



**CAPITAL & OPERATING BUDGET  
AND PAY PLAN  
FISCAL YEAR 2014-2015**

**PROPOSED AS OF  
SEPTEMBER 9, 2014**



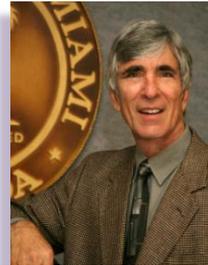


**COMMISSION – MANAGER FORM OF GOVERNMENT  
LIST OF PRINCIPAL OFFICIALS**

**ELECTED OFFICIALS**



Mayor  
Philip K. Stoddard, Ph.D.



Vice Mayor  
Walter A. Harris



Commissioner  
Gabriel Edmond



Commissioner  
Bob Welsh



Commissioner  
Josh Liebman

**CHARTERED OFFICIALS**



City Clerk  
Maria Menendez



City Manager  
Steven Alexander



City Attorney  
Thomas Pepe, Esq.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of South Miami**

**Florida**

For the Fiscal Year Beginning

**October 1, 2013**



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, 2013**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

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



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## **ACKNOWLEDGMENT**

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

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

### **Budget and Finance Committee Members**

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# CITY MANAGER'S BUDGET MESSAGE

September 9, 2014

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

## Capital and Operating Budget and Pay Plan for Fiscal Year 2014/2015



Dear Mayor, Vice Mayor, Commissioners, and Citizens:

In accordance with Article IV, Section 2 of the City Charter, I respectfully submit to you the Proposed FY 2014/15 Operating and Capital Budget and Pay Plan for the fiscal year beginning October 1, 2014, and ending September 30, 2015. The Proposed FY 2015 Budget was prepared with no tax rate increase, using the millage of rate of 4.3639. The purpose of this letter is to provide the Commission with an overview of the budget for Fiscal Year 2014-2015.

## BUDGET PREPARATION

The proposed budget provides a continuation of the core FY 2013-14 budget as the base for the budget for FY 2014-15 and the following budget indicates existing and new funding levels and priorities.

The FY 2015 Proposed Budget as presented here, was based on the proposed millage rate of 4.3639 but without the projected significant budget benefits (savings) resulting from the proposed outsourcing of the residential Solid Waste, and Motor Pool Divisions. Due to the rejection of the budget saving outsourcing proposal, and the Commission's desire to maintain those respective services in-house, the City Administration eliminated the approximate \$650,000 in recurring operating budget savings, and some \$250,000 annualized capital expenditure savings from the proposed budget. It is hoped that at some time in the near future that my recommendation of realizing this savings, totaling an estimated \$900,000 per year may be accepted by the Commission.

The value of the certified tax roll for FY 2014-2015 was released by the County on July 1, and

was approximately 3.3% higher than the prior year. Although it represents a slight increase in revenues, it is more importantly an indication that the real estate market and values and, therefore, potentially our entire economy may be starting a rebound.

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

### **SIGNIFICANT EVENTS THIS FISCAL YEAR**

The City of South Miami has completed the long awaited Community Pool. County Mayor Carlos Gimenez was present with the entire City Commission for the grand opening as were many of the residents and community members who had labored, some for over 40 years to bring this pool to be a reality. The pool will provide a much needed recreational swimming opportunity for the community at-large, including swimming lessons for our youngest residents, aquatic exercise for the disabled, and assist the City in its goal to reduce drowning fatalities and near drowning accidents within the City. As research shows, supervised swimming activities provided at Park and Recreation pools can make a life-saving difference to residents.

Dorn Avenue Road and Drainage Improvement projects have been completed, resolving the drainage issues along SW 59<sup>th</sup> Avenue (Dorn Avenue) between Sunset Drive and SW 73rd Street. A new drainage system was designed and constructed to adequately provide stormwater runoff to prevent flooding. This project was completed on time and under budget and has been widely praised by the residents and the business owners along Dorn Ave.



The South Miami Intermodal Transportation Plan will be completed before the beginning of the new fiscal year. The purpose of the plan is to provide enhanced transportation and mobility choices for the residents and visitors to the City of South Miami. The Plan will provide needed consensus on transportation issues and establish a network of bicycle lanes, sidewalks, trails, roadway improvements, neighborhood and greenways, throughout the City, connecting



residential areas with downtown shopping and dining, transit facilities (Metrorail and BRT), and M-Path to implement this consensus. A primary priority of the plan was to provide a safer environment for pedestrians and cyclists. The entire community will benefit by the promotion of greenways on residential streets, resulting in lower volumes of auto traffic and the reduction of speed, which will be accomplished through traffic calming devices such as trees, speed tables, pavement markings, and signage. Upon approval of the plan, the City will move to the next phase of transportation system improvements by commencing the design and construction of recommended improvements.

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

## **GOVERNING BODY GOALS**

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

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

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

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

## **GENERAL FUND REVENUES**



Revenues in all municipalities typically increase; and, at times, decrease, depending upon their respective sources and the impact of various sectors of the economy and the legislature's changing philosophies on those sources. The City's most significant revenue, ad valorem or property taxes, is also typically the revenue with the most significant change from year-to-year. The legislature's adoption of the "property tax relief" legislation and the approval of the property tax constitutional amendments in recent years, in addition to the end of the real estate "bubble," and general decline in our nation's current economy, has resulted in a reduction in our ad valorem revenues, as well as other revenue streams. The City's ad valorem revenue accounts for approximately one-third of the City's yearly operating revenue stream or 35% of the City's yearly, non-fee based, recurring operating revenues. Therefore, as the ad valorem revenues change significantly, so do the city's revenues.

### THE SAVE OUR HOMES EFFECT

As stated earlier, the FY 2014-15 certified property tax roll for the City of South Miami reflects an approximate 3.3% increase in city-wide taxable values from the previous fiscal year. By default, that percentage is an "average"; and, individual properties may experience more or less change in value than this average. In the case of long-time homesteaded properties, they actually may have a greater amount of increase due to the effects of Save Our Homes.

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

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

### DOUBLE HOMESTEAD EXEMPTION

On January 29, 2008, electors in Florida voted for a new property tax reform amendment. Previously, homeowners could receive a \$25,000 exemption on their primary residence, which meant the homeowner doesn't pay property taxes on the first \$25,000 of the just appraised value of the property. The new amendment increased the exemption as follows: Homeowners can receive an additional \$25,000 homestead exemption for the value of homesteads above \$50,000.



The new exemption has had a devastating impact on ad valorem revenues statewide, as it essentially doubles the previous amount of non-taxable property value; therefore, those revenues are no longer available.

### MILLAGE CAP ESTABLISHED

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

### OTHER REVENUES

Other significant operating revenue categories are currently expected to remain relatively unchanged or increase slightly. Local Government Half-Cent Sales Taxes, State Revenue Sharing, Judgments and Fines, and other licenses and registrations (local business tax receipts, burglar alarms, and solid waste franchises) are projected to slightly increase or remain relatively unchanged this coming fiscal year, with the exception of the Electric Franchise fee, which may be eliminated due to ongoing negotiations between the City and FP&L.

Should the City and FPL not come to an agreement by approving a new Franchise Agreement, the City will receive an estimated \$250,000 less than the current \$1,000,000. It is possible if there is no new Franchise Agreement between the City and FPL, that Miami Dade County may not endorse a mechanism to allow South Miami to receive these funds at all translating to a full elimination of the current \$1,000,000 the City receives from this source. The Unified Communications Service Tax is expected to decrease by approximately \$70,161 or minus 12 percent from last year's budgeted amount.

One of the main revenues, aside from ad valorem, is the City's parking revenues. The Finance Department is estimating that with the use of the proposed parking space sensors, parking enforcement revenues are projected to increase by \$214,730 or 34%. The proposed parking space sensors will allow parking enforcers to better utilize their time with respect to detecting vehicles that are illegally parked in areas regulated by the City. The additional revenue is estimated to surpass the cost involved with implementation of the program and the annual maintenance fee.

### SPECIAL REVENUE FUNDS

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



## CAPITAL PROJECTS FUND

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

## CARRYOVER and RESERVES

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

## EMERGENCY RESERVE FUNDS

The Government Finance Officers Association (GFOA) issued a Case Study on May 2013, providing a general recommended fund balance for two specific categories; Budget Uncertainty Reserve and Emergency Reserve. Within the Case Study, GFOA recommends a General Fund Reserve of approximately 25%; 12.5% for each of the two specific classifications mentioned above.

When the City's Comprehensive Financial Report was issued for FY 1994-95, the Auditors recommended the creation of a Contingency Reserves Fund to be initially funded from the cash carryover balance in the General Fund. On July 29, 2008, the City of South Miami established Article V Section 2-47 entitled "Emergency Reserve Fund" under City Code of Ordinances 23-08-1958 as part of a Cash Management Policy requiring the City to maintain Emergency Reserves Funds no less than 10% of the operating budget. Under a multi-year concerted effort, currently, the Emergency Reserves Fund has been increased to approximately \$1,721,605 or 10%.

This year, in an effort to maintain an amount that is more in line with the GFOA's recommended 25% for unreserved, unassigned fund balance, the City Manager is proposing that the City provide funding in the amount of \$2,694,919 to the Emergency Reserve Fund to maintain 25% of the City's annual budget amount in this critical fund, for a total of \$4,416,524. The amount of the proposed transfer is reflected within the City's Non-Departmental transfer out line item.

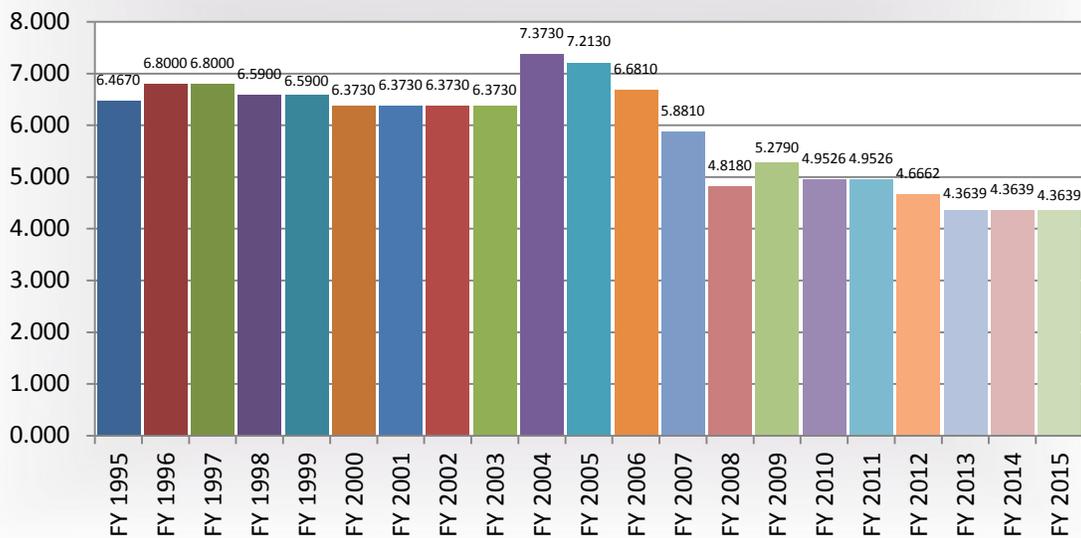
The Emergency Reserve Funds along with the City's unreserved, unassigned fund balance represents a low, but healthy, reserve level for a City our size, but due to the potential for damaging storms and unexpected economic situations, as we have witnessed in the past few years, it would be wise to continue to increase these balances.



**GENERAL FUND EXPENDITURES**

At the July 22, 2014, City Commission Meeting, the Commission adopted the ceiling rate of 4.3639 mils per \$1,000 of the taxable value. Below please find the historical data of the City’s millage for the past 10-years.

**CITY OF SOUTH MIAMI MILLAGE COMPARISON CHART  
FY 1995 TO PROPOSED FY 2015**





The average taxable residential value in South Miami as of July 1, 2013 was \$184,990; the average property owner paid approximately \$3,086.15 in County, School, and other taxes and \$807.28 in property taxes to South Miami for a total of \$3,893. As you can see, the City portion of your tax bill is only 20.7%, a very small percentage of the total bill which equates to \$2.21 a day.

The average taxable residential value in South Miami as of July 1, 2014, is \$188,585. At the tentative millage rate set of 4.3639 mills, this property would be responsible for \$3,146 in County, School and other taxes, and South Miami property taxes of \$822.97 for a total of \$3,969. This is only an increase of \$15.69 or approximately four cents per day, for the City of South Miami portion over last year, which is excellent, considering the rise in the cost of services and products.

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

In this fiscal year's proposed budget, the City will be assuming the full expense of multiple employees who had previously been funded or partially funded through the City of South Miami's Community Redevelopment Agency (SMCRA) and a significant percentage of the City Attorneys contractual fee. The CRA is no longer able to continue to fund these necessary positions due to its financial situation.



## BUDGET SUMMARY

The information contained in this budget provides a level of financial detail for the Commission and the public in order to provide a clear vision and openness to the budgetary process. Please find a list of the specific expense items by Department and Division, taken together for FY 2014-15.

## CONSOLIDATED ITEMS DETAIL BY DEPARTMENT FOR FY 15

DEPARTMENT	F/T 1210	P/T 1310	HEALTH 2310	W/C 2410	FUEL 5230	PEN 2210	ICMA 2220	AUTO 4515	COPIER 4710	COMM 4120
CITY COMMISSION	62,000	0	0	186	0	0	0	0	0	5,000
CITY CLERK	185,972	0	21,269	558	0	24,734	0	0	1,668	360
CITY MANAGER	355,711	0	35,550	1,067	960	8,775	32,531	400	2,000	3,420
FINANCE DEPART	325,297	43,117	35,449	1,105	0	9,515	17,547	0	1,668	2,100
PROCUREMENT DIV	106,338	0	14,179	340	0	0	7,932	0	6,482	1,020
HUMAN RESOURCES	147,498	0	14,179	442	0	0	10,325	0	0	2,040
BUILDING DEPART	235,318	138,434	28,359	8,139	1,600	0	16,472	400	1,900	1,440
PLANNING DEPART	223,623	0	28,359	671	144	7,657	11,623	400	3,412	1,164
CODE ENFORCE	264,274	0	35,449	6,923	5,978	13,818	11,227	1,800	1,668	4,650
PW OFFICE OF DIR	162,651	0	21,269	488	0	4,178	9,187	0	6,670	1,020
PW BLDG. MAINT.	71,737	0	14,179	3,409	0	10,117	0	0	0	780
PW SOLID WASTE	379,687	0	70,897	50,271	0	27,687	12,006	0	0	0
PW STREETS MAINT.	174,074	0	42,538	17,982	0	13,014	5,336	0	0	780
PW MOTOR POOL	125,831	0	21,269	4,480	183,944	12,458	2,496	32,873	0	780
PW ENG. & CONSTR	133,075	0	14,179	399	0	5,544	6,397	0	0	1,020
POLICE	3,620,979	0	418,310	152,599	217,120	612,693	10,195	34,650	11,000	49,560
PARKS & REC	301,876	0	42,538	12,347	15,120	13,680	13,931	4,870	5,003	6,120
COMM CENTER	176,152	286,436	35,449	18,920	0	10,878	6,606	0	1,668	0
PARKS LAND MAINT	209,857	0	42,538	8,583	13,352	18,145	5,420	1,500	0	1,800
COMM POOL	0	51,611	0	2,111	0	0	0	0	0	1,020
<b>TOTAL FY 2015</b>	<b>7,261,950</b>	<b>519,598</b>	<b>935,959</b>	<b>291,020</b>	<b>438,218</b>	<b>792,893</b>	<b>179,231</b>	<b>76,893</b>	<b>43,139</b>	<b>84,074</b>
<b>BUDGETED FY 2014</b>	<b>6,978,900</b>	<b>600,002</b>	<b>836,505</b>	<b>289,195</b>	<b>438,666</b>	<b>774,001</b>	<b>185,236</b>	<b>76,893</b>	<b>42,807</b>	<b>86,147</b>
<b>DIFFERENCES</b>	<b>283,050</b>	<b>-80,404</b>	<b>99,454</b>	<b>1,825</b>	<b>-448</b>	<b>18,892</b>	<b>-6,005</b>	<b>0</b>	<b>332</b>	<b>-2,073</b>



## PROPERTY TAX INFORMATION

The Miami-Dade County Property Appraiser certified the Taxable Value within the City of South Miami at \$1,480,600,491. This valuation represents a 3.3% increase from the FY 2013-14 level of \$1,433,343,727. This is due primarily to the increase in value of properties. Below please find a detailed breakdown of the City's new taxable values by use type.

PROPERTY TYPE	COUNT	2014 TAXABLE VALUE	COUNT	2013 TAXABLE VALUE
SINGLE FAMILY	2,854	631,877,462	2,854	592,075,776
CONDOMINIUM	788	88,118,355	789	81,843,693
MULTI FAMILY	93	115,552,459	95	107,589,522
COMMERCIAL	620	514,875,940	616	532,011,353
INDUSTRIAL	27	10,446,277	30	12,636,438
AGRICULTURE	1	590,429	1	581,009
VACANT LAND	208	33,433,873	211	29,919,857
INSTITUTIONAL	37	11,466,080	37	11,140,983
GOVERNMENTAL	54	907,483	52	909,943
OTHER PROPERTIES	8	4,174,311	8	3,891,888
REAL ESTATE PARCELS	4,690	1,411,442,669	4,693	1,372,600,462
PERS PROP & CENT ASSD		69,157,822		60,743,265
ALL ASSESSED PROPERTY		1,480,600,491		1,433,343,727

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

The increase from last year to this year is attributable to signs of the economy stabilizing. The City experienced an overall assessed real property **value** increase of \$47,256,764 or 3.3%. When the City millage rate is applied to this value, it generates some \$192,829 of additional income for the Cities budget.

Tangible personal property (TPP) includes property that is not real estate. It includes furniture, fixtures, tools, computer equipment, machinery, office equipment, supplies, leasehold improvements, leased equipment, signage, and any other equipment used in a business. Furniture and fixtures used in a rental unit (condominium, apartment, house) are also taxable. Tangible



personal property assessed values increased by \$8,414,557 or 14% this year.

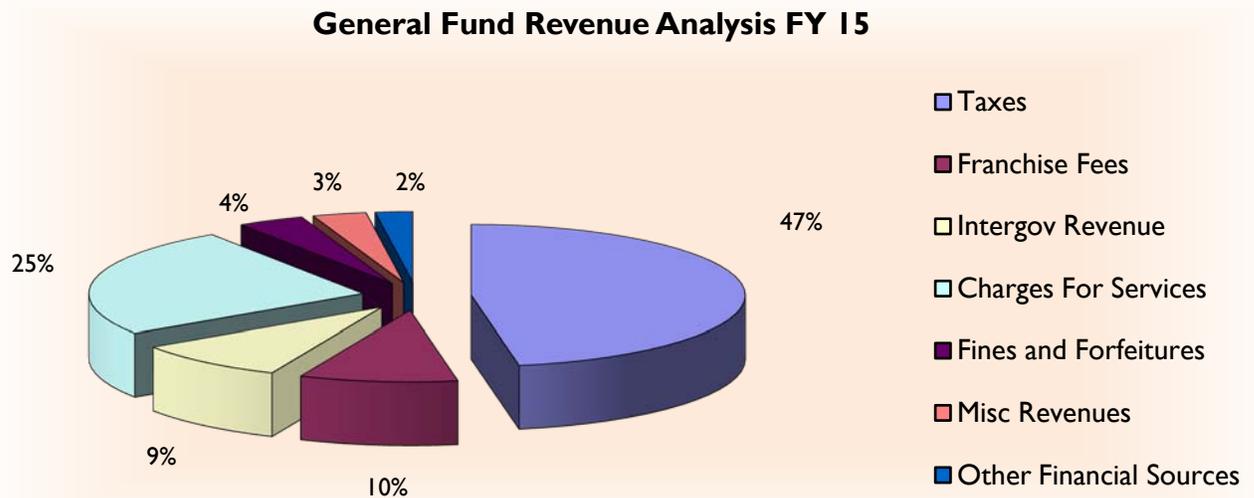
New Construction decreased by \$13,199,924 or 76%.

The proposed millage rate of 4.3639 mills, which is the same as last year’s rate, will generate a total of \$5,645,711 (\$6,138,132 - \$492,421) of ad valorem revenue, which will allow the City to continue with regular necessary operations and on-going projects even though costs to provide these same services have risen. When the proposed millage rate is applied to the new growth figure and the City makes the required contribution to the South Miami Community Redevelopment Agency (SMCRA), the additional funds available in ad valorem taxes to South Miami total an estimated \$192,829.

Please note, due to an accounting change as required by the City's auditors, when compared to FY 2014, the City will be reducing the estimated ad valorem revenues by the amount required to be provided to the City of South Miami Community Redevelopment Agency (CRA). Prior to FY 2015, the City included the ad valorem revenue which was slated for the CRA within the general fund and prepared a transfer from Non-Departmental to the CRA. The accounting change reflects a \$492,421 reduction in Ad Valorem revenue and eliminates the transfer amount equal to the same in Non-Departmental which would have been reflected should the City had not completed the accounting change. In summary, the accounting change has the same net affect on the fund balance but reflected differently in the presented budget.

### CITY OF SOUTH MIAMI GENERAL FUND REVENUES

The City of South Miami’s estimated General Fund Revenues for FY 2015, as provided in the proposed budget is \$17,666,208. A breakdown of the general makeup of the City’s General Fund Revenues is presented below.



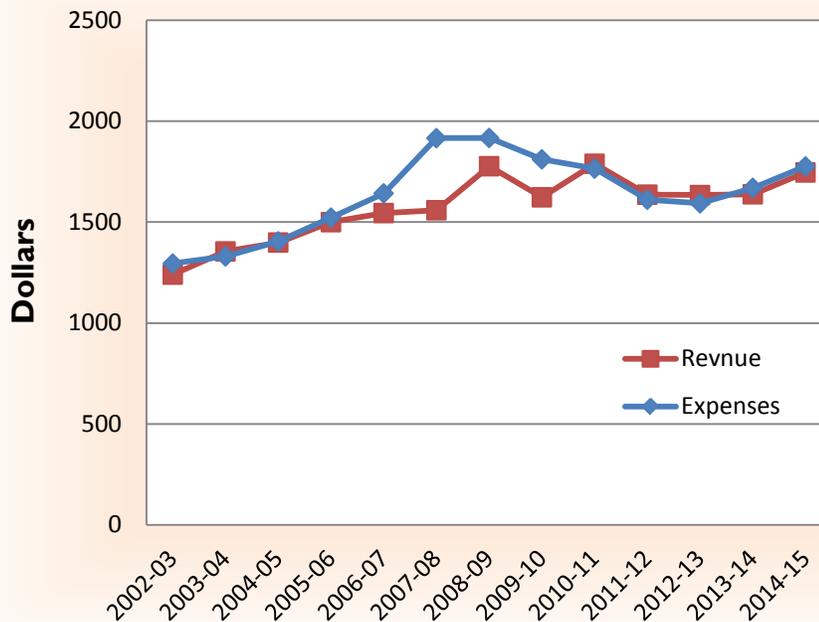


## GENERAL FUND SUMMARY

DEPT NO	ACCOUNT CLASSIFICATION	ACTUAL FY 2012	ACTUAL FY 2013	BUDGET FY 2014	ESTIMATE FY 2014	CM RECOM FY 2015
<b>BEGINNING FUND BALANCE</b>		<b>8,009,801</b>	<b>7,266,790</b>	<b>7,929,606</b>	<b>7,929,606</b>	<b>7,501,107</b>
*	TAXES	8,287,173	7,755,861	8,551,195	7,962,702	8,257,525
	FRANCHISE FEES	1,715,134	2,017,417	1,625,250	1,929,187	1,825,250
	INTERGOV REVENUE	1,320,645	1,432,441	1,454,918	1,454,918	1,587,276
	CHARGES FOR SERVICES	4,065,036	4,145,164	4,136,000	4,240,100	4,530,730
	FINES AND FORFEITURES	187,560	140,161	186,000	186,000	688,400
	MISCELLANEOUS REVENUES	602,234	534,188	552,686	553,554	392,562
	<b>TOTAL</b>	<b>16,177,782</b>	<b>16,025,232</b>	<b>16,506,049</b>	<b>16,326,460</b>	<b>17,281,743</b>
<b>OTHER FINANCIAL SOURCES</b>		<b>416,253</b>	<b>308,173</b>	<b>358,173</b>	<b>358,173</b>	<b>384,465</b>
<b>DEPARTMENTS</b>						
1100	CITY COMMISSION	85,881	81,602	92,829	92,829	92,829
1200	CITY CLERK	252,952	245,383	386,012	380,054	372,049
1500	CITY ATTORNEY	419,657	514,791	436,000	381,000	467,100
1310	CITY MANAGER	476,914	536,779	764,379	735,113	684,869
1410	FINANCE DEPARTMENT	585,987	529,314	1,141,783	1,141,783	1,306,712
1340	MGMT. INFORM. SYSTEMS	385,223	309,063	317,764	347,030	354,916
1320	PROCUREMENT DIVISION	258,487	327,578	229,817	227,817	235,694
1330	HUMAN RESOURCES	610,347	648,148	889,654	889,654	639,047
1610	BUILDING DEPARTMENT	437,173	428,377	460,574	460,574	476,030
1620	PLANNING DEPARTMENT	349,068	476,839	468,463	379,463	417,898
1640	CODE ENFORCEMENT	346,947	329,230	265,401	250,401	414,944
1770	PW-OFFICE OF DIRECTOR	223,622	256,422	242,160	242,160	223,211
1710	PW-BLDG. MAINT.	609,180	304,103	441,934	441,934	440,986
1720	PW-SOLID WASTE	1,350,396	1,333,799	1,369,658	1,369,658	1,339,010
1730	PW-STREETS MAINT.	573,000	582,473	509,119	509,119	475,331
1760	PW-MOTOR POOL	437,709	497,983	557,091	556,741	559,675
1790	PW-ENG. & CONSTR.	254,955	201,404	234,098	234,098	182,184
1910	POLICE	6,063,832	6,221,535	6,032,927	6,009,327	6,897,546
2000	PARKS & RECREATION	488,283	459,920	556,288	551,663	607,437
2020	COMMUNITY CENTER	545,922	618,956	705,314	699,814	688,024
1750	LANDSCAPE MAINT.	437,541	440,211	499,735	499,235	480,449
2030	COMMUNITY POOL	0	0	51,052	28,665	139,860
2100	NON-DEPARTMENTAL	84,837	91,409	85,000	85,000	164,000
	<b>TOTAL</b>	<b>15,277,913</b>	<b>15,435,319</b>	<b>16,737,052</b>	<b>16,513,132</b>	<b>17,659,802</b>
<b>DIFFERENCE BEFORE FUND BALANCE</b>		<b>1,316,122</b>	<b>898,086</b>	<b>127,170</b>	<b>171,501</b>	<b>6,406</b>
2100 *	NON-DEPARTMENT TRANSFER	2,059,132	235,270	1,189,337	600,000	3,963,358
<b>ENDING FUND BALANCE</b>		<b>\$7,266,790</b>	<b>\$7,929,606</b>	<b>\$6,867,439</b>	<b>\$7,501,107</b>	<b>\$3,544,155</b>

\* Due to an accounting change as required by the City's auditors, when compared to FY 2014, the City will be reducing the estimated ad valorem revenues by the amount required to be provided to the City of South Miami Community Redevelopment Agency (CRA). Prior to FY 2015, the City included the ad valorem revenue which was slated for the CRA within the general fund and prepared a transfer from Non-Departmental to the CRA.

**Comparison Revenues to Expenses (100s)**



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

**CHANGES IN THE CITY WORKFORCE AND TOTAL PAYROLL**

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

In this year’s proposed budget, the City did not include any additional salary increases for the police or full-time general employees, beyond the amount approved by the Commission in the PBA Agreements in FY 2014, although, at the time of writing, the City is once again negotiating with the Police and AFSCME unions for the next generation of bargaining agreements.

In this fiscal year’s proposed budget, the City will be assuming the expense of multiple employees, which had previously been funded through the City of South Miami’s Community Redevelopment Agency (SMCRA). The SMCRA is no longer able to continue to fund these necessary positions due to its financial situation. The department/divisions that are immediately affected are:

- Within the Finance Department, the Grants and Sustainability Administrator was previously funded by the SMCRA in the amount of 50% of the position’s salary. (The resulting amount necessary to be assumed in this year’s City budget is \$33,618.)



- Code Enforcement will now be absorbing the expense of the Senior Code Enforcement Officer and Special Events Coordinator which were both previously funded at 100% by the SMCRA. (The resulting amount necessary to be assumed in this year’s City budget is \$146,212)
- The Police Department will be funding 100% of one police officer. The SMCRA previously funded three full-time police officers; however, this year only two full-time police officers will be funded. (The resulting amount necessary to be assumed in this year’s City budget is \$86,928.)
- The City Attorney’s expense was increased based on his newly commission adopted agreement and the newly implemented accounting policy which requires the City to fund 100% of the City Attorney’s contract and obtain reimbursement from the SMCRA for 10% of the overall cost. (The resulting amount necessary to be assumed in this year’s City budget is (\$50,420).
- It is important to note, the positions mentioned above are not new positions but exist currently as part of the City Administration, and amount to an estimated \$317,178 which is reflected in this budget as an increase due to the SMCRA’s inability to continue to fund them.

Two part-time positions within the City Manager’s Office were eliminated from the proposed budget and an increase for the Assistant City Manager is included in FY 2015 budget.

Within the Human Resource’s Office, a vacant full-time office support position has been eliminated.

As part of the reorganization within the City Manager’s Office, the Planning Department has eliminated a vacant planning assistant position and replaced the position with an office support to address their staffing requirements.

In the Solid Waste Division, due to the recent departure of a tenured employee, certain restructuring occurred, thus reducing the Division’s personnel expenditure amount. In the Streets and Landscaping Division, the City eliminated a vacant full-time Maintenance Worker I position.

The Police Department has created two additional police officer positions, bringing the total number of sworn officers from 50 in FY 2014 to 52 for FY 2015. The two new officers will allow the City to implement the Police Athletic League (PAL) program and continue Community Policing in our downtown shopping area without negatively affecting the City’s current emergency response time and superior protective services currently being provided to the City’s residents. The Police Department is recommending the reclassification of the position of Crime Analyst to Communications Director, due to the position’s current responsibility.

The Parks and Recreation Department, which is responsible for three divisions: Parks,



Community Center, and the new Community Pool, has gone through a major reorganization in an effort to provide greater efficiencies and become more efficient. A vacant Recreation Aide part-time position was eliminated and a full-time Recreation Leader position was reclassified to Administrative Secretary within Parks. Within the Community Center, three vacant part-time Recreation Aid positions and two vacant part-time Recreation Leader positions were eliminated. The proposed full-time Pool Supervisor was eliminated and a new Recreation Supervisor II position was created within the Community Center, which will oversee many different park programs along with the Community Pool.

The newly passed Affordable Care Act (ACA) requirement prevents part-time employees from working more than an average of 30-hours a week. Within the Community Center, the number of part-time employees was necessarily increased to accommodate the mandate of the ACA while maintaining the staffing levels required to meet the ACA requirements while maintaining the staffing levels required to provide the current level of service at the Community Center. The number of hours worked in total will remain essentially the same, but the number of part time employees has changed. The proposed FY 15 budget provides an increase for seasonal employees to a minimum of \$9.00 per hour.

## **SUMMARY OF MAJOR BUDGET HIGHLIGHTS**

The proposed budget is primarily a continuation of last year's budget plan, as the City remains committed to the current level of services with a high quality level of delivery. There are many priorities that need to be addressed, including a revision of our very outdated land development code, the proper maintenance of our parks system, and the further consolidation and maximizing of efficiencies from the organization of our government structure that need to be addressed in the near future. Should revenues grow, we will be able to evaluate new priorities for the City and with the authorization of the Commission we will begin to increase the effectiveness and offered services of the City.

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

The City is committed to completing multiple traffic calming projects throughout the City, originally funded in last year's budget, which were not actually initiated until recently. The specific communities on which the City is focusing in FY 2015 are West Pinecrest Villas, Bird Estates,



Mango Terrace, and Manor Lane. The City will continue working with Miami-Dade County in the continued improvement to our roads, drainage, and traffic calming.

To continue maintaining a safe and efficient fleet, this coming fiscal year, the City is proposing to purchase seven new police vehicles. The upgrades of the City's fleet are required to continue providing expected levels of service to the residents of the City. The older police vehicles that are being replaced will take the place of those vehicles in the City fleet that are determined to have exceeded their useful life and may have safety or operational problems; the vehicles will be auctioned for sale. Currently and in the future, the City will purchase extended warranties for our vehicles and surplus the vehicles at the end of the warranty program in order to reduce maintenance costs to the City.

## **SUMMARY OF FINANCIAL ISSUES AHEAD**

### *FPL Franchise Agreement*

The FPL Franchise agreement which is currently being negotiated continues to be a potential issue until an agreement is finalized, hence providing the possibility of the **FPL franchise fee** potentially diminishing significantly.

### *Union Negotiations*

The impending negotiations with the AFSCME and PBA unions may place additional financial demands on our limited budget and perhaps require additional funds currently not existent in the South Miami budget.

### *Emergency Fund*

The budget document will detail the various general fund reserves and their uses subsequent to policy set by the Commission. One such new major improvement this year is the dramatic increase in funding for the Emergency Fund bringing it for the first time to levels recommended by the Government Finance Officers Association. This reserve should be restricted by ordinance to mitigate revenue shortfalls or excess expenditures due to a catastrophic event that is declared an emergency. This is a major budgetary accomplishment and we are very proud to have been able to establish it for the Commission and the residents.

### *Litigation expenses and exposures*

Currently, the City is involved in multiple litigations, which provide future financial uncertainties. The possible financial impact to the City is currently unknown. It is, at this time, unrealistic for the City to provide financial estimates to insert into the FY 2015 budget.



### *Fuel expenses*

Presently, the City is estimating \$4 per gallon for the 2015 budget. The current average price for fuel is approximately \$3.61 per gallon. The City is requiring that the usage of city vehicles be limited only to the essential activities. City policy states that no city vehicle should be left running idle when not necessary (the K-9 vehicle is the exemption); furthermore, all take home cars should be used strictly pursuant to policy that stipulates that the vehicles will not be used for personal use.

## **RESERVE FUNDS**

There are a number of reserves that are part of the operation budget. The City strives to maintain prudent reserves, establishing funds for contingencies and emergency situations, as well as for the impact of revenue reforms on the stability of the City's operating budget and for other items such as grant matches.

As we progress with our administration, we would like to create the following Reserve Funds:

### **Revenue Stabilization**

**Funding Rationale:** This reserve was initially established to mitigate the risk of reduced property tax and other revenues in general. Rebuilding this fund is critical as it is the primary source used in balancing the FY 2010-11 budget request.

**Uses/Restrictions:** These funds would be restricted to uses related to impacts caused by reduced tax revenues.

### **Grant Match Reserve.**

**Funding Rationale:** These funds would be restricted to uses related to grant match reserve funding, which has been adequately projected based on realistic grant funding opportunities.

**Uses/Restrictions:** These funds would be set aside as a cash match for grant opportunities. It is beneficial in the application process for the City to have funds that are readily identifiable as a cash match.

### **Insurance Reserve.**

**Funding Rationale:** The reserve is intended to fully meet potential insurance claim deductibles.

**Uses/Restrictions:** This reserve would be used in circumstances that would require the contribution of insurance deductibles such as a major hurricane.



### **Tax Equalization Reserve.**

Funding Rationale: Non-property tax revenue is a major portion of the City's revenue base. The targeted amount should equal at a minimum, 20% of budgeted non-property tax revenues.

Uses/Restrictions: These funds can bridge the gap between the state's fiscal year end and the City's fiscal year end (3 month gap) in the event of significant state budget reductions.

### **Building Capital Reserve Fund.**

Funding Rationale: The reserve target amount would be based on yearly estimates make necessary unscheduled and anticipated repairs, and other operational issues relating to the City's properties.

Uses/Restrictions: These funds are to be used specifically to address building hardening and security, and to fund unscheduled and anticipated repairs, and other operational issues relating to the City's properties.

## **CONCLUSION**

The City budget has been seriously challenged this year as the Community Redevelopment Area (CRA) has been unable to continue to fund several items that are important to the smooth and effective operation of the City as a whole. This resulted in some \$317,178 that the City had to find funding for in its budget which was previously funded in the CRA budget. This unavoidable responsibility and the financial demand that it incurred on the City budget in addition to the rejection of the potential savings of \$900,000 from outsourcing the solid waste and motor pool functions were difficult to react to and still endeavor to create a responsible and balanced budget. Despite the challenges we encountered in balancing the needs for services against the desire of property owners the same rate of tax, we continued to maintain basic levels of reserves for our various critical financial responsibilities.

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



## **CLOSING**

I wish to thank the entire City staff for their professionalism and dedication. I also wish to thank the Mayor, Vice Mayor, and Commissioners for providing direction on a preferred future for the City of South Miami. Finally, I would like to thank the excellent Budget and Finance Committee for the time which they have volunteered to help evaluate FY 2015 proposed budget and their valuable input which has been reflected in this budget.

Sincerely,

A handwritten signature in blue ink, appearing to read "Steven Alexander". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Steven Alexander  
City Manager



## GUIDE FOR READERS

The Fiscal Year 2014-2015 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, 2014 through September 30, 2015. The departmental budget sections provide goals, objectives and activity reports for each department.

### THE BUDGET AS A FINANCIAL PLAN

As a financial plan, the budget details the costs associated with providing municipal services and how the services are anticipated to be funded. The General Fund Section includes a summary and detailed description of all revenues and expenditures. The budget document explains the underlying assumptions for the revenue estimates and discusses significant revenue trends. In addition, there is discussion of the City's accounting structure and budgetary policies. Please remember that the City of South Miami as virtually every other government has provisions for amending the budget during the budget year. This is essential as priorities change and emergencies are encountered requiring the revision of the yearly budget. This is a normal and wise practice as it is essential for the City to be able to reflect the changing priorities of its community.

### THE BUDGET AS AN OPERATIONS GUIDE

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

### THE BUDGET AS A COMMUNICATION DEVICE

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



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



## HOW TO USE THIS DOCUMENT

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

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

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

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

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



## ANNUAL BUDGET PROCEDURES

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

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

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



## BUDGETING AND ACCOUNTING BASIS

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

In Florida, it is a requirement that the budget submitted to the City Commission is balanced. A balanced budget occurs when actual expenditures do not exceed received revenues.

