

REQUEST FOR PROPOSALS

GENERAL FUND REVENUE ENHANCEMENT STUDY

RFP # 12-09/10

RFP DUE DATE: NOVEMBER 24, 2009 AT 3:00 P.M.

Maria Estevez, Senior Procurement Specialist
PROCUREMENT DIVISION
1700 Convention Center Drive Miami Beach, FL 33139
mariaestevez@miamibeachfl.gov

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MIAMIBEACH



City of Miami Beach, 1700 Convention Center Drive, Miami Beach, Florida 33139, www.miamibeachfl.gov

PROCUREMENT DIVISION

Tel: 305-673-7490, Fax: 786-394-4002

PUBLIC NOTICE

FOR A GENERAL FUND REVENUE ENHANCEMENT STUDY

Request for Proposals (RFP) No. 12-09/10

Scope of Services

The purpose of this RFP is to select a qualified consulting firm to conduct a revenue enhancement study that includes, but it is not limited to: an inventory of City General Fund revenue sources (with the exception of property taxes and building development process related fees); a comparison with other national and local entities; identification of areas where the City is below market; recommended areas where there is the potential to generate additional revenues; and cost analyses for any recommended increases to cost-based fees. Results of the inventory and recommendations would be presented by the consultant to City Manager, Commission Committees, and Commission. Further the consultant will be required to provide written guidelines (process and procedures) for the implementation of the accepted revenue enhancements.

Sealed proposals will be received until **3:00 PM on November 24th, 2009** at the following address:

**City of Miami Beach
City Hall
Procurement Division - Third Floor
1700 Convention Center Drive
Miami Beach, Florida 33139**

Any proposal received after 3:00 PM on November 24th, 2009 will be returned to the proposer unopened. The responsibility for submitting proposals before the stated time and date is solely the responsibility of the proposer.

The City will not be responsible for delays caused by mail, courier service, including U.S. Mail, or any other occurrence.

A Pre-Proposal Submission Meeting is scheduled for November 6th, 2009 at 1:00 P.M. at the following address:

**City of Miami Beach
City Hall – Fourth Floor
1700 Convention Center Drive
City Manager's Large Conference Room
Miami Beach, Florida 33139**

The City of Miami Beach is using **BidSync**, a central bid notification system that provides bid notification services to interested vendors. BidSync allows vendors to register online and receive notification of bids, amendments and awards. Vendors with Internet access should review the registration options at the following website: www.bidsync.com

If you do not have Internet access, please call the BidSync's vendor support group at 801-765-9245.

The City of Miami Beach also utilizes **BidNet** for automatic notification of bid opportunities and document fulfillment. This system allows vendors to register online and receive notification of new bids, amendments and awards. Vendors with Internet access should review the registration options at the following website: www.govbids.com/scripts/southflorida/public/home1.asp. If you do not have Internet access, please call the **BidNet** support group at 800-677-1997 extension # 214.

The City of Miami Beach provides bid information on its website, please visit <http://web.miamibeachfl.gov/procurement/scroll.aspx?id=38686>

Attendance (in person or via telephone) to this Pre-Proposal submission meeting is encouraged and recommended as a source of information, but is not mandatory. Proposers interested in participating in the pre-Proposal submission meeting via telephone must follow these steps:

(1) Dial the TELEPHONE NUMBER: 1-877-953-3061 (Toll-free North America)

(2) Enter the MEETING NUMBER: 8982915#

Proposers who are interested in participating via telephone, please send an e-mail to mariaestevez@miamibeachfl.gov expressing your intent to participate via telephone at least one business day in advance of the meeting.

THE CITY OF MIAMI BEACH RESERVES THE RIGHT TO ACCEPT ANY PROPOSAL DEEMED TO BE IN THE BEST INTEREST OF THE CITY OF MIAMI BEACH, OR WAIVE ANY INFORMALITY IN ANY PROPOSAL. THE CITY OF MIAMI BEACH MAY ALSO REJECT ANY AND ALL PROPOSALS.

YOU ARE HEREBY ADVISED THAT THIS REQUEST FOR PROPOSALS IS SUBJECT TO THE FOLLOWING ORDINANCES/RESOLUTIONS, WHICH MAY BE FOUND ON THE CITY OF MIAMI BEACH WEBSITE: <http://www.miamibeachfl.gov/newcity/depts/purchase/bidintro.asp>

- CONE OF SILENCE -- ORDINANCE NO. 2002-3378
- CODE OF BUSINESS ETHICS -- RESOLUTION NO. 2000-23879.
- DEBARMENT PROCEEDINGS -- ORDINANCE NO. 2000-3234.
- PROTEST PROCEDURES -- ORDINANCE NO. 2002-3344.
- LOBBYIST REGISTRATION AND DISCLOSURE OF FEES -- ORDINANCE NO. 2002-3363.
- CAMPAIGN CONTRIBUTIONS BY VENDORS - ORDINANCE NO. 2003-3389.
- REQUIREMENT FOR CITY CONTRACTORS TO PROVIDE EQUAL BENEFITS FOR DOMESTIC PARTNERS - ORDINANCE NO. 2005-3494 (**ONLY APPLICABLE IF TOTAL COST EXCEEDS \$100K**).

Sincerely,



Gus Lopez, CPPO
Procurement Director



MIAMIBEACH

City of Miami Beach, 1700 Convention Center Drive, Miami Beach, Florida 33139, www.miamibeachfl.gov

PROCUREMENT Division
Tel: 305.673.7490 Fax: 786394.4002

RFP No. 12-09/10

<i>NOTICE TO PROSPECTIVE PROPOSERS</i>

If not submitting a proposal at this time, please detach this sheet from the RFP documents, complete the information requested, and return to the address listed above.

NO PROPOSAL SUBMITTED FOR REASON(S) CHECKED AND/OR INDICATED:

_____ Not responding due to workload issues.

_____ Not responding due to minimum experience requirements.

_____ Not responding due to specifications/scope of services.

_____ Not responding due to timely payment issues.

_____ OTHER. (Please specify) _____

We do _____ do not _____ want to be retained on your mailing list for future proposals for the type or product and/or service.

Signature: _____

Title: _____

Company: _____

Note: Failure to respond, either by submitting a proposal or this completed form, may result in your company being removed from the City's bid list.



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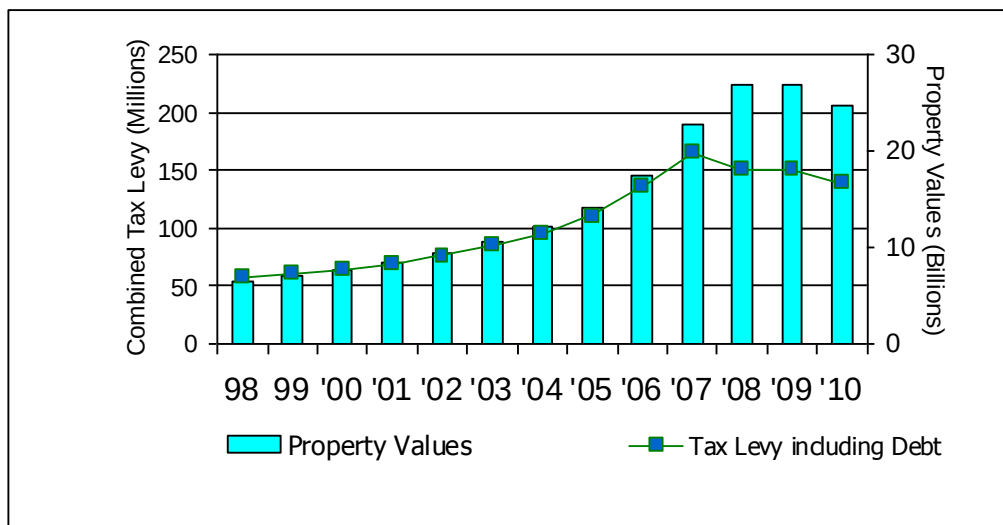
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SECTION I - OVERVIEW AND PROPOSAL PROCEDURES:

A. INTRODUCTION / BACKGROUND

The purpose of this RFP is to select a qualified consulting firm to conduct a revenue enhancement study that includes, but it is not limited to: an inventory of City General Fund revenue sources (with the exception of property taxes and building development process related fees); a comparison with other national and local entities; identification of areas where the City is below market; recommended areas where there is the potential to generate additional revenues; and cost analyses for any recommended increases to cost-based fees. Results of the inventory and recommendations would be presented by the consultant to City Manager, Commission Committees, and Commission. Further the consultant will be required to provide written guidelines (process and procedures) for the implementation of the accepted revenue enhancements.

Over the last several years, the City of Miami Beach has adopted budgets that provided tax and fee relief, while at the same time providing improved services that addressed needs and priorities identified by our community (primarily in public safety, cleanliness, landscaping and beautification, recreation and cultural arts programming, renewal and replacement funding for our facilities, and building/development functions); and providing structural changes that enhanced capital funding and reserves. However, these objectives have become increasingly more challenging in the last three years. Between FY 2007/08 and FY 2009/10, the General Fund absorbed almost \$44 million in reductions, and almost \$50 million across all funds, in a General Fund budget that today is \$226 million.



FY 2010/11 is expected to present even more challenges. The basis of FY 2009/10 property taxes are the certified values from the Miami-Dade County property appraiser's office as of January 1, 2009, while the basis of property taxes for FY 2010/11 will be the certified values as of January 1, 2010. Declines in values of existing properties between January 1 2009 and January 1, 2010 are anticipated, although the degree of the decline is unknown at this time, and the offset experienced by new construction as of January 1, 2009 is not anticipated to be there for this year. A decline in total values similar to the past year, results in an

additional property loss of approximately \$10 million. In addition, based on preliminary analysis by the City's pension actuary, it is anticipated that pension costs could increase by approximately \$6 million just due to the investment declines for the last two years, of which approximately \$5 million would be attributable to the General Fund.

Together, the impact of property value declines and increased pension costs could result in an impact of \$15 million, which could be greater depending on actual certified values as of January 1, 2010; final actuarial valuations as of October 1, 2009, and the impacts of other potential expenditure increases.

The level of property tax revenues will be determined by the City after a thorough review of all other potential revenue enhancements and cost reductions, and thus, are excluded from this study. Similarly, the City has a comprehensive study already underway reviewing building development process fees, and thus, those are also excluded from this study. The Building Development Process Fee Study includes a review of building fees for enforcing the Florida Building Code as well as a review of Fire, Public Works and Planning fees for enforcing other State and local codes that are related to the issuance of a building permit. Other fees reviewed as part of the study included Planning and Zoning fees, annual certificate of use and fire inspection fees and various Public Works rights-of-way permit fees.

To allow a reasonable timeframe for incorporation of the results in the FY 2010/11 proposed city budget, it is desirous to have results by mid calendar year 2010.

B. RFP TIMETABLE

The anticipated schedule for this RFP and contract approval is as follows:

RFP Issued	October 23, 2009
Pre-proposal submission meeting	November 6, 2009
Deadline for receipt of questions	November 14, 2009
Deadline for receipt of Proposals	November 24, 2009, at 3:00 p.m.
Evaluation Committee meeting	December, 2009
Commission approval authorizing negotiations	December, 2009
Contract negotiations	January, 2010
Projected contract start date	January, 2010

C. PROPOSALS SUBMISSION

An original and ten (10) copies of complete proposals must be received no later than 3:00 p.m. on November 24, 2009, at the following address:

**City of Miami Beach
City Hall
Procurement Division -- Third Floor
1700 Convention Center Drive
Miami Beach, Florida 33139**

The original and all copies must be submitted to the Procurement Division in a sealed envelope or container stating on the outside the Proposer's name, address, telephone number, RFP number and title, and due date. **No facsimile, electronic, or e-mail responses will be considered.**

The responsibility for submitting a response to this RFP to the Procurement Division on or before the stated time and date will be solely and strictly that of the Proposer. The City will in no way be responsible for delays caused by the U.S. Post Office or caused by any other entity or by any occurrence. Responses received

after the RFP due date and time will not be accepted and will not be considered.

