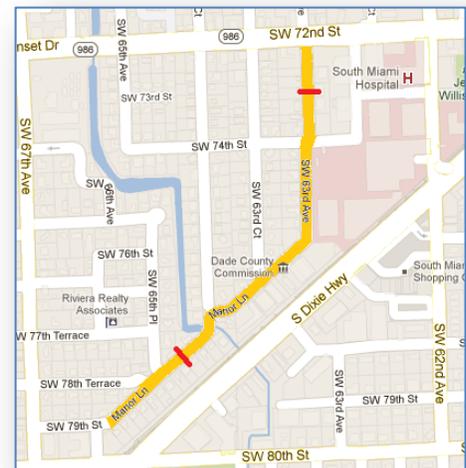
Mango Terrace Traffic Calming



The scope for Mango Terrace Traffic Calming consists of installing multiple speed tables and one traffic circle. Upon approval by Miami-Dade County of the design plans, the plans can be bid out for construction. The project boundaries are bounded by Sunset Drive/ SW 72nd Street on the north, SW 80th Street on the south, Ludlam Road/ SW 67th Avenue on the east and SW 69th Avenue on the west.

Manor Lane Traffic Calming Devices

The project’s study area is the residential area bounded by Ludlum Road/SW 67th Avenue on the west, Sunset Drive/SW 72nd Street on the north and US1 on the east and south. A traffic study was conducted to assess and evaluate current traffic flow conditions and characteristics to validate the construction of speed tables along Manor Lane/ SW 63rd Avenue. Upon approval by Miami-Dade County of the design plans, the plans can be bid out for construction.



SW 60th Avenue Traffic Calming

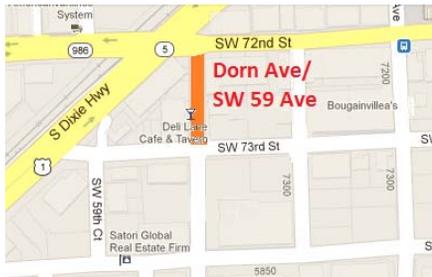
The project is located in a residential neighborhood adjacent to Dante Fascell Park bounded by Red Road/57th Avenue on the east, 62nd Avenue on the west. Upon approval by Miami-Dade County of the design plans, the plans can be bid out for construction.



DRAINAGE IMPROVEMENTS

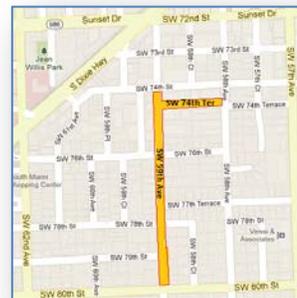
Dorn Avenue Road and Drainage Improvements

The purpose of this project is to address current drainage issues along 59th Avenue (Dorn Avenue) between 72nd Street (Sunset Dr.) and 73rd Street. The current drainage grates that run along either side of the road do not provide adequate drainage to prevent flooding after a rain event. A new drainage system will adequately drain stormwater runoff to prevent flooding. The construction consists of drainage structures removal and reinstallation of pavers in the right of way.



Citywide Drainage Improvements Phase 6

The scope of work for the proposed storm drainage improvements include providing new drainage inlets and manholes structures, exfiltration trench, grass swales, milling and resurfacing or overlay of existing asphalt roadways, new traffic pavement markings and sidewalk repair. The project limits are SW 59th Avenue from SW 74th Street to SW 80th Street, and SW 74th Terrace from SW 59th Avenue to SW 58th Avenue.



Citywide Drainage Improvements Phases 7-10

The Stormwater Master Plan (SMP) is a citywide study which provides an evaluation of the current flood protection level of service (LOS) of the existing stormwater infrastructure.

Potential flooding areas that require drainage improvements were identified and prioritized in the SMP. Furthermore, the study identifies existing and future operation and maintenance needs. These areas will be addressed in phases, by level of priority, as reported in the SMP.



ROAD INFRASTRUCTURE

South Miami Intermodal Transportation Plan

The South Miami Intermodal Transportation Plan is part of a continuing effort to enhance the transportation system and mobility choices for the residents and visitors to the City of South Miami and aims to establish a network of sidewalks, trails, roadway improvements, neighborhood greenways, and bicycle lanes throughout the City, connecting residential areas with downtown shopping and dining, transit facilities (Metrorail and BRT) and M-Path. A main priority of this plan is to provide a safer environment for pedestrians, cyclists, and all modal users by promoting neighborhood greenways on residential streets with low volumes of auto traffic and reduce speed, the use of traffic calming devices such as trees, speed tables, pavement markings and signage. Upon approval of the plan, the City shall commence with the design and construction of recommended improvements.

Sunset Drive Improvements Phase 5 (SW 65th Avenue – SW 69th Avenue)

This is the final phase of the Sunset Drive Improvement project. Phases I– 4, included USI to SW 65th Avenue is complete. The final phase includes road improvements (wider sidewalk, medians, irrigation and landscaping) between SW 65th Avenue and SW 69th Avenue.

SW 64th Street Corridor Improvements Phase II

The scope of work involving the Hardee Drive/SW 64th Street Improvements project is limited to construction work from Red Road/SW 57th Avenue to 62nd Avenue. The scope of work includes and is not limited to sidewalk repairs, landscaping, curb and gutter, milling and resurfacing, striping, signage repair and installation, pavers, re-grading and root pruning. With the development of this project, it is necessary to address adjacent roads that warrant a need for restoration and repair work.



Citywide Street Resurfacing Program

The purpose of this program is maintaining all City-owned paved streets at a serviceability level. The scope includes resurfacing, restoration and rehabilitation of existing streets on an as-need basis, extending the life of the existing roads.



Sunset Drive Median Construction

The project scope includes the construction of a landscaped median along Sunset Drive/SW 72nd Street between SW 57th Court and SW 58th Avenue. The scope of work for this project includes and is not limited to milling and resurfacing, curbing, new signage, pavement marking and striping, tree planting, sodding, and irrigation.

CRA Intersection and Sidewalk Improvements

Due to damaged brick pavers and significant dips in the travel lanes, existing paved intersections are currently in need of improvements. The design and construction will address the damaged roadways and sidewalks in the CRA area.

PARKS AND RECREATION

South Miami Park

The project consists of parking lot renovations to include sealing, stripping, adding speed bumps for patron safety and installation parking lot lighting. In addition the scope includes replacement of playground equipment and bathroom installation.

Palmer Park

The project consists of the uplifting of sod in all the baseball fields for lip removal which cause trip hazards to players and allows for a true bounce on the baseball. Also included in the renovation of the baseball field are amenities such as bleachers.

Fuchs Park Improvement

Due to heavy use, the park's infrastructure and amenities are in need of repair. The scope will include renovation of the bathrooms and coral structure pavilion. Included in the scope of work is the replacement of playground equipment and picnic facilities (tables, benches, and grills).

Dog Park

The location of the proposed dog park is to be determined. In order to budget for renovations of a future dog park site, the intended scope for the proposed dog park may include fencing, sod, utility connection, and site amenities.

Citywide Parks Improvement

Most parks throughout the City need upgrades and amenities. The improvements help to increase recreational activity in the community. Efforts have been made to provide additional ADA upgrades to all parks, making it accessible for the handicap.



FLEET REPLACEMENT

Public Works Fleet Vehicles



The program consists of the replacement of older PW vehicles and heavy equipment with more fuel efficient vehicles. The replacement of older vehicles may result in higher efficiency and reduced cost of operation and maintenance. Older vehicles will be decommissioned and placed for public auction. PW Fleet Replacement includes a trash crane, trash truck, aerial lift, garbage truck, and pick-up trucks. The PW fleet replacement program will be carried out within the next five years

Police Vehicles and Equipment

The program consists of replacement of older Police vehicles. Older vehicles will be decommissioned and placed for public auction. Proposed to replace 6 vehicles and continue the same trend for subsequent years.



Code Enforcement Electric Car



The City is looking to improve energy consumption and implement green initiatives. The City will be recommending the purchase of 4 Global Electric Motorcars (GEM®) vehicles. The vehicles are battery-operated Electric Cars that are the clean, green transportation alternative. The Code Enforcement Office Division will be utilizing these vehicles to conduct field inspection activities throughout the City.



CITY FACILITIES

Police Station Parking and Fueling Facility Improvement



The parking lot located at the Police Department is in need of infrastructure upgrades that include the reconfiguration for additional parking spaces, increased lighting, 24 hour security cameras and the installation of an electric gate with open and close devices. The construction scope of work also includes demolition, clearing and grubbing, curbing, striping, re-grading, and landscaping

The gas pump facility located at the Police Department, originally constructed in the 1970's, is in need of an upgrade. This includes the installation of a reinforced concrete canopy with lighting components to protect officers from the elements while fueling and relocation of the water lines from the building to the pump station.



Sylva Martin Window Replacement



The restoration for the interior of the Sylva Martin building is complete. In order to preserve the historic integrity of the building, the replacement of the damaged window needs to take place. The scope of the work will consist of removing and replacing the double hung wood windows throughout the building.



MISCELLANEOUS

Citywide Sewer Upgrades

Certain areas in the City are currently connected to a septic tank. In order to comply with Miami Dade County Water and Sewer regulations, all residential properties are required to connect to public sewer once service is available. The first task is for the City to identify and study areas that are in need for sewer extension. Once the areas are identified, the design construction of the sewer extension will commence.

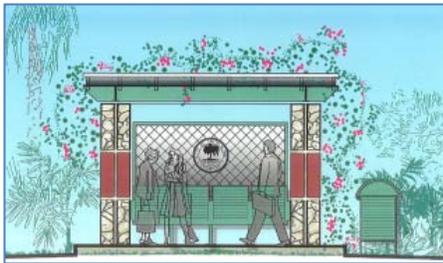
Progress Road Business District Parking Feasibility Study

Many businesses along Progress Road request the City to provide parking under the metro rail. A feasibility study to provide parking in area will be conducted by the City prior to proceeding with negotiations with Miami Dade County Transit Authority to obtain the area under the metro rail for parking purposes. This project will be funded by the SMCRA.

Citywide Replacement of Directional Street Signs & Posts

This project consists of the replacement of old street directional signs and the incorporation of a new design. The new design will be implemented throughout the City, with the first phase targeting the downtown area.

Bus Shelter



The construction for additional bus shelters will be funded by the People Transportation Program funds. This project will be carried out on a yearly basis, consisting of the construction of one bus shelter per year.

Downtown Information Kiosks

Information kiosks will be installed in the City's downtown area to provide information to the patrons and tourists visiting the area. Information will include that of the local businesses and events occurring in the City.



GENERAL FUND BUDGET



GENERAL FUND REVENUE PROJECTIONS

ACCT NO.	ACCOUNT CLASSIFICATION	ACTUAL FY 2011	ACTUAL FY 2012	BUDGET FY 2013	ESTIMATE FY 2013	APPROVED FY 2014	
TAXES							
0010000	3111000	AD VALOREM TAXES	5,689,331	5,477,758	5,915,242	5,915,242	5,942,221
0010000	3112000	AD VALOREM DELINQUENT	133,070	148,082	30,000	30,000	30,000
0010000	3141000	UTILITY TAX-ELECTRIC	1,136,433	1,166,162	1,050,000	1,050,000	1,150,000
0010000	3143000	UTILITY TAX-WATER	162,949	149,771	140,000	140,000	140,000
0010000	3144000	UTILITY TAX - GAS	40,977	48,242	35,000	35,000	35,000
0010000	3150000	UNIFIED COMM SERVICES TAX	701,153	656,298	621,291	621,291	600,975
0010000	3161000	LOCAL BUSINESS TAX-RENEWALS	479,094	530,488	525,000	525,000	525,000
0010000	3162000	LOCAL BUSINESS TAX NEW	107,885	100,817	120,000	120,000	120,000
0010000	3163000	LOBBYIST REGISTRATION FEE	19,075	9,555	7,000	7,500	8,000
TOTAL TAXES			8,469,966	8,287,173	8,443,533	8,444,033	8,551,195
FRANCHISE FEES							
0010000	3221000	BUILDING PERMITS	922,667	624,697	520,000	610,000	550,000
0010000	3231000	ELECTRICITY	1,036,304	1,018,050	950,000	950,000	1,000,000
0010000	3234000	GAS	30,013	29,865	30,000	30,000	30,000
0010000	3291000	PENALTIES LOCAL BUSINESS TAX	41,324	41,712	45,000	45,000	45,000
0010000	3293000	GARAGE SALES	1,860	810	1,000	250	250
TOTAL FRANCHISE FEES			2,032,168	1,715,134	1,546,000	1,635,250	1,625,250
INTERGOVERNMENTAL REVENUE							
0010000	3301000	INTERGOVERNMENTAL REVENUE	21,859	0	0	0	0
0010000	3351012	STATE REVENUE SHARING	352,448	359,120	344,879	344,879	358,973
0010000	3351015	ALCOHOLIC BEVERAGE LICENS	15,889	13,794	13,000	20,417	20,000
0010000	3351018	LOCAL GOVT 1/2 C SALES TX	642,949	754,768	799,067	799,067	888,784
0010000	3354920	LOCAL OPTION FUEL TAX	181,852	177,721	172,910	172,910	175,161
0010000	3382000	COUNTY LOCAL BUSINESS TAX	15,480	15,242	9,000	9,000	12,000
TOTAL INTERGOVERNMENTAL REVENUE			1,230,477	1,320,645	1,338,856	1,346,273	1,454,918



ACCT NO.	ACCOUNT CLASSIFICATION	ACTUAL FY 2011	ACTUAL FY 2012	BUDGET FY 2013	ESTIMATE FY 2013	APPROVED FY 2014	
CHARGES FOR SERVICES							
0010000	3412000	ZONING HEARING FEES	7,500	4,500	5,000	6,400	6,000
0010000	3413000	ENVIRON REVW & PRESVT BRD	91,426	41,921	40,000	50,000	50,000
0010000	3414000	MICROFILM SALES	3,148	5,100	3,000	3,200	3,500
0010000	3419010	BLDG & ZON REINSPECT FEES	700	950	2,000	600	1,000
0010000	3419030	CERT OF USE/OCCUPANCY	20,900	14,050	20,000	20,000	11,000
0010000	3419040	CODE ENFORCEMENT FINES	123,511	182,910	130,000	145,000	150,000
0010000	3419051	FINGERPRNT&PASSPRT PROCES	53,959	17,849	15,000	7,000	6,000
0010000	3421010	POLICE SERVICES	32,724	39,583	32,000	32,000	32,000
0010000	3421021	TOWING ADMIN FEE	6,833	2,550	5,000	4,000	4,000
0010000	3421025	SCHL CRSNG GRDS- CTY REIM	27,768	27,229	25,000	25,000	25,000
0010000	3434100	SOLID WASTE CHARGES	21,366	27,026	20,000	20,000	20,000
0010000	3434150	CNTY SOLID WASTE SURCHRG	120	0	0	0	0
0010000	3434200	PRIVATE HAULERS PERMIT FEE	552,286	497,564	500,000	510,000	510,000
0010000	3445100	PARKING PERMITS	44,470	64,960	46,000	50,000	50,000
0010000	3445200	PARKING METERS FRANCHISE	1,918,988	2,151,268	2,200,000	2,200,000	2,320,000
0010000	3445210	VALET PARKING	97,460	81,105	80,000	80,000	80,000
0010000	3445220	PARKING FUND REVENUE	0	0	25,000	25,000	25,000
0010000	3445300	PARKING VIOLATIONS	729,156	672,847	760,000	624,000	624,000
0010000	3445400	PARKING METER CASH KEY	1,611	0	0	0	0
0010000	3472620	TENNIS COURT FEES	22,200	20,450	22,000	22,000	22,000
0010000	3472630	RECREATION FEES	105,016	138,286	125,000	125,000	125,000
0010000	3472631	MULTIPURPOSE CNTR-RENTAL	37,474	38,859	36,000	41,000	40,000
0010000	3472632	MULTIPRPOSE CNTR-MEMBERSHIP	27,074	30,789	21,000	27,900	26,000
0010000	3472650	S MIAMI PARK - RENTAL	4	1,540	200	300	500
0010000	3472660	CONCESSION STANDS	6,943	3,700	5,000	5,000	5,000
TOTAL CHARGES FOR SERVICES		3,932,636	4,065,036	4,117,200	4,023,400	4,136,000	
FINES AND FORFEITS							
0010000	3511200	METRO COURT FINES	118,927	111,280	101,000	105,000	105,000
0010000	3541000	BURGLAR ALARM FINES	30,100	61,555	40,000	30,000	35,000
0010000	3541050	ALARM REGISTRATION CHG	16,350	14,725	20,000	37,000	46,000
TOTAL FINES AND FORFEITS		165,377	187,560	161,000	172,000	186,000	



ACCT NO.	ACCOUNT CLASSIFICATION	ACTUAL FY 2011	ACTUAL FY 2012	BUDGET FY 2013	ESTIMATE FY 2013	APPROVED FY 2014
MISCELLANEOUS REVENUES						
0010000 3612000	INTEREST INCOME	87,199	108,322	115,000	90,000	87,204
0010000 3614000	DIVIDENDS INCOME	1,472	1,472	0	0	1,400
0010000 3621100	PARKING GARAGE RENT	76,922	84,353	75,996	75,996	75,996
0010000 3622000	FASCELL PARK	19,755	18,130	20,000	30,000	30,000
0010000 3623000	BUS BENCH ADS	8,519	16,769	14,664	14,664	14,500
0010000 3625000	RENT C.A.A.	27,000	27,000	27,000	27,000	27,000
0010000 3627500	SOUTH MIAMI MIDDLE SCHOOL	19,403	20,257	20,000	20,000	20,000
0010000 3629000	PALMER PARK RENTALS	34,166	30,325	30,000	30,000	30,000
0010000 3669000	HOSPITAL LANDSCAPE REVENUE	4,532	7,082	4,760	4,760	7,634
0010000 3669100	PARKS	24,872	40,543	0	0	0
0010000 3669400	CITY HALL BRICKS	0	304	0	0	0
0010000 3695000	REIMB WORKERS COMP.	10,858	3,054	0	0	0
0010000 3695400	REIMBT-PUB WORKS LABOR	8,783	17,736	0	9,654	0
0010000 3697000	GAIN/LOSS ON ASSET SALE	0	23,955	0	10,000	0
0010000 3699201	MISC. OTHERS	92,080	86,882	60,000	60,000	170,000
0010000 3699225	SUNSET DR MTCE-FDOT REIMB	3,592	3,952	2,963	3,952	3,952
0010000 3699250	INSURANCE CLAIMS RECOVERY	0	27,261	0	18,874	0
0010000 3699501	SECTION 185 STATE CONTRIB	80,791	84,837	85,000	85,000	85,000
0010000 3699510	SECTION 185 STATE	72,172	0	0	0	0
TOTAL MISCELLANEOUS REVENUES		572,115	602,234	455,383	479,900	552,686
TOTAL GENERAL FUND		16,402,739	16,177,782	16,061,971	16,100,855	16,506,049
0010000 3811000	CONTRIB FROM OTHER FUNDS	468,321	141,253	25,000	25,000	25,000
0010000 3811500	TRANSFER WATER/SEWER FUND	250,000	250,000	250,000	250,000	250,000
0010000 3811700	TRANSFER FROM CRA	69,754	25,000	33,173	33,173	83,173
0010000 3841000	DEBT PROCEEDS	748,223	0	0	0	0
TOTAL OTHER FINANCIAL SOURCES		1,536,298	416,253	308,173	308,173	358,173

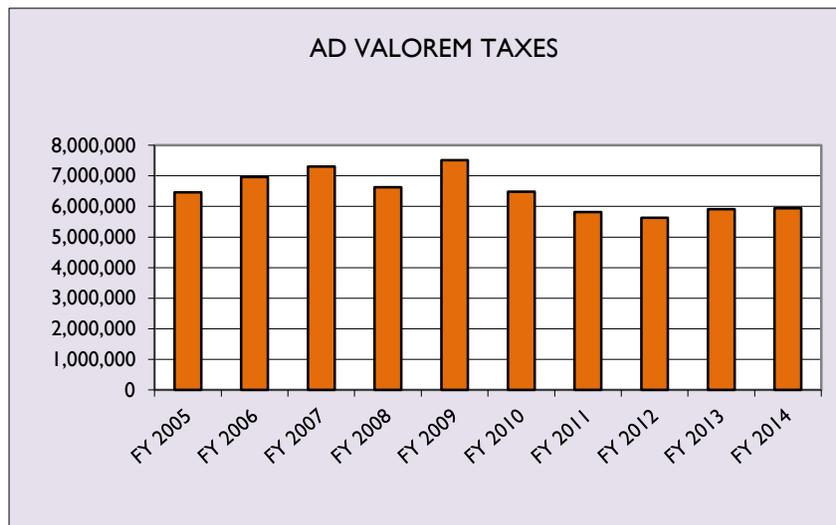


REVENUE PROJECTION RATIONALE

AD VALOREM TAXES

311.1000 Ad Valorem Taxes Current - Ad Valorem or property taxes are authorized by Chapter 166, Florida Statutes. The Florida Constitution limits local governments to a maximum of 10 mills of Ad Valorem taxation. The amount of revenue is based on the tax rate multiplied by the assessed value of the City, which is provided by the County Property Appraisal Department. The amount is then budgeted at 95% of its gross value to allow for prompt payment discounts and other adjustments in accordance with Florida Statutes.

The Miami-Dade County Property Appraiser certified the Taxable Value within the City of South Miami at \$1,433,343,727. This valuation represents a .46% increase from the FY 2012-13 level of \$1,426,836,326. The estimated revenue amount is calculated using the proposed City tax rate of 4.3639.

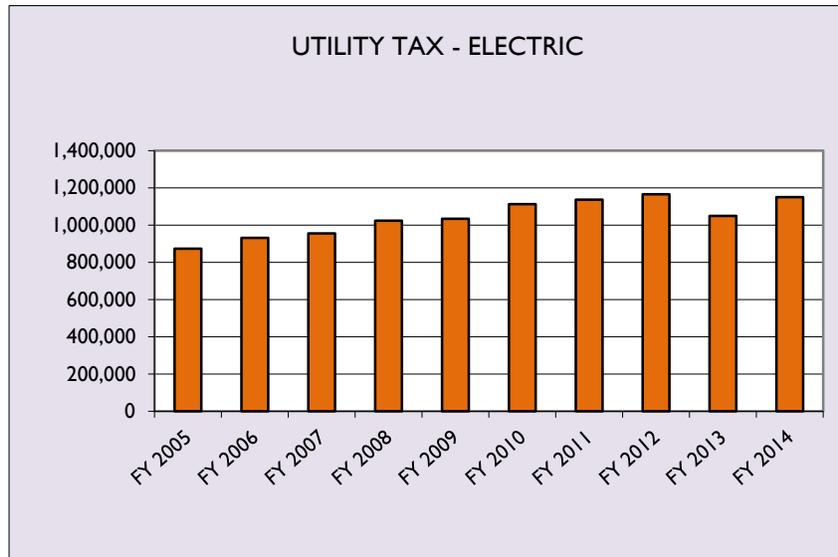


311.2000 Ad Valorem Delinquent - This revenue source is derived by those taxpayers who do not pay their taxes by March 31 of any given year. On average the total revenue received in this category is minimal when compared to the total Ad Valorem taxes collected.

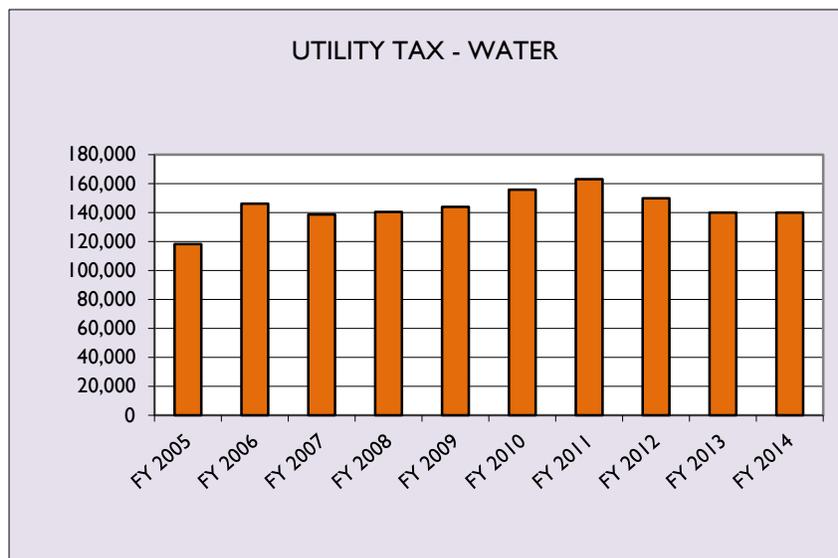


UTILITY TAXES

314.1000 Utility Tax-Electric - Section 166.231(1)(A), Florida Statutes, authorizes a city to collect Public Service or Utility Taxes. The City previously established by Ordinance utility taxes in the amount of 10% on electricity. The City enacted an Ordinance, which mirrored the County's utility tax levies.

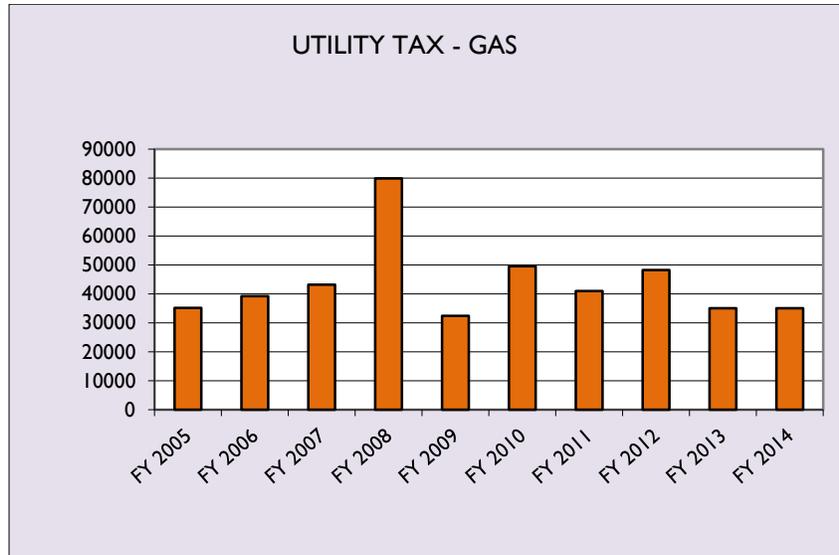


314.3000 Utility Tax-Water - Section 166.231(1) (A), Florida Statutes, authorizes a City to collect Public Service or Utility Taxes. The City previously established by Ordinance utility taxes in the amount of 10% on water.



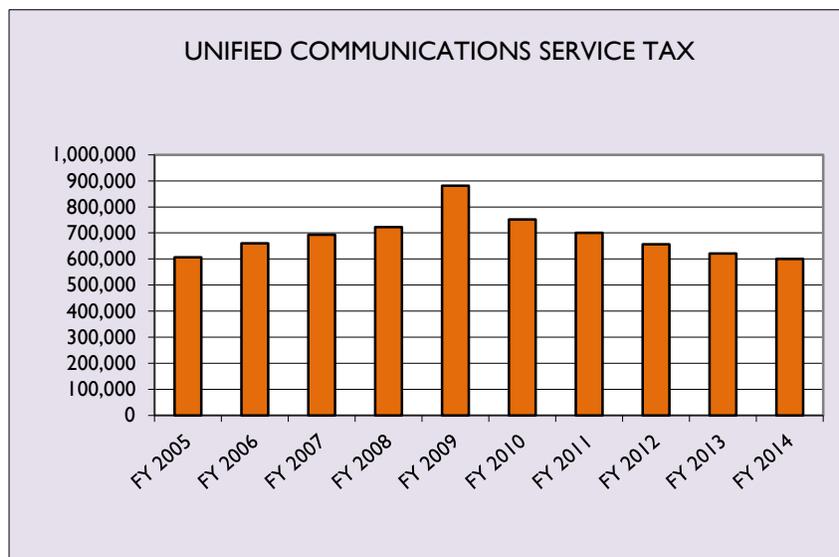


314.4000 Utility Tax-Gas - Section 166.231(I) (A), Florida Statutes, authorizes a City to collect Public Service or Utility Taxes.



COMMUNICATION TAXES

315.0000 Communication Services Tax - Utility taxes and franchise fees on communication services, including telephone service and cable television. These taxes are collected and distributed by the State of Florida.





LICENSES AND PERMITS

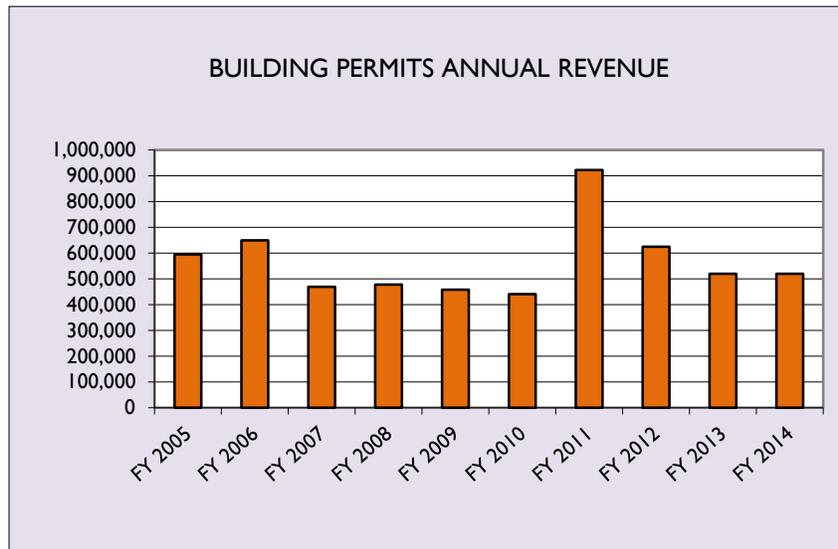
316.1000 Local Business Tax Receipts - Pursuant to Chapter 205, Florida Statutes, counties and municipalities are authorized to levy a local business tax, formerly called an occupational license tax, which was first authorized in Florida in 1869. As part of the levy, each local government establishes categories of professions, occupations, and businesses, and then imposes a tax on each designated category. Revenues in this category are generated by the annual renewal of local business tax receipts.

316.2000 Local Business Tax Receipts-New - Pursuant to Chapter 205, Florida Statutes, counties and municipalities are authorized to levy a local business tax, formerly called occupational license taxes, which was first authorized in Florida in 1869. As part of the levy, each local government establishes categories of professions, occupations, and businesses, and then imposes a tax on each designated category. The fee paid by new businesses in order to obtain a local business tax receipt generates revenues in this category.

316.3000 Lobbyist Registration Fee - Revenues in this category are generated by the registration fees that must be paid by lobbyists. The current cost per registration fee is \$500.

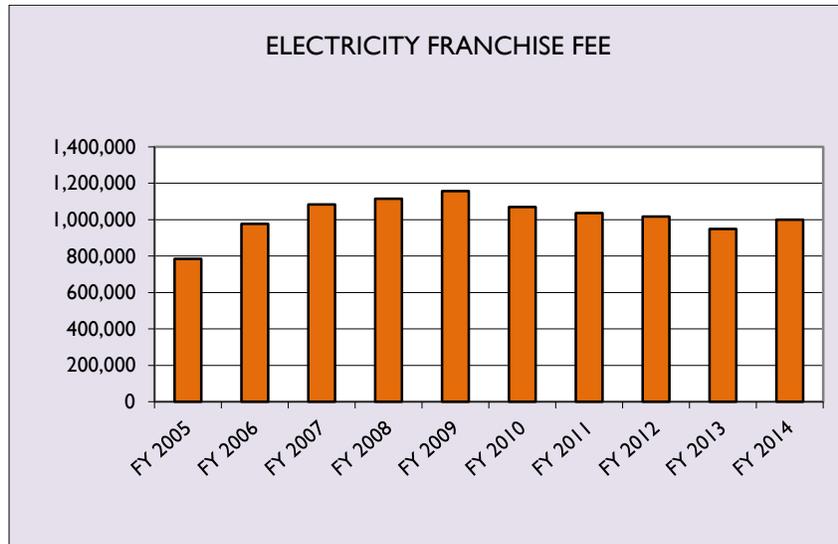
FRANCHISE FEES

322.1000 Building Permits - Permits must be issued to any individual or business who performs construction work within the corporate limits of the City. These permits are issued for construction, such as plumbing, electrical, structural, mechanical, etc. City Ordinance sets the fees.





323.1000 Franchise Fee-Electric - A city may charge electric companies for the use of its rights-of-way per Florida Statutes 166.021 and 337.401. The City of South Miami currently has an interlocal agreement with FPL.



323.4000 Franchise Fee-Gas - A city may charge gas companies for the use of its rights-of-way per Florida Statutes 166.021 and 337.401. It is standard practice to enact a 6% fee on gross revenues. The amount projected is based on historical collections.

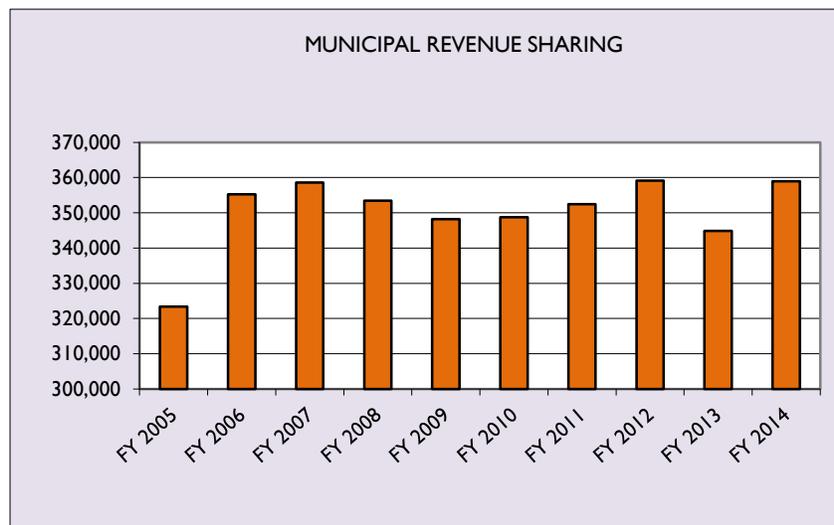
329.1000 Penalties on Local Business Tax Receipts - Revenues in this category are generated by the collection of late fees on Local Business Tax Receipts.

329.3000 Garage Sales Permit - Revenues in this item are generated when a resident of the City pays the required fee for a garage sale permit.



INTERGOVERNMENTAL REVENUE

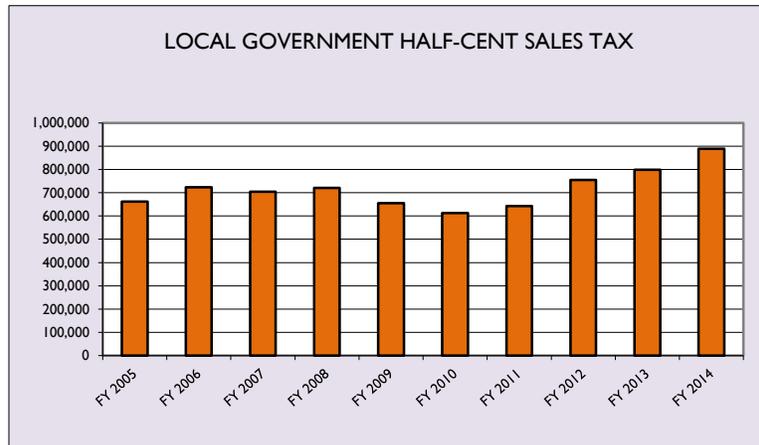
335.1012 Municipal Revenue Sharing - The Florida Revenue Sharing Act of 1972, codified as Part II of Chapter 218, Florida Statutes, was an attempt by the Florida Legislature to ensure a minimum level of revenue parity across municipalities and counties. Provisions in the enacting legislation created separate revenue sharing trust funds for municipalities and counties. The current Municipal Revenue Sharing Trust Fund includes three sources for municipalities: 1.3409 percent of net sales and use tax collections, the state-levied one-cent municipal gas tax collections, and 12.5 percent of the state alternative fuel user decal fee collections. The amount budgeted is based on actual collections in the current fiscal year and the current state of the economy.



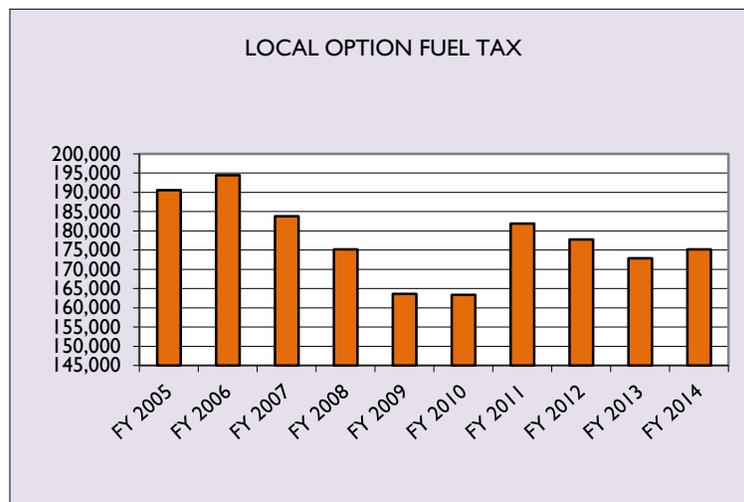
335.1015 Beverage License - Various alcoholic beverage license taxes are levied on manufacturers, distributors, vendors, and sales agents of alcoholic beverages in Florida. The tax is administered, collected, enforced, and distributed back to the local governments by the Division of Alcoholic Beverages and Tobacco within the Florida Department of Business and Professional Regulation. Proceeds from the license tax fees are deposited into the Alcoholic Beverage and Tobacco Trust Fund, which is subject to the 7.3-percent General Revenue Service Charge. From the alcoholic beverage license tax proceeds collected within an incorporated municipality, 38 percent is returned to the appropriate municipality.



335.1018 Half-Cent Sales Tax - Authorized in 1982, the program generates the largest amount of revenue for local governments among the state-shared revenue sources currently authorized by the Legislature. It distributes a portion of state sales tax revenue via three separate distributions to eligible county or municipal governments. This revenue source represents one-half of the revenue generated by the additional 1% sales tax, which is distributed to counties, and cities based on a per capita formula. The amount budgeted is based on actual collections for the current fiscal year which is provided by the State.



335.4920 Local Option Gas Tax - This tax is levied at the rate of 6 cents per gallon on motor fuel. It is collected by the Florida Department of Revenue and remitted monthly to counties and cities throughout the state. The amount budgeted is based on actual collections for the current fiscal year which is provided by the State.





COUNTY REVENUE

338.2000 Share of Local Business Tax - All businesses in the City must pay a County Business Tax in addition to the City's Business Tax to operate a business within the County's corporate limits. A portion of the County's revenues are remitted to the City.

GENERAL CHARGES

341.2000 Zoning Hearing Fees - Revenues for this item are generated by administrative fees for Variances, Special Use/Special Exceptions, LDC Text amendments I & II, Comprehensive Plan amendments, PUD/Minor changes, Waiver of Plat and Plat applications.

341.3000 Environmental Review & Preservation Board Fee - Revenue generated by Planning & Zoning Department's ERPB Hearing fees, banners over public streets, newsrack application fees, outdoor dining/seating permits, signs, tree removal permits. Also including in this category are closing of public rights-of-way, waiver of right-of-way improvements, zoning/land use verification letter, permanent generator site plan inspections, appeal of ERPB decision, temporary storage units (POD) and pole banners.

341.4000 Microfilm Sales - Request for microfilm research and microfilm copies from the Planning Department.

341.9010 B & Z Re-inspection Fees – A fee is charged for re-inspections in every area where permits are required. Re-inspection is defined as any trip made in addition to those specifically named on the Building Permit job card or any trip made as the result of condemned or disapproved work, calling for inspections prior to the work being ready for inspection and additional trips made because access to structure isn't provided.

341.9030 Certificate of Occupancy - Revenues generated by approval of new construction.

341.9040 Code Enforcement Fines - Revenues in this category are generated when the owner of a property within the corporate limits of the City violates a City code.

341.9051 Passport Processing - Processing fee charged to passport customers.

PUBLIC SAFETY

342.1010 Police Services Agreement - This amount represents the amount to be paid by residents and business for off-duty police. The amount represents the cost of the City providing officers pursuant to off-duty arrangements.