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

### **BASIS OF BUDGETING**

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

### **MEASUREMENT FOCUS**

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

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

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



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

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

### **ACCRUAL BASIS ACCOUNTING**

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

### **MODIFIED ACCRUAL BASIS ACCOUNTING**

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

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

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



## **CASH BASIS ACCOUNTING**

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



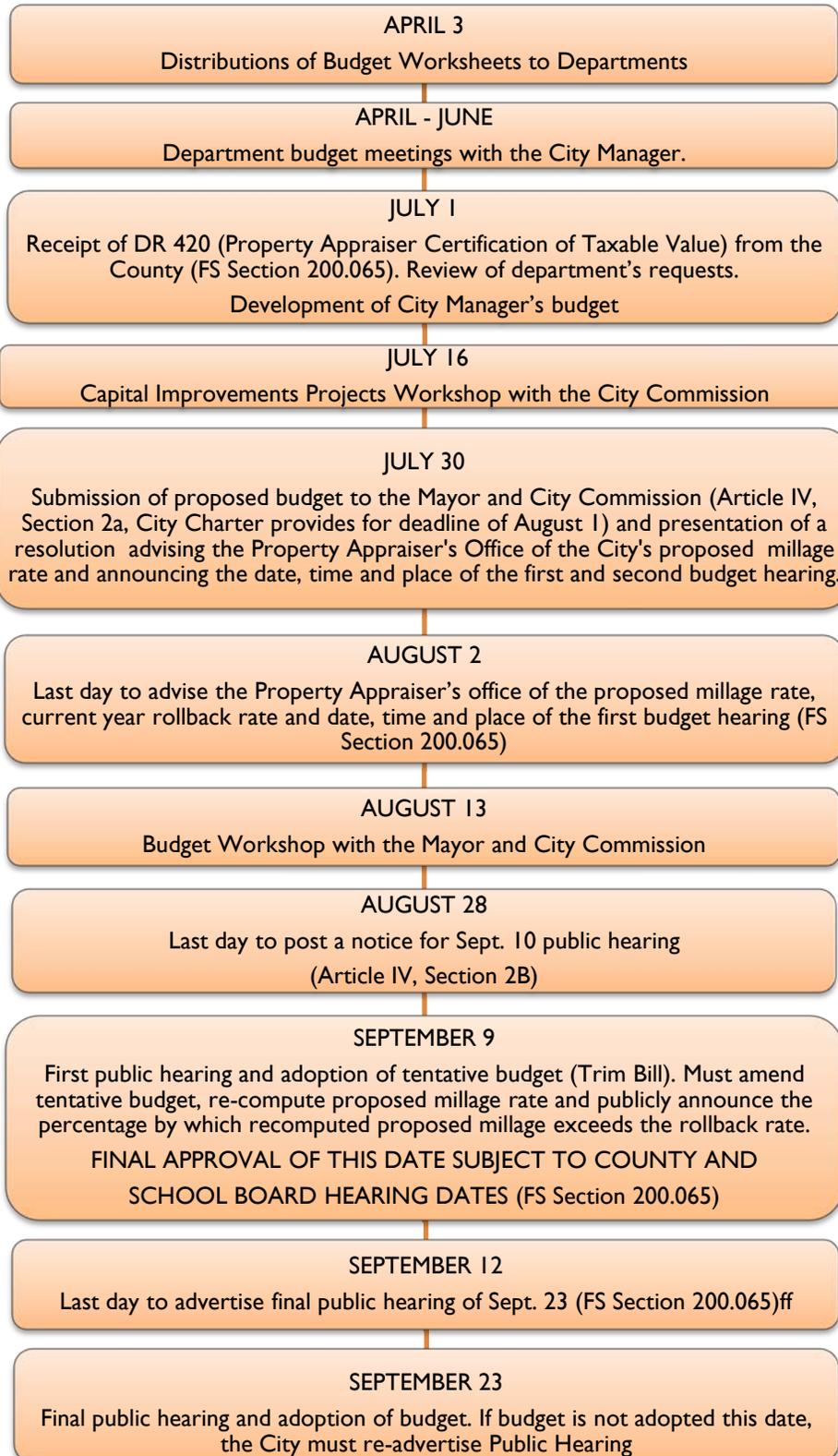
## BUDGET SCHEDULE

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

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

The City Commission must adopt a preliminary millage rate in August for use on the Notice of Proposed Taxes to be mailed to all property owners by August 29, 2014 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 2015 BUDGET SCHEDULE





# FINANCIAL AND BUDGETARY POLICIES

## **PURPOSE:**

The Comprehensive Financial and Budgetary Policies is 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 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 serve as guidelines for financial planning, budget preparation, implementation, evaluation and internal financial management of the City, and may be amended from time to time.

## **BUDGET MODIFICATIONS:**

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

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

## **OBJECTIVES:**

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

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



## **FINANCIAL PLANNING AND TRENDS**

### **Monitoring:**

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



## **OPERATING POLICIES**

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

Expenditures shall be within Current Revenue Projections:

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

Continual Improvement of Service Delivery:

The City has established a goal to 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.

Year End Budget Considerations:

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 2015 may be adopting a Purchasing Ordinance which will supersede the Purchasing Policy, within the FY 2015 Budget Document.*



## FUND STRUCTURE

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

The City of South Miami's budget consists of 16 Funds: General Fund, Stormwater Drain Trust Fund, Local Option Gas Tax Trust Fund, Hometown District Improvement Trust Fund, Tree Trust Fund, People's Transportation Tax Fund, Debt Service Fund, Capital Improvement Program Fund, Emergency Reserve Fund, State Forfeiture Fund and Federal Forfeiture Fund. "Fund" is defined as an independent fiscal and accounting entity with a self-balancing set of accounts. Funds are established to attain certain objectives or to simply segregate activities.

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

## FUND OVERVIEW

### *GENERAL FUND*

The General Fund is used to account for all financial resources except those required to be accounted for in another fund. The General Fund is the major operating fund of the City of South Miami.

### *STORMWATER DRAIN TRUST FUND*

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

### *LOCAL OPTION GAS TAX TRUST FUND*

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

### *HOMETOWN DISTRICT IMPROVEMENT TRUST FUND*

On August 5, 2008, City Commission approved Ordinance 30-08-1965 establishing the Hometown



District Parking. Parking in the Hometown District must be developed and managed primarily as an element of infrastructure critical to enhancing South Miami's tax base through economic success of the district.

#### *TREE TRUST FUND*

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

#### *PEOPLE'S TRANSPORTATION TAX FUND*

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

#### *DEBT SERVICE FUND*

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

#### *CAPITAL IMPROVEMENT PROGRAM FUND*

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

#### *EMERGENCY RESERVE FUND*

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

#### *STATE FORFEITURE FUND*

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



*FEDERAL FORFEITURE FUND*

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



## FUND EXPENDITURES

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

ACCOUNT CLASSIFICATION	ACTUAL 2011-2012	ACTUAL 2012-2013	BUDGET 2013-2014	ESTIMATE 2013-2014	APPROVED 2014-2015
<b>General Fund</b>					
Beginning Fund Balance	8,009,801	7,266,790	7,929,606	7,929,606	7,501,107
Revenues	16,177,782	16,025,232	16,506,049	16,326,460	17,281,743
Expenditures	15,277,913	15,435,319	16,737,052	16,513,132	17,659,802
Interfund Transfers In	416,253	308,173	358,173	358,173	384,465
Interfund Transfers Out	2,059,132	235,270	1,189,337	600,000	3,963,358
<b>Ending Fund Balance</b>	<b>7,266,790</b>	<b>7,929,606</b>	<b>6,867,439</b>	<b>7,501,107</b>	<b>3,544,155</b>
<b>Stormwater Drain Trust Fund</b>					
Beginning Fund Balance	437,288	425,298	403,697	403,697	224,125
Revenues	439,430	379,954	426,400	410,500	386,600
Expenditures	201,420	151,555	567,818	340,072	351,729
Interfund Transfers Out	250,000	250,000	250,000	250,000	250,000
<b>Ending Fund Balance</b>	<b>425,298</b>	<b>403,697</b>	<b>12,279</b>	<b>224,125</b>	<b>8,996</b>
<b>Local Option Gas Tax Trust Fund</b>					
Beginning Fund Balance	380,592	312,009	324,524	324,524	314,275
Revenues	72,730	73,298	69,207	69,207	76,129
Expenditures	141,313	60,783	225,000	79,456	285,000
<b>Ending Fund Balance</b>	<b>312,009</b>	<b>324,524</b>	<b>168,731</b>	<b>314,275</b>	<b>105,404</b>
<b>Hometown District Improvement Trust Fund</b>					
Beginning Fund Balance	10,250	9,250	6,250	6,250	9,250
Revenues	24,000	22,000	28,055	28,000	28,055
Interfund Transfers Out	25,000	25,000	25,000	25,000	25,000
<b>Ending Fund Balance</b>	<b>9,250</b>	<b>6,250</b>	<b>9,305</b>	<b>9,250</b>	<b>12,305</b>



<b>ACCOUNT CLASSIFICATION</b>	<b>ACTUAL 2011-2012</b>	<b>ACTUAL 2012-2013</b>	<b>BUDGET 2013-2014</b>	<b>ESTIMATE 2013-2014</b>	<b>APPROVED 2014-2015</b>
<b>Tree Trust Fund</b>					
Beginning Fund Balance	0	0	15,654	15,654	654
Revenues	0	27,344	0	0	0
Expenditures	0	11,690	15,000	15,000	0
<b>Ending Fund Balance</b>	<b>0</b>	<b>15,654</b>	<b>654</b>	<b>654</b>	<b>654</b>

<b>People's Transportation Tax Fund</b>					
Beginning Fund Balance	1,010,803	1,288,664	1,651,823	1,651,823	1,278,291
Revenues	415,209	443,948	400,756	411,000	429,395
Expenditures	137,348	80,789	1,100,000	784,532	1,560,000
<b>Ending Fund Balance</b>	<b>1,288,664</b>	<b>1,651,823</b>	<b>952,579</b>	<b>1,278,291</b>	<b>147,686</b>

<b>Debt Service Fund</b>					
Beginning Fund Balance	278,992	1,086,247	870,824	870,824	807,273
Revenues	893,283	876,487	871,677	874,077	874,444
Expenditures	768,578	1,241,910	1,238,881	1,237,628	1,247,827
Interfund Transfers In	682,550	150,000	300,000	300,000	0
Proceeds from Refunding Debt	0	0	0	0	0
Payment to Bond Escrow Agent	0	0	0	0	0
<b>Ending Fund Balance</b>	<b>1,086,247</b>	<b>870,824</b>	<b>803,620</b>	<b>807,273</b>	<b>433,890</b>

<b>Capital Improvement Program Fund</b>					
Beginning Fund Balance	0	509,751	180,112	180,112	280,682
Expenditures	866,831	414,909	600,000	499,430	1,268,439
Interfund Transfers In	1,376,582	85,270	600,000	600,000	1,268,439
<b>Ending Fund Balance</b>	<b>509,751</b>	<b>180,112</b>	<b>180,112</b>	<b>280,682</b>	<b>280,682</b>

<b>Emergency Reserve Fund</b>					
Beginning Fund Balance	1,785,421	1,688,739	1,703,605	1,703,605	1,721,605
Revenues	19,571	14,866	18,000	18,000	14,000
Interfund Transfers In	0	0	0	0	2,694,919
Interfund Transfers Out	116,253	0	0	0	0
<b>Ending Fund Balance</b>	<b>1,688,739</b>	<b>1,703,605</b>	<b>1,721,605</b>	<b>1,721,605</b>	<b>4,430,524</b>



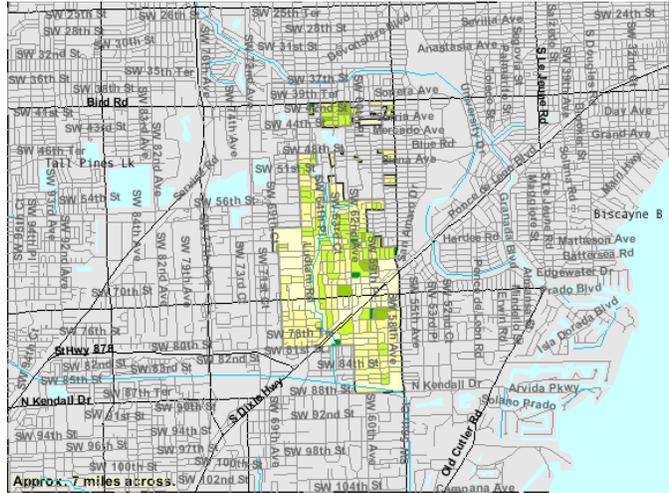
<b>ACCOUNT CLASSIFICATION</b>	<b>ACTUAL 2011-2012</b>	<b>ACTUAL 2012-2013</b>	<b>BUDGET 2013-2014</b>	<b>ESTIMATE 2013-2014</b>	<b>APPROVED 2014-2015</b>
<b>State Forfeiture Fund</b>					
Beginning Fund Balance	65,679	75,238	75,900	75,900	76,400
Revenues	12,906	662	500	500	500
Expenditures	3,347	0	45,000	0	30,000
<b>Ending Fund Balance</b>	<b>75,238</b>	<b>75,900</b>	<b>31,400</b>	<b>76,400</b>	<b>46,900</b>
<b>Federal Forfeiture Fund</b>					
Beginning Fund Balance	412,996	1,912,228	2,012,436	2,012,436	1,690,486
Revenues	1,803,867	207,152	89,000	95,000	95,000
Expenditures	304,635	106,944	818,283	416,950	887,432
<b>Ending Fund Balance</b>	<b>1,912,228</b>	<b>2,012,436</b>	<b>1,283,153</b>	<b>1,690,486</b>	<b>898,054</b>



# GOVERNMENT

## 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. According to surveys by the International City/County Management Association (ICMA), this form of government has grown from 48% usage in 1996 to 55% usage in 2006. It is most popular in cities with populations over 10,000, mainly in the Southeast and Pacific coast areas. 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 2016.



South Miami City Government as of February 11, 2014

- \* Mayor: Philip Stoddard, Ph.D. (Election 2016)
- \* Vice Mayor: Walter Harris (Vice Mayor until 2016, Commissioner Group IV until 2018)
- \* Commissioner Group II: Josh Liebman (Election 2016)
- \* Commissioner Group I: Gabriel Edmond (Election 2018)
- \* Commissioner Group III : Robert Welsh (Election 2016)

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

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

## Tax Authorities

### Taxing Authorities Set Tax Rates

The Property Appraiser is not a taxing authority, but a governmental function that is mandated by



State Law to assess the value of all properties within Miami-Dade County using criteria set forth by Chapter 193 of the Florida Statutes. As property owners and taxpayers consider the tax rates set by the Taxing Authorities, they should give close attention to tax rates or "millage" changes of those Taxing Authorities. The millage or tax rates are set by the various taxing authorities within whose jurisdiction the property is located.

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

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

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

### **Tax Limitations on County Commission and Cities**

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

### **The Millage Rates of the Taxing Authorities**

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

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



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

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

## CITY HISTORY

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



WILSON ALEXANDER LARKIN  
1860-1946

Founder of South Miami  
Formerly Larkins

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

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

After the fantastic real estate boom of 1925 and with a population of 3000 residents, area leaders decided to incorporate as the Town of South Miami on March 2<sup>nd</sup>, 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 24<sup>th</sup>, 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.



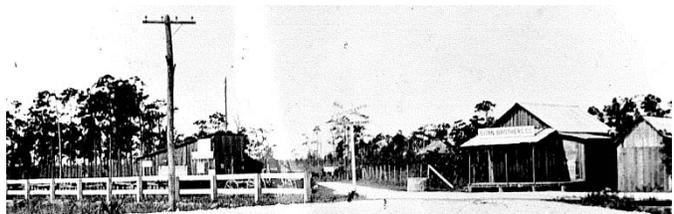
Charles Fuchs

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 80<sup>th</sup> St, was named after the founder of the bakery, Charles Fuchs, a German immigrant.

On February 22<sup>nd</sup>, 1960 South Miami Hospital officially opened its doors just off US1 and 62<sup>nd</sup> 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.



## COMPREHENSIVE PLANNING

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

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

### **Comprehensive Planning Process**

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

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

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

### **Chapter I, Future Land Use Element**

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



## ***The Difference Between Land Use and Zoning***

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

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

## **Chapter 2, Transportation Element**

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

## **Chapter 3, Housing Element**

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

## **Chapter 4, Infrastructure Element**

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

## **Chapter 5, Conservation Element**

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



## **Chapter 6, Recreation and Open Space Element**

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

## **Chapter 7, Intergovernmental Coordination Element**

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

## **Chapter 8, Capital Improvement Element**

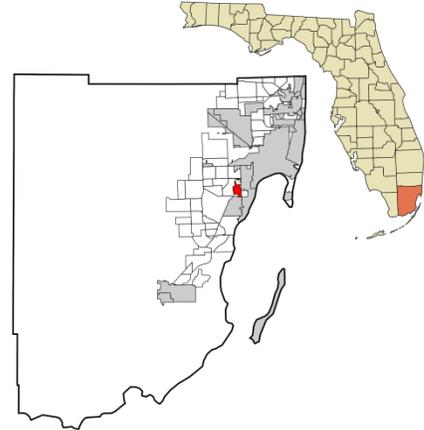
The Capital Improvement Element reinforces the relationship and linkage between the Comprehensive Plan. The Capital Improvements Program recognizes that South Miami is a diverse, full service community with both residential and non-residential land uses and neighborhoods. Additionally, an amendment was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

## **Legislative Changes**

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

## CITY OVERVIEW

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



\* As per Bureau of Economic & Business Research at UF, the City Population for FY 2014 is 13,778. 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
<b>Total</b>	<b>11,657</b>	<b>5,721</b>	<b>5,936</b>	<b>100</b>	<b>49.08</b>	<b>50.92</b>	<b>8.53</b>	<b>10.68</b>	<b>6.53</b>
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

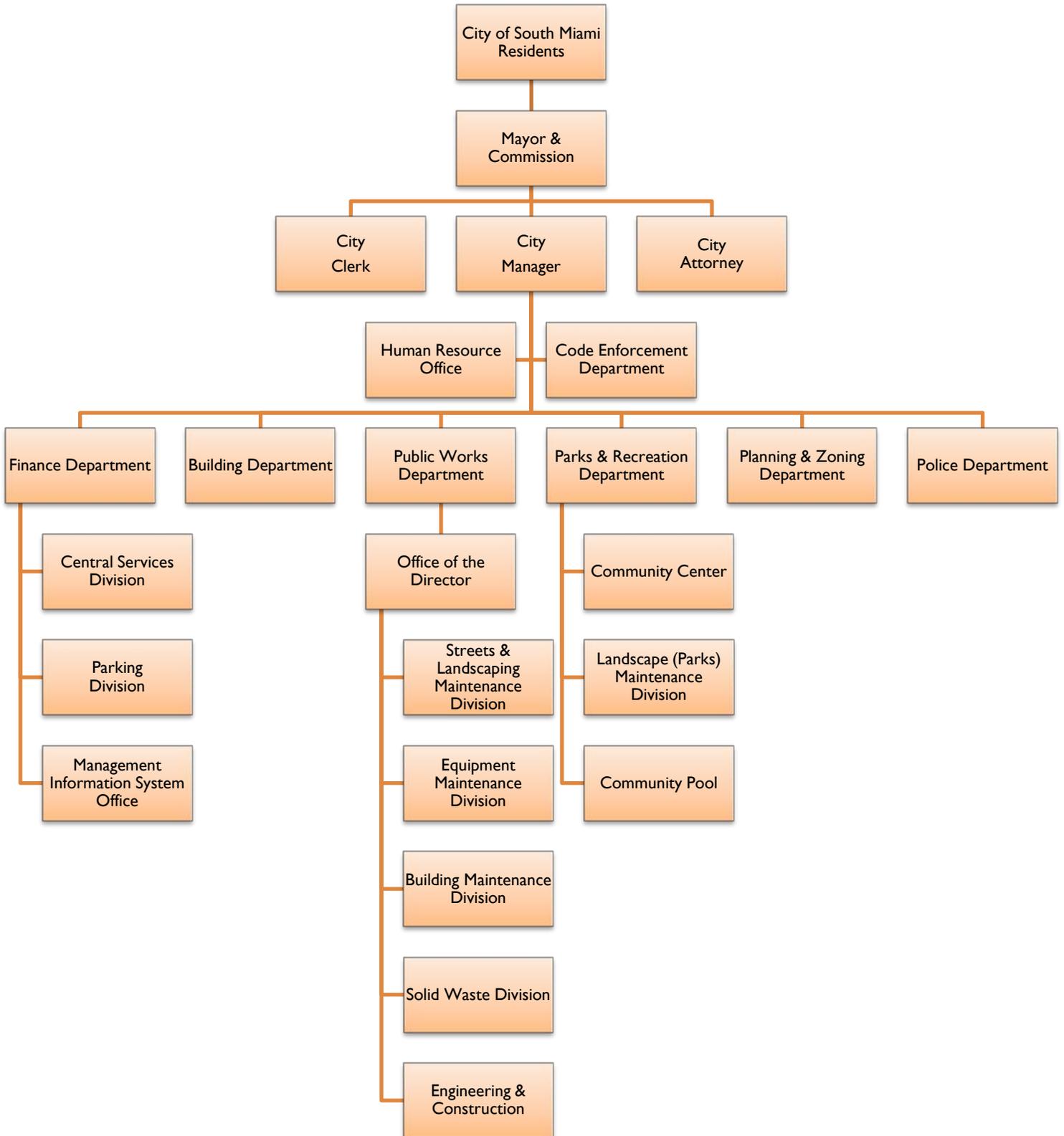
Category	Number	% in Total	
		Housing Units	% Change 2000-2010
<b>Total housing units</b>	<b>5,174</b>	<b>100</b>	<b>16.09</b>
Total: Occupied housing units	4,699	90.82	9.25
Owner-occupied housing units	2,573	49.73	-3.74
Renter-occupied housing units	2,126	41.09	30.59
Population in occupied housing units: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

Average household size 2.46

Average family size 3.16

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

# CITY OF SOUTH MIAMI ORGANIZATIONAL CHART





## POSITIONS BY DEPARTMENT

POSITIONS BY DEPARTMENT		BUDGETED FY 2011	BUDGETED FY 2012	BUDGETED FY 2013	BUDGETED FY 2014	PROPOSED FY 2015
<b>CITY CLERK</b>						
Full Time	City Clerk	1	1	1	1	1
	Deputy Clerk II	1	1	1	1	1
	Deputy Clerk	0	0	0	1	1
	<b>City Clerk Total</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>
<b>CITY MANAGER</b>						
Full Time	City Manager	1	1	1	1	1
	Assistant City Manager	0	0	0	1	1
	Executive Administrative Asst.	1	1	1	1	1
	Administrative Assistant II	0	0	0	0	0
	Special Events Coordinator	0	0	0	1	0
	Communications Receptionist	1	0	0	0	0
	Grants Coordinator	1	1	1	0	0
	Office Support	0	0	0	0	0
	<i>Full Time Total</i>	<i>4</i>	<i>3</i>	<i>3</i>	<i>4</i>	<i>3</i>
Part Time	Office Support	0	2	2	0	0
	Public Information Coordinator	0	0	1	0	0
	<i>Part Time Total</i>	<i>0</i>	<i>2</i>	<i>3</i>	<i>0</i>	<i>0</i>
	<b>City Manager Total</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>4</b>	<b>3</b>
<b>PROCUREMENT DIVISION</b>						
Full Time	Purchasing Manager	1	1	1	1	1
	Procurement Specialist	1	0	0	0	0
	Central Services Specialist II	1	1	1	1	1
	<i>Full Time Total</i>	<i>3</i>	<i>2</i>	<i>2</i>	<i>2</i>	<i>2</i>
Part Time	Procurement Specialist	0	1	0	0	0
	Office Support	0	0	1	0	0
	<i>Part Time Total</i>	<i>0</i>	<i>1</i>	<i>1</i>	<i>0</i>	<i>0</i>
	<b>Central Services Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>2</b>
<b>HUMAN RESOURCES</b>						
Full Time	Human Resources Director	1	1	1	1	1
	Human Resource Generalist	1	1	1	1	1
	Office Support	1	1	1	1	0
	<b>Human Resource Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>



POSITIONS BY DEPARTMENT		BUDGETED FY 2011	BUDGETED FY 2012	BUDGETED FY 2013	BUDGETED FY 2014	PROPOSED FY 2015
<b>FINANCE DEPARTMENT</b>						
Full Time	Chief Financial Officer	1	1	1	1	1
	Office Manager	1	1	1	1	1
	Department Head Secretary	0	0	0	0	0
	Accts Receivable Technician	1	1	0	0	0
	Parking/Collections Manager	0	0	0	0	0
	Business Lic. Comp. Officer	1	0	0	0	0
	Accounts Payable Technician	1	1	0	0	0
	Junior Accountant	1	1	2	2	2
	Grants Coordinator	0	0	0	1	1
	<i>Full Time Total</i>	<b>6</b>	<b>5</b>	<b>4</b>	<b>5</b>	<b>5</b>
Part Time	Assistant Finance Director	0	1	0	0	0
	Office Support	0	0	1	1	1
	Junior Accountant	1	1	1	1	1
	<i>Part Time Total</i>	<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
	<b>Finance Department Total</b>	<b>7</b>	<b>7</b>	<b>6</b>	<b>7</b>	<b>7</b>
<b>BUILDING DEPARTMENT</b>						
Full Time	Building Official/Director	1	1	1	1	1
	Chief Building Inspector	1	1	1	1	1
	Permits Coordinator	1	2	2	2	2
	Plans Coordinator	1	0	0	0	0
	<i>Full Time Total</i>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
Part Time	Chief Mechanical Inspector	1	1	1	1	1
	Chief Electrical Inspector	1	1	1	1	1
	Chief Plumbing Inspector	1	1	1	1	1
	Chief Structural Inspector	1	1	1	1	1
	<i>Part Time Total</i>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
	<b>Building Total</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>



POSITIONS BY DEPARTMENT		BUDGETED FY 2011	BUDGETED FY 2012	BUDGETED FY 2013	BUDGETED FY 2014	PROPOSED FY 2015
<b>PLANNING DEPARTMENT</b>						
Full Time	Planning Director	1	1	1	1	1
	Principal Planner/ERP	1	1	0	0	0
	Sr. Planner/Zoning Admin	0	0	1	1	1
	Permit Facilitator	1	1	0	0	0
	Zoning Review Coordinator	0	0	1	1	1
	Administrative Assistant II	0	0	0	0	0
	Records Clerk II	1	1	1	0	0
	Planning Assistant	0	0	0	1	0
	Office Support	0	0	0	0	1
	<i>Full Time Total</i>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
Part Time	Planning Assistant	1	1	1	0	0
	<i>Part Time Total</i>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>
	<b>Planning Total</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>4</b>	<b>4</b>
<b>CODE ENFORCEMENT</b>						
Full Time	Code Enforcement Manager	1	1	1	0	0
	Senior Code Enforcement Officer	1	1	1	1	1
	Code Enforcement Officers I/II	2	1	1	1	1
	Code Enforcement Officers I	0	1	1	1	1
	Local Business Tax Comp Officer	0	1	1	1	1
	Special Events Coordinator	0	1	1	1	1
	Administrative Secretary	0	0	0	0	0
	<i>Full Time Total</i>	<b>4</b>	<b>6</b>	<b>6</b>	<b>5</b>	<b>5</b>
Part Time	Office Support	1	1	1	0	0
	<i>Part Time Total</i>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>
	<b>Code Enforcement Total</b>	<b>5</b>	<b>7</b>	<b>7</b>	<b>5</b>	<b>5</b>
<b>PW - BUILDING MAINTENANCE</b>						
Full Time	Lead Worker	1	1	0	0	0
	Lead Worker II	2	2	1	1	1
	Maintenance Worker II	4	4	1	1	1
	<i>Full Time Total</i>	<b>7</b>	<b>7</b>	<b>2</b>	<b>2</b>	<b>2</b>
Part Time	Maint. Worker II	1	1	0	0	0
	<i>Part Time Total</i>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>PW - Bld Maint Total</b>	<b>8</b>	<b>8</b>	<b>2</b>	<b>2</b>	<b>2</b>



POSITIONS BY DEPARTMENT		BUDGETED FY 2011	BUDGETED FY 2012	BUDGETED FY 2013	BUDGETED FY 2014	PROPOSED FY 2015
<b>PW - SOLID WASTE</b>						
Full Time	Superintendent	0	0	0	1	1
	<b>Garbage Collection</b>					
	Auto Equipment Operator	4	4	0	0	0
	Heavy Equipment Operator	3	3	7	7	6
	Lead Worker II	0	0	0	1	1
	<b>Trash Collection</b>					
	Auto Equipment Operator	1	1	0	0	0
	Waste Collection Driver	2	2	3	2	2
	<b>PW- Solid Waste Total</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>11</b>	<b>10</b>
<b>PW - STREETS</b>						
Full Time	Superintendent Street/Landscape	0	1	1	0	0
	Lead Worker II	1	1	1	0	0
	Maintenance Worker I	0	0	1	1	2
	Maintenance Worker II	5	4	4	6	4
	Maintenance Worker III	1	0	0	0	0
	Waste Collection Driver (Stormwater)	0	0	0	0	1
	<i>Full Time Total</i>	<i>7</i>	<i>6</i>	<i>7</i>	<i>7</i>	<i>7</i>
Part Time	Maint. Worker I Summer	1	1	0	0	0
	Maintenance Worker I	0	0	1	0	0
	<i>Part Time Total</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>0</i>	<i>0</i>
	<b>PW - Streets Maint Total</b>	<b>8</b>	<b>7</b>	<b>8</b>	<b>7</b>	<b>7</b>
<b>PW - MOTOR POOL</b>						
Full Time	Motor Pool Supervisor	1	1	1	1	1
	Auto Mechanic	3	2	2	2	2
	<b>PW - Motor Pool Total</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>PW - OFFICE OF DIRECTOR</b>						
Full Time	Public Works Director	1	0	0	0	1
	Chief Superintendent	0	1	1	1	0
	Administrative Assistant	0	1	2	1	1
	Administrative Assistant I	1	1	0	1	0
	Administrative Assistant II	1	0	0	0	0
	Administrative Secretary	0	0	0	0	1
	Assistant Public Works Director	1	0	0	0	0
	<b>PW - Office of Director Total</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>



POSITIONS BY DEPARTMENT		BUDGETED FY 2011	BUDGETED FY 2012	BUDGETED FY 2013	BUDGETED FY 2014	PROPOSED FY 2015
<b>PW - ENG &amp; CONST</b>						
Full Time	Project Manager	0	1	1	1	1
	GIS Coordinator II	1	1	0	0	0
	Project Coordinator	1	1	0	0	0
	Associate Project Engineer	0	0	1	1	1
	<i>Full Time Total</i>	2	3	2	2	2
Part Time	Engineering Operations Mgr.	0	0	0	0	0
	<i>Part Time Total</i>	0	0	0	0	0
	<b>PW - Eng. &amp; Const. Total</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>POLICE DEPARTMENT</b>						
Full Time	<b>SWORN</b>					
	Chief of Police	1	1	1	1	1
	Majors	2	2	2	2	1
	Captains	0	0	0	0	2
	Lieutenants	4	4	4	4	3
	Sergeants	7	7	7	7	7
	Officers/Detectives	36	36	35	35	37
	Training Officer	0	0	1	1	1
	<b>CIVILIAN EMPLOYEES</b>					
	Department Head Secretary	1	1	2	1	1
Administrative Assistant	1	1	0	1	1	
Crime Analyst/Comm. Supvr.	1	1	1	1	0	
Communications Director	0	0	0	0	1	
Communications Officers	6	6	6	6	6	
	<i>Full Time Total</i>	59	59	59	59	61
Part Time	Public Service Aids	1	0	0	0	0
	<i>Part Time Total</i>	1	0	0	0	0
	<b>Police Total</b>	<b>60</b>	<b>59</b>	<b>59</b>	<b>59</b>	<b>61</b>



POSITIONS BY DEPARTMENT		BUDGETED FY 2011	BUDGETED FY 2012	BUDGETED FY 2013	BUDGETED FY 2014	PROPOSED FY 2015
<b>PARKS &amp; REC DEPARTMENT</b>						
Full						
Time	Parks & Recreation Director	1	1	1	1	1
	Asst. Parks & Rec Director	0	1	1	1	1
	Administrative Assistant II	1	1	1	1	1
	Recreation Supervisor II	2	0	0	0	0
	Senior Site Manager	1	1	1	1	1
	Administrative Secretary	0	0	0	0	1
	Recreation Leader	2	2	2	2	1
	<i>Full Time Total</i>	<b>7</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>
Part						
Time	Recreation Aide (PT)	1	1	1	1	0
	Instructors (Grant Funded)	1	0	0	0	0
	<i>Part Time Total</i>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>
	<b>Parks &amp; Recreation Total</b>	<b>9</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>6</b>
<b>LANDSCAPE MAINTENANCE</b>						
Full						
Time	Superintendent II	1	0	0	0	0
	Landscape Supervisor	1	1	1	1	1
	Lead Worker	2	2	1	1	1
	Maintenance Worker I	0	0	2	2	2
	Maintenance Worker II	3	3	1	1	1
	Maintenance Worker III	1	1	1	1	1
	<i>Full Time Total</i>	<b>8</b>	<b>7</b>	<b>6</b>	<b>6</b>	<b>6</b>
Part						
Time	Maint. Worker I Summer	0	0	0	0	0
	<i>Part Time Total</i>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Landscape Maint Total</b>	<b>8</b>	<b>7</b>	<b>6</b>	<b>6</b>	<b>6</b>



POSITIONS BY DEPARTMENT		BUDGETED FY 2011	BUDGETED FY 2012	BUDGETED FY 2013	BUDGETED FY 2014	PROPOSED FY 2015
<b>COMMUNITY CENTER</b>						
Full Time	Recreation Supervisor II	0	1	1	1	2
	Parks and Recreation Site Mgr.	1	0	0	0	0
	Recreation Supervisor I	0	0	0	0	0
	Recreation Leader	5	4	3	3	3
	<i>Full Time Total</i>	<b>6</b>	<b>5</b>	<b>4</b>	<b>4</b>	<b>5</b>
Part Time	Recreation Leader (PT)	1	1	5	5	3
	Recreation Aide (PT)	11	11	11	14	11
	Instructors (Grant Funded)	3	3	3	4	4
	Summer Recreation Aide (PT)	8	8	8	8	8
	<i>Part Time Total</i>	<b>23</b>	<b>23</b>	<b>27</b>	<b>31</b>	<b>26</b>
	<b>Community Center Total</b>	<b>29</b>	<b>28</b>	<b>31</b>	<b>35</b>	<b>31</b>
<b>COMMUNITY POOL</b>						
Full Time	Recreation Supervisor II	0	0	0	0	0
	<i>Full Time Total</i>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Part Time	Pool Supervisor	0	0	0	1	0
	Life Guard	0	0	0	5	5
	<i>Part Time Total</i>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>5</b>
	<b>Community Pool</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>5</b>
<b>TOTAL</b>	<b>Full Time Total</b>	<b>144</b>	<b>138</b>	<b>130</b>	<b>133</b>	<b>133</b>
	<b>Part Time Total</b>	<b>35</b>	<b>37</b>	<b>41</b>	<b>44</b>	<b>37</b>
	<b>Grand Total</b>	<b>179</b>	<b>175</b>	<b>171</b>	<b>177</b>	<b>170</b>



## 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 14	Estimated Expenses	FY 15	FY 16	FY 17	FY 18	FY 19
<b>TRAFFIC CALMING</b>								
Pinecrest Villas/ Snapper Creek Traffic Calming Construction (Between 62 AVE, 80 ST and US 1; and between 80 ST to 87 ST, from 57 AVE to 62 AVE)	PTP	40,000	39,780	150,000				
	PTP	75,000	50,000					
Twin Lakes/Bird Estates Traffic Calming Construction (Between 61 AVE & 64 AVE, from 40 ST to 44 ST; & between 56 ST to 64 ST, from 62 AVE to 67 AVE)	LOGT	35,000	22,000					
	PTP	60,000	45,000	175,000				
Mango Terrace Traffic Calming Construction (Between 67 AVE and 69 AVE, from 72 ST to 80 ST)	LOGT	150,000	24,000	140,000				
Manor Lane Traffic Calming Construction (Between 72 ST and US 1, from 63 AVE to 67 AVE)	PTP	20,000	29,960	100,000				
Cocoplum Traffic Calming Construction (Design Concerns Under Review) (Between 62 AVE and 67 AVE, from 64 ST to 72 ST)	PTP	40,000	25,992	150,000				
<b>ROADWAY &amp; DRAINAGE IMPROVEMENTS</b>								
Dorn Avenue Drainage Improvements- Construction	SWDTF	75,000	75,000					
Citywide Drainage Improvements	SWDTF	275,000	80,000		150,000	150,000	150,000	150,000
Twin Lakes Roadway & Drainage Improvements; design underway, funding is for construction	SWDTF	65,000		91,500	150,000			
	LOGT			60,000				
SW 61 Avenue Drainage Improvement	SWDTF		21,849					
42 Street Roadway & Drainage Design and Roadway Reconstruction; design and construction	SWDTF			50,000				
	PTP			85,000				
Seawater Rising Study Phase I	SWDTF			11,000	24,000			
78 Street & 63 Avenue Roadway & Drainage Roadway Reconstruction; design and construction	SWDTF			50,000				
	PTP			85,000				
<b>ROAD INFRASTRUCTURE</b>								
South Miami Intermodal Transportation Plan- Study & Design	PTP	190,000	98,800	100,000	100,000			
South Miami Intermodal Transportation Plan - Construction	PTP			125,000	125,000	100,000	75,000	75,000
Sunset Drive Improvements- Construction- SW 72 ST from 65 AVE to 69 AVE	PTP	250,000	250,000					
SW 64 Street Corridor Improvements Ph. II	CDBG	177,000						
Sunset Drive Median - Construction	SMCRA	40,000	40,000					
	PTP	55,000	55,000					
SW 57 Avenue Median Improvement	PTP	30,000						
Citywide Street Resurfacing Program (Various locations)	LOGT	40,000	33,456	60,000	60,000	60,000	60,000	60,000
Citywide Sidewalk Repairs	PTP			40,000	40,000	40,000	40,000	40,000
Citywide Street Improvements	LOGT			25,000	25,000	25,000	25,000	25,000
60 Place Road Resurfacing (Between 40 & 44 ST)	PTP			50,000				
61 Avenue Roadway Improvement (Between 40 & 44 ST)	LOGT				95,000			
62 Court & 63 Terrace Roadway Reconstruction	LOGT				150,000			
62 Avenue Design and Roadway Reconstruction (80 ST North to US 1); design and construction	PTP			270,000				
<b>PARKS</b>								
South Miami Park: Parking Lot Renovation, Security Parking Lot Lights & Playground Equipment	CIP	50,000			100,000			
Palmer Park: Baseball Fields Renovation	CIP	50,000	40,430					
Fuch's Park Playground, Bathroom & Minor Renovations	FRDAP	50,000		50,000				
Dog Park	CIP	50,000	50,000					
Citywide Parks Improvement	CIP	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Citywide Parks Master Plan	CIP			125,000				
Palmer Park: Concession Stand Renovation & Replace Field Perimeter Fence	CIP			50,000				
Brewer Park: Replace Playground Equipment, Water Fountain, Tennis Court Fence.	CIP			80,000				
Dante Fascell: Construct: 2 Playground Structures, Replace Outdoor Fitness Equipment, etc.	CIP			100,000				
Marshall Williamson: Convert Tennis Court to Full-Court Basketball & Install Outdoor Fitness Equipment	CIP			35,000				
Marshall Williamson Playground	CDBG		83,000					
Murray Park Playground Equipment & Field Renovation	CIP			75,000	150,000			
<b>FLEET REPLACEMENT</b>								
6 Police Vehicles and Equipment	CIP	230,000	230,000					
4 GEM Code Enforcement Electric Car	CIP	60,000	64,000					
1 SUV K-9 Vehicle	LEFTF	38,333	37,000					
7 Police Vehicles and Equipment	CIP			272,000	272,000	272,000	272,000	272,000
Tactical Van and Equipment	LEFTF			70,000				
Trash Crane	CIP					158,000		
Garbage/ Trash Truck	CIP				380,000			



PROJECT DESCRIPTION FUND SOURCE	SOURCE	FY 14	Estimated Expenses	FY 15	FY 16	FY 17	FY 18	FY 19
<b>CITY FACILITIES</b>								
Police Parking & Fueling Facility Improvements	LEFTF	450,000	50,000	400,000				
Sylva Martin Window Replacement	CIP	15,000	15,000					
Public Works Reroof of Main Facility	CIP			18,000				
Air Conditioning for Community Center	CIP		40,000					
City Hall ADA Improvement	ADA			30,000				
<b>MISCELLANEOUS</b>								
Citywide Sewer Upgrades - Master Plan	GOB	75,000		200,000	500,000	500,000		
Progress Road Business District Parking Feasibility Study	SMCRA	15,000						
Citywide Replacement of Directional Street Signs & Posts	PTP	150,000	150,000	150,000	150,000	150,000	150,000	150,000
Transit Improvements	PTP	50,000	40,000	80,000	50,000	50,000	50,000	50,000
Citywide Landscaping Program	T&SP	3,200	3,200		5,000	5,000	5,000	5,000
Electric GEM Vehicles with Decals	LEFTF	15,000	15,000					
Downtown Information Kiosks	CIP	45,000						
Downtown Lighting	CIP			150,000				
MIS Virtualization Project	CIP			77,189				
Streetline Parking Infrastructure	CIP			101,250				
City Welcome Signs	CIP			25,000				
Miscellaneous Infrastructure Improvements	CIP			40,000				
Tree Planting	CIP			20,000				
<b>TOTAL CAPITAL IMPROVEMENTS BY YEAR</b>		<b>3,063,533</b>	<b>1,808,468</b>	<b>4,065,939</b>	<b>2,626,000</b>	<b>1,610,000</b>	<b>927,000</b>	<b>927,000</b>



## CAPITAL IMPROVEMENT PROGRAM (CONT) 5-YEAR PLAN

<b>CAPITAL IMPROVEMENT PLAN FUND SUMMARY</b>								
<b>CODE</b>	<b>SOURCE OF FUNDS</b>	<b>FY 14</b>	<b>Estimated Expenses</b>	<b>FY 15</b>	<b>FY 16</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 19</b>
ADA	American Disability	0	0	30,000	0	0	0	0
CIP	Capital Improvement Fund	600,000	539,430	1,268,439	1,002,000	530,000	372,000	372,000
CDGB	Comm. Development Block Grant	177,000	83,000	0	0	0	0	0
FRDAP	FL. Recreation Dev. Assist. Program	50,000	0	50,000	0	0	0	0
GOB	MDC General Obligation Bond	75,000	0	200,000	500,000	500,000	0	0
LEFTF	Law Enforce Forfeiture Trust Fund	503,333	102,000	470,000	0	0	0	0
LOGT	Local Option Gas Tax	225,000	79,456	285,000	330,000	85,000	85,000	85,000
PTP	People Transportation Plan	960,000	784,532	1,560,000	465,000	340,000	315,000	315,000
SMCRA	S. Miami Comm Redevelop Agency	55,000	40,000	0	0	0	0	0
SWDTF	Stormwater Drain Trust Fund	415,000	176,849	202,500	324,000	150,000	150,000	150,000
T&S F	Trees & Shrubs Fund	3,200	3,200	0	5,000	5,000	5,000	5,000
<b>TOTAL CIP BY YEAR</b>		<b>3,063,533</b>	<b>1,768,468</b>	<b>4,065,939</b>	<b>2,626,000</b>	<b>1,610,000</b>	<b>927,000</b>	<b>927,000</b>

# CAPITAL IMPROVEMENT PROGRAM DESCRIPTIONS

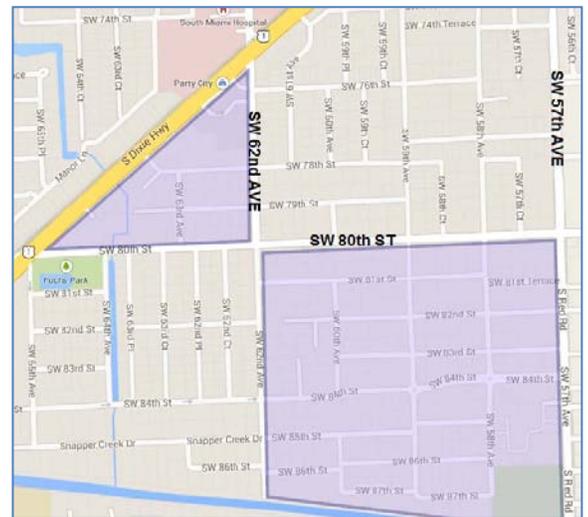
## Fiscal Year 2014/2015 – 2018/2019

### TRAFFIC CALMING

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

#### **Construction of Pinecrest Villas/ Seaview Park Traffic Calming**

This project consists of constructing traffic calming devices in two areas. One is bounded by US-1 to the north, SW 62<sup>nd</sup> Avenue to the east and SW 80<sup>th</sup> Street to the south, and the other area is bounded by SW 80<sup>th</sup> street to the north, SW 62<sup>nd</sup> Avenue to the west, SW 57<sup>th</sup> Avenue to the east and the canal to the south.



