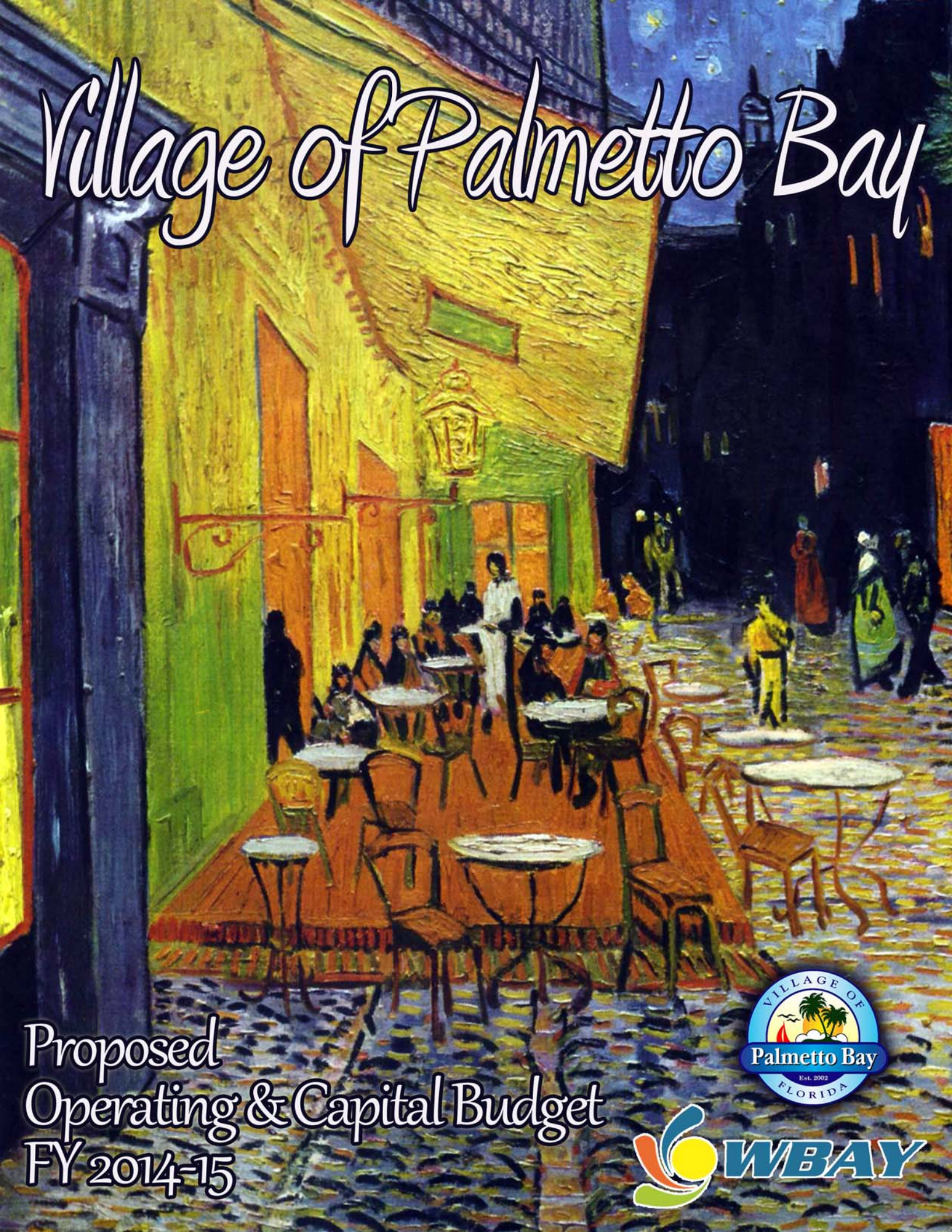
Village of Palmetto Bay



Proposed Operating & Capital Budget FY 2014-15

Distinguished Budget Presentation Award

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Village of Palmetto Bay, Florida for its annual budget for the fiscal year beginning October 1, 2013. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

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

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

Village of Palmetto Bay

Florida

For the Fiscal Year Beginning

October 1, 2013

Executive Director

GUIDE FOR READERS

The FY 2014-15 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 and each department, including a three year analysis of staffing levels.

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.

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

Shelley Stanczyk
Mayor

John DuBois
Vice Mayor

Patrick Fiore
Council, District 1

Tim Schaffer
Council, District 2

Joan Lindsay
Council, District 3

VILLAGE MANAGER

Ron E. Williams

VILLAGE ATTORNEY

Dexter Lehtinen, Esq.
Lehtinen, Schultz, Riedi, Catalano, Fuente, PLLC

VILLAGE CLERK

Meighan J. Alexander, CMC

ADMINISTRATIVE STAFF

Desmond Chin, Finance Director
Fanny Carmona, Parks and Recreation Director
Chanelle Costa, Executive Assistant to the Village Manager
Major Greg Truitt, Village Police Commander
Darby Delsalle, Planning & Zoning Director
Edward Silva, Building & Capital Projects Director
Corrice Patterson, Public Works Director
Olga Cadaval, Human Resources Director
Bill Kress, Communications Manager/PIO

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The Village of Palmetto Bay

The Village of Parks

"Productivity through Efficiency"

July 30, 2014

The Honorable Shelley Stanczyk, Mayor
The Honorable John DuBois, Vice Mayor
The Honorable Patrick Fiore, Council Member
The Honorable Tim Schaffer, Council Member
The Honorable Joan Lindsay, Council Member
The Residents of Palmetto Bay

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

In accordance with the provisions of the Village Charter, I am pleased to submit the Fiscal Year (FY) 2014-15 Proposed Budget for your review and consideration.

During the previous fiscal year, the Village of Palmetto Bay continued to focus on new programming, beautifying the community through roadway paving and sidewalk improvement programs, upgrading drainage systems. In addition, our Village parks saw various improvements that serve to make our beautiful green spaces and recreational areas more attractive and useful. The Village has also proudly maintained its annual "Tree City USA" designation in recognition of our commitment to tree planting and landscaping; and, again received the "Playful City USA" designation, making playful and active lifestyles a priority for our community.

This current fiscal year also served as a milestone year for the Village, having hosted several new community events, including our amazingly successful first-ever Independence Day Celebration in the Downtown Redevelopment District. Over 5,000 residents gathered at the Palmetto Bay Municipal Center to celebrate the Fourth of July with food, music, rides, and a giant fireworks display finale. This "Downtown Experience" was yet another in a series of popular and extremely well-attended events to take place this year. Guests enjoyed samples of cuisine from local area restaurants and other establishments, many of which may someday consider relocating to Downtown Palmetto Bay.

The primary focus for the Village during FY 2013-14 has been to identify strategies and take the necessary initial steps to officially begin redevelopment of the Village's Downtown Redevelopment District. This milestone initiative is geared toward creating a sense of identity, instilling a sense of community, expanding services for residents, and serving as an economic engine for Palmetto Bay

by diversifying the Village's tax base. This forward-thinking effort to create a livable, walkable Downtown Palmetto Bay in the Village's southwest corner along US-1, has gained significant momentum. With this vision in mind, Village staff began community outreach efforts to gain resident feedback, and to address community questions and concerns related to the Downtown District. One outreach effort involved resident participation in a survey to capture what residents would envision in an ideal downtown district and whether residents believe a downtown would be a favorable asset for our community. The survey revealed that 85% of the respondents are in support of a Downtown Redevelopment District. In addition, dozens of respondents requested additional outreach meetings to gain more information and to air their concerns. For FY 2014-15, the main focus will continue to be supporting and implementing recommendations of the Village Manager's Downtown Redevelopment Task Force (DRTF). The Task Force will continue to meet regularly through 2015 to focus on transforming the existing business district into a prominent and attractive downtown district. The DRTF will also continue their efforts at establishing the foundation of a community hub that will provide expanded services, retail, and entertainment venues for Palmetto Bay residents – with an eye on enhancing the Village's overall financial viability today and well into the future.

The proposed budget has been prepared in consideration of these goals, as we continue to build for our future.

***

Fiscal Year 2014-15
Financial Overview

Clearly, we are moving toward a global economy. Driven by great strides in technology, communication, and transportation, worldwide interdependence is the new paradigm. What happens halfway around the globe, happens right here in the United States, and in our state and local economies. Nowhere is this more evident than in Florida – especially South Florida. Here we enjoy a much closer relationship with the global economy than most areas of the country, due to the strength of our tourism industry and our strong historical ties to South and Central American. Interest and investment in South Florida is experiencing a boom, and it is having a direct and positive impact on our economy.

Allianz, an international insurance and asset management company, forecasts an improving global economy, both in industrialized and emerging markets, for an average GDP growth of 3% in 2014 and 2015, and the Congressional Budget Office opened the year with a 2014 forecast of a 3.1% GDP. Not all reports are as sunny, however. Because of the impact of the harsh winter on the U.S. economy overall, financial-services leader Wells Fargo revised its 2014 annualized GDP to 1.4% and forecasts GDP for 2015 at 2.9%. While they do not expect such a sharp recovery nationally, Wells Fargo forecasts a strong economy in the Sunshine State, with GDP growth of 3.7% and 3.8% in Florida for 2014 and 2015 respectively. Wells Fargo noted:

> "Florida's economy is now less dependent on the continued inflow of new residents and tourists and more driven by internal forces, including a reinvigorated defense and aerospace sector, a rapidly emerging life sciences/healthcare industry, and a

> diverse mix of professional services, including an increasing array of higher-value-added R&D facilities and corporate and regional headquarters."
>
> "Florida's economy is also more deeply integrated into the global economy and poised to benefit from the growth in international trade anticipated from the Panama Canal expansion. Of course, Florida's traditional mainstays – tourism, retirees and continued inflow of new residents – remain important drivers of the State's economic performance. All three improved significantly this past year and are poised for even stronger gains in the coming years."

Miami, once the epi-center of the national housing bust, is now seeing a real estate boom in high-priced real estate, and more recently established a new Florida record with a real estate sale of a 1.25-acre lot that sold for $125 million. Single-family construction, however, remains depressed, as a backlog of foreclosures continues to weigh on the market. But Miami-area unemployment continues to fall, from 8.6% a year ago to 7.6% today. For 2014, Florida and Miami-Dade County have been adding new jobs at a faster rate each month than the national average. The strongest employment gains have been in financial services, professional and business services, education, and healthcare.

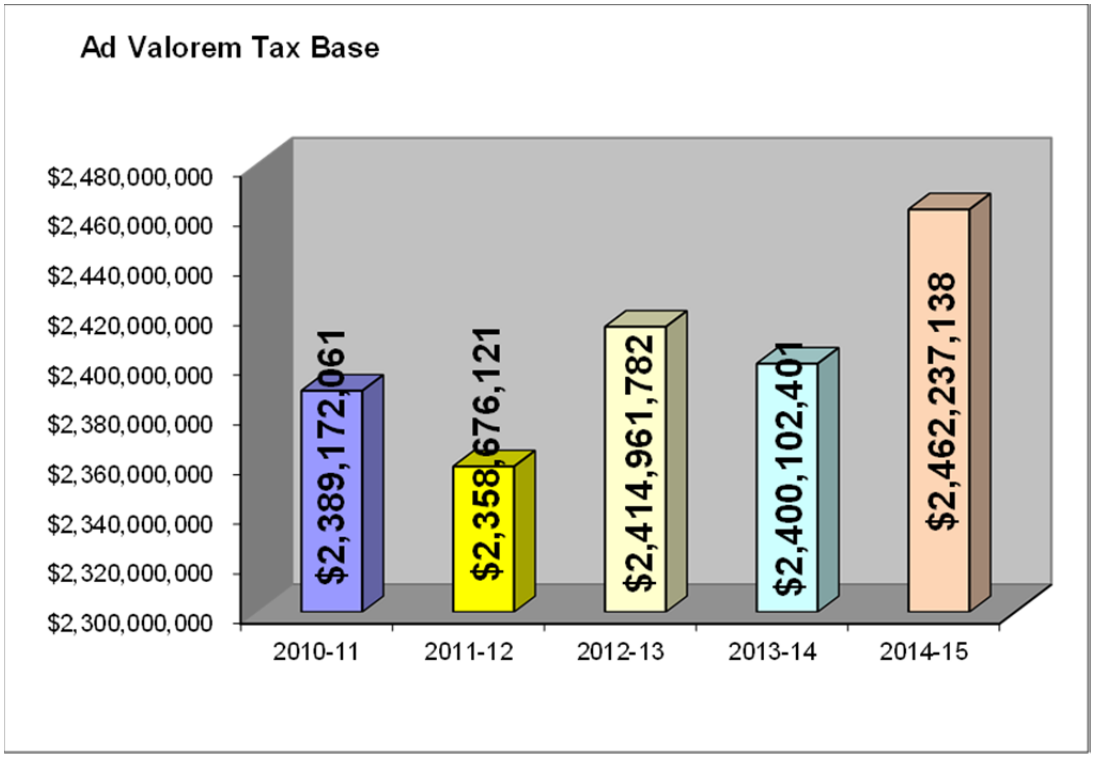
Palmetto Bay is seeing its own economic recovery. Recently, 70 acres of mostly undeveloped land was sold to a developer for a residential community. In addition, BUPA, a global insurance company, selected Palmetto Bay for its new Latin American headquarters, creating 400 jobs initially, with plans to grow to 1,000 employees. The Palmetto Bay Downtown Redevelopment District is progressing, with Phase-1 studies nearing completion, supporting zoning- and land-use revisions and redevelopment of Franjo Road as a Main Street. Interest and inquiries in this exciting initiative continue to be strong, and the Village expects initial property development to begin in the Downtown District shortly after those revisions are finalized.

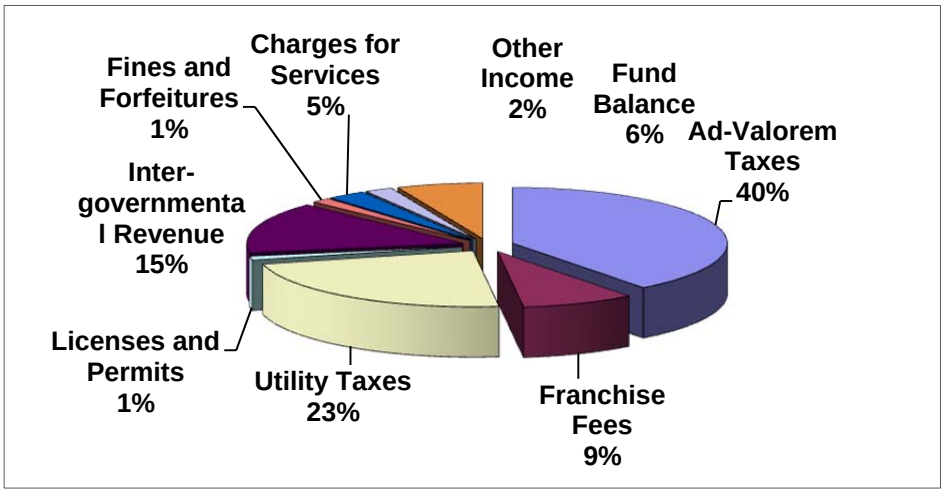
The Village of Palmetto Bay's main revenue source is Ad-Valorem taxes, which had an increase of 2.59% for FY 2014-15, compared to the county-wide increase of 6.80%. The other major revenue categories are Utility Taxes, Intergovernmental Revenues, and Franchise Fees. Utility Taxes showed a slight decrease of 2.19%, Intergovernmental Revenues and Franchise Fees had modest increases of 6.77% and 11.36% respectively. In FY 2014-2015, the total revenues are proposed to be $13,539,532, plus an allocation from unassigned fund balance of $840,000 for total resources of $14,379,532. Preliminary results of a downtown market study estimate 170 new households could be added each year for the next 10 years resulting in about $100,000 new ad-valorem tax dollars each year for the next 10 years.

The demographics of Palmetto Bay have helped the Village fare much better than the county-wide average. The Village has 8,701 properties of which 7,985 (or 92%) are residential and 716 (or 8%) are commercial and other properties. Of the 7,985 residential properties 6,279 (79%) are primary residences and 1,706 (21%) are rentals or second homes. As of 2012, the US Census Bureau reports the average household income for the Village was $126,856 as compared to the county's $63,957. The Village of Palmetto Bay's manner of governance is to use a hybrid of employees and outside contractors in order to maintain high service levels at a low cost. The Village's conservative management approach has allowed Palmetto Bay to maintain an AA rating with a stable outlook

from Fitch Ratings and an upgrade from AA- to AA by Standard and Poor's in their most recent reviews.

The Village of Palmetto Bay's financial flexibility has allowed the municipality to maintain one of the lowest millage rates in the county, the sixth lowest in FY 2013-2014. For FY 2014-2015, the Village is proposing to maintain the current millage rate of 2.4470 and maintain the levels of services from FY 2013-14. As previously noted, total assessed property values for FY 2014-2015 increased by 2.59% from $2,400,102,401 to $2,462,237,138. For the average residential-property owner, values increased from $236,599 to $245,861, which represents a $22.66 increase per property in property taxes to the Village. For the homesteaded, or Save Our Homes property owner (which allows assessments to increase by 3% or CPI), values increased from $237,916 to $244,255. This represents a $15.51 increase per folio in property taxes to the Village for each homesteaded property.



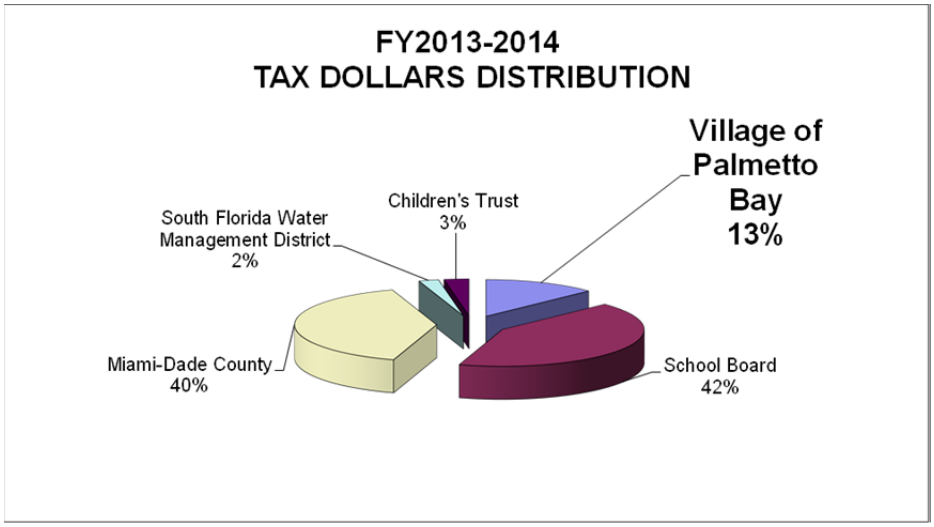


At the end of FY 2012-2013, the external auditors, Cherry Bekaert, gave the Village an unqualified opinion with no management comments.

Fiscal Year 2014-15 Budget
Establishing the Tax Rate

It is recommended that the Village of Palmetto Bay adopt a tax rate of 2.447 mills. A mill is equivalent to $1 for every $1000 in assessed taxable property value. At this rate, the Village could receive $6,025,094 in Ad-Valorem taxes, which is $152,043 more than the prior year.

The amount of a homeowner's property tax received by Palmetto Bay in FY 2013-2014 is approximately 13 percent of the total tax bill. The remainder of the tax is distributed to Miami-Dade County Government, Miami-Dade County School Board, South Florida Water Management District, and the Children's Trust.



Public Safety

The Palmetto Bay Police Unit continues to provide outstanding service as evidenced by reduced crime rates in most categories while maintaining excellent response for service calls. Fiscal Year 2013-14 was once again marked by outstanding levels of service and dedication. Highlights include:

- **Service** - The Policing Unit has one of the best response-time rates (calls for emergency and non-emergency service) of all Miami-Dade Police Department districts and contracted cities. The Unit will continue to strive to maintain leadership in this area.

- **Community Outreach** - Officers assigned to the Unit's Community Outreach program will continue to assist homeowners in establishing Citizen Crime Watch programs and residential- and commercial-security surveys. This program provides a necessary conduit between neighborhoods and the Police Department – a proven effort that further reduces crime.

- **Officer Friendly Program** - The Policing Unit will conduct Officer Friendly meetings with all elementary-aged students attending public schools in the Village. The curriculum will consist of Stranger Danger, Bicycle & Pedestrian Safety, Anti-Bullying, Gun Safety, and "Police Officers are Your Friend." Approximately 2,400 children are addressed in this program.

- **DARE -** The nationally recognized Drug Abuse Resistance Education program was introduced to all fifth-grade students attending our public schools. D.A.R.E. teaches kids how to recognize and resist the direct and subtle pressures that influence them to experiment with alcohol, tobacco, marijuana, and other drugs.

- **radKIDS -** The radKIDS® Personal Empowerment Safety Education Program is a 10-hour family-centered safety education program that teaches essential decision-making skills, as well as physical resistance options to escape violence. Children from 5-12 years of age participate in the program alongside their adult caregivers to create a true safety partnership.

- **Traffic Safety Initiatives** - The Village Policing Unit continued to address traffic issues with particular emphasis on speeding throughout Village limits. These activities will be conducted with regular zone officers augmented with Selective Traffic Enforcement Programs.

- **Equipment** - The Village Policing Unit anticipates the procurement of additional capital equipment this Fiscal Year. The funding for this equipment will come from State and Federal grants that have been received by the Village. Funding is available for basic maintenance or replacement of existing equipment.

The same level of service and commitment will be provided through FY 2014-2015. Successful initiatives implemented in past years will remain with a continued commitment to public safety.

As we forecast revenue streams and expenditures, staffing will continue to serve the needs of the residents of the Village. There are no anticipated increases or reductions in manpower or services during the next Fiscal Year.

Parks & Recreation

The Parks and Recreation Department continues to evaluate and improve upon the delivery of services and programs to enhance the enjoyment, health, and well-being of our residents:

Palmetto Bay Park – The state-of-the-art softball complex complimenting this beautiful 25-acre facility continues to be the mecca of South Dade for girls softball. This widely-known facility plays host to 20 travel teams, large youth sports organizations with dual seasons, serves as the home field for five local high schools, and supports numerous multi-day tournaments including the nationally acclaimed "Slam Fest." The many softball programs are complemented by a wide range of other recreational opportunities, including youth and adult basketball, flag-football, cheerleading, soccer, ballet, and physical-fitness classes. Service providers include the Miami Sports Club, MDI Sports, Palmetto Bay United Soccer Club, I-9 Sports, Tone-You-Up, and Ballet in the Park. Currently, a new program of community exercise classes, similar to those offered at Coral Reef Park in conjunction with Baptist Health, is being coordinated. Regarding the safety of patrons, the Thorguard Lightning Prediction System continues to efficiently forewarn park users of lightning danger by affording them ample time to seek shelter. Neighborhood residents also welcome this amenity, as it serves as an advisory to them, as well. Recent improvements completed or in process include replacement of selected surfaces for the boundless playground, installation of surface tiles in both the community building and quad restrooms, installation of a new pavilion within the playground, and construction of two new batting cages.

Thalatta Estate – Palmetto Bay's most charming park facility offers a unique setting for myriad special events and leisure activities. The property was initially acquired with funding via the State's Florida Communities Trust program; with subsequent grant funding from Miami-Dade County for construction of the covered terrace and paved walkways that are complimented with lush landscaping. All of this serves to create a quaint and picturesque trail to the shores of Biscayne Bay. Recent improvements include the refurbishing of the vintage main estate house, electrical upgrades, new pedestrian entry, and completion of the irrigation system. New and/or upcoming programs include a Kayak Adventure, Father's Day and Kid's Day Fishing Clinic, as well as a series of informational seminars conducted by a local Master Gardener. This facility continues to be a premier event venue in South Florida for the hosting of special and/or corporate events, parties and weddings, and recreation programs. The popular Thalatta Estate website, www.thalattaestate.com, is fully operational, and additional marketing initiatives are being utilized to promote Palmetto Bay's crown jewel facility.

Perrine Wayside Park – Previously named "Miami's Best Dog Park," this facility continues to be extremely popular. The lake aeration system continues to increase oxygen input and keeps the waters clear and healthy. Upcoming improvements include establishment of a small dog area with separate entry to provide protection from larger dogs, and improved drainage in the southeastern quadrant of the park.

Coral Reef Park - Perhaps Palmetto Bay's most popular facility is a 53-acre park offering an array of passive and active recreational opportunities. Coral Reef Park's tree-lined walking trail, incorporating linear exercise stations, continues to be heavily used – from dawn to sundown. The children's playground attracts hundreds of patrons every day. The picnic areas are regularly booked to near capacity. Youth sports programs, including football and soccer, are very successful here. And all park-goers are safeguarded with the Thorguard Lightning Prediction System. The tennis center, operated under the management of the Parks and Recreation Department, offers very popular programming, such as the summer tennis camp, youth tennis teams, group and individual instruction, and special tennis events. Many South Florida Women's Tennis League and USTA teams utilize the Coral Reef Tennis Center as their "home court;" Village administration ensures all activities are carefully balanced to allow for ample court availability for open play by the general public. The Miami Stingrays Baseball Club has been added as a new service provider for youth sports, which compliments current recreational opportunities offered by the Palmetto Bay Broncos and Palmetto Bay United Soccer Club. New offerings currently in planning include a youth-fitness program to be provided by Baptist Health. Recently completed park improvements include refurbishing of the eastside concrete bridge, replacement of the tennis center lighting system, ball field fence-fabric replacement, and refurbishing of all three parking lots. A new project now in progress is the construction of two new batting cages. Additionally, the construction of a new state-of-the-art multipurpose facility to replace the current antiquated recreation room is anticipated to begin in FY 2014-15.

- **Palmetto Bay Branch Library and Edward & Arlene Feller Community Room and Amphitheater at Ludovici Park** – This architecturally-modern facility hosts the Palmetto Bay Branch Library and numerous ancillary programs, such as book and reading clubs for children and adults. The amphitheater plays host to musical competitions and special events, such as the "Holiday by the Bay," summer concerts, and tree giveaways. Overlooking the park grounds and Biscayne Bay is the Edward & Arlene Feller Community Room that has seen a significant increase in bookings. One minor improvement planned is restoration of the building elevation that fronts the amphitheater.

The Parks and Recreation Department is continually assessing the Village parks system for potential areas of improvement and/or expansion. Staff remains committed to providing residents with a "365-Day Experience" through the delivery of quality maintenance standards and exemplary service. It is the mission of Palmetto Bay's Department of Parks and Recreation to offer a consistently safe, clean, and appealing environment for all park patrons. It is our desire to justifiably earn the title of "Village of Parks" every day of the year.

Public Works

The Public Works team continues to focus on implementing needed infrastructure improvements through the maximum use of dedicated "carryover" funds and current-year funding. As always, the department remains committed to its pledge to provide *Excellence in Public Service.*

During FY 2013-14, the Public Works Department received grant funding totaling $360,000 to implement stormwater improvement projects, US-1 beautification improvements, and development of a Village-wide Street Tree Inventory project. Each grant received by the Department requires the

Village to provide a 50% match. The department will continue to seek additional grant funding in FY 2014-15 to further enhance the quality of life for Village residents.

Roadway Paving & Sidewalk Improvements - Presently, the Village's Public Works Department is responsible for the maintenance and repair of more than 118 miles of paved roadway within Village limits. During FY 2013-14, the department resurfaced approximately 13,445 linear feet of roadway (which equates to 2.55 miles of two-lane roadways), raised water valves and manholes, and applied permanent striping and roadway pavement markings to resurfaced roadways. Miami-Dade County, at the request of the Village, resurfaced two section-line roadways: SW 77th Avenue from SW 136th Street to the canal; and, SW 152nd Street from SW 67th Avenue to SW 89th Court. In support of Bike Florida, Share-the-Road program improvements and ADA upgrades were incorporated into these roadway projects.

The Public Works Department continued to enhance connectivity for pedestrian passage throughout the Village with installation of approximately 1,102 linear feet of replacement sidewalks at various locations. The Safe Routes to School program is a component of the Village's 5-Year Capital Improvement Element of the Comprehensive Plan and provides for alternate modes of travel and raises awareness of walking and/or biking within Palmetto Bay. A portion of the grant funding from the Florida Department of Transportation (FDOT) was used to plan and design Priority 1 recommendations of the Safe Routes to School (SRTS) improvements near both Howard Drive and Coral Reef Elementary Schools in FY 2012-13. Construction plans are 100% complete and the balance of the grant funding awarded for Priority 1 improvements will fund the construction of SRTS projects in FY 2013-14. Grant funding from FDOT in FY 2014-15 will be used to plan and design SRTS improvements for Coral Reef Elementary Priority 2 and for Perrine Elementary School.

Neighborhood Traffic Calming - Public Works responded to numerous requests for traffic calming in FY 2013-14. Department staff collected traffic data to analyze and evaluate traffic concerns in order to identify and recommend traffic calming measures where warranted. The conceptual plan for the proposed traffic improvements at SW 164 Street from US-1 (South Dixie Highway) to SW 93 Avenue were approved by Miami-Dade County via zoning application approval. Village Public Works continues to work with Miami-Dade County on traffic calming improvements aimed at reducing the speed limit along residential streets and to improve traffic flow at signalized intersections. Installation of additional speed-limit and advance-warning signs on roadway segments coupled with random police enforcement contributes to the department's ability to effectively slow traffic in areas where occasional speeding occurs and where the volume of traffic does not warrant the implementation of permanent traffic calming devices. Palmetto Bay has an aggressive Five-Year Capital Improvement Program for making needed improvements to local and collector roadways that are under Village jurisdiction, and will continue to work with Miami-Dade County to improve roadways that remain under county jurisdiction.

Public Works continues to allocate funding to update recommendations and prioritization of projects identified in the Transportation Master Plan and to study localized roadway traffic calming issues. The Department will continue its efforts to request traffic calming improvements in coordination with Miami-Dade County Division of Traffic Engineering and with neighboring municipalities to construct traffic improvements on county section line roadways and other areas

that have cut-through traffic, increased traffic volume, and speed concerns, while incorporating Art in Public Places as a subcomponent of traffic calming projects. Following the recommendation of the Downtown Redevelopment Task Force in FY 2013-14, a traffic impact study for roadway infrastructure and landscape improvements commenced. Design and construction of traffic and roadway redesign projects are proposed for FY 2014-15 under the scope of the redevelopment and of the Mainstreet improvement project planned for Franjo Road from SW 184th Street to the northbound lanes of US-1, which will be in line with the traffic impact study. Funding to implement these projects will continue to come from grants, transportation sales tax (includes the half cent from the Citizen Independent Transportation Trust Fund), stormwater utility, new local option gas tax, an eight cent fuel tax, and the Village's portion of sales tax monies collected from the Peoples Transportation Plan.

Stormwater Drainage (Improvements)/Stormwater Utility - In FY 2013-14, revenue received and carryover from the Stormwater Utility revenue was used to construct drainage improvements at three locations identified in Phase V, Part 2 localized drainage improvements. In FY 2013-14, the Stormwater Master Plan was updated to incorporate stormwater projects and localized drainage improvements that have enhanced and improved the Village's stormwater system and incorporated new findings based on observed flooding, complaints, roadway conditions, and hydraulic modeling. The Public Works Department is still in the original phase of establishing its Community Rating System (CRS) program as a component of its stormwater master plan and continues to implement standards outlined in the Preliminary CRS Credit Worksheet. Once implemented, this CRS rating will afford the residents of the Village a reduction on flood insurance.

