

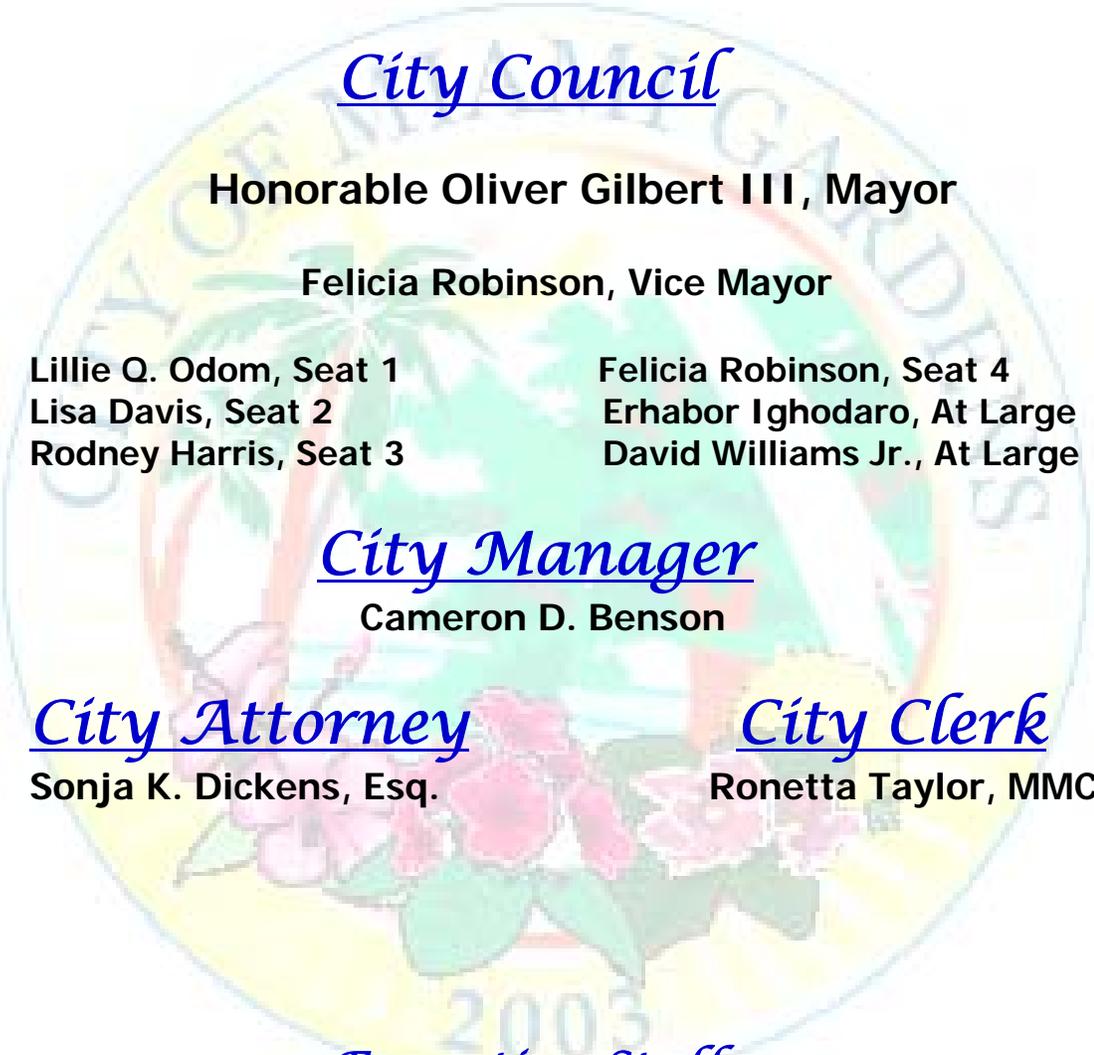


ANNUAL OPERATING BUDGET 2015 - 2016



City of Miami Gardens, Florida





City Council

Honorable Oliver Gilbert III, Mayor

Felicia Robinson, Vice Mayor

Lillie Q. Odom, Seat 1

Lisa Davis, Seat 2

Rodney Harris, Seat 3

Felicia Robinson, Seat 4

Erhabor Ighodaro, At Large

David Williams Jr., At Large

City Manager

Cameron D. Benson

City Attorney

Sonja K. Dickens, Esq.

City Clerk

Ronetta Taylor, MMC

Executive Staff

Vernita Nelson, Assistant City Manager

Craig Clay, Assistant City Manager

Patricia Varney, C.G.F.O., Finance Director

City of Miami Gardens, Florida

Vision Statement

The vision of the City of Miami Gardens, Florida, is to enhance the quality of life through the efficient and professional delivery of public services. We are committed to fostering civic pride, participation and responsible development for the community.

Mission Statement

The City will deliver superior services designed to enhance public safety and quality of life while exercising good stewardship through open government and active civic business and resident involvement.

Miami Gardens is and will be a vibrant and diverse City with a strong sense of community ownership, civic pride, abundant employment opportunities and cultural and leisure activities for its residents. We will provide continued economic viability through well planned, responsible and sustainable growth and redevelopment.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Miami Gardens
Florida**

For the Fiscal Year Beginning

October 1, 2014

Executive Director

Mayor and City Council



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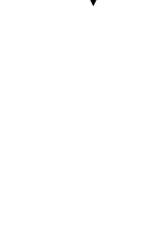
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City of Miami Gardens

CITY MANAGER'S BUDGET MESSAGE FOR FY 2016

Dear Mayor and City Council:

Presented herein is the City of Miami Garden's FY 2016 annual budget. In FY 2015, the County Property Appraiser, for the first time since FY 2009, reported an increase in the City's taxable value. FY 2015 offered a glimmer of hope, suggesting a departure from the previous difficulties faced by municipalities across the Country. Our FY 2015 end-of-year projection estimates a surplus of approximately \$484,000. A portion of the surplus (\$240,000) is re-appropriated in the FY 2016 budget. This budget reflects additional positive growth of 4.1% over the FY 2015 taxable value. This budget proposes the same millage rate as last year, 6.9363 mills. This rate will generate additional revenue of \$931,352 from ad valorem taxes compared to FY 2015. Included are increased projections from State Revenue Sharing (\$377,189) and increased projections from sales tax revenue (\$518,655).

Although we are pleased with the direction of the City's tax base and with the positive signs from other revenue sources, we will maintain our conservative approach to operations. We will continue to assure proposed spending is consistent with the public purpose and consistent with upholding our vision and mission statements presented earlier.

Economic Development – Building a Community

Public investment by federal, state, and local government builds a community's capital stock by devoting resources to its basic physical infrastructure. The investment is typically in roads, water and sewer lines, sidewalks and public park amenities. Economic development is driven by public investment and will lead to higher productivity and higher living standards. Last year, you approved a comprehensive Bond Implementation Plan. The Plan represents a \$60 million investment by the City and its residents into its future. Investments in public capital have many benefits and cannot be measured simply in dollars and cents. Providing safer streets, improved recreational opportunities for children, exposure to careers in emerging fields and delivering healthy exercise alternatives for the elderly are benefits and amenities we are committed to providing.

Public services and infrastructure contribute to the City's quality of life and influences business growth and location. Businesses as well as workers will use public amenities and benefit from improved infrastructure. Public investment in education, recreation and infrastructure is positively related to local business activity and growth. While our residents have invested in themselves, we've focused on two (2) major economic development strategies to complement their investment; 1) business recruitment and 2) business creation, retention, improvement and expansion. Over the next three to five (3–5) years, the City of Miami Gardens estimates the infusion of approximately \$700 million of private sector capital investment through commercial development.

The City's largest taxpayer, Sun Life Stadium, home to the Miami Dolphins and the University of Miami Hurricanes is undergoing substantial renovation. While the demolition related to this renovation impacted our tax base negatively (overall \$40 million decrease in value due to demolition), the long-term effects will be realized after completion. Stadium officials will be poised to compete for future Super Bowls, College Football National Championship games, international soccer events, world class concerts and many other events to boost the local economy.

GENERAL FUND

Last year we announced the opening of a brand new 71,000 sq. ft. building. Today we call it "home". This year, we will open the doors to a new Police Headquarters, establishing an unprecedented public safety presence in the middle of our City's downtown. A key priority to our residents is the challenge of dealing with crime. Our City has a crime rate lower than Fort Lauderdale, Orlando, Aventura and Miami Shores.

Table #1: Crime Rate

Ordered by Crime Rate per 1,000		
City	Change in Crime Rate 2013 to 2014	Crime Rate Per 1,000 Residents
Medley	9.00%	291.04
Miami Beach	-4.00%	112.69
Opa Locka	-17.10%	92.87
Orlando	-1.80%	73.76
Lake Worth	-7.00%	65.92
Pembroke Park	-14.90%	65.6
St Petersburg	3.80%	64.66
Fort Lauderdale	-8.30%	59.91
Riviera Beach	-12.80%	57.93
Homestead	-11.70%	57.44
Wilton Manors	-1.80%	56.25
Aventura	-2.90%	55.15
North Miami	0.50%	54.64
Miami Shores	10.30%	54.54
West Palm Beach	-0.20%	53.88
South Miami	-26.30%	53.22
Lauderdale Lakes	-14.70%	52.39
Pompano Beach	-9.90%	51.95
Delray Beach	-13.20%	50.48
Hollywood	-2.40%	49.31
Miami Gardens	-6.40%	48.63
Oakland Park	-17.90%	47.07
All Miami Dade County Avg	-4.40%	47.04
Hallandale	-17.30%	46.14
North Miami Beach	-2.20%	46.06
Dania Beach	-15.20%	44.28

Higher Crime Rates Than Miami Gardens

Many factors are responsible for our continued decrease in crime. Proactive policing, educating our citizenry and providing opportunities to interact with police in a positive manner are all contributing factors to the overall decrease in crime. Pride in your community and concern for your surroundings also contributes to decreases in crime. This budget shifts Code Enforcement, a very key component in neighborhood enhancement and safety efforts, to the Police Department. Operationally, this move will allow our code enforcement officers to work with sworn police officers more effectively. Crime is a top priority of this Administration and is addressed in this budget as our top funded municipal priority at over 50% of total General Fund expenditures.

The City Hall complex and Police Headquarters will increase maintenance costs and insurance premiums in the General Fund by \$290,880. The City will incur additional debt payments totaling \$799,811. These estimates are included in this proposed budget.

Pension rates for entities in the Florida Retirement System increased as of July 1, 2015. The largest impact is on members of the legislature whose status has changed and members of the general employee class. Additional pension costs total \$455,000. This budget does not include the purchase of any new vehicles, as such; we've maintained level funding for vehicle maintenance and repairs. Increases are estimated for premiums on health insurance and property and casualty insurance at an overall rate of about 4%. Brokers have been hired to work on the City's behalf and if necessary, updates will be made during the first or second budget hearing for insurance estimates.

Cost of Living Allowances (COLA) are not included in this proposed budget. Research was completed to determine if an across the board pay increase would fit into the City's budget. The increase would have added nearly \$400,000 to the expenditure budget. It is the Administration's intention to carefully review our financial position this year to examine the possibility of reinstating COLA increases in the future. The following personnel adjustments will be made:

Table #2: FY 2016 Personnel Adjustments

Position	(Reduction)/Addition
1 Additional Code Enforcement Officer	\$56,203
11 Police Officers under the Community Oriented Policing (COPS) Grant round IV	854,656
Assistant Development Services Director	116,390
City Engineer	-116,390
Tree Specialist	75,118
TOTAL ADDITIONAL PERSONNEL COST	\$985,977

Major Revenues

In building a budget, we usually look at revenues first. Administration is aware of the following for FY 2016 revenue:

- **Ad Valorem or Property Tax:** Ad valorem or property taxes are taxes levied against the taxable value of real and certain personal property. In Miami-Dade County, each municipality sets a tax rate based on its needs and levies this as a dollar cost per \$1,000 of taxable valuation. We propose a flat tax rate in this budget of 6.9363 mills. The City's final taxable value provided by the Property Appraiser's Office in July 2015 was \$3.586 billion; this reflected an increase of 4.1% from FY 2015 taxable value. Using the new July 1 taxable value, our roll back millage rate is 6.3235 mills which would generate \$2,087,763 less in taxes. This budget is balanced at the current millage rate of 6.9363.
- **State Revenue Sharing:** Created by the State of Florida to ensure revenue parity among local governments statewide, State Revenue Sharing is comprised of various State-collected revenues including a portion of the State's sales and gas taxes. As of July 1, 2015, the City received the State's projection for State Revenue Sharing and Half Cent Sales Tax. The projection for FY 2016 for all three revenues is \$14.14 million, an increase of \$203,732
- **Utility Franchise Fees:** Franchise fees are locally levied taxes designed to compensate the municipality for allowing private utility businesses to use the City's rights-of-way to conduct their business. The Utility Franchise Fee is economy-based revenue. As an area's growth increases, so does the revenue. They are also affected by weather, especially electric and water. Last year, the major reason for the general fund shortfall was due to the reduction of Florida Power and Light (FPL) franchise fees. Prior to last year, this revenue source was consistently budgeted at approximately \$4.3 million. Due to the reduction from FPL, our FY 2016 projection is \$3.3 million. We have generally been unable to accurately anticipate electric franchise fees since we do not receive the information from Miami-Dade County until the end of August. The County has committed to providing information in a timelier manner. Natural gas franchise fees are collected by Miami-Dade County on our behalf and remitted back to the City.
- **Utility Taxes:** Utility taxes are paid by the utility customer as a percentage of their bill for using the various utilities services – water, sewer, electric and communications. These taxes are collected by other local governments and remitted to the City. The portion remitted to the City by the Miami-Dade Water and-Sewer Department is net after the City's portion of a past General Obligation Bond payment is deducted (Quality Neighborhood Improvement Program Bond). The Cities of North Miami Beach and Opa Locka are the other utility providers in Miami Gardens. The budget for FY 2016 is \$7.51 million.
- **Half-Cent Sales Tax:** The Half-Cent Sales Tax is levied as a percentage of the retail sales price on all goods and many services purchased in the private sector. For Miami-Dade County, the tax rate is 7%. This tax is collected by the State of Florida and allocated to cities and counties by statutory formula. The distribution is based largely on population rather than point-of-sale. The City of Miami Gardens expects to receive \$8,532,881 from this source in FY 2016. This is \$923,979 more than FY 2015.

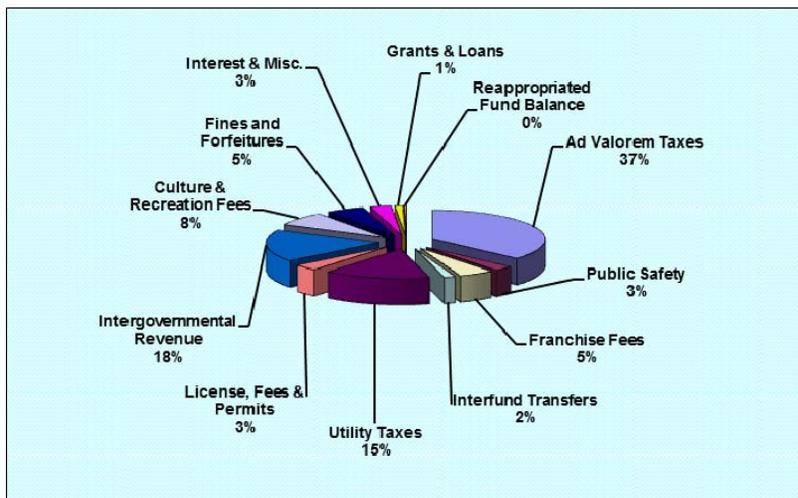
- **Other Local Revenues:** Locally derived revenues form a major component of our City budget. These revenues include business tax licenses, alarm and landlord permits, certificates of use, parks and recreation fees, interest earnings, other operational revenues, and fines and forfeitures. Some of these revenues are collected by the County, while others are directly collected by the City.

Many local revenues are population sensitive and we believe they will remain fairly steady for the coming year. The total of other local revenue is estimated at \$14,538,769 or an increase of 3.4% over the FY 2015 budget. The increase is attributed to revenues derived from off-duty police services, false alarm fines and Jazz in the Gardens.

The above represents 98.2% of total General Fund Revenues. The remaining 1.8% of revenues includes items such as internal service charges, and miscellaneous State and County-shared revenues.

Chart #1 below, depicts the breakdown of the various revenue types as a percentage of total General Fund revenues by general revenue type.

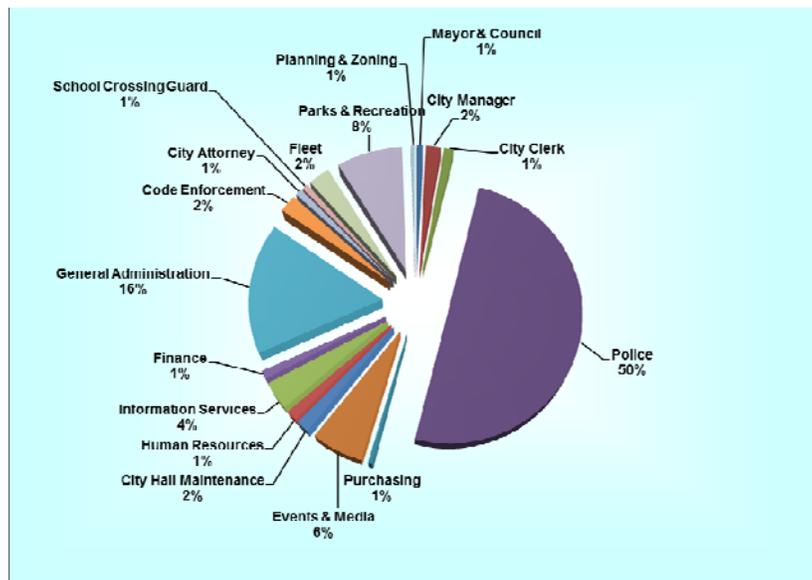
Chart #1: General Fund Revenues for FY 2016



Expenditures

The other side of constructing a budget is expenditures. Usually, the largest of these are employee-related costs such as salaries and benefits expenses. The City has not budgeted a COLA in the FY 2016 budget. The Florida Retirement System's implementation of a mandatory 3% retirement contribution continues. This budget provides partial funding for an additional eleven (11) police officers from the new Community Oriented Policing Grant the City was awarded.

Chart #2: General Fund Expenditures for FY 2016



Transfers

Transfers represent internal transactions between budget Funds. Transfers may appear as revenues or expenditures, depending on whether a Fund is making or receiving a transfer. One of the largest of these transfers is the General Fund administrative charge to non-General Fund activities. This charge is based on actual past usage of General Fund assets (personnel, finance, legal, management and legislative support, purchasing, fleet and information technology, etc.) and is charged to the Transportation Fund, Development Services Fund, the Capital Improvements Fund and the Stormwater Fund. The Debt Service Fund also accepts transfers for bond payments based on actual debt service attributable to each fund's usage of bond proceeds.

TRANSPORTATION FUND

The Transportation Fund is primarily funded by revenue from the Citizens' Independent Transportation Trust (Transportation Trust or C.I.T.T.). The Transportation Trust is the 15-member body created to oversee the People's Transportation Plan funded with the half-penny sales surtax. As a result of a settlement with the Citizens Independent Transportation Trust (C.I.T.T.) in FY 2012, the City established three (3) separate C.I.T.T. budget divisions: 1) For deposit of the settlement monies. These funds have fewer restrictions than routine allocations the City receives annually, thus they need to be accounted for and used separately. These funds must be for transportation uses; 2) The City established an operating Division for the regular C.I.T.T. funds in October

2012. Same restrictions on their use as applicable to other Miami-Dade County Cities; 3) C.I.T.T. transit-restricted funds. These must be used to further transit within the City or the funds must be returned to the County. We are proud to announce the launching of an in-City circulator to help transport people to major City destinations without having to transfer to County transit two or three times.

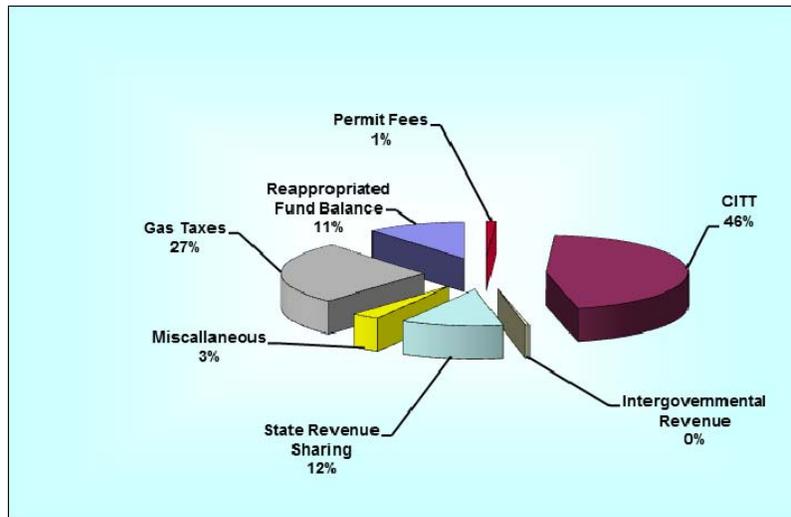
Revenues

The Transportation Fund has four (4) principal sources of operating revenue. Two (2) of these are local gas taxes enacted by the County and State and shared with the municipalities. The First Local Option Gas Tax is a 6-cent per gallon levy by the County Commission and is expected to bring the City \$1,560,000 in revenue for FY 2016, nearly the same as the FY 2015 budget. This estimate is provided by the State. The Second Local Option Gas Tax is also estimated by the State. This 3-cent per gallon tax allocation to the City is expected to be \$600,000 for FY 2016.

The third major revenue source in the Transportation Fund is State Revenue Sharing. State Statutes require 26% of all City allocated State Revenue Sharing be used for transportation expenses. The other 74% is revenue to the General Fund. State Revenue Sharing for transportation purposes is estimated by the State at \$911,880 for FY 2016.

The fourth major revenue is the County’s Transportation Surtax which the City will be receiving on a monthly basis in FY 2016. It is estimated to be approximately \$3.6 million a year.

Chart #3: Transportation Fund Revenues by Percentage



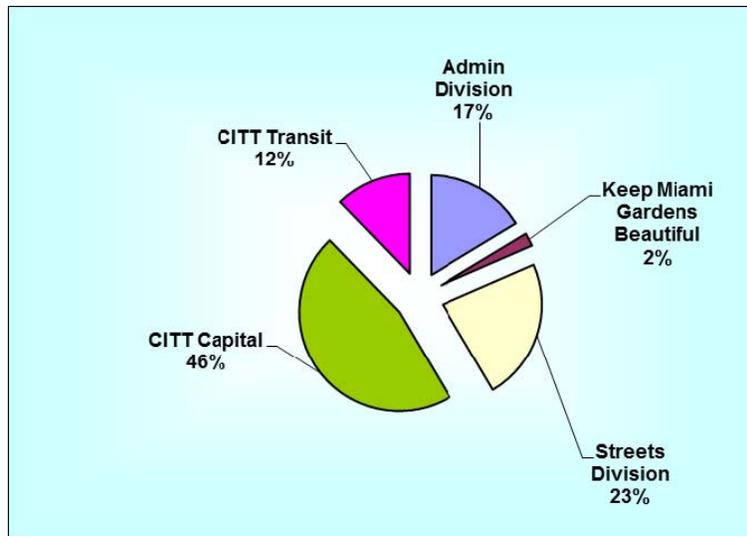
Expenditures

Because almost all of the activities of the Public Works Department concern roads and rights-of-way, the entire operation of the Public Works Department is budgeted within the Transportation Fund. The only public works-type activity not funded in the Transportation Fund is the City’s stormwater activities. These employees are housed in Public Works and work under the supervision of Public Works but are funded from the City’s Stormwater Utility Fund.

The *Keep Miami Gardens Beautiful* (KMGB) program continues to operate at the same level as FY 2015. KMGB has had an extremely successful year working with community groups to enhance the looks of many neighborhoods. KMGB has been very aggressive in seeking sponsors and grants to maintain and enhance their program success. The Division works extensively with local schools for its Earth Day and other environmental programs. In FY 2015, the KMGB program worked with local community organizations to plant over one hundred (100) trees throughout the community.



Chart #4: Transportation Fund Expenditures by Division



DEVELOPMENT SERVICES FUND

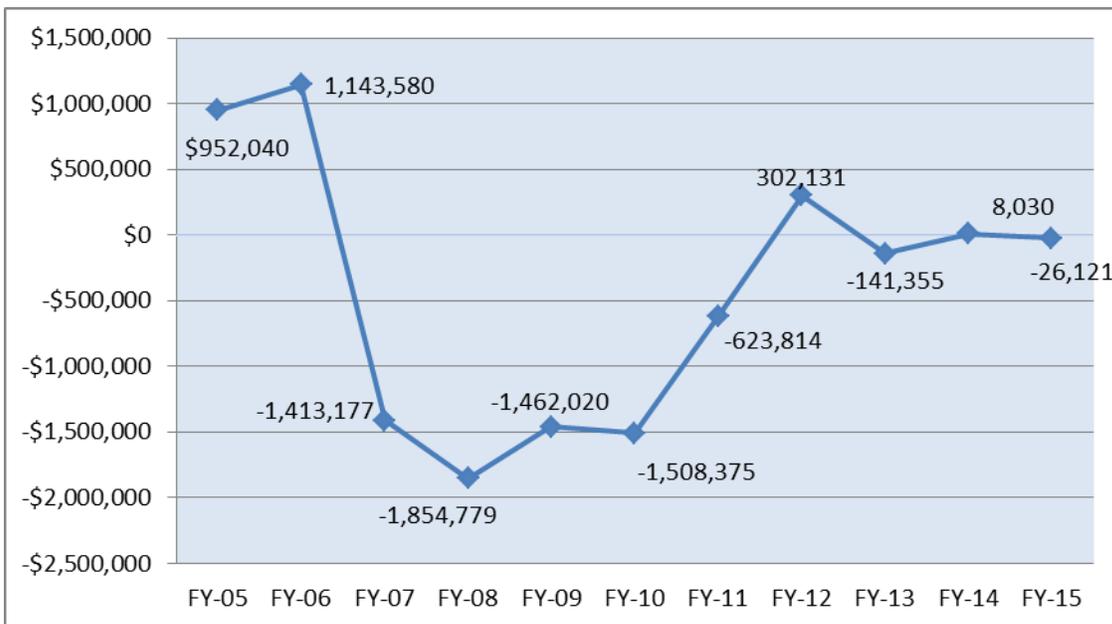
The City’s Development Services Fund was created to account for those activities principally designed to serve the City’s development community. The Fund in past years consisted of the two (2) operating Divisions: The Planning and Zoning Services Division and the Building Services Division within the Department of Building and Code Compliance. In FY 2015, the Planning and Zoning Services Division was transferred to the General Fund in accordance with Florida Statute.

The Building Services Division of the Department of Building and Code Compliance is responsible for administering the State of Florida Building Code. Its activities include development plan review, building inspections during construction and unsafe structures enforcement.

Revenues:

In the past, this fund has required major subsidies from the General Fund totaling \$4,448,285 from FY 2008 to FY 2010. For FY 2015, the Finance Department is projecting a small deficit of \$26,121 at year-end. With some of the transition of owners of some of the commercial area, and the sale of the City’s economic development properties, it is believed permit revenues will increase in the near future. The budgeted revenues are \$1,645,656 which we anticipate will breakeven for FY 2016.

Chart 5: Deficit/Surplus in the Development Services Fund



STORMWATER UTILITY FUND

Operation of the City of Miami Gardens Stormwater Utility was assumed from Miami-Dade County in March 2007. For FY 2016, the Department has thirteen (13) employees.

The City’s Stormwater fee is currently \$4 per month for each Equivalent Residential Unit (ERU), or approximately 1,500 square feet of impervious surface. This fee has not increased in twenty-four (24) years.



Street Flooding in Coconut Cay after a 2" rain event.

Revenues

One-hundred (100%) percent of the operating revenue for the Stormwater Utility comes from the Stormwater Utility Fee. In FY 2013, staff proposed to the City Council to utilize the “uniform method of collection” which allowed the fee to be billed under the ad valorem tax bill as an assessment instead of through utility billing. This method will provide better accountability of billing which will include vacant properties without utility services, as well as, the collection of any delinquent amount collected through tax sales. There are approximately 77,000 ERUs in Miami Gardens and a projection of \$3.56 million in revenues is anticipated.

Expenditures

Expenditures in the Stormwater Utility involve operations and projects. For FY 2016 these include neighborhood drainage improvements throughout the City. It includes canal cleaning, swale preservation, street cleaning and storm drain cleaning.

SPECIAL REVENUE FUND

The Special Revenue Fund was established in FY-06 to assist in the accounting for and tracking of certain revenues coming to the City with restricted uses. These include parks and police impact fees.

CAPITAL PROJECTS FUND

The City has been very successful in securing outside financial commitments for its future capital projects. Most capital-related grants are accounted for in this fund. The FY 2016 budget includes a transfer of \$5,905,368 from the General Fund to the CIP Fund.

Revenues

Revenues in the Capital Improvements Fund generally consist of four types: grants, bonds, transfers from operating departments and interest earnings. Any unspent bond proceeds of the \$60 million General Obligation Bond for improvements of Parks and Recreation facilities and the purchase of crime prevention equipment from FY 2015 will automatically be carried forward to FY 2016.

Expenditures

There are three (3) employees budgeted in this fund. Two (2) project managers and one (1) administrative position. Many of the capital projects are multi-year projects. The funds for previous scheduled projects are carried over to the subsequent year’s budget until used or released.

COMMUNITY DEVELOPMENT BLOCK GRANT FUND

The City is designated an Entitlement City for the purposes of receiving Community Development Block Grant (CDBG) funds from the United States Department of Housing and Urban Development (USHUD). The City was notified our allocation for FY2016 will be \$1,000,644. This is a slight increase from FY2015.

In our Neighborhood Stabilization Program (NSP), we continue work on the foreclosed homes purchased in FY2010 and FY2011. Under this program, the homes are being renovated and sold to income eligible first-time homebuyers. Additionally, we have allocated a portion of this funding to a future multi-family housing and commercial development located on the corner of NW 207 Street and NW 27 Avenue, known as the Commons, which will begin construction in FY 2016.

Projects and programs in the CDBG Fund are based on the priorities established by City Council in the Annual Action Plan as approved by USHUD.



Before & After of Property Improvement

DEBT SERVICE FUND

In FY 2009, the City established a consolidated Debt Service Fund from which all bonded debt and capital lease payments are made. Individual operating funds transfer their proportionate share of such debt through the budgetary process. This fund provides the public with a quick view of the City's outstanding debt obligations in any particular year.

As your City Manager, it is my belief we are well on our way to fulfilling the promises we have committed to our residents. As we move the City forward

together, we understand there will always be challenges. Our job is to move past those challenges and provide services to our children, families and seniors in the most effective way we can. It will be our energy, passion and commitment in making our residents proud of the City where they live, work and play. The FY 2016 budget provides what is believed to be the essential level of City operations necessary to responsibly carry out the duties of addressing our fiscal and fiduciary responsibilities. The budget continues to provide the foundation for the vision our residents had when they incorporated. It is believed we will be able to operate effectively for the coming year.

I want to thank the Mayor and City Council for your continuing support regarding the initiatives of the City Administration.

Certainly, it is our hope through positive change we are able to effectuate an improved organization regarding services for the residents of the City of Miami Gardens.

It is encouraging having an opportunity to serve this City called Miami Gardens. It is an honor to be a part of the Miami Gardens team and I want to thank the Mayor and City Council for the opportunity to serve you and the proud residents and business owners of the City. It is a privilege to work day in and day out with staff members willing to take the extra step ensuring essential services are being provided throughout the City on a daily basis – I truly appreciate each and every employee's efforts.

Finally, I applaud Assistant City Managers Craig Clay, Vernita Nelson and Finance Director Patricia Varney for their input and assistance in preparation of this Budget.

The City of Miami Gardens is truly moving forward in a positive direction.

Respectfully Submitted,



Cameron D. Benson
City Manager

Users Guide to the FY 15-16 Proposed Budget Document

The Budget

The budget is the spending plan for all financial resources available to the City. Through these resources, services are provided that attempt to meet the needs and desires of Miami Gardens' residents. The City Council and City staff respond to the community's needs in large part through the budget. It balances not only revenues and costs, but also actualizes community priorities and desires. The proposed budget document is divided into sections as outlined below. Each section provides the reader with important information on the City and its spending priorities. A glossary is provided at the end of the document so that readers can easily find the definition of unusual or unfamiliar words and acronyms.

Table of Contents and Users Guide to the Budget

This introductory section is designed to familiarize the reader with the City of Miami Gardens and the budget process itself. Governmental budgeting can be a confusing maze of actions, deadlines and legal requirements. This section provides the reader with an overview of the process and summaries of the critical policy issues that drive the budget.

City Manager's Budget Message

The Charter of the City of Miami Gardens charges the City Manager with the preparation of the City's annual budget. The Manager's budget message contains a summary of the upcoming budget and the issues and challenges faced in its development. It also presents an overview of the budget format and a detailed explanation of property taxes as they apply to Miami Gardens.

Fund and Departmental Detail

This section comprises the heart of the proposed budget. Divided by fund, each section presents a detailed summary of expected revenues and expenditures by department and operating division, including historical information about each revenue source and proposed expenditure line item for personnel, operating and capital expenditure line items. At the end of each Fund detail, there is a Fund summary. The historical data provides the reader with a good view of trends and assists in developing meaningful projections.

In addition to the financial data, the section provides a brief narrative description of the duties and responsibilities of each department and Fund, a listing of major accomplishments for the preceding year, and goals for the coming year. Also provided is a staffing history for the department and an organizational chart. Finally, a millage

equivalent has been calculated for each department in order to give the reader a different perspective on the cost of running the various operations.

Appendices

1. FY 2015-2016 Revenue Manual

The City's revenue manual provides all the information one needs to understand the various sources of revenue the City receives. Every revenue source is detailed including the legal basis, general definition, payment schedules, and a graphic history of the revenue.

2. Glossary

Municipal finance and budgeting is at best, a bewildering process of terms, acronyms and processes. Even seasoned staff often finds it difficult to keep up with the latest terms and definitions. It is almost impossible for the lay reader of a municipal budget to fully understand all of the jargon. A Glossary is presented as a helpful guide for residents and others who are not familiar with government terminology.

3. Form 420, Tax Rate Resolution and Budget Ordinance

This appendix consists of the principal approval documents used to establish the annual budget. The Form DR-420 is the required form to set the City's millage. It is sent to the County Tax Collector immediately after the adoption of the final tax resolution. The tax rate resolution is the document that actually establishes the tax rate for the coming year. It must be read and approved at two separate public hearings prior to adoption. The budget ordinance is the formal approval of the actual FY 2015-2016 operating and capital budget. This ordinance also must be approved at two separate public hearings prior to adoption. The ordinance adopts the actual appropriations for each fund and establishes the rules for budget administration.

City Overview

The City of Miami Gardens, Florida, was incorporated on May 13, 2003, as the 33rd municipality in Miami-Dade County, and at a population of 109,200, is the county's third largest city after the cities of Miami and Hialeah. Located in North Central Miami-Dade County, it stretches from I-95 and NE 2nd Avenue on the East, to NW 47th and NW57 Avenue on the West, and from the Broward County line on the North, to NW 151st Street on the South. The City comprises approximately 20 square miles.

Miami Gardens is a solid, working and middle class community of unique diversity. It is the largest predominately African-American municipality in the State of Florida, and boasts

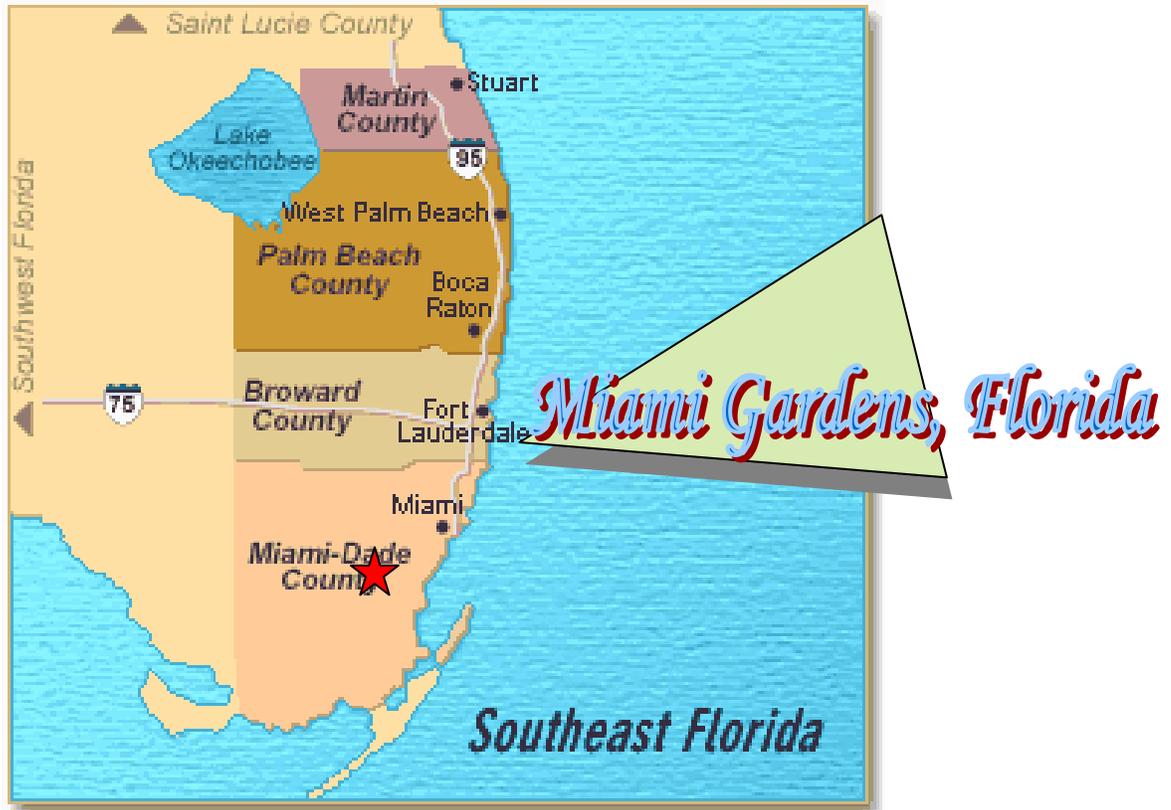


The arch at the entrance to the Sunshine International Business Park was built in 1964 and is 110' high. The City chose this highly identifiable landmark to be part of its official logo.

many Caribbean residents. It is the home to the Miami Dolphins at Sun Life Stadium and to Calder Casino and Race Track. It has vibrant commercial corridors along the Palmetto Expressway serving as a central shopping district for the furniture trade, and along North U.S. 441 serving the automobile trade.

The City is blessed with a central location being midway between the cities of Fort Lauderdale and Miami, and is traversed by I-95, the Palmetto Expressway (SR 826), and the Florida Turnpike. It has rail access through the Florida East Coast Railway and the South Florida Tri-rail system. There are three high schools and two universities within the City.

The City provides various municipal services to its residents including police, code enforcement, planning and zoning services, building services, public works, stormwater utility, community development, parks and recreation, and school crossing guards. Fire rescue services, sanitation and library services are provided by Miami-Dade County.



Quick City Facts & Photos

Number of Residents	108,160
African-American	76.3%
Hispanic	22%
Other	4.6%
Number of Schools	
Elementary	18
Middle	4
High School	3
Colleges/Universities	2
Number of budgeted City Employees	
Total F.T.E. regular positions	545
Police (does not include School Crossing Guards),	
Number of budgeted positions	285
Vehicular patrol units	128
Public Works	
Miles of Streets	350

Miles of Canal	10
Parks and Recreation:	
Number of parks	18
Playgrounds in City parks	11
Number of City Pools	5
Tennis courts	7
Basketball Courts	17
Special Recreation Facilities	3
Miami Gardens Community Center	
Sun Life Stadium	
Calder Casino and Race Track	
Libraries (County):	
North Dade Regional	1



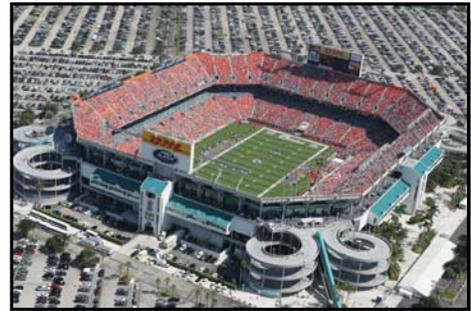
*Lou Rawls Performing Art Center
Florida Memorial University*



Chapel at St. Thomas University



Calder Casino and Race Track



Sun Life Stadium

Structure of the Government Body

The City of Miami Gardens, Florida, operates under a Mayor-Council-Manager form of government. Elected officials include the mayor and six council members. There are four single-member, resident districts from which four council members are chosen, with the

remaining two council members being elected at-large by citywide vote. The mayor is also elected at-large. The citywide organizational chart, shown on page 27 of this book, displays the relationships between the various organizational units of the City government.

The Mayor nominates and the City Council appoints three staff members – The City Manager, the City Clerk, and the City Attorney. All other departments and employees report to the City Manager. As shown in the organizational chart, there are two Assistant City Managers who are responsible for overseeing the various departments.

Population Projections

The future population of Miami Gardens was estimated using the shift-share approach and mathematical extrapolation method.

- This methodology utilizes statistical evaluation and analyzes the appropriateness of each extrapolation into the future, from a mathematical measure. It also looks at the extent to which a given extrapolation technique corresponds to the historic and estimated population perspective.
- The extrapolation technique assumes that Miami Garden’s future population estimates would remain constant based on the growth rates at the 2000 Census level.

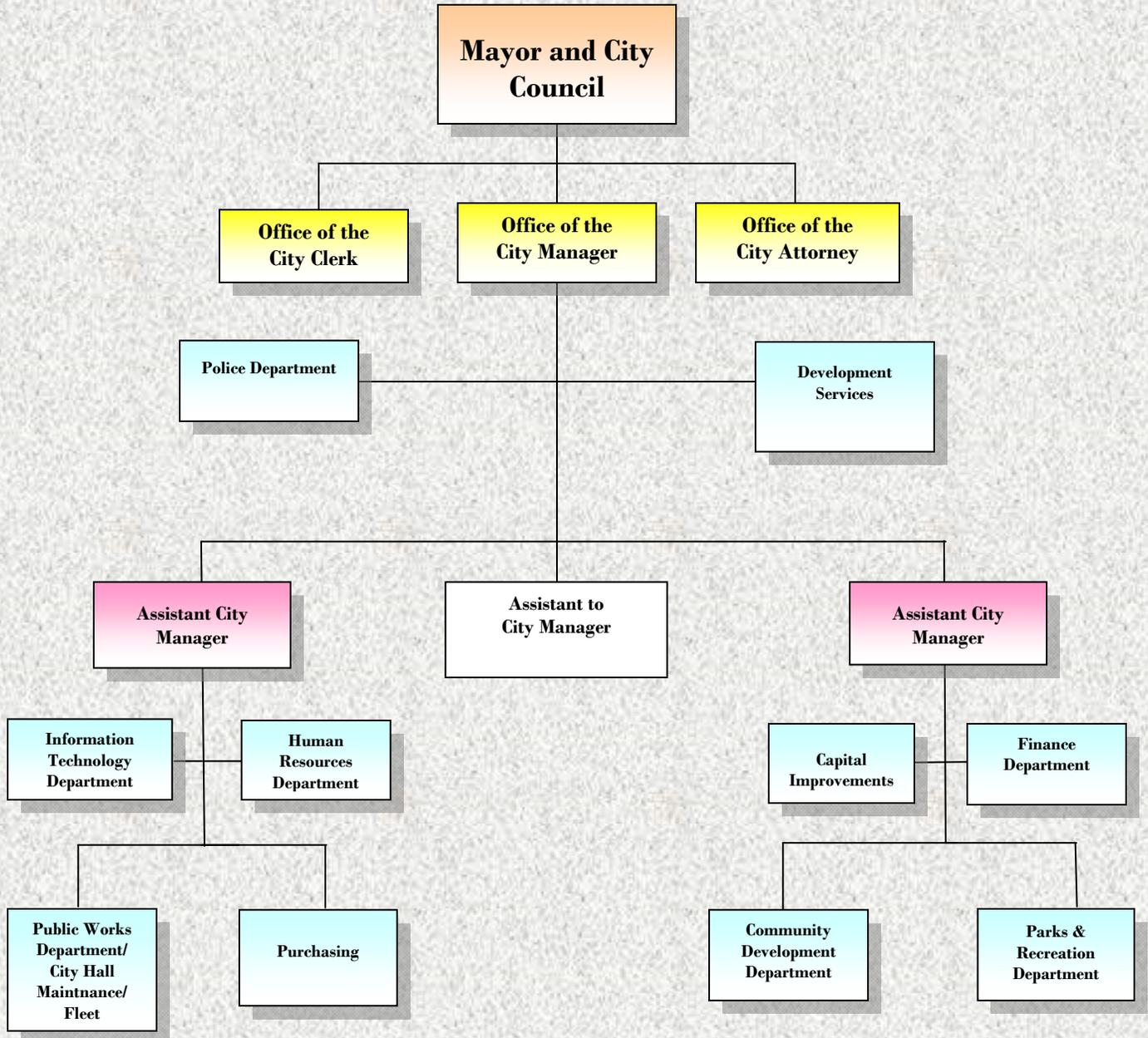
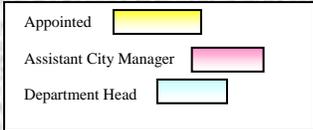
**Population Estimates & Projections - Miami Gardens
Per U.S. Census Data (2000- 2030)**

Year	Miami Gardens Population	Miami Gardens Estimated Growth Rate	Miami Gardens Actual Growth Rate
2000	100,809		
2004	105,414	4.57%	4.57%
2006	107,567	1.14%	2.05%
2007	109,200	1.50%	1.52%
2008	111,171	1.11%	1.81%
2013	107,147	-1.78%	-3.62%
2015	108,160	4.00%	.90%
2020	115,858	4.00%	
2025	119,333	3.00%	
2030	122,913	3.00%	

Aerial Map of Miami Gardens



Ft. Lauderdale
10 miles
Miami 10 miles



* Fire Department is operated by Miami-Dade County not by individual municipality

Summary of Authorized Positions

History of	FY 04	FY 05	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16
Positions by Fund/Dept	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE
GENERAL FUND													
Legislative	1	1.5	2	2	2	2	3	0	0	0	0	0	0
City Manager	5	5	5	8	9	9	10	9	7.5	7.7	7.2	7.7	11
City Clerk	1	2	2	2	4	4	4	7	7	7	8.5	9	9
City Attorney	0	0	0	0	0	0	3	3	3	3	3	3	3
Human Resources	2	3	3	7	8	9	9	9	8	8	9	9	8
Finance	0	2	4	7	7	7	7	7	6.5	7	7	7	7
Planning & Zoning	0	7	8	8	8	7	6	6	5	5	3	1	1
City Hall Maintenance	0	0	0	0	0	0	0	0	0	0	2	3	3
Code Enforcement	0	15	18	24	24	24	27	24	23	22.5	21.5	21.5	22.5
Law Enforcement	37	39.5	42	213.5	242.5	283.5	301	292	289.5	288.3	298.3	294.3	304.8
Parks & Recreation	0	20	119.5	110.5	104.5	106	119.5	105.5	96.2	96.05	93.4	88.42	85.62
Purchasing	0	2	2	2	3	4	4	4	4	4	4	4	4
Information Services	0	1	2	3.5	7	9	11	11	12	12	12	11	11
Fleet	0	0	1	2	2	2	3	3	3	3	3	3	3
General Fund	46	98	208.5	389.5	421	466.5	507.5	480.5	464.7	463.55	471.9	461.92	472.92
TRANSPORTATION FUND													
Administrative Division	0	3	3	3	5	4	4	4	3	4.3	4.3	3.3	3
KMGB Program Division	1	1.5	1.5	2	2	2	2	2	2	2	2	2	2
Streets Division	0	12	21	23	25	25	25	25	27	27	25	25	25.75
CITT - Capital	0	0	0	0	0	0	0	0	0	0	0	2.3	2.3
CITT - Transit	0	0	0	0	0	0	0	0	0	0	2	3	3
Transportation Fund	1	16.5	25.5	28	32	31	31	31	32	33.3	33.3	35.6	36.05
DEVELOPMENT SVCS. FUND													
Building Division		7	10.5	24	32	27.5	19	18	16.5	16.5	15.5	15.5	15.1
Development Services Fund		7	10.5	24	32	27.5	19	18	16.5	16.5	15.5	15.5	15.1
CDBG Fund													
CDBG Department				4	4	4	8	8	8	6.5	5	5	5
CDBG Fund				4	4	4	8	8	8	6.5	5	5	5
CAPITAL PROJECTS FUND													
CIP Operating Division				2	3	3	4	4	5	5	5	3	3
Capital Projects Fund				2	3	3	4	4	5	5	5	3	3
STORMWATER FUND													
Stormwater Utility Division				4	12	12	12	12	14	14	14.5	12.7	12.65
Stormwater Fund				4	12	12	12	12	14	14	14.5	12.7	12.65
TOTAL CITY POSITIONS	47	121.5	244.5	451.5	504	544	581.5	553.5	540.2	538.85	545.2	533.72	544.72

Notes:

- (1) Two additional staff for Events & Media Division and Special Project Administrator under the City Manager's Office. The Organizational Development & Training Specialist to be transferred from Human Resources Department.
- (2) Organization Development Training Specialist to be transfer to the City Manager's Office.
- (3) Additional Code Compliance Officer
- (4) 11 additional Police Officers for COPS IV
- (5) Restructure of Department eliminating part-time positions to provide funding for full time positions to provide efficiency.

Miami Gardens' 2016 Budget Process

Budget Process and Calendar

A large portion of the budget process in Florida is statutorily driven as outlined in the timetable below. The formal budget policy can be found on page 61 of the Financial Policies. Immediately following this timetable is the specific budget calendar for the City of Miami Gardens. Utilizing this timetable, the City Manager and his staff prepare a tentative budget for consideration by the Mayor and City Council.

The Planning Phase

In October of each fiscal year, plans are set forth for next year's budget process by the City Manager; however, the actual budget formulation process generally begins in late February. Prior to budget formulation, the City Manager and finance staff review the GFOA comments from the prior year's budget and begin developing the data necessary to address those comments and suggestions.

The Preparation Phase

In March, the budget preparation phase involves staff preparing updates to the City's anticipated revenues and major equipment needs. This involves developing accurate projections of traditional revenues and estimating any new revenues expected in the subsequent year. Also during this phase, staff develops expenditure profiles for each City department and operation.

The Review Phase

This phase involves the City Manager and the various department heads reviewing the submittals from their respective departments. Changes and updates were made to the proposed revenue and spending levels based on overall City priorities and as a result of these one-on-one meetings. Matching proposed service levels with the necessary personnel and other resources was an on-going process that demanded considerable investigation and focus on the multiple missions.

Final refinements continued until the preparation of the proposed budget was completed and submitted to the Mayor and City Council for their consideration at the July 22nd meeting.

The Adoption Phase

At their July 22nd regular City Council meeting, a proposed balanced budget is presented to the Council. At this meeting, the City Council must adopt a tentative millage rate for the coming year. This is a requirement of state statutes. The adopted rate is then the maximum millage rate that can be included in the coming year's budget. The City Council may, at a later budget hearing, reduce the rate if it so desires, but cannot raise it above the adopted tentative rate.

At this July's meeting, Council sets the tentative millage rate at 6.9363, which is the current millage rate. State law requires that two formal public hearings be held in September and neither can conflict with the hearing dates established by the County School Board or the County Commission. The dates are September 8th and September 23rd.

Subsequent to the July vote, the Notice of Proposed Property Taxes, otherwise known as TRIM (Truth in Millage) notices, are prepared and mailed to taxpayers by the County Property Appraiser. Printed on the TRIM notice is the date of the first scheduled public hearing to adopt the tentative budget and the tentative millage rate. This meeting is set for the evening of September 8, 2015. The purpose of the public hearing is to give the general public an opportunity to speak for or against the proposed budget and millage rate. At the end of the first public hearing, a date and time will be set for the final public hearing, which is currently on September 23, 2015. An advertisement will then be prepared and placed in a local newspaper. This ad contains summary budget information along with the tentative millage rate and the tentative approved budget based on the first hearing. Also noted are the time, date and location for the final hearing.

The purpose of the final public hearing is to once again give the general public an opportunity to speak for or against the budget and proposed millage rate. At this meeting, the City Council will adopt the final budget and millage rate. Within three days of that adoption, the City must notify the County Property Appraiser, County Tax Collector and the State Department of Revenue, of the adopted millage rate. Final tax invoices are mailed to property owners by the Tax Collector at the beginning of November. The budget is effective on October 1st of each year.

FY 2015-2016 Budget Schedule

Wednesday – February 25
Distribution of Budget Worksheets

March 6 – June 1
Preparation of Budget by Directors and Staff, Review by Finance and Assistant City Managers

JUNE 1
Property Appraiser provides Preliminary taxable values.

June 30
City Manager reviews budget

JULY 1- JULY 13
Receipt of DR 420 (Property Appraiser Certification of Taxable Value) from the County (F.S. section 200.65).

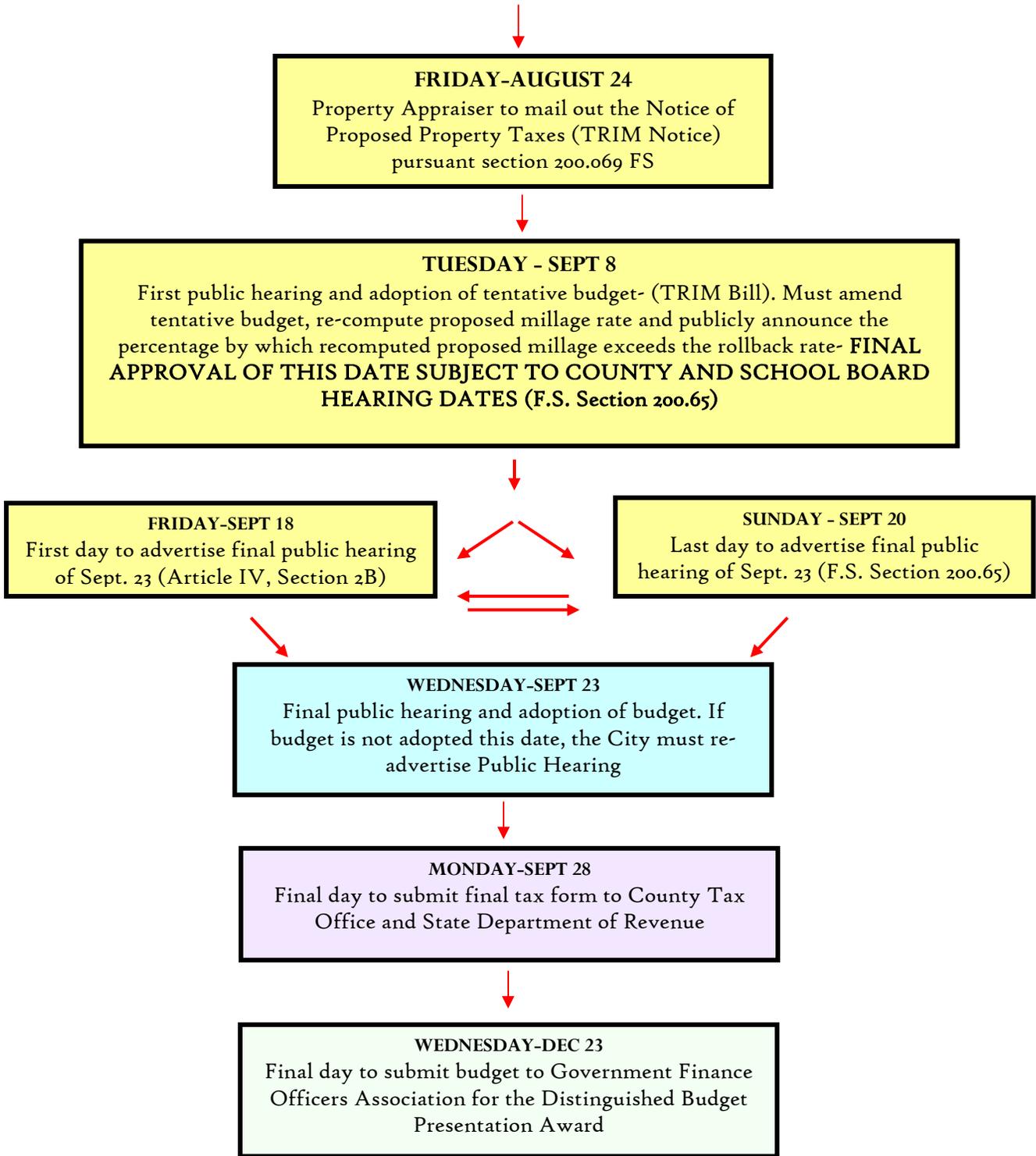
JULY 17
Transmittal of budget to Mayor and City Council

JULY 22, 2:00 p.m.
Budget Workshop with City Council

WEDNESDAY-July 22
7:00pm
Consideration of proposed budget by the Mayor and City Council and setting of the proposed millage rate, current rollback rate and date, time and place of the first hearing.

Tuesday-AUGUST 4
Last day to advise the Property Appraiser's office of the proposed millage rate, current year rollback rate and date, time and place of the first budget hearing (F.S. Section 200.65)

FY 2015/2016 Budget Schedule (Cont'd)



Significant Financial Policies

1. The annual operating budget of the City of Miami Gardens, Florida, shall balance the public service needs of the community with the fiscal capabilities of the City. It is intended to achieve those goals and objectives established by the City Council for the following fiscal year. Service programs will represent a balance of services, but with special emphasis on the City public safety, quality of life, and compliance with various state and federal mandates. Services shall be provided on a most cost effective basis. A balance between personnel and other classes of expenditures will also be achieved.
2. The City recognizes that its citizens deserve a commitment from their local government to fiscal responsibility, and that a balanced operating budget is the cornerstone of fiscal responsibility. Annual operating expenditures (personal services, contracts, commodities and supplies, and capital outlay) will be fiscally balanced with revenues or income estimates that can reasonably and normally be projected to be received during the fiscal year. New programs or changes in policies which would require the expenditure of additional operating funds will either be funded through reductions in existing programs of lower priority or through adjustments to fee rates, service charges, or taxes.
3. Requests for new or changes to programs or policies will be accompanied by an analysis of the short and long-term impact on the operational budget caused by such changed or new program or policy. When possible, a standard format using this procedure shall be routinely provided to the Council when requesting approval of each new or changed program or policy.
4. New programs, services, or facilities shall be based on general citizen demand or need.
5. The City shall prepare and implement a Capital Improvement Plan Budget (CIP), consistent with state requirements, which shall schedule the funding and construction of projects for a five-year period. The CIP Budget shall balance the needs for improved public facilities, as identified in the City's comprehensive plan, within the fiscal capabilities and limitations of the City.
6. The City shall maintain its accounting records in accordance with generally accepted accounting principles (GAAP), applied to governmental units as promulgated by the Governmental Accounting Standards Board (GASB) and the Financial Accounting Standards Board (FASB).
7. The City shall provide funding for public services on a fair and equitable basis, and shall not discriminate in providing such services on the base of race, sex, color, religion, sexual orientation, national origin, physical handicap or other non-merit basis.
8. Budgets for all City Funds and all other City expenditures, shall be under City Council appropriation control.
9. Inter-fund loans must be supported by a fiscally sound source of funds available for repayment.

10. Copies of the proposed and final budgets shall be provided at the North Dade Regional Public Library, posted on the City's website, and shall be available for inspection and copying at the office of the City Clerk. Copies of the proposed budget shall be provided at no charge at all public hearings and workshops.

Balanced Budget

1. **Balanced Budget Requirement**: The operating budget of the City of Miami Gardens shall be balanced using current year revenues to finance current year expenditures. Fund balances shall not normally be budgeted as a resource to support routine annual operating expenses. Fund balances may be budgeted as a resource to support capital, debt, or extraordinary major maintenance needs on a non-recurring basis, or as reserves to be carried forward. Under ordinary economic conditions, the use of fund balance forward should not exceed .25 mills equivalent.
2. Revenue projections will be based on an analysis of historical trends and reasonable assumptions of future conditions.
3. Revenue estimates will be made on a reasonable, conservative basis to ensure that estimates are realized.
4. The operating budget will be prepared based on 95% of the certified taxable value of the property tax roll revenues.
5. The City will not use long-term debt to finance expenditures required for operations.
6. As early as practical in each annual budgeting cycle, the City Council shall give direction to staff as to the circumstances under which an ad valorem tax millage increase would be considered. Normally, such direction should be given in conjunction with the setting of a tentative budget calendar.
7. Fees should be collected on all City-provided services for which specific users may be readily identified and use may be reasonably quantified. The amount of the fee should be based on actual costs incurred in providing the services (or facility), and shall be reviewed at least biannually. The degree to which fees shall recover full costs shall be a policy determination of the City Council.

Funds and Fund Types

Government resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled. All Funds in Miami Gardens are appropriated. The various funds are grouped within three broad categories as follows:

- Governmental Fund Types:
 1. **General Fund (01)** - The General Fund is the general operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund.
 2. **Special Revenue Funds (10s)** – Special Revenue Funds are used to account for the proceeds from specific revenue sources (other major capital projects) that are legally restricted to expenditures for specified purposes. The City currently has several special revenue funds as described immediately below.
 - A. **Transportation Fund (10)** – The Transportation Fund is used to account for the revenues the City receives from the State-shared local option gas funds, and other revenues designated for transportation purposes. It is the operating fund for the City’s Public Works Department.
 - B. **Grant Fund (12)** – The Grant Fund is used to account for all operating grants that the City receives from the State or Federal Program for a specific purpose.
 - C. **State Housing Initiative Partnership Grant (SHIP) Fund (13)** – The State Housing Initiative Partnership Grant (SHIP) Fund is used to account for revenues and expenditures of the City’s SHIP Program.
 - D. **Community Development Block Grant (CDBG) Fund (14)** – The Community Development Block Grant Fund is used to account for revenues and expenditures of the City’s CDBG Department. The City is an entitlement community under the U.S. Department of Housing and Urban Development (HUD).
 - E. **Development Services Fund (15)** – The Development Services Fund is the accounting entity for the City’s Building Department. The fund was established to capture a record of fees and expenses oriented toward the building and development industry to ensure that these service costs are largely recaptured by the users.

F. **Special Revenue Fund (16)** – The Special Revenue Fund is used to account for the proceeds from specific, earmarked revenues such as impact fees and Law Enforcement Training Trust Fund.

G. **Law Enforcement Trust Fund (17)** – The Special Revenue Fund is used to account for funds and property seized or confiscated by either Federal, State, and/or local law enforcement agencies.

3. **Capital Project Fund (30)** – Capital Projects Funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds) or capital improvements. This fund serves as an operating fund for the construction of various projects and will receive grants and other project-oriented revenues.

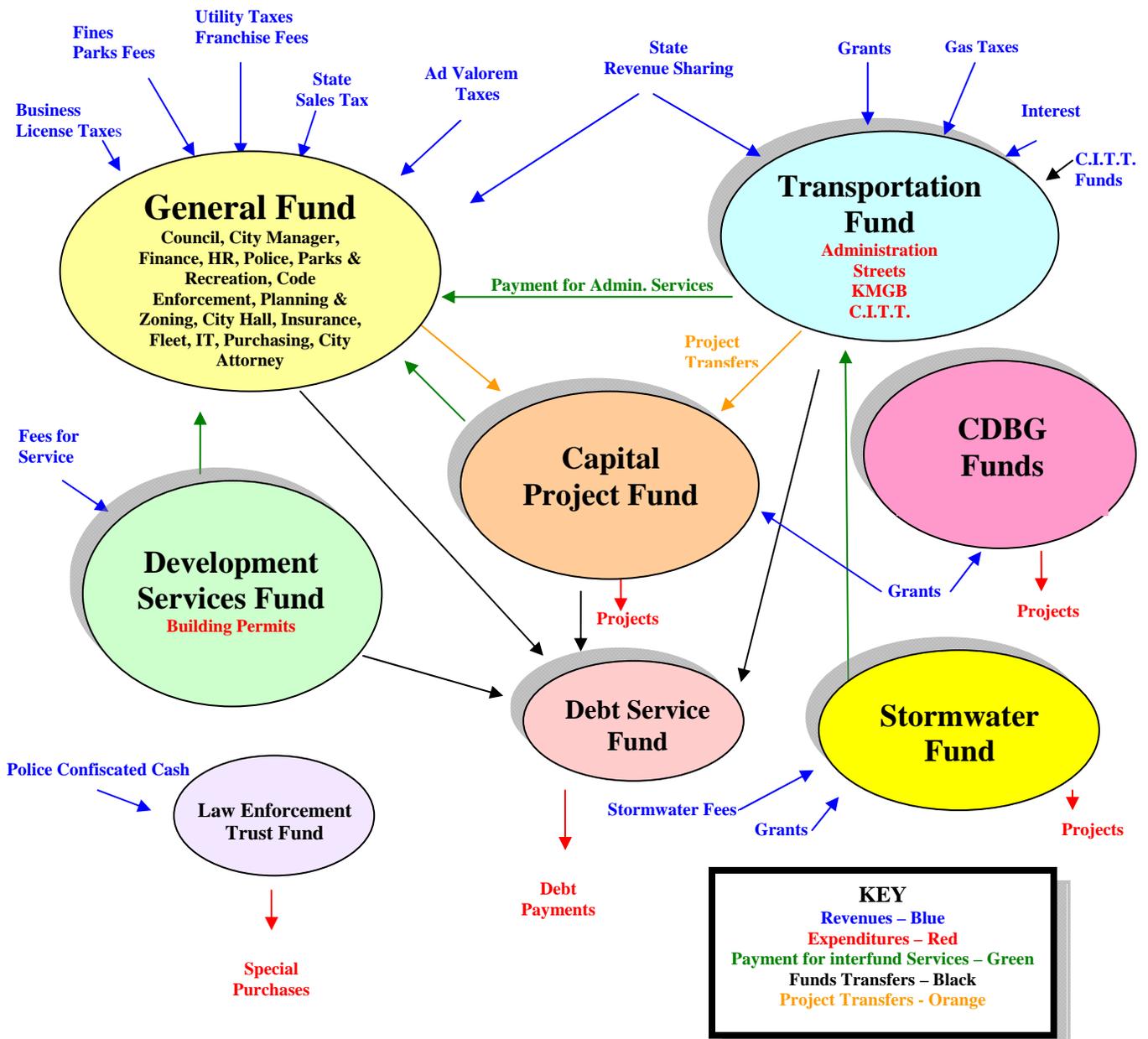
4. **Debt Service Funds (21)** - Debt Service Funds account for the accumulation of resources for, and the payment of, principal, interest, and related costs on general long term debt (other than those payable from the operations of enterprise funds). The City currently has one Debt Service Fund.

- Proprietary Fund Types:

1. **Enterprise Funds** - Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

A. **Stormwater Utility Fund (41)** – The Stormwater Utility Fund is used to account for revenues and expenditures related to the City’s stormwater utility operation. Major revenues include the \$4 per month stormwater utility fee and grants.

Major Operating Funds Relationship Chart



To the layman or the uninitiated, municipal budgeting is at best confusing. The use of separate “Funds” to account for operations is conceptually similar to a group of unrelated businesses, that each has their own unique product, revenues and expenditures; however, they may “buy” certain “services” from each other but must pay for these services as would any business who, say hired another company to do its payroll or maintenance.

Some of these relationships are mandated by law (i.e. gas taxes must go into the Transportation Fund) while others are for convenience (i.e. Payment to the Capital Projects Fund for a specific project to be completed).

The concept that cities have one large pot of money that can be used for anything is widely held but erroneous.

Expenditure Policies

The City shall operate on a current funding basis. Expenditures shall be budgeted and controlled so as not to exceed current revenues plus planned use of fund balance accumulated through the prior years.

1. The City Manager shall take immediate corrective actions if at any time during the fiscal year expenditure and revenue re-estimates are such that an operating deficit is projected at year-end. Expenditure deferrals into the following fiscal year, short-term loans, or use of one-time revenue sources shall be avoided.
2. The City manager shall undertake periodic staff and third party reviews of City programs for both efficiency and effectiveness. Privatization and contracting with other governmental agencies will be evaluated as alternatives to service delivery. Programs that are determined to be inefficient and/or ineffective shall be reduced in scope or eliminated.
3. The City shall make every effort to maximize any discounts offered by creditors/vendors. Staff shall also use competitive bidding to attain the best possible price on goods and services.
4. Normal maintenance requirements necessary to sustain the basic asset value will be included in the budget of the proper operating fund.
6. Contractual obligations and compensation plans for employees will be provided, including estimated pay-out amounts for accrued personal leave.
7. Capital for major improvements and automation of services will be based on multiple-year planning and cost benefit analysis.
8. Working Capital Reserve - This reserve should be established in all operating funds where emergencies may occur. The amount recommended is a minimum of \$50,000 to \$500,000 depending on the size of the fund.
9. Each year, the risk manager shall prepare an estimate of amounts to be budgeted for workers' compensation, self-insured, and malpractice claims.

Fund Balance Policy

Purpose

In 2009, the Governmental Accounting Standards Board (GASB) issued GASB Statement 54 *Fund Balance Reporting and Governmental Fund Type Definitions*. This statement substantially changes how fund balances are categorized. This policy establishes procedures for reporting fund balance classifications, and establishes prudent reserve

requirements. It also authorizes and directs the Finance Director to prepare financial reports, which accurately categorize fund balance according to GASB 54.

Definitions of Fund Balance

Fund balance is the difference between the assets and liabilities reported in a governmental fund. GASB 54 established the following definitions, each of which identifies the extent to which the City is bound to honor constraints on the specific purposes for which amounts can be spent.

A. Non-Spendable Fund Balance

The non-spendable fund balance classification includes amounts that cannot be spent because they are either (a) not in a spendable form or (b) legally or contractually required to be maintained intact. The “not spendable form” criterion includes items that are not expected to be converted to cash, for example, inventories and prepaid amounts. It also includes the long term amount of loans and notes receivable.

B. Restricted Fund Balance

This classification includes amounts that reflect constraints placed on the source of resources, other than non-spendable items that are either (a) externally imposed by creditors (such as through bonded debt reserve funds required pursuant to debt covenants), grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.

C. Committed Fund Balance

This classification includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action (an ordinance or resolution) of the government’s highest level of decision making authority. The committed amounts cannot be used for any other purposes unless the government removes or changes the specific use by taking formal action. Committed fund balance also incorporate contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements.

D. Assigned Fund Balance

The assigned fund balance classification includes amounts that are constrained by the government’s intent to be used for specific purposes, but that are not restricted or committed. Such intent needs to be established by (a) the governing body itself or (b) a body or official to which the governing body has delegated the authority to assign amounts to be used for specific purposes. The authority to “assign” fund balance is delegated to the City Manager or his designee. A few examples for assigned fund balance are as follows:

Continuing Appropriations: Fund balance levels must be sufficient to meet funding requirements for projects approved in prior year and which must be carried forward into the next fiscal year.

Funds set aside for equipment replacement according to the City’s Capital Improvement Plan.

E. Unassigned Fund Balance

This classification is for the government’s General Fund and includes all spendable amounts not contained in the other classifications, and therefore not subject to any constraints. Unassigned amounts are available for any purpose.

Stabilization Arrangements

Included in the City’s Adopted Budget each year, it is the City’s goal to maintain an unassigned general fund balance equal to 16% to 25% of the annual budgeted general fund expenditures. All unassigned general fund balance should be appropriated into the succeeding year’s budget and identified as “working capital reserve”.

Comparison of Past Practice and GASB 54 Fund Balance Types

Past Practice	GASB 54 Format
Reservations:	
Inherited: Inventories, Prepaids	Non Spendable
Legal restriction:	Restricted
Special Revenue Fund: Impact Fee	Restricted
Special Revenue Fund: Grants	Restricted
Development Service Fund	Restricted
Transportation Fund: Gas Tax	Restricted
Contractual restriction: Encumbrances	Committed: Contractual obligated
Capital Projects Fund	Restricted: Grant
Unreserved, reported in	Assigned:
Special Revenue Funds	Special Revenues with the exception listed above
Capital Projects Fund	Capital Projects with the exception listed above
Debt Service Fund	Debt Service
Unreserved, undesignated:	Unassigned: General Fund Only*

*Exception: Other governmental funds have Expenditures that exceed the restricted or committed fund balance.

Specific Guidelines For Individual Funds

General Fund: It is the objective of the City to pay as great a portion of operating expenses of the General Fund as possible from sources other than ad valorem taxes. Only to the extent that non-ad valorem tax sources of revenue are inadequate to support

services at desired levels should ad valorem taxes be considered for an increase. Service charges and fees for all general fund services will be analyzed to ensure an appropriate proportional recovery of direct costs and overhead from Proprietary Funds.

The annual operating budget of any enterprise or special revenue operating fund shall pay the appropriate general fund operations for a portion of the cost of general administrative departments and a payment-in-lieu-of taxes which will be computed on the latest un-depreciated value as established in the latest Comprehensive Annual Financial Report. Service charges, rent, and fee structure will be established so as to ensure recovery of all costs for these funds to the fullest extent possible, considering public benefit. All capital projects and capital bonds shall pay a one-time 2 ½% when applicable an administrative fee to the General Fund for administration and accounting for such project.

Capital Asset Management Policies

- **Threshold:** The City will capitalize all individual assets and infrastructure with a cost of \$5,000 or more and a life of 5 years or more (except computers at 3 years).
- **Asset categorization:** The City shall account for assets and infrastructure meeting the minimum dollar and life thresholds in the following categories:
 - Land
 - Buildings
 - Improvements
 - Equipment
 - Infrastructure
 - Roads
 - Stormwater system
 - Sidewalks
 - Construction in progress
- **Infrastructure Accounting:**
 - Pre-2003 valuations. Prior to the incorporation of the City in 2003, the City has used the estimated historical cost method of valuation.
 - Method:
 - The City determined the estimated cost of road replacement by using the Florida Department of Transportation Statistics Unit Prices and then applied the US Bureau of Labor Statistics price trend information for asphalt, concrete, paving mixtures and blocks weighted average deflator index in determining the present value of the roads.

- The Stormwater system estimated cost is based upon the Florida Department of Transportation Statistics Unit Prices and then applied the US Bureau of Labor Statistics price trend information for storm sewer pipes and concrete pipes weighted average deflator index in determining the present value of the stormwater system.
- The City determined the estimated cost of sidewalks by using the Florida Department of Transportation Statistics Unit Prices and then applied the US Bureau of Labor Statistics price trend information for asphalt, concrete, paving mixtures and blocks weighted average deflator index in determining the present value of the sidewalks.
- **Capital Expenditure/Capital Outlay** – Budget vs. GAAP (Generally Accepted Accounting Principles). Only assets or infrastructure with a value over \$5,000 will be budgeted as a capital item in the budget. Short lived assets which do not meet the capital asset threshold will be budgeted as operational materials and supplies.
 - Deprecation Method: GASB (Governmental Accounting Standards Board) Statement 34 requires governments to depreciate capital assets with a defined estimated life.
 - The City will use the straight line depreciation method.
 - There will be no depreciation on land or other assets with an indefinite life.
 - Construction in progress projects are not subject to depreciation until the projected is completed.
 - Depreciation expense is not calculated on the salvage value (value which the asset will not fall below).
- **Capital Assets** – Assets vs. Repair & Maintenance: GASB 34 requires that repair and maintenance items are expenses rather than capitalized assets.
 - The criteria determining whether an item is capitalized or expensed is whether the service life of the assets will be extended.
 - The City will adapt this definition and capital expenditures that extend the life of the asset will be classified as capital assets.

- **Estimated useful assets life:** The estimated useful lives of the assets are based on City experience and established projections reflected in the 5 year capital plan. The useful life will be used when determining depreciation expense. The useful lives are:
 - Land – indefinite
 - Buildings – 40 years
 - Improvements – 15 years
 - Equipment :
 - Cars – 5 years
 - Trucks – 10 years
 - Equipment – 5 years
 - Computer equipment – 3 years
 - Infrastructure:
 - Roads – 25 years
 - Stormwater system – 50 years
 - Sidewalks – 20 years
- **Five year capital plan:** The City prepares a 5 year capital plan which reports the capital asset budget needs for the City.
- **Fixed Asset Accounting.** The City will comply with the standards established by GASB 34 (Governmental Accounting Standards Board) and all subsequent pronouncements set forth by GASB or its successor organization.

Capital Expenditures & Debt Policies

All Funds

Revenue: Revenue projections for the Capital Improvement Budget shall be based on conservative assumptions of future earnings and bond market conditions.

Requirements: Capital projects shall be justified in relation to the applicable elements of the City’s comprehensive plan or other requirements or needs. Estimated requirements for capital projects shall include all costs reasonably associated with the completion of the project. The impact of each project on the operating revenues and requirements of the City shall be analyzed as required by the general fiscal policy stated above.

Long Term Debt: Long term borrowing will not be used to finance current operations or normal maintenance. A policy of full disclosure will be included in all financial reports and official statements for debt.

Medium Term Debt: Capital lease purchase methods, bonds, or other debt instruments may be used as a medium-term (5 to 8 years) method of borrowing for the financing of vehicles, other specialized types of equipment, or other capital improvements. The equipment or improvement must have an expected life at least equal to the years leased or financed. The City will determine and utilize the least costly financing methods available and where practical, shall use an open bid system for such financing. Such debt arrangements will be repaid within the expected life of the equipment or improvement acquired.

Short Term Debt: Short-term borrowing may be utilized for temporary funding of anticipated tax revenues; anticipated grant payments, anticipated bond proceeds, or other expected revenues. Such debt should normally be made from pooled cash; however, in rare circumstances, it may be by the use of the line-of-credit at the City's depository or other financial institution, utilizing a short-term note maturing before the end of the current appropriation period. Other short-term debt, such as tax exempt commercial paper, bond anticipation notes, tax anticipation notes, or grant anticipation notes, may be used when it provides immediate financing and an interest advantage, or the advantage to delay long-term debt until market conditions are more favorable. The City will determine and utilize the least costly method for short term borrowing. Short-term debt may be refunded in accordance with applicable federal laws. Anticipated funding is defined as an assured source with the anticipated amount based on conservative estimates.

Specific Guidelines

1. General Capital Improvements: General capital improvements, or those improvements not related to City-owned enterprises, shall be funded from general operating fund revenues or fund balances, the sale of revenue or general obligation bonds, and from special assessments and grants.

2. Pay-As-You-Go Capital Improvements: Pay-as-you-go capital improvements shall be funded from general operating fund revenues or fund balances, state and federal grants, special assessments, or other sources of revenue which may become available to the City. Major capital projects related to the delivery of general public services shall be paid from general purpose revenues.

3. Special Assessments: When special assessments are used for pay-as-you-go general capital improvements where the City as a whole receives the benefit, the interest rate charged will be established by the City consistent with state law.

4. Revenue Bond Debt Limit: Sale of revenue bonds shall be limited to that amount which can be supported by user fees and other associated revenues. Revenue bond coverage shall not be less than parity required coverage or as fixed in the approving bond documents. *While the City has no legal debt limit*, it is the City's policy that the total net annual general revenue bond debt service should not exceed 15% of the total net general purpose revenue and other funds available for such debt service. Net annual

debt service shall be gross annual debt service less estimated interest on debt service reserve accounts and funds from other governmental units designated for payment of such debt service.

5. Enterprise Capital Improvements: Enterprise revenue bond coverage shall not be less than parity or the required coverage, whichever is greater.

6. Miscellaneous: The maximum of net bonded debt per capita shall be \$1,000. The maximum percentage of annual debt service to general expenditures shall be 10%.

7. Types of Debt Pledges: There are different types of debt available to finance the City's needs. They are as follows:

- A. General obligation bonds: These bonds are secured by ad valorem tax beyond operating levels. All General Obligation Bond issuance must be approved by voters through a referendum. The State of Florida limits the General Obligation debt service not to exceed a tax of 2 mills.
- B. Covenant to Budget and Appropriate: This is a pledge that the City will consider making payment of debt service annually through the budget process.
- C. Special Revenue Bonds: These bonds are repaid by the pledge of specific governmental revenue such as public service tax, gas tax or sales tax. This bond requires that the revenue stream be used first to satisfy the bond covenants and then used for other governmental purposes.
- D. Special Assessment Bonds: This bond is secured by special assessments that the City can levy. This includes any improvements to streets, such as sidewalk program, lighting program, traffic calming devices etc.
- E. State Revolving Loan: This is a low interest loan offered by the State for water, sewer and stormwater improvements. This loan is secured by user fees charged by the jurisdiction.

8. Final Maturity: The following is the guideline and is not a mandatory schedule; however, in no circumstances should the maturity of the loan be longer than the life of the assets.

- A. Vehicles/Equipment: 3-5 years
- B. Heavy Equipment such as loader, dump truck: 5-8 years
- C. Building: 20 – 30 years
- D. Infrastructure Improvement: 10 – 20 years
- E. Land: 20-30 years

9. Debt Instruments: The Finance Director shall choose the best structure of debt warranted by the market conditions and the project to be financed and recommend to Council for approval. The City also has the option of participating in one of the many

pool bonds, where local government have joined together to issue debt to gain economy of scale to reduce issuance costs and to obtain better interest rate.

- A. Fixed Rate Bonds: Fixed rate bonds have the future principal and interest payments scheduled until maturity from the time of issuance.
- B. Variable Rate Notes: Variable rate notes are when the amount of interest paid changes in reaction to market demands and investor’s preference. Variable rate debt should be used for two purposes: (1) as an interim financing device (during construction periods) and (2) subject to limitations, as an integral portion of a long-term strategy to lower the City’s effective cost of capital. Under either circumstance, when the cycle of long-term rates moves down to or near historic lows, consideration should be given to converting to a fixed rate.
- C. Line or Letters of Credit: When the use is considered prudent the City can enter in agreements with local banks or other financial entities to acquire loans or letters of credit that provide City access to funds under emergency circumstances to fund temporary cash flow demands.

10. Measures of Future Flexibility: As the City addresses its needs at any one period in time, the Mayor and City Council must be prepared to ensure the flexibility to meet the present needs and challenges which face the community. Since neither State law nor the City Charter provide any fixed limits on the amount of debt which may be incurred (other than the requirement to have General Obligation debt approved in advance by referendum), the following targets or limits are established to ensure future flexibility. The following goals/targets are set to ensure the current and future flexibility, and financial vitality of the City.

Description	Ceilings
General Government Debt Service as a percentage non-ad valorem General Fund expenditures	
Debt Limit (net of General Obligation Bond)	10%
Goal/Target	8%
Weighted Average Maturity of Debt Programs:	
Self Supporting	10 years
Non-self-supporting	20 years
Weighted Average Maturity of Internal Loan Program:	5 years
General Government Direct Debt per capita	
Limit	\$1,000
Goal/Target	800
Annual Capital Projects Funding (paid as you go or debt service incurred) from non-advalorem tax	
Limit - mill	2
Goal/Target - mill	1.5
Unassigned Fund Balance	16-25% of annual operating budget

11. Refunding Criteria: Periodic review of the City’s outstanding debt should be undertaken to determine refunding opportunities. The City may issue refunding bonds when advantageous, legally permissible, and when aggregate net present value saving,

expressed as a percentage of par amount for the refunding bonds, is within a target range of 3-5% or when the average annual savings are greater than \$10,000 per year.

12. Monitoring, Reporting, Amendments and/or Exceptions: The Finance Director shall monitor the actual results against the targets presented in this policy and the report will include the following information, to the extent applicable:

- A. Debt Program Targets and
- B. Measures of Future Flexibility Targets;

From time to time, circumstances may suggest that an exception be approved to one or more of the policy constraints established herein. Amendments and/or exceptions must be submitted to the City Council and shall become effective only after approved by the City Council. This Debt Management Policy will be submitted for ratification by the City Council should economic circumstances arise.

Policies and Procedures for Issuance and Post-Issuance Compliance with Internal Revenue Code Requirements

The City issues tax-exempt and tax credit bonds (including certificates of participation) that are subject to certain requirements under the Internal Revenue Code (the “Code”). The City has established the policies and procedures outlined in this section in order to ensure compliance with the requirements of the Code that are applicable to tax-exempt bonds and tax credit bonds, including “Build America Bonds” that are “qualified bonds” within the meaning of Section 54AA thereof (“Direct-Pay BABs”) that are eligible for interest subsidy payments (the “Subsidy”). These policies and procedures, coupled with requirements contained in the Arbitrage and Tax Certificate (the “Tax Certificate”) executed at the time of issuance of the bonds, are intended to constitute written procedures for compliance with the Federal tax requirements applicable to the bonds and for timely identification and remediation of violations of such requirements.

1. General Matters. The Finance Director shall have overall responsibility for ensuring that the ongoing requirements described in this section are met with respect to the bonds. The Finance Director shall identify additional employees who will be responsible for each of the procedures described in this section, notify the current holder of that office of the responsibilities, and provide that person with a copy of the procedures. New personnel will be advised of responsibilities under the procedures and the importance of the procedures. If positions are restructured or eliminated, responsibilities will be reassigned as necessary to ensure that all procedures are monitored.

2. Periodic Review. The Finance Director or other responsible persons should periodically review compliance with these procedures and with the terms of the related Tax Certificate to determine whether any violations have occurred so that such violations can be remedied through the “remedial action” regulations

(Treasury Regulation §1.141-12) or the Voluntary Closing Agreement Program described in Internal Revenue Service (“IRS”) Notice 2008-31 (or successor guidance).

3. Changes in Bond Terms. If any changes to the terms of the bonds are contemplated, bond counsel will be consulted. Such modifications could result in a reissuance, i.e., a deemed refunding, of the bonds. Such a reissuance could jeopardize the status of any bonds that are Direct-Pay BABs and thereby affect the continued receipt of the Subsidy.

4. Issue Price; Premium Limit for Build America Bonds.

- A. In order to document the issue price of bonds, the Finance Director shall consult with bond counsel and obtain a written certification from the underwriter, placement agent or other purchaser of the bonds as to the offering price of the bonds that is in form and substance acceptable to the City and bond counsel.
- B. Prior to issuing Build America Bonds, the Finance Director shall consult with bond counsel and the City’s financial advisors to assure that the premium on each maturity of the bonds (stated as a percentage of principal amount) does not exceed one-quarter of one-percent (0.25%) multiplied by the number of complete years to the earlier of final maturity of the bonds or, generally, the earliest call date of the bonds, and that the excess of the issue price of the bonds over the price at which the bonds are sold to the underwriter or placement agent, when combined with other issuance costs paid from proceeds of the bonds, does not exceed 2% of the sale proceeds of the bonds.
- C. In connection with monitoring the premium limitation that applies to the issuance of Build America Bonds, the Finance Director shall ensure that a party other than the underwriter or placement agent, such as the City’s financial advisor, reviews the market trading activity of the bonds after their sale date but before their issuance date, answers such questions as the Finance Director shall reasonably ask of such party concerning such data, and produce such reports concerning the sales data as the Finance Director shall reasonably request. Market trading information is generally available through the Municipal Securities Rulemaking Board’s Electronic Municipal Market Access System (EMMA) (<http://www.emma.msrb.org>).

5. Information Reporting.

- A. The Finance Director will confirm that bond counsel has filed the applicable information reports (such as Form 8038-G or Form 8038-B) for such bond issue with the IRS on a timely basis, and maintain

copies of such form including evidence of timely filing as part of the transcript of the bond issue.

- B. For Direct-Pay BABs, the Finance Director shall review the IRS Form 8038-CP in order to ensure that the proper amount of interest is being reported and the proper amount of subsidy is being requested with respect to each interest payment date. The Finance Director shall ensure that the IRS Form 8038-CP is filed on a timely basis with respect to each interest payment date in order to receive timely payment of the subsidy. If the subsidy is to be paid to a person other than the City (i.e., the bond trustee), the Finance Director shall obtain and record the contact information of that person, and ensure that it is properly shown on Form 8038-CP so that the direct payment will be made to the proper person.

6. Use of Proceeds of Bonds. The Finance Director or other responsible person shall:

- A. Maintain clear and consistent accounting procedures for tracking the investment and expenditures of bond proceeds, including investment earnings on bond proceeds.
- B. At or shortly after closing of a bond issue, ensure that any allocations for reimbursement expenditures comply with the Tax Certificate.
- C. With respect to Build America Bonds, monitor that no more than 2% of the sale proceeds are used to pay costs of issuance.
- D. With respect to Build America Bonds, determine the correct amount of available project proceeds and monitor that 100% of all sale proceeds and investment earnings on sale proceeds (other than proceeds used to pay costs of issuance or deposited in a reasonably required reserve fund) are allocated to capital expenditures in a timely fashion consistent with the requirements of the Tax Certificate.
- E. Utilize requisitions to draw down bond proceeds, and ensure that each requisition contains detailed information in order to establish when and how bond proceeds were spent; review them carefully before submission to ensure proper use of bond proceeds to minimize the need for reallocations.
- F. Ensure that a final allocation of bond proceeds (including investment earnings) to qualifying expenditures is made if bond proceeds are to be allocated to project expenditures on a basis other than “direct tracing” (direct tracing means treating the bond proceeds as spent as

shown in the accounting records for bond draws and project expenditures). An allocation other than on the basis of “direct tracing” is often made to reduce the private business use of bond proceeds that would otherwise result from “direct tracing” of proceeds to project expenditures. This allocation must be made within 18 months after the later of the date the expenditure was made or the date the project was placed in service, but not later than five years and 60 days after the date the bonds are issued, or 60 days after the bond issue is retired. Bond counsel can assist with the final allocation of bond proceeds to project costs.

- G. Maintain careful records of all project and other costs (e.g., costs of issuance, credit enhancement and capitalized interest) and uses (e.g., deposits to a reserve fund) for which bond proceeds were spent or used. These records should be maintained separately for each issue of bonds.

7. Monitoring Private Business Use. The Finance Director or other responsible person shall:

- A. Review all of the following contracts or arrangements with non-governmental persons or organizations or the federal government (collectively referred to as “private persons”) with respect to the bond-financed facilities which could result in private business use of the facilities:
 - i. Sales of bond-financed facilities;
 - ii. Leases of bond-financed facilities;
 - iii. Management or service contracts relating to bond-financed facilities;
 - iv. Research contracts under which a private person sponsors research in bond- financed facilities; and
 - v. Any other contracts involving “special legal entitlements” (such as naming rights or exclusive provider arrangements) granted to a private person with respect to bond-financed facilities.
- B. Before amending an existing agreement with a private person or entering into any new lease, management, service, or research agreement with a private person, consult bond counsel to review such amendment or agreement to determine whether it results in private business use.

- C. Establish procedures to ensure that bond-financed facilities are identified and are not used for private use without written approval of the Finance Director or other responsible person.
- D. Analyze any private business use of bond-financed facilities and, for each issue of bonds, determine whether the 10% limit on private business use (5% in the case of “unrelated or disproportionate” private business use) is exceeded, and contact bond counsel or other tax advisors if either of these limits is exceeded.
- E. If private business use limits are exceeded, consult with bond counsel to determine if a remedial action is required with respect to nonqualified bonds of the issue under Treasury Regulation §1.141-12, or if the IRS should be contacted under its Voluntary Closing Agreement Program.
- F. Retain copies of all of the above contracts or arrangements (or, if no written contract exists, detailed records of the contracts or arrangements) with private persons for the period indicated below.
- G. Ensure that loans to persons other than governmental units made with proceeds of bonds comply with the limitations provided in the Code. Consult bond counsel if any such loans are contemplated.

8. Arbitrage and Rebate Compliance. The Finance Director or other responsible person shall:

- A. Review each Tax Certificate to understand the specific requirements that are applicable to each bond issue.
- B. Record the arbitrage yield of the bond issue, as shown on IRS Form 8038-G or 8038-B.
- C. Review the Tax Certificate to determine the “temporary periods” for each bond issue, which are the periods during which proceeds of bonds may be invested without yield restriction.
- D. Ensure that any investment of bond proceeds after applicable temporary periods is at a yield that does not exceed the applicable bond yield, unless yield reduction payments can be made pursuant to the Tax Certificate.
- E. Monitor that bond proceeds (including investment earnings) are expended promptly after the bonds are issued in accordance with the expectations for satisfaction of three-year or five-year temporary

periods for investment of bond proceeds and to avoid “hedge bond” status.