#### **Construction of Twin Lakes Traffic Calming**

Residents in the area petitioned the City to consider the placement of traffic calming device to slow down traffic in the area located within SW 56<sup>th</sup> Street/ Miller Road to SW 64<sup>th</sup> Street/ Hardee Drive, from 62<sup>nd</sup> Avenue to SW 67<sup>th</sup> Avenue.

A traffic study was conducted to determine current traffic behavior that includes travel volume, velocity, frequency and direction.

This traffic calming project also includes the area bounded by Bird Road/ SW 40<sup>th</sup> Street to SW 44<sup>th</sup> Street, SW 61<sup>st</sup> Avenue to SW 64<sup>th</sup> Avenue.

### Mango Terrace Traffic Calming



The scope for Mango Terrace traffic calming consists of installing multiple speed tables and one traffic circle. The City will construct these devices in accordance with the design plans. The project limits are bounded by Sunset Drive/ SW 72<sup>nd</sup> Street, SW 80<sup>th</sup> Street, Ludlum Road/ SW 67<sup>th</sup> Avenue and SW 69<sup>th</sup> Avenue.

### Manor Lane Traffic Calming Devices

The project's study area is the residential property located by Ludlum Road/ SW 67<sup>th</sup> Avenue on the west, Sunset Drive/ SW 72<sup>nd</sup> Street on the north and US 1 on the east and south. A traffic study was conducted to assess and evaluate current traffic flow conditions and characteristics to validate the construction of speed tables along Manor Lane/ SW 63<sup>rd</sup> Avenue. Funds are available for construction pending final decision by the Commission.

## DRAINAGE IMPROVEMENTS

### Citywide Drainage Improvements

The Stormwater Master Plan (SMP) is a citywide study that included an evaluation of the current flood protection level of service (LOS) of the existing stormwater infrastructure. The study also identified existing and future operation and maintenance needs.

Potential flooding areas were identified and prioritized in the SMP. The study identifies locations in the City to design and construct drainage improvements. These areas will be addressed in phases, by level of priority, as reported in the SMP.

### Drainage Design and Roadway Reconstruction

These roadways require design by a consultant to determine regrading, base requirements and drainage required to improve the conditions of the road and eliminate any ponding or further deterioration due to ponding.

These locations include:

- SW 42 Street, between SW 65 Avenue and SW 64<sup>th</sup> Avenue within the City limits
- From the intersection of SW 78 Street and SW 63 Avenue to the south along the dead end street towards the Elks Lodge



## **ROAD INFRASTRUCTURE**

### **South Miami Intermodal Transportation Plan**

The South Miami Intermodal Transportation Plan is part of a continuing effort to enhance the transportation system and mobility choices for the residents and visitors to the City of South Miami and aims to establish a network of sidewalks, trails, roadway improvements, neighborhood greenways, and bicycle lanes throughout the City, connecting residential areas with downtown shopping and dining, transit facilities (Metrorail and BRT) and M-Path.

The main priority of this plan is to provide a safer environment for pedestrians, cyclists, and all modal users by promoting neighborhood greenways on residential streets with low volumes of auto traffic and reduce speed, the use of traffic calming devices such as trees, speed tables, pavement markings and signage.

Upon approval of the plan, the City shall commence with the design and construction of recommended improvements.

### **Citywide Street Resurfacing Program**

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

### **Roadway Reconstruction**

These roadways require design by a consultant to determine regrading, and the base requirements to improve the conditions and protect the integrity of the roads.

These locations include:

- SW 62 Ct and 63 Terr.
- SW 61 Avenue, between SW 40 Street and SW 44 Street, within the City limits
- SW 60 Place and 62 Street, within the City limits
- SW 62 Avenue, between US 1 and SW 80 Street
- SW 42 St, between 62 Ct. and 64 Ave.

## **PARKS**

### **Citywide Parks Master Plan**

The Master Plan will serve as a guide for future park developments, green space allocation, facility improvements, program development, and potential expansion. Furthermore, the plan will assist in gaining funding and community support and will also record the process, a result of the partnership between South Miami staff and the public.

### **Brewer Park**

The proposed project consists of replacement of playground structure, water fountain, fence repairs, resurface basketball court and installation of new windscreens.

**Dante Fascell Park** The project consists of replacing playground structures, outdoor fitness equipment stations and picnic tables. Additionally, project includes implementing a permanent solution for the drainage issue for the runoff water from the tennis courts.

### **Fuchs Park**

This project consists of replacing playground equipment, restroom renovations, sidewalk repairs and structural repairs to the coral structure pavilion.

### **Marshall Williamson Park**

This project consists of installing outdoor fitness equipment stations and converting one tennis court to a basketball area.

### **Murray Park**

This project consists of replacing playground equipment.

### **Palmer Park**

This project consists of minor repair and maintenance of the concession stand, parking lot resurfacing and striping, and minor fence repairs throughout the park.

### **South Miami Park**

The project consists of the design and construction of parking lot renovations to include slurry seal stripping, speed bumps, ADA accesses, fence repairs, an athletic field, lighting, turf renovations or replacement and playground equipment.

## **FLEET REPLACEMENT**

### **Police Vehicles and Equipment**

The program consists of the replacement of older Police vehicles. Older vehicles will be decommissioned and placed for public auction. The Police Department proposes to replace 7 vehicles and continue the same trend for subsequent years.



## **MISCELLANEOUS**

### **Citywide Replacement of Directional Street Signs & Posts**

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

### **Citywide Landscape Program**

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



### **Bus Shelter**

The construction for additional bus shelters will be funded by People Transportation Program funds. This project will be carried out on an annual basis.

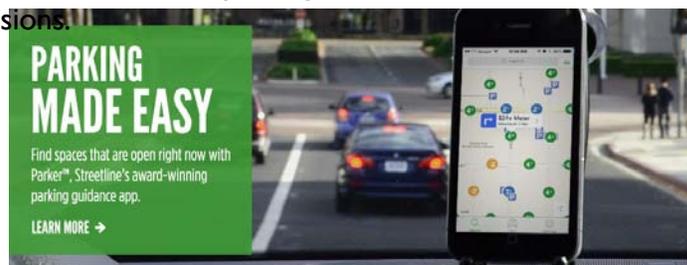
### **City IT Virtualization**

Currently the City of South Miami server infrastructure lacks redundancy, and most servers in the current environment are out of warranty and have no hardware maintenance contract. Currently 10 of the 17 servers are out of warranty. On the Police side, 5 of the 9 servers are out of warranty. Server virtualization will improve availability, provide desired redundancy, reduce cooling and power costs, and reduce computer room space required for infrastructure growth. Therefore, the City is planning to purchase a powerful server, which will provide a platform for multiple virtual servers to operate in a more efficient manner.

It is critical that servers be updated periodically in an effort to avoid any unwanted and potentially dangerous interruptions in service. The Virtualization Project that is being recommended is critical in accomplishing that goal. This is a capital cost that, with the proper maintenance, should last the City another 4 to five fiscal years.

### **Parking Infrastructure**

The Future of Parking is here. While there has been a great deal of investment in creating energy-efficient hybrid and electric vehicles, this still doesn't solve the problem of global gridlock. A car is a car — even if electric — it still causes the same burden on urban gridlock that gas-powered cars do, and the need to park still exists. To make Smart Parking a reality, Streetline brings together all aspects of parking management technology in one integrated system — from street-level sensors to mobile apps, analytics and system management software — so that you can truly understand and manage your city's parking to make changes for the better. Managing the true supply and demand of parking will enable cities and motorists to make smart transportation decisions.





## GENERAL FUND BUDGET



## GENERAL FUND REVENUE PROJECTIONS

ACCT NO.	ACCOUNT CLASSIFICATION	ACTUAL FY 2012	ACTUAL FY 2013	BUDGET FY 2014	ESTIMATE FY 2014	CM RECOM FY 2015	
<b>TAXES</b>							
0010000	3111000	AD VALOREM TAXES	5,477,758	4,828,622	5,942,221	5,353,727	5,645,711
0010000	3112000	AD VALOREM DELINQUENT	148,082	228,910	30,000	30,000	30,000
0010000	3112100	INTEREST	0	969	0	0	0
0010000	3141000	UTILITY TAX-ELECTRIC	1,166,162	1,276,842	1,150,000	1,150,000	1,200,000
0010000	3143000	UTILITY TAX-WATER	149,771	154,879	140,000	140,000	150,000
0010000	3144000	UTILITY TAX - GAS	48,242	37,855	35,000	35,000	35,000
0010000	3150000	UNIFIED COMM SERVICES TAX	656,298	595,019	600,975	600,975	530,813
0010000	3161000	LOCAL BUSINESS TAX-RENEWALS	530,488	517,949	525,000	525,000	525,000
0010000	3162000	LOCAL BUSINESS TAX NEW	100,817	101,866	120,000	120,000	120,000
0010000	3162100	BUSINESS TAX TRANSFER FEES	0	0	0	0	11,000
0010000	3163000	LOBBYIST REGISTRATION FEE	9,555	12,950	8,000	8,000	10,000
<b>TOTAL TAXES</b>			<b>8,287,173</b>	<b>7,755,861</b>	<b>8,551,195</b>	<b>7,962,702</b>	<b>8,257,525</b>
<b>FRANCHISE FEES</b>							
0010000	3221000	BUILDING PERMITS	624,697	1,006,417	550,000	850,000	750,000
0010000	3231000	ELECTRICITY	1,018,050	981,428	1,000,000	1,000,000	1,000,000
0010000	3234000	GAS	29,865	0	30,000	33,937	30,000
0010000	3291000	PENALTIES LOCAL BUSINESS TAX	41,712	29,432	45,000	45,000	45,000
0010000	3293000	GARAGE SALES	810	140	250	250	250
<b>TOTAL FRANCHISE FEES</b>			<b>1,715,134</b>	<b>2,017,417</b>	<b>1,625,250</b>	<b>1,929,187</b>	<b>1,825,250</b>
<b>INTERGOVERNMENTAL REVENUE</b>							
0010000	3351012	STATE REVENUE SHARING	359,120	366,223	358,973	358,973	384,878
0010000	3351015	ALCOHOLIC BEVERAGE LICENS	13,794	23,256	20,000	20,000	20,000
0010000	3351018	LOCAL GOVT 1/2 C SALES TX	754,768	843,092	888,784	888,784	976,131
0010000	3354920	LOCAL OPTION FUEL TAX	177,721	182,386	175,161	175,161	191,267
0010000	3382000	COUNTY LOCAL BUSINESS TAX	15,242	17,484	12,000	12,000	15,000
<b>TOTAL INTERGOVERNMENTAL REVENUE</b>			<b>1,320,645</b>	<b>1,432,441</b>	<b>1,454,918</b>	<b>1,454,918</b>	<b>1,587,276</b>
<b>CHARGES FOR SERVICES</b>							
0010000	3412000	ZONING HEARING FEES	4,500	18,100	6,000	25,000	80,000
0010000	3413000	ENVIRON REVW & PRESVT BRD	41,921	105,795	50,000	90,000	90,000
0010000	3413001	LIEN SEARCH FEES	0	0	0	0	30,000
0010000	3413002	SPECIAL EVENTS	0	0	0	0	5,000
0010000	3414000	MICROFILM SALES	5,100	4,704	3,500	3,500	4,000
0010000	3419010	BLDG & ZON REINSPECT FEES	950	500	1,000	1,000	1,000
0010000	3419030	CERT OF USE/OCCUPANCY	14,050	20,800	11,000	20,000	11,000
0010000	3419040	CODE ENFORCEMENT FINES	182,910	132,757	150,000	150,000	150,000
0010000	3419051	BACKGROUND NOTARY&COPIES	17,849	7,389	6,000	7,000	20,000



ACCT NO.	ACCOUNT CLASSIFICATION	ACTUAL FY 2012	ACTUAL FY 2013	BUDGET FY 2014	ESTIMATE FY 2014	CM RECOM FY 2015
0010000	3421010	39,583	28,895	32,000	40,000	35,000
0010000	3421021	2,550	2,825	4,000	4,000	3,000
0010000	3421025	27,229	23,934	25,000	25,000	25,000
0010000	3434100	27,026	21,063	20,000	20,000	20,000
0010000	3434200	497,564	559,197	510,000	510,000	510,000
0010000	3445100	64,960	65,619	50,000	75,000	60,000
0010000	3445200	2,151,268	2,129,296	2,320,000	2,320,000	2,320,000
0010000	3445210	81,105	78,955	80,000	80,000	80,000
0010000	3445220	0	87,693	25,000	25,000	25,000
0010000	3445300	672,847	657,059	624,000	624,000	838,730
0010000	3445400	0	-117	0	0	0
0010000	3472620	20,450	15,600	22,000	22,000	22,000
0010000	3472630	138,286	103,798	125,000	125,000	99,500
0010000	3472631	38,859	47,195	40,000	40,000	40,000
0010000	3472632	30,789	28,627	26,000	26,000	26,000
0010000	3472650	1,540	2,475	500	2,600	32,500
0010000	3472660	3,700	3,005	5,000	5,000	3,000
<b>TOTAL CHARGES FOR SERVICES</b>		<b>4,065,036</b>	<b>4,145,164</b>	<b>4,136,000</b>	<b>4,240,100</b>	<b>4,530,730</b>
<b>FINES AND FORFEITS</b>						
0010000	3511200	111,280	73,639	105,000	105,000	607,400
0010000	3541000	61,555	25,463	35,000	35,000	35,000
0010000	3541050	14,725	41,059	46,000	46,000	46,000
<b>TOTAL FINES AND FORFEITS</b>		<b>187,560</b>	<b>140,161</b>	<b>186,000</b>	<b>186,000</b>	<b>688,400</b>
<b>MISCELLANEOUS REVENUES</b>						
0010000	3612000	108,322	88,823	87,204	87,204	87,204
0010000	3614000	1,472	2,387	1,400	1,400	1,400
0010000	3621100	84,353	101,542	75,996	75,996	75,996
0010000	3622000	18,130	28,010	30,000	30,000	30,000
0010000	3623000	16,769	14,664	14,500	14,500	16,300
0010000	3625000	27,000	27,000	27,000	27,000	27,000
0010000	3627500	20,257	20,662	20,000	20,868	20,000
0010000	3629000	30,325	23,265	30,000	30,000	30,000
0010000	3669000	7,082	4,760	7,634	7,634	5,710
0010000	3669100	40,543	26,113	0	0	0
0010000	3669400	304	0	0	0	0
0010000	3695000	3,054	3,651	0	0	0
0010000	3695400	17,736	11,288	0	0	0
0010000	3697000	23,955	0	0	0	0
0010000	3699201	86,882	62,278	170,000	170,000	10,000
0010000	3699225	3,952	3,980	3,952	3,952	3,952



ACCT NO.	ACCOUNT CLASSIFICATION	ACTUAL FY 2012	ACTUAL FY 2013	BUDGET FY 2014	ESTIMATE FY 2014	CM RECOM FY 2015
0010000 3699250	INSURANCE CLAIMS RECOVERY	27,261	24,356	0	0	0
0010000 3699501	SECTION 185 STATE CONTRIB	84,837	91,409	85,000	85,000	85,000
0010000 3699510	SECTION 185 STATE	0	0	0	0	0
<b>TOTAL MISCELLANEOUS REVENUES</b>		<b>602,234</b>	<b>534,188</b>	<b>552,686</b>	<b>553,554</b>	<b>392,562</b>
<b>TOTAL GENERAL FUND</b>		<b>16,177,782</b>	<b>16,025,232</b>	<b>16,506,049</b>	<b>16,326,460</b>	<b>17,281,743</b>
0010000 3811000	CONTRIB FROM OTHER FUNDS	141,253	25,000	25,000	25,000	25,000
0010000 3811500	TRANSFER WATER/SEWER FUND	250,000	250,000	250,000	250,000	250,000
0010000 3811700	TRANSFER FROM CRA	25,000	33,173	83,173	83,173	109,465
<b>TOTAL OTHER FINANCIAL SOURCES</b>		<b>416,253</b>	<b>308,173</b>	<b>358,173</b>	<b>358,173</b>	<b>384,465</b>



# REVENUE PROJECTION RATIONALE

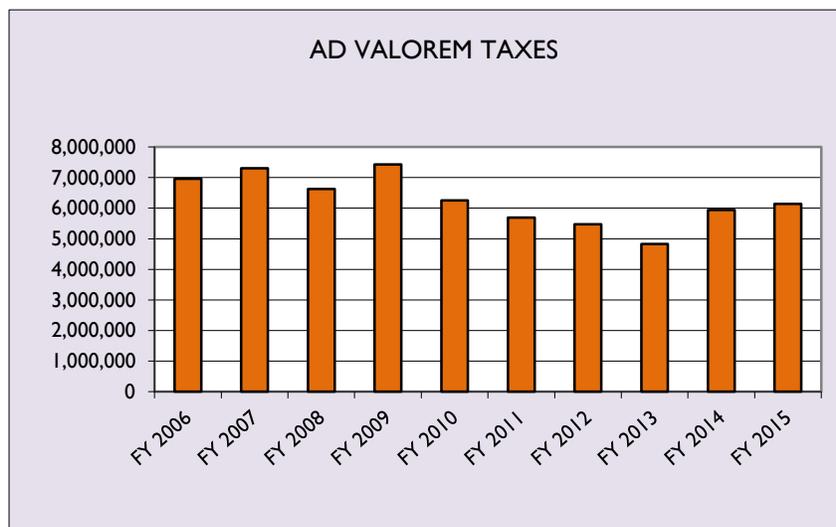
## AD VALOREM TAXES

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 reduction in ad valorem revenue is due to an accounting change as required by the City's auditors, when compared to FY 2014, the City will be reducing the estimated ad valorem revenues by the amount required to be provided to the City of South Miami Community Redevelopment Agency (CRA). Prior to FY 2015, the City included the ad valorem revenue which was slated for the CRA within the general fund and prepared a transfer from Non-Departmental to the CRA.**

**Hence, the amount which must be transferred to the CRA from the City's ad valorem of \$492,421 is not budgeted within the Non-Departmental any longer. The amount is now reduced directly from the City's ad valorem revenue, hence reducing the City's annual budget amount.**

The Miami-Dade County Property Appraiser certified the Taxable Value within the City of South Miami at \$1,480,600,491. This valuation represents a 3.3% increase from the FY 2013-14 level of \$1,433,343,727. The estimated revenue amount is calculated using the proposed City tax rate of 4.3639.





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

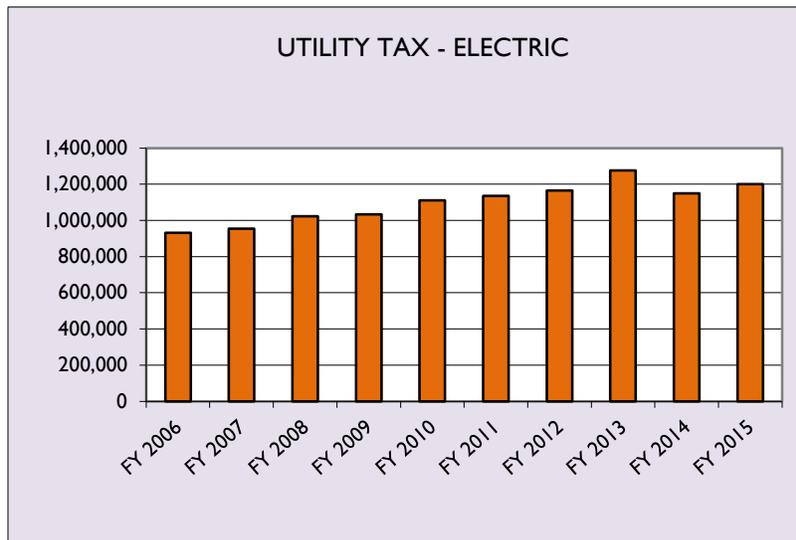
Below is a provided schedule related to when property taxes are due by the property owners:

- Tax payers receive a 4% discount for Ad Valorem payments received by November 30
- December 31<sup>st</sup> is 3%
- January 31<sup>st</sup> is 2%
- February 28<sup>th</sup> 1%.
- Taxes become delinquent if not paid by March 31<sup>st</sup>.
- The tax sale commences on or before June 1<sup>st</sup>

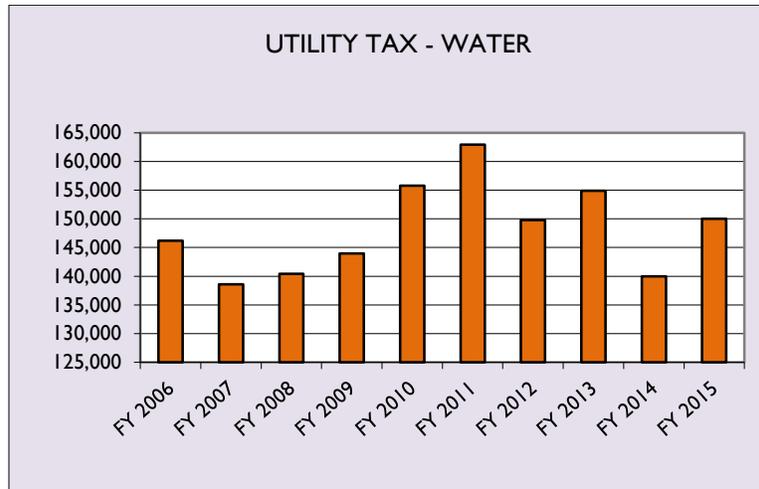
The City normally receives two distributions in November and two distributions in December and then after monthly. After the tax certificate sale is completed in June and that distribution is made in approximately July, very little Ad Valorem revenue is collected until main tax season commences again in November.

### UTILITY TAXES

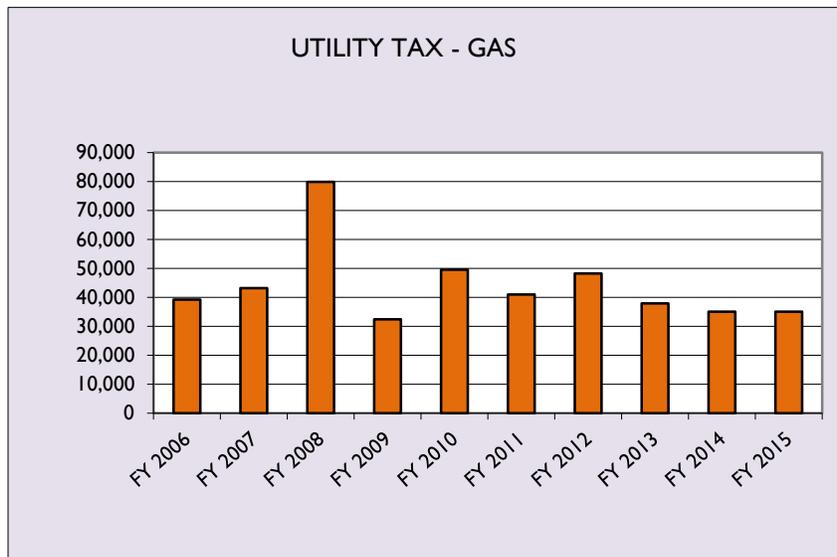
314.1000 Utility Tax-Electric - Section 166.231(1) (A), Florida Statutes, authorizes a city to collect Public Service or Utility Taxes. The City previously established by Ordinance utility taxes in the amount of 10% on electricity. The City enacted an Ordinance, which mirrored the County's utility tax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



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

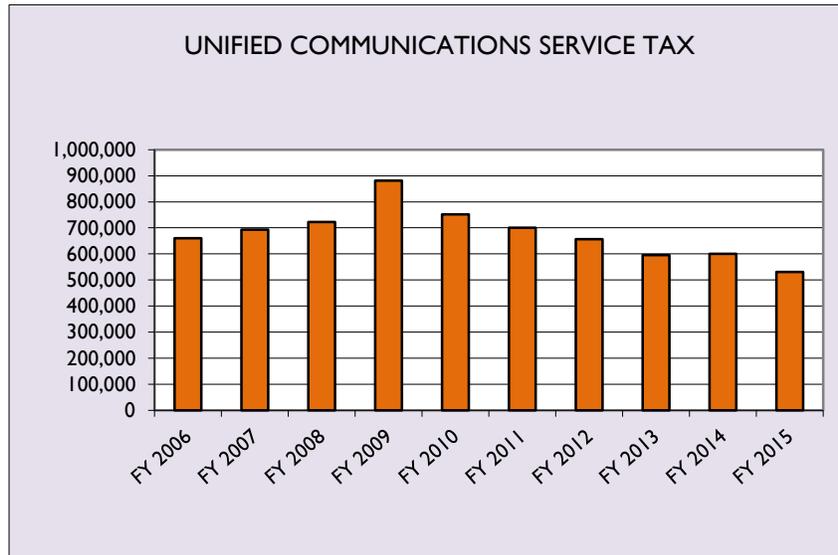


314.4000 Utility Tax-Gas - Section 166.231(I) (A), Florida Statutes, authorizes a City to collect Public Service or Utility Taxes.



## COMMUNICATION TAXES

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



## LICENSES AND PERMITS

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

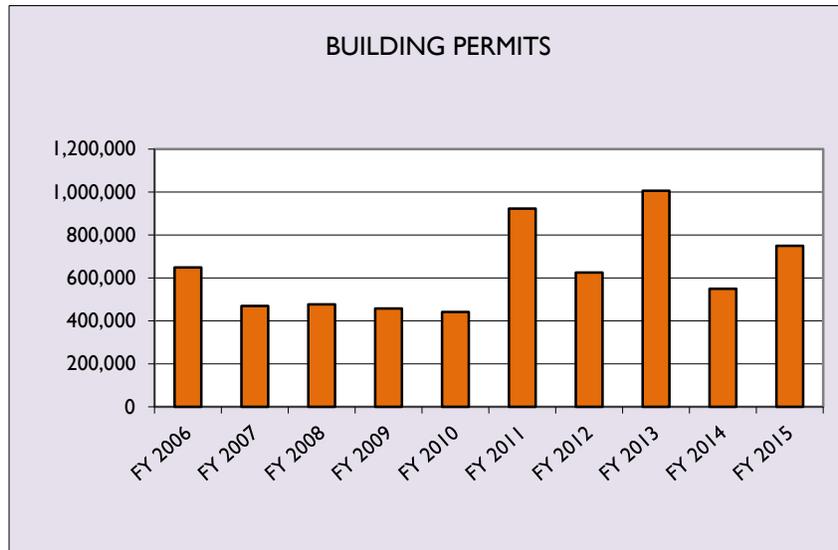
316.2000 Local Business Tax Receipts-New - Pursuant to Chapter 205, Florida Statutes, counties and municipalities are authorized to levy a local business tax, formerly called occupational license taxes, which was first authorized in Florida in 1869. As part of the levy, each local government establishes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

316.2100 Business Tax Transfer – Revenues generated from businesses moving from location to another within the City boundaries.

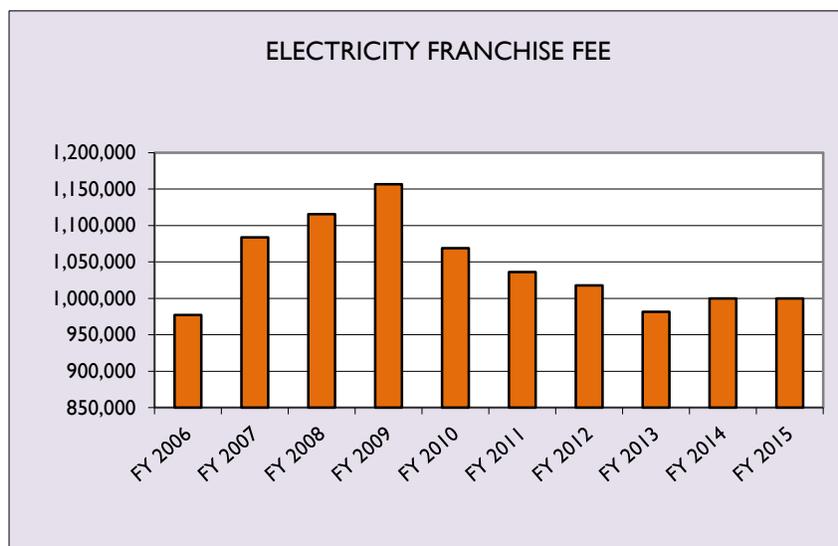
316.3000 Lobbyist Registration Fee - Revenues in this category are generated by the registration fees that must be paid by lobbyists. The current cost per registration fee is \$500.

## FRANCHISE FEES

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



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



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

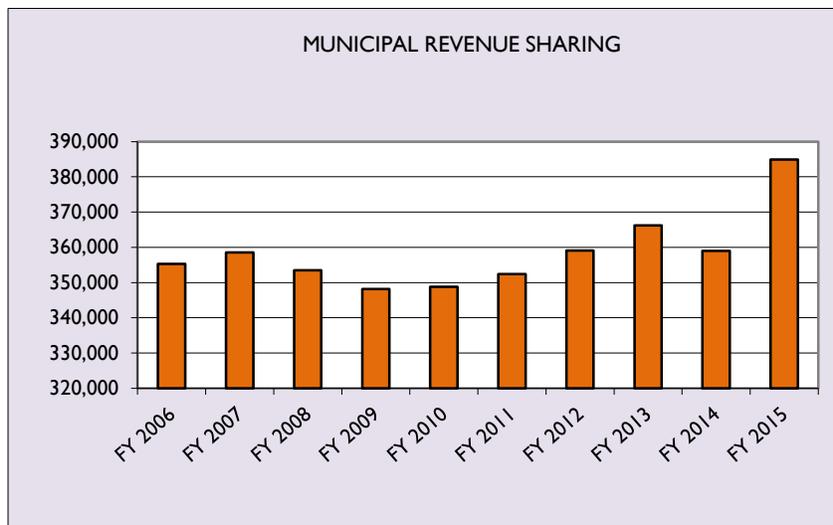


329.1000 Penalties on Local Business Tax Receipts - Revenues in this category are generated by the collection of late fees on Local Business Tax Receipts.

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

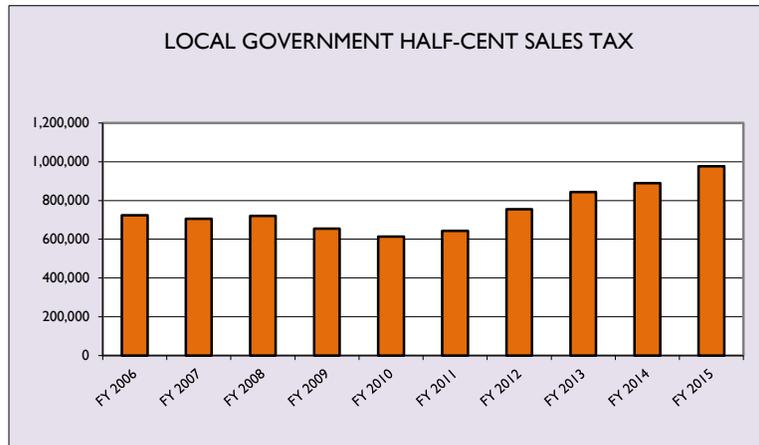
### INTERGOVERNMENTAL REVENUE

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

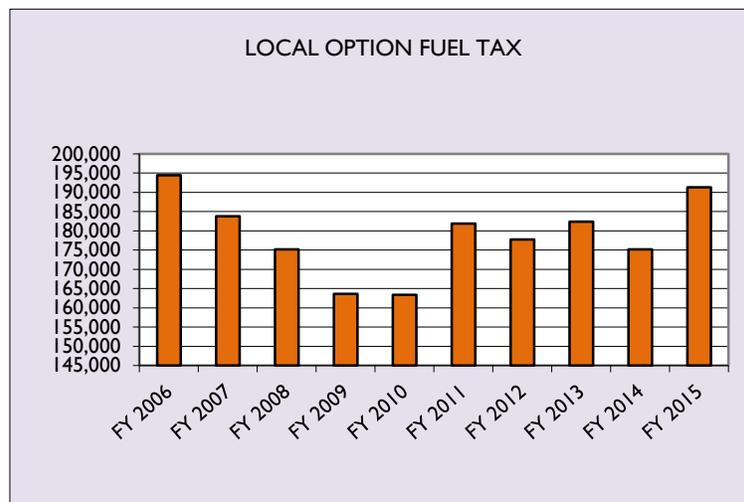


335.1015 Beverage License - Various alcoholic beverage license taxes are levied on manufacturers, distributors, vendors, and sales agents of alcoholic beverages in Florida. The tax is administered, collected, enforced, and distributed back to the local governments by the Division of Alcoholic Beverages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

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



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





## **COUNTY REVENUE**

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

## **GENERAL CHARGES**

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

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

341.3001 Lien Search Fees – Fees collected for lien search requests to the City.

341.3002 Special Events – Revenue for special events application fees.

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 Background Notary & Copies – Fees collected for Background checks, notary services and copies. .

## **PUBLIC SAFETY**

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

342.1021 Towing Admin. Fee - The person or towing firm shall pay a fee and obtain a business

tax receipt or licenses as required under City Code and, in addition, shall purchase a medallion from the Police Department at a cost of fifty (\$50.00) dollars per year per vehicle.

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

**PHYSICAL CHARGES**

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

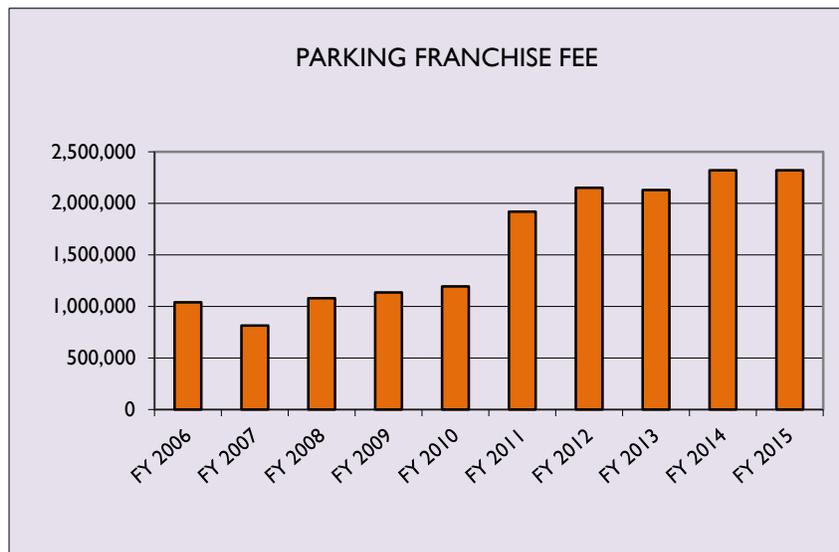
343.4150 County Solid Waste Surcharge - Revenues provided by the County for Solid Waste charges.