342.1021 Towing Admin. Fee - The person or towing firm shall pay a fee and obtain a business tax receipt or licenses as required under City Code and, in addition, shall purchase a medallion from the Police Department at a cost of fifty (\$50.00) dollars per year per vehicle.



342.1025 School Crossing Guards-CITY – The City collects from the county shared revenues based on the traffic and parking citation revenues using a per capita formula. The School Crossing Guard program is required by the State.

PHYSICAL CHARGES

343.4100 Solid Waste Charges – Revenues provided by the County for Solid Waste charges.

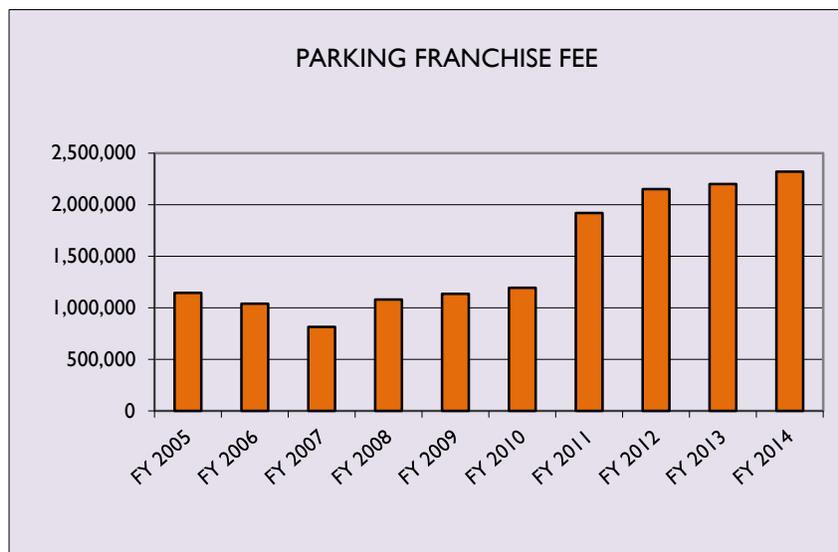
343.4150 County Solid Waste Surcharge - Revenues provided by the County for Solid Waste charges.

343.4200 Haulers Permit Fees - Revenue generated by franchise fees from private haulers (garbage collection) operating within the city limits.

PARKING REVENUE

344.5100 Permits - Revenue generated by the sales of monthly parking permits.

344.5200 Meter Franchise Fees - Revenue generated from the rental of metered parking spaces. The increase in revenues is based on the approximate amount of \$120,000 being expensed through the parking division line item within the Finance Department's budget.



344.5210 Valet Parking – Companies which operate a valet parking with the city are required to pay a fee and the cost of any meter parking spaces which are needed to conduct their activities. The cost is \$25.00 per space per day.

344.5220 Parking Fund Revenue - An annual fee of one thousand dollars (\$1,000.00), per space, which shall increase five (5) percent annually, shall be paid into the Parking Fund for all on-street parking spaces which are credited or counted toward required parking for new structures, or a change in use that increases the minimum number of off-street spaces required after the date of January 2, 2008.



344.5400 Parking Meter Cash Key – Within the City, individuals are able to purchase a parking key which allows them to park in a metered space, pay for time without using any coins. With the installation of the new Centralized Parking System, the city expects a reduction in the need for the Parking Meter Cash Keys.

RECREATION FEES

347.2620 Tennis Court Fees - Revenue generated by contract with MS Tennis Services Inc. for the rental of tennis courts at Dante Fascell Park

347.2630 Recreation Fees - Registration fees for after school programs, summer, spring and one day camps. Also included in this category is revenue from sports such as basketball, t-ball, track and travel baseball.

347.2631 Multipurpose Center-Rental – Rental fees from the Community Center

347.2632 Multipurpose Center-Membership - Fitness Center membership and Boot Camp fees.

347.2650 S. Miami Park-Rental - Brewer Park flag football fees.

347.2660 Concession Sales - Vending machine revenue. Percentage of collection from vendors at concession stands.

FINES & FORFEITURES

351.1200 Metro Court Fines - The City receives a portion of the revenues resulting from traffic enforcement activities within its corporate limits. The projection is based on current actual revenues for the period.

354.1000 Burglar Alarm Fines - Revenues generated when the Police Dept. responds to false alarm calls. While there is no charge for the first false alarm, there is a charge of \$50 for the second false alarm, \$100 for the third, \$150 for the fourth, \$200 for the fifth, and sixth or more false alarms the fee is \$200 per occurrence.

354.1050 Alarm Registration Fees - Revenues are generated by permits paid by residential (\$50 one-time) and business (\$100 annually) users for registering alarm systems.

INTEREST INCOME

361.2000 Interest Income - Investment practices are maintained to allow for 100% of available funds to be invested at all times. Determining factors in forecasting revenue for this line item are the anticipated interest rate and pooled dollars available for investment.

361.4000 Dividends Income – The City's Investment Policy states to allow for 100% of available funds to be invested at all times. Determining factors in forecasting revenue for this line item are the anticipated interest rate and pooled dollars available for investment.



RENTAL

362.1100 RENT-Parking Garage – As part of the Municipal Parking Garage Operators Agreement, MRP Properties is required to pay the City a monthly payment of \$6,333 and 12.5% of certain revenue sources which combined exceed \$150,000.

362.2000 RENT-Dante Fascell Park - Revenue generated by park rentals.

362.3000 Bus Bench Ads – The City has certain bus benches throughout the City, which allow for advertising. Revenues for the space are collected within this account.

362.5000 RENT- CAA - Revenue generated by an agreement with Miami-Dade County Community Action Agency during the FY year.

362.7500 RENT-South Miami Middle School - Revenue generated by an agreement with South Miami Middle School for the usage of fields during the school year.

362.9000 RENT-Palmer Park - Revenues in this category are generated by field rentals as well as all sports revenues.

CONTRIBUTIONS, REIMBURSEMENT & MISCELLANEOUS REVENUE

366.9000 Hospital Landscape - As per agreement entered June 13, 1985 between the City of South Miami and the South Miami Hospital Foundation, Inc., where the Hospital Foundation shall contribute to the City \$150,000.00 per year. This revenue has been reclassified to the Debt Service Fund as per Ordinance 11-01-1742, which provides that the \$150,000 annual revenue be used to pay for the Multipurpose Center bond. This year \$7,082 is estimated to be the remainder applied to Debt Service.

366.9100 Donations – Parks – Throughout the year, the City of South Miami Parks Department obtains donations to help fund or subsidize certain programs.

366.9300 MRP Payments – As part of the Municipal Operation Agreement with MRP Properties, MRP is responsible to pay for their respective share of the cost involved in the construction of the City's Public Parking Garage. The City receives payments from MRP, as per the agreement, a period of days before the City is responsible for the payment of the bond debt. The payments related to this revenue account have been reallocated to the Debt Service Fund.

366.9400 City Hall Bricks - Revenue generated by the sale of bricks at City Hall. The cost of each brick is \$200.

369.9201 Miscellaneous Revenues - Any other revenues not otherwise classified.



OTHER FINANCING SOURCES

381.1000 Contribution from Other Funds –Below is a breakdown of the estimated transfer amount.

The Hometown District Improvement Fund will continue contribute to the City’s General Fund to help fund a portion of the City’s Debt for the new multi-space parking meters.

SPECIAL REVENUE FUND	AMOUNT
HOMETOWN DISTRICT IMPROVEMENT FUND	25,000
TOTAL TRANSFER TO GENERAL FUND	\$25,000

In addition, the Emergency Reserve Fund will be contributing to the General Fund the amount in excess of the required 10% as per Ordinance 23-08-1958 for a total of \$116,253

381.1500 Transfer from Stormwater Fund – The City General Fund pays for many indirect expenses, which are related to the City’s Stormwater Fund. The transfer is required to help offset some of those costs.

381.1700 Transfer from CRA Trust Fund – The Transfer from the CRA to the General Fund help cover the following costs:

Postage & Printing for CRA mail-outs	1,910
CRA Vehicle Fuel Expense	800
Police Vehicle Fuel Expense	2,000
Code Vehicle Fuel Expense	500
CRA Vehicle Insurance Expense	500
Code Vehicle Insurance Expense	482
PD Clothing Allowance	600
CRA Deputy Clerk (Secretary) Expenses	7,096
CRA portion of city-wide Planning Study	4,490
Planning Department Land-Use Amend Processing	3,800
GIS (CRA Maps & Demographic Analysis)	7,945
Human Resource Services	3,050
Pool Maintenance & Cost	50,000
TOTAL	83,173



384.1000 – Debt Proceeds - This fund is used to capture loans/debt, which will be captured through the FY. In fiscal year 2012, the general fund expects to purchase all capital assets using existing general fund dollars and not incurring any additional debt.



DEPARTMENTAL EXPENSE RATIONALE

The departmental budgets break down expenses in different accounts, which are divided in three sections. Please find below the definitions for the three sections and the expense accounts for better understanding of the departmental budgets.

PERSONNEL SERVICES

Expense for salaries, wages, and related employee benefits provided for all persons employed by the reporting entity whether on full-time, part-time, temporary, or seasonal basis. Employee benefits include employer contributions to a retirement system, social security, insurance, sick leave, terminal pay, and similar direct benefits as well as other costs such as Other Post Employment Benefits (OPEB) expense accrual, Worker's Compensation and Unemployment Compensation Insurance.

In FY 2011, the City, along with the support of the City employees, passed pension reform. Below reflects the projections related to the overall savings for 10-years.

Fiscal Year End	(Combined) Covered Payroll	Projected City Cost Current Plan		Projected City Cost Scenario I		Reduction City Cost	Cumulative Reduction City Cost
		Dollar	% of Pay	Dollar	% of Pay		
2012	3,853,670	639,694	16.6%	653,925	17.0%	(14,231)	(14,231)
2013	4,053,710	747,935	18.5%	753,048	18.6%	(5,113)	(19,344)
2014	4,252,793	801,209	18.8%	805,833	18.9%	(4,246)	(23,590)
2015	4,451,506	837,353	18.8%	821,084	18.4%	16,269	(7,321)
2016	4,646,915	871,743	18.8%	833,771	17.9%	37,972	30,651
2017	4,849,355	910,314	18.8%	850,236	17.5%	60,078	90,729
2018	5,049,164	947,145	18.8%	862,346	17.1%	84,799	175,528
2019	5,263,555	985,058	18.7%	871,613	16.6%	113,445	288,973
2020	5,470,084	1,022,769	18.7%	882,093	16.1%	140,676	429,649
2021	5,640,215	1,053,000	18.7%	884,353	15.7%	168,647	598,296
5 Yr Totals	21,258,594	3,897,934		3,867,661		30,651	
10 Yr Totals	47,530,967	8,816,220		8,218,302		598,296	



OPERATING EXPENDITURE/EXPENSES

Includes expenditures for goods and services, which primarily benefit the current period, and are not defined as personal services or capital outlays.

CAPITAL OUTLAY

Outlays for the acquisition of or addition to fixed assets.

DEFINITIONS FOR EXPENSES

11 EXECUTIVE SALARIES

Salaries for elected officials.

12 REGULAR SALARIES & WAGES

Employees who are or will be members of a retirement system as a condition of employment. Includes all full-time and part-time employees who make up the regular work force.

13 OTHER SALARIES & WAGES

Employees who are not or will not be members of a retirement system as a condition of their employment. Includes all full-time and part-time employees who are not part of the regular work force.

14 OVERTIME

Payments in addition to regular salaries and wages for services performed in excess of the regular work hour requirement.

15 SPECIAL PAY

Incentive pay, hazard pay, and extra duty pay for law enforcement officers.

21 F.I.C.A TAXES

Social Security matching/Medicare matching.

22 RETIREMENT CONTRIBUTIONS

Amounts contributed to a retirement fund.

23 LIFE & HEALTH INSURANCE

Includes life and health insurance premiums and benefits paid for employees.

24 WORKERS' COMPENSATION

Premiums and benefits paid for Workers' Compensation insurance.

25 UNEMPLOY. COMPENSATION

Amounts contributed to the unemployment compensation fund.

31 PROFESSIONAL SERVICES

Legal, medical, dental, engineering, architectural, appraisal, and other services procured by the local unit as independent professional assistance. Includes such financial services as bond rating, etc., where the service received is not directly involved with accounting and/or auditing. Includes fees paid for competency and/or psychiatric evaluations and court appointed attorneys.

32 ACCOUNTING & AUDITING

Generally includes all services received from independent certified public accountants.

34 OTHER CONTRACTUAL

Custodial, janitorial and other services procured independently by contract or agreement with persons, firms, corporations or other governmental units.

35 INVESTIGATIONS

Cost incurred for confidential matters handled pursuant to criminal investigations.



36 PENSION BENEFITS

Benefits paid to participants in the pension program.

40 TRAVEL & PER DIEM

This includes the costs of public transportation, motor pool charges, meals, reimbursements for use of private vehicles, per diem, and incidental travel expenses.

41 COMM. & FREIGHT SERVICES

Telephone, cellular telephone, telegraph, or other communications as well as freight and express charges, drayage, postage, and messenger services.

43 UTILITY SERVICES

Electricity, gas, water, waste disposal, and other public utility services.

44 RENTALS & LEASES

Amounts paid for the lease or rent of land, buildings, or equipment. This would also include the leasing of vehicles.

45 INSURANCE

Includes all insurance carried for the protection of the local government such as fire, theft, casualty, general and professional liability, auto coverage, surety bonds, etc.

46 REPAIR & MAINTENANCE

The costs incurred for the repair and maintenance of buildings and equipment, including all maintenance and service contracts. Does not include custodial or janitorial services, which are recorded under sub-object 34.

47 PRINTING & BINDING

Cost of printing, binding, and other reproduction services, which are contracted for or purchased from outside vendors. Also, include charges for printing, etc., which is performed by an in-house print shop.

Banc of America lease on 12 copies machine (10 black/white & 2 color copies machine) of \$ 28,360, which is divided among the other

City departments. Maintenance agreement with Barlop on 12 copy machines covering maintenance & toners for \$11,664.

48 PROMOTIONAL ACTIVITIES

Includes any type of promotional advertising for the City.

49 OTHER CHARGES & OBLIGAT.

Includes current charges and obligations not otherwise classified.

51 OFFICE SUPPLIES

This object includes materials and supplies such as stationery, preprinted forms, paper, charts, and maps.

52 OPERATING SUPPLIES

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

53 ROAD MATERIALS - SUPPLIES

Those materials and supplies used exclusively in the repair and reconstruction of roads and bridges.

54 SUBSCRIP. & MEMBERSHIPS

Includes books, or sets of books if purchased by set, and not purchases for use by libraries, educational institutions, and other institutions where books and publications constitute capital outlay. This object also includes subscriptions, memberships, professional data costs, and training and educational costs.



61 LAND

Land acquisition cost, easements and right-of-way.

62 BUILDINGS

Office buildings, firehouses, garages, jails, zoos, and parks and recreational buildings.

63 INFRASTRUCTURE

Structures and facilities other than buildings such as roads, bridges, curbs, gutters, docks, wharves, fences, landscaping, lighting systems, parking areas, storm drains, athletic fields, etc.

64 MACHINERY & EQUIPMENT

Includes motor vehicles, heavy equipment - transportation, other heavy equipment, office furniture and equipment, and other machinery and equipment. Also includes court recording, duplicating, and transcribing equipment.

65 CONSTRUCTION IN PROGRESS

Used to account for undistributed work in progress on construction projects.

66 BOOKS & PUBLICATIONS

Includes all books, publications, and other media, regardless of value, when purchased for use by libraries, educational institutions, and other institutions or facilities.

71 PRINCIPAL

Principal payments made to new or existing debt which the City is obligated to pay.

72 INTEREST

Interest payments made to new or existing debt which the City is obligated to pay.

73 OTHER DEBT SERVICE COSTS

Other debt costs on new or existing debt which the City is obligated to pay.



CITY OF SOUTH MIAMI DEPARTMENTS & DIVISIONS



MAYOR AND CITY COMMISSION

001-1100-511

MISSION

The Mayor and Commission will adhere to the City Charter, the City and County's Code of Ethics, and will endeavor to certify the best-qualified candidates for employment that represents the philosophy of the community we serve. The Mayor and Commission are committed to provide the citizens of South Miami exceptional constituent service. It is the goal to ensure that every encounter with Mayor and Commission office reflects the dedication to the interest and well-being of the beloved city and its citizens.

MAYOR AND CITY COMMISSION FUNCTION

The Mayor and City Commission is the five (5) member elected legislative and governing body of the City responsible for establishing policies, managing growth and land use, adopting an annual budget and tax rate, setting stormwater utility rates, and other fees and charges for City services, adopting local laws and ordinances and hiring and overseeing the City Manager, City Attorney and City Clerk.

All City Commission members serve for a term of four (4) years. The Mayor, who presides over Commission meetings, serves two (2) year terms. All elected officials are elected "at large" and must reside within the City to be an elected representative.

MAYOR AND CITY COMMISSION OBJECTIVES

- Ensure that the natural and built environment of South Miami is healthy and sustainable.
- A transportation system that will foster economic development, responsible energy use and environmental protection, and health and safety of residents while increasing the ability of people to move around the City.
- A diverse and strong local economy that brings good jobs and profitable businesses while contributing to the economic health of the City.
- City of South Miami will be one of Florida's safest cities.
- South Miami offers a wide range of quality recreation, arts and cultural activities, which satisfy the expectations of residents while also serving to attract new residents and business.
- Foster and maintain a strong sense of community identity and of place.
- Continue to represent a high level of community confidence and trust in city government.



MAYOR AND CITY COMMISSION BUDGET FY 2014

001-1100-511

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATE 2012-2013	APPROVED 2013-2014
0011100	5111110 SALARIES & WAGES - EXECUTIVE	62,000	62,000	62,000	62,000	62,000
0011100	5112110 F. I. C. A.	4,743	4,743	4,743	4,743	4,743
0011100	5112410 WORKER'S COMPENSATION	309	283	167	167	186
	TOTAL PERSONNEL SERVICES	67,052	67,026	66,910	66,910	66,929
0011100	5114010 MAYOR'S EXPENSE	1,488	1,384	2,000	2,000	2,000
0011100	5114020 COMMISSIONER'S EXPENSE-ONE	1,500	1,500	1,500	1,500	1,500
0011100	5114030 COMMISSIONER'S EXPENSE-FOUR	1,479	1,498	1,500	1,500	1,500
0011100	5114040 COMMISSIONER'S EXPENSE-THREE	1,500	922	1,500	1,500	1,500
0011100	5114050 COMMISSIONER'S EXPENSE-TWO	1,500	1,500	1,500	1,500	1,500
0011100	5114060 MAYOR'S AUTO ALLOWANCE	500	500	500	500	500
0011100	5114071 TRAVEL & CONFERENCE-MAYOR	313	0	1,200	1,200	1,200
0011100	5114072 TRAVEL & CONFERENCE-ONE	0	0	1,200	1,200	1,200
0011100	5114073 TRAVEL & CONFERENCE-TWO	1,200	1,200	1,200	1,200	1,200
0011100	5114074 TRAVEL & CONFERENCE-THREE	1,200	0	1,200	1,200	1,200
0011100	5114075 TRAVEL & CONFERENCE-FOUR	313	1,157	1,200	1,200	1,200
0011100	5114120 COMMUNICATION	4,999	4,999	5,000	5,000	5,000
0011100	5114830 KEYS & FLOWERS	445	426	750	750	750
0011100	5115210 SUPPLIES	1,496	971	1,750	1,750	1,750
0011100	5115410 MEMBERSHIPS & SUBSCRIPTIONS	2,771	2,798	3,900	3,900	3,900
	TOTAL OPERATING EXPENSES	20,702	18,855	25,900	25,900	25,900
	TOTAL COMMISSION	87,754	85,881	92,810	92,810	92,829



MAYOR AND CITY COMMISSION BUDGET HIGHLIGHTS

1110 Salaries and Wages – Executive - As per City of South Miami Charter Article II, Section 3; the annual salaries and expense accounts of the Commission shall be prescribed by ordinance adopted prior to approval of the annual budget.

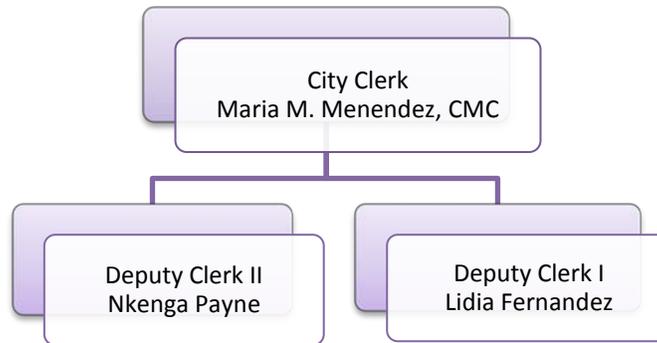
POSITION	SALARY	FICA	WORKER'S COMP
Mayor	14,000	1,071	42
Vice-Mayor	12,000	918	36
Commissioner	12,000	918	36
Commissioner	12,000	918	36
Commissioner	12,000	918	36
TOTAL	62,000	4,743	186

5410 Memberships & Subscriptions – National and Florida League of Cities.



CITY CLERK'S OFFICE

001-1200-512



MISSION

The City Clerk's Office strives to present a courteous, service-oriented team of professionals who, in partnership with the South Miami City Commission, City departments, and the community, serve the citizens of South Miami at an optimum level.

FUNCTION

Committed to maintaining the integrity of city government in the City of South Miami and ensuring an informed citizenry by providing access to city government through open and accessible meetings and accurate recordings of the city commission proceedings; by protecting and preserving city documents and records; and by providing excellent service to the public.

CITY CLERK'S OFFICE ACCOMPLISHMENTS FOR FY 2013

- Continued to process the conversion of city records to electronic storage.
- Streamlined internal operations specific to the division.
- Reviewed and developed a comprehensive automation plan for city clerk/commission operations.
- Prepared city commission agendas and minutes.
- Maintained custody of city records, publish, post, index and file ordinances/resolutions.
- Provided certified copies of official documents.
- Managed candidate filing for municipal elections.
- Received and processed petitions filed by citizens.
- Published notices of public hearings and special meetings.



CITY CLERK'S OFFICE OBJECTIVES FY 2014

- Continue process for converting city records to electronic storage
- Transferring all ordinances, resolutions, agendas, and other records into Laser fiche.
- Prepare city commission and SMCRA agendas and minutes
- Publish all legal notices
- Maintain custody of city records
- Provide notarization
- Provide certified copies of official documents
- Receive and process petitions filed by citizens
- Manage candidates filing for municipal election
- Provide online election package for municipal election candidates
- Continue responding to public records requests in a timely fashion in compliance with F.S. 119

CITY CLERK'S OFFICE ACTIVITY REPORT

ACTIVITY	ACTUAL FY 2010	ACTUAL FY 2011	ACTUAL FY 2012	PROJECTED FY 2013	ESTIMATED FY 2014
Number of agenda packets prepared	51	51	55	58	58
Number of minutes prepared (CSM)	51	51	55	58	58
Agenda packets prepared (SMCRA)	13	13	15	20	20
No. of minutes prepared (SMCRA)	13	13	15	20	20
Resolutions / Ordinances prepared	386	390	390	400	400
Lobbyists registration	21	25	25	28	30
Public records requests	175	190	190	200	230
Notarizations	30	50	40	45	45
Requests for Microfilm Records	126	126	200	225	360



CITY CLERK BUDGET FY 2014
001-1200-512

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATE 2012-2013	APPROVED 2013-2014
0011200	5121210	140,520	141,111	146,062	146,062	184,267
0011200	5122110	10,627	10,169	11,080	11,080	14,096
0011200	5122210	20,892	17,066	20,567	20,567	26,534
0011200	5122310	9,219	8,644	12,479	12,479	19,655
0011200	5122410	702	642	391	391	553
	TOTAL PERSONNEL SERVICES	181,960	177,632	190,579	190,579	245,105
0011200	5123450	22,000	12,600	7,920	7,920	12,600
0011200	5123480	0	0	45,000	45,000	45,000
0011200	5124070	1,027	3,288	6,200	6,200	11,200
0011200	5124110	181	419	500	500	500
0011200	5124120	360	360	360	360	360
0011200	5124632	0	0	1,431	1,431	1,431
0011200	5124710	1,668	1,626	1,668	1,668	1,668
0011200	5124910	23,160	26,998	20,000	30,000	30,000
0011200	5124920	5,061	26,543	0	0	32,818
0011200	5124950	9,658	2,374	3,700	3,700	3,700
0011200	5125210	2,153	467	980	980	980
0011200	5125410	455	645	650	650	650
	TOTAL OPERATING EXPENSES	65,723	75,320	88,409	98,409	140,907
	TOTAL CITY CLERK	247,683	252,952	278,988	288,988	386,012



CITY CLERK'S OFFICE BUDGET HIGHLIGHTS

1210 Salaries Regular – The City Clerk will be acquiring the position of records clerk from the Planning Department. The new position has caused the increase in the regular salaries line item.

3450 – Contract Services – In an effort to maintain records electronically and maintain transparency, the Clerk's offices contracted with Granicus to maintain and create electronic records.

3480 – Digitizing - The objective is to move the City into the electronic media age and preserve all records as per the requirement of Florida Statute 119.

4070 Travel & Conference – The Mayor and Commission travel expense to “Dade Day’s” in Tallahassee. The amount represents \$1,000 per elected official. The City Clerk has also included \$1,200 Florida Records Management Association Conference expense. Furthermore, in this FY an additional \$1,000 was allocated per commissioner for a trip to Washington D.C. to meet with federal legislators.

4910 Legal Ads – In order to comply with City, County, and State laws, the City is required to post advertisements announcing meetings, ordinances, resolutions, etc.

4920 Elections – FY 2014 does have an election scheduled, so that line item is funded in anticipation of the Tuesday, February 11, 2014 elections.

4950 Codifications –Codification is the process of consolidating the City’s general and permanent legislation, then organizing it into a Code of Ordinances. The legislation is organized by topic (business, etc.) or by department/title (Administration and Personnel, Revenue and Finance, etc.) The City annually updates the City’s Code of Ordinance through Municode, and provides free online access to the public.



CITY ATTORNEY'S OFFICE

001-1500-514

MISSION

The City Attorney is appointed by the City Mayor and Commission to serve as the chief legal advisor to the Commission, the City Manager, and all City departments, offices, and agencies. The City Attorney's Office represents the City in all legal proceedings. The City Attorney's Office is committed to providing the highest quality legal representation possible to meet the present and future needs of the City of South Miami in an efficient and effective manner. The Office maintains an open door policy to encourage continuous communication between City departments and all legal representatives.

CITY ATTORNEY'S OFFICE FUNCTION

The City Attorney serves as the chief legal officer, providing legal guidance to the City Commission and City Administration on all matters affecting the City. The City Attorney provides legal advice in the areas of labor and personnel matters, real estate and real estate related matters, land use and zoning, legislation and related matters, Special Masters, Code Enforcement, all police matters, construction and construction related issues, sunshine laws, public records laws, conflict of interest issues and other ethical issues, the preparation and/or review of all contracts, all litigation including forfeitures, employment matters, eminent domain and tort liability.

The City Attorney is responsible for hiring all outside counsel. Outside counsel is utilized on a limited basis. The City Attorney handles and advocates the City's position in any potential litigation and supervises litigation and other legal matters that may be referred to outside counsel.

The City Attorney attends all regular and special City Commission meetings, SMCRA, Planning, agency, and board meetings. Attends other meetings as required by the Commission, prepares/reviews ordinances and resolutions, reviews and drafts contracts and monitors County and State legislation as it affects the City.

The City Attorney is an outside firm, which is contracted by the City for a flat fee to handle all City legal issues.



CITY ATTORNEY'S OFFICE OBJECTIVES FOR FY 2014

- The City Attorney's Office strives to provide the highest-quality legal services to City officials and administration in a timely manner and zealously represent the City's interests and positions in negotiations and litigation.
- The main objective is to protect the City from liability by practicing preventive law.
- The City Attorney and staff shall be continuously aware of the legal problems of the City, meet on a regularly scheduled basis with the City administration, and confer with department heads as needed to discuss, review and resolve legal matters related to the governance of the City of South Miami.
- Recommend and conduct training sessions as needed to reduce potential liability of the City. Prepare memoranda as needed for same purpose. Provide for continuing legal education and professional development of City Attorney staff.
- To handle legal matters concerning the City in accordance with the law and in a timely and efficient manner.
- Properly represent the interests of the City as directed in other legislative forums.
- Represent the City in civil cases initiated by or brought against the City. Supervise outside legal representation obtained by the City Attorney for specialized legal needs.
- Research and draft opinions on legal matters in response to requests of the City Commission and City administration staff. Monitor, review and publicize when requested by the City Commission, legislative and administrative matters of other governmental entities, and make recommendations and convey to others official positions as needed.
- Upon request, communicate clearly the positions of the City to legislators through letters, phone calls, personal visits and other communication methods with local, state and federal legislators, administrators and executive staff.
- As directed, represent the City at local, regional, state or federal legislative sessions, meetings, hearings or conferences, or similar administrative or executive meetings, hearings or conferences.
- To courteously handle all inquires from the public either via phone or in person relative to the City's ordinances, policies or procedures.



CITY ATTORNEY BUDGET 2014

001-1500-514

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATE 2012-2013	APPROVED 2013-2014
0011500	5143120 LEGAL SERVICES - RETAINER	160,320	160,000	160,000	160,000	160,000
0011500	5143410 LEGAL SERV. -OUTSIDE LIT COSTS	153,210	219,712	320,000	320,000	235,000
0011500	5143440 CONSULTING-LABOR	57,419	39,945	40,000	40,000	40,000
0011500	5144065 CITY ATTORNEY'S EXPENSE	0	0	1,000	1,000	1,000
TOTAL LEGAL SERVICES		370,949	419,657	521,000	521,000	436,000

CITY ATTORNEY'S OFFICE BUDGET HIGHLIGHTS

3120 Legal Services – Retainer – This expense line item is used to account the services of the City Attorney's Firm. The amount is set as a flat fee, which was approved by the Commission. The amount represents 80% of the total fee due and the SMCRA paying the remainder 20% for its respective needed legal services from the City Attorney.

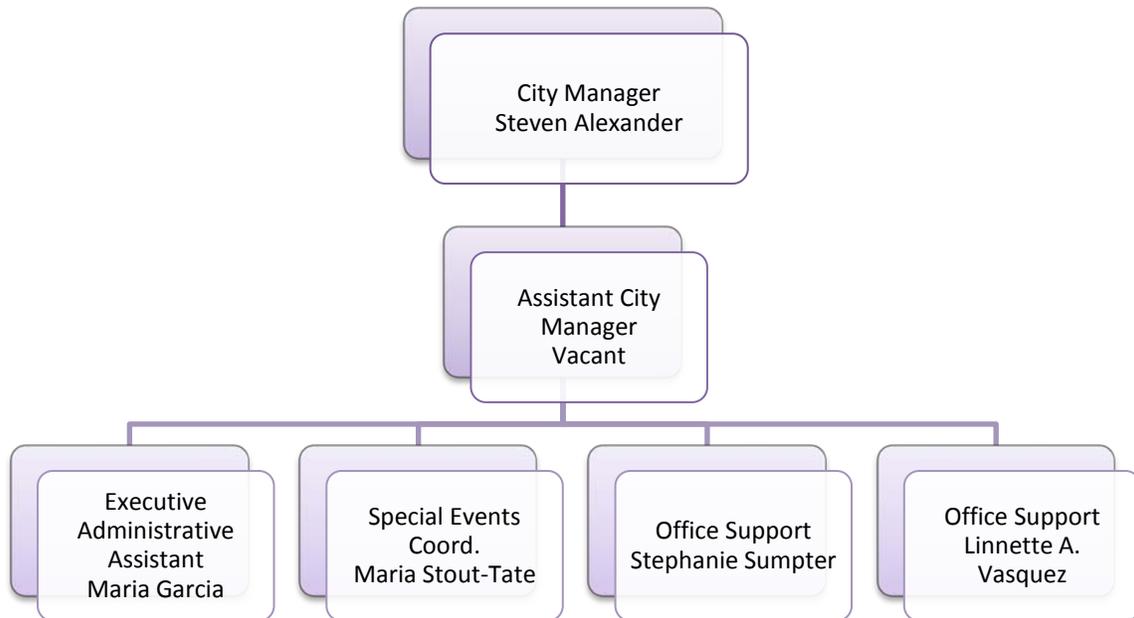
3410 Legal Services – Outside – This line item has been reduced because of the Ajibola Balogun settlement which was expensed in FY 2013. Furthermore, due to some current outstanding and future potential lawsuits related to general items, specialized outside council has been obtained and the amount is estimated to cover the legal expense related to those issues. Other specialized legal counsel required throughout the fiscal year is paid from this line item. Furthermore, this line item encompasses other expenses related to services required such as, court fees, court reporters, etc. Furthermore, the City allocated \$60,000 within this line item to help fund the legal expenses related to the renegotiation of the FPL Franchise Agreement which expires in 2014.

3440 Consulting Labor – This line item is used to cover any legal fees, which the City may incur due to labor and union issues. The amount represents 80% of the total fee due and the SMCRA paying the remainder 20% for its respective needed legal labor services from the City Attorney.



CITY MANAGER'S OFFICE

001-1310-513



MISSION

The City Manager's Office provides overall direction and coordination of City operations to ensure that the City Commission's adopted service goals are met or exceeded, and that costs do not exceed budget restrictions. This office continually evaluates the City's organizational structure as it relates to requirements for effective, efficient and economical public service.

CITY MANAGER'S OFFICE FUNCTION

The City Manager's Office implements official policies of the Mayor and City Commission by coordinating City services in an efficient, effective and responsive manner, providing support, guidance, communications and leadership to assure that quality municipal services are provided to our community.

As the City's Chief Administrative Officer, the City Manager is ultimately responsible for all operations of the municipal corporation. The City Manager's Office provides organizational and fiscal management as well as program development and evaluation. Each requires daily effort.

In addition to overseeing daily operations, the City Manager's Office develops new systems and methods relative to City services and is responsible for the research and analysis of programs, in anticipation of future needs and challenges. The Manager's Office coordinates with the City Commission to implement public policy and to manage the City's mission, goals and objectives.



Providing support to the Mayor and City Commission is another important aspect of this office. This involves effective communication and being available to the City Commission. The Manager's Office is at the vanguard of the organization, projecting vitality, professionalism and quality service to residents, private agencies, organizations and its own employees.

CITY MANAGER'S OFFICE ACCOMPLISHMENTS FOR FY 2013

- Secured funding for swimming pool.
- Delivered a fiscally responsible budget while reducing the City's millage rate.
- Oversaw the continued stress testing of the City's departments to foster organizational restructuring that have a high probability of producing greater efficiencies.
- Provided support and made recommendations to the City Commission.
- Continued to provide organizational and fiscal management that holds departments accountable.
- Implemented Laserfiche with the intent on achieving a paperless system and central document depository.
- Directed Health safety issues for the Silva Martin building.
- Established agreement with MRP to prevent abuse of parking garage agreement and overcharging within the garage.

CITY MANAGER'S OFFICE OBJECTIVES FOR FY 2014

- Provide for an ethical and professional organizational culture, by having the MDC Ethics Commission present an annual seminar to all department heads and managers.
- Continue to execute current and new policies developed by the governing body and monitor adherence to City policies.
- Deliver a fiscally responsible budget.
- Continue providing support and making recommendations to the City Commission.
- Engage the Commission and Staff in long term planning.



CITY MANAGER'S OFFICE BUDGET FY 2014
001-1310-513

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATE 2012-2013	APPROVED 2013-2014
0011310	5131210 SALARIES-REGULAR	238,821	246,666	233,210	233,210	322,408
0011310	5131310 SALARIES - PART TIME	7,089	14,835	57,498	57,498	32,886
0011310	5132110 F.I.C.A.	17,114	16,854	22,170	22,170	27,180
0011310	5132210 PENSION PLAN CONTRIBUTION	19,666	7,609	9,006	9,006	9,500
0011310	5132220 ICMA	17,610	10,174	17,384	17,384	29,209
0011310	5132310 GROUP HEALTH INSURANCE	17,688	15,993	18,010	18,010	33,912
0011310	5132410 WORKER'S COMPENSATION	1,361	1,229	782	782	1,066
	TOTAL PERSONNEL SERVICES	319,348	313,360	358,060	358,060	456,161
0011310	5133450 CONTRACTUAL SERVICES	98,660	105,183	128,000	128,000	144,000
0011310	5134060 AUTO ALLOWANCE	0	0	0	3,900	7,200
0011310	5134065 CITY MANAGER EXPENSE	1,520	1,150	1,000	1,000	1,000
0011310	5134070 TRAVEL & CONFERENCE	3,500	288	1,000	1,000	1,000
0011310	5134080 EMPLOYEE EDUCATION	13,036	0	0	0	10,000
0011310	5134110 POSTAGE	183	1,325	1,589	1,589	1,589
0011310	5134120 COMMUNICATION	1,748	1,901	1,800	1,800	3,420
0011310	5134515 AUTO INSURANCE	0	0	500	500	400
0011310	5134632 INTERNET	0	0	0	0	0
0011310	5134634 MAINT-INTERNET SOFTWARE	0	0	35,120	35,120	0
0011310	5134710 PRINTING- INFRASTRUCTURE	1,668	1,643	1,668	1,668	1,668
0011310	5135205 COMPUTER EQUIPMENT	0	4,842	2,385	2,385	2,500
0011310	5135210 SUPPLIES	1,977	2,000	2,000	2,000	2,000
0011310	5135230 FUEL	5,010	5,410	5,410	5,410	1,408
0011310	5135410 MEMBERSHIPS & SUBSCRIPTIONS	3,743	4,312	4,133	4,133	2,033
	TOTAL OPERATING EXPENSES	131,044	128,054	184,605	188,505	178,218
0011310	5136430 EQUIPMENT-OPERATING	0	0	0	0	0
0011310	5136450 CAPITAL IMPROVEMENT	0	35,500	0	0	0
	TOTAL CAPITAL OUTLAY	0	35,500	0	0	0
0011310	5139920 GENERAL CONTINGENCY	0	0	130,000	0	130,000
	OTHER FUNDING SOURCE	0	0	130,000	0	130,000
	TOTAL CITY MANAGER	450,392	476,914	672,665	546,565	764,379



CITY MANAGER'S OFFICE BUDGET HIGHLIGHTS

3450 Contract Services –The City currently has agreements with one (1) lobbying firm, which focuses on obtaining appropriations and grants from the County and State.

Gomez Barker Associates Inc. \$48,000

The City will allocate \$30,000 on an annual basis for Internal / Performance-Based Auditing, to comply fully with the City Charter, Article IV, Sec. 4(F) *Performance-based audit. The City Commission shall require a performance-based audit for each department at least once every five years.*

The City will be exploring the interest and opportunities in annexing certain enclaves within the City which are currently areas designated unincorporated Miami-Dade County. \$30,000.

The City continues to move forward with the art design and branding of City's image. \$20,000

ONESolution Data Conversion (Land File) \$16,000

4065 City Manager Expense – Miscellaneous expenses which are required to be provided throughout the fiscal year at the discretion of the City Manager.

4070 Travel & Conference - Funding for the City Manager's travel expense to "Dade Day's" in Tallahassee.





5205 Computer Equipment –

General Computer Equipment	2,500
TOTAL	<u>2,500</u>

5210 Supplies –

CM Office General Supplies	2,000
TOTAL	<u>2,000</u>

5410 Membership & Subscriptions –

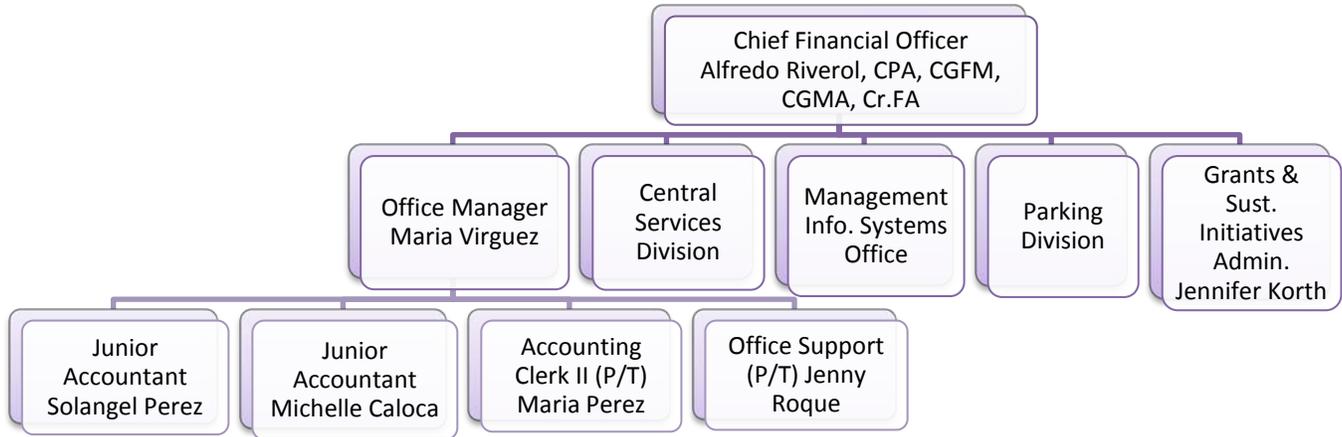
MDCCMA Annual Membership	260
Miami-Dade County League of Cities Membership	1,173
ICLEI USA Membership	600
TOTAL	<u>2,033</u>

9920 Contingency – To handle any unexpected emergencies which must be addressed immediately. All contingency funds require Commission approval for reallocation to any specific line item.



