

Fulfilling the Vision



*Village of Palmetto Bay
Adopted Operating & Capital Budget
Fiscal Year 2006-07*

Distinguished Budget Presentation Award



The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Village of Palmetto Bay, Florida for its annual budget for the fiscal year beginning October 1, 2005. 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 eligibility for another award.



GUIDE FOR READERS

GUIDE FOR READERS

The Fiscal Year 2005-2006 Annual Operating Budget for the Village of Palmetto Bay, Florida is intended to serve four purposes:

Policy Document

The Village's budget process is conducted within the framework of the Comprehensive Plan, and a comprehensive set of financial management policies, financial trends and fiscal forecasts. The budget process allows the policy makers an opportunity to review policies and goals that address long-term concerns and evaluate Village services.

Operations Guide

As an operations guide, the budget indicates how services will be delivered to the community. The Department Budgets section provides major goals and objectives for each organizational unit in the Village. The budget includes an organizational chart for the Village as well as each department and a three year analysis on the levels of staffing.

Financial Plan

As a financial plan, the budget details how much Village services will cost and how they will be funded. The budget document is broken down by department, giving a line item budget for each department's services. Current capital improvements are identified, as well as their funding sources in the Budget Message section.

Communication Device

The budget seeks to communicate summary information through the use of text, tables and graphs to a diverse audience. The budget document incorporates an index, Budget Message, department budgets and glossary of terms.



VILLAGE GOVERNMENT

VILLAGE COUNCIL

Eugene P. Flinn, Jr.
Mayor

Linda Robinson
Vice Mayor

Edward J. Feller, M.D.
Council, District 1

Paul Neidhart
Council, District 2

Shelley P. Stanczyk
Council, District 3

VILLAGE MANAGER

Charles D. Scurr

VILLAGE ATTORNEY

Nagin, Gallop & Figueredo, P.A.

VILLAGE CLERK

Meighan J. Pier, CMC

ADMINISTRATIVE STAFF

Desmond Chin, Finance Director
Ana M. Garcia, Community Services Director
Captain Scott Dennis, Village Commander
Arleen Weintraub, Community Development Services Director
Ron E. Williams, Public Works Director
Olga Cadaval, Chief of Staff



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BUDGET MESSAGE



The Village of Palmetto Bay
Excellence in Community Service

August 1, 2006

The Honorable Eugene P. Flinn, Jr.,
Linda Robinson,
Edward J. Feller, M.D.,
Paul Neidhart,
John Breder, and
The Residents of Palmetto Bay

Dear Mayor, Vice Mayor, Council Members and the Residents of Palmetto Bay:

In accordance with the provisions of the Village Charter, I am pleased to provide the FY 2006-07 Proposed Budget – *Fulfilling the Vision* – for your review and consideration.

A Brief Historical Overview

The Village of Palmetto Bay, in its short but distinguished history, has set a new standard for local governance. Palmetto Bay became Miami-Dade County's 33rd municipality on September 10, 2002. On that historic date, an overwhelming majority of our citizens approved the Charter that created the Village.

The first year of the Village, FY 2002-03, was a *Year of Hard Work, Planning and Transition*. The Village Council quickly organized and, with the assistance of the entire community, began the process of governance. In an effort unprecedented in a start-up city, the Council decided to fully involve the community in the actual planning of the types, levels and methods of delivery of the services to be provided by the Village. Nine committees with over 80 members were constituted. This extraordinary and successful public process formed the basis for the structure of the Village government. Each Committee did extensive research, heard from experts, examined alternatives and eventually made formal recommendations to the Village Council.

The Village developed, as part of this process, a consensus approach to government administration. The "Palmetto Bay Approach to Governance" is to develop a maximally efficient government with a small, highly qualified core staff and the use of outsource contractors and community partnerships to the maximum extent possible.

The Village commenced intense negotiations with the County that eventually established a series of Interlocal Agreements for the transition of municipal services. Agreements for Local Patrol and Specialized Police Services were approved and on July 14, 2003, the Palmetto Bay Policing Unit of the Miami-Dade Police Department inaugurated significantly enhanced police services in the Village. The Village commenced Building & Permitting operations on August 2, 2003, and assumed operation of most other services on October 1, 2003.

Budget Message

The second year of the Village, FY 2003-04, was *Building the Foundation for Excellence – Enhancing Municipal Services*. This was the first full year of Village operation. In its first year, Palmetto Bay implemented significant increases in services in all Departments and truly built a foundation for excellence. Palmetto Bay set the standard.

The third year of the Village, FY 2004-05, was a truly remarkable year focused on *Building on the Foundation – Achieving Excellence*. The goal was achieved by all Departments.

FY 2005-06, the year now concluding, was the year of *Building the Vision*. The hard work of the previous years laid the groundwork and literally formed the blueprint for *Building the Vision*. The Village continued to *Achieve Excellence* in all operating departments and also committed funding to the capital construction program for *Building the Vision*. Architectural and engineering plans were completed, financing programs were approved and construction contracts were executed for Village capital projects throughout Palmetto Bay. The Village also put in place the planning and zoning guidelines required for compatible, smart growth in the private sector with the approval of the Comprehensive Development Master Plan, the Franjo Triangle/US-1 Commercial Island Charrette and the Land Development Code.

FY 2006-07, the year we are now beginning will be the year of *Fulfilling the Vision* as we complete the projects now under construction. It will be a year of *Fulfilling the Vision* as the community participates in the completion and opening of expanded park facilities, a new library, and enhanced public works projects including stormwater drainage, street paving, traffic calming, a local transportation system and street landscaping. These projects represent an important part of the genesis for the vision that led Palmetto Bay to become a city.

It is important, prior to discussing the upcoming year, to give a heartfelt and sincere note of thanks to the Mayor, Village Council, staff and residents of Palmetto Bay for their extraordinary service during the 2005 hurricane season. Palmetto Bay, Miami-Dade County and the entire State of Florida were impacted significantly by Hurricanes Katrina and Wilma. Our thoughts and prayers continue for those in the Gulf Coast who were victims of Hurricane Katrina. While the impact on our community does not compare, we were significantly impacted and our response capability tested.

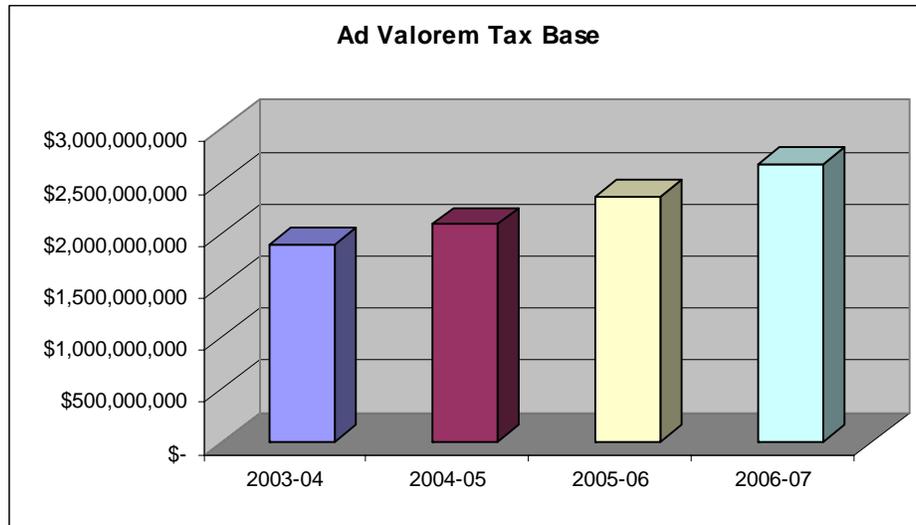
The Village responded above and beyond the call of duty. Our major streets were cleared within 12 hours and secondary streets within 36 hours. Police service was never interrupted, shifting to the heavy duty parks trucks during the height of the storm. Literally within a day, and in the midst of a prolonged power outage, we were able to open our parks and start “Camp Wilma” for our youth. Our administrative staff organized a successful supply relief effort to the Gulf Coast. Neighbors were there to help neighbors throughout the crises. Palmetto Bay planned for the worst and witnessed the best in our community.

FY 2006-07 Financial Overview and Revenue Forecast

The financial state of the Village of Palmetto Bay continues to be excellent. In FY 2005-06, Palmetto Bay received a flawless audit report from the independent outside audit firm of Rachlin, Cohen and Holtz, LLP. The Village also received the Distinguished Budget Award from the Government Finance Officers Association.

The ad valorem tax base of Palmetto Bay continues to be vibrant, healthy and growing. The FY 2005-06 assessed valuation by the Miami-Dade Property Appraiser for the Village is \$2,666,309,830. This represents a 13.19% increase over the FY 2005-06 valuations.

Budget Message



It is important to highlight that while the total assessed value of properties within the Village continued to increase significantly, this increase is not reflected in an individual homeowner's assessed value and taxes. Homeowners are taxed based on the assessed value of their home, not the appraised or fair market value of their property. State law protects homeowners from rapidly increasing property values. The amount of the annual increase in assessed value is limited to 3% or the Consumer Price Index, whichever is less. The CPI for 2005 used by the Miami-Dade Property Appraiser was over 3%, so the 3% cap will be in effect. Palmetto Bay homeowners who have owned their property for any length of time are taxed at their assessed value, which is much less than the appraised value of their home. The increase in the overall assessment within the Village is due primarily to three factors: new construction; resale of existing homes; and increased value of commercial property, which is not subject to the 3% cap. A Palmetto Bay homeowner may have seen a 15% increase in the market value of their home this past year, but the taxable or assessed value can go up by no more than 3%.

The Village continuously updates the Five Year Financial Forecast and the forecast remains on track. There has been significant discussion concerning the sustainability of the increases in the ad valorem tax base. The Five Year Financial Forecast has been updated to reflect a significantly lower rate of increase. The Forecast had previously contained a 10% growth rate, which was conservative during a period of 13-15% growth. The Forecast shows a rate decreasing to 7% for ad valorem and a 4% growth rate in other sources. Under this conservative scenario the financial forecasts continue to be positive.

The other revenue streams available to the Village continue to trend in a positive direction. Most revenue streams such as the Unified Communications Tax, ½ Cent Sales Tax and Utility Taxes are up. Several revenue streams, such as Utility Franchise Fees, are projected to be flat. It should be noted that the Finance Department is continuing to work with the State and County concerning Unified Telecommunications Tax proceeds. The amounts flowing to the Village are less than projected by the State. Initial analysis indicates that several major providers have not shifted their payments to the Village from the County. The County is cooperating and is continuing to transfer 95% of the delta to the Village. The Proposed Budget includes funding for a specialized consultant to complete the research and remedy this situation. The Proposed Budget also recommends maintaining the Revenue Contingency Fund at \$200,000 to offset this or other potential revenue shortfall.

Building and Permitting activity is projected to increase again in FY 2006-07. This is due to the increased level of permitting within the Village, which will surpass \$1,000,000 for the first time. The current agreement with the outsource contractor calls for 20% of the revenues to be retained by the Village. It should be noted that the Building and Permitting Review Committee established by the Council will be presenting its report in September. The Committee has taken its charge seriously and labored long and hard. Their recommendations may call for some structural and financial changes to the current system. These recommendations will be analyzed and discussed once finalized and presented by the Committee.

Budget Message

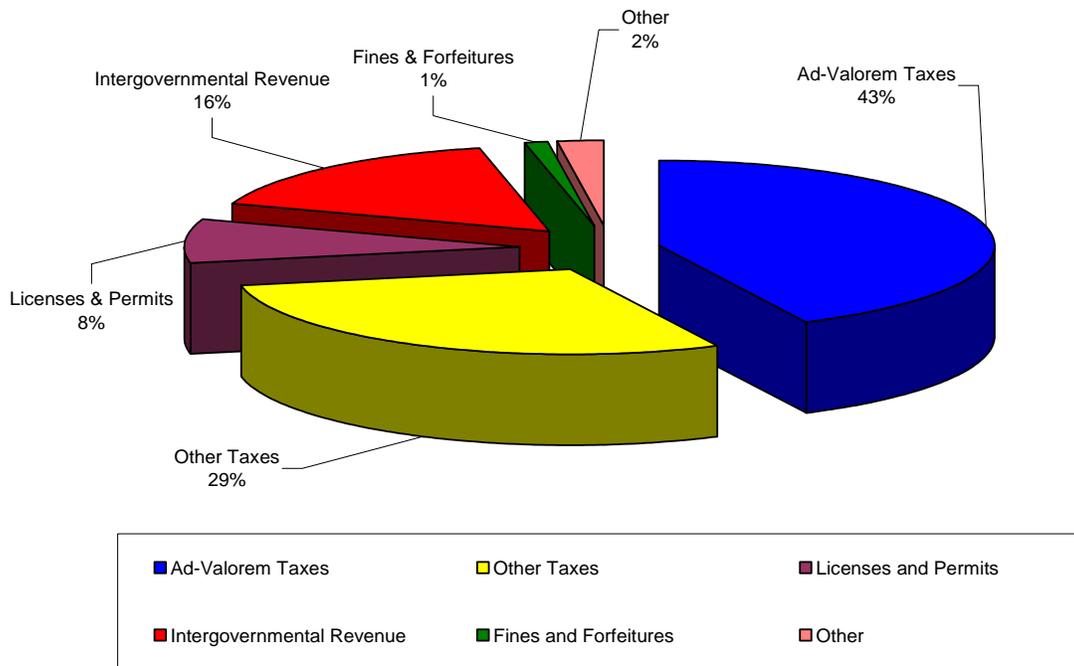
The Proposed Budget also includes a revenue stream of \$100,000 for Burglar Alarm Fees. The Miami-Dade Police Department has finally implemented the software that will enable the continuation of the burglar alarm registration and false alarm program. The fees and schedules remain unchanged and are the same as the County.

One of the primary reasons for the continued financial health of the Village is the excellent stewardship of the budget by the Departments with the support of the Mayor and Village Council. Millions of dollars have been saved. During the current year, the Village is once again on track to realize significant savings. These funds, per Council direction, are placed in a capital fund that has helped finance the improvements being built throughout the Village as well as the Village Hall reserve fund.

As a continuation of this philosophy and in order to acknowledge and provide an incentive to the Departments for their continued prudent financial management, the Proposed Budget incorporates the concept of a Savings Reinvestment Program (SAVE). Simply stated, as an incentive to continue to save operating expenses, a portion of the savings will be reinvested in the Department. The reinvestment will be for non-recurring capital expenditures that will either produce additional efficiencies and savings or provide needed capital equipment. SAVE will be funded from the surplus cash carryover and is included in the Capital Budget in the Special Revenue Fund.

The Village continues to have a diversified revenue base. Ad valorem, or property taxes, represent approximately 43% of the operating budget. The remainder comes from a variety of revenue sources including franchise fees, utility taxes, permits & fees, and intergovernmental revenues.

General Fund Revenue Sources



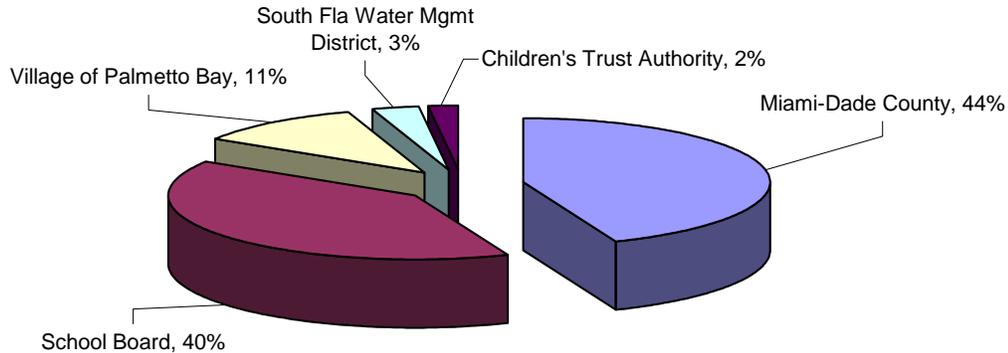
The FY 2005-06 Budget Establishing the Tax Rate

It is recommended that the Village hold the line on taxes with no increase in the millage rate. The millage rate for the Village would remain at 2.447 mills.

Budget Message

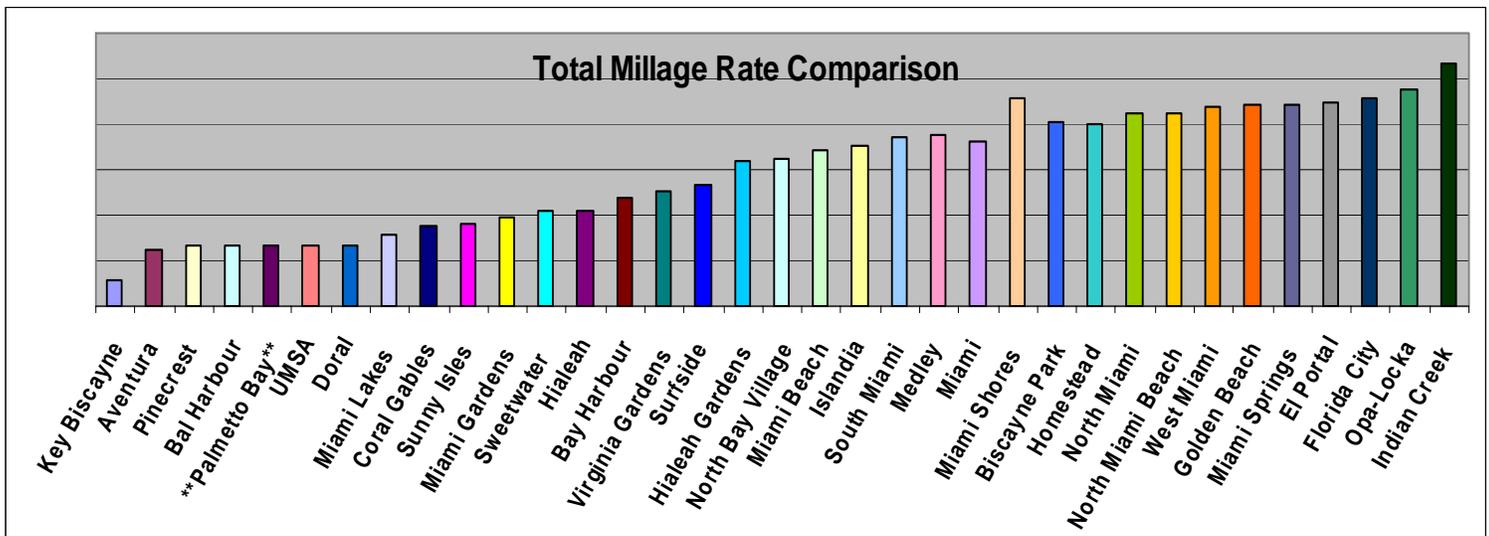
The Palmetto Bay Village Council establishes the millage rate for municipal services. The Palmetto Bay millage rate replaces the former Unincorporated Municipal Service Area (UMSA) millage rate. The FY 2005-06 millage rate was 2.447 mills for both the Village and UMSA. The County Manager has recommended that the UMSA rate remain at 2.447 mills for FY 2006-07.

The amount of a homeowner's property tax bill that actually goes to Palmetto Bay is only 11% of the total tax bill. The remainder goes to the School Board, Countywide services such as transit, Fire & Rescue, Library, and the South Florida Water Management District.



The average assessed value of a home in Palmetto Bay, according to the Miami-Dade Property Appraiser, is \$284,440. Once again, this is the assessed, not the appraised, value. The appraised value of most homes in the Village is considerably higher. The average property tax bill for municipal services paid by Village residents – assuming a millage rate of 2.447 and an assessed value of \$284,440 – is \$696.00. This represents the average Palmetto Bay taxes paid per household, not per individual. This amount of money is what pays for the excellent police, parks, public works and other municipal services our residents are receiving.

The Village continues to enjoy one of the lowest millage rates in all of Miami-Dade County. The Village has the fifth lowest tax rate among Miami-Dade's 36 cities and Unincorporated Municipal Services Area.



It is important to note that, of these cities, only Palmetto Bay, Miami Lakes and Doral pay "mitigation" to Miami-Dade County. The mitigation payment is included in the stated millage rate for those cities. The FY 2006-07

Budget Message

Palmetto Bay mitigation payment is estimated at \$1,634,069. Other recently established cities including Key Biscayne, Aventura, Pinecrest and Sunny Isles Beach do not pay mitigation. No older cities, such as Miami, Homestead, Coral Gables or Bal Harbor, pay mitigation. Mitigation represents 61% of a mill.

Mitigation has been a major issue predating incorporation of the Village. Significant progress has been made during this past year. Under the leadership of the Mayor and Council and with the partnership of our sister cities Miami Lakes and Doral, a proactive multi-faceted strategy has been implemented at the State and County level. The initiative began in Tallahassee with the introduction of legislation eliminating mitigation. The County subsequently convened a special Mitigation Policy Review Task Force. The Task Force unanimously voted that mitigation payments should cease. Serious and substantive discussions with the County concerning the cessation of mitigation are now underway. It must be stressed, however, that while progress to date has been encouraging, the process is not over.

Careful consideration should be given to the possibility of lowering the millage rate. However, a cautious approach should be considered for a number of reasons:

- Mitigation – The Village is still required to pay mitigation to the County. In FY 2006-07, the payment of \$1,634,069 represents 26% of the ad valorem tax revenue base. Should mitigation cease, careful thought should be given on how to treat this dividend. There are numerous possibilities. The Mayor and Council have suggested a series of public forums to discuss the possibilities and develop a community consensus. It is recommended that this sound and deliberate process commence once the matter is successfully concluded.
- Revenue Streams – The Village now has 3 years of experience with the many revenue streams that are part of the budget. The history with these revenue streams now enables accurate forecasting with the exception of Franchise Fees and, as discussed earlier, the Unified Communications Tax. The FPL Franchise Fee is not paid until the end of the year and we still have limited history.
- Statewide Referendum – There remains the potential for a statewide referendum which would double the homestead exemption. The ballot language was disallowed by the Florida Supreme Court and the measure will not be on the ballot this year. However, it is likely that the measure may be brought forward again in the future. The potential impact on the Village would be over \$400,000 annually.

FY 2006-07 Fulfilling the Vision

The Capital Improvement Program – A Milestone Achievement

The FY 2006-07 Capital Improvement Program is unprecedented and, in its entirety, will mark a milestone achievement in *Fulfilling the Vision*. The FY 2006-07 capital budget totals **\$18,102,938**. Building on the leadership, planning, community participation and hard work of the first years of the Village the 2006-07 Budget includes the following:

Community Services – Parks and Recreation

- | | |
|--|--------------|
| • Palmetto Bay Park | \$ 8,657,904 |
| • Bayside Library, Park & Community Center | \$ 3,508,916 |
| • Perrine Wayside Park | \$ 650,000 |
| • C-100 Historic Property (Includes Acquisition) | \$ 3,690,300 |
| • Coral Reef Park | \$ 700,000 |

Public Works

- | | |
|------------------|------------|
| • Roadway Paving | \$ 500,000 |
|------------------|------------|

Budget Message

• Sidewalks	\$ 155,000
• Neighborhood Traffic Calming	\$ 500,000
• Street Landscaping Trees	\$ 300,000
• Intersection Improvements	\$ 50,000
• Shuttle Bus Operation	\$ 290,484
• Village Street Signage Program	\$ 250,000
• Stormwater Drainage	\$ 500,000

General

• Village Hall Fund	\$ 1,000,000
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These funding levels, it should be highlighted, only include the 2006-07 Program. It does not include the funds spent in FY 2005-06 and before on the Phase I improvements at Coral Reef Park, the Perrine Park Skate Park, and the many street and stormwater projects implemented throughout the Village.

FY 2005-06 witnessed the completion of design, financing and the award of construction contracts for the projects listed above. FY 2006-07 will see the completion and opening of these invaluable community resources.

The funding for these projects has come from many sources. The Village has been extremely proactive and creative in seeking and receiving grant funding from Tallahassee, Washington and Miami-Dade County. These efforts resulted in the best year ever for the Village in Tallahassee with a total of \$4,719,150 in awards. To date, the Village has received an unprecedented \$10,485,645 in funding from the State and County. The Washington Initiative, started in FY 2005-06, is underway with results expected in November 2006.

A highlight of FY 2005-06 was the completion of the funding plan for these critically needed improvements. Taking advantage of very favorable market rates, the Village placed a capital construction loan with SunTrust Bank. This funding will enable the Village to complete these important projects at today's prices rather than in future dollars in a rapidly escalating construction market.

Public Safety – Continued Excellence

The Palmetto Bay Police Unit has continued to achieve excellence. FY 2005-06 was another year of outstanding service and dedication. Highlights include:

- Fighting Crime – Crime rates continue to decline within the Village with double digit decreases in the COMSTAT and Unified Crime Report (UCR) reports.
- Fire-Rescue Commitment – Palmetto Bay, with the assistance of our colleagues and partners at Miami-Dade County, has secured a commitment from the Miami-Dade Fire Department to locate 2 new fire stations on the east side of the Village. This is a major achievement.
- Traffic Safety Enforcement – Traffic safety has continued to be a major priority. In FY 2005-06, the Village put in place a full time motorcycle patrol unit with two officers. The results in slowing traffic and ensuring compliance with speed limit and safety laws has been significant. Additionally, the Village has placed in service 2 electronic speed sentry devices. These units, which can operate in stealth and visible mode, augment the capability of the existing SMART Trailer. The devices are fully computerized and can provide hard copy computer printouts that can record and analyze traffic data including volume and speed. This information is very valuable in empirically determining the extent of speeding and traffic issues and provides data so that effective solutions can be developed.
- Stranger Danger Safety Initiative – The unit, working closely with the School Board Police, has developed an outreach program complete with collateral materials for elementary and middle school students. Topics include “Stranger Danger” and “Bullying” educational programs.

Budget Message

- Successful Transition of Command – The successful transition of command from Captain Michael Mouring to Captain Scott Dennis occurred in FY 2005-06. A special note of thanks to Commander Mouring for his significant and lasting contributions and legacy in the development of the finest police unit in the County.

