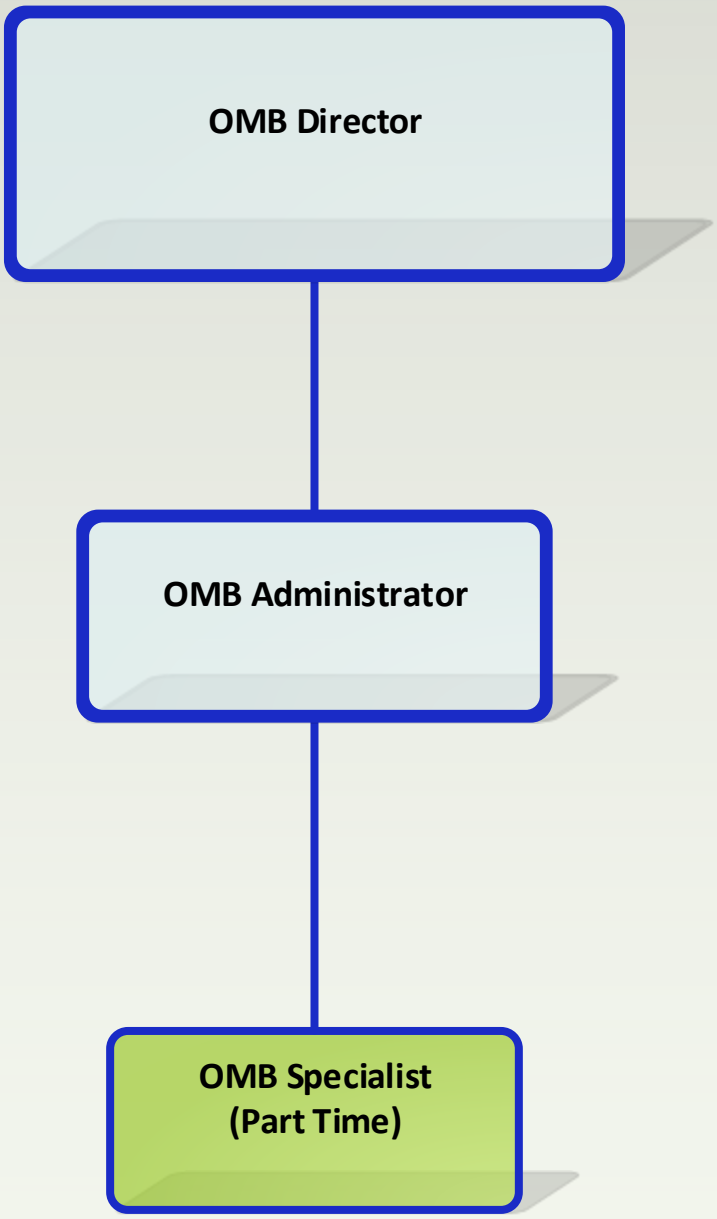
SECTION THREE:

DEPARTMENT BUDGETS

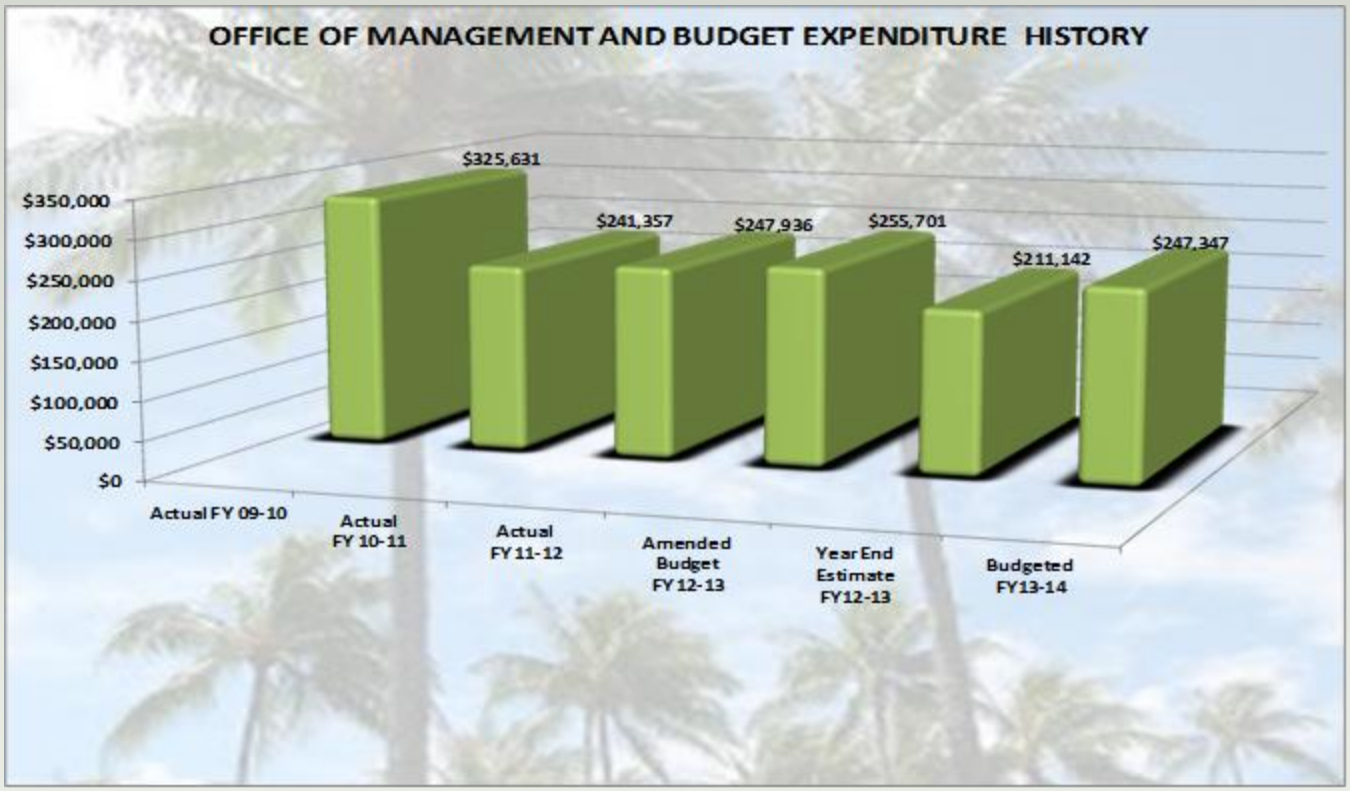
Office of Management & Budget

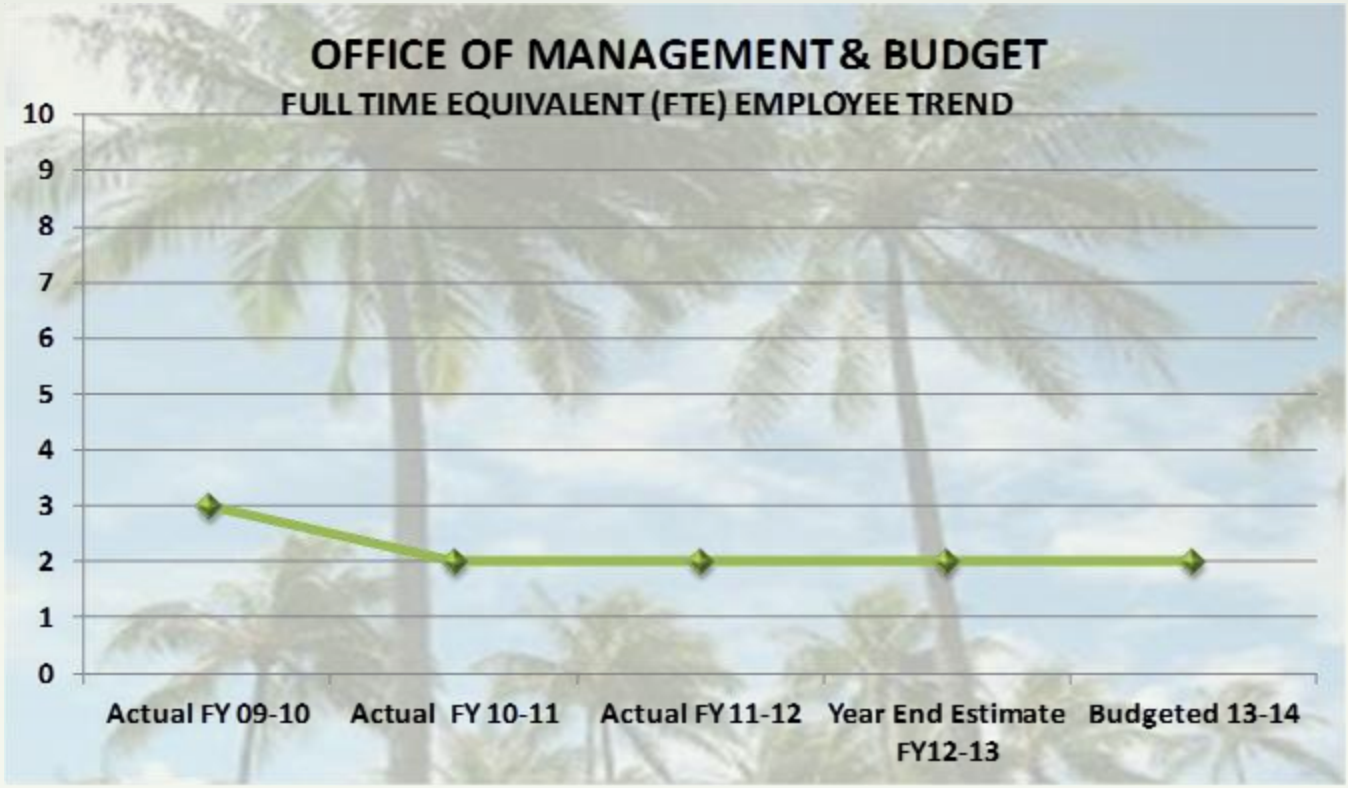
Mission Statement: As stewards of the City's budget, it is the mission of the Budget Office to provide fiscally sound financial support to all internal and external customers.



Office of Management & Budget

Expenditure History and Full Time Employee Trends





Office of Management & Budget

Strategic Management Plan

Goal 1: Develop and maintain the financial strength that will enable the City to meet its obligations and build a reserve.

Objective 1.1. Assist management in the planning and allocation of resources.

Objective 1.2. Balance the budget with minimal impact on North Miami residents.

Objective 1.3. Develop a responsible budget that responds to the City's needs and its ability to pay for services.

Goal 2: Fortify the City's financial footprint and budgeting system through advancements in short/long term financial planning and reporting methods.

Objective 2.1. Attain the Government Financial Officer's Association Distinguished Budget Presentation Award for FY13/14.

Objective 2.2. Implement a performance measurement system within the budgeting process.

Objective 2.3. Develop financial strategies that will add value by strategically reducing and/or investing in areas that will produce a positive return to the taxpayers.

Core Responsibilities

- Develop, monitor, and control the County's annual operating budget.
- Produce Quarterly and Annual Financial Status Reports and Financial Trend analysis.
- Forecast and monitor City revenues and project expenditures.
- Conduct research and analysis for special projects as requested by the City Manager.
- Ensure compliance with the Truth In Millage (TRIM) process.
- Produce high quality tentative and adopted budget books within required timeframes.
- Provide direction to County departments and ensure that expenditures are recorded accurately and within the approved budget.
- Reduce operational expenditures through increased use of technology.
- Daily Duties – transfers, travel authorization, journal entries, invoices, reqs. Monitor & Review Revenues and Expenditures.

Office of Management & Budget

Budget Summary Form

Department: Office of Budget Administration
Dept / Div #: 11 / 416

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	223,942	216,136	163,579	194,592
Operating Expenses	4,195	15,131	23,089	28,713
Internal Services	9,535	13,608	13,648	12,602
Operating Budget	237,672	244,875	200,316	235,907
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	10,264	10,826	10,826	11,440
Total Budget	**247,936**	**255,701**	**211,142**	**247,347**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Budget Manager	32	1
Budget Administrator	28	1
Budget Analyst	24	0

Total # of Full-Time Employees 2

2013-14 Operating Budget:	235,907
2012-13 Operating Budget:	244,875
Dollar Change:	(8,968)
Percentage Change:	-3.66%
2013-14 Personnel - F.T.E's:	2.00
2012-13 Personnel - F.T.E's:	2.00
Personnel Change:	0.00

Budget Objective Form

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

$ 247,347

Objective:
To prepare and monitor the City's annual revenue and expenditure budgets.

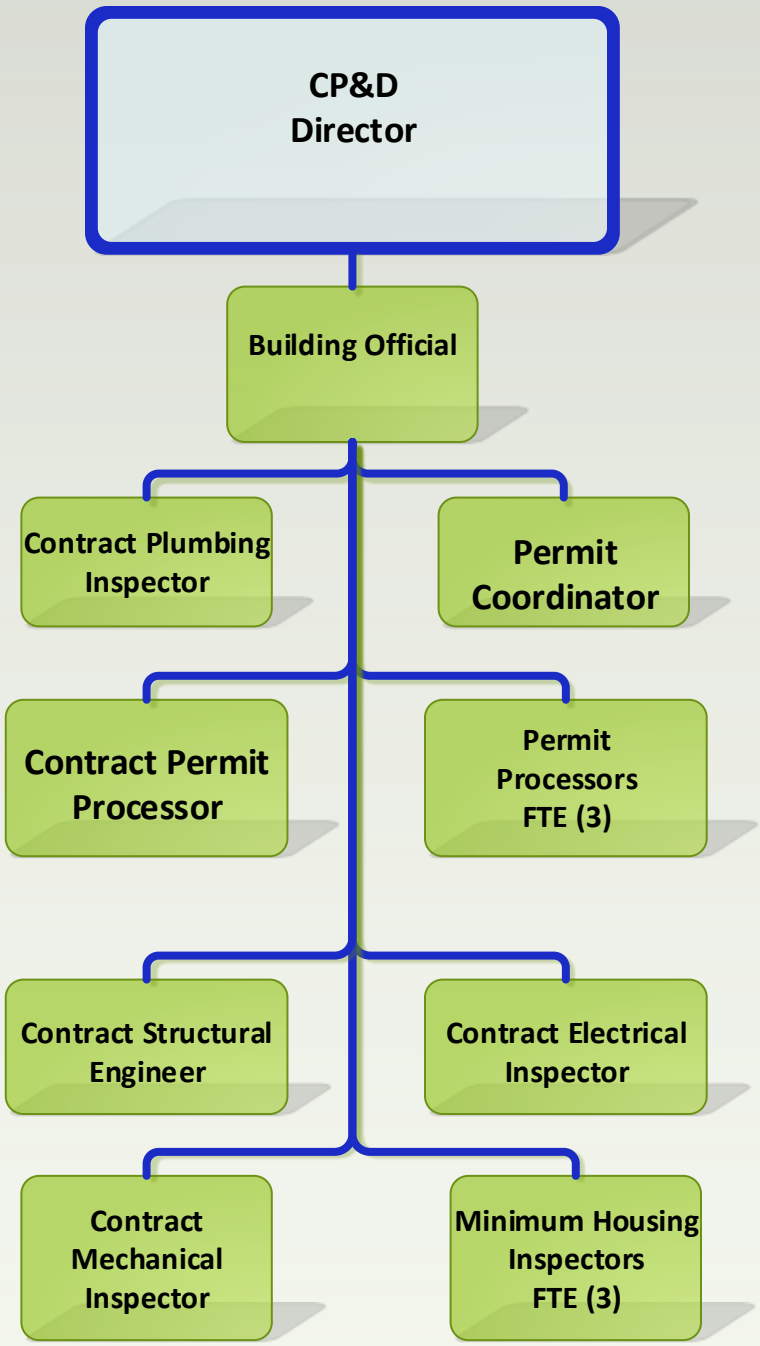
ACTIVITIES:

$ 247,347 001

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.

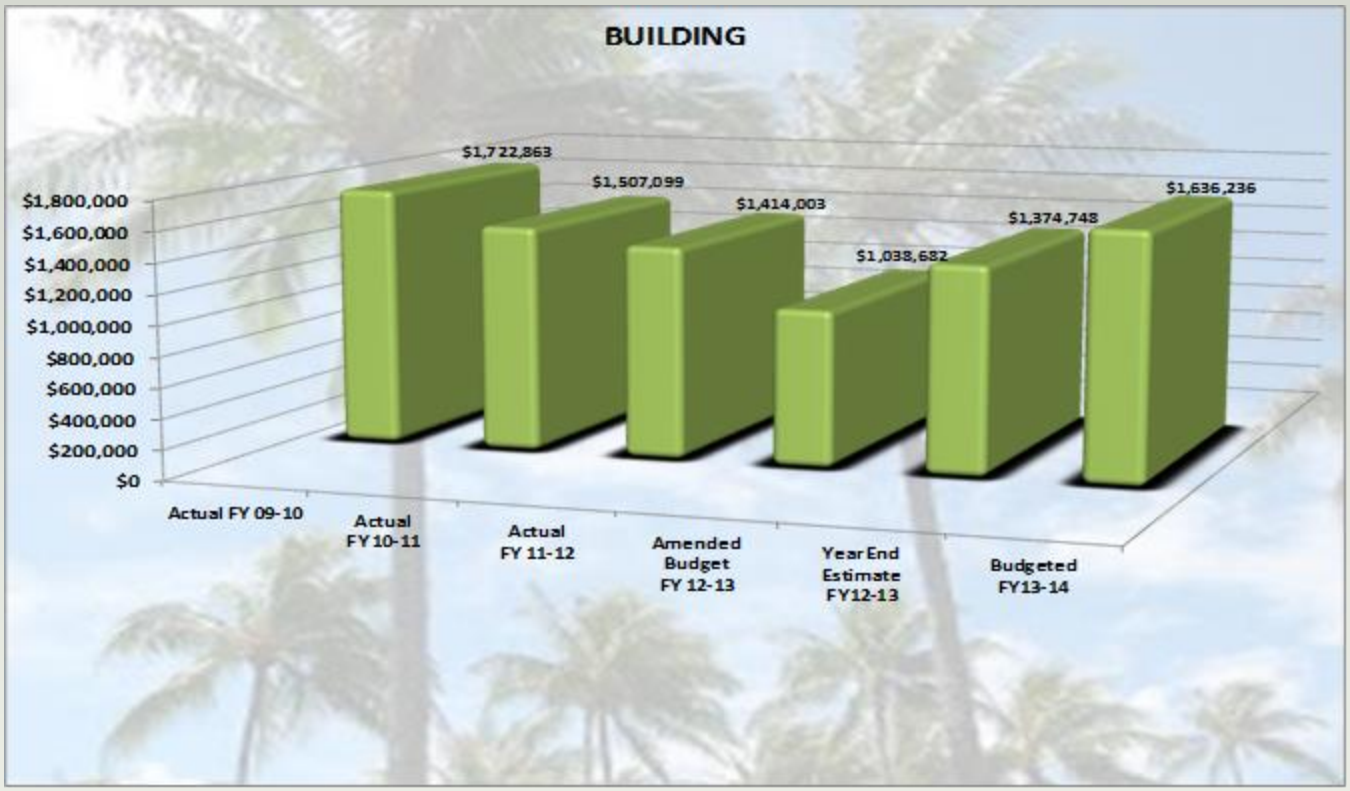
Building

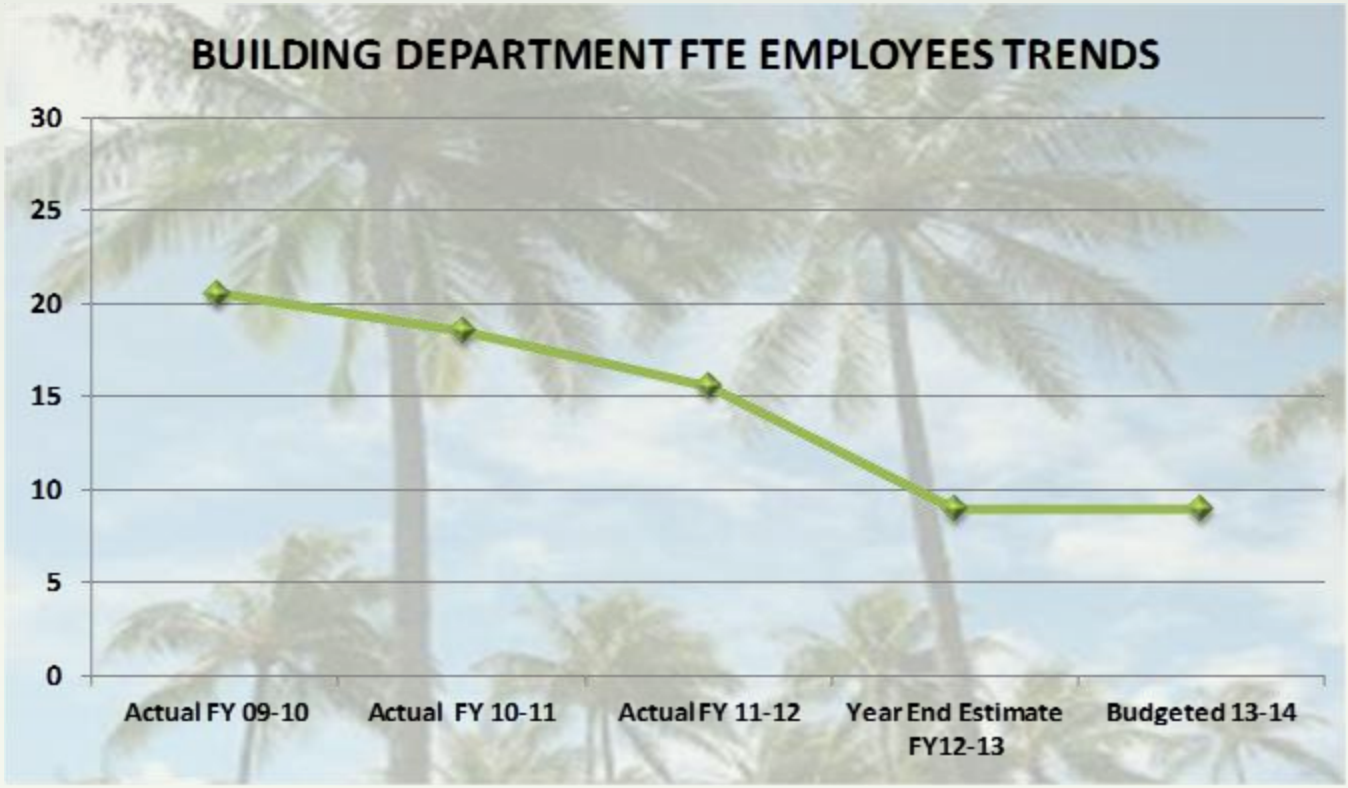
Mission statement: As a subdivision of Community Planning and Development our mission is to provide for expenditure permit service for all related certificates and applications and increase the number of permit applicants.



Building

Expenditure History and Full Time Employee Trends





Building

Strategic Management Plan

Goal 1: Provide for expenditure permit service for all related certificates and applications and increase the number of permit applicants.

Objective 1.1. Promote public health and safety while stabilizing and increasing property values.
Objective 1.2. Ensure all stakeholders have access to educate about specialized services.

Central Performance Measures (CPM):	Target Date	Fiscal Impact
• Review and approve applications for Building, Plumbing, Electrical, Fence and other permits.	08/2014	No
• Inspect building projects within 24 hours of inspection requests to ensure compliance with applicable building codes.	08/2014	No
• Monitor neighborhoods for unauthorized work and initiate enforcement actions, as necessary.	08/2014	No
• Communicate with citizens and contractors regarding building permit and code questions.	08/2014	No
• Streamline the permitting process to reduce turnaround time and create a one-stop permit shop.	01/2014	No
• Create workflow process charts to identify ways of improving service delivery.	01/2014	No
• Provide the community and contractors with an online permit and inspections module by August 2014.	08/2014	No
• Issue all Certificate of Use and Re-Occupancy Certificates within three to five business days by adding one full-time Zoning Clerk dedicated to the processing of all such applications.	10/2013	Yes
• Conduct permit inspections within 24 hours of the inspection request.	08/2014	No

Core Responsibilities:

- Provide for expeditious permit service for all related certificates and applications and increase number of permits issued.
- Facilitate and improve the timely processing and completion of plan review, permitting, inspections and code enforcement efforts.

Building

Budget Summary Form

Department: Building
Dept / Div #: 15 / 441

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	865,161	860,763	832,816	740,178
Operating Expenses	437,927	41,163	405,176	788,812
Internal Services	62,268	86,147	86,147	67,347
Operating Budget	1,365,356	988,073	1,324,139	1,596,337
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	48,647	50,609	50,609	39,899
Total Budget	**1,414,003**	**1,038,682**	**1,374,748**	**1,636,236**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Building Manager	32	0
Building Official	32	1
Zoning Administrator (move)	29	1
Minimum Housing Compliance Officer	23	3
Administrative Coordinator	22	0
Sr. Planning Technician (move)	22	1
Permit Processing Coordinator	20	1
Permit Processor	18	2
PT Receptionist	16	0

Total # of Full-Time Employees 9

2013-14 Operating Budget:	1,596,337
2012-13 Operating Budget:	988,073
Dollar Change:	608,264
Percentage Change:	61.56%
2013-14 Personnel - F.T.E's:	9.00
2012-13 Personnel - F.T.E's:	12.00
Personnel Change:	-3.00

Budget Objective Form

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

$1,636,236

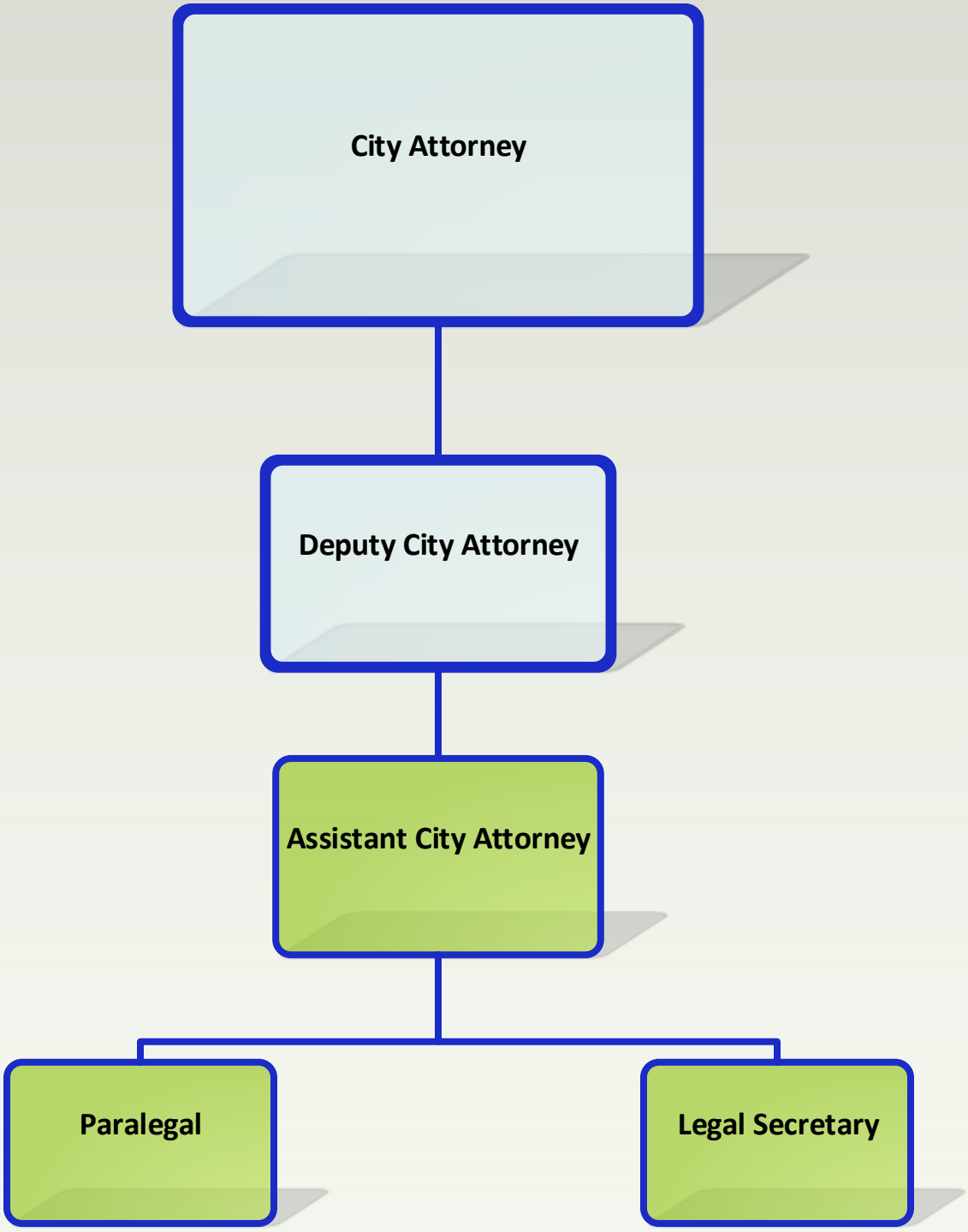
Objective:
To maintain and enhance the City's built environment by ensuring that construction meets the requirements of the Florida Building Code, City Land Development Regulations, the City's Comprehensive Plan, Life Safety and Fire Code, Accessibility and any other applicable codes; and to assure that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

ACTIVITIES:

$1,318,977	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).
$ 286,124	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.
$ 23,397	004	**Vehicle maintenance and replacement**

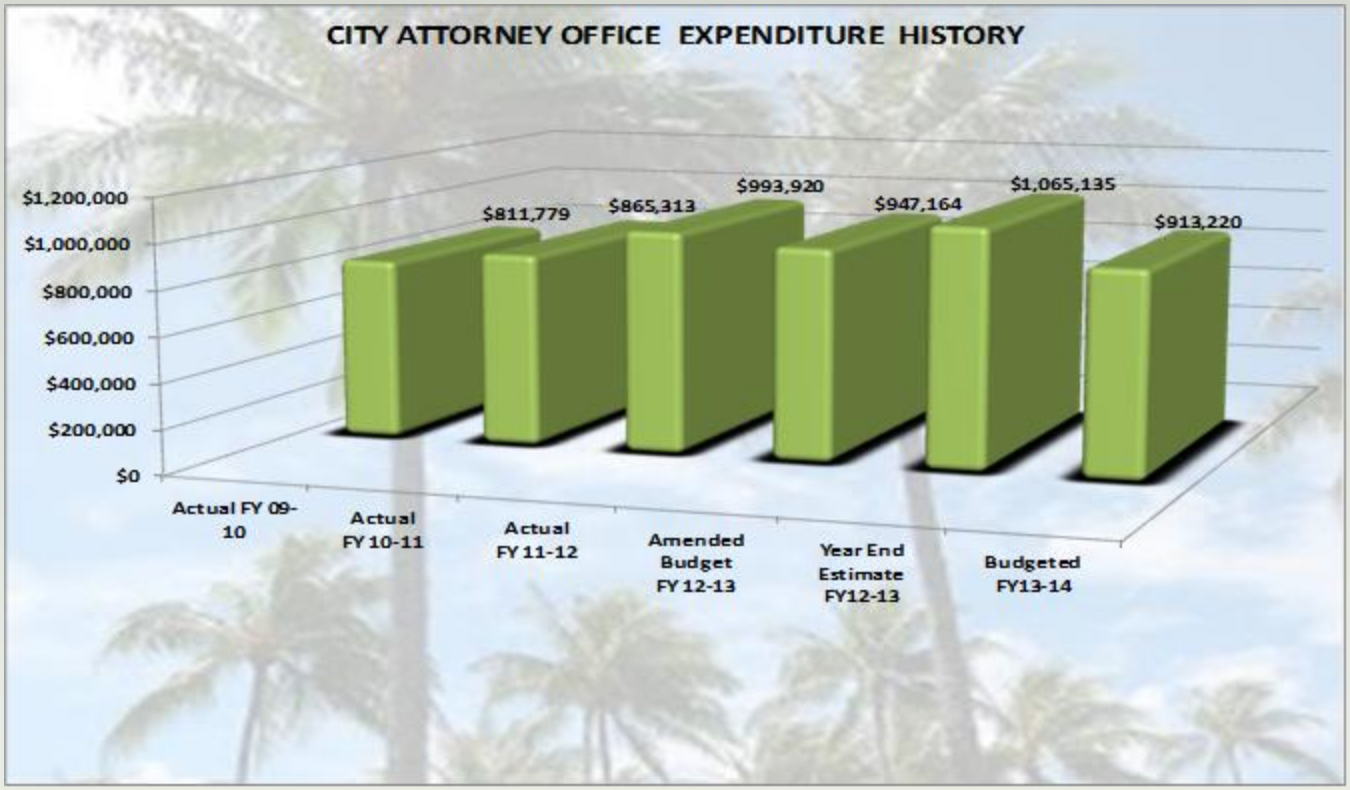
City Attorney

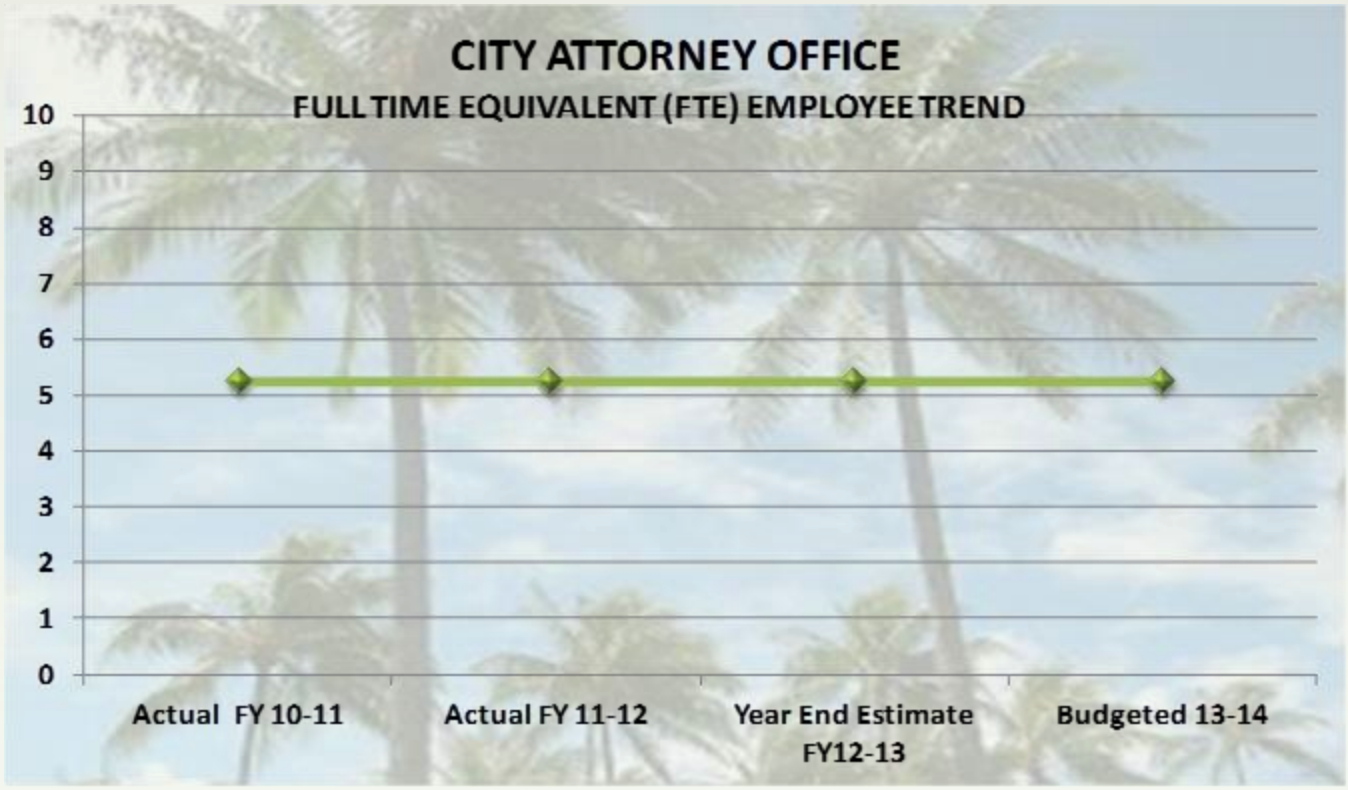
Mission Statement: Provide professional and exceptional legal service, advice and support to the elected officials, administration and employees. Promote open and fair access to government.



City Attorney

Expenditure History and Full Time Employee Trends





City Attorney

Strategic Management Plan

Goal 1: Staff the office with highly qualified professionals

Objective 1.1. Continually develop the skills of the attorneys and support staff.

Objective 1.2. Ensure that employees are satisfied and performing satisfactorily.

Objective 1.3. Actively recruit talented individuals to begin their careers at the City Attorney's Office.

Goal 2: Prosecute and defend all civil matters in which North Miami is a party in the most cost-effective manner.

Objective 2.1. Increase the amount of legal matters handled by the City Attorney's office by 10% annually.

Objective 2.2. Increase the City's capacity to generate revenue through legal actions.

Goal 3: To prevent or mitigate damages and liabilities.

Objective 3.1. Advocate for the passage of laws that might have negative effects on the city in the future.

Objective 3.2. Assists other city departments in learning how to proactively mitigate damages and liability.

Goal 4: Improve communication between the city council, city manager's office, and department and division heads.

Objective 4.1. Promote increased interaction between the City Attorney's Office and its clients.

Objective 4.2. Prepare an annual report that summarizes the achievements of the City Attorney's office.

Goal 5: Maintain a strong presence in the community to help improve the quality of life of residents.

Objective 5.1. Provide legal information resources to inform and advise residents.

Objective 5.2. Engage the City Attorney's office with the community.

Objective 5.3. Encourage the City Attorneys to become involved in the community.

Central Performance Measures (CPM):	Target Date	Fiscal Impact
• Sponsor attorneys to attend Continued Legal Education courses, seminars, and conferences.	on-going	Yes

City Attorney

Strategic Management Plan Continued.

Central Performance Measures (CPM):	Target Date	Fiscal Impact
• Create a City Attorney's Office work plan for each staff member outlining professional growth and objectives.	01/2014	No
• Create a City Attorney office manual.	12/2016	No
• Require monthly status reports from outside counsel.	12/2016	No
• Collaborate with the Information Technology Department to establish a paperless system.	12/2016	Yes
• Begin prosecuting and defending 1/4 of all personnel matters in-house.	12/2014	Yes
• Hold annual Sunshine/PR/Ethics workshops for Council and department directors.	12/2016	No
• Select at least three (3) litigation cases a year to handle in-house.	12/2014	Yes

Core Responsibilities:

- To zealously and competently prosecute and defend all civil matters in which the City of North Miami is a party.
- Provide general legal advice to the City Council and the administration.
- Draft legislation, contracts and documents for the City Council and the administration.
- Assist the administration in the promotion of open and fair access to government.

City Attorney

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	705,242	713,379	669,154	684,965
Operating Expenses	211,504	142,033	304,229	142,300
Internal Services	37,166	51,098	51,098	45,054
Operating Budget	953,912	906,510	1,024,481	872,319
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	40,008	40,654	40,654	40,901
Total Budget	**993,920**	**947,164**	**1,065,135**	**913,220**

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

2013-14 Operating Budget:	872,319
2012-13 Operating Budget:	906,510
Dollar Change:	(34,191)
Percentage Change:	-3.77%
2013-14 Personnel - F.T.E's:	5.25
2012-13 Personnel - F.T.E's:	5.25
Personnel Change:	0.00

City Attorney

Budget Objective Form

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

$ 913,220

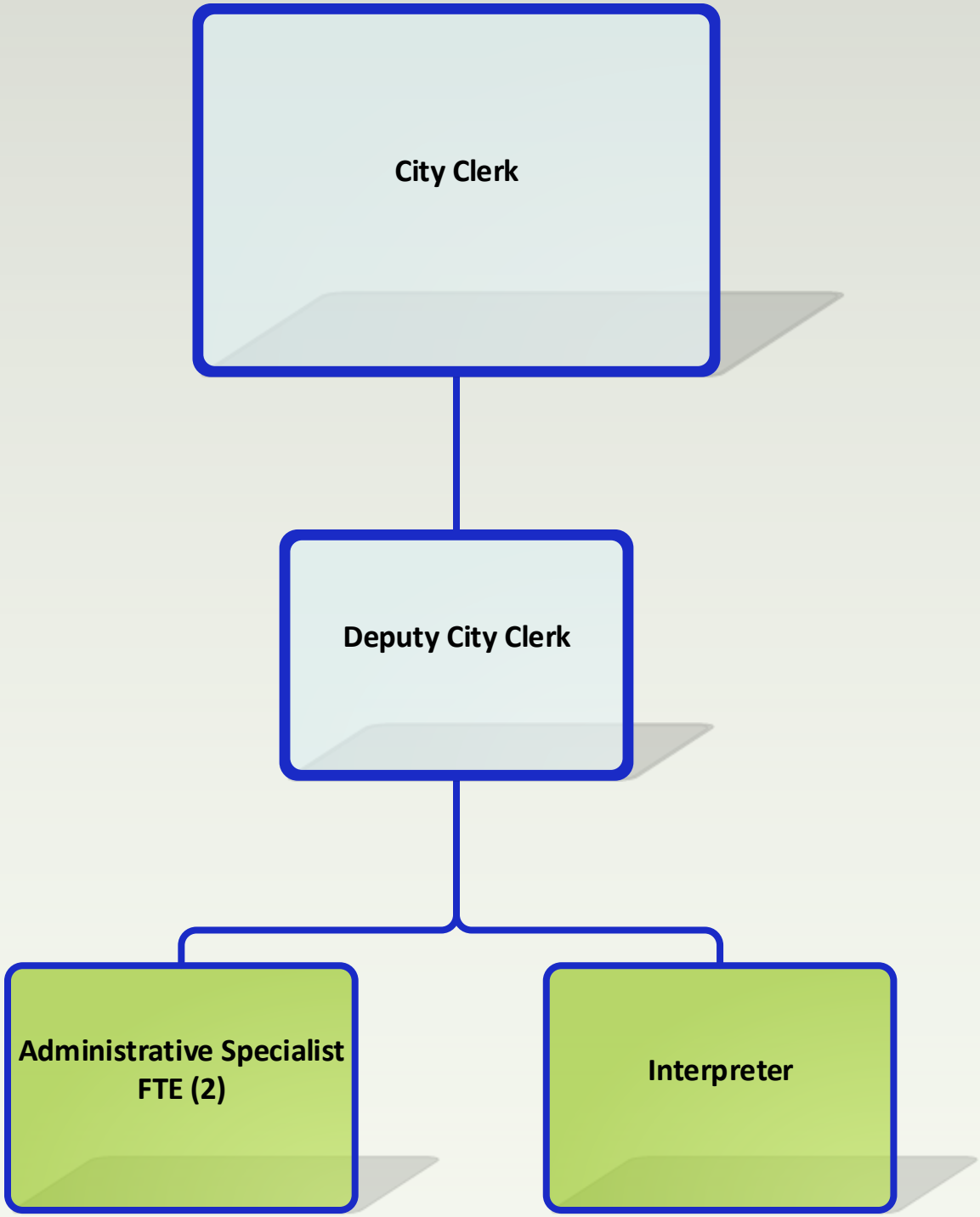
Objective:
To provide professional, impartial and ethical legal counsel to the City Council, City Boards, Commissions, City Manager and City Staff.

