



CITY OF SOUTH MIAMI
CAPITAL & OPERATING BUDGET AND PAY PLAN
FISCAL YEAR 2012-2013



ORDINANCE 20-12-2136



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

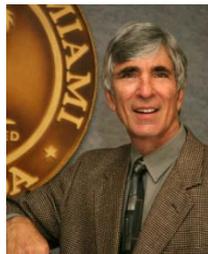
ELECTED OFFICIALS



Mayor
Philip K. Stoddard, Ph.D.



Vice Mayor
Josh Liebman



Commissioner
Walter A. Harris



Commissioner
Valarie Newman



Commissioner
Bob Welsh

CHARTERED OFFICIALS

CITY CLERK
Maria M. Menendez, CMC
(Appointed 2000)

CITY MANAGER
Hector Mirabile, PhD
(Appointed 2010)

CITY ATTORNEY
Thomas Pepe, Esq.
(Appointed 2011)

MANAGEMENT TEAM

CHIEF FINANCIAL OFFICER
Alfredo Riverol, CPA Cr.FA (2010)

POLICE CHIEF
Orlando Martinez De Castro (2010)

CHIEF SUPERINTENDENT
Kelly Barket (2011)

PARKS & RECREATION DIRECTOR
Lorenzo Woodley (2012)

HUMAN RESOURCES DIRECTOR
LaTasha Nickle, Esq. (2011)

BUILDING DIRECTOR
Victor Citarella, PE (2008)

PLANNING & ZONING DIRECTOR
Christopher Brimo (2011)

CAPITAL PROJECTS MANAGER
Jorge Vera (2012)



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:

Hector Mirabile PhD, City Manager

Alfredo Riverol, CPA Cr.FA, Chief Financial Officer

Budget and Finance Committee Members

Gabriel Edmond, Chairman

Yvonne Beckman
Denise Covington
Scott Fuhrman
Curphy W. Grant

The following individuals are recognized for their significant contribution in the preparation of this document:

Maria Virquez, Office Manager

Michelle Caloca, Junior Accountant

Solangel Gorrin, Junior Accountant

Maria Perez, Accounting Clerk

Jenny Roque, Office Support

*FY 2013 Budget Cover was Produced & Contributed by Melissa Virquez &
Cover Photo Sunset Drive Night Courtesy of SoMiMAG Photography: John Edward Smith*

We would also like to acknowledge the cooperation and efforts put forth by the management team and their staff members in assisting with the preparation of this document.

City of South Miami
6130 Sunset Drive
Miami, FL 33143

305-663-6343

www.southmiamifl.gov



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of South Miami
Florida**

For the Fiscal Year Beginning

October 1, 2011

Linda C. Danson 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, 2011**. 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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CITY MANAGER'S BUDGET MESSAGE

October 1, 2012

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

**RE: Capital and Operating Budget
And Pay Plan
Fiscal Year 2012/2013**



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 2012/13 Operating and Capital Budget for the fiscal year beginning October 1, 2012 and ending September 30, 2013.

As we are witnessing, the country, and more especially Miami-Dade County, continues experiencing a difficult economic period. However, property values, foreclosure, and unemployment rates possibly began stabilizing. This budget process was a difficult one, but I believe you will find that the presented budget continues providing superior services to all residents, businesses, and visitors of the City of South Miami while not increasing City taxes, rather reducing the millage from the existing rate by 6%. The City's 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. These goals align the financial decisions included in the annual budget and Capital Improvement Program (CIP) to the services provided by the city.



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 achieve the goals.

BUDGET SUMMARY

The information contained in this budget provides a level of detail, which is valuable to the governing board as you move forward in planning for the City. We also believe this level of detail is necessary for the public in order to provide transparency and openness to the citizens.

Please find a list of the specific expense items in respective departments and divisions, taken together for FY 2013.



CONSOLIDATED ITEMS DETAIL BY DEPARTMENT FOR FY 13

CONSOLIDATED ITEMS DETAIL BY DEPARTMENT FOR FY 13

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	167	0	0	0	0	0	5,000
CITY CLERK	146,062	0	12,479	391	0	20,567	0	0	1,668	360
CITY MANAGER	233,210	57,498	18,010	782	5,410	9,006	500	2,385	1,668	1,800
CENTRAL SERVICES	106,513	16,018	12,479	328	0	0	0	0	6,482	720
HUMAN RESOURCES	167,043	0	18,718	449	0	0	0	17,421	0	1,560
MIS DEPART	0	0	0	0	0	0	0	47,509	0	0
FINANCE DEPART	260,921	51,896	24,957	828	0	11,549	0	1,300	1,668	1,200
BUILDING DEPART	238,374	137,077	24,957	7,308	1,500	0	400	0	1,900	500
PLANNING DEPART	241,800	19,771	24,957	702	144	13,656	400	13,434	3,412	2,280
CODE ENFORCE	236,933	16,291	24,957	4,626	5,978	8,013	1,800	4,612	1,668	4,350
PW BLDG. MAINT.	70,464	0	12,479	3,126	0	10,536	0	0	0	624
PW SOLID WASTE	342,704	0	56,153	42,081	0	39,080	0	0	0	0
PW STREETS MAINT.	250,875	19,121	43,675	25,345	0	28,299	0	0	0	1,050
PW EQUIP. MAINT.	125,838	0	18,718	4,075	172,420	13,176	32,873	0	0	624
PW OFFICE OF DIR	177,316	0	18,718	476	0	7,057	0	4,520	6,670	1,787
PW ENG. & CONSTR	129,129	0	12,479	348	0	5,918	0	0	0	1,620
POLICE	3,408,596	0	354,262	131,099	217,121	560,893	26,000	23,913	11,000	49,560
PARKS & REC	304,281	13,181	37,436	11,704	15,117	25,236	3,870	9,315	5,003	3,240
LANDSCAPE MAINT.	178,671	0	31,196	6,634	13,352	18,902	1,500	0	0	1,200
COMM CENTER	139,470	341,251	24,957	17,850	0	15,317	0	0	1,668	5,500
TOTAL FY 2013	6,820,200	672,104	771,587	258,319	431,042	787,205	67,343	124,409	42,807	82,975
BUDGETED FY 2012	7,035,098	692,204	754,388	289,769	402,855	1,107,961	65,470	105,492	44,060	50,259
DIFFERENCES	-214,898	-20,100	17,199	-31,450	28,187	-320,756	1,873	18,917	-1,253	32,716

* The increase in the Police Communication line item is due to Police aircards being included this fiscal year in expenditure line item 4120.



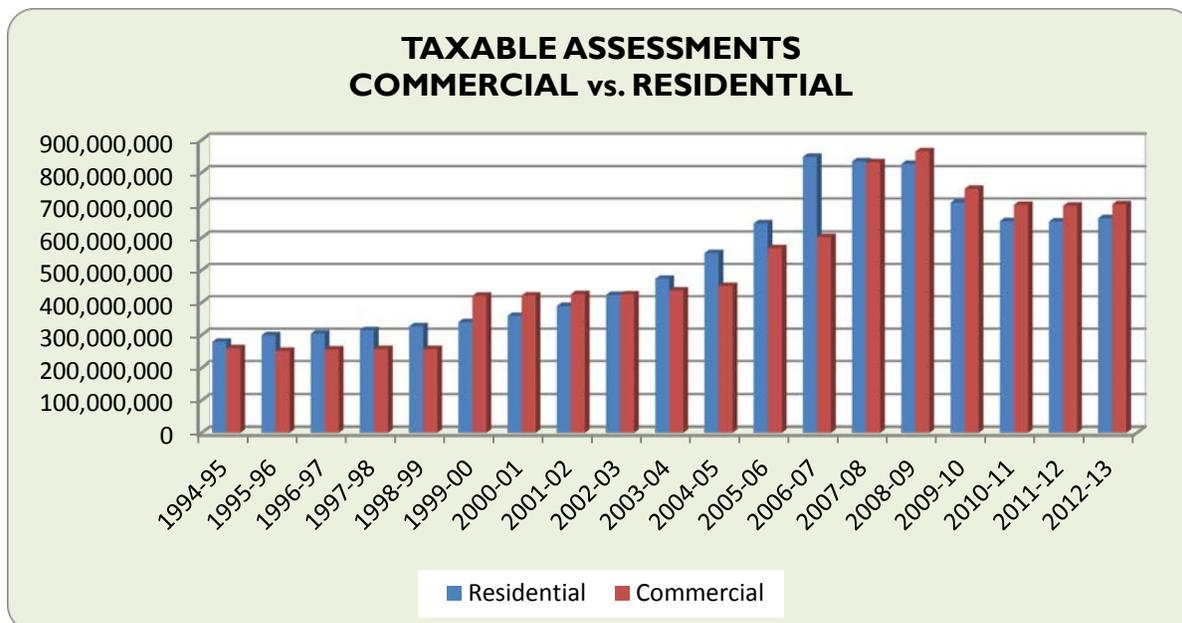
PROPERTY TAX INFORMATION

The Miami-Dade County Property Appraiser certified the Taxable Value within the City of South Miami at \$1,426,836,326. This valuation represents a .92% increase from the FY 2011-12 level of \$1,413,775,283. Below please find a detail breakdown of the City's new taxable value.

Tax Assessed Value Breakdown for the City of South Miami:

Residential - Single-unit residential properties (single family, condos, townhouses, NOT multifamily such as duplexes, apartments, etc):	\$660,566,035	48%
Commercial - Including multifamily and government/institutional.	\$701,447,869	52%
Personal Property:	\$64,822,422	
CITY TOTAL TAXABLE VALUE:	\$1,426,836,326	100%

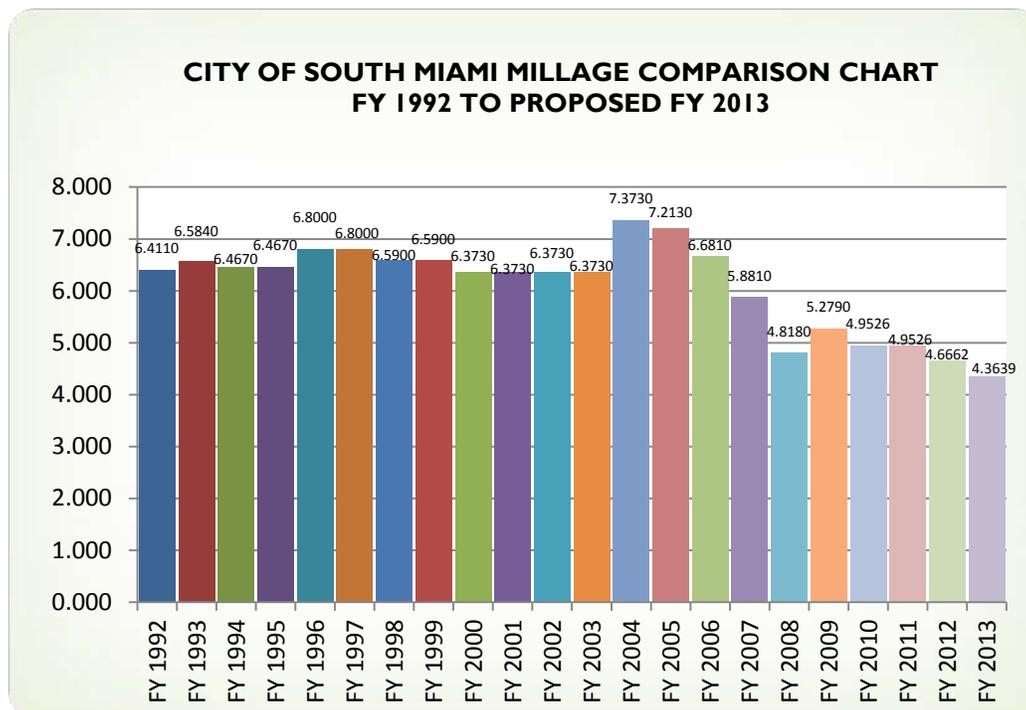
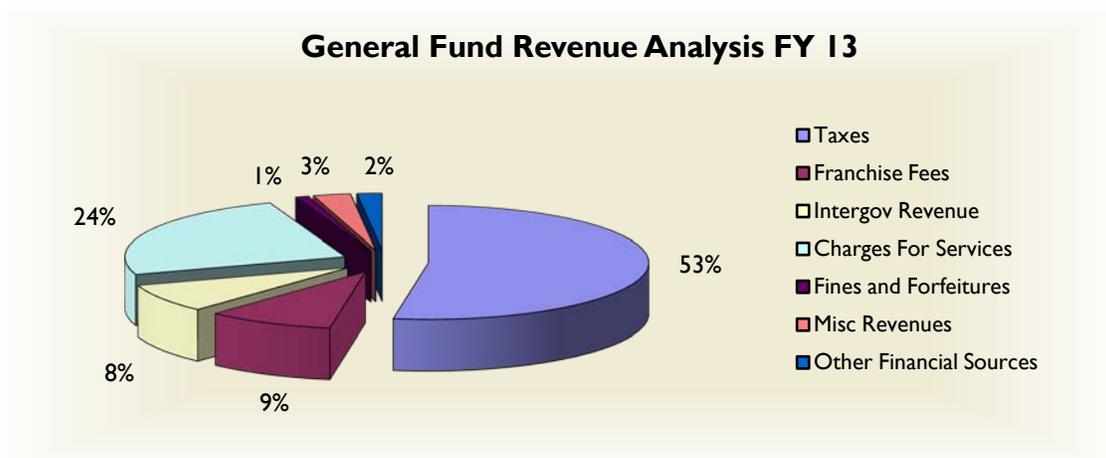
This increase is attributable to signs of the economy possibly stabilizing. The City experienced an assessed real property value increase of \$13,061,043 or 0.92%. Personal property assessed values decreased by \$1,986,289 or 2.98%. New Construction decreased by \$2,468,601 or 65.19%. Thus, the City's millage rate of 4.3639 mills is representative of a 6% reduction from the city's existing millage rate of 4.6662. The proposed millage rate will generate \$5,915,242 of ad valorem revenue which will allow the City to continue with regular necessary operations and on-going projects.





CITY OF SOUTH MIAMI GENERAL FUND REVENUES

The City of South Miami's estimated General Fund Revenues, including Other Financial Sources for FY 2013, as provided in the proposed budget is \$16,653,307. This estimated revenue amount is calculated using the City's adopted tax rate of 4.3639. A breakdown of the general makeup of the City's General Fund Revenues is presented below.



In the following page, you will find the General Fund Summary of FY 2013.



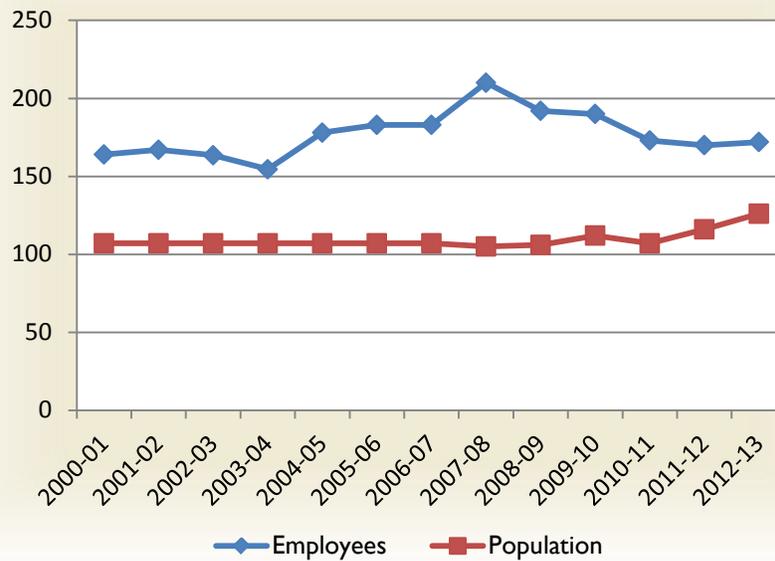
GENERAL FUND SUMMARY

DEPT NO	ACCOUNT CLASSIFICATION	ACTUAL 2009-2010	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATE 2011-2012	CM RECOM 2012-2013
BEGINNING FUND BALANCE		6,618,657	6,167,140	5,813,467	5,813,467	3,850,830
	TAXES	9,185,739	8,469,966	8,793,467	8,850,396	8,443,533
	FRANCHISE FEES	1,572,574	2,032,168	1,535,470	1,549,970	1,546,000
	INTERGOV REVENUE	1,172,632	1,230,477	1,227,460	1,226,739	1,338,856
	CHARGES FOR SERVICES	3,174,958	3,933,072	4,144,000	4,184,632	4,117,200
	FINES AND FORFEITURES	217,598	165,377	151,000	176,167	161,000
	MISCELLANEOUS REVENUES	1,501,329	572,115	509,078	449,809	455,383
	TOTAL	16,824,830	16,403,175	16,360,475	16,437,713	16,061,971
OTHER FINANCIAL SOURCES		716,114	1,687,670	416,253	416,253	308,173
1100	CITY COMMISSION	90,484	87,754	92,984	95,984	92,810
1200	CITY CLERK	217,256	247,683	260,860	260,860	278,988
1310	CITY MANAGER	386,273	450,392	607,424	607,424	672,665
1315	INTERGOVERNMENTAL	94,810	0	0	0	0
1320	CENTRAL SERVICES	245,348	279,313	280,749	280,749	356,205
1330	HUMAN RESOURCES	158,535	446,273	654,772	661,772	664,939
1340	MGMT. INFORM. SYSTEMS	564,314	337,698	417,765	443,765	315,400
1410	FINANCE DEPARTMENT	676,432	1,521,437	620,634	620,634	563,371
1420	FINANCE INSURANCE	605,488	0	0	0	0
1500	CITY ATTORNEY	465,732	370,949	375,000	375,000	521,000
1610	BUILDING DEPARTMENT	415,890	464,689	424,021	424,021	463,298
1620	PLANNING DEPARTMENT	424,289	365,132	374,240	374,240	545,162
1640	CODE ENFORCEMENT	309,102	293,062	374,636	374,636	381,931
1710	PW-BLDG. MAINT.	630,535	594,203	610,381	610,381	431,730
1720	PW-SOLID WASTE	1,341,756	1,288,586	1,322,312	1,322,312	1,268,078
1730	PW-STREETS MAINT.	624,148	574,491	615,095	615,095	591,156
1760	PW-EQUIP. MAINT.	733,183	704,099	540,762	540,762	543,646
1770	PW-OFFICE OF DIRECTOR	292,222	376,443	252,748	252,748	244,687
1790	PW-ENG. & CONSTR.	159,259	170,453	257,147	257,147	256,934
1910	POLICE	4,902,783	5,721,217	6,292,916	6,247,916	6,304,480
2000	PARKS & RECREATION	651,453	582,801	548,691	548,691	537,800
1750	LANDSCAPE MAINT.	504,244	496,030	513,793	513,793	425,226
2020	COMMUNITY CENTER	392,508	433,531	675,518	675,518	685,090
2100	NON-DEPARTMENTAL	3,106,417	444,044	0	0	85,000
	TOTAL	17,992,462	16,250,281	16,112,447	16,103,447	16,229,596
CHANGE BEFORE FUND BALANCE		-451,517	1,840,564	664,280	750,518	140,548
2100	NON-DEPARTMENT TRANSFER	0	2,194,237	2,631,155	2,713,155	780,936
ENDING FUND BALANCE		\$6,167,140	\$5,813,467	\$3,846,592	\$3,850,830	\$3,210,442

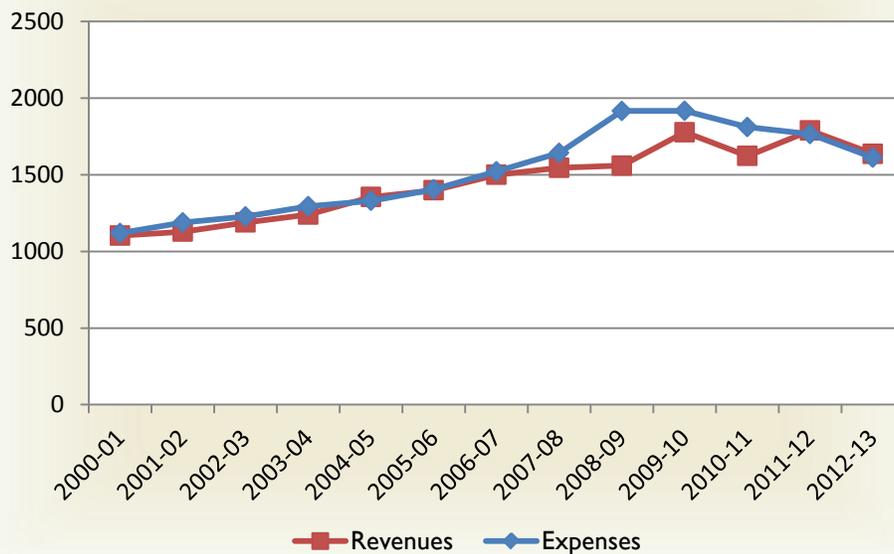
NOTE: The Difference in Finance of \$22,288 is because the system includes encumbrances.



Comparison Population to Personnel (100s)



General Fund Comparison Revenues to Expenses (100s)





CHANGES IN THE CITY WORKFORCE AND TOTAL PAYROLL

In this year's budget, the City included a 2% salary adjustment increase for the police and all general employees.

During FY 2012, the City administration stress tested Finance's in-house payroll function. After great evaluation and long consideration, it was determined that outsourcing the payroll processing function provided great benefit to the City's staff with a savings of approximately \$50,000.

Furthermore, as part of the City's continued effort of stress testing departments, the City's administration determined that outsourcing the Building Maintenance Division provided for a more efficient and effective manner of regularly maintaining City facilities. Moreover, privatization provided for a significant savings of taxpayer dollars. FY 2012 Building Maintenance Division budget \$610,381, FY 2013 proposed budget for the Building Maintenance Division \$417,124; a savings in excess of \$193,000.

SUMMARY OF MAJOR BUDGET HIGHLIGHTS

The City Administration is looking to relocate the Building, Code Enforcement and Central Services Division from the current City Hall to the Historical Sylva Martin Building. The relocation will help in the required renovations of the Sylva Martin Building along with bringing a large section of governmental departments under one roof within the new administration area, hence increasing efficiencies and effectiveness for the residents, businesses, and overall all visitors to the City. Literally, a customer will come to one location for the majority of city services.

In fiscal year 2013, as part of the continued commitment to the South Miami Downtown economic development, the City will be implementing wireless downtown for residents and visitors to access. Furthermore, the wireless mesh infrastructure will provide secure access to the existing multi-space parking meters as well as the City's public safety officers to communicate with required servers. The savings from the air cards which are currently used by each of the existing multi-space parking meters to communicate to the servers will provide the savings needed to pay for the wireless mesh infrastructure within a 3.5 year period. This was not accomplished in FY 2012 due to other critical infrastructure requirements taking priority and the time available from staff.

The City continues the mission to "go paperless" by expending funds to digitize existing government documents as part of the implementation of the central universe repository system. The new system will serve as the universal repository, granting users across the enterprise instant access to the information they need to complete their jobs quickly and efficiently. Additionally, it reduces the resource utilization inherent with paper-based processes. The purpose of this new system is to gain a single point of control over all information assets throughout their life cycles, quick and easy access, remove the need for time-consuming manual filing by automatically indexing and filing incoming paperwork, and protect confidential files with granular, role-based security. As the demand for government transparency and requests for public information continues growing,



the City staff and customers need an efficient, cost-effective solution for making information available. The system offers an easy-to-navigate web portal making documents available to the public—while still keeping the core repository secure.

The City is committed to completing multiple traffic calming projects throughout the City. The specific communities which the City is focusing on in FY 2013 are West Pinecrest Villas, Bird Estates, SW 64th Street Corridor Improvement Phase II, 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 2013, purchasing six new police vehicles and one new GEM Parking Enforcement Electric Vehicle. The upgrades of the City's fleet are required to continue providing base levels of services to the residents of the City. The older police vehicles that are replaced will backfill those vehicles in the city fleet that are determined at exceeding their useful life and auctioned.

SUMMARY OF FINANCIAL ISSUES AHEAD

In fiscal year 2011, the City completed negotiations with the IRS and closed on the new SunTrust loan as part of the settlement of August 17, 2011. However, the City is still in negotiations and discussions with the SEC at this time. The SEC has the administrative powers to impose fines, penalties and interest. The City expects to have an agreement with the SEC in the near future. Furthermore, the Florida League of Cities may request the City to reimburse the League for any out of pocket expenses incurred due to the SEC bond issues. The Florida League of Cities acquired the services of the Law Firm Holland & Knight to help guide them through the negotiation process with the SEC.

Due to the present status of the European, our national, and local economies compounded by the unstable situation in the Middle East, the price of the fuel is projected to follow an unstable pattern which may prove to be an increase in costs. Presently, the City is estimating \$4 per gallon for the 2013 budget. The current average price for fuel is \$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 for personal use..

The Murray Park Pool Project continues to be a concern for the City. As of August 30, 2012, the City received a total of \$191,550 in reimbursement from Miami-Dade County for the first design produced by the engineer firm, C3TS. Miami-Dade County Public Housing and Community Development advised the City that grant funding for the project would be extended providing the City accomplish two milestones: (1) construction plans must be completed and approved; and, (2) construction must commence by December 31, 2012. The City provided the pool contractor contract documents associated with this project, which are under review by the pool contractor's attorney. Assuming the City encounters deadline issues or Miami-Dade County restraints which prevent the building of the pool, the City may be required to reimburse the Federal Housing & Urban Development Agency (HUD) the \$191,550.



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 their valuable input during our budget workshops.

Sincerely,

Hector Mirabile, Ph.D.
City Manager



GUIDE FOR READERS

The Fiscal Year 2012-2013 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 will 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 2012-2016 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. (Amended 2/8/00)
- 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 planned expenditures equal anticipated 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.



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, 2012 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 2013 BUDGET SCHEDULE

MARCH 16

Distributions of Budget Worksheets to Departments

APRIL - JUNE

Department budget meetings with the City Manager.

JULY 1

Receipt of DR 420 (Property Appraiser Certification of Taxable Value) from the County (FS Section 200.065). Review of department's requests.

Development of City Manager's budget.

JULY 24

Submission of proposed budget to the Mayor and City Commission (Article IV, Section 2a, City Charter provides for deadline of August 1) and presentation of a resolution advising the Property Appraiser's Office of the City's proposed millage rate and announcing the date, time and place of the first and second budget hearing.

AUGUST 4

Last day to advise the Property Appraiser's office of the proposed millage rate, current year rollback rate and date, time and place of the first budget hearing (FS Section 200.065)

AUGUST 29

Last day to post a notice for Sept. 11 public hearing (Article IV, Section 2B)

AUGUST 30

Budget Workshop with the Mayor and City Commission

SEPTEMBER 11

First public hearing and adoption of tentative budget (Trim Bill). Must amend tentative budget, re-compute proposed millage rate and publicly announce the percentage by which recomputed proposed millage exceeds the rollback rate.

FINAL APPROVAL OF THIS DATE SUBJECT TO COUNTY AND SCHOOL BOARD HEARING DATES (FS Section 200.065)

SEPTEMBER 12

Last day to advertise final public hearing of Sept. 24 (FS Section 200.065)

SEPTEMBER 24

Final public hearing and adoption of budget. If budget is not adopted this date, the City must re-advertise Public Hearing



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.

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 2013 may be adopting a Purchasing Ordinance which will supersede the Purchasing Policy, within the FY 2013 Budget Document.*



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.



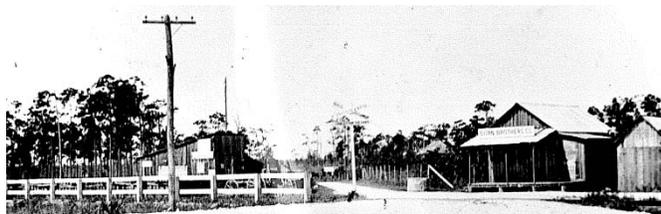
Charles Fuchs

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.



Sunset Drive West from US 1 Intersection (1913)

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.

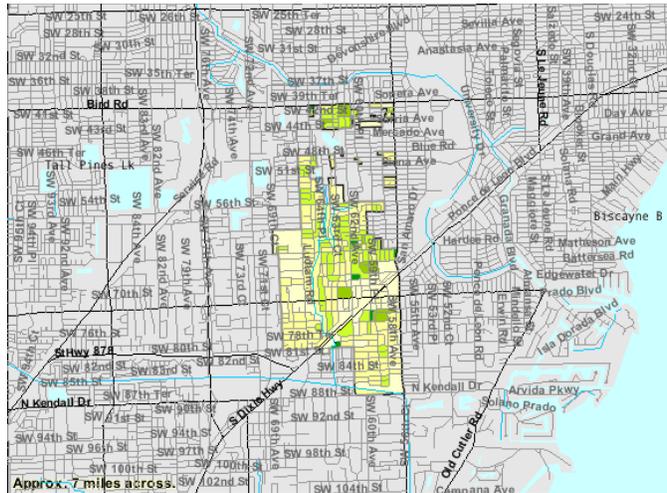
Through all these years, the City of South Miami preserved its hometown feel and the residents are proud to call it - The City of Pleasant Living.



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, 2012

- * Mayor: Philip Stoddard, Ph.D. (Election 2012)
- * Vice Mayor: Josh Liebman (Vice Mayor until 2014, Commissioner Group II until 2016)
- * Commissioner Group IV : Walter Harris (Election 2014)
- * Commissioner Group I: Valarie 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 as of 2011, according to the U.S. Census Bureau is 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.



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.

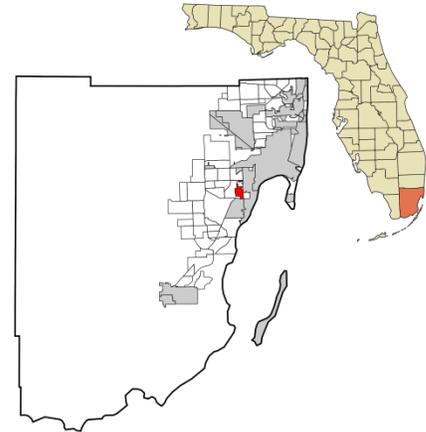
Legislative Changes

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 2013 is 12,363. 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		

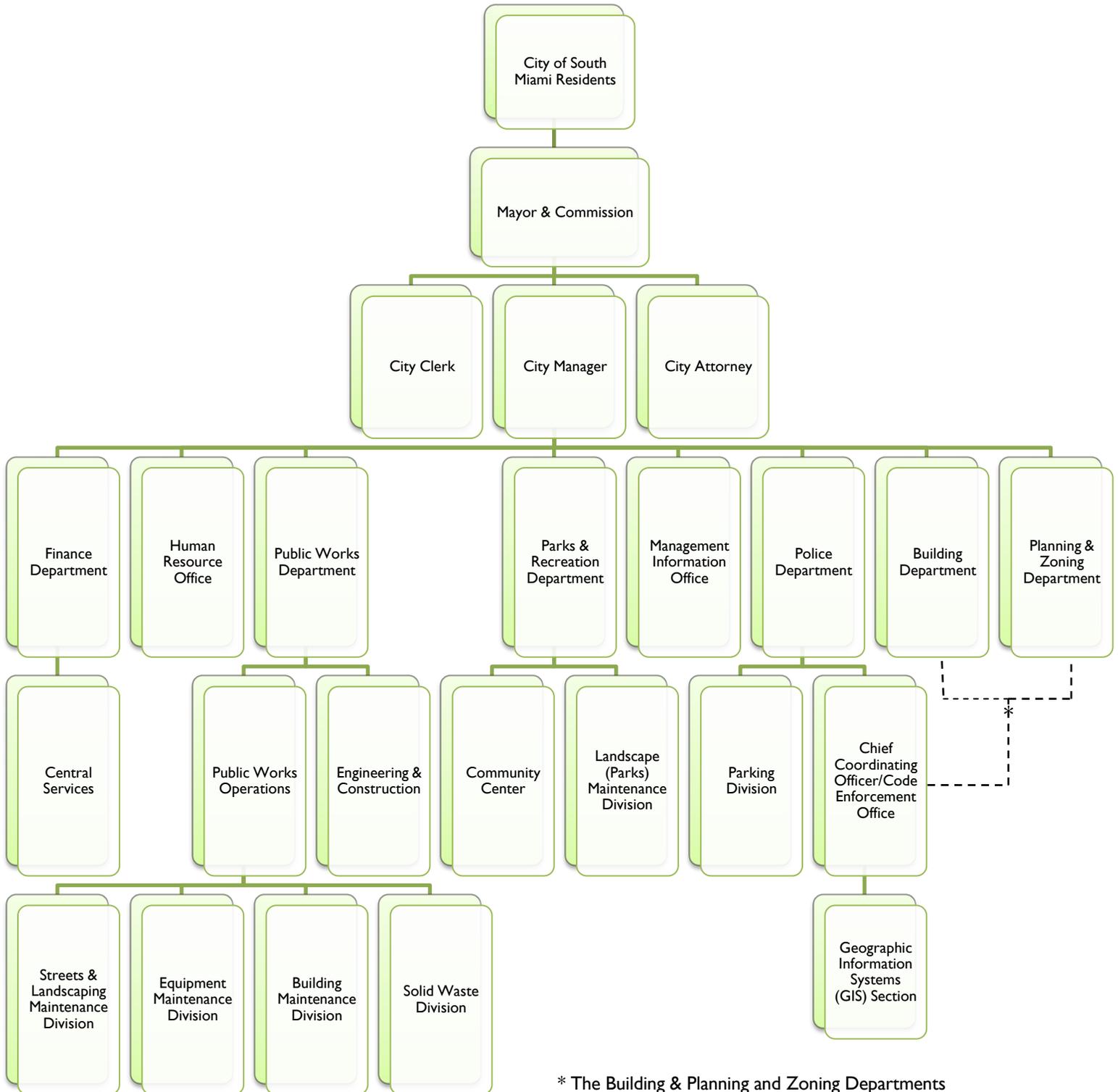
Average household size 2.46

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



* The Building & Planning and Zoning Departments administratively report to the City Manager but operationally report to the Chief Coordinating Officer.