FINANCE DEPARTMENT

001-1410-513



MISSION

In a spirit of excellence, integrity, and dedication, the Finance Department is committed to providing timely, accurate, clear and complete financial information and support to other city departments, citizens, and the community at large.

FINANCE DEPARTMENT FUNCTION

The Finance Department is responsible for the proper accounting of all City funds and compliance with all applicable regulations and laws. Routine duties include processing accounts payable, accounts receivable, central collections, general ledger fund accounting, preparation of applicable state and federal reports, and periodic financial reports to management, administering debt service, and investment of City funds. The Department is also responsible for the implementation and control of the approved budget and the preparation, and disclosure of the financial statements, including responses to the external auditors. It also provides other departments with financial analysis and assists with banking transactions that arise during the year.

The Division of Parking and Central Services, as well as the Office of Grants and Sustainable Initiatives Administrator report under the Finance Department.



FINANCE DEPARTMENT ACCOMPLISHMENTS FOR FY 2013

- Implemented a mandatory required ACH payment process to all new vendors as the regular form of payment from the City.
- Continued to produce and post online before every second regular commission meeting of the month the City's monthly finance report for the previous month.
- Continued to produce the Comprehensive Annual Financial Report (CAFR) with auditors issuing no findings.
- Obtained all three Government Finance Officers Association (GFOA) prestigious awards for Budget, CAFR, and PAFR; certifying that the City's finance reports are being produced at the highest standard possible.
- Finance implemented the paperless process program by scanning and storing electronically all invoices and supporting documentation.
- Post online accurate and timely budget and financial reports on a monthly basis.
- Assisted the City Manager in the preparation of the FY 2014 Annual Operating and Capital Budget.
- Produced and posted online the Popular Annual Financial Report (PAFR).
- Implemented the City's .net accounting system which integrates in the City's new Enterprise Resource Planning (ERP) system, ONESolution.
- Completed Phase II of the tree planting initiative.
- Received additional CDBG funding for the Marshall Williamson Park Improvement Project.
- Obtained MPO funding for the SMITP (Intermodal Transportation Plan).

FINANCE DEPARTMENT OBJECTIVES FOR FY 2014

- Continue implementing the ACH payment program and requiring 70% of all active vendors to accept ACH as the regular form of payment from the City.
- Implement and establish an online payment option for certain provided City services such as Local Business Tax, Code Enforcement Violations, Building Permit Renewals, etc.
- Continue to produce and post online before every second regular commission meeting of the month the City's monthly finance report for the previous month.
- Continue to produce the Comprehensive Annual Financial Report (CAFR) without auditor findings.
- Obtaining all three Government Finance Officers Association (GFOA) prestigious awards for Budget, CAFR, and PAFR; certifying that the City's finance reports are being produced at the highest standard possible.
- Obtain additional funding for multiple Park, Roadway (SMITP), and underground infrastructure projects.



FINANCE DEPARTMENT ACTIVITY REPORT

ACTIVITY	ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	PROJECTED FY 2013	ESTIMATED FY 2014
Number of Parking Decals Sold	333	988	788	750	750
Number of Cash Key Sold	154	88	5	1	0*
Number of Cash Key Refills	558	535	150	5	0*
Number of Private Haulers	59	55	75	85	97
Number of Payroll Periods Processed	26	27	26	26	N/A**
Comprehensive Annual Fin. Rep. (CAFR)	1	1	1	1	1
Popular Annual Financial Report (PFAR)	0	0	1	1	1
Number of Annual Balanced Budget	1	1	1	1	1
Number of A/P Checks Processed	3298	3114	3363	3200	3000

* The Cash Key program was discontinued due to the implementation of the Multi-Space Parking Pay Stations.

** Payroll is now processed by Human Resources using Paychex.



38 MULTI-SPACE PAY STATIONS
RESOLUTION 12-11-13326
\$417,896.00

PAYMENT	DATE	AMOUNT	PRINCIPAL	INTEREST	BALANCE
33	10/7/2013	7,389.86	6,995.12	394.74	194,146.77
34	11/7/2013	7,389.86	7,008.85	381.01	187,137.92
35	12/7/2013	7,389.86	7,022.60	367.26	180,115.32
36	1/7/2014	7,389.86	7,036.39	353.47	173,078.93
37	2/7/2014	7,389.86	7,050.20	339.66	166,028.73
38	3/7/2014	7,389.86	7,064.03	325.83	158,964.70
39	4/7/2014	7,389.86	7,077.89	311.97	151,886.81
40	5/7/2014	7,389.86	7,091.78	298.08	144,795.03
41	6/7/2014	7,389.86	7,105.70	284.16	137,689.33
42	7/7/2014	7,389.86	7,119.65	270.21	130,569.68
43	8/7/2014	7,389.86	7,133.62	256.24	123,436.06
44	9/7/2014	7,389.86	7,147.62	242.24	116,288.44
45	10/7/2014	7,389.86	7,161.65	228.21	109,126.79
46	11/7/2014	7,389.86	7,175.70	214.16	101,951.09
47	12/7/2014	7,389.86	7,189.78	200.08	94,761.31
48	1/7/2015	7,389.86	7,203.89	185.97	87,557.42
49	2/7/2015	7,389.86	7,218.03	171.83	80,339.39
50	3/7/2015	7,389.86	7,232.20	157.66	73,107.19
51	4/7/2015	7,389.86	7,246.39	143.47	65,860.80
52	5/7/2015	7,389.86	7,260.61	129.25	58,600.19
53	6/7/2015	7,389.86	7,274.86	115	51,325.33
54	7/7/2015	7,389.86	7,289.13	100.73	44,036.20
55	8/7/2015	7,389.86	7,303.44	86.42	36,732.76
56	9/7/2015	7,389.86	7,317.77	72.09	29,414.99
57	10/7/2015	7,389.86	7,332.13	57.73	22,082.86
58	11/7/2015	7,389.86	7,346.52	43.34	14,736.34
59	12/7/2015	7,389.86	7,360.94	28.92	7,375.40
60	1/7/2016	7,389.86	7,375.40	14.46	0.00
TOTAL		443,391.60	417,896.00	25,495.60	



FINANCE DEPARTMENT BUDGET FY 2014
001-1410-513

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATE 2012-2013	APPROVED 2013-2014
0011410	5131210 SALARIES - REGULAR	342,710	282,482	258,915	258,915	296,660
0011410	5131310 SALARIES - PART TIME	45,880	44,021	51,896	51,896	43,091
0011410	5132110 F.I.C.A.	29,527	23,707	23,463	23,463	24,896
0011410	5132210 PENSION PLAN CONTRIBUTION	36,193	22,696	11,549	11,549	10,302
0011410	5132220 DEFERRED COMPENSATION (ICMA)	6,576	9,355	12,967	12,967	15,542
0011410	5132310 GROUP HEALTH INSURANCE	30,866	22,452	24,957	24,957	29,482
0011410	5132410 WORKER'S COMPENSATION	1,837	1,630	828	828	1,021
	TOTAL PERSONNEL SERVICES	493,591	406,343	384,575	384,575	420,994
0011410	5133100 PROFESSIONAL SERVICES	8,796	9,861	10,000	10,000	10,000
0011410	5133210 AUDITOR'S FEE	55,370	57,863	66,000	66,000	72,500
0011410	5133450 CONTRACTUAL SERVICES	236,599	26,180	10,000	10,000	36,860
0011410	5133459 CONTRACTUAL SERV.- PARKING	0	0	0	0	417,500
0011410	5134070 TRAVEL & CONFERENCE	1,067	1,254	1,400	1,400	2,800
0011410	5134110 POSTAGE	263	5,851	7,030	7,030	7,030
0011410	5134120 COMMUNICATION	1,410	939	1,200	1,200	2,100
0011410	5134515 LIABILITY INSURANCE-AUTO	200	0	0	0	0
0011410	5134634 MAINTENANCE COMP PROGRAMS	35,000	35,000	35,000	35,000	35,000
0011410	5134710 PRINTING- INFRASTRUCTURE	1,668	1,583	1,668	1,668	1,668
0011410	5135205 COMPUTER EQUIPMENT	0	0	1,300	1,300	1,300
0011410	5135210 SUPPLIES	2,672	4,554	8,573	8,573	8,573
0011410	5135410 MEMBERSHIPS & SUBSCRIPTIONS	1,682	2,145	2,210	2,210	2,365
	TOTAL OPERATING EXPENSES	344,727	145,230	144,381	144,381	597,696
0011410	5136430 EQUIPMENT OPERATING	589,587	0	0	0	0
	TOTAL CAPITAL OUTLAY	589,587	0	0	0	0
0011410	5137110 DEBT SERVICE- PRINCIPAL	87,882	34,414	34,415	34,415	119,268
0011410	5137210 DEBT SERVICE- INTEREST	5,651	0	0	0	3,825
	TOTAL DEBT SERVICE	93,533	34,414	34,415	34,415	123,093
	TOTAL FINANCE	1,521,437	585,987	563,371	563,371	1,141,783



FINANCE DEPARTMENT BUDGET HIGHLIGHTS

3100 – Professional Services – As per City of South Miami Pension Ordinance Section 16-19(c) The employer shall pay the reasonable expenses of the pension board, including any expenses for legal and actuarial services. The cost of hiring an actuary to conduct an actuarial evaluation as required by GASB for Other Post Employment Benefits, which must be included in the CAFR.

3210 Auditor’s Fee – The cost of an audit firm to perform the City's year-end financial audit, including any single audits pertaining to State and Federal grants plus any additional services as required by GASB or other auditing standards. Furthermore, as per City of South Miami Pension Ordinance Section 16-19(c) The employer shall pay the reasonable expenses of the pension board, including any expenses for legal and actuarial services.

Comprehensive Annual Financial Audit	45,000
Single Audit	4,500
Pension Audit	12,000
OTHER Required Auditing Engagement	5,000
GASB 45 Compliance Audit	6,000
TOTAL	<u><u>72,500</u></u>

3450 Contractual Services – Finance has allocated \$10,000 for additional training and support of the new finance system.

OneSolution Training & Support	10,000
Disclosure Attorney (SEC Requirement)	10,000
SunGard Public Sector Credit Card Processing Fee	1,860
CryWolf Processing Fee (18% of Collections)	15,000
TOTAL	<u><u>36,860</u></u>



3459 Contractual Services – Parking – As per Ordinance No. 2-13-2149, the Parking Division has been reallocated to the Finance Department. Below are all expenses relating the Parking Division.

Laz Parking	203,009
Chase Paymentech (Digital Parking CC Processing Fees)	120,000
Parker Systems - Modem Replacements, making the machines Wi-Fi capable	21,250
Digital Parking Pay Stations EMS Fee (\$35 x 50 Machines) x 12 months	21,000
Additional Single Head Meter Install/Replace	10,000
Parking Meter Misc Supplies (Paper-Cleaning Supplies)	1,991
Parker System Tier 2 - 50 machines @ 250 per machine	12,500
Parker Systems Warranty (1 Year) \$250 x 12 machines	3,000
Parking Enforcement Duncan Handhelds	24,750
TOTAL	417,500

4070 Travel & Conference - Costs of employees to attend conferences and seminars in order to remain current in their respective field. Includes the cost to maintain professional designations as well as educate and inform staff of the latest developments and trends in their respective field.

FGFOA Conference	500
Hotel: \$150, 3 nights	450
Airfare	450
SUGA Training Conference (ONESolution)	1,400
TOTAL	2,800

4634 Maintenance Comp Program – The annual maintenance cost of the OneSolution Finance software.

5410 Subscriptions & Memberships - Includes the cost to fund memberships and subscriptions to professional organizations.

GFOA Membership (Government Finance Review Pub)	160
GFOA Cert of Excellence	450
GFOA Budget Recognition Review Fee	280
GFOA PAFR Award	450
CPA License Renewal (CPA)	155
AICPA Dues (CGMA)	285
FICPA Dues	215
FGFOA Membership	35
S. Florida Government Fin Officer Association	25
Association of Government Accounting (CGFM)	75
American College of Forensic Examiners (Cr.FA)	175
Notary Certification	60
TOTAL	2,365



7110 Debt Service Principal – This expense is to account for all expenses related to the principal payment of debt of the new Finance and Community Development Software. Furthermore, an increase in this line item is due to the allocation of all expenditures associated with the City’s Parking Program from the Police Department.

Financing of ONESolution	34,415.00
Financing 38 Pay Stations	84,853.45
TOTAL	<u>119,268.45</u>

7120 Debt Service Interest – This expense is to account for the expense related to the interest payment of the City’s Multi-Space Parking Stations, due to allocation of all expenditures associated with the City’s Parking Program from the Police Department.

Financing 38 Pay Stations	3,824.87
TOTAL	<u>3,824.87</u>



MANAGEMENT INFORMATION SYSTEMS OFFICE

001-1340-513

MISSION

The mission of the Management Information Systems Office of the City of South Miami is to provide quality design, implementation, and support of all computer based and related technologies necessary for the staff to perform their duties as efficiently and expediently as possible.

MANAGEMENT INFORMATION SYSTEMS FUNCTION

The proliferation of new technologies in today's market, coupled with a constantly growing list of new internal system requirements, created a challenging situation for the MIS Office. The challenges were especially daunting for the City, which was faced with budgetary constraints and timeframes within which to meet a broad array of internal and external user requirements.

To achieve this goal the City administration, after evaluating every aspect, decided to hire International Data Consultants, Inc. (IDC). IDC will perform all IT related issues for the City of South Miami in the new fiscal year. Their function will be to manage the strategic IT design, IT planning and IT initiatives. The office will be under the supervision of the City Manager's Office.

MANAGEMENT INFORMATION SYSTEMS ACCOMPLISHMENTS FY 2013

2012 was a very exciting year for IT. We were able to complete many projects and implement systems that begin the foundation for projects that will be completed in 2013-2014. There have been many improvements to the City's network and many more to come. Some examples are:

- Firewall: Separation of the networks (City and Police) was successfully achieved on the NG Firewall. This configuration satisfies part of the requirements for compliance with the CJIS network. IDC designed the network and submitted the design for approval prior to implementation. New internal IP's were then configured for the Police network.
- CJIS Compliance: A requirement for the compliance with CJIS was the creation of a Virtual Private Network that would allow the Police Mobile units to communicate with the network from their vehicles. This Virtual Private Network would isolate the traffic and push only authenticated users to the network allowing for connectivity to the OSSI software and securing all internet traffic through the City's Web Filter while connected, adding an additional layer of security.
- Mobile Laptops: All the laptop for the Police Department had to meet CJIS compliance and phase three of the project was completed by installing the



VPN client on each laptop and configuring the client to connect to the secured network.

- Laserfiche: The Laserfiche server was deployed and training held for those users that would be licensed on the software. Documents that were scanned by ADS were imported into the system and filed by Department for easy access. This database of documents will continue to grow as more documents are scanned and entered as we move forward. The Web portion of this software will be implemented by the end of August. This will occur with the use of a repurposed server in order to save on costs.
- IPads: Code enforcement was issued IPads for connectivity to Terminal Server. These have been configured for each Officer to get mail, send pictures through email without having to come to the office. The next step is connectivity to Community and Development either through the iPad application or through Terminal Server providing the Officers with real time information while out in the field.
- IT assisted in the coordination of the move to the new Sylva Martin Building.
- Re-wiring of the building was required and completed.
- Phone System: The new phone system was implemented. This system now connected all sites.
- Re-cabling of Audio/Video: cleanup of video room and organization of cables. This project is complete.
- CRA Lab: CRA purchased new computers for the LAB. This have all been configured and deployed.
- New Internet Lines. The City was converted to Fiber-net. This gave the City faster internet and connectivity between all sites at a cost savings.
- Multiple UPS's were purchased and placed in the Server Room rack. The replaced UPS's were not functioning to capacity. Additional UPS's were purchased to allow for the amount of connections that are now required.

MANAGEMENT INFORMATION SYSTEMS OBJECTIVES FOR FY 2014

- IDC would like to take the City's current network environment and downsize the amount of servers that it requires. By virtualizing, the City can eliminate the need for so much hardware while improving the ability for redundancy and lowering downtime.
- Work on the AV system and improve the components to ensure reliability
- Complete the implementation of Community and Development.



MANAGEMENT INFORMATION SYSTEMS ACTIVITY REPORT

ACTIVITY	ACTUAL FY 2010	ACTUAL FY 2011	ACTUAL FY 2012	PROJECTED FY 2013	ESTIMATED FY 2014
AS-400 Update / Maintenance (Incl SunGard Software)	no record	695	230 (1)	230 (1)	230
PC, Non-Software, Maintenance / Troubleshooting	no record	808	970 (2)	816 (2)	800
Non AS-400 Software Maintenance / Troubleshooting	no record	300	600 (3)	816 (3)	800
Meetings Video Taped	no record	156	175 (4)	175	175 (1)
OSSI Software Issues	no record	192	64 (5)	0 (5)	20 (2)
Virus Infections	no record	23	18 (6)	? (6)	?(3)
Server Replacements	no record	5	2 (7)	2 (7)	2 (4)

(1) We do not expect an increase in meeting length or quantity.

(2) We can only give an estimate on this number. Dual authentication will be implemented but have no numbers as to possible issues as yet

(3) Impossible to predict. All virus protection software is in place and functioning.

(4) Virtual Environment Server 2 Hosts



MANAGEMENT INFORMATION SYSTEMS BUDGET FY 2014

001-1340-513

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATE 2012-2013	APPROVED 2013-2014	
0011340	5133450	CONTRACTUAL SERV – INFRAST.	203,143	198,763	189,800	189,800	175,000
0011340	5134120	COMMUNICATION	26	0	0	0	0
0011340	5134515	LIABILITY INSURANCE	400	0	0	0	0
0011340	5134630	MAINT & REP - COMM EQUIPMENT	1,992	0	0	0	0
0011340	5134632	INTERNET SERVICE	54,203	67,989	38,130	38,130	38,670
0011340	5134634	MAINTENANCE - INTERNET SERV.	10,531	22,099	36,013	61,013	68,831
0011340	5135205	COMPUTER EQUIPMENT	47,569	71,755	47,509	47,509	32,225
0011340	5135210	SUPPLIES	3,693	14,997	3,948	3,948	3,038
	TOTAL OPERATING EXPENSES	321,556	375,603	315,400	340,400	317,764	
0011340	5136430	OPERATING EQUIPMENT	16,142	9,620	0	0	0
	TOTAL CAPITAL OUTLAY	16,142	9,620	0	0	0	
	TOTAL MIS	337,698	385,223	315,400	340,400	317,764	

MANAGEMENT INFORMATION SYSTEMS BUDGET HIGHLIGHTS

4632 Internet –

50 Meg with Managed Router to Internet	Increase Band width	5,940
20 Meg with Managed Router to City Hall		8,280
10 Meg with Managed Router to Public Works		8,100
10 Meg with Managed Router to Parks		8,100
ATT Uverse (568.26 Per month)		6,819
DSL Backup Line		1,431
TOTAL		38,670



4634 Maintenance Internet Software –

Barracuda WebFilter Energize	474
Barracuda WebFilter Instant Replacement 1 year	426
Barracuda Spam Firewall Energize Updates 1 year	664
Barracuda Spam Firewall Instant Replacement 1 year	426
Barracuda Mail Archiver Energize Updates 1 year	1,210
Barracuda Mail Archiver Instant Replacement 1 year	985
Barracuda NG Firewall Energize Updates 1 year	535
Barracuda NG Firewall Instant Replacement 1 year	535
Barracuda NG Firewall Energize Updates 1 year	535
Barracuda NG Firewall Instant Replacement 1 year	535
Trend WF Anti-virus 200 Users Renewal 1 year	3,800
Symantec Backup Exec Maintenance	1,389
Cisco Smartnet 1841 X 3	411
Cisco Smartnet 1242 x 2	140
Cisco Smartnet 1310 x 2	196
ASA 5510 smart net 24/7	685
ASA 5510 smart net 24/7 failover	685
Cisco Smartnet 2960G-8TC	264
Navigo Support (Police)	700
dotgov.gov domain renewal for southmiamifl.gov (yearly)	125
Vmware Vshpere 24/7 Support	1,895
Vmware Software 6 Procs	5,188
Cisco 2960G-8TC Edge Switch X2	1,936
Dell San Training	199
Laserfiche Maintenance and support	13,426
Back File Scanning Project Microfilm cabinet	12,000
Civic Plus Website Support as per Contract	4,425
ERP and Laserfiche Integration with Civic Plus	10,000
GoDaddy SSL Certificate for City Email (Yearly)	90
VeriSign SSL for POS GovNow (Yearly) Next in 2016	0
IBM Support and Maintenance AS-400 (Hardware)	1,632
IBM Support and Maintenance AS-400 (Software)	1,632
Sans Support and Maintenance HP (1)	1,568
Webpage (GoDaddy)	120
TOTAL	68,831



5205 Computer Equipment –

Cisco ASA5510 Police Dept Failover	2,850
Windows 2012 Data Center Open Gov License	10,395
Recommend 10% contingency, based on the MIS Contractor's FY 2013 Contract for any unknown projects or emergencies	18,980
TOTAL	<u>32,225</u>

5210 Supplies –

Thumb Drives Replacement Parts (5)	400
DVD Lightscribe Media (DVD's used for meetings/public requests with logo etched on them)	240
CD Lightscribe Media (CD's used for meetings/public requests with logo etched on them)	108
Cable Ties	75
Tape	50
AS-400 Backup Tapes	375
LTO Backup Tapes	225
SC Fiber Rack Patch Panels	550
8 port POE Switches	425
Batteries	90
RJ-45 Cat 5 and 6	200
Keyboards	175
Mice	125
TOTAL	<u>3,038</u>



CENTRAL SERVICES DIVISION

001-1320-513



MISSION

The mission of Central Services Division is to provide and ensure a high quality of service to city departments and the taxpayers of South Miami. This is accomplished by awarding contracts to highly qualified vendors who meet bid and proposal specifications and a thorough background investigation. The Central Services Division promises to obtain the best quality of goods and services by maximizing its purchasing power through integrity, equality, efficiency and effectiveness.

CENTRAL SERVICES DIVISION FUNCTION

The mission statement for the Central Services department of the City of South Miami is to maximize the investment of our citizens by utilizing city values and the best business practices, to provide goods and services to city departments, to insure integrity, and to maintain the highest ethical standards following the Florida Statutes, Code of Ordinance, City Charter and Purchasing Policies.

CENTRAL SERVICES DIVISION ACCOMPLISHMENTS IN FY 2013

- Sourced and implemented a new Citywide mobile phone and a Police Department Air Card program with Sprint Solutions. Both programs are expected to generate approximately \$8,000 in cost savings.
- Provided support for the move of selected departments to the Sylva Martin Building, i.e., issued solicitations when required, coordinated the moves between departments and the moving company, recorded all surplus material and equipment.
- A new VOIP phone system (Voice Over IP) was implemented Citywide from an existing municipal agreement sourced by



Central Services. The City was able to take advantage of pricing discounts that were negotiated in July 2012 for a much larger system that the City installed.

- Coordinated the completion of an inventory of the City's fixed assets.
- Disposed of City assets declared surplus in accordance of the City's surplus asset policy.
- Issued Purchase Orders for City Departments for items more than \$1,000 in accordance with the City's Purchasing Policy and threshold amounts.
- Printed various brochures and books as requested by different departments, including the employee manual, police annual report and budget books.

CENTRAL SERVICES DIVISION OBJECTIVES FOR FY 2014

The main goal of the Central Services Department is to improve the quality of service that we provide to our Citizens and to the City's Departments. We are eager to accomplish our goal in order to operate more efficiently, by implementing the following procedures:

- Increase the visibility and traction of formal solicitations that are posted on the City's website by utilizing additional bids and solicitation services.
- Review the citywide copier equipment agreement for the upcoming contract termination in February, 2014.
- Assist Departments in vendor selection information and expenditures with City policy and reporting requirements to the Commission.
- Maintain and monitor citywide fixed assets and inventory control.
- Prepare Request for Proposals, Request for Qualifications and Bids for citywide requirements.
- Ensure the City maintains a fair, open, transparent and competitive procurement process.



CENTRAL SERVICES DIVISION ACTIVITY REPORT

ACTIVITY	ACTUAL FY 2010	ACTUAL FY 2011	ACTUAL FY 2012	PROJECTED FY 2013	ESTIMATED FY 2014
Notarizations	342	323	200	N/A (1)	0
Passport Services	1090	970	N/A*	N/A (2)	0
Fingerprints	1236	1150	900	N/A (3)	0
Background Checks	406	374	270	N/A (4)	0
No. of Total Revenue Services	3074	2817	1190	0	0
Purchase Orders Issued	917	696	300	200	200
No. of RFP's & RFQ's Issued	10	30	25	20	25
No. of Invoices Processed	3779	3719	3200	N/A (5)	0

- (1) Notarizations Services Moved to Finance
- (2) Passport Services no longer provided
- (3) Fingerprint Services No Longer provided
- (4) Background Checks Moved to Police
- (5) Invoice Processing Moved to Finance



CENTRAL SERVICES BUDGET FY 2014

001-1320-513

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGET 2012- 2013	ESTIMATE 2012-2013	APPROVED 2013- 2014	
0011320	5131210	SALARIES - REGULAR	129,759	104,922	106,513	106,513	106,338
0011320	5131310	SALARIES - PART TIME	0	19,898	16,018	16,018	0
0011320	5131410	OVERTIME	0	0	0	0	6,970
0011320	5132110	F.I.C.A.	9,940	9,549	9,282	9,282	8,668
0011320	5132210	PENSION PLAN CONTRIBUTION	18,472	4,763	0	0	0
0011320	5132220	ICMA	3,183	4,355	7,372	7,372	7,932
0011320	5132310	GROUP HEALTH INSURANCE	12,384	8,347	12,479	12,479	13,103
0011320	5132410	WORKER'S COMPENSATION	731	633	328	328	340
	TOTAL PERSONNEL SERVICES	174,470	152,467	151,992	151,992	143,351	
0011320	5133450	CONTRACTUAL SERVICES	0	6,500	20,000	20,000	6,000
0011320	5134110	POSTAGE	3,002	2,301	3,000	3,000	3,000
0011320	5134120	COMMUNICATION	68,392	414	720	720	1,020
0011320	5134125	TELEPHONE	0	68,781	148,241	148,241	43,721
0011320	5134420	LEASE POSTAGE MACH	270	1,488	1,488	1,488	1,488
0011320	5134615	MAINT - OFFICE EQUIPMENT	1,787	1,787	2,776	2,776	2,776
0011320	5134620	MAINT-OPERATING EQUIPMENT	0	0	250	250	250
0011320	5134634	MAINTENANCE-INTERNET SOFT.	0	0	2,249	2,249	2,249
0011320	5134710	PRINT/BIND/COPYING	7,370	7,132	6,482	6,482	6,482
0011320	5134720	PRINTING-CONTRACTUAL	50	1,370	2,000	2,000	2,000
0011320	5135205	COMPUTER EQUIPMENT	2,200	0	0	0	0
0011320	5135210	SUPPLIES	20,591	15,786	16,677	16,677	17,150
0011320	5135211	SUPPLIES-PASSPORT PROCESSING	1,097	131	0	0	0
0011320	5135230	FUEL	84	0	0	0	0
0011320	5135410	MEMBERSHIPS & SUBSCRIPTIONS	0	330	330	330	330
	TOTAL OPERATING EXPENSES	104,843	106,020	204,213	204,213	86,466	
	TOTAL CENTRAL SERVICES	279,313	258,487	356,205	356,205	229,817	



CENTRAL SERVICES DIVISION BUDGET HIGHLIGHTS

3450 Contractual Services – American Appraisal is contracted with the city for \$6,000 to provide an annual Citywide inventory and valuation services of fixed assets, as required by the State of Florida and recommended by GASB to comply with statement 34.

4125 Telephone – The citywide landline telephone system expenses are reflected within this respective line item.

State of Florida Lines City Hall	12,000
Telephone Monthly Charges (Windstream)	15,000
Phone Lines Repairs	1,721
AT&T Phone, Fax Modems	15,000
TOTAL	<u>43,721</u>

4615-Maintenance-Office Equipment - This line item reflects various costs due to maintenance of citywide used office equipment including the approved maintenance contract for the City's binding machine.

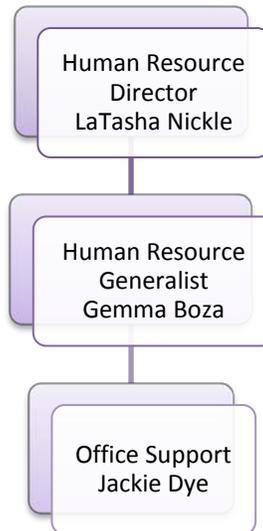
5210-Office Supplies – Central Service's Office Supplies account includes the expense for paper for all City Departments.

Operating Supplies	3,500
Mac Paper- \$31.66 per box of regular paper 30 boxes a mo.	12,000
Carbon Copies paper-\$275.00 per box. Estimated 6 boxes a year used. Human Resources forms, Requisition forms and receipt forms.	1,650
TOTAL	<u>17,150</u>



HUMAN RESOURCE DEPARTMENT

001-1330-513



MISSION

As a strategic partner with City Departments, the Human Resources Department seeks to provide customers with a full range of professional quality services in a timely and cost efficient manner. The Human Resources Department actively attracts, retains, develops and ensures that each employee has an equal opportunity to succeed in the organization.

HUMAN RESOURCES OFFICE FUNCTION

The Human Resources Department provides service to the City and the employees in numerous Human Resources disciplines. The major disciplines covered by the Department are Benefits, Organizational & Employee Development, Diversity, Compensation, Employee Relations, Labor Relations, Staffing Management, and Risk Management. The major functions of the Department include: training and development, employee recruitment & selection, creation & evaluation of job descriptions, employee classifications, policy development, assessment, performance evaluation, disciplinary actions, wage & benefit surveys; group insurance benefits selection & monitoring, employee incentive programs, accident/incident investigation, reporting & monitoring for Workers Compensation, review of property values, insurance coverage and premiums, and general liability issues, and other related duties and responsibilities.



HUMAN RESOURCES DEPARTMENT ACCOMPLISHMENTS FOR FY 2013

- Continued implementation of Executime; a computerized time and attendance software and time clocks will eliminate the need for paper-based time cards, leave applications, and related documents and will improve the accuracy of employee time-reporting and payroll calculations.
- Provided training that will develop skills, knowledge, abilities and competencies in order to promote employee and organizational growth.
- Promoted employee wellness through different initiatives such as Weight Watchers at Work program and creating a Fitness Team with scheduled fitness trainings that lead to 5K charity events.
- Launched Cardio-at-Work as part of the City's on-going Wellness Program to inspire and encourage employees to live an active, heart-healthy lifestyle.
- Promoted effective, accurate and informative employee evaluations through training for managers and senior supervisors.
- Assist Supervisors in providing a positive working environment.

HUMAN RESOURCES DEPARTMENT OBJECTIVES FOR FY 2014

- Continue full implementation of Executime.
- Continue to create other Wellness initiatives to create a healthier style of living for employees and families.
- Standardize all Human Resource Forms with the City Standardizing initiative. Create a standard location for all forms to be obtainable by staff.
- Continue to assist Supervisors in providing a positive working environment.
- Overhaul the City's Safety Program to promote workplace safety and reduce risk of injury and liability throughout the City.



HUMAN RESOURCE OFFICE ACTIVITY REPORT

ACTIVITY	ACTUAL FY 2010	ACTUAL FY 2011	ACTUAL FY 2012	PROJECTED FY 2013	ESTIMATED FY 2014
Local Background Checks Processed	61	59	52	55	50
National Background Screenings	60	59	20	25	25
New Hire Orientations	23	17	13	15	12
Employment Advertisements	20	16	6	8	15
Wellness Fairs	5	4	4	4	6
Safety Meetings	3	4	4	4	4
Wage Statements Submitted	7	10	10	10	8
Random CDL Testing	13	12	14	15	15
Filing	65	65	65	65	65
Employee Applications Received	296	1,267	350	375	350
Notary Services	59	89	110	100	105
Workers Compensation Claims	30	25	20	25	20
Pre-employment Physicals	24	17	13	15	18
Post Accident Drug Screenings	30	25	20	25	20
Drivers License Checks	390	390	381	380	300



HUMAN RESOURCE OFFICE BUDGET FY 2014
001-1330-513

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATE 2012-2013	APPROVED 2013-2014
0011330	5131210 SALARIES - REGULAR	97,943	151,830	167,043	167,043	168,378
0011330	5132110 F.I.C.A.	7,346	11,229	12,718	12,718	12,881
0011330	5132210 PENSION PLAN CONTRIBUTION	21,015	9,395	0	0	0
0011330	5132220 ICMA CONTRIBUTION	3,712	6,669	11,638	11,638	11,786
0011330	5132310 GROUP HEALTH INSURANCE	9,598	13,529	18,718	18,718	19,655
0011330	5132410 WORKER'S COMPENSATION	880	749	449	449	505
	TOTAL PERSONNEL SERVICES	140,494	193,401	210,566	210,566	213,205
0011330	5132510 UNEMPLOYMENT COMPENSATION	41,871	40,864	44,000	44,000	34,000
0011330	5132610 EMPLOYEE ASSISTANCE PROGRAM	1,459	2,973	6,500	6,500	9,000
0011330	5133160 PRE-EMPLOYMENT PHYSICALS	8,000	7,980	8,000	8,000	8,000
0011330	5133450 CONTRACTUAL SERVICES	3,292	78,333	55,000	65,000	65,000
0011330	5134080 CITYWIDE TRAINING	0	7,541	15,910	15,910	16,860
0011330	5134090 TUITION REIMBURSEMENT	0	8,838	0	0	0
0011330	5134110 POSTAGE	180	168	275	275	275
0011330	5134120 COMMUNICATION	661	1,638	1,560	1,560	2,040
0011330	5134510 LIABILITY INSURANCE	239,898	260,374	287,760	277,760	523,107
0011330	5134630 MAINT. & REPAIR - COMM.EQUIP	1,668	0	0	0	0
0011330	5134634 INTERNET SOFTWARE	0	0	4,270	4,270	4,270
0011330	5134710 PRINTING- INFRASTRUCTURE	0	1,628	1,668	1,668	1,668
0011330	5134850 ADVERTISING-NON LEGAL	1,275	789	5,000	5,000	5,000
0011330	5135205 COMPUTER EQUIPMENT	0	0	17,421	17,421	0
0011330	5135210 SUPPLIES	7,115	2,597	3,609	3,609	3,609
0011330	5135410 MEMBERSHIPS & SUBSCRIPTIONS	360	3,223	3,400	3,400	3,620
	TOTAL OPERATING EXPENSES	305,779	416,946	454,373	454,373	676,449
	TOTAL HUMAN RESOURCES	446,273	610,347	664,939	664,939	889,654



HUMAN RESOURCE DEPARTMENT BUDGET HIGHLIGHTS

2510 Unemployment Compensation – The City, like most other governmental agencies, have opted out of the State Insurance Compensation Insurance program. The City only pays unemployment compensation benefits to eligible individuals, which have separated from the City without cause.

3450 Contract Services –the City’s Insurance Broker, Sapoznik (\$40,000) and the payroll processing provider, Paychex (\$25,000).

4080 Citywide Training - Citywide Training Workshops (FY 2013: Anti-Harassment; Workplace Safety; and Customer Service; and Management/Leadership Training) \$16,000. An additional \$860 has been allocated for an employment law certification review course and a litigating employment claims course.

4510 Liability Insurance – The City budgets general liability and property insurance within this respective line item. Due to last year’s claim-loss-ratio the estimated premium amount has increased significantly.

4634 Internet Software – The City purchased an automated payroll system. The City currently operates digital biometric clocks which are used by employees to log in-and-out daily.

Executime Support	3,750
Navigo Support	<u>520</u>
TOTAL	<u>4,270</u>

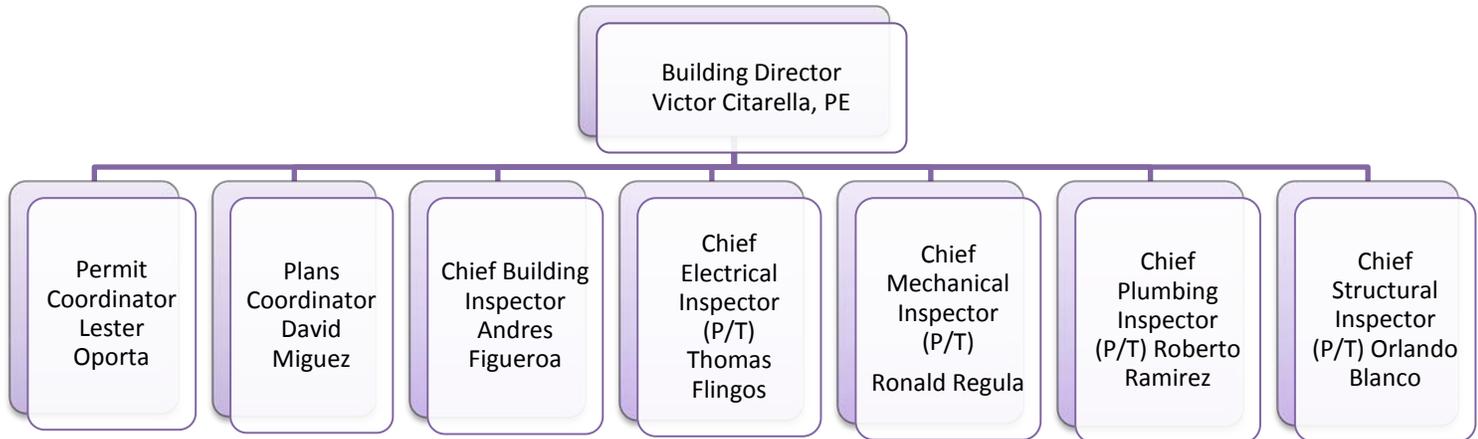
4850 Advertising – Non-legal – \$5,000 for job postings and recruitment costs.

5410 Membership and Subscription – In an effort to help minimize, legal disputes, Human Resources has budgeted the annual subscription cost for Westlaw legal research system.



BUILDING DEPARTMENT

001-1610-524



MISSION

To enforce the State of Florida building code within the boundaries of the City of South Miami, and collaborate with other City departments in the enforcement of local codes.

FUNCTION

The Building Department enforces the State of Florida Building Code within the boundaries of the City of South Miami, and collaborates with other City Departments in the enforcement of local codes. It provides fair, consistent and equitable interpretation of codes during the review of construction documents submitted for building permits and during the field inspection conducted for compliance. The Department also certifies buildings upon completion and at pre-stated periods afterwards.



BUILDING DEPARTMENT ACCOMPLISHMENTS FY 2013

- Departmental staff maintained cordial relations with developers, contractors and city residents, providing technical assistance and support while enforcing the applicable State and City codes.
- Completed 100% of building plan documents review for compliance with the Florida Building Code within 10 working days.
- Completed 100% and documented field building inspections within 24 hours of the initial request.
- Continued the routine update of the departmental website by updating information such as revised schedules for permit fees and provided downloadable applications for building permits.

BUILDING DEPARTMENT OBJECTIVES FY 2014

- Maintain high level of customer service during the performance of its operational duties and responsibilities.
- 100% of all building inspections requested before 4:00 pm to be completed and documented by the end of the next working day.
- Continue to keep accurate records of financial and workload parameters for the Department.
- Make sure the inspectors have all the necessary training to complete all the inspections in a professional manner.
- 100% of building permit applications will be processed within ten working days after approvals by other departments.
- Keep track and review all departmental performance parameters and submit monthly reports.



