



***Draft of Proposed
City of North Miami
FY17 Annual Budget***

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Budget Summary Form

Department: Building
Dept / Div #: 15 / 441

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	852,117	740,178	797,370	739,793
Operating Expenses	509,261	788,812	896,909	783,976
Internal Services	86,147	67,347	67,347	61,038
Operating Budget	1,447,525	1,596,337	1,761,626	1,584,807
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	50,609	39,899	39,899	37,419
Total Budget	1,498,134	1,636,236	1,801,525	1,622,226

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Building Manager	32	1
Building Official	32	1
Minimum Housing Compliance Officer	23	3
Administrative Coordinator	22	0
Permit Processing Coordinator	20	1
Permit Processor	18	2
PT Receptionist	16	0

Total # of Full-Time Employees 8

2014-15 Operating Budget: 1,584,807
2013-14 Operating Budget: 1,596,337
Dollar Change: (11,530)
Percentage Change: -0.72%

2014-15 Personnel - F.T.E's: 8.00
2013-14 Personnel - F.T.E's: 12.00
Personnel Change: -4.00

Budget Objectives Form

Department: Building
Division: Building Services
Dept #: 15
Division #: 441

Objective:

\$ 1,622,226 To maintain and enhance the City's built environment by ensuring that construction meets the requirements of the Florida Building Code, City Land Development Regulations, the City's Comprehensive Plan, Life Safety and Fire Code, Accessibility and any other applicable codes; and to assure that minimum housing standards are maintained to protect the health, safety and welfare of the citizens.

ACTIVITIES:

\$ 1,292,580 001 **Building Services** - To provide to the public a full complement of building related services, from permit processing to plan review and permit issuance; all related building progress inspections in the disciplines of building, roofing, electrical, mechanical, structural and Community Rating System (CRS).

\$ 293,574 002 **Minimum Housing** - The Division enforces the Minimum Housing, Re-Occupancy and BND (Building No Permit) issues to protect the health, safety and welfare of the public. The Division staffs the Special Magistrate process and brings cases of non-compliance to both the Magistrate and the Code Board.

\$ 7,738 003 **Building Costs** - Pay operational expenses for two buildings which house the Department's staff, specifically utilities, pest control and mats, and \$1 rent to the Water and Sewer Enterprise.

\$ 28,334 004 **Vehicle maintenance and replacement**

Budget Summary Form

Department: Office of the City Attorney
Dept / Div #: 05 / 415

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	684,609	684,965	671,103	779,174
Operating Expenses	357,309	142,300	213,079	145,350
Internal Services	51,098	45,054	45,054	35,057
Operating Budget	1,093,016	872,319	929,236	959,581
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	40,654	40,901	40,901	40,112
Total Budget	1,133,670	913,220	970,137	999,693

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
City Attorney	47A	1
Deputy City Attorney	42	1
Assistant City Attorney	34	1
Paralegal	27	1
Legal Secretary	22	1

Total # of Full-Time Employees 5

2014-15 Operating Budget:	959,581
2013-14 Operating Budget:	872,319
Dollar Change:	87,262
Percentage Change:	10.00%

2014-15 Personnel - F.T.E's:	5.25
2013-14 Personnel - F.T.E's:	5.25
Personnel Change:	0.00

Budget Objectives Form

Department: Office of the City Attorney
Division: City Attorney
Dept. #: 05
Division #: 415

Objective:

\$ 999,693 To provide professional, impartial and ethical legal counsel to the City Council, City Boards, Commissions, City Manager and City Staff.

ACTIVITIES:

\$ 908,205 001 **City Attorney's Office:** Provides in-house legal counsel to the City Council, City Boards, City Manager and City Staff.

\$ 91,488 002 **Contractual Outside Counsel/Case Costs In-House and Outside Counsel:** Provides contractual legal services to advise the City Council and City Manager on legal matters in specialized areas; provides legal services to pursue the collection of City liens; and provides legal counsel to the Code Enforcement, Personnel and Nuisance Abatement Boards and to the Special Magistrate (non-lawyer).

Budget Summary Form

Department: City Clerk
Dept / Div #: 03 / 407

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	295,925	283,620	335,951	302,046
Operating Expenses	406,782	207,633	218,120	379,524
Internal Services	18,842	16,346	16,346	11,151
Operating Budget	721,549	507,599	570,417	692,721
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	14,991	14,839	14,839	12,759
Total Budget	736,540	522,438	585,256	705,480

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Deputy City Clerk	32	1
Administrative Specialist	18	2
Records Management Supervisor	18	1

Total # of Full-Time Employees 4

2014-15 Operating Budget: 692,721
2013-14 Operating Budget: 507,599
Dollar Change: 185,122
Percentage Change: 36.47%

2014-15 Personnel - F.T.E's: 4.96
2013-14 Personnel - F.T.E's: 4.96
Personnel Change: 0.00

Budget Objectives Form

Department: City Clerk
Division: City Clerk
Dept. #: 03
Division #: 407

Objective:

\$ 705,480 To efficiently and effectively carry out the diverse functions and mandated duties of the City Clerk's Office.

ACTIVITIES:

\$ 428,995 001 **City Clerk and Business Tax Receipts:** Issue all City business tax receipts and collect fees; deposit franchise fees, utility taxes and miscellaneous revenues received by the department; record all Council actions; maintain a computerized database of City Contracts and Agreements; codify and retain Ordinances and Resolutions; record and notify all Boards and Committees of new appointments, and the City Council of any Board vacancies; notify residents, Council and staff of the Financial Disclosure Law; issue Boat Ramp Permits; research information and furnish data to the public and governmental agencies; provide Notary service; and continue to be an intake facility for U.S. Passport applications.

\$ 70,485 002 **Interpreter Services:** Provide City Hall with daily, in-house Spanish and Creole speakers, in order to promote better understanding of City business issues, housing compliance and other City regulations. Additionally, these interpreters attend meetings of both the City Council and Community Planning and Development.

\$ 206,000 003 **Elections:** One Special Election if called by the City Council pursuant to the City Charter.

Budget Summary Form

Department: City Manager
Dept #: 02

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	877,682	943,366	1,198,507	1,079,233
Operating Expenses	440,050	428,942	390,555	401,159
Internal Services	57,581	58,357	58,357	46,292
Operating Budget	<u>1,375,313</u>	<u>1,430,665</u>	<u>1,647,419</u>	<u>1,526,684</u>
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	45,811	52,978	52,978	52,966
Total Budget	<u><u>1,421,124</u></u>	<u><u>1,483,643</u></u>	<u><u>1,700,397</u></u>	<u><u>1,579,650</u></u>

PERSONAL SERVICES DETAIL:

<u>Classification</u>	<u>Salary Sch.</u>	<u># of Positions</u>
City Manager	47C	1
Deputy City Manager	42	1
Chief of Staff	35	1
Governmental Affairs Manager	30	1
Executive Assistant to City Manager	28	1
Executive Secretary	27	1
Public Information Manager	30	1
Public Information Specialist	24	1

Total # of Full-Time Employees 8

2014-15 Operating Budget: 1,526,684
2013-14 Operating Budget: 1,430,665
Dollar Change: 96,019
Percentage Change: 6.71%

2014-15 Personnel - F.T.E's: 8.00
2013-14 Personnel - F.T.E's: 6.00
Personnel Change: 2.00

Budget Summary Form

Department: City Manager
Division: City Manager
Dept / Division #: 02 / 405

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	656,990	676,342	965,450	782,304
Operating Expenses	90,349	71,787	71,319	59,645
Internal Services	44,624	42,100	42,100	34,393
Operating Budget	<u>791,963</u>	<u>790,229</u>	<u>1,078,869</u>	<u>876,342</u>
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	35,503	38,220	38,220	39,351
Total Budget	<u><u>827,466</u></u>	<u><u>828,449</u></u>	<u><u>1,117,089</u></u>	<u><u>915,693</u></u>

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
City Manager	47C	1
Deputy City Manager	42	1
Chief of Staff	35	1
Executive Assistant to City Manager	28	1
Executive Secretary	27	1

Total # of Full-Time Employees 5

2014-15 Operating Budget: -
2013-14 Operating Budget: 790,229
Dollar Change: (790,229)
Percentage Change: -100.00%

2014-15 Personnel - F.T.E's: 5.00
2013-14 Personnel - F.T.E's: 4.00
Personnel Change: 1.00

Budget Objectives Form

Department: City Manager
Division: City Manager
Dept. #: 02
Division #: 405

Objective:

\$ 915,693 To implement policies set forth by the City Council, carry out administrative responsibilities, and ensure the proper performance of the day-to-day operations in accordance with Article 1, Section 2 of the City Charter.

ACTIVITIES:

\$ 915,693 001 **City Manager's Office:** Provides leadership to the City administration, implements the policies and directives of the City Council, manages and supervises the City staff and projects, and responds to residents' needs for information and services. Administers the City Self-Insured Liability and Workers' Compensation Programs.

Budget Summary Form

Department: City Manager
Division: Public Relations
Dept / Division #: 02 / 406

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	137,659	174,868	169,171	192,815
Operating Expenses	190,790	147,751	166,433	143,110
Internal Services	5,684	9,532	9,532	8,019
Operating Budget	<u>334,133</u>	<u>332,151</u>	<u>345,136</u>	<u>343,944</u>
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	4,522	8,653	8,653	9,175
Total Budget	<u><u>338,655</u></u>	<u><u>340,804</u></u>	<u><u>353,789</u></u>	<u><u>353,119</u></u>

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Public Information Manager	30	1
Public Information Specialist	24	1
Total # of Full-Time Employees		<u><u>2</u></u>

2014-15 Operating Budget: 343,944
2013-14 Operating Budget: 332,151
Dollar Change: 11,793
Percentage Change: 3.55%

2014-15 Personnel - F.T.E's: 2.00
2013-14 Personnel - F.T.E's: 1.00
Personnel Change: 1.00

Budget Objectives Form

Department: City Manager
Department: Public Relations
Dept. #: 02
Division #: 406

Objective:

\$ 353,119 To provide public relations services for the City of North Miami by working with local media, community/business groups and cable channel 77 (Progress TV-77). Such work includes the coordination of special event promotions and community outreach efforts.

ACTIVITIES:

\$ 353,119 001 **Public Relations/Information:** Allows for the dissemination of information to the public and media organizations via press releases, fact sheets or other information tools. Provides for the coordination of special events promotions and outreach efforts to various facets of the community.

Budget Summary Form

Department: City Manager
Division: Governmental Affairs Manager
Dept / Division #: 02 / 418

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	83,033	92,156	63,886	104,114
Operating Expenses	158,911	209,404	152,803	198,404
Internal Services	7,273	6,725	6,725	3,880
Operating Budget	249,217	308,285	223,414	306,398
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	5,786	6,105	6,105	4,440
Total Budget	255,003	314,390	229,519	310,838

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Governmental Affairs Manager	30	1

Total # of Full-Time Employees 1

2014-15 Operating Budget: 306,398
2013-14 Operating Budget: 308,285
Dollar Change: (1,887)
Percentage Change: -0.61%

2014-15 Personnel - F.T.E's: 1.00
2013-14 Personnel - F.T.E's: 1.00
Personnel Change: 0.00

Budget Objectives Form

Department: City Manager
Division: Governmental Affairs Manager
Dept. #: 02
Division #: 418

Objective:

\$ 310,838 **Governmental Affairs Manager:** coordinates legislative programs and provides comprehensive grants administration and management for the City; facilitates and promotes proactive relations and serves as external contact to local, state and federal agencies; provides external affairs and protocol support; assists with the interpretation and analysis of legislation to appropriate staff; prepares the legislative agenda; identifies and develops intergovernmental resources, coordinates the preparation of grant applications and monitors the implementation of grant funded programs; coordinates projects as assigned by the City Manager.

ACTIVITIES:

\$ 276,363 001 **Governmental Affairs:** Provides funds for the salary and operating expenses for the Governmental Affairs Manager. Provides funds for the Sister Cities Membership and lobbyist professionals to lobby on behalf of the City, seek funding resources and promote the Council's legislative agenda at the federal and state legislative levels.

\$ 4,230 002 **Keep North Miami Beautiful program** - Provides ongoing clean-up efforts and events throughout the year as a Keep America Beautiful affiliate. The program has a long history with our residents, funding clean-up and conservation efforts and education within our community for over nine years.

\$ 20,245 003 Expenses related to the City's ADA parking fines program to improve accessibility and equal opportunity and to conduct public awareness programs in the municipality concerning persons who have disabilities.

\$ 10,000 004 Sister City Program

Budget Summary Form

Department: Code Compliance
Dept / Div#: 16 / 440

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	560,084	623,993	567,823	632,644
Operating Expenses	117,986	133,253	149,603	97,830
Internal Services	39,946	36,664	36,664	91,740
Operating Budget	<u>718,016</u>	<u>793,910</u>	<u>754,090</u>	<u>822,214</u>
Capital Outlay	99,494	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	31,782	33,284	33,284	30,742
Total Budget	<u><u>849,292</u></u>	<u><u>827,194</u></u>	<u><u>787,374</u></u>	<u><u>852,956</u></u>

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Code Compliance Manager	30	0
Code Compliance Officer	23	7
Administrative Specialist	18	1

Total # of Full-Time Employees 8

2014-15 Operating Budget: 822,214
2013-14 Operating Budget: 793,910
Dollar Change: 28,304
Percentage Change: 3.57%

2014-15 Personnel - F.T.E's: 8.00
2013-14 Personnel - F.T.E's: 9.00
Personnel Change: -1.00

Budget Objectives Form

Department: Code Compliance
Division: Code Compliance
Dept. #: 16
Division #: 440

Objective:

\$ 852,956 To ensure that consistent, thorough and citizen-responsive code enforcement services are provided to the North Miami residential and business communities.

ACTIVITIES:

- \$ 764,085 001 **Code Compliance:** Enforce residential and commercial code regulations; undertake education and outreach initiatives to promote an enhanced quality of life for the residents and to promote a more aesthetically pleasing environment in the City's business districts; and provide staff support to the Special Magistrate and Code Enforcement Board.
- \$ 24,000 002 **Special Magistrate:** Code Compliance & Minimum Housing Cases.
- \$ 64,871 003 **Vehicles:** Maintenance and replacement.

Budget Summary Form

Department: Community Planning & Development
Dept / Div #: 09 / 439

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	374,899	459,920	352,091	620,559
Operating Expenses	313,763	1,764,120	1,778,083	138,627
Internal Services	20,718	22,188	22,188	21,807
Operating Budget	709,380	2,246,228	2,152,362	780,993
Capital Outlay	2,860	353,554	513,531	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	18,133	20,144	20,144	24,952
Total Budget	730,373	2,619,926	2,686,037	805,945

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
CP&D Director	37	1
City Planner	32	1
Economic Development Manager	30	1
Zoning Administrator (moved)	29	1
Senior Planning Technician (moved)	22	1
CP&D Technician	20	1

Total # of Full-Time Employees 6

2014-15 Operating Budget: 780,993
2013-14 Operating Budget: 2,246,228
Dollar Change: (1,465,235)
Percentage Change: -65.23%

2014-15 Personnel - F.T.E's: 6.00
2013-14 Personnel - F.T.E's: 4.00
Personnel Change: 2.00

Budget Objectives Form

Department: Community Planning & Development
Division: Community Planning & Development
Dept. #: 09
Division #: 439

Objective:

\$ 805,945 To oversee and manage the Community Planning and Development Department comprised of Planning, Economic Development, Transportation Planning, and oversight of the transportation funds, including the 1/2-Cent Transportation Surtax and the Transportation Gas Tax funds; and the City's grant-funded Housing Rehabilitation Programs. Housing programs include grants from the Community Development Block Grant (CDBG), the HOME Investment Partnership Program (HOME) and the State Housing Improvement Program (SHIP).

ACTIVITIES:

\$ 338,024 001 **Administration:** Oversee and manage the department which consists of Planning, Economic and Business Development, Transportation Planning, and the CDBG/HOME Investment Partnership and SHIP Program personnel and activities; and to provide clerical support to the department.

\$ 279,994 002 **Planning Services:** Provide professional support to the Planning Commission and City Council; update, as needed, and monitor compliance with the Comprehensive Plan; prepare short- and long-range neighborhood plans; and work with neighborhood groups on special projects to develop and pursue multimodal strategies to support the City's transportation initiatives.

\$ 141,592 003 **Economic and Business Development Services:** Provide staff support to the Business Development Board, as well as to City Council and other City departments as requested; assist business groups as needed; maintain a demographic profile for the City; and work on specific economic development projects as directed. Business Development Board Programs - Undertake initiatives to promote economic and business development in the City. Funded 50% by the North Miami CRA.

\$ 3,275 004 **Green Initiative:** To provide funds for memberships into various "Green" organizations to promote the Mayor's mandate and the City's Comprehensive Plan policies for green buildings. To provide funds to promote green and sustainable projects, programs, training, and initiatives.

\$ 43,060 005 **Hardest Hit Program**

Budget Summary Form

Department: Finance
Dept #: 04

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	1,636,824	1,454,231	1,602,832	1,791,806
Operating Expenses	638,441	688,221	681,811	576,320
Internal Services	101,773	91,168	91,168	73,496
Operating Budget	2,377,038	2,233,620	2,375,811	2,441,622
Capital Outlay	0	10,594	10,700	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	77,269	78,376	78,376	77,394
Total Budget	2,454,307	2,322,590	2,464,887	2,519,016

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Finance Director	37	1
Assistant Finance Director	32	1
Chief Accountant	28	1
Utility Business Supervisor	28	1
Pension Plan Administrator	26	0
Accountant	24	1
Utility Business Coordinator	23	1
Utility Business Field Coordinator	22	1
Junior Accountants	21	2
Payroll Coordinator	21	1
Secretary	20	1
Account Clerk	18	12
Total # of Full-Time Employees		23

2014-15 Operating Budget: 2,441,622
2013-14 Operating Budget: 2,233,620
Dollar Change: 208,002
Percentage Change: 9.31%

2014-15 Personnel - F.T.E's: 23.00
2013-14 Personnel - F.T.E's: 23.00
Personnel Change: 0.00

Budget Summary Form

Department: Finance
Division: Administration
Dept / Division #: 04 / 409

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	340,368	311,044	397,952	401,414
Operating Expenses	183,372	172,180	173,528	133,696
Internal Services	23,085	20,137	20,137	16,581
Operating Budget	<u>546,825</u>	<u>503,361</u>	<u>591,617</u>	<u>551,691</u>
Capital Outlay	0	10,594	10,700	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	18,367	18,281	18,281	18,971
Total Budget	<u><u>565,192</u></u>	<u><u>532,236</u></u>	<u><u>620,598</u></u>	<u><u>570,662</u></u>

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Finance Director	37	1
Assistant Finance Director	32	1
Secretary	20	1

Total # of Full-Time Employees 3

2014-15 Operating Budget: 551,691
2013-14 Operating Budget: 503,361
Dollar Change: 48,330
Percentage Change: 9.60%

2014-15 Personnel - F.T.E's: 3.00
2013-14 Personnel - F.T.E's: 3.00
Personnel Change: 0.00

Budget Objectives Form

Department: Finance
Division: Administration
Dept. #: 04
Division #: 409

Objective:

\$ 570,662 To manage the Finance Department's three operating divisions (Accounting, Utility Billing, and Liens) and to conduct an independent audit of the 2012-13 fiscal year as required by State law and City Charter.