The Department hired a Stormwater Engineering Technician to manage general administration and technical guidance of the Stormwater Utility Management Program in FY 2013-14. An additional $16,000 in stormwater revenue was acquired from stormwater compliance audits performed in FY 2013-14. Residential and commercial property audits for compliance with the Village's stormwater management ordinance are ongoing. The Stormwater Utility fees collected on behalf of WASD provided funding to pay the $6,207 annual NPDES Permit Fee, canal maintenance, and on-going preventative maintenance through manual inspections, cleaning, and repair of sub-basin structures, inlets/pipes, and outfalls.

The anticipated annual $450,000 in revenue collected in FY 2013-14 (plus prior year carryover from Stormwater Utility fees) will continue to fund the planning and design of new drainage improvement projects, will fund projects that are ready for construction in FY 2014-15, and will serve as a funding match for future grants. Sub-Basin #10 located south of SW 152 St., north of SW 156 Ter., west of SW 87 Ave. and east of SW 89 Ave. is designed and grant funding from the State will be used as matching funds to construct Sub-Basin #10 improvements in FY 2014-15. Stormwater utility funds are also available to be expended on the annual NPDES Permit Fee, maintenance of two canal drainage systems and for on-going preventative maintenance performed through manual inspections, cleaning, and repair of sub-basin structures, inlets/pipes and outfalls. Annual maintenance ensures that existing and new drainage systems operate at maximum efficiency thereby reducing roadway ponding and roadway flooding concerns. Public Works, Planning & Zoning, and the Building & Capital Projects Department will continue to work together to obtain credits to establish its Community Rating System (CRS) rating to reduce the flood insurance cost for Village residents.

Public Works will continue to apply for funding to implement the priorities identified in the Stormwater Master Plan Update and update the Palmetto Bay website pages dedicated to stormwater management with educational outreach material as a means of informing the public about the importance of the Village's Stormwater Management Program.

Transit Initiatives (I-BUS Transit Circulator) - Citizens' Independent Transportation Trust (CITT) provides 20% surtax proceeds to local governments for transit uses in the form of circulator buses, bus shelters, bus pullout bays, and other transit-related infrastructures. In FY 2013-14, Public Works continued its efforts at increasing ridership with surveys and outreach at local schools and churches. Ongoing revisions to the fixed route have improved service during peak transit hours. The department continues to work with Miami-Dade Transit and neighboring municipal agencies on route efficiencies and programming needs to improve ridership throughout the Village.

In FY 2014-15, the department will continue its efforts at boosting ridership with user-friendly outreach material, marketing/advertising, and enhancement of website information inclusive of the "L.I.V.E." web-based shuttle bus tracking system. A route enhancement study is planned for strategic restructuring of current route inefficiencies and to provide connectivity to nearby high schools and middle schools within a two-mile radius of the Village. Miami-Dade Transit has about 44 bus stops within the Village of Palmetto Bay. Presently in the permitting phase are 25 ADA compliant bus stops with benches and sidewalk connectivity along Miami-Dade-Transit and Village-operated bus routes. These upgrades are scheduled for construction in FY 2014-15. In addition, other bus stop amenities further are planned for installation in FY 2014-15.

Street Signage Program - To further identify roadways within the boundaries of the Village, the Department of Public Works finalized installation of internally illuminated street-name signs at signalized intersections, consistent with the street-name signs installed at non-signalized intersections, in FY 2013-14. Street signs pending installation are to be located where Miami-Dade County has yet to update the illuminated street-sign brackets. Village Public Works continued installation of co-designated street-name signage this year, with the co-designation of SW 144 Ter. from SW 68 Ct. to SW 68 Ave. as "George Johnson Way." The department replaced two damaged street signs and replaced 433 faded finials. The remaining 178 faded street sign finials were replaced in FY 2013-14. Funding continues to be allocated on an annual basis for ongoing maintenance, repair, and replacement of street name signage under the jurisdiction of the Village.

Right-of-Way and Swale Enhancement (Beautification) - The Village has held its Tree City USA designation since 2008 and its Tree City Growth Award since 2011 for outstanding accomplishments and continued commitment to the greening of Palmetto Bay. Residents and visitors continue to see an increase in proactive tree maintenance through the efforts of the Department's ground maintenance staff and with the implementation of a Street Tree Request Form. The trees and landscape planted this year improve the level of neighborhood streetscape; thus, enhancing the overall public image of our municipality. In FY 2013-14, the Department strategically planted 33 live oak trees to beautify rights-of-way and swales along various neighborhoods streets. Also during FY 2013-14, in conjunction with the Village Parks and Recreation department, Public Works provided complimentary trees of various species to residents at the Village at Palmetto Bay's 4th Annual Tree Giveaway during Earth Week.

The Department was awarded a $15,000 grant from the Urban & Community Forestry Grant Program to fund a 50% share of the cost to conduct a tree inventory program in FY 2013-14, focusing on trees planted in municipal rights-of-way, in parks, and at municipal facilities. The street inventory commenced in FY 2013-14; and, once completed, will be used by Public Works staff and the Tree Advisory Board to create an Urban & Community Forestry Tree Management Plan that will serve to protect, preserve, maintain, and expand the Village's tree canopy and its community forest.

The department submitted an application to solicit FY 2013-14 Florida Highway Beautification Council grant funding in an amount not to exceed $90,000. As a result, The Village succeeded in its effort to receive $45,000 in grant funding to fund 50% of the cost share for the design and installation of landscape within medians along US-1 between SW 136 Street and SW 184 Street. The proposed budget of $92,373 will fund the installation of new planting and support the annual requirement of at least $2 per capita as a requirement to meet the Village's ongoing commitment to comply with Tree City USA and Growth Award standards in FY 2014-15.

The Tree Advisory Board and the Department of Public Works will continue to apply for grants to fund future greening of the Village.

Federal Stimulus/Transit Assistance - In FY 2013-14, the Village used a portion of the $240,401 in stimulus funding and other sources to upgrade bus stops to meet ADA compliance requirements at new and existing bus stop locations within the Village. During FY 2014-15, the balance of federal transit stimulus funding from Miami-Dade Transit Authority (MDTA) will be used to offset funding for the construction of a parking lot facility for storage of Village buses at the Public Works Facility. The department will not incur any new or continuing costs, with the exception of utility expenses for parking lot lighting.

Planning & Zoning/ Code Compliance

The Department of Planning & Zoning is comprised of two divisions: Planning & Zoning; and Code Compliance. The Planning & Zoning Division is responsible for providing technical and professional recommendations to ensure strict adherence to the Village's Comprehensive Plan, Land Development Code, and any other concurrency regulations. The goal of the Planning & Zoning is to ensure that the planning and zoning needs of residents are met in a timely and efficient manner through a cost-effective process. The Code Compliance Division is responsible for educating the public on Village's code compliance regulations and is charged with enforcing those regulations in the utmost professional manner. The goal of this Division is to ensure the safety, health, and welfare of each resident and neighborhood in a responsible, professional, and sensitive manner.

Comprehensive Plan – The Comprehensive Plan remains the guiding document for smart growth and development throughout the Village. The Village initiated its first Evaluation & Appraisal Report (EAR) of the Village's Comprehensive Plan in January 2012, as provided for by Section 163.3191(13), Florida Statutes. This evaluation is a significant event in a community's planning program and it provides a formal occasion for the Village to assess its progress in attaining adopted objectives; and, it provides an opportunity to review earlier goals for continuing relevance. The EAR was completed in January 2014. The Comprehensive Plan amendments associated with the

EAR review will be completed in September 2014. With the EAR-based amendments completed, the Planning & Zoning staff plans to kick-off the Village's long-range planning initiative during FY 2014-15. The purpose of the long-range planning initiative is to update the Comprehensive Plan to reflect the community's desires and to identify new goals, objectives, and policies to the fulfillment of that end. This program will span 18 months and will result in a series of amendments to the Village's Comprehensive Plan. In September 2013, Planning & Zoning completed the annual update of the Village's Capital Improvement Element of the Comprehensive Plan and the 5-Year Capital Improvement Program. The Department will continue to work with other Village Departments on the annual review and update of the Village's 5-Year Capital Improvement Program.

Land Development Code – During FY 2013-2014, Planning & Zoning reviewed and modified the Village's Land Development Code. Code amendments were processed, of which six were adopted. The Department will continue to review and modify the zoning code, when necessary, to reflect the Village's evolving land development objectives.

Zoning Applications – During FY 2013-2014, the Village held three Zoning Public Hearings for six applications. Further, the Department is currently reviewing two major site plans, as well as plats and other smaller scale site plans that will require public hearings. The approximate value of the FY 2013-14 approved and pending projects exceeds $85 million.

Master Landscape Plan - On May 5, 2013, the Village Council adopted a Resolution to utilize $15,000 from the Landscape Mitigation program, together with $30,000 from Public Works, as matching funds to be utilized with the grant provided by the Florida Department of Transportation for US-1 landscape beautification. The total value of the project is $90,000 and will provide enhanced landscaping along the medians and swales of South Dixie Highway. Originally budgeted in the FY 2012-2013 Budget and reauthorized for the FY 2013-14 Budget, the department desires to apply $15,000 in surplus allocations toward the South Dixie Highway project to further enhance landscaping along the corridor.

Code Compliance – Palmetto Bay Code Compliance is an integral part of maintaining the vitality and quality of life in the Village and continues to be responsive and resident-friendly. A system of Courtesy Notices remains in use and has been well received within the community. This past year, Code Compliance closed 64 cases through a Special Master Hearing process and the professionally-focused efforts of Code Compliance Officers. The division will continue its efforts at developing user-friendly brochures and other material to enhance code compliance throughout the Village. Code Compliance staff focuses efforts on neighborhoods that are in transition, as to ensure that the Village property values are not negatively impacted and the overall condition of the Village is positive. The neighborhoods impacted by foreclosures will continue to be monitored by the Division. Through the Lot Maintenance & Abandoned Homes Program, the Division spent $12,477 was expended to maintain properties that were abandoned as a result of the foreclosure crisis. These expenditures are recovered through the liens on properties that are brought into compliance under this program. In FY 2013-14, the division collected over $149,825 in recorded liens from banks and other financial institutions with foreclosure properties in the Village. The Division is currently implementing a mobile computer tablet automation program to streamline Code Compliance procedures, resulting in greater efficiencies and a dramatic reduction in paper and

printer usage. For FY 2014-2015, the Division will continue to work with residents and business communities to ensure that properties are maintained according to Code and/or development agreements executed between the Village and property owners.

Art-in-Public-Places Program – Through the Village's Art-in-Public-Places (AIPP) Program, in FY 2013-2014 $48,000 was deposited into the public art fund. Since its inception in 2006, a total of $450,000 has been deposited into the fund, including several unsolicited private contributions from residents and local business. The Village will continue to enhance the public realm with the installation of permanent and temporary works of art, including the rotating art exhibit program at Village Hall and other public facilities. The Village Hall Plaza Sculpture is expected to be completed in November 2014, and the Department is currently soliciting an RFQ for an interpretive art piece at Thalatta Estate.

Geographical Information System (GIS) – Since 2006, the Village has been utilizing and improving its GIS system, including monthly updates of property appraiser data, recordation of recent resolutions and other legislative actions, revisions to zoning maps and future land-use maps, and additional mapping layers. The GIS system enables the Village to conduct planning and zoning analyses at the parcel level. Phases of development include the GIS layer of all zoning agreements; search tool for resolution numbers; migration of GIS interface to the ESRI Javascript API and migration to new GIS Servers; the addition of a GIS Interface to search zoning resolutions; update of flood zone maps; the incorporation of the 2012 aerial photos to GIS; a webpage displaying details about Palmetto Bay zoning documents; the creation of a GIS layer for all zoning agreements, along with a search tool for resolution numbers; and, the integration of Code Compliance data into the GIS system. During FY 2013-14, the Department completed downloading and integrated into the GIS interface all of Miami-Dade County zoning records for properties within our municipal jurisdiction thus saving the Village $1,000 a year in subscriptions fees to the County. The Department also integrated GIS capabilities into the Code Compliance mobile computer tablet automation project. The Department will continue to work with both the Building & Capital Projects Department and the Department of Public Works to integrate the GIS system with the new building-and-planning software.

Sidewalk Cafés – Currently, the Planning & Zoning oversees a total of 15 permitted sidewalk cafés, which are renewed annually. Construction of several attractive state-of-the-art buildings throughout the community has sparked further interest among potential restaurant owners to develop properties within the Village's mixed-use FT&I District and US-1 Commercial Corridor. Reflective of past performance, the Department of Planning & Zoning believes the number of sidewalk cafés may continue to increase during the fiscal year to come.

Historic Preservation Program – The Village's Historic Preservation ordinance was amended in July 2012, aligning it with the Miami-Dade County rules; therefore, the Historic Preservation Advisory Board has begun to review the historic structures surveys for those properties that may be eligible for historic designation consideration. The designation of the rock walls along SW 152 Street has been completed by the Miami-Dade County Historic Preservation Board. The Village is home to four county designated historic homes, one national historic landmark (The Deering Estate at Cutler), and several archeological sites that date back 10,000 years.

Local Business Tax Receipt - During FY 2011-2012, the Planning & Zoning Department implemented a joint program for Certificate of Use and Business Tax Receipts to ensure that all businesses where properly located, are compliant with all applicable regulations, and are current with their required business tax. The program has achieved an average compliance rate of 95% for new and existing businesses. This current fiscal year, the program collected $27,099.

Building & Capital Projects

The Department of Building & Capital Projects continues to focus on improving customer service for the residents of Palmetto Bay by improving plan-review capabilities, enhancing accountability and transparency of daily activities, and through prompt inspections. The department realizes that to most residents, the only point of contact with their local government is when they visit the Building Department; therefore, staff places great emphasis on providing a friendly, stress-free atmosphere. Department responsibilities include permitting, inspections, code enforcement, flood-plain administration, and supervision of the capital projects for the Village. The transition of building-related code enforcement to the Department during the previous fiscal year has been very effective. Staff has had much success in ensuring compliance with the code and in maintaining the standards that make the Village so appealing. Additionally, the Department was tasked with overseeing the Downtown Redevelopment Task Force (DRTF), a group of 50 residents and business owners charged with carefully reviewing the Franjo Triangle/Island District in order to help guide future growth of our Downtown area. During FY 2014-15, the DRTF will be finalizing a workable blueprint for the future of our downtown district. In conjunction with the Parks & Recreation Department, the department hosted two very successful events in FY 2013-14: "A Taste of Downtown" on March 14 that attracted approximately 800 residents; and, the Village's inaugural Independence Day In Downtown Palmetto Bay event on July 4, with over 4,000 attendees. Both events showed that a Downtown District area has great potential to draw residents to the area.

Building Permitting Activity – Approximately 3,900 residential and 450 commercial permits were issued in FY 2013-14, an increase of about 12 percent from the previous fiscal year. Permit inspections for FY 2013-14 increased by 18 percent to a total of 11,025 inspections. And, as overall economic conditions continue to improve, an increase is forecast in both permitting activity and inspections through FY 2014-15. Revenues for the close of FY 2013-14 are projected at $900,000, while revenues for FY 2014-15 are estimated to rise to $975,000.

Service Enhancements – Customer service enhancements planned for the coming year are geared toward improving the overall experience for members of the public accessing building permitting services. Major initiatives in FY 2014-15 include new services that will ensure the overall customer experience in the Building Department continues to be exemplary and among the best in the South Florida region. The Department also will implement "Permit Connections," a web-based portal by which the Village will communicate with clients, via new software as it becomes available. This system will allow staff to contact all interested parties as soon as a plan review is finished, which in turn will reduce plan processing time. Staff also will use this system to schedule appointments for inspections, provide inspection results, and allow on-line permitting. In addition, a tracking service was recently implemented that ensures quick review time of all plan submittals, tracking of inspections (with pass/fail rates), and a customer-survey exit form to gauge service provided by permit clerks. For the Village as a whole, the Department will begin assessing all structures and properties to ensure that a proper maintenance and safety program is adhered to.

Educational Publications – In FY 2013-14, the Department created several useful brochures and publications to provide key information to Village property owners, business owners, and potential investors. Special initiatives unveiled in FY 2013-14 included the creation of a resident newsletter to boost awareness of the Downtown Redevelopment initiative and to advise of DRTF news and updates. The Department will continue to update its web pages during the upcoming fiscal year to better inform residents of the requirements and information needed on all applications. Staff is also planning bi-annual meetings with interested parties to allow for questions and recommendations for improvements for the DRTF and the Building Department. Lastly, the two members of Department staff will become certified under FEMA guidelines to ensure compliance with all FEMA procedures in the event of a disaster.

Green Initiatives and Certification – The Department is proposing that the Village become a member of the Florida Green Building Coalition (FGBC), Local Government Standards, and become a designated Green City member (and adopt the requisite changes.) Additionally, employees will attend Leadership in Energy & Environmental Design accreditation courses to become LEED-accredited professionals.

Capital Improvement Projects – In FY 2013-14, under the guidance of the Village Manager, Palmetto Bay's Director of Building & Capital Projects supervised the completion of phase 3 of Thalatta Park. In FY 2014-15, the anticipated reconstruction of the Coral Reef Recreation room will be the biggest priority in terms of capital projects for the Village; and, as in the past, the Department fully anticipates the project will be built under budget and within the timeframe allocated. The Building Official also functions as the Village's Construction Manager and Flood Plain Administrator, thus eliminating the need for outside assistance, which provides substantial savings for the Village.

Administrative/Policy Functions

Human Resources

With a steadfast commitment to uphold its annual goals of attracting a qualified workforce, ensuring compliance with labor laws and Village policies, and maintaining a positive work environment, the Human Resources Department implemented a number of initiatives throughout the fiscal year.

Highlights of the department's accomplishments in FY 2013-14 include the following:

Recruitment: During FY 2013-14, recruitment continued to be a large part of the department's regular process. It should be noted that although the Village's turnover rate for full-time positions is very low, staff retention in part-time positions has been traditionally challenging and most of the recruitment efforts revolve around these positions specifically. For new positions, the recruitment process involves the development of a position description, classification, and pay grade. A final determination on these three elements is made after surveying comparable cities and positions to ensure that the Village attracts qualified applicants. For existing positions, a review and update approach is followed. All recruitments require the advertising of the position, screening of job applications, and a background review.

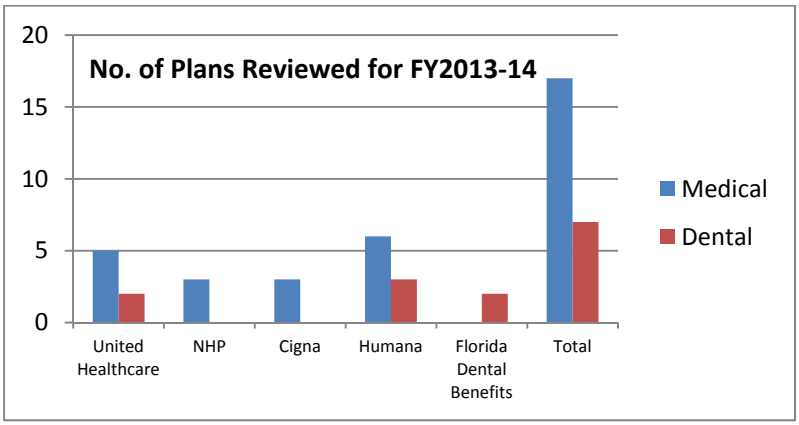
During this past fiscal year, the department processed 20 recruitments, reviewed 256 employment applications, completed 38 background checks, and conducted 16 employee orientation sessions.

Training and Professional Development: Training has been at the forefront of the department's focus for FY 2013-14. Human Resources launched the first phase of its newly created Supervisory Training Program, specifically tailored for frontline supervisors. The in-house program supplemented a team-building training facilitated by Florida International University. The training program, developed by department staff, is designed to teach new strategies for effective personnel management, present relevant labor laws, and discuss important Village policies. The benefits of having such a program are two-fold: firstly, the program is specifically tailored to the needs of the Village; and, secondly, it may be reused in the future without incurring any additional training costs. Even more important than developing the training program was establishing a method to ensure trainees would remain informed well after training. This was accomplished through ongoing communications with those employees who completed the training. The group will continue to the next and final phase of the program to be launched in FY 2014-15. Additionally, the department developed and facilitated a Sexual Harassment Training for the seasonal Summer Camp staff and volunteers, and a Harassment & Diversity Training for general employees. In summary, the Human Resources Department conducted the following trainings:

Session Title	No. of Sessions Held	No. of Participants
CPR/ First Aid/ AED	3	43
Defensive Driving Skills	3	31
Coaching the Experienced Driver	1	9
Supervisory Training Program	1	10
Sexual Harassment Training (seasonal)	1	41
Harassment & Diversity Training	2	23
Total	11	157

Benefits Program: The Village continues to make great strides in providing comprehensive benefits to full-time employees and Council members, while still ensuring the conservative approach that continues to be the cornerstone of the organization's fiscal philosophy. Without incurring further expenses, the Village offers a variety of voluntary benefits to employees and has partnered with organizations that provide heavily discounted services and programs. Last year, there was great uncertainty of the actual impact that new Affordable Care Act (ACA) mandates going into effect at the beginning of 2014 would have on insurance rates. However, due to our plan structure, the Village was not subject to the anticipated 15-25% increase, experiencing only a modest rate increase of 5.3% for both medical plans combined. This year, as Human Resources prepares to solicit renewal quotes from insurance carriers, it is anticipated that the ACA impact will remain minimal. Although the Village has been fortunate in keeping the rates relatively low, if current ACA laws are not modified, more significant increases are expected for the FY 2015-16 renewal year, as the mandates begin to affect our group. Other contributing factors to the lower rates this year is a

diligent review process of the various insurance carriers and plans to select the one most beneficial to the Village, coupled with a positive group health experience. This year, employees were provided with six distinct medical and dental plans to select from. Below is a summary of the healthcare plans reviewed for FY 2013-14:



In addition to the health benefits administered by Human Resources, the department continues to manage the Village's defined contribution plans. During this past year, the department organized three informational sessions with the Village's ICMA representative and provided opportunities for employees to meet with ICMA staff to review and discuss their investment portfolios.

Other Initiatives: Several other initiatives were undertaken to position the Village as an employer of choice among all local governments. To complement the Village healthcare program and assist employees in maintaining a healthy lifestyle, this year, the Village held its first-ever Employee Wellness event. The successful program was organized in concert with the Village's insurance broker and Salus Health & Wellness at no added cost to the Village. Among other activities, employees had access to health and wellness information provided by nine vendors and participated in an exercise class or a meditation session during the event.

Intended to boost employee morale and team building, the department also held several recognition programs throughout the year, including the 2nd Annual Employee Recognition Breakfast to recognize the anniversaries of all five- and 10-year employees. The Village also participated in the national "Take Our Sons & Daughters to Work Day" event. On that day, employees brought their children to work and the participants had the opportunity to interact with one-another, learn about Village Hall and Village government, and participate in a safety training offered by our policing unit. This year, 14 children took advantage of the program.

The Human Resources department remains committed to open communications among staff with the regular maintenance and update of the Employee News webpage. Working with legal support, the department will continue to update Village policies and regularly monitor new labor laws and/or mandates. Other initiatives include continuing to work with the Finance Department and Tyler Technologies to launch a Benefits Enrollment module in Eden. To the extent allowed by law, this module will provide a paperless recruitment process that includes online access to job posts and

position information, preparation and submission of employment applications, and monitoring of the application process for new applicants.

New initiatives planned for the coming year include an expansion of training and staff development program, new initiatives, increased employee education on retirement products available through the Village, and other employee engagement activities.

Finance Department

For the ninth straight year, the Finance Department received the Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA) for FY 2013-14. The Department also received the Certificate of Achievement for Excellence in Financial Reporting for the Village's Comprehensive Annual Financial Report for the eighth consecutive year. The Village's financial condition was in excellent shape as of September 30, 2013, as reported by the Village auditors, Cherry, Bekaert, LLP.

In FY 2013-14, the Village of Palmetto Bay was reviewed by two rating agencies, Standard & Poor's and Fitch Ratings. S&P upgraded the Village's rating from AA- to AA, while Fitch reaffirmed the Village's AA rating, but provided an implied general obligation bond rating of AA+. Both agencies gave the Village a "stable" outlook. To be eligible for a rating upgrade from any of the major agencies, an entity must show significant financial improvement and continued sound management.

For FY 2014-15, the Finance Department, along with the Village Manager, will review, discuss with Council, and implement policies following recommendation from a study of the Village's fund balance and policies currently being conducted by the Government Finance Officers Association.

Office of the Village Manager

Since incorporation in 2002, the Village remains committed to building a community for the residents of this highly attractive area of Miami-Dade County. Originally deemed a "diamond in the rough," Palmetto Bay has emerged as a premier municipality offering well-appointed parks and municipal facilities, safe streets, top-rated schools, and a wide range of programs and services that add to the quality of life of the 24,400 people who live, work, and play here.

Since inception, the residents of Palmetto Bay have envisioned a thriving downtown district in the Village's southwest corner surrounding US-1. This area, now known as the Franjo Triangle & Island, or the FT&I district, has long been in need of a transformation that befits the community. With this in mind, together with the support of the Village Council, the Village Manager and staff have been overseeing the goals and progress of the newly formed Downtown Redevelopment Task Force (DRTF). This group, which is made of community stakeholders, has willingly taken the duty of analyzing the area and producing a comprehensive plan that will spur redevelopment of the area. This project will not only create a sense of community and give the Village a sense of place, but will also serve as an economic engine. Most importantly, a project of this sort will diversify revenues and shift the tax burden from the residential to the commercial sector. In FY 2014-15, it is anticipated that this initiative will continue to be the Village's priority; and then begin to enhance the Village's overall financial viability now and well into the future.

A significant accomplishment during FY 2013-14 was being able to renew the interlocal agreement between the Village and Miami-Dade County for another five-year term for police patrol services through June 2019. The Village has maintained an excellent relationship with the Miami-Dade Police Department, which has provided the Village's policing services since 2003. The Village's Police Unit has continued to deliver excellent service, providing for a safe community, with significant reduction in crime.

In FY 2014-15, Village Administration will continue to focus on seeking grant funding at the local, state, and federal levels. Through the efforts of Village staff and support of our State lobbyists, the Village has been very successful in prior years in obtaining grant awards. Administration is optimistic that funding opportunities for the Village will continue to increase in FY 2014-15.

One of the main priorities for Capital Projects in FY 2014-15 will be building a new recreation room at Coral Reef Park. The existing structure was built in the 1970's and is in dire need of reconstruction. Palmetto Bay's beautiful parks are an asset to the community and; therefore, it is critical that Village administration provides a long term, multi-purpose facility that residents can enjoy for many years to come.

The Communications Manager/Public Information Officer (PIO) effectively attracts and engages with the public by use of cutting edge social- and traditional-communications programs. Residents, businesses, community organizations, and the general public benefit greatly by this Division's ongoing efforts at:

- Providing fast access to municipal news, information, and resources;
- Fostering two-way communications;
- Enhancing government transparency/accessibility;
- Projecting a positive public image of the municipality; and
- Fortifying the value of living and working in the municipality.

During the previous Fiscal Year, the Communications Office enhanced its core communications vehicles (e-newsletters, websites, and TV), while maximizing the use of social-media to encourage citizen engagement. Social media, such as Facebook, Twitter, YouTube, and citizen surveys serve to spark audience interest, drive traffic to the Village website, enhance public participation, and affirm the Village's positive brand awareness among current and prospective residents and businesses. In FY 2014-15, this Division will continue to fortify and streamline delivery of key information, resources, and messaging, via the following means:

Video Services – Staff is committed to providing a quality video-communications program through convenient, efficient, real-time video access to the local governing process. Utilizing the advanced technological systems built into Palmetto Bay's Council Chambers, public meetings are accessible via live-streaming on the website and via WBAY, Palmetto Bay's Government Access TV station. Nearly six hours of unique high-quality and "homegrown" video content serves as the backbone of WBAY's 24-hour cable-TV programming line-up, which airs on AT&T U-Verse Channel 99 and Comcast Channel 77. This same content also is available to Village website visitors in our "Village Video Showcase" and "Community Showcase" libraries, and on the Village YouTube channel.

Village Website – Staff is committed to maintaining a robust website with easy access to topical and reliable information regarding municipal services, programs, records, news and announcements, and key resources. Palmetto Bay's main website is extremely well-used, with more than 80,000 unique visitors over the last year (August 1, 2013 - July 31, 2014). During this period, those unique visitors accounted for more than 145,000 actual visits to the site. Most visitors viewed three pages per visit, accounting for 401,000 page-views. Among the top 25 pages viewed, Coral Reef Park, Parks & Recreation Rentals, Agendas & Minutes, Village News, and Police were the most popular website destinations. It is imperative that an attractive and well-managed municipality, such as Palmetto Bay, maintains an inviting, contemporary, and visitor-friendly presence on the internet. In FY 2014-15, staff will further enhance its web appeal with enhanced navigation and a new interactive calendar to improve the overall "customer" experience. There also will be significant improvements to the Downtown Redevelopment section of the website, reflecting the Village's growing commitment to this initiative and public demand for related news, information, and activities.

Electronic Newsletters – The Village's resident newsletter, "e-Currents," continues to serve nearly 2,000 contacts in the community, informing the audience of news, activities, and Village events; and by providing quick links to the Village homepage, Facebook page, video features, and other social media. Palmetto Bay e-Currents boasts an extremely healthy "open rate" of 44% for a Government-sector newsletter, compared with the average (government) industry rate of just 25%. As a result, Palmetto Bay's Communications Division has been honored as a Constant Contact "All Star" for four years in a row and is on track for another banner year.

Social Media - Staff capitalizes on the popularity of Facebook, Twitter, and YouTube due to its growing popularity and its intrinsic ability to elevate Palmetto Bay's local appeal, as well as its global internet presence. Upfront positioning on the internet serves to harness viewer interest and to direct traffic to our main communication base: the Village website. Social media also is a means of providing real-time notification of Village news and events, and is a proven method of conveying severe weather news and urgent Police notifications to a wide audience. In FY 2014-15, staff will continue to leverage Facebook's "Boost" feature that expands the reach of high-priority posts to our Fans.

The Village of Palmetto Bay enjoys a strong presence on the following social media interactive communications platforms:

- *Village Facebook:* Subscriber volume, measured by the number of followers who "Like" the Village Facebook, has surpassed 1,800 fans, which reflects an increase of about 500 followers in the past year. The "Events" section of Facebook is a well-used feature that is essential to promotion of Village-sponsored activities and community events. We also use the "Photo Gallery" to publicize news and events, and are increasingly capturing and posting real-time photographs and updates during events. Lastly, we will continue to expand our effective use of short videos (20 seconds or less) to stimulate fan interest and traffic.

