



*Village of Palmetto Bay*  
*Five Years of*  
 VILLAGE OF  
  
**Palmetto Bay**  
 Est. 2002  
 FLORIDA  
*Building a Community!*  
 2002-2007



*Adopted Operating & Capital Budget  
 Fiscal Year 2007-08*



*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, 2006. 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**

The Fiscal Year 2007-2008 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 Departmental Budgets section provides measurable goals and objectives for each organizational unit in the Village. The budget also includes an organizational chart for the Village as well as each department and a three year analysis of the staffing level.

#### **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 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

Ron E. Williams

VILLAGE ATTORNEY

Nagin, Gallop & Figueredo, P.A.

VILLAGE CLERK

Meighan J. Rader, CMC

ADMINISTRATIVE STAFF

Desmond Chin, Finance Director  
Ana M. Garcia, Parks and Recreation Director  
Captain Scott Dennis, Village Commander  
Arleen Weintraub, Planning, Zoning & Building Services Director  
Corrice Patterson, Acting Public Works Director  
Olga Cadaval, Assistant to the Manager

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### *The Village of Palmetto Bay* *Excellence in Community Service*

August 1, 2007

The Honorable Eugene P. Flinn, Jr.,  
Linda Robinson,  
Edward J. Feller, M.D.,  
Paul Neidhart,  
Shelley Stanczyk, 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 2007-08 Proposed Budget 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. Incorporated as a Village on September 10, 2002, Palmetto Bay became Miami-Dade County's 33<sup>rd</sup> municipality, when an overwhelming majority of our citizens approved the Charter. Palmetto Bay has now reached a new milestone as we celebrate five years of truly building a community.

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 presented formal recommendations to the Village Council.

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.

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 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. 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 Plan and the Franjo Triangle/US-1 Commercial Island Charrette Area Zoning regulations.

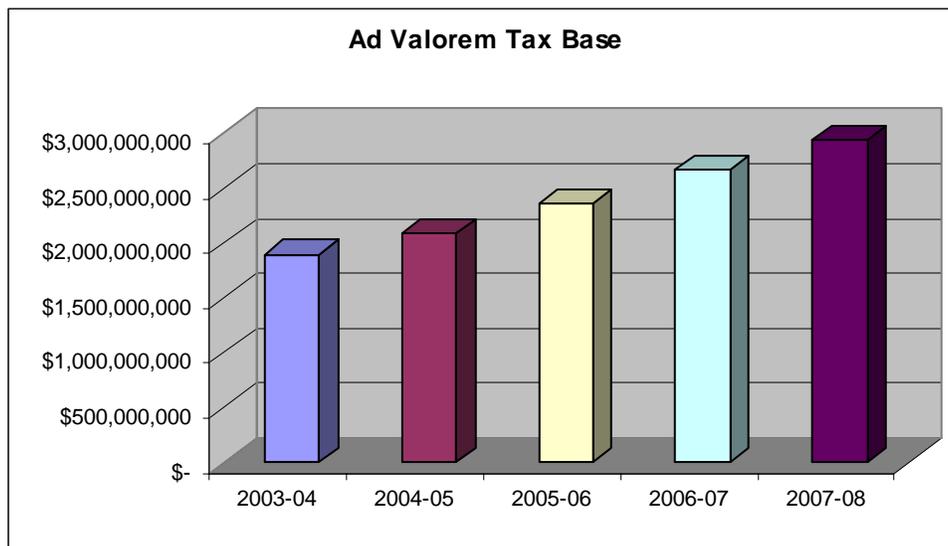
The most recent year, FY 2006-07 was one of *Fulfilling the Vision* as we began to complete projects that were planned or started. It has been a year of *Fulfilling the Vision* as the community participates in the completion and opening of expanded park facilities, a new library, and enhanced public works projects including stormwater drainage, street paving, traffic calming, a local transportation system and street landscaping. These projects represent an important part of the development and growth of a new city.

As we approach the new fiscal year of 2007-08, the Village will face new and significant fiscal challenges in both revenue and expenditure forecasting. The unknown revenue issues surrounding the upcoming statewide referendum on taxation and new operations mandates resulting from the opening of newly constructed facilities will require significant attention to Village financial affairs.

## FY 2007-08 Financial Overview and Revenue Forecast

As this Proposed Budget is presented to the Village Council, the financial state of the Village of Palmetto Bay continues to be positive. However, as we transition to higher level and expanded service requirements, Village resources will have to be under constant priority review. In FY 2006-07, Palmetto Bay received a flawless audit report from the independent outside audit firm of Rachlin, Cohen and Holtz, LLP and also received the Distinguished Budget Award from the Government Finance Officers Association.

The ad valorem tax base of Palmetto Bay continues to be healthy and positive. We do expect, however, that the growth levels will be consistent with the current trends around the South Florida communities and the nation. In some respects, it is expected that Miami-Dade and Broward County Municipalities could experience slower than expected growth when considering our much above average value and inventory increases over the past recent years. The FY 2007-08 assessed valuation by the Miami-Dade Property Appraiser for the Village is \$2,943,989,255. This represents an 11.53% increase over the FY 2006-07 valuations.



## *Budget Message*

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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 2006 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 12% 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 other revenue streams available to the Village continue to trend in a positive direction. Most revenue streams such as the Revenue Sharing and the ½ Cent Sales Tax 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 Proposed Budget also recommends a Revenue Contingency Fund of \$100,000 to offset this or other potential revenue shortfall.

Building and Permitting activity is projected to level off in FY 2007-08 at a projected revenue stream of \$800,000. This is due to homeowner improvements and repairs being substantially completed that resulted from an active hurricane season two summers ago. The agreement with the outsource contractor was rebid during FY 2006-07 and the new agreement calls for 25% of the revenues to be retained by the Village, a 5% increase to the Village over the former revenue sharing plan. It should be noted that the Building and Permitting Review Committee established by the Council presented its report in September 2006. Their recommendations, accepted by the Council, called for some structural and financial changes to the current system. A Building Official and Building Services Office Manager have been hired in-house to implement customer service enhancements as a result of this process. A review of the existing building permit fee schedule is also underway that may result in increased permitting revenues to fund delivery improvements.

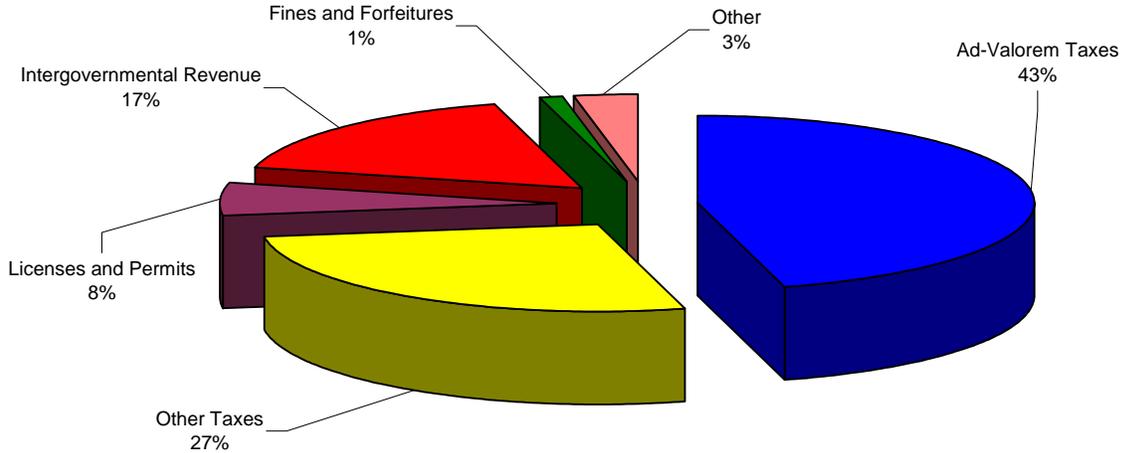
The Proposed Budget also includes a revenue stream of \$80,000 for Burglar Alarm Fees, included in the Special Revenue Fund. The Village has finally implemented the software that will enable the continuation of the burglar alarm registration and false alarm program. The fees and schedules remain unchanged 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. Savings realized at the closing of the fiscal year, per Council direction, are placed in a capital fund that has helped finance some of the improvements made throughout the Village as well as the Village Hall reserve fund.

Last budget year, the concept of the Savings Reinvestment Program (SAVE) was introduced. The idea was developed as an incentive to continue to save operating expenses and reinvest those savings in the departments for non-recurring capital expenditures. SAVE is funded from the surplus cash carryover and is part of the capital budget included 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

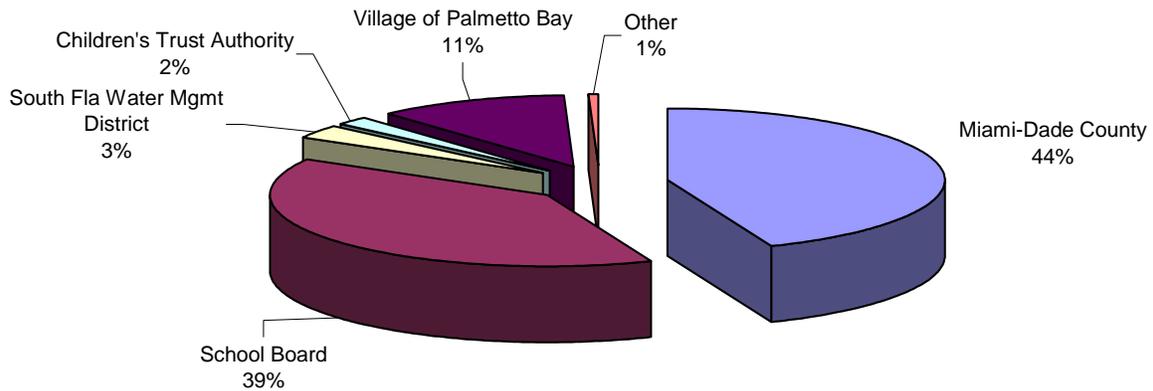


### The FY 2007-08 Budget Establishing the Tax Rate

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 2.3736 mills.

The Palmetto Bay Village Council establishes the millage rate for municipal services. During FY 2006-07, the Village Council lowered the Palmetto Bay millage rate to a level below that of the Unincorporated Municipal Service Area, otherwise known as UMSA. The FY 2007-08 millage rate remains at the same level as that proposed for FY 2006-07.

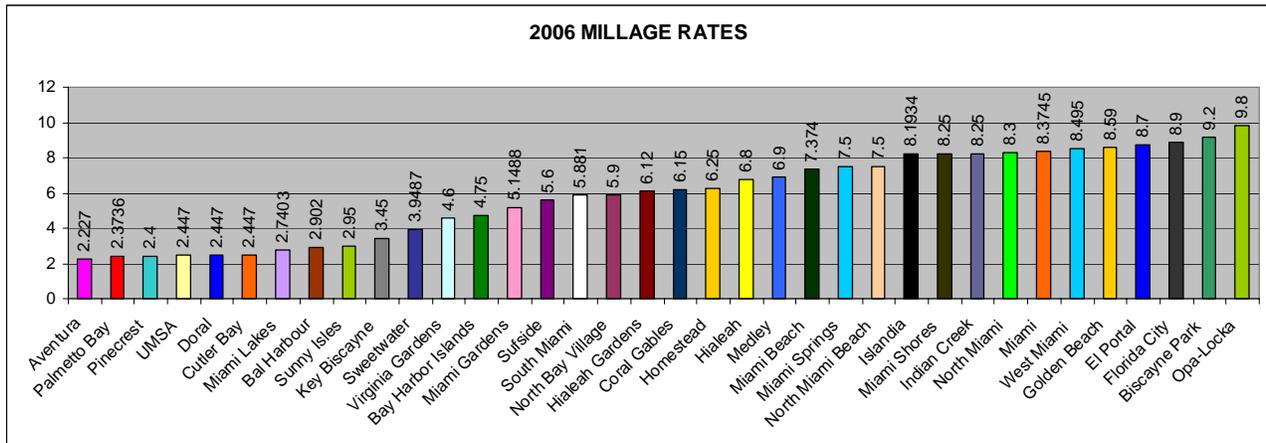
It should be noted that the amount of a homeowner's property tax bill that actually goes to Palmetto Bay is only approximately 11% of the total tax bill. The remainder goes to the School Board, Countywide services such as transit, Fire & Rescue, Library, and the South Florida Water Management District.



The average assessed value of a home in Palmetto Bay, according to the Miami-Dade Property Appraiser, is \$307,133. This figure does not represent the appraised or market value of the property, but rather the value assessed by the property appraiser. This value is in many cases considerably lower than the market value of a property.

Assuming a millage rate of 2.3736 and an assessed value of \$307,133, excluding any exemptions, the average property tax bill for municipal services paid by Village residents is \$729. This figure represents the average taxes paid by each household in Palmetto Bay for the excellent police, parks, public works and other municipal services provided to our residents.

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



Careful thought should be given to the possibility of lowering the millage rate. However, a cautious approach should be considered due to continuing discussions at the state level regarding revisions to the Florida law on municipal taxation.

**FY 2007-08**  
**The Capital Improvement Program**

The FY 2006-07 Capital Improvement Program was indeed unprecedented, marking a milestone achievement in building a community. This fiscal year, funding levels in the capital budget show the same level of commitment to continue and complete those initiatives in progress. The Proposed Budget 2007-08 includes a capital budget totaling **\$16,901,463**. Some of the most significant projects include the following:

*Parks and Recreation*

- Palmetto Bay Park \$ 4,638,699
- Bayside Library, Park & Community Center \$ 3,216,790
- Perrine Wayside Park \$ 405,843
- Coral Reef Park \$ 882,000

## Budget Message

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### *Public Works*

• Roadway Paving	\$ 400,000
• Sidewalks	\$ 30,000
• Neighborhood Traffic Calming	\$ 560,000
• Transit Initiatives	\$ 402,127
• Village Street Signage Program	\$ 2,500,000
• Right of Way and Swale Enhancement	\$ 75,000
• Stormwater Drainage	\$ 1,000,000
• Drainage Maintenance	\$ 25,000

### *General*

• Village Hall Fund	\$ 1,000,000
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These funding levels include the 2007-08 program and excludes any funds spent in FY 2006-07 and before. At the conclusion of FY 2005-06, the Village witnessed the completion of the planning and design for the projects listed above. In FY 2006-07, the Village finalized the financing of its capital program at unprecedented levels and awarded applicable construction contracts. This year, the Village will be celebrating the grand openings and completion of many of these projects, and the focus will move from construction to the operation and maintenance of the new facilities and amenities.

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 public and private sources. These efforts have resulted in the Village receiving an incredible \$11,365,645 from the State and the County, which includes \$880,000 in funding this year alone.

## Public Safety

The Palmetto Bay Police Unit has continued to achieve excellence. During FY 2006-07, the Village renegotiated the renewal of the Local Patrol Services Agreement with the Miami-Dade County Police Department. Negotiations were successful and the Village entered into a new contract for an additional four-year term. The contract includes provisions to lower the overhead rate and phasing out Specialized Police charges over the course of three years.

FY 2006-07 was once again marked by an outstanding level of service and dedication. Highlights include:

- **Service-** The Village Policing Unit leads the MDPD in response times to calls for service, both emergency and non-emergency responses. The Unit will strive to maintain leadership in this area.
- **Community Outreach-** The Community Outreach Officers will continue to assist homeowners in the establishing of Citizen Crime Watch programs to provide a conduit between neighbors and the Police Department in an effort to further reduce crime.
- **Commander's Night Out-** The Policing Unit will continue its community walks, introducing the Command and Supervisory Staff to the communities of the Village of Palmetto Bay.
- **Officer Friendly Program-** The Policing Unit will conduct Officer Friendly presentations, meeting with all elementary aged students attending the Village's public Schools. The curriculum will consist of Stranger Danger, Bicycle and Pedestrian Safety, Anti-Bullying, Gun Safety, and Police Officers are Your Friend. There are approximately 2400 children that will be addressed in this program.
- **Traffic Safety Initiatives-** The Village Policing Unit will further address the traffic issues particularly speeding throughout the Village Limits. These activities will be conducted with regular zone officers augmented with Selective Traffic Enforcement Programs.

## *Budget Message*

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- **Equipment-** The Village Policing Unit does not anticipate the procurement of additional capital equipment this Fiscal Year. Funding is available for basic maintenance of existing equipment.

The same level of service and commitment will carry through to FY 2007-08. Successful initiatives implemented in years past will continue with renewed commitment in public safety. Included are the continuation of community outreach efforts and traffic safety initiatives.

As we continue to forecast revenue streams and expenditures, it is necessary to make staffing changes that will continue to serve the needs of the residents of the Village while reducing costs. Proposed reductions will be accomplished through attrition and will be structured in such a manner as to not reduce our investigative abilities or the manpower that is assigned to handle calls for service.

### Parks and Recreation

The Parks and Recreation Department continues to improve services:

- **Palmetto Bay Park-** The level of success far exceeded expectations for the new Skate Pavilion completed last year, and efforts to offer more and better park service and amenities continues. The Council approved unprecedented levels of funding to redevelop almost 25 acres of vacant land at Palmetto Bay Park. New amenities include six new softball fields and a two-story concession building, the largest Boundless Playground in South Florida, improved restrooms, enhanced parking facilities, and a new parking lot. New funding will be available by another grant awarded by the Safe Neighborhood Parks Trust in the amount of \$180,000.
- **Thalatta Park-** Thalatta Park witnessed its first major change with the official naming of the park property. Thalatta, as the Council has officially named the property south of the C-100 canal, is the name the Connetts, the original family who built the house gave to their property “by the sea.” Other accomplishments include the completion of an Eagle Scout landscaping project, Girls Scout butterfly garden and the completion of the concept design for the property by Gurri-Matute, P.A. The concept design will guide the redevelopment of the site.
- **Perrine Wayside Park-** Palmetto Bay’s future dog park is slated for construction starting in August with a grand opening scheduled for early Fall.
- **Coral Reef Park-** Coral Reef Park continues to experience more changes in response to community needs. Last year, two new tennis courts were completed and two racquetball courts were renovated. A beautiful new band shell gazebo was built and its first concert took place on July 1<sup>st</sup>, during the ribbon-cutting ceremony. The local Girls Scouts planted a butterfly garden around the new meditation gazebo, also completed during the last fiscal year. Additionally, the east side restrooms were completely renovated. Another accomplishment has been the success of the Village’s first Summer Camp program at Coral Reef Park.