ACTIVITIES:

\$ 470,662 001 **Finance Administration:** Ensures the efficient financial operations of the City; provides management and secretarial support to the Finance divisions; bills and collects miscellaneous services for operating departments; coordinates the external audit; provides grant financial administration. The Finance Department was created and is dictated by the City Charter. It was established to ensure a clear division of duties and necessary internal control over the City's cash and investments, revenues, expenditures, purchasing, fixed assets, utility billing, accounts receivable, accounts payable, accounting, payroll, and administration of two City pension plans.

\$ 100,000 002 **Annual Independent Audit:** Independent audit firm conducts an audit of the FY2011-12 financial records as required by Florida Statute (Section 11.45) and City Charter (Article 11, Section 9(14)). Includes both the Federal and Single Audits.

Budget Summary Form

Department: Finance
Division: Accounting
Dept / Division#: 04 / 410

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	610,477	540,555	529,082	618,186
Operating Expenses	78,715	148,862	82,442	56,385
Internal Services	34,363	30,170	30,170	23,464
Operating Budget	<u>723,555</u>	<u>719,587</u>	<u>641,694</u>	<u>698,035</u>
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	27,340	27,390	27,390	26,847
Total Budget	<u><u>750,895</u></u>	<u><u>746,977</u></u>	<u><u>669,084</u></u>	<u><u>724,882</u></u>

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Chief Accountant	30	1
Pension Plan Administrator	26	0
Accountant	24	1
Junior Accountant	21	1
Payroll Coordinator	21	1
Account Clerk	18	4

Total # of Full-Time Employees 8

2014-15 Operating Budget: 698,035
2013-14 Operating Budget: 719,587
Dollar Change: (21,552)
Percentage Change: -3.00%

2014-15 Personnel - F.T.E's: 8.00
2013-14 Personnel - F.T.E's: 9.00
Personnel Change: -1.00

Budget Objectives Form

Department:	Finance
Division:	Accounting
Dept. #:	04
Division#:	410

Objective:

\$ 724,882 To properly and timely handle and record all financial transactions including the preparation of monthly financial reports, investments of City funds, reconciliation of all funds and bank accounts, submission of reports to required agencies and processing payments to employees and vendors on a timely basis.

ACTIVITIES:

\$ 463,579 001 **Accounting:** Prepare financial statements and provide control of funds and payments for the City; insure the maximum return on investments. Process accounts payable disbursements and payments on bond indebtedness in a timely manner to maintain City's excellent credit rating. Handle accounting for requisition, disposal, recording, and reporting of fixed assets.

\$ 177,581 002 **Central Cashier:** Provide a centralized location for residents and City departments to conduct cash transactions to insure internal fund control and financial transaction processing. Update individual utility accounts for payments received.

\$ 83,722 003 **Payroll:** Prepare weekly payroll for approximately 439 employees including input, calculation and distribution; processing of payroll direct deposits and transmission of data to financial institutions and associated registers; preparation of payroll deposits and deductions for electronic fund transfers to financial institutions; deductions for IRS tax levies to respective county and federal agencies; processing of requests to the Federal Reserve for employee savings bond purchases and providing outside agencies with payroll data for home loan verifications.

\$ - 004 **Pension:** Handle all pension related duties, including general accounting system maintenance and retirement and entitlement information to active employees. This position and all related expenses are reimbursed in full by the City's pension funds.

Budget Summary Form

Department: Finance
Division: Utility Services
Dept / Division #: 04 / 412

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	596,909	533,829	607,526	633,783
Operating Expenses	380,175	368,647	423,889	377,499
Internal Services	40,219	37,060	37,060	30,357
Operating Budget	1,017,303	939,536	1,068,475	1,041,639
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	28,295	29,255	29,255	28,036
Total Budget	1,045,598	968,791	1,097,730	1,069,675

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Utility Business Supervisor	28	1
Utility Business Coordinator	23	1
Utility Business Field Coordinator	22	1
Account Clerk	18	8
Total # of Full-Time Employees		11

2014-15 Operating Budget:	1,041,639
2013-14 Operating Budget:	968,791
Dollar Change:	72,848
Percentage Change:	7.52%
2014-15 Personnel - F.T.E's:	11.00
2013-14 Personnel - F.T.E's:	10.00
Personnel Change:	1.00

Budget Objectives Form

Department: Finance
Division: Utility Services
Division #: 412
Objective No.: 04

Objective:

\$ 1,069,675 To accurately and efficiently provide meter reading, customer service, and billing for the City's approximately 20,000 water, sewer, sanitation, recycling, grease trap, backflow and stormwater utility customers.

ACTIVITIES:

\$ 657,697 001 **Customer Service (Office):** Prepare monthly/quarterly customer utility bills and process new service applications. Resolve customer complaints, coordinate field activities, prepare internal annual reports, and collect delinquent accounts.

\$ 406,124 002 **Field Operations:** Provide quarterly/monthly water meter reads for approximately 20,000 accounts. Provide support documents and field surveillance of existing meter area conditions. Provide water meter turn on/off service for initial/conclusion of accounts as required by customer; investigate leaks; handle customer consumption inquiries and minor meter repairs; provide collection assistance for delinquent accounts and field assistance to Public Works.

\$ 5,854 003 **Vehicles:** Maintenance on one Utility Billing Vehicle @ \$294: per month

Budget Summary Form

Department: Finance
Division: Liens and Collection Processing
Dept / Division #: 04 / 414

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	89,070	68,803	68,272	75,338
Operating Expenses	-3,821	-1,468	1,952	8,740
Internal Services	4,106	3,801	3,801	3,094
Operating Budget	89,355	71,136	74,025	87,172
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	3,267	3,450	3,450	3,540
Total Budget	92,622	74,586	77,475	90,712

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Account Clerk	18	1

Total # of Full-Time Employees 1

2014-15 Operating Budget: 90,712
2013-14 Operating Budget: 71,136
Dollar Change: 19,576
Percentage Change: 27.52%

2014-15 Personnel - F.T.E's: 1.00
2013-14 Personnel - F.T.E's: 1.00
Personnel Change: 0.00

Budget Objectives Form

Department: Finance
Division: Liens and Collection Processing
Dept. #: 04
Division #: 414

Objective:

\$ 90,712 To ensure collection of the City's past due/liened receivables which included charges for utility services, miscellaneous services and code enforcement violations.

ACTIVITIES:

\$ 90,712 001 **Liens and Collection Processing:** Provide accurate and efficient lien search data to title companies and attorneys. Record and release all certified liens placed by the City against properties serviced. Post and file all legal Miami-Dade County recording information. Compute and post interest receivable on recorded liens through collection date. Collection of funds on recorded and past due liens. Correlate and process forms with outside collection services to recover revenues and costs.

To assist in the collection of water and invoice liens that have remained on file for an extended amount of time. To implement a biannual property owner notification of existing liens.

Budget Summary Form

Department: Information Technology
Dept. # 07

Dept / Division #: CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	860,417	928,227	797,982	975,389
Operating Expenses	396,915	600,271	608,832	564,513
Internal Services	55,651	55,000	55,000	47,290
Operating Budget	1,312,983	1,583,498	1,461,814	1,587,192
Capital Outlay	249,219	57,128	57,149	168,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	41,252	46,311	46,311	48,686
Total Budget	1,603,454	1,686,937	1,565,274	1,803,878

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Information Technology Director	37	1
Ass't Information Technology Director	32	0
Network Administrator	27	1
Network Specialist	24	2
Webmaster	24	1
IT Analysts	24	2
Information Processing Coordinator	22	1
Graphics Designer	21	1
Records Management Supervisor	20	1
Word Processing Specialist	19	0
Switchboard Operator	16	1
Clerical Technician	16	0

Total # of Full-Time Employees 11

2014-15 Operating Budget: 1,587,192
2013-14 Operating Budget: 1,583,498
Dollar Change: 3,694
Percentage Change: 0.23%

2014-15 Personnel - F.T.E's: 11.00
2013-14 Personnel - F.T.E's: 10.00
Personnel Change: 1.00

Budget Summary Form

Department: Information Technology
Division: Administration
Dept / Division #: 07 / 420

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	473924	469503	445057	513,983
Operating Expenses	121,033	227,626	230,565	261,741
Internal Services	28,710	25,935	25,935	21,459
Operating Budget	623,667	723,064	701,557	797,183
Capital Outlay	23,244	4,480	4,478	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	22,815	23,477	23,477	24,552
Total Budget	669,726	751,021	729,512	821,735

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Information Technology Director	37	1
Ass't Information Technology Director	32	0
Webmaster	24	1
Information Processing Coordinator	22	1
Graphics Designer	21	1
Records Management Supervisor	20	1
Word Processing Specialist	19	0
Switchboard Operator	16	1
Clerical Technician	16	0
Total # of Full-Time Employees		6

2014-15 Operating Budget: 797,183
2013-14 Operating Budget: 723,064
Dollar Change: 74,119
Percentage Change: 10.25%

2014-15 Personnel - F.T.E's: 6.00
2013-14 Personnel - F.T.E's: 6.00
Personnel Change: 0.00

Budget Objectives Form

Information Technology

Division:

Administration

Dept. #:

07

Dept / Division #:

420

Objective:

\$ 821,735

To provide quality service and guidance using the latest technology, and to respond efficiently to the growing needs of our community. To manage departments with technical support in the following areas: PC network operation; webpage maintenance; mainframe computer operation; graphics services; centralized word processing; records management services; channel 77 updates; and switchboard and mailroom operations.

ACTIVITIES:

\$ 310,977

001

Administration: Manage and administer department. Purchase toner, ink cartridges, paper and ribbons for various City Hall printers. Add and delete mainframe users and provide "fast" printing for user departments. Provide minutes for Council and Board meetings as required. Provide typing support to all departments as requested and total typing support to the Administrative Services Department. Provide typing of confidential Internal Affairs investigations and statements in ongoing investigations for our Police Department. Provide instruction in computer equipment and word processing software usage upon request to City employees. Provide backup services for switchboard. Provide maintenance for recording system of City Hall meetings.

\$ 259,598

002

Records/Switchboard/Mailroom/Copier: Provide identification, indexing, storage and retrieval of inactive records for all departments to meet requirements of Florida Statutes 119. Provide liaison with State Department, Bureau of Archives and Records Management. Provide document imaging services of current records such as: Council meeting minutes and agendas, resolutions and ordinances. To provide an information center for residents. Oversee the switchboard and mailroom, and maintain the postage meter. Answer and direct calls or questions to correct department as quickly and efficiently as possible and provide a convenient and centralized location for the processing of incoming/outgoing mail.

Budget Objectives Form

Information Technology

Division:

Administration

Dept. #:

07

Dept / Division #:

420

\$ 79,136 003

Graphics Support: The Graphics Designer is dedicated to visually communicate the City of North Miami's vision and message across all platforms in the most powerful way possible and emphasize ongoing impact of conceptual development, strategic thinking and mastery of technique in expressing artistic ideologies consistent with successful in-house printing, pre-press and print production output, ensuring all projects will be completed on time, within budget and to popular acclaim.

\$ 172,024 004

Web/PTV Webmaster: The Webmaster is responsible for programming and maintaining Progress TV77 and the City's website. The in-house position allows for immediate PTV77 updates and information to the residents of North Miami. They also record and broadcast City Council and other public meetings.

Budget Summary Form

Department: Information Technology
Division: Network and Programming
Dept / Division #: 07 / 421

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY15	Preliminary Budget FY15
Personal Services	386,493	458,724	352,925	461,406
Operating Expenses	275,882	372,645	378,267	302,772
Internal Services	26,941	29,065	29,065	25,831
Operating Budget	689,316	860,434	760,257	790,009
Capital Outlay	225,975	52,648	52,671	168,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	18,437	22,834	22,834	24,134
Total Budget	933,728	935,916	835,762	982,143

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Network Administrator	27	1
Network Specialist	24	2
IT Analysts	24	2
Total # of Full-Time Employees		5

2014-15 Operating Budget: 790,009
2013-14 Operating Budget: 860,434
Dollar Change: (70,425)
Percentage Change: -8.18%

2014-15 Personnel - F.T.E's: 5.00
2013-14 Personnel - F.T.E's: 4.00
Personnel Change: 1.00

Budget Objectives Form

Department: Information Technology
Division: Network and Programming
Dept. #: 07
Division #: 421

Objective:

\$ 982,143 To facilitate communication and support of existing and emerging information technologies and continued operation of the network system. To provide Internet access support, network support for laptops, webpage maintenance and monitor the wireless networks and telecommunications. Provide computer applications to user departments and necessary changes. Provide City with geographic information as requested.

ACTIVITIES:

\$ 562,239 001 **PC Networks Operation:** Facilitate communication using research, implementation and support of existing and emerging information technologies. Provide continued operation of the City's network, which consists of City Hall as well as off-site users at the Police Station, MoCA, Parks Operations Center, Library, Public Works Operations Center, Water Plant, and Motor Pool. Provide continued support of Internet access at the Library, Griffing Adult Center, and Sunkist Grove Community Centers. Monitor the wireless networks and telecommunications.

\$ 415,165 002 **Programming and GIS Specialist:** Provide the following computer applications to user departments: Payroll, Financial Management, Utility Billing, Fixed Assets, Liens, Budget, Records Management, Code Enforcement, Building Permits and Inspections, Occupational Licenses, Boards and Commissions Tracking, Contracts Management, Public Works Work Order/Complaints, Sanitation, Police CAD (Communication and Dispatch) and Customer/Constituent Complaint Services. To be able to analyze, organize and manipulate data that can provide information services to our government, community, as well as our employees. To provide the City with a method of managing, analyzing and displaying geographic information on easily understood, computer-generated maps. This information will help analyze emerging crime reduction strategies and also help track code enforcement violations and issuance of building permits.

\$ 4,739 003 **Vehicles:** Maintenance costs and vehicle replacement costs for vehicle.

Budget Summary Form

Department: Library
Dept #: 17

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	544,707	608,747	579,727	642,462
Operating Expenses	235,280	302,192	318,501	235,565
Internal Services	39,859	36,824	36,824	32,698
Operating Budget	819,846	947,763	935,052	910,725
Capital Outlay	0	884,039	884,039	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	28,141	29,205	29,205	30,964
Total Budget	847,987	1,861,007	1,848,296	941,689

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Library Manager	30	1
Network Specialist	24	1
Librarian	23	2
Secretary	20	0
Trades Mechanic	20	1
Library Aide II	18	1
Library Aide I	15	2

Total # of Full-Time Employees 8

2014-15 Operating Budget: 910,725
2013-14 Operating Budget: 947,763
Dollar Change: (37,038)
Percentage Change: -3.91%

2014-15 Personnel - F.T.E. 11.10
2013-14 Personnel - F.T.E. 11.10
Personnel Change: 0.00

Budget Summary Form

Department: Library
Division: Library - General Fund
Dept / Div #: 17 / 490

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	544,707	608,747	579,727	641,677
Operating Expenses	235,280	302,192	318,501	214,206
Internal Services	39,859	36,824	36,824	32,698
Operating Budget	819,846	947,763	935,052	888,581
Capital Outlay	0	884,039	884,039	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	28,141	29,205	29,205	30,964
Total Budget	847,987	1,861,007	1,848,296	919,545

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Library Manager	30	1
Network Specialist	24	1
Librarian	23	2
Secretary	20	0
Trades Mechanic	20	1
Library Aide II	18	1
Library Aide I	15	2

Total # of Full-Time Employees 8

2014-15 Operating Budget: 888,581
2013-14 Operating Budget: 947,763
Dollar Change: (59,182)
Percentage Change: -6.24%

2014-15 Personnel - F.T.E. 11.10
2013-14 Personnel - F.T.E. 11.10
Personnel Change: 0.00

Budget Objectives Form

Department: Library
Division: Library
Dept. # 17
Division #: 490

Objective:

\$ 919,545 To manage the Public Library with 10.50 full-time equivalent employees who staff the facility 69.5 hours per 7-day week with direct public contact 65 hours per 7-day week, and to provide necessary materials, technology and public services.

ACTIVITIES:

\$ 671,536 001 **Department Administration:** Manage and administer a department to optimize funding, staff output, patron satisfaction, facility maintenance, safety, and security.

\$ 113,676 002 **Collection Development:** Identify, procure, catalog, process, organize and store print, non-print, and subscription materials appropriate for a multicultural community.

\$ 107,654 003 **Public Services:** Assist patrons with their needs for recreational, informational, cultural and educational materials by: 1) answering reference questions in person, over the phone, via fax or email; 2) retrieving, interpreting and teaching the use of printed and online information; 3) circulating materials to all patrons including those medically unable to come to the Library; and 4) presenting programs and informational support to the varied user groups in the City - general public, school, business, civic, institution and government.

\$ 21,044 004 **Internet and Technological Services:** Provide public, governmental and community-center access to the Internet via the Library; computerized access to the Library's holdings; remote access to the Florida Virtual Library; user education of electronic information; and educational software for students.

\$ - 005 **Sunday Hours:** To fund library services for 50 Sundays per year, 4 hours per Sunday.

\$ 5,635 006 **Vehicle:** Maintenance and Replacement

Budget Summary Form

Department: Library
Division: Library State Aid
Dept / Division #: 17 / 491

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	0	0	0	785
Operating Expenses	0	0	188	521,359
Internal Services	0	0	0	0
Operating Budget	0	0	188	522,144
Capital Outlay	11,484	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	11,484	0	188	522,144

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees **0**

2014-15 Operating Budget: 522,144
2013-14 Operating Budget: -
Dollar Change: 522,144
Percentage Change: #DIV/0!

