



VILLAGE OF PALMETTO BAY

Mayor Shelley Stanczyk
Vice Mayor Brian W. Pariser
Council Member Patrick Fiore
Council Member Howard J. Tendrich
Council Member Joan Lindsay

Village Manager Ron E. Williams
Village Attorney Eve A. Boutsis
Village Clerk Meighan Alexander

In accordance with the Americans with Disabilities Act of 1990, persons needing special accommodation, hearing impaired or a sign language interpreter to participate in this proceeding should contact the Village Clerk at (305) 259-1234 for assistance no later than four days prior to the meeting.

SPECIAL VILLAGE COUNCIL MEETING AGENDA
SECOND/FINAL BUDGET HEARING

Monday, September 24, 2012
7:00 P.M.

Village Hall Chambers
9705 E. Hibiscus Street
(305) 259-1234

1. **CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**
2. **VILLAGE MANAGER'S REPORT**
3. **ORDINANCES FOR SECOND READING/PUBLIC HEARING**
 - A. AN ORDINANCE OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, ADOPTING THE MILLAGE RATE OF THE VILLAGE FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2012, THROUGH SEPTEMBER 30, 2013, PURSUANT TO SECTION 200.065, FLORIDA STATUTES; PROVIDING FOR NOTICE; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.
 - B. AN ORDINANCE OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, APPROVING AND ADOPTING THE BUDGET FOR THE VILLAGE FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2012 THROUGH SEPTEMBER 30, 2013; PROVIDING FOR EXPENDITURE OF FUNDS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

4. ADJOURN

PURSUANT TO FLORIDA STATUTES 286.0105, THE VILLAGE HEREBY ADVISES THE PUBLIC THAT IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THIS COUNCIL WITH RESPECT TO ANY MATTER CONSIDERED AT ITS MEETING OR HEARING, HE OR SHE WILL NEED A RECORD OF THE PROCEEDINGS, AND THAT FOR SUCH PURPOSE, THE AFFECTED PERSON MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDING IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. THIS NOTICE DOES NOT CONSTITUTE CONSENT BY THE VILLAGE FOR THE INTRODUCTION OR ADMISSION OF OTHERWISE INADMISSIBLE OR IRRELEVANT EVIDENCE, NOR DOES IT AUTHORIZE CHALLENGES OR APPEALS NOT OTHERWISE ALLOWED BY LAW.

Positions by Department	FULL TIME				PART TIME			
	FY 10-11 Final Adopted	FY 11-12 Final	FY 12-13 Proposed	Change	FY 10-11 Final Adopted	FY 11-12 Final	FY 12-13 Proposed	Change
VILLAGE MANAGER								
Village Manager	1.0	1.0	1.0		0.0	0.0	0.0	
Assistant to the Village Manager	1.0	1.0	0.0		0.0	0.0	0.0	
Executive Assistant	1.0	1.0	1.0		0.0	0.0	0.0	
Communications Mgr/Public Information Officer	1.0	1.0	1.0		0.0	0.0	0.0	
Admin. Aide/Receptionist	2.0	1.0	1.0		0.0	1.0	0.0	
Sub-Total	6.0	5.0	4.0	(1.0)	0.0	1.0	0.0	(1.0)
VILLAGE CLERK								
Village Clerk	1.0	1.0	1.0		0.0	0.0	0.0	
Administrative Assistant	1.0	1.0	1.0		0.0	0.0	0.0	
Sub-Total	2.0	2.0	2.0	0.0	0.0	0.0	0.0	0.0
FINANCE DEPARTMENT								
Finance Director	1.0	1.0	1.0		0.0	0.0	0.0	
Assistant to the Village Manager	0.0	0.0	1.0					
Accountant	1.0	1.0	1.0		0.0	0.0	0.0	
Sr. Accountant	0.0	0.0	1.0					
Cashier	1.0	1.0	1.0		0.0	0.0	0.0	
<i>Alarm Reduction Program</i>								
Accounting & Alarm Clerk*	1.0	1.0	1.0		0.0	0.0	0.0	
Sub-Total	4.0	4.0	6.0	2.0	0.0	0.0	0.0	0.0
BUILDING & CAPITAL PROJECTS								
Building & Capital Projects Director	1.0	1.0	1.0		0.0	0.0	0.0	
Chief Building Inspector	1.0	1.0	1.0		0.0	0.0	0.0	
Office Manager	1.0	1.0	1.0		0.0	0.0	0.0	
Permit Zoning Technician	1.0	0.0	0.0		0.0	0.0	0.0	
Permit Clerk II	1.0	1.0	1.0		0.0	0.0	0.0	
Permit Clerk I	1.0	1.0	1.0		0.0	0.0	0.0	
Plans Processor	1.0	1.0	1.0		0.0	0.0	1.0	
Receptionist	0.0	1.0	1.0		1.0	0.0	1.0	
Sub-Total	7.0	7.0	7.0	0.0	1.0	0.0	2.0	2.0
HUMAN RESOURCES								
Human Resources Director	1.0	1.0	1.0		0.0	0	0	
Administrative Assistant	0.0	1.0	1.0		1.0	0	0	
Sub-Total	1.0	2.0	2.0	0.0	1.0	0.0	0.0	0.0
PLANNING & ZONING								
Planning & Zoning Director	1.0	1.0	1.0		0.0	0.0	0.0	
Zoning Administrator/Planner	1.0	1.0	1.0		0.0	0.0	0.0	
Administrative Assistant	1.0	1.0	1.0		0.0	0.0	0.0	
Zoning Technician/Analyst	0.0	1.0	1.0		0.0	0.0	0.0	
Code Compliance Officer	2.0	2.0	3.0		0.0	0.0	0.0	
Code Compliance Coordinator	1.0	1.0	1.0		0.0	0.0	0.0	
Sub-Total	6.0	7.0	8.0	1.0	0.0	0.0	0.0	0.0