- *Dog Park Facebook:* Interest in our Dog Park Facebook page for animal lovers continues to grow. This is where residents share lost-and-found information and photos of their pets. The Village uses the wall to post park maintenance notices and other helpful resource

information and features. Currently, we boast more than 600 regular users – an increase of 150 in the past year.

- *YouTube Channel:* We continue to grow this popular communications channel in order to stimulate traffic to the Village website, where visitors will be exposed to Village services, programs, and the government process in general. Our YouTube channel enjoyed 3,200 views last year, accounting for more than 8,100 minutes of content views. The top three videos viewed were features on Thalatta Estate (with 780 views annually), Coral Reef Park (390), and Perrine Wayside Dog Park (250). "Charting a New Course," our 2013 Downtown Redevelopment Task Force feature presentation, was the Village's fourth most popular video (with 230 views annually).

- *Twitter Account:* With about 400 users, we continue to generate new followers on Twitter at Twitter@PalmettoBayHome, by generating about 15 tweets weekly – a healthy volume for this medium. In the year ahead, we plan to increase Twitter use, as this fast-delivery format appeals to a wide audience of resident, business, government, and news media users.

Film Office – Palmetto Bay's interlocal agreement with the Miami-Dade Office of Film & Entertainment continues to pay dividends in the form of high-visibility brand placement in TV, film, and other video productions. The Village has emerged as one of the most popular locations in South Florida for local, national, and international location scouts, due primarily to its beautiful parks and accommodating weather; but, also as a result of the professional promotional efforts put forth by the Film Office on behalf of the Village's Communications Office.

Village Map Production - Staff continues to partner in the annual production of 100,000 four-color maps of Palmetto Bay, distributed among more than 15,000 South-Dade homes via *The Miami Herald* and at nearby point-of-sale locations including hotels, restaurants, stores, and other tourism outlets. The slick, fold-out print piece is not only a useful reference tool, but accommodates for high-visibility messaging about Village features, programs, and services, and serves as a platform for Village contact information.

Office of the Village Clerk

The Village Clerk is one of the three Charter Officers that report directly to the Village Council. The Village Clerk's office continues to work diligently with the Village Council, the public, and Village Hall staff. Her responsibilities include providing administrative support to the Village Council, drafting Minutes for permanent retention, attending all Council meetings, serving as the Supervisor of Elections, acting as liaison between the public and the Council, managing public records, and coordinating IT functions throughout the Village's facilities. This fiscal year (through July 14, 2014) the Village Clerk attended ten Regular Council Meetings, five Special Council Meetings, five Zoning Hearings, six Local Planning Agency hearings, and five Committee of the Whole Workshops, preparing notes and minutes for historical and permanent retention. Twelve Ordinances and 77 Resolutions were indexed to date (last fiscal year, 19 ordinances and 87 resolutions were passed.) On behalf of the Mayor and Council, 56 Proclamations and Certificates of Appreciation had been written and presented. Additionally, with regard to public records management, over 153 public records requests were processed in accordance with Florida Law; and the off-site storage facility has been successfully re-designed, shelves were installed, and all records

have been inventoried for ease of retrieving documents stored for shorter retention periods. The Village Clerk also will serve as Supervisor of Elections for the general election for this fiscal year: Mayor, District Seat 1, District Seat 3, and a Charter Revision for the November 4, 2014 election. Additionally, due to the number of candidates, it is possible there will be a second election, the run-off election of November 25, 2014.

The Clerk's office continues to provide service to the Village Council by facilitating and supporting the administrative function of the Village. In addition to other responsibilities, the Village Clerk manages the Council calendar, communicates citizen requests to the appropriate Council member, drafts speeches, prepares correspondence to constituents and other governmental agencies for Council signature, and produces all Agenda packages. The Clerk continues to meet monthly with the Manager and the department heads for Agenda Review Meetings prior to all Village Council meetings to ensure that the Village Manager is able to timely review and approve all items for production by the Clerk and her staff. The Clerk's office works closely with the Village's IT Consultant to ensure all technology-related tasks are appropriately resolved and that fiscally responsible solutions are offered. In addition to being a Certified Municipal Clerk, Clerk Alexander is a Certified Microsoft Professional, trouble-shooting and resolving many software and hardware matters, thus resulting in cost savings to the Village.

Office of the Village Attorney

In accordance with the Village Charter, the Village Council appoints the Village Attorney. The Village Attorney prepares and reviews ordinances, resolutions, contracts, bonds and other written instruments as directed and endorses approval of the documents as to form, language and execution thereof. The Village Attorney prosecutes and defends, for and on behalf of the Village, all complaints, suits, and controversies, when required by Council.

Several of the objectives of the Village Attorney include assisting with the negotiation and preparation of all agreements, contracts, grant applications and other applications as required by the Village. This also includes finalizing all ordinances, agreements, and resolutions necessary for the operation of all Village departments.

The Village Council

The Village Council continues to represent the interests of the entire community in an appropriate, reasonable manner, and to respond to the needs of the residents and businesses of Palmetto Bay. In the performance of their duties, the Council took the following actions in FY2013-14:

- Provided tax payer relief through modification of the Art-in-Public-Places program that exempts single-family home construction and repairs from mandatory participation in the program.
- Adopted legislation to establish specific conditions for the retail sale of dogs and cats in order to prevent harm to animals due to "puppy mills."
- Amended the zoning code concerning "administrative de minimus variances" in order to modify the criteria and procedures to be reflective of prevailing community development patterns, to include the appropriate placement of sheds and other accessory structures.
- Entered into a contract to hire Village Attorney Dexter Lehtinen with the firm Lehtinen, Schultz, Reidi, Catalano & De La Fuente.

Additionally, the Mayor and Village Council remains committed to improving infrastructure and enhancing parks; thus, the following items were authorized:

- Approved funding to continue the significant improvements to the Village's localized drainage systems.
- Authorized the renewal of an existing agreement for the continuing resurfacing and restriping of public roadways.
- Continued the Village's efforts to encourage walking and biking through approving contracts for much-needed and prioritized sidewalk repairs.
- Began the much-needed improvements to Coral Reef and Palmetto Bay Parks through the authorization of a contract to construct batting cages.
- Continued canal maintenance efforts through the hiring of a contractor to perform this service under Public Works' guidance.
- Approved a contractor to work with the Village to provide tree inventory services.
- Expanding an existing contract to provide beautification throughout the Village through tree planting services.
- Approved the recommendations of the Village Manager, together with the members of the Downtown Redevelopment Task Force, and entered into a contract to conduct a market absorption study in order to provide economic development guidance for the redevelopment of the downtown area.
- Additionally, Council authorized the selection of a contractor to provide the necessary guidance and modifications in order to appropriately reflect the modifications relative to the downtown redevelopment effort.

The Village Council enjoys cooperative relationships with several governmental entities. In an effort to continue working with other agencies, the Village Council passed the following:

- Approved the Interlocal Agreement between the Village and the Miami-Dade County Police Department to insure that the Village continues to be safe and secure.
- Supported the Miami-Dade County Policing Unit's grant application, accepting a grant from the Edward Byrne Memorial Justice Assistant Grant Program.
- Entered into an Interlocal Agreement with Miami-Dade County for the provision of public transportation services.
- Authorized the execution of an Interlocal Agreement with the Florida Department of Transportation to accept a Beautification Council Grant for US-1 medians throughout the Village.
- Approved the following issues for the Village's Legislative Priorities:
    - Opposing legislation that would increase the number of charter schools; further opposing the expansion of corporate tax credit vouchers;
    - Supporting the Florida League of Cities and legislation that protects general revenues collected under the Communication Services Tax;
    - Supporting the Florida League of Cities and legislation concerning ethics;
    - Supporting the Florida League of Cities and the Everglades Coalition in their efforts to urge protective legislation concerning water quality and quantity;

- Supporting the National League of Cities, the Florida League of Cities, and the Florida Association of Counties in its efforts to delay implementation of Biggert-Waters Florida Insurance Reform Act of 2012 and eliminate any requirement to immediately increase to full-risk rate a property owner's insurance procured through the National Flood Insurance Program;
- Urging the legislature to make modifications to the current laws to ensure affordability of homeowners insurance and windstorm insurance and insure fairness as it relates to excessive surcharges; and
- Supporting Miami-Dade County Schools' 2014 Legislative Program.

The Mayor and Council continue to work together to enhance the quality of life of all residents and to encourage productive public intercourse. The actions of the Council remain as evidence of their outstanding commitment to Palmetto Bay.

Fiscal Year 2014-15 Proposed Budget Message
Summary

The FY 2014-15 Proposed Budget:

- **Achieves Excellence in Financial Reporting –** The Budget allows the Finance Department to provide timely submission of documents to the GFOA to be considered for the Distinguished Budget Presentation Award.
- **Strengthens the Village's Identity** – The Budget requires that all municipal departments work together to enhance and promote a positive public identity.

- **Enhances Quality of Life** – The Budget will continue to support the Village's goal of providing a safe, clean, and attractive environment for residents on any given day of the year.

- **Maintains High Response Times** – The Village's Policing Unit has maintained one of the best response times for emergency and non-emergency responses among Miami-Dade County agencies. The Budget strives to maintain this trend.

- **Quality Legal Services** – The Budget provides for continuation of quality legal representation for the Village.

- **Community Outreach** – The Budget supports the Village's Policing Unit in efforts to work with neighborhood schools and residents to strengthen the relationship between police and the community.

- **Human Resources** – The Village will continue to attract and maintain highly qualified, ethical personnel and ensure high employee morale, while continuing to promote professional development and provide job related training among Village staff.

- **Maintains the Community** – The Budget allows departments to upgrade and maintain infrastructure that sufficiently supports the physical environment of our community.

- **Grant Applications** – The Village will continue to seek and secure funding from various government and agency sources to continue efforts to build and enhance our community.

- **Parks and Facilities Maintenance** – This Budget provides funding to insure that Village investments in infrastructure and amenities that benefit this community are properly maintained in an efficient, preventative, and proactive manner.

- **Enhances Government Accessibility** – The Budget outlines the process by which existing and emerging communication technologies will foster interaction between the Village and its various audiences.

To the Mayor, Vice Mayor, and Village Council: thank you for your policy guidance in support of the administration's planning, proposals and creative projects. To all Village employees: thank you for your unselfish service to this Village government and its long term future.

Sincerely,

Ron E. Williams
Village Manager

ANNUAL BUDGET PROCEDURES

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

TRIM:

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

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

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

The Village Charter:

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

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

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

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

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

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 Amendments:

The Village of Palmetto Bay has a legal level of budgetary control at the fund level. The legal level of budgetary control is the level at which Council approval is required to amend the budget. Department directors may reallocate funds within their department with the Village Manager's, or his designee's, approval. Reallocation of funds between departments is authorized by the Village Manager. Budget amendments at the fund level require an ordinance and are done mid and end of year if necessary.

BUDGET CALENDAR

May 12	Budget Workshop
June	Department Directors submit budget requests & capital improvements are reviewed.
July	Tentative Budget is prepared by Village Manager.
July 1	Certification of Taxable Value by the County.
July 7	Maximum millage rate adopted.
August 4	Notify the Property Appraiser of Proposed Millage Rate.
August	Proposed Budget is published.
August 24	TRIM notices are mailed by County.
September 8	1st Budget hearing.
September 22	2nd Budget hearing and adoption of Budget and final millage rate.
September 25	Deadline for notifying Property Appraiser and the Tax Collector.

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 capital projects, Art-In–Public-Places, park improvements, Public Works operation and transportation improvements, Transit, Stormwater Utility, and public safety. The financial statements presents the Special Revenue funds as four categories, Grants, Transportation, Stormwater and Other. The Capital Projects is presented as a separate fund in the financial statements. 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 only.

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. Florida Statute requires all municipalities to adopt a budget that is balanced which means the amount available from taxation and other sources, including balances brought forward from prior fiscal years, must equal the total appropriations for expenditures and reserves.

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 adopted appropriations.

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).

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 218.415 (17).

Cash will be invested to provide cash flows sufficient to meet expenditures, while maximizing safety, liquidity and return, in order of priority.

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.

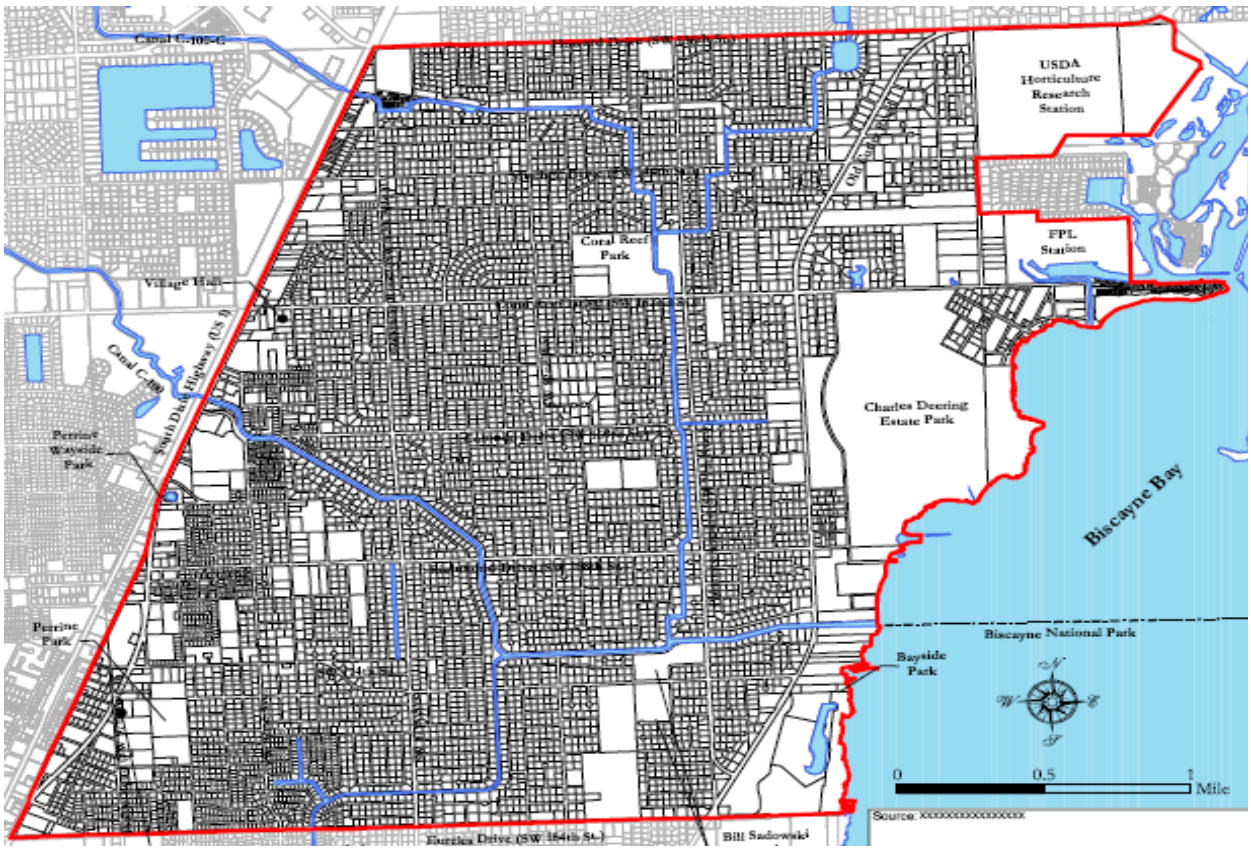
Purchases will be made in an impartial and competitive manner.

ABOUT PALMETTO BAY

The Village of Palmetto Bay is a vibrant community of more than 24,400 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 myriad of opportunities ranging from active to passive, recreation to preservation, ground activities to water recreation, and an outstanding view of Biscayne Bay. Its commercial corridor along South Dixie Highway is easily and quickly accessible from any location within Village limits. Restaurants, lodging and markets are a few of the service industries available to our residents and visitors.

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



DEMOGRAPHICS

Incorporated
2002

Area
8.29 Square Miles

Total Population
24,400

Median Age
40.8

Total Number of Households
7,867

Average Household Size
3.10

Median Household Income
$107,259

PUBLIC SCHOOLS

Coral Reef Elementary School
7955 SW 152 ST
Student Enrollment: 797
Howard Drive Elementary School
7750 SW 136 ST
Student Enrollment: 613
Perrine Elementary School
8851 SW 168 ST
Student Enrollment: 778
Southwood Middle School
16301 SW 80 AVE
Student Enrollment: 1426

PARK & RECREATIONAL FACILITIES

Coral Reef Park
7895 SW 152 Street

Palmetto Bay Park
17535 SW 95 Avenue

Perrine Wayside Park (Dog Park)
16425 S. Dixie Highway

Palmetto Bay Branch Library/Edward and Arlene Feller Community Room and Amphitheater at Ludovici Park
17641 Old Cutler Road

Thalatta Park
17301 Old Cutler Road

Charles Deering Estate at Cutler*
16701 SW 72nd Avenue

Bill Sadowski Park*
17555 SW 79 Avenue
**County-operated facilities*

PRIVATE SCHOOLS

Westminster Christian School
6855 Southwest 152 Street

Palmer Trinity
7900 Southwest 176 Street

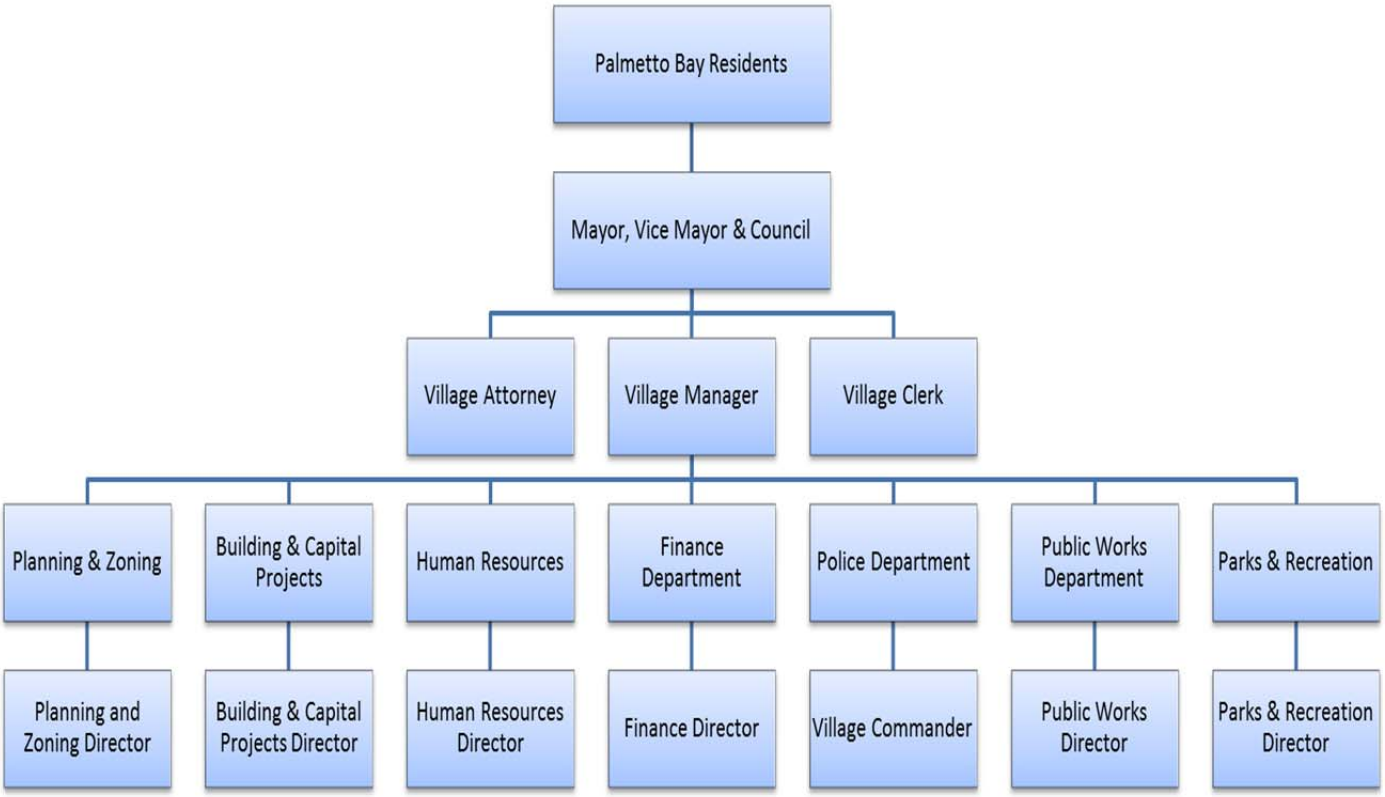
Alexander Montessori School
14850 SW 67th Avenue

TOP TEN TAX PAYERS

NAME	DESCRIPTION	TAXABLE VALUE
BRANDSMART USA OF SO DADE INC	COMMUNITY SHOPPING CENTER : RETAIL OUTLET	$ 27,300,000
METROPOLITAN LIFE INS COMP	COMMUNITY SHOPPING CENTER : RETAIL OUTLET	23,086,437
17777 OLD CUTLER RD LLC	PROFESSIONAL SERVICE BLDG : OFFICE BUILDING	20,350,000
AUTONATION USA CORP	AUTOMOTIVE OR MARINE : AUTOMOTIVE OR MARINE	13,200,000
EQUITY ONE	COMMUNITY SHOPPING CENTER : RETAIL OUTLET	11,500,000
PUBLIX SUPER MARKETS INC	COMMUNITY SHOPPING CENTER : RETAIL OUTLET	11,500,000
FLA POWER & LIGHT CO	UTILITY : UTILITY	10,058,844
17475 LLC	HOME FOR THE AGED : HEALTH CARE	8,258,232
GUS MACHADO KENDALL LLC	AUTOMOTIVE OR MARINE : AUTOMOTIVE OR MARINE	8,200,000
SOUTH MOTOR COMPANY OF DADE CO	AUTOMOTIVE OR MARINE : RETAIL OUTLET	7,890,531
		$ 141,344,044

TOP TEN TAX PAYERS AS A PERCENTAGE OF TOTAL 6.07%

Organizational Chart



STAFFING SUMMARY

POSITIONS BY DEPARTMENT		FY 12-13 Adopted	FY 13-14 Adopted	FY 14-15 Proposed
VILLAGE MANAGER				
Full Time	Village Manager	1.0	1.0	1.0
	Assistant to the Village Manager	0.0	0.0	1.0
	Executive Assistant	1.0	1.0	0.0
	Communications Mgr/PIO	1.0	1.0	1.0
	Admin. Aide/Receptionist	1.0	1.0	1.0
Part Time	TV & Camera Technician	0.0	0.0	1.0
	Sub-Total	4.0	4.0	5.0
VILLAGE CLERK				
Full Time	Village Clerk	1.0	1.0	1.0
	Administrative Assistant	1.0	1.0	1.0
	Sub-Total	2.0	2.0	2.0
FINANCE DEPARTMENT				
Full Time	Finance Director	1.0	1.0	1.0
	Sr. Accountant	1.0	1.0	1.0
	Procurement Specialist	1.0	1.0	1.0
	Accountant	1.0	1.0	1.0
	Cashier	1.0	1.0	1.0
	Accounting Clerk*	1.0	1.0	1.0
	Sub-Total	6.0	6.0	6.0
BUILDING & CAPITAL PROJECTS				
Full Time	Building & Capital Projects Director*	1.0	1.0	1.0
	Assistant to the Building Official*	0.0	0.0	1.0
	Chief Building Inspector*	1.0	1.0	1.0
	Office Manager*	1.0	1.0	1.0
	Code Compliance Inspector*	0.0	1.0	1.0
	Code Compliance Officer*	0.0	0.0	1.0
	Permit Clerk I*	1.0	1.0	1.0
	Permit Clerk II*	1.0	1.0	0.0
	Permit Clerk I/ Receptionist*	0.0	0.0	1.0
	Plans Processing Clerk*	1.0	1.0	1.0
	Receptionist*	1.0	1.0	0.0
Part Time	Plans Processing Clerk*	1.0	1.0	0.0
	Administrative Aide*	0.0	0.0	1.0
	Receptionist*	1.0	1.0	1.0
	Sub-Total	9.0	10.0	11.0
HUMAN RESOURCES				
Full Time	Human Resources Director	1.0	1.0	1.0
	Administrative Assistant	1.0	1.0	1.0
	Sub-Total	2.0	2.0	2.0
PLANNING & ZONING				
Full Time	Planning & Zoning Director	1.0	1.0	1.0
	Planning & Zoning Administrator	1.0	1.0	1.0
	Planning & Zoning Admin. Coord.	1.0	1.0	1.0
	Administrative Assistant	1.0	1.0	1.0
	Permit Zoning Technician	1.0	1.0	1.0
	Sr. Code Compliance Officer	1.0	0.0	0.0
	Code Compliance Officer	2.0	2.0	2.0
	Sub-Total	8.0	7.0	7.0

CONTINUED ON NEXT PAGE…

POSITIONS BY DEPARTMENT		FY 12-13 Adopted	FY 13-14 Adopted	FY 14-15 Proposed
PARKS & RECREATION				
Full Time	Parks and Recreation Director	1.0	1.0	1.0
	Parks and Recreation Manager	1.0	1.0	1.0
	Parks & Recreation Supervisor	2.0	2.0	3.0
	Special Events Supervisor	1.0	1.0	0.0
	Special Events & Programs Coordinator	1.0	1.0	1.0
	Park Attendant	0.0	0.0	1.0
	Grounds/ Facility Maint. Supervisor	1.0	1.0	1.0
	Maintenance Technician	0.0	0.0	1.0
	Parks Maintenance Worker	3.0	3.0	3.0
	Administrative Assistant	1.0	1.0	1.0
Part Time	Parks Maintenance Worker	3.0	6.0	5.0
	Tennis Center Attendant	3.0	3.0	3.0
	Tennis Coach	5.0	0.0	0.0
	Park Service Aide	22.0	19.0	18.0
	Sub-Total	44.0	39.0	39.0
PUBLIC WORKS DEPARTMENT				
Full Time	Public Works Director*	1.0	1.0	1.0
	Administrative Assistant*	1.0	1.0	1.0
	Field Operations Supervisor*	1.0	1.0	1.0
	Grounds Maintenance Worker*	2.0	2.0	2.0
	Stormwater Engineering Technician*	1.0	1.0	1.0
	Facilities Maintenance Supervisor	1.0	1.0	1.0
	Janitorial/ Facilities Maint. Worker	2.0	2.0	2.0
	Bus Operator*	0.0	0.0	1.0
Part Time	Bus Operator*	3.0	3.0	1.0
	Sub-Total	12.0	12.0	11.0
TOTAL AUTHORIZED POSITIONS	**FULL-TIME**	**49.0**	**49.0**	**53.0**
	PART-TIME	**38.0**	**33.0**	**30.0**

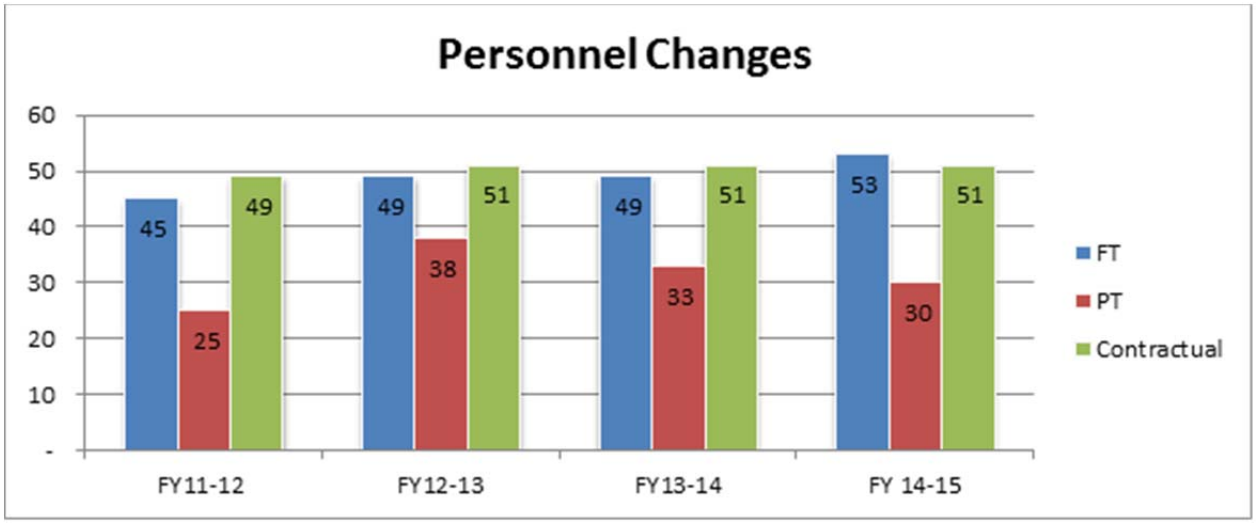
*Positions funded through Special Revenue funds

Title Updates:

Special Events & Programs Coordinator; formerly Special Events Coord.