ACTIVITIES:

$ 821,732	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).

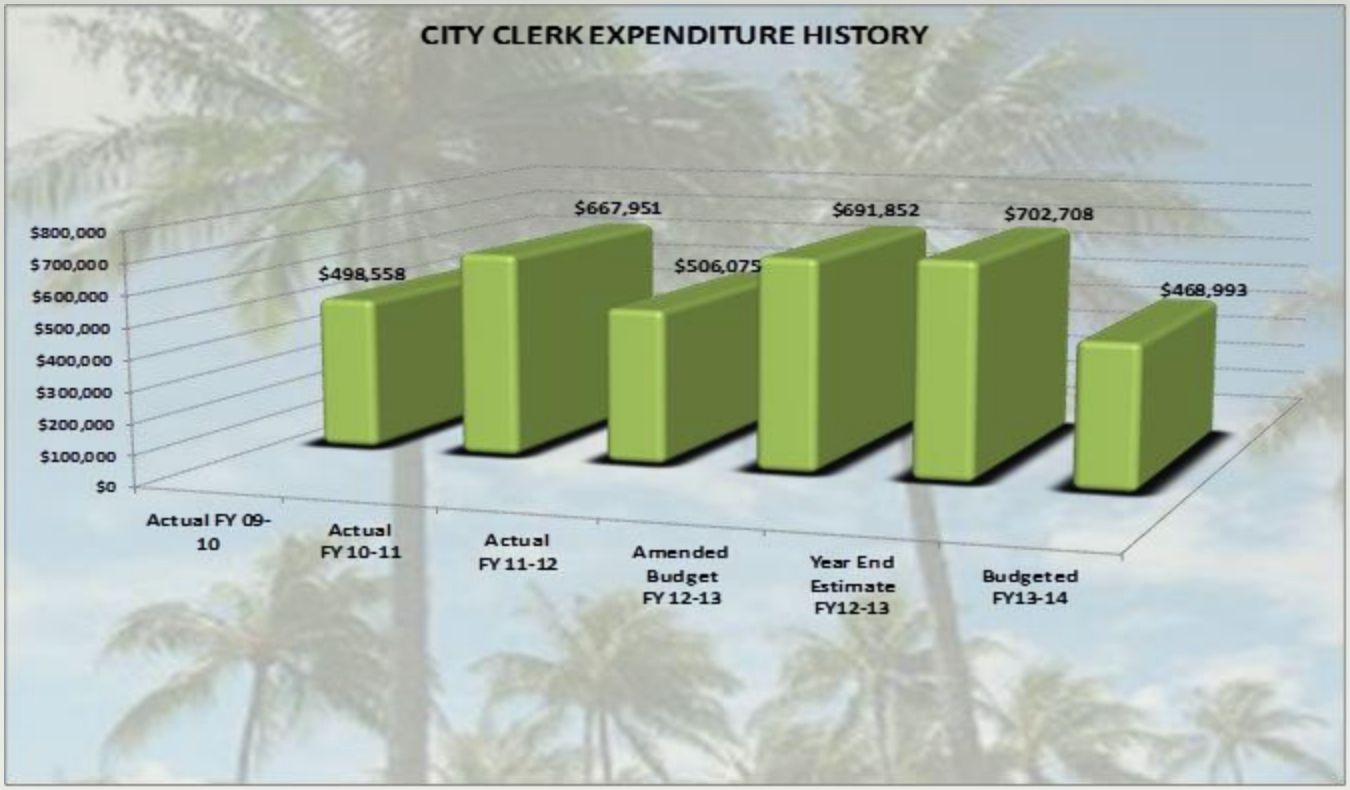
City Clerk

Mission Statement: Serve as the official municipal record keeper, supervisor of elections, and facilitator of an open government.



City Clerk

Expenditure History and Full Time Employee Trends



City Clerk

Strategic Management Plan

Goal 1: Provide high quality customer service and increased responsivness with all responsibilities tasked.

Objective 1.1. Efficiently respond to the requests for services provided by the Clerk's Office.

Objective 1.2. Maintain transparency by keeping the public informed and making information readily available.

Objective 1.3. Supervise the election process.

Objective 1.4. Maintain and preserve all official city contracts and documents.

Objective 1.5. Manage the city boards, commissions, and committees.

Central Performance Measures (CPM):	Target Date	Fiscal Impact
• Double the number of passport agents over the next year	10/2014	No
• Provide quick and timely responses to public records requests.	ongoing	No
• Issue business tax receipts through billing and increase collection of business taxes by 20% annually.	09/2016	Yes
• Provide public notice of regular and special council meetings.	ongoing	No
• Extend the operating hours of the passport facility to increase intake services	09/2014	Yes

Core Responsibilities:

- Give notice of regular and special Council meetings.
- Keep official records (Minutes) of council proceedings, Ordinances and Resolutions.
- Be the keeper of official city contracts.
- Be responsible for issuing business tax receipts and billing/collection of business taxes.
- Act as supervisor of all city elections.
- Be responsible as an acceptance facility for US Passports.
- Be responsible as the coordinator of public records requests.
- Maintain accurate listing of city boards, commissions and committees.

City Clerk

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	318,704	327,845	298,825	275,166
Operating Expenses	159,335	330,174	370,050	183,785
Internal Services	13,502	18,842	18,842	16,346
Operating Budget	491,541	676,861	687,717	475,297
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	14,534	14,991	14,991	12,141
Total Budget	**506,075**	**691,852**	**702,708**	**487,438**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Deputy City Clerk	32	1
Administrative Specialist	18	2
Interpreter	16	1

Total # of Full-Time Employees 4

2013-14 Operating Budget:	475,297
2012-13 Operating Budget:	676,861
Dollar Change:	(201,564)
Percentage Change:	-29.78%
2013-14 Personnel - F.T.E's:	4.96
2012-13 Personnel - F.T.E's:	4.96
Personnel Change:	0.00

City Clerk

Budget Objective Form

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

Objective:

$ 487,438 To efficiently and effectively carry out the diverse functions and mandated duties of the City Clerk's Office.

ACTIVITIES:

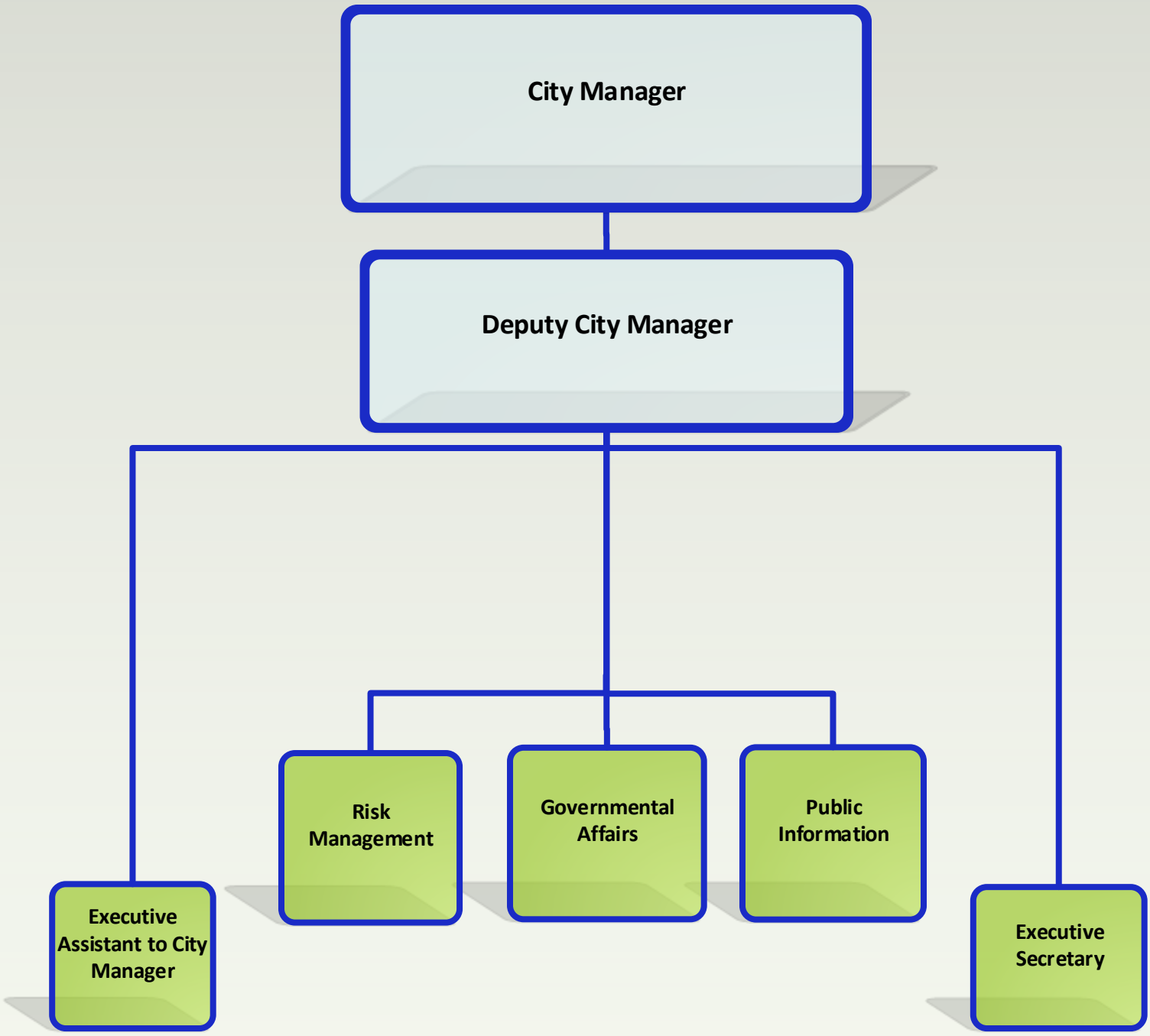
$ 426,495 001 **City Clerk and Business Tax Receipts:** Issue all City business tax receipts and collect fees; deposit franchise fees, utility taxes and miscellaneous revenues received by the department; record all Council actions; maintain a computerized database of City Contracts and Agreements; codify 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.

$ 60,943 002 **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.

$ - 003 **Elections:** One Special Election if called by the City Council pursuant to the City Charter.

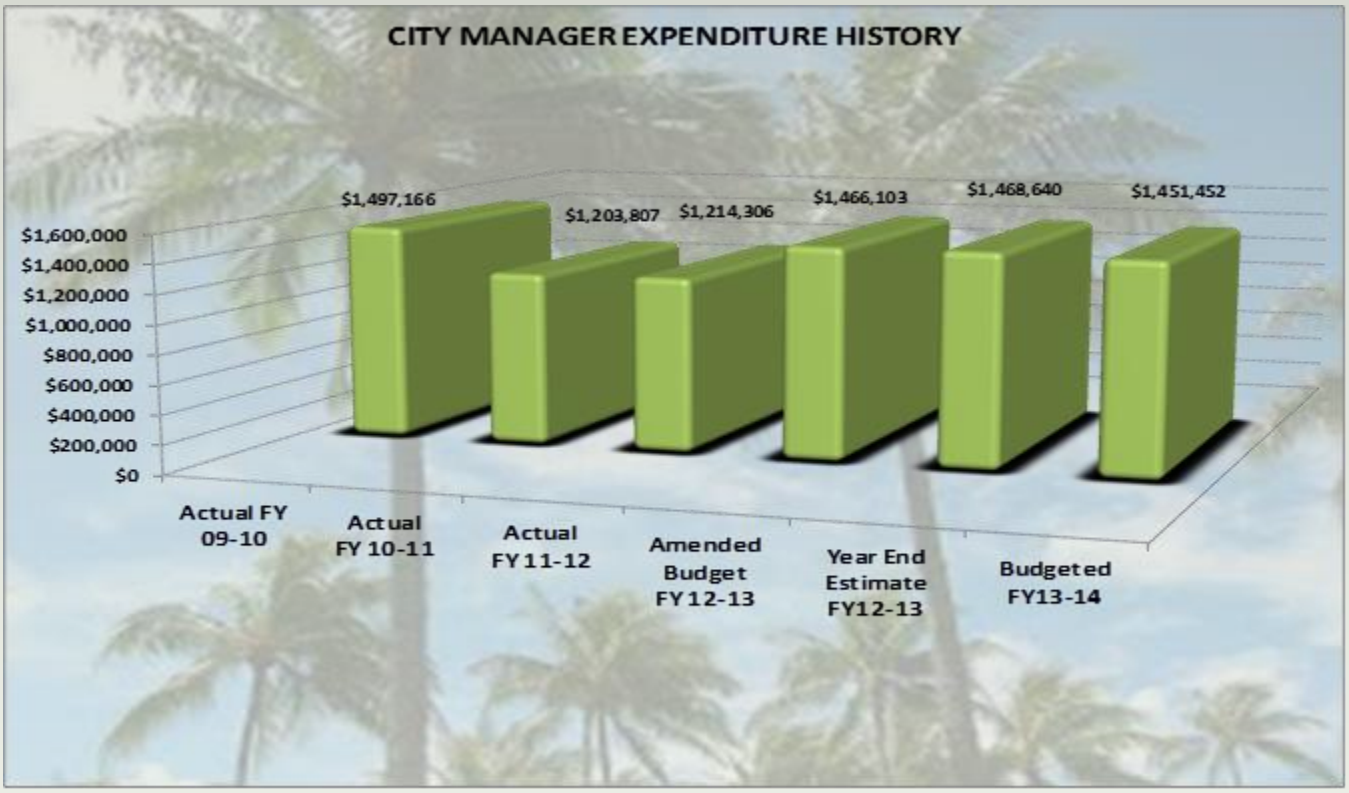
Office of the City Manager

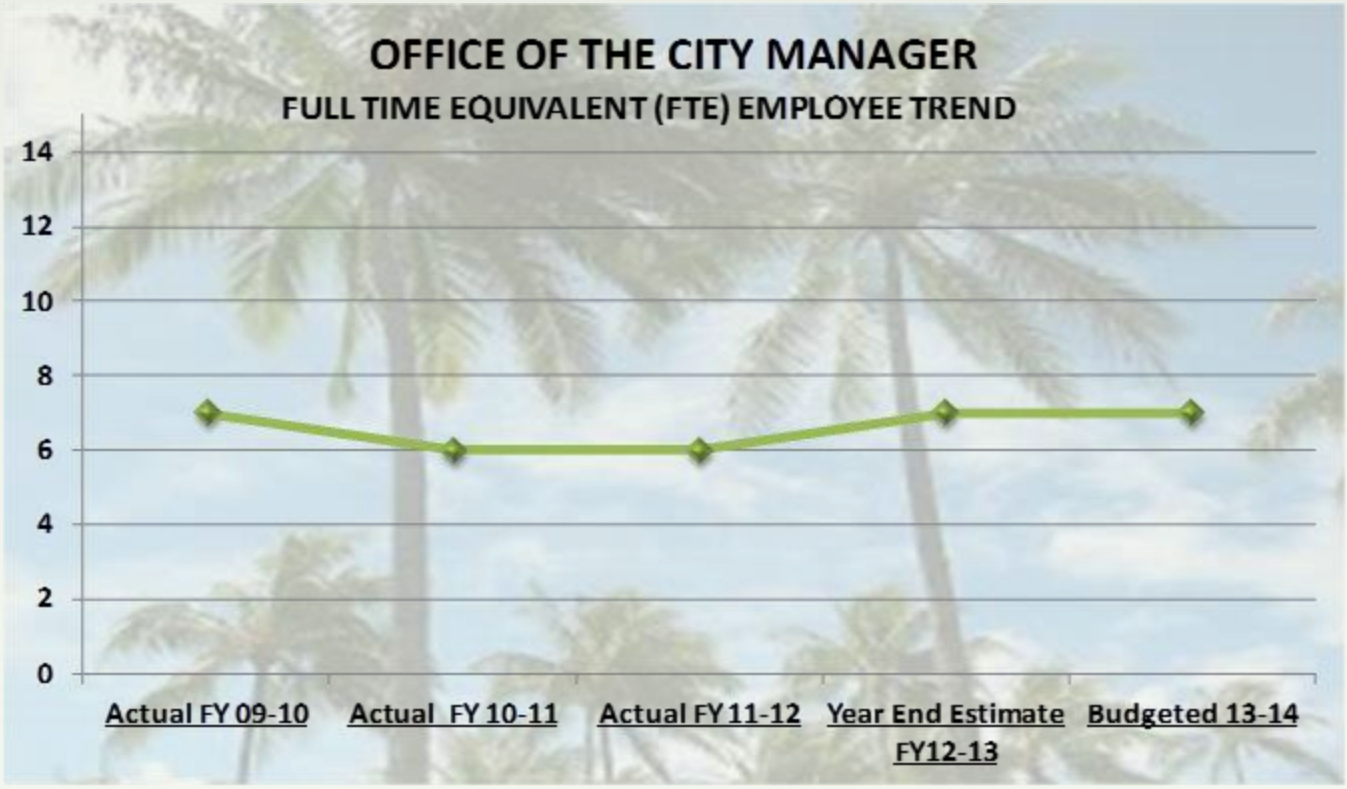
Mission Statement: Provide leadership to the entire City by empowering and equipping staff with all the necessary support and resources needed to better serve the City's residents.



Office of the City Manager

Expenditure and Full Time Employee History Charts





Employee trends chart excludes Risk Management.

Office of the City Manager

Strategic Management Plan

City Management

Goal 1: Establish clear communication channels

Objective 1.1. Cultivate an excellent working relationship with the City Attorney and City Clerk.
Objective 1.2. Help department directors and managers abide by City laws and regulations.

Goal 2: Keep mayor and council informed of city's activities and its financial condition.

Objective 2.1. Cultivate a good working relationship with elected officials.
Objective 2.2. Control information flow to Mayor and Council.
Objective 2.3. Support and execute all Mayor and Council projects and initiatives.

Goal 3: Protect the city's territory, properties, residents, and business owners.

Objective 3.1. Cultivate an atmosphere of service, courtesy and respect between employees and City stakeholders.
Objective 3.2. Maintain a safer and greener city.
Objective 3.3. Minimize risk exposures for employees and citizens.

Goal 4: Assume the city's overall responsibilities.

Objective 4.1. Provide clear directives and guidance to promote smooth everyday operations.
Objective 4.2. Hold performance expectations to a higher standard.
Objective 4.3. Implement a new vision for administrative efficiencies.
Objective 4.4. Implement a more effective emergency management system.

Governmental Affairs

Goal 1: Assist in coordinating citywide grant funded projects and programs.

Objective 1.1: Continue to improve the coordination of activities with federal, state, regional, and county agencies.
Objective 1.2: Explore possibilities to identify new funding sources or increase current funding levels.

Goal 2: Be involved in the coordination of citywide projects.

Objective 2.1: Identify and promote initiatives that enhance the City's image.

Public Information

Goal 1: Enhance community involvement and engagement.

Objective 1.1: Develop methods that will provide information to key audiences on a consistent basis.

Goal 2: Enhance the city's brand/image.

Objective 2.1: Continue the evolvement of the City's brand across all departments and mediums.

Goal 3: Empower city employees and residents to seek and access city information.

Objective 3.1: Change the culture on how employees attain information on City operations.
Objective 3.2: Increase number of residents who seek and rely on City information.
Objective 3.3: Maintain positive working relationships with local media outlets.

Risk Management

Goal 1: Reduce the level of vehicular accidents and injuries citywide by 10% within a 12 month period.

Objective 1.1: Use comprehensive measures and establish practices that target workplace injury and accident reduction
Objective 1.2: Provide a variety of specialize safety training classes to field workers
Objective 1.3: Hold supervisors accountable when their directives lead to an accident or injury

Goal 2: Promote a safety conscious workforce

Objective 2.1: Train at least 25% of supervisory staff and other employees annually on relevant safety topics
Objective 2.2: Revitalize the Safety Committee to assist in identifying, evaluating, and controlling workplace hazards

Goal 3: Recover more than 25% of the total outstanding third party losses to the City over a 12 month period.

Objective 3.1: Streamline existing protocols for reporting loss or damage of City property to Risk Management
Objective 3.2: Devise an efficient system for obtaining estimates on damaged vehicles within a month after an accident occurs
Objective 3.3: Resolve subrogation claims within six (6) months of the recovery process

Goal 4: Incorporate Risk Management principles as fundamental elements of the City's planning, decision making, and reporting processes

Objective 4.1: Explicitly communicate Risk Management's mission and policies to upper management

Office of the City Manager

Strategic Management Plan

Central Performance Measures (CPM):	Target Date	Fiscal Impact
• Take innovative measures to restructure and reshape departments, one at a time	ongoing	No
• Work collectively with City Attorney and City Clerk on drafting City laws	ongoing	No
• Develop a sustainable emergency facility	10/2014	Yes
• Enhance mutual aid agreements.	12/2013	Yes
• Conduct weekly meeting with directors and managers	ongoing	No
• Control and evaluate the quality of all output.	ongoing	No
• Support Risk Management efforts to constantly minimize risks on City properties and operations	ongoing	Yes
• Audit and research best practices to improve performance	ongoing	Yes
• Formalize state and federal legislative processes to secure funding for City projects and programs.	2014	No
• Compile and maintain active lists of electronic and printed resources and contacts which may fund City projects and programs.	2014	No
• Coordinate the preparation and submittal of applications and proposals for local, regional, national, and international awards recognizing the City's programs and activities.	ongoing	Yes
• Develop and Implement Social Media Plan	10/2013	No

Core Responsibilities:

- Enhance rapport with the Mayor and Council by keeping them informed of the city's activities and its financial condition.
- Administer and lead the entire city's departments and staff in accordance with laws, ordinances, resolutions, and policies enacted by the city's Mayor and Council.
- Enhance community involvement and engagement through the strategic dissemination of information to the public and the media.
- Improve the quality of services and protection of the city's territory, properties, residents, and business owners.
- Inquire into the conduct of all departments, make investigations and implement administrative changes

Office of the City Manager

Budget Summary Form

Department: City Manager
Dept #: 02

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	870,466	947,194	860,026	943,366
Operating Expenses	262,308	415,517	505,222	396,751
Internal Services	39,265	57,581	57,581	58,357
Operating Budget	1,172,039	1,420,292	1,422,829	1,398,474
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	42,267	45,811	45,811	52,978
Total Budget	**1,214,306**	**1,466,103**	**1,468,640**	**1,451,452**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
City Manager	47C	1
Deputy City Manager	42	1
Chief of Staff	35	0
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

Office of the City Manager

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	645,988	674,471	645,956	676,342
Operating Expenses	54,076	53,081	89,902	56,762
Internal Services	30,060	44,624	44,624	42,100
Operating Budget	730,124	772,176	780,482	775,204
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	32,358	35,503	35,503	38,220
Total Budget	**762,482**	**807,679**	**815,985**	**813,424**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
City Manager	47C	1
Deputy City Manager	42	1
Chief of Staff	35	0
Executive Assistant to City Manager	28	1
Executive Secretary	27	1

Total # of Full-Time Employees 4

2013-14 Operating Budget:	775,204
2012-13 Operating Budget:	772,176
Dollar Change:	3,028
Percentage Change:	0.39%
2013-14 Personnel - F.T.E's:	4.00
2012-13 Personnel - F.T.E's:	4.00
Personnel Change:	0.00

Office of the City Manager

Budget Objective Form

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

Objective:

$ 813,424 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:

$ 813,424 001 **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.

Office of the City Manager

Budget Objective Form

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

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	97,382	155,152	133,126	174,868
Operating Expenses	103,969	166,591	212,475	141,585
Internal Services	4,038	5,684	5,684	9,532
Operating Budget	205,389	327,427	351,285	325,985
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	4,347	4,522	4,522	8,653
Total Budget	**209,736**	**331,949**	**355,807**	**334,638**

PERSONAL SERVICES DETAIL:

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

2013-14 Operating Budget:	325,985
2012-13 Operating Budget:	327,427
Dollar Change:	(1,442)
Percentage Change:	-0.44%
2013-14 Personnel - F.T.E's:	2.00
2012-13 Personnel - F.T.E's:	1.00
Personnel Change:	1.00

Office of the City Manager

Budget Objective Form

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

$ 334,638

Objective:
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:

$ 334,638 001

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.

Office of the City Manager

Budget Objective Form

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

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	127,096	117,571	80,944	92,156
Operating Expenses	104,263	195,845	202,845	198,404
Internal Services	5,167	7,273	7,273	6,725
Operating Budget	236,526	320,689	291,062	297,285
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	5,562	5,786	5,786	6,105
Total Budget	**242,088**	**326,475**	**296,848**	**303,390**

PERSONAL SERVICES DETAIL:

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

Total # of Full-Time Employees **1**

2013-14 Operating Budget:	297,285
2012-13 Operating Budget:	320,689
Dollar Change:	(23,404)
Percentage Change:	-7.30%
2013-14 Personnel - F.T.E's:	1.00
2012-13 Personnel - F.T.E's:	1.00
Personnel Change:	0.00

Office of the City Manager

Budget Objective Form

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

Objective:

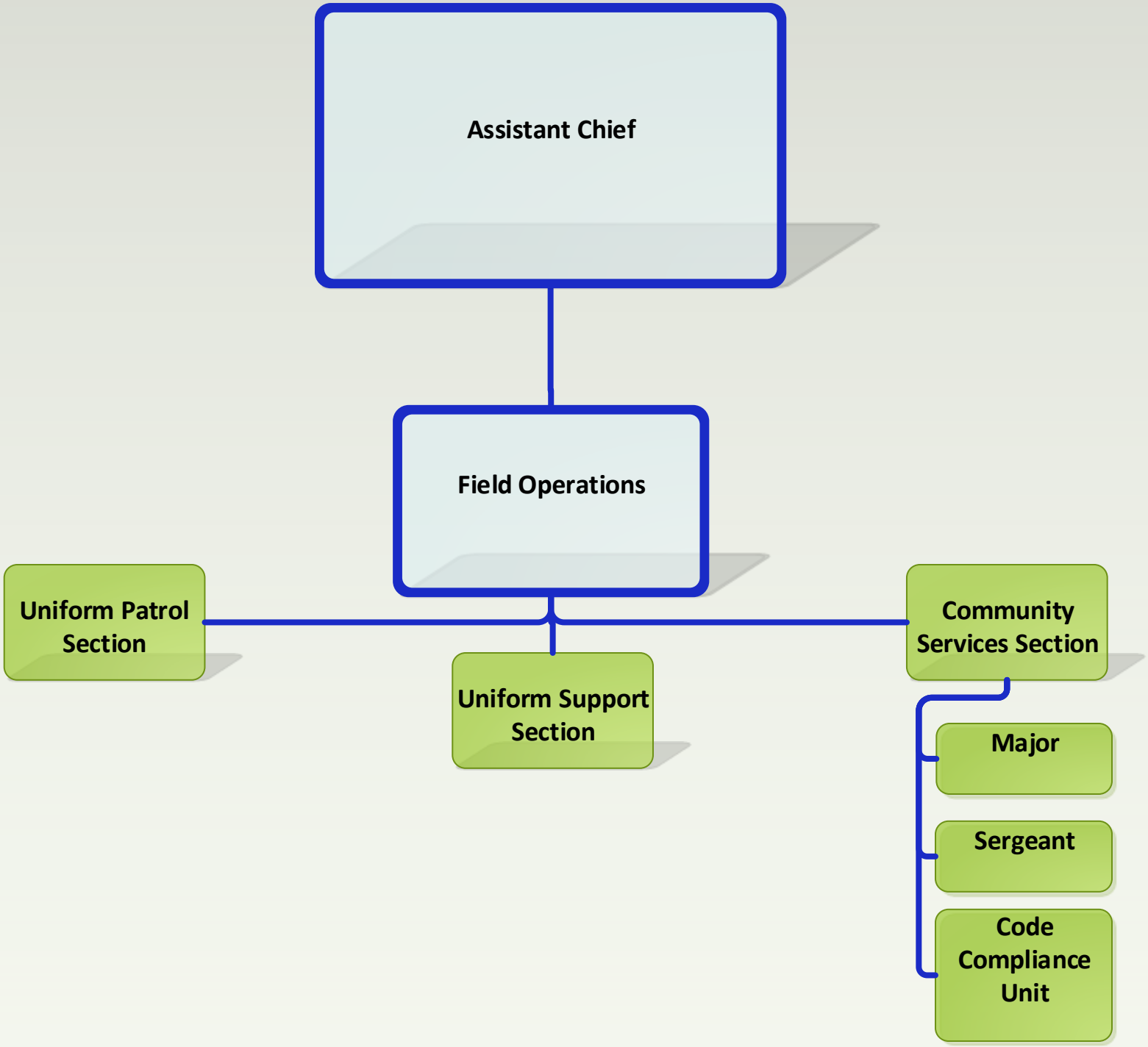
$ 303,390 **Governmental Affairs Manager:** coordinates legislative programs and provides comprehensive grants administration and management for the City; facilitates and promotes proactive relations and serves as external contact to local, state and federal agencies; provides external affairs and protocol 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:

$ 268,915	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

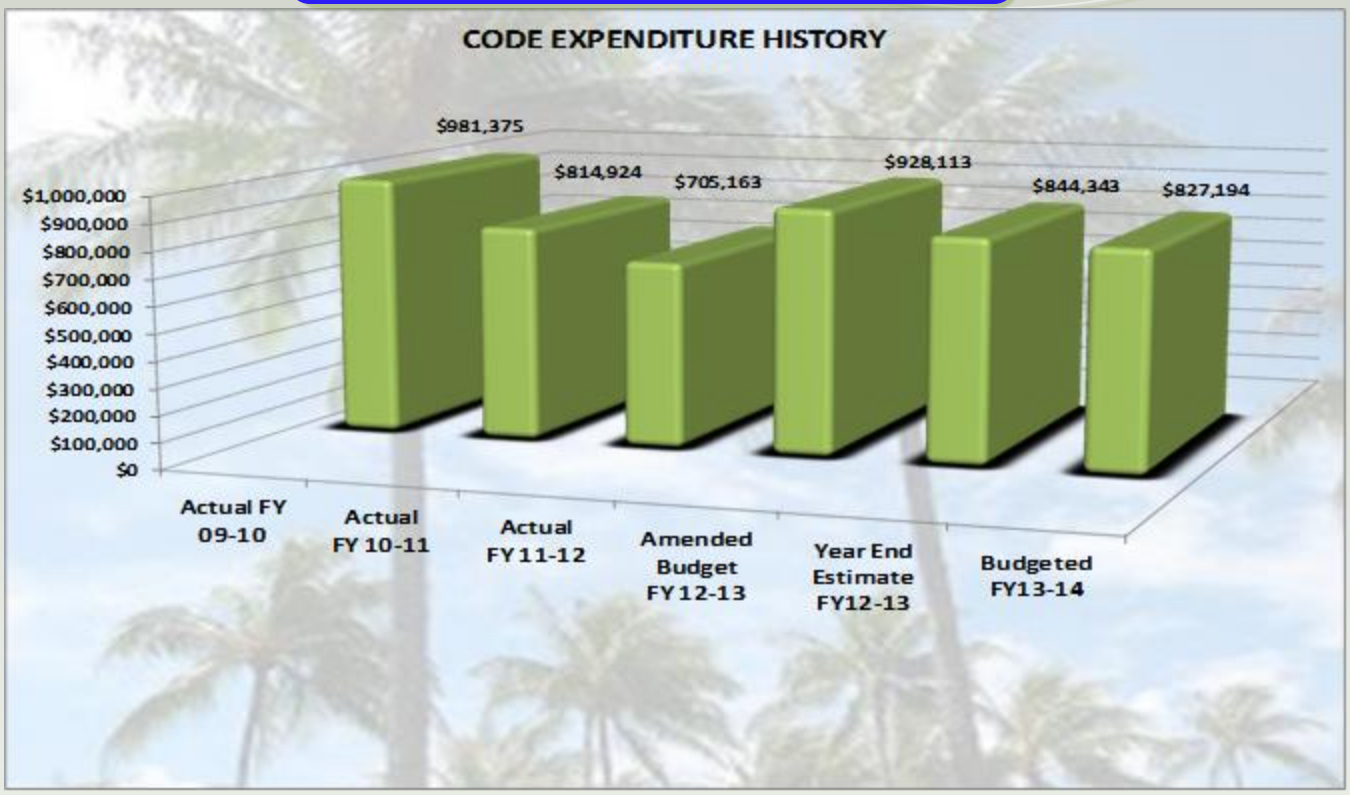
Code Enforcement

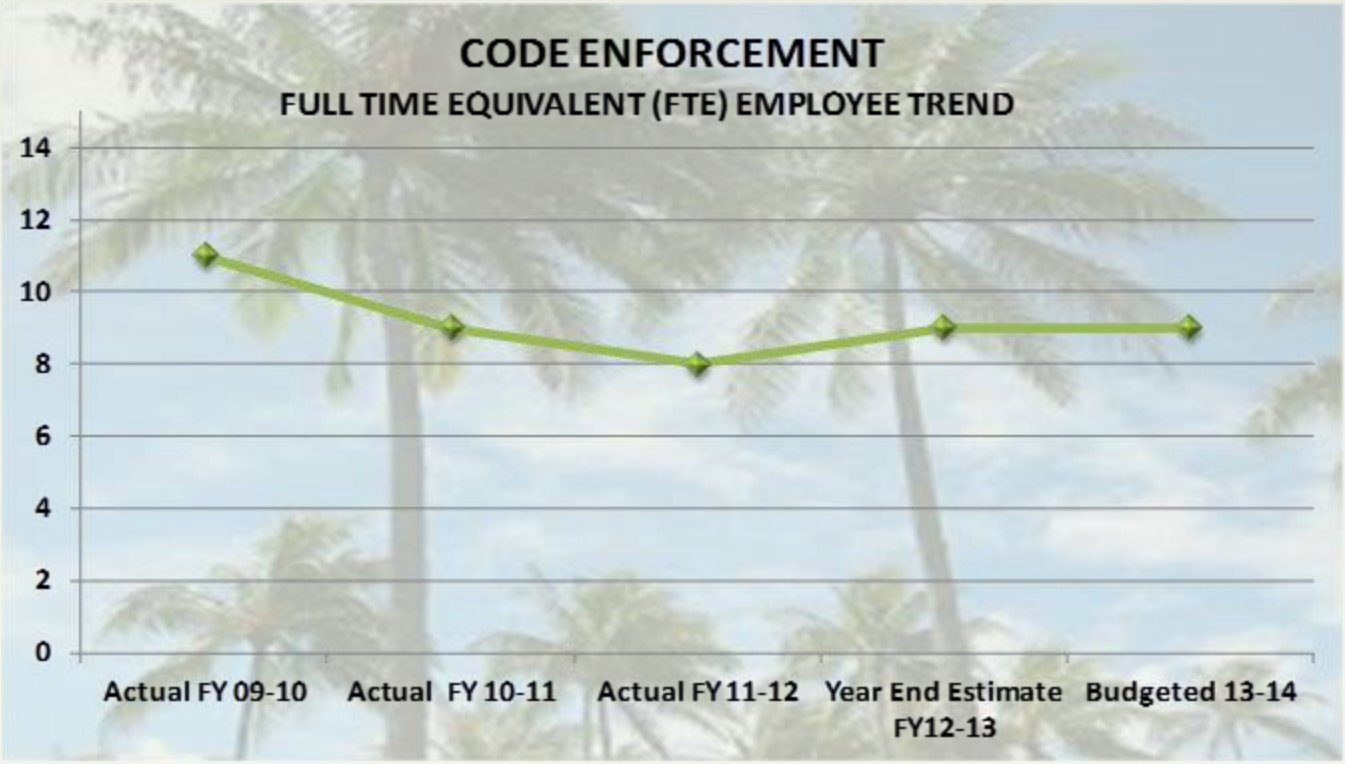
Mission Statement: As a subdivision of The North Miami Police Department, Code Enforcement's mission is to partner with the community, provide professional, efficient, and courteous public service by creating a safe environment and improving the quality of life for those we serve in an atmosphere of respect, courtesy, and integrity.



Code Enforcement

Expenditure History and Full Time Employee Trends





*Although budgeted separately, organization for Code Enforcement can be found in The Police Department.

Code Enforcement

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	572,354	676,342	628,776	623,993
Operating Expenses	34,563	42,688	60,189	79,685
Internal Services	67,582	95,830	55,884	90,232
Operating Budget	674,499	814,860	744,849	793,910
Capital Outlay	0	81,471	99,494	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	30,664	31,782	0	33,284
Total Budget	**705,163**	**928,113**	**844,343**	**827,194**

PERSONAL SERVICES DETAIL:

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

Total # of Full-Time Employees 9

2013-14 Operating Budget:	793,910
2012-13 Operating Budget:	814,860
Dollar Change:	(20,950)
Percentage Change:	-2.57%
2013-14 Personnel - F.T.E's:	9.00
2012-13 Personnel - F.T.E's:	9.00
Personnel Change:	0.00

Code Enforcement

Budget Objective Form

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

$ 827,194

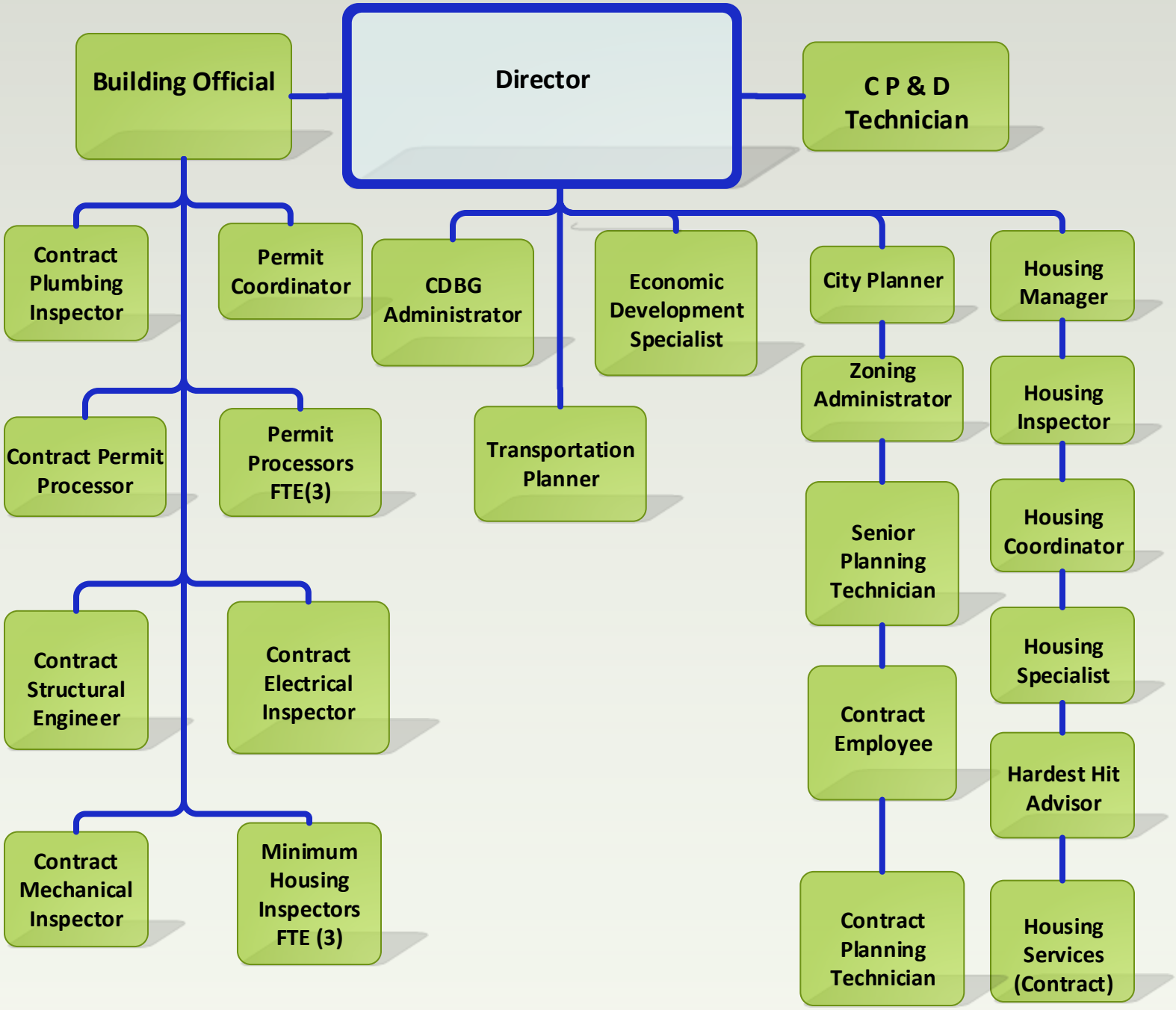
Objective:
To ensure that consistent, thorough and citizen-responsive code enforcement services are provided to the North Miami residential and business communities.

ACTIVITIES:

$ 761,626	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.
$ 12,000	002	**Special Magistrate:** Code Compliance & Minimum Housing Cases.
$ 53,568	003	**Vehicles:** Maintenance and replacement.