FY 2006-07 will be a year of continued excellence and renewed commitment. Major initiatives and activities in the Proposed Budget include:

- Enhanced Patrol Initiative- Increased police presence on the street is a priority for FY 2006-07. One administrative position will be upgraded to a police officer position, enhancing our uniformed presence.
- Increased Presence in and Partnership with the Parks – Police presence in the parks is a win-win situation for the park patrons, the community and the officers. As part of the SAVE Program (Savings Reinvestment Program), the purchase of two All-Terrain Vehicles (ATV's) is recommended. ATV's will enable full coverage of our two largest facilities.
- Domestic Violence Initiative – Domestic Violence, unfortunately, continues to be a major issue in our society. The Unit has obtained a Byrne Grant that will enable us to develop and implement an education program for the community about the detection and prevention of domestic violence situations.
- Disaster Response Initiative – Building on the very successful Community Emergency Response Team (CERT) training that was initiated in FY 2005-06 for civilian Village personnel and residents, the Unit will expand their training and equipment in order to more effectively respond to natural disasters.
- School Safety Initiative – An Officer Friendly program will be established within our schools focusing on 2nd and 3rd grade students. The program's primary goal is to present a positive role model to the children while breaking down barriers between the students and police.
- Traffic Safety Initiative – Traffic safety and speeding continue to be a major concern throughout the Village. In addition to the motorcycle units and speed detection devices, the FY 2006-07 Proposed Budget includes the purchase of 10 additional radar units so that all officers within the Village who are radar certified will have a radar gun assigned to them. This purchase will be made as part of the SAVE Program.
- Revitalizing the Community Oriented Policing Philosophy – Police staff will be assigned to small geographic zones within their patrol areas and will serve as an outreach point to address quality of life issues.
- Water Safety Initiative - Reckless boating and the potential for serious accident and injury is an issue throughout the Village in the canal system and bay bottom. The Proposed Budget includes, as part of the SAVE Program, the purchase of a small watercraft suitable for the canals and bay bottom areas. The water safety patrol will not require additional specialized personnel but will be an ancillary duty that a number of our officers can participate in.
- Commercial Area Anti-Crime Initiative - The commercial areas, most notably, the US-1 corridor, continue to be a magnet for criminal activity. As part of the SAVE Program, the Proposed Budget includes the purchase of electronic surveillance equipment to enhance the ability of our detective unit to apprehend these criminal subjects. Funding for this expenditure will be from the Forfeiture Fund.

It should be noted that negotiations with the Miami-Dade Police Department for the renewal of the Local Patrol Services Agreement are nearing completion and will be presented to the Council in September. The negotiations have been successful to date and have resulted in financially beneficial provisions for the Village. Specifically the Department has agreed to a significantly lower overhead rate and is phasing out Specialized Police charges over the next three years. These savings are reflected in the Proposed Budget.

Community Services – “The Village of Parks”

Palmetto Bay has indeed become the “Village of Parks”. FY 2005-06 was a banner year:

- Palmetto Bay Park- Opening of the Perrine Park Skate Pavilion; completion of design, award of construction contract and groundbreaking at Palmetto Bay Park; resurfacing and restriping of the basketball courts; addition of safety padding and new safety basketball rims; and the planting of 60 trees on the east edge of the park.
- C-100 Historic Bayfront Park- Receipt of a \$2,719,150 Grant from the Florida Communities Trust; a \$500,000 grant from the South Florida Water Management District; a \$50,000 grant from the State of Florida Division of Historic Resources; the selection of an architectural firm specializing in historic restoration; landscaping and safety fencing; acquisition of restroom facilities; and the opening of the park to the public.
- Perrine Wayside Park – Completion of design, award of the construction contract and initial work on the Perrine Wayside Dog Park.
- Coral Reef Park – Completion of Phase I Improvements including the new youth tot-lot area, park benches, landscaping, picnic area amenities, recreation room renovation, east side bathroom renovation, festival area stage, the meditation garden and gazebo and the planting of 65 trees to replace canopy lost to hurricanes Katrina and Wilma.
- Special Events – Continuation and improvement of an outstanding program of special events including the Village Picnic and State of the Village Address. Partnered with and supported a wide variety of community groups and special events including Saturday and Sunday in the Park with Art, Race for the Cure, the 15K Holiday Run, Baynanza, Career Day, the Relay for Life, Eagle Scout Projects and Juvenile Diabetes.

FY 2006-07 will truly be the year of *Fulfilling the Vision*. The Proposed Budget includes the following:

- Palmetto Bay Park – Completion of construction and opening of this 25-acre facility. In addition to the completed Skate Pavilion and basketball courts, the new and expanded park will include:
 - Softball Fields – A softball complex of 6 fields tailored to girls’ softball programs. The western 4 fields will have state of the art lighting systems.
 - Boundless Playground – The largest and finest Boundless Playground in the State of Florida.
 - Multipurpose Open Space – The eastern half of the park will be pen green space.
 - Walking Path – The entire park perimeter will include a 6’ wide walking path, encouraging physical fitness for all age groups.
 - Restrooms/Concession Stand – A two-story restroom and concession stand will be the focal point at the center of the north quad of softball fields. Additionally, the existing restrooms will be upgraded to accommodate ADA accessibility.
 - Parking – The site will provide sufficient parking to include a new landscaped parking area in the location of the two existing ball fields. Partnerships have been developed with Miami Children’s Hospital, Total Bank and Workforce for the use of additional parking resources at those areas should the need arise at peak times on weekends.
- Bayside Library, Park and Community Center – This innovative partnership with Miami-Dade County Library system will open in 2007. This environmentally-oriented “green” building will include:
 - Library - A 5,000-square-foot Palmetto Bay Branch Library which will be operated and funded by the Miami-Dade Library System.

Budget Message

- Community Room – A two-story, 2,012-square-foot community room which will be elevated to provide unobstructed views of Biscayne Bay. The ground floor of the community room will provide space for an outdoor cultural amphitheater.
- Park – A park complete with walking trails, a gazebo and nature features. The entire facility, including the library, community room and park will include free Wi-Fi access.
- Perrine Wayside Dog Park – In FY 2006-07, construction will be completed at this dog-friendly family park. The project will include new fencing, a gazebo, new restroom facilities, added park amenities, walking paths, new and extended parking and a decorative fountain in the pond.
- Coral Reef Park – In FY 2006-07, the Jane Forman Tennis group will complete the addition of two tennis courts and the complete renovation of the racquetball courts. Additionally, one of the first orders of business will be to program the additional \$700,000 in funding approved by the Council to continue the improvements at the park. Expedient programming may enable the current contractor, who is currently performing the work at Palmetto Bay Park and Perrine Wayside Park, to add these elements to the scope of work. Possible priorities include a new concession/rest room area, improved walking paths, drainage improvements, a beach volleyball area and additional landscaping.
- C-100 Bayside Park – In FY 2006-07, the conceptual design will be completed. This design will provide the blueprint for the restoration of the facility and opening for programming purposes. The priority focus of the grant writer that has been retained by the Village is to pursue potential private sector funding opportunities. Additionally, funding is being sought at the County, State and Federal levels.
- Special Events- Special Events have become a cornerstone of Village life. Special Events are an essential element of what makes Palmetto Bay such a wonderful place to live. The success of our existing special events as well as the community-wide desire for additional events combines to make this area a budget priority.

The Proposed Budget includes two major initiatives in the Special Events area. The first is an increase in the program line item necessary to accommodate the success of our existing events, most notably the picnic and art festival. Also included in the funding level is an allocation for one new major special event or several smaller events. This event will be selected by the Special Events Committee and Village Council from a long list of possibilities including Halloween, Thanksgiving, Fourth of July, Junior Orange Bowl and Holiday events. The Proposed Budget also includes the addition of a position to coordinate the special events as well as to support other functions including the Village newsletter and grant writing. The scope and magnitude of the activities the Village is currently involved in have stretched staff resources to the point of breaking. In addition to the ongoing responsibilities for parks management, the Department is now charged with managing a multi-million dollar construction program.

- Capital Expenditures – The Proposed Budget includes several capital expenditures as part of the SAVE Program (Savings Reinvestment Program). These include the purchase of two golf carts and two “gators” to meet the current needs at Coral Reef and C-100 parks. An additional vehicle to support park operations at our expanding portfolio of parks is needed, and the purchase of a hybrid or ethanol vehicle will be explored.

The Proposed Budget also includes the allocation of funds spent in FY 2005-06 for maintenance at Palmetto Bay Park (\$87,500) and Perrine Wayside Park (\$21,600) to be spent on capital improvements at those facilities. This will avoid the one year decrease due to construction activities at the parks and potential ‘sticker shock’ as operations are geared up in 2007-08 when the expanded facilities are again fully operational. In addition, the capital improvements will provide support and enhancement for the construction program. Capital expenses would be brought to the Village Council for approval.

Community Development – Shaping the Vision

The Community Development Department, comprised of Planning, Zoning, Building and Code Compliance, is instrumental in shaping and achieving the vision. FY 2005-06 was a stellar year in *Building the Vision*:

- Comprehensive Development Master Plan (CDMP) – The CDMP, the guiding document for smart growth and development throughout the Village, became effective in FY 2005-06. This community-based citizen-involved process took place over a period of two years and involved over 40 public meetings.
- Franjo Triangle/ US-1 Commercial Island Charrette and Land Development Code – The Franjo Triangle/ US-1 Commercial Island Charrette is guiding development in this vital part of the Village. The Charrette, completed in FY 2004-05, was put in practice with the Land Development Code (LDC) in FY 2005-06. The LDC is the zoning ordinance that ensures the implementation of the charrette.
- South Dade Vision 20/20- Palmetto Bay, in partnership with Miami-Dade County, the Town of Cutler Bay, the Perrine Cutler Ridge Council and Chamber South, have initiated 'South Dade Vision 20/20. This innovative and progressive effort will combine outreach and marketing efforts to support the charrettes that have been completed over the past several years in Palmetto Bay, Cutler Bay and other south Miami-Dade neighborhoods. The progress in Palmetto Bay has already been impressive with four new projects that implement the concepts of the charrette already under construction. Vision 20/20 promises to further enhance and support this community envisioned redevelopment. The Proposed Budget includes funding to support Vision 20/20.
- Code Compliance – The Palmetto Bay Code Compliance Division is an integral part of maintaining the vitality and quality of life in the Village. The Code Compliance Unit is responsive and resident friendly. A system of Courtesy Notices is in use and has been well received. In the first nine months of the year, the Division opened 610 code compliance cases and obtained a 76% compliance rate. A total of fifty-one cases were referred to the Special Master.
- Building & Permitting – The Building & Permitting Division continues to provide a high level of professional customer-oriented service since its inception. Residents and contractors can now take care of their building and permitting needs at Village Hall and receive immediate attention and professional service. In FY 2005-06, the work load has been staggering. The unit will surpass the \$1,000,000 threshold in permit fees issuing over 5,000 residential permits and 750 commercial permits. Over 8,000 residential and 1,100 commercial inspections will be performed.
- Sidewalk Cafes – In FY 2004-05, the Village developed a restaurant friendly sidewalk café ordinance. Now, in FY 2005-06, the Village has a total of ten, and growing, sidewalk café locations.
- Educational Forums – The Department continues to hold a variety of educational and outreach forums throughout the year. In FY 2005-06 special initiatives included hurricane preparedness and a continuing dialogue with the auto industry to review and implement positive improvements to the dealerships.

FY 2006-07 will see completion of a number of major initiatives as well as the continuation of customer-based, friendly and innovative services:

- Land Development Code – The Land Development Code for the Village will be completed in FY 2006-07. This significant undertaking has included community participation every step of the way and a series of forums and workshops will be scheduled to review the many elements of the code.
- Zoning – The Village will complete the transition from the County in FY 2006-07. This includes all elements of technical review as well as responsibility for all administrative aspects including resident notification, advertisement, etc. The Proposed Budget includes offsetting revenues and expenses for these administrative activities.

Budget Message

- GIS – The Geographical Information System (GIS) will be implemented in FY 2006-07. The initial investment in capital equipment and initial software development was approved recently. The Proposed Budget includes the balance of programming funding needed to bring the full system on-line. Once complete, the system will support zoning, building, public works and finance.
- Building and Permitting – The Building and Permitting Committee, as noted earlier, will be presenting their report to the Council in September. It is anticipated that several structural changes will be recommended. The Department will assist the Council and the community in evaluating these recommendations and implementing those approved.
- Commercial Property Initiative – The Department is developing an initiative to improve the appearance of commercial businesses along the US-1 corridor. Initial discussions have been successfully held with several property owners and improvements are in the planning stage. The Department will collaborate with the property owners and provide planning, zoning and code compliance assistance to improve the area.
- Code Compliance Education Initiative – The Department will continue its efforts to develop user friendly brochures and materials to enhance code compliance throughout the Village.
- South Dade Vision 20/20 - Palmetto Bay, as a result of our charrette process, is already seeing real progress with new smart growth redevelopment. Vision 20/20 promises to further enhance and support this community envisioned redevelopment. The Proposed Budget includes funding to support Vision 20/20.

Public Works- Delivering New Levels of Excellence

During FY 2005-06, the Department was once again committed to *Excellence in Public Service* and also delivered an impressive list of “firsts”:

- Traffic Calming – The Village implemented its first traffic calming projects in FY 2005-06. Construction was completed on the 164th Street traffic calming project. A traffic circle on 82nd Avenue and 160th Street has been designed and funded.
- Stormwater Improvements – Improvements to the stormwater drainage system of the Village continues to be a top priority. Hurricanes Katrina and Wilma witnessed flooding in areas that had never previously flooded. In FY 2005-06, the Village completed construction of the 164th Street Project, the 178th Terrace Project, and the 86th Avenue, 75th Avenue and 77th Avenue Projects. Design was completed for the 148th Street Project.
- Roadway and Sidewalk Improvements – Progress continues to be made. In FY 2005-06, the Department resurfaced approximately 38,000 linear feet of roadway, removed and replaced 1,400 square yard of sidewalk and completed the curbing replacement on 148th Drive.
- Signage Program – In FY 2005-06, the Village completed and executed an Interlocal Agreement with Miami-Dade County for the installation and maintenance of street signs within Palmetto Bay, developed a prototype street sign and issued bids for the fabrication and installation of street name signs.
- Stormwater Utility – The Village took a major step forward in providing the mechanism and financial resources necessary to continue to address the stormwater needs throughout Palmetto Bay. The Village finalized the steps necessary to begin the Palmetto Bay Stormwater Utility. This action is expected to receive County Commission approval in October. Once implemented, the revenues previously flowing to the County will now be received by Palmetto Bay, providing a significant infusion of new funding.
- Transit Circulator – The Peoples Transportation Fund provides money to local governments dedicated to providing mass transit services. In FY 2005-06 the Village used these funds to purchase two circulator

Budget Message

buses and the initial rollout of the Palmetto Bay IBus for use by all of our residents. Initially, several basic routes serving the schools and commuters will be unveiled. Subsequently, specialty routes such as to the various shopping areas will be added.

- Right-of-Way Beautification – In FY 2005-06, the Village initiated its first major street tree program. This program significantly enhances the beauty of our community and provides environmental benefits. The Street Tree Master Plan was completed and the initial phase, which includes 164th and 144th Streets, was completed with the planting of 192 trees.

FY 2006-07 will be a year of delivering new levels of excellence as the Public Works Team prepares to *Fulfill the Vision*. Through the maximum uses of dedicated carryover and current year funding, the Department is prepared for an unprecedented level of project implementation:

- Traffic Calming – The expenditure of \$500,000 for traffic calming projects in the Mangewood, Southwood and US-1/152nd Street and other areas.
- Stormwater Improvements Projects – The expenditure of \$500,000 will result in the acceleration of design and construction of the Katrina affected areas and the Sub-Basin # 5 project on 148th Drive/148th Street, the Sub-Basin #6 project south of 144th Street and north of 148th Drive, west of 83rd Avenue and east of 79th Avenue and the Sub-Basin #7 project in the same area west of 83rd Avenue and east of 87th Avenue.
- Roadway and Sidewalk Improvements – The expenditure of \$500,000 for paving and \$125,000 for sidewalks will result in the paving of 70,000 linear feet of roadway and 2,700 square yards of sidewalk.
- Signage Program – The expenditure of \$250,000 will enable the robust initiation of the Village signage program.
- Stormwater Utility – The Village Stormwater Utility will become operational in FY 2006-07. As previously noted, this will mean that funds previously collected by the County in the Village and subsequently spent throughout the County will now be collected and used exclusively in Palmetto Bay. A preliminary estimate of \$300,000 is included in the Proposed Budget. The final figure will be adjusted mid-year when the timing and revenue flow of the utility are better known.
- IBus Transit Circulator – The IBus will begin full operation in FY 2006-07. It is anticipated that the initial two routes will be supplemented to meet demand. Ideas currently under consideration are special routes to shopping areas and medical centers. The Proposed Budget includes the purchase of a third shuttle bus to serve as a spare and for special services. It should be noted that the funds allocated for these activities can only be spent on mass transit.
- Right of Way Enhancements – The expenditure of \$300,000 will virtually triple our current level of activity resulting in the planting of over 500 trees.
- Capital Expenditures – As part of the SAVE Program (Savings Reinvestment Program), the Proposed Budget includes the purchase of a mid-size truck with tilt bed capability. This will significantly increase productivity in the roadway maintenance function. In addition, the possibility of procuring a street sweeper will be explored.

Administrative Departments

Municipal budgets include several departments that are “general” in nature. These include: Village Council, Village Manager, Village Clerk, Finance Department and General Government.

Budget Message

- Village Council – The Proposed Budget retains the Village Council expenditures at current levels. There is a minor adjustment reflecting required payroll taxes. Funds are in the General Revenue contingency line item should funding necessary to implement proposed charter changes be needed.
- Village Manager/Village Clerk – FY 2005-06 saw a number of significant accomplishments in this area. The Village experienced its best year ever in Tallahassee with the receipt of \$4,719,150 in approvals. With the assistance of the Fire Rescue Committee appointed by the Council, the Department initiated negotiations with the Miami-Dade County Fire Department that culminated in the future establishment of two additional fire stations on the east side of the Village.

Additionally, the Department was responsible for the completion of the design, selection of a construction manager and initial groundbreaking for the Palmetto Bay Branch Library, and with the input and assistance from the Community Services Department, received a \$500,000 grant from the State.

Initiatives currently underway include the Washington Initiative and the use of a Grant Writer consultant to supplement private and foundation efforts. This Office managed the Emergency Operations Plan and the response to Hurricanes Katrina and Wilma, including the Gulf Coast relief effort. The Village moved forward dramatically with the electronic records retention program, scanning over 20,500 pages of documents, published the first set of the Village of Palmetto Bay Code of Ordinances, renewed 772 occupational licenses and issued 107 new licenses.

The Proposed Budget remains basically the same as FY 2005-06 with no changes in staffing levels. It should be noted, that the Proposed Budget for this and the other Departments includes a projected increase in health insurance cost of 20%.

- Finance Department – The Finance Department, as noted earlier, achieved excellence in FY 2005-06. The Department, as noted earlier, achieved a flawless audit report from the Village's outside independent auditors and received the Distinguished Budget Award from the Government Finance Officers Association.

The Proposed Budget is basically the same as FY 2005-06 with no changes in staffing levels. The audit line item has been increased to reflect the requirement for separate grant audits mandated by County and State funding agencies.

- Village Attorney – The Village Attorney's Office provided outstanding support to the entire Village in FY 2005-06. The Office was integrally involved with the Comprehensive Development Master Plan, the Line Clearing and Franjo Triangle/ US 1 Commercial Island Ordinances, the Land Development Code, Charter Revision Commission and Police Negotiations. Additionally, the Office developed, reviewed and finalized engineering and construction contracts for the library and parks projects as well as the renewal of the Jane Forman Tennis contract.

The FY 2006-07 Budget includes funding for new initiatives in the Office of the Village Attorney, including the development of Historic Preservation regulations, the adoption of the Land Development Code for the remaining areas of the Village and the transition of the zoning function from the County to the Village. The Office will also continue to assist the Village in the mitigation phase out.

- General Government – This "Department" includes a number of activities and expenses that are general in nature and not specifically attributable to a specific department or cost center. The Proposed Budget continues funding levels for most activities at current levels. The major line items to highlight include:
 - Grants – The Village, as noted earlier, has had extraordinary success in grant funding. The Proposed Budget continues these efforts in Tallahassee, Washington and in the private/foundation areas.
 - Village Hall – FY 2005-06 ended on an inconclusive note concerning a possible Village Hall location. It is recommended that a small amount of funding be included for possible studies during FY 2006-07. It is important to highlight that the transitional space at the current Village

Budget Message

Hall location is severely inadequate and is affecting the quality of service being offered to the community. Viable short and long term solutions must be a priority in the upcoming year.

- Community Groups – The Proposed Budget includes funding for support of community groups. It is recommended that the policies for the allocation of these funds be developed.
- Insurance – The Village is not, unfortunately, immune from rising property and windstorm insurance rates. The projected increase for FY 2006-07 increases this line item from \$120,000 to \$300,000.
- Reverse 911 – Communication with our residents has and continues to be a top priority of the Village. The Proposed Budget continues and enhances the newsletter, web site, special mailings and notifications, and the continued utilization of a Public Information Consultant. The Proposed Budget also includes an exciting and innovative new communications initiative – Reverse 911. The Reverse 911 technology allows the Village to “reverse call” residents and businesses. It can be used in times of emergency, such as an approaching hurricane. It can also be used for proactive outreach efforts for crime prevention and awareness, special events and neighborhood specific topics. The initial capital expenditure of approximately \$30,000 is included in the SAVE (Savings Reinvestment Program) Program. The annual operating and maintenance expense of \$10,000 is included in the General Government Budget.
- Unallocated Funds – The General Government Budget contains \$258,291 in Unallocated Funds. The use of the Unallocated Funds is at the discretion of the Village Council. It could, for example, be used for additional public safety initiatives, capital expenditures, millage rate adjustment or additional reserves.
- FTP Staffing – The Proposed Budget includes FTP staffing at 19 positions. This is an increase of 1 position over the FY 2005-06 level.

The FY 2006-07 Proposed Budget Summary

The FY 2005-06 Proposed Budget is built on the theme – *Fulfilling the Vision*. The Proposed Budget:

- **Holds the Line on Taxes** – The established millage rate of 2.447 holds the line on taxes with no increase in the tax rate.
- **Fulfills the Vision** - The Proposed Budget includes an unprecedented \$18,052,938 in capital funding for Parks, Streets, Sidewalks, Stormwater Drainage, Traffic Calming, Intersection Improvements, Stormwater Maintenance and Bikeway Improvements.
- **Enhances Services in All Departments** – The Proposed Budget continues and enhances services in all areas including Police, Parks & Recreation, Public Works, Building & Permitting and Planning & Zoning.
- **Embraces the “Palmetto Bay Approach to Governance”** – The Proposed Budget utilizes innovative and cost effective outsource and community partnership solutions to the maximum extent possible. The total number of full time employees is recommended at only 19.
- **Increases Public Information, Awareness and Participation** – The Proposed Budget continues and enhances important public information, newsletter and web site programs for the public and proposes an innovative Reverse 911 program.

Budget Message

- **Maintains the Emergency Reserve Fund** – The Proposed Budget includes maintaining the Emergency Reserve Fund at \$2,500,000 and Village Hall fund at \$1,000,000.

A special note of thanks to the Mayor, Vice Mayor and Village Council. *Fulfilling the Vision* would not be possible without your guidance, leadership and vision. The contribution of the Village Staff in making visions reality deserves special recognition and thanks. They are truly the best.

Sincerely,

Charles Scurr
Village Manager

CC: Village Clerk
Village Attorney
Palmetto Bay Staff



BUDGETARY & FINANCIAL POLICIES

ANNUAL BUDGET PROCEDURES

The annual budget procedures the Village follows are a result of the requirements of Florida Statute Chapter 200.65 known as TRIM (truth in millage) and the Village Charter.

TRIM:

The Village is required to hold two public hearings for adoption of a property tax rate and budget. The first public hearing is advertised by the Property Appraiser mailing to each property owner a TRIM notice. In addition to notification of this first public hearing, the TRIM notice contains the following information:

1. Prior year millage rate.
2. Current year proposed millage rate.
3. Current year rolled-back rate.
4. The date, time and meeting place of the Tentative Budget Hearing.

The second public hearing is advertised by means of a ¼ page newspaper advertisement. Accompanying this advertisement is a summary of the revenues and expenditures contained within the budget tentatively approved at the first public hearing.

The Village Charter:

Section 3.3 (5) requires the Village Manager to prepare and submit to the Council a proposed annual budget and capital program.

Section 4.5 sets the criteria for the adoption of the budget as follows:

4.5 (A) Balanced Budget. Each annual budget adopted by the Council shall be a balanced budget and adopted in accordance with Florida law.

4.5 (B) Budget Adoption. The Council shall by ordinance adopt the annual budget on or before the thirtieth (30th) day of September of each year. If it fails to adopt the annual budget by this date, the Council may by resolution direct that the amounts appropriated for current operations for the current fiscal year shall be deemed adopted for the ensuing fiscal year for a period of fifteen (15) days and renewed by resolution each fifteen (15) days, with all items in it prorated accordingly, until such time as the Council adopts an annual budget for the ensuing fiscal year. An ordinance adopting an annual budget shall constitute appropriation of the amounts specified therein.

4.5 (C) Specific Appropriation. The budget shall be specific as to the nature of each category of appropriations therein. Reasonable appropriations may be made for contingencies, but only within defined spending categories.

Budgetary and Financial Policies

Section 4.6 defines the fiscal year as follows:

The fiscal year of the Village government shall begin on the first day of October and shall end on the last day of September of the following calendar year. Such fiscal year shall also constitute the annual budget and accounting year.

Section 4.7 describes the circumstances under which the budget may be adjusted.

4.7 (A) Supplemental Appropriations. If, during any fiscal year, revenues in excess of those estimated in the annual budget are available for appropriation, the Council may by ordinance make supplemental appropriations for the fiscal year up to the amount of such excess.

4.7 (B) Reduction of Appropriations. If, at any time during the fiscal year, it appears probable to the Village Manager that the revenues available will be insufficient to meet the amount appropriated, s/he shall report in writing to the Council without delay, indicating the estimated amount of the deficit, and his/her recommendations as to the remedial action to be taken. The Council shall then take such action as it deems appropriate to prevent any deficit spending.

BUDGET CALENDAR

June	Department Directors submit budget requests and capital improvements are reviewed.
July	Tentative Budget is prepared by Village Manager.
July 1	Certification of Taxable Value by the County.
July 10	Proposed millage rate adopted.
August 1	Proposed Budget is published.
August 4	Notify the Property Appraiser of Proposed Millage Rate.
August 24	TRIM notices are mailed by County.
September 11	1 st Budget hearing.
September 19	2 nd Budget hearing and adoption of Budget and final millage rate.
September 30	Deadline for notifying Property Appraiser and the Tax Collector.
October 27	Certify compliance with Chapter 200, F.S. to the Florida Department of Revenue.

BUDGET AND ACCOUNTING BASIS

The basic building block of governmental finance is the “fund”. Generally accepted accounting principles (GAAP) provides the following definition of a fund:

A fund is defined as 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 Village of Palmetto Bay uses two Governmental funds, the General Fund and Special Revenue Fund. The General Fund or Operating Fund, as it is generally referred to, accounts for traditional governmental services such as Police, Park and Recreation and the administrative departments. Revenues such as property taxes, State taxes, and charges for services are also recorded in the General Fund. The General Fund is the only fund for which a budget is adopted.

The Special Revenue Funds are used to account for revenues or grants that are for a specific purpose. The Village is currently using the fund to account for park improvements, road and drainage improvements, and the Villages Capital Improvement Program. A capital outlay (expenditure) is an asset which has a value of \$1,000 or more, and has a useful economic life 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. The budget presented in the Special Revenue section is for planning purposes.

