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# Adopted Budget



Fiscal Year 2011-12

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# **City of North Miami Adopted Budget**

Fiscal Year  
October 1, 2011 through September 30, 2012

## **City Council**

Andre D. Pierre, Esq., Mayor  
Michael R. Blynn, Esq., Councilman  
Scott Galvin, Councilman  
Jean R. Marcellus, Councilman  
Marie Erlande Steril, Councilwoman

## **City Clerk**

Michael A. Etienne, Esq.

**Interim City Manager**  
Stephen Johnson

**City Attorney**  
V. Lynn Whitfield

## **Administrative Staff**

Maxine Calloway, Community Planning & Development Director

Bonnie Clearwater, Museum of Contemporary Art Director

Ruby Crenshaw-Johnson, Purchasing Director

Jefferson Geimer, Parks & Recreation Director

Aleem Ghany, Public Works Director

Jacqueline Y. Gonzalez, Building & Zoning Director

Lucia Gonzalez, Library Manager

Marc Elias Jr., Interim Police Chief

Rebecca Jones, Personnel Administration Director

Hortensia Machado, Information Technology Director

Carlos M. Perez, CPA, Finance Director

Lumane Pluviose-Claude, Ph.D., Deputy City Manager

Jacqueline Vieira, Deputy City Clerk

## **Budget Staff**

Kay M. Grant, Budget Manager

Arthur H. Sorey, III, Budget Administrator

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August 31, 2011

To the Honorable Mayor and Members of the City Council:

The Fiscal Year 2011-12 Proposed Budget is submitted for your information in accordance with the City Charter.

The ongoing recession brings even more challenges to prepare a budget that provides for the high level of services to which our residents have become accustomed. The development of the City's proposed budget for fiscal year 2011-12 has been challenging in spite of cost saving measures instituted during the last two years. As the U.S. economy begins to emerge from a recession, the City is still facing significant challenges that threaten a sustained recovery. Municipalities still face serious budget crises while at the state and federal levels more spending cuts are anticipated. Nevertheless, I am pleased to present to you a budget for fiscal year 2011-12 that carefully addresses these issues.

If approved by the Council with all recommendations, the proposed fiscal year 2011-12 citywide budget is \$140,155,389, down \$21,738,059 or 13% from the fiscal year 2010-11 amended budget of \$161,893,448. The following provides a brief financial overview and highlights of the proposed budget.

### **Ad Valorem Taxes**

The impact of the economic climate on the real estate market has resulted in a continued decline in property values. From \$2,236,444,714 in 2010-2011 to \$2,078,776,841 in 2011-12, the City's total taxable assessed property value has decreased by \$156,667,873 or 7%.

The proposed operating millage rate for 2011-12 is 8.1955 per \$1,000 of assessed value, unchanged from the prior year and 1.93% less than the rolled-back rate of 8.3567. The rolled-back rate is defined by Truth In Millage (TRIM) as the rate that generates the same tax revenue as the current year, less new construction, additions, deletions and rehabilitative improvements.

In addition, a rate of .2188 per \$1,000 of assessed valuation is required to pay the debt service for the FMLC-Series 2002A-General Obligation Debt which matures on May 1, 2012. Hence, the total proposed tax rate in fiscal year 2011-12 is 8.4173 which is lower than the fiscal year 2010-11 rate of 8.4192.

## General Fund

At the proposed tax rate of 8.1955, the City's projected property tax revenue of \$16,184,785 is allocated between the City's General Fund and the City of North Miami Community Redevelopment Agency (NMCRA). The City's portion of \$14,791,456 represents approximately 33% of the General Fund revenue. The balance of revenues is generated primarily from franchise fees, utility taxes, fines and forfeits, intergovernmental revenues, licenses and permits, charges for services and non-revenues.

In addition to the above, the Biscayne Landing redevelopment project is also a revenue source for the General Fund. On March 31, 2011, the Biscayne Landing Ground Lease with the previous developer was terminated by court order and the City regained control of the undeveloped 188 acre property. The City is in the process of securing a new developer for the site, and in the interim, is responsible for the operations and maintenance of the property. A Request for Proposal (RFP) was issued in June 2011 and two developers have been selected to advance to Phase 2. The RFP includes a non-refundable lease payment of a minimum of \$1.5 million and a minimum payment of \$17.5 million. It is anticipated that the City will enter into an agreement with a new developer during FY2012. Therefore, land lease revenue of \$1,500,000 is included in the proposed fiscal year 2011-2012 General Fund budget.

The decreased property tax revenue of \$478K, the reduction in utility and franchise revenues of \$443K, and a deficit of approximately \$1.1 million mostly attributable to the deficit of \$626K in fiscal year 2010 and leave payout based on a number of employees that retired in fiscal year 2011 have impacted the General Fund. As a result, \$2,100,180 from the Biscayne Landing minimum payment of \$17.5 million will be used to balance the General Fund's budget. The fiscal year 2011-12 proposed General Fund budget is \$44,204,263, still a decrease of 2% or \$746,341 less as compared to the fiscal year 2010-11 amended budget of \$44,950,605. See chart below:

### **2011-12 Proposed Revenues Compared to Prior Year**

<b>Revenue Source</b>	<b>2011 Amended Budget</b>	<b>2012 Preliminary Budget</b>	<b>Increase/ Decrease</b>
Taxes	23,803,757	22,853,918	-4%
Licenses and Permits	1,350,500	1,516,000	11%
Intergovernmental Revenue	5,928,667	5,792,880	-2%
Charges for Services	771,500	886,984	13%
Fines & Forfeits	2,271,740	2,577,385	12%
Miscellaneous Revenues	2,223,705	3,979,240	79%
Non-Revenues	8,776,135	6,801,458	-23%
Transfers Out	(175,400)	(203,602)	14%
<b>Total General Fund Revenues</b>	<b>44,950,604</b>	<b>44,204,263</b>	<b>-2%</b>

Projects and programs recommended for inclusion in the fiscal year 2011-12 budget include:

- Florida Department of Transportation Bike Path Grant: \$353,554
- Grant to Senior Citizens Foundation: \$115,500
- Continued cyclical computer replacement program: \$49,200
- Grants and Scholarships : \$25,000

### **North Miami Community Redevelopment Agency**

The North Miami City Council approved the creation of the North Miami Community Redevelopment Agency (NMCRA) on July 8, 2003, which was subsequently approved by Miami-Dade County on June 28, 2005. Instituted as a Special Revenue Fund for the City's purposes, the NMCRA is treated as a separate entity with its own budget. At the proposed 8.1955 millage rate, the NMCRA's fiscal year 2011-12 gross tax increment funding (TIF) is \$1,466,662, a dramatic 35% decrease from the current fiscal year. In its FY2011-12 proposed budget, the NMCRA has included funding for the following CRA-related projects and programs:

- Cultural and Socio-Economic Services: \$262,598
- Commercial Corridor Improvement Program: \$225,207
- Economic Development Program: \$118,153
- Downtown Development Master Plan: \$74,039
- Code Compliance: \$72,708

### **Housing Rehabilitation Program**

With combined funding from the Community Development Block Grant (C.D.B.G.), the Home Investment Partnership Program (HOME), and the Neighborhood Stabilization Program (NSP), the City's total program budget is \$3,037,570.

Highlights of the Housing Rehabilitation Program include:

- Purchase and Rehabilitation of Rental Properties: \$1,056,037
- Housing Rehabilitation: \$624,483
- Single Family Rehabilitation: \$239,092
- Community Housing Development Organization: \$225,828
- First-time homeowner down-payment assistance: \$120,000

### **½ Cent Transportation Surtax**

In 2002, Miami-Dade County voters approved a ½ cent tax for transportation related projects. Allocations to local municipalities are based on population. Staff has identified

the following projects for fiscal year 2011-12:

- NoMi Express Bus Service: \$662,000
- Street Lighting: \$435,000
- Bus Pass Program: \$182,340
- Sidewalk Replacement: \$75,381
- Tree Trimming: \$80,000

### **Transportation Gas Tax**

The Local Option Gas Tax was established in FY94 and, like the ½ cent surtax, provides funding for transportation related capital projects. Staff recommends the following projects:

- Street Resurfacing: \$256,734
- Roadway Medians and Curbs: \$100,000

### **ENTERPRISE FUNDS**

During the fiscal year 2005-06 budget process, the Mayor and Council approved an annual application of a consumer price index (CPI) inflation factor to the utility fee structures. Application of the CPI serves to keep each utility's fees current with inflation. The inflator, selected from the Bureau of Labor and Standards, is specific to the Miami/Fort Lauderdale area. The CPI inflator for fiscal year 2011-12 is 3.99% which has been applied to all three enterprise funds.

#### **Solid Waste Services**

There are no significant changes to the Solid Waste Fund. The proposed budget is \$10,382,405 with an emergency fund reserve of 34% of the total budget.

#### **Stormwater Utility**

Similarly, the Stormwater Utility Fund has no significant changes. The proposed budget is \$3,899,511 with an emergency fund reserve of 25% of the total budget.

#### **Water and Sewer Operation and Maintenance**

In 2009, the City of North Miami Council created a funding mechanism for the renovation of the City's existing water plant. A capital improvement fee (CIF) was implemented to generate funds needed to cover the project-related debt service. The CIF reserve to be generated by the end of fiscal year 2011-12 is projected at \$11,891,037. These funds will be used to reduce the amount of debt assumed for the renovation project.

Though the fund has a healthy capital reserve, fiscal year 2012 operations have a budget shortfall of \$541,327. This is primarily due to the gradual and significant increases in Miami-Dade County fees for the purchase of wholesale water and the disposal of

wastewater, as well as the increased production cost of water at the City's water plant. These increases have been absorbed by the City over the years, hence the operating deficit in 2012.

It is also recommended to the Council that water rates be adjusted in the very near future to adequately fund operations and rebuild a reserve. The City is in the process of completing a water and sewer rate study which will revise the existing water rate structure to promote water conservation, address specific customer affordability issues and implement annual rate adjustments over the forecast period of fiscal years 2012-2016.