2014-15 Personnel - F.T.E. 0.24
2013-14 Personnel - F.T.E. 0.24
Personnel Change: 0.00

Budget Objectives Form

Department: Library
Division: Library State Aid
Dept. #: 17
Division # 17 / 491

Objective:

\$ 22,144 To use state funds to enhance library services to the citizens of North Miami.

ACTIVITIES:

- \$ - 2.1 **Administrative Cost:** To enhance services to the public by expediting assistance through a patron support clerk, program support clerk and a circulation support clerk to reduce wait time. To keep up with the latest development in the Library field through memberships.
- \$ - 2.2 **Collection Development Materials:** Enhance available materials to the public through the acquisition of updated reference materials, circulating materials, periodicals, and subscriptions.
- \$ 22,144 2.3 **Sunday Hours:** To fund library services for 37 Sundays per year, 4 hours per Sunday.

Budget Summary Form

Department: Mayor/Council
Dept # 01

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	222,465	291,923	255,013	287,986
Operating Expenses	408,003	342,001	345,965	342,000
Internal Services	9,554	8,846	8,846	6,406
Operating Budget	640,022	642,770	609,824	636,392
Capital Outlay		0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	7,601	8,025	8,025	7,324
Total Budget	647,623	650,795	617,849	643,716

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Constituent Services Coordinator	25	2

Total # of Full-Time Employees 2

2014-15 Operating Budget:	636,392
2013-14 Operating Budget:	642,770
Dollar Change:	(6,378)
Percentage Change:	-0.99%
2014-15 Personnel - F.T.E's:	2.00
2013-14 Personnel - F.T.E's:	2.00
Personnel Change:	0.00

Budget Objectives Form

Department: Mayor/Council
Division: Mayor/Council Office
Dept. #: 01
Division #: 400

Objective:

\$ 643,716 To be leaders and policy makers responsive to the needs of North Miami residents. To carry out legislative policies, ensure community services, and supervise City Manager and Attorney's performances.

ACTIVITIES:

\$ 251,874 001 **Mayor/Council Office:** To provide the necessary support to the City Mayor and Council that facilitates their legislative responsibilities and help them to be more efficient in responding to the needs of North Miami residents.

\$ 100,782 002 **Mayor's Office:** Provides the legislative branch of North Miami's government which determines policy that ensures quality public service at acceptable cost; provides residents with an office in which to seek information on matters of concern.

\$ 72,765 003 **District 1 Office:** Provides policy direction that ensures quality public service at acceptable cost; provides District 1 residents with an office in which to seek information on matters of concern.

\$ 72,765 004 **District 2 Office:** Provides policy direction that ensures quality public service at acceptable cost; provides District 2 residents with an office in which to seek information on matters of concern.

\$ 72,765 005 **District 3 Office:** Provides policy direction that ensures quality public service at acceptable cost; provides District 3 residents with an office in which to seek information on matters of concern.

\$ 72,765 006 **District 4 Office:** Provides policy direction that ensures quality public service at acceptable cost; provides District 4 residents with an office in which to seek information on matters of concern.

Budget Summary Form

Department: Museum of Contemporary Art
Dept. / Div # 14 / 482

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	550,500	563,189	428,512	616,735
Operating Expenses	160,032	204,467	521,761	186,181
Internal Services	34,540	32,109	32,109	32,089
Operating Budget	745,072	799,765	982,382	835,005
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	116,100	153,700	121,400	153,700
Reserves & Other	23,909	29,499	29,499	30,268
Total Budget	885,081	982,964	1,133,281	1,018,973

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
MOCA Director	37	1
MOCA Assistant Director	32	1
Curator	24	1
Accountant	24	1
Administrative Specialist	18	1
Maintenance Mechanic	18	1
Total # of Full-Time Employees		6

2014-15 Operating Budget: 835,005
2013-14 Operating Budget: 799,765
Dollar Change: 35,240
Percentage Change: 4.41%

2014-15 Personnel - F.T.E's: 6.00
2013-14 Personnel - F.T.E's: 5.00
Personnel Change: 1.00

Budget Objectives Form

Department: Museum of Contemporary Art
Division: MOCA
Dept #: 14
Division #: 482

Objective:

\$ 1,018,973

To make contemporary art of internationally known artists, and particularly young and emerging artists, accessible to diverse audiences, especially under-served populations by exploring the art of our time and its relationship to a broader cultural context.

ACTIVITIES:

- | | | |
|---------|-----|--|
| 493,018 | 001 | <p>MOCA Administrative Staff: Provides management and coordination of the exhibits and programs offered throughout the year by the Museum of Contemporary Art including 8 exhibitions, 12 Jazz at MOCA concerts, lectures, Haitian cultural events, children's classes and teen programs.</p> |
| 196,793 | 002 | <p>Museum Specialized Services: Provides for the services required of a first class museum including full-time curatorial services; preparator services and security services provided by contractors.</p> |
| 256,471 | 003 | <p>Building Operations: Provides the maintenance and upkeep of the 23,000 square foot MOCA building with a full-time maintenance mechanic, including utilities and contractual building services.</p> |
| 67,056 | 004 | <p>Jazz at MOCA: Provides 12 outdoor jazz concerts in the Civic Center Plaza at no charge for the entertainment and enjoyment of City residents and visitors.</p> |
| 5,635 | 005 | <p>Vehicle: Maintenance and replacement.</p> |

Budget Summary Form

Department: Non-Departmental
Dept #: 13

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	306,563	-724,336	102,136	-206,903
Materials, Supplies & Services	396,506	312,425	407,868	212,425
Internal Services	0	0	0	0
Operating Budget	703,069	-411,911	510,004	5,522
Capital Outlay	0	0	1,709	0
Debt Service	0	0	0	0
Grants & Aids	410,697	1,397,302	1,190,302	360,500
Reserves & Other	0	8,356,141	0	9,059,043
Total Budget	1,113,766	9,341,532	1,702,015	9,425,065
2014-15 Operating Budget:	5,522			
2013-14 Operating Budget:	(411,911)			
Dollar Change:	417,433			
Percentage Change:	-101.34%			
2014-15 Personnel - F.T.E's:	0.00			
2013-14 Personnel - F.T.E's:	0.00			
Personnel Change:	0.00			

Budget Summary Form

Department: Non-Departmental
Division: Non-Departmental Expenses
Dept / Division #: 13 / 480

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	306,563	-724,336	102,136	-206,903
Materials, Supplies & Services	396,506	312,425	407,868	212,425
Internal Services	0	0	0	0
Operating Budget	703,069	-411,911	510,004	5,522
Capital Outlay	0	0	1,709	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	8,356,141	0	9,059,043
Total Budget	703,069	7,944,230	511,713	9,064,565

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2014-15 Operating Budget:	5,522
2013-14 Operating Budget:	(411,911)
Dollar Change:	417,433
Percentage Change:	-101.34%
2014-15 Personnel - F.T.E's:	0.00
2013-14 Personnel - F.T.E's:	0.00
Personnel Change:	0.00

Budget Objectives Form

Department: Non-Departmental
Division: Non-Departmental Expenses
Dept #: 13
Division #: 480

Objective:

\$ 9,064,565 To provide for employee benefits for General Fund employees; for the General Fund's contribution to the Risk Management Fund to operate its liability programs; for the General Fund Contingency; for property insurance and bonds premiums; and for legislative lobbyists.

ACTIVITIES:

\$ 3,097 001 **Miscellaneous Expenses & Reserves:** Provides funds for reimbursement to Florida Unemployment Compensation Fund for benefits paid.

\$ 9,059,043 002 **Miscellaneous Expenses & Reserves:** Provides funds for accrued sick leave and vacation upon retirement for employees; contingency funds for emergency or unforeseen expenses that cannot be anticipated during the budget process and are authorized by the City Manager.

\$ 2,425 003 **Corporate Run:** Provides funds for up to 40 City employees to participate in the annual corporate run in downtown Miami as a team building event. The funds will cover registration fees, a tent, team t-shirts, and food and refreshments.

\$ - 004 **Biscayne Landing Maintenance**

Budget Summary Form

Department: Non-Departmental
Division: Grants to Others
Dept / Division #: 13 / 486

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	0	0	0	0
Operating Expenses	0	0	0	0
Internal Services	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	410,697	1,397,302	1,190,302	360,500
Reserves & Other	0	0	0	0
Total Budget	<u><u>410,697</u></u>	<u><u>1,397,302</u></u>	<u><u>1,190,302</u></u>	<u><u>360,500</u></u>

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2014-15 Operating Budget:	-
2013-14 Operating Budget:	-
Dollar Change:	<u>-</u>
Percentage Change:	<u>0.00%</u>
2014-15 Personnel - F.T.E's:	0.00
2013-14 Personnel - F.T.E's:	<u>0.00</u>
Personnel Change:	<u><u>0.00</u></u>

Budget Summary Form

Department Office of Management and Budget
Dept / Div #: 11 / 416

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	175,008	194,592	187,656	228,506
Operating Expenses	25,078	28,713	41,144	37,981
Internal Services	13,608	12,602	12,602	8,648
Operating Budget	213,694	235,907	241,402	275,135
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	10,826	11,440	11,440	9,895
Total Budget	224,520	247,347	252,842	285,030

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Budget Director	37	1
Budget Administrator	28	1
Budget Analyst	24	0

Total # of Full-Time Employees 2

2014-15 Operating Budget: 275,135
2013-14 Operating Budget: 235,907
Dollar Change: 39,228
Percentage Change: 16.63%

2014-15 Personnel - F.T.E's: 2.00
2013-14 Personnel - F.T.E's: 2.00
Personnel Change: 0.00

Budget Objectives Form

Department Office of Management and Budget
Division: Budget Administration
Dept. #: 11
Division #: 416

Objective:

\$ 285,030 To prepare and monitor the City's annual revenue and expenditure budgets.

ACTIVITIES:

\$ 285,030 001 **Budget Administration:** Monitors expenditures and revenues to insure City funds are received as anticipated and expended in accordance with authorized appropriations. Reviews and prepares future year's budget for the presentation to, and consideration of the City Manager, City Council and City residents.

Budget Summary Form

Department: Parks & Recreation

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	3,373,226	3,713,800	3,210,449	3,860,028
Operating Expenses	2,006,560	2,249,855	2,128,809	2,055,135
Internal Services	448,661	491,143	491,143	521,312
Operating Budget	5,828,447	6,454,798	5,830,401	6,436,475
Capital Outlay	275,835	543,791	749,937	0
Debt Service	0	0	0	0
Grants & Aids	19,900	15,900	15,900	19,500
Reserves & Other	123,243	166,104	166,104	171,077
Total Budget	6,247,425	7,180,593	6,762,342	6,627,052

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Parks and Recreation Director	37	1
Assistant Parks and Recreation Director	32	1
Parks Superintendent	28	1
Recreation Superintendent	28	1
Parks Supervisor	25	0
Recreation Supervisor	25	3
Administrative Coordinator	22	1
Parks Coordinator	22	3
Parks Specialist	21	3
Recreation Specialist	21	4
Parks Naturalist	21	1
Heavy Equipment Operator	20	4
Trades Mechanic	20	3
Recreation Leader II	18	2
Maintenance Mechanic	18	4
Motor Equipment Operator	18	5
Lifeguard	17	1
Recreation Leader I	16	3
Clerical Technician	16	2
General Maintenance Worker	15	6
Recreation Aide	12	0
Tennis Pro	10	1
Total # of Full-Time Employees		50

2014-15 Operating Budget:	6,436,475
2013-14 Operating Budget:	6,454,798
Dollar Change:	(18,323)
Percentage Change:	-0.28%

2014-15 Personnel - F.T.E's:	91.83
2013-14 Personnel - F.T.E's:	90.83
Personnel Change:	1.00

Budget Summary Form

Department: Parks and Recreation
Division: Administration
Dept / Division #: 12 / 460

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	284,536	372,493	245,375	411,744
Operating Expenses	103,906	64,683	98,927	58,539
Internal Services	25,252	29,815	29,815	28,300
Operating Budget	413,694	466,991	374,117	498,583
Capital Outlay	127,843		0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	13,284	19,007	19,007	20,078
Total Budget	554,821	485,998	393,124	518,661

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Parks and Recreation Director	37	1
Asst. Parks and Rec. Director	32	1
Administrative Coordinator	22	1
Clerical Technician	16	1

Total # of Full-Time Employees 4

2014-15 Operating Budget: 498,583
2013-14 Operating Budget: 466,991
Dollar Change: 31,592
Percentage Change: 6.77%

2014-15 Personnel - F.T.E's: 4.70
2013-14 Personnel - F.T.E's: 3.70
Personnel Change: 1.00

Budget Objectives Form

Department: Parks and Recreation
Division: Administration
Dept #: 12
Division #: 460

Objective:

\$ 518,661 To provide administrative support services, direction, and leadership for the Parks and Recreation divisions whose departmental responsibilities include maintaining over 95 acres of developed park land, 400 landscaped medians, canal ends, and public areas, operating 23 activity centers, coordinating numerous community events, and providing programming for approximately 60,000 residents.

ACTIVITIES:

\$ 482,886 001 **Administration:** Oversee, direct, and lead a department consisting of athletics, aquatics, school related programming, parks, facilities, and local rights-of-ways; provide administrative support services to assist staff as well as the public.

\$ 25,023 002 **Office Space:** To provide temporary offices for Parks and Recreation Administration. Funds will cover rent and operating costs associated with new space

\$ 10,752 003 **Vehicles:** Maintenance and replacement of two (2) vehicles

Budget Summary Form

Department: Parks and Recreation
Division: Recreation Administration
Dept / Division #: 12 / 461

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	251,057	255,406	247,591	218,784
Operating Expenses	26,316	28,287	24,144	20,970
Internal Services	39,680	39,255	39,255	42,106
Operating Budget	317,053	322,948	310,990	281,860
Capital Outlay	0	35,000	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	12,313	12,829	12,829	13,367
Total Budget	329,366	370,777	323,819	295,227

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Recreation Superintendent	28	1
Recreation Supervisor	25	2

Total # of Full-Time Employees 3

2014-15 Operating Budget: 281,860
2013-14 Operating Budget: 322,948
Dollar Change: (41,088)
Percentage Change: -12.72%

2014-15 Personnel - F.T.E's: 3.00
2013-14 Personnel - F.T.E's: 3.00
Personnel Change: 0.00

Budget Objectives Form

Department: Parks and Recreation
Division: Recreation Administration
Dept #: 12
Division #: 461

Objective:

\$ 295,227 To provide administrative support, leadership, supervision, and direction for 25 full time employees and over 100 part time employees responsible for the City's recreation programs, services, and facilities.

ACTIVITIES:

\$ 251,303 001 **Recreation Administration:** Provides overall supervision of the Division's varied programs and services as well as leadership and direction for the work force of full time and part time employees.

\$ 13,500 002 **Marketing and Promotion:** Produces and distributes three 12 page catalogues for the purpose of detailing programs, activities, and facility operations to reach individuals and groups within the City as well as promote recreational programs through various media sources.

\$ 30,424 003 **Vehicles:** Maintenance costs and replacement costs for two buses, two Chevy vans and a Ford Taurus automobile.

Budget Summary Form

Department: Parks and Recreation
Division: Athletics
Dept / Division #: 12 / 462

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	328,398	469,039	330,859	537,272
Operating Expenses	443,855	592,419	568,475	618,147
Internal Services	19,902	22,225	22,225	20,218
Operating Budget	<u>792,155</u>	<u>1,083,683</u>	<u>921,559</u>	<u>1,175,637</u>
Capital Outlay	7,853	0	0	0
Debt Service	0	0	0	0
Grants & Aids	16,000	12,000	12,000	16,000
Reserves & Other	10,134	12,459	12,459	12,835
Total Budget	<u><u>826,142</u></u>	<u><u>1,108,142</u></u>	<u><u>946,018</u></u>	<u><u>1,204,472</u></u>

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Recreation Specialist	21	5

Total # of Full-Time Employees 5

2014-15 Operating Budget:	1,175,637
2013-14 Operating Budget:	<u>1,083,683</u>
Dollar Change:	<u>91,954</u>
Percentage Change:	8.49%
2014-15 Personnel - F.T.E's:	5.00
2013-14 Personnel - F.T.E's:	<u>3.00</u>
Personnel Change:	<u><u>2.00</u></u>

Budget Objectives Form

Department:	Parks and Recreation
Division:	Athletics
Dept #:	12
Division #:	462

Objective:

\$ 1,204,472 To administer, plan, direct and supervise athletic programs for adults and youth of the community at the City's three major athletic complexes (Cagni, Pepper, and Ben Franklin Parks).

ACTIVITIES:

- | | | |
|------------|-----|---|
| \$ 208,882 | 001 | Claude Pepper Park Operations: Supervise and maintain Pepper Park in order to accommodate the leisure needs of the residents of North Miami and the surrounding community. |
| \$ 200,187 | 002 | Ray Cagni Park Operations: Supervise and maintain athletic complex at Cagni Park to accommodate the leisure needs of the residents of North Maimi and the surrounding community. |
| \$ 136,739 | 003 | Ben Franklin Park Operations: Supervise and maintain athletic complex at Cagni Park to accommodate the leisure needs of the residents of North Maimi and the surrounding community. |
| \$ 136,210 | 004 | Youth Sports: Administer and coordinate organized team sports for children of the community; some of the activities offered are football, basketball, cheerleading, soccer, and baseball. Program revenue is projected to be \$16,000. |
| \$ 42,803 | 005 | Youth Athletic Camp - Administer, plan, direct, and supervise athletics program for youth and adults. |
| \$ 9,000 | 006 | Vehicle: Maintenance and replacement. |
| \$ 123,495 | 007 | Cagni Park Gymnasium |
| \$ 347,156 | 008 | JCC Community Center |

Budget Summary Form

Department: Parks and Recreation
Division: Aquatics
Dept / Division #: 12 / 463

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	126,452	128,493	115,668	138,726
Operating Expenses	120,183	130,915	121,442	132,063
Internal Services	6,868	6,353	6,353	5,081
Operating Budget	253,503	265,761	243,463	275,870
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	5,464	5,767	5,767	5,813
Total Budget	258,967	271,528	249,230	281,683

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Recreation Specialist	21	1
Lifeguard	17	1

Total # of Full-Time Employees **2**

2014-15 Operating Budget:	-
2013-14 Operating Budget:	265,761
Dollar Change:	(265,761)
Percentage Change:	-100.00%
2014-15 Personnel - F.T.E's:	4.33
2013-14 Personnel - F.T.E's:	4.33
Personnel Change:	0.00

Budget Objectives Form

Department: Parks and Recreation
Division: Aquatics
Dept #: 12
Division #: 463

Objective:

\$ 281,683 To provide two aquatic facilities and qualified personnel to conduct a variety of recreational and educational aquatic programs in accordance with HRS regulations.