- F. Ensure that investments acquired with bond proceeds satisfy IRS regulatory safe harbors for establishing fair market value (e.g., through the use of bidding procedures), and maintaining records to demonstrate satisfaction of such safe harbors.
- G. Consult with bond counsel before engaging in credit enhancement or hedging transactions relating to a bond issue, and before creating separate funds that are reasonably expected to be used to pay debt service on bonds. Maintain copies of all contracts and certificates relating to credit enhancement and hedging transactions that are entered into relating to a bond issue.
- H. Before beginning a capital campaign that may result in gifts that are restricted to bond-financed projects (or, in the absence of such a campaign, upon the receipt of such restricted gifts), consult bond counsel to determine whether replacement proceeds may result.
- I. Even after all proceeds of a given bond issue have been spent, ensure that the debt service fund meets the requirements of a “bona fide debt service fund,” i.e., one used primarily to achieve a proper matching of revenues with debt service that is depleted at least once each bond year, except for a reasonable carryover amount not to exceed the greater of: (i) the earnings on the fund for the immediately preceding bond year; or (ii) one-twelfth of the debt service on the issue for the immediately preceding bond year. To the extent that a debt service fund qualifies as a bona fide debt service fund for a given bond year, the investment of amounts held in that fund is not subject to yield restriction for that year.
- J. Ensure that amounts invested in any reasonably required debt service reserve fund do not exceed the least of: (i) 10% of the stated principal amount of the bonds (or the sale proceeds of the bond issue if the bond issue has original issue discount or original issue premium that exceeds 2% of the stated principal of the bond issue plus, in the case of premium, reasonable underwriter’s compensation); (ii) maximum annual debt service on the bond issue; or (iii) 125% of average annual debt service on the bond issue.
- K. Review the Arbitrage Rebate covenants attached to the Tax Certificate. Subject to certain rebate exceptions described below, investment earnings on bond proceeds at a yield in excess of the bond yield (i.e., positive arbitrage) generally must be rebated to the

U.S. Treasury, even if a temporary period exception from yield restriction allowed the earning of positive arbitrage.

- i. Ensure that rebate calculations will be timely performed and payment of rebate amounts, if any, will be timely made; such payments are generally due 60 days after the fifth anniversary of the date of issue of the bonds, then in succeeding installments every five years. The final rebate payment for a bond issue is due 60 days after retirement of the last bond of the issue. The City should hire a rebate consultant if necessary.
- ii. Review the rebate section of the Tax Certificate to determine whether the “small issuer” rebate exception applies to the bond issue.
- iii. If the 6-month, 18-month, or 24-month spending exceptions from the rebate requirement (as described in the Tax Certificate) may apply to the bonds, ensure that the spending of proceeds is monitored prior to semi-annual spending dates for the applicable exception.
- iv. Make rebate and yield reduction payments and file Form 8038-T in a timely manner.
- v. Even after all other proceeds of a given bond issue have been spent, ensure compliance with rebate requirements for any debt service reserve fund and any debt service fund that is not exempt from the rebate requirement (see the Arbitrage Rebate covenants attached to the Tax Certificate).
- vi. Maintain records of investments and expenditures of proceeds, rebate exception analyses, rebate calculations, Forms 8038-T, and rebate and yield reduction payments, and any other records relevant to compliance with the arbitrage restrictions.

9. Record Retention. The Finance Director or other responsible person shall ensure that for each issue of bonds, the transcript and all records and documents described in these procedures will be maintained while any of the bonds are outstanding and during the three-year period following the final maturity or redemption of that bond issue, or if the bonds are refunded (or re-refunded), while any of the refunding bonds are outstanding and during the three-year period following the final maturity or redemption of the refunding bonds.

Investment Policies

Scope

This investment policy applies to all financial assets of the City of Miami Gardens, which are under the direct control of the City Council.

Investment Objectives

The following investment objectives will be applied in the management of the City's funds.

1. Safety of Capital - Safety of capital is regarded as the highest priority in the handling of investments for the City. All other investment objectives are secondary to the safety of capital. Each investment transaction shall seek to first ensure that capital losses are avoided, whether they are from securities defaults or erosion of market value. From time to time, securities may be traded for other similar securities to improve yield, maturity, or credit risk. For these type transactions, a loss may be incurred for accounting purposes, provided any of the following occurs with respect to the replacement security:

- a. Yield has been decreased;
- b. Maturity has been reduced;
- c. Quality of the investment has been improved.

2. Liquidity - The City's investment strategy will provide sufficient liquidity such that cash flow requirements are met through the utilization of marketable securities with structured maturities.

3. Yield - In investing public funds, the City will strive to maximize the return on the portfolio but will avoid assuming unreasonable risk.

Standards of Care

1. Prudence and Ethical Standards – The “prudent person” standard shall be used in the management of the overall investment portfolio. The prudent person standard is herewith understood to mean the following: Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. Investment officers, or persons performing the investment functions, acting as a “prudent person” in accordance with this written policy and procedures, exercising due diligence and investments authorized by law,

shall be relieved of personal responsibility, for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion, as described in the internal control section of this policy, and appropriate action is taken to control adverse developments.

2. Investment Authority - Responsibility for the administration of the investment program is vested in the City Manager. The City Manager shall exercise this authority and regulate the administration of the investment program through the Finance Department. No person may engage in an investment transaction except as stated in the internal controls section of the policy.

3. Ethics and Conflicts of Interest – The Mayor, City Council, City Manager, and Finance Department employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. The above personnel shall disclose any material interests in financial institutions with which they conduct business and any personal financial or investment positions that could be related to the performance of the investment portfolio. Investment related officers and personnel shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of their entity.

Safekeeping And Custody

Authorized Investment Institutions and Broker/Dealers

Documented lists of the authorized financial institutions and broker/dealers will be developed and maintained by the Finance Director and approved by the City Manager. Broker/ dealers will consist of banks, regional firms, and other recognizable firms in the general securities business. All such institutions shall be on the State of Florida authorized institution list. Evaluation criteria will include:

- a. The institutional and broker qualification as they relate to both general and specific product knowledge;
- b. The technical support capabilities as well as the operations efficiency of the organization;
- c. The ability to provide value added services;
- d. Pricing competitiveness based on the ability of the dealer to support both the “bid” and “ask” side of various securities market instruments.
- e. The financial strength and security of the company; and

f. Have a minimum capital of \$10 million. Before engaging in investment transactions with a financial institution or broker/dealer, the Finance Director will have received from said a signed investment certification form attesting that the individuals responsible for the City's accounts have reviewed the City's investment policy and that they agree to undertake reasonable efforts to preclude imprudent transactions involving the City's funds.

Time, practicality, and general business constraints limit the number of investment relationships which can be managed on a regular basis. In most cases, normal investment activity will be limited to no more than five relationships. In all cases, investment relationships will consist of a minimum of three institutions. If at any time the City Manager is appropriately notified of any threat to the integrity of the investment portfolio, proper security measures may be suggested and implemented, and the clerk shall have the option to further restrict investment in selected instruments, to conform to then present market conditions. Repurchase agreements will be conducted through, and negotiated only with, qualified public depository financial institutions and primary securities broker/dealers. A written master repurchase agreement will be negotiated with any institution with which the City, through the clerk, enters into a specific repurchase agreement.

Internal Controls

The City Manager shall exercise and monitor a set of internal controls which are designed to protect the City's funds and ensure proper accounting and reporting of the securities transactions. Such internal controls shall consist of the following:

- a. All securities purchased or sold will be transferred only under the "delivery versus payment" method to ensure that funds or securities are not released until all criteria relating to the specific transactions are met.
- b. The City Manager is authorized to accept, on behalf of and in the name of the City of Miami Gardens, bank trust receipts and/or confirmations as evidence of actual delivery of the obligation or securities in return for investment of funds. Trust receipts or confirmations shall fully describe the various obligations or securities held. The receipt or confirmation shall state that the investment is held in the name of the City of Miami Gardens.
- c. Written documentation and/or confirmation of telephone transactions and wire transfers will be maintained.
- d. There will be adequate separation of duties with clear delegation of authority among investment personnel.
- e. Custodial safekeeping shall be properly utilized.

- f. Investment review and performance reporting, interim and annual, shall be done by the Finance Director and reviewed by the City Manager.
- g. The Finance Director will promptly notify the City Manager of any threat to the safety of the portfolio and proper security measures will be suggested and implemented to conform to market conditions.
- h. There will be an avoidance of bearer-form securities.
- i. There will be no physical delivery of securities, except certificates of deposit, which will be maintained in a safe in an approved financial institution.
- j. There will be a prohibition of collusion.
- k. A wire transfer agreement with the custodial bank outlining the various controls and security provisions for making and receiving wire transfers shall be executed.
- l. Quarterly safekeeping account statements shall be maintained.
- m. Transaction confirmations will be received from the financial institution or securities dealer awarded the investment and maintained as investment document.
- n. Periodic training and educational opportunities will be provided and made available concerning investments and related subjects for appropriate personnel.
- o. Investment activity will be performed by the Finance Director and subsequently approved by the City Manager. In the absence of the Finance Director, the Chief Staff Accountant responsible for overseeing investment record keeping, will perform the investment activity and obtain approval of the City Manager.
- p. The following personnel are designated by the City Manager as having authority to initiate all investment activities.
 - 1. Finance Director
 - 2. Chief Staff Accountant responsible for overseeing investment record keeping (if one is appointed).
- q. Additional controls will be established in written policies and procedures by the City Manager as needed.

- r. The internal controls for investments receipts to the City Manager's office listing the specific instrument, par value, rate, maturity, and any other pertinent information. In addition, the safekeeping institution shall send a report on at least a quarterly basis listing all securities held in each safekeeping account which shall be verified by the City Manager's office. All securities purchased by the City under this policy shall be purchased using the "delivery versus payment" procedure. If it is ever determined to be necessary to perform security transactions on a "free delivery" basis, or to have securities held by the broker/dealer for a temporary period, the approval of the Finance Director must be secured prior thereto and the reason documented in writing.

Suitable And Authorized Investments

The City shall limit investments to:

1. Negotiable direct obligations of, or obligations the principal and interest of which are unconditionally guaranteed by, and which carry the full faith and credit of, the United States Government and its agencies. Investments in this category would include, but not be limited to, the following: United States Treasury Bills, Notes and Bonds, and securities issued by the Government National Mortgage Association (Ginnie Mae), and Federal Housing Administration.
2. Fully collateralized United States Agency obligations which carry an implied guarantee and the implied full faith and credit of the United States Government. Investments in this category would include, but not be limited to, the following: obligations of the Federal Home Loan Mortgage Corporation (FHLMC) and the Federal National Mortgage Association (FNMA)
3. Other United States Agency obligations which carry an implied guarantee and the implied full faith and credit of the United States Government. Investments in this category would include but not be limited to the following: obligations of the Federal Farm Credit Bank, Federal National Mortgage Association (Fannie Mae), Federal Home Loan Mortgage Corporation (Freddie Mac), Student Loan Marketing Association (Sallie Mae), Financial Assistance Corporation, and Federal Agriculture Mortgage Corporation (Farmer Mac).
4. Permitted investments in the above listed agencies and instrumentalities shall include bonds, debentures, notes, or other evidence of indebtedness issued including mortgage pass-throughs, collateralized mortgage obligations, adjustable rate securities, and adjustable rate mortgages.

5. Interest bearing savings accounts, money market accounts, certificates of deposit, money market certificates, or time deposits constituting direct obligations of any bank or savings and loan association certified as a qualified public depository by the State.

6. Repurchase agreements collateralized by securities otherwise authorized in paragraphs one to five.

7. State of Florida Local Government Surplus Funds Trust Fund.

8. Purchase of Tax Certificates. The City may invest in delinquent tax certificates for property located in Miami Gardens within the following guidelines:

- a) First year tax certificates must be purchased from the property appraiser's second tax certificate sale each year (18% fixed sale).
- b) Second year certificates must be from those properties for which the City holds the first year certificate.
- c) The City shall not purchase any certificate on any property for which there is a current homestead exemption and which is currently occupied.
- d) City staff shall review all properties from which a tax deed is eligible and shall recommend to City Council those properties that will serve a public purpose through community redevelopment, parks and recreation, public infrastructure, housing assistance potential, revenue generation or other such purpose that City Council may deem appropriate.
- e) Prior to filing for a tax deed to any property, the City Council must approve by Resolution the acquisition of such property.

9. The City Council of the City of Miami Gardens adopted a policy to incorporate the State of Florida's "Protecting Florida's Investment Act," (Chapter 2007-88, Laws of Florida), prohibiting the investment of public funds managed by the City in any "scrutinized companies" with active business operations in Sudan or Iran, as listed by the State Board of Administration (SBA) on a quarterly basis, in accordance with the provisions of the Act

Bid Requirement

When purchasing or selling securities, the Finance Director, or his designated staff, will obtain competitive bids or offerings from at least three dealers, except in situations where:

1. The security involved is a “new original issue” and can be purchased at par prior to issue date, or “at the window” at date of sale;
2. The security involved is available through direct issue or private placement;
3. The security involved is of particular special interest to the entity and dealer competition could have an adverse impact with respect to the price and availability to the entity.

Reporting

For any investment other than the State Board of Administration (SBA), the Finance Director shall generate monthly reports for management purposes. In addition, he/she shall submit an annual report for submission to the Council, which presents the City’s portfolio by type of investment, book value, income earned, and market value as of the report date.

Investment Parameters

1. Liquidity Requirements - To meet the day to day operating need of the City and to provide the ready cash to meet unforeseen temporary cash requirements, a liquidity base of approximately two months of anticipated disbursements, excluding bond construction payments made from escrow or trust accounts, will be kept in relatively short term investments. These would include State of Florida Local Government Surplus Funds, Trust Fund, Discount Notes, and Repurchase Agreements.

2. Portfolio Composition; Risk and Diversification - Prudent investing necessitates that the portfolio be diversified as to instruments and dealers. The following limits are hereby established to serve as guidelines for diversification by instrument. These guidelines may be revised by the City Manager for special circumstances.

Local Government Surplus Funds Trust Fund 100%
United States Treasury Bills/Notes/Bonds 75%
Other United States Government Agencies 75%
Repurchase Agreements 35%
Certificates of Deposit 10%
Collateralized Mortgage Obligations 10%

3. Performance Standard - The City seeks to optimize return on investments within the constraints of safety and liquidity. The investment portfolio shall be designed with the annual objective of exceeding by 25 basis points above the weighted average return earned on investments held the State Board of Administration.

Budget Policies

Budgetary Practices and Basis of Budgeting

Balanced Budget – A budgetary state in which planned expenditures equal anticipated revenues. In Florida, it is a requirement that all governmental operating budgets submitted and approved, must be balanced without borrowing.

A. Operating Budget Practices: Each department and division prepares its own budget for review by the City Manager. The budget is approved in the form of an appropriations ordinance after the Mayor and Council have conducted advertised public hearings. The Operating Budget is adopted at the Fund level. During the year, it is the responsibility of the City Manager to administer the budget. The legal control, which the budget ordinance establishes over spending, is set up under Generally Accepted Accounting Principles. The City Manager has the authority to transfer budgeted amounts between departments within any Fund, but changes in the total appropriations level for any given Fund can only be enacted by the Mayor and Council through an amendment to the current appropriations ordinance, except for prior year encumbrances carried-forward, grants, reimbursements and bond proceeds, which the City Manager may appropriate to the appropriate fund without further Council action.

The City will adopt an annual General Fund budget in which expenditures, net of pay-as-you-go capital project contributions, do not exceed projected revenues. As a management policy, budgetary control is maintained in the General and the Special Revenue Funds at the program level by the encumbrance of estimated purchase amounts prior to the release of purchase orders to vendors. Purchase orders which result in overruns of balances are not processed (locked out of the computer system) until sufficient appropriations are made available through approved intrafund transfers.

The City Manager is authorized by the City's adopted purchasing ordinance, to expend certain amounts without further action by City Council. The Manager is authorized to expend up to \$10,000 without bidding; however, the City Manager has established a staff policy that generally requires multiple quotes for such purchases. Authorization to approve purchase orders under this amount has been delegated to the Assistant City Managers. Purchases between \$10,000 and \$25,000 can be authorized by the City Manager subject to the securing of at least three (3) written quotes. Purchases between \$25,000 and \$50,000 can be authorized by the City Manager after a formal, sealed bidding process. Such purchases are reported after the fact to City Council in a monthly report. All purchases over \$50,000 must be approved by City Council.

B. Basis of Accounting and Budgeting: The basis for budgeting is the same as the basis for accounting. Budgets for General, Special Revenue, Capital Projects, and Debt Service Funds are adopted on a basis consistent with Generally Accepted Accounting Principles. Accordingly, all Governmental Fund budgets are presented on the modified accrual basis as well as the “current resources measurement focus.” Under this method of accounting, revenue is recorded when susceptible to accrual, such as when measurable and available for the funding of current appropriations. The Governmental Funds are the General Fund, the Special Revenue Funds, the Capital Projects Fund, and the Debt Service Fund. Enterprise Fund budgets are presented on the full accrual basis as well as “the economic resources measurement focus”. Under this method of accounting, revenues are recognized when earned, as billed and unbilled, and expenditures are recorded when incurred. The City has only one Enterprise Fund, the Stormwater Fund. See the Fund Summaries Budget Detail sections for detailed information on the Fund descriptions.

C. Capital Improvements Program Practices: Along with the operating budget, the City Manager submits a Capital Improvements Program (CIP) to the Mayor and Council. This document provides for improvements to the City's public facilities for the ensuing fiscal year and five years thereafter. The first year of the plan establishes a capital budget for the new fiscal year. The remaining five years serve as a guide for use in determining probable future debt issuance needs and operating cost impacts. The Capital Budget is adopted at the Fund level. CIP expenditures are accounted for in the Capital Projects Fund or the Enterprise Funds, as appropriate, and are funded by a variety of sources. The City strives to maintain a reasonable balance between "pay-as-you-go" financing and bond financing for its capital improvements in order to maintain debt within prudent limits.

In April 2014, the City received ratings A1 from Moody, and A+ Stable from Standard & Poor for the issuance of the General Obligation Bond.

Other Budget Policies

1. Formal budgetary integration is employed as a management control device during the year for all funds.
2. All fund budgets are adopted on a basis consistent with generally accepted accounting principles (GAAP).
3. Florida Statutes provide that expenditures in excess of those total fund budgets are unlawful.

4. Unused appropriations lapse at the end of each fiscal year. Such unexpended funds may be retained in the appropriate fund's reserve or budgeted for the subsequent fiscal year.
5. The City has chosen to implement GASB 45 through a combination of pay-as-you-go and trust reserve. For those amounts accruing for implied future costs, the City's policy is to fund these expenses as it always has, on a yearly, pay-as-you-go budget basis. The City's health insurance premiums are highly competitive with other cities and the addition of future retirees is not expected to have more than an incremental affect on this budgetary item.

As for those future costs associated with the City's own post-retirement benefits, there will be a direct expense of the City, thus the City has elected to establish a trust for these future expenditures.

Budget Amendments

Budget Amendments

The City adopts the annual budget at the Fund level. Budget amendments are required when it is necessary to move funds between budgeted funds, to create new funds, or to appropriate funds from fund balance. Generally, budget amendments are done once or twice each year.

Internal Budget Adjustments (Budget Transfers)

General

Budget adjustments are designed to give the City Manager a degree of flexibility in his/her budgetary administration. They may generally be approved for one of four reasons. First, a budgetary mistake may have been made in the approved budget. Because the budget cycle must begin so early in the year, it is very easy to overlook certain items which should have been included, or to over and/or underestimate the expenses or need for certain other items. A second reason for which transfers should be approved is emergency purchases. In many instances, equipment, supply, or maintenance costs must be incurred at a higher level than could have been anticipated due to a breakdown of equipment, the assumption of a new service, or unusually large contract prices.

A third reason for an amendment is an avoidance of future cost increases. Such opportunities often arise when a certain product or service can be purchased at a certain time rather than putting off the purchase until a later date.

Finally, a municipal organization needs to be dynamic to respond to change. Often this requires moving funds from one area to another.

Budget adjustments exist for very specific reasons, as noted above and should not be used to balance an organization's budget each month. Operating within one's available budgetary resources is a managerial responsibility, and one which should be taken very seriously. While the approved budget is only a plan and can be changed as circumstances change; it should be adhered to as closely as possible. The budget should contain a reasonable working capital reserve account in each Fund to meet unexpected needs.

When needs are less than originally anticipated or should prices come in lower than budgeted, excess funds should accrue as savings to the City. They should not be considered as available dollars for additional expenditures beyond the appropriation level contained in the approved budget without specific justification. These accrued savings become fund balance reserve or cash forwarded into the next year's budget; a valuable revenue in maintaining service levels and avoiding tax rate increases. The more that can be accrued in one year, the easier the budget process will be the next year.

Capital equipment item funds are budgeted for in the annual budget; however, as needs change, individual items are not specifically approved in the budget. Additional capital equipment needs can be purchased if funds are available. First, if the amount does not exceed \$10,000, and if the requesting party has the funds available, then the Department Head can approve the purchase. If the individual item or systems exceed \$10,000 but do not exceed \$50,000, and if the requesting party has funds available, then the City Manager can approve the purchase after following approved purchasing procedures. Individual items or systems over \$50,000 require City Council approval with justification of fund availability whether from the adopted budget or the appropriate reserve.

Encumbrances

Encumbrances represent commitments related to unperformed contracts for goods or services. Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of resources are recorded in order to reserve that portion of the applicable appropriation, is utilized in the governmental funds.

Policies

1. The City Manager is authorized to make budgetary transfers, limited to line item allocations within a single fund, including apportioning budgets within funds to line items in the Chart of Accounts for the City. Said authority includes the authority to correct inter-programmatic budgeting and accounting allocations. The budgetary level of control is at the fund level.
2. The City Manager has the authority to adjust the adopted budget to correct scrivener's errors.
3. A receipt of revenue from a source not anticipated in the budget and received for a particular purpose including, but not limited to, grants, donations, gifts, or

reimbursement for damages, may be appropriated by the City Manager and expenditures provided for in the budget.

4. The City Manager is hereby authorized to create a suspension reserve account in each fund and, further, authorized to transfer funds across appropriation centers into said accounts.

Accounting, Auditing & Financial Reporting

1. The City's accounting and financial reporting systems will be maintained in conformance with Generally Accepted Accounting Principles (GAAP) and the standards set by the Governmental Accounting Standards Board (GASB) and the Government Finance Officers Association (GFOA).
2. An independent public accounting firm will perform an annual audit. The auditor's opinion will be included with the City's published Comprehensive Annual Financial Report (CAFR).
3. The City's CAFR will be submitted to the GFOA Certification of Achievement for Excellence in Financial reporting program. The financial report should be in conformity with GAAP, demonstrate compliance with finance related legal and contractual provisions, provide full Disclosure of all financial activities and related matters, and minimize ambiguities and potentials for misleading inference.
4. The City's budget will be submitted to the GFOA Distinguished Budget Presentation Program. The budget should satisfy criteria as a financial and programmatic policy document, as a comprehensive financial plan, as an operations guide for all organizational units and as a communications device for all significant budgetary issues, trends, and resources.
5. The Finance Department will also prepare, in conjunction with the release of the CAFR, the "Popular Annual Financial Report" which is a condensed and easy to read version of the annual CAFR. This document will be provided to residents so that they can easily understand how the City is using their funds. This document will also be submitted to the GFOA committee in order to receive their award.
6. Financial systems will be maintained to monitor revenues, expenditures, and program performance on an ongoing basis.
7. Monthly budget reports shall be prepared and presented to the City Council on a timely basis.

8. The Finance Department will also prepare, in conjunction with the release of the CAFR, an annual “Financial Trends Report” and presented to the City Council on a timely basis.



Financial Summaries Funds and Details of Principal Funds, FY 15-16 Budget

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Consolidated Budget Summary - FY 15-16 Summary of Funds

Description	Recommended Budget
BEGINNING FUND BALANCE - ALL FUNDS	\$1,123,277
REVENUES - ALL FUNDS	
Property Taxes	\$28,577,665
Franchise Fees	3,308,848
Intergovernmental Revenue	16,358,106
Utility Taxes	10,006,000
Fuel Taxes	2,160,000
Fines and Forfeitures	3,650,655
Public Safety	1,769,496
Licenses & Permits & Fees	7,769,600
Miscellaneous	3,191,352
Culture & Recreation	5,043,768
Grants and Loans	1,744,407
Interfund Transfers	16,023,623
TOTAL REVENUES - ALL FUNDS	99,603,519
TOTAL RESOURCES AVAILABLE - ALL FUNDS	<u>\$100,726,796</u>
EXPENDITURES - ALL FUNDS	
Operating Expenditures	
Personal Services	\$49,346,798
Operating Expenses	\$17,322,296
Debt Service Payment	\$13,748,616
Interfund Transfers	\$16,023,621
Non-Operating Expenses	\$592,837
Total Operating Expenditures - All Funds	\$97,034,168
Capital Outlay	\$3,692,628
TOTAL EXPENDITURES - ALL FUNDS	<u>\$100,726,796</u>
	<u>\$0</u>

Summary of Funds General Fund Budget Summary - FY 15-16

Description	Recommended Budget
BEGINNING FUND BALANCE	\$240,000
REVENUES - GENERAL FUND	
Property Taxes	\$24,131,450
Franchise Fees	3,308,848
Intergovernmental Revenue	12,589,989
Utility Taxes	10,006,000
Fines and Forfeitures	3,650,655
Public Safety	1,769,496
Licenses & Permits	2,194,000
Miscellaneous	1,949,970
Culture & Recreation	5,043,768
Interfund Transfers	1,040,025
TOTAL REVENUES	\$65,684,200
TOTAL RESOURCES AVAILABLE - GENERAL FUND	\$65,924,200
EXPENDITURES	
Legislative	\$533,186
City Manager	1,230,843
Media & Special Events	4,062,677
City Clerk	796,405
Finance	722,388
Human Resources	871,055
City Attorney	586,633
Planning Division	368,344
Crossing Guards	507,938
Police	33,047,182
Code Enforcement	1,459,058
Parks & Recreation	5,414,234
Purchasing	339,051
Information Technology	2,328,441
Fleet	1,802,030
City Hall Maintenance	1,048,991
Non-Departmental	10,805,744
TOTAL EXPENDITURES	\$65,924,200
ENDING GENERAL FUND BALANCE	\$0

Summary of Funds Transportation Fund Budget Summary - FY 15-16

Description	Recommended Budget
BEGINNING FUND BALANCE	\$883,277
REVENUES - TRANSPORTATION FUND	
Fuel Taxes	\$2,160,000
Citizens Independent Transportation Trust	3,600,000
State Revenue Sharing	911,880
Permits	78,500
Miscellaneous Revenues/Interest	98,108
Interfund Transfers	185,703
TOTAL REVENUES	\$7,034,191
TOTAL FUNDS AVAILABLE - TRANSPORTATION FUND	\$7,917,468
EXPENDITURES - TRANSPORTATION FUND	
Administration Division	\$1,293,177
Keep Miami Gardens Beautiful Division	169,252
Streets Division	1,823,129
CITT - Capital Improvements	3,662,477
CITT - Transit	969,433
CITT - Settlement	0
TOTAL EXPENDITURES	\$7,917,468
ENDING TRANSPORTATION FUND BALANCE	\$0

**Summary of Funds
Development Services Budget Summary
FY 15-16**

Description	Recommended Budget
BEGINNING FUND BALANCE	\$0
REVENUES - DEVELOPMENT SERVICES FUND	
Building Fees and Charges	1,887,255
Other Revenues	6,770
TOTAL REVENUES	<u>1,894,025</u>
TOTAL FUNDS AVAILABLE - DEVELOPMENT SERVICES FUND	<u><u>\$1,894,025</u></u>
EXPENDITURES - DEVELOPMENT SERVICES FUND	
Building Department	1,894,025
TOTAL EXPENDITURES	<u>\$1,894,025</u>
ENDING DEVELOPMENT SERVICES FUND BALANCE	<u><u>\$0</u></u>

Summary of Funds Capital Projects Fund Budget Summary FY 15-16

Description	Recommended Budget
BEGINNING CAPITAL PROJECT FUND BALANCE	\$0
REVENUES - CIP FUND	
From General Fund	\$5,905,368
Loan	0
Grants	0
Build American Bonds Rebate	1,132,504
Interest and Miscellaneous	0
TOTAL REVENUES	<u>7,037,872</u>
TOTAL FUNDS AVAILABLE - CAPITAL PROJECTS FUND	<u><u>\$7,037,872</u></u>
EXPENDITURES - CIP FUND	
Capital Projects Operations	\$426,482
Capital Projects	\$0
Interfund Transfers	\$6,611,390
Reserves	0
TOTAL EXPENDITURES	<u>7,037,872</u>
ENDING CAPITAL PROJECTS FUND BALANCE	<u><u>\$0</u></u>

Summary of Funds Stormwater Utility Fund Budget Summary FY 15-16

Description	Recommended Budget
BEGINNING STORMWATER FUND BALANCE	\$0
REVENUES - STORMWATER FUND	
Stormwater Assessments	\$3,564,845
Permits	45,000
Grant	0
Miscellaneous	4,000
TOTAL REVENUES	<u>3,613,845</u>
TOTAL FUNDS AVAILABLE - STORMWATER FUND	<u><u>\$3,613,845</u></u>
EXPENDITURES - STORMWATER FUND	
Operating Expenditures	\$1,950,271
Capital Outlay	\$500,000
Debt Service	\$632,189
Non-Operating Expenditures	\$531,385
TOTAL EXPENDITURES	<u>\$3,613,845</u>
ENDING STORMWATER FUND BALANCE	<u><u>\$0</u></u>

**Summary of Funds
CDBG Fund
Fund Budget Summary FY 15-16**

Description	Recommended Budget
BEGINNING CDBG FUND BALANCE	\$0
REVENUES - CDBG FUND	
Grants	\$1,000,644
TOTAL REVENUES	\$1,000,644
TOTAL FUNDS AVAILABLE - CDBG FUND	<u><u>\$1,000,644</u></u>
EXPENDITURES - CDBG	
CDBG	\$1,000,644
TOTAL EXPENDITURES	<u><u>\$1,000,644</u></u>
ENDING CDBG FUND BALANCE	<u><u>\$0</u></u>

**Summary of Funds
Debt Service Fund
Fund Budget Summary
FY 15-16**

Description	Recommended Budget
BEGINNING DEBT SERVICE FUND BALANCE	\$0
REVENUES - DEBT SERVICE FUND	
Ad Valorem Taxes	\$4,446,215
Miscellaneous Revenues	\$0
Transfers In	\$8,892,527
TOTAL REVENUES	13,338,742
TOTAL FUNDS AVAILABLE - DEBT SERVICE FUND	\$13,338,742
EXPENDITURES - DEBT SERVICE FUND	
Principal and Interest payments	\$13,116,427
Reserve for Debt Service	222,315
TOTAL EXPENDITURES	\$13,338,742
ENDING DEBT SERVICE FUND BALANCE	\$0

All Operating Funds' Summaries and Year to Year Revenue Changes by Revenue Class

All Operating Funds Summaries and Year to Year Revenue Changes By Revenue Class

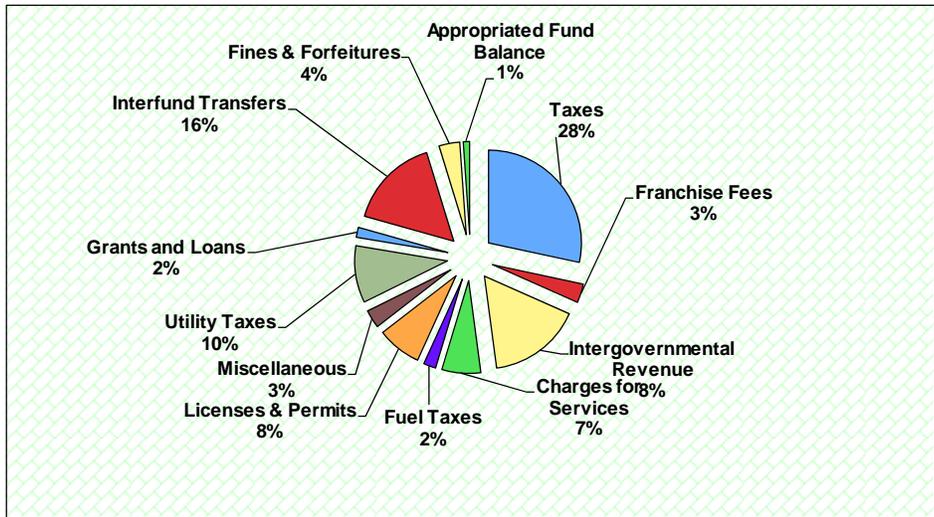
This table offers an overview of all major operating revenues that comprise the City's financial accounting system. The summary below shows all funds.

Table: All Funds Summary with Year-to-Year Changes by Revenue Source

All Funds Revenues	Estimated FY 15	Budget FY 16	Per Cent Change	Note
Taxes	\$26,669,777	\$28,577,665	7.15%	(1)
Franchise Fees	\$3,264,590	\$3,308,848	1.36%	
Intergovernmental Revenue	\$15,727,478	\$16,358,106	4.01%	(2)
Utility Taxes	\$11,052,743	\$10,006,000	-9.47%	(3)
Fuel Taxes	\$2,154,000	\$2,160,000	0.28%	
Fines and Forfeitures	\$3,936,891	\$3,650,655	-7.27%	(4)
Licenses & Permits	\$7,858,825	\$7,769,600	-1.14%	
Miscellaneous/Loans	\$3,390,322	\$3,191,352	-5.87%	
Charges for Services	\$6,030,462	\$6,813,264	12.98%	(5)
Grants/Loans	\$5,832,705	\$1,744,407	-70.09%	(6)
Interfund Transfers	\$27,833,370	\$16,023,623	-42.43%	(7)
Appropriated Fund Balance	\$1,000,000	\$1,123,277	12.33%	
TOTAL OPERATING REVENUES	\$114,751,163	\$100,726,796	-12%	

- (1) Increase is attributed to the City levy the same millage rate as FY2015. FY2015 revenue is lower than projected as final value is lower than projection by Property Appraiser Office in August 2014.
- (2) Increase in Half Cents Sales Tax and State Revenue Sharing according to State estimates
- (3) Telecommunication Tax audit performed by the State, City received additional taxes in FY2015
- (4) Red Light Camera Fines
- (5) Increase in Police Office Duties, services and Jazz in the Gardens proceeds
- (6) Loan issued for completion of City Hall Complex
- (7) Sale of City's properties and transfer funds to Debt Service Fund to defease the taxable bonds financed for the purchase

Chart: Fund Revenues as a Percentage of total City's Revenue



All Funds Summary and Year to Year Changes by Expenditure Class

All Funds Summary and Year to Year Changes By Expenditure Class

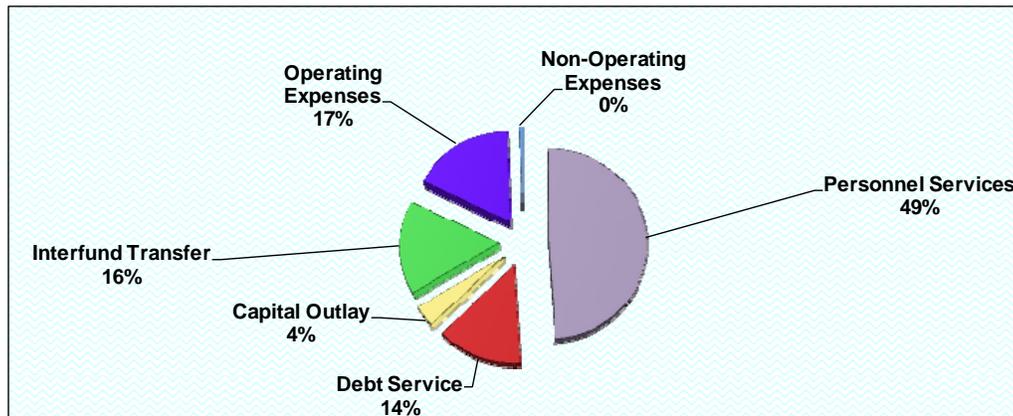
This table offers an overview of all operating expenditures for each class of expenditure that comprises the City's financial accounting system. The system consists of seven funds: The General Fund, The Transportation Fund, The Development Services Fund, The Community Development Block Grant Fund, The Capital Projects Fund, The Stormwater Utility Fund and the Debt Service Fund.

Table: All Funds Summary with Year-to-Year Changes by Expenditure Class

All Funds Expenditures	Estimated FY 15	Budget FY 16	Per Cent Change	Note
Personnel Services	\$46,595,887	\$49,346,798	5.90%	
Operating Expenses	\$16,319,083	\$17,322,296	6.15%	
Capital Outlay	\$9,734,561	\$3,692,628	-62.07%	(1)
Interfund Transfer	\$13,933,261	\$16,023,621	15.00%	
Debt Service	\$26,793,637	\$13,748,616	-48.69%	(2)
Non-Operating Expenses	\$49,000	\$592,837	1109.87%	(3)
TOTAL OPERATING EXPENDITURES	\$113,425,429	\$100,726,796	-11.20%	

- (1) Near Completion of Police Headquarters
- (2) Payoff two taxable bonds due to sale of properties
- (3) Working Capital Reserve in General Fund, Transportation Fund and Debt Service Fund

Chart: All Funds Expenditures by Expenditure Class



All Funds Expenditure Summary and Year to Year Changes by Department

All Funds Expenditure Summary and Year to Year Changes By Department

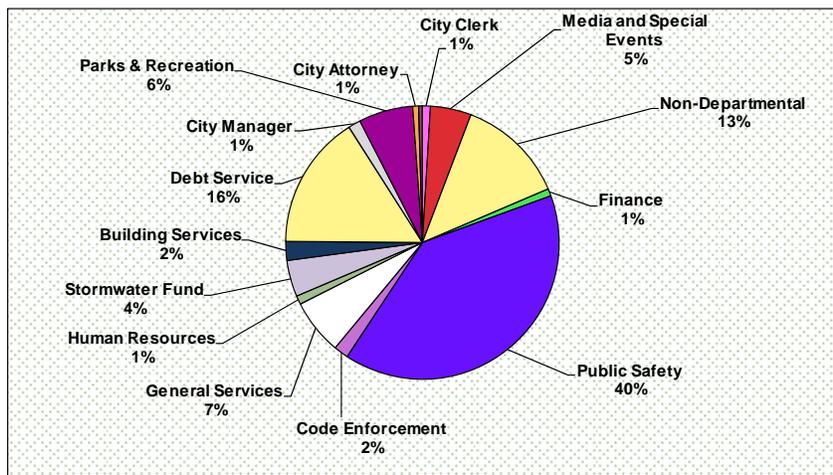
This table offers an overview of all operating expenditures by each operating department within the City's financial accounting system.

Table: All Funds Expenditures by Department with Year-to-Year Changes

All Funds Expenditures	Estimated FY 15	Budget FY 16	Per Cent Change	Note
Office of the Mayor/Legislative	\$554,368	\$533,186	-3.82%	
City Manager	\$1,157,595	\$1,230,843	6.33%	(1)
Media and Special Events	\$3,923,621	\$4,062,677	3.54%	
City Clerk	\$750,674	\$796,405	6.09%	(2)
Finance	\$710,150	\$722,388	1.72%	
Human Resources	\$934,394	\$871,055	-6.78%	(3)
City Attorney	\$544,015	\$586,633	7.83%	(4)
Public Safety	\$32,310,485	\$33,555,120	3.85%	
Code Enforcement	\$1,343,075	\$1,459,058	8.64%	(5)
Parks & Recreation	\$5,068,674	\$5,414,234	6.82%	(6)
General Services	\$4,868,384	\$5,518,513	13.35%	(7)
Non-Departmental	\$10,194,384	\$10,805,744	6.00%	(8)
Public Works	\$6,628,844	\$7,917,468	19.44%	(9)
Planning & Zoning	\$394,755	\$368,344	-6.69%	
Building Services	\$1,904,413	\$1,894,025	-0.55%	
Debt Service	\$26,161,237	\$13,338,742	-49.01%	(10)
Capital Projects Fund	\$12,331,405	\$7,037,872	-42.93%	(11)
Stormwater Utility Fund	\$3,644,956	\$3,613,845	-0.85%	
TOTAL OPERATING REVENUES	\$113,425,429	\$100,726,795	-11.20%	

- (1) Two additional staff, one transfer from Human Resources Department and one from Recreation Department
- (2) Staff will enter into DROP in January 2016, budget for accrued leave payout that is allowed under FRS
- (3) Organization Development & Training Specialist transfer to City Manager's Office
- (4) Increase in professional service
- (5) One additional code officer and the allocation of 100% of costs of the Development Services Administrator in FY 2016, while in FY 2015 is only 50% to Code and 50% to Building Division
- (6) Increase attributable to the filling of vacant positions
- (7) Increase costs in both utilities and maintenance for the new City Hall Complex
- (8) Increase in insurance premium and transfer to Capital Projects Fund
- (9) Capital Project costs and transit services funded by CITT
- (10) Deafease two taxable bonds attributed to the sale of two properties in FY 2015
- (11) Police Headquarters construction costs in FY 2015

Chart: All Funds Expenditures by Departments



General Fund Revenue Summary and Year to Year Changes

General Fund Revenue Summary and Year to Year Changes

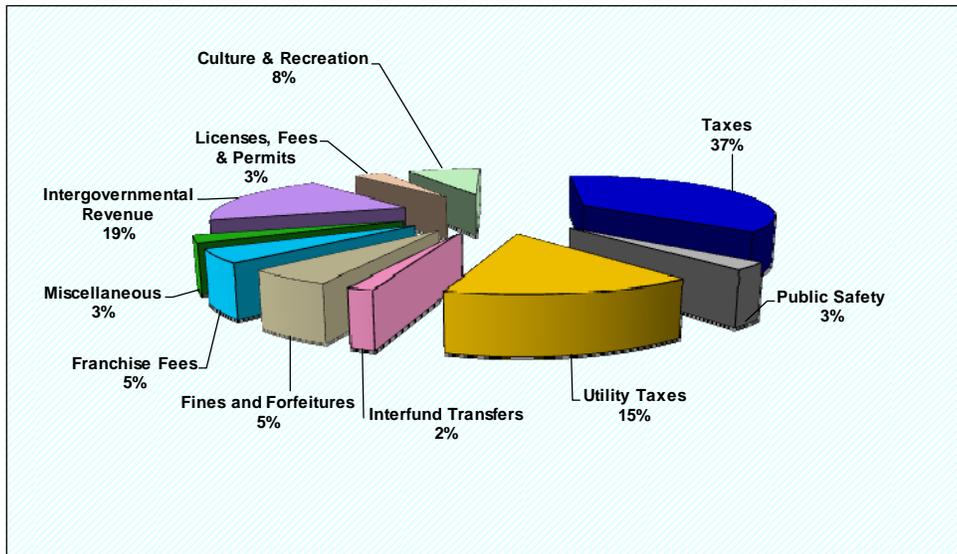
This table offers an overview of the General Fund's revenues. The General Fund is the principal accounting entity for the City operating departments.

Table: General Fund Revenues by Type with Year-to-Year Changes

All Funds Revenues	Estimated FY 15	Budget FY 16	Per Cent Change	Note
Taxes	\$22,415,328	\$24,131,450	8%	(1)
Franchise Fees	\$3,264,590	\$3,308,848	1%	
Intergovernmental Revenue	\$11,233,478	\$12,589,989	12%	
Utility Taxes	\$11,052,743	\$10,006,000	-9%	
Fines and Forfeitures	\$3,936,891	\$3,650,655	-7%	(2)
Public Safety	\$1,617,254	\$1,769,496	9%	(3)
Licenses, Fees & Permits	\$2,310,509	\$2,194,000	-5%	(4)
Miscellaneous	\$1,975,423	\$1,949,970	-1%	
Culture & Recreation	\$4,413,208	\$5,043,768	14%	
Interfund Transfers	\$1,019,630	\$1,040,025	2%	
TOTAL OPERATING REVENUES	\$63,239,054	\$65,924,200	4.25%	

- (1) Increase is attributed to 4.1% growth in taxable value from FY 2015
- (2) Decrease is attributed to a reduction in red-light camera fines
- (3) Increase is attributed to additional Off Duties and Police Services
- (4) Decrease is attributed to deduction in Planning and Zoning activities

Chart: Percentage of General Fund Revenues by Type



General Fund Expenditures Summary and Year to Year Changes

General Fund Expenditure Summary and Year to Year Changes

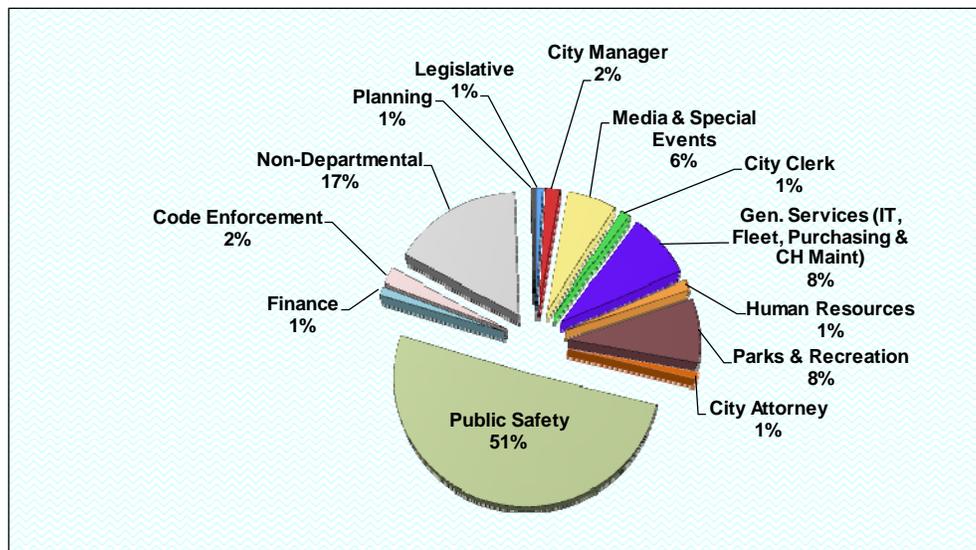
This table offers an overview of the General Fund's expenditures. The General Fund is the principal accounting entity for the City operating departments.

Table: General Fund Expenditures by Division with Year-to-Year Changes

All Funds Expenditures	Estimated FY 15	Budget FY 16	Per Cent Change	Note
Office of the Mayor/Legislative	\$554,368	\$533,186	-4%	
City Manager	\$1,157,595	\$1,230,843	6%	(1)
Media & Special Events	\$3,923,621	\$4,062,677	4%	
City Clerk	\$750,674	\$796,405	6%	(2)
Finance	\$710,150	\$722,388	2%	
Human Resources	\$934,394	\$871,055	-7%	(3)
City Attorney	\$544,015	\$586,633	8%	(4)
Planning	\$394,755	\$368,344	-7%	(5)
Public Safety	\$32,310,485	\$33,555,120	4%	
Code Enforcement	\$1,343,075	\$1,459,058	9%	(6)
Parks & Recreation	\$5,068,674	\$5,414,234	7%	(7)
Gen. Services (IT, Fleet, Purchasing & CH Maint)	\$4,868,384	\$5,518,513	13%	(8)
Non-Departmental	\$10,194,384	\$10,805,744	6%	(9)
TOTAL OPERATING EXPENDITURES	\$62,754,574	\$65,924,200	5%	

- (1) Two additional staff. One transfer from Human Resources Department and one from Recreation Department
- (2) Payout of accrued leave prior to employee entering Deferred Retirement Option Program in January 2016
- (3) Organization Development & Training Specialist transfer to City Manager's Office
- (4) Increase in Professional Service
- (5) Less Planning & Zoning review, reduce in contractual service
- (6) Additional one code officer and reallocation of costs of Development Services Administrator
- (7) Increase attributable to the filling vacant positions
- (8) Utility and maintenance costs in the new City Hall Complex
- (9) Increase in insurance premiums and transfer to Capital Projects fund

Chart: General Fund Expenditures by Division



Transportation Fund Revenue Summary and Year to Year Changes

Transportation Fund Revenue Summary and Year to Year Changes

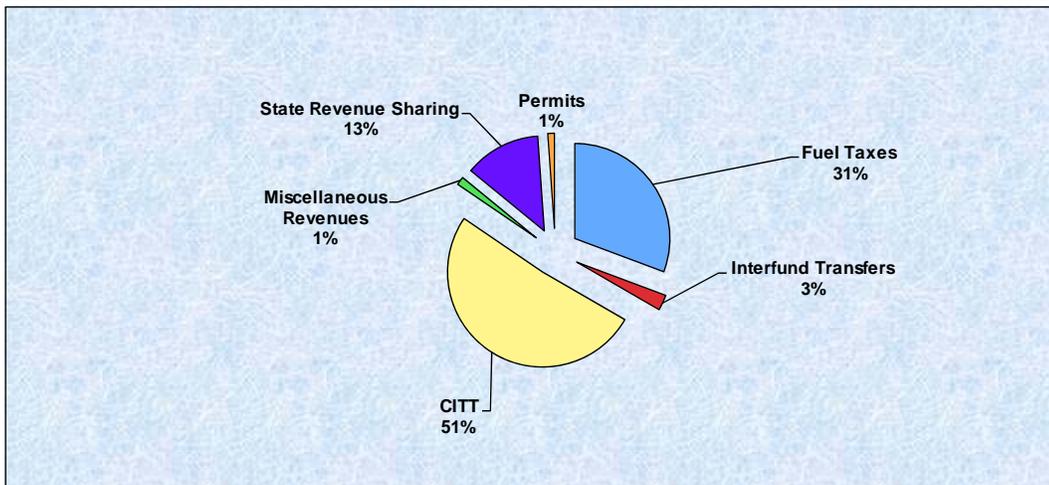
This table offers an overview of all Transportation Fund revenues. The Transportation fund accounts for expenditures having to do with transportation network including transit, roads, right-of-way and associated expenditures.

Table: Transportation Fund Revenues by Source with Year-to-Year Changes

All Funds Revenues	Estimated FY 15	Budget FY 16	Per Cent Change	Note
Fuel Taxes	\$2,154,000	\$2,160,000	0%	
State Revenue Sharing	\$894,000	\$911,880	2%	(1)
Citizens Independent Transportation Trust	\$3,600,000	\$3,600,000	0%	
Grants	\$0	\$0	0%	
Permits	\$72,510	\$78,500	8%	
Miscellaneous Revenues	\$48,349	\$98,108	103%	(2)
Interfund Transfers	\$182,061	\$185,703	2%	
Fund Balance	\$0	\$883,277	100%	
TOTAL OPERATING REVENUES	\$6,950,920	\$7,917,468	215.46%	

- (1) Based on trend in FY 2015
- (2) Bus Bench advertising revenue

Chart: Transportation Revenues by Source



Transportation Fund Expenditure Summary and Year to Year Changes

Transportation Fund Expenditure Summary and Year to Year Changes

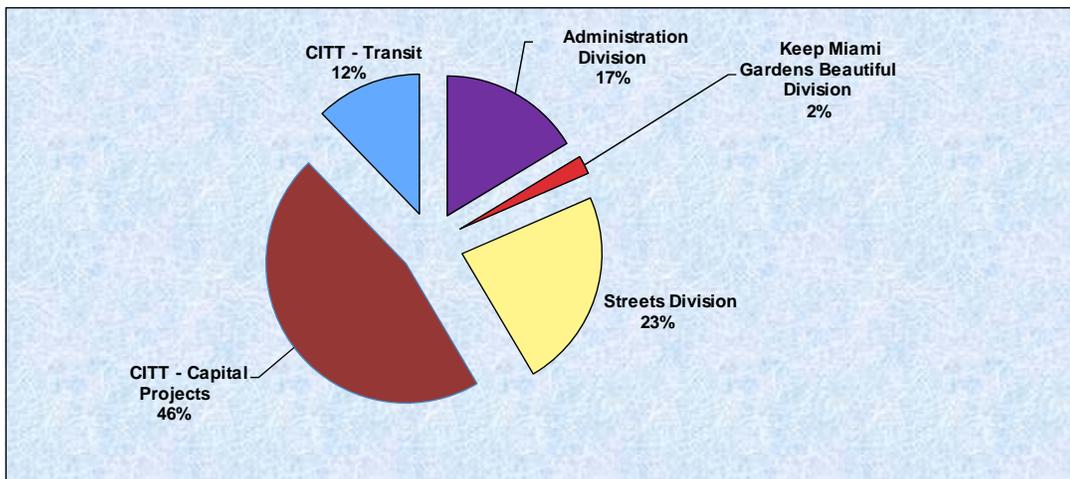
This table offers an overview of all Transportation Fund expenditures. The Transportation fund accounts for expenditures having to do with the City's transportation network including transit, roads, right-of-way and associated areas.

Table: Transportation Fund Expenditures by Division with Year-to-Year % Change

All Funds Expenditures	Estimated FY 15	Budget FY 16	Per Cent Change	Note
Administration Division	\$1,274,196	\$1,293,177	1%	
Keep Miami Gardens Beautiful	\$159,703	\$169,252	6%	(1)
Streets Division	\$1,540,300	\$1,823,129	18%	(2)
CITT - Transportation Capital Projects	\$2,982,170	\$3,662,477	23%	(3)
CITT - Transit	\$672,476	\$969,433	44%	(4)
TOTAL OPERATING REVENUES	\$6,628,844	\$7,917,467	19%	

- (1) Increase in road materials for beautification projects
- (2) Animal Control services and street repair costs
- (3) Capital projects funded by CITT
- (4) First full year of transit trolley program in operation. T

Chart: Transportation Fund Expenditures by Division



Development Services Fund Revenue Summary and Year to Year Changes

This table offers an overview of the Development Services Fund's Revenues.
 This fund accounts for those revenues and expenditures that involve the physical development of land in the City.

Table: Development Services Fund Revenues by Source with Year-to Year

All Funds Revenues	Estimated FY 15	Budget FY 16	Per Cent Change	Note
Building Permits and Charges	\$1,853,832	\$1,887,255	2%	
Miscellaneous	\$24,460	\$6,770	-72%	(1)
TOTAL OPERATING REVENUES	\$1,878,292	\$1,894,025	1%	

(1) Reduction in projection of Unsafe Structure charges

Development Services Fund Expenditure Summary and Year to Year Changes

This table offers an overview of the Development Services Fund's Expenditures.
 This fund accounts for those revenues and expenditures that involve the physical development of land in the City to include planning and construction.

Table: Development Services Fund Expenditures by Division

All Funds Expenditures	Estimated FY 15	Budget FY 16	Per Cent Change	Note
Building Department	\$1,904,413	\$1,894,025	-1%	
TOTAL OPERATING REVENUES	\$1,904,413	\$1,894,025	-1%	

Summary of All Funds Three Years Data FY 2014 – FY 2016

	FY 2014 Actual	FY 2015 Estimated	FY 2016 Budget
BEGINNING FUND BALANCE - ALL FUNDS		\$1,000,000	\$1,123,277
REVENUES - ALL FUNDS			
Property Taxes	\$21,757,058	\$26,669,777	\$28,577,665
Franchise Fees	3,477,303	3,264,590	3,308,848
Intergovernmental Revenue	15,589,743	15,727,478	16,358,106
Utility Taxes	10,411,425	11,052,743	10,006,000
Fuel Taxes	2,132,046	2,154,000	2,160,000
Fines and Forfeitures	4,157,295	3,936,891	3,650,655
Public Safety	1,488,727	1,617,254	1,769,496
Licenses & Permits & Fees	7,400,216	7,858,825	7,769,600
Miscellaneous	\$4,752,590	3,390,322	3,191,352
Culture & Recreation	4,734,880	4,413,208	5,043,768
Grants and Loans	65,320,714	5,832,705	1,744,407
Interfund Transfers	15,479,624	27,833,370	16,023,623
TOTAL REVENUES - ALL FUNDS	156,701,621	113,751,163	99,603,519
TOTAL RESOURCES AVAILABLE - ALL FUNDS	156,701,621	114,751,163	100,726,796
EXPENDITURES - ALL FUNDS			
Legislative	\$660,898	\$554,368	\$533,186
City Manager	1,234,943	1,157,595	1,230,843
Media & Special Events	3,562,031	3,923,621	4,062,677
City Clerk	742,334	750,674	796,405
Finance	668,222	710,150	722,388
Human Resources	966,241	934,394	871,055
City Attorney	602,111	544,015	586,633
School Crossing Guard	589,086	487,410	507,938
Police	32,138,082	31,823,076	33,047,182
Code Enforcement	1,331,646	1,343,075	1,459,058
Parks & Recreation	5,217,775	5,068,674	5,414,234
Purchasing	321,496	310,800	339,051
Information Technology	2,102,821	2,188,822	2,328,441
Fleet	2,228,612	1,783,700	1,802,030
City Hall Maintenance	0	585,063	1,048,991
Non-Departmental	11,991,402	10,194,384	10,805,744
Public Works	6,734,178	6,628,844	7,917,468
Planning	413,938	394,755	368,344
Building	1,855,973	1,904,413	1,894,025
Capital Projects	19,212,616	12,331,405	7,037,872
Community Development Block Grant	1,666,455	0	1,000,644
Stormwater Operations	2,990,368	3,644,956	3,613,845
Debt Service	9,912,221	26,161,237	13,338,742
TOTAL EXPENDITURES - ALL FUNDS	107,143,449	113,425,429	100,726,795

Budget Detail by Fund

- General Fund -



For financial purposes, the City conducts its operations from various accounting entities called "Funds." Each Fund is treated as a 'business' and is designed to operate quasi-independently from the other funds. The City's current operating funds are: The General Fund; the Transportation Fund; the Development Services Fund; the Special Revenue Fund; the Capital Projects Fund, the Stormwater Utility Fund, the CDBG Grant Fund, the SHIP Grant Fund and the Debt Service Fund.

The General Fund is the principal fund through which the City conducts business. Its activities are supported and complemented by the other operating funds. Each of the various Funds has its own revenue sources and undertakes expenditures relative to their stated purpose. They may "purchase" various needed services from one or more of the other City Funds, or may provide administrative oversight to the other funds for a cost. Monies can only move between the Funds under certain circumstances as outlined in the City's Charter, financial policies and/or the adopted budget ordinance.

General Fund revenues are collected by the City and by Miami-Dade County and the State of Florida on behalf of the City. Revenue estimates are prepared in several ways. First, some revenue estimates are prepared by staff based on historical collection data for such revenues as Business Tax Licenses, Solid Waste Franchise, Gas Franchise, Certificates of Use, and local fees and charges. Finally, certain revenue estimates are provided by the State such as revenue sharing, half cents sales tax and telecommunication services tax.

Estimating revenues is always difficult. Trying to anticipate economic trends a year in advance is at best problematic. General budgeting principles dictate the use of caution in revenue prediction and that approach has been used by staff to develop the estimates herein. Where little historic data exists, a general 1-2% increase in the revenue has been used. Property taxes are budgeted at 95% which is required by the Florida Statute.

City of Miami Gardens

FY 2015-2016 Annual Budget General Fund

FY 2015-2016 General Fund Estimated Revenues

Revenue Type	Actual FY 09-10	Actual FY 10-11	Actual FY 11-12	Actual FY 12-13	Actual FY 13-14	Estimated FY 14-15	Budget FY 15-16
Ad Valorem Taxes	\$22,493,510	\$19,616,970	\$21,340,234	\$19,653,871	\$21,757,058	\$22,415,328	\$24,131,450
Franchise Fees	\$5,092,510	\$3,987,007	\$4,504,778	\$4,239,521	\$3,477,303	\$3,264,590	\$3,308,848
Utility Taxes	\$10,641,034	\$11,135,662	\$10,467,536	\$10,525,589	\$10,411,425	\$11,052,743	\$10,006,000
License, Fees & Permits	\$1,600,762	\$1,805,348	\$1,857,004	\$1,886,006	\$1,909,371	\$2,310,509	\$2,194,000
Intergovernmental Revenue	\$8,663,603	\$9,082,130	\$9,479,182	\$10,153,937	\$10,542,380	\$10,785,034	\$11,712,226
Shared Revenues: Other	\$158,082	\$147,746	\$3,360,717	\$136,228	\$132,102	\$134,000	\$134,000
Interfund Transfers	\$2,237,663	\$1,408,810	\$1,095,364	\$1,085,745	\$1,349,358	\$1,019,630	\$1,040,025
Public Safety	\$1,072,430	\$1,172,110	\$1,178,160	\$1,183,152	\$1,488,728	\$1,617,254	\$1,769,496
Culture & Recreation Fees	\$2,775,828	\$2,766,429	\$3,376,407	\$4,610,240	\$4,733,879	\$4,413,208	\$5,043,768
Fines and Forfeitures	\$3,338,302	\$3,585,730	\$4,092,006	\$4,652,485	\$4,138,357	\$3,936,891	\$3,650,655
Interest & Misc.	\$2,164,244	\$2,072,192	\$2,114,689	\$2,245,195	\$2,278,189	\$1,975,423	\$1,949,969
Grants & Loans	\$3,578,188	\$1,277,768	\$1,112,039	\$4,588,989	\$905,841	\$314,444	\$743,763
Re-appropriated FB							\$240,000
TOTAL REVENUE	\$63,846,156	\$58,057,902	\$62,978,616	\$64,960,958	\$63,123,991	\$63,239,054	\$65,924,200

Analysis

In FY 2015 Council adopted an operating millage rate of 6.9363. This proposed budget is balanced at the same rate of 6.9363. The FY 2016 taxable value is 4.1% higher than FY 2015 preliminary taxable value. The City received the State estimates for State Revenue Sharing and Sales Tax distribution projections for FY 2016. This budget is recognizing 100% of State projection, which reflected the increase in the Intergovernmental Revenue category. The reduction in the Fines and Forfeitures category is mainly attributed to less revenue budgeted for “Red Light Camera fines”.

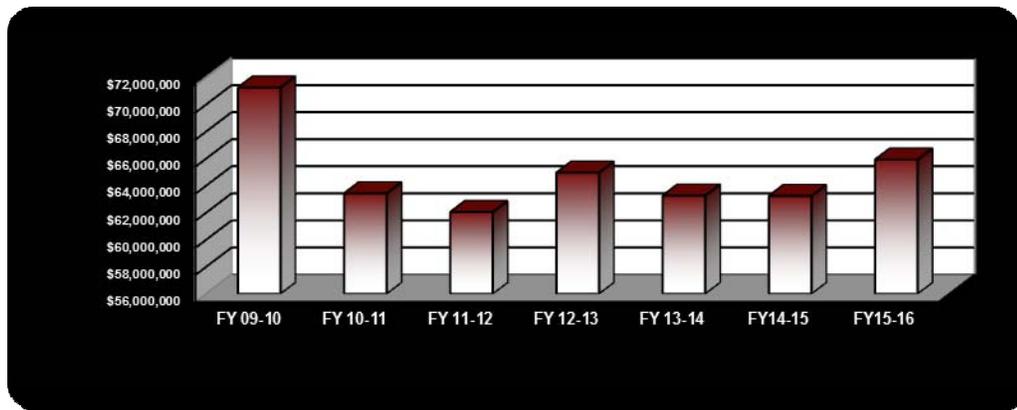
In FY 2016, the City will implement the COPS IV grant, which will bring 11 additional officers. The grant will provide 45.65% of salaries and fringe benefits cost. This increases the Grant category revenue for FY 2016.

City of Miami Gardens

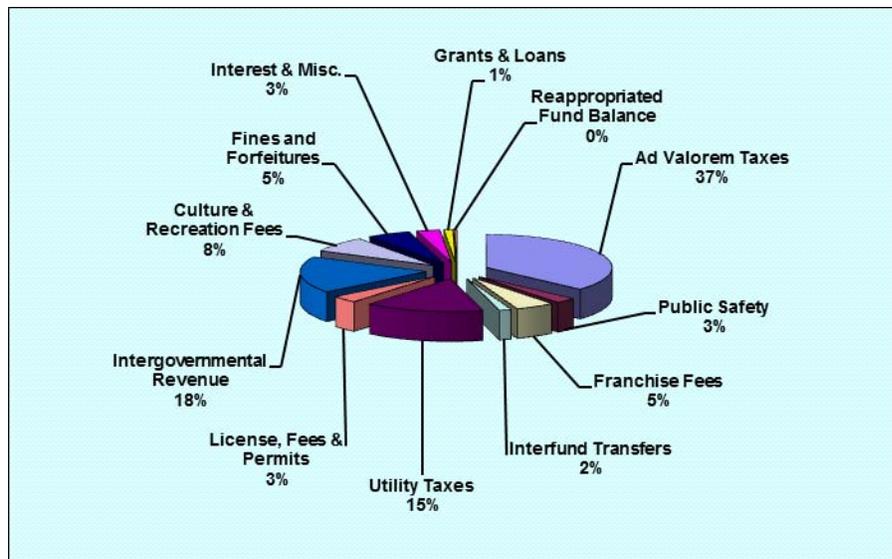
FY 2015-2016 Annual Budget General Fund

Revenue Overview

History of General Fund Revenue



General Fund Revenue by Source

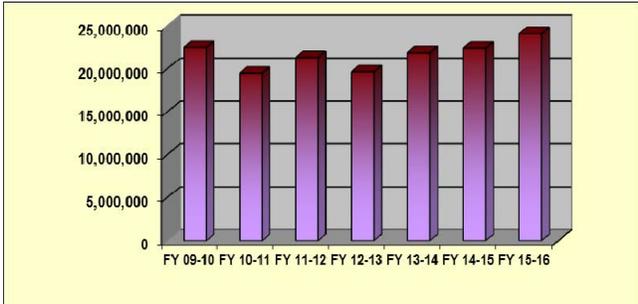


City of Miami Gardens

FY 2015-2016 Annual Budget General Fund

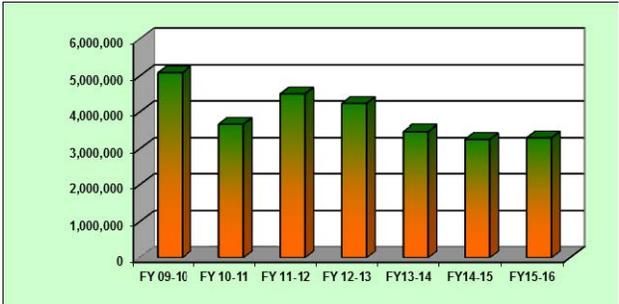
Major Revenues

Ad Valorem Tax Receipts History



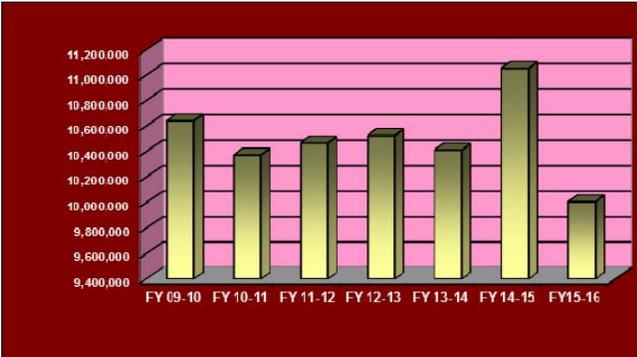
In FY 10-11 and FY 12-13, the taxes are lower than previous years. The decrease is attributable to a decrease in property values between the preliminary and the final taxable value provided by the Property Appraiser's Office. FY 13-14 is levied at 6.9363 mills as well as FY 14-15. FY 15-16 reflects an increase of 4.1% in taxable value, and the proposed millage rate is 6.9363, the same as FY 2015

Franchise Fee Receipts History



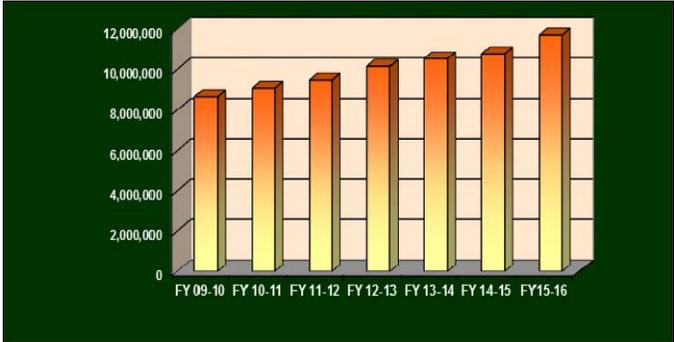
Franchise fees include electric, gas, and solid waste. They are collected by the private utilities and remitted to the City. The reduction in FY 10-11 was attributed to a one-time rebate of the FPL franchise fees imposed by the Public Service Commission in FY 09-10. The decrease in FY 13-14 is attributable to the operation of the reactor at Turkey Point and resulted in an increase in property taxes paid by FPL which resulted in a reduction of franchise payments. FY 14 and future years of revenue are being affected.

Utility Tax Receipts History



The Utility tax is a charge on various public utilities serving the City's residents. The City receives its electric taxes through Miami-Dade County which first deducts the City's pro-rata share of pre-incorporation County bond debt service. The City is served by three water utilities: Opa Locka, Miami-Dade County and North Miami Beach. Also included in this category is the Communication Service Tax. The spike in FY 2015 is attributed to an audit performed by the State on the Communication Service Tax of which the City received over \$1 million in retro taxes

Intergovernmental Revenue Receipts History



Next to property and Utility taxes, intergovernmental revenues are the City's largest source of revenue. The bulk of these revenues are from State Revenue Sharing (approx. 76% of which stays in General Fund and 24% goes to Transportation Fund by State law), and from the State Half-Cent Sales Tax. The increase projected for FY 15-16 is attributed to the Sales Tax revenue projected by the State.

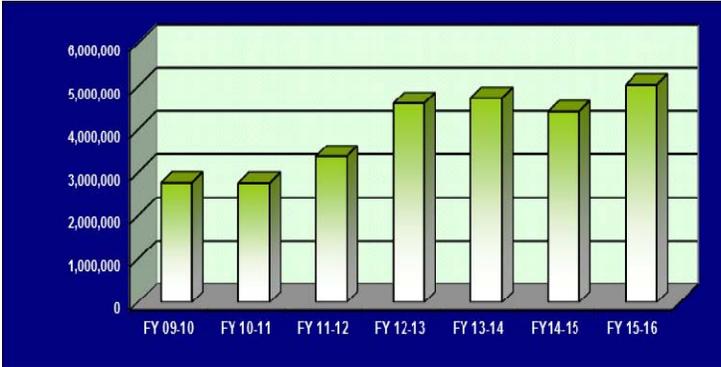
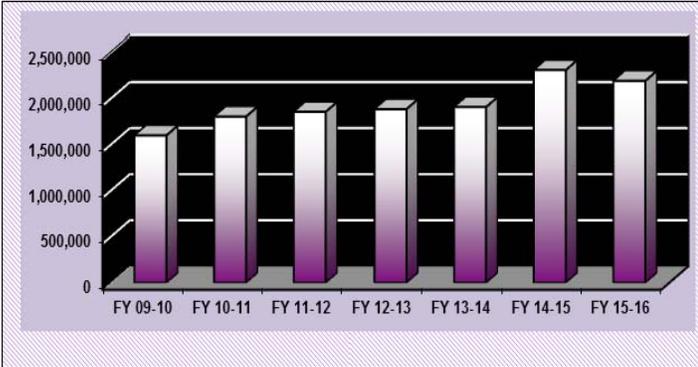
City of Miami Gardens

FY 2015-2016 Annual Budget General Fund

Major Revenues

Licenses and Permits Revenue History

Cultural & Recreation Revenue History



Permits covered in this category include Alarm Permits, Landlord Permit fees and Business Licenses and Planning & Zoning fees. These fees are fairly steady with only a small impact over the short run from economic changes. Revenue remains fairly steady. The Revenues increase in FY 2015 is attributed to reclassification of the Planning and Zoning fees to the General Fund instead of recognizing in the Development Services Fund previously.

Revenues received from recreation events, special events and facilities are generally very steady and predictable. The FY 13 increase in revenues is attributed to the opening of the Betty T. Ferguson Community Center. Projected increase in FY 2015-16 is attributed to Jazz in the Gardens revenues.

City of Miami Gardens

FY 2015-2016 Annual Budget
General Fund

LEGISLATIVE DEPARTMENT

Mission

The Legislative Department accounts for the activities of the Mayor, City Council and associated support staff. The Mayor and City Council provide policy leadership for the City and perform other duties as prescribed in the City of Miami Gardens' Charter and applicable state law. The Mayor and City Council are considered officials and not employees of the City and thus, are not counted in the overall employment data.

Staffing Levels

Authorized Positions

Fiscal Year 2014-2015 F.T.E.

No Authorized Positions (employees report to the Clerk's office)

Authorized Positions

Fiscal Year 2015-2016 F.T.E.

No Authorized Positions (employees report to the Clerk's office)



City Council

Accomplishments, Goals and Objectives

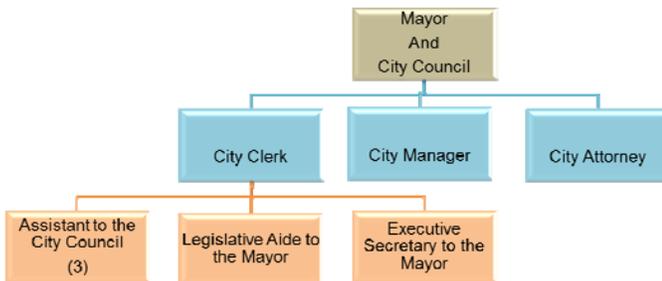
FY 2014-2015 Accomplishments

- Approved the Capital Projects Plan for the utilization of the \$60 Million General Obligation Bonds issuance.

FY 2015-2016 Goals and Objectives

- Strategic Planning.
- Oversight and direction of the expenditure of bond proceeds.

Organization Chart



City of Miami Gardens

FY 2015-2016 Annual Budget
General Fund

LEGISLATIVE DEPARTMENT

Department Budget

Expenditures

Category	Actual FY 09-10	Actual FY 10-11	Actual FY 11-12	Actual FY 12-13	Actual FY 13-14	Estimated FY 14-15	Budget FY 15-16
Personnel Services	\$332,010	\$172,533	\$172,082	\$165,876	\$189,621	\$212,801	\$216,338
Operating Expenses	\$344,517	\$217,143	\$197,102	\$263,566	\$471,277	\$341,567	\$316,848
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL DEPARTMENT	\$676,527	\$389,676	\$369,184	\$429,442	\$660,898	\$554,368	\$533,186

Performance Indicators

OBJECTIVES	PERFORMANCE	ACTUAL	ESTIMATED	BUDGET
	INDICATORS	FY 2014	FY 2015	FY 2016
Hold Budget Awareness meetings.	Number of forums held.	3	3	3
Adopt annual City operating plans.	Complete by September 30, of each year.	Completed on September 25, 2013	Completed on September 22, 2014	To be Completed on September 30, 2015

Analysis

The Mayor and City Council are not employees of the City, thus it is difficult to determine traditional efficiency measures.

The priorities for the Council for FY 2016 will be strategic planning and the use of the General Obligation Bond proceeds.

City of Miami Gardens

FY 2015-2016 Annual Budget General Fund

OFFICE OF THE CITY MANAGER

Mission

The Office of the City Manager’s budget accounts for the activities of the City Manager, two Assistant City Managers, and an Assistant to the City Manager. The City Manager is responsible for the day-to-day operation of the City through the various City Departments including staffing, preparing and administering the City budget, and recommending policy alternatives to the Mayor and City Council. The City Manager is appointed by the Mayor, confirmed by the City Council and reports to the Mayor and City Council.

Staffing Level

Authorized Positions

Fiscal Year 2014-2015	F.T.E.
City Manager	1
Assistant City Manager	2
Assistant to the City Manager	1
Administrative Assistant	1
Executive Secretary	1
<u>Grant Administrator</u>	<u>.7</u>
Sub-Total	6.7

Authorized Positions

Fiscal Year 2015-2016	F.T.E.
City Manager	1
Assistant City Manager	2
Assistant to the City Manager	1
Administrative Assistant	1
Executive Assistant to City Manager	1
Organization Development & Training Specialist	1
<u>Special Project Administrator</u>	<u>1</u>
Sub-Total	8

Accomplishments, Goals and Objectives

FY 2014-2015 Accomplishments

- Negotiated contract for sale of City’s two owned economic development properties, target to be closed before August 1, 2015.
- Developed and adopted by Council the \$60 Million General Obligation Bond Implementation Plan.
- Completion of City Hall portion of the City Hall Complex.
- Completed union negotiation with Federation of Public Employees.

FY 2015-2016 Goals and Objectives

- Completion of the Police Department at the City Hall Complex.
- Complete sale transaction of City owned properties for economic development.

Organization Chart



City of Miami Gardens

FY 2015-2016 Annual Budget
General Fund

OFFICE OF THE CITY MANAGER

Division Budget

Expenditures

Category	Actual FY 09-10	Actual FY 10-11	Actual FY 11-12	Actual FY 12-13	Actual FY 13-14	Estimated FY 14-15	Budget FY 15-16
Personnel Services	\$974,689	\$941,168	\$851,862	\$985,767	\$1,140,667	\$1,005,442	\$1,110,850
Operating Expenses	\$55,654	\$41,553	\$112,294	\$182,934	\$94,275	\$152,153	\$119,993
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL DIVISION	\$1,030,343	\$981,721	\$964,156	\$1,168,701	\$1,234,942	\$1,157,595	\$1,230,843

Performance Indicators

OBJECTIVES	PERFORMANCE	ACTUAL	ESTIMATED	BUDGET
	INDICATORS	FY 2014	FY 2015	FY 2016
Submit budget to Council as per City's Charter.	Submit budget to Council before July 20 of each year.	Submitted as per budget calendar and prior to July 20	Submitted as per budget calendar and prior to July 20	Submitted as per budget calendar and prior to July 20
Conduct budget special meetings.	Number of workshops conducted.	2	2	2
Customer Concerns.	Percentage of customer concerns processed and closed.	98%	100%	100%

Analysis

The Office of the City Manager does not deliver traditional services. Evaluation of the activities of the Department is somewhat subjective. Increase in personnel costs for FY 2016 is attributed to two employees being transferred from Human Resources Department and Parks and Recreation Department to the City Manager's Office.

City of Miami Gardens

FY 2015-2016 Annual Budget
General Fund

MEDIA AND EVENTS DIVISION

Mission

This Division serves as the primary link of communication between the City, the news media and the public by providing timely, dynamic, creative and comprehensive communications. Through our events services, we aim to enhance the vitality of the City and the quality of life for all citizens, visitors and artists by offering cultural activities that provide entertaining, engaging and enriching experiences for all.

Staffing Level

Authorized Positions

<u>Fiscal Year 2014-2015</u>	<u>F.T.E.</u>
Special Service & Partnership Coordinator	1
Sub-Total	1

Authorized Positions

<u>Fiscal Year 2015-2016</u>	<u>F.T.E.</u>
Director of Public Affairs	1
Graphic Design Artist	1
Public Relations, Media and Events Coordinator	1
Sub-Total	3

Accomplishments, Goals and Objectives

FY 2014-2015 Accomplishments

- Produced and presented 4 large scale special events, including 10th Annual Jazz in the Gardens with over 73,000 attendees.
- Revamped the City’s newsletter/newspaper.
- Updated/created branding materials for the City.
- Secured meaningful and positive media coverage for the City.

FY 2015-2016 Goals and Objectives

- Continue social media initiatives.
- Continue promoting the City’s brand.
- Produce quarterly newsletter geared towards City residents and businesses.
- Promote positive/image enhancing coverage of the City.



Jazz in the Gardens

Organization Chart



City of Miami Gardens

FY 2015-2016 Annual Budget General Fund

MEDIA AND EVENTS DIVISION

Division Budget

Expenditures

Category	Actual FY 09-10	Actual FY 10-11	Actual FY 11-12	Actual FY 12-13	Actual FY 13-14	Estimated FY 14-15	Budget FY 15-16
Personnel Services	\$219,995	\$211,506	\$174,363	\$86,049	\$60,126	\$49,954	\$231,582
Operating Expenses	\$2,501,021	\$2,371,000	\$2,506,159	\$3,061,013	\$3,501,905	\$3,873,667	\$3,831,095
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL DIVISION	\$2,721,016	\$2,582,506	\$2,680,522	\$3,147,062	\$3,562,031	\$3,923,621	\$4,062,677
TOTAL CITY MANAGER	\$3,751,359	\$3,565,227	\$3,644,678	\$4,315,763	\$4,796,974	\$5,081,216	\$5,274,840

Performance Indicators

OBJECTIVES	PERFORMANCE INDICATORS	ACTUAL FY 2014	ESTIMATED FY 2015	BUDGET FY 2016
	Communicate information to the City's residents through written material.	Number of publications produced.	7	4
Effectively engage residents using social media.	Number of "fans" on the City's Facebook page.	1,466	7,548	9,000
Effectively engage residents using social media.	Number of "followers" on the City's Twitter page.	371	621	750
Effectively communicate with media outlets.	Number of media inquiries responded to within 24 hours of initial inquiry.	7	7	7
Provide quality cultural, educational and recreational programming for City residents.	Number of City-sponsored and co-sponsored events.	5	4	4
Grow and Maintain the popularity of the City's premier music festival.	Number of Jazz in the Gardens attendees.	68,000	73,000	73,000

Analysis

As in FY 2011, the Media and Events Division will be returned to a staffing level of three (3) for FY 2016. Operating expenses are slightly decreased compared to FY 2015 due to cost savings for some of the special events.

City of Miami Gardens

FY 2015-2016 Annual Budget
General Fund

OFFICE OF THE CITY CLERK

Mission

The Office of the City Clerk is responsible for the proper recordation of City Council meetings and the overall maintenance and retention of official City records. The Clerk also administers the lobbyist registration ordinance. The Clerk is responsible for preparation and distribution of the City Council agenda and processes all contracts. In addition, the City Clerk provides services to: the Code Compliance Division as Clerk to Special Master Hearings as it relates to Code Enforcement Cases; the Miami Gardens Police Department as Clerk to Special Master Hearings as it relates to Red Light Camera hearings; and the Miami Gardens Police Department as Clerk to Special Master Hearings as it relates to Cry Wolf/False Alarm Hearings. The Office of the City Clerk provides passport processing services.

Staffing Level

Authorized Positions

Fiscal Year 2014-2015	F.T.E.
City Clerk	1
Deputy City Clerk	1
Executive Secretary to the Mayor	1
Administrative Assistant	5
Legislative Aide to the Mayor	1
Sub-Total	9

Authorized Positions

Fiscal Year 2015-2016	F.T.E.
City Clerk	1
Assistant to the City Clerk	1
Executive Secretary to the Mayor	1
Administrative Assistant	5
Legislative Aide to the Mayor	1
Sub-Total	9

Accomplishments, Goals and Objectives

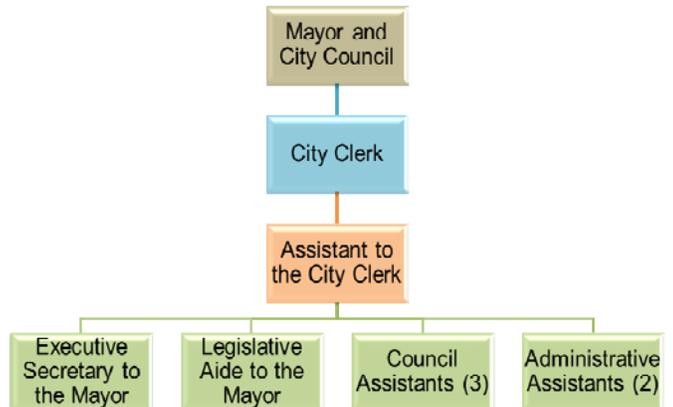
FY 2014-2015 Accomplishments

- Conducted special Run-off Election in late 2014.
- Provide passport services.
- Conducted Red Light Camera Hearings.
- Supports Code Compliance by conducting Special Master Code Compliance Hearings.

FY 2015-2016 Goals and Objectives

- Continue to work on city-wide records management policy.
- Continue to support the Police Department regarding Cry Wolf/False Alarm Hearings and Red Light Camera hearings.
- Conduct 2016 general election.

Organization Chart



City of Miami Gardens

FY 2015-2016 Annual Budget General Fund

OFFICE OF THE CITY CLERK

Department Budget

Expenditures

Category	Actual FY 09-10	Actual FY 10-11	Actual FY 11-12	Actual FY 12-13	Actual FY 13-14	Estimated FY 14-15	Budget FY 15-16
Personnel Services	\$339,755	\$529,344	\$507,133	\$539,628	\$600,385	\$648,470	\$717,463
Operating Expenses	\$59,269	\$35,567	\$81,999	\$39,851	\$141,949	\$102,204	\$78,942
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL DEPARTMENT	\$399,024	\$564,911	\$589,132	\$579,480	\$742,334	\$750,674	\$796,405

Performance Indicators

OBJECTIVES	PERFORMANCE	ACTUAL	ESTIMATED	BUDGET
	INDICATORS	FY 2014	FY 2015	FY 2016
Submit finalized agenda items to City Manager for review by the established deadline 100% of the time.	Percentage of agenda items submitted by established deadline.	100%	100%	100%
Prepare and distribute Council agenda by established deadline 100% of the time.	Percentage of agendas distributed in accordance with timeframe.	100%	100%	100%
Process all ordinances and resolutions within 10 working days after signed by the Mayor.	Percentage of time signed ordinances and resolutions are processed within required timeframe.	100%	100%	100%
Prepare minutes for City Council approval per scheduled.	Percentage of minutes prepared per schedule.	99%	100%	100%
Provide efficiency in processing Passport Application.	Process time for each application is less than 15 minutes.	99%	100%	100%
Provide efficiency in responding to Public Record Requests.	Provide responses within 15 working days of requests.	95%	96%	99%

Analysis

The Office of the City Clerk continues to be active with its Passport Application Process. The Clerk has raised awareness of the City's designation as a Passport Processing Facility generating revenue of over \$95,000. Personnel expenses are higher in FY 2016 attributed to budgeting for the payout of accrued leave for an employee entering into the Deferred Retirement Option Program in January 2016.

City of Miami Gardens

FY 2015-2016 Annual Budget General Fund

FINANCE DEPARTMENT

Mission

The Finance Department is responsible for maintaining the fiscal integrity of the City's finances by ensuring accounts are paid on time, purchase orders are proper, revenue is properly accounted for, and the general ledger of the City is accurate. The Department monitors the financial activities of all City Departments to ensure compliance with City policies and general accounting principles. It ensures travel vouchers and other receipts are complete and proper, and petty cash is handled accurately and according to policy. The Department assists the City Manager in the preparation of the annual budget and prepares the Comprehensive Annual Financial Report and the Popular Annual Financial Report, and implements internal control procedures that safeguard all City assets.

Staffing Level

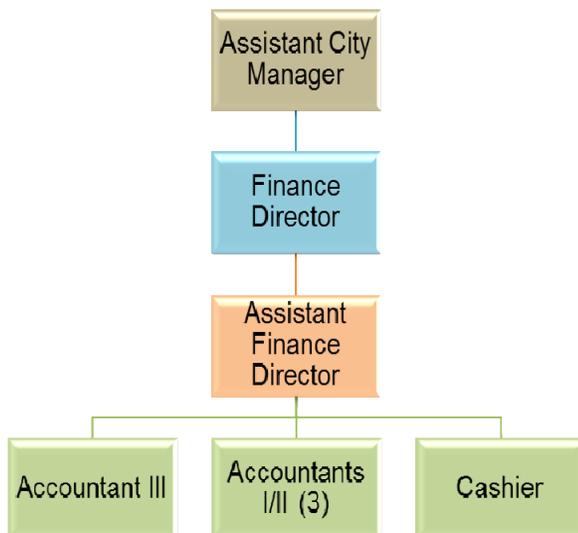
Authorized Positions

Fiscal Year 2014-2015	F.T.E.
Finance Director	1
Asst. Fin. Director	1
Accountant III	1
Accountant II	2
Accountant I	1
Cashier	1
Sub-Total	7

Authorized Positions

Fiscal Year 2015-2016	F.T.E.
Finance Director	1
Asst. Fin. Director	1
Accountant III	1
Accountant II	2
Accountant I	1
Cashier	1
Sub-Total	7

Organization Chart



Accomplishments, Goals and Objectives

FY 2014-2015 Accomplishments

- Received from G.F.O.A the Distinguished Budget Presentation Award, Comprehensive Annual Financial Award Report (CAFR) and the Popular Annual Financial Reporting Award.
- Obtained extension from the banking institution for the balloon payment of one taxable bond of which the property is currently under contract to be sold.
- Performed fiscal impact calculations to assist in union negotiations and reviewed draft union contracts.
- Performed internal control in cashier functions in Police Department and provided recommendations.
- Issued RFP for auditing services and actuarial services.
- Implemented Euro Pay, Master Card and VISA technology compliance to be in effect on October 1, 2015.

FY 2015-2016 Goals and Objectives

- To secure GFOA awards for the FY 2015 CAFR and Popular Annual Financial Report and FY 2016 Budget Award.
- Create and issue RFP for Banking Services.
- Update Finance Policies and Procedures Manual.
- Assist Human Resources in performing auditing for accrued leave especially for part-time employees.

City of Miami Gardens

FY 2015-2016 Annual Budget
General Fund

FINANCE DEPARTMENT

Department Budget

Expenditures

Category	Actual FY 09-10	Actual FY 10-11	Actual FY 11-12	Actual FY 12-13	Actual FY 13-14	Estimated FY 14-15	Budget FY 15-16
Personnel Services	\$634,226	\$608,153	\$526,595	\$495,177	\$597,559	\$626,198	\$628,175
Operating Expenses	\$97,449	\$87,832	\$67,399	\$83,078	\$70,663	\$83,952	\$94,213
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL DEPARTMENT	\$731,675	\$695,985	\$593,994	\$578,255	\$668,222	\$710,150	\$722,388

Performance Indicators

OBJECTIVES	PERFORMANCE	ACTUAL	ESTIMATED	BUDGET
	INDICATORS	FY 2014	FY 2015	FY 2016
Accurately provide financial reports to requesting agencies by their respective due dates.	Did the City provide financial reports on requested dates?	Yes	Yes	Yes
Obtain Certificate of Achievement for Excellence in Financial Reporting from GFOA.	Did the City receive the Award?	Pending on GFOA result	Not available until CAFR issued	Not available until CAFR issued
Obtain Popular Annual Financial Reporting from GFOA.	Did the City receive the Award?	Yes	Not available until CAFR issued	Not available until CAFR issued
Obtain Budget Award from GFOA.	Did the City receive the Award?	Yes	Yes	Not available until Budget is completed
Receive unqualified auditor opinion.	Did the City receive unqualified opinion?	Yes	Not available until CAFR issued	Not available until CAFR issued
Improve internal controls.	Number of Management Comments.	1	0	0
Provide efficiency in Accounts Payable.	Payment made within 30 days.	68%	75%	80%
Accuracy in Accounts Payable.	Percentage of voided checks over total checks issued.	1.05%	1.00%	0.75%

Analysis

The staffing level of the Department remains the same as FY 2010. Decrease in costs for FY 2012 and FY 2013 are attributed to two (2) vacancies for over a year. Operating expenses are higher in FY 2016 as it includes the audit fees for the County Building Better Communities Bond projects special audit. This cost was previously paid under the grant which will be exhausted by the end of Fiscal Year 2015.

City of Miami Gardens

FY 2015-2016 Annual Budget
General Fund

HUMAN RESOURCES DEPARTMENT

Mission

The Human Resources Department provides administrative support, subject matter expertise, and consultative services to approximately 600 full-time, part-time, and seasonal employees, interns, volunteers and retirees. The Department strives for operational effectiveness and efficiency in its delivery of Human Resources, Organizational Development and Risk Management services in support of the City's global goals and objectives for strategic human resources management. Our success hinges on earning and maintaining the trust, satisfaction, respect, confidence of our internal and external customers, leading change and instilling a sense of community, pride and loyalty in City of Miami Gardens employees.

Staffing Level

Authorized Positions

Fiscal Year 2014-2015	F.T.E.
Human Resources and Risk Director	1
Assistant Human Resources Director	1
Risk Analyst	1
Human Resources Analyst	3
Benefits Coordinator	1
Organization Development & Training Specialist	1
Human Resources Assistant	1
Sub-Total	9

Authorized Positions

Fiscal Year 2015-2016	F.T.E.
Human Resources and Risk Director	1
Assistant Human Resources Director	1
Risk Analyst II	1
Human Resources Analyst	3
Benefits Coordinator	1
Human Resources Assistant	1
Sub-Total	8

Accomplishments, Goals and Objectives

FY 2014-2015 Accomplishments

- Launched Neo-Gov Applicant Tracking Software which allows on-line applications.
- Provided CPR training to the Department of Developmental Services.
- Completed Asset Survey for the Florida League of Cities.
- Completed Appraiser Report for Miami-Dade County.
- Awarded Safety Grant by the Florida League of Cities.