FY 2007-08 will see the completion of many of the projects that have been under development:

- **Palmetto Bay Park-** Grand opening of this 25-acre facility in November 2007. Additional funding in the amount of \$180,000, courtesy of a grant by the Safe Neighborhood Parks Trust has been approved for the completion of two shelter facilities and enhanced amenities at the Boundless Playground.
- **Palmetto Bay Library and Community Room-** Groundbreaking of this innovative partnership with the Miami-Dade County Library system with an anticipated completion date of late Spring. This signature building will include:
  - Library - A ground level 5,000-square-foot neighborhood library to be maintained and operated by the Miami-Dade Library System.

- Community Room – A two-story, 2,012-square-foot community room with 900 square feet of interior meeting space and a large exterior terrace, elevated to provide views of Biscayne Bay. The open ground floor of the community room will provide space for an outdoor cultural amphitheater.
- Ludovici Family Park – The recently named Ludovici Family Park will feature a looped multi-purpose trail connecting to the historic Old Cutler Bike Path and offering trail amenities including a gazebo and water fountains.
- **Perrine Wayside Park**– Construction of this dog-friendly park is slated for completion in November. The project will include new fencing, a gazebo, enhanced park amenities, a circular walking path, new parking facilities, and a decorative fountain in the center of the pond.
- **Coral Reef Park**– With the completion of the recent improvements, new priorities have been established for the level of funding available for future enhancements at Coral Reef Park. Those priorities include improved walking paths, drainage improvements, field enhancements, and a meditation garden. Additional funding for this facility was achieved through a grant by the Florida Recreation Development Assistance Program (FRDAP).
- **Thalatta Park**– Funding for the restoration of this facility is being sought from public and private sources. The concept design recently completed provides a blue print for the redevelopment of the property. There has been much interest in the facility by individuals looking for sites for their weddings or parties. Efforts will be made to make the immediate improvements needed to rent the facility for community activities.
- **Website**- Website pages and information have been updated to provide the most up to date information to the public. Other notable changes made to facilitate browsing include a uniform “look” and format for menus and information, additional information and pictures concerning capital projects, lessened use of acrobat or pdf format files, increased level of information for the “residents” and “businesses” pages, a “forms and documents” section and a “news and information” section for departmental pages as applicable, updated contact information, the inclusion of all past and current newsletters and budgets. Additionally, the Village is exploring options to make the website interactive, allowing users to complete applications and make requests directly from their home computers.

### Planning, Zoning & Building Services

The former Community Development Department, comprised of Planning, Zoning, Building and Code Compliance, is instrumental in shaping and achieving the vision. FY 2006-07 was a stellar year in *Shaping the Vision*:

- **Comprehensive Plan** – The Comprehensive Plan, 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 continues to be the guiding document for land development decision-making in the Village.
- **Zoning** – The Village completed 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, and preparation of application recommendations. An administrative site plan review process was also created to facilitate permitting. The Proposed Budget includes offsetting revenues and expenses for these administrative activities.
- **Land Development Code** – Development of a new zoning code for the Village saw significant progress in FY 2006-07 as the majority of the code was adopted, after significant community participation including a Town Hall meeting dedicated to zoning.
- **Building and Permitting Enhancements** – The Building and Permitting Committee completed their several month analyses of the building and permitting delivery system. The Committee report was

accepted by the Council in September 2006 and included recommendations for significant changes including moving to a hybrid system of out-sourced and in-house administration, plan review and inspections. A Building Official and Building Permitting Office Manager have been hired by the Village to implement recommended enhancements

- **Building & Permitting** – The Building & Permitting Division continued to provide a high level of professional customer-oriented service in FY 2006-07 to residents and contractors taking care of their building and permitting needs at Village Hall. In FY 2006-07, the work load remained at an extremely high volume, taking into consideration that the majority of property owner’s repair work resulting from the hurricane season of two years ago has been completed. The unit collected over \$800,000 in permit fees issuing over 4,000 residential permits and 600 commercial permits. Over 8,000 residential inspections and 1,000 commercial inspections were performed.
- **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. This past year, the compliance rate has neared 90%, achieved through a special master hearing process and the focused efforts of our code compliance officers.
- **FT&I Design Guidelines** – Standards to implement components of the Franjo Triangle/U.S. 1 Commercial Island (FT&I) Area zoning district regulations were developed for on-street parking, landscaping, lighting and other street features. The user-friendly guide will enable design professionals and developers to easily construct required features throughout the district.
- **Art-in-Public-Places Program** – The Village developed its own program for acquiring, funding, and placement of art works in the public realm. The program is unique in that it assesses an art fee on both public and private development, depending on the magnitude of the project. The Program will be overseen by an advisory board.
- **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, initiated “South Dade Vision 20/20.” This innovative and progressive effort combined outreach and marketing efforts to support the charrettes that were 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 either completed or under construction that implement the concepts of the charrette in the Franjo Triangle area. Vision 20/20 promises to further enhance and support this community envisioned redevelopment.
- **GIS** – Development of a Geographical Information System (GIS) was begun in FY 2006-07. The initial investment in capital equipment and initial software development was completed and enabled planning, zoning, water and sewer, and flood zone layers for mapping purposes to be accomplished.
- **Sidewalk Cafes** – In FY 2004-05, the Village developed a restaurant friendly sidewalk café ordinance that has been very well received by our local restaurants and coffee houses. In FY 2006-07, the Village issued permits for a total of twelve, and growing, sidewalk café locations.
- **Educational Publications & Forums** – The Department created several useful brochures and publications to provide information to property owners, business owners and potential investors in our Village related to demographics, economic indicators, programs and initiatives. The Department continues to hold a variety of educational and outreach forums throughout the year. In FY 2006-07 special initiatives included hurricane preparedness and a continuing dialogue with local businesses along the U.S. Commercial Corridor to encourage site improvements, particularly landscape enhancements

The Department’s name is changing to Planning, Zoning & Building Services to better reflect its functional areas of responsibility. FY 2007-08 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 and become effective in FY 2007-08. This significant undertaking has included community participation every step of the way to review the many elements of the new zoning code.
- **Building & Permitting Services Enhancements** – Service enhancements to offer increased customer service to the public seeking building permitting services will be introduced throughout the coming year. Major initiatives include extended evening and weekend office hours, walk-through permitting for certain types of work, computer system upgrades to increase online abilities.
- **Code Compliance Initiatives** – To provide enhanced code compliance services to our residents, efforts are underway to bring the code officers and the administrative functions in-house. The Department will continue its efforts to develop user-friendly brochures and materials to enhance code compliance throughout the Village.
- **Historic Preservation Program** – The Department will begin implementation of this new program, developed as part of the Land Development Code. In FY'2007-08, an advisory board will be appointed to guide the process. A survey of historic structures will also be carried out to create an inventory of Village properties that may be considered for possible designation.
- **Art-in-Public Places Program** – Appointments to an advisory board are anticipated in the Fall of FY 2007-08. Following, the board will commence its review of two art projects being proposed on private property in accordance with program requirements.
- **U.S. 1 Commercial Corridor Initiative** – The Department is developing an initiative to improve the appearance of commercial businesses along the U.S. 1 Corridor. The Department will undertake this study to comprehensively analyze the area including an analysis of land use patterns; site, landscape and façade conditions, and collaborate with the property owners to create an improvement plan for the corridor.
- **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 by continuing to market this area of the Village through guided development opportunity tours and at professional real estate development conferences.
- **GIS Development** – Creation of a GIS system to serve the Village has enabled planning and zoning analyses to be conducted at the parcel level. The next phase of development will take our abilities even further as historical zoning information is added to the system for every parcel in our Village.

### Public Works

During FY 2006-07, the Department was once again committed to *Excellence in Public Service* and also delivered an impressive list of “firsts”:

- **Traffic Calming** – The Village installed its first traffic circle in FY 2006-07. Construction was completed on a traffic circle at the intersection of SW 82<sup>nd</sup> Avenue and 160<sup>th</sup> Street. The Village has completed traffic studies on SW 77<sup>th</sup> Ct and SW 79<sup>th</sup> Av. between SW 152<sup>nd</sup> St. and 155<sup>th</sup> St., SW 77<sup>th</sup> Ct and SW 79<sup>th</sup> Av. between SW 156<sup>th</sup> St. and 160<sup>th</sup> St., SW 141<sup>st</sup> St. from 77<sup>th</sup> Ave. to 74<sup>th</sup> Ct., and SW 92<sup>nd</sup> Ave. from 174<sup>th</sup> St. to 184<sup>th</sup> St.
- **Stormwater Improvements** – Improvements to the stormwater drainage system of the Village continues to be a top priority. The receipt of a \$375,000 grant from the South Florida Water Management District for the plan, design and construction of Sub-Basin # 5 drainage improvement project on 148<sup>th</sup> to the north, SW 148<sup>th</sup> Drive to the west, SW 152<sup>nd</sup> St. to the south, and SW 80<sup>th</sup> Ave. to the east. In FY 2006-07, the Village completed construction of localized areas that experienced flooding starting in Area #1 - SW 80th Avenue

## Budget Message

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from SW 152<sup>nd</sup> St. to SW 155<sup>th</sup> St. with revenue collected from Stormwater Utility. Additionally, drainage construction in Area #2 – SW 143<sup>rd</sup> St. from 82<sup>nd</sup> Ave. to 80<sup>th</sup> Ave. and SW 80<sup>th</sup> Ave. from SW 140<sup>th</sup> Terr. to SW 143<sup>rd</sup> St., Area #8 – SW 164<sup>th</sup> St. from 84<sup>th</sup> Ave. to 82<sup>nd</sup> Ave. and SW 163<sup>rd</sup> St. from 84<sup>th</sup> Ave. to 82<sup>nd</sup> Ave., and Coral Reef Park Drainage Project will be completed in FY 2006-2007.

- **Roadway and Sidewalk Improvements** – Progress continues to be made in FY 2006-07, the Department resurfaced approximately 31,653 linear feet of roadway which is approximately 6 miles of two lane roadway and applied permanent striping to resurfaced roadways, removed and replaced approximately 7,246 LF of sidewalk, 903 LF of new sidewalk installed, 47 LF of curb and gutter, and 160 curb ramp detectable warning surfaces installed.
- **Signage Program** – In FY 2006-07, the Village approved the prototype street sign and issued bids for the fabrication and installation of street name signs. The first street name sign was installed on the SW corner of SW 168<sup>th</sup> St. and 94<sup>th</sup> Ave. The Village expects to complete the installation of Street Name signs by late Spring.
- **Stormwater Utility** – In FY 2006-2007 the County Commission approved the exemption of the Village Palmetto Bay from Miami Dade County Stormwater Utility. The Village entered into an Interlocal Agreement for the Billing of the Stormwater Utility Fee with Miami-Dade County Water and Sewer. The Village expects to receive \$300,000 in Stormwater Utility revenue in FY 2006-2007.
- **Transit Circulator** – Citizens' Independent Transportation Trust provides 20 percent surtax proceeds to local governments for transit uses in the nature of circulator buses, bus shelters, bus pullout bays or other transit related infrastructures. In FY 2006-07 the Village purchased a third circulator bus. The Village is currently operating two transit routes identified as Route A (north of SW 152<sup>nd</sup> St. and south of SW 136<sup>th</sup> St.) and Route B (north of SW 184<sup>th</sup> St. and south of SW 152<sup>nd</sup> St.). The average monthly ridership for Route A is approx. 240 - 260 passengers and the average ridership for Route B is approx. 300-350 passengers. The transit operation cost for FY 2006-2007 is estimated to be \$184,000.
- **Right-of-Way Beautification** – In FY 2006-07, the Village completed Phase 1 of the Tree Beautification Project. The Village completed tree installation on SW 144<sup>th</sup> St., SW 82<sup>nd</sup> Ave., and SW 160<sup>th</sup> St. The Village has planted a total of 423 trees. This program significantly enhances the beauty of our community and provides environmental benefits.

FY 2007-08 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 \$560,000 is required in FY 2007-2008 to plan, design, and construct a permanent traffic calming device at the intersection of SW 148<sup>th</sup> St. and 82<sup>nd</sup> Ave. The Proposed Budget will fund the design and construction of permanent traffic calming devices on SW 77<sup>th</sup> Ct and SW 79<sup>th</sup> Av. between SW 152<sup>nd</sup> St. and 155<sup>th</sup> St., SW 77<sup>th</sup> Ct and SW 79<sup>th</sup> Av. between SW 156<sup>th</sup> St. and 160<sup>th</sup> St., SW 141<sup>st</sup> St. from 77<sup>th</sup> Ave. to 74<sup>th</sup> Ct., and SW 92<sup>nd</sup> Ave. from 174<sup>th</sup> St. to 184<sup>th</sup> St. and other areas as required.
- **Stormwater Improvements Projects** – The Proposed Budget for FY 2007-2008 drainage improvements has funding in the amount of a \$500,000 grant from Florida Department of Environmental Protection and \$500,000 revenue from Stormwater Utility fees. The expenditure of \$1,000,000 will result in the construction of drainage improvements in the remaining six (6) areas affected by Katrina (Area 3-7 and Area 10). The carry over of the \$375,000 grant funding from SFWMD will continue to fund Sub-Basin # 5 drainage improvement project on SW 148<sup>th</sup> to the north, SW 148<sup>th</sup> Drive to the west, SW 152<sup>nd</sup> St. to the south, and SW 80<sup>th</sup> Ave. to the east.
- **Roadway and Sidewalk Improvements** – The expenditure of \$400,000 for paving and \$30,000 for sidewalks will result in the paving of 33,000 linear feet of two lane roadways which is equivalent to 6.25 miles and 800 square yards of sidewalk.

- **Signage Program** – The expenditure of \$2,500,000 will enable the Village to complete the installation of new street signage. Additionally, the installation of mast arm street signage at major intersections is in the process of being designed and will be installed in FY 2007-2008. The funds have been allocated and are available for the design, fabrication and installation of “Welcome to” signage.
- **Stormwater Utility** – The Village Stormwater Utility is operational, the Village expects to receive \$450,000 revenue in FY 2007-08. The final figure will be adjusted mid-year when the timing and revenue flow of the utility are better known.
- **IBus Transit Circulator** – The Village is proposing to reconfigure Route A and B to increase ridership. Ideas currently under consideration are special routes, park and ride, and linear service to busway. Funding is available for the installation of bus shelters/ benches and bus signage. It should be noted that the funds allocated for these activities can only be spent on mass transit.

### Administrative Departments

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

- **Village Council** – The Proposed Budget retains the Village Council expenditures at current levels in accordance with the charter amendments approved by Palmetto Bay voters last year.
- **Village Manager** – FY 2006-07 saw a number of significant accomplishments in this area. Despite budgetary challenges in Tallahassee, the Village received much needed funding to implement new park improvements and stormwater projects, receiving \$700,000. The department continues to work with the County for the construction of one additional fire rescue station on the southeast portion of the Village. Efforts at the Federal level are still in full force to assist the county in acquiring land from the USDA to build a second fire station on the northeast side of the Village.

The Department has also spearheaded the library and community room project and with the input and assistance from the Parks and Recreation Department has secured grant funding for the project, which has saved billions in Village funds. Additionally, the Department incorporated all information concerning Village employees and human resources data into a single spreadsheet, updated its vehicle policy, converted policy and insurance information to an electronic format for better distribution, and successfully completed the recruitment of Summer Camp personnel and seven other Village positions.

This year, the Department will continue to work with our representatives in Tallahassee and Washington, D.C. to secure more funding for Village projects and initiatives. The Proposed Budget illustrates one change in staffing levels from what has already been approved, which includes one administrative support position for the department.

- **Village Clerk** - The Village Clerk’s office provided significant support to the Village Council during this first year wherein the position officially became a Chartered position. Through the end of July, the Clerk attended 16 Regular and Special Council Meetings called by the Council, four Workshops (Windstorm Insurance, Bayfront Park, Town Hall, and CDMP), five Zoning hearings, and 10 Committee of the Whole meetings. Minutes, recordings and notes were prepared and kept for permanent retention. On behalf of the Mayor and Council, 46 Proclamations and Certificates of Appreciation had been drafted for presentation. Additionally, the Clerk’s office issued 92 new business tax receipts and renewed 1,036. With regard to public records management, approximately 10 cubic feet of documents were digitally imaged, a secure off-site storage facility has been obtained in order to house records of relatively short retention period and all requests for public documents were processed in a timely fashion.

## *Budget Message*

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- **Finance Department** - The Finance Department received for the second straight year the Distinguished Budget Award from the Government Finance Officers Association. The Comprehensive Annual Financial Report received for the first time the Certificate of Achievement for Excellence in financial Reporting for fiscal year 2005, and a flawless audit report from the Village's auditors, Rachlin Cohen & Holtz, for fiscal year 2006.

The Proposed Budget for FY 2007-08 has added a full time position to the department staffing level. The additional position proposed will oversee the implementation of two new functions to include the Stormwater Utility and Alarm Registrations.

- **Village Attorney** – The Village Attorney's Office provided outstanding support to the entire Village in FY 2006-07. The Office was integrally involved with the complete transition of zoning services from Miami-Dade County, drafting of the emergency water restrictions and other code compliance ordinances, the Land Development Code, Art in Public Places and Historic Preservation Boards, and general chapters of the Charter. Additionally, the Office developed, reviewed and finalized grant agreements, and all Village contracts, including the contract with CAP Government, Inc. for building and permitting services

The FY 2007-08 Budget includes funding for new initiatives in the Office of the Village Attorney, including the implementation of the Art in Public Places and the Historic Preservation Boards, and the final adoption of the Land Development Code for the remaining areas of 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 Village will continue to actively seek grant funding opportunities and will continue its efforts in Tallahassee, which have proven successful in the past.
  - Village Hall – FY 2006-07 will end with no final position concerning a possible Village Hall location. It is recommended that a small amount of funding be included for future financing in FY 2007-08. It is important to highlight that the transitional space at the current Village Hall location is severely inadequate. 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. Policies were developed during the last fiscal year, which establish a method for the allocation of these funds.
  - Insurance – Like many of its counterparts, the Village once again experienced a rise in property and windstorm insurance rates. The projected increase for FY 2007-08 increases this line item from \$160,000 to \$250,000.
  - Unallocated Funds – The General Government Budget contains \$1,748,044 in Unallocated Funds. The use of the Unallocated Funds is at the discretion of the Village Council. The figure this year, however, also includes a reserve of \$1.7 pending the resolution of the mitigation issue.
  - Special Events – Special Events continue to be a big part of Village life. Events such as the annual Village picnic and the popular State of the Village Address provide a venue that unifies residents and build our community. The Proposed Budget includes funding in the General Government budget.