Highlights of Water and Sewer projects funded in fiscal year 2011-12 from the capital reserves are:

- Upgrade of Existing Lime Softening Plant: \$4,493,000
- Peak Flow Management Compliance: \$1,400,000
- Water Meter Replacement: \$600,000
- Sanitation Sewer Rehabilitation: \$600,000
- Cyclical Lift Station Rehabilitation: \$200,000

### **Internal Service Funds**

The internal service funds account for the cost of insuring the City in the areas of workers' compensation and general liability risks, and provide fleet management services to other departments on a cost reimbursement basis. The recently completed 2010 Comprehensive Annual Financial Report underscores a deficit of \$3,036,583 in the General Risk Management Fund primarily due to two known recorded claims that exceed the sovereign immunity cap. Beginning in 2012, the City has committed to funding the deficit over a 5 year period in addition to funding current operations. In this year's budget, the contribution towards the deficit is \$607,317.

### **ACCOMPLISHMENTS**

Despite economic hardships, the City has managed to move forward with various expansions, upgrades as well as the maintenance of its facilities and infrastructure in an effort to both maintain and enhance municipal services provided to residents. We are proud and staff is happy to report that:

- During 2010 and into 2011, the City has implemented a Neighborhood Stabilization Program (NSP) which assists low, moderate and middle income residents with the acquisition and rehabilitation of foreclosed homes. Through this program the City secured a total of 19 properties, 6 of which were sold to first time home buyers while maintaining a portfolio of rental properties that is currently fully occupied.

- The City completed renovations to various park facilities including the Ray Cagni Park and the Judson Community Center at Kiwanis Park.
- Construction has commenced on the Claude Pepper Park Community Center which is scheduled to be completed by September 2012.
- The downtown sidewalk improvement project funded by ARRA has been completed from NE 4<sup>th</sup> Avenue to NE 10<sup>th</sup> Avenue and one block north and south of 125<sup>th</sup> Street.
- Approximately 6 miles of roadways have been repaved and new sidewalks and pedestrian ramps constructed at various locations throughout the City.
- Approximately 4,000 linear feet of sanitary sewer force main was installed along NE 16<sup>th</sup> Avenue from 123<sup>rd</sup> Street to 135<sup>th</sup> Street.
- Fifteen (15) gateway signs were installed at the main entrance corridors of the City.
- The City experienced a 12% reduction of Part 1 crimes during the first six months of 2011.
- Operation Wolfpack, a joint operation with local, county, state and federal police personnel has been extremely successful with approximately 400 apprehensions related to violent crimes. The operations have also led to the seizure of weapons, cash, narcotics and the recovery of stolen vehicles and property.
- The City has secured architectural and engineering services for the expansion of the Museum of Contemporary Art to include new exhibition space for the permanent collection, a multi-purpose space for programs and an educational wing for the Museum Academy/art magnet partnership with Miami-Dade public schools.

## **Conclusion**

In any budget process, it is always a challenge to balance competing needs against limited resources and this budget year is no exception. For the past 2 years, North Miami has been proactive and taken steps necessary to trim spending while maintaining an excellent level of service. Staff in each department has undertaken this year's budgeting with optimism and recognition of the new economic realities of our time. Efforts related to improving performance such as new technology and management streamlining are yielding results. These efforts have allowed for efficiencies to be achieved while simultaneously improving effectiveness in our operations. We look forward to continuing these initiatives throughout the next year.

Through the support of a loyal community, diligent employees and the ongoing guidance of our City Council, I am confident we will be able to meet the challenges ahead and provide quality services to the residents and businesses of the City of North Miami.

Sincerely,



**Russell Benford**  
City Manager

# about



## NORTH MIAMI

F L O R I D A

The city of North Miami is a dynamically diverse community which encompasses 9.5 square miles in Northeast Miami-Dade County. Following the 2010 Census, the City now ranks as the sixth largest municipality in Miami-Dade County, (the 41<sup>st</sup> most populated in the state of Florida), with a population of 58,786. North Miami, previously dubbed the “Most Diverse City” in Miami-Dade County by the League of Cities, is known for its evolving community of immigrants from the Caribbean, most notably of Haitian decent. Despite the current economic downturn, North Miami continues to be home to a strong business community and offers residents a variety of housing options, from affordable, single family homes and apartment condominiums, both rental and owner-occupied, to multi-million dollar estates overlooking beautiful Biscayne Bay.

## Our History

The city of North Miami is a unique community that has a rich history dating back to the late 1800's. Early settlers, Charles G. Ihle and David Burckhart, saw unbounded opportunities in an area covered with swamps and mangroves. The original settlement grew into a community, known as Arch Creek, which eventually became incorporated on February 5, 1926 as the Town of Miami Shores. The devastating hurricane of 1926 stifled the town's initial growth. Along with economic hard times, the town's name "Miami Shores" was not ratified by the Florida legislature and

other developers were granted use of the name for another village farther south. On July 24, 1931, the Town of Miami Shores became the Town of North Miami, which evolved into the City of North Miami when its charter was established in the 1950's.

## Our Government

The City's charter provides for a Mayor, elected city-wide, that serves up to two consecutive two-year terms and four Council members, elected by district to serve up to two consecutive four-year terms. The term



limit was amended by referendum in August 2010 and will take effect with the 2013 election.

North Miami is also one of few communities in the state that still have a city clerk that is elected city-wide. Also amended by referendum in 2010, the Clerk will be limited to serve up to two consecutive four-year terms, starting with the 2013 election.

The city manager and city attorney are each appointed by the city council. The city manager is responsible for the city's day-to-day operations, hiring department heads and preparing the annual budget. As reflected in the city's organizational chart, the city of North Miami provides for a variety of services to its residents and business owners.

Residents and business owners also have the chance to become involved in local government operations by serving on boards and commissions that may act in either advisory or quasi-judicial capacities.

## Our Community

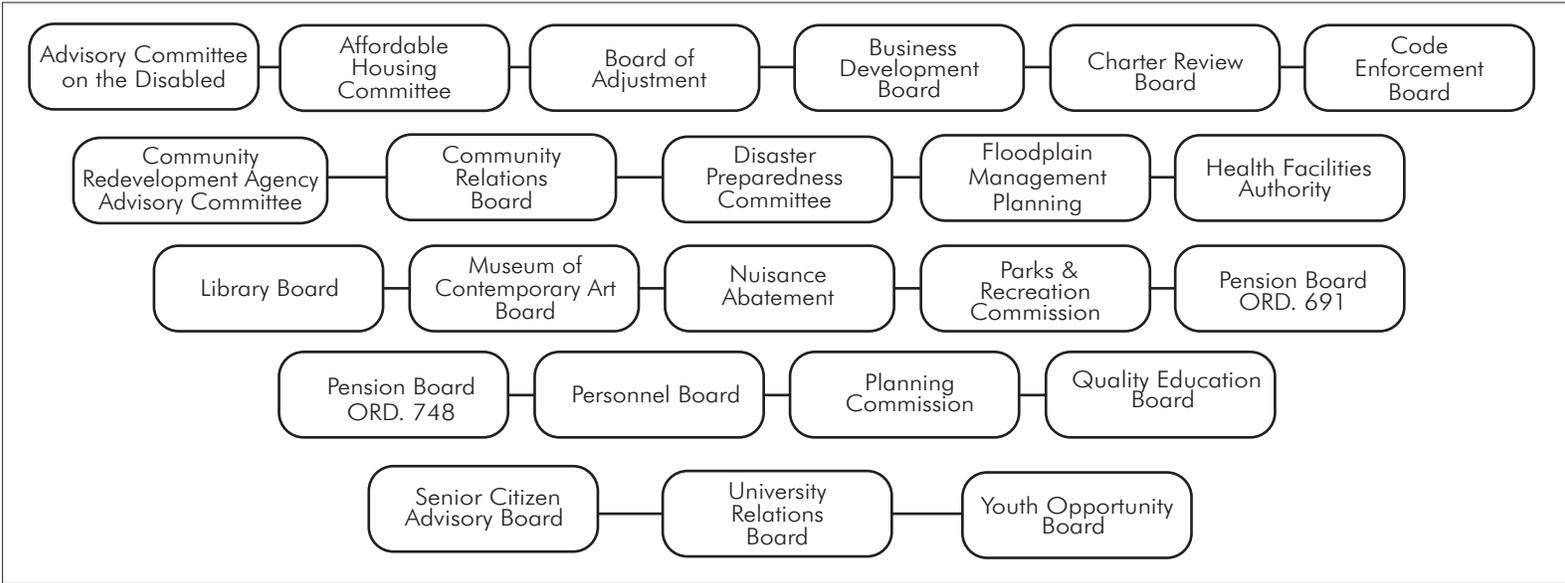
In 2011, North Miami continues to lure residents and businesses to the area because of its ideal location, tucked midway between Miami, Fort Lauderdale and the beaches, as well as for a true sense of community that is cultivated through recreational and educational opportunities. North Miami residents can receive a quality education from Pre-K through PhD, at a number of higher education institutions

located in the area; including Florida International University - Biscayne Bay Campus, Johnson & Wales University, Barry University and Miami-Dade College - North Campus. The City is also home to the Oleta River State Recreation Area, right on Biscayne Bay, and a park system that offers numerous athletic, recreation and nature programs throughout the year.

The City's Museum of Contemporary Art (MOCA) has brought worldwide attention to North Miami. The museum is now preparing for an expansion that will provide dedicated exhibition space for its permanent art collection, as well as classroom space for art education programs. The downtown corridor, along NE 125 Street, has also become known as the NoMi Arts District, home to arts-based businesses and 20th century furnishing stores. Affordability and quality are some of the great advantages of living and doing business in North Miami.