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 PROGRAM 5-YEAR PLAN

PROJECT DESCRIPTION FUND SOURCE	SOURCE	FY 13	FY 14	FY 15	FY 16	FY 17
TRAFFIC CALMING						
West Pinecrest Villas Traffic Calming Study and Const	PTP	\$65,000				
Pinecrest Villas Traffic Calming Phase II	PTP	\$30,000				
Bird Estates Traffic Calming Study and Construction	LOGT	\$55,000				
SW 64 th Street Corridor Improvements Phase II	CDBG	\$177,000				
63rd Ct. Between Miller & SW 64th St. Traffic Calming	PTP	\$40,000				
Mango Terrace Traffic Calming (Construction)	LOGT	\$24,000				
60th Ave Traffic Calming	PTP	\$50,000				
Manor Lane - Const of Traffic Calming Devices	PTP	\$30,000				
DRAINAGE IMPROVEMENTS						
Citywide Waterman Upgrade Project Ph I (Design)	GOB	\$80,000				
Commerce Lane Road and Drainage Improvements	SMCRA	\$150,000				
Dorn Ave Road and Drainage Improvements (Design and Construction)	LOGT	\$30,000				
	SWDTF	\$60,000				
Citywide Stormdrain Cleanout project	SWDTF	\$20,000				
Progress Road and Drainage Improvements	SMCRA	\$180,000				
FLEET REPLACEMENT						
PW Fleet Replace-Trash Crane, Truck, Aerial Lift	CIP			\$287,000		
PW Fleet Replace-Garbage & Trash Truck, Pick Up	CIP		\$372,000			\$372,000
6 Police Vehicles and Equipment	CIP	\$161,390	\$161,390	\$161,390	\$161,390	\$161,390
Code Enforcement Fuel Efficient Vehicles	CIP		\$15,000	\$15,000	\$15,000	\$15,000
GEM Parking Enforcement Electric Car	CIP	\$14,500				
ROAD INFRASTRUCTURE						
Citywide Trans Master Plan (Roadway, sidewalks, swales, neighborhood greenways & bicycle plan)	PTP	\$100,000	\$50,000	\$50,000	\$50,000	\$50,000
Sunset Drive Improvements - (65 - 67) & (67-69)	UF		\$100,000			
	PTP	\$220,000				
	SWDTF	\$100,000	\$100,000	\$100,000	\$100,000	
Street Resurfacing Program - Phase III	LOGT	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000
57th Avenue Median Improvement	PTP	\$30,000				
Citywide Guardrail and Misc Road infrast Repairs	LOGT	\$60,000				



PROJECT DESCRIPTION FUND SOURCE	SOURCE	FY 13	FY 14	FY 15	FY 16	FY 17
PARKS						
South Miami Park Infrastructure Improvements	FRDAP		\$200,000	\$200,000	\$200,000	
ADA Sidewalk Upgrades at Dante Fascell Tennis Center	ADA	\$10,000				
Marshall Williamson Park Improvements	SMCRA	\$50,000				
Dog Park	CIP	\$25,000				
Citywide Parks Improvement	CIP	\$100,000				
Fuchs Park Improvement	FRDAP	\$50,000				
CITY FACILITIES						
City Hall- ADA Improvements	ADA	\$10,000				
Citywide Public Facilities Repairs	UF		\$75,000			
Centralize Departments in Sylva Martin Bldg	CIP	\$100,000				
City Hall- Storage Facilities for Critical Equipment	UF			\$400,000		
Van Smith House Demolition & Remediation	CIP	\$20,000				
MISCELLANEOUS						
CRA Street Lighting Project	CDBG	\$170,000				
	SMCRA	\$65,000				
At-Grade Pedestrian Crosswalk Devices	PTP	\$61,000	\$30,000	\$30,000		
Commerce Lane/Progress Rd. Business District Parking	SMCRA	\$40,000	\$160,000			
Citywide replace directional street signs & posts	PTP	\$150,000				
Citywide Landscaping Program	T&S F	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Bus Shelters (2)	PTP	\$98,000				
Traffic Enforcement Computerized Sign	LEFTF	\$8,500				
Improving the Security of the Police Parking Lot	LEFTF	\$300,000				
Police Gas Pump Upgrade	LEFTF	\$100,000				
HP Designjet T2300e Multifunction Printer	CIP	\$9,450				
Three (3) Downtown Informational Kiosks	CIP	\$45,000				
Trimble Geocoder GIS Locator	CIP	\$7,695				
GIS Data Storage Server	CIP	\$15,855				
ONESolution Planning & Zoning Module	CIP	\$36,380				
TOTAL CAPITAL IMPROVEMENTS BY YEAR		\$3,233,770	\$1,348,390	\$1,328,390	\$611,390	\$683,390



CAPITAL IMPROVEMENT PROGRAM (CONT) 5-YEAR PLAN

CODE	SOURCE OF FUNDS	FY 13	FY 14	FY 15	FY 16	FY 17
CIP	Capital Improvement Program	\$535,270	\$548,390	\$463,390	\$176,390	\$548,390
LOGT	Local Option Gas Tax	\$244,000	\$75,000	\$75,000	\$75,000	\$75,000
PTP	People Transportation Project	\$874,000	\$80,000	\$80,000	\$50,000	\$50,000
SMCRA	South Miami CRA	\$485,000	\$160,000	\$0	\$0	\$0
SWDTF	Stormwater Drain Trust Fund	\$180,000	\$100,000	\$100,000	\$100,000	\$0
CDGB	Comm. Development Block Grant	\$347,000	\$0	\$0	\$0	\$0
UF	Unfunded	\$0	\$175,000	\$400,000	\$0	\$0
GOB	MDC General Obligation Bond	\$80,000	\$0	\$0	\$0	\$0
FRDAP	FL Rec. Develop. Assistance Program	\$50,000	\$200,000	\$200,000	\$200,000	\$0
ADA	American Disability Act	\$20,000	\$0	\$0	\$0	\$0
LEFTF	Law Enforcement Forfeiture Trust Fund	\$408,500	\$0	\$0	\$0	\$0
T&S F	Trees & Shrubs Fund	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
TOTAL BY YEAR		\$3,233,770	\$1,348,390	\$1,328,390	\$611,390	\$683,390



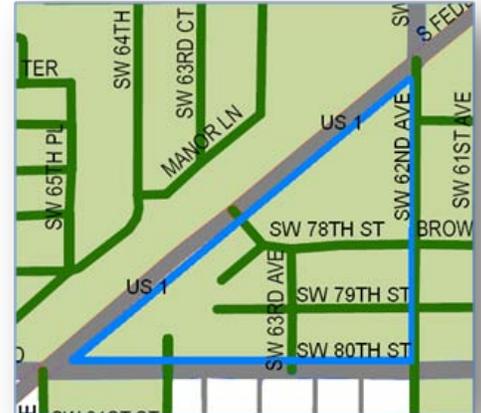
CAPITAL IMPROVEMENT PROGRAM DESCRIPTIONS

Fiscal Year 2012/2013 – 2016/2017

TRAFFIC CALMING

Study & Design of West Pinecrest Villas Traffic Calming

This is a continuation of the City's commitment to implement traffic calming beyond the Pinecrest Villa neighborhood. For this project, traffic calming activities are focused on an area that is bounded by US 1 to the north, SW 62nd Avenue to the east and SW 80th Street to the south. A traffic study will be conducted to determine current traffic behavior that will include travel volume, velocity, frequency and direction. The results of the study along with recommended traffic calming devices will be submitted to Miami-Dade County's Traffic and Engineering Division of Public Works and Waste Management Department for review and approval. Construction is anticipated to begin in the latter half of FY 13-14.



Design and Construction of Pinecrest Villas Traffic Calming



This initiative is a commitment to traffic calming in the Pinecrest Villas neighborhood. A traffic study was conducted, workshops were held with residents arriving at a final plan. The City is in constant communiqué with Miami-Dade County Public Works to finalize the design and permitting aspects of the project. Construction is anticipated to begin in FY 2011-2012.

The speed tables along SW 76th and 78th Street were extracted from Phase I to expedite and address neighborhood concerns in that area. As such, \$25,000 was taken out from Phase I budget. The remaining budget has been allocated for FY 2011-2012 for an amount of \$190,000 to complete the remaining portions in Phase I. The construction for Phase II has been scheduled for FY 2012-2013 in the amount of \$150,000.



Design and Construction of Bird Estates Traffic Calming



Residents in the area petitioned the City to consider the placement of traffic calming device to slow down traffic in the area. The area for consideration is bounded by Bird Road to the north, SW 61st Avenue to the east, SW 44th Street to the south and SW 64th Avenue to the west. A traffic study will be conducted to determine current traffic behavior that will include travel volume, velocity, frequency and direction. The results of the study along with recommended traffic calming devices will be submitted to Miami-Dade County's Traffic and Engineering Division

of Public Works and Waste Management Department for review and approval. Upon conceptual approval, the City shall commence with the preparation of the construction documents and initiate survey ballot mail outs seeking resident concurrence for these devices. Construction is anticipated to begin in the latter half of FY 13-14.

SW 64th Street Corridor Improvements Phase II

The original scope of work involving the SW 64th Street Improvements project is limited to construction work from SW 57th Place 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 in 2010, it was necessary to address adjacent roads that warrant a need for restoration and repair work. City staff from the Public Works Department surveyed the area and is proposing to include the following roads into the project:



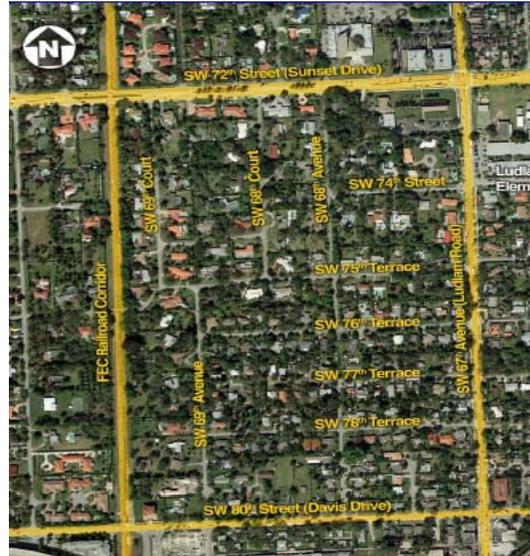
- SW 59th Avenue from SW 66th Street to SW 64th Street;
- SW 58th Place from SW 66th Street to SW 64th Street;
- SW 58th Avenue from SW 66th Street to SW 64th Street;
- SW 57th Place from SW 66th Street to SW 64th Street;
- SW 57th Court from SW 66th Street to SW 64th Street.



The scope of work on the additional roads includes and is not limited to curb replacement, sidewalk repair, milling and resurfacing work. Repair work on these roads is dependent on available funding and the severity of deterioration.

Mango Terrace Traffic Calming (Design)

As a part of the City's commitment to traffic calming in the Mango Terrace neighborhood, the City is in the design and permitting phase to obtain County approval for the installation of speed tables and other calming devices. The City shall construct these devices in accordance with the terms and conditions of the County's terms and conditions stipulated in the permit and pending neighborhood resident approval.



Manor Lane – Construction of Traffic Calming Devices

The subject project's study area is the residential property located by Ludlum Road on the west, Sunset Drive on the north and South Dixie Highway (US1) on the east and south. A traffic study was conducted to assess and evaluate current traffic flow conditions and characteristics to validate the installation of 2 speed tables. This requirement was mandated by Miami-Dade County's Public Works Department's Traffic and Signalization Division, and has authorization to permit installation of such devices. The report was submitted and is under review. Upon conceptual approval, the City shall commence with the preparation of the construction documents and initiate survey ballot mail outs seeking resident concurrence for these devices. Construction is anticipated to begin in the latter half of FY 13-14.





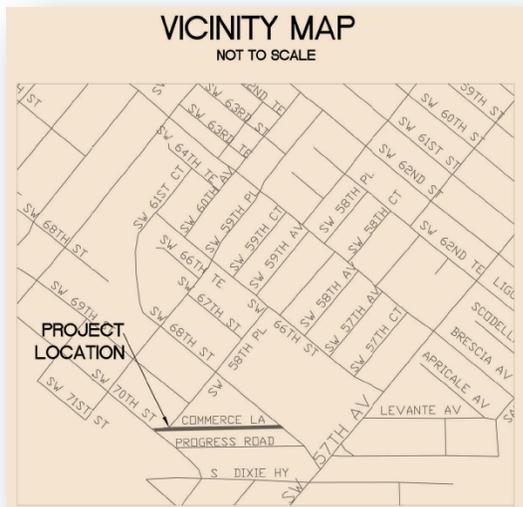
DRAINAGE IMPROVEMENTS

Citywide Water-Main Upgrade Project Phase I (Design)

This is an ongoing activity consisting of the procurement of engineering services and construction of the citywide drainage improvements in conformance with the City's Stormwater Utility requirements and EPA NPDES MS4 Permit. The City is coordinating with DERM to comply with Board Order 08-20 to ensure that all residential properties upgrade their drinking water supply source from on-site drinking water supply wells to public water main connections.



Commerce Lane Road and Drainage Improvements



Based on SMCRA funded survey work, associated drainage and percolation study and input provided by the SMCRA members and local business owners, the designer completed the design portion of the Commerce Lane Infrastructure Improvement Project including the completion of the full set of construction drawings of the project. At this time, scheduled improvements include the installation of one drainage inlet and associated exfiltration system and restoration. Construction is scheduled to begin in FY 13-14.



Dorn Avenue Road and Drainage Improvements (Design and Construction)

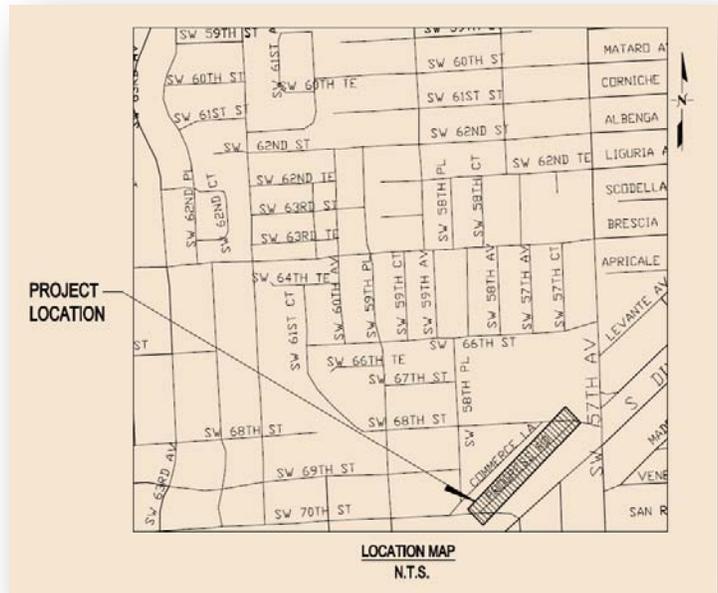
As part of the City's effort to improve drainage in the area, a design firm will be assigned to assess current drainage needs to which a new drainage system will be designed to adequately drain stormwater runoff with easy access into the system to perform cleanout work.

Citywide Storm Drain Cleanout Project

This project will provide services on our citywide storm drain system to clean out and provide maintenance to drains throughout the City. This program includes the cleanout of storm drains during the winter season followed by another cleaning cycle after the hurricane season. This will ensure that the storm systems will function effectively.

Progress Road Drainage Improvements

Based on the South Miami Redevelopment Community (SMCRA) Board funded survey work, associated drainage and percolation study and input provided by the SMCRA board members and local business owners, a city-designated design firm completed the design portion of the Progress Road Infrastructure Improvement Project including a full set of construction drawings for the project. Scheduled improvements include the removal of three (3) existing drainage inlets, the installation of six (6) new drainage inlets. Five (5) new storm water manholes and associated exfiltration systems, roadway milling and resurfacing, street signage and striping. Based on similarly completed infrastructure improvements, the current estimate to complete construction of the Project range between \$150,000 to \$180,000.





FLEET REPLACEMENT

Replacement of Public Works Vehicles

The program consists of the replacement of older public works vehicles and heavy equipment with more fuel efficient vehicles. 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 - Garbage Truck, Pick-Up, Dump 2014
- PW Fleet Replacement - Dump, Trash Crane, Pick-Up 2015
- PW Fleet Replacement - Garbage Truck, Pick-Up, Dump 2017



Replacement of Police Vehicles

The program consists of replacement of older Police Vehicles. Replacement of older vehicles may result in higher efficiency and reduce cost of operation and maintenance. Older vehicles will be decommissioned and placed for public auction. Lease/purchase of vehicles is funded by the City's General Fund. Proposed to replace six (6) vehicles in FY 2013 and continue the same trend for subsequent years.



GEM Parking Enforcement Electric Car



The City is looking to improve energy consumption and implement green initiatives. The City will be recommending the purchase of one electric vehicle in FY 13. The Parking Division will be utilizing this vehicle to conduct parking enforcement throughout the City.



ROAD INFRASTRUCTURE

Sidewalk Master Plan – Repair of Sidewalk

This project is a continuing effort to provide much needed repair of sidewalks for connectivity to main corridors, schools, parks, community centers and neighborhood shopping centers; the implementation of this plan is ongoing.

Sunset Drive Improvements (65 – 67 Avenues) & (67 – 69 Avenues)

This project includes traffic calming between South Dixie Highway (US1) and SW 69th Avenue, on Sunset Drive to include: wider sidewalk, landscape median, drainage system upgrades, street furniture, (benches and trash receptacles), street light improvements, irrigation for the entire project limits and landscaping. Phases I to IV are complete. The design phase of this project is anticipated to begin in FY 13-14.

Street Resurfacing Program – Phase III

The purpose of this program is to attain and maintain all City-owned paved streets at a serviceability level. The program will include resurfacing, restore and rehabilitate existing street on an as-needed basis, extending the life of the existing pavements.

Citywide Guardrail and Miscellaneous Road Infrastructure Repairs

The purpose of this program is to attain and maintain all City-owned road infrastructures at a serviceable level. The program includes repair, rehabilitate and replace outdated guardrails, repair manholes, reflector signs, curb repairs, miscellaneous sidewalks etc.



PARKS

South Miami Park Infrastructure Improvements

The City is developing an action plan for future park improvements. Efforts have been made to provide ADA upgrades to all parks, making it accessible for the handicap.





ADA Sidewalk Upgrades at Dante Fascell Tennis Center

The sidewalk located along the east side of the tennis courts was inadequately constructed and does not comply with current ADA requirements and design criteria. For this reason, the City has plans to raise and expand the sidewalk. Other improvements include grading and sodding that allow the sidewalk to harmonize with the surrounding park areas.

Marshall Williamson Park Improvement (6125 SW 68 Street)

Demolition of three (3) playgrounds. Replace with two (2) playgrounds and one (1) half-court basketball court and the installation of a drinking water fountain. The park is very active, heavily used by the community and in need of upgrade. The warranty on the three (3) playground facilities expired in 2009 and the structures are not stable. There is a need to increase recreational activity in the community. No portable drinking water exists in the park.

- Demolition of three (3) playground facilities
- Installation of two (2) playground facilities
- Installation of one (1) half court basketball court
- Installation of water fountain

Fuchs Park Improvement

Removal and replacement of picnic facilities (tables, benches, and grills). Restoration of coral structured pavilion. Preservation of landscape surrounding lake and aquatic clean-up. Parking lot upgrade by resealing and repainting. In an effort to make needed improvements to a heavily used community park. Picnic amenities are aged and require replacement. Parking lot is old and needs to be upgraded. Coral structured pavilion is aged and has rotted wood due to weather and terminates. Landscape surrounding lake has multiple invasive species that need to be removed. Various trees have reached a height which can no longer be handled by the City.

- Aquatic clean-out \$19,000
- Remove and replace picnic facilities \$13,500
- Restoration of coral structure pavilion \$8,000
- Restoration of parking lot \$7,500



CITY FACILITIES

City Hall – ADA Requirements

Built in the 1950's, City Hall's building infrastructure has not been upgraded to meet current ADA requirements and design criteria. In an effort to make City Hall more user friendly for the handicap, additional handicap access ramps will be installed at entrances, doors will be fitted with attenuators; restrooms will be redesigned for better accessibility.



Citywide Public Facilities Repairs

The impact of a hurricane could severely damage the building as well as the expensive apparatus (such as computer systems) that is housed within City Hall and are susceptible to impending hurricane damages. To mitigate these impending hurricane damages, the City proposes a hurricane hardening project to protect key stations and facilities. This project includes the installation of Miami-Dade County hurricane-code approved, perforated, stainless steel hurricane barriers, e.g., Exeter Storm Shield and/or hurricane resistant glass windows.

Sylva Martin Consolidation/Relocation Building, Planning, Code and Central Services



The amount allocated reflects the cost of preparing the Sylva Martin Building and transferring all the necessary furnishings and equipment. The existing building will be converted into departmental office for building, planning, code enforcement, and central service's staff. This will include stations for permitting, code infractions, department head offices and a conference room.

Storage Facilities for Critical Equipment

Currently, the City of South Miami has a severe shortage of hardened storage locations for city equipment during a major disaster. Equipment such as Public Works' heavy equipment, parks department facilities, and other similar items are stored outside on a normal day-to-day basis and could be damaged and destroyed during a storm. Much of this equipment is vital during a disaster to serve functions such as rescuing trapped citizens, clearing roadways, and providing support to other disaster recovery operations. The City of South Miami has identified a need for areas within the city that would allow for the proper protection of this equipment and allow for rapid deployment following a disaster. The facility would need to meet, and (in most cases) exceed current construction and protective equipment requirements and have emergency power and communications equipment for workers at these facilities.



Van Smith (Hammock House) Property Renovation

On April 20, 2005, the City purchased property located at 7800 SW 59 Ave. The City is going to be renovating the property so it may house the Parks Landscaping Division. Furthermore, the property will be available to the residents to visit and relax in the passive park area.

MISCELLANEOUS

CRA Street Lighting Project

The City was awarded funding in the amount of \$120,000 and \$50,000 for two (2) priority areas; SW 66th Street from SW 61st Court to SW 58th Avenue and SW 68th Street from SW 59th Place to SW 58th Place & SW 61st Drive/Court from SW 59th Place to SW 66th Street). The proposed street lights project is aimed to illuminate troubles and public safety areas. Florida

Power and Light (FPL) is the sole source agency providing engineering design plans and installation of street lighting. Therefore, the Public Work Department will consult with FPL for energy efficiency as part of the installation, lease and maintenance agreement. The South Miami Community Redevelopment Agency will make a funding contribution to the City's initiated street lighting improvements.

Citywide Landscape Program

This project consists of the installation of additional landscaping at various locations throughout the City.

City Welcome Signs

US I Welcome to the SoMi Historic Downtown Welcome Sign Installation Project

The City of South Miami (CITY) proposes to provide new Welcome Signs for the City at 7 locations along U.S.I. These improvements will require extensive coordination with the Florida Department of Transportation (FDOT) as the City is proposing to install the signs within the FDOT right-of-way. The project scope will generally include a right-of-way survey of the 7 sign locations, site plans of the locations, structural details, sign details (provided by the preferred vendor), and coordination with FDOT on the sign placement.



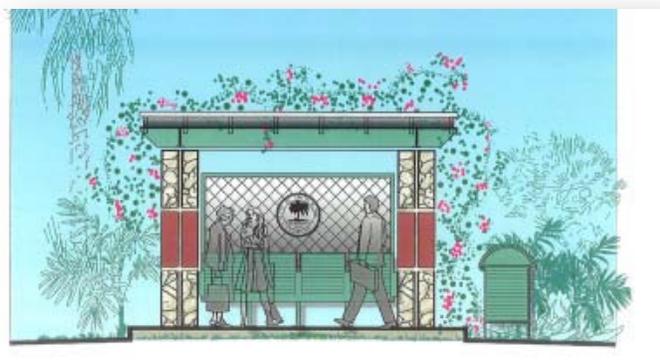


Neighborhood Greenways & Bicycle Plan

Residential streets with low volumes of auto traffic and low speeds where bicycle and pedestrians are given priority. Speed bumps and traffic diverters, such as trees, reduce auto speed and provide a safer environment for pedestrians, cyclists and children at play. Pavement markings and signage alert drivers to expect people bicycling, as well as guide bicyclists to preferred routes and nearby destinations. Improved crossings at main streets and curb ramps make pedestrian and cyclist mobility easier and safer.

Bus Shelter

Miami-Dade County is in the process of soliciting a vendor to construct a third bus shelter for the City located on the southeast corner of Sunset Drive and SW 67th Avenue. Two additional locations are under consideration for construction: The Post Office located at SW 59th Place and SW 70th Street, the other in front of the CVS Pharmacy located on Sunset Drive by SW 58th Avenue. The construction for these additional bus shelters will be funded by People Transportation Program funds.



Traffic Enforcement Computerized Sign

It is the City's intent to provide safe streets for pedestrians walking along our streets. Monitoring traffic and enforcing the speed limit are some of the traffic calming measures implemented by the City. To assist, Traffic Enforcement Computerized signs will be purchased and installed along Sunset Drive especially in City Hall and downtown areas.





Police Parking Lot Renovation

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



Police Department Pump Station Upgrade



The City's Public Works Engineering and Construction Division will perform improvements of the Gas Pump Station facility located at the Police Department. Originally constructed in the 1970's, the station's needed upgrade 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.

HP Designjet T2300e Multifunction Printer/Plotter

The City is in need of a plotter that is capable of reproducing large prints in color as well as generating posters for special events. The printer is designed to be efficient, cost effective and versatile. The printer manages projects through a personal web library, share plans with partners instantly, create print-ready PDFs automatically, distribute files across the network and archive and share files instantly.





CONSOLIDATED FUND FINANCIAL SCHEDULE

GENERAL FUND	STORM	LOCAL OP	HOME	TREE	PEOPLE	DEBT	CAPITAL	EMERG	STATE	FEDERAL		
MILLAGE RATE: 4.3639	GENERAL	WATER	GAS TRST	TOWN	TRUST	TRANS	SERVICE	IMPROV	RESERVE	LEFTF	LEFTF	TOTAL
REVENUES:	FUND	FUND	FUND-2	FUND	FUND	FUND	FUND	FUND	FUND	FUND	FUND	FUNDS
TAXES: MILLAGE PER \$1,000												
AD VALOREM TAXES	5,915,242											5,915,242
SALES AND USE TAXES	2,528,290											2,528,290
LICENSES AND PERMITS	1,546,000											1,546,000
INTERGOVERNMENTAL REV	1,338,856		67,207			300,000						1,706,063
CHARGES FOR SERVICES	4,117,200	418,900										4,536,100
FINES & FORFEITURES	161,000											161,000
MISCELLANEOUS REVENUE	455,383	7,500	2,000	28,055			871,677		18,000	500	200	1,383,315
TOTAL SOURCES	16,061,971	426,400	69,207	28,055	0	300,000	871,677	0	18,000	500	200	17,776,010
TRANSFERS IN	308,173						150,000	85,270				543,443
BEGIN FUND BALANCE	3,850,830	244,905	262,362	13,305	11,700	803,303	1,194,838	450,000	1,685,318	54,279	1,594,010	10,164,850
TOTAL REV, TRAN & BAL	20,220,974	671,305	331,569	41,360	11,700	1,103,303	2,216,515	535,270	1,703,318	54,779	1,594,210	28,484,303
EXPENDITURES												
GENERAL GOVERNMENT	6,800,451	65,213						359,380				7,225,044
PUBLIC SAFETY	6,304,480							175,890		22,000	739,878	7,242,248
PHYSICAL ENVIRONMENT	1,268,078	210,595										1,478,673
TRANSPORTATION	588,509		244,000		11,700	874,000						1,718,209
CULTURE AND REC	1,268,078											1,268,078
DEBT SERVICE		54,170					1,238,881					1,293,051
TOTAL EXPENDITURES	16,229,596	329,978	244,000	0	11,700	874,000	1,238,881	535,270	0	22,000	739,878	20,225,303
TRANSFERS OUT	780,936	250,000		25,000								1,055,936
FUND BAL/NET ASSETS	3,210,442	91,327	87,569	16,360	0	229,303	977,634	0	1,703,318	32,779	854,332	7,203,064
TOTAL EXP, RES & BAL	20,220,974	671,305	331,569	41,360	11,700	1,103,303	2,216,515	535,270	1,703,318	54,779	1,594,210	28,484,303



GENERAL FUND BUDGET



GENERAL FUND REVENUE PROJECTIONS

REVENUES FY 2013

ACCOUNT CLASSIFICATION			ACTUAL FY 2010	ACTUAL FY 2011	BUDGET FY 2012	ESTIMATE FY 2012	APPROVED FY 2013
TAXES							
311	1000	AD VALOREM TAXES	6,258,850	5,689,331	6,267,110	6,236,464	5,915,242
311	2000	AD VALOREM DELINQUENT	227,950	133,070	30,000	85,830	30,000
311	2100	PENALTIES & INTEREST	120	0	0	0	0
314	1000	UTILITY TAX-ELECTRIC	1,111,694	1,136,433	1,043,428	1,043,428	1,050,000
314	3000	UTILITY TAX-WATER	155,794	162,949	145,000	145,000	140,000
314	4000	UTILITY TAX - GAS	49,520	40,977	30,000	33,000	35,000
315	0000	UNIFIED COMM SERVICES TAX	751,849	701,153	650,929	650,929	621,291
316	1000	LOCAL BUSINESS TAX-RENEWALS	536,855	479,094	500,000	528,190	525,000
316	2000	LOCAL BUSINESS TAX NEW	84,457	107,885	120,000	120,000	120,000
316	3000	LOBBYIST REGISTRATION FEE	8,650	19,075	7,000	7,555	7,000
TOTAL TAXES			9,185,739	8,469,966	8,793,467	8,850,396	8,443,533
FRANCHISE FEES							
322	1000	BUILDING PERMITS	441,230	922,667	520,000	535,000	520,000
323	1000	ELECTRICITY	1,069,053	1,036,304	938,970	938,970	950,000
323	4000	GAS	31,940	30,013	30,000	30,000	30,000
329	1000	PENALTIES LOCAL BUSINESS TAX	28,771	41,324	45,000	45,000	45,000
329	3000	GARAGE SALES	1,580	1,860	1,500	1,000	1,000
TOTAL FRANCHISE FEES			1,572,574	2,032,168	1,535,470	1,549,970	1,546,000
INTERGOVERNMENTAL REVENUE							
330	1000	INTERGOVERNMENTAL REVENUE	18,603	21,859	0	0	0
335	1012	STATE REVENUE SHARING	348,789	352,448	339,780	339,780	344,879
335	1015	ALCOHOLIC BEVERAGE LICENS	14,878	15,889	13,000	12,279	13,000
335	1018	LOCAL GOVT 1/2 C SALES TX	613,317	642,949	696,996	696,996	799,067
335	4920	LOCAL OPTION FUEL TAX	163,353	181,852	169,684	169,684	172,910
337	7000	CULTURE/RECREATION-MLK	0	0	0	0	0
338	2000	COUNTY LOCAL BUSINESS TAX	13,692	15,480	8,000	8,000	9,000
TOTAL INTERGOVERNMENTAL REVENUE			1,172,632	1,230,477	1,227,460	1,226,739	1,338,856
CHARGES FOR SERVICES							
341	2000	ZONING HEARING FEES	6,000	7,500	5,000	3,000	5,000
341	3000	ENVIRON REVW & PRESVT BRD	38,993	91,426	40,000	40,000	40,000
341	4000	MICROFILM SALES	5,937	3,148	3,000	4,400	3,000
341	9010	BLDG & ZON REINSPECT FEES	3,194	700	2,000	2,000	2,000