**The FY 2007-08 Proposed Budget  
Summary**

The FY 2007-08 Proposed Budget:

- **Holds the Line on Taxes** – The established millage rate of 2.3736 holds the line on taxes with no increase in the tax rate.
- **Enhances Services in All Departments** – The Proposed Budget continues to enhance services in all areas through innovation, experience and productivity.
- **Provides for Operation and Maintenance Funding-** The opening of the expanded Village facilities necessitates the addition of maintenance staff to retain or improve the level of service our residents have come to expect. The Proposed Budget includes funding for the required operation and maintenance expenses.
- **Provides for Increases in Public Information, Awareness and Participation** – The Proposed Budget continues and enhances important public information, newsletter and web site programs for the public.
- **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. These efforts would not be possible without your policy guidance, leadership and vision. The contributions of the Village Staff in assisting in the building of this Village deserve special recognition.

Sincerely,

Ron E. Williams  
Village Manager

CC: Village Clerk  
Village Attorney  
Palmetto Bay Staff

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 (30<sup>th</sup>) 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*

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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

<b>June</b>	Department Directors submit budget requests and capital improvements are reviewed.
<b>July</b>	Tentative Budget is prepared by Village Manager.
<b>July 1</b>	Certification of Taxable Value by the County.
<b>July 23</b>	Maximum millage rate adopted.
<b>August 1</b>	Proposed Budget is published.
<b>August 4</b>	Notify the Property Appraiser of Proposed Millage Rate.
<b>August 24</b>	TRIM notices are mailed by County.
<b>September 10</b>	1 <sup>st</sup> Budget hearing.
<b>September 24</b>	2 <sup>nd</sup> Budget hearing and adoption of Budget and final millage rate.
<b>September 27</b>	Deadline for notifying Property Appraiser and the Tax Collector.
<b>October 24</b>	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 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).

## ***Budgetary and Financial Policies***

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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 and amended by Ordinance 07-02.

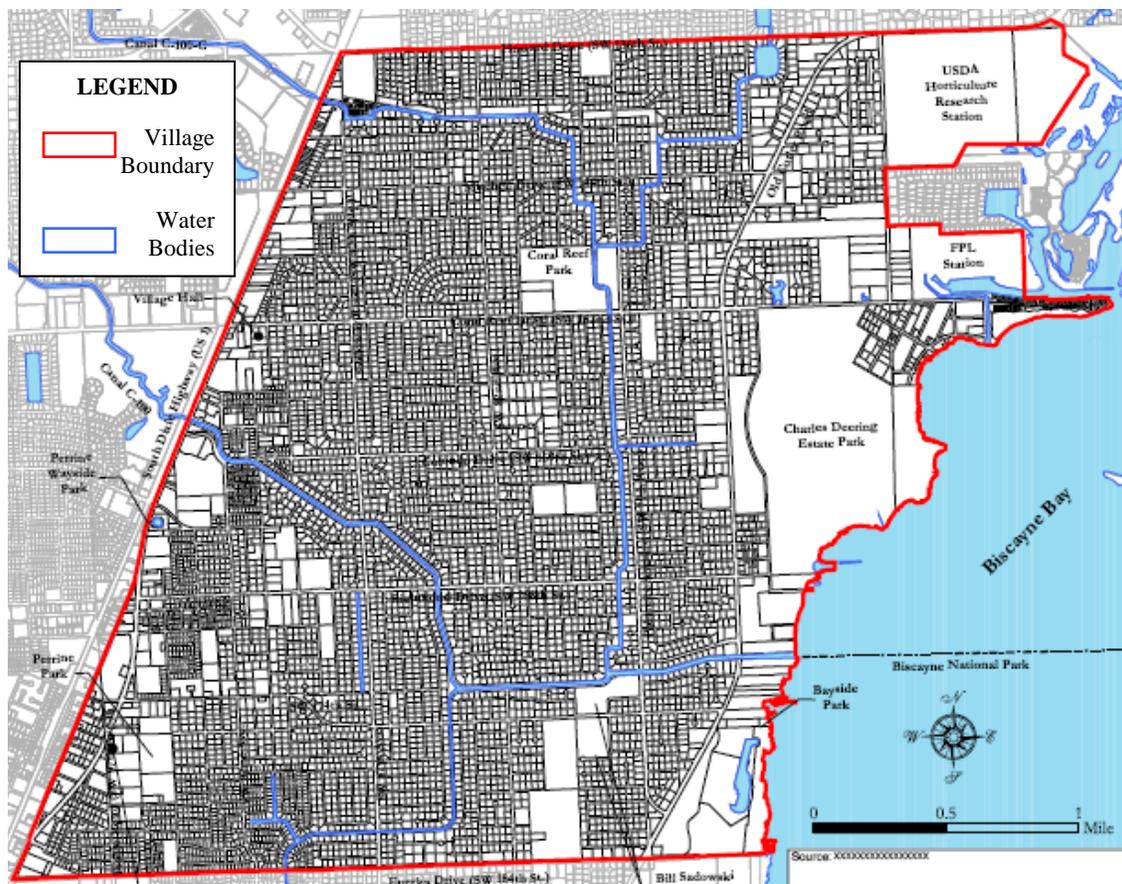
Purchases will be made in an impartial and competitive manner.

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 33<sup>rd</sup> municipality in Miami-Dade County. The Village extends from the centerline of S.W. 136<sup>th</sup> Street, south to the centerline of S.W. 184<sup>th</sup> Street, expanding west to the centerline of South Dixie Highway, including the center island, and east to Biscayne Bay.



## *Demographics and Information*

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### DEMOGRAPHICS

**Incorporated**

2002

**Area**

8 Square Miles

**Total Population**

25,156

**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

**Ludovici Park\*\***

17641 Old Cutler Road

**Thalatta Park**

17301 Old Cutler Road

**Charles Deering Estate at Cutler\***

16701 SW 72<sup>nd</sup> Avenue

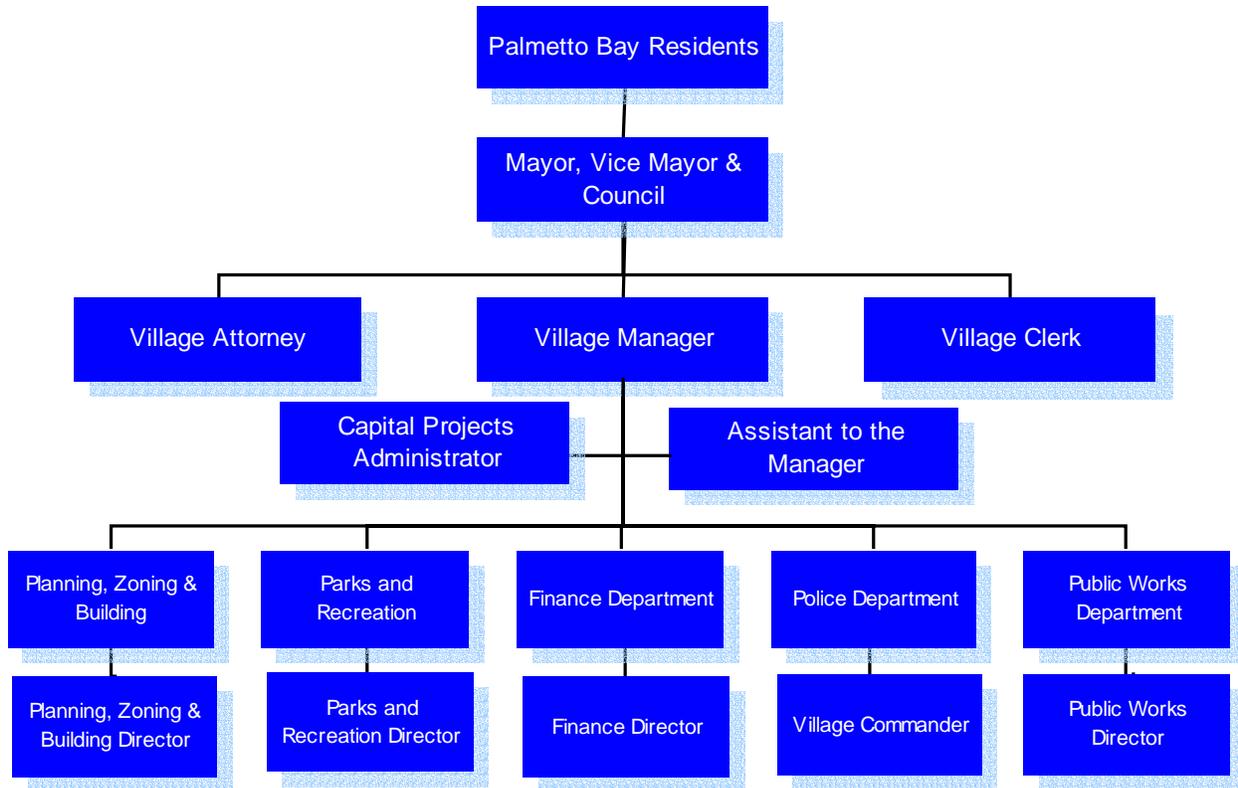
**Bill Sadowski Park\***

17555 SW 79 Avenue

*\*County-operated facilities*

*\*\* Under development*

ORGANIZATION CHART



# Staffing Summary

## STAFFING SUMMARY

Positions by Department	FULL TIME					PART TIME				
	FY05-06 Final Adopted	FY06-07 Adopted	FY06-07 Mid-Year Adj.	FY07-08 Proposed	Change	FY05-06 Final Adopted	FY06-07 Adopted	FY06-07 Mid-Year Adj.	FY07-08 Proposed	Change
<b>VILLAGE MANAGER</b>										
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	0.0	0.0	1.0		0.0	0.0	0.0	0.0	
Senior Administrative Assistant	0.0	0.0	0.0	1.0		0.0	0.0	0.0	0.0	
Chief of Staff	0.0	1.0	1.0	0.0		0.0	0.0	0.0	0.0	
Capital Projects Administrator	0.0	0.0	1.0	1.0		0.0	0.0	0.0	0.0	
Receptionist/ Admin. Aide	1.0	1.0	1.0	1.0		0.0	0.0	0.0	0.0	
Sub-Total	3.0	3.0	4.0	5.0	1.0	0.0	0.0	0.0	0.0	0.0
<b>VILLAGE CLERK</b>										
Village Clerk	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	
Public Information Officer	0.0	0.0	0.0	1.0		0.0	0.0	0.0	0.0	
Sub-Total	2.0	2.0	2.0	3.0	1.0	0.0	0.0	0.0	0.0	0.0
<b>FINANCE DEPARTMENT</b>										
Finance Director	1.0	1.0	1.0	1.0		0.0	0.0	0.0	0.0	
Accountant	1.0	1.0	1.0	1.0		0.0	0.0	0.0	0.0	
Accounting Clerk	0.0	0.0	0.0	1.0		0.0	0.0	1.0	0.0	
Sub-Total	2.0	2.0	2.0	3.0	1.0	0.0	0.0	1.0	0.0	(1.0)
<b>PLANNING, ZONING &amp; BUILDING</b>										
Planning, Zoning & Building Director	0.0	0.0	0.0	0.0		1.0	1.0	1.0	1.0	
Building Official	0.0	0.0	1.0	1.0		0.0	0.0	0.0	0.0	
Zoning Administrator/Planner	1.0	1.0	1.0	1.0		1.0	0.0	0.0	0.0	
Building & Permitting Office Manager	0.0	0.0	1.0	1.0		0.0	0.0	0.0	0.0	
Administrative Aide (Planning)	1.0	1.0	1.0	1.0		0.0	0.0	0.0	0.0	
Code Compliance Officer	0.0	0.0	0.0	2.0		0.0	0.0	0.0	0.0	
Administrative Aide (Code Compliance)	0.0	0.0	0.0	1.0		0.0	0.0	0.0	0.0	
Sub-Total	2.0	2.0	4.0	7.0	3.0	2.0	1.0	1.0	1.0	0.0
<b>PARKS &amp; RECREATION</b>										
Parks and Recreation Director	1.0	1.0	1.0	1.0		0.0	0.0	0.0	0.0	
Parks and Recreation Manager	0.0	0.0	1.0	1.0		0.0	0.0	0.0	0.0	
Park Manager	2.0	2.0	1.0	1.0		0.0	0.0	0.0	0.0	
Community Services Specialist	0.0	1.0	1.0	0.0		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	
Recreation Manager	0.0	0.0	0.0	1.0		0.0	0.0	1.0	0.0	
Recreation Supervisor	0.0	0.0	0.0	2.0		0.0	0.0	0.0	0.0	
Grounds Keeper	0.0	0.0	0.0	1.0		0.0	0.0	0.0	0.0	
Park Service Aide	0.0	0.0	0.0	0.0		11.0	17.0	17.0	16.0	
Sub-Total	4.0	5.0	5.0	8.0	3.0	11.0	17.0	18.0	16.0	(2.0)
<b>PUBLIC WORKS DEPARTMENT</b>										
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	2.0	2.0	2.0	2.0		0.0	0.0	0.0	0.0	
Sub-Total	5.0	5.0	5.0	5.0	0.0	0.0	0.0	0.0	0.0	0.0
<b>TOTAL AUTHORIZED POSITIONS</b>	<b>18.0</b>	<b>19.0</b>	<b>22.0</b>	<b>31.0</b>	<b>9.0</b>	<b>13.0</b>	<b>18.0</b>	<b>20.0</b>	<b>17.0</b>	<b>(3.0)</b>

# Summary of Funds

## CONSOLIDATED BUDGET SUMMARY

Description	Actual FY '05-'06	Original Adopted FY '06-'07	Estimated Final FY '06-'07	Adopted FY '07-'08
<b>BEGINNING FUND BALANCE - ALL FUNDS</b>	<b>\$ 8,351,553</b>	<b>\$ 10,478,616</b>	<b>\$ 10,305,200</b>	<b>\$ 6,949,471</b>
<b>REVENUES - ALL FUNDS</b>				
Taxes	\$ 9,470,730	\$ 10,241,732	\$ 9,926,542	\$ 10,548,278
Licenses and Permits	1,060,607	1,221,600	860,677	901,600
Intergovernmental Revenue	2,486,101	2,361,939	2,366,271	2,470,270
Fines and Forfeitures	208,917	168,500	186,995	165,000
Charges for Services	85,011	75,000	181,501	173,800
Interest Income	304,499	250,000	361,812	250,000
Other	104,557	7,000	22,566	6,500
Revenue Contingency Fund	-	(200,000)	(200,000)	(100,000)
Special Revenue Funds	3,519,703	11,424,279	7,385,518	14,345,853
<b>TOTAL REVENUES - ALL FUNDS</b>	<b>\$ 17,240,125</b>	<b>\$ 25,550,050</b>	<b>\$ 21,091,882</b>	<b>\$ 28,761,301</b>
<b>INTER-FUND TRANSFERS IN- VILLAGE HALL</b>	-	-	-	473,751
<b>INTER-FUND TRANSFERS IN - CAPITAL OUTLAYS</b>	<b>1,726,391</b>	<b>1,417,972</b>	<b>1,430,875</b>	<b>590,000</b>
<b>TOTAL RESOURCES AVAILABLE - ALL FUNDS</b>	<b>\$ 27,318,069</b>	<b>\$ 37,446,638</b>	<b>\$ 32,827,957</b>	<b>\$ 36,774,523</b>
<b>EXPENDITURES - ALL FUNDS</b>				
<b>Operating Expenditures</b>				
Personal Services	\$ 1,629,357	\$ 2,093,856	\$ 1,932,370	\$ 2,901,555
Operating Expenses	8,421,935	9,945,732	9,689,458	11,264,437
Mitigation/QNIP	1,741,551	1,824,169	1,817,757	145,000
<b>Total Operating Expenditures - All Funds</b>	<b>11,792,843</b>	<b>13,863,757</b>	<b>13,439,585</b>	<b>14,310,992</b>
<b>Capital Outlay</b>	<b>134,083</b>	<b>262,014</b>	<b>128,485</b>	<b>104,456</b>
<b>Capital Projects Special Revenue Funds</b>	<b>3,359,552</b>	<b>18,102,938</b>	<b>10,879,541</b>	<b>17,815,214</b>
<b>TOTAL EXPENDITURES - ALL FUNDS</b>	<b>\$ 15,286,478</b>	<b>\$ 32,228,709</b>	<b>\$ 24,447,611</b>	<b>\$ 32,230,662</b>
<b>TRANSFER TO CAPITAL PROJECTS FUND</b>	<b>1,065,263</b>	<b>1,042,000</b>	<b>1,042,000</b>	<b>590,000</b>
<b>TRANSFER TO VILLAGE HALL FUND</b>	-	-	-	<b>473,751</b>
<b>TRANSFER OF RESTRICTED FUNDS</b>	<b>661,128</b>	<b>375,972</b>	<b>388,875</b>	-
<b>RESTRICTED FUNDS BALANCES</b>	-	<b>10,450</b>	-	<b>10,899</b>
<b>EMERGENCY RESERVE</b>	-	<b>2,500,000</b>	-	<b>2,500,000</b>
<b>ENDING FUND BALANCE - ALL FUNDS</b>	<b>\$ 10,305,200</b>	<b>\$ 1,289,507</b>	<b>\$ 6,949,471</b>	<b>\$ 969,211</b>

*Summary of Funds*

SUMMARY OF FUND BALANCES

Description	Actual FY '05-'06	Original Adopted FY '06-'07	Estimated Final FY '06-'07	Adopted FY '07-'08
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<b>GENERAL FUND</b>				
Projected Beginning Fund Balance	\$ 5,769,337	\$ 4,670,267	\$ 5,836,442	\$ 4,543,861
Revenues	13,720,422	14,125,771	13,706,364	14,415,448
Less: Expenditures	11,926,926	14,125,771	13,568,070	14,415,448
Less: Transfers Out - Capital Outlays	1,065,263	1,042,000	1,042,000	590,000
Less: Transfers Out - Village Hall Fund	-	-	-	473,751
Less: Transfer Out - Restricted Funds	661,128	375,972	388,875	-
Less: Restricted Fund Balances	-	10,450	-	10,899
Less: Emergency Reserve	-	2,500,000	-	2,500,000
<b>ENDING GENERAL FUND BALANCE</b>	<b>\$ 5,836,442</b>	<b>\$ 741,845</b>	<b>\$ 4,543,861</b>	<b>\$ 969,211</b>