Since earning an All-America City designation in 2010, North Miami continues to strive to serve the community by bringing to life the pillars exemplified by the award: engaging residents in governmental operations, collaborating with all sectors of the community, and championing inclusiveness in its programs and events with an innovative approach to make a lasting impact. North Miami is proud to be the only municipality in the state of Florida since 2008 to receive this honor. **NM**

## Advisory Boards and Commissions

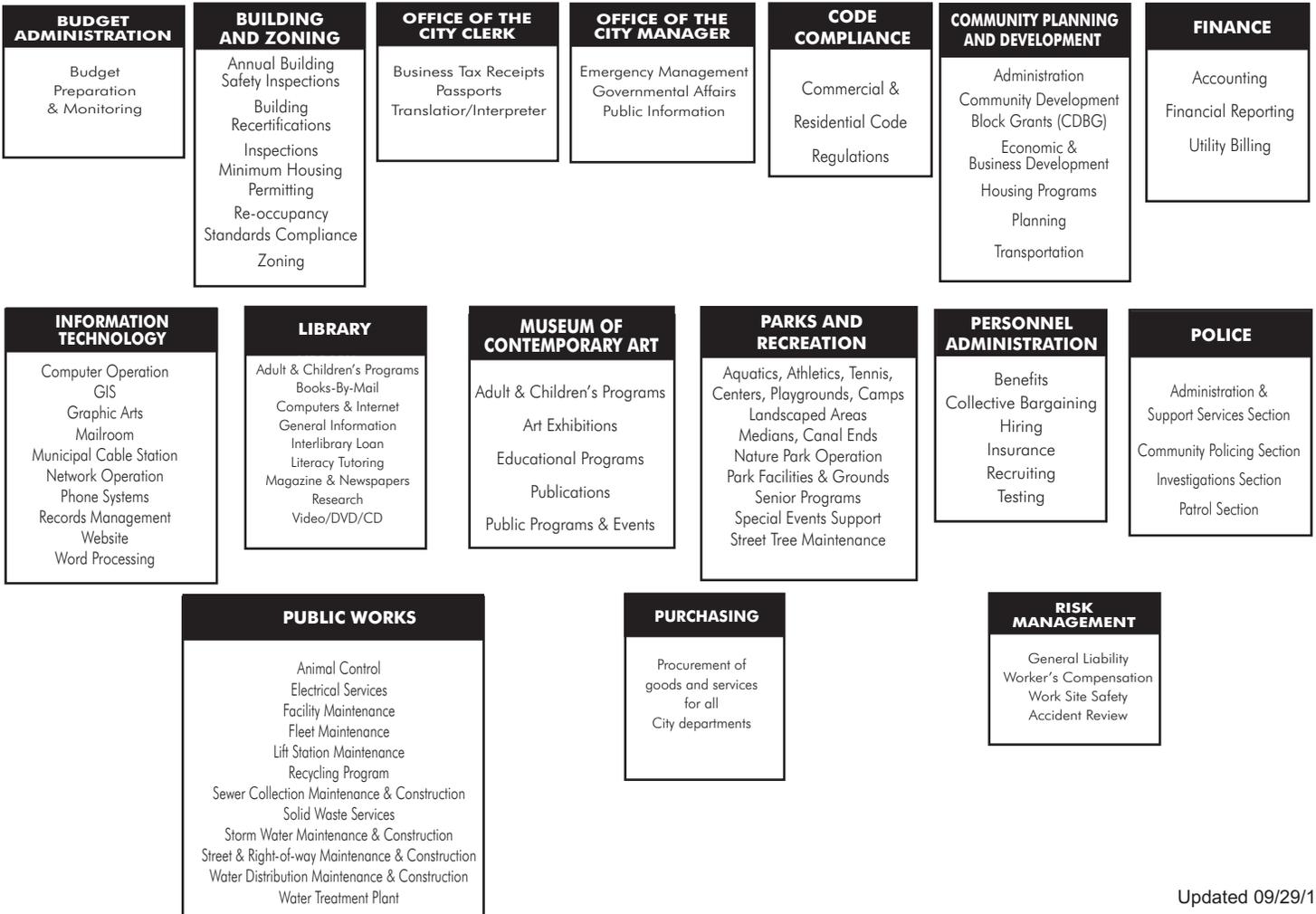


**MAYOR / COUNCIL**

**CITY CLERK**

**CITY ATTORNEY**

**CITY MANAGER**



## REVENUE SUMMARY FISCAL YEAR 2011-12

<i>Account Number</i>	<b>2009-10 Actual Revenue</b>	<b>2010-11 Amended Budget</b>	<b>2010-11 Estimated Revenue</b>	<b>2011-12 Adopted Budget</b>	<b>Increase/ Decrease</b>
<b><u>GENERAL FUND</u></b>					
001-13-311100-000 OPERATING TAX LEVY	13,960,742	16,073,265	15,108,869	15,569,954	503,311-
001-13-311110-000 DISCOUNT ON TAXES	467,630-	803,663-	513,701-	778,498-	25,165
001-13-311300-000 TAX CERTIFICATE REDEMPTION	1,204,914	0	533,612	0	0
<b>Total AD VALOREM TAXES</b>	<b>14,698,026</b>	<b>15,269,602</b>	<b>15,128,780</b>	<b>14,791,456</b>	<b>478,146-</b>
001-13-312410-000 LOCAL OPTION GAS TAX TRUST FD	751,111	713,385	753,795	684,310	29,075-
001-13-312520-000 INS.-PREM. TAX (SHARE PLAN)	268,173	0	0	0	0
<b>Total GENERAL SALES AND USE TAX</b>	<b>1,019,284</b>	<b>713,385</b>	<b>753,795</b>	<b>684,310</b>	<b>29,075-</b>
001-13-313100-000 F P & L FRANCHISE TAX	2,607,189	2,600,000	2,398,440	2,300,000	300,000-
001-13-313300-000 CITY GAS FRANCHISE TAX	3,993	4,500	4,500	4,500	0
001-13-313400-000 PEOPLES GAS FRANCHISE TAX	81,916	70,000	70,000	70,000	0
001-13-313700-000 WASTE COLLECTION TAX	630,512	600,000	610,375	600,000	0
001-13-313910-000 BUS BENCHES COMPANY FRANCHISE	12,519	0	13,536	13,536	13,536
001-13-313920-000 SHELTER ADV. FRANCHISE	4,050	0	2,800	0	0
<b>Total FRANCHISE FEES</b>	<b>3,340,179</b>	<b>3,274,500</b>	<b>3,099,651</b>	<b>2,988,036</b>	<b>286,464-</b>
001-13-314110-000 UTILITY TAX-F P & L	2,552,041	2,500,000	2,453,860	2,400,000	100,000-
001-13-314410-000 UTILITY TAX-NATURAL GAS	57,772	58,000	59,000	58,000	0
001-13-314710-000 UTILITY TAX-FUEL OIL	1,229	1,200	1,200	1,200	0
001-13-314910-000 UTILITY TAX-ALL OTHER	33,236	24,000	35,820	30,000	6,000
<b>Total UTILITY SERVICES TAXES</b>	<b>2,644,278</b>	<b>2,583,200</b>	<b>2,549,880</b>	<b>2,489,200</b>	<b>94,000-</b>
001-13-315000-000 COMMUNICATIONS SERVICE TAX	2,102,527	1,963,070	1,933,653	1,900,916	62,154-
<b>Total COMMUNICATIONS SERVICE TAX</b>	<b>2,102,527</b>	<b>1,963,070</b>	<b>1,933,653</b>	<b>1,900,916</b>	<b>62,154-</b>
001-03-321100-000 OCCUPATIONAL LICENSES	380,085	400,000	400,000	400,000	0
001-03-321200-000 REGULATORY LICENSE FEE	12,000	8,000	15,000	15,000	7,000

## REVENUE SUMMARY FISCAL YEAR 2011-12

<i>Account Number</i>	<b>2009-10 Actual Revenue</b>	<b>2010-11 Amended Budget</b>	<b>2010-11 Estimated Revenue</b>	<b>2011-12 Adopted Budget</b>	<b>Increase/ Decrease</b>
<b>Total OCCUPATIONAL LICENSES</b>	<b>392,085</b>	<b>408,000</b>	<b>415,000</b>	<b>415,000</b>	<b>7,000</b>
001-15-322100-000 BUILDING PERMITS	341,012	300,000	386,924	320,000	20,000
001-15-322110-000 STREET/GRADE PERMITS	5,299	4,100	4,971	4,100	0
001-15-322120-000 PLUMBING PERMITS	47,544	41,000	72,397	62,000	21,000
001-15-322130-000 ELECTRICAL PERMITS	94,365	80,000	111,095	90,000	10,000
001-15-322135-000 MECHANICAL PERMITS	74,338	55,000	85,026	70,000	15,000
001-15-322140-000 B & Z MISC. REVENUE	103,117	50,000	99,630	75,000	25,000
001-15-322145-000 REINSPECTION FEES	5,467	5,000	6,776	5,000	0
001-15-322149-000 TRAINING AND TECHNOLOGY FEES	2,565	0	0	0	0
001-15-322150-000 CERTIFICATES OF RE-OCCUPANCY	85,433	60,000	158,450	85,000	25,000
001-15-322151-000 40 YEAR RECERTIFICATION	4,284	0	40,000	52,500	52,500
001-15-322160-000 STRUCTURAL PLANS REVIEW	45,639	45,000	35,000	35,000	10,000-
001-16-322140-000 B & Z MISC. REVENUE	200	0	0	0	0
<b>Total BUILDING PERMITS</b>	<b>809,263</b>	<b>640,100</b>	<b>1,000,269</b>	<b>798,600</b>	<b>158,500</b>
001-03-329100-000 BOAT RAMP PERMITS	0	0	300	0	0
001-04-329900-000 PERMITTING FEE - MEDIANET	302,400	302,400	302,400	302,400	0
<b>Total OTHER LICENSES, FEES AND PERMITS</b>	<b>302,400</b>	<b>302,400</b>	<b>302,700</b>	<b>302,400</b>	<b>0</b>
001-08-331230-000 C.O.P.S. UHP GRANT	79,548	248,831	238,831	264,731	15,900
001-08-331246-000 D.O.J. - COVERDELL GRANT	79,757	0	0	0	0
001-08-331280-000 D.O.J.-VOCA GRANT	21,805	48,046	30,000	52,851	4,805
001-08-331290-000 BULLETPROOF VEST GRANT	1,911	7,000	4,000	5,000	2,000-
001-08-331905-000 FEDERAL GRANTS FOR POLICE DEPT	376,118	0	138,022	0	0
001-08-331951-000 FEDERAL GRANTS - MISCELLANEOUS	0	50,000	0	0	50,000-
001-09-331491-000 BIKE PATH FEDERAL GRANT	7,643	367,045	13,491	353,554	13,491-
001-09-331500-000 EECBG STIMULUS GRANT	130,330	89,143	406,143	0	89,143-
001-09-331951-000 FEDERAL GRANTS - MISCELLANEOUS	334,974	56,814	56,814	0	56,814-
001-12-331951-000 FEDERAL GRANTS - MISCELLANEOUS	7,500	0	0	0	0