ACCOUNT CLASSIFICATION			ACTUAL FY 2010	ACTUAL FY 2011	BUDGET FY 2012	ESTIMATE FY 2012	APPROVED FY 2013
341	9020	QUAL. FEES - ELECTIONS	1,800	0	1,800	0	0
341	9030	CERT OF USE/OCCUPANCY	28,925	20,900	20,000	20,000	20,000
341	9040	CODE ENFORCEMENT FINES	69,253	123,511	100,000	140,000	130,000
341	9051	FINGERPRNT&PASSPRT PROCES	49,069	53,959	20,000	15,000	15,000
342	1010	POLICE SERVICES	26,146	32,724	24,000	35,000	32,000
342	1021	TOWING ADMIN FEE	0	6,833	5,000	5,000	5,000
342	1025	SCHL CRSNG GRDS- CTY REIM	35,246	27,768	25,000	25,000	25,000
343	4100	SOLID WASTE CHARGES	9,463	21,366	15,000	23,724	20,000
343	4150	CNTY SOLID WASTE SURCHRG	90	120	0	0	0
343	4200	PRIVATE HAULERS PERMIT FEE	398,944	552,286	500,000	500,000	500,000
344	5100	PARKING PERMITS	48,645	44,470	36,000	51,000	46,000
344	5200	PARKING METERS FRANCHISE	1,193,817	1,918,988	2,280,000	2,200,000	2,200,000
344	5210	VALET PARKING	30,905	97,460	80,000	80,000	80,000
344	5220	PARKING FUND REVENUE	0	0	0	58,552	25,000
344	5300	PARKING VIOLATIONS	959,884	729,156	800,000	800,000	760,000
344	5400	PARKING METER CASH KEY	26,730	1,611	7,000	0	0
347	2601	TENNIS MEMBERSHIP RESIDENT	201	0	0	0	0
347	2620	TENNIS COURT FEES	22,200	22,200	22,000	22,000	22,000
347	2630	RECREATION FEES	162,686	105,016	100,000	100,000	125,000
347	2631	MULTIPURPOSE CNTR-RENTAL	29,076	37,474	34,000	34,000	36,000
347	2632	MULTIPRPOSE CNTR-MEMBERSHIP	24,866	27,074	18,000	20,556	21,000
347	2650	S MIAMI PARK - RENTAL	2,890	440	200	400	200
347	2660	CONCESSION STANDS	0	6,943	6,000	5,000	5,000
TOTAL CHARGES FOR SERVICES			3,174,958	3,933,072	4,144,000	4,184,632	4,117,200
FINES AND FORFEITS							
351	1200	METRO COURT FINES	156,768	118,927	101,000	101,000	101,000
351	1300	L.E.T.T.F.	100	0	0	0	0
354	1000	BURGLAR ALARM FINES	28,188	30,100	30,000	55,167	40,000
354	1050	ALARM REGISTRATION CHG	32,543	16,350	20,000	20,000	20,000
TOTAL FINES AND FORFEITS			217,598	165,377	151,000	176,167	161,000
MISCELLANEOUS REVENUES							
361	2000	INTEREST INCOME	192,393	87,199	125,000	115,000	115,000
361	4000	DIVIDENDS INCOME	1,472	1,472	0	0	0
362	1100	PARKING GARAGE RENT	75,997	76,922	75,996	75,996	75,996
362	2000	FASCELL PARK	16,000	19,755	18,000	18,000	20,000
362	3000	BUS BENCH ADS	8,255	8,519	8,000	16,768	14,664
362	5000	RENT C.A.A.	27,000	27,000	27,000	27,000	27,000
362	7500	SOUTH MIAMI MIDDLE SCHOOL	19,135	19,403	20,000	20,000	20,000



ACCOUNT CLASSIFICATION			ACTUAL FY 2010	ACTUAL FY 2011	BUDGET FY 2012	ESTIMATE FY 2012	APPROVED FY 2013
362	9000	PALMER PARK RENTALS	32,792	34,166	30,000	30,000	30,000
366	9000	HOSPITAL LANDSCAPE REVENUE	150,000	4,532	7,082	7,082	4,760
366	9100	PARKS	0	24,872	0	0	0
366	9300	RICHMAN PROPERTIES LN PMT	757,616	0	0	0	0
366	9500	AFTER SCHOOL HOUSE	3,183	0	0	0	0
369	3000	REFUND PRIOR YR EXP.	2,978	0	0	0	0
369	5000	REIMB WORKERS COMP.	7,849	10,858	0	0	0
369	5200	REIMBURSEMENT-POLICE LABOR	10,394	0	0	0	0
369	5400	REIMBT-PUB WORKS LABOR	0	8,783	0	0	0
369	9201	MISC. OTHERS	37,632	92,080	40,000	55,000	60,000
369	9225	SUNSET DR MTCE-FDOT REIMB	898	3,592	0	2,963	2,963
369	9501	SECTION 185 STATE CONTRIB	157,735	80,791	158,000	82,000	85,000
369	9510	SECTION 185 STATE	0	72,172	0	0	0
TOTAL MISCELLANEOUS REVENUES			1,501,329	572,115	509,078	449,809	455,383
TOTAL GENERAL FUND			16,824,830	16,403,175	16,360,475	16,437,713	16,061,971
OTHER SOURCES							
381	1000	CONTRIB FROM OTHER FUNDS	0	620,130	141,253	141,253	25,000
381	1500	TRANSFER WATER/SEWER FUND	250,000	250,000	250,000	250,000	250,000
381	1700	TRANSFER FROM CRA	235,662	69,754	25,000	25,000	33,173
384	1000	DEBT PROCEEDS	0	747,786	0	0	0
389	9001	CAPITAL LEASE PROCEEDS	230,452	0	0	0	0
389	9003	LOAN PROCEEDS	0	0	0	0	0
TOTAL OTHER SOURCES			716,114	1,687,670	416,253	416,253	308,173



REVENUE PROJECTION RATIONALE

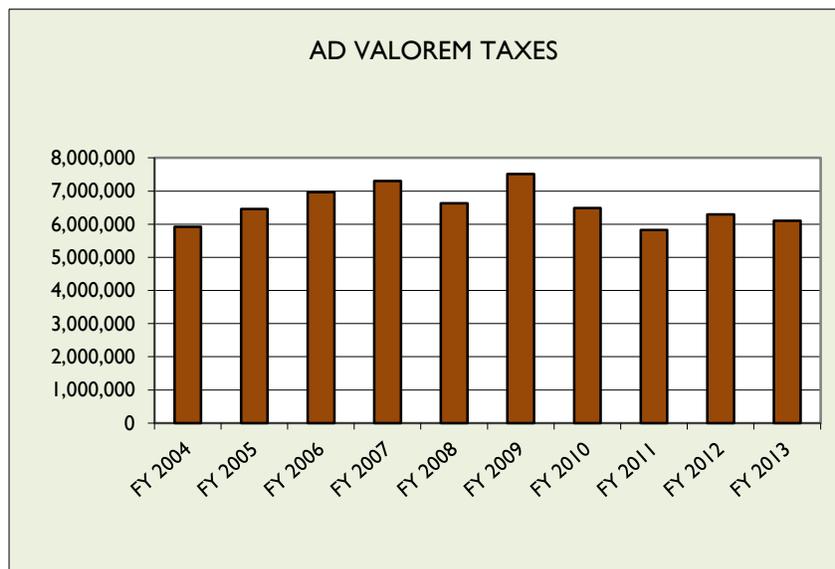
AD VALOREM TAXES

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 \$1,426,836,326. This valuation represents a .92% increase from the FY 2011-12 level of \$1,413,775,283. The estimated revenue amount is calculated using the adopted 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.

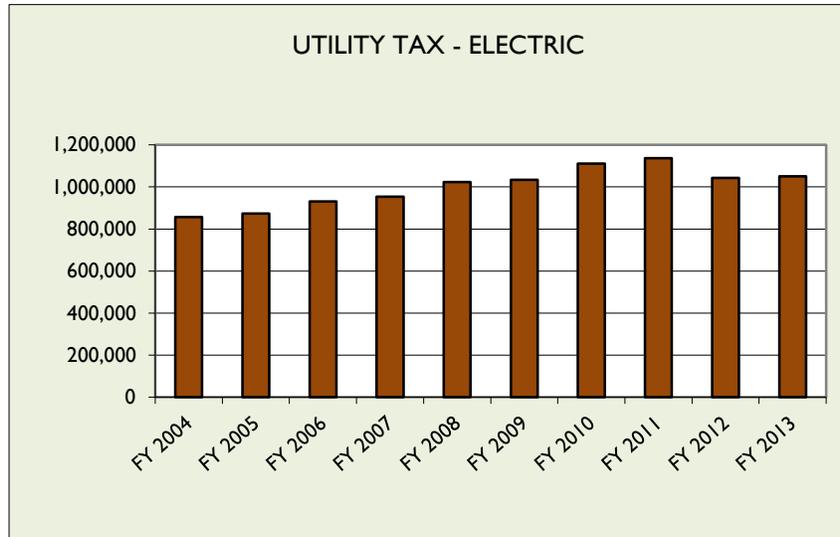
311.2100 Penalties & Interest - This revenue source is derived by the collection of penalties and interest on delinquent Ad Valorem Taxes. This account is being consolidated with Account 311.2000 Ad Valorem Taxes Delinquent.



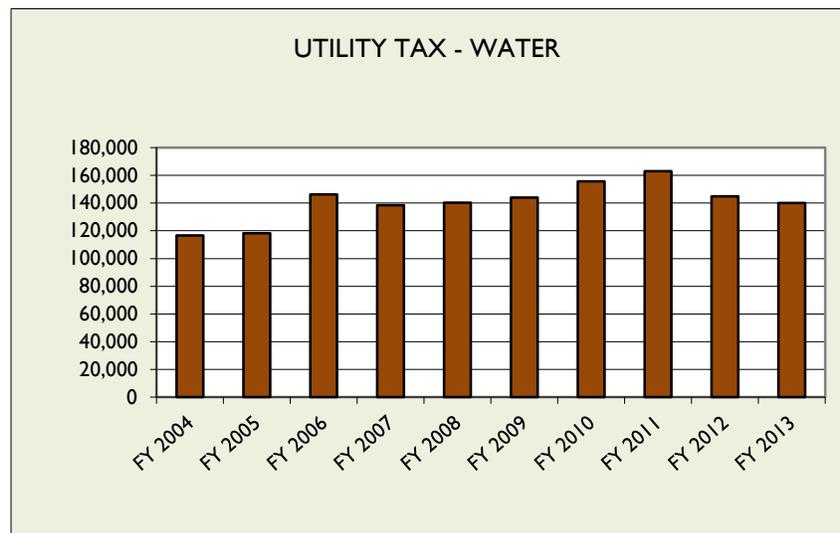


UTILITY TAXES

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. The projection is based on historical actual collections for the past three years plus a growth rate of 2%.

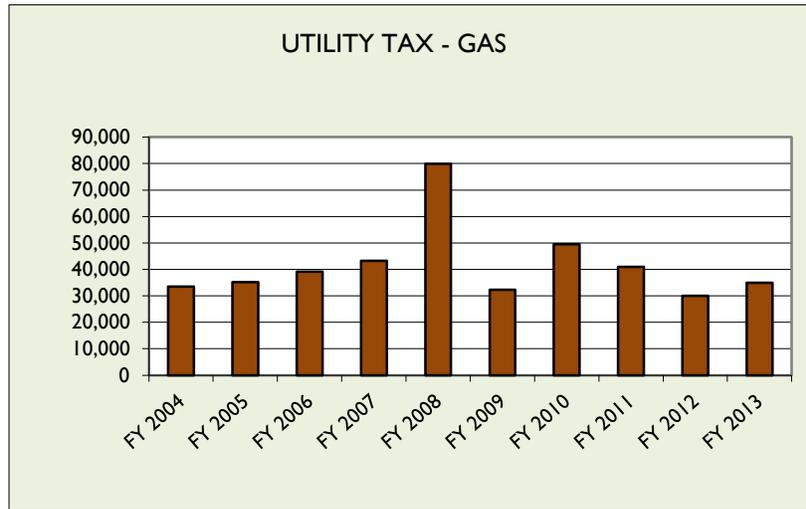


314.3000 Utility Tax-Water - Section 166.231(1) (A), Florida Statutes, authorizes a City to collect Public Service or Utility Taxes. The City previously established by Ordinance utility taxes in the amount of 10% on water. The projection is based on historical actual collections for the past three years plus a growth rate of 2.0%.



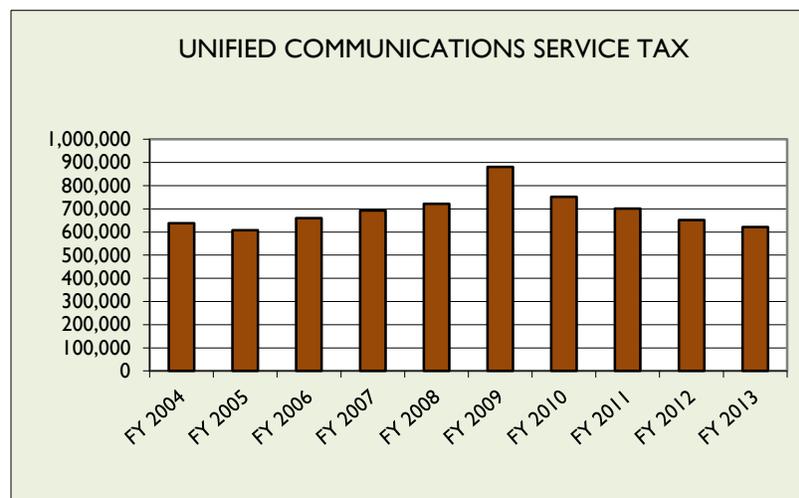


314.4000 Utility Tax-Gas - Section 166.231(1) (A), Florida Statutes, authorizes a City to collect Public Service or Utility Taxes. The projection is based on historical actual collections for the past three years plus a growth rate of 2.0%.



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

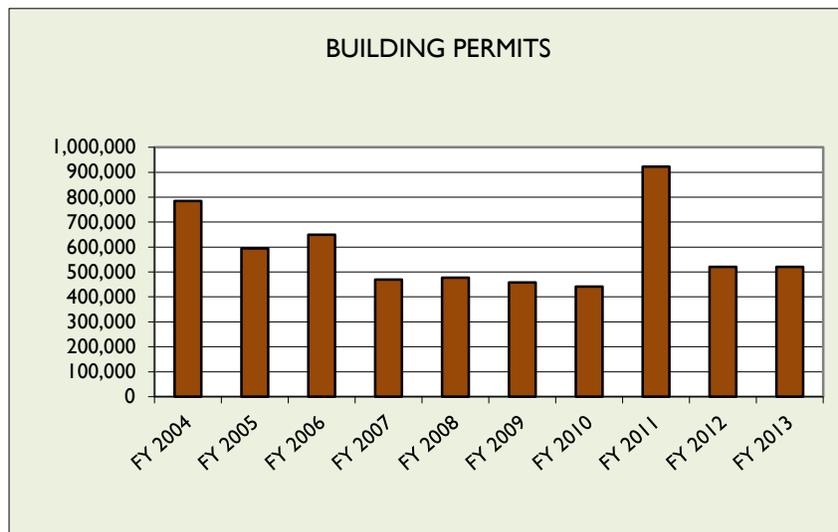
316.1000 Local Business Tax Receipts - Pursuant to Chapter 205, Florida Statutes, counties and municipalities are authorized to levy a local business tax, formerly called an occupational license tax, which was first authorized in Florida in 1869. As part of the levy, each local government establishes 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.

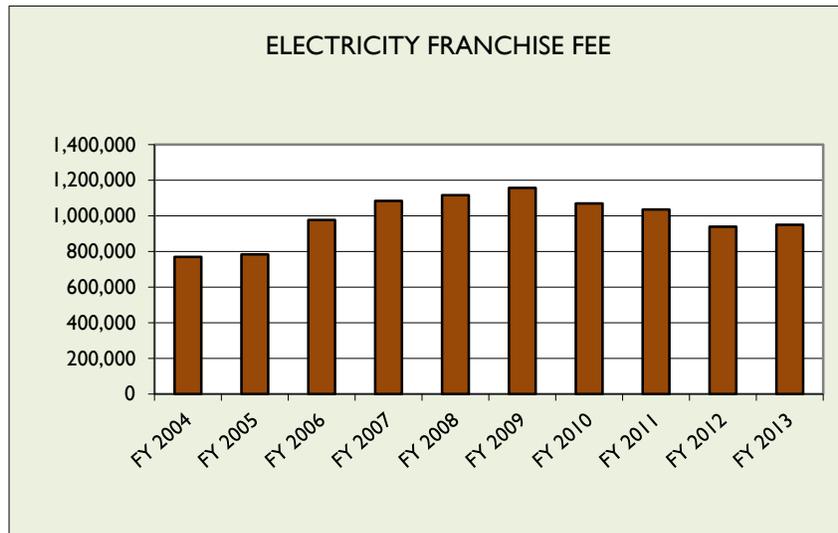
FRANCHISE FEES

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. The projection includes an anticipated increase compared with the budgeted 2010/11 levels.





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. The amount projected is based on a decrease of 6% compared to the actual amount collected for 2010/11.



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.

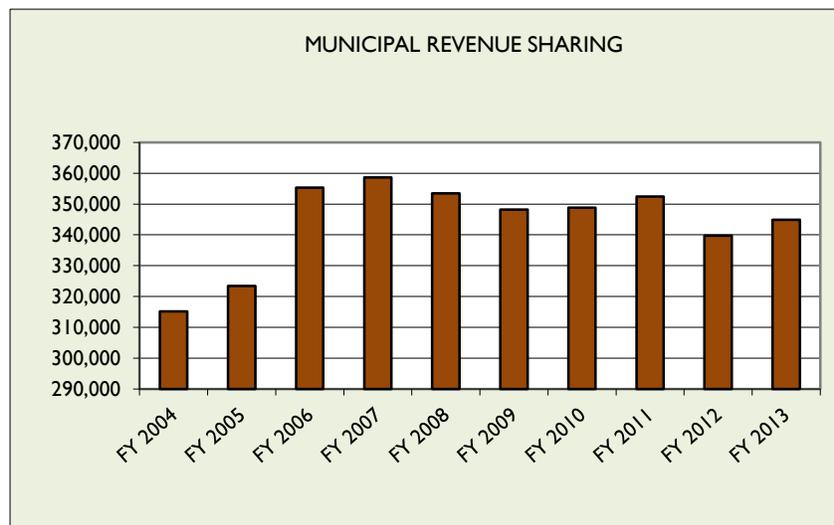
329.1000 Penalties on Local Business Tax Receipts - Revenues in this category are generated by the collection of late fees on Local Business Tax Receipts.

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

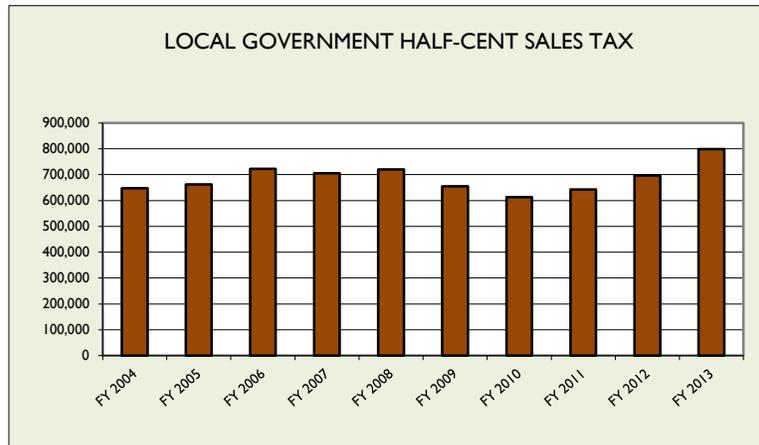
335.1012 Municipal Revenue Sharing - The Florida Revenue Sharing Act of 1972, codified as Part II of Chapter 218, Florida Statutes, was an attempt by the Florida Legislature to ensure a minimum level of revenue parity across municipalities and counties. Provisions in the enacting legislation created 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.



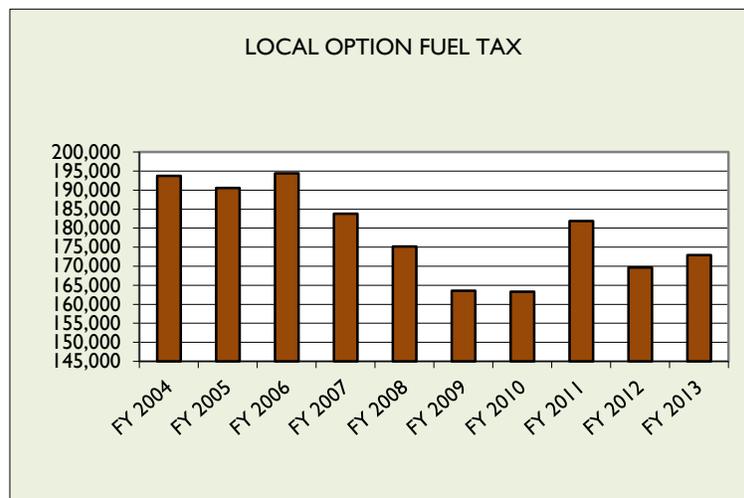
335.1015 Beverage License - Various alcoholic beverage license taxes are levied on manufacturers, distributors, vendors, and sales agents of alcoholic beverages in Florida. The tax is administered, collected, enforced, and distributed back to the local governments by the Division of Alcoholic Beverages 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-CTY – 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.

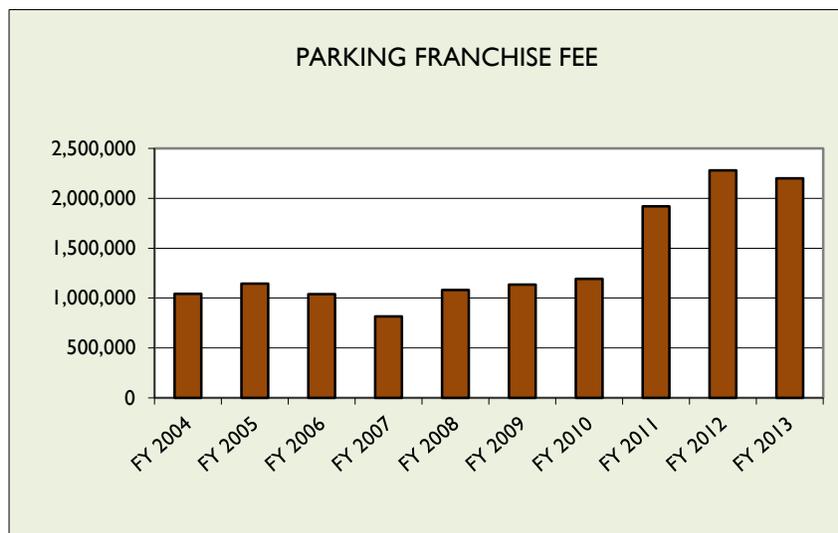
343.4150 County Solid Waste Surcharge - Revenues provided by the County for Solid Waste charges.

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 base on the installation of the original 38 and additional 12 multi-space parking meters, which are estimated to provide an additional \$364,800 in revenues.



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:

CRA to GF TRANSFER	
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
TOTAL EXPENSES	33,173

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 RATIONAL

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.

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 2013
001-1100-511

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2009-2010	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATE 2011-2012	APPROVED 2012-2013
1110	SALARIES & WAGES - EXECUTIVE	65,000	62,000	62,000	62,000	62,000
2110	F. I. C. A.	4,973	4,743	4,743	4,743	4,743
2410	WORKER'S COMPENSATION	0	309	341	341	167
	TOTAL PERSONNEL SERVICES	69,973	67,052	67,084	67,084	66,910
4010	MAYOR'S EXPENSE	1,637	1,488	2,000	2,000	2,000
4020	COMMISSIONER'S EXPENSE-ONE	476	1,500	1,500	1,500	1,500
4030	COMMISSIONER'S EXPENSE-FOUR	1,467	1,479	1,500	1,500	1,500
4040	COMMISSIONER'S EXPENSE-THREE	1,492	1,500	1,500	3,000	1,500
4050	COMMISSIONER'S EXPENSE-TWO	1,590	1,500	1,500	3,000	1,500
4060	MAYOR'S AUTO ALLOWANCE	500	500	500	500	500
4071	TRAVEL & CONFERENCE-MAYOR	533	313	1,200	1,200	1,200
4072	TRAVEL & CONFERENCE-ONE	0	0	1,200	1,200	1,200
4073	TRAVEL & CONFERENCE-TWO	1,852	1,200	1,200	1,200	1,200
4074	TRAVEL & CONFERENCE-THREE	1,200	1,200	1,200	1,200	1,200
4075	TRAVEL & CONFERENCE-FOUR	0	313	1,200	1,200	1,200
4120	COMMUNICATION	4,678	4,999	5,000	5,000	5,000
4830	KEYS & FLOWERS	680	445	750	750	750
5210	SUPPLIES	1,779	1,496	1,750	1,750	1,750
5410	MEMBERSHIPS & SUBSCRIPTIONS	2,627	2,771	3,900	3,900	3,900
	TOTAL OPERATING EXPENSES	20,511	20,702	25,900	28,900	25,900
	TOTAL COMMISSION	90,484	87,754	92,984	95,984	92,810



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.

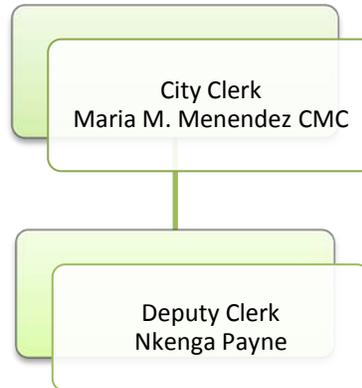
POSITION	SALARY	FICA	WC
Mayor	\$14,000	\$1,071	\$38
Vice-Mayor	\$12,000	\$918	\$32
Commissioner	\$12,000	\$918	\$32
Commissioner	\$12,000	\$918	\$32
Commissioner	\$12,000	\$918	\$32
TOTAL	\$62,000	\$4,743	\$167

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 2012

- 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 2013

- Continue process for converting city records to electronic storage
- Continue streamline of internal operations specific to the division.
- Continue to asses, and if necessary develop a comprehensive automation plan for city clerk/ commission operations.
- Prepare city commission agendas and minutes.
- Maintain custody of city records, publish, post, index and file ordinances/resolutions.
- Provide certified copies of official documents.
- Manage candidate filing for municipal elections.
- Receive and process petitions filed by citizens.
- Publish notices of public hearings and special meetings.

CITY CLERK'S OFFICE AUTHORIZED POSITIONS

POSITION/TITLE	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
City Clerk	1	1	1	1	1
Deputy City Clerk	1	1	1	1	1
TOTAL F/T	2	2	2	2	2
TOTAL STAFF	2	2	2	2	2

CITY CLERK'S OFFICE ACTIVITY REPORT

ACTIVITY	ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	PROJECTED FY 2012	ESTIMATED FY 2013
Number of agenda packets prepared	37	51	51	55	58
Number of minutes prepared (CSM)	37	51	51	55	58
Agenda packets prepared (SMCRA)	11	13	13	15	20
No. of minutes prepared (SMCRA)	11	13	13	15	20
Resolutions / Ordinances prepared	74	386	390	390	400
Lobbyists registration	15	21	25	25	28
Public records requests	150	175	190	190	200
Notarizations	30	30	50	40	45



CITY CLERK BUDGET FY 2013

001-1200-512

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2009-2010	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATE 2011-2012	APPROVED 2012-2013
1210	SALARIES & WAGES - EXECUTIVE	138,176	140,520	140,840	140,840	146,062
2110	F.I.C.A.	10,724	10,627	10,774	10,774	11,080
2210	PENSION PLAN CONTRIBUTION	0	20,892	23,379	23,379	20,567
2310	GROUP HEALTH INSURANCE	8,735	9,219	11,594	11,594	12,479
2410	WORKER'S COMPENSATION	0	702	775	775	391
	TOTAL PERSONNEL SERVICES	157,635	181,960	187,362	187,362	190,579
3450	CONTRACTUAL	0	22,000	11,920	11,920	7,920
3480	DIGITIZING	0	0	0	0	45,000
4070	TRAVEL & CONFERENCE	222	1,027	6,200	6,200	6,200
4080	EMPLOYEE EDUCATION	368	0	0	0	0
4110	POSTAGE	0	181	500	500	500
4120	COMMUNICATION	0	360	360	360	360
4632	INTERNET SERVICE	0	0	0	0	1,431
4710	PRINTING MATERIAL	0	1,668	1,668	1,668	1,668
4910	LEGAL ADS	22,765	23,160	23,000	23,000	20,000
4920	ELECTIONS	24,236	5,061	25,000	25,000	0
4950	CODIFICATIONS	5,558	9,658	3,700	3,700	3,700
5210	SUPPLIES	937	2,153	500	500	980
5410	MEMBERSHIPS & SUBSCRIPTIONS	560	455	650	650	650
	TOTAL OPERATING EXPENSES	54,646	65,723	73,498	73,498	88,409
6510	RECORDS RETENTION	4,975	0	0	0	0
	TOTAL CAPITAL OUTLAY	4,975	0	0	0	0
	TOTAL CITY CLERK	217,256	247,683	260,860	260,860	278,988



CITY CLERK'S OFFICE BUDGET HIGHLIGHTS

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.

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.

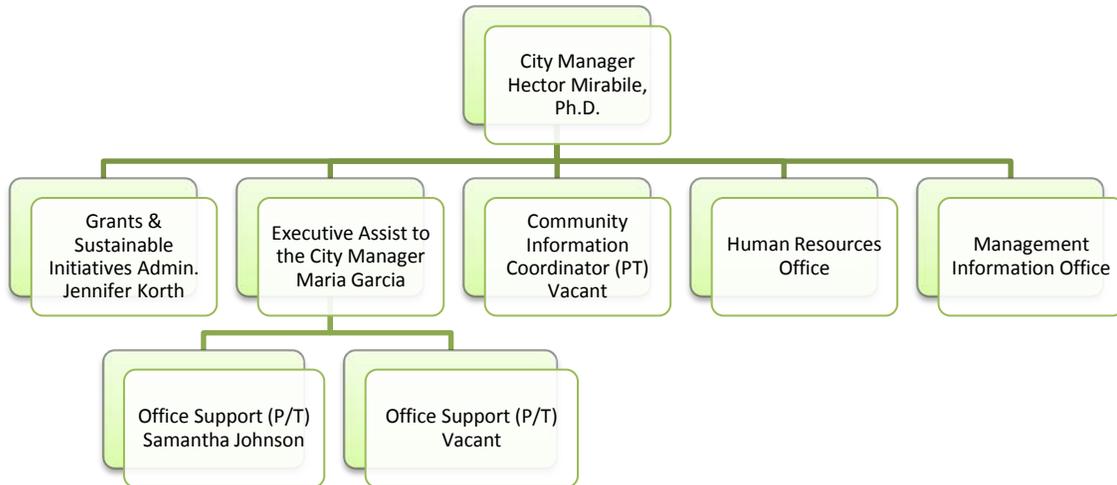
4950 Codifications –Codification is the process of consolidating the City's general and permanent legislation, then organizing it into a Code of Ordinances. The legislation is organized by topic (business, etc.) or by department/title (Administration and Personnel, Revenue and Finance, etc.). The City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

4920 Elections – FY 2013 does not have an election scheduled, so that line item will not be funded in FY 2013.



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.