<b>SPECIAL REVENUE FUND</b>				
Projected Beginning Fund Balance	\$ 2,582,216	\$ 5,808,349	4,468,758	\$ 2,405,610
Revenues	3,519,703	11,424,279	7,385,518	14,345,853
Transfers In - Village Hall	-	-	-	473,751
Transfers In - Capital Outlays	1,726,391	1,417,972	1,430,875	590,000
Less: Expenditures	3,359,552	18,102,938	10,879,541	17,815,214
<b>ENDING SPECIAL REVENUE FUND BALANCE</b>	<b>\$ 4,468,758</b>	<b>\$ 547,662</b>	<b>\$ 2,405,610</b>	<b>\$ -</b>

<b>TOTAL ENDING FUND BALANCE - ALL FUNDS</b>	<b>\$ 10,305,200</b>	<b>\$ 1,289,507</b>	<b>\$ 6,949,471</b>	<b>\$ 969,211</b>
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# General Fund Revenues

## GENERAL FUND SUMMARY

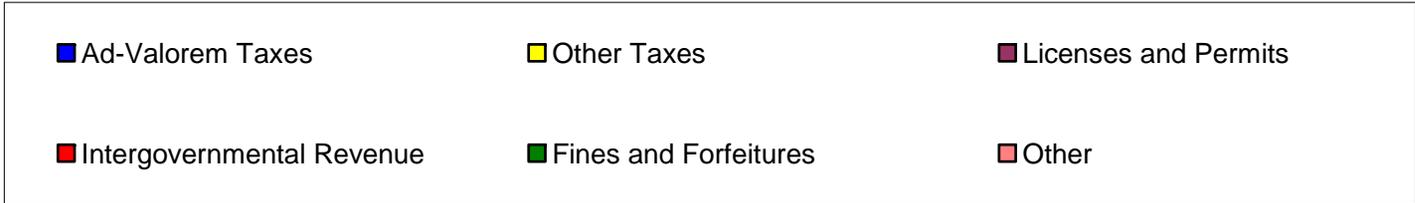
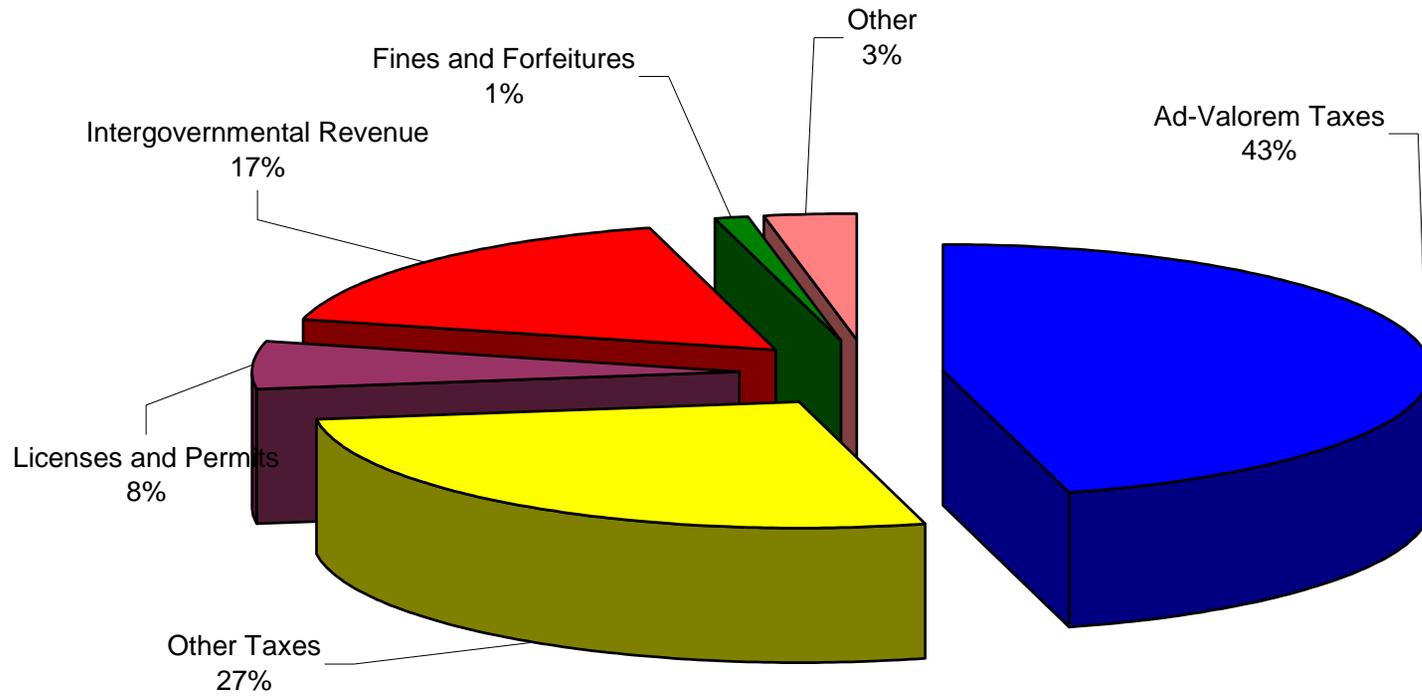
Description	Actual FY '05-'06	Original Adopted FY '06-'07	Estimated Final FY '06-'07	Adopted FY '07-'08
<b>BEGINNING GENERAL FUND BALANCE</b>	<b>\$ 5,769,337</b>	<b>\$ 4,670,267</b>	<b>\$ 5,836,442</b>	<b>\$ 4,543,861</b>
<b>REVENUES</b>				
Taxes	9,470,730	10,241,732	9,926,542	10,548,278
Licenses and Permits	1,060,607	1,221,600	860,677	901,600
Intergovernmental Revenue	2,486,101	2,361,939	2,366,271	2,470,270
Fines and Forfeitures	208,917	168,500	186,995	165,000
Charges for Services	85,011	75,000	181,501	173,800
Interest Income	304,499	250,000	361,812	250,000
Other	82,175	5,000	22,566	6,500
Impact Fees - <i>Current Year</i>	22,382	2,000	-	-
Revenue Contingency Fund	-	(200,000)	(200,000)	(100,000)
<b>TOTAL REVENUES</b>	<b>\$ 13,720,422</b>	<b>\$ 14,125,771</b>	<b>\$ 13,706,364</b>	<b>\$ 14,415,448</b>
<b>EXPENDITURES</b>				
Village Council	57,577	171,148	149,237	158,497
Village Manager	490,810	377,536	349,822	545,551
Village Clerk	-	241,748	240,453	352,299
Finance Department	197,296	261,053	244,296	290,057
Village Attorney	213,379	240,000	247,573	326,000
General Government	1,029,385	1,838,897	1,947,964	3,557,306
Police Services	5,651,266	5,946,416	5,838,795	5,963,162
Planning, Zoning & Building Services	1,271,228	1,420,579	1,210,289	1,323,465
Public Works	397,337	541,803	431,590	493,426
Parks & Recreation	877,097	1,262,422	1,090,294	1,260,685
Mitigation/QNIP	1,741,551	1,824,169	1,817,757	145,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 11,926,926</b>	<b>\$ 14,125,771</b>	<b>\$ 13,568,070</b>	<b>\$ 14,415,448</b>
<b>TRANSFER TO CAPITAL OUTLAYS</b>	1,065,263	1,042,000	1,042,000	590,000
<b>TRANSFER TO VILLAGE HALL FUND</b>	-	-	-	473,751
<b>TRANSFER OF RESTRICTED FUNDS</b>	661,128	375,972	388,875	-
<b>RESTRICTED FUNDS BALANCES</b>		10,450		10,899
<b>EMERGENCY RESERVE</b>		2,500,000		2,500,000
<b>ENDING GENERAL FUND BALANCE</b>	<b>\$ 5,836,442</b>	<b>\$ 741,845</b>	<b>\$ 4,543,861</b>	<b>\$ 969,211</b>

# Summary of Funds

## GENERAL FUND REVENUES

Description	Actual FY '05-'06	Original Adopted FY '06-'07	Estimated Final FY '06-'07	Adopted FY '07-'08
<b>GENERAL FUND REVENUE</b>				
Ad Valorem Taxes @ 2.3736 mills @ 95%	\$ 5,443,645	\$ 6,012,316	\$ 6,012,316	\$ 6,638,459
Ad Valorem Taxes - Delinquent	2,272	5,000	12,030	7,500
Ad Valorem Taxes - Interest	9,410	8,000	11,163	10,000
Local Option Gas Tax	484,639	493,416	383,119	466,129
Transportation Tax - Administrative Portion (5%)	41,213	40,000	43,588	43,898
Franchise Fee - Electric	837,003	840,000	840,000	740,000
Utility Taxes - Electric	1,468,227	1,480,000	1,402,520	1,425,000
Utility Taxes - Water	196,262	180,000	310,587	300,000
Utility Taxes - Gas	77,293	25,000	27,618	25,000
Unified Communications Services Tax	910,766	1,158,000	883,601	892,292
Occupational Licenses	69,317	80,000	54,859	60,000
Building Permit Fees	989,290	1,000,000	800,000	800,000
Zoning Hearings	-	40,000	-	40,000
Administrative Variances	-	-	798	-
Zoning Application Processing	-	-	3,420	-
Burglar Alarm Fees	-	100,000	-	-
Sidewalk Café Permits	2,000	1,600	1,600	1,600
State Revenue Sharing	593,258	534,875	481,149	540,777
8 Cent Fuel Tax	228,137	201,259	181,043	196,278
Alcoholic Beverage Licenses	-	-	5,479	5,000
Local Government 1/2 Cent Sales Tax	1,664,706	1,625,805	1,698,600	1,728,215
Police Services	-	-	-	-
Parks Services	29,473	25,000	26,813	118,800
Jane Forman Tennis Contract	53,139	50,000	45,919	50,000
Skate Park	2,399	-	3,169	5,000
Summer Program	-	-	105,600	-
Other Charges for Services	-	-	-	-
Fines & Forfeitures - Parking Tickets	135,651	120,000	130,247	120,000
Fines & Forfeitures - LETF	4,360	3,500	4,124	5,000
School Crossing Guards	32,049	15,000	32,242	20,000
Fines - Code Enforcement	36,857	30,000	20,382	20,000
Interest Earnings	304,499	250,000	361,812	250,000
Miscellaneous Revenues	82,175	5,000	20,973	5,000
Fuel Tax Refund	-	-	1,306	1,500
Planning and Zoning	-	-	207	-
Summer Camp Sales	-	-	80	-
Impact Fees - Police	8,010	2,000	-	-
Impact Fees - Parks	14,372	-	-	-
Revenue Contingency Fund	-	(200,000)	(200,000)	(100,000)
<b>TOTAL GENERAL FUND REVENUE</b>	<b>\$ 13,720,422</b>	<b>\$ 14,125,771</b>	<b>\$ 13,706,364</b>	<b>\$ 14,415,448</b>

# General Fund Revenue Sources



## REVENUE DESCRIPTION

### GENERAL FUND REVENUES

#### **TAXES**

##### **Ad Valorem Taxes**

Ad Valorem (at value) taxes represent a levy on assessed real property. The taxable value is the assessed value less homestead and other exemptions, if applicable. The County Property Appraiser delivers the Certified Taxable Value (the total assessed value of the non-exempt property) on or before July 1<sup>st</sup> of each year. Prior to that date, the Village is provided with estimates of the value.

The total assessed value changes continuously after July 1<sup>st</sup> due to assessed valuation appeals and other adjustments such as discounts for prompt payment. Because of the potential for reductions in ad valorem collections, local governments budget ad valorem revenues at 95% of the calculated amount.

The Village Council determines the millage applied to the assessed taxable value. A mill is a taxation unit equal to one dollar of tax obligation for every \$1,000 of assessed valuation of the property.

#### **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.

## ***General Fund Revenues***

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### **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.

### **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**

### **Local Business Tax Licenses (formerly Occupational License)**

The County requires all businesses to obtain a countywide local business tax 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 local business tax 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**

The Village of Palmetto Bay has adopted an ordinance allowing for the collection of burglar alarm fees. The revenue and expenditures have been budgeted in the Special Revenue Fund.

# *General Fund Revenues*

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## **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.

### **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.

## ***General Fund Revenues***

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### **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.

#### **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**

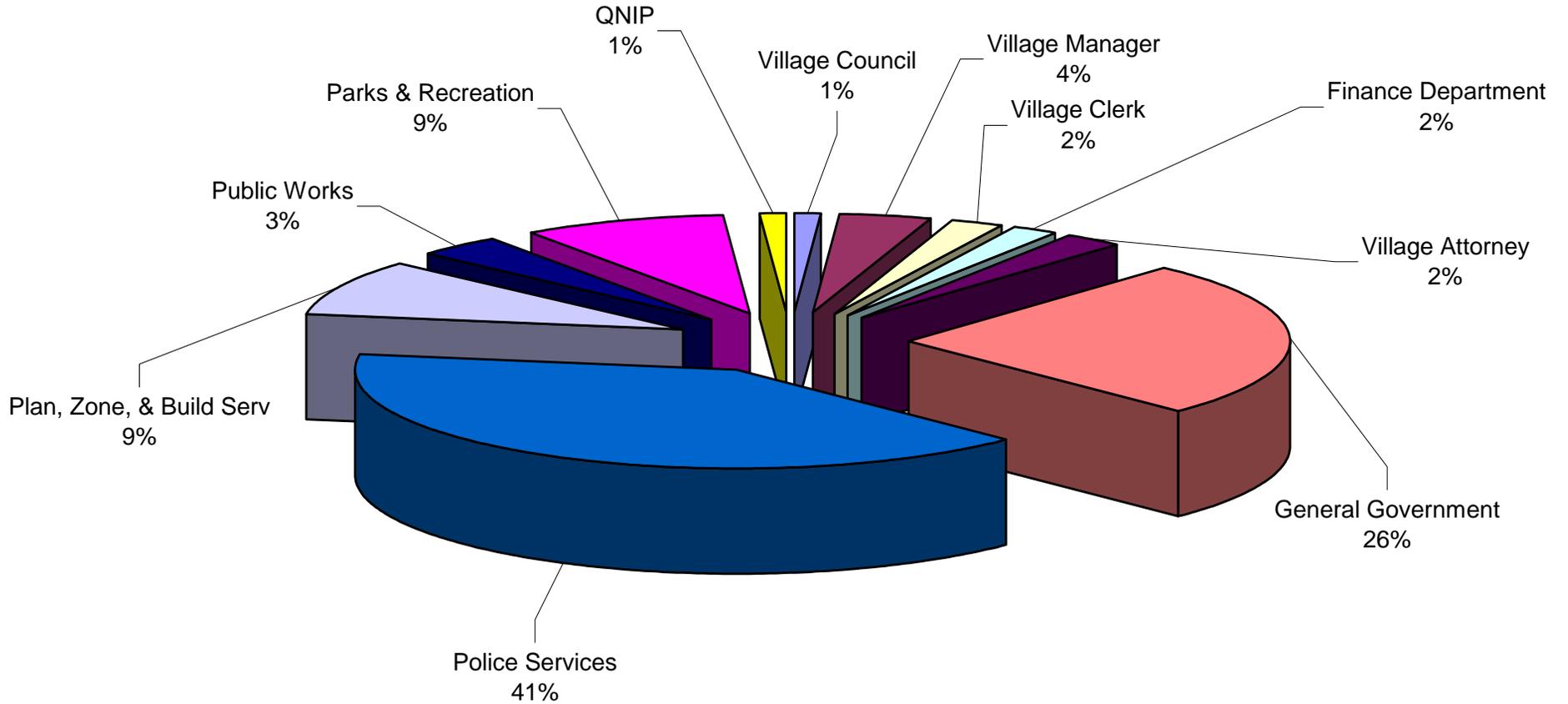
This reserve fund is for unanticipated needs, and is currently set at \$2,500,000. The Emergency Reserve fund is presented as a line item in the Summary schedules, but is actually part of Ending Fund Balance.