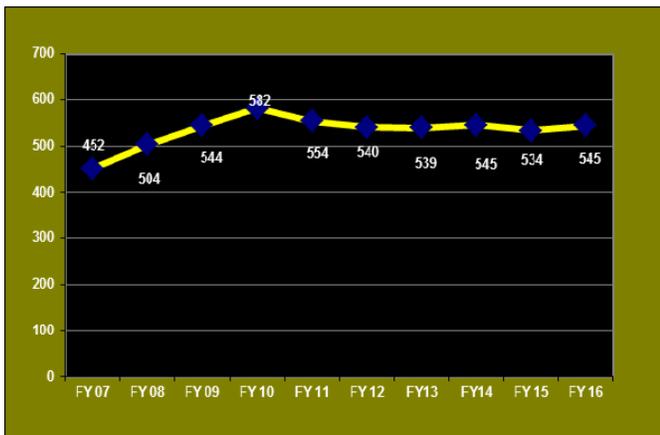
FY 2015-2016 Goals and Objectives

- Revise employee performance evaluations.
- Update employee policy and procedure manual.
- Conduct city-wide job analysis and review of job descriptions.
- Implement Laserfiche Software to make Human Resources paperless.

Organization Chart



History of Full-Time Equivalent Positions



City of Miami Gardens

FY 2015-2016 Annual Budget General Fund

HUMAN RESOURCES DEPARTMENT

Department Budget

Expenses

Category	Actual FY 09-10	Actual FY 10-11	Actual FY 11-12	Actual FY 12-13	Actual FY 13-14	Estimated FY 14-15	Budget FY 15-16
Personnel Services	\$718,403	\$739,713	\$663,033	\$716,537	\$865,952	\$808,626	\$767,055
Operating Expenses	\$103,902	\$50,991	\$83,603	\$114,024	\$100,289	\$125,768	\$104,000
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL DEPARTMENT	\$822,305	\$790,704	\$746,636	\$830,561	\$966,241	\$934,394	\$871,055

Performance Indicators

OBJECTIVES	PERFORMANCE	ACTUAL	ESTIMATED	BUDGET
	INDICATORS	FY 2014	FY 2015	FY 2016
Conduct monthly Crash Review Board Meetings.	Percentage of Crash Review Board Meetings Held.	0	0	12
Return all employee performance evaluations revised to departments within 1 week.	Percentage of time employee evaluations were processed within 1 week of evaluation date.	50%	75%	100%
Conduct Quarterly Safety Committee Meetings.	Number of Safety Committee meetings conducted.	0	1	4
During open enrollment, ensure that 100% of changes are accurately processed and entered into Eden.	Percentage of changes submitted to the insurance carrier.	75%	90%	100%

Analysis

The goal for FY 2015-16 is to provide a positive Human Resources service experience for applicants, employees and retirees and to collaborate with Departments to recruit, develop, support, retain diverse and talented employees who are key to the City's reputation and success. This will require the current Department's staff in-service and formal training to increase the competency and skill levels. In FY 2014-2015, the Department launched Neo-Gov, allowing applicants to apply on-line from anywhere in the Country and providing the City the ability to track and analyze the applicants electronically. Personnel costs are reduced in FY 2016 attributed to the Organizational Development and Training Specialist position being transferred to the City Manager's Office.

City of Miami Gardens

FY 2015-2016 Annual Budget General Fund

OFFICE OF THE CITY ATTORNEY

Mission

The Office of the City Attorney provides full legal service to the City of Miami Gardens in all legal areas. The Office interprets drafts and administers City ordinances, and contracts; represents the City in litigation matters, real estate transactions and land use matters. Moreover, this Office provides general legal advice to the City on various matters, including, but not limited to, contractual, business, municipal labor relations, civil service rights, bond issues, planning and zoning, code enforcement and community redevelopment. The Police Legal Advisor also provides full legal support to the City’s Police Department.

Staffing Level

Authorized Positions Fiscal Year 2014-2015	F.T.E.
City Attorney	1
Assistant City Attorney	1
Legal Assistant	1
Sub-Total	3

Authorized Positions Fiscal Year 2015-2016	F.T.E.
City Attorney	1
Assistant City Attorney	1
Legal Assistant	1
Sub-Total	3

Accomplishments, Goals and Objectives

FY 2014-2015 Accomplishments

- Successfully resolved all litigation involving subcontractors on the Betty T. Ferguson Municipal Complex.
- Successfully resolved the Wanda Gilbert FLSA litigation matter.
- Completed training for Municipal Officers through the MDLC.

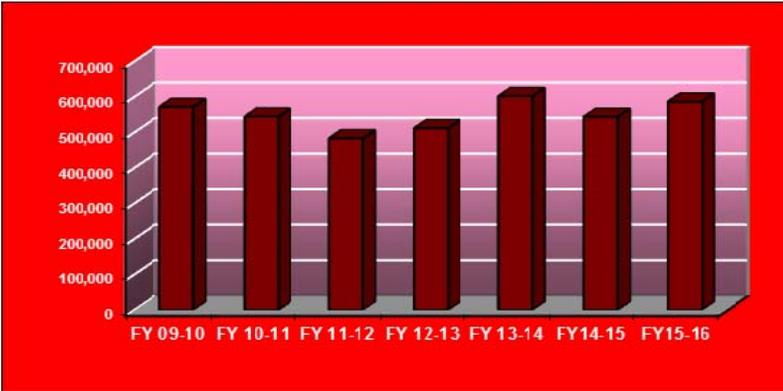
FY 2015-2016 Goals and Objectives

- Successful resolution of lawsuit against Miami-Dade County.
- Successful resolution of Sampson (Quick Stop) litigation.
- Successful resolution of Red Light Camera Litigation.

Organization Chart



History of Legal Expenses



City of Miami Gardens

FY 2015-2016 Annual Budget General Fund

OFFICE OF THE CITY ATTORNEY

Departmental Budget

Expenses

Category	Actual FY 09-10	Actual FY 10-11	Actual FY 11-12	Actual FY 12-13	Actual FY 13-14	Estimated FY 14-15	Budget FY 15-16
Personnel Services	\$464,222	\$448,628	\$427,016	4445,534	\$466,585	\$483,290	\$481,080
Operating Expenses	\$107,587	\$99,007	\$56,100	\$66,626	\$135,526	\$60,725	\$105,553
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL DEPARTMENT	\$571,809	\$544,635	\$483,116	\$512,160	\$602,111	\$544,015	\$586,633

Performance Indicators

OBJECTIVES	PERFORMANCE INDICATORS	ACTUAL FY 2014	ESTIMATED FY 2015	BUDGET FY 2016
	Serve as legal advisor to the City Council, City Manager, Directors & other City officials and agencies.	Frequency in which advice is rendered.	Daily	Daily
Provide formal written and informal/oral opinions as requested by City Council, City Manager, Directors and Staff.	Number of legal opinions rendered.	Daily	Daily	Daily
Defend the City in lawsuits, brought in Court and in administrative proceedings and pursue suits on behalf of the City.	Percentage of cases won.	Majority	Majority	Majority
Serve as Legal Advisor to City staff.	Frequency in which advice is rendered.			
Prepare Ordinances.	Number of Ordinances.	19	9	22
Prepare Resolutions.	Number of Resolutions.	218	172	200
Provide contract and other document review and preparation.	Number of contracts reviewed or prepared.	Approximately 100	Approximately 100	Approximately 100

Analysis

The Office of the City Attorney has managed to handle legal matters for the City with professionalism and competency, with a small staff. The Office has assisted outside counsel with major accomplishments in litigation matters this year, including resolving the Sampson (Quickstop) litigation and prevailing in the litigation matter involving a past employee. In addition, the Office continues to assist the Mayor's Office with working towards a resolution of litigation against the County as it relates to the SunLife Stadium. Additionally, the Office has successfully managed and prosecuted other litigation in-house including multiple appeals and defense of foreclosure and quiet title actions.

City of Miami Gardens

FY 2015-2016 Annual Budget
General Fund

PUBLIC SAFETY DEPARTMENT POLICE ADMINISTRATIVE DIVISION

Mission

The Administrative Division encompasses the Office of the Chief, Professional Compliance and the Public Information Office. The Chief of Police is the highest ranking law enforcement officer within the Department and is responsible for policy development, control, supervision, and program implementation of the Department and is accountable for the effective delivery of police services to the City of Miami Gardens. There are two (2) Assistant Chiefs of Police who work directly for the Chief of Police, and are responsible for bureaus within the Department. In addition, the Professional Compliance Unit is charged with the investigation of misconduct and policy violations. The Public Information Officer is the media relations specialist for the department and works directly for the Chief of Police.

Staffing Level

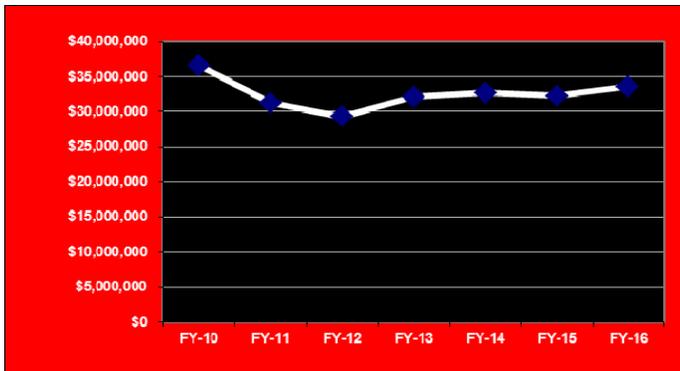
Authorized Positions

Fiscal Year 2014-2015	F.T.E.
Chief of Police	1
Asst. Chief of Police	2
Sergeant	3
Police Legal Advisor	1
Executive Secretary	1
Administrative Assistant	1
Sub-Total	9

Authorized Positions

Fiscal Year 2015-2016	F.T.E.
Chief of Police	1
Asst. Chief of Police	2
Captain	1
Sergeant	2
Police Legal Advisor	1
Executive Secretary	1
Administrative Assistant	2
Sub-Total	10

Police Budget History



Accomplishments, Goals and Objectives

FY 2014-2015 Accomplishments

- Hired 19 Police Officers for the year, with 12 of the candidates being City of Miami Gardens residents.
- Awarded a \$1,375,000.00 2014/2015 Cops Hiring Program Grant to partially fund 11 Police Officers.
- Implemented the Command Staff Park, Walk, and Talk sessions in the business community.
- Implemented a community based briefing program in areas of concern within the community.

FY 2015-2016 Goals and Objectives

- Monitor and coordinate the police promotional process with Human Resources.
- Conduct staff inspections within the Police Department to ensure compliance with Policy and accreditation mandates.
- Develop a Staff Inspections Policy to conform with accreditation mandates.
- Institute the following IAPRO modules: Use of Force, Pursuits, Police Crashes, Early Warning Benchmarks, Disciplinary Records and Supervisory Notes – a program documenting officer performance and behavior.

Organization Chart



City of Miami Gardens

FY 2015-2016 Annual Budget
General Fund

PUBLIC SAFETY DEPARTMENT POLICE ADMINISTRATIVE DIVISION

Division Budget

Expenses

Category	Actual FY 09-10	Actual FY 10-11	Actual FY 11-12	Actual FY 12-13	Actual FY 13-14	Estimated FY 14-15	Budget FY 15-16
Personnel Services	\$31,568,088	\$29,671,873	\$28,748,906	\$29,132,845	\$30,010,702	\$29,093,857	\$29,828,910
Operating Expenses	\$3,520,342	\$431,977	\$327,854	\$408,659	\$599,291	\$533,639	\$291,320
Capital Outlay	\$132,217	\$106,616	\$0	\$371,241	\$30,005	\$115,082	\$0
TOTAL DIVISION	\$35,220,647	\$30,210,466	\$29,076,760	\$29,912,745	\$30,639,998	\$29,742,578	\$30,120,230

Performance Indicators

OBJECTIVES	PERFORMANCE INDICATORS	ACTUAL FY 2014	ESTIMATED FY 2015	BUDGET FY 2016
	Fill 100% of sworn police officer vacancies within the Department within the fiscal year.	Percentage of sworn police officer vacancies filled.	100%	85%
Conduct administrative review for 100% of all complaints received for Police Department personnel as requested.	Percentage of administrative reviews of Police Department personnel from complaints received.	Not Measured	100%	100%
Conduct 12 Police Command Staff Community/Business walks during the fiscal year.	Number of Police Command Staff Community/Business walks conducted.	8	16	12

Analysis

The primary focus of the Administrative Division is to fully implement the City's Public Safety Technology Project, which includes the Real Time Crime Center, an array of video surveillance systems, and fixed license plate readers. The Division will also work towards ensuring the delivery of positive customer service for the entire agency, as a tool for developing improved positive community collaboration.

City of Miami Gardens

FY 2015-2016 Annual Budget
General Fund

PUBLIC SAFETY DEPARTMENT POLICE OPERATIONS DIVISION

Mission

The Operations Division is the largest and most visible Division within the Miami Gardens Police Department. It is responsible for providing day-to-day police services to citizens, businesses and visitors of the City of Miami Gardens. This Division is responsible for Road Patrol, Bike Patrol, Citizens on Patrol, Police Reserve Officers, Community Liaison Officers and the Gang Resistance Education and Training (GREAT) Program. Additionally, the Division is now responsible for the Career Criminal Squad, the Gang Unit, the Gun Violence Reduction Squad and the Traffic Unit.

The primary mission of the Operations Division is to carryout proactive problem oriented policing, respond to calls for service, and conduct preliminary investigations, along with traffic enforcement. It shall be the mission of the Miami Gardens Police Department to implement a series of action plans designed to target high-risk crime areas opposed to being spread thinly across the urban landscape.

Staffing Level

Authorized Positions

Fiscal Year 2014-2015	F.T.E.
Major	2
Captain	6
Sergeant	17
Police Officer	125
Traffic Assistant	1
Administrative Assistant	1
Community Service Aide	5
Sub-Total	157

Authorized Positions

Fiscal Year 2015-2016	F.T.E.
Major	2
Captain	5
Sergeant	18
Police Officer	126
Traffic Assistant	1
Administrative Assistant	1
Community Service Aide	5
Sub-Total	158



Accomplishments, Goals and Objectives

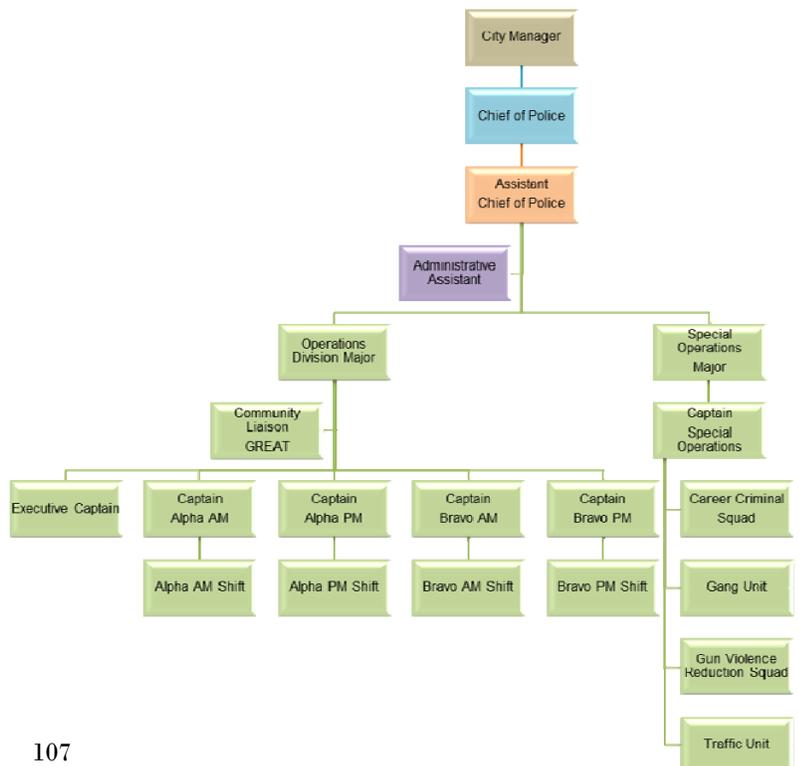
FY 2014-2015 Accomplishments

- Successfully increased the Canine Unit from six (6) handler/canine teams to a total of nine (9).
- Awarded a Bicycle/Pedestrian Safety Grant from the Florida Department of Transportation (FDOT) in the amount of \$105,000 allowing for the Traffic Unit to specifically focus on the prevention of bicycle and pedestrian involved accidents.
- Developed and deployed crime prevention initiatives which realized a reduction of gang/gun violence and an increase of 37% in gun seizures.

FY 2015-2016 Goals and Objectives

- Increase the detection and seizure of firearms by 10%.
- Continue the utilization of criminal intelligence and analytical data to drive the focus and direction of violent crime prevention initiatives.
- Increase and continue to foster the partnerships with other local, state and federal law enforcement agencies.

Organization Chart



City of Miami Gardens

FY 2015-2016 Annual Budget
General Fund

PUBLIC SAFETY DEPARTMENT POLICE OPERATIONS DIVISION

Division Budget

Expenditures

Category	Actual FY 09-10	Actual FY 10-11	Actual FY 11-12	Actual FY 12-13	Actual FY 13-14	Estimated FY 14-15	Budget FY 15-16
Personnel Services	Under Admin.	Under Admin.	Under Admin.	Under Admin.	Under Admin.	Under Admin.	Under Admin.
Operating Expenses	\$175,772	\$27,170	\$21,569	\$27,961	\$31,117	\$37,930	\$32,400
Capital Outlay	\$42,400	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL DIVISION	\$218,172	\$27,170	\$21,569	\$27,961	\$31,117	\$37,930	\$32,400

Performance Indicators

OBJECTIVES	PERFORMANCE	ACTUAL	ESTIMATED	BUDGET
	INDICATORS	FY 2014	FY 2015	FY 2016
Conduct weekly (52) CompStat crime and community concern analysis session during the year.	Number of CompStat meetings.	30	46	52
Participate in 9 Walking One Stop community social services events during the fiscal year.	Number of Walking One Stop events.	6	4	9
Train 100% of Operations Patrol Officers in Crisis Intervention Team training.	Percentage of officers who received the Crisis Intervention Team training.	50%	80%	100%

Analysis

The Operations Patrol Section will continue to focus on taking a holistic community policing approach to addressing community concerns and solving crime, while delivering the highest level of service. Through a continued relationship with community partners like North Dade Youth and Family Coalition, Miami-Dade County's Anti Strategy and members of Miami Gardens' Faith Community, we will work to earn respect and build trust in our community.

The Special Operations Section will focus on reducing violent crimes while proactively reducing gang related activity. The members of Special Operations will focus on identifying violent criminals who reside and visit the City of Miami Gardens. COMPSTAT and ShotSpotter intelligence will be used to assist with deployment of personnel and operations plans to address crime.

City of Miami Gardens

FY 2015-2016 Annual Budget
General Fund

PUBLIC SAFETY DEPARTMENT POLICE INVESTIGATIONS DIVISION

Mission

The Miami Gardens Police Department’s Investigation Bureau consists of the following Units in the City of Miami Gardens: (1) the Homicide Unit investigates all death cases, police involved shootings and missing persons cases; (2) the Violent Crimes Unit investigates all shootings, assault and battery cases and robbery cases; (3) the Special Victims Unit investigates sexual crimes, child abuse, domestic violence, tracks sexual offenders and identifies/targets violent repeat offenders; (4) the Property Crimes Unit investigates residential and commercial burglaries, pawn shop detail and minor property crimes; (5) the Crime Scene Unit collects and documents evidence for future prosecution; (6) the Crime Analysis Unit identifies crime trends and compiles statistical data; (7) the Auto Theft/Economic Crimes Unit investigates auto thefts, auto burglaries, arson and fraud cases; (8) the Victim’s Advocate Unit works with victims to provide necessary services.

Staffing Level

Authorized Positions

Fiscal Year 2014-2015	F.T.E.
Major	1
Captain	1
Sergeant	5
Police Officer	33
Administrative Assistant	1
Administrative Analyst	2
Victims Advocate	1
Crime Analyst Supervisor	1
Crime Analyst	1
Crime Scene Supervisor	1
Crime Scene Technician	5
<u>Investigative Assistant</u>	<u>1</u>
Sub-Total	53

Authorized Positions

Fiscal Year 2015-2016	F.T.E.
Major	1
Captain	1
Sergeant	5
Police Officer	33
Victims Advocate	1
Administrative Analyst	2
Crime Analyst Supervisor	1
Crime Analyst	1
Crime Scene Supervisor	1
Crime Scene Technician	5
<u>Investigative Assistant</u>	<u>1</u>
Sub-Total	52



Accomplishments, Goals and Objectives

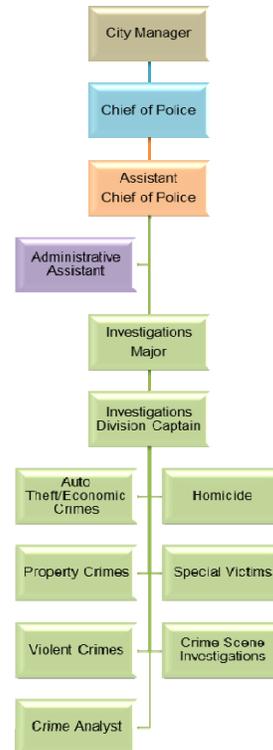
FY 2014-2015 Accomplishments

- Burglaries were reduced by 48%.
- Robberies were reduced by 12%.
- Murder was reduced by 43%.
- Domestic Violence Unit implemented a Plan of Action whereby numerous arrests were made of a backlog of domestic violence related cases.

FY 2015-2016 Goals and Objectives

- Increase clearance rate on all crime categories by 6%.
- Increase the homicide clearance rate by 10%.
- Continue commitment and compassion for Customer Service to Victims/Citizens/Business Owners.

Organizational Chart



City of Miami Gardens

FY 2015-2016 Annual Budget General Fund

PUBLIC SAFETY DEPARTMENT POLICE INVESTIGATIONS DIVISION

Division Budget

Expenses

Category	Actual FY 09-10	Actual FY 10-11	Actual FY 11-12	Actual FY 12-13	Actual FY 13-14	Estimated FY 14-15	Budget FY 15-16
Personnel Services	Under Admin.	Under Admin.	Under Admin.	Under Admin.	Under Admin.	Under Admin.	Under Admin.
Operating Expenses	\$129,998	\$83,593	\$92,468	\$76,390	\$79,277	\$67,601	\$68,000
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL DIVISION	\$129,998	\$83,593	\$92,468	\$76,390	\$79,277	\$67,601	\$68,000

Performance Indicators

OBJECTIVES	PERFORMANCE	ACTUAL	ESTIMATED	BUDGET
	INDICATORS	FY 2014	FY 2015	FY 2016
Submit all felony case filings to the Miami-Dade County State Attorney's Office within 21 days of the initial arrest.	Timeframe for filing felony cases with the Miami-Dade County State Attorney's Office.	Not Measured	100%	100%
Respond to 100% of citizens' request for information (by telephone or to an investigator) on cases assigned to Investigators within 72 business hours.	Percentage of citizens' request for information responded within 72 business hours.	Not Measured	100%	100%
Assign 100% of Part 1 crimes to an Investigator assigned to the Investigations Division within 72 business hours.	Monitor Investigators Dashboard in Sungard OSSI Records Management System to ascertain compliance.	Not Measured	100%	100%

Analysis

The Investigations Division will continue to focus on delivery of quality customer service to citizens and victims of crime. This will be accomplished through the administration of a Victims of Crime Acts (VOCA) Grant, which will allow the Department to hire one additional Victims' Advocate. The Division's Crime Analysis Unit will be integral to the Real Time Crime Center's success in the coming fiscal year.

City of Miami Gardens

FY 2015-2016 Annual Budget General Fund

PUBLIC SAFETY DEPARTMENT POLICE SUPPORT SERVICES DIVISION

Mission

The Support Services Bureau is tasked with accomplishing many objectives within the Miami Gardens Police Department. The Bureau is broken down into seven (7) separate units. Those units are: Property and Evidence; Records; Communications Center; Fleet Services; Training/Background; Quartermaster; and Facilities Management. The Bureau also supervises the Management Analyst Unit and the Court Liaison/Off Duty Coordinator. These Units assist other Divisions within the Department by allowing them to carry out their sworn functions in a more efficient manner.

Staffing Level

Authorized Positions

Fiscal Year 2014-2015	F.T.E.
Major	1
Police Officer	2
Sergeants	2
Administrative Assistant	1
Management Analyst	1
Court Liaison/Off Duty Coordinator	1
Evidence Custodian	2
Telecommunications Manager	1
Telecommunications Supervisor	2
Telecommunicator	16
Janitorial Crew Worker	1
Records Clerk Supervisor	1
Records Clerk	4
Sub-Total	35

Authorized Positions

Fiscal Year 2015-2016	F.T.E.
Major	1
Police Officer	2
Sergeants	2
Administrative Assistant	1
Management Analyst	1
Court Liaison/Off Duty Coordinator	1
Evidence Custodian	2
Telecommunications Manager	1
Telecommunications Supervisor	2
Telecommunicator	16
Janitorial Crew Worker	1
Records Clerk Supervisor	1
Records Clerk	4
Sub-Total	35

Accomplishments, Goals and Objectives

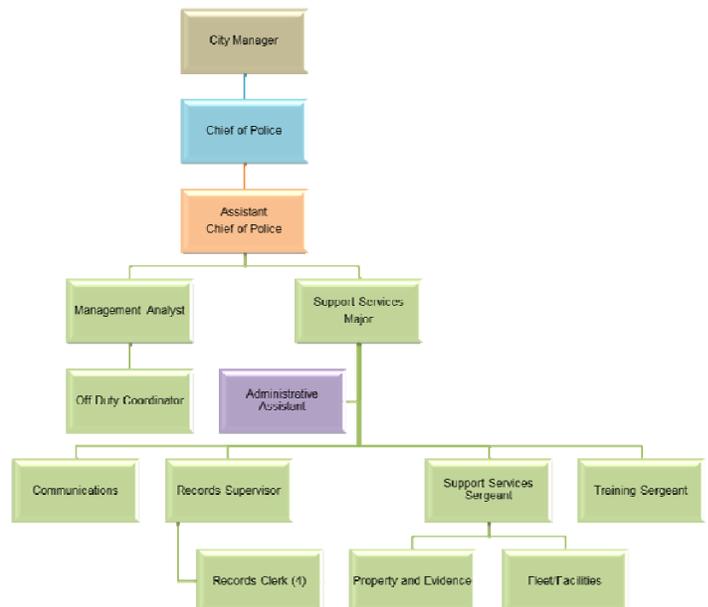
FY 2014-2015 Accomplishments

- Processed and entered 3,475 property receipts and disposed of 1,599 pieces of property.
- Processed 19,729 police reports and 695 background checks.
- Received 93,647 Non 9-1-1 telephone calls and 22,871 9-1-1 telephone calls.
- Issued 1,245 new alarm permits and collected \$200,000 in alarm fines.

FY 2015-2016 Goals and Objectives

- Review all Part I crime reports in a timely manner to ensure proper classification.
- Dispose of a number of property items equivalent to 80% of the number of items received.
- Conduct annual audits of property room to ensure accountability.
- Reduce the average current dispatch time (just under 2.7 minutes) by 10%.

Organization Chart



City of Miami Gardens

FY 2015-2016 Annual Budget General Fund

PUBLIC SAFETY DEPARTMENT POLICE SUPPORT SERVICES DIVISION

Division Budget

Expenditures

Category	Actual FY 09-10	Actual FY 10-11	Actual FY 11-12	Actual FY 12-13	Actual FY 13-14	Estimated FY 14-15	Budget FY 15-16
Personnel Services	Under Admin.	Under Admin.	Under Admin.	Under Admin.	Under Admin.	Under Admin.	Under Admin.
Operating Expenses	\$307,507	\$247,730	\$214,939	\$370,015	\$212,145	\$238,740	\$212,793
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL DIVISION	\$307,507	\$247,730	\$214,939	\$370,015	\$212,145	\$238,740	\$212,793

Performance Indicators

OBJECTIVES	PERFORMANCE	ACTUAL	ESTIMATED	BUDGET
	INDICATORS	FY 2014	FY 2015	FY 2016
Process, file and provide public records requests from public in compliance with the law, 100% of the time.	Percentage of time to process and provide request in a timely manner.	100%	100%	100%
Validate 100% of the Florida Crime Information Center (FCIC) and National Crime Information Center (NCIC) files in compliance with the law.	Percentage of files validated in compliance with the law.	100%	100%	100%
Maintain records of all property and evidence handled by the Police Department in compliance with the law, 100% of the time.	Percentage of property and evidence processed in compliance with laws.	100%	100%	100%
Increase collection rate for all alarm registrations by 10%.	Collection rate increase/decrease for all alarm registrations.	3.7% Increase	10% Increase	10% Increase
Coordinate professional training for all personnel as required by FDLE.	Percentage of Officers trained every year.	100%	100%	100%

Analysis

The primary focus of the Support Services Division will be to fully implement the City's Public Safety Technology Project, which includes the Real Time Crime Center, an array of video surveillance cameras, and fixed license plate readers. The Division will also work towards ensuring the delivery of positive customer service for the entire agency as a tool for developing improved positive community collaboration.

City of Miami Gardens

FY 2015-2016 Annual Budget
General Fund

PUBLIC SAFETY DEPARTMENT COPS II Grant

Staffing Level

Authorized Positions
Fiscal Year 2014-2015 F.T.E.

Police Officers 10

Authorized Positions
Fiscal Year 2015-2016 F.T.E.

Police Officers 10

Division Budget

Expenditures

Category	Actual FY 09-10	Actual FY 10-11	Actual FY 11-12	Actual FY 12-13	Actual FY 13-14	Estimated FY 14-15	Budget FY 15-16
Personnel Services	n/a	n/a	n/a	\$631,516	\$873,118	\$942,345	\$817,888
Operating Expenses	n/a	n/a	n/a	\$185,810	\$0	\$0	\$0
Capital Outlay	n/a	n/a	n/a	\$308,905	\$0	\$0	\$0
TOTAL DIVISION	\$0	\$0	\$0	\$1,126,231	\$873,118	\$942,345	\$817,888

Analysis

The City received the Federal Award for an additional 10 Police Officers in June 2012. This is a three (3) year grant which will pay 49.1% of salaries and fringe benefits of the Officers up to \$1.25 million. The only stipulation of the grant is the City must hire post September 11, 2001 military veterans as defined in the 2012CHP Application Guide.

The costs in FY 2014 are lower due to all equipment and operating costs such as uniforms, bullet proof vests, laptops, etc. purchased in FY 2013.

City of Miami Gardens

FY 2015-2016 Annual Budget
General Fund

PUBLIC SAFETY DEPARTMENT COPS III Grant

Staffing Level

Authorized Positions	
Fiscal Year 2014-2015	F.T.E.
<hr/>	
Police Officers	10

Authorized Positions	
Fiscal Year 2015-2016	F.T.E.
<hr/>	
Police Officers	10

Division Budget

Expenditures

Category	Actual FY 09-10	Actual FY 10-11	Actual FY 11-12	Actual FY 12-13	Actual FY 13-14	Estimated FY 14-15	Budget FY 15-16
Personnel Services	n/a	n/a	n/a	n/a	\$191,858	\$785,190	\$816,295
Operating Expenses	n/a	n/a	n/a	n/a	\$110,570	\$8,691	\$0
Capital Outlay	n/a	n/a	n/a	n/a	\$0	\$0	\$0
TOTAL DIVISION	\$0	\$0	\$0	\$0	\$302,428	\$793,881	\$816,295

Analysis

The City received COPS III award which funded part of the salaries and fringe benefits for 10 new Police Officers. The Officers were hired in late June to early July of 2014. Operating expenses in FY 2014 includes uniforms, equipment and certification. These costs are not covered by the grant funding. FY 2016 is mainly salaries and fringe benefits costs for a full year for the 10 Officers. This grant is a three-year grant and the City will have to maintain the Officers for at least an additional year after the grant expires.

City of Miami Gardens

FY 2015-2016 Annual Budget
General Fund

PUBLIC SAFETY DEPARTMENT COPS IV Grant

Staffing Level

Authorized Positions	
Fiscal Year 2014-2015	F.T.E.
<hr/>	
Police Officers	11

Authorized Positions	
Fiscal Year 2015-2016	F.T.E.
<hr/>	
Police Officers	11

Division Budget

Expenditures

Category	Actual FY 09-10	Actual FY 10-11	Actual FY 11-12	Actual FY 12-13	Actual FY 13-14	Estimated FY 14-15	Budget FY 15-16
Personnel Services	n/a	n/a	n/a	n/a	n/a	n/a	\$854,656
Operating Expenses	n/a	n/a	n/a	n/a	n/a	n/a	\$124,920
Capital Outlay	n/a	n/a	n/a	n/a	n/a	n/a	\$0
TOTAL DIVISION	\$0	\$0	\$0	\$0	\$302,428	\$389,766	\$979,576

Analysis

This grant is awarded in FY 2015 for the hiring of an additional 11 Police Officers. The grant will only pay for 45.65% of base salary and related fringe benefits costs. The City will have to match the remaining 54.35%. The City will have to fund for operating costs such as uniforms, training, purchase of equipment and computers for the Officers.

City of Miami Gardens

FY 2015-2016 Annual Budget
General Fund

PUBLIC SAFETY DEPARTMENT SCHOOL CROSSING GUARD DIVISION

Mission

The School Safety Crossing Guard Program is designed to enhance the safety of elementary and middle school children by facilitating their safe access to and from school. The City currently has sixty (60) crossing guard posts throughout the City serving the City's eighteen (18) elementary schools, although students from other levels utilize the crossings on a daily basis. The School Crossing Guard Unit's goal is to provide operational support services to staff Miami Gardens based elementary schools with school crossing guards.

Staffing Level

Authorized Positions

Fiscal Year 2014-2015	F.T.E.
School Crossing Guard Supervisor	2
School Crossing Guard (Part-Time)	17.3
Sub-Total	19.3

Authorized Positions

Fiscal Year 2015-2016	F.T.E.
School Crossing Guard Supervisor	2
School Crossing Guard (Part-Time)	16.8
Sub-Total	18.8



Accomplishments, Goals and Objectives

FY 2014-2015 Accomplishments

- Participated in Child I.D. Program for students in Miami Gardens.
- Safely crossed 100% of the students throughout the year without incident.
- Staffed all elementary school posts daily.

FY 2015-2016 Goals and Objectives

- Work with community organizations to share and enhance pedestrian safety.
- Enhance pedestrian and bicycle safety through a cooperative effort with the Police Department, School Administrators and Crossing Guards.
- Fill staffing to budgeted levels for 100% school crossing coverage.



Organization Chart



City of Miami Gardens

FY 2015-2016 Annual Budget General Fund

PUBLIC SAFETY DEPARTMENT SCHOOL CROSSING GUARD DIVISION

Division Budget

Expenditures

Category	Actual FY 09-10	Actual FY 10-11	Actual FY 11-12	Actual FY 12-13	Actual FY 13-14	Estimated FY 14-15	Budget FY 15-16
Personnel Services	\$787,005	\$639,487	\$554,329	\$579,487	\$577,565	\$481,312	\$500,298
Operating Expenses	\$33,369	\$8,037	\$7,895	\$5,896	\$11,521	\$6,098	\$7,640
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL DIVISION	\$820,374	\$647,523	\$562,224	\$585,382	\$589,086	\$487,410	\$507,938
TOTAL DEPARTMENT	\$36,693,698	\$31,262,652	\$29,265,973	\$32,098,725	\$32,727,169	\$32,310,485	\$33,555,120

Performance Indicators

OBJECTIVES	PERFORMANCE INDICATORS	ACTUAL FY 2014	ESTIMATED FY 2015	BUDGET FY 2016
	Safely cross 100% of the students who come into the area of responsibility of the school crossing guards.	Percentage of students who are safely crossed.	100%	100%
Conduct at least 4 child ID Programs throughout the year, as requested.	Number of Child ID Programs participated in.	Not measured	4	4
Work with Police Department or Community Organizations to share pedestrian safety information on at least 4 occasions.	Number of pedestrian safety information sessions.	Not measured	4	4

Analysis

The School Crossing Guard program has been relocated under the supervision of the Police Department. Personnel costs are lower in FY 2015, attributable to the elimination of the School Crossing Guard Superintendent position.

City of Miami Gardens

FY 2015-2016 Annual Budget General Fund

BUILDING AND CODE COMPLIANCE DEPARTMENT CODE COMPLIANCE DIVISION

Mission

The Code Compliance Division was established to preserve, protect, and improve the physical, social and economic health of the City of Miami Gardens' neighborhoods. Our mission is to provide exceptional service to every citizen, customer and business owner of the City of Miami Gardens while supplying high quality- based solutions meeting the needs of our patrons. Our goal is to assist in the creation of an environment that is attractive, enjoyable and safe.

Staffing Level

Authorized Positions

Fiscal Year 2014-2015	F.T.E.
Building and Code Compliance Department Director	.5
Executive Secretary	.5
Resource Officer	1
Code Compliance Officer	7
Code Compliance Supervisor	2
Development Services Administrator	.5
Senior Licensing & Permit Clerk	1
Permit and License Clerk	7
Housing Inspector	2
Sub-Total	21.5

Authorized Positions

Fiscal Year 2015-2016	F.T.E
Development Services Director	.5
Executive Secretary	.5
Resource Officer	1
Code Compliance Officer	7.5
Code Compliance Supervisor	2
Development Services Administrator	1
Senior Licensing & Permit Clerk	2
Permit and License Clerk	7
Housing Inspector	2
Sub-Total	22.5



Accomplishments, Goals and Objectives

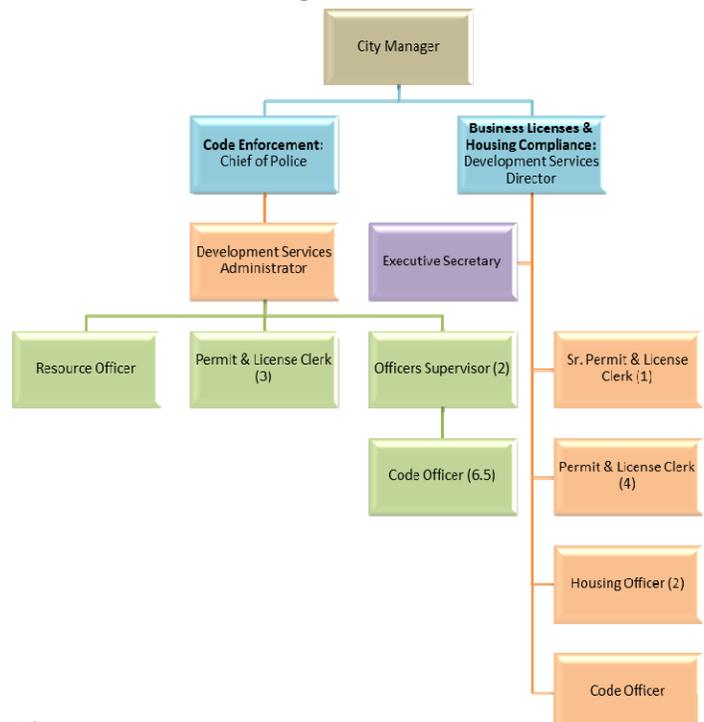
FY 2014-2015 Accomplishments

- Held three (3) Code-On-The-Go Homeowner Education Programs.
- Provided a series of staff mini trainings including Flood Plain observations and inspections, Zoning requirements and applications, and E-mail etiquette.
- Cross-trained Building and Code Compliance administrative staff.
- Participated in KAPOW initiative.

FY 2015-2016 Goals and Objectives

- Initiate a 12-month zone rotation for code officers.
- Update the Citizen's Guide to Code Compliance.
- Proactive zone enforcement based on established performance standard.

Organization Chart



City of Miami Gardens

FY 2015-2016 Annual Budget General Fund

CODE COMPLIANCE DIVISION

Division Budget

Expenditures

Category	Actual FY 09-10	Actual FY 10-11	Actual FY 11-12	Actual FY 12-13	Actual FY 13-14	Estimated FY 14-15	Budget FY 15-16
Personnel Services	\$1,459,365	\$1,177,931	\$1,190,347	\$1,341,775	\$1,269,864	\$1,282,832	\$1,387,758
Operating Expenses	\$267,808	\$110,038	\$63,263	\$88,708	\$61,782	\$60,243	\$71,300
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL DEPARTMENT	\$1,727,173	\$1,287,969	\$1,253,610	\$1,430,483	\$1,331,646	\$1,343,075	\$1,459,058

Performance Indicators

OBJECTIVES	PERFORMANCE	ACTUAL	ESTIMATED	BUDGET
	INDICATORS	FY 2014	FY 2015	FY 2016
Maintain proper code enforcement of areas with renewed awareness and skepticism by rotating Code Enforcement Officers.	Average number of times Code Enforcement Officers change zones in a 12 month period.	Not measured	0	1
Improve customer service and citizen familiarity with code enforcement rules and regulations.	Portion of citizen's guide updated.	Not measured	0%	100%
Increase awareness and involvement in community maintenance.	Number of grant funded clean-up projects completed.	Not measured	0	1
Maintain Code Compliance staff training.	Number of staff trainings and management trainings completed.	Not measured	3:0	4:2
Automation of Special Master process to improve efficiency.	Number of hearings in which technology will be used to improve the Special Master Hearing process.	Not measured	0	4
Actively engage community in a meaningful and impactful way.	Number of Crime Watch and Home Owner Association meetings attended.	25	32	30

Analysis

In FY 2014-15, the Code Compliance Division educated homeowners through Code-on-the-Go and actively participated in Homeowner Association Meetings. They educated youth on how to care for their community. The Code Compliance Division also partnered with Miami Gardens Police Department to proactively address vacant and abandoned nuisance properties. During this fiscal year, over 247 vacant and abandoned properties were successfully registered with the Federal Property Registration Corporation. The Division's strategic zone enforcement program resulted in improved aesthetics of the community and quality of life for the Residents.

In FY 2015-16, the Code Compliance Division will continue its efforts in proactive code compliance through initiatives with a focus on customer service based principals. The Division anticipates these initiatives will promote employee morale, customer satisfaction, and staff accountability.

City of Miami Gardens

FY 2015-2016 Annual Budget
General Fund

PLANNING & ZONING DEPARTMENT

Mission

The Planning and Zoning Department is responsible for all the development, planning and zoning activities for the City. To utilize the Land Development Regulations as an economic development tool to promote development activities and business opportunities for the business community. Our objective is to develop zoning regulations which promote and enhance better communities and living environment for all residents and businesses of the City.

Authorized Positions

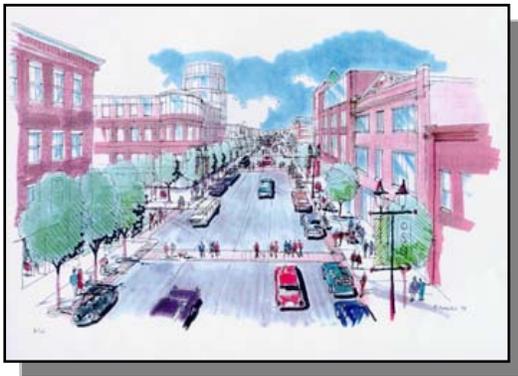
Fiscal Year 2014-2015 **F.T.E.**

<u>Planning & Zoning Manager</u>	<u>1</u>
Sub-Total	1

Authorized Positions

Fiscal Year 2015-2016 **F.T.E.**

<u>Planning & Zoning Manager</u>	<u>1</u>
Sub-Total	1



Accomplishments, Goals and Objectives

FY 2014-2015 Accomplishments

- Created the Entertainment Overlay District intended to revitalize commercial centers in the City.
- Completed implementation of signs regulations per regulations.
- Site plan approvals for Waffle House, Spring Lake, Aldi on 57th, Miami Veterinary Center and Garden Club townhomes.

FY 2015-2016 Goals and Objectives

- Enhance community appearance through landscape ordinance compliance deadline implementation.
- Business workshops and notices for landscape compliance.
- Improve process/review of complete applications for major and minor development.
- Complete EAR based comprehensive plan amendments and Water Supply Plan.

Organization Chart



City of Miami Gardens

FY 2015-2016 Annual Budget General Fund

PLANNING & ZONING DEPARTMENT

Division Budget

Expenditures

Category	Actual FY 09-10	Actual FY 10-11	Actual FY 11-12	Actual FY 12-13	Actual FY 13-14	Estimated FY 14-15	Budget FY 15-16
Personnel Services	\$557,094	\$499,484	\$465,967	\$497,569	\$248,993	\$94,535	\$96,519
Operating Expenses	\$333,207	\$217,366	\$157,503	\$164,877	\$164,945	\$300,220	\$271,825
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL DEPARTMENT	\$890,301	\$716,850	\$623,470	\$662,446	\$413,938	\$394,755	\$368,344

Performance Indicators

OBJECTIVES	PERFORMANCE	ACTUAL	ESTIMATED	BUDGET
	INDICATORS	FY 2014	FY 2015	FY 2016
Implementation of Comprehensive Master Development.	Percentage of City Commission adoption of zoning code amendments.	90%	100%	100%
Process complete applications for major development review and prepare staff reports for presentation to Council within 90 days.	Percentage of complete applications presented to Commission within time frame.	80%	85%	90%
Increase City's tree canopy coverage to 30% by 2030.	Actual tree canopy coverage each year.	2%	5%	7%

Analysis

In FY 2014-15, the division experienced a significant increase in activity resulting in approximately 35% increase in revenues over FY 2013-14. During this fiscal year, the division held its first Economic Investment and Development Summit. The most notable initiative was the creation of the Entertainment Overlay Zoning District to encourage commercial/entertainment/hospitality uses along 27th Avenue. As a result of these proactive development initiatives, several large commercial businesses have relocated into the City. In addition to the relocation, existing businesses are expanding their footprint. In FY 2014-15, planning services have been contracted to a private entity. The Planning and Zoning Division is currently operating revenue neutral.

In FY 2015-16, the division anticipates substantial growth throughout the City due to development and redevelopment of large parcels. During FY 2015-16, the division will continue to promote economic development. The division is expected to continue to operate revenue neutral during FY 2015-16.

City of Miami Gardens

FY 2015-2016 Annual Budget General Fund

PARKS AND RECREATION DEPARTMENT RECREATION DIVISION

Mission

The Recreation Division is committed to providing our citizens with a wide variety of recreational opportunities supported by our parks, personnel and facilities. Our goal is to deliver superior programs and services meeting the needs of the community in a cost-effective manner.

Staffing Level

Authorized Positions

Fiscal Year 2014-2015	F.T.E.
Parks & Recreation Director	1
Assist. Parks & Recreation Director	1
Operations Manager	1
Recreation Superintendent	1
Recreation Aides	16.4
Recreation Aide II	3
Tutors	3.72
Recreation District Supervisor	1
Health & Facilities Facilitator	3
Recreation Supervisor	6
<u>Administrative Assistant</u>	<u>2</u>
Sub-Total	39.12

Authorized Positions

Fiscal Year 2015-2016	F.T.E.
Parks & Recreation Director	1
Assist. Parks & Recreation Director	1
Business Manager	1
Recreation Aides	14.77
Recreation Aide I	2
Recreation Aide II	4
Tutors	2.45
Recreation District Supervisor	1
Health & Facilities Facilitator	3
Recreation Supervisor	5
<u>Administrative Assistant</u>	<u>1</u>
Sub-Total	36.22

Accomplishments, Goals and Objectives

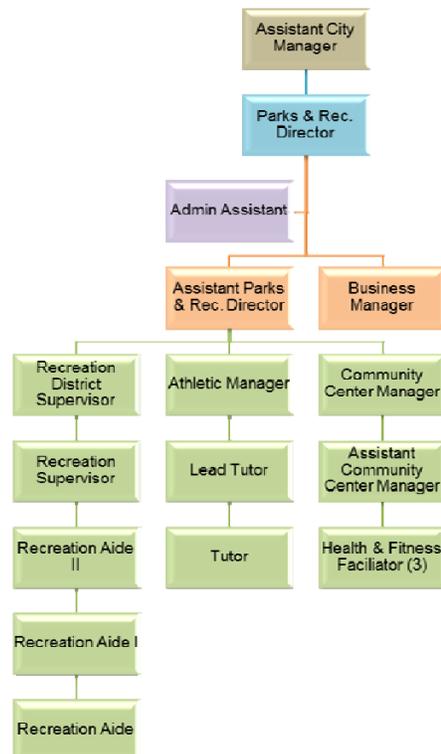
FY 2014-2015 Accomplishments

- Implemented new recreation and fitness programs in the Parks and Recreation Department.
- Actively engage and build relationships within the community and build impactful partnerships. The goal is to have (3) active program partners by the end of FY 2015.
- Developed intervention and prevention programs for youth and teens in the City of Miami Gardens (ongoing).

FY 2015-2016 Goals and Objectives

- Develop and implement approaches to reach the City's youth who do not use Recreation facilities and programs.
- Purchase a well-developed Recreation Management System to improve on-line registration, athletic scheduling and program implementation.
- Develop a teen council in various parks such as Rolling Oaks, Scott, Carol City and Norwood.
- Develop the City of Miami Gardens Bike Safety Program.

Organization Chart



City of Miami Gardens

FY 2015-2016 Annual Budget
General Fund

PARKS AND RECREATION DEPARTMENT RECREATION DIVISION

Division Budget

Expenditures

Category	Actual FY 09-10	Actual FY 10-11	Actual FY 11-12	Actual FY 12-13	Actual FY 13-14	Estimated FY 14-15	Budget FY 15-16
Personnel Services	\$2,619,462	\$2,151,259	\$1,932,900	\$1,592,758	\$1,540,808	\$1,582,948	\$1,530,599
Operating Expenses	\$2,211,511	\$1,279,059	\$539,670	\$642,277	\$642,669	\$629,887	\$629,496
Capital Outlay	\$14,482	\$10,784	\$0	\$12,150	\$0	\$0	\$0
TOTAL DIVISION	\$4,845,455	\$3,441,102	\$2,472,570	\$2,247,185	\$2,183,477	\$2,212,835	\$2,160,095

Performance Indicators

OBJECTIVES	PERFORMANCE	ACTUAL	ESTIMATED	BUDGET
	INDICATORS	FY 2014	FY 2015	FY 2016
Broaden all four camp programs (winter, spring, summer camps, and afterschool).	Increase number of individuals registered.	122 ASP 410 Summer 88 Winter 181 Spring	130 ASP 450 Summer 125 Winter 193 Spring	160 ASP 475 Summer 150 Winter 225 Spring
Achieve positive customer satisfaction ratings of 70% for all four camp programs (winter, spring, summer camp, and afterschool).	Implement surveys to obtain accurate percentages.	Yes	Yes	>70%
Maintain 70% or better cleanliness rating by customers utilizing recreation buildings.	Implement surveys to obtain accurate percentages.	Yes	Yes	>70%
Track age groups for participants in all programs and activities.	Individuals age to be properly recorded through Activenet.	100%	100%	100%

Analysis

The Recreation Programs Division continues to implement cost efficient and effective approaches to all recreational programs. During FY 2016 we will continue to measure the effectiveness of our services by measuring the effectiveness of our programs to ensure we are serving the residents at a high level.

Reduction in personnel expenses for FY 2016 is attributed to the transfer of a staff member to the City Manager's Office.

City of Miami Gardens

FY 2015-2016 Annual Budget
General Fund

PARKS AND RECREATION DEPARTMENT MAINTENANCE DIVISION

Mission

The Park Maintenance Division exists to maintain, develop and improve the parks and municipal facilities entrusted to our residents by the citizens of the Miami Gardens community. We are dedicated to providing a clean, attractive and safe environment for all who use our parks and visit the municipal facilities under our care.

Staffing Level

Authorized Positions

Fiscal Year 2014-2015	F.T.E.
Parks Maintenance Superintendent	1
Maintenance District Supervisor	2
Janitorial Supervisor	2
Janitorial Worker	5
Landscape Supervisor	2
Landscape Workers	4
Landscape Worker (freeze in FY 2015)	1
Trades Worker	3
Sub-Total	20

Authorized Positions

Fiscal Year 2015-2016	F.T.E.
Parks Maintenance Superintendent	1
Maintenance District Supervisor	2
Janitorial Supervisor	2
Janitorial Worker	4
Landscape Supervisor	2
Landscape Workers	4
Trades Worker	3
Sub-Total	18



Accomplishments, Goals and Objectives

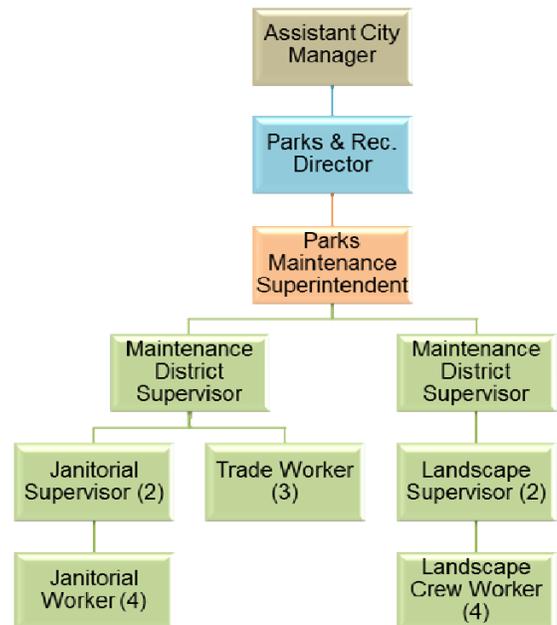
FY 2014-2015 Accomplishments

- Finalized a plan for determining tier 1 and tier 2 parks for guideline purposes for park staff.
- Determine the appropriate mix of maintenance activities, with an emphasis on preventive maintenance in all parks and facilities per the tier plan.

FY 2015-2016 Goals and Objectives

- Develop performance measures to assess maintenance productivity and quality to the City's Parks and custodian services.
- Continue to beautify and clean all outdoor facilities in a timely manner.
- Continue to coordinate a staffing plan to ensure parks are cleaned and user friendly after all sporting activities.

Organization Chart



City of Miami Gardens

FY 2015-2016 Annual Budget
General Fund

PARKS AND RECREATION DEPARTMENT MAINTENANCE DIVISION DEPARTMENT

Division Budget

Expenditures

Category	Actual FY 09-10	Actual FY 10-11	Actual FY 11-12	Actual FY 12-13	Actual FY 13-14	Estimated FY 14-15	Budget FY 15-16
Personnel Services	\$1,260,293	\$1,283,822	\$1,005,848	\$1,097,493	\$1,060,033	\$955,767	\$1,024,088
Operating Expenses	\$311,490	\$182,836	\$267,329	\$274,894	\$223,964	\$200,238	\$216,051
Capital Outlay	\$16,611	\$11,333	\$26,231	\$63,645	\$47,528	\$14,243	\$5,000
TOTAL DIVISION	\$1,588,394	\$1,477,991	\$1,299,408	\$1,436,033	\$1,331,525	\$1,200,247	\$1,245,139

Performance Indicators

OBJECTIVES	PERFORMANCE	ACTUAL	ESTIMATED	BUDGET
	INDICATORS	FY 2014	FY 2015	FY 2016
Maintain 70% or better cleanliness rating by customers utilizing recreation buildings.	Implement surveys to obtain accurate percentages.	>70%	>70%	>70%
Maintain 70% or better cleanliness rating by customers utilizing existing open space.	Implement surveys to obtain accurate percentages.	>70%	>70%	>70%

Analysis

The Parks Maintenance Division continues to develop various strategies to improve the beatification of the City's Parks, facilities and playgrounds. As the Division continues to address the weekend deficiencies of cleaning the Parks and ensuring the tier plan is being executed on a daily basis, more accomplishments will be seen from this Division.

City of Miami Gardens

FY 2015-2016 Annual Budget
General Fund

PARKS AND RECREATION DEPARTMENT BETTY T. FERGUSON RECREATION COMPLEX

Mission

The Betty T. Ferguson Recreation Complex is committed to fostering inclusive community participation by providing an environmentally sound facility for cultural arts, education, recreation, celebration and locally based human services in order to increase opportunity for personal and collective growth in the Miami Gardens community.

Staffing Level

Authorized Positions

Fiscal Year 2014-2015	F.T.E.
Community Center Manager	1
Administrative Analyst	1
Information Officer	1
Recreation Supervisor	3
Janitorial Worker	3
Life Guard Water Safety Instructor	4
Life Guard	0.4
Lead Lifeguard Water Safety Instructor	0.8
Aquatic Facility Manager	1
Recreation Aide	4.8
Recreation Aide II	3
Sub-Total	23

Authorized Positions

Fiscal Year 2015-2016	F.T.E.
Community Center Manager	1
Assistant Community Center Manager	1
Administrative Analyst	1
Administrative Assistant	1
Information Officer	1
Recreation Supervisor	2
Janitorial Worker	3
Life Guard Water Safety Instructor	4
Life Guard	0.4
Lead Lifeguard Water Safety Instructor	0.8
Aquatic Facility Manager	1
Recreation Aide	3.2
Recreation Aide I	2
Recreation Aide II	1
Sub-Total	22.4



Accomplishments, Goals and Objectives

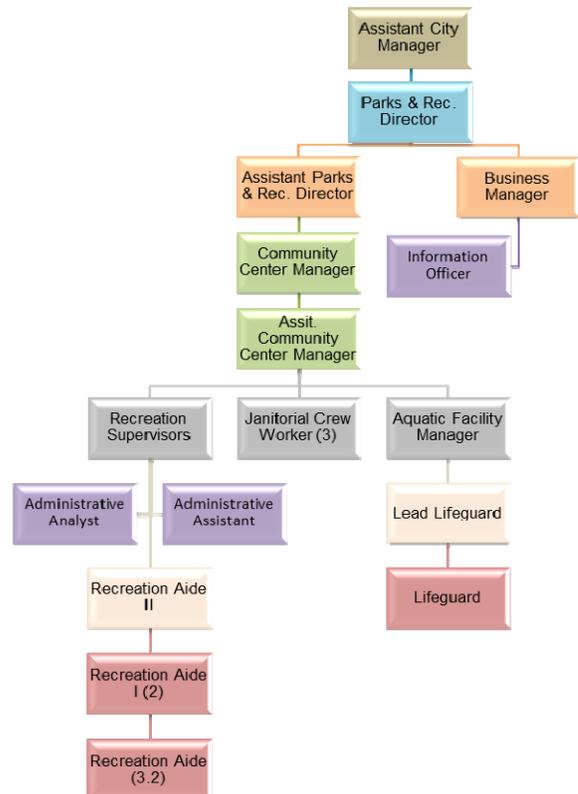
FY 2014-2015 Accomplishments

- Worked with surrounding Universities and Colleges to promote the facility and programs offered by the Betty-T. Ferguson staff.
- Continued to provide recreation and learning opportunities to improve fitness and wellness in the City of Miami Gardens.
- Promoted the outdoor facility amenities (amphitheater, track) by offering Cultural Arts events, STEM events, track and field events, Nike 7 on 7 football events and the City's first 4th of July Celebration.

FY 2015-2016 Goals and Objectives

- Develop and implement one or two science based programs for youth and teens.
- Develop plans to improve the custodial services at Betty T. Ferguson Recreation Complex.
- Develop plans to improve customer service and ensure action plans are being implemented and met.

Organization Chart



City of Miami Gardens

FY 2015-2016 Annual Budget
General Fund

PARKS AND RECREATION DEPARTMENT BETTY T. FERGUSON RECREATIONAL COMPLEX

Division Budget

Expenditures

Category	Actual FY 09-10	Actual FY 10-11	Actual FY 11-12	Actual FY 12-13	Actual FY 13-14	Estimated FY 14-15	Budget FY 15-16
Personnel Services	\$100,867	\$707,345	\$856,699	\$886,960	\$736,571	\$682,092	\$929,586
Operating Expenses	\$180,799	\$515,408	\$548,651	\$466,595	\$338,563	\$340,717	\$358,209
Capital Outlay	\$0	\$0	\$0	\$16,555	\$0	\$0	\$0
TOTAL DIVISION	\$281,667	\$1,222,754	\$1,405,350	\$1,370,111	\$1,075,134	\$1,022,810	\$1,287,795

Performance Indicators

OBJECTIVES	PERFORMANCE	ACTUAL	ESTIMATED	BUDGET
	INDICATORS	FY 2014	FY 2015	FY 2016
Broaden recreation programs such as martial arts, dance and drumline offered at BTFRC for youth and adults.	Increase number of participants registered.	Martial Arts 690 Drumline 170 Ballet 75 (max)	Martial Arts 780 Drumline 200 Ballet 75 (max)	Martial Arts 900 Drumline 250 Ballet 75 (max) AFS Program 30
Achieve positive customer satisfaction ratings of 70% for recreation programs at BTFRC.	Implement surveys to obtain accurate percentages.	>70%	>70%	>70%
Achieve 215 (30%) additional rentals over the rental baseline of 720 per year at BTFRC.	Monitor rental occurrences recorded through Activenet.	431	435	440
Improve customer satisfaction with facility reservations.	Decreasing number of rental refunds caused by rental issues.	10	10	10

Analysis

The Betty T. Ferguson Recreation Complex continues to be highly utilized from rentals, sporting events, special events and more. Our goal is to continue to improve the facility by marketing all programs and highlighting the current infrastructure to our residents.

Increase in personnel expenses for FY 2016 is attributed to hiring an Assistant Community Center Manager in late FY 2015 to supervise the day-to-day operations of the Center.

City of Miami Gardens

FY 2015-2016 Annual Budget
General Fund

PARKS AND RECREATION DEPARTMENT ATHLETICS DIVISION

Mission

The Athletic Division is committed to providing lifelong learning experiences to our residents while enhancing their achievement of educational goals. Our goal is to teach the values of teamwork, pride, respect, commitment, good work ethic, sportsmanship and development of the proper winning attitude. It is our hope through the athletic programs; participating residents will adopt these guidelines and develop a positive winning attitude to carry over into all aspects of their lives.

Staffing Level

Authorized Positions

Fiscal Year 2014-2015	F.T.E.
Athletics Supervisor	2
Athletics Manager	1
Athletics Coordinator	2
Recreation Aide	2.4
Recreation Aide II	2
Sub-Total	9.4

Authorized Positions

Fiscal Year 2015-2016	F.T.E.
Athletics Manager	1
Athletics Coordinator	2
Athletics Supervisor	2
Recreation Aide I	2
Recreation Aide II	2
Sub-Total	9



Accomplishments, Goals and Objectives

FY 2014-2015 Accomplishments

- Developed and implemented a Special Olympics Program for the Special Needs in the City of Miami Gardens.
- Successfully partnered with Nike, Inc. to provide uniforms for coaches, football players and cheerleaders.
- Successfully partnered with the Miami Marlins to establish baseball in the City of Miami Gardens.
- Successfully partnered with Jason Venger, V2R Group, LLC to offer an NFL Camp, sponsored by Sean Spence of Northwestern High and the Pittsburgh Steelers.

FY 2015-2016 Goals and Objectives

- Maximize in-house talent to develop outdoor programs and ensure that neighborhood parks are being utilized on a consistent basis.
- Offer extensive strength and agility programs for participants involved in athletics.
- Complete the youth sports website to expose the residents to the City's athletic programs.

Organization Chart



City of Miami Gardens

FY 2015-2016 Annual Budget
General Fund

PARKS AND RECREATION DEPARTMENT ATHLETIC DIVISION

Division Budget

Expenditures

Category	Actual FY 09-10	Actual FY 10-11	Actual FY 11-12	Actual FY 12-13	Actual FY 13-14	Estimated FY 14-15	Budget FY 15-16
Personnel Services	Under Admin	Under Admin	Under Admin	\$337,682	\$298,511	\$348,090	\$430,505
Operating Expenses	\$396,074	\$487,808	\$316,372	\$220,736	\$329,128	\$284,692	\$290,700
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL DIVISION	\$396,074	\$487,808	\$316,372	\$558,418	\$627,639	\$632,782	\$721,205
TOTAL PARKS & RECREATION DEPARTMENT	\$7,102,010	\$7,570,004	\$5,493,701	\$5,611,746	\$5,217,775	\$5,068,674	\$5,414,234

Performance Indicators

OBJECTIVES	PERFORMANCE	ACTUAL	ESTIMATED	BUDGET
	INDICATORS	FY 2014	FY 2015	FY 2016
Broaden athletic activities such as baseball, basketball, softball, baseball, football for youth and adults.	Increase number of participants.	1,578	1,728	1,814
Retain 70% of clientele in all athletic programs from the previous FY.	Implement surveys to obtain accurate percentages.	Yes	Yes	>300 (from actual total)
Achieve positive customer satisfaction ratings of 70% for each athletic program offered.	Uphold yearly athletic community meetings to discuss the needs with the residents.	Yes	Yes	>70%
Broaden aquatics fitness and instructional programs.	Increase the number of participants registered.	374 swim lessons (Adult & Children) 592 Water Aerobics	421 swim lessons (Adult & Children) 614 Water Aerobics	500 swim lessons (Adult & Children) 700 Water Aerobics
Achieve positive customer satisfaction ratings of 70% for the aquatics instructional programs offered.	Implement surveys to obtain accurate percentages.	Yes	Yes	>70%

Analysis

The Athletic Division continues to offer exceptional services to our community by developing core programs such as football, basketball, soccer, cheerleading and more. In FY 2015-16, the Department will focus on developing more self-direct and in-house programs to draw revenue while maximizing in-house talent. We will focus on offering various fitness programs in parks in hopes of addressing the obesity rate in Miami-Dade County.

City of Miami Gardens

FY 2015-2016 Annual Budget General Fund

PURCHASING DIVISION

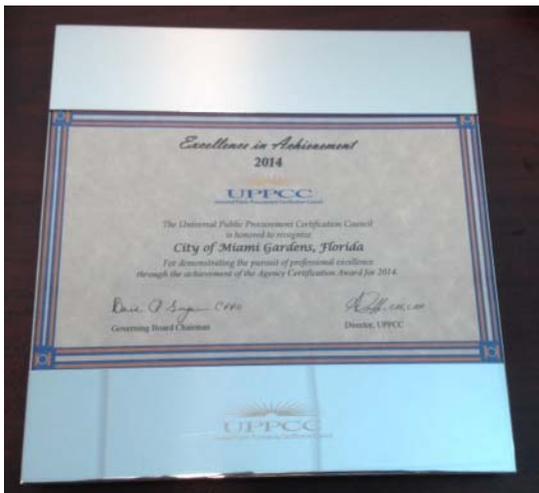
Mission

The Purchasing Division provides an integrated purchasing structure ensuring integrity and fairness, with centralized accountability for oversight of solicitation, vendor selection, negotiation, award, contract administration and economic growth within the City of Miami Gardens.

Staffing Level

Authorized Positions Fiscal Year 2014-2015	F.T.E.
Procurement Director	1
Buyer	2
Purchasing Assistant	1
Sub-Total	4

Authorized Positions Fiscal Year 2015-2016	F.T.E.
Procurement Director	1
Purchasing Officer	1
Buyer	1
Purchasing Assistant	1
Sub-Total	4



2014 Excellence in Achievement by
Universal Public procurement Certification Council

Accomplishments, Goals and Objectives

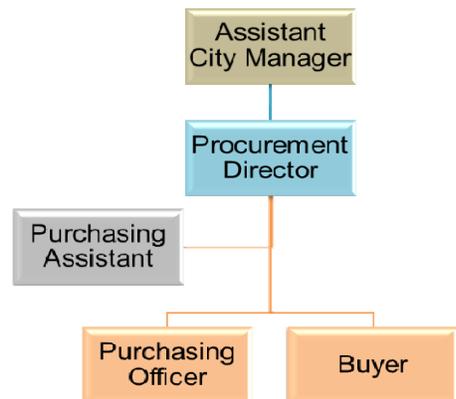
FY 2014-2015 Accomplishments

- Assist in the development of City of Miami Gardens Business and Resident Economic Growth Plan (CMG-BREP).
- Assist in the development of Preparing “How to Do Business with the City of Miami Garden” Local Outreach Seminars.
- Established a new bid submittal process for the City of Miami Gardens.

FY 2015-2016 Goals and Objectives

- Introduce Electronic Bidding and reporting.
- Introduce electronic vendor registration.
- Increase small business interaction with the City of Miami Gardens.
- Host three outreach seminars a year.
- Host internal classes for City staff.

Organization Chart



The City of Miami Gardens uses DemandStar for all bid solicitations. www.demandstar.com/

City of Miami Gardens

FY 2015-2016 Annual Budget General Fund

PURCHASING DIVISION

Division Budget

Expenditures

Category	Actual FY 09-10	Actual FY 10-11	Actual FY 11-12	Actual FY 12-13	Actual FY 13-14	Estimated FY 14-15	Budget FY 15-16
Personnel Services	\$312,853	\$311,078	\$286,150	\$307,359	\$316,695	\$305,948	\$316,023
Operating Expenses	6,769	\$7,308	\$4,124	\$6,225	\$4,801	\$4,852	\$23,028
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL DIVISION	\$319,622	\$318,386	\$290,274	\$313,583	\$321,496	\$310,800	\$339,051

Performance Indicators

OBJECTIVES	PERFORMANCE	ACTUAL	ESTIMATED	BUDGET
	INDICATORS	FY 2013	FY 2014	FY 2015
Meet or exceed external customer expectations on Request for Proposals	Number of protests filed per \$25 million purchased	0	0	0
Awareness of City's Procurement requirements	Percentage of internal customers rating the Purchasing Division responsiveness of services as good or excellent based on survey	92%	95%	95%
Workload of the Purchasing Division	Number of purchasing transactions per FTE	400	424	400
Proficiency in processing Purchase Orders	Purchase Orders processed within 5 days in receipt by the Purchasing Division	99%	100%	100%

Analysis

The Purchasing Division plays a large role in ensuring the City Departments receive the best quality goods and services for the lowest prices in a timely manner. The Division was instrumental in developing two Ordinances for the City, the City of Miami Gardens Business and Resident Economic Growth Plan (CMG-BREP) and the City of Miami Gardens Small Business Growth Plan. The Division will be responsible for bidding and monitoring the City Council supported GOB projects. In FY 2016, the Division will host various training workshops within the City, multiple outreach to the local community and host a vendor registration drive to enhance the economic growth within the City.

The Purchasing Division is a member of the South Florida Cooperative. Staff certifications consist of a Certified Public Procurement Officer (CPPO) and a Certified Public Procurement Buyer (CPPB).

City of Miami Gardens

FY 2015-2016 Annual Budget
General Fund

INFORMATION TECHNOLOGY DEPARTMENT

Mission

The Information Technology (IT) Department is dedicated to providing sound, secure and stable infrastructure allowing for the smooth flow of communications and information. By using strategic planning and understanding the needs of the various Departments, IT provides the tools and support to keep the City of Miami Gardens growing.

Staffing Level

Authorized Positions

Fiscal Year 2014-2015	F.T.E.
Chief Information Officer	1
IT Web Content Administrator	1
Telecommunications Systems Analyst	1
Police IT Systems Manager	1
Applications Systems Manager	1
IT Support Technician II	1
<u>IT Support Technician</u>	<u>5</u>
Sub-Total	11

Authorized Positions

Fiscal Year 2015-2016	F.T.E.
Chief Information Officer	1
IT Web Content Administrator	1
Telecommunications Systems Analyst	1
Police IT Systems Manager	1
Applications Systems Manager	1
IT Support Technician II	1
IT Junior Support Technician	1
<u>IT Support Technician</u>	<u>4</u>
Sub-Total	11

Accomplishments, Goals and Objectives

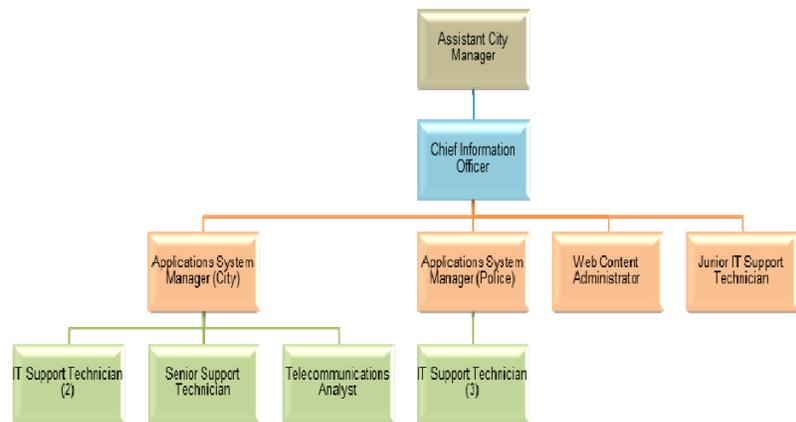
FY 2014-2015 Accomplishments

- Performed a major facelift to the City's Website. This included creating a new Human Resources web page, updated the Police Department's website, added new graphic optimization for faster downloads and various updates to the Mayor and City Council pages. It is now more user friendly and graphically pleasing to the eye.
- Migrated 17 Windows 2003 Servers to a more current version of Windows server.
- Deployed new Cisco Unified Communication System in City Hall which included video phones for enhanced communications.

FY 2015-2016 Goals and Objectives

- Work with the Police Department to set up the Real-Time Crime Center, roll out surveillance cameras, install additional license plate readers and increase their ability to keep the community safer by deploying additional technology.
- Move users and services from the old Police Department to the new Police Department, this involves: porting IP address and phone services, moving switches, routers, servers, computers, setting up Dispatch, faxes, copiers, printer, scanners, wireless network and setting up the IT Department.

Organization Chart



Technology Budget Growth



City of Miami Gardens

FY 2015-2016 Annual Budget General Fund

INFORMATION TECHNOLOGY DEPARTMENT

Division Budget

Expenditures

Category	Actual FY 09-10	Actual FY 10-11	Actual FY 11-12	Actual FY 12-13	Actual FY 13-14	Estimated FY 13-14	Budget FY 14-15
Personnel Services	\$880,135	\$983,614	\$856,609	\$1,036,697	\$984,502	\$990,331	\$1,022,477
Operating Expenses	\$1,185,964	\$1,043,680	\$1,017,634	\$1,240,095	\$1,084,132	\$1,095,491	\$1,316,964
Capital Outlay	\$410,512	\$185,818	\$136,703	\$188,930	\$34,186	\$103,000	\$9,000
TOTAL DIVISION	\$2,476,611	\$2,213,112	\$2,010,946	\$2,465,723	\$2,102,820	\$2,188,822	\$2,328,441

Performance Indicators

OBJECTIVES	PERFORMANCE	ACTUAL	ESTIMATED	BUDGET
	INDICATORS	FY 2014	FY 2015	FY 2016
Improve city-wide interoffice communication.	MS-Lync deployment - percentage of staff machines installed with Lync.	Not measured	100%	100%
Improve departmental collaboration and availability of documents for city-wide use.	MS-Sharepoint deployment - percentage of staff machines with access to Sharepoint service/program.	Not measured	100%	100%
Increase secure accessibility to departmental resources.	Establish and maintenance of departmental sites.	Not measured	100%	100%
Improve communication and availability of project planning resources accessible to participants.	Establish and maintenance of project sites.	Not measured	90%	90%

Analysis

In FY 2014-15, the mission continued with IT being tasked to manage and control many additional systems and services as a result of the move to the new City Hall building. Monitoring and controlling a new security system with over 150 new cameras, creating new security badges for all employees, setting up rights and privileges for each door and employee was all new, but the IT Department tackled this and much more creating a safe, sound and stable environment while still performing their main task of supporting systems and operations for our staff.

Personnel costs in FY 2015-16 will be slightly higher with the safe return of an employee deployed for service in the last fiscal year. The City did not incur three months of the employee's salary while deployed. The operating expenses increase is attributed to the replacement of laptops and equipment.

City of Miami Gardens

FY 2015-2016 Annual Budget
General Fund

FLEET SERVICES DIVISION

Mission

The Fleet Management Division of the General Fund is responsible for the centralized maintenance and accounting for all City vehicles. The Division assists in the preparation of bid specifications for rolling stock in conjunction with the various operating Departments. The Division functions without a fixed facility and uses exclusively outside vendors for maintenance and repairs.

Staffing Level

Authorized Positions

Fiscal Year 2014-2015 **F.T.E.**

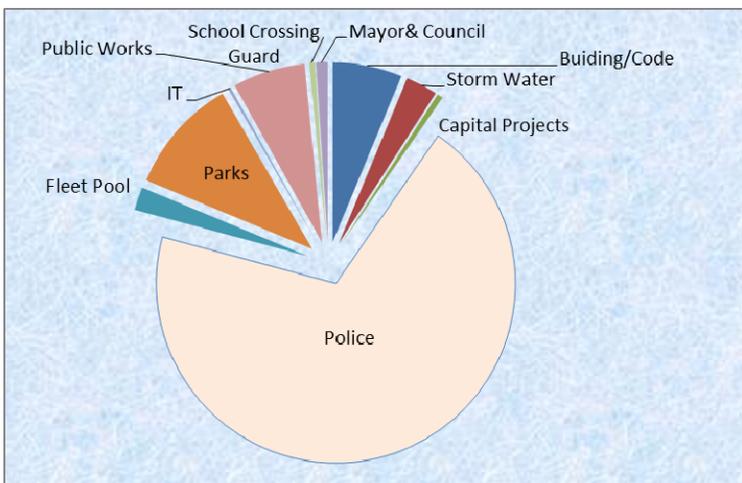
Fleet Manager	1
Fleet Service Representative	1
<u>Administrative Assistant</u>	<u>1</u>
Sub-Total	3

Authorized Positions

Fiscal Year 2015-2016 **F.T.E.**

Fleet Manager	1
Fleet Service Representative	1
<u>Administrative Assistant</u>	<u>1</u>
Sub-Total	3

% of Vehicles by Department



Accomplishments, Goals and Objectives

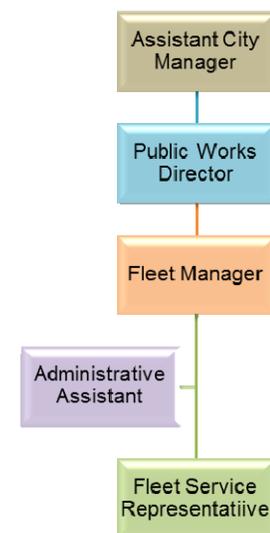
FY 2014-2015 Accomplishments

- Increased the number of preventative services and vehicle inspections to maintain an older fleet without experiencing any catastrophic failure.
- Completed 2,300 repair orders.
- Upgraded Fleet Management Software to provide greater reporting and repair order detail.

FY 2015-2016 Goals and Objectives

- Procure new vehicles to replace high mileage and older vehicles to minimize downtime and repair expenditures.
- Sell surplus vehicles.
- Obtain bidding for expiring or obsolete contracts.

Organization Chart



City of Miami Gardens

FY 2015-2016 Annual Budget
General Fund

FLEET SERVICES DIVISION

Division Budget

Expenditures

Category	Actual FY 09-10	Actual FY 10-11	Actual FY 11-12	Actual FY 12-13	Actual FY 13-14	Estimated FY 14-15	Budget FY 15-16
Personnel Services	\$205,126	\$217,500	\$204,590	\$215,372	\$213,821	\$216,086	\$217,420
Operating Expenses	\$1,612,283	\$1,596,041	\$1,693,885	\$1,709,614	\$1,703,603	\$1,532,932	\$1,584,610
Capital Outlay	\$919,975	\$39,809	\$0	\$2,764,410	\$311,188	\$34,682	\$0
TOTAL DIVISION	\$2,737,384	\$1,853,350	\$1,898,475	\$4,689,395	\$2,228,612	\$1,783,700	\$1,802,030

Performance Indicators

OBJECTIVES	PERFORMANCE	ACTUAL	ESTIMATED	BUDGET
	INDICATORS	FY 2014	FY 2015	FY 2016
Complete a minimum of 2,300 work orders submitted for repairs and preventative maintenance.	Number of work orders completed.	2,300	2,400	2,550
Manage Fuel to average 31,000 gallons per month.	Number of reports sent to the departments to alert them of vehicles that has out of extraordinary usage.	12	12	12
Repair vehicle collisions.	Number of collisions.	47	53	65

Analysis

In FY-2016, the Fleet Division will be committing more time to the preventative maintenance function in light of the growing age of our fleet and the budget constraints for vehicle replacements. Planning should begin on the feasibility of developing our own City garage. Lower operating cost for FY 2015 and FY 2016 is attributed to lower gasoline costs.

City of Miami Gardens

FY 2015-2016 Annual Budget
General Fund

CITY HALL MAINTENANCE DIVISION

Mission

In April 2014, the City Hall Administrative Building was completed and occupied. This Division is established to account for maintenance repairs and utility costs associated with the building. The Front Desk Receptionist is under this Division

Staffing Level

Authorized Positions

Fiscal Year 2014-2015 F.T.E.

Facility Superintendent	1
Facility Manager	1
<u>Receptionist</u>	<u>1</u>
Sub-Total	3

Authorized Positions

Fiscal Year 2015-2016 F.T.E.

Facility Superintendent	1
Facility Manager	1
<u>Receptionist</u>	<u>1</u>
Sub-Total	3

Accomplishments, Goals and Objectives

FY 2014-2015 Accomplishments

- Transitioned from some construction warrantees to preventative maintenance contracts.
- Provided "Set-up" for many community events held at the Municipal Complex.
- Maintenance of other non-park City facilities.

FY 2015-2016 Goals and Objectives

- Transition Project Victory Students into assisting work ethics through tasks around the Municipal Complex.
- Transition the Police Department from its current facility to the Municipal Complex.
- Continue monitoring facilities maintenance contract/warrantees for Police Department section of the Municipal Complex.
- Receive and store miscellaneous supplies and materials from the construction contract.



Organization Chart



City of Miami Gardens

FY 2015-2016 Annual Budget General Fund

CITY HALL MAINTENANCE DIVISION

Departmental Budget

Expenditures

Category	Actual FY 09-10	Actual FY 10-11	Actual FY 11-12	Actual FY 12-13	Actual FY 13-14	Estimated FY 14-15	Budget FY 15-16
Personnel Services	n/a	n/a	n/a	n/a	n/a	257,377	\$258,785
Operating Expenses	n/a	n/a	n/a	n/a	n/a	327,686	\$755,886
Capital Outlay	n/a	n/a	n/a	n/a	n/a	\$0	\$0
TOTAL DIVISION	n/a	n/a	n/a	n/a	n/a	\$585,063	\$1,014,671

Performance Indicators

OBJECTIVES	PERFORMANCE	ACTUAL	ESTIMATED	BUDGET
	INDICATORS	FY 2014	FY 2015	FY 2016
Preventative maintenance to equipment keeping them clean from airborne dust and other materials that lead to breakdown and disruptions.	Number of filters changed.	Not measured	Not required/new building	Not required
Maintain cleanliness of City Hall exterior.	Number of pressure washings.	Not measured	Not required/new building	Not required
Tracking responsiveness of facility maintenance.	Average time for requests to be completed.	Not measured	24 hours	24 hours
Documenting the number of requests to track, identify, and determine use/wear on furnishings and components.	Number of staff requests.	Not measured	30	50

Analysis

The City Hall Maintenance Division maintains the City Hall Complex and other City-owned –non-Parks facilities. In addition, the Facilities Superintendent supervises the Front Desk Receptionist position. This Division oversees the City Hall Complex warrantees.

Increase in FY 2016 budget is attributed to the completion of the Police Headquarters which is situated next to the City Hall. Utilities and maintenance costs of the Police Headquarters is included in this Division.

City of Miami Gardens

FY 2015-2016 Annual Budget
General Fund

NON-DEPARTMENTAL DEPARTMENT

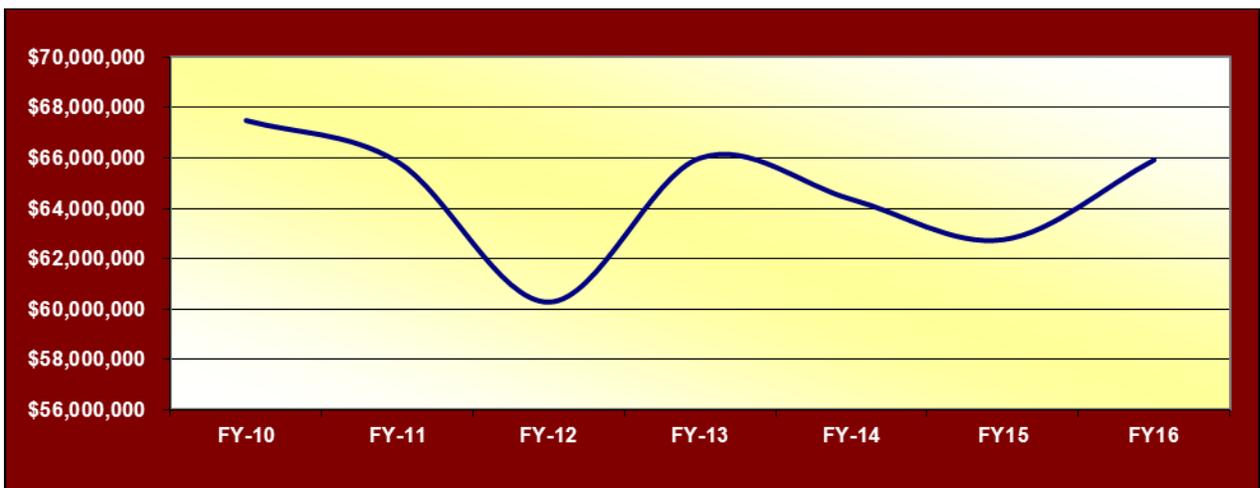
Mission

The Non-Departmental budget is utilized to account for those expenses non-specific to any Department and/or Division.

Departmental Budget

Category	Actual FY 09-10	Actual FY 10-11	Actual FY 11-12	Actual FY 12-13	Actual FY 13-14	Estimated FY 14-15	Budget FY 15-16
Personnel Services	\$0	\$131,250	\$75,000	\$51,146	\$40,519	\$58,043	\$55,000
Operating & Transfer out	\$7,375,704	\$10,697,463	\$9,792,806	\$12,092,652	\$11,950,884	\$10,136,341	\$10,803,744
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Emergency Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$7,722
TOTAL DEPARTMENT	\$7,375,704	\$10,828,713	\$9,843,997	\$12,143,798	\$11,991,403	\$10,194,384	\$10,858,744
<u>Total General Fund Expenditures</u>							
TOTAL GENERAL FUND	\$67,489,378	\$65,852,895	\$60,280,782	\$65,999,113	\$64,357,700	\$62,754,574	\$65,924,200

History of General Fund Expenditures



Budget Detail by Fund

Transportation Fund



Miami Gardens Transit Program



Before and After - Sidewalk Installation at NW 155 Street

City of Miami Gardens

FY 2015-2016 Annual Budget Transportation Fund

FY 2015-2016 Transportation Fund Estimated Revenues

Total Transportation Fund Revenues

Revenue Type	Actual FY 09-10	Actual FY 10-11	Actual FY 11-12	Actual FY 12-13	Actual FY 13-14	Estimated FY 14-15	Budget FY15-16	Basis For Budget
1 st Local Option Fuel Tax	\$1,521,890	\$1,601,604	\$1,543,881	\$1,514,920	\$1,528,502	\$1,560,000	\$1,560,000	State estimate
2 nd Local Option Fuel Tax	\$582,079	\$622,828	\$598,259	\$585,738	\$603,544	\$594,000	\$600,000	State estimate
CITT	\$0	\$0	\$296,049	\$3,837,951	\$3,985,238	\$3,600,000	\$3,600,000	County est.
CITT Settlement	\$0	\$0	\$3,519,911	\$0	\$0	\$0	\$0	
Banners	\$3,300	\$4,675	\$4,675	\$6,290	\$7,610	\$510	\$500	
Grants/Intergovt. Revenue	\$48,043	\$116,485	\$110,593	\$909,620	\$33,080	\$31,356	\$31,358	
State Revenue Sharing	\$915,413	\$924,623	\$932,406	\$918,345	\$898,665	\$894,000	\$911,880	State Estimate
Public Works' Permits	\$44,940	\$47,448	\$49,408	\$73,461	\$66,338	\$72,000	\$78,000	
Other	\$505,539	\$213,190	\$200,929	\$236,234	\$305,513	\$199,054	\$252,453	
Reappropriate Fund Balance	\$0	\$0	\$0	\$0	\$0	\$0	\$883,277	
Total Transportation	\$3,621,204	\$3,530,853	\$7,256,111	\$8,082,558	\$7,428,490	\$6,950,920	\$7,917,468	

Analysis

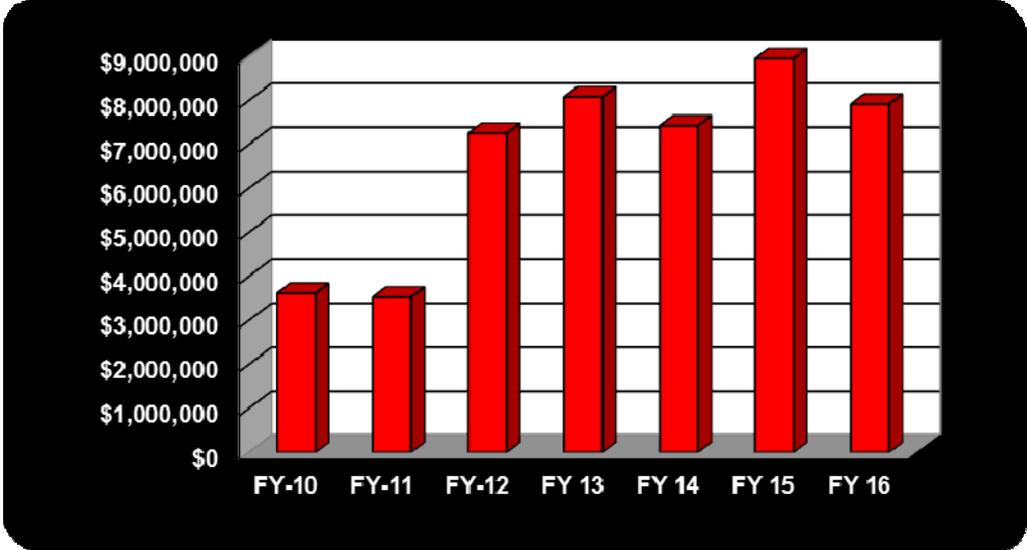
Transportation Fund revenues are generally very steady and predictable. The main sources of revenue are Local Option Gas Tax, State Revenue Sharing and CITT. Miami-Dade County settled with the City in FY 2012 the participation in the Citizens Independent Transportation Trust. The funding is derived from the ½ cent sales tax. There was a one-time settlement distributed in FY 2012 for the City's previous year's share. Effective FY 2013, the City receives its share of revenue based on population.

City of Miami Gardens

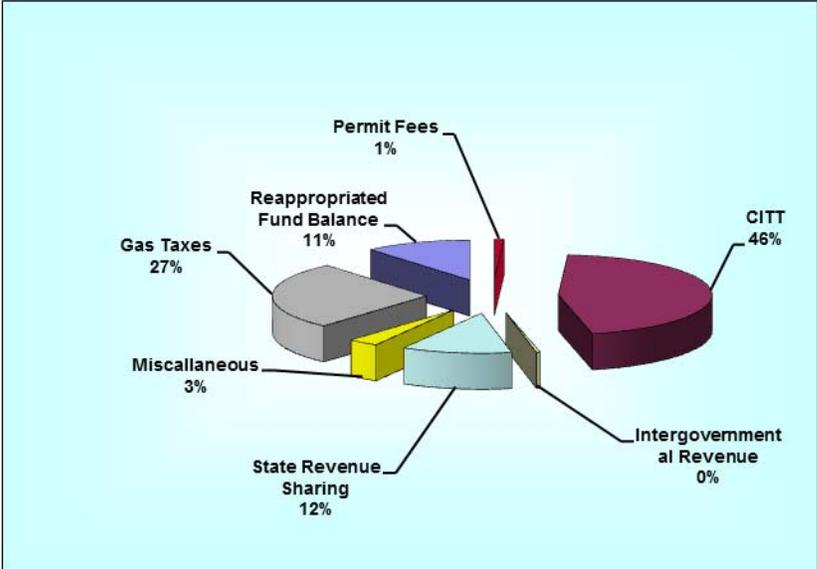
FY 2015-2016 Annual Budget Transportation Fund

Revenue Overview

History of Transportation Fund Revenue



Transportation Fund Revenue by Source for FY 2015-2016 Revenue



City of Miami Gardens

FY 2015-2016 Annual Budget Transportation Fund

PUBLIC WORKS DEPARTMENT ADMINISTRATIVE DIVISION

Mission

The Department operates through four (4) Divisions - The Administration Division, The Keep Miami Gardens Beautiful Program Division, the Streets Division and the Stormwater Utility Operations. The Administration Division of the Public Works Department is responsible for the activities of the Public Works Director and staff.