Positions by Department	FULL TIME				PART TIME			
	FY 10-11 Final Adopted	FY 11-12 Final	FY 12-13 Proposed	Change	FY 10-11 Final Adopted	FY 11-12 Final	FY 12-13 Proposed	Change
PARKS & RECREATION								
Parks and Recreation Director	1.0	1.0	1.0		0.0	0.0	0.0	
Parks and Recreation Manager	1.0	1.0	1.0		0.0	0.0	0.0	
Parks & Recreation Supervisor	2.0	2.0	2.0		0.0	0.0	0.0	
Special Events Supervisor	0.0	0.0	1.0					
Special Events Coordinator	1.0	1.0	1.0		0.0	0.0	0.0	
Grounds/ Facility Maint. Supervisor	1.0	1.0	1.0		0.0	0.0	0.0	
Grounds Maintenance Worker	2.0	2.0	3.0		0.0	0.0	3.0	
Administrative Assistant	1.0	1.0	1.0		0.0	0.0	0.0	
Tennis Attendants	0.0	0.0	0.0		0.0	0.0	3.0	
Tennis Coach							5.0	
Park Service Aide	0.0	0.0	0.0		23.0	22.0	22.0	
Sub-Total	9.0	9.0	11.0	2.0	23.0	22.0	33.0	11.0
PUBLIC WORKS DEPARTMENT								
Public Works Director*	1.0	1.0	1.0		0.0	0.0	0.0	
Administrative Assistant*	1.0	1.0	1.0		0.0	0.0	0.0	
Field Operations Supervisor*	1.0	1.0	1.0		0.0	0.0	0.0	
Maintenance Worker*	2.0	2.0	2.0		0.0	0.0	0.0	
<i><u>Stormwater Utility</u></i>								
Stormwater Utility Account Specialist*	0.0	1.0	1.0		0.0	0.0	0.0	
<i><u>Facilities</u></i>								
Facilities Maintenance Supervisor	1.0	1.0	1.0		0.0	0.0	0.0	
Building Maintenance/Janitorial Aide	2.0	2.0	2.0		0.0	0.0	0.0	
<i><u>Transit</u></i>								
Bus Operator*	0.0	0.0	0.0		2.0	2.0	3.0	
Sub-Total	8.0	9.0	9.0	0.0	2.0	2.0	3.0	1.0
TOTAL AUTHORIZED POSITIONS	43.0	45.0	49.0	4.0	27.0	25.0	38.0	13.0

*Funded through Special Revenue funds

Positions by Department	FULL TIME				PART TIME			
	FY 10-11 Final Adopted	FY 11-12 Final	FY 12-13 Proposed	Change	FY 10-11 Final Adopted	FY 11-12 Final	FY 12-13 Proposed	Change
POLICE DEPARTMENT- MIAMI-DADE COUNTY POLICE DEPT.								
Police Lieutenant	2.0	2.0	2.0		0.0	0.0	0.0	
Police Sergeant	5.0	5.0	5.0		0.0	0.0	0.0	
Police Officer	33.0	33.0	35.0		0.0	0.0	0.0	
Secretary	0.0	0.0	0.0		1.0	1.0	2.0	
Police Record Specialist	2.0	2.0	2.0		0.0	0.0	0.0	
Police Station Specialist	1.0	1.0	1.0		0.0	0.0	0.0	
Sub-Total	43.0	43.0	45.0	2.0	1.0	1.0	1.0	0.0
BUILDING & CAPITAL PROJECTS (CONTRACTUAL PERSONNEL)								
Building Inspectors	0.0	0.0	0.0		1.0	1.0	1.0	
Chief Mechanical Inspector	0.0	0.0	0.0		1.0	1.0	1.0	
Chief Electrical Inspector	0.0	0.0	0.0		1.0	1.0	1.0	
Chief Plumbing Inspector	0.0	0.0	0.0		1.0	1.0	1.0	
Structural Plans Reviewer	0.0	0.0	0.0		1.0	1.0	1.0	
Sub-Total	0.0	0.0	0.0	0.0	5.0	5.0	5.0	0.0
TOTAL AUTHORIZED CONTRACTED POSITIONS								
	43.0	43.0	45.0	2.0	6.0	6.0	6.0	0.0