ACTIVITIES:

\$ 277,979 001 **Sasso Pool Operation:** Operate a public swimming pool and Wet-Tot-Lot on a year-round basis for open public swim, swim lessons, and party rentals. Revenue from operation is anticipated to be \$13,000.

\$ 1,700 002 **Lifeguard Training Classes:** Provides three American Red Cross certified lifeguard training classes to 20 members of the public; classes will be rotated between both aquatic facilities. Revenue for the classes are anticipated to be \$1,700.

\$ 2,004 003 **Pre-School Swim Program:** Provides qualified instruction, bus transportation, and supplies to teach up to 75 three to five year old children that attend local pre-schools how to swim. Revenue for the swim program is anticipated to be \$1,875.

Budget Summary Form

Department: Parks and Recreation
Division: Tennis
Dept / Division #: 12 / 464

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	88,631	90,159	85,167	109,553
Operating Expenses	35,516	35,319	35,736	35,543
Internal Services	2,689	2,434	2,434	4,212
Operating Budget	126,836	127,912	123,337	149,308
Capital Outlay	0	30,352	30,352	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	2,140	2,209	2,209	4,819
Total Budget	128,976	160,473	155,898	154,127

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Tennis Pro	10	1
Recreation Aide	12	1

Total # of Full-Time Employees 2

2014-15 Operating Budget: -
2013-14 Operating Budget: 127,912
Dollar Change: (127,912)
Percentage Change: -100.00%

2014-15 Personnel - F.T.E's: 2.25
2013-14 Personnel - F.T.E's: 2.25
Personnel Change: 0.00

Budget Objectives Form

Department: Parks and Recreation
Division: Tennis
Dept #: 12
Division #: 464

Objective:

\$ 154,127 To provide tennis instruction, programs, tournaments, leagues, and tennis services for Penny Sugarman Tennis Center, Pepper Park and Cagni Park.

ACTIVITIES:

\$ 150,817	001	Penny Sugarman and Cagni Tennis Facilities: Provides a qualified tennis pro and staff primarily to oversee the tennis program at Penny Sugarman Tennis Center and to provide associated programming at Cagni Park. Revenue from memberships, court fees, and tennis clinics is anticipated to be \$15,000.
\$ 3,310	002	Pepper Park Tennis Operation: Provides tennis supplies and a phone line to the tennis contractor who oversees recreational and instructional tennis programs and court management services at Pepper Park.

Budget Summary Form

Department: Parks and Recreation
Division: Facility Operations
Dept / Division #: 12 / 465

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	224,049	252,795	232,549	306,660
Operating Expenses	147,892	173,823	205,136	167,340
Internal Services	9,618	10,522	10,522	8,566
Operating Budget	381,559	437,140	448,207	482,566
Capital Outlay	6,143	43,650	44,818	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	5,924	9,552	9,552	9,801
Total Budget	393,626	490,342	502,577	492,367

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Recreation Leader II	18	3
Recreation Leader I	16	1

Total # of Full-Time Employees **4**

2014-15 Operating Budget: -
2013-14 Operating Budget: 437,140
Dollar Change: (437,140)
Percentage Change: -100.00%

2014-15 Personnel - F.T.E's: 8.77
2013-14 Personnel - F.T.E's: 8.77
Personnel Change: 0.00

Budget Objectives Form

Department: Parks and Recreation
Division: Facility Operations
Dept #: 12
Division #: 465

Objective:

\$ 492,367 To operate and run programs in three City centers: Sunkist Grove Community Center, Keystone Community Center, and Griffing Adult Center.

ACTIVITIES:

\$ 184,847 001 **Sunkist Grove Community Center:** Operate Sunkist Grove Community Center, including a computer lab, drop-in evening program, weekend rentals, and camps. Revenue for facility rentals is estimated at \$6000.

\$ 189,012 002 **Griffing Adult Center:** Operate the Griffing Adult Center for senior adult programming and events. Provide staff and supplies for operation of various classes for senior adults; classes offered include Fabric Painting, Decorative Arts, Chorus, and Hooked on Crafts. Revenues for the classes are estimated at \$1500.

\$ 78,323 003 **Keystone Center and School Skills Program:** Operation of Keystone Community Center, which includes a program for children ages 3 - 5, weekend rentals, and camps. Revenue for facility rentals is estimated at \$2000, while revenue for the School Skills program is estimated at \$8000.

\$ 40,185 004 **Teen Programming:** Administer, plan, direct and coordinate.

Budget Summary Form

Department: Parks and Recreation
Division: Parks Administration
Dept / Division #: 12 / 466

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	159,149	159,611	155,634	0
Operating Expenses	36,290	44,888	39,582	113,473
Internal Services	18,441	18,075	18,075	18,482
Operating Budget	<u>213,880</u>	<u>222,574</u>	<u>213,291</u>	<u>131,955</u>
Capital Outlay	17,862	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	7,540	7,961	7,961	8,252
Total Budget	<u><u>239,282</u></u>	<u><u>230,535</u></u>	<u><u>221,252</u></u>	<u><u>140,207</u></u>

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Parks Superintendent	28	0
Parks Supervisor	25	0
Clerical Technician	16	0
Total # of Full-Time Employees		<u><u>0</u></u>

2014-15 Operating Budget: 131,955
2013-14 Operating Budget: 222,574
Dollar Change: (90,619)
Percentage Change: -40.71%

2014-15 Personnel - F.T.E's: 0.00
2013-14 Personnel - F.T.E's: 2.00
Personnel Change: -2.00

Budget Objectives Form

Department: Parks and Recreation
Division: Parks Administration
Dept #: 12
Division #: 466

Objective:

\$ 140,207 To provide administrative support for Parks Division operations and to keep the Parks Operations Center operational.

ACTIVITIES:

\$ 91,469 001 **Parks Administration:** Provides direct supervision, administration, operational control, coordination, and clerical needs of the Parks Division.

\$ 37,468 002 **Parks Operations Center Expenses:** Provides utility services (water and sewer, telephones, electricity, and sanitation collection charges), contractual services (maintenance of the air conditioning and burglar alarm), a fax and copy machine, and facility maintenance.

\$ 11,270 003 **Vehicles:** Maintenance and replacement costs of vehicles

Budget Summary Form

Department: Parks and Recreation
Division: North Miami Athletic Stadium
Dept / Division #: 12 / 467

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	11,734	30,052	25,286	30,052
Materials, Supplies & Services	103,236	123,251	125,192	116,958
Internal Services	0	0	0	0
The City and Miami-Dade C	114,970	153,303	150,478	147,010
Capital Outlay	4,245	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Non-Operating	0	0	0	0
Total Budget	119,215	153,303	150,478	147,010

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
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Total # of Full-Time Employees 0

2014-15 Operating Budget: -
2013-14 Operating Budget: 153,303
Dollar Change: (153,303)
Percentage Change: -100.00%

2014-15 Personnel - F.T.E's: 1.85
2013-14 Personnel - F.T.E's: 1.85
Personnel Change: 0.00

Budget Objectives Form

Department: Parks and Recreation
Division: North Miami Athletic Stadium
Dept #: 12
Division #: 467

Objective:

\$ 147,010 To provide the staff and supplies to maintain the North Miami Athletic Stadium.

ACTIVITIES:

\$ 147,010 001 **Complex Operations:** To provide part-time staff, facility maintenance including field preparation, irrigation, supplies and maintenance equipment; electrical repairs and services; and scoreboard lighting repairs. Provide part-time park attendants for weekday and weekend rental activities. Rental revenue is projected to be \$85,000

Budget Summary Form

Department: Parks and Recreation
Division: Parks Operations
Dept / Division #: 12 / 468

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	533,103	519,906	501,586	565,252
Operating Expenses	188,893	177,059	157,978	176,210
Internal Services	105,099	106,085	106,085	117,313
Operating Budget	827,095	803,050	765,649	858,775
Capital Outlay	30,000	434,789	674,767	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	23,441	25,033	25,033	25,443
Total Budget	880,536	1,262,872	1,465,449	884,218

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Parks Coordinator	22	1
Parks Specialist	21	1
Heavy Equipment Operator	20	0
Trades Mechanic	20	2
Maintenance Mechanic	18	2
Motor Equipment Operator	18	0
General Maintenance Worker	15	2

Total # of Full-Time Employees **8**

2014-15 Operating Budget: 858,775
2013-14 Operating Budget: 803,050
Dollar Change: 55,725
Percentage Change: 6.94%

2014-15 Personnel - F.T.E's: 15.00
2013-14 Personnel - F.T.E's: 15.00
Personnel Change: 0.00

Budget Objectives Form

Department: Parks and Recreation
Division: Parks Operations
Dept #: 12
Division #: 468

Objective:

\$ 884,218 To maintain 4 major park facilities, 11 passive parks, a pool, and 7 recreation centers. To support City events and activities budgeted in other decision units as well as respond to emergencies and complaints.

ACTIVITIES:

\$ 789,142 001 **Facility Operations:** Maintain the City's Parks and Recreation facilities which include buildings, grounds, pools, and playgrounds.

\$ 95,076 002 **Vehicles:** Maintenance and Replacement

Budget Summary Form

Department: Parks and Recreation
Division: Rights-of-Way Operations
Dept / Division #: 12 / 469

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	1,043,067	1,114,493	1,018,017	1,188,514
Operating Expenses	309,390	400,778	340,552	300,169
Internal Services	206,461	242,581	242,581	264,948
Operating Budget	1,558,918	1,757,852	1,601,150	1,753,631
Capital Outlay	8,071	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	32,884	60,568	60,568	59,472
Total Budget	1,599,873	1,818,420	1,661,718	1,813,103

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Parks Coordinator	22	2
Parks Specialist	21	2
Heavy Equipment Operator	20	3
Trades Mechanic	20	1
Maintenance Mechanic	18	2
Motor Equipment Operator	18	4
General Maintenance Worker	15	4

Total # of Full-Time Employees **18**

2014-15 Operating Budget: 1,753,631
2013-14 Operating Budget: 1,757,852
Dollar Change: (4,221)
Percentage Change: -0.24%

2014-15 Personnel - F.T.E's: 18.00
2013-14 Personnel - F.T.E's: 15.00
Personnel Change: 3.00

Budget Objectives Form

Department: Parks and Recreation
Division: Rights-of-Way Operations
Dept #: 12
Division #: 469

Objective:

\$ 1,813,103 To maintain all landscaping in rights-of-way areas in the City which include medians, swales, courtyards, parkways, circles, canal ends, cul-de-sacs, fountains, and monuments.

ACTIVITIES:

\$ 852,119 001 **Rights-of-Way Operations:** Provide rights-of-way turf maintenance and grounds care including irrigation repairs and installation, fertilizing, mowing, spraying, landscaping renovations, annual plantings, annuals replacements, and monitoring of landscape contracts.

\$ 664,274 002 **Aerial and Tree Operations:** Maintain trees on City properties including swales, parkways, medians, monuments, cul-de-sacs, and canal ends. Work performed includes trimming, shaping, and repairing trees as well as removing and replacing trees as necessary.

\$ 83,740 003 **Contractual Landscape Maintenance:** Contractual services required to insure that rights-of-ways are mowed, cleaned, trimmed, and maintained and swale trees are raised to provide for traffic sign visibility and safe pedestrian and vehicle clearance. Additional cost of \$200 for irrigation controllers

\$ 212,970 004 **Vehicle:** Maintenance & Replacement

Budget Summary Form

Department: Parks and Recreation
Division: Enchanted Forest Elaine Gordon Park
Dept / Division #: 12 / 471

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	83,915	81,642	75,647	88,785
Operating Expenses	64,925	77,138	65,701	-85,550
Internal Services	5,063	4,738	4,738	3,955
Operating Budget	<u>153,903</u>	<u>163,518</u>	<u>146,086</u>	<u>7,190</u>
Capital Outlay	27,980	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	3,608	3,822	3,822	3,921
Total Budget	<u><u>185,491</u></u>	<u><u>167,340</u></u>	<u><u>149,908</u></u>	<u><u>11,111</u></u>

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Parks Naturalist	21	1
Recreation Leader I	16	0
Total # of Full-Time Employees		<u><u>1</u></u>

2014-15 Operating Budget:	7,190
2013-14 Operating Budget:	<u>163,518</u>
Dollar Change:	<u>(156,328)</u>
Percentage Change:	-95.60%
2014-15 Personnel - F.T.E:	2.33
2013-14 Personnel - F.T.E:	<u>2.33</u>
Personnel Change:	<u><u>0.00</u></u>

Budget Objectives Form

Department: Parks and Recreation
Division: Enchanted Forest Elaine Gordon Park
Dept #: 12
Division #: 471

Objective:

\$ 154,022 To provide daily maintenance, supervision, programming, and operation of a 22+ acre facility which includes a one mile recreation trail, two rental shelters, a nature center, two tot-lot playgrounds, a community building, and a concession pony/stable facility.

ACTIVITIES:

\$ 146,832 001 **Facility Operations and Maintenance:** Provides for the operation, programming, and maintenance of the park grounds, facilities, and structures.

0

\$ 6,662 002 **Facility Programming:** Provides nature programming and maintenance of nature exhibits at the facility. Programming includes guided tours, various workshops, and special nature-related events. Revenue from program fees is projected to total \$1500.

\$ 528 003 **Vehicle:** Maintenance and Replacement

Budget Summary Form

Department: Parks and Recreation
Division: Summer Camps
Dept / Division #: 12 / 475

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	19,645	20,399	18,319	20,399
Operating Expenses	96,356	60,930	107,170	61,230
Internal Services	0	0	0	0
Operating Budget	116,001	81,329	125,489	81,629
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	116,001	81,329	125,489	81,629

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees **0**

2014-15 Operating Budget: 81,629
2013-14 Operating Budget: 81,329
Dollar Change: 300
Percentage Change: 0.37%

2014-15 Personnel - F.T.E's: 2.69
2013-14 Personnel - F.T.E's: 2.69
Personnel Change: 0.00

Budget Objectives Form

Department: Parks and Recreation
Division: Summer Camps
Dept #: 12
Division #: 475

Objective:

\$ 81,629 To provide cooperative programming with public schools during the public school system breaks.

ACTIVITIES:

\$ 81,629 001 **Summer Camps:** Provide Children ages 6-12 with a place to go during the summer while their parents or guardians are at work. The camps are held at Enchanted Forest and Sunkist Grove Community Centers. All additional fees have been included into camp costs for FY12. Revenue is estimated at \$60,000 for the three camps.

Budget Summary Form

Department: Parks and Recreation
Division: Community Events
Dept / Division #: 12 / 478

EXPENDITURE CATEGORY	Actual Expend. FY14	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	205,534	199,496	143,890	224,471
Operating Expenses	259,149	288,082	186,569	148,844
Internal Services	9,588	9,060	9,060	8,131
Operating Budget	474,271	496,638	339,519	381,446
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	2,500	2,500	2,500	2,500
Reserves & Other	6,511	6,897	6,897	7,276
Total Budget	483,282	506,035	348,916	391,222

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Recreation Supervisor	22	1
Recreation Leader I	19	1

Total # of Full-Time Employees 2

2014-15 Operating Budget: 381,446
2013-14 Operating Budget: 496,638
Dollar Change: (115,192)
Percentage Change: -23.19%

2014-15 Personnel - F.T.E's: 2.96
2013-14 Personnel - F.T.E's: 2.96
Personnel Change: 0.00

Budget Objectives Form

Department: Parks & Recreation

Division: Community Events

Dept #: 12

Division #: 478

Objective:

\$ 391,222 To coordinate, staff and implement events sponsored and/or run by the City of North Miami. Some of these events include the WinterNational Parade and Festival, July 4th Celebration, Children's Halloween Party, and various civic events.

ACTIVITIES:

\$ 194,450 001 **Special Events Staff** - Supervises and coordinates special events as well as administers the implementation of activities supported by the City. The supervisor also serves as departmental liaison for various community service organizations.

\$ 51,666 002 **WinterNational Parade** - Promote and produce North Miami's 31st annual Thanksgiving Day parade.

\$ 35,668 003 **July 4th Celebration** - Promote and produce North Miami's annual family Independence Day celebration featuring a major fireworks display, live entertainment, games and activities at the North Miami Athletic Stadium.

\$ 13,688 004 **Haunted Trails** - Promote and produce a Halloween party for children as well as families in the Enchanted Forest Park. The projected revenue from this event is estimated at \$8000.

\$ 55,633 005 **Community Events:** These events give the City the opportunity to recognize the accomplishments of Dr. King; bringing the community, its residents and local schools/ universities together for a common purpose. Presentations, singing, dancing & refreshments offered. Easter Egg Hunt revenue \$800.

Budget Objectives Form

Department: Parks & Recreation
Division: Community Events
Dept #: 12
Division #: 478

\$ 33,559	006	City Events - Provide support for various community events held throughout the City such as Sunday Afternoon Live, Veterans and Memorial Day ceremonies, and North Miami Concert Band concerts.
\$ 4,786	007	Civic Group Events - Provide staff support for various annual events; some of the events include Little League opening ceremonies and the Tenth Annual Cancer Walk.
\$ -	008	Programs for Senior Citizens - Provide leadership, counseling and programming for senior citizens.
\$ 1,772	009	Vehicle: Maintenance and Replacement

Budget Summary Form

Department: Parks and Recreation
Division: Gwen Margolis Community Center
Dept / Division #: 12 / 479

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	10,569	17,406	14,859	17,406
Operating Expenses	51,983	48,258	48,040	44,388
Internal Services	0	0	0	0
Operating Budget	62,552	65,664	62,899	61,794
Capital Outlay	45,838	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	108,390	65,664	62,899	61,794

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2014-15 Operating Budget:	61,794
2013-14 Operating Budget:	65,664
Dollar Change:	(3,870)
Percentage Change:	-5.89%

2014-15 Personnel - F.T.E's:	0.46
2013-14 Personnel - F.T.E's:	0.46
Personnel Change:	0.00

Budget Objectives Form

Department: Parks and Recreation
Division: Gwen Margolis Community Center
Dept #: 12
Division #: 479

Objective:

\$ 61,794 To provide a facility for public assembly activities including private, non-profit, government, civic and educational functions.