The City's Human Resource Department and Office of Grants and Sustainable Initiatives functions are also located in this office. This office monitors the City's different Departments through meetings, reports and forecasts.

CITY MANAGER'S OFFICE ACCOMPLISHMENTS FOR FY 2012

- Executed current and new policies developed by the governing body and monitored adherence to City policies.
- Delivered a fiscally responsible budget while reducing the City's millage rate.
- Worked with developers meeting the City's review process to develop and create Redevelopment Project Plans in established TIF District.
- Oversaw the continued stress testing of the City's departments to foster organizational restructuring that have a high probability of producing greater efficiencies.
- Engaged the Commission and Staff in long term planning.
- Provided support and made recommendations to the City Commission.
- Continued to provide organizational and fiscal management that holds departments accountable.
- Facilitated relationships between the City Commission and the community.
- Provided for an ethical and professional organizational culture, by having the MDC Ethics Commission present an annual seminar to all department heads and managers.

CITY MANAGER'S OFFICE OBJECTIVES FOR FY 2013

- Continue to execute current and new policies developed by the governing body and monitor adherence to City policies.
- Deliver a fiscally responsible budget while reducing the City's millage rate.
- Provide support and make recommendations to the City Commission.
- Engage the Commission and Staff in long term planning.
- Work with departments to achieve a paperless system.



CITY MANAGER'S OFFICE AUTHORIZED POSITIONS

POSITION/TITLE	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
FULL TIME					
City Manager	1	1	1	1	1
Executive Administrative Asst.	1	1	1	1	1
Administrative Assistant II	1	1	0	0	0
Communications Receptionist	1	1	1	0	0
Grant Coordinator	1	1	1	1	1
TOTAL F/T	5	5	4	3	3
PART TIME					
Office Support	0	0	0	2	2
Community Information Coordinator	0	0	0	0	1
TOTAL P/T	0	0	0	2	3
TOTAL STAFF	5	5	4	5	6



CITY MANAGER'S OFFICE BUDGET FY 2013
001-1310-513

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2009-2010	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATE 2011-2012	CM RECOM 2012-2013
1210	SALARIES-REGULAR	330,670	238,821	231,392	231,392	233,210
1310	SALARIES - PART TIME	0	7,089	38,210	38,210	57,498
2110	F.I.C.A.	1,804	17,114	20,625	20,625	22,170
2210	PENSION PLAN CONTRIBUTION	0	19,666	10,424	10,424	9,006
2220	ICMA	0	17,610	17,423	17,423	17,384
2310	GROUP HEALTH INSURANCE	17,038	17,688	19,535	19,535	18,010
2410	WORKER'S COMPENSATION	0	1,361	1,483	1,483	782
	TOTAL PERSONNEL SERVICES	349,512	319,348	339,092	339,092	358,060
3450	CONTRACTUAL SERVICES	25,101	98,660	123,000	123,000	128,000
4060	AUTO ALLOWANCE	325	0	0	0	0
4065	CITY MANAGER EXPENSE	1,744	1,520	1,000	1,000	1,000
4070	TRAVEL & CONFERENCE	996	3,500	1,000	1,000	1,000
4080	EMPLOYEE EDUCATION	37	13,036	0	0	0
4110	POSTAGE	0	183	1,589	1,589	1,589
4120	COMMUNICATION	0	1,748	1,800	1,800	1,800
4515	AUTO INSURANCE	0	0	500	500	500
4634	MAINTENANCE-INTERNET SOFTWARE	0	0	0	0	35,120
4710	PRINTING- INFRASTRUCTURE	0	1,668	1,668	1,668	1,668
5205	COMPUTER EQUIPMENT	0	0	0	0	2,385
5210	SUPPLIES	3,930	1,977	2,000	2,000	2,000
5230	FUEL	0	5,010	5,410	5,410	5,410
5410	MEMBERSHIPS & SUBSCRIPTIONS	4,329	3,743	6,633	6,633	4,133
	TOTAL OPERATING EXPENSES	36,462	131,044	144,600	144,600	184,605
6410	EQUIPMENT LESS THAN \$500 VALUE	299	0	0	0	0
	TOTAL CAPITAL OUTLAY	299	0	0	0	0
9920	GENERAL CONTINGENCY	0	0	123,732	123,732	130,000
	OTHER FUNDING SOURCE	0	0	123,732	123,732	130,000
	TOTAL CITY MANAGER	386,273	450,392	607,424	607,424	672,665



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

4065 City Manager Expense – SunPass expense for tolls of \$660 and the remaining amount for miscellaneous City Manager expenses.

4070 Travel & Conference - Funding for the City Manager’s travel expense to “Dade Day’s” in Tallahassee

5205 Computer Equipment – The purchase of a Laser Printer (\$1,300) and Projector for the Commission Chambers (\$1,085).

5410 Membership & Subscriptions –

MDCCMA Annual Membership	\$260
Miami-Dade County League of Cities Installation Gala	\$1,800
Miami-Dade County League of Cities Membership	\$1,173
Wall Street Journal	\$300
ICLEI USA Membership	\$600

TOTAL \$4,133

9920 Contingency – To handle any unexpected emergencies, which must be addressed immediately.





INTERGOVERNMENTAL AFFAIRS

001-1315-513

This section of the budget was used to account for the intergovernmental expenses related to the lobbying contracts and travel. In an effort to consolidate the department and division budgets, the expenses have been allocated to the City Manager's Office budget, specifically line items 3450 and 4070.

INTERGOVERNMENTAL AFFAIRS BUDGET FY 2013

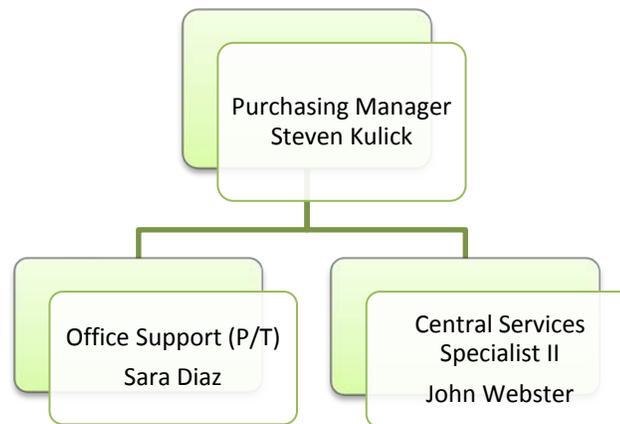
001-1315-513

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2009-2010	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATE 2011-2012	CM RECOM 2012-2013
3450	CONTRACTUAL SERVICES	89,300	0	0	0	0
4070	TRAVEL & CONFERENCE	5,510	0	0	0	0
	TOTAL OPERATING EXPENSES	94,810	0	0	0	0
	TOTAL INTERGOVERNMENTAL	94,810	0	0	0	0



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 2012

- Awarded a new 3-year copier program that is projected to generate savings of 31% over the 3-year contract term.
- Implemented an Invitation to Quote process for City departments to formalize the procurement of goods and services that do not meet RFP, (\$25,000), thresholds.
- A revenue generating contract was awarded for the maintenance of selected bus bench's resulting in an increase in revenues of 52%



- Coordinated the completion of an inventory of the City's fixed assets.
- Disposed of city assets declared surplus by the Commission in accordance with 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 flyers and books as requested by different departments, including the employee manual, police annual Report and budget books

CENTRAL SERVICES DIVISION OBJECTIVES FOR FY 2013

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:

- Secure accreditation from the National Institute of Governmental Purchasing (NIGP). The accreditation program formally recognizes excellence in public purchasing.
- Expand the Invitation to quote process for Department requirements of goods or services that are over \$1,000.
- Train Departments in Scope of Work development for the purchase of goods or services.
- 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 AUTHORIZED POSITIONS

POSITION/TITLE	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
FULL TIME					
Purchasing Manager	1	1	1	1	1
Procurement Specialist	1	1	1	0	0
Central Services Specialist II	1	1	1	1	1
TOTAL F/T	3	3	3	2	2
PART TIME					
Procurement Specialist	0	0	0	1	0
Office Support	0	0	0	0	1
TOTAL P/T	0	0	0	1	1
TOTAL STAFF	3	3	3	3	3

CENTRAL SERVICES DIVISION ACTIVITY REPORT

ACTIVITY	ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	PROJECTED FY 2012	ESTIMATED FY 2013
Notarizations	320	342	323	200	150
Passport Services	1261	1090	970	N/A*	N/A*
Fingerprints	1249	1236	1150	900	850
Background Checks	368	406	374	270	220
No. of Total Revenue Services	3198	3074	2817	1190**	1080**
Purchase Orders Issued	732	917	696	300	350
No. of RFP's & RFQ's Issued	0	10	30	25	30
No. of Invoices Processed	3940	3779	3719	3200	3300

*Passport Services no longer provided

**Total number of paid services



CENTRAL SERVICES BUDGET FY 2013
001-1320-513

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2009-2010	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATE 2011-2012	APPROVED 2012-2013
1210	SALARIES - REGULAR	129,840	129,759	107,480	107,480	106,513
1310	SALARIES - PART TIME	168	0	31,451	31,451	16,018
1410	OVERTIME	0	0	0	0	0
2110	F.I.C.A.	9,818	9,940	10,628	10,628	9,282
2210	PENSION PLAN CONTRIBUTION	0	18,472	6,525	6,525	0
2220	ICMA	0	3,183	4,772	4,772	7,372
2310	GROUP HEALTH INSURANCE	12,001	12,384	11,516	11,516	12,479
2410	WORKER'S COMPENSATION	0	731	764	764	328
	TOTAL PERSONNEL SERVICES	151,827	174,470	173,135	173,135	151,992
3450	CONTRACTUAL SERVICES	0	0	5,800	5,800	20,000
4070	TRAVEL & CONFERENCE	364	0	0	0	0
4110	POSTAGE	23,155	3,002	3,000	3,000	3,000
4120	COMMUNICATION	0	68,392	420	420	720
4125	TELEPHONE	0	0	68,167	68,167	148,241
4420	LEASE POSTAGE MACH	540	270	1,488	1,488	1,488
4615	MAINT - OFFICE EQUIPMENT	813	1,787	1,787	1,787	2,776
4620	MAINT-OPERATING EQUIPMENT	1,987	0	250	250	250
4634	MAINTENANCE-INTERNET SOFT.	0	0	0	0	2,249
4710	PRINT/BIND/COPYING	45,342	7,370	7,371	7,371	6,482
4720	PRINTING-CONTRACTUAL	3,504	50	2,000	2,000	2,000
5205	COMPUTER EQUIPMENT		2,200	0	0	0
5210	SUPPLIES	15,276	20,591	16,531	16,531	16,677
5211	SUPPLIES-PASSPORT PROCESSING	1,393	1,097	470	470	0
5220	UNIFORMS	326	0	0	0	0
5230	FUEL	0	84	0	0	0
5410	MEMBERSHIPS & SUBSCRIPTIONS	385	0	330	330	330
	TOTAL OPERATING EXPENSES	93,085	104,843	107,614	107,614	204,213
6410	EQUIPMENT LESS THAN \$500 IN VALUE	436	0	0	0	0
	TOTAL CAPITAL OUTLAY	436	0	0	0	0
	TOTAL CENTRAL SERVICES	245,348	279,313	280,749	280,749	356,205



CENTRAL SERVICES DIVISION BUDGET HIGHLIGHTS

3450 Contractual Services – American Appraisal is contracted with the city for \$6,000 to provide an annual Citywide inventory, as required by the State of Florida and recommended by GASB to comply with statement 34. Furthermore, Central Services, along with a few other departments will be relocating to the front of the Sylva Martin Building and \$14,000 is allocated to cover the moving expenses related to the equipment and furniture of the respective departments and/or division.

4125 Telephone – The citywide landline telephone system expenses are reflected within this respective line item. The City will be piggy backing from an existing government RFP to replace the existing outdated telephone system with a new VOIP system. The initiation of the new telephone system has already reduced the phone expense by approximately \$24,000, while providing a more efficient system with the expectation of increased savings in the future.

State of Florida Lines City Hall	\$12,000
Telephone Annual Charge	\$10,000
Voice Mail Reset Fees	\$200
Phone Lines Repairs	\$1,721
AT&T Phone, Fax Modems	\$19,320
VOIP New System (5 Year Support)	\$105,000
TOTAL	<u>\$148,241</u>

4615-Maintenance-Office Equipment - This line item reflects various costs due to maintenance of city wide used office equipment; approved maintenance contract for the binding machine.

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

Operating Supplies	\$4,000
Mac Paper- \$30.63 per box of regular paper 30 boxes a month.	\$11,027
Carbon Copies paper-\$275 per box; an estimated 6 boxes a year.	
Human Resources forms, Requisition forms and receipt forms.	\$1,650
TOTAL	<u>\$16,677</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 2012

- Implemented new Paychex Payroll System for payroll processing. As part of the City wide go green initiative Paychex One Solution allows us to go paperless on paystubs and gives employees access to



payroll, tax, direct deposit, W-2's and check history information.

- Implemented Human Resource Online a central data portal for managing company and employee human resources information. This HR portal also works as a communication center and company directory while also holding employee documents and handbooks, benefits plan tracking, and total compensation summaries.
- Implemented 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.
- Implemented the first paperless open enrollment for Health Benefits. For the first year CSM has gone paperless

on enrolling employees in the benefits for the current benefits year.

- 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.
- Promoted effective, accurate and informative employee evaluations through training for managers and senior supervisors.
- Developed and implemented a performance evaluation system for all personnel.
- Assisted Supervisors in providing a positive working environment.
- Developed and implemented an effective Return to Work program for employees with on the job injuries.
- Began City-wide position audits to improve efficiency and appropriately classify personnel and departmental structures.

HUMAN RESOURCES DEPARTMENT OBJECTIVES FOR FY 2013

- Continue to work with Human Resources Online module to create effective ways of communication and file maintenance for employee data.
- Continue to create other Wellness initiatives to create a healthier style of living for employees and families to improve productivity and decrease costs associated with health risks.
- Standardize all Human Resource Forms in compliance with City-wide initiative.
- Make Human Resources Forms available online through the City's website and Employee Online Applications.
- Continue to assist Supervisors in providing a positive working environment.
- Continue City-wide position audits to improve efficiency and appropriately classify personnel and departmental structures.



HUMAN RESOURCE OFFICE AUTHORIZED POSITIONS

POSITION/TITLE	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
Human Resources Director	1	1	1	1	1
Human Resource Generalist	0	0	1	1	1
Office Support	1	1	1	1	1
TOTAL F/T	2	2	3	3	3
TOTAL STAFF	2	2	3	3	3

HUMAN RESOURCE OFFICE ACTIVITY REPORT

ACTIVITY	ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	PROJECTED FY 2012	ESTIMATED FY 2013
Local Background Checks Processed	62	61	59	52	55
National Background Screenings	61	60	59	20	25
New Hire Orientations	24	23	17	13	15
Employment Advertisements	20	20	16	6	8
Wellness Fairs	6	5	4	4	4
Safety Meetings	3	3	4	4	4
Wage Statements Submitted	7	7	10	10	10
Random CDL Testing	13	13	12	14	15
Filing	65	65	65	65	65
Employee Applications Received	286	296	1,267	350	375
Notary Services	57	59	89	110	100
Workers Compensation Claims	30	30	25	20	25
Pre-employment Physicals	24	24	17	13	15
Post Accident Drug Screenings	30	30	25	20	25
Drivers License Checks	390	390	390	381	380



HUMAN RESOURCE OFFICE BUDGET FY 2013

001-1330-513

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2009-2010	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATE 2011-2012	APPROVED 2012-2013
1210	SALARIES - REGULAR	116,561	97,943	164,350	164,350	167,043
2110	F.I.C.A.	9,026	7,346	12,573	12,573	12,718
2210	PENSION PLAN CONTRIBUTION	0	21,015	12,870	12,870	0
2220	ICMA CONTRIBUTION	0	3,712	5,766	5,766	11,638
2310	GROUP HEALTH INSURANCE	7,514	9,598	17,274	17,274	18,718
2410	WORKER'S COMPENSATION	0	880	904	904	449
	TOTAL PERSONNEL SERVICES	133,101	140,494	213,737	213,737	210,566
2510	UNEMPLOYMENT COMPENSATION	0	41,871	32,000	39,000	44,000
2610	EMPLOYEE ASSISTANCE PROGRAM	0	1,459	0	0	6,500
3160	PRE-EMPLOYMENT PHYSICALS	15,252	8,000	8,000	8,000	8,000
3450	CONTRACTUAL SERVICES	0	3,292	82,875	82,875	55,000
4080	CITYWIDE TRAINING	1,215	0	15,910	15,910	15,910
4110	POSTAGE	0	180	180	180	275
4120	COMMUNICATION	0	661	1,680	1,680	1,560
4510	LIABILITY INSURANCE	0	239,898	287,760	287,760	287,760
4630	MAINT. & REPAIR - COMM. EQUIP	0	1,668	0	0	0
4634	INTERNET SOFTWARE	0	0	0	0	4,270
4710	PRINTING- INFRASTRUCTURE	0	0	1,668	1,668	1,668
4850	ADVERTISING-NON LEGAL	8,572	1,275	5,000	5,000	5,000
5205	COMPUTER EQUIPMENT	0	0	0	0	17,421
5210	SUPPLIES	270	7,115	2,643	2,643	3,609
5410	MEMBERSHIPS & SUBSCRIPTIONS	125	360	3,320	3,320	3,400
	TOTAL OPERATING EXPENSES	25,434	305,779	441,036	448,036	454,373
	TOTAL HUMAN RESOURCES	158,535	446,273	654,772	661,772	664,939



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 and the payroll processing provider, Paychex.

4080 Citywide Training - Citywide Training Workshops (FY 2013: Anti-Harassment; Workplace Safety; and Customer Service; and Management/Leadership Training) and an additional two full access. An additional expense 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. Moreover, the amount includes contingency for deductibles required to be paid as part of the City’s policy.

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	\$520
TOTAL	\$4,270

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

5205 Computer Equipment

Samsung 22 in Monitor	\$420
IPad	\$828
Readers 3121 Omnikey	\$3,300
Navigo Server Software	\$150
Credential Credits	\$2,850
Cresendo C200	\$4,800
Fargo Printer for Smart Cards	\$2,973
Fargo Printer Lam Module Dual Sided	\$2,100
TOTAL	\$17,421

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.



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 2012

- Implemented new Barracuda NG firewall
- Reconfiguration and segmentation of LAN to improve performance and security.
- OSSI contract: IDC successfully negotiated a very competitive price for the OSSI software
- Implemented IPADs for the Commissioners. IDC created a workflow for paperless agendas
- Continued to work with SunGard on the implementation of the new financial software
- IDC in conjunction with the CCO continues to work to implement the Community portion of the One Solution application
- Installed a new exchange server with a storage server
- Completed re-cabling of Audio/Video: cleanup of video room and organization of cables
- Completed Granicus training module implementation
- Installed new internet lines to improve the City's communications for the internet
- Installed wireless internet in the City's Chambers
- Terminal Server for Code Enforcement was implemented
- In conjunction with the City Manager created an emergency SMS system for city commission and executive staff



- Managed all handheld devices
- Managed and maintained video security system
- Designed and configured the wireless bridge for connectivity between the Mobley Building and Parks and Recreation. This enables connectivity to the City Hall network

MANAGEMENT INFORMATION SYSTEMS OBJECTIVES FOR FY 2013

- Continue reconfiguration and segmentation of LAN to improve performance and security.
- Currently in the process of evaluating different companies and technologies for the downtown mesh WIFI network
- Currently reviewing the feasibility and cost of a City wide emergency notification system voice, email and SMS
- Continue implementation of City Manager's paperless initiative
- IDC evaluated GIS professional services offerings and created GIS current and future budget. As well as having become involved with Miami-Dade County's GIS and the property appraiser's office to develop process and procedure for interagency cooperation.
- IDC has in conjunction with the City Manager become involved in the beta development of new software to manage the life cycle of a disaster
- SMPD network re-design was approved by FDLE in mid-May. As we move forward with the new CAD system we will be significantly improving security and reliability of communications. This project prepares IDC to begin the roll out FIPS 140-2 compliant VPN system for communication with the squad cars. FDLE's approval of the design also set the stage for 2 factor authentication
- Manage network perimeter security
- Manage network upgrades & changes
- Perform core & server upgrades & changes
- Provide & manage desktop support
- Manage IT helpdesk
- Manage City's main page on website
- Manage all handheld devices
- Manage and maintain video security system
- Record City meetings as required



MANAGEMENT INFORMATION SYSTEMS OFFICE AUTHORIZED POSITIONS

POSITION/TITLE	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
FULL TIME					
MIS Manager	1	1	0	0	0
MIS Specialist	2	2	0	0	0
TOTAL F/T	3	3	0	0	0
PART TIME					
MIS Support	0	0	0	0	0
TOTAL P/T	0	0	0	0	0
TOTAL STAFF	3	3	0	0	0

MANAGEMENT INFORMATION SYSTEMS ACTIVITY REPORT

ACTIVITY	ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	PROJECTED FY 2012	ESTIMATED FY 2013
AS-400 Update / Maintenance (Incl SunGard Software)	no record	no record	695	230 (1)	230 (1)
PC, Non-Software, Maintenance / Troubleshooting	no record	no record	808	970 (2)	816 (2)
Non AS-400 Software Maintenance / Troubleshooting	no record	no record	300	600 (3)	816 (3)
Meetings Video Taped	no record	no record	156	175 (4)	175
USA Software Issues	no record	no record	192	64 (5)	0 (5)
Virus Infections	no record	no record	23	18 (6)	? (6)
Server Replacements	no record	no record	5	2 (7)	2 (7)

(1) AS400 discontinuation delayed until 1/1/2013

(2) Actual tickets for 2012 were 960. We expect a 15% reduction due to new systems being in place.

(3) Actual tickets for 2012 were 960. We expect a 15% reduction due to new systems being in place.

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

(5) USA Software has been discontinued.

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

(7) 2013 GIS and Terminal Services Server

NOTE: The bulk of the statistics represented in this table were derived from the helpdesk ticket system. Eight months ticket count was divided by 8 and multiplied by 12 to arrive at a Projection for FY2013.



MANAGEMENT INFORMATION SYSTEMS BUDGET FY 2013
001-1340-513

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2009-2010	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATE 2011-2012	APPROVED 2012-2013
1210	SALARIES - REGULAR	203,516	0	0	0	0
2110	F.I.C.A.	15,802	0	0	0	0
2310	GROUP HEALTH INSURANCE	12,179	0	0	0	0
	TOTAL PERSONNEL SERVICES	231,497	0	0	0	0
3450	CONTRACTUAL SERVICES – INFRASTR.	115,440	203,143	235,800	235,800	189,800
4120	COMMUNICATION	0	26	0	0	0
4445	LEASE PURCHASE - AS 400	6,273	0	0	0	0
4515	LIABILITY INSURANCE	0	400	0	0	0
4630	MAINT & REP - COMM EQUIPMENT	7,195	1,992	0	0	0
4632	INTERNET SERVICE	50,439	54,203	42,012	68,012	38,130
4634	MAINTENANCE - INTERNET SERVICE	96,400	10,531	22,124	22,124	36,013
5205	COMPUTER EQUIPMENT	0	47,569	83,532	83,532	47,509
5210	SUPPLIES	13,029	3,693	22,875	22,875	3,948
	TOTAL OPERATING EXPENSES	288,776	321,556	406,343	432,343	315,400
6410	EQUIPMENT LESS THAN \$500 VALUE	539	0	0	0	0
6420	OFFICE EQUIPMENT	700	0	0	0	0
6430	OPERATING EQUIPMENT	42,802	16,142	11,422	11,422	0
	TOTAL CAPITAL OUTLAY	44,041	16,142	11,422	11,422	0
	TOTAL MIS	564,314	337,698	417,765	443,765	315,400



MANAGEMENT INFORMATION SYSTEMS BUDGET HIGHLIGHTS

3450 – Contract Services – The City contracts with an outside Information Technology Company for the entire City’s IT needs. The expense associated with the outsourcing of IT services is estimated at \$189,800 annually.

4632 Internet Service – This line item includes Metro E Service for City Hall, PW and the Community Center, AT&T Uverse, and DSL backup line.

4634 Maintenance – Internet Service – This line item represents the costs associated the annual licenses for all City 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
Trend WF Anti-virus 200 Users Renewal	\$3,800
Cisco Smartnet 2951	\$1,406
Cisco Smartnet 1242 x 2	\$2,811
Cisco Smartnet 1310 x 2	\$196
dotgov.gov domain renewal for www.southmiamifl.gov (yearly)	\$125
Laserfiche Maintenance and support	\$11,764
Accrisoft	\$4,740
GoDaddy SSL Certificate for City Email	\$90
Verisign SSL for POS GovNow	\$995
IBM Support and Maintenance AS-400	\$1,632
IBM Support and Maintenance AS-400	\$1,632
Sans Support and Maintenance HP	\$1,568
TOTAL	<u>\$36,013</u>



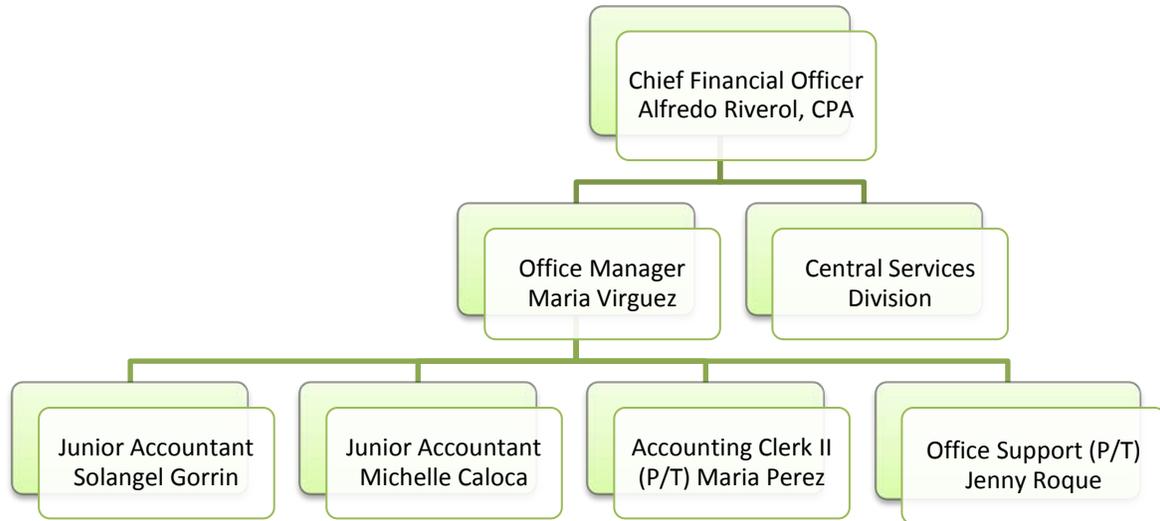
5205 Computer Equipment – Equipment and Licenses required by the City to continue improving the City’s computer infrastructure.

MIS Desktop with Monitor	\$1,927
Network Discovery Software	\$990
Pinnacle Studio HD Ultimate	\$100
Adobe Creative Suite	\$1,900
Dell Poweredge R610	\$3,835
Windows 2008 R2 Operating System	\$678
Barracuda NG Firewall for failover on network	\$4,100
AV Equipment Replacement	\$15,000
Recommend 10% contingency	\$18,980
TOTAL	\$47,509



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 payroll, accounts payable, accounts receivable, central collections, general ledger fund accounting, preparation of applicable state and federal reports, 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.



FINANCE DEPARTMENT ACCOMPLISHMENTS FOR FY 2012

- Post online accurate and timely budget and financial reports on a monthly basis.
- Implemented along with the Human Resources Department the outsourcing of the payroll services to Paychex which saved over 60% of the existing payroll cost while increasing the overall level of service.
- Assisted the City Manager in the preparation of the FY 2013 Annual Operating and Capital Budget.
- Completed the City FY 2011 Comprehensive Annual Financial Report (CAFR), which the auditor's stated no findings.
- Produced and posted online the Popular Annual Financial Report (PAFR).
- The City was awarded by the Government Finance Officers Association (GFOA) all three prestigious awards for the Budget, CAFR, and PAFR.
- Implemented the City's updated accounting system which integrates in the City's new Enterprise Resource Planning (ERP) system, One Solution.
- Implemented a new collections system which has increased the City's revenues and reduced the City's outstanding accounts receivables.

FINANCE DEPARTMENT OBJECTIVES FOR FY 2013

- Implement ACH payments to all vendors 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) with auditors issuing no 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.
- Finance will be going paperless by scanning and storing electronically all invoices and supporting documentation.



FINANCE DEPARTMENT AUTHORIZED POSITIONS

POSITION/TITLE	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
FULL TIME					
Chief Financial Officer	1	1	1	1	1
Office Manager	1	1	1	1	1
Department Head Secretary	1	1	0	0	0
Accts Receivable Technician	0	0	1	1	0
Parking/Collections Manager	1	1	0	0	0
Business Lic. Comp. Officer	1	1	1	0	0
Junior Accountant	1	1	1	1	2
Accounts Payable Technician	1	1	1	1	0
Total F/T	7	7	6	5	4
PART TIME					
Assistant Finance Director	0	0	0	1	0
Junior Accountant	1	1	1	1	1
Office Support	0	0	0	0	1
Total P/T	1	1	1	2	2
TOTAL STAFF	8	8	7	7	6



FINANCE DEPARTMENT ACTIVITY REPORT

ACTIVITY	ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	PROJECTED FY 2012	ESTIMATED FY 2013
Number of Parking Decals Sold	333	988	788	1150	800
Number of Cash Key Sold	154	88	25	10	5
Number of Cash Key Refills	558	535	150	25	10
Number of Private Haulers	59	55	75	85	90
Number of Payroll Periods Processed	26	27	26	26	26
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	3177



FINANCE DEPARTMENT BUDGET FY 2013

001-1410-513

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2009-2010	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATE 2011-2012	APPROVED 2012-2013
1210	SALARIES - REGULAR	360,578	342,710	285,387	285,387	260,921
1310	SALARIES - PART TIME	20,474	45,880	72,335	72,335	51,896
2110	F.I.C.A.	28,649	29,527	27,366	27,366	23,463
2210	PENSION PLAN CONTRIBUTION	0	36,193	31,092	31,092	11,549
2220	DEFERRED COMPENSATION (ICMA)	0	6,576	6,866	6,866	12,967
2310	GROUP HEALTH INSURANCE	31,620	30,866	28,761	28,761	24,957
2410	WORKER'S COMPENSATION	0	1,837	1,967	1,967	828
	TOTAL PERSONNEL SERVICES	441,321	493,591	453,774	453,774	384,575
3100	PROFESSIONAL SERVICES	0	8,796	10,000	10,000	10,000
3210	AUDITOR'S FEE	0	55,370	58,000	58,000	66,000
3450	CONTRACTUAL SERVICES	211,310	236,599	10,000	10,000	10,000
4070	TRAVEL & CONFERENCE	893	1,067	1,400	1,400	1,400
4080	EDUCATION	285	0	0	0	0
4090	TUITION REIMBURSEMENT	0	0	1,063	1,063	0
4110	POSTAGE	0	263	7,030	7,030	7,030
4120	COMMUNICATION	0	1,410	1,500	1,500	1,200
4515	LIABILITY INSURANCE-AUTO	0	200	0	0	0
4634	MAINTENANCE COMP PROGRAMS	0	35,000	35,000	35,000	35,000
4710	PRINTING- INFRASTRUCTURE	0	1,668	1,668	1,668	1,668
5205	COMPUTER EQUIPMENT	0	0	0	0	1,300
5210	SUPPLIES	14,996	2,672	4,573	4,573	8,573
5410	MEMBERSHIPS & SUBSCRIPTIONS	1,816	1,682	2,210	2,210	2,210
	TOTAL OPERATING EXPENSES	229,300	344,727	132,444	132,444	144,381
6410	EQUIPMENT-LESS THAN \$500 IN VALUE	335	0	0	0	0
6430	EQUIPMENT OPERATING	5,476	589,587	0	0	0
	TOTAL CAPITAL OUTLAY	5,811	589,587	0	0	0
7110	DEBT SERVICE- PRINCIPAL	0	87,882	34,415	34,415	34,415
7210	DEBT SERVICE- INTEREST	0	5,651	0	0	0
	TOTAL DEBT SERVICE	0	93,533	34,415	34,415	34,415
	TOTAL FINANCE	676,432	1,521,437	620,634	620,634	563,371



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	\$39,000
Pension Audit	\$11,000
Single Audit	\$5,000
GASB 45 Compliance Audit	\$6,000
OTHER Required Auditing Engagement	\$5,000
TOTAL	\$66,000

3450 Contractual Services – Finance has allocated \$10,000 for additional training and support of the Enterprise Resource Planning (ERP) system.