The Village uses the modified accrual basis for both budgeting and accounting. The modified accrual basis is the recognition of revenues when they become available and measurable. Expenditures are recognized in the period goods and services are received or when liabilities have been incurred. Fund Balance is any excess of assets over liabilities for a fund. A negative fund balance is sometimes called a deficit.

FINANCIAL POLICIES

The following policy statements are the basis of the daily operations of the Village of Palmetto Bay. The financial policy statements establish the rules by which the budget is implemented and monitored.

Operating Budget Policies

The Village will pay for all current expenditures with current revenues. The Village will avoid budgetary procedures that balance current expenditures at the expense of future years, such as postponing expenditures, underestimating expenditures, or overestimating revenues to balance the budget.

The budget will provide for adequate maintenance and repair of capital assets and for their orderly replacement.

The budget should be maintained to ensure compliance with the budget.

The Village will prepare quarterly budget to actual reports.

Capital Improvement Program (CIP) Policies

The CIP will be reviewed every year as part of the budget process.

A capital budget will be presented based upon the Capital Improvement Element of the Comprehensive Master Plan.

Any operating costs associated with a capital improvement will be budgeted in the operating budget of the department responsible for its operation.

The CIP is to be funded where possible by local, state and federal assistance.

Debt Policies

The Village shall incur no debt unless the incurrence of such debt is approved by a majority of the Council. Any General Obligation debt must be approved by the voters.

The legal debt limits are set as follows:

- (i) Non-Ad Valorem Revenues (average of actual receipts over the prior two years) must cover projected maximum annual debt service on debt secured by and/or payable solely from such Non-Ad Valorem Revenue by at least 150%; and
- (ii) Projected maximum annual debt service requirements for all debt secured by and/or payable solely from such Non-Ad Valorem Revenue will not exceed 20% of Governmental Fund Revenues (defined as General Fund, Special Fund, Debt Service Fund, and Capital Projects Fund), exclusive of Ad-Valorem revenues

Budgetary and Financial Policies

restricted to payment of debt service on any debt and any debt proceeds, based on the audited financial statements (average of actual receipts over the prior two years).

For purposes of the foregoing, “maximum annual debt service” means the lesser of the actual maximum annual debt service on all debt or 15% of the original par amount of the debt, in each case, secured by Non-Ad Valorem Revenues.

Revenue Policies

The Village will be conservative, objective and analytical when estimating its annual revenues.

The Village will diversify its revenue streams to the fullest extent within state and local laws, to minimize the effects of short term fluctuations in any one revenue source.

Non-recurring revenues will not be used to balance the General fund budget.

Reserve Policy

The Village will maintain at least two million five hundred thousand (\$2,500,000) in unreserved fund balance for disasters, unanticipated non-recurring expenditures, or expenditures approved by the Village Council.

Investment Policies

The Village will invest idle cash in conformity with Florida Statutes.

Cash will be invested in such a manner to maximize returns but liquid enough to support future cash flows and expenditures.

Accounting, Auditing and Financial Reporting Policies

The accounting system will maintain records on a basis consistent with Generally Accepted Accounting Principles applicable to local government.

Quarterly and annual financial reports will present a summary of financial activity.

An annual audit of the Village’s financial statements will be done by an independent public accounting firm.

Purchasing Policies

Purchases will be made in accordance with municipal policies and procedures per Ordinance 03-09.

Purchases will be made in an impartial and competitive manner.



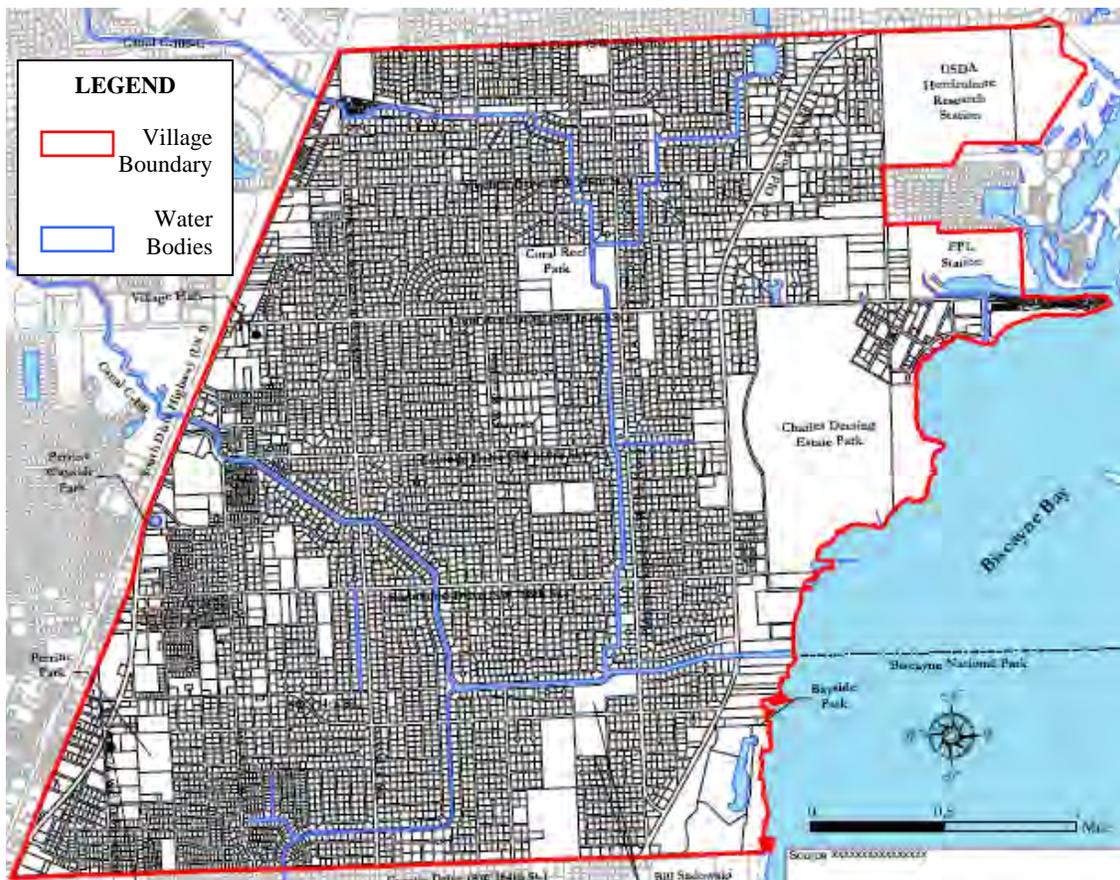
VILLAGE PROFILE

ABOUT PALMETTO BAY

The Village of Palmetto Bay is a vibrant community of more than 25,000 residents who enjoy its beautiful surroundings and family-oriented atmosphere. Situated immediately west of beautiful Biscayne Bay, Palmetto Bay offers unique recreational opportunities and bay access for all to enjoy! Additionally, the Village is home to excellent public schools, all of which have annually earned the grade “A” under the State of Florida’s A+ Plan, as well as exceptional private schools.

Village residents enjoy the benefits of an extensive park system composed of five Village-operated park facilities offering a myriad of opportunities ranging from active to passive, recreation to preservation, ground activities to water recreation, and a soon to be constructed neighborhood library! Its commercial corridor along South Dixie Highway is easily and quickly accessible from any location within Village limits. Restaurants, lodging and markets are a few of the service industries available to our residents and visitors.

Incorporating on September 10, 2002, the Village of Palmetto Bay is the 33rd municipality in Miami-Dade County. The Village extends from the centerline of S.W. 136th Street, south to the centerline of S.W. 184th Street, expanding west to the centerline of South Dixie Highway, including the center island, and east to Biscayne Bay.



DEMOGRAPHICS

Incorporated

2002

Area

8 Square Miles

Total Population

25,346

Median Age

37.9

Total Number of Households

8,431

Average Household Size

3.05

Median Household Income

\$95,581

PUBLIC SCHOOLS

Coral Reef Elementary School

7955 SW 152 ST

Howard Drive Elementary School

7750 SW 136 ST

Perrine Elementary School

8851 SW 168 ST

Southwood Middle School

16301 SW 80 AVE

PARK & RECREATIONAL FACILITIES

Coral Reef Park

7895 SW 152 Street

Palmetto Bay Park

17535 SW 95 Avenue

Perrine Wayside Park

16425 S. Dixie Highway

Bayside Park**

17641 Old Cutler Road

C-100/Bayfront Park**

17301 Old Cutler Road

Charles Deering Estate at Cutler*

16701 SW 72nd Avenue

Bill Sadowski Park*

17555 SW 79 Avenue

**County-operated facilities*

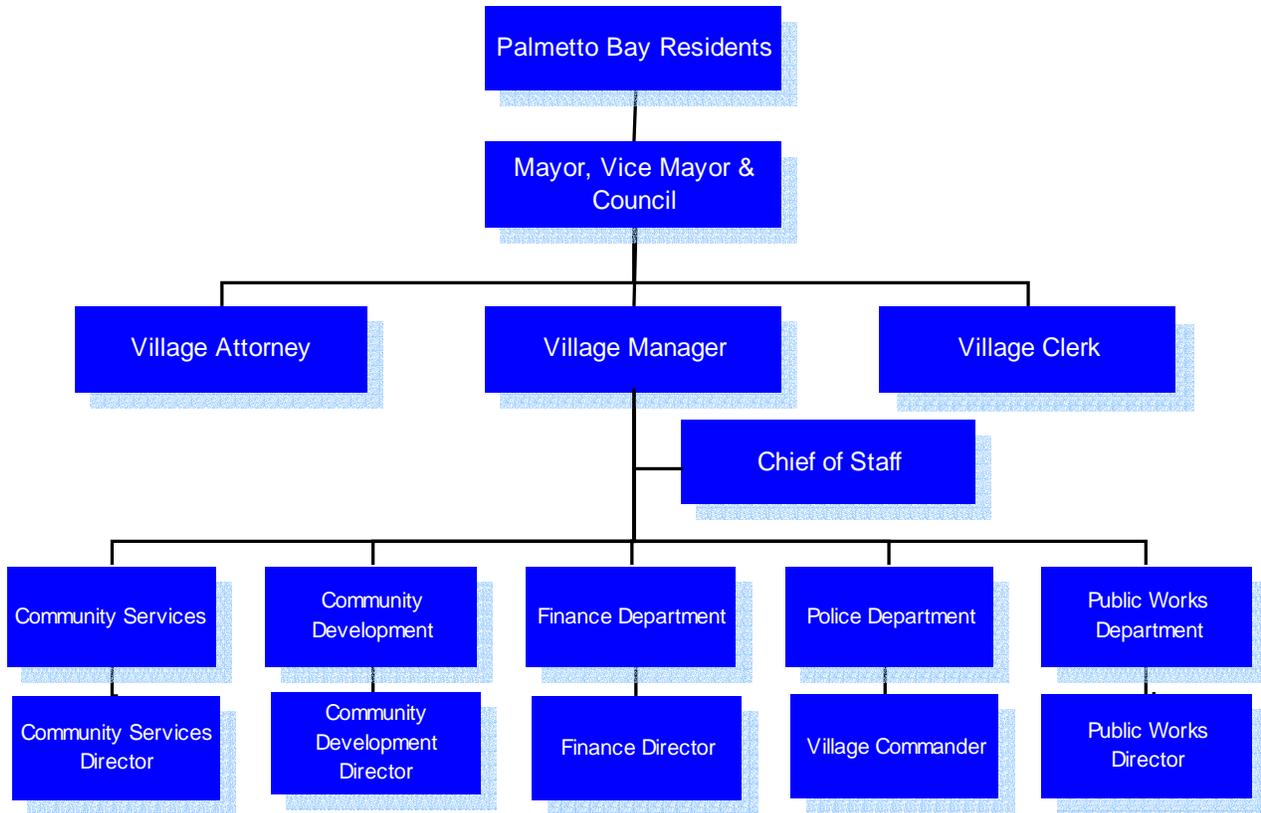
*** Under development*

Demographics and Information

<u>Taxpayer</u>	<u>Type of Business</u>	<u>Taxable Assessed Value</u>	<u>Rank</u>	<u>Percentage of Total City Taxable Assessed Value</u>
Brandsmart USA	Retail Outlet	\$ 24,324,981	1	1.21%
Metropolitan Life Insurance	Retail Outlet	21,805,507	2	1.08%
17777 Old Cutler RD LLC	Office Building	17,159,234	3	0.85%
AutoNation USA Corp.	Automobile Dealer	10,719,686	4	0.53%
KC Partnership	Automobile Dealer	10,100,407	5	0.50%
Florida Power & Light	Utility	10,058,844	6	0.50%
Royal Coast Apartments Assoc. Ltd.	Multifamily	8,511,985	7	0.42%
Gramercy Park Nursing Care Ctr	Health Care	7,638,511	8	0.38%
Coral Colony Associates	Multifamily	6,415,482	9	0.32%
Suntrust Bank	Retail Outlet	6,388,995	10	0.32%
Total		<u>\$ 123,123,632</u>		<u>6.11%</u>

(1) The total taxable assessed valuation of taxable property taken from the 2004 tax roll is \$2,014,317,979

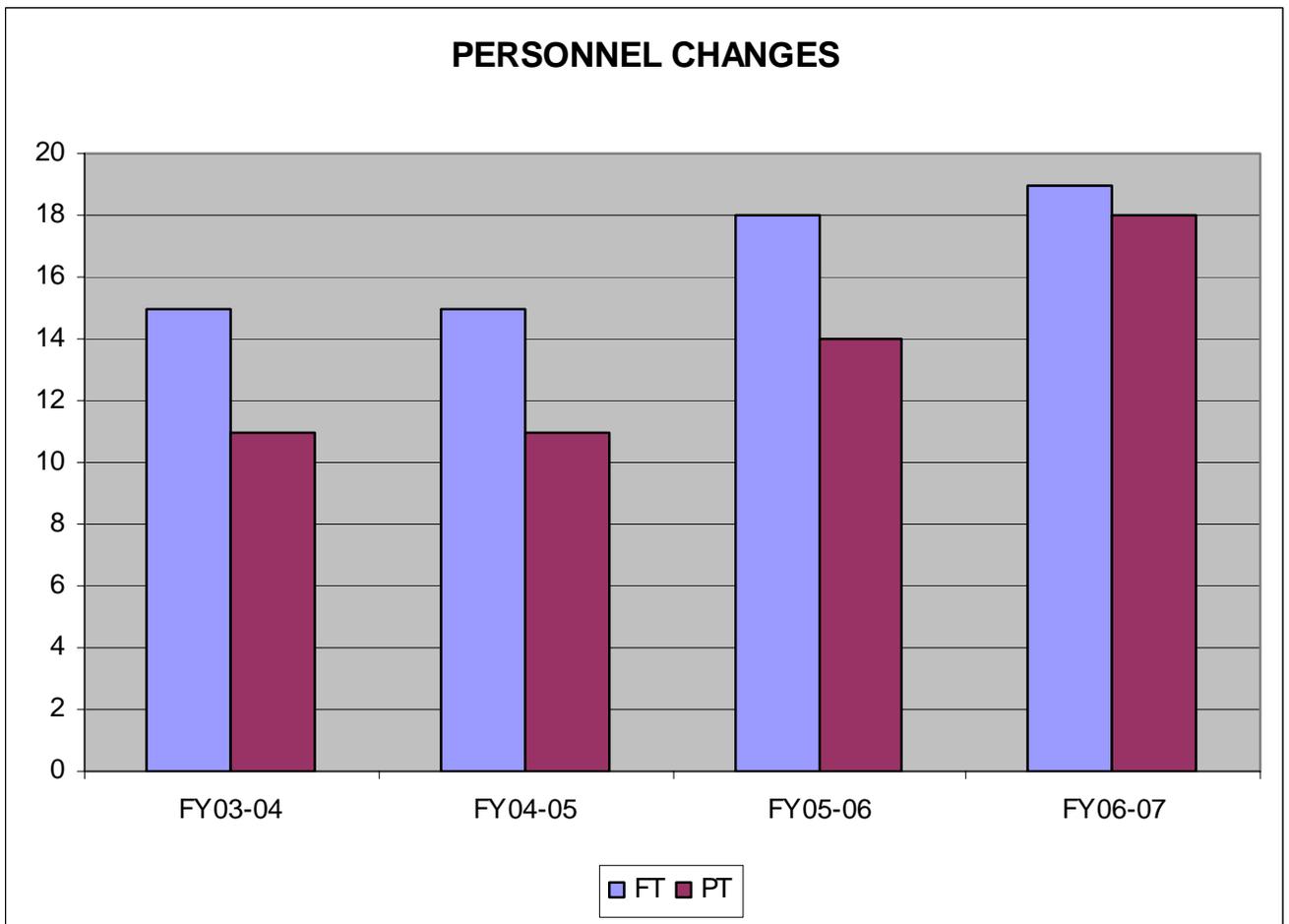
ORGANIZATION CHART



Staffing Summary

STAFFING SUMMARY

Positions by Department	FULL TIME					PART-TIME				
	FY04-05 Adopted Budget	FY05-06 Approved Budget	FY05-06 Mid-Year Adj.	FY06-07 Proposed	Change	FY04-05 Adopted Budget	FY05-06 Approved Budget	FY05-06 Mid-Year Adj.	FY06-07 Proposed	Change
VILLAGE MANAGER										
Village Manager	1.0	1.0	1.0	1.0		0.0	0.0	0.0	0.0	
Assistant to the Village Manager	1.0	1.0	1.0	0.0		0.0	0.0	0.0	0.0	
Chief of Staff	0.0	0.0	0.0	1.0		0.0	0.0	0.0	0.0	
Customer Service Rep./ Admin. Aide	1.0	1.0	1.0	1.0		0.0	0.0	0.0	0.0	
Sub-Total	3.0	3.0	3.0	3.0	0.0	0.0	0.0	0.0	0.0	0.0
VILLAGE CLERK										
Village Clerk	1.0	1.0	1.0	1.0		0.0	0.0	0.0	0.0	
Admin. Assistant (Village Clerk)	1.0	1.0	1.0	1.0		0.0	0.0	0.0	0.0	
Sub-Total	2.0	2.0	2.0	2.0	0.0	0.0	0.0	0.0	0.0	0.0
FINANCE DEPARTMENT										
Finance Director	0.0	1.0	1.0	1.0		1.0	0.0	0.0	0.0	
Account Clerk	1.0	1.0	1.0	1.0		0.0	0.0	0.0	0.0	
Sub-Total	1.0	2.0	2.0	2.0	0.0	1.0	0.0	0.0	0.0	0.0
COMMUNITY DEVELOPMENT SERVICES										
Community Dev. Services Director	0.0	0.0	0.0	0.0		1.0	1.0	1.0	1.0	
Zoning Administrator/Planner	1.0	0.0	1.0	1.0		0.0	1.0	0.0	0.0	
Administrative Aide	1.0	1.0	1.0	1.0		0.0	0.0	0.0	0.0	
Sub-Total	2.0	1.0	2.0	2.0	0.0	1.0	2.0	1.0	1.0	0.0
COMMUNITY SERVICES										
Community Services Director	1.0	1.0	1.0	1.0		0.0	0.0	0.0	0.0	
Park Manager	1.0	1.0	2.0	2.0		1.0	1.0	0.0	0.0	
Community Services Specialist	0.0	0.0	0.0	1.0		0.0	0.0	0.0	0.0	
Administrative Assistant	1.0	1.0	1.0	1.0		0.0	0.0	0.0	0.0	
Park Service Aide	0.0	0.0	0.0	0.0		8.0	11.0	13.0	17.0	
Sub-Total	3.0	3.0	4.0	5.0	1.0	9.0	12.0	13.0	17.0	4.0
PUBLIC WORKS DEPARTMENT										
Public Works Director	1.0	1.0	1.0	1.0		0.0	0.0	0.0	0.0	
Administrative Assistant	1.0	1.0	1.0	1.0		0.0	0.0	0.0	0.0	
Lead Maintenance Worker	1.0	1.0	1.0	1.0		0.0	0.0	0.0	0.0	
Maintenance Worker	1.0	2.0	2.0	2.0		0.0	0.0	0.0	0.0	
Sub-Total	4.0	5.0	5.0	5.0	0.0	0.0	0.0	0.0	0.0	0.0
TOTAL AUTHORIZED POSITIONS	15.0	16.0	18.0	19.0	1.0	11.0	14.0	14.0	18.0	4.0





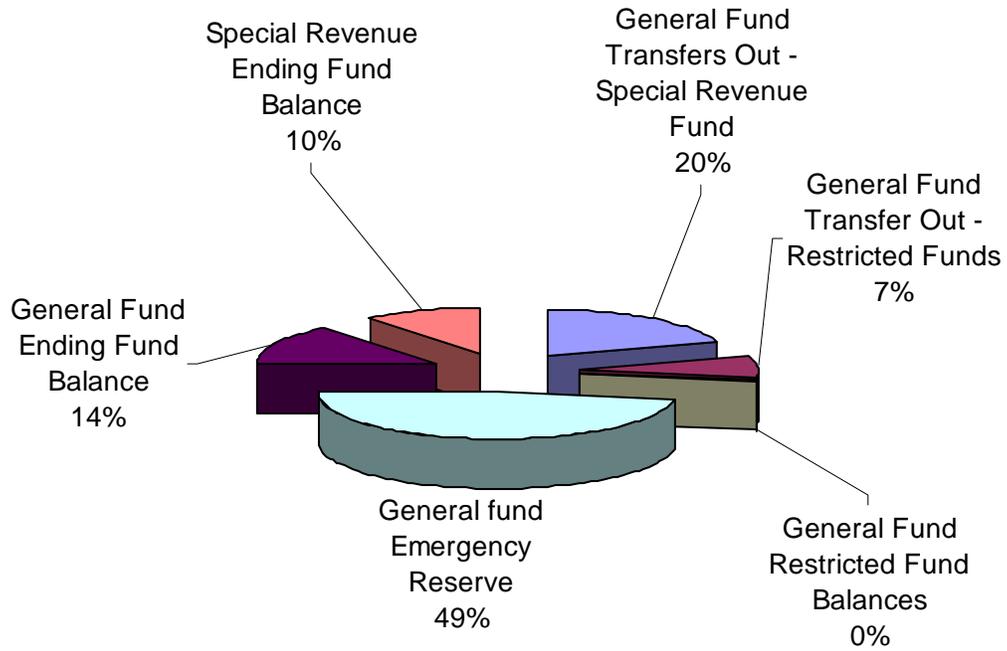
SUMMARY OF FUNDS

Summary of Funds

CONSOLIDATED BUDGET SUMMARY

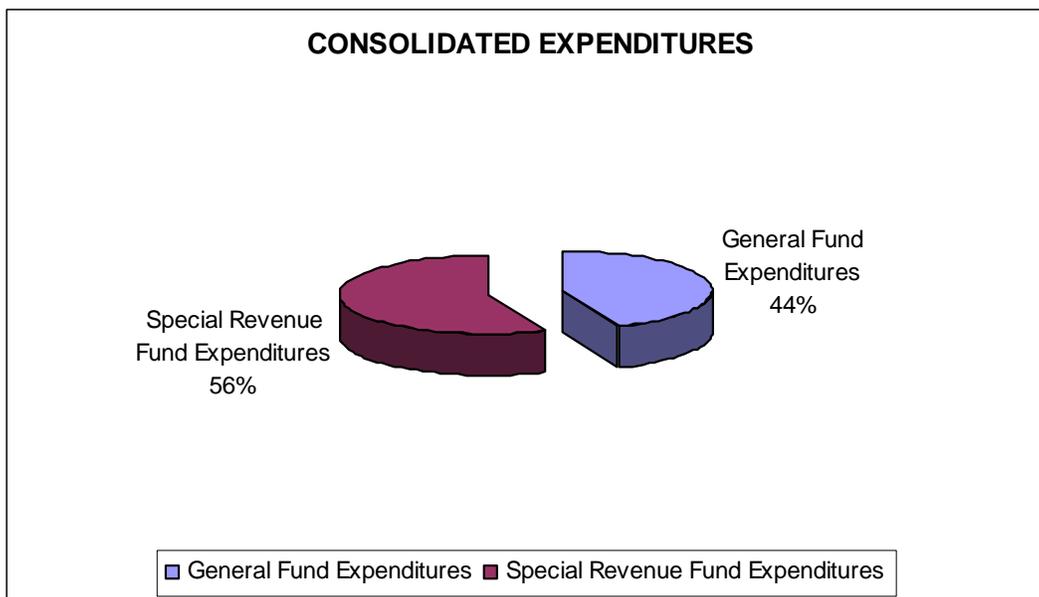
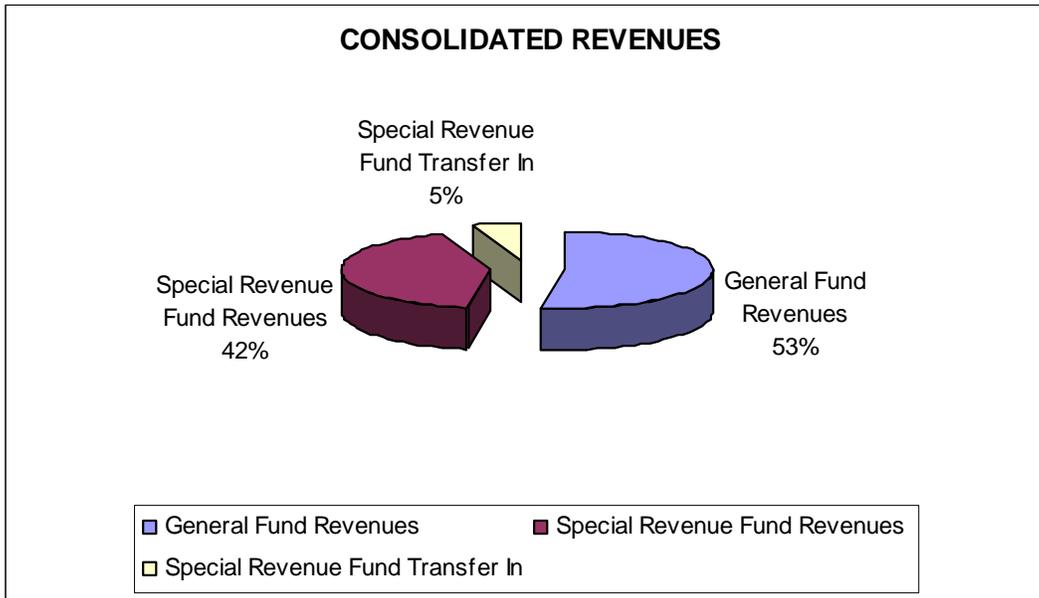
Description	Actual FY '04-'05	Original Adopted Budget FY '05-'06	Estimated Final FY '05-'06	Adopted Budget FY '06-'07
BEGINNING FUND BALANCE - ALL FUNDS	\$ 6,197,424	\$ 5,744,310	\$ 9,784,794	\$ 10,478,617
REVENUES - ALL FUNDS				
Taxes	\$ 8,959,285	\$ 9,514,597	\$ 9,434,479	\$ 10,241,732
Licenses and Permits	893,629	975,000	1,083,000	1,221,600
Intergovernmental Revenue	2,209,158	2,213,900	2,223,536	2,361,939
Fines and Forfeitures	151,388	135,000	166,320	168,500
Charges for Services	78,452	80,000	72,867	75,000
Interest Income	207,249	100,000	271,983	250,000
Other	656,526	2,500	67,178	7,000
Revenue Contingency Fund	-	(200,000)	(200,000)	(200,000)
Special Revenue Funds	3,209,981	10,476,177	8,484,802	11,424,278
TOTAL REVENUES - ALL FUNDS	\$ 16,365,668	\$ 23,297,174	\$ 21,604,165	\$ 25,550,049
INTER-FUND TRANSFERS IN	2,180,000	1,065,263	1,065,263	1,417,972
TOTAL RESOURCES AVAILABLE - ALL FUNDS	\$ 24,743,092	\$ 30,106,747	\$ 32,454,222	\$ 37,446,638
EXPENDITURES - ALL FUNDS				
Operating Expenditures				
Personal Services	\$ 1,312,251	\$ 1,615,602	\$ 1,625,766	\$ 2,093,856
Operating Expenses	7,619,713	9,318,309	8,989,245	9,945,732
Mitigation/QNIP	1,671,767	1,746,256	1,746,153	1,824,169
Total Operating Expenditures - All Funds	10,603,731	12,680,167	12,361,164	13,863,757
Capital Outlay	80,716	140,830	130,878	262,014
Capital Projects Special Revenue Funds	2,093,851	13,720,487	7,757,172	18,102,938
TOTAL EXPENDITURES - ALL FUNDS	\$ 12,778,298	\$ 26,541,484	\$ 20,249,214	\$ 32,228,709
INTER-FUND TRANSFERS OUT	2,180,000	1,065,263	1,065,263	1,042,000
TRANSFER OF RESTRICTED FUNDS	-	-	661,128	375,972
RESTRICTED FUNDS BALANCES	-	-	-	10,450
EMERGENCY RESERVE	-	-	-	2,500,000
ENDING FUND BALANCE - ALL FUNDS	\$ 9,784,794	\$ 2,500,000	\$ 10,478,617	\$ 1,289,507