ACTIVITIES:

\$ 61,794 001 **GMCC Operations:** Provide facility scheduling functions, rental staff, contractual cleaning and set up and supplies for the maintenance of the community center.

Budget Summary Form

Department: Parks and Recreation
Division: Youth Programs
Dept / Division #: 12 / 483

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	3,387	2,410	2	2,410
Operating Expenses	18,670	4,025	4,165	3,900
Internal Services	0	0	0	0
Operating Budget	22,057	6,435	4,167	6,310
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	1,400	1,400	1,400	1,000
Reserves & Other	0	0	0	0
Total Budget	23,457	7,835	5,567	7,310

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		
Total # of Full-Time Employees		0

2014-15 Operating Budget:	6,310
2013-14 Operating Budget:	6,435
Dollar Change:	(125)
Percentage Change:	-1.94%
2014-15 Personnel - F.T.E's:	2.03
2013-14 Personnel - F.T.E's:	2.03
Personnel Change:	0.00

Budget Objectives Form

Department: Parks and Recreation
Division: Youth Programs
Dept #: 12
Division #: 483

Objective:

\$ 7,310 To provide for specialized programs for North Miami's youth as recommended by the Youth Opportunity Board and the City Council.

ACTIVITIES:

\$ 3,910 001 **Summer Interns Program:** Provides employment for up to 23 high school students that are City residents and interested in public service. Students work in various City departments, where they perform tasks to learn governmental operations and provide services to departments in accomplishing projects that may otherwise not be performed.

\$ 2,000 002 **Recognition and Scholarship Programs:** The Bill Carr Youth Recognition Program provides awards to exemplary students at all grade levels (K through 12) which are presented at City Council meetings three times a year. The Lou Schick Scholarship Program provides cash scholarships for North Miami residents who are graduating from high school and plan to enroll in college.

\$ 400 003 **Government Days:** Student in Government Day is held in October in conjunction with Florida City Government Week. The program gives elementary through high school students an opportunity to become familiar with municipal government. Know Your City Government Day is held in March and gives approximately 70 elementary and middle school students the opportunity to spend half a day learning about City government through role playing and interacting with City Officials. Both programs give students an opportunity to meet the North Miami City Council, the City Manager and City staff.

\$ 1,000 004 **Essay Contests:** Provides awards for North Miami high school and Middle School students who participate and are selected winners in essay contests expressing the meaning of Memorial Day and Veterans Day holidays.

Budget Summary Form

Department: Personnel Administration
Dept / Div #: 06 / 417

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	411,884	442,430	506,807	471,852
Operating Expenses	109,595	105,199	162,127	114,874
Internal Services	23,680	21,577	21,577	21,118
Operating Budget	545,159	569,206	690,511	607,844
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	18,840	19,588	19,588	24,163
Total Budget	563,999	588,794	710,099	632,007

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Personnel Administration Manager	37	1
Personnel Administrators	28	2
Personnel Specialist	24	1
Confidential Secretary	20	1
Clerical Technician	16	0

Total # of Full-Time Employees 5

2014-15 Operating Budget:	607,844
2013-14 Operating Budget:	569,206
Dollar Change:	38,638
Percentage Change:	6.79%

2014-15 Personnel - F.T.E's:	5.00
2013-14 Personnel - F.T.E's:	5.00
Personnel Change:	0.00

Budget Objectives Form

Department: Personnel Administration
Division: Personnel Administration
Dept #: 06
Division #: 417

Objective:

\$ 632,007 To hire, train and retain qualified employees for all City departments; to ensure employees, retirees and elected officials are provided City benefits; and to ensure all employees are treated fairly and equitably in compliance with federal and state laws, local regulations, City ordinances, and Civil Service Rules.

ACTIVITIES:

\$ 533,443 001 **Personnel Administration Services:** Coordinate and implement personnel services including: recruiting, testing, interviewing of prospective employees, and placement activities; position control; classification and pay administration; records management; managing employee benefits and billings, complying with COBRA, FMLA, ADA, FLSA and HIPAA regulations, and maintaining accurate records of participants covered under the health/dental plan, life insurance, and flexible benefits; labor relations and administration of collective bargaining agreement; managing Equal Opportunity, processing discrimination and harassment charges and Personnel Board appeal hearings, Employee Assistance, Violence in the Workplace, and Drug Free Workplace programs; and complying with the Federal Omnibus Transportation Employee Testing Act of 1991.

\$ 4,375 002 **U.S. DOT Alcohol and Drug Testing Program:** Contract with a third party administrator to perform random selection and testing of employees to comply with the U.S. Department of Transportation Alcohol and Drug Testing Program for Commercial Motor Vehicle Drivers, and to provide required training for supervisors and employees on an annual basis.

\$ 26,500 003 **Specialized Training:** Provide registration fees for employees from each department to attend seminars and workshops that will improve their job skills/knowledge.

Budget Objectives Form

Department:	Personnel Administration
Division:	Personnel Administration
Dept #:	06
Division #:	417

- | | | | |
|----|--------|-----|--|
| \$ | 6,700 | 004 | <p>Employee Training Program: Provide annual training by City staff and outside consultants to all full/part time City employees to create awareness of City policies as well as federal and local laws.</p> |
| \$ | 50,000 | 005 | <p>Tuition Reimbursement: Employees in collective bargaining unit can be reimbursed up to the equivalence of 18 credit hours per fiscal year at the instate undergraduate rate at Florida International University based on grades received for completing college coursework or technical classes taken to increase knowledge and skills and prepare for City promotions.</p> |
| \$ | 2,796 | 006 | <p>Post Employment Exams, Tests and Evaluations: Provide medical exams for all current employees as required, including special medical evaluations as requested, non-CDL drug testing program expenses, and background checks for current employees.</p> |
| \$ | 3,913 | 007 | <p>Employee Appreciation: Employee of the Quarter Program - Provide a plaque and a \$100 savings bond to an employee selected for exemplary service on a quarterly basis. To purchase service awards to be presented to employees annually based upon length of service and to provide an awards luncheon at which the awards will be presented; as well as to provide funds for invitations, printed programs, and miscellaneous supplies.</p> |
| \$ | - | 008 | <p>Workplace Violence Prevention: Provide threat assessment services and training on how to communicate if an employee is referred for violating the Workplace Violence Administrative Regulation.</p> |

Budget Objectives Form

Department: Personnel Administration
Division: Personnel Administration
Dept #: 06
Division #: 417

\$	-	009	<p>Police Alcohol and Drug Testing Program: Contract with a third party administrator to perform random, post accident, promotion, transfer, and reasonable suspicion selection and testing of police bargaining unit members in accordance with the 2005-2008 collective bargaining agreement, and to educate bargaining unit members on the use and abuse of drugs/controlled substances and alcohol.</p>
\$	3,080	010	<p>Supervisory Training (max. 25 employees per 1 day session)</p>
\$	1,200	011	<p>Wellness Program: Community event registrations, t-shirts, supplies, health risk assessments, nutrition/health screenings and seminars.</p>

Budget Summary Form

Department: Police

Dept. #: 08

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	16,345,165	17,887,326	16,845,171	18,160,592
Operating Expenses	3,243,327	3,280,383	3,447,284	3,149,537
Internal Services	2,372,483	2,284,524	2,323,105	2,409,778
Operating Budget	<u>21,960,975</u>	<u>23,452,233</u>	<u>22,615,560</u>	<u>23,719,907</u>
Capital Outlay	830,906	629,069	811,078	0
Debt Service	0	0	0	0
Grants & Aids	0	1,000,000	0	0
Reserves & Other	823,515	457,623	464,676	841,219
Total Budget	<u><u>23,615,396</u></u>	<u><u>25,538,925</u></u>	<u><u>23,891,314</u></u>	<u><u>24,561,126</u></u>

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Police Chief	41	1
Assistant Police Chief	39	2
Police Major	36	5
Police Commander	35	5
Police Administrator	31	1
Police Sergeant	31S	17
Police Officer	28O	93
Admin Assistant	27	1
Grants Writer	25	1
Training Specialist	24	1
Administrative Coordinator	22	1
Crime Scene Technician	22	4
Crisis Intervention Specialist	21	1
Police Records Supervisor	25	1
Police Communications Supervisor	25	1
Code Compliance Officer	23	1
Crime Analyst	20	1
Police Communications Operator	19	12
Administrative Specialist	18	1
Public Service Aide	17	3
Records Technician	16	4
Clerical Technician	16	2
Total # of Full-Time Employees		<u><u>159</u></u>

2014-15 Operating Budget:	23,719,907
2013-14 Operating Budget:	<u>23,452,233</u>
Dollar Change:	<u>267,674</u>
Percentage Change:	1.14%

2014-15 Personnel - F.T.E's:	159.00
2013-14 Personnel - F.T.E's:	<u>160.00</u>
Personnel Change:	<u><u>-1.00</u></u>

Budget Summary Form

Department: Police
Division: Chief's Office
Dept / Division #: 08 / 423

EXPENDITURE	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Operating Budget				
Personal Services	703,908	1,178,583	1,283,789	1,348,256
Operating Expenses	15,351	63,171	281,359	81,924
Internal Services	61,400	83,164	121,745	99,966
Operating Budget	780,659	1,324,918	1,686,893	1,530,146
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	36,706	41,944	48,997	63,175
Total Budget	817,365	1,366,862	1,735,890	1,593,321

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Police Chief	41	1
Assistant Police Chief	39	2
Police Sergeant	31S	1
Police Officer	28O	1
Police Administrator	31	1
Aministrative Assistant	27	1
Grants Writer	25	1
Training Specialist	24	1
Clerical Technician	16	1
Total # of Full-Time Employees		10

2014-15 Operating Budget: 1,530,146
2013-14 Operating Budget: 1,324,918
Dollar Change: 205,228
Percentage Change: 15.49%

2014-15 Personnel - F.T.E's: 10.00
2013-14 Personnel - F.T.E's: 5.00
Personnel Change: 5.00

Budget Objectives Form

Department: Police
Division: Chief's Office
Dept. #: 08
Division #: 423

Objective:

\$ 1,593,321 To manage and direct all Police Department operations in compliance with the City of North Miami Ordinances, Miami-Dade Ordinances, Florida Statutes and certain federal laws requiring enforcement of law and order, as well as the protection of life and property.

ACTIVITIES:

\$ 1,092,495 001

Chief's Office: Provides administrative and support personnel to insure responsibilities of the Chief of Police are fulfilled. The Assistant Chief is assigned responsibilities for all operational units - Patrol, Community Policing Divisions, the Investigative and Administrative and Support Services Divisions.

\$ 500,826 002

Human Resources and Career Development: Provides and coordinates training of department personnel; responsible for personnel recruitment, background investigations, personnel selection, and training of new personnel.

Budget Summary

Department: Police
Division: Patrol
Dept / Division #: 08 / 425

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	7,589,595	8,111,029	7,822,699	8,400,927
Operating Expenses	348,013	331,107	403,067	397,592
Internal Services	1,198,492	1,149,310	1,149,310	1,223,433
Operating Budget	9,136,100	9,591,446	9,375,076	10,021,952
Capital Outlay	0	373,764	372,829	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	363,826	17,433	17,433	377,599
Total Budget	9,499,926	9,982,643	9,765,338	10,399,551

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Police Major	36	1
Police Commander	33	3
Police Sergeant	31S	9
Police Officer	28O	52
Administrative Coordinator	22	1

Total # of Full-Time Employees 66

2014-15 Operating Budget: 10,021,952
2013-14 Operating Budget: 9,591,446
Dollar Change: 430,506
Percentage Change: 4.49%

2014-15 Personnel - F.T.E's: 66.00
2013-14 Personnel - F.T.E's: 68.00
Personnel Change: -2.00

Budget Objectives Form

Department:	Police
Division:	Patrol
Dept. #:	08
Division #:	425

Objective:

\$ 10,399,551 To provide professional and efficient uniform police services to the City and to ensure the safety of citizens and maintenance of public order in accordance with Florida Statutes, County and City Ordinances, and Department policies.

ACTIVITIES:

\$ 9,510,178 001 **Uniform Patrol:** Protects life and property by patrolling City streets; providing traffic enforcement; responding to calls for police service; and apprehending criminal offenders.

\$ 889,373 002 **Canine Unit:** Police officers are assigned dogs that enhance the officers' ability to engage in specialized functions such as area, building and vehicle searches; tracking of suspects who are at large; as well as regular patrol duties. The canines are trained in the detection of narcotics, explosives, and incendiary devices and significantly reduce the threat posed to officers while conducting investigations.

**CITY OF NORTH MIAMI
FISCAL YEAR 2014-15
EXPENSE DETAIL WORKSHEET**

Department: Police
Division: Community Policing
Dept / Division #: 08 / 426

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	2,326,838	1,589,306	1,384,736	1,478,600
Operating Expenses	1,333,121	22,187	24,510	15,812
Internal Services	391,862	240,307	240,307	266,658
Operating Budget	4,051,821	1,851,800	1,649,553	1,761,070
Capital Outlay	6,459	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	1,000,000	0	0
Reserves & Other	117,293	69,535	69,535	78,264
Total Budget	4,175,573	2,921,335	1,719,088	1,839,334

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	0 Positions
Police Major	36	1
Police Commander		1
Police Sergeant	31S	2
Police Officer	28O	7
Code Compliance Officer	23	1
Administrative Specialist	18	1
Total # of Full-Time Employees		13

2014-15 Operating Budget: 1,761,070
2013-14 Operating Budget: 1,851,800
Dollar Change: (90,730)
Percentage Change: -4.90%

2014-15 Personnel - F.T.E's: 13.00
2013-14 Personnel - F.T.E's: 15.00
Personnel Change: -2.00

**CITY OF NORTH MIAMI
FISCAL YEAR 2014-15
EXPENSE DETAIL WORKSHEET**

Department:	Police
Division:	Community Policing
Dept #:	08
Division #:	426

Objective:

\$ 1,839,334 To provide specialized police and public services and police/community relations designed to enhance the overall quality of life of residents pertaining to: community and school programs; safety and maintenance of order in City parks; animal control; enforcement of City zoning ordinances; and the continuing participation in the Police Explorer Program and the Police Athletic League.

ACTIVITIES:

\$ 441,288	001	Administration: Provides management and supervision of the diverse functions of this Section and is responsible for designing, implementing, and coordinating innovative enforcement and public service activities.
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\$ 932,374	002
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\$ 305,184	003	School Resource Officers: The COPS in School Grant provides partial funding for salaries and benefits for two police officer positions. Overtime, holiday pay, operating and capital costs are funded from the City's General Fund.
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**CITY OF NORTH MIAMI
FISCAL YEAR 2014-15
EXPENSE DETAIL WORKSHEET**

Department:	Police
Division:	Community Policing
Dept #:	08
Division #:	426

\$	66,144	004	<p>Citizens' Crime Watch Program: Provides funds to coordinate a Crime Watch Program and other crime prevention programs within the City. The Coordinator attends civic and neighborhood meetings, recruits residents to form crime watch groups, acts as a liaison between local merchants, area residents and the Police Department, and makes presentations to elementary, junior, and senior high school students.</p>
\$	-	005	<p>Police Explorer Program: Provides funds to sponsor a unit of approximately thirty-six Explorers, a Boy Scouts of America program. The participants acquire some knowledge of police work, foster positive relations with police officers, and provide a needed service to the community such as crowd control at special events and home checks.</p>
\$	94,344	006	<p>Animal Control: Capture and control of stray animals to ensure the safety and well-being of the residents of North Miami; collection of deceased animals to eliminate health hazards; enforcement of City Ordinances related to animals.</p>

Budget Summary Form

Department: Police
Division: Uniform Support Section
Dept / Division #: 08 / 427

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	7981.00	2,445,715	2,313,027	2,436,950
Operating Expenses	790.00	1,838,865	1,652,565	1,620,185
Internal Services	0.00	274,776	274,776	275,615
Operating Budget	8771.00	4,559,356	4,240,368	4,332,750
Capital Outlay	0.00	159,026	184,026	0
Debt Service	0.00	0	0	0
Grants & Aids	0.00	0	0	0
Reserves & Other	0.00	115,662	115,662	111,159
Total Budget	8771.00	4,834,044	4,540,056	4,443,909

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Police Major	36	1
Police Sergeant	31S	2
Police Officer	28O	7
Police Communications Supervisor	21	1
Police Communications Operator	19	12
Public Service Aide	17	3
Total # of Full-Time Employees		<u>26</u>

2014-15 Operating Budget: 4,332,750
2013-14 Operating Budget: 4,559,356
Dollar Change: (226,606)
Percentage Change: -4.97%

2014-15 Personnel - F.T.E's: 26.00
2013-14 Personnel - F.T.E's: 26.00
Personnel Change: 0.00

Budget Objectives Form

Department: Police
Division: Uniform Support Services
Dept #: 08
Division #: 427

Objective:

\$ 4,443,909 To provide specialized police and public services to enhance the overall quality of life of residents pertaining to: traffic enforcement; safety and law enforcement on City waterways; dispatching calls for service; Public Service Aides; and school crossing guards.

ACTIVITIES:

- \$ 2,515,909 001 **Traffic Unit:** Provides the department with specialized patrol officers who are highly trained in traffic investigations, both vehicular and pedestrian. These officers reduce accidents through the selective enforcement of traffic laws; the investigation of hit-and-run accidents; the placement of the speed monitoring unit at locations with numerous speeding violations; and the review of department accident reports prior to submission to the State.
- \$ 302,186 002 **Marine Patrol:** Patrols City waterways and enforces boating/safety regulations, deters boaters from causing high-speed wakes that damage boats and sea walls, and rescues boaters who are in distress.
- \$ 1,326,961 003 **Communications:** Responsible for dispatching police officers to emergencies and to residents requesting police assistance; FCIC/NCIC inquiries and entries; assigning case numbers; and providing important information to officers on patrol.
- \$ 198,783 004 **Public Service Aides:** Responsible for handling various police-related duties that do not require a sworn officer such as minor traffic accidents, parking violations, and writing routine reports.
- \$ 100,070 005 **School Crossing Guard Program:** Provides School Crossing Guards at North Miami, Natural Bridge, William Jennings Bryan, Gratigny, Holy Family, and Ben Franklin elementary schools. These guards ensure that elementary school children cross streets safely while going to and from school.