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

**PARKING REVENUE**

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

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



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

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

344.5300 Parking Violations – The City of South Miami Parking Division enforces parking violations, especially when customers are parked at a City parking space which is not paid.



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 and Tennis Court Fees associated with Brewer 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 – Revenues generated from rental fees associated with the S. Miami Park, including the soccer program franchise fee.



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
<b>TOTAL TRANSFER TO GENERAL FUND</b>	<b>\$25,000</b>

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

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



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

Postage & Printing for CRA mail-outs	1,910
CRA Vehicle Fuel Expense	800
Police Vehicle Fuel Expense	2,000
Code Vehicle Fuel Expense	500
CRA Vehicle Insurance Expense	500
Code Vehicle Insurance Expense	482
PD Clothing Allowance	600
CRA Deputy Clerk (Secretary) Expenses	7,096
Finance for Collections	4,490
Planning Department Land-Use Amend Processing	3,800
GIS (CRA Maps & Demographic Analysis)	7,945
Human Resource Services	3,050
City Attorney Contract 10%	26,292
City Community Pool	50,000
<b>TOTAL</b>	<b><u>109,465</u></b>

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



## DEPARTMENTAL EXPENSE RATIONALE

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

### PERSONNEL SERVICES

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

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

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



## **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 2015**

**001-1100-511**

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2011-2012	ACTUAL 2012-2013	BUDGET 2013-2014	ESTIMATE 2013-2014	CM RECOM 2014-2015
0011100	5111110 SALARIES & WAGES - EXECUTIVE	62,000	62,000	62,000	62,000	62,000
0011100	5112110 F. I. C. A.	4,743	4,743	4,743	4,743	4,743
0011100	5112410 WORKER'S COMPENSATION	283	167	186	186	186
	<b>TOTAL PERSONNEL SERVICES</b>	<b>67,026</b>	<b>66,910</b>	<b>66,929</b>	<b>66,929</b>	<b>66,929</b>
0011100	5114010 MAYOR'S EXPENSE	1,384	1,710	2,000	2,000	2,000
0011100	5114020 COMMISSIONER'S EXPENSE-ONE	1,500	962	1,500	1,500	1,500
0011100	5114030 COMMISSIONER'S EXPENSE-FOUR	1,498	1,384	1,500	1,500	1,500
0011100	5114040 COMMISSIONER'S EXPENSE-THREE	922	200	1,500	1,500	1,500
0011100	5114050 COMMISSIONER'S EXPENSE-TWO	1,500	349	1,500	1,500	1,500
0011100	5114060 MAYOR'S AUTO ALLOWANCE	500	500	500	500	500
0011100	5114071 TRAVEL & CONFERENCE-MAYOR	0	65	1,200	1,200	1,200
0011100	5114072 TRAVEL & CONFERENCE-ONE	0	0	1,200	1,200	1,200
0011100	5114073 TRAVEL & CONFERENCE-TWO	1,200	150	1,200	1,200	1,200
0011100	5114074 TRAVEL & CONFERENCE-THREE	0	0	1,200	1,200	1,200
0011100	5114075 TRAVEL & CONFERENCE-FOUR	1,157	695	1,200	1,200	1,200
0011100	5114120 COMMUNICATION	4,999	4,583	5,000	5,000	5,000
0011100	5114830 KEYS & FLOWERS	426	343	750	750	750
0011100	5115210 SUPPLIES	971	805	1,750	1,750	1,750
0011100	5115410 MEMBERSHIPS & SUBSCRIPTIONS	2,798	2,946	3,900	3,900	3,900
	<b>TOTAL OPERATING EXPENSES</b>	<b>18,855</b>	<b>14,692</b>	<b>25,900</b>	<b>25,900</b>	<b>25,900</b>
	<b>TOTAL COMMISSION</b>	<b>85,881</b>	<b>81,602</b>	<b>92,829</b>	<b>92,829</b>	<b>92,829</b>



**MAYOR AND CITY COMMISSION BUDGET HIGHLIGHTS**

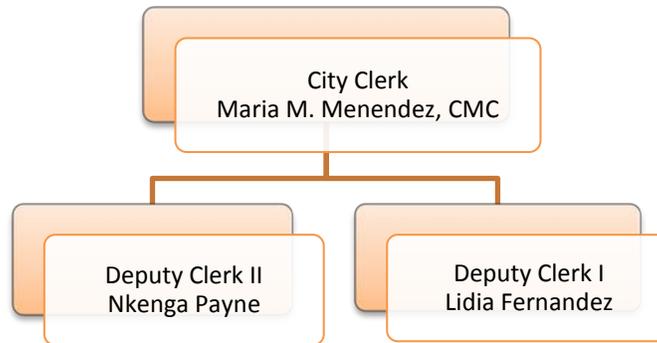
1110 Salaries and Wages – Executive - As per City of South Miami Charter Article II, Section 3; the annual salaries and expense accounts of the Commission shall be prescribed by ordinance adopted prior to approval of the annual budget.

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

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 2014

- 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 2015

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

## CITY CLERK'S OFFICE ACTIVITY REPORT

ACTIVITY	ACTUAL FY 2011	ACTUAL FY 2012	ACTUAL FY 2013	PROJECTED FY 2014	ESTIMATED FY 2015
Number of agenda packets prepared	51	55	58	58	60
Number of minutes prepared (CSM)	51	55	58	58	60
Agenda packets prepared (SMCRA)	13	15	20	20	20
No. of minutes prepared (SMCRA)	13	15	20	20	20
Resolutions / Ordinances prepared	390	390	400	400	400
Lobbyists registration	25	25	28	30	20
Public records requests	190	190	200	230	300
Notarizations**	50	40	45	45	25
Requests for Microfilm Records*				360	600
Microfilm copies*				400	400



**CITY CLERK BUDGET FY 2015**  
**001-1200-512**

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2011-2012	ACTUAL 2012-2013	BUDGET 2013-2014	ESTIMATE 2013-2014	CM RECOM 2014-2015
0011200	5121210 SALARIES & WAGES - EXECUTIVE	141,111	144,600	184,267	184,267	185,972
0011200	5122110 F.I.C.A.	10,169	11,684	14,096	14,096	14,227
0011200	5122210 PENSION PLAN CONTRIBUTION	17,066	23,553	26,534	26,534	24,734
0011200	5122310 GROUP HEALTH INSURANCE	8,644	10,663	19,655	19,655	21,269
0011200	5122410 WORKER'S COMPENSATION	642	391	553	553	558
	<b>TOTAL PERSONNEL SERVICES</b>	<b>177,632</b>	<b>190,891</b>	<b>245,105</b>	<b>245,105</b>	<b>246,760</b>
0011200	5123450 CONTRACTUAL	12,600	12,600	12,600	12,600	12,600
0011200	5123480 DIGITIZING	0	13,053	45,000	45,000	45,000
0011200	5124070 TRAVEL & CONFERENCE	3,288	5,774	11,200	11,200	6,200
0011200	5124110 POSTAGE	419	295	500	500	500
0011200	5124120 COMMUNICATION	360	360	360	360	360
0011200	5124632 INTERNET SERVICE	0	0	1,431	1,431	1,431
0011200	5124710 PRINTING MATERIAL	1,626	1,668	1,668	1,668	1,668
0011200	5124910 LEGAL ADS	26,998	16,747	30,000	30,000	46,000
0011200	5124920 ELECTIONS	26,543	0	32,818	26,860	0
0011200	5124950 CODIFICATIONS	2,374	2,476	3,700	3,700	3,700
0011200	5125210 SUPPLIES	467	984	980	980	2,080
0011200	5125410 MEMBERSHIPS & SUBSCRIPTIONS	645	535	650	650	750
	<b>TOTAL OPERATING EXPENSES</b>	<b>75,320</b>	<b>54,492</b>	<b>140,907</b>	<b>134,949</b>	<b>120,289</b>
0011200	5129920 CONTINGENCY	0	0	0	0	5,000
	<b>OTHER FUNDING SOURCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,000</b>
	<b>TOTAL CITY CLERK</b>	<b>252,952</b>	<b>245,383</b>	<b>386,012</b>	<b>380,054</b>	<b>372,049</b>



## **CITY CLERK’S OFFICE BUDGET HIGHLIGHTS**

3450 – Contractual 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.

4920 Elections – FY 2015 does not have any elections currently scheduled.

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



## CITY ATTORNEY'S OFFICE

001-1500-514

### **MISSION**

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

### **CITY ATTORNEY'S OFFICE FUNCTION**

The City Attorney serves as the chief legal officer, providing legal guidance to the City Commission and City Administration on all matters affecting the City. The City Attorney provides legal advice in the areas of labor and personnel matters, real estate and real estate related matters, land use and zoning, legislation and related matters, 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, 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

- 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 inquiries from the public either via phone or in person relative to the City's ordinances, policies or procedures.



## CITY ATTORNEY BUDGET 2015

### 001-1500-514

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2011-2012	ACTUAL 2012-2013	BUDGET 2013-2014	ESTIMATE 2013-2014	CM RECOM 2014-2015
0011500	5143120 LEGAL SERV - RETAINER	160,000	160,000	160,000	160,000	210,420
0011500	5143410 LEGAL SERV -OUTSIDE LIT COSTS	219,712	318,238	235,000	180,000	200,000
0011500	5143440 CONSULTING-LABOR	39,945	35,918	40,000	40,000	52,500
0011500	5144065 CITY ATTORNEY'S EXPENSE	0	635	1,000	1,000	4,180
<b>TOTAL LEGAL SERVICES</b>		<b>419,657</b>	<b>514,791</b>	<b>436,000</b>	<b>381,000</b>	<b>467,100</b>

### CITY ATTORNEY'S OFFICE BUDGET HIGHLIGHTS

3120 Legal Services – Retainer – This expense line item is used to account for 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 100% of the total fee due and a 5% increase beginning October 1, 2014.

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 those issues. Other specialized legal counsel required throughout the fiscal year is paid from this line item. Furthermore, this line item encompasses other expenses related to services required such as, court fees, court reporters, etc.

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 100% of the total fee due and includes a 5% increase beginning October 1, 2014.



## CITY MANAGER'S OFFICE

001-1310-513



### MISSION

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

### CITY MANAGER'S OFFICE FUNCTION

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

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

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



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

#### **CITY MANAGER'S OFFICE ACCOMPLISHMENTS FOR FY 2014**

- Delivered a fiscally responsible budget while maintaining the City's millage rate.
- Oversaw the continued stress testing of the City's departments to foster organizational restructuring that have a high probability of producing greater efficiencies.
- Provided support and made recommendations to the City Commission.
- Continued to provide organizational and fiscal management that holds departments accountable.
- Directed Health safety issues for the Silva Martin, City Hall and Police buildings.
- Established agreement with MRP to prevent inadequacies of parking garage agreement and overcharging within the garage.

#### **CITY MANAGER'S OFFICE OBJECTIVES FOR FY 2015**

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



**CITY MANAGER'S OFFICE BUDGET FY 2015**  
**001-1310-513**

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2011-2012	ACTUAL 2012-2013	BUDGET 2013-2014	ESTIMATE 2013-2014	CM RECOM 2014-2015	
0011310	5131210	SALARIES-REGULAR	246,666	212,707	322,408	322,408	355,711
0011310	5131310	SALARIES - PART TIME	14,835	23,472	32,886	32,886	0
0011310	5132110	F.I.C.A.	16,854	6,904	27,180	27,180	27,212
0011310	5132210	PENSION PLAN CONTRIBUTION	7,609	10,313	9,500	9,500	8,775
0011310	5132220	ICMA	10,174	2,070	29,209	29,209	32,531
0011310	5132310	GROUP HEALTH INSURANCE	15,993	17,536	33,912	33,912	35,550
0011310	5132410	WORKER'S COMPENSATION	1,229	782	1,066	1,066	1,067
<b>TOTAL PERSONNEL SERVICES</b>		<b>313,360</b>	<b>273,784</b>	<b>456,161</b>	<b>456,161</b>	<b>460,846</b>	
0011310	5133450	CONTRACTUAL SERVICES	105,183	214,837	144,000	144,000	83,000
0011310	5134060	AUTO ALLOWANCE	0	5,100	7,200	7,200	7,200
0011310	5134065	CITY MANAGER EXPENSE	1,150	998	1,000	3,000	3,000
0011310	5134070	TRAVEL & CONFERENCE	288	318	1,000	1,000	4,000
0011310	5134080	EMPLOYEE EDUCATION	0	0	10,000	10,000	10,000
0011310	5134110	POSTAGE	1,325	945	1,589	1,589	1,500
0011310	5134120	COMMUNICATION	1,901	2,100	3,420	3,420	3,420
0011310	5134515	AUTO INSURANCE	0	0	400	400	400
0011310	5134634	MAINT-INTERNET SOFTWARE	0	21,980	0	0	0
0011310	5134710	PRINTING- INFRASTRUCTURE	1,643	1,668	1,668	1,668	2,000
0011310	5135205	COMPUTER EQUIPMENT	4,842	1,676	2,500	2,500	0
0011310	5135210	SUPPLIES	2,000	6,898	2,000	29,000	4,000
0011310	5135230	FUEL	5,410	4,382	1,408	1,408	960
0011310	5135410	MEMBERSHIPS & SUBSCRIPTIONS	4,312	2,093	2,033	4,033	4,543
<b>TOTAL OPERATING EXPENSES</b>		<b>128,054</b>	<b>262,995</b>	<b>178,218</b>	<b>209,218</b>	<b>124,023</b>	
0011310	5136450	CAPITAL IMPROVEMENT	35,500	0	0	0	0
<b>TOTAL CAPITAL OUTLAY</b>		<b>35,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
0011310	5139920	GENERAL CONTINGENCY	0	0	130,000	69,734	100,000
<b>OTHER FUNDING SOURCE</b>		<b>0</b>	<b>0</b>	<b>130,000</b>	<b>69,734</b>	<b>100,000</b>	
<b>TOTAL CITY MANAGER</b>		<b>476,914</b>	<b>536,779</b>	<b>764,379</b>	<b>735,113</b>	<b>684,869</b>	



## CITY MANAGER’S OFFICE BUDGET HIGHLIGHTS

1210 Salaries – The Office Support position was reclassified from two part-time positions to one full-time position, and relocated to the Planning Department as part of reorganization.

3450 Contractual 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.*

In an effort to establish a City of South Miami Business Improvement District (BID), \$5,000 has been allocated.

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

4070 Travel & Conference - Funding for the City Manager’s business travel and conference expense.

5210 Supplies –

CM Office General Supplies	4,000
<b>TOTAL</b>	<u>4,000</u>

5410 Membership & Subscriptions –

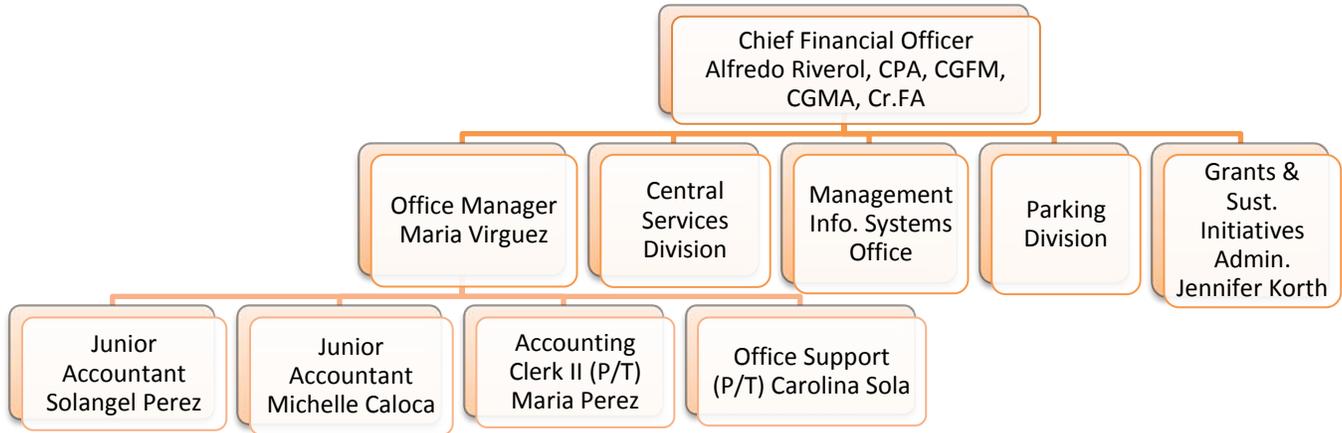
MDCCMA Annual Membership	520
Miami-Dade County League of Cities Installation Gala	250
Miami-Dade County League of Cities Membership	1,173
FCCMA Annual Conference	2,000
ICLEI USA Membership	600
<b>TOTAL</b>	<u>4,543</u>

9920 General Contingency – To handle any unexpected emergencies which must be addressed immediately. All contingency funds require Commission approval for reallocation to any specific line item. \$30,000 decrease is now allocated to various departments.



# FINANCE DEPARTMENT

001-1410-513



## MISSION

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

## FINANCE DEPARTMENT FUNCTION

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

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



## **FINANCE DEPARTMENT ACCOMPLISHMENTS FOR FY 2014**

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

## **FINANCE DEPARTMENT OBJECTIVES FOR FY 2015**

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



## FINANCE DEPARTMENT ACTIVITY REPORT

ACTIVITY	ACTUAL FY 2010	ACTUAL FY 2011	ACTUAL FY 2013	PROJECTED FY 2014	ESTIMATED FY 2015
Number of Parking Decals Sold	988	788	750	1,000	1,100
Number of Cash Key Sold	88	5	1	0*	0*
Number of Cash Key Refills	535	150	5	0*	0*
Number of Private Haulers (pymts.)	55	75	85	97	97
Number of Payroll Periods Processed	27	26	26	N/A**	N/A**
Comprehensive Annual Fin. Rep. (CAFR)	1	1	1	1	1
Popular Annual Financial Report (PFAR)	0	1	1	1	1
Number of Annual Balanced Budget	1	1	1	1	1
Number of A/P Checks Processed	3,114	3,363	3,200	3,000	2,800

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

\*\* Payroll is now processed by Human Resources and Paychex.



38 MULTI-SPACE PAY STATIONS

RESOLUTION 12-11-13326

001-1410-513

\$417,896.00

Payment Number	Payment Date	Payment Amount	Principal Component	Interest Component	Ending Balance
<b>45</b>	<b>10/7/2014</b>	<b>7,389.86</b>	<b>7,161.65</b>	<b>228.21</b>	109,126.79
<b>46</b>	<b>11/7/2014</b>	<b>7,389.86</b>	<b>7,175.70</b>	<b>214.16</b>	101,951.09
<b>47</b>	<b>12/7/2014</b>	<b>7,389.86</b>	<b>7,189.78</b>	<b>200.08</b>	94,761.31
<b>48</b>	<b>1/7/2015</b>	<b>7,389.86</b>	<b>7,203.89</b>	<b>185.97</b>	87,557.42
<b>49</b>	<b>2/7/2015</b>	<b>7,389.86</b>	<b>7,218.03</b>	<b>171.83</b>	80,339.39
<b>50</b>	<b>3/7/2015</b>	<b>7,389.86</b>	<b>7,232.20</b>	<b>157.66</b>	73,107.19
<b>51</b>	<b>4/7/2015</b>	<b>7,389.86</b>	<b>7,246.39</b>	<b>143.47</b>	65,860.80
<b>52</b>	<b>5/7/2015</b>	<b>7,389.86</b>	<b>7,260.61</b>	<b>129.25</b>	58,600.19
<b>53</b>	<b>6/7/2015</b>	<b>7,389.86</b>	<b>7,274.86</b>	<b>115</b>	51,325.33
<b>54</b>	<b>7/7/2015</b>	<b>7,389.86</b>	<b>7,289.13</b>	<b>100.73</b>	44,036.20
<b>55</b>	<b>8/7/2015</b>	<b>7,389.86</b>	<b>7,303.44</b>	<b>86.42</b>	36,732.76
<b>56</b>	<b>9/7/2015</b>	<b>7,389.86</b>	<b>7,317.77</b>	<b>72.09</b>	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
<b>TOTAL</b>		<b>443,391.60</b>	<b>417,896.00</b>	<b>25,495.60</b>	



**FINANCE DEPARTMENT BUDGET FY 2015**  
**001-1410-513**

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2011-2012	ACTUAL 2012-2013	BUDGET 2013-2014	ESTIMATE 2013-2014	CM RECOM 2014-2015
0011410	5131210 SALARIES - REGULAR	282,482	253,679	296,660	296,660	325,297
0011410	5131310 SALARIES - PART TIME	44,021	49,757	43,091	43,091	43,117
0011410	5132110 F.I.C.A.	23,707	23,593	24,896	24,896	28,184
0011410	5132210 PENSION PLAN CONTRIBUTION	22,696	13,226	10,302	10,302	9,515
0011410	5132220 DEFERRED COMPENSATION (ICMA)	9,355	9,989	15,542	15,542	17,547
0011410	5132310 GROUP HEALTH INSURANCE	22,452	25,956	29,482	29,482	35,449
0011410	5132410 WORKER'S COMPENSATION	1,630	828	1,021	1,021	1,105
	<b>TOTAL PERSONNEL SERVICES</b>	<b>406,343</b>	<b>377,028</b>	<b>420,994</b>	<b>420,994</b>	<b>460,214</b>
0011410	5133100 PROFESSIONAL SERVICES	9,861	10,000	10,000	10,000	10,000
0011410	5133210 AUDITOR'S FEE	57,863	65,940	72,500	72,500	83,500
0011410	5133450 CONTRACTUAL SERVICES	26,180	9,788	36,860	36,860	36,860
0011410	5133459 CONTRACTUAL SERVICES- PARKING	0	0	417,500	417,500	526,659
0011410	5134070 TRAVEL & CONFERENCE	1,254	1,364	2,800	2,800	3,160
0011410	5134110 POSTAGE	5,851	4,229	7,030	7,030	7,030
0011410	5134120 COMMUNICATION	939	1,177	2,100	2,100	2,100
0011410	5134634 MAINTENANCE COMP PROGRAMS	35,000	12,676	35,000	35,000	35,000
0011410	5134710 PRINTING- INFRASTRUCTURE	1,583	1,588	1,668	1,668	1,668
0011410	5135205 COMPUTER EQUIPMENT	0	693	1,300	1,300	1,300
0011410	5135210 SUPPLIES	4,554	8,226	8,573	8,573	8,703
0011410	5135410 MEMBERSHIPS & SUBSCRIPTIONS	2,145	2,191	2,365	2,365	2,425
	<b>TOTAL OPERATING EXPENSES</b>	<b>145,230</b>	<b>117,872</b>	<b>597,696</b>	<b>597,696</b>	<b>718,405</b>
0011410	5137110 DEBT SERVICE- PRINCIPAL	34,414	34,414	119,268	119,268	121,288
0011410	5137210 DEBT SERVICE- INTEREST	0	0	3,825	3,825	1,805
	<b>TOTAL DEBT SERVICE</b>	<b>34,414</b>	<b>34,414</b>	<b>123,093</b>	<b>123,093</b>	<b>123,093</b>
0011410	5139920 CONTINGENCY	0	0	0	0	5,000
	<b>OTHER FUNDING SOURCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,000</b>
	<b>TOTAL FINANCE</b>	<b>585,987</b>	<b>529,314</b>	<b>1,141,783</b>	<b>1,141,783</b>	<b>1,306,712</b>



## 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	47,000
Single Audit	4,500
Pension Audit	12,000
OTHER Required Auditing Engagement	5,000
GASB 45 Compliance Audit	6,000
185	9,000
<b>TOTAL</b>	<b>83,500</b>

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

OneSolution Training & Support	10,000
Disclosure Attorney (SEC Requirement)	10,000
SunGard Public Sector Credit Card Processing Fee (\$150 x 12)	1,860
CryWolf Processing Fee (18% of Collections)	15,000
<b>TOTAL</b>	<b>36,860</b>



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

Laz Parking	213,156
Chase Paymentech (Digital Parking CC Processing Fees)	120,000
Parker Systems - Modem Replacements, making the machines WiFi capable	21,250
Digital Parking Pay Stations EMS Fee (\$35 x 50 Machines) x 12 months	21,000
Additional Single Head Meter Instal/Replace	10,000
Parking Meter/ Pay-stations Misc Supplies (Paper-Cleaning Supplies)	13,523
Parker System Tier 2 - 50 machines @ 250 per machine	12,500
Parker Systems Warranty (1 Year) \$250 x 12 machines	3,000
Parking Enforcement Duncan Handhelds	24,750
Streetline Project	87,480
<b>TOTAL</b>	<b>526,659</b>

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

FGFOA Conference	500
Hotel: \$150, 3 nights	450
Airfare	450
SUGA Training Conference (ONESolution)	1,400
Per Diems for Travel (2 Conferences x 5 days each @ \$36.00 per day)	360
<b>TOTAL</b>	<b>3,160</b>

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

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

GFOA Membership (Government Finance Review Pub)	160
GFOA Cert of Excellence	450
GFOA Budget Recognition Review Fee	280
GFOA PAFR Award	450
CPA License Renewal (CPA)	155
AICPA Dues (CGMA)	285
FICPA Dues	215
FGFOA Membership	35
S. Florida Government Fin Officer Association	25
Association of Government Accounting (CGFM)	75
American College of Forensic Examiners (Cr.FA)	175
Notary Certification	120
<b>TOTAL</b>	<b>2,425</b>



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

Financing of ONESolution	34,415
Financing 38 Pay Stations	86,873
TOTAL	<u>121,288</u>

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

Financing 38 Pay Stations	1,804
TOTAL	<u>1,805</u>



# MANAGEMENT INFORMATION SYSTEMS OFFICE

001-1340-513

## MISSION

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

## MANAGEMENT INFORMATION SYSTEMS FUNCTION

The City's Management Information Systems Office will be recognized among municipalities as a premier provider of technology infrastructure and services. Our ultimate function is to make information available anytime and anywhere.

In partnership with City departments, the Management Information Systems Office provides strategic vision for effective information systems. Accomplishment of this mission will facilitate knowledge sharing and will result in satisfied customers.

The Management Information Systems Office is responsible for three main initiatives: The City's Information Technology and Network, Cable Television Services and the City's website.

## MANAGEMENT INFORMATION SYSTEMS ACCOMPLISHMENTS FY 2014

On April of 2014 the City was fortunate to enter into an Interlocal Agreement with Miami-Dade County's Information Technology's Department (ITD). Within FY 2014, ITD was able to provide an evaluation of the City's existing infrastructure and provide a road map to accomplish the Office's mission. Within the short time allowed in FY 2014, the Management Information Systems Office was able to accomplish many important projects that were critical.

- The Laserfiche server was correctly configured so that City personnel can now utilize the system and download documents. Documents that are now being scanned and imported into the system are searchable. Citizens will soon be able, within FY 14, to search and download City documents currently within Laserfiche.
- MIS has completed a complete map of the City's existing network system.
- MIS completely revamped the AV and Sound system within the City Commission Chambers.
- MIS will be completing within FY 2014 the federally required dual authentication project.



## MANAGEMENT INFORMATION SYSTEMS OBJECTIVES FOR FY 2015

- Virtualization of the City’s current network environment and eliminating many of the outdated servers.
- The City’s IP addresses currently in use are not RFC 1918 private IP addresses, they are publicly routable. The City of South Miami will migrate off of the publicly routable IP addresses and MIS will reconfigure all of the affected City equipment.
- Since April 8, 2014, Windows XP is no longer supported by Microsoft. The City will migrate off all computers and servers off of Windows XP and onto Microsoft's cloud offering of Office 365.
- There are 4 Active Domain controllers running on different versions of Windows. MIS will be upgrading the domain controllers so that they are all running on the same operating system to ensure maximum compatibility and stability.
- Ensure the Domain Controllers are being backed up. In the event of a deleted object, corruption, or failed domain controllers, without a backup the City’s domain(s) objects will have to be rebuilt from scratch. Depending on the failure, users would be impacted several hours to days.
- Help in the implementation of the ONESolution Community Development Software.

## MANAGEMENT INFORMATION SYSTEMS ACTIVITY REPORT

ACTIVITY	ACTUAL FY 2011	ACTUAL FY 2012	ACTUAL FY 2013	PROJECTED FY 2014	ESTIMATED FY 2015
AS-400 Update / Maintenance (Incl SunGard Software)	695	230	45	120	200
PC, Non-Software, Maintenance / Troubleshooting	808	970	765	780	850
Meetings Recorded (Hours)	156	175 hrs.	156	162	142
OSSI Software Issues	192	64	52	41	20
Server Replacements	5	2	2	2	8



**MANAGEMENT INFORMATION SYSTEMS BUDGET FY 2015**

**001-1340-513**

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2011-2012	ACTUAL 2012-2013	BUDGET 2013-2014	ESTIMATE 2013-2014	CM RECOM 2014-2015
0011340	5133450 CONTRACT SERV - INFRASTRUCT	198,763	188,552	175,000	204,266	195,200
0011340	5134632 INTERNET SERVICE	67,989	58,454	38,670	38,670	50,679
0011340	5134634 MAINTENANCE - INTERNET SERVICE	22,099	36,145	68,831	68,831	83,049
0011340	5135205 COMPUTER EQUIPMENT	71,755	22,509	32,225	32,225	22,950
0011340	5135210 SUPPLIES	14,997	3,403	3,038	3,038	3,038
	<b>TOTAL OPERATING EXPENSES</b>	<b>375,603</b>	<b>309,063</b>	<b>317,764</b>	<b>347,030</b>	<b>354,916</b>
0011340	5136430 OPERATING EQUIPMENT	9,620	0	0	0	0
	<b>TOTAL CAPITAL OUTLAY</b>	<b>9,620</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL MIS</b>	<b>385,223</b>	<b>309,063</b>	<b>317,764</b>	<b>347,030</b>	<b>354,916</b>



**MANAGEMENT INFORMATION SYSTEMS BUDGET HIGHLIGHTS**

3450- Contractual Services – The City’s contractor with Miami-Dade County Information Technology Department (ITD) is for an annual amount of \$165,500. The City funds an additional \$9,500 for any after-hour emergencies which may occur throughout the year over the ITD provided 50-hours. Furthermore, the City included an additional \$20,200 for the Re-Design of the City of South Miami’s IP Scheme. The City of South Miami needs to migrate off of the publicly routable IP addresses configured on the equipment since it overlaps with Internet IP address space. This is a long overdue security need.

4632 Internet –

50 Meg with Managed Router to Internet Increase Band width - FPL	5,940
20 Meg with Managed Router to City Hall - FPL	8,280
10 Meg with Managed Router to Public Works - FPL	8,100
10 Meg with Managed Router to Parks - FPL	8,100
ATT Uverse (568.26 Per month) - State of FL.	6,819
ATT Router (620 per month)	7,440
ATT Procabs/ Fibernet (500 per month)	6,000
<b>TOTAL</b>	<u><u>50,679</u></u>



4634 Maintenance Internet Software –

Barracuda WebFilter Energize Updates 1 year ( Yearly subscription for daily updates on files needed to block sites) - Serial # 138964	474
Barracuda WebFilter Instant Replacement 1 year ( Yearly payment for instant replacement if box fails) - Serial # 138964	426
Barracuda Spam Firewall Energize Updates 1 year ( Yearly subscription for daily updates on files needed to block Spam) - Serial # 119859	664
Barracuda Spam Firewall Instant Replacement 1 year (Yearly payment for instant replacement if box fails) - Serial # 119859	426
Barracuda Mail Archiver Energize Updates 1 year ( Yearly subscription for daily updates on files needed to block Viruses) - Serial # 222677	1,150
Barracuda Mail Archiver Instant Replacement 1 year ( Yearly subscription for instant replacement if box fails) - Serial # 222677	930
Barracuda NG Firewall Energize Updates 1 year ( Yearly subscription for daily updates on files needed to protect network parameter) - Serial # 431931	474
Barracuda NG Firewall Instant Replacement 1 year ( Yearly subscription for instant replacement if box fails) - Serial # 431931	474
Barracuda NG Firewall Energize Updates 1 year ( Yearly subscription for daily updates on files needed to protect network parameter ) - Serial # 296850	569
Barracuda NG Firewall Instant Replacement 1 year ( Yearly subscription for instant replacement if box fails ) - Serial # 296850	569
Trend WF Anti-virus up to 250 Users Renewal ( includes Servers and laptops) 1 year (Required to protect network from viruses) - (Shi License)	3,800
Cisco Smartnet 1841 X 3	320
Cisco Smartnet 1242 x 2	108
ASA 5510 smart net 24/7	670
ASA 5510 smart net 24/7 failover	635
Navigo Support ( Police )	1,000
dotgov.gov domain renewal for southmiamifl.gov ( yearly)	125
Laserfiche Maintenance and support ( Yearly to provide maintenance and support for Laserfiche Software )	13,528
Civic Plus Website Support as per Contract	4,646
ERP and Laserfiche Integration with Civic Plus	10,000
GoDaddy SSL Certificate for City Email ( Yearly)	90
IBM Support and Maintenance AS-400 (Hardware)	1,632
IBM Support and Maintenance AS-400 (Software)	1,632
Sans Support and Maintenance HP (1) (Support needed for SAN device. This device currently holds 80% of the City's data)	900
Webpage (GoDaddy)	120
HD Digital receiver (Chambers) (\$40 x 12)	480
Energize Updates Model 300 & replacement	997
Cisco Smartnet 1921 - 1 year	60
Microsoft 360 (130 users x \$155 per user)	20,150
ONESolution Implementation & Custom Reports	16,000
<b>TOTAL</b>	<b>83,049</b>



5205 Computer Equipment –

Recommend 10% contingency to above contract for as of yet unknown projects	17,500
Cisco ASA5510 Police Dept Failover	2,850
1 laptop and 1 iPad for Mayor	2,600
<b>TOTAL</b>	<u><u>22,950</u></u>

5210 Supplies –

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

## PROCUREMENT DIVISION

001-1320-513



### MISSION

The mission of Procurement 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 Procurement Division promises to obtain the best quality of goods and services by maximizing its purchasing power through integrity, equality, efficiency and effectiveness.

### PROCUREMENT DIVISION FUNCTION

The mission statement for the Procurement Division 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.

### PROCUREMENT DIVISION ACCOMPLISHMENTS IN FY 2014

- Assisted in the negotiations and the development of the Memo of Understanding with Miami-Dade County ITD as the City's IT services provider, realizing an approximate 12% reduction over current costs.
- Coordinated initial "New City Website" familiarization training for City staff prior to the "go-live" date.
- Interfaced with vendors and City staff for the completion of the Branding Strategy, including the City's new logo, and street sign designs.
- Coordinated the completion of an inventory of the City's fixed assets.



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

## **PROCUREMENT DIVISION OBJECTIVES FOR FY 2015**

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

- Increase the visibility and traction of formal solicitations that are posted on the City's website by promoting the "Notify Me" feature on the City's website.
- Review the citywide copier equipment agreement for the upcoming contract termination in February, 2015.
- 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.



## PROCUREMENT DIVISION ACTIVITY REPORT

ACTIVITY	ACTUAL FY 2011	ACTUAL FY 2012	ACTUAL FY 2013	PROJECTED FY 2014	ESTIMATED FY 2015
Notarizations*	323	200	150	0	0
Passport Services*	970	N/A*	N/A*	0	0
Fingerprints*	1150	900	850	0	0
Background Checks*	374	270	220	0	0
No. of Total Revenue Services	2817	1190	1080	0	0
Purchase Orders Issued	696	300	350	250	250
No. of RFP's, ITQ's & RFQ's Issued	30	25	30	26	30
No. of Invoices Processed*	3719	3200	3300	0	0



**PROCUREMENT DIVISION BUDGET FY 2015**  
**001-1320-513**

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2011-2012	ACTUAL 2012-2013	BUDGET 2013-2014	ESTIMATE 2013-2014	CM RECOM 2014-2015
0011320	5131210 SALARIES - REGULAR	104,922	109,975	106,338	106,338	106,338
0011320	5131310 SALARIES - PART TIME	19,898	6,710	0	0	0
0011320	5131410 OVERTIME	0	0	6,970	6,970	6,970
0011320	5132110 F.I.C.A.	9,549	9,452	8,668	8,668	8,668
0011320	5132210 PENSION PLAN CONTRIBUTION	4,763	0	0	0	0
0011320	5132220 ICMA	4,355	5,217	7,932	7,932	7,932
0011320	5132310 GROUP HEALTH INSURANCE	8,347	8,530	13,103	13,103	14,179
0011320	5132410 WORKER'S COMPENSATION	633	328	340	340	340
	<b>TOTAL PERSONNEL SERVICES</b>	<b>152,467</b>	<b>140,212</b>	<b>143,351</b>	<b>143,351</b>	<b>144,427</b>
0011320	5133450 CONTRACTUAL SERVICES	6,500	19,570	6,000	6,000	5,700
0011320	5134110 POSTAGE	2,301	2,082	3,000	3,000	3,000
0011320	5134120 COMMUNICATION	414	628	1,020	1,020	1,020
0011320	5134125 TELEPHONE	68,781	141,528	43,721	43,721	46,721
0011320	5134420 LEASE POSTAGE MACH	1,488	1,364	1,488	1,488	1,488
0011320	5134615 MAINT - OFFICE EQUIPMENT	1,787	1,320	2,776	2,776	2,776
0011320	5134620 MAINT-OPERATING EQUIPMENT	0	0	250	250	250
0011320	5134634 MAINTENANCE-INTERNET SOFT.	0	0	2,249	2,249	0
0011320	5134710 PRINT/BIND/COPYING	7,132	3,858	6,482	6,482	6,482
0011320	5134720 PRINTING-CONTRACTUAL	1,370	270	2,000	2,000	2,000
0011320	5135210 SUPPLIES	15,786	16,416	17,150	15,150	16,150
0011320	5135211 SUPPLIES-PASSPORT PROCESSING	131	0	0	0	0
0011320	5135410 MEMBERSHIPS & SUBSCRIPTIONS	330	330	330	330	680
	<b>TOTAL OPERATING EXPENSES</b>	<b>106,020</b>	<b>187,366</b>	<b>86,466</b>	<b>84,466</b>	<b>86,267</b>
0011320	5139920 CONTINGENCY	0	0	0	0	5,000
	<b>OTHER FUNDING SOURCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,000</b>
	<b>TOTAL CENTRAL SERVICES</b>	<b>258,487</b>	<b>327,578</b>	<b>229,817</b>	<b>227,817</b>	<b>235,694</b>



**PROCUREMENT DIVISION BUDGET HIGHLIGHTS**

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

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

State of Florida Lines City Hall	10,000
Telephone Monthly Charges (Windstream)	23,000
Phone Lines Repairs	1,721
AT&T Phone, Fax Modems	12,000
<b>TOTAL</b>	<u>46,721</u>

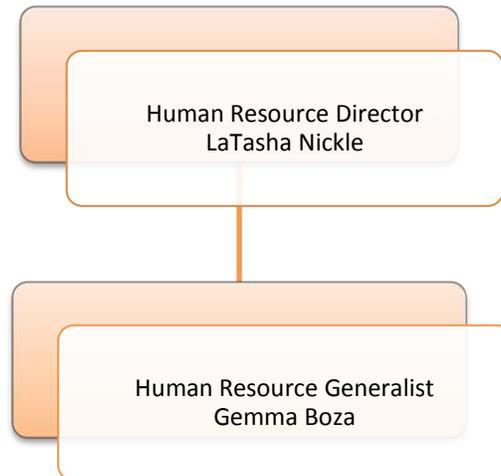
4615-Maintenance-Office Equipment - This line item reflects various costs due to maintenance of citywide used office equipment including the approved maintenance contract for the City’s binding machine.