BUILDING DEPARTMENT KEY PERFORMANCE MEASUREMENTS

ACTIVITY	FY 2011	FY 2012	PROJECTED FY 2013	ESTIMATED FY 2014
Complete 100% of field inspections requested before 4:00 pm, during the next business day. Data shows percent of inspections completed on target.	100%	100%	100%	100%
Contain departmental expenses within the original approved budget.	100%	100%	100%	100%
Maintain minimum levels of professional certifications for staff by completing appropriate continuing education requirements. Data shows achievement level	100%	100%	100%	100%
Complete 90% of construction documents reviews by departmental plans examiners within 2 weeks EXCLUDING time for review by other departments. Data shows percent of reviews completed on target.	100%	100%	100%	100%
Maintain departmental files properly organized in order to obtain appropriate data to comply with public information requests within 72 hours. Data shows achievement level.	100%	100%	100%	100%



BUILDING DEPARTMENT ACTIVITY REPORT

ACTIVITY		ACTUAL FY 2010	ACTUAL FY 2011	ACTUAL FY 2012	PROJECTED FY 2013	ESTIMATED FY 2014
PERMITS:						
	Building	430	488	490	490	490
	Roofing	120	128	130	135	135
	Electrical	306	346	350	360	360
	Mechanical	120	119	120	120	120
	Plumbing	165	177	190	150	150
TOTAL PERMITS		1,141	1,258	1,280	1,255	1,255
INSPECTIONS:						
	Building	1,049	1,120	1,130	1,140	1,140
	Roofing	502	540	550	550	550
	Electrical	612	675	680	700	700
	Mechanical	286	302	300	280	280
	Plumbing	435	465	470	460	460
TOTAL PERMITS		2,884	3,102	3,130	3,130	3,130



BUILDING DEPARTMENT BUDGET FY 2014
001-1610-524

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATE 2012-2013	APPROVED 2013-2014	
0011610	5241210	SALARIES - REGULAR	228,357	237,634	238,374	238,374	230,649
0011610	5241310	SALARIES - PT-INSPECTORS	136,510	117,545	137,077	137,077	138,434
0011610	5242110	F.I.C.A.	28,249	24,206	28,228	28,228	28,235
0011610	5242210	PENSION PLAN CONTRIBUTION	28,245	14,927	0	0	0
0011610	5242220	ICMA RETIREMENT	6,525	10,595	16,234	16,234	16,145
0011610	5242310	GROUP HEALTH INSURANCE	19,770	18,360	24,957	24,957	26,206
0011610	5242410	WORKER'S COMPENSATION	8,416	6,966	7,308	7,308	8,125
TOTAL PERSONNEL SERVICES		456,072	430,233	452,178	452,178	447,794	
0011610	5243150	CONTRACT INSPECTORS	2,850	600	3,000	3,000	3,000
0011610	5243450	CONTRACTUAL SERVICES	1,380	774	1,000	1,000	1,000
0011610	5244110	POSTAGE	181	153	200	200	200
0011610	5244120	COMMUNICATION	360	257	500	500	1,380
0011610	5244515	LIABILITY INSURANCE- AUTO	200	0	400	400	400
0011610	5244710	PRINTING - INFRASTRUCTURE	1,668	1,461	1,900	1,900	1,900
0011610	5245210	SUPPLIES	977	1,555	2,500	2,500	2,500
0011610	5245220	UNIFORMS	0	933	0	0	680
0011610	5245230	FUEL	1,000	1,127	1,500	1,500	1,600
0011610	5245410	MEMBERSHIPS & SUBSCRIPTIONS	0	80	120	120	120
TOTAL OPERATING EXPENSES		8,617	6,940	11,120	11,120	12,780	
TOTAL BUILDING DEPARTMENT		464,689	437,173	463,298	463,298	460,574	

BUILDING DEPARTMENT BUDGET HIGHLIGHTS

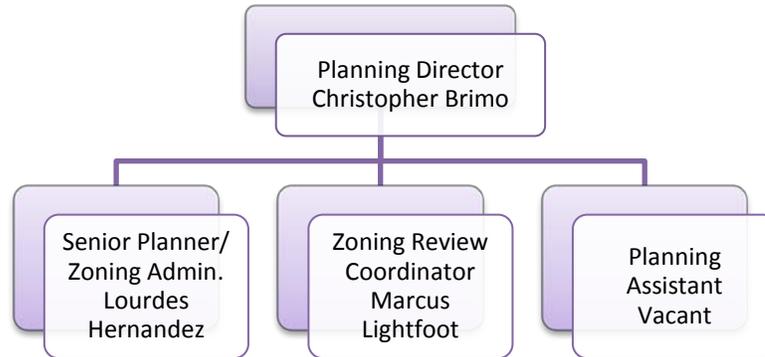
3150 Contract Inspectors - Funds are required to supplement permanent staff during vacation and/or during emergency periods.

3450 Contractual Services – Funds are required to pay part time professional specialty engineers, architects and consultants to conduct in-depth special analyses and inspections.



PLANNING AND ZONING DEPARTMENT

001-1620-524



MISSION

The Planning and Zoning Department is committed to providing the community with high-quality, proactive services and programs to enhance the quality of life of the City of South Miami residents, businesses and visitors, and to promote a well-designed, physically integrated, livable and prosperous community. The Planning and Zoning Department provides technical support to the City Manager, City Commission, other departments, appointed boards, residents, the business community and the general public on current land use and development issues.

PLANNING & ZONING FUNCTION

The Planning and Zoning Department is responsible for providing professional assistance and expertise to elected officials, appointed boards, city management and citizens in the areas of planning, zoning, land use management, economic development and strategic decision making. The Department is charged with the oversight of all inquiries pertaining to the City's adopted land use and zoning provisions, including but not limited to, property plat and zoning information, Comprehensive Plan amendments, variance requests, site plan reviews, issuance of sign permits, tree removal permits, business license issuance, land development regulations and code compliance activity. The review responsibility for this division is regulated by Florida Statutes Chapters 162, 163 and 380 and Florida Administrative Code Section 9-J5 and 9-J11. These regulations control the development and implementation of our Master Plan, including Development Regulations, Concurrency Regulations, and other issues relating to the overall planning and land use function.



PLANNING & ZONING ACCOMPLISHMENTS FY 2013

- Processed and filed several Comprehensive Plan Future Land Use Map amendments and Zoning Map amendments, including revisions for the Madison Square Mixed Use Development Project and Larkin Community Hospital.
- Processed several Land Development Code amendments including the Special Exception Review for large scale developments; regulation of outdoor displays; new outdoor lighting regulations; and changes to the permitted use requirements for the Shops at Sunset Place.
- Continues to maintain the City's Land Development Code and recommend updates and revisions as needed, and coordinated the 2013 National Flood Insurance Program (NFIP).
- Following an audit by the NFIP of the implementation of floodplain management policies, the City successfully achieved a 15% discount for the premium costs of flood insurance for policies issued or renewed in Special Flood Hazard Areas on or after May 1, 2013. The City's community rating moved from a Class 8 to a Class 7.
- Selected a consulting firm to undertake a review of the City's existing concurrency requirements for transportation and recreation/open space, and to review and develop an impact fee process for the City.
- Implemented a new GIS system that will be housed in the department and maintained for various inter-departmental users and to provide maps and data to the general public.
- Provided direct staff support to the Environmental Review and Preservation Board; the Planning Board/Local Planning Agency and the Historic Preservation Board. The Department provided staff support to the Community Redevelopment Agency, the Green Task Force the City Commission, City Attorney, City Manager and the other Departments.
- Continues to provide information and guidance to applicants, residents, and the business community on Planning & Zoning issues.

PLANNING & ZONING OBJECTIVES FY 2014

- Prepare and file amendments to the Comprehensive Plan Text and the Future Land Use Map to address the issue of "stories" in the various categories and review concurrency and levels of service issues.
- Maintain the Land Development Codes of the City including the Official Zoning Map.
- Maintain the various planning and zoning layers for the City's GIS.
- Prepare and process amendments to the Land Development Code, including revisions to the landscape and tree ordinance; parking requirements within certain zones in the City's downtown; development of specific outdoor signage



and advertising requirements within the City's downtown.

- Continue to work with the City's CRS Coordinator to reduce the City's overall flood insurance rating from a 7 to a 6 through the implementation of development policies, procedures and public outreach.
- Prepare and process two historic designation reports.
- Work with the City's Grants Division to obtain planning assistance grants.
- Determine the feasibility and benefit of Brownfield designation for certain areas in the industrial/automotive zone.
- Continue to work closely with other departments on the design and implementation of the City's website and decorative signage and way finding program.
- Provide Planning support to the City Attorney's office on matters concerning legal challenges on land use decisions.
- Continue to work closely with the City's other Departments towards the implementation and maintenance of the ERP, and improve the efficiency and function of the Planning & Zoning Department.
- Provide staff support to City of South Miami for the following Boards and Committees which include but are not limited to: Planning Board/Local Planning Agency, Environmental Review & Preservation Board, and Historic Preservation Board.
- Provide information and guidance to applicants seeking planning and zoning information.

PLANNING & ZONING DEPARTMENT ACTIVITY REPORT

ACTIVITY	ACTUAL FY 2010	ACTUAL FY 2011	ACTUAL FY 2012	PROJECTED FY 2013	ESTIMATED FY 2014
Building Permits Reviewed	649	649	750	775	700
Requests for Microfilm Records	126	126	200	225	0*
Items Processed for:					
Planning Board	45	45	55	60	65
Environm. Review & Preserv. Board	74	74	90	100	125
Historic Preservation Board	24	24	30	35	10

*Microfilm Projections are reported under City Clerk.



PLANNING AND ZONING DEPARTMENT BUDGET FY 2014

001-1620-524

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATE 2012-2013	APPROVED 2013-2014	
0011620	5241210	SALARIES - REGULAR	222,379	224,274	241,800	241,800	228,679
0011620	5241310	SALARIES - PART TIME	8,772	18,609	19,771	19,771	0
0011620	5242110	F.I.C.A.	17,357	18,403	19,888	19,888	17,494
0011620	5242210	PENSION PLAN CONTRIBUTION	38,270	17,058	13,656	13,656	8,291
0011620	5242220	ICMA RETIREMENT	2,230	7,832	10,082	10,082	11,977
0011620	5242310	GROUP HEALTH INSURANCE	18,819	21,114	24,957	24,957	26,206
0011620	5242410	WORKER'S COMPENSATION	882	778	702	702	686
	TOTAL PERSONNEL SERVICES	308,709	308,068	330,856	330,856	293,333	
0011620	5243100	PROFESSIONAL SERVICES	0	127	2,440	2,440	2,440
0011620	5243450	CONTRACTUAL SERVICES	37,970	22,450	149,000	94,000	139,000
0011620	5243480	MICROFILMING - DIGITIZING	1,444	1,444	1,445	1,445	1,500
0011620	5244070	TRAVEL & CONFERENCE	0	0	0	0	1,400
0011620	5244110	POSTAGE	191	1,564	1,876	1,876	2,063
0011620	5244120	COMMUNICATION	432	1,004	2,280	2,280	1,097
0011620	5244515	LIABILITY INSURANCE - AUTO	200	0	400	400	400
0011620	5244620	MAINTENANCE-OPER EQPT.	4,909	4,814	7,443	7,443	9,443
0011620	5244634	MAINTENANCE-IN. SOFTWARE	0	0	3,000	3,000	4,000
0011620	5244710	PRINTING-INFRASTRUCTURE	3,335	3,149	3,412	3,412	3,412
0011620	5244910	LEGAL ADS	3,306	2,938	3,587	3,587	3,945
0011620	5245205	COMPUTER-EQUIPMENT	2,449	0	13,434	13,434	1,000
0011620	5245210	SUPPLIES	1,869	2,457	24,542	24,542	3,681
0011620	5245230	FUEL	120	144	144	144	144
0011620	5245410	MEMBERSHIPS & SUBSCRIPTIONS	199	909	1,303	1,303	1,605
	TOTAL OPERATING EXPENSES	56,423	41,000	214,306	159,306	175,130	
	TOTAL PLANNING & ZONING	365,132	349,068	545,162	490,162	468,463	



PLANNING & ZONING DEPARTMENT BUDGET HIGHLIGHTS

1210 Salaries – The Planning Department eliminated the records clerk II and reclassified the office support from part-time to full-time eliminating any expenditure for 1310, part-time.

3100 Professional Services – an estimated four property title searches at \$110.00 each to be completed by the Attorney's Title Fund Services, LLC and the Historic Preservation Board estimated four historic designations reports at \$500 each.

3450 – Contractual Services – Contractual services for incidental planning studies such as land development code, traffic studies, etc. \$75,000. Annual GIS Contractual Services \$24,000 and a Contractual Service agreement to assist the Planning Director (\$40,000).

4620 Maintenance Operating Equipment – This line item represents the costs associated the annual maintenance and licenses for all City software and equipment related to the Planning Department.

Yearly maintenance agreement for the Alchemy Standard Edition Document Server, Scan Module to Advanced Data Solutions, Inc. of Oldsmar, Florida.	2,536
Yearly maintenance agreement for the Fujitsu M4097D Scanner.	1,112
Yearly maintenance agreement for the Contex Crystal Series Large Scale Scanner to Eastman Kodak Company of Rochester, New York.	1,295
Land Development Code (Municode)	4,500
TOTAL	<u>9,443</u>

4910 Legal Ads – In anticipation of this FY Citywide zoning changes, additional notices must be provided to the public as part of the overall process.



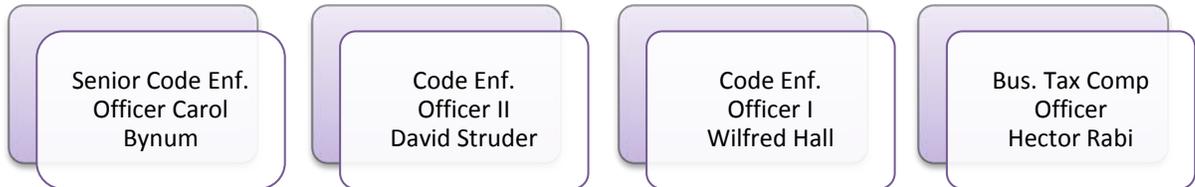
5410 Memberships and Subscriptions –

One year subscription to Florida Trend Magazine covering issues as economic yearbook, public-private companies and historic properties and designations	25
One year subscription to Monthly Zoning Bulletins from West Publishing Company in Eagan, Minnesota: \$263 + 10% projected increase	290
National membership in American Planning Association; AICP Certification; and FL Chapter. 10% increase	660
Planners Advisory Service Publications	200
Associate American Institute of Architects membership for Senior Planner Lourdes Cabrera-Hernandez	355
US Green Building Council South Florida Chapter membership for Senior Planner Lourdes Cabrera-Hernandez	75
TOTAL	<u><u>1,605</u></u>



CODE ENFORCEMENT DIVISION

001-1640-524



MISSION

The City of South Miami Code Enforcement Division is committed to the community it serves: We are dedicated providers of municipal services and Stewarts of the public trust. We promote the well-being of a community where people desire pleasant living!

CODE ENFORCEMENT OFFICE FUNCTIONS

The Code Enforcement Office functions are to enforce zoning, building, business tax license, abandoned vehicles, residential and commercial property maintenance, and minimum housing codes and regulations. To prepare, schedule and present Code Enforcement Hearings and provide administrative support to Special Magistrate.

Code Enforcement's mission is to achieve code compliance by using consistent, fair and effective means to promote, maintain and ensure a high quality of life for the community.



CODE ENFORCEMENT ACCOMPLISHMENTS FOR FY 2013

- Collected and/or was instrumental in the collection of revenues of BTR New/Renewals, outstanding False Alarms fees, Lien Mitigation/Fines, and Lien Searches.
- Conducted pro-active property and business inspections and/or investigations, which were determined to be code violations. New business licenses were realized as a direct result of proactive business inspections.
- Accomplished a 95-99% Special Magistrate hearing success rate by improving officer's documentation, basic case management, and hearing presentations.
- Continued to follow procedures to ensure that outstanding fees due to the city are taken care of before the processing and issuance of any and all permits.
- Successfully continued to implement the case stipulation/mitigation process designed to encourage voluntary compliance and thereby assisted constituents to avoid the lien process.
- Established the electronic recording of liens and lien releases reducing processing time from 4-6 weeks down to one (1) hour.
- Provided a number of timely lien searches, which included researching property data and ownership, researching business licensing and ownership information, Code interpretation, identified appropriate corrective actions needed to resolve complaints.
- Developed and implemented new enforcement approaches including the enforcement of parking lots and landscaping; the stop and knock policy; when not code required ceased regular and certified mailings of courtesy and violation notices; and thereby created a new more respected, professional face for enforcement in this community.



CODE ENFORCEMENT OFFICE OBJECTIVES FOR FY 2014

- The division will continue to work on the implementation of the Community portion of the One Solution application.
- Develop the implementation of a formal reporting system through the upcoming One Solution database helpful to identify trends and forecast needs as well as monitor departmental performance (i.e., follow-up on open and closed case and compliance times).
- Continue to undertake the lien process in earnest.
- Continue to develop work flow processes that strengthen the City's infrastructure.
- Continue to conduct pro-active business inspections to ensure all businesses pay the appropriate payment of business tax.
- Develop, institute and implement a foreclosure registration requirement for unsightly abandoned/vacant homes undergoing foreclosure; in order to reduce the negative impact on our neighborhoods.
- Demolish unsafe structures, which cause depreciation of surrounding neighborhood property values.

CODE ENFORCEMENT DIVISION ACTIVITY REPORT

ACTIVITY	ACTUAL FY 2010	ACTUAL FY 2011	ACTUAL FY 2012	PROJECTED FY 2013	ESTIMATED FY 2014
NEW CASES	512	1,500	860	1,000	800
CLOSED CASES	600	1,000	300	300	300
SPECIAL MAGISTRATE HEARINGS	139	140	450	300	150
LIENS RECORDED/RELEASED	100	100	30	40	30
LIEN SEARCHES	300	360	300	300	300
CITIZEN COMPLAINTS	350	325	200	150	200
BUSINESS INSPECTIONS	2,000	2,000	1,700	1,700	1,700
BUSINESS CITATIONS	700	500	700	700	700
BTRS NEW	570	560	626	600	600



CODE ENFORCEMENT BUDGET FY 2014

001-1640-524

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATE 2012-2013	APPROVED 2013-2014
0011640 5241210	SALARIES - REGULAR	171,158	220,365	236,933	236,933	153,875
0011640 5241310	SALARIES - PART TIME	13,857	15,756	16,291	16,291	0
0011640 5242110	F.I.C.A.	13,975	17,875	19,244	19,244	11,771
0011640 5242210	PENSION PLAN CONTRIBUTION	36,502	25,780	8,013	8,013	8,207
0011640 5242220	ICMA RETIREMENT	0	7,124	12,518	12,518	6,782
0011640 5242310	GROUP HEALTH INSURANCE	16,304	18,514	24,957	24,957	19,655
0011640 5242410	WORKER'S COMPENSATION	19,390	15,568	4,626	4,626	4,801
	TOTAL PERSONNEL	271,186	320,982	322,582	322,582	205,091
0011640 5243111	CONTRACTUAL - SPECIAL MASTER	1,600	2,275	4,000	4,000	4,000
0011640 5243450	CONTRACTUAL	8,270	260	20,000	20,000	20,000
0011640 5244070	TRAVEL & CONFERENCE	0	912	1,374	1,374	1,374
0011640 5244080	EMPLOYEE EDUCATION	0	1,267	2,415	2,415	2,415
0011640 5244110	POSTAGE	238	5,826	7,000	7,000	7,000
0011640 5244120	COMMUNICATION	2,820	4,086	4,350	4,350	4,650
0011640 5244515	LIABILITY INSURANCE-AUTO	500	0	1,800	1,800	1,800
0011640 5244710	PRINTING-INFRASTRUCTURE	1,668	1,482	1,668	1,668	1,668
0011640 5244920	OTHER CHARGES-LIENS	94	493	1,612	1,612	1,612
0011640 5245205	COMPUTER EQUIPMENT	0	0	4,612	4,612	4,400
0011640 5245210	SUPPLIES	1,360	2,295	2,000	2,000	2,873
0011640 5245220	UNIFORMS	890	951	2,000	2,000	2,000
0011640 5245230	FUEL	4,317	5,978	5,978	5,978	5,978
0011640 5245410	MEMBERSHIPS & SUBSCRIPTIONS	120	140	540	540	540
	TOTAL OPERATING EXPENSES	21,877	25,965	59,349	59,349	60,310
	TOTAL CODE ENFORCEMENT	293,062	346,947	381,931	381,931	265,401



CODE ENFORCEMENT OFFICE BUDGET HIGHLIGHTS

3450 Contractual Services – This line item is used to cover the cost of lot clearing, overgrown properties, debris removal & board-ups. A cost recovery plan is in place.

4080 Employee Education –

FACE Level 2, 3 & 4 (\$480 + \$75) X 3	\$1,665
FACE Recertification training: \$75 ex. X 10 = \$750	\$750
TOTAL	<u>\$2,415</u>

4920 Other Charges – Liens – These are estimated costs associated with lien and lien release court recordings.

5205 Computer Equipment – Replace 4 desktop computers & monitors (1 BTR + 3 CEOs) w/790MT.

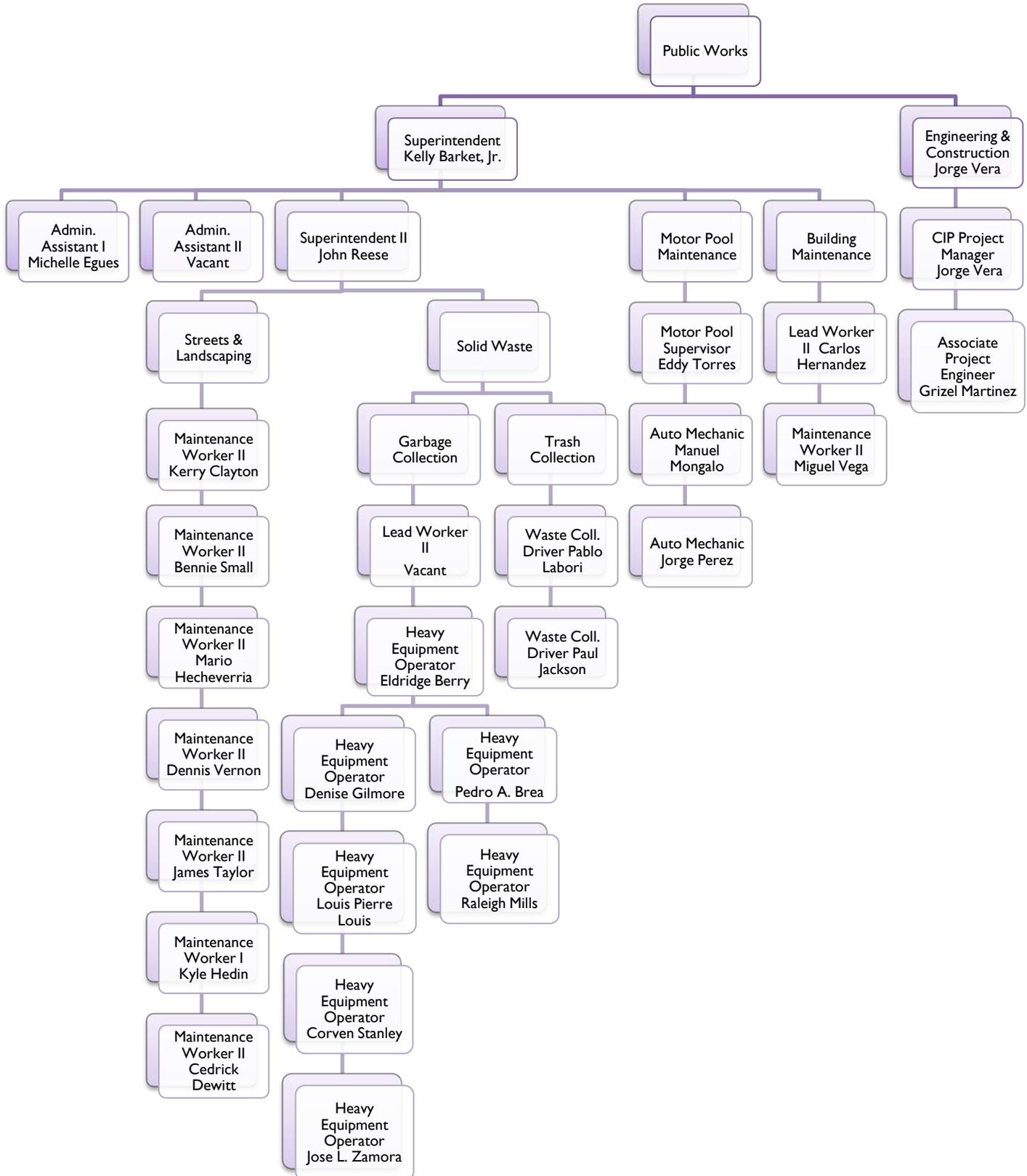
5210 Supplies – This line item includes office supplies.



PUBLIC WORKS DEPARTMENT



PUBLIC WORKS ORGANIZATIONAL CHART





PUBLIC WORKS OFFICE OF THE DIRECTOR

001-1770-519

The Public Works and Engineering Department is organized into office administration staff, management personnel and five divisions: (1) Solid Waste; (2) Streets and Landscaping; (3) Building Maintenance; (4) Equipment Maintenance (Motor Pool); and (5) Engineering and Construction. Each division plays a critical role in providing comprehensive services to maintain and improve the needs of the city, as well as providing support to all city departments and divisions.

MISSION

To support and enhance a high quality of life for the City's residents, businesses and visitors by providing well planned, environmentally sensitive, cost effective infrastructure and services to promote public safety, transportation and economic growth; To respond and aid in recovery from emergencies by providing and managing public works services; To foster effective oversight of the Department of Public Works including Engineering and Construction, Street Services, Street Lighting and Solid Waste.

PUBLIC WORKS OFFICE OF THE DIRECTOR FUNCTION

The department's office administration staff and management is the key line of communication for all inquiries on department's services and resources. The department's office administration staff tends to a wide range of residents' inquiries, such as solid waste collection schedules, water and sewer utilities, street light outages, traffic light malfunctions, damaged traffic signs, road hazards, construction activities, mosquito control, Miami Dade County recycling program, and others. The office administration and management staff handles department events and administers the budget for all divisions, documents and reports payrolls, processes requisitions for vendors' purchase orders and monitors Public Works Department's staff attendance. The department's management personnel oversee all department functions and manpower and obtains bids, negotiates and administers contracts for outsourcing services.



PUBLIC WORKS OFFICE OF THE DIRECTOR ACCOMPLISHMENTS FOR FY 2013

- Managed the departments Operations and Engineering divisions.
- Completed the outstanding 40 year certification for City Hall and Sylva Martin buildings as notified by Miami-Dade County. The finalized report was submitted to the City's Building Department to complete the process.
- Initiated and completed on schedule the 40 year certification for the Public Works compound as required. The finalized report was submitted to the City's Building Department to complete the timely process
- Facilitated the purchase of the newly acquired heavy equipment for the City's Solid Waste Division.
- Instituted the compound cleaning project to rid the department's surplus items. Such as items to auction or proper destruction.
- Re-organized the City's storage facility in the Public Works Compound for better access and display of storage contents.
- Assisted in the Sylva Martin project and the relocation and storage of furniture and equipment for this project.
- Upgraded the administrative office area with furniture and equipment providing a more efficient and effective work area. The upgrade included the replacement of broken and outdated equipment.
- Installed and repaired the security monitoring system at the Public Works Compound.
- The Department had timely hires in replacing several departing employees resulting in minimal overtime cost.
- Increased security in the Public Works Compound by installing "notice of surveillance" signs, removed excess landscape foliage from the rear of the compound and made repairs to barbed wire, fence and gate.



PUBLIC WORKS OFFICE OF THE DIRECTOR OBJECTIVES FOR FY 2014

- Reduce operation costs through competitive bidding and negotiation on purchases and services.
- Implement Florida Green Local Government Standards at Public Works and all other departments in accordance with the suggested criteria of the Florida Green Building Coalition and recommendation of the City's Green Task Force.
- Promote seasonal events such as Public Works Weeks, Water Day, Earth Day and Arbor Day as well as any other City organized events.
- Enhance department's performance by using team building and promoting departmental values, goals and direction. Continue to improve internal communications.
- Improve cooperation with other Departments by adhering to established departmental schedule in providing timely responses. Increase public safety – Public Works can be significant in addressing many general safety and quality of life issues affecting our neighborhoods through the continuation of the traffic calming initiatives.
- Overall repair and maintenance of Public Assets. Continue to monitor regular repairs of fencing, guardrails and general repairs at City Parks and buildings. Proper maintenance of City's heavy equipment and fleet vehicles as may be required.
- Training and education of personnel. Progressive mentoring and training of the workforce. Refresher courses and promote current safety committee's role. Job education and improve customer services.
- Looking for an alternative fueling system to upgrade the current aging and outdated fueling program currently in place.



OFFICE OF THE DIRECTOR BUDGET 2014
001-1770-519

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATE 2012-2013	APPROVED 2013-2014
0011770	5191210 SALARIES - REGULAR	281,075	164,180	177,316	177,316	178,826
0011770	5192110 F.I.C.A.	21,016	11,934	13,497	13,497	13,680
0011770	5192210 PENSION PLAN CONTRIBUTION	40,578	17,268	7,057	7,057	7,444
0011770	5192220 ICMA	3,774	7,456	8,871	8,871	8,899
0011770	5192310 GROUP HEALTH INSURANCE	13,746	13,524	18,718	18,718	19,655
0011770	5192410 WORKER'S COMPENSATION	939	544	476	476	536
	TOTAL PERSONNEL SERVICES	361,129	214,906	225,935	225,935	229,040
0011770	5194070 TRAVEL & CONFERENCES	38	100	500	500	500
0011770	5194080 EMPLOYEE EDUCATION	0	0	380	380	380
0011770	5194110 POSTAGE	125	107	125	125	125
0011770	5194120 COMMUNICATION	5,539	641	1,787	1,787	1,020
0011770	5194540 BOILER & MACHINERY INSURANCE	624	0	2,000	2,000	2,000
0011770	5194710 PRINTING- INFRASTRUCTURE	6,670	5,743	6,670	6,670	6,670
0011770	5195205 COMPUTER EQUIPMENT	0	0	4,520	4,520	0
0011770	5195210 SUPPLIES	1,299	1,250	1,370	1,370	1,000
0011770	5195270 PERMITS	875	875	900	900	925
0011770	5195410 MEMBERSHIPS & SUBSCRIPTIONS	145	0	500	500	500
	TOTAL OPERATING EXPENSES	15,315	8,716	18,752	18,752	13,120
	TOTAL OFF. OF THE DIRECTOR	376,443	223,622	244,687	244,687	242,160



PUBLIC WORKS OFFICE OF THE DIRECTOR BUDGET HIGHLIGHTS

4070 Travel and Conference- this line item is used to pay for attendance to the APWA and FSA conference/training.

4710 Printing Infrastructure – All City departments, which currently have a copier within their department, are being allocated the expense of the copier along with the annual maintenance warranty amount. The City currently leases copiers for a 3-year period with a maintenance agreement. The total number of leased copiers Citywide is 12 (10 b/w and 2 color). The Public Works department uses two printers, which are located in the Motor Pool maintenance work shop and the Public Works office.



BUILDING MAINTENANCE DIVISION

001-1710-519

MISSION

The Division's mission is to enhance the quality of life in our city through resourceful maintenance and operation of a safe civic infrastructure, providing City residents, visitors, neighborhoods and businesses with efficient, quality service necessary to support the growing demands of the community.

BUILDING MAINTENANCE DIVISION FUNCTION

Building Maintenance Division is responsible for: performing maintenance and improvements to all public buildings and facilities; management and maintenance of burglar and fire alarm protection systems; performing carpentry, electrical, plumbing, painting, roofing, and masonry work; maintenance of mechanical equipment (elevators, A/C units; etc.), hard floors, windows and doors; inspecting and implementing ADA; performing fire and building corrective measures.

BUILDING MAINTENANCE DIVISION ACCOMPLISHMENTS FOR FY 2013

- Installed new Pay Station, numbers and signs for Parking System.
- Renovated office space for County Commissioner Xavier Suarez's staff at City Hall.
- Cleanout Storage Facility at Public Works Compound.
- Provide infrastructure upgrades, repairs and modifications at Police Department to comply with accreditation.
- Installed new Police Department Signage.
- Pressure cleaned walls, floors and paint exterior walls at Police Department and Garage.
- Supervised and coordinated roof replacement at Police Department Headquarters.
- Cleared the staging area at Public Works Facility in preparation of the hurricane season.
- Implement and coordinate the Sylva Martin move including Paint, interior finishing and made required repairs to the outside area.
- Install holiday tree lighting and decorations in Downtown South Miami and City Hall.
- Purchased new decorations for the holiday season as directed by the City Commission.
- Removed old computers and furniture at the computer lab room in the Gibson Bethel Community Center.
- Refurbished, painted and reconnected computers in the computer lab room.
- Remodeled bathrooms in the Sylva Martin project.



BUILDING MAINTENANCE DIVISION OBJECTIVES FOR FY 2014

- Prepare inspections of city facilities for maintenance recommendations. Partner with other City departments and outside vendors to provide maintenance, safety and efficient measures for the City facilities.
- Seek grant funding to support Energy Audit of all City Buildings and implement recommendations in order to reduce energy usage.
- Continue to reduce cost of energy by implementing energy efficient measures that can be completed in-house.
- Coordinate annual Fire Extinguisher Inspections of all City facilities.

BUILDING MAINTENANCE DIVISION ACTIVITY REPORT

ACTIVITY	ACTUAL FY 2010	ACTUAL FY 2011	ACTUAL FY 2012	PROJECTED FY 2013	ESTIMATED FY 2014
Changing AC Filters	537	537	537	537	744
Unscheduled Repairs and Work Requests	1086	1086	1120	1120	1225
Cleaning of Fish Pond	52	52	52	26	24
Re-Cert of all City facilities fire extinguishers	N/A	N/A	N/A	N/A	77
Changing of water filters	N/A	N/A	N/A	N/A	8



BUILDING AND MAINTENANCE BUDGET FY 2014
001-1710-519

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATE 2012-2013	APPROVED 2013-2014
0011710	5191210 SALARIES - REGULAR	230,306	268,404	70,464	70,464	71,737
0011710	5191310 SALARIES - PART TIME	19,506	11,662	0	0	0
0011710	5191410 OVERTIME	4,000	256	4,000	4,000	4,000
0011710	5192110 F.I.C.A.	19,321	16,150	5,644	5,644	5,794
0011710	5192210 PENSION PLAN CONTRIB	35,251	27,529	10,536	10,536	10,906
0011710	5192310 GROUP HEALTH INSURANCE	33,417	24,849	12,479	12,479	13,103
0011710	5192410 WORKER'S COMPENSATION	11,320	10,410	3,126	3,126	3,409
	TOTAL PERSONNEL SERVICES	353,123	359,260	106,249	106,249	108,949
0011710	5193450 CONTRACTUAL SERVICES	13,565	32,082	99,307	99,307	86,655
0011710	5194070 TRAVEL AND CONFERENCE	0	0	250	250	250
0011710	5194080 EMPLOYEE EDUCATION	0	0	200	200	200
0011710	5194120 COMMUNICATION	0	680	624	624	780
0011710	5194310 UTILITES-ELECTRIC	111,794	101,064	114,000	114,000	114,000
0011710	5194320 UTILITIES-WATER	16,051	20,878	27,000	27,000	27,000
0011710	5194620 MAINT & REPAIR OPER EQUIP	120	0	250	250	250
0011710	5194670 MAINT & REPAIR-GDS & STRUCT	58,964	66,989	62,000	62,000	82,000
0011710	5195210 SUPPLIES	14,869	25,708	21,050	21,050	21,050
0011710	5195220 UNIFORMS	2,806	2,519	800	800	800
	TOTAL OPERATING EXPENSES	218,170	249,920	325,481	325,481	332,985
0011710	5197110 DEBT- PRINCIPAL	21,016	0	0	0	0
0011710	5197210 DEBT- INTEREST	1,894	0	0	0	0
	TOTAL DEBT SERVICE	22,910	0	0	0	0
	TOTAL BUILDING MAINT.	594,203	609,180	431,730	431,730	441,934



BUILDING MAINTENANCE DIVISION BUDGET HIGHLIGHTS

1410 Overtime – Funds are used to address emergencies in the City’s buildings during off hours and to perform work that cannot take place during regular work hours.

3450 Contractual Services –

Burglar alarm monitoring	2,870
Fire Alarms certifications, monitoring and maintenance	3,180
Elevator maintenance (Police & Community Center)	6,600
Exterminator Services	2,005
Cleaning Company (6,000 mo. x 12)	72,000
TOTAL	86,655

4310 Utilities-Electric – This line item includes payment to FPL for electric utilities of City buildings and structures.

4320 Utilities-Water – Payments to Miami Dade County Water & Sewer Department for the use of water and sewer in City buildings and right-of-ways irrigation systems.

4670 Maintenance and Repair Grounds & Structures -

Security systems repairs, locks and keys	2,500
Paint, and painting supplies	3,500
A/C repairs, parts	10,500
Electrical repairs, parts and supplies	9,500
Lighting parts and supplies	6,000
Plumbing repairs, parts & supplies	5,000
Lumber & construction materials	5,000
Tools rental	2,000
Roofing repairs & supplies	3,000
Burglar alarms repairs	2,000
Hardware supplies	6,000
Water filters	1,000
Miscellaneous repairs	6,000
Community Center AC Replacement	20,000
TOTAL	82,000



5210 Supplies –

Miscellaneous power and hand tools used in the repairs of City's grounds and structures; i.e. Drills, Power Saws, Battery Replacements, etc.	200
AC Air Filters	5,250
Holiday Lights and electric	15,000
Fish Pond	600
TOTAL	<u>21,050</u>



SOLID WASTE DIVISION

001-1720-534

MISSION

Solid Waste Division is committed to providing cost effective management of solid waste materials generated within the City for the protection of health, safety and welfare of the public and the environment.

SOLID WASTE DIVISION FUNCTION

Solid Waste Division is responsible for: providing garbage and trash removal services for residents; issuing excess trash notices; assisting city residents with the Miami Dade County recycling program; filling of trash holes; installation of “no dumping” signs, as required; installation and/or removal of event banners; and solid waste collection after special city events.

SOLID WASTE DIVISION ACCOMPLISHMENTS FOR FY 2013

- Purchased a new and more efficient garbage truck for the Solid Waste fleet.
- Increased trash hole fill-in frequency.
- Completed tree pruning project throughout the City.
- Performed Street Cleaning and scheduled to include a larger area of coverage.

SOLID WASTE DIVISION OBJECTIVES FOR FY 2014

- Continue to provide staff with the necessary training in order to provide a high level of services to the city residents.
- Improve trash hole filling program
- Reduce cost of operation and dumping fees.
- Continue to upgrade fleet to establish dependable and efficient trucks and heavy equipment.
- Promote recycling to save tipping fees and benefit the environment.
- Reduce the overtime by providing proper staffing levels.