Summary of Funds

CONSOLIDATED BUDGET SUMMARY

Description	Actual FY '10-'11	Original Adopted Budget FY '11-'12	Amended Budget FY '11-'12	Estimated Final FY '11-'12	Proposed Budget FY '12-'13	Adjustments 1st Hearing	Revised Proposed Budget FY '12-'13
BEGINNING FUND BALANCE - ALL FUNDS	\$ 18,310,141	\$ 13,161,447	\$ -	\$ 16,200,040	\$ 15,061,167	\$ -	\$ 15,061,167
REVENUES - ALL FUNDS							
Taxes	\$ 5,559,346	\$ 5,493,096	\$ -	\$ 5,494,075	\$ 5,623,941	\$ -	\$ 5,623,941
Franchise Fees	960,331	904,409	-	904,409	915,000	-	915,000
Utility Taxes	3,567,951	3,201,999	-	3,181,125	3,255,604	-	3,255,604
Licenses and Permits	1,104,737	922,265	(703,265)	235,177	240,000	-	240,000
Intergovernmental Revenue	2,728,149	1,697,473	-	1,827,217	1,896,000	-	1,896,000
Fines and Forfeitures	353,738	204,000	-	229,601	199,000	-	199,000
Charges for Services	228,230	276,000	-	442,165	432,500	-	432,500
Interest Income	92,603	55,000	-	110,000	75,000	-	75,000
Other	264,599	146,180	-	211,480	208,980	-	208,980
Appropriation of Unassigned Fund Balance	-	443,000	(352,883)	90,117	990,500	136,850	1,127,350
Special Revenue Funds	2,910,899	3,327,066	147,056	3,582,970	4,107,094	-	4,107,094
TOTAL REVENUES - ALL FUNDS	\$ 17,770,583	\$ 16,670,488	\$ (909,092)	\$ 16,308,336	\$ 17,943,619	\$ 136,850	\$ 18,080,469
TOTAL SOURCES - ALL FUNDS	\$ 36,080,724	\$ 29,831,935	\$ (909,092)	\$ 32,508,376	\$ 33,004,786	\$ 136,850	\$ 33,141,636
EXPENDITURES - ALL FUNDS							
Operating Expenditures							
Personnel Services	\$ 3,598,123	\$ 4,287,356	\$ -	\$ 4,287,356	\$ 4,829,878	\$ 104,850	\$ 4,934,728
Operating Expenses	8,605,193	8,898,984	-	8,960,404	10,025,472	32,000	10,057,472
Total Operating Expenditures - All Funds	12,203,316	13,186,340	-	13,247,760	14,855,350	136,850	14,992,200
Debt Service							
Principal	442,383	507,383	-	507,383	532,507	-	532,507
Interest	827,814	749,065	-	749,065	725,361	-	725,361
Capital Outlay	5,307,494	5,503,490	(561,000)	2,173,976	6,148,645	-	6,148,645
TOTAL EXPENDITURES - ALL FUNDS	\$ 18,781,007	\$ 19,946,278	\$ (561,000)	\$ 16,678,184	\$ 22,261,863	\$ 136,850	\$ 22,398,713
TRANSFER OF RESTRICTED FUNDS	1,099,677	54,940	-	228,908	-	-	-
TRANSFER FOR CAPITAL OUTLAY	-	1,011,000	(561,000)	450,000	1,317,000	-	1,317,000
RE-APPROPRIATION OF FUND BALANCE	-	443,000	(352,883)	90,117	990,500	136,850	1,127,350
RESTRICTED FUNDS BALANCES	3,702,579	362,687	-	3,487,287	20,839	-	-
COMMITTED FUNDS BALANCES	3,864,419	2,758,393	-	3,610,189	2,758,393	-	2,758,393
ASSIGNED FUND BALANCE	60,000	80,000	-	80,000	100,000	-	100,000
UNASSIGNED FUND BALANCE	8,573,042	5,175,637	565,791	7,883,691	5,556,191	(136,850)	5,440,180
TOTAL FUND BALANCE	16,200,040	8,376,717	565,791	15,061,167	8,435,423	(136,850)	8,298,573
TOTAL EXPENDITURES, TRANSFERS, RESERVES & BALANCES ALL FUNDS	\$ 36,080,724	\$ 29,831,935	\$ (909,092)	\$ 32,508,376	\$ 33,004,786	\$ 136,850	\$ 33,141,636