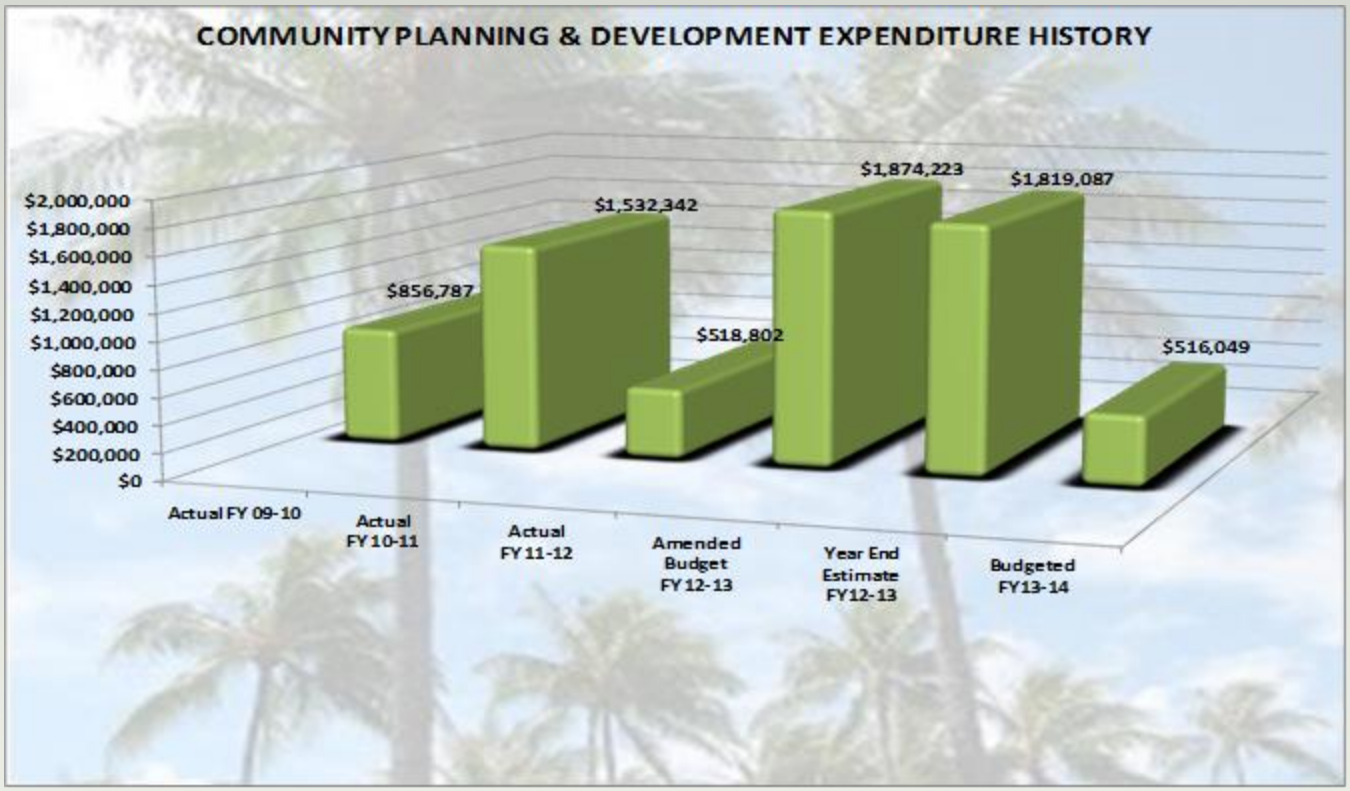
Community Planning & Development

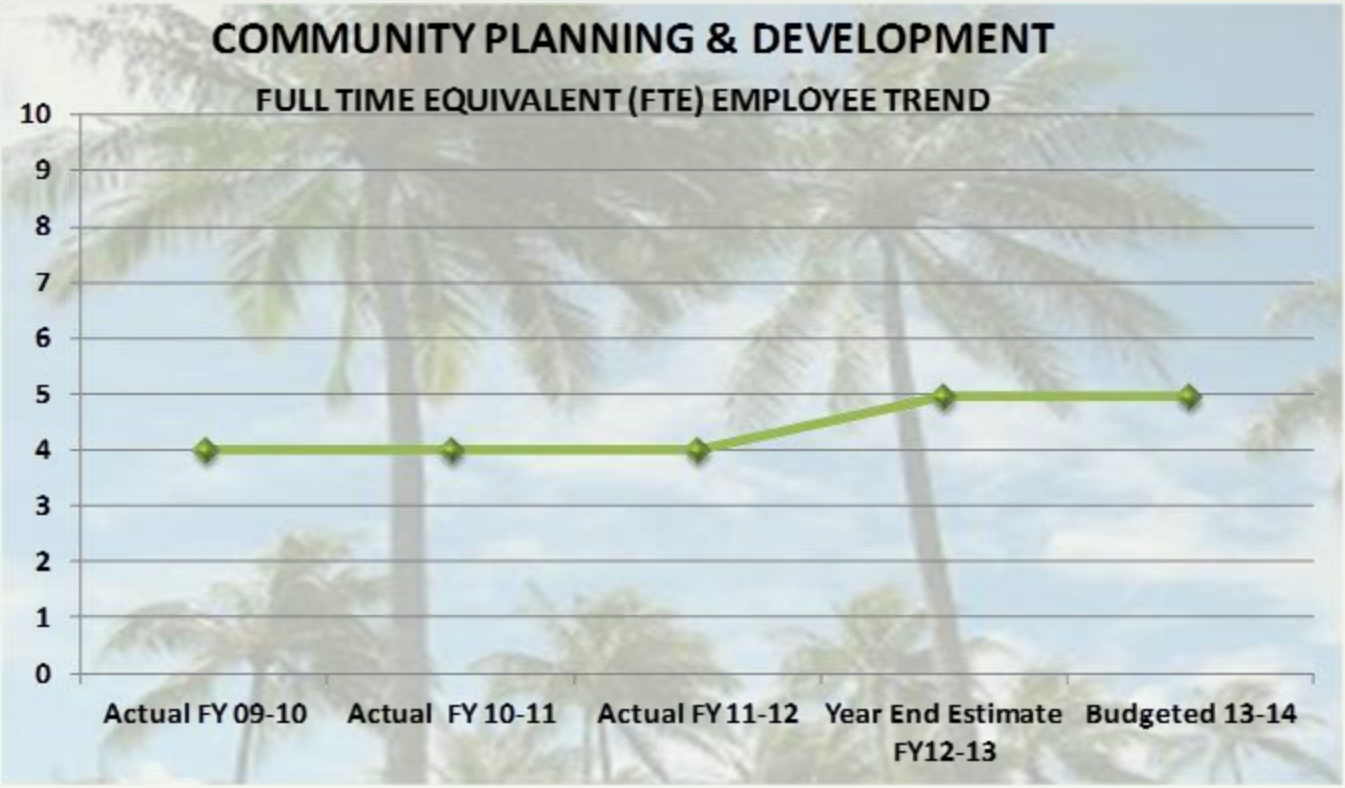
Mission Statement: Partner with City residents, organizations, businesses, and developers to provide housing programs, promote quality planning and development, and encourage investments that will guide the City's future.



Community Planning & Development

Expenditure History and Full Time Employee Trends





Strategic Management Plan

Goal 1: Provide a business friendly environment through programs and policies that attract business and events while retaining local industry.

Objective 1.1. Continue the City's Business Assistance Program.

Objective 1.2. Encourage Economic Development through business attraction, retention and related marketing efforts.

Objective 1.3. Identify and promote the City's unique image and identity.

Objective 1.4. Attract at least two major businesses to NW 7th Avenue, 119th Street, Dixie Highway, and NE 6th Avenue by providing incentives and using the Buxton Study as an indicator annually.

Goal 2: Provide for expenditure permit service for all related certificates and applications and increase the number of permit applicants.

Objective 2.1. Promote public health and safety while stabilizing and increasing property values.

Objective 2.2. Ensure all stakeholders have access to educate about specialized services.

Goal 3: Continue to improve the city's aging housing stock.

Objective 3.1. The Department shall rehabilitate a minimum of 100 homes using CDBG, SHIP, HOME, CRA, and other funds annually.

Objective 3.2. Twenty percent reduction annually in the number of apartment units that do not meet minimum housing standards as evaluated by the Minimum Housing Unit, with 100% reduction.

Goal 3: Improve mobility throughout the city and improve communications methods with residents.

Objective 4.1. Establish and maintain roadway levels of service and encourage transit use.

Objective 4.2. Improve NOMI Express Free Bus Service, while encouraging bicycle and pedestrian usage.

Objective 4.3. Review and approve all development and redevelopment against the City's land use plans and ordinances.

Central Performance Measures (CPM):	Target Date	Fiscal Impact
• Partner with the CRA to provide funding to a minimum of 20 businesses annually.	01/2013	Yes
• Partner with the Community Redevelopment (Agency CRA), North Miami Chamber of Commerce, Miami-Dade Chamber of Commerce, Beacon Council, and other interested parties, in an effort to identify targeted industries that will locate in the City and	ongoing	Yes

Strategic Management Plan Continued

Central Performance Measures (CPM):	Target Date	Fiscal Impact
• Partner with the Community Redevelopment Agency (CRA) to provide funding in partnership with the City to achieve the goal of rehabilitating 100 homes in the City.	08/2014	Yes
• Focus on exterior improvements of properties to minimize the cost of the rehabilitation, which will allow more properties to be assisted.	10/2014	Yes
• Expand availability of bicycle facilities (bike lanes, sharrows, Bike Boulevard).	01/2013	Yes
• Apply strong enforcement of the Certificate of Use Ordinance to ensure the all properties that are not in compliance will not be issued a Certificate of Use.	08/2014	No
• Continue to aggressively enforce the City's Code for apartment buildings that are below Minimum Housing standards.	08/2014	No

Core Responsibilities:

- Continue to strengthen the City's economic development, redevelopment and recovery by providing a business friendly environment through programs and policies that attract businesses and events while retaining industry in the City.
- Continue to improve the City's aging housing stock by aggressively enforcing minimum housing standards and further providing incentives such as loans, grants and partnerships to ensure that housing in the City is decent, safe and sanitary to serve the needs of the City's present and future residents.
- Improve mobility thorough-out the City, collect, analyze and disseminate transportation information while enhancing inter-agency coordination and effectively administer surtax and gas tax funds.
- Review and approve all development and redevelopment against the City's land use plans and ordinances, and coordinate Planning Commission, City Council, Board of Adjustment and Development Review Committee review of applicable projects.

Community Planning & Development

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	316,471	395,468	338,962	388,796
Operating Expenses	133,395	1,083,490	1,085,205	84,921
Internal Services	13,030	20,718	20,373	22,188
Operating Budget	462,896	1,499,676	1,444,540	495,905
Capital Outlay	40,923	356,414	356,414	0
Debt Service	0	0	0	0
Grants & Aids	3,255	0	0	0
Reserves & Other	11,728	18,133	18,133	20,144
Total Budget	**518,802**	**1,874,223**	**1,819,087**	**516,049**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
CP&D Director	37	1
City Planner	32	1
Economic Development Manager	30	1
CP&D Technician	20	1

Total # of Full-Time Employees 4

2013-14 Operating Budget:	495,905
2012-13 Operating Budget:	1,499,676
Dollar Change:	(1,003,771)
Percentage Change:	-66.93%
2013-14 Personnel - F.T.E's:	4.00
2012-13 Personnel - F.T.E's:	4.00
Personnel Change:	0.00

Budget Objective Form

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

Objective:

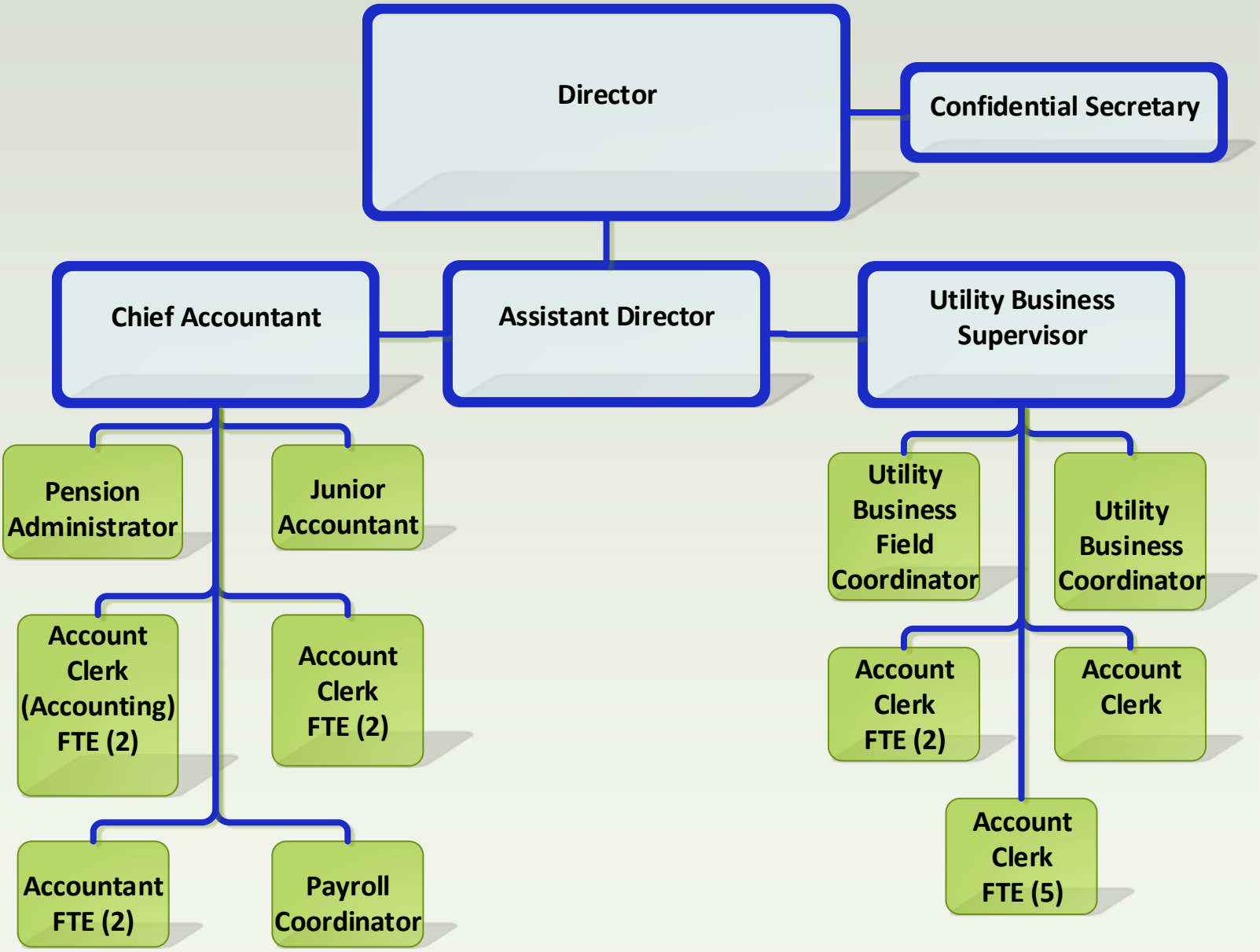
$ 519,351 To oversee and manage the Community Planning and Development Department comprised of Planning, Economic Development, Transportation Planning, and oversight of the transportation funds, including the 1/2-Cent Transportation Surtax and the Transportation Gas Tax funds; and the City's grant-funded 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

ACTIVITIES:

$ 199,956	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.
$ 229,459	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.
$ 43,601	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**

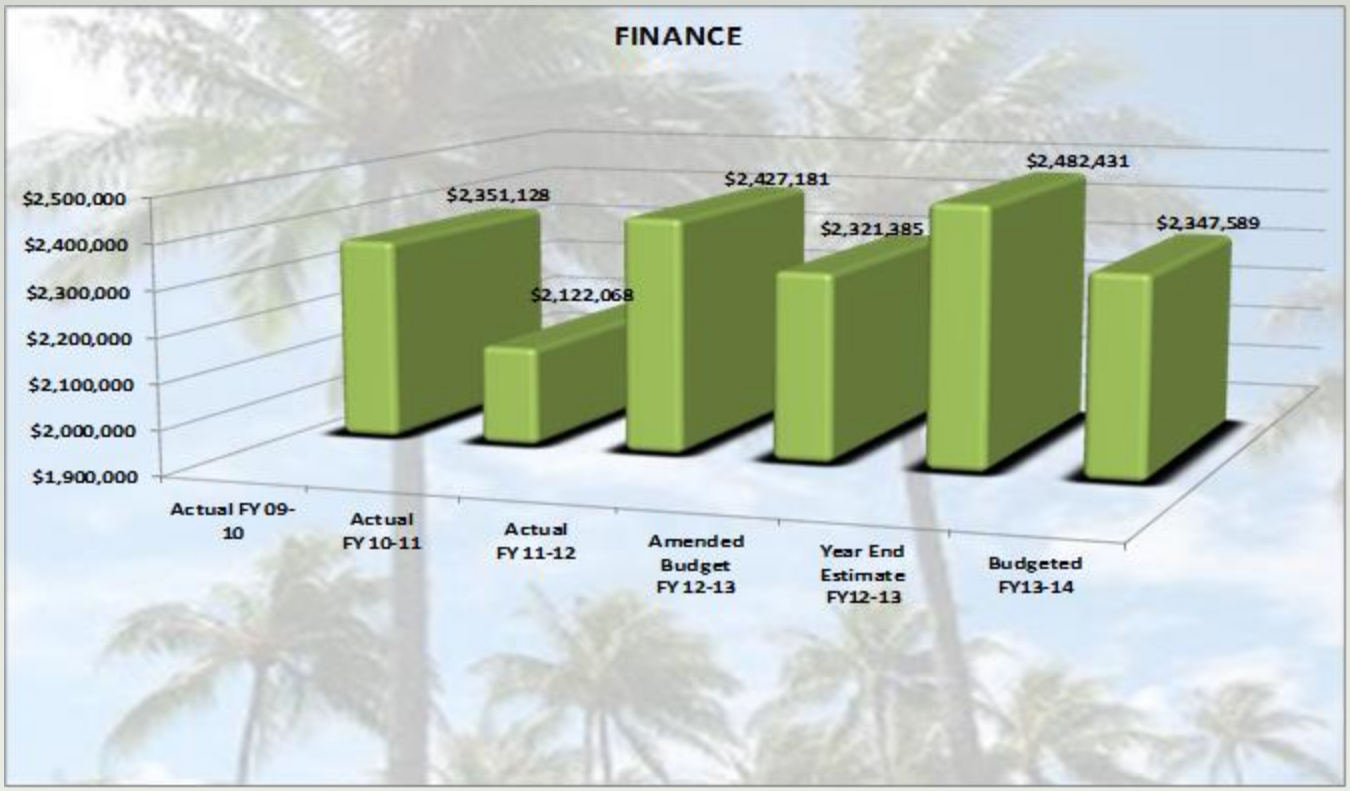
Finance

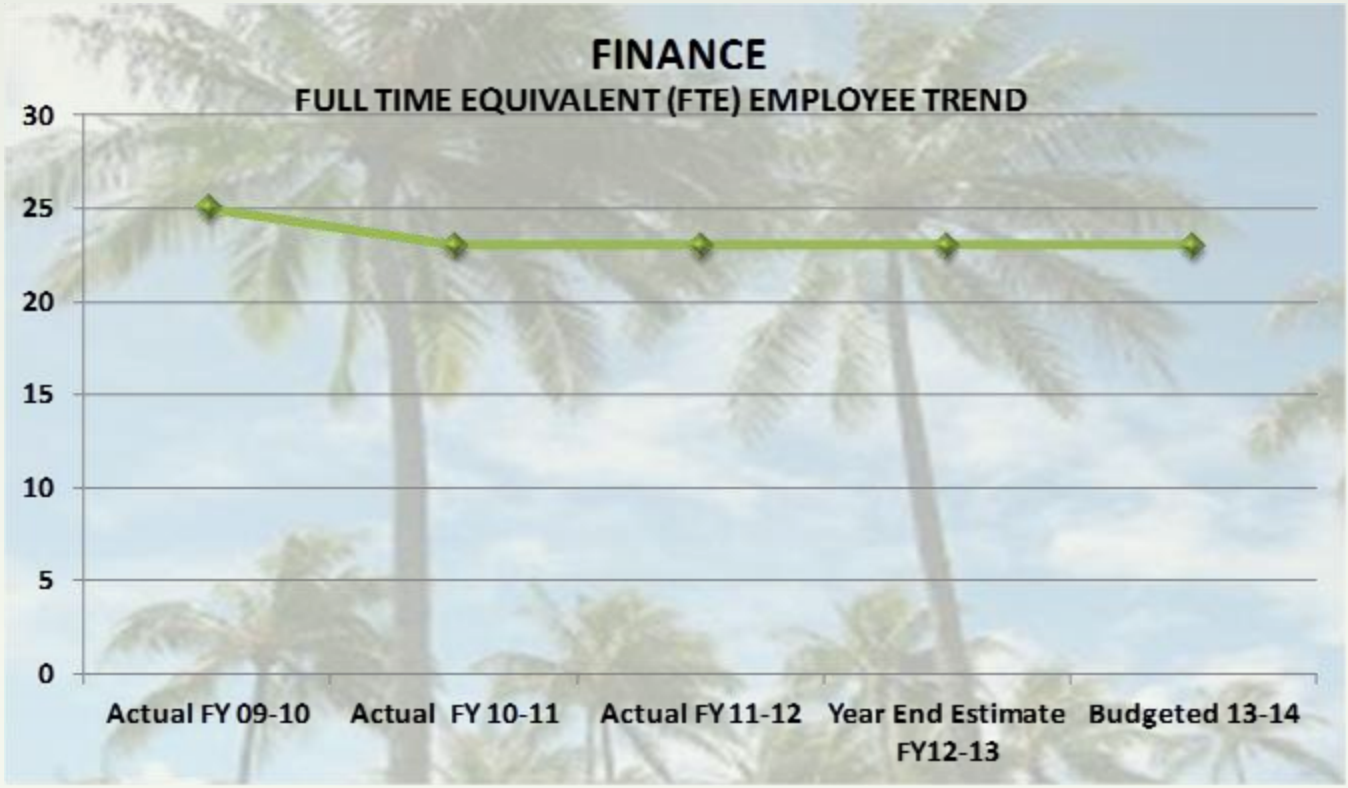
Mission Statement: Properly handle and record all financial transactions, including the preparation of monthly financial reports, investments of City funds, reconciliation of all funds and bank accounts, submission of reports to required agencies and processing payments to employees and vendors in a timely manner.



Finance

Expenditure and Full Time Employee History Charts





Finance

Strategic Management Plan

Goal 1: Restructure accounting system to follow proper procedures and practices.

Objective 1.1. Ensure bank accounts are reconciled in a timely fashion.

Objective 1.2. Ensure month-end closing deadlines are established.

Objective 1.3. Set up workflow procedures to increase internal controls regarding access to general ledger.

Goal 2: Implement proper accounting functions and controls.

Objective 2.1. Centralize the City's accounting system to gain consistency and efficiency in generating reports.

Objective 2.2. Re-evaluate current payroll process.

Objective 2.3. Establish policy governing use of the P-Card.

Goal 3: Continue to run the finance department in an effective and efficient manner that proves beneficial to the city .

Objective 3.1. Improve personnel and internal affairs as well as inter-departmental services and communication.

Goal 4: Address personnel training and policy compliance concerns.

Objective 4.1. Improve staff job knowledge and skills as they relate to general guidelines and accounting principles.

Objective 4.2. Ensure that proper internal control procedures are understood and followed.

Central Performance Measures (CPM):	Target Date	Fiscal Impact
• Ensure all relevant ledger postings are submitted prior to the month-end closing deadline, which, tentatively, will be the 15th of the following month.	10/2013	No
• Bring in IT Department to run internal audit of user access and impose a new login system to monitor ledger access.	10/2013	No
• Formulate several alternatives; analyze cost/benefits; decide on an effective format for organizational structure.	02/2014	No
• Evaluate employee usage of P-card after 6 months.	08/2014	No
• Make necessary changes to procedures and regulations before issuing additional cards.	08/2014	No
• Create staff committee to ensure compliance with deadlines and proper financial reporting.	10/2013	No
• Distribute the list for evaluation and feedback on services provided.	06/2014	No
• Identify account delinquencies and devise a process to improve collections.	10/2013	No

Core Responsibilities:

- Safeguard the fiscal integrity of the City by maintaining and reporting accurate and timely financial information to the City Council, the City manager and the public.
- Provide financial management and record-keeping support to all the City departments.
- Provide an uninterrupted flow of materials and services for the City to operate with optimum efficiency.

Finance

Strategic Management Plan

Core Responsibilities:

- Provide for timely payment processing for employees, retirees, and vendors.
- Maintains an accounting system aimed at insuring compliance with the City's adopted budget, and timely and accurate receipt and recording of all city revenues.
- Develop and maintain a sound and conservative investment policy that insures the City funds are invested in a safe and prudent manner.
- Provide accurate and timely billings to utility customers and quality customer service to our customers.
- Provide the departments direct and supporting services in a cost-effective manner.
- Provide assistance in grants reporting and compliance, Manage the compliance of debt service requirements, Ensure collection of accounts receivables, coordinate the annual audit.

Finance

Budget Summary Form

Department: Finance
Dept #: 04

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	1,728,935	1,606,268	1,661,418	1,570,766
Operating Expenses	534,287	513,955	629,093	607,279
Internal Services	75,628	101,773	100,747	91,168
Operating Budget	2,338,850	2,221,996	2,391,258	2,269,213
Capital Outlay	7,891	22,120	13,904	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	80,440	77,269	77,269	78,376
Total Budget	**2,427,181**	**2,321,385**	**2,482,431**	**2,347,589**

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	1
Accountant	24	1
Utility Business Coordinator	23	1
Utility Business Field Coordinator	22	1
Junior Accountant	21	1
Payroll Coordinator	21	1
Secretary	20	1
Account Clerk	18	12
Total # of Full-Time Employees		23

2013-14 Operating Budget:	2,269,213
2012-13 Operating Budget:	2,221,996
Dollar Change:	47,217
Percentage Change:	2.12%
2013-14 Personnel - F.T.E's:	23.00
2012-13 Personnel - F.T.E's:	23.00
Personnel Change:	0.00

Finance

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	509,860	367,539	342,107	362,386
Operating Expenses	210,659	119,860	174,276	124,905
Internal Services	15,845	23,085	23,085	20,137
Operating Budget	736,364	510,484	539,468	507,428
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	18,328	18,367	18,367	18,281
Total Budget	**754,692**	**528,851**	**557,835**	**525,709**

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**

2013-14 Operating Budget:	507,428
2012-13 Operating Budget:	510,484
Dollar Change:	(3,056)
Percentage Change:	-0.60%
2013-14 Personnel - F.T.E's:	3.00
2012-13 Personnel - F.T.E's:	3.00
Personnel Change:	0.00

Budget Objective Form

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

Objective:

$ 525,709 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:

$ 425,709 001 **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.

Finance

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	627,938	561,368	630,350	581,907
Operating Expenses	12,433	8,491	55,442	55,611
Internal Services	25,277	34,363	34,363	30,170
Operating Budget	665,648	604,222	720,155	667,688
Capital Outlay	7,891	22,120	13,904	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	26,280	27,340	27,340	27,390
Total Budget	**699,819**	**653,682**	**761,399**	**695,078**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Chief Accountant	30	1
Pension Plan Administrator	26	1
Accountant	24	1
Junior Accountant	21	1
Payroll Coordinator	21	1
Account Clerk	18	4
Total # of Full-Time Employees		**9**

2013-14 Operating Budget:	667,688
2012-13 Operating Budget:	604,222
Dollar Change:	63,466
Percentage Change:	10.50%
2013-14 Personnel - F.T.E's:	9.00
2012-13 Personnel - F.T.E's:	9.00
Personnel Change:	0.00

Budget Objective Form

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

$ 646,594

Objective:
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:

$ 389,678	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.
$ 171,032	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.
$ 85,884	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 financials 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. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	521,841	607,981	599,001	557,670
Operating Expenses	313,896	377,072	401,695	418,231
Internal Services	31,589	40,219	40,219	37,060
Operating Budget	867,326	1,025,272	1,040,915	1,012,961
Capital Outlay	0	0	0	0
Debt Service				0
Grants & Aids				0
Reserves & Other	32,458	28,295	28,295	29,255
Total Budget	**899,784**	**1,053,567**	**1,069,210**	**1,042,216**

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	7
Total # of Full-Time Employees		**10**

1,012,961
1,053,567
(40,606)
-3.85%
10.00
10.00
0.00

Budget Objective Form

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

Objective:

$ 1,042,216 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:

$ 622,732	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.
$ 414,650	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.
$ 4,834	003	**Vehicles:** Maintenance on one Utility Billing Vehicle @ $294: per month

Finance

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	69,296	69,380	89,960	68,803
Operating Expenses	-2,701	8,532	-2,320	8,532
Internal Services	2,917	4,106	3,080	3,801
Operating Budget	69,512	82,018	90,720	81,136
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	3,374	3,267	3,267	3,450
Total Budget	**72,886**	**85,285**	**93,987**	**84,586**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Account Clerk	18	1
Total # of Full-Time Employees		**1**

2013-14 Operating Budget:	84,586
2012-13 Operating Budget:	82,018
Dollar Change:	2,568
Percentage Change:	3.13%
2013-14 Personnel - F.T.E's:	1.00
2012-13 Personnel - F.T.E's:	1.00
Personnel Change:	0.00

Budget Objective Form

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

Objective:

$ 84,586 To ensure collection of the City's past due/liened receivables which included charges for utiltiy services, miscellaneous services and code enforcement violations.

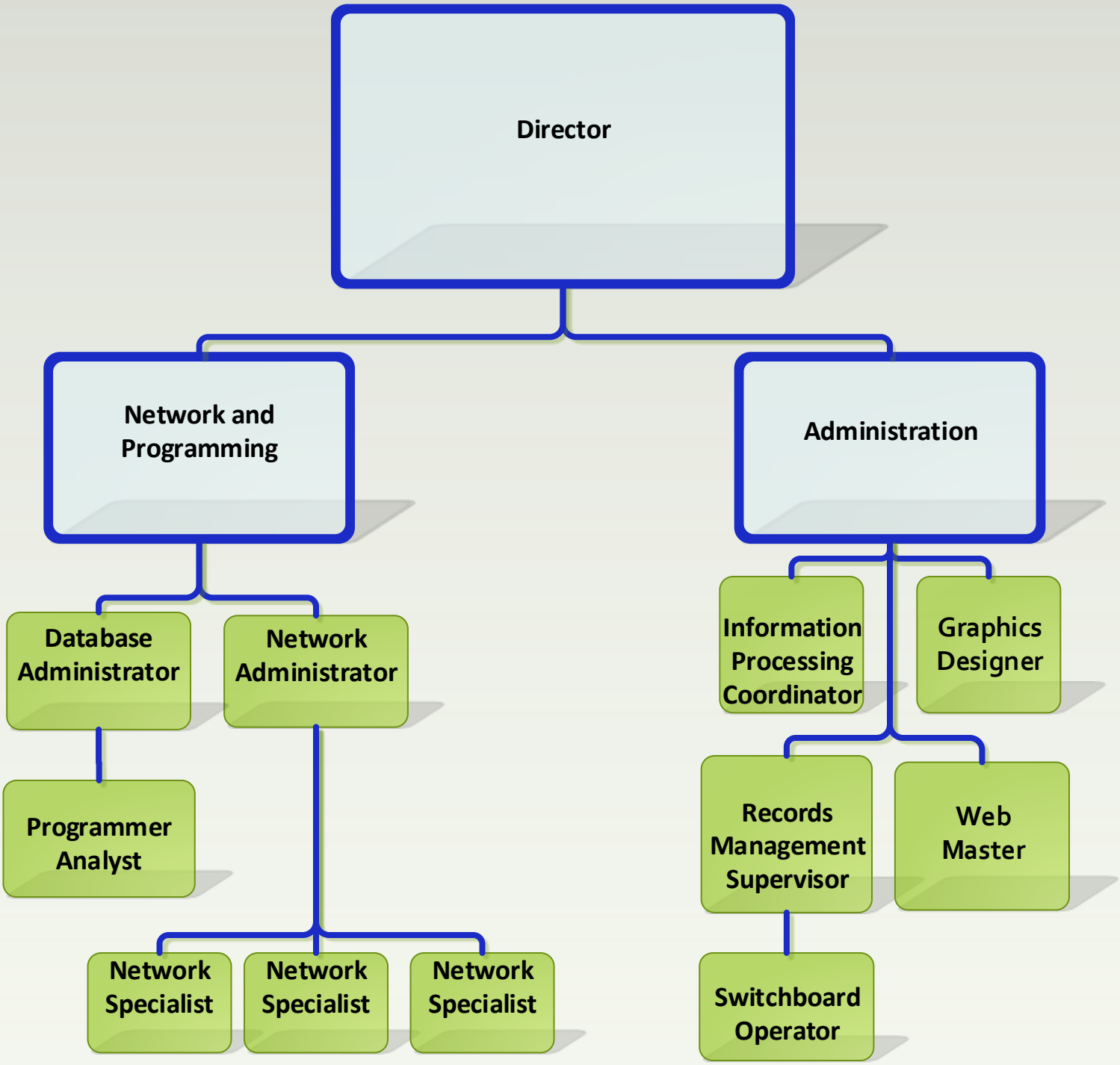
ACTIVITIES:

$ 84,586 001 **Liens and Collection Processing:** Provide accurate and efficient lien search data to title copmanies 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 finds 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.

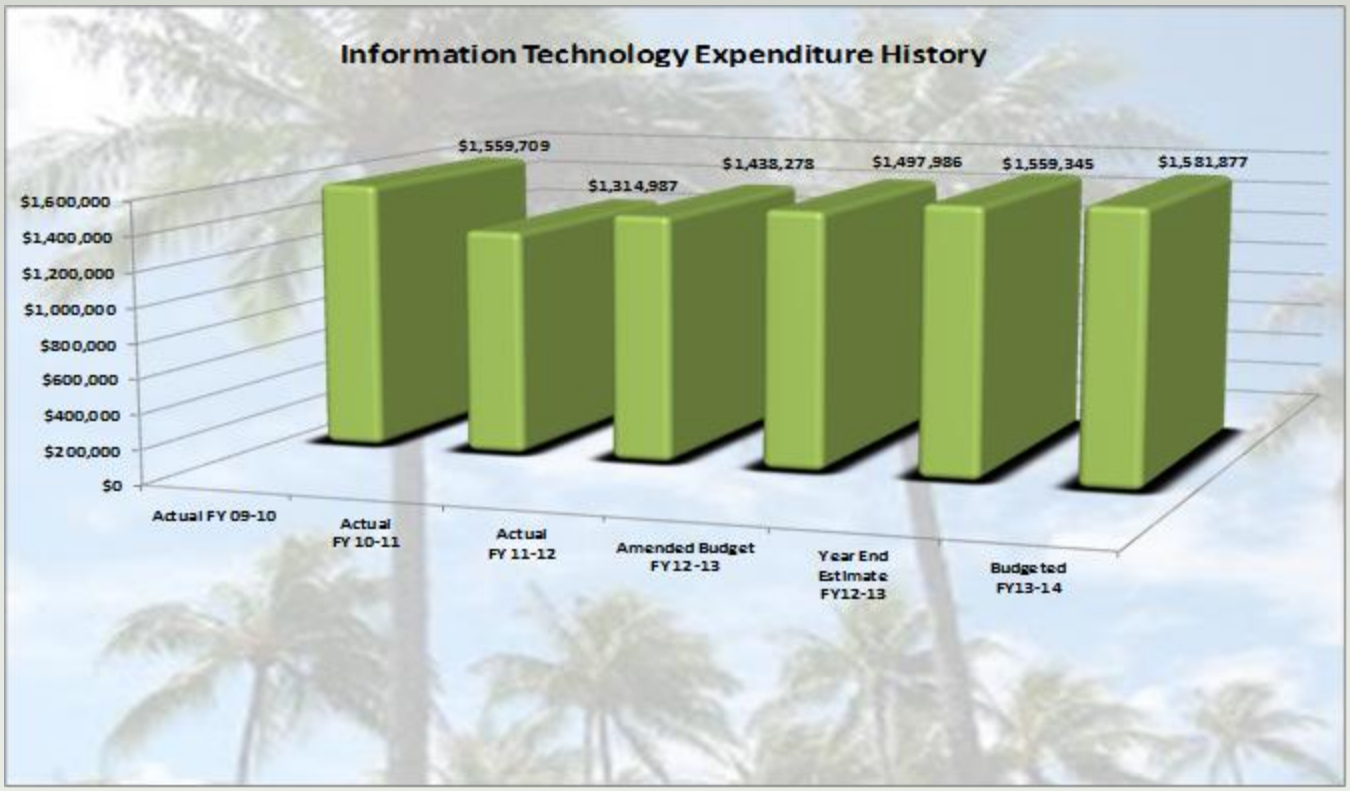
Information Technology

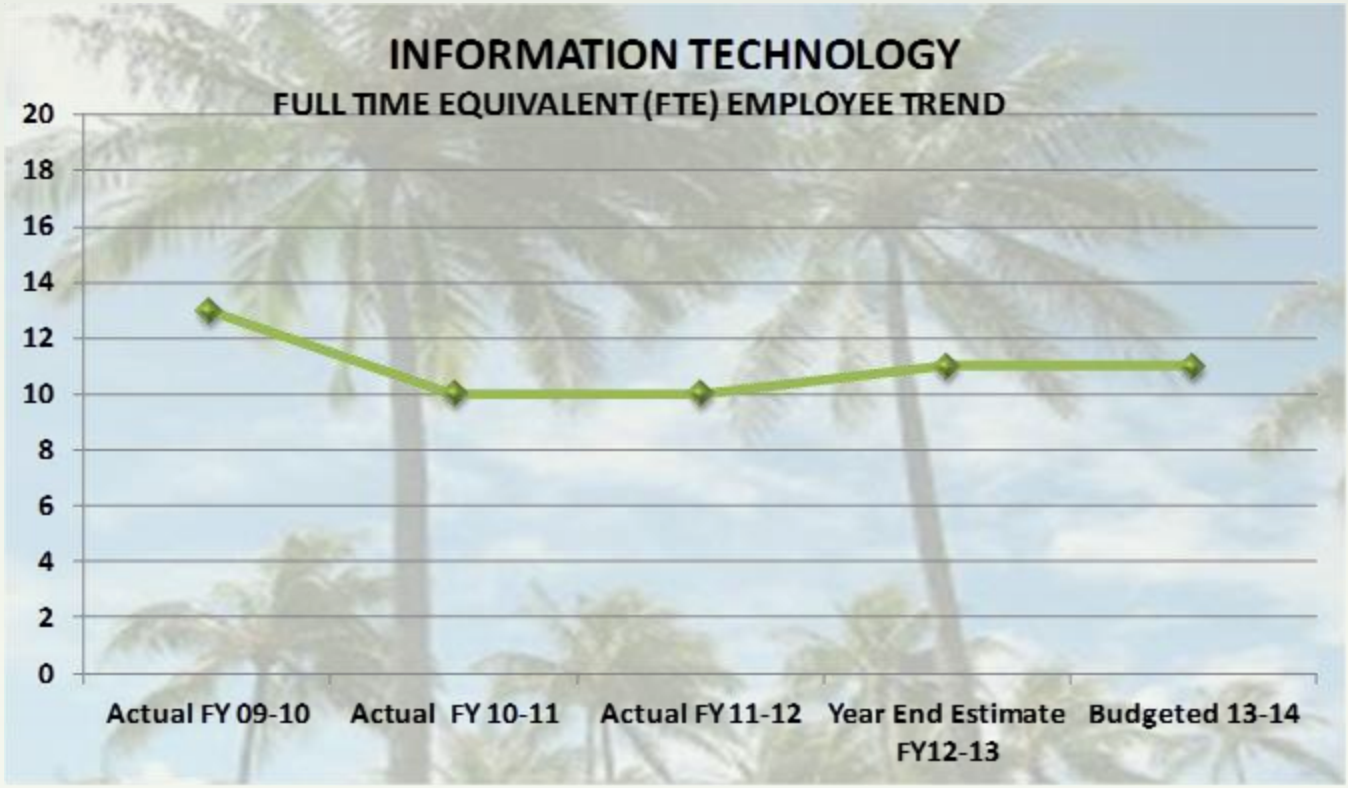
Mission Statement: Support the entire City by providing leadership to stakeholders concerning the appropriate application of technology and communication services, efficiently and in a timely manner.



Information Technology

Expenditure History and Full Time Employee Trends





Information Technology

Strategic Management Plan

Goal 1: Improve technology and resources for staff.

Objective 1.1. Consolidate and maintain a cohesive city-wide IT platform.

Objective 1.2. Centralize the purchasing, installation, and maintenance of hardware/software infrastructure.

Goal 2: Reduce the number of office visits and telephone calls for information by five percent.

Objective 2.1. Expand access to information and City's services.

Objective 2.2. Increase transparency by utilizing the "Open Government" strategy.

Objective 2.2. Utilize social media to disseminate information and strengthen the City's brand.

Goal 3: Provide ongoing training to staff to improve customer service.

Objective 3.1. Enhance the computer knowledge/skills of City's staff.

Central Performance Measures (CPM):	Target Date	Fiscal Impact
• Provide City employees with standardized, state-of-the-art desktop tools to increase productivity in their daily activities	02/2016	Yes
• Provide City employees with secure, remote access to the City's systems and data through deployment of advanced firewalls, VPN and archiving/backup systems ($50,000 hardware cost; $10,000 maintenance yearly cost).	12/2014	Yes
• Expand electronic storage capacity to allow space for future growth and consolidation. ($54,000 hardware cost; $8,900 yearly cost).	10/2017	Yes

Core Responsibilities:

- Administrative Services Support – Records Management, Switchboard Operations, General Administration.
- Network Infrastructure Support – Data communications, Voice over IP communications, Servers Systems support, Backup Systems support.
- Data processing support – Programming, Systems support, Support.
- Desktop Support – Application support, MS Office Support, Email Support.
- Media/Communications support – In-house graphics, Website support, Channel 77, Electronic Sign.