SOLID WASTE DIVISION ACTIVITY REPORT

ACTIVITY	ACTUAL FY 2010	ACTUAL FY 2011	ACTUAL FY 2012	PROJECTED FY 2013	ESTIMATED FY 2014
Garbage [tons]	2568	3038	3057	3057	3094
Trash [tons]	6002	6014	6240	6250	6940
Excess Trash Pickup	70	53	96	82	63
Filling of Trash Holes	181	389	465	430	408
Pickup of Litter Cans	15515	11692	15670	15700	18460



SOLID WASTE DIVISION BUDGET FY 2014

001-1720-534

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATE 2012-2013	APPROVED 2013-2014
0011720 5341210	SALARIES - REGULAR	367,332	377,903	342,704	342,704	410,277
0011720 5341410	OVERTIME	7,072	12,191	7,000	7,000	7,000
0011720 5342110	F.I.C.A.	28,438	29,648	26,495	26,495	31,922
0011720 5342210	PENSION PLAN CONTRIB	62,710	45,732	39,080	39,080	36,851
0011720 5342220	ICMA	0	0	4,489	4,489	10,806
0011720 5342310	GROUP HEALTH INSURANCE	47,079	39,860	56,153	56,153	65,516
0011720 5342410	WORKER'S COMPENSATION	51,403	44,314	42,081	42,081	54,321
	TOTAL PERSONNEL SERVICES	564,033	549,648	518,002	518,002	616,693
0011720 5343470	INTERLOCAL - RECYCLING	83,239	85,588	88,375	88,375	91,150
0011720 5344070	TRAVEL & CONFERENCE	0	0	200	200	200
0011720 5344080	EMPLOYEE EDUCATION	0	279	300	300	300
0011720 5344340	REFUSE DISPOSAL FEE	434,364	628,617	582,705	582,705	648,815
0011720 5344341	REFUSE DISPOSAL FEE- RECYCL	110,090	0	0	0	0
0011720 5345210	SUPPLIES	3,778	2,649	8,500	8,500	8,500
0011720 5345220	UNIFORMS	3,510	3,877	4,000	4,000	4,000
	TOTAL OPERATING EXPENSES	634,981	721,010	684,080	684,080	752,965
0011720 5347110	DEBT- PRINCIPAL	78,048	74,302	60,539	60,539	0
0011720 5347210	DEBT- INTEREST	11,524	5,436	5,457	5,457	0
	TOTAL DEBT SERVICE	89,572	79,738	65,996	65,996	0
	TOTAL SOLID WASTE	1,288,586	1,350,396	1,268,078	1,268,078	1,369,658



SOLID WASTE DIVISION BUDGET HIGHLIGHTS

1210 Salaries - The Public Works superintendent position is transferred from the Streets Division to the Solid Waste Division to promote operational efficiency.

1410 Overtime – Overtime is used for emergency situations to complete garbage or trash routes delayed due to equipment breakdown, to provide garbage pickup during scheduled holidays, installation of banners in the City’s right-of-way early in the morning due to traffic and safety measures, and for events which require employees to work on weekends.

3470 Interlocal Agreement – Recycling – The City of South Miami currently contracts with Miami-Dade County for the pickup of recycling within the city. This amount represents the cost associated with the existing agreement (\$2.63 per household per month).

4340 Refuse Disposal Fee – This amount represents the cost associated with the tipping fees paid to the Miami-Dade County for using their landfills to dump garbage and trash collected by the City’s Solid Waste Division.

5210 Supplies –

Hard hats	100
Hood jackets	200
Rain coats	200
Back support belt/suspenders	200
Push brooms	300
Rakes	500
Waste can liners	2,000
105 Garbage Containers (47.20 each)	5,000
TOTAL	<u>8,500</u>



STREETS AND LANDSCAPING DIVISION

001-1730-541

MISSION

In the spirit of cooperation with other City departments and agencies, the Street Maintenance and Landscaping Division's mission is to provide a safe and clean environment for the community and to promote a culture of value and accountability.

STREETS AND LANDSCAPING DIVISION FUNCTION

Streets and Landscaping Division is responsible for maintaining of City streets and street landscaping; mowing and fertilization of city's public right-of-ways and public facility grounds; litter pick-up; citywide tree trimmings; installation and repair of street signs; repairs of potholes; citywide street sweeping; graffiti removal; curb painting; parking and pavement marking; sidewalk pressure cleaning; street light inspections; citywide storm drain inspections; supervising storm drain pipe cleaning; inspections of illicit discharges; canal litter and debris cleaning, as needed; sidewalk and curb repairs; management of irrigation systems citywide; responding to emergency spills; and seasonal city decorations.

STREETS AND LANDSCAPING DIVISION ACCOMPLISHMENTS FOR FY 2013

- Public Works Department continued sweeping services previously provided by outside contractor, as a result the department has increased the amount of miles swept and will realize substantial cost savings.
- Continue with program to maintain downtown South Miami and other areas free from graffiti, pressure cleaning and gum removal.
- Completed debris removal project throughout the City's canals and provide better equipment for the removal process of debris.
- Completed inspection of the City's Storm Water System as required by NPDES Storm Water Permit.
- Completed the cleaning of storm water drains and pipes as a result of inspections.
- Assist with the installation of holiday tree lighting and decorations in Downtown South Miami and City Hall.
- Continued maintenance of sidewalks throughout the city to remove trip hazards and reduce sidewalk repairs.
- Harmonizing sidewalks with existing swale elevations.
- Expand downtown pressure cleaning areas to cover Red Road and SW 73rd Street and other areas as needed.
- Four Streets employees received CDL (Commercial Driver's License) certifications.



STREETS AND LANDSCAPING DIVISION OBJECTIVES FOR FY 2014

- Landscape and roadway improvement program – Search and apply for grants to continue more landscape and roadway improvement projects. Obtain the assistance of the Grant writer to secure more grants.
- Increase overall roadway safety – Increase timely repair of potholes and removal of debris and other dangerous objects from the right of way. Timely repair damaged sidewalks to eliminate liability to the City.
- Monitor lighting and electrical easements. Continue to monitor street lighting to facilitate FPL’s repairs and upgrade of areas with low lighting. Monitor yearly maintenance of easement and high trees under power lines.
- Coordinate the yearly maintenance agreement with outside vendor on the annual contract for median landscape maintenance agreement in conjunction with FDOT reimbursement program.
- Continue to assist with the City’s tree planting initiatives.
- Reduce the overtime by providing proper staffing levels.

STREET & LANDSCAPING DIVISION ACTIVITY REPORT

ACTIVITY	ACTUAL FY 2010	ACTUAL FY 2011	ACTUAL FY 2012	PROJECTED FY 2013	ESTIMATED FY 2014
Mowing of City Buildings' Sites	75	75	75	75	75
Sweeping of Streets [miles]	2645	2645	2645	2645	2645
Pressure-Cleaning of Sidewalks	53	53	56	56	55
Inspection of Storm Drains	111	111	465	500	500
Cleaning of Drainage Pipes [feet]	117	0	800	800	1251
Cleaning of Storm Drains	1	0	25	50	52
Citywide Insp. of Street Lights	18	18	18	18	24
Removal of Graffiti	309	305	328	330	260
Trimming of Street Trees	402	368	405	405	416
Inst. & Repair of Street Signs	229	90	115	100	96
Repair of Potholes, Citywide	169	141	155	135	108
Installation & Removal of Banners	128	115	144	150	130



STREETS & LANDSCAPING DIVISION BUDGET FY 2014

001-1730-541

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATE 2012-2013	APPROVED 2013-2014
0011730	5411210	245,861	241,693	250,875	250,875	211,623
0011730	5411310	16,532	21,648	19,121	19,121	0
0011730	5411410	3,806	4,825	7,000	7,000	0
0011730	5412110	19,812	19,989	20,988	20,988	16,189
0011730	5412210	37,173	30,624	28,299	28,299	18,315
0011730	5412220	0	1,901	3,916	3,916	5,910
0011730	5412310	35,374	35,487	43,675	43,675	45,861
0011730	5412410	23,574	21,842	25,345	25,345	21,861
	TOTAL PERSONNEL SERVICES	382,132	378,009	399,219	399,219	319,759
0011730	5413450	37,903	34,251	37,268	37,268	30,000
0011730	5414070	0	32	300	300	300
0011730	5414080	0	683	700	700	700
0011730	5414120	0	825	1,050	1,050	1,560
0011730	5414625	4,604	10,039	21,000	21,000	31,000
0011730	5414640	14,651	9,251	12,800	12,800	12,800
0011730	5414650	96,426	102,961	103,000	103,000	103,000
0011730	5414670	2,426	2,451	2,500	2,500	2,500
0011730	5415210	3,393	3,367	3,400	3,400	3,400
0011730	5415220	2,647	2,928	3,600	3,600	3,600
0011730	5415245	2,402	300	500	500	500
	TOTAL OPERATING EXPENSES	164,451	167,088	186,118	186,118	189,360
0011730	5417110	25,585	26,602	5,338	5,338	0
0011730	5417210	2,323	1,301	481	481	0
	TOTAL DEBT SERVICE	27,908	27,903	5,819	5,819	0
	TOTAL STREET MAINT.	574,491	573,000	591,156	591,156	509,119



STREETS AND LANDSCAPING DIVISION BUDGET HIGHLIGHTS

1210 Salaries - The Public works superintendent position is transferred from the Streets Division to the Solid Waste Division to promote operational efficiency and the part-time position within the Streets Division was converted to full-time in an effort to improve efficiencies within the Streets Division.

1410 Overtime – Overtime is necessary in this division to address emergency road situations during off hours, banner installations that need to be installed during early hours of the morning due to safety conditions, to provide for downtown clean up on holidays and to work city events, which require for employees to work during the weekend.

3450 Contract Services – Landscape Maintenance Contract for City’s medians & traffic circles and for any miscellaneous holiday plantings which occurs throughout the year.

4625 Landscape Maintenance – This account covers expenses for landscape materials like trees, shrubs, sod, and mulch as well as repair cost for tree removal and stump grinding equipment.

4640 Maintenance and Repair Streets & Parkways

Signs, poles and hardware	3,500
Top soil	2,000
Fill	1,000
Cold patch asphalt	1,500
Message board	500
Graffiti remover	1,500
Irrigation repairs, parts and supplies	2,500
Barricades, battery replacements	300
TOTAL	<u><u>12,800</u></u>

4650 Electricity – Funds for citywide street lighting.

5210 Supplies -

Ear muffs	200
Dust mask	200
Safety supplies	400
First aid kits	400
Round up	700
Graffiti removers	1000
Rust aid	500
TOTAL	<u><u>3,400</u></u>



5245 Tools – Miscellaneous landscaping hand tools like rakes, shovels, picks, brooms and other hand tools used to perform landscaping work; this line item also includes the purchase of one weed trimmer and five chain saws. These will aid the department in preparations for Hurricane season and performing regular scheduled tree trimming maintenance.



MOTOR POOL DIVISION

001-1760-519

MISSION

The Division provides preventive maintenance and repair of public works automotive and mechanical equipment that will protect the public's investment in these resources as well as to provide safe and dependable units for City personnel to perform their duties effectively with minimum downtime.

MOTOR POOL DIVISION FUNCTION

Equipment Maintenance (Motor Pool) Division is responsible for: maintaining and servicing the City's entire vehicular fleet and equipment; performing preventative vehicle maintenance; managing and maintaining vehicle inventory as well as fuel inventory; arranging for underground fuel storage tank inspections; purchasing and managing our heavy equipment City fleet ; responsible for Landscape maintenance of mower, saws, tools and other lawn equipment; monitor fuel system and conducts fuel level checks.

MOTOR POOL DIVISION ACCOMPLISHMENTS FOR FY 2013

- Number of vehicles serviced increase from approximately 20 to 25 per week.
- Coordinated auction activities with Central Services to reduce aging fleet.
- Evaluate fleet inventory and performed advanced maintenance to ensure that vehicles are operating at maximum capacity.
- Assist with the purchase of the new automated garbage truck and a more efficient crane for garbage and trash pickup.
- Upgraded the Motor Pool equipment and tools with the purchase of several vital pieces that enable staff to effectively and efficiently make necessary repairs to vehicles and heavy equipment.
- Motor Pool staff attended several repair and maintenance trainings concerning the City's fleet.



MOTOR POOL DIVISION OBJECTIVES FOR FY 2014

- Reduce fuel consumption as well as emission by replacing older vehicles through Grant initiatives and replacement. Research for better fuel distribution system to facilitate accurate control of gasoline and diesel with fleet management.
- Research technologies for vehicles with alternative propulsions, such as electric, natural gas and hybrids.
- Reduce the overtime by providing proper staffing levels.
- Increase schedule maintenance performance by using inspections of vehicles at the motor pool for other services.
- Continue to attend several repair and maintenance trainings concerning the City's fleet.

MOTOR POOL ACTIVITY REPORT

ACTIVITY	ACTUAL FY 2010	ACTUAL FY 2011	ACTUAL FY 2012	PROJECTED FY 2013	ESTIMATED FY 2014
Motor Pool Scheduled & Unscheduled Services	361	650	710	643	780
Motor Pool Road Call/Emerg. Serv.	31	70	70	70	156
Motor Pool Warranty Service	14	15	23	19	36
Generator Inspections	N/A	N/A	N/A	N/A	208
Fuel Level Checks	N/A	N/A	N/A	N/A	116



MOTOR POOL DIVISION BUDGET FY 2014
001-1760-519

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATE 2012-2013	APPROVED 2013-2014
0011760	5191210 SALARIES - REGULAR	226,885	115,227	125,838	125,838	125,831
0011760	5191410 OVERTIME	1,234	885	3,500	3,500	3,500
0011760	5192110 F.I.C.A.	16,827	8,172	9,800	9,800	9,894
0011760	5192210 PENSION PLAN CONTRIBUTION	29,314	17,025	13,176	13,176	13,488
0011760	5192220 ICMA	0	150	2,472	2,472	2,496
0011760	5192310 GROUP HEALTH INSURANCE	16,226	14,121	18,718	18,718	19,655
0011760	5192410 WORKER'S COMPENSATION	6,930	4,669	4,075	4,075	4,480
	TOTAL PERSONNEL SERVICES	297,416	160,249	177,579	177,579	179,344
0011760	5194070 TRAVEL AND CONFERENCE	0	350	350	350	350
0011760	5194120 COMMUNICATION	0	558	624	624	780
0011760	5194515 LIABILITY INSURANCE-AUTO	15,500	0	32,873	32,873	32,873
0011760	5194620 MAINT & REP-OPERAT EQUIP	410	400	400	400	400
0011760	5194680 MAINT & REP-OUTSIDE SER.	62,043	80,343	64,000	64,000	64,000
0011760	5195220 UNIFORMS	7,141	1,632	5,000	5,000	5,000
0011760	5195230 FUEL & LUB.	223,725	114,757	172,420	183,000	183,944
0011760	5195240 PARTS	59,594	37,991	56,000	56,000	56,000
0011760	5195245 OPERATING TOOL	410	589	600	600	600
0011760	5195250 TIRES	26,142	27,000	27,000	27,000	27,000
0011760	5195260 CHEMICALS/SUPPLIES	4,650	6,771	6,800	6,800	6,800
	TOTAL OPERATING EXPENSES	399,615	270,391	366,067	376,647	377,747
0011760	5197110 DEBT - PRINCIPAL	6,547	6,803	0	0	0
0011760	5197210 DEBT - INTEREST	522	266	0	0	0
	TOTAL DEBT SERVICE	7,069	7,069	0	0	0
	TOTAL MOTOR POOL	704,099	437,709	543,646	554,226	557,091



MOTOR POOL DIVISION BUDGET HIGHLIGHTS

4680 Maintenance Repair – Outside Service – This includes the following specialized maintenance and repair services: Front axle alignment, towing services, welding services, auto glass repair, hydraulic cylinder rebuilding service, repair of gas pumps and fuel storage tanks, upholstery repairs, transmission repairs, brake jobs for heavy equipment, body work and painting, air conditioning and electrical work, engine rebuilding, exhaust work/mufflers. The expenditure related to vehicles which are involved in an accident and are in need of body work repair are funded by this account.

5230 Fuel & Lubricant - The estimated cost for fuel for the entire Public Works vehicle fleet and \$12,000 is estimated for lubricants for the entire City's vehicle fleet and equipment.

5240 Parts – This includes the following parts and supplies for the maintenance and repair of the City's vehicle fleet and equipment: Fuel and oil filters, batteries, engine and A/C belts, fuel and water pumps, lamps, muffler and exhaust parts, brakes and parts, wire and spark plugs, pressure hoses, gaskets, side view mirrors, electrical parts, alternators, master cylinders, starters, windshield wiper, and parts for lawn/landscape equipment.



ENGINEERING AND CONSTRUCTION DIVISION

001-1790-519

MISSION

To provide citizens with professional engineering services in support of information collection and archiving, planning, permitting, design and administration of all public infrastructure construction programs; Provide engineering and technical services, construction administration, inspection and quality assurance for all infrastructure construction projects.

ENGINEERING AND CONSTRUCTION DIVISION FUNCTION

Engineering and Construction Division is responsible for managing the City's capital improvement plan, which mainly includes projects involving traffic calming; drainage; roadways; water distribution; sidewalks; and street lighting; performing stormwater utility activities; establishing upgrades to water distribution system; assisting planning department in the city's flood/community rating system; assisting the public with inquiries related to design and construction activities; administering public workshops for city projects; administering and managing the city's Geographic Information System (GIS) software and data, including producing GIS output; reviewing engineering plans from consultants and contractors per city standards; directing city engineering consultants and contractors; issuing RFP's for design and bids for construction; coordinating efforts with other governmental agencies; issuing permits for construction within public r/w; reporting traffic concerns from residents to Miami Dade County and FDOT; managing State annual National Pollutant Discharge Elimination System (NPDES) permit for city stormwater systems; maintaining and updating city master plans for stormwater and water distribution systems; maintaining as-built records; establishing traffic studies to implement traffic calming projects; monitoring and managing emergency hurricane debris clearance and removal; manage canal routine maintenance contracts with Miami-Dade County and grant funds project reporting.

ENGINEERING AND CONSTRUCTION DIVISION ACCOMPLISHMENTS FOR FY 2013

- Established Professional Service Agreements with consultants to provide engineering services to the City
- Oversee the design and permitting for Murray Park pool
- Implemented traffic calming devices within the City's neighborhoods
- Constructed the Commerce Lane Drainage improvements
- Completed 5801 Sunset Drive Drainage Improvements
- Constructed the Progress Road Drainage Improvements and Street Resurfacing project



- Completed the Dante Fascell Park Improvements, including an ADA sidewalk, and a jogging trail.
- Completed the construction of the interior alterations for the Sylva Martin Building
- Completed the drainage improvement for Sylva Martin, by Central Services entrance.
- Completed the mold remediation for Sylva Martin/ Central Services
- Completed demolition of the building at Van Smith Park.
- Completed Stormwater Master plan, to assist in the improvement of drainage and flood control issues throughout the City.
- Compiled information, completed and submitted the National Pollutant Discharge Elimination System (NPDES) Report to FDEP.
- Assisted Public Works Operations Division to obtain 40 Year Recertification for Sylva Martin and City Hall
- Completed the design and obtained the Miami Dade County Water and Sewer Agreement for the City Hall Sewer Connection.
- Conducted sidewalk repairs at various locations within the City
- Assisted Planning in completing NFIP report and reclassification.
- Managed the construction of a bus shelter funded by ARRA
- Issued 37 permits for work within the right of way.

ENGINEERING AND CONSTRUCTION DIVISION OBJECTIVES FOR FY 2014

- Complete construction of Murray Park Pool
- Design and construct the Mango Terrace and Manor Lane traffic calming improvements.
- Perform traffic calming studies and design for West and South Pinecrest Villas, Twin Lakes Neighborhood and 64th Street.
- Perform drainage improvement projects for Phase VI (Pinecrest Villas area), Dorn Avenue and Twin Lakes.
- Implement recommendation from the South Miami Intermodal Transportation Plan
- Complete the resurfacing and sidewalk improvements between 65th AVE and 69th AVE.
- Continue road resurfacing and sidewalk repairs throughout the City.
- Assist the Parks Department as it relates the construction of City parks upgrades
- Continue to construct bus shelters in different locations within the City.



ENGINEERING & CONSTRUCTION DIVISION ACTIVITY REPORT

ACTIVITY	ACTUAL FY 2010	ACTUAL FY 2011	ACTUAL FY 2012	PROJECTED FY 2013	ESTIMATED FY 2014
Mgmt. of Construction Projects	13	20	20	20	20
Permits Issued	40	55	58	37	50
Permits Handled	54	60	58	45	60



ENGINEERING & CONSTRUCTION DIVISION BUDGET 2014

001-1790-519

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATE 2012-2013	APPROVED 2013-2014	
0011790	5191210	SALARIES & WAGES - REGULAR	110,752	185,888	129,129	129,129	128,726
0011790	5192110	F.I.C.A.	8,400	14,169	9,847	9,847	9,848
0011790	5192210	PENSION PLAN CONTRIBUTION	16,399	13,396	5,918	5,918	6,002
0011790	5192220	ICMA	0	5,336	6,093	6,093	6,093
0011790	5192310	GROUP HEALTH INSURANCE	12,137	9,176	12,479	12,479	13,103
0011790	5192410	WORKER'S COMPENSATION	370	593	348	348	386
	TOTAL PERSONNEL SERVICES	148,058	228,558	163,814	163,814	164,158	
0011790	5193100	PROFESSIONAL SERVICES	10,660	0	0	0	0
0011790	5193450	CONTRACTUAL SERVICES	0	23,682	90,000	90,000	65,000
0011790	5194070	TRAVEL & CONFERENCE	45	141	500	500	1,000
0011790	5194080	EMPLOYEE - EDUCATION	0	0	500	500	1,500
0011790	5194120	COMMUNICATION	0	706	1,620	1,620	1,020
0011790	5195210	SUPPLIES	2,960	1,793	0	0	920
0011790	5195410	MEMBERSHIPS & SUBSCRIPTIONS	400	75	500	500	500
	TOTAL OPERATING EXPENSES	14,065	26,397	93,120	93,120	69,940	
0011790	5196420	OFFICE EQUIPMENT	457	0	0	0	0
0011790	5196440	CAPITAL IMPROVEMENTS	7,873	0	0	0	0
	TOTAL CAPITAL OUTLAY	8,330	0	0	0	0	
	TOTAL ENGINEERING & CONSTRUCT	170,453	254,955	256,934	256,934	234,098	



ENGINEERING AND CONSTRUCTION DIVISION BUDGET HIGHLIGHTS

3450 Contractual Services – Miscellaneous emergency infrastructure repair and improvements such as guardrails, and citywide repairs/ replacements. Furthermore, South Miami will be designing welcome signs which will be placed throughout the City.

Miscellaneous Emergency Infrastructure Repairs	10,000
City Welcome Signs - Design & Permitting	25,000
Sidewalk Repairs & Maintenance	30,000
TOTAL	<u>65,000</u>

4080 Employee Education – Employee participation in FSA Training and Professional Engineering Certification.



POLICE DEPARTMENT



POLICE ORGANIZATIONAL CHART





POLICE DEPARTMENT

001-1910-521

MISSION

To deliver professional police services in partnership with the people we serve, in order to provide a safe and secure environment for all.

POLICE DEPARTMENT VISION

To be a world class law enforcement agency, one that exhibits traits for other agencies to emulate, one that is constantly endeavoring to improve and stay on the cutting edge of the policing profession; an agency that impresses its citizens the first and every time, always striving to improve upon its successes and one that empowers and encourages its employees to serve the public and protect life and property with dignity, honor and pride.

POLICE DEPARTMENT ACCOMPLISHMENTS FOR FY 2013

- Completion of the SunGard /OSSI project – full implementation of the Open Software Solutions, Inc (OSSI) project; this project required the installation of a new Computer Aided Dispatch (CAD) application, Records Management System (RMS) software, Mobile Field Reporting (MFR) software and other smaller modules such as Asset Management, Internal Affairs, Daily Worksheet and Quartermaster applications. The benefits of this project include the sharing of criminal information across jurisdictional boundaries (A-Forms interface, E-citations) and application integration that leads to greater accuracy and efficiency in data entry, searching, reporting and information retrieval.
- One police officer – Recipient of PBA's Rookie of the Year Award for 2012.
- Communications Supervisor – Recipient of the Prestigious County-Wide LEO Awards for Support Services, 2012.
- Installation of Audio & Video system in the General Investigations Section's Interview Room to record interviews with suspects and offenders and obtain video statements.
- All technology equipment (desktops & laptops) has now been updated and assigned to sworn personnel for more efficient reporting and retrieval of information.
- Bi-directional Amplifier (BDA) project was approved and installed by the Miami-Dade County IT Business Office and approved by the City Commission to be paid by Fed. Forfeiture funds to enhance radio communication. The current system is outdated, receives undue radio frequency interference and does not



allow for clear communication between the police dispatchers and officers out in the field, using the SMPD car-to-car channel, which is an officer safety hazard and does not allow for effective policing.

- Met and coordinated with MDPD for the Radio Re-Banding project to exchange and receive new 800 MHz radios at no cost to the City. All new radios have been received and assigned to personnel.
- Established a Bicycle Patrol Unit and trained/certified five (5) officers for more effective response and community policing efforts.
- Implemented new directives for the CRA area for Community Policing, including a new substation and assignment of a full-time police Sergeant to supervise the CRA officers.
- Approved the certification training of a CRA officer to become a **Crime Prevention Practitioner** in order for him to conduct crime prevention sessions with the residential and business communities.
- One detective has been trained and is currently accessing and using Florida's Facial Recognition Network program (FR-NET) to assist in identifying suspects/offenders.
- Reinstated annual DUI enforcement initiatives program by:
 - Four (4) DUI check points (Quarterly Operations).
 - Six (6) patrol saturations (Wolf-pack Operations).
- Crime stats comparison for 2012 showed no increase in overall total offenses.
- Six (6) new police cars replaced older models.
- Purchased the T-3 Motion Stand-up Electric Vehicle to provide a cost-effective vehicle that can come along with pedestrian traffic in the downtown area during the holidays and special events with approval from the Commission, using Federal Forfeiture funds.



POLICE DEPARTMENT OBJECTIVES FOR FY 2014

- CFA State Accreditation mock onsite will take place in September 2013; State Accreditation to take place in December 2013.
- Secure and upgrade parking lot area by installing gates, CCTV and repaving parking areas.
- Upgrade and modernize the Gas Pump area by providing a hurricane-proof shelter, air, vacuum and water for those employees that are assigned a city vehicle.
- Select and train a second K-9 handler and police service dog.
- Continue processing background investigations of reserve officer applicants in order to increase the Reserve Officer program to 15, thereby enhancing staffing in the Patrol Division.
- Improve the efficiency of the Criminal Investigations Division by conducting case assignments based on acceptable protocols as established by State Accreditation standards.
- Increase conviction rates with the use of Video statements
- Get all detectives certified to use Florida's Facial Recognition Network to improve subject identity & case clearances.
- Maintain monthly DUI enforcement activities.
- Reestablish a community policing center within the CRA to enhance community policing activities.
- Conduct Narcotics sweeps to curb open drug dealing and maintain zero tolerance 1,000 feet from schools, child care facilities, parks, community center or recreational facility.



POLICE DEPARTMENT ACTIVITY REPORT

ACTIVITY	ACTUAL FY 2010	ACTUAL FY 2011	ACTUAL FY 2012	PROJECTED FY 2013	ESTIMATED FY 2014
Administrative:					
Employment Applicants processed	14	29	8	17	8
Internal Investigations Conducted	15	16	15	15	15
Employee Training Hours	3,673	3,036	3,723	3,478	3,600
Vehicles Purchased	10	6	8	6	6
Property & Evidence Handled	673	451	527	550	538
Communications:					
Total Calls for Service	10,893	11,609	11,744	10,526	11,135
Crime Analysis:					
Total Violent Crimes	88	91	90	89	89
Total Non-Violent Crimes	820	837	841	832	837
Total Crime Offenses	908	928	931	922	926
Patrol:					
Total Arrests	560	574	395	509	452
Citations - Moving Violations	10,309	12,349	10,581	11,079	10,830
Non-Moving & Parking	827	1,103	1,420	783	1,101
Written Reports	4,570	4,592	4,698	4,370	4,553
Assigned Calls	15,970	15,352	15,900	15,740	15,820
Criminal Invest. Division:					
Total Cases Assigned	325	390	567	435	383
Total Cases Cleared	223	210	159	141	150
Total Arrests	184	156	37	125	81
Crime Scenes Processed	54	74	62	54	61
Total Reports Written	1,453	1,361	1,130	1,314	1,222



POLICE DEPARTMENT DEBT SERVICE

9 POLICE VEHICLE LEASES
PURCHASE AUTHORIZED BY ORDINANCE 13-10-2038
\$228,060

FY	DATE	AMOUNT	PRINCIPAL	INTEREST	BALANCE
FY 14	10/07/13	12,379	11,619	760	85,639
	01/07/14	12,379	11,711	667	73,694
	04/07/14	12,379	11,804	574	61,653
	07/07/14	12,379	11,898	481	49,517
FY 15	10/07/14	12,379	11,993	386	37,285
	01/07/15	12,379	12,088	291	24,955
	04/07/15	12,379	12,184	195	12,527
	07/07/15	12,379	12,281	98	0
TOTAL		247,574	228,060	19,514	



6 POLICE CROWN VICTORIA INTERCEPTORS
PURCHASE AUTHORIZED BY ORDINANCE 12-11-2085
\$165,000.00

PAYMENT	DATE	AMOUNT	PRINCIPAL	INTEREST	BALANCE
31	10/1/2013	2,923.70	2,751.09	172.61	82,258.28
32	11/1/2013	2,923.70	2,756.68	167.02	79,501.60
33	12/1/2013	2,923.70	2,762.28	161.42	76,739.32
34	1/1/2014	2,923.70	2,767.88	155.82	73,971.44
35	2/1/2014	2,923.70	2,773.50	150.2	71,197.94
36	3/1/2014	2,923.70	2,779.14	144.56	68,418.80
37	4/1/2014	2,923.70	2,784.78	138.92	65,634.02
38	5/1/2014	2,923.70	2,790.43	133.27	62,843.59
39	6/1/2014	2,923.70	2,796.10	127.6	60,047.49
40	7/1/2014	2,923.70	2,801.78	121.92	57,245.71
41	8/1/2014	2,923.70	2,807.47	116.23	54,438.24
42	9/1/2014	2,923.70	2,813.17	110.53	51,625.07
43	10/1/2014	2,923.70	2,818.88	104.82	48,806.19
44	11/1/2014	2,923.70	2,824.60	99.1	45,981.59
45	12/1/2014	2,923.70	2,830.34	93.36	43,151.25
46	1/1/2015	2,923.70	2,836.08	87.62	40,315.17
47	2/1/2015	2,923.70	2,841.84	81.86	37,473.33
48	3/1/2015	2,923.70	2,847.61	76.09	34,625.72
49	4/1/2015	2,923.70	2,853.39	70.31	31,772.33
50	5/1/2015	2,923.70	2,859.19	64.51	28,913.14
51	6/1/2015	2,923.70	2,864.99	58.71	26,048.15
52	7/1/2015	2,923.70	2,870.81	52.89	23,177.34
53	8/1/2015	2,923.70	2,876.64	47.06	20,300.70
54	9/1/2015	2,923.70	2,882.48	41.22	17,418.22
55	10/1/2015	2,923.70	2,888.33	35.37	14,529.89
56	11/1/2015	2,923.70	2,894.20	29.5	11,635.69
57	12/1/2015	2,923.70	2,900.07	23.63	8,735.62
58	1/1/2016	2,923.70	2,905.96	17.74	5,829.66
59	2/1/2016	2,923.70	2,911.86	11.84	2,917.80
60	3/1/2016	2,923.70	2,917.80	5.92	0.00
TOTAL		175,422.00	165,000.00	10,422.02	



POLICE BUDGET FY 2014

001-1910-521

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATE 2012-2013	APPROVED 2013-2014	
0011910	5211210	SALARIES - REGULAR	3,494,677	3,482,317	3,408,596	3,408,596	3,457,843
0011910	5211410	OVERTIME	100,780	132,557	150,000	150,000	150,000
0011910	5211411	OVERTIME-HOLIDAY PAY	0	0	0	0	55,000
0011910	5211510	SPECIAL PAY-EDUCATION INCEN.	25,550	20,390	28,248	28,248	26,562
0011910	5211530	HAZARD PAY	49,740	57,940	61,335	61,335	61,335
0011910	5212110	F.I.C.A.	282,867	272,768	278,471	278,471	286,932
0011910	5212210	PENSION CITY CONTRIBUTION	591,145	597,307	560,893	560,893	557,173
0011910	5212220	DEFERRED COMP. CONTRIBUTION	31,673	24,565	33,367	33,367	36,170
0011910	5212310	GROUP HEALTH INSURANCE	290,263	265,334	354,262	354,262	366,912
0011910	5212410	WORKER'S COMPENSATION	114,296	97,852	131,099	131,099	144,940
	TOTAL PERSONNEL SERVICES	4,980,990	4,951,030	5,006,271	5,006,271	5,142,867	
0011910	5213116	ANNUAL PHYSICALS	4,605	11,265	14,750	14,750	14,750
0011910	5213450	CONTRACTUAL SERVICES	35,143	61,728	102,230	102,230	73,830
0011910	5213459	CONTRACTUAL SERVICES-PARKING	0	234,920	252,250	252,250	0
0011910	5213456	CONTRACTUAL SCHOOL CROSSING	52,946	65,225	70,000	70,000	70,000
0011910	5213490	CRIME PREVENTION PROGRAMS	4,830	917	4,000	4,000	5,500
0011910	5214070	TRAVEL & CONFERENCE	0	8,328	8,183	8,183	10,740
0011910	5214080	TRAINING & EDUCATION	0	6,478	8,500	8,500	8,500
0011910	5214110	POSTAGE	518	1,417	1,800	1,800	1,800
0011910	5214120	COMMUNICATION	0	14,564	49,560	49,560	49,560
0011910	5214425	LEASE PURCHASE PD 800 MHZ	0	1,225	0	0	0
0011910	5214450	LEASE POLICE VEHICLE	8,800	11,400	11,400	11,400	11,400
0011910	5214515	LIABILITY INSURANCE-AUTO	13,000	0	26,000	26,000	34,650
0011910	5214591	POLICE ACC.DTH & DIS. INSURANCE	0	0	2,000	2,000	2,000
0011910	5214620	MAINT & REPAIR EQUIPMENT	23,656	18,326	18,600	18,600	18,600
0011910	5214630	MAINT & REPAIR COMM EQMT	60,920	54,573	32,460	32,460	22,460
0011910	5214632	INTERNET SERVICE	0	0	3,200	3,200	3,200
0011910	5214710	PRINTING- INFRASTRUCTURE	10,005	8,894	11,000	11,000	11,000
0011910	5214960	SPECIAL INVESTIGATIONS	2,235	5,000	8,000	8,000	8,000
0011910	5214970	EMPLOYEE TESTING	3,708	4,896	14,760	14,760	29,520
0011910	5215205	COMPUTER EQUIPMENT	0	21,696	23,913	23,913	15,928
0011910	5215210	SUPPLIES	17,977	74,151	91,848	91,848	113,533
0011910	5215212	SUPPLIES-PARKING	0	28,242	49,100	49,100	0



ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATE 2012-2013	APPROVED 2013-2014
0011910 5215220	UNIFORMS	43,155	62,640	74,500	74,500	74,500
0011910 5215230	FUEL	145,026	217,121	217,121	217,121	217,120
0011910 5215410	MEMBERSHIPS & SUBSCRIPTIONS	6,450	6,675	8,470	8,470	8,770
0011910 5215940	PRISONER DETENTION	0	0	100	100	100
TOTAL OPERATING EXPENSES		432,975	919,681	1,103,745	1,103,745	805,461
0011910 5136440	VEHICLES	188,219	0	0	0	0
TOTAL CAPITAL OUTLAY		188,219	0	0	0	0
0011910 5137110	DEBT SERVICE- PRINCIPAL	106,936	176,326	180,462	180,462	80,417
0011910 5137210	DEBT SERVICE- INTEREST	12,097	16,795	14,002	14,002	4,182
TOTAL DEBT SERVICE		119,033	193,121	194,464	194,464	84,599
TOTAL POLICE DEPARTMENT		5,721,217	6,063,832	6,304,480	6,304,480	6,032,927



POLICE DEPARTMENT BUDGET HIGHLIGHTS

1411 Overtime Holiday Pay- To provide transparency to the amount expended by the City to officer which work on a City designated holiday.

3116 Annual Physicals – Cost for annual physicals for 50 sworn officers

3450 Contractual Services – This line item was reduced due to the completion of the Downtown Wireless project in FY 2013. Below is the itemized list of all expenditures related to Police Contractual Services:

3459 Contractual Services – Parking - Police is no longer responsible for the management of the City's Parking Program. This line item has been transferred to the Finance department.

Car Wash @\$7.00 for special events & pool cars	\$600
Decontamination Services	\$1,250
K-9 Medical & Veterinary care (2 dogs @ \$2,000)	\$4,000
Vehicle Calibration (36 @2X per year @ \$20)	\$1,440
Notary	\$150
Alfie Electronics (CCTV)	\$5,040
Medical Clearance/fit for duty	\$3,000
Narcotics Disposal	\$500
Confidential Tags	\$300
Radar Maint./Calibration (15 units)	\$4,000
Tags New Vehicles 6 @ \$300	\$1,800
Dade SAO Prosecutions	\$1,500
Dade Chiefs Stand-by Program	\$3,000
Accurint Checks	\$3,000
Range fees	\$1,000
Fire Extinguisher recharge	\$600
Subpoena requests for cellphone records	\$1,500
Power DMS Software Support	\$1,700
KeyTrak Maint. & Support (one year)	\$950
Boarding for 2 K-9s; 3X per year	\$1,000
SunGard Software Support/Reso.#135-11-13449	\$35,000
USA Software Licenses	\$2,500
TOTAL	\$73,830



3490 Crime Prevention Programs

Explorer Post State Competition	3,500
Video & Printed Materials	<u>2,000</u>
TOTAL	<u>5,500</u>

4070 Travel & Conf. – State Accreditation. Benefits of accreditation include consistency in procedures, state & national recognition of excellence, increase in community confidence, better trained officers, increased staff morale, more efficient use of resources and decrease in liability.

Fla. Police Chiefs Conf. (Summer & Winter) Chief/Major	2,500
Accreditation Per Diem for Assessors Mock & Onsite visits	750
Hotel for Accreditation Assessors for Mock & Onsite visits	2,400
Vehicle rentals for Assessors for both visits	700
IACP Conference in Orlando [Oct. 25-28, 2014] (Conf. Fee, Hotel, etc.)	1,500
IACP Per Diem	175
Accreditation Quarterly Meetings (3@\$905 each)	<u>2,715</u>
TOTAL	<u>10,740</u>

4120 Communication – The Police have relocated the aircards expense from the 4630 Maintenance and Repairs Communication Equipment expense account hence greatly increasing this particular expense account.

4450 Lease Purchase/Police Vehicles – This line item represents the lease payment for two Harley Davidson Police Motorcycles.

4620 Maintenance & Repair Equipment

Maint. Emergency Equipment - Police Vehicles	12,000
Painting Unmarked Vehicles @ \$1200 each for 2 vehicles	2,400
Repair & Replace graphics on police vehicles	2,000
Taser Repairs	1,200
DUI/DRE Maintenance (Intoxilizer 8000)	500
Firearms Repair & Parts	<u>500</u>
TOTAL	<u>18,600</u>



4630 Maintenance and Repair Communication Equipment –

Word Systems, 5 year lease Tel. & Radio Recording	3,520
Word Systems, one year support service	1,740
AT&T Data Lines CAD & FCIC	5,500
AT&T Tel. Service/Crisis Link	5,500
Repair/Refurbish Radio Equip	5,000
MDC ITD Circuit Charges	1,200
TOTAL	<u><u>22,460</u></u>

4970 Employee Testing –

Pre-employment Medicals (40 @ \$295)	11,800
Polygraph Testing (40 @ \$100)	4,000
Pre-Employment Psychological (40 @ \$250)	10,000
Pre-Employment Credit Checks (40 @ \$18)	720
Specific Polygraphs (12 @ \$250)	3,000
TOTAL	<u><u>29,520</u></u>

5205 Computer Equipment –

3 Desktops (2-Patrol Sgts. Office & one for FCIC/NCIC) @ \$1,085.49 each	3,256
HP Color LaserJet CP4025dn (for printing digital Letterhead (2@\$1300)	2,600
Laptops (2@\$1,055 for spares)	2,110
Powervault 124T Autoloader (device required to backup PD network)	4,446
PD Outside Wireless Project (provides strong wireless service outside bldg for updating)	3,515
TOTAL	<u><u>15,928</u></u>



5210 Supplies – The supply's line item has increased due to the purchase of certain additional supplies listed below. It is important to highlight, the Police Department have estimated \$1,500 for ammunition (2,000 rounds each of .223 & .40 caliber).