Summary of Funds

SUMMARY OF FUND BALANCES

Description	Actual FY '10-'11	Original Adopted Budget FY '11-'12	Amended Budget FY '11-'12	Estimated Final FY '11-'12	Proposed Budget FY '12-'13	Adjustments 1st Hearing	Revised Proposed Budget FY '12-'13
GENERAL FUND							
Beginning Fund Balance	\$ 9,803,975	\$ 9,522,970	\$ -	\$ 11,491,109	\$ 10,722,084	\$ -	\$ 10,722,084
Revenues	14,859,684	13,343,422	(1,056,148)	12,725,366	13,836,525	136,850	13,973,375
Expenditures							
Personnel	3,536,116	3,666,389	(563,456)	3,102,933	3,552,132	104,850	3,656,982
Operating	8,439,739	8,682,453	(144,600)	8,627,853	9,288,393	32,000	9,320,393
Capital Outlay	-	-	-	-	-	-	-
Debt Service							
Principal	255,000	320,000	-	320,000	330,000	-	330,000
Interest	741,695	674,580	-	674,580	666,000	-	666,000
Transfer of Restricted Funds	200,000	54,940	-	228,908	-	-	-
Transfer for Capital Outlay	-	1,011,000	(561,000)	450,000	1,317,000	-	1,317,000
Re-Appropriation of Fund Balance	-	443,000	(352,883)	90,117	990,500	136,850	1,127,350
Restricted Fund Balances	194,201	-	-	-	-	-	-
Committed Fund Balances	2,663,866	2,758,393	-	2,758,393	2,758,393	-	2,758,393
Assigned Fund Balance	60,000	80,000	-	80,000	100,000	-	100,000
Unassigned Fund Balance	8,573,042	5,175,637	565,791	7,883,691	5,556,191	(136,850)	5,419,341
ENDING GENERAL FUND BALANCE	\$ 11,491,109	\$ 8,014,030	\$ 565,791	\$ 10,722,084	\$ 8,414,584	\$ (136,850)	\$ 8,277,734
SPECIAL REVENUE FUND							
Beginning Fund Balance	\$ 8,506,166	\$ 3,638,477	\$ -	\$ 4,708,931	\$ 4,339,083	\$ -	\$ 4,339,083
Revenues	2,710,899	2,261,126	708,056	2,904,062	2,790,094	-	4,107,094
Transfer In	200,000	1,065,940	(561,000)	678,908	1,317,000	-	-
Expenditures							
Personnel	62,007	620,967	563,456	1,184,423	1,277,746	-	1,277,746
Operating	165,454	216,531	144,600	332,551	737,079	-	737,079
Capital Outlay	5,307,494	5,503,490	(561,000)	2,173,976	6,148,645	-	6,148,645
Debt Service							
Principal	187,383	187,383	-	187,383	202,507	-	202,507
Interest	86,119	74,485	-	74,485	59,361	-	59,361
Transfer Out	899,677	-	-	-	-	-	-
Restricted Fund Balances	3,508,378	362,687	-	3,487,287	20,839	-	-
Committed Fund Balances	1,200,553	-	-	851,796	-	-	-
ENDING SPECIAL REVENUE FUND BALANCE	\$ 5,608,608	\$ 362,687	\$ -	\$ 4,339,083	\$ 20,839	\$ -	\$ 20,839
TOTAL FUND BALANCE - ALL FUNDS	\$ 17,099,717	\$ 8,376,717	\$ 565,791	\$ 15,061,167	\$ 8,435,423	\$ (136,850)	\$ 8,298,573