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

Operating Supplies	4,150
Mac Paper- \$30.32 per box of regular paper 30 boxes a month.	12,000
<b>TOTAL</b>	<u>16,150</u>

## HUMAN RESOURCE DEPARTMENT

001-1330-513



### MISSION

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

### HUMAN RESOURCES OFFICE FUNCTION

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



## **HUMAN RESOURCES DEPARTMENT ACCOMPLISHMENTS FOR FY 2014**

- Continued implementation of Executime; a computerized time and attendance software and time clocks will eliminate the need for paper-based time cards, leave applications, and related documents and will improve the accuracy of employee time-reporting and payroll calculations.
- Provided training that will develop skills, knowledge, abilities and competencies in order to promote employee and organizational growth.
- Revamped employee ID badges to comply with City's new logo.
- Promoted employee wellness through different initiatives such as Lunch n Learn events and 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.
- Assist Supervisors in providing a positive working environment.

## **HUMAN RESOURCES DEPARTMENT OBJECTIVES FOR FY 2015**

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



## HUMAN RESOURCE OFFICE ACTIVITY REPORT

ACTIVITY	ACTUAL FY 2011	ACTUAL FY 2012	ACTUAL FY 2013	PROJECTED FY 2014	ESTIMATED FY 2015
Local Background Checks Processed	59	52	55	50	55
National Background Screenings	59	20	25	25	25
New Hire Orientations	17	13	15	12	15
Employment Advertisements	16	6	8	15	10
Wellness Fairs	4	4	4	6	4
Safety Meetings	4	4	4	4	4
Wage Statements Submitted	10	10	10	8	10
Random CDL Testing	12	14	15	15	16
Filing	65	65	65	65	70
Employee Applications Received	1,267	350	375	350	400
Notary Services	89	110	100	105	100
Workers Compensation Claims	25	20	25	20	25
Pre-employment Physicals	17	13	15	18	15
Post Accident Drug Screenings	25	20	25	20	25
Drivers License Checks	390	381	380	300	300



**HUMAN RESOURCE OFFICE BUDGET FY 2015**  
**001-1330-513**

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2011-2012	ACTUAL 2012-2013	BUDGET 2013-2014	ESTIMATE 2013-2014	CM RECOM 2014-2015
0011330	5131210 SALARIES - REGULAR	151,830	173,216	168,378	168,378	147,498
0011330	5132110 F.I.C.A.	11,229	13,164	12,881	12,881	11,284
0011330	5132210 PENSION PLAN CONTRIBUTION	9,395	0	0	0	0
0011330	5132220 ICMA CONTRIBUTION	6,669	6,983	11,786	11,786	10,325
0011330	5132310 GROUP HEALTH INSURANCE	13,529	16,077	19,655	19,655	14,179
0011330	5132410 WORKER'S COMPENSATION	749	449	505	505	442
	<b>TOTAL PERSONNEL SERVICES</b>	<b>193,401</b>	<b>209,889</b>	<b>213,205</b>	<b>213,205</b>	<b>183,728</b>
0011330	5132510 UNEMPLOYMENT COMPENSATION	40,864	31,769	34,000	34,000	20,000
0011330	5132610 EMPLOYEE ASSISTANCE PROGRAM	2,973	5,601	9,000	9,000	4,000
0011330	5133160 PRE-EMPLOYMENT PHYSICALS	7,980	7,394	8,000	8,000	8,000
0011330	5133450 CONTRACTUAL SERVICES	78,333	63,226	65,000	65,000	65,720
0011330	5134080 CITYWIDE TRAINING	7,541	7,743	16,860	16,860	10,000
0011330	5134090 TUITION REIMBURSEMENT	8,838	0	0	0	0
0011330	5134110 POSTAGE	168	133	275	275	275
0011330	5134120 COMMUNICATION	1,638	1,463	2,040	2,040	2,040
0011330	5134510 LIABILITY INSURANCE	260,374	292,923	523,107	523,107	323,107
0011330	5134630 MAINT. & REPAIR - COMM. EQUIP	0	3,750	0	0	0
0011330	5134634 INTERNET SOFTWARE	0	0	4,270	4,270	4,270
0011330	5134710 PRINTING- INFRASTRUCTURE	1,628	1,668	1,668	1,668	1,668
0011330	5134850 ADVERTISING-NON LEGAL	789	919	5,000	5,000	5,000
0011330	5135205 COMPUTER EQUIPMENT	0	15,026	0	0	0
0011330	5135210 SUPPLIES	2,597	3,580	3,609	3,609	5,109
0011330	5135410 MEMBERSHIPS & SUBSCRIPTIONS	3,223	3,064	3,620	3,620	1,130
	<b>TOTAL OPERATING EXPENSES</b>	<b>416,946</b>	<b>438,259</b>	<b>676,449</b>	<b>676,449</b>	<b>450,319</b>
0011330	5139920 CONTINGENCY	0	0	0	0	5,000
	<b>OTHER FUNDING SOURCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,000</b>
	<b>TOTAL HUMAN RESOURCES</b>	<b>610,347</b>	<b>648,148</b>	<b>889,654</b>	<b>889,654</b>	<b>639,047</b>



**HUMAN RESOURCE DEPARTMENT BUDGET HIGHLIGHTS**

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

3450 Contract Services –the City’s Insurance Broker, Sapoznik (\$40,000); the payroll processing provider, Paychex (\$25,000) and FSA Administration fees (\$720).

4080 Citywide Training - Citywide Training Workshops (FY 2015: Anti-Harassment; Workplace Safety; and Customer Service; and Management/Leadership Training) \$10,000.

4510 Liability Insurance – The City budgets general liability and property insurance within this respective line item.

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.

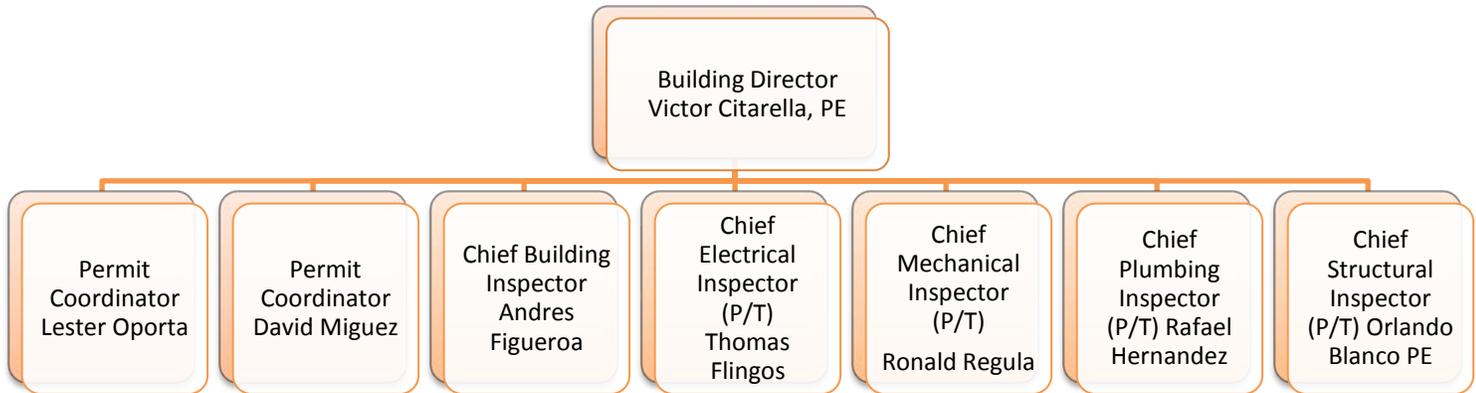
Executime Support	3,750
Authasas (NaviGo) Support	<u>520</u>
<b>TOTAL</b>	<u>4,270</u>

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

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

## BUILDING DEPARTMENT

001-1610-524



### MISSION

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

### FUNCTION

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



## **BUILDING DEPARTMENT ACCOMPLISHMENTS FY 2014**

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

## **BUILDING DEPARTMENT OBJECTIVES FY 2015**

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

**BUILDING DEPARTMENT KEY PERFORMANCE MEASUREMENTS**

<b>ACTIVITY</b>	<b>ACTUAL FY 2011</b>	<b>ACTUAL FY 2012</b>	<b>ACTUAL FY 2013</b>	<b>PROJECTED FY 2014</b>	<b>ESTIMATED FY 2015</b>
Complete 100% of field inspections requested before 4:00 pm, during the next business day. Data shows percent of inspections completed on target.	100%	100%	100%	100%	100%
Contain departmental expenses within the original approved budget.	100%	100%	100%	100%	100%
Maintain minimum levels of professional certifications for staff by completing appropriate continuing education requirements. Data shows achievement level	100%	100%	100%	100%	100%
Complete 90% of construction documents reviews by departmental plans examiners within 2 weeks EXCLUDING time for review by other departments. Data shows percent of reviews completed on target.	100%	100%	100%	100%	100%
Maintain departmental files properly organized in order to obtain appropriate data to comply with public information requests within 72 hours. Data shows achievement level.	100%	100%	100%	100%	100%



### BUILDING DEPARTMENT ACTIVITY REPORT

ACTIVITY		ACTUAL FY 2011	ACTUAL FY 2012	ACTUAL FY 2013	PROJECTED FY 2014	ESTIMATED FY 2015
PERMITS:						
	Building	488	490	490	490	490
	Roofing	128	130	135	135	135
	Electrical	346	350	360	360	360
	Mechanical	119	120	120	120	120
	Plumbing	177	190	150	150	150
<b>TOTAL PERMITS</b>		<b>1,258</b>	<b>1,280</b>	<b>1,255</b>	<b>1,255</b>	<b>1,255</b>
INSPECTIONS:						
	Building	1,120	1,130	1,140	1,140	1,140
	Roofing	540	550	550	550	550
	Electrical	675	680	700	700	700
	Mechanical	302	300	280	280	280
	Plumbing	465	470	460	460	460
<b>TOTAL PERMITS</b>		<b>3,102</b>	<b>3,130</b>	<b>3,130</b>	<b>3,130</b>	<b>3,130</b>



**BUILDING DEPARTMENT BUDGET FY 2015**  
**001-1610-524**

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2011-2012	ACTUAL 2012-2013	BUDGET 2013-2014	ESTIMATE 2013-2014	CM RECOM 2014-2015
0011610	5241210 SALARIES - REGULAR	237,634	202,288	230,649	230,649	235,318
0011610	5241310 SALARIES - PART TIME - INSPECTORS	117,545	142,606	138,434	138,434	138,434
0011610	5242110 F.I.C.A.	24,206	29,629	28,235	28,235	28,592
0011610	5242210 PENSION PLAN CONTRIBUTION	14,927	0	0	0	0
0011610	5242220 ICMA RETIREMENT	10,595	15,553	16,145	16,145	16,472
0011610	5242310 GROUP HEALTH INSURANCE	18,360	23,474	26,206	26,206	28,359
0011610	5242410 WORKER'S COMPENSATION	6,966	7,308	8,125	8,125	8,139
	<b>TOTAL PERSONNEL SERVICES</b>	<b>430,233</b>	<b>420,858</b>	<b>447,794</b>	<b>447,794</b>	<b>455,314</b>
0011610	5243150 CONTRACT INSPECTORS	600	2,361	3,000	3,000	3,000
0011610	5243450 CONTRACTUAL SERVICES	774	0	1,000	1,000	1,000
0011610	5244110 POSTAGE	153	113	200	200	200
0011610	5244120 COMMUNICATION	257	304	1,380	1,380	1,440
0011610	5244515 LIABILITY INSURANCE- AUTO	0	0	400	400	400
0011610	5244710 PRINTING - INFRASTRUCTURE	1,461	1,144	1,900	1,900	1,900
0011610	5245210 SUPPLIES	1,555	2,382	2,500	2,500	2,000
0011610	5245220 UNIFORMS	933	0	680	680	1,456
0011610	5245230 FUEL	1,127	1,215	1,600	1,600	1,600
0011610	5245410 MEMBERSHIPS & SUBSCRIPTIONS	80	0	120	120	2,720
	<b>TOTAL OPERATING EXPENSES</b>	<b>6,940</b>	<b>7,519</b>	<b>12,780</b>	<b>12,780</b>	<b>15,716</b>
0011610	5249920 CONTINGENCY	0	0	0	0	5,000
	<b>OTHER FUNDING SOURCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,000</b>
	<b>TOTAL BUILDING</b>	<b>437,173</b>	<b>428,377</b>	<b>460,574</b>	<b>460,574</b>	<b>476,030</b>



## **BUILDING DEPARTMENT BUDGET HIGHLIGHTS**

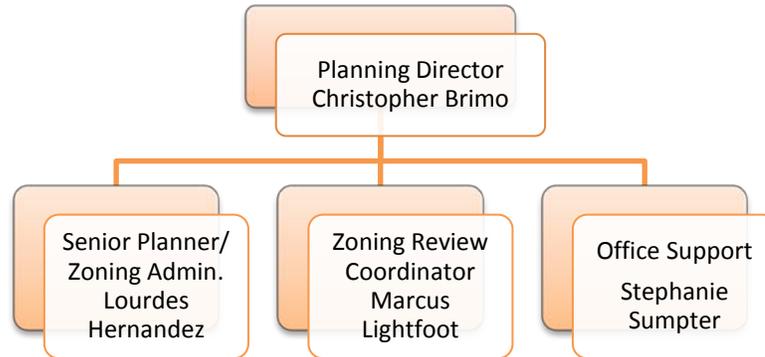
3150 Contract Inspectors - Funds are required to supplement permanent staff during vacation and/or during emergency periods.

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

5410 Memberships & Subscriptions – The building department is requesting two new sets of the Florida Building Code.

## 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 2014

- Initiated and completed the impact fee study and concurrency review with TischlerBise & Baker International. Based on the recommendations of the consultants, the City will be able to assess an impact fee on new residential development for parks and recreation facilities.
- Initiated the South Miami Intermodal Transportation Plan (SMITP) with Kimley-Horn & Associates. The SMITP is part of a continuing effort to enhance the City's transportation system and mobility choices for the residents and visitors to the City of South Miami and aims to establish a network of sidewalks, trails, roadway improvements, neighborhood greenways, and bicycle lanes throughout the City, connecting residential areas with downtown shopping and dining, transit facilities (Metrorail and BRT) and M-Path. A main priority of this plan is to provide a safer environment for pedestrians, cyclists, and residents by promoting neighborhood greenways on residential streets with low volumes of auto traffic and low speeds. This is an ongoing effort that will require interagency coordination, is being programmed into the City's 5-year CIP for implementation.
- Finalized all development review requirements for a new multi-story, mixed use senior residential development.
- Processed several Land Development Code amendments including the new tree protection ordinance, sidewalk cafes and outdoor seating requirements, impact fee ordinance, revisions to the City's parking calculations in the downtown district, transfer of development rights and the other code changes.
- Continues to maintain the City's Land Development Code and recommend updates and revisions as needed, and coordinated the 2014 National Flood Insurance Program (NFIP).
- The CRA Board/City Commission continues to address the needs for housing within the CRA. The Planning Department, working with the South Florida Regional Planning Council is developing new land use strategies in the district to accomplish the HUD/CDBG objectives for the Madison Square Project.
- The department initiated an affordable housing inventory to review the existing housing stock, and whether there is a need to pursue additional strategies to increase or improve this housing sector.
- Worked with SunGard on land-file (citywide address files) cleanup for data conversion, in preparation of implementing the City's ONESolution code enforcement and building permit module.
- The department continues to work with Miami Dade County Management Information Systems to maintain GIS system that is housed in the department and maintained for various inter-departmental users and to provide maps and data to the general public.
- Provided direct staff support to the Environmental Review and Preservation Board; the Planning Board/Local



Planning Agency and the Historic Preservation Board. The Department provided staff support to the Community Redevelopment Agency, the Green Task Force, the City Commission, City Attorney, City Manager and the other Departments.

Continues to provide information and guidance to applicants, residents, and the business community on Planning & Zoning issues.

## **PLANNING & ZONING OBJECTIVES FY 2015**

- Prepare and file amendments to the Comprehensive Plan Text and the Future Land Use Map address development issues within the City's TOD.
- Prepare and file an amendment to the Comprehensive Plan text, to include an "educational element" in conformance with the City's interlocal agreement with the Miami Dade County School Board.
- Prepare and file an amendment to the Comprehensive Plan and adopt a water supply facilities work plan prior to March 2015. This update of the work plan will identify and plan for the water supply sources and facilities needed to serve the existing and new development within the City. This is required pursuant to Chapter 163, Part II, F.S. within 18 months following the approval of the regional water supply plan update by the South Florida Water Management District.
- Maintain the Land Development Codes of the City including the Official Zoning Map, and continue updating as needed.
- Work with the downtown merchants and property owners to develop a business improvement district plan.
- Continue with the implementation of the SMITP and the adoption of Complete Streets Policies.
- Maintain the various planning and zoning layers for the City's GIS.
- Continue to work with the City's CRS Coordinator to reduce the City's overall flood insurance rating from a 7 to a 6 through the implementation of development policies, procedures and public outreach.
- Prepare and process two historic designation reports.
- Work with the City's Grants Division to obtain planning assistance grants.
- Determine the feasibility and benefit of Brownfield designation for certain areas in the industrial/automotive zone as part of the redevelopment strategy for the area.
- Continue to work closely with other departments on the design and implementation of the City's website and decorative signage and way finding program.
- Provide Planning support to the City Attorney's office on matters concerning legal challenges on land use decisions.



- Continue to work closely with the City's other Departments towards the implementation and maintenance of the ERP, and improve the efficiency and function of the Planning & Zoning Department.
- Provide staff support to City of South Miami for the following Boards and Committees which include but are not limited to: Planning Board/Local Planning Agency, Environmental Review & Preservation Board, and Historic Preservation Board.
- Provide information and guidance to applicants seeking planning and zoning information.
- Participate with Miami Dade County Parks & Recreation Department, Transit Department, and the Cities of Miami and Coral Gables on the development of the GreenLink/ MPath program.
- Participate with the City's Grants and Sustainable Initiatives Division, Miami Dade County, adjacent municipalities and the East Coast Greenways Alliance in their 2015 event planned for South Miami area, showcasing bicycling and walkability in the region.

**PLANNING & ZONING DEPARTMENT ACTIVITY REPORT**

<b>ACTIVITY</b>	<b>ACTUAL FY 2011</b>	<b>ACTUAL FY 2012</b>	<b>ACTUAL FY 2013</b>	<b>ACTUAL FY 2014</b>	<b>ESTIMATED FY 2015</b>
Building Permits Reviewed	649	750	775	758	750
Requests for Microfilm Records	126	200	225	0*	0*
<b>Items Processed for:</b>					
Planning Board	45	55	60	25	36
Environm. Review & Preserv. Board	74	90	100	96	100
Historic Preservation Board	24	30	35	10	15



**PLANNING AND ZONING DEPARTMENT BUDGET FY 2015**

**001-1620-524**

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2011-2012	ACTUAL 2012-2013	BUDGET 2013-2014	ESTIMATE 2013-2014	CM RECOM 2014-2015
0011620	5241210 SALARIES - REGULAR	224,274	249,079	228,679	228,679	223,623
0011620	5241310 SALARIES - PART TIME	18,609	22,303	0	0	0
0011620	5242110 F.I.C.A.	18,403	20,938	17,494	17,494	17,107
0011620	5242210 PENSION PLAN CONTRIBUTION	17,058	15,639	8,291	8,291	7,657
0011620	5242220 ICMA RETIREMENT	7,832	9,218	11,977	11,977	11,623
0011620	5242310 GROUP HEALTH INSURANCE	21,114	24,469	26,206	26,206	28,359
0011620	5242410 WORKER'S COMPENSATION	778	702	686	686	671
	<b>TOTAL PERSONNEL SERVICES</b>	<b>308,068</b>	<b>342,348</b>	<b>293,333</b>	<b>293,333</b>	<b>289,040</b>
0011620	5243100 PROFESSIONAL SERVICES	127	0	2,440	2,440	2,440
0011620	5243450 CONTRACTUAL SERVICES	22,450	94,420	139,000	59,000	90,000
0011620	5243480 MICROFILMING - DIGITIZING	1,444	1,444	1,500	1,500	0
0011620	5244070 TRAVEL & CONFERENCE	0	0	1,400	1,400	1,400
0011620	5244110 POSTAGE	1,564	1,116	2,063	2,063	2,269
0011620	5244120 COMMUNICATION	1,004	905	1,097	1,097	1,164
0011620	5244515 LIABILITY INSURANCE - AUTO	0	0	400	400	400
0011620	5244620 MAINTENANCE-OPER EQPT. MAINTENANCE-INTERNET	4,814	2,500	9,443	4,443	5,500
0011620	5244634 SOFTWARE	0	1,500	4,000	0	4,000
0011620	5244710 PRINTING-INFRASTRUCTURE	3,149	2,862	3,412	3,412	3,412
0011620	5244910 LEGAL ADS	2,938	2,357	3,945	3,945	6,588
0011620	5245205 COMPUTER-EQUIPMENT	0	2,823	1,000	1,000	1,000
0011620	5245210 SUPPLIES	2,457	22,974	3,681	3,681	3,681
0011620	5245230 FUEL	144	117	144	144	144
0011620	5245410 MEMBERSHIPS & SUBSCRIPTIONS	909	1,473	1,605	1,605	1,860
	<b>TOTAL OPERATING EXPENSES</b>	<b>41,000</b>	<b>134,491</b>	<b>175,130</b>	<b>86,130</b>	<b>123,858</b>
0011620	5249920 CONTINGENCY	0	0	0	0	5,000
	<b>OTHER FUNDING SOURCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,000</b>
	<b>TOTAL PLANNING &amp; ZONING</b>	<b>349,068</b>	<b>476,839</b>	<b>468,463</b>	<b>379,463</b>	<b>417,898</b>



**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 – Contractual Services – Contractual services for incidental planning studies such as land development code, traffic studies, etc. (\$40,000). Annual GIS Contractual Services (\$10,000) and a Contractual Service agreement to assist the Planning Director (\$40,000).

4620 Maintenance Operating Equipment – This line item represents the cost associated with the Land Development Code (Municode codification).

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

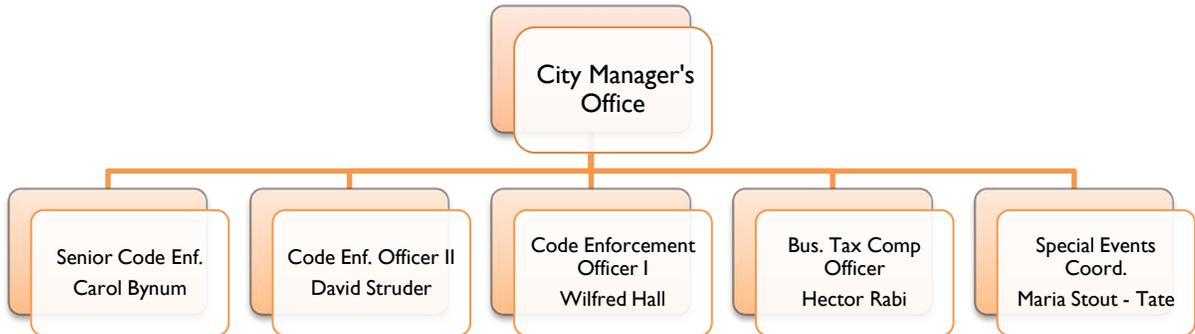
5410 Memberships and Subscriptions –

One year subscription to Monthly Zoning Bulletins from West Publishing Company in Eagan, Minnesota: \$314 + 10% projected increase	345
National membership in American Planning Association; AICP Dues; and FL Chapter Dues.	660
Planners Advisory Service Publications	200
Associate American Institute of Architects membership for Senior Planner Lourdes Cabrera-Hernandez	355
US Green Building Council South Florida Chapter Organization Membership (Senior Planner Lourdes Cabrera-Hernandez - LEED AP)	300
<b>TOTAL</b>	<b>1,860</b>



# 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!

## CODE ENFORCEMENT OFFICE FUNCTIONS

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

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

## CODE ENFORCEMENT ACCOMPLISHMENTS FOR FY 2014

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



## CODE ENFORCEMENT OFFICE OBJECTIVES FOR FY 2015

- The division will continue to work on the implementation of the Community portion of the ONESolution application.
- Conducted pro-active property and business inspections, which were determined to be code violations. New business licenses were realized as a direct result of proactive business inspections.
- Continue to undertake the lien process in earnest.
- 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.
- By emphasizing commercial property compliance code will improve the overall appearance of the City.
- Conducting bi-annual outreach neighborhood presentations.
- Stay at the forefront of code enforcement through establishing and maintaining a proactive environment to help solve community concerns.
- Establishing a well organize respected local code enforcement association to foster the continuing education of code officers.

## CODE ENFORCEMENT DIVISION ACTIVITY REPORT

ACTIVITY	ACTUAL FY 2011	ACTUAL FY 2012	ACTUAL FY 2013	PROJECTED FY 2014	ESTIMATED FY 2015
NEW CASES	1,500	860	1,000	800	1,000
CLOSED CASES	1,000	300	300	300	650
SPECIAL MAGISTRATE HEARINGS	140	450	300	150	100
LIENS RECORDED/RELEASED	100	30	40	30	100
LIEN SEARCHES	360	300	300	300	400
CITIZEN COMPLAINTS	325	200	150	200	250
BUSINESS INSPECTIONS	2,000	1,700	1,700	1,700	2000
BUSINESS CITATIONS	500	700	700	700	800
BTRS NEW	560	626	600	600	500
ILLEGAL SIGNS					800
REVIEW OF BUILDING PERMITS					1000
RE-INSPECTIONS					750



## CODE ENFORCEMENT BUDGET FY 2015

**001-1640-524**

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2011-2012	ACTUAL 2012-2013	BUDGET 2013-2014	ESTIMATE 2013-2014	CM RECOM 2014-2015
0011640	5241210 SALARIES - REGULAR	220,365	233,091	153,875	153,875	264,274
0011640	5241310 SALARIES - PART TIME	15,756	10,146	0	0	0
0011640	5242110 F.I.C.A.	17,875	18,695	11,771	11,771	20,217
0011640	5242210 PENSION PLAN CONTRIBUTION	25,780	9,176	8,207	8,207	13,818
0011640	5242220 ICMA RETIREMENT	7,124	9,729	6,782	6,782	11,227
0011640	5242310 GROUP HEALTH INSURANCE	18,514	22,101	19,655	19,655	35,449
0011640	5242410 WORKER'S COMPENSATION	15,568	4,626	4,801	4,801	6,923
	<b>TOTAL PERSONNEL</b>	<b>320,982</b>	<b>307,564</b>	<b>205,091</b>	<b>205,091</b>	<b>351,908</b>
0011640	5243111 CONTRACTUAL - SPECIAL MASTER	2,275	502	4,000	4,000	4,000
0011640	5243450 CONTRACTUAL	260	807	20,000	5,000	20,000
0011640	5244070 TRAVEL & CONFERENCE	912	667	1,374	1,374	1,500
0011640	5244080 EMPLOYEE EDUCATION	1,267	389	2,415	2,415	2,415
0011640	5244110 POSTAGE	5,826	4,172	7,000	7,000	7,000
0011640	5244120 COMMUNICATION	4,086	4,310	4,650	4,650	4,650
0011640	5244515 LIABILITY INSURANCE-AUTO	0	0	1,800	1,800	1,800
0011640	5244710 PRINTING-INFRASTRUCTURE	1,482	1,303	1,668	1,668	1,668
0011640	5244920 OTHER CHARGES-LIENS	493	1,637	1,612	1,612	1,612
0011640	5245205 COMPUTER EQUIPMENT	0	66	4,400	4,400	1,000
0011640	5245210 SUPPLIES	2,295	1,984	2,873	2,873	3,873
0011640	5245220 UNIFORMS	951	987	2,000	2,000	2,000
0011640	5245230 FUEL	5,978	4,842	5,978	5,978	5,978
0011640	5245410 MEMBERSHIPS & SUBSCRIPTIONS	140	0	540	540	540
	<b>TOTAL OPERATING EXPENSES</b>	<b>25,965</b>	<b>21,666</b>	<b>60,310</b>	<b>45,310</b>	<b>58,036</b>
0011640	5249920 CONTINGENCY	0	0	0	0	5,000
	<b>OTHER FUNDING SOURCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,000</b>
	<b>TOTAL CODE ENFORCEMENT</b>	<b>346,947</b>	<b>329,230</b>	<b>265,401</b>	<b>250,401</b>	<b>414,944</b>



## CODE ENFORCEMENT OFFICE BUDGET HIGHLIGHTS

1210 Salaries Regular – Code Enforcement will now be absorbing the expense of the Senior Code Enforcement Officer and Special Events Coordinator which were both previously funded at 100% by the SMCRA.

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

4080 Employee Education –

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

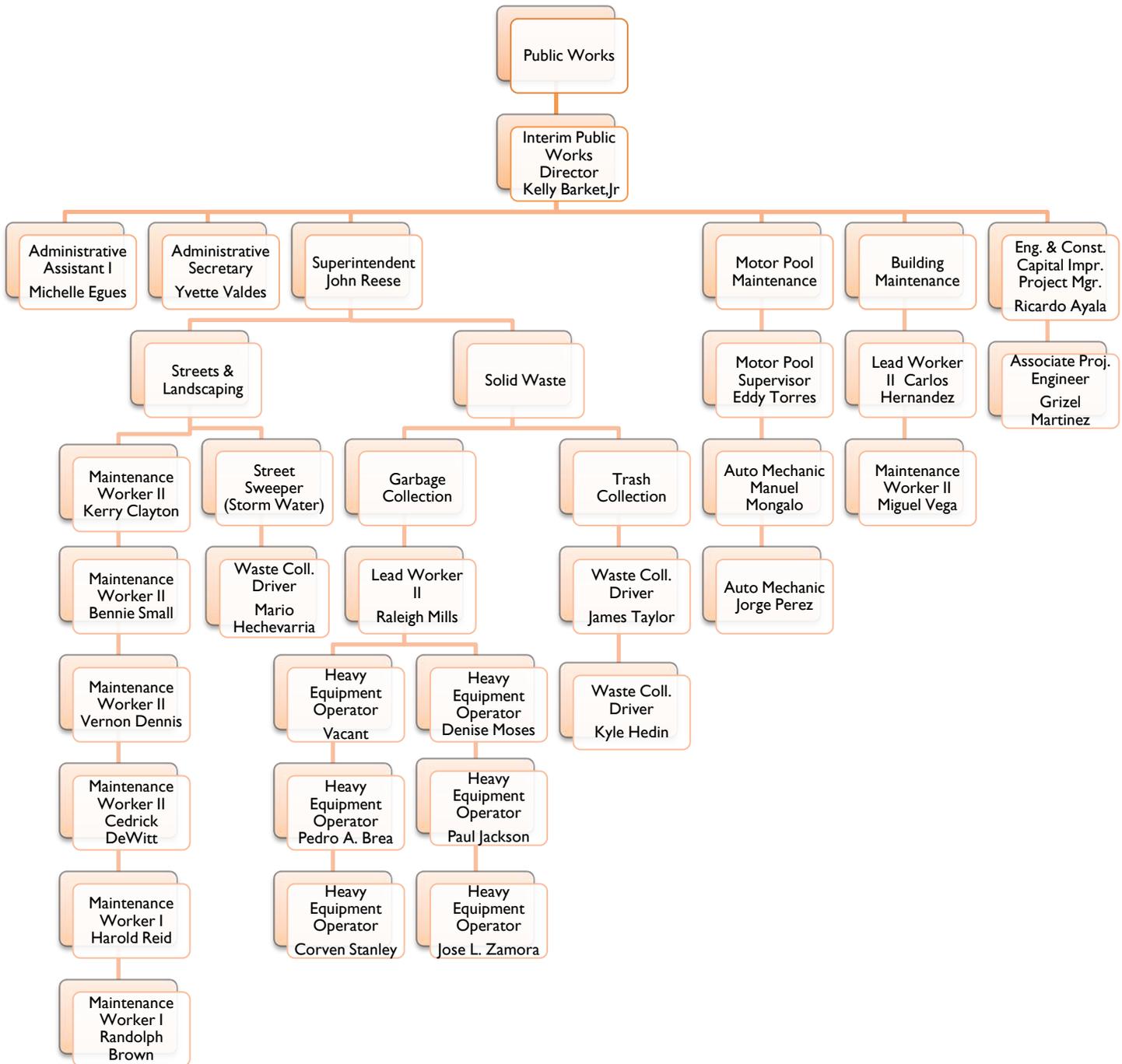
4920 Other Charges – Liens – These are estimated costs associated with lien and lien release court recordings.

5205 Computer Equipment – Replace 1 desktop computer and monitor.



## PUBLIC WORKS DEPARTMENT

# PUBLIC WORKS ORGANIZATIONAL CHART





## PUBLIC WORKS OFFICE OF THE DIRECTOR

001-1770-519

The Public Works Department is organized into office administration staff, management personnel and five divisions: (1) Solid Waste; (2) Streets and Landscaping; (3) Building Maintenance; (4) 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, and processes requisitions for vendors' purchase orders. The department's management personnel oversee all department functions and manpower and obtain bids, negotiate and administer contracts for outsourcing services.



## **PUBLIC WORKS OFFICE OF THE DIRECTOR ACCOMPLISHMENTS FOR FY 2014**

- Completed the outstanding 40 year certification for City Hall and Sylva Martin buildings as notified by Miami-Dade County. The finalized report was submitted to the City's Building Department to complete the process.
- Initiated and completed on schedule the 40 year certification for several buildings at the Public Works compound as required. The finalized report was submitted to the City's Building Department to complete the timely process.
- Instituted the compound cleaning project to rid the department's surplus items. Such as items to auction or proper destruction.
- Re-organized the City's storage facility in the Public Works Compound for better access and display of storage contents.
- Upgraded the administrative office area with equipment providing a more efficient and effective work area. The upgrade included the replacement of broken and outdated equipment.
- Installed and repaired the security monitoring system at the Public Works Compound including a new CCTV security system.
- The Department effectively hired required staff to replace several departing employees resulting in minimal overtime cost.
- Increased security in the Public Works Compound by installing additional "notice of surveillance" signs, removed excess landscape foliage and made repairs to barbed wire, fence and gate. Includes the purchase of new entry lock.

## **PUBLIC WORKS OFFICE OF THE DIRECTOR OBJECTIVES FOR FY 2015**

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



**PUBLIC WORKS OFFICE OF THE DIRECTOR BUDGET 2015**

**001-1770-519**

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2011-2012	ACTUAL 2012-2013	BUDGET 2013-2014	ESTIMATE 2013-2014	CM RECOM 2014-2015
0011770	5191210 SALARIES - REGULAR	164,180	196,560	178,826	178,826	162,651
0011770	5192110 F.I.C.A.	11,934	14,527	13,680	13,680	12,443
0011770	5192210 PENSION PLAN CONTRIBUTION	17,268	8,082	7,444	7,444	4,178
0011770	5192220 ICMA	7,456	8,960	8,899	8,899	9,187
0011770	5192310 GROUP HEALTH INSURANCE	13,524	17,050	19,655	19,655	21,269
0011770	5192410 WORKER'S COMPENSATION	544	403	536	536	488
	<b>TOTAL PERSONNEL SERVICES</b>	<b>214,906</b>	<b>245,582</b>	<b>229,040</b>	<b>229,040</b>	<b>210,216</b>
0011770	5194070 TRAVEL & CONFERENCES	100	0	500	500	500
0011770	5194080 EMPLOYEE EDUCATION	0	0	380	380	380
0011770	5194110 POSTAGE	107	72	125	125	0
0011770	5194120 COMMUNICATION	641	689	1,020	1,020	1,020
0011770	5194540 BOILER & MACHINERY INSURANCE	0	0	2,000	2,000	2,000
0011770	5194710 PRINTING- INFRASTRUCTURE	5,743	3,406	6,670	6,670	6,670
0011770	5195205 COMPUTER EQUIPMENT	0	4,302	0	0	0
0011770	5195210 SUPPLIES	1,250	1,351	1,000	1,000	1,000
0011770	5195270 PERMITS	875	900	925	925	925
0011770	5195410 MEMBERSHIPS & SUBSCRIPTIONS	0	120	500	500	500
	<b>TOTAL OPERATING EXPENSES</b>	<b>8,716</b>	<b>10,840</b>	<b>13,120</b>	<b>13,120</b>	<b>12,995</b>
	<b>TOTAL OFFICE OF THE DIRECTOR</b>	<b>223,622</b>	<b>256,422</b>	<b>242,160</b>	<b>242,160</b>	<b>223,211</b>



## **PUBLIC WORKS OFFICE OF THE DIRECTOR BUDGET HIGHLIGHTS**

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

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



## 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 2014

- Installed new Pay Station, numbers and signs for Parking System.
- Cleanout Storage Bays at Public Works Compound.
- Provide infrastructure upgrades, repairs and modifications at Police Department to comply with accreditation.
- Installed new Police Department Signage.
- Pressure cleaned walls, floors and paint exterior walls at Police Department and Garage.
- Cleared the staging area at Public Works Facility in preparation of the hurricane season.
- Coordinate termite fumigation at the Sylva Martin and made required repairs and signage to the entrance.
- Install holiday tree lighting and decorations in Downtown South Miami and City Hall.
- Purchased new decorations for the holiday season as directed by the City Commission.
- Install safety brackets for computers and furniture at the computer lab room in the Gibson Bethel Community Center.
- Coordinate and install entrance doors to the Human Resources Department.
- Assist with Renovations of City Hall Commission Chambers.