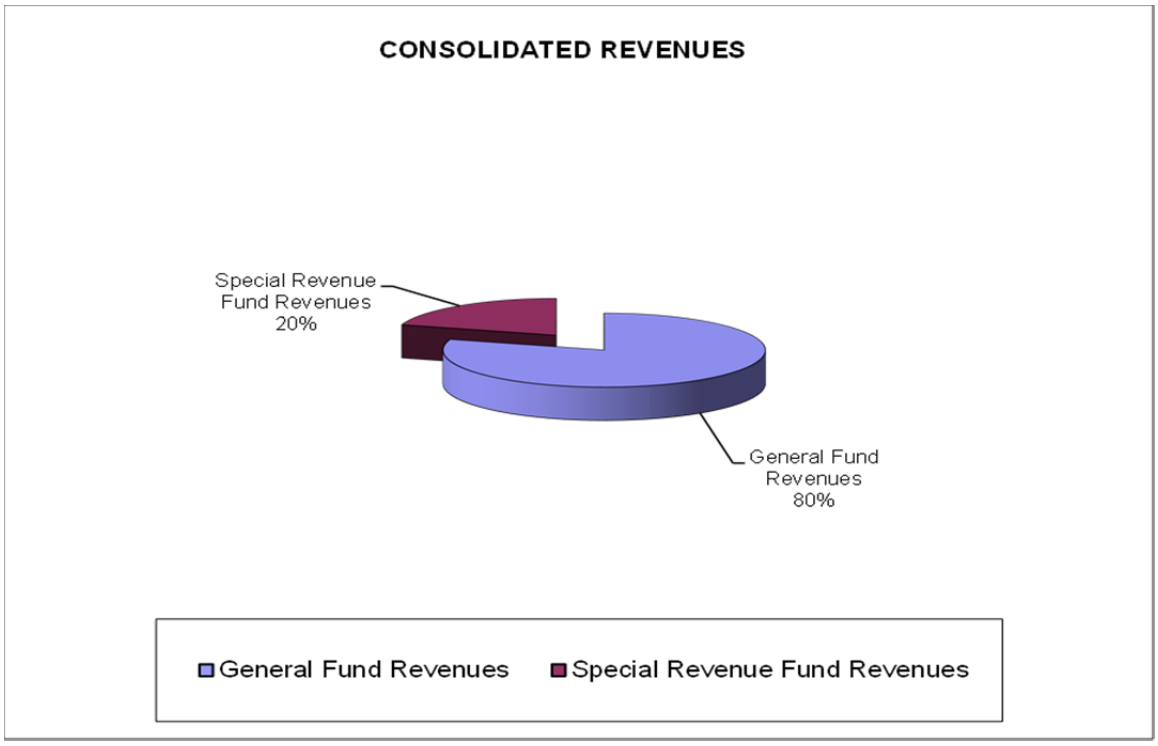
STAFFING SUMMARY -CONTRACTED

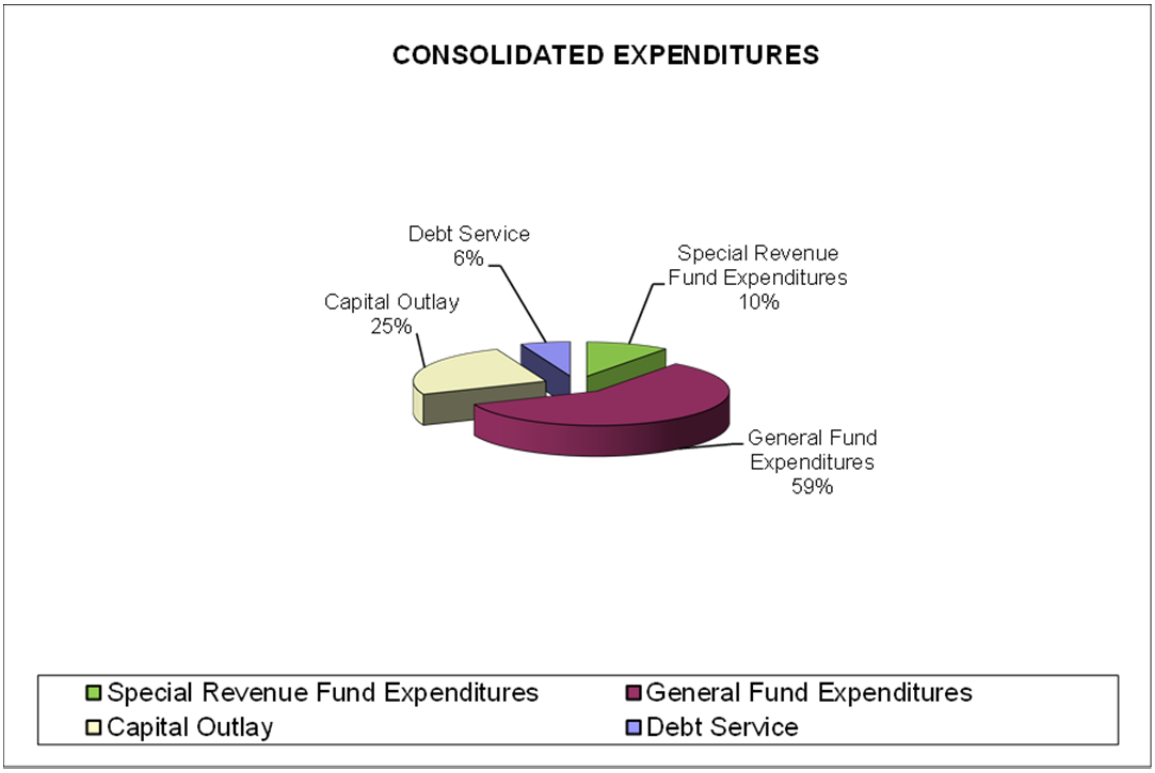
CONTRACTUAL POSITIONS BY DEPARTMENT			FY 12-13 Adopted	FY 13-14 Adopted	FY 14-15 Proposed
PALMETTO BAY POLICING UNIT					
(MIAMI-DADE COUNTY POLICE DEPT.)					
Full Time	Police Major		0.0	1.0	1.0
	Police Lieutenant		2.0	1.0	1.0
	Police Sergeant		5.0	5.0	5.0
	Police Officer		35.0	35.0	35.0
	Secretary		0.0	1.0	1.0
	Police Record Specialist		2.0	2.0	2.0
	Police Station Specialist		1.0	1.0	1.0
Part-Time	Secretary		1.0	0.0	0.0
		Sub-Total	46.0	46.0	46.0
BUILDING & CAPITAL PROJECTS					
Part Time	Building Inspector		1.0	1.0	1.0
	Chief Mechanical Inspector		1.0	1.0	1.0
	Chief Electrical Inspector		1.0	1.0	1.0
	Chief Plumbing Inspector		1.0	1.0	1.0
	Structural Plans Reviewer		1.0	1.0	1.0
		Sub-Total	5.0	5.0	5.0
TOTAL AUTHORIZED POSITIONS		**FULL-TIME**	**45.0**	**46.0**	**46.0**
(CONTRACTUAL)		**PART-TIME**	**6.0**	**5.0**	**5.0**



CONSOLIDATED BUDGET SUMMARY

Description	Actual FY '12-'13	Original Adopted Budget FY '13-'14	Estimated Final FY '13-'14	Proposed Budget FY '14-'15
BEGINNING FUND BALANCE - ALL FUNDS	**$ 17,570,816**	**$ 17,471,718**	**$ 18,255,887**	**$ 18,098,477**
REVENUES - ALL FUNDS				
Taxes	$ 5,528,940	$ 5,589,399	$ 5,582,899	$ 5,733,840
Franchise Fees	1,016,281	1,100,000	1,100,000	1,225,000
Utility Taxes	3,498,890	3,411,819	3,543,045	3,334,186
Licenses and Permits	356,172	165,000	245,923	160,000
Intergovernmental Revenue	2,041,662	2,012,503	2,163,530	2,159,026
Fines and Forfeitures	322,501	199,000	275,225	205,000
Charges for Services	640,808	662,500	428,850	421,000
Interest Income	113,431	75,000	100,000	75,000
Other	185,972	208,980	298,980	226,480
Appropriation of Unassigned Fund Balance	-	846,779	-	840,000
Special Revenue Funds	4,175,955	4,775,178	5,588,877	3,816,913
TOTAL REVENUES - ALL FUNDS	**$ 17,880,612**	**$ 19,046,158**	**$ 19,327,329**	**$ 18,196,445**
TOTAL SOURCES - ALL FUNDS	**$ 35,451,428**	**$ 36,517,876**	**$ 37,583,216**	**$ 36,294,922**
EXPENDITURES - ALL FUNDS				
Operating Expenditures				
Personnel Services	$ 3,923,554	$ 5,051,031	$ 4,388,785	$ 5,223,900
Operating Expenses	8,892,598	10,315,434	9,278,331	10,515,853
Total Operating Expenditures - All Funds	12,816,152	15,366,465	13,667,116	15,739,753
Debt Service				
Principal	591,493	611,943	609,900	627,971
Interest	796,652	779,072	762,955	760,473
Capital Outlay	2,094,244	6,160,639	2,964,768	5,805,998
TOTAL EXPENDITURES - ALL FUNDS	**$ 16,298,541**	**$ 22,918,119**	**$ 18,004,739**	**$ 22,934,195**
TRANSFER OF RESTRICTED FUNDS	**-**	**-**	**-**	**-**
TRANSFER FOR DOWNTOWN REDEVELOPMENT	**-**	**1,000,000**	**1,000,000**	**-**
TRANSFER FOR CAPITAL OUTLAY	**897,000**	**480,000**	**480,000**	**121,000**
RE-APPROPRIATION OF FUND BALANCE	**-**	**846,779**	**-**	**840,000**
RESTRICTED FUNDS BALANCES	**3,954,533**	**572,155**	**3,785,123**	**687,373**
COMMITED FUNDS BALANCES	**1,242,954**	**-**	**1,657,886**	**17,886**
ASSIGNED FUND BALANCE	**2,605,231**	**2,625,231**	**2,620,000**	**2,640,000**
UNASSIGNED FUND BALANCE	**10,453,169**	**8,075,592**	**10,035,468**	**9,054,468**
TOTAL FUND BALANCE	**18,255,887**	**11,272,978**	**18,098,477**	**12,399,727**
TOTAL EXPENDITURES, TRANSFERS, RESERVES & BALANCES ALL FUNDS	**$ 35,451,428**	**$ 36,517,876**	**$ 37,583,216**	**$ 36,294,922**

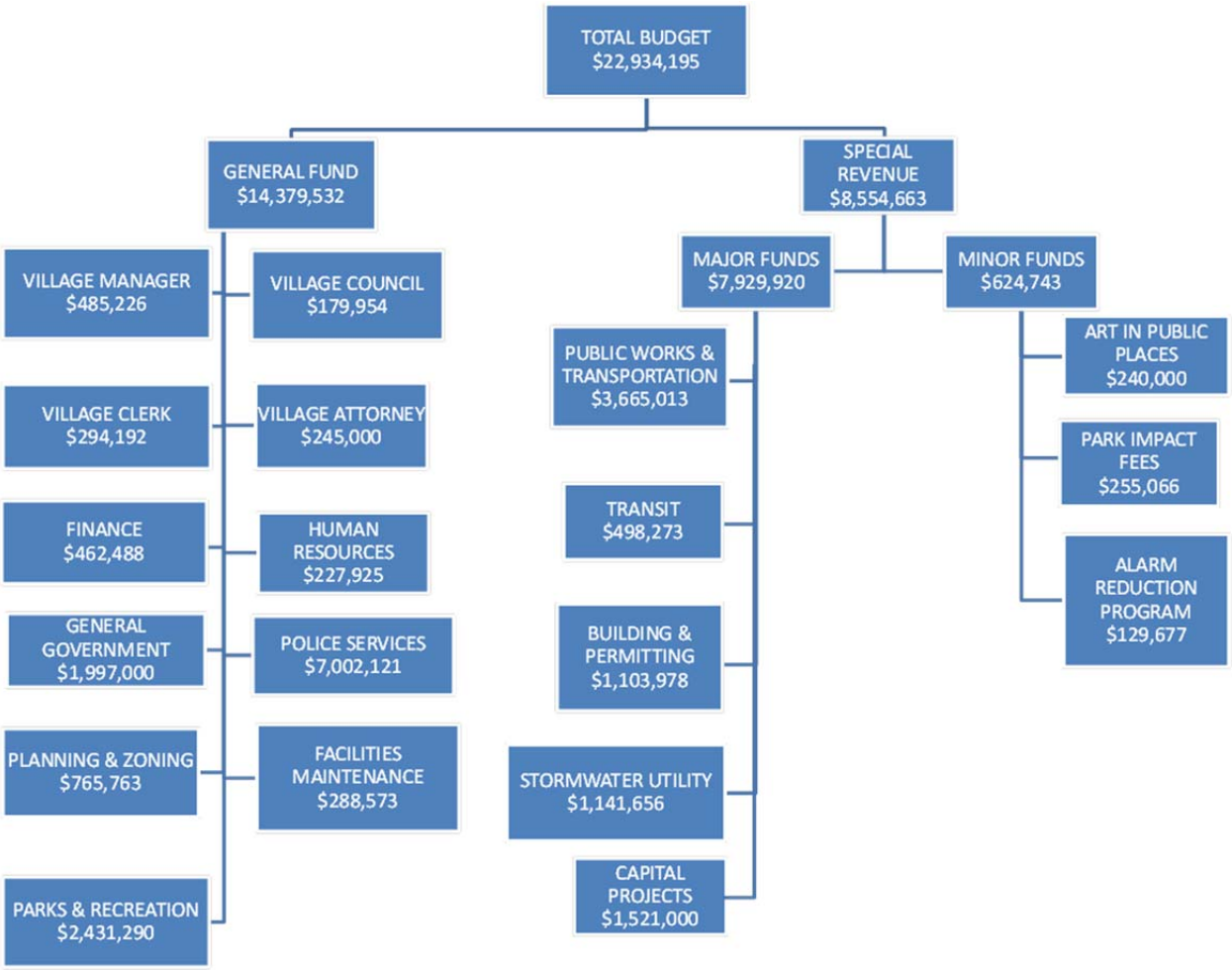

CONSOLIDATED REVENUES
Special Revenue Fund Revenues 20%
General Fund Revenues 80%
General Fund Revenues
Special Revenue Fund Revenues


CONSOLIDATED EXPENDITURES
Debt Service 6%
Special Revenue Fund Expenditures 10%
Capital Outlay 25%
General Fund Expenditures 59%
Special Revenue Fund Expenditures
General Fund Expenditures
Capital Outlay
Debt Service

SUMMARY OF FUND BALANCES

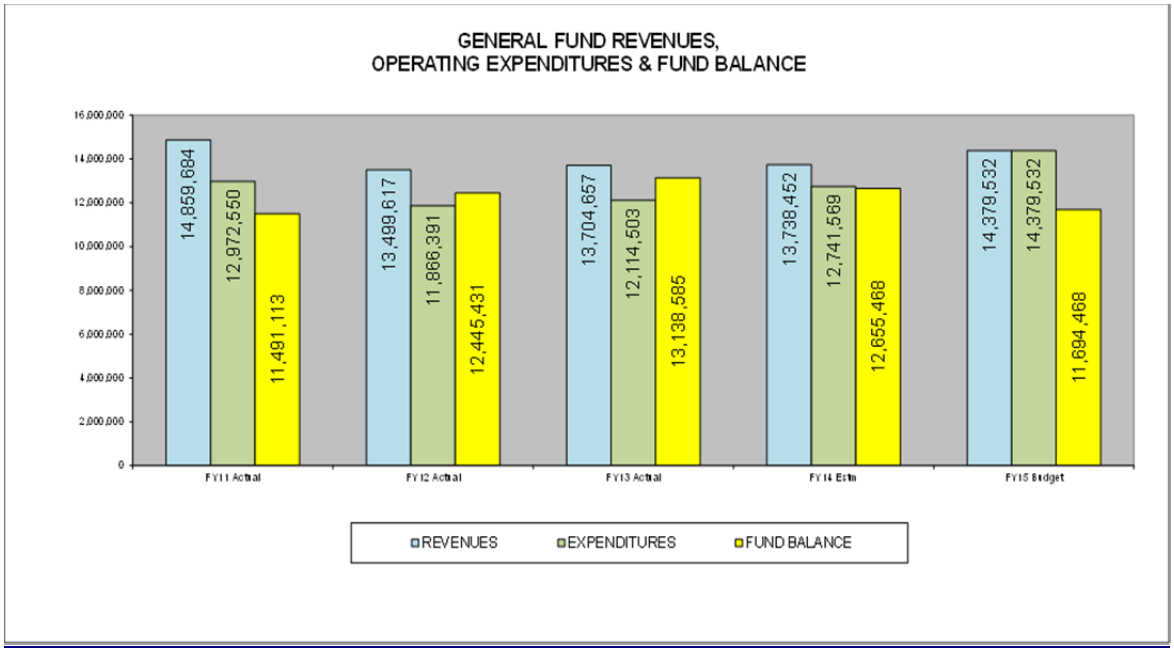
Description	Actual FY '12-'13	Original Adopted Budget FY '13-'14	Estimated Final FY '13-'14	Proposed Budget FY '14-'15
GENERAL FUND				
Beginning Fund Balance	$ 12,445,431	$ 13,027,602	$ 13,138,585	$ 12,655,468
Revenues	13,704,657	14,270,980	13,738,452	14,379,532
Expenditures				
Personnel	2,848,686	3,721,896	3,204,525	3,749,251
Operating	8,270,781	9,552,570	8,540,530	9,636,281
Capital Outlay	-	-	-	-
Debt Service				
Principal	330,000	340,000	340,000	345,000
Interest	665,036	656,514	656,514	649,000
Transfer of Restricted Funds	-	-	-	-
Transfer for Downtown Redevelopment	-	1,000,000	1,000,000	-
Transfer for Capital Outlay	897,000	480,000	480,000	121,000
Re-Appropriation of Fund Balance	-	846,779	-	840,000
Restricted Fund Balances	80,185	-	-	-
Commited Fund Balances	-	-	-	-
Assigned Fund Balance	2,605,231	2,625,231	2,620,000	2,640,000
Unassigned Fund Balance	10,453,169	8,075,592	10,035,468	9,054,468
ENDING GENERAL FUND BALANCE	**$ 13,138,585**	**$ 10,700,823**	**$ 12,655,468**	**$ 11,694,468**
SPECIAL REVENUE FUND				
Beginning Fund Balance	$ 5,125,385	$ 4,444,116	$ 5,117,302	$ 5,443,009
Revenues	3,278,955	3,295,178	4,108,877	3,695,913
Transfer In	897,000	1,480,000	1,480,000	121,000
Expenditures				
Personnel	1,074,868	1,329,135	1,184,260	1,474,649
Operating	621,817	762,864	737,801	879,572
Capital Outlay	2,094,244	6,160,639	2,964,768	5,805,998
Debt Service				
Principal	261,493	271,943	269,900	282,971
Interest	131,616	122,558	106,441	111,473
Transfer Out	-	-	-	-
Restricted Fund Balances	3,874,348	572,155	3,785,123	687,373
Commited Fund Balances	1,242,954	-	1,657,886	17,886
ENDING SPECIAL REVENUE FUND BALANCE	**$ 5,117,302**	**$ 572,155**	**$ 5,443,009**	**$ 705,259**
TOTAL FUND BALANCE - ALL FUNDS	**$ 18,255,887**	**$ 11,272,978**	**$ 18,098,477**	**$ 12,399,727**

FUND STRUCTURE



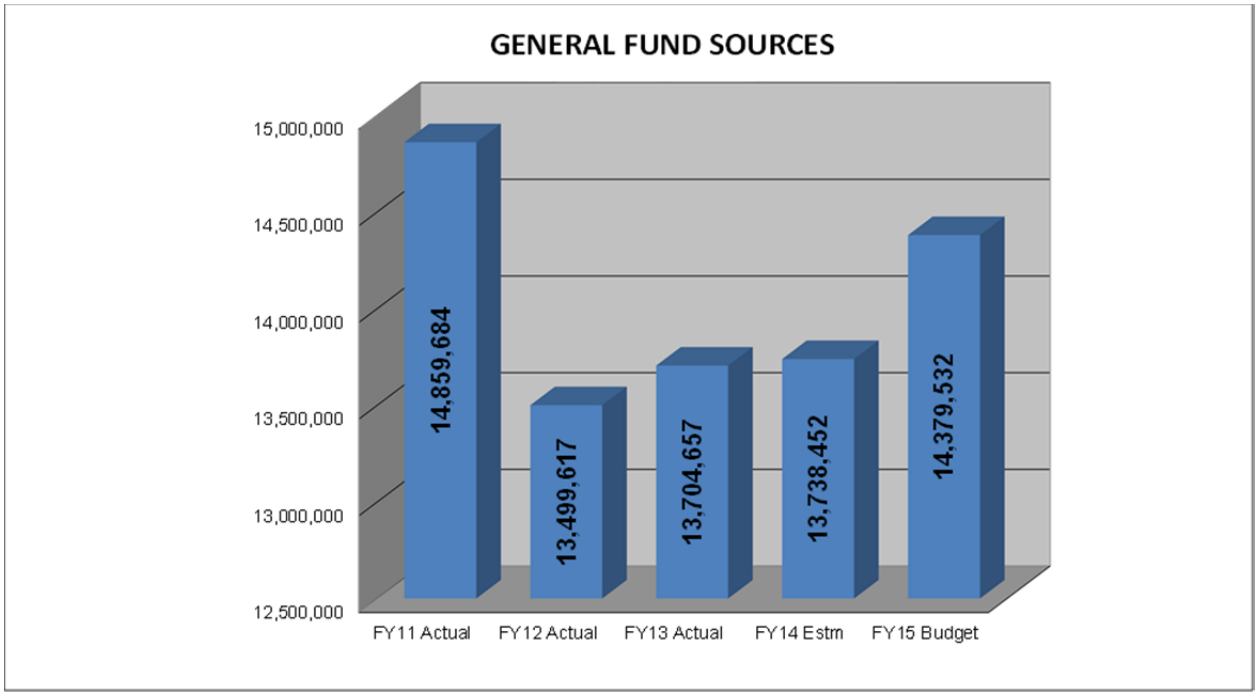
GENERAL FUND SUMMARY

Description	Actual FY '12-'13	Original Adopted Budget FY '13-'14	Estimated Final FY '13-'14	Proposed Budget FY '14-'15
BEGINNING GENERAL FUND BALANCE	**$ 12,445,431**	**$ 13,027,602**	**$ 13,138,585**	**$ 12,655,468**
REVENUES				
Ad-Valorem Taxes	5,528,940	5,589,399	5,582,899	5,733,840
Franchise Fees	1,016,281	1,100,000	1,100,000	1,225,000
Utility Taxes	3,498,890	3,411,819	3,543,045	3,334,186
Licenses and Permits	356,172	165,000	245,923	160,000
Intergovernmental Revenue	2,041,662	2,012,503	2,163,530	2,159,026
Fines and Forfeitures	322,501	199,000	275,225	205,000
Charges for Services	640,808	662,500	428,850	421,000
Interest Income	113,431	75,000	100,000	75,000
Other	185,972	208,980	298,980	226,480
Appropriation of Unassigned Fund Balance	-	846,779	-	840,000
TOTAL REVENUES	**$ 13,704,657**	**$ 14,270,980**	**$ 13,738,452**	**$ 14,379,532**
TOTAL SOURCES	**$ 26,150,088**	**$ 27,298,582**	**$ 26,877,037**	**$ 27,035,000**
EXPENDITURES				
Village Council	161,327	176,032	158,038	179,954
Village Manager	439,989	494,728	456,714	485,226
Village Clerk	265,665	223,869	192,493	294,192
Village Attorney	423,090	373,800	132,500	245,000
Finance Department	327,961	461,303	413,105	462,488
Human Resources	192,470	224,341	183,806	227,925
Planning & Zoning	565,363	775,424	678,837	765,763
General Government	1,789,699	2,005,014	1,819,895	1,997,000
Facilities Maintenance	216,800	279,738	221,883	288,573
Police Services	5,972,398	6,803,655	6,603,690	7,002,121
Parks & Recreation	1,759,741	2,453,076	1,880,608	2,431,290
TOTAL EXPENDITURES	**$ 12,114,503**	**$ 14,270,980**	**$ 12,741,569**	**$ 14,379,532**
TRANSFER OF RESTRICTED FUNDS	-	-	-	
TRANSFER FOR DOWNTOWN REDEVELOPMENT	-	1,000,000	1,000,000	
TRANSFER FOR CAPITAL OUTLAY	897,000	480,000	480,000	121,000
RE-APPROPRIATION OF FUND BALANCE	-	846,779	-	840,000
RESTRICTED FUNDS BALANCES	80,185	-	-	
COMMITED FUNDS BALANCES	-	-	-	-
ASSIGNED FUND BALANCE	2,605,231	2,625,231	2,620,000	2,640,000
UNASSIGNED GENERAL FUND BALANCE	10,453,169	8,075,592	10,035,468	9,054,468
TOTAL FUND BALANCE	**13,138,585**	**10,700,823**	**12,655,468**	**11,694,468**
TOTAL EXPENDITURES, TRANSFERS, RESERVES & BALANCES	**$ 26,150,088**	**$ 27,298,582**	**$ 26,877,037**	**$ 27,035,000**

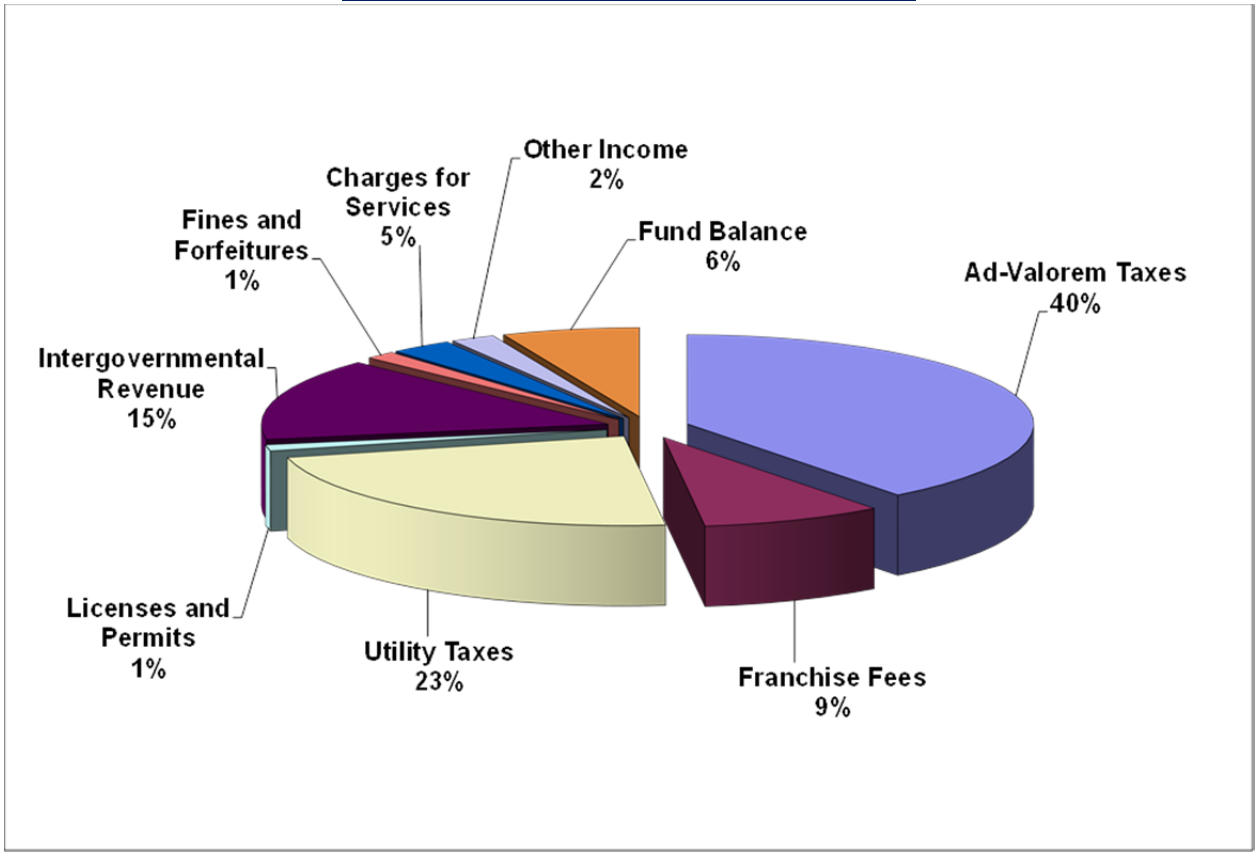

GENERAL FUND REVENUES,
OPERATING EXPENDITURES & FUND BALANCE
16,000,000
14,000,000
12,000,000
10,000,000
8,000,000
6,000,000
4,000,000
2,000,000
0
14,859,684
12,972,550
11,491,113
13,499,617
11,866,391
12,445,431
13,704,657
12,114,503
13,138,585
13,738,452
12,741,569
12,655,468
14,379,532
14,379,532
11,694,468
FY11 Actual
FY12 Actual
FY13 Actual
FY14 Estm
FY15 Budget
REVENUES
EXPENDITURES
FUND BALANCE

GENERAL FUND REVENUES

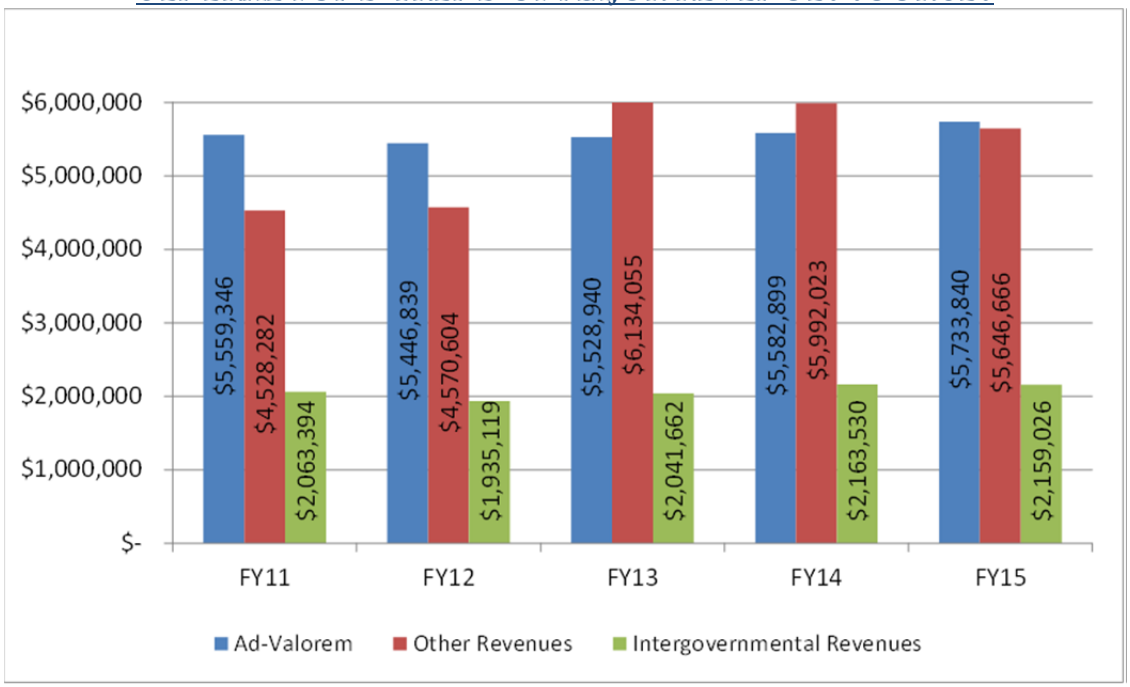
Description	Actual FY '12-'13	Original Adopted Budget FY '13-'14	Estimated Final FY '13-'14	Proposed Budget FY '14-'15
GENERAL FUND REVENUE				
Ad-Valorem Taxes				
Ad Valorem Taxes @ 2.4470 mills @ 95%	$ 5,490,992	$ 5,579,399	$ 5,579,399	$ 5,723,840
Ad Valorem Taxes - Delinquent	36,801	5,000	3,000	5,000
Ad Valorem Taxes - Interest	1,147	5,000	500	5,000
Utility Taxes				
Utility Taxes - Electric	1,931,352	1,750,000	1,950,000	1,975,000
Utility Taxes - Water	221,715	200,000	200,000	200,000
Utility Taxes - Gas	35,499	30,000	52,700	40,000
Unified Communications Services Tax	1,310,324	1,431,819	1,340,345	1,119,186
Franchise Fees				
Franchise Fee - Electric	1,016,281	1,100,000	1,100,000	1,125,000
Solid Waste Franchise Fee	-	-	-	100,000
Licenses and Permits				
Business Tax Receipts	94,730	50,000	50,000	50,000
Zoning Application Processing	136,647	80,000	110,110	80,000
Administrative Variances	598	-	-	-
Sidewalk Café Permits	4,002	-	600	-
Lot Clearing	24,798	10,000	68,408	10,000
Certificate Of Use	18,822	25,000	13,255	20,000
Scanning Fee	46,313	-	1,030	-
Technology Fee	30,262	-	2,520	-
Intergovernmental Revenues				
State Revenue Sharing	420,590	436,821	418,162	470,000
Alcoholic Beverage Licenses	5,533	4,000	5,368	4,000
Local Government 1/2 Cent Sales Tax	1,615,539	1,571,682	1,740,000	1,685,026
Charges For Services				
Police Services	3,565	2,500	3,085	2,500
Coral Reef Park Rentals	50,482	55,000	30,000	20,000
Tennis	206,611	235,000	115,815	180,000
Palmetto Bay Park Rentals	45,643	20,000	15,000	15,000
Thalatta Park Rentals	246,599	250,000	190,000	95,000
Summer Program	78,518	100,000	70,025	108,500
Other Charges for Services	9,390	-	4,925	-
Fines and Forfeitures				
Fines & Forfeitures - Parking Tickets	79,370	70,000	100,447	80,000
School Crossing Guards	19,992	29,000	24,070	25,000
Fines - Code Compliance	223,139	100,000	150,708	100,000
Interest Earnings	113,431	75,000	100,000	75,000
Other				
Rent	108,981	108,980	108,980	156,480
Miscellaneous Revenues	76,991	100,000	190,000	70,000
Appropriation of Unassigned Fund Balance	-	846,779	-	840,000
TOTAL GENERAL FUND REVENUE	**$ 13,704,657**	**$ 14,270,980**	**$ 13,738,452**	**$ 14,379,532**


GENERAL FUND SOURCES
15,000,000
14,500,000
14,000,000
13,500,000
13,000,000
12,500,000
14,859,684
13,499,617
13,704,657
13,738,452
14,379,532
FY11 Actual
FY12 Actual
FY13 Actual
FY14 Estm
FY15 Budget

GENERAL FUND REVENUES SOURCES



GENERAL FUND TREND OF MAJOR REVENUES 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 1st of each year. Prior to that date, the Village is provided with estimates of the value.