D. Requirement for City Contractors to Provide Equal Benefits for Domestic Partners (the “Ordinance”)

Proposers are advised that this RFP and any contract awarded pursuant to this procurement process shall be subject to the applicable provisions of Ordinance No. 2005-3494, entitled “Requirement for City Contractors to Provide Equal Benefits for Domestic Partners (the “Ordinance”).” The Ordinance applies to all employees of a Contractor who works within the city limits of the City of Miami Beach, Florida, and the Contractor’s employees located in the United States, but outside of the City of Miami Beach limits, who are directly performing work on the contract within the City of Miami Beach.

All Proposers shall complete and return, with their proposal, the “Declaration: Non-discrimination in Contracts and Benefits” form contained herein. The City shall not enter into any contract unless the Proposers certifies that such firm does not discriminate in the provision of Benefits between employees with Domestic Partners and employees with spouses and/or between the Domestic Partners and spouses of such employees.

Contractors may also comply with the Ordinance by providing an employee with the Cash Equivalent of such Benefit or Benefits, if the City Manager or his designee determines that:

- a. The Contractor shall complete and return the “Reasonable Measures Application” contained herein, and the Cash Equivalent proposed; AND.
- b. The Contractor shall complete and return the “Substantial Compliance Authorization Form” contained herein.

It is important to note that Contractors are considered in compliance if Contractor provides benefits neither to employees’ spouses nor to employees’ Domestic Partners.

E. PRE-PROPOSAL SUBMISSION MEETING

A Pre-Proposal submission meeting is scheduled for **November 6th, 2009 at 1:00 P.M.** at the following address:

**City of Miami Beach
City Hall – Fourth Floor
City Manager’s Small Conference Room
1700 Convention Center Drive
Miami Beach, Florida 33139**

Attendance (in person or via telephone) is encouraged and recommended as a source of information, but is not mandatory. Proposers interested in participating in the pre-RFP submission meeting via telephone must follow these steps:

- (1) Dial the TELEPHONE NUMBER: 1-877-953-3061 (Toll-free North America)
- (2) Enter the MEETING NUMBER: 8982915#

Proposers who are interested in participating via telephone, please send an e-mail to the contact person listed below, expressing your intent to participate via telephone.

F. CONTACT PERSON/ADDITIONAL INFORMATION/ADDENDA

The contact person for this RFP is **Maria Estevez** at phone: 305-673-7234; fax: 786-393-4002; or e-mail: **mestevez@miamibeachfl.gov**. Communications between a proposer, bidder, lobbyist and/or consultant and the Procurement Division are **limited to matters of process or procedure**.

Requests for additional information or clarifications must be made **in writing** to the Procurement Division. Facsimile or e-mail requests are acceptable. Please send all questions to mestevez@miamibeachfl.gov and a copy to guslopez@miamibeachfl.gov and City Clerk's Office RobertParcher@miamibeachfl.gov no later than the date specified in the RFP timetable.

The Procurement Division will issue replies to inquiries and any other corrections or amendments, as it deems necessary, in written addenda issued prior to the deadline for responding to the RFP. Proposers should not rely on representations, statements, or explanations, other than those made in this RFP or in any written addendum to this RFP. **Proposers should verify with the Procurement Division prior to submitting a proposal that all addenda have been received.**

Proposers are advised that oral communications between the Proposer, or their representatives, and the Mayor or City Commissioners and their respective staff, or members of the City's administrative staff (to include the City Manager and his staff), or evaluation committee members, is prohibited.

G. MODIFICATION/WITHDRAWALS OF PROPOSALS

A Proposer may submit a modified proposal to replace all or any portion of a previously submitted proposal up until the proposal due date and time. Modifications received after the proposal due date and time will not be considered.

Proposals shall be irrevocable until contract award unless withdrawn in writing prior to the proposal due date or after expiration of **120** calendar days from the opening of Proposals without a contract award. Letters of withdrawal received after the proposal due date and before said expiration date and letters of withdrawal received after contract award will not be considered.

H. RFP POSTPONEMENT/CANCELLATION/REJECTION

The City may, at its sole and absolute discretion, reject any and all, or parts of any and all, Proposals; re-advertise this RFP; postpone or cancel, at any time, this RFP process; or waive any irregularities in this RFP, or in any Proposals received as a result of this RFP.

I. COSTS INCURRED BY PROPOSERS

All expenses involved with the preparation and submission of Proposals to the City, or any work performed in connection therewith, shall be the sole responsibility of the Proposer(s) and shall not be reimbursed by the City.

J. EXCEPTIONS TO RFP

Proposers must clearly indicate any exceptions they wish to take to any of the terms in this RFP, and outline what alternative is being offered; which exceptions and alternatives shall be included and clearly delineated in proposers' submittal response. The City, at its sole and absolute discretion, may accept or reject the exceptions. In cases in which exceptions are rejected, the City shall require the Proposer to comply with the

particular term and/or condition of the RFP which proposer takes exception to (as said term and/or condition was originally set forth on the RFP).

K. SUNSHINE LAW

Proposers are hereby notified that all proposals, including with or without limitation any and all information and documentation submitted will be available for public inspection after opening of Proposals, in compliance with Chapter 286, Florida Statutes, (the Florida "Government in the Sunshine Law".

L. NEGOTIATIONS

The City may award a contract on the basis of initial offers received, without discussion, or may require Proposers to give oral presentations based on their Proposals. The City reserves the right to enter into further negotiations with the top-ranked Proposer, (following authorization of negotiations by the City). No Proposer shall have any rights in the subject project or property or against the City arising from such negotiations. Notwithstanding the proceeding, the City is in no way obligated to enter into a contract with the top-ranked and/or successful proposer, in the event the parties are unable to negotiate a contract.

M. PROTEST PROCEDURE

Proposers that are not selected may protest any recommendation for selection of award in accordance with the proceedings established pursuant to City of Miami Beach Ordinance No. 2002-3344. **Protest(s) not timely made pursuant to the requirements of Ordinance No. 2002-3344 shall be barred.**

N. RULES; REGULATIONS; LICENSING REQUIREMENTS

Proposers are expected to be familiar with, and comply with, all Federal, State, County, and City laws, ordinances, codes, and regulations that may in any way affect the services offered, including without limitation the Americans with Disabilities Act, Title VII of the Civil Rights Act, the EEOC Uniform Guidelines, and all EEO regulations and guidelines. Ignorance of the law(s) on the part of the Proposer will in no way relieve it from responsibility for compliance.

O. DEFAULT

Failure or refusal of a Proposer to execute a contract following award by the City Commission, or untimely withdrawal of a proposal before such award is made and approved, may result in forfeiture of that portion of any surety required as liquidated damages to the City. Where surety is not required, such failure may result in a claim for damages by the City and may be grounds for removing the Proposer from the City's vendor list.

P. CONFLICT OF INTEREST

All Proposers must disclose, with in their proposal, the name(s) of any officer, director, agent, or immediate family member (spouse, parent, sibling, and child) who is also an employee of the City of Miami Beach. Further, all Proposers must disclose the name of any City employee who owns, either directly or indirectly, an interest of ten (10%) percent or more in the Proposer entity or any of its affiliates.

Q. COMPLIANCE WITH THE CITY'S LOBBYIST LAWS

All Proposers are expected to be or become familiar with all City of Miami Beach Lobbyist laws, as amended from time to time. Proposers shall ensure that all City of Miami Beach Lobbyist laws are complied with, and shall be subject to any and all sanctions, as prescribed herein, including disqualification of their Proposals, in the event of such non-compliance.

R. PROPOSER'S RESPONSIBILITY

Before submitting a proposal, each Proposer shall be solely responsible for making any and all investigations and examinations, as it seems necessary, to ascertain all conditions and requirements affecting the full performance of the contract. Ignorance of such conditions and requirements, and/or failure to make such investigations and examinations, will not relieve the Proposer from any obligation to comply with every detail and with all provisions and requirements of the contract documents, and will not be accepted as a basis for any subsequent claim whatsoever for any monetary consideration on the part of the Proposer.

S. RELATIONSHIP TO THE CITY

It is the intent of the City, and proposers hereby acknowledge and agree, that the successful Proposer is considered to be an independent contractor and that neither the Proposer, nor the Proposer's employees, agents, and/or contractors, shall, under any circumstances, be considered employees or agents of the City.

T. PUBLIC ENTITY CRIME (PEC)

A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crimes may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to public entity, may not be awarded or perform work as a contractor, supplier, sub-contractor, or consultant under a contract with a public entity, and may not transact business with any public entity in excess of the threshold amount provided in Sec. 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

U. CONE OF SILENCE

Pursuant to Section 2-486 of the City Code (entitled "Cone of Silence") proposers are hereby advised that the Cone of Silence requirements listed herein shall apply.

V. DEBARMENT ORDINANCE

Proposers are hereby advised that this RFP is further subject to City of Miami Beach Ordinance No. 2000-3234 (Debarment Ordinance). Debarment may constitute grounds for termination of the contract, as well as, disqualification from consideration on any future City of Miami Beach RFP, RFQ, RFLI, or bid.

W. PROHIBITED CAMPAIGN CONTRIBUTIONS BY VENDORS

Pursuant to Section 38-6 of the City Code, no person who is a vendor to the City shall give a campaign contribution directly, or through a member of the person's immediate family, or through a political action committee, or through any other person, to a candidate, or to the campaign committee of a candidate, for the offices of mayor or commissioner. No candidate, or campaign committee of a candidate for the offices of mayor or commissioner, shall solicit or receive any campaign contribution from a person who is a vendor to the City, or through a member of the person's immediate family, or through a political action committee, or

through any other person on behalf of the person. This prohibition applies to natural persons and to persons who hold a controlling financial interest in business entities.

X. CODE OF BUSINESS ETHICS

Pursuant to Resolution No.2000-23879 each person or entity that seeks to do business with the City shall adopt a Code of Business Ethics ("Code") and submit that Code to the Procurement Division with your bid/response or within five days upon receipt of request.

The Code shall, at a minimum, require your firm or you as a sole proprietor, to comply with all applicable governmental rules and regulations including, among others, the conflict of interest, lobbying and ethics provision of the City Code.

Y. AMERICAN WITH DISABILITIES ACT

Call 305-673-7490/VOICE to request material in accessible format; sign language interpreters (five days in advance when possible), or information on access for persons with disabilities. For more information on ADA compliance please call Robert Halfhill, Public Works Department, at 305-673-7631.

Z. ACCEPTANCE OF GIFTS, FAVORS, SERVICES

Proposers shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the City, for the purpose of influencing consideration of this proposal.

Pursuant to Sec. 2-449 of the City Code, no officer or employee of the City shall accept any gift, favor or service that might reasonably tend improperly to influence him in the discharge of his official duties.

SECTION II -- SCOPE OF WORK/SPECIFICATIONS

Scope of Services

The purpose of issuing this Request for Proposals is to conduct a revenue enhancement study that includes, but it is not limited to: an inventory of City General Fund revenue sources (with the exception of property taxes and building development process related fees); a comparison with other national and local entities; identification of areas where the City is below market; recommended areas where there is the potential to generate additional revenues; and cost analyses for any recommended increases to cost-based fees. An examination of uncollected revenues from existing fees is not anticipated as part of this revenue enhancement study. The scope of services will include the following:

Phase 1 – Pre-planning and project kick-off

1. Meet with staff committee members to review and refine the project methodology and project timelines
2. Review the City's current General Fund revenue sources as summarized in Attachment A (General Fund Revenues) and Attachment B (Note to Revenues).
3. Review relevant current city fee ordinances as applicable, as provided by the City.

Phase 2 – Inventory of Potential Revenue Sources and Structures

1. Develop an inventory of revenue sources and associated fee levels, rental rates, etc. from other municipalities and applicable jurisdictions.
2. Meet with Departments to identify applicable functional units and service types that could be supported by cost based fee or market based rates such as rents, leases, etc. as identified through the inventory above.
3. Provide a comparison to current city revenue sources and structures for each of the functional units defined.