General Fund Summary

GENERAL FUND SUMMARY

Description	Actual FY '10-'11	Original Adopted Budget FY '11-'12	Amended Budget FY '11-'12	Estimated Final FY '11-'12	Proposed Budget FY '12-'13	Adjustments 1st Hearing	Revised Proposed Budget FY '12-'13
BEGINNING GENERAL FUND BALANCE	\$ 9,803,975	\$ 9,522,970		\$ 11,491,109	\$ 10,722,084		\$ 10,722,084
REVENUES							
Ad-Valorem Taxes	5,559,346	5,493,096	-	5,494,075	5,623,941	-	5,623,941
Franchise Fees	960,331	904,409	-	904,409	915,000	-	915,000
Utility Taxes	3,567,951	3,201,999	-	3,181,125	3,255,604	-	3,255,604
Licenses and Permits	1,104,737	922,266	(703,265)	235,177	240,000	-	240,000
Intergovernmental Revenue	2,728,149	1,697,473	-	1,827,217	1,896,000	-	1,896,000
Fines and Forfeitures	353,738	204,000	-	229,601	199,000	-	199,000
Charges for Services	228,230	276,000	-	442,165	432,500	-	432,500
Interest Income	92,603	55,000	-	110,000	75,000	-	75,000
Other	264,599	146,180	-	211,480	208,980	-	208,980
Appropriation of Unassigned Fund Balance	-	443,000	(352,883)	90,117	990,500	136,850	1,127,350
TOTAL REVENUES	\$ 14,859,684	\$ 13,343,422	\$ (1,056,148)	\$ 12,725,366	\$ 13,836,525	\$ 136,850	\$ 13,973,375
TOTAL SOURCES	\$ 24,663,659	\$ 22,866,392	\$ (1,056,148)	\$ 24,216,475	\$ 24,558,609	\$ 136,850	\$ 24,695,459
EXPENDITURES							
Village Council	171,877	186,500	-	186,500	202,838	-	202,838
Village Manager	434,210	511,233	-	511,233	526,383	(52,650)	473,733
Village Clerk	242,957	214,748	-	214,748	279,155	-	279,155
Human Resources	153,128	193,550	-	193,550	218,930	-	218,930
Finance Department	293,501	322,368	-	322,368	376,973	39,500	416,473
Village Attorney	330,823	473,800	-	473,800	473,800	-	473,800
General Government	1,869,851	1,936,980	-	1,936,980	2,056,000	-	2,056,000
Police Services	6,223,944	6,049,012	-	6,049,012	6,316,149	150,000	6,466,149
Planning & Zoning	535,082	630,795	-	630,795	794,002	-	794,002
Building & Capital Projects	664,101	708,056	(708,056)	-	-	-	-
Facilities Maintenance	528,385	243,471	-	243,471	271,208	-	271,208
Parks & Recreation	1,524,691	1,872,909	-	1,962,909	2,321,087	-	2,321,087
TOTAL EXPENDITURES	\$ 12,972,550	\$ 13,343,422	\$ (708,056)	\$ 12,725,366	\$ 13,836,525	\$ 136,850	\$ 13,973,375
TRANSFER OF RESTRICTED FUNDS	200,000	54,940		228,908			-
TRANSFER FOR CAPITAL OUTLAY		1,011,000	(561,000)	450,000	1,317,000		1,317,000
RE-APPROPRIATION OF FUND BALANCE	-	443,000	(352,883)	90,117	990,500	136,850	1,127,350
RESTRICTED FUNDS BALANCES	194,201	-		-			-
COMMITTED FUNDS BALANCES	2,863,866	2,758,393		2,758,393	2,758,393		2,758,393
ASSIGNED FUND BALANCE	60,000	80,000		80,000	100,000		100,000
UNASSIGNED GENERAL FUND BALANCE	8,573,042	5,175,637	565,791	7,883,691	5,556,191	(136,850)	5,419,341
TOTAL FUND BALANCE	11,491,109	8,014,030	565,791	10,722,084	8,414,584	(136,850)	8,277,734
TOTAL EXPENDITURES, TRANSFERS, RESERVES & BALANCES	\$ 24,663,659	\$ 22,866,392	\$ (1,056,148)	\$ 24,216,475	\$ 24,558,609	\$ -	\$ 24,695,459