Staffing Level

Authorized Positions

Fiscal Year 2014-2015	F.T.E.
Public Works Director	1
Assistant Public Works Director	1
Public Works Operations Manager	1
Grants/Contracts Administrator	.3
Sub-Total	3.3

Authorized Positions

Fiscal Year 2015-2016	F.T.E.
Public Works Director	1
Assistant Public Works Director	1
Public Works Operations Manager	1
Sub-Total	3

Accomplishments, Goals and Objectives

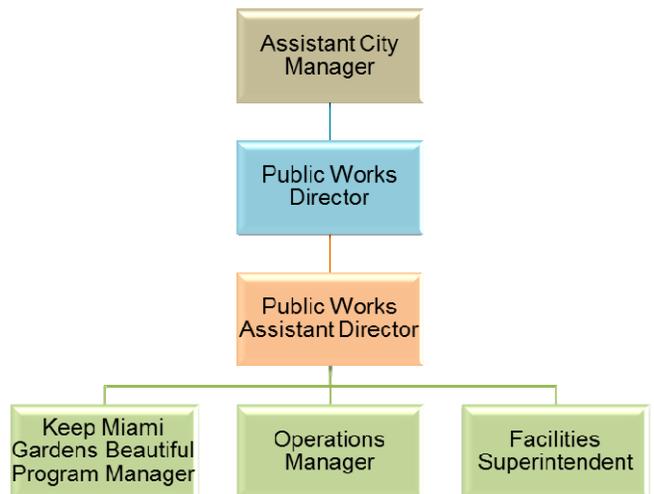
FY 2014-2015 Accomplishments

- Finalized the process for the circulator buses to include all City Council approvals and place the two (2) buses on their two (2) routes.
- Evaluated all the landscaping in the City to streamline the way they are maintained.
- Researched and received grants for additional funds for tree planting to meet our Canopy Study.
- Worked with the Fleet Manager on the aging vehicle future maintenance demand in meeting the FY 2015 budget.
- Evaluated the estimated first year of the City Hall maintenance FY 2015 budget and made the necessary changes for the FY 2016 budget.

FY 2015-2016 Goals and Objectives

- Work with the County to renovate or replace the County Bridge on NW 191 Street west of NW 37 Avenue.
- Assess the first year trolley routes for ridership and destinations.
- Finalize the process for advertising on bus benches to include signage on bus shelters.
- Continue to evaluate the City Hall expenditures due to the Police Department moving into the facility for FY 2017 budget.

Organization Chart



Public Works headquarters building in Sunshine International Park.

City of Miami Gardens

FY 2015-2016 Annual Budget Transportation Fund

PUBLIC WORKS DEPARTMENT ADMINISTRATIVE DIVISION

Division Budget

Expenditures

Category	Actual FY 09-10	Actual FY 10-11	Actual FY 11-12	Actual FY 12-13	Actual FY 13-14	Estimated FY 14-15	Budget FY 15-16
Personnel Services	\$421,977	\$369,259	\$338,566	\$473,044	\$498,606	\$419,575	\$399,834
Operating Expenses	\$834,298	\$1,040,143	\$1,035,495	\$908,092	\$845,644	\$854,621	\$893,343
Capital Outlay	\$76,290	\$0	\$6,484	\$16,421	\$0	\$0	\$0
TOTAL DIVISION	\$1,332,565	\$1,409,402	\$1,380,545	\$1,397,557	\$1,344,250	\$1,274,196	\$1,293,177

Performance Indicators

OBJECTIVES	PERFORMANCE	ACTUAL	ESTIMATED	BUDGET
	INDICATORS	FY 2014	FY 2015	FY 2016
Respond to all customer concerns within 48 hours.	Response time to customer concerns.	24 Hours	24 Hours	24 Hours
Increase the number of awarded grants.	Number of grants awarded.	2	3	2
Secure grant funding whenever feasible for public works.	Amount of grant funding secured.	2	3	2
Ensure all work orders are completed for the FY.	Number of work orders completed.	316	244	275
Obtain "Satisfied" rating from a higher percentage of surveyed customers than previous year.	Percent of customers satisfied with service rendered.	95%	95%	96%

Analysis

The Administrative Division of the Public Works Department is responsible for oversight of the Department's operations through three (3) Operating Divisions (Landscaping, Streets, and Keep Miami Gardens Beautiful) and a separate Division housed in the Stormwater Utility Fund.

In FY 2015, Public Works was responsible for the start-up for the City's First Trolley System; an interlocal agreement with Miami-Dade County was completed with City Council approval on two (2) routes and the design and the naming of the two trolleys – Miami Gardens Express.

City of Miami Gardens

FY 2015-2016 Annual Budget
Transportation Fund

PUBLIC WORKS DEPARTMENT KEEP MIAMI GARDENS BEAUTIFUL DIVISION

Mission

The Keep Miami Gardens Beautiful Program Division of the Public Works Department is responsible for the beautification activities of the City. The Division operates primarily through volunteer efforts and concentrates its efforts on right-of-way beautification and litter removal. It is responsible for City entrance signs and planted areas. The Division sponsors a number of joint programs with the Miami-Dade County Schools and with the various homeowner associations throughout the City. The Division is responsible for monitoring the City's contracts with the Florida Department of Corrections for three (3) Public Works Crews responsible for the removal of litter and assist in maintaining median landscaping.

Staffing Level

Authorized Positions

Fiscal Year 2014-2015	F.T.E.
KMGB Program Manager	1
KMGB Program Coordinator	1
Sub-Total	2

Authorized Positions

Fiscal Year 2015-2016	F.T.E.
KMGB Program Manager	1
KMGB Program Coordinator	1
Sub-Total	2

Accomplishments, Goals and Objectives

FY 2014-2015 Accomplishments

- The City received the 2014 Tree City USA certification.
- The City Adopt-A Tree program gave away over 1000 trees to our residents during the City's Annual Arbor Day celebration.
- Created and assisted in the community garden and fruit tree farm in the Senior Citizen Center through the collaborative efforts of various City Departments and business sponsors.
- Continued increasing the tree canopy in the City per the Tree Canopy Study.

FY 2015-2016 Goals and Objectives

- To apply for an Urban Forest and Keep America Beautiful Grant.
- Plant 1000 street and right of way trees as a part of the City's tree canopy program.
- Create new community pride P.S.A (multi-media campaign).
- Continue the KMGB Programs (Adopt a Road, Earth Day, Swat a Litter Bug, Beautification Awards, and Arbor Day).
- Begin installation of the City's Arboretum.

Organization Chart



City of Miami Gardens

FY 2015-2016 Annual Budget
Transportation Fund

PUBLIC WORKS DEPARTMENT
KEEP MIAMI GARDENS BEAUTIFUL DIVISION

Division Budget

Expenditures

Category	Actual FY 09-10	Actual FY 10-11	Actual FY 11-12	Actual FY 12-13	Actual FY 13-14	Estimated FY 14-15	Budget FY 15-16
Personnel Services	\$145,081	\$145,021	\$155,202	\$157,293	\$124,379	\$124,478	\$122,752
Operating Expenses	\$206,806	\$53,613	\$59,797	\$47,118	\$36,936	\$35,225	\$46,500
Capital Outlay	\$0	\$29,277	\$0	\$0	\$0	\$0	\$0
TOTAL DIVISION	\$351,887	\$227,911	\$214,999	\$204,411	\$161,315	\$159,703	\$169,252

Performance Indicators

OBJECTIVES	PERFORMANCE	ACTUAL	ESTIMATED	BUDGET
	INDICATORS	FY 2014	FY 2015	FY 2016
Recruit Volunteers for clean-up efforts.	Number of volunteer hours.	2,106	3,880	4,000
Increase the City Tree Canopy coverage to 35%.	Number of trees planted.	539	250	450
Save on potable irrigation water usage.	Number of gallons.	45,717	40,472	35,000
Increase the road litter removal.	Number of bags picked up.	7,365	59,920	6,500
Increase the pickup efforts of the crews under the Department of Corrections.	Number of Miles of road that are picked up.	2,123	2,240	2,400
Increase the Adopt A Road sections.	Number of roads adopted.	0	3	2

Analysis

The Division continues to be involved with environmental education. In FY 2014-2015, 441 Landscaping from NW 183 Street to NW 215 Street was completed by FDOT and is now being maintained by the Landscaping Division. The City continues to provide programs to include the Adopt a Road, Earth Day, Swat a Litter Bug, Beautification Awards, Great American Clean-up and Arbor Day.

City of Miami Gardens

FY 2015-2016 Annual Budget Transportation Fund

PUBLIC WORKS DEPARTMENT OPERATIONS/STREETS DIVISION

Mission

The Streets Division of the Public Works Department is responsible for maintenance of the City's 300+ miles of streets, medians, sidewalks and street rights-of-way and 10 miles of canals. The Division administers the annual street paving program and pedestrian access efforts.

The Division serves as the staff of the Stormwater Utility through a charge-back system.

Staffing Level

Authorized Positions

Fiscal Year 2014-2015	F.T.E.
Landscape Superintendent	1
Public Service Supervisor	6
Public Service Worker I	7
Public Service Worker II	7
Public Service Worker III	1
Irrigation Supervisor	1
Irrigation Assistant	1
<u>Irrigation Specialist</u>	<u>1</u>
Sub-Total	25

Authorized Positions

Fiscal Year 2015-2016	F.T.E.
Landscape Superintendent	1
Code Enforcement Officer	.5
Tree Care Specialist	.25
Public Service Supervisor	6
Public Service Worker I	7
Public Service Worker II	7
Public Service Worker III	1
Irrigation Supervisor	1
Irrigation Assistant	1
<u>Irrigation Specialist</u>	<u>1</u>
Sub-Total	25.75



Sidewalk Repairs Project

Accomplishments, Goals and Objectives

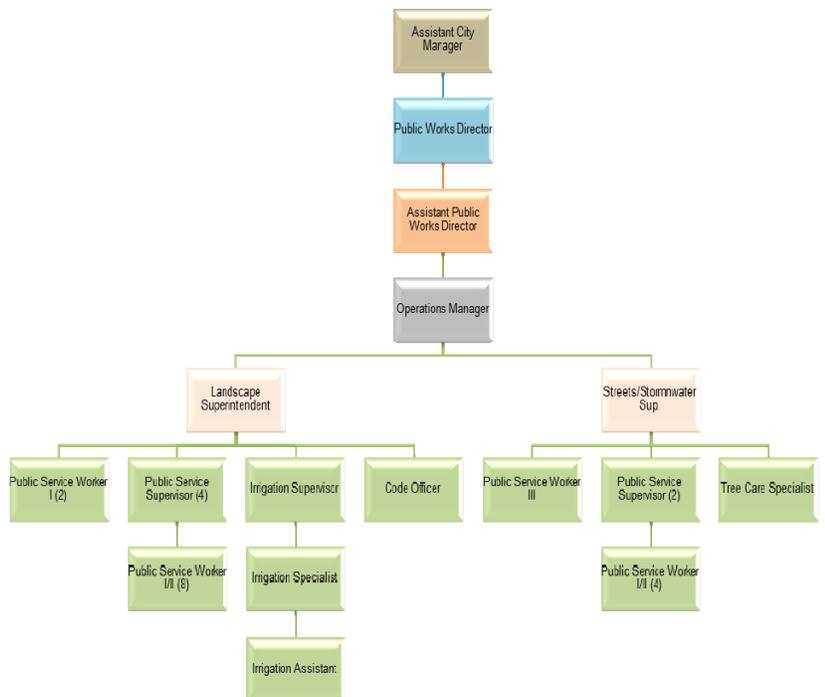
FY 2014-2015 Accomplishments

- Repaired 9,018 feet of sidewalk.
- Installed 45,204 linear feet of sidewalks.
- Collected over 6,027 bags of litter.
- Continued the beautification on the medians throughout the City by adding and replacing plants and trees.
- Started maintaining the new landscaping area on 441 from NW 183 Street to NW 215 Street.

FY 2015-2016 Goals and Objectives

- To repair over 8,000 linear feet of trip and fall sidewalks throughout the City.
- To continue paving streets and adding new sidewalks with CITT Funds.
- Replacement of landscaping throughout the medians.
- Repair potholes, edge of roads, and sinkholes as needed.

Organization Chart



City of Miami Gardens

FY 2015-2016 Annual Budget Transportation Fund

PUBLIC WORKS DEPARTMENT OPERATIONS/STREETS DIVISION

Division Budget

Expenditures

Category	Actual FY 09-10	Actual FY 10-11	Actual FY 11-12	Actual FY 12-13	Actual FY 13-14	Estimated FY 14-15	Budget FY 15-16
Personnel Services	\$1,381,410	\$1,324,599	\$1,375,115	\$1,280,913	\$1,293,865	\$1,296,990	\$1,434,080
Operating Expenses	\$1,054,905	\$493,217	\$562,428	\$527,146	\$242,307	\$230,310	\$257,569
Capital Outlay	\$15,933	\$71,166	\$57,785	\$802,747	\$43,236	\$13,000	\$22,000
Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$109,479
TOTAL DIVISION	\$2,452,248	\$1,888,982	\$1,995,328	\$2,610,806	\$1,579,408	\$1,540,300	\$1,823,129

Performance Indicators

OBJECTIVES	PERFORMANCE	ACTUAL	ESTIMATED	BUDGET
	INDICATORS	FY 2014	FY 2015	FY 2016
Complete all pothole repairs.	Number of potholes repaired.	157	125	105
Complete no less than 1,800 linear feet of sidewalks.	Number of linear feet of sidewalks repaired.	8,122	10,000	11,000
Complete no less than 200 linear feet of new sidewalks installed.	Number of linear feet of new sidewalks installed.	45,717	50,000	62,000
Complete no less than 300 acres of irrigated/maintained swale area.	Number of acres of irrigated/maintained swale area completed.	602	425	475
Complete no less than 150 acres of non- irrigated/ maintained swale area.	Number of acres of non-irrigated/ maintained swale area completed.	271	156	175

Analysis

To date, landscape staff has focused on maintaining the existing landscape and repairs to sidewalks due to trip and fall problems through our Risk Management Office. In this Fiscal Year, CITT Funds will cover repaving roads and replacing/installing sidewalks and replacing broken sidewalks throughout the City. This Division will repair potholes and sinkholes as needed.

Increase in personnel costs for FY 2016 is attributed to allocation costs of 50% for a Code Enforcement Officer to handle animal control issues and 25% of cost for a Tree Specialist position.

City of Miami Gardens

FY 2015-2016 Annual Budget Transportation Fund

DEVELOPMENT SERVICES CITT – Capital Projects

Mission

The Division will utilize funding from the Citizens Independent Transportation Trust Fund to perform capital projects related to improving the ride ability of motorists and the safe access of pedestrians within the City’s right-of-way.

Staffing Level

Authorized Positions

Fiscal Year 2014-2015	F.T.E.
Engineering Project Coordinator	2
City Engineer	.3
Sub-Total	2.3

Authorized Positions

Fiscal Year 2015-2016	F.T.E.
Engineering Project Coordinator	2
Assistant Director	.3
Sub-Total	2.3

Accomplishments, Goals and Objectives

FY 2014-2015 Accomplishments

- Completed roadway improvements, including road widening, drainage, resurfacing, sidewalk repair and ADA improvements on NW 9th Avenue from NW 167 Terrace to NW 170th Terrace.
- Completed sidewalk repair and ADA improvements in the Norland Area, from NW 191 Street to 199 Street between NW 2nd Avenue to NW 7 Avenue.
- Completed sidewalk repair, ADA improvements and bus stop upgrades in the Bunche Park area, from NW 167 Street to NW 157 Street between NW 17 Avenue to NW 27nd Avenue.
- Installed new sidewalk on NW 155 Terrace from NW 27 Court to NW 29 Avenue.

FY 2015-2016 Goals and Objectives

- Update the Roadway Assessment Plan for the City.
- Continue the road pavement program and install/repair sidewalks City-wide.

Organization Chart



City of Miami Gardens

FY 2015-2016 Annual Budget
Transportation Fund

PUBLIC WORKS DEPARTMENT CITT – Capital Projects

Division Budget

Expenditures

Category	Actual FY 09-10	Actual FY 10-11	Actual FY 11-12	Actual FY 12-13	Actual FY 13-14	Estimated FY 14-15	Budget FY 15-16
Personnel Services	N/A	N/A	N/A	N/A	N/A	\$141,741	\$220,799
Operating Expenses	N/A	N/A	N/A	\$199,296	\$308,405	\$381,382	\$345,051
Capital Outlay	N/A	N/A	N/A	\$2,396,938	\$2,819,502	\$2,408,526	\$3,096,627
Reserve	N/A	N/A	N/A	\$0	\$0	\$0	\$0
TOTAL DIVISION	N/A	N/A	N/A	\$2,596,234	\$3,127,906	\$2,931,649	\$3,662,477

Analysis

In FY 2016, CITT Funds will cover the Pavement Management Program to include but not limited to repaving roads and replace/install sidewalks throughout the City. In addition, all the projects will include ADA improvements as needed. Certain communities will be transferring roads to the City as private for public use and the roads will need to be reconstructed to include stormwater drainage and new sidewalks.



Norland ADA sidewalk Project



City of Miami Gardens

FY 2015-2016 Annual Budget Transportation Fund

PUBLIC WORKS DEPARTMENT CITT – Transit

Mission

This Division will utilize the funding from Citizens Independent Transportation Trust to perform capital projects related to ADA sidewalk improvements around the bus stops, bus shelter maintenance/improvements and a bus circulator related to transit.

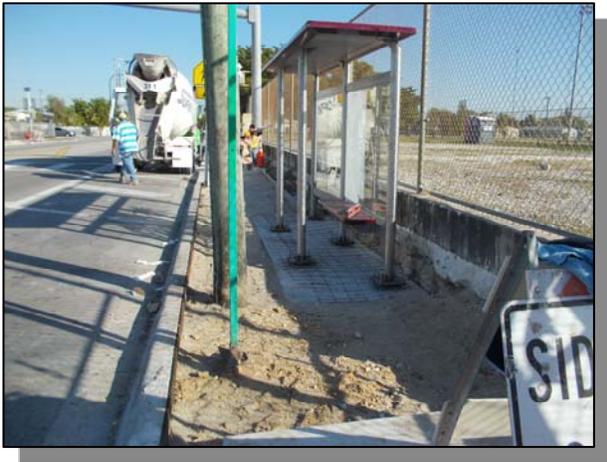
Staffing Level

Authorized Positions

Fiscal Year 2014-2015	F.T.E.
Public Service Worker II	2
Trolley Program Manager	1
Sub-Total	3

Authorized Positions

Fiscal Year 2015-2016	F.T.E.
Public Service Worker I	2
Trolley Program Manager	1
Sub-Total	3



ADA Bus Shelter under construction

Accomplishments, Goals and Objectives

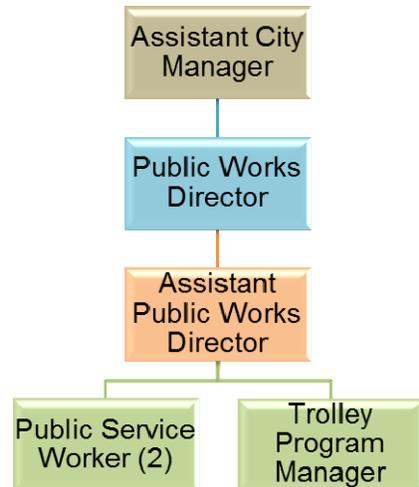
FY 2014-2015 Accomplishments

- Completed fiscal year Bus Stop Sidewalks/ADA Improvements. (2,625 linear feet of sidewalk, 315 linear feet of curbing and 280 square feet of detectable warning surfaces).
- Completed certain repairs on the existing bus shelters and bus stops.

FY 2015-2016 Goals and Objectives

- Complete extra Bus Stop Sidewalks/ADA Improvements throughout the City leading to bus stops/shelters.
- Maintain bus stops/shelters.
- Implement the bus circulator and monitor the two routes.
- Replace weathered and damaged benches and trash receptacles as needed.

Organization Chart



City of Miami Gardens

FY 2015-2016 Annual Budget Transportation Fund

PUBLIC WORKS DEPARTMENT CITT – Transit

Division Budget

Expenditures

Category	Actual FY 09-10	Actual FY 10-11	Actual FY 11-12	Actual FY 12-13	Actual FY 13-14	Estimated FY 14-15	Budget FY 15-16
Personnel Services	N/A	N/A	N/A	\$62,528	\$110,391	\$153,396	\$164,933
Operating Expenses	N/A	N/A	N/A	\$247,671	\$366,346	\$434,080	\$744,500
Capital Outlay	N/A	N/A	N/A	\$70,416	\$44,562	\$85,000	\$60,000
Reserve	N/A	N/A	N/A	\$0	\$0	\$0	\$0
TOTAL DIVISION	N/A	N/A	N/A	\$380,618	\$521,299	\$672,476	\$969,433
TOTAL TRANSPORTATION FUND	\$4,136,700	\$4,651,342	\$3,590,872	\$7,189,627	\$6,734,178	\$6,628,844	\$7,917,468

Performance Indicators

OBJECTIVES	PERFORMANCE	ACTUAL	ESTIMATED	BUDGET
	INDICATORS	FY 2014	FY 2015	FY 2016
Bus schedule efficiency.	Percentage of punctuality in bus stop arrival.	0%	90%	90%
Publicity to public for services provided.	Average number of riders per month.	0	200	350

Analysis

This Fiscal Year, the City has focused on completing ADA issues at the bus shelter areas. In addition, bus shelters, benches and trash cans have been maintained. Miami-Dade County is installing four (4) additional bus shelters with the remaining ARRA funds remaining for the City. Two (2) trolleys were put in service in the City providing riders access to key points (facilities, County bus service connections, and other location inside the City Limits).

Increase in operating expenses for FY 2016 is attributed to a full year of transit operations. The transit program began in June 2015.



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Budget Detail by Fund

Development Services Fund



The Development Services Fund prior to FY 2015 encompassed two (2) operating Departments: Planning and Zoning Services Department and the Building Services Division of the Building and Code Compliance Department. In FY 2015, the Planning and Zoning Services Division is re-classified to the General Fund. Revenues to fund these activities come principally from user fees. Revenues are estimated based on limited historical data as the City has only two (2) years' experience. General economic forecasts for the South Florida vicinity are used to adjust these estimates up or down, depending on trends.



City of Miami Gardens

FY 2015-2016 Annual Budget Development Services Fund

FY 2015-2016 Development Services Fund Estimated Revenues

Total Development Services Fund

Revenue Type	Actual FY 09-10	Actual FY 10-11	Actual FY12-13	Actual FY13-14	Estimated FY 14-15	Budget FY 15-16
Planning & Zoning Fees	\$190,057	\$370,002	\$453,364	\$292,916	\$0	\$0
Fee Surcharge	\$0	\$132,713	\$204,640	\$236,686	\$204,629	\$241,599
Building Permits	\$1,906,473	\$1,611,786	\$1,624,783	\$1,702,120	\$1,648,183	\$1,645,656
Grants	\$0	\$5,730	\$0	\$0	\$0	\$0
BCCO	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous Revenue	\$59,176	\$3,457	\$15,764	\$46,219	\$25,480	\$6,770
Gen Fund Subsidy	\$1,493,585	\$0	\$0	\$0	\$0	\$0
Total Development Services Fund Revenue	\$3,667,636	\$2,128,688	\$2,298,551	\$2,277,941	\$1,878,292	\$1,894,025

Analysis

The Development Services Fund had very good years of revenue generation during FY 2005 and FY 2006. FY 2007 saw the beginning of a slowdown in the local building community. The General Fund had to provide subsidy for a couple of years.

In FY 2015, the Planning and Zoning Division will be re-classed to the General Fund, and according to Florida Statute, only building and permitting activities will be recorded in this Fund.

City of Miami Gardens

FY 2015-2016 Annual Budget Development Services Fund

BUILDING SERVICES DIVISION

Mission

The Building Services Division commits to preserve the health, safety and welfare of its residents, businesses and the general public through the interpretation and enforcement of the Florida Building Code, as well as other applicable regulations governing construction and land use. The Division is committed to providing quality services to all citizens through innovation, continuous improvement, and excellence in customer service. Through orderly review, processing, issuance and inspection of building permits, we ensure construction within the City complies with the provisions of all applicable codes to enhance the general quality of life.

Staffing Level

Authorized Positions

Fiscal Year 2014-2015	F.T.E.
Building & Code Compliance Director/Bldg. Official	.5
Chief Building Inspector	1
Chief Electrical Inspector	1
Executive Secretary I	.5
Chief Plumbing Inspector	1
Chief Mechanical Inspector	.5
Building Inspector	1
Chief Plans Examiner	1
Senior Permit & Licensing Clerk	1
Structural Plans Examiner	.5
Development Services Administrator	.5
Permit & Licensing Clerk	7
Total	15.5

Authorized Positions

Fiscal Year 2015-2016	F.T.E.
Development Services Director	.5
Chief Building Inspector	1
Chief Electrical Inspector	1
Executive Secretary I	.5
Chief Plumbing Inspector	.8
Chief Mechanical Inspector	.8
Building Inspector/Plans Examiner	1.8
Senior Permit & Licensing Clerk	2
Structural Plans Examiner	.5
Assistant Development Services Director	.2
Permit & Licensing Clerk	6
Total	15.1

Accomplishments, Goals and Objectives

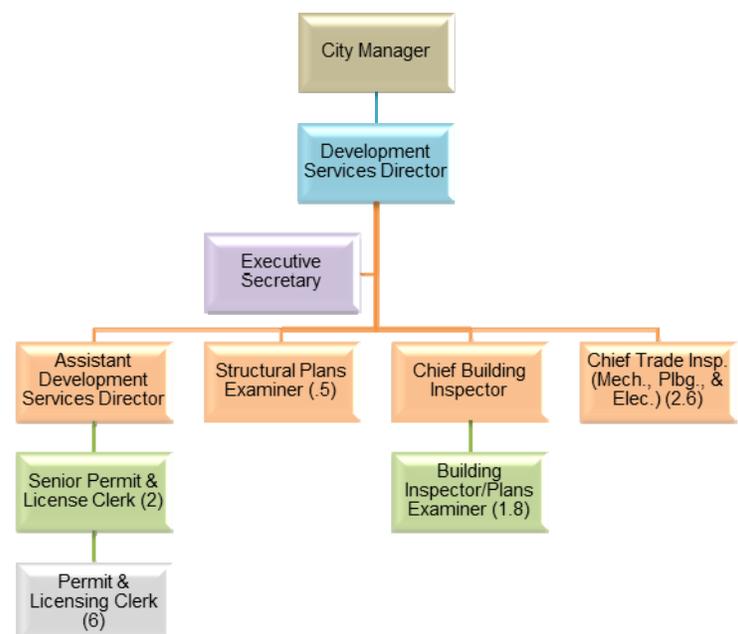
FY 2014-2015 Accomplishments

- Establish Point of Development Service (PODS) to enhance development process.
- Intake Miami-Dade County permits applications to streamline development process.
- Host Economic Development and Investment summit.

FY 2015-2016 Goals and Objectives

- Implement electronic plan review.
- Identify and Initiate process/service improvements.
- Improve Community Rating System (CRS) rating.
- Identify incentives to attract businesses to the City.

Organization Chart



City of Miami Gardens

FY 2015-2016 Annual Budget Development Services Fund

BUILDING DEPARTMENT

Division Budget

Expenditures

Category	Actual FY 09-10	Actual FY 10-11	Actual FY 11-12	Actual FY 12-13	Actual FY 13-14	Estimated FY 14-15	Budget FY 15-16
Personnel Services	\$1,774,211	\$1,500,757	\$1,363,398	\$1,339,280	\$1,408,571	\$1,379,306	\$1,351,848
Operating Expenses	\$999,569	\$534,894	\$502,124	\$438,180	\$447,402	\$525,107	\$542,177
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL DEPARTMENT	\$2,773,780	\$2,035,651	\$1,865,523	\$1,777,460	\$1,855,973	\$1,904,413	\$1,894,025

Performance Indicators

OBJECTIVES	PERFORMANCE INDICATORS	ACTUAL FY 2014	ESTIMATED FY 2015	BUDGET FY 2016
	Complete all construction inspections within the next day of inspection requests, 100% of the time.	Percentage of time inspections completed within the next day after request.	96%	90%
Identification of unsafe structures/buildings and respond to resident calls/Fire & Police Departments as required and/or within one day of call.	Average percentage of inspections completed within the next day after request or to meet the emergency response.	Not measured	100%	100%
Maintain the Plan Review time at 5 days or less, 85% of the time.	Percentage of time Plan reviews were performed within required timeframe.	100%	100%	100%
Continue to utilize the Unsafe Structures Board as a mechanism for removing unsafe structures by holding a minimum of 1 meeting each year.	Number of Unsafe Structure Board Meetings held per year.	Not measured	2	3
Maintain or lower the current Community Rating System (CRS) rating by achieving annual certification requirements.	CRS level achieved for the year.	Not measured	20	18
Complete review & processing of all walk through/one stop permits within 24 hours.	Percentage of time permits reviewed and processed within 24 hours.	Not measured	95%	95%

Analysis

In FY 2014-15, the Division experienced a significant increase in plan review and inspections signifying an upswing in the economy. To facilitate development, the Division implemented Point of Development Services (PODS) allowing applicants to have one point of contact within the Division from inception to completion of construction. Through the unsafe structures process, several structures were demolished in an effort to eradicate vacant and abandoned properties.

In FY 2015-16, the Division expects to continue experiencing the effects of positive momentum resulting from the rebounding economy. There are a significant number of commercial projects anticipated to be submitted within the fiscal year. The Division will continue reviewing its overall functionality of each operated program with focus on improving customer service and work task efficiency. The Division anticipates these improvements will promote employee morale, customer satisfaction, and staff accountability.



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Budget Detail by Fund

Capital Projects Fund



The Capital Projects Fund is an accounting entity designed to ease the administration of multi-year capital projects. Capital Expenditures are defined as amounts expended for fixed asset acquisitions and improvements thereto. Generally, an asset is considered a capital expenditure if over \$10,000 with an expected life of 10 years or more.

The Division of Capital Improvement Projects is responsible for the planning, coordination, execution, and supervision of all construction related capital projects in the City, and for the administration of all capital funds.

Revenues in the Capital Projects Fund are determined by the secured grants and proposed or prior bond issues. For the past few years, the Division has been busy with the City Hall Project, and parks improvements. In late FY 2014, the City issued a \$60,000,000 General Obligation Bond, therefore, the Division will be busy with many projects in the coming few years. Any unspent bond proceeds of the projects will be automatically carried forward to the next fiscal year.

City of Miami Gardens

FY 2015-2016 Annual Budget Capital Projects Fund

FY 2015-2016 Capital Projects Fund Estimated Revenues

Capital Projects Fund Revenues

Category	Actual FY 09-10	Actual FY 10-11	Actual FY 12-13	Actual FY 13-14	Estimated FY 14-15	Budget FY 15-16
Bonds/Loans	\$0	\$55,000,000	\$0	\$66,184,065	\$5,000,000	\$0
Transfers-In	\$2,235,870	\$960,661	\$4,918,298	\$5,204,701	\$5,123,069	\$5,905,368
Grants	\$5,767,617	\$5,183,243	\$1,611,944	\$1,981,943	\$472,705	\$0
Impact Fees	\$0	\$0	\$0	\$0	\$0	\$0
Reappropriate Fund Balance	\$2,846,510	\$0	\$0	\$0	\$500,000	\$0
Other	\$16,518	\$1,017,832	\$1,826,773	\$1,578,174	\$1,218,776	\$1,132,504
TOTAL FUND	\$62,161,736	\$8,357,015	\$8,357,015	\$74,948,883	\$12,314,550	\$7,037,872



New City Hall – Police Headquarter is under construction and scheduled to be completed by Fall 2015

City of Miami Gardens

FY 2015-2016 Annual Budget Capital Projects Fund

CAPITAL PROJECTS FUND OPERATING DIVISION

Mission

The Capital Projects Fund is an accounting entity designed to ease the administration of multi-year capital projects. The Capital Budget presents project budgets for both the current and planned capital projects necessary to improve, enhance and maintain public facilities and infrastructure to meet the needs and service demands of residents and visitors.

The projects include improvements to the parks, police building, City offices and other facilities. The Department manages the architects, engineers, and construction contractors responsible for the design and construction for all City projects.

The Capital Improvement Projects Department strives to enrich the quality of life of City residents and visitors by delivering quality development and management of construction projects in the City's Comprehensive Development Plan and Bond Implementation Plan.

Accomplishments, Goals and Objectives

FY 2014-2015 Accomplishments

- Completed minor renovations at Norwood Pool.
- Completed construction for Lester Brown fitness station.
- Completed construction for the new City Hall/Police Municipal complex, Phase II.
- Completed construction for the Walking Trail for Rolling Oaks Park.
- Started planning and/or design for General Obligation Bond high priority projects.

FY 2015-2016 Goals and Objectives

- Issuance of request for qualifications for General Obligation Bond remaining priority projects.
- 50% completion of high priority General Obligation Bond projects.
- Complete construction and move into the new Police Department Building.

Staffing Level

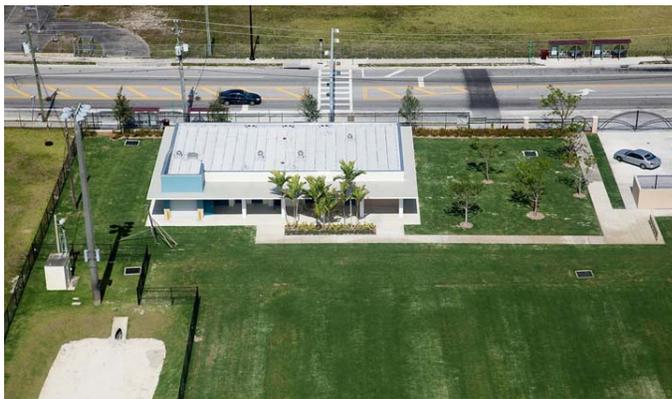
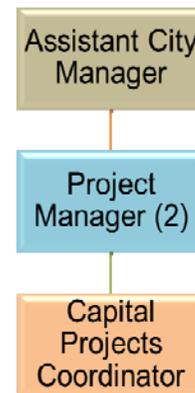
Authorized Positions

Fiscal Year 2014-2015	F.T.E.
Capital Projects Director (Freeze in FY 2015)	1
Project Manager	2
CIP Coordinator	1
Sub-Total	4

Authorized Positions

Fiscal Year 2015-2016	F.T.E.
Project Manager	2
CIP Coordinator	1
Sub-Total	3

Organization Chart



North Dade Optimist Park

City of Miami Gardens

FY 2015-2016 Annual Budget Capital Projects Fund

CAPITAL PROJECTS FUND OPERATING DIVISION

Fund Budget

Expenditures

Category	Actual FY 09-10	Actual FY 10-11	Actual FY 11-12	Actual FY 12-13	Actual FY 13-14	Estimated FY 14-15	Budget FY 15-16
Personnel Services	\$466,652	\$458,428	\$508,026	\$529,801	\$586,570	\$332,019	\$338,082
Operating Expenses	\$461,054	\$689,694	\$138,070	\$116,509	\$164,504	\$147,452	\$88,400
Capital Outlay	\$7,757,357	\$9,183,761	\$9,649,083	\$31,130,025	\$12,390,065	\$6,022,105	\$0
Debt Service	0	\$3,768,026	\$4,184,532	\$4,610,934	\$6,071,477	\$5,829,829	\$6,611,390
TOTAL DIVISION	\$8,685,063	\$14,099,909	\$14,479,711	\$36,387,270	\$19,212,616	\$12,331,405	\$7,037,872
TOTAL CAPITAL PROJECT FUND	\$8,685,063	\$14,099,909	\$14,479,711	\$36,387,270	\$19,212,616	\$12,331,405	\$7,037,872

Performance Indicators

OBJECTIVES	PERFORMANCE INDICATORS	ACTUAL FY 2014	ESTIMATED FY 2015	BUDGET FY 2016
	Complete 100% of minor construction projects within budget.	Percentage of minor projects completed within budget.	N/A - No minor projects	100%
Complete 100% of minor construction projects on time.	Percentage of minor projects completed on time.	N/A - No minor projects	100%	100%
Complete 100% of assigned capital projects by scheduled date.	Percentage of major capital projects completed by the Scheduled date.	66.66%	50%	100%
Ensure designs of construction projects are accurate and reflect the appropriate needs of the project.	No. of change orders requested for construction project.	39	7	10

Analysis

The Police Headquarters building will be completed by Fall 2015, marking the completion of the Municipal Complex. General Obligation Projects will continue in FY 2016 and future years.

Any unspent bond proceeds from the General Obligation Bond will automatically be carried forward to the next fiscal year and the budget will then be re-appropriated accordingly.

Budget Detail by Fund

-- Stormwater Utility Fund --



The Stormwater Utility Fund was created to account for the revenues and expenditures associated with the City's Stormwater Utility. Revenues to this fund come from a Stormwater assessment against all property in the City as well as from grants for specific projects. Assessments are determined by a property's total number of Equivalent Residential Units (ERUs). Each ERU represents 1,548 square feet of impervious surface. The rate is \$4 per ERU per month. Revenue is based on a count of existing ERUs adjusted for estimated new construction coming on-line during the fiscal year.

Actual work and supervision of the Utility's employees are handled by the Public Works Department.



City of Miami Gardens

FY 2015-2016 Annual Budget Stormwater Utility Fund

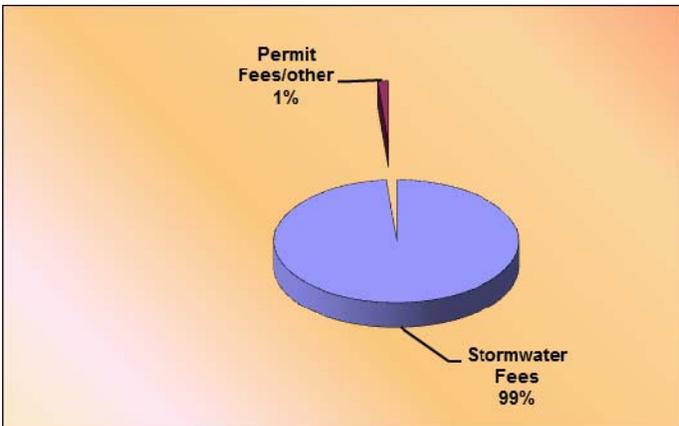
FY 2015-2016 Stormwater Utility Fund Estimated Revenues

Stormwater Utility Fund Revenues

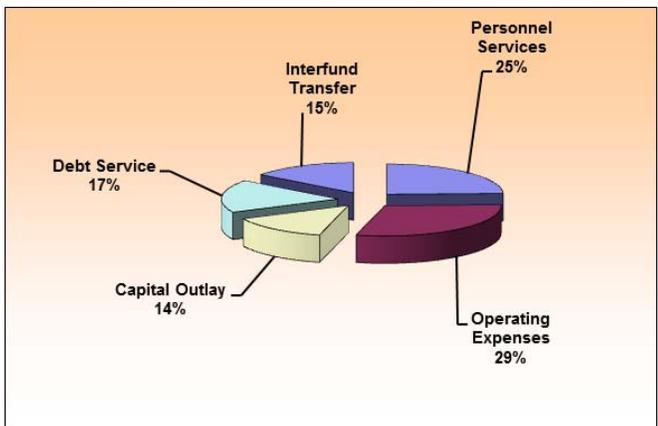
Category	Actual FY 09-10	Actual FY 10-11	Actual FY 11-12	Estimated FY 12-13	Estimated FY 13-14	Budget FY 14-15	Actual FY-15-16
Stormwater Fees	\$3,456,364	\$3,395,000	\$3,658,509	\$3,427,434	\$3,738,463	\$3,578,616	\$3,564,845
Grant	\$88,275	\$512,073	\$701,670	\$0	\$38,650	\$360,000	\$0
Other	\$39,517	\$26,000	\$101,057	\$78,313	\$69,562	\$46,672	\$49,000
TOTAL FUND	\$6,584,156	\$3,933,073	\$4,461,234	\$3,505,747	\$3,846,675	\$3,985,288	\$3,613,845

Stormwater Fund Revenues/Expenditures Breakdown

Stormwater Utility Source of Revenues



Stormwater Utility Expenditure Profile



City of Miami Gardens

FY 2015-2016 Annual Budget Stormwater Utility Fund

STORMWATER UTILITY FUND OPERATING DIVISION

Mission

The mission of the Stormwater Utility is to identify and resolve flooding issues within the City. It does this through routine maintenance of drainage structures, street cleaning, construction of new drainage systems and the periodic cleaning of canals.

Staffing Level

Authorized Positions

Fiscal Year 2014-2015	F.T.E.
Floodplain Coordinator	1
Administrative Analyst	1
City Engineer	.7
Engineers	1
Inspector	1
Superintendent	1
Street Sweeper Operator	1
Stormwater Worker III	2
Stormwater Worker I	4
Total	12.7

Authorized Positions

Fiscal Year 2015-2016	F.T.E.
Tree Care Specialist	.75
Administrative Analyst	1
Civil Engineer	1
Building Inspector/Plans Examiner	.2
Chief Plumbing Inspector/Plans Examiner	.2
Assistant Director Development Services	.5
Engineering Inspector	1
Superintendent	1
Street Sweeper Operator	1
Stormwater Worker III	2
Stormwater Worker I	4
Total	12.65



Accomplishments, Goals and Objectives

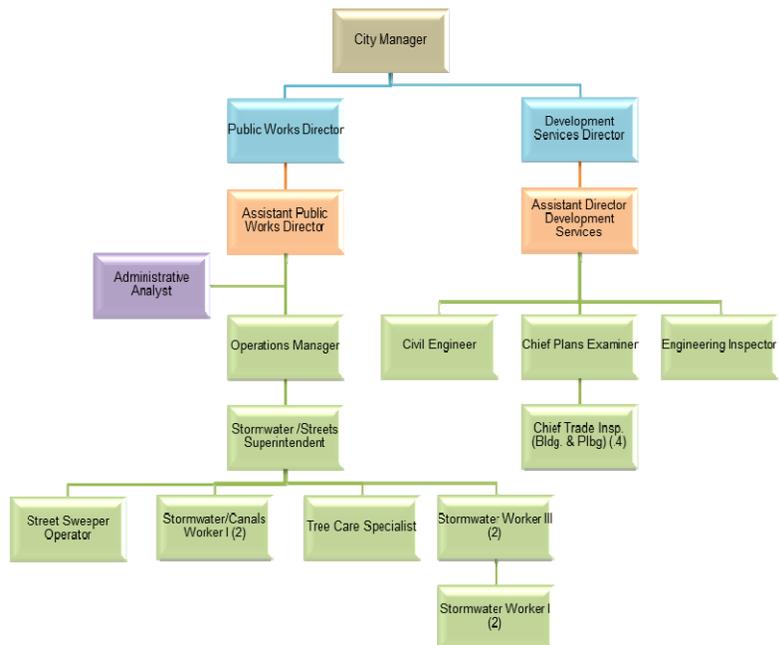
FY 2014-2015 Accomplishments

- Completed update assessment for the tax roll through the Property Appraiser's Office for the annual Stormwater fees/billing.
- Completed the swale re-grading projects for the Legislative State Grant.

FY 2015-2016 Goals and Objectives

- Begin construction for the Vista Verde Stormwater Improvement Project Phases 2 and 3 and NW 213 Street and NW 39 Avenue to NW 215 Street.
- Continue canal improvement to include culverts, erosion control, etc.
- Continue cleaning stormwater drainage systems throughout the City.

Organization Chart



City of Miami Gardens

FY 2015-2016 Annual Budget Stormwater Utility Fund

STORMWATER UTILITY FUND OPERATING DIVISION

Fund Budget

Expenditures

Category	Actual FY 09-10	Actual FY 10-11	Actual FY 11-12	Actual FY 12-13	Actual FY 13-14	Estimated FY 14-15	Budget FY 15-16
Personnel Services	\$855,314	\$917,251	\$960,488	\$800,519	\$865,858	\$806,850	\$888,875
Operating Expenses/Reserve	\$2,100,719	\$2,266,929	\$2,488,839	\$2,397,821	\$2,101,656	\$1,949,704	\$2,224,970
Capital Outlay	\$0	\$0	\$54,719	\$119,000	\$22,854	\$888,402	\$500,000
TOTAL DIVISION	\$2,956,033	\$3,184,180	\$3,504,046	\$3,317,340	\$2,990,368	\$3,644,956	\$3,613,845
TOTAL STORMWATER UTILITY FUND	\$2,956,033	\$3,184,180	\$3,504,046	\$3,317,340	\$2,990,368	\$3,644,956	\$3,613,845

Performance Indicators

OBJECTIVES	PERFORMANCE	ACTUAL	ESTIMATED	BUDGET
	INDICATORS	FY 2014	FY 2015	FY 2016
Respond to 100% of citizen requests within 48 hours.	Percent response to within 48 hours.	90%	92%	93%
Clean and inspect no less than 600 Catch Basins.	Number of catch basins cleaned and inspected.	745	916	825
Clean and inspect no less than 12,000 linear feet of drainage piping .	Number of drainage piping cleaned and inspected.	35,837	44,564	36,625
Clean 1000 miles of streets with the sweeper.	Number of miles of streets swept.	2,823	3,232	2,300
Clean, inspect, or maintain 50 culverts.	Number of culverts cleaned, inspected or maintained.	28	40	32
Clean and inspect no less than 500 manholes.	Number of manholes cleaned and inspected.	574	752	620

Analysis

In FY 2015, routine operations continue in street cleaning and sweeping with drain/catch basin cleaning to reduce minor flooding caused by clogged drainage systems. In addition, KMGB is assisting Stormwater to plant trees in the swale area. Furthermore, the Department is monitoring the maintenance of the canal by Miami-Dade County and the grass cutting of canal adjacent vegetation areas.

Increase in personnel expenses in FY 2016 is attributed to a full year vacancy of the City Engineer position in FY 2015.

City of Miami Gardens

FY 2015-2016 Annual Budget **Debt Service Fund**



The Debt Service Fund was created in FY 2008 to provide transparency to the City’s debt issues. User Departments make internal transfers into the Debt Service Fund in the amount of their pro-rata share of various bond issues; the payments to the bond holders are made from here.

FY 2015-2016 Debt Service Fund Estimated Revenues

Debt Service Fund Revenues

Category	Actual FY 09-10	Actual FY 10-11	Actual FY 11-12	Actual FY 12-13	Actual FY 13-14	Estimated FY 14-15	Budget FY 15-16
Property tax	0	0	0	0	0	\$4,254,449	\$4,446,215
Transfers-in	\$6,637,910	\$9,602,096	\$13,685,523	\$8,709,535	\$8,745,307	\$21,508,610	\$8,892,527
Misc. Rev.	0	0	0	0	0	\$120,000	\$0
Fund Balance	n/a	n/a	n/a	\$2,610,305	\$1,051,162	\$500,000	\$0
TOTAL FUND	\$6,637,910	\$9,602,096	\$13,685,523	\$11,319,840	\$11,319,840	\$26,383,059	\$13,338,742

City of Miami Gardens

FY 2015-2016 Annual Budget
Debt Service Fund

DEBT SERVICE FUND

Mission

The Debt Service Fund was established to account for and pay the principal and interest on the City's various debt issues. Funds are received by inter-fund transfers from the various operating funds in proportion to the equipment or facilities purchased for them.

The use of the Debt Service Fund provides additional transparency to the general public as to the City's bonded indebtedness. Also, included in the fund are capital lease payments for equipment financed in this manner. There is no staff in this fund.

Accomplishments, Goals and Objectives

FY 2014-2015 Accomplishments

n/a

FY 2015-2016 Goals and Objectives

n/a

Staffing Level

Authorized Positions

Fiscal Year 2014-2015 F.T.E.

No employees

Authorized Positions

Fiscal Year 2015-2016 F.T.E.

No employee

Typical Bond Projects
Parks Improvements, Police vehicles, purchase of parkland, city buildings and equipment.



City of Miami Gardens

FY 2015-2016 Annual Budget Debt Service Fund

DEBT SERVICE FUND

Fund Budget

Category	Actual FY 09-10	Actual FY 10-11	Actual FY 11-12	Actual FY 12-13	Actual FY 13-14	Estimated FY 14-15	Budget FY 15-16
Personnel Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debt Service	\$6,637,910	\$7,257,889	\$9,602,097	\$10,506,967	\$9,912,221	\$26,161,237	\$13,338,742
TOTAL DIVISION	\$6,637,910	\$7,257,889	\$9,602,097	\$10,506,967	\$9,912,221	\$26,161,237	\$13,338,742
TOTAL DEBT SERVICE FUND	\$6,637,910	\$7,257,889	\$9,602,097	\$10,506,967	\$9,912,221	\$26,161,237	\$13,338,742

Analysis

The Debt Service Fund was started mid-year in FY 2008. The increase in debt service for FY 2013 is attributed to the debt service payment of the City Hall Bond. A slight reduction in FY 2014 as two (2) of the bonds are paid off in FY 2013.

Increase in debt services for FY 2015 is attributed to the debt payments for the General Obligation Bond approved by the voters in April 2014 and the decrease of taxable bonds which the City completed the sale of the two (2) economic development properties purchased under financing in 2009.

City of Miami Gardens

FY 2015-2016 Annual Budget General Fund

Revenues		Estimated 09/30/15	Manager's 2016 Budget	Notes
Property Taxes				
01-00-00-311-000-00	Ad Valorem Taxes	22,115,328	23,631,450	millage rate 6.9363
01-00-00-311-001-00	Delinquent Ad Valorem Taxes	300,000	500,000	
Utility Taxes				
01-00-00-314-100-00	Electric Utility Tax	6,251,167	6,300,000	
01-00-00-314-300-00	Water Utility Tax	986,000	990,000	
01-00-00-314-400-00	Gas Utility Tax	220,000	220,000	
01-00-00-315-510-00	Telecommunication Tax	3,595,576	2,496,000	
Other Taxes				
01-00-00-316-000-00	Local Business Tax	960,000	980,000	
Franchise Fees				
01-00-00-323-100-00	Electric Franchise Fee	2,073,117	2,093,848	
01-00-00-323-400-00	Gas Franchise Fee	180,000	185,000	
01-00-00-323-700-00	Solid Waste Franchise Fee	861,473	880,000	
01-00-00-323-901-00	Towing Franchise Fees	150,000	150,000	
Permits, Fees and Assessments				
01-00-00-322-001-00	Planning & Zoning Fees	439,109	300,000	
01-00-00-329-100-00	Alarm Permit Fees	52,000	52,000	
01-00-00-329-200-00	Landlord Permit Fees	165,000	168,000	
01-00-00-329-600-00	Special Events Permit	14,000	12,000	
01-00-00-329-700-00	Towing Permit Fees	2,000	2,000	
01-00-00-329-800-00	Certificates of Use	433,400	435,000	
01-00-00-329-900-00	Certificate of Re-Occupancy	245,000	245,000	
Intergovernment Revenue				
State/Federal Shared Revenues				
01-00-00-331-200-00	Federal Grant - Public Safety	14,552	0	
01-00-00-331-202-00	Byrne Grant	10,745	0	
01-00-00-331-203-00	Cops Grant	268,690	743,763	COPS III \$355,694; COPS IV \$379,304
01-00-00-331-250-00	US Department of Justice	22,000	40,000	
01-00-00-334-200-00	State Grant - Public Safety	6,660	0	
01-00-00-334-600-00	Human Services	6,349	8,400	Food grant for afterschool program
01-00-00-335-120-00	State Revenue Sharing	2,728,756	3,105,945	State Estimate
01-00-00-335-150-00	Alcoholic Beverage Licenses	23,000	25,000	
01-00-00-335-180-00	Half-Cent Sales Tax	8,014,226	8,532,881	State Estimate
01-00-00-337-204-00	Byrne Grant - County	4,500	0	
01-00-00-337-700-00	Local Grant - Cultural	0	0	
Shared Revenues: Other				
01-00-00-338-001-00	County Occupational Licenses	134,000	134,000	
Charges for Services				
01-00-00-341-100-00	Recording Fees	800	800	
01-00-00-341-101-00	Lien Searches	130,632	110,000	
01-00-00-341-300-00	Bid Specs Fees	0	0	
01-00-00-341-301-00	Lien Reduction Application Fee	45,000	40,000	
01-00-00-341-302-00	Amesty Lien Reduction Application	117,589	100,000	
01-00-00-341-900-00	Passport Fees	126,022	125,000	
01-00-00-341-920-00	Election Qualifying Charges & Fees	0	1,200	
01-00-00-342-100-00	Police Services	108,226	60,000	
01-00-00-342-105-00	Off Duty Police Officer Revenue	1,509,028	1,709,496	
01-00-00-347-200-00	Parks and Recreation	358,020	375,000	
01-00-00-347-201-00	Pool Admissions	67,278	70,000	
01-00-00-347-202-00	Recreation Facility Rentals	36,910	40,000	
01-00-00-347-203-00	Youth Sports Program	88,871	90,000	
01-00-00-347-204-00	Community Center Memberships	57,133	67,133	
01-00-00-347-205-00	P & R Sponsorship/Fundraiser	51,629	0	
01-00-00-347-206-00	Contract Classes	56,828	56,828	
01-00-00-347-207-00	BTF Rentals	79,807	94,807	
01-00-00-347-411-00	MLK-Vendors	0	0	
01-00-00-347-415-00	Jazz Festival	3,607,440	4,242,000	
01-00-00-347-416-00	Jazz in the Garden-Vendors	6,746	8,000	
01-00-00-347-418-00	Jazz in the Gardens - Women's Impact	2,547	0	
01-00-00-347-420-00	Pink Week	0	0	
01-00-00-349-101-00	Vending Machines	4,500	6,600	

City of Miami Gardens

FY 2015-2016 Annual Budget General Fund

Revenues- Con't	Estimated 09/30/15	Manager's 2016 Budget	Notes
Fines and Forfeitures			
01-00-00-351-100-00	5,305	5,400	Parking Fines
01-00-00-351-200-00	5,035	5,400	School Crossing Guard - Clerk
01-00-00-351-300-00	195,061	195,000	School Crossing Guard - County
01-00-00-351-500-00	187,043	225,799	Traffic Fines
01-00-00-351-510-00	615,136	570,000	Red Light Camera - County
01-00-00-354-100-00	500	500	Nuisance Abatement Fine
01-00-00-354-101-00	0	0	Code Enforcement Lot Clearing Fines
01-00-00-354-103-00	517,059	500,000	Code Enforcement Fines
01-00-00-359-010-00	2,128,513	1,678,556	Red Light Camera Fines
01-00-00-359-011-00	105,000	120,000	Red Light Special Master
01-00-00-359-200-00	178,239	350,000	False Alarms Fines
Miscellaneous Revenues			
01-00-00-361-100-00	5,913	6,000	Interest
01-00-00-365-000-00	18,000	0	Sales of Other Assets
01-00-00-366-000-00	22,000	0	Contributions and Donations
01-00-00-366-001-00	1,000	0	Commission for Women donations
01-00-00-369-400-00	1,147,078	1,140,000	Slot Machine Revenue
01-00-00-369-900-00	13,049	10,000	Other Miscellaneous Revenues
01-00-00-369-902-00	2,250	2,250	Lobbying Registration Fees
01-00-00-369-903-00	120,000	95,000	Insurance Reimbursement
01-00-00-369-905-00	55,225	50,000	Foreclosure property registry
01-00-00-369-906-00	14,360	14,000	Rebates
01-00-00-369-907-00	2,005	5,000	Event Parking
01-00-00-369-908-00	150,000	175,000	BillBoard
01-00-00-369-908-00	0	69,120	Police Vehicle usage
Other Sources			
01-00-00-381-015-10	375,152	382,656	Inter Transf - Transportation
01-00-00-381-026-15	391,225	399,050	Inter Transf - Develop Svc.
01-00-00-381-029-41	253,253	258,319	Inter Transf - Stormwater
01-00-00-384-000-00	0	0	Bond Proceeds
01-00-00-389-000-00	0	240,000	Re-appropriation of Fund Balance
TOTAL GENERAL FUND REVENUE	\$63,239,054	\$65,924,200	

City of Miami Gardens

FY 2015-2016 Annual Budget

General Fund

Office of the Mayor

Expenditures

		Estimated 09/30/15	Manager's 2016 Budget	Notes
Operating Expenditures				
01-11-00-511-310-00	Professional Services	84,216	80,000	Lobbying Activities
01-11-00-511-400-00	Travel and Per Diem	5,932	2,648	
01-11-00-511-480-00	Promotional Activities	2,900	2,700	
01-11-00-511-523-00	CMG Junior Council	7,500	7,500	
01-11-00-511-540-00	Books, Publications, and Dues	45,500	43,900	
01-11-00-511-550-00	Educational & Training	1,000	1,400	
Non-Operating Expenditures				
01-11-00-511-821-00	Aid to Community Organization	46,000	30,000	Chamber of Commerce
Total Legislative		\$193,048	\$168,148	

City of Miami Gardens

FY 2015-2016 Annual Budget

General Fund

LEGISLATIVE DEPARTMENT

Expenditures

	Estimated 09/30/15	Manager's 2016 Budget	Notes
Personnel Services			
01-11-01-511-106-00	42,461	42,000	Mayor's Salary
01-11-01-511-107-00	72,790	72,001	Council Salaries
01-11-01-511-201-00	8,818	8,722	FICA
01-11-01-511-202-00	8,167	7,959	Retirement
01-11-01-511-203-00	79,681	84,780	Life and Health Insurance
01-11-01-511-206-00	884	876	ICMA Deferred Compensation
Operating Expenditures			
01-11-01-511-411-00	11,519	11,700	Telephone
01-11-01-511-490-00	14,400	14,400	Mayor's Expense
01-11-01-511-491-00	14,400	5,000	Seat 1 Expense Account
01-11-01-511-492-00	14,400	14,400	Seat 2 Expense Account
01-11-01-511-493-00	14,400	5,000	Seat 3 Expense Account
01-11-01-511-494-00	14,400	14,400	Seat 4 Expense Account
01-11-01-511-495-00	14,400	5,000	At Large Seat 5 Expense
01-11-01-511-496-00	14,400	14,400	At Large Seat 6 Expense
01-11-01-511-490-01	5,000	5,000	Mayor's Special Event
01-11-01-511-491-01	5,000	14,400	Seat 1 Special Event
01-11-01-511-492-01	5,000	5,000	Seat 2 Special Event
01-11-01-511-493-01	5,000	14,400	Seat 3 Special Event
01-11-01-511-494-01	5,000	5,000	Seat 4 Special Event
01-11-01-511-495-01	5,000	14,400	At Large Seat 5 Special Event
01-11-01-511-496-01	5,000	5,000	At Large Seat 6 Special Event
01-11-01-511-510-00	700	700	Office Supplies
01-11-01-511-520-00	500	500	Operating Supplies
Total Legislative	\$361,320	\$365,038	

City of Miami Gardens

FY 2015-2016 Annual Budget

General Fund

OFFICE OF THE CITY MANAGER

Expenditures

	Estimated 09/30/15	Manager's 2016 Budget	Notes
Personnel Services			
01-12-01-512-102-00	Regular Salaries and Wages	723,649	802,436
01-12-01-512-105-00	Special Pay	18,042	19,680
01-12-01-512-201-00	FICA	51,713	61,923
01-12-01-512-202-00	Retirement	127,772	126,175
01-12-01-512-203-00	Life and Health Insurance	83,066	99,336
01-12-01-512-204-00	Workers' Compensation	1,200	1,300
01-12-01-512-206-00	ICMA Deferred Comp - Benefit	0	0
Operating Expenditures			
01-12-01-512-310-00	Professional Services	43,722	58,680
01-12-01-512-340-00	Other Contractual	73,240	17,500
01-12-01-512-400-00	Travel and Per Diem	5,200	8,603
01-12-01-512-421-00	Postage & Freight	75	50
01-12-01-512-470-00	Printing & Binding	100	70
01-12-01-512-480-00	Promotional Activities	5,000	0
01-12-01-512-492-00	Special Events	17,500	17,500
01-12-01-512-493-00	Software License	0	0
01-12-01-512-494-00	Advertising	500	0
01-12-01-512-510-00	Office Supplies	1,500	1,740
01-12-01-512-520-00	Operating Supplies	500	500
01-12-01-512-540-00	Books, Publications, and Dues	3,471	7,420
01-12-01-512-550-00	Educational & Training	1,345	7,930
Total City Manager	\$1,157,595	\$1,230,843	

City of Miami Gardens

FY 2015-2016 Annual Budget

General Fund

OFFICE OF THE CITY MANAGER

Media and Special Events Division

Expenditures

	Estimated 09/30/15	Manager's 2016 Budget	Notes
Personnel Services			
01-12-02-512-102-00 Regular Salaries and Wages	39,878	175,000	
01-12-02-512-104-00 Overtime	0	0	
01-12-02-512-105-00 Special Pay	377	3,601	
01-12-02-512-201-00 FICA	3,068	13,653	
01-12-02-512-202-00 Retirement	2,997	13,248	
01-12-02-512-203-00 Life and Health Insurance	3,569	25,936	
01-12-02-512-204-00 Workers' Compensation	65	144	
Operating Expenditures			
01-12-02-512-310-00 Professional Services	29,200	16,195	
01-12-02-512-400-00 Travel & Per Diem	1,500	1,500	
01-12-02-512-421-00 Postage & Freight	1,000	1,000	
01-12-02-512-440-00 Rentals and Leases	2,252	0	
01-12-02-512-470-00 Printing & Binding	13,000	6,500	
01-12-02-512-492-00 Special Events	69,715	44,500	
01-12-02-512-494-00 Advertising	4,000	4,000	
01-12-02-512-498-00 Jazz in the Gardens	3,750,000	3,750,000	
01-12-02-512-510-00 Office Supplies	500	1,000	
01-12-02-512-520-00 Operating Supplies	2,500	4,100	
01-12-02-512-540-00 Books, Publications, and Dues	0	800	
01-12-02-512-550-00 Educational & Training	0	1,500	
Total Media & Special Events	\$3,923,621	\$4,062,677	

City of Miami Gardens

FY 2015-2016 Annual Budget

General Fund

OFFICE OF THE CITY CLERK

Expenditures

	Estimated 09/30/15	Manager's 2016 Budget	Notes	
Personnel Services				
01-13-01-513-102-00	Regular Salaries and Wages	481,105	533,333	
01-13-01-513-104-00	Overtime	50	100	
01-13-01-513-105-00	Special Pay	2,410	2,401	
01-13-01-513-201-00	FICA	35,900	39,898	
01-13-01-513-202-00	Retirement	51,307	51,569	
01-13-01-513-203-00	Life and Health Insurance	76,998	89,352	
01-13-01-513-204-00	Workers' Compensation	700	810	
Operating Expenditures				
01-13-01-513-310-00	Professional Services	1,000	500	
01-13-01-513-340-00	Other Contractual	10,000	5,000	Codification
01-13-01-513-400-00	Travel and Per Diem	1,113	1,200	
01-13-01-513-421-00	Postage & Freight	0	100	
01-13-01-513-440-00	Rentals & Leases	7,379	6,072	
01-13-01-513-470-00	Printing and Binding	100	100	
01-13-01-513-480-00	Promotional Activities	60	100	
01-13-01-513-491-00	Election	61,994	35,000	
01-13-01-513-494-00	Advertising	11,693	24,000	Legal Ads
01-13-01-513-510-00	Office Supplies	2,000	2,000	
01-13-01-513-520-00	Operating Supplies	2,300	3,000	
01-13-01-513-540-00	Books, Publications, and Dues	895	1,370	
01-13-01-513-550-00	Educational & Training	670	500	
Non-Operating Expenditures				
01-13-01-513-820-00	Commission for Women	3,000	0	
Total City Clerk	\$750,674	\$796,405		

City of Miami Gardens

FY 2015-2016 Annual Budget

General Fund

FINANCE DEPARTMENT

Expenditures

	Estimated 09/30/15	Manager's 2016 Budget	Notes
Personnel Services			
01-13-02-513-102-00	Regular Salaries and Wages	486,336	485,259
01-13-02-513-104-00	Overtime	208	0
01-13-02-513-105-00	Special Pay	3,614	3,600
01-13-02-513-201-00	FICA	35,493	37,948
01-13-02-513-202-00	Retirement	57,365	56,838
01-13-02-513-203-00	Life and Health Insurance	42,482	43,755
01-13-02-513-204-00	Workers' Compensation	700	775
Operating Expenditures			
01-13-02-513-310-00	Professional Services	15,300	7,500
01-13-02-513-320-00	Accounting and Auditing	63,000	67,000 Annual Audit
01-13-02-513-400-00	Travel and Per Diem	136	2,138
01-13-02-513-493-00	Software License	0	10,500
01-13-02-513-510-00	Office Supplies	2,006	2,040
01-13-02-513-520-00	Operating Supplies	1,855	2,855
01-13-02-513-540-00	Books, Publications, and Dues	1,055	1,085
01-13-02-513-550-00	Educational & Training	600	1,095
Total Finance	\$710,150	\$722,388	

City of Miami Gardens

FY 2015-2016 Annual Budget

General Fund

HUMAN RESOURCES DEPARTMENT

Expenditures

	Estimated 09/30/15	Manager's 2016 Budget	Notes
Personnel Services			
01-13-03-513-102-00	Regular Salaries and Wages	569,900	512,467
01-13-03-513-104-00	Overtime	331	3,000
01-13-03-513-105-00	Special Pay	6,441	6,600
01-13-03-513-201-00	FICA	43,485	39,250
01-13-03-513-202-00	Retirement	63,728	51,660
01-13-03-513-203-00	Life and Health Insurance	62,031	67,053
01-13-03-513-204-00	Workers' Compensation	900	826
01-13-03-513-206-00	ICMA Deferred Comp - Benefit	11,710	0
01-13-03-513-231-00	Retirees Insurance Stipends	50,100	86,200
Operating Expenditures			
01-13-03-513-310-00	Professional Services	62,701	19,200
01-13-03-513-313-00	Background Verifications	3,500	1,570
01-13-03-513-314-00	Drug & Physical	14,000	15,100
01-13-03-513-316-00	Psychological/Physical Testing	14,000	25,000
01-13-03-513-400-00	Travel and Per Diem	1,300	6,060
01-13-03-513-421-00	Postage & Freight	300	500
01-13-03-513-440-00	Rentals and Leases	2,542	2,600
01-13-03-513-470-00	Printing & Binding	2,000	2,000
01-13-03-513-493-00	Software License	9,950	10,000
01-13-03-513-494-00	Advertising	2,500	0
01-13-03-513-510-00	Office Supplies	2,000	3,000
01-13-03-513-520-00	Operating Supplies	8,000	10,500
01-13-03-513-540-00	Books, Publications, Dues	1,475	1,970
01-13-03-513-550-00	Educational & Training	1,500	6,500
Total Human Resources		\$934,394	\$871,055

City of Miami Gardens

FY 2015-2016 Annual Budget

General Fund

CITY ATTORNEY DEPARTMENT

Expenditures

	Estimated 09/30/15	Manager's 2016 Budget	Notes
Personnel Services			
01-14-00-514-102-00	Salaries	358,605	352,848
01-14-00-514-105-00	Special Pay	10,842	10,800
01-14-00-514-201-00	FICA	25,229	25,805
01-14-00-514-202-00	Retirement	52,494	53,208
01-14-00-514-203-00	Life and Health Insurance	35,520	37,842
01-14-00-514-204-00	Workers' Compensation	600	577
Operating Expenditures			
01-14-00-514-310-00	Professional Services	48,000	90,000 For Litigation and outside Counsel Service
01-14-00-514-330-00	Court Reporter Services	200	300
01-14-00-514-340-00	Other Contractual	0	300
01-14-00-514-400-00	Travel and Per Diem	2,000	2,048
01-14-00-514-421-00	Postage & Freight	50	100
01-14-00-514-440-00	Rentals and Leases	1,641	1,800
01-14-00-514-510-00	Office Supplies	2,000	3,025
01-14-00-514-540-00	Books, Publications, and Dues	5,334	6,980
01-14-00-514-550-00	Educational & Training	1,500	1,000
Total City Attorney		\$544,015	\$586,633

City of Miami Gardens

FY 2015-2016 Annual Budget

General Fund

Expenditures

PLANNING & ZONING SERVICE DEPARTMENT

		Estimated 09/30/15	Manager's 2016 Budget	Notes
Personnel Services				
01-15-01-515-102-00	Regular Salaries & Wages	76,040	77,352	
01-15-01-515-105-00	Special Pay	603	601	
01-15-01-515-201-00	FICA	5,879	5,980	
01-15-01-515-202-00	Retirement	5,678	5,644	
01-15-01-515-203-00	Life & Health Insurance	6,215	6,818	
01-15-01-515-204-00	Workers' Compensation	120	124	
Operating Expenditures				
01-15-01-515-310-00	Professional Services	168,800	55,000	
01-15-01-515-340-00	Contractual Service	115,182	210,000	
01-15-01-515-470-00	Printing & Binding	0	500	
01-15-01-515-493-00	Software License	1,800	1,800	
01-15-01-515-494-00	Advertising	12,583	3,000	
01-15-01-515-510-00	Office Supplies	300	300	
01-15-01-515-520-00	Operating Supplies	200	100	
01-15-01-515-540-00	Books, Publications and Dues	1,355	1,125	
Total P&Z Division		\$394,755	\$368,344	

City of Miami Gardens

FY 2015-2016 Annual Budget

General Fund

PUBLIC SAFETY DEPARTMENT

Police School Crossing Guard Program Division

Expenditures

	Estimated 09/30/15	Manager's 2016 Budget	Notes
Personnel Services			
01-21-00-521-102-00	Regular Salaries and Wages	73,311	64,480
01-21-00-521-103-00	Other Salaries and Wages	326,531	350,000
01-21-00-521-104-00	Overtime	1,800	1,600
01-21-00-521-105-00	Special Pay	2,739	2,761
01-21-00-521-201-00	FICA	30,935	32,041
01-21-00-521-202-00	Retirement	29,988	30,789
01-21-00-521-203-00	Life and Health Insurance	6,216	6,593
01-21-00-521-204-00	Workers' Compensation	9,250	11,267
01-21-00-521-206-00	ICMA Deferred Comp - Benefit	543	767
Operating Expenditures			
01-21-00-521-400-00	Travel and Per Diem	1,000	1,500
01-21-00-521-510-00	Office Supplies	500	500
01-21-00-521-520-00	Operating Supplies	2,100	2,140
01-21-00-521-525-00	Uniforms	1,498	2,500
01-21-00-521-540-00	Books, Publications, and Dues	0	0
01-21-00-521-550-00	Educational & Training	1,000	1,000
Total School Crossing Guards	\$487,410	\$507,938	

City of Miami Gardens

FY 2015-2016 Annual Budget

General Fund

PUBLIC SAFETY DEPARTMENT

Police Administration Division

Expenditures

	Estimated 09/30/15	Manager's 2016 Budget	Notes
Personnel Services			
01-21-01-521-102-00	Regular Salaries and Wages	17,777,634	18,184,168
01-21-01-521-104-00	Overtime	1,897,449	1,611,195
01-21-01-521-105-00	Special Pay	370,660	375,153
01-21-01-521-106-00	Off Duty Services	1,358,914	1,196,000
01-21-01-521-201-00	FICA	1,579,566	1,596,249
01-21-01-521-202-00	Retirement	3,531,215	3,962,104
01-21-01-521-203-00	Life and Health Insurance	1,940,209	2,268,530
01-21-01-521-204-00	Workers' Compensation	530,000	507,252
01-21-01-521-206-00	ICMA Deferred Comp - Benefit	108,210	128,259
Operating Expenditures			
01-21-01-521-310-00	Professional Services	38,733	31,920
01-21-01-521-340-00	Other Contractual	70,683	51,900
01-21-01-521-400-00	Travel and Per Diem	47,548	40,500
01-21-01-521-410-00	Communications Svc.	20,129	22,335
01-21-01-521-411-00	Telephones	25,663	11,550
01-21-01-521-421-00	Postage & Freight	7,000	8,000
01-21-01-521-431-00	Electricity	87,095	2,120
01-21-01-521-432-00	Water	6,578	1,750
01-21-01-521-434-00	Cable T.V. service	5,092	2,955
01-21-01-521-440-00	Rentals and Leases	129,577	25,320
01-21-01-521-493-00	Software License	3,827	4,200
01-21-01-521-494-00	Advertising	300	300
01-21-01-521-497-00	Other Obligations	6,489	7,742
01-21-01-521-510-00	Office Supplies	3,500	3,500
01-21-01-521-520-00	Operating Supplies	70,450	72,978
01-21-01-521-540-00	Books, Publications, and Dues	3,011	3,900
01-21-01-521-550-00	Educational & Training	7,964	350
Capital Outlay			
01-21-01-521-621-03	Police Dept. Complex	101,219	0
01-21-01-521-640-00	Machinery and Equipment	13,863	0
Non-Operating Expenses			
01-21-01-521-991-00	Working Capital Reserve	0	0
Total Police		\$29,742,578	\$30,120,230

City of Miami Gardens

FY 2015-2016 Annual Budget

General Fund

PUBLIC SAFETY DEPARTMENT

Police Investigations Division

Expenditures

	Estimated 09/30/15	Manager's 2016 Budget	Notes
Operating Expenditures			
01-21-02-521-310-00 Professional Services	1,831	2,000	
01-21-02-521-350-00 Investigations	6,500	6,500	
01-21-02-521-440-00 Rentals and Leases	48,000	48,000	
01-21-02-521-460-00 Repairs & Maintenance	5,770	1,000	
01-21-02-521-510-00 Office Supplies	4,500	5,500	
01-21-02-521-520-00 Operating Supplies	1,000	5,000	
Total Police Investigations	\$67,601	\$68,000	

City of Miami Gardens

FY 2015-2016 Annual Budget

General Fund

PUBLIC SAFETY DEPARTMENT

Police Operations Division

Expenditures

	Estimated 09/30/15	Manager's 2016 Budget	Notes
Operating Expenditures			
01-21-03-521-340-00 Contractual Services	17,806	17,500	
01-21-03-521-460-00 Repairs and Maintenance Service	4,124	4,000	
01-21-03-521-510-00 Office Supplies	0	2,000	
01-21-03-521-520-00 Operating Supplies	16,000	8,900	
Total Police Operations	\$37,930	\$32,400	

City of Miami Gardens

FY 2015-2016 Annual Budget

General Fund

PUBLIC SAFETY DEPARTMENT

Police Support Services Division

Expenditures

	Estimated 09/30/15	Manager's 2016 Budget	Notes
Operating Expenditures			
01-21-04-521-310-00 Professional Services	39,800	32,000	
01-21-04-521-340-00 Other Contractual	21,994	550	
01-21-04-521-440-00 Rentals and Leases	22,051	36,000	
01-21-04-521-460-00 Repairs and Maintenance Service	42,144	40,982	
01-21-04-521-470-00 Printing & Binding	9,500	9,500	
01-21-04-521-510-00 Office Supplies	8,602	5,000	
01-21-04-521-520-00 Operating Supplies	61,150	51,261	
01-21-04-521-525-00 Uniforms	32,500	37,500	
01-21-04-521-540-00 Books, Publications, and Dues	1,000	0	
Total Police Support	\$238,740	\$212,793	

City of Miami Gardens

FY 2015-2016 Annual Budget

General Fund

PUBLIC SAFETY DEPARTMENT

Cops Grant

Expenditures

	Estimated 09/30/15	Manager's 2016 Budget	Notes
Personnel Services			
01-21-06-521-102-00	Regular Salaries and Wages	532,972	546,466
01-21-06-521-104-00	Overtime	72,896	0
01-21-06-521-105-00	Special Pay	5,962	6,520
01-21-06-521-106-00	Off Duty Service	66,711	0
01-21-06-521-201-00	FICA	50,413	40,417
01-21-06-521-202-00	Retirement	120,615	124,043
01-21-06-521-203-00	Life and Health Insurance	74,680	85,548
01-21-06-521-204-00	Worker's Compensation	18,097	14,894
Total Police COPS II	\$942,345	\$817,888	

City of Miami Gardens

FY 2015-2016 Annual Budget

General Fund

PUBLIC SAFETY DEPARTMENT

COPS III

Expenditures

		Estimated 09/30/15	Manager's 2016 Budget	Notes
Personnel Services				
01-21-07-521-102-00	Regular Salaries and Wages	509,534	537,947	
01-21-07-521-104-00	Overtime	20,923	0	
01-21-07-521-105-00	Special Pay	13,477	20,280	
01-21-07-521-106-00	Off Duty Service	22,822	0	
01-21-07-521-201-00	FICA	41,980	40,906	
01-21-07-521-202-00	Retirement	87,122	122,064	
01-21-07-521-203-00	Life and Health Insurance	71,236	80,063	
01-21-07-521-204-00	Worker's Compensation	18,097	15,035	
Operating Expenditures				
01-21-07-521-525-00	Uniforms	4,971	0	
01-21-07-521-550-00	Education and training	3,720	0	
Total Police COPS III		\$793,881	\$816,295	

City of Miami Gardens

FY 2015-2016 Annual Budget

General Fund

PUBLIC SAFETY DEPARTMENT

COPS IV

Expenditures

	Estimated 09/30/15	Manager's 2016 Budget	Notes
Personnel Services			
01-21-08-521-102-00	Regular Salaries and Wages	0	548,199
01-21-08-521-105-00	Special Pay	0	14,400
01-21-08-521-201-00	FICA	0	43,039
01-21-08-521-202-00	Retirement	0	123,865
01-21-08-521-203-00	Life and Health Insurance	0	110,000
01-21-08-521-204-00	Worker's Compensation	0	15,153
Operating Expenditures			
01-21-08-521-440-00	Rentals and Leases	0	720
01-21-08-521-520-00	Operating Supplies	0	71,720
01-21-08-521-525-00	Uniforms	0	33,480
01-21-08-521-550-00	Education and training	0	19,000
Total Police COPS IV		\$0	\$979,576

City of Miami Gardens

FY 2015-2016 Annual Budget

General Fund

CODE ENFORCEMENT & BUSINESS LICENING DEPARTMENT

Expenditures

		Estimated 09/30/15	Manager's 2016 Budget	Notes
Personnel Services				
01-29-01-529-102-00	Regular Salaries and Wages	973,259	1,042,884	
01-29-01-529-104-00	Overtime	4,500	7,500	
01-29-01-529-105-00	Special Pay	8,313	8,882	
01-29-01-529-201-00	FICA	73,665	80,085	
01-29-01-529-202-00	Retirement	82,440	84,836	
01-29-01-529-203-00	Life and Health Insurance	130,155	153,075	
01-29-01-529-204-00	Workers' Compensation	10,500	10,496	
Operating Expenditures				
01-29-01-529-310-00	Professional Services	12,000	12,600	Special Masters, Lien Searches, etc
01-29-01-529-340-00	Other Contractual	15,876	20,000	Lot clearing
01-29-01-529-400-00	Travel and Per Diem	2,758	3,604	
01-29-01-529-421-00	Postage & Freight	100	300	
01-29-01-529-440-00	Rentals and Leases	5,231	5,500	
01-29-01-529-470-00	Printing & Binding	8,500	8,500	
01-29-01-529-510-00	Office Supplies	4,200	4,500	
01-29-01-529-520-00	Operating Supplies	6,000	8,700	
01-29-01-529-525-00	Uniforms	2,513	4,250	
01-29-01-529-540-00	Books, Publications, and Dues	1,305	1,230	
01-29-01-529-550-00	Educational & Training	1,760	2,116	
Total Code Enforcement		\$1,343,075	\$1,459,058	

City of Miami Gardens

FY 2015-2016 Annual Budget

General Fund

PARKS & RECREATION DEPARTMENT

Recreation Division

Expenditures

	Estimated 09/30/15	Manager's 2016 Budget	Notes
Personnel Services			
01-72-00-572-102-00	Regular Salaries and Wages	1,232,619	1,145,690
01-72-00-572-104-00	Overtime	11,641	11,000
01-72-00-572-105-00	Special Pay	14,683	12,879
01-72-00-572-201-00	FICA	94,548	89,308
01-72-00-572-202-00	Retirement	103,788	95,555
01-72-00-572-203-00	Life and Health Insurance	100,670	147,439
01-72-00-572-204-00	Workers' Compensation	25,000	28,728
Operating Expenditures			
01-72-00-572-310-00	Professional Services	21,100	28,450
01-72-00-572-340-00	Other Contractual	140,040	111,020
01-72-00-572-400-00	Travel and Per Diem	1,000	1,000
01-72-00-572-410-00	Communications Svc.	74,028	74,000
01-72-00-572-421-00	Postage & Freight	0	750
01-72-00-572-431-00	Electricity	128,050	137,680
01-72-00-572-432-00	Water	45,600	48,758
01-72-00-572-433-00	Gas	120	120
01-72-00-572-440-00	Rentals and Leases	25,986	28,040
01-72-00-572-460-00	Repairs and Maintenance Serv	42,000	30,000
01-72-00-572-470-00	Printing & Binding	5,000	12,500
01-72-00-572-494-00	Advertising	224	0
01-72-00-572-497-00	Other Obligations	31,138	36,628
01-72-00-572-510-00	Office Supplies	5,000	6,000
01-72-00-572-520-00	Operating Supplies	105,600	104,600
01-72-00-572-525-00	Uniforms	2,500	5,500
01-72-00-572-540-00	Books, Publications, and Dues	1,500	2,450
01-72-00-572-550-00	Educational & Training	1,000	2,000
Total P&R Recreation	\$2,212,835	\$2,160,095	

City of Miami Gardens

FY 2015-2016 Annual Budget

General Fund

PARKS & RECREATION DEPARTMENT

Maintenance Division

Expenditures

		Estimated 09/30/15	Manager's 2016 Budget	Notes
Personnel Services				
01-72-01-572-102-00	Regular Salaries and Wages	716,744	737,016	
01-72-01-572-1045-00	Overtime	8,068	6,000	
01-72-01-572-105-00	Special Pay	6,024	6,001	
01-72-01-572-201-00	FICA	54,600	55,700	
01-72-01-572-202-00	Retirement	53,391	54,215	
01-72-01-572-203-00	Life and Health Insurance	121,940	135,117	
01-72-01-572-204-00	Workers' Compensation	25,000	30,039	
Operating Expenditures				
01-72-01-572-310-00	Professional Services	0	1,450	
01-72-01-572-340-00	Other Contractual	35,988	39,500	Solid Waste Disposal
01-72-01-572-343-00	Park Maintenance Contract	52,000	45,000	Contractual parks maintenance
01-72-01-572-431-00	Electricity	4,040	4,120	
01-72-01-572-432-00	Water	3,064	3,000	
01-72-01-572-434-00	Cable T.V. service	2,244	2,604	
01-72-01-572-440-00	Rentals and Leases	14,227	18,600	
01-72-01-572-460-00	Repairs and Maintenance Serv	33,944	35,500	
01-72-01-572-497-00	Other Obligations	3,554	3,677	
01-72-01-572-520-00	Operating Supplies	18,263	29,500	
01-72-01-572-525-00	Uniforms	1,000	2,600	
01-72-01-572-528-00	Small Tools and Equipment	2,000	0	
01-72-01-572-531-00	Landscape Supplies/Materials	29,414	30,000	
01-72-01-572-540-00	Books, Publications, and Dues	0	0	
01-72-01-572-550-00	Educational & Training	500	500	
Capital Outlay				
01-72-01-572-640-00	Machinery and Equipment	14,243	5,000	
Total P&R Maintenance		\$1,200,247	\$1,245,139	

City of Miami Gardens

FY 2015-2016 Annual Budget

General Fund

PARKS & RECREATION DEPARTMENT

Community Center Division

Expenditures

	Estimated 09/30/15	Manager's 2016 Budget	Notes
Personnel Services			
01-72-02-572-102-00	Regular Salaries and Wages	514,976	677,896
01-72-02-572-104-00	Overtime	8,000	8,000
01-72-02-572-105-00	Special Pay	1,327	5,792
01-72-02-572-201-00	FICA	39,761	52,439
01-72-02-572-202-00	Retirement	37,762	49,186
01-72-02-572-203-00	Life and Health Insurance	69,266	120,093
01-72-02-572-204-00	Workers' Compensation	11,000	16,180
Operating Expenditures			
01-72-02-572-310-00	Professional Services	10,280	17,080
01-72-02-572-340-00	Other Contractual	8,086	12,214
01-72-02-572-344-00	Instructors payments	37,540	39,780
01-72-02-572-411-00	Telephone	5,196	5,300
01-72-02-572-431-00	Electricity	135,909	137,700
01-72-02-572-432-00	Water	24,098	23,650
01-72-02-572-433-00	Gas	225	225
01-72-02-572-440-00	Rentals and Leases	2,757	3,600
01-72-02-572-460-00	Repairs and Maintenance Service	65,880	72,000
01-72-02-572-470-00	Printing & Binding	0	500
01-72-02-572-497-00	Other Obligation	12,526	13,628
01-72-02-572-510-00	Office Supplies	1,700	2,000
01-72-02-572-520-00	Operating Supplies	30,000	25,000
01-72-02-572-525-00	Uniforms	2,270	1,782
01-72-02-572-531-00	Landscape Supplies/Materials	3,500	2,500
01-72-02-572-540-00	Memberships & Subscriptions	250	250
01-72-02-572-550-00	Educational & Training	500	1,000
Total BTF Community Center		\$1,022,810	\$1,287,795

City of Miami Gardens

FY 2015-2016 Annual Budget

General Fund

PARKS & RECREATION DEPARTMENT

Athletics Program

Expenditures

	Estimated 09/30/15	Manager's 2016 Budget	Notes
Personnel Services			
01-72-04-572-102-00	Regular Salaries and Wages	238,432	291,554
01-72-04-572-104-00	Overtime	26,197	10,000
01-72-04-572-105-00	Special Pay	1,808	1,801
01-72-04-572-201-00	FICA	19,843	22,354
01-72-04-572-202-00	Retirement	19,100	20,804
01-72-04-572-203-00	Life and Health Insurance	36,347	72,548
01-72-04-572-204-00	Workers' Compensation	5,000	8,520
01-72-04-572-206-00	Deferred Compensation	1,363	2,924
Operating Expenditures			
01-72-04-572-310-00	Professional Services	52,000	62,500
01-72-04-572-340-00	Other Contractual Services	45,000	38,500
01-72-04-572-400-00	Travel and Per Diem	0	8,000
01-72-04-572-440-00	Rental and Leases	27,500	20,500
01-72-04-572-450-00	Insurance	14,000	13,000
01-72-04-572-470-00	Printing & Binding	0	3,750
01-72-04-572-510-00	Office Supplies	500	500
01-72-04-572-520-00	Operating Supplies	136,458	135,600
01-72-04-572-540-00	Memberships & Subscriptions	9,234	8,350
Total Athletic Division	\$632,782	\$721,205	

City of Miami Gardens

FY 2015-2016 Annual Budget

General Fund

GENERAL SERVICES DEPARTMENT

Purchasing Division

Expenditures

	Estimated 09/30/15	Manager's 2016 Budget	Notes
Personnel Services			
01-13-05-513-102-00	Regular Salaries and Wages	227,620	225,097
01-13-05-513-105-00	Special Pay	1,900	3,000
01-13-05-513-201-00	FICA	16,999	16,805
01-13-05-513-202-00	Retirement	30,466	28,907
01-13-05-513-203-00	Life and Health Insurance	28,563	41,852
01-13-05-513-204-00	Workers' Compensation	400	362
Operating Expenditures			
01-13-05-513-400-00	Travel & Per Diem	600	1,004
01-13-05-513-440-00	Rentals and Leases	1,742	1,624
01-13-05-513-470-00	Printing	100	70
01-13-05-513-493-00	Software License	0	18,725
01-13-05-513-510-00	Office Supplies	395	530
01-13-05-513-520-00	Operating Supplies	190	0
01-13-05-513-540-00	Books, Publications, and Dues	675	725
01-13-05-513-550-00	Educational & Training	1,150	350
Total Purchasing		\$310,800	\$339,051

City of Miami Gardens

FY 2015-2016 Annual Budget

General Fund

GENERAL SERVICES DEPARTMENT

Information Technology Division

Expenditures

	Estimated 09/30/15	Manager's 2016 Budget	Notes
Personnel Services			
01-16-01-516-102-00	Regular Salaries and Wages	730,902	737,145
01-16-01-516-104-00	Overtime	32,369	27,000
01-16-01-516-105-00	Special Pay	8,433	8,401
01-16-01-516-201-00	FICA	56,073	58,382
01-16-01-516-202-00	Retirement	78,286	77,471
01-16-01-516-203-00	Life and Health Insurance	82,968	92,897
01-16-01-516-204-00	Workers' Compensation	1,300	1,182
Operating Expenditures			
01-16-01-516-310-00	Professional Services	82,487	94,076
01-16-01-516-400-00	Travel & Per Diem	9,800	6,300
01-16-01-516-410-00	Communications Svc.	239,655	308,430 Includes new police headquarter services
01-16-01-516-411-00	Telephone Services	9,326	18,072 Includes new police headquarter services
01-16-01-516-421-00	Postage & Freight	100	150
01-16-01-516-440-00	Rental & Leases	1,400	1,200
01-16-01-516-460-00	Repairs and Maintenance Service	133,987	139,495
01-16-01-516-493-00	Software License	560,893	608,831
01-16-01-516-510-00	Office Supplies	1,500	1,200
01-16-01-516-520-00	Operating Supplies	2,500	6,900
01-16-01-516-521-00	Computers	41,473	124,200 Replacement of laptops
01-16-01-516-524-00	Computer software < \$5K	0	3,000
01-16-01-516-525-00	Uniforms	500	500
01-16-01-516-540-00	Books, Publications, and Dues	1,870	1,110
01-16-01-516-550-00	Educational & Training	10,000	3,500
Operating Expenditures			
01-16-01-516-642-00	Computer Hardware Upgrade	103,000	5,000
01-16-01-516-643-00	Computer Software	0	4,000
Total IT	\$2,188,822	\$2,328,441	

City of Miami Gardens

FY 2015-2016 Annual Budget

General Fund

GENERAL SERVICES DEPARTMENT

Fleet Division

Expenditures

	Estimated 09/30/15	Manager's 2016 Budget	Notes
Personnel Services			
01-19-03-519-102-00	Regular Salaries and Wages	165,515	164,998
01-19-03-519-105-00	Special Pay	1,205	1,201
01-19-03-519-201-00	FICA	12,347	12,308
01-19-03-519-202-00	Retirement	12,280	12,039
01-19-03-519-203-00	Life and Health Insurance	22,240	24,158
01-19-03-519-204-00	Workers' Compensation	2,500	2,716
Operating Expenditures			
01-19-03-519-310-00	Professional Services	1,000	1,500
01-19-03-519-400-00	Travel & Per Diem	355	1,500
01-19-03-519-440-00	Rentals & Leases	0	410
01-19-03-519-460-00	Repairs and Maintenance Service	670,000	670,000
01-19-03-519-510-00	Office Supplies	500	1,000
01-19-03-519-520-00	Operating Supplies	1,500	1,500
01-19-03-519-527-00	Gasoline & Lubricants	859,149	907,200
01-19-03-519-540-00	Books, Publications, and Dues	378	400
01-19-03-519-550-00	Educational & Training	50	1,100
Capital Outlay			
01-19-03-519-640-00	Machinery & Equipment	34,682	0
Total Fleet	\$1,783,700	\$1,802,030	

City of Miami Gardens

FY 2015-2016 Annual Budget

General Fund

GENERAL SERVICES DEPARTMENT

City Hall Maintenance Division

Expenditures

	Estimated 09/30/15	Manager's 2016 Budget	Notes
Personnel Services			
01-19-04-519-102-00	Regular Salaries and Wages	197,850	195,252
01-19-04-519-105-00	Special Pay	2,169	2,161
01-19-04-519-201-00	FICA	14,788	14,541
01-19-04-519-202-00	Retirement	14,769	14,247
01-19-04-519-203-00	Life and Health Insurance	26,300	28,839
01-19-04-519-204-00	Workers' Compensation	1,500	3,745
Operating Expenditures			
01-19-04-519-340-00	Contractual Services	66,365	112,401
01-19-04-519-431-00	Electricity	142,416	383,340
01-19-04-519-432-00	Water	46,061	87,800
01-19-04-519-433-00	Cable Service	3,081	9,000
01-19-04-519-460-00	Repairs and Maintenance Service	60,717	190,095
01-19-04-519-497-00	Other Obligations	527	750
01-19-04-519-510-00	Office Supplies	200	0
01-19-04-519-520-00	Operating Supplies	2,905	3,620
01-19-04-519-525-00	Uniforms	414	200
01-19-04-519-527-00	Gasoline & Lubricants	5,000	3,000
Total City Hall Maintenance	\$585,063	\$1,048,991	