Information Technology

Budget Summary Form

Personal Services	837,811	907,318	852,109	928,227
Operating Expenses	474,348	407,433	406,352	475,214
Internal Services	39,466	55,618	55,618	54,925
Operating Budget	1,351,625	1,370,369	1,314,079	1,458,366
Capital Outlay	48,370	86,365	204,014	77,200
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	38,283	41,252	41,252	46,311
Total Budget	**1,438,278**	**1,497,986**	**1,559,345**	**1,581,877**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Information Technology Director	37	1
Ass't Information Technology Director	32	0
Database Administrator	28	1
Network Administrator	27	1
Network Specialist	24	3
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	11

2012-13 Operating Budget:	1,458,366
2011-12 Operating Budget:	1,370,369
Dollar Change:	87,997
Percentage Change:	6.42%
2012-13 Personnel - F.T.E's:	11.00
2011-12 Personnel - F.T.E's:	10.00
Personnel Change:	1.00

Information Technology

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	491740	469894	468112	469,503
Operating Expenses	144,403	127,741	127,801	164,549
Internal Services	20,147	28,677	28,677	25,860
Operating Budget	656,290	626,312	624,590	659,912
Capital Outlay	0	23,219	23,219	10,000
Debt Service				
Grants & Aids				
Reserves & Other	20,561	22,815	22,815	23,477
Total Budget	**676,851**	**672,346**	**670,624**	**693,389**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Information Technology Director	37	1
Ass't Information Technology Direct	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**

2013-14 Operating Budget:	659,912
2012-13 Operating Budget:	626,312
Dollar Change:	33,600
Percentage Change:	5.36%
2013-14 Personnel - F.T.E's:	6.00
2012-13 Personnel - F.T.E's:	6.00
Personnel Change:	0.00

Budget Objective Form

Division: Administration
Dept. #: 07
Dept / Division #: 420

$ 677,629

Objective:
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:

$ 277,767 — 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.

$ 235,041 — 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.

$ 73,846 — 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.

Information Technology

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY14	Preliminary Budget FY14
Personal Services	346,071	437,424	383,997	458,724
Operating Expenses	329,945	279,692	278,551	310,665
Internal Services	19,319	26,941	26,941	29,065
Operating Budget	695,335	744,057	689,489	798,454
Capital Outlay	48,370	63,146	180,795	67,200
Debt Service				0
Grants & Aids				0
Reserves & Other	17,722	18,437	18,437	22,834
Total Budget	**761,427**	**825,640**	**888,721**	**888,488**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Database Administrator	28	1
Network Administrator	27	1
Network Specialist	24	3

Total # of Full-Time Employees **5**

2013-14 Operating Budget:	798,454
2012-13 Operating Budget:	744,057
Dollar Change:	54,397
Percentage Change:	7.31%
2013-14 Personnel - F.T.E's:	5.00
2012-13 Personnel - F.T.E's:	4.00
Personnel Change:	1.00

Information Technology

Budget Objective Form

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

Objective:

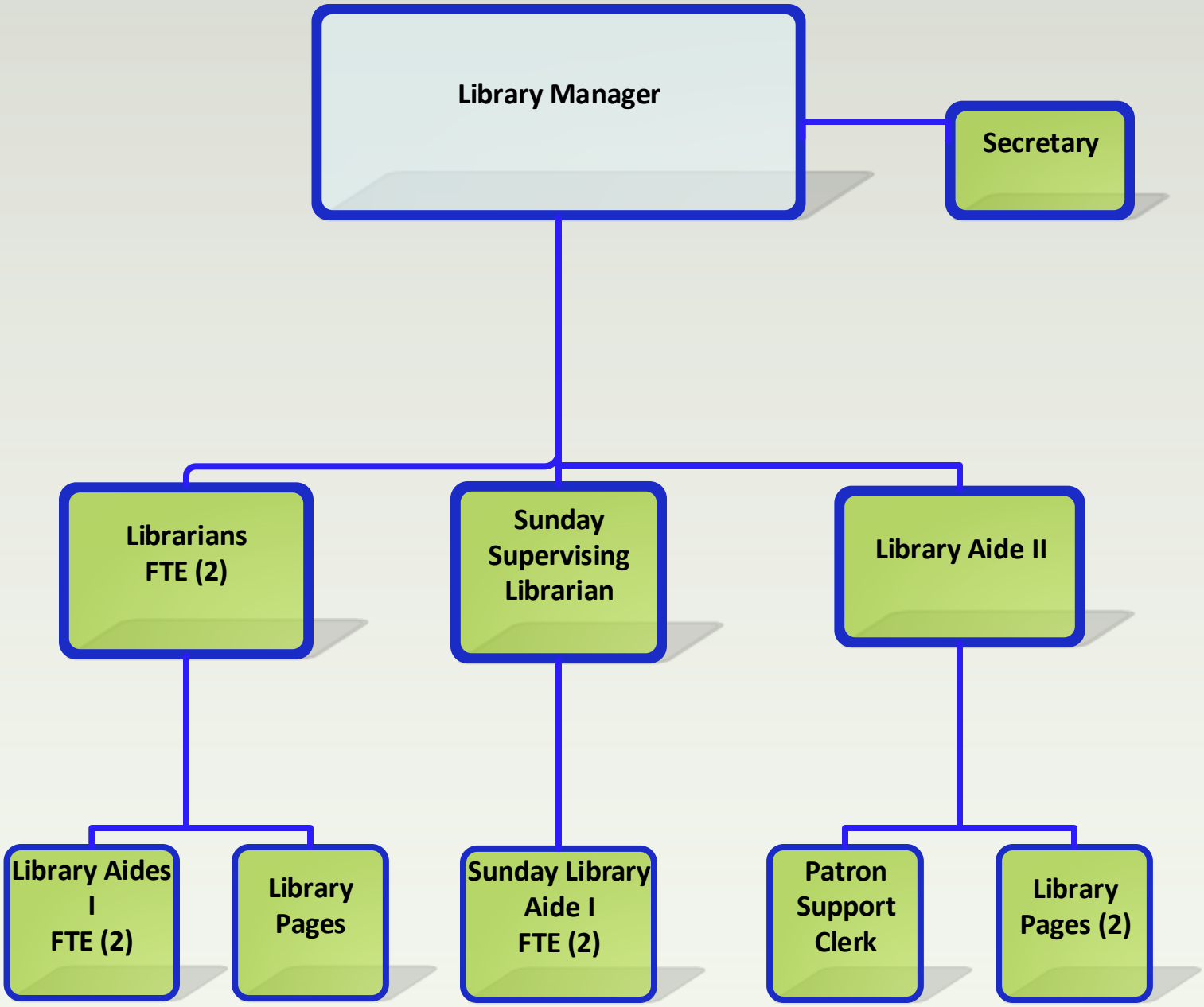
$ 842,488 To facilitate communication and support of existing and emerging information technologies and continued operation of the network system. To provide Internet access support, network support for laptops, webpage maintenance and monitor the wireless networks and telecommunications. Provide computer applications to user departments and necessary changes. Provide City with geographic information as requested.

ACTIVITIES:

$ 453,504	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.
$ 385,071	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.
$ 3,913	003	**Vehicles:** Maintenance costs and vehicle replacement costs for vehicle.

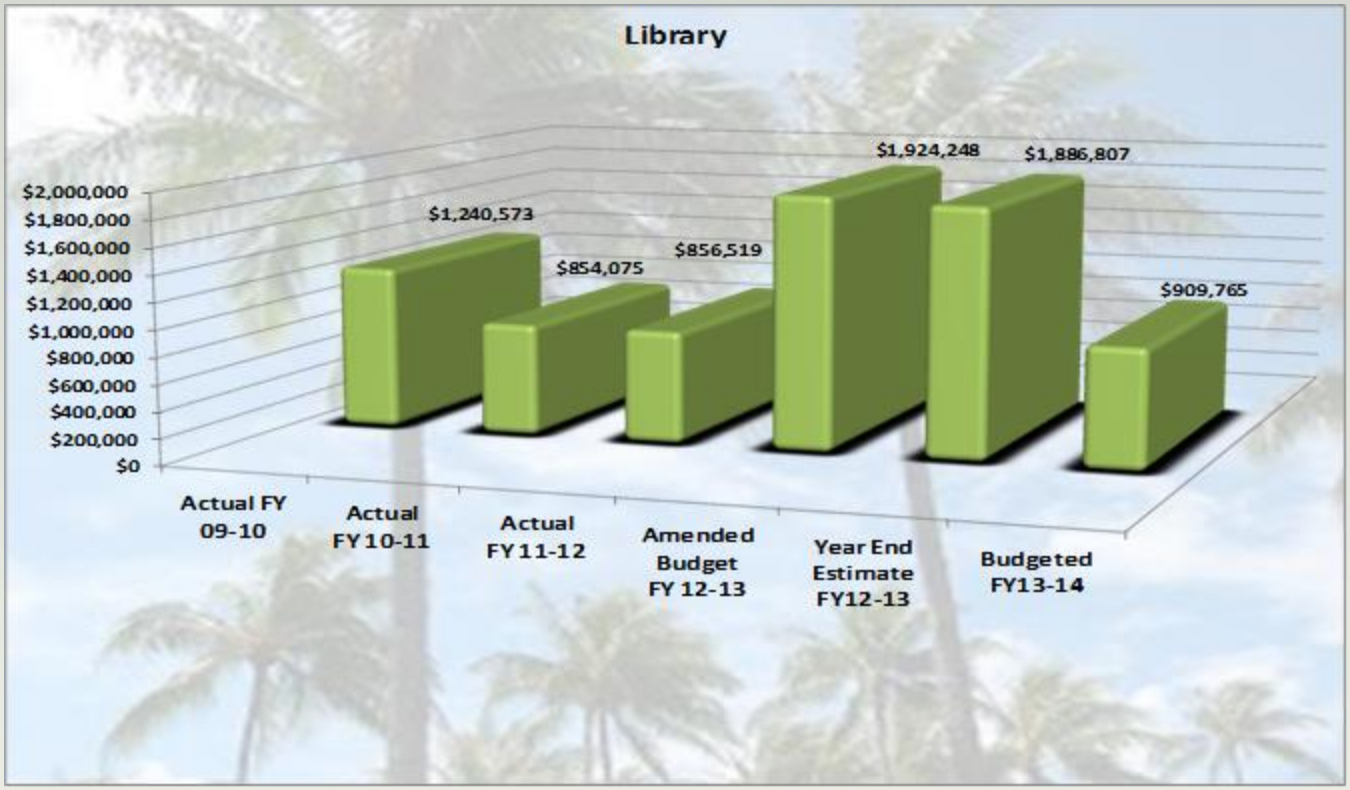
Library

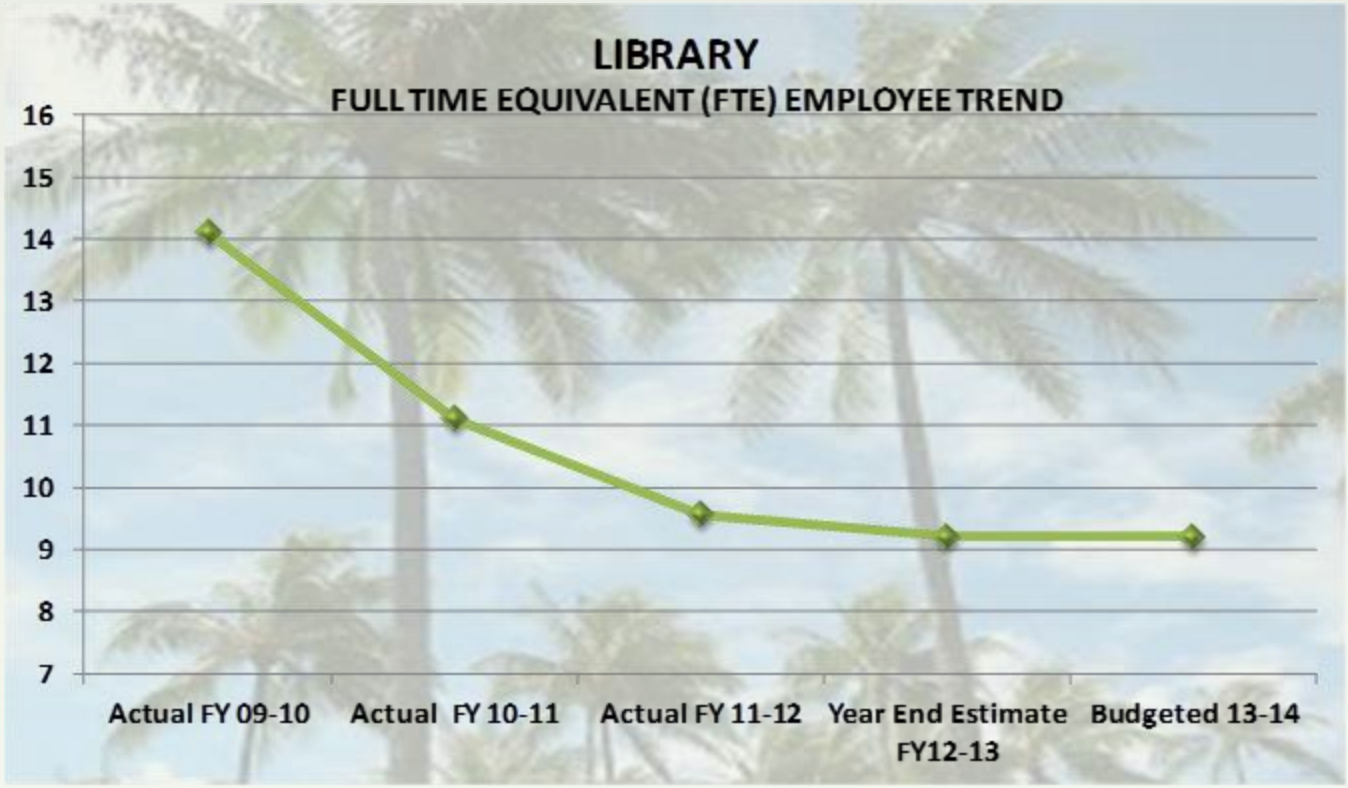
Mission Statement: Provide open and free access to information and technology, while fostering independent lifelong learning, personal growth and development, intellectual stimulation, cultural enrichment, and a love of reading.



Library

Expenditure History and Full Time Employee Trends





Library

Strategic Management Plan

Goal 1: Transform the physical library's environment.

Objective 1.1. Develop a plan for renovating the library and addressing the most pressing needs.
Objective 1.2. Add Library access points throughout North Miami.

Goal 2: Raise the library's profile and services to energize the community.

Objective 2.1. Provide ample collections of current materials in all formats.
Objective 2.2. Make it easier for residents to access the library's collection and services.
Objective 2.3. Increase the number of children and teens who use the library and read on a regular basis.
Objective 2.4. Launch an early literacy initiative.
Objective 2.5. Develop a Community Learning Center.
Objective 2.6. Use features in the Polaris System to increase convenience to patrons.

Goal 3: Create an information-literate community.

Objective 3.1. Improve access to library computers.
Objective 3.2. Provide technology training.
Objective 3.3. Provide scheduled, basic, computer education to address community needs.

Goal 4: Support lifelong learning.

Objective 4.1. Provide programming to encourage lifelong love of reading in children.
Objective 4.2. Expand programming for teens and adults.

Goal 5: Increase the level of awareness of library services among all segments of the community.

Objective 5.1. Increase exposure to the library to all residents.
Objective 5.2. Create new and renew existing partnerships with other organizations and create shared resources.

Goal 6: Create strong and effective ways of conducting the library's business.

Objective 6.1. Address the library's staffing needs.
Objective 6.2. Increase communication about the Library to local residents.
Objective 6.3. Improve library efficiency and effectiveness.
Objective 6.4. Increase advocacy and fundraising potential.

Central Performance Measures (CPM):	Target Date	Fiscal Impact
• Seek additional grants and funding to expand/renovate existing facility.	01/2014	Yes
• Review the areas that need low cost improvements such as exterior/interior paint, and carpeting.	01/2014	Yes
• Consider renovating and modernizing the circulation, reference, and children's desks.	09/2015	Yes
• Seek State Library grants for Library Services and Technology Act Grant.	01/2014	Yes
• Online access through the library's website.	ongoing	No
• Create more visible displays of materials to attract public interest.	ongoing	No
• Continue working with the Quality Education Advisory Board and the area schools to get a library card to every student in North Miami.	ongoing	No
• Offer basic computer classes in English and Creole to assist people with computer technology.	01/2015	No

Strategic Management Plan Continued

Central Performance Measures (CPM):	Target Date	Fiscal Impact
• Train volunteers to provide instruction in resume preparation, job searching skills, and completion of job applications.	ongoing	No
• Identify staffing needs to implement this strategic plan and daily operations.	09/2014	Yes
• Seek grant funding to hire a consultant to create instruction manuals in English, Creole, and Spanish.	09/2015	Yes

Core Responsibilities:

- Direct and manage the provision of library services and library related activities in the city
- Provide information, literacy, and related family library services and programs to individuals of all ages, families, public and private schools, and organizations in the community
- Develop and maintain a library collection of books, periodicals, DVDs, Audio, e-subscriptions, databases, and a variety of other library materials.
- Support life-long learning by providing cultural and educational programs that allow the community to explore new ideas and learn new skills.
- Teach digital literacy and computer skills to members of the community
- Research and implement innovative library technologies to provide free and open access to information.
- Provide access to e-government services, job placement websites, assist patrons in completing electronic job applications, etc.
- Organize, implement, and administer library programs such as circulation, reference, reader's advisory services, children's services, community services, and public information.
- Confer with State agencies, other public libraries, corporations, and community groups in the development of library programs for the City and assist in coordinating interlibrary program efforts to comply with the requisites of the existing Reciprocal Borrowing Agreement, with Miami Dade Public Library, and the City of Hialeah and North Miami Beach Libraries.
- Work with local pre-schools and child care centers to add literacy components to their programs.

Library

Budget Summary Form

Department: Library
Dept #: 17

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	481,110	603,340	558,216	609,503
Operating Expenses	228,107	334,962	243,791	234,233
Internal Services	30,684	39,859	39,859	36,824
Operating Budget	739,901	978,161	841,866	880,560
Capital Outlay	87,243	917,946	1,016,800	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	29,375	28,141	28,141	29,205
Total Budget	**856,519**	**1,924,248**	**1,886,807**	**909,765**

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

2013-14 Operating Budget:	880,560
2012-13 Operating Budget:	978,161
Dollar Change:	(97,601)
Percentage Change:	-9.98%
2013-14 Personnel - F.T.E's:	11.10
2012-13 Personnel - F.T.E's:	11.10
Personnel Change:	0.00

Library

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	480,075	602,555	557,220	608,718
Operating Expenses	206,485	313,254	223,348	212,874
Internal Services	30,684	39,859	39,859	36,824
Operating Budget	717,244	955,668	820,427	858,416
Capital Outlay	4,519	898,295	996,800	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	29,375	28,141	28,141	29,205
Total Budget	**751,138**	**1,882,104**	**1,845,368**	**887,621**

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**

2013-14 Operating Budget:	858,416
2012-13 Operating Budget:	955,668
Dollar Change:	(97,252)
Percentage Change:	-10.18%
2013-14 Personnel - F.T.E's:	11.10
2012-13 Personnel - F.T.E's:	11.10
Personnel Change:	0.00

Library

Budget Objective Form

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

Objective:

$ 887,621 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:

$ 663,695	001	**Department Administration:** Manage and administer a department to optimize funding, staff output, patron satisfaction, facility maintenance, safety, and security.
$ 106,389	002	**Collection Development:** Identify, procure, catalog, process, organize and store print, non-print, and subscription materials appropriate for a multicultural community.
$ 95,840	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.
$ 17,044	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.
$ 4,653	006	**Vehicle:** Maintenance and Replacement

Library

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	1,035	785	996	785
Operating Expenses	21,622	21,708	20,443	21,359
Internal Services	0	0	0	0
Operating Budget	22,657	22,493	21,439	22,144
Capital Outlay	82,724	19,651	20,000	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	**105,381**	**42,144**	**41,439**	**22,144**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

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

2013-14 Operating Budget:	22,144
2012-13 Operating Budget:	22,493
Dollar Change:	(349)
Percentage Change:	-1.55%
2013-14 Personnel - F.T.E's:	0.24
2012-13 Personnel - F.T.E's:	0.24
Personnel Change:	0.00

Budget Objective Form

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

Objective:

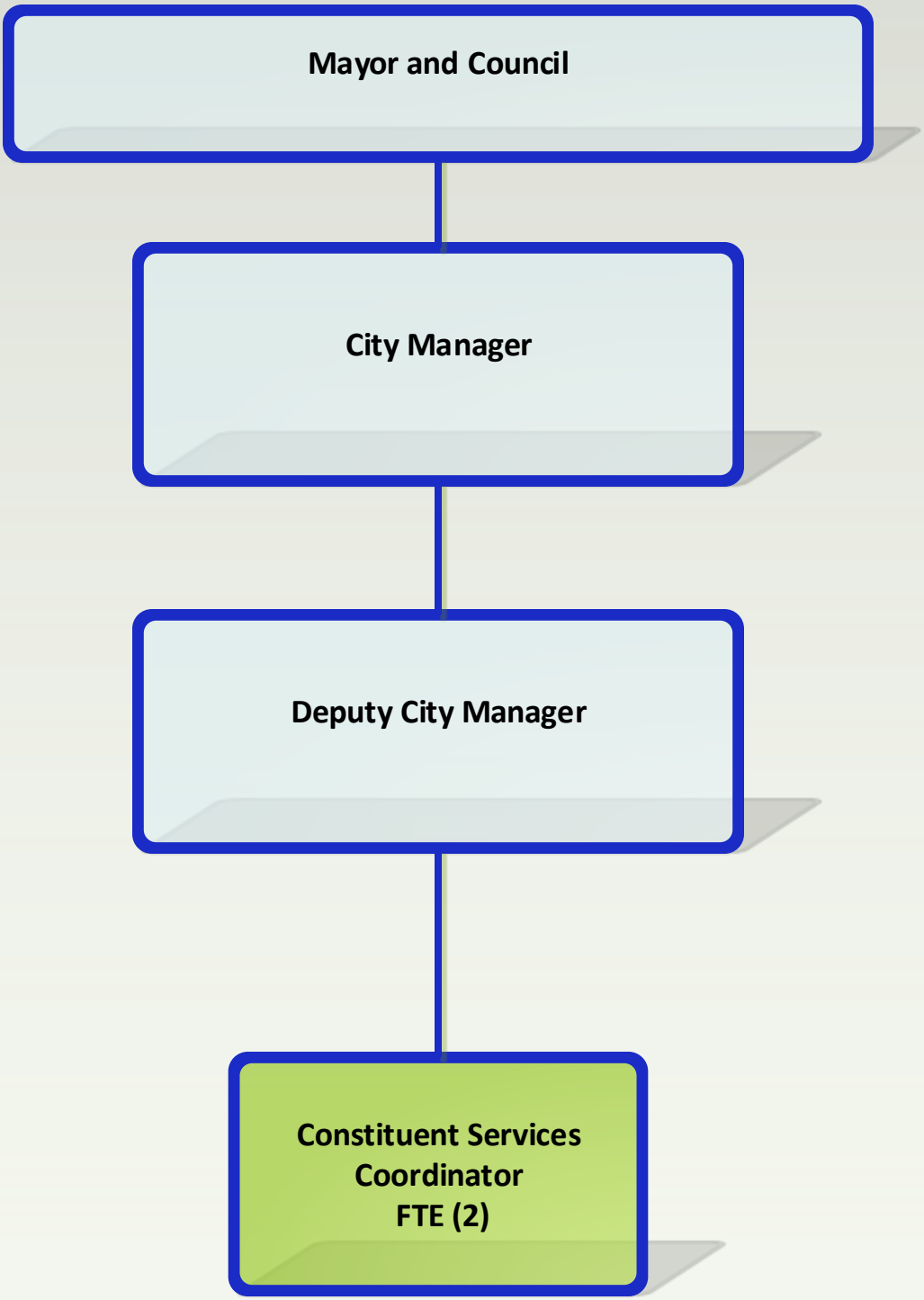
$ 22,144 To use state funds to enhance library services to the citizens of North Miami.

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.

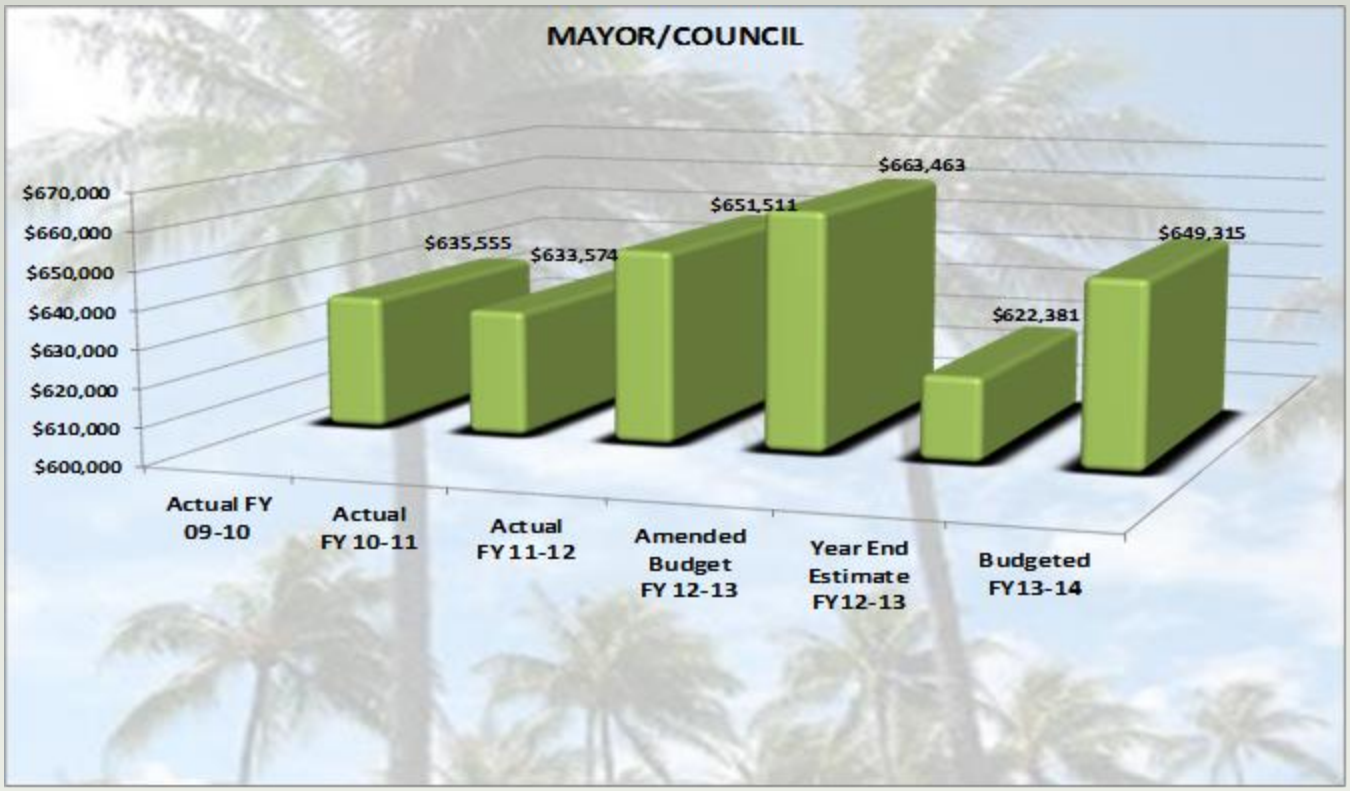
Mayor/Council

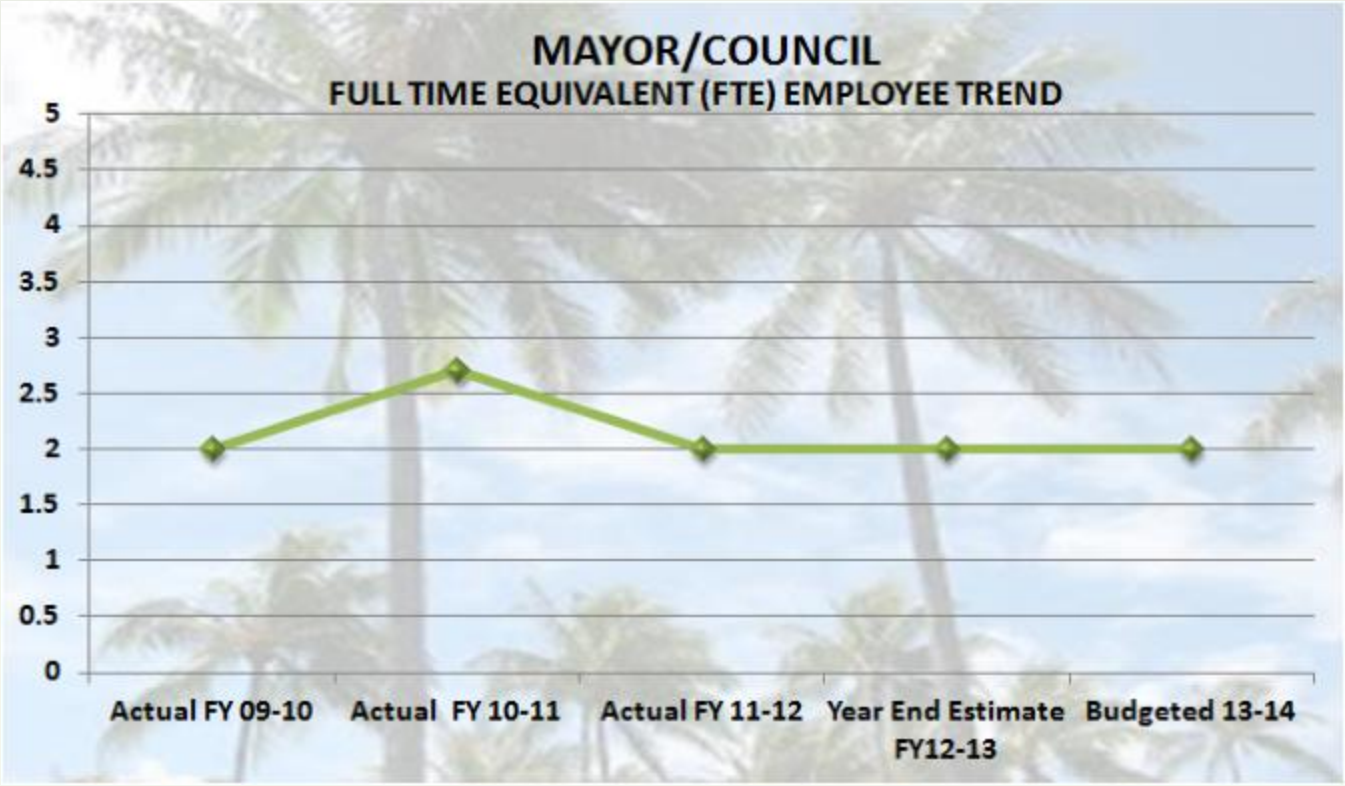
Mission Statement: The North Miami Office of the Mayor and Council is committed to building and nurturing a progressive city through the adoption of policies that respond to and respect the values and needs of our diverse community.



Mayor/Council

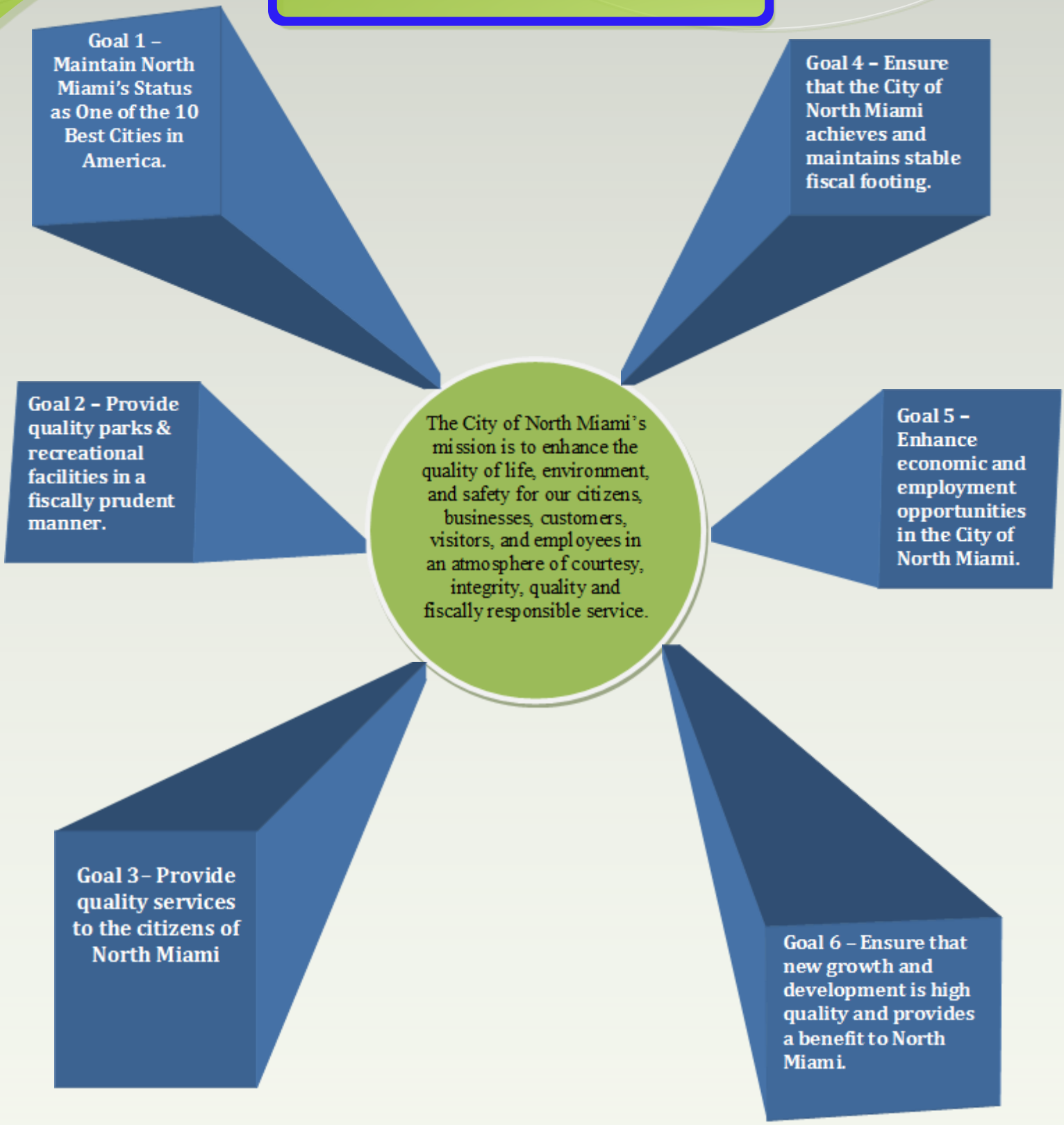
Expenditure and Full Time Employee History Charts





Mayor/Council

Strategic Management Plan



Mayor/Council

Budget Summary Form

Department: Mayor/Council
Dept # 01

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	262,143	308,487	232,934	282,976
Operating Expenses	468,013	337,821	372,292	349,468
Internal Services	6,465	9,554	9,554	8,846
Operating Budget	736,621	655,862	614,780	641,290
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	7,476	7,601	7,601	8,025
Total Budget	**744,097**	**663,463**	**622,381**	**649,315**

PERSONAL SERVICES DETAIL:

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

Total # of Full-Time Employees 2

2013-14 Operating Budget:	641,290
2012-13 Operating Budget:	655,862
Dollar Change:	(14,572)
Percentage Change:	-2.22%
2013-14 Personnel - F.T.E's:	2.00
2012-13 Personnel - F.T.E's:	2.00
Personnel Change:	0.00

Mayor/Council

Budget Objective Form

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

$ 649,315

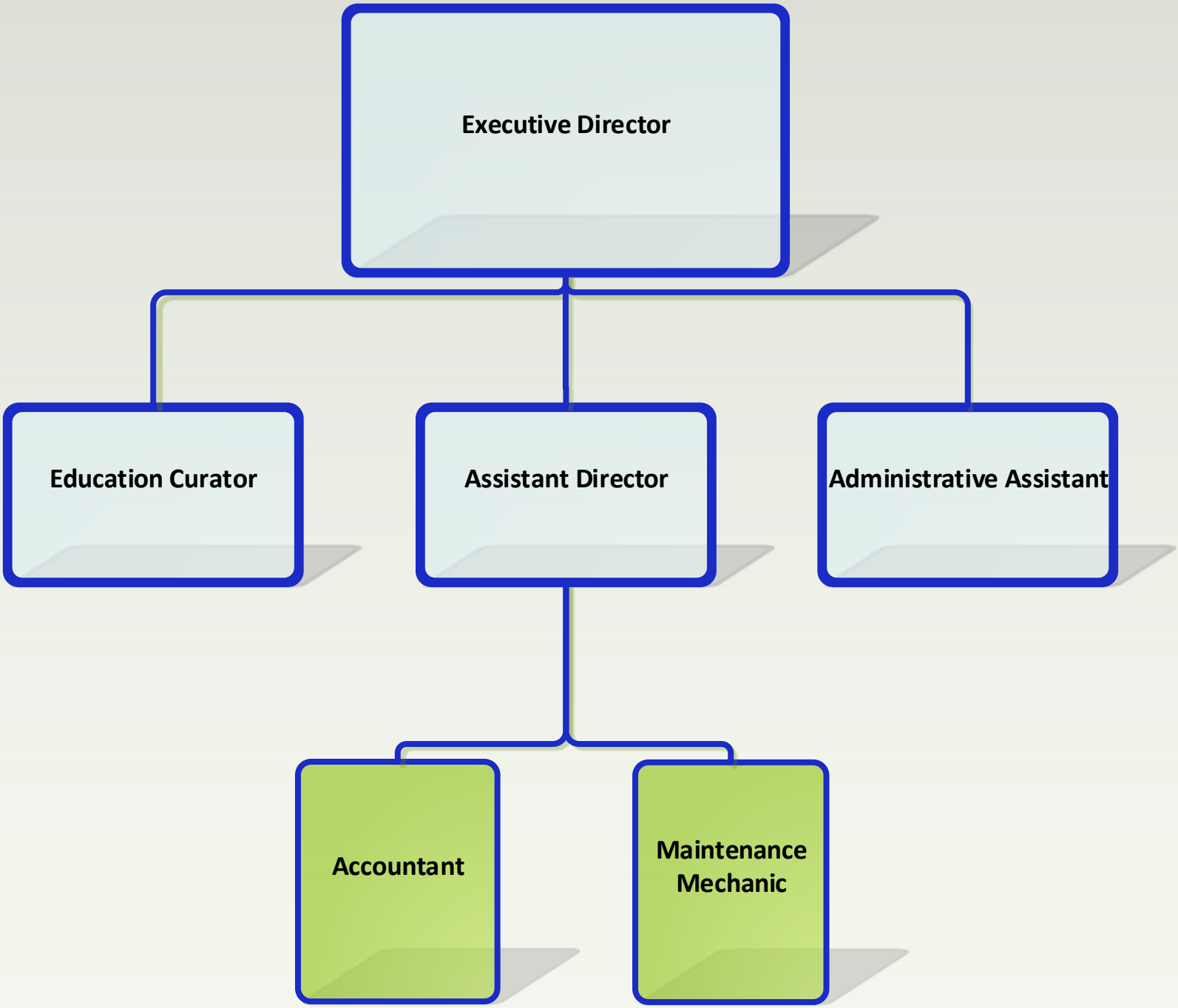
Objective:
To be leaders and policy makers responsive to the needs of North Miami residents. To carry out legislative policies, ensure community services, and supervise City Manager and Attorney's performances.

ACTIVITIES:

$ 258,473	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.
$ 99,782	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.