Office Supplies	\$10,000
Dog Food & K-9 Supplies	\$4,000
Printer Cartridges (Fax & Printers)	\$8,500
Plaques for Awards	\$3,000
Bike Patrol Equip.	\$1,500
(6) Bicycles for Bike Patrol Unit	\$5,500
DUI Check Point Equip	\$500
Display /Accreditation Onsite	\$2,500
Access Control Cards	\$825
Power Batteries/Hurricanes	\$400
Sony Camcorder spare battery	\$99
Crime Scene Supplies	\$2,500
Flex Cuffs	\$500
Decontamination Supplies	\$1,500
Property Room Supplies	\$1,000
Storage Boxes	\$350
Identification Cable Ties	\$50
Disposable Blankets	\$250
Narcotics Field Test Kits	\$750
Sony Camcorder	\$1,499
Nikon EN-EL3 (3@\$59) (batteries for cameras)	\$177
Nikon Camera Batteries (6@\$50)	\$300
Thumb Print Pads	\$548
Ammunition (2,000 rds. each of .223 & .40 caliber)	\$1,500
(13) Tasers, (50) Cartridges & (30)Batteries	\$13,100
(6) Glock 22 pistols, Ballistics Barrel, Night Sights & 3 mag. Ea.	\$2,800
Equipment for 6 Cars (\$4500 per car)	\$27,000
Graphics for (6) new cars (\$400 per car)	\$2,400
Emergency equip. Installation for 6 cars (\$800 per car)	\$4,800
Memory Cards 16GB SD (6@\$11)	\$66
Camera memory cards (6 @ \$40)	\$240
D/L Swipe (20@\$125)	\$2,500
USB Hubs (10 @ \$50)	\$500
LTO4 Tapes (35 tapes = one case for backups)	\$2,100
Yosemite software (software required for backups)	\$1,500
Thumb Drives (30 @ \$26)	\$780
Ultra SCSI Card (req. for connection to backup drive)	\$299
(4) Traffic Enforcement Lasers for Patrol Division	\$7,700
TOTAL	\$113,533



5220 Uniforms – Funding for the purchase of new and for the replacement of uniforms and all related equipment, for police officers, reserve police officers and for communication officers. Funding for clothing allowances for all employees mandated by the CBA are included in this account.

Uniform Maintenance & Replacement	45,000
Clothing Allowance for Staff and CID	11,900
Clothing Allowance for Uniform Patrol & Comm. Personnel	<u>17,600</u>
TOTAL	<u><u>74,500</u></u>

7110 Debt Principal – Debt incurred throughout financing requires repayment. Each repayment is required to be classified as principal or interest. This account was created and funded to meet the principal payment requirement of the responsible department/division.

7210 Debt Interest - Debt incurred throughout financing requires repayment. Each repayment is required to be classified as principal or interest. This account was created and funded to meet the interest payment requirement of the responsible department/division.



PARKS AND RECREATION DEPARTMENT



PARKS AND RECREATION DEPARTMENT

001-2000-572

MISSION

To provide the highest quality in educational, cultural, and recreational programs by inspiring, developing, and empowering the men, women, and children of our community.

“Each one reach one, each one teach one”

PARKS AND RECREATION DEPARTMENT FUNCTION

Planning and developing parks and facilities that are environmentally sensitive, provide diverse leisure-time opportunities, support the community's vision and desires, and will maintain their value over time. Providing high quality, high impact recreation experiences by organizing, promoting, and delivering programs and services to our community. Responding to our customers needs through trust and communication. Promoting collaborative efforts with other agencies and businesses to help obtain the vision of the community and providing the quality of life for residents, businesses, and visitors that make people choose South Miami over other areas.

PARKS AND RECREATION DEPARTMENT ACCOMPLISHMENTS FOR FY 2013

- Solicited more vendors which increased participation at park sites.
- Increased expenditures to improve park aesthetics.
- Increased registration numbers by receiving funds from the Community Redevelopment Agency (CRA), which allowed underprivileged children to participate in our Summer Camp Program.
- Renovated Computer Lab with funds received from the Community Redevelopment Agency (CRA). Twenty three (23) computers are now available to the community.
- Staff participated in various seminars on how to stay green.
- Completed all lighting projects at Murray and Palmer Park.
- Completed grant project for Dante Fascell Park.
- In our effort to enhance recruitment of professional staff, interviews were conducted to fill out the position of Assistant Director.
- Upgraded Palmer Park maintenance building to be in compliance with code standards.



PARKS AND RECREATION DEPARTMENT OBJECTIVES FOR FY 2014

- Commence operations at Murray Park Pool.
- Begin renovations to Marshall Williams Park.
- Provide improvements to 50% of City parks.
- Research funding opportunities to provide snacks for children in our After-school program.
- Enhance and provide programs to the community that will provide educational and recreational opportunities.
- Seek sponsorships, donations and/or in-kind donations that will enhance service offerings.
- Increase advertising efforts of programs and activities being offered by the Parks and Recreation Department.
- Provide training opportunities for staff development.
- Commence operations at Dante Fascell Park for the walking/ running rubberized trail.
- In order to bring the community together, the Parks and Recreation Department will offer a monthly breakfast at the Gibson-Bethel Community Center.
- Ensure that the Computer Lab is properly used by the seniors and the children in the community, that the Lab is well-staffed and remains open six days a week.



PARKS AND RECREATION DEPARTMENT ACTIVITY REPORT

ACTIVITY	ACTUAL FY 2010	ACTUAL FY 2011	ACTUAL FY 2012	PROJECTED FY 2013	ESTIMATED FY 2014
Day Camp Participants	140	88	90	150	150
Spring Camp Participants	38	22	30	50	50
Winter Camp Participants	31	34	30	30	30
Summer Camp Participants	60	157	150	150	150
After School House Participants	116	114	65	120	120
Football Players	3	36	40	120	120
Cheerleaders	2	20	20	60	60
Track	15	33	45	45	45
Soccer Players	300	0	0	0	0
Basketball Players	60	54	55	55	55
Baseball Players	21	0	0	0	0
Flag Football Players	N/A	10	15	0	0
T-Ball Players	60	19	40	0	0
Fitness Center Members	153	180	180	140	140
Fuchs Pavilion Rental	38	50	45	45	45
Dante Fascell Park Rental	70	100	120	120	120
Senior Hot Meals Served	7345	11460	12000	13000	13000
Senior Home Delivery Meals	4186	6006	7000	7000	7000
Senior High Risk Box Lunch Meals	2880	3402	3402	3402	3402



PARKS AND RECREATION BUDGET FY 2014

001-2000-572

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2010- 2011	ACTUAL 2011- 2012	BUDGET 2012-2013	ESTIMATE 2012-2013	APPROVED 2013-2014	
0012000	5721210	SALARIES - REGULAR	326,244	266,136	304,281	304,281	298,088
0012000	5721310	SALARIES - PART TIME	25,340	966	13,181	13,181	15,034
0012000	5722110	F.I.C.A.	26,027	18,950	23,877	23,877	23,954
0012000	5722210	PENSION PLAN CONTRIBUTION	51,020	35,483	25,236	25,236	25,948
0012000	5722220	ICMA	0	1,280	8,485	8,485	8,253
0012000	5722310	GROUP HEALTH INSURANCE	41,845	28,278	37,436	37,436	39,310
0012000	5722410	WORKER'S COMPENSATION	14,512	12,331	11,704	11,704	12,807
	TOTAL PERSONNEL SERVICES	484,988	363,424	424,200	424,200	423,394	
0012000	5723450	CONTRACTUAL SERVICES	2,763	2,899	2,609	2,609	2,235
0012000	5724070	TRAVEL & CONFERENCE	874	218	298	298	298
0012000	5724080	EMPLOYEE EDUCATION	0	630	1,255	1,255	1,525
0012000	5724110	POSTAGE	100	86	100	100	100
0012000	5724120	COMMUNICATION	3,120	2,122	3,240	3,240	3,060
0012000	5724350	ELECTRICITY-CITY PARKS	663	877	4,800	4,800	4,800
0012000	5724515	LIABILITY INSURANCE- AUTO	1,935	0	3,870	3,870	4,870
0012000	5724632	INTERNET SERVICE	0	0	1,620	1,620	1,620
0012000	5724634	MAINTENANCE-INTERNET SERVICE	0	0	188	188	188
0012000	5724670	MAINT & REP-PARK FACILITIES	1,431	3,702	1,800	1,800	2,800
0012000	5724690	MAINT & REP-TENNIS	0	864	3,250	3,250	2,360
0012000	5724710	COPY MACHINE	5,003	4,350	5,003	5,003	5,003
0012000	5724820	SPECIAL EVENTS	5,929	13,676	250	250	16,500
0012000	5725205	COMPUTER EQUIPMENT	0	0	9,315	9,315	9,315
0012000	5725210	SUPPLIES	5,957	7,215	3,097	3,097	3,597
0012000	5725220	UNIFORMS	1,484	1,058	1,507	1,507	3,155
0012000	5725230	FUEL	10,795	15,117	15,117	15,117	15,120
0012000	5725410	MEMBERSHIP & SUBSCRIPTION	1,909	1,902	1,880	1,880	2,460
0012000	5725630	FOOTBALL	21,876	38,636	20,335	20,335	19,085
0012000	5725631	CHEERLEADERS	9,105	9,279	7,619	7,619	6,626
0012000	5725635	DANCE/MODELING	0	1,755	2,250	2,250	3,825
0012000	5725650	SOCCER PROGRAM	0	0	1,000	1,000	1,000
0012000	5725665	CONCESSION STAND	2,972	0	0	0	0
0012000	5725670	SPECIAL RECREATION PROGRAMS	10,147	6,813	6,227	6,227	5,607
0012000	5725680	SENIOR CITIZENS PROGRAMS	11,749	13,660	16,970	16,970	17,746
	TOTAL OPERATING EXPENSES	97,813	124,859	113,600	113,600	132,894	
	TOTAL RECREATION	582,801	488,283	537,800	537,800	556,288	



PARKS AND RECREATION DEPARTMENT BUDGET HIGHLIGHTS

3450 Contractual Services - Provides year-round portable bathroom facilities for South Miami Park. The remaining funds are for fumigation at Palmer Park and MDC Fire & Elevator Inspections at the Community Center.

4350 Electricity – City Parks – Estimated electricity expense for bay four at the Mobley Building.

4670 Maintenance & Repair – Park Facility – Provides for emergency hardware supplies for all City Parks.

4690 Maintenance & Repair – Tennis Facilities - \$3,250 is budget for windscreens at Brewer Park Tennis Courts.

4820 Special Events – This line item funds miscellaneous events held at the Community Center. Additionally, contributes funding to the Fourth of July and State of the City Address events. as well as

5205 Computer Equipment –

Desktop Computers	5,427
HP Laser Printer 3015dn	699
HP Color LaserJet CP4025dn	1,300
HP Officejet 8600 Pro Plus	299
Netgear 4TB NAS	519
Yosemite	299
Tripplite UPS	522
Annual Deep Freeze Maintenance	250
TOTAL	<u>9,315</u>

5210 Supplies –

Barcode key tags for the fitness component.	215
Office supplies for the Center.	3,000
4 folding tables at \$82.99 each= \$331.96 plus shipping.	382
TOTAL	<u>3,597</u>

5410 Memberships & Subscriptions –

Florida Recreation Parks & Association Membership.	720
National Recreation & Park Association (NRPA)	360
Direct T.V.	1,080
Bollinger Insurance	300
TOTAL	<u>2,460</u>



5630 Football

Football League dues	900
Football & Cheerleading Banquet 300 participants at \$4.10.	1,230
Homecoming and banquet (Bounce house, tents, etc.)	1,000
Trophies for players, parents, commissioners & coaches	1,262
Football scale yearly calibrated and certified	250
Fingerprinting & background check for 30 football volunteers at \$55 each	1,650
Riddell Football practice uniforms (short sets) 150 participants at \$13.95 each.	2,093
Riddell 7 piece pads sets @ \$8 for 150 participants	1,200
Riddell Shoulder pads @ \$29 for 60 participants	1,500
Referees' fees 5 home games @ \$900/each.	4,500
Transportation to and from football games	3,500
TOTAL	19,085

5631 Cheerleading

Football League 2014 dues & Insurance	900
Cheerleading uniforms for 30 participants at \$126 ea.	3,780
Fingerprinting & Background check for 25 cheerleading volunteers at \$55 ea.	1,375
68 cheerleading trophies at approximately \$4.50 each	306
Women Cap Sleeve Jersey Embroidered 14 coaches at \$18.90 ea.	265
TOTAL	6,626

5635 Dance / Modeling - \$3,825 cover the cost for the teacher of this class that is held in the Mobley Building.



5670 Special Recreation Program

Track & T-Ball Trophies	540
Easter Egg hunt at the Community Center	544
Party Planet-Easter egg hunt event at the Comm. Center	400
Gopher Track Equipment	1,500
Riddell Track & Field Jersey with matching shorts uniforms (35 x \$24.95)	874
Miscellaneous Field trips for the children.	1,750
TOTAL	5,607

5680 Senior Citizen Program

Massage Therapy \$120 monthly for 12 months	1,440
Cable Service at Senior Center Avg. \$43 mo. for 12 months	516
Pest Control Maint. Senior Building \$30 mo. for 12 months.	360
DJ Services for events at Senior Center: Valentine's Day, Easter, Mothers day, Fathers Day, Halloween, Black History month, Christmas \$210 ea. for 7 events.	1,470
AT&T Monthly phone service at Senior Center averaging \$65 mo.	780
Miscellaneous Purchases, Supplies for 7 events; Monthly birthday parties for seniors; Theatre for 20 seniors monthly; Coffee and Cream for Center	5,800
Cosgrove Cleaning Supplies \$65 for 12 months	780
Fields Trips 6 plays at \$30.00 each for 20 seniors \$600.00 for 6 plays. Trip to Orlando (Epcot/ Animal Kingdom) at \$3,000.00.	6,600
TOTAL	17,746



GIBSON-BETHEL COMMUNITY CENTER

001-2020-572

MISSION

The mission statement of the Gibson-Bethel Community Center is to promote and provide quality activities and services that will contribute to the physical, mental, emotional, and social well-being of the community.

GIBSON-BETHEL COMMUNITY CENTER FUNCTION

The Community Center is approximately 30,000 square foot facility with a fitness room, a basketball and volleyball court, multipurpose rooms and classroom space for programs and activities. The Community Center functions under the supervision of the Parks and Recreation Director who is responsible for the general operation and programming of the activities and classes. The Community Center was established in 2003 through various grants and other types of funding.

GIBSON-BETHEL COMMUNITY CENTER ACCOMPLISHMENTS FOR FY 2013

- Achieved the distribution of 400 back packs with school supplies.
- 16th Annual Turkey Drive provided 500 turkeys to resident children and their families.
- 16th Annual Toy Drive provided 500 toys to community children including children which participate in our Afterschool House Program.
- 5th Annual Easter Egg Hunt held at the Gibson-Bethel Community Center, providing an array of fun and exciting games for community children for over 200 children.
- 3rd Annual T-Ball season was held at the Gibson-Bethel Community Center. There were 40 participants that joined this league. The age range was from 5-7 years of age.
- Collaboration with *Strong Women Strong Girls*, providing a mentoring program for participants in the Afterschool House Program.
- Collaboration with *Christ Fellowship* in providing a free barbecue/picnic for 60 seniors through our South Miami Senior Center at Murray Park.



GIBSON-BETHEL COMMUNITY CENTER OBJECTIVES FOR FY 2014

- One objective for the Gibson-Bethel Community Center for FY 2014 will be to increase the Fitness Component participants.
- Create new programs for children who would consist of Karate, Dance, Zumba, Ti Chi and Basketball.
- Sponsorship and donation for programming, special events and enhancement of parks.
- Continue to support the green initiatives through commitment, to environmental education and conversation.
- Provide higher educational basis for the Afterschool House program and the Summer Camp program

GIBSON-BETHEL COMMUNITY CENTER ACTIVITY REPORT

ACTIVITY	ACTUAL FY 2010	ACTUAL FY 2011	ACTUAL FY 2012	PROJECTED FY 2013	ESTIMATED FY 2014
Day Camp Participants	89	140	88	150	150
Spring Camp Participants	26	38	22	50	50
Winter Camp Participants	14	31	34	30	30
Summer Camp Participants	181	60	157	150	150
After School House Participants	110	116	114	120	120
Track & Field Participants	51	15	33	45	45
Basketball Players	40	60	54	55	55
T-Ball Participants	N/A	60	19	0	0
Fitness Center Members	105	153	180	140	140



GIBSON-BETHEL COMMUNITY CENTER FY 2014
001-2020-572

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATE 2012-2013	APPROVED 2013-2014	
0012020	5721210	SALARIES - REGULAR	145,387	127,138	139,470	139,470	136,062
0012020	5721310	SALARIES - PART TIME	121,054	245,146	341,251	341,251	353,982
0012020	5722110	F.I.C.A.	21,587	30,027	36,415	36,415	37,488
0012020	5722210	PENSION PLAN CONTRIB	27,667	16,167	15,317	15,317	15,685
0012020	5722220	ICMA	0	550	1,882	1,882	1,900
0012020	5722310	GROUP HEALTH INSURANCE	20,105	19,517	24,957	24,957	26,206
0012020	5722410	WORKER'S COMPENSATION	10,689	9,855	17,850	17,850	20,043
	TOTAL PERSONNEL SERVICES	346,490	448,400	577,142	577,142	591,366	
0012020	5724125	TELEPHONE SERVICE	0	0	5,500	5,500	5,500
0012020	5724310	UTILITIES-ELECTRICITY	46,158	56,488	61,300	61,300	61,300
0012020	5724320	UTILITIES-WATER	7,979	8,000	9,000	9,000	14,000
0012020	5724670	MAINT & REP-GRDS & STRCTR	8,877	8,739	9,340	9,340	10,340
0012020	5724710	COPY MACHINE	1,668	1,337	1,668	1,668	1,668
0012020	5725210	SUPPLIES	3,678	7,942	1,050	1,050	1,050
0012020	5725550	SCHOOL PROGRAM	1,844	4,714	5,000	5,000	4,200
0012020	5725640	BASKETBALL	3,494	3,728	5,940	5,940	5,940
0012020	5725660	SUMMER CAMP	7,221	4,452	6,450	6,450	7,950
0012020	5725670	SPECIAL REC PROGRAMS	634	2,122	2,700	2,700	2,000
	TOTAL OPERATING EXPENSES	81,553	97,522	107,948	107,948	113,948	
0012020	5726430	OPERATING EQUIPMENT	5,488	0	0	0	0
	TOTAL CAPITAL OUTLAY	5,488	0	0	0	0	
	TOTAL COMMUNITY CENTER	433,531	545,922	685,090	685,090	705,314	



GIBSON-BETHEL COMMUNITY CENTER BUDGET HIGHLIGHTS

4125 Telephone Service – This line item covers the phone service for the Community Center.

4310 Utilities – Electricity – The average monthly electricity bill is \$5,083.33 for the field lights at the community Center which amounts to \$61,000. The annual cost for the Marshall Williamson Tennis Court lights is approximately \$300.

4670 Maintenance & Repair – Grounds & Structures

Monthly Extermination Community Center	900
Bi-weekly floor mats maintenance	1,300
Maintaining/monitoring video cameras & alarm	2,880
Preventive maintenance for fitness equipment	1,060
Repairs for machinery in the fitness room	2,200
Miscellaneous repairs	1,000
Cleaning supplies for the Community Center	1,000
TOTAL	<u><u>10,340</u></u>

5210 Supplies

Purchase miscellaneous supplies from NAEIR catalogue.	450
Office Desk	600
TOTAL	<u><u>1,050</u></u>

5550 School Programs

School supplies, books, learning materials	800
After School House supplies	1,200
Supplies for all activities & events	800
Drug Education Instruction Kit - Positive Action	800
Supplies for all after school activities	600
TOTAL	<u><u>4,200</u></u>

5640 Basketball

60 Basketball Uniform	1,400
60 Basketball trophies	540
Miami Basketball.net Dues (180 games)	4,000
TOTAL	<u><u>5,940</u></u>



5660 – Summer Camp

Transportation for 10 field trips	3,000
Books for the education component	800
Summer Camp shirts	1,400
Petty Cash for 10 field trips	450
Supplies for End of Summer Camp Fun Day	800
Live Well and Play Day New annual program	<u>1,500</u>
TOTAL	<u>7,950</u>

5670 Special Recreation Programs

Turkeys for the Turkey Shoot Event	300
Supplies for Holiday, Spring & Summer events	700
Elves Parade Float & Haunted House decoration	700
SFL Age Group Track & Field Membership dues	<u>300</u>
TOTAL	<u>2,000</u>



PARKS LANDSCAPING DIVISION

001-1750-519

MISSION

The Park Maintenance Division is committed in providing City residents with clean facilities, maintenance and engineering services that are efficient, cost effective, responsive and responsible.

PARKS LANDSCAPING DIVISION FUNCTION

Parks Landscaping Division is responsible for: maintaining all city park grounds, playgrounds and sports fields, including capital upgrades in parks; mowing; tree trimming; litter collection; inspection and repairs of playgrounds; pressure cleaning of playgrounds; maintenance of park restrooms; pressure cleaning of park pavilions and walkways; fertilizing and application of pesticides; sports field layout and preparation for sport events.

PARKS LANDSCAPING DIVISION ACCOMPLISHMENTS FOR FY 2013

- Improved productivity and reduced cost of outside contract labor.
- Completed grant project for Dante Fascell Park improvement.

PARKS LANDSCAPING DIVISION OBJECTIVES FOR FY 2014

- Continue to improve productivity and reduce cost of outside contract labor.
- Seek grant funding for the installation of high energy efficient sports lighting at Palmer Park and Murray Park.



PARKS LANDSCAPING DIVISION ACTIVITY REPORT

ACTIVITY	ACTUAL FY 2010	ACTUAL FY 2011	ACTUAL FY 2012	PROJECTED FY 2013	ESTIMATED FY 2014
Cleaning of Parks' Bathrooms	1764	1890	1890	1900	1900
Pickup of Litter in City Parks	1348	1680	1680	1750	1750
Mowing of 10 City Parks	345	262	262	275	275
Trimming of trees in Parks	382	400	400	425	425
Fertilize & Apply Pesticides in Parks	23	24	24	24	24
Pressure Clean Pavilions & Walkways	499	312	384	400	400
Pressure Clean of Parks' Playground	185	162	185	200	200
Inspection of Playgrounds	102	96	96	100	100
Repair of Playgrounds	25	11	11	11	11
Preparation of Athletic Fields	1803	1710	1800	1850	1850



PARKS LANDSCAPE BUDGET FY 2014

001-1750-519

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATE 2012-2013	APPROVED 2013-2014
0011750	5191210 SALARIES - REGULAR	262,680	208,981	178,671	178,671	206,633
0011750	5191410 OVERTIME	3,359	3,505	4,000	4,000	4,000
0011750	5192110 F.I.C.A.	20,196	16,158	13,840	13,840	16,113
0011750	5192210 PENSION PLAN CONTRIBUTION	41,482	27,767	18,902	18,902	19,355
0011750	5192220 ICMA	0	225	3,346	3,346	5,336
0011750	5192310 GROUP HEALTH INSURANCE	36,318	25,684	31,196	31,196	39,310
0011750	5192410 WORKER'S COMPENSATION	11,631	9,229	6,634	6,634	8,451
	TOTAL PERSONNEL SERVICES	375,667	291,549	256,589	256,589	299,198
0011750	5193450 CONTRACTUAL SERVICES	35,208	21,177	37,000	37,000	37,000
0011750	5194070 TRAVEL AND CONFERENCE	145	150	0	0	1,000
0011750	5194120 COMMUNICATION	0	1,187	1,200	1,200	1,800
0011750	5194350 ELECTRICITY-CITY PARKS	34,269	26,105	55,000	55,000	75,000
0011750	5194420 OUTSIDE SERV RENTAL	0	0	1,000	1,000	1,000
0011750	5194515 AUTO INSURANCE	0	0	1,500	1,500	1,500
0011750	5194620 MAINT & REP-OPERAT EQUIP	47,737	76,428	46,200	46,200	56,500
0011750	5195210 SUPPLIES	0	5,228	9,285	9,285	9,285
0011750	5195220 UNIFORMS	2,709	2,110	3,650	3,650	3,650
0011750	5195230 FUEL	0	13,352	13,352	13,352	13,352
0011750	5195410 MEMBERSHIPS & SUBSCRIPTIONS	295	255	450	450	450
	TOTAL OPERATING EXPENSES	120,363	145,992	168,637	168,637	200,537
	TOTAL LANDSCAPE MAINT.	496,030	437,541	425,226	425,226	499,735



PARKS LANDSCAPING DIVISION BUDGET HIGHLIGHTS

1410 Overtime – For emergencies in City’s Parks, to perform sports field preparations during the weekends as needed and to work city events, which require employees to work on weekends.

3450 Contractual Services

Pest Control, fertilization & herbicide for athletic fields	
Palmer Park	9,000
South Miami Park	11,000
Murray Park	2,000
ADA certified mulch for City playgrounds	5,000
Repair of sports field lighting at Palmer & Murray Park	10,000
TOTAL	37,000

4620 Maintenance & Repair – Operating Equipment – These funds are for the maintenance and repair of parks equipment and structures.

Fence installation, parts and repairs	6,000	Electrical repairs and parts	2,500
Mulch	1,600	Plumbing repairs and parts	2,000
Weed killers	2,400	Plants / Landscaping materials	3,000
Fertilizers	3,000	Turf-Seeds	4,000
Sports field paints	2,200	Misc. materials & supplies	2,500
Baseball bases	1,500	Parts and supplies for equipments	2,000
Baseball Home plates	900	Parts & repairs playgrounds	2,000
Soils, sand	6,000	Sod	2,000
Aerosol Athletic Field markings	1,500	Clay	3,000
Field Layout measuring tapes	400	Sports field repair, infield leveling	1,500
Irrigation parts & repairs	3,500	Misc. lumber, const & hardware	3,000
		TOTAL	56,500

5210 Supplies

Cosgrove Toilet Supplies	4,900
Camera Card Loader for computer	150
Locking file cabinet	75
Park Signs	4,160
TOTAL	9,285



COMMUNITY POOL

001-2030-572

MISSION

The mission statement of the Community Pool is to promote and provide an excellent variety of leisure opportunities to enhance the individual's quality of life through exceptional programs in an attractive, safe, and well-maintained pool facility.

COMMUNITY POOL FUNCTION

The Community Pool will operate ten-weeks throughout the year and may coincide with the Parks and Recreation Summer Camp Program. There are several special programming options that will be offered to youth and seniors alike. The Community Pool functions under the supervision of the Parks and Recreation Director who is responsible for the general operation and programming of the activities. The Community Pool is anticipated to be completed in September 2014.

COMMUNITY POOL OBJECTIVES FOR FY 2014

- Efficiently schedule the usage hours of the Community Pool in order to offer community members with a variety of programs and trainings.
- Enforce general pool policies to promote a safe and fun environment.

COMMUNITY POOL ACTIVITY REPORT

ACTIVITY	ACTUAL FY 2010	ACTUAL FY 2011	ACTUAL FY 2012	PROJECTED FY 2013	ESTIMATED FY 2014
Summer Camp Participants	0	0	0	0	75
Senior Center Participants	0	0	0	0	20
Life Guard Certifications	0	0	0	0	15
Learn to Swim Participants	0	0	0	0	30



COMMUNITY POOL

001-2030-572

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATE 2012-2013	APPROVED 2013-2014
0012030	5721210	0	0	0	0	0
0012030	5721310	0	0	0	0	16,575
0012030	5722110	0	0	0	0	1,268
0012030	5722210	0	0	0	0	0
0012030	5722220	0	0	0	0	0
0012030	5722310	0	0	0	0	0
0012030	5722410	0	0	0	0	678
	TOTAL PERSONNEL SERVICES	0	0	0	0	18,521
0012030	5723450	0	0	0	0	8,244
0012030	5724080	0	0	0	0	0
0012030	5724120	0	0	0	0	0
0012030	5724320	0	0	0	0	10,000
0012030	5724350	0	0	0	0	4,000
0012030	5724632	0	0	0	0	400
0012030	5724634	0	0	0	0	188
0012030	5724670	0	0	0	0	2,800
0012030	5724820	0	0	0	0	1,500
0012030	5725205	0	0	0	0	1,799
0012030	5725210	0	0	0	0	3,000
0012030	5725220	0	0	0	0	600
	TOTAL OPERATING EXPENSES	0	0	0	0	32,531
	TOTAL COMMUNITY CENTER	0	0	0	0	51,052



COMMUNITY POOL BUDGET HIGHLIGHTS

3450 Contractual Services – This line item covers the maintenance of the Community Pool.

4670 Maintenance & Repair – Considering this is a new facility, certain miscellaneous items will be needed in an effort to properly operate the pool facility.

4820 Special Events – This will be the first year of operation, certain activities will be sponsored in an effort to bring awareness to the pool facility.

5210 Supplies – General office supplies needed to operate the pool office



NON-DEPARTMENTAL

001-2100-519

The Non-Departmental budget was used in the past to allocate expenditures, which would be expensed by the City but was not provided specifically to a particular department. Certain expenditures, which includes debt, contingency, pension, contractual, etc.

The expenditures within the Non-Departmental budget have been allocated to certain respective departments. For example, pension expenses have been allocated by department based on the salary amount multiplied by the percentage of contribution, which the City contributes on behalf of that employee based on salary.

General Contingency has been allocated under the City Manager's Office. Audit expenditure has been allocated to the Finance Department.

The Debt expense has been allocated to the City's newly established Debt Service Fund, which provides a more transparent picture of the City's debt expense and contribution.

The Non-Departmental Section of the budget will continue to be used within the budget document to present the transfers from General Fund to any other City Funds.



NON-DEPARTMENTAL BUDGET FY 2014

001-2100-519

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATE 2012-2013	APPROVED 2013-2014
0012100	5192210 PENSION PLAN-CONTRIBUTION	72,172	84,837	0	0	0
0012100	5192250 SECTION 185 CONTRIBUTION	80,791	0	85,000	85,000	85,000
	TOTAL PERSONNEL SERVICES	152,963	84,837	85,000	85,000	85,000
0012100	5199920 GENERAL CONTINGENCY	444,044	0	0	0	0
	TOTAL OPERATING EXPENSES	444,044	0	0	0	0
0012100	5199120 INTRA-GOV -DEBT SERVICE	275,998	682,550	150,000	150,000	0
0012100	5199130 INTRA-GOV EMERG RESERVES FUND	1,765,276	0	0	0	0
0012100	5199140 INTRA-GOV CIP FUND	0	1,376,582	85,270	85,270	600,000
0012100	5199150 INTRA-GOV CRA	0	0	545,666	545,666	589,337
	TOTAL TRANSFERS	2,041,274	2,059,132	780,936	780,936	1,189,337
	TOTAL NON -DEPARTMENTAL	2,638,281	2,143,969	865,936	865,936	1,274,337

NON-DEPARTMENTAL BUDGET HIGHLIGHTS

9120 INTRA-GOVERNMENTAL TRANSFER-DEBT SERVICE – Transfer from the General Fund to pay for the City's portion of outstanding long-term debt.

9140 INTRA-GOVERNMENTAL CAPITAL IMPROVEMENT PROGRAM FUND - The CIP Fund receives transfers from the General Fund based on the long-term capital budget needs of the various City departments.

9150 INTRA-GOVERNMENTAL COMM. REDEV AGENCY FUND - The amount which must be transferred to the CRA from the City's ad valorem. This amount represents the City's responsibility of \$489,337. Furthermore, the City is increasing the ad valorem revenue amount by \$100,000 which represents the contribution provided by Red Road Commons, LLC as part of the Development Agreement in FY 2009 to assist in the development of low income housing.



SPECIAL REVENUE FUNDS

STORMWATER DRAIN TRUST FUND

LOCAL OPTION GAS TAX TRUST FUND

HOMETOWN DISTRICT IMPROVEMENT TRUST FUND

TREE TRUST FUND

PEOPLE TRANSPORTATION TAX FUND

HURRICANE RESERVE FUND



STORMWATER DRAIN TRUST FUND

CITY OF SOUTH MIAMI SPECIAL REVENUE FUND III

STORMWATER DRAIN TRUST FUND BACKGROUND

On September 19, 2000, the City of South Miami Commission adopted Ordinance 21-00-1723 providing for the creation of a City of South Miami Stormwater Utility. In 1987, the United States Congress amended the Clean Water Act to require the Environmental Protection Agency to develop regulations for the permitting of stormwater discharges into the waters of the United States of America. In addition, under the provisions of the “Florida Air and Water Pollution Control Act,” (Chapter 403, Florida Statutes, at section 403.0891), local governments are required to develop stormwater management programs.

As provided in the City of South Miami Ordinance and in accordance with a transfer approved by the County, the City took operational control over the stormwater utility function within the City’s boundaries. As such, the stormwater related revenues paid by the City of South Miami residents on their County water bill will flow through to the City, after deduction of County administrative costs, and be used to pay the expenses to carry out the stormwater related activities.

STORMWATER FEES

The stormwater user fees are assessed through the water billing system managed by the Miami-Dade County Water & Sewer Department (WASD). However, those customers with private water wells and septic are billed directly by the City of South Miami Finance Department. The Stormwater Utility is supported by user fees, which are to be used only for the management, maintenance and improvement of the public stormwater system. The stormwater utility fee rate is based upon a standard, which is referred to as an “Equivalent Residential Unit” (ERU). Ordinance 10-02-1778 set the ERU at \$4.50 per month. All residential units, including single-family homes, condominiums, apartments, duplex, townhouse or mobile home, are charged the fee rate for one ERU or \$4.50 per month. All non-residential properties are charged a user fee, which is specific for the actual impervious area of the property. The fee is determined through the use of a formula by the rate of one ERU (\$4.50 per month).

The money collected by South Miami from the stormwater utility fee goes into a separate Stormwater Drain Trust Fund for maintenance of existing catch basins, stormwater drains and canal system, and future construction of new facilities as may be recommended upon the development of the Stormwater Master Plan.



STORMWATER DRAIN TRUST FUND DEBT SERVICE

DEPARTMENT OF EMERGENCY RESOURCE MANAGEMENT
FEMA-SECONDARY CANAL DREDGING PROJECT
ORDINANCE 17-06-1885
\$270,363

FY	DATE	AMOUNT	PRINCIPAL	INTEREST	BALANCE
2010	12/1/2009	28,536.00	27,036.00	1,500.00	243,327.00
2011	12/1/2010	28,521.00	27,036.00	1,485.00	216,291.00
2012	12/1/2011	29,036.00	27,036.00	2,000.00	189,255.00
2013	12/1/2012	28,536.00	27,036.00	1,500.00	162,219.00
2014	12/1/2013	28,536.00	27,036.00	1,500.00	135,183.00
2015	12/1/2014	28,536.00	27,036.00	1,500.00	108,147.00
2016	12/1/2015	28,536.00	27,036.00	1,500.00	81,111.00
2017	12/1/2016	28,536.00	27,036.00	1,500.00	54,075.00
2018	12/1/2017	28,536.00	27,036.00	1,500.00	27,039.00
2019	12/1/2018	28,539.00	27,039.00	1,500.00	0.00
Total		285,848.00	270,363.00	15,485.00	



**STORM WATER DRAIN TRUST
CITY OF SOUTH MIAMI FUND 111**

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATE 2012-2013	APPROVED 2013-2014
	BEGINNING FUND BALANCE	366,303	437,288	425,298	425,298	405,825
	REVENUES					
1110000	3143000 UTILITY TAX-STORMWATER	28,759	31,460	18,900	18,900	18,900
1110000	3301000 INTERGOVERNMENTAL REVENUE	437,769	404,465	400,000	400,000	400,000
1110000	3612000 INTEREST INCOME	4,748	3,505	7,500	7,500	7,500
	TOTAL REVENUE	471,276	439,430	426,400	426,400	426,400
	EXPENDITURES					
1111730	5411210 REGULAR SALARY	37,624	43,335	44,213	44,213	44,648
1111730	5411410 OVERTIME	147	831	0	0	0
1111730	5412110 FICA	2,857	3,368	3,382	3,382	3,416
1111730	5412210 PENSION PLAN CONTRIBUTION	0	4,418	6,278	6,278	7,813
1111730	5412310 GROUP HEALTH INSURANCE	4,439	4,888	5,968	5,968	7,041
1111730	5412410 WORKER'S COMPENSATION	0	2,916	5,372	5,372	10,269
	TOTAL PERSONNEL SERVICES	45,067	59,756	65,213	65,213	73,187
1111730	5413450 CONTRACTUAL SERVICES	26,584	87,534	50,595	50,595	50,595
1111730	5415205 COMPUTERS	1,837	0	0	0	0
	TOTAL OPERATING EXPENSES	28,421	87,534	50,595	50,595	50,595
1111730	5416490 CONSTRUCTION PROJECTS	23,169	1,021	160,000	25,895	415,000
	TOTAL CAPITAL OUTLAY	23,169	1,021	160,000	25,895	415,000
1111730	5417100 DEBT - PRINCIPAL	50,667	50,136	51,129	51,129	27,036
1111730	5417200 DEBT- INTEREST	2,967	2,973	3,041	3,041	2,000
1111730	5819120 TRANSFER-GEN FUND	250,000	250,000	250,000	250,000	250,000
	TOTAL OTHER FINANCING SOURCES	303,634	303,109	304,170	304,170	279,036
	TOTAL FUND EXPENSES	400,291	451,420	579,978	445,873	817,818
	ENDING FUND BALANCE	437,288	425,298	271,720	405,825	14,407



STORMWATER DRAIN TRUST FUND BUDGET HIGHLIGHTS

1210 Regular Salary – The budget includes the salary of the street sweeper operator.

3450 Contractual Services –

Canal Maintenance Interlocal Agreement with Miami-Dade County	20,000
DERM Annual Operating Permit Renewal Fee	900
FDEP Annual Regulatory Program & Surveillance Fee 2012	345
NPDES Interlocal Agreement payment permit	1,350
Citywide Drainage Improvement for EPA NPDES MS4 permit	8,000
Citywide storm drain Cleanout	20,000
TOTAL	50,595

6490- Construction Projects –

Dorn Avenue Drainage Improvements - Construction	75,000
Citywide Drainage Improvements Phase 6 -Construction (SW 59 Ave from 72 St. to 80 St.)	275,000
Citywide Drainage Phases 7-10 Design and Construction (various locations)	65,000
TOTAL	415,000

7110 Debt Principal – Debt incurred throughout financing requires repayment. Each repayment is required to be classified as principal or interest. This account was created and funded to meet the principal payment requirement of the responsible department/division.

7210 Debt Interest - Debt incurred throughout financing requires repayment. Each repayment is required to be classified as principal or interest. This account was created and funded to meet the interest payment requirement of the responsible department/division.

9120 Transfer General Fund – The Stormwater Fund contributes to the City's General Fund for indirect services provided on behalf of the Stormwater Utilities Fund.



LOCAL OPTION GAS TAX TRUST FUND

CITY OF SOUTH MIAMI SPECIAL REVENUE FUND 112

LOCAL OPTION GAS TAX TRUST FUND BACKGROUND

In accordance with the requirements of Chapter 336.025 Florida Statutes, Miami-Dade County's Six Cent Local Option Gas Tax (LOGT) and the Five-Cent (three cents currently levied) Capital Improvements LOGT (CILOGT) for the upcoming fiscal year.

Pursuant to the Interlocal agreements governing the distribution of these gas taxes, the proceeds for the six-cent LOGT will be shared between the County (70.40%) and all eligible municipalities (29.60%); and the five cent (three-cents currently levied) CILOGT will continue to be shared between the County (74 percent) and all eligible municipalities (26 percent).

Distribution of the proceeds among eligible municipalities for both taxes is determined based on the ratio of municipal population and centerline roadway mileage maintained by all eligible incorporated municipalities in Miami-Dade County. Population figures are weighted at 75 percent while the centerline mileage figures are weighted at 25 percent for calculating each municipality's share of total estimated gas tax proceeds.

Population figures used are from the Florida Estimates of Population (April 1, 2009) prepared by the Bureau of Economic and Business Research (BEBR), College of Business Administration at the University of Florida and certified by the Governor of Florida. The centerline mileage figures are the most recent on record with the Florida Department of Transportation (FDOT), as posted on the FDOT website.

Local option fuel taxes are significant revenue sources to Florida's local governments and represent important funding mechanisms for the provision of local transportation infrastructure.

Section 336.025(1), Florida Statutes, authorizes a local option gas tax of one to six cents upon every gallon of motor fuel and special fuel sold in a county and taxed under the provisions of part I or part II of chapter 206, Florida Statutes. The statute limits the use of such tax revenues by county and municipal governments "only for transportation expenditures."

Section 336.025(7) "For the purposes of this section, "transportation expenditures" means expenditures by the local government from local or state shared revenue sources, excluding expenditures of bond proceeds, for the following programs:

- a) Public transportation operations and maintenance.
- b) Roadway and right-of-way maintenance and equipment and structures used primarily for the storage and maintenance of such equipment.
- c) Roadway and right-of-way drainage.