Phase 3 – Recommend Potential Areas for Revenue Enhancement

1. Based on the work conducted in phase 2, identify areas for potential revenue enhancement
2. Prepare supporting analyses for cost based fee enhancements and market based rate enhancements.
3. Project estimated revenue increases by year for 5 years based on the recommended revenue enhancement structures.

Phase 4 – Recommendations

1. Recommend revenue enhancements which are understandable, implementable, and easily updated in response to change.
2. Present recommendations to City staff and attend any Commission Committee workshops or

Commission meetings where the proposed revenue enhancements or related matters are discussed.

3. Provide the City with the model and methodologies to update the allocation of indirect costs on an annual basis, along with the resulting changes to the proposed fee schedule, and train the City staff in the application thereof.
4. Provide legal requirements for the implementation of the recommended revenue enhancements.

Minimum Requirements

The proposals that do not meet the following minimum requirements shall be deemed non-responsive and will not be further evaluated.

1. Previous experience evaluating governmental revenue sources, fees, rental rates etc.

SECTION III – PROPOSAL FORMAT

Proposals must contain the following documents, each fully completed, and signed as required. If any items are omitted, Proposers must submit the documentation within five (5) calendar days upon request from the City, or the proposal shall be deemed non-responsive. **The City will not accept fee/cost information after deadline for receipt of Proposals.**

1. Table of Contents

Outline in sequential order the major areas of the Proposal, including enclosures. All pages must be consecutively numbered and correspond to the table of contents.

2. Proposal Points to Address:

Proposer must respond to all minimum requirements listed below. Proposals which do not contain such documentation may be deemed non-responsive.

- a) **Introduction letter** outlining the Proposer's professional specialization; provide past experience to support the qualifications of the Proposer. Proposers shall submit documents that provide evidence as to the capability to provide and implement the services as outlined in this RFP.
- b) **Proposers must provide documentation** which demonstrates their ability to satisfy all of the requirements detailed in this RFP.
- c) **References:** List at least eight (8) client references, to include contact name, title, company, address, telephone number, **e-mail address**, fax number. The City reserves the right to verify and confirm any information submitted in this process. Such verification may include, but is not limited to, speaking with current and former clients, review of relevant client documentation, site-visitation, and other independent confirmation of data.
- d) **Qualifications of Proposer:** Outline in detail the experience and qualifications of the business and individual members of the Proposer entity and experience of Proposer and/or Proposer members in providing similar projects/programs as the one proposed.

Provide an organizational chart of all personnel and consultants to be used on this project/program and their qualifications. A resume of each individual, including education, experience, and any other pertinent information, shall be included for each team member to be assigned to this Project.

- 1. A brief history of the firm, name(s) of owner and principal(s) and number of years in business. Include the location(s) of the offices. Include all memberships, licenses, and accreditations your firm and employees hold.
 - 2. A listing of the proposed team members for this project, their specific experience, qualifications, licenses currently held, membership affiliations and any other pertinent information as it relates to the requirements outlined in this RFP.
- e) **Past Performance Client Survey Information:**
Past performance information will be collected on all Proposers. Proposers are required to identify and submit their best projects. Proposers will be required to send out Performance Evaluation Surveys to each of their clients.

Please provide your client with the Performance Evaluation Letter and Survey attached herein on pages 29 and 30, and request that your client submit the completed survey to Maria Estevez, at (Fax) 786-394-4002 or (e-mail) mestevez@miamibeachfl.gov; and a copy to Gus

Lopez, at (Fax) 786-394-4007 or (e-mail) guslopez@miamibeachfl.gov . **The City will not accept Client Surveys sent to the Procurement Division from the office of the Proposer. Surveys must be sent to the Procurement Division directly from your client's office(s).** Proposers are responsible for making sure their clients return the Performance Evaluation Surveys to the City. The City reserves the right to verify and confirm any information submitted in this process. Such verification may include, but is not limited to, speaking with current and former clients, review of relevant client documentation, site-visitation, and other independent confirmation of data.

g) Methodology and Approach for the Project.

The Proposer must specifically describe its Proposal methodology and approach.

f) Cost Information:

Submit the proposed fees relative to the responsibilities listed in the scope of services based on a lump sum by phase fee structure, supported by estimated hours and hourly rates for each phase and including all travel cost.

Fee information must be submitted with Proposal. Notwithstanding any cost submitted, the City reserves the right to further negotiate same with the successful Proposer.

3. Acknowledgment of Addenda:

(IF REQUIRED BY ADDENDUM) and Proposer Information forms.

4. Any other Documents Required by this RFP.

NOTE: DECLARATION: NONDISCRIMINATION IN CONTRACTS AND BENEFITS, REASONABLE MEASURES APPLICATION, AND SUBSTANCIAL COMPLIANCE ARE ONLY REQUIRED IF YOUR PROPOSAL COST EXCEEDS \$100K.

SECTION IV – EVALUATION/SELECTION PROCESS

The procedure for Proposal evaluation and selection is as follows:

1. Request for Proposals issued.
2. Receipt of proposals.
3. Opening of responses and determination if they meet the minimum standards of responsiveness.
4. An Evaluation Committee, appointed by the City Manager, shall meet to evaluate each proposal in accordance with the requirements of this RFP. Proposers may be requested to make additional written submissions or oral presentations to the Evaluation Committee.
5. The Evaluation Committee shall recommend to the City Manager the proposal or proposals acceptance of which the Evaluation Committee deems to be in the best interest of the City.

The Evaluation Committee shall base its recommendations on the following factors, for a total of 100 possible points:

- | | |
|---|-----------|
| ○ Qualifications of Individuals assigned to work with the City | 35 points |
| ○ Consultant(s) experience and past performance with similar projects | 20 points |
| ○ Proposed Fees | 35 points |
| ○ Methodology and Approach | 10 points |
6. After considering the recommendation(s) of the Evaluation Committee, the City Manager shall recommend to the Mayor and Commission the proposal or proposals acceptance of which the City Manager deems to be in the best interest of the City.
 7. The City Commission shall consider the City Manager's recommendation(s) as it deems appropriate, and approve the City Manager's recommendation(s); may make its own recommendation (s); may reject all proposals; or may prescribe such other action, as it deems necessary and in the best interest of the City.

In consideration of its recommendation, the Mayor and City Commission may consider and give preference and/or additional consideration to a proposal and/or proposals which, in the determination of the City Commission, provide a "community" and/or "public" benefit, which added benefit the City Commission may deem is in the best interest of the City of Miami Beach.
 8. Following recommendation of award by the City Commission, negotiations between the selected Proposers and the City Administration take place to arrive at a contract. If the Mayor and Commission has so directed, the City Manager may proceed to negotiate a contract with a proposer other than the top-ranked proposer if the negotiations with the top-ranked proposer fail to produce a mutually acceptable contract within a reasonable period of time.
 9. A proposed contract or contracts are presented to the Mayor and Commission for approval, modification and approval, or rejection.
 10. If and when a contract or contracts acceptable to the respective parties is approved by the Mayor and Commission, the Mayor and City Clerk sign the contract(s) after the selected proposer(s) has (or have) done so.

By submitting a proposal, all Proposers shall be deemed to understand and agree that no property interest or legal right of any kind shall be created at any point during the aforesaid evaluation/selection process until and unless a contract has been agreed to and signed by both parties.

INSURANCE CHECK LIST

- XXX 1. Workers' Compensation and Employer's Liability per the statutory limits of the state of Florida.
- XXX 2. Comprehensive General Liability (occurrence form), limits of liability \$ 1,000,000.00 per occurrence for bodily injury property damage to include Premises/ Operations; Products, Completed Operations and Contractual Liability. **Contractual Liability** and Contractual Indemnity (Hold harmless endorsement exactly as written in "insurance requirements" of specifications).
- XXX3. Automobile Liability - \$1,000,000 each occurrence - owned/non-owned/hired automobiles included.
4. Excess Liability - \$. 00 per occurrence to follow the primary coverages.
- XXX 5. The City must be named as and additional insured on the liability policies; and it **must** be stated on the certificate.
6. Other Insurance as indicated:
- | | |
|---|---------------------------|
| <u> </u> Builders Risk completed value | \$ <u> </u> . 00 |
| <u> </u> Liquor Liability | \$ <u> </u> . 00 |
| <u> </u> Fire Legal Liability | \$ <u> </u> . 00 |
| <u> </u> Protection and Indemnity | \$ <u> </u> . 00 |
| <u> </u> Professional Liability | \$ <u> </u> .00 |
| <u> </u> Employee Dishonesty Bond | \$ <u> </u> .00 |
| <u> </u> Theft Covering Money and/or Property
Of Others | \$ <u> </u> .00 |
- XXX 7. Thirty (30) days written cancellation notice required.
- XXX 8. Best's guide rating B+:VI or better, latest edition.
- XXX 9. The certificate must state the RFP number and title

PROPOSER AND INSURANCE AGENT STATEMENT:

We understand the Insurance Requirements of these specifications and that evidence of this insurance may be required within five (5) days after Proposal opening. **Selected Proposer's failure to procure or maintain required insurance program shall constitute a material breach of Agreement under which City may immediately terminate the proposed Agreement.**

Proposer

Signature of Proposer

PROPOSER INFORMATION

Submitted by: _____

Proposer (Entity): _____

Signature: _____

Name (Printed): _____

Address: _____

City/State: _____

Telephone: _____

Fax: _____

E-mail: _____

Federal ID# _____

It is understood and agreed by Proposer that the City reserves the right to reject any and all Proposals, to make awards on all items or any items according to the best interest of the City, and to waive any irregularities in the RFP or in the Proposals received as a result of the RFP. It is also understood and agreed by the Proposer that by submitting a proposal, Proposer shall be deemed to understand and agree that no property interest or legal right of any kind shall be created at any time until and unless a contract has been agreed to and signed by both parties.

(Authorized Signature) (Date)

(Printed Name)

REQUEST FOR PROPOSALS NO. 12-09/10
ACKNOWLEDGMENT OF ADDENDA

Directions: Complete Part I or Part II, whichever applies.

Part I: Listed below are the dates of issue for each Addendum received in connection with this RFP: 12-09/10:

Addendum No. 1, Dated _____

Addendum No. 2, Dated _____

Addendum No. 3, Dated _____

Addendum No. 4, Dated _____

Addendum No. 5, Dated _____

Part II: _____ No addendum was received in connection with this RFP.

Verified with Procurement staff

Name of staff

Date

Proposer -Name

Date

Signature

DECLARATION

TO: City of Miami Beach
City Hall
1700 Convention Center Drive
Procurement Division
Miami Beach, Florida 33139

Submitted this _____ day of _____, 2009.

The undersigned, as Proposer, declares that the only persons interested in this Proposal are named herein; that no other person has any interest in this responses or in the contract to which this response pertains; that this response is made without connection or arrangement with any other person; and that this response is in every respect fair and made in good faith, without collusion or fraud.

The Proposer agrees if this response is accepted, to execute an appropriate City of Miami Beach document for the purpose of establishing a formal contractual relationship between the Proposer and the City, Florida, for the performance of all requirements to which the response pertains.

The Proposer states that the response is based upon the documents identified by the following number: RFP No. 34-07/08.