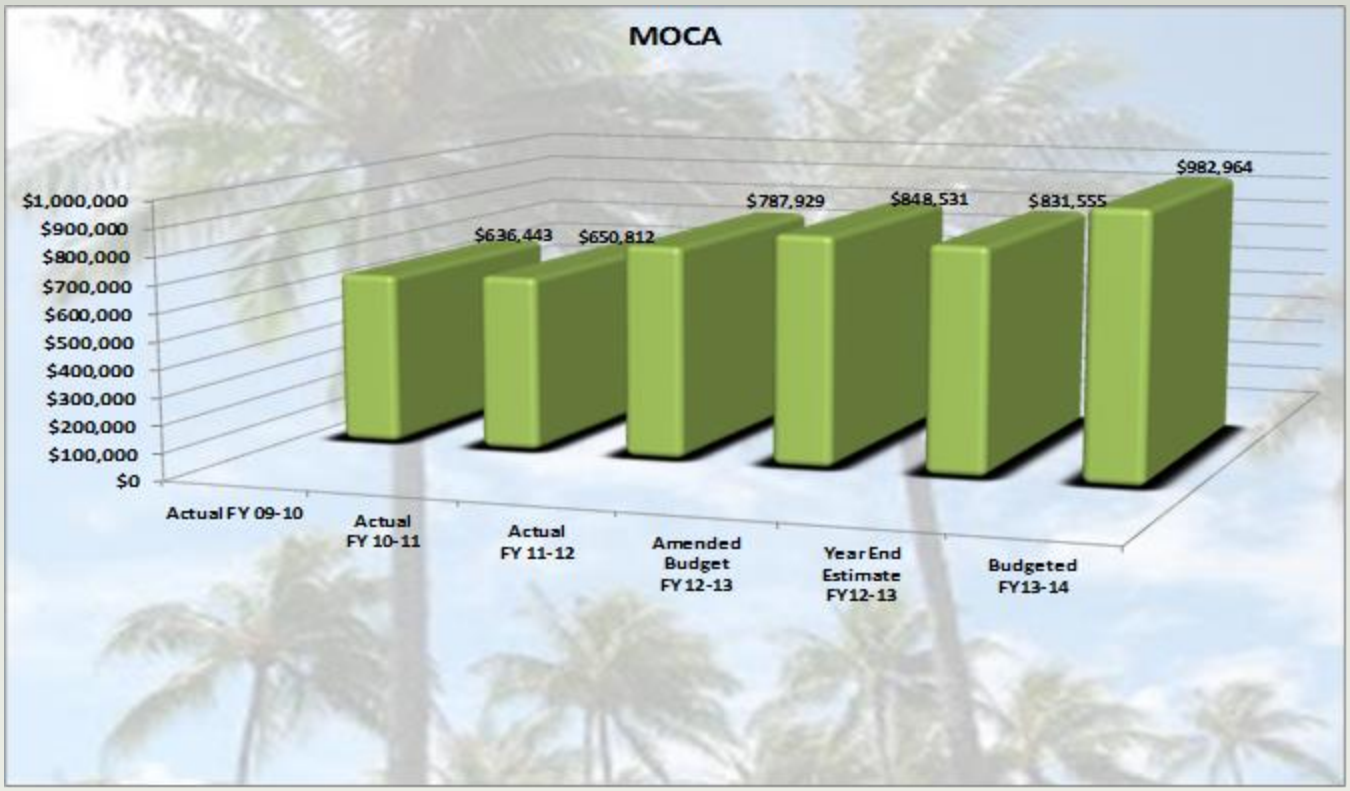
Museum of Contemporary Arts

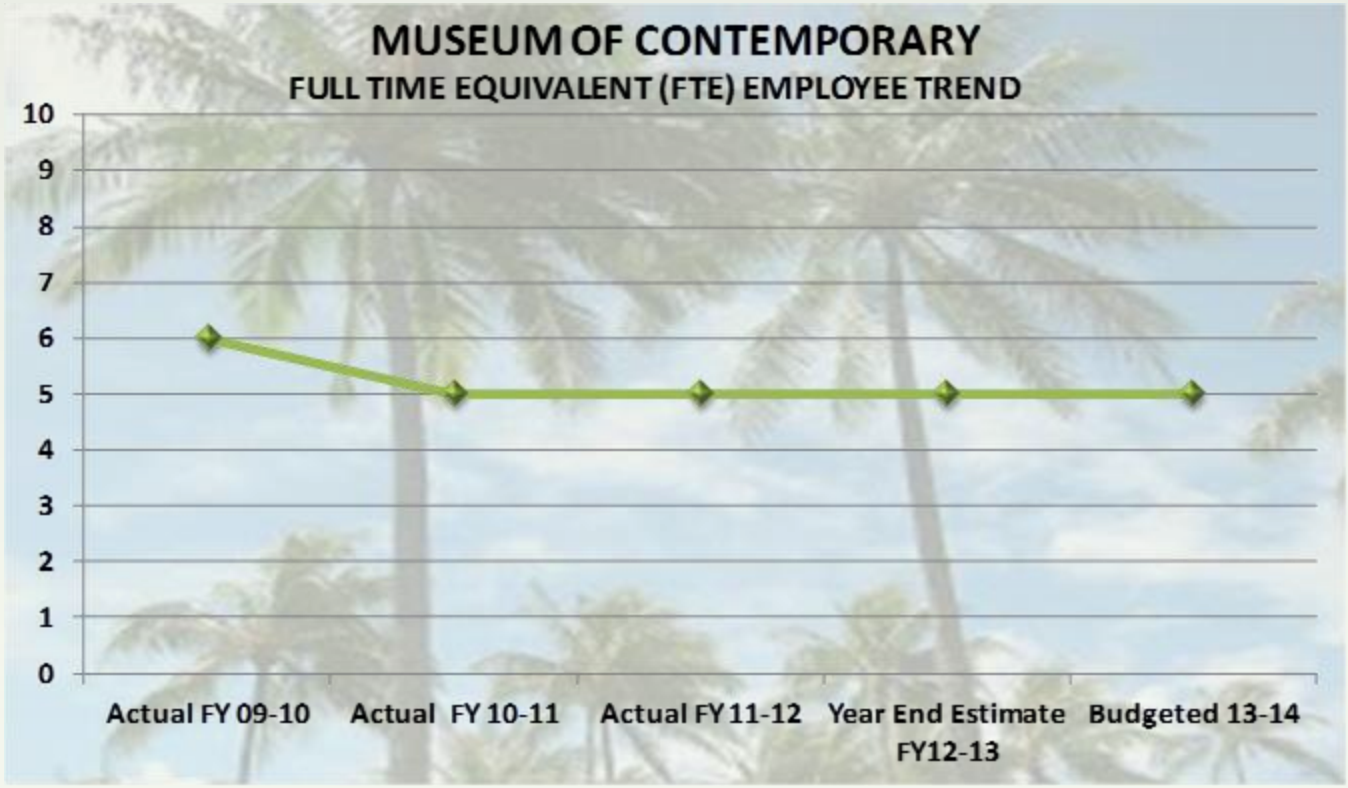
Mission Statement: The Museum of Contemporary Art (MOCA) is dedicated to making contemporary art accessible to diverse audiences through the collection, preservation, and exhibition of the best of contemporary art and its art historical influences.



Museum of Contemporary Arts

Expenditure History and Full Time Employee Trends





Museum of Contemporary Arts

Strategic Management Plan

Goal 1: Present the best local, national and international contemporary art to a diverse community.
Objective 1.1. Expand collaborations with local, national and international artists, collectors, galleries, and museums.
Objective 1.2. Maintain current high level of exhibitions.

Goal 2: Create and maintain an environment that values the works of emerging and experimental artists.
Objective 2.1. Provide artists with opportunities to experiment and create new works.
Objective 2.2. Develop new works program for upcoming artists.

Goal 3: Expand the permanent art collection distinguished for its major holdings of new and experimental art.
Objective 3.1. Add 50 new works to the collection by 2015.

Goal 4: Promote the understanding and appreciation of contemporary art to a broad audience.
Objective 4.1. Provide lifelong learning opportunities for all ages.
Objective 4.2. Increase participants' knowledge in art, history, artistic skills, techniques, problem solving, visual literacy, and creative communication.
Objective 4.3. Increase the number of participants in the educational and outreach programs at MOCA.
Objective 4.4. Promote MOCA's exhibits and programs by utilizing various marketing strategies to reach out to the community.

Goal 5: Weave art into the syllabus so as to improve overall education and provide wellness and opportunities for youth.
Objective 5.1. Increase teaching effectiveness in visual contemporary art.
Objective 5.1. Build additional partnerships with schools and adult centers to increase the number of participating youth and adults in the weekly educational initiatives.
Objective 5.2. Increase the number of at-risk teens participating in education and outreach programs by 30% by 2017.

Goal 6: Maximize the diversity of the audience at MOCA to ensure the stability and growth of the museum.
Objective 6.1. Increase volunteers by 20% each year.
Objective 6.2. Annual increases in membership base by 10%.

Goal 7: Build leadership and innovation in the arts by cultivating and training young patrons.
Objective 7.1. Identify young professionals inspired to take leadership roles in audience development, membership, fundraising, and community outreach.
Objective 7.2. Present innovative art initiatives that inspire young professionals to learn about contemporary art.

Goal 8: Expand the current museum by doubling the size of the current building.
Objective 8.1. Secure funding to proceed with the building expansion.

Goal 9: Maintain fiscal stability for the museum.
Objective 9.1. Secure funding to provide diverse and innovative arts programming.

Central Performance Measures (CPM):	Target Date	Fiscal Impact
• Organize six to eight exhibits a year (funding through Knight Foundation Endowment, sponsorships, and grants).	10/2018	Yes
• By 2017 provide 15 artists the opportunity to present their work to a wider public by presenting solo exhibitions (funding through	10/2018	Yes

Strategic Management Plan Continued.

Central Performance Measures (CPM):	Target Date	Fiscal Impact
Knight Endowment, sponsors, and grants).		
• Establish collaborations with local government and agencies that could host site-specific installations.	10/2018	Yes
• Increase the annual acquisitions budget by 50% through fundraising events.	10/2016	Yes
• Provide annual outreach programs that will reach 20,000 students and 600 teachers that represent the diversity present in the County (funding from grants, private, corporate, and foundations sources).	10/2018	Yes
• Through MOCA's Shaker Executive Committee (young professional members) increase Shaker membership 10% annually.	10/2018	No

Core Responsibilities:

- Collect the best examples of contemporary art available.
- Present exhibitions that will engage the public on multiple levels for a greater understanding of contemporary art and its influences.
- Research and publish scholarly articles, catalogs, and books about the artists, works, and trends that reflect contemporary art.
- Offer educational and public programming that will engage audiences of all ages to provide an understanding of the basics of art as well as deeper knowledge of all aspects of art in the contemporary world.
- Cultivate a membership, donor, and corporate support base to provide financial sustainability to ensure the development of exhibitions and programming for the community.

Museum of Contemporary Arts

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	454,756	498,998	466,114	588,189
Operating Expenses	285,445	174,984	162,893	276,767
Internal Services	24,746	34,540	34,540	32,109
Operating Budget	764,947	708,522	663,547	897,065
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	116,100	116,100	56,400
Reserves & Other	22,982	23,909	51,908	29,499
Total Budget	**787,929**	**848,531**	**831,555**	**982,964**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
MOCA Director	37	1
MOCA Assistant Director	32	1
Curator	24	0
Accountant	24	1
Administrative Specialist	18	1
Maintenance Mechanic	18	1

Total # of Full-Time Employees 5

2013-14 Operating Budget:	897,065
2012-13 Operating Budget:	708,522
Dollar Change:	188,543
Percentage Change:	26.61%
2013-14 Personnel - F.T.E's:	5.00
2012-13 Personnel - F.T.E's:	5.00
Personnel Change:	0.00

Museum of Contemporary Arts

Budget Objective Form

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

Objective:

$ 982,964 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:

479,585	001	**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.
187,494	002	**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.
244,176	003	**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.
67,056	004	**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.
4,653	005	**Vehicle:** Maintenance and replacement.

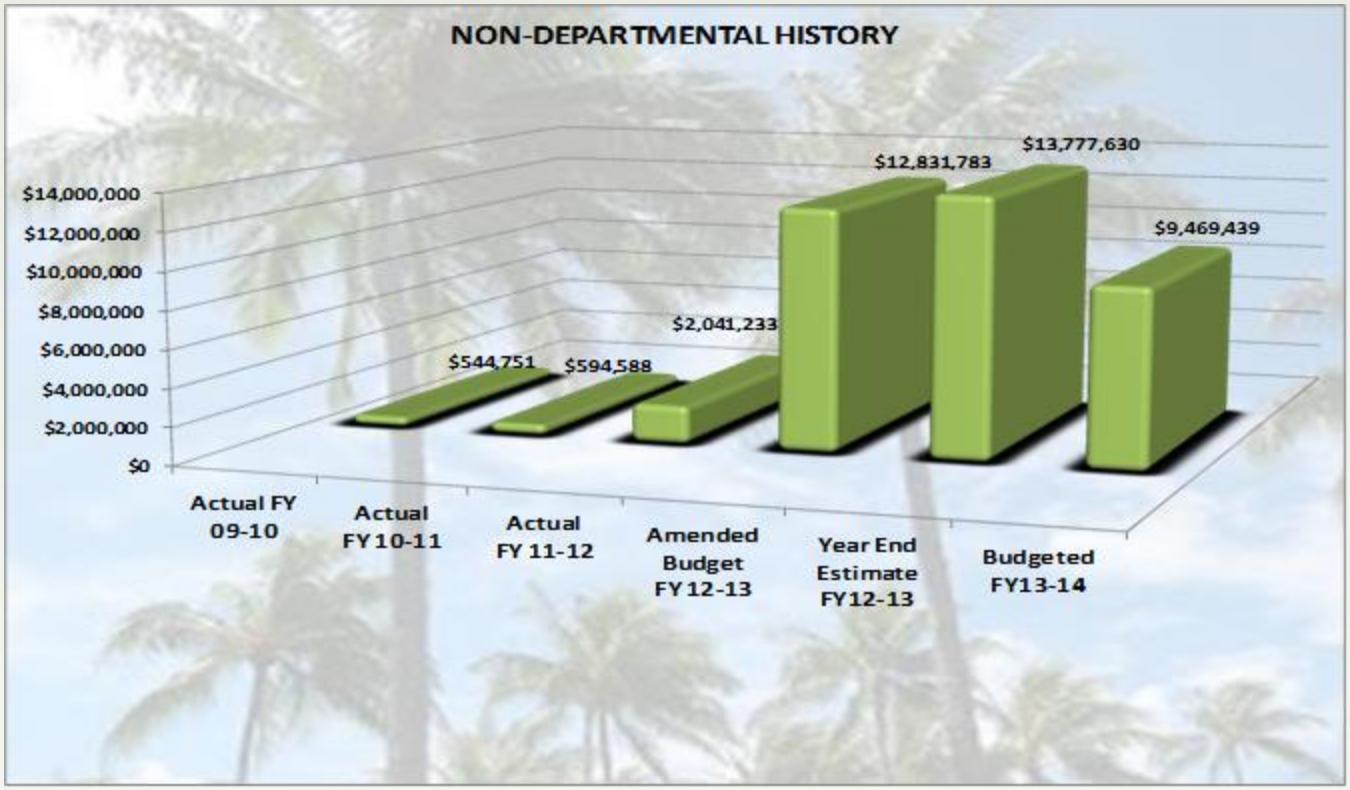
NON-DEPARTMENTAL

Expenditure History and Budget Summary Form

Department: Non-Departmental
Dept #: 13

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	572,483	-220,730	348,772	100,020
Materials, Supplies & Services	1,259,059	219,736	555,209	312,425
Internal Services	0	11,464,277	11,464,277	0
Operating Budget	1,831,542	11,463,283	12,368,258	412,445
Capital Outlay	0	0	40,872	0
Debt Service	0	0	0	0
Grants & Aids	209,691	1,368,500	1,368,500	410,500
Reserves & Other	0	0	0	8,646,494
Total Budget	**2,041,233**	**12,831,783**	**13,777,630**	**9,469,439**

2013-14 Operating Budget:	412,445
2012-13 Operating Budget:	11,463,283
Dollar Change:	(11,050,838)
Percentage Change:	-96.40%
2013-14 Personnel - F.T.E's:	0.00
2012-13 Personnel - F.T.E's:	0.00
Personnel Change:	0.00



NON-DEPARTMENTAL

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	572,483	-220,730	348,772	100,020
Materials, Supplies & Services	1,259,059	219,736	555,209	312,425
Internal Services	0	11,464,277	11,464,277	0
Operating Budget	1,831,542	11,463,283	12,368,258	412,445
Capital Outlay	0	0	40,872	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	8,646,494
Total Budget	**1,831,542**	**11,463,283**	**12,409,130**	**9,058,939**

PERSONAL SERVICES DETAIL:

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

2013-14 Operating Budget:	412,445
2012-13 Operating Budget:	11,463,283
Dollar Change:	(11,050,838)
Percentage Change:	-96.40%
2013-14 Personnel - F.T.E's:	0.00
2012-13 Personnel - F.T.E's:	0.00
Personnel Change:	0.00

NON-DEPARTMENTAL

Budget Objective Form

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

Objective

$ 8,734,583 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:

$ (214,336) 001 **Miscellaneous Expenses & Reserves:** Provides funds for reimbursement to Florida Unemployment Compensation Fund for benefits paid.

$ 8,646,494 002 **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 wll cover registration fees, a tent, team t-shirts, and food and refreshments.

$ 300,000 004 **Biscayne Landing Maintenance**

NON-DEPARTMENTAL

Project Description:	Grants to Others		
Department:	Non-Departmental	Project #	0
Division:	Grants to Others	Totals	$410,500
Account Number:	001-13-486000-519-XXX	Request Type	Additional Funds
Project Location:		Priority Level	Regulatory Requirement

Objective:

To assist various civic and non-profit entities in the City that provide services to segments of the City's population by providing grant funds for their use in providing services.

Justification:

The City provides grant funds to entities for their use in providing services to the residents of this community. The grants for FY13 are listed below:

Project Estimates:

Object Code	Description	Prior Years	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Total Estimate
801	NoMi Fdtn for Sr Citizens		115,500	115,500	115,500	115,500	115,500	577,500
810	NoMi Chamber of Commerce		5,000	5,000	5,000	5,000	5,000	25,000
820	First Generation Scholarship F		10,000	10,000	10,000	10,000	10,000	50,000
820	Take Stock in Children Schola		10,000	10,000	10,000	10,000	10,000	50,000
818	Police Athletic League		70,000					70,000
820	N.M. Peer Tutoring		110,000					110,000
820	Adult Continuing Education		50,000					50,000
801	Haitian Heritage Month		40,000	40,000				80,000
Total		-	410,500	180,500	140,500	140,500	140,500	1,012,500

Funding Source	Fund #	%	Prior Years	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17	Total Estimate
Gen Fund	001	100%		410,500	180,500	140,500	140,500	140,500	1,012,500
		0%							-
		0%							-
		0%							-
Total		100%	-	410,500	180,500	140,500	140,500	140,500	**1,012,500**

Budget Office Use Only

☑	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

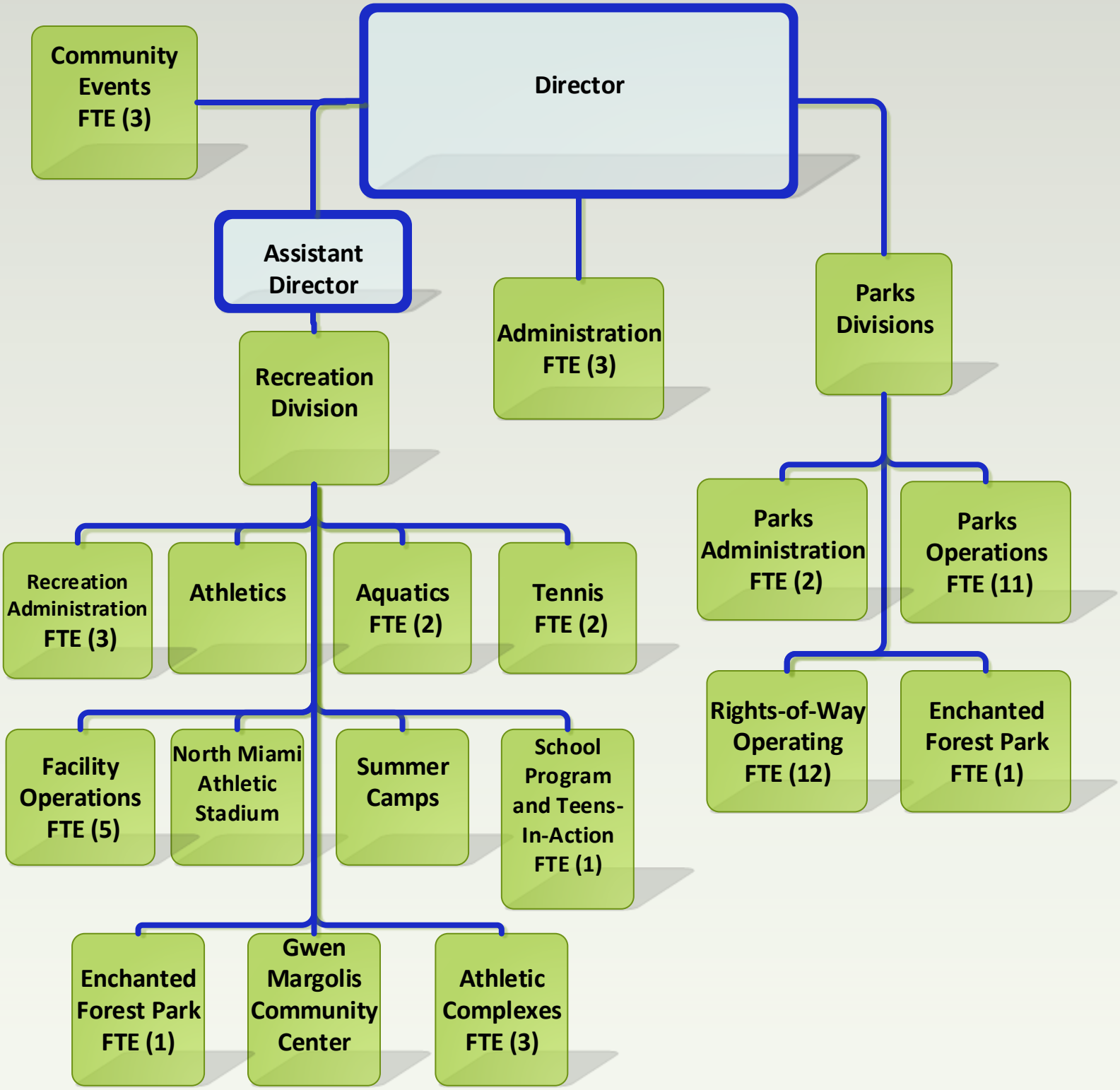
FY13 Operating Cost:

FY13 Capital Cost: $ -

Future Years' Estimated Annual Cost: $ 1,012,500

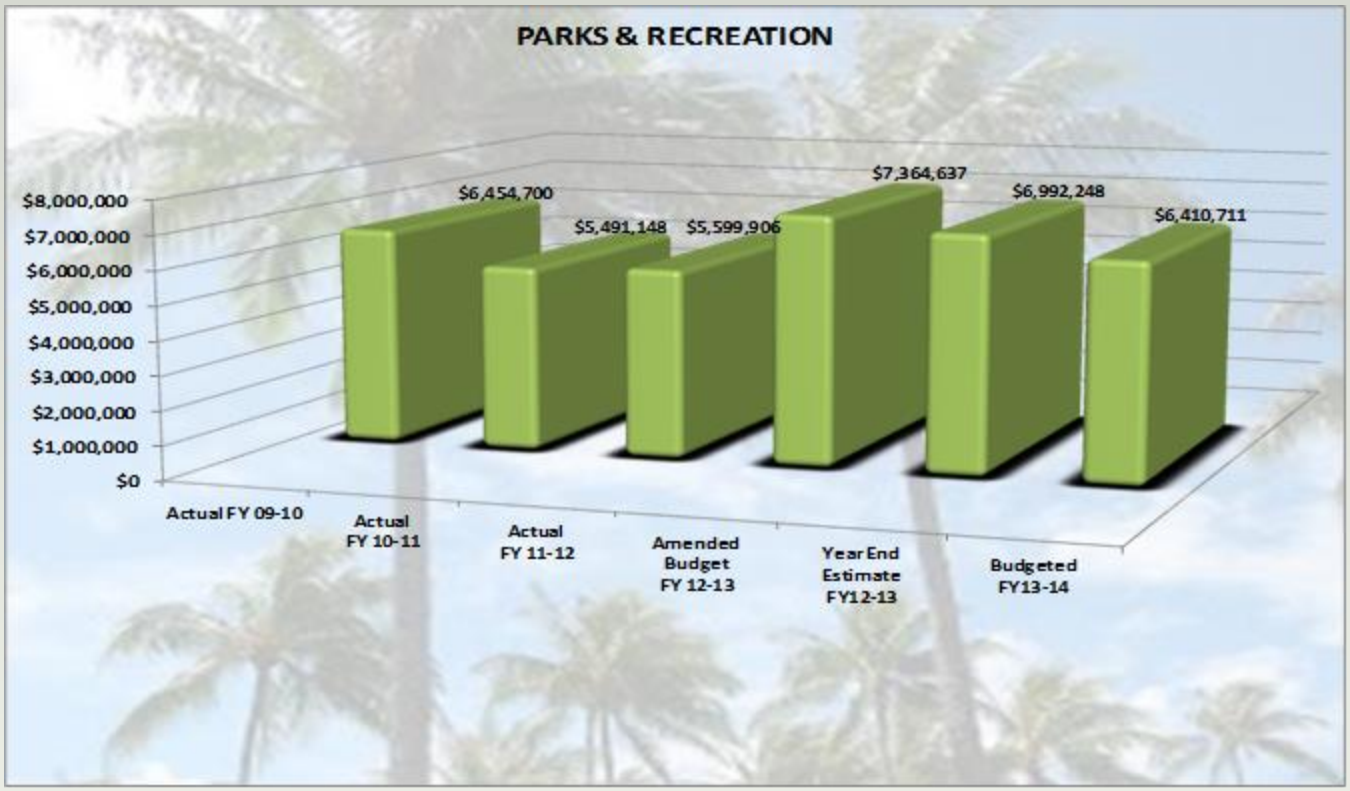
Parks & Recreation

Mission Statement: Continue to enhance the quality of life of the City's residents by providing recreational programs, special events, and safe and attractive open spaces and facilities. "It Starts in Parks."



Parks & Recreation

Expenditure History and Full Time Employee Trends



Parks & Recreation

Strategic Management Plan

Goal 1: Enhance and expand leisure services to provide more comprehensive recreational programs.

Objective 1.1. Provide cutting edge affordable recreation programs that promote fitness and healthy lifestyles.

Objective 1.2. Expand public outreach to announce available services and the benefits of special events, programs and activities.

Objective 1.3. Develop partnerships with private sector service providers to supplement existing programming for active adults.

Goal 2: Ensure equitable access to safe and attractive parks and facilities.

Objective 2.1. Continue to provide quality parks, pools, and recreation facilities.

Objective 2.2. Improve safety in parks, facilities and pools through preventive and proactive measures.

Goal 3: Increase the number of participants that partake in recreational benefits-based programs.

Objective 3.1. Identify additional recreational benefits-based programming opportunities.

Goal 4: Provide the community with top quality, memorable special events.

Objective 4.1. Enhance existing special events to attract everyone in the City.

Objective 4.2. Strengthen and increase partnerships to provide cost-effective and quality.

Goal 5: Develop an environmentally sustainable and aesthetically pleasing parks system and community.

Objective 5.1. Create a park system that demonstrates a national model for sustainable management of parks, open space, and natural areas.

Objective 5.2. Build all new facilities, including infrastructure and paths using environmentally friendly designs and materials.

Goal 6: Rate our ability to achieve desired goals with existing resources.

Objective 6.1. Review all facilities for potential upgrades and meeting federal guidelines for accessibility.

Objective 6.2. Measure the current and future maintenance responsibilities of the department.

Objective 6.3. Evaluate the current in-service equipment.

Central Performance Measures (CPM):	Target Date	Fiscal Impact
• Increase participation in health-related programs available at recreation centers and in parks by 5% annually.	09/2014	Yes
• Develop an additional program with schools	09/2014	No

Parks & Recreation

Strategic Management Plan Continued

Central Performance Measures (CPM):	Target Date	Fiscal Impact
• Develop two new aquatic programs over the next three years.	09/2014	Yes
• Utilize technology and social media to publicize information about programs, healthy living, special events, facility rentals, and activities.	09/2014	No
• Renovate, acquire and design parks and facilities to reflect universal, state-of-the-art designs.	09/2015	Yes
• Develop signature parks, facilities, and pools in all parts of the City to increase department visibility.	09/2015	Yes
• Develop a comprehensive and innovative safety and security plan.	09/2014	Yes
• Provide healthy options and physical activity for the body and mind.	09/2014	Yes
• Design all new buildings as sustainable and green.	09/2015	Yes
• Ensure that all new buildings and building renovation projects meet industry standard sustainability guidelines.	09/2014	Yes
• Review reoccurring maintenance requirements and determine resources necessary to meet the expected level of service.	09/2014	No
• Phase in the replacement of vehicles and operating equipment.	09/2014	Yes

Core Responsibilities:

- Provide recreation programs that promote fitness and healthy lifestyles as well as teach fundamentals to youth participants.
- Create a park system that demonstrates a national model for sustainable management of parks, open space and natural areas.
- Provide top quality, memorable special events that create a sense of community for all that partake.
- Establish goals and objectives and develop policies and procedures that provide adequate direction to personnel and allow the department to operate efficiently.
- Develop and implement maintenance schedules and standards for parks, recreation facilities and other landscaped areas throughout the City.
- Provide equitable access to safe and attractive parks and facilities.

Parks & Recreation

Budget Summary Form

Department: Parks & Recreation

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	3,349,086	3,769,648	3,469,835	3,812,363
Operating Expenses	1,670,678	2,117,185	2,078,558	1,941,861
Internal Services	368,017	485,706	485,826	483,712
Operating Budget	5,387,781	6,372,539	6,034,219	6,237,936
Capital Outlay	36,706	820,879	787,210	0
Debt Service	0	0	0	0
Grants & Aids	19,900	19,900	19,500	19,500
Reserves & Other	155,519	151,319	151,319	153,275
Total Budget	**5,599,906**	**7,364,637**	**6,992,248**	**6,410,711**

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

2013-14 Operating Budget:	6,237,936
2012-13 Operating Budget:	6,372,539
Dollar Change:	(134,603)
Percentage Change:	-2.11%
2013-14 Personnel - F.T.E's:	91.83
2012-13 Personnel - F.T.E's:	90.83
Personnel Change:	1.00

Parks & Recreation

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	264,759	351,326	281,086	385,057
Operating Expenses	66,937	101,624	104,461	50,889
Internal Services	18,342	25,252	25,252	29,815
Operating Budget	350,038	478,202	410,799	465,761
Capital Outlay	0	176,000	176,000	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	12,769	13,284	13,284	19,007
Total Budget	**362,807**	**667,486**	**600,083**	**484,768**

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**

2013-14 Operating Budget:	465,761
2012-13 Operating Budget:	478,202
Dollar Change:	(12,441)
Percentage Change:	-2.60%
2013-14 Personnel - F.T.E's:	4.70
2012-13 Personnel - F.T.E's:	3.70
Personnel Change:	1.00

Parks & Recreation

Budget Objective Form

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

Objective:

$ 484,768 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:

$ 450,916	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.
$ 24,973	002	**Office Space:** To provide temporary offices for Parks and Recreation Administration. Funds will cover rent and operating costs associated with new space
$ 8,879	003	**Vehicles**: Maintenance and replacement of two (2) vehicles

Parks & Recreation

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	155,975	159,834	152,430	159,611
Operating Expenses	61,279	60,158	36,441	44,888
Internal Services	13,265	18,441	18,441	18,075
Operating Budget	230,519	238,433	207,312	222,574
Capital Outlay	0	0	17,862	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	6,968	7,540	7,540	7,961
Total Budget	**237,487**	**245,973**	**232,714**	**230,535**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Parks Superintendent	28	1
Parks Supervisor	25	0
Clerical Technician	16	1

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

2013-14 Operating Budget:	222,574
2012-13 Operating Budget:	238,433
Dollar Change:	(15,859)
Percentage Change:	-6.65%
2013-14 Personnel - F.T.E's:	2.00
2012-13 Personnel - F.T.E's:	2.00
Personnel Change:	0.00

Budget Objective Form

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

Objective:

$ 230,535 To provide administrative support for Parks Division operations and to keep the Parks Operations Center operational.

ACTIVITIES:

$ 183,761	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.
$ 9,306	003	**Vehicles:** Maintenance and replacement costs of vehicles

Parks & Recreation

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	580,567	510,205	510,830	519,906
Operating Expenses	165,841	170,797	166,350	176,209
Internal Services	94,319	105,099	105,099	106,085
Operating Budget	840,727	786,101	782,279	802,200
Capital Outlay	5,585	450,000	420,000	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	39,849	23,441	23,441	25,033
Total Budget	**886,161**	**1,259,542**	**1,225,720**	**827,233**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Parks Coordinator	22	1
Parks Specialist	21	1
Heavy Equipment Operator	20	1
Trades Mechanic	20	2
Maintenance Mechanic	18	3
Motor Equipment Operator	18	2
General Maintenance Worker	15	5
Total # of Full-Time Employees		**15**

2013-14 Operating Budget:	802,200
2012-13 Operating Budget:	786,101
Dollar Change:	16,099
Percentage Change:	2.05%
2013-14 Personnel - F.T.E's:	15.00
2012-13 Personnel - F.T.E's:	15.00
Personnel Change:	0.00

Parks & Recreation

Budget Objective Form

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

$ 827,233

Objective:
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:

$ 748,723	001	**Facility Operations:** Maintain the City's Parks and Recreation facilities which include buildings, grounds, pools, and playgrounds.
$ 78,510	002	**Vehicles:** Maintenance and Replacement

Parks & Recreation

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	1,070,525	1,222,367	1,152,010	1,201,057
Operating Expenses	343,259	326,757	312,121	300,168
Internal Services	168,209	242,245	242,245	242,581
Operating Budget	1,581,993	1,791,369	1,706,376	1,743,806
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	42,904	58,751	58,751	60,568
Total Budget	**1,624,897**	**1,850,120**	**1,765,127**	**1,804,374**

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	1
Motor Equipment Operator	18	3
General Maintenance Worker	15	3
Total # of Full-Time Employees		**15**

2013-14 Operating Budget:	1,743,806
2012-13 Operating Budget:	1,791,369
Dollar Change:	(47,563)
Percentage Change:	-2.66%
2013-14 Personnel - F.T.E's:	15.00
2012-13 Personnel - F.T.E's:	15.00
Personnel Change:	0.00

Budget Objective Form

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

$1,804,374

Objective:
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:

$ 838,209	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.
$ 706,562	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
$ 175,863	004	**Vehicle:** Maintenance & Replacement

Parks & Recreation

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	88,759	82,233	75,199	81,642
Operating Expenses	46,573	58,415	66,739	57,361
Internal Services	5,734	5,063	5,063	4,738
Operating Budget	141,066	145,711	147,001	143,741
Capital Outlay	0	31,521	27,980	0
Debt Service	0	0	0	0
Grants & Aids				0
Reserves & Other	6,172	3,608	3,608	3,822
Total Budget	**147,238**	**180,840**	**178,589**	**147,563**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Parks Naturalist	21	1
Recreation Leader I	16	1

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

2013-14 Operating Budget:	143,741
2012-13 Operating Budget:	145,711
Dollar Change:	(1,970)
Percentage Change:	-1.35%
2013-14 Personnel - F.T.E's:	2.33
2012-13 Personnel - F.T.E's:	2.33
Personnel Change:	0.00

Budget Objective Form

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

Objective:

$ 147,563 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:

$ 140,373	001	**Facility Operations and Maintenance:** Provides for the operation, programming, and maintenance of the park grounds, facilities, and structures.
$ 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

Parks & Recreation

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	265,291	255,616	252,045	255,406
Operating Expenses	17,857	25,556	24,373	33,299
Internal Services	30,066	39,680	39,680	39,255
Operating Budget	313,214	320,852	316,098	327,960
Capital Outlay	0	45,492	49,000	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	12,627	12,313	12,313	0
Total Budget	**325,841**	**378,657**	**377,411**	**327,960**

PERSONAL SERVICES DETAIL:

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

Total # of Full-Time Employees 3

2013-14 Operating Budget:	327,960
2012-13 Operating Budget:	320,852
Dollar Change:	7,108
Percentage Change:	2.22%
2013-14 Personnel - F.T.E's:	3.00
2012-13 Personnel - F.T.E's:	3.00
Personnel Change:	0.00

Budget Objective Form

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

Objective:

$ 327,960 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:

$ 289,837	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.
$ 13,000	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.
$ 25,123	003	**Vehicles:** Maintenance costs and replacement costs for two buses, two Chevy vans and a Ford Taurus automobile.

Parks & Recreation

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	289,029	466,373	350,628	469,989
Operating Expenses	284,823	592,282	515,848	615,429
Internal Services	15,015	21,283	21,283	14,794
Operating Budget	588,867	1,079,938	887,759	1,100,212
Capital Outlay	24,999	0	0	0
Debt Service	0	0	0	0
Grants & Aids	16,000	16,000	16,000	16,000
Reserves & Other	8,296	10,134	10,134	12,459
Total Budget	**638,162**	**1,106,072**	**913,893**	**1,128,671**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Recreation Specialist	21	3

Total # of Full-Time Employees **3**

2013-14 Operating Budget:	-
2012-13 Operating Budget:	1,079,938
Dollar Change:	(1,079,938)
Percentage Change:	-100.00%
2013-14 Personnel - F.T.E's:	15.51
2012-13 Personnel - F.T.E's:	14.51
Personnel Change:	1.00

Budget Objective Form

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

$1,128,671

Objective:
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:

$ 198,444	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.
$ 188,049	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.
$ 133,061	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.
$ 92,495	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.
$ 7,431	006	**Vehicle:** Maintenance and replacement.
$ 123,445	007	Cagni Park Gymnasium
$ 342,943	008	Pepper Park Community Center

Parks & Recreation

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	116,976	130,887	122,608	128,493
Operating Expenses	124,888	131,063	129,963	131,063
Internal Services	4,880	6,868	6,868	6,353
Operating Budget	246,744	268,818	259,439	265,909
Capital Outlay	2,587	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	5,253	5,464	5,464	5,767
Total Budget	**254,584**	**274,282**	**264,903**	**271,676**

PERSONAL SERVICES DETAIL:

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

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

2013-14 Operating Budget:	-
2012-13 Operating Budget:	268,818
Dollar Change:	(268,818)
Percentage Change:	-100.00%
2013-14 Personnel - F.T.E's:	4.33
2012-13 Personnel - F.T.E's:	4.33
Personnel Change:	0.00

Budget Objective Form

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

Objective:

$ 271,676 To provide two aquatic facilities and qualified personnel to conduct a variety of recreational and educational aquatic programs in accordance with HRS regulations.

ACTIVITIES:

$ 267,972	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. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	63,024	67,216	87,326	90,159
Operating Expenses	30,920	44,173	36,237	35,543
Internal Services	1,911	2,689	2,689	2,434
Operating Budget	95,855	114,078	126,252	128,136
Capital Outlay	3,535	16,970	17,000	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	2,057	2,140	2,140	2,209
Total Budget	**101,447**	**133,188**	**145,392**	**130,345**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Tennis Pro	10	1

Total # of Full-Time Employees **1**

2013-14 Operating Budget:	-
2012-13 Operating Budget:	114,078
Dollar Change:	(114,078)
Percentage Change:	-100.00%
2013-14 Personnel - F.T.E's:	2.25
2012-13 Personnel - F.T.E's:	2.25
Personnel Change:	0.00

Budget Objective Form

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

Objective:

$ 130,345 To provide tennis instruction, programs, tournaments, leagues, and tennis services for Penny Sugarman Tennis Center, Pepper Park and Cagni Park.

ACTIVITIES:

$ 127,035	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.

Parks & Recreation

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	226,708	250,959	224,511	252,795
Operating Expenses	164,268	171,128	161,496	166,891
Internal Services	9,394	9,498	9,618	10,522
Operating Budget	400,370	431,585	395,625	430,208
Capital Outlay	0	47,123	25,123	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	12,365	8,133	8,133	9,552
Total Budget	**412,735**	**486,841**	**428,881**	**439,760**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Recreation Leader II	18	3
Recreation Leader I	16	1
Total # of Full-Time Employees		**4**

2013-14 Operating Budget:	-
2012-13 Operating Budget:	431,585
Dollar Change:	(431,585)
Percentage Change:	-100.00%
2013-14 Personnel - F.T.E's:	8.77
2012-13 Personnel - F.T.E's:	8.77
Personnel Change:	0.00

Budget Objective Form

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

Objective:

$ 439,760 To operate and run programs in three City centers: Sunkist Grove Community Center, Keystone Community Center, and Griffing Adult Center.

ACTIVITIES:

$ 133,310	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.
$ 187,893	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.
$ 57,436	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.
$ 61,121	004	**Teen Programming:** Administer, plan, direct and coordinate.

Parks & Recreation

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	13,788	29,632	16,000	30,052
Materials, Supplies & Services	103,848	109,713	101,734	116,958
Internal Services	0	0	0	0
The City and Miami-Dade	117,636	139,345	117,734	147,010
Capital Outlay	0	4,245	4,245	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Non-Operating	0	0	0	0
Total Budget	**117,636**	**143,590**	**121,979**	**147,010**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions

Total # of Full-Time Employees 0

2013-14 Operating Budget:	-
2012-13 Operating Budget:	139,345
Dollar Change:	(139,345)
Percentage Change:	-100.00%
2013-14 Personnel - F.T.E's:	1.85
2012-13 Personnel - F.T.E's:	1.85
Personnel Change:	0.00

Budget Objective 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: Summer Camps
Dept / Division #: 12 / 475

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14	Adopted Budget FY14
Personal Services	14,458	27,999	24,050	20,399	20,399
Operating Expenses	58,092	48,090	50,500	61,230	61,230
Internal Services	0	0	0	0	0
Operating Budget	72,550	76,089	74,550	81,629	81,629
Capital Outlay	0	0	0	0	0
Debt Service	0	0	0	0	0
Grants & Aids	0	0	0	0	0
Reserves & Other	0	0	0	0	0
Total Budget	**72,550**	**76,089**	**74,550**	**81,629**	**81,629**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2013-14 Operating Budget:	81,629
2012-13 Operating Budget:	76,089
Dollar Change:	5,540
Percentage Change:	7.28%
2013-14 Personnel - F.T.E's:	2.69
2012-13 Personnel - F.T.E's:	2.69
Personnel Change:	0.00

Budget Objective 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.

Parks & Recreation

Budget Summary Form

Dept / Division #: 12 / 478

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	193,188	195,223	204,612	197,981
Operating Expenses	133,024	225,445	288,500	103,645
Internal Services	6,882	9,588	9,588	9,060
Operating Budget	333,094	430,256	502,700	310,686
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	2,500	2,500	2,500	2,500
Reserves & Other	6,259	6,511	6,511	6,897
Total Budget	**341,853**	**439,267**	**511,711**	**320,083**

PERSONAL SERVICES DETAIL:

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

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

2013-14 Operating Budget:	310,686
2012-13 Operating Budget:	430,256
Dollar Change:	(119,570)
Percentage Change:	-27.79%
2013-14 Personnel - F.T.E's:	2.96
2012-13 Personnel - F.T.E's:	2.96
Personnel Change:	0.00

Budget Objective Form

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

$ 320,083

Objective:
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:

$ 173,620	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.
$ 25,633	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 Objective Form

$ 13,559	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 Persons with Special Needs** - Provide leadership, counseling and programming for educable mentally disabled (Swingers) and physically disabled (GOAL) adults. Expenses for this program will be offset by revenue from disabled parking fines.
$ 1,463	009	**Vehicle:** Maintenance and Replacement

Parks & Recreation

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	2,668	17,406	11,928	17,406
Operating Expenses	50,486	48,984	50,143	44,388
Internal Services	0	0	0	0
Operating Budget	53,154	66,390	62,071	61,794
Capital Outlay	0	49,528	50,000	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	**53,154**	**115,918**	**112,071**	**61,794**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

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

2013-14 Operating Budget:	61,794
2012-13 Operating Budget:	66,390
Dollar Change:	(4,596)
Percentage Change:	-6.92%
2013-14 Personnel - F.T.E's:	0.46
2012-13 Personnel - F.T.E's:	0.46
Personnel Change:	0.00

Budget Objective Form

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

$ 61,794

Objective:
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.

Parks & Recreation

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	3,371	2,372	4,572	2,410
Operating Expenses	18,583	3,000	33,652	3,900
Internal Services	0	0	0	0
Operating Budget	21,954	5,372	38,224	6,310
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	1,400	1,400	1,000	1,000
Reserves & Other	0	0	0	0
Total Budget	**23,354**	**6,772**	**39,224**	**7,310**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

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

2013-14 Operating Budget:	6,310
2012-13 Operating Budget:	5,372
Dollar Change:	938
Percentage Change:	17.46%
2013-14 Personnel - F.T.E's:	2.03
2012-13 Personnel - F.T.E's:	2.03
Personnel Change:	0.00

Budget Objective 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.