CONSOLIDATED FUND BALANCE



- General Fund Transfers Out - Special Revenue Fund
- General Fund Transfer Out - Restricted Funds
- General Fund Restricted Fund Balances
- General fund Emergency Reserve
- General Fund Ending Fund Balance
- Special Revenue Ending Fund Balance

Summary of Funds



Summary of Funds

SUMMARY OF FUND BALANCES

Description	Actual FY '04-'05	Original Adopted Budget FY '05-'06	Estimated Final FY '05-'06	Adopted Budget FY '06-'07
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GENERAL FUND				
Projected Beginning Fund Balance	\$ 5,478,097	\$ 3,565,263	\$ 5,769,337	\$ 4,670,267
Revenues	13,155,687	12,820,997	13,119,363	14,125,771
Less: Expenditures	10,684,447	12,820,997	12,492,042	14,125,771
Less: Transfers Out - Special Revenue Fund	2,180,000	1,065,263	1,065,263	1,042,000
Less: Transfer Out - Restricted Funds	-	-	661,128	375,972
Less: Restricted Fund Balances	-	-	-	10,450
Less: Emergency Reserve	-	-	-	2,500,000
ENDING GENERAL FUND BALANCE	\$ 5,769,337	\$ 2,500,000	\$ 4,670,267	\$ 741,845

SPECIAL REVENUE FUND				
Projected Beginning Fund Balance	\$ 719,327	\$ 2,179,047	4,015,457	\$ 5,808,350
Revenues	3,209,981	10,476,177	8,484,802	11,424,278
Transfers In - General Fund	2,180,000	1,065,263	1,065,263	1,417,972
Less: Expenditures	2,093,851	13,720,487	7,757,172	18,102,938
ENDING SPECIAL REVENUE FUND BALANCE	\$ 4,015,457	\$ -	\$ 5,808,350	\$ 547,662

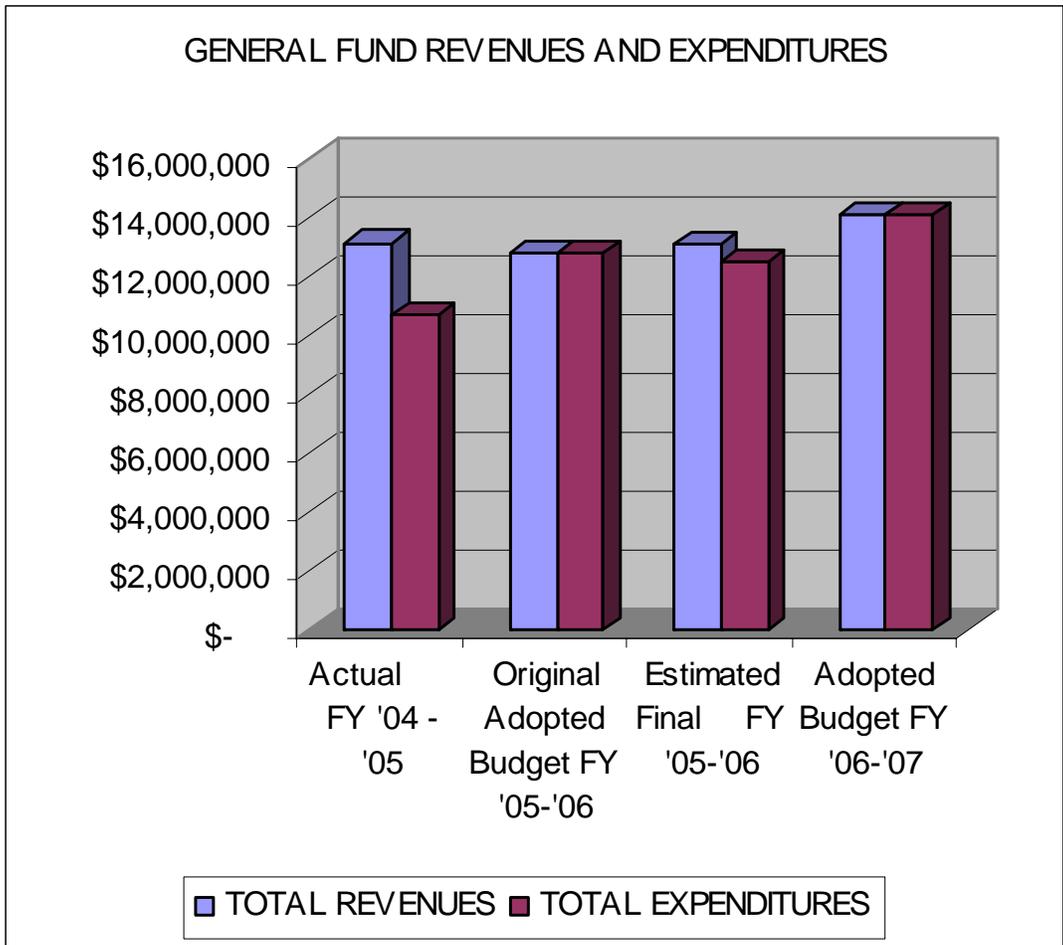
TOTAL ENDING FUND BALANCE - ALL FUNDS	\$ 9,784,794	\$ 2,500,000	\$ 10,478,617	\$ 1,289,507
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GENERAL FUND SUMMARY

GENERAL FUND SUMMARY

Description	Actual FY '04-'05	Original Adopted Budget FY '05-'06	Estimated Final FY '05-'06	Adopted Budget FY '06-'07
BEGINNING GENERAL FUND BALANCE	\$ 5,478,097	\$ 3,565,263	\$ 5,769,337	\$ 4,670,267
REVENUES				
Taxes	8,959,285	9,514,597	9,434,479	10,241,732
Licenses and Permits	893,629	975,000	1,083,000	1,221,600
Intergovernmental Revenue	2,209,158	2,213,900	2,223,536	2,361,939
Fines and Forfeitures	151,388	135,000	166,320	168,500
Charges for Services	78,452	80,000	72,867	75,000
Interest Income	207,249	100,000	271,983	250,000
Other	654,754	1,500	46,591	5,000
Impact Fees - <i>Current Year</i>	1,772	1,000	20,587	2,000
Revenue Contingency Fund	-	(200,000)	(200,000)	(200,000)
TOTAL REVENUES	\$ 13,155,687	\$ 12,820,997	\$ 13,119,363	\$ 14,125,771
EXPENDITURES				
Village Council	55,693	64,000	57,289	171,148
Village Manager/Clerk	478,836	510,060	490,069	377,536
Village Clerk	-	-	-	241,748
Finance Department	148,831	208,360	199,330	261,053
Village Attorney	262,418	225,000	201,965	240,000
General Government	784,320	1,458,282	1,372,466	1,838,897
Police Services	5,080,961	5,922,300	5,864,421	5,946,416
Community Development	1,165,842	1,293,714	1,288,300	1,420,579
Public Works	329,084	455,964	415,372	541,803
Community Services	706,695	937,061	856,677	1,262,422
Mitigation/QNIP	1,671,767	1,746,256	1,746,153	1,824,169
TOTAL EXPENDITURES	\$ 10,684,447	\$ 12,820,997	\$ 12,492,042	\$ 14,125,771
TRANSFER TO CAPITAL PROJECTS FUND	2,180,000	1,065,263	1,065,263	1,042,000
TRANSFER OF RESTRICTED FUNDS			661,128	375,972
RESTRICTED FUNDS BALANCES				10,450
EMERGENCY RESERVE				2,500,000
ENDING GENERAL FUND BALANCE	\$ 5,769,337	\$ 2,500,000	\$ 4,670,267	\$ 741,845





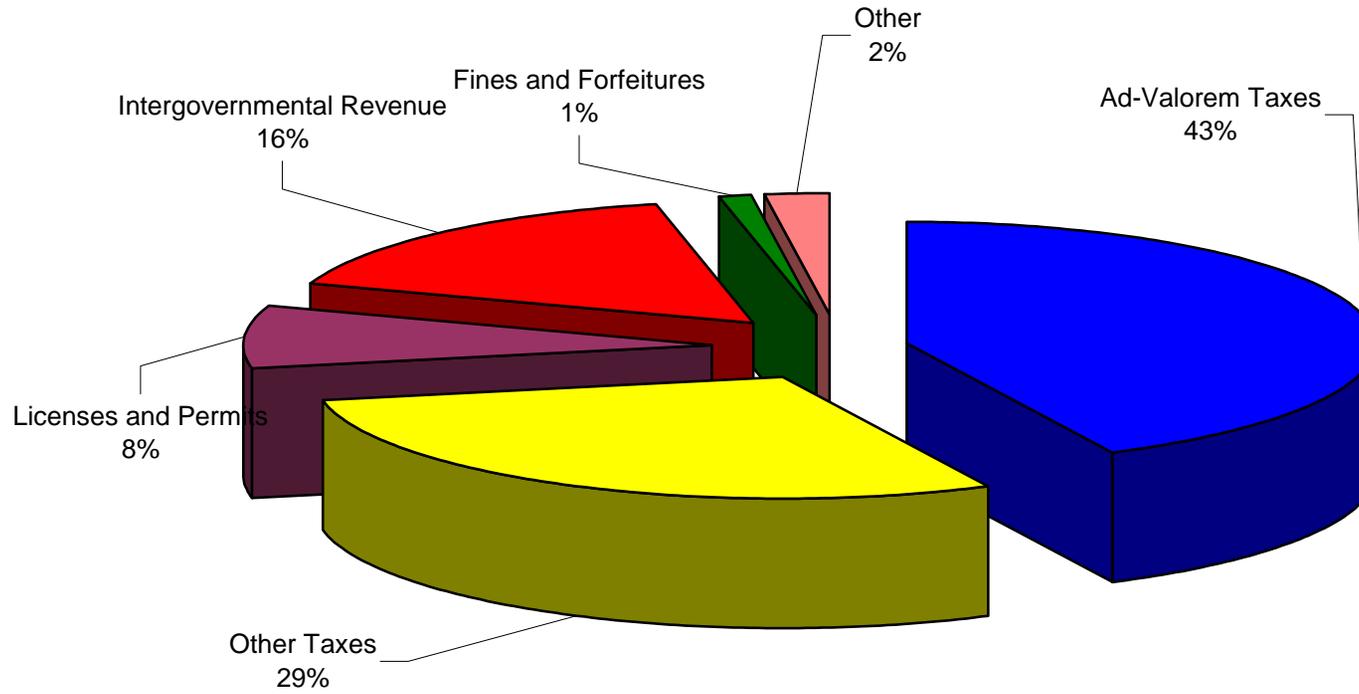
GENERAL FUND REVENUES

General Fund Revenues

GENERAL FUND REVENUES

Description	Actual FY '04-'05	Original Adopted Budget FY '05-'06	Estimated Final FY '05-'06	Adopted Budget FY '06-'07
GENERAL FUND REVENUE				
Ad Valorem Taxes @ 2.3736 mills @ 95%	\$ 4,883,257	\$ 5,475,897	\$ 5,475,897	\$ 6,012,316
Ad Valorem Taxes - Delinquent		100,000	1,763	5,000
Ad Valorem Taxes - Interest	-	-	7,819	8,000
Local Option Gas Tax	476,778	486,000	484,000	493,416
Transportation Tax - Administrative Portion (5%)	37,254	37,500	40,000	40,000
Franchise Fee - Electric	828,052	840,000	840,000	840,000
Utility Taxes - Electric	1,483,259	1,455,000	1,455,000	1,480,000
Utility Taxes - Water	188,289	160,000	160,000	180,000
Utility Taxes - Gas	2,538	2,200	70,000	25,000
Unified Communications Services Tax	1,059,858	958,000	900,000	1,158,000
Occupational Licenses	85,833	75,000	80,000	80,000
Building Permit Fees	807,796	850,000	1,001,400	1,000,000
Zoning Hearings	-	-	-	40,000
Administrative Variances	-	-	-	-
Zoning Application Processing	-	40,000	-	-
Burglar Alarm Fees	-	10,000	-	100,000
Sidewalk Café Permits	-	-	1,600	1,600
State Revenue Sharing	673,598	692,900	478,000	534,875
8 Cent Fuel Tax	-	-	195,536	201,259
Alcoholic Beverage Licenses	-	1,000	-	-
Local Government 1/2 Cent Sales Tax	1,535,560	1,520,000	1,550,000	1,625,805
Police Services	-	-	35	-
Parks Services	33,257	20,000	25,000	25,000
Jane Forman Tennis Contract	45,195	50,000	47,832	50,000
Other Charges for Services	-	10,000	-	-
Fines & Forfeitures - Parking Tickets	112,660	95,000	120,263	120,000
Fines & Forfeitures - LETF			4,252	3,500
School Crossing Guards	23,528	15,000	15,363	15,000
Fines - Code Enforcement	15,200	25,000	26,442	30,000
Interest Earnings	207,249	100,000	271,983	250,000
Miscellaneous Revenues	423,225	1,500	46,591	5,000
Impact Fees - Police	1,772	1,000	6,215	2,000
Impact Fees - Parks	-	-	14,372	-
Revenue Contingency Fund		(200,000)	(200,000)	(200,000)
FEMA Reimbursements	231,529	-	-	-
TOTAL GENERAL FUND REVENUE	\$ 13,155,687	\$ 12,820,997	\$ 13,119,363	\$ 14,125,771

General Fund Revenue Sources



REVENUE DESCRIPTION

GENERAL FUND REVENUES

OTHER TAXES

Franchise Fees

Franchise Fees are charged to service providers for an exclusive or non-exclusive right to operate within the municipal boundaries of the Village. The charge is levied on a percentage of gross receipts basis.

Electric Franchise Fees

The largest of the franchise fees is the electric franchise fee collected from Florida Power & Light. The Village is eligible to receive electric franchise fees under the County's franchise agreement. The revenue is paid to the County & remitted to the Village once a year in September. The budget is based on the estimated amount collected for the prior year.

Gas Franchise Fees

Franchise fees are collected from companies providing gas to homes and businesses within the Village.

Utility Taxes

The Village levies and imposes on every utility service purchase within the Village, included in or reflected by any invoice rendered by the seller to the purchaser. The amount of public service tax shall be ten percent of the total amount shown on the invoice.

Electric Utility Taxes

Florida Power & Light (FP&L) is the sole provider of electricity within the Village of Palmetto Bay's boundaries. Due to arrangements made between the County and FP&L prior to the Village incorporating, the County still collects the tax and submits it to the Village each month after collection. The budget is based on the estimated amount collected for the prior year.

Gas Utility Taxes

AGL Resources Inc. DBA Florida City Gas is the current natural gas provider within the Village's boundaries. Propane and liquid petroleum is provided by various suppliers. The taxes collected are submitted directly to the Village. The budget is based on the estimated amount collected for the prior year.

Water Utility Taxes

Miami-Dade County provides water service for the Village of Palmetto Bay. Any taxes collected from within the Village's borders are submitted to the Village. The budget is based on the estimated amount collected for the prior year.

General Fund Revenues

Unified Communications Service Tax

The Unified Communications Service Tax represents taxes on telecommunications, cable, direct-to-home satellite & related services. Fees are collected by the State & remitted to local government. The Village receives this revenue directly from the State. The budget is based on state estimates.

LICENSES & PERMITS

Occupational Licenses

The County requires all businesses to obtain a countywide occupational license & a municipal license (including UMSA) in order to operate a business. Countywide license fees are shared with municipalities based on a formula that includes population. The Village will also collect a municipal occupational license fee equal to that previously paid the County. The budget is based on the estimated amount collected for the prior year.

Building Permits, Zoning Hearings, Variances & Certificates of Occupancy (COs)

A percentage of the fees for Building Permits, Zoning Hearings, Variances & COs will be retained by the Village's Contracted Service Provider in exchange for the services provided as further detailed on the contract document. The budget is based on the estimated amount collected for the prior year.

Burglar Alarm

Miami-Dade County has adopted an ordinance allowing Miami-Dade Police to collect the burglar alarm fees & remit to the Village. This is a new revenue, so estimates were obtained from Miami-Dade County for the budget.

INTERGOVERNMENTAL REVENUE

Local Government 1/2 Cent Sales Tax

Created in 1982, this tax generates the largest amount of revenue for local governments among the state-shared revenue sources. It distributes net sales tax revenue to municipalities based on a strict allocation formula. The budget is based on estimates provided by the State.

State Revenue Sharing

State revenue sharing is provided to local municipalities by the State based on a predetermined allocation methodology. The budget is based on estimates provided by the State.

Local Option Gas Tax - 3 cents

This tax is levied on motor & diesel fuel & is distributed to counties & cities. The tax can be used for transportation purposes but unlike the one-to-six cent tax, it is restricted to use for new roads & reconstruction or resurfacing of existing paved roads as opposed to routine maintenance. The budget is based on estimates provided by the State.

General Fund Revenues

Local Option Gas Tax - 6 cents

This tax (6 cents) is levied on motor & diesel fuel & is distributed to counties & cities. Distribution of the fuel tax is made based on a formula that includes weighted population ratios & center-lane miles. The tax can be used for transportation-related operations including roadway & right-of-way maintenance, drainage, street lighting, traffic signs & signals & debt service for transportation capital projects. The budget is based on estimates provided by the State.

Transportation Tax – Administrative Portion

Administrative portion of the Transportation Tax revenues- the half cent sales tax approved by Miami-Dade County voters to fund transportation improvements went into effect on 1/1/03. The Village receives annual remittances from the County. The budget is based on estimates provided by the County.

Alcoholic Beverage Fees

A portion of the annual State license tax levied on manufacturers, distributors, vendors, brokers, sales agents, & importers of alcoholic beverages & collected within a municipality is shared with the local government in the form of Alcohol License revenues. The budget is based on the estimated amount collected for the prior year.

FINES & FORFEITURES

Fines & Forfeitures – Police

The Village is entitled to a portion of fines imposed for traffic & other violations & forfeitures of impounded property from criminal arrests. The budget is based on the estimated amount collected for the prior year.

Fines - Code Enforcement

Collected from the fines imposed for code related violations. The budget is based on the estimated amount collected for the prior year.

CHARGES FOR SERVICES

Park Facilities

Funds generated from user fees at the Village's parks. The budget is based on the estimated amount collected for the prior year.

Jane Forman Contract

Revenue generated from the Jane Forman Tennis contract. The budget is based on the estimated amount collected for the prior year.

General Fund Revenues

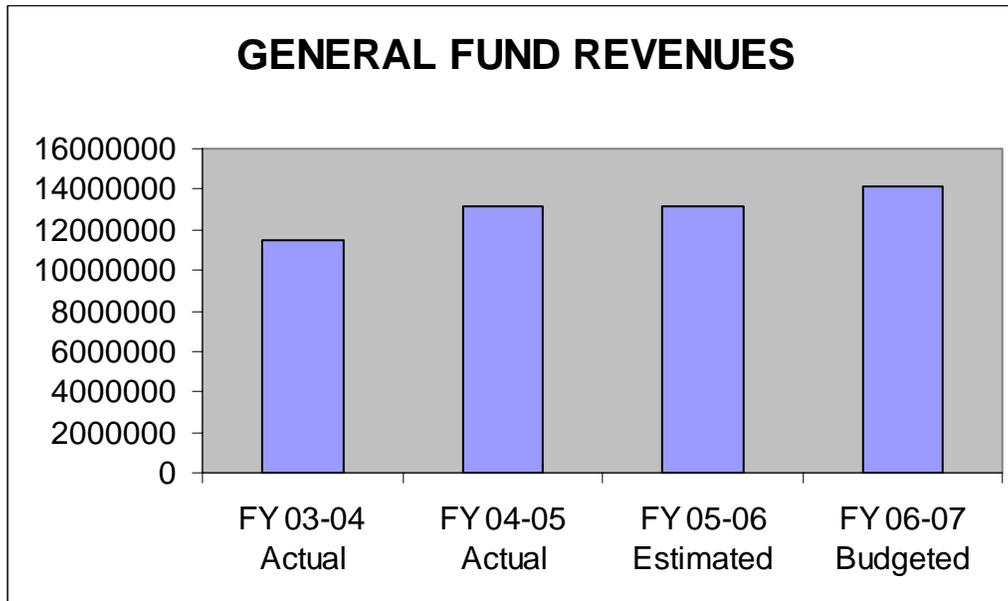
Revenue Contingency

Revenues in the budget are based on estimates. A contingency is particularly important to protect the Village from revenue fluctuations.

RESERVE FUNDS

Emergency Reserve Fund

This reserve fund is for unanticipated needs, and is currently set at \$2,500,000. The Emergency Reserve fund is presented as a line item in the Summary schedules (pages 28-30), but is actually part of Ending fund balance, estimated at \$3,252,295. The \$1,428,422 decline in Ending fund balance is due to transfers of \$1,042,000 to Special Revenue funds for capital projects, and other legally restricted funds in the amount of \$375,972.





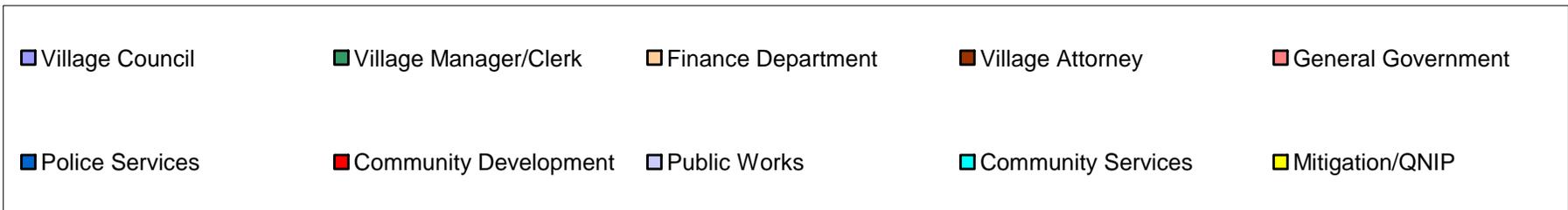
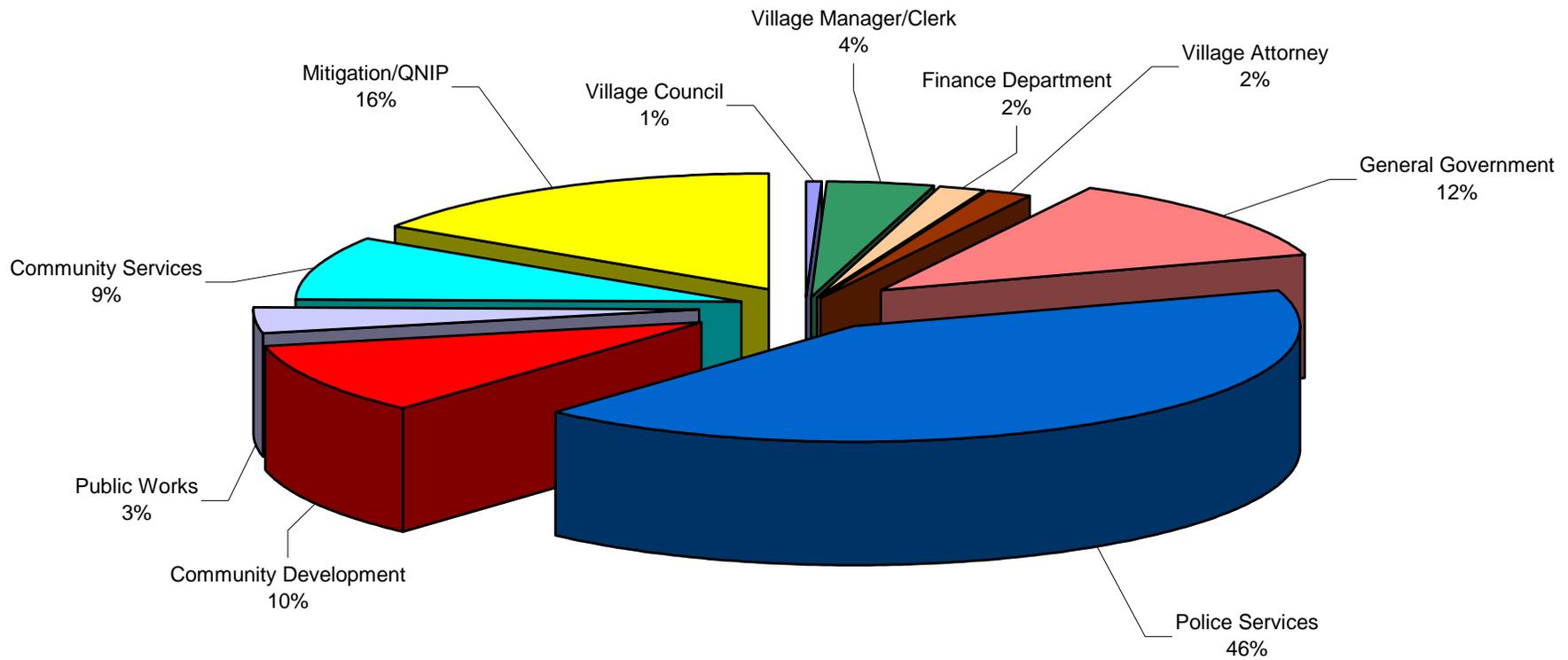
GENERAL FUND EXPENDITURES

General Fund Expenditures

GENERAL FUND EXPENDITURES - SUMMARY

Description	Actual FY '04-'05	Original Adopted Budget FY '05-'06	Estimated Final FY '05-'06	Adopted Budget FY '06-'07
GENERAL FUND EXPENDITURES				
Village Council	\$ 55,693	\$ 64,000	\$ 57,289	\$ 171,148
Village Manager	478,836	510,060	490,069	377,536
Village Clerk	-	-	-	241,748
Finance Department	148,831	208,360	199,330	261,053
Village Attorney	262,418	225,000	201,965	240,000
General Government	784,320	1,458,282	1,372,466	1,838,897
Police Services	5,080,961	5,922,300	5,864,421	5,946,416
Community Development	1,165,842	1,293,714	1,288,300	1,420,579
Public Works	329,084	455,964	415,372	541,803
Community Services	706,695	937,061	856,677	1,262,422
Mitigation/QNIP and Debt	1,671,767	1,746,256	1,746,153	1,824,169
TOTAL GENERAL FUND EXPENDITURES	\$ 10,684,447	\$ 12,820,997	\$ 12,492,042	\$ 14,125,771

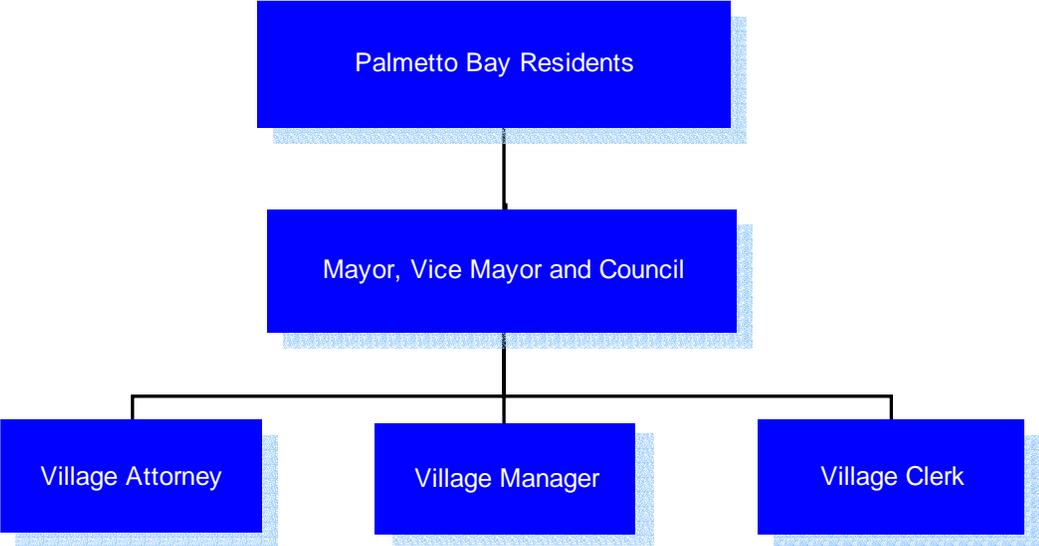
Use of General Fund Resources





MAYOR AND COUNCIL

ORGANIZATION CHART



FUNCTION

The Village of Palmetto Bay operates under a Council-Manager form of government. The Village Council serves as the legislative body of the Village, and consists of five members including the Mayor, Vice-Mayor, and three residential Council members. The Village Council acts as the decision-making entity that establishes and is responsible for enacting ordinances, adopting the Village budget, and establishing policies for the operation of the Village government and delivery of municipal service. The administrative operations of the Village are executed by the Village Manager in accordance with the Council's directives. The Village Council is committed to providing exceptional professionalism in government and the highest quality in the delivery of services, which are reflective of the community's priorities.