- d) Street lighting.
- e) Traffic signs, traffic engineering, signalization, and pavement markings.
- f) Bridge maintenance and operation.
- g) Debt service and current expenditures for transportation capital projects in the foregoing program areas, including construction or reconstruction of roads and sidewalks.”

**LOCAL OPTION GAS TRUST FUND
CITY OF SOUTH MIAMI FUND 112**

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATE 2012-2013	APPROVED 2013-2014
	BEGINNING FUND BALANCE	307,562	380,592	312,009	312,009	331,016
	REVENUES					
1120000	3301000 INTERGOV REVENUE	70,807	68,853	67,207	67,207	67,207
1120000	3612000 INTEREST INCOME	2,223	3,877	2,000	2,500	2,000
	TOTAL REVENUE	73,030	72,730	69,207	69,707	69,207
	EXPENSES					
1121730	5416210 INFRASTRUCTURE PROJECTS	0	141,313	244,000	50,700	225,000
	TOTAL CAPITAL OUTLAY	0	141,313	244,000	50,700	225,000
	TOTAL FUND EXPENSES	0	141,313	244,000	50,700	225,000
	ENDING FUND BALANCE	380,592	312,009	137,216	331,016	175,223



LOCAL OPTION GAS TRUST FUND BUDGET HIGHLIGHTS

541-6210 Infrastructural Projects –

Bird Estates Traffic Calming - Design and Construction (Between 61 Ave and 64 Ave from 40 St to 44 St)	\$35,000
Mango Terrace Traffic Calming - Construction (Between 67 Ave and 69 Ave from 72 St to 80 St)	\$150,000
Citywide Street Resurfacing Program (various locations)	\$40,000
TOTAL	\$225,000



HOMETOWN DISTRICT IMPROVEMENT TRUST FUND

CITY OF SOUTH MIAMI FUND 116

On August 5, 2008, City Commission approved Ordinance 30-08-1965 establishing the Hometown District Parking. Parking in the Hometown District must be developed and managed primarily as an element of infrastructure critical to enhancing South Miami's tax base through economic success of the district. Hometown District parking shall be subject to the review of the Parking Board as established by Section 2 of the Code of the City of South Miami. The Board shall report to the city commission no less than annually on the state of parking in the Hometown District and shall from time to time make recommendations to the city commission for changes in the parking system for the fees paid into the Hometown District Improvement Trust Fund, and for the allocation of trust fund monies.

Monies paid into the Hometown District Improvement Parking Trust Fund shall be placed in a trust account separate from general funds and may be used for improvements to parking facilities, infrastructure to increase parking capacity, and the installation of metering devices. Monies collected in this fund should also be used for items including but not limited to items that improve the pedestrian environment such as: tree planting and maintenance, bike parking and racks, sidewalk improvements and maintenance, bench installation, water fountains, outdoor recycle bins, and signage for parking and bike racks.

If there are fewer spaces provided than required for a building, applicants must apply for and receive a special exception as per Section 20-7.51 of the Ordinance and pay into the Hometown District improvement Trust Fund. The fee payment into the Hometown District Improvement Fund for each space required but not provided shall be \$1,000 per parking space per year payable at the time of renewal of the local business tax.



**HOMETOWN DISTRICT IMPROVEMENT TRUST FUND
CITY OF SOUTH MIAMI FUND 116**

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATE 2012-2013	APPROVED 2013-2014
	BEGINNING FUND BALANCE	0	10,250	9,250	9,250	12,305
	REVENUES					
1160000	3419060 PARKING EXCEPTION	35,250	24,000	28,000	28,000	28,000
1160000	3612000 INTEREST INCOME	0	0	55	55	55
	TOTAL REVENUE	35,250	24,000	28,055	28,055	28,055
	EXPENSES					
1161410	5819120 TRANSFER TO GEN FUND	25,000	25,000	25,000	25,000	25,000
	OTHER FINANCING SOURCES	25,000	25,000	25,000	25,000	25,000
	TOTAL FUND EXPENSES	25,000	25,000	25,000	25,000	25,000
	ENDING FUND BALANCE	10,250	9,250	12,305	12,305	15,360

HOMETOWN DISTRICT IMPROVEMENT TRUST FUND BUDGET HIGHLIGHTS

541-9120 Transfer to General Fund - Hometown District Improvement Fund will contribute to the City's General Fund to help pay for a portion of the City's Debt for the new multi-space parking meters.



TREE TRUST FUND

CITY OF SOUTH MIAMI FUND 118

20-4.5 - Landscaping and Tree Protection Requirements for All Zoning Districts

(M) *City of South Miami Tree Trust Fund.*

- (1) Creation of the tree trust fund. There is hereby created a tree trust fund, under Account No. 01-02-19.335, the purpose of which is to acquire, protect, and to plant trees on public property.
- (2) Disbursement and maintenance of the tree trust fund. Monies obtained for the tree trust fund shall be disbursed for the acquisition, maintenance, management, protection, or planting of trees on public property.
- (3) Source of monies for the tree trust fund. Said tree trust fund shall consist of contributions in lieu of, or in conjunction with, required replacement plantings under Section 20-4.5. The Planning Division shall collect funds designated for the tree trust fund when the replacement planting requirements of § 20-4.5(j) (2) & (3) cannot be met.
- (4) Decisions to grant or deny tree removal permits shall be made without consideration of the existence of this fund or offers of donations of monies thereto.



TREE TRUST FUND
CITY OF SOUTH MIAMI FUND 118
FY 2014

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATE 2012-2013	APPROVED 2013-2014
	BEGINNING FUND BALANCE	0	0	0	0	15,000
	REVENUES					
1180000	3430000 PHYSICAL ENVIRON CHARGE	0	0	0	26,700	0
	TOTAL REVENUE	0	0	0	26,700	0
	EXPENSES					
1181750	5193450 CONTRACTUAL SERVICES	0	0	11,700	11,700	15,000
	OTHER FINANCING SOURCES	0	0	11,700	11,700	15,000
	TOTAL FUND EXPENSES	0	0	11,700	11,700	15,000
	ENDING FUND BALANCE	0	0	-11,700	15,000	0

TREE TRUST FUND BUDGET HIGHLIGHTS

3450 Contractual Services – The City will be contracting for the acquisition, maintenance, management, protection, or planting of trees on public property, as required by the Land Development Code.



PEOPLE'S TRANSPORTATION TAX FUND

CITY OF SOUTH MIAMI SPECIAL REVENUE FUND 124

PEOPLE'S TRANSPORTATION TAX FUND BACKGROUND

On November 5, 2002 the citizens of Miami-Dade County voted to implement the People's Transportation Plan (PTP) funded by a one half (1/2) percent sales tax increase to provide traffic relief in Miami-Dade County. As a result, the Citizen's Independent Transportation Trust (CITT) was created to advise elected officials in the spending of the surtax.

The City receives a share of the one-half cent sales tax, known as the People's Transportation Tax, to be used for transportation services. The People's Transportation Tax provides funding for the People's Transportation Plan, Municipal Component. The surtax proceeds shall only be used for the transportation expenses and with the following stipulations:

Each municipality shall apply 20% of its share of surtax proceeds towards transit, such as bus service, bus pullout bays, shelters, and any other transit-related infrastructure. Any municipality that cannot apply the 20% portion of surtax proceeds it receives may contract with the County via the Citizen's Independent Transportation Trust (CITT) for the County to apply such proceeds on a County project that enhances traffic mobility within the city and immediately adjacent areas. Any funds not expended on allowable projects may be considered for recapture by Miami-Dade County. If the City cannot expend such proceeds in accordance with the established criteria, proceeds shall be carried over and added to the overall portion of the surtax proceeds to be distributed to the cities in the ensuring year and shall be utilized solely for the transit uses enumerated herein.

Per the Interlocal Agreement with Miami-Dade County, all expenses that are financed through this fund must be allocated in one fund. This is the amount that was budgeted by the City at the time the PTP was passed. Therefore, the expenses related to the PTP Funds must equal or exceed \$116,000 MOE for FY 2003.

Municipalities shall not expend more than 5% of their share of surtax proceeds on administrative costs, exclusive of project management and oversight for projects funded by the surtax.



**PEOPLE'S TRANSPORTATION TAX FUND
CITY OF SOUTH MIAMI FUND 124**

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATE 2012-2013	APPROVED 2013-2014
	BEGINNING FUND BALANCE	652,084	1,010,803	1,288,664	1,288,664	1,410,324
	REVENUES					
1240000	3301000 INTERGOVERNMENTAL REVENUE	380,702	403,874	300,000	400,000	389,756
1240000	3612000 INTEREST INCOME	4,158	11,335	0	11,000	11,000
	TOTAL REVENUE	384,860	415,209	300,000	411,000	400,756
	EXPENDITURES					
1241730	5413450 CONTRACTUAL SERVICES	26,141	30,525	100,000	0	140,000
	TOTAL OPERATING EXPENSES	26,141	30,525	100,000	0	140,000
1241730	5416490 CONSTRUCTION PROJECTS	0	106,823	774,000	289,340	960,000
	TOTAL CAPITAL OUTLAY	0	106,823	774,000	289,340	960,000
	TOTAL FUND EXPENSES	26,141	137,348	874,000	289,340	1,100,000
	ENDING FUND BALANCE	1,010,803	1,288,664	714,664	1,410,324	711,080



PEOPLE'S TRANSPORTATION TAX FUND BUDGET HIGHLIGHTS

3450 Contractual Services - Citywide Transportation Plan which will include roadway, sidewalk, swales, neighborhood greenways & bicycle plan.

6490 Construction Projects –

West Pinecrest Villas Traffic Calming - Design and Construction (Between 62 Ave and US1 from 78 St to 80 St)	40,000
63 Ct. Traffic Calming - Design & Construction (57 ST to 64 St)	60,000
60th Ave Traffic Calming - Design and Construction (Between 57 Ave and 62 Ave from 80 St to 84 St)	75,000
Manor Lane Traffic Calming - Construction (Between 72 St and US1 from 63 Ave to 67 Ave)	20,000
Cocoplum Terrace Traffic Calming Study	40,000
South Miami Intermodal Transportation Plan -Design and Construction	190,000
Sunset Drive Improvements - Construction (SW 72 St from 65 Ave to 69 Ave) Study & design completed	250,000
Sunset Drive Median Construction	55,000
Citywide Replacement of Directional Street Signs & Posts	150,000
Bus Shelters - Construction	50,000
57 Avenue Median Improvement	30,000
TOTAL	\$960,000



HURRICANE RESERVE FUND

CITY OF SOUTH MIAMI FUND 110

The fund has been maintained as a reserve incase of any Hurricane. The fund is to be used in preparing and in cleanup. This fund serves the same purpose as the Emergency Reserve, which was established by City Ordinance 23-08-1958.

HURRICANE FUND 110 CITY OF SOUTH MIAMI FUND 110

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATE 2012-2013	APPROVED 2013-2014
	BEGINNING FUND BALANCE	182,726	0	0	0	0
	REVENUES					
1100000 3612000	INTEREST INCOME	522	0	0	0	0
	TOTAL REVENUE	522	0	0	0	0
1101730 5419120	TRANSFER-GEN FUND	183,248	0	0	0	0
	TOTAL OTHER FINANCING SOURCES	183,248	0	0	0	0
	TOTAL FUND EXPENSES	183,248	0	0	0	0
	ENDING FUND BALANCE	0	0	0	0	0

HURRICANE RESERVE FUND BUDGET HIGHLIGHTS

541-9120 Transfer-General Fund – The City in an effort to maintain compliance with the GASB 54 - Fund Balance Reporting and Governmental Fund Type, will be consolidating the Hurricane Fund into the General Fund. This fund is not required by law and is not necessary in being maintained as a Special Revenue Fund.



OTHER FUNDS

DEBT SERVICE FUND

CAPITAL IMPROVEMENT PROGRAM FUND

SELF-INSURANCE FUND

EMERGENCY RESERVE FUND

STATE FORFEITURE FUND

FEDERAL FORFEITURE FUND



DEBT SERVICE FUND

CITY OF SOUTH MIAMI FUND 201

The Debt Service Fund has been established in an effort to make clearly the City's current Long Term Liability. The City has several loans outstanding with the Florida Municipal Loan Council (FMLC). The council, as a subsidiary of Florida League of Cities administers the Florida Municipal Loan Program. Small and medium sized cities in the state obtain loans from the FMLC, through bonds and backed by MBIA Insurance Corporation.

In this current Fiscal Year, the City of South Miami has no intention of issuing any additional debt to help fund any recurring or nonrecurring capital improvement projects.

Gibson- Bethel Community Center (previously known as South Miami Multi-Purpose Center)

On April 10, 2001 The City of South Miami Commission adopted Ordinance 11-01-1742 authorizing the City Manager to enter into agreement with the Florida Municipal Loan Council for the borrowing of \$2.5 million and using South Miami Hospital's annual contribution of \$150,000. This Commission administers a loan program with a variable rate revolving loan pool uniquely designed for Florida local governments. Funding for the program was through an AAA rated tax-exempt bond issue administered by the Florida League of Cities on behalf of local governments in order to achieve better economies of scale. The program was created pursuant to Chapter 163, part 1, of Florida State statutes, for the purpose of issuing the bonds.

In 1998, the City was awarded a grant by the Safe Neighborhood Park Agency to construct a multi-purpose center at Murray Park. The SNP Grant required a dollar for dollar match, and contingent upon the City utilizing its own match before the Agency released its own. The purpose of the multipurpose community center is to provide social and recreational activities for all residents of South Miami.



FLORIDA MUNICIPAL LOAN COUNCIL BOND 2001A						
FY	DATE	PRINCIPAL	INTEREST	FEES	TOTAL	BALANCE
9/30/2014	11/1/2013	55,000	43,306	1,113	99,419	
	5/1/2014	-	41,863	1,085	42,948	1,670,000
9/30/2015	11/1/2014	60,000	41,863	1,085	102,948	
	5/1/2015	-	40,288	1,055	41,343	1,610,000
9/30/2016	11/1/2015	60,000	40,288	1,055	101,343	
	5/1/2016	-	38,713	1,025	39,738	1,550,000
9/30/2017	11/1/2016	65,000	38,713	1,025	104,738	
	5/1/2017	-	37,006	993	37,999	1,485,000
9/30/2018	11/1/2017	70,000	37,006	993	107,999	
	5/1/2018	-	35,169	958	36,126	1,415,000
9/30/2019	11/1/2018	75,000	35,169	958	111,126	
	5/1/2019	-	33,200	920	34,120	1,340,000
9/30/2020	11/1/2019	75,000	33,200	920	109,120	
	5/1/2020	-	31,419	883	32,301	1,265,000
9/30/2021	11/1/2020	80,000	31,419	883	112,301	
	5/1/2021	-	29,519	843	30,361	1,185,000
9/30/2022	11/1/2021	85,000	29,519	843	115,361	
	5/1/2022	-	27,500	800	28,300	1,100,000
9/30/2023	11/1/2022	90,000	27,500	800	118,300	
	5/1/2023	-	25,250	755	26,005	1,010,000
9/30/2024	11/1/2023	90,000	25,250	755	116,005	
	5/1/2024	-	23,000	710	23,710	920,000
9/30/2025	11/1/2024	95,000	23,000	710	118,710	
	5/1/2025	-	20,625	663	21,288	825,000
9/30/2026	11/1/2025	100,000	20,625	663	121,288	
	5/1/2026	-	18,125	613	18,738	725,000
9/30/2027	11/1/2026	105,000	18,125	613	123,738	
	5/1/2027	-	15,500	560	16,060	620,000
9/30/2028	11/1/2027	110,000	15,500	560	126,060	
	5/1/2028	-	12,750	505	13,255	510,000
9/30/2029	11/1/2028	120,000	12,750	505	133,255	
	5/1/2029	-	9,750	445	10,195	390,000
9/30/2030	11/1/2029	125,000	9,750	445	135,195	
	5/1/2030	-	6,625	383	7,008	265,000
9/30/2031	11/1/2030	130,000	6,625	383	137,008	
	5/1/2031	-	3,375	318	3,693	135,000
9/30/2032	11/1/2031	135,000	3,375	318	138,693	
	TOTAL:	2,200,000	2,080,771	56,588	4,337,359	



CITY OF SOUTH MIAMI MUNICIPAL PARKING GARAGE

The City secured financing for the design and construction of the Municipal Parking Garage on SW 73rd Street.

The City of South Miami entered into a lease agreement with Mark Richman Properties Inc. (MRP) to manage the municipal garage. The Parking Garage exists of ground floor retail space and restaurants with 4-floors of public parking.

MRP compensates the city a minimum rent guaranteed payment in addition to the payment of all debt service on the Florida League of Cities Bonds Issued. Payment of the debt service shall commence as to the amount drawn on the Florida League of Cities Bond Issue and any other debt on the date the funds were drawn and are payable in accordance with the principal and interest payment schedule established by the Florida Municipal Loan Council (FMLC) for the City of South Miami pursuant to the issuance of FMLC Revenue Bonds, series **2002A** and **2006**.

Interest is paid at the same rate as the city's rate of interest on the bonds together with a pro-rata share of all the total amount of the borrowing so as to include amortized expenses of the bond, and all costs associated with the bonds.

Furthermore, in March of 2008, the City Commission authorized the City Manager to execute an additional loan with SunTrust Bank for One Million Dollars. The purpose of the SunTrust loan was to repay \$300,000 to the City's reserve account, which funds were utilized for improvements made to the street immediately adjacent to the parking garage. Seven hundred thousand dollars from the SunTrust Loan was earmarked for the completion of the construction of the parking garage.

MRP is not subsidized by the City and pays its full share of borrowing expenses. The funds used by MRP for design and construction of the parking garage project represent 83.36% of the funds borrowed on the Bonds and 70% of the SunTrust Loan.

Background on "Private Loan" and "Private Activity". \$2,500,000 of the proceeds of the 2002 Loan were in turn loaned to the Developer ("Developer Loan") on June 12, 2002. The City also entered into a Lease Agreement with the Developer on March 11, 2005 ("Developer Agreement") whereby the Developer would operate the Garage Project and retain certain income from the Garage Project for a term of 50 years from the opening date of the Garage Project. Thus the Developer Agreement expires in 2057 as the Garage Project was completed in 2007. These two actions constituted an impermissible private loan and impermissible private activity, respectively, under Section 141 of the Internal Revenue Code of 1986, as amended ("Code"), adversely affecting the governmental status of the Council Bonds. The private loan arose immediately upon making the Developer Loan. The private activity did not arise at the time of the Developer Agreement. It did not occur until parking rates were first charged at the Garage Project in January of 2008.

IRS Procedures and Negotiations. On July 13, 2010, the City, jointly with the Issuer (FMLC),

approached the Internal Revenue Service ("IRS") to seek permission to apply for a settlement under the Voluntary Compliance Agreement Program ("VCAP") in order to preserve the tax exempt status



of the Council Bonds and the 2009 SunTrust Loan under the Code. As the name implies, the VCAP program involves a self-reporting of potential problems with a tax exempt issue or series of tax exempt issues and that is what the City undertook. The procedure is therefore somewhat different than an IRS Examination because it is self-reported and typically more beneficial to an issuer of tax exempt bonds. The IRS granted permission for a VCAP and on August 13, 2010, the City and the Issuer jointly submitted a Request for Closing Agreement Pursuant to Internal Revenue Manual Section 7.2.3.3 which outlines the VCAP procedures. An IRS Agent was assigned to the City's VCAP request.

A series of exploratory calls commenced as the agent began to develop the case. Thereafter, negotiations ensued to attempt to resolve all issues with the IRS and protect the status of the Council Bonds and the 2009 Sun Trust Loan under the Code. Specifically, discussions focused on determining any settlement amount to be paid to the IRS to resolve the matter, the language of the settlement agreement, and the amount of Council Bonds and 2009 SunTrust Loan to be redeemed, or if not immediately eligible for redemption, defeased until the first redemption date. The IRS and City of South Miami came to an agreement and due to this issue, defeased a partial amount of the 2002A and 2006 FMLC Bonds and all of the SunTrust 2009 loan. The City's new loan which was used to due accomplish the required negotiation is the new SunTrust 2011 loan for \$7,575,000.



FLORIDA MUNICIPAL LOAN COUNCIL BOND 2002A					
FY	DATE	PRINCIPAL	INTEREST	TOTAL	BALANCE
9/30/2014	11/1/13		89,696.88	89,697	
	5/1/14	110,000.00	89,696.88	199,697	3,370,000
9/30/2015	11/1/14		86,671.88	86,672	
	5/1/15	120,000.00	86,671.88	206,672	3,250,000
9/30/2016	11/1/15		83,371.88	83,372	
	5/1/16	125,000.00	83,371.88	208,372	3,125,000
9/30/2017	11/1/16		79,934.38	79,934	
	5/1/17	130,000.00	79,934.38	209,934	2,995,000
9/30/2018	11/1/17		76,359.38	76,359	
	5/1/18	135,000.00	76,359.38	211,359	2,860,000
9/30/2019	11/1/18		72,646.88	72,647	
	5/1/19	145,000.00	72,646.88	217,647	2,715,000
9/30/2020	11/1/19		68,659.38	68,659	
	5/1/20	155,000.00	68,659.38	223,659	2,560,000
9/30/2021	11/1/20		64,784.38	64,784	
	5/1/21	160,000.00	64,784.38	224,784	2,400,000
9/30/2022	11/1/21		60,784.38	60,784	
	5/1/22	170,000.00	60,784.38	230,784	2,230,000
9/30/2023	11/1/22		56,534.38	56,534	
	5/1/23	175,000.00	56,534.38	231,534	2,055,000
9/30/2024	11/1/23		52,159.38	52,159	
	5/1/24	185,000.00	52,159.38	237,159	1,870,000
9/30/2025	11/1/25		47,534.38	47,534	
	5/1/25	195,000.00	47,534.38	242,534	1,675,000
9/30/2026	11/1/25		42,659.38	42,659	
	5/1/26	205,000.00	42,659.38	247,659	1,470,000
9/30/2027	11/1/26		37,534.38	37,534	
	5/1/27	215,000.00	37,534.38	252,534	1,255,000
9/30/2028	11/1/27		32,159.38	32,159	
	5/1/28	230,000.00	32,159.38	262,159	1,025,000
9/30/2029	11/1/28		26,265.63	26,266	
	5/1/29	240,000.00	26,265.63	266,266	785,000
9/30/1930	11/1/29		20,115.63	20,116	
	5/1/30	250,000.00	20,115.63	270,116	535,000
9/30/1931	11/1/30		13,709.38	13,709	
	5/1/31	260,000.00	13,709.38	273,709	275,000
9/30/1932	11/1/31		7,046.88	7,047	
	5/1/32	275,000.00	7,046.88	282,047	0
	TOTAL	3,690,000	2,412,844	6,102,844	



FLORIDA MUNICIPAL LOAN COUNCIL BOND 2006					
FY	DATE	PRINCIPAL	INTEREST	TOTAL	BALANCE
9/30/14	10/01/13	35,000	31,409	66,409	1,380,000
	04/01/14		30,709	30,709	
9/30/15	10/01/14	35,000	30,709	65,709	1,345,000
	04/01/15		29,834	29,834	
9/30/16	10/01/15	35,000	29,834	64,834	1,310,000
	04/01/16		28,959	28,959	
9/30/17	10/01/16	40,000	28,959	68,959	1,270,000
	04/01/17		27,959	27,959	
9/30/18	10/01/17	40,000	27,959	67,959	1,230,000
	04/01/18		26,959	26,959	
9/30/19	10/01/18	40,000	26,959	66,959	1,190,000
	04/01/19		25,959	25,959	
9/30/20	10/01/19	45,000	25,959	70,959	1,145,000
	04/01/20		25,059	25,059	
9/30/21	10/01/20	45,000	25,059	70,059	1,100,000
	04/01/21		24,131	24,131	
9/30/22	10/01/21	50,000	24,131	74,131	1,050,000
	04/01/22		23,100	23,100	
9/30/23	10/01/22	50,000	23,100	73,100	1,000,000
	04/01/23		22,069	22,069	
9/30/24	10/01/23	55,000	22,069	77,069	945,000
	04/01/24		20,934	20,934	
9/30/25	10/01/24	55,000	20,934	75,934	890,000
	04/01/25		19,800	19,800	
9/30/26	10/01/25	60,000	19,800	79,800	830,000
	04/01/26		18,563	18,563	
9/30/27	10/01/26	60,000	18,563	78,563	770,000
	04/01/27		17,325	17,325	
9/30/28	10/01/27	60,000	17,325	77,325	710,000
	04/01/28		15,975	15,975	
9/30/29	10/01/28	65,000	15,975	80,975	645,000
	04/01/29		14,513	14,513	
9/30/30	10/01/29	70,000	14,513	84,513	575,000
	04/01/30		12,938	12,938	
9/30/31	10/01/30	70,000	12,938	82,938	505,000
	04/01/31		11,363	11,363	
9/30/32	10/01/31	75,000	11,363	86,363	430,000
	04/01/32		9,675	9,675	
9/30/33	10/01/32	80,000	9,675	89,675	350,000
	04/01/33		7,875	7,875	
9/30/34	10/01/33	80,000	7,875	87,875	270,000
	04/01/34		6,075	6,075	
9/30/35	10/01/34	85,000	6,075	91,075	185,000
	04/01/35		4,163	4,163	
9/30/36	10/01/35	90,000	4,163	94,163	95,000
	04/01/36		2,138	2,138	
9/30/37	10/01/36	95,000	2,138	97,138	0
	TOTAL:	1,475,000	1,011,597	2,486,597	



SUNTRUST LOAN 2011					
FY	DATE	PRINCIPAL	INTEREST	TOTAL	BALANCE
2014	10/1/2013	385,000	166,761	551,761	6,825,000
	4/1/2014	0	156,994	156,994	6,825,000
2015	10/1/2014	400,000	157,857	557,857	6,425,000
	4/1/2015	0	147,793	147,793	6,425,000
2016	10/1/2015	410,000	148,605	558,605	6,015,000
	4/1/2016	0	139,122	139,122	6,015,000
2017	10/1/2016	435,000	139,122	574,122	5,580,000
	4/1/2017	0	128,356	128,356	5,580,000
2018	10/1/2017	450,000	129,061	579,061	5,130,000
	4/1/2018	0	118,004	118,004	5,130,000
2019	10/1/2018	480,000	118,653	598,653	4,650,000
	4/1/2019	0	106,963	106,963	4,650,000
2020	10/1/2019	495,000	107,551	602,551	4,155,000
	4/1/2020	0	96,102	96,102	4,155,000
2021	10/1/2020	520,000	96,102	616,102	3,635,000
	4/1/2021	0	83,615	83,615	3,635,000
2022	10/1/2021	540,000	84,075	624,075	3,095,000
	4/1/2022	0	71,194	71,194	3,095,000
2023	10/1/2022	565,000	71,585	636,585	2,530,000
	4/1/2023	0	58,197	58,197	2,530,000
2024	10/1/2023	590,000	58,517	648,517	1,940,000
	4/1/2024	0	44,871	44,871	1,940,000
2025	10/1/2024	620,000	44,871	664,871	1,320,000
	4/1/2025	0	30,364	30,364	1,320,000
2026	10/1/2025	645,000	30,531	675,531	675,000
	4/1/2026	0	15,527	15,527	675,000
2027	10/1/2026	675,000	15,612	690,612	0
	TOTAL	7,575,000	3,125,339	10,700,339	



DEBT FUND SCHEDULE
FISCAL YEAR 2014

	BALANCE	PRINCIPAL	INTEREST	FEES	PAYMENT	BALANCE
FMLC Series 2001A Bonds Multipurpose	\$1,725,000	\$55,000	\$85,169	\$2,198	\$142,366	\$1,670,000
FMLC Series 2002A South Miami Parking Garage	\$3,480,000	\$110,000	\$179,394	\$2,000	\$291,394	\$3,370,000
FMLC Series 2006 South Miami Parking Garage	\$1,415,000	\$35,000	\$62,119	\$2,000	\$99,119	\$1,380,000
SunTrust Bank Loan Refinance SM Parking Garage	\$7,210,000	\$385,000	\$323,755	\$0	\$708,755	\$6,825,000
TOTAL	\$13,830,000	\$585,000	\$650,437	\$6,198	\$1,241,634	\$13,245,000



**MARK RICHMAN PROPERTIES INC (MRP)
LOAN ALLOCATION SCHEDULE
FOR FY 2014**

DESCRIPTION	PAYMENT DATE	AMOUNT	ALLOCATION PERCENTAGE		CITY PRINCIPAL	CITY INTEREST	MRP PRINCIPAL	MRP INTEREST	TOTAL
SUNTRUST OBLIGATION:			P & I ALLOC						
PRINCIPAL	11/01/13	24,175	City	MRP	7,253		16,923		24,175
INTEREST	11/01/13	6,791	30%	70%		2,037		4,754	6,791
PRINCIPAL	02/01/14	24,437	City	MRP	7,331		17,106		24,437
INTEREST	02/01/14	6,530	30%	70%		1,959		4,571	6,530
PRINCIPAL	05/01/14	24,905	City	MRP	7,472		17,434		24,905
INTEREST	05/01/14	6,061	30%	70%		1,818		4,243	6,061
PRINCIPAL	08/01/14	24,970	City	MRP	7,491		17,479		24,970
INTEREST	08/01/14	5,997	30%	70%		1,799		4,198	5,997
TOTAL		123,867			29,546	7,614	68,941	17,766	123,867
					37,160		86,707		
DESCRIPTION	PAYMENT DATE	AMOUNT	ALLOCATION PERCENTAGE		CITY PRINCIPAL	CITY INTEREST	MRP PRINCIPAL	MRP INTEREST	TOTAL
FMLC SERIES 2002A:			P & I ALLOC						
INTEREST	11/1/2013	131,713	City	MRP		21,917		109,796	131,713
PRINCIPAL	5/1/2014	165,000	City	MRP	27,456		137,544		165,000
INTEREST	5/1/2014	131,713	16.64%	83.36%		21,917		109,796	131,713
TOTAL		428,425			27,456	43,834	137,544	219,591	428,425
					71,290		357,135		
DESCRIPTION	PAYMENT DATE	AMOUNT	ALLOCATION PERCENTAGE		CITY PRINCIPAL	CITY INTEREST	MRP PRINCIPAL	MRP INTEREST	TOTAL
FMLC SERIES 2006A:			P & I ALLOC						
PRINCIPAL	10/1/2013	120,000	City	MRP	19,968		100,032		120,000
INTEREST	10/1/2013	111,591	16.64%	83.36%		18,569		93,022	111,591
INTEREST	4/1/2014	109,191	City	MRP		18,169		91,021	109,191
TOTAL		340,781			19,968	36,738	100,032	184,043	340,781
TOTAL FOR 2010-2011		893,073			76,970	88,186	306,517	421,400	893,073
					165,156		727,917		

TOTAL MRP \$727,917



**DEBT SERVICE FUND BUDGET FY 13
CITY OF SOUTH MIAMI FUND 201**

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATE 2012-2013	APPROVED 2013-2014
	BEGINNING FUND BALANCE	0	278,992	1,086,247	1,086,247	1,021,443
	REVENUES					
2010000	3612000 INTEREST INCOME	0	311	0	2,400	2,400
2010000	3669000 SOUTH HOSPITAL FOUNDATION	145,468	142,918	145,240	145,240	142,366
2010000	3669300 RICHMAN PROPERTIES LN PMT	758,022	750,054	726,437	726,437	727,917
2010000	3811100 TRANSFER IN FROM GF	275,998	682,550	300,000	300,000	0
2010000	3841100 BOND PROCEEDS	7,575,000	0	0	0	0
	TOTAL REVENUE	8,754,488	1,575,833	1,171,677	1,174,077	872,683
	EXPENDITURES					
2011410	5197100 BOND PRINCIPAL	4,557,958	0	0	0	0
2011410	5197110 DEBT PRINCIPAL	2,143,222	198,436	555,000	555,000	585,000
2011410	5197210 DEBT INTEREST	1,315,480	564,072	677,628	677,628	650,437
2011410	5197310 DEBT OTHER COST	333,604	6,070	6,253	6,253	6,198
2011500	5147310 DEBT OTHER COST	125,231	0	0	0	0
	TOTAL DEBT SERVICE	8,475,495	768,578	1,238,881	1,238,881	1,241,634
	ENDING FUND BALANCE	278,992	1,086,247	1,019,043	1,021,443	652,493



CAPITAL IMPROVEMENT PROGRAM FUND

CITY OF SOUTH MIAMI FUND 301

Mission and Responsibilities:

The purpose of the Capital Improvement Fund is to establish and cover multi-year expenditures of major capital projects and expenditures for all General Government programs. The adopted capital improvement projects expenditures are identified on the Five-Year Capital Improvement Project listing within the Capital Improvement Program section of this budget.

The Capital Improvement Fund finances the General Government's capital improvement projects (CIP) as outlined and listed in the City's Five-Year Financial Forecast for the years 2012-2016 as listed in the Capital Improvement Program of this document. The City defines a Capital Improvement Project (CIP) to be any project, which possesses the following characteristics:

1. Exceeds an estimated cost of \$5,000
2. Has an estimated useful life of 3 years or more

The CIP Fund receives transfers from the General Fund based on the long-term capital budget needs of the various City departments and the Recreation programs. Revenues may also include transfers from other financial sources and investment interest. For years prior to FY 2012, City would incorporate into the departmental budget expenses related to Capital Improvements for various General Government Programs. For years 2012 and forward, general fund CIP expenditures are made directly from the CIP fund.



**CAPITAL IMPROVEMENT PROGRAM FUND
CITY OF SOUTH MIAMI FUND 301**

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATE 2012-2013	APPROVED 2013-2014
	BEGINNING FUND BALANCE	0	0	509,751	509,751	95,751
	REVENUES					
3010000	3811000 TRANSFER FROM GENERAL FUND	0	1,376,582	85,270	85,270	600,000
	TOTAL REVENUE	0	1,376,582	85,270	85,270	600,000
	EXPENSES					
3011320	5136430 CENTRAL SERVICES OP. EQUIP	0	0	54,450	54,450	45,000
3011620	5246430 EQUIPMENT OPERATING	0	0	23,550	23,550	0
3011620	5246810 INTANGIBLE ASSETS	0	0	36,380	36,380	0
3011640	5246440 CODE VEHICLES	0	0	0	0	60,000
3011720	5346430 SOLID WASTE EQUIP OPERATING	0	421,851	0	0	0
3011790	5196450 CAPITAL IMPROVEMENT	0	0	145,000	120,000	15,000
3011910	5216430 POLICE EQUIP OPERATING	0	135,611	0	0	0
3011910	5216440 POLICE VEHICLES	0	178,992	175,890	174,890	230,000
3012000	5726450 PARKS & REC IMPROVEMENT	0	0	100,000	90,000	250,000
3012000	5196440 PARKS LANDS VEHICLE	0	23,473	0	0	0
3012000	5196450 CAPITAL OUTLAY	0	106,904	0	0	0
	TOTAL CAPITAL EXPENSES	0	866,831	535,270	499,270	600,000
	TOTAL FUND EXPENSES	0	866,831	535,270	499,270	600,000
	ENDING FUND BALANCE	0	509,751	59,751	95,751	95,751



CAPITAL IMPROVEMENT PROGRAM FUND HIGHLIGHTS

1320-513-6430	Three (3) Downtown Informational Kiosks	45,000
1620-524-6430	Code Enforcement Vehicles (4)	60,000
1790-519-6450	Sylva Martin Windows Improvements	15,000
1910-521-6440	PD Fleet Repl. – Six (6) Vehicles	230,000
2000-572-6450	South Miami Park- Parking Lot renovation and playground equipment	50,000
	Palmer Park- Baseball fields renovation	50,000
	Dog Park	50,000
	Citywide Parks Improvements	100,000
	TOTAL	<u>250,000</u>



SELF-INSURANCE FUND

CITY OF SOUTH MIAMI FUND 504

SELF-INSURANCE FUND

The Self-Insurance Fund has been used in the past to account for assets designated to pay for deductibles on liability claims against the City and to repair city vehicles damaged in accidents. The revenues received in the fund are from general fund contributions and from individuals and/or insurances companies when others damage city property. Expenditures represent repairs and settlement insurance claims not covered in the Florida Municipal Insurance Trust (FMIT), the City's general, property and workers compensation insurance carrier and a leading provider of municipality insurance in the state.

SELF INSURANCE FUND CITY OF SOUTH MIAMI FUND 504

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATE 2012-2013	APPROVED 2013-2014
BEGINNING FUND BALANCE		199,435	0	0	0	0
REVENUES						
5040000 3612000	INTEREST INCOME	30	0	0	0	0
TOTAL REVENUE		30	0	0	0	0
EXPENDITURES						
5041410 5819120	TRANSFER-GEN FUND	199,465	0	0	0	0
OTHER FINANCING SOURCES		199,465	0	0	0	0
TOTAL EXPENSES		199,465	0	0	0	0
ENDING FUND BALANCE		0	0	0	0	0



SELF-INSURANCE FUND BUDGET HIGHLIGHTS

541-9120 Transfer-General Fund – The City in an effort to maintain compliance with the GASB 54 - Fund Balance Reporting and Governmental Fund Type, will be consolidating the Self-Insurance Fund into the General Fund. This fund is not required by law and is not necessary in being maintained as a Special Revenue Fund.



EMERGENCY RESERVE FUND

CITY OF SOUTH MIAMI FUND 051

When the City's Comprehensive Financial Report was issued for FY 1994/95, the Auditors, Sharpton, Brunson & Company recommended the creation of a Contingency Reserves Fund to be funded from the cash carryover balance in the General Fund.

The City Administration reviewed the Auditor's recommendation and considered it to be feasible and beneficial to the City's financial stability; and the Contingency Reserves Fund was created by resolution No. 7796-9831 with a balance of \$1,000,000.00 to be maintained at all times.

The City Administration adopted a policy that would restrict the use of this fund to catastrophes and other unscheduled emergencies; and on September 2nd, 2001 the City Commission changed the policy via resolution No. 145-01-11293 to provide for a Contingency Reserves Fund of no less than 10% of the budget.

On July 29, 2008 the City of South Miami established Article V Section 2-47 entitled "Emergency Reserve Fund" under City Code of Ordinances 23-08-1958 as part of a Cash Management Policy requiring the City to maintain Emergency Reserves Funds no less than 10% of the budget.

EMERGENCY RESERVE FUND CITY OF SOUTH MIAMI FUND 051

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATE 2012-2013	APPROVED 2013-2014
BEGINNING FUND BALANCE		0	1,785,421	1,688,739	1,688,739	1,706,739
REVENUES						
0510000	3811000 TRANSFER FROM GENERAL FUND	1,765,276	0	0	0	0
0510000	3612000 INTEREST INCOME	20,145	19,571	18,000	18,000	18,000
TOTAL REVENUE		1,785,421	19,571	18,000	18,000	18,000
EXPENSES						
0511410	5819120 TRANSFER TO GEN FUND	0	116,253	0	0	0
OTHER FINANCING SOURCES		0	116,253	0	0	0
TOTAL FUND EXPENSES		0	116,253	0	0	0
ENDING FUND BALANCE		1,785,421	1,688,739	1,706,739	1,706,739	1,724,739



STATE FORFEITURE FUND

CITY OF SOUTH MIAMI FUND 608

The Police Forfeiture Fund manages funds collected through the Florida Contraband Forfeiture Act. Florida Statute 932.701 through 932.707 authorizes municipalities to seize assets, including cash, personal property and real property used in violation of the Florida Contraband Forfeiture Act. The funds may be used for educational purposes, DARE programs or the purchase of equipment used in police operations. This fund was established to account for proceeds collected under the provisions of the Florida Contraband Forfeiture Act.