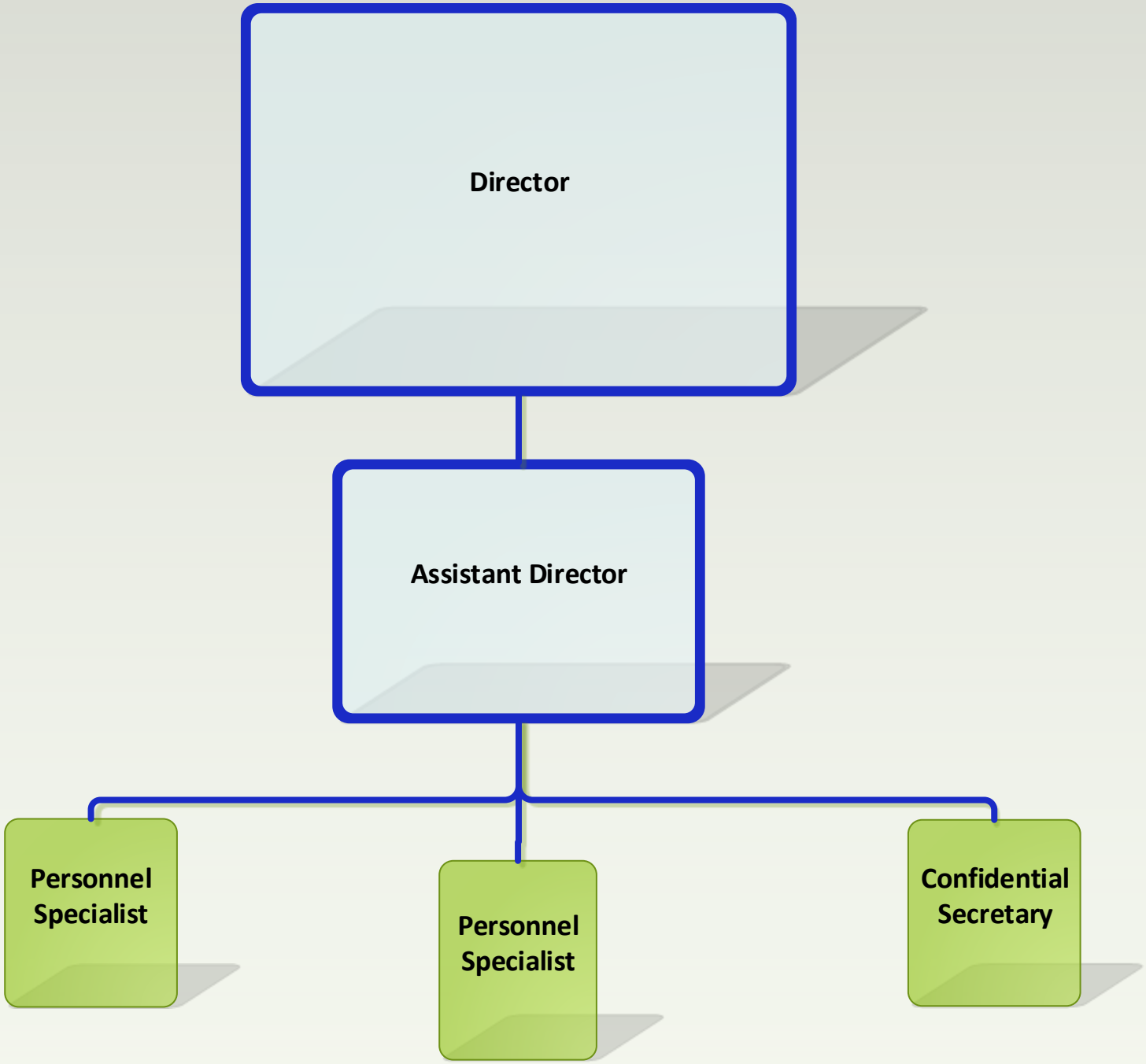
$ 2,000 002 **Recognition and Scholarship Programs:** The Bill Carr Youth Recognition Program provides awards to exemplary students at all grade levels (K through 12) which are presented at City Council meetings three times a year. The Lou Schick Scholarship Program provides cash scholarships for North 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.

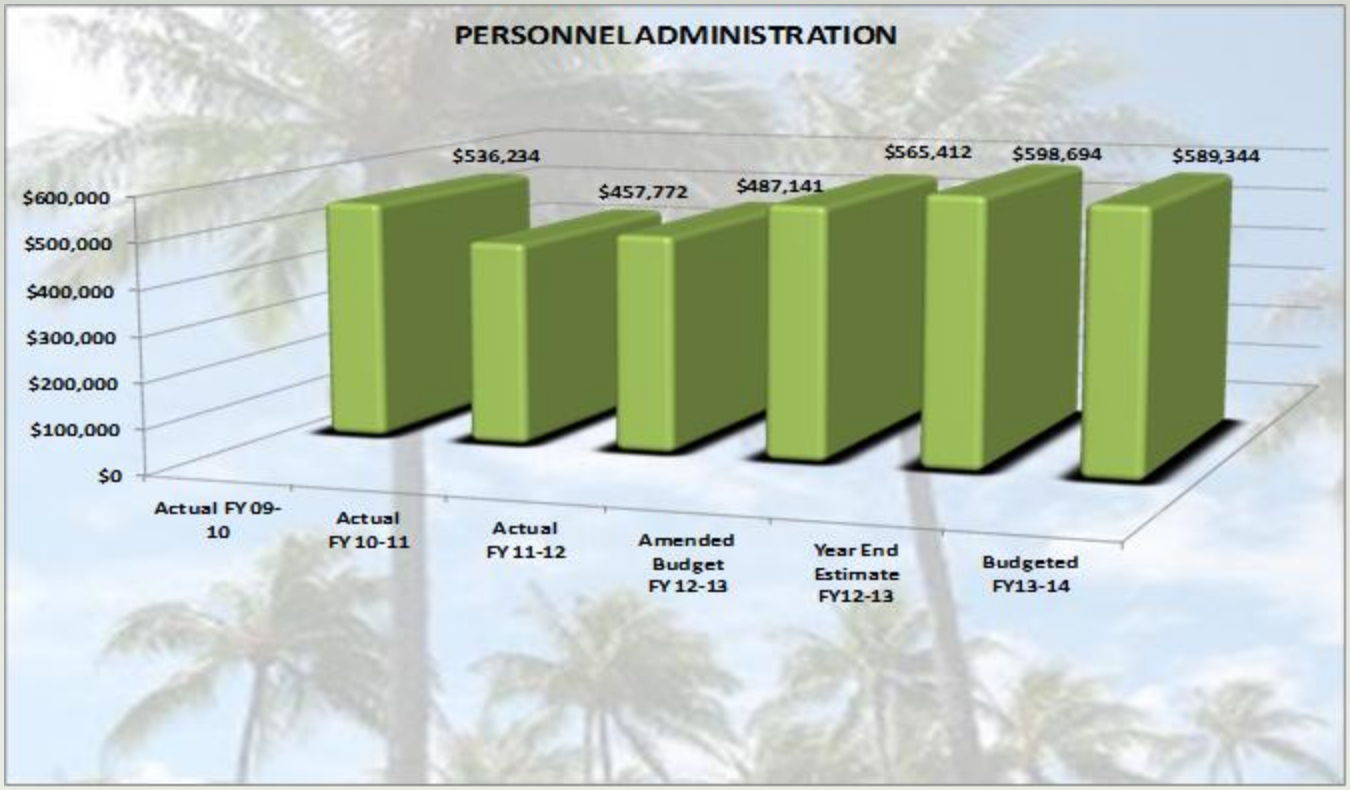
Personnel

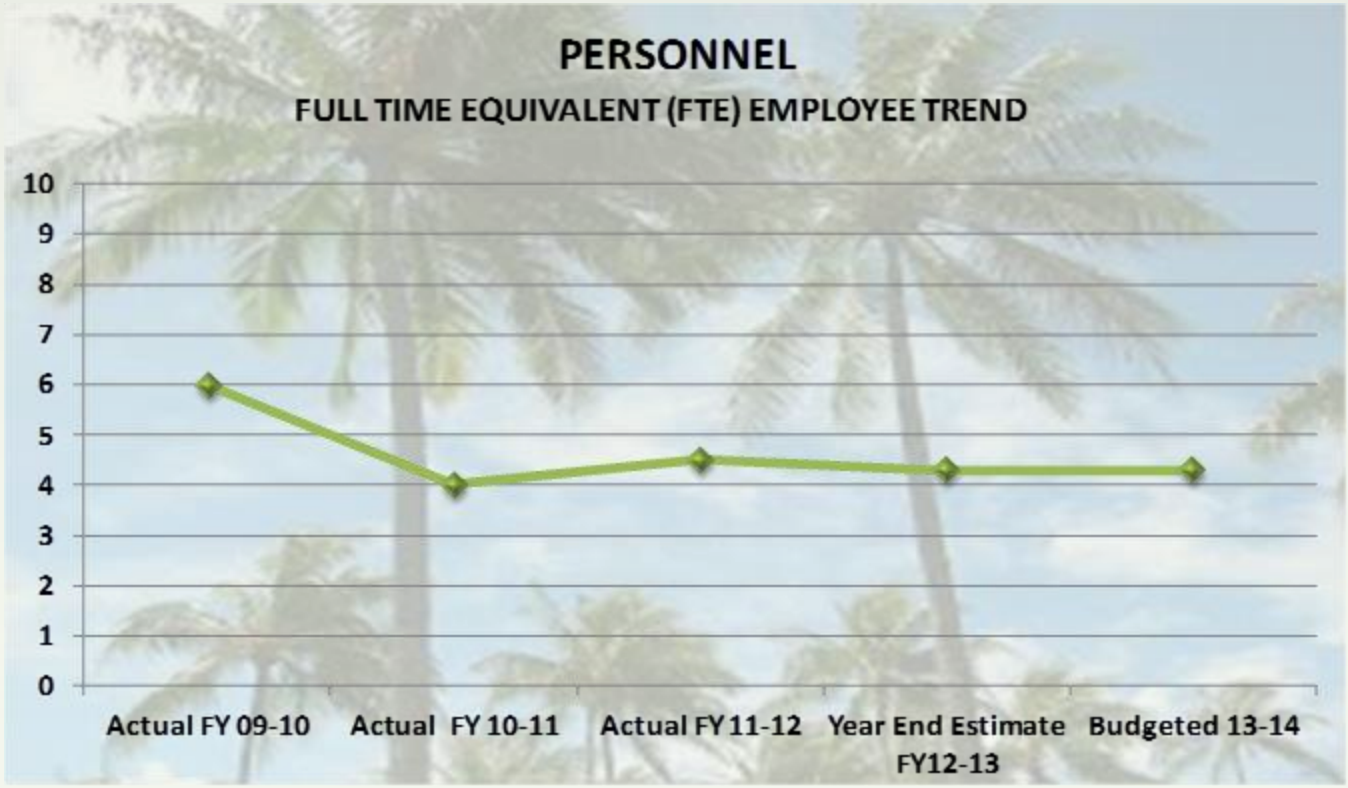
Mission Statement: Recruit and hire diverse staff, and develop and retain competent and healthy employees while providing competitive benefits. Ensure compliance with city, county, state, and federal regulations and laws.



Personnel

Expenditure History and Full Time Employee Trends





Personnel

Strategic Management Plan

Goal 1: Enhance the use of technology to create a more effective and efficient department.

Objective 1.1. Streamline and automate personnel operations and procedures.

Goal 2: Attract and maintain an experienced, competitive, and diverse workforce.

Objective 2.1. Improve employee education.

Objective 2.2. Improve customer service skills of all City employees.

Objective 2.3. Provide a competitive benefits package that helps recruit and retain employees.

Goal 3: Strengthen leadership/management/supervisory skills.

Objective 3.1. Develop and implement management training modules.

Goal 4: Improve workforce health.

Objective 4.1. Reduce health insurance costs and insurance experience rating.

Goal 5: Secure archived files of past employees and department documents.

Objective 5.1. Prevent unauthorized access to personnel files and documents and prevent ID theft.

Goal 6: Compile personnel rules, policies and procedures.

Objective 6.1. Ensure rules and policies are documented and communicated.

Central Performance Measures (CPM):	Target Date	Fiscal Impact
• Review and revamp all processes and procedures.	10/2014	No
• Provide training on policies, regulations, and laws that will increase staff awareness and compliance.	10/2014	Yes
• Provide onsite GED program.	09/2014	Yes
• Provide in-house training for licenses and certificate programs.	12/2014	Yes
• Implement online benefits enrollment system.	10/2014	No
• Implement new federal health care reform initiatives.	10/2014	Yes
• Electronically store personnel files and documents.	10/2014	Yes
• Develop department SOP.	06/2014	No
• Hire a consultant to compile and create an official Standard Operating Procedures (SOP).	10/2014	Yes

Strategic Management Plan Continued

Core Responsibilities:

- Coordinate and implement recruiting, testing, interviewing and hiring of prospective employees including background screening and fingerprinting, medical exams and verifying employment eligibility and US work authorization
- Position control as well as classification and pay administration
- Employee benefits and billing; maintaining accurate records or participants covered under insurance plans and flexible benefits; assisting employees with claims issues
- Coordinating wellness programs
- Labor relations and administration of collective bargaining agreements
- Managing Unemployment Claims
- Processing discrimination and harassment charges and Personnel Board appeal hearings
- Coordinating Employee Training Programs
- Coordinating Drug Free Workplace programs and Federal Omnibus Transportation Employee Testing Act
- Complying with COBRA, FMLA, ADA, FLSA and HIPAA regulations

Personnel

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	402,215	386,581	421,406	442,430
Operating Expenses	49,993	136,311	134,768	105,749
Internal Services	16,823	23,680	23,680	21,577
Operating Budget	469,031	546,572	579,854	569,756
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	18,110	18,840	18,840	19,588
Total Budget	**487,141**	**565,412**	**598,694**	**589,344**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Personnel Administration Director	37	1
Assistant Personnel Director	32	1
Personnel Specialist	24	1
Clerical Technician	16	0
Confidential Secretary	20	1

Total # of Full-Time Employees 4

2013-14 Operating Budget:	569,756
2012-13 Operating Budget:	546,572
Dollar Change:	23,184
Percentage Change:	4.24%
2013-14 Personnel - F.T.E's:	4.28
2012-13 Personnel - F.T.E's:	4.28
Personnel Change:	0.00

Personnel

Budget Objective Form

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

$ 74,284

Objective:
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:

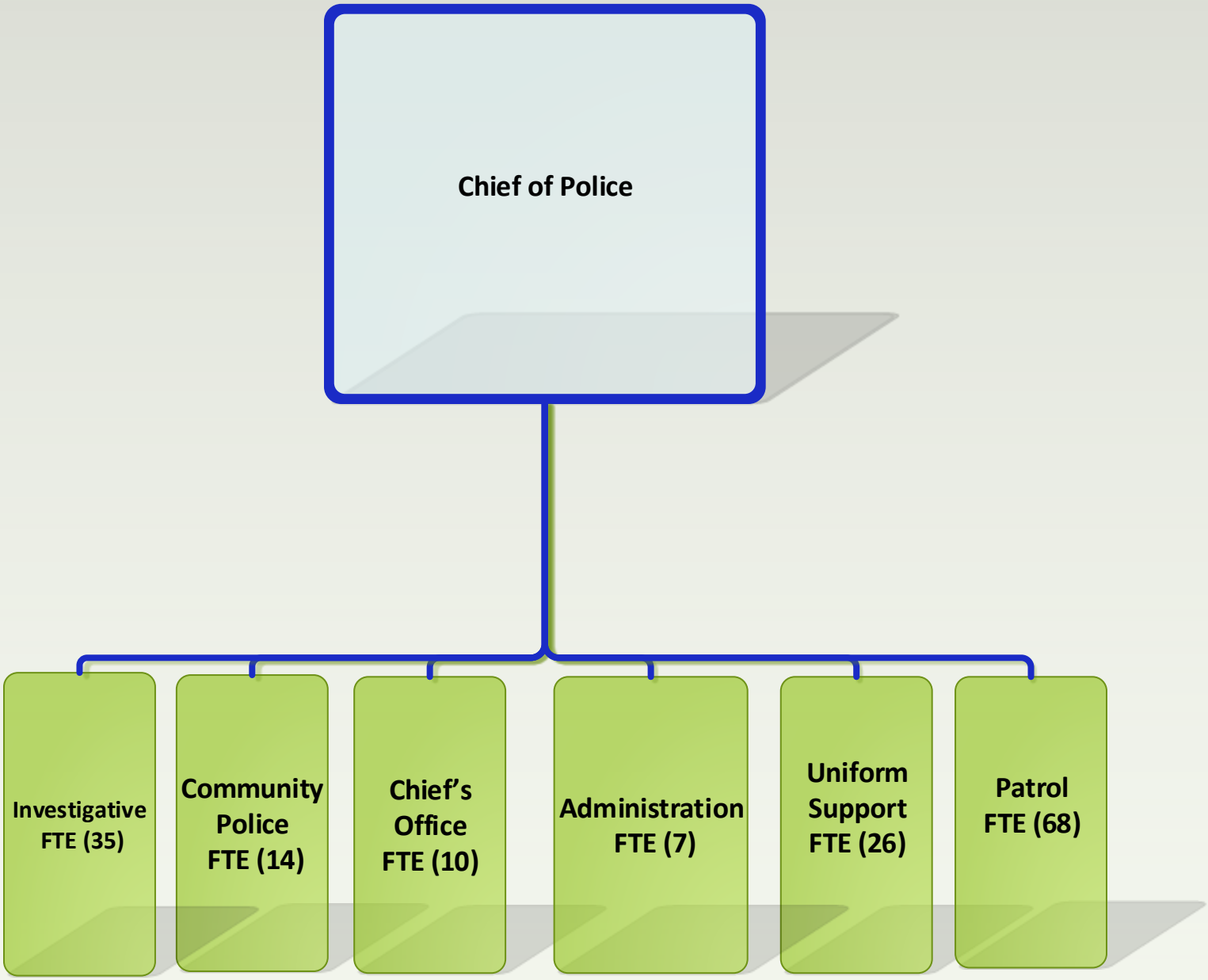
$ -	001	**Personnel Administration Services:** Coordinate and implement personnel services including: recruiting, testing, interviewing of prospective employees, and placement activities; position control; classification and pay administration; records management; managing employee benefits and billings, 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.
$ 4,075	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.
$ 13,000	003	**Specialized Training:** Provide registration fees for employees from each department to attend seminars and workshops that will improve their job skills/knowledge.
$ 200	004	**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.

Budget Objective Form

$	50,000	005	**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.
$	2,796	006	**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.
$	3,013	007	**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.
$	-	008	**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.
$	-	009	**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.
$	-	010	**Supervisory Training** (max. 25 employees per 1 day session)
$	1,200	011	**Wellness Program:** Community event registrations, t-shirts, supplies, health risk assessments, nutrition/health screenings and seminars.

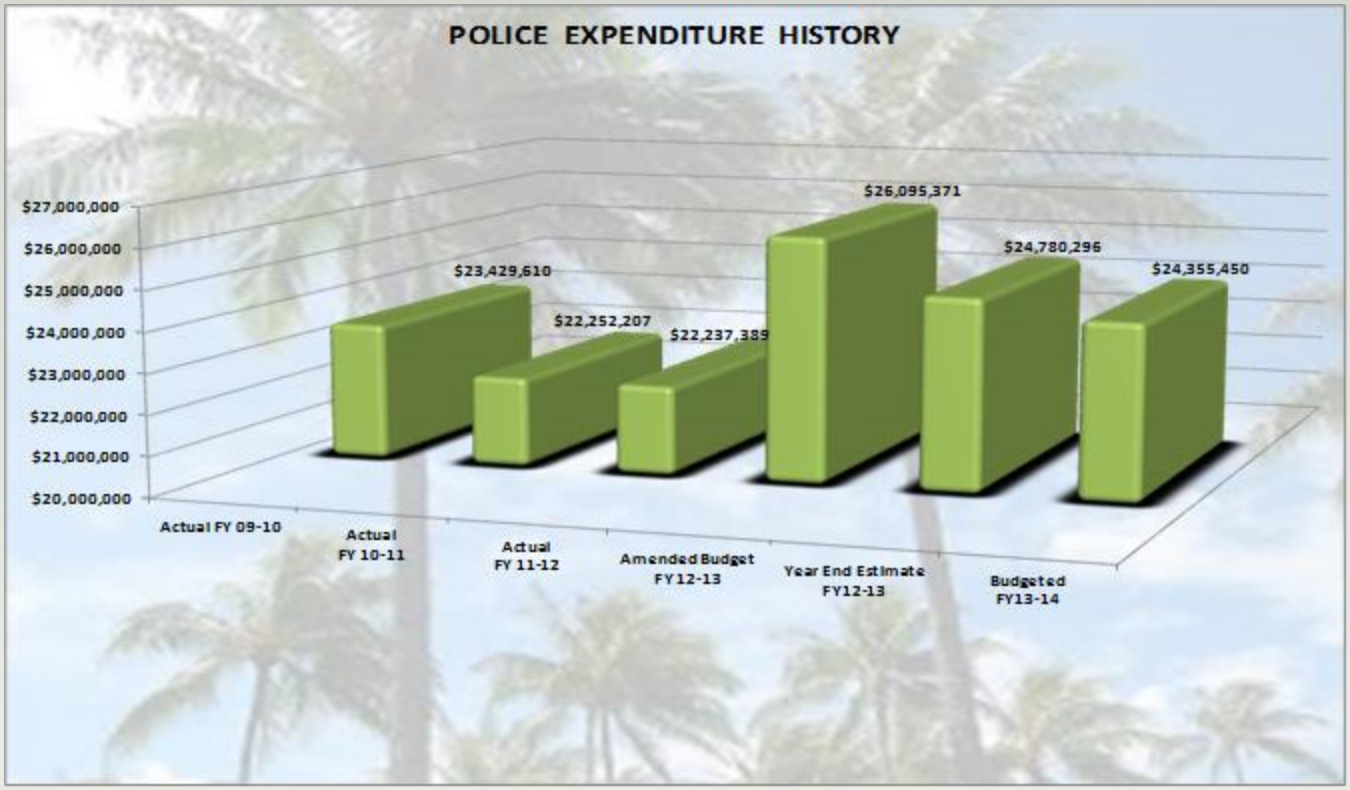
Police

Mission Statement: The North Miami Police Department, in partnership with the community, is committed to providing professional, efficient, and courteous public service by creating a safe environment and improving the quality of life for those we serve in an atmosphere of respect, courtesy, and integrity.



Police

Expenditure History and Full Time Employee Trends



Police

Strategic Management Plan

GOAL 1: REDUCE PART 1 CRIMES CITYWIDE BY 7%.

Objective 1.1: Improve quality of criminal investigations (GIU).
Objective 1.2: Reduce violent crime (CST).
Objective 1.3: Reduce vice and illegal drug activity (SIU).
Objective 1.4: Improve quality of investigations (SVU) and Improve crime analysis.
Objective 1.5: Increase the use of non-criminal strategies (CCU).
Objective 1.6: Optimize community oriented policing as a crime fighting tool (CSS).
Objective 1.7: Increase traffic enforcement as a crime fighting strategy (MOTORS).
Objective 1.8: Enhance boating and water safety (MARINE).
Objective 1.9: Improve patrol function (PATROL).

GOAL 2: INCREASE POLICE DEPARTMENT AND COMMUNITY INTERACTION.

Objective 2.1: Enhance citizen participation and involvement (CSS).
Objective 2.2: Enhance interaction between patrol section and the public (PATROL).
Objective 2.3: Provide timely information to the public (PIO).

GOAL 3: ENHANCE INTERNAL OPERATIONS.

Objective 3.1: Improve interdepartmental communications.
Objective 3.2: Improve the utilization of community resources.
Objective 3.3: Increase efficiency of the police department (ADMIN).

Central Performance Measures (CPM):	Target Date	Fiscal Impact
• Provide investigators with advanced training in criminal investigations.	09/2015	Yes
• Partner with other local, state, and federal agencies to aggressively investigate criminal activity.	09/2015	No
• Establish a Homicide/Sexual Battery Cold Case Investigator.	09/2015	Yes
• Employ aggressive strategies to reduce street level crimes.	09/2015	No
• Target mid and upper level drug trafficking.	01/2014	No
• Provide investigators with advanced training opportunities in investigations, including, but not limited to, sexual battery, child abuse/ exploitation, elderly abuse/exploitation, and human trafficking.	09/2015	Yes
• Aggressively pursue fundraising sources for Police Athletic League (PAL) activities.	01/2014	No
• Utilize social media to disseminate information (Twitter, Facebook).	01/2014	Yes
• Explore new technological advancements and improve the functionality of existing IT equipment and services.	01/2014	Yes

Strategic Management Plan Continued

Core Responsibilities:

- Present a highly visible police presence throughout the City by utilizing innovative strategies to provide a sense of security for residents, businesses and visitors.
- Reduce Part One Crimes in the City of North Miami. Part one crimes are as follows: (Murder, Sexual battery, Robbery, Aggravated assault, Burglary, Theft, Auto theft).
- Continue our highly coveted status as an accredited Police Department through the Commission for Florida Law Enforcement.
- Conduct proactive and effective law and code enforcement initiatives.
- Provide professional service to all, as we respect cultural diversity within our workforce and within our community.
- Utilize intelligence-based policing through timely statistical analysis and crime trends to customize our crime fighting strategies based on specific problems and geographic locations.
- Maintain partnerships and coalitions with businesses and residential communities with the goal of reducing crime and improving the quality of life.

Police

Budget Summary Form

Department: Police
Dept. #: 08

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	16,708,307	17,790,484	16,209,287	17,771,326
Operating Expenses	3,028,126	3,168,909	3,437,307	3,292,880
Internal Services	1,732,104	2,372,483	2,372,483	2,264,579
Operating Budget	21,468,537	23,331,876	22,019,077	23,328,785
Capital Outlay	0	939,980	937,704	249,130
Debt Service	0	0	0	0
Grants & Aids	0	1,000,000	1,000,000	0
Reserves & Other	768,852	823,515	823,515	777,535
Total Budget	**22,237,389**	**26,095,371**	**24,780,296**	**24,355,450**

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 Executive Assistant	32	1
Police Officer	28O	92
Admin Assistant	27	1
Grants Writer	25	1
Administative 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
Citizens' Crime Watch Coordinator	18	1
Public Service Aide	17	3
Records Technician	16	4
Clerical Technician	16	3
Total # of Full-Time Employees		**160**

2013-14 Operating Budget:	23,328,785
2012-13 Operating Budget:	23,331,876
Dollar Change:	(3,091)
Percentage Change:	-0.01%
2013-14 Personnel - F.T.E's:	160.00
2012-13 Personnel - F.T.E's:	160.00
Personnel Change:	0.00

Police

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	657,417	705,385	682,236	1,178,583
Operating Expenses	11,268	16,914	18,346	94,810
Internal Services	38,918	61,400	61,400	83,164
Operating Budget	707,603	783,699	761,982	1,356,557
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	29,441	36,706	36,706	5,665
Total Budget	**737,044**	**820,405**	**798,688**	**1,362,222**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Police Chief	41	1
Assistant Police Chief	39	2
Police Executive Assistant	32	1
Police Sergeant	31S	1
Police Officer	28O	1
Police Administrator	31	1
Aministrative Assistant	27	1
Grants Writer	25	1
Clerical Technician	16	1
Total # of Full-Time Employees		**10**

2013-14 Operating Budget:	1,356,557
2012-13 Operating Budget:	783,699
Dollar Change:	572,858
Percentage Change:	73.10%
2013-14 Personnel - F.T.E's:	10.00
2012-13 Personnel - F.T.E's:	5.00
Personnel Change:	5.00

Budget Objective Form

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

Objective:

$1,362,222 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:

$ 999,881 001

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.

$ 362,341 002

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.

Police

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	7,490,260	8,419,072	7,534,000	8,115,029
Operating Expenses	307,504	317,593	318,406	325,760
Internal Services	879,587	1,198,492	1,198,492	1,149,310
Operating Budget	8,677,351	9,935,157	9,050,898	9,590,099
Capital Outlay	0	0	0	12,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	331,027	363,826	363,826	373,624
Total Budget	**9,008,378**	**10,298,983**	**9,414,724**	**9,975,723**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Police Major	36	1
Police Commander	33	4
Police Sergeant	31S	9
Police Officer	28O	53
Administrative Coordinator	22	1

Total # of Full-Time Employees **68**

2013-14 Operating Budget:	9,590,099
2012-13 Operating Budget:	9,935,157
Dollar Change:	(345,058)
Percentage Change:	-3.47%
2013-14 Personnel - F.T.E's:	68.00
2012-13 Personnel - F.T.E's:	**76.00**
Personnel Change:	**-8.00**

Budget Objective Form

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

$ 9,962,723

Objective:
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:

$ 9,507,961	001	**Uniform Patrol:** Protects life and property by patrolling City streets; providing traffic enforcement; responding to calls for police service; and apprehending criminal offenders.
$ 454,762	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.

Police

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	2,612,956	2,423,637	2,376,701	1,589,306
Operating Expenses	1,332,526	1,468,848	1,466,943	37,632
Internal Services	283,663	391,862	391,862	220,362
Operating Budget	**4,229,145**	**4,284,347**	**4,235,506**	**1,847,300**
Capital Outlay	0	2,276	0	0
Debt Service	0	0	0	0
Grants & Aids		1,000,000	1,000,000	0
Reserves & Other	112,350	117,293	117,293	69,535
Total Budget	**4,341,495**	**5,403,916**	**5,352,799**	**1,916,835**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Police Major	36	1
Police Sergeant	31S	2
Police Officer	28O	7
Code Compliance Officer	23	1
Administrative Specialist	18	1
Citizens Crime Watch Coordinato	18	1
Clerical Technician	16	1
Total # of Full-Time Employees		**14**

2013-14 Operating Budget:	1,847,300
2012-13 Operating Budget:	4,284,347
Dollar Change:	(2,437,047)
Percentage Change:	-56.88%
2013-14 Personnel - F.T.E's:	**14.00**
2012-13 Personnel - F.T.E's:	**21.00**
Personnel Change:	**-7.00**

Police

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

$1,916,835

Objective:
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:

$ 488,935	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.
$ 934,816	002	**Community Services Unit:** Provides the department with specialized patrol officers to maintain an ongoing awareness of community needs and concerns and to provide appropriate police responses resulting in such projects as the Neighborhood Mobile Patrol, Crime Prevention Program, and the Citizens' Police Academy.
$ 294,621	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.
$ 108,652	004	**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.

Budget Objective Form

$ -	005	**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.
$ 89,811	006	**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.

Police

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services				2,325,715
Operating Expenses				1,850,383
Internal Services				274,776
Operating Budget	**0**	**0**	**0**	**4,450,874**
	No history due to reorganization			
Capital Outlay	0	0	0	159,026
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	115,662
Total Budget	**0**	**0**	**0**	**4,725,562**

PERSONAL SERVICES DETAIL:

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

2013-14 Operating Budget:	4,450,874	
2012-13 Operating Budget:	-	***
Dollar Change:		
Percentage Change:		
2013-14 Personnel - F.T.E's:	26.00	
2012-13 Personnel - F.T.E's:		
Personnel Change:	26.00	

Budget Objective Form

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

Objective:

$4,566,536 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:

$2,401,058	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.
$ 286,166	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.
$1,574,752	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.
$ 204,490	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.

Police

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	3,911,547	4,191,795	3,589,024	4,033,790
Operating Expenses	106,792	141,192	132,121	169,553
Internal Services	415,401	572,757	572,757	495,456
Operating Budget	4,433,740	4,905,744	4,293,902	4,698,799
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	197,622	212,234	212,234	187,336
Total Budget	**4,631,362**	**5,117,978**	**4,506,136**	**4,886,135**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Police Major	36	1
Police Commander	35	1
Police Sergeant	31S	3
Police Officer	28O	24
Crime Scene Technician	22	3
Crisis Intervention Specialist	21	1
Crime Analyst	20	1
Clerical Technician	16	1
Total # of Full-Time Employees		**35**

2013-14 Operating Budget:	4,698,799
2012-13 Operating Budget:	4,905,744
Dollar Change:	(206,945)
Percentage Change:	-4.22%
2013-14 Personnel - F.T.E's:	35.00
2012-13 Personnel - F.T.E's:	35.00
Personnel Change:	0.00

Budget Objective Form

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

$4,886,135

Objective:
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:

$2,803,227	001	**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.
$1,656,668	002	**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.
$ 267,758	003	**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.
$ 68,603	004	**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.

Budget Objective Form

$ 89,879	005	**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.

Police

Budget Summary Form

Department: Police
Division: **Administration**
Dept / Division #: 08 / 435

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	2,036,127	2,050,595	2,027,326	528,903
Operating Expenses	1,270,036	1,224,362	1,501,491	814,742
Internal Services	114,535	147,972	147,972	41,511
Operating Budget	3,420,698	3,422,929	3,676,789	1,385,156
Capital Outlay	0	937,704	937,704	78,104
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	98,412	93,456	93,456	25,713
Total Budget	**3,519,110**	**4,454,089**	**4,707,949**	**1,488,973**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Police Major	36	1
Police Records Supervisor	21	1
Crime Scene Technician	**22**	**1**
Records Technician	16	4
Total # of Full-Time Employees		**7**

2013-14 Operating Budget:	1,385,156
2012-13 Operating Budget:	3,422,929
Dollar Change:	(2,037,773)
Percentage Change:	-59.53%
2013-14 Personnel - F.T.E's:	**7.00**
2012-13 Personnel - F.T.E's:	28.90
Personnel Change:	**-21.90**

Budget Objective Form

Department: Police
Division: **Administration**
Dept #: 8
Division #: 435

$1,488,973

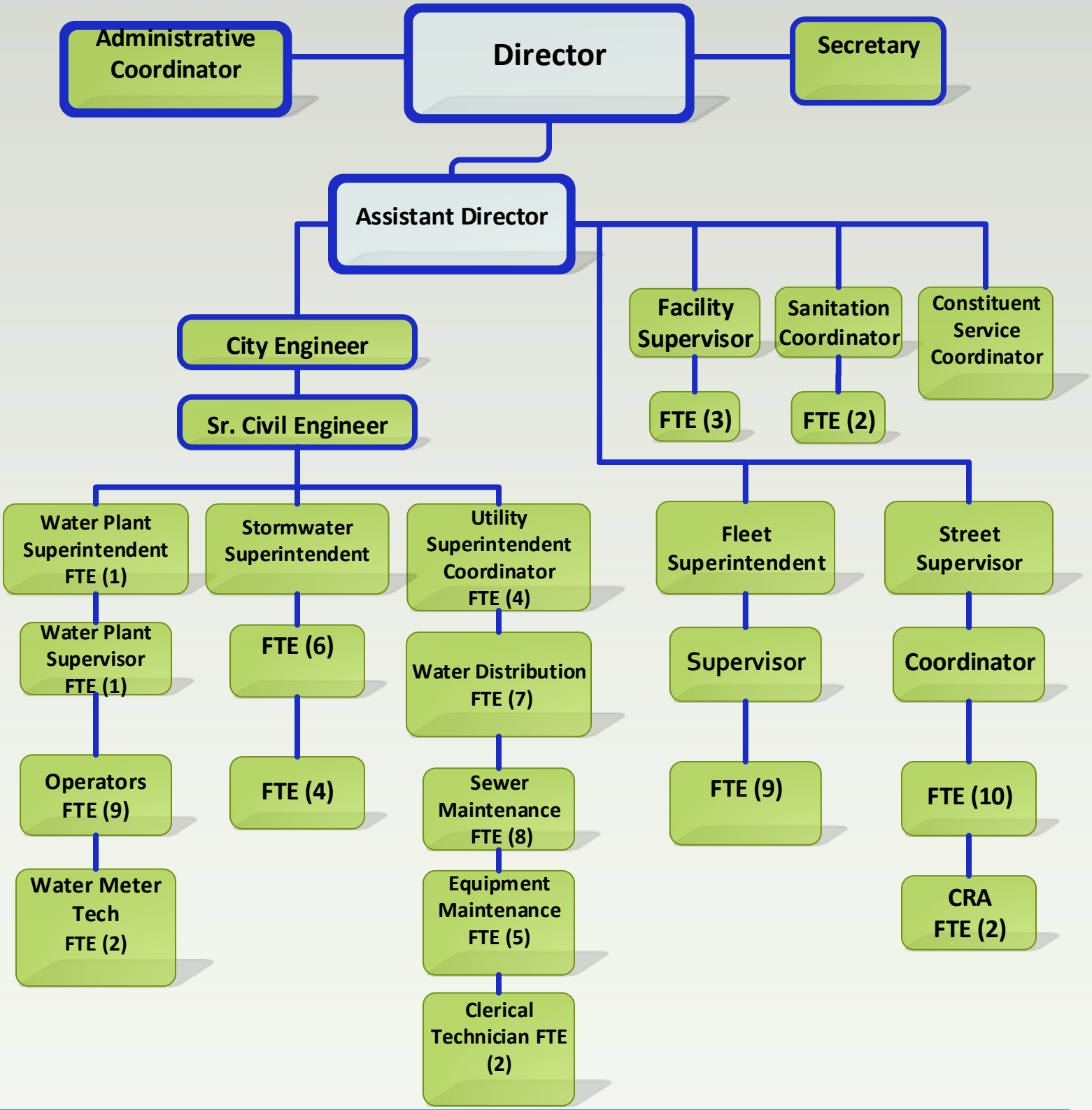
Objective:
To provide efficient and effective services in the following areas: police records management functions, lobby reception, vehicle fleet, property and evidence control, and building maintenance.

ACTIVITIES:

$ 776,420	**001**	**Records/ID Bureau:** Responsible for processing, data entry, and archiving of all police reports and citations into the automated police records management system; provides copies of police reports/documents and statistical information to police personnel, City officials, and the public; operates the ID Bureau by photographing and fingerprinting arrestees; processes subpoenas served on police personnel.
$ 225,036	**002**	**Quartermaster:** Orders and issues all uniforms, equipment, and supplies to department personnel; handles the Property Room operations by maintaining an inventory of presently-held property to enable disposal of closed cases, processing incoming property, and facilitating the disposal of unclaimed property as appropriate; stores and issues department-issued firearms and supplies and ensures firearms in evidence are processed under Miami-Dade Police Department's "Drug Fire" Program.
$ 451,374	**003**	**Building Operations and Maintenance:** Provides building service contracts, utility fees, and equipment/supplies requiered to operate and maintain the police facility.
$ 36,143	**004**	**Lobby Receptionists:** Operation of the switchboard and staffing the reception desk in the lobby on the first floor of the police building by three part-time receptionists.
$ -	**005**	**Vehicle:** Maintenance and replacement

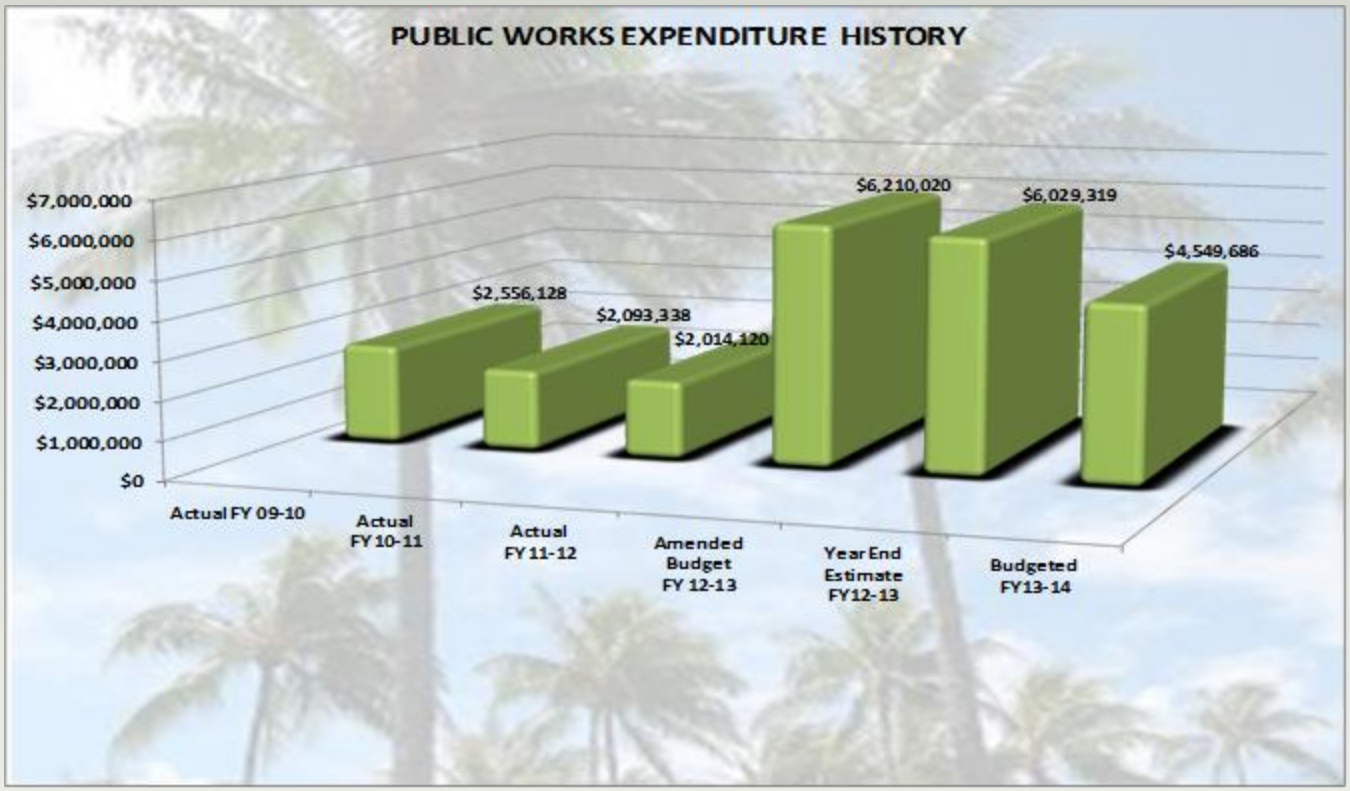
Public Works

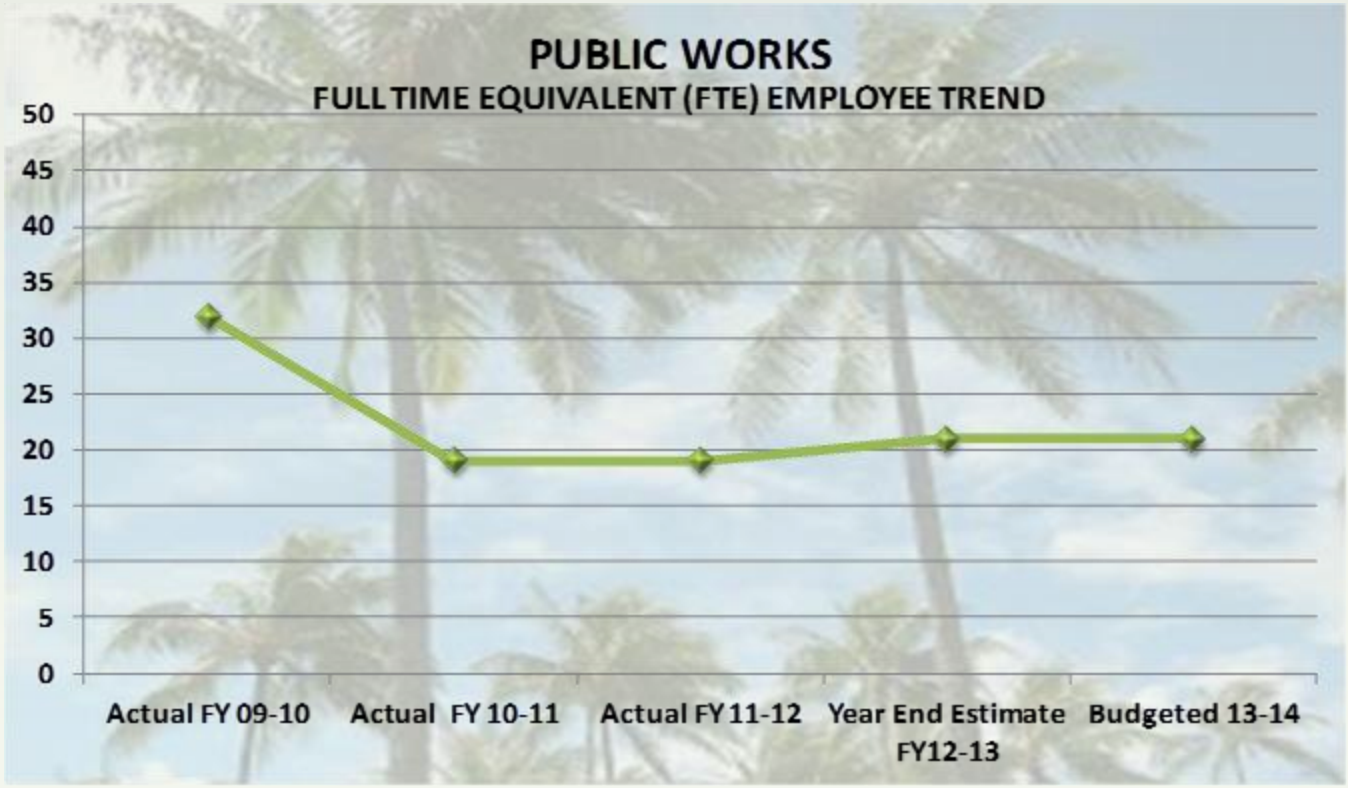
Mission Statement: Enhance the quality of life, and health and safety of all residents by rendering proper and efficient sanitation, street, water, sewer, storm-water, fleet management, and building maintenance services.