## BUILDING MAINTENANCE DIVISION OBJECTIVES FOR FY 2015

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

## BUILDING MAINTENANCE DIVISION ACTIVITY REPORT

ACTIVITY	ACTUAL FY 2011	ACTUAL FY 2012	ACTUAL FY 2013	PROJECTED FY 2014	ESTIMATED FY 2015
Changing AC Filters	537	537	537	744	744
Unscheduled Repairs and Work Requests	1086	1120	1120	1225	1250
Cleaning of Fish Pond	52	52	26	24	24
Re-Certification of all City facilities fire extinguishers	N/A	N/A	N/A	77	78
Changing of water filters	N/A	N/A	N/A	8	8



**PUBLIC WORKS BUILDING AND MAINTENANCE BUDGET FY 2015**  
**001-1710-519**

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2011-2012	ACTUAL 2012-2013	BUDGET 2013-2014	ESTIMATE 2013-2014	CM RECOM 2014-2015
0011710	5191210 SALARIES - REGULAR	268,404	7,085	71,737	71,737	71,737
0011710	5191310 SALARIES - PART TIME	11,662	0	0	0	0
0011710	5191410 OVERTIME	256	1,495	4,000	4,000	4,000
0011710	5192110 F.I.C.A.	16,150	6,083	5,794	5,794	5,794
0011710	5192210 PENSION PLAN CONTRIBUTION	27,529	12,066	10,906	10,906	10,117
0011710	5192310 GROUP HEALTH INSURANCE	24,849	10,287	13,103	13,103	14,179
0011710	5192410 WORKER'S COMPENSATION	10,410	3,126	3,409	3,409	3,409
	<b>TOTAL PERSONNEL SERVICES</b>	<b>359,260</b>	<b>40,142</b>	<b>108,949</b>	<b>108,949</b>	<b>109,236</b>
0011710	5193450 CONTRACTUAL SERVICES	32,082	64,490	86,655	86,655	74,620
0011710	5194070 TRAVEL AND CONFERENCE	0	0	250	250	250
0011710	5194080 EMPLOYEE EDUCATION	0	0	200	200	200
0011710	5194120 COMMUNICATION	680	236	780	780	780
0011710	5194310 UTILITES-ELECTRIC	101,064	104,124	114,000	114,000	114,000
0011710	5194320 UTILITIES-WATER	20,878	28,426	27,000	27,000	32,800
0011710	5194620 MAINT & REPAIR OPER EQUIP	0	160	250	250	250
0011710	5194670 MAINT & REPAIR-GDS & STRUCT	66,989	55,305	82,000	82,000	82,000
0011710	5195210 SUPPLIES	25,708	10,568	21,050	21,050	21,050
0011710	5195220 UNIFORMS	2,519	652	800	800	800
	<b>TOTAL OPERATING EXPENSES</b>	<b>249,920</b>	<b>263,961</b>	<b>332,985</b>	<b>332,985</b>	<b>326,750</b>
0011710	5199920 CONTINGENCY	0	0	0	0	5,000
	<b>OTHER FUNDING SOURCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,000</b>
	<b>TOTAL BUILDING MAINTENANCE</b>	<b>609,180</b>	<b>304,103</b>	<b>441,934</b>	<b>441,934</b>	<b>440,986</b>



## 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	6,660
Fire Alarms certifications, monitoring and maintenance	3,180
Elevator maintenance (Police & Community Center)	6,600
Exterminator Services	2,180
Cleaning Company)	56,000
<b>TOTAL</b>	<b>74,620</b>

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

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

4670 Maintenance and Repair Grounds & Structures -

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



5210 Supplies –

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



# SOLID WASTE DIVISION

001-1720-534

## MISSION

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

## SOLID WASTE DIVISION FUNCTION

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

## SOLID WASTE DIVISION ACCOMPLISHMENTS FOR FY 2014

- Increased trash hole fill-in frequency.
- Coordinated the purchase and replacement of old/ damaged garbage bins throughout the City.
- Coordinated and assisted with the Downtown beautification project.

## SOLID WASTE DIVISION OBJECTIVES FOR FY 2015

- Reduce cost of operation and dumping fees with alternative methods and recycling.
- Promote recycling to benefit the environment.

## SOLID WASTE DIVISION ACTIVITY REPORT

ACTIVITY	ACTUAL FY 2011	ACTUAL FY 2012	ACTUAL FY 2013	PROJECTED FY 2014	ESTIMATED FY 2015
Garbage [tons]	3038	3057	3057	3094	3004
Trash [tons]	6014	6240	6250	6940	6939
Excess Trash Pickup	53	96	82	63	62
Filling of Trash Holes	389	465	430	408	390
Pickup of Litter Cans	11692	15670	15700	18460	18460



**PUBLIC WORKS SOLID WASTE DIVISION BUDGET FY 2015**

**001-1720-534**

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2011-2012	ACTUAL 2012-2013	BUDGET 2013-2014	ESTIMATE 2013-2014	CM RECOM 2014-2015
0011720	5341210 SALARIES - REGULAR	377,903	344,252	410,277	410,277	379,687
0011720	5341410 OVERTIME	12,191	4,082	7,000	7,000	7,000
0011720	5342110 F.I.C.A.	29,648	26,589	31,922	31,922	29,582
0011720	5342210 PENSION PLAN CONTRIBUTION	45,732	44,754	36,851	36,851	27,687
0011720	5342220 ICMA	0	462	10,806	10,806	12,006
0011720	5342310 GROUP HEALTH INSURANCE	39,860	51,820	65,516	65,516	70,897
0011720	5342410 WORKER'S COMPENSATION	44,314	41,315	54,321	54,321	50,271
	<b>TOTAL PERSONNEL SERVICES</b>	<b>549,648</b>	<b>513,274</b>	<b>616,693</b>	<b>616,693</b>	<b>577,130</b>
	INTERLOCAL AGREEMENT- RECYCLING					
0011720	5343470	85,588	86,931	91,150	91,150	91,150
0011720	5344070 TRAVEL & CONFERENCE	0	0	200	200	200
0011720	5344080 EMPLOYEE EDUCATION	279	0	300	300	300
0011720	5344340 REFUSE DISPOSAL FEE	628,617	667,262	648,815	648,815	657,730
0011720	5345210 SUPPLIES	2,649	5,928	8,500	8,500	8,500
0011720	5345220 UNIFORMS	3,877	3,697	4,000	4,000	4,000
	<b>TOTAL OPERATING EXPENSES</b>	<b>721,010</b>	<b>763,818</b>	<b>752,965</b>	<b>752,965</b>	<b>761,880</b>
0011720	5347110 DEBT- PRINCIPAL	74,302	55,211	0	0	0
0011720	5347210 DEBT- INTEREST	5,436	1,496	0	0	0
	<b>TOTAL DEBT SERVICE</b>	<b>79,738</b>	<b>56,707</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL SOLID WASTE</b>	<b>1,350,396</b>	<b>1,333,799</b>	<b>1,369,658</b>	<b>1,369,658</b>	<b>1,339,010</b>



## **SOLID WASTE DIVISION BUDGET HIGHLIGHTS**

3470 Interlocal Agreement-Recycling – This line item accounts for the residential recycling costs (\$2.63 per household, per month).

4080 Employee Education – This line item includes Heavy Equipment operator training and OSHA training seminar.

4340 Refuse Disposal Fee – Residential Refuse Disposal fee for Miami-Dade County.



## STREETS & 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 2014

- Public Works Department continued sweeping services previously provided by outside contractor.
- Continued maintenance of sidewalks throughout the city to remove trip hazards and reduce sidewalk repairs.
- Continue with program to maintain downtown South Miami and other areas free from graffiti, pressure cleaning and gum removal.
- Expand downtown pressure cleaning areas to cover Red Road and SW 73<sup>rd</sup> Street and other areas as needed.
- Completed debris removal project throughout the City's canals.
- Implement a downtown Landscape Beautification & Maintenance Improvement Program, after discussions with business owners and City Manager.
- Completed the cleaning of storm water drains and pipes as a result of inspections.
- Completed tree pruning project throughout the City.
- Assist with the installation of holiday tree lighting and decorations in Downtown South Miami and City Hall.
- Performed street cleaning and scheduled to include a larger area of coverage.



## STREETS AND LANDSCAPING DIVISION OBJECTIVES FOR FY 2015

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

## STREET & LANDSCAPING DIVISION ACTIVITY REPORT

ACTIVITY	ACTUAL FY 2011	ACTUAL FY 2012	ACTUAL FY 2013	PROJECTED FY 2014	ESTIMATED FY 2015
Mowing of City Buildings' Sites	75	75	75	75	75
Sweeping of Streets [miles]	2645	2645	2645	2645	2645
Pressure-Cleaning of Sidewalks	53	56	56	55	57
Inspection of Storm Drains	111	465	500	500	500
Cleaning of Drainage Pipes [feet]	0	800	800	1251	2331
Cleaning of Storm Drains	0	25	50	52	40
Citywide Insp. of Street Lights	18	18	18	24	36
Removal of Graffiti	305	328	330	260	273
Trimming of Street Trees	368	405	405	416	412
Inst. & Repair of Street Signs	90	115	100	96	156
Repair of Potholes, Citywide	141	155	135	108	137
Installation & Removal of Banners	115	144	150	130	127



**PUBLIC WORKS STREETS & LANDSCAPING DIVISION BUDGET FY 2015**

**001-1730-541**

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2011-2012	ACTUAL 2012-2013	BUDGET 2013-2014	ESTIMATE 2013-2014	CM RECOM 2014-2015
0011730	5411210 SALARIES - REGULAR	241,693	293,988	211,623	211,623	174,074
0011730	5411310 SALARIES - PART TIME	21,648	8,481	0	0	0
0011730	5411410 OVERTIME	4,825	5,713	0	0	0
0011730	5412110 F.I.C.A.	19,989	22,867	16,189	16,189	13,317
0011730	5412210 PENSION PLAN CONTRIBUTION	30,624	32,408	18,315	18,315	13,014
0011730	5412220 ICMA	1,901	3,872	5,910	5,910	5,336
0011730	5412310 GROUP HEALTH INSURANCE	35,487	49,788	45,861	45,861	42,538
0011730	5412410 WORKER'S COMPENSATION	21,842	21,434	21,861	21,861	17,982
	<b>TOTAL PERSONNEL SERVICES</b>	<b>378,009</b>	<b>438,551</b>	<b>319,759</b>	<b>319,759</b>	<b>266,261</b>
0011730	5413450 CONTRACTUAL SERVICES	34,251	25,200	30,000	30,000	30,000
0011730	5414070 TRAVEL AND CONFERENCE	32	15	300	300	300
0011730	5414080 EMPLOYEE EDUCATION	683	74	700	700	700
0011730	5414120 COMMUNICATION	825	858	1,560	1,560	780
0011730	5414625 LANDSCAPE MAINTENANCE	10,039	4,012	31,000	31,000	43,490
0011730	5414640 MAINT & REP.STREETS & PARKWYS	9,251	10,171	12,800	12,800	12,800
0011730	5414650 ELECTRICITY	102,961	91,771	103,000	103,000	106,000
0011730	5414670 MAINT & REP-GDS & STRUCT	2,451	1,914	2,500	2,500	7,500
0011730	5415210 SUPPLIES	3,367	899	3,400	3,400	3,400
0011730	5415220 UNIFORMS	2,928	2,859	3,600	3,600	3,600
0011730	5415245 TOOLS	300	330	500	500	500
	<b>TOTAL OPERATING EXPENSES</b>	<b>167,088</b>	<b>138,103</b>	<b>189,360</b>	<b>189,360</b>	<b>209,070</b>
0011730	5417110 DEBT- PRINCIPAL	26,602	5,338	0	0	0
0011730	5417210 DEBT- INTEREST	1,301	481	0	0	0
	<b>TOTAL DEBT SERVICE</b>	<b>27,903</b>	<b>5,819</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL STREET MAINTENANCE</b>	<b>573,000</b>	<b>582,473</b>	<b>509,119</b>	<b>509,119</b>	<b>475,331</b>



## STREETS AND LANDSCAPING DIVISION BUDGET HIGHLIGHTS

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

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

Miscellaneous landscaping material purchases and repairs: trees, plants, shrubs, sod and mulch. Tree removal, stump grinding and miscellaneous materials.	\$20,000
Island Replanting	\$12,270
Dual Garbage Containers	\$11,220
<b>TOTAL</b>	<b><u>\$43,490</u></b>

### 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
<b>TOTAL</b>	<b><u>12,800</u></b>

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
<b>TOTAL</b>	<b><u>3,400</u></b>

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



## MOTOR POOL DIVISION

001-1760-519

### MISSION

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

### MOTOR POOL DIVISION FUNCTION

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

### MOTOR POOL DIVISION ACCOMPLISHMENTS FOR FY 2014

- Coordinated auction activities with Central Services to reduce aging fleet.
- Evaluated fleet inventory and performed preventive maintenance to ensure that vehicles are operating at maximum capacity.
- Upgraded the Motor Pool with the purchase of several new tools and equipment. This enabled staff to effectively and efficiently make necessary repairs to vehicles and heavy equipment.



**MOTOR POOL DIVISION OBJECTIVES FOR FY 2015**

- Reduce fuel consumption as well as emission by replacing older vehicles through replacement.
- Research for better fuel distribution system to facilitate accurate control of gasoline and diesel with fleet management.
- Research technologies for vehicles with alternative propulsions, such as electric, natural gas and hybrids.

**EQUIPMENT MAINTENANCE (MOTOR POOL) ACTIVITY REPORT**

<b>ACTIVITY</b>	<b>ACTUAL FY 2011</b>	<b>ACTUAL FY 2012</b>	<b>ACTUAL FY 2013</b>	<b>PROJECTED FY 2014</b>	<b>ESTIMATED FY 2015</b>
Motor Pool Scheduled & Unscheduled Services	320	270	229	1300	1404
Motor Pool Road Call/Emerg. Serv.	70	70	70	156	150
Motor Pool Warranty Service	15	23	19	36	72
Generator Inspections	N/A	N/A	N/A	208	120
Fuel Level Checks	N/A	N/A	N/A	116	156



**PUBLIC WORKS MOTOR POOL DIVISION BUDGET FY 2015**  
**001-1760-519**

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2011-2012	ACTUAL 2012-2013	BUDGET 2013-2014	ESTIMATE 2013-2014	CM RECOM 2014-2015
0011760	5191210 SALARIES - REGULAR	115,227	130,847	125,831	125,831	125,831
0011760	5191410 OVERTIME	885	1,110	3,500	3,500	3,500
0011760	5192110 F.I.C.A.	8,172	9,173	9,894	9,894	9,894
0011760	5192210 PENSION PLAN CONTRIBUTION	17,025	15,089	13,488	13,488	12,458
0011760	5192220 ICMA	150	1,350	2,496	2,496	2,496
0011760	5192310 GROUP HEALTH INSURANCE	14,121	19,172	19,655	19,655	21,269
0011760	5192410 WORKER'S COMPENSATION	4,669	3,446	4,480	4,480	4,480
	<b>TOTAL PERSONNEL SERVICES</b>	<b>160,249</b>	<b>180,187</b>	<b>179,344</b>	<b>179,344</b>	<b>179,928</b>
0011760	5194070 TRAVEL AND CONFERENCE	350	0	350	0	350
0011760	5194120 COMMUNICATION	558	452	780	780	780
0011760	5194515 LIABILITY INSURANCE-AUTO	0	0	32,873	32,873	32,873
0011760	5194620 MAINT & REP-OPERAT EQUIP	400	193	400	400	400
0011760	5194680 MAINT & REP-OUTSIDE SER.	80,343	75,320	64,000	64,000	70,000
0011760	5195220 UNIFORMS	1,632	2,126	5,000	5,000	3,000
0011760	5195230 FUEL & LUB.	114,757	151,529	183,944	183,944	183,944
0011760	5195240 PARTS	37,991	52,963	56,000	56,000	56,000
0011760	5195245 OPERATING TOOL	589	553	600	600	600
0011760	5195250 TIRES	27,000	30,996	27,000	27,000	28,000
0011760	5195260 CHEMICALS/SUPPLIES	6,771	3,664	6,800	6,800	3,800
	<b>TOTAL OPERATING EXPENSES</b>	<b>270,391</b>	<b>317,796</b>	<b>377,747</b>	<b>377,397</b>	<b>379,747</b>
0011760	5197110 DEBT - PRINCIPAL	6,803	0	0	0	0
0011760	5197210 DEBT - INTEREST	266	0	0	0	0
	<b>TOTAL DEBT SERVICE</b>	<b>7,069</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL MOTOR POOL</b>	<b>437,709</b>	<b>497,983</b>	<b>557,091</b>	<b>556,741</b>	<b>559,675</b>



## **MOTOR POOL DIVISION BUDGET HIGHLIGHTS**

4515 Liability Insurance Auto – Insurance for vehicles and large equipment.

4680 Maintenance Repair – Outside Service – This line item includes specialized maintenance and repair of City’s vehicles fleet and equipment by outside vendors.

5230 Fuel & Lubricant - The estimated cost for fuel and lubricants for the City’s vehicle fleet.



# 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; sidewalks; and street lighting; performing stormwater utility activities; 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; 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, 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 2014

- Completed construction of the Murray Park Pool Project, including office and bathrooms.
- Completed construction of two new bus shelters
- Completed Traffic Calming Studies for Pinecrest/Snapper Creek area, Twin Lakes, the North End and Cocoplum Neighborhoods.
- Completed Drainage Improvements along Dorn Avenue
- Compiled information, completed and submitted the National Pollutant Discharge System (NPDES) Municipal Separate Storm Sewer System (MS4) Report to Florida Department of Environmental Protection.
- Constructed the City Hall sewer connection to a sanitary sewer line, abandoning the septic system of the Police Department.
- Provided drainage and swale improvements along SW 61 Avenue



- Continued road resurfacing and sidewalk repairs throughout the City
- Managed the design and construction of the fueling station improvements at City Hall for the Police Department and City Hall.
- Contributed to the South Miami Intermodal Transportation Plan
- Renovated City Hall Chambers
- Oversaw the restoration of the windows at the Sylva Martin Building
- Managed the construction of the SW 73<sup>rd</sup> Street sidewalk widening, which will now provide capacity for outdoor seating.
- Completed construction of new sidewalk along SW 60<sup>th</sup> Street, near South Miami School.
- Assisted Public Works Operations Divisions to obtain 40 year Recertification for Public Works Facilities.

**ENGINEERING AND CONSTRUCTION DIVISION OBJECTIVES FOR FY 2015**

- Continue to implement traffic calming devices throughout the City
- Perform Drainage improvements, per the Stormwater Master Plan
- Implement recommendations from the South Miami Intermodal Transportation Plan
- Continue road resurfacing and reconstruction.
- Continue sidewalk improvements and repairs.
- Continue to construct bus shelters throughout the City.
- Commence design for Citywide sewer upgrades

**ENGINEERING & CONSTRUCTION DIVISION ACTIVITY REPORT**

ACTIVITY	ACTUAL FY 2011	ACTUAL FY 2012	ACTUAL FY 2013	PROJECTED FY 2014	ESTIMATED FY 2015
Mgmt. of Construction Projects	20	20	20	20	29
Permits Issued	55	58	37	50	75
Permits Handled	60	58	45	60	80



**PUBLIC WORKS ENGINEERING & CONSTRUCTION DIVISION BUDGET 2015**  
**001-1790-519**

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2011-2012	ACTUAL 2012-2013	BUDGET 2013-2014	ESTIMATE 2013-2014	CM RECOM 2014-2015
0011790	5191210 SALARIES & WAGES - REGULAR	185,888	131,171	128,726	128,726	133,075
0011790	5192110 F.I.C.A.	14,169	10,315	9,848	9,848	10,180
0011790	5192210 PENSION PLAN CONTRIBUTION	13,396	6,777	6,002	6,002	5,544
0011790	5192220 ICMA	5,336	5,497	6,093	6,093	6,397
0011790	5192310 GROUP HEALTH INSURANCE	9,176	9,581	13,103	13,103	14,179
0011790	5192410 WORKER'S COMPENSATION	593	294	386	386	399
	<b>TOTAL PERSONNEL SERVICES</b>	<b>228,558</b>	<b>163,635</b>	<b>164,158</b>	<b>164,158</b>	<b>169,774</b>
0011790	5193450 CONTRACTUAL SERVICES	23,682	36,928	65,000	65,000	0
0011790	5194070 TRAVEL & CONFERENCE	141	0	1,000	1,000	1,000
0011790	5194080 EMPLOYEE - EDUCATION	0	228	1,500	1,500	0
0011790	5194120 COMMUNICATION	706	553	1,020	1,020	1,020
0011791	5195205 COMPUTER EQUIPMENT	0	0	0	0	5,100
0011790	5195210 SUPPLIES	1,793	0	920	920	2,500
0011790	5195410 MEMBERSHIPS & SUBSCRIPTIONS	75	60	500	500	2,790
	<b>TOTAL OPERATING EXPENSES</b>	<b>26,397</b>	<b>37,769</b>	<b>69,940</b>	<b>69,940</b>	<b>12,410</b>
	<b>TOTAL ENGINEERING &amp; CONSTRUCT</b>	<b>254,955</b>	<b>201,404</b>	<b>234,098</b>	<b>234,098</b>	<b>182,184</b>



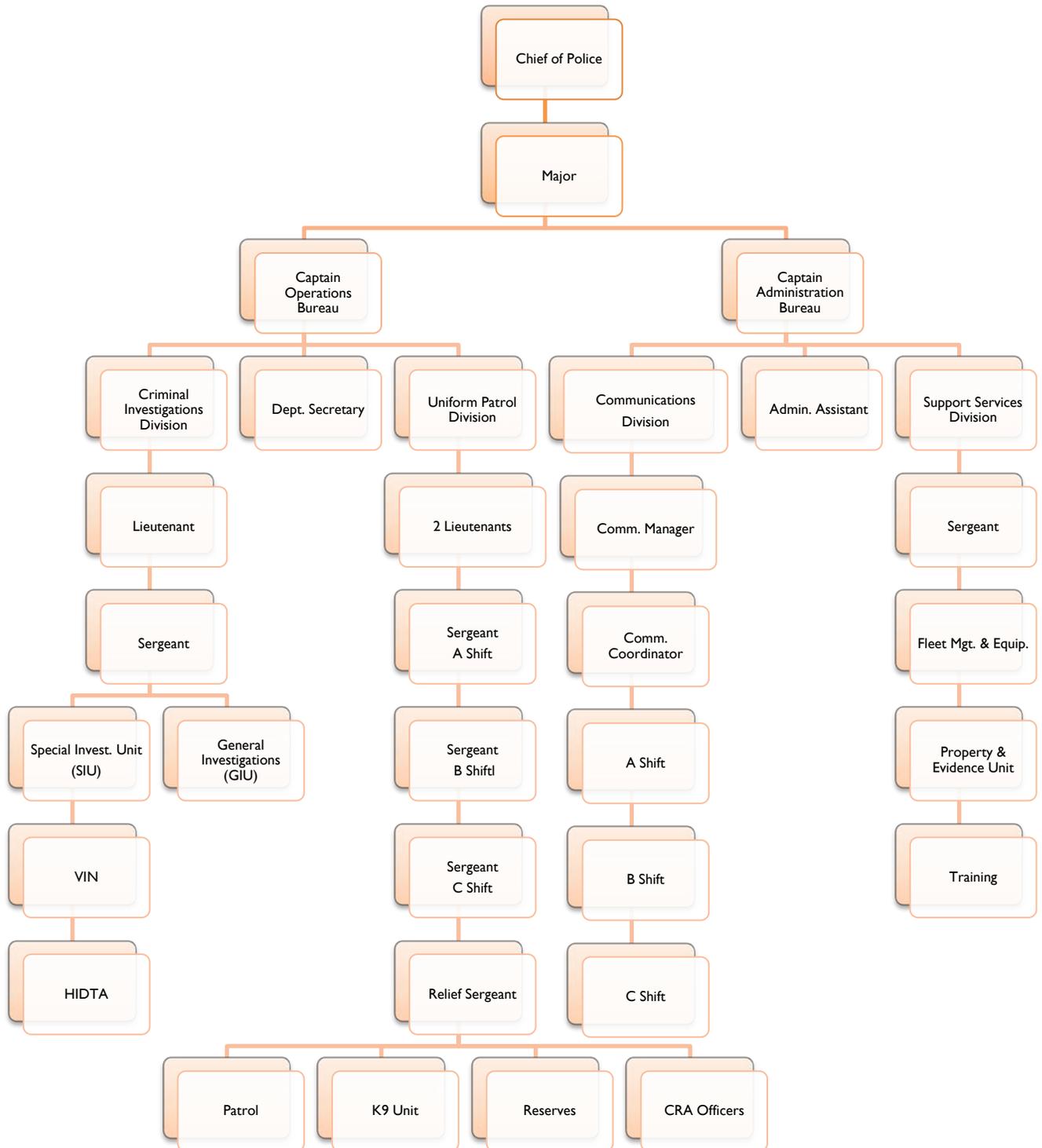
## **ENGINEERING AND CONSTRUCTION DIVISION BUDGET HIGHLIGHTS**

3450 Contractual Services – The expenditures in this line item were reallocated to the Capital Improvements fund. The items include miscellaneous emergency infrastructure repair and improvements such as guardrails, and citywide repairs/ replacements.



## 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 2014

- The patrol vehicle fleet began a transformation with the purchase of new and different police vehicles.
- The Ford “Crown Victoria-Police Interceptor” the favored police model for law enforcement all over the country has been replaced by Ford with the new “Taurus-Police Interceptor.” The Police Interceptor will provide better fuel efficiency and offer a more technologically advanced vehicle for officers to operate.
- Approved the redesigning and the striping of our police vehicles to increase their visibility while making them unique from the designs of other agencies.
- Worked with local leaders, citizens and clergy to reduce incidents of gun violence plaguing South Florida and more specifically South Miami.
- Implemented staff walks in both our business and residential areas which enhanced our community contacts.
- Conducted Active Shooter training at Sunset Place, local schools and businesses.
- Created a Facebook and Twitter initiative to enhance our outreach to the public.
- Instituted a History Wall Project which enhanced our station beautification and honored those past and present officers that have dedicated their services to the South Miami Police Department.
- Successfully completed the CFA State Accreditation inspection process.
- Awarded CFA Accreditation status in February 2014, for the first time in the history of the South Miami Police Department.
- Began developing and selection process for the new Tactical Response Team (TRT). The creation of this team will assist in responding to incidents which require a greater level of a tactical response.

- Coordinated the planning process with the Engineering and Construction Division for improvements to the fuel filling station located at the rear of the station. The improvements will include a roof, vacuum, cleaning station, additional security lighting, air filling station and landscaping added. This project was funded utilizing Federal Forfeiture funds and should be completed by the end of this budget cycle.
- Re-implemented the COMPSTAT program to maintain accountability of personnel management and crime trends.
- Purchased new bicycles to increase the bike patrol unit.
- Created zone integrity for patrol officers which will have units responsible for crime trends and community outreach and contacts within assigned areas.
- Increased staffing within the Criminal Investigations Division to provide faster follow-up and increase case closures.

### **POLICE DEPARTMENT OBJECTIVES FOR FY 2015**

- Continue utilizing technology such as License Plate Readers (LPR) to reduce crime throughout the City.
- Increase police presence in the downtown area by providing a full time walking/bike patrol officer.
- Increase staffing in the Communications area to provide better customer service and support for the community.
- Provide innovative leadership training to staff personnel to increase levels of support and motivation.
- Continue developing our commitment to Community Policing concepts which are adaptable and inclusive of an area as diverse as South Miami.
- Full implementation and equipping of the Tactical Response Team (TRT).



## POLICE DEPARTMENT ACTIVITY REPORT

ACTIVITY	ACTUAL FY 2011	ACTUAL FY 2012	ACTUAL FY 2013	PROJECTED FY 2014	ESTIMATED FY 2015
<b>Administrative:</b>					
Employment Applicants processed	29	8	17	8	8
Internal Investigations Conducted	16	15	15	15	15
Employee Training Hours	3,036	3,723	3,478	3,600	3,723
Vehicles Purchased	6	8	6	6	7
Property & Evidence Handled	451	527	550	538	550
<b>Communications:</b>					
Total Calls for Service	11,609	11,744	10,526	11,135	11,500
<b>Crime Analysis:</b>					
Total Violent Crimes	91	90	89	89	89
Total Non-Violent Crimes	837	841	832	837	830
Total Crime Offenses	928	931	922	926	919
<b>Patrol:</b>					
Total Arrests	574	395	509	452	460
Citations - Moving Violations	12,349	10,581	11,079	10,830	16,230
Non-Moving & Parking	1,103	1,420	783	1,101	1,200
Written Reports	4,592	4,698	4,370	4,553	4,600
Assigned Calls	15,352	15,900	15,740	15,820	15,900
<b>Criminal Invest. Division:</b>					
Total Cases Assigned	390	567	435	383	400
Total Cases Cleared	210	159	141	150	190
Total Arrests	156	37	125	81	95
Crime Scenes Processed	74	62	54	61	65
Total Reports Written	1,361	1,130	1,314	1,222	1,300



**POLICE DEPARTMENT DEBT SERVICE**

9 POLICE CROWN VICTORIA INTERCEPTORS

ORDINANCE 13-10-2038

001-1910-521

\$228,060

PAYMENT FY	PAYMENT DATE	PAYMENT AMOUNT	PRINCIPAL	INTEREST	BALANCE
FY 15	10/07/14	12,379	11,993	386	36,553
	01/07/15	12,379	12,088	291	24,465
	04/07/15	12,379	12,184	195	12,281
	07/07/15	12,379	12,281	98	0
<b>TOTAL</b>		<b>198,060</b>	<b>48,546</b>	<b>969</b>	



6 POLICE CROWN VICTORIA INTERCEPTORS  
 ORDINANCE 12-11-2085  
 001-1910-521  
 \$165,000.00

Payment Number	Payment Date	Payment Amount	Principal	Interest	Principal Balance
31	10/1/2013	2,923.70	2,751.09	172.61	82,258.28
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
<b>TOTAL</b>		<b>52,626.60</b>	<b>51,625.07</b>	<b>1,001.55</b>	



**POLICE BUDGET FY 2015**

**001-1910-521**

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2011-2012	ACTUAL 2012-2013	BUDGET 2013-2014	ESTIMATE 2013-2014	CM RECOM 2014-2015	
0011910	5211210	SALARIES - REGULAR	3,482,317	3,564,183	3,457,843	3,457,843	3,620,979
0011910	5211410	OVERTIME	132,557	162,616	150,000	150,000	150,000
0011910	5211411	OVERTIME-HOLIDAY PAY	0	0	55,000	55,000	62,000
0011910	5211510	SPECIAL PAY-EDU INCEN.	20,390	29,967	26,562	26,562	28,279
0011910	5211530	HAZARD PAY	57,940	62,590	61,335	61,335	65,250
0011910	5212110	F.I.C.A.	272,768	306,943	286,932	286,932	299,842
0011910	5212210	PENSION CITY CONTRIBUTION	597,307	526,355	557,173	557,173	612,693
0011910	5212220	DEFERRED COMP. CONTRIB	24,565	15,291	36,170	36,170	10,195
0011910	5212310	GROUP HEALTH INSURANCE	265,334	329,143	366,912	366,912	418,310
0011910	5212410	WORKER'S COMPENSATION	97,852	110,867	144,940	144,940	152,599
<b>TOTAL PERSONNEL SERVICES</b>		<b>4,951,030</b>	<b>5,107,955</b>	<b>5,142,867</b>	<b>5,142,867</b>	<b>5,420,147</b>	
0011910	5213116	ANNUAL PHYSICALS	11,265	5,273	14,750	14,750	15,045
0011910	5213450	CONTRACTUAL SERVICES	61,728	92,765	73,830	73,830	69,880
0011910	5213452	RED LIGHT CAMERAS	0	0	0	0	512,400
0011910	5213456	CONTRACT SCHOOL CROSSING	65,225	60,600	70,000	70,000	80,500
0011910	5213459	CONTRACT SERVICES-PARKING	234,920	239,626	0	0	0
0011910	5213490	CRIME PREVENTION PROGRAMS	917	462	5,500	5,500	7,500
0011910	5214070	TRAVEL & CONFERENCE	8,328	7,428	10,740	10,740	10,160
0011910	5214080	TRAINING & EDUCATION	6,478	763	8,500	8,500	11,000
0011910	5214110	POSTAGE	1,417	1,053	1,800	1,800	1,800
0011910	5214120	COMMUNICATION	14,564	31,297	49,560	49,560	49,560
0011910	5214425	LEASE PURCHASE PD 800 MHZ	1,225	0	0	0	0
0011910	5214450	LEASE POLICE VEHICLE	11,400	12,350	11,400	11,400	11,400
0011910	5214515	LIABILITY INSURANCE-AUTO	0	0	34,650	34,650	34,650
0011910	5214591	POLICE ACC. DTH & DIS. INSUR	0	0	2,000	2,000	2,000
0011910	5214620	MAINT & REPAIR EQUIPMENT	18,326	7,699	18,600	10,000	21,800
0011910	5214630	MAINT & REPAIR COMM EQMT	54,573	18,764	22,460	17,460	38,940
0011910	5214632	INTERNET SERVICE	0	0	3,200	3,200	3,200
0011910	5214710	PRINTING- INFRASTRUCTURE	8,894	6,475	11,000	11,000	11,000
0011910	5214960	SPECIAL INVESTIGATIONS	5,000	50	8,000	3,000	8,000
0011910	5214970	EMPLOYEE TESTING	4,896	5,184	29,520	24,520	29,520
0011910	5215205	COMPUTER EQUIPMENT	21,696	19,695	15,928	15,928	27,727
0011910	5215210	SUPPLIES	74,151	122,538	113,533	113,533	135,184



ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2011-2012	ACTUAL 2012-2013	BUDGET 2013-2014	ESTIMATE 2013-2014	CM RECOM 2014-2015
0011910	5215212 SUPPLIES-PARKING	28,242	42,587	0	0	0
0011910	5215220 UNIFORMS	62,640	43,669	74,500	74,500	79,500
0011910	5215230 FUEL	217,121	184,348	217,120	217,120	217,120
0011910	5215410 MEMBERSHIPS & SUBSCRIP	6,675	17,739	8,770	8,770	9,690
0011910	5215940 PRISONER DETENTION	0	94	100	100	100
	<b>TOTAL OPERATING EXPENSES</b>	<b>919,681</b>	<b>920,459</b>	<b>805,461</b>	<b>781,861</b>	<b>1,387,676</b>
0011910	5217110 DEBT SERVICE- PRINCIPAL	176,326	180,448	80,417	80,417	82,753
0011910	5217210 DEBT SERVICE- INTEREST	16,795	12,673	4,182	4,182	1,970
	<b>TOTAL DEBT SERVICE</b>	<b>193,121</b>	<b>193,121</b>	<b>84,599</b>	<b>84,599</b>	<b>84,723</b>
0011910	5219920 CONTINGENCY	0	0	0	0	5,000
	<b>OTHER FUNDING SOURCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,000</b>
	<b>TOTAL POLICE DEPARTMENT</b>	<b>6,063,832</b>	<b>6,221,535</b>	<b>6,032,927</b>	<b>6,009,327</b>	<b>6,897,546</b>



**POLICE DEPARTMENT BUDGET HIGHLIGHTS**

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

3450 Contractual Services –Below is the itemized list of all expenditures related to Police Contractual Services:

Car Wash @\$9.00 for special events & pool cars	600
Decontamination Services	1,500
K-9 Medical & Veterinary care (1 dog @ \$2,000)	2,000
Vehicle Calibration	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 7 @ \$300	2,100
Dade SAO Prosecutions	1,500
Dade Chiefs Stand-by Program	3,000
Range fees	1,200
Fire Extinguisher recharge	800
Subpoena requests for cell phone records	1,500
Power DMS Software Support	1,800
KeyTrak Maint. & Support (one year)	950
Boarding for 1 K-9s; 3X per year	1,000
SunGard Software Support/Reso. #135-11-13449	35,000
USA Software Licenses	2,500
<b>TOTAL</b>	<b>69,880</b>



3490 Crime Prevention Programs

Explorer Post State Competition	3,500
Meet the Police Day/National Night Out	4,000
<b>TOTAL</b>	<u>7,500</u>

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

Fla. Police Chiefs Conf. (Summer & Winter) Chief/Major/Capt	5,000
IACP Conference in Orlando [Oct. 25-28, 2014] (Conf. Fee, Hotel, & Gas reimbursement)	3,000
IACP Per Diem	350
Accreditation Quarterly Meetings (2@\$905 each)	1,810
<b>TOTAL</b>	<u>10,160</u>

4120 Communication – The Police have relocated the air cards 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	4,800
Repair & Replace graphics on police vehicles	2,000
Taser Repairs	2,000
DUI/DRE Maintenance (Intoxilizer 8000)	500
Firearms Repair & Parts	500
<b>TOTAL</b>	<u>21,800</u>



4630 Maintenance and Repair Communication Equipment –

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 Radio Equipment	5,000
MDC ITD Circuit Charges	1,200
Miami-Dade Radio Outstanding Bill	20,000
<b>TOTAL</b>	<u>38,940</u>

4970 Employee Testing –

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

5205 Computer Equipment –

3 Desktops (Communications/ID Unit) @ \$1,085.49 each	3,256
HP Color Laserjet CP4025dn (for printing digital Letterhead (2@\$1300)	2,600
2 Tablets and Licenses for motors to utilize OSSI software in the field	11,059
Powervault I24T Autoloader (device required to backup PD network)	4,446
PD Outside Wireless Project (wireless service outside bldg for updating)	3,515
Cisco ASA5510 Police Dept Failover	2,850
<b>TOTAL</b>	<u>27,727</u>



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

Office Supplies	12,000
Dog Food & K-9 Supplies	2,000
Printer Cartridges (Fax & Printers)	8,500
Plaques for Awards	3,000
Bike Patrol Equip.	2,500
Supplies- Special Events (Promotions, meetings)	2,000
DUI Check Point Equip	500
Motors Helmet Kit for Radio (2*\$1600)	4,551
ID Maker/Idville Zenith System	2,900
Power Batteries/Hurricanes	400
Hurricane Supplies	2,500
Crime Scene Supplies	2,000
Furniture (Conference Room, Roll Call, Desks)	10,000
Decontamination Supplies	500
Property Room Supplies	1,000
Storage Boxes	350
Disposable Blankets	250
Narcotics Field Test Kits	500
Nikon Digital Camera	800
Nikon Camera Batteries (10@\$50)	500
Thumb Print Pads	548
Ammunition (2,000 rds. each of .223 & .40 caliber)	2,000
Taser Supplies(50) Cartridges & (30 )Batteries	2,500
Range Supplies (Backers, Targets etc.)	1,000
Equipment for 7 Cars (\$8,000 per car)	56,000
Graphics for (7) new cars (\$400 per car)	2,800
Emergency equip. Installation for 7 cars (\$800 per car)	5,600
Memory Cards 16GB SD (6@\$11)	66
Camera memory cards (6 @ \$40)	240
D/L Swipe (20@\$125)	2,500
USB Hubs (10 @ \$50)	500
LTO4 Tapes (35 tapes = one case for backups)	2,100
Yosemite software (software required for backups)	1,500
Thumb Drives (30 @ \$26)	780
Ultra SCSI Card (req. for connection to backup drive)	299
<b>TOTAL</b>	<b>135,184</b>



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	50,000
Clothing Allowance for Staff and CID	11,900
Clothing Allowance for Uniform Patrol & Comm. Personnel	<u>17,600</u>
<b>TOTAL</b>	<u><u>79,500</u></u>

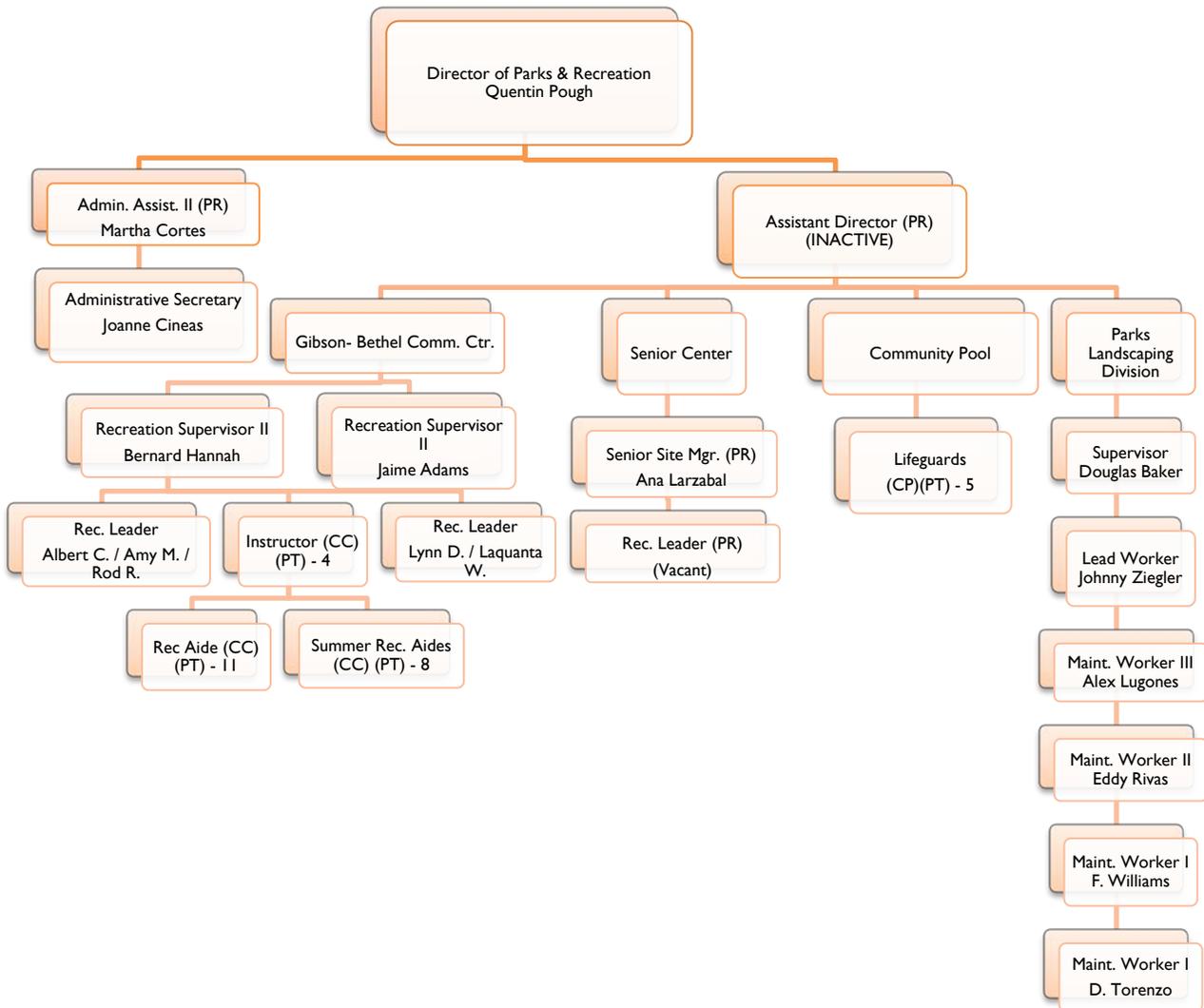
7110 Debt Principal – Debt incurred throughout financing requires repayment. Each repayment is required to be classified as principal or interest. This account was created and funded to meet the principal payment requirement of the responsible department/division.