## REVENUE SUMMARY FISCAL YEAR 2011-12

<i>Account Number</i>	<b>2009-10 Actual Revenue</b>	<b>2010-11 Amended Budget</b>	<b>2010-11 Estimated Revenue</b>	<b>2011-12 Adopted Budget</b>	<b>Increase/ Decrease</b>
001-13-331510-000 FEMA REIMBURSEMENT	3,601	0	0	0	0
<b>Total FEDERAL GRANTS</b>	<b>1,043,187</b>	<b>866,879</b>	<b>887,301</b>	<b>676,136</b>	<b>190,743-</b>
001-02-334395-000 KEEP FLORIDA BEAUTIFUL GRANT	13,159	0	1,250	0	0
001-12-334560-000 FL. DEPT. OF AGRICULTURE GRANT	14,022	0	0	0	0
001-17-334850-000 STATE AID TO LIBRARIES GRANT	27,895	20,293	20,293	30,144	9,851
<b>Total STATE GRANTS</b>	<b>55,076</b>	<b>20,293</b>	<b>21,543</b>	<b>30,144</b>	<b>9,851</b>
001-13-335120-000 STATE REVENUE SHARING	1,737,936	1,659,184	1,709,584	1,700,800	41,616
001-13-335140-000 MOBILE HOME LICENSES	1,095	1,000	1,366	1,000	0
001-13-335150-000 ALCOHOLIC BEVERAGE LICENSES	15,229	14,000	15,436	14,000	0
001-13-335180-000 LOCAL GOVT 1/2 CENT SALES TAX	3,277,727	3,296,511	3,515,380	3,300,000	3,489
<b>Total STATE SHARED REVENUES</b>	<b>5,031,987</b>	<b>4,970,695</b>	<b>5,241,766</b>	<b>5,015,800</b>	<b>45,105</b>
001-12-337800-000 MISCELLANEOUS LOCAL GRANTS	1,000	0	0	0	0
001-13-337800-000 MISCELLANEOUS LOCAL GRANTS	83,729	0	14,481	0	0
<b>Total GRANTS FROM OTHER LOCAL UNITS</b>	<b>84,729</b>	<b>0</b>	<b>14,481</b>	<b>0</b>	<b>0</b>
001-03-338200-000 OCC. LICENSES-DADE COUNTY	80,702	70,000	70,000	70,000	0
001-03-338210-000 OCC LICENSES-DADE CONTRACTORS	910	800	800	800	0
<b>Total SHARED REVENUES FROM OTHER LOCAL UNITS</b>	<b>81,612</b>	<b>70,800</b>	<b>70,800</b>	<b>70,800</b>	<b>0</b>
001-03-341900-000 ELECTION FEES	0	12,000	13,830	0	12,000-
001-03-341920-000 PASSPORT APPLICATION FEES	34,820	30,000	53,245	55,000	25,000
001-04-341110-000 ADMINISTRATION CHARGES-LIENS	4,015	1,000	3,680	3,000	2,000
001-04-341400-000 LIENS-RECORD SEARCH FEES	70,025	45,000	65,490	60,000	15,000
001-09-341930-000 OTHER GENERAL GOVT CHARGES & FE	0	0	25,550	24,000	24,000
001-15-341115-000 ZONING COMPLIANCE REVIEW FEES	73,913	25,000	64,016	40,000	15,000
001-15-341120-000 MINIMUM HOUSING REVIEW FEES	25,028	8,000	14,500	10,000	2,000
001-15-341910-000 BOARD OF ADJUSTMENT FEES	0	8,000	0	0	8,000-

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<i>Account Number</i>	<b>2009-10 Actual Revenue</b>	<b>2010-11 Amended Budget</b>	<b>2010-11 Estimated Revenue</b>	<b>2011-12 Adopted Budget</b>	<b>Increase/ Decrease</b>
<b>Total CHARGES FOR SERVICES</b>	<b>207,801</b>	<b>129,000</b>	<b>240,311</b>	<b>192,000</b>	<b>63,000</b>
001-08-342120-000 POLICE RECORD REPORTS	12,073	4,000	9,360	6,000	2,000
001-08-342130-000 POLICE COURT RESTITUTION	0	0	300	0	0
001-08-342160-000 SANS SOUCI GG-CNTY REIMB	300,370	280,000	295,222	296,684	16,684
001-08-342900-000 MISC. POLICE DEPT. REVENUE	39,378	1,000	10,488	8,500	7,500
<b>Total PUBLIC SAFETY</b>	<b>351,821</b>	<b>285,000</b>	<b>315,370</b>	<b>311,184</b>	<b>26,184</b>
001-10-343920-000 PUBLIC WORKS MISCELLANEOUS	21,299	8,000	8,000	8,000	0
001-16-343910-000 LOT CLEARING & MOWING	21,503	6,500	34,910	30,000	23,500
<b>Total PHYSICAL ENVIRONMENT</b>	<b>42,802</b>	<b>14,500</b>	<b>42,910</b>	<b>38,000</b>	<b>23,500</b>
001-12-347211-000 CHILDREN'S SPORTS REVENUE	14,209	5,000	20,000	16,000	11,000
001-12-347212-000 GYMNASTICS PROGRAMS REVENUE	14,074	0	0	0	0
001-12-347220-000 MISC. RECREATION REVENUE	21,360	20,000	25,000	21,000	1,000
001-12-347240-000 SWIMMING POOLS REVENUE	18,097	13,000	20,000	18,000	5,000
001-12-347260-000 TENNIS COURTS REVENUE	16,949	20,000	17,000	15,000	5,000-
001-12-347270-000 NATURE PROGRAMS REVENUE	263	0	800	800	800
001-12-347280-000 SPECIAL PROGRAMS REVENUE	9,362	8,000	8,000	8,000	0
001-12-347284-000 ATHLETIC SUMMER CAMP REVENUE	26,500	27,000	30,000	27,000	0
001-12-347285-000 CAMPS & SCHOOLS PROG. REVENUE	75,166	87,000	62,000	60,000	27,000-
001-12-347530-000 G. MARGOLIS COMM. CTR. RENTAL	44,335	40,000	48,000	45,000	5,000
001-12-347540-000 REC FACILITIES RENTAL REVENUE	53,962	55,000	48,000	50,000	5,000-
001-12-347550-000 ATHLETIC STADIUM RENTAL REV.	86,507	68,000	110,000	85,000	17,000
<b>Total CULTURE/RECREATION</b>	<b>380,784</b>	<b>343,000</b>	<b>388,800</b>	<b>345,800</b>	<b>2,800</b>
001-08-351100-000 FINES & FORFEITS-METRO COURT	133,152	125,000	142,524	125,000	0
001-15-351110-000 FINES-CODE ENFORCEMENT BOARD	12,435	207,500	13,359	180,000	27,500-
001-15-351115-000 FINES - SPECIAL MAGISTRATE	41,498	232,500	81,079	235,000	2,500
001-15-351120-000 PERMIT PENALTIES	12,924	8,000	9,000	8,000	0

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<b>Account Number</b>	<b>2009-10 Actual Revenue</b>	<b>2010-11 Amended Budget</b>	<b>2010-11 Estimated Revenue</b>	<b>2011-12 Adopted Budget</b>	<b>Increase/ Decrease</b>
001-15-351125-000 LATE PERMIT FINES	50,190	10,000	31,465	15,000	5,000
001-16-351110-000 FINES-CODE ENFORCEMENT BOARD	41,257	252,500	85,000	225,000	27,500-
001-16-351115-000 FINES - SPECIAL MAGISTRATE	25,773	227,500	46,341	200,000	27,500-
<b>Total JUDGEMENTS AND FINES</b>	<b>317,229</b>	<b>1,063,000</b>	<b>408,768</b>	<b>988,000</b>	<b>75,000-</b>
001-17-352100-000 LIBRARY MEMBER FINES	13,896	12,000	12,000	12,000	0
<b>Total LIBRARY FINES</b>	<b>13,896</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>	<b>0</b>
001-13-354200-000 FINES-LATE PEN/WASTE COLL TAX	5,344	3,500	100	0	3,500-
001-15-354130-000 CODE VIOLATIONS - CITATIONS	1,400	1,000	200	0	1,000-
001-16-354130-000 CODE VIOLATIONS - CITATIONS	6,850	5,000	17,790	13,385	8,385
<b>Total VIOLATIONS OF LOCAL ORDINANCES</b>	<b>13,594</b>	<b>9,500</b>	<b>18,090</b>	<b>13,385</b>	<b>3,885</b>
001-08-359100-000 FINES-SCHOOL CROSSING GUARDS	4,887	4,000	4,839	4,000	0
001-08-359120-000 FINES - RED-LIGHT CAMERAS	1,345,237	1,123,240	2,219,313	1,500,000	376,760
001-08-359200-000 DISABLED PARKING FINES	4,646	5,000	7,012	5,000	0
001-08-359300-000 PKG TICKET SRCHG-CROSS GUARDS	65,343	55,000	56,360	55,000	0
001-15-359101-000 FORFEITURES OF DEPOSIT-ESCROW	0	0	1,250	0	0
<b>Total OTHER FINES AND/OR FORFEITS</b>	<b>1,420,113</b>	<b>1,187,240</b>	<b>2,288,774</b>	<b>1,564,000</b>	<b>376,760</b>
001-13-361100-000 INCOME ON INVESTMENTS	41,405	3,000	4,500	1,000	2,000-
001-13-361200-000 INT. ON INVEST.-DADE COUNTY	5,103	4,000	5,000	4,500	500
001-13-361390-000 INTEREST PENALTY-LIENS	6,421	5,000	12,584	10,000	5,000
<b>Total INTEREST AND OTHER EARNINGS</b>	<b>52,929</b>	<b>12,000</b>	<b>22,084</b>	<b>15,500</b>	<b>3,500</b>
001-13-362120-000 RENTS & LEASES-MISCELLANEOUS	41,161	38,000	41,945	40,000	2,000
001-13-362130-000 BELLSOUTH MOBILITY LEASE	36,338	35,000	38,155	38,000	3,000
001-13-362135-000 BISCAYNE LANDING LEASE	961,000	1,805,000	437,500	1,500,000	305,000-
001-17-362115-000 RENTAL REVENUE-LIBRARY FAC.	110	0	270	0	0