As the presiding officer of the Village, the Mayor serves as head of the Village government for all ceremonial purposes, purposes of military law, and for service of process. The Mayor is the official representative of the Village in all dealings with other governmental entities.

BUDGET

Description	Actual FY '04-'05	Original Adopted Budget FY '05-'06	Estimated Final FY '05-'06	Adopted Budget FY '06-'07
VILLAGE COUNCIL				
Charter Compensation	\$ 36,000	\$ 36,000	\$ 9,000	\$ -
Salaries & Wages	0	0	27,000	72,000
Payroll Taxes	0	0	2,203	5,868
Health & Life	0	0	0	56,640
Pension	0	0	0	8,640
Travel & Meetings	2,693	5,000	2,250	5,000
Communications	5,400	5,400	5,436	5,400
Rental of Facilities for Public Meetings	11,600	9,600	6,400	9,600
Education & Training	-	3,000	-	3,000
Reserve for Contingencies	-	5,000	5,000	5,000
TOTAL VILLAGE COUNCIL	\$ 55,693	\$ 64,000	\$ 57,289	\$ 171,148

BUDGET DETAILS

Charter Compensation: Compensation paid to each Councilmember in accordance with the recent charter amendments approved by the voters.

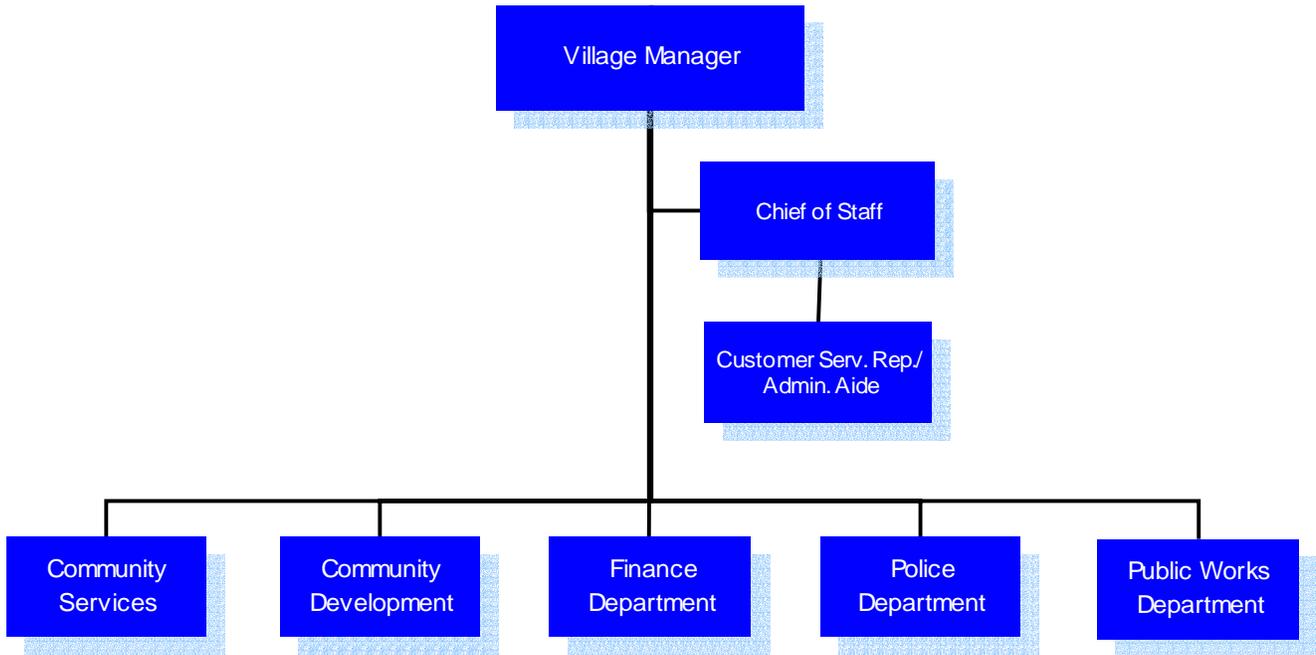
Communications: Expenditures related to mobile phone expenses, pager costs, and miscellaneous communications media.

Rental of Facilities for Public Meetings: Fees paid for the utilization of space for public meetings.



OFFICE OF THE VILLAGE MANAGER

ORGANIZATION CHART



FUNCTION

The Village Manager is one of three Chartered positions in the Village Administration as established by the Village Charter.

The Village Manager is appointed by the Council and serves as the chief administrative officer of the Village. The Manager is accountable to the Council and is responsible for carrying out policies adopted by the Council. The Village Manager attends all council meetings and may participate in discussion and provide guidance as appropriate. The Manager is authorized to execute contracts and other documents on behalf of the Village as directed by Council, and to that extent, the Village Manager is responsible for administering all Village contracts and coordinating Council directives and policies regarding consultants and advisors.

Additionally, the Village Manager is responsible for the hiring and termination of all Village employees, subject to authorization for new employee positions contained in the adopted annual budget, the availability of funds and any direction given by the Council. The Office of the Village Manager oversees the Human Resources function, Information Technology and Occupational License Division.

GOALS

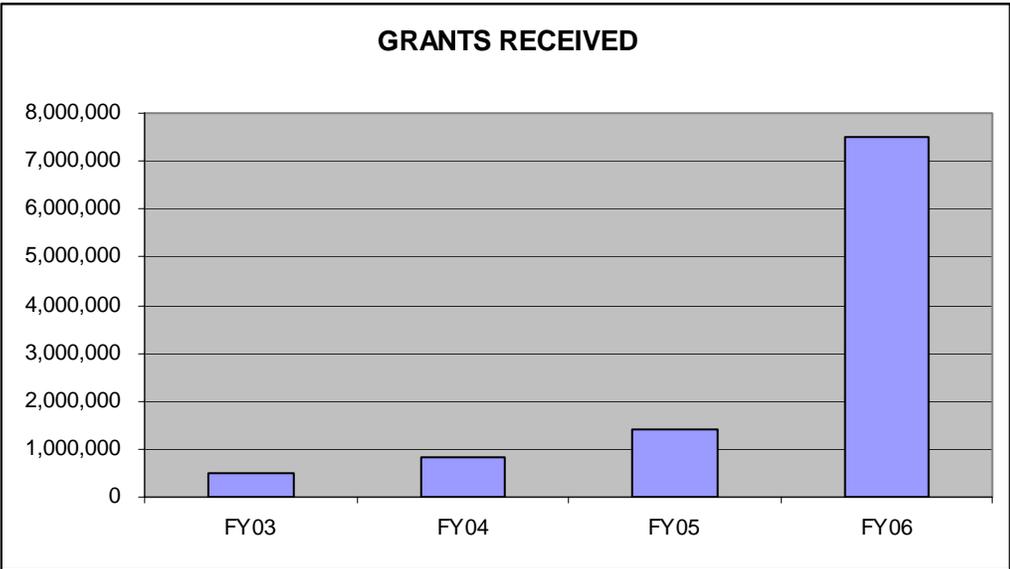
- ◆ Provide strategic direction to all Village departments emphasizing on the Palmetto Bay approach to government and sound fiscal management.
- ◆ Establish a municipal environment that promotes efficiency and Excellence in Community Service through the retention of qualified employees and contracting of specialized consultants.
- ◆ Continue to cultivate an organizational philosophy that promotes excellence in government, promotes public awareness, and ensures the participation of Village residents in government decisions.
- ◆ Maintain a competent and skilled workforce by offering competitive benefits and in-house training.
- ◆ Enhance employee productivity by motivating and rewarding employees through performance recognition and miscellaneous incentives programs.
- ◆ Work with the Florida League of Cities to provide employee training intended to enhance employee productivity and performance.
- ◆ Ensure the highest degree of customer service and assistance to all village residents and visitors.

- ◆ Continue to develop the partnership with the City of Doral, the Town of Miami Lakes and Miami-Dade County to implement the recommendations of the Mitigation Adjustment Policy Review Task Force and begin the phasing-out of the mitigation payments.
- ◆ Secure higher levels of funding for Village-wide projects by supporting lobbying activities at the local, state and federal levels as appropriate.
- ◆ Continue to examine the viability of a permanent village hall/police complex through collaboration and partnerships with established advisory committees.
- ◆ Adequately fund and implement programs intended to ensure the safety and enhance the quality of life of all Village residents.
- ◆ Ensure upcoming construction projects relative to the Public Works Department and the Community Services Department are executed in a timely fashion and within budget.
- ◆ Enhance the Village website.
- ◆ Ensure technology products and programs are utilized in a proper and efficient manner by capitalizing on training opportunities that allow for the proper management of the GIS system.
- ◆ Prepare and mail renewal invoices prior to expiration of current occupational licenses.
- ◆ Process new and renewal occupational licenses in a timely manner, through coordination with the Building and Permitting Division.

OBJECTIVES

- ◆ Enforce compliance with the laws and provisions of the Village Charter and ensure Village policies are implemented accurately and effectively.
- ◆ Provide direction to all Village departments and consultants that promotes the directives of the Village Council.
- ◆ Continue to work with the county to establish a fire rescue station on the southeast section of the Village.
- ◆ Continue to coordinate the establishment of a second fire rescue station on the northeast section of the Village by working in partnership with the county, the city of Coral Gables and the Village's Washington team.
- ◆ Ensure the timely submittal of the proposed annual budget to the Village Council.
- ◆ Submit to the Council and make available to the public an annual report on the finances and administrative activities of the Village.

- ◆ Keep the Council advised as to the financial condition and future needs of the Village.
- ◆ Make appropriate recommendations to the Council concerning the affairs of the Village.
- ◆ Oversee the planning, design and construction of the future Palmetto Bay Branch library project and provide assistance to the Community Services Department on the development of Coral Reef, Perrine Wayside and Palmetto Bay Parks.
- ◆ Assist with the recruitment of additional personnel.
- ◆ Encourage employees to take advantage of Health Savings Accounts
- ◆ Implement an employee recognition program.
- ◆ Maintain and update personnel records.
- ◆ Provide benefits package for existing and future employees.
- ◆ Assist and educate Village staff to use computer hardware and software.
- ◆ Establish new online services that allow residents to request and pay for services online.
- ◆ Prepare and mail renewal invoices prior to expiration of current occupational licenses, in order to allow businesses sufficient time to properly renew.
- ◆ With the assistance of the Code Compliance division, capture lost revenue by locating and contacting businesses that have not secured an occupational license in the past.



BUDGET

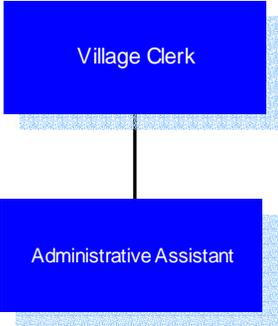
Description	Actual FY '04-'05	Original Adopted Budget FY '05-'06	Estimated Final FY '05-'06	Adopted Budget FY '06-'07
VILLAGE MANAGER				
Salaries & Wages	\$ 297,016	\$ 318,910	\$ 318,910	\$ 229,328
Other Wages	0	0	5,416	23,800
Overtime	1,244	0	222	-
Payroll Taxes	20,246	22,800	21,757	20,655
Retirement Contributions	35,679	38,270	33,961	30,609
Health & Life Insurance	40,436	57,580	52,190	49,944
Travel & Per Diem	1,233	5,200	4,492	4,000
Expense Reimbursement Allowance	6,000	9,600	10,300	9,600
Ordinance Codification	4,000	3,000	1,375	-
Legal Advertisement	51,736	35,000	25,282	-
Election Costs	-	5,000	5,000	-
Operating Supplies	860	1,200	290	600
Education & Training	4,034	3,000	2,761	2,000
Books, Publications, Subscriptions & Memberships	629	3,000	3,113	2,000
Record Retention System	15,723	2,500	-	-
Reserve for Contingencies	-	5,000	5,000	5,000
TOTAL VILLAGE MANAGER	\$ 478,836	\$ 510,060	\$ 490,069	\$ 377,536

Salaries & Wages line item shows a decrease in the budget due to the separation of the Village Clerk and the Village Manager into two departments.



OFFICE OF THE VILLAGE CLERK

ORGANIZATION CHART



FUNCTION

The Village Clerk is one of the three Chartered positions in the Village Administration as established by the Village Charter.

The Village Clerk is appointed by the Village Council and serves as the corporate secretary to the Village Council and the Local Planning Agency. In this capacity, the Clerk provides notice of all Council meetings to its members and the public, maintaining accurate minutes of all proceedings. In addition, the Clerk is the custodian of the Village seal and public records, including contracts, ordinances, resolutions, and proclamations, and serves as the Supervisor of Elections for the municipality.

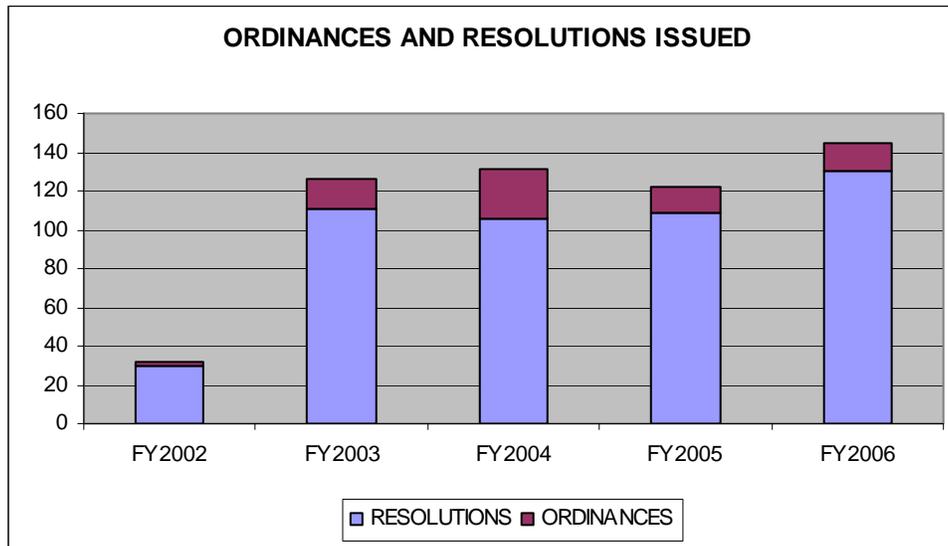
GOALS

- ◆ Ensure Village records are properly collected, organized and recorded.
- ◆ Increase public awareness by facilitating the dissemination of public records through various communications mediums.
- ◆ Provide timely information to other organizations, agencies, Village residents, and the general public.
- ◆ Continue to index and scan public documents, including closed building permits through the document imaging system for maximum use of public records storage and coordinate the outsource scanning of large plans and drawings.
- ◆ Explore the possibility of establishing an international sister city relationship.

OBJECTIVES

- ◆ Maintain and update the Village code.
- ◆ Attest official contracts and documents.
- ◆ Advertise, record and file the municipal budget.
- ◆ Attain the position of Secretary of the Miami-Dade County Municipal Clerks Association for 2006-07.
- ◆ Prepare Proclamations.
- ◆ Process, record, file and advertise ordinances, resolutions and notices.
- ◆ Secure certification for the assistance position as a Certified Municipal Clerk (CMC).

- ◆ Maintain records index system, oversee records management, imaging necessary documents, retention and destruction in accordance with state regulations.
- ◆ Continue the codification of Ordinances to facilitate use by Council, public and staff.
- ◆ Secure certification as a Microsoft Desktop Professional.



BUDGET

Description	Actual FY '04-'05	Original Adopted Budget FY '05-'06	Estimated Final FY '05-'06	Adopted Budget FY '06-'07
VILLAGE CLERK				
Salaries & Wages	\$ -	\$ -	\$ -	107,715
Other Wages	-	-	-	3,500
Overtime	-	-	-	-
Payroll Taxes	-	-	-	9,051
Retirement Contributions	-	-	-	14,926
Health & Life Insurance	-	-	-	33,156
Travel & Per Diem	-	-	-	1,200
Expense Reimbursement Allowance	-	-	-	3,600
Ordinance Codification	-	-	-	3,000
Legal Advertisement	-	-	-	35,000
Election Costs	-	-	-	20,000
Operating Supplies	-	-	-	600
Education & Training	-	-	-	1,000
Books, Publications, Subscriptions & Memberships	-	-	-	1,500
Record Retention System	-	-	-	2,500
Reserve for Contingencies	-	-	-	5,000
TOTAL VILLAGE CLERK	\$ -	\$ -	\$ -	241,748

The Village Clerk was originally combined with the Village Manager as one department. The divisions were separated into separate departments by a Charter amendment approved by the voters. Consequently, the Village Clerk now reports directly to the Council.

BUDGET DETAILS

Ordinance Codification: Codification of the Village Ordinances is required in order to publish the Ordinances of the Village in an indexed, concise manner for clarification and ease of use by Village staff, Council and the public.

Legal Advertisement: Florida Statute, Section 286.011, otherwise known as the “Sunshine Laws”, requires that notices of Council meetings be provided in a manner that effectively informs the public of the date, time and locations of Council and special meetings. Notices of meetings are normally advertised in the Thursday edition of the Miami Herald Newspaper “Neighbors” section. An increase in this fund has been budgeted to cover the additional cost to advertise the regular Committee of the Whole meetings.

Office of the Village Clerk

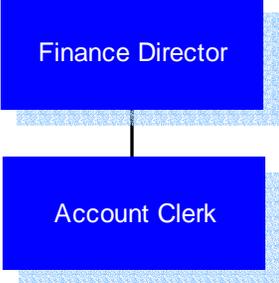
Election Costs: During the budget year, the Village will experience an election for the offices of Mayor and two District Councilmembers.

Record Retention System: Anticipated cost for the updating, maintenance and possible upgrading of the existing software, if required.



DEPARTMENT OF FINANCE

ORGANIZATION CHART



FUNCTION

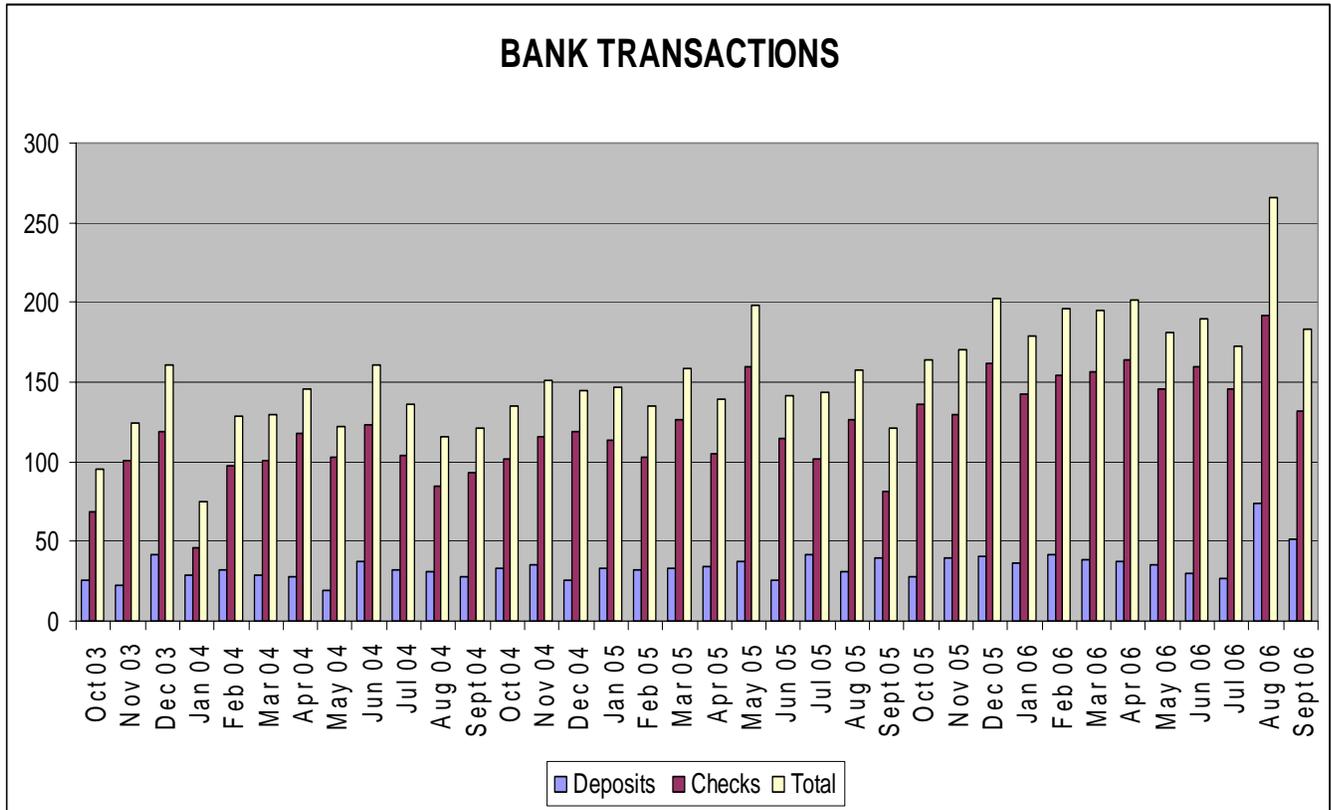
The Finance Department reports to the Village Manager and is responsible for the administration of the Village's financial and fiscal affairs. This includes accounting practices, financial planning and analysis, audit coordination, processing and recording of daily fiscal activities in accordance with generally accepted governmental accounting principles, budget coordination and monitoring, preparation of financial reports, and providing support on fiscal and financial matters. The Finance Department operates under the management and leadership of the Finance Director.

GOALS

- ◆ Ensure proper implementation of financial and accounting practices for the effective and efficient use of the Village's financial resources.
- ◆ Maintain proper accountability over the Village's financial resources.
- ◆ Prepare timely financial reports on the Village's financial condition.

OBJECTIVES

- ◆ Prepare the Comprehensive Annual Financial Report.
- ◆ Continue to maintain proper accountability of the various revenue sources and its uses.
- ◆ Prepare monthly reports comparing actual revenues and expenditures to the amounts in the approved budget.
- ◆ Coordinate the annual external audit of the Village's Financial Statements and provide assistance to the independent auditors.
- ◆ Continue to process and record cash collections, accounts payable, payroll and other transactions timely, and prepare related account reconciliations.
- ◆ Administer the Village's investment policy in a manner that yields the highest returns for the Village.
- ◆ Monitor cash flow and invest available funds.
- ◆ Continue to establish procurement processes that will maximize the efficiency of other Village departments.
- ◆ Administer the Suntrust loan program and ensure that proceeds are spent in a timely manner



BUDGET

Description	Actual FY '04-'05	Original Adopted Budget FY '05-'06	Estimated Final FY '05-'06	Adopted Budget FY '06-'07
FINANCE DEPARTMENT				
Salaries & Wages	\$ 50,390	\$ 116,480	\$ 116,480	\$ 127,650
Other Wages	-	-	1,292	4,000
Overtime	303	-	-	-
Payroll Taxes	4,087	9,290	8,459	11,051
Retirement Contributions	5,930	13,980	13,426	16,252
Health & Life Insurance	4,742	19,260	17,298	24,500
Financial & Accounting Services - Contractual	53,590	-	-	-
Independent Audit	23,000	25,000	24,150	45,000
Payroll Processing	2,651	4,000	3,000	4,000
Travel & Per Diem	384	1,500	1,500	1,750
Expense Reimbursement Allowance	450	3,600	3,600	3,600
Financial Institution Fees	159	6,000	2,000	6,000
Accounting System Implementation & Support	768	2,000	2,000	10,000
Education & Training	1,955	1,500	500	1,500
Books, Publications, Subscriptions & Memberships	422	750	625	750
Reserve for Contingencies		5,000	5,000	5,000
TOTAL FINANCE DEPARTMENT	\$ 148,831	\$ 208,360	\$ 199,330	\$ 261,053

BUDGET DETAILS

Independent Audit: Audit of the Village’s Financial Statements as required by Section 4.10 of the Village’s Charter and Section 218.39, Florida Statutes.