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
TOTAL	\$1,400

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



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

GFOA Certificate of Excellence	\$450
GFOA Budget Recognition Award	\$300
GFOA Popular Annual Financial Report Award	\$450
CPA License Renewal	\$155
AICPA Dues	\$200
FICPA Dues	\$215
FGFOA Membership	\$25
S. Florida Government Fin Officer	\$25
GFOA Membership	\$190
Advancing Accounting Accountability	\$90
CGFM Certification	\$110
TOTAL	\$2,210

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. A reduction in this line item is due to the allocation of all expenditures associated with the City’s Parking Program to the Police Department.



FINANCE INSURANCE

001-1420-519

The Finance Insurance section of the budget included expenses related to liability insurance and warranties. This year's budget has applied those expenditures to the respective department in which they pertain in an effort to provide a more transparent department cost amount.

FINANCE INSURANCE BUDGET FY 2013

001-1415-513

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2009-2010	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATE 2011-2012	APPROVED 2012-2013
2410	WORKERS' COMPENSATION	241,189	0	0	0	0
2510	UNEMPLOYMENT COMPENSATION	16,169	0	0	0	0
4510	LIABILITY INSURANCE	345,690	0	0	0	0
4520	PUBLIC EMPLOYEES BLANKET BOND	660	0	0	0	0
4591	POLICE A.D.D.	1,780	0	0	0	0
	TOTAL FINANCE INSURANCE	605,488	0	0	0	0



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 2013

- 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 2013

001-1500-514

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2009-2010	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATE 2011-2012	APPROVED 2012-2013
3120	LEGAL SERVICES - RETAINER	200,650	160,320	160,000	160,000	160,000
3410	LEGAL SERVICES -OUTSIDE LIT COSTS	150,447	153,210	175,000	175,000	320,000
3440	CONSULTING-LABOR	105,017	57,419	40,000	40,000	40,000
3452	CONTRACTUAL SVC-CODE ENF.	8,155	0	0	0	0
4065	CITY ATTORNEY'S EXPENSE	1,463	0	0	0	1,000
	TOTAL LEGAL SERVICES	465,732	370,949	375,000	375,000	521,000

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.

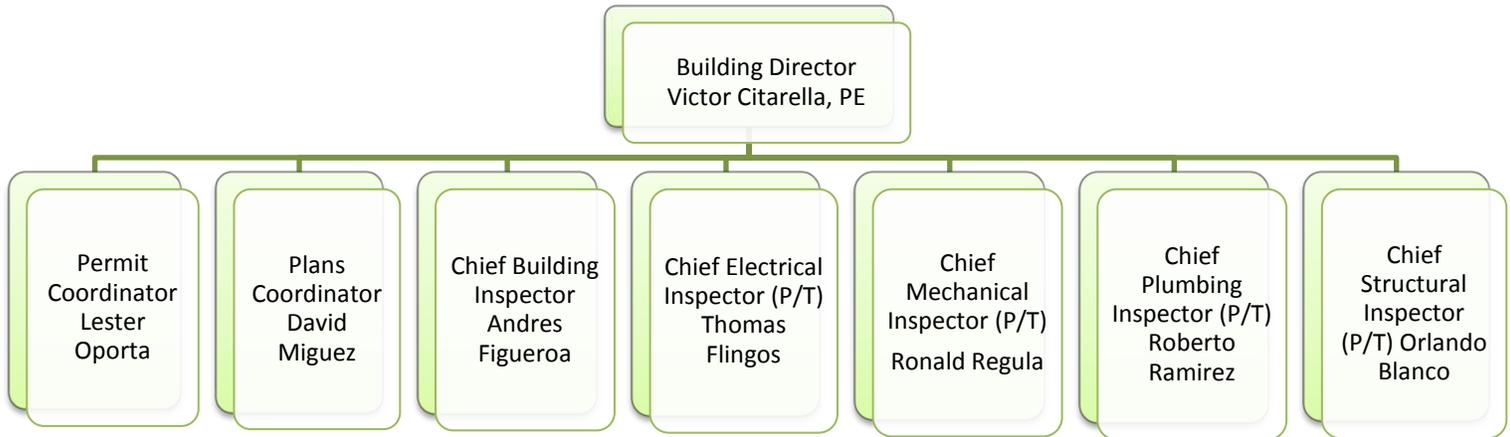
3410 Legal Services – Outside – Due to some current outstanding and future potential lawsuits related to general items, specialized outside council has been obtained and the amount is estimated to cover the legal expense related to this issue. Other specialized legal counsel required throughout the fiscal 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. Lastly, \$120,000 was included to fund the Mr. Balogun outstanding settlement amount in FY 2013 and \$25,000 for the contracting of legal services to help represent the City with reference to any FPL related issues.

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.



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 2012

- 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 80% of building plan documents review for compliance with the Florida Building Code within 10 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 2013

- 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.
- Ninety percent (90%) of building permit applications will be processed within ten days and the remaining ten percent (10%) within twenty 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 2010	FY 2011	ESTIMATED FY 2012	PROJECTED FY 2013
Complete 100% of field inspections requested before 4:00 pm, during the next business day. Data shows percent of inspections completed on target.	95%	100%	100%	100%
Contain departmental expenses within the original approved budget. Data shows percent of budget used.	97%	98%	99%	99%
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.	98%	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.	98%	100%	100%	100%



BUILDING DEPARTMENT AUTHORIZED POSITIONS

POSITION/TITLE	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
FULL TIME					
Building Official/Director	1	1	1	1	1
Chief Building/Roofing Inspector/Plans Examiner	1	1	1	1	1
Permits Coordinator	1	1	1	1	1
Plans Coordinator	1	1	1	1	1
TOTAL F/T	4	4	4	4	4
PART TIME					
Chief Mechanical Inspector/Plans Examiner	1	1	1	1	1
Chief Electrical/Inspector/Plans Examiner	1	1	1	1	1
Chief Plumbing/Inspector/Plans Examiner	1	1	1	1	1
Chief Structural Inspector/Plans Examiner	1	1	1	1	1
TOTAL P/T	4	4	4	4	4
TOTAL STAFF	8	8	8	8	8



BUILDING DEPARTMENT ACTIVITY REPORT

ACTIVITY		ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	PROJECTED FY 2012	ESTIMATED FY 2013
PERMITS:						
	Building	464	430	488	490	495
	Roofing	143	120	128	130	135
	Electrical	297	306	346	350	350
	Mechanical	100	120	119	120	125
	Plumbing	154	165	177	190	195
TOTAL PERMITS		1,158	1,141	1,258	1,280	1,300
INSPECTIONS:						
	Building	1,468	1,049	1,120	1,130	1,140
	Roofing	620	502	540	550	580
	Electrical	737	612	675	680	690
	Mechanical	357	286	302	300	310
	Plumbing	618	435	465	470	480
TOTAL INSPECTIONS		3,800	2,884	3,040	3,130	3,200



BUILDING DEPARTMENT BUDGET FY 2013

001-1610-524

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2009-2010	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATE 2011-2012	APPROVED 2012-2013
1210	SALARIES - REGULAR	227,957	228,357	207,623	207,623	238,374
1310	SALARIES - PART TIME - INSPECTORS	135,239	136,510	122,717	122,717	137,077
2110	F.I.C.A.	28,296	28,249	25,271	25,271	28,228
2210	PENSION PLAN CONTRIBUTION	0	28,245	20,449	20,449	0
2220	ICMA RETIREMENT	0	6,525	5,911	5,911	16,234
2310	GROUP HEALTH INSURANCE	19,092	19,770	23,109	23,109	24,957
2410	WORKER'S COMPENSATION	0	8,416	8,406	8,406	7,308
	TOTAL PERSONNEL SERVICES	410,584	456,072	413,486	413,486	452,178
3150	CONTRACT INSPECTORS	2,100	2,850	3,000	3,000	3,000
3450	CONTRACTUAL SERVICES	0	1,380	1,000	1,000	1,000
4070	TRAVEL & CONFERENCE	11	0	0	0	0
4110	POSTAGE	0	181	180	180	200
4120	COMMUNICATION	0	360	360	360	500
4515	LIABILITY INSURANCE- AUTO	0	200	400	400	400
4710	PRINTING - INFRASTRUCTURE	0	1,668	1,668	1,668	1,900
5210	SUPPLIES	1,430	977	1,600	1,600	2,500
5220	UNIFORMS	1,685	0	1,000	1,000	0
5230	FUEL	0	1,000	1,127	1,127	1,500
5410	MEMBERSHIPS & SUBSCRIPTIONS	80	0	200	200	120
	TOTAL OPERATING EXPENSES	5,306	8,617	10,535	10,535	11,120
	TOTAL BUILDING DEPART	415,890	464,689	424,021	424,021	463,298



BUILDING DEPARTMENT BUDGET HIGHLIGHTS

1310 Salaries Part Time – The City in FY 2012 reduced all salaries within the Building Departments budget by approximately 9.6%. For FY 2013, the City is reinstating the salaries to the amounts set before the reduction occurred.

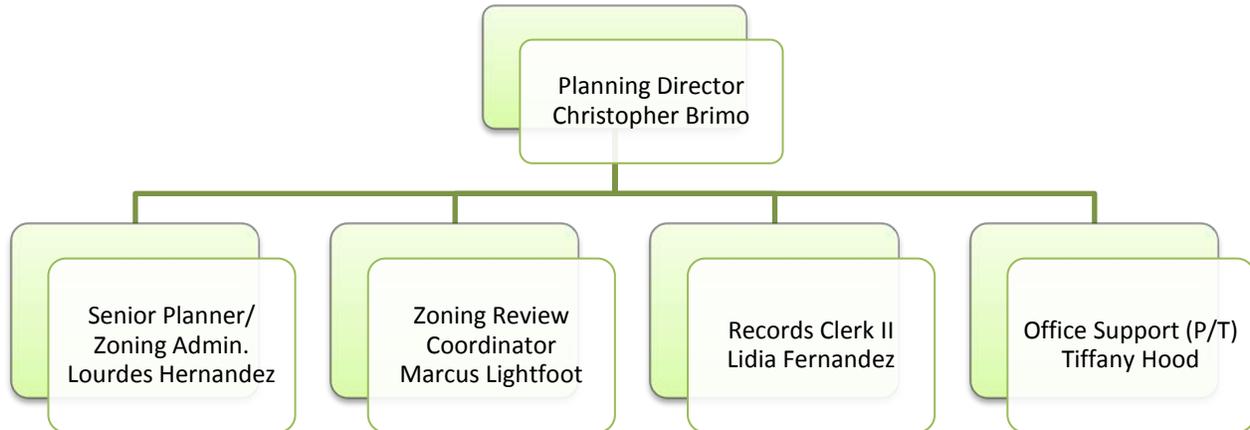
3150 Contract Inspectors - Funds are required to supplement permanent staff during vacation and/or during emergency periods.

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 2012

- Changes in Ch. 163, F.S. amended the requirements for Evaluation and Appraisal Reports (EAR). The 2012 EAR was deemed optional by the State of Florida. The Planning Department utilized the Planning Consultant resources to address other Planning & Zoning issues such as the development of a three-story zoning district, future land use map amendments and updating the City's demographic data.
- Processed and filed eight Comprehensive Plan text amendments and four Future Land Use Map amendments. The Department processed a Comprehensive Plan amendment establishing an Educational Element, in compliance with the City's inter-local agreement with the Miami-Dade County School Board.
- Continues to maintain the City's Land Development Code and coordinated the 2012 National Flood Insurance Program, Insurance Service Office audit.
- Processed ten amendments to the City's Land Development Code.
- 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 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 2013

- Work with the selected consultant on the preparation of the Citywide Impact Study on absorption rates, open space and transportation concurrency.
- 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.
- 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.
- Continue to work with the City's CRS Coordinator to reduce the City's overall flood insurance rating from an 8 to a 7, 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.
- 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 AUTHORIZED POSITIONS

POSITION/ TITLE	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
FULL TIME					
Planning Director	1	1	1	1	1
Principal Planner/ERP	1	1	1	1	0
Planner	0	0	0	0	0
Senior Planner/Zoning Administrator	0	0	0	0	1
Permit Facilitator	1	1	1	1	0
Zoning Review Coordinator	0	0	0	0	1
Zoning Technician/Dept. Head	0	0	0	0	0
Administrative Assistant II	1	1	0	0	0
Records Clerk II	1	1	1	1	1
Office Support	0	0	0	0	0
Total F/T	5	5	4	4	4
PART TIME					
Office Support	0	2	1	1	1
Total P/T	0	2	1	1	1
TOTAL STAFF	5	7	5	5	5



PLANNING & ZONING DEPARTMENT ACTIVITY REPORT

ACTIVITY	ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	PROJECTED FY 2012	ESTIMATED FY 2013
Building Permits Reviewed	749	649	649	750	775
Requests for Microfilm Records	328	126	126	200	225
Items Processed for:					
Planning Board	35	45	45	55	60
Environm. Review & Preserv. Board	111	74	74	90	100
Historic Preservation Board	25	24	24	30	35



PLANNING AND ZONING DEPARTMENT BUDGET FY 2013
001-1620-524

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2009-2010	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATE 2011-2012	APPROVED 2012-2013
1210	SALARIES - REGULAR	287,968	222,379	234,182	234,182	241,800
1310	SALARIES - PART TIME	23,618	8,772	19,575	19,575	19,771
2110	F.I.C.A.	22,436	17,357	19,412	19,412	19,888
2210	PENSION PLAN CONTRIBUTION	0	38,270	23,368	23,368	13,656
2220	ICMA RETIREMENT	0	2,230	6,539	6,539	10,082
2310	GROUP HEALTH INSURANCE	21,550	18,819	22,811	22,811	24,957
2410	WORKER'S COMPENSATION	0	882	939	939	702
	TOTAL PERSONNEL SERVICES	355,572	308,709	326,825	326,825	330,856
3100	PROFESSIONAL SERVICES	847	0	440	440	2,440
3450	CONTRACTUAL SERVICES	55,479	37,970	22,450	22,450	149,000
3480	MICROFILMING - DIGITIZING	1,444	1,444	1,445	1,445	1,445
4070	TRAVEL & CONFERENCE	68	0	0	0	0
4110	POSTAGE	0	191	1,876	1,876	1,876
4120	COMMUNICATION	0	432	2,280	2,280	2,280
4515	LIABILITY INSURANCE - AUTO	0	200	400	400	400
4620	MAINTENANCE-OPER EQPT.	4,909	4,909	7,410	7,410	7,443
4634	MAINTENANCE-INTERNET SOFTWARE	0	0	0	0	3,000
4710	PRINTING-INFRASTRUCTURE	0	3,335	3,335	3,335	3,412
4910	LEGAL ADS	1,915	3,306	3,587	3,587	3,587
5205	COMPUTER-EQUIPMENT	0	2,449	0	0	13,434
5210	SUPPLIES	3,323	1,869	2,886	2,886	24,542
5230	FUEL	0	120	144	144	144
5410	MEMBERSHIPS & SUBSCRIPTIONS	732	199	1,162	1,162	1,303
	TOTAL OPERATING EXPENSES	68,717	56,423	47,415	47,415	214,306
	TOTAL PLANNING & ZONING	424,289	365,132	374,240	374,240	545,162



PLANNING & ZONING DEPARTMENT BUDGET HIGHLIGHTS

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 – Contract Services – Concurrency Study; Vacancy and Absorption Rates for housing and Impact Fee Study \$70,000, GIS contractual services \$24,000, and \$55,000 for an outside contractor to assist the Planning Director in accomplishing his objectives in FY 2013.

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	\$2,536
Yearly maintenance agreement for the Fujitsu M4097D Scanner	\$1,112
Yearly maintenance agreement for the Contex Crystal Series Large Scale Scanner	\$1,295
Land Development Code (Municode)	\$2,500
TOTAL	<u>\$7,443</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.

5210 Supplies – In addition to regular operating supplies, Arcserve GIS Software was added to the supplies budget for \$20,000.

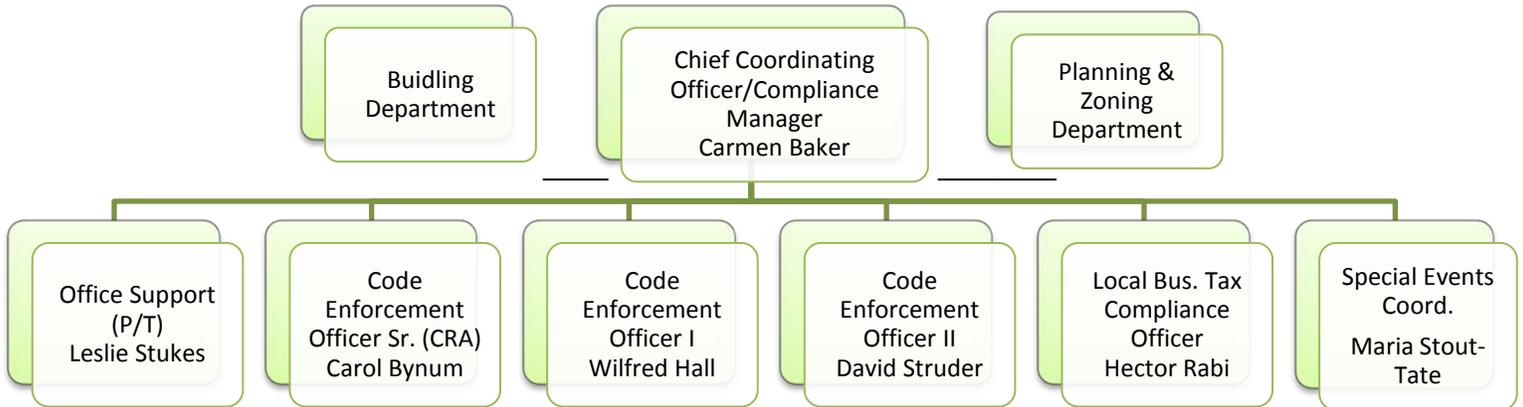
5410 Memberships and Subscriptions –

One year subscription to Florida Trend Magazine	\$20
One year subscription to Monthly Zoning Bulletins	\$263
National Membership in American Planning Association	\$600
Associate American Institute of Architects	\$355
US Green Building Council South Florida Chapter	\$65
TOTAL	<u>\$1,303</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 Stewards of the public trust. We promote the well-being of a community where people desire pleasant living!

CHIEF COORDINATING OFFICER (CCO)/CODE ENFORCEMENT OFFICE FUNCTIONS

The CCO's function is to move the City into an Enterprise Resource Planning (ERP) format which requires an internal assessment of the various systems to develop processes and workflow charts to identify and implement the most efficient and cost effective methods of doing business.

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. This division, as of mid-December, also handles the processing of special events.

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.

CHIEF COORDINATING OFFICE ACCOMPLISHMENTS FOR FY 2012

The CCO in conjunction with the IDC is currently working to implement the Community portion of the One Solution application. The current phase of the project is to configure user access as well as defining process and workflow. This project is ongoing.



CODE ENFORCEMENT ACCOMPLISHMENTS FOR FY 2012

- Collected and/or was instrumental in the collection of revenues of BTR New/Renewals, outstanding False Alarms fees, Lien Mitigation/Fines, and Lien Searches.
- Resolved the following long standing code issues/violations:
 - Accomplished the processing and demolishing of 6 unsafe structures within the CRA. These structures had been abandoned for years and were over 50% beyond repair and were the direct cause of depreciation of surrounding neighborhood property values.
 - Investigated and resolved a long standing 3 year issue with unlicensed rehabilitative homes within the city.
 - Collaborated with the Finance Department to address and collect on past years of outstanding Excess Trash, False Alarm, & Stormwater accounts/cases and thereby realized 55% of the projected revenues within the first 2 months of FY 2011/12.
- Conducted pro-active property and business inspections and/or investigations, which were determined to be code violations. During the initial 4 month period of this FY, 385 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.
- Developed an instituted a process to ensure that outstanding fees due to the city are taken care of before the processing and issuance of any and all permits.
- Established and implemented a 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.



CHIEF COORDINATING OFFICE/CODE ENFORCEMENT OFFICE OBJECTIVES FOR FY 2013

- The CCO in conjunction with the IDC will work to implement the Community portion of the One Solution application. The current phase of the project is to configure user access as well as defining process and workflow. This project is ongoing.
- 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).
- Revamp the City's Website and implement a maintenance schedule for the new website.
- GIS: Coordinate efforts with Miami-Dade County and develop and implement a process that meets the City's GIS needs.
- 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 AUTHORIZED POSITIONS

POSITION/TITLE	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
FULL TIME					
Code Enforcement Manager/Chief Coordinating Officer	1	1	1	1	1
Senior Code Enforcement Officer	1	1	1	1	1
Code Enforcement Officers I/II	3	3	2	1	1
Code Enforcement Officers I	0	0	0	1	1
Local Business Tax Comp Officer	0	0	0	1	1
Special Events Coordinator	0	0	0	1	1
Total F/T	5	5	4	6	6
PART TIME					
Office Support	0	2	1	1	1
Total P/T	0	2	1	1	1
TOTAL STAFF	5	7	5	7	7

CODE ENFORCEMENT DIVISION ACTIVITY REPORT

ACTIVITY	ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	PROJECTED FY 2012	ESTIMATED FY 2013
NEW CASES	1,149	512	1,500	860	1,000
CLOSED CASES	941	600	1,000	300	300
SPECIAL MAGISTRATE HEARINGS	103	139	140	450	300
LIENS RECORDED/RELEASED	88	100	100	30	40
LIEN SEARCHES	0	300	360	300	300
CITIZEN COMPLAINTS	291	350	325	200	150
BUSINESS INSPECTIONS	1,900	2,000	2,000	1,700	1,700
BUSINESS CITATIONS	650	700	500	700	700
BTRS NEW	561	570	560	626	600



CODE ENFORCEMENT BUDGET FY 2013
001-1640-524

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2009-2010	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATE 2011-2012	APPROVED 2012-2013
1210	SALARIES - REGULAR	246,715	171,158	212,752	212,752	236,933
1310	SALARIES - PART TIME	7,134	13,857	16,130	16,130	16,291
2110	F.I.C.A.	19,240	13,975	17,509	17,509	19,244
2210	PENSION PLAN CONTRIBUTION	0	36,502	35,317	35,317	8,013
2220	ICMA RETIREMENT	0	0	0	0	12,518
2310	GROUP HEALTH INSURANCE	20,330	16,304	22,992	22,992	24,957
2410	WORKER'S COMPENSATION	0	19,390	18,787	18,787	4,626
	TOTAL PERSONNEL	293,419	271,186	323,487	323,487	322,582
3111	CONTRACTUAL - SPECIAL MASTER	1,300	1,600	2,700	2,700	4,000
3450	CONTRACTUAL	8,688	8,270	20,000	20,000	20,000
4070	TRAVEL & CONFERENCE	0	0	916	916	1,374
4080	EMPLOYEE EDUCATION	1,695	0	1,305	1,305	2,415
4110	POSTAGE	0	238	7,000	7,000	7,000
4120	COMMUNICATION	0	2,820	4,350	4,350	4,350
4515	LIABILITY INSURANCE-AUTO	0	500	1,800	1,800	1,800
4710	PRINTING-INFRASTRUCTURE	0	1,668	1,668	1,668	1,668
4920	OTHER CHARGES-LIENS	586	94	2,775	2,775	1,612
5205	COMPUTER EQUIPMENT	0	0	0	0	4,612
5210	SUPPLIES	502	1,360	1,127	1,127	2,000
5220	UNIFORMS	379	890	1,200	1,200	2,000
5230	FUEL	0	4,317	5,978	5,978	5,978
5410	MEMBERSHIPS & SUBSCRIPTIONS	345	120	330	330	540
	TOTAL OPERATING EXPENSES	13,495	21,877	51,149	51,149	59,349
6420	OFFICE EQUIPMENT	2,188	0	0	0	0
	TOTAL CAPITAL OUTLAY	2,188	0	0	0	0
	TOTAL CODE ENFORCEMENT	309,102	293,062	374,636	374,636	381,931



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.

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

5205 Computer Equipment –

4 iPads with 3G	\$3,312
HP Color LaserJet CP4025dn	\$1,300
TOTAL	<u>\$4,612</u>

5210 Supplies – This line item includes office supplies.



PUBLIC WORKS DEPARTMENT



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 2012

- Installed new Pay Stations, numbers and signs for Parking System.
- Installed holiday lighting system for Downtown and City Hall.
- 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.
- Pressure cleaned walls, floors and paint exterior walls at Police Department Garage.
- Supervised and coordinated roof replacement at Police Department Headquarters.
- Performed load testing and maintenance on all city-owned emergency generators in preparation of the hurricane season.
- Cleared the staging area at Public Works Facility in preparation of the hurricane season.



BUILDING MAINTENANCE DIVISION OBJECTIVES FOR FY 2013

- Request bi-annual inspections of key facilities by Safety Experts for recommendations. Partner with other City departments and outside public agencies.
- 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.
- Continue to “GO GREEN” in the Janitorial Division, by increasing the use of environmentally-friendly “green” products.

BUILDING MAINTENANCE DIVISION AUTHORIZED POSITIONS

POSITION/TITLE	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
FULL TIME					
Lead Worker	0	1	1	1	0
Lead Worker II	2	2	2	2	1
Maintenance Worker III	0	0	0	0	0
Maintenance Worker II	5	5	4	4	1
TOTAL F/T	7	8	7	7	2
PART TIME					
Maint. Worker II	1	1	1	1	0
TOTAL P/T	1	1	1	1	0
TOTAL STAFF	8	9	8	8	2



BUILDING MAINTENANCE DIVISION ACTIVITY REPORT

ACTIVITY	ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	PROJECTED FY 2012	ESTIMATED FY 2013
Changing AC Filters	591	537	537	537	537
Unscheduled Repairs and Work Requests	1236	1086	1086	1120	1120
Sweeping and Mopping of Floors [Sq. Ft.]	4,145,856	4,145,899	4,145,899	4,145,899	4,145,899
Vacuuming of Carpets [Sq. Ft.]	1,787,656	178,770	178,770	178,770	178,770
Buffing of Floors [Sq. Ft.]	45,510	45,505	45,505	45,505	45,505
Cleaning of Bathrooms	7,659	7,677	7,677	7,677	7,677
Cleaning of Kitchen Counters and Sinks	2,546	2,542	2,542	2,542	2,542
Cleaning of Appliances	230	257	257	257	257
Cleaning of Water Fountains	1,032	1,008	1,008	1,008	1,008
Cleaning of Windows	212	213	213	213	213
Cleaning of Fish Pond	52	52	52	52	26



BUILDING AND MAINTENANCE BUDGET FY 2013
001-1710-519

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2009-2010	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATE 2011-2012	APPROVED 2012-2013
1210	SALARIES - REGULAR	253,463	230,306	223,395	223,395	70,464
1310	SALARIES - PART TIME	12,567	19,506	20,880	20,880	0
1410	OVERTIME	6,911	4,000	4,000	4,000	4,000
2110	F.I.C.A.	20,547	19,321	18,993	18,993	5,644
2210	PENSION PLAN CONTRIBUTION	0	35,251	37,712	37,712	10,536
2310	GROUP HEALTH INSURANCE	36,189	33,417	39,734	39,734	12,479
2410	WORKER'S COMPENSATION	0	11,320	12,563	12,563	3,126
	TOTAL PERSONNEL SERVICES	329,677	353,123	357,276	357,276	106,249
3450	CONTRACTUAL SERVICES	37,252	13,565	15,307	15,307	99,307
4070	TRAVEL AND CONFERENCE	0	0	250	250	250
4080	EMPLOYEE EDUCATION	198	0	400	400	200
4120	COMMUNICATION	0	0	1,248	1,248	624
4310	UTILITIES-ELECTRIC	115,156	111,794	114,000	114,000	114,000
4320	UTILITIES-WATER	22,146	16,051	27,000	27,000	27,000
4455	LEASE PURCHASE-TRUCKS	17,039	0	0	0	0
4620	MAINT & REPAIR OPER EQUIP	250	120	250	250	250
4670	MAINT & REPAIR-GDS & STRUCT	77,111	58,964	62,000	62,000	62,000
4680	MAINT & REP-OUTSIDE SVC	-693	0	0	0	0
5210	SUPPLIES	25,364	14,869	29,400	29,400	21,050
5220	UNIFORMS	3,132	2,806	3,250	3,250	800
	TOTAL OPERATING EXPENSES	296,954	218,170	253,105	253,105	325,481
6410	EQUIPMENT UNDER \$500 IN VALUE	120	0	0	0	0
6430	OPERATING EQUIPMENT	3,784	0	0	0	0
	TOTAL CAPITAL OUTLAY	3,904	0	0	0	0
7110	DEBT- PRINCIPAL	0	21,016	0	0	0
7210	DEBT- INTEREST	0	1,894	0	0	0
	TOTAL DEBT SERVICE	0	22,910	0	0	0
	TOTAL BUILDING MAINTENANCE	630,535	594,203	610,381	610,381	431,730



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	\$2,460
Fire Alarms certifications, monitoring and maintenance	\$5,018
Elevator maintenance (Police & Community Center)	\$5,824
Exterminator Services	\$2,005
Cleaning Company (7,000 mo. x 12)	\$84,000
TOTAL	\$99,307

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	\$1,500
Paint, and painting supplies	\$2,500
A/C repairs, parts, filters	\$10,000
Electrical repairs, parts and supplies	\$9,000
Lighting parts and supplies	\$4,000
Plumbing repairs, parts & supplies	\$5,000
Lumber & construction materials	\$5,000
Tools rental	\$1,000
Roofing repairs & supplies	\$3,000
Burglar alarms repairs	\$1,000
Hardware supplies	\$3,000
Water filters	\$500
Installation of 3" backflow preventer at City Hall as required by MDWASD	\$3,500
Repairs/purchases of shelves, cabinets, drinking fountains, hand dryers, etc	\$6,000
Purchase of holiday lights - Downtown	\$7,000
TOTAL	\$62,000

5210 Supplies – This line item was reduced due to the outsourcing of the janitorial services, which includes the purchase of all supplies by the contractor. Included are the holiday lights.



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 2012

- Implemented new yard waste recycling to increase the City’s recycling efforts and reduce cost of dumping at the landfills.
- Completed tree pruning project on SW 64th Street from 57th Avenue to 62nd Avenue.
- Increased trash hole fill-in frequency.
- Performed Street Cleaning and Garbage maintenance during Footlocker 10K run.

SOLID WASTE DIVISION OBJECTIVES FOR FY 2013

- Continue to provide a high level of service 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.
- Increase recycling by installing new recycling containers in the Downtown areas.
- Promote recycling to save tipping fees and benefit environment.
- Maintain full staffing levels to decrease overtime.