Public Works

Expenditure and Full Time Employee History Charts





Public Works

Strategic Management Plan

Goal 1: Enhance internal operation.

Objective 1.1. Increase the number of employees with high competency levels.

Goal 2: Utilize resources efficiently.

Objective 2.1. Seek grants and act as a responsible steward of public funds.

Objective 2.2. Use the Geographic Information System (GIS) for optimal management operations.

Goal 3: Cultivate higher levels of customer service and community relations.

Objective 3.1. Improve immediate response time and reactions to projects.

Goal 4: Establish a reliable and efficient fleet.

Objective 4.1. Establish a fleet management system to reduce fuel consumption by 20% annually.

Objective 4.2. Improve inventory tracking system.

Goal 5: Increase functionality of the drainage system, streets, and sidewalks.

Objective 5.1. Comply with the National Pollutant Discharge Elimination System (NPDES) requirements.

Objective 5.2. Contribute to a more pedestrian friendly community.

Goal 6: Maintain an efficient operation of sanitary sewer, water distribution, and the water plant.

Objective 6.1. Effectively manage the sanitary sewer collection system in compliance with all regulations.

Objective 6.2. Maintain a safe and economic performance of the water distribution system.

Objective 6.3. Provide a safe and dependable, portable water supply.

Central Performance Measures (CPM):	Target Date	Fiscal Impact
• Set a standard response time for each division.	03/2014	No
• Increase grant submittals by 10%.	03/2014	Yes
• Improve staff involvement in the budget process.	10/2014	Yes
• Minimize operational cost by reducing	03/2014	Yes
• Work with IT to acquire and implement fleet management software.	03/2014	Yes

Strategic Management Plan Continued

Central Performance Measures (CPM):	Target Date	Fiscal Impact
• Annually replace a fifth of the fleet with fuel efficient vehicles.	10/2017	Yes
• Maintain fleet for an average of 5-7 years.	01/2018	Yes
• Upgrade stormwater system based on priorities established in the Master Plan.	10/2014	Yes
• Improve the response time to major	03/2014	Yes
• Increase bike lanes in main thoroughfare – 125th and 135th Streets – connecting Biscayne Boulevard and I-95.	10/2014	Yes
• Develop pedestrian bridges over the	10/2014	Yes
• Upgrade and maintain all pump station equipment for reliable operation.	03/2014	Yes
• Upgrade facilities using five phases of operation.	10/2015	Yes
• Establish the GIS to maintain a City comprehensive data base.	12/2014	No
• Utilize the GIS to develop data sets for planning projects and work.	10/2014	No
• Utilize the GIS to determine the City's current and future infrastructure liability.	12/2014	No
• Utilize the GIS to monitor the current conditions of the City's infrastructure.	10/2014	No
• Utilize the GIS to design infrastructure improvements with sound engineering judgment.	03/2014	Yes

Core Responsibilities:

- Provide administrative engineering, project managing, GIS/CADD services, electrical, and financial analysis to ensure the needs are met in an efficient manner.
- Ensure pumping and treatment of raw water and potable water that meets all Federal, State and Local requirements to provide potable and pleasant drinking water to all customers of the City's Utility.
- Operate and maintain 47 sanitary sewer pump stations, which collect and transport wastewater from customers to a Miami-Dade treatment facility.
- Install, repair and maintain water meters, water mains, service lines and fire hydrants for over 80,000 customers.
- Repair and maintain the sewer gravity mains, sewer force main laterals, and all emergency sewer line backups and breaks.
- General maintenance and repair of City streets, City owned parking lots, bridges, seawalls, sidewalks and potholes, and contractor work.
- Perform maintenance and repairs for (7) City buildings, while overseeing the contractual janitorial service for cleaning the City buildings.
- Comply with the NPDES permit requirements: Maintain the City Stormwater system by cleaning leaves and debris from manholes, catch basins exfiltration systems, and street sweeping of streets within the City.
- Responsible for a fleet division that includes 430 pieces of vehicles and equipment.
- Coordinate and oversee the City's Sanitation contractor Waste Pro for the residential and multi-family garbage, trash and recycling pick-up. Conducts residential and commercial inspections to enforce compliance with the City codes and department rules and regulations regarding solid waste.

Public Works

Budget Summary Form

Department: Public Works
Dept #: 10

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	1,290,992	1,997,338	1,919,894	1,715,525
Operating Expenses	365,722	2,220,208	2,134,945	2,313,261
Internal Services	252,594	529,650	429,702	440,221
Operating Budget	1,909,308	4,747,196	4,484,541	4,469,007
Capital Outlay	41,394	1,304,112	1,386,066	50,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	63,418	158,712	158,712	73,191
Total Budget	**2,014,120**	**6,210,020**	**6,029,319**	**4,592,198**

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	1
Administrative Coordinator	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 23

2013-14 Operating Budget:	4,469,007
2012-13 Operating Budget:	4,747,196
Dollar Change:	(278,189)
Percentage Change:	-5.86%
2013-14 Personnel - F.T.E's:	23.00
2012-13 Personnel - F.T.E's:	22.00
Personnel Change:	1.00

Public Works

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	363,874	901,184	916,983	583,135
Operating Expenses	24,165	1,869,512	1,760,540	1,897,774
Internal Services	17,957	206,576	206,576	106,628
Operating Budget	405,996	2,977,272	2,884,099	2,587,537
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	15,713	105,973	105,973	26,287
Total Budget	**421,709**	**3,083,245**	**2,990,072**	**2,613,824**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Public Works Director	41	1
Constituent Service Coordinator	25	1
Code Compliance Officer	23	1
Administrative Coordinator	22	1
Sanitation Coordinator	22	1
Secretary	20	1
Total # of Full-Time Employees		**6**

2013-14 Operating Budget:	2,587,537
2012-13 Operating Budget:	2,977,272
Dollar Change:	(389,735)
Percentage Change:	-13.09%
2013-14 Personnel - F.T.E's:	6.00
2012-13 Personnel - F.T.E's:	5.00
Personnel Change:	1.00

Public Works

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	705,911	826,941	796,072	884,738
Operating Expenses	80,749	112,001	101,295	175,192
Internal Services	208,109	288,460	288,460	300,852
Operating Budget	994,769	1,227,402	1,185,827	1,360,782
Capital Outlay	41,394	554,112	566,112	50,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	33,772	39,444	39,444	34,078
Total Budget	**1,069,935**	**1,820,958**	**1,791,383**	**1,444,860**

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		**12**

2013-14 Operating Budget:	1,360,782
2012-13 Operating Budget:	1,227,402
Dollar Change:	133,380
Percentage Change:	10.87%
2013-14 Personnel - F.T.E's:	12.00
2012-13 Personnel - F.T.E's:	12.00
Personnel Change:	0.00

Budget Objective Form

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

Objective:
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.

$1,444,860

ACTIVITIES:

$ 195,616	001	**Streets Administration:** Provide supervisory support for the Streets Division and clerical support for the Streets, Stormwater Utility and Facility Maintenance Divisions. Responsibilities include scheduling projects, communicating with vendors, coordinating and directing work crews, responding to resident complaints, inspecting work done by outside contractors and all clerical support required to maintain the divisions.
$ 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
$ 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.

Public Works

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	221,207	269,213	206,839	247,652
Operating Expenses	260,808	238,695	273,110	240,295
Internal Services	26,528	34,614	34,614	32,741
Operating Budget	508,543	542,522	514,563	520,688
Capital Outlay	0	750,000	819,954	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	13,933	13,275	13,295	12,826
Total Budget	**522,476**	**1,305,797**	**1,347,812**	**533,514**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Facility Maintenance Supervisor	25	1
Trades Mechanic	20	2
Maintenance Mechanic	18	0
Custodian	15	1
Total # of Full-Time Employees		**4**

2013-14 Operating Budget:	520,688
2012-13 Operating Budget:	542,522
Dollar Change:	(21,834)
Percentage Change:	-4.02%
2013-14 Personnel - F.T.E's:	4.00
2012-13 Personnel - F.T.E's:	4.00
Personnel Change:	0.00

Budget Objective Form

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

Objective:

$ 533,514 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:

$ 432,891	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.
$ 82,011	002	**Custodial Services:** Provide daily housekeeping services at four (4) facilties: 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.
$ 18,612	003	**Vehicle Maintenance & Replacement**

Public Works

Project Description:	Stormwater Improvements		
Department:	Public Works - Stormwater	Project #	
Division:	Stormwater Maintenance & Operations	Totals	$500,000
Account Number:	490-10-621XXX-538-XXX-000	Request Type	Replacement
Project Location:	Various Locations	Priority Level	Regulatory Requirement

Objective:

Funds needed to continue construction of drainage improvements as outlined in the adopted Stormwater Master Plan

Justification:

This level provides findings for the construction of Drainage Improvements to drainage basin as outlined in the Stormwater Master Plan. This will alleviate flooding and also address water quality needs to be in compliance with the City's NPDES Permit. FY12-13 funds will be re-appropriated for FY13/14.

Project Estimates:

Object Code	Description	Prior Years	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Total Estimate
620	Basin construction		500,000	1,500,000	500,000	2,000,000	500,000	5,000,000
								-
								-
								-
								-
								-
								-
								-
Total		-	500,000	1,500,000	500,000	2,000,000	500,000	5,000,000

Funding Source	Fund #	% Funding	Prior Years	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Total Estimate
Storm Wtr	490	0%		-					-
									-
									-
									-
Total		0%	-	-	-	-	-	-	-

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

FY14 Operating Cost:	$	-
FY14 Capital Cost:	$	500,000
Future Years' Estimated Annual Cost:	$	-

Public Works

Project Description:	Vehicle Replacement		
Department:	Public Works	Project #	
Division:	Stormwater	Totals	$110,000
Account Number:	490-10-621XXX-538-XXX-000	Request Type	Additional Funds
Project Location:		Priority Level	Improvement

Objective:

To Replace three vehicles, #2061, #2063 and #2067 which are 2003 pick-up trucks.

Justification:

These vehicles have been in service for over 10 years and have exceeded their useful life. Due to their age and nature of work they require exterior, interior and engine work making the cost of repairs and maintenance uneconomical . These vehicles are required to transport workers, equipment and materials to various Stormwater job sites on a daily basis and for emergency situations after hours.

Project Estimates:

Object Code	Description	Prior Years	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Total Estimate
601	Replace Vehicle # 2061		30,000					30,000
601	Replace Vehicle # 2063		35,000					35,000
601	Replace Vehicle # 2067		45,000					45,000
								-
								-
								-
								-
								-
Total		-	110,000	-	-	-	-	110,000

Funding Source	Fund #	% Funding	Prior Years	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Total Estimate
Storm Wtr	490	100%		110,000					110,000
									-
									-
									-
Total		100%	-	110,000	-	-	-	-	110,000

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

Names: Numbers:

FY14 Operating Cost:	$	-
FY14 Capital Cost:	$	110,000
Future Years' Estimated Annual Cost:	$	-

Public Works

Project Description:	Stormwater Improvements		
Department:	Public Works - Stormwater	Project #	
Division:	Stormwater Maintenance & Operations	Totals	$500,000
Account Number:	490-10-621XXX-538-XXX-000	Request Type	Replacement
Project Location:	Various Locations	Priority Level	Regulatory Requirement

Objective:

Funds needed to continue construction of drainage improvements as outlined in the adopted Stormwater Master Plan

Justification:

This level provides findings for the construction of Drainage Improvements to drainage basin as outlined in the Stormwater Master Plan. This will alleviate flooding and also address water quality needs to be in compliance with the City's NPDES Permit. FY12-13 funds will be re-appropriated for FY 13/14.

Project Estimates:

Object Code	Description	Prior Years	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Total Estimate
620	Basin construction		500,000	1,500,000	500,000	2,000,000	500,000	5,000,000
								-
								-
								-
								-
								-
								-
								-
Total		-	500,000	1,500,000	500,000	2,000,000	500,000	5,000,000

Funding Source	Fund #	% Funding	Prior Years	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Total Estimate
Storm Wtr	490	0%		-					-
									-
									-
									-
Total		0%	-	-	-	-	-	-	

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

Names: Numbers:

FY14 Operating Cost:	$	-
FY14 Capital Cost:	$	500,000
Future Years' Estimated Annual Cost:	$	-

Public Works

Project Description:	Preventive Maintenance for Generators		
Department:	Public Works	Project #	
Division:	Equipment Maintenance	Totals	$8,500
Account Number:	420-10-644XXX-536-311-000	Request Type	New Request
Project Location:		Priority Level	Regulatory Requirement

Objective:

To provide preventive maintenance for generators at the City lift stations.

Justification:

To prevent hazards through-out the City generators need to be maintained to ensure function ability during emergencies and power outage.

Project Estimates:

Object Code	Description	Prior Years	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Total Estimate
311	Service to Lift Stat. Generators		8,500	8,500	8,500	10,000	10,000	45,500
								-
								-
								-
								-
								-
								-
								-
Total		-	8,500	8,500	8,500	10,000	10,000	45,500

Funding Source	Fund #	% Funding	Prior Years	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Total Estimate
Gen Fund	001	0%		-					-
									-
									-
									-
Total		0%	-	-	-	-	-	-	-

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

Notes: footer:

FY14 Operating Cost:	$	-
FY14 Capital Cost:	$	-
Future Years' Estimated Annual Cost:	$	-

Public Works

Project Description:	Software Support and Services		
Department:	Public Works	Project #	
Division:	Equipment Maintenance	Totals	$24,800
Account Number:	420-10-644XXX-536-311-000	Request Type	New Request
Project Location:		Priority Level	Improvement

Objective:

Software Support and Services Contract Renewal for 2012-2015 For The Telemetry System

Justification:

Pursuant to section 24-42.2 (2)(b) of the Miami-Dade County Code, all publicly owned or operated sanitary sewer collection systems shall have the capacity or capability to monitor their pump stations in a manner so as to prevent overflow. The city has installed a SCADA system to meet these requirements. The system requires maintenance and the software and hardware maintenance contracts are necessary to maintain and operate the City's SCADA system.

Project Estimates:

Object Code	Description	Prior Years	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Total Estimate
311	Software and Support Services	19,000	24,800	24,100	24,300	25,000	25,000	142,200
								-
								-
								-
								-
								-
								-
								-
Total		19,000	24,800	24,100	24,300	25,000	25,000	142,200

Funding Source	Fund #	% Funding	Prior Years	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Total Estimate
Gen Fund	001	0%		-					-
									-
									-
									-
Total		0%	-	-	-	-	-	-	-

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

Manager Analysis:

FY14 Operating Cost:	$	-
FY14 Capital Cost:	$	-
Future Years' Estimated Annual Cost:	$	-

Public Works

Project Description:	Conservation Program		
Department:	Public Works	Project #	
Division:	Water Plant	Totals	$54,000
Account Number:	420-10-646XXX-536-XXX-000	Request Type	New Request
Project Location:		Priority Level	Regulatory Requirement

Objective:

Purchase information pamphlets, conservation packets and shower heads for exchange program. Sampling Station, Automatic Flushing System HG-1 Basic/S, T 1 Programmer and Leak Detection System.

Justification:

Miami-Dade WASA (DERM), FDEP and SFWMD requires implementation of a conservation program. In order to comply with our Water Use Permit and support our conservation program. WASA requirements listed in their ordinance, proper educational material and supplies are required in order to provide residents with the resources and information needed to conserve water. Also, funds are requested to replace old outdated Leak Detection Equipment.

Project Estimates:

Object Code	Description	Prior Years	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Total Estimate
605	Leak Detection Equipment		45,000					45,000
395	Conservation items		9,000	16,000	17,000	18,500	20,000	80,500
								-
								-
								-
								-
								-
								-
Total		-	54,000	16,000	17,000	18,500	20,000	125,500

Funding Source	Fund #	% Funding	Prior Years	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Total Estimate
Gen Fund	001	0%		-					-
									-
									-
									-
Total		0%	-	-	-	-	-	-	-

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

FY14 Operating Cost:	$	-
FY14 Capital Cost:	$	45,000
Future Years' Estimated Annual Cost:	$	-

Public Works

Project Description:	Water Projects		
Department:	Public Works - Water & Sewer	Project #	
Division:	Water Distribution	Totals	$2,500,000
Account Number:	420-10-649XXX-536-XXX-000	Request Type	New Request
Project Location:	Through-out the City	Priority Level	Regulatory Requirement

Objective:

Water Main Improvements through-out the city which is identified in the system wide Hydraulic Model.

Justification:

Water Main Improvements as recommend by city consultant not for compliance with regulatory agencies. Water main improvements will improve the city water age, fire flow demands and system pressure. These upgrades will ensure system pressures are maintained, fire protection is provided and water quality required are meet under the Safe Drinking Water Program.

Project Estimates:

Object Code	Description	Prior Years	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Total Estimate
636	Water Main Improvements (SRI		2,500,000	2,500,000	2,500,000			7,500,000
								-
								-
								-
								-
								-
								-
								-
Total		-	2,500,000	2,500,000	2,500,000	-	-	7,500,000

Funding Source	Fund #	% Funding	Prior Years	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Total Estimate
Grants	000	100%		2,500,000	2,500,000	2,500,000			7,500,000
									-
									-
									-
Total		100%	-	2,500,000	2,500,000	2,500,000	-	-	7,500,000

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

Memo: Number:

FY14 Operating Cost:	$	-
FY14 Capital Cost:	$	2,500,000
Future Years' Estimated Annual Cost:	$	-

Project Description:	Sanitary Sewer Rehabilitation		
Department:	Public Works - Water & Sewer	Project #	
Division:	Sewer Collection & Disposal	Totals	
Account Number:	420-10-650000-538-641-000	Request Type	New Request
Project Location:		Priority Level	Critical Repairs

Objective:

This level provides funds the State Revolution Fund (SRF) to implement a 20 plus year rehabiltation for the City's Sanitary Sewer. Also to take corrective actions to satisfy requirement of Peak Flow management Study.

Justification:

The City's Sanitary Sewer System is approximately 50 yrs old, due to the age and condition of the pipes excess groundwaer I/I infilttration that is responsible for sewer backups and excessive sewage treatment charges. City consultants performed a Peak Flow Management Study and SSES which as required by DERM to help identified these areas. The recommendations and corrective actions suggested in the studies must be addressed in order to be in compliance with regulartory agencies. Funding source will come for the SRF Loan Clean Water Program.

Project Estimates:

Object Code	Description	Prior Years	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Total Estimate
641	Force Main Improvements		5,000,000	3,000,000				8,000,000
	Finance Charges							-
								-
								-
								-
								-
								-
								-
Total		-	5,000,000	3,000,000	-	-	-	8,000,000

Funding Source	Fund #	% Funding	Prior Years	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Total Estimate
Grants	000	125%		5,000,000	5,000,000				10,000,000
									-
									-
									-
Total		125%	-	5,000,000	5,000,000	-	-	-	10,000,000

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

Name: Initials:

FY14 Operating Cost:	$	-
FY14 Capital Cost:	$	5,000,000
Future Years' Estimated Annual Cost:	$	-

Public Works

Project Description:	Replace Refueling Station Hard & Software		
Department:	Public Works	Project #	
Division:	Fleet Management	Totals	$26,000
Account Number:	520-10-670XXX-590-XXX-000	Request Type	Replacement
Project Location:	Motorpool	Priority Level	Critical Repairs

Objective:

To purchase new hardware, software and computer system for refueling station.

Justification:

Due to the age of the current system the repair parts are no longer available This rquest for purchasing a new Refueling System will help morintor and track the usage of fuel.

Project Estimates:

Object Code	Description	Prior Years	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Total Estimate
602	Computer		3,000					3,000
605	Hard & Software		23,000					23,000
311	Contractual Services			1,000	1,000	1,000	1,000	4,000
								-
								-
								-
								-
								-
Total		-	26,000	1,000	1,000	1,000	1,000	30,000

Funding Source	Fund #	% Funding	Prior Years	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Total Estimate
Fleet	520	0%		-					-
									-
									-
									-
Total		0%	-	-	-	-	-	-	-

Budget Office Use Only

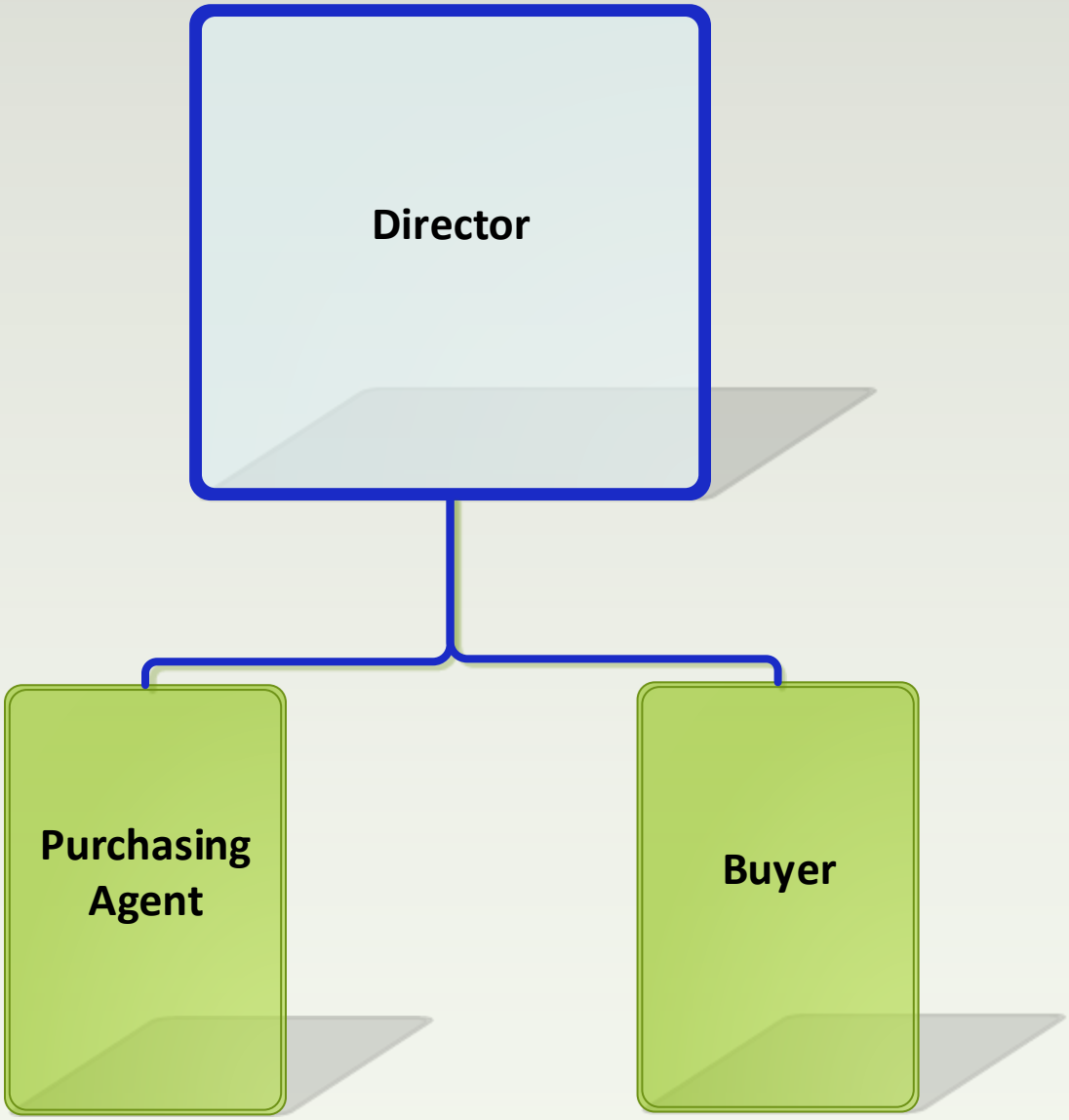
☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

Source Indicator

FY14 Operating Cost:	$	-
FY14 Capital Cost:	$	26,000
Future Years' Estimated Annual Cost:	$	-

Purchasing

Mission Statement: Support City Departments and ensure that the procurement of goods and services are in accordance with City Code, Florida State Statutes and federal law; thus, enhancing the City's reputation of integrity, fairness, and equity with all vendors.



Purchasing

Expenditure and Full Time Employee History Charts

Purchasing

Strategic Management Plan

Goal 1: Evaluate the city-wide purchasing card program (p-card) which had the goal of streamlining small and emergency purchases.

Objective 1.1. Reduce the number of small purchase orders by 60%.

Goal 2: Develop a procurement procedural manual to be used by purchasing staff and end user departments.

Objective 2.1. Provide an automated step by step purchasing process policy guide for user departments.

Goal 3: Implement a city-wide process for tracking contract expirations, renewals, and compliance with terms.

Objective 3.1. Renew City-wide contracts on time and ensure compliance with all terms and conditions.

Goal 4: Apply and win the nationwide "excellence in procurement award."

Objective 4.1. Win the award immediately after obtaining all eligibility criteria.

Central Performance Measures (CPM):	Target Date	Fiscal Impact
• Reevaluate the department in terms of the award criteria.	01/2014	No
• Focus on the award criteria and put in place processes to document the criteria that has been satisfied.	07/2014	No
• Apply for the award.	01/2014	No
• Display a copy of the purchasing process policy guide on the City's Intranet.	12/2013	No
• Streamline the process used by the Purchasing Department to process all contracts.	12/2013	No
• Set up reporting and notification periods for departments to determine available courses of action.	12/2013	No
• Roll out the program to 20 more employees.	04/2014	No
• Evaluate P-card program and users.	09/2013	No

Core Responsibilities:

- Mange the procurement of goods and services ensuring proper procedures are followed and the City receives the most advantageous value for all expenditures.
- Manage ALL City contracts to ensure timely renewals or close outs, resolve vendor disputes and ensure proper funding of contracts. .
- Recommend contracts for award to the City Manager for award by the City Council.
- Manage the City's local preference program and vendor registration process to ensure competition among local vendors.
- Manage the disposal of goods no longer utilized by the City.
- Manage the City's P-Card program to allow for ease in purchasing small dollar items and to reduce the number of small dollar purchase orders.

Purchasing

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	266,701	314,931	260,872	298,999
Operating Expenses	38,961	12,063	44,563	36,683
Internal Services	14,277	19,434	19,434	17,563
Operating Budget	319,939	346,428	324,869	353,245
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	14,047	15,461	15,461	15,944
Total Budget	**333,986**	**361,889**	**340,330**	**369,189**

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

2013-14 Operating Budget:	353,245
2012-13 Operating Budget:	346,428
Dollar Change:	6,817
Percentage Change:	1.97%
2013-14 Personnel - F.T.E's:	3.00
2012-13 Personnel - F.T.E's:	3.00
Personnel Change:	0.00

Purchasing

Budget Objective Form

Department: Purchasing
Division: Purchasing
Dept. #: 18
Division #: 411

Objective:

$ 369,189 To support the City's operations with an uninterrupted flow of materials and services by promoting a sincere commitment to develop specifications and by providing customer friendly service to all departments in obtaining their requirements in the most efficient and cost-effective manner in accordance with the Purchasing Ordinance. The City's auction of surplus items is now done through an online service, and no longer requires funds to be appropriated for staff time at the auction. Instead these funds will now be appropriated for training of the purchasing staff

ACTIVITIES:

$ 369,189 001 **Purchasing:** Develop and provide specifications for the procurement of commodities and services for all City departments. To ascertain the best quality at the lowest price.

Enterprise Funds: Stormwater

Budget Summary Form

Department: Public Works-Stormwater Utility
Dept #: 10

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	566,049	665,359	651,352	650,704
Operating Expenses	1,099,321	1,256,294	1,244,975	1,277,150
Internal Services	121,937	162,899	162,899	171,125
Operating Budget	1,787,307	2,084,552	2,059,226	2,098,979
Capital Outlay	2,300	521,000	521,000	0
Debt Service	183,958	440,633	440,670	441,402
Grants & Aids	0	0	0	0
Reserves & Other	428,843	982,730	27,524	645,805
Total Budget	**2,402,408**	**4,028,915**	**3,048,420**	**3,186,186**

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

2013-14 Operating Budget:	2,098,979
2012-13 Operating Budget:	2,084,552
Dollar Change:	14,427
Percentage Change:	0.69%
2013-14 Personnel - F.T.E's:	9.00
2012-13 Personnel - F.T.E's:	8.00
Personnel Change:	1.00

Budget Objective Form

Department: Public Works-Stormwater Utility
Division: Stormwater Operation & Maintenance
Dept #: 10
Division #: 621

Objective:

$3,186,186 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 information regarding the functions of the utility.

ACTIVITIES:

$ 468,721	001	**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.
$ 294,934	002	**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.
$ 81,219	003	**Street Sweeping:** Cleans and maintains designated streets within the City in order to prevent debris from entering canals through drainage outlets.
$ 96,000	004	**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	005	**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	006	**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.
$ 119,368	007	**Vehicle Maintenance and Replacement:** Provides funds for the daily operation, preventive maintenance, emergency repairs and replacement of vehicles.
$1,069,544	008	**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.
$ 991,381	009	**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.

Enterprise Funds: Water & Sewer

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	3,408,785	3,673,284	3,450,729	3,248,753
Operating Expenses	15,792,082	17,589,766	17,288,738	18,183,038
Internal Services	533,816	710,880	715,910	713,237
Operating Budget	19,734,683	21,973,930	21,455,377	22,145,028
Capital Outlay	156,962	9,217,915	8,831,323	640,000
Debt Service	7,621	48,939	75,935	48,939
Grants & Aids	0	0	0	0
Reserves & Other	2,009,662	12,841,137	167,850	21,416,852
Total Budget	**21,908,928**	**44,081,921**	**30,530,485**	**44,250,819**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Assistant Public Works Director	39	1
Civil Engineer	30	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	1
Utility Coordinator	22	4
Water Plant Operator	21	10
Heavy Equipment Operator	20	6
Trades Mechanic	20	6
Drafting Technician	20	0
Water Meter Technician	19	3
Electrician's Aide	18	1
Maintenance Mechanic	18	3
Motor Equipment Operator	18	1
Utility Technician	18	1
Utility Crew Leader	17	1
Clerical Technician	16	2
General Maintenance Worker	15	4
Total # of Full-Time Employees		50

2013-14 Operating Budget:	22,145,028
2012-13 Operating Budget:	21,973,930
Dollar Change:	171,098
Percentage Change:	0.78%
2013-14 Personnel - F.T.E's:	50.00
2012-13 Personnel - F.T.E's:	50.00
Personnel Change:	0.00

Enterprise Funds: Water & Sewer

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	264,241	333,082	291,014	281,701
Operating Expenses	4,500,924	4,532,970	4,540,578	4,395,921
Internal Services	15,033	20,580	20,580	23,927
Operating Budget	4,780,198	4,886,632	4,852,172	4,701,549
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	12,565	12,686,127	12,840	21,258,551
Total Budget	**4,792,763**	**17,572,759**	**4,865,012**	**25,960,100**

PERSONAL SERVICES DETAIL:

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

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

2013-14 Operating Budget:	4,701,549
2012-13 Operating Budget:	4,886,632
Dollar Change:	(185,083)
Percentage Change:	-3.79%
2013-14 Personnel - F.T.E's:	4.00
2012-13 Personnel - F.T.E's:	3.00
Personnel Change:	1.00

Budget Objective Form

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

$25,960,100

Objective:
To provide operational, administrative, engineering, drafting and clerical support to the Water & Sewer Division of the Public Works Department.

ACTIVITIES:

$ 328,854	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.
$21,246,647	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.
$ 71,663	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.
$ 4,307,936	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.

Enterprise Funds: Water & Sewer

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	657,135	658,061	677,732	570,773
Operating Expenses	225,974	348,300	349,576	298,836
Internal Services	84,850	109,112	109,112	107,074
Operating Budget	967,959	1,115,473	1,136,420	976,683
Capital Outlay	156,962	472,400	492,074	200,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	50,415	31,235	31,235	31,379
Total Budget	**1,175,336**	**1,619,108**	**1,659,729**	**1,208,062**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Utility Supervisor	25	0
Senior Electrician	25	1
Electrician	23	1
Utility Coordinator	22	1
Trades Mechanic	20	3
Electrician's Aide	18	1
Maintenance Mechanic	18	2
General Maintenance Worker	15	0
Total # of Full-Time Employees		**9**

2013-14 Operating Budget:	976,683
2012-13 Operating Budget:	1,115,473
Dollar Change:	(138,790)
Percentage Change:	-12.44%
2013-14 Personnel - F.T.E's:	9.00
2012-13 Personnel - F.T.E's:	11.00
Personnel Change:	-2.00

Budget Objective Form

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

$ 1,208,062

Objective:
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:

$ 659,947	001	**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.
$ 275,606	002	**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.
$ 200,000	003	**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.
$ 72,509	004	**Vehicle:** Repair, maintenance and replacement

Enterprise Funds: Water & Sewer

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	940,579	1,018,638	1,018,104	936,702
Materials, Supplies & Services	3,250,176	3,810,842	3,431,396	3,663,575
Internal Services	79,313	107,299	111,739	100,634
Operating Budget	4,270,068	4,936,779	4,561,239	4,700,911
Capital Outlay	0	6,666,683	6,666,183	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Non-Operating	1,861,405	48,572	48,572	47,773
Total Budget	**6,131,473**	**11,652,034**	**11,275,994**	**4,748,684**

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
Water Meter Technician	19	2

Total # of Full-Time Employees **14**

2013-14 Operating Budget:	4,700,911
2012-13 Operating Budget:	4,936,779
Dollar Change:	(235,868)
Percentage Change:	-4.78%
2013-14 Personnel - F.T.E's:	14.00
2012-13 Personnel - F.T.E's:	14.00
Personnel Change:	0.00

Budget Objective Form

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

$ 4,748,684

Objective:
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:

$ 2,236,216	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.
$ 2,464,458	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.
$ 48,010	003	**Vehicle maintenance and replacement.**

Enterprise Funds: Water & Sewer

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	982,979	980,978	919,359	876,998
Operating Expenses	57,125	279,388	365,307	238,715
Internal Services	194,417	266,006	266,006	269,764
Operating Budget	1,234,521	1,526,372	1,550,672	1,385,477
Capital Outlay	0	678,326	332,060	340,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	44,330	45,791	45,791	47,894
Total Budget	**1,278,851**	**2,250,489**	**1,928,523**	**1,773,371**

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	2
Water Meter Technician	19	1
Utility Technician	18	1
Maintenance Mechanic	18	0
Utility Crew Leader	17	1
General Maintenance Worker	15	1
Total # of Full-Time Employees		**13**

2013-14 Operating Budget:	1,385,477
2012-13 Operating Budget:	1,526,372
Dollar Change:	(140,895)
Percentage Change:	-9.23%
2013-14 Personnel - F.T.E's:	13.00
2012-13 Personnel - F.T.E's:	17.00
Personnel Change:	-4.00

Budget Objective Form

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

Objective:

$1,773,371 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:

$ 840,995	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.
$ 416,000	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 find a 30-year replacement schedule to replace water lines throught 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.
$ 216,376	004	**Vehicle**: Maintenance and repairs.

Enterprise Funds: Water & Sewer

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	563,851	682,525	544,520	582,579
Operating Expenses	7,757,883	8,618,266	8,601,881	9,585,991
Internal Services	160,203	207,883	208,473	211,838
Operating Budget	8,481,937	9,508,674	9,354,874	10,380,408
Capital Outlay	0	1,400,506	1,341,006	100,000
Debt Service	7,621	48,939	75,935	48,939
Grants & Aids	0	0	0	0
Reserves & Other	40,947	29,412	29,412	31,255
Total Budget	**8,530,505**	**10,987,531**	**10,801,227**	**10,560,602**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Utility Coordinator	22	0
Heavy Equipment Operator	20	4
Trades Mechanic	20	1
Maintenance Mechanic	18	1
Motor Equipment Operator	18	1
General Maintenance Worker	15	3
Total # of Full-Time Employees		**10**

2013-14 Operating Budget:	10,380,408
2012-13 Operating Budget:	9,508,674
Dollar Change:	871,734
Percentage Change:	9.17%
2013-14 Personnel - F.T.E's:	10.00
2012-13 Personnel - F.T.E's:	10.00
Personnel Change:	0.00

Budget Objective Form

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

$10,560,602

Objective:
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:

$ 839,580	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.
$ 164,208	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.
$ 9,279,406	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.
$ 177,408	005	**Vehicle:** Repair, maintenance and replacement.

Enterprise Funds: Fire Flow

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
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**

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

Department: Public Works-Fleet Management
Dept / Div #: 10 / 670

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	767,515	848,276	827,477	793,046
Operating Expenses	1,632,263	1,369,891	1,366,225	1,432,052
Internal Services	36,025	50,384	50,384	45,887
Operating Budget	2,435,803	2,268,551	2,244,086	2,270,985
Capital Outlay				0
Debt Service	0	6,200	0	0
Grants & Aids	0	0	0	0
Reserves & Other	375,120	273,091	273,141	1,014,430
Total Budget	**2,810,923**	**2,547,842**	**2,517,227**	**3,285,415**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Fleet Superintendent	28	1
Fleet Supervisor	25	1
Fleet Welder	23	1
Fleet Mechanic	21	5
Storekeeper	20	1
Fleet Mechanic's Aide	18	1
Stock Clerk	17	1
Clerical Technician	16	0

Total # of Full-Time Employees 11

2013-14 Operating Budget:	2,270,985
2012-13 Operating Budget:	2,268,551
Dollar Change:	2,434
Percentage Change:	0.11%
2013-14 Personnel - F.T.E's:	11.00
2012-13 Personnel - F.T.E's:	11.00
Personnel Change:	0.00

Budget Objective Form

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

Objective:

$3,285,415 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:

$1,367,185	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.
$1,265,792	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.
$ 646,666	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.

Internal Service Funds: Risk Management

Budget Summary Form

Department: Risk Management Fund
Dept #: 02

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	87,610	64,344	58,009	242,524
Operating Expenses	1,304,230	1,164,086	1,042,484	2,455,124
Internal Services	0	0	0	3,960
Operating Budget	1,391,840	1,228,430	1,100,493	2,701,608
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	2,991	3,111	3,111	94,273
Total Budget	**1,394,831**	**1,231,541**	**1,103,604**	**2,795,881**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Risk Manager	30	1
Safety Officer	25	1
Administrative Specialist	18	1

Total # of Full-Time Employees 3

2013-14 Operating Budget:	2,701,608
2012-13 Operating Budget:	1,228,430
Dollar Change:	1,473,178
Percentage Change:	119.92%
2013-14 Personnel - F.T.E's:	3.00
2012-13 Personnel - F.T.E's:	3.00
Personnel Change:	0.00

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	0	0	0	197,263
Operating Expenses	0	0	0	1,277,202
Internal Services	0	0	0	3,960
Operating Budget	0	0	0	1,478,425
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	90,987
Total Budget	**0**	**0**	**0**	**1,569,412**

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 **2**

2013-14 Operating Budget: 1,478,425
2012-13 Operating Budget: -
1,478,425
#DIV/0!