Accounting System Implementation and Support: This item represents the estimated cost of accounting software updates and implementation.

Financial Institution Fees: Line item provides for fees that may be assessed by financial institutions for the processing of financial transactions.



OFFICE OF THE VILLAGE ATTORNEY

FUNCTION

The Village Attorney is appointed by the Village Council in accordance with the Village Charter. The Village Attorney prepares or reviews ordinances, resolutions, contracts, bonds and other written instruments as directed and endorses approval of the documents as to form, language and execution thereof. When required by Council, the Village Attorney prosecutes and defends, for and on behalf of the Village, all complaints, suits, and controversies. The Village Attorney provides legal advice and consults with the Council on legislative, quasi-judicial, administrative, proprietary, employment and other governmental matters, attending meetings, preparing ordinances, resolutions and contracts, preparing an initial city code, rendering legal opinions, negotiating other interlocal government agreement with Miami-Dade County as required under article IX of the Village Charter, and assisting in securing revenues from taxes, fees, fines and forfeitures.

GOALS

- ◆ Endeavor to always provide the highest quality legal services to the Village.
- ◆ Vigorously maintain professional independent judgment and adhere to a high standard of ethics.
- ◆ Ensure that the legal process remains apolitical and provide the Village with clear and useful legal advice. In providing legal advice, the main objectives shall be to aid the Village in accomplishing its legitimate objectives and to avoid legal trouble.
- ◆ Assist the Village in implementing the ordinances, resolutions, contracts, and interlocal agreements necessary to assist the Village Manager establish the daily operations, functions, tax base, and code of ordinances for the Village, including a land development code tailored to the needs of the Village

OBJECTIVES

- ◆ Continue to provide assistance with the establishment and adoption of the land development code for the remaining areas of the Village.
- ◆ Assist the Village in the negotiation and preparation of interlocal agreements, contracts, grant applications, bonding and other applications as required by the Village.
- ◆ Assist the Community Development Department in finalizing the transition of the zoning function from the county to the Village.
- ◆ Establish historic preservation regulations for historically-significant buildings.
- ◆ Provide assistance to the Village during the phasing out of the mitigation policy.
- ◆ Finalize all ordinances, agreements, and resolutions necessary for the operation of all Village departments

BUDGET

Description	Actual FY '04-'05	Original Adopted Budget FY '05-'06	Estimated Final FY '05-'06	Adopted Budget FY '06-'07
VILLAGE ATTORNEY				
Professional Services - General Legal	\$ 187,063	\$ 135,000	\$ 131,710	\$ 160,000
Professional Services - Zoning Applications	28,303	20,000	28,782	30,000
Professional Services - Comprehensive Plan/ Land Development Code		10,000	-	-
Professional Services - Code Enforcement	13,612	10,000	39,162	15,000
Professional Services - Litigation Reserve	18,879	35,000	-	35,000
Professional Services - Real Property	14,561	15,000	2,311	-
TOTAL VILLAGE ATTORNEY	\$ 262,418	\$ 225,000	\$ 201,965	\$ 240,000

BUDGET DETAILS

General Legal: Legal costs to draft, review, and finalize legal documents and provide general legal advice as necessary to the Village.

Zoning Applications: Legal costs to review zoning applications and provide legal advice.

Code Enforcement: Legal costs to review and handle code enforcement cases and provide legal advice to the Village as necessary.

Litigation Reserve: Funds designated to cover the legal costs of unexpected litigation expenses.



GENERAL GOVERNMENT

General Government

FUNCTION

The General Government section of the budget provides an expenditure detail for a variety of items of a general nature. These are items that are not applicable to other specific sections or departments, but are rather applicable to general Village functions.

BUDGET

Description	Actual FY '04-'05	Original Adopted Budget FY '05-'06	Estimated Final FY '05-'06	Adopted Budget FY '06-'07
GENERAL GOVERNMENT				
Professional Services - Computer & Technology Support	\$ 14,919	\$ 15,000	\$ 24,030	\$ 20,000
Professional Services - Web Development & Maintenance	-	5,000	-	-
Professional Services - GIS		20,000	20,000	20,000
Professional Services - Intergovernmental Relations	72,000	72,000	72,000	72,000
Professional Services - Washington Initiative	-	72,000	72,000	72,000
Professional Services - Public Information Consultant	30,000	30,000	30,000	30,000
Professional Services - Social Services Liaison	-	10,000	-	10,000
Professional Services - Grant Writer Private Non-Profit	-	25,000	25,000	25,000
Professional Services - Technical Support	-	-	-	25,000
Professional Services - General	-	20,000	9,000	25,000
Professional Services - Communication Tax Consultant	-	-	-	20,000
Professional Services - Village Hall	6,500	5,000	-	20,000
Temporary Administrative Support Services	1,366	10,000	5,000	10,000
Janitorial Services & Waste Disposal - Village Hall	42,691	48,000	37,000	48,000
Legislative Travel	20,854	25,000	22,764	25,000
Communications	51,998	66,000	56,480	66,000
Postage & Delivery	10,888	25,000	20,782	35,000
Utilities	12,032	25,000	19,787	25,000
Rent - Village Hall	145,928	152,010	152,010	160,521
Furniture Lease	13,907	10,431	10,431	-
Photocopies	6,020	7,500	5,864	7,500
Insurance	79,238	120,000	135,000	170,000
Rental of Sound System from County	18,360	-	-	-
Repairs and Maintenance	1,568	10,000	1,500	7,000
Printing and Binding	20,642	50,000	20,345	40,000
Historic Records Archiving	-	5,000	-	5,000
Advertisement - Recruitment	205	2,000	77	2,000
Community Groups	2,492	5,000	5,600	10,000
Office Supplies	18,021	20,000	24,000	30,000
Operating Supplies	12,186	13,500	26,243	35,000
Education & Training	3,140	30,000	5,721	25,000
Books, Publications, Subscriptions & Memberships	6,488	6,500	7,000	7,000
Equipment and Furniture: non-capital outlay	6,210	5,000	2,187	5,000
Leasehold Improvements	-	5,000	-	5,000
Capital Outlay - Equipment and Furniture	4,267	42,500	42,500	42,500
Reverse 911 System	-	-	-	10,000

BUDGET (CONTINUED)

Description	Actual FY '04-'05	Original Adopted Budget FY '05-'06	Estimated Final FY '05-'06	Adopted Budget FY '06-'07
Vision 20/20	-	-	-	10,000
Existing Vehicle Lease Financing	31,956	46,830	31,956	31,956
Library Bond	-	-	-	-
Principal				30,000
Interest			34,178	66,213
Suntrust Loan			-	-
Principal				122,464
Interest				242,138
Unallocated Funds		254,011	254,011	26,605
Hurricane Expenditures	150,444	-	-	-
Reserve for Contingencies		200,000	200,000	200,000
TOTAL GENERAL GOVERNMENT	\$ 784,320	\$ 1,458,282	\$ 1,372,466	\$ 1,838,897

BUDGET DETAILS

Legislative Travel: Travel and costs associated with Legislative and Intergovernmental matters.

Professional Services- Communications Tax Consultant: professional consulting services to work with the State in the collection and distribution of the Communication Tax Revenues to prevent further shortfalls in the Village’s revenue share.

Reverse 911 System: Communication system that allows the Village to promptly disseminate information to residents in the event of an emergency, such as an approaching hurricane via telephone. The system operates as a “reverse 911” calling system, contacting the residents via phone with the recorded emergency message.

Vision 20/20: Strategy that combines outreach and marketing efforts to support the charrettes that have been completed over the past several years for the Village of Palmetto Bay, the Town of Cutler Bay and other south Miami-Dade neighboring areas.

General Government

Reserve for Contingencies: Funding reserved for unanticipated expenditures or shortfalls as further discussed in the Budget Message.

Legal Debt Limits:

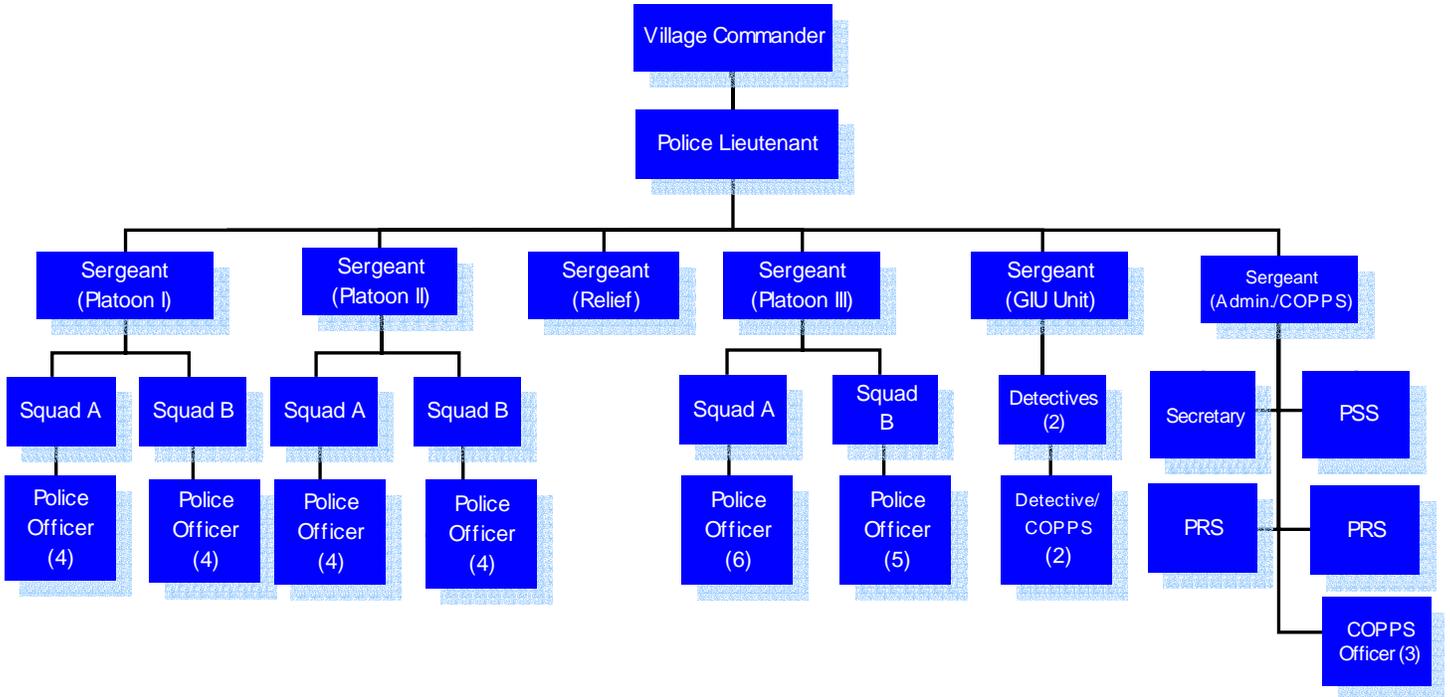
(i)	Actual annual debt service	\$ 460,815
	Debt Limit	X 150%
	Required Non-Ad Valorem	\$ 691,222
	Actual Non-Ad Valorem	\$7,957,948
(ii)	Maximum annual debt service allowed (20% of Governmental Funds Revenue)	\$6,108,118
	Actual annual debt service	\$ 460,815

Current debt service costs are well below the required debt limits and have been comfortably included in operating costs. This will improve once the Library is completed and leased to the County to cover all costs.



**PALMETTO BAY
POLICING UNIT**

ORGANIZATION CHART



FUNCTION

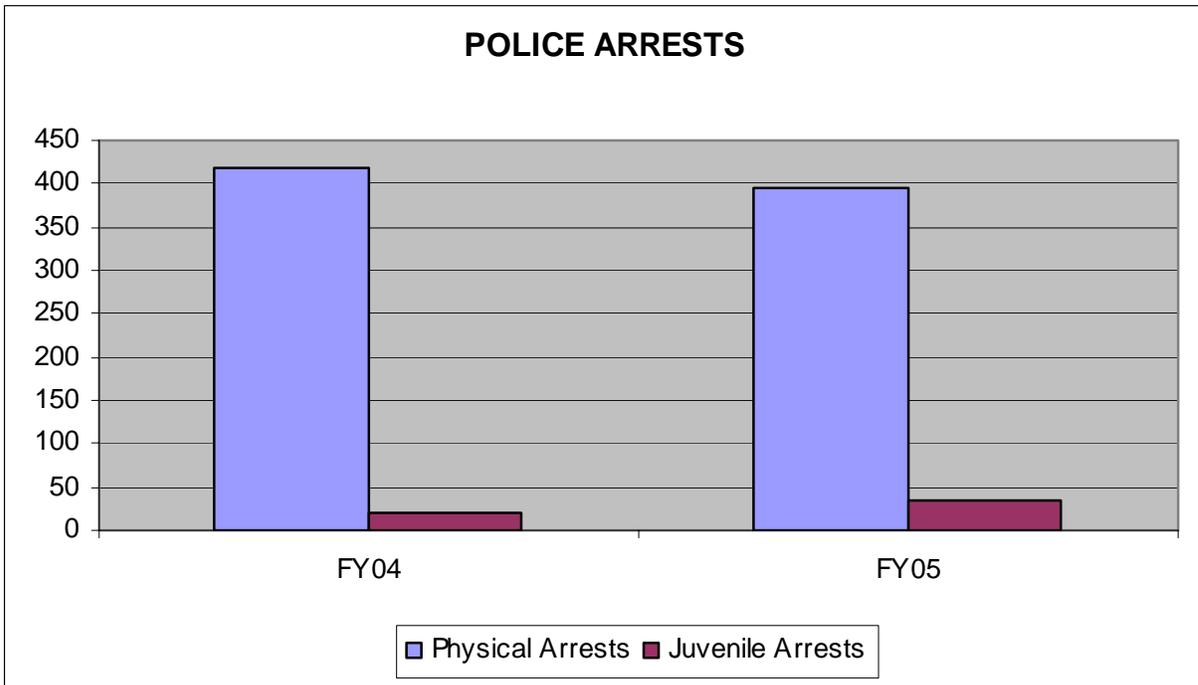
The Department of Police was conceived through an interlocal agreement between the Village of Palmetto Bay and Miami-Dade County. The Department officially began its operations with the Village on July 14, 2003. Charged with the primary responsibility to protect, the Department is fully committed to ensuring the safety and well being of the Palmetto Bay community, emphasizing community-oriented policing and traffic safety. The Department is responsible for maintaining order and providing for the safe and expeditious flow of residents and visitors upholding the values of integrity, respect, service, and fairness. The daily operations and administration of the Department are overseen by the Village Commander with the assistance of a Police Lieutenant.

GOALS

- ◆ Increase awareness and prevention of Domestic Violence within the Village.
- ◆ Increase police presence in the Village parks.
- ◆ Take a leading role in responding to and addressing the hazards and concerns surrounding disaster incidents, both natural and man-made.
- ◆ Revitalize the Community-Oriented Policing philosophy of the Policing Unit.

OBJECTIVES

- ◆ Provide Domestic Violence seminars to citizens within the Village.
- ◆ Establish a police presence in the Village parks through the utilization of bike patrols and other non-traditional patrol methods and proactive involvement with the park patrons.
- ◆ Provide specialized training for police officers in disaster response techniques, including training in CERT, HAZMAT Response and Homeland Security.
- ◆ Identify small geographic zones within the Village and designate patrol units to the specific areas in an effort to better familiarize the officers with the residents of their assigned zones.



BUDGET

Description	Actual FY '04-'05	Original Adopted Budget FY '05-'06	Estimated Final FY '05-'06	Adopted Budget FY '06-'07
POLICE SERVICES				
Patrol Services	\$ 4,611,962	\$ 5,420,000	\$ 5,420,000	\$ 5,527,368
Specialized Police Services & General Investigative	362,541	367,000	315,064	280,000
School Crossing Guards	57,499	60,000	66,827	63,548
Photocopies	3,436	3,800	3,606	3,800
Printing and Binding	100	1,000	-	1,000
Office Supplies	3,660	6,500	5,436	6,500
Operating Supplies	1,227	5,500	8,258	7,700
Maintenance - Equipment	-	-	-	5,000
Uniforms	1,424	3,500	4	5,000
Education & Training (Funded from L.E.T.T.F.)	-	4,500	67	7,500
Books, Publications, Subscriptions & Memberships	175	1,000	200	1,000
Equipment and Furniture: non-capital outlay	24,514	1,500	1,959	3,000
Leasehold Improvements	5,590	5,000	-	5,000
Capital Outlay - Furniture and Equipment	8,833	18,000	18,000	5,000
Contingency	-	25,000	25,000	25,000
TOTAL POLICE SERVICES	\$ 5,080,961	\$ 5,922,300	\$ 5,864,421	\$ 5,946,416

BUDGET DETAILS

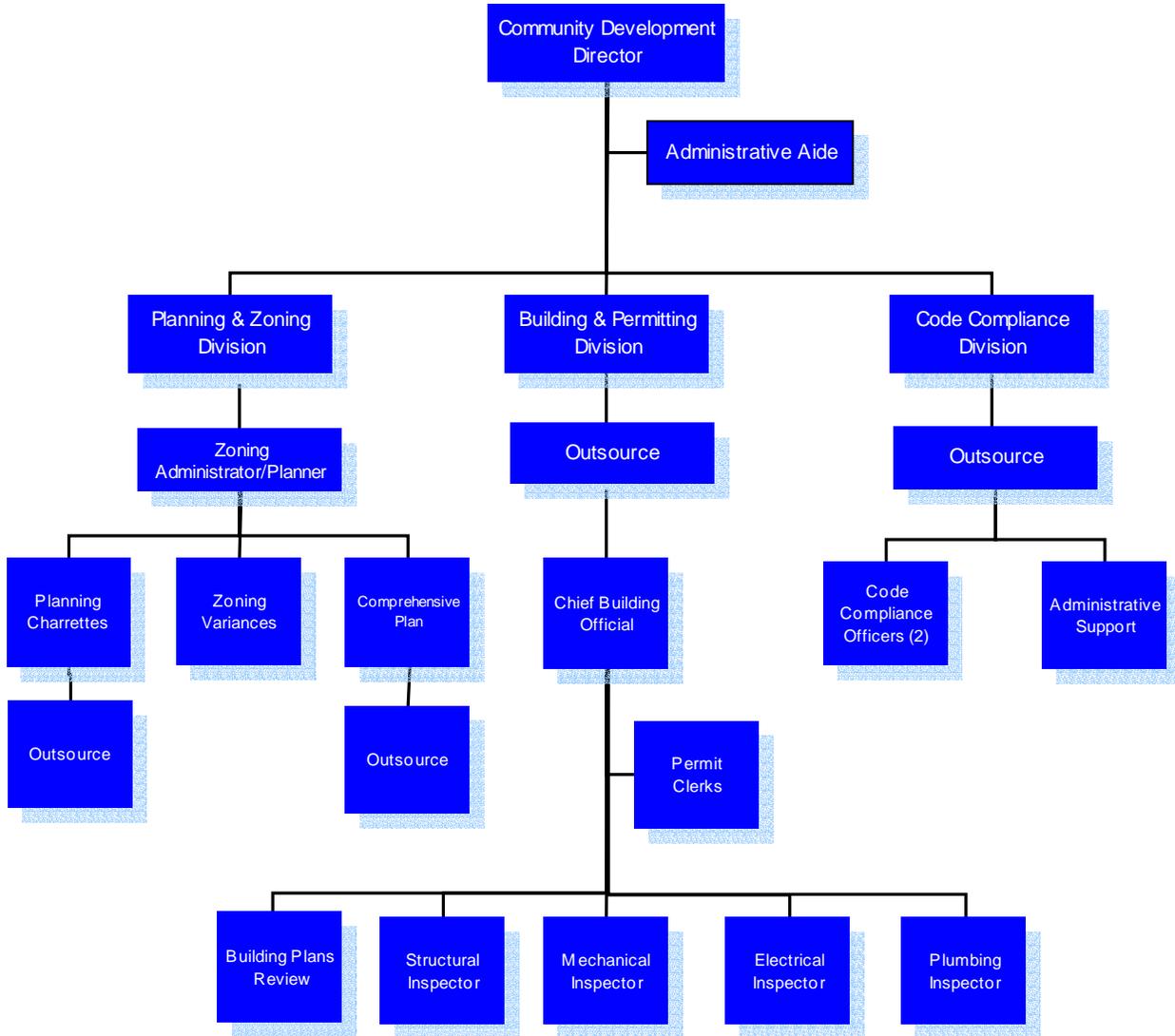
Patrol Services: As required by the Interlocal Agreement for Patrol Services, this line item reflects the amount paid to the Miami-Dade County Police Department for local police services provided to the village.

Specialized Police Services: As required by the Interlocal Agreement for Specialized Police Services, this line item reflects the amount paid to the Miami-Dade County Police Department for the specialized police services provided to the village. Specialized police services include all services not provided in the local patrol services agreement and include; narcotics, criminal intelligence, economic crimes, homicide, robbery, sexual crimes, environmental crimes, domestic crimes, and crime scene investigations; property and evidence; and tactical operations activities.



**DEPARTMENT OF COMMUNITY
DEVELOPMENT**

ORGANIZATIONAL CHART



FUNCTION

The Department of Community Development is comprised of three divisions including Planning & Zoning, Building & Permitting, and Code Compliance. The Planning & Zoning division is responsible for providing technically sound and professional recommendations to ensure strict adherence to the Village's Land Development Code, Comprehensive Plan, and any other concurrency regulations and for the efficient and timely processing of zoning applications. The Building & Permitting division is responsible for providing timely plan review and processing of building permit applications to ensure conformance of construction in the Village with governing building codes. The Code Compliance division is responsible for educating the public on the Village's code enforcement regulations and enforcing those regulations in our residential and business areas.

GOALS

Planning & Zoning Division

- ◆ Complete the development and adoption of the Land Development Code
- ◆ Facilitate the processing of planning and zoning applications through the effective implementation of new mapping technologies.
- ◆ Continue to transition zoning procedures from the County to the Village

Building & Permitting Division

- ◆ Implement the adopted recommendations of the Building & Permitting Committee
- ◆ Review building plans in a timely and efficient manner
- ◆ Schedule and complete all building inspections expeditiously

Code Compliance Division

- ◆ Continue to educate both residential and commercial property owners on current code regulations
- ◆ Continue development of code regulations on topics particular to the Village
- ◆ Respond to code complaints expeditiously
- ◆ Obtain code compliance through a progressive system of enforcement

OBJECTIVES

Planning and Zoning Division

- ◆ Adopt a Comprehensive Plan and provide an effective date.
- ◆ Assist in the development of a Geographic Information System (GIS) for planning and zoning applications
- ◆ Develop zoning regulations for three new mixed-used land use designations
- ◆ Rezone two Village-acquired land parcels in accordance with the Comprehensive Plan
- ◆ Provide timely review of administrative adjustments, zoning applications and presenting zoning hearing items before the Council
- ◆ Complete development of Land Development Code
- ◆ Review sidewalk café applications and issue permits within two days of receipt
- ◆ Answer questions from property owners related to planning and zoning

Building & Permitting Division

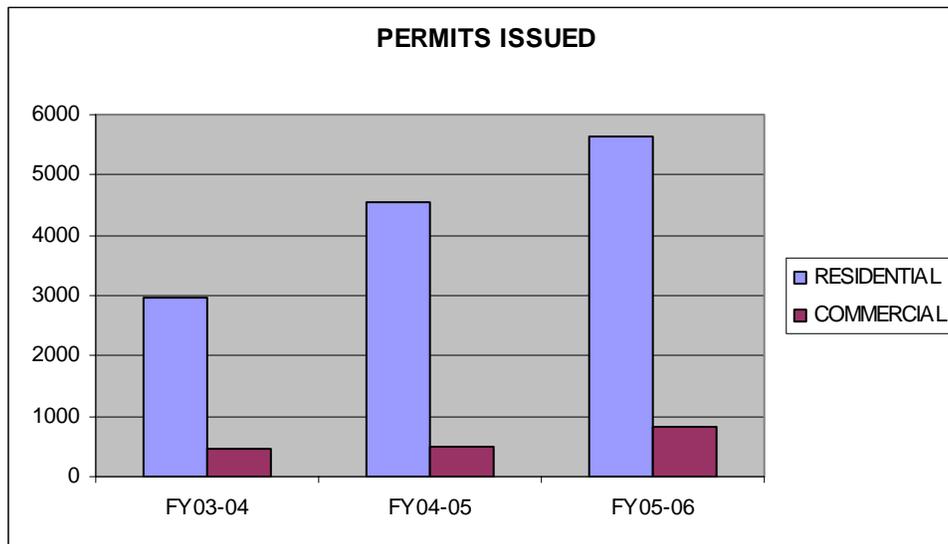
- ◆ Review plans for single family residences within seven working days.
- ◆ Complete less complex plan reviews of single-family dwellings within one to three days.
- ◆ Review plans for commercial and multifamily residences or other complex units within fifteen working days.
- ◆ Perform field inspections within twenty-four business hours from the time received.
- ◆ Perform inspections within four hours of time scheduled.
- ◆ Answer questions from residents and address complaints within two business days.

Code Compliance Division

- ◆ Create educational and informational brochures concerning code compliance topics.
- ◆ Focus code compliance educational and enforcement efforts on commercial properties.

Department of Community Development

- ◆ Continue to respond to citizen code complaints and questions in an expedient and courteous manner.
- ◆ Perform daily code enforcement inspections in response to citizen complaints and field observations with coverage seven days a week.
- ◆ Issue garage sale permits on the same day as received.
- ◆ Obtain compliance through a progressive system of enforcement, including hearings before a special master.
- ◆ Develop new code regulations in the instances where Village requirements may differ from the County Code.