City of Miami Gardens

FY 2015-2016 Annual Budget General Fund

GENERAL SERVICES DEPARTMENT

Non-Departmental Division

Expenditures

	Estimated 09/30/15	Manager's 2016 Budget	Notes
Personnel Services			
01-19-01-519-205-00	Unemployment Compensation	58,043	55,000
Operating Expenditures			
01-19-01-519-310-00	Professional Services	26,095	7,330
01-19-01-519-340-00	Other Contractual	1,850,281	1,278,420
01-19-01-519-421-00	Postage & Freight	41,328	42,078
01-19-01-519-440-00	Rentals and Leases	0	0
01-19-01-519-450-00	Insurance	1,387,654	1,499,611
01-19-01-519-497-00	Other Obligations	381,528	69,587
01-19-01-519-520-00	Operating Supplies	4,294	2,000
01-19-01-519-540-00	Books, Publications, and Dues	184	124
Non-Operating Expenditures			
01-19-01-519-915-30	Transfer to Capital Projs Fund	5,123,069	5,905,368
01-19-01-519-918-21	Transfer to Debt Service Fund	1,321,908	1,821,226
01-19-01-519-993-00	Working Capital Reserve	0	125,000

Total Non-Departmental	\$10,194,384	\$10,805,744
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Total General Fund Expenditures	\$62,754,574	\$65,924,200
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General Fund Revenues (-) Expenditures	\$484,480	\$0
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City of Miami Gardens

FY 2015-2016 Annual Budget

Transportation Fund

Revenues

	Estimated 09/30/15	Manager's 2016 Budget	Notes
10-00-00-312-410-00	1,560,000	1,560,000	
10-00-00-312-420-00	594,000	600,000	
10-00-00-312-600-00	3,600,000	3,600,000	
10-00-00-322-002-00	72,000	78,000	
10-00-00-329-100-00	510	500	
10-00-00-334-390-00	31,356	31,358	
10-00-00-335-120-00	894,000	911,880	
10-00-00-345-200-00	9,000	9,000	
10-00-00-351-100-00	2,819	2,750	
10-00-00-361-100-00	4,706	5,000	
10-00-00-362-100-00	0	50,000	
10-00-00-369-900-00	468	0	
10-00-00-381-029-41	182,061	185,703	
10-00-00-389-901-00	0	333,844	
10-00-00-389-902-00	0	300,000	
10-00-00-389-903-00		249,433	
Total Revenues	\$6,950,920	\$7,917,468	

Total Transportation Fund Revenues

\$6,950,920 **\$7,917,468**

City of Miami Gardens

FY 2015-2016 Annual Budget

Transportation Fund

Expenditures

PUBLIC WORKS DEPARTMENT			
Administration Division			
	Estimated 09/30/15	Manager's 2016 Budget	Notes
Personnel Services			
10-41-00-541-102-00	Regular Salaries and Wages	309,980	282,205
10-41-00-541-105-00	Special Pay	6,013	5,881
10-41-00-541-201-00	FICA	22,677	24,120
10-41-00-541-202-00	Retirement	41,059	39,607
10-41-00-541-203-00	Life and Health Insurance	33,419	36,584
10-41-00-541-204-00	Workers' Compensation	6,426	8,437
10-41-00-541-205-00	Unemployment Compensation	0	3,000
Operating Expenditures			
10-41-00-541-310-00	Professional Services	0	1,500
10-41-00-541-400-00	Travel and Per Diem	2,081	2,000
10-41-00-541-421-00	Postage & Freight	50	100
10-41-00-541-440-00	Rentals and Leases	2,000	1,310
10-41-00-541-460-00	Repairs and Maintenance	1,000	1,000
10-41-00-541-497-00	Other Obligations	2,064	2,253
10-41-00-541-510-00	Office Supplies	1,000	2,500
10-41-00-541-520-00	Operating Supplies	1,000	1,000
10-41-00-541-525-00	Uniforms	0	300
10-41-00-541-527-00	Gasoline & Lubricants	37,227	63,000
10-41-00-541-540-00	Books, Publications, and Dues	358	390
10-41-00-541-550-00	Educational & Training	2,000	1,500
Non-Operating Expenditures			
10-41-00-541-914-01	Transfer to General Fund	371,438	382,656
10-41-00-541-918-21	Transfer to Debt Service Fund	434,403	433,834
10-41-00-541-991-00	Working Capital Reserve	0	0
Total Administration		\$1,274,196	\$1,293,177

City of Miami Gardens

FY 2015-2016 Annual Budget

Transportation Fund

PUBLIC WORKS DEPARTMENT

Keep Miami Gardens Beautiful Program Division

Expenditures

		Estimated 09/30/15	Manager's 2016 Budget	Notes
Personnel Services				
10-41-01-541-102-00	Regular Salaries and Wages	92,749	93,298	
10-41-01-541-104-00	Overtime	1,500	750	
10-41-01-541-105-00	Speical Pay	1,191	1,201	
10-41-01-541-201-00	FICA	7,212	7,251	
10-41-01-541-202-00	Retirement	6,892	6,863	
10-41-01-541-203-00	Life and Health Insurance	12,060	13,238	
10-41-01-541-204-00	Workers' Compensation	2,873	150	
Operating Expenditures				
10-41-01-541-310-00	Professional Services	420	5,350	
10-41-01-541-400-00	Travel and Per Diem	1,500	2,000	
10-41-01-541-421-00	Postage & Freight	50	50	
10-41-01-541-460-00	Repairs and Maintenance Service	2,000	1,500	
10-41-01-541-470-00	Printing & Binding	200	1,500	
10-41-01-541-494-00	Advertising	2,000	1,500	Program Advertising
10-41-01-541-510-00	Office Supplies	900	1,100	
10-41-01-541-520-00	Operating Supplies	18,000	18,000	Gloves, Rakes, trashbags, etc
10-41-01-541-530-00	Road Materials and Supplies	9,000	14,000	Signs, plants etc.
10-41-01-541-540-00	Books, Publications and Dues	300	500	
10-41-01-541-550-00	Educational & Training	855	1,000	
Non-Operating Expenditures				
10-41-01-541-820-00	Aid to other Community Services	0	0	
Total Keep MG Beautiful		\$159,703	\$169,252	

City of Miami Gardens

FY 2015-2016 Annual Budget

Transportation Fund

PUBLIC WORKS DEPARTMENT

Streets Division

Expenditures

	Estimated 09/30/15	Manager's 2016 Budget	Notes
Personnel Services			
10-41-02-541-102-00	900,376	988,731	
10-41-02-541-104-00	9,759	7,000	
10-41-02-541-105-00	2,220	2,851	
10-41-02-541-201-00	66,521	73,000	
10-41-02-541-202-00	65,856	73,022	
10-41-02-541-203-00	183,119	218,218	
10-41-02-541-204-00	67,800	71,259	
10-41-02-541-206-00	1,338	0	
Operating Expenditures			
10-41-02-541-310-00	15,580	48,900	
10-41-02-541-340-00	60,000	60,000	Trash disposal service
10-41-02-541-400-00	0	504	
10-41-02-541-421-00	0	300	
10-41-02-541-431-00	6,430	7,240	
10-41-02-541-432-00	42,000	11,929	
10-41-02-541-440-00	500	1,000	
10-41-02-541-460-00	30,000	30,000	
10-41-02-541-520-00	5,000	5,000	
10-41-02-541-525-00	2,000	4,850	
10-41-02-541-528-00	1,200	5,000	
10-41-02-541-530-00	65,000	80,000	
10-41-02-541-540-00	600	500	
10-41-02-541-550-00	2,000	2,346	
Capital Outlay			
10-41-02-541-630-00	0	0	
10-41-02-541-640-00	13,000	22,000	
Non-Operating Expenses			
10-41-02-541-991-00	0	109,479	
Total Streets Division	\$1,540,300	\$1,823,129	

City of Miami Gardens

FY 2015-2016 Annual Budget

Transportation Fund

DEVELOPMENT SERVICES

CITIZENS INDEPENDENT TRANSPORTATION TRUST - Capital Projects

Expenditures

	Estimated 09/30/15	Manager's 2016 Budget	Notes	
Personnel Services				
10-41-05-541-102-00	Regular Salaries and Wages	108,476	163,794	Engineer and Engineer inspectors
10-41-05-541-105-00	Speical Pay	1,052	1,453	
10-41-05-541-201-00	FICA	8,180	12,418	
10-41-05-541-202-00	Retirement	7,995	11,951	
10-41-05-541-203-00	Life and Health Insurance	10,838	22,737	
10-41-05-541-204-00	Workers' Compensation	5,200	8,446	
Operating Expenditures				
10-41-05-541-310-00	Professional Services	65,000	24,000	
10-41-05-541-431-00	Electricity	20,400	22,175	
10-41-05-541-432-00	Water	294,982	288,876	
10-41-05-541-530-00	Road Supplies	1,000	10,000	
Capital Outlay				
10-41-05-541-630-00	Improvements Other Than Bldgs.	2,408,526	3,096,627	
Non-Oerating Expenses				
10-41-05-541-991-00	Working Capital Reserve	0	0	
Total CITT - Capital Projects		\$2,931,649	\$3,662,477	

City of Miami Gardens

FY 2015-2016 Annual Budget

Transportation Fund

PUBLIC WORKS DEPARTMENT

CITIZENS INDEPENDENT TRANSPORTATION TRUST - Transit

Expenditures

	Estimated 09/30/15	Manager's 2016 Budget	Notes
Personnel Services			
10-41-06-541-102-00	Regular salaries & Wages	110,861	118,512
10-41-06-541-104-00	Overtime	1,000	500
10-41-06-541-105-00	Special Pay	595	601
10-41-06-541-201-00	FICA	8,181	8,848
10-41-06-541-202-00	Retirement	8,215	8,772
10-41-06-541-203-00	Health Insurance	20,009	22,723
10-41-06-541-204-00	Worker's Compensation	4,535	4,977
Operating Expenses			
10-41-06-541-310-00	Professional Services	219,510	472,000
10-41-06-541-450-00	Insurance	50,000	50,000
10-41-06-541-460-00	Repairs & Maintenance	137,570	170,000
10-41-06-541-494-00	Advertising	2,000	2,000
10-41-06-541-520-00	Operating Supplies	25,000	50,000
10-41-06-541-528-00	Small Tools and Equipment	0	500
Capital Outlay			
10-41-06-541-630-00	Improvements Other Than Bldgs.	85,000	60,000
Total CITT - Transit		\$672,476	\$969,433

City of Miami Gardens

FY 2015-2016 Annual Budget

Transportation Fund

PUBLIC WORKS DEPARTMENT

CITIZENS INDEPENDENT TRANSPORTATION TRUST - Settlement

Expenditures

	Estimated 09/30/15	Manager's 2016 Budget	Notes
Capital Expenditures			
10-41-07-541-630-00 Infrastructure Improvements	\$50,521		\$0
Non-Operating Expenses			
10-41-06-541-991-00 Working Capital Reserve	0		0
Total CITT - Settlement	\$50,521		\$0

Total Expenditures	\$6,628,844	\$7,917,468
Transportation Fund		

Transportation Fund		
Revenues (-) Expenditures	\$322,076	\$0

City of Miami Gardens

FY 2015-2016 Annual Budget

Development Services Fund

Revenues

		Estimated 09/30/15	Manager's 2016 Budget	Notes
15-00-00-322-002-00	Building Permit Fees	1,590,177	1,610,656	
15-00-00-322-003-00	Bldg. Certificate Compliance	26,506	20,000	
15-00-00-322-004-00	40 Year Recertification	10,500	5,000	
15-00-00-322-006-00	OT Inspection Fees	21,000	10,000	
15-00-00-322-007-00	Community Development District Fees	6,410	6,410	
15-00-00-345-100-00	Unsafe Structure charges	18,000	0	
15-00-00-345-200-00	Technology Surcharge	204,629	241,599	
15-00-00-345-200-00	Cost Recovery	50	0	
15-00-00-369-900-00	Other Miscellaneous Rev	1,020	360	
Total Revenues		\$1,878,292	\$1,894,025	

Total Revenues				
Development Service Fund	\$1,878,292	\$1,894,025		

City of Miami Gardens

FY 2015-2016 Annual Budget

Development Services Fund

BUILDING SERVICES DEPARTMENT

Expenditures

	Estimated 09/30/15	Manager's 2016 Budget	Notes
Personnel Services			
15-24-02-524-102-00	Regular Salary & Wages	1,078,806	1,051,975
15-24-02-524-105-00	Overtime	15,000	10,000
15-24-02-524-105-00	Special Pay	4,697	3,589
15-24-02-524-201-00	FICA	84,153	80,999
15-24-02-524-202-00	Retirement	90,444	86,149
15-24-02-524-203-00	Life & Health Insurance	94,205	106,420
15-24-02-524-204-00	Workers' Compensation	12,000	12,216
15-24-02-524-205-00	Unemployment Compensation	0	500
Operating Expenditures			
15-24-02-524-310-00	Professional Services	60,500	38,000
15-24-02-524-340-00	Other Contractual	25,784	36,150
15-24-02-524-400-00	Travel & Per Diem	1,663	2,224
15-24-02-524-421-00	Postage & Freight	50	0
15-24-02-524-440-00	Rentals & Leases	2,510	2,580
15-24-02-524-460-00	Repairs and Maintenance Service	1,000	500
15-24-02-524-470-00	Printing & Binding	0	250
15-24-02-524-510-00	Office Supplies	2,100	2,100
15-24-02-524-520-00	Operating Supplies	1,108	21,100
15-24-02-524-525-00	Uniforms	1,000	1,500
15-24-02-524-527-00	Gasoline & Lubricants	10,508	10,935
15-24-02-524-540-00	Books, Publications & Dues	950	925
15-24-02-524-550-00	Educational & Training	634	788
Non-Operating Expenditures			
15-24-02-524-914-01	Transfer to General Fund	391,225	399,050
15-24-02-524-918-21	Transfer to Debt Service Fund	26,075	26,075
Total Building Services		\$1,904,413	\$1,894,025

Total Expenditures Development Services Fund	\$1,904,413	\$1,894,025
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Development Services Fund Revenues (-) Expenditures	-\$26,121	\$0
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City of Miami Gardens

FY 2015-2016 Annual Budget

Capital Projects Fund

Revenues

	Estimated 09/30/15	Manager's 2016 Budget	Notes
30-00-00-334-493-00 Pedestrian Safety Trail	11,601	0	
30-00-00-334-721-00 FDOT Turnpike Improvements	19,100	0	
30-00-00-337-711-00 Rolling Oaks Park	418,575	0	
30-00-00-337-713-00 GO Master Plan	600	0	
30-00-00-733-715-00 BTF Community Ctr. FF&E	2,973	0	
30-00-00-733-716-00 North Dade Optimist Park	19,856	0	
30-00-00-366-000-00 Contributions	50,000	0	
30-00-00-361-102-00 Rebate from Build American Bonds	1,168,776	1,132,504	
30-00-00-381-030-01 Transfer from General Fund	5,123,069	5,905,368	
30-00-00-384-100-00 Loan Proceeds	5,000,000	0	
30-00-00-389-901-00 Reappropriated from Fund Balance	500,000	0	
Total Revenues	\$12,314,550	\$7,037,872	

Total Revenues Capital Projs. Fund

\$12,314,550

\$7,037,872

City of Miami Gardens

FY 2015-2016 Annual Budget

Capital Projects Fund

Expenditures

	Estimated 09/30/15	Manager's 2016 Budget	Notes
Personnel Services			
30-12-01-512-102-00	Regular Salaries and Wages	265,008	267,063
30-12-01-512-105-00	Special Pay	1,191	1,201
30-12-01-512-201-00	FICA	20,361	20,531
30-12-01-512-202-00	Retirement	19,531	19,486
30-12-01-512-203-00	Life and Health Insurance	22,129	26,053
30-12-01-512-204-00	Workers' Compensations	3,800	3,748
Operating Expenditures			
30-12-01-512-310-00	Professional Services	43,540	7,500
30-19-01-519-310-00	City Hall Bond bond counsel/trustee fees	5,000	5,000
30-72-00-572-310-00	G.O. Bond Master Plan	600	0
30-12-01-512-340-00	Other Contractual - Legal	92,000	60,000
30-12-01-512-400-00	Travel and Per Diem	67	1,500
30-12-01-512-421-00	Postage & Freight	50	150
30-12-01-512-440-00	Rentals & Leases	0	3,000
30-12-01-512-470-00	Printing & Binding	200	0
30-12-01-512-494-00	Advertising	100	250
30-12-01-512-510-00	Office Supplies	1,500	1,500
30-12-01-512-520-00	Operating Supplies	300	500
30-12-01-512-524-00	Computer Software	1,660	5,000
30-12-01-512-540-00	Books, Publications and Dues	0	1,000
30-12-01-512-550-00	Educational & Training	2,435	3,000
Capital Outlay			
30-12-01-512-621-03	City Hall Complex	5,000,000	0
30-41-02-541-631-06	Turnpike Wall	19,100	0
30-41-02-541-631-20	Pedestrian Safety & Trail Enhancement	11,601	0
30-72-00-572-621-02	BTF Community Center FF&E	2,973	0
30-72-00-572-630-11	Brentwood/Lester fitness	50,000	0
30-72-00-572-631-08	Rolling Oaks	418,575	0
30-72-00-572-631-12	North Dade Optimist Park	19,856	0
30-72-00-572-631-18	Recreation GO Bond Projects	500,000	0
Non-Operating Expenditures			
30-12-01-512-918-21	Transfer to Debt Service Fund	5,829,829	6,611,390
Total Exps. Capital Improvements		\$12,331,405	\$7,037,872
Total Exps. Capital Improvements		\$12,331,405	\$7,037,872
Revenues (-) Expenditures CIP Fund		-\$16,855	\$0

City of Miami Gardens

FY 2015-2016 Annual Budget

Stormwater Utility Fund

Revenues

	Estimated 09/30/15	Manager's 2016 Budget	Notes
41-00-00-325-200-00 Stormwater Assessments	3,578,616	3,564,845	77k ERUs @ \$4ea per month at 95%
41-00-00-329-500-00 Stormwater Permit Fees	43,358	45,000	
41-00-00-334-360-00 State Grant - STW	360,000	0	
41-00-00-361-100-00 Interest	3,314	4,000	
Total Stormwater Fund	\$3,985,288	\$3,613,845	

Total Revenues Special Revenue Fund	\$3,985,288	\$3,613,845
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City of Miami Gardens

FY 2015-2016 Annual Budget

Stormwater Utility Fund - Operating Division

Expenditures

	Estimated 09/30/15	Manager's 2016 Budget	Notes
Personnel Services			
41-41-03-538-102-00	Regular Salaries and Wages	457,998	440,640
41-41-03-538-104-00	Overtime	1,000	1,000
41-41-03-538-105-00	Special Pay	2,340	1,800
41-41-03-538-201-00	FICA	34,381	32,662
41-41-03-538-202-00	Retirement	32,384	32,223
41-41-03-538-203-00	Life and Health Insurance	68,670	87,753
41-41-03-538-204-00	Workers' Compensation	25,000	21,864
Operating Expenditures			
41-41-03-538-310-00	Professional Services	445,024	455,000
41-41-03-538-315-00	Fee Collection Charges	35,000	35,786
41-41-03-538-340-00	Other Contractual	225,148	222,268
41-41-03-538-400-00	Travel and Per Diem	1,000	1,500
41-41-03-538-421-00	Postage & Freight	0	200
41-41-03-538-431-00	Electricity	4,645	5,240
41-41-03-538-432-00	Water	2,587	2,700
41-41-03-538-440-00	Rentals and Leases	2,841	8,392
41-41-03-538-460-00	Repairs and Maintenance Serv	49,495	50,000
41-41-03-538-470-00	Printing & Binding	1,000	1,000
41-41-03-538-493-00	Software License	0	0
41-41-03-538-494-00	Advertising	1,500	1,500
41-41-03-538-497-00	Other Obligations	20,715	22,005
41-41-03-538-510-00	Office Supplies	1,000	1,700
41-41-03-538-520-00	Operating Supplies	5,000	12,000
41-41-03-538-524-00	Software	0	0
41-41-03-538-525-00	Uniforms	1,500	3,500
41-41-03-538-527-00	Gasoline & Lubricants	49,582	60,000
41-41-03-538-528-00	Small Tools and Equipment	6,000	10,000
41-41-03-538-530-00	Road Materials and Supplies	6,000	12,000
41-41-03-538-531-00	Landscape Supplies/Materials	2,500	1,600
41-41-03-538-540-00	Books, Publications, and Dues	1,500	1,500
41-41-03-538-550-00	Educational & Training	1,500	2,600
Capital Outlay			
41-41-03-538-630-00	Improvements Other Than Bldgs.	27,611	0
41-41-03-538-635-00	Stormwater Treatment Swale Projects	77,821	100,000
41-41-03-538-640-00	Machinery and Equipment	0	0
Debt Service			
41-41-03-538-710-00	Principal - Debt Service	377,480	392,603
41-41-03-538-720-00	Interest - Debt Service	254,920	239,586
Non-Operating Expenditures			
41-41-03-538-914-01	Transfer to General Fund	253,253	258,319
41-41-03-538-917-00	Transfer to Transportation Fund	182,061	185,703
41-41-03-538-991-00	Working capital reserve	0	87,363
Total Stormwater Operations		\$2,658,456	\$2,792,007

City of Miami Gardens

FY 2015-2016 Annual Budget

Stormwater Utility Fund - Engineering Division

Expenditures

	Estimated 09/30/15	Manager's 2016 Budget	Notes
Personnel Services			
41-41-09-538-102-00	Regular Salaries and Wages	142,696	209,960
41-41-09-538-105-00	Special Pay	1,528	1,861
41-41-09-538-201-00	FICA	11,083	16,188
41-41-09-538-202-00	Retirement	10,517	15,320
41-41-09-538-203-00	Life and Health Insurance	14,755	21,878
41-41-09-538-204-00	Workers' Compensation	4,500	5,726
Operating Expenses			
41-41-09-538-310-00	Professional Services	15,000	135,000
41-41-09-538-400-00	Travel and Per Diem	0	1,500
41-41-09-538-421-00	Postage & Freight	0	5,000
41-41-09-538-470-00	Printing & Binding	0	3,000
41-41-09-538-510-00	Office Supplies	500	500
41-41-09-538-524-00	Computer software	2,500	2,500
41-41-09-538-525-00	Uniforms	0	300
41-41-09-538-540-00	Books, Publications, and Dues	453	505
41-41-09-538-550-00	Educational & Training	0	2,600
Capital Outlay			
41-41-09-538-630-01	195/204 Stormwater Project	150,000	0
41-41-09-538-630-02	Culvert/Headwall Repairs Project	0	350,000
41-41-09-538-630-03	Infrastructure Improvements	10,000	0
41-41-09-538-630-04	NW 13 Ave Drainage Project	50,000	0
41-41-09-538-630-05	NW 24 Ave Drainage Project	250,000	0
41-41-09-538-630-06	Vista Verde Drainage Project	275,000	0
41-41-09-538-630-07	Andover NW 203 Street	47,970	0
41-41-09-538-630-08	NW 13 Ave Stormwater Drainage Improv	0	50,000
Total Stormwater Engineering		\$986,501	\$821,838

Total Expenditures Stormwater Utility Fund	\$3,644,956	\$3,613,845
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Stormwater Utility Fund	\$340,332	\$0
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City of Miami Gardens

FY 2015-2016 Annual Budget

Community Development Block Grant Fund

Revenues

	Estimated 09/30/15	Manager's 2016 Budget	Notes
14-00-00-331-000-00 CDBG Program Revenue	999,851	1,000,644	
Total Revenues CDBG Fund	\$999,851	\$1,000,644	

TOTAL CDBG REVENUES	\$999,851	\$1,000,644	
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City of Miami Gardens

FY 2015-2016 Annual Budget

Community Development Block Grant Fund

Administrative and Program

Expenditures

	Estimated 09/30/15	Manager's 2016 Budget	Notes
Personnel Services			
14-13-01-513-102-00	Regular Salaries and Wages	123,148	124,000
14-13-01-513-105-00	Special Pay	936	936
14-13-01-513-201-00	FICA	9,421	9,486
14-13-01-513-202-00	Retirement	9,080	9,143
14-13-01-513-203-00	Life and Health Insurance	16,751	18,122
14-13-01-513-204-00	Workers' Compensation	333	335
Operating Expenditures			
14-13-01-513-310-00	Professional Services	11,050	11,000
14-13-01-513-340-00	Contractual Service	378,950	384,000
14-13-01-513-342-00	Other Contractual Svc - Public Service	149,977	150,096
14-13-01-513-400-00	Travel & Per Diem	5,000	4,500
14-13-01-513-421-00	Postage & Freight	250	250
14-13-01-513-440-00	Rentals & Leases	1,900	1,900
14-13-01-513-470-00	Printing & Binding	150	150
14-13-01-513-494-00	Advertising	3,000	3,000
14-13-01-513-510-00	Office Supplies	2,000	2,000
14-13-01-513-520-00	Operating Supplies	1,500	1,500
14-13-01-513-540-00	Books, Publications	2,000	3,645
14-13-10-513-550-00	Educational & Training	2,000	1,000
Capital Outlay			
14-13-01-513-630-00	Infrastructure Improvements	204,903	200,420
14-13-01-513-631-18	Parks Improvements		
Capital Outlay			
14-13-01-513-991-00	Working Capital Reserve	22,502	20,161
Total Expenditures CDBG Program	<u>\$944,851</u>	<u>\$945,644</u>	

City of Miami Gardens

FY 2015-2016 Annual Budget

Community Development Block Grant Fund

Direct Services

Expenditures

	Estimated 09/30/15	Manager's 2016 Budget	Notes
Personnel Services			
14-13-06-513-102-00	Regular Salaries and Wages	\$34,778	\$34,778
14-13-06-513-105-00	Special Pay	\$240	\$240
14-13-06-513-201-00	FICA	\$2,580	\$2,580
14-13-06-513-202-00	Retirement	\$1,771	\$1,771
14-13-06-513-203-00	Life and Health Insurance	\$3,869	\$3,869
14-13-06-513-204-00	Workers' Compensation	\$985	\$985
Operating Expenditures			
14-13-06-513-310-00	Professional Services	\$10,777	\$10,777
Total Expenditures CDBG Direct Services	<u>\$55,000</u>	<u>\$55,000</u>	

TOTAL CDBG EXPENDITURES

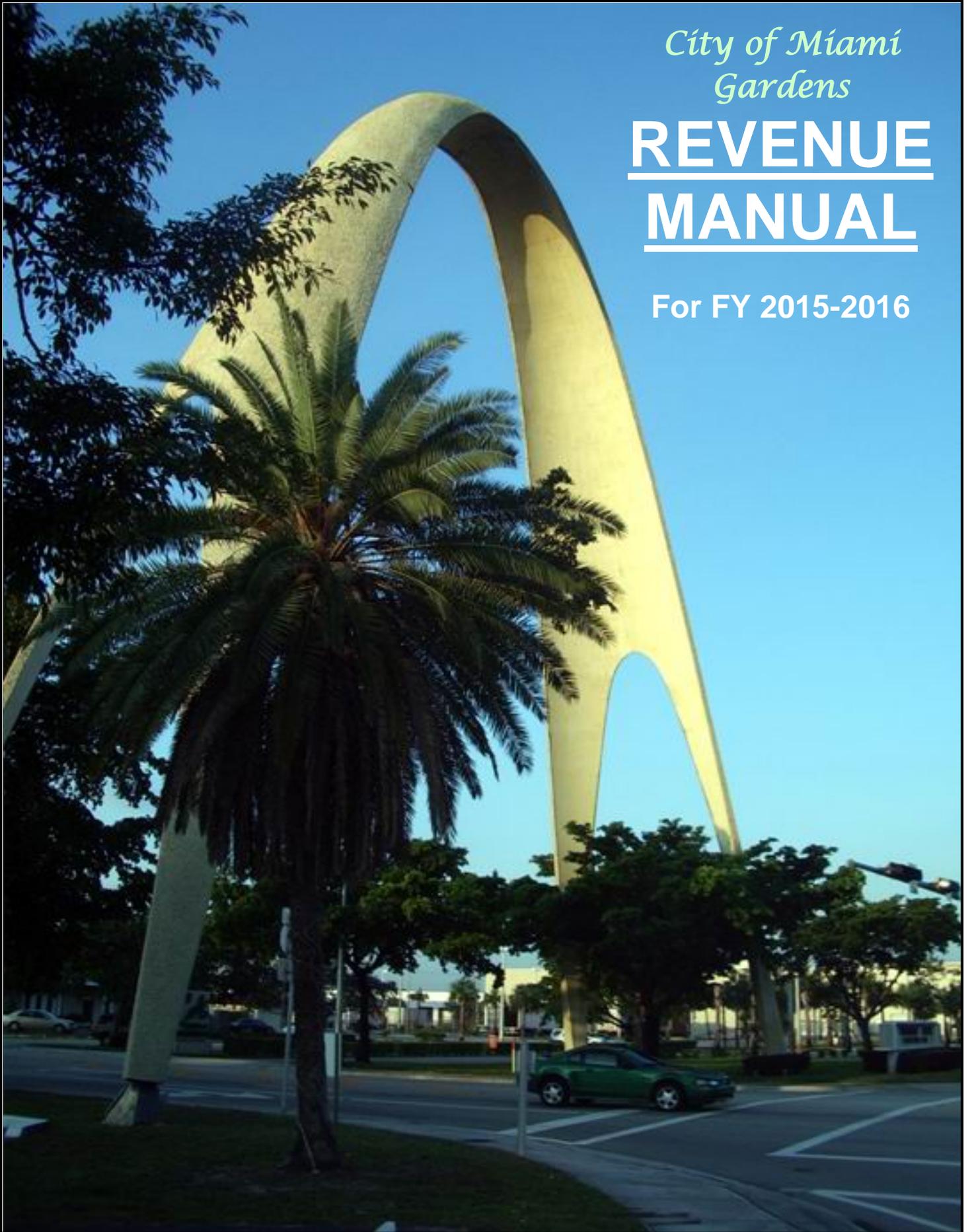
\$999,851

\$1,000,644

**Revenues/Expenditures
CDBG Fund**

\$0

\$0



*City of Miami
Gardens*

REVENUE MANUAL

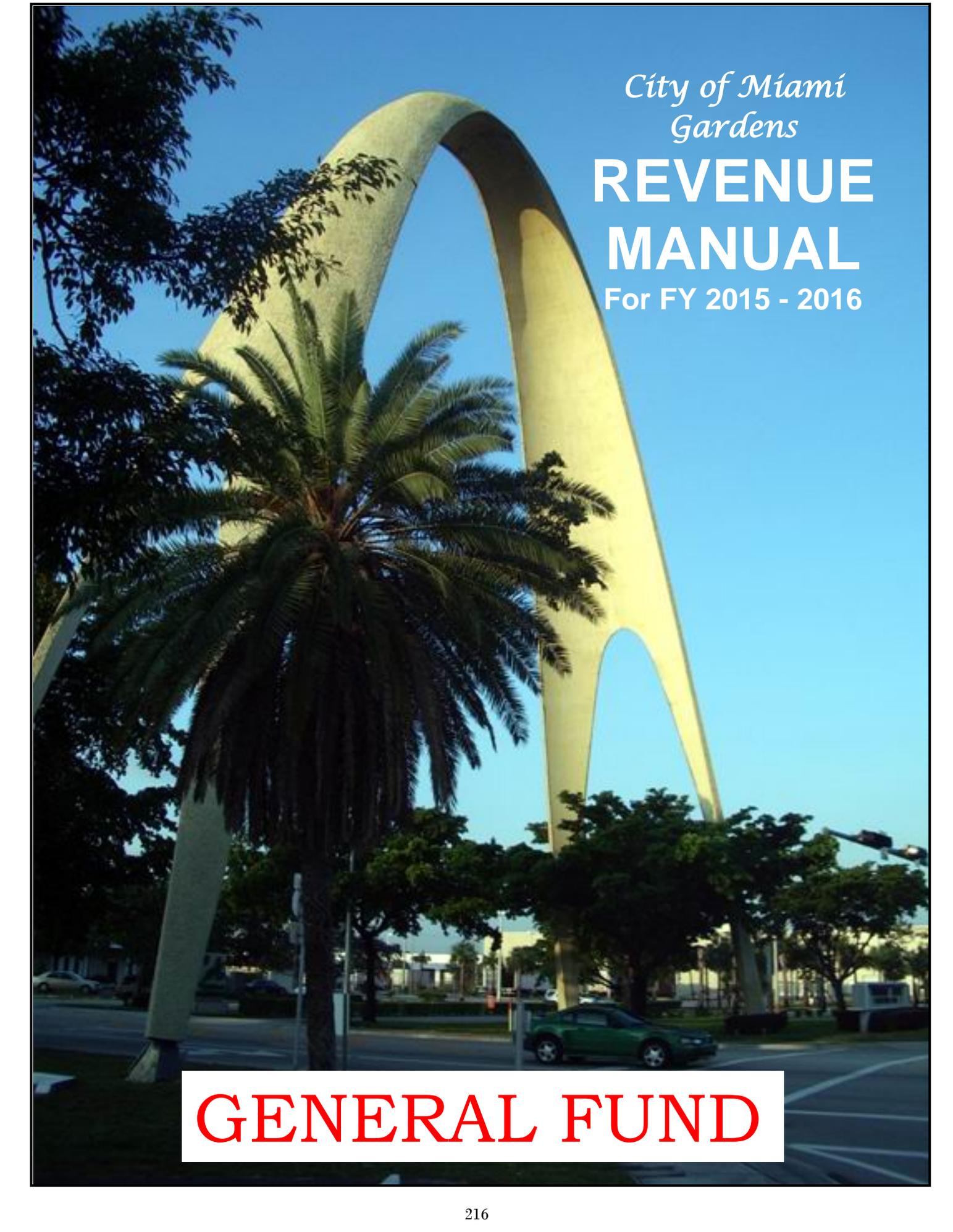
For FY 2015-2016

City of Miami Gardens

Revenue Manual

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*City of Miami
Gardens*

**REVENUE
MANUAL**
For FY 2015 - 2016

GENERAL FUND

Ad Valorem or Property Tax

Revenue Description

An ad valorem tax (or property tax) is a levy against the taxable value of real and personal property. Prior to October 1 of each fiscal year, the City Council sets the millage rate for the tax. One mill equals \$1 of tax per \$1,000 of taxable assessed value. The millage rate is applied to the most recent taxable assessed value as provided by the Miami-Dade Council Property Appraiser.

Taxable assessed value equals total assessed value less any allowable exemptions, such as the first or second \$25,000 for Homestead exemption, additional Senior Citizen exemption, and/or disability exemptions.

Example:

Assessed Value	\$100,000
Less 1 st Homestead exemption	\$25,000
Less 2 nd Homestead exemption	<u>\$25,000</u>
Taxable Value	\$50,000

Tax rate = \$6.2728 per \$1,000 of taxable value, thus:
 \$50,000/1,000 = \$50 x \$6.2728 = \$313.64 (tax bill)

Legal Basis for Revenue

Florida Constitution, Article VII, Section 9
 Laws of Florida, Chapter 200
 Florida Statutes §116.211
 City of Miami Gardens Charter Article 4, Section 4.9 & Article 8, Sections 8.3 & 8.4
 City of Miami Gardens Ordinance 2004-19-35
 City of Miami Gardens Resolution 2007-135-642

Special Requirements

Cities, counties and school boards are authorized to levy property taxes up to a total of 10 mills each. The 10 mill cap can be exceeded by a voter referendum for capital projects. This voted millage is not counted towards the 10 mill cap. Special districts may also have taxing authority independent of the general government(s) in which they conduct business such as hospital districts, drainage districts and similar quasi-governmental organizations. These millages vary according to their individual enabling legislation.

In addition to the 10 mill cap, state law regulates the process and amount of millage levied each year. The Truth in Millage Act (TRIM) regulates the process for setting the annual millage and for determining the "roll-back rate" or the rate of millage required to yield the same dollar amount of revenue received in the prior period. All proposed increases in annual millage must be calculated from the roll-back rate.

Fund/Account Number: General Fund
 01-00-00-311-100-00

Use of Revenue: General Fund, unrestricted.

Method/Frequency of Payment

Payment is made directly to Miami-Dade County Tax Collector either by the property owner or through the owner's mortgage company. Payment is made annually from November to March each year. Payments made prior to March are eligible for a discount as follows: 4% if paid in November, 3% if paid in December, 2% if paid in January,

1% if paid in February. Payments made after March are subject to penalty.

Basis for Budget Estimate

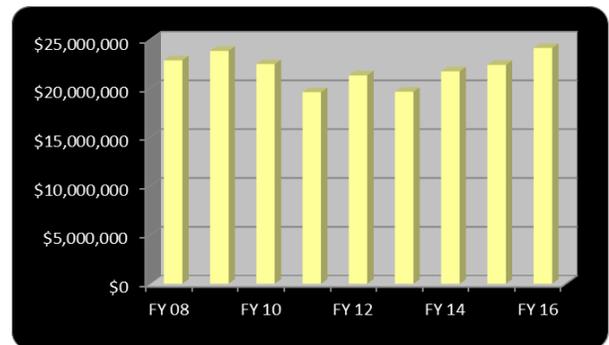
Each June 1, the Miami-Dade County Property Appraiser is required by statute to provide an estimate to each taxing jurisdiction of the estimated taxable valuation of all personal and real property within the jurisdiction. A final estimate is provided on July 1. Using this estimate, the city applies its proposed millage rate to yield the estimated revenue for the coming year. By state statute, the City can only budget 95% of this estimate.

Collection History

<i>Fiscal Year</i>	<i>Amount</i>	<i>% Increase/ (Decrease)</i>
FY 08	\$22,871,432	19.24%
FY 09	\$23,840,155	4.24%
FY 10	\$22,493,510	-5.65%
FY 11	\$19,616,970	-12.79%
FY 12	\$21,340,234	8.78%
FY 13	\$19,653,871	-7.90%
FY 14	\$21,757,058	10.70%
FY 15*	\$22,415,328	3.03%
FY 16*	\$24,131,450	7.66%

* Estimated
 ** Budget

History of Property Tax Collections



Discussion

Upon incorporation, the City inherited the prior set Miami-Dade County un-incorporated rate of 2.4 mills. This rate was in place for FY 2003 and was re-adopted for FY 2004. Finding this rate insufficient to accomplish the improvements desired by the community, Council raised the rate to 3.6384 mills for FY 2005.

In FY 2007, the City Council voted to start its own police department and raised the millage to 5.1488 raised to cover the transition costs. This rate was maintained for FY 08-09.

For FY-09, City Council adopted the roll-back rate of 5.1402. For FY-10, the roll back rate rose to 5.3734. For FY-12, Council approved a tax rate increase to 6.5616 to rebuild the reserve fund. For FY-13, Council adopted a roll back rate of 6.3260. For FY-14 adopted a rate increase to 6.9363. FY 15, remains at the 6.9363 and for FY 16, Council has tentatively adopted the same tax rate of 6.9363. **

Electric Franchise Revenue

Revenue Description

Revenue is derived from a fee levied on all electrical service within the City. Fee was levied by the Miami-Dade County under a 1989 franchise agreement between the County and Florida Power & Light Corporation granting the utility the non-exclusive right to serve the area. In 2007, the City and Miami-Dade County entered into an interlocal agreement transferring the collected fees to the City effective upon the City's incorporation in 2003 until the end of the current franchise agreement.

Legal Basis for Revenue

Florida Statutes §166.231, 180.14, 80.20
 Miami-Dade County Ordinance 89-81
 City of Miami Gardens Charter Article 4, Section 4.9 & Article 8, Sections 8.3 & 8.4 Interlocal Agreement between Miami-Dade County and the City of Miami Gardens, Resolution 2007-96-603

Special Requirements: None.

Fund/Account Number: General Fund
 01-00-00-323-100-00

Use of Revenue: General Fund, unrestricted.

Method/Frequency of Payment

The Franchise fee is 6% of the total revenues less permit fees and ad valorem taxes paid by FP&L from the sale of electricity. Payment is made directly to Florida Power & Light which remits it who, in turn, remits it to the City annually.

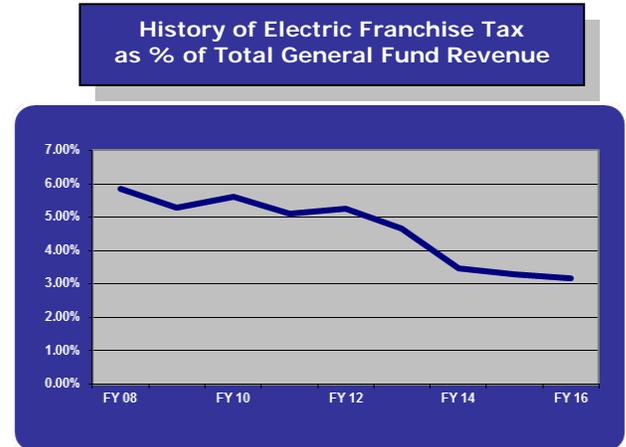
Basis for Budget Estimate

Estimate for budgeting purposes is made by the City based on historical trends. This is adjusted by estimates of new construction.

Collection History

<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 08	\$4,188,860	20.46%
FY 09	\$3,978,584	-5.02%
FY 10	\$4,038,941	1.52%
FY 11	\$2,957,525	-26.77%
FY 12	\$3,358,782	13.57%
FY 13	\$3,023,802	-9.97%
FY 14	\$2,182,229	-27.83%
FY 15*	\$2,073,117	-5.00%
FY 16**	\$2,093,848	1.00%

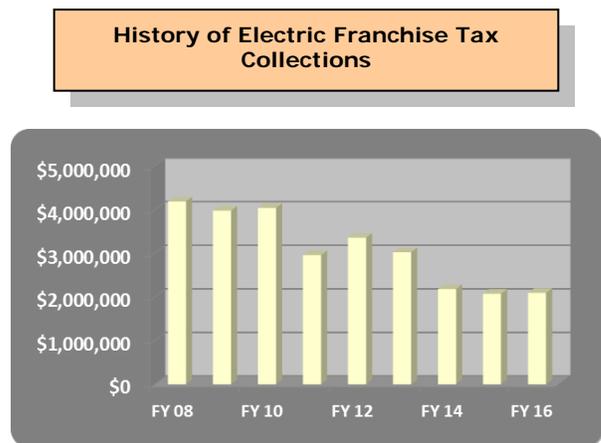
* Estimated ** Budgeted



Discussion

The electric franchise tax is moderate sized revenue for and a vital component to the financing of the General Fund. Decrease in FY 2011 is attributed to a one time rebate imposed by the utility commission. FY 14 and FY 15 decline in revenue is attributed to the property tax paid by FPL on the reactor operations at the Power Plant.

Because electric use is partially the function of weather, there is always an unknown factor in estimating for budget purposes. In addition, a major hurricane can interrupt service for an extended period of time, also affecting revenues. In addition, the fuel adjustment charge on the electric bill has can change dramatically, affecting the tax collected.



Gas Franchise Fee

Revenue Description

Revenue is derived from a fee levied on all natural service within the corporate limits of the City of Miami Gardens. Fee was levied by the City in 2004 under a 1989 franchise agreement between the City of Miami Gardens and NUI Utilities awarding a non-exclusive franchise for the utility to offer service within the corporate limits.

Legal Basis for Revenue

Florida Statutes §166.231, 180.14, 80.20

City of Miami Gardens Charter Article 4, Section 4.9 & Article 8, Sections 8.3 & 8.4
 City of Miami Gardens Ordinance 2004-04-20
 Contract between City of Miami Gardens and NUI Utilities

Special Requirements

None

Fund/Account Number

General Fund
 01-00-00-323-400-00

Use of Revenue

General Fund, unrestricted.

Method/Frequency of Payment

The Gas Franchise fee is 10% of the total revenues from the sale of natural gas. Payment is made directly by the customer to NUI Utilities (A.K.A. City Gas), which remits it monthly to the City.

Basis for Budget Estimate

Estimate for budgeting purposes is made by the City based on historical trends. This is adjusted by estimates of new construction.

Collection History

<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 08	\$166,459	-29.11%
FY 09	\$215,436	29.42%
FY 10	\$197,849	-8.16%
FY 11	\$187,734	-5.11%
FY 12	\$172,169	-8.29%
FY 13	\$182,671	6.10%
FY 14	\$190,596	4.34%
FY 15*	\$180,000	-5.56%
FY 16**	\$185,000	2.78%

* Estimated
 ** Budgeted

Discussion

The gas franchise fee is one of several franchise fee revenues for the City. Currently, the City has only one provider, NUI Utilities, also known as City Gas. Gas is not a large component of the local power scene, thus the revenues are rather modest. The largest users of gas are the City industrial sector. Because gas use is partially the function of weather as with electric, there is always an unknown factor in estimating for budget purposes.

History of Gas Franchise Fee Collections



Solid Waste Franchise Fee

Revenue Description

Revenue is derived from a fee levied on all commercial solid waste disposal service providers that do business within the corporate limits of the City of Miami Gardens. Fee was levied by the City in 2004 under an ordinance adopted by City Council establishing non-exclusive franchises for commercial solid waste providers. The ordinance established a 15% fee on the total billing of franchisees for business conducted within the City. The fee is collected monthly from each provider. For FY 2015, the City has 7 active franchise agreements.

Legal Basis for Revenue

Florida Statutes §166.231, 180.14, 80.20
 City of Miami Gardens Charter Article 4, Section 4.9 & Article 8, Sections 8.3 & 8.4
 City of Miami Gardens Ordinance 2004-03-19
 Franchise agreements between the City and various providers.

Special Requirements

State statutes provide an exemption for solid waste that is recycled such as curbside recycling and for debris deposited in separate construction and demolition landfills, and other recycling activities.

Fund/Account Number: General Fund
 01-00-00-323-700-00

Use of Revenue: General Fund, unrestricted.

Method/Frequency of Payment

Franchise fee is 15% of the total company's gross sales from commercial garbage collection within the City of Miami Gardens. Payment is made directly to the City by each franchisee on a monthly basis. Roll-Off containers are charged at \$100 each.

Basis for Budget Estimate

Estimate for budgeting purposes is made by the City staff based on historical trends. This is adjusted by estimates of new commercial construction.

Collection History

<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 08	\$888,000	2.78%
FY 09	\$823,232	-7.29%
FY 10	\$813,856	-1.14%
FY 11	\$806,978	-0.85%
FY 12	\$823,827	2.09%
FY 13	\$883,048	7.19%
FY 14	\$954,477	8.09%
FY 15*	\$861,473	-9.74%
FY 16**	\$880,000	2.15%

* Estimated
** Budgeted

Discussion

The solid waste franchise fee is one of several franchise fee revenues for the City. Currently, the City has 9 providers. The City's franchise fee is 15% of gross revenues; this is in addition to Miami-Dade County's 17% franchise fee. This later fee will eventually be reduced and/or eliminated as the County pays off solid waste bonds for which the fee was pledged.

The fee applies to all haulers of commercial solid waste within the City. This includes routine commercial garbage collection as well as commercial roll-off containers.



Electric Utility Tax

Revenue Description

Revenue is derived from a tax on all electric Utility Service customers within the corporate limits of the City. The tax rate is 10% of the total bill excluding governmental charges, taxes and fuel adjustments.

Legal Basis for Revenue

Florida Statutes §166.231-.236
Miami Dade County Code of Ordinances §29-36
City of Miami Gardens Charter Article 4, Section 4.9 and Article 8, Section 8.3 & Section 8.4
City of Miami Gardens Ordinance 2003-01

Special Requirements: None.

Fund/Account Number: General Fund
01-00-00-314-100-00

Use of Revenue: General Fund, Unrestricted.

Method/Frequency of Payment

Tax is collected by the respective Florida Power & Light and remitted to the County, and in turn, the County remits it to the City monthly after deducting the City's pro-rata share of the County's Q.N.I.P. bond payment.

Basis for Budget Estimate

Estimate for budgeting purposes is made by the City staff based on historical trends. This is adjusted by estimates of new commercial construction.

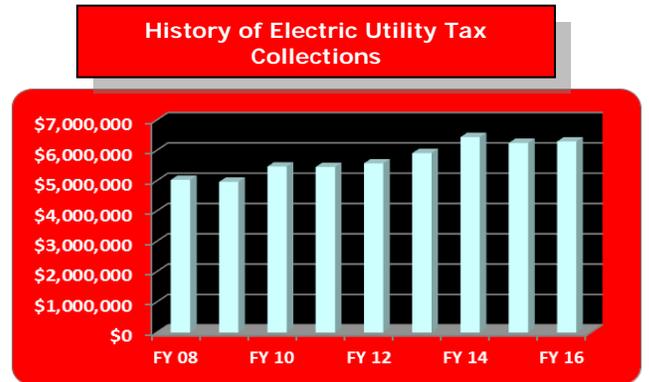
Collection History

<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 08	\$5,032,682	6.28%
FY 09	\$4,968,381	-1.28%
FY 10	\$5,473,141	10.16%
FY 11	\$5,458,988	-0.26%
FY 12	\$5,578,789	2.19%
FY 13	\$5,915,587	6.04%
FY 14	\$6,444,502	8.94%
FY 15*	\$6,251,167	-3.00%
FY 16**	\$6,300,000	0.78%

* Estimated
** Budgeted

Discussion

Currently, the City collects utility tax from water, electric and gas utilities operating within the City and a rate of 10% of the customer's bill. The tax is moderately large revenue for the general fund and is of generally low volatility. It can be affected by weather and positively by new construction and increased fuel adjustment charges. It is these latter two factors that have driven the relatively steady increase in the City's collections over time.



Water Utility Tax

Revenue Description

Revenue is derived from a tax on all water utility service customers within the corporate limits of the City. The tax rate is 10% of the total bill excluding governmental charges, taxes and fuel adjustments.

Legal Basis for Revenue

Florida Statutes §166.231-.236
 City of Miami Gardens Charter Article 4, Section 4.9 & Article 8, Sections 8.3 & 8.4
 City of Miami Gardens Ordinance 2003-01

Special Requirements:

None.

Fund/Account Number

General Fund
 01-00-00-314-300-00

Use of Revenue: General Fund, unrestricted.

Method/Frequency of Payment

Tax is collected by one of three water utilities that serve residents and businesses within the City: City of North Miami Beach, City of Opa Locka or Miami-Dade County Water and Sewer Department. All jurisdictions remit the revenue Miami-Dade County who in turn, remits it to the City.

Basis for Budget Estimate

Estimate for budgeting purposes is made by the City staff based on historical trends. This is adjusted by estimates of new commercial construction.

Collection History

<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 08	\$835,364	4.92%
FY 09	\$1,031,801	23.52%
FY 10	\$968,843	-6.10%
FY 11	\$1,033,985	6.72%
FY 12	\$991,323	-4.13%
FY 13	\$954,850	-3.68%
FY 14	\$986,305	3.29%
FY 15*	\$986,000	-0.03%
FY 16**	\$990,000	0.41%

* Estimated
 ** Budgeted

Discussion

Currently, the City collects utility tax from water, electric and gas utilities operating within the City at a rate of 10% of the customer's bill. The tax is moderately large revenue for the general fund and is of low volatility. It can be affected by weather and positively by new construction.

History of Water Utility Tax Collections



Gas Utility Tax

Revenue Description

Revenue is derived from a tax on all natural and propane service customers within the corporate limits of the City. The tax rate is 10% of the total bill excluding governmental charges, taxes and fuel adjustments.

Legal Basis for Revenue

Florida Statutes §166.231-.236
 City of Miami Gardens Charter Article 4, Section 4.9 & Article 8, Sections 8.3 & 8.4
 City of Miami Gardens Ordinance 2003-01

Special Requirements: None.

Fund/Account Number:

General Fund
 01-00-00-314-400-00

Use of Revenue: General Fund, unrestricted.

Method/Frequency of Payment

Tax for natural gas sales is collected from the City's lone provider of natural gas, NUI Utilities (AKA: City Gas) by Miami-Dade County and remitted to the City on a periodic basis. The County has informed us that they have no way to allocate this revenue and thus have kept it.

Basis for Budget Estimate

Estimate of natural gas tax revenue is made by the City staff based on historical trends. This is adjusted by estimates of new commercial construction.

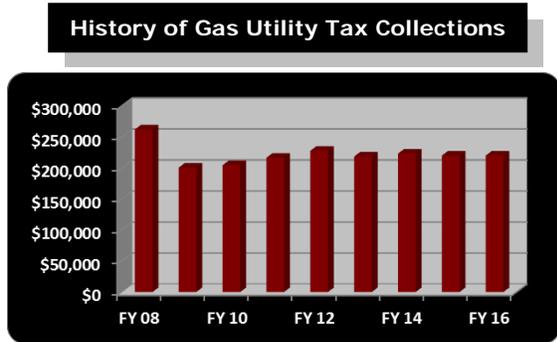
Collection History

<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 08	\$262,001	31.89%
FY 09	\$200,553	-23.45%
FY 10	\$204,342	1.89%
FY 11	\$216,472	5.94%
FY 12	\$227,592	5.14%
FY 13	\$218,433	-4.02%
FY 14	\$223,235	2.20%
FY 15*	\$220,000	-1.45%
FY 16**	\$220,000	0.00%

* Estimated
 ** Budgeted

Discussion

The gas utility tax is one of several utility tax revenues for the City. Currently, the City collects utility tax from water, electric and gas utilities operating within the City. The tax is minor revenue for the General Fund and is of generally low volatility. It is affected by new construction.



Local Communications Services Tax

Revenue Description

The Communications Services Tax was enacted to restructure and consolidate taxes on telecommunications, cable, direct-to-home satellite, and related services that existed prior to October 1, 2001. The definition of communications services encompasses voice, data, audio, video, or any other information or signals, including cable services that are transmitted by any medium.

The tax is imposed on retail sales of communications services which originate and terminate in the state, or originate or terminate in the state and are billed to an address within the state. Tax proceeds are transferred to county and municipal governments, Public Education Capital Outlay and Debt Service Trust Fund, and the state's General Revenue Fund.

A county or municipality may, by ordinance, levy a local communications tax. The City levies the maximum rate of 5.22%.

Legal Basis for Revenue

Florida Statutes Chapter 202
 City of Miami Gardens Charter Article 4, Section 4.9 & Article 8, Sections 8.3 & 8.4
 City of Miami Gardens Ordinance 2003-02

Special Requirements

A city cannot levy the maximum rate and also require that the provider obtain building permits. Miami Gardens does not require such permits.

Fund/Account Number

General Fund
 01-00-00-315-510-00

Use of Revenue

General Fund, unrestricted. Miami Gardens has pledged this revenue as security on several revenue bond issues.

Method/Frequency of Payment

Tax is collected by the State of Florida Department of Revenue who has the sole authority to audit the providers. The collections are remitted to the City on a monthly basis.

Basis for Budget Estimate

Estimate of communications services tax revenue for budgeting purposes is made by the State Department of Revenue and posted online during July.

Collection History

<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 08	\$3,788,720	26.47%
FY 09	\$4,061,914	7.21%
FY 10	\$3,994,708	-1.65%
FY 11	\$4,426,216	10.80%
FY 12	\$3,669,763	-17.09%
FY 13	\$3,438,720	-6.30%
FY 14	\$2,757,382	-19.81%
FY 15*	\$3,595,576	30.40%
FY 16**	\$2,496,000	-30.58%

* Estimated
 ** Budgeted

Discussion

The Communications Services Tax has been one of the more difficult revenues for the City since its inception. As many of the local providers were miscoding their remittances to the state and the revenue was being diverted to Miami-Dade County instead of Miami Gardens.

The City and Miami-Dade County entered into an interlocal agreement whereby the County would give the City the amount of the State estimate and the City would transfer to the County all revenue directly collected by the State. This agreement expired at the end of FY 2005-2006. At that time, staff budgeted an amount that was reflective of the actual revenue received. Since that date at the City's request, the State has been undertaking audits of the providers within the City and revenue has significantly increased and in FY 2011 due to State audit, the City received more than \$700,000 in retro payment due to miscoding. Due to legislature changes of how telecommunication tax is to be assessed, revenue has since then decreased in FY 2012. FY 15 increase is attributed to audit performed by the State and the City received an adjustment of over \$1 million in retro taxes.



Local Business License Tax

Revenue Description

The Local Business Tax is levied by cities and counties for the privilege of conducting or managing any business, profession, or occupation within its jurisdiction. Tax proceeds are considered general revenue to the local government. The Business Tax is not a regulatory fee and does not refer to any fees or licenses paid to any board, commission, or officer for permits, registration, examination or inspection.

Legal Basis for Revenue

Florida Statutes Chapter 205
 City of Miami Gardens Charter Article 4, Section 4.9 & Article 8, Sections 8.3 & 8.4
 City of Miami Gardens Ordinances 2003-01, 2004-08-24, 2004-20-36, 2005-05-43, 2006-02-83, 2007-06-112 and 2007-18-124.

Special Requirements

None.

Fund/Account Number

General Fund
 01-00-00-316-000-00

Use of Revenue

General Fund, unrestricted.

Method/Frequency of Payment

The Business License Tax is collected by the City's Code Enforcement Department. Tax bills are mailed to all current license holders in August of each year with an effective date of October 1st. Businesses starting during the year must obtain the license prior to opening or face penalties. There is no prorating of the tax for mid-year licenses.

Basis for Budget Estimate

Estimate for the business license tax is made by staff based on current holders and an anticipated new business activity.

Collection History

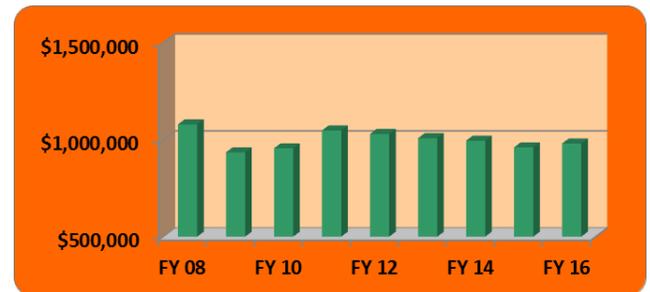
Fiscal Year	Amount	% increase/ (Decrease)
FY 08	\$1,078,384	32.82%
FY 09	\$934,161	-13.37%
FY 10	\$954,886	2.22%
FY 11	\$1,047,248	9.67%
FY 12	\$1,029,151	-1.73%
FY 13	\$1,007,525	-2.10%
FY 14	\$994,211	-1.32%
FY 15*	\$960,000	-3.44%
FY 16**	\$980,000	2.08%

* Estimated
 ** Budgeted

Discussion

The business license tax is moderate-sized City revenue. After incorporation, Miami Gardens adopted the rate schedule of the City of Miramar as its schedule. In FY 2008, the City began an aggressive program to visit all businesses for compliance. This has resulted in a significant increase in collections. FY-09 and FY10 represents a decline in local business due to the recession. has been quite stable for the past few years.

History of Business License Tax Collections



Business Tax Schedule

For the purposes of this section, inventory shall mean the average selling value of annual inventory owned by the business, exclusive of excise tax. License tax fees for the following business occupations and/or professions are hereby levied and imposed as follows, provided that no license or combination of licenses for a single entity at a single business location shall exceed thirty thousand dollars (\$30,000.00).

Business License taxes for the following business, business and/or professions are hereby levied and imposed:

B. BUSINESS LICENSE TAX

A

(10)	Abstract, Title, Title Insurance, Prop Closing . . .	Each	\$	150.00
(20)	Activity Coordinators/Directors – Recreation . . .	Each	\$	100.00
(30)	Adolescent/Teen Recreation Centers . . .	Each	\$	100.00
(40)	Advertising Products and Services . . .	Each	\$	100.00
(50)	Ambulance Service . . .	Each	\$	100.00
(60)	Amusement Centers . . .	Each	\$	200.00
(70)	Amusement Centers 1 to 25 Machines . . .		\$	200.00
(80)	Amusement Centers 26 to 50 Machines . . .		\$	300.00
(90)	Amusement Centers 51 to 75 Machines . . .		\$	450.00
(100)	Amusement Centers 76 to 100 Machines . . .		\$	500.00
(110)	Amusement Centers over 100 machines . . .	Each	\$	7.00
(120)	Amusement Machines-Distributors . . .	Each	\$	125.00
(130)	Amusement Machines – as accessory use . . .	Each	\$	30.00
(140)	Amusement Park per Machine . . .	Each	\$	100.00
(150)	Amusement Parks 1 . . .	Each	\$	100.00
(160)	Animal Grooming . . .	Each	\$	100.00
(170)	Animal Clinic/Hospital . . .	Each	\$	100.00
(180)	(Open)		\$	
(190)	(Open)		\$	
(200)	Animal Kennel . . .	Each	\$	200.00
(210)	Answering Service . . .	Each	\$	100.00
(220)	Antique Shop . . .	Each	\$	125.00
(230)	Apartment Unit . . .	Each	\$	6.00
(240)	Archery/Gun Range . . .	Each	\$	100.00
(250)	Armored Car Service . . .	Each	\$	100.00
(260)	Astrologers/Clairvoyants . . .	Each	\$	150.00
(270)	Auction Companies/Store . . .	Each	\$	700.00
(280)	Auctioneers . . .	Each	\$	40.00
(290)	Auto Dealers Rentals Cars 1 to 25 . . .		\$	100.00
(300)	Auto Dealers Rentals Cars over 25 . . .	Each	\$	9.00
(303)	Auto Dealer New . . .		\$	200.00
	Plus per \$ 1,000.00 or fraction of inventory (Max \$ 5,000.00) . . .		\$	13.00

(305)	Auto Dealer Used . . .		\$	200.00
	Plus per \$ 1,000.00 or fraction of inventory (Max \$ 5,000.00) . . .		\$	13.00
(310)	Auto Detailing . . .	Each	\$	100.00
(320)	Auto Driving School . . .	Each	\$	100.00
(330)	Auto Painting and Body . . .	Each	\$	80.00
(340)	Auto Shipping Agency . . .	Each	\$	100.00
(350)	Auto Tag Agency . . .	Each	\$	60.00
(360)	Auto Wrecking . . .	Each	\$	80.00
B				
(370)	Bakery's – As Accessory Use . . .	Each	\$	100.00
(380)	Bakery's – Retail . . .	Each	\$	100.00
(390)	Bakery's – Wholesale . . .	Each	\$	100.00
(400)	Ballroom/Dance Club (as permitted by Code) . . .	Each	\$	100.00
(410)	Banquet/Party Caterers . . .	Each	\$	40.00
(420)	Banquet/Party Caterers – As Accessory Use . . .	Each	\$	50.00
(430)	Barber Shop – for each access activity . . .	Each	\$	30.00
(440)	Barber Shop – up to 5 chairs . . .		\$	100.00
(450)	Barber Shop – each chair over 5 chairs . . .	Each	\$	10.00
(460)	Bar/Lounge (No dancing or entertainment . . .	Each	\$	200.00
(470)	Beauty Shop – for each access activity . . .	Each	\$	50.00
(480)	Beauty Shop/Nail Salon – 1-5 technicians/operators . . .		\$	100.00
(490)	Beauty Shop/Nail Salon – Additional technicians/operators . . .	Each	\$	10.00
(500)	Bicycle, Scooter, Moped, etc. (sales, rental & repairs) . . .	Each	\$	100.00
(510)	Billiard Hall – table . . .	Each	\$	15.00
(520)	Billing Service . . .	Each	\$	125.00
(530)	Bingo Hall . . .	Each	\$	250.00
(540)	Blood Bank/Storage Facility . . .	Each	\$	200.00
(550)	Blueprinting . . .	Each	\$	100.00
(560)	Boats for Sale/Rentals . . .	Each	\$	100.00
(570)	Boiler/Machine/Foundries – Shops . . .	Each	\$	100.00
(580)	Bondsmen Professional (cash) . . .	Each	\$	350.00
(590)	Bondsmen Professional (surety) . . .	Each	\$	150.00
(600)	Bowling Alley – lane . . .	Each	\$	25.00
(610)	Broker – Cemetery . . .	Each	\$	125.00
(620)	Brokerage Firms – Commodities . . .	Each	\$	150.00

(630)	Brokerage Firms – Stocks, Bonds . . .	Each	\$	150.00
(640)	Brokerage Firms –Yachts . . .	Each	\$	100.00
(650)	Brokers - Mortgage Loans . . .	Each	\$	150.00
(660)	Brokers - Customs and Others . . .	Each	\$	125.00
(670)	Brokers – Futures and Options . . .	Each	\$	125.00
(680)	Burglar Alarm/Monitoring Companies . . .	Each	\$	100.00
(690)	Bus Companies – intrastate only . . .	Each	\$	125.00
(700)	Bus Companies – per bus . . .	Each	\$	50.00
C				
(710)	Canteen Wagon or Café – vehicle . . .	Each	\$	100.00
(720)	Car Wash (permanent structures as permitted by Zoning Only . . .	Each	\$	80.00
(730)	Carpenter Shops . . .	Each	\$	100.00
(740)	Carpet and Rug Cleaning . . .	Each	\$	90.00
(750)	Carpet Installation . . .	Each	\$	100.00
(760)	Carpet Sales (no inventory) . . .	Each	\$	100.00
(770)	Cemetery/Mausoleum . . .	Each	\$	120.00
(780)	Check Cashing Store . . .	Each	\$	200.00
(790)	Chemical Toilets . . .	Each	\$	100.00
(800)	Child Care Services . . .	Each	\$	40.00
(810)	Concrete Mixer – truck . . .	Each	\$	40.00
(820)	Consultants . . .	Each	\$	150.00
(830)	Contractors – Building (for Office Only) . . .	Each	\$	120.00
(840)	Contractors – General (for Office Only) . . .	Each	\$	120.00
(850)	Contractors – Specialty (for Office Only) . . .	Each	\$	100.00
(860)	Contractors –Sub Building (for Office Only) . . .	Each	\$	100.00
(870)	Convalescents/Nursing Home. . .	Each	\$	80.00
(880)	Country Club. . .	Each	\$	450.00
(890)	Credit Bureaus. . .	Each	\$	100.00
D				
(900)	Data Processing – Service Agency . . .	Each	\$	125.00
(910)	Data Processing – Software Development . . .	Each	\$	150.00
(920)	Dealers – Secondhand Firearms . . .	Each	\$	200.00
(930)	Dealers – Secondhand Goods/Consignment . . .	Each	\$	125.00
(940)	Delivery Services . . .		\$	100.00

(950)	Delivery Services – vehicles . . .	Each	\$	20.00
(960)	Dialysis Centers . . .	Each	\$	200.00
(970)	Disc Jockey (see Entertainment) . . .	Each	\$	100.00
(980)	Dressmaker and alterations . . .	Each	\$	100.00
(990)	Dry Cleaning Plant Each . . .	Each	\$	100.00
(1000)	Dry Cleaning Plant – Pick up station . . .	Each	\$	100.00

E

(1010)	Electric Light and Power Companies . . .	Each	\$	500.00
(1020)	Employment Agencies . . .	Each	\$	125.00
(1030)	Entertainment – Mobile (Clown/Magician, Ect.) . . .	Each	\$	100.00
(1040)	Escort Service . . .	Each	\$	300.00
(1050)	Express Companies - Intrastate . . .	Each	\$	225.00
(1060)	Exterminators . . .	Each	\$	

F

(1070)	Financial Institutions – Banks and Trust Companies . . .	Each	\$	250.00
(1080)	Financial Institutions – Building and Loan Associations . . .	Each	\$	250.00
(1090)	Financial Institutions – Money Lenders Except Banks . . .	Each	\$	250.00
(1100)	Financial Institutions – Mortgage Loan Company . . .	Each	\$	200.00
(1110)	Financial Institutions – Personal Finance Company . . .	Each	\$	250.00
(1120)	Fire Extinguisher Services . . .	Each	\$	125.00
(1130)	Flea Market . . .	Each	\$	1,500.00
(1140)	Florist . . .	Each	\$	100.00
(1150)	Funeral Home . . .	Each	\$	250.00
(1160)	Furniture Refinishers . . .	Each	\$	100.00

G

(1170)	Gas Companies – Selling bottled gas . . .	Each	\$	100.00
(1180)	Gas Companies – Selling thru pipeline . . .	Each	\$	400.00
(1190)	Golf Course . . .	Each	\$	400.00
(1200)	Golf Driving Ranges-Miniature Golf . . .	Each	\$	120.00
(1210)	Gravel, Sand, Sod, Dirt – Sales . . .	Each	\$	100.00

H

(1220)	Halls for Hire . . .	Each	\$	150.00
(1230)	Health Club . . .	Each	\$	125.00

(1240)	Home Health Care Services . . .	Each	\$	100.00
(1250)	Hospitals up to 50 beds . . .		\$	375.00
(1260)	Hospitals over 50 beds – Beds . . .	Each	\$	5.00
(1270)	Hotels, Lodging Houses and Motels – Room . . .	Each	\$	4.00
(2690)	House Cleaning (See 2690 Windows and House Cleaning . . .			

I

(1280)	(Open)			
(1290)	(Open)			
(1300)	Import and/or Export Company. . .	Each	\$	125.00
(1310)	Instructional Classes. . .	Each	\$	125.00
(1320)	Insurance Adjustor	Each	\$	60.00
(1330)	Insurance Agency Office – Located in City. . .	Each	\$	125.00
(1340)	Insurance Agent	Each	\$	80.00
(1350)	Insurance Companies. . .	Each	\$	200.00
(1360)	Insurance – Title (with an office) . . .	Each	\$	125.00
(1370)	Interior Decorators. . .	Each	\$	120.00

J

(1380)	Janitorial. . .	Each	\$	125.00
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L

(1390)	Labor Union Organizations . . .	Each	\$	250.00
(1400)	Landscaping/Gardening . . .	Each	\$	125.00
(1420)	Laundromat – Machine . . .	Each	\$	5.00
(1430)	Lawn Maintenance . . .	Each	\$	125.00
(1440)	Lawn Maintenance – additional Vehicle or Truck . . .	Each	\$	20.00
(1450)	Leasing – Equipment, Trucks, Tractors . . .	Each	\$	200.00
(1460)	Leasing – Furniture, Tools, Electronics, Equipment . . .	Each	\$	200.00
(1470)	Limousine Service (Office ONLY) . . .	Each	\$	200.00
(1480)	(Open)			
(1490)	Locksmiths . . .	Each	\$	125.00

M

(1500)	Machine Shops . . .	Each	\$	50.00
(1510)	Mail Order Business . . .	Each	\$	125.00
(1520)	Maintenance Companies . . .	Each	\$	125.00

(1530)	Manufacture and Manufacturing 1-10 people . . .		\$	150.00
(1540)	Manufacture and Manufacturing 11-25 people . . .		\$	100.00
(1550)	Manufacture and Manufacturing over 25 people . . .		\$	200.00
(1560)	Manufacture and Manufacturing,- truck if transporting . . .	Each	\$	50.00
(1570)	Marble and Granite Works . . .	Each	\$	100.00
(1580)	Massage Salon . . .	Each	\$	125.00
(1590)	Medical Clinics . . .	Each	\$	200.00
(1600)	Medical/Dental Labs . . .	Each	\$	200.00
(1610)	Merchant Retail . . .	Each	\$	200.00
	Plus per \$ 1,000 or Fraction Inventory (Max \$ 6,000) . . .		\$	13.00
(1630)	Merchants Wholesale . . .	Each	\$	150.00
	Plus per \$ 1,000 or Fraction Inventory (Max \$ 30,000) . . .		\$	0.75
(1650)	Messenger Service . . .	Each	\$	60.00
(1660)	Messenger Service - vehicle . . .	Each	\$	20.00
(1670)	Microfilm Storage . . .	Each	\$	150.00
(1680)	Mobile Home Park . . .	Each	\$	300.00
(1690)	Mobile Home Sales . . .	Each	\$	150.00
(1700)	Monuments and Tombstones . . .	Each	\$	100.00
(1710)	Motion Picture Theatre – 500 to 1,000 seats . . .		\$	375.00
(1720)	Motion Picture Theatre –over 1,000 seats . . .		\$	450.00
(1740)	Motion Picture Theatre – Candy and Popcorn Concession . . .		\$	40.00
(1750)	Moving Company with Storage . . .	Each	\$	150.00
(1760)	Music/Recording Studio . . .	Each	\$	120.00
N				
(1770)	Newspaper Publishers Bureau Agency . . .	Each	\$	125.00
(1780)	Newspaper Publisher Daily . . .	Each	\$	200.00
(1790)	(Open)			
(1800)	Newspaper Publisher Weekly, Semi-Monthly or Monthly . . .	Each	\$	120.00
(1810)	Newsstands . . .	Each	\$	50.00
(1820)	Night Clubs . . .	Each	\$	400.00
(1830)	Nurseries Trees/Plants . . .	Each	\$	100.00
P				
(1840)	Packers/Shippers . . .	Each	\$	100.00
(1850)	Packing House . . .	Each	\$	80.00

(1860)	Parcel Drop Service . . .	Each	\$	100.00
(1870)	Parcel/Messenger Deliver . . .	Each	\$	60.00
(1880)	Parcel/Messenger Deliver - vehicle . . .	Each	\$	10.00
(1890)	Parking Lots – 1 to 25 cars . . .		\$	100.00
(1900)	Parking Lots – over 25 cars . . .		\$	125.00
(1910)	Pawnbrokers . . .	Each	\$	400.00
(1920)	(Open)			
(1930)	Photo Lab . . .	Each	\$	125.00
(1940)	Photographers . . .	Each	\$	100.00
(1950)	Photographers Studios – accessory use . . .	Each	\$	125.00
(1960)	Photography Studios . . .	Each	\$	100.00
(1970)	Piano Tuner . . .	Each	\$	40.00
(1980)	Printing . . .	Each	\$	125.00
(1990)	Private School less than 50 pupils . . .		\$	100.00
(2000)	Private School more than 50 pupils . . .		\$	150.00
(2010)	Production Studio . . .	Each	\$	150.00
(2020)	Professionals . . .	Each	\$	120.00
(2030)	Promoters . . .	Each	\$	250.00
R			\$	
(2040)	Real Estate Broker with no Agents . . .		\$	120.00
(2041)	Real Estate Broker with 2-4 Agents . . .		\$	175.00
(2042)	Real Estate Broker with 5-25 Agents . . .		\$	225.00
(2043)	Real Estate Broker with 26-60 Agents . . .		\$	325.00
(2044)	Real Estate Broker with over 60 Agents . . .		\$	525.00
(2050)	Real Estate Property Management . . .	Each	\$	125.00
(2060)	(Open)		\$	
(2070)	Rental Clothing and Uniforms . . .	Each	\$	125.00
(2080)	Rental Furniture, Tools, Electronics, Equipment . . .	Each	\$	125.00
(2090)	Repairs Watches and Jewelry . . .	Each	\$	100.00
(2100)	Repairs – Appliances and Electronics . . .	Each	\$	100.00
(2110)	Repairs – Automotive . . .	Each	\$	125.00
(2120)	Repairs – Business Machines . . .	Each	\$	100.00
(2130)	Repairs –Heavy Equipment . . .	Each	\$	125.00
(2140)	Repairs – Miscellaneous . . .	Each	\$	100.00
(2150)	Reproduction – Xerox Photocopy . . .	Each	\$	100.00

(2160)	Research Laboratories . . .	Each	\$	150.00
(2170)	Restaurants – 1 to 25 seats . . .		\$	100.00
(2180)	Restaurants – 26 to 100 seats . . .		\$	200.00
(2190)	Restaurants – 101 seats and over . . .		\$	300.00
(2200)	Restaurants – Drive-In . . .	Each	\$	100.00
(2210)	Retirement Adult Living – 1 to 25 beds . . .		\$	150.00
(2220)	Retirement Adult Living – 26 beds and over . . .		\$	300.00
(2230)	Rinks – Skating, Roller . . .	Each	\$	200.00
	S		\$	
(2240)	Sales Office No Stock . . .	Each	\$	100.00
(2250)	Salesperson . . .	Each	\$	100.00
(2260)	Sanitation – Truck . . .	Each	\$	100.00
(2270)	Secretarial Service . . .	Each	\$	120.00
(2280)	Security Companies . . .	Each	\$	125.00
(2290)	Septic Tank Cleaning . . .	Each	\$	150.00
(2300)	Service Station/Fuel Based . . .	Each	\$	100.00
(2310)	Service Station/Fuel Additional Pump . . .	Each	\$	5.00
(2320)	Sign Shops . . .	Each	\$	125.00
(2330)	Snack Bar as Accessory Use . . .	Each	\$	60.00
(2340)	Storage – 1 – 50 Units for Rent . . .		\$	150.00
(2350)	Storage –Over 50 Units for Rent . . .		\$	300.00
(2360)	Storage Warehouse . . .	Each	\$	120.00
(2370)	Storage Blasting Materials . . .	Each	\$	2,000.00
(2380)	Swimming Pool Maintenance . . .	Each	\$	125.00
(2390)	Swimming Pool Maintenance – Truck . . .	Each	\$	20.00
	T			
(2400)	Tanning Salon – 1 to 5 units . . .		\$	100.00
(2410)	Tanning Salon – As accessory use . . .		\$	50.00
(2420)	Tanning Salon – unit over 5 . . .	Each	\$	10.00
(2430)	Tattoo Parlor . . .	Each	\$	150.00
(2440)	Tax Preparation Service . . .	Each	\$	150.00
(2450)	Taxicab (Office Only) . . .	Each	\$	100.00
(2460)	(Open)			
(2470)	Taxidermists . . .	Each	\$	60.00
(2480)	Telecommunication Service . . .	Each	\$	100.00

(2490)	Telemarketing Sales . . .	Each	\$	100.00
(2500)	Telephone Companies . . .	Each	\$	300.00
(2510)	Television and Radio Station . . .	Each	\$	200.00
(2520)	Towing Service (Wrecking, Hauling, Salvage) . . .	Each	\$	80.00
(2530)	Transportation Private School - Vehicle . . .	Each	\$	50.00
(2540)	Travel Agency . . .	Each	\$	125.00
(2550)	Trucking or Transport Company . . .	Each	\$	150.00
(2560)	Trucking or Transport Company - Truck . . .	Each	\$	40.00
(2570)	Truck/Trailer Rental or Leasing . . .	Each	\$	150.00
(2580)	Truck/Trailer Rental or Leasing - Vehicle . . .	Each	\$	20.00
U				
(2590)	Unclassified . . .	Each	\$	120.00
(2600)	Uniform Service (Towel, Linen, Diapers) . . .	Each	\$	125.00
(2610)	Upholsterer . . .	Each	\$	100.00
V				
(2620)	Vehicle Leasing Company . . .	Each	\$	150.00
(2630)	Vehicle Showroom – New Vehicles	Each	\$	150.00
(2640)	Vehicle Showroom – Used Vehicles	Each	\$	200.00
(2650)	Vehicle Upholstery/Top Shop	Each	\$	125.00
(2660)	Vehicles Window Tinting . . .	Each	\$	125.00
(2670)	Vending Distributor . . .	Each	\$	125.00
(2680)	Vending – Machine as Accessory . . .	Each	\$	30.00
	Machine – 2 to 30 . . .		\$	12.00
	Machine – 31 to 100 . . .		\$	10.00
	Machine – 101 to 99,999 . . .		\$	8.00
W				
(2690)	Windows and House Cleaning . . .	Each	\$	80.00
Other				
	Licensing Application Fee (All name changes/address changes) . . .		\$	24.00
	Application Fee		\$	12.00

Certificate of Use Fee

Revenue Description

Revenue is derived from a fee charged annually for each business within the City. The certificate of Use process is used to ensure that each business is operating in accordance with the City's zoning laws. Annually, each business is visited to determine that the uses at that particular location have not changed and are still allowed under the zoning code.

Legal Basis for Revenue

Florida Statutes §166.231, 180.14, 80.20
 City of Miami Gardens Charter Article 4, Section 4.9 & Article 8, Sections 8.3 & 8.4

Special Requirements: None.

Fund/Account Number

General Fund
 01-00-00-322-001-00

Use of Revenue

General Fund, unrestricted.

Method/Frequency of Payment

Tax is collected by the City yearly, with the renewal date established as October 1st.

Basis for Budget Estimate

Estimate for budgeting purposes is made by the City staff based on historical trends. This is adjusted by an estimate of new businesses.

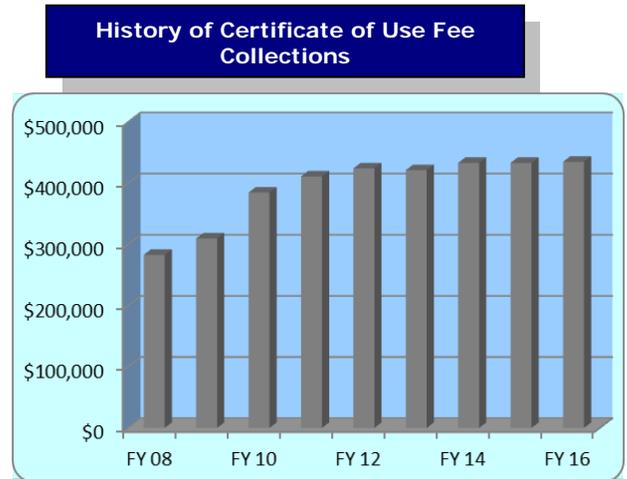
Collection History

<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 08	\$282,967	7.66%
FY 09	\$309,731	9.46%
FY 10	\$384,850	24.25%
FY 11	\$411,123	6.83%
FY 12	\$424,311	3.21%
FY 13	\$421,368	-0.69%
FY 14	\$433,351	2.84%
FY 15*	\$433,400	0.01%
FY 16**	\$435,000	0.37%

* Estimated
 ** Budgeted

Discussion

Certificates of Use are a vital tool in assisting the City and its code enforcement and zoning departments by ensuring that improper land uses do not occur in the City. The program began in FY-06. The program to collect business licenses has also resulted in a significant increase in Certificate of use collections.



Fee Schedule

New Application Fee \$12.00

Other fees: (See next page)

D. CERTIFICATE OF USE (C.U.) AND TEMPORARY CERTIFICATE OF USE (T. C. U.) FEES

The following original fees shall be paid for all uses. The indicated renewal fee applies to those uses which are required to be renewed annually by Code or by Resolution. All non-renewable uses are issued permanent use certificates which shall remain valid for an unlimited time, unless revoked for cause, or abandoned, provided there is no change of use, ownership, or name, or that there is no enlargement, alteration or addition in the use or structure. An "upfront" processing fee equal to 50% of the total C. U. fee shall be assessed at the time of filing an application. The processing fee is non-refundable but shall be credited towards the final C. U. fee.

1. AGRICULTURAL		\$	165.90
All uses , except as otherwise listed herein (C027)			
Renewal		\$	157.50
2. ALCOHOL & SPECIAL PERMITS			
a. Bar and Lounge (R300)		\$	84.77
b. Night Clubs		\$	525.00
c. Private Clubs (R305)		\$	191.52
d. Restaurants (R307)		\$	131.57
3. BUSINESS, WHOLESALE AND RETAIL			
a. All uses (C005) except the following:	Per s/f	\$	0.04
1. Minimum		\$	119.70
2. Renewal		\$	69.30
b. Automobile, Recreational Vehicle, Boat, Truck, etc. rental and sales from open lot or combined open lots and building (C006)	Per s/f	\$	0.04
1. Minimum		\$	119.70
2. Renewal		\$	201.60
c. Automobile used parts yard, Commercial (C007)	Per s/f	\$	0.04
Minimum		\$	119.70
d. Change of owner of restaurant liquor/beer/wine in conjunction with restaurants, grocery store, etc. (C026)		\$	119.70
Renewal		\$	69.30
e. Incinerators, Junkyards, Slaughterhouses, Bulk Storage (R112)		\$	791.70
f. Products and Utility Plants (R501) initial fee	Per 30,000 s/f	\$	292.95
4. RESIDENTIAL			
a. Apartments, Hotels, Motor Hotels and all multiple family uses per building.			
1. (C003)	4-50 units	\$	72.45
2. (C021)	51-100 units	\$	87.15
3. (C022)	101-200 units	\$	99.75
4. (C023)	201 units or more	\$	113.40
b. Home Office (C042)		\$	31.50
Renewal		\$	18.90
c. Private School, Charter School, Day Nursery, Convalescent and Nursing Home, Hospital. Assisted Congregate Living Facilities (ACLF) and developmentally disabled home care. (C004)		\$	119.70
Minimum (C040)		\$	63.00
5. UNUSUAL USES, SPECIAL PERMITS, BUSINESS AND INDUSTRIAL USE VARIANCE			
a. Airports, Commercial Dumps Permit, Racetracks & Stadiums (C010)		\$	554.40
Renewal		\$	201.60
b. All unusual uses (C009), except the following:		\$	278.25
Renewal		\$	211.05
c. Cabaret, Nightclub, Liquor Package Store (C011)		\$	367.50
Renewal		\$	332.85
d. Churches (A026)		\$	119.70
Renewal		\$	63.00
e. Circus or Carnival and Special Events (C013)	Per week	\$	232.05
Renewal		\$	232.05
f. Lot Clearing, subsoil preparation (C032)		\$	138.60
1. Renewal		\$	126.00
2. Tent use		\$	31.50
g. Open Lot uses (C014)		\$	165.90
Renewal		\$	132.30
h. Rock Quarries, Lake Excavation and/or filling thereof (C012)		\$	435.75
Renewal		\$	211.05

A. ADMINISTRATIVE CHARGES

1. **Change of Use, Business Ownership or Name**
When there is a change of use, business ownership, or name, the fee shall be the original fee listed for the use of the property.
2. **Failure to Renew**
Certificate of Use(s) or Temporary Certificate of Use(s) not renewed on or before the renewal or expiration date will be assessed (A069 & MP40):
 - a. CU, TCU or TCC
 - b. Violations \$ Double Fee
188.53
3. **Inspection Fee**
 - a. When an inspection is necessary prior to the issuance of a CU(s), an inspection fee shall be charged for each inspector who is required to make a field inspection. (C024) \$ 74.48
 - b. TCU(s) will be charged at a fee equal to the Final CU(s) cost in addition to the inspection fee. This fee will be required, regardless of the length of time the TCU(s) is needed; up to ninety (90) days for the CU(s) and up to sixty (60) days for the TCU(s). (C034) \$ 70.92
4. **Occupancy without Certificate of Use(s) (ZDB1)** \$ 198.45
5. **Maximum Fees** \$ 791.70
The maximum fee for a CU provided no violations exists at the time of CU. (C500)
6. **Refunds**
No refunds shall be made of fees paid for use permits. In case of error, adjustments may be made by the Director of Development Services & Code Compliance/Building Official.

Landlord Permit Fee

Revenue Description

Revenue is derived from a permit required of all property owners who rent their property for residential use.

Legal Basis for Revenue

Florida Statutes §166.231, 180.14, 80.20
 City of Miami Gardens Charter Article 4, Section 4.9 & Article 8, Sections 8.3 & 8.4
 City of Miami Gardens Ordinance 2005-04-52 and Resolution 2005-41-218

Special Requirements

None.

Fund/Account Number

General Fund
 01-00-00-329-200-00

Use of Revenue

General Fund, unrestricted.

Method/Frequency of Payment

Fee is paid directly to the City at the Code Enforcement. Fee is due upon application of the annual permit. Permit cycle is from April 1 to March 31.

Basis for Budget Estimate

Estimate is a staff estimate based on historic collections and new construction.

Collection History

<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 08	\$157,398	4.22%
FY 09	\$196,691	24.96%
FY 10	\$163,609	-16.82%
FY 11	\$191,829	17.25%
FY 12	\$173,488	-9.56%
FY 13	\$184,033	6.08%
FY 14	\$162,595	-11.65%
FY 15*	\$165,000	1.48%
FY 16**	\$168,000	1.82%

*Estimated
 ** Budgeted

Discussion

The landlord permit was initiated by the City as a means to control property maintenance by absentee landlords. As part of the process, the City inspects each rental property annually to ensure that all property codes are being met. A major push to register landlords was made in FY-09 and continues.

Fee Schedule

Application Fee	\$12.00
Single Family dwelling per year, per unit	\$66.15

Single-Family dwelling renewal (if no code violations) \$49.61

Multi-Family dwellings w/more than one unit
 first unit \$55.13
 each additional unit \$26.25

Multi-Family Dwelling renewal (if no code violations)
 first unit \$38.59
 each additional unit \$15.00

Re-Inspection Fee \$26.25

Ordinance Violation
 Civil - per day \$250.00
 Criminal – per day \$500.00
 +60 days jail

Late Fee : Fee due April 1st. After April 1st, 10% for April plus %5 for each month of delinquency thereafter until paid. Max. penalty 25% of fee due.

History of Landlord Permit Fee Collections



Lien Search Fee

Revenue Description

Revenue is derived from a fee levied on all requests for pending lien information. This later information is provided by the City's Code Enforcement department to the public, to realtors and to other closing agents. The fees are designed to recover the actual cost for providing this specialized service.

Legal Basis for Revenue

Florida Statutes §166.231, 180.14, 80.20
 City of Miami Gardens Charter Article 4, Section 4.9 & Article 8, Sections 8.3 & 8.4
 City Ordinance 2004-12-28

Special Requirements: None.

Fund/Account Number: General Fund
 01-00-00-341-101-00

Use of Revenue: General Fund, unrestricted.

Method/Frequency of Payment

Fee is paid in advance to the City's Code Enforcement Department by the requesting party for lien letter and upon release of registered lien.

Basis for Budget Estimate

Estimate for budgeting purposes is made by the City based on historical trends. This is adjusted by estimates of the coming real estate market.

Collection History

<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 08	\$41,285	-48.36%
FY 09	\$44,358	7.44%
FY 10	\$52,300	17.90%
FY 11	\$70,396	34.60%
FY 12	\$77,196	9.66%
FY 13	\$90,745	17.55%
FY 14	\$134,069	47.74%
FY 15*	\$130,632	-2.56%
FY 16**	\$110,000	-15.79%

* Estimated
** Budgeted

Discussion

The lien release and search fees are revenues designed to recover the cost of this specialized service. It grew significantly during the real estate boom FY-06 and FY-07, but took a dive in FY-08. With foreclosure actions being processed by banking institutions, increase in this service was experienced in FY 2013 and especially in FY 2014.



Fee Schedule

Lien Search Fees
Flat Fee 5-7 days \$50.00

Lien Reduction Fee

Revenue Description

Revenue is derived from a fee levied on all requests for reductions/releases of liens, including the Lien Amnesty program. This includes the \$262.50 fee to apply for a lien reduction. The fees are designed to recover the actual cost for providing this specialized service.

Legal Basis for Revenue

Florida Statutes §166.231, 180.14, 80.20
City of Miami Gardens Charter Article 4, Section 4.9 & Article 8, Sections 8.3 & 8.4
City Ordinance 2004-12-28

Special Requirements

None.

Fund/Account Number

General Fund
01-00-00-341-301-00

Use of Revenue

General Fund, unrestricted.

Method/Frequency of Payment

Fee is paid in advance to the City's Code Enforcement Department by the requesting party for lien letter and upon release of registered lien.

Basis for Budget Estimate

Estimate for budgeting purposes is made by the City based on historical trends.

Collection History

<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 09	\$271,220	
FY 10	\$379,919	40.08%
FY 11	\$408,931	7.64%
FY 12	\$405,850	-0.75%
FY 13	\$410,298	1.10%
FY 14	\$461,183	12.40%
FY 15*	\$162,589	-64.75%
FY 16**	\$140,000	-13.89%

* Estimated
** Budgeted

Discussion

The lien release fees are revenues designed to recover the cost of this specialized service. It grew significantly during the real estate boom and during the FY-09 amnesty period. Amnesty continues into FY-15 but began to see a decline as most cases have been settled.

History of Lien Reduction Fee Collections



Fee Schedule

Lien Reduction Application Fee	\$262.50
Lien Amnesty Application Fee	\$82.95
Release of Lien Fee after foreclosure	\$1,000.00

Bid Specification Charge

Revenue Description

Revenue is derived from the sale of certain bid plans and contract specifications to potential bidders. The fee varies and is designed to cover the cost of reproducing said plans. Fee varies to reflect the actual cost to the City of reproducing the plans and specifications.

Legal Basis for Revenue

Florida Statutes §166.231, 180.14, 80.20
 City of Miami Gardens Charter Article 4, Section 4.9 and Article 8, Sections 8.3 and Section 8.4
 City of Miami Gardens Ordinance 2007-16-122

Special Requirements

Plans and specifications are available in PDF form, this makes them available on DemandStar where they are free to members.

Fund/Account Number

General Fund
 01-00-00-341-300-00

Use of Revenue

General Fund, unrestricted.

Method/Frequency of Payment

Charge is paid at the time the plans and specifications are purchased from the Purchasing Office.

Basis for Budget Estimate

Estimate for budgeting purposes is made by the City's staff based on historical trends and known projects for the coming fiscal year.