# General Fund Expenditures

## GENERAL FUND EXPENDITURES - SUMMARY

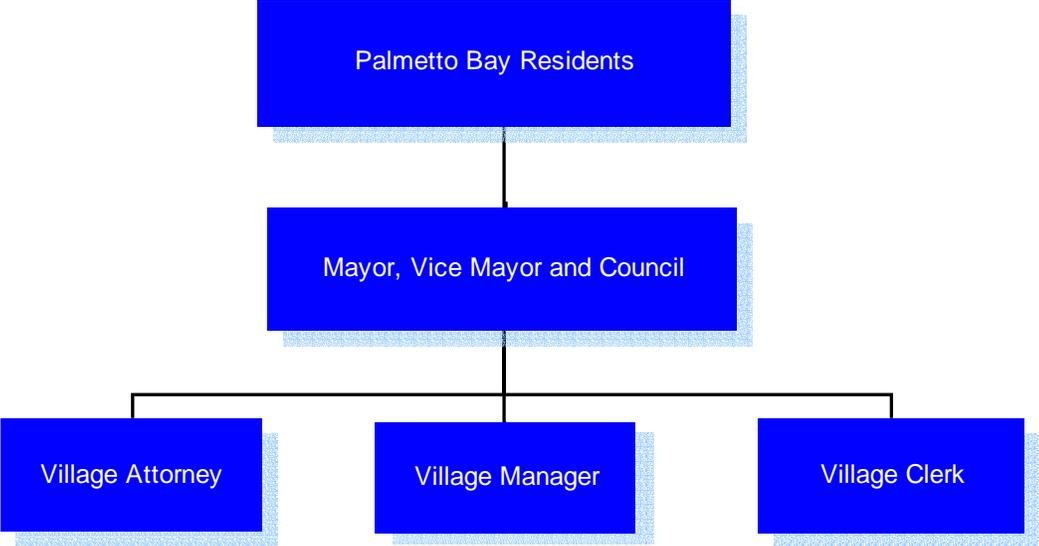
Description	Actual FY '05-'06	Original Adopted FY '06-'07	Estimated Final FY '06-'07	Adopted FY '07-'08
<b>EXPENDITURES</b>				
Village Council	57,577	171,148	149,237	158,497
Village Manager	490,810	377,536	349,822	545,551
Village Clerk	-	241,748	240,453	352,299
Finance Department	197,296	261,053	244,296	290,057
Village Attorney	213,379	240,000	247,573	326,000
General Government	1,029,385	1,838,897	1,947,964	3,557,306
Police Services	5,651,266	5,946,416	5,838,795	5,963,162
Planning, Zoning & Building Services	1,271,228	1,420,579	1,210,289	1,323,465
Public Works	397,337	541,803	431,590	493,426
Parks & Recreation	877,097	1,262,422	1,090,294	1,260,685
Mitigation/QNIP	1,741,551	1,824,169	1,817,757	145,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 11,926,926</b>	<b>\$ 14,125,771</b>	<b>\$ 13,568,070</b>	<b>\$ 14,415,448</b>

# USE OF GENERAL FUND RESOURCES



Village Council	Village Manager	Village Clerk	Finance Department	Village Attorney	General Government
Police Services	Plan, Zone, & Build Serv	Public Works	Parks & Recreation	Mitigation/QNIP	

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**

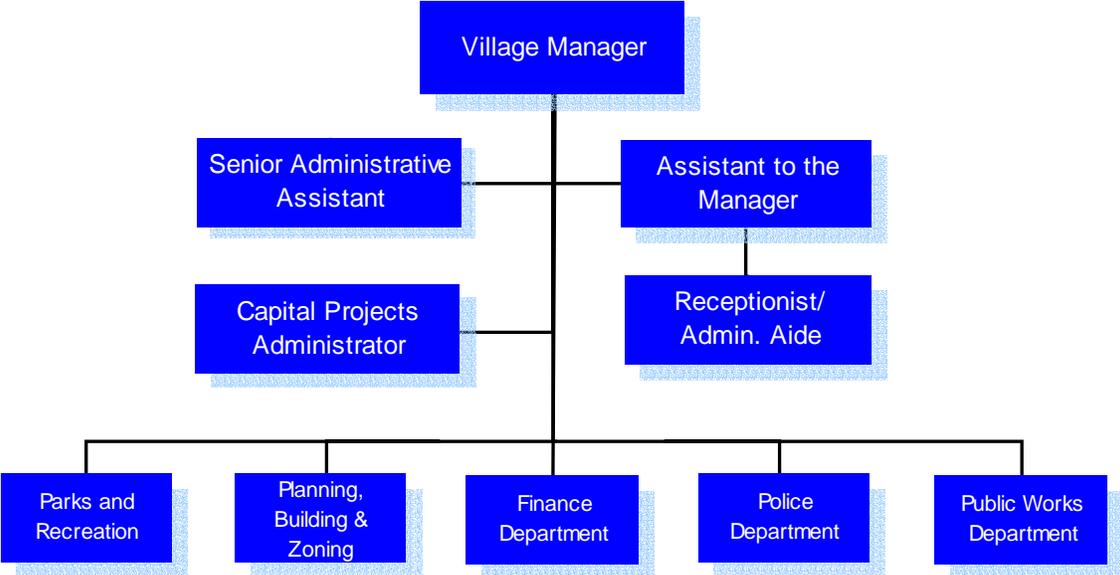
<b>Description</b>	<b>Actual FY '05-'06</b>	<b>Original Adopted FY '06-'07</b>	<b>Estimated Final FY '06-'07</b>	<b>Adopted FY '07-'08</b>
<b>VILLAGE COUNCIL</b>				
Charter Compensation	\$ 9,000	\$ -	\$ -	\$ -
Salaries & Wages	29,493	72,000	72,000	72,000
Payroll Taxes	2,392	5,868	5,312	5,588
Pension	0	8,640	7,154	8,640
Health & Life	0	56,640	43,158	56,869
Travel & Meetings	2,967	5,000	1,580	5,000
Communications	5,325	5,400	5,400	5,400
Rental of Facilities for Public Meetings	8,400	9,600	9,600	-
Education & Training	-	3,000	33	3,000
Reserve for Contingencies	-	5,000	5,000	2,000
<b>TOTAL VILLAGE COUNCIL</b>	<b>\$ 57,577</b>	<b>\$ 171,148</b>	<b>\$ 149,237</b>	<b>\$ 158,497</b>

**BUDGET DETAILS**

**Charter Compensation:** Compensation paid to each Councilmember in accordance with the Village Charter.

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

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. Accordingly, the Office of the Village Manager performs the Human Resources function for the Village.

### GOALS

- ◆ Establish a municipal environment that promotes efficiency and excellence in community service through the retention of qualified employees and contracting of specialized consultants
- ◆ Ensure the highest degree of customer service and assistance to all Village residents and visitors
- ◆ Provide strategic direction to all Village departments and consultants promoting the directives of the Council and focusing on sound fiscal management
- ◆ Ensure that Village-wide capital projects are completed as scheduled and on budget
- ◆ Collaborate with county and other municipal governments on initiatives that promote the priorities of the Village
- ◆ Secure higher levels of funding for Village-wide projects
- ◆ Maintain open lines of communication with the Village Council concerning all Village projects

- ◆ Process new and renewal occupational licenses in a timely manner, through coordination with the Building and Permitting Division.

### OBJECTIVES

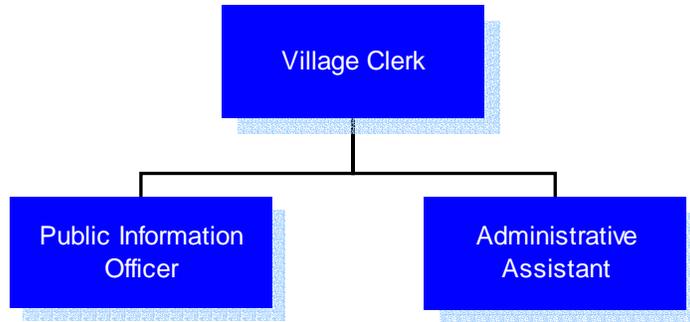
- ◆ Recruit qualified personnel and minimize turnover rates of existing employees
- ◆ Maintain a skilled workforce by offering competitive benefits and training
- ◆ Provide customer service training to the Customer Service Representative and respond to residents' complaints within forty-eight hours
- ◆ Hold staff meetings as required to provide and receive open communications
- ◆ Schedule monthly Council-action meetings to discuss Council directives and provide staff assignments
- ◆ Complete the planning and design phases of the Palmetto Bay Branch library and community room project and assist the Parks and Recreation and Public Works Departments in the completion of their respective capital projects
- ◆ Continue to pursue the establishment of two additional fire rescue stations on the east side of Palmetto Bay, in conjunction with Miami-Dade County and the City of Coral Gables
- ◆ Continue to collaborate with the City of Doral and the Town of Miami Lakes to end mitigation payments

BUDGET

Description	Actual FY '05-'06	Original Adopted FY '06-'07	Estimated Final FY '06-'07	Adopted FY '07-'08
<b>VILLAGE MANAGER</b>				
Salaries & Wages	\$ 313,187	\$ 229,328	\$ 253,073	\$ 366,085
Other Wages	5,416	23,800	7,704	\$ 10,759
Overtime	221	-	-	-
Payroll Taxes	21,155	20,655	17,978	28,086
Retirement Contributions	33,933	30,609	24,534	43,930
Health & Life Insurance	53,639	49,944	29,130	72,891
Travel & Per Diem	3,425	4,000	84	4,000
Expense Reimbursement Allowance	10,300	9,600	8,073	13,200
Ordinance Codification	1,327	-	-	-
Legal Advertisement	34,532	-	-	-
Election Costs	8,756	-	-	-
Operating Supplies	215	600	-	600
Education & Training	2,370	2,000	67	2,000
Books, Publications, Subscriptions & Memberships	2,334	2,000	4,179	2,000
Record Retention System	-	-	-	-
Reserve for Contingencies	-	5,000	5,000	2,000
<b>TOTAL VILLAGE MANAGER</b>	<b>\$ 490,810</b>	<b>\$ 377,536</b>	<b>\$ 349,822</b>	<b>\$ 545,551</b>

*Note: Budget for FY05-06 shows combined expenditures for the Office of the Village Manager and the 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 coordinates the preparation of meeting Agendas with the Village Manager's office and provides notice of all Council meetings to its members and the public, maintaining accurate records of all proceedings, in the form of written minutes, notes and/or audio recordings. In addition, the Clerk is the custodian of the Village seal, serves as the Supervisor of Elections for Palmetto Bay, serves as the Records Management Liaison Officer, and is the coordinator for Financial Disclosures with the Florida Commission on Ethics. Additionally, the Clerk maintains custody of the Village's Public Records and implements a records management program that abides by the Florida Department of State mandated records schedules. The Clerk's office also acts as the Coordinator for the Information Technology function of Village Hall and provides all commercial Business Tax Receipts to local businesses.

## GOALS

- ◆ Distribute Agenda packets of all Regular, Special and Zoning Hearings to the Village Council in a timely manner
- ◆ Create and maintain accurate minutes and notes of all meetings held by the Village Council in its legislative and in its quasi-judicial capacity
- ◆ Advertise and post all notices of public proceedings as required by law; in addition, provide appropriate updates to the Village website for use by the public
- ◆ Continue to maintain an organized public records management system, utilizing document imaging as appropriate, in order to provide public records in a timely and reasonable manner
- ◆ Ensure that the public and candidates are fully and timely informed of all election activity
- ◆ Supervise the Public Information Officer function in order to increase public awareness and ensure appropriate information is provided to the public and the local media
- ◆ Continue to administer the publication of the Village Charter and Code through contract with Municipal Code Corporation

- ◆ Provide timely information to other organizations, agencies, Village residents, and the general public
- ◆ Continue to provide assistance to all Departments concerning information technology needs
- ◆ Assist local businesses with obtaining its appropriate Local Business Tax Receipt.

### OBJECTIVES

- ◆ Provide the Village Council, Manager, Attorney and staff with complete agenda packets in accordance with the five-day provision, following Agenda review with the Village Manager and Village Attorney
- ◆ Continue to create, process and maintain Minutes of the Council proceedings and other Sunshine meetings as required by the Village Charter and State law
- ◆ Timely and accurately publish all legally-required and/or courtesy notices of Village meetings and/or functions
- ◆ Continue to provide public records through coordination with the various municipal departments in order to ensure that records are timely and reasonably provided
- ◆ Provide assistance to various departments concerning inventory of short-term duration retention records in order to determine the feasibility of in-house scanning and/or off-site storage
- ◆ Supervise the activity leading up to the election of November, 2008, including providing candidates with appropriate forms and publications in order to ensure that all candidates receive accurate information and are aware of the deadlines mandated by Village Charter, County and State Law
- ◆ Provide supervision and direction to the Public Information Officer, coordinating and reviewing information prior to release to the public and local media outlets, including investigating the possibility of a Village-wide "e-news letter"
- ◆ Coordinate the updates for codification of the Village Code, as necessary

## Office of the Village Clerk

- ◆ Through the use of a help desk, continue to assist employees with their computer challenges and/or coordinate with the Village's IT Consultant in order to minimize reduction of productivity
- ◆ Conduct a survey of neighboring municipalities in order to ascertain the possibility of revising current Local Business Tax Receipt fees to determine whether modifications to the current fees and listings may be in order, complying with Florida Statutes.

### BUDGET

Description	Actual FY '05-'06	Original Adopted FY '06-'07	Estimated Final FY '06-'07	Adopted FY '07-'08
<b>VILLAGE CLERK</b>				
Salaries & Wages	\$ -	\$ 107,715	\$ 90,048	\$ 156,741
Other Wages	-	3,500	3,008	5,075
Overtime	-	-	-	-
Payroll Taxes	-	9,051	7,589	12,039
Retirement Contributions	-	14,926	12,949	21,127
Health & Life Insurance	-	33,156	15,536	41,817
Travel & Per Diem	-	1,200	-	1,200
Expense Reimbursement Allowance	-	3,600	3,600	7,200
Ordinance Codification	-	3,000	-	3,000
Legal Advertisement	-	35,000	80,000	80,000
Election Costs	-	20,000	20,000	-
Operating Supplies	-	600	-	600
Education & Training	-	1,000	573	1,000
Books, Publications, Subscriptions & Memberships	-	1,500	487	1,500
Record Retention System	-	2,500	1,663	20,000
Reserve for Contingencies	-	5,000	5,000	1,000
<b>TOTAL VILLAGE CLERK</b>	<b>\$ -</b>	<b>\$ 241,748</b>	<b>\$ 240,453</b>	<b>\$ 352,299</b>

*Note: Expenditures for the Office of the Village Clerk for FY05-06 were included in the budget for the Office of the Village Manager*

### BUDGET DETAILS

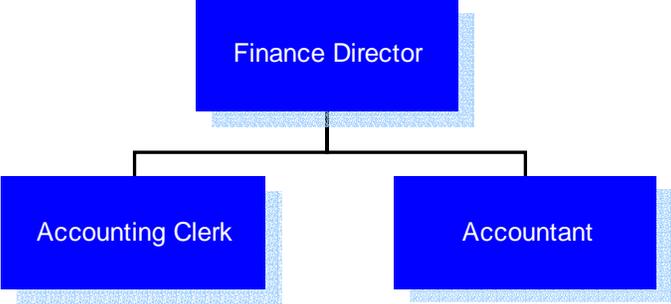
**Ordinance Codification:** Codification of the Village Ordinances is required in order to publish the Ordinances of the Village in an indexed, concise manner for clarification and ease of use by Village staff, Council and the public.

**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.

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

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

- ◆ Submit the Fiscal Year 07-08 budget for the Distinguished Budget Presentation Awards Program by December 31, 2007.
- ◆ Submit the 2007 Comprehensive annual Financial Report for the Certificate of Achievement for Excellence in Financial Reporting by March 31, 2008.
- ◆ Select an accounting software package, install and test for an October 1, 2008 implementation.
- ◆ Implement Alarm Registration Ordinance 04-10 no later than January 1, 2008.

**BUDGET**

Description	Actual FY '05-'06	Original Adopted FY '06-'07	Estimated Final FY '06-'07	Adopted FY '07-'08
<b>FINANCE DEPARTMENT</b>				
Salaries & Wages	\$ 113,421	\$ 127,650	\$ 127,606	\$ 143,445
Other Wages	1,292	4,000	671	5,000
Overtime	-	-	-	-
Payroll Taxes	8,401	11,051	9,644	11,021
Retirement Contributions	13,610	16,252	15,313	17,213
Health & Life Insurance	17,102	24,500	24,500	26,778
Independent Audit	29,150	45,000	45,000	60,000
Payroll Processing	3,008	4,000	3,119	6,000
Travel & Per Diem	1,263	1,750	1,750	1,750
Expense Reimbursement Allowance	3,600	3,600	3,600	3,600
Financial Institution Fees	3,834	6,000	4,843	6,000
Accounting System Implementation & Support	1,500	10,000	1,000	5,000
Education & Training	490	1,500	1,500	1,500
Books, Publications, Subscriptions & Memberships	625	750	750	750
Reserve for Contingencies	-	5,000	5,000	2,000
<b>TOTAL FINANCE DEPARTMENT</b>	<b>\$ 197,296</b>	<b>\$ 261,053</b>	<b>\$ 244,296</b>	<b>\$ 290,057</b>

**BUDGET DETAILS**

**Payroll:** An Accounting Clerk has been added to the payroll to implement two new Village functions. These include alarm registration and stormwater utility.

**Independent Audit:** An audit of the Village’s Financial Statements as required by Section 4.10 of the Village’s Charter and Section 218.39, Florida Statutes. The standard audit has been expanded to include audits of the Village’s grants and special local reports.

**Payroll Processing:** Due to the increase in personnel temporary and permanent payroll processing is expected to increase.

## 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. Additionally, the Village Attorney assists the Council in litigation, including any certiorari appeals of zoning items, foreclosure actions, code enforcement and general litigation matters.

## 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 finalizing the Village's land development code, which code shall be tailored to the needs of the Village.