The total assessed value changes continuously after July 1st 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 and remitted to the Village once a year in September. The budget is based on the estimated amount collected for the prior year.

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 10% of the total amount shown on the invoice.

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

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

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

Unified Communications Service Tax
The Unified Communications Service Tax represents taxes on telecommunications, cable, direct-to-home satellite and related services. Fees are collected by the State and 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 and 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.

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.

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

FINES & FORFEITURES

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

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

CHARGES FOR SERVICES

Park Rentals
Revenues received from the various park facility rentals and summer camp programs.

FUND BALANCE

The Village is estimating the ending General Fund balance for FY2013 at $13,027,602. The fund balance for governmental funds can be reported in five components depending on the source of the fund balance. The five components are:

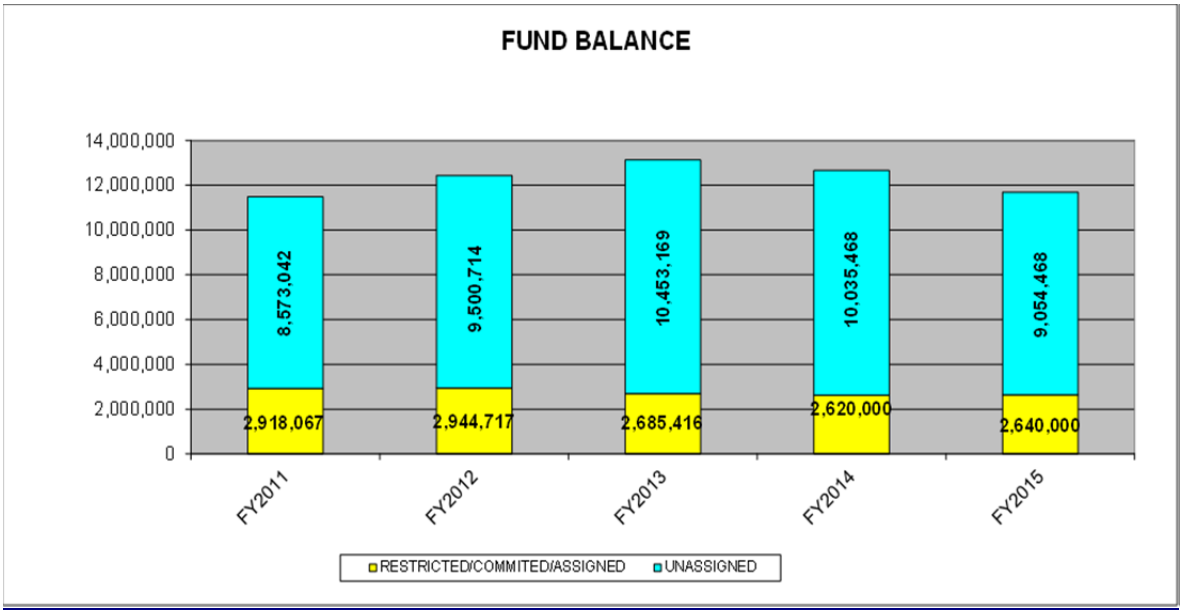
Non-spendable – Assets that are inherently non-spendable, such as inventory or long term receivables. The Village has no funds in this category.

Restricted - Externally enforceable limitations on use, such as grants or imposed by law. There are no funds in this category.

Committed – Self-imposed limitations, usually set by the highest level of decision making that requires formal action at the same level to remove. The Village has $2,758,393 in this category for declared emergencies established by Council resolution. The increase is from interest earned.

Assigned – A limitation resulting from intended use. The intended use is usually established administratively. The Village has $100,000 in this category for capital equipment replacement established by Administration. The increase is from administration's desire to accumulate funds for equipment replacement.

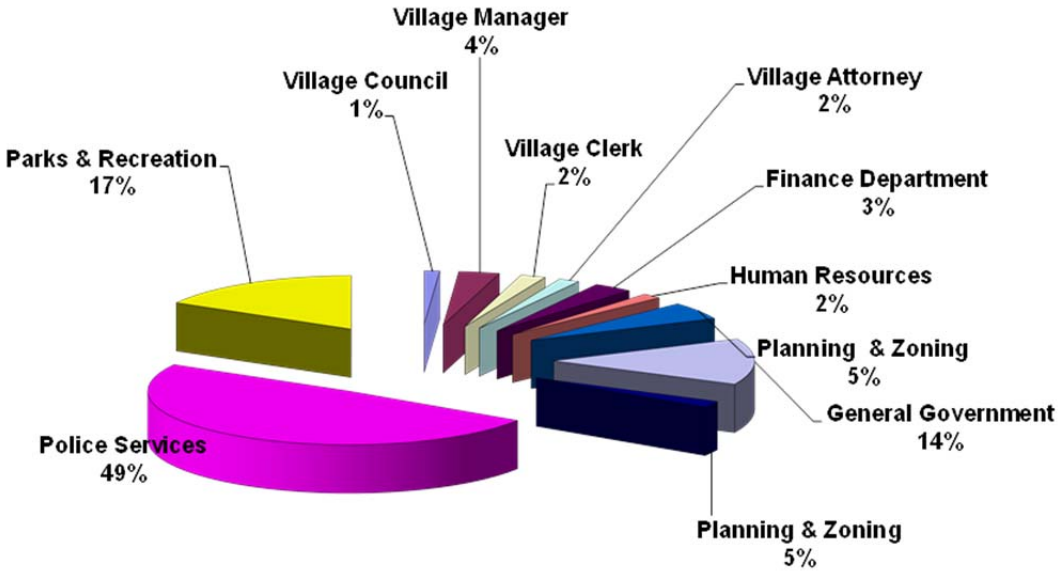
Unassigned – Any part of total Fund Balance that has not been designated as part of any of the four previous categories. The Village has an estimated $10,169,209 in this category. The increase is primarily due to an operating surplus of $1,479,171, as a result of better than expected revenues, that eliminated the use of fund balance, and a reduction in expenditures.


FUND BALANCE
14,000,000
12,000,000
10,000,000
8,000,000
6,000,000
4,000,000
2,000,000
0
8,573,042
9,500,714
10,453,169
10,035,468
9,054,468
2,918,067
2,944,717
2,685,416
2,620,000
2,640,000
FY2011
FY2012
FY2013
FY2014
FY2015
RESTRICTED/COMMITED/ASSIGNED
UNASSIGNED

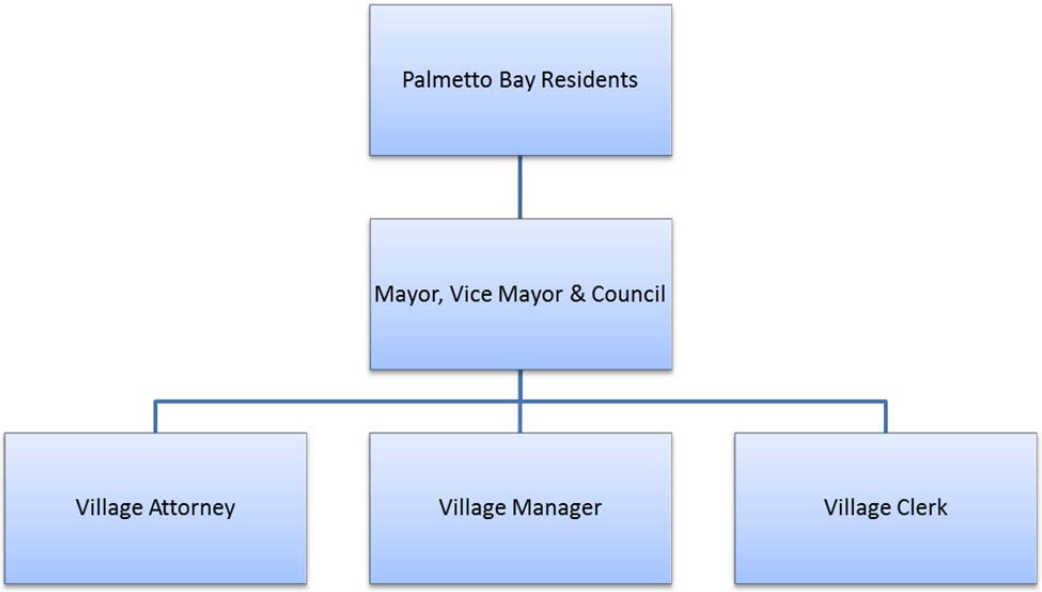
GENERAL FUND EXPENDITURES – SUMMARY

Description	Actual FY '12-'13	Original Adopted Budget FY '13-'14	Estimated Final FY '13-'14	Proposed Budget FY '14-'15
GENERAL FUND EXPENDITURES				
Village Council	$ 161,327	$ 176,032	$ 158,038	$ 179,954
Village Manager	439,989	494,728	456,714	485,226
Village Clerk	265,665	223,869	192,493	294,192
Human Resources	192,470	224,341	183,806	227,925
Finance Department	327,961	461,303	413,105	462,488
Village Attorney	423,090	373,800	132,500	245,000
General Government	1,789,699	2,005,014	1,819,895	1,997,000
Police Services	5,972,398	6,803,655	6,603,690	7,002,121
Planning & Zoning	565,363	775,424	678,837	765,763
Building & Permitting	-	-	-	-
Facilities Maintenance	216,800	279,738	221,883	288,573
Parks & Recreation	1,759,741	2,453,076	1,880,608	2,431,290
TOTAL GENERAL FUND EXPENDITURES	**$ 12,114,503**	**$ 14,270,980**	**$ 12,741,569**	**$ 14,379,532**

FY 2014-2015
DISTRIBUTION OF GENERAL FUND RESOURCES



MAYOR & COUNCIL ORGANIZATIONAL 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 legislation, adopting the Village budget, and establishing policies for the operation of the Village government and the delivery of municipal services. The administrative operations of the Village are executed by the Village Manager in accordance with the Council's directives. Additionally, the Council is responsible for the hiring of the three chartered positions which include the Village Manager, the Village Clerk and the Village Attorney.

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.

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.

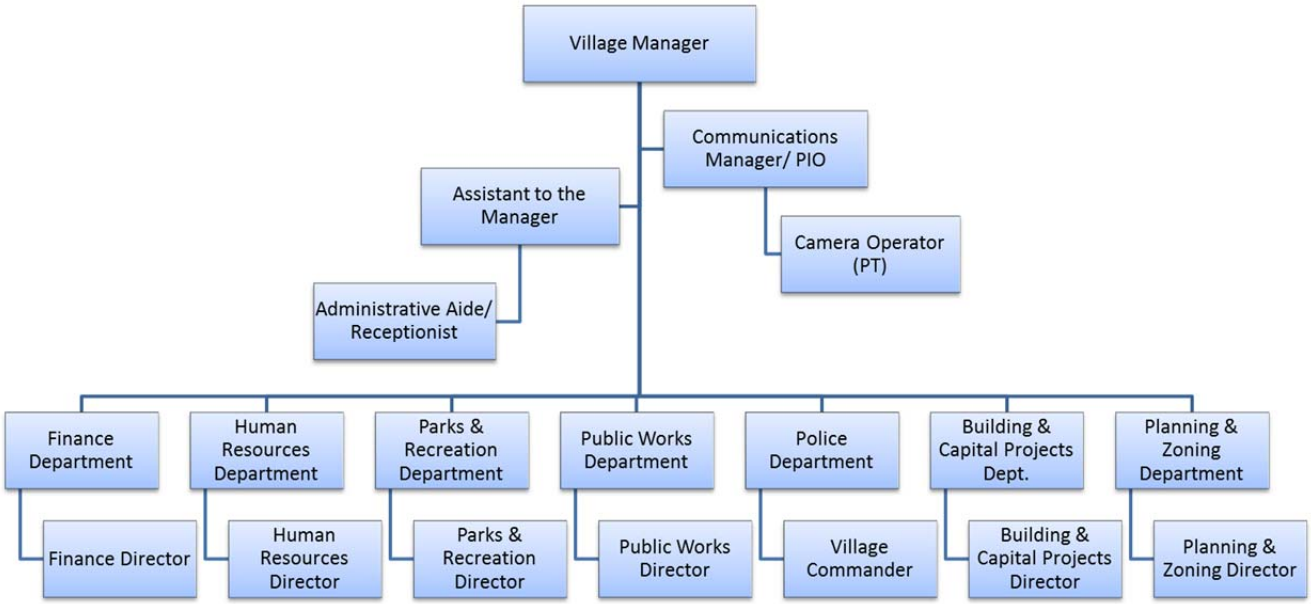
BUDGET

Description	Actual FY '12-'13	Original Adopted Budget FY '13-'14	Estimated Final FY '13-'14	Proposed Budget FY '14-'15
VILLAGE COUNCIL				
Salaries & Wages	$ 80,440	$ 80,446	$ 80,190	$ 80,446
Payroll Taxes	6,857	6,351	6,261	6,663
Pension	6,596	6,485	6,480	6,485
Health & Life	40,264	41,750	38,986	44,860
Heath Allowance	21,721	30,000	23,453	30,000
Travel & Meetings	2,557	5,500	1,578	5,500
Books, Publications, Subscriptions & Memberships	-	-	460	500
Professional Development	2,892	5,500	630	5,500
TOTAL VILLAGE COUNCIL	$ 161,327	$ 176,032	$ 158,038	$ 179,954

BUDGET DETAILS

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

VILLAGE MANAGER ORGANIZATIONAL CHART



FUNCTION

The Village Manager is one of three Chartered positions in the Village Administration as established by the Village Charter. The Village Manager is appointed by the Council and serves as the chief administrative officer of the Village. The Manager is accountable to the Council and is responsible for carrying out policies adopted by the Council. The Village Manager attends all Council meetings and may participate in discussion and provide guidance as appropriate. The Manager is authorized to execute contracts and other documents on behalf of the Village as directed by Council, and to that extent, the Village Manager is responsible for administering all Village contracts and coordinating Council directives and policies regarding consultants and advisors. Additionally, the Village Manager is responsible for the hiring and termination of all Village employees, subject to authorization for new employee positions contained in the adopted annual budget, the availability of funds and any direction given by the Council. The Office of the Village Manager also supervises the functions of the Public Information Office to 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.
- Supervise the functions of the Public Information Officer to ensure the dissemination of accurate news and information concerning Village matters to the Council, Village residents and the general media.

OBJECTIVES

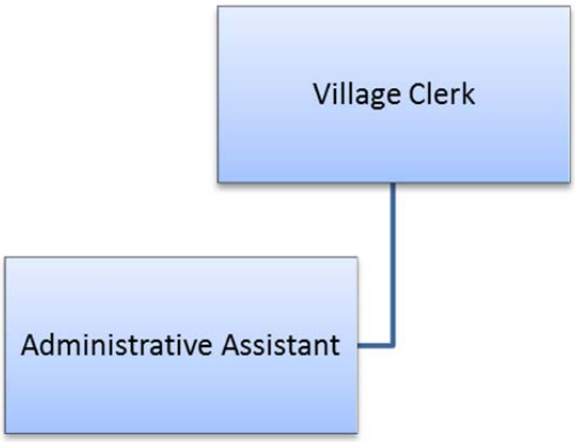
- Ensure the recruitment of qualified personnel and minimize turnover rates of existing employees by supporting the Human Resources functions.
- Hold staff meetings as required to provide and receive open communications.
- Schedule monthly Council-action meetings to discuss Council directives and provide staff assignments.
- Pursue funding opportunities at the federal, state and local levels for projects that promote the Village's priorities.
- Assist the Parks and Recreation and Public Works Departments in the completion of their respective capital projects.

- Supervise the Communications Manager/Public Information Officer (PIO) in order to increase public awareness and ensure appropriate information is provided to the public and the news media outlets.
- Oversee and manage together with the Communications Manager/PIO the disbursal of the Village's newsletter and press releases.

BUDGET

Description	Actual FY '12-'13	Original Adopted Budget FY '13-'14	Estimated Final FY '13-'14	Proposed Budget FY '14-'15
VILLAGE MANAGER				
Salaries & Wages	$ 320,309	$ 343,464	$ 321,846	$ 338,942
Other Wages	2,066	9,580	14,785	8,629
Payroll Taxes	21,449	22,434	22,015	24,503
Retirement Contributions	41,155	46,366	43,114	44,476
Health & Life Insurance	43,795	50,784	44,154	46,175
Travel & Per Diem	4,527	5,000	5,000	5,000
Expense Reimbursement Allowance	1,829	6,000	500	6,000
Operating Supplies	162	600	300	500
Books, Publications, Subscriptions & Memberships	2,997	5,000	2,500	5,000
Professional Development	1,700	1,500	2,500	2,500
Reserve for Contingencies	-	4,000	-	3,500
TOTAL VILLAGE MANAGER	$ 439,989	$ 494,728	$ 456,714	$ 485,226

VILLAGE CLERK ORGANIZATIONAL CHART



FUNCTION

The Village Clerk is one of the three Chartered positions in the Village Administration as established by the Charter. The Village Clerk is appointed by the Village Council and serves as the corporate secretary to the Village Council, the Local Planning Agency, the Palmetto Bay Foundation, the Charter Revision Commission, and various other Boards/Committees, as directed by the Council. In this capacity, the Clerk coordinates the preparation of meeting Agendas with the Village Manager's office and provides notice of all Council and Commission meetings to the Mayor and Council and to the public, maintaining accurate records of all proceedings in the form of written minutes, notes and/or audio/visual 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 Public Record Laws and the Department of State mandated records schedules. The Clerk also acts as the Coordinator for the Information Technology function.

GOALS

- Distribute Agenda packets of all Regular, Special, Local Planning Agency, Zoning Hearings, and Committee of the Whole (and other workshops) 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.
- Serve as the Supervisor of Elections for the Village, ensuring that all notices and filings are prepared and received in accordance with appropriate law; work with Miami-Dade County and the State of Florida to provide for an organized process; assist the candidates by answering questions and providing information; and visit polling locations on Election Day to insure that all candidates act in accordance with State Law. Additionally, providing important information and updates to the website concerning recent and former elections, including links to important State and County election-related web pages.
- 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.
- Attend all Sunshine meetings of the Village Council and take notes of same.
- 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.
- Stay abreast of the innovative and emerging communication methods, techniques and technologies.
- Represent the Village in various business association groups, including the Miami-Dade County Municipal Clerks Association.
- Continue to administer the review of the codification 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 and the Council concerning information technology needs.
- Provide electronic versions of the Council Agendas for those Council members and/or staff that wish to access the Agenda from laptop/tablet devices.
- Provide updates of notices and materials to the Village's website.

OBJECTIVES

- Provide the Village Council, Manager, Attorney and staff with complete agenda packets in accordance with the seven-day provision, following Agenda review with the Village Manager, the Village Departments, and the 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.
- Provide the Village Council, Manager, Attorney and staff with Committee of the Whole Agenda information, as required.
- Timely and accurately publish all legally-required and/or courtesy notices of Village meetings and/or functions.
- Maintain the consistent appearance of documents produced by the Village.
- Continue to provide public records through coordination with the various municipal departments in order to ensure that records are timely and reasonably provided.
- Provide training to the Village clerical staff to insure a complete understanding of Public Record law – retention and disposition.
- 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.
- As Supervisor of Elections ensure that all election operations run smoothly, professionally, and legally, including providing updates concerning the recent election law changes to candidates and political committees.
- Continue to coordinate the updates for codification of the Village Code, as necessary.
- 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.
- Provide training and assistance to Council members who are currently utilizing the electronic version of the Council meeting agendas.
- Offer assistance concerning communications throughout the Village, trouble-shooting computer and telephone problems and offering solutions.

BUDGET

Description	Actual FY '12-'13	Original Adopted Budget FY '13-'14	Estimated Final FY '13-'14	Proposed Budget FY '14-'15
VILLAGE CLERK				
Salaries & Wages	$ 129,237	$ 137,848	$ 128,831	$ 137,990
Other Wages	3,126	4,248	742	1,691
Payroll Taxes	10,327	10,747	10,098	10,817
Retirement Contributions	15,823	16,656	15,485	16,744
Health & Life Insurance	25,688	25,620	30,837	33,200
Travel & Per Diem	272	500	-	500
Ordinance Codification	5,481	6,000	-	6,000
Legal Advertisement	16,985	20,000	5,750	20,000
Election Costs	57,544	-	-	65,000
Operating Supplies	170	500	350	500
Books, Publications, Subscriptions & Memberships	562	250	150	250
Professional Development	450	500	250	500
Reserve for Contingencies	-	1,000	-	1,000
TOTAL VILLAGE CLERK	$ 265,665	$ 223,869	$ 192,493	$ 294,192

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 and maintenance of the existing software, if required.

FUNCTION

The Village Attorney is appointed by the Village Council in accordance with the Village Charter. The Village Attorney prepares and 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, rendering legal opinions, negotiating other interlocal government agreement with Miami-Dade County as required under Article IX of the Village Charter, and assisting in securing revenues from taxes, fees, fines and forfeitures.

GOALS

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

OBJECTIVES

- Assist departments in uniformly coordinating inspections and enforcement of all Village ordinances relating to rights-of-way, storm water, and code compliance.
- Assist the Village in the negotiation and preparation of all agreements, contracts, grant applications and other applications as required by the Village.
- Finalize all ordinances, agreements, and resolutions necessary for the operation of all Village departments.
- Successfully defend all litigation relating to pending zoning items.
- Assist newly elected officials to obtain Sunshine, Ethics, Public Records and Code of Conduct training.

BUDGET

Description	Actual FY '12-'13	Original Adopted Budget FY '13-'14	Estimated Final FY '13-'14	Proposed Budget FY '14-'15
VILLAGE ATTORNEY				
Professional Services - General Legal	$ 140,895	$ 180,000	$ 75,000	$ 120,000
Professional Services - Zoning Applications	37,936	30,000	30,000	35,000
Professional Services - Code Enforcement	9,618	5,000	7,500	15,000
Professional Services - Litigation Reserve	234,641	158,800	20,000	75,000
TOTAL VILLAGE ATTORNEY	$ 423,090	$ 373,800	$ 132,500	$ 245,000

BUDGET DETAILS

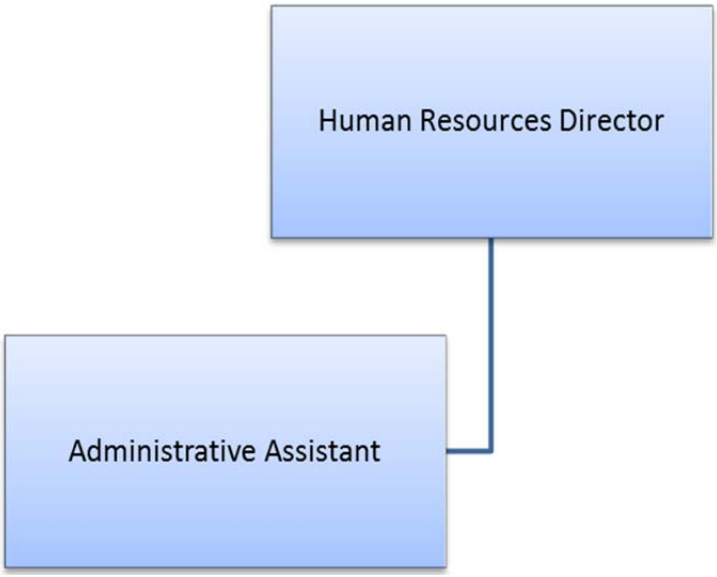
General Legal: Legal costs to draft, review, and finalize legal documents and provide general legal advice as necessary to the Village.

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

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

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

HUMAN RESOURCES ORGANIZATIONAL CHART



DEPARTMENT OF HUMAN RESOURCES

FUNCTION

The Department of Human Resources functions as an administrative and advisory department concerning matters related to personnel. The Department is primarily responsible for the recruitment and retention of qualified employees, the administration of compensation and benefits, training and professional development, employee relations, and compliance with regulatory state and federal laws related to labor.

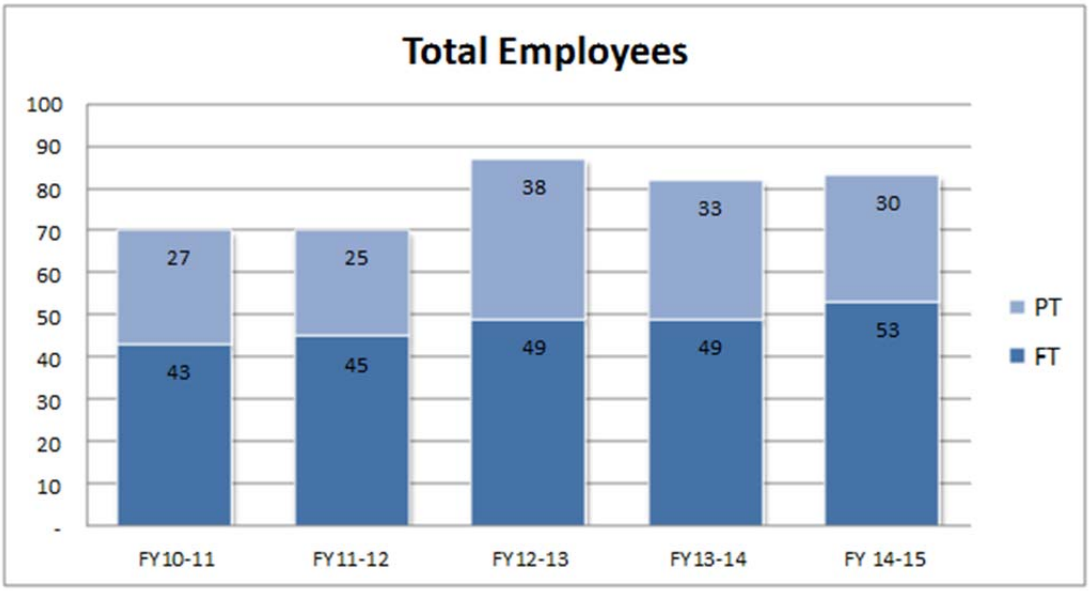
GOALS

- Maintain a qualified workforce by offering competitive benefits and providing opportunities for professional development.
- Implement a fair and competitive compensation program.
- Ensure compliance with applicable personnel and labor laws and regulations.
- Support the policies established in the Policies and Procedures Manual.
- Promote a safe and pleasant work environment.
- Advise Village departments of newly adopted labor policies and procedures to ensure compliance.
- Provide Village employees with continued in-service programs and wellness activities intended to enhance professional growth and employee efficiency.

OBJECTIVES

- Develop and implement employee training programs and extend training opportunities that enhance the employees' knowledge, skills, abilities and competencies.
- Manage the Employee Safety Program.
- Conduct periodic surveys relative to compensation and benefits offered by other comparable cities to ascertain the competitiveness of the Village's employee benefits package.
- Examine existing personnel policies and recommend revisions when necessary.
- Promptly respond to employee inquiries regarding their compensation, fringe benefits and any other questions relative to the Village's personnel policies and procedures.
- Implement policies and develop programs intended to improve the work environment, acknowledge and reward individual performance and increase employee motivation and satisfaction in order to ensure employee retention.
- Promote good health and wellness through informative and participatory programs in order to reduce healthcare costs and maintain a healthy workforce.
- Provide guidance and counseling to supervisors and employees to resolve matters of concern.
- Provide training and guidance to managers concerning matters relative to employee relations, including terminations, disciplinary actions and appeals.
- Work collaboratively with legal support to proactively address issues of concern.
- Encourage timely submissions of performance evaluations.
- Assist supervisors in the development of a Professional Growth Plan for their employees.

- Provide guidance and assistance to supervisors to ensure that Village policies are strictly followed and uniformly applied.
- Assist supervisors in developing an onboarding process that effectively acclimates employees to a new position and promotes a positive work environment.



BUDGET

Description	Actual FY '12-'13	Original Adopted Budget FY '13-'14	Estimated Final FY '13-'14	Proposed Budget FY '14-'15
HUMAN RESOURCES				
Salaries & Wages	$ 127,979	$ 136,974	$ 130,012	$ 135,453
Part Time	$ -	$ -	$ -	$ 15,600
Other Wages	181	4,682	-	1,682
Payroll Taxes	9,432	10,096	9,603	12,070
Retirement Contributions	14,026	14,881	14,117	15,020
Health & Life Insurance	18,856	25,158	18,569	20,250
Professional Services	2,820	10,000	-	5,000
Travel & Per Diem	1,090	1,800	5	1,800
Recruitment	5,677	5,000	5,000	5,000
Operating Supplies	206	1,500	750	1,000
Books, Publications, Subscriptions & Memberships	682	1,250	500	1,250
Professional Development	603	1,000	250	1,800
Personnel Training	10,918	10,000	5,000	10,000
Reserve for Contingencies	-	2,000	-	2,000
TOTAL HUMAN RESOURCES	$ 192,470	$ 224,341	$ 183,806	$ 227,925

BUDGET DETAILS

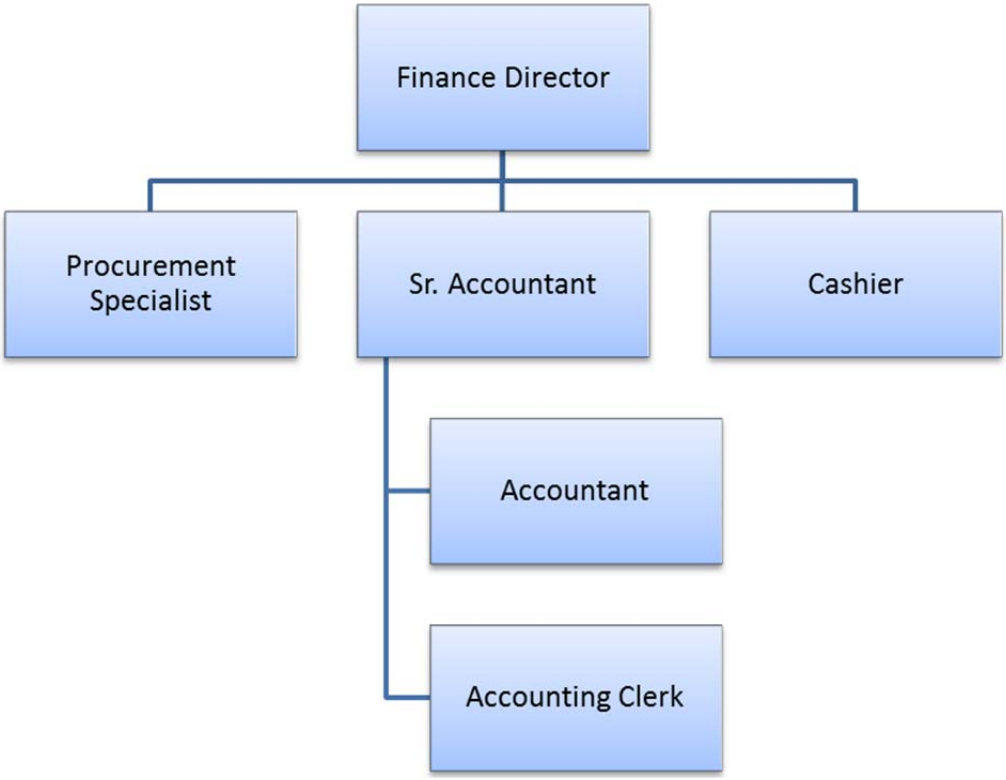
Professional Services: The review of personnel policies by a labor lawyer.