WITNESS

PRINTED NAME

WITNESS

PRINTED NAME

PROPOSER SIGNATURE

PRINTED NAME

TITLE

**SWORN STATEMENT UNDER SECTION
287.133(3)(a), FLORIDA STATUTES, ON PUBLIC
ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC
OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to _____
[print name of public entity]
- by _____
[print individual's name and title]
- for _____
[print name of entity submitting sworn statement]
- whose business address is _____
- and (if applicable) its Federal Employer Identification Number (FEIN) is _____ (If the
entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:
_____ .)
4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), **Florida Statutes**, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), **Florida Statutes**, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in Paragraph 287.133 (1)(a), **Florida Statutes**, means:
- 1) A predecessor or successor of a person convicted of a public entity crime; or
 - 2) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

- 5) I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
- 6) Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **[indicate which statement applies.]**

_____ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. **[attach a copy of the final order]**

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

[signature]

Sworn to and subscribed before me this _____ day of _____, 2009

Personally known _____

OR Produced identification _____ Notary Public - State of _____

_____ My commission expires _____
(Type of Identification)

(Printed typed or stamped Commissioned name of Notary Public)

QUESTIONNAIRE

Proposer's Name:

Principal Office Address:

Official Representative:

**Individual
Partnership (Circle One)
Corporation**

**If a Corporation, answer this:
When Incorporated:**

In what State:

**If a Foreign Corporation:
Date of Registration with
Florida Secretary of State:**

Name of Resident Agent:

Address of Resident Agent:

President's Name:

Vice-President's Name:

Treasurer's Name:

Members of Board of Directors

Questionnaire (continued)

If a Partnership:

Date of organization:

General or Limited Partnership*:

Name and Address of Each Partner:

NAME

ADDRESS

*** Designate general partners in a Limited Partnership**

1. Number of years of relevant experience in operating same or similar business:_____

2. Have any agreements held by Proposer for a project ever been canceled?
Yes () No ()

If yes, give details on a separate sheet.

3. Has the Proposer or any principals of the applicant organization failed to qualify as a responsible Bidder/Proposer refused to enter into a contract after an award has been made, failed to complete a contract during the past five (5) years, or been declared to be in default in any contract in the last 5 years?

If yes, please explain:

Questionnaire (continued)

4. Has the Proposer or any of its principals ever been declared bankrupt or reorganized under Chapter 11 or put into receivership? Yes () No ()

If yes, give date, court jurisdiction, action taken, and any other explanation deemed necessary on a separate sheet.

5. Person or persons interested in this RFP and Qualification Form have () have not () been convicted by a Federal, State, County, or Municipal Court of any violation of law, other than traffic violations. To include stockholders over ten percent (10%). (Strike out inappropriate words)

Explain any convictions:

6. Lawsuits (any) pending or completed involving the corporation, partnership or individuals with more than ten percent (10%) interest:

A. List all pending lawsuits:

B. List all judgments from lawsuits in the last five (5) years:

C. List any criminal violations and/or convictions of the Proposer and/or any of its principals:

7. Conflicts of Interest. The following relationships are the only potential, actual, or perceived conflicts of interest in connection with this proposal: (If none, state same.)

Questionnaire (continued)

- 8. Public Disclosure.** In order to determine whether the members of the Evaluation Committee for this Request for Proposals have any association or relationships which would constitute a conflict of interest, either actual or perceived, with any Proposer and/or individuals and entities comprising or representing such Proposer and in an attempt to ensure full and complete disclosure regarding this contract, all Proposers are required to disclose all persons and entities who may be involved with this Proposal. This list shall include public relation firms, lawyers and lobbyists. The Procurement Division shall be notified in writing if any person or entity is added to this list after receipt of proposals.

- 9. Are there any pending discussions relative to mergers, acquisitions, partnerships, or assignment of contract?**

Questionnaire (continued)

The Proposer understands that information contained in this Questionnaire will be relied upon by the City in awarding the proposed contract, and such information is warranted by the Proposer to be true and accurate. The Proposer agrees to furnish such additional information, prior to acceptance of any proposal relating to the qualifications of the Proposer, as may be required by the City Manager. The Proposer further understands that the information contained in this Questionnaire may be confirmed through a background investigation conducted by the City, through the Miami Beach Police Department. By submitting this Questionnaire the Proposer agrees to cooperate with this investigation, including but not limited to, fingerprinting and providing information for a credit check.

PROPOSER

WITNESS:

IF INDIVIDUAL:

Signature

Signature

Print Name

Print Name

WITNESS:

IF PARTNERSHIP:

Signature

Print Name of Firm

Print Name

Address

By:

General Partner

Print Name

ATTEST:

IF CORPORATION:

Secretary

Print Name of Corporation

Print Name

Address

By:

President

Print Name

(CORPORATE SEAL)



MIAMIBEACH

City of Miami Beach, 1700 Convention Center Drive, Miami Beach, Florida 33139, www.miamibeachfl.gov

PROCUREMENT DIVISION

Tel: 305.673.7490 , Fax: 786.394.4002

To:

Phone:

Fax:

E-mail:

Subject: Performance Evaluation of _____
Number of pages including cover: 2

To Whom It May Concern:

The City of Miami Beach has implemented a process that collects past performance information pursuant to the submittal of responses to this Request for Proposal (RFP) No. 12-09/10 entitled "General Fund Revenue Enhancement Study." The information will be used to assist City of Miami Beach in the evaluation of proposals received in response to the RFP.

The company listed in the subject line has chosen to participate in this RFP. They have listed you as a past client for which they have provided services. Both the company and City of Miami Beach would greatly appreciate you taking a few minutes of your time to complete the accompanying questionnaire.

Please review all items in the following document and answer the questions to the best of your knowledge. If you cannot answer a particular question, please leave it blank. Please return this questionnaire to Maria Estevez by **November 24, 2009** via fax: 786.394.4002; or e-mail mestevez@miamibeachfl.gov

Thank you for your time and effort.

Gus Lopez, CPPO
Procurement Director



City of Miami Beach, 1700 Convention Center Drive, Miami Beach, Florida 33139, www.miamibeachfl.gov

PROCUREMENT DIVISION

Tel: 305.673.7490 , Fax: 786.394.4002

PERFORMANCE EVALUATION SURVEY

Contractor Name: _____

Point of Contact: _____

Phone and e-mail: _____

Please evaluate the performance of the contractor (10 means you are very satisfied and have no questions about hiring them again, and 1 is if you would never hire them again because of very poor performance). If you don't know, please leave blank.

NO	CRITERIA	UNIT	
1	Ability to manage the project and budget costs	(1-10)	
2	Ability to maintain the schedule (complete on-time or early)	(1-10)	
3	Quality of inventory of other General Fund revenue sources at a state and national level	(1-10)	
4	Quality of work papers/documentation supporting recommended fee levels, rental rates, etc.	(1-10)	
5	Professionalism and ability to manage the scope and objectives of the project	(1-10)	
6	Communication of results of revenue enhancement recommendations to the elected officials	(1-10)	
7	Ease of implementation of revenue enhancement recommendations	(1-10)	
8	Communications of revenue enhancement recommendations to the public	(1-10)	
9	Ease of updating revenue enhancement recommendations over time based on methodology provided by the consultant	(1-10)	
10	Overall customer satisfaction and hiring again based on performance	(1-10)	

Overall Comments: _____

Agency or Contact Reference Business Name: _____

Contact Name: _____

Contact Phone and e-mail: _____

Date of Services: _____

Dollar Amount for Services: _____

Please return this questionnaire to Maria Estevez by November 24, 2009 via fax: 786.394.4002; or e-mail mestevez@miamibeachfl.gov

ATTACHMENT "A"

REVENUE SUMMARY Comparison by Fund and Major Category

Fund and Major Category	Actual FY 2006/07	Actual FY 2007/08	Adopted FY 2008/09	Projected FY 2008/09	Adopted FY 2009/10	Adp 10-Adp 09 Variance
GENERAL FUND						
OPERATING						
Ad Valorem Taxes						
Property Tax (5.5472)	\$ 127,380,544	\$ 112,418,871	\$ 113,704,841	\$ 112,005,310	\$ 103,809,283	\$ (9,895,558)
Property Tax (5.5472)-So Pt Costs	7,718,251	7,718,251	10,014,389	10,014,389	9,896,609	(117,780)
Property Tax (0.1083)-Capital R & R	3,266,096	3,266,096	2,218,974	2,218,974	2,026,707	(192,267)
Property Tax (0.1083)-So Pt Cap R&R	258,990	234,435	0	0	0	0
Property Tax - Norm Shores (0.8567)	41,300	148,820	98,981	98,981	95,795	(3,186)
Other Taxes	23,236,517	24,045,664	24,001,750	24,607,625	24,040,704	36,954
Licenses and Permits	19,954,983	19,327,819	14,807,042	19,835,485	14,526,875	(280,167)
Intergovernmental	11,088,871	10,202,861	10,001,420	9,297,550	9,172,470	(828,950)
Charges for Services	8,494,678	7,996,660	10,937,981	9,206,314	9,693,288	(1,244,693)
Fines and Forfeits	1,607,179	2,341,561	2,075,000	2,155,075	3,182,000	1,107,000
Interest	10,436,731	7,837,849	6,310,000	6,060,000	5,336,000	(974,000)
Rents and Leases	4,024,252	4,424,592	4,483,002	4,466,682	4,578,161	95,159
Miscellaneous	6,147,329	7,077,119	7,685,555	7,374,714	8,590,050	904,495
Other	28,311,423	28,359,352	29,027,990	29,027,990	29,841,375	813,385
Reserves-Building Dept Operations	0	0	0	0	1,546,709	1,546,709
Fund Balance	0	0	0	0	0	0
TOTAL	\$ 251,967,144	\$ 235,399,950	\$ 235,366,925	\$ 236,369,089	\$ 226,336,026	\$ (9,030,899)

Fund and Major Category	Actual FY 2006/07	Actual FY 2007/08	Adopted FY 2008/09	Projected FY 2008/09	Adopted FY 2009/10	Adp 10-Adp 09 Variance
GENERAL FUND						
AD VALOREM TAXES *						
Property Tax (5.5472)	\$ 127,380,544	\$ 112,418,871	\$ 113,704,841	\$ 112,005,310	\$ 103,809,283	\$ (9,895,558)
Property Tax (5.5472)-So Pt Costs	7,718,251	7,718,251	10,014,389	10,014,389	9,896,609	(117,780)
Property Tax (0.1083)-Capital R & R	3,266,096	3,266,096	2,218,974	2,218,974	2,026,707	(192,267)
Property Tax (0.1083)-So Pt Cap R&R	258,990	234,435	0	0	0	0
Property Tax - Norm Shores (0.8567)	41,300	148,820	98,981	98,981	95,795	(3,186)
TOTAL	\$ 138,665,181	\$ 123,786,473	\$ 126,037,185	\$ 124,337,654	\$ 115,828,394	\$ (10,208,791)
OTHER TAXES						
FRANCHISE TAXES						
Electricity *	\$ 8,169,741	\$ 8,218,820	\$ 8,455,200	\$ 8,500,000	\$ 8,524,304	\$ 69,104
Gas*	671,537	587,707	670,000	620,000	620,000	(50,000)
Cable T.V. *	1,296,846	1,453,290	1,416,000	1,379,000	1,342,000	(74,000)
Subtotal	\$ 10,138,124	\$ 10,259,817	\$ 10,541,200	\$ 10,499,000	\$ 10,486,304	\$ (54,896)
UTILITY TAXES						
Electricity *	\$ 7,718,812	\$ 7,930,859	\$ 8,205,600	\$ 7,900,000	\$ 7,916,000	\$ (289,600)
Telephone *						
A.T. & T.	86,934	57,904	60,000	91,625	54,000	(6,000)
A.T. & T. Wireless	689,864	1,023,329	804,000	1,600,000	1,400,000	596,000
BellSouth	1,231,895	1,141,201	1,173,250	945,000	909,000	(264,250)
Other-Telephone Co.'s	2,458,809	2,821,240	2,200,000	2,500,000	2,200,000	0
E-911 Telephone	292,337	269,731	270,000	280,000	270,000	0
E-911 wireless telephone	206,633	283,591	290,000	300,000	308,400	18,400
Gas*						
Peoples	407,688	446,451	444,400	480,000	485,000	40,600
Other-Companies	10,216	8,604	10,300	9,000	9,000	(1,300)
Fuel Oil	3,185	2,937	3,000	3,000	3,000	0
Subtotal	\$ 13,098,393	\$ 13,765,847	\$ 13,480,550	\$ 14,108,625	\$ 13,554,400	\$ 93,850
TOTAL	\$ 23,236,517	\$ 24,045,664	\$ 24,001,750	\$ 24,607,625	\$ 24,040,704	\$ 38,954
LICENSES AND PERMITS						
BUSINESS TAX RECEIPTS*						
City Business Tax Receipts	\$ 3,487,418	\$ 3,163,419	\$ 3,675,000	\$ 3,500,000	\$ 3,687,000	\$ 12,000
County Business Tax Receipts	175,378	178,383	208,000	182,000	185,000	(21,000)
Subtotal	\$ 3,662,796	\$ 3,341,802	\$ 3,883,000	\$ 3,682,000	\$ 3,872,000	\$ (9,000)
PERMITS *						
Building*	\$ 8,134,498	\$ 8,998,069	\$ 4,000,000	\$ 9,416,315	\$ 4,701,750	\$ 701,750
Bldg Fee offset-other Bldg permit related increases*	0	0	0	0	(1,546,709)	(1,546,709)
Building Recertification*	112,840	106,575	60,000	135,000	75,000	15,000
Certificate of Completion*	114,773	114,273	85,000	319,157	325,000	240,000
Certificate of Occupancy*	618,903	391,552	630,000	246,321	250,000	(380,000)
Certificate of Use*	398,272	369,840	400,000	400,000	400,000	0
Demolition	178,063	91,049	100,000	115,287	100,000	0
Electrical*	1,128,859	893,769	850,000	590,000	560,000	(290,000)
Elevator Inspection*	648,434	535,939	460,000	420,000	420,000	(40,000)
Fire Inspection - Annual	34,397	290,096	350,000	360,000	330,000	(20,000)
Fire Plan Review - Building Permit*	656,958	679,325	370,000	620,000	1,013,297	643,297
Garage Sale*	2,660	1,960	3,000	3,000	3,000	0
Marine*	6,859	6,348	6,500	10,000	10,000	3,500
Mechanical*	744,489	532,068	400,000	400,000	500,000	100,000
Building Training Surcharge*	260,530	40,211	330,042	482,710	0	(330,042)
Plans Review/Planning - Bldg Permit*	164,236	128,346	120,000	120,000	963,603	843,603
Plumbing*	909,441	502,856	750,000	461,795	400,000	(350,000)
Police Towing	101,050	86,500	105,000	142,900	107,625	2,825
Sidewalk*	902,559	943,560	1,000,000	1,060,000	980,000	(20,000)
Public Work fees - Bldg Permit*	0	0	0	0	131,809	131,809
Special Events*	273,479	316,316	225,500	210,000	225,500	0
News Rack Permit*	37,615	(4,800)	60,000	35,000	40,000	(20,000)
Work in right-of-way*	653,468	855,151	456,000	461,000	500,000	44,000
Other	189,802	101,014	165,000	165,000	165,000	0
Subtotal	\$ 16,292,187	\$ 15,986,017	\$ 10,926,042	\$ 16,153,485	\$ 10,654,875	\$ (271,167)
TOTAL	\$ 19,954,983	\$ 19,327,819	\$ 14,807,042	\$ 19,835,485	\$ 14,526,875	\$ (280,167)