Budget Objective Form

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

Objective:

$1,569,412 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:

$1,464,944	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.
$ 100,508	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.
$ 3,960	003	**Vehicle:** Maintenance and Replacement

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	87,610	64,344	58,009	45,261
Operating Expenses	1,304,230	1,164,086	1,042,484	1,177,922
Internal Services	0	0	0	0
Operating Budget	1,391,840	1,228,430	1,100,493	1,223,183
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	2991	3,111	3,111	3,286
Total Budget	**1,394,831**	**1,231,541**	**1,103,604**	**175,220**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Administrative Specialist	18	1

Total # of Full-Time Employees **1**

2013-14 Operating Budget:	1,223,183
2012-13 Operating Budget:	1,228,430
Dollar Change:	(5,247)
Percentage Change:	-0.43%
2013-14 Personnel - F.T.E's:	1.00
2012-13 Personnel - F.T.E's:	1.00
Personnel Change:	0.00

Budget Objective Form

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

Objective:

$1,226,469 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:

$1,226,469 001 **Workers' Compensation Program:** The appropriate level of service mandated by F.S. 440 is achieved through contractural 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.

Transportation Funds: Half Cent Surtax

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	143,480	126,360	119,619	397,105
Operating Expenses	862,019	960,010	915,760	1,619,769
Internal Services	6,354	9,112	9,112	30,440
Operating Budget	1,011,853	1,095,482	1,044,491	2,047,314
Capital Outlay	25,000	19,300	15,000	550,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	53,297	0	138,581
Total Budget	**1,036,853**	**1,168,079**	**1,059,491**	**2,735,895**

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

2013-14 Operating Budget:	2,047,314
2012-13 Operating Budget:	1,095,482
Dollar Change:	951,832
Percentage Change:	86.89%
2013-14 Personnel - F.T.E's:	5.00
2012-13 Personnel - F.T.E's:	5.00
Personnel Change:	0.00

Transportation Funds: Half Cent Surtax

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	143,480	126,360	119,619	117,074
Operating Expenses	862,019	960,010	915,760	1,033,125
Internal Services	6,354	9,112	9,112	9,378
Operating Budget	1,011,853	1,095,482	1,044,491	1,159,577
Capital Outlay	25,000	19,300	15,000	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	53,297	0	138,581
Total Budget	**1,036,853**	**1,168,079**	**1,059,491**	**1,298,158**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Transportation Planner	27	1
Total # of Full-Time Employees		**1**

2013-14 Operating Budget:	1,159,577
2012-13 Operating Budget:	1,095,482
Dollar Change:	64,095
Percentage Change:	5.85%
2013-14 Personnel - F.T.E's:	1.00
2012-13 Personnel - F.T.E's:	1.00
Personnel Change:	0.00

Budget Objective Form

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

$ 1,090,158

Objective:
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:

$ 276,158	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.
$ 659,000	002	**NoMi Express:** Operate a transit circulator service within the City to make it easier for residents to move about on public transportation.
$ 155,000	003	**Transportation Options Program:** To provide discount bus passes on Miami-Dade County buses to increase transit ridership.

Transportation Funds: Half Cent Surtax

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	249,546	245,139	233,020	280,031
Operating Expenses	563,474	681,827	666,864	586,644
Internal Services	11,695	0	0	21,062
Operating Budget	824,715	926,966	899,884	887,737
Capital Outlay	1,424,513	278,935	250,000	550,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	**2,249,228**	**1,205,901**	**1,149,884**	**1,437,737**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Heavy Equipment Operator	20	3
Motor Equipment Operator	18	1
Total # of Full-Time Employees		**4**

2013-14 Operating Budget:	887,737
2012-13 Operating Budget:	926,966
Dollar Change:	(39,229)
Percentage Change:	-4.23%
2013-14 Personnel - F.T.E's:	4.00
2012-13 Personnel - F.T.E's:	4.00
Personnel Change:	0.00

Transportation Funds: Half Cent Surtax

Project Description:	Traffic Calming Supplies		
Department:	CP&D	Project #	r10y09014
Division:	Transportation	Totals	
Account Number:	185-09-551000-541-312-000	Request Type	Additional Funds
Project Location:		Priority Level	Quality of Life

Objective:

To install traffic calming devices where necessary.

Justification:

Install traffic calming devices to make neighborhood streets safer for drivers, bicyclists and pedestrians. Based on resident requests and studies.

Project Estimates:

Object Code	Description	Prior Years	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Total Estimate
312	Traffic Calming Device		20,000	20,000	20,000	20,000	20,000	100,000
								-
								-
								-
								-
								-
								-
								-
Total		-	20,000	20,000	20,000	20,000	20,000	100,000

Funding Source	Fund #	% Funding	Prior Years	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Total Estimate
1/2-Cent	185	100%	-	20,000	20,000	20,000	20,000	20,000	100,000
									-
									-
									-
Total		100%	-	20,000	20,000	20,000	20,000	20,000	100,000

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

FY14 Operating Cost:	$	-
FY14 Capital Cost:	$	-
Future Years' Estimated Annual Cost:	$	-

Transportation Funds: Half Cent Surtax

Project Description:	Sidewalk installation and repairs near roadwork		
Department:	CP&D	Project #	r10y10002
Division:	Transportation	Totals	
Account Number:	185-09-551000-541-334-000	Request Type	Additional Funds
Project Location:	Citywide	Priority Level	Critical Repairs

Objective:

To repair sidewalks and install handicap ramps througout City to improve accessibility to transit and during other roadwork.

Justification:

This request provides funds to continue the maintenance of existing sidewalks throughout the City. Sidewalks are damaged by tree roots or other elemental factors. Request from residents for repairs are received on a daily basis and must be addressed in order to maintain a safe, handicap accessible sidewalk system for our residents to encourage walking, bicycling and transit.

Project Estimates:

Object Code	Description	Prior Years	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Total Estimate
334	Install/Repair Sidewalks		100,000	100,000	100,000	100,000	100,000	500,000
								-
								-
								-
								-
								-
								-
								-
Total		-	100,000	100,000	100,000	100,000	100,000	500,000

Funding Source	Fund #	% Funding	Prior Years	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Total Estimate
1/2-Cent	185	100%	-	100,000	100,000	100,000	100,000	100,000	500,000
									-
									-
									-
Total		100%	-	100,000	100,000	100,000	100,000	100,000	500,000

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

FY14 Operating Cost:	$	-
FY14 Capital Cost:	$	-
Future Years' Estimated Annual Cost:	$	-

Transportation Funds: Half Cent Surtax

Project Description:	ROW Small Equipment Replacement & Safety Supplies		
Department:	Parks & Public Works - ROW only	Project #	r12y10010, r10y10002
Division:	1/2 Cent Transportation Surtax	Totals	$16,000
Account Number:	185-09-551000-541-313-000	Request Type	Replacement
Project Location:	Citywide	Priority Level	Improvement

Objective:

Funds to replace drills, safety equipment, hedge trimmers, chainsaws, edgers, mowers, and hand blowers used for right-of-way maintenance.

Justification:

These items are used daily to maintain Surtax funded projects over the years. With such usage the equipment becomes unreliable and frequently breaks down. Approximately half of funds for Parks and half for Public Works.

Project Estimates:

Object Code	Description	Prior Years	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Total Estimate
313	ROW Maintenance Equip. - Pa	20,000	5,000	5,000	5,000	5,000	5,000	45,000
313	ROW Maintenance Equip. - P.V	20,000	5,000	5,000	5,000	5,000	5,000	45,000
312	Parks Safety Supplies		2,000	2,000	2,000	2,000	2,000	10,000
312	Public Works Safety Supplies		2,000	2,000	2,000	2,000	2,000	10,000
331	Equipment Maintenance		2,000					2,000
								-
								-
								-
Total		40,000	16,000	14,000	14,000	14,000	14,000	112,000

Funding Source	Fund #	% Funding	Prior Years	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Total Estimate
1/2-Cent	185	100%	40,000	16,000	14,000	14,000	14,000	14,000	112,000
									-
									-
									-
Total		100%	40,000	16,000	14,000	14,000	14,000	14,000	112,000

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

FY14 Operating Cost:	$	-
FY14 Capital Cost:	$	-
Future Years' Estimated Annual Cost:	$	-

Transportation Funds: Half Cent Surtax

Project Description:	Street Tree Maintenance		
Department:	Parks & Recreation	Project #	r12y11001
Division:	1/2 Cent Transportation Surtax	Totals	$80,000
Account Number:	185-09-551000-541-311-000	Request Type	Additional Funds
Project Location:	Citywide	Priority Level	Improvement

Objective:

To prune street trees to provide sign visibility and safe pedestrian and vehicle clearance over streets, sidewalks and swales.

Justification:

This level requests funds to prune street trees to provide traffic sign visibility and safe pedestrian, vehicular clearance over streets, sidewalks, and swales. City pruning crews are able to provide rapid response to emergency needs and public complaints, but are unable to keep up with the need for routine and preventative trimming and raising of the city's 18,000 plus shade trees.

Project Estimates:

Object Code	Description	Prior Years	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Total Estimate
311	Contractual Svcs		80,000	80,000	80,000	80,000	80,000	400,000
								-
								-
								-
								-
								-
								-
								-
Total		-	80,000	80,000	80,000	80,000	80,000	400,000

Funding Source	Fund #	% Funding	Prior Years	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Total Estimate
1/2-Cent	185	100%	-	80,000	80,000	80,000	80,000	80,000	400,000
									-
									-
									-
Total		100%	-	80,000	80,000	80,000	80,000	80,000	400,000

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

FY14 Operating Cost:	$	-
FY14 Capital Cost:	$	-
Future Years' Estimated Annual Cost:	$	-

Transportation Funds: Half Cent Surtax

Project Description:	Maintenance of Surtax Projects		
Department:	Parks & Recreation	Project #	?
Division:	1/2 Cent Transportation Surtax	Totals	$20,000
Account Number:	185-09-551000-541-101-000	Request Type	Additional Funds
Project Location:	Citywide	Priority Level	Improvement

Objective:

To provide maintenance of various Surtax funded projects that include some form of landsacaping.

Justification:

Many Surtax funded transportation projects included a landscaping component, such as trees, lights, and shrubs. Over the past 6 years the number of projects has accummulated to the point where a portion of time of certain Parks staff must be used to maintain the projects.

Project Estimates:

Object Code	Description	Prior Years	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Total Estimate
101	Salary expenses (10% of variou	60,000	20,000	20,000	20,000	20,000	20,000	160,000
								-
								-
								-
								-
								-
								-
								-
Total		60,000	20,000	20,000	20,000	20,000	20,000	160,000

Funding Source	Fund #	% Funding	Prior Years	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Total Estimate
1/2-Cent	185	100%	60,000	20,000	20,000	20,000	20,000	20,000	160,000
									-
									-
									-
Total		100%	60,000	20,000	20,000	20,000	20,000	20,000	160,000

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

FY14 Operating Cost:	$	-
FY14 Capital Cost:	$	-
Future Years' Estimated Annual Cost:	$	-

Transportation Funds: Half Cent Surtax

Project Description:	Roadway & Right-of-Way Improvements		
Department:	Public Works	Project #	r09y13003
Division:	1/2 Cent Transportation Surtax	Totals	$50,000
Account Number:	185-09-551000-541-618-000	Request Type	Additional Funds
Project Location:	Citywide	Priority Level	Improvement

Objective:

Improve and maintain roadways and right-of-ways beyind minimum necessary to meet traffic engineering requirements and to improve roadway facility.

Justification:

The City, County and State will resurface roadways based on need, safety or predefined time period. However, this means the facillity will only be brought to minimum standards to satisfy engineering or ADA requirements. Is is in the best interest of the City to invest in improvements and maintain these improvements while work is being done. This may include landscaping, curbing, irrigation, lighting, stamped asphalt features, street furniture and drainage.

Project Estimates:

Object Code	Description	Prior Years	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Total Estimate
618	Roadway Improvements		50,000	50,000	50,000	50,000	50,000	250,000
								-
								-
								-
								-
								-
								-
								-
Total		-	50,000	50,000	50,000	50,000	50,000	250,000

Funding Source	Fund #	% Funding	Prior Years	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Total Estimate
1/2-Cent	185	100%	-	50,000	50,000	50,000	50,000	50,000	250,000
									-
									-
									-
Total		100%	-	50,000	50,000	50,000	50,000	50,000	250,000

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

FY14 Operating Cost:	$	-
FY14 Capital Cost:	$	50,000
Future Years' Estimated Annual Cost:	$	-

Transportation Funds: Half Cent Surtax

Project Description:	Downtown Revitalization/Beautification		
Department:	CP&D	Project #	
Division:	Transportation	Totals	$500,000
Account Number:	185-09-551000-541-618	Request Type	New Request
Project Location:	NE 125th Street	Priority Level	Improvement

Objective:

Revitalize NE 125th Street between NE 6th Ave and NE 10 Ave with trees, street furniture, and accent lighting

Justification:

NE 125th is North Miami's downtown core. In 2010-2011 the City secured ARRA funding for improvements which included a major overhaul and redesign of the sidewalks. The City planned to leverage this investement to create a pedestrian friendly environment on our sidewalks, with benchs, plants, bicycle racks and plantings. Also, the ULI economic study of downtown concluded that the City needs to invest in its downtown and create a signature environment to capture the attention of through traffic and potential investors. Staff feels that the planting of large date palms, with striking lighting, would fulfill this goal and spur economic developoment and civic pride at the core of the City. As it is a large project, it would have to be phased in over two years. In the FY 2015 we also plan on installing crosswalks at major intersection in downtown in coordination with the repaving of NE 125th ST.

Project Estimates:

Object Code	Description	Prior Years	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Total Estimate
618	Trees and R.O.W. improv	860,000	500,000	500,000				1,860,000
618	Crosswalks			300,000				300,000
								-
								-
								-
								-
								-
								-
Total		860,000	500,000	800,000	-	-	-	2,160,000

Funding Source	Fund #	% Funding	Prior Years	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Total Estimate
1/2-Cent	185	42%		300,000	600,000				900,000
CRA				200,000	200,000				400,000
Grants			860,000						860,000
									-
Total		100%	860,000	500,000	800,000	-	-	-	2,160,000

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

FY14 Operating Cost:	$	-
FY14 Capital Cost:	$	500,000
Future Years' Estimated Annual Cost:	$	-

Transportation Funds: Half Cent Surtax

Project Description:	Bus Shelter Maintenance		
Department:	Parks	Project #	r12y13002
Division:	Transportation	Totals	
Account Number:	185-09-55X000-541-xxx-000	Request Type	New Request
Project Location:		Priority Level	Critical Repairs

Objective:

Maintain bus shelters

Justification:

Project Estimates:

Object Code	Description	Prior Years	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Total Estimate
311	Contract Services		50,000	50,000	50,000	50,000	50,000	250,000
312	Misc Supplies		30,000	30,000	30,000	30,000	30,000	150,000
								-
								-
								-
								-
								-
								-
Total		-	80,000	80,000	80,000	80,000	80,000	400,000

Funding Source	Fund #	% Funding	Prior Years	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Total Estimate
1/2-Cent	185	100%	-	80,000	80,000	80,000	80,000	80,000	400,000
									-
									-
									-
Total		100%	-	80,000	80,000	80,000	80,000	80,000	400,000

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

FY14 Operating Cost:	$	-
FY14 Capital Cost:	$	-
Future Years' Estimated Annual Cost:	$	-

Transportation Funds: Half Cent Surtax

Project Description:	Street Light Utilities		
Department:	Public Works	Project #	
Division:	1/2 Cent Transportation Surtax	Totals	$430,000
Account Number:	185-09-551000-541-317-000	Request Type	Additional Funds
Project Location:	Citywide	Priority Level	Improvement

Objective:

Payment to FPL for untility expenses related to street lighting

Justification:

Street lighting is critical to ensure the safe driving and paying the utility expense is an approved Transportation Surtax expenditure.

Project Estimates:

Object Code	Description	Prior Years	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Total Estimate
317	Street lighting (4 accounts)	865,000	430,000	430,000	430,000	430,000	-	2,585,000
								-
								-
								-
								-
								-
								-
								-
Total		865,000	430,000	430,000	430,000	430,000	-	2,585,000

Funding Source	Fund #	%	Prior Years	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Total Estimate
		100%	865,000	430,000	430,000	430,000	430,000		2,585,000
		0%							-
		0%							-
		0%							-
Total		100%	865,000	430,000	430,000	430,000	430,000	-	2,585,000

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

FY14 Operating Cost:	$	430,000
FY14 Capital Cost:	$	-
Estimated Recurring Annual Cost:	$	-

Transportation Funds: Gas Tax

Budget Summary Form

Department: Transportation - Gas Tax
Dept #: 09

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
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	1,009,115	719,653	711,901	300,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	**1,009,115**	**719,653**	**711,901**	**300,000**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Transportation Funds: Gas Tax

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
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	1,009,110	719,653	711,901	300,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	**1,009,110**	**719,653**	**711,901**	**300,000**

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:	-
2013-14 Personnel - F.T.E's:	0.00
2012-13 Personnel - F.T.E's:	0.00
Personnel Change:	0.00

Transportation Funds: Gas Tax

Project Description:	Street Resurfacing		
Department:	Public Works	Project #	
Division:	Transportation - Gas Tax	Totals	$250,000
Account Number:	370-09-620000-541-618-000	Request Type	Replacement
Project Location:	Citywide	Priority Level	Quality of Life

Objective:

Resurface streets, including milling where required, within City limits. Areas where work will be performed are determined by priority, based on the severity of damage.

Justification:

The majority of the paved streets have been resurfaced by the Streets Division in the past. Due to regular traffic use, weather conditions, etc., many of the roads are now in need of resurfacing again. A private contractor will be hired to resurface existing streets as determined by priority. In some instances, milling may be required in order to maintain existing street elevations; this is necessary to prevent stormwater runoff from flowing onto private properties and rights-of-ways.

Project Estimates:

Object Code	Description	Prior Years	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Total Estimate
618	Roadway Improvements	856,734	250,000	250,000	250,000	250,000	250,000	2,106,734
								-
								-
								-
								-
								-
								-
								-
Total		856,734	250,000	250,000	250,000	250,000	250,000	2,106,734

Funding Source	Fund #	%	Prior Years	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Total Estimate
Gas Tax	370	100%	856,734	250,000	250,000	250,000	250,000	250,000	2,106,734
		0%							-
		0%							-
		0%							-
Total		100%	856,734	250,000	250,000	250,000	250,000	250,000	2,106,734

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

Notes: [illegible]

FY14 Operating Cost:	$	-
FY14 Capital Cost:	$	250,000
Estimated Recurring Annual Cost:	$	-

Transportation Funds: Gas Tax

Project Description:	Repair/Improve Roadway Medians and Curbs		
Department:	Public Works	Project #	
Division:	Transportation - Gas Tax	Totals	$50,000
Account Number:	370-09-620000-541-618-000	Request Type	Additional Funds
Project Location:	Citywide	Priority Level	Improvement

Objective:

To improve medians and curbs along roadways that have been damaged over time, or where they are needed for traffic calming and neighborhood enhancement.

Justification:

Medians and other horizontal traffic deflectors, such as traffic circles, serve an important function of calming traffic by narrowing lane widths. However they can suffer damage from cars and trucks as they impact them. These funds are made available to repair damaged curbs/medians as well as to install new ones where allowed. Targeted areas include NE 4th Avenue.

Project Estimates:

Object Code	Description	Prior Years	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Total Estimate
618	Medians and Curbing	350,000	50,000	50,000	50,000	50,000	50,000	600,000
								-
								-
								-
								-
								-
								-
								-
Total		350,000	50,000	50,000	50,000	50,000	50,000	600,000

Funding Source	Fund #	%	Prior Years	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Total Estimate
Gas Tax	370	100%	350,000	50,000	50,000	50,000	50,000	50,000	600,000
		0%							-
		0%							-
		0%							-
Total		100%	350,000	50,000	50,000	50,000	50,000	50,000	600,000

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

FY14 Operating Cost:	$ -
FY14 Capital Cost:	$ 50,000
Estimated Recurring Annual Cost:	$ -

Transportation Funds: Gas Tax

Project Description:	ROW Small Equipment Replacement & Safety Supplies		
Department:	Parks & Public Works - ROW only	Project #	r12y10010, r10y10002
Division:	1/2 Cent Transportation Surtax	Totals	$16,000
Account Number:	185-09-551000-541-313-000	Request Type	Replacement
Project Location:	Citywide	Priority Level	Improvement

Objective:

Funds to replace drills, safety equipment, hedge trimmers, chainsaws, edgers, mowers, and hand blowers used for right-of-way maintenance.

Justification:

These items are used daily to maintain Surtax funded projects over the years. With such usage the equipment becomes unreliable and frequently breaks down. Approximately half of funds for Parks and half for Public Works.

Project Estimates:

Object Code	Description	Prior Years	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Total Estimate
313	ROW Maintenance Equip. - Pa	20,000	5,000	5,000	5,000	5,000	5,000	45,000
313	ROW Maintenance Equip. - P.V	20,000	5,000	5,000	5,000	5,000	5,000	45,000
312	Parks Safety Supplies		2,000	2,000	2,000	2,000	2,000	10,000
312	Public Works Safety Supplies		2,000	2,000	2,000	2,000	2,000	10,000
331	Equipment Maintenance		2,000					2,000
								-
								-
								-
Total		40,000	16,000	14,000	14,000	14,000	14,000	112,000

Funding Source	Fund #	% Funding	Prior Years	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Total Estimate
1/2-Cent	185	100%	40,000	16,000	14,000	14,000	14,000	14,000	112,000
									-
									-
									-
Total		100%	40,000	16,000	14,000	14,000	14,000	14,000	112,000

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

FY14 Operating Cost:	$	-
FY14 Capital Cost:	$	-
Future Years' Estimated Annual Cost:	$	-

Transportation Funds: Gas Tax

Project Description:	Street Tree Maintenance		
Department:	Parks & Recreation	Project #	r12y11001
Division:	1/2 Cent Transportation Surtax	Totals	$80,000
Account Number:	185-09-551000-541-311-000	Request Type	Additional Funds
Project Location:	Citywide	Priority Level	Improvement

Objective:

To prune street trees to provide sign visibility and safe pedestrian and vehicle clearance over streets, sidewalks and swales.

Justification:

This level requests funds to prune street trees to provide traffic sign visibility and safe pedestrian, vehicular clearance over streets, sidewalks, and swales. City pruning crews are able to provide rapid response to emergency needs and public complaints, but are unable to keep up with the need for routine and preventative trimming and raising of the city's 18,000 plus shade trees.

Project Estimates:

Object Code	Description	Prior Years	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Total Estimate
311	Contractual Svcs		80,000	80,000	80,000	80,000	80,000	400,000
								-
								-
								-
								-
								-
								-
								-
Total		-	80,000	80,000	80,000	80,000	80,000	400,000

Funding Source	Fund #	% Funding	Prior Years	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Total Estimate
1/2-Cent	185	100%	-	80,000	80,000	80,000	80,000	80,000	400,000
									-
									-
									-
Total		100%	-	80,000	80,000	80,000	80,000	80,000	400,000

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

FY14 Operating Cost:	$	-
FY14 Capital Cost:	$	-
Future Years' Estimated Annual Cost:	$	-

Transportation Funds: Gas Tax

Project Description:	Maintenance of Surtax Projects		
Department:	Parks & Recreation	Project #	?
Division:	1/2 Cent Transportation Surtax	Totals	$20,000
Account Number:	185-09-551000-541-101-000	Request Type	Additional Funds
Project Location:	Citywide	Priority Level	Improvement

Objective:

To provide maintenance of various Surtax funded projects that include some form of landsacaping.

Justification:

Many Surtax funded transportation projects included a landscaping component, such as trees, lights, and shrubs. Over the past 6 years the number of projects has accummulated to the point where a portion of time of certain Parks staff must be used to maintain the projects.

Project Estimates:

Object Code	Description	Prior Years	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Total Estimate
101	Salary expenses (10% of variou	60,000	20,000	20,000	20,000	20,000	20,000	160,000
								-
								-
								-
								-
								-
								-
								-
Total		60,000	20,000	20,000	20,000	20,000	20,000	160,000

Funding Source	Fund #	% Funding	Prior Years	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Total Estimate
1/2-Cent	185	100%	60,000	20,000	20,000	20,000	20,000	20,000	160,000
									-
									-
									-
Total		100%	60,000	20,000	20,000	20,000	20,000	20,000	160,000

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

FY14 Operating Cost:	$	-
FY14 Capital Cost:	$	-
Future Years' Estimated Annual Cost:	$	-

Transportation Funds: Gas Tax

Project Description:	Roadway & Right-of-Way Improvements		
Department:	Public Works	Project #	r09y13003
Division:	1/2 Cent Transportation Surtax	Totals	$50,000
Account Number:	185-09-551000-541-618-000	Request Type	Additional Funds
Project Location:	Citywide	Priority Level	Improvement

Objective:

Improve and maintain roadways and right-of-ways beyind minimum necessary to meet traffic engineering requirements and to improve roadway facility.

Justification:

The City, County and State will resurface roadways based on need, safety or predefined time period. However, this means the facillity will only be brought to minimum standards to satisfy engineering or ADA requirements. Is is in the best interest of the City to invest in improvements and maintain these improvements while work is being done. This may include landscaping, curbing, irrigation, lighting, stamped asphalt features, street furniture and drainage.

Project Estimates:

Object Code	Description	Prior Years	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Total Estimate
618	Roadway Improvements		50,000	50,000	50,000	50,000	50,000	250,000
								-
								-
								-
								-
								-
								-
								-
Total		-	50,000	50,000	50,000	50,000	50,000	250,000

Funding Source	Fund #	% Funding	Prior Years	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Total Estimate
1/2-Cent	185	100%	-	50,000	50,000	50,000	50,000	50,000	250,000
									-
									-
									-
Total		100%	-	50,000	50,000	50,000	50,000	50,000	250,000

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

FY14 Operating Cost:	$	-
FY14 Capital Cost:	$	50,000
Future Years' Estimated Annual Cost:	$	-

Transportation Funds: Gas Tax

Project Description:	Downtown Revitalization/Beautification		
Department:	CP&D	Project #	
Division:	Transportation	Totals	$500,000
Account Number:	185-09-551000-541-618	Request Type	New Request
Project Location:	NE 125th Street	Priority Level	Improvement

Objective:

Revitalize NE 125th Street between NE 6th Ave and NE 10 Ave with trees, street furniture, and accent lighting

Justification:

NE 125th is North Miami's downtown core. In 2010-2011 the City secured ARRA funding for improvements which included a major overhaul and redesign of the sidewalks. The City planned to leverage this investement to create a pedestrian friendly environment on our sidewalks, with benchs, plants, bicycle racks and plantings. Also, the ULI economic study of downtown concluded that the City needs to invest in its downtown and create a signature environment to capture the attention of through traffic and potential investors. Staff feels that the planting of large date palms, with striking lighting, would fulfill this goal and spur economic developoment and civic pride at the core of the City. As it is a large project, it would have to be phased in over two years. In the FY 2015 we also plan on installing crosswalks at major intersection in downtown in coordination with the repaving of NE 125th ST.

Project Estimates:

Object Code	Description	Prior Years	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Total Estimate
618	Trees and R.O.W. improv	860,000	500,000	500,000				1,860,000
618	Crosswalks			300,000				300,000
								-
								-
								-
								-
								-
								-
Total		860,000	500,000	800,000	-	-	-	2,160,000

Funding Source	Fund #	% Funding	Prior Years	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Total Estimate
1/2-Cent	185	42%		300,000	600,000				900,000
CRA				200,000	200,000				400,000
Grants			860,000						860,000
									-
Total		100%	860,000	500,000	800,000	-	-	-	2,160,000

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

FY14 Operating Cost:	$	-
FY14 Capital Cost:	$	500,000
Future Years' Estimated Annual Cost:	$	-

Transportation Funds: Gas Tax

Project Description:	Bus Shelter Maintenance		
Department:	Parks	Project #	r12y13002
Division:	Transportation	Totals	
Account Number:	185-09-55X000-541-xxx-000	Request Type	New Request
Project Location:		Priority Level	Critical Repairs

Objective:

Maintain bus shelters

Justification:

Project Estimates:

Object Code	Description	Prior Years	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Total Estimate
311	Contract Services		50,000	50,000	50,000	50,000	50,000	250,000
312	Misc Supplies		30,000	30,000	30,000	30,000	30,000	150,000
								-
								-
								-
								-
								-
								-
Total		-	80,000	80,000	80,000	80,000	80,000	400,000

Funding Source	Fund #	% Funding	Prior Years	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Total Estimate
1/2-Cent	185	100%	-	80,000	80,000	80,000	80,000	80,000	400,000
									-
									-
									-
Total		100%	-	80,000	80,000	80,000	80,000	80,000	400,000

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

FY14 Operating Cost:	$	-
FY14 Capital Cost:	$	-
Future Years' Estimated Annual Cost:	$	-

Transportation Funds: Gas Tax

Project Description:	Street Light Utilities		
Department:	Public Works	Project #	
Division:	1/2 Cent Transportation Surtax	Totals	$430,000
Account Number:	185-09-551000-541-317-000	Request Type	Additional Funds
Project Location:	Citywide	Priority Level	Improvement

Objective:

Payment to FPL for untility expenses related to street lighting

Justification:

Street lighting is critical to ensure the safe driving and paying the utility expense is an approved Transportation Surtax expenditure.

Project Estimates:

Object Code	Description	Prior Years	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Total Estimate
317	Street lighting (4 accounts)	865,000	430,000	430,000	430,000	430,000	-	2,585,000
								-
								-
								-
								-
								-
								-
								-
Total		865,000	430,000	430,000	430,000	430,000	-	2,585,000

Funding Source	Fund #	%	Prior Years	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Total Estimate
		100%	865,000	430,000	430,000	430,000	430,000		2,585,000
		0%							-
		0%							-
		0%							-
Total		100%	865,000	430,000	430,000	430,000	430,000	-	2,585,000

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

FY14 Operating Cost:	$	430,000
FY14 Capital Cost:	$	-
Estimated Recurring Annual Cost:	$	-

Housing: C.D.B.G.

Budget Summary Form

Department: C.D.B.G. Entitlement Fund
Division: C.D.B.G. Programs
Dept / Div #: 09 / 625

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	274,941	311,207	311,279	352,466
Operating Expenses	85,776	97,432	89,965	72,636
Internal Services	22,740	28,627	28,627	24,118
Operating Budget	383,457	437,266	429,871	449,220
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	695,026	1,144,379	1,149,004	886,120
Reserves & Other	0	0	0	0
Total Budget	**1,078,483**	**1,581,645**	**1,578,875**	**1,335,340**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Housing Manager	28	1
C.D.B.G. Administrator	25	1
Housing Coordinator	22	1
Hsg Services Admin. Specialist	18	1
C.P.&D. Technician	18	0
Housing Services Aide	16	0
Total # of Full-Time Employees		**4**

2013-14 Operating Budget:	449,220
2012-13 Operating Budget:	437,266
Dollar Change:	11,954
Percentage Change:	2.73%
2013-14 Personnel - F.T.E's:	4.00
2012-13 Personnel - F.T.E's:	5.00
Personnel Change:	-1.00

Housing: C.D.B.G.

Budget Objective Form

Department: C.D.B.G. Entitlement
Division: C.D.B.G. Programs
Dept #: 625
Division #: 09

$ 1,335,340

Objective:
The C.D.B.G. Action Plan was approved by City Council on July 14, 2009.

To coordinate, implement, monitor and to ensure all related HUD criteria are met, including amending the Consolidated Plan; citizen participation; fair housing; and applications for federal grants.

ACTIVITIES:

$ 157,976	001	**Program Administration:** This includes the services of the Housing Manager and C.D.B.G. Administrator, who provide the required technical assistance to implement the program. Funding is also included to obtain consulting services for Fair Housing activities, Consolidation Plan, and CBO monitoring.
$ 1,058,882	002	**Housing Rehabilitation:** This includes Housing Services Delivery Costs and offices. The Housing Coordinator assists with the implementation of the grants. The Housing Services Administrative Specialist position and Housing Services Aide are included in this objective.
$ 118,482	003	**Public Services:** This includes funding for a Youth Employment Training Program, North Miami Seniors Foundation Grant and grants to Community Based Organizations.
$ -	004	**CDBG-Recovery Grant:** One-time allocation under the American Recovery and Reinvestment Act of 2009 commonly referred to as the Stimulus program to carry out activities to stimulate economic recovery. Program was approved by City Council on May 26, 2009.

Housing: H.I.P.P.

Budget Summary Form

Department: CP&D - HOME Investment Partnership Program
Dept / Div #: 09

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	60,533	20,630	27,638	11,998
Operating Expenses	55,326	14	0	8,168
Internal Services	3,240	0	0	0
Operating Budget	119,099	20,644	27,638	20,166
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	377,020	229,960	251,398	181,495
Reserves & Other	0	0	0	0
Total Budget	**496,119**	**250,604**	**279,036**	**201,661**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Housing Inspector	25	1
Total # of Full-Time Employees		1

2013-14 Operating Budget:	20,166
2012-13 Operating Budget:	20,644
Dollar Change:	(478)
Percentage Change:	-2.32%
2013-14 Personnel - F.T.E's:	1.00
2012-13 Personnel - F.T.E's:	1.00
Personnel Change:	0.00

Housing: H.I.P.P.

Budget Objective Form

Department:	Community Planning and Development
Division:	HOME Investment Partnership Program
Dept #:	09
Division #:	540

$ 201,661

Objective:

To expand the supply of decent, safe, sanitary and affordable housing for low and moderate-income residents tailored to meet the needs of our community for single-family rehabilitation; multi-family rehabilitation; homeownership; and new construction. To develop a fiscal partnership with a non-profit housing group, Community Housing Development Organization (CHDO), for project-specific housing activities.

ACTIVITIES:

$ 20,166	001	Program Administration - This includes the services of one Housing Inspector
$ 30,250	002	Community Housing Development Organization (CHDO) - To provide funding to local non-profit housing entity. Funds are for assistance to first-time homeowners for contruction financing to very low, low and moderate income persons.
$ 50,000	003	Downpayment Assistance Program to First-Time Homebuyers
$ 98,245	004	Housing Rehabilitation Program
$ -	005	Lead-Based Assessment and Abatement
$ 3,000	006	Tenant Base Rent Assistance (TBRA)

Housing: N.S.P.

Budget Summary Form

Department: CP&D - Neighborhood Stabilization Program Gra
Dept / Div #: 09 / 547

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Prelim Budget FY14
Personal Services	1,732	64,590	48,443	28,854
Operating Expenses	47,820	35,135	13,790	33,540
Internal Services	0	0	0	0
Operating Budget	49,552	99,725	62,233	62,394
Capital Outlay	182,142	116,555	644,579	154,802
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	154,802	2,490	0
Total Budget	**231,694**	**371,082**	**709,302**	**217,196**

PERSONAL SERVICES DETAIL:

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

2013-14 Operating Budget:	-
2012-13 Operating Budget:	99,725
Dollar Change:	(99,725)
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

Housing: N.S.P.

Budget Objective Form

Department: Neighborhood Stabilization Program
Division: Neighborhood Stabilization Program
Dept #: 09
Division #: 547

Objective:

$ 217,196 To coordinate, implement, monitor and to ensure that all grant guidelines and criteria are met for the Neighborhood Stabilization Program Grant.

ACTIVITIES:

$ -	001	Program Administration: Salaries, contractual labor costs and office expenses required to provide the necessary technical assistance to operate this grant.
$ 154,802	002	Renter Activities: Provides funding for the purchase and rehabilitation of foreclosed and abandoned properties for sale and/or rental to low income individuals and families.
$ 62,394	003	Rental Properties
$ -	004	Neighborhood Stabilization Program 2

Housing: N.S.P.

Budget Summary Form

Department: CP&D - Neighborhood Stabilization Program Grat
Dept / Div #: 09 / 548

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Prelim Budget FY14
Personal Services	104,178		(13,096)	26,913
Operating Expenses	13,865	22,226	35,302	22,579
Internal Services				
Operating Budget	118,043	22,226	22,206	49,491
Capital Outlay	522,161	511,650	287,214	123,337
Debt Service			0	
Grants & Aids				
Reserves & Other				
Total Budget	**640,204**	**533,876**	**309,420**	**172,828**

PERSONAL SERVICES DETAIL:

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

2012-13 Operating Budget:	-
2011-12 Operating Budget:	22,226
Dollar Change:	(22,226)
Percentage Change:	0.00%
2012-13 Personnel - F.T.E's:	0.00
2011-12 Personnel - F.T.E's:	0.00
Personnel Change:	0.00

Housing: S.H.I.P.

Budget Summary Form

Department: CP&D - State Housing Initiative Program
Dept / Div #: 09 / 618

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Dept. Rec. FY14
Personal Services	2,026	0	0	0
Operating Expenses	0	0	0	2,493
Internal Services	0	0	0	0
Operating Budget	2,026	0	0	2,493
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	7,500	30,744	30,744	80,616
Reserves & Other	0	0	0	0
Total Budget	**9,526**	**30,744**	**30,744**	**83,109**

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:	100.00%
2013-14 Personnel - F.T.E's:	0.00
2012-13 Operating Budget:	0.00
Personnel Change:	0.00

Housing: S.H.I.P.

Budget Objective Form

Department: State Housing Initiative Program (SHIP)
Division: Local Housing Assistance
Dept.# 09
Division #: 618

$ 83,109

Objective:
To provide affordable housing assistance to very low, low, and moderate income residents of the City of North Miami. The Local Housing Assistance Plan was adopted by City Council on May 2008.

ACTIVITIES:

$ 2,493	001	**Program Administration** - To coordinate, monitor and implement the Local Housing Assistance Program and to ensure all related SHIP criteria are met.
$ 80,616	002	**Home Ownership and Single-Family Rehabilitation Strategies** - To provide low and moderate income residents with emergency and quality of life assistance through rehabilitation of owner-occupied dwelling units. The Plan also includes Down Payment and/or Closing Cost Assistance for first-time homebuyers and Homebuyer Education Program.
$ -	003	**Reserve for Future Appropriation**

All Other Funds

Budget Summary Form

Fund: Development Impact Fees

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
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	34,796	34,796	46,165	46,165
Total Budget	**34,796**	**34,796**	**46,165**	**46,165**

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

All Other Funds

Budget Summary Form

Fund: E. May Avil Library

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
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	**0**	**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

All Other Funds

Budget Objective Form

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

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
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

All Other Funds

Budget Summary Form

Fund: Federal Forfeiture

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Adopted Budget FY14
Personal Services	0	0	0	0
Operating Expenses	0	35,000	0	0
Internal Services	0	0	0	0
Operating Budget	0	35,000	0	0
Capital Outlay	28,058	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	195,645	0	315,865
Total Budget	**28,058**	**230,645**	**0**	**315,865**

PERSONAL SERVICES DETAIL:

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

2013-14 Operating Budget:	-
2012-13 Operating Budget:	35,000
Dollar Change:	(35,000)
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

All Other Funds

Budget Summary Form

Fund: Justice Assistance Grant

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	0	0	0	0
Operating Expenses	63,237	100,066	56,173	0
Internal Services	0	0	0	0
Operating Budget	63,237	100,066	56,173	0
Capital Outlay	50,162	63,766	57,026	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	50,632	41,632
Total Budget	**113,399**	**163,832**	**163,831**	**41,632**

PERSONAL SERVICES DETAIL:

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

2013-14 Operating Budget:	-
2012-13 Operating Budget:	100,066
Dollar Change:	(100,066)
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

All Other Funds

Budget Summary Form

Fund: Landfill Closure

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	0	0	0	0
Operating Expenses	554,295	13,001,000	5,529,398	13,539,320
Internal Services	0	0	0	0
Operating Budget	554,295	13,001,000	5,529,398	13,539,320
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	10,824,606	0	4,955,978
Total Budget	**554,295**	**23,825,606**	**5,529,398**	**18,495,298**

PERSONAL SERVICES DETAIL:

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

2012-13 Operating Budget:	13,539,320
2011-12 Operating Budget:	13,001,000
Dollar Change:	538,320
Percentage Change:	4.14%
2012-13 Personnel - F.T.E's:	0.00
2011-12 Personnel - F.T.E's:	0.00
Personnel Change:	0.00

All Other Funds

Budget Summary Form

Fund: Law Enforcement Trust

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	320	0	0	0
Operating Expenses	252,184	275,665	191,435	0
Internal Services	0	0	0	0
Operating Budget	252,504	275,665	191,435	0
Capital Outlay	0	26,050	21,050	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	229,170	411,588	411,588
Total Budget	**252,504**	**530,885**	**624,073**	**411,588**

PERSONAL SERVICES DETAIL:

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

2013-14 Operating Budget:	-
2012-13 Operating Budget:	191,435
Dollar Change:	(191,435)
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

All Other Funds

Budget Summary Form

Fund: Pension Obligation Bond

EXPENDITURE CATEGORY	Actual Expend. FY11	Amended Budget FY12	Est. Expend. FY12	Adopted Budget FY13
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	1,329,988	1,731,363	1,731,363	1,788,375
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	**1,329,988**	**1,731,363**	**1,731,363**	**1,788,375**

PERSONAL SERVICES DETAIL:

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

2012-13 Operating Budget:	-
2011-12 Operating Budget:	-
Dollar Change:	-
Percentage Change:	0.00%
2012-13 Personnel - F.T.E's:	0.00
2011-12 Personnel - F.T.E's:	0.00
Personnel Change:	0.00

All Other Funds

Budget Summary Form

Fund: Pepper Park Youth Center Fund

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
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:	(410)
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

All Other Funds

Budget Summary Form

Fund: Police Training

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	0	0	0	0
Operating Expenses	13,140	12,000	14,225	19,755
Internal Services	0	0	0	0
Operating Budget	13,140	12,000	14,225	19,755
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	**13,140**	**14,225**	**18,980**	**19,755**

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:	12,000
Dollar Change:	7,755
Percentage Change:	64.63%
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

Department: C.R.A. Funded Projects
Division: C.R.A. - Tax Increment Financing
Dept / Division #: 572

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
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	533,899	533,899	294,631
Total Budget	**0**	**533,899**	**533,899**	**294,631**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
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