Operating Supplies: Inclusive of recognition pin costs and ID production expenses.

Recruitment: Expenditures relative to recruitment activities, including job advertisements, background screening and drug testing; previously included in the General Government section of the budget.

Personnel Training: Related costs for training of all Village employees such as sexual harassment and diversity. Also includes funding for the tuition reimbursement program.

FINANCE ORGANIZATIONAL 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

The following objectives provide information on the activities and projected accomplishments of the Department in FY 2014-2015:

- Submit the FY 2014-15 budget for the Distinguished Budget Presentation Awards Program by December 31, 2014.
- Submit the 2014 Comprehensive Annual Financial Report for the Certificate of Achievement for Excellence in Financial Reporting by March 31, 2015.

BUDGET

Description	Actual FY '12-'13	Original Adopted Budget FY '13-'14	Estimated Final FY '13-'14	Proposed Budget FY '14-'15
FINANCE DEPARTMENT				
Salaries & Wages	$ 209,144	$ 307,671	$ 281,039	$ 300,297
Other Wages	3,080	4,084	1,900	2,783
Payroll Taxes	16,002	21,751	21,077	22,781
Retirement Contributions	24,365	34,097	30,793	34,478
Health & Life Insurance	33,362	45,500	46,626	50,700
Independent Audit	23,636	40,000	27,700	43,000
Travel & Per Diem	1,316	2,750	1,620	2,750
Financial Institution Fees	15,845	-	-	-
Books, Publications, Subscriptions & Memberships	526	1,200	600	1,200
Professional Development	685	1,750	1,750	2,000
Reserve for Contingencies	-	2,500	-	2,500
TOTAL FINANCE DEPARTMENT	$ 327,961	$ 461,303	$ 413,105	$ 462,488

BUDGET DETAILS

Salaries and Wages: Twenty five percent of the Finance director's salary is allocated to the Special Revenue Funds. Salaries reflect a full year funding for Procurement Specialist.

Independent Audit: Budgeted fee reflects current contractual costs

Financial Institutions Fees: Banks and Credit Card Fees. A convenience fee will be added to all credit card transactions to cover the cost of the credit card charges.

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 '12-'13	Original Adopted Budget FY '13-'14	Estimated Final FY '13-'14	Proposed Budget FY '14-'15
GENERAL GOVERNMENT				
Professional Services - General	$ 14,677	$ 30,000	$ 30,000	$ 30,000
Professional Services - Technical Support	37,143	40,000	40,000	40,000
Professional Services - Web Development & Maintenance	8,924	40,000	10,000	19,500
Professional Services - Lost & Found Pet Web Page	-	-	-	500
Professional Services - State Lobbyist	42,000	42,000	42,000	42,000
Temporary Administrative Support Services	-	5,000	-	5,000
Waste Haulers	2,730	5,500	3,000	3,000
Legislative Travel	7,506	8,000		8,000
Telephone Communications	33,144	35,000	37,775	40,000
Postage & Delivery	1,715	10,000	2,075	10,000
Electric	29,404	37,500	29,855	36,000
Water	5,574	5,500	3,000	4,500
Photocopies	14,933	15,000	15,000	15,000
Insurance	306,973	340,000	305,751	344,500
Repairs and Maintenance	14,896	25,000	500	25,000
Printing and Binding	1,780	5,000	5,000	5,000
Advertisement	4,068	10,000	10,000	10,000
Special Events	73,363	100,000	100,000	150,000
TV & Video Production	51,600	65,000	20,000	20,000
Office Supplies	19,656	45,000	23,800	45,000
Operating Supplies	31,086	35,000	35,000	35,000
Equipment and Furniture: non-capital outlay	10,612	5,000	13,004	5,000
Books, Publications, Subscriptions & Memberships	8,532	7,500	5,300	7,500
Software Support	74,347	90,000	86,341	95,000
Library Bond				
Principal	35,000	35,000	35,000	35,000
Interest	60,244	61,000	61,000	60,000
Village Hall Buildout				
Principal	295,000	305,000	305,000	310,000
Interest	604,792	595,514	595,514	589,000
Reserve for Contingencies	-	7,500	5,980	7,500
TOTAL GENERAL GOVERNMENT	$ 1,789,699	$ 2,005,014	$ 1,819,895	$ 1,997,000

BUDGET DETAILS

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

Special Events: The Village plans to have additional events to promote and support the downtown redevelopment.

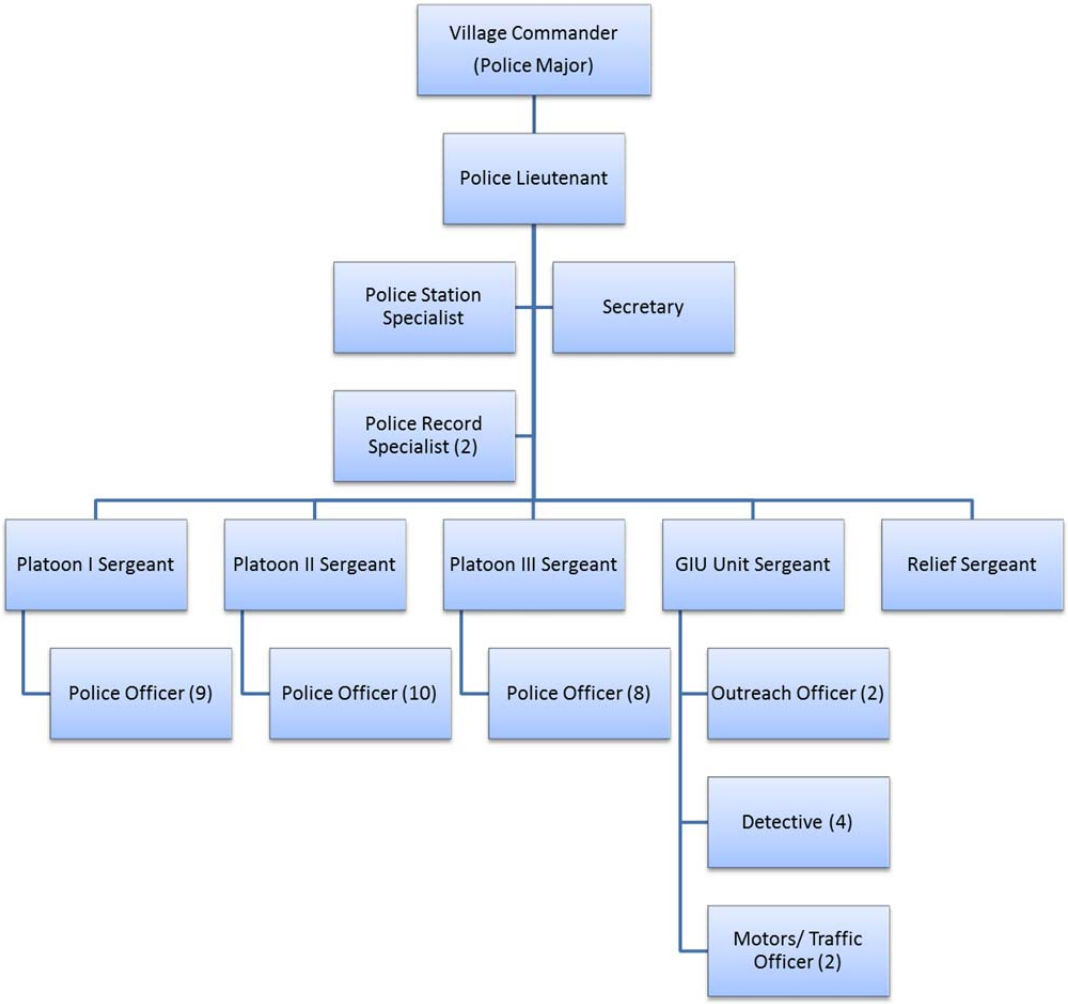
LONG TERM DEBT RATIOS

	2011	2012	2013	2014	2015
Total Revenues	$14,859,684	$13,499,617	$13,704,657	$13,738,452	$13,539,532
Less: Ad-Valorem	5,559,345	5,446,839	5,528,940	5,582,899	5,733,840
Total Non-Advalorem Revenues	9,300,339	8,052,778	8,175,717	8,155,553	7,805,692
Essential Services Expenditures					
General Government	4,031,429	4,184,837	4,382,364	4,258,706	4,946,121
Public Safety	6,888,045	5,960,182	5,972,398	6,603,690	7,002,121
Total Essential Services Expenditures	10,919,474	10,145,019	10,354,762	10,862,396	11,948,242
Adjustment for essential srvices expenditures	5,559,345	5,446,839	5,528,940	5,582,899	5,733,840
Adjusted Essential Services Expenditures	$5,360,129	$4,698,180	$4,825,822	$5,279,497	$6,214,402
Legally Available Non-Ad Valorem Revenues	$3,940,210	$3,354,598	$3,349,895	$2,876,056	$1,591,290
Required Non-Ad Valorem	$1,499,880	$1,499,880	$1,499,880	$1,499,880	$1,499,880
Debt Services paid from Non-Ad Valorem	$999,920	$999,920	$999,920	$999,920	$999,920
Required Debt Service ratio	150.00%	150.00%	150.00%	150.00%	150.00%
Current Debt Service ratio based on prior two years	395.15%	495.05%	364.77%	335.25%	311.32%
Maximum Allowable Annual Debt Service (20% of Revenues)	$2,971,937	$2,699,923	$2,740,931	$2,747,690	$2,707,906

"The Village of Palmetto Bay has two bonds funded from Non Ad-Valorem revenue and one funded from the County's Citizen Independent Transportation Trust, and discussed in the Special Revenue section. The two General Fund Non Ad-Valorem bonds are (1) $1,495,000 issued in 2005 for 30 years, for the construction of a library, community center and park. The balance outstanding as of September 30, 2013 is $1,275,000. (2) $14,780,000 issued in 2010 amortized over 30 years. The bond refinanced the $6,000,000 issued in 2006 for 15 years, for the renovation of Village parks and construction of library, the $2,500,000 issued in 2009 for 10 years, for the purchase of land for village hall, and $5,500,000 to build a new, LEED platinum, Village Hall. The outstanding balance as of September 30, 2013, is $13,970,000.

The Village of Palmetto Bay's legal debt requirement stipulates Non Ad-Valorem revenues to cover 150% of the maximum debt service which would be $1,499,880. The Village currently has legally available Non Ad-Valorem revenues totaling $1,500,988 which is 150% more than the maximum debt service. The second requirement stipulates a maximum debt service limit of no more than 20% of Non Ad-Valorem revenues or $2,707,606, as compared to a maximum debt service of $999,920 or 13%.

POLICING UNIT ORGANIZATIONAL CHART



FUNCTION

The Palmetto Bay Policing Unit was developed 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 Police Major with the assistance of a Police Lieutenant.

GOALS

- Continue to evolve the Community Outreach programs.
- Continue to present programs crime prevention and safety to children attending schools and park programs in the Village.
- Identify hazardous streets and address traffic issues with particular emphasis on speeding throughout the Village limits.
- Increase police presence in the Village parks.
- Reduce targeted crimes in the Village.

OBJECTIVES

- The Unit will provide timely notification of Crime Trends and Crime Prevention information through the Village website, E-Currents and local publications.
- The Unit will provide the security surveys of residences and businesses within the Village.
- The Unit will continue to assist neighborhoods in organizing the respective areas into Crime Watch Neighborhoods with the assistance of the Miami-Dade County Crime Watch program.
- The Unit will provide D.A.R.E., Officer Friendly and radKIDs programs at schools and parks within the Village.
- The Unit will seek voluntary compliance to traffic laws through education and enforcement in an effort to reduce the number of traffic violations and vehicle crashes in the Village limits.
- Deploy Unit officers on bike and foot patrol during peak hours at Village parks and during special events.
- Deploy proactive and reactive patrols to reduce crimes in the Village and apprehend the offenders committing them.

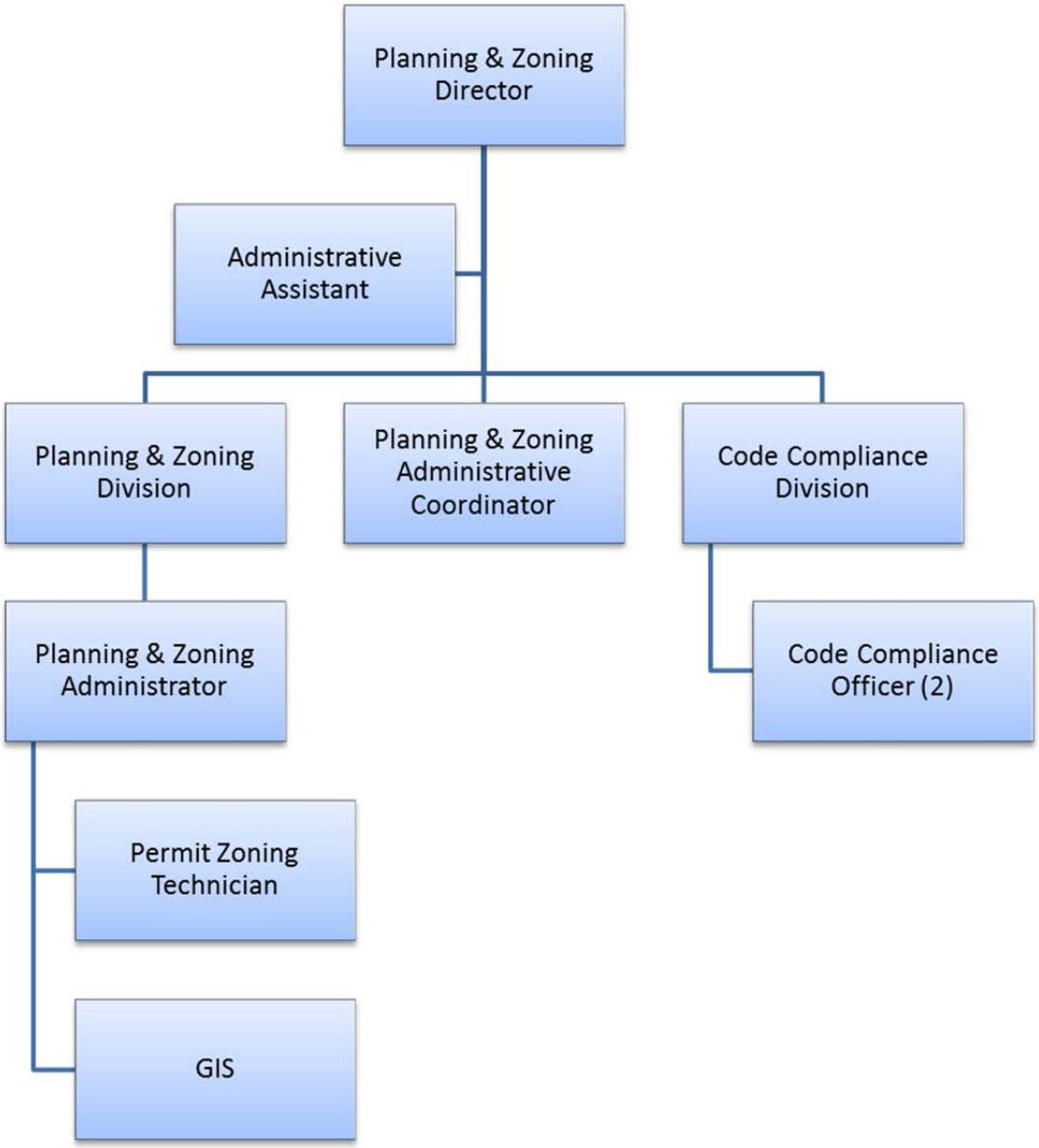
BUDGET

Description	Actual FY '12-'13	Original Adopted Budget FY '13-'14	Estimated Final FY '13-'14	Proposed Budget FY '14-'15
POLICE SERVICES				
Patrol Services	$ 5,890,686	$ 6,698,955	$ 6,514,240	$ 6,895,171
School Crossing Guards	68,529	82,500	80,250	84,750
Photocopies	2,125	5,800	2,440	5,800
Maintenance - Equipment	-	4,000	1,000	4,000
Printing and Binding	-	400	-	400
Officer Friendly Program	3,442	5,000	1,750	5,000
Office Supplies	1,695	2,500	2,000	2,500
Operating Supplies	4,638	3,000	1,000	3,000
Uniforms	544	500	500	500
Equipment and Furniture: non-capital outlay	739	500	10	500
Books, Publications, Subscriptions & Memberships	-	500	500	500
Contingency	-	-	-	-
TOTAL POLICE SERVICES	$ 5,972,398	$ 6,803,655	$ 6,603,690	$ 7,002,121

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.

PLANNING & ZONING ORGANIZATIONAL CHART



FUNCTION

The Department of Planning & Zoning is comprised of two (2) divisions: Planning & Zoning and Code Compliance. The Planning & Zoning Division is responsible for providing technical and professional recommendations to ensure strict adherence to the Village's Comprehensive Plan, Land Development Code, and any other concurrency regulations. The goal of the Planning and Zoning Division is to ensure that the planning and zoning needs of residents are met in a timely and efficient manner through a cost-effective process. The Code Compliance Division is responsible for educating the public on the Village's code regulations and enforcing those regulations in the utmost professional manner. The overall goal of this division is to ensure the safety, health and welfare of each resident and neighborhood in a responsible and professionally sensitive manner.

GOALS

Division of Planning & Zoning

- Implement the Comprehensive Plan EAR Based Amendments
- Implementation of the adopted Village of Palmetto Bay Comprehensive Plan.
- Administer zoning regulations in accordance with the Land Development Code.
- Implementation of Franjo Island/U.S. 1 Island Area Mixed Use Zoning District regulations to promote sustainable economic development in the area.
- Review building permits for compliance with the Land Development Code.
- Administer the Certificate of Use program.
- Administer the Business Tax Receipt program.
- Coordinate preparation of the Capital Improvement Plan and Capital Improvement Element.
- Maintain and keep current the Land Development Code.
- Provide information to the public regarding the Land Development Code.
- Continue to administer the permit process for sidewalk cafes and garage sales.
- Expand the GIS capabilities by adding new data and layers to the system which will allow the Village's departments to have updated and accurate information pertaining to the location of basic infrastructure.
- Administer the Art-in-Public-Places Program.
- Administer the Historic Preservation Program.
- Represent the Village at planning and development conferences and seminars.

Division of Code Compliance

- Respond to code complaints in a professional and expeditious manner.
- Implement the Code Compliance Automation program.
- Secure code compliance through a progressive system of enforcement actions.
- Work directly with residents to address code issues within neighborhoods.
- Implement code compliance policies set by the Village Council as specific topics that impact the Village (i.e. water restrictions and lot maintenance at abandoned properties).
- Administer the Special Master hearing process for appeals to code citations.
- Continue to educate residential and commercial property owners on code requirements.
- Perform zoning inspections in conjunction with the Building Permit program.
- Promote professional development of code compliance officers.

OBJECTIVES

Division of Planning & Zoning

- Process zoning applications for public hearing within 60 business days.
- Process minor administrative review of-applications within 15 business days.
- Process administrative site plan review applications, required for projects within the Village Mixed Use and Franjo Island/U.S. 1 Island Area zoning districts, within 7 days.
- Continue to evaluate the Land Development Code to ensure consistency with the Comprehensive Plan, Future Land Use Map, Zoning Maps and other supporting documents.
- Administer the Certificate of Use program.
- Administer the Business Tax Receipt program.
- Promote industry approved energy efficient technology on government buildings, and commercial development consistent with the Village Green Ordinance requirements.
- Review sidewalk café permit applications within 2 business days of receipt.
- Issue garage sale permits within 24 hours of receiving an application.
- Update GIS property data bases every 30 business days.
- Prepare GIS maps, atlases and mailing labels within 2 business days of request.
- Provide planning and zoning information to property owners and developers within 2 business days of request.
- Implement rotating art exhibitions program at Village Hall.
- Implement acquisition and maintenance of public art.
- Schedule Art-in-Public-Places Advisory Board meetings as needed and provide staff assistance to Board.
- Schedule Historic Preservation Advisory Board (HPAB) meetings as needed and provide staff assistance to Board.
- Process Plat applications for new developments.

Division of Code Compliance

- Perform code inspections within 24 hours of receipt of a complaint.
- Perform zoning inspections within 24 hours of request.
- Issue courtesy warning, citation, or finding of "no valid complaint" or "in compliance" within 24 hours of an inspection.
- Recover the cost of the Mow and Go Program through the lien process.
- Issue courtesy warnings for 100% of water restriction violations observed by police or code officers, based on ordinance set by the Village Council and directed by the SFWMD to first time offenders.
- Develop 30-day action plans for focused neighborhood code initiatives, when requested and/or identified.
- Process appeals before the Special Master within 30 days of receipt.
- Schedule a minimum of 15 cases per month before the Special Master and prepare case briefs.
- Review and update any informational brochures which educate the public on new or existing Code regulations that may have an impact on property owners.
- Obtain code compliance rate of 90%.

BUDGET

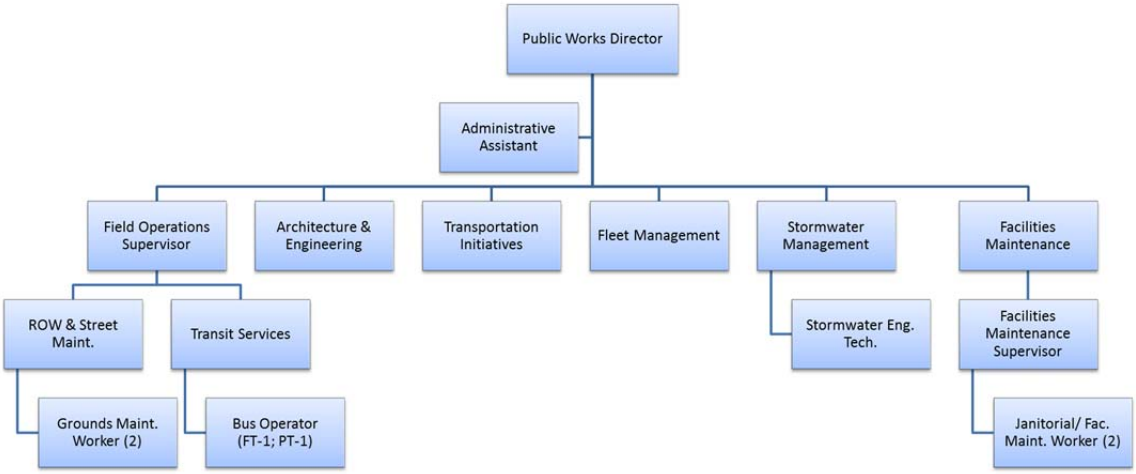
Description	Actual FY '12-'13	Original Adopted Budget FY '13-'14	Estimated Final FY '13-'14	Proposed Budget FY '14-'15
PLANNING & ZONING				
Salaries & Wages	$ 337,518	$ 404,854	$ 387,731	$ 416,735
Other Wages	4,988	8,699	5,362	4,403
Payroll Taxes	26,180	30,939	29,362	31,414
Retirement Contributions	35,673	44,831	44,519	48,460
Health & Life Insurance	66,614	89,351	87,563	93,000
Professional Services - Studies/Master Plan	4,000	25,000	5,000	50,000
Professional Services - Land Development Code	-	1,500	1,500	10,000
Professional Services - Special Master	5,800	9,000	5,000	9,000
Professional Services - General	31,722	90,000	70,000	25,000
Professional Services - GIS	10,027	12,000	12,000	14,000
Travel & Per Diem	203	3,000	250	3,000
Postage	11,328	8,500	6,500	6,500
Recording Fees	-	-	-	2,000
Lot Maintenance & Abandoned Property	25,979	30,000	20,000	30,000
Printing and Binding	484	3,000	-	3,000
Operating Supplies	1,967	4,000	750	4,000
Uniforms and Badges	393	750	750	750
Equipment and Furniture: non-capital outlay	-	500	-	5,000
Books, Publications, Subscriptions & Memberships	516	2,500	550	2,500
Professional Development	1,971	3,000	2,000	3,000
Reserve for Contingencies	-	4,000	-	4,000
TOTAL PLANNING & ZONING	$ 565,363	$ 775,424	$ 678,837	$ 765,763

Professional Services – General: Evaluation and Appraisal Report (EAR) update as required by FS 163.3191(13).

Professional Services – Studies/Master Plan: Studies for historic preservation and a landscape master plan.

Lot Maintenance & Abandoned Property: Maintaining, securing and cleaning up abandoned and foreclosed properties.

PUBLIC WORKS ORGANIZATIONAL CHART



***The following budget represents only the Facilities Maintenance portion. All other portions for Public Works are now budgeted in Special Revenue.**

Facilities Maintenance Division

FUNCTION

The Facilities Maintenance Division is responsible and accountable for the maintenance of the first governmental Platinum LEED building in Florida. The Facilities staff members provide repairs, maintenance, renovations and construction services at the Municipal building and other governmental facilities on an as needed basis through a combination of contracted services. The Department employs the best methods and systems available to produce profitable results that have a positive effect on profitability. Facilities proactive approach to maintenance ensures that all municipal departments have an effective and efficient working environment to carry out their responsibilities to meet the needs of Village residents.

GOALS

- Maximize production at the lowest cost, the highest quality, and within the optimum safety standards.
- To implement planned and routine maintenance programs which will extend the useful life of all buildings and prevent premature capital outlay for replacement.
- Increase operational effectiveness & efficiency at the Municipal Center and its infrastructure.
- Identify and implement maintenance and operational cost reductions.
- Provide accurate equipment maintenance records.
- Continue to meet the requirements for a Platinum LEED facility.
- Continue to minimize energy usage.
- Minimize and effectively manage inventory on hand.
- Provides maintenance, construction, janitorial, safety and fire suppression system support services for Village Hall Municipal Center.
- Insure a safe environment for the public and the Village of Palmetto Bay employees.
- Reduce supply and equipment costs through standardization of supplies and equipment used by other departments.
- Ensure the provision of attractive buildings, with properly functioning components and systems that are properly maintained.
- Continue to provide excellent facilities maintenance, operation, and services.
- Provide a highly motivated, well-trained, and stable workforce.

OBJECTIVES

- Maintain all mechanical systems in the Municipal Center to insure that there is no downtime for any department and the facility is operational at all times.
- Continue to be proactive in the maintenance of all mechanical, electrical and plumbing systems.
- Collect necessary maintenance cost information to acquire maintenance resources at the lowest cost possible.
- Implement centralized purchasing of janitorial supplies.

- Provide an efficient, thorough, and effective preventive maintenance and repair program for the Village Municipal Center.
- Renegotiate vendor contracts to reduce outsourced contract services.
- Purchase software with capability to track maintenance performed on facilities and equipment.
- Implement a computerized work order system to better utilize time management of maintenance employees.
- Insure accountability of all supplies through computerized recordkeeping of maintenance and janitorial supply.
- To establish priorities for maintenance and improvement projects
- To identify and correct facility deficiencies and needs through periodic review of existing systems and system components.
- Maintain the municipal center at a level that ensures the facility is aesthetically pleasing, clean, sanitary, and safe.
- To ensure the availability of sufficient funding and other resources to support projected facility maintenance requirements.
- Continue to meet LEED certification requirements through energy efficiency, energy and water conservation, alternative energy sources, use of green cleaning products and recycling.
- Effectively manage energy resources.
- Facilitate LEED, sustainability, janitorial and maintenance education, and training.
- Reduce unscheduled maintenance by increasing and providing on-time preventive maintenance.
- Ensure that the condition of the Municipal Center is held to a high-quality standard.
- Provide training that enhances performance and broadens workforce skills.
- Identify required resources for facilities maintenance, operation, and services.
- Develop and implement sustainability initiatives.
- Develop a culture of energy awareness across campus (incorporate energy conservation aspects into daily activities).
- Develop operational standards (e.g., setting policy on temperatures).
- Develop a performance improvement process using scorecards for construction and maintenance activities.