Department of Community Development

BUDGET

Description	Actual FY '04-'05	Original Adopted Budget FY '05-'06	Estimated Final FY '05-'06	Adopted Budget FY '06-'07
COMMUNITY DEVELOPMENT SERVICES				
Salaries & Wages	\$ 150,931	\$ 126,640	\$ 132,938	\$ 155,058
Other Wages	-	-	3,215	5,578
Contract Employees	-	30,000	60,000	-
Overtime	902	-	269	-
Payroll Taxes	12,687	12,364	15,455	13,108
Retirement Contributions	2,868	3,440	3,230	10,325
Health & Life Insurance	4,397	9,860	5,828	24,500
Professional Services - Comprehensive Master Plan	80,930	50,000	4,059	-
Professional Services - Studies	-	25,000	-	25,000
Professional Services - General	24,035	25,000	300	25,000
Professional Services - Land Development Code	-	25,000	6,732	50,000
Professional Services - Special Master	3,250	5,000	5,000	5,000
Outsource - Building and Permitting	646,055	680,000	807,036	800,000
Outsource - Code Enforcement	210,000	210,000	210,000	220,000
Zoning Application Processing	-	40,000	-	40,000
Temporary Administrative Support Services	7,079	5,000	-	-
Travel & Per Diem	985	2,000	238	2,000
Expense Reimbursement Allowance	2,160	2,160	2,160	5,760
Postage & Delivery	1,391	1,500	3,500	1,000
Printing and Binding	11,567	12,000	9,692	10,000
Electronic Check Conversion and Card Fees	-	-	-	-
Operating Supplies	1,203	5,000	1,340	5,500
Uniforms and Badges	702	1,000	423	500
Education & Training	1,600	2,000	952	2,000
Books, Publications, Subscriptions & Memberships	610	750	933	1,000
Equipment and Furniture: non-capital outlay	-	2,000	-	2,000
Capital Outlay - Equipment and Furniture	2,490	3,000	-	2,250
Reserve for Contingencies	-	15,000	15,000	15,000
TOTAL COMMUNITY DEVELOPMENT	\$ 1,165,842	\$ 1,293,714	\$ 1,288,300	\$ 1,420,579

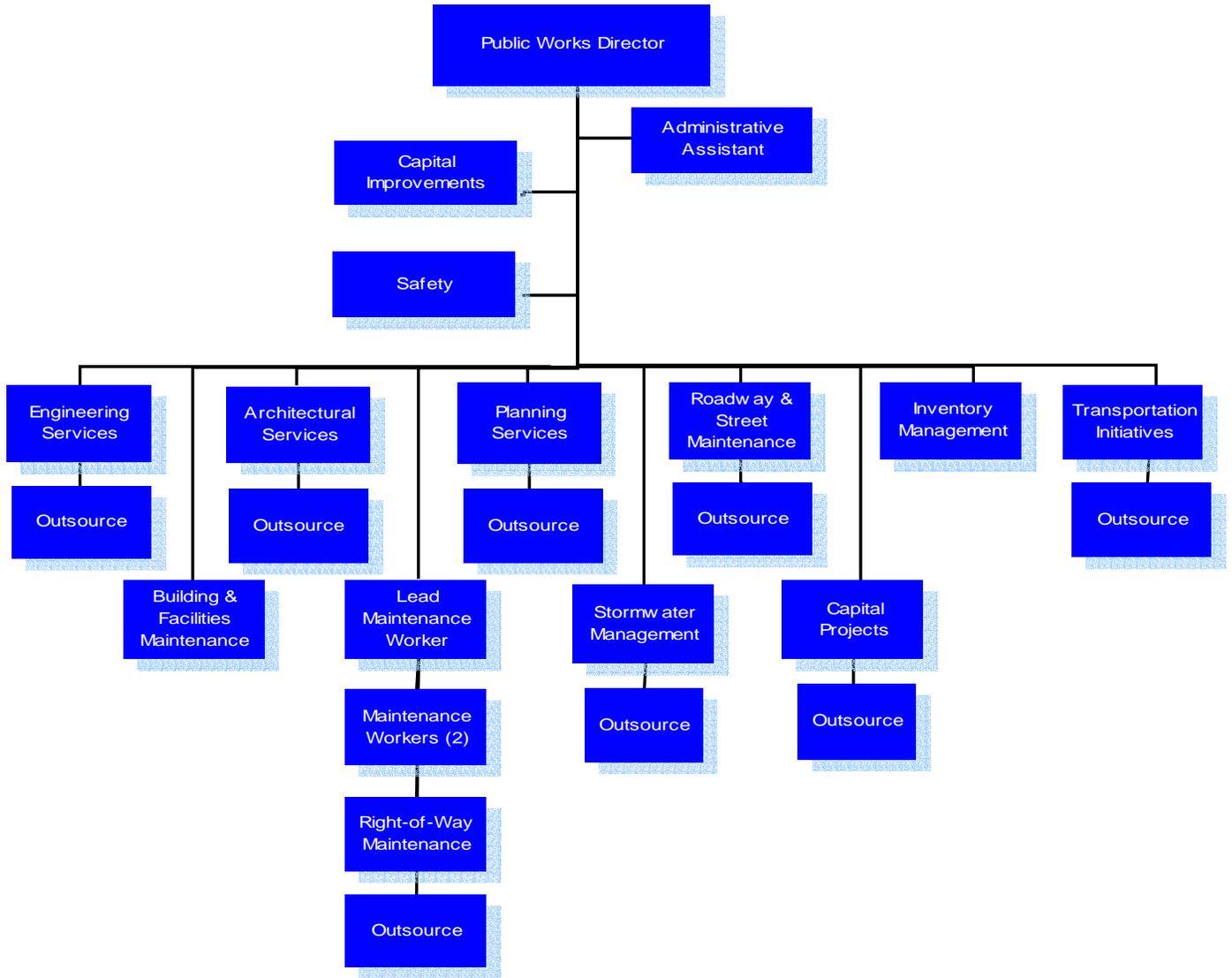
BUDGET DETAILS

Professional Services- Studies: Provides for funding of additional and/or supplemental studies, as needed.



DEPARTMENT OF PUBLIC WORKS

ORGANIZATION CHART



FUNCTION

The department of Public Works is responsible for the support and maintenance of the Village infrastructure. This includes all properties, consisting of public right-of-ways and medians, facilities, and buildings within the Village boundaries. Additionally, the Department oversees street beautification projects and Stormwater activities. The Department also provides planning and construction management for various Capital Improvement Projects affecting the Village's infrastructure. The Department of Public Works functions under the management and leadership of the Public Works Director.

GOALS

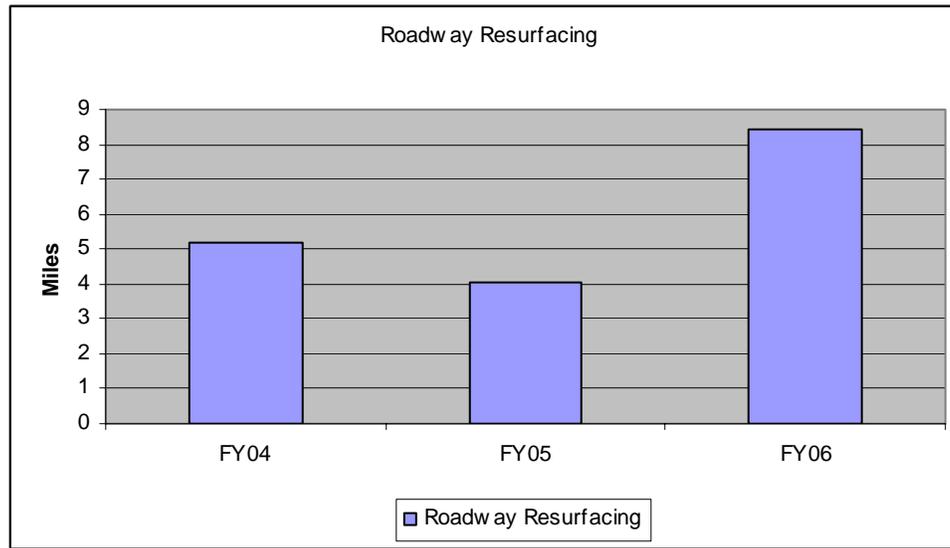
- ◆ Use available resources to enhance the aesthetics of the Village Neighborhoods, while strengthening the infrastructure where needed.
- ◆ Continue to implement the findings of the Village Transportation Master Plan.
- ◆ Fully implement the decisions of the Village Council regarding the Village-wide Signage Program.
- ◆ Prepare, manage and implement Capital Improvement Projects that serve to improve long term livability conditions for Village residents.
- ◆ Continue the implementation of the requirements of the adopted Storm Water Master Plan and begin the establishment of the Stormwater Utility. This plan will establish a proposed revenue base that may be used to support both Capital and Operating Expenses.
- ◆ Continue the programming of transportation and transit revenues in a manner that substantially improves mobility within the Village. This plan includes support for an intermodal system that addresses vehicular, pedestrian and bicycle movement in a coordinated manner.
- ◆ Continue the sidewalk repair program to restore sidewalks to a safe and usable standard.
- ◆ Through priority resurfacing, implement the findings of the Comprehensive Analysis of Village Roadways and manage the roadway resurfacing program in an efficient and cost-effective manner.

OBJECTIVES

- ◆ Efficiently manage department resources
- ◆ Provide street and right-of-way maintenance services, including street pothole patching and sidewalk repairs and replacement.

Department of Public Works

- ◆ Add attractive elements to neighborhood streets and intersections that improve the overall appearance of the highly traveled areas of the Village.
- ◆ Perform landscape maintenance and the mowing of medians, right-of-ways, swales and maintenance and plant trees as prioritized in the Street Tree Master Plan.
- ◆ Continue the road clearing program to remove unsightly debris and discarded materials from roadways and public right-of-ways with the assistance of the Miami-Dade County Department of Solid Waste.
- ◆ Continue to assess infrastructure needs and propose new infrastructure programs that enhance the quality of life for Village residents and visitors.
- ◆ Remove graffiti from public properties, as necessary.
- ◆ Finalize and implement the Mangowood Traffic Calming Project, the Southwood Traffic Calming Improvements and the Traffic Plan for the intersection of US1 and SW 152nd Street.
- ◆ Design and construct drainage system improvements in Sub-Basin #5 and Sub-Basins #6 and #7.
- ◆ Update Stormwater Master Plan and prioritize sub-basins.
- ◆ Remove and repair approximately 2,700 square yards of existing sidewalk.
- ◆ Resurface approximately 70,000 linear feet of roadway.
- ◆ Install street name signs, directional signs, informational signs, and speed limit signs within Village boundaries.
- ◆ Finalize approved exemption from the Miami-Dade Stormwater Utility System.
- ◆ Establish a billing system for Stormwater utilities and collect an excess of \$500,000 for Stormwater maintenance.
- ◆ Establish a canal maintenance program.
- ◆ Establish a Bus Stop Signage program and install new bus benches and/or shelters.



BUDGET

Description	Actual FY '04-'05	Original Adopted Budget FY '05-'06	Estimated Final FY '05-'06	Adopted Budget FY '06-'07
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PUBLIC WORKS

Salaries & Wages	\$ 196,770	\$ 239,210	\$ 239,210	\$ 253,816
Other Wages	-	-	7,533	8,650
Overtime	8,069	6,000	9,089	10,000
Payroll Taxes	16,248	18,974	18,015	23,050
Retirement Contributions	23,341	28,710	25,842	33,897
Health & Life Insurance	23,748	47,570	35,430	60,390
Professional Services	5,609	15,000	5,946	15,000
NPDES Permit Fees	9,000	12,000	-	12,000
Travel & Per Diem	2,819	2,500	4,104	3,500
Repairs and Maintenance - Facilities	2,398	8,000	-	3,000
Repairs and Maintenance - Vehicle	2,320	3,000	9,486	15,000
Repairs and Maintenance - Equipment	-	2,000	601	2,000
Operating Supplies	11,660	19,500	12,160	20,000
Uniforms	1,708	5,000	2,457	4,000
Vehicle Operation	14,855	20,000	22,162	45,000
Education & Training	2,310	2,500	1,625	4,000
Books, Publications, Subscriptions & Memberships	854	1,000	536	1,000
Equipment and Furniture: non-capital outlay	2,404	5,000	-	5,000
Capital Outlay - Furniture & Equipment	4,971	5,000	6,176	7,500
Reserve for Contingencies	-	15,000	15,000	15,000

TOTAL PUBLIC WORKS	\$ 329,084	\$ 455,964	\$ 415,372	\$ 541,803
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BUDGET DETAILS

Repairs and Maintenance- Facilities: Funding will be used to repair and maintain Village facilities, when and where needed with the use of outside Contractors. Village structures and facilities will be brought up to positive, functional standards and properly maintained.

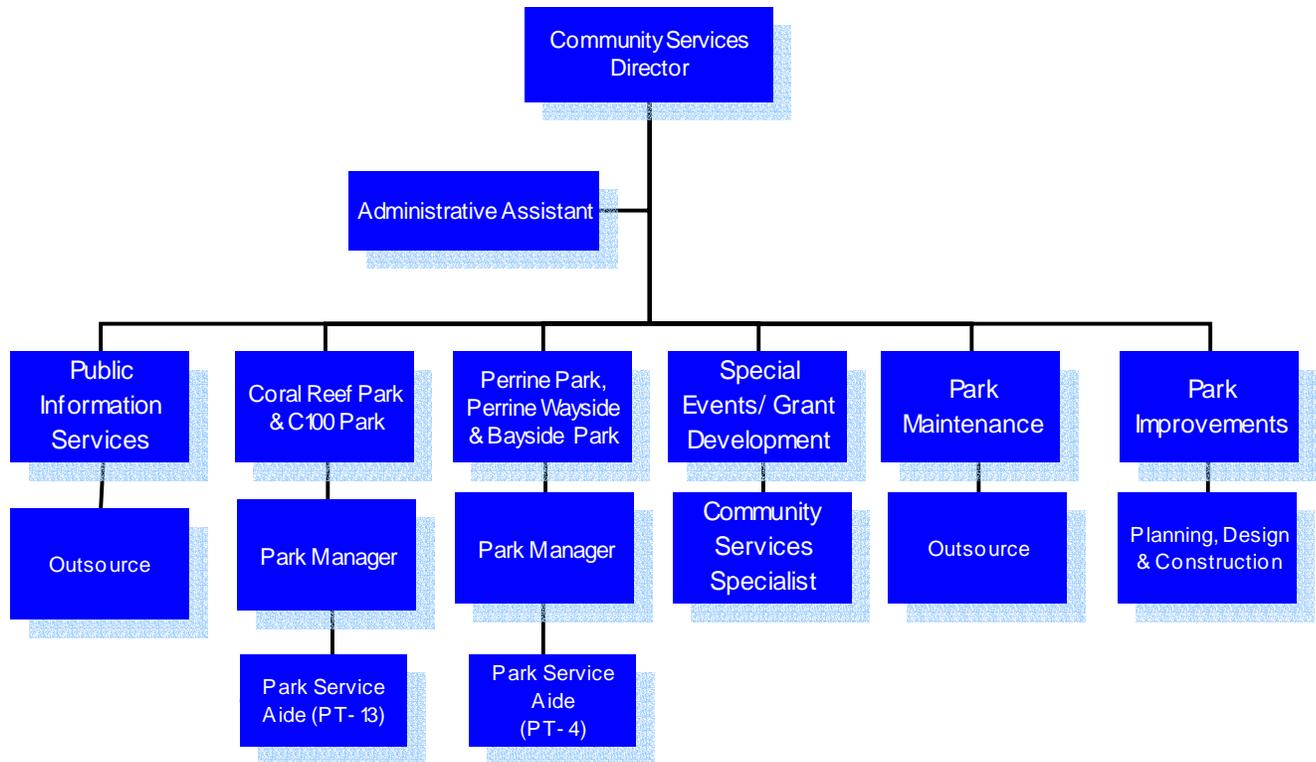
Vehicle Operation: To cover the expense of the six vehicles utilized by the Department of Public Works and Community Services.

Hurricane Supplies: Provides funding for the acquisition of perishable and non-perishable hurricane supplies that will enable the village to plan for, monitor, and respond to hurricane related emergencies.



DEPARTMENT OF COMMUNITY SERVICES

ORGANIZATION CHART



FUNCTION

The Community Services Department is responsible for the planning, organizing, supervising, directing and administering of all activities related to parks and recreation, special events and community outreach programs. To that extent, the Department directs and coordinates the installation and maintenance of park facilities including park structures and landscaped areas in the parks, prepares bid specifications and project cost estimates for park maintenance outsource contracts, and administers all aspects of said contracts. The Community Services Department is responsible for developing innovative partnerships for park programming activities by focusing on collaborations with community and civic groups as well as our local schools. The Department continuously explores and develops new techniques and approaches in recreational activities that address community needs. In addition, the Department oversees the public information function of the Village including general oversight, in conjunction with the Village Manager, of outsource contractors. Grant writing and the administration of the latter is also a function of the Community Services Department.

GOALS

- ◆ Implement quality parks and recreation programs that effectively address community needs and increase park usage
- ◆ Continue to collaborate with organizations to provide outstanding after-school programs, summer camp services, and a variety of active and passive sports and activities for all ages
- ◆ Implement the Parks Master Plan objectives focusing on the design and construction phases for the Village parks
- ◆ Develop community pride by enhancing the aesthetics of all parks and recreation facilities
- ◆ Provide accessibility to all people by implementing ADA standards in all park facilities
- ◆ Continue to explore possibilities for additional neighborhood passive parks and pocket parks and jointly with the Village Manager explore the location of a permanent Village Hall/Park Complex
- ◆ Market and promote our Village through the “Village of Parks” campaign
- ◆ Continue to be a force in Tallahassee and Washington DC through the Florida Recreation and Park Association and the National Recreation and Park Association
- ◆ Continue to establish park rules and regulations through community input and participation
- ◆ Develop a comprehensive signage program for the Village parks focusing on maximizing park use
- ◆ Actively seek funding opportunities and secure funds for the development of parks and recreation programs and facilities

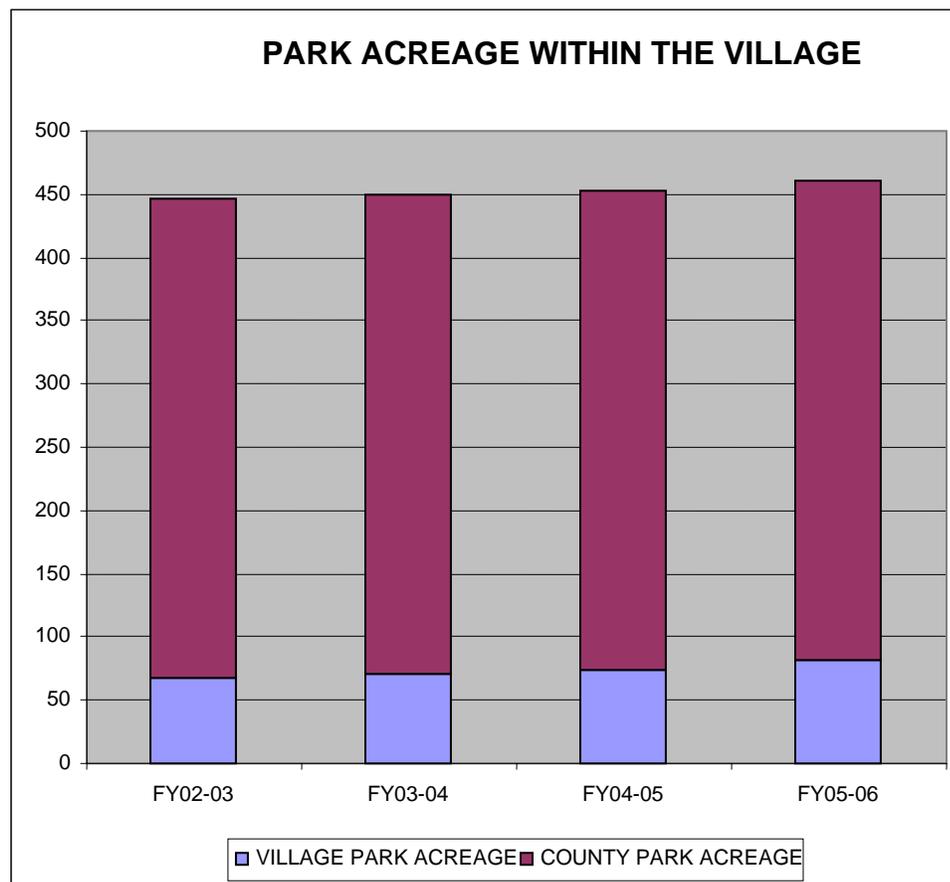
- ◆ Secure funding, donations and support from local businesses to maximize potential dollars for park projects and events

OBJECTIVES

- ◆ Continue to utilize our survey forms to seek resident opinions and foster continuous interaction with the community.
- ◆ Update the comparative analysis of park fees in an effort to maximize the potential revenue for the Village and re-invest the funding in park improvement projects.
- ◆ Continue to collaborate with businesses, schools, and residents in the development of parks and recreation programs.
- ◆ Research, develop and secure grant funding sources for new parks, park facilities and park programs.
- ◆ Complete the renovation of the Coral Reef Park parking lots and eastside restrooms and the installation of the bandshell/ pavilion and meditation gazebo.
- ◆ Complete the design and construction of the new dog park at Perrine Wayside Park.
- ◆ Complete the design and construction of the 25-acre Palmetto Bay Park, including the new Boundless Playground.
- ◆ With the Village Manager, complete the design and construction of the Palmetto Bay Library project.
- ◆ Complete the conceptual design and possible initial improvements for the C-100 property.
- ◆ Design and install new landscaping along the south side of the tennis courts at Coral Reef Park and implement a new drainage improvement project for the east side of the facility.
- ◆ Renovate the concession stand at Coral Reef Park and develop a phasing program for the walking path.
- ◆ Develop a park volunteer program.
- ◆ Explore the possibilities of implementing a Village-operated Summer Camp program at Palmetto Bay Park.
- ◆ Enhance the Parks and Recreation webpage of the Village website and implement additional improvements to the Village newsletter.
- ◆ Oversee the completion of the tennis and racquetball courts improvements project at Coral Reef Park.

Department of Community Services

- ◆ Network with municipalities throughout the state and country and attend state and national conferences to remain up-to-date on the latest developments in our industry.
- ◆ Train, educate and develop staff to maintain the highest level of service in our park facilities and programs.
- ◆ Extend support to our local schools and organizations to provide excellence in recreation, education, cultural programs, special events and communication.
- ◆ Work with the staff school liaison to partner with Coral Reef Elementary School to utilize the school building for possible Village programming.
- ◆ Continue to work with the Special Events Committee to organize the annual Village of Palmetto Bay Picnic event.
- ◆ Assist as appropriate with the “Saturday and Sunday in the Park with Art” annual arts fair and explore opportunities for a Halloween event at Coral Reef Park.



BUDGET

Description	Actual FY '04-'05	Original Adopted Budget FY '05-'06	Estimated Final FY '05-'06	Adopted Budget FY '06-'07
COMMUNITY SERVICES				
Salaries & Wages	\$ 170,892	\$ 184,630	\$ 184,630	\$ 284,082
Other Wages	-	-	14,300	8,765
Part-Time Salaries & Wages	138,854	192,740	175,758	276,904
Overtime	4,939	2,500	-	2,500
Payroll Taxes	26,673	30,144	29,381	46,696
Retirement Contributions	18,761	22,160	20,015	35,142
Health & Life Insurance	16,098	28,090	18,014	57,390
Professional Services - Master Plan	14,906	-	-	-
Professional Services - Supplemental Studies	23,390	25,000	13,981	25,000
Travel & Per Diem	2,286	2,200	4,737	2,200
Expense Reimbursement Allowance	3,600	3,600	3,600	3,600
Park Maintenance - Coral Reef Park:				
Utilities	32,466	39,884	30,611	37,500
Grounds Maintenance	81,440	109,200	84,797	109,200
Pineland Management	-	15,101	-	15,101
Improvements (non-capital expenditures)	23,955	5,000	1,363	10,000
Park Maintenance - Palmetto Bay Park:				
Utilities	11,446	16,920	12,349	9,000
Grounds Maintenance	26,575	67,584	37,932	14,000
Improvements (non-capital expenditures)	3,872	3,000	-	-
Improvements (capital expenditures)	-	-	-	87,500
Park Maintenance - C-100/Bayfront Park				
Utilities	4,297	7,800	6,888	11,400
Grounds & Pool Maintenance	-	18,700	14,531	18,700
Building Maintenance	9,281	10,000	-	-
Improvements (non-capital expenditures)	495	5,000	-	-
Improvements (capital expenditures)	3,886	5,000	17,853	19,000
Park Maintenance - Perrine Wayside Park				
Grounds Maintenance	4,455	15,600	6,707	4,174
Improvements (capital expenditures)	-	-	-	21,600
Park Maintenance - Bayside Park				
Grounds Maintenance	4,140	4,208	4,032	630
Improvements (capital expenditures)	-	-	-	4,208
Repair and Maintenance - Other	21,414	10,000	39,103	20,000
Park Maintenance - Publix Park	-	10,000	-	-
Improvements (non-capital expenditures)	399	10,000	-	5,000
Operating Supplies	17,714	15,000	31,855	20,000
Uniforms	4,051	5,000	5,778	8,000
Education & Training	750	3,000	967	5,000
Books, Publications, Subscriptions & Memberships	1,040	1,000	1,487	1,130
Furniture & Equipment - Non Capital	635	1,000	981	1,000
Capital Outlay - Park Improvements	3,000	-	6,233	-
Capital Outlay - Furniture & Equipment	-	5,000	-	5,000
Capital Outlay - Vehicles & Machinery	-	3,000	8,160	3,000
Reserve for Contingencies	-	15,000	15,000	15,000
Special Events	30,985	45,000	65,634	75,000
TOTAL COMMUNITY SERVICES	\$ 706,695	\$ 937,061	\$ 856,677	\$ 1,262,422

BUDGET DETAILS

Salaries: Salaries and related expenditures have been increased to reflect the need for a Community Services Specialist. This full-time position will handle grants, special events, and Village publications. Also four part-time Park Service Aides have been added to handle the expanded park operations when construction of Palmetto Bay Park is completed.

Professional Services – Supplemental Studies: Park studies intended to support and implement the recommendations of the Parks Master Plan.

Improvements (non-capital expenditures): Miscellaneous improvements such as interior park signage and furniture, particularly for newly acquired park facilities.

Operating Supplies: Janitorial and miscellaneous landscaping supplies.

Improvements (capital expenditures): These amounts represent the expected savings while the park is under construction. It has been budgeted to assist in any unexpected construction expenditures and any added operating expenditures when the park reopens. The expanded park operations will only be open for a short period in this fiscal year and is not expected to be a significant impact this year, however most operating expenditures have been estimated and budgeted with the expansion in mind.



**MITIGATION
AND QNIP**

MITIGATION DESCRIPTION

Mitigation is an annual cost the Village must pay to Miami-Dade County. Pursuant to the terms and conditions of the Interlocal Agreement between the County and the Village, the Village is required to make an annual contribution to the Municipal Service Trust Fund (MSTF). The estimated payment for FY 06-07 is \$1,634,069, which is equivalent to one mill of the value of taxable property within the Village boundaries on the date that incorporation was approved. This figure is adjusted annually based on the Consumer Price Index.