SOLID WASTE DIVISION AUTHORIZED POSITIONS

POSITION/TITLE	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
FULL TIME					
Superintendent	1	1	0	0	0
Garbage Collection					
Auto Equipment Operator	3	3	4	4	0
Heavy Equipment Operator	3	3	3	3	8
Trash Collection					
Auto Equipment Operator	1	1	1	1	0
Waste Collection Driver	2	2	2	2	2
TOTAL F/T	10	10	10	10	10
TOTAL STAFF	10	10	10	10	10

SOLID WASTE DIVISION ACTIVITY REPORT

ACTIVITY	ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	PROJECTED FY 2012	ESTIMATED FY 2013
Garbage [tons]	2990	2568	3038	3057	3057
Trash [tons]	6080	6002	6014	6240	6250
Excess Trash Pickup	113	70	53	96	82
Filling of Trash Hoes	441	181	389	465	430
Pickup of Litter Cans	17048	15515	11692	15670	15700
Inst. & Removal of Banners	410	128	115	144	150



SOLID WASTE DIVISION DEBT SERVICE

SIDE LOADER AND DUMP TRUCK

ORDINANCE 54-08-1989

001-1720-534

\$302,639.10

FY	DATE	AMOUNT	PRINCIPAL	INTEREST	BALANCE
2009	5/23/2009	\$65,982.00	\$60,525.03	\$5,456.97	\$242,114.07
2010	2/23/2010	\$65,982.00	\$60,525.03	\$5,456.97	\$181,589.04
2011	2/23/2011	\$65,982.00	\$60,525.03	\$5,456.97	\$121,064.01
2012	2/23/2012	\$65,982.00	\$60,525.03	\$5,456.97	\$60,538.98
2013	2/23/2013	\$65,995.95	\$60,538.98	\$5,456.97	\$0.00
TOTAL		329,923.95	302,639.10	27,284.85	



SOLID WASTE DIVISION BUDGET FY 2013
001-1720-534

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2009-2010	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATE 2011-2012	APPROVED 2012-2013
1210	SALARIES - REGULAR	441,451	367,332	370,403	370,403	342,704
1410	OVERTIME	8,841	7,072	7,000	7,000	7,000
2110	F.I.C.A.	34,647	28,438	28,871	28,871	26,495
2210	PENSION PLAN CONTRIBUTION	0	62,710	62,649	62,649	39,080
2220	ICMA	0	0	0	0	4,489
2310	GROUP HEALTH INSURANCE	50,998	47,079	51,332	51,332	56,153
2410	WORKER'S COMPENSATION	0	51,403	53,478	53,478	42,081
	TOTAL PERSONNEL SERVICES	535,937	564,033	573,733	573,733	518,002
3470	INTERLOCAL AGREEMENT-RECYCLING	82,567	83,239	85,800	85,800	88,375
4070	TRAVEL & CONFERENCE	0	0	200	200	200
4080	EMPLOYEE EDUCATION	0	0	300	300	300
4340	REFUSE DISPOSAL FEE	575,535	434,364	575,000	575,000	582,705
4341	REFUSE DISPOSAL FEE- RECYCLING	0	110,090	0	0	0
4455	LEASE PURCHASE-TRUCKS	142,369	0	0	0	0
5210	SUPPLIES	2,051	3,778	2,700	2,700	8,500
5220	UNIFORMS	3,297	3,510	4,000	4,000	4,000
	TOTAL OPERATING EXPENSES	805,819	634,981	668,000	668,000	684,080
7110	DEBT- PRINCIPAL	0	78,048	74,573	74,573	60,539
7210	DEBT- INTEREST	0	11,524	6,006	6,006	5,457
	TOTAL DEBT SERVICE	0	89,572	80,579	80,579	65,996
	TOTAL SOLID WASTE	1,341,756	1,288,586	1,322,312	1,322,312	1,268,078



SOLID WASTE DIVISION BUDGET HIGHLIGHTS

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 (\$2.55 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	\$8,500



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 2012

- Public Works Department continued street 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.
- Gum removal and pressure cleaning of sidewalks in downtown South Miami.
- Completed debris removal throughout the City's canals.
- 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.
- Two (2) employees completed "Storm Operator Level I" Course.
- Installed of holiday tree lighting and decorations Downtown South Miami.
- Grinded sidewalks throughout the city to remove trip hazards and avoid more costly sidewalk repairs.
- Completed citywide storm drain inspection and cleaned storm drain as required.
- Improve trash hole fill-in frequency.
- Expand downtown pressure cleaning areas to cover Red Road and SW 73rd Street.
- Harmonizing sidewalks with existing swale elevations.



STREETS AND LANDSCAPING DIVISION OBJECTIVES FOR FY 2013

- 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 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.
- Continue to implement the City's tree planting initiatives
- Maintain full staff levels to reduce overtime.



STREET & LANDSCAPING DIVISION AUTHORIZED POSITIONS

POSITION/TITLE	FY 2009	FY 2010	FY 2011	FY 2011	FY 2012	FY 2013
FULL TIME						
Superintendent Street/Landscape	0	0	0	0	1	1
Lead Worker	0	0	0	0	0	0
Lead Worker II	1	1	1	1	1	1
Maintenance Worker I	0	0	0	0	0	1
Maintenance Worker II	6	6	5	5	4	4
Maintenance Worker III	1	1	1	1	0	0
TOTAL F/T	8	8	7	7	6	7
PART TIME						
Maint. Worker I Summer	1	1	1	1	1	0
Maintenance Worker I	0	0	0	0	0	1
TOTAL P/T	1	1	1	1	1	1
TOTAL STAFF	9	9	8	8	7	8

STREET & LANDSCAPING DIVISION ACTIVITY REPORT

ACTIVITY	ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	PROJECTED FY 2012	ESTIMATED FY 2013
Mowing of Street's Medians	763	951	951	957	957
Mowing of City Buildings' Sites	67	75	75	75	75
Litter Pickup on City's ROW's	843	850	850	850	850
Sweeping of Streets [miles]	2634	2645	2645	2645	2645
Pressure-Cleaning of Sidewalks	57	53	53	56	56
Inspection of Storm Drains	730	111	111	465	500
Cleaning of Drainage Pipes [feet]	1892	117	0	800	800
Cleaning of Storm Drains	254	1	0	25	50
Citywide Insp. of Street Lights	17	18	18	18	18
Removal of Graffiti	264	309	305	328	330
Trimming of Street Trees	590	402	368	405	405
Inst. & Repair of Street Signs	64	229	90	115	100
Repair of Potholes, Citywide	69	169	141	155	135
Painting of Curbs [blocks]	12	20	3	13	12



STREETS AND LANDSCAPING DIVISION DEBT SERVICE

STREETS AND LANDSCAPING F-250

ORDINANCE 54-08-1989

001-1730-541

\$26,688.73

PAYMENT FY	PAYMENT DATE	PAYMENT AMOUNT	PRINCIPAL	INTEREST	BALANCE
2009	5/23/2009	\$5,819.00	\$5,337.75	\$481.25	\$21,350.98
2010	2/23/2010	\$5,819.00	\$5,337.75	\$481.25	\$16,013.23
2011	2/23/2011	\$5,819.00	\$5,337.75	\$481.25	\$10,675.48
2012	2/23/2012	\$5,819.00	\$5,337.75	\$481.25	\$5,337.73
2013	2/23/2013	\$5,818.98	\$5,337.73	\$481.25	\$0.00
TOTAL		29,094.98	26,688.73	2,406.25	



STREETS & LANDSCAPING DIVISION BUDGET FY 2013

001-1730-541

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2009-2010	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATE 2011-2012	APPROVED 2012-2013
1210	SALARIES - REGULAR	288,354	245,861	245,729	245,729	250,875
1310	SALARIES - PART TIME	14,607	16,532	19,575	19,575	19,121
1410	OVERTIME	4,998	3,806	7,000	7,000	7,000
2110	F.I.C.A.	23,375	19,812	20,831	20,831	20,988
2210	PENSION PLAN CONTRIBUTION	0	37,173	41,953	41,953	28,299
2220	ICMA	0	0	0	0	3,916
2310	GROUP HEALTH INSURANCE	37,260	35,374	39,616	39,616	43,675
2410	WORKER'S COMPENSATION	0	23,574	26,359	26,359	25,345
	TOTAL PERSONNEL SERVICES	368,594	382,132	401,063	401,063	399,219
3450	CONTRACTUAL SERVICES	83,323	37,903	37,268	37,268	37,268
4070	TRAVEL AND CONFERENCE	0	0	300	300	300
4080	EMPLOYEE EDUCATION	966	0	700	700	700
4120	COMMUNICATION	0	0	1,050	1,050	1,050
4455	LEASE PURCHASE-TRUCKS	22,095	0	0	0	0
4625	LANDSCAPE MAINTENANCE	16,443	4,604	21,000	21,000	21,000
4640	MAINT & REP.STREETS & PARKWYS	20,353	14,651	12,800	12,800	12,800
4650	ELECTRICITY	96,454	96,426	103,000	103,000	103,000
4670	MAINT & REP-GDS & STRUCT	3,741	2,426	2,500	2,500	2,500
5210	SUPPLIES	3,415	3,393	3,400	3,400	3,400
5220	UNIFORMS	2,778	2,647	3,600	3,600	3,600
5245	TOOLS	0	2,402	500	500	500
	TOTAL OPERATING EXPENSES	249,568	164,451	186,118	186,118	186,118
6410	EQUIPMENT-UNDER \$500 IN VALUE	2,486	0	0	0	0
6430	OPERATING EQUIPMENT	3,500	0	0	0	0
	TOTAL CAPITAL OUTLAY	5,986	0	0	0	0
7110	DEBT- PRINCIPAL	0	25,585	26,602	26,602	5,338
7210	DEBT- INTEREST	0	2,323	1,312	1,312	481
	TOTAL DEBT SERVICE	0	27,908	27,914	27,914	5,819
	TOTAL STREET MAINTENANCE	624,148	574,491	615,095	615,095	591,156



STREETS AND LANDSCAPING DIVISION BUDGET HIGHLIGHTS

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 may occur 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	\$12,800

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	\$3,400

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..



EQUIPMENT 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.

EQUIPMENT MAINTENANCE (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 and fuel inventory; arranging for underground fuel storage tank inspections; purchasing and managing the vehicles and equipment (motor pool).

EQUIPMENT MAINTENANCE (MOTOR POOL) DIVISION ACCOMPLISHMENTS FOR FY 2012

- Increased number of vehicles serviced from 5 to 20-25 per week.
- Evaluate fleet inventory and performed advanced maintenance to ensure that vehicles are operating at maximum capacity.
- Coordinated auction activities with Central Services to reduce aging fleet (10 police vehicles and two radar trailers) from inventory.

EQUIPMENT MAINTENANCE (MOTOR POOL) DIVISION OBJECTIVES FOR FY 2013

- Research technologies for vehicles with alternative propulsions, such electric, natural gas and hybrids.
- Reduce fuel consumption as well as emission by replacing older vehicles through Grants initiatives. Research for better fuel distribution system to facilitate accurate control of gasoline and diesel with fleet management.
- Maintain full level staff to reduce overtime.
- Increase schedule maintenance performance.



EQUIPMENT MAINTENANCE (MOTOR POOL) AUTHORIZED POSITIONS

POSITION/TITLE	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
FULL TIME					
Motor Pool Supervisor	1	1	1	1	1
Auto Mechanic	3	3	3	2	2
TOTAL F/T	4	4	4	3	3
TOTAL STAFF	4	4	4	3	3

EQUIPMENT MAINTENANCE (MOTOR POOL) ACTIVITY REPORT

ACTIVITY	ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	PROJECTED FY 2012	ESTIMATED FY 2013
Motor Pool Scheduled Service	254	34	320	270	229
Motor Pool Unscheduled Service	444	327	330	440	414
Motor Pool Road Call/Emerg. Serv.	72	31	70	70	70
Motor Pool Warranty Service	22	14	15	23	19
Motor Pool Accident Service	13	6	6	5	10



EQUIPMENT MAINTENANCE DIVISION BUDGET FY 2013
001-1760-519

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2009-2010	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATE 2011-2012	APPROVED 2012-2013
1210	SALARIES - REGULAR	195,683	226,885	136,999	136,999	125,838
1410	OVERTIME	3,627	1,234	3,500	3,500	3,500
2110	F.I.C.A.	15,151	16,827	10,748	10,748	9,800
2210	PENSION PLAN CONTRIBUTION	0	29,314	23,323	23,323	13,176
2220	ICMA	0	0	0	0	2,472
2310	GROUP HEALTH INSURANCE	18,169	16,226	17,109	17,109	18,718
2410	WORKER'S COMPENSATION	0	6,930	5,634	5,634	4,075
	TOTAL PERSONNEL SERVICES	232,630	297,416	197,313	197,313	177,579
3450	CONTRACTUAL SERVICES	27,850	0	0	0	0
4070	TRAVEL AND CONFERENCE	0	0	350	350	350
4080	EDUCATION	40	0	0	0	0
4120	COMMUNICATION	0	0	624	624	624
4455	LEASE PURCHASE - TRUCKS	12,881	0	0	0	0
4515	LIABILITY INSURANCE-AUTO	0	15,500	31,000	31,000	32,873
4620	MAINT & REP-OPERAT EQUIP	340	410	400	400	400
4680	MAINT & REP-OUTSIDE SER.	80,188	62,043	64,000	64,000	64,000
5220	UNIFORMS	4,902	7,141	5,000	5,000	5,000
5230	FUEL & LUBE	276,790	223,725	144,606	144,606	172,420
5240	PARTS	57,722	59,594	56,000	56,000	56,000
5245	OPERATING TOOL	683	410	600	600	600
5250	TIRES	28,966	26,142	27,000	27,000	27,000
5260	CHEMICALS/SUPPLIES	6,962	4,650	6,800	6,800	6,800
	TOTAL OPERATING EXPENSES	497,324	399,615	336,380	336,380	366,067
6410	EQUIPMENT UNDER \$500 IN VALUE	102	0	0	0	0
6430	EQUIPMENT - OPERATING	3,127	0	0	0	0
	TOTAL CAPITAL OUTLAY	3,229	0	0	0	0
7110	DEBT - PRINCIPAL	0	6,547	6,803	6,803	0
7210	DEBT - INTEREST	0	522	266	266	0
	TOTAL DEBT SERVICE	0	7,069	7,069	7,069	0
	TOTAL EQUIP MAINTENANCE	733,183	704,099	540,762	540,762	543,646



EQUIPMENT MAINTENANCE 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 Work vehicle fleet and \$10,000 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.



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 2012

- Managed the operations of the Public Works & Engineering Department.
- Implemented construction projects citywide in the Capital Improvement Program.

PUBLIC WORKS OFFICE OF THE DIRECTOR OBJECTIVES FOR FY 2013

- 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.
- Reduce operation costs through competitive bidding and negotiation on purchases and services.
- Promote seasonal events such Public Works Week, Water Day, Earth Day, Arbor Day, Career Day and bi-annual town hall meetings with resident to discuss their concerns and the services provided.
- 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.



PUBLIC WORKS OFFICE OF DIRECTOR AUTHORIZED POSITIONS

POSITION/TITLE	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
FULL TIME					
Public Works Director	1	1	1	0	0
Chief Superintendent	0	0	0	1	1
Department Head Secretary	0	0	0	0	0
Administrative Assistant	0	0	0	1	2
Administrative Assistant I	1	1	1	1	0
Administrative Assistant II	1	1	1	0	0
Assistant Public Works Director	1	1	1	0	0
TOTAL F/T	4	4	4	3	3
TOTAL STAFF	4	4	4	3	3



OFFICE OF THE DIRECTOR BUDGET 2013
001-1770-519

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2009-2010	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATE 2011-2012	APPROVED 2012-2013
1210	SALARIES - REGULAR	255,187	281,075	177,466	177,466	177,316
2110	F.I.C.A.	19,033	21,016	13,576	13,576	13,497
2210	PENSION PLAN CONTRIBUTION	0	40,578	29,459	29,459	7,057
2220	ICMA	0	3,774			8,871
2310	GROUP HEALTH INSURANCE	15,544	13,746	17,428	17,428	18,718
2410	WORKER'S COMPENSATION	0	939	657	657	476
	TOTAL PERSONNEL SERVICES	289,764	361,129	238,586	238,586	225,935
4070	TRAVEL & CONFERENCES	0	38	500	500	500
4080	EMPLOYEE EDUCATION	0	0	380	380	380
4110	POSTAGE	0	125	125	125	125
4120	COMMUNICATION	0	5,539	1,787	1,787	1,787
4540	BOILER & MACHINERY INSURANCE	0	624	2,000	2,000	2,000
4710	PRINTING- INFRASTRUCTURE	0	6,670	6,670	6,670	6,670
5205	COMPUTER EQUIPMENT	0	0	0	0	4,520
5210	SUPPLIES	1,121	1,299	1,300	1,300	1,370
5270	PERMITS	875	875	900	900	900
5410	MEMBERSHIPS & SUBSCRIPTIONS	95	145	500	500	500
	TOTAL OPERATING EXPENSES	2,091	15,315	14,162	14,162	18,752
6410	EQUIPMENT-UNDER \$500 IN VALUE	367	0	0	0	0
	TOTAL CAPITAL OUTLAY	367	0	0	0	0
	TOTAL OFFICE OF THE DIRECTOR	292,222	376,443	252,748	252,748	244,687



PUBLIC WORKS OFFICE OF THE DIRECTOR BUDGET HIGHLIGHTS

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.

5205 Computer Equipment –

Desktop Computer	\$1,085
Transceivers	\$239
500 ft Fiber	\$1,500
Connectors	\$50
Netgear 4TB NAS	\$519
Yosemite	\$299
IPad	\$828
TOTAL	\$4,520



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 2012

- Managed 23 CIP projects, completed 10 with construction cost totaling \$690,000.
- Completed SW 66 Street Improvements Phase II.
- Implemented the permitting and construction of Speed Tables in Pinecrest Villas.
- Constructed SW 64th Court Drainage Improvements.
- Managed ongoing design of ARRA Bus Shelters projects.
- Issued 60 permits for work with-in the city's public R/W.
- Submitted NPDES Annual Report for city storm water permit
- Conducted citywide road resurfacing and sidewalk repairs.



- Conducted miscellaneous infrastructure upgrades and repairs such as striping, brick pavers, curb repair, guardrail repairs, ADA ramp upgrades and swale reconstruction.
- Managing fifteen (15) on-going projects. Highlights include:
 - Traffic Calming study, permitting and construction for Mango Terrace, Manor Lane, Bird Estates, and West Pinecrest Villas.
 - Drainage Improvement Projects such as Citywide Phase VI, Commerce Land, Progress Road, 5801 Sunset Drive Drainage Improvements,
 - Sewer connection upgrades at City Hall.
 - Sunset Drive Median Construction Downtown.
 - Citywide Bike Bollard installations.

ENGINEERING AND CONSTRUCTION DIVISION OBJECTIVES FOR FY 2013

- Reduce project cost through competitive bidding and negotiating of services.
- Seek grant funding with Grants initiatives to support Energy Audit of all City Buildings and implement recommendations in order to reduce energy usage and enhance the City's Green Initiatives.
- Continue citywide Traffic Calming initiatives.
- Continue bike path and pedestrian friendly initiatives.
- Continue road resurfacing and sidewalk improvements
- To assist other departments (such as Parks Department and CRA) related to capital improvement projects.
- Assist Planning Department in regards to NFIP-CRS audit cycles.



ENGINEERING & CONSTRUCTION DIVISION AUTHORIZED POSITIONS

POSITION/TITLE	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
FULL TIME					
Capitals Project Manager	0	0	0	1	1
GIS Coordinator II	1	1	1	1	0
Engineering Operations Mgr.	1	0	0	0	0
Project Coordinator	0	1	1	1	0
Associate Project Engineer	0	0	0	0	1
TOTAL F/T	2	2	2	3	2
PART TIME					
Engineering Operations Mgr.	0	1	0	0	0
Project Coordinator	1	0	0	0	0
TOTAL P/T	1	1	0	0	0
TOTAL STAFF	3	3	2	3	2

ENGINEERING & CONSTRUCTION DIVISION ACTIVITY REPORT

ACTIVITY	ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	PROJECTED FY 2012	ESTIMATED FY 2013
Mgmt. of Construction Projects	9	13	20	20	23
Permits Issued	96	40	55	58	60
Permits Handled	101	54	60	58	65



ENGINEERING & CONSTRUCTION DIVISION BUDGET 2013

001-1790-519

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2009-2010	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATE 2011-2012	APPROVED 2012-2013
1210	SALARIES & WAGES - REGULAR	109,537	110,752	193,448	193,448	129,129
1310	SALARIES & WAGES - PART TIME	88	0	0	0	0
2110	F.I.C.A.	8,465	8,400	14,799	14,799	9,847
2210	PENSION PLAN CONTRIBUTION	0	16,399	18,352	18,352	5,918
2220	ICMA	0	0	5,803	5,803	6,093
2310	GROUP HEALTH INSURANCE	10,412	12,137	17,377	17,377	12,479
2410	WORKER'S COMPENSATION	0	370	716	716	348
	TOTAL PERSONNEL SERVICES	128,502	148,058	250,494	250,494	163,814
3100	PROFESSIONAL SERVICES	19,843	10,660	0	0	0
3450	CONTRACTUAL SERVICES	413	0	0	0	90,000
4070	TRAVEL & CONFERENCE	165	45	500	500	500
4080	EMPLOYEE - EDUCATION	0	0	500	500	500
4120	COMMUNICATION	0	0	1,620	1,620	1,620
4410	RENTAL & LEASE	0	0	1,434	1,434	0
5210	SUPPLIES	2,087	2,960	2,100	2,100	0
5410	MEMBERSHIPS & SUBSCRIPTIONS	0	400	500	500	500
	TOTAL OPERATING EXPENSES	22,508	14,065	6,654	6,654	93,120
6410	EQUIPMENT-UNDER \$500 IN VALUE	135	0	0	0	0
6420	OFFICE EQUIPMENT	0	457	0	0	0
6440	CAPITAL IMPROVEMENTS	8,114	7,873	0	0	0
	TOTAL CAPITAL OUTLAY	8,249	8,330	0	0	0
	TOTAL ENGINEERING & CONST	159,259	170,453	257,147	257,147	256,934



ENGINEERING AND CONSTRUCTION DIVISION BUDGET HIGHLIGHTS

1210 Salaries & Wages – Salaries have been reduced due to the outsourcing of the GIS position to an outside contractor.

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

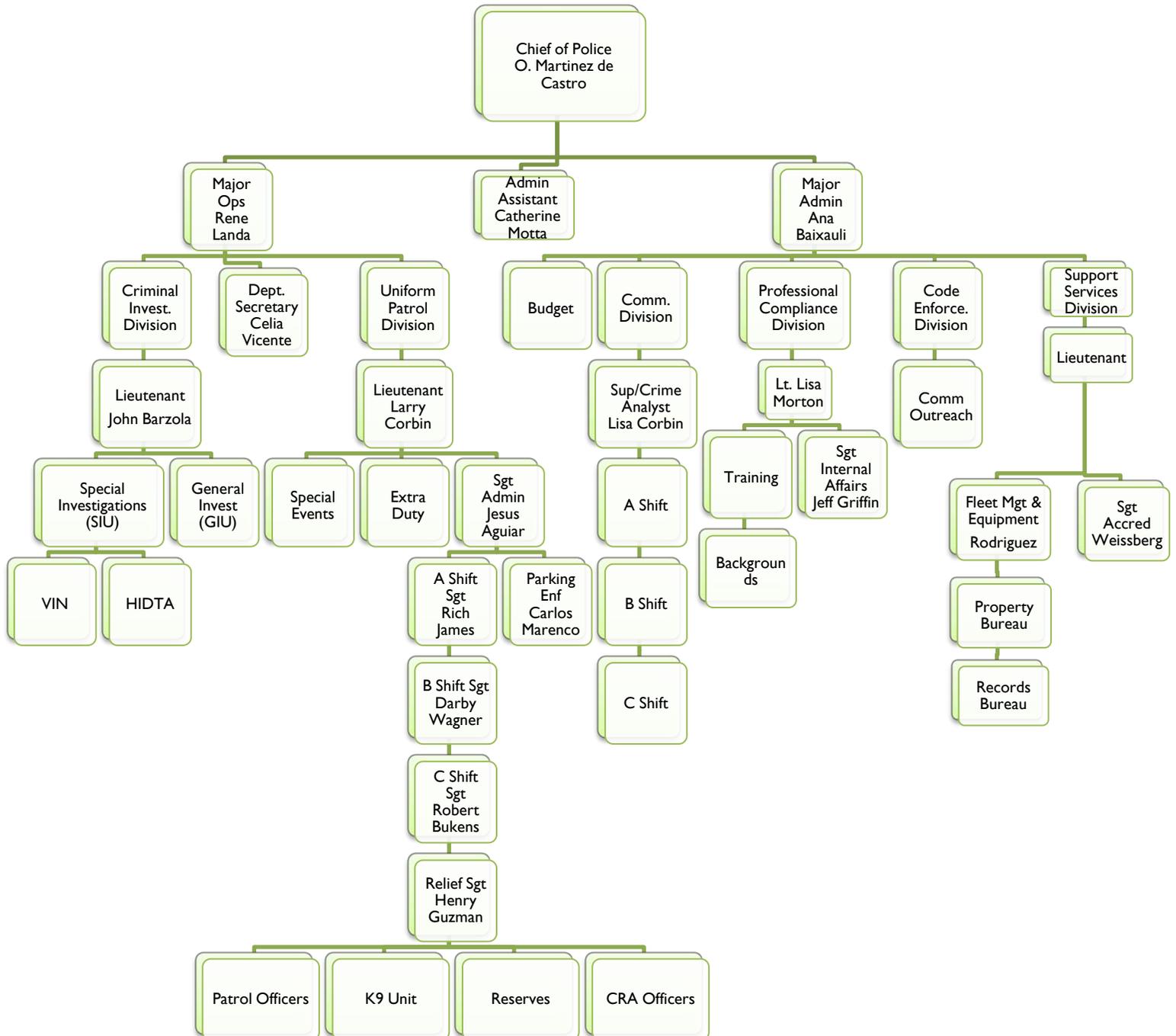
Miscellaneous Emergency Infrastructure Repair and Improvements	\$10,000
City Welcome Signs - Design & Permitting	\$25,000
Sidewalk Construction & Improvement	\$30,000
Repair and Replacement of Citywide Guardrails	\$25,000
TOTAL	<u>\$90,000</u>



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 2012

- New Communications Software (OSSI – CAD/RMS/MFR) installed and all civilian employees and sworn officers were trained. Other software modules purchased include Quarter Master, Internal Affairs & Asset Management.
- One Detective– Finalist for Prestigious County-Wide LEO Awards.
- New Laptops & desktops provided to all sworn officers, purchased with grants & forfeiture funding.
- Automatic Vehicle Locators (AVL's) installed in patrol vehicles for enhanced officer safety purposes.
- Eight new police cars added to the fleet.
- Purchased new police service dog to replace ill K-9 that had to be retired.
- Reserve Officer Program increased to 15 Officers.
- Communications Coordinator Position was created to assist the Communications Supervisor.
- Quarterly DUI checkpoints, saturations and wolf pack details, including the largest DUI check point in the history of the City.
- Property & Evidence Section renovations completed and new Property & Evidence lockers were installed.
- KeyTrak System, a computerized key and asset tracking system, was purchase and installed.
- Internship program established in partnership with Florida International University (FIU); nine (9) unpaid interns worked (estimated) over 2200 hours for college credits in various divisions.



- Held leadership and management training for all Police Sergeants to increase efficiency in meeting the departmental goals and objectives.
- Conducted two (2) local narcotics operations which led to the identification of 27 local street level dealers and the arrest of 23 of these identified subjects.

POLICE DEPARTMENT OBJECTIVES FOR FY 2013

- Provide accurate and improved crime analysis information to officers with the new OSSI software that will GO LIVE in May 2012.
- CFA State Accreditation mock onsite will take place in September 2012; State Accreditation to take place in December 2012.
- Select and Train a second K-9 handler and police service dog.
- Computerize all aspects of the Internal Affairs Unit using the new OSSI Add-on Module.
- Continue to increase the amount of in-house training using SMPD certified instructors.
- Continue processing background investigations on 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 our Accreditation standards.
- Increase conviction rates in narcotics cases with the use of electronic surveillances.
- Improve case clearances and prosecutions with the acquisition of new technologies which will increase the gathering of forensic evidence.
- Conduct more in-service training thereby reducing travel and training fees for officers.
- Maintain monthly DUI enforcement 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 AUTHORIZED POSITIONS

POSITION/TITLE	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
SWORN					
Chief of Police	1	1	1	1	1
Majors	1	1	2	2	2
Captains	3	3	0	0	0
Lieutenants	3	3	4	4	4
Sergeants	4	4	7	7	7
Officers/Detectives	37	37	36	36	35
Training Officer	0	0	0	0	1
TOTAL SWORN	49	49	50	50	50
CIVILIAN EMPLOYEES					
Department Head Secretary	1	1	1	1	2
Administrative Assistant	1	1	1	1	0
Crime Analyst/Comm. Supvr.	1	1	1	1	1
Communications Officers	5	5	6	6	6
TOTAL F/T	8	8	9	9	9
PART TIME					
Public Service Aids	0	0	1	0	0
TOTAL P/T	0	0	1	0	0
TOTAL STAFF	57	57	60	59	59

*Three of the above sworn officers are funded by the South Miami Community Redevelopment Agency.