BUDGET

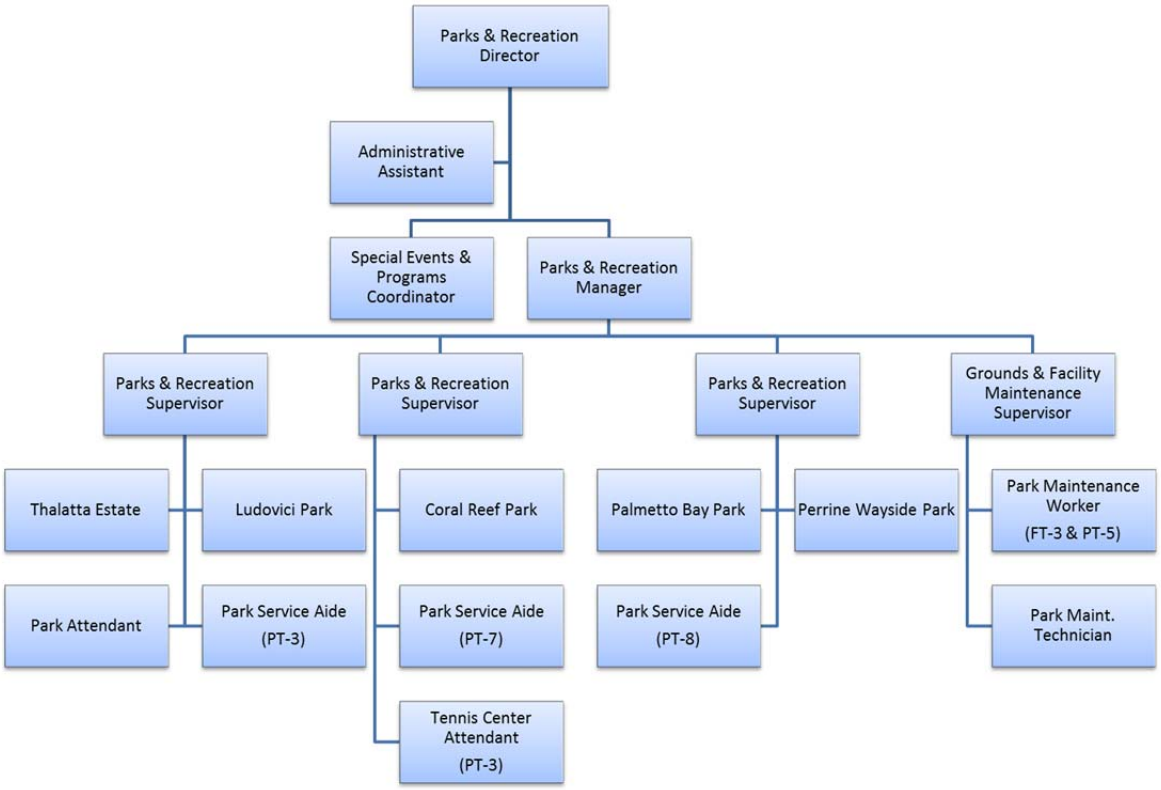
Description	Actual FY '12-'13	Original Adopted Budget FY '13-'14	Estimated Final FY '13-'14	Proposed Budget FY '14-'15
FACILITIES MAINTENANCE				
Salaries & Wages	$ 100,734	$ 116,716	$ 93,238	$ 105,084
Other Wages	583	1,807	8,838	-
Overtime	138	500	676	500
Overtime Special Events	416	500	-	500
Payroll Taxes	7,155	8,928	7,164	7,281
Retirement Contributions	8,825	11,975	9,158	10,959
Health & Life Insurance	29,348	38,046	29,649	36,200
Alarm Monitoring	1,080	1,209	1,200	1,950
Travel & Per Diem	13	1,500	-	1,000
Facility Maintenance - General	21,239	20,000	19,860	40,000
Facility Maintenance - Repairs	6,320	10,000	10,000	17,000
Pest Control	510	612	750	950
Repairs and Maintenance - Vehicle	5,155	8,000	11,000	10,500
Repairs and Maintenance - Equipment	4,116	5,150	1,750	2,500
Office Supplies	8	300	-	300
Operating Supplies	4,495	7,725	7,725	11,000
Uniforms	670	1,545	300	1,100
Vehicle Operation	24,971	30,000	20,000	27,500
Equipment and Furniture: non-capital outlay	221	5,150	-	5,000
Books, Publications, Subscriptions & Memberships	573	1,030	375	750
Professional Development	230	1,545	200	1,000
Reserve for Contingencies	-	7,500	-	7,500
TOTAL FACILITIES MAINTENANCE	$ 216,800	$ 279,738	$ 221,883	$ 288,573

BUDGET DETAILS

Vehicle Operations – Maintenance and operational costs for all Village-owned vehicles.

Repairs and Maintenance- Facility: Annual expenses for utilities, communication, repairs and maintenance, and operating supplies of the Village Hall facility.

PARKS & RECREATION ORGANIZATIONAL CHART



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, both in-house and outsourced, including park structures and landscaped areas; prepares bid specifications and cost estimates for park maintenance outsourcing and maintenance projects; and administers all aspects of respective contracts including service providers and user agreements. 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 for enhancement of recreational activities that address community needs; increased efficiency and effectiveness of park maintenance and overall aesthetics; as well as for appropriate park improvements and/or recommendations for additional amenities. Grant-writing and grant administration of park grants are also a function of the Parks and Recreation Department.

GOALS

- Continue efforts to enhance park safety and security during special events, home games and tournaments including pre- and post-event hours.
- Continue the policy of recruitment of professional parks and recreation professionals to fill-in available positions.
- Continue to seek sponsorships and donations for programming, special events and enhancement of parks.
- Expand in-house/outsourced recreational programming for youth, adults and seniors.
- Continue the monitoring of park concessionaire operations to ensure acceptable levels of customer service, cleanliness and food and beverage offerings.
- Continue to support Village "Green Initiatives" through commitment to environmental education and conservation.
- Continue to promote and require attendance of management personnel to attend state and national conferences, as well as local seminars, to keep up with certifications and industry initiatives.
- Continue to encourage the cooperation between the Village and neighborhood schools regarding use of respective recreational facilities.
- Implement an internship program by working together with local universities.
- Continue to seek innovative and creative ways to improve operational efficiency and effectiveness; including delivery of services; strategic expenditures and possible options to increase revenues through new or enhanced amenities; and methodology in providing the most feasible, efficient and effect park maintenance program possible..
- Continue to work with Public Works, the Public Information Officer and Police to enhance, promote and protect our park facilities and patrons.
- Continue to maintain a high level of park maintenance with well trained and motivated staffing and effective maintenance programs.
- Continue to monitor and recommend acquisition of available properties within Palmetto Bay for possible expansion of existing parks and/or future development of Village parks.
- Continue to assess park amenities for possible upgrades to be presented via the Capital Improvement Program (i.e., Splash Park, expanded playgrounds, etc.)

OBJECTIVES

- Work with the Police Department to schedule police personnel during park special events, tournaments and peak-hour user times including weekends, to ensure the safety and security of all participants. Utilization of contracted security guard services when/where necessary.
- Research the 'best practices' to secure all park facilities.
- Continue efforts to upgrade our children's playgrounds and adhere to all established safety guidelines. Improvements under consideration include upgraded surfaces, new equipment to replace outdated units, new and/or replacement of overhead shade canopies and refurbishing such as painting, etc. Ensure all future playground purchases are from companies manufacturing goods within the United States with the ability to repair and/or maintain on short term notice within reasonable timeframes.
- Continue efforts to attract potential individuals for internship program and possible future candidates for Village parks and recreation positions. Continue to attend annual school Career Days to discuss interest and promote a career in parks and recreation for students.
- Continue to conduct and/or monitor all sports programs as managed by the Parks and Recreation department; i.e., girls softball, soccer, football (tackle and flag), basketball, cheerleading and fitness.
- To increase the number of youth and adult programming opportunities through enhanced partnership commitments such as those with the Baptist Health System.
- Continue to evaluate operations and maintenance of the Coral Reef Tennis Center to ensure a delivery of services that is well received by our citizenry and visitors.
- Create a marketing brochure pamphlet to promote park facilities, programs, and sponsorship opportunities.
- Continue to evaluate park amenities currently offered to potential renters and determine feasible improvements which could increase attractiveness and subsequently increase rental revenue. To increase accessibility and user convenience, eventually initiate on an on-line rental system through Tyler.
- Continue to work with the Building Department before seeking quotes from contractors and/or vendors to assure that the scope of work requested meets industry standards and compliance with governing codes.
- Continue working with the Building Department to ensure all work performed by contractors and vendors are permitted and inspected.
- Seek additional funding through grants to replace existing engineered mulch from selected playground areas with recycled rubberized surface or playground grass.
- Continue to attend state and local conferences to keep up with CPRP certification and industry new trends and initiatives; promote CPRP certification of at least one more member of the park's staff.
- Successfully work together with local area schools to promote opportunities and include performances from school groups at all Village special events.
- Reduce expenses of Village picnic by seeking to obtain a minimum 25% of the event cost to be covered by sponsors.
- Continue the marketing of Ludovici Park; promoting rental opportunities and potential recreational classes and/or activities for the Edward and Arlene Feller Community Room and Amphitheater.

- Continue to effectively market and promote Thalatta Estate as the premier event venue in South Florida for the hosting of special and/or corporate events, parties and weddings, and recreation programs; including promotion of the newly renovated main house.
- Continue to offer educational and recreational programs at Thalatta Estate and grow our offerings far beyond all expectations.
- To increase the number and quality of special events offered to our citizenry.
- Complete all approved capital improvement projects.
- Continue cooperative efforts with volunteer groups such as the Palmetto Bay Garden Club to assist with landscaping projects and upgrading of amenities such as the Coral Reef Meditation Garden and/or beautification of park entries.
- To retain and/or enhance an effective maintenance program, improve the delivery of services via a continuing re-training program for all staff in the proper execution of various maintenance tasks; continue sports field enhancements via an effective turf maintenance program; estate maintenance for Thalatta Estate and Ludovici Park; and monitoring of our grounds maintenance contractor to ensure compliance with given specifications and performance measures.
- Complete a professional evaluation of parks for subsequent recommendation as to possible revenue generating amenity improvements and/or additions.
- Continue cost saving efforts regarding utility and water/sewer usage costs; as well as other related operational costs.

BUDGET

Description	Actual FY '12-'13	Original Adopted Budget FY '13-'14	Estimated Final FY '13-'14	Proposed Budget FY '14-'15
PARKS & RECREATION				
Salaries & Wages	$ 397,180	$ 508,164	$ 461,283	$ 601,278
Part-Time Salaries & Wages	250,920	446,000	282,204	368,220
Summer Camp Payroll	34,924	85,000	31,760	85,000
Other Wages	4,705	13,936	5,056	4,977
Overtime	117	1,500	500	1,500
Payroll Taxes	52,159	76,720	57,660	73,883
Retirement Contributions	42,221	55,077	50,214	67,143
Health & Life Insurance	81,789	129,085	91,088	142,982
Professional Services	4,900	5,000	-	5,000
Travel & Per Diem	1,300	5,000	-	5,000
Uniforms	8,928	25,000	5,000	25,000
Summer Camp Supplies	20,831	23,500	23,500	23,500
Books, Publications, Subscriptions & Memberships	1,285	1,500	-	1,500
Professional Development	1,456	4,500	200	4,500
Reserve for Contingencies	-	7,000	-	7,000
Park Maintenance - Coral Reef Park:				
Waste Haulers	14,399	16,200	16,800	17,000
Alarm Monitoring	1,965	5,000	2,750	2,500
Communications	2,094	3,400	1,800	3,000
Electric	25,457	17,200	24,500	25,000
Water	19,295	15,500	4,750	5,500
Grounds Maintenance	33,926	85,000	47,500	75,000
Pineland Management	-	8,489	-	8,500
Repair and Maintenance	35,795	40,000	49,525	45,000
Operating Supplies	47,959	35,000	35,000	35,000
Furniture & Equipment - Non Capital	-	500	7,016	500
Park Maintenance - Palmetto Bay Park:				
Waste Haulers	14,130	10,900	16,550	15,500
Alarm Monitoring	1,313	4,200	4,700	4,200
Communications	2,962	4,000	3,575	3,700
Electric	35,306	39,500	38,500	39,500
Water	1,860	1,900	2,000	1,900
Grounds Maintenance	36,933	67,000	25,950	57,000
Repair & Maintenance	47,575	52,000	37,175	51,000
Operating Supplies	34,564	35,000	30,000	33,000
Furniture & Equipment - Non Capital	1,095	500	775	500

CONTINUED ON NEXT PAGE…

Description	Actual FY '12-'13	Original Adopted Budget FY '13-'14	Estimated Final FY '13-'14	Proposed Budget FY '14-'15
Park Maintenance - Perrine Wayside Park				
Waste Haulers	3,540	2,500	4,350	4,000
Electric	342	350	340	350
Water	276	350	235	250
Grounds & Pool Maintenance	8,861	10,000	9,825	13,000
Repair & Maintenance	1,016	2,000	1,500	2,000
Park Operating	5,503	6,000	6,000	6,000
Furniture & Equipment - Non Capital	-	500	-	500
Park Maintenance - Thalatta				
Salaries & Wages	47,179	80,005	75,025	80,813
Part-Time Salaries & Wages	16,590	-	15,525	19,125
Other Wages	462	1,545	256	615
Overtime	-	-	100	1,500
Payroll Taxes	4,611	5,855	6,620	7,293
Retirement Contributions	5,590	9,535	8,923	9,690
Health & Life Insurance	11,195	21,000	16,528	15,250
Waste Haulers	5,303	8,100	9,650	9,500
Alarm Monitoring	444	2,600	1,312	2,600
Communications	2,233	3,800	3,950	3,800
Electric	5,907	15,000	11,475	15,000
Water	4,116	12,000	33,250	33,000
Grounds Maintenance	30,613	30,000	23,000	30,000
Repair & Maintenance	15,979	26,000	12,400	23,000
Advertising/Marketing	13,574	30,000	15,000	20,000
Operating Supplies	49,504	35,000	33,280	35,000
Furniture & Equipment - Non Capital	29,503	15,000	1,955	5,000
Park Maintenance - Ludovici				
Waste Haulers	-	-	200	500
Alarm Monitoring	1,349	2,510	500	2,510
Communications	639	1,000	2,135	2,000
Electric	23,477	25,000	23,420	24,000
Water	2,464	2,600	2,433	2,600
Grounds Maintenance	9,965	15,000	8,130	14,000
Repair & Maintenance	5,948	19,000	23,565	19,000
Operating Supplies	11,052	10,000	7,820	10,000
Furniture & Equipment - Non Capital	-	500	-	500
Park Maintenance-Tennis Facility		-		
Part-Time Salaries & Wages	51,641	87,000	53,540	67,546
Payroll Taxes	3,951	6,655	3,970	5,166
Tennis Coaches	104,489	120,000	87,250	85,000
Communications	432	600	600	600
Electric	7,170	10,800	12,500	10,800
Operating Supplies	7,089	5,000	3,715	5,000
Tennis Camp Supplies	8,391	2,000	3,000	5,000
TOTAL PARKS & RECREATION	$ 1,759,741	$ 2,453,076	$ 1,880,608	$ 2,431,290

Salaries and Wages: The tennis coaches were re-classed from part employees to independent contractors.

Grounds Maintenance: The ground maintenance budgets reflect the addition of a turf-maintenance program for the various playing fields.

Tennis Facility: A new sub-department for the tennis operations was created to track the tennis related expenditures.

SPECIAL REVENUE FUND DESCRIPTION

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

SPECIAL REVENUE SUMMARIES

Description	Actual FY '12-'13	Original Adopted Budget FY '13-'14	Estimated Final FY '13-'14	Proposed Budget FY '14-'15
BEGINNING SPECIAL REVENUE FUND BALANCES	**$ 5,125,385**	**$ 4,444,116**	**$ 5,117,302**	**$ 5,443,009**
REVENUES				
Capital Projects	$ 905,158	$ 1,555,000	$ 1,921,950	$ 121,000
Art In Public Places	55,805	-	37,989	-
Parks	5,265	-	670	181,500
Public Works-Transportation	1,354,520	1,374,777	1,662,818	1,419,413
Transit	173,805	420,401	181,069	175,000
Stromwater	728,978	500,000	704,500	950,000
Public Safety	952,424	925,000	1,079,881	970,000
TOTAL REVENUES	**$ 4,175,955**	**$ 4,775,178**	**$ 5,588,877**	**$ 3,816,913**
TOTAL SOURCES	**$ 9,301,340**	**$ 9,219,294**	**$ 10,706,179**	**$ 9,259,922**
EXPENDITURES				
Capital Projects	922,065	2,323,307	1,498,307	1,521,000
Art In Public Places	7,909	240,224	46,700	240,000
Parks	38,299	74,432	1,600	255,066
Public Works-Transportation	1,295,354	3,614,145	1,786,834	3,665,013
Transit	74,381	732,766	57,328	498,273
Stromwater	997,701	659,304	960,627	1,141,656
Public Safety	848,329	1,002,961	911,774	1,233,655
TOTAL EXPENDITURES	**$ 4,184,038**	**$ 8,647,139**	**$ 5,263,170**	**$ 8,554,663**
Transfer Out	-			
COMMITTED SPECIAL REVENUE FUND BALANCES	**1,242,954**	**-**	**1,657,886**	**17,886**
RESTRICTED SPECIAL REVENUE FUND BALANCES	**3,874,348**	**572,155**	**3,785,123**	**687,373**
TOTAL EXPENDITURES AND FUND BALANCES	**$ 9,301,340**	**$ 9,219,294**	**$ 10,706,179**	**$ 9,259,922**

FUND BALANCE

The fund balance for governmental funds can be reported in five components non-spendable, Restricted, Committed, Assigned, Unassigned, depending on the source of the fund balance. The Special Revenue Funds uses the following categories:

Restricted - Externally enforceable limitations on use, such as grants or imposed by law. The Art In Public Places, Park Impact Fees, Public Works-Transportation, Transit, Stormwater, Building and Public Safety funds uses this category due to the legal restrictions placed on the uses of the funds.

Committed – Self-imposed limitations, usually set by the highest level of decision making that requires formal action at the same level to remove.

CAPITAL PROJECTS

Description	Actual FY '12-'13	Original Adopted Budget FY '13-'14	Estimated Final FY '13-'14	Proposed Budget FY '14-'15
BEGINNING CAPITAL PROJECTS FUND BALANCE	**$ 1,010,706**	**$ 768,307**	**$ 993,799**	**$ 1,417,442**
REVENUES				
Interest Income	$ 8,158	$ -	$ 13,000	$ -
Debt Proceeds	-	75,000	-	-
Miscellenous Income	-	-	-	-
Transfer In - General Fund - Capital Projects	897,000	1,480,000	1,908,950	121,000
TOTAL REVENUES	**$ 905,158**	**$ 1,555,000**	**$ 1,921,950**	**$ 121,000**
TOTAL SOURCES	**$ 1,915,864**	**$ 2,323,307**	**$ 2,915,749**	**$ 1,538,442**
EXPENDITURES				
GENERAL GOVERNMENT				
Furniture & Equipment	41,825	189,623	189,623	150,000
Downtown Redevelopment	-	1,000,000	250,000	750,000
Capital Improvements	-	75,000	-	500,000
TRANSPORTATION				
Public Works	-	-	-	-
CULTURE/RECREATION				
Park & Recreation Capital Improvements	880,240	1,058,684	1,058,684	121,000
TOTAL EXPENDITURES	**$ 922,065**	**$ 2,323,307**	**$ 1,498,307**	**$ 1,521,000**
Transfer Out	-			
COMMITED CAPITAL PROJECTS FUND BALANCE	**993,799**	**-**	**1,417,442**	**17,442**
TOTAL EXPENDITURES AND FUND BALANCE	**$ 1,915,864**	**$ 2,323,307**	**$ 2,915,749**	**$ 1,538,442**

ART IN PUBLIC PLACES

Description	Actual FY '11-'12	Original Adopted Budget FY '12-'13	Estimated Final FY '12-'13	Proposed Budget FY '13-'14
BEGINNING AIPP FUND BALANCE	**$ 182,634**	**$ 181,541**	**$ 201,259**	**$ 240,224**
REVENUES				
AIPP Fees	$ 46,730	$ -	$ 46,538	$ -
Interest	192	-	154	-
TOTAL REVENUES	**$ 46,922**	**$ -**	**$ 46,692**	**$ -**
TOTAL SOURCES	**$ 229,556**	**$ 181,541**	**$ 247,951**	**$ 240,224**
EXPENDITURES				
Operating Supplies	$ 2,517	$ 181,541	$ 7,727	$ 10,000
Art Works	25,780	-	-	230,224
TOTAL EXPENDITURES	**$ 28,297**	**$ 181,541**	**$ 7,727**	**$ 240,224**
COMMITED AIPP FUND BALANCE	**201,259**	**-**	**240,224**	**-**
TOTAL EXPENDITURES AND FUND BALANCE	**$ 229,556**	**$ 181,541**	**$ 247,951**	**$ 240,224**

PARK IMPACT FEES AND GRANTS

Description	Actual FY '12-'13	Original Adopted Budget FY '13-'14	Estimated Final FY '13-'14	Proposed Budget FY '14-'15
BEGINNING SPECIAL REVENUE PARKS FUND BALANCE	**$ 107,530**	**$ 74,432**	**$ 74,496**	**$ 73,566**
REVENUES				
Park Impact Fees	$ 4,948	$ -	$ -	$ -
Interest	317	-	670	-
GRANTS				
Recreation Trails	-	-	-	181,500
TOTAL REVENUES	**$ 5,265**	**$ -**	**$ 670**	**$ 181,500**
TOTAL SOURCES	**$ 112,795**	**$ 74,432**	**$ 75,166**	**$ 255,066**
EXPENDITURES				
Park Improvements	$ 38,299	$ 21,972	$ 500	$ 22,206
Coral Reef Park	$ -	$ -	$ -	$ 181,500
GRANTS				
Ludovici Park	-	52,460	1,100	51,360
TOTAL EXPENDITURES	**$ 38,299**	**$ 74,432**	**$ 1,600**	**$ 255,066**
RESTRICTED SPECIAL REVENUE PARKS FUND BALANCE	**74,496**	**-**	**73,566**	**-**
TOTAL EXPENDITURES AND FUND BALANCE	**$ 112,795**	**$ 74,432**	**$ 75,166**	**$ 255,066**

PUBLIC WORKS AND GRANTS

FUNCTION

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, stormwater activities, facility maintenance, and provides public transportation services. 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

- Assess the department's professional needs to achieve the department's mission and vision
- Continue to develop the skills of the public works management team to meet the future needs of the department through job experience, training, and formal education and provide tuition reimbursement within the policies of the Village and within our Departmental budgetary ability.
- Develop and monitor the department's annual budget in accordance with the administration's goals and policies.
- Provide quality, professional, effective, and timely services to residents, consultants, contractors, businesses and internal customers of the Village within 24 hours through coordination between Public Works and other departments
- Coordinate resolutions, ordinance changes, and commission presentations.
- Implement computer software programs that will enhance public works operations.
- Implement roadway and traffic improvements that provide pedestrian and bicyclist safety.
- Update the Village's seven (7) year Resurfacing and Sidewalk Program.
- Evaluate sidewalk network on an annual basis and provide maintenance to reduce citizen requests for maintenance and to make walking a convenient and safe mode of choice for pedestrian transportation.
- Provide the current level of paving for Village streets/roads, through cost effective measures and perform minor repairs in accordance with budgeted funding.
- Implement traffic calming improvements that meet the requirements of Miami Dade County traffic flow modification policy and procedures through the use of traffic calming tools and devices including directional signs, speed limit signs, permanent traffic calming devices and pavement markings.
- Manage the construction of all Capital Improvements Program (CIP) projects and construction of infrastructure by developers and citizens who receive Public Works permits.
- Cost-effectively manage contracted maintenance services for the construction and repair of infrastructure including streets, sidewalks, and stormwater facilities with low cost services as well as optimum customer satisfaction.

- Maintain Village Street Signs in accordance with the Street Signage Program and replace signage as necessary.
- Coordinate with Miami-Dade County Traffic Signal and Signs annual maintenance of illuminated mast arm street signage.
- Ensure compliance with annual Citizen Independent Transportation Trust requirements.
- Provide outreach on all capital improvement projects.
- Continue to coordinate and manage available resources to enhance the aesthetics of the Village Neighborhoods, while strengthening the infrastructure where needed.
- Continue Increase the number of trees donated for the Village's tree giveaway program with the support of the Village's Tree Advisory Board.
- Establish programs to encourage residents to use alternative modes of Transportation - Implement a Dump the Pump – Bike to Work Day
- Through use of GPS vehicle tracking improve the safety and efficiency of our employees through better communications and response time of staff in the field during normal operations and emergency situations.
- Perform routine vehicle and equipment maintenance in an effort to provide a fleet that is always operational and well maintained.

OBJECTIVES

- Maximize employee abilities to their utmost, take advantage of all training available, voluntary certification, and any formal education they can achieve.
- Provide CPR, AED, First Aid, and Blood Borne Pathogen training program for all employees.
- Continue to complete employee performance reviews on or before due date.
- Continue to require each employee to complete a minimum of 16 hours of training that covers specific information pertaining to the employee's job function before their next annual evaluation date.
- Promote and retain a highly competent professional staff dedicated to serving the needs of Village residents and the public.
- Complete needs assessment for department-wide professional services. Identify professional consultants that are being used to meet those needs and identify unmet needs.
- Manage services provided by vendor for contract compliance and customer satisfaction, and take action if non-compliant
- Continue to update the staffing plan for the Department of Public Works that provides alternatives for future required professional staffing needs, consultant needs, reorganization scenarios and budgetary impact.
- Ensure the department stays within budget by implementing internal budget goals and constraints on a quarterly basis and by monitoring all appropriation statements on a monthly basis to control expenditures.
- Continue to provide efficient and effective services to the residents, consultants, and contractors of the Village through administration, general direction, and coordination of activities of the Public Works Department on a daily basis.

- Provide excellent customer service through improved information access, prompt professional response to requests for information, assistance, complaints, keep citizens informed of services, programs, and projects that affect them via phone, in person, and email.
- Continue to represent the Village at various agency meetings and civic groups (i.e., Florida Department of Transportation, Florida Stormwater Association, Board of County Commissioners, American Public Works Association and Citizens Independent Transportation Trust).
- Process requests for payment by Village consultants and contractors within 30 working days of receipt.
- Foster collaborative opportunities with other municipal agencies and individuals to improve service delivery to Village residents.
- Assure compliance with Village and Miami-Dade County Public Works standards and code requirements while responding to village and citizen request.
- Facilitate and manage all Capital Improvement Projects in a professional, comprehensive, efficient, and cost effective manner.
- Continue to increase connectivity to commercial and neighborhood areas, and access.
- Install new sidewalks and missing sidewalk links to improve pedestrian access to schools, parks and infrastructure on main thoroughfares within the Village.
- Establish and maintain a database of existing sidewalk and curb cuts as part of the Village's Sidewalk Analysis Report.
- Develop through GIS a computerized inventory of infrastructure assets (i.e. pavement, sidewalks, roadway signs, etc.), so that by performing periodic condition surveys the department can prioritize improvements based on funding allocation.
- Perform visual inspection of Village owned roadways monthly and schedule repairs as needed.
- Continue to design and construct sidewalks, bike routes and crosswalk ramps compliant with the Americans with Disabilities Act (ADA) guidelines to improve pedestrian safety and accessibility in Village neighborhoods and near schools as part of the "Safe Routes to School" Federal grant program.
- Complete safety hazard repairs for streets, sidewalks, curbs and gutters in a timely manner.
- Continue working with consultants to implement the findings of the Village Transportation Master Plan.
- Continue to review and update Transportation Master Plan to reflect changing land use development patterns and related transportation system demands.
- Engage the public in the planning and design of traffic calming and traffic diversion projects through public meetings to provide an opportunity for citizens to work actively to benefit the community.
- Continue to be a liaison with Miami-Dade County to replace damaged regulatory and warning signs in a timely manner and install new traffic control devices to improve pedestrian and bicycle safety at intersections.
- Continue to coordinate traffic signal timing with Miami Dade County in order to minimize congestion and improve traffic flow on major roads.
- Assess and install missing street markings on an as needed basis.
- Begin to execute the findings of the Bicycle Master Plan.

- Continue to partner with the Village's Policing Unit to provide educational information for drivers, pedestrians, bicyclists and other users regarding roadway safety.
- Aggressively replace damaged street signs within four work days of notification of damages.
- Use inventory control to maintain a supply of materials to replace damaged, missing, or faded signs as required to maintain proper street signage.
- Notify other agencies of their damaged and missing signage within four (4) hours of complaint notification.
- Continue to install and replace directional signs, informational signs, and speed limit signs within the boundaries of the Village of Palmetto.
- Continue to provide clear zone maintenance for the safe recovery area along Village maintained right-of-ways.
- Provide ongoing litter control and roadside mowing to enhance the functionality, safety, and effectiveness of the roadside environment for vehicular and pedestrian traffic.
- Enter into landscape maintenance agreements with residents to allow for tree removal, and the pruning and removal of stumps that are a safety hazard.
- Update Village's Street Tree Master Plan and map tree inventory installed since incorporation.
- Continue to perform landscape maintenance and the mowing of medians, right-of-ways, swales and graffiti removal within the public right-of-way in a manner that will maintain their appearance and limit citizen complaints.
- Partner with residents, local organizations, and volunteer groups to perform litter removal along a one mile section of road a minimum of four times each year as an important part of the beautification program.
- Efficiently route departmental staff in an effort to improve response time by knowing where vehicles are located thereby reducing fuel consumption
- Develop a vehicle review and replacement process to establish criteria's and the need for replacement vehicles in the future.
- Manage the maintenance, acquisition, disposal, and fueling of the Village's vehicle and equipment fleet.
- Provide and continuously update public works information weekly for use on the Village's website.
- Manage divisional operations and Capital Improvement project budgets, report departmental activities, set long range goals, provide operational planning, and manage overall personnel actions.

BUDGET

Description	Actual FY '12-'13	Original Adopted Budget FY '13-'14	Estimated Final FY '13-'14	Proposed Budget FY '14-'15
BEGINNING PUBLIC WORKS FUND BALANCE	**$ 2,576,768**	**$ 2,534,779**	**$ 2,635,934**	**$ 2,511,918**
REVENUES				
8 Cent Fuel Tax	$ 150,886	151,589	$ 145,170	$ 155,734
1 to 6 Cent Local Option Gas Tax	352,612	334,816	430,431	394,451
CITT-Half Cent Transportation Tax	673,098	$ 609,000	713,772	700,000
Public Works	13,393	-	-	-
1 to 5 Cent Local option Gas Tax	138,547	129,565	165,927	152,728
Parking Fines ADA Program	508	-	-	-
Fuel Tax Refund	2,021	1,500	1,500	1,500
Interest	13,455	3,500	16,211	15,000
GRANTS				
MPO Safe Routes to School	10,000	129,807	129,807	-
FDOT	-	-	45,000	-
Urban Forestry	-	15,000	15,000	-
TOTAL REVENUES	**$ 1,354,520**	**$ 1,374,777**	**$ 1,662,818**	**$ 1,419,413**
TOTAL SOURCES	**$ 3,931,288**	**$ 3,909,556**	**$ 4,298,752**	**$ 3,931,331**
EXPENDITURES				
Operation				
Salaries & Wages	$ 281,545	$ 306,036	$ 292,768	$ 294,334
Other Wages	4,625	8,512	3,721	3,231
Overtime	477	1,550	354	1,000
Overtime Special Events	178	550	-	-
Payroll Taxes	21,868	29,711	22,805	22,808
Retirement Contributions	31,753	44,614	32,339	33,333
Health & Life Insurance	42,319	57,302	39,525	37,000
Workers Compensation	-	20,000	19,252	20,500
Professional Services	8,230	5,000	1,500	30,000
Waste Haulers	4,525	4,550	5,883	4,550
Alarm Monitoring	360	660	555	660
Travel & Per Diem	468	2,000	1,000	1,500
Telephone	3,700	4,345	4,587	4,438
Postage	613	375	375	250
Electric	2,583	3,150	2,770	3,150
Water	644	1,800	470	1,200
Photocopy Machine	2,133	2,465	2,175	2,200
Landscape Maintenance	-	-	11,000	23,000
Repairs and Maintenance - Facility	7,946	9,750	1,000	9,000
Repairs and Maintenance - Pest Control	-	-	750	750
Repairs and Maintenance - Vehicle	3,615	5,625	2,500	5,625
Repairs and Maintenance - Equipment	1,232	1,500	1,500	1,500
Office Supplies	2,528	3,885	2,880	3,500
Operating Supplies	24,209	25,000	37,000	26,100
Uniforms	822	1,000	500	1,000
Vehicle Operation	9,778	12,000	7,700	12,000
Equipment and Furniture: non-capital outlay	1,419	2,250	-	2,500
Books, Publications, Subscriptions & Memberships	338	1,500	500	1,500
Professional Development	793	2,500	1,000	1,500
Maintenace				
Road Paving and Repair	236,778	250,000	210,000	330,000
Side Walks	49,379	-	25,000	69,900
Easements/Swales	48,598		50,000	92,373
Street Signs	1,365	-	-	5,000
Capital Projects				
Traffic Calming	19,794	2,304,278	521,348	2,182,198
Signage Program	46,171	-	-	-
Tree Planting Program		65,000	65,000	-
QNIP	174,033	175,369	175,369	175,546
Signage Program Loan				
Principal	202,507	210,521	208,478	218,852
Interest Expense	58,028	51,347	35,230	43,015
TOTAL EXPENDITURES	**$ 1,295,354**	**$ 3,614,145**	**$ 1,786,834**	**$ 3,665,013**
RESTRICTED PUBLIC WORKS FUND BALANCE	**2,635,934**	**295,411**	**2,511,918**	**266,318**
TOTAL EXPENDITURES AND FUND BALANCE	**$ 3,931,288**	**$ 3,909,556**	**$ 4,298,752**	**$ 3,931,331**

BUDGET DETAILS

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

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.