* See Notes To Revenues

Fund and Major Category	Actual FY 2006/07	Actual FY 2007/08	Adopted FY 2008/09	Projected FY 2008/09	Adopted FY 2009/10	Adp 10-Adp 09 Variance
INTERGOVERNMENTAL REVENUES						
STATE REVENUE SHARING						
Sales Tax Proceeds *	\$ 1,917,752	\$ 1,798,944	\$ 1,755,000	\$ 1,725,700	\$ 1,637,700	\$ (117,300)
Local Option Gas Tax (6 cents)*	1,260,432	1,104,479	1,140,000	1,052,600	1,075,000	(65,000)
Local Option Gas Tax (3 cents)*	473,013	427,176	420,000	404,500	410,000	(10,000)
LOGT/School Guards	34,152	36,541	32,700	32,700	32,700	0
Motor Fuel Tax	896,779	671,186	637,080	695,000	695,000	57,920
Liquor Licenses*	228,046	222,542	205,000	205,000	215,000	10,000
Local Gov't 1/2 Cent Sales Tax *	6,195,233	5,861,189	5,725,000	5,100,000	5,020,430	(704,570)
Firefighters Supplemental*	83,464	80,804	86,640	82,050	86,640	0
TOTAL	\$ 11,088,871	\$ 10,202,861	\$ 10,001,420	\$ 9,297,550	\$ 9,172,470	\$ (828,950)
CHARGES FOR SERVICE						
GENERAL GOVERNMENT*						
Photocopies	\$ 51,057	\$ 56,261	\$ 45,000	\$ 80,000	\$ 55,000	\$ 10,000
Passport Application Fees	51,152	57,383	30,000	30,000	30,000	0
Concurrency Statement Fees	55,028	34,470	50,000	25,000	30,000	(20,000)
Microfilm - Building	7,408	9,160	15,000	6,000	6,000	(9,000)
Subtotal	\$ 164,645	\$ 157,274	\$ 140,000	\$ 141,000	\$ 121,000	\$ (19,000)
PUBLIC SAFETY*						
Fire-Rescue	\$ 1,437,065	\$ 1,060,504	\$ 1,313,000	\$ 1,392,410	\$ 1,267,500	\$ (45,500)
Off Duty Admin - Police	601,986	556,484	1,110,000	850,000	810,000	(300,000)
Off Duty Admin - Fire	57,462	50,693	51,000	60,000	54,000	3,000
Hazardous Materials	0	0	27,500	0	0	(27,500)
Subtotal	\$ 2,096,513	\$ 1,667,681	\$ 2,501,500	\$ 2,302,410	\$ 2,131,500	\$ (370,000)
CULTURE AND RECREATION*						
Pools	\$ 120,264	\$ 123,833	\$ 117,000	\$ 30,000	\$ 26,500	\$ (90,500)
Tennis Centers	66,215	30,515	41,000	41,000	41,000	0
Athletics	133,752	156,749	60,000	175,000	175,000	115,000
Children's Trust	472,532	436,009	459,081	450,000	390,000	(69,081)
After School Programs	202,570	187,170	141,000	150,000	131,000	(10,000)
Summer Programs	315,437	271,363	313,000	350,000	281,500	(31,500)
Entrance Fee	8,364	5,530	5,000	4,475	5,250	250
Food & Beverage	15,246	3,628	5,500	0	0	(5,500)
Miami Beach Golf Club	4,272,213	4,222,431	4,213,950	3,847,300	3,861,408	(352,542)
Normandy Shores Golf Club	0	0	2,337,850	1,076,629	1,870,130	(467,720)
Gymnastics	33,308	30,810	30,000	25,000	25,000	(5,000)
Classes	388,839	472,298	410,600	442,000	446,000	35,400
Rentals	171,301	180,960	152,000	155,000	150,500	(1,500)
Recreation Advertising	13,930	10,845	4,000	10,000	23,500	19,500
Recreation Miscellaneous	19,749	39,764	6,500	6,500	14,000	7,500
Subtotal	\$ 6,233,520	\$ 6,171,705	\$ 8,296,481	\$ 6,762,904	\$ 7,440,788	\$ (855,683)
TOTAL	\$ 8,494,678	\$ 7,996,660	\$ 10,937,981	\$ 9,206,314	\$ 9,693,288	\$ (1,244,693)
FINES AND FORFEITS						
County Court Fines - Traffic*	\$ 829,960	\$ 969,288	\$ 900,000	\$ 808,760	\$ 927,000	\$ 27,000
County Court Fines - Parking*	220,278	262,313	300,000	375,315	313,000	13,000
Parking/School Guards	35,463	52,614	35,000	50,000	52,000	17,000
Traffic Ticket Surcharge	0	0	45,000	0	45,000	0
Cost Recovery-Police*	0	0	38,000	20,000	38,000	0
False Alarm Fines	21,820	13,610	20,000	15,000	10,000	(10,000)
Red Light Cameras*	0	0	0	0	1,000,000	1,000,000
Code Enforcement Violations*	124,815	626,132	500,000	550,000	500,000	0
Building Code Violations*	183,707	270,790	150,000	250,000	210,000	60,000
Fire Code Violations*	159,426	135,731	75,000	75,000	75,000	0
Fire Overcrowding Fines	17,400	8,375	10,000	9,000	10,000	0
Requests for Appeals	850	671	1,000	1,000	1,000	0
Other	13,460	2,037	1,000	1,000	1,000	0
TOTAL	\$ 1,607,179	\$ 2,341,561	\$ 2,075,000	\$ 2,155,075	\$ 3,182,000	\$ 1,107,000
INTEREST EARNINGS						
Interest Earnings*	\$ 10,052,133	\$ 7,562,678	\$ 6,000,000	\$ 5,750,000	\$ 5,026,000	\$ (974,000)
Interest other	384,598	275,171	300,000	300,000	300,000	0
Administrative Fees*	0	0	10,000	10,000	10,000	0
TOTAL	\$ 10,436,731	\$ 7,837,849	\$ 6,310,000	\$ 6,060,000	\$ 5,336,000	\$ (974,000)

* See Notes To Revenues

Fund and Major Category	Actual FY 2006/07	Actual FY 2007/08	Adopted FY 2008/09	Projected FY 2008/09	Adopted FY 2009/10	Adp 10-Adp 09 Variance
RENTS AND LEASES						
Air Rights Lease*	\$ 40,625	\$ 50,781	\$ 40,625	\$ 40,625	\$ 40,625	\$ (0)
Byron Carlyle*	64,115	64,281	99,108	40,389	80,000	(19,108)
Colony Theater*	277,589	264,654	259,713	161,692	300,000	40,287
Colony Theater-Café*	0	0	200,000	200,000	204,000	4,000
Live Nation-TOPA*	525,000	1,020,000	1,040,400	1,040,400	1,061,208	20,808
Bus Shelters*	573,346	548,895	530,000	440,000	420,000	(110,000)
South Pointe Park Restaurant*	554,017	378,622	380,000	380,000	300,000	(80,000)
Park One Development Agreement	44,907	54,756	87,040	85,960	85,960	(1,080)
Lincoln Place Develop. Agreement*	97,224	85,000	187,500	125,000	125,000	(62,500)
The Lincoln Develop. Agreement*	194,552	90,000	204,000	267,000	267,000	63,000
Historic City Hall Building*	5,340	376	0	5,000	37,474	37,474
777 Building*	282,821	319,311	231,000	260,000	260,000	29,000
Penrod's Pier Park Restaurant*	790,256	731,076	675,000	675,000	680,000	5,000
Ballet Valet Ramp*	20,071	24,148	21,000	23,000	23,000	2,000
Marina Rent-prev So Pt RDA *	395,736	487,915	285,000	480,000	450,000	165,000
Seawall and Outlots*	0	0	42,616	42,616	43,894	1,278
Rental City Prop-Other Funds*	158,653	304,797	200,000	200,000	200,000	0
TOTAL	\$ 4,024,252	\$ 4,424,592	\$ 4,483,002	\$ 4,466,682	\$ 4,578,161	\$ 95,159
MISCELLANEOUS						
Bond Issuance Fee*	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Cost Allocation - CIP*	2,123,170	2,861,316	3,578,721	3,246,028	3,883,831	305,110
City Ctr RDA-Management Fee*	698,714	672,278	681,755	681,755	688,807	7,052
Anchor Garage/Shops-Mgmt Fee	0	0	0	0	158,129	158,129
Concessions*						
Brother's Vending, Inc.	26,400	35,600	39,000	28,800	28,800	(10,200)
Boucher Brothers - Beachfront	450,565	495,208	445,000	540,000	545,000	100,000
Beachfront - Other	0	111,919	1,000	190,000	130,000	129,000
Road Impact Fee Reimbursement*	64,677	38,549	90,000	36,000	40,000	(50,000)
Hurricane Reimbursement*	238,321	127,201	0	0	0	0
Sale of City Property*	7,417	8,381	10,000	7,500	10,000	0
Planning Application Fees*	224,328	225,419	261,000	225,000	155,686	(105,314)
Beach Access	44,925	122,950	40,000	40,000	40,000	0
Communications Advertising*	102,184	80,932	50,774	100,000	165,000	114,226
Light Pole Banner Application Fee	0	54,925	72,050	70,000	70,000	(2,050)
Promotional Distribution Fee*	0	0	50,000	35,000	35,000	(15,000)
Design Review Fee*	119,961	98,255	110,000	91,000	98,000	(12,000)
Lien Letter*	88,845	91,754	75,000	110,000	222,650	147,650
FL Dept of Trans - Reimb	375,000	262,500	300,000	300,000	300,000	0
Self-Insurance Reimbursement	566,564	566,639	553,631	553,631	567,231	13,600
Parking Reimb - Transp.Engin.*	550,000	550,000	550,000	550,000	550,000	0
Parking Reimb - Police*	0	0	202,624	0	167,800	(34,824)
FOP car user fee*	203,729	186,968	200,000	195,000	206,000	6,000
All Other*	264,529	488,325	375,000	375,000	528,116	153,116
TOTAL	\$ 6,147,329	\$ 7,077,119	\$ 7,685,555	\$ 7,374,714	\$ 8,590,050	\$ 904,495
OTHER						
INTERFUND TRANSFERS						
Convention Center - Mgmt Fee*	\$ 740,600	\$ 666,540	\$ 666,540	\$ 666,540	\$ 491,558	\$ (174,982)
Water and Sewer - Mgmt Fee*	3,062,800	3,062,800	3,062,800	3,062,800	2,567,040	(495,760)
Parking - Management Fee*	2,433,400	2,433,400	2,433,400	2,433,400	1,645,667	(787,733)
Parking Right-Of-Way Fee	0	0	0	0	1,112,953	1,112,953
Sanitation - Management Fee*	264,500	264,500	264,500	264,500	877,481	612,981
Storm Sewer - Management Fee*	264,500	264,500	264,500	264,500	601,906	337,406
Internal Service Funds - Mgmt Fee*	397,417	397,417	396,750	396,750	0	(396,750)
Resort Tax - Mgmt Fee*	79,350	79,350	74,060	74,060	79,350	5,290
RDA City Center Reimbursement*	468,321	494,536	0	0	0	0
Resort Tax *	20,600,535	20,696,309	21,865,440	21,865,440	22,465,440	600,000
FUND BALANCE						
Reserves-Building Dept Operations*	0	0	0	0	1,548,709	1,548,709
GF Balance-Budget purposes	0	0	0	0	0	0
TOTAL	\$ 28,311,423	\$ 28,359,352	\$ 29,027,990	\$ 29,027,990	\$ 31,388,084	\$ 2,360,094
TOTAL GENERAL FUND	\$ 251,967,144	\$ 235,399,950	\$ 235,366,925	\$ 236,369,089	\$ 226,336,026	\$ (9,030,899)