*The Reserve Officer Program adds volunteer officers as needed



POLICE DEPARTMENT ACTIVITY REPORT

ACTIVITY	ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	PROJECTED FY 2012	ESTIMATED FY 2013
Administrative:					
Employment Applicants processed	15	14	48	26	12
Internal Investigations Conducted	14	15	16	15	15
Employee Training Hours	3,336	3,673	2,892	3,300	3,036
Vehicles Purchased	4	10	6	6	6
Property & Evidence Handled	865	673	676	738	738
Communications:					
Total Calls for Service	11,274	10,893	11,756	11,307	10,317
Walk In's to Police Lobby	3,299	4,841	5,600	4,580	4,314
Crime Analysis:					
Total Violent Crimes	104	88	96	91	94
Total Non-Violent Crimes	920	820	870	837	859
Total Crime Offenses	1,024	908	966	928	953
Patrol:					
Total Arrests	1,976	1,759	2,080	1,938	1,871
Citations - Moving Violations	6,875	6,663	7,444	6,994	7,199
Non-Moving & Parking	5,240	5,588	5,840	5,556	6,487
Written Reports	4,932	4,570	4,592	4,698	4,866
Assigned Calls	16,379	15,970	15,352	15,900	16,164
Criminal Invest. Division:					
Total Cases Assigned	393	325	400	373	435
Total Cases Cleared	261	223	260	248	141
Total Arrests	194	184	156	178	189
Crime Scenes Processed	77	54	68	66	54
Total Reports Written	957	1,538	1,524	1,340	1,143



POLICE DEPARTMENT DEBT SERVICE

4 CROWN VICTORIA VEHICLE LEASES
ORDINANCE 54-08-1989
\$97,169.17

FY	DATE	AMOUNT	PRINCIPAL	INTEREST	BALANCE
FY 09	5/23/2009	\$21,186.00	\$19,433.83	\$1,752.17	\$77,735.34
FY 10	2/23/2010	\$21,186.00	\$19,433.83	\$1,752.17	\$58,301.51
FY 11	2/23/2011	\$21,186.00	\$19,433.83	\$1,752.17	\$38,867.68
FY 12	2/23/2012	\$21,186.00	\$19,433.83	\$1,752.17	\$19,433.85
FY 13	2/23/2013	\$21,186.00	\$19,433.85	\$1,752.17	\$0.00
TOTAL		105,930.00	97,169.17	8,760.85	



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

FY	DATE	AMOUNT	PRINCIPAL	INTEREST	BALANCE
FY 13	10/07/12	12,379	11,257	1,122	132,486
	01/07/13	12,379	11,346	1,033	120,913
	04/07/13	12,379	11,436	942	109,248
	07/07/13	12,379	11,527	851	97,490
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
ORDINANCE 12-11-2085
\$165,000.00

PAYMENT	DATE	AMOUNT	PRINCIPAL	INTEREST	BALANCE
19	10/1/2012	2,923.70	2,684.94	238.76	114,905.93
20	11/1/2012	2,923.70	2,690.39	233.31	112,215.54
21	12/1/2012	2,923.70	2,695.85	227.85	109,519.69
22	1/1/2013	2,923.70	2,701.33	222.37	106,818.36
23	2/1/2013	2,923.70	2,706.81	216.89	104,111.55
24	3/1/2013	2,923.70	2,712.31	211.39	101,399.24
25	4/1/2013	2,923.70	2,717.81	205.89	98,681.43
26	5/1/2013	2,923.70	2,723.33	200.37	95,958.10
27	6/1/2013	2,923.70	2,728.86	194.84	93,229.24
28	7/1/2013	2,923.70	2,734.40	189.3	90,494.84
29	8/1/2013	2,923.70	2,739.95	183.75	87,754.89
30	9/1/2013	2,923.70	2,745.52	178.18	85,009.37
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	



38 MULTI-SPACE PAY STATIONS

RESOLUTION 12-11-13326

\$417,896.00

PAYMENT	DATE	AMOUNT	PRINCIPAL	INTEREST	BALANCE
21	10/7/2012	7,389.86	6,832.47	557.39	277,189.86
22	11/7/2012	7,389.86	6,845.88	543.98	270,343.98
23	12/7/2012	7,389.86	6,859.31	530.55	263,484.67
24	1/7/2013	7,389.86	6,872.78	517.08	256,611.89
25	2/7/2013	7,389.86	6,886.26	503.6	249,725.63
26	3/7/2013	7,389.86	6,899.78	490.08	242,825.85
27	4/7/2013	7,389.86	6,913.32	476.54	235,912.53
28	5/7/2013	7,389.86	6,926.89	462.97	228,985.64
29	6/7/2013	7,389.86	6,940.48	449.38	222,045.16
30	7/7/2013	7,389.86	6,954.10	435.76	215,091.06
31	8/7/2013	7,389.86	6,967.75	422.11	208,123.31
32	9/7/2013	7,389.86	6,981.42	408.44	201,141.89
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	



POLICE BUDGET FY 2013
001-1910-521

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2009-2010	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATE 2011-2012	APPROVED 2012-2013
1210	SALARIES - REGULAR	3,531,451	3,494,677	3,390,249	3,390,249	3,408,596
1410	OVERTIME	156,473	100,780	150,000	150,000	150,000
1510	SPECIAL PAY-EDUCATION INCEN.	22,717	25,550	26,260	26,260	28,248
1520	EXTRA DUTY PAY	4,947	0	0	0	0
1530	HAZARD PAY	50,564	49,740	61,335	61,335	61,335
2110	F.I.C.A.	291,518	282,867	277,530	277,530	278,471
2210	PENSION CITY CONTRIBUTION	0	591,145	622,292	622,292	560,893
2200	ICMA CONTRIBUTION	0	0	32,754	32,754	0
2220	DEFERRED COMP. CONTRIBUTION	0	31,673	0	0	33,367
2310	GROUP HEALTH INSURANCE	288,768	290,263	323,057	323,057	354,262
2410	WORKER'S COMPENSATION	0	114,296	118,087	118,087	131,099
	TOTAL PERSONNEL SERVICES	4,346,438	4,980,990	5,001,564	5,001,564	5,006,271
3116	ANNUAL PHYSICALS	11,950	4,605	14,750	14,750	14,750
3450	CONTRACTUAL SERVICES	18,663	35,143	63,290	63,290	102,230
3459	CONTRACTUAL SERVICES-PARKING	0	0	239,750	239,750	252,250
3456	CONTRACTUAL SCHOOL CROSSING	0	52,946	70,000	70,000	70,000
3490	CRIME PREVENTION PROGRAMS	1,109	4,830	4,000	4,000	4,000
4070	TRAVEL & CONFERENCE	2,124	0	8,948	8,948	8,183
4080	TRAINING & EDUCATION	2,201	0	7,425	7,425	8,500
4110	POSTAGE	0	518	1,700	1,700	1,800
4120	COMMUNICATION	0	0	16,240	16,240	49,560
4425	LEASE PURCHASE PD 800 MHZ	0	0	45,000	0	0
4450	LEASE POLICE VEHICLE	103,580	8,800	11,400	11,400	11,400
4515	LIABILITY INSURANCE-AUTO	0	13,000	26,000	26,000	26,000
4591	POLICE ACC.DTH & DIS. INSURANCE	0	0	2,000	2,000	2,000
4620	MAINT & REPAIR EQUIPMENT	18,087	23,656	18,600	18,600	18,600
4630	MAINT & REPAIR COMM EQMT	31,138	60,920	95,200	95,200	32,460
4632	INTERNET SERVICE	0	0	0	0	3,200
4710	PRINTING- INFRASTRUCTURE	0	10,005	10,005	10,005	11,000
4960	SPECIAL INVESTIGATIONS	100	2,235	5,000	5,000	8,000
4970	EMPLOYEE TESTING	7,679	3,708	5,391	5,391	14,760
5205	COMPUTER EQUIPMENT	0	0	21,960	21,960	23,913
5210	SUPPLIES	23,348	17,977	82,978	82,978	91,848



ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2009-2010	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATE 2011-2012	APPROVED 2012-2013
5212	SUPPLIES - PARKING	0	0	49,100	49,100	49,100
5220	UNIFORMS	47,475	43,155	74,200	74,200	74,500
5230	FUEL	0	145,026	217,121	217,121	217,121
5410	MEMBERSHIPS & SUBSCRIPTIONS	7,753	6,450	6,730	6,730	8,470
5940	PRISONER DETENTION	0	0	100	100	100
	TOTAL OPERATING EXPENSES	275,207	432,975	1,096,888	1,051,888	1,103,745
6410	EQUIPMENT UNDER \$500 IN VALUE	597	0	0	0	0
6430	EQUIPMENT-OPERATING	52,481	0	0	0	0
6441	VEHICLES	228,060	0	0	0	0
6440	VEHICLES	0	188,219	0	0	0
	TOTAL CAPITAL OUTLAY	281,138	188,219	0	0	0
7110	DEBT SERVICE- PRINCIPAL	0	106,936	176,331	176,331	180,462
7210	DEBT SERVICE- INTEREST	0	12,097	18,133	18,133	14,002
	TOTAL DEBT SERVICE	0	119,033	194,464	194,464	194,464
	TOTAL POLICE DEPARTMENT	4,902,783	5,721,217	6,292,916	6,247,916	6,304,480



POLICE DEPARTMENT BUDGET HIGHLIGHTS

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

3450 Contractual Services -

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 @ 2 x 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 8 @ \$300	\$2,400
Dade SAO Prosecutions	\$1,500
Dade Chiefs Stand-by Program	\$3,000
Accurint Checks	\$3,000
Range fees	\$1,000
Fire Extinguisher recharge	\$400
Subpoena requests for cell phone records	\$1,000
Power DMS Software Support	\$1,700
KeyTrak Maint. & Support (one year)	\$950
Boarding for 2 K-9s; 3 x per year	\$1,000
SunGard Software Support	\$25,000
USA Software Licenses	\$1,000
BBWS (Downtown) Wireless	\$35,000
Sgt. Promotional Process	\$5,000
TOTAL	\$102,230

3459 Contractual Services – Parking - Police is responsible for the management of the City's Parking Program. This line item includes the contract with Laz Parking, the City's parking operator, and new parking enforcement handheld devices, which will increase efficiency. The City has also included additional funds for the installation of additional single meter heads.

Laz Parking	\$203,009
Additional Meter Installations	\$10,000
Parking Meter Misc Supplies	\$1,991
Parker System Tier 2 - 50 machines @250 per machine	\$12,500
Parking Enforcement Duncan Handhelds	\$24,750
TOTAL	\$252,250



3490 Crime Prevention Programs

Explorer Post State Competition	\$2,000
Video & Printed Materials	\$2,000
TOTAL	<u>\$4,000</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 Conference (Summer & Winter) Chief/Major	\$2,500
Accreditation Per Diem for Assessors Mock & Onsite visits	\$648
Hotel for Accreditation Assessors for Mock & Onsite visits	\$2,400
Vehicle rentals for Assessors for both visits	\$700
IACP Conference (Philadelphia)	\$1,935
TOTAL	<u>\$8,183</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	\$500
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	\$15,000
MDC ITD Circuit Charges	\$1,200
TOTAL	<u>\$32,460</u>



4970 Employee Testing –

Pre-employment Medicals (20 @ \$295)	\$5,900
Polygraph Testing (20 @ \$100)	\$2,000
Pre-Employment Psychological (20 @ \$250)	\$5,000
Pre-Employment Credit Checks (20 @ \$18)	\$360
Specific Polygraphs (6 @ \$250)	\$1,500
TOTAL	\$14,760

5205 Computer Equipment –

3 Desktops	\$3,256
Memory Cards 16 GB SD (6@\$11)	\$66
Camera memory cards (6 @ \$40)	\$240
D/L Swipe (20@\$125)	\$2,500
USB Hubs (10 @ \$50)	\$500
2 HP Color Laserjet CP4025dn	\$2,600
LTO4 Tapes (35 tapes = one case for backups)	\$2,100
Yosemite software (software required for backups)	\$1,500
Thumb Drives (30 @ \$26)	\$780
Laptops (2@\$1,055 for spares)	\$2,110
Powervault 124T Autoloader (PD network backup)	\$4,446
Ultra SCSI Card (Req. for connection to backup drive)	\$299
PD Outside Wireless Project	\$3,515
TOTAL	\$23,913



5210 Supplies –

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
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	\$1,000
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 w/SMPD Logo,	\$2,800
Equipment for 6 Cars (2012) (\$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
TOTAL	\$91,848

5212 Supplies - Parking

Multi-Space Pay Station Wireless Charge (\$55/mth x 50 stations)	\$33,000
Multi-Space Pay Station Paper (1 roll/mth x 50 stations)	\$15,600
Multi-Space Pay Station Cleaning Supplies	\$500
TOTAL	\$49,100



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>\$74,500</u>

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

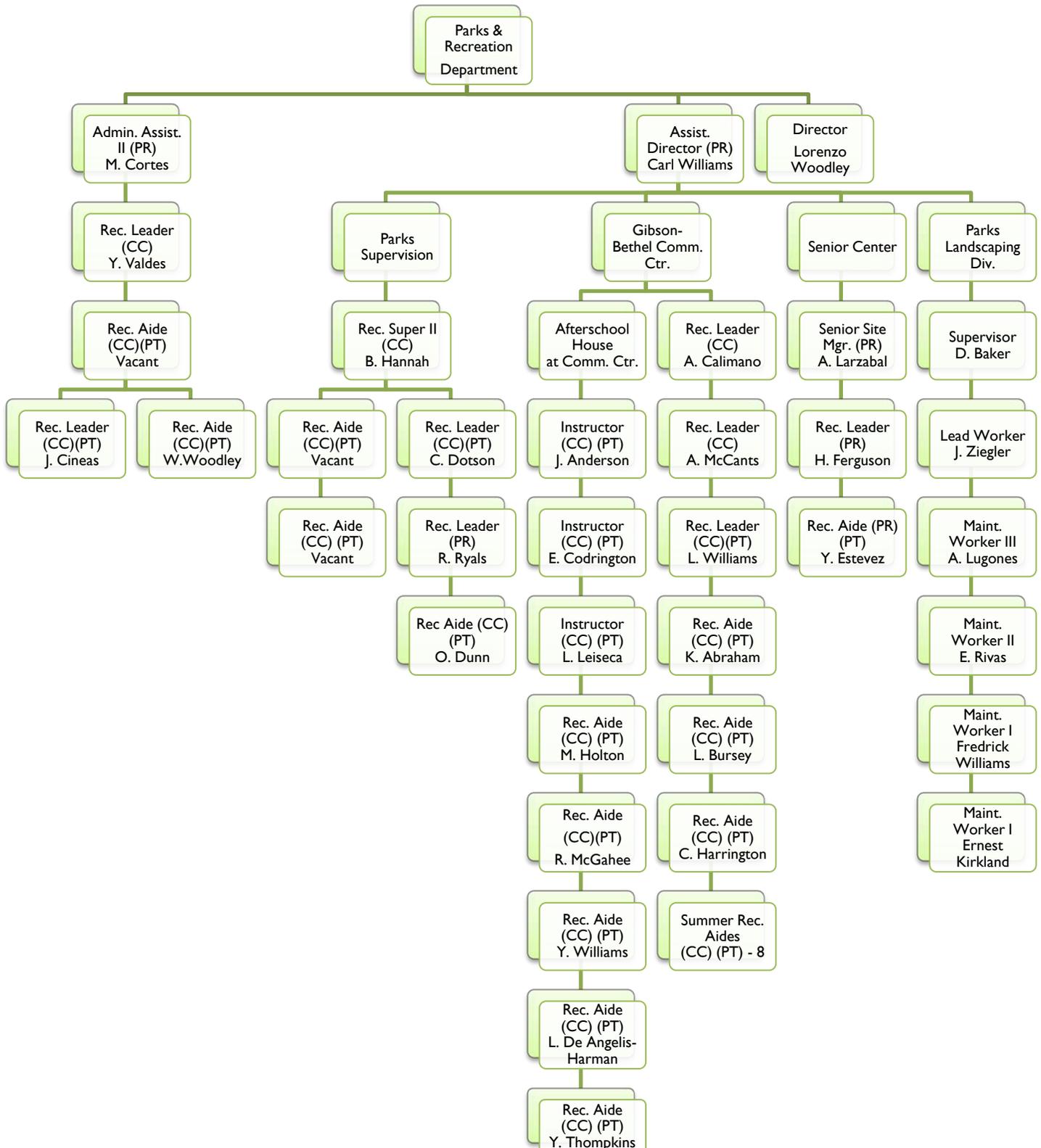
7210 Debt Interest - Debt incurred throughout financing requires repayment. Each repayment is required to be classified as principle or interest. This account was created and funded to meet the interest payment requirement of the responsible department/division.



PARKS AND RECREATION DEPARTMENT



PARKS & RECREATION ORGANIZATIONAL CHART





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 2012

- 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.
- Provided and trained CPR training for Summer Camp (seasonal) employees.
- Staff participated in various seminars on how to stay green.
- In our efforts to enhance recruitment of professional staff, we have hired an Assistant Director.
- Completed all lighting projects at Murray and Palmer Park.
- Completed grant project for Dante Fascel Park.
- Upgraded Palmer Park maintenance building to be in compliance with code standards.



PARKS AND RECREATION DEPARTMENT OBJECTIVES FOR FY 2013

- 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.
- Increase involvement with the Florida Recreation and Parks Association (FRPA).



PARKS AND RECREATION DEPARTMENT AUTHORIZED POSITIONS

POSITION/TITLE	FY 2009	FY 2010	FY 2011	FY 2011	FY 2012	FY 2013
FULL TIME						
Parks & Recreation Director	1	1	1	1	1	1
Asst. Parks & Rec Director	0	0	0	1	1	1
Administrative Assistant II	1	1	1	1	1	1
Recreation Supervisor II	2	2	2	0	0	0
Senior Site Manager	1	1	1	1	1	1
Recreation Leader	5	2	2	3	2	2
TOTAL F/T	10	7	7	7	6	6
PART TIME						
Recreation Leader (PT)	0	0	0	0	0	0
Recreation Aide (PT)	12	1	1	1	1	1
Instructors (Grant Funded)	4	1	1	1	0	0
TOTAL P/T	16	2	2	2	1	1
TOTAL STAFF	26	9	9	9	7	7



PARKS AND RECREATION DEPARTMENT ACTIVITY REPORT

ACTIVITY	ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	PROJECTED FY 2012	ESTIMATED FY 2013
Day Camp Participants	89	140	88	90	90
Spring Camp Participants	26	38	22	30	30
Winter Camp Participants	14	31	34	30	30
Summer Camp Participants	181	60	157	150	140
After School House Participants	110	116	114	65	100
Football Players	41	3	36	40	40
Cheerleaders	N/A	2	20	20	20
Track	51	15	33	45	45
Soccer Players	336	300	0	0	0
Basketball Players	40	60	54	55	55
Baseball Players	651	21	0	0	0
Flag Football Players	25	N/A	10	15	15
T-Ball Players	N/A	60	19	40	40
Fitness Center Members	105	153	180	180	160
Fuchs Pavilion Rental	28	38	50	45	45
Dante Fascell Park Rental	122	70	100	120	120
Senior Hot Meals Served	16900	7345	11460	12000	12000
Senior Home Delivery Meals	10556	4186	6006	7000	7000
Senior High Risk Box Lunch Meals	2080	2880	3402	3402	3402



PARKS AND RECREATION BUDGET FY 2013

001-2000-572

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2009-2010	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATE 2011-2012	APPROVED 2012-2013
1210	SALARIES - REGULAR	388,040	326,244	292,828	292,828	304,281
1310	SALARIES - PART TIME	40,948	25,340	13,362	13,362	13,181
1410	OVERTIME	83	0	0	0	0
2110	F.I.C.A.	34,008	26,027	23,424	23,424	23,877
2210	PENSION PLAN CONTRIBUTION	0	51,020	48,609	48,609	25,236
2220	ICMA	0	0	0	0	8,485
2310	GROUP HEALTH INSURANCE	50,576	41,845	34,299	34,299	37,436
2410	WORKER'S COMPENSATION	0	14,512	14,881	14,881	11,704
	TOTAL PERSONNEL SERVICES	513,655	484,988	427,403	427,403	424,200
3450	CONTRACTUAL SERVICES	2,322	2,763	3,059	3,059	2,609
4070	TRAVEL & CONFERENCE	-359	874	298	298	298
4080	EMPLOYEE EDUCATION	802	0	1,030	1,030	1,255
4110	POSTAGE	0	100	100	100	100
4120	COMMUNICATION	0	3,120	3,240	3,240	3,240
4350	ELECTRICITY-CITY PARKS	0	663	4,800	4,800	4,800
4420	OUTSIDE SERVICE RENTAL	45	0	0	0	0
4455	LEASE PURCHASE - TRUCKS	5,200	0	0	0	0
4515	LIABILITY INSURANCE- AUTO	0	1,935	3,870	3,870	3,870
4620	MAINT & REP-OPER EQUIPT	811	0	0	0	0
4632	INTERNET SERVICE	0	0	0	0	1,620
4634	MAINTENANCE-INTERNET SERVICE	0	0	0	0	188
4670	MAINT & REP-PARK FACILITIES	2,423	1,431	1,800	1,800	1,800
4690	MAINT \$ REP-TENNIS		0	3,250	3,250	3,250
4710	COPY MACHINE	0	5,003	5,003	5,003	5,003
4820	SPECIAL EVENTS	9,500	5,929	0	0	250
5205	COMPUTER EQUIPMENT	0	0	0	0	9,315
5210	SUPPLIES	2,575	5,957	4,823	4,823	3,097
5220	UNIFORMS	2,008	1,484	1,110	1,110	1,507
5230	FUEL	0	10,795	15,117	15,117	15,117
5410	MEMBERSHIP & SUBSCRIPTION	1,811	1,909	2,120	2,120	1,880
5550	SCHOOL PROGRAMS	5,065	0	0	0	0
5630	FOOTBALL	14,812	21,876	37,390	37,390	20,335
5631	CHEERLEADERS	6,771	9,105	7,619	7,619	7,619



ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2009-2010	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATE 2011-2012	APPROVED 2012-2013
5635	DANCE/MODELING	0	0	2,250	2,250	2,250
5650	SOCCER PROGRAM	0	0	500	500	1,000
5660	SUMMER PROGRAMS	1,964	0	0	0	0
5665	CONCESSION STAND	0	2,972	0	0	0
5670	SPECIAL RECREATION PROGRAMS	25,717	10,147	6,979	6,979	6,227
5680	SENIOR CITIZENS PROGRAMS	46,316	11,749	16,930	16,930	16,970
	TOTAL OPERATING EXPENSES	127,783	97,813	121,288	121,288	113,600
6430	OPERATING EQUIPMENT	10,015	0	0	0	0
	TOTAL CAPITAL OUTLAY	10,015	0	0	0	0
	TOTAL RECREATION	651,453	582,801	548,691	548,691	537,800



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.

5210 Supplies

Barcode key tags for the fitness component.	\$215
Office supplies for the Center.	\$2,500
4 folding tables at \$82.99 plus shipping	\$382
TOTAL	\$3,097

5410 Memberships & Subscriptions - \$1,080 to provide Direct TV for the Community Center, \$300 covers the liability insurance for Palmer Park activities. Membership dues for the FL & Nat. Park Association is \$500.

5630 Football

Miami-Dade Extreme Youth Football League Football League dues	\$900
Football & Cheerleading Banquet 300 participants at (Approx \$5.33)	\$1,600
Homecoming for football and cheerleading	\$1,200
150 football trophies at approximately \$12.00 each	\$1,800
Football scale yearly calibrated and certified	\$250
Background check for 30 football volunteers at \$55.00 each	\$1,650
Football practice uniforms (short sets) 150 participants at \$13.95 each.	\$2,092
7 piece pads sets @ \$8.95 for 150 participants	\$1,342
Shoulder pads @ \$25 for 60 participants	\$1,500
Referees' fees 5 home games @ \$900/each.	\$4,500
Transportation to and from football games (Shuttle). Two buses will be used for each trip (\$1,750 * 2=\$3,500)	\$3,500
TOTAL	\$20,335



5631 Cheerleading

MD X-treme Football League Dues	\$900
Cheerleading uniforms for 30 participants	\$3,950
Background check for 25 cheerleading volunteers	\$1,375
80 cheerleading trophies	\$960
14 Cap Sleeve Jerseys for Coaches	\$434
TOTAL	\$7,619

5635 Dance / Modeling - \$2,250 cover the cost for the teacher of this new event that will be held in the Mobley Building.

5670 Special Recreation Program

120 trophies (Track & T-Ball)	\$960
Easter Egg Hunt at Community Center (eggs)	\$544
Easter Egg Hunt event at the Community Center	\$600
Track & Field Equipment	\$1,500
35 track uniforms at \$24.95 each plus shipping	\$873
Bus Transportation for children's Field trips	\$1,750
TOTAL	\$6,227

5680 Senior Citizen Program

Massages for Seniors	\$1,440
Cable Service at Senior Center	\$520
Exterminator Maintenance for Senior Building	\$360
DJ Services for 7 events at Senior Center	\$1,470
Monthly phone service for Senior Center	\$780
Supplies for 7 events at Senior Center	\$5,800
Fields Trips: Theater and Orlando	\$6,600
TOTAL	\$16,970



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 2011

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

PARKS LANDSCAPING DIVISION OBJECTIVES FOR FY 2012

- 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 AUTHORIZED POSITIONS

POSITION/TITLE	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
FULL TIME					
Superintendent II	1	1	1	0	0
Landscape Supervisor	1	1	1	1	1
Lead Worker	3	2	2	2	1
Maintenance Worker I	0	0	0	0	2
Maintenance Worker II	3	3	3	3	1
Maintenance Worker III	1	1	1	1	1
TOTAL F/T	9	8	8	7	6
PART TIME					
Maint. Worker I Summer	1	1	0	0	0
TOTAL P/T	1	1	0	0	0
TOTAL STAFF	10	9	8	7	6

PARKS LANDSCAPING DIVISION ACTIVITY REPORT

ACTIVITY	ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	PROJECTED FY 2012	ESTIMATED FY 2013
Cleaning of Parks' Bathrooms	1680	1764	1890	1890	1900
Pickup of Litter in City Parks	1284	1348	1680	1680	1750
Mowing of 10 City Parks	329	345	262	262	275
Trimming of Trees in Parks	364	382	400	400	425
Fertilize & Apply Pesticides in Parks	22	23	24	24	24
Pressure Clean Pavilions & Walkways	475	499	312	384	400
Pressure Clean of Parks' Playgrounds	176	185	162	185	200
Inspection of Playgrounds	97	102	96	96	100
Repair of Playgrounds	24	25	11	11	11
Preparation of Athletic Fields	1717	1803	1710	1800	1850



PARKS LANDSCAPE BUDGET FY 2013

001-1750-519

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2009-2010	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATE 2011-2012	APPROVED 2012-2013
1210	SALARIES - REGULAR	262,308	262,680	225,152	225,152	178,671
1410	OVERTIME	2,690	3,359	4,000	4,000	4,000
2110	F.I.C.A.	20,656	20,196	17,530	17,530	13,840
2210	PENSION PLAN CONTRIBUTION	0	41,482	38,039	38,039	18,902
2220	ICMA	0	0	0	0	3,346
2310	GROUP HEALTH INSURANCE	36,506	36,318	34,148	34,148	31,196
2410	WORKER'S COMPENSATION	0	11,631	11,137	11,137	6,634
	TOTAL PERSONNEL SERVICES	322,160	375,667	330,006	330,006	256,589
3450	CONTRACTUAL SERVICES	35,890	35,208	37,000	37,000	37,000
4070	TRAVEL AND CONFERENCE	0	145	300	300	0
4080	EDUCATION	165	0	0	0	0
4120	COMMUNICATION	0	0	1,200	1,200	1,200
4350	ELECTRICITY-CITY PARKS	38,393	34,269	50,000	50,000	55,000
4420	OUTSIDE SERV RENTAL	0	0	0	0	1,000
4455	LEASE PURCHASE - TRUCKS	5,504	0	0	0	0
4515	AUTO INSURANCE	0	0	1,500	1,500	1,500
4620	MAINT & REP-OPERAT EQUIP	73,468	47,737	67,200	67,200	46,200
5210	SUPPLIES	0	0	9,285	9,285	9,285
5220	UNIFORMS	3,796	2,709	3,650	3,650	3,650
5230	FUEL	0	0	13,352	13,352	13,352
5410	MEMBERSHIPS & SUBSCRIPTIONS	75	295	300	300	450
	TOTAL OPERATING EXPENSES	157,291	120,363	183,787	183,787	168,637
6410	EQUIPMENT UNDER \$500 IN VALUE	102	0	0	0	0
6430	EQUIPMENT - OPERATING	24,691	0	0	0	0
	TOTAL CAPITAL OUTLAY	24,793	0	0	0	0
	TOTAL LANDSCAPE MAINT.	504,244	496,030	513,793	513,793	425,226



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	\$3,000	Electrical repairs and parts	\$2,500
Mulch	\$1,600	Plumbing repairs and parts	\$2,000
Weed killers	\$2,400	Plants / Landscaping materials	\$1,000
Fertilizers	\$3,000	Turf-Seeds	\$4,000
Sports field paints	\$2,200	Misc. materials & supplies	\$2,500
Baseball bases	\$1,000	Parts and supplies for equipments	\$2,000
Baseball Home plates	\$100	Parts & repairs playgrounds strts	\$2,000
Soils, sand	\$4,000	Sod	\$2,000
Aerosol Athletic Field markings	\$1,500	Clay	\$1,000
Field Layout measuring tapes	\$400	Sports field repair, infield leveling	\$1,500
Irrigation parts & repairs	\$3,500	Misc. lumber, const & hardware	\$3,000
		TOTAL	\$46,200

5210 Supplies

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



GIBSON-BETHEL COMMUNITY CENTER

001-2020-519

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 2012

- Achieved the distribution of 250 back packs with school supplies.
- 15th Annual Turkey Drive provided 200 turkeys to resident children and their families.
- 15th Annual Toy Drive provided 500 toys to community children including children which participate in our Afterschool House Program.
- 4rd Annual Easter Egg Hunt held at the Gibson-Bethel Community Center, providing an array of fun and exciting games for community children for over 100 children.
- 2ND Annual T-Ball season was held at the Gibson-Bethel Community Center. There were 80 participants that joined this league. The age range was from 5-7 years of age.
- Dedication of the small T-ball area to Andre Dawson; renaming it, *Andre Dawson Field* at Murray Park.
- Collaboration with the South Miami Police Department through our Spring Camp program providing time to show off their equipment (i.e. cars, motorcycle and K-9).
- Collaboration with the *University of Miami Pediatrics Department* and *Families First* – providing a free of charge session of 10 weeks assisting mothers with newborn – 6 months of age babies.
- 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 barbeque/picnic for 60 seniors through our South Miami Senior Center at Murray Park.

- Collaboration with *Providence Road* in providing the Super Bowl experience on a Fat Screen for the community, free of charge.
- Collaboration with *Ocaquatics*, providing swimming lessons to all the participants in our Spring Camp

program.

- Capital Improvement - Professionally cleaned the second floor carpeting in the fitness, education, computer, hallway and lobby areas.
- Capital Improvement - Installation of two canopies of bleachers on the football/soccer field, providing shade for parents and spectators and enhancement.

GIBSON-BETHEL COMMUNITY CENTER OBJECTIVES FOR FY 2013

- One objective for the Gibson-Bethel Community Center for FY 2012 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 AUTHORIZED POSITIONS

POSITION/TITLE	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
FULL TIME					
Recreation Supervisor II	0	0	0	1	1
Parks and Recreation Site Mgr.	1	1	1	0	0
Recreation Supervisor I	1	1	0	0	0
Recreation Leader	5	5	5	4	3
TOTAL F/T	7	7	6	5	4
PART TIME					
Recreation Leader (PT)	0	1	1	1	5
Recreation Aide (PT)	12	10	11	11	11
Instructors (Grant Funded)	4	3	3	3	3
Summer Recreation Aide (PT)	12	8	8	8	8
TOTAL P/T	28	22	23	23	27
TOTAL STAFF	35	29	29	28	31

GIBSON-BETHEL COMMUNITY CENTER ACTIVITY REPORT

ACTIVITY	ACTUAL FY 2009	ACTUAL FY 2010	ACTUAL FY 2011	PROJECTED FY 2012	ESTIMATED FY 2013
Day Camp Participants	N/A	89	140	88	90
Spring Camp Participants	N/A	26	38	22	30
Winter Camp Participants	N/A	14	31	34	30
Summer Camp Participants	N/A	181	60	157	150
After School House Participants	N/A	110	116	114	65
Track & Field Participants	80	51	15	33	45
Basketball Participants	24	40	60	54	55
T-Ball Participants	N/A	N/A	60	19	40
Fitness Center Members	100	105	153	180	180



GIBSON-BETHEL COMMUNITY CENTER FY 2013
001-2020-519

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2009-2010	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATE 2011-2012	APPROVED 2012-2013
1210	SALARIES - REGULAR	148,091	145,387	133,423	133,423	139,470
1310	SALARIES - PART TIME	72,454	121,054	337,970	337,970	341,251
1410	OVERTIME	188	0	0	0	0
2110	F.I.C.A.	16,620	21,587	36,061	36,061	36,415
2210	PENSION PLAN CONTRIBUTION	0	27,667	22,148	22,148	15,317
2220	ICMA	0	0	0	0	1,882
2310	GROUP HEALTH INSURANCE	17,449	20,105	22,699	22,699	24,957
2410	WORKER'S COMPENSATION	0	10,689	11,893	11,893	17,850
	TOTAL PERSONNEL SERVICES	254,802	346,490	564,195	564,195	577,142
3450	CONTRACTUAL SERVICES	4,218	0	0	0	0
4125	TELEPHONE SERVICE	4,186	0	5,500	5,500	5,500
4310	UTILITIES-ELECTRICITY	66,393	46,158	60,150	60,150	61,300
4320	UTILITIES-WATER	10,406	7,979	8,000	8,000	9,000
4670	MAINT & REP-GRDS & STRCTR	9,830	8,877	8,743	8,743	9,340
4710	COPY MACHINE	0	1,668	1,668	1,668	1,668
5210	SUPPLIES	3,233	3,678	9,272	9,272	1,050
5550	SCHOOL PROGRAM	0	1,844	5,000	5,000	5,000
5640	BASKETBALL	0	3,494	3,840	3,840	5,940
5660	SUMMER CAMP	0	7,221	6,450	6,450	6,450
5670	SPECIAL REC PROGRAMS	18,965	634	2,700	2,700	2,700
	TOTAL OPERATING EXPENSES	117,231	81,553	111,323	111,323	107,948
6410	EQUIPMENT UNDER \$500 IN VALUE	1,520	0	0	0	0
6430	OPERATING EQUIPMENT	18,955	5,488	0	0	0
	TOTAL CAPITAL OUTLAY	20,475	5,488	0	0	0
	TOTAL COMMUNITY CENTER	392,508	433,531	675,518	675,518	685,090



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 annually cost for the Marshall Williamson Tennis Court lights is \$300.