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<b>Total RENTS AND ROYALTIES</b>	<b>1,038,609</b>	<b>1,878,000</b>	<b>517,870</b>	<b>1,578,000</b>	<b>300,000-</b>
001-13-363100-000 SPEC ASSESSMENT PROJECT REV.	6,164	0	0	0	0
<b>Total SPECIAL ASSESSMENTS/IMPACT FEES</b>	<b>6,164</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
001-08-364290-000 SALES OF CITY OWNED ASSETS	5	0	0	0	0
<b>Total DISPOSITION OF FIXED ASSETS</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
001-12-366901-000 DONATIONS	31,455	11,640	31,779	0	11,640-
001-13-366110-000 PRIVATE FACILITIES BONDS REV.	80,899	81,560	81,560	81,560	0
001-13-366230-000 PROCEEDS FROM DEVELOPER	1,000,000	0	618,000	2,100,180	2,100,180
001-13-366901-000 DONATIONS	27,483	16,020	16,020	0	16,020-
001-17-366100-000 LIBRARY DONATIONS	17,507	2,050	2,050	0	2,050-
<b>Total CONTRIBUTION/DONATION FR PRIVATE SOURCES</b>	<b>1,157,344</b>	<b>111,270</b>	<b>749,409</b>	<b>2,181,740</b>	<b>2,070,470</b>
001-02-369301-000 SETTLEMENT PROCEEDS	80,000	80,000	80,000	80,000	0
001-02-369420-000 INSURANCE RECOVERY	6,021	5,000	1,001	0	5,000-
001-09-369903-000 PLANNING & DEVELOPMENT REV.	5,865	0	7,516	6,000	6,000
001-12-369901-000 SENIOR CITIZEN SHOWCASE REV.	108	0	100	0	0
001-13-369440-000 LEVY SERVICE-G.O. BONDS	6,000	6,000	6,000	6,000	0
001-13-369900-000 MISCELLANEOUS REVENUES	200,552	57,435	57,435	35,000	22,435-
001-13-369906-000 TAKE HOME VEHICLE PROG REV.	82,960	72,000	89,061	75,000	3,000
001-17-369907-000 LIBRARY MISC. REVENUE	2,956	2,000	2,000	2,000	0
<b>Total MISCELLANEOUS REVENUES</b>	<b>384,462</b>	<b>222,435</b>	<b>243,113</b>	<b>204,000</b>	<b>18,435-</b>
001-13-381105-000 TRANS FM COMM REDEV AGENCY (CRA	0	727,599	727,599	858,086	130,487
001-13-381265-000 TRANS FM LIBRARY BLDG FUND	0	0	55,000	0	0
001-13-381285-000 TRANS FM LAW ENFORCEMENT TRUST	0	136,947	136,947	0	136,947-
<b>Total INTERFUND TRANSFER</b>	<b>0</b>	<b>864,546</b>	<b>919,546</b>	<b>858,086</b>	<b>6,460-</b>

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001-13-382110-000 IN LIEU OF TAXES-ENTER. FUNDS	566,556	566,556	566,556	566,556	0
001-13-382115-000 RET. ON INVEST. IN UTILITY	1,316,491	1,557,137	1,557,137	1,559,642	2,505
001-13-382120-000 CITY FACILITIES RENT-ENTER FDS	61,784	61,784	61,784	61,784	0
001-13-382130-000 AUDIT FEES-ENTERPRISE FUNDS	45,448	45,220	45,220	36,100	9,120-
001-13-382150-000 LEGAL FEES-ENTERPRISE FUNDS	247,844	249,116	249,116	263,980	14,864
001-13-382160-000 INFO PROCESS SVCS-ENTER FUNDS	472,232	407,009	407,009	362,482	44,527-
001-13-382170-000 BILLING SERVICES-ENTER. FUNDS	1,319,681	1,278,017	1,278,017	1,265,247	12,770-
001-13-382190-000 STREET REPAIR SVC-ENTER FUNDS	599,063	482,225	482,225	486,855	4,630
001-13-382195-000 OTHER ADMIN SVCS-ENTER. FUNDS	2,033,347	1,688,497	1,688,497	1,565,153	123,344-
<b>Total CONTRIBUTIONS FROM ENTERPRISE OPERATIONS</b>	<b>6,662,446</b>	<b>6,335,561</b>	<b>6,335,561</b>	<b>6,167,799</b>	<b>167,762-</b>
001-13-389900-000 PRIOR YEAR SURPLUS/DEFICIT	0	641,028	626,504-	1,159,427-	1,800,455-
001-13-389901-000 PRIOR YEAR CONTINGENCY BALANCE	0	935,000	0	935,000	0
<b>Total NON-OPERATING SOURCES</b>	<b>0</b>	<b>1,576,028</b>	<b>626,504-</b>	<b>224,427-</b>	<b>1,800,455-</b>
001-13-399802-000 TO: LIBRARY BUILDING FUND	6,400-	0	0	0	0
001-13-399803-000 TO: SOLID WASTE SERVICES FUND	63,127-	69,200-	69,200-	97,402-	28,202-
001-13-399810-000 TO: W & S OPER & MAINT FUND	0	106,200-	106,200-	106,200-	0
001-13-399811-000 TO: PEPPER PK YOUTH CTR FUND	41,787-	0	0	0	0
<b>Total TRANSFERS OUT</b>	<b>111,314-</b>	<b>175,400-</b>	<b>175,400-</b>	<b>203,602-</b>	<b>28,202-</b>
<b>Total GENERAL FUND</b>	<b>43,543,318</b>	<b>44,950,605</b>	<b>43,120,321</b>	<b>44,204,263</b>	<b>746,341-</b>
<b><u>C.R.A. FUNDED PROJECTS FUND</u></b>					
105-04-311100-000 OPERATING TAX LEVY	4,021,233	2,142,742	2,180,185	1,466,662	676,080-
105-04-311110-000 DISCOUNT ON TAXES	134,695-	107,137-	112,776-	73,333-	33,804
105-04-311300-000 TAX CERTIFICATE REDEMPTION	347,061	0	75,333	0	0
<b>Total AD VALOREM TAXES</b>	<b>4,233,599</b>	<b>2,035,605</b>	<b>2,142,742</b>	<b>1,393,329</b>	<b>642,276-</b>
105-04-369915-000 CRA FUNDED PROJECTS	843,135	5,289,853	4,506,219	752,705	4,537,148-

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<b>Total MISCELLANEOUS REVENUES</b>	<b>843,135</b>	<b>5,289,853</b>	<b>4,506,219</b>	<b>752,705</b>	<b>4,537,148-</b>
105-04-399450-000 TO: GENERAL FUND	0	727,599-	727,599-	858,086-	130,487-
105-04-399460-000 TO CRA FUND	4,233,599-	0	1,415,143-	0	0
<b>Total TRANSFERS OUT</b>	<b>4,233,599-</b>	<b>727,599-</b>	<b>2,142,742-</b>	<b>858,086-</b>	<b>130,487-</b>
<b>Total C.R.A. FUNDED PROJECTS FUND</b>	<b>843,135</b>	<b>6,597,859</b>	<b>4,506,219</b>	<b>1,287,948</b>	<b>5,309,911-</b>
<b><u>C.D.B.G. ENTITLEMENT FUND</u></b>					
115-09-331910-000 C.D.B.G. ENTITLEMENT	1,448,370	1,332,036	1,494,658	1,115,057	216,979-
115-09-331911-000 C.D.B.G. RECOVERY PROGRAM	58,314	265,033	263,237	10,450	254,583-
115-09-331920-000 CDBG-DOWNTOWN REHAB	0	0	103,350	0	0
115-09-331930-000 CDBG-DISASTER RECOVERY	0	201,081	0	0	201,081-
<b>Total FEDERAL GRANTS</b>	<b>1,506,684</b>	<b>1,798,150</b>	<b>1,861,245</b>	<b>1,125,507</b>	<b>672,643-</b>
115-09-361104-000 INTEREST INCOME ON LOANS	0	0	1,893	0	0
<b>Total INTEREST AND OTHER EARNINGS</b>	<b>0</b>	<b>0</b>	<b>1,893</b>	<b>0</b>	<b>0</b>
115-09-366481-000 FUNDS RECAPTURED	0	0	4,200	0	0
<b>Total CONTRIBUTION/DONATION FR PRIVATE SOURCES</b>	<b>0</b>	<b>0</b>	<b>4,200</b>	<b>0</b>	<b>0</b>
115-09-389900-000 PRIOR YEAR SURPLUS/DEFICIT	0	217,287	0	6,093	211,194-
<b>Total NON-OPERATING SOURCES</b>	<b>0</b>	<b>217,287</b>	<b>0</b>	<b>6,093</b>	<b>211,194-</b>
<b>Total C.D.B.G. ENTITLEMENT FUND</b>	<b>1,506,684</b>	<b>2,015,437</b>	<b>1,867,338</b>	<b>1,131,600</b>	<b>883,837-</b>
<b><u>HOME INVESTMENT PARTNERSHIP FUND</u></b>					
116-09-331535-000 HOME INVESTMENT PARTNERSHIP	1,021,897	554,883	482,119	644,132	89,249

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116-09-331536-000 HOMELESS PREVENTION & RAPID RE-H	193,229	16,770	300,417	13,995	2,775-
<b>Total FEDERAL GRANTS</b>	<b>1,215,126</b>	<b>571,653</b>	<b>782,536</b>	<b>658,127</b>	<b>86,474</b>
116-09-389900-000 COMMUNITY PLANNING & DEVELOPME	0	358,547	0	0	358,547-
<b>Total NON-OPERATING SOURCES</b>	<b>0</b>	<b>358,547</b>	<b>0</b>	<b>0</b>	<b>358,547-</b>
<b>Total HOME INVESTMENT PARTNERSHIP FUND</b>	<b>1,215,126</b>	<b>930,200</b>	<b>782,536</b>	<b>658,127</b>	<b>272,073-</b>
<b><u>2005 DISASTER RECOVERY GRANT FUND</u></b>					
117-09-334535-000 2005 DISASTER RECOVERY GRANT	1,739,566	675,000	1,751,303	0	675,000-
<b>Total STATE GRANTS</b>	<b>1,739,566</b>	<b>675,000</b>	<b>1,751,303</b>	<b>0</b>	<b>675,000-</b>
117-09-361104-000 INTEREST INCOME ON LOANS	573	0	2,270	0	0
<b>Total INTEREST AND OTHER EARNINGS</b>	<b>573</b>	<b>0</b>	<b>2,270</b>	<b>0</b>	<b>0</b>
117-09-366481-000 FUNDS RECAPTURED	8,679	0	33,904	0	0
<b>Total CONTRIBUTION/DONATION FR PRIVATE SOURCES</b>	<b>8,679</b>	<b>0</b>	<b>33,904</b>	<b>0</b>	<b>0</b>
117-09-389900-000 PRIOR YEAR SURPLUS/DEFICIT	0	1,066,905	0	0	1,066,905-
<b>Total NON-OPERATING SOURCES</b>	<b>0</b>	<b>1,066,905</b>	<b>0</b>	<b>0</b>	<b>1,066,905-</b>
<b>Total 2005 DISASTER RECOVERY GRANT FUND</b>	<b>1,748,818</b>	<b>1,741,905</b>	<b>1,787,477</b>	<b>0</b>	<b>1,741,905-</b>
<b><u>NEIGHBORHOOD STABILIZATION PROGRAM FUND</u></b>					
118-09-331547-000 NEIGHBORHOOD STABILIZATION PROG	1,998,005	186,288	0	1,173,374	987,086
118-09-331911-000 NSP RECOVERY PROGRAM	435,609	526,009	347,812	47,460	478,549-
<b>Total FEDERAL GRANTS</b>	<b>2,433,614</b>	<b>712,297</b>	<b>347,812</b>	<b>1,220,834</b>	<b>508,537</b>
118-09-389900-000 PRIOR YEAR SURPLUS/DEFICIT	0	253,636	0	0	253,636-