* See Notes To Revenues

ATTACHMENT “B”

NOTES TO REVENUES*

GENERAL FUND CATEGORIES

TAXES

Ad Valorem

A general operating millage rate of 5.6555 mills has been proposed which is the same as the prior year operating millage (0% change) and 0.9552 mills lower than the roll-back rate of 6.6107. As provided by State Statute, the value of the mill is discounted to 95% to account for early payment discounts, delinquencies, etc. This millage is expected to generate tax proceeds of \$132,678,991, of which \$115,732,599 million is for citywide use.

Of the \$115,732,599 million, \$8,736,385 million are equivalent to the tax increment revenues that would have been transferred to the South Pointe redevelopment district tax had it still been in place.

In addition, \$9,896,609 million (a decrease of \$117,780) also previously part of the South Pointe redevelopment district tax increment revenues, are incorporated in the General Fund. Pursuant to the Amended CDT Interlocal Agreement, the use of these funds is restricted to the geographic area of the former South Pointe redevelopment district.

The general operating millage includes 0.1083 mills (a 0% change) for the Capital Renewal & Replacement program. This millage is expected to generate \$2,026,707 towards this program, for FY 2009/10.

An operating millage of 0.8567 mills has been proposed for the Normandy Shores Dependent Taxing District to provide homeowners with guard services and an electronic gate system. This millage is expected to generate \$95,795 or 65% of the total cost (\$147,377) towards this service. The balance of \$51,582 or 35%, is paid from other revenues in the General Fund

OTHER TAXES

Franchise & Utility:

Electricity

Electricity franchise taxes are derived from the proceeds of a franchise agreement granted to Florida Power & Light Company (FPL) to construct, maintain, and operate all necessary equipment within the corporate limits of the City of Miami Beach. Electricity utility taxes are derived from the levy and imposition by the City of an excise tax on the purchase of electricity within the City. These taxes are collected and remitted by FPL. Projected decreases in franchise and utility taxes are based on current year trend.

Gas

Gas franchise taxes are derived from a franchise granted to Peoples Gas Company to erect, install, extend, maintain, and operate all the necessary equipment within the corporate limits of the City for the purpose of transporting, distributing and selling manufactured or natural gas in the City. Gas utility tax is derived from the levy and imposition by the City of an excise tax on the purchase of metered or bottled gas within the City. Projected decrease is based on current year trend.

Cable TV

Cable TV franchise taxes are derived from the proceeds of a franchise agreement with Comcast Cable to erect, install, extend, maintain and operate all the necessary equipment within the corporate limits of the City for the purpose of providing cable television service in the City. Projected decrease is based on current year trend.

NOTES TO REVENUES*

Telephone

Telephone utility taxes are derived from the levy and imposition by the City of an excise tax on the purchase of telecommunication service within the City. The tax is collected and remitted by the seller. Projected increases for wireless services are based on prior year trends.

LICENSE AND PERMITS

Business Tax Receipts:

Business tax receipts for the City represent taxes charged for licenses for the privilege of doing business as authorized by State Statute. Business tax receipts from the County represent fees charged by the County, exclusive of the cost of collection and any credit given, apportioned between unincorporated areas of the county and the incorporated municipalities located therein by a ratio derived by dividing their respective populations by that of the county. Revenues include the impact of a new application fee revenues proposed for FY2009/10 as well as the 5 percent programmed increase pursuant to Ordinance 2003-3420.

Permits:

Building & Building Trade Permit, Certificate of Occupancy and Certificate of Completion Fees

These fees are charged by the Building Department on construction and renovation projects within the City in conformance with the South Florida Building Code. Revenues are expected to decrease in FY 2009/10 mainly because of approximately \$1.5M in anticipated Building Fee decreases (Building Fee Offset) against equivalent anticipated increases in other departments (Planning, Fire and Public Works) pursuant to the Building Development Process Fees Study currently underway. The \$1.5 million is a preliminary estimate of the amount that the Planning, Fire and Public Works Departments have been under charging for the services they provide related to the building development process.

The decreases in Building Department fees provide that, in the aggregate, the total combined fees charged to the development community remain at current levels. The decreases in Building department revenues will be replaced by approximately \$1.5 million in previously set aside Building Department reserves so that costs related to enforcing the Florida Building Code continue to be offset by Building revenues.

The consultant is continuing to work with departments to complete the Building Development Process fees study and it is the final fees changes may differ from the preliminary estimate.

Building Training Surcharge

These fees represent revenues brought into the General Fund from the Building Training and Technology Fund to cover eligible expenditures in the Building Department.

Certificate of Use

Fees are derived from building inspections to determine compliance with all requirements of the City Code as well as the annual renewal of certification.

Elevator Inspection

Fees are derived from periodic inspection and witnessing elevator permits for new construction and repairs for buildings located in Miami Beach. In addition, all elevator companies must register and pay an annual fee.

NOTES TO REVENUES*

Fire Plan Review	Fees in this area are charged by the Fire Department for the review of building plans related to fire safety regulations. Fees include acceptance testing for alarms, sprinklers, etc. Revisions to these fees are anticipated from the Building Development Process Fee Study underway as explained in the category "Building & Building Trade Permit, Certificate of Occupancy and Certificate, of Completion Fees".
Plans Review-Planning	These are fees charged by the Planning Department for the review of building plans. Revisions to these fees are anticipated from the Building Development Process Fee Study underway as explained in the category "Building & Building Trade Permit, Certificate of Occupancy and Certificate, of Completion Fees".
Building Recertification	Revenues are derived from the issuance of Recertification Certificates for the Forty-Year Building Recertification Program.
Sidewalk, News rack	Sidewalk fees collected by the Finance Department are derived from the issuance of Sidewalk Café Permits for restaurants to place tables and chairs on the sidewalk adjacent to their locations and are based on the square footage of right-of-way being used. News rack fees collected by the Public Works Department are permits issued for the use of City sidewalks to place newspaper dispensing machines.
Public Works Fees – Building Permit	Revisions to these fees are anticipated from the Building Development Process Fee Study underway as explained in the category "Building & Building Trade Permit, Certificate of Occupancy and Certificate, of Completion Fees".
Work in the ROW Permits	The Public Works Department collects fees for closure of streets or other public rights-of-way during construction projects or major repairs.
Special Events	Fees are derived by the Tourism and Cultural Development Department from the application and permit fees established to off-set the City's costs for processing applications for special events.
Garage Sales	The Finance Department collects a fee for authorization to conduct no more than 2 garage sales per year at single-family and multi-family residences.
Marine	Revenues are derived from fees charged for permits issued for new marine structures and/or additions, alterations, and repairs to marine structures.

INTERGOVERNMENTAL REVENUES

Sales Tax Proceeds	Revenues are derived from the City's portion of the Sales Tax fees collected by the State on all sales. The amount distributed is determined by a factor calculated using data that includes the City's population as well as the amount of sales tax collected within the municipality. Decrease in revenue is based on the ongoing slowdown in the economy.
Local Govt. ½ Cent	Revenues are derived from an allocation of sales taxes earmarked by the State for distribution to the counties and municipalities. The amount is determined by a formula based on the City's population. Decrease in revenue is based on the ongoing slowdown in the economy.
Local Option Gas Taxes	Through an interlocal agreement with Miami-Dade County, the City receives a portion of an additional tax on every gallon of motor fuel and special fuels sold within the County.

NOTES TO REVENUES*

Liquor Licenses	Fees represent the City's share (38%) of the eligible alcoholic beverage license fees collected by the State of Florida within the City of Miami Beach.
Firefighters Supplemental	These fees are an appropriation from the State Insurance Commissioner's Regulatory Trust Fund to provide monetary compensation to Firefighters with Bachelor's or Associate's degrees that are not required for the position held.

CHARGES FOR SERVICE

General Government:

Photocopies, Passport
Application and Microfilm
– Building Fees

These are various miscellaneous fees charged for making photo or microfilm copies and the processing of passport applications.

Concurrency Statement Fees

These are varying administrative fees charged for issuance of the various concurrency statements that are required from prospective applicants for any development, redevelopment, change of use, or intensification of use projects. The revenue supports the Transportation Concurrency Division of the Public Works Department.

Public Safety:

Fire Rescue

The Fire Department charges a fee to users of a City Fire Rescue Unit for emergency transportation to the nearest appropriate medical facility or trauma center. Any changes to fees must be approved by Miami-Dade County.

Off Duty Fire and Police
Administration

Revenues in this category are generated as a result of fees paid by private entities employing off-duty police officers or firefighters. A fuel surcharge for vehicles used for off-duty police work is included in the fee.

Hazardous Materials:

These are Fire Department fees associated with planned inspections and licensing of properties that store hazardous materials on premises.

Culture and Recreation:

Recreation Facility and
Programming Fees:

Fees in this category are charged to users of the various programs and facilities offered by the Parks and Recreation Department.

Miami Beach Golf Club

Fees in this category are charged to resident and non-resident users of the Miami Beach Golf Club. The projected decrease is based on current year trends.

Normandy Shores Golf Club

Fees in this category are charged to resident and non-resident users of the Normandy Shores Golf Course. The projected decrease is based on current year trends.

FINES AND FORFEITS

Traffic and Parking

Revenues are derived from traffic and parking citations issued by the Police Department and paid to Miami-Dade County Traffic Violations Bureau for various traffic violations that occur within the City's corporate limits.