Collection History

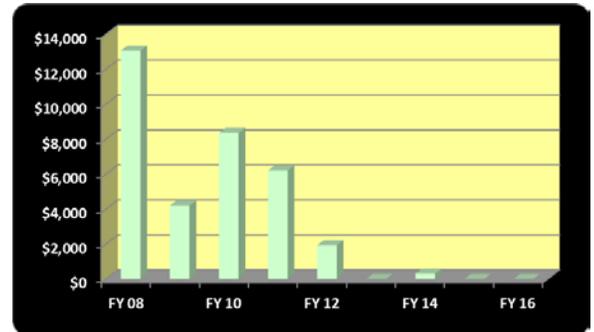
Fiscal Year	Amount	% Increase/ (Decrease)
FY 08	\$13,055	60.46%
FY 09	\$4,200	-67.83%
FY 10	\$8,350	98.81%
FY 11	\$6,200	-25.75%
FY 12	\$1,925	-68.95%
FY 13	\$0	-100.00%
FY 14	\$300	100.00%
FY 15*	\$0	-100.00%
FY 16**	\$0	0.00%

*Estimated
 ** Budgeted

Discussion

The Bid spec charge is minor revenue designed to recover the cost of this specialized service. Generally, the City provides free bid documents through DemandStar; however, occasionally, the documents cannot be shared on Compact Disc and must be reproduced mechanically. Because of this, the fee collection amounts are very erratic.

History of Bid Spec Charge Collections



State Revenue Sharing

Revenue Description

The Florida Revenue Sharing Act of 1972 created a revenue sharing trust fund for Florida municipalities in order to ensure revenue parity throughout the state. The revenues collected from sales and fuel taxes and are allocated to local governments for specific, authorized purposes. To participate, the following requirements must be met:

- Report finances for the most recently completed fiscal year to the Department of Banking and Finance, pursuant to §218.32, F.S.;
- Make provisions for annual post-audits of its financial accounts, pursuant to Chapter 10,500, Rules of the Auditor general (§218.23(1)(b), F.S.);

- Levy ad valorem taxes that will produce the equivalent of 3 mills per dollar of assessed valuation or an equivalent amount of revenue from an occupational license tax or a utility tax in combination with the ad valorem tax, in the year 1972;

- Certify that its law enforcement officers, as defined in §943.10(1), F.S., meet the qualifications set by the Criminal Justice Standards and Training Commission, its salary structure and salary plans meet provisions of §943, F.S., and no law enforcement officer receives an annual salary of less than \$6,000;

- Certify its firefighters, as defined in §633.30(1), F.S., meet qualifications for employment established by the Division of State Fire Marshal pursuant to §633.34 and 633.35, F.S. and the provisions of §633.382 have been met;

- Each dependent special district must be budgeted separately according to §218.23(1)(f), F.S.;

- Meet Department of Revenue "Truth in Millage" (TRIM) requirements as stated in §200.065, F.S.

Legal Basis for Revenue

Laws of Florida, Chapters 72-360, 73-349, 76-168, 83-115, 84-369, 87-237, 90-110, 90-132, 92-184, 92-319, 93-233, 93-71, 94-2, 94-146, 94-218, 94-353, 95-417.

Florida Statutes §218.23

Florida Statutes §166.231, 180.14, 80.20

City of Miami Gardens Charter Article 4, Section 4.9 & Article 8, Sections 8.3 & 8.4

City of Miami Gardens Ordinance 2007-16-122

Special Requirements

For FY 2015, 24.52% of this revenue must be use for transportation purposes. The balance may be used for any legal purpose. Miami Gardens recognized 75.36% in the General Fund as general revenue.

Fund/Account Number

General Fund

01-00-00-335-120-00

Use of Revenue

General Fund, unrestricted.

Method/Frequency of Payment

Revenue is received form the State on a monthly basis with an extra "True-Up" amount after the year closes. Revenue has declined significantly in FY 09 & FY 10 but since then has gradually showed slightly increase and FY 15 is projected to be at the level of FY 08. FY16 is from the projection by the State reflecting an increase.

Basis for Budget Estimate

Estimate for budgeting purposes is made by the State Department of Revenue and may be adjusted by the City staff based on historical collections.

Collection History

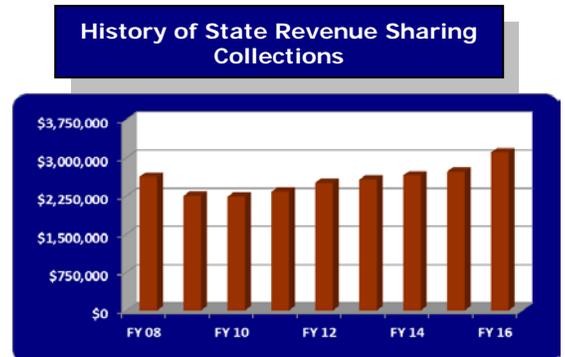
<i>Fiscal Year</i>	<i>Amount</i>	<i>% Increase/ (Decrease)</i>
FY 08	\$2,625,165	-7.77%
FY 09	\$2,252,799	-14.18%
FY 10	\$2,236,155	-0.74%
FY 11	\$2,331,332	4.26%
FY 12	\$2,509,877	7.66%
FY 13	\$2,569,013	2.36%
FY 14	\$2,654,654	3.33%
FY 15*	\$2,728,756	2.79%
FY 16**	\$3,105,945	13.82%

* Estimate

** Budgeted

Discussion

State Revenue Sharing is a major source of revenue for both the General Fund and the Transportation Fund. Because it is composed on sales, gas and other state collected revenues dependent on the economy.



Alcoholic Beverage

Licenses

Revenue Description

The City is authorized to receive a portion of the State Alcohol License Fee collected by the Florida Department of Business and Professional Regulation's Division of Alcoholic Beverages and Tobacco for license taxes levied on manufacturers, distributors, vendors and sales agents of alcoholic beverages. Revenue is collected and remitted to the City on an annual basis.

Legal Basis for Revenue

Florida Statutes §561.342; §563.02; §564.02; §565.02(1), (4)-(5); and §565.03

City of Miami Gardens Charter Article 4, Section 4.9 and Article 8, Sections 8.3 and Section 8.4

City of Miami Gardens Ordinance 2007-16-122

Special Requirements: None.

Fund/Account Number: General Fund
01-00-00-335-150-00

Use of Revenue: General Fund, unrestricted.

Method/Frequency of Payment

Tax is paid annually manufacturers, distributors, vendors and sales agents of alcoholic beverages to the State of Florida Department of Professional Regulation and subsequently remitted to the City annually.

Basis for Budget Estimate

Estimate for budgeting purposes is made by the City based on historical collections and trend analysis.

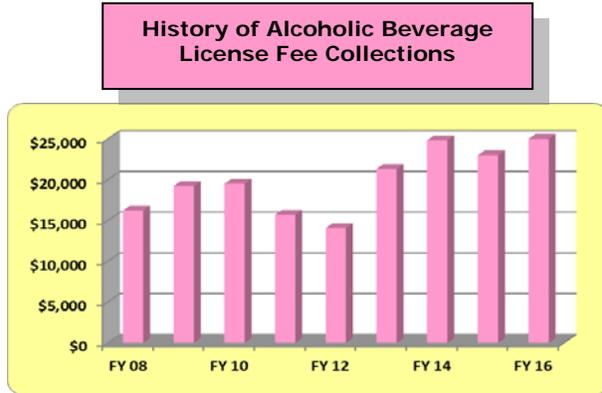
Collection History

<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 08	\$16,213	18.79%
FY 09	\$19,244	18.69%
FY 10	\$19,501	1.34%
FY 11	\$15,713	-19.42%
FY 12	\$14,080	-10.39%
FY 13	\$21,328	51.48%
FY 14	\$24,834	16.44%
FY 15*	\$23,000	-7.39%
FY 16**	\$25,000	8.70%

* Estimated
** Budgeted

Discussion

This is minor revenue that does not yet have a very predictable pattern.



Half-Cent Sales Tax

Revenue Description

The 1/2-cent Sales tax is a state-shared revenue. In 1982, the local government half-cent sales tax program was created to provide an additional income for municipalities beyond ad valorem and utility taxes. Eligibility requirements are outlined in §218.63, F.S. as follows:

- Meet incorporation criteria in §165.061, F.S.,
- Meet millage limitation requirements outlined in §200.065, F.S.

Legal Basis for Revenue

Laws of Florida, Chapters 82-154, 83-299, 85-342, 86-166, 87-6, 87-101, 87-548, 87-239, 88-119, 90-93, 91-112, 92-319, 93-207, 94-245
Florida Statutes §218.63
City of Miami Gardens Charter Article 4, Section 4.9 & Article 8, Sections 8.3 & 8.4
City of Miami Gardens Ordinance 2007-16-122

Special Requirements: None.

Fund/Account Number: General Fund
01-00-00-335-180-00

Use of Revenue

The proceeds may be used for general public expenditures.

Method/Frequency of Payment

The Department of Revenue distributes funds from the Local Government Half-Cent Sales Tax Clearing Trust Fund (created §218.61, F.S.) directly to the city by Electronic Fund Transfer (EFT). Payments are received by the City monthly.

Basis for Budget Estimate

Estimate for budgeting purposes is made by the State Department of Revenue and may be adjusted by the City staff based on historical collections.

Discussion

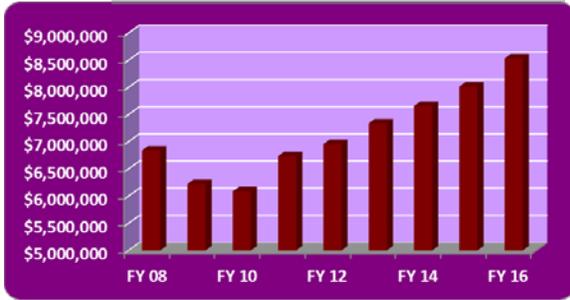
The ½-Cent Sales Tax is the second largest continuing source of revenue to the City's General Fund. Collections took a dramatic drop in FY-09 and FY10 as the recession bottomed out. Since then this revenue has been steadily increasing each year.

Collection History

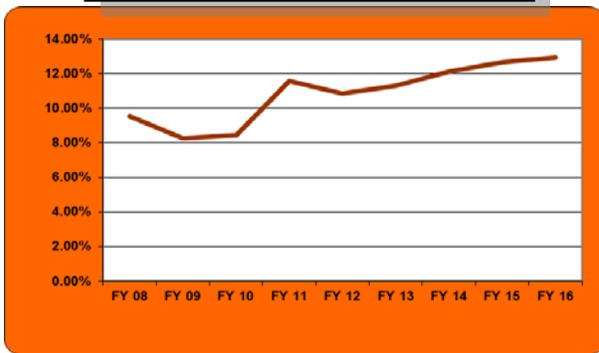
<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 08	\$6,841,860	-2.30%
FY 09	\$6,222,531	-9.05%
FY 10	\$6,086,022	-2.19%
FY 11	\$6,735,085	10.66%
FY 12	\$6,955,225	3.27%
FY 13	\$7,337,557	5.50%
FY 14	\$7,657,123	4.36%
FY 15*	\$8,014,226	4.66%
FY 16**	\$8,532,881	6.47%

* Estimated
* Budgeted

History of 1/2-Cent Sales Tax Collections



History of 1/2-Cent Sales Tax as % of Total General Fund Revenue



County Local Business License Tax (Formerly County Occupational License)

Revenue Description

The County Local Business Tax is levied by Miami-Dade County for the privilege of conducting or managing any business, profession, or occupation within its jurisdiction. Tax proceeds are shared with the municipality in which the business is located, if applicable. All businesses with a city must have both a city and county business license in order to operate.

Legal Basis for Revenue

Florida Statutes Chapter 205.054-205.192
 City of Miami Gardens Charter Article 4, Section 4.9 & Article 8, Sections 8.3 & 8.4
 City of Miami Gardens Ordinance 2007-16-122

Special Requirements

None.

Fund/Account Number

General Fund
 01-00-00-338-001-00

Use of Revenue

General Fund, unrestricted.

Method/Frequency of Payment

The County Business License Tax is collected by Miami Dade County and remitted to the City on a monthly basis.

Basis for Budget Estimate

Estimate for the County Business License Tax is made by staff based historic trends.

Collection History

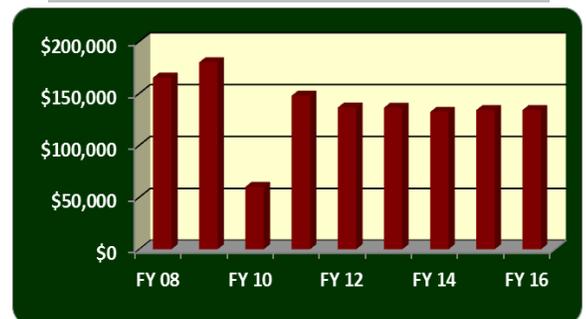
<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 08	\$165,170	47.72%
FY 09	\$179,921	8.93%
FY 10	\$60,074	-66.61%
FY 11	\$147,746	145.94%
FY 12	\$136,403	-7.68%
FY 13	\$136,228	-0.13%
FY 14	\$132,102	-3.03%
FY 15*	\$134,000	1.44%
FY 16**	\$134,000	0.00%

* Estimated
 * Budgeted

Discussion

The County Business License Tax is minor City revenue first received in FY-04. Revenue received in July FY 2009 should have been for FY 2010. Due to accounting error not recognized at year end, it affected FY 2010 revenue. Subsequent receipts seem to have leveled off at a consistent level.

History of County Business License Tax Collections



General Fund Overhead Charges

Revenue Description

As part of the City's internal charge system, the General Fund assesses a fee from the other operating Funds for the services it provides to those Funds. These services include such policy functions such as their proportionate share of the costs of the Mayor and City Council, Offices of the City Manager and City Clerk and the Office of the City Attorney. It also covers expenses related to the Human Resources and Finances Departments.

Legal Basis for Revenue

Florida Statutes §166.231
 City of Miami Gardens Charter Article 4, Section 4.9 & Article 8, Sections 8.3 & 8.4
 City of Miami Gardens Ordinance 2007-16-122

Special Requirements: None.

Fund/Account Number

General Fund
 01-00-00-381-015-10 (Transportation Fund)
 01-00-00-381-026-15 (Development Services Fund)
 01-00-00-381-029-91 (Stormwater Fund)
 01-00-00-381-028-14 (CDBG Fund)
 01-00-00-381-031-30 (Capital Projects Fund)

Use of Revenue: General Fund, unrestricted.

Method/Frequency of Payment

The City's Finance Department transfers 1/12 of the total each month from the respective Fund to the General Fund.

Collection History

<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 08	\$982,360	(6.05%)
FY 09	\$970,426	(1.21%)
FY 10	\$1,290,544	32.98%
FY 11	\$1,408,809	9.16***
FY 12	\$1,095,364	(22.25%)
FY 13	\$1,085,745	(0.88%)
FY 14	\$1,349,358	24.28%
FY 15*	\$1,019,630	-24.44%
FY 16**	\$1,040,025	2.00%

* Estimated

** Budgeted

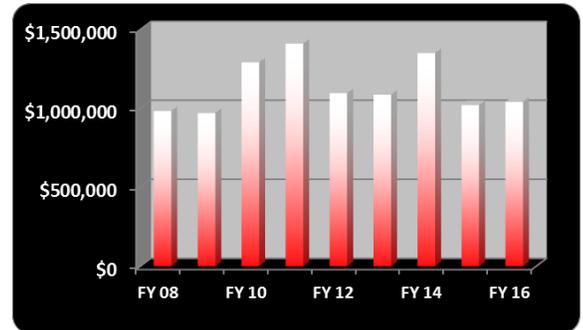
***General Service was re-combined into the General Fund

Discussion

The internal chargeback or cost allocation system was developed in order to ensure that all Funds paid their fair share of overhead costs. In this way, a more accurate financial picture of the Funds' operations can be portrayed. Changes in the collected levels generally reflect an increasing sophistication of the formula and the inclusion of additional components.

Additional, the continued rapid growth in the City's organization since incorporation exaggerates the trend. Finally, for FY-11, the General Services Fund is being combined with the General Fund. This should level out in future years.

History of the General Fund's Overhead Charges to other Operating Funds



Non-Criminal Traffic Fines

Revenue Description

Court costs and fees for civil traffic infractions as determined by statute with 25% to the General Fund of the State of Florida and 75% to the municipality that issued the ticket. These fees are collected by the Clerk of Courts for Miami-Dade County and the City's portion is remitted on a monthly basis.

Legal Basis for Revenue

Florida Statutes §1318.18 and §318.1215
 City of Miami Gardens Charter Article 4, Section 4.9
 City of Miami Gardens Ordinance 2007-16-122

Special Requirements

None.

Fund/Account Number

General Fund
 01-00-00-351-500-00

Use of Revenue

General Fund, unrestricted.

Method/Frequency of Payment

The City's portion of the traffic fine is paid monthly by the Miami Dade County Clerk of Court.

Basis for Budget Estimate

Estimate for the budget is based on historical receipts.

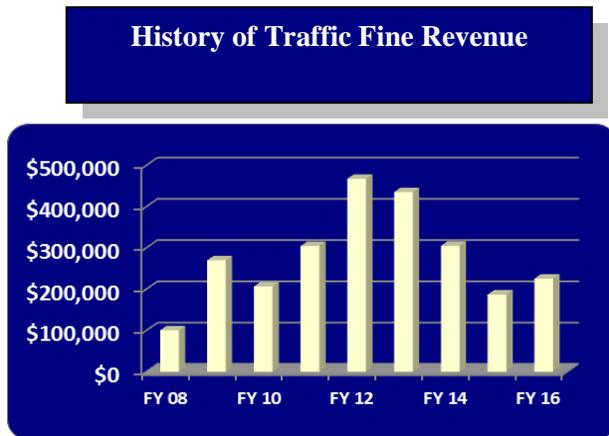
Collection History

<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 08	\$100,543	-11.28%
FY 09	\$269,834	168.38%
FY 10	\$206,488	-23.48%
FY 11	\$304,432	47.43%
FY 12	\$467,670	53.62%
FY 13	\$435,147	-6.95%
FY 14	\$304,878	-29.94%
FY 15*	\$187,043	-38.65%
FY 16**	\$225,799	20.72%

* Estimated
** Budgeted

Discussion

This revenue has been reducing for the past two years attributed to less tickets being issued and cases being dismissed by the Clerk of the Court.



Fees

The schedule of non-criminal traffic fines is as follows:

<i>Speeding MPH Over Speed Limit</i>	<i>Paid Within 30 Days</i>	<i>Paid After 30 Days</i>
6-9	\$144.00	\$160.00
10-14	\$219.00	\$235.00
15-19	\$269.00	\$285.00
20-29	\$294.00	\$310.00
30/More	\$369.00	\$385.00

If the case goes to Court, the Judge can impose a fine of up to \$500.

For other fines, call the Miami-Dade Clerk of Court.

Parking Fines

The City receives a portion of all parking ticket violations written within its municipal borders. These fines are paid to the Miami-Dade County Clerk of Court and remitted to the City monthly.

Legal Basis for Revenue

Florida Statutes §166.231, §318
City of Miami Gardens Charter Article 4, Section 4.9
City of Miami Gardens Ordinance 2007-16-122

Special Requirements

None.

Fund/Account Number

General Fund
01-00-00-351-100-00

Use of Revenue

General Fund
Unrestricted.

Method/Frequency of Payment

The City's portion of the traffic fine is forwarded by check monthly by the Miami Dade County Clerk of Court.

Basis for Budget Estimate

Estimate for the budget is based on historical receipts, trend analysis and any know or planned enforcement enhancements.

Collection History

<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 08	\$51,739	
FY 09	\$55,588	
FY 10	\$43,709	-21.37%
FY 11	\$42,610	-2.51%
FY 12	\$30,618	-28.14%
FY 13	\$21,470	-29.88%
FY 14	\$10,002	-53.41%
FY 15*	\$5,305	-46.96%
FY 16**	\$5,400	1.79%

* Estimate
** Budgeted

Discussion

This revenue has been reducing in the past few three years. One of the reason is that less tickets are being issued and the other reason is that tickets are being dismissed from the Clerk of the Court.

History of Parking Fine Revenue to the General Fund



School Crossing Guard Fines #1

A portion of traffic fines collected by the Clerk of Courts for violations of Chapter 318, Florida Statutes (Traffic Code), must be returned to the local government in which the infraction occurred and be used for School Crossing guard expenses.

Legal Basis for Revenue

Florida Statutes §166.231, 318.21
 City of Miami Gardens Charter Article 4, Section 4.9 and Article 8, Section 8.3 and Section 8.4
 City of Miami Gardens Ordinance 2007-16-122

Special Requirements

Funds must be used to fund a school crossing guard program.

Fund/Account Number: GF: 01-00-00-351-300-00

Use of Revenue

General Fund. Funds must be used to fund a school crossing guard program.

Method/Frequency of Payment

The City's portion of the traffic fine is forwarded by check monthly by the Miami Dade County Clerk of Court.

Basis for Budget Estimate

Estimate for the budget is based on historical receipts.

Collection History

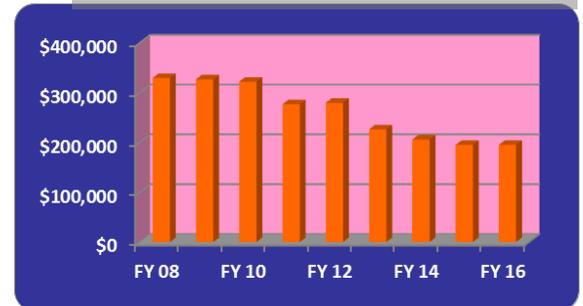
Fiscal Year	Amount	% increase/ (Decrease)
FY 08	\$329,362	
FY 09	\$326,525	
FY 10	\$321,924	-1.41%
FY 11	\$276,604	-14.08%
FY 12	\$279,527	1.06%
FY 13	\$226,040	-19.13%
FY 14	\$205,769	-8.97%
FY 15*	\$195,061	-5.20%
FY 16**	\$195,000	-0.03%

* Estimated
 ** Budgeted

Discussion

The revenue covers less than 50% of the costs of the program. Depends on the citations being issued or collected it affects the revenue for the fiscal year.

History of School Crossing Guard 1 Revenue to the General Fund



Percentage of all School Crossing Revenues Compared to Actual School Crossing Program Expenditures



School Crossing Guard Fines #2

A portion of traffic fines collected by the Clerk of Courts for violations of Chapter 318, Florida Statutes, must be returned to the local government where the infraction occurred to be used for School Crossing guard expenses.

Legal Basis for Revenue

Florida Statutes §166.231, 180.14, 80.20
 City of Miami Gardens Charter Article 4, Section 4.9 & Article 8, Sections 8.3 & 8.4
 City of Miami Gardens Ordinance 2007-16-122

Special Requirements: None.

Fund/Account #: GF: 01-00-00-351-200-00

Use of Revenue

General Fund. Fund must be used to fund a school crossing guard program.

Method/Frequency of Payment

Traffic fines are forwarded by check monthly by the Miami Dade County Clerk of Court.

Basis for Budget Estimate

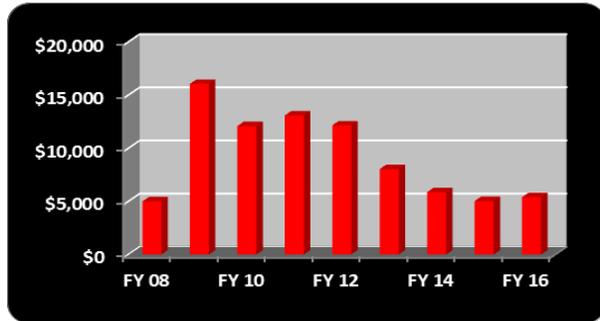
Estimate based on historical receipts.

Collection History

<i>Fiscal Year</i>	<i>Amount</i>	<i>% Increase/ (Decrease)</i>
FY 08	\$5,002	0.64%
FY 09	\$16,056	220.99%
FY 10	\$12,092	-24.69%
FY 11	\$13,086	8.22%
FY 12	\$12,153	-7.13%
FY 13	\$8,044	-33.81%
FY 14	\$5,869	-27.04%
FY 15*	\$5,035	-14.21%
FY 16**	\$5,400	7.25%

* Estimated
** Budgeted

History of School Crossing Guard 2 Revenue to the General Fund



Parks and Recreation Fees

Revenue Description

The City's Parks and Recreation Department provides a wide variety of activities and programs throughout the year, serving residents, youth, seniors and others. Each of these activities carries a user fee for the service designed to help the City pay for providing the particular program. Generally, fees only recover approximately 10% of the total cost to run the department.

Legal Basis for Revenue

Florida Statutes §166.231, 180.14, 80.20
City of Miami Gardens Charter Article 4, Section 4.9 & Article 8, Sections 8.3 & 8.4

Special Requirements

None.

Fund/Account Number General Fund 01-00-00-347-200-00

Use of Revenue

General Fund, unrestricted.

Method/Frequency of Payment

Fees and charges are collected throughout the year in conjunction with each respective event or program.

Basis for Budget Estimate Historical receipts and trend analysis.

Collection History

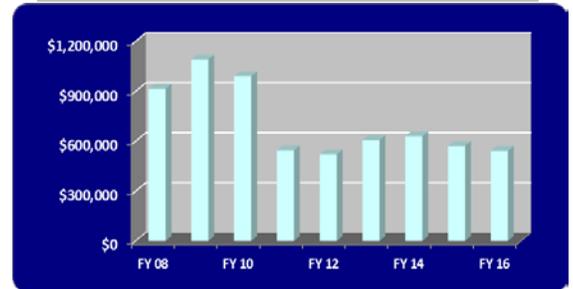
<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 08	\$914,934	52.02%
FY 09	\$1,089,921	19.13%
FY 10	\$989,722	-9.19%
FY 11	\$544,594	-44.98%
FY 12	\$520,368	-4.45%
FY 13	\$606,962	16.64%
FY 14	\$628,947	3.62%
FY 15*	\$570,665	-9.27%
FY 16**	\$541,828	-5.05%

* Estimate (Includes Donations)
** Budgeted

Discussion

Recreation revenues include fees charged for after-school programs, summer camps, daily admissions and facility rentals.

History of Parks and Recreation Department Fee Revenue to the General Fund



Note: REGISTRATION FEES ARE NON REFUNDABLE

Program Fee

COUNTY RESIDENT				
Program	Tuition	**Registration	1st Sibling	2nd Sibling
Bid Whist Tournament (Individual)	\$ 19.00			
Bid Whist Tournament (Team)	\$ 24.00			
CMGYS Program- Baseball	\$ 73.00	\$ 10.00		
CMGYS Program- Basketball	\$ 73.00	\$ 10.00		
*CMGYS Program- Basketball - Adults Corporative (per team)				
CMGYS Program- Cheerleading	\$ 109.00	\$ 10.00		
CMGYS Program- Flag Football	\$ 43.00	\$ 10.00		
*CMGYS Program- Flag Football - Adults (per team)				
CMGYS Program- Football	\$ 109.00	\$ 10.00		
*CMGYS Program- Softball - Adults (per team)				
CMGYS Program- Sports Summer Camp	\$ 61.00	\$ 10.00	\$ 50.00	\$ 44.00
CMGYS Program- Track & Field	\$ 109.00	\$ 10.00		
Golden Gardens Club- Bronze (per month)	\$ 7.00			
Golden Gardens Club- Gold (per month)	\$ 31.00			
Golden Gardens Club- Silver (per month)	\$ 19.00			
Kid's Day Off – Currently enrolled In AS	\$ 7.00			
Kid's Day Off – Not currently enrolled In AS	\$ 12.00			
Parent and Tots (4 classes)	\$ 24.00			
Shining Stars After-School (includes \$10.00 to cover transportation)	\$ 48.00	\$ 10.00	\$ 37.00	\$ 32.00
Spring Camp Explosion	\$ 55.00	\$ 10.00	\$ 44.00	\$ 39.00
Summer Camp	\$ 67.00	\$ 10.00	\$ 56.00	\$ 51.00
Swim Lessons (8 Classes)	\$ 36.00			
Teen Adventure Summer Camp	\$ 36.00	\$ 10.00	\$ 25.00	\$ 20.00
Teen Spring Camp	\$ 55.00	\$ 10.00	\$ 44.00	\$ 39.00
Teen Winter Fun Camp	\$ 36.00	\$ 10.00	\$ 25.00	\$ 20.00
Water Aerobics (20 Classes)	\$ 36.00			
Water Aerobics (Drop in Class)	\$ 7.00			
Winter Wonderland Camp (6 days)	\$ 73.00	\$ 10.00	\$ 62.00	\$ 56.00
Youth Art Class (per month)	\$ 48.00			

Program Fee (continued)

NON-COUNTY RESIDENT				
Program	Tuition	Registration	1st Sibling	2nd Sibling
CMGYS Program- Baseball	\$ 91.00	\$ 10.00		
CMGYS Program- Basketball	\$ 91.00	\$ 10.00		
CMGYS Program- Cheerleading	\$ 169.00	\$ 10.00		
CMGYS Program- Flag Football	\$ 61.00	\$ 10.00		
CMGYS Program- Football	\$ 169.00	\$ 10.00		
CMGYS Program- Sports Summer Camp	\$ 79.00	\$ 10.00	\$ 68.00	\$ 63.00
CMGYS Program- Track & Field	\$ 169.00	\$ 10.00		
Kid's Day Off -- Currently enrolled In AS	\$ 19.00			
Kid's Day Off -- Not currently enrolled In AS	\$ 24.00			
Parent and Tots (4 classes)	\$ 24.00			
Shining Stars After-School (includes \$10.00 to cover transportation)	\$ 67.00	\$ 10.00	\$ 56.00	\$ 51.00
Spring Camp Explosion	\$ 73.00	\$ 10.00	\$ 62.00	\$ 56.00
Summer Camp	\$ 85.00	\$ 10.00	\$ 74.00	\$ 68.00
Swim Lessons (10 Classes)	\$ 48.00			
Teen Adventure Summer Camp	\$ 55.00	\$ 10.00	\$ 44.00	\$ 39.00
Teen Spring Camp	\$ 55.00	\$ 10.00	\$ 44.00	\$ 39.00
Teen Winter Fun Camp	\$ 55.00	\$ 10.00	\$ 44.00	\$ 39.00
Water Aerobics (20 Classes)	\$ 48.00			
Water Aerobics (Drop in Class)	\$ 9.00			
Winter Wonderland Camp (6 days)	\$ 91.00	\$ 10.00	\$ 80.00	\$ 75.00
Youth Art Class (per month)	\$ 58.00			

Community Center Memberships

COUNTY RESIDENT				
Entry Fee/Membership	Daily	One Month	Six Months	Annual
Daily Entry Fee—Adult	\$ 13.00			
Daily Entry Fee—Senior	\$ 7.00			
Daily Entry Fee—Child	\$ 7.00			
Membership—Adult		\$ 46.00	\$ 246.00	\$ 486.00
Membership—Senior		\$ 33.00	\$ 175.00	\$ 350.00
Membership—Child		\$ 33.00	\$ 175.00	\$ 350.00
*Family Membership-4 people		\$ 97.00	\$ 525.00	\$ 1,036.00
Additional family member—child		\$ 26.00	\$ 137.00	\$ 279.00
NON-COUNTY RESIDENT				
Entry Fee/Membership	Daily	One Month	Six Months	Annual
Daily Entry Fee—Adult	\$ 26.00			
Daily Entry Fee—Senior	\$ 13.00			
Daily Entry Fee—Child	\$ 13.00			
Membership—Adult		\$ 94.00	\$ 506.00	\$ 999.00
Membership—Senior		\$ 67.00	\$ 360.00	\$ 718.00
Membership—Child		\$ 67.00	\$ 360.00	\$ 718.00
*Family Membership-4 people		\$ 200.00	\$ 1,078.00	\$ 2,130.00
Additional family member—child		\$ 53.00	\$ 279.00	\$ 572.00

Community Center Rentals

RESIDENTS RENTAL FEES - Hourly based		
Room/Space Rentals	Hourly Fee - Exempted	Hourly Fee - Taxed
Hibiscus Room	\$ 52.00	\$ 56.00
Gardenia Room	\$ 41.00	\$ 44.00
Orchid Room	\$ 52.00	\$ 56.00
Palm Room	\$ 52.00	\$ 56.00
Birds of Paradise Room A	\$ 75.00	\$ 80.00
Birds of Paradise Room B	\$ 35.00	\$ 37.00
Birds of Paradise Room C	\$ 46.00	\$ 49.00
Birds of Paradise Room (Full)	\$ 139.00	\$ 149.00
Resource Center	\$ 52.00	\$ 56.00
Kitchen	\$ 23.00	\$ 25.00
Gymnasium	\$ 75.00	\$ 80.00
Exercise Studio A	\$ 52.00	\$ 56.00
Exercise Studio B	\$ 35.00	\$ 37.00
Auditorium (4hr. Minimum) - M-F 8am-6pm	\$ 110.00	\$ 118.00
Auditorium (4hr. Minimum) - Evenings, Sat & Sun	\$ 179.00	\$ 192.00
Track—with lights (2hr. Minimum)	\$ 69.00	\$ 74.00
Track—without lights - (2hr. Minimum)	\$ 52.00	\$ 56.00
Multipurpose Field —with lights - (2hr. Minimum)	\$ 69.00	\$ 74.00
Multipurpose Field—without lights - (2hr. Minimum)	\$ 52.00	\$ 56.00
Amphitheater (2hr. Minimum) - M-F 8am-6pm	\$ 151.00	\$ 162.00
Amphitheater (2hr. Minimum) - Evenings, Sat & Sun	\$ 208.00	\$ 223.00
Additional staff per event	\$ 21.00	\$ 22.00
NON-RESIDENTS RENTAL FEES - Hourly based		
Room/Space Rentals	Hourly Fee - Exempted	Hourly Fee - Taxed
Hibiscus Room	\$ 75.00	\$ 80.00
Gardenia Room	\$ 58.00	\$ 62.00
Orchid Room	\$ 75.00	\$ 80.00
Palm Room	\$ 75.00	\$ 80.00
Birds of Paradise Room A	\$ 110.00	\$ 118.00
Birds of Paradise Room B	\$ 52.00	\$ 56.00
Birds of Paradise Room C	\$ 69.00	\$ 74.00
Birds of Paradise Room (Full)	\$ 197.00	\$ 211.00
Resource Center	\$ 75.00	\$ 80.00
Kitchen	\$ 35.00	\$ 37.00
Gymnasium	\$ 110.00	\$ 118.00
Exercise Studio A	\$ 75.00	\$ 80.00
Exercise Studio B	\$ 52.00	\$ 56.00
Auditorium (4hr. Minimum) - M-F 8am-6pm	\$ 162.00	\$ 173.00
Auditorium (4hr. Minimum) - Evenings, Sat & Sun	\$ 237.00	\$ 254.00
Track—with lights (2hr. Minimum)	\$ 98.00	\$ 105.00
Track—without lights - (2hr. Minimum)	\$ 75.00	\$ 80.00
Multipurpose Field —with lights - (2hr. Minimum)	\$ 98.00	\$ 105.00
Multipurpose Field—without lights - (2hr. Minimum)	\$ 75.00	\$ 80.00
Amphitheater (2hr. Minimum) - M-F 8am-6pm	\$ 202.00	\$ 216.00
Amphitheater (2hr. Minimum) - Evenings, Sat & Sun	\$ 254.00	\$ 272.00
Additional staff per event	\$ 21.00	\$ 22.00

Community Center Rentals (continued)

SECURITY DEPOSIT FEES - Event based	
Room/Space Rentals	Per Event
Hibiscus Room	\$ 174.00
Gardenia Room	\$ 174.00
Orchid Room	\$ 174.00
Palm Room	\$ 174.00
Birds of Paradise Room A	\$ 174.00
Birds of Paradise Room B	\$ 174.00
Birds of Paradise Room C	\$ 174.00
Birds of Paradise Room (Full)	\$ 174.00
Resource Center	\$ 174.00
Kitchen	\$ 58.00
Gymnasium	\$ 174.00
Exercise Studio A	\$ 174.00
Exercise Studio B	\$ 174.00
Auditorium (4hr. Minimum) - M-F 8am-6pm	\$ 347.00
Auditorium (4hr. Minimum) - Evenings, Sat & Sun	\$ 347.00
Track—with lights (2hr. Minimum)	\$ 174.00
Track—without lights - (2hr. Minimum)	\$ 174.00
Multipurpose Field —with lights - (2hr. Minimum)	\$ 174.00
Multipurpose Field—without lights - (2hr. Minimum)	\$ 174.00
Amphitheater (2hr. Minimum) - M-F 8am-6pm	\$ 231.00
Amphitheater (2hr. Minimum) - Evenings, Sat & Sun	\$ 231.00
Additional staff per event	N/A

Facility Rentals

PARK	FACILITY	DJ	RENTAL PRICE -- EXEMPT		RENTAL PRICE -- NON-EXEMPT	
			RENTAL FEE INSIDE & OUTSIDE (1-75 PEOPLE)	RENTAL FEE OUTSIDE (76-149 PEOPLE)	RENTAL FEE INSIDE & OUTSIDE (1-75 PEOPLE)	RENTAL FEE OUTSIDE (76-149 PEOPLE)
AJ KING	OUTSIDE	N	\$107.00	\$131.00	\$114.00	\$150.00
	INSIDE UP TO 182	Y	\$182.00	\$231.00	\$195.00	\$265.00
BRENTWOOD	PAVILION	Y	\$122.00		\$131.00	
	INSIDE (Capacity 40)	Y	\$107.00		\$114.00	
BENNET M. LIFTER	PAVILION	N	\$122.00		\$131.00	
	INSIDE (Capacity 50)	Y	\$107.00		\$114.00	
BUCCANNEER	OUTSIDE	N	\$107.00	\$131.00	\$114.00	\$150.00
	INSIDE (Capacity 75)	Y	\$160.00		\$171.00	
BUNCHE	OUTSIDE	Y	\$107.00	\$131.00	\$114.00	\$150.00
	INSIDE (Capacity 40)	Y	\$107.00		\$114.00	
CLOVERLEAF	OUTSIDE	N	\$107.00	\$131.00	\$114.00	\$150.00
	INSIDE (Capacity 80)	Y	\$160.00	\$231.00	\$171.00	\$265.00
MIAMI CAROL CITY	PAVILION	Y	\$122.00	\$143.00	\$131.00	\$163.00
	INSIDE (Capacity 182)	Y	\$182.00	\$231.00	\$195.00	\$265.00
MYRTLE GROVE	OUTSIDE	Y	\$107.00	\$131.00	\$114.00	\$150.00
	INSIDE (Capacity 40)	Y	\$107.00		\$114.00	
NORWOOD	OUTSIDE	Y	\$107.00	\$131.00	\$114.00	\$150.00
	INSIDE (Capacity 40)	Y	\$107.00		\$114.00	
ROLLING OAKS	PAVILION	N	\$122.00	\$143.00	\$131.00	\$163.00
	INSIDE (Capacity 80)	N	\$160.00		\$171.00	
SCOTT PARK	OUTSIDE	N	\$107.00	\$131.00	\$114.00	\$150.00
	N/A		\$0.00		\$0.00	

RENTAL FEES	Rental Fees -CMG rentals Large Events EXEMPT	Rental Fees -CMG rentals Large Events NON-EXEMPT
150-249 Participants	\$237.00	\$254.00
250-499 Participants	\$466.00	\$499.00
500-999 Participants	\$689.00	\$737.00
1000+ Participants	\$1,051.00	\$1,125.00

SECURITY DEPOSITS FEES	CMG Deposits Fees All Events
Up to 150 Participants	\$69.00
150-249 Participants	\$87.00
250-499 Participants	\$116.00
500-999 Participants	\$231.00
1000+ Participants	\$462.00

Sports Rentals

Facility Type		CMG -- Fee-Lighted Fees - Exempted	(2 Hr. Minimum) Fees - Non-Exempt
Basketball	Hour	\$43.00	\$46.00
Cricket	Hour	\$73.00	\$78.00
	Add'l Hour	\$40.00	\$43.00
Football	Hour	\$73.00	\$78.00
	Add'l Hour	\$40.00	\$43.00
Lacrosse	Hour	\$73.00	\$78.00
	Add'l Hour	\$40.00	\$43.00
Soccer	Hour	\$73.00	\$78.00
	Add'l Hour	\$40.00	\$43.00
Softball	Org.-4 team minm	\$45.00	\$48.00
	One time game - under 4 teams	\$67.00	\$72.00
	Add'l Hour	\$34.00	\$36.00
Tennis	Hour-league	\$6.00	\$6.00
	Hour-youth	\$2.00	\$2.00
Volleyball	Per day-unlined	\$0.00	\$0.00
Facility Type		CMG -- Fee-Non Lighted Fees - Exempted	(2 Hr. Minimum) Fees - Non-Exempt
Basketball	Hour	\$33.00	\$35.00
Cricket	Hour	\$56.00	\$60.00
	Add'l Hour	\$30.00	\$32.00
Football	Hour	\$56.00	\$60.00
	Add'l Hour	\$30.00	\$32.00
Lacrosse	Hour	\$56.00	\$60.00
	Add'l Hour	\$30.00	\$32.00
Soccer	Hour	\$56.00	\$60.00
	Add'l Hour	\$30.00	\$32.00
Softball	Org.-4 team minm	\$35.00	\$37.00
	One time game - under 4 teams	\$52.00	\$56.00
	Add'l Hour	\$27.00	\$29.00
Tennis	Hour-league	\$5.00	\$5.00
	Hour-youth	\$2.00	\$2.00
Volleyball		\$33.00	\$35.00

Sports Programming Fees

Revenue Description

The City's Parks and Recreation Department provides a wide variety of youth sports. Prior to FY-10, most of these programs were run by the Optimist Club, what revenues there were got captured under miscellaneous parks revenue. Since we have assumed the control of these programs, a new revenue category has been created.

Legal Basis for Revenue

Florida Statutes §166.231, 180.14, 80.20
City of Miami Gardens Charter Article 4, Section 4.9 & Article 8, Sections 8.3 & 8.4

Special Requirements

None.

Fund/Account Number

General Fund 01-00-00-347-203-00

Use of Revenue

General Fund, unrestricted.

Method/Frequency of Payment

Fees and charges are collected throughout the year in conjunction with each sport.

Basis for Budget Estimate

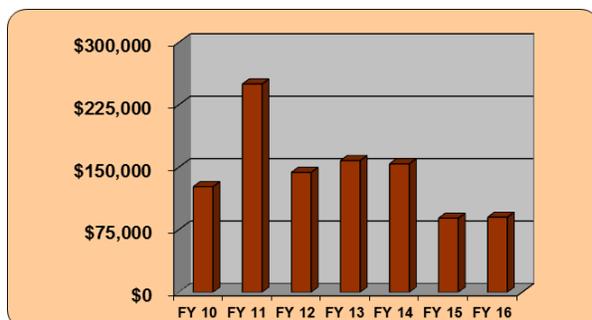
Historical receipts and trend analysis.

Collection History

<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 10	\$126,715	
FY 11	\$250,000	97.29%
FY 12	\$143,893	-42.44%
FY 13	\$158,020	9.82%
FY 14	\$154,231	-2.40%
FY 15*	\$88,871	-42.38%
FY 16**	\$90,000	1.27%

* Estimate (Includes Recreation donations)
** Budgeted

History of Athletics Revenue



Betty T. Ferguson

Revenue Description

FY-11 will be the first full year of operation for the new 55,000 square foot Betty J. Ferguson Community Center. The center has a plethora of activities including a gymnasium, indoor pool, fitness center and other amenities.

Legal Basis for Revenue

Florida Statutes §166.231, 180.14, 80.20
City of Miami Gardens Charter Article 4, Section 4.9 & Article 8, Sections 8.3 & 8.4

Special Requirements

None.

Fund/Account Number

General Fund 01-00-00-347-204, 206 and 207.

Use of Revenue

General Fund, unrestricted.

Method/Frequency of Payment

Fees/charges are collected throughout the year in conjunction with each event or program.

Basis for Budget Estimate

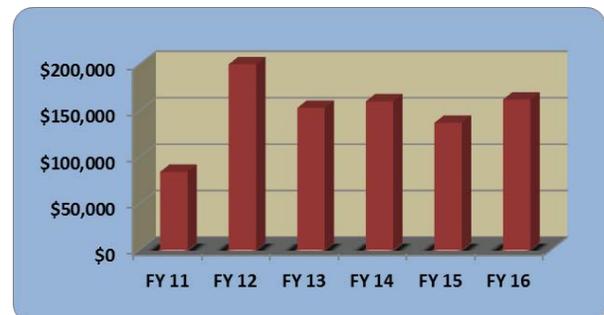
Historical trend analysis.

Collection History

<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 11	\$84,096	
FY 12	\$205,449	144.30%
FY 13	\$152,977	-25.54%
FY 14	\$160,011	4.60%
FY 15*	\$136,940	-14.42%
FY 16**	\$161,940	18.26%

* Estimate (Includes Grants)
** Budgeted

Betty T. Ferguson Center Revenue History



Discussion

Revenues include facility rentals, participant memberships, and contracted classes.

FEES: See page 342.

Local Code Violations

Revenue Description

City, County and State codes establish various fines for civil violations of ordinances and laws.

Legal Basis for Revenue

Florida Statutes §166.231, §142.03, §316, §318
 City of Miami Gardens Charter Article 4, Section 4.9 and Article 8, Section 8.3 and Section 8.4
 City of Miami Gardens Ordinance 2003-01

Special Requirements: None.

Fund/Account #: GF: 01-00-00-354-103-00

Use of Revenue: General Fund, unrestricted.

Method/Frequency of Payment: Per use

Basis for Budget Estimate

Revenue estimated on historical collections and trend analysis adjusted by any planned code enforcement activity for the coming year that may increase fines and collections.

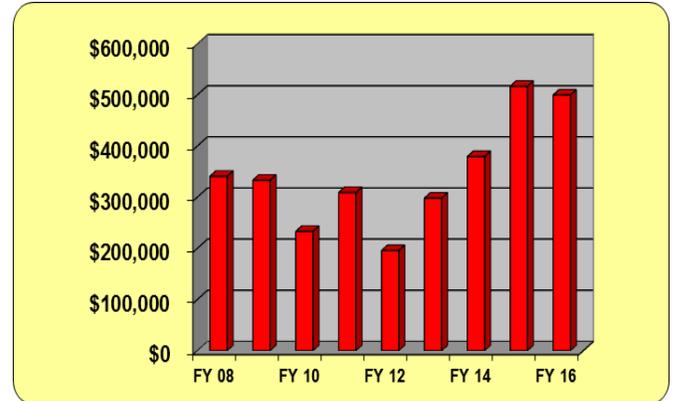
Collection History

<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 08	\$341,089	149.40%
FY 09	\$333,469	-2.23%
FY 10	\$233,388	-30.01%
FY 11	\$309,349	32.55%
FY 12	\$195,867	-36.68%
FY 13	\$298,390	52.34%
FY 14	\$286,510	-3.98%
FY 15*	\$237,500	-17.11%
FY 16**	\$341,089	149.40%

* Estimated

** Budgeted

History of Code Enforcement Fine Revenue to the General Fund



Discussion

Prior to becoming a City, Miami-Dade County estimated the revenue for local code violations to be in excess of \$600,000; however, the City's philosophy of working with violators impacted this figure considerably. In FY-08, the City began to actively enforce collection of the code enforcement magistrate's fines, resulting in a significant increase in collections. In FY-10, the City introduced an amnesty program to try and collect fines from large violators. While this has reduced the local code violation category, there has been a significant increase in the amnesty collections. In FY 2015 such collections began to reduce as most of the amnesty cases are closed out.

Fees: (See Next Page)

CODE COMPLIANCE DIVISION

H. LOCAL CODE VIOLATIONS

1.	ABANDONED PROPERTY JUNK	\$	250.00
2.	ABANDONED PROPERTY ON PUBLIC PROPERTY	\$	250.00
3.	BUSINESS TAX RECEIPT	\$	100.00
4.	CERTIFICATE OF USE	\$	250.00
5.	COMMERCIAL VEHICLES	\$	500.00
6.	ERECTION OF BANNERS ON POLES	\$	250.00
7.	FAILURE TO MAINTAIN LANDSCAPING	\$	250.00
8.	FAILURE TO MAINTAIN LANDSCAPING, OVERGROWN GRASS ON PROPERTY AND RIGHT-OF-WAY	\$	250.00
9.	JUNK & TRASH ON PROPERTY	\$	250.00
10.	LANDLORD PERMIT	\$	250.00
11.	MAINTENANCE OF PROPERTY, BUILDINGS, STRUCTURES, WALLS, FENCES, SIGNS, PAVEMENT AND LANDSCAPING	\$	250.00
12.	MOTORIZED SCOOTERS, GO-PEDS, ALL TERRAIN VEHICLES AND DIRT BIKES	\$	500.00
13.	OPEN AIR STORAGE IN RESIDENTIAL-ZONED AND COMMERCIAL DISTRICT	\$	250.00
14.	PROHIBITED DISPLAY OF VEHICLES FOR SALE OR ADVERTISING DEVICES	\$	250.00
15.	PUBLIC SOLICITATION PROHIBITING THE COLLECTING, DISPLAYING OR SELLING OF MERCHANDISE OR SERVICES	\$	500.00
16.	REMOVAL OF SHOPPING CARTS	\$	250.00
17.	SELLING, VENDING IN PUBLIC RIGHT-OF-WAY NEAR PUBLIC SCHOOLS	\$	500.00
18.	SIDEWALK SOLICITATION OF BUSINESS	\$	500.00
19.	STORING, DEPOSITING JUNK & TRASH	\$	250.00
20.	SUB-DIVIDING SINGLE FAMILY	\$	500.00
21.	UNAUTHORIZED USE	\$	500.00
22.	WORK WITHOUT A PERMIT	\$	500.00

Alarm Permits

Revenue Description

This revenue results from the City's requirement that all audible burglar alarms in private homes and businesses be permitted prior to operation.

Legal Basis for Revenue

Florida Statutes §166.231, 180.14, 80.20
 City of Miami Gardens Charter Article 4, Section 4.9 and Article 8, Section 8.3 and Section 8.4
 City of Miami Gardens Ordinance 2004-06-22 and 2007-16-122

Special Requirements: None.

Fund/Account # GF: 01-00-00-329-100-00

Use of Revenue: General Fund, unrestricted.

Method/Frequency of Payment

The fee is charged on an annual basis beginning April 27th through April 26th of the following year.

Basis for Budget Estimate

Estimate for the budget is based on historical receipts, plus an estimate of new businesses coming on-line during the fiscal year.

Collection History

<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 08	\$33,819	-19.86%
FY 09	\$32,239	-4.67%
FY 10	\$35,867	11.25%
FY 11	\$20,046	-44.11%
FY 12	\$42,655	112.79%
FY 13	\$42,096	-1.31%
FY 14	\$57,734	37.15%
FY 15*	\$52,000	-9.93%
FY 16**	\$52,000	0.00%

* Estimated

** Budgeted

Discussion

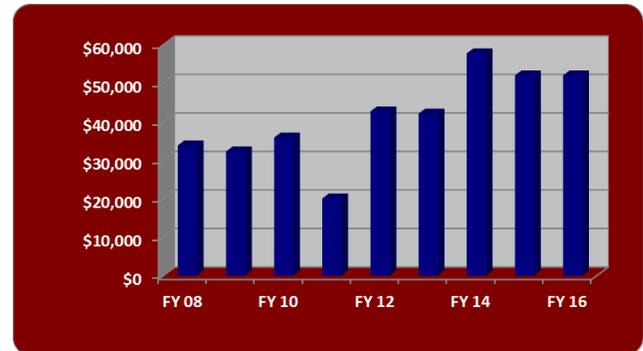
In FY 2012, the City has contracted the service to Crywolf when reduction of revenue was experienced in FY 2011. Since then, revenues have been increasing annually.

Fees

Initial Registration Fee	\$37.00
Renewal Fee (No false alarms in previous year)	\$0.00
Renewal Fee (1 or more false alarm in previous year)	\$15.00

Total False Alarms/yr	Fine	Additional Civil Penalty-Unregistered Alarm
1st	\$0	\$50
2nd	\$0	\$100
3 rd & 4th	\$50	\$250
5 th & 6th	\$100	\$500
7 th to 10th	\$200	\$500
>10 (each)	\$500	\$500

History of Alarm Permit Revenue to the General Fund



Interest Income

Revenue Description

This revenue results from the investment of idle City funds.

Legal Basis for Revenue

Florida Statutes §166.231, 180.14, 80.20
 City of Miami Gardens Charter Article 4, Section 4.9 & Article 8, Sections 8.3 & 8.4
 City of Miami Gardens Ordinance 2007-16-122

Special Requirements

None.

Fund/Account Number

General Fund
 01-00-00-361-100-00

Use of Revenue

General Fund, unrestricted.

Method/Frequency of Payment

Interest is credited to the City's account on a monthly basis by the respective depository.

Basis for Budget Estimate

Estimate for the budget is based on historical receipts and trend analysis and anticipated cash available for deposit.

Collection History

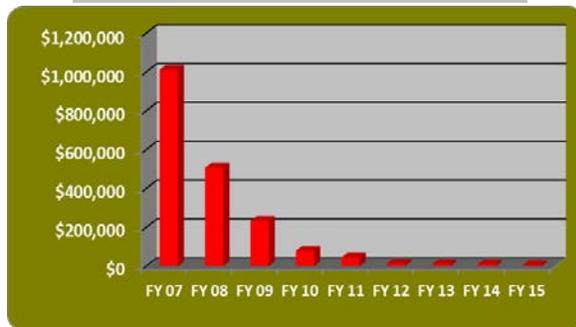
<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 08	\$508,024	-49.79%
FY 09	\$234,224	-53.90%
FY 10	\$79,080	-66.24%
FY 11	\$45,423	-42.56%
FY 12	\$12,524	-72.43%
FY 13	\$10,340	-17.44%
FY 14*	\$9,435	-8.75%
FY 15*	\$5,913	-37.33%
FY 16**	\$6,000	1.47%

* Estimated
** Budgeted

Discussion

The higher amounts received for FY-07 and FY-08 generally reflect the interest earned on bond issues prior to the expenditure of the proceeds and on significantly higher market rates for interest earnings. With continue low interest rate environment, the City projection of interest earnings become minimal.

History of Earned Interest Income Revenue to the General Fund



Insurance

Reimbursement

Revenue Description

This revenue reflects claims paid to the City by its insurance carrier for reported losses and from private insurance carriers for claims of damage to City property by the public. Also included are receipts from other insurers when a private vehicle damages City property.

Legal Basis for Revenue

Florida Statutes §166.231, 180.14, 80.20
City of Miami Gardens Charter Article 4, Section 4.9 and Article 8, Section 8.3 and Section 8.4
City of Miami Gardens Ordinance 2007-16-122

Special Requirements

None.

Fund/Account Number

General Fund
01-00-00-369-903-00

Use of Revenue

General Fund, unrestricted.

Method/Frequency of Payment

Occasional. No set frequency of payment.

Basis for Budget Estimate

Estimate for the budget is based on historical receipts and anticipated pending claims.

Collection History

<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 08	\$109,424	5446.07%
FY 09	\$226,341	106.85%
FY 10	\$271,026	19.74%
FY 11	\$200,319	-26.09%
FY 12	\$53,253	-73.42%
FY 13	\$90,217	69.41%
FY 14	\$158,798	76.02%
FY 15*	\$120,000	-24.43%
FY 16**	\$95,000	-20.83%

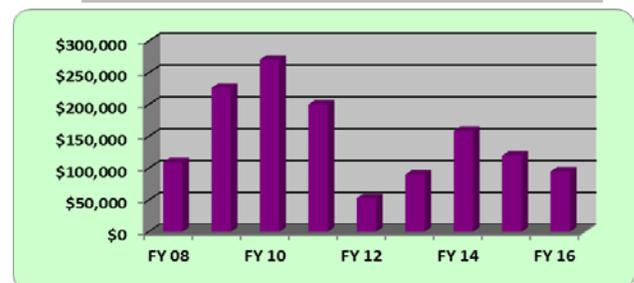
* Estimated
** Budgeted

Discussion

This revenue is difficult to anticipate as it relates to actual damage recovery from claims. It remains a small revenue and is usually used to replace the lost or damaged equipment or property. The City carries a \$10,000 deductible, thus most claims do not rise to the level required for reimbursement from our insurance carrier. The City does pursue private carriers in the event that City property is damaged in a traffic accident. The large increase in FY-09 represents the City starting its own police department. This resulted in a spate of vehicle accidents the first year. Training has reduced these significantly.

Being a reimbursement for unknown levels of damage and theft, this revenue is difficult to predict with accuracy. Based on the prior three years, we have used a conservative estimate for budgeting purposes.

History of Insurance Reimbursement Revenue to the General Fund



Lobbyist Registration Fees

Revenue Description

The City of Miami Gardens requires all lobbyists to register with the City each fiscal year. Registration is handled by the City Clerk. No lobbyist can address staff or City Council on any issue where City action is required unless they have registered.

Legal Basis for Revenue

Florida Statutes §166.231, 180.14, 80.20
 City of Miami Gardens Charter Article 4, Section 4.9 and Article 8, Section 8.3 and Section 8.4
 City of Miami Gardens Ordinance 2004-02-18
 City of Miami Gardens Ordinance 2007-16-122

Special Requirements: None.

Fund/Account Number: General Fund
 01-00-00-369-902-00

Use of Revenue: General Fund. Unrestricted.

Method/Frequency of Payment: Occasional.

Basis for Budget Estimate: Estimate for the budget is based on historical number of registrants.

Collection History

<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 08	\$5,750	9.52%
FY 09	\$4,250	-26.09%
FY 10	\$7,250	70.59%
FY 11	\$3,850	-46.90%
FY 12	\$1,750	-54.55%
FY 13	\$2,250	28.57%
FY 14	\$3,000	33.33%
FY 15*	\$2,250	-25.00%
FY 16**	\$2,250	0.00%

* Estimated
 ** Budgeted

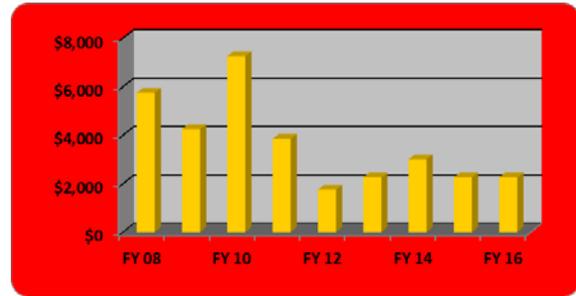
Discussion

This minor revenue remains fairly stable as the number of lobbyists tends to be mostly repeat registrations. Occasionally, a new lobbyist will register, usually in conjunction with a re-zoning. In the early years of the City, there were many more lobbyists attempting to influence decisions; however, this has fallen off dramatically.

Fees

One year registration	\$250.00
Late Report	\$ 50.00

History of Lobbyist Registration Revenue to the General Fund



Grants and Donations

Revenue Description

Periodically, the City is awarded grants from other governmental agencies or private organizations. These grants are usually specific to a particular activity. Revenue may be received in advance of the actual performance, but more usual is for the revenues to be received after completion of the activity for which the grant was awarded. Often, partial draw downs on the grants can be effectuated upon completion of various milestones of progress toward the completion of the activity. With the creation of the Capital Improvement Fund and Grant Fund in FY 2013, most grants for capital improvements that were previously received in the General Fund are now managed in the CIP Fund and grants for a specific related expenses not involving staffing or normal operating expenses are recognized at the Grant Fund.

Legal Basis for Revenue

Florida Statutes §166.231, 180.14, 80.20
 City of Miami Gardens Charter Article 4, Section 4.9
 City of Miami Gardens Ordinance 2007-16-122

Special Requirements

None.

Fund/Account Number

General Fund
 01-00-00-331-200-00 (Federal)
 01-00-00-334-300-00 (State)
 01-00-00-337-300-00 (Local)

FY-11

01-00-00-337-202-00 Byrne Grant for Police
 01-00-00-331-203-00 COPs Grant
 01-00-00-334-710-00 Children's Trust

Use of Revenue

General Fund. Restricted to the purpose for which it was received.

Method/Frequency of Payment

Occasional. No set frequency.

Basis for Budget Estimate

Estimate for the budget is based on approved grant awards and projected donations.

Discussion

The history of grants and donations to the General Fund is very uneven. Until FY-07, most grants were recorded in the General Fund; however, as the City created additional funds, grants and donations were shifted to the appropriate receiving fund.

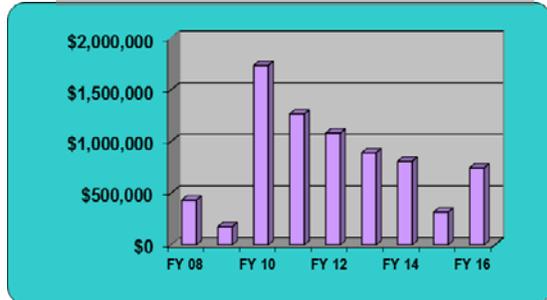
Increase in FY-10 is attributed to the City receiving over \$1,000,000 in ARRA grants for overtime in the police department which was received to assist in the security of the Super Bowl, Orange Bowl and the Pro Bowl. FY 11 and FY 12 is attributed to COPS grant awarded for additional 10 police officers. FY 16 increase is attributed to COPS IV awarded in FY 2015.

Collection History

<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 08	\$433,157	97.87%
FY 09	\$175,656	-59.45%
FY 10	\$1,734,709	887.56%
FY 11	\$1,266,438	-26.99%
FY 12	\$1,081,193	-14.63%
FY 13	\$888,989	-17.78%
FY 14	\$807,834	-9.13%
FY 15*	\$315,987	-60.88%
FY 16**	\$743,763	135.38%

* Estimated
** Budgeted

History of Grants and Donations Revenue to the General Fund



Jazz-in-the-Gardens Festival

Revenue Description

Since 2006, the City has sponsored and run a spring Jazz festival. This is a 2-day event featuring major singing talent from across the nation. A major component in this festival is the raising of sponsorship funds to underwrite the events costs. The festival also brings in revenues from food and merchandise vendors. Ticket sales constitute the largest single source of revenue. In FY-10, the festival turned its first "profit" over \$100,000. For FY 15, the City recognized a profit of over \$450,000.

Legal Basis for Revenue

Florida Statutes §166.231, 180.14, 80.20
City of Miami Gardens Charter Article 4, Section 4.9

Special Requirements: None.

Fund/Account Number

01-00-00-347-415-00 to
01-00-00-347-417-00

Use of Revenue

General Fund. Unrestricted.

Method/Frequency of Payment

Occasional. No set frequency.

Basis for Budget Estimate

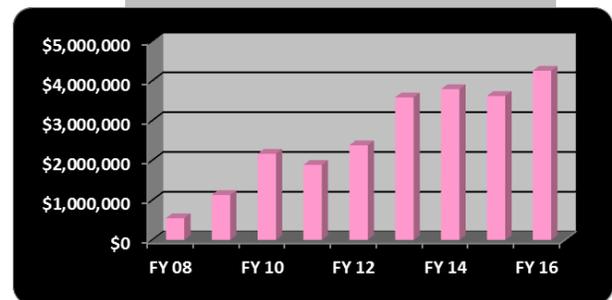
Estimate for the budget is based on past experience.

Collection History

<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 08	\$545,878	75.15%
FY 09	\$1,127,065	106.47%
FY 10	\$2,163,267	91.94%
FY 11	\$1,884,826	-12.87%
FY 12	\$2,376,793	26.10%
FY 13	\$3,581,849	50.70%
FY 14	\$3,786,878	5.72%
FY 15*	\$3,616,733	-4.49%
FY 15**	\$4,250,000	17.51%

* Estimated
** Budgeted

History of Grants and Donations Revenue to the General Fund



Discussion

The City's annual jazz festival has seen a dramatic increase in its size, attendance and funding since its inception in FY-06. In FY-10, the festival came in under budget. Since FY-11, the City engaged a professional sponsorship-raising firm to assist in fund raising.

Passport Fees

Revenue Description

The City processes passport applications for its residents and others. A portion of the fees charges become revenue to the City.

Legal Basis for Revenue

Florida Statutes §166.231, 180.14, 80.20
 City of Miami Gardens Charter Article 4, Section 4.9 and Article 8, Section 8.3 and Section 8.4
 City of Miami Gardens Ordinance 2007-16-122

Special Requirements: None.

Fund/Account Number

General Fund
 01-00-00-341-900-00

Use of Revenue: General Fund. Unrestricted.

Method/Frequency of Payment

Dailly.

Basis for Budget Estimate

Estimate for the budget is based on historical collection levels.

Collection History

<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 09	\$12,100	
FY 10	\$16,859	39.33%
FY 11	\$35,471	110.40%
FY 12	\$63,587	79.27%
FY 13	\$95,080	49.53%
FY 14	\$97,421	2.46%
FY 15*	\$126,022	29.36%
FY 16**	\$125,000	-0.81%

* Estimated
 ** Budgeted

Discussion

This service is offered by the City and is handled by the Office of the City Clerk.

Passport Fees

Expedited Service

Adults \$226.67 (\$187.72-U.S., \$43.95 to City)
 Minors \$196.72 (\$152.72-US; \$43.35 to City)

Routine Service

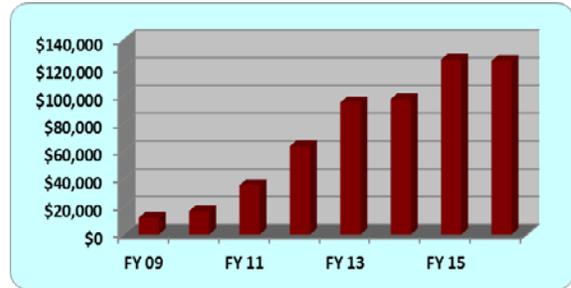
Adults \$135.00
 (\$110.00 to U.S., \$25.00 to City)
 Minors \$105.00
 (\$80.00 to U.S., \$25.00 to City)

Passport Card \$55.00 (Adult)
 Passport Card \$40.00 (per Child)

Pictures:

\$10 - passport is being processed by the City of Miami Gardens
 \$12 - pictures only

History of Passports Revenue to the General Fund



Police Department Fees/Revenues

Revenue Description

Various fees for certain activities and services such as photocopies, fingerprints. etc. Most of these are relatively small in income and are grouped together as "Police Miscellaneous Revenues"

Legal Basis for Revenue

Florida Statutes §166.231, 180.14, 80.20
 City of Miami Gardens Charter Article 4, Section 4.9 and Article 8, Section 8.3 and Section 8.4
 City of Miami Gardens Ordinance 2007-16-122

Special Requirements: None.

Fund/Account Number

General Fund
 01-00-00-342-100-00

Use of Revenue: General Fund. Unrestricted.

Method/Frequency of Payment

Occasional.

Basis for Budget Estimate

Estimate for the budget is based on historical collection levels.

Collection History

<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 10	\$73,095	
FY 11	\$64,393	-11.91%
FY 12	\$66,243	2.87%
FY 13	\$41,362	-37.56%
FY 14	\$130,529	215.58%
FY 15*	\$108,226	-17.09%
FY 16**	\$60,000	-44.56%

* Estimated
 ** Budgeted

Discussion

This minor revenue has remained steady. Off-Duty fees are accounted for separately. FY 14 and FY 15 revenue is higher are attributed to proceeds deposited from Property Room that expired the time limit.



Police Department Fees

Service Fees	Amount	Note
One Sided document copy	\$.15 per page	FSS 119
Two Sided document copy	\$.20 per page	FSS 119
Police Report	\$.15 per page	
Motor Vehicle Accident Report	See above	
Certified Copies	\$1.00 per page	FSS 119
Local (Miami-Dade) records name check (Residents Only)	\$5.00	
Fingerprinting (Residents Only)	\$5.00	
Parade Permit; Block Party; Broadcast Permit (Noise Permit)	See: Misc. Revenues	
Zero Tolerance Signs	First sign free; \$15.00 ea addl.	
Pre-arrest Diversion administrative fees for participation in program	\$250.00	
Pre-arrest Diversion counseling fee	\$150.00 paid directly to service provider	
*Off Duty Fees	Amount	
Police Officer	\$44.00	3 hr min
*Police Sergeant/Captain	\$50.00	3 hr min
Overtime Off Duty Detail	Employee Actual Salary	

* Supervisors will only be compensated at the supervisor's rate when the detail necessitates that officer work in a supervisory capacity.

** Off Duty rate includes the officer's vehicle

Off-Duty Police Revenues

Revenue Description

Since creating the police department in December 2007, the department has had numerous requests for off-duty officers to protect various businesses and events. The City established a fee structure and regulations and procedures for officers working private duty and began the service. The business pays the estimated amount up-front, and the officers are subsequently paid by the City.

Legal Basis for Revenue

Florida Statutes §166.231, 180.14, 80.20
 City of Miami Gardens Charter Article 4, Section 4.9 and Article 8, Section 8.3 and Section 8.4

Special Requirements: None.

Fund/Account Number

General Fund
 01-00-00-342-105-00

Use of Revenue: General Fund. Unrestricted.

Method/Frequency of Payment

Occasional.

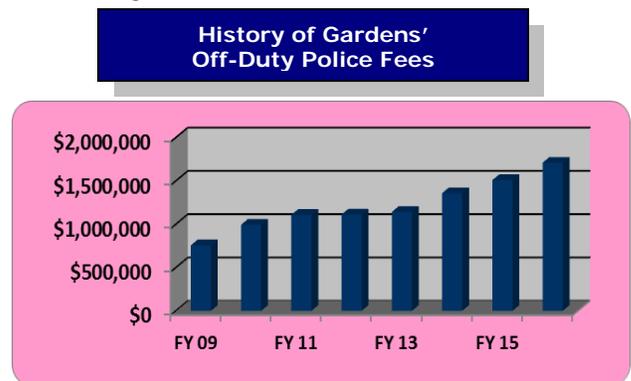
Basis for Budget Estimate

Estimate for the budget is based on historical collection levels.

Collection History

Fiscal Year	Amount	% increase/ (Decrease)
FY 09	\$756,373	
FY 10	\$993,550	31.36%
FY 11	\$1,107,718	11.49%
FY 12	\$1,111,917	0.38%
FY 13	\$1,141,791	2.69%
FY 14	\$1,358,199	18.95%
FY 15*	\$1,509,028	11.11%
FY 16**	\$1,709,496	13.28%

* Estimated
 ** Budgeted



Discussion

This revenue is a major source of extra funds for police officers who choose to work extra hours. Revenues continued to increase for the past few years.

Miscellaneous General Fund Fees/Revenues

Revenue Description

Various City departments have fees for certain activities and services. Most of these are relatively small in income and are grouped together as "Miscellaneous Revenues."

Legal Basis for Revenue

Florida Statutes §166.231, 180.14, 80.20
City of Miami Gardens Charter Article 4, Section 4.9 and Article 8, Section 8.3 and Section 8.4
City of Miami Gardens Ordinance 2007-16-122

Special Requirements: None.

Fund/Account Number: General Fund
01-00-00-369-000-00

Use of Revenue: General Fund. Unrestricted.

Method/Frequency of Payment: Occasional.

Basis for Budget Estimate

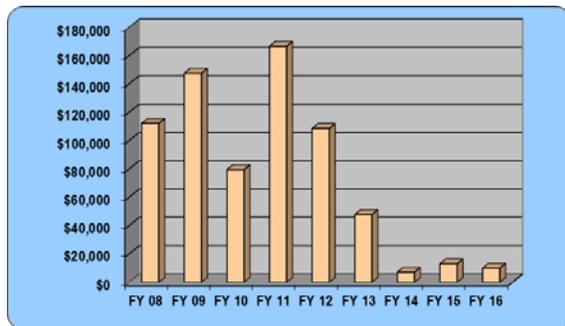
Estimate for the budget is based on historical collection levels.

Collection History

<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 08	\$112,181	-52.97%
FY 09	\$147,528	31.51%
FY 10	\$79,534	-46.09%
FY 11	\$166,599	109.47%
FY 12	\$108,571	-34.83%
FY 13	\$47,868	-55.91%
FY 14	\$7,125	-85.12%
FY 15*	\$13,049	83.14%
FY 16**	\$10,000	-23.37%

* Estimated
** Budgeted

History of Miscellaneous Revenue to the General Fund



Discussion

This minor revenue has experienced wide fluctuation due to the reclassifications of various revenue which at one time or another had been accounted for here.

Towing Fees (Resolution #2011-50-1443)

Fund/Account Number: General Fund
01-00-00-329-700-00

Annual Towing Application Fee	\$525.00
Renewal Fee	\$367.50
Late Renewal Fee	\$682.50
Permit Decal (up to 10)	No charge
Permit Decal (>10)	\$2.63 each

City Clerk Fees

Photocopies	Free
< 21 pages	
> 20 pages	\$.15 per page
> 100 pages or major research :	Time & materials
E-Mail Agenda	No charge
Regular Agenda	No Charge
Full Agenda Package	\$30.00/year
CD of Minutes/Meeting	\$10.00
Red Light Camera Special Masters	\$150.00
Hearing administrative fee	

Major Research (>30 Actual cost plus \$20 overhead
(Estimated in excess of 1/2 hour)
(1/2 fee must be paid prior to work commencing)

Special Event Fees

Resolution # 2011-66-1459:

Fund/Account Number: General Fund
01-00-00-329-600-00)

More than 30 days prior to event	
Small Activity/Event (<300)	\$157.50
Large Activity/Event (>300)	\$315.00
Less than 30 days prior to event	
Small Activity/Event (<300)	\$315.00
Large Activity/Event (>300)	\$630.00
Expedited 7-13 days	\$500.00
Expedited 0-6 days	\$1,000.00
Broadcast, block party; and Tent Sales	
Broadcast – Residential	\$10.50
Broadcast – Residential (<15 days)	\$21.00
Broadcast – Commercial	\$26.25
Broadcast – Commercial (<15 days)	\$52.50
Block Party Permit	\$52.50
Rental Tent Sale (Incl: Christmas, 4 th)	\$262.50
Special Event – Non-Profit Corporation	
Small Activity/Event	\$105.00
Small Activity/Event (<15 days)	\$210.00
Large Activity/Event	\$210.00
Large Activity/Event (<15 days)	\$420.00

Registration of Vacant & Foreclosed Properties

(Reso. # 2011-68-1461

Fund/Account Number: General Fund
01-00-00-369-905-00)

Annual Registration Fee	\$150.00
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Rebates

Revenue Description

The City periodically receives rebates based on purchases or from our insurance carrier or our P-

Card vendor. These revenues are accounted for here.

Legal Basis for Revenue

Florida Statutes §166.231, 180.14, 80.20
 City of Miami Gardens Charter Article 4, Section 4.9 & Article 8, Sections 8.3 & 8.4

Special Requirements: None.

Fund/Account Number: General Fund
 01-00-00-369-906-00

Use of Revenue: General Fund. Unrestricted.

Method/Frequency of Payment

N/A. Money appropriated with budget approval.

Basis for Budget Estimate

Budgeted amount is based on prior year's receipts.

Collection History

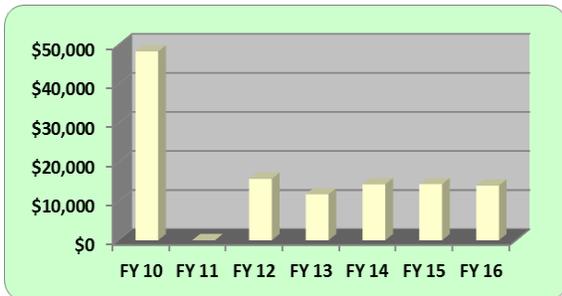
<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 10	\$48,344	
FY 11	\$0	-100.00%
FY 12	\$15,702	100.00%
FY 13	\$11,787	-24.93%
FY 14	\$14,313	21.43%
FY 15*	\$14,360	0.33%
FY 16**	\$14,000	-2.51%

* Estimated
 ** Budgeted

Discussion

Prior to FY-09, Rebates were lumped into the "Miscellaneous Revenue" classification. In FY-09, the City began a purchasing card program that provides for rebates if spending thresholds are met.

History of Rebate Revenue in the General Fund



Other Non-Operating (Unreserved Fund Balance)

Revenue Description

It is the City's policy to budget fund balance reserve each year. This provides additional flexibility should emergency funding is needed and provides the public with transparency with regards to our reserve balance.

Legal Basis for Revenue

Florida Statutes §166.231, 180.14, 80.20
 City of Miami Gardens Charter Article 4, Section 4.9 & Article 8, Sections 8.3 & 8.4
 City of Miami Gardens Ordinance 2007-16-122

Special Requirements: None.

Fund/Account #:GF - 01-00-00-389-900-00

Use of Revenue: General Fund. Unrestricted.

Method/Frequency of Payment: N/A.

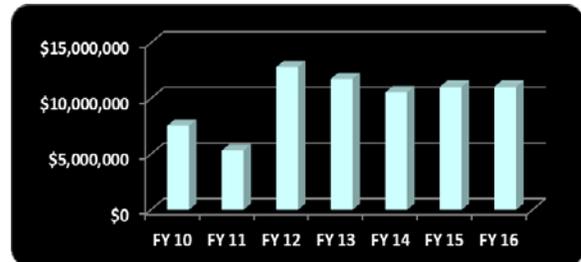
Basis for Budget Estimate: Prior year's audit.

Fund Balance History

<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 10	\$7,551,866	
FY 11	\$5,328,984	-29.43%
FY 12	\$12,823,884	140.64%
FY 13	\$11,752,729	-8.35%
FY 14	\$10,552,020	-10.22%
FY 15*	\$11,036,500	4.59%
FY 16**	\$11,036,500	0.00%

* Estimated
 ** Budgeted

History of Unreserved Fund Balance in the General Fund



Discussion

In FY-10 and FY 11, the revaluation of property coupled with several cuts in state revenue, lead to the use of fund balance at year-end. In FY-12, the City received a settlement from the County adding and increased its millage rate to re-build the fund balance.

Increase/decrease in Fund Balance

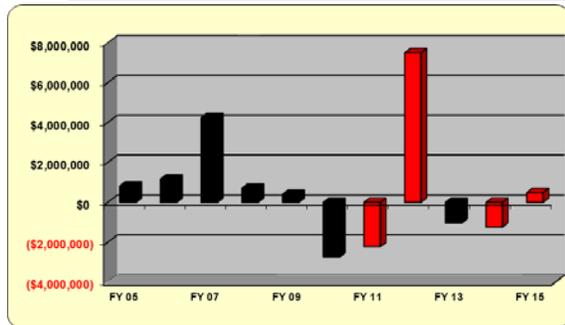
<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 05	\$820,802	1443.62%
FY 06	\$1,170,809	42.64%
FY 07	\$4,249,711	262.97%
FY 08	\$708,762	-83.32%
FY 09	\$403,885	-43.02%
FY 10	(\$2,736,736)	-777.60%
FY 11	(\$2,222,882)	-18.78%
FY 12	\$7,494,900	-437.17%
FY 13	(1,038,155)	-113.85%
FY 14	(\$1,233,709)	18.84%
FY 15	\$484,480	-139.27%

Collection History

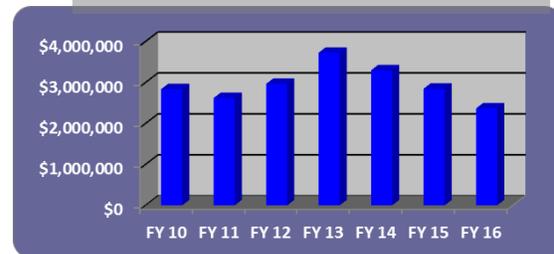
<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 10	\$2,838,464	
FY 11	\$2,621,822	-7.63%
FY 12	\$2,966,596	13.15%
FY 13	\$3,726,246	25.61%
FY 14	\$3,298,836	-11.47%
FY 15*	\$2,848,649	-13.65%
FY 16**	\$2,368,556	-16.85%

* Estimated
** Budgeted

History of Unassigned Fund Balance in the General Fund (Increase/Decrease)



History of Red Light Violation Revenue to the General Fund



Discussion

City Council approved the Red-Light Camera Enforcement Program on May 23, 2007. The City entered into an agreement with American Traffic Solutions, Inc. to administer the program. The first five cameras became operational in January 2009. Two new cameras were installed in summer 2009.

In FY-10, the State Legislature adopted a statewide Red Light Camera Bill. They raised rates but cut the amount the City receives. This program began July 1, 2010. In FY-15 the City currently has 28 cameras. Appeals/disputes are handled by the County Court as well as the City depends on the number of days of delinquencies and when the appeals are filed.

State Fine:

- Red Light Camera Violation \$158
- Administrative Hearing \$50
- Court Fees Upheld – no Administrative Hearing \$75
- Court Fees Upheld with Administrative Hearing \$150

Red Light Camera Fines

Revenue Description

This revenue results from an agreement between the City of Miami Gardens and American Traffic Solutions to administer the City Red-Light Camera program. This program uses a series of camera to detect and report drivers running red lights at selected intersections throughout the City.

Legal Basis for Revenue

- Florida Constitution, Article VII, Section 2
- Florida Statutes Chapters 166, 316.008
- City of Miami Gardens Charter Article 4, Section 4.9 & Article 8, Sections 8.3 & 8.4
- City of Miami Gardens Ordinance 2007-26-132; 2010-06-214; 2010-16-224

Special Requirements: None.

Fund/Account Number: General Fund
01-00-00-359-010-00

Use of Revenue

General Fund, unrestricted.

Method/Frequency of Payment

Payment is made to the City on a monthly basis.

Basis for Budget Estimate

Budget estimate is based on anticipated violations.

Certificate of Re-Occupancy Fee

Revenue Description

As part of the City's code enforcement services, City Council established a program of inspection upon the sale of a residence. Prior to closing, a buyer must get a Certificate of Re-Occupancy.

In order to receive the certificate, a home buyer must make application to the Code

Compliance Division to have the home inspected prior to the closing. The purpose of the inspection will be to verify that there are no outstanding zoning, use or setback violations on the property.

Legal Basis for Revenue

Florida Statutes §166.231
 City of Miami Gardens Charter - Article 4, Section 4.9 and Article 8, Section 8.3 and Section 8.4
 City of Miami Gardens Ordinance 2009-004-176

Special Requirements

None.

Fund/Account Number

General Fund
 01-00-00-322

Use of Revenue

General Fund. Unrestricted.

Method/Frequency of Payment

Payment upon application.

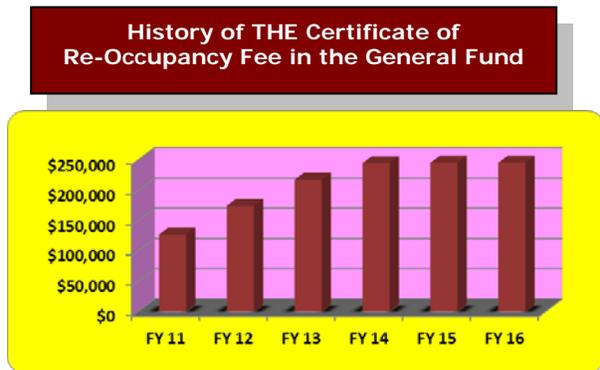
Basis for Budget Estimate

Historical receipts.

Collection History

<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 11	\$126,602	
FY 12	\$174,028	37.46%
FY 13	\$217,300	24.86%
FY 14	\$244,331	12.44%
FY 15*	\$245,000	0.27%
FY 16**	\$245,000	0.00%

* Estimated
 ** Budgeted



Discussion

In 2009, the City Council received many horror stories about foreclosed homes and their physical condition and continuing violations.

As a result, the City Council implemented a Certificate of Occupancy Certificate program requiring all home for sale, have a City-issued certificate prior to closing.

FEES

Application Fee	\$175.00
Conditional Re-Occupancy	\$216.30
Re-Inspection Fee	\$27.30

Slot Machine Revenues

Revenue Description

This revenue results from an agreement between the City of Miami Gardens and Calder Race Course. On January 29, 2008, voters did, in fact, approve the addition of slot machines at the County's three pari-mutuel site, one of which is Calder Race Course in the City of Miami Gardens.

Legal Basis for Revenue

Florida Constitution, Article X, Section 23
 Florida Statutes Chapter 550, 849.16
 City of Miami Gardens Charter Article 4, Section 4.9 & Article 8, Sections 8.3 & 8.4
 City of Miami Gardens Resolution 2007-181-687

Special Requirements: None.

Fund/Account Number: General Fund
 01-00-00-369-400-00

Use of Revenue: General Fund, unrestricted.

Method/Frequency of Payment

Payment is made to the City on a monthly basis.

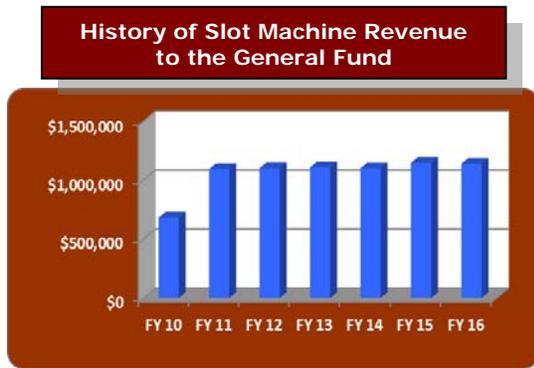
Basis for Budget Estimate

Compensation to the City consists of a payment of 1.5% of the Gross Slot Revenues generated at Calder on the first \$250 million and 2.5% for all revenue in excess of \$250,000,000.

Collection History

<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 10	\$682,636	
FY 11	\$1,093,385	60.17%
FY 12	\$1,100,959	0.69%
FY 13	\$1,106,907	0.54%
FY 14	\$1,100,476	-0.58%
FY 15*	\$1,147,078	4.23%
FY 16**	\$1,140,000	-0.62%

* Estimated
 ** Budgeted



Discussion

Although the referendum was approved on January 29, 2008, by the voters of Miami-Dade County. Construction on the casino began in mid-2009 and is expected to be completed by Super Bowl Sunday in 2010. The City received partial-year revenue in FY-2010. The City also receives a small pari-mutuel tax from Calder for each day of active horse racing. This amounts to approximately \$15,000 per year.

Towing Franchise Fee

Revenue Description

This revenue results from towing of private vehicles due to an accident or code enforcement. The fee is paid by the City's contracted tow firm.

Legal Basis for Revenue

Florida Constitution, Article X, Section 23
 Florida Statutes Chapter 550, 849.16
 City of Miami Gardens Charter Article 4, Section 4.9 & Article 8, Sections 8.3 & 8.4
 City of Miami Gardens Resolution 2007-181-687
 City of Miami Gardens Ordinance 2008-08-144

Special Requirements

None.

Fund/Account Number

General Fund
 01-00-00-323-401-00

Use of Revenue

General Fund, unrestricted.

Method/Frequency of Payment

Payment is made to the City on a monthly basis.

Basis for Budget Estimate

History of collections.

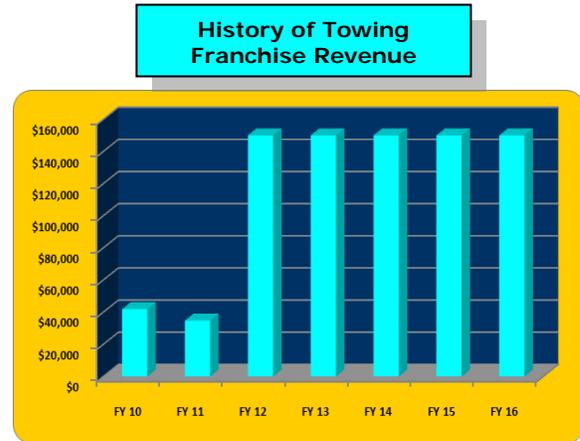
Collection History

<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 10	\$41,865	
FY 11	\$34,770	-16.95%
FY 12	\$150,000	331.41%
FY 13	\$150,000	0.00%
FY 14	\$150,000	0.00%
FY 15*	\$150,000	0.00%
FY 16**	\$150,000	0.00%

* Estimated
 ** Budgeted

Discussion

When the City initiated its police department, there came a need to occasionally tow vehicles from crash scenes. The City contracted with a local towing company for this service. The City was paid a set amount per tow, The City's Code Enforcement also uses this service for junk and abandoned vehicles. In FY-12, the City re-bid the franchise and settled for a flat yearly fee of \$150,000.



FEES

The City charges a flat fee of \$150,000 per year for the exclusive franchise.

Bonds and Capital Lease Proceeds

Revenue Description

Periodically, the City issue debt in order to finance its vehicle and major equipment purchase. Generally the proceeds of these debt issues are placed in the General Fund which in turn, purchases the vehicles and equipment for the using departments. In the subsequent years following the issue (or capital lease), the repayment or debt services, is budgeted in the Debt Service Fund.

This revenue item reflects the direct proceeds from such bond issue or capital lease-purchases, whether issued in during the year or carried over from prior years as unspent proceeds.

Legal Basis for Revenue

Florida Statutes §166.231
 City of Miami Gardens Charter Article 4, Section 4.9 and Article 8, Section 8.3 and Section 8.4
 City of Miami Gardens Ordinance 2007-16-122

Special Requirements

None.

Fund/Account Number

General Fund
 01-00-00-384-000-00

Use of Revenue

All Funds. Purchase vehicles and equipment and pay Debt Service.

Basis for Budget Estimate

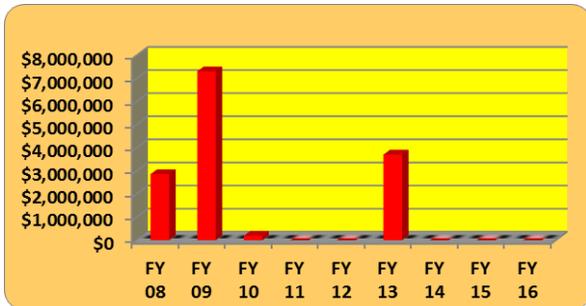
Estimate for the budget is based on each year's budget of whether financing is required for any equipment purchase or replacement.

Collection History

<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 08	\$2,854,370	
FY 09	\$7,300,000	155.75%
FY 10	\$185,300	-97.46%
FY 11	\$0	-100.00%
FY 12	\$0	0.00%
FY 13	\$3,700,000	100.00%
FY 14	\$0	-100.00%
FY 15*	\$0	0.00%
FY 16**	\$0	0.00%

* Estimated
** Budgeted

History of Bond Proceeds Available in the General Fund



Discussion

Generally, the City uses short-term debt (5 years) to finance the purchase of its vehicles and major equipment. This allows the City to evenly spread out the impact of major capital items so as to not distort the revenue or expenditure needs in any particular year.

The FY-13 capital lease in the amount of \$3.7 million is for the replacement of police vehicles and other equipment.

Sale of Assets

Revenue Description

From time to time, the City has pieces of equipment that no longer serves its purpose or which has come to the end of its useful life. This includes vehicles, computers, furniture, and other such items. The City generally sells these at public auction over the internet.

Some unique item may be sold on site with bidders invited to make an offer.

Legal Basis for Revenue

Florida Constitution, Article X, Section 23
Florida Statutes Chapter 550, 849.16
City of Miami Gardens Charter Article 4, Section 4.9 & Article 8, Sections 8.3 & 8.4
City of Miami Gardens Resolution 2007-181-687

Special Requirements: None.

Fund/Account #: GF: 01-00-00-364-000-00

Use of Revenue: General Fund, unrestricted.

Method/Frequency of Payment: Occasional.

Basis for Budget Estimate: Historic trends.

Collection History

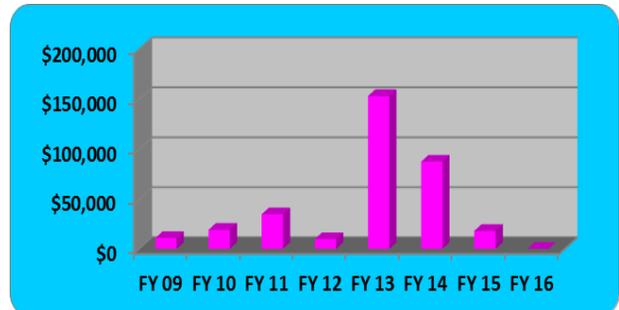
<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 09	\$10,875	
FY 10	\$19,079	75.44%
FY 11	\$34,658	81.66%
FY 12	\$9,758	-71.84%
FY 13	\$152,974	1467.68%
FY 14	\$87,246	-42.97%
FY 15*	\$18,000	-79.37%
FY 16**	\$0	-100.00%

*Estimated
** Budgeted

Discussion

This revenue results from the direct sale of non-real estate assets such as old vehicles, computers, furniture and other old items beyond their useful life. This revenue has increased significantly as the City's once new equipment has aged. FY-13 increase is attributed to sales of retired police vehicles.

History of Sale of Assets Revenue in the General Fund



Event Parking

Revenue Description

The City has an opportunity to take advantage of its proximity to Sun Life Stadium. It is anticipated that the City can provide parking for the Miami Dolphins home football games or any major events that will be held at the Stadium

Legal Basis for Revenue

Florida Statutes §166.231, 180.14, 80.20
City of Miami Gardens Charter Article 4, Section 4.9

Special Requirements: None.