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<b>Account Number</b>	<b>2009-10 Actual Revenue</b>	<b>2010-11 Amended Budget</b>	<b>2010-11 Estimated Revenue</b>	<b>2011-12 Adopted Budget</b>	<b>Increase/ Decrease</b>
<b>Total NON-OPERATING SOURCES</b>	<b>0</b>	<b>253,636</b>	<b>0</b>	<b>0</b>	<b>253,636-</b>
<b>Total NEIGHBORHOOD STABILIZATION PROGRAM</b>	<b>2,433,614</b>	<b>965,933</b>	<b>347,812</b>	<b>1,220,834</b>	<b>254,901</b>
<b><u>STATE HOUSING INITIATIVE PROG FUND</u></b>					
125-09-335510-000 S.H.I.P. ENTITLEMENT	27,709	0	0	27,009	27,009
<b>Total STATE SHARED REVENUES</b>	<b>27,709</b>	<b>0</b>	<b>0</b>	<b>27,009</b>	<b>27,009</b>
125-09-389900-000 PRIOR YEAR SURPLUS/DEFICIT	0	32,250	39,751	0	32,250-
<b>Total NON-OPERATING SOURCES</b>	<b>0</b>	<b>32,250</b>	<b>39,751</b>	<b>0</b>	<b>32,250-</b>
<b>Total STATE HOUSING INITIATIVE PROG FUND</b>	<b>27,709</b>	<b>32,250</b>	<b>39,751</b>	<b>27,009</b>	<b>5,241-</b>
<b><u>POLICE TRAINING FUND</u></b>					
130-08-335290-000 POLICE TRAINING REVENUE	11,946	11,000	11,463	11,000	0
<b>Total STATE SHARED REVENUES</b>	<b>11,946</b>	<b>11,000</b>	<b>11,463</b>	<b>11,000</b>	<b>0</b>
130-08-389900-000 PRIOR YEAR SURPLUS/DEFICIT	0	0	127	500	500
<b>Total NON-OPERATING SOURCES</b>	<b>0</b>	<b>0</b>	<b>127</b>	<b>500</b>	<b>500</b>
<b>Total POLICE TRAINING</b>	<b>11,946</b>	<b>11,000</b>	<b>11,590</b>	<b>11,500</b>	<b>500</b>
<b><u>LAW ENFORCEMENT TRUST FUND</u></b>					
131-08-359110-000 FORFEITURE PROCEEDS	117,641	0	166,086	0	0
<b>Total OTHER FINES AND/OR FORFEITS</b>	<b>117,641</b>	<b>0</b>	<b>166,086</b>	<b>0</b>	<b>0</b>
131-08-364290-000 SALES OF CITY OWNED ASSETS	19,175	0	0	0	0
<b>Total DISPOSITION OF FIXED ASSETS</b>	<b>19,175</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**REVENUE SUMMARY  
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<u>Account Number</u>	<u>2009-10 Actual Revenue</u>	<u>2010-11 Amended Budget</u>	<u>2010-11 Estimated Revenue</u>	<u>2011-12 Adopted Budget</u>	<u>Increase/ Decrease</u>
131-08-389900-000 PRIOR YEAR SURPLUS/DEFICIT	0	341,536	517,604	325,805	15,731-
<b>Total NON-OPERATING SOURCES</b>	<b>0</b>	<b>341,536</b>	<b>517,604</b>	<b>325,805</b>	<b>15,731-</b>
131-08-399450-000 TO: GENERAL FUND	0	136,947-	136,947-	0	136,947
<b>Total TRANSFERS OUT</b>	<b>0</b>	<b>136,947-</b>	<b>136,947-</b>	<b>0</b>	<b>136,947</b>
<b>Total LAW ENFORCEMENT TRUST FUND</b>	<b>136,816</b>	<b>204,589</b>	<b>546,743</b>	<b>325,805</b>	<b>121,216</b>
<b><u>FEDERAL FORFEITURE FUND</u></b>					
132-08-359110-000 FORFEITURE PROCEEDS	164,796	0	79,764	0	0
<b>Total OTHER FINES AND/OR FORFEITS</b>	<b>164,796</b>	<b>0</b>	<b>79,764</b>	<b>0</b>	<b>0</b>
132-08-389900-000 PRIOR YEAR SURPLUS/DEFICIT	0	161,349	179,381	230,645	69,296
<b>Total NON-OPERATING SOURCES</b>	<b>0</b>	<b>161,349</b>	<b>179,381</b>	<b>230,645</b>	<b>69,296</b>
<b>Total FEDERAL FORFEITURE FUND</b>	<b>164,796</b>	<b>161,349</b>	<b>259,145</b>	<b>230,645</b>	<b>69,296</b>
<b><u>JUSTICE ASSISTANCE GRANT FUND</u></b>					
134-08-331255-000 JUSTICE ASSISTANCE GRANT (JAG)	47,168	115,471	107,247	8,224	107,247-
134-08-331256-000 EDWARD BYRNE JAG - ARRA	190,917	80,927	30,481	77,625	3,302-
<b>Total FEDERAL GRANTS</b>	<b>238,085</b>	<b>196,398</b>	<b>137,728</b>	<b>85,849</b>	<b>110,549-</b>
134-08-389900-000 PRIOR YEAR SURPLUS/DEFICIT	0	27,179	0	0	27,179-
<b>Total NON-OPERATING SOURCES</b>	<b>0</b>	<b>27,179</b>	<b>0</b>	<b>0</b>	<b>27,179-</b>
<b>Total JUSTICE ASSISTANCE GRANT FUND</b>	<b>238,085</b>	<b>223,577</b>	<b>137,728</b>	<b>85,849</b>	<b>137,728-</b>

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<i>Account Number</i>	<b>2009-10 Actual Revenue</b>	<b>2010-11 Amended Budget</b>	<b>2010-11 Estimated Revenue</b>	<b>2011-12 Adopted Budget</b>	<b>Increase/ Decrease</b>
<b><u>BYRNE STRIKE TEAM GRANT FUND</u></b>					
137-08-331275-000 POLICE	1,636	0	0	0	0
<b>Total FEDERAL GRANTS</b>	<b>1,636</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total BYRNE STRIKE TEAM GRANT FUND</b>	<b>1,636</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>1/2 CENT TRANSPORTATION SURTAX FUND</u></b>					
185-09-312440-000 1/2 CENT TRANSPORATION SURTAX	1,755,291	1,601,768	1,760,744	1,731,507	129,739
<b>Total GENERAL SALES AND USE TAX</b>	<b>1,755,291</b>	<b>1,601,768</b>	<b>1,760,744</b>	<b>1,731,507</b>	<b>129,739</b>
185-09-344900-000 OTHER TRANSPORTATION REVENUE	36,000	36,000	3,000	0	36,000-
<b>Total TRANSPORTATION</b>	<b>36,000</b>	<b>36,000</b>	<b>3,000</b>	<b>0</b>	<b>36,000-</b>
185-09-361100-000 INCOME ON INVESTMENTS	8,025	5,000	7,806	5,000	0
<b>Total INTEREST AND OTHER EARNINGS</b>	<b>8,025</b>	<b>5,000</b>	<b>7,806</b>	<b>5,000</b>	<b>0</b>
185-08-369912-000 BUS PASS REVENUE	10,107	0	0	0	0
185-09-369900-000 MISCELLANEOUS REVENUES	145,729	0	560	0	0
185-09-369912-000 BUS PASS REVENUE	34,875	100,800	95,975	105,469	4,669
<b>Total MISCELLANEOUS REVENUES</b>	<b>190,711</b>	<b>100,800</b>	<b>96,535</b>	<b>105,469</b>	<b>4,669</b>
185-09-389900-000 PRIOR YEAR SURPLUS/DEFICIT	0	4,660,230	3,678,404	122,719	4,537,511-
<b>Total NON-OPERATING SOURCES</b>	<b>0</b>	<b>4,660,230</b>	<b>3,678,404</b>	<b>122,719</b>	<b>4,537,511-</b>
<b>Total 1/2 CENT TRANSPORTATION SURTAX FUND</b>	<b>1,990,027</b>	<b>6,403,798</b>	<b>5,546,489</b>	<b>1,964,695</b>	<b>4,439,103-</b>
<b><u>LANDFILL CLOSURE FUND</u></b>					
<b>Total GRANTS FROM OTHER LOCAL UNITS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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<u>Account Number</u>	<u>2009-10 Actual Revenue</u>	<u>2010-11 Amended Budget</u>	<u>2010-11 Estimated Revenue</u>	<u>2011-12 Adopted Budget</u>	<u>Increase/ Decrease</u>
190-04-361100-000 INCOME ON INVESTMENTS	102,893	75,000	95,463	75,000	0
<b>Total INTEREST AND OTHER EARNINGS</b>	<b>102,893</b>	<b>75,000</b>	<b>95,463</b>	<b>75,000</b>	<b>0</b>
190-04-389916-000 RESERVE FOR CLOSURE & REMEDIATIC	0	23,672,693	24,348,403	23,750,606	77,913
<b>Total NON-OPERATING SOURCES</b>	<b>0</b>	<b>23,672,693</b>	<b>24,348,403</b>	<b>23,750,606</b>	<b>77,913</b>
<b>Total LANDFILL CLOSURE FUND</b>	<b>102,893</b>	<b>23,747,693</b>	<b>24,443,866</b>	<b>23,825,606</b>	<b>77,913</b>
<b><u>DEVELOPMENT IMPACT FEES FUND</u></b>					
195-08-324120-000 IMPACT FEES-NONRESIDENTIAL-POLICI	0	0	6,000	14,000	14,000
195-09-324320-000 IMPACT FEES-NON RESIDENT-TRANSPC	0	0	2,000	10,000	10,000
195-13-324710-000 IMPACT FEES-RESIDENTIAL-GEN GOVT	0	0	0	5,000	5,000
195-13-324720-000 IMPACT FEES-NONRESIDENTIAL-GEN G	0	0	10,000	20,000	20,000
<b>Total *** Title Not Found ***</b>	<b>0</b>	<b>0</b>	<b>18,000</b>	<b>49,000</b>	<b>49,000</b>
195-15-341300-000 ADMIN SERVICE FEES	0	0	0	1,000	1,000
<b>Total CHARGES FOR SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>
195-13-389900-000 PRIOR YEAR SURPLUS/DEFICIT	0	0	0	18,000	18,000
<b>Total NON-OPERATING SOURCES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>18,000</b>	<b>18,000</b>
<b>Total DEVELOPMENT IMPACT FEES FUND</b>	<b>0</b>	<b>0</b>	<b>18,000</b>	<b>68,000</b>	<b>68,000</b>
<b><u>FMLC-SERIES 2002A - G.O. DEBT FUND</u></b>					
230-04-311100-000 OPERATING TAX LEVY	407,178	500,293	0	454,836	45,457-
230-04-311110-000 DISCOUNT ON TAXES	13,639-	25,015-	0	22,742-	2,273
230-04-311300-000 TAX CERTIFICATE REDEMPTION	35,142	0	18,834	0	0