General Fund Revenue

GENERAL FUND REVENUE

Description	Actual FY '10-'11	Original Adopted Budget FY '11-'12	Amended Budget FY '11-'12	Estimated Final FY '11-'12	Proposed Budget FY '12-'13	Adjustments 1st Hearing	Revised Proposed Budget FY '12-'13
GENERAL FUND REVENUE							
Ad Valorem Taxes @ 2.4470 mills @ 95%	\$ 5,512,579	\$ 5,483,096		\$ 5,483,096	\$ 5,613,941		\$ 5,613,941
Ad Valorem Taxes - Delinquent	45,748	5,000		10,979	5,000		5,000
Ad Valorem Taxes - Interest	1,019	5,000		-	5,000		5,000
Local Option Gas Tax	462,028	-		-	-		-
Transportation Tax - Administrative Portion (5%)	39,476	-		-	-		-
Utility Taxes - Electric	1,795,763	1,632,288		1,700,000	1,750,000		1,750,000
Utility Taxes - Water	225,874	179,799		185,000	200,000		200,000
Utility Taxes - Gas	30,380	28,169		28,169	30,000		30,000
Unified Communications Services Tax	1,515,934	1,361,743		1,267,956	1,275,604		1,275,604
Business Tax Receipts	96,271	40,000		40,000	50,000		50,000
Building Permit Fees	777,531	703,265	(703,265)	-	-		-
Franchise Fee - Electric	960,331	904,409		904,409	915,000		915,000
Zoning Application Processing	106,920	75,000		82,672	80,000		80,000
Administrative Variances	3,832	3,000		105	-		-
Sidewalk Café Permits	1,400	1,000		400	-		-
Site Plan Review	3,700	-		-	-		-
Lot Clearing	21,662	25,000		11,000	10,000		10,000
Certificate Of Use	11,082	-		26,000	25,000		25,000
Scanning Fee	47,932	45,000		45,000	45,000		45,000
Technology Fee	34,407	30,000		30,000	30,000		30,000
State Revenue Sharing	402,762	355,717		355,717	375,000		375,000
8 Cent Fuel Tax	162,498	-		-	-		-
Alcoholic Beverage Licenses	5,637	4,000		4,000	4,000		4,000
Local Government 1/2 Cent Sales Tax	1,654,995	1,337,756		1,467,500	1,517,000		1,517,000
Fuel Tax Refund	753	-		-	-		-
Police Services	3,965	2,000		2,165	2,500		2,500
Coral Reef Park Rentals	39,464	50,000		60,000	55,000		55,000
Tennis	9,642	-		100,000	135,000		135,000
Palmetto Bay Park Rentals	43,598	20,000		15,000	15,000		15,000
Skate Park	9,886	9,000		5,000	5,000		5,000
Thalatta Park Rentals	39,142	75,000		140,000	120,000		120,000
Summer Program	76,520	120,000		120,000	100,000		100,000
Other Charges for Services	6,013	-		-	-		-
Fines & Forfeitures - Parking Tickets	83,102	75,000		75,000	70,000		70,000
Fines & Forfeitures - LETTF	3,741	-		-	-		-
School Crossing Guards	29,318	29,000		29,000	29,000		29,000
Fines - Code Enforcement	237,577	100,000		125,601	100,000		100,000
Interest Earnings	92,603	55,000		110,000	75,000		75,000
Jane Forman Tennis Contract	30,749	-		-	-		-
Library Rental	108,981	108,980		108,980	108,980		108,980
Concession Rental	43,458	37,200	-	7,500	-		-
Miscellaneous Revenues	81,411	-		95,000	100,000		100,000
Appropriation of Unassigned Fund Balance	-	443,000	(352,883)	90,117	990,500	136,850	1,127,350
TOTAL GENERAL FUND REVENUE	\$ 14,859,684	\$ 13,343,422	\$ (1,056,148)	\$ 12,725,366	\$ 13,836,525	\$ 136,850	\$ 13,973,375

Village Manager

- Continue to pursue the establishment of two additional fire rescue stations on the east side of Palmetto Bay, in conjunction with Miami-Dade County and the City of Coral Gables.
- Supervise the Communications Manager/Public Information Officer (PIO) in order to increase public awareness and ensure appropriate information is provided to the public and the news media outlets.
- Oversee and manage together with the Communications Manager/PIO the disbursement of the Village's newsletter and press releases.

BUDGET

Description	Actual FY '10-'11	Original Adopted Budget FY '11-'12	Estimated Final FY '11-'12	Proposed Budget FY '12-'13	Adjustments 1st Hearing	Revised Proposed Budget FY '12-'13
VILLAGE MANAGER						
Salaries & Wages	\$ 310,380	\$ 337,883	\$ 337,883	\$ 352,872	\$ (30,000)	\$ 322,872
Other Wages	3,614	0	0	7,988		7,988
Payroll Taxes	22,231	30,629	30,629	27,654	(3,500)	24,154
Retirement Contributions	41,945	55,008	55,008	46,519	(6,000)	40,519
Health & Life Insurance	47,271	68,113	68,113	65,750	(13,150)	52,600
Travel & Per Diem	4,395	5,000	5,000	5,000		5,000
Expense Reimbursement Allowance	762	6,000	6,000	6,000		6,000
Operating Supplies	264	600	600	600		600
Books, Publications, Subscriptions & Memberships	1,895	3,500	3,500	5,000		5,000
Professional Development	1,453	1,500	1,500	1,500		1,500
Reserve for Contingencies	-	3,000	3,000	7,500		7,500
TOTAL VILLAGE MANAGER	\$ 434,210	\$ 511,233	\$ 511,233	\$ 526,383	\$ (52,650)	\$ 473,733