Fund/Account Number: General Fund
01-00-00-369-907-00

Use of Revenue: General Fund. Unrestricted.

Method/Frequency of Payment: Occasional.

Basis for Budget Estimate

Estimate for the budget is based on the number of events to be held at the Stadium for the fiscal year.

FEES:

\$15.00 per vehicle per event

Planning and Zoning Fees

Revenue Description

The City's Planning and Zoning Department assesses various fees for its services. These fees are designed to recover the cost of processing various land development activities.

Legal Basis for Revenue

Florida Statutes §166.231
Miami Dade County Code Sec. 8CC-10.
City of Miami Gardens Charter Article 4, Section 4.9 & Article 8, Sections 8.3

Special Requirements: None.

Fund/Account Number

General Fund
01-00-00-322-000-00

Use of Revenue

Unrestricted.

Method/Frequency of Payment

Revenue is collected upon application for a permit or other requested activity.

Basis for Budget Estimate

Estimate for budgeting purposes is made by the City staff based on historical collections and trend

analysis. This is adjusted by an estimate of new construction expected in the subsequent year.

Collection History

<i>Fiscal Year</i>	<i>Amount</i>	<i>% Increase/ (Decrease)</i>
FY 08	\$253,024	-13.64%
FY 09	\$273,541	8.11%
FY 10	\$190,058	-30.52%
FY 11	\$375,001	97.31%
FY 12	\$441,870	17.83%
FY 13	\$453,364	2.60%
FY 14	\$292,916	-35.39%
FY 15*	\$439,109	49.91%
FY 16**	\$300,000	-31.68%

*Estimated
**Budget

Discussion

Prior to FY-05, all Planning and Zoning activity was handled by Miami-Dade County. FY-05 and FY-06 saw significant development activity which is reflected in the revenues. FY-07 thru FY-10 reflects the major downturn in development activity faced by all of South Florida. FY-11 is expected to reflect a moderate increase in development activity. FY 12 & FY 13 increase is attributed to permits issued for the City Hall project.

History of Planning & Zoning Fee Collections



Fee Schedule

The Miami Gardens Planning and Zoning Department charges and collects fees for the items and rates listed in the following schedule:

I. PLANNING & ZONING SERVICES DIVISION

A. ADMINISTRATION

1. ADDRESS REQUEST

a. Developer			
Multi-Family, Commercial, Industrial, Non-Residential & Mixed Use	Base fee	\$	150.00
	Each addtn'l	\$	5.00
b. Homeowner – Single Family Residential	Base fee	\$	50.00

2. ADMINISTRATIVE VARIANCE AND/OR WAIVER

a. All other uses		\$	768.00
b. Appeals		\$	960.00
c. Multi-Family, Non-Residential, Commercial & Industrial uses		\$	1,536.00
d. Sign Plan		\$	750.00
e. Single Family, Duplex & Cityhome uses		\$	700.00
f. Traffic Parking Study			TBD
g. Violation	Double (2x) the permit fee + penalty		

3. ALCOHOLIC BEVERAGE \$ 264.96

4. CERTIFICATE OF CONFORMITY

a. Multi-Family, Non-Residential, Mixed use & all others		\$	3,168.00
b. Single Family, Duplex & Cityhome		\$	1,125.00

5. CONSULTING SERVICES

Per City Ordinance 2003-13, charges incurred for consultants that may be necessary for any Zoning application, site plan review, plat/subdivision review or inspection, construction project, site inspection, including but not limited to engineering, architectural, planning, legal, technical, environmental, or other similar or professional services shall be paid by the applicant in addition to any other application fees or charges. Applicant shall pay the City upfront for the estimated cost of such consultant or professional service.

This includes: Advertisement, Traffic/Parking Study

Varies

6. COPIES OF DEPARTMENTAL RECORDS

a. Certified copies	Each page	\$	1.05
b. Double sided copies	Each page	\$	0.26
c. Notary Public service	Each document	\$	1.05
d. Plan reproduction from microfilm	Each page	\$	5.23
e. Reproduced records	Each page	\$	0.16

7. INSPECTIONS

a. Overtime Inspection Minimum 2 hours	Each hour	\$	91.35
b. Re-inspection		\$	91.35

8. NON-REFUNDABLE APPLICATION FEE for selected processes such as:

- Community Residential Homes (CRH)
- Temporary Signs
- Tree Removal

\$ 96.00

9. REAL ESTATE BANNER

Each \$ 50.00

10. SIGN PLANS

a. Entrance Feature Sign		\$	750.00
b. Multi-Use/Multi-Tenant Sign Plan			
1. Greater than 200 ft. frontage		\$	750.00
2. Less than 200 ft. frontage		\$	500.00
3. Modification		\$	250.00
c. Sign Plan			
1. Miscellaneous Sign Fee		\$	150.00

2.	Modification		\$	100.00
3.	Single Use		\$	250.00
d.	Window Sign	Each tenant	\$	50.00
11	SPECIAL LETTER/RESEARCH			
a.	Base fee includes Concurrency Letters and similar requests & researches.		\$	264.96
b.	Special Request additional fees: Hourly salary by employee, plus expenses, plus multiplier of 3.0 to cover availability such as building.			Varies
12	TREE REMOVAL			
a.	Commercial, Industrial & Non-Residential		\$	140.00
b.	Engineering Inspection			Varies
1.	After inspection Swale Right of Way (\$ 35 insp=\$6/tree up to a maximum of \$ 265.00/(acre)(canopy))			Varies
2.	Before inspection Swale Right of Way (\$ 28 application + \$ 35 inspection)		\$	63.00
c.	Free Trust Fund permit tree – Minimum of \$ 200.00		\$	400.00
d.	Multi-Family		\$	140.00
e.	Single Family		\$	50.00
13	VESTED RIGHTS DETERMINATION			
a.	Nonresidential, Mixed use and Multi-Family		\$	3,168.00
b.	Single Family, Duplex and Townhouse		\$	1,126.00
c.	Revisions		\$	1,848.00
B.	COUNCIL/HEARING			
1.	PLATS			
a.	Bonds			
1.	Initial submittal & review of agreement/Letter of Credit		\$	1,429.20
2.	Processing the reduction of released bond amount		\$	1,122.00
3.	Review of corrected bonding documentation		\$	516.20
b.	Final			
1.	Base Fee		\$	3,132.15
2.	Minimum	1 st 10 sites/lots	\$	1,920.00
3.		Each addtn'l 10 sites/lots or fractional part	\$	150.00
c.	Tentative			
1.	Base Fee	1 st 6 sites/lots	\$	3,132.15
		Each addtn'l 6 sites/lots or fractional part	\$	76.80
2.	Extension			
i.	After expiration		\$	1,344.00
ii.	Prior to expiration		\$	1,920.00
3.	Resubmission			
i.			\$	1,344.00
ii.	New Owner with no other revision		\$	1,075.00
d.	Waiver			
1.	Base Fee		\$	1,747.20
2.	Resubmission due to non-compliance with staff/DRC recommendations		\$	864.00
3.	Revisions			
i.	Change owner's name, no other revisions		\$	576.00
ii.	Change parcels at owner's request		\$	576.00
4.	Subdivision Code Requirements			
i.	Additional fee for review which includes a request to waive subdivision.		\$	576.00
ii.	Additional fee for request to waive underground requirements.		\$	326.40
iii.	Additional fee for correspondence answering inquires.		\$	326.40

2. PUBLIC HEARING

a. Administrative Request		
1. All other request for Resolution		\$ 1,728.00
2. Appeals		
i. Administrative Interpretation		\$ 1,100.00
ii. Administrative Variance/Waiver		\$ 1,087.26
iii. Substantial Compliance Determination		\$ 1,100.00
3. Modification/Deletion or conditions of		\$ 2,201.63
4. Resolution/Declaration of Restrictions		\$ 2,201.63
b. Advertisement (newspaper)	Deposit	\$ 2,000.00
c. Other Fees		\$ 2,641.76
Application submitted 30 days or less prior to scheduled hearing date.		
e. Revisions to Plans		\$ 1,320.98
f. Rezoning Public Hearing Requests		
1. AU/R-1/R-2 (to Single Family or Duplex)		\$ 2,420.80
2. I-1/I-2/GP (to Industrial)		\$ 6,576.00
3. NC/PCD (to Commercial or Business)		\$ 6,576.00
4. P D (to Planning Development)		\$ 8,056.47
5. R-15/R-25/R-50/OF (to Multi-Family or Office)		\$ 4,384.00
g. Sign Variance/Waiver Public Hearing Request		
1. Public Hearing Variance/Waiver of Sign Regulations	1 st sign	\$ 1,800.00
	Each addtn'l sign	\$ 250.00
2. Result of a violation		\$ 2,600.00
h. Special Exception Use Public Hearing Requests		
1. All other districts		\$ 11,304.00
2. R districts		\$ 3,598.40
i. Variance/Waiver Public Hearing Requests		
1. Commercial, Industrial, Multi-Family, Non-Residential & Other		\$ 3,302.45
2. Single Family, Duplex & Cityhomes		\$ 1,600.00
3. Violation		\$ 1,900.00
3. Right of Way Easement Special Taxing		
a. Dedication, Road Vacation or Easement by Resolution		\$ 2,592.00
b. Miscellaneous		\$ 307.50
c. Request for Special Taxing District		\$ 1,728.00

C. PERMITS

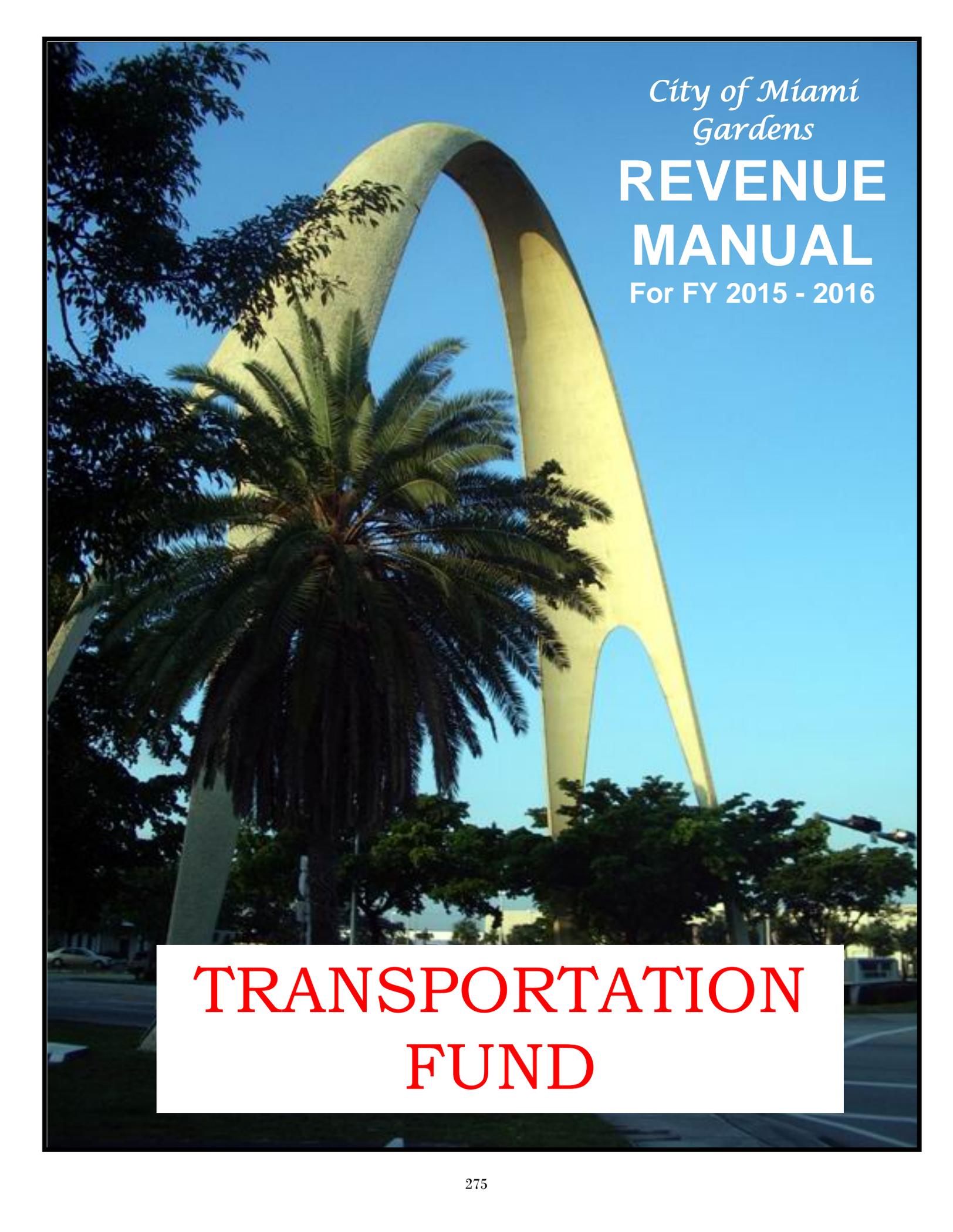
1. BUILDING PERMIT FEES

a. Administration		
1. Expedite		
i. Commercial	1 st hour	\$ 470.40
	Addtn'l hour	\$ 117.60
ii. Residential	1 st hour	\$ 220.80
	Addtn'l hour	\$ 55.20
b. Commercial		
1. All other not Single Family Residence. Other than as specified herein: Water Tower; Pylons; Bulk Storage – Tank Foundation; Unusual Limited – use buildings, marquees & similar construction.	Per \$ 1,000.00 job value	\$ 2.64
2. Structures of unusual size or nature as arenas, stadiums and water & sewer plants	½ of 1% job value	\$ 0.01
c. Fences & Masonry Walls (RESIDENTIAL ONLY)		
1. Chain link/Wood	0-500 l/f	\$ 51.50
	Addtn'l 500 l/f	\$ 51.50
2. Masonry Wall	Each l/f	\$ 0.35
d. Mobile Homes/Temporary Buildings	Each install	\$ 70.00

e.	Moving Building	Each 100 s/f or fractional part	\$	2.94
f.	Pools, Spas & Hot Tubs	Each install	\$	51.50
g.	Residential			
	1. Alteration/Remodeling	Per \$ 1.00 job value	\$	0.01
	2. New Construction			
	i. 0 - 300 s/f		\$	30.00
	ii. 301 – 650 s/f		\$	60.00
	iii. 651 s/f and above	Each s/f	\$	0.10
	3. Shade House	Each s/f	\$	0.01
h.	Satellite Dish	All trades each	\$	51.50
i.	Signs	Each sign	\$	51.50
j.	Sheds		\$	25.00
	Prefabricated utility shed with slab (max 100 s/f floor area)			
k.	Slabs	Each installation	\$	51.50
l.	Temporary Bleachers, Platforms & Tents			
	1. Bleachers	Each install	\$	51.50
	2. Platforms	Each install	\$	51.50
	3. Tents	Each tent	\$	70.00
2.	COMMUNITY RESIDENTIAL HOMES			
a.		Each folio #	\$	441.60
b.	Renewal	Each	\$	264.50
3.	LANDSCAPING			
a.	Commercial			
	1. Engineering Review		\$	200.00
	2. Plan Review		\$	2,559.75
	3. Revision		\$	384.00
b.	Residential			
	1. Engineering Review		\$	80.00
	2. Plan Review		\$	126.00
4.	SIGNS			
a.	National Event			
	1. Private Property			
	i. Minimum	40 s/f or less	\$	750.00
	ii.	Greater the 40 s/f	\$	2400.00
	iii.	Each s/f above 40	\$	10.00
	2. Public or Right of Way Property			
	i. Minimum	40 s/f or less	\$	250.00
	ii.	Each s/f above 40	\$	10.00
b.	Temporary			
	1. Banner Sign (Permit is only valid for 60 days)		\$	50.00
	2. Balloon Sign (Permit is only valid for 17 days)		\$	100.00
	3. Construction Fence Sign		\$	150.00
	4. Construction Site Sign		\$	50.00
	5. Directional, Informational and/or Other Sign		\$	150.00
	6. Real Estate Sign		\$	50.00
	7. Spotlight Sign (Permit is only valid for 3 days)		\$	100.00
	8. Violation			Double Fee
5.	SITE PLAN REVIEW			
a.	Development Review Committee (DRC)			
	1. Administrative release, modification, revision of condition of development order approval.		\$	1,102.40
	2. DRC Pre-Application Conference Review		\$	1,318.20
	3. Development order		\$	5,290.50
	4. Other Miscellaneous – Minor per Section 34-45 C(11)		\$	384.00
b.	Site Plan Review			
	1. Commercial, Industrial, Non-Residential			
	i. Base Fee		\$	4,219.78
	ii. Building size	Each 5,000 s/f, or fractional part	\$	384.00

	iii.	Property size	Each addtn'l 10 acres, or fractional part	\$ 1,536.00	
		iv.	Revisions apply at 3 rd submission (Concurrency fee does not apply)	\$ 1,152.00	
2.		Lake Excavation			
	i.	Base Fee		\$ 1,747.20	
	ii.	Hearing		\$ 1,152.00	
	iii.	Property size	Each addtn'l 10 acres, or fractional part	\$ 768.00	
		iv.	Revisions apply at 3 rd submission (Concurrency fee does not apply)	\$ 1,152.00	
		v.	Site Plan Review	\$ 1,536.00	
		vi.	Violation	\$ 1,920.00	
2.		Mixed Use			
	i.	Base Fee		\$ 4,219.78	
	ii.	Building size (Commercial)	Each 5,000 s/f, or fractional part	\$ 384.00	
		ii.	Building size (Residential)	Each 15 units, or fractional part	\$ 768.00
	iii.	Property size	Each addtn'l 10 acres, or fractional part	\$ 1,536.00	
		iv.	Revisions apply at 3 rd submission (Concurrency fee does not apply)	\$ 1,152.00	
3.		Modifications			
	i.	Administrative Modifications and Release of Condition.		\$ 1,201.00	
		(Concurrency fee does not apply)			
	ii.	Site Plan Modifications of previously approved plans.		\$ 1,201.00	
		(Concurrency fee does not apply)			
4.		Residential			
	i.	Base Fee		\$ 3,082.00	
	ii.	Building size	Each 15 units, or fractional part	\$ 768.00	
	iii.	Property size	Each addtn'l 10 acres, or fractional part	\$ 768.00	
		iv.	Revisions apply at 3 rd submission (Concurrency fee does not apply)	\$ 1,057.00	
c.		Substantial Compliance Review			
	1.	Appeals		\$ 2,000.00	
	2.	Non-residential, mixed uses & all others		\$ 2,862.00	
	3.	Revisions		\$ 1,152.00	
	4.	Single Family, Duplex, Cityhouse & Multi-Family		\$ 1,500.00	
6.		VEHICLES			
	a.	Industrial Zoned Properties			
		1.	Boats/ Water Vessels; Commercial/ Recreational vehicle and Trailers/Containers	Each vehicle, Maximum 2	\$ 250.00
		2.	Renewal	\$ 250.00	
		3.	Violation	\$ 500.00	
	b.	Single Family, Duplex & Cityhouse			
		1.	Boats/ Water Vessels; Commercial/ Recreational vehicle and Trailers/Containers	\$ 25.00	
		2.	Renewal	\$ 25.00	
		3.	Violation	\$ 50.00	

7. ZONING IMPROVEMENT PERMIT (ZIP)	\$	51.50
<ul style="list-style-type: none"> Agricultural/Farm building; Anchoring, Mooring, Docking or Storage of Houseboat; Awning, Canopy Carport & Screen Enclosure; Chickee Huts; Donation bins & recycling bins; Mobile Medical & Professional Units; Painting wall sign, Balloon Sign & Stick on Fabric Letter; Parking lot refurbishing – resurfacing or seal coating, paving & drainage of existing parking lot; Pools (above ground over 24" deep); Portable Mini Storage Unit; Residential Fences and Masonry walls – ornamental iron fence, decorative gardens, type water. 		



*City of Miami
Gardens*

**REVENUE
MANUAL**
For FY 2015 - 2016

**TRANSPORTATION
FUND**

1st Local Option Fuel Tax

Revenue Description

The State authorizes several gas taxes to support transportation operation at the local government level. The first is the 1 to 6 Cents Local Option Fuel Tax that is imposed on Motor and Diesel Fuels. The funds are collected by the state and forwarded to the City on a monthly basis. Miami Gardens receives 2.5747989% of the collection in Miami-Dade County.

Legal Basis for Revenue

Florida Statutes §336.025
 Chapters 90-110 and 90-132, Laws of Florida
 City of Miami Gardens Charter Article 4, Section 4.9
 City of Miami Gardens Ordinance 2007-16-122

Special Requirements

Florida Statutes, §336.025(1)(a)2, requires the proceeds of the local option gas tax be used only for transportation related expenditures. Paragraph (7) defines "transportation expenditures" as:

- Public transportation operations and maintenance.
- Roadway and right-of-way maintenance and equipment and structures used primarily for the storage and maintenance of such equipment.
- Roadway and right-of-way drainage.
- Street lighting.
- Traffic signs, traffic engineering, signalization and pavement markings.
- Bridge maintenance and operation.
- Debt service and current expenditures for transportation capital projects in the foregoing program areas, including construction or reconstruction of roads.

Fund/Account Number

Transportation Fund
 10-00-00-312-410-00

Use of Revenue

Transportation Fund. Generally, the refunded monies are to be used to fund the construction, reconstruction, and maintenance of roads.

Method/Frequency of Payment

Motor fuel wholesale distributors (prior to July 1, 1995, it was collected by retailers) collect the tax and submit it to the Florida Department of Revenue, which distributes to cities and counties monthly, after a 7.3% General Revenue Service Charge is deducted. The change in the collection method was projected to increase compliance and therefore increase revenues. The City receives its distribution monthly by Electronic Fund Transfer.

Basis for Budget Estimate

Estimate for budgeting purposes is made by the City based on an estimate published by the State Department of Revenue and historical collection trends.

Collection History

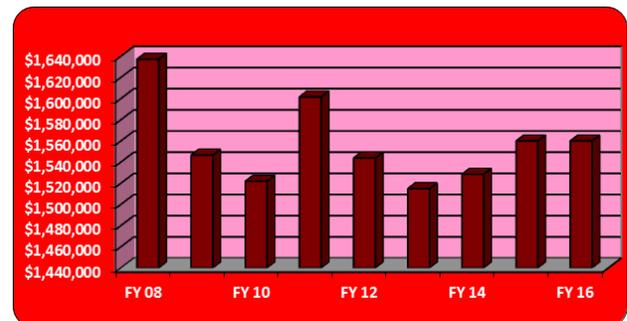
Fiscal Year	Amount	% Increase/ (Decrease)
FY 08	\$1,637,145	-1.99%
FY 09	\$1,546,630	-5.53%
FY 10	\$1,521,890	-1.60%
FY 11	\$1,601,604	5.24%
FY 12	\$1,543,881	-3.60%
FY 13	\$1,514,920	-1.88%
FY 14	\$1,528,503	0.90%
FY 15*	\$1,560,000	2.06%
FY 16**	\$1,560,000	0.00%

* Estimated
 ** Budgeted

Discussion

This is the second largest revenue source for the City's Transportation Fund. Revenue is affected with economy changes and higher gas prices that reduced the consumption.

History of 1st Optional Fuel Tax Collections



2nd Local Option Fuel Tax

Revenue Description

The State authorizes several gas taxes to support transportation operation at the local government level. The second is the 1 to 5 Cents Local Option Fuel Tax that is imposed on Motor Fuels. The funds are collected by the state and forwarded to the City on a monthly basis.

Legal Basis for Revenue

Florida Statutes §Florida Statutes 336.025(1)(b)
 Chapters 93-206 Laws of Florida
 City of Miami Gardens Charter Article 4, Section 4.9
 City of Miami Gardens Ordinance 2007-16-122

Special Requirements

The law requires that the monies be used to meet the requirements of the capital improvements of the adopted plan. The funds cannot be used for operating purposes.

Miami-Dade County only levies 3 of the authorized 5 cents of the tax.

Fund/Account : TF: 10-00-00-312-420-00

Use of Revenue

For Capital Improvements according to the Comprehensive Plan.

Method/Frequency of Payment

Motor fuel wholesale distributors collect the tax and submit it to the Florida Department of Revenue, which distributes to cities and counties monthly, after a 7.3% General Revenue Service Charge is deducted. The change in the collection method was projected to increase compliance and therefore increase revenues. The City receives distribution monthly by EFT.

Basis for Budget Estimate

Estimate for budgeting purposes is made by the City based on an estimate published by the State Department of Revenue and historical collection trends.

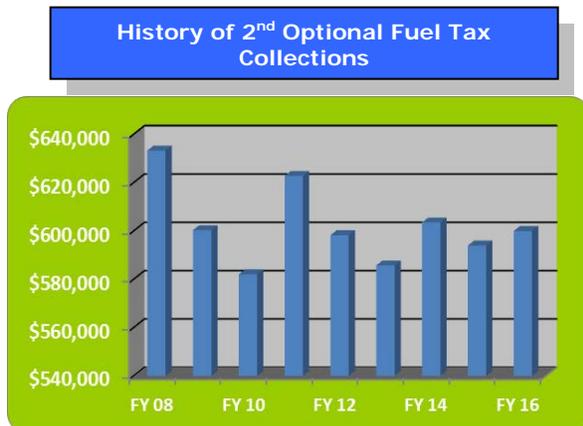
Collection History

<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 08	\$633,247	1.03%
FY 09	\$600,345	-5.20%
FY 10	\$582,080	-3.04%
FY 11	\$622,828	7.00%
FY 12	\$598,259	-3.94%
FY 13	\$585,738	-2.09%
FY 14	\$603,543	3.04%
FY 15*	\$594,000	-1.58%
FY 16**	\$600,000	1.01%

* Estimated
** Budgeted

Discussion

This is the third largest revenue source for the City's Transportation Fund. This revenue is affected by economy changes and higher gas prices affect the revenue.



State Revenue Sharing

Revenue Description

The Florida Revenue Sharing Act of 1972 created a revenue sharing trust fund for Florida municipalities in order to ensure revenue parity throughout the state. The revenues collected from sales and fuel taxes and are allocated to local governments for specific, authorized purposes. To participate, the following requirements must be met:

- Report finances for the most recently completed fiscal year to the Department of Banking and Finance, pursuant to §218.32, F.S.;
- Make provisions for annual post-audits of its financial accounts, pursuant to Chapter 10,500, Rules of the Auditor general (§218.23(1)(b), F.S.);
- Levy ad valorem taxes that will produce the equivalent of 3 mills per dollar of assessed valuation or an equivalent amount of revenue from an occupational license tax or a utility tax in combination with the ad valorem tax, in the year 1972;
- Certify that its law enforcement officers, as defined in §943.10(1), F.S., meet the qualifications set by the Criminal Justice Standards and Training Commission, its salary structure and salary plans meet provisions of §943, F.S., and no law enforcement officer receives an annual salary of less than \$6,000;
- Certify its firefighters, as defined in §633.30(1), F.S., meet qualifications for employment established by the Division of State Fire Marshal pursuant to §633.34 and 633.35, F.S. and the provisions of §633.382 have been met;
- Each dependent special district must be budgeted separately according to §218.23(1)(f), F.S.;
- Meet Department of Revenue "Truth in Millage" (TRIM) requirements as stated in §200.065, F.S.

Legal Basis for Revenue

Laws of Florida, Chapters 72-360, 73-349, 76-168, 83-115, 84-369, 87-237, 90-110, 90-132, 92-184, 92-319, 93-233, 93-71, 94-2, 94-146, 94-218, 94-353, 95-417.
Florida Statutes §218.23
Florida Statutes §166.231, 180.14, 80.20
City of Miami Gardens Charter Article 4, Section 4.9 & Article 8, Sections 8.3 & 8.4
City of Miami Gardens Ordinance 2007-16-122

Special Requirements

For FY 2015, 24.52% of this revenue must be use for transportation purposes. The balance may be used for any legal purpose. Miami Gardens recognized 75.36% in the General Fund as general revenue.

Transportation Fund
10-00-00-335-120-00

Use of Revenue

Transportation Fund, unrestricted.

Method/Frequency of Payment

Revenue is received from the State on a monthly basis.

Basis for Budget Estimate

Estimate for budgeting purposes is made by the State Department of Revenue and may be adjusted by the City staff based on historical collections. State estimates.

Collection History

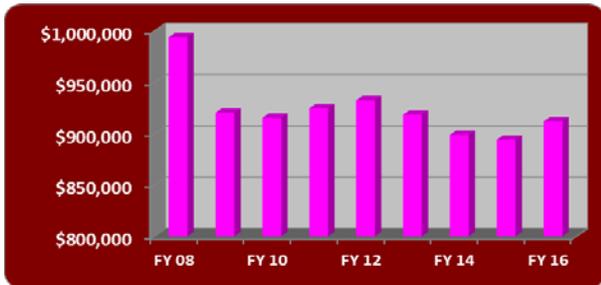
<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 08	\$993,768	-6.58%
FY 09	\$920,340	-7.39%
FY 10	\$915,413	-0.54%
FY 11	\$924,622	1.01%
FY 12	\$932,406	0.84%
FY 13	\$918,345	-1.51%
FY 14	\$898,665	-2.14%
FY 15*	\$894,000	-0.52%
FY 16**	\$911,880	2.00%

* Estimate
** Budgeted

Discussion

State Revenue Sharing is a major source of revenue for both the General Fund and the Transportation Fund until the CITT settlement with the County in FY-12. This revenue was steady for the past several years due to deteriorating economic conditions, but since FY 2014, revenues have been increasing attributed to the economy recovery.

History of State Revenue Sharing Collections



Public Works Permit Fees

Revenue Description

Revenue is derived from fees charged for permits for various projects affecting public roadways, right-of-ways, and easements. These include: Land Clearing Permit, Land Excavation Permit, Land Filling Permit, Road Cut or Jack & Bore, Driveway Permits, Vacation of Easements.

Legal Basis for Revenue

Florida Statutes §166.231, 180.14, 80.20
Miami Dade County Code Sec. 8CC-10.
City of Miami Gardens Charter Article 4, Section 4.9 & Article 8, Sections 8.3
City of Miami Gardens Ordinance 2007-16-122

Special Requirements: None.

Fund/Account Number: TF: 10-00-00-322-002-00

Use of Revenue: Transportation Fund, unrestricted.

Method/Frequency of Payment

Revenue is collected upon application for a permit.

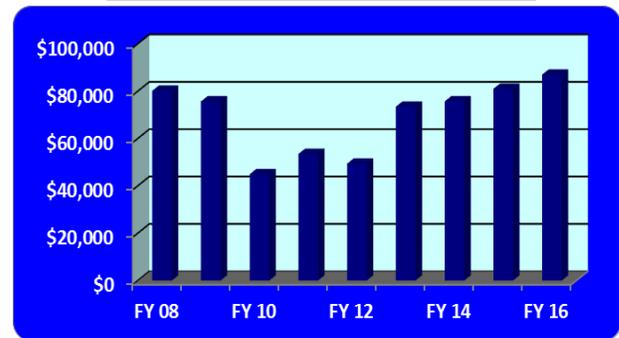
Basis for Budget Estimate: History

Collection History

<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 08	\$80,157	0.16%
FY 09	\$75,680	-5.59%
FY 10	\$44,939	-40.62%
FY 11	\$53,488	19.02%
FY 12	\$49,408	-7.63%
FY 13	\$73,461	48.68%
FY 14	\$75,677	3.02%
FY 15*	\$81,000	7.03%
FY 16**	\$87,000	7.41%

* Estimated
** Budgeted

History of Public Works Permit Fees Collections



Discussion

Public Works began processing permits for the above activities since FY-07. Activity somewhat mirrors general building permits. Revenue for permits declined significantly in FY-10; however, revenues have increased since FY 13 attributed to economy recovery and construction begins.

I. ENGINEERING SERVICES DIVISION

A. ADMINISTRATION

General Information on Special Fees, Extensions and Inspections.

1. **ACTUAL COST FOR PROJECTS REQUIRING SERVICES NOT CONTEMPLATED IN CURRENT FEE STRUCTURE**
 - a. The Director, or designee, has the authority to invoice for reimbursement of actual costs on project(s) requiring services not contemplated in the current fee structure.
 - b. The invoice will consist of actual labor cost, including any and all fringe benefit costs the Division is legally obligated to pay. Additionally, the invoice will include any other indirect cost associated with the actual labor cost, as determined by the City of Miami Gardens Engineering Services Division's Finance Section on a yearly basis.
 - c. All of this (these) project(s) will have mutually agreed on contact(s), which will be maintained in the Finance Section. The Director will also have the ability to request a deposit amount that is mutually acceptable to the Division and Company or individual that is legally responsible for the project(s). The deposit amount shall be used to offset the final executed agreement with the Division. The life span of the project(s) shall be included in the agreement.

2. **ENGINEERING PERMIT EXTENSIONS** \$ 73.65

A permit may be extended for a period of up to, but not more than one (1) year, from the expiration date of the original permit, provided the Permit Section of Development Services & Code Compliance Department is notified prior to the expiration of the permit. If the permit is allowed to expire without requesting an extension, a new permit will be required, including appropriate fee, for the remainder of the uncompleted work.
A fee of \$ 73.65 shall be paid by the permit holder who submits a written request for a permit extension.

3. **CITY SURCHARGE** Permit Fee 15%

A technology fee of 15% of the total Building permit fee shall be assessed to each permit to enhance the City's ability to provide state-of-the-art technology to its Building Services Division customers.

4. **CHANGE OF CONTRACTOR AND/OR QUALIFIER** \$ 114.00

Where there is a change of contractor or qualifier involving a permit, the second permit holder shall pay a fee of \$ 114.00 to cover the cost of transferring the data from the original permit to the second permit.

5. **INSPECTIONS**
 - a. **ENGINEERING CONSTRUCTION PROJECTS COMPLETED BY CONTRACTOR TO BE INSPECTED** Each project \$ 525.00
 - b. **FINAL INSPECTION REQUEST AFTER EXPIRATION OF PERMIT** \$ 120.00

A fee of \$ 120.00 will be assessed when a final inspection is required after a permit's expiration date.
 - c. **RE-INSPECTION FEES (See explanation below).** Each insp. \$ 76.00

Work should be completed and ready for inspection at the time the inspection is scheduled. If the work is not ready or does not conform to the code or the approved drawings, a re-inspection will be necessary. With respect to inspections, if a local government finds it necessary, in order to enforce compliance with the Florida Building Code, to conduct any inspection after an initial inspection and one subsequent re-inspection of any project or activity for the same code violation.
 - d. **OVERTIME INSPECTIONS**

	Per hour	\$	92.00
	Per hour	\$	147.00
	Holiday		

Charges for construction inspections or plan review, which are requested in advance and require overtime, will be at a rate of \$ 92.00 per hour, or fraction thereof, and \$147.00 per hour, or fraction thereof, on a holiday. Fees are over and above the permit fees with a minimum of three (3) hours.

<p>e. TREE PLANTING FEE Planting trees in Right-of-Way.</p>	<p>Right place in the ROW Inspection</p>	<p>\$ 20.00</p>
<p>6. LOST PERMIT CARD FEE A replacement fee shall be charged for the loss of a Permit Inspection Record Card after a permit has been issued.</p>		<p>\$ 35.00</p>
<p>7. PENALTY FEES When work for which a permit is required commences prior to obtaining a permit a penalty fee is imposed. THE PENALTY FEE WILL BE \$123.00 PLUS DOUBLE THE ORIGINAL PERMIT FEE.</p>		<p>Double (2x) the permit fee +</p>
<p>a. Failure to display permit card</p>		<p>\$ 123.00</p>
<p>b. Failure to obtain required inspection</p>		<p>\$ 105.00</p>
<p>c. Failure of owner-builder or contractor to obtain permit</p>		<p>\$ 525.00</p>
<p>d. Failure to properly guard and protect an excavation</p>		<p>\$ 525.00</p>
<p>e. Failure to remove debris, equipment, materials or sheds on the right-of-way</p>		<p>\$ 210.00</p>
<p>f. Unlawfully making an excavation which endangers adjoining property, buildings, right-of-way or a menace to public health or safety.</p>		<p>\$ 1,050.00</p>
<p>8. PLAN REVIEW FEES Plan review minimum to include DRC (Development Review Committee)</p>		
<p>a. Drainage/Paving Plan Review NOTE: Fees may vary depending on the plan review time.</p>	<p>Each</p>	<p>\$ 265.00</p>
<p>b. Fence in the Right-of-Way Review Review the application for permission to fence within the right-of-way.</p>	<p>Each</p>	<p>\$ 600.00</p>
<p>c. Multiple Discipline Review</p>	<p>Each</p>	<p>\$ 210.00</p>
<p>d. Overtime Plan Review Charges for construction inspections or plan review, which are requested in advance and require overtime, will be at a rate of \$ 92.00 per hour, or fraction thereof, and \$ 147.00 per hour, or fraction thereof, on a holiday. Fees are over and above the permit fees with a minimum of three (3) hours.</p>	<p>Per hour Holiday</p>	<p>\$ 92.00 \$ 147.00</p>
<p>e. Single Discipline Review</p>	<p>Each</p>	<p>\$ 80.00</p>
<p>9. LOST PLANS FEE When a permitted set of plans for all type of projects are lost by the applicants, owner, contractor, or any other representative of the projects, a recertification fee will be required to review, stamp and approve new set of plans as a field copy. Such fee shall be assessed at the cost of reproduction plus \$ 30.00 original engineering permit fee</p>		<p>\$ 30.00</p>
<p>10. REVISIONS A fee of \$72.20 per hour for a minimum of (1) hour will be applied for revisions. A fee of \$ 25.00 will be applied to each request for driveway permit.</p>	<p>Each hour Per Trade Each</p>	<p>\$ 72.20 \$ 25.00</p>
<p>11. RIGHT-OF-WAY IMPROVEMENT BOND FEES Right-of-way Project Bonding (fees required when bond document is submitted). Initial submittal and review of Agreement and Letter of Credit Processing and reduction of Bond amount Review of Agreement and Letter of Credit</p>		<p>\$ 210.00 \$ 105.00 \$ 55.00</p>
<p>12. SPECIAL PROJECTS A fee equal to actual staff time and related costs shall be assessed for special projects requiring research by the Department in order to answer questions proposed by developers, attorneys, realtors, or municipalities, etc., in connection with: a. the use, restriction, re-subdivision, and development of properties, including right-of-ways and easements; and/or</p>	<p>Actual staff time</p>	

- b. the requirements and fees for permitting, planning, bonding, licensing, impact fees, concurrency, road engineering and/or construction, etc.; and/or
- c. the determination of any existing violations on the property through a review of department's records.

Such special fees will only be levied for requests outside the scope of normal department work.	Minimum	\$	55.00
A fee equal to \$ 2.00 per page shall be assessed for pre-programmed computer reports on Department records	Per page	\$	2.00

C. ENGINEERING

Fees for Engineering construction, under permit issued by the Development Services & Code Compliance Department, in canal, road and street right-of-way, and in right-of-way of canals, roads and streets located within the City, and for paving and drainage on private roads and parking lots in the City are as follows:

1. BRIDGES	1 st 1,000 s/f or less	\$	1,200.00
	Each additional 100 s/f or fraction part	\$	245.00
2. BUS SHELTERS	Each	\$	120.00
3. CULVERT			
a. To enclose drainage ditch or canal	Each 100 l/f or part of	\$	180.00
b. Street or driveway	Each 100 l/f or part of	\$	120.00
4. CURB SEPARATORS	1 st 100 l/f or less	\$	60.00
	Each 100 l/f or fraction part	\$	20.00
5. DRIVEWAYS			
For construction of asphalt or concrete driveways			
a. For driveway width of 20 feet or less consisting of 1 or 2 drives, including private property.		\$	60.00
b. For driveway width greater than 20 feet, but not greater 40 feet, consisting of 1 or more drive approaches, including private property.		\$	125.00
c. For approaches only consisting of 1 or 2 drives		\$	60.00
d. For driveway with greater than 40 feet	Each driveway	\$	180.00
e. For construction of stamped concrete driveways (Liability release must be signed by homeowner prior to permit being issued)	Each driveway 20 feet max.	\$	100.00
f. For construction of brick paver's driveways (Recorded Covenant of Construction must be filed prior to permit being issued.)	Each driveway 20 feet max.	\$	100.00
6. EMBANKMENT AND/OR SUBGRADE MATERIAL IN DEDICATED OR ZONED RIGHT-OF-WAY	1 st 100 l/f or less	\$	120.00
For the installation of embankment and/or subgrade material in dedicated or zoned right-of-way, excluding base rock and asphalt.			
	Each 100 l/f or fraction part	\$	35.00
7. EXFILTRATION DRAINS			
Consisting of catch basins, exfiltration trench or slab cover ex-trench:			
	Each 100 l/f or fraction part	\$	155.00
8. NEWSPAPER OR STORAGE RACKS			
Fees for placement of a newspaper or storage rack under permit issued by the Development Services & Code Compliance Department, in the public right-of-way in the City, but excluding right-of-way for roads which are maintained by the State of Florida or Miami-Dade County.			
a. Annual Renewal	Each	\$	20.00
b. Placement (includes inspection by Engineering Inspector)	Each	\$	40.00
c. Re-Inspection	Each	\$	30.00
d. Removal, Storage or Disposal	Each	\$	130.00
9. PAVING & DRAINAGE			
a. Review of plans for paving & drainage	1 st Review of plans	\$	1,050.00
(One Time Only fee paid at initial of paving plans.)			

	b. Private Property	Each 1,000 s/f	\$	35.00
			\$	30.00
10.	PERMANENT TYPE TRAFFIC BARRICADES, GUARDRAILS OR GUIDE POSTS	Each 100 l/f or part of	\$	90.00
11.	POLES For installation of poles or down guys for overhead utilities.	Each	\$	100.00
12.	RESURFACING, WATERPROOFING OR SEALCOATING IN PUBLIC RIGHT-OF-WAY (does not apply to private homeowners.)	1,000 s/f or fraction part	\$	30.00
13.	SIDEWALKS, CURBS & GUTTERS For construction or replacement of	1 st 100 l/f	\$	160.00
		Each additional 100 l/f or fraction part	\$	75.00
14.	SIGNS For erection of street name signs, traffic or directional signs, etc.	Each sign	\$	20.00
15.	STREET PAVEMENT, PAVING OF PARKWAYS AND SHOULDERS For construction of street pavement, including paving of parkways and shoulders.			
	a. One lane or two lane pavements (width of pavement being 0 to 24 ft.)	1 st 100 l/f	\$	400.00
		Each additional 100 l/f or fraction part	\$	100.00
	b. Three or more lanes pavement (aggregate width greater than 24 ft.)	1 st 100 l/f	\$	360.00
		Each additional 100 l/f or fraction part	\$	120.00
	NOTE: Fees for paving of parkways and shoulders will be priced the same as those charged for street paving.			
16.	TRAFFIC SIGNAL			
	a. Installation of new traffic signal (including signals, poles and all incidental wiring and interconnects.) <i>(50% of this fee shall be paid at time of application for plan review. This up-front fee shall be applied to the all permit fee if the permit is issued within 1 year of plan approval.)</i>	Each intersection	\$	1,800.00
	b. Upgrade or modification of existing traffic signals (including signals, poles and all incidental wiring and interconnects.) <i>(50% of this fee shall be paid at time of application for plan review. This up-front fee shall be applied to the all permit fee if the permit is issued within 1 year of plan approval.)</i>	Each intersection	\$	1,200.00
17.	UNDERGROUND UTILITIES For the installation or repair of sanitary and storm sewer, water lines, gas lines, buried electric, telephone, CATV or other underground utilities:	1 st 100 l/f or less	\$	175.00
	For sewerline	Each additional 100 l/f	\$	55.00
		Each lineal ft.	\$	10.00
18.	WATER & SEWER CONNECTION		\$	105.00

Banner Fees

Revenue Description

Florida local governments are allowed to charge a fee for the privilege of placing banners on light poles within the public right-of-way. The fee also held defray the costs of dealing with licensed installers and with damaged and errant signs that fall to the street. The Transportation Fund charges a small fee for public or private entities to install banners on public street light poles.

Legal Basis for Revenue

Florida Statutes §206.41(1)(g) and §206.41(1)(b).
City of Miami Gardens Charter Article 4, Section 4.9

City of Miami Gardens Ordinance 2005-07-45
City of Miami Gardens Ordinance 2007-16-122

Special Requirements

None.

Fund/Account Number

Transportation Fund
10-00-00-329-100-00

Use of Revenue

Transportation Fund. Unrestricted.

Method/Frequency of Payment

Fees are collected from businesses and non-profit organizations desiring to place banners on light poles. Fees are subsequently remitted to the City.

Basis for Budget Estimate

Estimate for budgeting purposes is made by the City based on historical collections and trend analysis.

Collection History

<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 08	\$2,850	
FY 09	\$4,110	44.21%
FY 10	\$3,300	-19.71%
FY 11	\$4,675	41.67%
FY 12	\$4,675	0.00%
FY 13	\$6,290	34.55%
FY 14	\$7,610	20.99%
FY 15*	\$510	-93.30%
FY 16**	\$510	0.00%

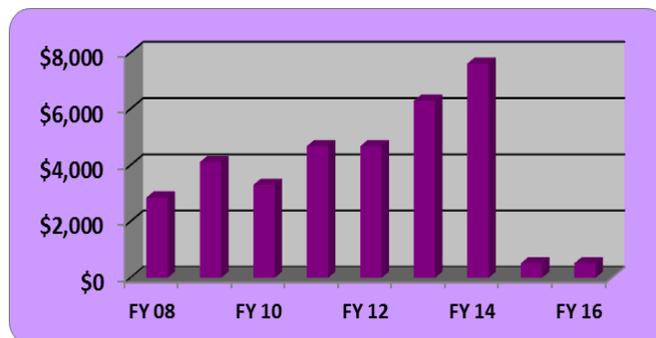
* Estimated

**Budgeted

Discussion

This is a minor revenue source to compensate the City for tracking signs in the City and for the use of the public right-of-way.

History of Banner Fee Collections



B BANNERS

1. ADMINISTRATION

a. Other Requirements

1. Applicant must provide an emergency contact
2. Banner placed on FDOT Right-of-way must have approvals from FDOT and adhere to their regulations (Florida Statute 337.407 – Regulations of signs and lights within right-of way.
3. The City assumes no liability by the issuance of this permit. The applicant is responsible to see to the safe erection, operation, and removal of the banner.
4. Applicants shall be responsible for the observance of all necessary safety precautions in the construction, erection and removal of flags and/or banners.

b. Regulations

1. Banners may only be displayed for a period of up to thirty (30) days, unless the City Manager or his designee grants an extension in writing.
2. If a banner(s) is not removed by the applicant within the aforementioned thirty (30) day time period, the City shall have the right to assess a fine of ten (\$ 10.00) dollars per day, per banner. The failure to remove banner(s) in the specified time may also subject the applicant to forfeiting the right to erect banners in the City in the future.

Per day per banner \$10.00

3. Banners shall be used solely for the purpose of promoting public events, seasonal decorations or holidays, and for no other purpose.
4. The event for which the banner is to be displayed shall be of a City or County-wide, public nature and shall have no commercial advertising except for the name and/or logo of the event or sponsor, which shall not exceed in area 20% of the banner face.

2. BANNER FEES

- a. Basic approval fee \$50.00
- b. Banner
 - 1. Profit held within the City limits. Each \$50.
 - 2. Profit not held within the City limits. Each \$75.
 - 3. Non-Profit held within the City limits. Each \$10.
 - 4. Non-Profit not held within the City limits. Each \$20.

Grants and Donations

Revenue Description

Periodically, the City is awarded grants from other governmental agencies or private organizations. These grants are usually specific to a particular activity. Revenue may be received in advance of the actual performance, but more usual is for the revenues to be received after completion of the activity for which the grant was awarded. Often, partial draw downs on the grants can be effectuated upon completion of various milestones of progress toward the completion of the activity.

Legal Basis for Revenue

Florida Statutes §166.231
 City of Miami Gardens Charter Article 4, Section 4.9
 City of Miami Gardens Ordinance 2007-16-122

Special Requirements: None.

Fund/Account #: TF 10-00-00-389-400-00

Use of Revenue

Transportation Fund. Restricted to the purpose for which it was received.

Method/Frequency of Payment

Occasional. No set frequency.

Basis for Budget Estimate

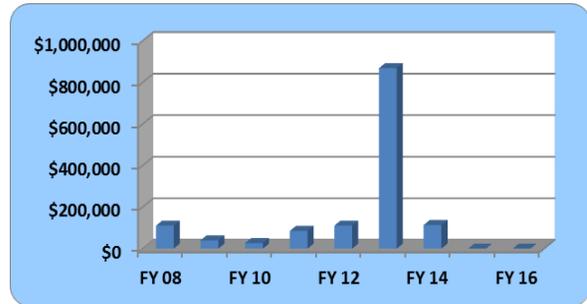
Estimate f is based on approved grant awards.

Collection History

<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 08	\$39,671	-64.07%
FY 09	\$26,687	-32.73%
FY 10	\$85,128	218.99%
FY 11	\$110,593	29.91%
FY 12	\$868,650	685.45%
FY 13	\$58,415	-93.28%
FY 14	\$113,425	-86.94%
FY 15*	0	-100%
FY 16**	0	0

* Estimated
 ** Budgeted

History of Grants and Donations Revenue to the Transportation Fund



Discussion

Generally, grants for the Transportation Fund are received by the CIP Fund. Only operating grants are accounted for here. These include equipment grants and program grants received by Keep Miami Gardens Beautiful. The spikes in FY-06/07 were a result of Hurricane Wilma Reimbursement grants. The spike in FY 13 is attributed to grants received from the State for the pedestrian bridge.

Interest Income

Revenue Description

Generally, the City deposits its revenues in a general operations account at its authorized depository. These funds earn interest in this account until expended. Routinely however, the City has more funds in this account than is actually necessary to meet operational needs at any particular time. In those cases, funds are transferred to the Florida State Board of Administration account which generally earns 30 to 50 basis points higher than a commercial bank deposit.

Since the City received the CITT settlement in FY 2012, it is projected that interests will be allocated for FY 2013.

Legal Basis for Revenue

Florida Statutes §166.231, 180.14, 80.20
 City of Miami Gardens Charter Article 4, Section 4.9 and Article 8, Section 8.3 & Section 8.4
 City of Miami Gardens Ordinance 2007-16-122

Special Requirements:

None.

Fund/Account Number:

Transportation Fund
 10-00-00-361-100-00

Use of Revenue:

Transportation Fund, unrestricted.

Method/Frequency of Payment

Interest is credited to the Transportation Fund on a monthly basis in proportion to their participation in pooled cash.

Basis for Budget Estimate

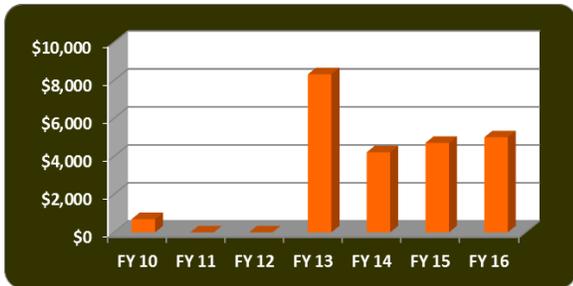
Estimate for the budget is based on historical receipts and trend analysis and anticipated cash available for deposit.

Collection History

<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 10	\$694	
FY 11	\$0	-100.00%
FY 12	0	0.00%
FY 13	8,320	100.00%
FY 14	4,213	100.00%
FY 15*	4,706	100.00%
FY 16**	5,000	6.25%

* Estimated
** Budgeted

History of Interest Revenue to the Transportation Fund



FDOT Landscaping Agreement

Revenue Description

As part of the City's overall beautification program, the City requested of FDOT the task of maintaining state road medians within the City. This has allowed the City to upgrade the planting in these medians and swales. The agreement calls for the State to pay the City each year the same amount it would have paid a private contractor to maintain these medians.

The actual cost of upkeep of these medians is significantly higher as the City has added water and thousands of plants.

Legal Basis for Revenue

Florida Statutes §166.231, 180.14, 80.20
City of Miami Gardens Charter Article 4, Section 4.9 and Article 8, Section 8.3 & Section 8.4
City of Miami Gardens JPA Agreement with FDOT.

Special Requirements

None.

Fund/Account Number

Transportation Fund
10-00-00-334-390-00

Use of Revenue

Transportation Fund, unrestricted.

Method/Frequency of Payment

Interest is credited to the Transportation Fund on a monthly basis in proportion to their participation in pooled cash.

Basis for Budget Estimate

Estimate for the budget is based on historical receipts and trend analysis and anticipated cash available for deposit.

Collection History

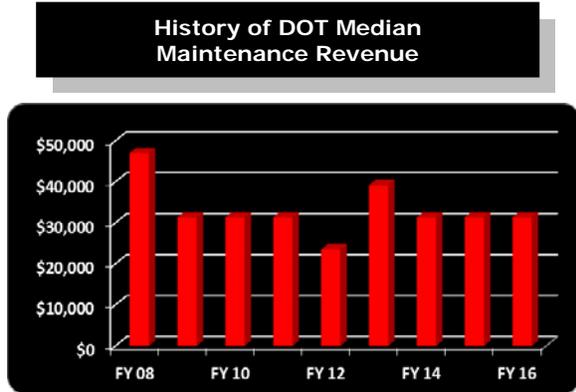
<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 08	\$47,035	
FY 09	\$31,356	-33.33%
FY 10	\$31,357	0.00%
FY 11	\$31,356	0.00%
FY 12	\$23,518	-25.00%
FY 13	\$39,197	66.67%
FY 14	\$31,358	-20.00%
FY 15*	\$31,356	-0.01%
FY 16**	\$31,356	0.00%

* Estimated
** Budgeted

Discussion

This is the yearly payment from the Florida Department of Transportation to cover the cost of maintaining the medians on state roads within the City (SR-7, NW 183rd Street and NW 27th Avenue).

The amount is far less than the actual cost. The rate will be adjusted by District #6 DOT after it awards its yearly median maintenance bid.



Other Non-Operating (Undesignated Fund Balance)

Revenue Description

It is the City's policy to budget the fund balance reserve each year. This provides additional flexibility should emergency funding is needed and provides the public with transparency with regards to our reserve balance.

Legal Basis for Revenue

Florida Statutes §166.231, 180.14, 80.20
 City of Miami Gardens Charter Article 4, Section 4.9 & Article 8, Sections 8.3 & 8.4
 City of Miami Gardens Ordinance 2007-16-122

Special Requirements: None.

Fund/Account Number: Transportation Fund 10-00-00-389-900-00

Use of Revenue: Transportation Fund. Unrestricted.

Method/Frequency of Payment

N/a. Money appropriated with budget approval.

Basis for Budget Estimate

Budgeted amount is based on prior year's audit.

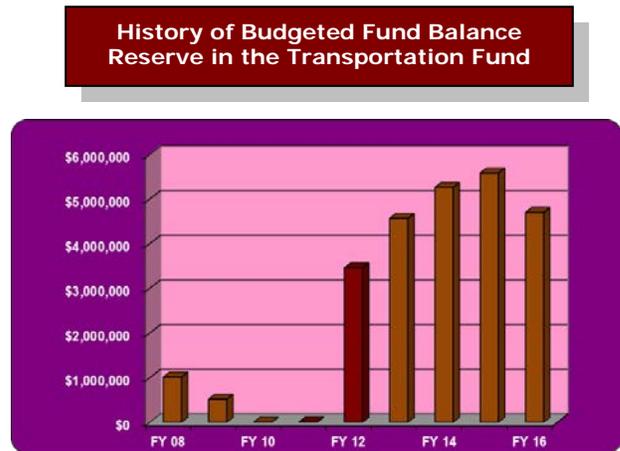
Fiscal Year	Amount	% increase/ (Decrease)
FY 08	\$1,012,589	102.43%
FY 09	\$518,120	-48.83%
FY 10	\$2,625	-99.49%
FY 11	\$7,183	173.64%
FY 12	\$3,459,596	48063.66%
FY 13	\$4,565,353	31.96%
FY 14	\$5,259,665	15.21%
FY 15*	\$5,581,741	6.12%
FY 16**	\$4,698,464	-15.82%

* Estimated
 ** Budgeted

Discussion

In the first two years of the Transportation Fund, the fund balance reserve grew; however, largely as a result of Hurricane Wilma, the reserve declined significantly. It is estimated that the total of un-reimbursed expenses for the Hurricane were in excess of \$800,000. Additional decline is due to several special projects which have required additional funds to complete. The largest of these was the NW 27th Ave, Beautification Program done in conjunction with the Super Bowl in 2007. For the first time in FY-09, FY-10 and again in FY-11 the Fund needed a small subsidy from the General Fund to balance; though in the former two years, it was not used as funds remained at year-end. This was due largely to the decline in State Revenue Sharing receipts.

In FY 2012, the City settled with Miami-Dade County and received a lump sum settlement for CITT funding for the previous years and also begins to receive monthly CITT distribution, increasing the fund balance for the Transportation Fund.



1/2 Cent Sales Tax Surcharge (CITT)

Revenue Description

In 2002, Miami-Dade County held a referendum to raise the general sales tax by ½ cent and to dedicate this additional revenue to funding transportation needs. As part of the process, the County entered into agreements with all then existing cities to share this revenue if it passed. The County would keep 80% and the cities would share 20%. Even though the original resolution establishing this arrangement stated that if new cities came along, they would negotiate with the County for their proportionate share. Three cities have incorporated since that date and the County has refused to negotiate in good faith with any of them (Miami Gardens, Doral and Cutler Bay).

Revenue received under this tax must be used by the cities for transportation purposes only. At least 20% must be used for transit-related purposes and the balance can be used for other transportation needs.

In FY-11, the City sued the County for these fund in FY 2012, the County settled with a payment of approximately \$11.0 million.

Legal Basis for Revenue

State Statute
Miami Dade Ordinance

Special Requirements

20% must be used for Transit-related expenditures and 80% must be used for other transportation-related expenses.

Fund/Account Number

Transportation Fund: None established

Use of Revenue: Transportation Fund.

Method/Frequency of Payment

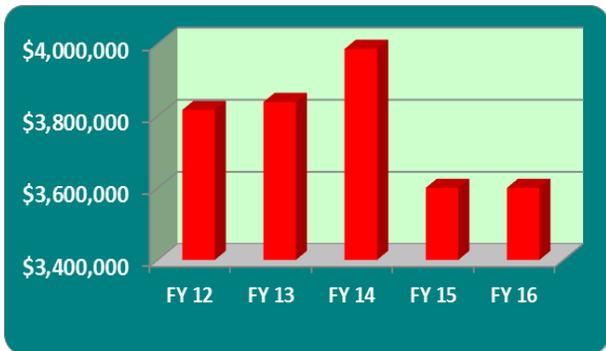
Monthly from Miami-Dade County

Basis for Budget Estimate: County estimate.

Collection History

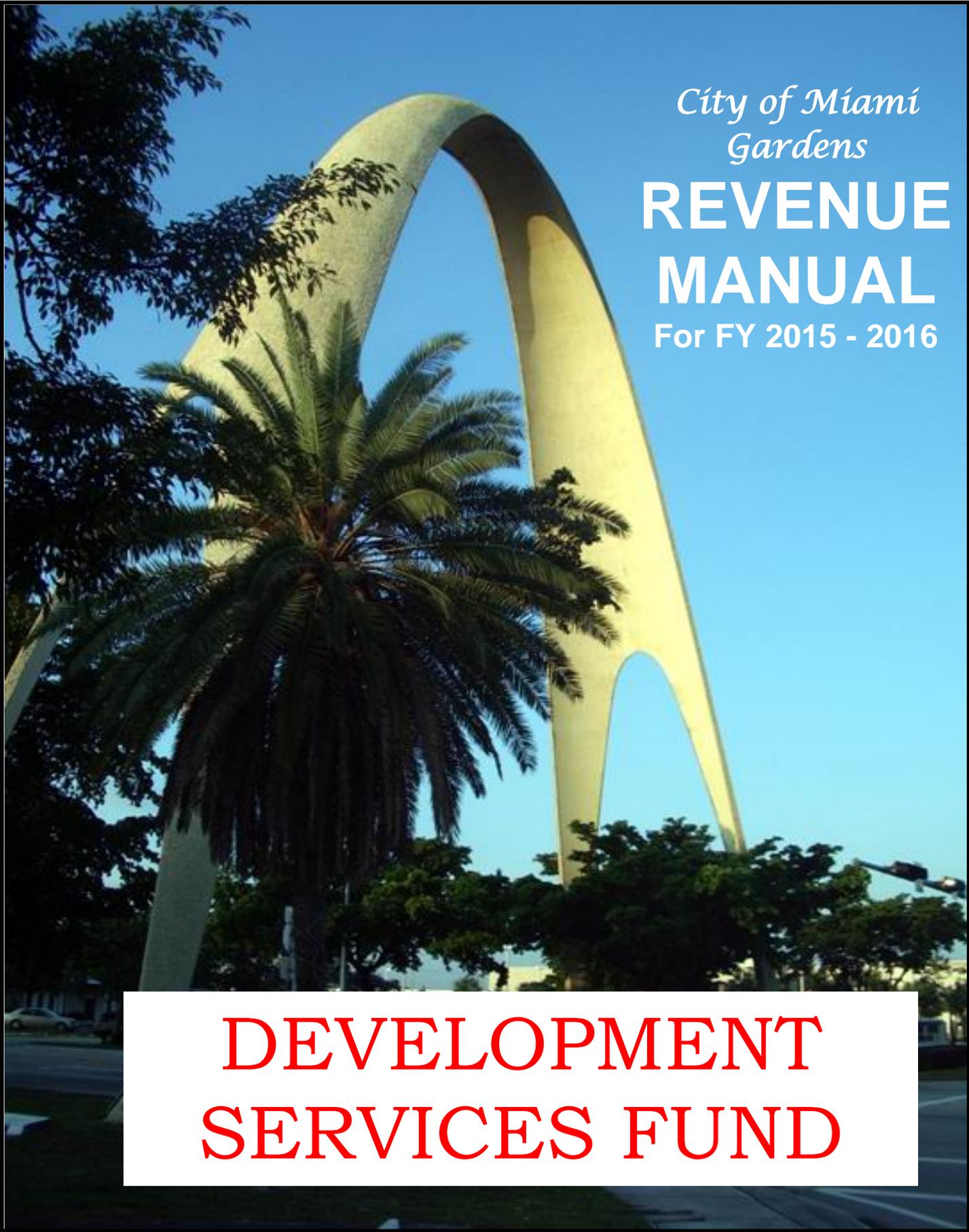
<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 12	\$3,815,960	
FY 13	\$3,837,951	0.58%
FY 14	\$3,985,238	3.84%
FY 15*	\$3,600,000	-9.67%
FY 16**	\$3,600,000	0.00%

*Estimated. Settlement proceeds
**Budget Pending settlement of lawsuit.



Discussion

The revenue source is lagging by four months, so it is difficult for staff to perform accurate projection. To be conservative staff is projecting based on the current trend resulting in lower amount for FY 2015 and FY 2016.



*City of Miami
Gardens*

REVENUE MANUAL

For FY 2015 - 2016

**DEVELOPMENT
SERVICES FUND**

Community Development District Fees

Revenue Description

Periodically, a developer request that the City establish a Community Development District pursuant to Florida Statutes §190.05(1). The City charges a fee to review the application. Once operational, the City charges a yearly monitoring fee.

Legal Basis for Revenue

Florida Statutes §166.231, §190.05(b)(1) and (2)
 City of Miami Gardens Charter Article 4, Sections 4.11 and 4.9 & Article 8, Sections 8.3 & 8.4
 City of Miami Garden Ordinance 2004-16-32
 City of Miami Garden Ordinance 2006-03-349

Special Requirements

None.

Fund/Account Number

Development Services Fund
 15-00-00-329-400-00

Use of Revenue

Development Services Fund, unrestricted.

Method/Frequency of Payment

Occasional. No set frequency.

Basis for Budget Estimate

Estimate, if any, is based on prior knowledge of a developer request.

Collection History

<u>Fiscal Year</u>	<u>Amount</u>	<u>% increase/ (Decrease)</u>
FY 08	\$4,490	
FY 09	\$4,810	7.13%
FY 10	\$5,680	18.09%
FY 11	\$5,730	0.88%
FY 12	\$0	-100.00%
FY 13	\$12,010	100.00%
FY 14	\$6,390	-46.79%
FY 15*	\$6,410	0.31%
FY 16**	\$6,410	0.00%

* Estimated

** Budgeted

Discussion

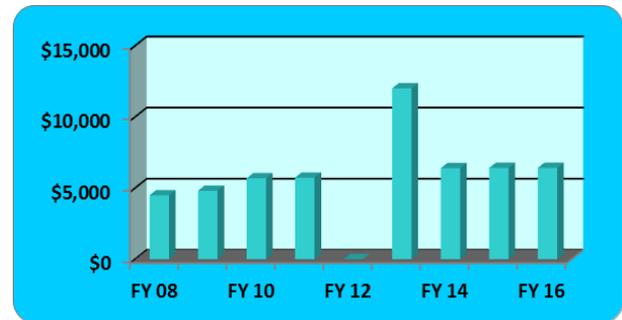
Occasionally, a developer will request the establishment of a special purpose government pursuant to Florida Statutes §190.05(1). The City's planning department reviews the applications and makes a recommendation to the City Council. The City Council, in turn, makes a recommendation to the Board of County Commissioners. Final approval lies with the BCC. Currently the City has three CDD's. Fees for FY-12 were not collected until FY-13.

While Community Developments are a special purpose government, most of its activity impacts the City. Often these districts are responsible for road, utility and drainage maintenance. These system feed into the City's systems. Also, when the District has completed paying for these infrastructure improvements, they generally become the property of the City. The City must monitor the District's maintenance activity to ensure that when these assets become the City's, they will be transferred in good condition. Additionally, the city receives numerous calls form the residents in these districts complaining about the infrastructure. These calls must be checked and routed to the District for correction where appropriate.

Fee Schedule

District Application Fee (all sizes) \$15,000
 Districts Monitoring Fee (all sizes) \$1,000 or \$100 per unit per year, whichever is greater

History of Community Development District Application Fee



Building Fees

Revenue Description

The City's Building Department assesses various fees for its services. These fees are designed to recover the cost of processing and inspecting various land development and construction related activities.

Legal Basis for Revenue

Florida Statutes §166.231
 Miami Dade County Code Sec. 8CC-10.
 City of Miami Gardens Charter Article 4, Section 4.9 & Article 8, Sections 8.3

Special Requirements

None.

Fund/Account Number

Development Services Fund
 15-00-00-322-002-00

Use of Revenue

Development Services Fund, unrestricted.

Method/Frequency of Payment

Revenue is collected upon application for a permit or other requested activity.

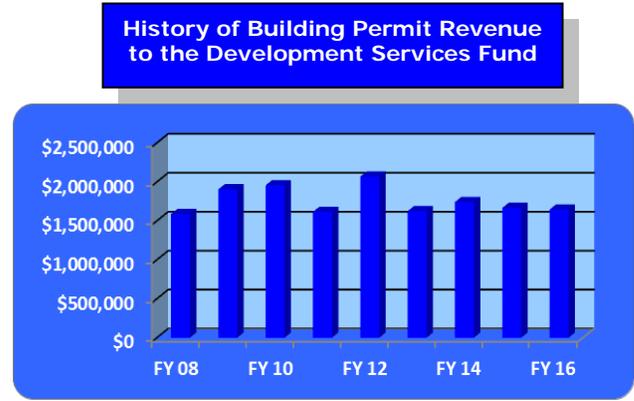
Basis for Budget Estimate

Estimate for budgeting purposes is made by the City staff based on historical collections and trend analysis.

Collection History

<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 08	\$1,586,615	-31.23%
FY 09	\$1,904,818	20.06%
FY 10	\$1,956,892	2.73%
FY 11	\$1,615,243	-17.46%
FY 12	\$2,069,911	28.15%
FY 13	\$1,624,781	-21.50%
FY 14	\$1,741,949	7.21%
FY 15*	\$1,666,233	-4.35%
FY 16**	\$1,645,656	-1.23%

* Estimated
 ** Budgeted



Discussion

Prior to FY-05, all building permit activity was handled by Miami-Dade County. In FY-05, the City established its own department; however, the City retained the County fee schedule. FY-06 saw significant development activity which is reflected in the revenues; however, with the development bust in FY-07, revenues declined significantly and have remained low. This has resulted in the General Fund having to subsidize the Fund by over \$1 million in FY-08; \$1.8 million in FY-09; and \$1.2 million in FY-10. FY-11 is \$600k short. FY-12 increases are attributed to the issuance of permits of the City Hall Project.

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I. BUILDING SERVICES DIVISION

A. ADMINISTRATION

General Information on Special Fees, Refunds, Extensions and Cancellations.

- 1. ACTUAL COST FOR PROJECTS REQUIRING SERVICES NOT CONTEMPLATED IN CURRENT FEE STRUCTURE**
 - a. The Director, or designee, has the authority to invoice for reimbursement of actual costs on project(s) requiring services not contemplated in the current fee structure.
 - b. The invoice will consist of actual labor cost, including any and all fringe benefit costs the Division is legally obligated to pay. Additionally, the invoice will include any other indirect cost associated with the actual labor cost, as determined by the City of Miami Gardens Building Services Division's Finance Section on a yearly basis.
 - c. All of this (these) project(s) will have mutually agreed on contact(s), which will be maintained in the Finance Section. The Director will also have the ability to request a deposit amount that is mutually acceptable to the Division and Company or individual that is legally responsible for the project(s). The deposit amount shall be used to offset the final executed agreement with the Division. The life span of the project(s) shall be included in the agreement.

- 2. ANNUAL FACILITY PERMIT**
 In accordance with provisions of the Florida Building Code and the Miami-Dade County Code Chapter 10, per firm or organization in the City of Miami Gardens which performs its own maintenance work with certified maintenance personnel in Factory-Industrial (Group F) Facilities, as well as helpers there under, may pay to City of Miami Gardens an annual Master and Subsidiary Facility Permit (Premise Permit) - fee in lieu of other fees for maintenance work. Such fee shall be paid to the Building Department and such permit shall be renewed annually at a fee which is calculated in accordance with the provisions of this sub-section.

Prior to per Facility Permit's expiration; the holder will be sent a renewal notice to continue the Premise Permit for the next renewal period. The fee will be the same as the original Facility Permit Fee. No allowance shall be made for late renewal fees or part year renewal fees.

1.	Master Facility Permit	Each Employee	\$	60.00
		Minimum	\$	1136.00
2.	Subsidiary Facility	Each Employee	\$	60.00
		Minimum	\$	318.00
3.	BUILDING PERMIT CANCELLATION	Each	\$	71.82
4.	BUILDING PERMIT CHANGE OF CONTRACTOR, ARCHITECT AND/OR ENGINEER	Each	\$	107.73
5.	BUILDING PERMIT EXTENSIONS	Each	\$	72.26
6.	CITY SURCHARGE A technology fee of 15% of the total Building permit fee shall be assessed to each permit to enhance the City's ability to provide state-of-the-art technology to its Building Services Division customers.	Permit Fee		15%
7.	COPIES OF DEPARTMENTAL RECORDS			
a.	Certified copies	Each page	\$	1.05
b.	Double sided copies	Each page	\$	0.26
c.	Notary Public service	Each document	\$	1.05
d.	Plan reproduction from microfilm	Each page	\$	5.23
e.	Reproduced records	Each page	\$	0.16
8.	DOUBLE FEE When work for which a permit is required is commenced prior to obtaining a permit, the payment of the required fee shall not relieve the applicant of other penalties established by law. The double fee requirements shall be applicable to all divisions of the Building Services Division.	Double (2x) the permit fee + penalty	\$	119.70

For second offense of doing work without a permit.	\$	240.40
For each offense thereafter.	\$	601.49

9. FEES BASED ON ESTIMATED COST – DOCUMENTATION REQUIREMENTS

The Building Department may require the permit applicant to submit appropriate documentation as proof of estimated cost of construction used to compute permit fees.

10. INSPECTIONS AND PLAN REVIEWS

a. ADDITIONAL INSPECTION FEE	\$	74.81
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The building permit fee entitles the permit holder to an initial and follow-up inspection for each type of mandatory inspection. All work shall be inspected and deficiencies shall be noted by the building inspector. When the work to be inspected is only partially complete, the inspection shall be performed on those portions of the work completed, provided that compliance with the applicable Building Code(s) may be determined with respect to those portions. A permit holder shall pay a fee of \$74.81 for each additional inspection required to assure compliance with the applicable Building Code(s) beyond the initial and one follow-up inspection.

All additional inspection fees shall be paid by any method acceptable to the City of Miami Gardens.

b. CONSULTATIONS AFTER REGULAR HOURS OF OPERATION.	1 st hour	\$	189.53
	Each additional	\$	64.84

Charges for customer to meet with the technical team. Outside the scheduled hours for consultation, will be at a rate of \$ 189.53 1st hour and \$ 64.84 for each additional and part thereof.

c. ENFORCEMENT (APPLICABLE TO ALL TRADES) FLORIDA STATUTE 553.80 ENFORCEMENT			
1. Plans Rework fee (See explanation below).	Each review	\$	106.73
	Per trade		

“Section 2(b) – With respect to evaluation of design professionals’ documents, if a local government finds it necessary, in order to enforce compliance with the Florida Building Code and issue a permit, to reject design documents required by the code three or more times for failure to correct a code violation specifically and continuously noted in each rejection, including but not limited to, egress fire protection, structural stability, energy accessibility, lighting, ventilation, electrical, mechanical, plumbing and gas systems, or other requirements identified by rule of the Florida Building Commission adopted pursuant to Chapter 120, the local government shall impose, each time after the third such review the plans are rejected for that code violation, a fee of four times the amount of the proportion of the permit fee attributed to plans review.”

2.	Re-Inspection Fee (See explanation below).	Each insp. Per Trade	\$	71.82
	<p>“Section 2(c) – With respect to inspections, if a local government finds it necessary, in order to enforce compliance with the Florida Building Code, to conduct any inspection after an initial inspection and one subsequent re-inspection of any project or activity for the same code violation specifically and continuously noted in each rejection, including but not limited to egress, fire protection, structural stability, energy, accessibility, lighting, ventilation, electrical, mechanical, plumbing and gas systems, or other requirements identified by rule of the Florida Building Commission adopted pursuant to Chapter 120, the local government shall impose a fee of four times the amount of the fee imposed for the initial inspection or first re-inspection, whichever is greater for each such subsequent re-inspection.”</p>			
d.	EXPEDITE PLAN REVIEW SERVICES			
	<p>Permit applicants who request an alternate plan review service for an expedited review, to be completed after normal working hours, will be assessed a fee. This fee shall be as follow:</p>			
	1. Residential		\$	230.42
	Each additional hour		\$	56.86
	2. Commercial		\$	491.77
	Each additional hour		\$	122.69
e.	OVERTIME INSPECTIONS AND PLAN REVIEW	Per hour	\$	86.78
	Charges for construction inspections or plan review, which are requested in advance and require overtime, will be at a rate of \$ 86.78 per hour, or fraction thereof, and \$ 139.65 per hour, or fraction thereof, on a holiday. Fees are over and above the permit fees with a minimum of three (3) hours.	Per hour Holiday	\$	139.65
11.	INTEREST CHARGES ON UNPAID AMOUNTS DUE TO THE CITY OF MIAMI GARDENS BUILDING SERVICES DIVISION			
a.	<p>The City of Miami Gardens Building Services Division is authorized to impose an interest charge on any and all unpaid amounts which are due to the Division. This includes, without limitation, items such as past due boiler fees, 40 year recertification fees, Civil Violation fines and demolition costs. The City of Miami Gardens Building Services Division shall also have the authority to charge interest as part of any settlement agreement of installment payment plan to recover fees, fines or costs as well as outstanding liens.</p>			
b.	<p>The interest charged shall be assessed as provided for in applicable County Code provisions or administrative orders. In all other cases, interest shall be charged from the date the amount was due and payable to the Division computed at the rate of ten percent (10%) per annum. the Department Director or designee shall have the right to waive all or any portion of the interest charged in order to ensure public safety concerns are met.</p>			
12	LOST PERMIT CARD FEE		\$	30.92
	<p>A replacement fee shall be charged for the loss of a Permit Inspection Record Card after a permit has been issued.</p>			
13.	LOST PLANS FEE		\$	26.93
	<p>When plans for new buildings and additions are lost by the owner or contractor, a recertification fee will be required to review, stamp and approve a new set of plans as a field copy. Certification charge</p>			
14.	MIAMI DADE COUNTY PERMIT CLOSURES	Per page	\$	1.00

<p>Renew and close per expired permit previously issued by Miami-Dade County.</p> <p>A fee of <u>one hundred fifty-six dollars and sixty-one cents</u> shall be charged to renew and close per expired permit previously issued by Miami-Dade County. the applicant must submits to the City of Miami Gardens Building Official an affidavit from a registered architect or Engineer that satisfies the requirements of the Florida Building Code to renew and close the expired permit, and that the affidavit includes evidence that the construction was completed prior to March 1, 2002</p>	<p>\$ 156.61</p>
<p>15. RECERTIFICATION PROGRAM</p>	
<p>a. There shall be a fee of <u>three hundred fourteen dollars and twenty-one cents</u> per building, for every Forty Year Building re-certification program application as required under the Miami-Dade County Code Chapter 8.</p>	<p>\$ 314.21</p>
<p>b. Per preceding Ten Year re-certification application as required under the Miami-Dade County Code Chapter 8.</p>	<p>\$ 314.21</p>
<p>c. There shall be a fee of <u>fifty-two dollars and thirty-seven cents</u> extension fee for every application for subsequent Ten Year re-certification program applications.</p>	<p>\$ 52.37</p>
<p>16. REVISIONS AND SHOP DRAWINGS</p>	
<p>A fee of \$74.82 per trade per hour for a minimum of (1) hour will be applied for revisions and shop drawings.</p>	<p>Each hour \$ 74.82 Per Trade</p>
<p>17. REFUNDS, TIME LIMITATIONS & CANCELLATIONS the fees charged pursuant to this schedule, may be refunded by the municipality subject to the following :</p>	
<p>a. No refunds shall be made on request involving; permit fees of one hundred dollars (\$100.00) or less; or permits revoked by the Building Official or Director of the Building Department under authority granted by Florida Building Code, of Permits cancelled by court order, or Conditional permits; or Permit which have expired; or Permit under which work has commenced as evidence by any recorded inspection having been made by the Building Department; or when there is a change of contractor.</p>	
<p>b. A full refund shall be granted to a permit holder who takes out a permit covering work outside the jurisdictional inspection area. A full refund less than one hundred dollars (\$100.00) or fifty percent (50%) of the permit fee, whichever amount is greater, rounded down to the nearest dollar shall be granted to a permit holder who request a refund, provided: that the permit holder makes a written request prior to permit expiration date; and that the applicant's validated copy of the permit be submitted with such a request; and that no work as evidenced by any recorded inspection has commenced under such permit.</p>	
<p>c. If work has commenced, and where a permit has become null and void pursuant to the applicable Building Code(s), a credit of fifty percent (50%) of the original permit fee shall be applied to any re-application fee for a permit covering the same project and involving the same plans, provided the work in place and required completion of the structure meets all applicable regulations in effect at the time. The initial permit becomes null and void and regulations which may have become effective between the date of expiration and the date of issuance of the new permit.</p>	

- d. Where a permit has become null and void pursuant to Florida Building Code, a **credit of fifty percent (50%)** of the permit fee shall be applied to any re-application fee for a permit covering the same project and involving the same plans, provided the complete re-application is within six (6) months of the expiration date of the original permit, and provided that no refund had been made as provided in this Section.
- e. A fee shall be charged to renew and close expired permits previously issued by the County, provided the applicant submits to the municipality's Building Official an affidavit from a registered architect or Engineer that satisfies the requirements of the Florida Building Code to renew and close the expired permit, and that the affidavit includes evidence that the construction was completed prior to March 1, 2002. \$ 156.61
- f. Where no permit was obtained, in accordance with the applicable Building Code(s), the minimum permit fee for the trade shall apply to any new permit application.

18. SOIL IMPROVEMENT AND LAND CLEARING

- a. Commercial Each lot \$ 1,099.74
- Each sheet \$ 5.49
- b. Residential Each lot \$ 164.96
- Each sheet \$ 5.49

19. STRUCTURAL GLAZING SYSTEM RE-CERTIFICATION \$ 311.60

There shall be a fee of **three hundred twenty-eight dollars** fee for the initial application for structural glazing Re-certification and per subsequent application under the Miami-Dade County Code Chapter 8.

B. BUILDING PERMIT FEES

1. "UP-FRONT" PROCESSING FEE (non-refundable) 30% Upfront Fee

When the building permit application is received, the applicant shall pay an "Up-Front" processing fee equal to thirty percent (30%) of the permit fee

2. MINIMUM FEE FOR BUILDING PERMITS

- a. Residential \$ 74.81
- b. Commercial \$ 209.48

3. ALTERATION AND/OR REPAIR

a. Commercial

- 1. Per \$1.00 of construction value if square footage is provided, the construction value will be based on a cost of \$1.25/SF or the value provided by the permit application, whichever is higher. If no square footage is provided, the construction value will be based on the value provided by the permit applicant. Per \$ 0.03
- 1.00 Job Value
- 2. MINIMUM FEE \$ 209.48

b. Residential

- 1. Single Family Residence and Duplex Per \$ 0.06
- 1.00 Job Value
- 2. MINIMUM FEE \$ 74.81
- 3. MAXIMUM FEE \$ 1,571.06
- 4. Shade Houses Per 100 \$ 0.38
- s/f

4. AWNINGS, CANOPIES AND SCREEN ENCLOSURES

- a. Awnings & Canopies Each \$ 219.45
- b. Free Standing Canopies Each \$ 219.45
- c. Screen Enclosures Each \$ 219.45

5. CHICKEE HUTS	Each	\$	219.45
Constructed by other than Miccosukee Tribe of Indians or Seminole Tribe of Florida (Fee plus Electrical, Plumbing when applicable)			
6. DEMOLITION OF BUILDINGS	Flat rate for each structure	\$	324.19
7. FENCES AND/OR WALLS			
a. CBS Brick Wall, Metal Panels, PVC Fence or Wood Fence	Each 500 l/f or fractional part of	\$	115.71
b. Commercial Chain Link Fence	Each 500 l/f or fractional part of	\$	115.71
c. Masonry and/or Ornamental Iron	Each l/f	\$	1.30
d. MINIMUM		\$	115.71
8. FLAGPOLE			No Charge
9. GUTTERS		\$	74.81
10. NEW CONSTRUCTION AND /OR ADDITIONS			
New and/or additional for commercial and/or residential includes permit fee for all trades (General Electric, Mechanical, Plumbing, "all other require permit w/fee")			
a. Commercial			
1.	Per s/f	\$	1.62
2. MINIMUM FEE		\$	209.48
b. Residential			
1. 0 – 300 s/f		\$	511.72
2. 301 – 650 s/f		\$	638.40
3. 651 – or above	Per s/f	\$	1.02
11. PARKING LOTS			
a. New or repair	Per lot	\$	191.52
b. Re-stripping existing lot (Separate for Electrical & Plumbing, if applicable).	Per lot	\$	125.69
12. ROOFING AND RE-ROOFING			
a. Lightweight Insulating Concrete	Flat fee	\$	120.70
b. Roofing Flat/Shingle	Per s/f	\$	0.11
c. Roofing Tile/Metal Roof	Per s/f	\$	0.14
d. MINIMUM FEE		\$	131.67
13. SHORT TERM EVENT – PROFESSIONAL CERTIFICATION	Each	\$	250.00
Affidavit and verification forms required. (30 days or less)			
14. SIGN PERMIT FEE			
a.	Each installation	\$	219.45
b. If applicable, electrical sign electrical sign fee permit.	Each	\$	219.45
15. SLABS AND DRIVEWAYS			
a. Asphalt Driveway		\$	74.81
b. Cast Concrete Driveway		\$	74.81
c. Pavers Driveway		\$	74.81
d. Slabs Only		\$	74.81
e. Approach Only		\$	74.81
f. Sidewalk Only		\$	74.81
g. Approach and Sidewalk		\$	138.65
16. SWIMMING POOLS, SPAS AND HOT TUBS			
Installation of swimming pools/spas – includes permit fees for all trades			
a. Pool, spa and deck		\$	713.21
b. Spa/Hot tub only		\$	713.21

17. TEMPORARY PLATFORMS AND TEMPORARY BLEACHERS TO BE USED FOR PUBLIC ASSEMBLY			
a. Bleacher	Each	\$	84.81
b. Platform	Each	\$	84.81
18. TEMPORARY TRAILER (FOR CONSTRUCTION)			274.31
Tie Down Inspection Fee (This does not include installation of meter mounts and service equipment. Separate mechanical, plumbing and related electrical permits are required).			
19. TENTS	Each	\$	193.52
Electrical & Plumbing permits are pulled separately.			
20. WINDOWS OR DOORS, ORNAMENTAL IRON BARS/SAFETY BARS, SHUTTERS			
a. Installation and/or Alteration (except New Construction)	1 st install	\$	45.89
b.	Each additional	\$	5.23

C. CERTIFICATES OF OCCUPANCY

1. APARTMENTS, HOTELS, MULTIPLE FAMILY USES			
a. 2 to 50 units		\$	109.73
b. 51 to 100 units		\$	167.58
c. 101 and up units		\$	219.45
2. BUILDING SHELL COMMERCIAL (New Construction)		\$	119.70
Building and Unit Shell			
3. COMMERCIAL/INDUSTRIAL	Per s/f	\$	0.07
a. MINIMUM FEE		\$	182.54
b. MAXIMUM FEE		\$	2,094.75
4. EXTENSION		\$	68.83
A fee shall be paid by the certificate holder who submits a written request for a TCO extension as authorized under the Florida Building Code.			
5. SINGLE FAMILY RESIDENCE, CITYHOUSES, DUPLEX (C.O.)	Each unit	\$	65.84
6. TCO	100% final CO Fee		
Temporary Certificate of Occupancy			
7. TCO EXTENSION	50% final CO Fees		
50% of the final CO fees for a 90 days extension per period			
8. VIOLATION		\$	523.69
Occupancy w/o CO (in violation)			

D. ELECTRICAL PERMIT FEES

1. "UP-FRONT" PROCESSING FEE (non-refundable)	30% Upfront Fee		
When the building permit application is received, the applicant shall pay an "Up-Front" processing fee equal to thirty percent (30%) of the permit fee.			
2. MINIMUM FEE FOR BUILDING PERMITS			
a. Residential		\$	74.81
b. Commercial		\$	209.48
3. COMMERCIAL			

<ul style="list-style-type: none"> a. Alteration/Repair/Addition If square footage is provided the job value will be based on a cost of \$1.19 per s/f compared to the job value provided by the permit applicant, whichever is higher will be applied. If no square footage is provided, the job value will be based on the value provided by the permit applicant. 	Each \$ 1.00 of job value	\$ 0.021
<ul style="list-style-type: none"> b. MINIMUM 		\$ 209.48
<ul style="list-style-type: none"> c. New Construction The master permit for new construction and addition for commercial includes the permit fee for all of the trades (general electrical, general mechanical and general plumbing). All other trades require a permit with fees. 		No Charge
4. FEEDERS		
<ul style="list-style-type: none"> a. Include feeders to panels, M. C. C. switchboards, elevators, etc. 	Each feeder	\$ 22.94
<ul style="list-style-type: none"> b. Generators, Automatic Transfer Switches 	Each KW	\$ 11.48
5. RESIDENTIAL		
<ul style="list-style-type: none"> a. Alteration/Repair/Addition Single Family Residence and Duplex (a copy of executed construction contract required). 	Each \$ 1.00 of job value	\$ 0.58
<ul style="list-style-type: none"> b. MINIMUM 		\$ 74.81
<ul style="list-style-type: none"> c. MAXIMUM 		\$ 1,571.06
<ul style="list-style-type: none"> d. New Construction The master permit for new construction and addition for commercial includes the permit fee for all of the trades (general electrical, general mechanical and general plumbing). All other trades require a permit with fees. 		
6. SERVICES		
<ul style="list-style-type: none"> a. Agricultural Services 		\$ 85.79
<ul style="list-style-type: none"> b. Conduits Duct bank 	Each l/f	\$ 2.59
<ul style="list-style-type: none"> c. Construction Field Office Services 	Each service	\$ 143.64
<ul style="list-style-type: none"> d. Free Standing Services 	Each service	\$ 85.79
<ul style="list-style-type: none"> e. Ground wire for Screen Bonding 	Each install	\$ 85.79
<ul style="list-style-type: none"> f. Mobile Home and RV Service 	Each service	\$ 85.79
<ul style="list-style-type: none"> g. Permanent Service to Building This fee shall be charged for total amperage. 	Each 100 amp or fractional part	\$ 8.98
<ul style="list-style-type: none"> h. Reconnect Meter 	Each service	\$ 74.81
<ul style="list-style-type: none"> i. Service or Panel Repair 	Each service	\$ 74.81
<ul style="list-style-type: none"> j. Temporary Service for Construction 	Each service	\$ 74.81
7. SYSTEMS		
<ul style="list-style-type: none"> a. Burglar Alarm System <ul style="list-style-type: none"> 1. Complete - Commercial 	Each system	\$ 150.62
<ul style="list-style-type: none"> <ul style="list-style-type: none"> 2. New – Residential Effective January 1, 2015 as per 2014 Florida Statute 553.793(4) 	Each label	\$ 55.00
<ul style="list-style-type: none"> <ul style="list-style-type: none"> 3. Repair - Commercial 	Each system	\$ 74.81
<ul style="list-style-type: none"> b. Closed Circuit TV System 	Each system	\$ 128.68
<ul style="list-style-type: none"> c. Energy Management System <ul style="list-style-type: none"> 1. 	Each floor	\$ 150.62
<ul style="list-style-type: none"> <ul style="list-style-type: none"> 2. Repair 	Each floor	\$ 85.79
<ul style="list-style-type: none"> d. Fire Detection System <ul style="list-style-type: none"> 1. Include fire alarm system, halon, etc.. Does not include single 110 volt residential detectors. 		\$ 178.55
<ul style="list-style-type: none"> <ul style="list-style-type: none"> 2. MINIMUM <ul style="list-style-type: none"> i. Commercial 		\$ 209.48
<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> ii. Residential 		\$ 74.81
<ul style="list-style-type: none"> <ul style="list-style-type: none"> 3. Repair and additions to existing systems/floor 	Each system Each floor	\$ 85.79
<ul style="list-style-type: none"> e. Intercom System 	Each system	\$ 128.68
<ul style="list-style-type: none"> f. Phone & Data System 	Each system	\$ 128.68

g.	Security System (card reader)	Each system	\$	128.68
h.	Smart House System	Each system	\$	128.68
i.	Solar Photovoltaic System	Each system	\$	128.68
j.	Vacuum System	Each system	\$	74.81
8.	TEMPORARY SERVICE TEST			
a.	Equipment and service (30 day limit)	Each service	\$	28.93
b.	Elevator (180 day limit)	Each elevator	\$	142.64
c.	Free Standing Service New meter and service (requires processing) Includes: lift stations, sprinkler systems, street lighting, parking lots, etc. that require new services with separate meters.	Each service	\$	128.68
9.	TEMPORARY WORK ON CIRCUSES, CARNIVALS, FAIRS, CHRISTMAS TREE LOTS, FIREWORKS, TENTS, ETC.	Each ride Each structure	\$	71.82
E.	ENGINEERING SERVICES DIVISION FEES			
1.	Multiple Discipline Review		\$	210.00
2.	Single Discipline Review		\$	80.00
3.	Revisions		\$	79.00
F.	FLOODPLAIN MANAGEMENT FEES			
1.	50% Substantial Improvement			
a.	Commercial		\$	200.00
b.	Residential		\$	95.00
2.	Certificate of Completion			
a.	Certificate		\$	55.00
b.	Flood Proofing		\$	355.00
3.	Letter of Maps Revisions (LOMR)			
a.	Single Structure		\$	275.00
b.	Each added structure		\$	20.00
4.	Miscellaneous			
a.	Commercial Variance/Appeal Preparation		\$	1,175.00
b.	Flood Zone Inquiry		\$	45.00
c.	Inspection for Substantial Damage/Improvement		\$	55.00
d.	Processing Public Notice/Advertisement		\$	130.00
e.	Re-Inspection		\$	55.00
f.	Residential Variance/Appeal Preparation		\$	695.00
5.	Plan Review			
a.	Commercial		\$	210.00
b.	Residential		\$	90.00
6.	Processing Elevation Certificates			
a.	Elevation Certificate		\$	45.00
b.	Tie-Beam Elevation Certificate		\$	30.00
7.	Revisions (50% of original plan review fee)			
a.	Commercial		\$	100.00
b.	Residential		\$	55.00
G.	IMPACT FEES			
1.	Parks – General Admission			
a.	Multi-Family	Each unit	\$	127.78
b.	Single Family - Attached	Each unit	\$	219.80
c.	Single Family – Detached	Each unit	\$	185.55
2.	Parks – Improvements			
a.	Multi-Family	Each unit	\$	839.00

b. Single Family - Attached	Each unit	\$	1,207.00
c. Single Family – Detached	Each unit	\$	1,403,.00
3. Parks – Open Space			
a. Multi-Family	Each unit	\$	839.00
b. Single Family - Attached	Each unit	\$	1,267.00
c. Single Family – Detached	Each unit	\$	1,522.00
4. Police			
a. Non-Residential	Each sq ft.	\$.285
b. Residential	Each unit	\$	410.70

H. MECHANICAL PERMIT FEES

1. "UP-FRONT" PROCESSING FEE (non-refundable)			30% Upfront
When the building permit application is received, the applicant shall pay an "Up-Front" processing fee equal to thirty percent (30%) of the permit fee.			Fee
2. MINIMUM FEE FOR BUILDING PERMITS			
a. Residential		\$	74.81
b. Commercial		\$	209.48
3. A/C & REFRIGERATION		\$	
Including replacement, relocation of equipment and new installation (without a master permit).			
a. Drain	Each	\$	6.58
b. Kilowatt	Each	\$	4.39
c. Ton	Each	\$	21.95
4. BOILERS			
a. Installation		\$	
1. Boilers less than 837 MBTU	Each	\$	109.73
2. Boilers 837 MBTU to 6695 MBTU	Each	\$	164.59
3. Boilers 6695 MBTO and up	Each	\$	236.41
4. Steam driven prime movers	Each	\$	109.72
5. Steam actuated machinery	Each	\$	109.72
6. Unfired pressure vessels (operating at pressures in excess of 60 PSI and having volume of more than 5 cu. Ft.)	Each vessel	\$	109.72
b. Periodic Re-Inspections		\$	
1. Certificate of inspection (where inspected by insurance company)	Each	\$	109.72
2. Hot water Boilers (ANNUAL)		\$	109.72
3. Miniature boilers (ANNUAL)		\$	109.72
4. Shop inspection of boiler or pressure vessel	Each completed vessel	\$	109.72
5. Steam boiler (ANNUAL)		\$	109.72
6. Unfired pressure vessels (ANNUAL)		\$	109.72
5. COMMERCIAL		\$	
a. Alteration/Repairs	Each \$ 1.00 of job value	\$	0.021
If square footage is provided the job value will be based on a cost of \$1.19 per s/f compared to the job value provided by the permit applicant, whichever is higher will be applied. If no square footage is provided, the job value will be based on the value provided by the permit applicant			
b. Kitchen Hoods	Each	\$	174.07
c. MINIMUM		\$	209.48
d. New Construction			No Charge
The master permit for new construction and addition for commercial includes the permit fee for all of the trades (general electrical, general mechanical and general plumbing). All other trades require a permit with fees.			
6. FURNACE & HEATING EQUIPMENT	Each KW	\$	4.39
Including: commercial dryers, ovens and other fired objects not elsewhere classified (without master permit).			