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<i>Account Number</i>	<b>2009-10 Actual Revenue</b>	<b>2010-11 Amended Budget</b>	<b>2010-11 Estimated Revenue</b>	<b>2011-12 Adopted Budget</b>	<b>Increase/ Decrease</b>
<b>Total AD VALOREM TAXES</b>	<b>428,681</b>	<b>475,278</b>	<b>18,834</b>	<b>432,094</b>	<b>43,184-</b>
230-04-389900-000 PRIOR YEAR SURPLUS/DEFICIT	0	39,767-	0	0	39,767
<b>Total NON-OPERATING SOURCES</b>	<b>0</b>	<b>39,767-</b>	<b>0</b>	<b>0</b>	<b>39,767</b>
<b>Total FMLC-SERIES 2002A - G.O. DEBT FUND</b>	<b>428,681</b>	<b>435,511</b>	<b>18,834</b>	<b>432,094</b>	<b>3,417-</b>
<b><u>PENSION OBLIGATION BOND</u></b>					
250-04-384170-000 PROCEEDS FROM DEBT	17,685,000	0	0	0	0
<b>Total DEBT PROCEEDS</b>	<b>17,685,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
250-04-389510-000 GEN. FD. DEBT ALLOCATION	639,872	1,080,779	1,056,146	1,396,614	315,835
250-04-389515-000 C.R.A. FUNDED PROJECTS DEBT ALLOC	0	0	12,655	0	0
250-04-389525-000 1/2 CENT TRANSPORTATION DEBT ALLC	0	0	10,748	0	0
250-04-389530-000 WATER & SEWER DEBT ALLOCATION	133,507	129,834	129,834	166,953	37,119
250-04-389540-000 SOLID WASTE DEBT ALLOCATION	106,231	65,339	65,339	89,333	23,994
250-04-389550-000 STORMWATER FD. DEBT ALLOCATION	18,662	18,810	18,809	26,628	7,818
250-04-389560-000 RISK MGMT DEBT ALLOCATION	9,331	9,397	9,397	13,056	3,659
250-04-389570-000 FLEET MGMT FD DEBT ALLOCATION	44,861	29,329	29,329	38,779	9,450
<b>Total NON-OPERATING SOURCES</b>	<b>952,464</b>	<b>1,333,488</b>	<b>1,332,257</b>	<b>1,731,363</b>	<b>397,875</b>
<b>Total PENSION OBLIGATION BOND</b>	<b>18,637,464</b>	<b>1,333,488</b>	<b>1,332,257</b>	<b>1,731,363</b>	<b>397,875</b>
<b><u>E MAY AVIL LIBRARY FUND</u></b>					
340-17-381205-000 TRANSFER FROM GENERAL FUND	6,400	0	0	0	0
<b>Total INTERFUND TRANSFER</b>	<b>6,400</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
340-17-389900-000 PRIOR YEAR SURPLUS/DEFICIT	0	86,743	0	63,693	23,050-
<b>Total NON-OPERATING SOURCES</b>	<b>0</b>	<b>86,743</b>	<b>0</b>	<b>63,693</b>	<b>23,050-</b>

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<u>Account Number</u>	<u>2009-10 Actual Revenue</u>	<u>2010-11 Amended Budget</u>	<u>2010-11 Estimated Revenue</u>	<u>2011-12 Adopted Budget</u>	<u>Increase/ Decrease</u>
340-17-399450-000 TO: GENERAL FUND	0	0	55,000-	0	0
<b>Total TRANSFERS OUT</b>	<b>0</b>	<b>0</b>	<b>55,000-</b>	<b>0</b>	<b>0</b>
<b>Total E MAY AVIL LIBRARY FUND</b>	<b>6,400</b>	<b>86,743</b>	<b>55,000-</b>	<b>63,693</b>	<b>23,050-</b>
<b><u>TRANSPORTATION-GAS TAX</u></b>					
370-09-312430-000 CAPITAL IMPV. GAS TAX REV.	288,170	306,287	285,605	264,310	41,977-
<b>Total GENERAL SALES AND USE TAX</b>	<b>288,170</b>	<b>306,287</b>	<b>285,605</b>	<b>264,310</b>	<b>41,977-</b>
370-09-389900-000 PRIOR YEAR SURPLUS/DEFICIT	0	1,155,934	1,186,819	92,424	1,063,510-
<b>Total NON-OPERATING SOURCES</b>	<b>0</b>	<b>1,155,934</b>	<b>1,186,819</b>	<b>92,424</b>	<b>1,063,510-</b>
<b>Total TRANSPORTATION-GAS TAX FUND</b>	<b>288,170</b>	<b>1,462,221</b>	<b>1,472,424</b>	<b>356,734</b>	<b>1,105,487-</b>
<b><u>SAFE NEIGHBORHOOD PARKS FUND</u></b>					
380-12-384250-000 CO. PARKS BOND ISSUE PROCEEDS	0	161,370	161,370	0	161,370-
<b>Total DEBT PROCEEDS</b>	<b>0</b>	<b>161,370</b>	<b>161,370</b>	<b>0</b>	<b>161,370-</b>
<b>Total SAFE NEIGHBORHOOD PARKS FUND</b>	<b>0</b>	<b>161,370</b>	<b>161,370</b>	<b>0</b>	<b>161,370-</b>
<b><u>PEPPER PARK YOUTH CENTER FUND</u></b>					
381-12-337701-000 MIAMI-DADE BBC/GOB - PEPPER PK	65,344	5,347,000	5,245,193	120,530	5,226,470-
<b>Total GRANTS FROM OTHER LOCAL UNITS</b>	<b>65,344</b>	<b>5,347,000</b>	<b>5,245,193</b>	<b>120,530</b>	<b>5,226,470-</b>
381-12-381205-000 TRANSFER FROM GENERAL FUND	41,787	0	0	0	0
<b>Total INTERFUND TRANSFER</b>	<b>41,787</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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<i>Account Number</i>	<b>2009-10 Actual Revenue</b>	<b>2010-11 Amended Budget</b>	<b>2010-11 Estimated Revenue</b>	<b>2011-12 Adopted Budget</b>	<b>Increase/ Decrease</b>
381-12-389900-000 PARKS & RECREATION	0	161,905	0	0	161,905-
<b>Total NON-OPERATING SOURCES</b>	<b>0</b>	<b>161,905</b>	<b>0</b>	<b>0</b>	<b>161,905-</b>
<b>Total PEPPER PARK YOUTH CENTER FUND</b>	<b>107,131</b>	<b>5,508,905</b>	<b>5,245,193</b>	<b>120,530</b>	<b>5,388,375-</b>
<b><u>WATER &amp; SEWER UTILITY FUND</u></b>					
<b>Total FEDERAL GRANTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
420-10-334357-000 D.E.P.-SEWER GRANT-LP6846	6,177	0	378,188	0	0
<b>Total STATE GRANTS</b>	<b>6,177</b>	<b>0</b>	<b>378,188</b>	<b>0</b>	<b>0</b>
420-10-337325-000 MDC-GOB SANITARY SEWER GRANT	321,818	0	0	0	0
<b>Total GRANTS FROM OTHER LOCAL UNITS</b>	<b>321,818</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
420-10-343311-000 METERED SALE OF WATER-CITY	4,853,089	5,968,063	4,687,012	4,874,024	1,094,039-
420-10-343312-000 METERED SALE OF WATER-OUTSIDE	2,219,658	2,582,257	2,027,028	2,107,906	474,351-
420-10-343313-000 FIRE SERVICE REVENUE - CITY	27,408	26,000	27,053	27,324	1,324
420-10-343314-000 FIRE SERVICE REVENUE-OUTSIDE	14,038	13,092	12,744	12,871	221-
420-10-343330-000 NEW SERVICE CONNECTIONS-WATER	0	37,000	32,876	37,000	0
420-10-343350-000 WATER IMPACT FEE	0	33,000	20,000	33,000	0
420-10-343511-000 SANITARY SEWER SERVICE-CITY	1,370,113	1,776,959	1,348,235	1,402,030	374,929-
420-10-343512-000 SANITARY SEWER SVCE-OUTSIDE	632,116	824,267	608,521	632,801	191,466-
420-10-343560-000 NEW SERVICE CONNECTIONS-SEWER	0	0	787	0	0
420-10-343570-000 SEWER REVENUE - MIAMI DADE	0	0	190	0	0
420-10-343580-000 SEWER TREATMENT SERVICE-CITY	5,918,665	5,813,017	5,585,936	5,641,795	171,222-
420-10-343585-000 SEWER TREATMENT SVC-OUTSIDE	2,996,774	2,985,990	2,761,455	2,789,070	196,920-
420-10-343595-000 OUTSIDE CITY W & S SURCHARGE	1,462,089	1,598,128	1,349,251	1,382,444	215,684-
420-10-343610-000 W&S INSPECTION FEES	101,937	100,000	100,962	100,000	0
420-10-343620-000 SERVICE CHARGES	176,341	135,000	124,582	135,000	0
420-10-343630-000 NEW ACCOUNT PROCESSING CHARGE	18,540	17,000	17,000	17,000	0