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



## PARKS AND RECREATION DEPARTMENT

# PARKS & RECREATION ORGANIZATIONAL CHART





# PARKS AND RECREATION DEPARTMENT

001-2000-572

## MISSION

Our mission is to provide a comprehensive and exceptional recreation and parks experience for our community and future generations.

## 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 2014

- In an effort to enhance recruitment of professional staff, interviews were conducted to fill the position of Recreation Supervisor II (Aquatics/Athletics).
- Installed new recreation business management software, RecPro.
- Solicited more vendors which increased participation at park sites.
- Increased productivity 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.
- Assistant Director of Parks and Recreation attended Year I NRPA Directors School in Wheeling, WV.
- Developed and advertised an RFP for Professional Services for a long-range strategic Master Plan for the Department of Parks and Recreation.

## **PARKS AND RECREATION DEPARTMENT OBJECTIVES FOR FY 2015**

- Establish a theme for each park to create a distinct identity, aesthetic value, and unique function with a purpose of generating park interest and use.
- Provide direction for policy development and decision-making to support the parks and recreation system to Year 2020, and beyond, and engage in the development of a long-range master plan for the Parks and Recreation Department.
- Provide continuous improvements to all City Parks.
- Research funding opportunities to provide snacks for children in our afterschool 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.
- Ensure that the Computer Lab is properly used by the seniors and the children in the community, that the Lab is well-staffed and remains open six days a week.



**PARKS AND RECREATION DEPARTMENT ACTIVITY REPORT**

<b>ACTIVITY</b>	<b>ACTUAL FY 2011</b>	<b>ACTUAL FY 2012</b>	<b>ACTUAL FY 2013</b>	<b>PROJECTED FY 2014</b>	<b>ESTIMATED FY 2015</b>
Day Camp Participants	88	90	150	150	100
Spring Camp Participants	22	30	50	50	55
Winter Camp Participants	34	30	30	30	30
Summer Camp Participants	157	150	150	150	130
After School House Participants	114	65	120	120	120
Football Players	36	40	120	120	160
Cheerleaders	20	20	60	60	80
Track	33	45	45	45	45
Soccer Players	0	0	0	0	0
Basketball Players	54	55	55	55	55
Baseball Players	0	0	0	0	0
Flag Football Players	10	15	0	0	0
T-Ball Players	19	40	0	0	0
Fitness Center Members	180	180	140	140	140
Fuchs Pavilion Rental	50	45	45	45	35
Dante Fascell Park Rental	100	120	120	120	125
Senior Hot Meals Served	11460	12000	13000	13000	15360
Senior Home Delivery Meals	6006	7000	7000	7000	11284
Senior Box Lunch Meals	3402	3402	3402	3402	1200



**PARKS AND RECREATION BUDGET FY 2015**  
**001-2000-572**

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2011-2012	ACTUAL 2012-2013	BUDGET 2013-2014	ESTIMATE 2013-2014	CM RECOM 2014-2015
0012000	5721210 SALARIES - REGULAR	266,136	271,499	298,088	298,088	301,876
0012000	5721310 SALARIES - PART TIME	966	3,937	15,034	15,034	0
0012000	5722110 F.I.C.A.	18,950	21,262	23,954	23,954	23,093
0012000	5722210 PENSION PLAN CONTRIBUTION	35,483	28,900	25,948	25,948	13,680
0012000	5722220 ICMA	1,280	2,152	8,253	8,253	13,931
0012000	5722310 GROUP HEALTH INSURANCE	28,278	33,243	39,310	39,310	42,538
0012000	5722410 WORKER'S COMPENSATION	12,331	9,898	12,807	12,807	12,347
	<b>TOTAL PERSONNEL SERVICES</b>	<b>363,424</b>	<b>370,891</b>	<b>423,394</b>	<b>423,394</b>	<b>407,465</b>
0012000	5723450 CONTRACTUAL SERVICES	2,899	1,000	2,235	2,235	39,475
0012000	5724070 TRAVEL & CONFERENCE	218	32	298	298	1,092
0012000	5724080 EMPLOYEE EDUCATION	630	60	1,525	1,025	3,765
0012000	5724110 POSTAGE	86	56	100	100	100
0012000	5724120 COMMUNICATION	2,122	3,500	3,060	3,060	6,120
0012000	5724350 ELECTRICITY-CITY PARKS	877	583	4,800	4,800	1,500
0012000	5724515 LIABILITY INSURANCE- AUTO	0	0	4,870	4,870	4,870
0012000	5724632 INTERNET SERVICE	0	125	1,620	1,620	720
0012000	5724634 MAINTENANCE-INTERNET SERV	0	0	188	188	0
0012000	5724670 MAINT & REP-PARK FACILITIES	3,702	1,798	2,800	2,800	2,800
0012000	5724690 MAINT & REP-TENNIS	864	0	2,360	2,360	2,000
0012000	5724710 COPY MACHINE	4,350	2,545	5,003	5,003	5,003
0012000	5724820 SPECIAL EVENTS	13,676	4,318	16,500	16,500	20,000
0012000	5725205 COMPUTER EQUIPMENT	0	8,706	9,315	9,315	9,315
0012000	5725210 SUPPLIES	7,215	3,095	3,597	3,597	9,933
0012000	5725220 UNIFORMS	1,058	828	3,155	3,155	600
0012000	5725230 FUEL	15,117	12,244	15,120	15,120	15,120
0012000	5725410 MEMBERSHIP & SUBSCRIPTION	1,902	1,763	2,460	2,460	2,034
0012000	5725630 FOOTBALL	38,636	21,417	19,085	19,085	31,961
0012000	5725631 CHEERLEADERS	9,279	5,847	6,626	6,626	8,410
0012000	5725635 DANCE/MODELING	1,755	0	3,825	0	0
0012000	5725650 SOCCER PROGRAM	0	468	1,000	700	1,000
0012000	5725670 SPECIAL RECREATION PROGRAMS	6,813	7,543	5,607	5,607	5,698
0012000	5725680 SENIOR CITIZENS PROGRAMS	13,660	13,101	17,746	17,746	23,456
	<b>TOTAL OPERATING EXPENSES</b>	<b>124,859</b>	<b>89,029</b>	<b>132,894</b>	<b>128,269</b>	<b>194,972</b>
0012000	5729920 CONTINGENCY	0	0	0	0	5,000
	<b>OTHER FUNDING SOURCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,000</b>
	<b>TOTAL RECREATION</b>	<b>488,283</b>	<b>459,920</b>	<b>556,288</b>	<b>551,663</b>	<b>607,437</b>



## PARKS AND RECREATION DEPARTMENT BUDGET HIGHLIGHTS

### 3450 Contractual Services –

Annual Parks Software Support.	2,000
United Site Service- Portable toilets for special events for 5 mo. \$220 mo.	1,101
Toro Pest Management- Fumigation for concession stand at Palmer Park \$30 mo. for 12 mo.	360
Miami-Dade County- Fire Inspection for the Community Center.	174
Miami-Dade County Sprinklers Building Inspection.	340
	3,975

**Special Classes / Instructors** **\$5,000**

### The ADMIT Music Intervention Experience

The Alternative Directions Music Industry Training (ADMIT) Program, Inc., will provide specialized educational, arts enrichment and service learning experience in the application of positive songwriting and recording techniques in the creation of positive songs by youth for distribution throughout their community. The scope will include music industry training, positive songwriting, music track production and recording sessions for three (3) groups of youth. During the sessions participants will learn about music production strategies and techniques, with hands-on participation in creating the music tracks for the selected theme songs, writing positive lyrics, vocal recording of different parts of song (such as verses, choruses, intros), optional attendance at offsite song mixing and mastering sessions, and duplication of 100 CDs with labels containing group photos. Final release and closing ceremony will be conducted where CD products for all groups will be presented and participants may perform, sign and distribute their music in CD release party event. Fees for services include set-up and breakdown of recording, stage and sound equipment, and 100 copies of final CDs. The City of South Miami will own copyrights to recordings.

**Program Costs: \$2,500 (instructor & equipment included)**

### Dance & Tumbling Classes (age 5-12)

In preparation for cheerleading season, this class provides an opportunity for students to work on pieces of artistic merit and tumbling routines under the direction of professional instructor.

**Program Costs: \$2,500 (instructor & equipment included)**

**Martial Arts** **\$17,000**

Martial Arts have been one of the best tools for teaching children of all ages to become more confident, disciplined and focused – for over 2,000 years! Kids who learn Karate, Kung-Fu or Tae Kwon Do typically get better grades, have a higher self-esteem and have learned how to defend themselves – mentally and physically against a neighborhood or school bully.

The city will provide up to 18 scholarships for City of South Miami residents.

Program fee:	\$75 per participant/month (\$900 annually)
Number of Anticipated Scholarships:	18
Scholarship Amt:	\$16,200
The contractor will pay the City \$1,000 per month for permit:	

**Estimated City Revenue: \$12,000 annually**

**Computer Classes (Adults)** **\$2,500**

*Intro to Computers, Email and Internet:* This class is designed for those who want to learn computer basics, such as using a mouse, icons, start-up menus and much more. Learn how to connect to and explore the World Wide Web (Internet), and how to find information anywhere in the world from the comfort of your seat.

*Microsoft Office* training course is a hands-on, project-oriented class for beginners. Students will learn how to create impressive, professional-looking documents, slides, and spreadsheets using Microsoft Word, Microsoft PowerPoint, and Microsoft Excel.

Program fee:	\$50 per participant / session
Participants:	70
Overall Program Revenue	\$3,500
Contractor (70%):	\$2,450
<b>City Revenue Net of Expenses (30%):</b>	<b>\$1,050</b>

**Fitness and Wellness** **\$7,500**

**Water Aerobics** not only keeps the all important heart and lungs in tip-top condition, but it also strengthens and tones your body. The water resistance means that you'll use far more energy than dancing around a studio, but with less strain on your muscles and joints. Exercising in water is therefore an ideal way to rehabilitate injuries, as well as being a safe workout for anyone with a dodgy back or knees. This class is for adults and seniors, all fitness levels.

**Water Aerobics** (72 classes – 6 months)

**Zumba** Fitness is a global lifestyle brand that fuses fitness, entertainment and culture into an exhilarating dance-fitness sensation! This class blends upbeat world rhythms with easy-to-follow choreography, for a total-body workout that feels like a celebration. This class is mainly for



adults, and those older adults who can keep up!

**Zumba (48 classes – 6 months)**

Contractor fee:	\$62 per class or \$7,440.00
Program fee	\$30/month (unlimited pass)
Participants	30
<b>Revenue</b>	<b>\$5,400</b>

**Miami Basketball Youth League \$3,500**

The City will sponsor five (5) teams in Miami Basketball Youth League.

7 & under team	\$700
9 & under team	\$700
11 & under team (2)	\$1,400
13 & under team	\$700

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.

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

5205 Computer Equipment –

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

5210 Supplies –

Galloway- Office supplies for the Center.	3,000
Galloway- 7 Two Way radios at \$225.29 each.	1,577
Mitylite- 15 Tables at \$165.29 each and 60 Folding Chairs at \$47.94.	5,355
<b>TOTAL</b>	<b>9,933</b>



5410 Memberships & Subscriptions –

Florida Recreation Parks & Association Membership.	350
National Recreation & Park Association (NRPA)	160
Direct T.V.	1,224
Bollinger Insurance	300
<b>TOTAL</b>	<u>2,034</u>



### 5630 Football

Football League dues	900
Football & Cheerleading Banquet 300 participants.	999
Homecoming and banquet (Bounce house, tents, etc.)	1,000
Trophies for players, parents, commissioners & coaches.	1,230
Football scale yearly calibrated and certified.	250
Fingerprinting & background check for 30 football volunteers at \$20 each.	600
Riddell Football practice uniforms (short sets) at \$10.44 each.	1,600
Riddell 5 piece pads sets at \$17 each.	2,550
Riddell Shoulder pads at \$27 for 55 participants.	1,485
Referees' fees 5 home games at \$900/each.	4,500
Del Aguila Bus Service- transportation to and from football games.	4,500
Riddell- Helmets at \$63 each.	2,520
Riddell- Game uniforms.	9,000
Riddell- Coach's Uniforms	827
<b>TOTAL</b>	31,961

### 5631 Cheerleading

Cheerleading League dues & Insurance	900
Cheerleading uniforms.	4,174
Fingerprinting & Background check for 25 cheerleading volunteers at \$20 each.	500
68 cheerleading trophies at approximately \$4.25 each and 12 coach trophies at \$4.95 each.	348
Women Polo 14 coaches at \$111.02 each.	2,486
<b>TOTAL</b>	8,410



5670 Special Recreation Program

Trophy World- (Track) 40 track trophies for \$4.50 each =\$170.00 and (T-Ball) 80 T-Ball trophy for \$4.25 each = \$340.00	510
Ayers Distribution- Easter Egg hunt at the Community Center. Easter eggs.	544
P'rty Planet Easter egg hunt event at the Community Center	400
Miscellaneous Track Equipment.	1,500
Riddell- Track & Field Jersey with matching shorts uniforms.	993
Del Aguila- Miscellaneous Field trips for the children.	1,750
Referees for Sports Events.	0.00
<b>TOTAL</b>	5,698

5680 Senior Citizen Program

Dynamic (Massage) Provides information and complimentary massages \$120.00 monthly for 12 months	1,440
Atlantic Broadband Cable Service at Senior Center Average \$52.32 monthly for 12 months	627
Toro Pest Management Exterminator Maintenance for senior building \$30.00 monthly for 12 months.	360
Xcess Audio- DJ Services for events at Senior Center: Valentine's Day, Easter, Mothers day, Fathers Day, Halloween, Black History month, Christmas \$210.00 each for 7 events.	1,470
Verizon- Monthly air cards at Senior Center averaging \$40.05 monthly for 12 months	480
Miscellaneous Purchases - Purchase supplies for all 7 events averaging \$400.00 for each = \$2,800.00 -Monthly birthday parties for seniors \$50.00 each month for 12 months - \$600.00 -Theatre for 20 seniors monthly at \$8.00 for 12 months =\$1,920.00 -Coffee and Cream for Center approximately \$40.00 monthly for 12 months = \$480.00	5,800
Cosgrove Cleaning Supplies \$65*12 months= \$780.00	780
Fields Trips: 6 plays at \$30.00 each for 20 seniors \$600.00 for 6 plays. Trip to Orlando (Epcot/ Animal Kingdom) at \$3,000.00.	6,600
Internal Arts Inc- Tai Chi exercise instruction for seniors.	5,760
Miami Dade County Life Safety Permit	138
<b>TOTAL</b>	23,456



# GIBSON-BETHEL COMMUNITY CENTER

001-2020-572

## MISSION

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

## GIBSON-BETHEL COMMUNITY CENTER FUNCTION

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

## GIBSON-BETHEL COMMUNITY CENTER ACCOMPLISHMENTS FOR FY 2014

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



## GIBSON-BETHEL COMMUNITY CENTER OBJECTIVES FOR FY 2015

- Improve existing Community Center by diversifying the range of activity opportunities as a means to attract a greater number of park users, including persons of all ages, abilities, and interest.
- Replace antiquated fitness equipment.
- Create new programs for children who would consist of Karate, Ballet, Gymnastics, Volleyball, etc.
- Sponsorship and donation for programming, special events and enhancement of parks.
- Continue to support the green initiatives through commitment, to environmental education and conversation.
- Provide higher educational basis for the Afterschool House program and the Summer Camp program.

## GIBSON-BETHEL COMMUNITY CENTER ACTIVITY REPORT

ACTIVITY	ACTUAL FY 2011	ACTUAL FY 2012	ACTUAL FY 2013	PROJECTED FY 2014	ESTIMATED FY 2015
Day Camp Participants	140	88	150	150	100
Spring Camp Participants	38	22	50	50	40
Winter Camp Participants	31	34	30	30	30
Summer Camp Participants	60	157	150	150	130
After School House Participants	116	114	120	120	120
Track & Field Participants	15	33	45	45	40
Basketball Players	60	54	55	55	55
T-Ball Participants	60	19	0	0	0
Fitness Center Members	153	180	140	140	140



**GIBSON-BETHEL COMMUNITY CENTER FY 2015**

**001-2020-572**

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2011-2012	ACTUAL 2012-2013	BUDGET 2013-2014	ESTIMATE 2013-2014	CM RECOM 2014-2015
0012020	5721210 SALARIES - REGULAR	127,138	146,106	136,062	136,062	176,152
0012020	5721310 SALARIES - PART TIME	245,146	283,454	353,982	353,982	286,436
0012020	5721410 SALARIES - OVERTIME	0	209	0	0	0
0012020	5722110 F.I.C.A.	30,027	34,335	37,488	37,488	35,388
0012020	5722210 PENSION PLAN CONTRIBUTION	16,167	17,541	15,685	15,685	10,878
0012020	5722220 ICMA	550	842	1,900	1,900	6,606
0012020	5722310 GROUP HEALTH INSURANCE	19,517	28,518	26,206	26,206	35,449
0012020	5722410 WORKER'S COMPENSATION	9,855	15,095	20,043	20,043	18,920
	<b>TOTAL PERSONNEL SERVICES</b>	<b>448,400</b>	<b>526,100</b>	<b>591,366</b>	<b>591,366</b>	<b>569,829</b>
0012020	5724125 TELEPHONE SERVICE	0	0	5,500	0	0
0012020	5724310 UTILITIES-ELECTRICITY	56,488	54,993	61,300	61,300	61,300
0012020	5724320 UTILITIES-WATER	8,000	8,698	14,000	14,000	2,000
0012020	5724670 MAINT & REP-GRDS & STRCTR	8,739	9,367	10,340	10,340	10,016
0012020	5724710 COPY MACHINE	1,337	747	1,668	1,668	1,668
0012020	5725210 SUPPLIES	7,942	1,026	1,050	1,050	24,092
0012020	5725550 SCHOOL PROGRAM	4,714	4,672	4,200	4,200	4,200
0012020	5725640 BASKETBALL	3,728	4,637	5,940	5,940	4,841
0012020	5725660 SUMMER CAMP	4,452	6,120	7,950	7,950	8,228
0012020	5725670 SPECIAL REC PROGRAMS	2,122	2,596	2,000	2,000	1,850
	<b>TOTAL OPERATING EXPENSES</b>	<b>97,522</b>	<b>92,856</b>	<b>113,948</b>	<b>108,448</b>	<b>118,195</b>
	<b>TOTAL COMMUNITY CENTER</b>	<b>545,922</b>	<b>618,956</b>	<b>705,314</b>	<b>699,814</b>	<b>688,024</b>



**GIBSON-BETHEL COMMUNITY CENTER BUDGET HIGHLIGHTS**

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

4670 Maintenance & Repair – Grounds & Structures

Toro Exterminator Community Center Extermination \$58.00 monthly for 12 months. The amount of \$696 is to cover the fumigation for the Community Center.	696
ALSCO Floor Mats maintenance in the Community Center twice a month \$41.54 every other week for 26 services a year. To cover the expense for floor mats maintenance at the Community Center.	1,300
Alfi Electronics Burglary Monitoring Service at Community Center \$40.00 a month totaling \$480.00 for the year. Maintenance agreement for system \$175.00 a month totaling \$2,100.00 for the year. For the monitoring of burglary alarm and for the monitoring and maintaining of all video cameras around the Center.	2,580
Muscle & Wrench Preventive maintenance for fitness equipment \$310.00 quarterly for the year.	1,240
Muscle & Wrench Equipment repair. Emergency repairs for all machinery in the fitness room.	2,200
Miscellaneous repairs for our equipments.	1,000
Miscellaneous cleaning supplies for the Community center.	1,000
<b>TOTAL</b>	<b>10,016</b>



5210 Supplies

Galloway- 3 office chairs at \$167.00 each, 2 office desks at \$136.99 each, 2 lateral storage drawers at \$299.00 each, 4 storage file pedestal at \$164.00 each.	2,029
Alfi Electronics- Installation of 5 additional cameras throughout the Community Center. Total price includes labor, material and programming.	2,375
Muscle & Wrench Fitness Equipment- 3 Commercial Olympic Weight Bars at \$269.00 each with a \$65.00 delivery fee.	872
Muscle & Wrench Fitness Equipment- Various small and medium sized pads.	570
Office Supplies	450
Fitness Equipment	17,796
<b>TOTAL</b>	<u><u>24,092</u></u>

5550 School Programs

School supplies, books, learning materials	800
After School House supplies	1,200
Misc. supplies for events for the House	800
Misc. supplies for After School	800
Misc. supplies for all after school	600
<b>TOTAL</b>	<u><u>4,200</u></u>

5640 Basketball

Riddell- Basketball Uniforms 12 Jersey's at \$17.21 each and 12 shorts at \$17.52 each.	561
Trophy World- 50 Basketball trophies at \$4.25 each and 10 Coach trophies at \$6.75 each.	280
Basketball registration fees.	4,000
<b>TOTAL</b>	<u><u>4,841</u></u>



5660 – Summer Camp

Del Aguila Transport. for 15 field trips at \$200.00 each	3,000
Books for the education component under summer camp program.	500
T-shirts Plus 310 Summer Camp shirts at \$3.80 each.	1,178
Petty Cash Request \$45.00 for 4 chaperones for each field trip (10 field trips).	450
P'rty Planet End of summer camp fun day at \$336.30 and \$263.70 for any additional fun day purchases.	600
The ADMIT Program, Inc. Four (4) hours interactive music production and recording sessions for three (3) groups of 8 to 15 youths.	2,500
<b>TOTAL</b>	<b>8,228</b>

5670 Special Recreation Programs

Publix Purchase of turkeys for the Turkey Shoot Event.	300
Oriental Trading Miscellaneous supplies ordered for different events held at the Community Center such as Holiday, Spring and Summer events.	700
Miscellaneous Decorations Elves Parade supplies. Petty Cash needed for the decoration of Elves Parade supplies for the Float.	700
South Florida Age Group Track & Field Membership dues.	150
<b>TOTAL</b>	<b>1,850</b>



## PARKS LANDSCAPING DIVISION

001-1750-519

### MISSION

The Parks Maintenance Division is committed in providing City residents with clean facilities, maintenance 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 2014

- Improved productivity and reduced cost of outside contract labor.
- Completed grant project for Marshall Williamson Park Improvement.
- Worked in partnership with the County to develop and open Pacencia Park.
- Repaired athletic field lights at Palmer Park, Murray Park, and Marshall Williamson Park.
- Completed multiple projects such as installed new playground borders at parks, installed new VCT tile at the community center, re-painted pavilions, playgrounds, and gazebos, and more.
- Resurfaced two (2) outdoor basketball courts at Murray Park.
- Upgraded restroom facilities at Palmer Park and Dante Fascell.



**PARKS LANDSCAPING DIVISION OBJECTIVES FOR FY 2015**

- Organize an adopt-a-park program to solicit the participation of neighborhoods, school, local clubs, and civic groups to maintain and police parks, with resources and support from the City.
- Establish a routine inspection program to regularly identify and schedule repairs, on-going maintenance and cleaning, and other necessary improvements.
- Refurbish the existing park areas, facilities, and equipment to include cosmetic enhancements such as painting and re-establishing lawn areas as well as functional improvements of worn equipment and surfaces.
- Acquire park maintenance software to track necessary repairs and improvements.
- Replace or construct new park signs that are uniform in appearance (e.g. include City logo) with landscaping around their bases
- Continue to improve productivity and reduce cost of outside contract labor.
- Review the inventory and assessment of park equipment and recreation facilities to determine improvement and maintenance requirements.

**PARKS LANDSCAPING DIVISION ACTIVITY REPORT**

ACTIVITY	ACTUAL FY 2011	ACTUAL FY 2012	ACTUAL FY 2013	PROJECTED FY 2014	ESTIMATED FY 2015
Cleaning of Parks' Bathrooms	1890	1890	1900	1900	1980
Pickup of Litter in City Parks	1680	1680	1750	1750	1750
Mowing of 11 City Parks	262	262	275	275	300
Trimming of trees in Parks	400	400	425	425	500
Fertilize & Apply Pesticides in Parks	24	24	24	24	24
Pressure Clean Pavilions & Walkways	312	384	400	400	425
Pressure Clean of Parks' Playground	162	185	200	200	200
Inspection of Playgrounds	96	96	100	100	100
Repair of Playgrounds	11	11	11	11	30
Preparation of Athletic Fields	1710	1800	1850	1850	2400



**PARKS LANDSCAPE BUDGET FY 2015**

**001-1750-519**

<b>ACCT NO</b>	<b>ACCOUNT CLASSIFICATION</b>	<b>ACTUAL 2011-2012</b>	<b>ACTUAL 2012-2013</b>	<b>BUDGET 2013-2014</b>	<b>ESTIMATE 2013-2014</b>	<b>CM RECOM 2014-2015</b>
0011750	5191210 SALARIES - REGULAR	208,981	212,762	206,633	206,633	209,857
0011750	5191410 OVERTIME	3,505	3,828	4,000	4,000	4,000
0011750	5192110 F.I.C.A.	16,158	16,746	16,113	16,113	16,360
0011750	5192210 PENSION PLAN CONTRIBUTION	27,767	21,647	19,355	19,355	18,145
0011750	5192220 ICMA	225	620	5,336	5,336	5,420
0011750	5192310 GROUP HEALTH INSURANCE	25,684	34,774	39,310	39,310	42,538
0011750	5192410 WORKER'S COMPENSATION	9,229	5,610	8,451	8,451	8,583
	<b>TOTAL PERSONNEL SERVICES</b>	<b>291,549</b>	<b>295,987</b>	<b>299,198</b>	<b>299,198</b>	<b>304,903</b>
0011750	5193450 CONTRACTUAL SERVICES	21,177	32,513	37,000	37,000	37,000
0011750	5194070 TRAVEL AND CONFERENCE	150	0	1,000	500	1,000
0011750	5194120 COMMUNICATION	1,187	1,040	1,800	1,800	1,800
0011750	5194350 ELECTRICITY-CITY PARKS	26,105	42,534	75,000	75,000	50,000
0011750	5194420 OUTSIDE SERV RENTAL	0	0	1,000	1,000	1,000
0011750	5194515 AUTO INSURANCE	0	0	1,500	1,500	1,500
0011750	5194620 MAINT & REP-OPERAT EQUIP	76,428	45,419	56,500	56,500	56,500
0011750	5195210 SUPPLIES	5,228	9,549	9,285	9,285	9,285
0011750	5195220 UNIFORMS	2,110	2,120	3,650	3,650	3,650
0011750	5195230 FUEL	13,352	10,814	13,352	13,352	13,352
0011750	5195410 MEMBERSHIPS & SUBSCRIPTIONS	255	235	450	450	459
	<b>TOTAL OPERATING EXPENSES</b>	<b>145,992</b>	<b>144,224</b>	<b>200,537</b>	<b>200,037</b>	<b>175,546</b>
	<b>TOTAL LANDSCAPE MAINT.</b>	<b>437,541</b>	<b>440,211</b>	<b>499,735</b>	<b>499,235</b>	<b>480,449</b>



## 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
<b>TOTAL</b>	<u>37,000</u>

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

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

### 5210 Supplies

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



# COMMUNITY POOL

001-2030-572

## MISSION

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

## COMMUNITY POOL FUNCTION

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

## COMMUNITY POOL ACCOMPLISHMENTS FOR FY 2014

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

## COMMUNITY POOL OBJECTIVES FOR FY 2015

- Offer exciting programs such as water aerobics and “learn to swim” classes.

## COMMUNITY POOL ACTIVITY REPORT

ACTIVITY	ACTUAL FY 2011	ACTUAL FY 2012	ACTUAL FY 2013	PROJECTED FY 2014	ESTIMATED FY 2015
Summer Camp Participants	0	0	0	0	75
Senior Center Participants	0	0	0	0	20
Life Guard Certifications	0	0	0	0	15
Learn to Swim Participants	0	0	0	0	30



**COMMUNITY POOL BUDGET FY 2015**

**001-2030-572**

**SIX MONTHS OPERATIONS**

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2011-2012	ACTUAL 2012-2013	BUDGET 2013-2014	ESTIMATE 2013-2014	CM RECOM 2014-2015
0012030	5721210 SALARIES - REGULAR	0	0	0	9,216	0
0012030	5721310 SALARIES - PART TIME	0	0	16,575	10,000	51,611
0012030	5722110 F.I.C.A.	0	0	1,268	1,268	3,948
0012030	5722220 ICMA	0	0	0	645	0
0012030	5722310 GROUP HEALTH INSURANCE	0	0	0	1,481	0
0012030	5722410 WORKER'S COMPENSATION	0	0	678	1,055	2,111
	<b>TOTAL PERSONNEL SERVICES</b>	<b>0</b>	<b>0</b>	<b>18,521</b>	<b>23,665</b>	<b>57,670</b>
0012030	5723450 CONTRACTUAL SERVICES	0	0	8,244	0	15,200
0012030	5724080 EMPLOYEE EDUCATION	0	0	0	0	930
0012030	5724120 TELEPHONE - CELL	0	0	0	0	1,020
0012030	5724320 UTILITIES WATER & SEWER	0	0	10,000	5,000	8,400
0012030	5724350 ELECTRICITY	0	0	4,000	0	36,000
0012030	5724632 INTERNET SERVICE	0	0	400	0	1,740
0012030	5724634 MAINTENANCE - INTERNET	0	0	188	0	300
0012030	5724670 MAINTENANCE & REPAIR	0	0	2,800	0	10,000
0012030	5724820 SPECIAL EVENTS	0	0	1,500	0	0
0012030	5725205 COMPUTER EQUIPMENT	0	0	1,799	0	0
0012030	5725210 SUPPLIES	0	0	3,000	0	8,000
0012030	5725220 UNIFORMS	0	0	600	0	600
	<b>TOTAL OPERATING EXPENSES</b>	<b>0</b>	<b>0</b>	<b>32,531</b>	<b>5,000</b>	<b>82,190</b>
	<b>TOTAL COMMUNITY CENTER</b>	<b>0</b>	<b>0</b>	<b>51,052</b>	<b>28,665</b>	<b>139,860</b>



## **COMMUNITY POOL BUDGET HIGHLIGHTS**

### **6-Months of Operation**

1310 Salaries Part-time – Five part-time positions to operate the Community Pool for three months.

3450 Contractual Services – The cost related to all pool chemicals needed to maintain the pool. Staff will be the required personnel to perform maintenance on the pool.

4080 – Employee Education – First responder (CPR) classes for six employees. Required classes for six employees to maintain life guard certification.

4120 – Telephone – Cell – The cost of one phone, with a data plan for the full-time pool supervisor which is on call 24-7.

4320 Utility Water & Sewer – The City estimates a monthly cost of \$700 per month to cover the cost of water necessary to operate the pool. The pool water evaporates and must be replenished at times and the backwash filter needs water to clean the pool. Furthermore, the cost of operating the facilities' irrigation system.

4350 Electricity – The City estimates a monthly cost of \$3,000 to fund the electrical use necessary to operate the pool pumps, emergency lighting, and computer equipment, including security cameras and heater.

4632 Internet Service – This line item includes a charges related to the security system (\$75 per month) and Fibernet connection \$70 per month) which is required to operate and view the security cameras.

4634 Maintenance Internet – Annual Barracuda (internet security, firewall) annual maintenance amount.

4670 Maintenance & Repair – Funds needed to maintain the property clean and in a presentable state. Furthermore, miscellaneous items which may be needed throughout the fiscal year related to general repairs and maintenance.

5210 Supplies –General pool supplies such as safety equipment, floats, buoys, first-aid kits, i.e. Furthermore, office supplies needed to operate the office.

5220 Uniforms – This line item is to cover uniforms for pool staff. 4 shirts per 6 staff members at \$25 per shirt.



## NON-DEPARTMENTAL

001-2100-519

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

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

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

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

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



**NON-DEPARTMENTAL BUDGET FY 2014**

**001-2100-519**

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2011-2012	ACTUAL 2012-2013	BUDGET 2013-2014	ESTIMATE 2013-2014	CM RECOM 2014-2015
0012100 5192210	PENSION PLAN-CONTRIBUTION	84,837	0	0	0	74,000
0012100 5192250	SECTION 185 CONTRIBUTION	0	91,409	85,000	85,000	90,000
	<b>TOTAL PERSONNEL SERVICES</b>	<b>84,837</b>	<b>91,409</b>	<b>85,000</b>	<b>85,000</b>	<b>164,000</b>
0012100 5819120	INTRA-GOV TRANSFER-DEBT SERVICE	682,550	150,000	0	0	0
0012100 5819130	INTRA-GOV EMERG RESERVES FUND	0	0	0	0	2,694,919
0012100 5819140	INTRA-GOV CAP IMPROV PRO FUND	1,376,582	85,270	600,000	600,000	1,268,439
0012100 5819150	INTRA-GOV COMM REDEV AGENCY	0	0	589,337	0	0
	<b>TOTAL TRANSFERS</b>	<b>2,059,132</b>	<b>235,270</b>	<b>1,189,337</b>	<b>600,000</b>	<b>3,963,358</b>
<b>TOTAL NON -DEPARTMENTAL</b>		<b>2,143,969</b>	<b>326,679</b>	<b>1,274,337</b>	<b>685,000</b>	<b>4,127,358</b>

**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.

9130 INTRA-GOV EMERGENCY RESERVES FUND – Transfer from the General Fund in an effort to obtain the City Manager’s requested Emergency Reserve Fund amount of 25% of the City’s annual budget; which is in line with GFOA’s recommendation for emergency funds.

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

9150 INTRA-GOVERNMENTAL COMM. REDEV AGENCY FUND – Due to an accounting change as required by the City’s auditors, when compared to FY 2014, the City will be reducing the estimated ad valorem revenues by the amount required to be provided to the City of South Miami Community Redevelopment Agency (CRA) which for FY 2015 equals \$492,421. Prior to FY 2015, the City included the ad valorem revenue which was slated for the CRA within the general fund and prepared a transfer from Non-Departmental to the CRA.

Hence, the amount which must be transferred to the CRA from the City’s ad valorem of \$492,421 is not budgeted within the Non-Departmental any longer. The amount is now reduced directly from the City’s ad valorem revenue, hence reducing the City’s annual budget amount.