## OBJECTIVES

- ◆ Continue to provide assistance with the establishment and adoption of a complete Land Development Code for the the Village
- ◆ Assist the Village in establishing the Art in Public Places and Historic Preservation Boards, and assist the boards in the smooth functioning of those boards
- ◆ 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 implementing its goals of enhancing building and zoning services for the community
- ◆ Provide assistance to the Village in implementing the intent and application of Chapter 2007-026, Laws of Florida

## Office of the Village Attorney

- ◆ Finalize all ordinances, agreements, and resolutions necessary for the operation of all Village departments
- ◆ Continue to provide training to council and village employees relating to public records, ethics laws, and lobbying procedures
- ◆ Assist the Village in transitioning code compliance from out-sourced to in-house services and guiding the department with implementing enforcement under the village's newly created Land Development Code

### BUDGET

Description	Actual FY '05-'06	Original Adopted FY '06-'07	Estimated Final FY '06-'07	Adopted FY '07-'08
<b>VILLAGE ATTORNEY</b>				
Professional Services - General Legal	\$ 130,049	\$ 160,000	\$ 163,133	\$ 161,000
Professional Services - Zoning Applications	26,890	30,000	37,091	45,000
Professional Services - Comprehensive Plan/ Land Development Code	-	-	-	-
Professional Services - Code Enforcement	31,486	15,000	20,845	20,000
Professional Services - Litigation Reserve	23,413	35,000	24,193	100,000
Professional Services - Real Property	1,541	-	2,311	-
<b>TOTAL VILLAGE ATTORNEY</b>	<b>\$ 213,379</b>	<b>\$ 240,000</b>	<b>\$ 247,573</b>	<b>\$ 326,000</b>

### 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

### 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 '05-'06	Original Adopted FY '06-'07	Estimated Final FY '06-'07	Adopted FY '07-'08
<b>GENERAL GOVERNMENT</b>				
Professional Services - Computer & Technology Support	\$ 26,790	\$ 20,000	\$ 21,072	\$ 30,000
Professional Services - Web Development & Maint.	-	-	-	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	48,000	72,000	72,000	-
Professional Services - Public Information Consultant	30,000	30,000	30,000	20,000
Professional Services - Social Services Liaison	-	10,000	10,000	-
Professional Services - Grant Writer Private Non-Profit	18,747	25,000	25,000	-
Professional Services - Technical Support	-	25,000	25,000	48,000
Professional Services - General	12,961	25,000	25,000	45,000
Professional Services - Communication Tax Consultant	-	20,000	20,000	-
Professional Services - Village Hall	-	20,000	20,000	10,000
Temporary Administrative Support Services	5,618	10,000	4,257	70,000
Janitorial Services & Waste Disposal - Village Hall	38,498	48,000	31,282	40,000
Legislative Travel	18,695	25,000	30,000	35,000
Communications	61,275	66,000	52,971	66,000
Postage & Delivery	28,380	35,000	27,018	35,000
Utilities	23,179	25,000	18,903	25,000
Rent	152,008	160,521	160,521	220,121
Furniture Lease	10,430	-	-	-
Photocopies	5,847	7,500	4,277	7,500
Insurance	137,529	170,000	161,063	230,000
Rental of Sound System from County	-	-	-	-
Repairs and Maintenance	2,340	7,000	2,109	7,000
Printing and Binding	25,720	40,000	40,000	50,000
Historic Records Archiving	-	5,000	-	5,000
Advertisement - Recruitment	58	2,000	2,000	2,000
Community Groups	4,543	10,000	8,616	12,000

[Continued on the following page]

**BUDGET (CONTINUED)**

Description	Actual FY '05-'06	Original Adopted FY '06-'07	Estimated Final FY '06-'07	Adopted FY '07-'08
<b>GENERAL GOVERNMENT</b>				
Office Supplies	24,107	30,000	33,271	35,000
Operating Supplies	27,261	35,000	40,522	45,000
Education & Training	5,438	25,000	3,745	25,000
Books, Publications, Subscriptions & Memberships	6,713	7,000	7,604	7,000
Equipment and Furniture: non-capital outlay	3,654	5,000	5,000	5,000
Leasehold Improvements	-	5,000	5,000	-
Capital Outlay - Equipment and Furniture	37,842	42,500	42,500	-
Reverse 911 System	-	10,000	10,000	-
Duty Officer	-	-	-	20,000
Vision 20/20	-	10,000	10,000	15,000
Existing Vehicle Lease Financing	39,945	31,956	31,956	31,956
Special Events	-	-	-	35,000
Library Bond	-	-	-	-
Principal	-	30,000	30,000	30,000
Interest	32,995	66,213	66,213	65,283
Suntrust Loan	-	-	-	-
Principal	-	122,464	122,464	103,002
Interest	-	242,138	202,589	261,600
Special Reserve	-	26,605	254,011	1,693,844
Hurricane Expenditures	108,812	-	-	-
Reserve for Contingencies	-	200,000	200,000	150,000
<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$ 1,029,385</b>	<b>\$ 1,838,897</b>	<b>\$ 1,947,964</b>	<b>\$ 3,557,306</b>

**BUDGET DETAILS**

**Special Events:** This line item was moved from the Parks and Recreation Budget.

**Leasehold Improvements:** Funding to renovate Village Hall to accommodate the expansion of the Planning, Zoning and Building Department.

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

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

**Duty Officer:** represents costs to implement a 24/7 emergency response system.

## *General Government*

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

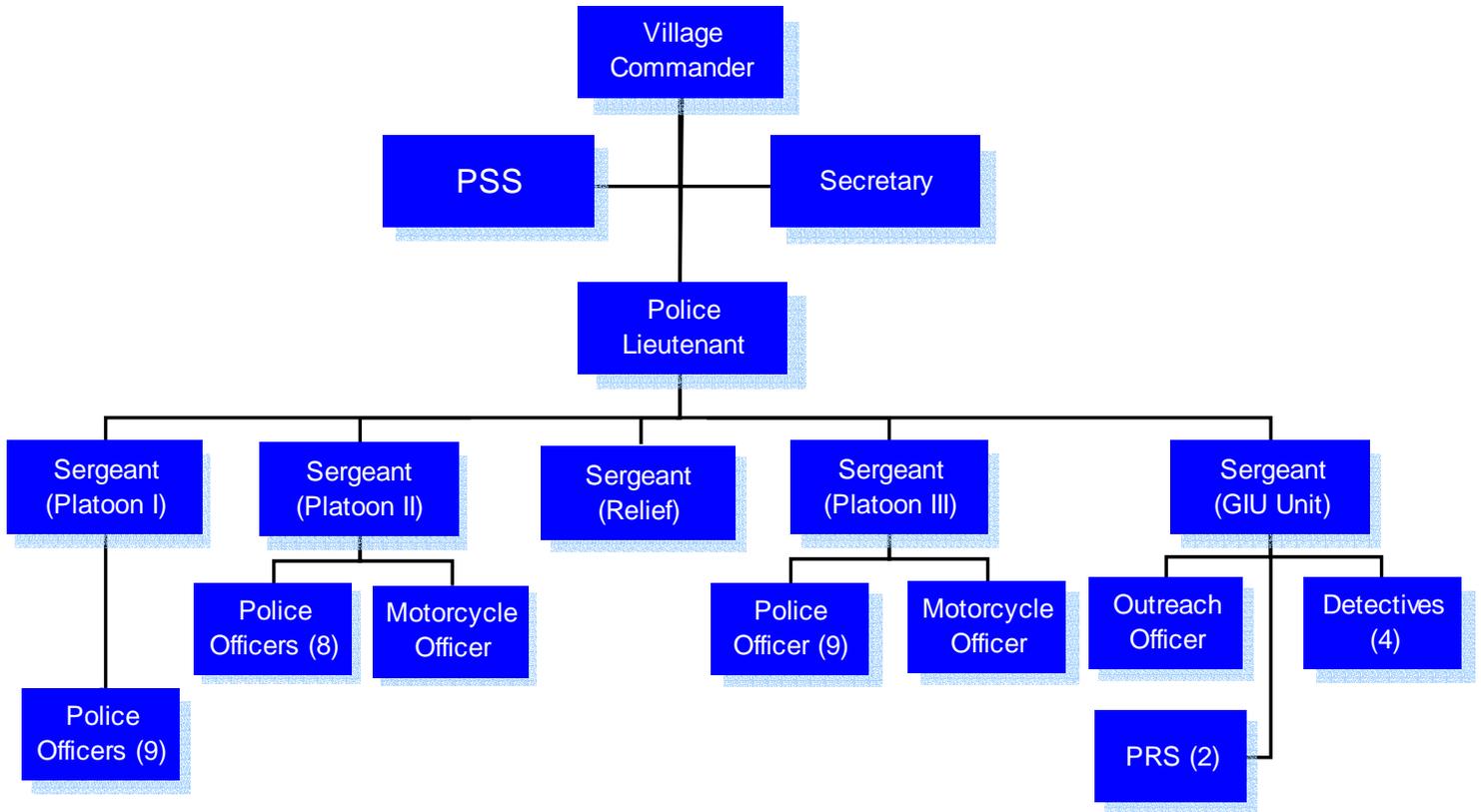
**Legal Debt Limits:**

(i)	Actual annual debt service	\$ 729,336
	Debt Limit	X 150%
	Required Non-Ad Valorem	\$ 1,094,004
	Actual Non-Ad Valorem	\$7,759,489

(ii)	Maximum annual debt service allowed (20% of Governmental Funds Revenue)	\$5,084,839
	Actual annual debt service	\$ 729,336

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.

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

- ◆ To create a safer Community through interaction of the Policing Unit with special enforcement activities
- ◆ To further enhance the rapport between the Policing Unit and the citizens of Palmetto Bay through a youth based outreach program
- ◆ Reduce the chances of a resident falling victim to burglars

### OBJECTIVES

- ◆ Conduct a minimum of 80 Traffic Enforcement Shifts
- ◆ Conduct a minimum of 300 Officer Friendly Presentations
- ◆ Offer Security Surveys of every Residential/ Commercial Burglary location

**BUDGET**

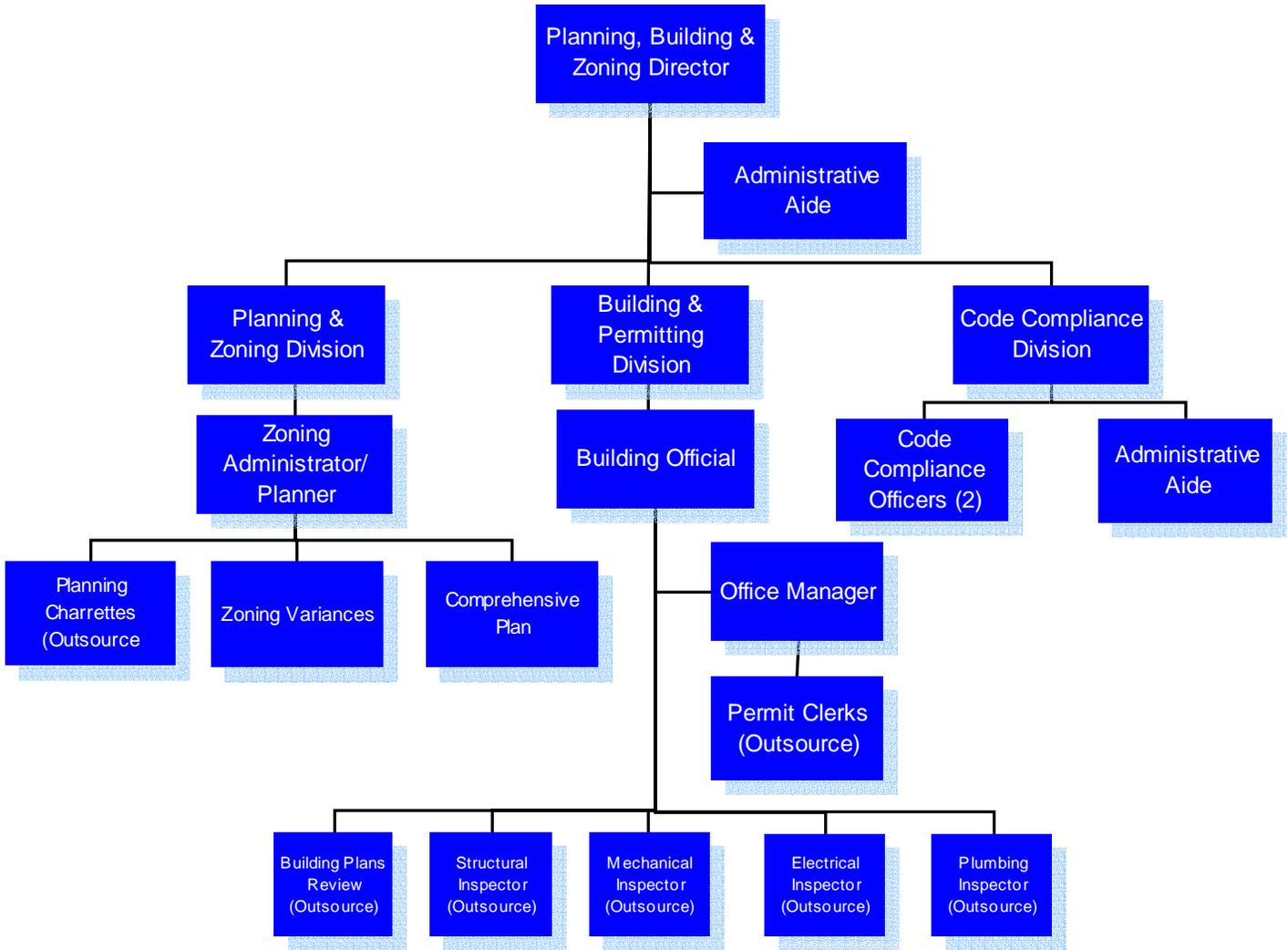
Description	Actual FY '05-'06	Original Adopted FY '06-'07	Estimated Final FY '06-'07	Adopted FY '07-'08
<b>POLICE SERVICES</b>				
Patrol Services	\$ 5,238,300	\$ 5,527,368	\$ 5,453,500	\$ 5,721,662
Specialized Police Services & General Investigative	306,267	280,000	237,739	105,000
School Crossing Guards	64,083	63,548	89,198	90,000
Photocopies	3,563	3,800	3,055	4,500
Printing and Binding	1,107	1,000	914	1,000
Office Supplies	6,772	6,500	3,416	5,000
Operating Supplies	10,195	7,700	5,863	6,000
Maintenance - Equipment	-	5,000	1,727	2,000
Uniforms	247	5,000	20	1,500
Officer Friendly Program	-	-	1,138	5,000
Education & Training (Funded from L.E.T.T.F.)	50	7,500	6,643	7,500
Books, Publications, Subscriptions & Memberships	325	1,000	200	1,000
Equipment and Furniture: non-capital outlay	4,045	3,000	382	2,000
Leasehold Improvements	-	5,000	5,000	3,000
Capital Outlay - Furniture and Equipment	16,312	5,000	5,000	3,000
Contingency	-	25,000	25,000	5,000
<b>TOTAL POLICE SERVICES</b>	<b>\$ 5,651,266</b>	<b>\$ 5,946,416</b>	<b>\$ 5,838,795</b>	<b>\$ 5,963,162</b>

**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.

ORGANIZATIONAL CHART



### FUNCTION

The Department of Planning, Zoning & Building Services, formerly named 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, processing of building permit applications and inspections 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

#### *Division of Planning & Zoning*

- ◆ Continue implementation of adopted Comprehensive Plan
- ◆ Administer zoning regulations and processes in accordance with the Land Development Code
- ◆ Continue implementation of Franjo Island/U.S. 1 Island Area Mixed-Use Zoning District Regulations
- ◆ Continue development and complete adoption process of a Village Land Development

#### *Division of Building & Permitting*

- ◆ Review building plans in a timely and efficient manner
- ◆ Schedule and complete building inspections expeditiously
- ◆ Implement building and permitting customer service enhancements

#### *Division of Code Compliance*

- ◆ Respond to code complaints expeditiously
- ◆ Obtain code compliance through a progressive system of enforcement actions
- ◆ Continue to education residential and commercial property owners on code requirements

**OBJECTIVES**

*Division of Planning and Zoning*

- ◆ Process zoning applications for public hearing within 60 days
- ◆ Process administrative adjustment applications within 15 days
- ◆ Process administrative site plan review applications within 7 days
- ◆ Review sidewalk café permit applications with 2 days of receipt
- ◆ Issue garage sale permits on the same day as received
- ◆ Complete 100% of the Land Development Code for adoption
- ◆ Provide planning and zoning information to property owners and developers within 2 days of request

*Division of Building & Permitting*

- ◆ Review residential building permit applications within 7 days
- ◆ Review commercial building permit applications within 15 days
- ◆ Perform building inspections within 24 hours days of scheduling
- ◆ Respond to questions and/or complaints within 2 days

*Division of Code Compliance*

- ◆ Perform code inspections within 2 days of receipt of a complaint
- ◆ Issue courtesy warning, citation, or finding of “no valid complaint” or “in compliance” within 2 days of an inspection
- ◆ Process appeals before the special master within 60 days of receipt
- ◆ Obtain compliance rate of 90%

# Department of Planning, Zoning & Building

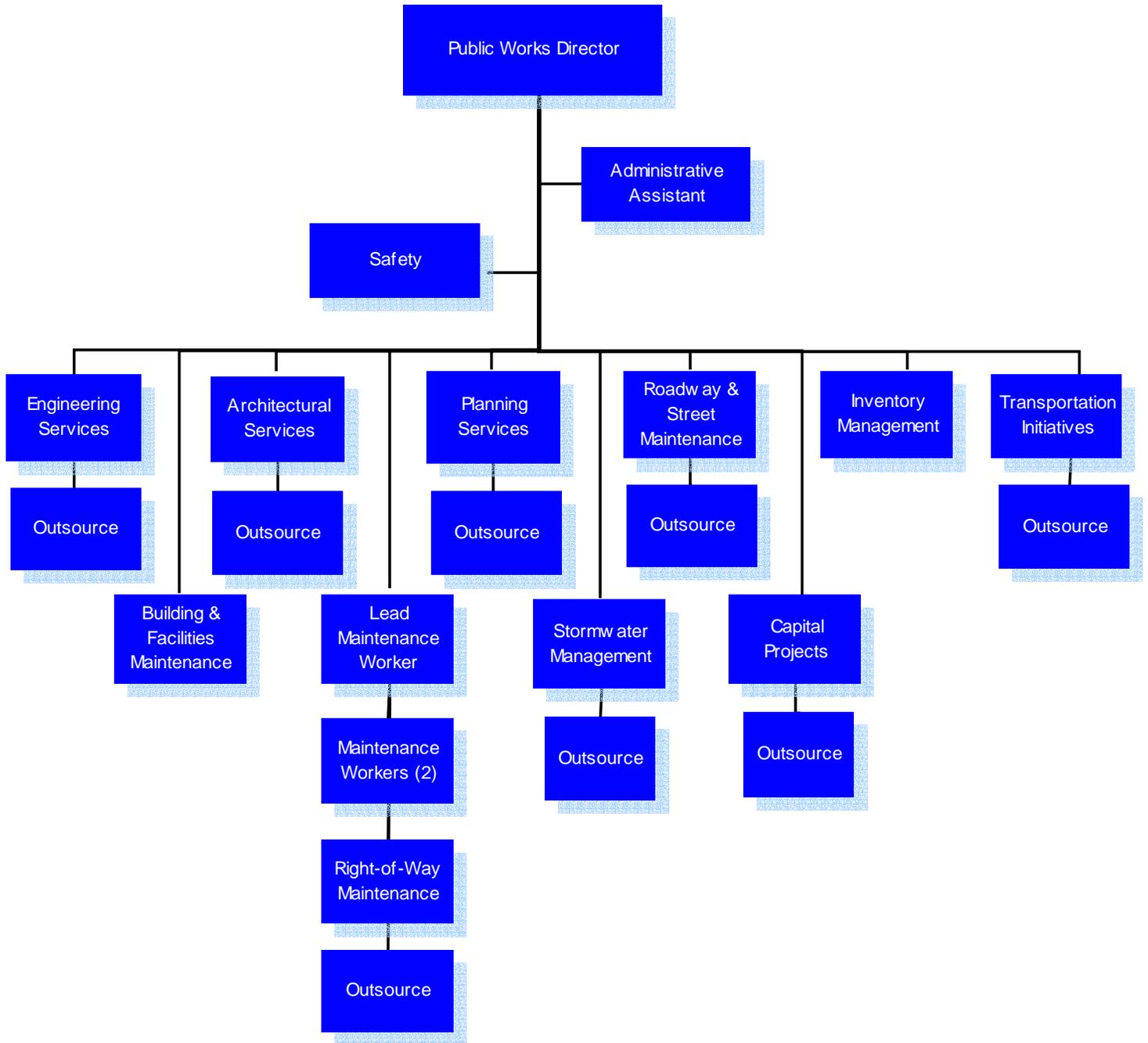
## BUDGET

Description	Actual FY '05-'06	Original Adopted FY '06-'07	Estimated Final FY '06-'07	Adopted FY '07-'08
<b>PLANNING, ZONING &amp; BUILDING SERVICES</b>				
Salaries & Wages	\$ 136,194	\$ 155,058	\$ 153,287	\$ 437,345
Other Wages	3,215	5,578	2,984	7,440
Contract Employees	60,000	-	-	-
Overtime	268	-	-	-
Payroll Taxes	15,564	13,108	12,217	27,797
Retirement Contributions	4,434	10,325	10,600	43,400
Health & Life Insurance	7,202	24,500	14,269	96,473
Professional Services - Comprehensive Master Plan	3,045	-	-	-
Professional Services - Studies	9,605	25,000	-	25,000
Professional Services - General	225	25,000	11,333	22,500
Professional Services - Land Development Code	5,728	50,000	6,533	-
Professional Services - Special Master	5,550	5,000	6,667	6,250
Outsource - Building and Permitting	791,994	800,000	750,000	600,000
Outsource - Code Enforcement	214,950	220,000	210,000	-
Zoning Application Processing	-	40,000	-	15,000
Travel & Per Diem	219	2,000	1,372	4,500
Expense Reimbursement Allowance	2,160	5,760	3,630	5,760
Postage & Delivery	2,849	1,000	688	1,000
Printing and Binding	1,995	10,000	10,000	10,000
Operating Supplies	1,568	5,500	95	10,000
Uniforms and Badges	430	500	227	1,000
Education & Training	714	2,000	387	5,000
Books, Publications, Subscriptions & Memberships	700	1,000	1,000	2,500
Equipment and Furniture: non-capital outlay	180	2,000	-	-
Capital Outlay - Equipment and Furniture	2,439	2,250	-	-
Reserve for Contingencies		15,000	15,000	2,500
<b>TOTAL PLANNING, ZONING &amp; BUILDING SERVICES</b>	<b>\$ 1,271,228</b>	<b>\$ 1,420,579</b>	<b>\$ 1,210,289</b>	<b>\$ 1,323,465</b>