STATE FORFEITURE FUND BUDGET FY 2014

CITY OF SOUTH MIAMI FUND 608

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATE 2012-2013	APPROVED 2013-2014
BEGINNING FUND BALANCE		50,986	65,679	75,238	75,238	53,838
REVENUES						
6080000	3511000 CONFISCATED REVENUE	60,140	0	0	0	0
6080000	3612000 INTEREST INCOME	653	819	500	600	500
6080000	3699200 MISCELLANEOUS REVENUES	0	12,087	0	0	0
TOTAL REVENUE		60,793	12,906	500	600	500
EXPENSES						
6081910	5213450 CONTRACTUAL	24,951	-525	0	0	40,000
6081910	5213490 CRIME PREVENTION PROGRAMS	0	3,548	5,000	5,000	5,000
6081910	5214070 TRAVEL & PER DIEM	1,617	324	7,000	7,000	0
6081910	5214680 MAINTENANCE & REPAIR	0	0	0	0	0
6081910	5214970 EMPLOYEE TESTING	2,827	0	0	0	0
6081910	5215205 COMPUTER SUPPLIES	7,221	0	0	0	0
6081910	5215210 OFFICE SUPPLIES	7,105	0	10,000	10,000	0
6081910	5215220 UNIFORMS	2,379	0	0	0	0
TOTAL OPERATING EXPENSES		46,100	3,347	22,000	22,000	45,000
TOTAL EXPENSES		46,100	3,347	22,000	22,000	45,000
ENDING FUND BALANCE		65,679	75,238	53,738	53,838	9,338



STATE FORFEITURE FUND BUDGET HIGHLIGHTS

3450 Contractual – This cost is allocated for the implementation of the 2nd Chance Program.



FEDERAL FORFEITURE FUND

CITY OF SOUTH MIAMI FUND 615

BACKGROUND

The Department of Justice Asset Forfeiture Program (the Program) is a nationwide law enforcement initiative that removes the tools of crime from criminal organizations, deprives wrongdoers of the proceeds of their crimes, recovers property that may be used to compensate victims, and deters crime. The most important objective of the Program is law enforcement. Equitable sharing further enhances this law enforcement objective by fostering cooperation among federal, state, and local law enforcement agencies.

The Attorney General shall assure that any property transferred to a State or local law enforcement agency...

- A. has a value that bears a reasonable relationship to the degree of direct participation of the State or local agency in the law enforcement effort resulting in the forfeiture, taking into account the total value of all property forfeited and the total law enforcement effort as a whole; and with respect to the violation of law on which the forfeiture is based; and
- B. will serve to encourage further cooperation between the recipient State or local agency and Federal law enforcement agencies

The Forfeiture funds obtained from the federal government are limited in its use. Sharing must be used to increase or supplement the resources of the receiving state or local law enforcement agency or any other ultimate recipient agency. Shared resources **shall not be used** to replace or supplant the appropriated resources of the recipient. Below please find some examples of permissible uses:

- Law enforcement investigation
- Law enforcement training
- Law enforcement and detention facilities
- Law enforcement equipment
- Law enforcement travel and transportation
- Law enforcement awards and memorials
- Drug and gang education and awareness programs
- Pro rata funding
- Asset accounting and tracking
- Language assistance services
- Transfers to other law enforcement agencies
- Support of community-based programs
- Cash transfers to community-based programs are not permitted
- Windfall situations



**FEDERAL FORFEITURE FUND
CITY OF SOUTH MIAMI FUND 615**

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATE 2012-2013	APPROVED 2013-2014
BEGINNING FUND BALANCE		362,455	412,996	1,912,228	1,912,228	1,686,847
REVENUES						
6150000	3511000 INTERGOVERNMENTAL REVENUES	257,769	1,756,708	0	55,042	0
6150000	3612000 INTEREST INCOME	272	11,090	200	12,000	9,000
6150000	3699200 OTHER MISC REVENUES	69,756	36,069	0	55,000	80,000
TOTAL REVENUE		327,796	1,803,867	200	122,042	89,000
EXPENSES						
6151910	5211410 OVERTIME	48,657	12,504	50,000	42,546	50,000
6151910	5211414 OVERTIME BARTA	0	9,249	0	20,000	30,000
TOTAL PERSONNEL EXPENSES		48,657	21,753	50,000	62,546	80,000
6151910	5213450 CONTRACTUAL SERVICES	0	3,125	133,748	133,748	170,300
6151910	5214070 TRAVEL & PER DIEM	0	0	0	0	7,000
6151910	5214450 LEASE PURCHASE-POL VEHICLE	27,373	28,700	29,448	29,448	29,448
6151910	5214960 SPECIAL INVESTIGATIONS	3,618	0	0	0	0
6151910	5215205 COMPUTER EQUIPMENT	68,949	54,079	25,202	25,202	16,202
6151910	5215210 SUPPLIES	1,347	20,311	20,980	20,980	0
6151910	5215220 UNIFORMS	422	0	12,000	12,000	12,000
TOTAL OPERATING EXPENSES		101,710	106,215	221,378	221,378	234,950
6151910	5216430 OPERATING EQUIPMENT	21,985	0	68,500	63,500	53,333
6151910	5216440 INFRASTRUCTURE	0	0	400,000	0	450,000
6151910	5216800 INTANGIBLE ASSETS	99,520	176,667	0	0	0
TOTAL CAPITAL OUTLAY		121,505	176,667	468,500	63,500	503,333
6151910	5217100 DEBT - PRINCIPAL	5,166	0	0	0	0
6151910	5217200 DEBT - INTEREST	217	0	0	0	0
TOTAL DEBT SERVICE		5,383	0	0	0	0
TOTAL EXPENSE		277,255	304,635	739,878	347,424	818,283
ENDING FUND BALANCE		412,996	1,912,228	1,172,550	1,686,847	957,563



FEDERAL FORFEITURE FUND BUDGET HIGHLIGHTS

3450 Contractual Services –

Misc. Exp. - Investigations/Crime Prev.	30,000
Police Service Dog (K-9)	15,000
Prism Lighting Posts for DUI Check points	10,000
Licence Plate Readers	100,000
ATS ShielF 15PDS w/Data & Strobe 10AH Battery (EVS Demo unit) Speed Signage	3,800
FOG (U/C Audio/Listening device)	8,500
IDC consulting fees for OSSI issues	3,000
TOTAL	170,300

4450 Lease Police Vehicle – This account is used to lease undercover vehicles with enterprise leasing.

5205 Computer Equipment –

Police to Citizen (P2C) Module)	\$8,500
EOC Laptops 3	\$5,202
Maintenance for P2C Module	\$2,500
TOTAL	\$16,202

6430 Operating Equipment –

Additional K-9 Vehicle (SUV) & Equipment	\$38,333
Three Wheel Segway with decals installed	\$15,000
TOTAL	\$53,333

6440 Infrastructure – Improving the security of the police parking lot and gas pump upgrade.



APPENDIX



CITY OF SOUTH MIAMI PAY PLAN

SENIOR MANAGEMENT PERSONNEL

MANAGEMENT, ADMINISTRATIVE AND SUPPORT PERSONNEL

GROUP I

GROUP II

GROUP III

AFSCME COLLECTIVE BARGAINING EMPLOYEE GROUP

PBA COLLECTIVE BARGAINING EMPLOYEE GROUP



A = Annually BW = Bi-Weekly H = Hourly

SENIOR MANAGEMENT PERSONNEL EFFECTIVE OCTOBER 1, 2013							
CLASS TITLE	SALARY RANGE	SALARY					
		1	2	3	4	5	6
CHIEF OF POLICE	A	\$84,396	\$88,616	\$93,047	\$97,699	\$102,584	\$107,713
	BW	\$3,246	\$3,408	\$3,579	\$3,758	\$3,946	\$4,143
	H	\$40.575	\$42.604	\$44.734	\$46.971	\$49.319	\$51.785
CHIEF FINANCIAL OFFICER	A	\$84,396	\$88,616	\$93,047	\$97,699	\$102,584	\$107,713
	BW	\$3,246	\$3,408	\$3,579	\$3,758	\$3,946	\$4,143
	H	\$40.575	\$42.604	\$44.734	\$46.971	\$49.319	\$51.785
ASSISTANT CITY MANAGER	A	\$82,577	\$86,706	\$91,041	\$95,593	\$100,373	\$105,392
	BW	\$3,176	\$3,335	\$3,502	\$3,677	\$3,860	\$4,054
	H	\$39.700	\$41.686	\$43.770	\$45.958	\$48.256	\$50.669
PLANNING DIRECTOR	A	\$84,396	\$88,616	\$93,047	\$97,699	\$102,584	\$107,713
	BW	\$3,246	\$3,408	\$3,579	\$3,758	\$3,946	\$4,143
	H	\$40.575	\$42.604	\$44.734	\$46.971	\$49.319	\$51.785
PUBLIC WORKS PROJECT MANAGER	A	\$74,900	\$78,645	\$82,577	\$86,706	\$91,041	\$95,593
	BW	\$2,881	\$3,025	\$3,176	\$3,335	\$3,502	\$3,677
	H	\$36.010	\$37.810	\$39.701	\$41.686	\$43.770	\$45.958
PUBLIC WORKS CHIEF SUPERINTENDENT	A	\$74,900	\$78,645	\$82,577	\$86,706	\$91,041	\$95,593
	BW	\$2,881	\$3,025	\$3,176	\$3,335	\$3,502	\$3,677
	H	\$36.010	\$37.810	\$39.701	\$41.686	\$43.770	\$45.958
HUMAN RESOURCES DIRECTOR	A	\$74,430	\$78,152	\$82,059	\$86,162	\$90,470	\$94,994
	BW	\$2,863	\$3,006	\$3,156	\$3,314	\$3,480	\$3,654
	H	\$35.784	\$37.573	\$39.451	\$41.424	\$43.495	\$45.670
CRA DIRECTOR	A	\$76,549	\$80,376	\$84,395	\$88,615	\$93,046	\$97,698
	BW	\$2,944	\$3,091	\$3,246	\$3,408	\$3,579	\$3,758
	H	\$36.802	\$38.643	\$40.575	\$42.603	\$44.734	\$46.970
PARKS & RECREATION DIRECTOR	A	\$72,904	\$76,549	\$80,377	\$84,395	\$88,615	\$93,046
	BW	\$2,804	\$2,944	\$3,091	\$3,246	\$3,408	\$3,579
	H	\$35.050	\$36.803	\$38.643	\$40.575	\$42.603	\$44.734



BUILDING DIRECTOR	A	\$72,904	\$76,549	\$80,377	\$84,395	\$88,615	\$93,046
	BW	\$2,804	\$2,944	\$3,091	\$3,246	\$3,408	\$3,579
	H	\$35.050	\$36.803	\$38.643	\$40.575	\$42.603	\$44.734

APPOINTED EMPLOYEES

CITY MANAGER	A	\$160,000	\$165,000
	BW	\$6,154	\$6,346
	H	\$76.923	\$79.327

CITY CLERK	A	\$86,335
	BW	\$3,321
	H	\$41.507



MANAGEMENT, ADMINISTRATIVE AND SUPPORT PERSONNEL
EFFECTIVE OCTOBER 1, 2013
(GROUP I)

CLASS TITLE	SALARY RANGE	SALARY					
		1	2	3	4	5	6
ENGINEERING OPERATIONS MANAGER II	A	\$76,398	\$80,218	\$84,229	\$88,440	\$92,862	\$97,505
	BW	\$2,938	\$3,085	\$3,240	\$3,402	\$3,572	\$3,750
	H	\$36,730	\$38,566	\$40,495	\$42,519	\$44,645	\$46,878
ASSISTANT PARKS & RECREATION DIRECTOR	A	\$64,663	\$67,896	\$71,291	\$74,855	\$78,598	\$82,528
	BW	\$2,487	\$2,611	\$2,742	\$2,879	\$3,023	\$3,174
	H	\$31.09	\$32.64	\$34.27	\$35.99	\$37.79	\$39.68
ASSISTANT PLANNING DIRECTOR	A	\$76,398	\$80,218	\$84,229	\$88,440	\$92,862	\$97,505
	BW	\$2,938	\$3,085	\$3,240	\$3,402	\$3,572	\$3,750
	H	\$36,730	\$38,566	\$40,495	\$42,519	\$44,645	\$46,878
ASSISTANT FINANCE DIRECTOR	A	\$76,398	\$80,218	\$84,229	\$88,440	\$92,862	\$97,505
	BW	\$2,938	\$3,085	\$3,240	\$3,402	\$3,572	\$3,750
	H	\$36,730	\$38,566	\$40,495	\$42,519	\$44,645	\$46,878
CODE ENFORCEMENT COMPLIANCE MANAGER/ COO	A	\$62,852	\$65,995	\$69,295	\$72,760	\$76,397	\$80,217
	BW	\$2,417	\$2,538	\$2,665	\$2,798	\$2,938	\$3,085
	H	\$30,218	\$31,728	\$33,315	\$34,981	\$36,730	\$38,566
COMMUNITY DEVELOPMENT MANAGER	A	\$62,852	\$65,995	\$69,295	\$72,760	\$76,397	\$80,217
	BW	\$2,417	\$2,538	\$2,665	\$2,798	\$2,938	\$3,085
	H	\$30,218	\$31,728	\$33,315	\$34,981	\$36,730	\$38,566
ACCOUNTING MANAGER	A	\$62,852	\$65,995	\$69,295	\$72,760	\$76,397	\$80,217
	BW	\$2,417	\$2,538	\$2,665	\$2,798	\$2,938	\$3,085
	H	\$30,218	\$31,728	\$33,315	\$34,981	\$36,730	\$38,566
OFFICE MANAGER	A	\$62,852	\$65,995	\$69,295	\$72,760	\$76,397	\$80,217
	BW	\$2,417	\$2,538	\$2,665	\$2,798	\$2,938	\$3,085
	H	\$30,218	\$31,728	\$33,315	\$34,981	\$36,730	\$38,566
MIS MANAGER	A	\$65,348	\$68,615	\$72,046	\$75,648	\$79,431	\$83,402
	BW	\$2,513	\$2,639	\$2,771	\$2,910	\$3,055	\$3,208
	H	\$31,417	\$32,988	\$34,638	\$36,369	\$38,188	\$40,097



PURCHASING MANAGER	A	\$62,852	\$65,995	\$69,295	\$72,760	\$76,397	\$80,217
	BW	\$2,417	\$2,538	\$2,665	\$2,798	\$2,938	\$3,085
	H	\$30,218	\$31,728	\$33,315	\$34,981	\$36,730	\$38,566
GIS COORDINATOR II	A	\$59,860	\$62,853	\$65,995	\$69,295	\$72,760	\$76,398
	BW	\$2,302	\$2,417	\$2,538	\$2,665	\$2,798	\$2,938
	H	\$28,779	\$30,218	\$31,729	\$33,315	\$34,981	\$36,730
CHIEF BUILDING INSPECTOR	A	\$59,860	\$62,853	\$65,995	\$69,295	\$72,760	\$76,398
	BW	\$2,302	\$2,417	\$2,538	\$2,665	\$2,798	\$2,938
	H	\$28,779	\$30,218	\$31,729	\$33,315	\$34,981	\$36,730
GRANTS AND SUSTAINABLE INITIATIVES ADMINISTRATOR	A	\$57,009	\$59,859	\$62,852	\$65,995	\$69,295	\$72,759
	BW	\$2,193	\$2,302	\$2,417	\$2,538	\$2,665	\$2,798
	H	\$27,408	\$28,778	\$30,217	\$31,728	\$33,315	\$34,980
ASSISTANT COMMUNITY DEVELOPMENT MANAGER	A	\$57,009	\$59,859	\$62,852	\$65,995	\$69,295	\$72,759
	BW	\$2,193	\$2,302	\$2,417	\$2,538	\$2,665	\$2,798
	H	\$27,408	\$28,778	\$30,217	\$31,728	\$33,315	\$34,980
EXECUTIVE ADMINISTRATIVE ASSISTANT	A	\$57,009	\$59,859	\$62,852	\$65,995	\$69,295	\$72,759
	BW	\$2,193	\$2,302	\$2,417	\$2,538	\$2,665	\$2,798
	H	\$27,408	\$28,778	\$30,217	\$31,728	\$33,315	\$34,980
SR. PLANNER & ZONING ADMIN	A	\$52,994	\$55,644	\$58,426	\$61,347	\$64,415	\$67,635
	BW	\$2,038	\$2,140	\$2,247	\$2,360	\$2,477	\$2,601
	H	\$25,478	\$26,752	\$28,089	\$29,494	\$30,969	\$32,517
MANAGEMENT INFORMATION SPECIALIST	A	\$52,994	\$55,643	\$58,426	\$61,347	\$64,414	\$67,635
	BW	\$2,038	\$2,140	\$2,247	\$2,359	\$2,477	\$2,601
	H	\$25,478	\$26,752	\$28,089	\$29,494	\$30,968	\$32,517
CHIEF ELECTRICAL INSPECTOR (PT)	A	\$33,150					
	BW	\$1,275					
	H	\$42,500					
CHIEF MECHANICAL INSPECTOR (PT)	A	\$29,172					
	BW	\$1,122					
	H	\$37,400					



CHIEF PLUMBING INSPECTOR	A	\$27,846
(PT)	BW	\$1,071
	H	\$35,700
STRUCTURAL PLANS EXAMINER	A	\$47,736
(PT)	BW	\$1,836
	H	\$61,200



**MANAGEMENT, ADMINISTRATIVE AND SUPPORT PERSONNEL
EFFECTIVE OCTOBER 1, 2013
(GROUP II)**

CLASS TITLE	SALARY RANGE	SALARY					
		1	2	3	4	5	6
COMPUTER CRIME ANALYST	A	\$50,969	\$53,518	\$56,194	\$59,003	\$61,954	\$65,051
	BW	\$1,960	\$2,058	\$2,161	\$2,269	\$2,383	\$2,502
	H	\$24.505	\$25.730	\$27.016	\$28.367	\$29.785	\$31.275
DEPUTY CITY CLERK I	A	\$34,498	\$36,223	\$38,035	\$39,936	\$41,933	\$44,030
	BW	\$1,327	\$1,393	\$1,463	\$1,536	\$1,613	\$1,693
	H	\$16.586	\$17.415	\$18.286	\$19.200	\$20.160	\$21.168
DEPUTY CITY CLERK II	A	\$50,969	\$53,518	\$56,194	\$59,003	\$61,954	\$65,051
	BW	\$1,960	\$2,058	\$2,161	\$2,269	\$2,383	\$2,502
	H	\$24.505	\$25.730	\$27.016	\$28.367	\$29.785	\$31.275
ACCOUNTANT II	A	\$50,969	\$53,518	\$56,194	\$59,003	\$61,954	\$65,051
	BW	\$1,960	\$2,058	\$2,161	\$2,269	\$2,383	\$2,502
	H	\$24.505	\$25.730	\$27.016	\$28.367	\$29.785	\$31.275
HUMAN RESOURCES GENERALIST	A	\$49,994	\$52,494	\$55,119	\$57,875	\$60,768	\$63,807
	BW	\$1,923	\$2,019	\$2,120	\$2,226	\$2,337	\$2,454
	H	\$24.036	\$25.237	\$26.499	\$27.824	\$29.216	\$30.676
SUPERINTENDENT OF MAINTENANCE II	A	\$48,543	\$50,970	\$53,518	\$56,194	\$59,004	\$61,954
	BW	\$1,867	\$1,960	\$2,058	\$2,161	\$2,269	\$2,383
	H	\$23.338	\$24.505	\$25.730	\$27.017	\$28.367	\$29.786
ADMINISTRATIVE ASSISTANT II	A	\$46,232	\$48,543	\$50,970	\$53,519	\$56,195	\$59,004
	BW	\$1,778	\$1,867	\$1,960	\$2,058	\$2,161	\$2,269
	H	\$22.227	\$23.338	\$24.505	\$25.730	\$27.017	\$28.368
SANITATION SUPERINTENDENT	A	\$46,232	\$48,543	\$50,970	\$53,519	\$56,195	\$59,004
	BW	\$1,778	\$1,867	\$1,960	\$2,058	\$2,161	\$2,269
	H	\$22.227	\$23.338	\$24.505	\$25.730	\$27.017	\$28.368
PLANNER	A	\$41,933	\$44,030	\$46,231	\$48,543	\$50,970	\$53,519
	BW	\$1,613	\$1,693	\$1,778	\$1,867	\$1,960	\$2,058
	H	\$20.160	\$21.168	\$22.227	\$23.338	\$24.505	\$25.730



ASSOCIATE PROJECT ENGINEER	A	\$41,522	\$43,598	\$45,778	\$48,067	\$50,470	\$52,994
	BW	\$1,597	\$1,677	\$1,761	\$1,849	\$1,941	\$2,038
	H	\$19,963	\$20,961	\$22,009	\$23,109	\$24,265	\$25,478
LOCAL BUSINESS TAX COMPLIANCE OFFICER	A	\$41,933	\$44,030	\$46,231	\$48,543	\$50,970	\$53,519
	BW	\$1,613	\$1,693	\$1,778	\$1,867	\$1,960	\$2,058
	H	\$20,160	\$21,168	\$22,227	\$23,338	\$24,505	\$25,730
ADMINISTRATIVE ASSISTANT	A	\$39,936	\$41,933	\$44,030	\$46,231	\$48,543	\$50,970
	BW	\$1,536	\$1,613	\$1,693	\$1,778	\$1,867	\$1,960
	H	\$19,200	\$20,160	\$21,168	\$22,226	\$23,338	\$24,505
COMMUNITY OUTREACH COORDINATOR	A	\$39,936	\$41,933	\$44,030	\$46,231	\$48,543	\$50,970
	BW	\$1,536	\$1,613	\$1,693	\$1,778	\$1,867	\$1,960
	H	\$19,200	\$20,160	\$21,168	\$22,226	\$23,338	\$24,505
JUNIOR ACCOUNTANT	A	\$39,936	\$41,933	\$44,030	\$46,231	\$48,543	\$50,970
	BW	\$1,536	\$1,613	\$1,693	\$1,778	\$1,867	\$1,960
	H	\$19,200	\$20,160	\$21,168	\$22,226	\$23,338	\$24,505
RECREATION SUPERVISOR II	A	\$39,936	\$41,933	\$44,030	\$46,231	\$48,543	\$50,970
	BW	\$1,536	\$1,613	\$1,693	\$1,778	\$1,867	\$1,960
	H	\$19,200	\$20,160	\$21,168	\$22,226	\$23,338	\$24,505
SENIOR SITE MANAGER	A	\$39,936	\$41,933	\$44,030	\$46,231	\$48,543	\$50,970
	BW	\$1,536	\$1,613	\$1,693	\$1,778	\$1,867	\$1,960
	H	\$19,200	\$20,160	\$21,168	\$22,226	\$23,338	\$24,505
PROCUREMENT SPECIALIST	A	\$39,936	\$41,933	\$44,030	\$46,231	\$48,543	\$50,970
	BW	\$1,536	\$1,613	\$1,693	\$1,778	\$1,867	\$1,960
	H	\$19,200	\$20,160	\$21,168	\$22,226	\$23,338	\$24,505



**MANAGEMENT, ADMINISTRATIVE AND SUPPORT PERSONNEL
EFFECTIVE OCTOBER 1, 2013
(GROUP III)**

CLASS TITLE	SALARY RANGE	SALARY					
		1	2	3	4	5	6
PERMIT FACILITATOR	A	\$38,034	\$39,935	\$41,932	\$44,029	\$46,230	\$48,542
	BW	\$1,463	\$1,536	\$1,613	\$1,693	\$1,778	\$1,867
	H	\$18.285	\$19.200	\$20.160	\$21.168	\$22.226	\$23.337
ZONING REVIEW COORDINATOR	A	\$38,034	\$39,935	\$41,932	\$44,029	\$46,230	\$48,542
	BW	\$1,463	\$1,536	\$1,613	\$1,693	\$1,778	\$1,867
	H	\$18.285	\$19.200	\$20.160	\$21.168	\$22.226	\$23.337
CENTRAL SERVICES SPECIALIST II	A	\$38,034	\$39,935	\$41,932	\$44,029	\$46,230	\$48,542
	BW	\$1,463	\$1,536	\$1,613	\$1,693	\$1,778	\$1,867
	H	\$18.285	\$19.200	\$20.160	\$21.168	\$22.226	\$23.337
ZONING TECHNICIAN/ASST.	A	\$38,034	\$39,935	\$41,932	\$44,029	\$46,230	\$48,542
	BW	\$1,463	\$1,536	\$1,613	\$1,693	\$1,778	\$1,867
	H	\$18.285	\$19.200	\$20.160	\$21.168	\$22.226	\$23.337
ACCOUNTS PAYABLE TECHNICIAN	A	\$34,498	\$36,223	\$38,035	\$39,936	\$41,933	\$44,030
	BW	\$1,327	\$1,393	\$1,463	\$1,536	\$1,613	\$1,693
	H	\$16.586	\$17.415	\$18.286	\$19.200	\$20.160	\$21.168
RECORDS CLERK II	A	\$34,498	\$36,223	\$38,035	\$39,936	\$41,933	\$44,030
	BW	\$1,327	\$1,393	\$1,463	\$1,536	\$1,613	\$1,693
	H	\$16.586	\$17.415	\$18.286	\$19.200	\$20.160	\$21.168
DEPT. HEAD SECRETARY	A	\$34,498	\$36,223	\$38,035	\$39,936	\$41,933	\$44,030
	BW	\$1,327	\$1,393	\$1,463	\$1,536	\$1,613	\$1,693
	H	\$16.586	\$17.415	\$18.286	\$19.200	\$20.160	\$21.168
SPECIAL EVENTS COORDINATOR	A	\$32,855	\$34,498	\$36,223	\$38,034	\$39,936	\$41,933
	BW	\$1,264	\$1,327	\$1,393	\$1,463	\$1,536	\$1,613
	H	\$15.796	\$16.586	\$17.415	\$18.286	\$19.200	\$20.160
ADMINISTRATIVE SECRETARY	A	\$31,292	\$32,856	\$34,499	\$36,224	\$38,035	\$39,937
	BW	\$1,204	\$1,264	\$1,327	\$1,393	\$1,463	\$1,536
	H	\$15.044	\$15.796	\$16.586	\$17.415	\$18.286	\$19.200



ACCOUNTS RECEIVABLE	A	\$34,498	\$36,223	\$38,035	\$39,936	\$41,933	\$44,030
TECHNICIAN	BW	\$1,327	\$1,393	\$1,463	\$1,536	\$1,613	\$1,693
	H	\$16.586	\$17.415	\$18.286	\$19.200	\$20.160	\$21.168
PERMIT COORDINATOR	A	\$31,292	\$32,856	\$34,499	\$36,224	\$38,035	\$39,937
	BW	\$1,204	\$1,264	\$1,327	\$1,393	\$1,463	\$1,536
	H	\$15.044	\$15.796	\$16.586	\$17.415	\$18.286	\$19.200
PROJECT COORDINATOR	A	\$31,292	\$32,856	\$34,499	\$36,224	\$38,035	\$39,937
	BW	\$1,204	\$1,264	\$1,327	\$1,393	\$1,463	\$1,536
	H	\$15.044	\$15.796	\$16.586	\$17.415	\$18.286	\$19.200
POOL SUPERVISOR (PT)	A	\$26,218	\$27,528	\$28,905	\$30,350	\$31,868	\$33,461
	BW	\$1,008	\$1,059	\$1,112	\$1,167	\$1,226	\$1,287
	H	\$15.756	\$16.544	\$17.371	\$18.239	\$19.151	\$20.109
PLANNING ASSISTANT	A	\$22,338	\$23,455	\$24,628	\$25,859	\$27,152	\$28,510
	BW	\$859	\$902	\$947	\$995	\$1,044	\$1,097
	H	\$10.74	\$11.28	\$11.84	\$12.43	\$13.05	\$13.71
RECREATION LEADER	A	\$25,746	\$27,033	\$28,385	\$29,804	\$31,294	\$32,859
	BW	\$990	\$1,040	\$1,092	\$1,146	\$1,204	\$1,264
	H	\$12.378	\$12.997	\$13.646	\$14.329	\$15.045	\$15.797
OFFICE SUPPORT	A	\$17,676	\$18,559	\$19,487	\$20,462	\$21,485	\$22,559
	BW	\$680	\$714	\$750	\$787	\$826	\$868
	H	\$8.498	\$8.923	\$9.369	\$9.837	\$10.329	\$10.846
GENERAL LABORER	A	\$16,806	\$17,647	\$18,529	\$19,456	\$20,428	\$21,450
	BW	\$646	\$679	\$713	\$748	\$786	\$825
	H	\$8.080	\$8.484	\$8.908	\$9.354	\$9.821	\$10.312
LIFE GUARD (PT)	A	\$3,856	\$4,049	\$4,251	\$4,464	\$4,687	\$4,922
(10 WEEKS)	BW	\$771	\$810	\$850	\$893	\$937	\$984
	H	\$12.051	\$12.653	\$13.286	\$13.950	\$14.648	\$15.380
INSTRUCTOR (PT)	A	\$26,223					
	BW	\$1,009					
	H	\$15.759					



RECREATION AIDE (PT)	A	\$13,578
	BW	\$522
	H	\$8.160



**AFSCME COLLECTIVE BARGAINING EMPLOYEE GROUP
EFFECTIVE OCTOBER 1, 2013**

CLASS TITLE	SALARY RANGE	SALARY					
		1	2	3	4	5	6
GRDS/LANDSCAPE	A	\$50,969	\$53,518	\$56,194	\$59,003	\$61,954	\$65,051
MAINTENANCE SUPERVISOR	BW	\$1,960	\$2,058	\$2,161	\$2,269	\$2,383	\$2,502
	H	\$24,505	\$25,730	\$27,016	\$28,367	\$29,785	\$31,275
MOTOR POOL SUPERVISOR	A	\$45,344	\$47,612	\$49,992	\$52,492	\$55,116	\$57,872
	BW	\$1,744	\$1,831	\$1,923	\$2,019	\$2,120	\$2,226
	H	\$21,800	\$22,890	\$24,035	\$25,236	\$26,498	\$27,823
SENIOR CODE ENFORCEMENT OFFICER	A	\$45,344	\$47,611	\$49,992	\$52,491	\$55,116	\$57,872
	BW	\$1,744	\$1,831	\$1,923	\$2,019	\$2,120	\$2,226
	H	\$21,800	\$22,890	\$24,035	\$25,236	\$26,498	\$27,823
CODE ENFORCEMENT OFFICER II	A	\$43,184	\$45,343	\$47,610	\$49,991	\$52,490	\$55,115
	BW	\$1,661	\$1,744	\$1,831	\$1,923	\$2,019	\$2,120
	H	\$20,761	\$21,799	\$22,889	\$24,034	\$25,236	\$26,497
CODE ENFORCEMENT OFFICER I	A	\$38,032	\$39,933	\$41,930	\$44,026	\$46,228	\$48,539
	BW	\$1,463	\$1,536	\$1,613	\$1,693	\$1,778	\$1,867
	H	\$17,080	\$17,934	\$18,831	\$19,772	\$20,761	\$21,799
HEAVY EQUIPMENT OPERATOR	A	\$33,835	\$35,527	\$37,304	\$39,169	\$41,127	\$43,184
	BW	\$1,301	\$1,366	\$1,435	\$1,506	\$1,582	\$1,661
	H	\$16,267	\$17,080	\$17,934	\$18,831	\$19,773	\$20,761
AUTOMATED EQUIPMENT OPERATOR	A	\$33,835	\$35,527	\$37,304	\$39,169	\$41,127	\$43,184
	BW	\$1,301	\$1,366	\$1,435	\$1,506	\$1,582	\$1,661
	H	\$16,267	\$17,080	\$17,934	\$18,831	\$19,773	\$20,761
LEAD WORKER II	A	\$33,835	\$35,527	\$37,304	\$39,169	\$41,127	\$43,184
	BW	\$1,301	\$1,366	\$1,435	\$1,506	\$1,582	\$1,661
	H	\$16,267	\$17,080	\$17,934	\$18,831	\$19,773	\$20,761
WASTE COLLECTION DRIVER	A	\$30,689	\$32,223	\$33,834	\$35,526	\$37,302	\$39,167
	BW	\$1,180	\$1,239	\$1,301	\$1,366	\$1,435	\$1,506
	H	\$18,284	\$19,199	\$20,159	\$21,167	\$22,225	\$23,336



AUTO MECHANIC	A	\$35,527	\$37,303	\$39,168	\$41,126	\$43,183	\$45,342
	BW	\$1,366	\$1,435	\$1,506	\$1,582	\$1,661	\$1,744
	H	\$14,754	\$15,492	\$16,267	\$17,080	\$17,934	\$18,831
MAINTENANCE WORKER III	A	\$30,689	\$32,223	\$33,834	\$35,526	\$37,302	\$39,167
	BW	\$1,180	\$1,239	\$1,301	\$1,366	\$1,435	\$1,506
	H	\$14,754	\$15,492	\$16,267	\$17,080	\$17,934	\$18,831
LEAD WORKER	A	\$27,837	\$29,229	\$30,690	\$32,225	\$33,836	\$35,528
	BW	\$1,071	\$1,124	\$1,180	\$1,239	\$1,301	\$1,366
	H	\$13,383	\$14,052	\$14,755	\$15,493	\$16,267	\$17,081
MAINTENANCE WORKER II	A	\$26,512	\$27,837	\$29,229	\$30,691	\$32,225	\$33,837
	BW	\$1,020	\$1,071	\$1,124	\$1,180	\$1,239	\$1,301
	H	\$12,746	\$13,383	\$14,053	\$14,755	\$15,493	\$16,268
REFUSE COLLECTOR	A	\$26,512	\$27,837	\$29,229	\$30,691	\$32,225	\$33,837
	BW	\$1,020	\$1,071	\$1,124	\$1,180	\$1,239	\$1,301
	H	\$12,746	\$13,383	\$14,053	\$14,755	\$15,493	\$16,268
MAINTENANCE WORKER I	A	\$24,047	\$25,249	\$26,511	\$27,837	\$29,229	\$30,690
	BW	\$925	\$971	\$1,020	\$1,071	\$1,124	\$1,180
	H	\$11,561	\$12,139	\$12,746	\$13,383	\$14,052	\$14,755



**PBA COLLECTIVE BARGAINING EMPLOYEE GROUP
EFFECTIVE OCTOBER 1, 2013**

CLASS TITLE	SALARY RANGE	SALARY					
		1	2	3	4	5	6
POLICE MAJOR (NON-BARGAINING)	A	\$80,580	\$84,609	\$88,839	\$93,281	\$97,945	\$102,843
	BW	\$3,099	\$3,254	\$3,417	\$3,588	\$3,767	\$3,955
	H	\$38,740	\$40,677	\$42,711	\$44,847	\$47,089	\$49,444
POLICE CAPTAIN (BARGAINING UNIT)	A	\$73,410	\$77,081	\$80,935	\$84,982	\$89,231	\$93,692
	BW	\$2,823	\$2,965	\$3,113	\$3,269	\$3,432	\$3,604
	H	\$35,293	\$37,058	\$38,911	\$40,857	\$42,899	\$45,044
POLICE LIEUTENANT (BARGAINING UNIT)	A	\$69,915	\$73,411	\$77,081	\$80,935	\$84,982	\$89,231
	BW	\$2,689	\$2,823	\$2,965	\$3,113	\$3,269	\$3,432
	H	\$33,613	\$35,294	\$37,058	\$38,911	\$40,857	\$42,900
POLICE SERGEANT (BARGAINING UNIT)	A	\$59,521	\$62,497	\$65,622	\$68,903	\$72,348	\$75,966
	BW	\$2,289	\$2,404	\$2,524	\$2,650	\$2,783	\$2,922
	H	\$28,616	\$30,047	\$31,549	\$33,126	\$34,783	\$36,522
POLICE TRAINING OFFICER (BARGAINING UNIT)	A	\$51,417	\$53,988	\$41,522	\$43,598	\$45,778	\$48,067
	BW	\$1,978	\$2,076	\$2,180	\$2,289	\$2,404	\$2,524
	H	\$24,720	\$25,956	\$27,254	\$28,616	\$30,047	\$31,549
POLICE OFFICER (BARGAINING UNIT)	A	\$46,636	\$48,968	\$51,417	\$53,988	\$56,687	\$59,521
	BW	\$1,794	\$1,883	\$1,978	\$2,076	\$2,180	\$2,289
	H	\$22,421	\$23,542	\$24,720	\$25,956	\$27,253	\$28,616
COMMUNICATION OFFICER (NON-BARGAINING)	A	\$34,498	\$36,223	\$38,035	\$39,936	\$41,933	\$44,030
	BW	\$1,327	\$1,393	\$1,463	\$1,536	\$1,613	\$1,693
	H	\$16,586	\$17,415	\$18,286	\$19,200	\$20,160	\$21,168
PUBLIC SERVICE AIDE (NON-BARGAINING)	A	\$18,822	\$19,763	\$20,751	\$21,789	\$22,878	\$24,022
	BW	\$723.93	\$760.12	\$798.13	\$838.03	\$879.94	\$923.93
	H	\$9.05	\$9.502	\$9.977	\$10.475	\$10.999	\$11.549



GLOSSARY

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

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)

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).

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.

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

Asset. Resources owned or held by a government, which have monetary value.

- B** Balanced Budget. Occurs when planned expenditures equal anticipated revenues. In Florida, it is a requirement that the budget submitted to the City Commission 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.

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 payment 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 related Federal project grants used to finance capital expenditures.



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.

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

Budget Ordinance. The schedule of revenues and expenditures for the upcoming fiscal year by fund, which is adopted by the City Commission each 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 Message. A general discussion of the proposed budget written by the City Manager to the City Commission.

Budget Schedule. The schedule of key dates which a government follows in the preparation and adoption of the budget.

C **CAFR.** Comprehensive Annual Financial Report.

CALEA. Commission Accreditation of Law Enforcement Agencies.

Capital Improvement Program. 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. The amount of capital reserve is roughly equal to the government's annual equipment depreciation and an amount identified as being needed for future capital acquisition.

Capital Outlay. Fixed assets, which have a value of \$1,000 or more and have a useful economic lifetime of more than one year; or assets of any value if the nature of the item is such that it must be controlled for custody purposes as a fixed asset.

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.

CIT. Crisis Intervention Training.

CITT. Citizen's Independent Transportation Trust.

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).

Contingency Account. An appropriation of money set aside for unexpected expenses. The amount needed is transferred by City Commission action to supplement the appropriate expenditure account.

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

County Wide Service Area. As the area wide government, Miami-Dade County has the responsibility to provide certain services to all residents. The countywide services include: public health care, sheriff, jails, courts, mass transportation, 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.

CP. Capital Projects.

- D 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.

Department. A major administrative division of the City, 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.

Disbursement. The expenditure of monies from an account.

Distinguished Budget Presentation Awards Program. A voluntary award program



administered by the Government Finance Officers Association to encourage governments to prepare effective budget documents.

E EAR. Evaluation and Appraisal Report.

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, and life insurance plans.

Encumbrance. Commitments of funds for contracts and services to be performed. When encumbrances are recorded, available appropriations are correspondingly reduced.

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.

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

Expenditure. The cost of goods delivered or services provided, including operating expenses, capital outlays, and debt service. Includes such things as paying salaries of police, fire and others, purchasing materials, electricity, water and gas and making long-term debt payments.

F Final Budget. Term used to describe revenues and expenditures for the upcoming year beginning October 1st and ending September 30th.

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.

Fiscal Year. The 12-month period to which the annual budget applies. The City'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, building, 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 City 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.

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 Refuse Collection and Recycling Fund and the Stormwater Utility Fund.

Fund Balance. The excess of 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.

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 a specific source and spends it on specific activities.

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 its general obligation bonds, the City of South Miami 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.

GF. General Fund.

GFOA. Government Finance Officers Association.

Goal. An 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 City department



or sub-department during a one-year period. It is not necessarily a fiscal period.

GOB. General Obligation Bond.

Grant. A contribution by one governmental unit to another. The contribution is usually made to aid in the support of a specified function (for example, education), but it is sometimes also for general purposes.

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

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

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

- 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.

LTG. Long Term Goals.

- M** Mil of Tax. A rate of tax equal to \$1 for each \$1,000 of assessed property value. So if your house has a taxable value of \$50,000 and the millage rate is 1, then you would pay \$50 in taxes, and if the millage rate is 10, then you would pay \$500 in taxes.

Millage Rate. One mil equals \$1 of tax for each \$1,000 of property value. The millage rate is the total number of mils of tax assessed against this value.

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 City Departments.



- O** Objective. A specific measurable and observable activity which advances the organization toward its goal.

Objects of Expenditure. Expenditure classifications based upon the types or categories of goods and services purchased.

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 City'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 City Commission of South Miami. A law.

OSHA. Occupation Safety & Health Administration.

- P** Personal 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 City 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 value of the 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. So if your house has a taxable value of \$300,000 and the millage rate is 1, then you would pay \$300 in taxes, and if the millage rate is 10, then you would pay \$3,000 in taxes.



- 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.

Revenue. Money that the City of South Miami 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 pay for service delivery and other items.

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

Rollback 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** 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.

STG. Short Term Goals.

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”.

SW. Stormwater.

- T** Tax Base. Total assessed valuation of real property within the City.

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.

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



TF. Transportation Fund.

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

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 “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.

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

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



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