Budget Summary Form

Department: Police
Division: Investigative
Dept / Division #: 08 / 430

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	3,583,612	4,033,790	3,496,801	3,931,655
Operating Expenses	118,440	170,149	173,171	173,413
Internal Services	<u>572,757</u>	<u>495,456</u>	<u>495,456</u>	<u>511,616</u>
Operating Budget	4,274,809	4,699,395	4,165,428	4,616,684
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	<u>212,234</u>	<u>187,336</u>	<u>187,336</u>	<u>184,806</u>
Total Budget	<u>4,487,043</u>	<u>4,886,731</u>	<u>4,352,764</u>	<u>4,801,490</u>

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Police Major	36	1
Police Commander	35	1
Police Sergeant	31S	4
Police Officer	28O	25
Crime Scene Technician	22	3
Crisis Intervention Specialist	21	1
Crime Analyst	20	1
Clerical Technician	16	1

Total # of Full-Time Employees **37**

2014-15 Operating Budget: 4,616,684
2013-14 Operating Budget: 4,699,395
Dollar Change: (82,711)
Percentage Change: -1.76%

2014-15 Personnel - F.T.E's: 37.00
2013-14 Personnel - F.T.E's: 35.00
Personnel Change: 2.00

Budget Objectives Form

Department: Police
Division: Investigative
Dept #: 08
Division #: 430

Objective:

\$ 4,801,490 To conduct criminal investigations including family violence cases; recover stolen property and vehicles; identify and apprehend criminal offenders and assist in their prosecution; recover assets in accordance with state and federal forfeiture statutes; identify and collect evidence at crime scenes; and analyze and track crime data and trends.

ACTIVITIES:

- | | | |
|--------------|-----|--|
| \$ 2,946,056 | 001 | <p>General Investigations / Special Victims Unit: Conducts criminal investigations and writes investigative reports; identifies and apprehends offenders; assists the State in the prosecution of criminal offenders; provides support for the Uniform Patrol Division; conducts investigations in cases involving domestic violence, child abuse, sex crimes involving family members, exploitation of the elderly, sexual predators, and missing persons; acts as liaison with authorities, families and schools in an effort to identify and reduce domestic-related crimes.</p> |
| \$ 1,412,265 | 002 | <p>Crime Suppression Team: Conducts investigations pertaining to vice, narcotics and organized crime, and initiates asset forfeiture proceedings utilizing detectives specially trained in surveillance, infiltration, cultivation of informants, detection of narcotics and vice operations, as well as other major criminal organizations.</p> |
| \$ 280,113 | 003 | <p>Crime Scene Unit: Identify, process and collect evidence at crime scenes; prepare written reports; submit evidence to the crime lab; and assist detectives in solving crimes through the use of physical evidence.</p> |

Budget Objectives Form

Department:	Police
Division:	Investigative
Dept #:	08
Division #:	430

\$	66,205	004	<p>Crime Analysis: Analyzes crime data and other relevant information derived from crime scenes, police reports and other sources; identifies crime similarities and trends and pinpoints "hot spots" of criminal activity; prepares and distributes B.O.L.O. information and crime statistical reports.</p>
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\$	96,851	005	<p>Crisis Intervention Services: Provides counseling, referrals and emergency placements to victims of crimes. A specialist, trained in emergency response to crisis and who has the language skills necessary to communicate with our large Haitian community, is needed to aid investigators in the placement, counseling and rehabilitation of the family members. A grant in the amount of \$52,851 has been awarded to offset expenses.</p>
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Budget Summary Form

Department: Public Works
Dept #: 10

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	1,954,536	1,715,525	1,471,231	1,829,050
Operating Expenses	2,281,797	2,327,887	2,433,365	2,277,201
Internal Services	529,650	440,221	440,221	495,482
Operating Budget	4,765,983	4,483,633	4,344,817	4,601,733
Capital Outlay	558,691	1,547,128	1,722,231	50,000
Debt Service	13,341	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	176,085	95,169	95,169	84,835
Total Budget	5,514,100	6,125,930	6,162,217	4,736,568

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Public Works Director	41	1
Assistant Public Works Director	37	1
Streets Supervisor	25	1
Facility Maintenance Supervisor	25	1
Constituent Service Coordinator	25	1
Code Compliance Officer	23	3
Administrative Assistant	22	1
Sanitation Coordinator	22	1
Streets Coordinator	22	1
Secretary	20	1
Trades Mechanic	20	2
Heavy Equipment Operator	20	2
Maintenance Mechanic	18	2
Motor Equipment Operator	18	1
General Maintenance Worker	15	5
Custodian	15	1

Total # of Full-Time Employees 25

2014-15 Operating Budget: 4,601,733
2013-14 Operating Budget: 4,483,633
Dollar Change: 118,100
Percentage Change: 2.63%

2014-15 Personnel - F.T.E's: 25.00
2013-14 Personnel - F.T.E's: 22.00
Personnel Change: 3.00

Budget Summary Form

Department: Public Works
Division: Administration
Dept / Division #: 10 / 443

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	939,354	583,135	557,727	560,644
Operating Expenses	1,934,773	1,900,474	1,936,454	1,913,524
Internal Services	206,576	106,628	106,628	120,182
Operating Budget	3,080,703	2,590,237	2,600,809	2,594,350
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	123,366	26,287	26,287	29,886
Total Budget	3,204,069	2,616,524	2,627,096	2,624,236

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Public Works Director	41	1
Code Compliance Officer	23	3
Administrative Coordinator	22	1
Secretary	20	1
Total # of Full-Time Employees		6

2014-15 Operating Budget: 2,594,350
2013-14 Operating Budget: 2,590,237
Dollar Change: 4,113
Percentage Change: 0.16%

2014-15 Personnel - F.T.E's: 6.00
2013-14 Personnel - F.T.E's: 5.00
Personnel Change: 1.00

Budget Objectives Form

Department:	Public Works
Division:	Administration
Dept #:	10
Division #:	443

Objective:

\$ 2,624,236 To manage and coordinate the activities of the Public Works Department. The Department has full-time employees deployed in the following divisions: Public Works Administration, Streets, Facility Maintenance, Water & Sewer, Stormwater, and Fleet Management.

ACTIVITIES:

- | | | |
|--------------|-----|---|
| \$ 394,679 | 001 | <p>Public Works Administration: Establish department goals to meet those of the City Council and the residents of North Miami; provide decision unit managers within the department with information, ideas, and support services that will enable them to operate their divisions more productively; prepare and monitor department's annual budget, as well as perform financial analysis of department budget which is approximately \$50 million in FY13 and includes two enterprise funds and one internal services fund.</p> |
| \$ 5,575 | 002 | <p>Vehicles Maintenance & Replacement
Repairs and maintenance of vehicles</p> |
| \$ 110,043 | 003 | <p>Sanitation Code Enforcement: Conducts residential and commercial inspections to enforce compliance with municipal codes and department rules and regulations regarding solid waste collection and disposal; issues informational material to the public on rates, fees, environmental controls, and solid waste management regulations; verifies proper licensure of private haulers operating in the City; bills, collects, and records 20% franchise fee for approximately 32 private haulers doing business within the City.</p> |
| \$ 2,113,939 | 004 | <p>Sanitation Services: To provide residential sanitation support including pickup and disposal of garbage and trash that can be containerized, twice a week.</p> |

Budget Summary Form

Department: Public Works
Division: Facility Maintenance
Dept / Division #: 10 / 452

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	211,177	247,652	201,153	212,074
Operating Expenses	250,971	289,795	356,365	291,497
Internal Services	34,614	32,741	32,741	33,117
Operating Budget	<u>496,762</u>	<u>570,188</u>	<u>590,259</u>	<u>536,688</u>
Capital Outlay	207,872	497,128	482,231	0
Debt Service	13,341	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	13,275	12,826	12,826	12,102
Total Budget	<u>731,250</u>	<u>1,080,142</u>	<u>1,085,316</u>	<u>548,790</u>

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Facility Maintenance Supervisor	25	0
Trades Mechanic	20	2
Maintenance Mechanic	18	0
Custodian	15	1

Total # of Full-Time Employees 3

2014-15 Operating Budget: 536,688
2013-14 Operating Budget: 570,188
Dollar Change: (33,500)
Percentage Change: -5.88%

2014-15 Personnel - F.T.E's: 3.00
2013-14 Personnel - F.T.E's: 4.00
Personnel Change: -1.00

Budget Objectives Form

Department: Public Works
Division: Facility Maintenance
Dept #: 10
Division #: 452

Objective:

\$ 548,790 To provide facility maintenance and housekeeping services to (7) City buildings with four (4) full-time employees and a contractual janitorial service in order to ensure that residents and employees have an aesthetically pleasing and safe environment.

ACTIVITIES:

- \$ 444,521 001 **Facility Maintenance & Operation:** Perform maintenance and repairs for seven (7) City buildings: City Hall, the Motor Pool, the Water & Sewer Operations Center, the Building & Zoning Annex, the CP&D Annex, the Code Enforcement Annex, and the Library (personnel costs only provided for the Library and W&S building). Provide technical advice and support regarding the maintenance of the Police Station and MoCA buildings, when requested. Service performed include painting, carpentry work, building alterations, furniture restoration, minor electrical and plumbing repairs, ceiling repairs, as well as interior and exterior building maintenance.
- \$ 81,730 002 **Custodial Services:** Provide daily housekeeping services at four (4) facilities: City Hall, the Building & Zoning Annex, the Code Enforcement Annex, and the CP&D Annex. A custodian is present at City Hall during evening hours to oversee the contractual janitorial service and to provide additional services above the scope of the contract.
- \$ 22,539 003 **Vehicle Maintenance & Replacement**

Budget Summary Form

Department: Public Works
Division: Street Maintenance & Construction
Dept / Division #: 10 / 450

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	804,005	884,738	712,351	1,056,332
Operating Expenses	96,053	137,618	140,546	72,180
Internal Services	288,460	300,852	300,852	342,183
Operating Budget	<u>1,188,518</u>	<u>1,323,208</u>	<u>1,153,749</u>	<u>1,470,695</u>
Capital Outlay	350,819	1,050,000	1,240,000	50,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	39,444	56,056	56,056	42,847
Total Budget	<u><u>1,578,781</u></u>	<u><u>2,429,264</u></u>	<u><u>2,449,805</u></u>	<u><u>1,563,542</u></u>

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Streets Supervisor	25	1
Streets Coordinator	22	1
Heavy Equipment Operator	20	2
Maintenance Mechanic	18	2
Motor Equipment Operator	18	1
General Maintenance Worker	15	5
Total # of Full-Time Employees		<u><u>12</u></u>

2014-15 Operating Budget: 1,470,695
2013-14 Operating Budget: 1,323,208
Dollar Change: 147,487
Percentage Change: 11.15%

2014-15 Personnel - F.T.E's: 12.00
2013-14 Personnel - F.T.E's: 12.00
Personnel Change: 0.00

Budget Objectives Form

Department: Public Works
Division: Street Maintenance & Construction
Dept #: 10
Divison #.: 450

Objective:

\$ 1,444,860 To maintain the City rights-of-way including streets, alleys, and sidewalks to provide safe, passable rights-of-way for City residents and visitors. To install new curbs, gutters, and sidewalks and resurface City streets and alleyways as approved annually through the budget process. Maintenance of street, stripping, signage, traffic calming devices, City parking lots.

ACTIVITIES:

- \$ 195,616 001 **Streets Administration:** Provide supervisory support for the Streets
- \$ 247,337 002 **Street Maintenance:** Perform general maintenance of City streets, City owned parking lots, and City owned vacant lots, as well as bridges and seawalls. This maintenance provides residents with an aesthetically pleasing and safer environment in which to live. Street banners and various decorative light pole banners are hung throughout the year. City owned lots, not under contract, are maintained and those under contract are supervised by this staff. City streets and parking lots are striped, brick pavers are repaired, and graffiti is removed from City structures.

- \$ 70,764 003 **Patching, Street Repair and Rights-of-Way Maintenance:** Maintain the City owned streets that are damaged due to City utility projects that require temporary and permanent asphalt patches. Repair all potholes that are reported and repair all damage to rights-of-way caused during City utility projects.

- \$ 215,982 004 **Permanent Concrete Construction:** Construct and maintain sidewalks, curbing and gutters, and sidewalk-to-street handicap ramps throughout the City and assist in street maintenance and other street construction projects.

- \$ 14,856 005 **Contractual Lawn Maintenance:** Provides monthly contract for mowing and cleaning services for various City-owned lots to insure that areas are maintained on a regular basis.

- \$ 337,044 006 **Storm Drain Construction & Repair:** Improves the City's stormwater drainage system through minor construction and retrofit projects that are prioritized according to the adopted Stormwater Master Plan II. Major projects will be completed by outside services.

- \$ 148,595 007 **Commercial Corridor Improvement Program - The Clean Team -** Provides funds to clean and maintain public walkways in the City's commercial corridors.

- \$ 214,666 008 **Vehicles:** Maintenance and replacement.

Budget Summary Form

Department: Purchasing
Dept. / Div #: 18 / 411

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	254,910	296,697	264,976	299,083
Operating Expenses	43,558	38,986	37,232	44,699
Internal Services	19,434	17,563	17,563	13,542
Operating Budget	317,902	353,246	319,771	357,324
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	15,461	15,944	15,944	15,494
Total Budget	333,363	369,190	335,715	372,818

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Purchasing Director	37	1
Purchasing Agent	28	1
Buyer	22	1

Total # of Full-Time Employees 3

2014-15 Operating Budget:	357,324
2013-14 Operating Budget:	353,246
Dollar Change:	4,078
Percentage Change:	1.15%

2014-15 Personnel - F.T.E.	3.00
2013-14 Personnel - F.T.E.	3.00
Personnel Change:	0.00

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Budget Summary Form

Department: Public Works-Stormwater Utility
Dept #: 10

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	663,207	738,574	500,473	541,939
Operating Expenses	1,152,798	1,285,491	1,313,432	1,320,312
Internal Services	162,899	171,125	171,125	190,566
Operating Budget	1,978,904	2,195,190	1,985,030	2,052,817
Capital Outlay	-2,300	518,166	623,669	0
Debt Service	172,264	441,402	441,402	441,045
Grants & Aids	0	0	0	0
Reserves & Other	27,524	557,935	122,317	270,423
Total Budget	2,176,392	3,712,693	3,172,418	2,764,285

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
City Engineer	33	1
Utility Superintendent	25	1
GIS Specialist	24	1
Heavy Equipment Operator	20	3
Motor Equipment Operator	18	1
Administrative Specialist	18	1
General Maintenance Worker	15	1

Total # of Full-Time Employees 9

2014-15 Operating Budget: 2,052,817
2013-14 Operating Budget: 2,195,190
Dollar Change: (142,373)
Percentage Change: -6.49%

2014-15 Personnel - F.T.E's: 9.00
2013-14 Personnel - F.T.E's: 8.00
Personnel Change: 1.00

Budget Objectives Form

Department: Public Works-Stormwater Utility

Division: Stormwater Operation & Maintenance

Dept #:

Division #:

\$ 2,764,285 To maintain the City's storm sewer system including; administrative engineering services; cleaning, removing, testing and disposing of debris from manholes, catch basins and exfiltration systems; and street sweeping services. To pay the General Fund for services rendered; and to provide the public with

ACTIVITIES:

\$ 384,070 **Stormwater Engineering:** Administers environmental compliance with the NPDES permit requirements; inspects all private and public drainage projects; administers planning and design review for compliance with federal, state and county requirements as well as design permitting and project management of capital improvement drainage projects as prioritized in the adopted Stormwater Master Plan Phase II; ensures compliance with the National Flood Insurance (NFIP) community rating system program; submits grant procurement materials; and provides assistance in the design of drainage projects and maintenance of the storm sewer atlas.

\$ 273,597 **Storm Drain Maintenance:** Maintains the City's stormwater system by cleaning leaves and debris from manholes, catch basins, and exfiltration systems, cleaning 31 canal ends and removing debris from the storm sewer system. Reimburses Miami-Dade County for services it provides in maintaining the City's storm sewer system.

\$ 73,350 **Street Sweeping:** Cleans and maintains designated streets within the City in order to prevent debris from entering canals through drainage outlets.

\$ 96,000 **Catch Basin Cleaning:** Contractual services needed to assist the Stormwater Maintenance employees with the cleaning and jetting of approximately 2,000 storm drain lines within the City.

\$ 48,169 **Stormwater Quality Monitoring:** Reimburses Miami-Dade County for water quality monitoring of 7 major outfalls. This expense is related to Phase II of the EPA National Pollutant Discharge System (NPDES) Permit. The monitoring program was renewed for an additional five years effective October 1, 2015.

\$ 16,850 **Public Awareness & Education:** Provides information to the public about the consequences of contaminated stormwater runoff and the need to protect the stormwater system from illegal dumping. Provides information to the public regarding the annual City Wide Flood Plain Management brochure, the contractor's brochure and the realtor's brochure. Provides membership to the Flood Plain Manager's Association and funds to attend the annual conference for the City's designated Flood Plain Manager in order to remain abreast of current issues and regulations; provides promotional items to be handed out to students in presentations given about the utility and its functions.

\$ 144,523 **Vehicle Maintenance and Replacement:** Provides funds for the daily operation, preventive maintenance, emergency repairs and replacement of vehicles.

\$ 694,959 **Debt Service, Insurance Costs and Reserves:** Provides debt service for Storm Water Revenue Bonds, a fully funded reserve for the payment of unused vacation and sick leave payout for Stormwater employees and the Stormwater Utility Funds prorata share of the FY13 debt service on the 2010 Pension Obligation Bonds.

\$ 1,032,767 **Interfund Transfers:** Provides reimbursement to the General Fund for various services that the Fund provides the Stormwater Utility Fund as well as an "In Lieu of Taxes" payment representing funds that the General Fund would receive if the utility were privately owned.