Division of Transit Operations

GOALS

- Provide a widely accessible public transit service within the Village of Palmetto Bay.
- Provide dependable transit service within the boundaries of the Village.
- Promote transportation projects aimed at assuring that all residents have adequate mobility options.
- Maintain the transportation system.
- Analyze bus routes and corridors as needed.
- Enhance transportation through economic development, particularly in the downtown area of the Village.
- Increase the efficiency of the movement of transit riders.
- Provide connectivity to Miami-Dade County Transit system and neighboring municipalities transit systems.
- Promote safety and security in maintaining and operating the Ibus system to include personnel, ridership and facilities within the Village.
- Comply with local and federal transit policies and regulations.
- Consistently seek to increase system utilization by the public.
- Operate an efficient and cost effective system.
- Improve the current standard and increase use of local public transportation service.

OBJECTIVES

- Promote a protocol that considers preservation before expansion.
- Emphasize safety in all elements of transportation planning and incorporate the consideration of the context in which a project is proposed for safety enhancements for all funding programs.
- Seek opportunities to expand mobility options.
- Consider impacts and opportunities for economic development in plans and projects.
- Use marketing to media sources as tools for increasing and improving service.
- Expand service to those areas in need.
- Optimize safety for all public transportation users.
- Build a strong database of detailed elements of congestion on selected routes utilizing Geographic Positioning System (GPS) and Geographic Information System (GIS).
- Implement safety as a permanent element to all transportation planning, projects and programs.
- On-going reconfiguration of the Transit system to address unmet transportation needs within the Village and continue to promote mass transit alternative for vehicular, pedestrian and bicycle movement in a coordinated manner.
- Establish the most appropriate level of service, days, and hours of service.
- Continue to improve the level and quality of transit supportive infrastructure throughout the Village.
- Maximize opportunity for input – gain input from the public, Village staff, IBUS drivers, Miami-Dade Transit Agency and other municipal agencies as appropriate.

- Promote local government and private sector partnerships.
- Complete reports required by CITT and federal agencies.
- Hold a minimum of two safety awareness meetings to be attended by drivers.
- Continue to meet Americans with Disabilities Act requirements ensuring that drivers are properly trained to meet requirements of transporting persons with disabilities.
- Develop a bus review and replacement process to establish criterias and the need for replacement buses in the future.
- Manage the maintenance, acquisition, disposal, and fueling of the Village's Ibus and equipment fleet.
- Implement plan to improve Ibus fleet preventive maintenance program by better monitoring equipment repairs.
- Conduct a survey of ridership as to satisfaction with dependability and other aspects of service.
- Replace buses in existing fleet with more efficient and heavier duty buses.
- Strive to maintain on-time performance of Ibus service.
- Work with local county government to define needs and apply for grant funding for existing and additional service.
- Publicize service to attract riders to the Ibus transit system.
- Continue to provide access to recreational, educational and commercial areas.
- Re-design the IBUS website to make it easier to use, contain more information.
- Increase the availability of information about IBUS service through maps and schedules at selected locations within the Village and neighboring communities.
- Raise the profile of transit in the Village by providing ongoing information to the public which illustrates the scope and quality of the service and performance of the system.
- Stabilize and then increase ridership system wide within existing service levels over time.
- Tailor transit service so that annual operating revenues and subsidies are sufficient to offset yearly operating expenses.
- Prudently leverage Federal and/or State funding with local levy revenues to maintain and/or upgrade service, rolling stock, facility and customer amenities.
- Work at removing, where appropriate, travel constraints facing the elderly and disabled, particularly ADA para-transit eligible individuals.
- Provide transit-related amenities and/or facilities, where warranted and financially practical, to encourage increased transit ridership.
- Identify for consideration, alternative transportation modes suitable to serve transit needs and markets not currently served by existing system, to better serve residents of the Village.
- Work at assuring that transit riders have comparable access, in terms of average travel time, to major destinations in the service area.

BUDGET

Description	Actual FY '12-'13	Original Adopted Budget FY '13-'14	Estimated Final FY '13-'14	Proposed Budget FY '14-'15
BEGINNING TRANSIT FUND BALANCE	**$ 219,427**	**$ 314,095**	**$ 318,851**	**$ 442,592**
REVENUES				
CITT-Hlaf Cent Transportation Tax	$ 173,179	$ 180,000	$ 178,443	$ 175,000
Interest	626	-	2,626	-
GRANTS		-		
ARRA Transit 2010	-	240,401	-	-
TOTAL REVENUES	**$ 173,805**	**$ 420,401**	**$ 181,069**	**$ 175,000**
TOTAL SOURCES	**$ 393,232**	**$ 734,496**	**$ 499,920**	**$ 617,592**
EXPENDITURES				
Salaries & Wages	$ 29,813	$ 64,140	$ 19,370	$ 65,442
Overtime Special Events	1,272	2,000	-	-
Payroll Taxes	2,397	2,000	1,480	5,000
Retirement Contributions	-	-	-	3,120
Health & Life Insurance	-	-	-	12,000
Workers' Compensation	-	3,064	2,178	3,000
Professional Services	-	25,000	-	10,000
Travel & Per Diem	-	300	-	300
Repairs and Maintenance - Vehicle	12,270	15,000	12,000	18,000
Repairs and Maintenance - Facilities	-	-	-	10,000
Operating Supplies	648	9,850	3,000	5,000
Uniforms	114	300	300	300
Vehicle Operation	19,453	25,200	10,000	21,000
Professional Development	-	750	-	350
Capitial Improvements	-	576,162	-	335,761
Intergovernmental Transfer-Out	8,414	9,000	9,000	9,000
TOTAL EXPENDITURES	**$ 74,381**	**$ 732,766**	**$ 57,328**	**$ 498,273**
RESTRICTED TRANSIT FUND BALANCE	**318,851**	**1,730**	**442,592**	**119,319**
TOTAL EXPENDITURES AND FUND BALANCE	**$ 393,232**	**$ 734,496**	**$ 499,920**	**$ 617,592**

Division of Stormwater Utility Management

GOALS

- Continue to implement best management practices of both a structural and a non-structural nature to reduce the impact of stormwater on receiving water bodies.
- Ensure that stormwater management facilities are in place and available to serve all new development, whether provided by the Village or the developer.
- Minimize the absence of water quality through proper stormwater management.
- Clean storm drainage system for proper disposition of stormwater and perform preventive maintenance and repair of pipes and inlets.
- Continue to implement capital improvement projects in accordance with the Village's Storm Water Master Plan with revenue from the Village's Stormwater Utility and apply for available grant funding to meet cost sharing needs.
- Continue to meet NPDES co-permittee requirements.
- Participation in CRS.
- Inspect stormwater conveyance system on both a scheduled and unscheduled basis and to remediate any illicit discharges detected.
- To insure that all stormwater projects are completed with minimal or no impact on water quality.
- Insure that all installed BMP(s) are properly operated and maintained in perpetuity.
- Insure that sufficient information is made available to the public on impairments to stormwater quality.
- Educate and train key to the success of BMP implementation.
- Assure that all projects are completed with minimal or no impact on water quality.

OBJECTIVES

- Continue to implement the developed Stormwater Master Management Plan (MSMP) and implement the capital improvement projects identified in the Stormwater Master Plan.
- Provide annual training for staff.
- Maintain the Stormwater Management System to meet or exceed the established Level of Service (LOS) Standards, both quantitatively and qualitatively.
- Establish and identify a system of regulation at the Federal, State, and County levels that minimizes the degradation of water quality resulting from stormwater runoff.
- Manage and maintain stormwater management facilities to minimize the degradation of water quality resulting from stormwater runoff.
- To obtain certification under the Community Rating System (CRS) administered by FEMA.
- To manage development within the FEMA 100-year floodplain.
- Continue to implement stormwater management activities in order to obtain certification under the Community Rating System and shall strive to get a rating comparable to Miami-Dade County.

- Maintain an inventory and evaluation of new and existing County and privately owned/maintained stormwater management facilities.
- Upgrade deficient and existing stormwater management and drainage facilities in order to maximize their capacity and lifespan and to ensure that discharges do not violate State water quality standards.
- Maintain the database used to support the Stormwater Utility billing system to insure that it is kept up-to-date, that charges are based on each property's contribution of stormwater runoff to the system and to assist in properly accounting for the funds collected.
- Monitor and insure compliance with the Village's Stormwater Utility Code of Ordinance.
- Construct and manage Village-wide Localized Drainage Improvements within multiple sub-basins identified in the Village's Stormwater Master Plan.
- Continue to establish long term capital improvement projects for drainage issues and to coordinate localized drainage improvements.
- Keep roads passable during inclement weather.
- Manage all GIS mapped catch-basins and outfalls within the Village's boundaries to assist with streamlining the workflow and reduce the paper work associated with maintaining stormwater infrastructure.
- Assess and clean the Village's storm drain inlets to ensure that minimal storm sewer blockages occur during the year and prioritize "requests for action" from citizens related to settlement on or around stormwater structures.
- Educate contractors, developers and the public about stormwater pollution and ways to prevent it.

BUDGET

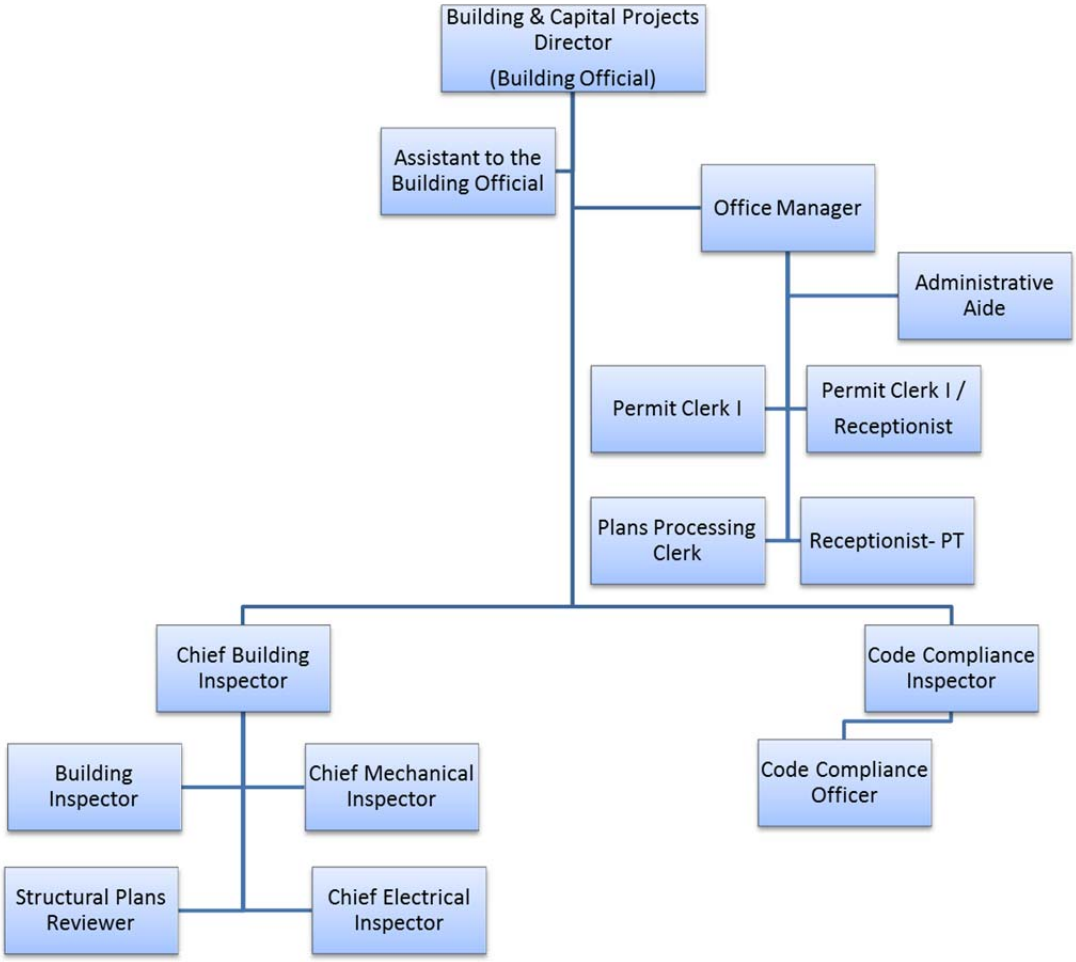
Description	Actual FY '12-'13	Original Adopted Budget FY '13-'14	Estimated Final FY '13-'14	Proposed Budget FY '14-'15
BEGINNING STORMWATER FUND BALANCE	**$ 727,060**	**$ 194,832**	**$ 458,337**	**$ 202,210**
REVENUES				
Stormwater Ultility Fees	726,818	500,000	700,000	650,000
Interest	2,160	-	4,500	-
GRANTS				
DEP	-		-	300,000
TOTAL REVENUES	**$ 728,978**	**$ 500,000**	**$ 704,500**	**$ 950,000**
TOTAL SOURCES	**$ 1,456,038**	**$ 694,832**	**$ 1,162,837**	**$ 1,152,210**
EXPENDITURES				
Salaries & Wages	$ 36,509	$ 54,785	$ 51,192	$ 62,621
Payroll Taxes	2,760	4,159	3,894	4,790
Retirement Contributions	4,294	6,511	6,055	7,515
Health & Life Insurance	5,190	6,608	6,887	13,200
Professional Services	67,138	130,000	130,000	131,000
Travel & Per Diem	878	1,500	1,500	1,000
Postage	321	500	500	250
Drainage Maintenance	23,504	25,000	25,000	25,000
Canal maintenance	2,589	1,688	47,296	23,296
NPDES Permit Fees	-	6,207	6,207	6,207
Operating Supplies	1,558	3,000	3,000	1,000
Uniforms	489	200	200	200
Equipment and Furniture: non-capital outlay	1,625	1,000	1,000	500
Books, Publications, Subscriptions & Memberships	943	2,000	1,000	1,500
Professional Development	660	1,500	1,000	1,000
Drainage Improvements	716,669	282,013	543,263	730,000
Miami Dade Debt				
Principal	58,986	61,422	61,422	64,119
Interest	73,588	71,211	71,211	68,458
TOTAL EXPENDITURES	**$ 997,701**	**$ 659,304**	**$ 960,627**	**$ 1,141,656**
RESTRICTED STORMWATER FUND BALANCE	**458,337**	**35,528**	**202,210**	**10,554**
TOTAL EXPENDITURES AND FUND BALANCE	**$ 1,456,038**	**$ 694,832**	**$ 1,162,837**	**$ 1,152,210**

BUDGET DETAILS

Professional Services: Architecture and Engineering services for the storm drain projects.

Drainage Improvements: Completion of Sub-Basin 10 and the start of Phase V drainage improvements.

BUILDING & CAPITAL PROJECTS ORGANIZATIONAL CHART



FUNCTION

The Department of Building and Capital Projects is composed of four divisions which include the Building Division, Building Code Compliance Division, Capital Projects Division, and Flood Plain Administration. The Building Division performs the critical functions of safeguarding the health, safety and welfare of the residents by enforcing and implementing federal, state and local building laws that regulate the construction industry, particularly the Florida Building Code 2010 edition. The division also enforces all codes promulgated by regulatory agencies such as the Hotel and Restaurant Commission, Miami-Dade County Department of Environmental Resource Management, Florida Department of Health and Professional Regulation and others. The Building Code compliance division ensures that all work performed is to the standards as set forth by the Florida Building Code and that all work is properly permitted. The Capital Projects division is primarily responsible for the overall administration and technical implementation of the Village's capital projects, including design review, construction and obtaining grants through cooperation through the Grant writer.

GOALS

- Ensure that laws and regulations governing the construction industry are implemented consistently and uniformly throughout the Building Department and within our customer base.
- Improve service delivery for residents, businesses and trade representatives.
- Enhance access to information concerning the building and permitting laws and processes by implementing a software module through Eden.
- Facilitate retrieval and access to closed project plans and information and ease storage needs by continuing to scan and store data electronically.
- Promote and implement green initiatives in accordance with Village policies.
- Promote the new Eden software module to allow for easier access and posting of all plan review and inspection results.
- Ensure that projects are completed on-time and under budget by providing assistance, guidance and direction in a timely manner.

OBJECTIVES

- Provide professional development opportunities to staff that will assist them in the implementation of building laws and regulations.
- Enhance the "Permit Connection" line to directly contact customers concerning their pending building plans.
- Continue to provide access to permit information and status via the Village website and provide general information to the public concerning the building process through outreach programs.
- Enhance customer service by continuing to provide walk-thru permit service and extended hours of operation.
- Provide professional quality services to all residents and customers of the Building and Zoning Division.

- Attend conferences and training seminars regarding green initiatives.
- Promote greater communication between the departments providing upgraded results and a unified approach to government.
- Administer capital projects and provide direction to consultants and sub-consultants in a manner that is consistent with building codes and established contractual agreements with the Village.
- Oversee the construction of all new projects undertaken by the Village.
- Inspect all Village owned facilities and provide a maintenance schedule for all components of Village properties.
- Oversee the implementation of recommendations made by the Downtown Redevelopment Task Force.

BUDGET

Description	Actual FY '12-'13	Original Adopted Budget FY '13-'14	Estimated Final FY '13-'14	Proposed Budget FY '14-'15
BEGINNING BUILDING & CAPITAL PROJECTS	**$ 176,376**	**$ 256,279**	**$ 307,056**	**$ 477,639**
REVENUES				
Building Permits	$ 847,937	$ 850,000	$ 1,000,000	$ 900,000
TOTAL REVENUES	**$ 847,937**	**$ 850,000**	**$ 1,000,000**	**$ 900,000**
TOTAL SOURCES	**$ 1,024,313**	**$ 1,106,279**	**$ 1,307,056**	**$ 1,377,639**
EXPENDITURES				
Alarm Reduction Program				
Salaries & Wages	$ 391,755	$ 489,876	$ 460,186	$ 610,000
Other Wages	6,016	6,000	7,021	3,970
Overtime	-	-	-	-
Payroll Taxes	28,072	35,443	32,838	44,422
Retirement Contributions	38,899	47,019	44,872	62,950
Health & Life Insurance	75,597	78,375	80,888	103,436
Insurance	-	8,586	8,717	25,500
Special Master	-	-	1,000	1,000
Professional Services	9,432	7,500	7,500	7,500
Outsource - Building and Permitting/Inspectors	125,550	140,000	130,000	130,000
Travel & Per Diem	10	600	600	600
Communication	-	-	250	3,000
Postage	776	1,000	1,000	5,000
Recording Fees	-	-	-	1,000
Electric	-	-	-	2,700
Photocopier	2,218	6,000	6,000	6,000
Rent	-	-	-	47,500
General Office Supplies	-	-	7,500	7,500
Operating Supplies	12,333	15,000	7,500	7,500
Uniforms and Badges	1,395	2,500	2,500	2,500
Vehicle Operations	-	2,500	2,500	3,000
Equipment and Furniture: non-capital outlay	372	10,000	10,000	10,000
Books, Publications, Subscriptions & Memberships	305	1,050	1,050	1,050
Software Support	9,876	10,000	12,145	12,750
Professional Development	204	100	100	100
Capital Outlay	14,447	5,250	5,250	5,000
TOTAL EXPENDITURES	**$ 717,257**	**$ 866,799**	**$ 829,417**	**$ 1,103,978**
RESTRICTED PUBLIC SAFETY FUND BALANCE	**307,056**	**239,480**	**477,639**	**273,661**
TOTAL EXPENDITURES AND FUND BALANCE	**$ 1,024,313**	**$ 1,106,279**	**$ 1,307,056**	**$ 1,377,639**

BUDGET DETAILS

Outsource-Building Inspectors: The Building department outsources the review of structural plans and the inspectors for plumping, electrical and mechanical.

ALARM REDUCTION PROGRAM AND PUBLIC SAFETY GRANTS

Description	Actual FY '12-'13	Original Adopted Budget FY '13-'14	Estimated Final FY '13-'14	Proposed Budget FY '14-'15
BEGINNING PUBLIC SAFETY FUND BALANCE	**$ 106,259**	**$ 61,168**	**$ 79,674**	**$ 77,198**
REVENUES				
Alarm Reduction Program	$ 75,761	$ 70,000	$ 70,000	$ 70,000
Police Impact Fees	985	-	-	
L.E.T.T.F. Parking Fees	5,036	5,000	-	
Interest	253	-	600	
GRANTS		-		
RadKids	3,711	-	3,553	
Bryne	18,741	-	5,728	
TOTAL REVENUES	**$ 104,487**	**$ 75,000**	**$ 79,881**	**$ 70,000**
TOTAL SOURCES	**$ 210,746**	**$ 136,168**	**$ 159,555**	**$ 147,198**
EXPENDITURES				
Alarm Reduction Program				
Salaries & Wages	$ 46,579	$ 40,000	$ 37,112	$ 40,586
Other Wages	1,891	-	-	-
Payroll Taxes	3,663	3,500	3,070	3,521
Retirement Contributions	5,516	5,380	4,453	4,870
Health & Life Insurance	11,880	12,000	12,000	12,000
Professional Services	7,189	5,000	2,000	2,500
Travel and Per diem	589	1,000	41	500
Postage	5,810	7,500	6,000	6,000
Recording Fees	-	-	1,500	1,500
Operating Supplies	18,355	5,000	900	2,500
Books, Publications and Memberships	300	500	500	500
Professional Development	135	500	500	500
Equipment				
LETF	679	6,551	-	6,000
Impact Fees	-	43,422	-	43,700
GRANTS/FEES				
L.E.T.T.F.	6,034	5,809	5,000	5,000
Radkids	3,711	-	3,553	-
Bryne	18,741	-	5,728	-
TOTAL EXPENDITURES	**$ 131,072**	**$ 136,162**	**$ 82,357**	**$ 129,677**
RESTRICTED PUBLIC SAFETY FUND BALANCE	**79,674**	**6**	**77,198**	**17,521**
TOTAL EXPENDITURES AND FUND BALANCE	**$ 210,746**	**$ 136,168**	**$ 159,555**	**$ 147,198**

CAPITAL IMPROVEMENT PROJECTS FUND DESCRIPTION

The Capital Outlay fund is intended to provide a detailed breakdown of the projected capital expenses in the aggregate for all Village departments.

CAPITAL IMPROVEMENT PROJECTS DETAIL

Village of Palmetto Bay
Capital Improvements Program - Project Funding Summary
Fiscal Year 2014-15

Item No.	Project Description	Meet or Maintain Adopted Level of Service (LOS)	Project Status[1]	Financial Instruments	Roll Over Project Expenditures Spent Thru 2013-14	2014-15	Department Total	Grand Total
	PARKS AND RECREATION DEPARTMENT						22,920,000	27,602,274
P5	Palmetto Bay Park Construction of two additional batting cages	Yes	Roll Over	Parks & Recreation Capital Improvement Budget		90,000	0%	0%
P8	Palmetto Bay Park Modification of irrigation system ref installation of water sources between fields ¼; 2/3; and 5/6	Yes	Roll Over	Parks & Recreation Capital Improvement Budget		10,000	0%	0%
P13	Coral Reef Park New batting cages; demolition of existing	Yes	Roll Over	Parks & Recreation Capital Improvement Budget		90,000	0%	0%
P19	Palmetto Bay Park - Add new Water Play Area "Splash Pad"	Yes	Proposed	TBD		350,000	2%	1.27%
P20	Palmetto Bay Park -Add Mature Trees to add Shade Canopy throughout park and Installation of 2 Picnic Pavilions	Yes	Proposed	TBD		300,000	1%	1.09%
P21	Palmetto Bay Park- Gutter System for Concessions Building & Drainage for Quad Area	Yes	Roll Over	Parks & Recreation Capital Improvement Budget		130,000	1%	0.47%
P22	Palmetto Bay Park - Construction of new Maintenance Storage Garage	Yes	Proposed	TBD		200,000	1%	0.72%
P23	Palmetto Bay Park - Playground Rehab/Refurbish	Yes	Roll Over	Parks & Recreation Capital Improvement Budget		300,000	1%	1.09%
P24	Coral Reef Park - Construction of Bermuda Turf Soccer Fields - Including Bleachers with shade canopies	Yes	Proposed	TBD		550,000	2%	1.99%
P25	Coral Reef Park - Enhance Playground Area with new innovating and challenging equipment and perimeter fencing	Yes	Proposed	TBD		350,000	2%	1.27%
P26	Coral Reef Park - Design Build New Facility- Recreation Room/Office/Restrooms/Fitness Center etc.	Yes	Proposed	TBD		20,000,000	87%	72.46%
P27	Coral Reef Park - Jogging/Walking Trail Improvements	Yes	Proposed	TBD		200,000	1%	0.72%
P28	Vehicle Purchase - Needed to facilitate park maintenance functions; i.e., transport/haul equipment, supplies and debris; employee transportation for the opening/closing of unmanned parks; etc.	Yes	Roll Over	Parks & Recreation Capital Improvement Budget		25,000	0%	0.09%
P29	Perrine Park - Redirecting existing path to the west in order to resolve drainage problem. Drainage evaluation of the dog wash area and implementations of recommended solution. Step down terrace to resolve area by water.	Yes	Proposed	TBD		250,000	1%	0.91%
P30	Perrine Park - "Dog Park" - Extension of small dog area/Add Site amenities and Agility Course	Yes	Proposed	TBD		50,000	0%	0.18%
P31	Ludovici Park- Renovations of the up-stairs terrace area and amenities. Repairs to the arch on the amphitheater.	Yes	Roll Over	Parks & Recreation Capital Improvement Budget		25,000	0%	0.09%
	Subtotal - Parks and Recreation Department			N/A	0	22,920,000	100%	83.04%
	PUBLIC WORKS DEPARTMENT						4,682,274	27,602,274
W1	Tree Planting	No	On-Going	Special Revenue Fund New Local Option Gas Tax, Grant, and Tree Mitigation Program	$ -	$ 92,373	2%	0.33%
W2	Construction of Traffic Calming Devices Throughout the Village of Palmetto Bay	Yes	Programmed	Special Revenue Fund - Transportation Sales Tax	$ -	$ 195,000	4%	0.71%
W3	Facility Maintenance	No	Programmed	General Government Reservces	$ -	$ 68,500	1%	0.25%
W5	Drainage Sub Basin 11 - Area of SW 92nd Avenue, SW 89th Court, SW 89th Avenue, SW 158th Street, SW 156th Street, SW 155th Street, and SW 152nd Street	Yes	Programmed	Special Revenue Fund Stormwater Utilities		$ 65,000	1%	0.24%
W6	Drainage Sub Basin 10 - Area of SW 87th Avenue, SW 88th Court, SW 88th Avenue, SW 87th Court, SW 89th Avenue, SW 152nd Street, SW 153rd Terrace, and SW 154th Street	Yes	Programmed	Special Revenue Fund Stormwater Utilities and Grant	$ -	$ 771,000	16%	2.79%
W7	ADA Compliance Sidewalks - Bringing noncompliance facilities into compliance	Yes	On-Going	Special Revenue Fund - NLOGT and ADA Reimbursement	$ 1,004	$ 69,900	1%	0.25%
W8	Roadway Resurfacing - Miscellaneous roadway resurfacing and roadway striping throughout the Village of Palmetto Bay	Yes	On-Going	Special Revenue Fund - Eight Cent Fuel Tax, and New Local Option Gas Tax	$ -	$ 330,000	7%	1.20%
W15	Circulator - Ongoing transit circulator and route improvements throughout the Village of Palmetto Bay	Yes	On-Going	Special Revenue Fund - Transit Sales Tax	$ -	$ 502,443	11%	1.82%

W21	Safe Routes to School Improvements - Perrine Elementary	Yes	Programmed	Florida Dept. of Transportation Grant Funding		$54,390	1%	0.20%
W36	Bus Parking Lot and Storage Facility	Yes	Programmed	Federal Transit Stimulus Funds - Transit Sales Tax		$ 335,761	7%	1.22%
W40	Construction of Downtown Redevelopment Task Force (DRTF) Demonstration Project	Yes	Programmed	Special Revenue Fund - Street Sign Bond		$ 1,160,275	25%	4.20%
W41	Construct Traffic Calming and Landscape Improvements on Franjo Road	Yes	Programmed	Special Revenue Fund - Transportation Sales Tax and Street Sign Bond		$ 624,471	13%	2.26%
W42	Intersection Operation Improvements - Intersection of SW 136th Street and Old Cutler Road	Yes	Programmed	Special Revenue Funds - Transportation Sales Tax		$ 350,000	7%	1.27%
W43	Safe Routes to School Improvements - Coral Reef Elementary Priority 2	Yes	Programmed	Florida Dept. of Transportation Grant Funding		$18,161	0%	0.07%
W44	Localized Drainage Improvements Phase VI - Design and Bidding Phase	Yes	Planning	Special Revenue Fund Stormwater Utilities		$ 45,000	1%	0.16%
	Subtotal - Public Works Department				$1,004	4,682,274	100%	16.96%
	Grand Total - Capital Improvement Projects					27,602,274		100.00%

Note:

1 For scheduling purposes the CIP projects are divided in four groups: a) programmed projects are scheduled for completion in Fiscal Years 2014-15 through 2015-16;
b) Roll Over projects are projects originally budgeted in 2013-14 and scheduled for completion in 2014-15; and c) on-going projects are scheduled for every fiscal year of the CIP; and
d) Proposed for projects planned for budget years 2016 though 2019.

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

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 properly. 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.

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.

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 area-wide government, Miami-Dade County has the responsibility to provide certain services to all residents. The countywide services include: public health care, sheriff, jails, courts, mass transportation, environmental protection, certain parks and public works activities, elections, tax collection, property appraisal and social service programs. The revenue to pay for countywide services comes from property and gas taxes, licenses, charges for services, intergovernmental aid, fines and forfeitures, transfers and interest earnings.

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.

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.

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.

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 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 requirements and advertisement specifications prior to the adoption of a budget tax rate.

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

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

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