7. INTERNAL COMBUSTION HOODS	Each	\$	107.73
8. OTHER FEES:		\$	
a. Fire chemical halon and spray booths	Each system	\$	200.50
b. Insulation, pneumatic tube, conveyor system, pressure and process piping, sheet metal or fiberglass air conditioning ducts, cooling towers and/or mechanical ventilation	1 st \$ 1,000 of job value	\$	115.71
	Each addtn'l \$ 1,000 of job value	\$	16.46
9. RESIDENTIAL		\$	
a. Alteration/Repair/Addition Single Family Residence and Duplex (a copy of executed construction contract required).	Each \$ 1.00 of job value	\$	0.58
b. MINIMUM		\$	74.81
c. MAXIMUM		\$	1,571.06
d. New Construction The master permit for new construction and addition for commercial includes the permit fee for all of the trades (general electrical, general mechanical and general plumbing). All other trades require a permit with fees.			No Charge
10. STORAGE TANKS For flammable liquids	Each tank	\$	215.46
I. MIAMI DADE COUNTY CODE COMPLIANCE FEES	Each \$ 1,000 job value	\$	0.60
J. PLUMBING PERMIT FEES			
1. "UP-FRONT" PROCESSING FEE (non-refundable) When the building permit application is received, the applicant shall pay an "Up-Front" processing fee equal to thirty percent (30%) of the permit fee.			30% Upfront Fee
2. MINIMUM FEE FOR BUILDING PERMITS		\$	
a. Residential		\$	74.81
b. Commercial		\$	209.48
3. COMMERCIAL		\$	
a. Alteration/Repairs If square footage is provided the job value will be based on a cost of \$1.19 per s/f compared to the job value provided by the permit applicant, whichever is higher will be applied. If no square footage is provided, the job value will be based on the value provided by the permit applicant	Each \$ 1.00 of job value	\$	0.021
b. MINIMUM		\$	209.48
c. New Construction The master permit for new construction and addition for commercial includes the permit fee for all of the trades (general electrical, general mechanical and general plumbing). All other trades require a permit with fees.			No Charge
d. Manhole or Catch Basin		\$	
1.	Each basin	\$	115.71
2.	Addtn'l 10 l/f or part thereof	\$	28.93
e. Medical Gas and Dental Vacuum Lines		\$	
1. Dental Vacuum Lines	Each system	\$	44.89
2. Medical Gas		\$	
i. Gas, per		\$	115.71
ii. Installation	Per \$1.00 job value	\$	0.01696
iv. MINIMUM		\$	209.48
3. Solar Water Heater	Each installation	\$	143.64
f. Natural Gas		\$	
1. Above Ground L. P. gas tanks per group of tanks at a single location.	Each	\$	74.81

	2.	Appliance (does not include warm air heating units but does include un-vented space (<i>COMMERCIAL</i>)).	Each	\$	16.96
	3.	Major Repairs to gas pipe where no fixtures or appliances installation is involved.	Each	\$	49.55
	4.	Meter	Each	\$	8.48
	5.	Outlet (includes meter & regulator (<i>COMMERCIAL</i>)).	Each	\$	16.96
	6.	MINIMUM FEE			74.81
	7.	Underground L. P. gas tank per group at a single location.	Each	\$	74.81
g.	Sewer			\$	
	1.	Per building storm sewer and per building sewer where connection is made to a septic tank, or a collector line or to an existing sewer or to a city Sewer or soakage pit or to a building drain outside a building		\$	74.81
	2.	Sewer Capping/Demolition		\$	74.81
h.	Storm/Sanitary Utility/Collector Lines for building drain lines			\$	
	1.		Each line	\$	115.71
	2.		Addtn'l 10 l/f or part thereof	\$	16.96
i.	Temporary Toilets (Waterborne or Chemical)				
	1.		1 st Toilet	\$	74.81
	2.		Renewal	\$	74.81
	3.		Per Added Toilet	\$	16.96
j.	Water and Gas Mains (All Groups)			\$	
	1.		Per Main	\$	115.71
	2.		per 10 l/f	\$	16.96
	3.		MINIMUM	\$	209.48
k.	Water Piping			\$	
	1.	2" or less water service backflow assembly		\$	86.78
	2.	2 1/2" or larger water service backflow assembly		\$	173.57
	3.	Irrigation system and underground sprinkler system for per zone		\$	23.94
	4.	Replace Solar Panel or New Install		\$	173.57
	5.	Solar water heater install, equipment replacement or repair		\$	173.57
	6.	Swimming Pool Heater Replacement or New Install		\$	74.81
	7.	Swimming Pool Repair		\$	74.81
	8.	Water service connection to a municipal or private water supply system (for per meter on per lot)		\$	74.81
4. RESIDENTIAL				\$	
a.	Alteration/Repairs		Each \$ 1.00 of job value	\$	0.021
		If square footage is provided the job value will be based on a cost of \$1.19 per s/f compared to the job value provided by the permit applicant, whichever is higher will be applied. If no square footage is provided, the job value will be based on the value provided by the permit applicant			
b.	MINIMUM			\$	209.48
c.	New Construction				No Charge
		The master permit for new construction and addition for commercial includes the permit fee for all of the trades (general electrical, general mechanical and general plumbing). All other trades require a permit with fees.			
d.	Manhole or Catch Basin			\$	
	1.		Each basin	\$	115.71
	2.		Addtn'l 10 l/f or part thereof	\$	28.93
e.	Natural Gas			\$	
	1.	Above Ground L. P. gas tanks per group of tanks at a single location.	Each	\$	74.81
	2.	Appliance (does not include warm air heating units but does include un-vented space (<i>COMMERCIAL</i>)).	Each	\$	16.96
	3.	Major Repairs to gas pipe where no fixtures or appliances installation is involved.	Each	\$	49.55
	4.	Meter	Each	\$	8.48
	5.	Outlet (includes meter & regulator (<i>COMMERCIAL</i>)).	Each	\$	16.96
	6.	MINIMUM FEE			74.81
	7.	Underground L. P. gas tank per group at a single location.	Each	\$	74.81
f.	Sewer			\$	

1.	Per building storm sewer and per building sewer where connection is made to a septic tank, or a collector line or to an existing sewer or to a city Sewer or soakage pit or to a building drain outside a building		\$	74.81
2.	Sewer Capping/Demolition		\$	74.81
g.	Storm/Sanitary Utility/Collector Lines for building drain lines		\$	
1.		Each line	\$	115.71
2.		Addtn'l 10 l/f or part thereof	\$	16.96
h.	Temporary Toilets (Waterborne or Chemical)			
1.		1 st Toilet	\$	74.81
2.		Renewal	\$	74.81
3.		Per Added Toilet	\$	16.96
i.	Water and Gas Mains (All Groups)		\$	
1.		Per Main	\$	115.71
2.		per 10 l/f	\$	16.96
3.		MINIMUM	\$	209.48
j.	Water Piping		\$	
1.	2" or less water service backflow assembly		\$	86.78
2.	2 1/2" or larger water service backflow assembly		\$	173.57
3.	Irrigation system and underground sprinkler system for per zone		\$	23.94
4.	Replace Solar Panel or New Install		\$	173.57
5.	Solar water heater install, equipment replacement or repair		\$	173.57
6.	Swimming Pool Heater Replacement or New Install		\$	74.81
7.	Swimming Pool Repair		\$	74.81
8.	Water service connection to a municipal or private water supply system (for per meter on per lot)		\$	74.81
5.	SETTLING TANK, GAS AND OIL INTERCEPTORS AND GREASE TRAPS		\$	
	(Including drain tile and relay for same Residential and Commercial)		\$	74.81
6.	WATER TREATMENT PLANTS, PUMPING STATIONS, SEWER TREATMENTS AND LIFT STATION		\$	
a.	Lift station (interior station piping)	Each	\$	345.14
b.	Sewage ejector	Each	\$	99.75
c.	Sewage treatment plant (interior plant piping)	Each	\$	215.46
d.	Water treatment plant (interior plant piping)	Each	\$	301.25
K.	STATE OF FLORIDA SURCHARGE FEE			
	3 % of total building Services Division Permit Fee			
L.	TECHNOLOGY/TRAINING FEES			
	A technology and training fee of fifteen percent (15%) of the total Building permit fee shall be assessed to per permit to enhance the City's ability to provide state-of-the-art technology to its Building Department customers.			
M.	UNSAFE STRUCTURES			
	The Department of Building & Code Compliance - Building Services Division Enforcement Fees: In compliance with the Florida Building Code, National Electrical Code, and Miami Gardens Code, Chapter 28, the following expenses will be recovered from necessary Building Services Division enforcement and/or demolitions			
1.	Administration		\$	47.50
2.	Asbestos sampling & abatement			Actual Cost
3.	Bid processing & contractor Notice to Proceed (NTP)		\$	142.50
4.	Corporation Information		\$	47.50
5.	Demolition/Secure services			Actual Cost
6.	Digital Pictures		\$	2.85
7.	Extension		\$	142.50
8.	Initiation and processing fee for all work without a permit and all Unsafe Structures cases after given ninety (90) days to comply		\$	475.95
9.	Initial Inspection		\$	150.10
10.	Legal Advertisement			Actual Cost
11.	Lien/Recordation/Cancellation of notices.			Actual Cost

12.	Re-Inspection (if applicable)		\$	104.50
13.	Title Search			Actual Cost
14.	Unsafe Structure Panel		\$	190.00

N. ZONING REVIEW FEES

1. ADMINISTRATION

a. Expedite

1. Commercial

i.

1st hour \$ 470.40

ii.

Addn'l \$ 117.60
hour

2. Residential

i.

1st hour \$ 220.80

ii.

Addn'l \$ 55.20
hour

b. Renewal of expired or abandoned plans in review shall be 50% of the original fee. 50% of original permit fee

c. Revisions Each hour \$ 51.50

d. "UP-FRONT" PROCESSING FEE (non-refundable) 30% Upfront Fee
When the building permit application is received, the applicant shall pay an "Up-Front" processing fee equal to thirty percent (30%) of the permit fee.

2. AWNINGS, CANOPIES & SCREEN ENCLOSURES

\$ 51.50

3. COMMERCIAL

a. All other not Single Family Residence. Other than as specified herein: Per \$ 2.64
Water Tower; 1,000.00
Pylons; job value
Bulk Storage – Tank Foundation;
Unusual Limited – use buildings, marquees & similar construction.

b. Structures of unusual size or nature as arenas, stadiums and water & sewer plants ½ of 1% job value \$ 0.01

4. FENCES & MASONRY WALLS (RESIDENTIAL ONLY)

a. Chain link/Wood 0-500 l/f \$ 51.50
Addn'l \$ 51.50
500 l/f

b. Masonry Wall Each l/f \$ 0.35

5. MOVING BUILDING

Each 100 \$ 2.94
s/f or
fractional
part

6. MOBILE HOMES/TEMPORARY BUILDINGS

Each \$ 70.00
install

7. POOLS, SPAS & HOT TUBS

Each \$ 51.50
install

8. RESIDENTIAL

a. Alteration/Remodeling Per \$ 1.00 \$ 0.01
job value

b. New Constructions
1. 0 - 300 s/f \$ 30.00
2. 301 – 650 s/f \$ 60.00
3. 651 s/f and above Each s/f \$ 0.10

c. Shade House Each s/f \$ 0.01

9. SATELLITE DISH

All trades \$ 51.50
each

10. SIGNS

Each sign \$ 51.50

11. SHEDS

\$ 25.00

Prefabricated utility shed with slab (max 100 s/f floor area)

12. Slabs

Each \$ 51.50
installatio
n

13. TEMPORARY BLEACHERS, PLATFORMS & TENTS

a. Bleachers	Each install	\$	
b. Platforms	Each install	\$	
c. Tents	Each tent	\$	70.00

14. ZONING IMPROVEMENT PERMIT (ZIP)

Agricultural/Farm building; Anchoring, Mooring, Docking or Storage of Houseboat; Awning, Canopy Carport & Screen Enclosure; Chickee Huts; Donation bins & recycling bins; Mobile Medical & Professional Units; Painting wall sign, Balloon Sign & Stick on Fabric Letter; Parking lot refurbishing – resurfacing or seal coating, paving & drainage of existing parking lot; Pools (above ground over 24" deep); Portable Mini Storage Unit; Residential Fences and Masonry walls – ornamental iron fence, decorative gardens, type water.		\$	51.50
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D. PLAN DIGITIZING

a. Administrative Fee			3%
b. Digital Services			
1. Digital Download Plans	Each Sheet	\$	No Charge
2. Digital Download of Specs	Each Sheet	\$	No Charge
3. Digital Delivery of Plans	Each Sheet	\$.05
4. Digital Delivery of Specs	Each Sheet	\$.02
5. Digital Stamping	Each Sheet	\$.04
6. Electronic Data Transmission	Each Order	\$	No Charge
7. Archive on CD	Each CD	\$	4.22
8. Convert TIFF to PDF	Each File	\$.10
9. Convert PDF to TIFF	Each File	\$.10
10. Convert PLT to TIFF	Each File	\$.10
11. Convert DWF to TIFF	Each File	\$.10
12. Planwell Sheet Index	Each Sheet	\$	N/A
13. Pickup at City of Miami Gardens	Each Trip	\$	4.95
14. Delivery to City of Miami Gardens	Each Trip	\$	4.95
15. Minimum Invoice Charge	Each Invoice	\$	N/A
16. Fuel Surcharge	Each Trip	\$	None
c. Large Format Black & White Services			
1. Bond prints	Each square ft	\$	0.65
d. Large Format Color Services			
1. Color Cad Plotting	Each Square Foot	\$	1.50
2. Inkjet Color Prints	Each Square Foot	\$	3.95
3. Vinyl Color Banners	Each Square Foot	\$	5.50
4. Mount on Foam Board	Each Square Foot	\$	3.95
5. Mount on Gator Board	Each Square Foot	\$	4.95
6. Lamination	Each Square Foot	\$	2.95
7. Color Scanning Large Format	Each Sheet	\$	4.95
8. Color Scan – Small Font	Each File	\$.50

e.	Miami Dade County UAP Surcharge			2%
f.	Scanning Services			
	1. Electronic Transmission (scans)	Each	\$	3.50
	2. CD Burning	Each	\$	4.22
	3. 8.5 x 11	Each sheet	\$.020
	4. 8.5 x 14	Each sheet	\$.020
	5. 11 x 17	Each sheet	\$.050
	6. 12 x 18	Each sheet	\$.080
	7. 24 x 36	Each sheet	\$.250
	8. 30 x 42	Each sheet	\$.350
	9. 36 x 48	Each sheet	\$.450
g.	Small Format Black & White Services			
	1. 8.5 x 11 Single Sided Print	Each sheet	\$.025
	2. 8.5 x 14 Single Sided Print	Each sheet	\$.02
	3. 11 x 17 Single Sided Print	Each sheet	\$.05
	4. 8.5 x 11 Card Stock	Each sheet	\$.05

Development Services Technology Surcharge

Revenue Description

Revenue comes from a 15% local surcharge on all permits and fees collected in the Development Services Fund except impact fees.

Legal Basis for Revenue

Florida Statutes §166.231
City of Miami Gardens Charter Article 4, Section 4.9
City of Miami Gardens Ordinance 2007-16-122

Special Requirements

None.

Fund/Account Number

Development Services Fund
15-00-00-345-200-00

Use of Revenue

Development Services Fund. Funds are to be used for the addition and improvement of technology used by the fund.

Method/Frequency of Payment

Concurrent with all other fees paid.

Basis for Budget Estimate

Estimate for the budget is based on a percentage of the permit fee estimate.

Collection History

<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 08	\$145,237	-18.46%
FY 09	\$44,488	-69.37%
FY 10	\$0	-100.00%
FY 11	\$132,713	100.00%
FY 12	\$277,023	108.74%
FY 13	\$204,640	-26.13%
FY 14	\$234,686	14.68%
FY 15*	\$204,629	-12.81%
FY 16**	\$241,599	18.07%

* Estimated

** Budgeted

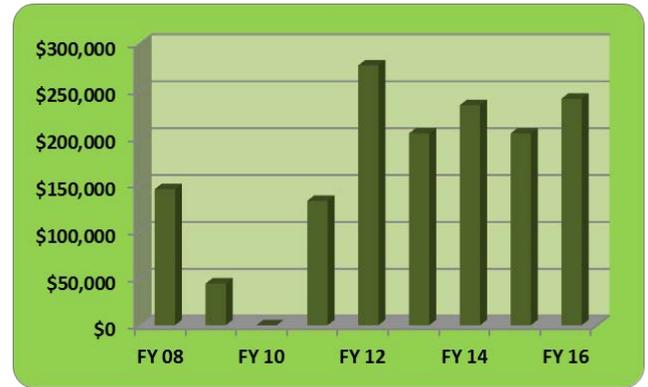
Discussion

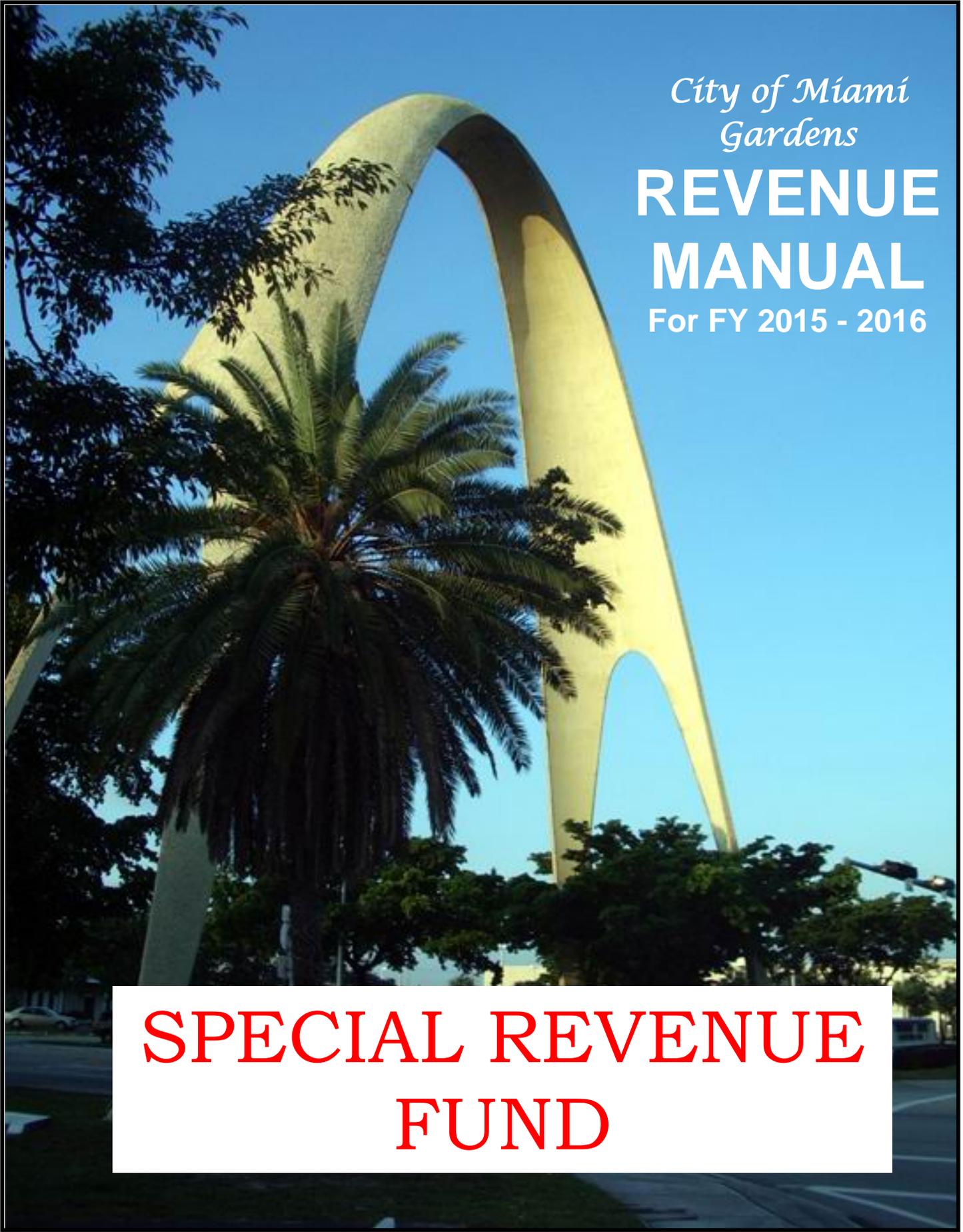
This fee was originally imposed when the City assumed the operation of the Planning, Zoning and Building departments because of our lack of revenue history. Staff was concerned that sufficient funds to operate would not be generated by the normal permit fees. The fee has been renewed each year in order to provide sufficient revenue to run the Fund's activities. In FY-08, the fee was designated as a technology fee to help the City recover and expand technology-related expenses. The wide variation in revenue is due

largely to the inaccurate coding of revenue during the City's early days before full automation of the revenue system.

From the graph above, the effects on revenue of the economic slowdown is obvious.

History of Technology Surcharge in the Development Services Fund





*City of Miami
Gardens*

**REVENUE
MANUAL**
For FY 2015 - 2016

**SPECIAL REVENUE
FUND**

Impact Fees

Revenue Description

Impact fees are charged on new land development and also on the expansion, replacement or change of use of existing land uses and are designed to capture a portion of the cost of providing the capital infrastructure needed to integrate the development into the existing community. They can only be used for new services or capital expenditures designed to serve this new population or business.

The City of Miami Gardens, through Miami-Dade County, levies several impact fees. These include impact fees for Law Enforcement, Parks Open Space and Parks Improvements. Also included is a General Administration Fee that is assessed as part of the fees.

- Law enforcement impact fees are imposed upon all land uses that create an impact on law enforcement services. This includes Commercial, Industrial and Residential.
- Parks and recreation Open Space impact fees are imposed upon all land uses that create an impact on City parks.
- Parks and recreation Improvement impact fees are imposed upon all land uses that create an impact on City parks.
- Admin Fees

In addition to the above impact fees, Miami-Dade County levies impact fees on development within the City including Road and School impact fees.

Legal Basis for Revenue

Article VIII, Section 1(g), Florida Constitution
Florida Statutes §125.01, §163.3161, §236.24(1), §380.06

City of Miami Gardens Charter Article 4, Section 4.9

City of Miami Gardens Ordinance 2007-16-122

Special Requirements

Funds collected from impact fees cannot be used to replace existing capital facilities or to fund existing deficiencies, but only to provide for new capital facilities, which are necessitated by new development.

Prior to the imposition of impact fees, the local government must conduct a study to establish the costs to be recovered through the fees. Miami-Dade County conducted these studies for the City of Miami Gardens when this area was unincorporated.

Fund/Account Number

Special Revenue Fund

16-00-00-363-210-00 (General Administration Fee)

16-00-00-363-220-00 (Police Impact Fee)

16-00-00-363-270-00 (Parks Improvement Impact Fee)

16-00-00-363-271-00 (Parks Open Space Impact Fee)

Use of Revenue

Special Revenue Fund. Restricted to the purpose for which it was received per the above.

Method/Frequency of Payment: Occasional.

Collection history

Parks Open Space

<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 08	\$74,115	-72.66%
FY 09	\$13,698	-81.52%
FY 10	\$70,636	415.67%
FY 11	\$117,896	66.91%
FY 12	\$115,695	-1.87%
FY 13	\$50,908	-56.00%
FY 14	\$24,121	-79.15%
FY 15*	\$125,729	146.97%
FY 16**	N/A	

* Estimated

** City does not estimate revenue for FY 2016

History of the Park Open Space impact Fee Revenue



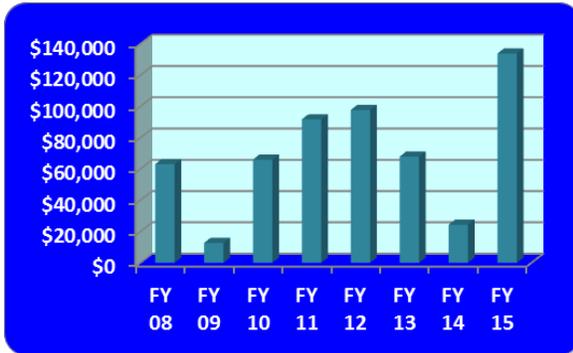
Parks Operations

<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 08	\$62,970	42.17%
FY 09	\$12,627	-79.95%
FY 10	\$65,950	422.29%
FY 11	\$91,663	38.99%
FY 12	\$97,674	6.56%
FY 13	\$67,801	-30.58%
FY 14*	\$24,290	-75.13%
FY 15*	\$133,778	97.31%
FY 16**	N/A	-

* Estimated

** City does not estimate revenue for FY 2015

History of the Park Operations Impact Fee Revenue



Admin

<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 08	\$9,030	116.65%
FY 09	\$1,974	-78.14%
FY 10	\$10,683	441.19%
FY 11	\$18,029	68.76%
FY 12	\$19,105	5.97%
FY 13	\$6,040	-68.39%
FY 14	\$4,798	-74.89%
FY 15*	\$19,712	226.36%
FY 16**	N/A	

* Estimated

** City does not estimate revenue for FY 2016

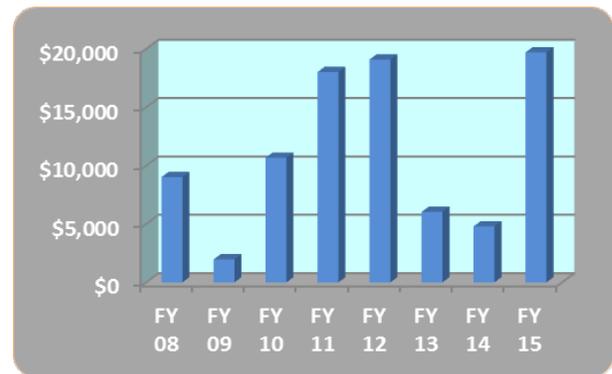
Police

<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 08	\$45,348	-10.21%
FY 09	\$57,824	27.51%
FY 10	\$41,669	-27.94%
FY 11	\$54,342	30.41%
FY 12	\$75,205	38.39%
FY 13	\$27,842	-62.98%
FY 14	\$34,261	-54.44%
FY 15*	\$98,123	252.43%
FY 16**	N/A	

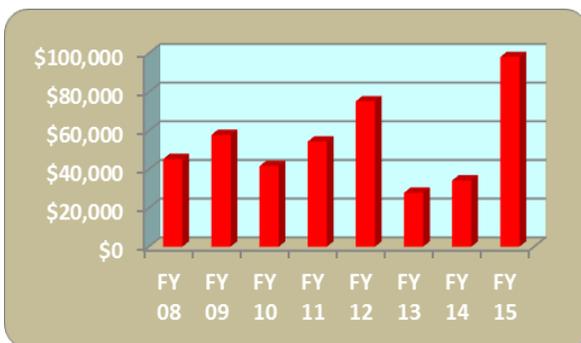
* Estimated

** City does not estimate revenue for FY 2016

History of Admin. Impact Fee



History of the Police Impact Fee



Discussion

Impact fee collection varies with the construction economy.

Law Enforcement Training Trust Fund (L.E.T.T.F.)

Revenue Description

The distribution of traffic fines is regulated by Florida Statute 318.18 and 318.21. These laws clearly describe where certain portions of a traffic fine are to be distributed. For instance, a set amount goes to the Child Welfare Trust Fund (\$1.00) and the Juvenile Justice Trust Fund (\$1.00). Other distributions are by percentage: 20.6% to the State's General Fund, 7.2% to the Emergency Medical Services fund, 8.2% to the Brain & Spinal Cord fund, etc.

When a citations is issued within a municipality, the statutes allocate 50.8% of the fine to the City's General Fund (Florida Statutes §318.21(2)(g)(2)). An additional \$2.00 per ticket is designated to be used for law enforcement training purposes. The City has established a Law Enforcement Training Trust Fund (L.E.T.T.F.) to receive these funds per Florida Statute §938.15 and §318.18(1)(d).

Legal Basis for Revenue

Florida Statutes §318.18(1)(d) and §938.15
 City of Miami Gardens Charter Article 4, Section 4.9
 City of Miami Gardens Ordinance 2007-16-122

Special Requirements

Municipalities and counties may assess an additional \$2.00 on each ticket to pay for expenditures for criminal justice education degree programs and training courses, including basic recruit training, for their respective officers and employing agency support personnel, provided such education degree programs and training courses are approved by the employing agency administrator, on a form provided by the State, for local funding.

Workshops, meetings, conferences, and conventions shall, on a form approved by the state for use by the employing agency, be individually approved by the employing agency's administrator prior to attendance. The form shall include, but not be limited to, a demonstration by the employing agency of the purpose of the workshop, meeting, conference, or convention; the direct relationship of the training to the officer's job; the direct benefits the officer and agency will receive; and all anticipated costs.

Fund/Account Number

Special Revenue Fund
 16-00-00-359-006-00

Use of Revenue

Special Revenue Fund. Funds are restricted to the purpose for which they were received per the above.

Method/Frequency of Payment

The City receives its allocation monthly from the Miami-Dade County Clerk of Courts by check.

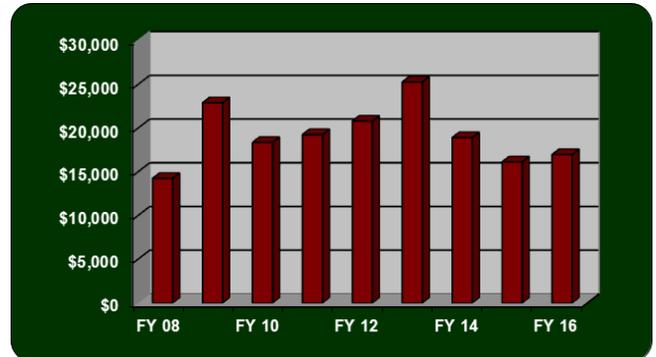
<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 08	\$14,280	-37.49%
FY 09	\$22,923	60.53%
FY 10	\$18,386	-19.79%
FY 11	\$19,281	4.87%
FY 12	\$20,831	8.04%
FY 13	\$25,309	21.50%
FY 14*	\$18,938	-9.09%
FY 15*	\$16,159	-36.15%
FY 16**	\$17,000	-10.23%

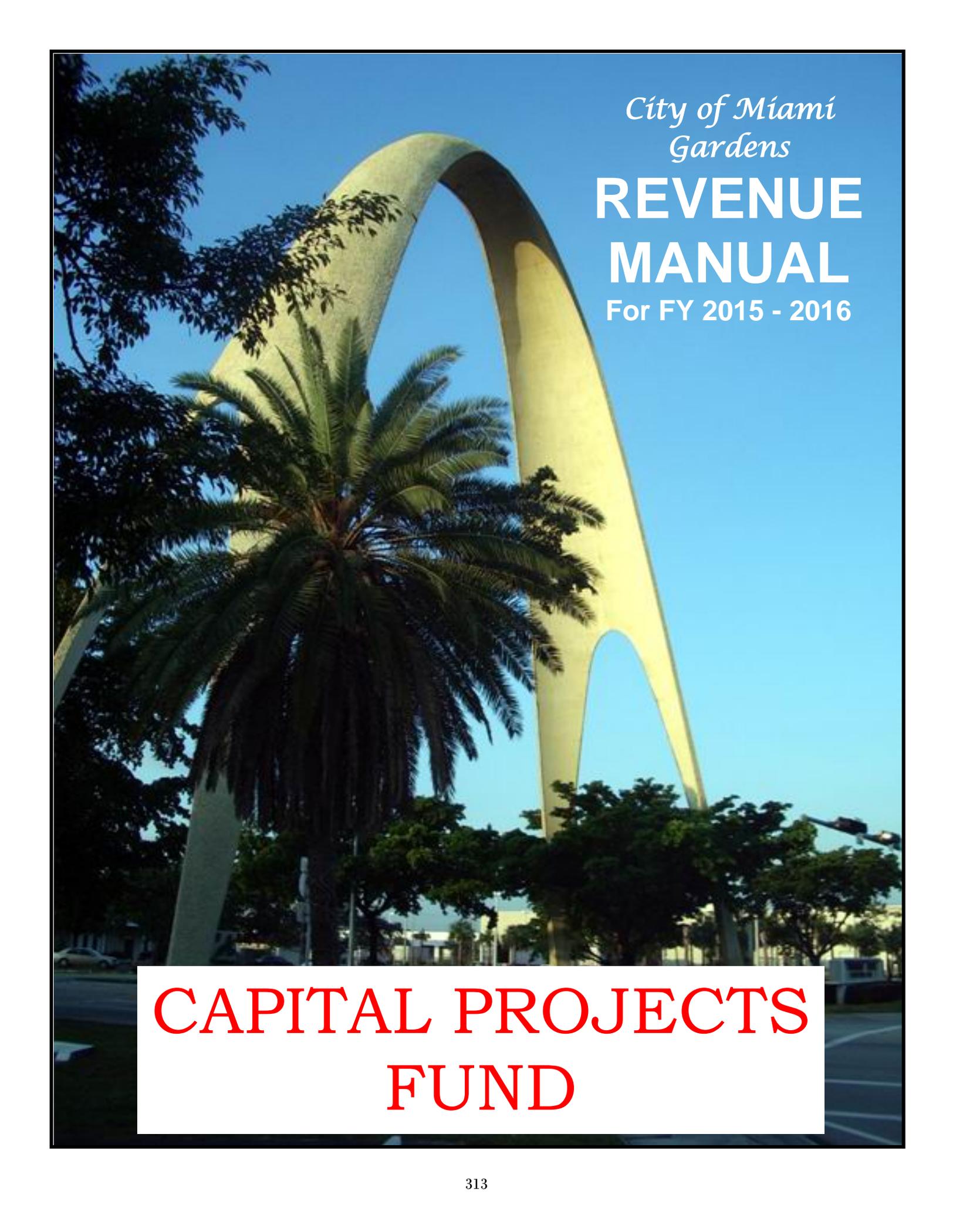
* Estimated
 ** Budgeted

Discussion

The City receives these funds as part of each traffic ticket issued within the City's municipal boundaries designated for specific use of training for police sworn personnel only.

Law Enforcement Training Trust





*City of Miami
Gardens*

**REVENUE
MANUAL**
For FY 2015 - 2016

**CAPITAL PROJECTS
FUND**

Grants and Donations

Revenue Description

Periodically, the City is awarded construction grants from other governmental agencies or private organizations. These grants are usually specific to a particular project. Revenue may be received in advance of the actual performance, but it is much more likely for the revenues to be received after completion of the activity for which the grant was awarded and paid on a reimbursement basis.

Often, partial draw downs on the grants can be effectuated upon completion of various milestones of progress toward the completion of the activity. With the creation of the Capital Improvement Fund, most grants for capital improvements that were previously received in the other operating Funds are now managed in the CIP Fund.

Legal Basis for Revenue

Florida Statutes §166.231
City of Miami Gardens Charter Article 4, Section 4.9
City of Miami Gardens Ordinance 2007-16-122

Special Requirements

None.

Fund/Account Number

CIP Fund

Use of Revenue

CIP Fund. Restricted to the purpose for which it was received.

Method/Frequency of Payment

Occasional. No set frequency.

Basis for Budget Estimate

Estimate for the budget is based on approved or pending grant awards.

Collection History

<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 08	\$11,109,657	251.50%
FY 09	\$7,242,320	-34.81%
FY 10	\$5,776,483	-20.24%
FY 11	\$5,287,776	-8.46%
FY 12	\$2,503,463	-52.66%
FY 13	\$1,611,944	-35.61%
FY 14	\$3,413,232	111.75%
FY 15*	\$61,808	-98.19%
FY 16**	\$2,700,000	4268.37%

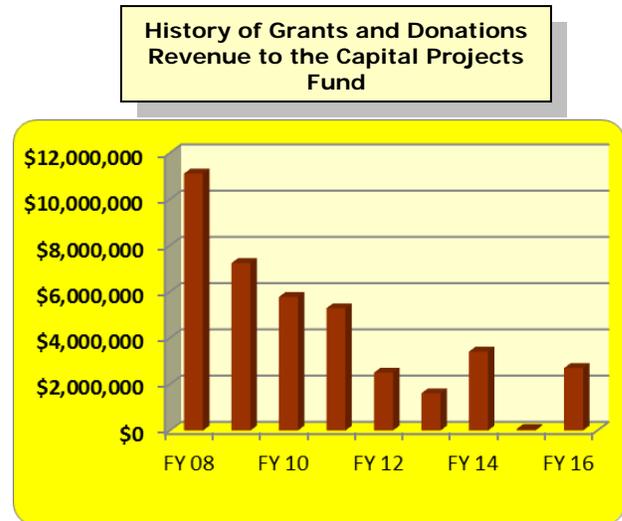
* Estimated

** Budgeted

Discussion

Grants have comprised a major portion of the construction capital that the City has had available since its inception. Local, state and Federal grants has been received for a variety of activities including parks, roads, stormwater and beautification.

Until FY-06, such grants were accounted for in the appropriate operating fund; however, this tended to distort the finances of the fund, thus in FY-06 the Capital Project Fund was created and all grants except those in enterprise funds are accounted for here.



Proceeds of Long Term Debt (Bonds)

Revenue Description

Periodically, the City issue debt in order to finance its major capital projects. These projects range from street improvements, parks acquisition and improvements, the purchase of property and the design/construction of new building and facilities, and the purchase/renovation of older buildings.

Bonds are the municipal way of borrowing. The City issues bonds or notes upon which the City indicates the interest rate it will pay to the lender and the timeframe for repayment. There are several varieties of bonds, but the most common is the revenue bond. Revenue bonds are loans backed the City's pledge of certain, specified revenue for repayment. These pledged revenues can be almost any revenues the City receives except property taxes. Revenue bonds are usually sold on a negotiated basis with potential lenders. Smaller revenue issues, like ours, are solicited on a competitive basis with area lending institutions through sealed bids.

If property taxes are pledged, Florida requires that such bond be approved by a referendum of the voters. This pledge states that the City will guarantee the repayment of these bonds even it takes a tax increase to do so. These tax-backed bonds are called General Obligation Bonds (GO Bonds). These are usually sold on the open market in New York City through a major underwriting agency.

Legal Basis for Revenue

Florida Statutes §166.231
 City of Miami Gardens Charter Article 4, Section 4.9 and Article 8, Section 8.3 and Section 8.4
 City of Miami Gardens Ordinance 2007-16-122

Special Requirements

None.

Fund/Account Number

Capital Improvement Fund
 30-00-00-384-100-01

Use of Revenue

Various Operating Funds. Restricted to Capital facilities purchase, design, and construction.

Method/Frequency of Payment

Funds are received upon issuance of the bonds.

Basis for Budget Estimate

Estimate is the amount of the planned bond issue.

Collection History

<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 08	\$0	0%
FY 09	\$12,800,000	0%
FY 10	\$0	-100%
FY 11	\$55,000,000	100%
FY 12	\$0	-100%
FY 13	\$0	0%
FY 14	\$60,000,000	100.00%
FY 15*	\$8,000,000	-86.67%
FY 16**	\$0	0.00%

* Estimated
 ** Budgeted

Discussion

The City has issued two facility improvement revenue bonds since its inception in 2003. The first was a \$7.5 million issued backed by the Communications Services Tax, State Revenue Sharing and the County 3-cent Gas Tax. These funds were used for the purchase of a parks addition to Rolling Oaks Park, the purchase of a pocket park off NW 37th Avenue, purchase of right-of-way for a road project at NW 27th Ct. and NW27th Avenue, NW27th Avenue beautification, and the police and public works complex.

The \$14.4 million revenue bond issue was also backed by the Communications Services Tax and State Revenue Sharing revenues. These funds were designated for renovation of the police and public works facilities, the construction of a fuel station for City vehicles, the purchase of additional parks property, and other miscellaneous capital needs.

In FY-09, the City issued a taxable revenue bond (\$8.8 million) secured by the electric utility tax.

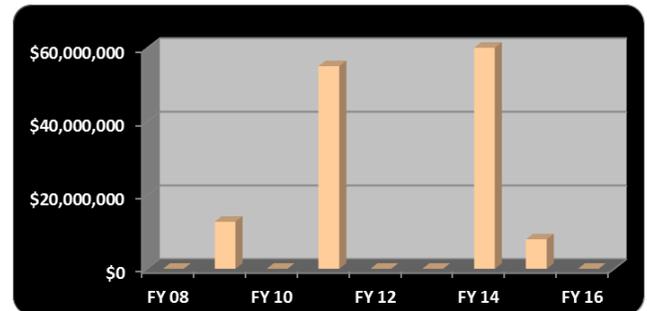
These bonds were for the purchase of two parcels of developer-owned property for possible resale under the City's economic development program. The City also issued \$4 million in revenues bonds to purchase a 14 acre parcel with 5 existing building for a senior center and botanical garden.

FY-11 the City issued \$55,000,000 in Certificates of Participation (COPS) to finance the City's new City Hall complex.

FY-14 the City issued \$60,000,000 General Obligation Bond for the Parks and Recreation improvement projects and purchase of crime prevention equipment. This bond issuance was approved by voters on April 21, 2014.

FY-15 is for the completion of the City Hall complex.

History of Bond Proceeds Available in the CIP Fund



Transfers In

Revenue Description

Transfers-in represent two types of transfers from other operating Funds. The first are capital transfers. These are programmed transfers of funds for specific capital projects. With the addition of the Capital Improvement Projects Fund, most capital projects are now funded in, and managed out of, this Fund. These transfers represent either the full or partial cost of a proposed project. Often, these funds are the City's match for a grant that was received.

The second type of transfer-in is for debt service on the City's capital-related bond issues. The projects undertaken with bond funds thus far have been for the benefit of both the General Fund and the Transportation Fund. Both Funds transfer their proportionate share of the annual debt service to the CIP Fund from where the bond payment is actual made.

Legal Basis for Revenue

Florida Statutes §166.231
 City of Miami Gardens Charter - Article 4, Section 4.9 & Article 8, Sections 8.3 & 8.4.
 City of Miami Gardens Ordinance 2007-16-122

Special Requirements

None.

Fund/Account Number

Capital Improvement Project Fund: 30-00-00-381-015-10 to 30-00-00-381-030-01

Use of Revenue

Capital Improvement Projects Fund. Restricted.

Method or Frequency of Payment

Transferred with the approval of the annual budget.

Basis for Budget Estimate

Estimate for the budget is based on a formula which varies for each covered service. These are as follows:

Collection History

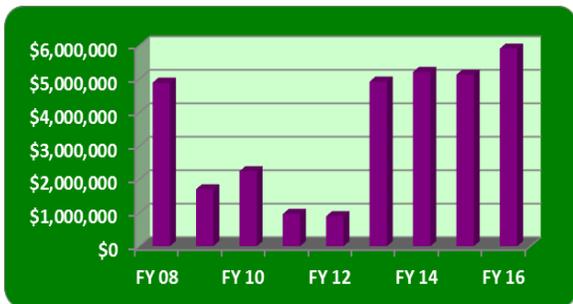
<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 08	\$4,884,197	-44.19%
FY 09	\$1,700,000	-65.19%
FY 10	\$2,235,869	31.52%
FY 11	\$960,661	-57.03%
FY 12	\$895,817	-6.75%
FY 13	\$4,918,298	449.03%
FY 14	\$5,204,701	5.82%
FY 15*	\$5,123,069	-1.57%
FY 16**	\$5,905,368	15.27%

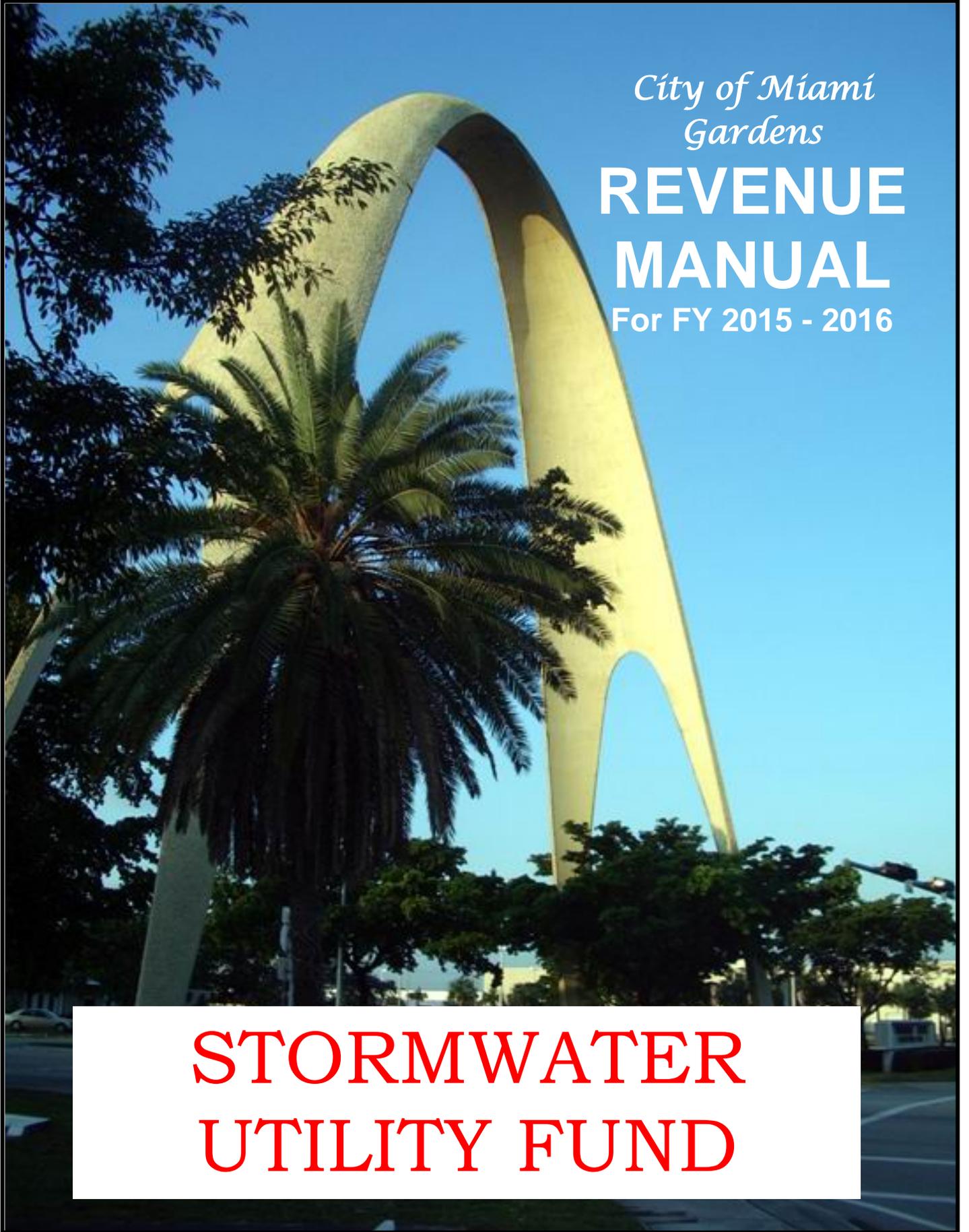
* Estimated
** Budgeted

Discussion

Transfers-in to the Capital Projects Fund are largely as a result of capital construction programs being carried out by other Funds. Often they are needed to supplement a grant that was received. Also, the City Council periodically transfers monies into the Fund to use for future projects and for contingency on current projects.

History of Transfers-In in the Capital Projects Fund





*City of Miami
Gardens*

REVENUE MANUAL

For FY 2015 - 2016

STORMWATER UTILITY FUND

Stormwater Utility Fee

Revenue Description

USEPA has required that local governments have a program to deal with stormwater runoff, improve water quality discharge, to maintain the existing stormwater discharge system, to implement and remain compliant with the Environmental Protection Agency's National Pollutant Discharge Elimination System (NPDES) Permit Program through efficient operations and the use of Best Management Practices (BMP).

In order to implement such a program, the State of Florida has authorized local governments to establish stormwater utilities and to charge a fee such as necessary to cover the costs of such a program. Miami-Dade County initially established a stormwater utility for the Miami-Gardens area. In April of 2006, the City assumed management of the utility through its own ordinance and interlocal agreement with the County.

Under the Miami Gardens Stormwater Utility, each property is charged a monthly fee of \$4.00 per Equivalent Residential Unit (ERU). An ERU is based on a typical residential unit having 1,800 square feet of impermeable surface area. Commercial properties are charged based on their total ERUs.

Legal Basis for Revenue

Florida Statutes §403.0893

City of Miami Gardens Charter Article 4, Section 4.9

City of Miami Gardens Ordinance 2006-25-106

City of Miami Gardens Resolution 2006-143-489

City of Miami Gardens Ordinance 2007-16-122

Special Requirements

Fee collected must be used for the purposes stated above.

Fund/Account Number

Stormwater Utility Fund

41-00-00-329-600-00

Use of Revenue

Stormwater Utility. Unrestricted.

Method/Frequency of Payment

Prior to FY 2014 Stormwater Utility Fees are collected from each City of Miami Gardens property owner (or tenant) through either the City of North Miami Beach's Water and Sewer System or through the Miami-Dade County Water & Sewer Department as part of their monthly bill. For properties that are not currently on either of these systems, the City bills directly on a quarterly basis. For FY 2014 the City utilize the uniform method of billing allowed under Florida Statute for the fees to be collected under the tax bill as a special assessment.

Basis for Budget Estimate

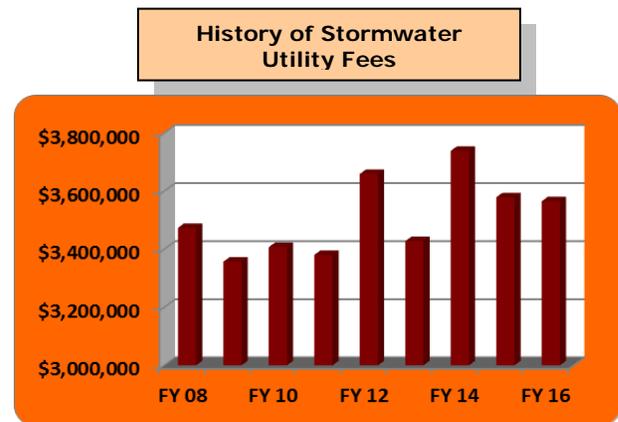
Estimate for the budget is based the number of total ERUs calculated within the City (approximately 72,000) times \$4.00 per month.

Collection History

<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 08	\$3,473,074	
FY 09	\$3,356,630	-3.35%
FY 10	\$3,407,248	1.51%
FY 11	\$3,380,061	-0.80%
FY 12	\$3,658,510	8.24%
FY 13	\$3,427,434	-6.32%
FY 14	\$3,738,462	9.07%
FY 15*	\$3,578,616	-4.28%
FY 16**	\$3,564,845	-0.38%

* Estimated

** Budgeted



Discussion

In FY-07, the City took over the Stormwater Utility from Miami-Dade County in April 2007. FY-08 is the first full year of the Stormwater Utility's operations. One major goal of the new department is to staff up and to secure equipment. Currently, the City contracts for such item as Street cleaning and basin cleaning; however, the goal is to perform such services in-house.

When the City assumed the program, the County turned over its drainage basins, culverts and drains located on City-owner streets. It also turned over approximately 10 miles of canal systems which we have to maintain. Currently the City is paying the County to continue to maintain these canals.

Permitting (Flood Plain Management) Fees

Revenue Description

As part of the requirements the City must comply with in order to participate in the National Flood Insurance Program is a plan review process for all new construction and substantial improvements. The floodplain fees are designed to cover the costs of administering this program to comply with the federal regulations. Fees are charged upon application for a qualifying process, either to the developer or to the resident.

Legal Basis for Revenue

National Flood Insurance Reform Act of 1994 (42 U.S.C. 4101)

City of Miami Gardens Charter Article 4, Section 4.9
 Miami-Dade County Code Chapter 11-C
 City of Miami Gardens Ordinance 2004-07-23
 City of Miami Gardens Ordinance 2009-20-192

Special Requirements

Fee collected must be used for the purposes stated above.

Fund/Account Number: Stormwater Utility Fund
 41-00-00-329-500-00

Use of Revenue: Stormwater Utility. Unrestricted.

Method/Frequency of Payment

Occasional. Floodplain fees are charged upon application for a covered process.

Basis for Budget Estimate: Historical collection.

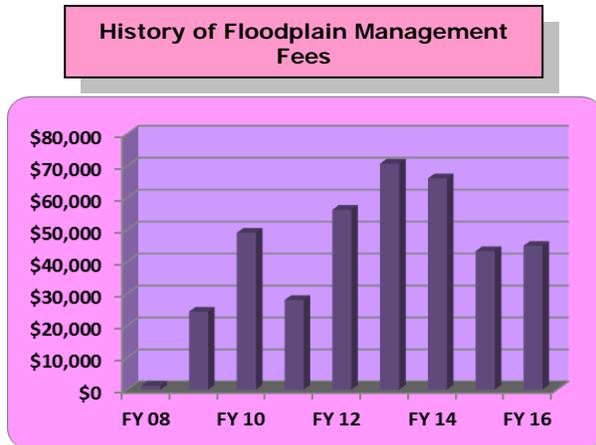
Collection History

<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 08	\$1,205	
FY 09	\$24,394	1924.40%
FY 10	\$49,116	101.34%
FY 11	\$28,045	-42.90%
FY 12	\$56,325	100.84%
FY 13	\$70,776	25.66%
FY 14	\$66,141	-6.55%
FY 15*	\$43,358	-34.45%
FY 16**	\$45,000	3.79%

* Estimated
 ** Budgeted

Discussion

The floodplain management program was established in FY-08. Prior to this, the building department handled elevation certifications. Currently the program is being administered by the Floodplain Administrator in the Public Works Department.



I. ENGINEERING SERVICES DIVISION

D. FLOOD PLAIN MANAGEMENT

1. CERTIFICATE OF COMPLETION REVIEW		\$	55.00
2. CONDITIONAL LOMR REVIEW			
a. Multiple lots – up to 5 lots	1 st 5 lots	\$	275.00
b. Over 5 lots	Each additional	\$	20.00
3. ELEVATION CERTIFICATES			
a. Processing Elevation Certificate		\$	45.00
b. Processing Tie Beam Elevation Certificate		\$	30.00
4. FEE FOR PRIVATE DRAINAGE INSPECTION FOR COMPLIANCE WITH THE PROPERTY MAINTENANCE ORDINANCE.	Each insp.	\$	50.00
The Floodplain Administrator conducts these inspections and coordinates with facility management. The following are options for these facilities once a year:			
a. The City inspects for a charge of \$ 50.00. Any maintenance and associated cost required as a result of this inspection is the facility's responsibility, including requiring a reasonable time frame to fix the system or re-inspection fee if not ready for inspection.			
b. The facility provides an inspection and report to the City, no charge by the City, once a year.			
c. The facility provides maintenance on a yearly basis, and provides receipts to the City annually.			
5. FLOODPLAIN CONSTRUCTION INSPECTIONS			
a. Inspection in lieu of elevation certificate (as allowed)		\$	125.00
b. Re-inspection, after 1 st failed inspection		\$	55.00
c. Substantial damage/improvement inspection		\$	50.00
6. FLOOD PROOFING REVIEW		\$	355.00
7. FLOOD ZONE INQUIRY (to include Flood Zone Letter)		\$	45.00
8. LETTER OF MAP REVISION (LOMR) REVIEW			
a. Single structure		\$	275.00
b. Each additional structure		\$	20.00
9. PLAN REVIEW			
a. Plan Review			
1. Commercial		\$	210.00
2. Residential		\$	90.00
b. Revisions			
1.	50% original fee		
2. MINIMUM		\$	55.00
c. To Establish Substantial Improvement			
1. Commercial		\$	200.00
2. Residential		\$	95.00
10. PREPARATION OF MATERIALS FOR VARIANCES AND APPEALS			
Flood criteria and other finished floor elevations requirements.			
a. Commercial	Each unit	\$	1,175.00
b. Residential	Each unit	\$	695.00
11. PROCESSING OF PUBLIC NOTICES AND ADVERTISEMENT	Each ad	\$	130.00
12. RE-INSPECTIONS		\$	76.00
Work should be completed and ready for inspection at the time the inspection is scheduled. If the work is not ready or does not conform to Code or the approved drawings a re-inspection will be necessary.			
13. REVIEW OF STRUCTURES IN FLOOD ZONE X		\$	275.00
14. SEDIMENT AND EROSION CONTROL INSPECTION		\$	150.00
This is performed to comply with the federal and state NPEDS permit requirements including review, inspection, reports, etc.			

Interest Income

Revenue Description

This revenue results from the investment of idle City funds. Since the City's incorporation, interest earned was retained by the General Fund; however, in FY 08, the City began allocating earned interest to the various operating funds in proportion to their participation in pooled cash.

Legal Basis for Revenue

Florida Statutes §166.231, 180.14, 80.20
 City of Miami Gardens Charter Article 4, Section 4.9 & Article 8, Sections 8.3 & 8.4
 City of Miami Gardens Ordinance 2007-16-122

Special Requirements: None.

Fund/Account Number: Stormwater Utility Fund
 41-00-00-361-100-00

Use of Revenue: Stormwater Fund, unrestricted.

Method/Frequency of Payment

Interest is credited to the City's account on a monthly basis by the respective depository.

Basis for Budget Estimate

Estimate for the budget is based on historical receipts and trend analysis and anticipated cash available.

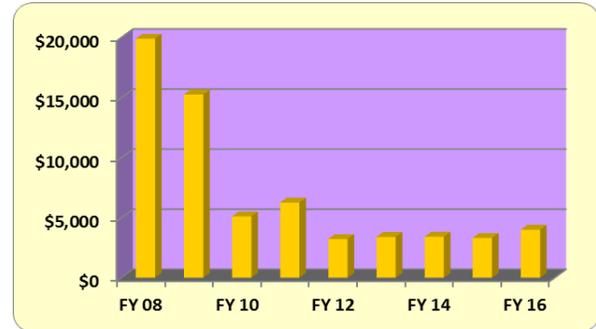
Collection History

<u>Fiscal Year</u>	<u>Amount</u>	<u>% increase/ (Decrease)</u>
FY 08	\$19,902	
FY 09	\$15,254	-23.35%
FY 10	\$5,105	-66.53%
FY 11	\$6,261	22.64%
FY 12	\$3,226	-48.48%
FY 13	\$3,401	5.44%
FY 14	\$3,420	0.56%
FY 15*	\$3,314	-3.10%
FY 16**	\$4,000	20.70%

* Estimated

**Budgeted

History of Earned Interest Income Revenue to the Stormwater Utility Fund



Grants and Donations

Revenue Description

Periodically, the City is awarded construction grants from other governmental agencies or private organizations. These grants are usually specific to a particular project. Revenue may be received in advance of the actual performance, but it is much more likely for the revenues to be received after completion of the activity for which the grant was awarded and paid on a reimbursement basis.

Often, partial draw downs on the grants can be effectuated upon completion of various milestones of progress toward the completion of the activity. With the creation of the Capital Improvement Fund, most grants for capital improvements that were previously received in the other operating Funds are now managed in the CIP Fund except for Stormwater grants as the Stormwater Fund is an enterprise fund and grants should be expensed within the fund.

Legal Basis for Revenue

Florida Statutes §166.231
 City of Miami Gardens Charter Article 4, Section 4.9
 City of Miami Gardens Ordinance 2007-16-122

Special Requirements: None.

Fund/Account Number: Stormwater Fund
 410-00-341-201-00 (State Grant)

Use of Revenue

Stormwater Fund. Restricted to the purpose for which it was received.

Method/Frequency of Payment: Occasional.

Basis for Budget Estimate

Estimate for the budget is based on approved or pending grant awards.

Collection History

<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 08	\$479,360	
FY 09	\$1,159,901	141.97%
FY 10	\$88,275	-92.39%
FY 11	\$147,301	66.87%
FY 12	\$701,670	376.35%
FY 13	\$24,000	-96.58%
FY 14	\$38,650	61.04%
FY 15*	\$360,000	831.44%
FY 16**	\$0	-100.00%

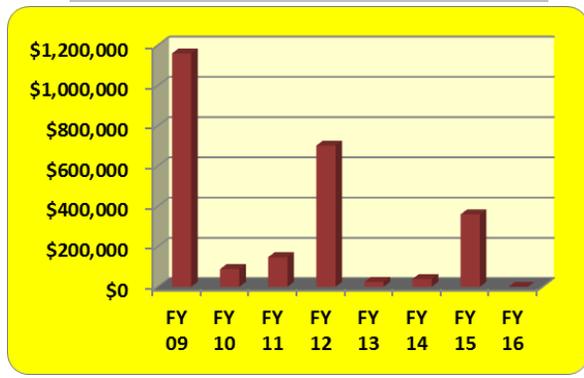
* Estimate
** Budgeted

Discussion

Grants have comprised a major portion of the stormwater construction capital that the City has had available since its inception. Local, state and Federal grants are received for specific projects.

Funds not expended in any particular fiscal year are carried over to the new budget in the same line item for continuity.

History of Grants and Donations in the Stormwater Utility Fund



Other Non-Operating (Unreserved Fund Balance)

Revenue Description

It is the City's policy to budget the City's fund balance reserve each year. This provides additional flexibility should emergency funding be needed and provides the public with transparency with regards to our reserve.

Legal Basis for Revenue

Florida Statutes §166.231, 180.14, 80.20
City of Miami Gardens Charter Article 4, Section 4.9 & Article 8, Sections 8.3 & 8.4
City of Miami Gardens Ordinance 2007-16-122

Special Requirements: None.

Fund/Account Number: Stormwater Utility Fund 41-00-00-389-900-00

Use of Revenue: Restricted to stormwater uses.

Method/Frequency of Payment: N/a.

Basis for Budget Estimate

Budgeted amount is based on prior year's audit or estimate if audit is not complete.

Collection History

<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 08	\$479,360	
FY 09	\$1,159,901	141.97%
FY 10	\$1,375,440	18.58%
FY 11	\$1,250,982	-9.05%
FY 12	\$1,225,840	-2.01%
FY 13	\$1,422,103	16.01%
FY 14	\$1,708,955	20.17%
FY 15*	\$2,049,287	19.91%
FY 16*	\$2,049,287	0.00%

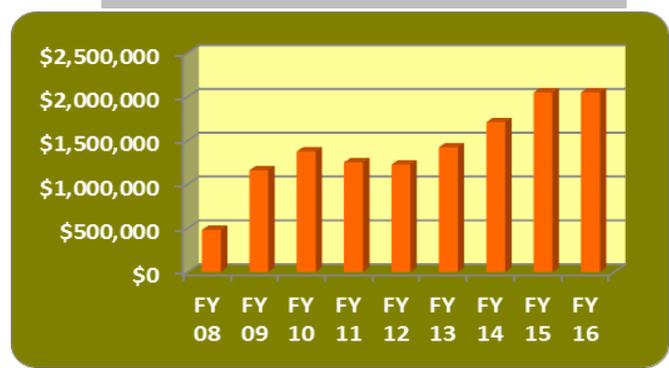
* Estimated

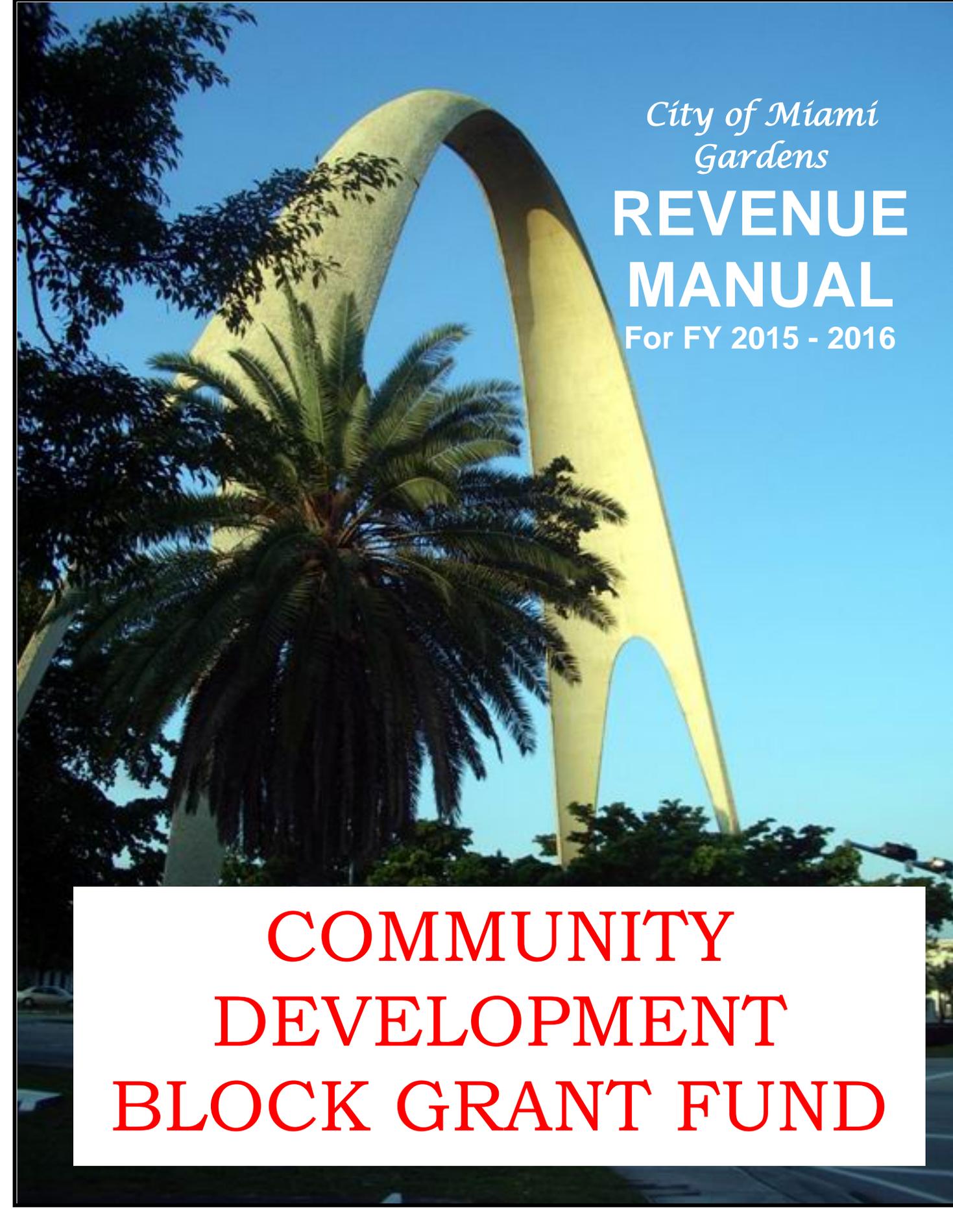
Discussion

The City budgets its entire fund balance in all of its operating funds. Most of the funds appropriated in this manner are from previously, unspent Stormwater Fees.

It is anticipated that the reserve will serve primarily as the funding source for any required match on stormwater grants that the City receives.

History of Budgeted Fund Balance Reserve in the Stormwater Utility Fund





*City of Miami
Gardens*

REVENUE MANUAL

For FY 2015 - 2016

COMMUNITY DEVELOPMENT BLOCK GRANT FUND

Grants and Donations

Revenue Description

Periodically, the City is awarded construction grants from other governmental agencies or private organizations. These grants are usually specific to a particular project. Revenue may be received in advance of the actual performance, but more usual is for the revenues to be received after completion of the activity for which the grant was awarded.

Often, partial draw downs on the grants can be effectuated upon completion of various milestones of progress toward the completion of the activity.

Legal Basis for Revenue

Florida Statutes §166.231
 City of Miami Gardens Charter Article 4, Section 4.9
 City of Miami Gardens Ordinance 2007-16-122

Special Requirements

None.

Fund/Account Number

14-00-00-331-000-00 (Community Development Block Grant)

Use of Revenue

CIP Fund. Restricted to the purpose for which it was received.

Method/Frequency of Payment

Basic grant is by entitlement on a yearly basis. Other donations and grants are received on an occasional basis. There is no set frequency.

Basis for Budget Estimate

Estimate for the budget is based on approved or pending grant awards.

Collection History

<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 08	\$1,849,336	
FY 09	\$3,709,675	100.59%
FY 10	\$6,293,302	69.65%
FY 11	\$5,379,937	-14.51%
FY 12	\$5,883,794	9.37%
FY 13	\$2,069,751	-64.82%
FY 14	\$1,727,704	-16.53%
FY 15*	\$999,851	-42.13%
FY 16*	\$1,000,644	0.08%

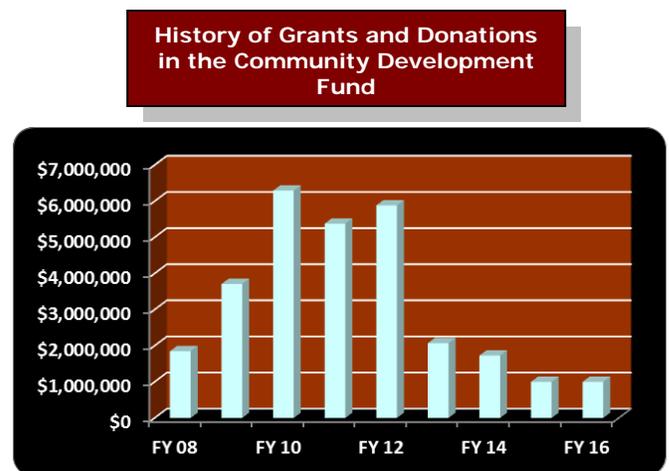
* Awarded amount

Discussion

The City received its first CDBG Grant as an entitlement city in FY-07 after completing its Consolidated Plan. As a result of Hurricane Wilma, the City received grant assistance from the State of Florida for repair and hardening of residential structures throughout the City. The City also received a grant from HUD via Miami-Dade County for a façade renovation program.

In FY-09, the City received approximately \$6.7 million in Neighborhood Stabilization Funds (NSP) in addition to smaller awards from the federal government. In FY-10, the City has been awarded additional NSP funding as well as several ARRA (Stimulus) funding grants.

For the past two years, the City only received award for the CDBG Grant. This is a reimbursable grant, until expenses are incurred, the City cannot draw on the funding.





*City of Miami
Gardens*

REVENUE MANUAL

For FY 2015 - 2016

STATE HOUSING INITIATIVE PARTNERSHIP GRANT FUND

Grants

Revenue Description

The State Housing Initiatives Partnership (SHIP) Program was created for the purpose of providing funds to counties and eligible municipalities as an incentive for the creation of local housing partnerships, to expand production and preservation of affordable housing, to further the housing element of local government comprehensive plans specific to affordable housing, and to increase housing-related employment. Portions of the documentary stamp tax are transferred into the Local Government Housing Trust Fund for distribution to eligible county and municipal governments to fund the implementation of local housing assistance plans.

Legal Basis for Revenue

Laws of Florida, Chapter 2007-198
 Florida Statutes §201.15 and §420.9071(9)
 City of Miami Gardens Charter Article 4, Sec. 4.9
 City of Miami Gardens Ordinance 2007-16-122

Special Requirements

A county or eligible municipality seeking approval to receive its share of the local housing distribution must adopt an ordinance containing several provisions. Additional procedures exist regarding the local government's submission of its local housing assistance plan.

Fund/Account Number: 13-00-00-331-000-00

Use of Revenue

The City must expend its portion of the distribution only to implement a local housing assistance plan. Proceeds may not be expended for the purpose of providing rent subsidies; Additionally, funds may not be pledged to pay the debt service on any bonds.

Method/Frequency of Payment

Basic grant is by entitlement on a yearly basis.

Basis for Budget Estimate

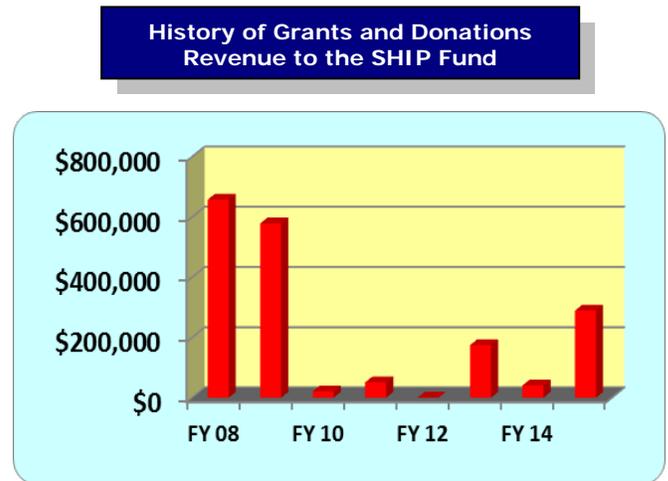
Estimate for the budget is based on approved or pending grant awards.

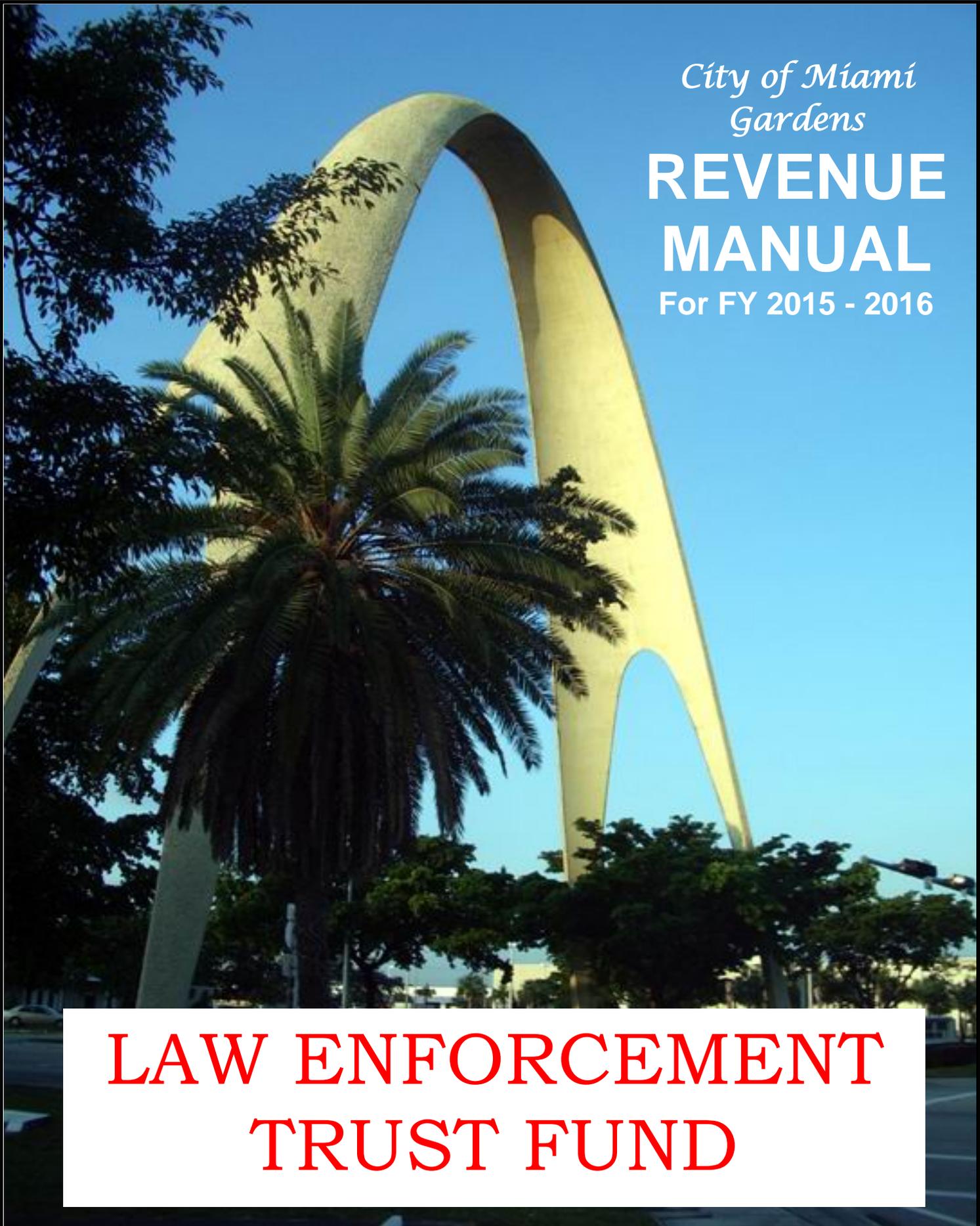
Collection History

<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 08	\$657,872	
FY 09	\$578,827	-12.02%
FY 10	\$20,882	-96.39%
FY 11	\$50,914	143.82%
FY 12	\$0	-100.00%
FY 13	\$174,480	100.00%
FY 14	\$40,767	-76.64%
FY 15	\$289,264	609.55%

Discussion

The City received its first SHIP Grant in FY-07 after completing its Housing Assistance Plan. Funds have been used exclusively for single family housing rehab thus far. There will be no allocation of funds in Florida for FY-12. Funding resumed since FY 13.





*City of Miami
Gardens*

**REVENUE
MANUAL**
For FY 2015 - 2016

**LAW ENFORCEMENT
TRUST FUND**

Law Enforcement Trust Fund (L.E.T.F.) Revenue

Revenue Description

Section 932.701-707, Florida Statutes, establishes the procedure for local law enforcement departments to seize contraband and sell these assets. The law enables law enforcement agencies to seize anything that was used in, or acquired with proceeds of, felonious criminal actions. The seizure is accomplished through a civil process, as opposed to the underlying criminal law-based prosecution. It requires that contraband forfeiture trust funds be used only for the expressly specified purposes set forth in the statute.

Legal Basis for Revenue

Florida Statutes §932.701-707
 City of Miami Gardens Charter Article 4, Section 4.9
 City of Miami Gardens Ordinance 2007-16-122

Special Requirements

Monies received from law enforcement seizures can only be used for specific purposes as outlined in Florida Statutes.

If the seizing agency is a county or municipal agency, the remaining proceeds shall be deposited in a special law enforcement trust fund established by the board of county commissioners or the governing body of the municipality. Such proceeds and interest earned there from shall be used for school resource officer, crime prevention, safe neighborhood, drug abuse education and prevention programs, or for other law enforcement purposes, which include defraying the cost of protracted or complex investigations, providing additional equipment or expertise, purchasing automated external defibrillators for use in law enforcement vehicles, and providing matching funds to obtain federal grants. The proceeds and interest may not be used to meet normal operating expenses of the law enforcement agency.

After July 1, 1992, and during every fiscal year thereafter, any local law enforcement agency that acquires at least \$15,000 pursuant to the Florida Contraband Forfeiture Act within a fiscal year must expend or donate no less than 15 percent of such proceeds for the support or operation of any drug treatment, drug abuse education, drug prevention, crime prevention, safe neighborhood, or school resource officer program(s). The local law enforcement agency has the discretion to determine which program(s) will receive the designated proceeds.

Fund/Account Number: 17-00-00-359-007-00

Use of Revenue

Funds are restricted per the above.

Basis for Budget Estimate

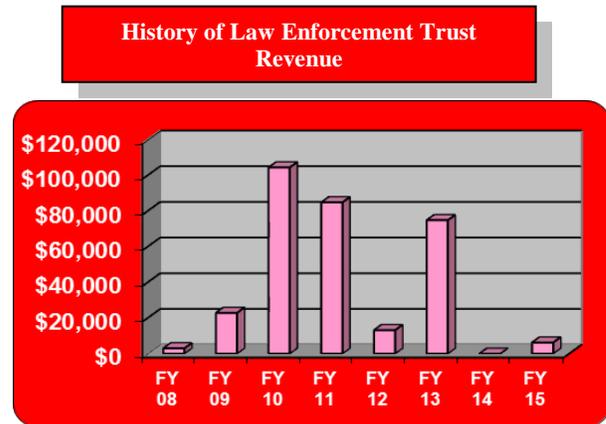
Statutes prohibit the anticipatory budgeting of these funds. Only prior year fund balance can be planned for expenditure in the budget.

Discussion

Prior to FY-08, the City contracted with the Miami-Dade County Police Department for police services, The City did not receive L.E.T.F. funds.

Collection History

<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 08	\$3,000	
FY 09	\$22,910	663.67%
FY 10	\$104,405	355.72%
FY 11	\$84,845	-18.73%
FY 12	\$13,243	-84.39%
FY 13	\$74,855	465.24%
FY 14	\$0	-100.00%
FY 15	\$6,303	100%



Other Non-Operating (Unreserved Fund Balance)

Legal Basis for Revenue

Florida Statutes §932.701-707
 Laws of Florida, Chapter 2007-198
 Florida Statutes §201.15 and §420.9071(9)
 City of Miami Gardens Charter Article 4, Section 4.9
 City of Miami Gardens Ordinance 2007-16-122

Special Requirements: Used per statutes.

Fund/Account Number:

LETF Fund: 1700-00-389-900-00

Use of Revenue

HIP Fund. Restricted to the uses for which it was originally received.

Method/Frequency of Payment

N/A. Money appropriated with budget approval.

Basis for Budget Estimate

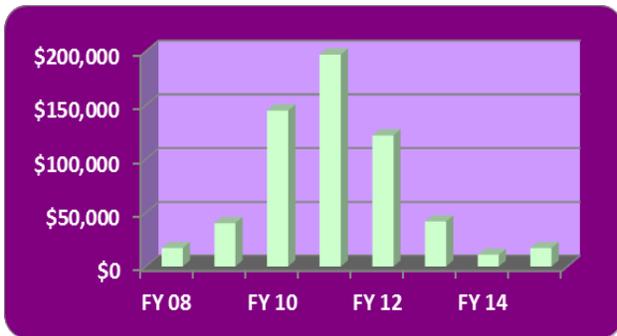
Budgeted amount is based on prior year's audit or an estimate if audit is not available at of budget time.

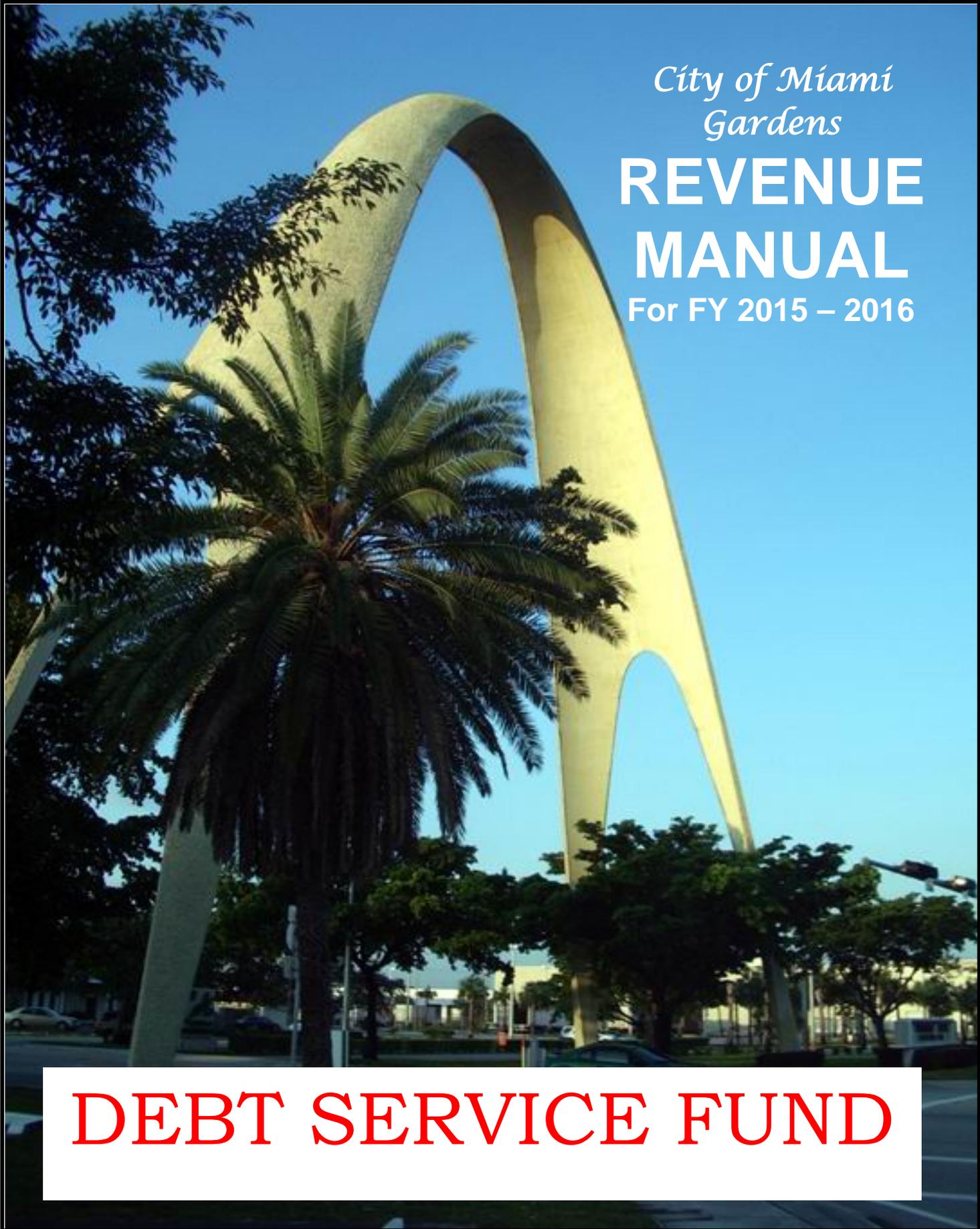
Collection History

<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 08	\$17,041	
FY 09	\$40,291	136.44%
FY 10	\$144,959	259.78%
FY 11	\$196,999	35.90%
FY 12	\$121,821	-38.16%
FY 13	\$41,754	-65.73%
FY 14	\$10,781	-74.18%
FY 15	\$17,041	136.44%

** City does not budgeted for FY 2016

History of Budgeted Fund Balance Reserve in the LETF Fund





*City of Miami
Gardens*

**REVENUE
MANUAL**
For FY 2015 – 2016

DEBT SERVICE FUND

Transfers-In

Revenue Description

As part of the City's internal charge system, the Debt Service Fund is generally responsible for the payment of bond and capital lease debt service for vehicle, equipment and real property purchases. Each year, the department for which the debt was issued must budget and transfer the appropriate debt service amount to the Debt Service Fund to make the bond payment.

This charge is based on the actual debt service for the various vehicles, equipment and real property purchased through bond and capital lease financing.

Legal Basis for Revenue

Florida Statutes §166.231
City of Miami Gardens Charter Article 4, Section 4.9 and Article 8, Section 8.3 and Section 8.4
City of Miami Gardens Ordinance 2007-16-122

Special Requirements

None.

Fund/Account Number

Debt Service Fund 21-00-00-381-000-00

Use of Revenue

Debt Service Fund. Restricted to Debt Service.

Method/Frequency of Payment

The City's Finance Department transfers total prior to the debt service payment date or on a monthly pro-rata basis.

Basis for Budget Estimate

Estimate for the budget is based on actual debt service schedule.

Collection History

<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 10	\$6,637,910	
FY 11	\$9,388,361	41.44%
FY 12	\$9,866,989	5.10%
FY 13	\$8,641,617	(12.42%)
FY 14	\$8,745,307	1.20%
FY 15*	\$21,508,610	145.94%
FY 16**	\$8,892,527	-58.66%

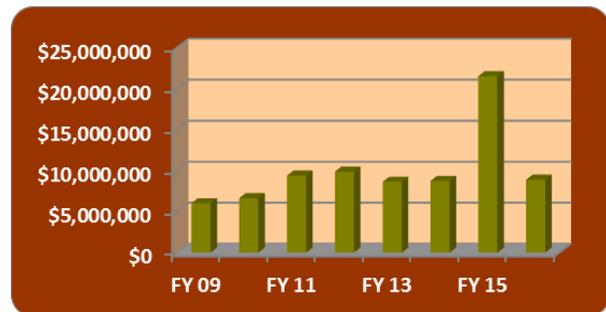
* Estimated
** Budgeted

Discussion

This component of the internal cost allocation system was developed in order to ensure that each department paid its fair share of the debt service from the various city financings. FY-10 and FY-11 jumps in debt service due to the issuance of

two bond issues in FY-10. FY 13 reflects a decrease as one bond issuance is paid off and also utilizing the proceeds of the sale of a property to pay FY-13 debt service instead of transferring funding in from General Fund. A FY-14 increase is attributed to the \$3.7 million master lease agreement issued in FY-13. FY-15 increase is attributed to the assumption that the two economic properties will be sold prior to year-end and paid of the balance of the two loans.

History of Police Debt Transfer to the Debt Service Fund



Ad Valorem Taxes

Revenue Description

In April 2014, the City issued a referendum for voters approval for the issuance of General Obligation Bond to provide funding for building and improvements to Parks and Recreation facilities. The bond proceeds are also to be used for the purchase of crime prevention equipment. The referendum was passed and the General Obligation Debt was issued in July 2014. The City will levy a debt millage for 25 years to provide debt payments for this issuance. The first levy of taxes begins in FY 2015.

Legal Basis for Revenue

Florida Statutes §166.231
City of Miami Gardens Charter Article 4, Section 4.9 and Article 8, Section 8.3 and Section 8.4
City of Miami Gardens Ordinance 2014-09-320

Special Requirements

None.

Fund/Account Number

Debt Service Fund 21-00-00-311-000-00

Use of Revenue

Debt Service Fund. Restricted to GO Bond payment.

Basis for Budget Estimate

Estimate for the budget is based on actual debt service schedule.

Collection History

<i>Fiscal Year</i>	<i>Amount</i>	<i>% increase/ (Decrease)</i>
FY 15	\$4,254,449	
FY 16	\$4,446,215	4.51%

History of Ad Valorem Tax for Debt Service