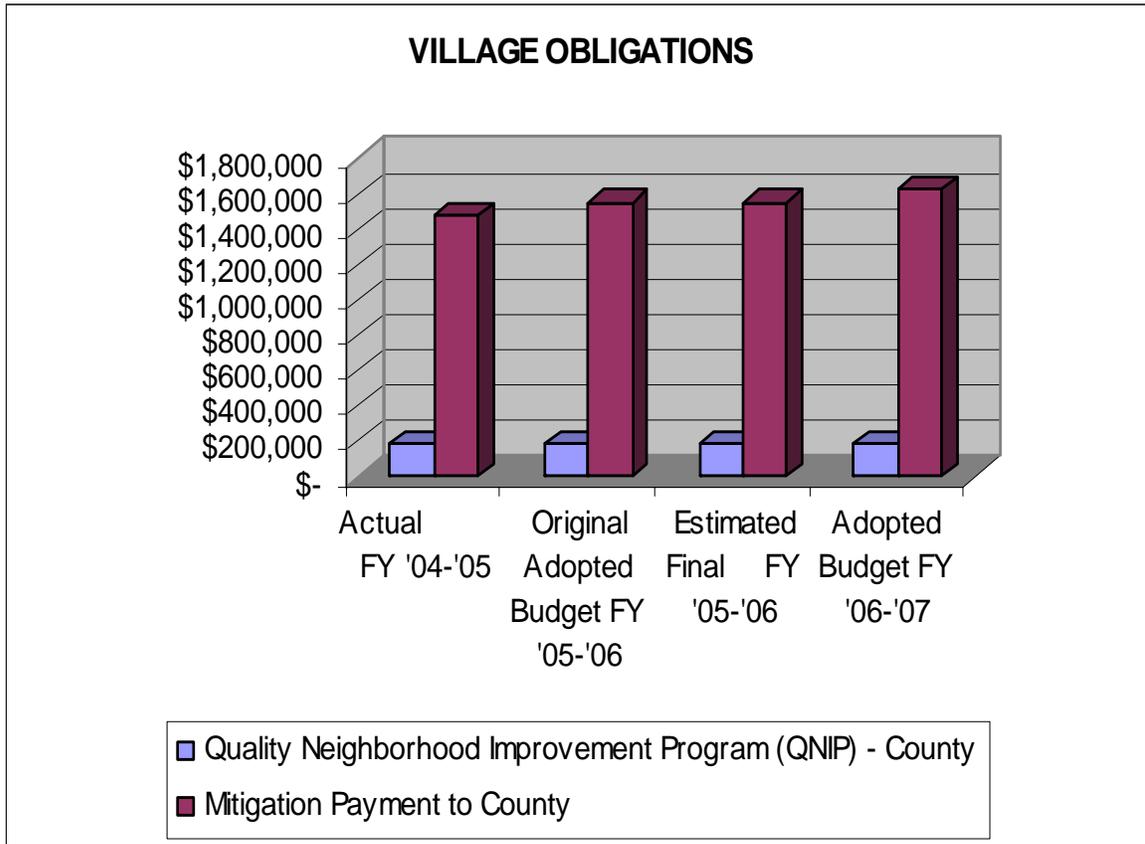
It should be noted that the county recently established the Mitigation Adjustment Policy Review Task Force to review the Mitigation policy. After a thorough review, the Task Force concluded that Mitigation payments should cease. Their recommendations are expected to come before the Board of County Commissioners later this year. In the interim, the Village will continue to work with the City of Doral, the Town of Miami Lakes and the County to develop a phasing-out schedule for the Mitigation payments.

QNIP DESCRIPTION

The Village is obligated to pay its share of the Quality Neighborhood Improvement Program (QNIP) Bond Issue. QNIP has funded a number of drainage, sidewalk and street programs in the Village. The QNIP payment to the County for FY 06-07 is \$190,100.

BUDGET

Description	Actual FY '04-'05	Original Adopted Budget FY '05-'06	Estimated Final FY '05-'06	Adopted Budget FY '06-'07
MITIGATION/QNIP OBLIGATIONS TO MIAMI-DADE COUNTY				
Quality Neighborhood Improvement Program (QNIP) - County	\$ 189,767	\$ 190,000	\$ 189,897	\$ 190,100
Mitigation Payment to County	1,482,000	1,556,256	1,556,256	1,634,069
TOTAL LONG TERM OBLIGATIONS TO COUNTY	\$ 1,671,767	\$ 1,746,256	\$ 1,746,153	\$ 1,824,169





SPECIAL REVENUE FUND

Special Revenue Fund

FUND DESCRIPTION

The Special Revenue Fund is used to account for specific revenues that are legally restricted for particular purposes.

SPECIAL REVENUE FUND- REVENUES AND OTHER RESOURCES

Description	Actual FY '04-'05	Original Adopted Budget FY '05-'06	Estimated Final FY '05-'06	Adopted Budget FY '06-'07
REVENUE & OTHER RESOURCES				
PUBLIC WORKS				
Half Cent Transportation Tax - Transportation		\$ 712,500		\$ -
Revenue Receipts	\$ 566,265		\$ 570,000	621,935
Prior Year Carryover	425,495		728,766	815,099
Total CITT Transportation	991,760		1,298,766	1,437,034
Half Cent Transportation Tax - Transit				
Revenue Receipts	141,566		142,500	155,484
Prior Year Carryover	221,133		329,519	241,201
Total CITT Transit	362,699		472,019	396,685
New Local Option Gas Tax		185,860		
Revenue Receipts	180,973		185,860	187,108
Prior Year Carryover	182,341		224,733	24,950
Total NLOGT	363,314		410,593	212,058
8 Cent Fuel Tax				
Transfer from General Fund	-		415,053	195,536
Prior Year Carryover	-		-	290,053
Total 8 Cent Gas Tax	-		415,053	485,589
Local Option Gas Tax				
Transfer from General Fund	-		-	180,436
Prior Year Carryover	-		-	-
Total LOGT	-		-	180,436
Stormwater Fee				
Revenue Receipts	-		-	300,000
Prior Year Carryover	-		-	-
Total Stormwater Fee	-		-	300,000
SFWMD 2003 - Stormwater	344,853		155,039	-
SFWMD 2004 - Stormwater	41,795	400,000	358,205	-
FDEP 2005 - Stormwater	41,795	400,000	358,205	-
FDEP 2006 - Stormwater	-	-	-	250,000
Prior Year Carryover	(109,642)	980,759	-	-
	2,036,574	2,679,119	3,467,880	3,261,802
POLICE FORFEITURES FUND				
Forfeitures	15,500	-	-	
Prior Year Carryover		15,500	15,500	9,053
	15,500	15,500	15,500	9,053

**SPECIAL REVENUE FUND- REVENUES AND OTHER RESOURCES
(CONTINUED)**

Description	Actual FY '04-'05	Original Adopted Budget FY '05-'06	Estimated Final FY '05-'06	Adopted Budget FY '06-'07
COMMUNITY SERVICES				
- TSNP Perrine	-	742,500	-	742,500
- TSNP Perrine Boundless Playground	-	250,000	-	250,000
- FRDAP Palmetto Bay Park Improvements 2006-2007	-	-	-	200,000
- FRDAP Perrine Park Acquisition	-	200,000	200,000	-
Total Palmetto Bay Park	-	1,192,500	200,000	1,192,500
- TSNP Bayside	117,140	133,000	-	132,860
- FRDAP Bayside	57,846	-	-	-
- Fla Dept of State - State Library	-	-	-	500,000
- Recreational Trails - Bayside	-	92,635	-	92,635
Bond Proceeds for Library Project	1,433,241	1,433,241	1,433,241	1,433,241
Total Bayside (Celestia) Park	1,608,227	1,658,876	1,433,241	2,158,736
- Land & Water Conservation Fund - C-100 Acquisition	-	200,000	200,000	-
- SFWMD - C100 Acquisition	-	-	500,000	-
- Florida Communities Trust	-	2,719,150	2,719,150	-
- Fla Div of Historic Preservation	-	-	-	50,000
Total Bayfront (Haas) Park	-	2,919,150	3,419,150	50,000
- FRDAP Coral Reef Park Improvements	123,022	62,644	76,978	-
Miami-Dade County GOB				
- Bayside (Celestia) Park	-	40,443	-	40,443
- Coral Reef Park	123,022	96,647	76,978	-
- Palmetto Bay Park	-	2,751,000	920,243	1,830,757
- Perrine Wayside	-	34,557	-	34,557
Total Miami-Dade County GOB	123,022	2,922,647	997,221	1,905,757
Suntrust Loan				
- Palmetto Bay Park	-	-	-	3,282,161
- Perrine Wayside Park	-	-	-	427,158
- Bayside Community Room	-	-	-	1,275,675
- Coral Reef Park	-	-	-	700,000
- Contingency (To be allocated)	-	-	-	311,006
Total Suntrust Loan	-	-	-	5,996,000
Park Impact Fees				
Revenue Receipts	20,516	18,000	266,591	-
Prior Year Carryover	-	-	20,516	287,107
Total Park Impact Fees	20,516	18,000	287,107	287,107
Prior Year Carryover	-	975,553	-	-
	1,874,787	9,749,370	6,413,697	11,590,100

Special Revenue Fund

**SPECIAL REVENUE FUND- REVENUES AND OTHER RESOURCES
(CONTINUED)**

Description	Actual FY '04-'05	Original Adopted Budget FY '05-'06	Estimated Final FY '05-'06	Adopted Budget FY '06-'07
GENERAL				
Interest Income	1,284	4,000	40,000	40,000
Miscellaneous Income	1,055	-	-	-
Reimbursement from FTC	-	-	1,300,000	-
Prior Year Carryover	108	207,235	1,263,181	2,707,645
Transfer In - General Fund	2,180,000	1,065,263	1,065,263	1,042,000
	2,182,447	1,276,498	3,668,444	3,789,645
TOTAL RESOURCES AVAILABLE	6,109,308	13,720,487	13,565,521	18,650,600

SPECIAL REVENUE FUND- EXPENDITURES

Description	Actual FY '04-'05	Original Adopted Budget FY '05-'06	Estimated Final FY '05-'06	Adopted Budget FY '06-'07
EXPENDITURES				
PUBLIC WORKS				
Half Cent Transportation Tax - Transportation				
Professional Services				
Drainage Maintenance	26,199	-	53,772	75,000
Planning and Engineering	68,612		94,579	75,000
Right of Way and Swale Maintenance	2,205		240	20,000
Roadway Maintenance	165,978		1,494	25,000
Roadway Equipment			82,182	-
Signage Program				200,000
Roadway Paving			223,600	400,000
Neighborhood Traffic Calming			27,800	550,000
Total CITT Transportation	262,994	-	483,667	1,345,000
Half Cent Transportation Tax - Transit				
Planning and Engineering	33,180	50,000		75,000
ADA Review of Sidewalks				10,000
Capital Equipment				65,000
Transit Improvements				35,000
Transit Operation		393,220	230,818	190,484
Total CITT Transit	33,180	443,220	230,818	375,484
New Local Option Gas Tax				
Planning and Engineering	13,931		19,500	-
Road Maintenance	124,650		366,143	-
Intersection Calming				50,000
Traffic Calming				50,000
Sidewalks				75,000
Bikepaths				20,000
Total NLOGT	138,581	-	385,643	195,000
8 Cent Fuel Tax				
Roadway Equipment	-	-	-	65,000
Right of Way and Swale Enhancements	-	-	125,000	300,000
Total 8 Cent Gas Tax	-	-	125,000	365,000
Local Option Gas Tax				
Roadway Paving	-	-	-	100,000
Total LOGT	-	-	-	100,000
Stormwater Maintenance				
Stormwater Maintenance	-	-	-	300,000
Total Stormwater Maintenance	-	-	-	300,000

SPECIAL REVENUE FUND- EXPENDITURES (CONTINUED)

Description	Actual FY '04-'05	Original Adopted Budget FY '05-'06	Estimated Final FY '05-'06	Adopted Budget FY '06-'07
Professional Services - ADA Review and Analysis		10,000		-
Professional Services - Engineering & Inspection		50,000		-
Contractual Services - Roadways		25,000		-
Contractual Services - Drainage		25,000		-
Contractual Services - Right-of-way/Swale		20,000		-
Right-of-Way Enhancements/Beautification		80,000		-
SFWMD - Stormwater Masterplan	235,211	599,466	155,039	-
SFWMD - Drainage Improvements	41,795		358,205	-
Florida DEP 2005 - Stormwater	41,795	800,000	358,205	-
Florida DEP 2006 - Stormwater	-	-	-	250,000
Village Signage Program		100,000		-
Level of Service Improvements:				-
Intersections		50,000		-
Roadways		306,433		-
Park Streets Improvements		-		-
Sidewalks		50,000		-
Bike Paths		20,000		-
Neighborhood Traffic Calming		100,000		-
	753,556	2,679,119	2,096,577	2,930,484
POLICE FORFEITURES FUND				
Expenditure of Prior-Year Forfeitures	-	15,500	6,447	9,053
COMMUNITY SERVICES				
Professional Services - C-100 Master Plan		48,000		-
Professional Services - Construction Management		50,000		-
Park Improvements		13,238		-
Perrine Park - Land Acquisition & Improvements				-
SNP - Perrine Park Ball Fields		742,500	-	742,500
SNP - Boundless Playground		250,000	-	250,000
FRDAP - Acquisition		200,000	200,000	-
County's General Obligation Bond		2,751,000	920,243	1,830,757
Suntrust Loan		-	-	3,282,161
FRDAP 2006-2007		-	-	200,000
Prior Year Carryover		450,180		-
Transfer In - General Fund		233,000		-
Total Palmetto Bay Park	-	4,737,918	1,120,243	6,305,418
Bayfront (Haas) Acquisition & Improvements				-
Florida Communities Trust		2,719,150	2,719,150	-
Land & Water Conservation Fund		200,000	200,000	-
SFWMD			500,000	-
Fla. Div. of Historic Preservation		-	-	50,000
Prior Year Carryover		10,850		-
Total Bayfront (Haas) Park	-	2,930,000	3,419,150	50,000

Special Revenue Fund

SPECIAL REVENUE FUND- EXPENDITURES (CONTINUED)

Description	Actual FY '04-'05	Original Adopted Budget FY '05-'06	Estimated Final FY '05-'06	Adopted Budget FY '06-'07
Bayside (Celestia) Park Development				
SNP - Bayside	117,140	133,000	-	132,860
FRDAP - Bayside	57,846	-	-	-
Recreational Trails - Bayside	-	92,635	-	92,635
Library Bond		1,433,241	-	1,433,241
Fla Dept Of State - State Library		-	-	500,000
County's General Obligation Bond		40,365	-	40,443
Suntrust Loan		-	-	1,275,675
Total Bayside (Celestia) Park	174,986	1,699,241	-	3,474,854
Coral Reef Park Improvements				
FRDAP - Park Improvements	123,022	62,644	76,978	-
County's General Obligation Bond	123,022	96,647	76,978	-
Suntrust Loan		-	-	700,000
Total Coral Reef Park	246,044	159,291	153,956	700,000
Perrine Wayside Park - Park Improvements				
County's General Obligation Bond		34,635	-	34,557
Suntrust Loan		-	-	427,158
Prior Year Carryover		188,285	-	-
Total Perrine Wayside Park		222,920	-	461,715
Park Impact Fees				
Bayfront (Haas) Park	-	-	-	-
Palmetto Bay Park	-	-	-	70,763
	-	-	-	70,763
Suntrust Loan Contingency (to be allocated)				311,006
	421,030	9,749,370	4,693,349	11,373,756
GENERAL				
Perrine Park			138,833	2,143,243
Coral Reef Park			16,793	-
C-100	919,150		584,713	-
Professional Services - C-100 Master Plan			5,000	21,150
Perrine Wayside			-	188,285
Professional Services - Construction Management			-	50,000
Park Improvements			-	13,238
Public Works			215,460	-
Village Hall			-	1,000,000
Unallocated Funds			-	231,729
Savings Reinvestment Program (SAVE)				-
Police	-	-	-	62,000
Parks	-	-	-	50,000
General Government	-	-	-	30,000
Financial Institution Fees	115	250	-	-
Unallocated Interest Income		5,450	-	-
Prior Year Carryover		205,535	-	-
General Fund Transfer In for Capital Projects	-	1,065,263	-	-
	919,265	1,276,498	960,799	3,789,645
TOTAL EXPENDITURES	2,093,851	13,720,487	7,757,172	18,102,938

BUDGET DETAILS

Transportation Tax: This line item represents the half-cent sales tax approved by Miami-Dade County voters to fund transportation improvements effective on 1/1/03. The Village will continue to receive annual remittances from the County. The Tax is shared with 80% for Transportation and 20% for Transit. The budget is based upon estimates received from the County.

New Local Option Gas Tax: The Special Revenue Fund reflects the three cents component of the Local Option Gas Tax imposed on motor fuel. This special revenue must be used solely for transportation improvements that are part of the capital projects plan. The six cents Local Option Gas Tax is reflected in the General Fund. The budget is based upon estimates received from the State.

Local Option Gas Tax and 8 cent Fuel Tax: The six cents Local Option Gas Tax and the fuel tax part of the State revenue sharing program is initially reflected in the General Fund to offset transportation operating expenditures. Any unused funds are transferred to the Special Revenue Fund to be used on transportation capital projects. The budget is based upon estimates received from the State.

Stormwater Maintenance: This is a new revenue stream for the Village. The maintenance of the stormwater system was recently turned over to the Village from the County, along with any relative stormwater maintenance Fees. The initial budget estimate was obtained from the County.



ACRONYMS AND TERMS

Acronyms and Terms

BCC	Board of County Commissioners
CIP	Capital Improvement Program
CDMP	Comprehensive Development Master Plan
CPI	Consumer Price Index
FTP	Full-Time Permanent
GIS	Geographic Information System
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
GFOA	Govt. Finance Officers Association
GIS	Geographic Information Systems
ICMA	International City Managers Association
MSTF	Municipal Services Trust Fund
O&M	Operating and Maintenance
PAB	Planning Advisory Board
PT	Part Time
PTO	Personal Time Off
QNIP	Quality Neighborhood Improvement Plan
RFP	Request for Proposal
RFQ	Request for Qualifications
SFBC	South Florida Building Code
TIP	Transportation Improvement Plan
TRIM	Truth in Millage



GLOSSARY

Glossary

Abatement - A partial or complete waiver of taxes, service charges or fees imposed by the Village for purposes of economic development incentives.

Accountability - An obligation or willingness to accept responsibility or to account for one's actions.

Accounting Period - A period of time (e.g. one month, one year) where the Village determines its financial position and results of operations.

Ad Valorem Tax - A tax levied on the assessed value of real estate and personal property. This tax is also known as property tax.

Adopted Budget - The proposed budget as formally approved by the Village Council.

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.)

Amended Budget - The adopted budget formally adjusted by the Village Council.

Appropriation - A specific amount of money authorized by the Village Council for the purchase of goods or services.

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

Arterial Roads - The main traffic corridors that are with the county. They are fed by collector roads, which pick up the traffic from local roads that provide a more localized service within specific neighborhoods.

Assessed Property Value - The value set upon real estate or other property by the County Property Appraiser and the State as a basis for levying ad valorem taxes.

Asset - Resources owned or held by a government, which have monetary value.

Balanced Budget - A budget in which planned funds or revenues available are equal to fund planned expenditures.

Glossary

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

Benchmarking - Determining the quality of products, services, and practices by measuring critical factors (e.g., how fast, how reliable a product or service is) and comparing the results to those of highly regarded competitors.

Benefits - Payments to which participants may be entitled under a pension plan, including pension benefits, death benefits, and benefits due on termination of employment.

Budget - A fiscal plan of programs, services, and construction projects expected to be carried out, funded within available revenues and designated within a specific period of time, usually 12 months.

Budget Calendar - A schedule of key dates which the Village follows in the preparation, adoption and administration of the budget.

Budget Message - Included in the opening section of the budget, the Budget Message provides summary of most important aspects of the budget, changes from previous fiscal years and recommendations regarding the financial policy for the upcoming period.

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

Bond Funds - Resources derived from issuance of bonds for specific purposes and 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 Document (Program and Financial Plan) -the official written statement prepared by the Village staff reflecting the decisions made by the Council in their budget deliberations.

Budget Ordinance - The schedule of revenues and expenditures for the upcoming fiscal year by fund, which is adopted by the Village Council 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 Schedule - The schedule of key dates which a government follows in the preparation and adoption of the budget.

Buildout - That time in the life cycle of the Village when no incorporated property remains undeveloped. All construction from this point forward is renovation, retrofitting or land cleared through the demolition of existing structures.

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Capital Equipment - Physical plant and equipment with an expected life of five years or more.

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.

Cash Carryover - Cash at the start of the year, plus revenue received in one fiscal year, which is not spent in that year, and is therefore made available for use in the succeeding year.

Charter - The written instrument that creates and defines the franchises (rights) of a Village.

City - An incorporated municipality in the United States with definite boundaries and legal powers set forth in a charter granted by the state or in some instances a county.

Concurrency - Operating or occurring at the same time. This term is commonly used to refer to the provision of adequate public facilities at the time they are needed to support new development. Adequate roads, water and sewer facilities must be in place concurrent with the impact of new development. Concurrency only provides for public facilities necessary to serve new development and does not alleviate existing shortfalls.

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 - An appropriation of funds available to cover unforeseen events that occur during the fiscal year. These funds, if not used, lapse at year end. This is not the same as fund balance or reserve fund.

Contractual Services - Services rendered to a government by private firms, individuals, or other governmental agencies. Examples include utilities, rent, maintenance agreements, and

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professional consulting services.

Countywide Service Area- As the areawide 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.

Debt Service - The payment of principal and interest on borrowed funds such as bonds.

Density - The average number of individuals or units per space unit (population per square mile or housing units per acre).

Deficit - The excess of liability over assets — or expenditures over revenues — in a fund over an accounting period.

Depreciation - The decrease in value of physical assets due to use and the passage of time.

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

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.

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.

Encumbrances - Obligations incurred in the form of orders, contracts and similar items that will become payable when goods are delivered or services rendered.

Enterprise Fund - A self supporting fund designed to account for activities supported by user charges.

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

Expenditure - Projections of funds to be received during the fiscal year.

Final Budget - Term used to describe revenues and expenditures for the upcoming year beginning October 1st and ending September 30th.

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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.

Fines and Forfeitures - Consists of a variety of fees, fines and forfeitures collected by the State Court System, including bail forfeitures, garnishments, legal defenders recoupment and juror/witness fees.

Fiscal Year - Any period of 12 consecutive months designated as the budget year. The Village's budget year begins October 1st and ends September 30th. The State of Florida's fiscal year begins July 1st and ends June 30th.

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

Forfeiture - The automatic loss of property, including cash, as a penalty for breaking the law, or as compensation for losses resulting from illegal activities. Once property has been forfeited, the Village may make a claim for it, resulting in confiscation of the property.

Franchise Fee - Charges to utilities for exclusive/non-exclusive rights to operate within municipal boundaries. Examples are electricity, telephone, cable television, and solid waste.

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.

Full-Time Equivalent Position - A part-time position converted to the decimal equivalent of a full-time position based on 2,080 hours per year.

Fund- A set of interrelated accounts to record revenues and expenditures associated with a specific purpose.

Fund Balance - The excess of assets over liabilities for a fund. A negative fund balance is sometimes called a deficit.

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 - A governmental fund established to account for resources and uses of general operating function of the Village. Resources are, in the majority, provided by taxes.

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.

Glossary

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, municipalities pledge 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.

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 Village department or sub-department during a one-year period. It is not necessarily a fiscal period.

Grant - A contribution by one governmental unit to another unit. The contribution is usually made to aid in the support of a specified function.

Homestead Exemption - Pursuant to the Florida State Constitution, the first \$25,000 of assessed value of a home which the owner occupies as principal residence is exempt from the property tax.

Impact Fee - A fee charged on new development to finance required infrastructure such as roads, parks, schools, fire and police facilities, or capital purchases.

Incorporation - The process by which a community within the unincorporated area creates a new municipality or city.

Infrastructure - Public domain fixed assets including roads, bridges, curbs, gutters, sidewalks, drainage systems, lighting systems and other items that have value only to the Village.

Interest Income - Revenue associated with the Village cash management activities of investing fund balances.

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

Intergovernmental Revenue - Income received from or through the Federal, State, or County government. These include State Revenue Sharing, Alcoholic Beverage Tax, and Sales Tax.

Interlocal Agreement - A contractual agreement between two or more governmental entities.

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.

Mill - A taxation unit equal to one dollar of tax obligation for every \$1,000 of assessed valuation of property. One mill levied on a property valued at \$200,000 would produce tax revenues of

Glossary

\$200.

Millage - The total tax obligation per \$1,000 of assess valuation of property.

Mitigation - An amount negotiated between the County and a donor community during the incorporation process. The amount is intended to alleviate the impact of the County's revenue loss as a result of incorporation.

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.

Municipal Code - A collection of laws, rules and regulations that apply to the Village and its Citizens.

Municipal Services Trust Fund - A fund into which mitigation payments are deposited.

Municipality - A political unit, such as a city, incorporated for local self-government.

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

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 - A budget for general revenues and expenditures such as salaries, utilities, and supplies. Projections Estimates of anticipated revenues, expenditures, or other quantitative data for specific time periods, usually fiscal years.

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

Ordinance - A formal legislative enactment by the Village Council of Palmetto Bay; a law.

OSHA - Occupation Safety & Health Administration.

Personal Time Off - A combination of traditional vacation and sick time into a single category.

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

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

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

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

Property Tax - A tax levied on the assessed value of real and personal property. This tax is also known as ad valorem tax.

Proprietary Fund - Enterprise and internal service funds that are similar to corporate funds, in that they are related to assets, liabilities, equities, revenues, expenses and transfers determined by business or quasi-business activities.

QNIP - Quality Improvement Neighborhood Improvement Program A County program that focuses on infrastructure needs in older urban neighborhoods and high growth areas. It includes construction and repair of sidewalks, local and major drainage improvements, road resurfacing and park facility improvements.

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 Village of Palmetto Bay 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.

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.

Special Taxing District - A geographic area, designated by petition or vote of the residents of that area, in which a particular service is provided exclusively to residents of the area. A special property tax or a special assessment fee pays for these services. Typical districts include parks maintenance, street lighting, or security guard districts.

Stormwater Utility Fee - A fee assess on real property established and imposed to finance design, installation, and maintenance of Stormwater management systems.

Glossary

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".

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

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

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

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

Taxable Value - The assessed value less homestead and other exemptions, if applicable.

Truth in Millage - The Florida Trust in Millage Act (TRIM) serves to formalize the property tax levying process by requiring a specific method of tax rate calculation, form of notice, public hearing requirements and advertisement specifications prior to the adoption of a budget tax rate.

UMSA - The area of Dade County that is not formed as a city or municipality but that receives municipal-like services from Miami-Dade County. The area is taxed exclusively for these services through a millage applied only to the unincorporated municipal services area (UMSA).

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."

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