Department of Finance

BUDGET

Description	Actual FY '10-'11	Original Adopted Budget FY '11-'12	Estimated Final FY '11-'12	Proposed Budget FY '12-'13	Adjustments 1st Hearing	Revised Proposed Budget FY '12-'13
FINANCE DEPARTMENT						
Salaries & Wages	\$ 181,110	\$ 173,933	\$ 173,933	\$ 204,386	\$ 30,000	\$ 234,386
Other Wages	1,487	3,349	3,349	10,255		10,255
Payroll Taxes	13,272	13,215	13,215	16,185	3,500	19,685
Retirement Contributions	20,951	19,664	19,664	25,350	6,000	31,350
Health & Life Insurance	24,380	36,207	36,207	47,797		47,797
Independent Audit	36,836	60,000	60,000	50,000		50,000
Payroll Processing	1,913	-	-	-		-
Travel & Per Diem	1,033	1,250	1,250	2,500		2,500
Financial Institution Fees	11,537	12,000	12,000	13,000		13,000
Books, Publications, Subscriptions & Memberships	595	750	750	1,000		1,000
Professional Development	387	1,000	1,000	1,500		1,500
Reserve for Contingencies	-	1,000	1,000	5,000		5,000
TOTAL FINANCE DEPARTMENT	\$ 293,501	\$ 322,368	\$ 322,368	\$ 376,973	\$ 39,500	\$ 416,473

BUDGET DETAILS

Salaries and Wages: Forty percent of the Finance director's salary is allocated to Special Revenue.

Independent Audit: Budgeted fee reflects current contractual costs

Payroll Processing: this function is now being processed in-house (previously processed by ADP).

Financial Institutions Fees: Banks and Credit Card Fees.

Palmetto Bay Policing unit

BUDGET

Description	Actual FY '10-'11	Original Adopted Budget FY '11-'12	Estimated Final FY '11-'12	Proposed Budget FY '12-'13	Adjustments 1st Hearing	Revised Proposed Budget FY '12-'13
POLICE SERVICES						
Patrol Services	\$ 6,139,473	\$ 5,958,612	\$ 5,958,612	\$ 6,212,449	\$ 150,000	\$ 6,362,449
School Crossing Guards	59,230	64,000	64,000	80,000		80,000
Photocopies	5,012	4,500	4,500	5,800		5,800
Maintenance - Equipment	3,999	4,000	4,000	4,000		4,000
Printing and Binding	296	400	400	400		400
Officer Friendly Program	4,665	5,000	5,000	5,000		5,000
Office Supplies	2,474	2,500	2,500	2,500		2,500
Operating Supplies	3,475	3,000	3,000	3,000		3,000
Uniforms	988	500	500	500		500
Equipment and Furniture: non-capital outlay	-	500	500	500		500
Books, Publications, Subscriptions & Memberships	-	500	500	500		500
Professional Development	4,332	4,000	4,000	-		-
Contingency	-	1,500	1,500	1,500		1,500
TOTAL POLICE SERVICES	\$ 6,223,944	\$ 6,049,012	\$ 6,049,012	\$ 6,316,149	\$ 150,000	\$ 6,466,149

BUDGET DETAILS

Patrol Services: As required by the Interlocal Agreement for Patrol Services, this line item reflects the amount paid to the Miami-Dade County Police Department for local police services provided to the Village.