NOTES TO REVENUES*

Cost Recovery – Police	The Police Department will be charging fees, where appropriate, to offset the expenses incurred by the department in the rendering of certain services.
Red Light Cameras	In July, 2009, the City Commission approved a contract for the implementation of red light cameras in the City of Miami Beach. A conservative estimate of \$1 million resulting from this contract has been incorporated into the Proposed Work Plan and Budget.
Building Fire and Other Code Violations	Revenues are derived from citations issued for violating various City codes.
INTEREST EARNINGS	
Interest Earnings	Estimated revenue (\$5,336,000) reflects lower anticipated market rates for our investments.
Administrative Fee	Revenues are derived from charging these fees to the bond funds for investment management activities performed by Finance Department employees.
RENTS AND LEASES	
Air Rights	Revenues in this area represent payment under lease agreements with Senior Citizens Housing Development Corporation of Miami Beach for air rights over City-owned parking lots at 6 th Street & Collins Avenue as well as 11 th Street & Collins Avenue.
Byron Carlyle and Colony Theatres	Revenues are derived from the rental of two City-owned theaters.
Colony Theater-Café	Revenues (\$204,000) will be generated from a café agreement at the Colony Theater.
Live Nation TOPA	Revenues are pursuant to an agreement with Live Nation for the management of the Jackie Gleason Theater of the Performing Arts.
Bus Shelters	Revenues are as a result of lease agreements for the construction, maintenance, and advertisement within bus shelters throughout the City. Decrease in revenues expected due to downturn in the economy.
S. Pt. Park Restaurant	Revenues are pursuant to a lease agreement with the Smith & Wollensky Miami Beach Steakhouse Restaurant located at South Pointe Park. Decrease in revenues expected due to downturn in the economy.
Lincoln Place Agreements	Revenues are pursuant to a lease agreement for private operation of a City-owned parking garage serving the Lincoln Road district.
Historic City Hall and 777 Building	Revenues are pursuant to lease agreements at two City-owned office buildings.
Penrods Pier Park Restaurant	Revenues are pursuant to a lease agreement with the Penrod's for a restaurant and concession at Pier Park in South Beach.

NOTES TO REVENUES*

Ballet Valet Ramp	This revenue is pursuant to a development agreement with Ballet Valet Inc. for use of City-owned parking spaces within the 7 th Street Parking Garage.
Marina Rent	Payments are pursuant to an agreement that provides the higher of a minimum guaranteed rent or a percentage of gross receipts for the marina located at 3 rd Street and Alton Road. Projected increases in revenues are based on prior year trends.
Seawall and Outlots	Revenues are derived pursuant to lease payments for use of the westerly 27.7 feet adjacent to the seawall on Indian Creek directly across from the municipal parking area at 46 th Street and Collins Avenue.
Rental City Property – Other Funds	These revenues are pursuant to miscellaneous rental payments of various City-owned properties throughout the year.

MISCELLANEOUS

Bond Issuance Fee	Revenues derived from these fees represent reimbursement to the General Fund from new bond issue proceeds for City administrative expenses in connection with bond issuance.
Cost Allocations-CIP	This revenue is derived from charges to capital projects to reimburse the General Fund for CIP Department expenditures. Anticipated increase in FY 2009/10 reimbursements due to higher salary and benefit costs.
City Center RDA – Mgt Fee	One and one-half percent (1.5%) Administrative Fee approved by Miami-Dade County.
Concessions	This category represents payments under concession agreements for various beachside concession stands throughout the City.
Road Impact Fee Reimbursement	Revenues are as a result of an agreement with the Miami-Dade County Roadway Impact Fee Ordinance which provides for the City to retain a percentage of fees collected for administrative costs.
Hurricane Reimbursement	Revenues in this category represent Federal Emergency Management Agency (FEMA) reimbursement for eligible hurricane-related expenses incurred by the City.
Sale of City Property	Receipts in this account reflect net proceeds from the sale of General Fund assets.
Planning Application Fees	These are fees charged by the Planning Department for the receipt and processing of requests to modify, rehabilitate, or construct buildings in the City. The Planning Department serves as staff to the City's Planning Board, Board of Adjustment, Historic Preservation Board, and Single-Family Residential Review Panel. Depending on the scope of the project, new development is required to receive approval from one or more of these Boards. The Planning Department processes the applications, reviews and prepares recommendations to all of the above Boards. Fees are assessed for the various Planning applications according to a fee schedule contained within the City Code.
Communication Advertising	Revenues are derived from fees charged for advertising in City publications. Projected increase in revenue is based on current year collections.

NOTES TO REVENUES*

Promotional Distribution Fee	Revenues derived from a new fee which became effective October 1, 2008 and requires commercial entities who distribute promotional products on city public rights-of-way to pay a fee to obtain a permit. The City has found that this creates a problem for sanitation, specifically when it occurs on the beach. Implementation of permitting fees for distribution of promotional materials is expected to generate approximately \$35,000 per year.
Design Review Fee	The Planning Department serves as staff to the City's Design Review Board. This revenue represents an application of special fee paid upon the submission of an application to the Planning Department to defray administrative processing costs.
Lien Letter	Revenues derived from fees charged for the City to issue an official document detailing any liens or other amounts due to the City for a specific property. It is usually necessary for a property sale closing or refinancing. Projected increases in revenues is based on proposed fee increases for lien statements.
Parking Reimbursements For Transportation and Police	The Parking Fund reimburses the General Fund for services provided by the Public Works Transportation Management Division and for the Police Department.
FOP car user fee	Revenue derived from a user fee charged to Fraternal Order of Police (FOP) members for the use of a City-owned take-home car.
All Other	This category represents miscellaneous revenues received by the City for items that are non-recurring or that do not pertain to existing specific categories.
OTHER	
Management Fees to Various Funds	Management Fee charged to Enterprise and Internal Service Funds for support functions provided by departments such as the City Manager's Office, The City Attorney's Office, Finance, Budget and Performance Improvement, etc.
RDA City Center Reimb.	Whereas in prior years, the maintenance costs of capital projects on Lincoln Road were funded in the General Fund Citywide Accounts and reimbursed by the RDA, as of FY 2008/09 expenses are charged directly to the City Center RDA Fund.
Resort Tax	Resort Tax revenues of \$22,465,440 to the General Fund reflect a \$600,000 increase from the 2% Resort Tax Fund to support citywide tourism related expenditures, such as: Cultural Arts Council, Ocean Rescue, Police, Fire, Code Compliance, Tourism and Cultural Development, and Memorial Day and other special event costs.
Reserves – Building Dept. Operations	\$1.5M in Building Operations Reserves anticipated to offset Building Fee decreases (Building Fee Offset) pursuant to the Building Development Process Fees Study currently underway as explained in the category "Building & Building Trade Permit, Certificate of Occupancy and Certificate, of Completion Fees".



STEP 1: UNDERSTANDING THE LAW

What does the law require?

The proposed Ordinance will require certain contractors doing business with the City of Miami Beach, who are awarded a contract pursuant to competitive bids, to provide "Equal Benefits" to their employees with domestic partners, as they provide to employees with spouses.

Who is covered by this Ordinance?

Competitively bid City contracts valued at over \$100,000 whose contractors maintain 51 or more full time employees on their payrolls during 20 or more calendar work weeks. For more information, see Equal Benefits Ordinance Summary.

What benefits are covered?

The Ordinance applies to all benefits offered by a contractor to its employees who have spouses or domestic partners and all benefits offered directly to such spouses or domestic partners, even when the employee pays the entire cost of the benefit. This includes but is not limited to: sick leave, bereavement leave, family medical leave, and health benefits.

What is a Domestic Partner?

A "Domestic Partner" shall mean any two (2) adults of the same or different sex who have registered as domestic partners with a government body pursuant to state and local law authorizing such registration, or with an internal registry maintained by the employer of at least one of the domestic partners.

What if a contractor is unable to offer benefits equally?

Some contractors are unable to find an insurance company willing to offer domestic partner coverage. When a contractor takes all reasonable measures to stop discriminating, but can't for reasons outside its control, it can comply with the Equal Benefits Ordinance if it agrees to pay a cash equivalent. A cash equivalent is the amount of money paid by an employer for the spousal benefit that is unavailable for domestic partners, or vice versa. For more information, see Reasonable Measures Application.

What if a company will comply but needs time to do it?

Once a contractor makes it clear that it will comply with the Declaration, in certain situations ending discrimination in benefits may be delayed. For instance, offering medical insurance may be delayed until the contractor's next enrollment period; other benefits, such as bereavement leave, may be delayed until the contractor's personnel policies can be revised. For more information, see Rules of Procedure of the Substantial Compliance Form.

STEP 2: HOW TO COMPLETE THE DECLARATION: NON-DISCRIMINATION IN CONTRACTS AND BENEFITS FORM

Section 1 asks for information about your company. **If the company employs 50 or less employees in the U.S., skip to Section 4, date and sign.**

Section 2, Question 1A asks whether your company prohibits discrimination against people based on the categories listed.

- Answer "YES" if your company does have such a policy.
- Answer "NO" if your company does not have such a policy.

Question 1B asks whether your company agrees to include a nondiscrimination clause in all subcontracts entered into for the performance of a substantial portion of the any contracts you have with the City. This clause must include all of the categories listed in question 1A. You must answer this question even if your company will not be entering into any subcontracts associated with work performed for the City.

- Answer "YES" if you will agree to include a nondiscrimination clause in subcontracts.
- Answer "NO" if you will not agree to include a nondiscrimination clause in subcontracts.

Question 2A asks whether your company offers benefits (such as medical insurance) to employees' spouses or to employees because they are married (such as bereavement leave which can be taken because of the death of a spouse, or family medical leave which can be taken because of a spouse having a serious medical condition).

- Answer "YES" if you offer any such benefits.
- Answer "NO" if you do not offer any such benefits.

NOTE: You are considered as offering a benefit even if you don't pay for it. If access to the benefit is offered, but the cost must be paid in whole or in part by the employee, you should still answer "YES".

Question 2B asks whether your company offers benefits (such as medical insurance) to employees' domestic partners or to employees because they are in a domestic partnership (such as bereavement leave which can be taken because of the death of a domestic partner, or family medical leave which can be taken because of a domestic partner having a serious medical condition).

- Answer "YES" if you offer any such benefits.
- Answer "NO" if you do not offer any such benefits

NOTE: To comply, your answers to questions 2A and 2B should be the same. In very limited circumstances, you may comply without offering benefits equally. See Reasonable Measures Application Form.

Question 2C should be filled out ONLY if you have answered "YES" to question 2A and/or 2B. It asks you to indicate which benefits you offer to spouses (or employees because they are married), which benefits you offer to domestic partners (or employees because they are in a domestic partnership), and which benefits you do not offer. Please indicate only those benefits offered. If you offer benefits not already listed, write them in where it says "other". Remember, offering access to a benefit is still considered a benefit, even if your company does not pay for it.

Note: If you can't offer all benefit in a nondiscriminatory manner because of reasons outside your control, (e.g. there are no insurance providers willing to offer domestic partner coverage) you may be eligible for Reasonable Measures compliance. To comply on this basis, you must agree to pay a cash equivalent, submit a completed Reasonable Measures Application Form with all necessary attachments and have your application approved by the Procurement Division of the City of Miami Beach.

Step 3: ATTACH THE NECESSARY DOCUMENTATION

Section 3 states that you must submit documentation that verifies all benefits marked in your answer to Question 2C are offered in a nondiscriminatory manner. When possible, it is best if you submit this documentation along with your Declaration form. For policies that are unwritten, submit a letter to the Procurement Division indicating this. Use the list below as a guide for the type of documentation needed.

Medical Insurance A statement from your medical insurance provider that confirms spouses and domestic partners (as defined under this Ordinance) receive equal coverage in your medical plan. This may be in a letter from your insurance provider, or reflected in the eligibility section of your official insurance plan document. Similar documentation is needed for other types of insurance plans.

Retirement Plans (including 401k & pension plans)

The sections of your pension plan detailing how employees receive benefits. This should cover joint annuity options and pre retirement death benefits. Documentation should indicate that employees with domestic partners and employees with spouses receive the same benefits and payment options.