Budget Summary Form

Department: Public Works-Water & Sewer
Dept#: 10

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	3,574,408	3,467,632	2,624,008	4,193,081
Operating Expenses	16,170,114	18,468,471	17,944,021	20,165,196
Internal Services	710,880	713,237	713,237	767,346
Operating Budget	<u>20,455,402</u>	<u>22,649,340</u>	<u>21,281,266</u>	<u>25,125,623</u>
Capital Outlay	-400,072	6,797,959	7,715,664	8,648,200
Debt Service	8,533	48,939	0	0
Grants & Aids	0	0	0	0
Reserves & Other	1,713,983	20,893,229	404,370	15,134,493
Total Budget	<u><u>21,777,846</u></u>	<u><u>50,389,467</u></u>	<u><u>29,401,300</u></u>	<u><u>48,908,316</u></u>

PERSONAL SERVICES DETAIL:

<u>Classification</u>	<u>Salary Sch.</u>	<u># of Positions</u>
Assistant Public Works Director	39	1
City Engineer	33	1
Utility Superintendent	28	1
Water Plant Superintendent	28	1
Water Plant Supervisor	25	1
Utility Supervisor	25	0
Senior Electrician	25	1
Plumber	25	1
Electrician	23	2
Utility Coordinator	22	4
Water Plant Operator	21	10
Heavy Equipment Operator	20	7
Trades Mechanic	20	7
Drafting Technician	20	0
Water Meter Technician	19	1
Leak Detection Technician	19	2
Maintenance Mechanic	18	4
Motor Equipment Operator	18	2
Utility Technician	18	1
Clerical Technician	16	2
General Maintenance Worker	15	7
Total # of Full-Time Employees		<u><u>56</u></u>

2014-15 Operating Budget	25,125,623
2013-14 Operating Budget	<u>22,649,340</u>
Dollar Change:	<u>2,476,283</u>
Percentage Change:	10.93%
2014-2015 FTE	56.00
2013-2014 FTE	<u>50.00</u>
Personnel Change:	<u>6.00</u>

Budget Summary Form

Department: Public Works-Water & Sewer
Division: Administration
Dept / Division #: 10 / 643

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	358,989	500,580	635,529	687,423
Operating Expenses	4,644,141	4,544,855	4,551,272	4,921,022
Internal Services	16,140	23,927	23,927	17,467
Operating Budget	<u>5,019,270</u>	<u>5,069,362</u>	<u>5,210,728</u>	<u>5,625,912</u>
Capital Outlay	0	0	0	345,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	12,840	20,734,928	246,069	14,993,732
Total Budget	<u>5,032,110</u>	<u>25,804,290</u>	<u>5,456,797</u>	<u>20,964,644</u>

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Assistant Public Works Director	39	1
Civil Engineer	27	1
Drafting Technician	20	0
Clerical Technician	16	2

Total # of Full-Time Employees 4

2014-15 Operating Budget: 5,625,912
5,069,362
Dollar Change: 556,550
Percentage Change: 10.98%

2014-15 Personnel - F.T.E's: 4.00
2013-14 Personnel - F.T.E's: 3.00
Personnel Change: 1.00

Budget Objectives Form

Department: Public Works-Water & Sewer
Division: Administration
Division #: 643
Objective No.: 1

Objective:

\$ 20,307,274 To provide operational, administrative, engineering, drafting and clerical support to the Water & Sewer Division of the Public Works Department.

ACTIVITIES:

\$ 420,762 001 **Water & Sewer Administration:** Provide administrative, engineering, drafting, radio dispatch, clerical and other operational services for the Water & Sewer Division. Ensure the needs of utility customers are met in an efficient manner.

\$ 5,000 002 **Public Relations:** Provide for public relations services, promotional expenses for Water & Sewer projects/programs and/or cost of advertisements for Water & Sewer projects/programs; insure that the Consumer Confidence Report is issued as required by the Department of Environmental Protection.

\$ 14,985,596 003 **Reserves and Miscellaneous Expense:** Provides emergency fund reserves as well as a reserve for the payment of unused vacation and sick leave payout for Water & Sewer employees.

\$ 73,895 004 **Water & Sewer Building Expenses:** Provides for the operation & maintenance of the Water & Sewer Operations Center including utilities, maintenance contracts, cleaning supplies and cost of operating the copier. Provides certain expenses for the maintenance of the CP&D Annex and the Building & Zoning facility.

\$ 4,822,021 005 **Interfund Transfers:** Provides reimbursement to the General Fund for services that the fund provides the Water & Sewer Fund as well as a return on investment payment representing a rate of 6.5% of the FY10 fixed assets of the utility.

Budget Summary Form

Department: Public Works-Water & Sewer
Division: Utility Equipment Maintenance
Dept / Division #: 10 / 644

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	694,480	570,773	592,778	583,289
Operating Expenses	233,475	357,668	477,839	318,294
Internal Services	109,112	107,074	107,074	112,481
Operating Budget	1,037,067	1,035,515	1,177,691	1,014,064
Capital Outlay	-156,962	351,498	374,478	200,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	31,235	31,379	31,379	27,648
Total Budget	911,340	1,418,392	1,583,548	1,241,712

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Utility Supervisor	25	0
Senior Electrician	25	1
Electrician	23	2
Utility Coordinator	22	1
Trades Mechanic	20	3
Electrician's Aide	18	0
Maintenance Mechanic	18	2
General Maintenance Worker	15	1
Total # of Full-Time Employees		10

2014-15 Operating Budget: 1,014,064
2013-14 Operating Budget: 1,035,515
Dollar Change: (21,451)
Percentage Change: -2.07%

2014-15 Personnel - F.T.E's: 10.00
2013-14 Personnel - F.T.E's: 11.00
Personnel Change: -1.00

Budget Objectives Form

Department:	Public Works-Water & Sewer
Division:	Utility Equipment Maintenance
Dept #:	10
Division #:	644

Objective:

\$ 1,241,712 To insure compliance with State Statutes that address the health and welfare of the public, to provide around-the-clock maintenance and repairs to the equipment and electrical systems required to run the 47 sewage pump stations and the water treatment plant that provide services to the City's customers.

ACTIVITIES:

- | | | | |
|----|---------|-----|---|
| \$ | 640,438 | 001 | <p>Lift Station Maintenance and Capital Improvements: Operate and maintain 47 sewer pumping stations, which collect and transport wastewater from customers to a treatment facility, and 8 raw water wells, which supply ground water to the Water Plant for treatment and distribution. Repair and replace all water and sewer pumps, repair sewer pipes going in and out of lift stations, deodorize and degrease lift stations, perform some general welding work, and perform all major upgrades to lift stations as needed.</p> |
| \$ | 312,958 | 002 | <p>Electrical Services: Install, maintain, and repair all electrical equipment at the Water Plant, eight raw water wells, and 47 sewer pumping stations to ensure their proper operation. Provide electrical services to other departments for maintenance and capital projects.</p> |
| \$ | 200,000 | 003 | <p>Lift Station Rehabilitation: The City's Sanitary Lift Stations are dated and in poor condition. The risks of leakage and contamination is a large concern, as well as the cost of remediation and clean-up. The City needs to protect our facilities and the surrounding residents in the areas of the Lift Stations. A 20-year revitalizing and maintenance schedule has been developed to proactively address these and other possible risks.</p> |
| \$ | 88,316 | 004 | <p>Vehicle: Repair, maintenance and replacement</p> |

Budget Summary Form

Department: Public Works-Water & Sewer
Division: Water Plant
Dept / Division #: 10 / 646

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	1,024,412	936,702	929,773	1,018,038
Materials, Supplies & Services	3,718,943	3,760,770	4,016,586	4,609,353
Internal Services	111,739	100,634	100,634	97,639
Operating Budget	4,855,094	4,798,106	5,046,993	5,725,030
Capital Outlay	0	4,580,439	3,823,392	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Non-Operating	48,572	47,773	47,773	44,808
Total Budget	4,903,666	9,426,318	8,918,158	5,769,838

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Water Plant Superintendent	28	1
Water Plant Supervisor	25	1
Utility Coordinator	22	0
Water Plant Operator	21	10
Leak Detection Technician	19	2

Total # of Full-Time Employees 14

2014-15 Operating Budget: 5,725,030
2013-14 Operating Budget: 4,798,106
Dollar Change: 926,924
Percentage Change: 19.32%

2014-15 Personnel - F.T.E. 14.00
2013-14 Personnel - F.T.E. 14.00
Personnel Change: 0.00

Budget Objectives Form

Department: Public Works-Water & Sewer
Division: Water Plant
Dept. #: 10
Division #: 646

Objective:

\$ 5,769,838 To provide potable and pleasant tasting water to all customers of the City's utility by producing and treating approximately 8.5 million gallons of water daily at the City's Winson Water Plant at Sunkist Grove and purchasing approximately 4.76 million gallons of supplemental water daily from Miami-Dade County.

ACTIVITIES:

\$ 2,285,409 001 **Water Plant Operation:** Provides for the pumping and treatment of raw water, and distribution of potable water meeting all state and federal requirements to system users; monitors all City lift stations and wells via telemetry; and handles all calls for service after normal hours.

\$ 3,425,952 002 **Water Purchased For Resale:** Provides for the purchase of approximately 4.76 million gallons of water per day from Miami-Dade Water & Sewer Authority to supplement the City's water supply in order that all customers are served. The Winson Water Plant at Sunkist Grove produces approximately 8.5 MGD of potable water; the system requires almost 13.26.

\$ 58,477 003 **Vehicle maintenance and replacement.**

Budget Summary Form

Department: Public Works-Water & Sewer
Division: Water Distribution
Dept / Division #: 10 / 649

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	940,971	876,998	330,230	1,159,246
Operating Expenses	182,700	278,237	421,639	260,088
Internal Services	266,006	269,764	269,764	301,597
Operating Budget	1,389,677	1,424,999	1,021,633	1,720,931
Capital Outlay	-376,248	591,987	534,294	5,340,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	45,791	47,894	47,894	43,042
Total Budget	1,059,220	2,064,880	1,603,821	7,103,973

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Utility Superintendent	28	1
Plumber	25	1
Utility Coordinator	22	3
Trades Mechanic	20	2
Heavy Equipment Operator	20	3
Water Meter Technician	19	1
Utility Technician	18	1
Maintenance Mechanic	18	1
Motor Equipment Operator	18	1
General Maintenance Worker	15	3
Total # of Full-Time Employees		17

2014-15 Operating Budget: 1,720,931
2013-14 Operating Budget: 1,424,999
Dollar Change: 295,932
Percentage Change: 20.77%

2014-15 Personnel - F.T.E. 17.00
2013-14 Personnel - F.T.E. 17.00
Personnel Change: 0.00

Budget Objectives Form

Department:	Public Works-Water & Sewer
Division:	Water Distribution
Dept #:	10
Division #:	649

Objective:

\$ 2,140,973 To insure the satisfactory flow of fresh water from the treatment plant to customers throughout the system through aggressive repair, replacement and maintenance of water mains, water lines, and water meters, as well as installation and certification of backflow prevention devices.

ACTIVITIES:

\$ 1,108,151 001 **Water Distribution:** Crews install, repair, replace and maintain water meters, mains and service lines; test water meters and repair or replace defective units; install backflow prevention devices and certify proper function upon installation and on an annual basis; continue an aggressive leak detection program to maximize the water pressure customers receive and minimize water losses; and maintain an inventory of parts required to maintain the water and sewer system.

\$ 431,844 002 **Water Line Installation & Maintenance:** Crews replace 2" water lines that have deteriorated causing leaks and low water pressure to customers; replace 9,600 feet of City service lines; prepare project specifications and monitor replacement of 8" water lines by private contractor; install additional and replacement fire hydrants; and assist the Water Distribution crew with performing leak detection, replacing dead meters and making repairs determined through the leak detection process.

\$ 300,000 003 **Cyclical Water Line Replacement:** This level will fund a 30-year replacement schedule to replace water lines through the City of North Miami. The City has always budgeted funding to repair, replace and maintain water meters, mains and service lines; test water meters and repair or replace defective units; install backflow prevention devices and certify proper function upon installation and on an annual basis. However, due to increasing number of repairs and defective units a 30-year schedule will be implemented to replace water lines throughout the City. Current funding for service lines will remain in place for emergency repairs this will be supplement funding for annual line replacement.

\$ 263,978 004 **Vehicle:** Maintenance and repairs.

\$ 37,000 000 **Supplemental:** New Projects

Budget Summary Form

Department: Public Works-Water & Sewer
Division: Sewer Collection & Disposal
Dept / Division #: 10 / 650

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	555,556	582,579	135,698	745,085
Operating Expenses	7,390,855	9,526,941	8,476,685	10,056,439
Internal Services	207,883	211,838	211,838	238,162
Operating Budget	8,154,294	10,321,358	8,824,221	11,039,686
Capital Outlay	133,138	1,274,035	2,983,500	2,763,200
Debt Service	8,533	48,939	0	0
Grants & Aids	0	0	0	0
Reserves & Other	29,412	31,255	31,255	25,263
Total Budget	8,325,377	11,675,587	11,838,976	13,828,149

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Utility Coordinator	22	0
Heavy Equipment Operator	20	4
Trades Mechanic	20	2
Maintenance Mechanic	18	1
Motor Equipment Operator	18	1
General Maintenance Worker	15	3
Total # of Full-Time Employees		11

2014-15 Operating Budget: 11,039,686
2013-14 Operating Budget: 10,321,358
Dollar Change: 718,328
Percentage Change: 6.96%

2014-15 Personnel - F.T.E's: 11.00
2013-14 Personnel - F.T.E's: 10.00
Personnel Change: 1.00

Budget Objectives Form

Department:	Public Works-Water & Sewer
Division:	Sewer Collection & Disposal
Dept #:	10
Division #:	650

Objective:

\$ 11,064,949 To install and repair sewer mains and laterals in order to insure uninterrupted sewage flow from system users to the treatment facility; to provide for the treatment and disposal of liquid waste (sewage); and to make major repairs to sewer mains and manholes by private contractors in order to continue a multi-year program to reduce groundwater infiltration into the City's sewer system.

ACTIVITIES:

- | | | | |
|----|-----------|-----|---|
| \$ | 870,336 | 001 | Sewer Maintenance & Installation: Locates, repairs, and maintains the sewer gravity mains, sewer force mains and laterals throughout the City; installs sewer mains and laterals for new services; and handles all emergency sewer line backups and breaks. |
| \$ | 214,274 | 002 | Sewer T.V. Crew: Provides "in-house" TV monitoring of approximately 10 miles of pipes annually; cleans and seals approximately 225,000 feet of sewer lines annually; and provides continuous preventative maintenance of the sewer lines that have been sealed or replaced. |
| \$ | 9,664,256 | 003 | Sewage Disposal Fees: Provides for the treatment and disposal of liquid waste by Miami-Dade Water & Sewer Authority Department as required by state and federal law. |
| \$ | 100,000 | 004 | Cyclical Sanitary Sewer Rehabilitation: This level provides funds to implement a 20-year rehabilitation and maintenance schedule for the City's Sanitary Sewer system. The City's Sanitary Sewer System is approximately 50 yrs old, therefore due to the age and condition of the pipes excess groundwater infiltration is responsible for sewer backups and excessive sewage treatment charges. Implementing a 20-year rehabilitation and mainenance schedule will address these issues and reduce the treatment sewage treatment costs. |
| \$ | 216,083 | 005 | Vehicle: Repair, maintenance and replacement. |

Budget Summary Form

Department: Public Works - Water & Sewer
Division: Fire Flow Projects
Dept / Division #: 10 / 654

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	0	0	0	0
Operating Expenses	0	0	0	0
Internal Services	0	0	0	0
Operating Budget	0	0	0	0
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	988,610
Total Budget	0	0	0	988,610

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		
Total # of Full-Time Employees		0

2014-15 Operating Budget: -
2013-14 Operating Budget: -
Dollar Change: -
Percentage Change: 0.00%

2014-15 Personnel - F.T.E. 0.00
2013-14 Personnel - F.T.E. 0.00
Personnel Change: 0.00

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Budget Summary Form

Department: Public Works-Fleet Management

Dept / Div #: 10 / 670

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	833,650	996,703	816,209	744,299
Operating Expenses	1,357,362	1,482,852	1,741,862	1,622,700
Internal Services	50,384	45,887	45,887	34,409
Operating Budget	2,241,396	2,525,442	2,603,958	2,401,408
Capital Outlay	0	250,300	250,000	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	133,970	260,663	41,658	1,770,205
Total Budget	2,375,366	3,036,405	2,895,616	4,171,613

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Capital Projects Manager	32	1
Fleet Supervisor	25	1
Fleet Welder	23	1
Fleet Mechanic	21	2
Storekeeper	20	1
Fleet Mechanic's Aide	18	1
Stock Clerk	17	1
Clerical Technician	16	0
Total # of Full-Time Employees		8

2014-15 Operating Budget:	2,401,408
2014-15 Operating Budget:	2,525,442
Dollar Change:	(124,034)
Percentage Change:	-4.91%

2014-15 Personnel - F.T.E's:	8.00
2014-15 Personnel - F.T.E's:	11.00
Personnel Change:	-3.00

Budget Objectives Form

Department: Public Works-Fleet Management
Division: Motor Pool
Dept #: 10
Division # 670

Objective:

\$ 4,171,613 To maintain and repair all vehicles, moving equipment, and most small equipment owned by the City. To continue the Preventative Maintenance Program in order to reduce downtime and costly repairs. To operate and maintain a centralized fueling facility.

ACTIVITIES:

- \$ 1,860,418 001 **Payroll & Insurance:** Provides for employee benefits package for eleven (11) Motor Pool employees including; employer's portion of FICA; group health and life insurance premiums; contribution to Risk Management Fund for Workers' Compensation benefits; contribution to Pension Plan for Motor Pool employees; payment of pro rata share of pension obligation bonds; and reimbursement to State of Florida for Unemployment Benefits paid to former employees. Additionally, provides for pre-employment services needed for new hires and registration fees for local training of Motor Pool employees.
- \$ 1,451,557 002 **Vehicle Parts & Maintenance:** Maintain an inventory of vehicle parts and process approximately sixty (60) vehicle work orders weekly including; processing daily repair orders, and monitoring all computerized transactions to the Fleet Management System.
- \$ 853,866 003 **Operations & Building Support:** Provides funds for the indirect costs in support of the Motor Pool Operation and Building.
- \$ 5,772 004 **Fuel Services to other Municipalities:** Provides gasoline, diesel fuel and CNG, which are sold to the municipalities of Biscayne Park and Bay Harbor Islands that do not have their own facilities, for a fee covering the cost of fuel plus an administrative charge established by formal agreement.