4670 Maintenance & Repair – Grounds & Structures

Monthly Extermination Community Center	\$900
Bi-weekly floor mats maintenance	\$1,100
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	\$500
Cleaning supplies for the Community Center	\$700
TOTAL	\$9,340

5210 Supplies

Purchase miscellaneous supplies from NAEIR catalogue.	\$300
40 folding chairs at \$18.68 each	\$750
TOTAL	\$1,050

5550 School Programs

School supplies, books, learning materials	\$800
After School House supplies	\$1,200
Supplies for all activities & events FY 12	\$1,600
Drug Education Instruction Kit - Positive Action	\$800
Supplies for all after school activities	\$600
TOTAL	\$5,000

5640 Basketball

60 Basketball Uniform	\$1,400
60 Basketball trophies	\$540
Miami Basketball.net Dues (180 games)	\$4,000
TOTAL	\$5,940



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
TOTAL	\$6,450

5670 Special Recreation Programs

Turkeys for the Turkey Shoot Event	\$300
Supplies for Holiday, Spring & Summer events	\$700
Petty Cash for decoration of gym	\$700
Elves Parade Float & Haunted House decoration	\$700
SFL Age Group Track & Field Membership dues	\$300
TOTAL	\$2,700



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 2013

001-2100-519

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2009-2010	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATE 2011-2012	APPROVED 2012-2013
2210	PENSION PLAN-CONTRIBUTION	1,316,663	72,172	0	0	0
2220	DEFERRED COMPENSATION	17,858	0	0	0	0
2250	SECTION 185 CONTRIBUTION	157,735	80,791	0	82,000	85,000
	TOTAL PERSONNEL SERVICES	1,492,256	152,963	0	82,000	85,000
3210	AUDITOR'S FEE	52,495	0	0	0	0
3211	PERFORMANCE AUDIT	35,000	0	0	0	0
3440	CONSULTANT-LABOR ATTORNEY	920	0	0	0	0
3456	CONTRACT-SCHL CRXG GUARD PROG	72,760	0	0	0	0
3457	CONTRACTUAL	3,800	0	0	0	0
4120	COMMUNICATIONS-TELEPHONE	75,160	0	0	0	0
4425	LEASE PURCHASE-POLICE 800 MHZ	13,710	0	0	0	0
4630	MAINTENANCE & REP. COMM EQPT.	222	0	0	0	0
4720	PRINTING & PHOTOCOPYING	4,233	0	0	0	0
5410	MEMBERSHIPS & SUBSCRIPTIONS	91	0	0	0	0
7115	5.6M LOAN PRIN. 2006A-CITY PORTION	17,472	0	0	0	0
7116	5.6M LOAN PRIN. 2006A-MRP PORTION	87,528	0	0	0	0
7215	5.6M LOAN INT. 2006A-CITY PORTION	43,719	0	0	0	0
7216	5.6M LOAN INT. 2006A-MRP PORTION	201,427	0	0	0	0
9910	CONTRIBUTION-SPECIAL EVENTS	23,902	0	0	0	0
9920	GENERAL CONTINGENCY	73,820	444,044	0	0	0
9923	DEBT SERVICE-YMCA INT	3,763	0	0	0	0
9926	DEBT SERVICE-VAN SMITH PARK	93,864	0	0	0	0
9927	DEBT SERVICE-YMCA PRINCIPAL	100,000	0	0	0	0
9928	6.5M LOAN PRIN. 2002A-CITY PORTION	22,464	0	0	0	0
9929	2.2 M LOAN 2001A PRINCIPAL	45,000	0	0	0	0
9930	6.5M LOAN PRIN. 2002A-MRP PORTION	112,536	0	0	0	0
9931	ECONOMIC DEVELOPMENT	900	0	0	0	0
9934	1 M LOAN PRINCIPAL-CITY PORTION	24,589	0	0	0	0
9935	1 M LOAN PRINCIPAL-MRP PORTION	57,373	0	0	0	0
9945	6.5M LOAN INT. 2002A-MRP PORTION	247,323	0	0	0	0
9946	2.2 M LOAN INTEREST 2001A	97,923	0	0	0	0
9947	6.5M LOAN INT. 2002A-CITY PORTION	49,370	0	0	0	0
9948	DEBT SERVICE-INT. VAN SMITH PARK	10,693	0	0	0	0



ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2009-2010	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATE 2011-2012	APPROVED 2012-2013
9949	I M LOAN INTEREST-CITY PORTION	12,571	0	0	0	0
9951	I M LOAN INTEREST-MRP PORTION	29,333	0	0	0	0
	TOTAL OPERATING EXPENSES	1,613,961	444,044	0	0	0
6410	EQUIPMENT-UNDER \$500 IN VALUE	200	0	0	0	0
	TOTAL CAPITAL OUTLAY	200	0	0	0	0
9120	INTRA-GOV TRANSFER-DEBT SERVICE	0	275,998	682,550	682,550	150,000
9130	INTRA-GOV EMERG RESERVES FUND	0	1,765,276	0	0	0
9140	INTRA-GOV CAPITAL IMPROV PRO FUND	0	0	1,376,582	1,376,582	85,270
9150	INTRA-GOV COMM REDEV AGENCY	0	0	572,023	572,023	545,666
	TOTAL TRANSFERS	0	2,041,274	2,631,155	2,631,155	780,936
	TOTAL NON -DEPARTMENTAL	3,106,417	2,638,281	2,631,155	2,713,155	865,936



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 COMMUNITY REDEVELOPMENT AGENCY FUND - The amount which must be transferred to the CRA from the City’s ad valorem. This amount represents the City’s responsibility.



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

STREET SWEEPER
ORDINANCE 54-08-1989
\$115,414.00

FY	DATE	AMOUNT	PRINCIPAL	INTEREST	BALANCE
2009	5/23/2009	25,134.04	23,921.39	1,212.65	91,492.61
2010	2/23/2010	25,134.04	22,152.89	2,981.15	69,339.72
2011	2/23/2011	25,134.04	22,146.16	2,987.88	47,193.56
2012	2/23/2012	25,134.04	23,100.45	2,033.59	24,093.11
2013	2/23/2013	25,134.04	24,093.11	1,041.03	0.00
	Total	125,670.20	115,414.00	10,256.30	

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 FUND BUDGET FY 13
CITY OF SOUTH MIAMI FUND III**

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2009-2010	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATE 2011-2012	APPROVED 2012-2013
BEGINNING FUND BALANCE		348,443	366,303	437,288	437,288	244,905
REVENUES						
0000-314-3000	UTILITY TAX-STORMWATER	17,826	28,759	18,900	18,900	18,900
0000-330-1000	INTERGOVERNMENTAL REVENUE	378,719	437,769	350,000	350,000	400,000
0000-361-2000	INTEREST INCOME	11,831	4,748	7,500	7,500	7,500
	TOTAL REVENUE	408,376	471,276	376,400	376,400	426,400
EXPENDITURES						
1730-541-1210	REGULAR SALARY	4,481	37,624	42,534	42,534	44,213
1730-541-1410	OVERTIME	0	147	0	0	0
1730-541-2110	FICA	361	2,857	3,255	3,255	3,382
1730-541-2210	PENSION PLAN CONTRIBUTION	0	0	6,052	6,052	6,278
1730-541-2310	GROUP HEALTH INSURANCE	0	4,439	5,196	5,196	5,968
1730-541-2410	WORKER'S COMPENSATION	0	0	3,731	3,731	5,372
	TOTAL PERSONNEL SERVICES	4,842	45,067	60,768	60,768	65,213
1730-541-3450	CONTRACTUAL SERVICES	74,557	26,584	107,595	107,595	50,595
1730-541-4455	LEASE PURCHASE-TRUCK	30,821	0	0	0	0
1730-541-5205	COMPUTERS	0	1,837	0	0	0
	TOTAL OPERATING EXPENSES	105,378	28,421	107,595	107,595	50,595
1730-541-6490	CONSTRUCTION PROJECTS	30,296	23,169	96,250	96,250	160,000
	TOTAL CAPITAL OUTLAY	30,296	23,169	96,250	96,250	160,000
1730-541-7100	DEBT - PRINCIPAL	0	50,667	50,136	50,136	51,129
1730-541-7200	DEBT- INTEREST	0	2,967	4,034	4,034	3,041
1730-581-9120	TRANSFER-GEN FUND	250,000	250,000	250,000	250,000	250,000
	OTHER FINANCING SOURCES	250,000	303,634	304,170	304,170	304,170
	TOTAL FUND EXPENSES	390,516	400,291	568,783	568,783	579,978
ENDING FUND BALANCE		366,303	437,288	244,905	244,905	91,327



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 road and drainage improvement design and construction and the Sunset Drive Improvements (65-67 & 67-69).

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

7210 Debt Interest - Debt incurred throughout financing requires repayment. Each repayment is required to be classified as principle 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 2010-11 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 (2009 City/County Mileage Report, data as of September 30, 2009).

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 BUDGET FY 13
CITY OF SOUTH MIAMI FUND 112**

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2009-2010	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATE 2011-2012	APPROVED 2012-2013
BEGINNING FUND BALANCE		258,480	307,562	380,592	380,592	262,362
REVENUES						
0000-330-1000	INTERGOVERNMENTAL REVENUE	62,340	70,807	64,770	64,770	67,207
0000-361-2000	INTEREST INCOME	1,001	2,223	2,000	2,000	2,000
	TOTAL REVENUE	63,341	73,030	66,770	66,770	69,207
EXPENSES						
1730-541-3100	PROFESSIONAL FEES	0	0	0	0	0
1730-541-3450	CONTRACTUAL SERVICES	14,259	0	0	0	0
1730-541-4640	MAINT & REPAIR STRS/PARKWAYS	0	0	0	0	0
	TOTAL OPERATING EXPENSES	14,259	0	0	0	0
1730-541-6210	INFRASTRUCTURE PROJECTS	0	0	185,000	185,000	244,000
	TOTAL CAPITAL OUTLAY	0	0	185,000	185,000	244,000
	TOTAL FUND EXPENSES	14,259	0	185,000	185,000	244,000
ENDING FUND BALANCE		307,562	380,592	262,362	262,362	87,569

LOCAL OPTION GAS TRUST FUND BUDGET HIGHLIGHTS

541-6210 Infrastructural Projects –

Sunset and 58th Avenue side street improvements	\$24,000
Dorn Avenue Road and Drainage Improvements (Design and Const.)	\$30,000
Bird Estates Traffic Calming Study and Construction	\$55,000
Citywide Guardrail and Miscellaneous Road infrastructure repairs	\$60,000
Street Resurfacing Program - Phase III	\$75,000
TOTAL	\$244,000



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 BUDGET FY 13
CITY OF SOUTH MIAMI FUND 116**

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2009-2010	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATE 2011-2012	APPROVED 2012-2013
BEGINNING FUND BALANCE		0	0	10,250	10,250	13,305
REVENUES						
0000-341-9060	PARKING EXCEPTION	0	35,250	28,000	28,000	28,000
0000-361-2000	INTEREST INCOME	0	0	55	55	55
TOTAL REVENUE		0	35,250	28,055	28,055	28,055
OTHER FIN SOURCES						
1410-581-9120	TRANSFER TO GEN FUND	0	25,000	25,000	25,000	25,000
OTHER FIN SOURCES		0	25,000	25,000	25,000	25,000
TOTAL FUND EXPENSES		0	25,000	25,000	25,000	25,000
ENDING FUND BALANCE		0	10,250	13,305	13,305	16,360

**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 BUDGET FY 13
CITY OF SOUTH MIAMI FUND 118**

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2009-2010	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATE 2011-2012	APPROVED 2012-2013
BEGINNING FUND BALANCE		0	0	0	0	11,700
REVENUES						
0000-343-0000	PHYSICAL ENVIRON CHARGE	0	0	0	11,700	0
	TOTAL REVENUE	0	0	0	11,700	0
EXPENSES						
1750-519-3450	CONTRACTUAL SERVICES	0	0	0	0	11,700
	OTHER FINANCING SOURCES	0	0	0	0	11,700
	TOTAL FUND EXPENSES	0	0	0	0	11,700
ENDING FUND BALANCE		0	0	0	11,700	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 2009-2010	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATE 2011-2012	APPROVED 2012-2013
BEGINNING FUND BALANCE		474,334	652,084	1,010,803	1,010,803	803,303
REVENUES						
0000-330-1000	INTERGOVERNMENTAL REVENUE	297,288	380,702	300,000	300,000	300,000
0000-361-2000	INTEREST INCOME	60	4,158	0	7,500	0
	TOTAL REVENUE	297,348	384,860	300,000	307,500	300,000
EXPENDITURES						
1730-541-1210	SALARIES-REGULAR	631	0	0	0	0
1730-541-2110	FICA	48	0	0	0	0
	TOTAL PERSONNEL SERVICES	680	0	0	0	0
1730-541-3100	PROFESSIONAL FEES	11,349	0	0	0	0
1730-541-3450	CONTRACTUAL SERVICES	107,619	26,141	0	20,000	100,000
	TOTAL OPERATING EXPENSE	118,968	26,141	0	20,000	100,000
1730-541-6430	EQUIPMENT-OPERATING	-50	0	0	0	0
1730-541-6490	CONSTRUCTION PROJECTS	0	0	707,750	495,000	774,000
	TOTAL CAPITAL OUTLAY	-50	0	707,750	495,000	774,000
	TOTAL FUND EXPENSES	119,598	26,141	707,750	515,000	874,000
ENDING FUND BALANCE		652,084	1,010,803	603,053	803,303	229,303



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 Study and Construction	\$65,000
Pinecrest Villas Traffic Calming Phase II	\$30,000
Manor Lane - Construction of Traffic Calming Devices	\$30,000
Sunset Drive Improvements - (65-67) & (67-69)	\$220,000
Bus Shelters	\$98,000
63rd Ct. Between Miller & SW 64th St. Traffic Calming	\$40,000
60th Avenue Traffic Calming Project	\$50,000
Citywide replace directional street signs & posts	\$150,000
57th Avenue Median Improvement	\$30,000
At-Grade Pedestrian Crosswalk Devices	\$61,000
TOTAL	\$774,000

* In an effort to comply with direct transit 20% requirement, Public Works will be completing the design and installation of two new bus shelters, in order to facilitate access to transit within the city limits.



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 RESERVE FUND BUDGET FY 13

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2009-2010	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATE 2011-2012	APPROVED 2012-2013
BEGINNING FUND BALANCE		181,437	182,726	0	0	0
REVENUES						
361-2000	INTEREST INCOME	2,358	522	0	0	0
	TOTAL REVENUE	2,358	522	0	0	0
EXPENSES						
513-4400	RENTALS & LEASES	0	0	0	0	0
513-4620	REPAIR & MAINT. OPER EQUIP	0	0	0	0	0
513-4680	MAINT & REP - OUTSIDE SERVICES	0	0	0	0	0
513-5210	SUPPLIES	1,069	0	0	0	0
513-9940	HURRICANE CLEANUP EXP	0	0	0	0	0
	TOTAL OPERATING EXPENSES	1,069	0	0	0	0
541-9120	TRANSFER-GEN FUND	0	183,248	0	0	0
	TOTAL OTHER FINANCING SOURCES	0	183,248	0	0	0
	TOTAL FUND EXPENSES	1,069	183,248	0	0	0
ENDING FUND BALANCE		182,726	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 this Fiscal Year 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.

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
9/30/2013	11/1/2012	55,000	44,681	1,140	100,821	
	5/1/2013	-	43,306	1,113	44,419	1,725,000
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
9/30/2013	11/1/12		92,584.38	92,584	
	5/1/13	105,000.00	92,584.38	197,584	3,480,000
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
9/30/13	10/01/12	30,000	32,009	62,009	1,415,000
	04/01/13		31,409	31,409	
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	PRINCIPLE	INTEREST	TOTAL	BALANCE
2013	10/1/2012	365,000	175,203	540,203	7,210,000.00
	4/1/2013	0	165,850	165,850	7,210,000.00
2014	10/1/2013	385,000	166,761	551,761	6,825,000.00
	4/1/2014	0	156,994	156,994	6,825,000.00
2015	10/1/2014	400,000	157,857	557,857	6,425,000.00
	4/1/2015	0	147,793	147,793	6,425,000.00
2016	10/1/2015	410,000	148,605	558,605	6,015,000.00
	4/1/2016	0	139,122	139,122	6,015,000.00
2017	10/1/2016	435,000	139,122	574,122	5,580,000.00
	4/1/2017	0	128,356	128,356	5,580,000.00
2018	10/1/2017	450,000	129,061	579,061	5,130,000.00
	4/1/2018	0	118,004	118,004	5,130,000.00
2019	10/1/2018	480,000	118,653	598,653	4,650,000.00
	4/1/2019	0	106,963	106,963	4,650,000.00
2020	10/1/2019	495,000	107,551	602,551	4,155,000.00
	4/1/2020	0	96,102	96,102	4,155,000.00
2021	10/1/2020	520,000	96,102	616,102	3,635,000.00
	4/1/2021	0	83,615	83,615	3,635,000.00
2022	10/1/2021	540,000	84,075	624,075	3,095,000.00
	4/1/2022	0	71,194	71,194	3,095,000.00
2023	10/1/2022	565,000	71,585	636,585	2,530,000.00
	4/1/2023	0	58,197	58,197	2,530,000.00
2024	10/1/2023	590,000	58,517	648,517	1,940,000.00
	4/1/2024	0	44,871	44,871	1,940,000.00
2025	10/1/2024	620,000	44,871	664,871	1,320,000.00
	4/1/2025	0	30,364	30,364	1,320,000.00
2026	10/1/2025	645,000	30,531	675,531	675,000.00
	4/1/2026	0	15,527	15,527	675,000.00
2027	10/1/2026	675,000	15,612	690,612	0.00
	TOTAL	7,575,000	3,125,339	10,700,339	



DEBT FUND SCHEDULE
FISCAL YEAR 2013

	BALANCE	PRINCIPLE	INTEREST	FEES	PAYMENT	BALANCE
FMLC Series 2001A Bonds Multipurpose	\$1,780,000	\$55,000	\$87,988	\$2,253	\$145,240	\$1,725,000
FMLC Series 2002A South Miami Parking Garage	\$3,585,000	\$105,000	\$185,169	\$2,000	\$292,169	\$3,480,000
FMLC Series 2006 South Miami Parking Garage	\$1,445,000	\$30,000	\$63,419	\$2,000	\$95,419	\$1,415,000
SunTrust Bank Loan Refinance SM Parking Garage	\$7,575,000	\$365,000	\$341,053	\$0	\$706,053	\$7,210,000
TOTAL	\$14,385,000	\$555,000	\$677,628	\$6,253	\$1,238,881	\$13,830,000



**MARK RICHMAN PROPERTIES INC (MRP)
LOAN ALLOCATION SCHEDULE
FOR FY 2013**

DESCRIPTION	PAYMENT DATE	AMOUNT	ALLOCATION PERCENTAGE		CITY PRINCIPAL	CITY INTEREST	MRP PRINCIPAL	MRP INTEREST	TOTAL
SUNTRUST OBLIGATION:			P & I ALLOC						
PRINCIPAL	11/01/11	23,155	City	MRP	6,947		16,209		23,155
INTEREST	11/01/11	7,811	30%	70%		2,343		5,468	7,811
PRINCIPAL	02/01/12	23,405	City	MRP	7,022		16,384		23,405
INTEREST	02/01/12	7,561	30%	70%		2,268		5,293	7,561
PRINCIPAL	05/01/12	23,897	City	MRP	7,169		16,728		23,897
INTEREST	05/01/12	7,070	30%	70%		2,121		4,949	7,070
PRINCIPAL	08/01/12	23,917	City	MRP	7,175		16,742		23,917
INTEREST	08/01/12	7,050	30%	70%		2,115		4,935	7,050
TOTAL		123,867			28,312	8,848	66,062	20,645	123,867
					37,160		86,707		
DESCRIPTION	PAYMENT DATE	AMOUNT	ALLOCATION PERCENTAGE		CITY PRINCIPAL	CITY INTEREST	MRP PRINCIPAL	MRP INTEREST	TOTAL
FMLC SERIES			P & I ALLOC						
			City	MRP					
INTEREST	11/1/2011	135,975	16.64%	83.36%		22,626		113,349	135,975
			P & I ALLOC						
PRINCIPAL	5/1/2012	155,000	City	MRP	25,792		129,208		155,000
INTEREST	5/1/2012	135,975	16.64%	83.36%		22,626		113,349	135,975
TOTAL		426,950			25,792	45,252	129,208	226,698	426,950
					71,044		355,906		
DESCRIPTION	PAYMENT DATE	AMOUNT	ALLOCATION PERCENTAGE		CITY PRINCIPAL	CITY INTEREST	MRP PRINCIPAL	MRP INTEREST	TOTAL
FMLC SERIES			P & I ALLOC						
			P & I ALLOC						
PRINCIPAL	10/1/2011	115,000	City	MRP	19,136		95,864		115,000
INTEREST	10/1/2011	113,891	16.64%	83.36%		18,951		94,939	113,891
INTEREST	4/1/2012	111,591	City	MRP		18,569		93,022	111,591
TOTAL		340,481			19,136	37,520	95,864	187,961	340,481
TOTAL FOR 2010-		891,298			73,240	91,620	291,134	435,303	891,298
					164,861		726,437		

TOTAL MRP \$726,437



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

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2009-2010	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATE 2011-2012	APPROVED 2012-2013
BEGINNING FUND BALANCE		0	0	278,992	278,992	1,194,838
REVENUES						
0000-366-9000	SOUTH HOSPITAL FOUNDAT	0	145,468	142,918	142,918	145,240
0000-366-9300	RICHMAN PROPERTIES LN PMT	0	758,022	728,104	728,104	726,437
0000-381-1100	TRANSFER IN FROM GF	0	275,998	682,550	682,550	150,000
0000-384-1100	BOND PROCEEDS	0	7,575,000	0	0	0
	TOTAL REVENUE	0	8,754,488	1,553,572	1,553,572	1,021,677
EXPENDITURES						
DEBT SERVICE						
1410-519-7100	BOND PRINCIPLE	0	4,557,958	0	0	0
1410-519-7110	DEBT PRINCIPLE	0	2,143,222	246,432	246,432	555,000
1410-519-7210	DEBT INTEREST	0	1,315,480	388,989	388,989	677,628
1410-519-7310	DEBT OTHER COST	0	333,604	2,305	2,305	6,253
1500-514-7310	DEBT OTHER COST	0	125,231	0	0	0
	TOTAL DEBT SERVICE	0	8,475,495	637,726	637,726	1,238,881
ENDING FUND BALANCE		0	278,992	1,194,838	1,194,838	977,634



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 2009-2010	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATE 2011-2012	APPROVED 2012-2013
BEGINNING FUND BALANCE		0	0	0	0	450,000
REVENUES						
0000-381-1000	TRANSFER FROM GENERAL FUND	0	0	1,376,582	1,376,582	85,270
	TOTAL REVENUE	0	0	1,376,582	1,376,582	85,270
EXPENSES						
1320-513-6430	CENTRAL SERVICES OP. EQUIP	0	0	5,000	5,000	54,450
1620-524-6430	EQUIPMENT OPERATING	0	0	0	0	23,550
1620-524-6810	INTANGIBLE ASSETS	0	0	0	0	36,380
1720-534-6430	SOLID WASTE EQUIP OPERATING	0	0	394,566	394,566	0
1910-521-6430	POLICE EQUIP OPERATING	0	0	144,000	144,000	0
1910-521-6440	POLICE VEHICLES	0	0	216,000	216,000	175,890
2000-572-6450	PARKS & REC IMPROVEMENT	0	0	0	0	100,000
2000-519-6440	PARKS LANDS VEHICLE	0	0	21,413	0	0
1790-519-6450	CAPITAL IMPROVEMENT	0	0	145,603	145,603	145,000
	TOTAL CAPITAL EXPENSES	0	0	926,582	905,169	535,270
	TOTAL FUND EXPENSES	0	0	926,582	905,169	535,270
ENDING FUND BALANCE		0	0	450,000	471,413	0



CAPITAL IMPROVEMENT PROGRAM FUND HIGHLIGHTS

1320-513-6430	HP Designjet T2300e Multifunction Printer Hardware	\$9,450
1320-513-6430	Three (3) Downtown Informational Kiosks	\$45,000
	TOTAL	<u>54,450</u>
1620-524-6430	Trimble Geocoder GIS Locator	\$7,696
1620-524-6430	GIS Server and storage serve	\$15,854
	TOTAL	<u>\$23,550</u>
1620-524-6810	OneSolution Planning and Zoning Module	\$36,380
1910-521-6440	PD Fleet Repl. – Six (6) Vehicles	\$161,390
1910-521-6440	GEM Parking Enforcement Vehicle	\$14,500
	TOTAL	<u>\$175,890</u>
2000-572-6450	Citywide Parks Improvement	\$100,000
1790-519-6450	Sylva Martin Relocation/Consolidation	\$100,000
1790-519-6450	Van Smith Property Renovation	\$20,000
1790-519-6450	Van Smith Property Renovation	\$25,000
	TOTAL	<u>\$145,000</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 BUDGET FY 13

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2009-2010	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATE 2010-2011	APPROVED 2012-2013
BEGINNING FUND BALANCE		198,581	199,435	0	0	0
REVENUES						
361-2000	INTEREST INCOME	109	30	0	0	0
369-9250	INSURANCE CLAIMS RECOVERY	5,146	0	0	0	0
	TOTAL REVENUE	5,255	30	0	0	0
EXPENDITURES						
514-4680	MAINT & REP - OUTSIDE SVCS	4,401	0	0	0	0
	TOTAL OPERATING EXPENSES	4,401	0	0	0	0
514-9920	GENERAL CONTINGENCY	0	0	0	0	0
581-9120	TRANSFER-GEN FUND	0	199,465	0	0	0
	OTHER FINANCING SOURCES	0	199,465	0	0	0
	TOTAL EXPENSES	4,401	199,465	0	0	0
ENDING FUND BALANCE		199,435	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 BUDGET FY 13

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2009-2010	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATE 2011-2012	APPROVED 2012-2013
BEGINNING FUND BALANCE		0	0	1,785,421	1,785,421	1,685,318
REVENUES						
0000-381-1000	TRANSFER FROM GENERAL FUND	0	1,765,276	0	0	0
0000-361-2000	INTEREST INCOME	0	20,145	16,150	16,150	18,000
TOTAL REVENUE		0	1,785,421	16,150	16,150	18,000
EXPENSES						
1410-581-9120	TRANSFER TO GEN FUND	0	0	116,253	116,253	0
OTHER FINANCING SOURCES		0	0	116,253	116,253	0
TOTAL FUND EXPENSES		0	0	116,253	116,253	0
ENDING FUND BALANCE		0	1,785,421	1,685,318	1,685,318	1,703,318



EMERGENCY RESERVE FUND BUDGET HIGHLIGHTS

9120 Transfer to General Fund - The City has lower expenses, hence the amount of funds currently allocated within the fund exceeds the 10% requirement as per City Ordinance. The fund is providing the excess funds to the general fund.



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 2013

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2009-2010	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATE 2011-2012	APPROVED 2012-2013
BEGINNING FUND BALANCE		34,857	50,986	65,679	65,679	54,279
REVENUES						
0000-351-1000	CONFISCATED REVENUE	19,261	60,140	0	0	0
0000-361-2000	INTEREST INCOME	390	653	500	600	500
TOTAL REVENUE		19,652	60,793	500	600	500
EXPENSES						
1910-521-3450	CONTRACTUAL	0	24,951	0	0	0
1910-521-3490	CRIME PREVENTION PROGRAMS	0	0	5,000	5,000	5,000
1910-521-4070	TRAVEL & PER DIEM	4,220	1,617	7,000	7,000	7,000
1910-521-4680	MAINTENANCE & REPAIR	-698	0	0	0	0
1910-521-4970	EMPLOYEE TESTING	0	2,827	0	0	0
1910-521-5205	COMPUTER SUPPLIES	0	7,221	0	0	0
1910-521-5210	OFFICE SUPPLIES	0	7,105	0	0	10,000
1910-521-5220	UNIFORMS	0	2,379	0	0	0
TOTAL OPERATING EXPENSE		3,522	46,100	12,000	12,000	22,000
TOTAL EXPENSES		3,522	46,100	12,000	12,000	22,000
ENDING FUND BALANCE		50,986	65,679	54,179	54,279	32,779



STATE FORFEITURE FUND BUDGET HIGHLIGHTS

4070 Travel & Per Diem – This expense is to take the Explorers on their annual conference so that they may compete with other Explorers throughout the state.

5210 Office Supplies – Military surplus equipment.



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 BUDGET FY 2013
CITY OF SOUTH MIAMI FUND 615**

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2009-2010	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATE 2011-2012	APPROVED 2012-2013
BEGINNING FUND BALANCE		194,211	362,455	412,996	412,996	1,594,010
REVENUES						
0000-351-1000	INTERGOVERNMENTAL REV	177,764	257,769	0	1,500,000	0
0000-361-2000	INTEREST INCOME	90	272	200	1,682	200
0000-369-9200	OTHER MISC REVENUES	40,714	69,756	0	20,977	0
TOTAL REVENUE		218,567	327,796	200	1,522,659	200
EXPENSES						
1910-521-1410	OVERTIME	0	48,657	0	40,000	50,000
TOTAL PERSONNEL EXP		0	48,657	0	40,000	50,000
1910-521-3450	CONTRACTUAL SERVICES	0	0	20,000	20,000	133,748
1910-521-4450	LEASE PURCHASE-POL VEHICLE	33,308	27,373	29,448	29,448	29,448
1910-521-4960	SPECIAL INVESTIGATIONS	0	3,618	0	0	0
1910-521-5205	COMPUTER EQUIPMENT	0	68,949	20,000	53,979	25,202
1910-521-5210	SUPPLIES	0	1,347	10,000	20,310	20,980
1910-521-5220	UNIFORMS	0	422	0	0	12,000
TOTAL OPERATING EXP		33,308	101,710	79,448	123,737	221,378
1910-521-6430	OPERATING EQUIPMENT	17,015	21,985	0	0	68,500
1910-521-6440	INFRASTRUCTURE	0	0	0	0	400,000
1910-521-6800	INTANGIBLE ASSETS	0	99,520	180,000	177,909	0
TOTAL CAPITAL OUTLAY		17,015	121,505	180,000	177,909	468,500
1910-521-7100	DEBT - PRINCIPAL	0	5,166	0	0	0
1910-521-7200	DEBT - INTEREST	0	217	0	0	0
TOTAL DEBT SERVICE		0	5,383	0	0	0
TOTAL EXPENSE		50,323	277,255	259,448	341,646	739,878
ENDING FUND BALANCE		362,455	412,996	153,748	1,594,010	854,332



FEDERAL FORFEITURE FUND BUDGET HIGHLIGHTS

3450 Contractual Services –

Miscellaneous Expenses	\$20,000
EOC Software & Maintenance	\$25,000
Daily Activity Module for RMS & MFR Module	\$6,560
Police to Citizens Module	\$8,320
Maintenance For Daily Activity Module & P2C Module	\$2,368
FIPS Compliance	\$24,000
Police K-9	\$15,000
South Miami Drug Free Coalition	\$30,000
IDC Consultation OSSI Implementation	\$2,500
TOTAL	\$133,748

4450 Lease Police Vehicle – This account is used to lease undercover vehicles with enterprise leasing.

5205 Computer Equipment – Three (3) Emergency Operations Center (EOC) laptops and software.

5210 Supplies – The purchase of a specialized case for the three (3) EOC laptops and miscellaneous supplies.

6430 Operating Equipment –

Traffic Enforcement Computerized Sign	\$8,500
Bidirectional Antenna - Police Communications	\$40,000
Three Wheel Segway	\$20,000
TOTAL	\$68,500

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, 2012**

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
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

CLASS TITLE	SALARY	
	RANGE	I
CITY MANAGER	A	\$141,400
	BW	\$5,438
	H	\$67,981
CITY CLERK	A	\$86,335
	BW	\$3,321
	H	\$41,507



MANAGEMENT, ADMINISTRATIVE AND SUPPORT PERSONNEL
EFFECTIVE OCTOBER 1, 2012
(GROUP I)

CLASS TITLE	SALARY						
	RANGE	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



CLASS TITLE	SALARY						
	RANGE	1	2	3	4	5	6
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



CLASS TITLE	SALARY						
	RANGE	1	2	3	4	5	6
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 (PT)	A	\$27,846					
	BW	\$1,071					
	H	\$35,700					
STRUCTURAL PLANS EXAMINER (PT)	A	\$47,736					
	BW	\$1,836					
	H	\$61,200					



MANAGEMENT, ADMINISTRATIVE AND SUPPORT PERSONNEL
EFFECTIVE OCTOBER 1, 2012
(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 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



CLASS TITLE	SALARY						
	RANGE	1	2	3	4	5	6
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, 2012
(GROUP III)

CLASS TITLE	SALARY						
	RANGE	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



CLASS TITLE	SALARY						
	RANGE	1	2	3	4	5	6
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) (10 WEEKS)	A	\$3,856	\$4,049	\$4,251	\$4,464	\$4,687	\$4,922
	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					



CLASS TITLE	SALARY						
	RANGE	1	2	3	4	5	6
RECREATION AIDE (PT)	A	\$13,578					
	BW	\$522					
	H	\$8,160					



**AFSCME COLLECTIVE BARGAINING EMPLOYEE GROUP
EFFECTIVE OCTOBER 1, 2012**

CLASS TITLE	SALARY						
	RANGE	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	\$41,522.000	\$21.167	\$22.225	\$23.336



CLASS TITLE	SALARY						
	RANGE	1	2	3	4	5	6
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, 2012**

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 mils (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.