## SPECIAL REVENUE FUNDS

STORMWATER DRAIN TRUST FUND

LOCAL OPTION GAS TAX TRUST FUND

HOMETOWN DISTRICT IMPROVEMENT TRUST FUND

TREE TRUST FUND

PEOPLE TRANSPORTATION TAX FUND

HURRICANE RESERVE FUND



# STORMWATER DRAIN TRUST FUND

CITY OF SOUTH MIAMI SPECIAL REVENUE FUND III

## STORMWATER DRAIN TRUST FUND BACKGROUND

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

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

## STORMWATER FEES

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

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



## STORMWATER DRAIN TRUST FUND DEBT SERVICE

Department of Emergency Resource Management

FEMA-Secondary Canal Dredging Project

Ordinance 17-06-1885

\$270,363

FY	DATE	AMOUNT	PRINCIPAL	INTEREST	BALANCE
2010	12/1/2009	28,536.00	27,036.00	1,500.00	243,327.00
2011	12/1/2010	28,521.00	27,036.00	1,485.00	216,291.00
2012	12/1/2011	28,536.00	27,036.00	1,500.00	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		285,348.00	270,363.00	14,985.00	



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

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2011-2012	ACTUAL 2012-2013	BUDGET 2013-2014	ESTIMATE 2013-2014	CM RECOM 2014-2015
	<b>BEGINNING FUND BALANCE</b>	<b>437,288</b>	<b>425,298</b>	<b>403,697</b>	<b>403,697</b>	<b>224,125</b>
	<b>REVENUES</b>					
1110000	3143000 UTILITY TAX-STORMWATER	31,460	8,924	18,900	9,000	10,000
1110000	3301000 INTERGOVERNMENTAL REVENUE	404,465	369,333	400,000	400,000	375,000
1110000	3612000 INTEREST INCOME	3,505	1,697	7,500	1,500	1,600
	<b>TOTAL REVENUE</b>	<b>439,430</b>	<b>379,954</b>	<b>426,400</b>	<b>410,500</b>	<b>386,600</b>
	<b>EXPENDITURES</b>					
1111730	5411210 REGULAR SALARY	43,335	47,730	44,648	44,648	32,347
1111730	5411410 OVERTIME	831	1,997	0	0	0
1111730	5412110 FICA	3,368	3,779	3,416	3,416	2,475
1111730	5412210 PENSION PLAN CONTRIBUTION	4,418	7,189	7,813	7,813	4,302
1111730	5412220 ICMA RETIREMENT	0	0	0	0	0
1111730	5412310 GROUP HEALTH INSURANCE	4,888	6,436	7,041	7,041	7,281
1111730	5412410 WORKER'S COMPENSATION	2,916	0	10,269	10,269	4,283
	<b>TOTAL PERSONNEL SERVICES</b>	<b>59,756</b>	<b>67,131</b>	<b>73,187</b>	<b>73,187</b>	<b>50,688</b>
1111730	5413450 CONTRACTUAL SERVICES	87,534	31,170	50,595	61,000	80,505
1111730	5415205 COMPUTERS	0	0	0	0	0
	<b>TOTAL OPERATING EXPENSES</b>	<b>87,534</b>	<b>31,170</b>	<b>50,595</b>	<b>61,000</b>	<b>80,505</b>
1111730	5416490 CONSTRUCTION PROJECTS	1,021	451	415,000	176,849	191,500
	<b>TOTAL CAPITAL OUTLAY</b>	<b>1,021</b>	<b>451</b>	<b>415,000</b>	<b>176,849</b>	<b>191,500</b>
1111730	5417100 DEBT - PRINCIPAL	50,136	51,129	27,036	27,036	27,036
1111730	5417200 DEBT- INTEREST	2,973	1,674	2,000	2,000	2,000
1111730	5819120 TRANSFER-GEN FUND	250,000	250,000	250,000	250,000	250,000
	<b>TOTAL OTHER FINANCING SOURCES</b>	<b>303,109</b>	<b>302,803</b>	<b>279,036</b>	<b>279,036</b>	<b>279,036</b>
	<b>TOTAL FUND EXPENSES</b>	<b>451,420</b>	<b>401,555</b>	<b>817,818</b>	<b>590,072</b>	<b>601,729</b>
	<b>ENDING FUND BALANCE</b>	<b>425,298</b>	<b>403,697</b>	<b>12,279</b>	<b>224,125</b>	<b>8,996</b>



**STORMWATER DRAIN TRUST FUND BUDGET HIGHLIGHTS**

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

3450 Contractual Services –

Maintenance Interlocal Agreement with Miami-Dade County	38,910
Canal Maintenance City Share 57%	
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 Stormdrain Cleanout	20,000
Sea Level Rising Study	11,000
<b>TOTAL</b>	<b>80,505</b>

6490- Construction Projects –

Twin Lakes Drainage Improvements	91,500
42 Street Drainage Design and Roadway Reconstruction	50,000
78 Street & 63 Avenue Drainage Roadway Reconstruction	50,000
<b>TOTAL</b>	<b>191,500</b>

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

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

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



# LOCAL OPTION GAS TAX TRUST FUND

CITY OF SOUTH MIAMI SPECIAL REVENUE FUND 112

## LOCAL OPTION GAS TAX TRUST FUND BACKGROUND

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

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

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

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

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

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

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

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



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

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

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2011-2012	ACTUAL 2012-2013	BUDGET 2013-2014	ESTIMATE 2013-2014	CM RECOM 2014-2015
	<b>BEGINNING FUND BALANCE</b>	<b>380,592</b>	<b>312,009</b>	<b>324,524</b>	<b>324,524</b>	<b>314,275</b>
	<b>REVENUES</b>					
1120000	3301000 INTERGOV REVENUE	68,853	70,404	67,207	67,207	74,129
1120000	3612000 INTEREST INCOME	3,877	2,894	2,000	2,000	2,000
	<b>TOTAL REVENUE</b>	<b>72,730</b>	<b>73,298</b>	<b>69,207</b>	<b>69,207</b>	<b>76,129</b>
	<b>EXPENSES</b>					
1121730	5416210 INFRASTRUCTURE PROJECTS	141,313	60,783	225,000	79,456	285,000
	<b>TOTAL CAPITAL OUTLAY</b>	<b>141,313</b>	<b>60,783</b>	<b>225,000</b>	<b>79,456</b>	<b>285,000</b>
	<b>TOTAL FUND EXPENSES</b>	<b>141,313</b>	<b>60,783</b>	<b>225,000</b>	<b>79,456</b>	<b>285,000</b>
	<b>ENDING FUND BALANCE</b>	<b>312,009</b>	<b>324,524</b>	<b>168,731</b>	<b>314,275</b>	<b>105,405</b>



## LOCAL OPTION GAS TRUST FUND BUDGET HIGHLIGHTS

### 541-6210 Infrastructural Projects –

Mango Terrace Traffic Calming - Construction (Between 67 Ave and 69 Ave from 72 St to 80 St)	140,000
Twin Lakes Drainage Improvements	60,000
Citywide Street Resurfacing Program (various locations)	60,000
Citywide Street Improvements	25,000
<b>TOTAL</b>	<b>285,000</b>



# HOMETOWN DISTRICT IMPROVEMENT TRUST FUND

## CITY OF SOUTH MIAMI FUND 116

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

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

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



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

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2011-2012	ACTUAL 2012-2013	BUDGET 2013-2014	ESTIMATE 2013-2014	CM RECOM 2014-2015
	<b>BEGINNING FUND BALANCE</b>	10,250	9,250	6,250	6,250	9,250
	<b>REVENUES</b>					
1160000	3419060 PARKING EXCEPTION	24,000	22,000	28,000	28,000	28,000
1160000	3612000 INTEREST INCOME	0	0	55	0	55
	<b>TOTAL REVENUE</b>	<b>24,000</b>	<b>22,000</b>	<b>28,055</b>	<b>28,000</b>	<b>28,055</b>
	<b>EXPENSES</b>					
1161410	5819120 TRANSFER TO GEN FUND	25,000	25,000	25,000	25,000	25,000
	<b>OTHER FINANCING SOURCES</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>
	<b>TOTAL FUND EXPENSES</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>
	<b>ENDING FUND BALANCE</b>	9,250	6,250	9,305	9,250	12,305

**HOMETOWN DISTRICT IMPROVEMENT TRUST FUND BUDGET HIGHLIGHTS**

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



## TREE TRUST FUND

### CITY OF SOUTH MIAMI FUND 118

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

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

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



**TREE TRUST FUND**  
**CITY OF SOUTH MIAMI FUND 118**

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2011-2012	ACTUAL 2012-2013	BUDGET 2013-2014	ESTIMATE 2013-2014	CM RECOM 2014-2015
	<b>BEGINNING FUND BALANCE</b>	0	0	15,654	15,654	654
	<b>REVENUES</b>					
1180000	3430000 PHYSICAL ENVIRON CHARGE	0	27,344	0	0	0
	<b>TOTAL REVENUE</b>	<b>0</b>	<b>27,344</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>EXPENSES</b>					
1181750	5193450 CONTRACTUAL SERVICES	0	11,690	15,000	15,000	0
	<b>OTHER FINANCING SOURCES</b>	<b>0</b>	<b>11,690</b>	<b>15,000</b>	<b>15,000</b>	<b>0</b>
	<b>TOTAL FUND EXPENSES</b>	<b>0</b>	<b>11,690</b>	<b>15,000</b>	<b>15,000</b>	<b>0</b>
	<b>ENDING FUND BALANCE</b>	<b>0</b>	<b>15,654</b>	<b>654</b>	<b>654</b>	<b>654</b>

**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 2011-2012	ACTUAL 2012-2013	BUDGET 2013-2014	ESTIMATE 2013-2014	CM RECOM 2014-2015
	<b>BEGINNING FUND BALANCE</b>	<b>1,010,803</b>	<b>1,288,664</b>	<b>1,651,823</b>	<b>1,651,823</b>	<b>1,278,291</b>
	<b>REVENUES</b>					
1240000	3126000 INTERGOVERNMENTAL REVENUE	403,874	432,620	389,756	400,000	418,395
1240000	3612000 INTEREST INCOME	11,335	11,328	11,000	11,000	11,000
	<b>TOTAL REVENUE</b>	<b>415,209</b>	<b>443,948</b>	<b>400,756</b>	<b>411,000</b>	<b>429,395</b>
	<b>EXPENDITURES</b>					
1241730	5413450 CONTRACTUAL SERVICES	30,525	0	140,000	0	0
	<b>TOTAL OPERATING EXPENSES</b>	<b>30,525</b>	<b>0</b>	<b>140,000</b>	<b>0</b>	<b>0</b>
1241730	5416490 CONSTRUCTION PROJECTS	106,823	80,789	960,000	784,532	1,560,000
	<b>TOTAL CAPITAL OUTLAY</b>	<b>106,823</b>	<b>80,789</b>	<b>960,000</b>	<b>784,532</b>	<b>1,560,000</b>
	<b>TOTAL FUND EXPENSES</b>	<b>137,348</b>	<b>80,789</b>	<b>1,100,000</b>	<b>784,532</b>	<b>1,560,000</b>
	<b>ENDING FUND BALANCE</b>	<b>1,288,664</b>	<b>1,651,823</b>	<b>952,579</b>	<b>1,278,291</b>	<b>147,686</b>



**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 –

Pinecrest Villas/Snapper Creek Traffic Calming - Design and Construction (Between 62 Ave and US1 from 78 St to 80 St)	150,000
Twin Lakes/Bird Estates Traffic Calming Construction (Between 61 AVE & 64 AVE, from 40 ST to 44 ST; & between 56 ST to 64 ST, from 62 AVE to 67 AVE)	175,000
Manor Lane Traffic Calming - Construction (Between 72 St and US1 from 63 Ave to 67 Ave)	100,000
Cocoplum Traffic Calming Construction (Between 62 AVE and 67 AVE, from 64 ST to 72 ST) (Design Concerns Under Review)	150,000
42 Street Drainage Design and Roadway Reconstruction	85,000
78 Street & 63 Avenue Drainage Roadway Reconstruction	85,000
South Miami Intermodal Transportation Plan - Study and Design	100,000
South Miami Intermodal Transportation Plan - Construction	125,000
Citywide Sidewalk Repairs	40,000
60th Place Road Resurfacing (Between 40 & 44 ST)	50,000
Citywide Replacement of Directional Street Signs & Posts	150,000
SW 62 AVE Design and Roadway Reconstruction	350,000
<b>TOTAL</b>	<b>1,560,000</b>



## OTHER FUNDS

DEBT SERVICE FUND

CAPITAL IMPROVEMENT PROGRAM FUND

SELF-INSURANCE FUND

EMERGENCY RESERVE FUND

STATE FORFEITURE FUND

FEDERAL FORFEITURE FUND



## DEBT SERVICE FUND

### CITY OF SOUTH MIAMI FUND 201

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

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

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

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

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



<b>FLORIDA MUNICIPAL LOAN COUNCIL BOND 2001a</b>						
FY	DATE	PRINCIPAL	INTEREST	FEES	PAYMENT	BALANCE
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	
	<b>TOTAL</b>	<b>2,200,000</b>	<b>2,080,771</b>	<b>56,588</b>	<b>4,337,359</b>	



## CITY OF SOUTH MIAMI MUNICIPAL PARKING GARAGE

The City secured financing for the design and construction of the Municipal Parking Garage on SW 73<sup>rd</sup> 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.



<b>FLORIDA MUNICIPAL LOAN COUNCIL BOND 2002A</b>						
FY	DATE	PRINCIPAL	INTEREST	FEES	TOTAL	BALANCE
9/30/2015	11/1/14		86,671.88	2,500.00	86,672	
	5/1/15	120,000.00	86,671.88	2,500.00	206,672	3,250,000
9/30/2016	11/1/15		83,371.88	2,500.00	83,372	
	5/1/16	125,000.00	83,371.88	2,500.00	208,372	3,125,000
9/30/2017	11/1/16		79,934.38	2,500.00	79,934	
	5/1/17	130,000.00	79,934.38	2,500.00	209,934	2,995,000
9/30/2018	11/1/17		76,359.38	2,500.00	76,359	
	5/1/18	135,000.00	76,359.38	2,500.00	211,359	2,860,000
9/30/2019	11/1/18		72,646.88	2,500.00	72,647	
	5/1/19	145,000.00	72,646.88	2,500.00	217,647	2,715,000
9/30/2020	11/1/19		68,659.38	2,500.00	68,659	
	5/1/20	155,000.00	68,659.38	2,500.00	223,659	2,560,000
9/30/2021	11/1/20		64,784.38	2,500.00	64,784	
	5/1/21	160,000.00	64,784.38	2,500.00	224,784	2,400,000
9/30/2022	11/1/21		60,784.38	2,500.00	60,784	
	5/1/22	170,000.00	60,784.38	2,500.00	230,784	2,230,000
9/30/2023	11/1/22		56,534.38	2,500.00	56,534	
	5/1/23	175,000.00	56,534.38	2,500.00	231,534	2,055,000
9/30/2024	11/1/23		52,159.38	2,500.00	52,159	
	5/1/24	185,000.00	52,159.38	2,500.00	237,159	1,870,000
9/30/2025	11/1/25		47,534.38	2,500.00	47,534	
	5/1/25	195,000.00	47,534.38	2,500.00	242,534	1,675,000
9/30/2026	11/1/25		42,659.38	2,500.00	42,659	
	5/1/26	205,000.00	42,659.38	2,500.00	247,659	1,470,000
9/30/2027	11/1/26		37,534.38	2,500.00	37,534	
	5/1/27	215,000.00	37,534.38	2,500.00	252,534	1,255,000
9/30/2028	11/1/27		32,159.38	2,500.00	32,159	
	5/1/28	230,000.00	32,159.38	2,500.00	262,159	1,025,000
9/30/2029	11/1/28		26,265.63	2,500.00	26,266	
	5/1/29	240,000.00	26,265.63	2,500.00	266,266	785,000
9/30/1930	11/1/29		20,115.63	2,500.00	20,116	
	5/1/30	250,000.00	20,115.63	2,500.00	270,116	535,000
9/30/1931	11/1/30		13,709.38	2,500.00	13,709	
	5/1/31	260,000.00	13,709.38	2,500.00	273,709	275,000
9/30/1932	11/1/31		7,046.88	2,500.00	7,047	
	5/1/32	275,000.00	7,046.88	2,500.00	282,047	0
	<b>TOTAL</b>	<b>3,690,000</b>	<b>2,412,844</b>	<b>96,000</b>	<b>6,102,844</b>	



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



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

DEBT FUND SCHEDULE FISCAL YEAR 2015						
	BALANCE	PRINCIPLE	INTEREST	FEES	PAYMENT	BALANCE
FMLC Series 2001A Bonds Multipurpose	\$1,670,000	\$60,000	\$82,150	\$2,140	\$144,290	\$1,610,000
FMLC Series 2002A South Miami Parking Garage	\$3,370,000	\$120,000	\$173,344	\$5,000	\$298,344	\$3,250,000
FMLC Series 2006 South Miami Parking Garage	\$1,380,000	\$35,000	\$60,544	\$4,000	\$99,544	\$1,345,000
SunTrust Bank Loan Refinance SM Parking Garage	\$6,825,000	\$400,000	\$305,649	\$0	\$705,649	\$6,425,000
<b>TOTAL</b>	<b>\$13,245,000</b>	<b>\$615,000</b>	<b>\$621,687</b>	<b>\$11,140</b>	<b>\$1,247,827</b>	<b>\$12,630,000</b>



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

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2011-2012	ACTUAL 2012-2013	BUDGET 2013-2014	ESTIMATE 2013-2014	CM RECOM 2014-2015
	<b>BEGINNING FUND BALANCE</b>	<b>278,992</b>	<b>1,086,247</b>	<b>870,824</b>	<b>870,824</b>	<b>807,273</b>
	<b>REVENUES</b>					
2010000 3612000	INTEREST INCOME	311	4,693	0	2,400	2,400
2010000 3669000	SOUTH HOSPITAL FOUNDATION	142,918	145,240	145,240	145,240	144,290
2010000 3669300	RICHMAN PROPERTIES LN PMT	750,054	726,554	726,437	726,437	727,754
2010000 3811100	TRANSFER IN FROM GF	682,550	150,000	300,000	300,000	0
2010000 3841100	BOND PROCEEDS	0	0	0	0	0
	<b>TOTAL REVENUE</b>	<b>1,575,833</b>	<b>1,026,487</b>	<b>1,171,677</b>	<b>1,174,077</b>	<b>874,444</b>
	<b>EXPENDITURES</b>					
2011410 5197100	BOND PRINCIPLE	0	0	0	0	0
2011410 5197110	DEBT PRINCIPLE	198,436	555,000	555,000	549,000	615,000
2011410 5197210	DEBT INTEREST	564,072	677,628	677,628	677,628	621,687
2011410 5197310	DEBT OTHER COST	6,070	9,282	6,253	11,000	11,140
2011500 5147310	DEBT OTHER COST	0	0	0	0	0
	<b>TOTAL DEBT SERVICE</b>	<b>768,578</b>	<b>1,241,910</b>	<b>1,238,881</b>	<b>1,237,628</b>	<b>1,247,827</b>
	<b>ENDING FUND BALANCE</b>	<b>1,086,247</b>	<b>870,824</b>	<b>803,620</b>	<b>807,273</b>	<b>433,890</b>



# 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 2015-2019 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**

<b>ACCT NO</b>	<b>ACCOUNT CLASSIFICATION</b>	<b>ACTUAL 2011-2012</b>	<b>ACTUAL 2012-2013</b>	<b>BUDGET 2013-2014</b>	<b>ESTIMATE 2013-2014</b>	<b>CM RECOM 2014-2015</b>
	<b>BEGINNING FUND BALANCE</b>	<b>0</b>	<b>509,751</b>	<b>180,112</b>	<b>180,112</b>	<b>280,682</b>
	<b>REVENUES</b>					
3010000	3811000 TRANSFER FROM GEN FUND	1,376,582	85,270	600,000	600,000	1,268,439
	<b>TOTAL REVENUE</b>	<b>1,376,582</b>	<b>85,270</b>	<b>600,000</b>	<b>600,000</b>	<b>1,268,439</b>
	<b>EXPENSES</b>					
3011320	5136430 CENTRAL SERV EQUIP. OPER.	0	0	45,000	0	0
3011340	5136430 CAPITAL EQUIPMENT OPER.	0	0	0	0	77,189
3011620	5246430 EQUIPMENT OPERATING	0	16,636	0	0	0
3011640	5246440 CODE VEHICLES	0	0	60,000	64,000	0
3011720	5346430 SOLID WASTE EQUIP OPER	421,851	0	0	0	0
3011730	5414625 LANSCAPE MAINTENANCE	0	0	0	0	20,000
3011790	5196450 CAPITAL IMPROVEMENT	0	139,502	15,000	15,000	334,250
3011910	5216430 POLICE EQUIP OPERATING	135,611	0	0	0	0
3011910	5216440 POLICE VEHICLES	178,992	170,792	230,000	219,000	272,000
3012000	5726450 PARKS & REC IMPROVEMENT	0	87,979	250,000	201,430	565,000
3012000	5196440 PARKS LANDS VEHICLE	23,473	0	0	0	0
3012000	5196450 CAPITAL OUTLAY	106,904	0	0	0	0
	<b>TOTAL CAPITAL EXPENSES</b>	<b>866,831</b>	<b>414,909</b>	<b>600,000</b>	<b>499,430</b>	<b>1,268,439</b>
	<b>TOTAL FUND EXPENSES</b>	<b>866,831</b>	<b>414,909</b>	<b>600,000</b>	<b>499,430</b>	<b>1,268,439</b>
	<b>ENDING FUND BALANCE</b>	<b>509,751</b>	<b>180,112</b>	<b>180,112</b>	<b>280,682</b>	<b>280,682</b>



## CAPITAL IMPROVEMENT PROGRAM FUND HIGHLIGHTS

1340-513-6430	Virtualization Project	77,189
1730-541-4625	Tree Planting	20,000
1790-519-6450	Parking Infrastructure	101,250
	Downtown Lighting	150,000
	Public Works Re-roof of Main facility	18,000
	Miscellaneous Infrastructure Improvements	40,000
	City Welcome Signs – Design & Permitting	25,000
		<u>334,250</u>
1910-521-6440	PD Fleet Repl. – Seven (7) Vehicles	272,000
2000-572-6450	Citywide Parks Master Plan	125,000
	Palmer Park: Concession Stand Renovation & Replace Field Fence	50,000
	Brewer Park: Replace Playground Equipment, Water Fountain & Tennis Court Fence	80,000
	Dante Fascell: Construct 2 Playground Structures, Replace Outdoor Fitness Equipment, etc.	100,000
	Marshall Williamson: Convert Tennis Court to Full-Court Basketball & Install Outdoor Fitness Equipment	35,000
	Murray Park Playground and Field Renovation	75,000
	Citywide Parks Improvement	100,000
		<u>565,000</u>



## 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 2<sup>nd</sup>, 2001 the City Commission changed the policy via resolution No. 145-01-11293 to provide for a Contingency Reserves Fund of no less than 10% of the budget.

On July 29, 2008 the City of South Miami established Article V Section 2-47 entitled "Emergency Reserve Fund" under City Code of Ordinances 23-08-1958 as part of a Cash Management Policy requiring the City to maintain Emergency Reserves Funds no less than 10% of the budget.

### EMERGENCY RESERVE FUND CITY OF SOUTH MIAMI FUND 051

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2011-2012	ACTUAL 2012-2013	BUDGET 2013-2014	ESTIMATE 2013-2014	CM RECOM 2014-2015
<b>BEGINNING FUND BALANCE</b>		1,785,421	1,688,739	1,703,605	1,703,605	1,721,605
<b>REVENUES</b>						
0510000	3811000 TRANSFER FROM GEN FUND	0	0	0	0	2,694,919
0510000	3612000 INTEREST INCOME	19,571	14,866	18,000	18,000	14,000
<b>TOTAL REVENUE</b>		<b>19,571</b>	<b>14,866</b>	<b>18,000</b>	<b>18,000</b>	<b>2,708,919</b>
<b>EXPENSES</b>						
0511410	5819120 TRANSFER TO GEN FUND	116,253	0	0	0	0
<b>OTHER FINANCING SOURCES</b>		<b>116,253</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUND EXPENSES</b>		<b>116,253</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>ENDING FUND BALANCE</b>		<b>1,688,739</b>	<b>1,703,605</b>	<b>1,721,605</b>	<b>1,721,605</b>	<b>4,430,524</b>



# 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 CITY OF SOUTH MIAMI FUND 608

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2011-2012	ACTUAL 2012-2013	BUDGET 2013-2014	ESTIMATE 2013-2014	CM RECOM 2014-2015
	<b>BEGINNING FUND BALANCE</b>	<b>65,679</b>	<b>75,238</b>	<b>75,900</b>	<b>75,900</b>	<b>76,400</b>
	<b>REVENUES</b>					
6080000	3511000 CONFISCATED REVENUE	0	0	0	0	0
6080000	3612000 INTEREST INCOME	819	662	500	500	500
6080000	3699200 MISCELLANEOUS REVENUES	12,087	0	0	0	0
	<b>TOTAL REVENUE</b>	<b>12,906</b>	<b>662</b>	<b>500</b>	<b>500</b>	<b>500</b>
	<b>EXPENSES</b>					
6081910	5213450 CONTRACTUAL	-525	0	40,000	0	0
6081910	5213490 CRIME PREVENTION PROGRAMS	3,548	0	5,000	0	30,000
6081910	5214070 TRAVEL & PER DIEM	324	0	0	0	0
6081910	5214680 MAINTENANCE & REPAIR	0	0	0	0	0
6081910	5214970 EMPLOYEE TESTING	0	0	0	0	0
6081910	5215205 COMPUTER SUPPLIES	0	0	0	0	0
6081910	5215210 OFFICE SUPPLIES	0	0	0	0	0
6081910	5215220 UNIFORMS	0	0	0	0	0
	<b>TOTAL OPERATING EXPENSES</b>	<b>3,347</b>	<b>0</b>	<b>45,000</b>	<b>0</b>	<b>30,000</b>
	<b>TOTAL EXPENSES</b>	<b>3,347</b>	<b>0</b>	<b>45,000</b>	<b>0</b>	<b>30,000</b>
	<b>ENDING FUND BALANCE</b>	<b>75,238</b>	<b>75,900</b>	<b>31,400</b>	<b>76,400</b>	<b>46,900</b>

### STATE FORFEITURE FUND BUDGET HIGHLIGHTS

5210 Office Supplies – Line item reserved for various Police Initiatives.



# FEDERAL FORFEITURE FUND

## CITY OF SOUTH MIAMI FUND 615

### BACKGROUND

The Department of Justice Asset Forfeiture Program (the Program) is a nationwide law enforcement initiative that removes the tools of crime from criminal organizations, deprives wrongdoers of the proceeds of their crimes, recovers property that may be used to compensate victims, and deters crime. The most important objective of the Program is law enforcement. Equitable sharing further enhances this law enforcement objective by fostering cooperation among federal, state, and local law enforcement agencies. The Attorney General shall assure that any property transferred to a State or local law enforcement agency...

- A. has a value that bears a reasonable relationship to the degree of direct participation of the State or local agency in the law enforcement effort resulting in the forfeiture, taking into account the total value of all property forfeited and the total law enforcement effort as a whole; and with respect to the violation of law on which the forfeiture is based; and
- B. will serve to encourage further cooperation between the recipient State or local agency and Federal law enforcement agencies

The Forfeiture funds obtained from the federal government are limited in its use. Sharing must be used to increase or supplement the resources of the receiving state or local law enforcement agency or any other ultimate recipient agency. Shared resources **shall not be used** to replace or supplant the appropriated resources of the recipient. Below please find some examples of permissible uses:

- Law enforcement investigation
- Law enforcement training
- Law enforcement and detention facilities
- Law enforcement equipment
- Law enforcement travel and transportation
- Law enforcement awards and memorials
- Drug and gang education and awareness programs
- Pro rata funding
- Asset accounting and tracking
- Language assistance services
- Transfers to other law enforcement agencies
- Support of community-based programs
- Cash transfers to community-based programs are not permitted
- Windfall situations



**FEDERAL FORFEITURE FUND  
CITY OF SOUTH MIAMI FUND 615**

ACCT NO	ACCOUNT CLASSIFICATION	ACTUAL 2011-2012	ACTUAL 2012-2013	BUDGET 2013-2014	ESTIMATE 2013-2014	CM RECOM 2014-2015
	<b>BEGINNING FUND BALANCE</b>	<b>412,996</b>	<b>1,912,228</b>	<b>2,012,436</b>	<b>2,012,436</b>	<b>1,690,486</b>
	<b>REVENUES</b>					
615000	3511000 INTERGOVERNMENTAL REVENUES	1,756,708	140,361	0	0	0
615000	3612000 INTEREST INCOME	11,090	17,085	9,000	15,000	15,000
615000	3699200 OTHER MISC REVENUES	36,069	49,706	80,000	80,000	80,000
	<b>TOTAL REVENUE</b>	<b>1,803,867</b>	<b>207,152</b>	<b>89,000</b>	<b>95,000</b>	<b>95,000</b>
	<b>EXPENSES</b>					
6151910	5211410 OVERTIME	12,504	10,901	50,000	50,000	50,000
6151910	5211414 OVERTIME BARTRA	9,249	13,123	30,000	30,000	30,000
	<b>TOTAL PERSONNEL EXPENSE</b>	<b>21,753</b>	<b>24,024</b>	<b>80,000</b>	<b>80,000</b>	<b>80,000</b>
6151910	5213450 CONTRACTUAL SERVICES	3,125	5,832	170,300	170,300	145,800
6151910	5214070 TRAVEL & PER DIEM	0	0	7,000	7,000	35,000
6151910	5214450 LEASE PURCHASE-POL VEHICLE	28,700	30,085	29,448	29,448	19,632
6151910	5214960 SPECIAL INVESTIGATIONS	0	0	0	0	0
6151910	5215205 COMPUTER EQUIPMENT	54,079	4,731	16,202	16,202	125,000
6151910	5215210 SUPPLIES	20,311	3,970	0	0	0
6151910	5215220 UNIFORMS	0	0	12,000	12,000	12,000
	<b>TOTAL OPERATE EXPENSES</b>	<b>106,215</b>	<b>44,618</b>	<b>234,950</b>	<b>234,950</b>	<b>337,432</b>
6151910	5216430 OPERATING EQUIPMENT	0	38,302	53,333	52,000	70,000
6151910	5216440 INFRASTRUCTURE	0	0	450,000	50,000	400,000
6151910	5216800 INTANGIBLE ASSETS	176,667	0	0	0	0
	<b>TOTAL CAPITAL OUTLAY</b>	<b>176,667</b>	<b>38,302</b>	<b>503,333</b>	<b>102,000</b>	<b>470,000</b>
	<b>TOTAL EXPENSE</b>	<b>304,635</b>	<b>106,944</b>	<b>818,283</b>	<b>416,950</b>	<b>887,432</b>
	<b>ENDING FUND BALANCE</b>	<b>1,912,228</b>	<b>2,012,436</b>	<b>1,283,153</b>	<b>1,690,486</b>	<b>898,054</b>



**FEDERAL FORFEITURE FUND BUDGET HIGHLIGHTS**

3450 Contractual Services –

Misc. Exp. - Investigations/Crime Prev.	30,000
CLEAR Services	5,800
Axon Flex Body Cameras and Support	45,000
License Plate Readers	30,000
Upgrade Prisoner Van	5,000
PAL Program	30,000
<b>TOTAL</b>	<u><u>145,800</u></u>

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

5205 Computer Equipment –

40 Toughbooks, Docking Stations and Installation (Pursuant to IT recommendation)	125,000
<b>TOTAL</b>	<u><u>125,000</u></u>

5220 Uniforms – Line item reserved for uniforms and equipment for reserve officers.

6430 Operating Equipment –

Tactical Van	70,000
<b>TOTAL</b>	<u><u>70,000</u></u>

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, 2014							
CLASS TITLE	SALARY RANGE	SALARY					
		1	2	3	4	5	6
ASSISTANT CITY MANAGER	A	\$94,023	\$98,724	\$103,660	\$108,843	\$114,286	\$120,000
	BW	\$3,616	\$3,797	\$3,987	\$4,186	\$4,396	\$4,615
	H	\$45.203	\$47.464	\$49.837	\$52.329	\$54.945	\$57.692
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 DIRECTOR	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



**SENIOR MANAGEMENT PERSONNEL  
EFFECTIVE OCTOBER 1, 2014**

CLASS TITLE	SALARY RANGE	SALARY					
		1	2	3	4	5	6
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	\$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

**APPOINTED EMPLOYEES**

CITY MANAGER	A	\$175,000	\$180,000	\$185,000
	BW	\$6,731	\$6,923	\$7,115
	H	\$84.135	\$86.538	\$88.942
CITY CLERK	A	\$86,335		
	BW	\$3,321		
	H	\$41.507		



**MANAGEMENT, ADMINISTRATIVE AND SUPPORT PERSONNEL**  
**EFFECTIVE OCTOBER 1, 2014**  
**(GROUP I)**

CLASS TITLE	SALARY RANGE	SALARY					
		1	2	3	4	5	6
ENGINEERING OPERATIONS MANAGER II	A	\$76,398	\$80,218	\$84,229	\$88,440	\$92,862	\$97,505
	BW	\$2,938	\$3,085	\$3,240	\$3,402	\$3,572	\$3,750
	H	\$36,730	\$38,566	\$40,495	\$42,519	\$44,645	\$46,878
ASSISTANT 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
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
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
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



**MANAGEMENT, ADMINISTRATIVE AND SUPPORT PERSONNEL**  
**EFFECTIVE OCTOBER 1, 2014**  
**(GROUP I)**

CLASS TITLE	SALARY RANGE	SALARY					
		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
CHIEF ELECTRICAL INSPECTOR (PT)	A	\$33,150					
	BW	\$1,275					
	H	\$42,500					



**MANAGEMENT, ADMINISTRATIVE AND SUPPORT PERSONNEL  
EFFECTIVE OCTOBER 1, 2014  
(GROUP I)**

CLASS TITLE	SALARY RANGE	SALARY					
		1	2	3	4	5	6
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, 2014  
(GROUP II)**

CLASS TITLE	SALARY RANGE	SALARY					
		1	2	3	4	5	6
COMMUNICATIONS MANAGER	A	\$53,518	\$56,194	\$59,004	\$61,954	\$65,051	\$68,304
	BW	\$2,058	\$2,161	\$2,269	\$2,383	\$2,502	\$2,627
	H	\$25.73	\$27.02	\$28.37	\$29.79	\$31.27	\$32.84
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



**MANAGEMENT, ADMINISTRATIVE AND SUPPORT PERSONNEL**  
**EFFECTIVE OCTOBER 1, 2014**  
**(GROUP II)**

CLASS TITLE	SALARY RANGE	SALARY					
		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
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
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, 2014**  
**(GROUP III)**

CLASS TITLE	SALARY RANGE	SALARY					
		1	2	3	4	5	6
PERMIT FACILITATOR	A	\$38,034	\$39,935	\$41,932	\$44,029	\$46,230	\$48,542
	BW	\$1,463	\$1,536	\$1,613	\$1,693	\$1,778	\$1,867
	H	\$18.285	\$19.200	\$20.160	\$21.168	\$22.226	\$23.337
ZONING REVIEW COORDINATOR	A	\$38,034	\$39,935	\$41,932	\$44,029	\$46,230	\$48,542
	BW	\$1,463	\$1,536	\$1,613	\$1,693	\$1,778	\$1,867
	H	\$18.285	\$19.200	\$20.160	\$21.168	\$22.226	\$23.337
CENTRAL SERVICES SPECIALIST II	A	\$38,034	\$39,935	\$41,932	\$44,029	\$46,230	\$48,542
	BW	\$1,463	\$1,536	\$1,613	\$1,693	\$1,778	\$1,867
	H	\$18.285	\$19.200	\$20.160	\$21.168	\$22.226	\$23.337
ZONING TECHNICIAN/ASST.	A	\$38,034	\$39,935	\$41,932	\$44,029	\$46,230	\$48,542
	BW	\$1,463	\$1,536	\$1,613	\$1,693	\$1,778	\$1,867
	H	\$18.285	\$19.200	\$20.160	\$21.168	\$22.226	\$23.337
DEPUTY CITY CLERK I	A	\$34,498	\$36,223	\$38,035	\$39,936	\$41,933	\$44,030
	BW	\$1,327	\$1,393	\$1,463	\$1,536	\$1,613	\$1,693
	H	\$16.586	\$17.415	\$18.286	\$19.200	\$20.160	\$21.168
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
ACCOUNTS RECEIVABLE 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



**MANAGEMENT, ADMINISTRATIVE AND SUPPORT PERSONNEL**  
**EFFECTIVE OCTOBER 1, 2014**  
**(GROUP III)**

CLASS TITLE	SALARY RANGE	SALARY					
		1	2	3	4	5	6
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
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
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
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
OFFICE SUPPORT (FT)	A	\$21,485	\$22,559	\$23,687	\$24,872	\$26,115	\$27,421
	BW	\$826	\$868	\$911	\$957	\$1,004	\$1,055
	H	\$10.329	\$10.846	\$11.388	\$11.957	\$12.555	\$13.183
OFFICE SUPPORT (PT)	A	\$19,487	20,461	21,484	22,559	23,687	24,871
	BW	\$750	\$787	\$826	\$868	\$911	\$957
	H	\$9.369	\$9.837	\$10.329	\$10.845	\$11.388	\$11.957



**MANAGEMENT, ADMINISTRATIVE AND SUPPORT PERSONNEL  
EFFECTIVE OCTOBER 1, 2014  
(GROUP III)**

CLASS TITLE	SALARY RANGE	SALARY					
		1	2	3	4	5	6
GENERAL LABORER	A	\$16,806	\$17,647	\$18,529	\$19,456	\$20,428	\$21,450
	BW	\$646	\$679	\$713	\$748	\$786	\$825
	H	\$8,080	\$8,484	\$8,908	\$9,354	\$9,821	\$10,312
LIFE GUARD (PT)	A	\$23,785	\$24,974	\$26,223	\$27,534	\$28,911	\$30,356
	BW	\$915	\$961	\$1,009	\$1,059	\$1,112	\$1,168
	H	\$14,294	\$15,009	\$15,759	\$16,547	\$17,374	\$18,243
INSTRUCTOR (PT)	A	\$26,223					
	BW	\$1,009					
	H	\$15,759					
RECREATION AIDE (PT)	A	\$14,976					
	BW	\$576					
	H	\$9,000					



**AFSCME COLLECTIVE BARGAINING EMPLOYEE GROUP  
EFFECTIVE OCTOBER 1, 2014**

CLASS TITLE	SALARY RANGE	SALARY					
		1	2	3	4	5	6
GRDS/LANDSCAPE MAINTENANCE SUPERVISOR	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
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	\$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	\$17.080	\$17.934	\$18.831	\$19.772	\$20.761	\$21.799
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	\$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



**AFSCME COLLECTIVE BARGAINING EMPLOYEE GROUP  
EFFECTIVE OCTOBER 1, 2014**

CLASS TITLE	SALARY RANGE	SALARY					
		1	2	3	4	5	6
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	\$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, 2014**

CLASS TITLE	SALARY RANGE	SALARY					
		1	2	3	4	5	6
POLICE MAJOR <b>(NON-BARGAINING)</b>	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 <b>(BARGAINING UNIT)</b>	A	\$75,570	\$79,349	\$83,316	\$87,482	\$91,856	\$96,449
	BW	\$2,907	\$3,052	\$3,204	\$3,365	\$3,533	\$3,710
	H	\$36.332	\$38.148	\$40.056	\$42.059	\$44.161	\$46.370
POLICE LIEUTENANT <b>(BARGAINING UNIT)</b>	A	\$71,971	\$75,569	\$79,348	\$83,315	\$87,481	\$91,855
	BW	\$2,768	\$2,907	\$3,052	\$3,204	\$3,365	\$3,533
	H	\$34.601	\$36.331	\$38.148	\$40.055	\$42.058	\$44.161
POLICE SERGEANT <b>(BARGAINING UNIT)</b>	A	\$61,271	\$64,335	\$67,552	\$70,929	\$74,476	\$78,200
	BW	\$2,357	\$2,474	\$2,598	\$2,728	\$2,864	\$3,008
	H	\$29.457	\$30.930	\$32.477	\$34.101	\$35.806	\$37.596
POLICE TRAINING OFFICER <b>(BARGAINING UNIT)</b>	A	\$52,929	\$55,576	\$58,354	\$61,272	\$64,336	\$67,552
	BW	\$2,036	\$2,138	\$2,244	\$2,357	\$2,474	\$2,598
	H	\$25.447	\$26.719	\$28.055	\$29.458	\$30.931	\$32.477
POLICE OFFICER <b>(BARGAINING UNIT)</b>	A	\$48,008	\$50,408	\$52,928	\$55,575	\$58,354	\$61,271
	BW	\$1,846	\$1,939	\$2,036	\$2,137	\$2,244	\$2,357
	H	\$23.081	\$24.235	\$25.446	\$26.719	\$28.055	\$29.457
COMMUNICATION OFFICER <b>(NON-BARGAINING)</b>	A	\$34,498	\$36,223	\$38,034	\$39,936	\$41,933	\$44,029
	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 <b>(NON-BARGAINING)</b>	A	\$19,761	\$20,749	\$21,786	\$22,875	\$24,019	\$25,220
	BW	\$760.02	\$798.02	\$837.92	\$879.82	\$923.81	\$970.00
	H	\$9.500	\$9.975	\$10.474	\$10.998	\$11.548	\$12.125



## 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 mills of tax assessed against this value.

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

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



- O** Objective. A specific measurable and observable activity which advances the organization toward its goal.

Objects of Expenditure. Expenditure classifications based upon the types or categories of goods and services purchased.

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

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

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

Ordinance. A formal legislative enactment by the City Commission of South Miami. A law.

OSHA. Occupation Safety & Health Administration.

- P** Personal Services. Expenditures for salaries, wages, and related employee benefits.

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

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

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

Property Tax Rate. A tax based on the value of the property. It is also called an Ad Valorem tax. The tax is determined by multiplying the taxable value of the property by the millage rate. So if your house has a taxable value of \$300,000 and the millage rate is 1, then you would pay \$300 in taxes, and if the millage rate is 10, then you would pay \$3,000 in taxes.



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

Revenue. Money that the City of South Miami receives from a variety of sources such as property taxes, permits and fees, utility and sales taxes, charges for services, grants, franchise fees and license fees that it uses to pay for service delivery and other items.

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

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

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

STG. Short Term Goals.

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

SW. Stormwater.

- T** Tax Base. Total assessed valuation of real property within the City.

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

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

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



TF. Transportation Fund.

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

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

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

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

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



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