## BUDGET DETAILS

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

ORGANIZATION CHART



FUNCTION

## *Department of Public Works*

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The Public Works Department provides construction support, management and maintenance of the Village's infrastructure, including streets, trees, sidewalks and storm drains; vehicles and equipment; street name signs and traffic calming. Additionally, the Department oversees street beautification projects, graffiti abatement and Stormwater activities. The Department of Public Works functions under the management and leadership of the Public Works Director.

The Public Works Department strives to provide top quality, professional, effective, and timely services to residents, businesses and internal customers. We do this by focusing on relationships with ourselves and our customers, and on customer service and satisfaction, thus improving our image and maintaining the community's trust.

### GOALS

- ◆ Use available resources to enhance the aesthetics of the Village Neighborhoods, while strengthening the infrastructure where needed.
- ◆ Continue working with consultants to implement the findings of the Village Transportation Master Plan. Enhance vehicular and pedestrian safety on Village streets and around schools and parks. Design, install, and maintain traffic signs, pavement markings, speed tables, circles, barriers and other traffic calming devices.
- ◆ Continue installing Village-wide Street Signs in accordance with the Street Signage Program.
- ◆ Provide management and oversight of Capital Improvement Projects in a professional, comprehensive, efficient, and cost effective manner.
- ◆ Continue to implement capital improvement projects in accordance with the Village's Storm Water Master Plan. Revenue from the recently established Stormwater Utility will be used to support both Capital and Operating Expenses.
- ◆ Reconfigure the Transit system to address vehicular, pedestrian and bicycle movement in a coordinated manner.
- ◆ Continue to replace, repair, and upgrade hazardous sidewalks as prioritized and according to their overall condition. Install ADA (Americans with Disabilities Act) compliant sidewalk ramps throughout the Village.
- ◆ Maintain, and upgrade Village roadways in accordance with the Village's seven (7) year Resurfacing Program.
- ◆ Provide Fleet Management services which allow Village departments to complete their daily work assignments.
- ◆ Ensure continuous improvement in employee performance

### OBJECTIVES

## *Department of Public Works*

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### *Personnel*

- ◆ Efficiently manage department resources
- ◆ Provide training and opportunity for advancement by allowing maintenance employees to become certified by professional organizations for their expertise in specific trades and operations.
- ◆ Establish crew assignments to facilitate maximum flexibility and productivity.

### *Traffic Calming*

- ◆ Finalize Design and Construct Permanent Traffic Calming Devices on SW 77<sup>th</sup> Ct and SW 79<sup>th</sup> Ave. between SW 152<sup>nd</sup> St. and SW 155<sup>th</sup> St.
- ◆ Plan, Design and Construct Permanent Traffic Calming Devices on SW 148<sup>th</sup> St. and 87<sup>th</sup> Ave.
- ◆ Design and Install Traffic Calming Devices on SW 92<sup>nd</sup> Ave. between SW 174<sup>th</sup> St. and SW 184<sup>th</sup> St.

### *Stormwater Improvement Projects*

- ◆ Construct and Manage Drainage System Improvements in Sub-Basin #5
- ◆ South and east of SW 148<sup>th</sup> Drive and SW 148<sup>th</sup> Street, north of SW 152<sup>nd</sup> Street and west of SW 80<sup>th</sup> Avenue.
- ◆ Construct and Manage Village-wide Drainage Improvements – Areas 3-8 and 10
- ◆ Construct and Manage Drainage Improvements – Coral Reef Park

### *Roadway and Sidewalk Improvements*

- ◆ Maintain the current roadways and sidewalks within the Village at an acceptable standard as an on going project.
- ◆ Remove and repair approximately 1,900 square yards of sidewalks as prioritized according to their overall condition.
- ◆ Continue to inventory and prioritize all sidewalk related "requests for action" from citizens that are currently on record.
- ◆ Resurface approx. 25,000 linear feet of two lane roadways which is equivalent to approx.4.73 miles. Resurfacing will be prioritized in accordance with the Village's seven (7) year Resurfacing Program
- ◆ Public Works employees will inspect 118 miles of two lane roadway in the Village not less than once a month to verify that integrity of the street is in good condition.

## *Department of Public Works*

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- ◆ Continue to repair potholes to protect the integrity of the street structure.
- ◆ Create a pavement management and work management database systems

### *Signage Program – Maintain street name signage*

- ◆ Continue to install street name signs, directional signs, informational signs, and speed limit signs within the boundaries of the Village of Palmetto. Street name signage installation schedule to be completed during 2<sup>nd</sup> Quarter.
- ◆ Develop and install “Welcome to” Signage for the Village

### *Stormwater Utility*

- ◆ Establish Canal Maintenance program
- ◆ Establish Stormwater System Maintenance Program
- ◆ Implement a Street Sweeping Program
- ◆ Continue to inventory and prioritize "requests for action" from citizens related to settlement on or around storm water structures.

### *Transit/ Circulator*

- ◆ Reconfigure Transit System during the 1<sup>st</sup> Quarter.
- ◆ Install Bus Benches / Shelters as required to correspond with the reconfigured transit system.
- ◆ Install Bus Stop Signage as required to coincide with the reconfigured transit system.

### *Right of Way Enhancements*

- ◆ Perform landscape maintenance and the mowing of medians, right-of-ways, swales and continue to plant trees as prioritized in the Street Tree Master Plan.
- ◆ Develop an on-going beautification maintenance plan, which includes weeding, watering, and spraying of flower and tree beds
- ◆ Provide safe clearance of unsightly debris for pedestrians and motorists on Village maintained right-of-ways with the assistance of Miami-Dade County.

**BUDGET**

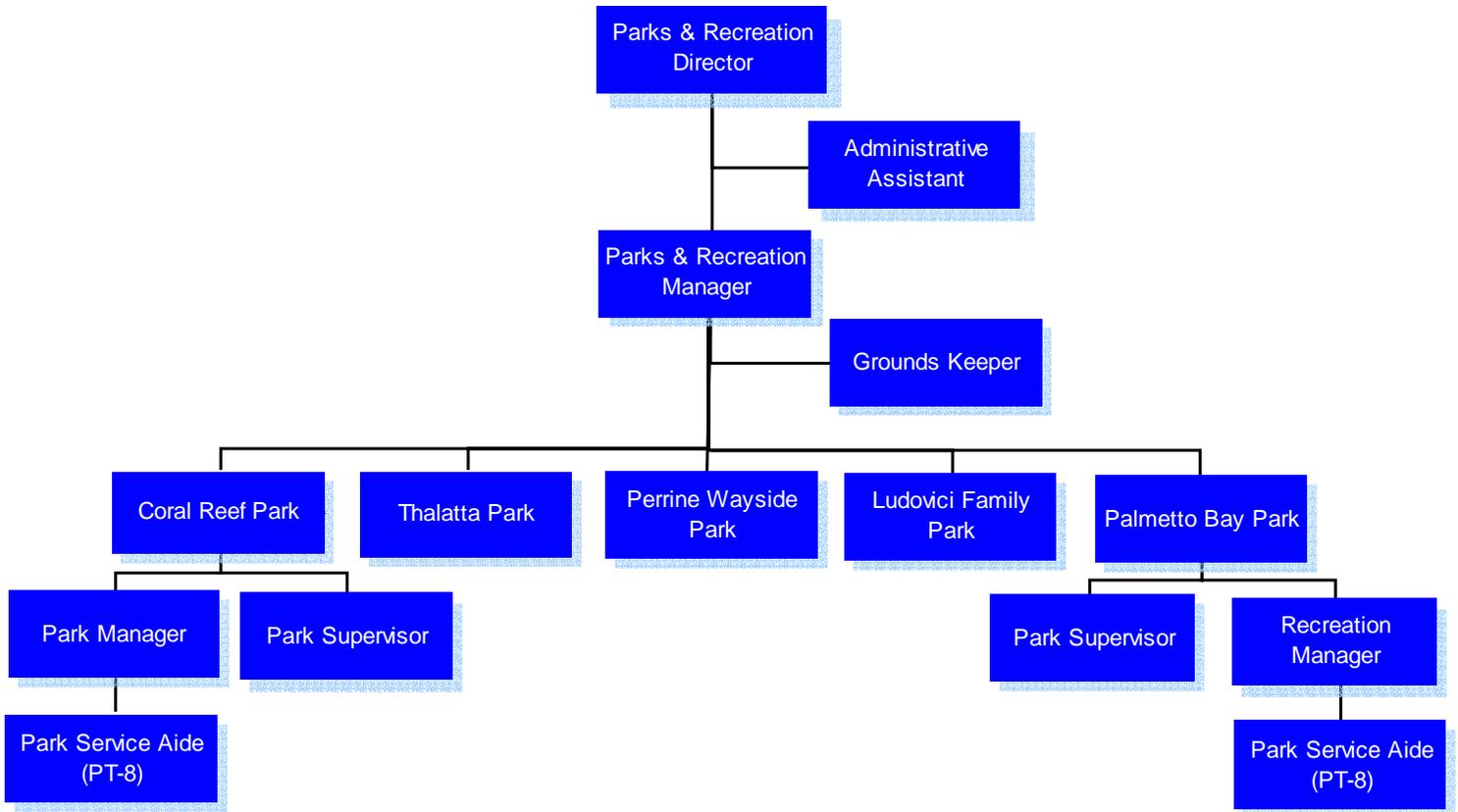
Description	Actual FY '05-'06	Original Adopted FY '06-'07	Estimated Final FY '06-'07	Adopted FY '07-'08
<b>PUBLIC WORKS</b>				
Salaries & Wages	\$ 220,105	\$ 253,816	\$ 231,379	\$ 234,328
Other Wages	7,533	8,650	6,028	8,062
Overtime	7,777	10,000	8,002	8,000
Overtime Special Events	-	-	202	1,500
Payroll Taxes	18,132	23,050	18,942	18,772
Retirement Contributions	26,215	33,897	27,488	29,319
Health & Life Insurance	36,735	60,390	43,232	68,595
Professional Services	9,190	15,000	10,074	15,000
NPDES Permit Fees	9,000	12,000	2,500	12,000
Travel & Per Diem	4,292	3,500	3,578	4,000
Expense Allowance	-	-	1,306	3,600
Repairs and Maintenance - Facilities	72	3,000	40	1,000
Repairs and Maintenance - Vehicle	10,741	15,000	3,339	8,500
Repairs and Maintenance - Equipment	451	2,000	269	2,500
Operating Supplies	12,154	20,000	23,788	25,000
Uniforms	2,225	4,000	2,166	2,000
Vehicle Operation	24,019	45,000	18,077	32,000
Education & Training	1,734	4,000	2,997	3,000
Books, Publications, Subscriptions & Memberships	900	1,000	683	750
Equipment and Furniture: non-capital outlay	6,062	5,000	5,000	3,000
Capital Outlay - Furniture & Equipment	-	7,500	7,500	5,000
Reserve for Contingencies	-	15,000	15,000	7,500
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 397,337</b>	<b>\$ 541,803</b>	<b>\$ 431,590</b>	<b>\$ 493,426</b>

**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.

ORGANIZATION CHART



*Note: The Grounds Keeper position is responsible for the upkeep of all Village park facilities*

### FUNCTION

The Department of Parks and Recreation 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. Parks and Recreation 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. Grant-writing and grant administration of park grants are also a function of the Parks and Recreation Department.

### GOALS

- ◆ Network with counties and other municipalities to stay abreast of latest developments in the parks and recreation industry and seek necessary certifications in the area
- ◆ Take lead role with all Village-wide special events
- ◆ Implement uniform user fee policies
- ◆ Explore new possibilities that will enhance revenue collections for the parks system
- ◆ Work with local schools and organizations to coordinate activities that are beneficial to our local youths
- ◆ Increase participation in park and sports events
- ◆ Provide quality parks programming
- ◆ Actively seek funding opportunities and secure funds for the development of parks and recreation programs and facilities
- ◆ Ensure safety of park patrons

### OBJECTIVES

- ◆ Prepare the Parks and Recreation Superintendent for National Certification through participation at state and national conferences, training and educational workshops by year's end
- ◆ Expose all full-time staff to training and educational opportunities
- ◆ Work with the special events committee to organize and enhance the Village picnic

## *Department of Parks and Recreation*

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- ◆ Plan and organize ribbon-cutting events for Palmetto Bay Park and Perrine Wayside Park before the end of the calendar year
- ◆ Create and implement a simple contractual park rental and field usage document for leagues, schools, organizations, and private groups.
- ◆ Prepare RFP for concessions at Palmetto Bay Park to implement year-round concessions and generate revenue
- ◆ Explore possibility of future concessions at Coral Reef Park and Ludovici Family Park
- ◆ Increase bottom line revenue for summer camp by 15%
- ◆ Increase pavilion rentals revenues by 20%
- ◆ Implement pavilion rentals at Palmetto Bay Park by March 2008
- ◆ Reduce expenses for the Village picnic by 20%
- ◆ Work to get the necessary zoning and ADA requirements to operate Thalatta Park and generate revenue
- ◆ Research the possibility of a volunteer program at our parks
- ◆ Host a minimum of 2 softball tournaments at Palmetto Bay Park
- ◆ Implement program for batting cage usage at Palmetto Bay Park by March 2008
- ◆ Run a minimum of 2 girls' softball leagues at Palmetto Bay Park
- ◆ Have a minimum of 3 events where local schools are involved
- ◆ Reach out to a minimum of 3 community groups for involvement in events (tree planting, special events, tournaments, exhibitions, etc...)
- ◆ Increase summer camp registration at Coral Reef Park by 10%
- ◆ Collaborate with local businesses and seek scholarships for our parks programs
- ◆ Improve the Village webpage to better market the parks program
- ◆ Seek and attain a minimum of 2 funding sources for events and park programs
- ◆ Implement a maintenance program at Perrine Wayside Park (dog park) and Palmetto Bay Park to ensure safety and cleanliness are adhered to

# Department of Parks and Recreation

## BUDGET

Description	Actual FY '05-'06	Original Adopted FY '06-'07	Estimated Final FY '06-'07	Adopted FY '07-'08
<b>PARKS &amp; RECREATION</b>				
Salaries & Wages	\$ 187,991	\$ 284,082	\$ 258,041	\$ 410,885
Other Wages	14,130	8,765	9,468	12,094
Part-Time Salaries & Wages	190,958	276,904	263,184	250,000
Summer Camp Payroll	-	-	48,027	-
Overtime	-	2,500	78	-
Payroll Taxes	30,525	46,696	42,631	50,532
Retirement Contributions	21,470	35,142	29,114	48,106
Health & Life Insurance	18,647	57,390	36,602	109,312
Professional Services - Master Plan	-	-	-	-
Professional Services - Supplemental Studies	14,394	25,000	23,726	5,000
Travel & Per Diem	6,254	2,200	6,645	3,000
Expense Reimbursement Allowance	3,600	3,600	3,600	3,600
Park Maintenance - Coral Reef Park:				
Utilities	28,483	37,500	29,990	37,500
Grounds Maintenance	78,253	109,200	82,867	50,000
Pineland Management	-	15,101	15,101	15,101
Repair and Maintenance	-	-	-	12,000
Park Operating	-	-	-	24,000
Improvements (non-capital expenditures)	1,765	10,000	6,290	2,500
Capital Improvements	-	-	9,300	2,500
Park Maintenance - Palmetto Bay Park:				
Utilities	11,935	9,000	5,444	60,000
Grounds Maintenance	41,199	14,000	20,040	45,000
Park Operating	-	-	-	30,000
Repair & mMaintenance	-	-	-	12,000
Improvements (non-capital expenditures)	2,815	-	-	2,500
Improvements (capital expenditures)	-	87,500	8,480	2,500
Park Maintenance - Thalatta				
Utilities	7,909	11,400	7,724	8,000
Grounds & Pool Maintenance	12,180	18,700	9,013	7,355
Repair & Maintenance	-	-	-	2,000
Park Operating	-	-	-	2,000
Improvements (non-capital expenditures)	673	-	-	1,500
Improvements (capital expenditures)	13,390	19,000	367	1,500
Park Maintenance - Perrine Wayside Park				
Grounds Maintenance	7,848	4,174	3,300	8,000
Utilities	-	-	-	12,000
Repair & Maintenance	-	-	-	2,000
Park Operating	-	-	-	2,000
Improvements (non-capital expenditures)	-	-	-	2,500
Improvements (capital expenditures)	-	21,600	-	2,500

# Department of Parks and Recreation

## BUDGET (CONTINUED)

Description	Actual FY '05-'06	Original Adopted FY '06-'07	Estimated Final FY '06-'07	Adopted FY '07-'08
<b>PARKS &amp; RECREATION</b>				
Park Maintenance - Ludovici				
Grounds Maintenance	3,429	630	2,430	-
Improvements (capital expenditures)	-	4,208	-	-
Repair and Maintenance - Other	44,250	20,000	15,162	-
Park Maintenance - Publix Park	-	-	-	-
Improvements (non-capital expenditures)	1,758	5,000	2,533	-
Operating Supplies	36,643	20,000	30,689	-
Uniforms	7,026	8,000	3,429	7,000
Summer Camp Supplies	-	-	22,228	-
Education & Training	2,610	5,000	2,519	3,000
Books, Publications, Subscriptions & Memberships	1,245	1,130	1,253	1,200
Furniture & Equipment - Non Capital	1,228	1,000	-	-
Capital Outlay - Park Improvements	7,121	-	-	-
Capital Outlay - Furniture & Equipment	8,804	5,000	1,019	-
Capital Outlay - Vehicles & Machinery	8,230	3,000	-	-
Reserve for Contingencies	-	15,000	15,000	10,000
Special Events	60,334	75,000	75,000	-
<b>TOTAL PARKS &amp; RECREATION</b>	<b>\$ 877,097</b>	<b>\$ 1,262,422</b>	<b>\$ 1,090,294</b>	<b>\$ 1,260,685</b>

## BUDGET DETAILS

**Salaries:** Salaries and related expenditures have been increased to reflect the need for new positions required to operate an expanded parks system upon the completion of Palmetto Bay Park and Perrine Wayside Park. Two part-time Park Service Aides positions have been eliminated.