Department of Parks and Recreation

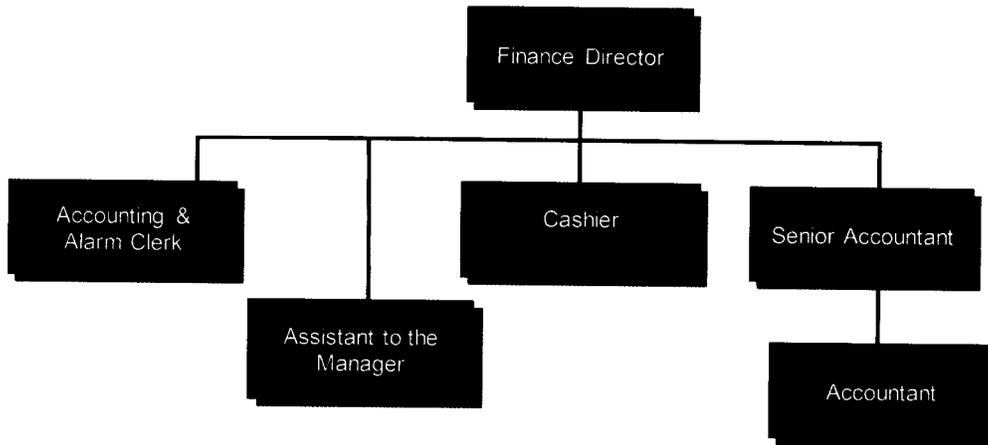
BUDGET

Description	Actual FY '10-'11	Original Adopted Budget FY '11-'12	Estimated Final FY '11-'12	Proposed Budget FY '12-'13	Adjustments 1st Hearing	Revised Proposed Budget FY '12-'13
PARKS & RECREATION						
Salaries & Wages	\$ 454,106	\$ 469,964	\$ 469,964	\$ 534,726		\$ 534,726
Part-Time Salaries & Wages	290,197	336,484	336,484	487,346	118,000	605,346
Summer Camp Payroll	-	85,000	85,000	85,000		85,000
Other Wages	1,435	5,800	5,800	12,226		12,226
Overtime	890	1,500	1,500	1,500		1,500
Payroll Taxes	56,066	67,835	67,835	77,619		77,619
Retirement Contributions	42,505	54,878	54,878	56,721		56,721
Health & Life Insurance	92,566	108,621	108,621	118,350		118,350
Professional Services	2,916	2,000	2,000	5,000		5,000
Tennis Coaches	-	-	90,000	118,000	(118,000)	-
Travel & Per Diem	-	2,000	2,000	2,000		2,000
Uniforms	9,055	15,000	15,000	25,000		25,000
Summer Camp Supplies	23,829	34,000	34,000	23,500		23,500
Tennis Camp Supplies	-	-	-	5,000		5,000
Books, Publications, Subscriptions & Memberships	925	1,500	1,500	1,500		1,500
Professional Development	80	4,500	4,500	4,500		4,500
Reserve for Contingencies	-	2,500	2,500	10,000		10,000
Park Maintenance - Coral Reef Park:						
Waste Haulers	12,119	11,500	11,500	16,100		16,100
Alarm Monitoring	2,529	2,800	2,800	2,000		2,000
Communications	3,377	2,850	2,850	2,600		2,600
Electric	32,326	40,000	40,000	34,000		34,000
Water	9,186	10,000	10,000	14,700		14,700
Gas	112	-	-	-		-
Grounds Maintenance	49,946	43,000	43,000	85,000		85,000
Pineland Management	-	8,127	8,127	8,489		8,489
Repair and Maintenance	38,520	40,000	40,000	40,000		40,000
Operating Supplies	58,231	55,000	55,000	60,000		60,000
Furniture & Equipment - Non Capital	1,616	500	500	500		500
Park Maintenance - Palmetto Bay Park:						
Waste Haulers	10,198	11,200	11,200	10,800		10,800
Alarm Monitoring	1,405	1,500	1,500	1,500		1,500
Communications	2,418	2,500	2,500	3,000		3,000
Electric	37,735	40,000	40,000	39,500		39,500
Water	1,740	1,900	1,900	1,900		1,900
Grounds Maintenance	30,380	42,000	42,000	67,000		67,000
Repair & Maintenance	27,354	52,000	52,000	52,000		52,000
Operating Supplies	31,164	35,000	35,000	33,000		33,000
Furniture & Equipment - Non Capital	-	500	500	500		500
Concessions	500	1,000	1,000	-		-
Tournament Supplies	(103)	3,000	3,000	2,000		2,000

Department of Parks and Recreation

Description	Actual FY '10-'11	Original Adopted Budget FY '11-'12	Estimated Final FY '11-'12	Proposed Budget FY '12-'13	Adjustments 1st Hearing	Revised Proposed Budget FY '12-'13
Park Maintenance - Pemne Wayside Park						
Waste Haulers	5,859	6,000	6,000	3,500		3,500
Electric	73	2,500	2,500	500		500
Water	246	250	250	500		500
Grounds & Pool Maintenance	11,904	13,000	13,000	15,000		15,000
Repair & Maintenance	-	2,000	2,000	3,000		3,000
Park Operating	5,434	6,000	6,000	7,000		7,000
Furniture & Equipment - Non Capital	-	500	500	500		500
Park Maintenance - Thalatta						
Waste Haulers	4,084	7,500	7,500	6,500		6,500
Alarm Monitoring	686	3,000	3,000	2,600		2,600
Communications	4,529	4,000	4,000	3,800		3,800
Electric	9,523	17,000	17,000	15,000		15,000
Water	7,016	12,500	12,500	12,000		12,000
Grounds Maintenance	17,320	35,000	35,000	30,000		30,000
Repair & Maintenance	14,158	25,000	25,000	25,000		25,000
Advertising/Marketing	15,277	30,000	30,000	30,000		30,000
Operating Supplies	30,402	35,000	35,000	35,000		35,000
Furniture & Equipment - Non Capital	7,007	2,500	2,500	15,000		15,000
Park Maintenance - Ludovici						
Alarm Monitoring	1,449	1,800	1,800	2,510		2,510
Communications	3,686	4,400	4,400	3,000		3,000
Electric	29,126	25,000	25,000	25,000		25,000
Water	1,874	2,000	2,000	2,600		2,600
Grounds Maintenance	6,458	9,000	9,000	15,000		15,000
Repair & Maintenance	10,078	10,000	10,000	10,000		10,000
Operating Supplies	13,179	22,500	22,500	15,000		15,000
Furniture & Equipment - Non Capital	-	500	500	500		500
TOTAL PARKS & RECREATION	\$ 1,524,691	\$ 1,872,909	\$ 1,962,909	\$ 2,321,087	\$ -	\$ 2,321,087

FINANCE ORGANIZATIONAL CHART



VILLAGE MANAGER ORGANIZATIONAL CHART