Budget Summary Form

Department: Risk Management Fund
Dept #: 02

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	159,806	242,524	284,595	316,140
Operating Expenses	582,748	755,125	731,133	2,333,913
Internal Services	3,960	3,960	3,960	4,978
Operating Budget	746,514	1,001,609	1,019,688	2,655,031
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	593,382	1,794,273	1,164,351	238,354
Total Budget	1,339,896	2,795,882	2,184,039	2,893,385

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Risk Manager	30	1
Safety Officer	25	1
Administrative Specialist	18	2
Total # of Full-Time Employees		4

2014-15 Operating Budget:	2,655,031
2013-14 Operating Budget:	1,001,609
Dollar Change:	1,653,422
Percentage Change:	165.08%

2014-15 Personnel - F.T.E's:	4.00
2013-14 Personnel - F.T.E's:	3.00
Personnel Change:	1.00

Budget Summary Form

Department: City Manager
Division: Risk Management - General Liability
Dept / Division #: 02 / 675

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	120,440	197,263	237,704	258,946
Operating Expenses	357,646	460,693	441,615	1,158,868
Internal Services	3,960	3,960	3,960	4,978
Operating Budget	<u>482,046</u>	<u>661,916</u>	<u>683,279</u>	<u>1,422,792</u>
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	42,679	890,987	261,065	235,859
Total Budget	<u><u>524,725</u></u>	<u><u>1,552,903</u></u>	<u><u>944,344</u></u>	<u><u>1,658,651</u></u>

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Risk Manager	30	1
Safety Officer	25	1
Administrative Specialist	18	1 pt 29 hrs
Total # of Full-Time Employees		<u><u>2</u></u>

2014-15 Operating Budget: 1,422,792
2013-14 Operating Budget: 661,916
760,876
114.95%

2014-15 Personnel - F.T.E's: 2.00
2013-14 Personnel - F.T.E's: 2.00
0.00
Personnel Change:

Budget Objectives Form

Department: City Manager
Division: Risk Management - General Liability
Dept #: 02
Division #: 675

Objective:

\$ 1,658,651 To appropriately fund the self-insured general and auto liability programs, administer and promote a proactive safety program, and provide the best package of liability insurance policies, ensuring the economic viability of the self insurance program. In support of this objective, a reserve for liability claim payment will be maintained.

ACTIVITIES:

- \$ 1,551,179 001 **Risk Management Administration:** Provides for operation of the City's self insurance automobile and general liability program including administration of general liability claims; settlement of claims; mitigating and preventing claims through a pro-active safety program, enhanced by ongoing safety training classes, employee safety incentives, facility & jobsite inspections. Risk Management diligently subrogates third parties to recover funds due the City for losses where third parties are liable; obtains adequate and cost effective liability insurance coverage for various risk; and monitors these insurance policies.
- \$ 102,494 002 **Safety Program:** Promotes maintenance of a safe and healthy workplace which is supported by a comprehensive safety agenda that includes: implementation of Citywide safety policies and procedures, adoption of OSHA Standards, ongoing employee safety training, facility and job site inspections, and a safety incentive program.
- \$ 4,978 003 **Vehicle:** Maintenance and Replacement

Budget Summary Form

Department: City Manager
Division: Risk Management-Workers' Compensation
Dept / Division #: 02 / 676

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	39,366	45,261	46,891	57,194
Operating Expenses	225,102	294,432	289,518	1,175,045
Internal Services	0	0	0	0
Operating Budget	264,468	339,693	336,409	1,232,239
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	550,703	903,286	903,286	2,495
Total Budget	815,171	1,242,979	1,239,695	1,234,734

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Administrative Specialist	18	1
Total # of Full-Time Employees		1

2014-15 Operating Budget: 1,232,239
2013-14 Operating Budget: 339,693
Dollar Change: 892,546
Percentage Change: 262.75%

2014-15 Personnel - F.T.E's: 1.00
2013-14 Personnel - F.T.E's: 1.00
Personnel Change: 0.00

Budget Objectives Form

Department: City Manager
Division: Risk Management - Workers' Compensation
Dept #: 02
Division #: 676

Objective:

\$ 1,234,734 The City's Workers Compensation self-insurance program seeks to expedite the efficient delivery of disability and medical benefits to employees who are injured in the line of duty, pursuant to F.S.440. The stability of this program is maintained through the purchase of excess workers compensation insurance, and establishment of actuarially sound claim payment reserves.

ACTIVITIES:

\$ 1,234,734 001 **Workers' Compensation Program:** The appropriate level of service mandated by F.S. 440 is achieved through contractual work by a Third Party Administrator (TPA), a full time Administrative Specialist, and two other Risk Management team members, funded through the General Liability Program. The TPA ensures expedient and timely delivery of benefits and medical payments, enabling employees to return to work promptly. Penalties for late payment are also eliminated and compliance with all legislative changes are assured. Viability of the Workers' Compensation Self Insurance program is achieved by maintaining a moderate level of self insured retention and adequate claim payment reserves as recommended by FY10 year-end actuarial study. The purchase of excess insurance transfers the risk and insulate the City against severe or catastrophic losses arising from workers' compensation claims.

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Budget Summary Form

Department: 1/2 Cent Transportation Surtax
Dept #: 09

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY14
Personal Services	361,288	346,242	299,269	404,145
Operating Expenses	1,520,378	1,745,639	1,746,756	2,185,375
Internal Services	9,112	9,378	9,378	17,714
Operating Budget	1,890,778	2,101,259	2,055,403	2,607,234
Capital Outlay	75,182	325,681	325,681	724,418
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	6,323	0	6,323
Total Budget	1,965,960	2,433,263	2,381,084	3,337,975

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Transportation Planner	27	1
Heavy Equipment Operator	20	3
Motor Equipment Operator	18	1
Total # of Full-Time Employees		5

2014-15 Operating Budget:	2,607,234
2013-14 Operating Budget:	2,101,259
Dollar Change:	505,975
Percentage Change:	24.08%

2014-15 Personnel - F.T.E.	5.00
2013-14 Personnel - F.T.E.	5.00
Personnel Change:	0.00

Budget Summary Form

Department: 1/2 Cent Transportation Surtax
Division: Transportation Administration
Dept / Div #: 09 / 550

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	131,830	117,074	117,074	109,296
Operating Expenses	882,837	1,035,716	935,123	919,004
Internal Services	9,112	9,378	9,378	5,468
Operating Budget	<u>1,023,779</u>	<u>1,162,168</u>	<u>1,061,575</u>	<u>1,033,768</u>
Capital Outlay	1,757	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	6,323	0	6,323
Total Budget	<u><u>1,025,536</u></u>	<u><u>1,168,491</u></u>	<u><u>1,061,575</u></u>	<u><u>1,040,091</u></u>

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Transportation Planner	27	1

Total # of Full-Time Employees 1

2014-15 Operating Budget: 1,033,768
2013-14 Operating Budget: 1,162,168
Dollar Change: (128,400)
Percentage Change: -11.05%

2014-15 Personnel - F.T.E. 1.00
2013-14 Personnel - F.T.E. 1.00
Personnel Change: 0.00

Budget Objectives Form

Department:	1/2 Cent Transportation Surtax
Division:	Transportation Administration
Dept #:	09
Division #:	550

Objective:

\$ 930,091 To provide comprehensive professional/technical guidance, direction, and management for the City's transportation system as well as coordinate transportation related issues between the City Manager's Office, Community Planning and Development, Parks and Recreation, and Public Works.

ACTIVITIES:

- | | | |
|------------|-----|--|
| \$ 127,211 | 001 | Transportation Planner: Responsible for the administration and monitoring of all transit related programs and projects the City is involved in. Additionally, this position will develop and manage the annual operating budgets and transit related grants as well as ensure compliance with federal, state, and municipal regulatory practices. |
| \$ 629,000 | 002 | NoMi Express: Operate a transit circulator service within the City to make it easier for residents to move about on public transportation. |
| \$ 173,880 | 003 | Transportation Options Program: To provide discount bus passes on Miami-Dade County buses to increase transit ridership. |

Budget Summary Form

Department: 1/2 Cent Transportation Surtax
Division: Public Works Projects
Dept / Div #: 09 / 551

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	#	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	229,458	229,168		182,195	294,849
Operating Expenses	637,541	709,923		811,633	1,266,371
Internal Services	0	0		0	12,246
Operating Budget	<u>866,999</u>	<u>939,091</u>		<u>993,828</u>	<u>1,573,466</u>
Capital Outlay	73,425	325,681		325,681	724,418
Debt Service	0	0		0	0
Grants & Aids	0	0		0	0
Reserves & Other	0	0		0	0
Total Budget	<u>940,424</u>	<u>1,264,772</u>		<u>1,319,509</u>	<u>2,297,884</u>

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Heavy Equipment Operator	20	3
Motor Equipment Operator	18	1
General Maintenance Worker	15	0
Total # of Full-Time Employees		<u>4</u>

2014-15 Operating Budget: 1,573,466
2013-14 Operating Budget: 939,091
Dollar Change: 634,375
Percentage Change: 67.55%

2014-15 Personnel - F.T.E. 4.00
2013-14 Personnel - F.T.E. 4.00
Personnel Change: 0.00

Budget Summary Form

Department: Transportation - Gas Tax
Dept #: 09

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	0	0	0	0
Operating Expenses	0	0	0	0
Internal Services	0	0	0	0
Operating Budget	0	0	0	0
Capital Outlay	507,024	472,463	422,463	292,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	507,024	472,463	422,463	292,000

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2014-15 Operating Budget:	-
2013-14 Operating Budget:	-
Dollar Change:	-
Percentage Change:	0%
2014-15 Personnel - F.T.E.	0.00
2013-14 Personnel - F.T.E.	0.00
Personnel Change:	0.00

Budget Summary Form

Department: Transportation - Gas Tax
Division: Public Works Projects
Dept / Div #: 09 / 620

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Adopted Budget FY15
Personal Services	0	0	0	0
Operating Expenses	0	0	0	0
Internal Services	0	0	0	0
Operating Budget	0	0	0	0
Capital Outlay	507,024	472,463	472,463	292,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	507,024	472,463	472,463	292,000

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		
Total # of Full-Time Employees		0

2014-15 Operating Budget:	-
2013-14 Operating Budget:	-
Dollar Change:	-
Percentage Change:	-
2014-15 Personnel - F.T.E.	0.00
2013-14 Personnel - F.T.E.	0.00
Personnel Change:	0.00

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Budget Summary Form

Fund: Development Impact Fees

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Adopted Budget FY15
Personal Services	0	0	0	0
Operating Expenses	0	0	0	0
Internal Services	0	0	0	0
Operating Budget	0	0	0	0
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	46,165	46,165	59,781
Total Budget	0	46,165	46,165	59,781

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2013-14 Operating Budget:	-
2012-13 Operating Budget:	-
Dollar Change:	-
Percentage Change:	0.00%
2013-14 Personnel - F.T.E's:	0.00
2012-13 Personnel - F.T.E's:	0.00
Personnel Change:	0.00

Budget Summary Form

Fund: E. May Avil Library

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Adopted Budget FY15
Personal Services	0	0	0	0
Operating Expenses	20,000	0	0	0
Internal Services	0	0	0	0
Operating Budget	20,000	0	0	0
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	43,693	23,693	23,693
Total Budget	20,000	43,693	23,693	23,693

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		
Total # of Full-Time Employees		0

2013-14 Operating Budget:	-
2012-13 Operating Budget:	-
Dollar Change:	-
Percentage Change:	0.00%
2013-14 Personnel - F.T.E's:	0.00
2012-13 Personnel - F.T.E's:	0.00
Personnel Change:	0.00

Budget Summary Form

Fund: Federal Forfeiture

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY15
Personal Services	0	0	0	0
Operating Expenses	64,756	100,000	0	200,000
Internal Services	0	0	0	0
Operating Budget	64,756	100,000	0	200,000
Capital Outlay	60,652	178,780	108,780	225,379
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	145,865	0	0
Total Budget	125,408	424,645	108,780	425,379

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2013-14 Operating Budget:	200,000
2012-13 Operating Budget:	100,000
Dollar Change:	100,000
Percentage Change:	0.00%
2013-14 Personnel - F.T.E's:	0.00
2012-13 Personnel - F.T.E's:	0.00
Personnel Change:	0.00

Budget Summary Form

Fund: FMLC-Series 2002A - G.O. Debt

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Adopted Budget FY15
Personal Services	0	0	0	0
Operating Expenses	0	0	0	0
Internal Services	0	0	0	0
Operating Budget	0	0	0	0
Capital Outlay	0	0	0	0
Debt Service	412,115	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	412,115	0	0	0

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2013-14 Operating Budget:	-
2012-13 Operating Budget:	-
Dollar Change:	-
Percentage Change:	0.00%
2013-14 Personnel - F.T.E's:	0.00
2012-13 Personnel - F.T.E's:	0.00
Personnel Change:	0.00

Budget Summary Form

Fund: Justice Assistance Grant

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Adopted Budget FY15
Personal Services	0	0	0	0
Operating Expenses	38,168	40,115	40,505	0
Internal Services	0	0	0	0
Operating Budget	38,168	40,115	40,505	0
Capital Outlay	56,862	59,967	59,577	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	112,769
Total Budget	95,030	100,082	100,082	112,769

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		
Total # of Full-Time Employees		0

2013-14 Operating Budget:	-
2012-13 Operating Budget:	40,115
Dollar Change:	(40,115)
Percentage Change:	0.00%
2013-14 Personnel - F.T.E's:	0.00
2012-13 Personnel - F.T.E's:	0.00
Personnel Change:	0.00

Budget Summary Form

Fund: Landfill Closure

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Preliminary Budget FY14
Personal Services	43,538	33,586	33,203	34,000
Operating Expenses	4,195,911	18,461,712	1,313,037	8,771,516
Internal Services	0	0	0	0
Operating Budget	<u>4,239,449</u>	<u>18,495,298</u>	<u>1,346,240</u>	<u>8,805,516</u>
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	5,046,000
Total Budget	<u><u>4,239,449</u></u>	<u><u>18,495,298</u></u>	<u><u>1,346,240</u></u>	<u><u>13,851,516</u></u>

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		
Total # of Full-Time Employees		<u><u>0</u></u>

2012-13 Operating Budget:	8,805,516
2011-12 Operating Budget:	<u>18,495,298</u>
Dollar Change:	<u>(9,689,782)</u>
Percentage Change:	-52.39%

2012-13 Personnel - F.T.E's:	0.00
2011-12 Personnel - F.T.E's:	<u>0.00</u>
Personnel Change:	<u><u>0.00</u></u>

Budget Summary Form

Fund: Law Enforcement Trust

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Adopted Budget FY15
Personal Services	320	0	0	0
Operating Expenses	207,457	224,982	196,652	336,817
Internal Services	0	0	0	0
Operating Budget	<u>207,777</u>	<u>224,982</u>	<u>196,652</u>	<u>336,817</u>
Capital Outlay	23,997	202,258	230,588	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	<u><u>231,774</u></u>	<u><u>427,240</u></u>	<u><u>427,240</u></u>	<u><u>336,817</u></u>

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2013-14 Operating Budget:	-
2012-13 Operating Budget:	<u>196,652</u>
Dollar Change:	<u>(196,652)</u>
Percentage Change:	0.00%
2013-14 Personnel - F.T.E's:	0.00
2012-13 Personnel - F.T.E's:	<u>0.00</u>
Personnel Change:	<u><u>0.00</u></u>

Budget Summary Form

Fund: Pension Obligation Bond

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Adopted Budget FY15
Personal Services	0	0	0	0
Operating Expenses	0	0	0	0
Internal Services	0	0	0	0
Operating Budget	0	0	0	0
Capital Outlay	0	0	0	0
Debt Service	1,461,862	1,788,862	1,496,763	1,786,450
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	1,461,862	1,788,862	1,496,763	1,786,450

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2013-14 Operating Budget:	-
2012-13 Operating Budget:	-
Dollar Change:	-
Percentage Change:	0.00%
2013-14 Personnel - F.T.E's:	0.00
2012-13 Personnel - F.T.E's:	0.00
Personnel Change:	0.00

Budget Summary Form

Fund: Pepper Park Youth Center Fund

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Adopted Budget FY15
Personal Services	0	0	0	0
Operating Expenses	74,049	410	1,250	0
Internal Services	0	0	0	0
Operating Budget	74,049	410	1,250	0
Capital Outlay	4,357,109	211,314	213,294	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	4,431,158	211,724	214,544	0

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2013-14 Operating Budget:	-
2012-13 Operating Budget:	410
Dollar Change:	<u>(410)</u>
Percentage Change:	0.00%
2013-14 Personnel - F.T.E's:	0.00
2012-13 Personnel - F.T.E's:	0.00
Personnel Change:	<u>0.00</u>

Budget Summary Form

Fund: Police Training

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Adopted Budget FY15
Personal Services	0	0	0	0
Operating Expenses	12,109	19,755	19,755	11,000
Internal Services	0	0	0	0
Operating Budget	12,109	19,755	19,755	11,000
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	2,225	4,755	0
Total Budget	12,109	21,980	24,510	11,000

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2013-14 Operating Budget:	19,755
2012-13 Operating Budget:	<u>19,755</u>
Dollar Change:	<u>-</u>
Percentage Change:	0.00%

2013-14 Personnel - F.T.E's:	0.00
2012-13 Personnel - F.T.E's:	<u>0.00</u>
Personnel Change:	<u>0.00</u>

Budget Summary Form

Fund: Safe Neighborhood Parks

EXPENDITURE CATEGORY	Actual Expend. FY13	Amended Budget FY14	Est. Expend. FY14	Adopted Budget FY15
Personal Services	0	0	0	0
Operating Expenses	0	0	0	0
Internal Services	0	0	0	0
Operating Budget	0	0	0	0
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	46	0	0	0
Total Budget	46	0	0	0

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2013-14 Operating Budget:	-
2012-13 Operating Budget:	-
Dollar Change:	-
Percentage Change:	0.00%
2013-14 Personnel - F.T.E's:	0.00
2012-13 Personnel - F.T.E's:	0.00
Personnel Change:	0.00