**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.

# 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 current budget does not reflect a budgetary amount for the payment of mitigation in accordance with legislation passed by the State during the last legislative session.

## 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.

## BUDGET

Description	Actual FY '05-'06	Original Adopted FY '06-'07	Estimated Final FY '06-'07	Adopted FY '07-'08
<b>MITIGATION/QNIP OBLIGATIONS TO MIAMI-DADE COUNTY</b>				
Quality Neighborhood Improvement Program (QNIP) - Co	\$ 189,897	\$ 190,100	\$ 190,072	\$ 145,000
Mitigation Payment to County	1,551,654	1,634,069	1,627,685	-
<b>TOTAL LONG TERM OBLIGATIONS TO COUNTY</b>	<b>\$ 1,741,551</b>	<b>\$ 1,824,169</b>	<b>\$ 1,817,757</b>	<b>\$ 145,000</b>

# Special Revenue Fund

## FUND DESCRIPTION

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

### REVENUES AND OTHER RESOURCES

Description	Actual FY '05-'06	Original Adopted FY '06-'07	Estimated Final FY '06-'07	Adopted FY '07-'08
<b>REVENUE &amp; OTHER RESOURCES</b>				
<b>PUBLIC WORKS</b>				
Half Cent Transportation Tax - Transportation				\$ -
Revenue Receipts	\$ 626,432	\$ 621,935	\$ 621,935	674,861
Prior Year Carryover	728,766	815,099	1,123,824	311,438
Total CITT Transportation	1,355,198	1,437,034	1,745,759	986,299
Half Cent Transportation Tax - Transit				
Revenue Receipts	156,608	155,484	155,484	168,715
Prior Year Carryover	329,519	241,201	333,466	233,412
Total CITT Transit	486,127	396,685	488,950	402,127
New Local Option Gas Tax				
Revenue Receipts	180,044	187,108	137,728	174,423
Prior Year Carryover	224,733	24,950	4,742	488
Total NLOGT	404,777	212,058	142,470	174,911
8 Cent Fuel Tax				
Transfer from General Fund	415,053	195,536	228,137	-
Prior Year Carryover	-	290,053	365,063	260,661
Total 8 Cent Gas Tax	415,053	485,589	593,200	260,661
Local Option Gas Tax				
Transfer from General Fund	-	180,436	160,738	-
Prior Year Carryover	-	-	-	60,738
Total LOGT	-	180,436	160,738	60,738
Stormwater Fee				
Revenue Receipts	-	300,000	300,000	450,000
Prior Year Carryover	-	-	-	-
Total Stormwater Fee	-	300,000	300,000	450,000
Signage Loan				
Revenue Receipts	-	-	-	2,490,000
Total Signage Loan	-	-	-	2,490,000
SFWMD 2003 - Stormwater Master Plan	122,354	-	32,684	-
SFWMD 2004 - 164 Drainage	338,205	-	20,000	-
FDEP 2005 - 164 Drainage	336,646	-	21,559	-
SFWMD 2006 - 148 Drainage	-	250,000	375,000	-
FDEP 2008 - Various	-	-	-	500,000
Prior Year Carryover	-	-	1,559	-
	<b>3,458,360</b>	<b>3,261,802</b>	<b>3,881,919</b>	<b>5,324,736</b>

*Special Revenue Fund*

REVENUES AND OTHER RESOURCES (CONTINUED)

Description	Actual FY '05-'06	Original Adopted FY '06-'07	Estimated Final FY '06-'07	Adopted FY '07-'08
<b>REVENUE &amp; OTHER RESOURCES</b>				
<b>POLICE FUND</b>				
Forfeitures		-	-	
Prior Year Carryover	15,500	9,053	9,053	8,903
	<u>15,500</u>	<u>9,053</u>	<u>9,053</u>	<u>8,903</u>
Impact Fees	-	-	23,020	-
Prior Year Carryover	-	-	-	1,090
	<u>-</u>	<u>-</u>	<u>23,020</u>	<u>1,090</u>
Alarm Registration	-	-	-	80,000
Prior Year Carryover	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>80,000</u>
	<b>15,500</b>	<b>9,053</b>	<b>32,073</b>	<b>89,993</b>
<b>PARKS AND RECREATION</b>				
- TSNP Perrine	3,057	742,500	86,345	653,098
- TSNP Perrine Boundless Playground	-	250,000	-	250,000
- FRDAP Palmetto Bay Park Improvements 2006-2007	-	200,000	-	200,000
- FRDAP Perrine Park Acquisition	200,000	-	-	-
Total Palmetto Bay Park	<u>203,057</u>	<u>1,192,500</u>	<u>86,345</u>	<u>1,103,098</u>
- TSNP Bayside	-	132,860	-	132,860
- FRDAP Bayside	-	-	-	-
- Fla Dept of State - State Library	-	500,000	-	500,000
- Ludovici Donation	-	-	-	300,000
- Recreational Trails - Bayside	-	92,635	-	92,635
Bond Proceeds for Library Project	81,033	1,433,241	268,150	1,084,058
Total Ludovici Park	<u>81,033</u>	<u>2,158,736</u>	<u>268,150</u>	<u>2,109,553</u>
- Land & Water Conservation Fund - C-100 Acquisition		-	200,000	-
- SFWMD - C100 Acquisition		-	500,000	-
- Florida Communities Trust		-	2,719,150	-
- Fla Div of Historic Preservation		50,000	35,966	-
Total Bayfront (Haas) Park	<u>-</u>	<u>50,000</u>	<u>3,455,116</u>	<u>-</u>
- FRDAP Coral Reef Park Improvements	62,244	-	14,734	200,000

*Special Revenue Fund*

REVENUES AND OTHER RESOURCES (CONTINUED)

Description	Actual FY '05-'06	Original Adopted FY '06-'07	Estimated Final FY '06-'07	Adopted FY '07-'08
<b>REVENUE &amp; OTHER RESOURCES</b>				
Miami-Dade County GOB				
- Ludovici Park		40,443	-	40,443
- Coral Reef Park	62,244	-	14,734	-
- Palmetto Bay Park	859,876	1,830,757	727,178	1,163,946
- Perrine Wayside		34,557	-	34,557
Total Miami-Dade County GOB	922,120	1,905,757	741,912	1,238,946
Suntrust Loan				
- Palmetto Bay Park	-	3,282,161	819,306	2,371,655
- Perrine Wayside Park	-	427,158	55,988	371,286
- Ludovici Park	-	1,275,675	49,075	1,366,794
- Coral Reef Park	-	700,000	18,000	682,000
- Contingency (To be allocated)	-	311,006	-	170,522
Total Suntrust Loan	-	5,996,000	942,369	4,962,257
Park Impact Fees				
Revenue Receipts	13,764		14,407	-
Transfer from General Fund	246,075			
Prior Year Carryover	20,516	287,107	240,881	168,174
Total Park Impact Fees	280,355	287,107	255,288	168,174
Summer Program	-	-	-	144,000
	<b>1,548,809</b>	<b>11,590,100</b>	<b>5,763,914</b>	<b>9,926,028</b>
<b>GENERAL</b>				
Interest Income	83,395	40,000	175,000	50,000
Miscellaneous Income	393,801	-	75	-
Prior Year Carryover	1,263,182	2,707,645	2,390,170	1,360,706
Transfer In - General Fund - Village Hall	-	-	-	473,751
Transfer In - General Fund - Capital Projects	1,065,263	1,042,000	1,042,000	590,000
	<b>2,805,641</b>	<b>3,789,645</b>	<b>3,607,245</b>	<b>2,474,457</b>
<b>TOTAL RESOURCES AVAILABLE</b>	<b>7,828,310</b>	<b>18,650,600</b>	<b>13,285,151</b>	<b>17,815,214</b>

# Special Revenue Fund

## EXPENDITURES

Description	Actual FY '05-'06	Original Adopted FY '06-'07	Estimated Final FY '06-'07	Adopted FY '07-'08
<b>EXPENDITURES</b>				
<b>PUBLIC WORKS</b>				
Half Cent Transportation Tax - Transportation				
Professional Services				
Drainage Maintenance	60,918	75,000	60,000	25,000
Planning and Engineering	81,690	75,000	119,875	-
Right of Way and Swale Maintenance	5,090	20,000	20,000	-
Roadway Maintenance	180	25,000	20,000	-
Roadway Equipment	82,002	-	-	-
Signage Program	1,494	200,000	250,846	-
Roadway Paving	-	400,000	185,000	-
Drainage Improvements	-	-	223,600	-
Neighborhood Traffic Calming	-	550,000	555,000	560,000
Road and Traffic Improvements	-	-	-	131,848
Debt Service	-	-	-	269,451
Total CITT Transportation	231,374	1,345,000	1,434,321	986,299
Half Cent Transportation Tax - Transit				
Planning and Engineering	28,378	75,000	4,500	-
ADA Review of Sidewalks	-	10,000	-	-
Capital Equipment	-	65,000	63,102	-
Transit Improvements	-	35,000	-	-
Transit Operation	124,283	190,484	187,936	402,127
Total CITT Transit	152,661	375,484	255,538	402,127
New Local Option Gas Tax				
Planning and Engineering	33,892	-	-	-
Road Maintenance	-	-	-	-
Intersection Calming	-	50,000	18,982	-
Traffic Calming	-	50,000	48,000	-
Sidewalks	-	75,000	75,000	30,000
Road and Traffic Improvements	366,143	-	-	144,911
Bikepaths	-	20,000	-	-
Total NLOGT	400,035	195,000	141,982	174,911
8 Cent Fuel Tax				
Roadway Equipment	-	65,000	38,394	-
Drainage	-	-	18,145	50,000
Traffic Calming	-	-	15,000	-
Road and Traffic Improvements	-	-	-	135,661
Right of Way and Swale Enhancements	49,990	300,000	261,000	75,000
Total 8 Cent Gas Tax	49,990	365,000	332,539	260,661

*Special Revenue Fund*

**EXPENDITURES (CONTINUED)**

Description	Actual FY '05-'06	Original Adopted FY '06-'07	Estimated Final FY '06-'07	Adopted FY '07-'08
<b>EXPENDITURES</b>				
<b>PUBLIC WORKS</b>				
Local Option Gas Tax				
QNIP	-	100,000	100,000	60,738
Total LOGT	-	100,000	100,000	60,738
Stormwater Utilitiy				
Stormwater Improvements	-	300,000	300,000	450,000
Total Stormwater Utility	-	300,000	300,000	450,000
Signage Loan				
Signage Program	-	-	-	2,490,000
Toatl Signage Loan	-	-	-	2,490,000
SFWMD - Stormwater Masterplan	122,354		32,684	-
SFWMD - 164 Drainage Improvements	336,646		21,559	-
Florida DEP 2005 - 164 Drainage	336,646		21,559	-
Florida DEP 2006 - 148 Drainage	-	250,000	375,000	-
FDEP 2008 - Various Drainage	-	-	-	500,000
	<b>1,629,706</b>	<b>2,930,484</b>	<b>3,015,182</b>	<b>5,324,736</b>
<b>POLICE</b>				
Forfiture Funds	6,447	9,053	150	8,903
Alarm Registration	-	-	-	80,000
Police Impact Fees	-	-	21,930	1,090
	<b>6,447</b>	<b>9,053</b>	<b>22,080</b>	<b>89,993</b>
<b>PARKS AND RECREATION</b>				
Palmetto Bay Park - Land Acquisition & Improvements		-		-
SNP - Perrine Park Ball Fields	3,057	742,500	86,345	653,098
SNP - Boundless Playground	-	250,000	-	250,000
FRDAP - Acquisition	200,000	-	-	-
County's General Obligation Bond	859,876	1,830,757	727,178	1,163,946
Suntrust Loan	-	3,282,161	819,306	2,371,655
FRDAP 2006-2007	-	200,000	-	200,000
Total Palmetto Bay Park	1,062,933	6,305,418	1,632,829	4,638,699

*Special Revenue Fund*

**EXPENDITURES (CONTINUED)**

Description	Actual FY '05-'06	Original Adopted FY '06-'07	Estimated Final FY '06-'07	Adopted FY '07-'08
<b>EXPENDITURES</b>				
<b>PARKS AND RECREATION</b>				
Thalatta Acquisition & Improvements				
Florida Communities Trust			2,719,150	-
Land & Water Conservation Fund			200,000	-
SFWMD			500,000	-
Fla. Div. of Historic Preservation		50,000	35,966	-
Total Bayfront (Haas) Park	-	50,000	3,455,116	-
Ludovici Park Development				
SNP - Bayside		132,860	-	132,860
FRDAP - Bayside		-	-	-
Recreational Trails - Bayside	-	92,635	-	92,635
Ludovici Donation	-	-	-	300,000
Library Bond	81,033	1,433,241	268,150	1,084,058
Fla Dept Of State - State Library		500,000	-	500,000
County's General Obligation Bond		40,443	-	40,443
Suntrust Loan		1,275,675	49,075	1,366,794
Total Bayside (Celestia) Park	81,033	3,474,854	317,225	3,516,790
Coral Reef Park Improvements				
FRDAP - Park Improvements	62,244		14,734	-
County's General Obligation Bond	62,244		14,734	-
Suntrust Loan		700,000	18,000	682,000
FRDAP - 07-08 Park Improvements	-	-	-	200,000
Total Coral Reef Park	124,488	700,000	47,468	882,000
Perrine Wayside Park - Park Improvements				
County's General Obligation Bond		34,557	-	34,557
Suntrust Loan		427,158	55,988	371,286
Total Perrine Wayside Park		461,715	55,988	405,843
Park Impact Fees				
Unallocated Funds	-	-	-	67,911
Thalatta Park	-	-	-	-
Coral Reef Park	16,250	-	7,500	-
Ludovici Park	13,724	-	-	20,000
Palmetto Bay Park	9,500	70,763	79,614	80,263
	39,474	70,763	87,114	168,174

*Special Revenue Fund*

**EXPENDITURES (CONTINUED)**

Description	Actual FY '05-'06	Original Adopted FY '06-'07	Estimated Final FY '06-'07	Adopted FY '07-'08
<b>EXPENDITURES</b>				
<b>PARKS AND RECREATION</b>				
Suntrust Loan Contingency (to be allocated)		311,006		170,522
Summer Program	-	-	-	97,314
Transfer to General fund	-	-	-	46,686
	-	-	-	144,000
	<b>1,307,928</b>	<b>11,373,756</b>	<b>5,595,740</b>	<b>9,926,028</b>
<b>GENERAL</b>				
Palmetto bay park		2,143,243	1,963,171	-
Coral Reef Park		-	-	-
Thalatta	-	21,150	-	-
Ludovici	-	-	-	-
Perrine Wayside		188,285	188,285	-
Professional Services - Thalatta Master Plan	24,202	-	35,614	-
Professional Services - Construction Management		50,000	-	-
Park Improvements	175,226	13,238	2,323	-
Public Works	216,033	-	18,171	-
Savings Reinvestment Program (SAVE)				-
Police	-	62,000	28,583	10,000
Parks	-	50,000	10,392	70,000
Planning, Zoning & Building	-	-	-	80,000
General Government	-	30,000	-	430,000
Financial Institution Fees	10	-	-	-
Village Hall		1,000,000	-	1,473,751
Special Reserve*		231,729	-	410,706
	<b>415,471</b>	<b>3,789,645</b>	<b>2,246,539</b>	<b>2,474,457</b>
<b>TOTAL EXPENDITURES</b>	<b>3,359,552</b>	<b>18,102,938</b>	<b>10,879,541</b>	<b>17,815,214</b>

**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

## *Special Revenue Fund*

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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.

**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*

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

## *Glossary*

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**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.

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

## *Glossary*

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**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.

**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.

## *Glossary*

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**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 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.

## *Glossary*

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**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.

**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.

## *Glossary*

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**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.

**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.

## *Glossary*

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**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 \$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.

## *Glossary*

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**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.

**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

## *Glossary*

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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.

**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

## *Glossary*

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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 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.