Bereavement Leave Your bereavement leave of funeral leave policy indicating the benefit is offered equally. If your policy allows employees time off from work because of the death of a spouse, it should also allow for time off because of the death of a domestic partner. If the policy allows for time off due to the death of a parent in-law or other relative of a spouse, it must include time off for the death of a domestic partner's equivalent relative.

Family Leave Your company's Family and Medical Leave Act policy. All companies with 50 or more employees must offer this benefit. Your policy should indicate that employees may take leave because of the serious medical condition of their spouse or domestic partner.

Parental Leave Your company's policy indicating that employees may take leave for the birth or adoption of a child, to care for a child who is ill, and/or to attend school appointments. If leave is available for step-children (the spouse's child) then leave also should be available for the child of a domestic partner.

Employee Assistance Program Your company's employee assistance program policy confirming that spouses, domestic partners and their parents and children are equally eligible (or ineligible) for such benefits.

Relocation & Travel Your company's policy confirming that expenses for travel or relocation will be paid on the same basis for spouses and domestic partners of employees.

Discounts, Facilities & Events Your company's policy confirming that discounts, facilities (e.g. gym) and events (e.g. holiday party) are equally available to spouses and domestic partners of employees.

Credit Union Documentation from the credit union indicating that spouses and domestic partners have equal access to credit union services.

Child Care Documentation that the children of spouses (step-children) and children of domestic partners have equal access to child care services.

Other Benefits Documentation of any other benefits listed to indicate that they are offered equally.

For medical insurance companies providing domestic partner coverage in the State of Florida, refer to the Domestic Partner Insurance Coverage Search available online at: www.miamibeachfl.gov under Business, Procurement drop down list.

For any questions on the City of Miami Beach Equal Benefits Ordinance or how to complete the applicable forms, please contact:

Cristina Diaz, Contracts Compliance Specialist
PROCUREMENT DIVISION
1700 Convention Center Drive, Miami Beach, FL 33139
Tel: 305-673-7496 / Fax: 786-394-4000/
cristinadiaz@miamibeachfl.gov

We are committed to providing excellent public service and safety to all who live, work and play in our vibrant, tropical, historic community.



MIAMI BEACH

CITY OF MIAMI BEACH

DECLARATION: NONDISCRIMINATION IN CONTRACTS AND BENEFITS

Section 1. Vendor Information

Name of Company: _____ Name of Company Contact Person: _____

Phone Number: _____ Fax Number: _____ E-mail: _____

Vendor Number (if known): _____

Federal ID or Social Security Number: _____

Approximate Number of Employees in the U.S.: _____ (If 50 or less, skip to Section 4, date and sign)

Are any of your employees covered by a collective bargaining agreement or union trust fund? ____ Yes ____ No

Union name(s): _____

Section 2. Compliance Questions

Question 1. Nondiscrimination - Protected Classes

A. Does your company agree to not discriminate against your employees, applicants for employment, employees of the City, or members of the public on the basis of the fact or perception of a person's membership in the categories listed below? Please note: a "YES" answer means your company agrees it will not discriminate; a "NO" answer means your company refuses to agree that it will not discriminate. Please answer yes or no to each category.

☐ Race	☐ Yes ☐ No	☐ Sex	☐ Yes ☐ No
☐ Color	☐ Yes ☐ No	☐ Sexual orientation	☐ Yes ☐ No
☐ Creed	☐ Yes ☐ No	☐ Gender identity (transgender status)	☐ Yes ☐ No
☐ Religion	☐ Yes ☐ No	☐ Domestic partner status	☐ Yes ☐ No
☐ National origin	☐ Yes ☐ No	☐ Marital status	☐ Yes ☐ No
☐ Ancestry	☐ Yes ☐ No	☐ Disability	☐ Yes ☐ No
☐ Age	☐ Yes ☐ No	☐ AIDS/HIV status	☐ Yes ☐ No
☐ Height	☐ Yes ☐ No	☐ Weight	☐ Yes ☐ No

B. Does your company agree to insert a similar nondiscrimination provision in any subcontract you enter into for the performance of a substantial portion of the contract you have with the City? Please note: you must answer this question, even if you do not intend to enter into any subcontracts.

☐ Yes ☐ No

Question 2. Nondiscrimination - Equal Benefits for Employees with Spouses and Employees with Domestic Partners

Questions 2A and 2B should be answered YES even if your employees must pay some or all of the cost of spousal or domestic partner benefits.

A. Will your company provide or offer access to any benefits to employees with spouses and/or to spouses of employees that may be assigned to work on the City of Miami Beach contract?

___ Yes ___ No

B. Will your company provide or offer access to any benefits to employees with (same or opposite sex) domestic partners* or to domestic partners of employees that may be assigned to work on the City of Miami Beach contract?

___ Yes ___ No

*The term Domestic Partner shall mean any two (2) adults of the same or different sex, who have registered as domestic partners with a government body pursuant to state or local law authorizing such registration, or with an internal registry maintained by the employer of at least one of the domestic partners. A Contractor may institute an internal registry to allow for the provision of equal benefits to employees with domestic partner who do not register their partnerships pursuant to a governmental body authorizing such registration, or who are located in a jurisdiction where no such governmental domestic partnership exists. A Contractor that institutes such registry shall not impose criteria for registration that are more stringent than those required for domestic partnership registration by the City of Miami Beach

If you answered "NO" to both Questions 2A and 2B, go to Section 4 (at the bottom of this page), complete and sign the form, filling in all items requested.

If you answered "YES" to either or both Questions 2A and 2B, please continue to Question 2C below.

Question 2. (continued)

C. Please check all benefits that apply to your answers above and list in the "other" section any additional benefits not already specified. Note: some benefits are provided to employees because they have a spouse or domestic partner, such as bereavement leave; other benefits are provided directly to the spouse or domestic partner, such as medical insurance.

BENEFIT	Yes for Employees with Spouses	Yes for Employees with Domestic Partners	No, this Benefit is Not Offered	Documentation of this Benefit is Submitted with this Form
Health	☐	☐	☐	☐
Dental	☐	☐	☐	☐
Vision	☐	☐	☐	☐
Retirement (Pension, 401(k), etc.)	☐	☐	☐	☐
Bereavement	☐	☐	☐	☐
Family Leave	☐	☐	☐	☐
Parental Leave	☐	☐	☐	☐
Employee Assistance Program	☐	☐	☐	☐
Relocation & Travel	☐	☐	☐	☐
Company Discount, Facilities & Events	☐	☐	☐	☐
Credit Union	☐	☐	☐	☐
Child Care	☐	☐	☐	☐
Other	☐	☐	☐	☐

Note: If you can not offer a benefit in a nondiscriminatory manner because of reasons outside your control, (e.g., there are no insurance providers in your area willing to offer domestic partner coverage) you may be eligible for Reasonable Measures compliance. To comply on this basis, you must agree to pay a cash equivalent, submit a completed Reasonable Measures Application with all necessary attachments, and have your application approved by the City Manager, or his designee.

Section 3. Required Documentation

YOU MUST SUBMIT SUPPORTING DOCUMENTATION to verify each benefit marked in Question 2C. Without proper documentation, your company cannot be certified as complying with the City's Equal Benefits Requirement for Domestic Partner Ordinance. For example, to document medical insurance submit a statement from your insurance provider or a copy of the eligibility section of your plan document; to document leave programs, submit a copy of your company's employee handbook. If documentation for a particular benefit does not exist, attach an explanation.

Have you submitted supporting documentation for each benefit offered? ☐ Yes ☐ No

Section 4. Executing the Document

I declare under penalty of perjury under the laws of the State of Florida that the foregoing is true and correct, and that I am authorized to bind this entity contractually.

Executed this _____ day of _____, in the year _____, at _____, _____
City State

Signature

Mailing Address

Name of Signatory (please print)

City, State, Zip Code

Title



CITY OF MIAMI BEACH REASONABLE MEASURES APPLICATION

Declaration: Nondiscrimination in Contracts and Benefits

Submit this form and supporting documentation to the City's Procurement Division ONLY IF you:

- a. Have taken all reasonable measures to end discrimination in benefits; and
- b. Are unable to do so; and
- c. Intend to offer a cash equivalent to employees for whom equal benefits are not available.

You must submit the following information with this form:

1. The names, contact persons and telephone numbers of benefits providers contacted for the purpose of acquiring nondiscriminatory benefits;
2. The dates on which such benefits providers were contacted;
3. Copies of any written response(s) you received from such benefits providers, and if written responses are unavailable, summaries of oral responses; and
4. Any other information you feel is relevant to documenting your inability to end discrimination in benefits, including, but not limited to, reference to federal or state laws which preclude the ending of discrimination in benefits.

I declare (or certify) under penalty of perjury under the laws of the State of Florida that the foregoing is true and correct, and that I am authorized to bind this entity contractually.

Name of Company (please print)

Mailing Address of Company

Signature

City, State, Zip

Name of Signatory (please print)

Telephone Number

Title

Date



CITY OF MIAMI BEACH
SUBSTANTIAL COMPLIANCE AUTHORIZATION FORM

Declaration: Nondiscrimination in Contracts and Benefits

This form, and supporting documentation, must be submitted to the Procurement Division by entities seeking to contract with the City of Miami Beach that wish to delay ending their discrimination in benefits pursuant to the Rules of Procedure, as set out below.

Fill out all sections that apply. Attach additional sheets as necessary.

A. Open Enrollment

Ending discrimination in benefits may be delayed until the first effective date after the first open enrollment process following the date the contract with the City begins, provided that the City Contractor submits to the Procurement Division evidence that reasonable efforts are being undertaken to end discrimination in benefits. This delay may not exceed two years from the date the contract with the City is entered into, and only applies to benefits for which an open enrollment process is applicable.

Date next benefits plan year begins:

Date nondiscriminatory benefits will be available:

Reason for Delay:

Description of efforts being undertaken to end discrimination in benefits:

B. Administrative Actions and Request for Extension

Ending discrimination in benefits may be delayed to allow administrative steps to be taken to incorporate nondiscriminatory benefits into the City Contractor's infrastructure. The time allotted for these administrative steps shall apply only to those benefits for which administrative steps are necessary and may not exceed three months. An extension of this time may be granted at the discretion of the Procurement Director, upon the written request of the City Contractor. Administrative steps may include, but are not limited to, such actions as computer systems modifications, personnel policy revisions, and the development and distribution of employee communications.

Description of administrative steps and dates to be achieved:

If requesting extension beyond three months, please explain basis:

C. Collective Bargaining Agreements (CBA)

Ending discrimination in benefits may be delayed until the expiration of a City Contractor's Current collective bargaining agreement(s) where all of the following conditions have been met:

1. The provision of benefits is governed by one or more collective bargaining agreement(s);
2. The City Contractor takes all reasonable measures to end discrimination in benefits either by requesting that the Unions involved agree to reopen the agreements in order for the City Contractor to take whatever steps necessary to end discrimination in benefits or by ending discrimination in benefits without reopening the collective bargaining agreements; and
3. In the event that the City Contractor cannot end discrimination in benefits despite taking all reasonable measures to do so, the City Contractor provides a cash equivalent to eligible employees for whom benefits are not available. Unless otherwise authorized in writing by the Procurement Director, this cash equivalent payment must begin at the time the Unions refuse to allow the collective bargaining agreements to be reopened, or in any case no longer than three (3) months from the date the contract with the City is entered into.

For a delay to be granted under this provision, **written proof** must be submitted with this form that:

- The benefits for which the delay is requested are governed by a collective bargaining agreement;
- All reasonable measures have been taken to end discrimination in benefits (see Section C.2, above); and
- A cash equivalent payment will be provided to eligible employees for whom benefits are not available.

I declare (or certify) under penalty of perjury under the laws of the State of Florida that the foregoing is true and correct, and that I am authorized to bind this entity contractually.

Name of Company (please print)

Mailing Address of Company

Signature

City, State, Zip

Name of Signatory (please print)

Telephone Number

Title

Date