## REVENUE SUMMARY FISCAL YEAR 2011-12

<i>Account Number</i>	<b>2009-10 Actual Revenue</b>	<b>2010-11 Amended Budget</b>	<b>2010-11 Estimated Revenue</b>	<b>2011-12 Adopted Budget</b>	<b>Increase/ Decrease</b>
<b>Total PHYSICAL ENVIRONMENT</b>	<b>19,790,768</b>	<b>21,909,773</b>	<b>18,703,632</b>	<b>19,192,265</b>	<b>2,717,508-</b>
420-10-361100-000 INCOME ON INVESTMENTS	33,668	0	2,000	0	0
420-10-361390-000 INTEREST PENALTY-LIENS	16,466	12,500	17,500	15,000	2,500
<b>Total INTEREST AND OTHER EARNINGS</b>	<b>50,134</b>	<b>12,500</b>	<b>19,500</b>	<b>15,000</b>	<b>2,500</b>
420-10-363101-000 CAP IMPROVEMENTS-WATER-CITY	2,195,908	730,000	2,213,685	2,235,822	1,505,822
420-10-363102-000 PUBLIC WORKS	1,092,883	320,000	1,006,057	1,016,118	696,118
420-10-363103-000 CAP IMPROVEMENTS-SEWER-CITY	450,534	460,000	456,078	460,639	639
420-10-363104-000 PUBLIC WORKS	128,048	127,000	125,419	126,673	327-
<b>Total SPECIAL ASSESSMENTS/IMPACT FEES</b>	<b>3,867,373</b>	<b>1,637,000</b>	<b>3,801,239</b>	<b>3,839,252</b>	<b>2,202,252</b>
420-10-364290-000 SALES OF CITY OWNED ASSETS	5,700	20,000	5,000	5,000	15,000-
<b>Total DISPOSITION OF FIXED ASSETS</b>	<b>5,700</b>	<b>20,000</b>	<b>5,000</b>	<b>5,000</b>	<b>15,000-</b>
420-10-369420-000 INSURANCE RECOVERY	1,301	1,000	1,000	1,000	0
420-10-369900-000 MISCELLANEOUS REVENUES	265	0	0	0	0
420-10-369990-000 MISCELLANEOUS INCOME	60,356	79,407	90,000	75,000	4,407-
<b>Total MISCELLANEOUS REVENUES</b>	<b>61,922</b>	<b>80,407</b>	<b>91,000</b>	<b>76,000</b>	<b>4,407-</b>
420-10-381701-000 TRANSFER FROM GENERAL FUND	0	106,200	106,200	106,200	0
<b>Total INTERFUND TRANSFER</b>	<b>0</b>	<b>106,200</b>	<b>106,200</b>	<b>106,200</b>	<b>0</b>
420-10-389701-000 CAPITAL CONTRIBUTIONS	161,485	0	0	0	0
420-10-389900-000 PRIOR YEAR SURPLUS/DEFICIT	0	5,894,977	3,448,651	1,582,865	4,312,112-
420-10-389915-000 RESERVE FOR CAPITAL PROJECTS	0	12,641,208	17,390,350	14,545,467	1,904,259
420-10-389935-000 RESERVE FOR EMPLOYEE BENEFITS	0	754,612	716,536	716,536	38,076-
<b>Total NON-OPERATING SOURCES</b>	<b>161,485</b>	<b>19,290,797</b>	<b>21,555,537</b>	<b>16,844,868</b>	<b>2,445,929-</b>

**REVENUE SUMMARY  
FISCAL YEAR 2011-12**

<i>Account Number</i>	<b>2009-10 Actual Revenue</b>	<b>2010-11 Amended Budget</b>	<b>2010-11 Estimated Revenue</b>	<b>2011-12 Adopted Budget</b>	<b>Increase/ Decrease</b>
<b>Total WATER &amp; SEWER UTILITY FUND</b>	<b>24,265,377</b>	<b>43,056,677</b>	<b>44,660,296</b>	<b>40,078,585</b>	<b>2,978,092-</b>
<b><u>WATER FIRE FLOW DEMAND FUND</u></b>					
470-10-343370-000 CUSTOMER CONTRIB.-FIRE FLOW	90,400	0	5,110	0	0
<b>Total PHYSICAL ENVIRONMENT</b>	<b>90,400</b>	<b>0</b>	<b>5,110</b>	<b>0</b>	<b>0</b>
470-10-389900-000 PRIOR YEAR SURPLUS/DEFICIT	0	1,040,666	980,081	985,191	55,475-
<b>Total NON-OPERATING SOURCES</b>	<b>0</b>	<b>1,040,666</b>	<b>980,081</b>	<b>985,191</b>	<b>55,475-</b>
<b>Total WATER FIRE FLOW DEMAND FUND</b>	<b>90,400</b>	<b>1,040,666</b>	<b>985,191</b>	<b>985,191</b>	<b>55,475-</b>
<b><u>SOLID WASTE SERVICES FUND</u></b>					
480-10-331510-000 FEMA REIMBURSEMENT	186,916-	0	0	0	0
480-10-331810-000 FDOT HURR. ROAD DEBRIS REMOVAL	186,916	0	0	0	0
480-10-343410-000 SANITATION FEES	6,347,659	6,065,482	6,398,893	6,488,976	423,494
480-10-343510-000 RECYCLING FEES	413,462	414,752	414,752	431,342	16,590
480-10-343930-000 SALE OF RECYCLABLES	5,264	3,500	12,000	10,000	6,500
<b>Total PHYSICAL ENVIRONMENT</b>	<b>6,766,385</b>	<b>6,483,734</b>	<b>6,825,645</b>	<b>6,930,318</b>	<b>446,584</b>
480-10-354130-000 CODE VIOLATIONS - CITATIONS	4,300	2,000	5,500	3,500	1,500
<b>Total VIOLATIONS OF LOCAL ORDINANCES</b>	<b>4,300</b>	<b>2,000</b>	<b>5,500</b>	<b>3,500</b>	<b>1,500</b>
480-10-361100-000 INCOME ON INVESTMENTS	5-	0	0	0	0
<b>Total INTEREST AND OTHER EARNINGS</b>	<b>5-</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
480-10-381205-000 TRANSFER FROM GENERAL FUND	63,127	69,200	69,200	97,402	28,202
<b>Total INTERFUND TRANSFER</b>	<b>63,127</b>	<b>69,200</b>	<b>69,200</b>	<b>97,402</b>	<b>28,202</b>

**REVENUE SUMMARY  
FISCAL YEAR 2011-12**

<b>Account Number</b>	<b>2009-10 Actual Revenue</b>	<b>2010-11 Amended Budget</b>	<b>2010-11 Estimated Revenue</b>	<b>2011-12 Adopted Budget</b>	<b>Increase/ Decrease</b>
480-10-389900-000 PRIOR YEAR SURPLUS/DEFICIT	0	1,233,374	1,592,802	2,804,891	1,571,517
480-10-389935-000 RESERVE FOR EMPLOYEE BENEFITS	0	580,206	546,294	546,294	33,912-
<b>Total NON-OPERATING SOURCES</b>	<b>0</b>	<b>1,813,580</b>	<b>2,139,096</b>	<b>3,351,185</b>	<b>1,537,605</b>
<b>Total SOLID WASTE SERVICES FUND</b>	<b>6,833,807</b>	<b>8,368,514</b>	<b>9,039,441</b>	<b>10,382,405</b>	<b>2,013,891</b>
<b><u>STORMWATER UTILITY FUND</u></b>					
490-10-331540-000 FEMA 1345 DISASTER RELIEF	2,059	0	0	0	0
<b>Total FEDERAL GRANTS</b>	<b>2,059</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
490-10-343950-000 STORMWATER CHARGES	2,424,453	2,326,373	2,425,678	2,504,096	177,723
<b>Total PHYSICAL ENVIRONMENT</b>	<b>2,424,453</b>	<b>2,326,373</b>	<b>2,425,678</b>	<b>2,504,096</b>	<b>177,723</b>
490-10-369900-000 MISCELLANEOUS REVENUES	265	0	0	0	0
<b>Total MISCELLANEOUS REVENUES</b>	<b>265</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
490-10-389900-000 PRIOR YEAR SURPLUS/DEFICIT	0	1,771,496	1,937,374	1,293,489	478,007-
490-10-389905-000 PREMIUM ON LOAN	13,298	0	0	0	0
490-10-389935-000 RESERVE FOR EMPLOYEE BENEFITS	0	138,140	101,926	101,926	36,214-
<b>Total NON-OPERATING SOURCES</b>	<b>13,298</b>	<b>1,909,636</b>	<b>2,039,300</b>	<b>1,395,415</b>	<b>514,221-</b>
<b>Total STORMWATER UTILITY FUND</b>	<b>2,440,075</b>	<b>4,236,009</b>	<b>4,464,978</b>	<b>3,899,511</b>	<b>336,498-</b>
<b><u>RISK MANAGEMENT FUND</u></b>					
510-02-361105-000 INCOME ON INVEST-LIABILITY	2,447	1,500	0	0	1,500-
510-02-361106-000 INCOME ON INVEST-WKRS COMP	3,390	1,500	2,750	1,500	0
<b>Total INTEREST AND OTHER EARNINGS</b>	<b>5,837</b>	<b>3,000</b>	<b>2,750</b>	<b>1,500</b>	<b>1,500-</b>

## REVENUE SUMMARY FISCAL YEAR 2011-12

<i>Account Number</i>	<b>2009-10 Actual Revenue</b>	<b>2010-11 Amended Budget</b>	<b>2010-11 Estimated Revenue</b>	<b>2011-12 Adopted Budget</b>	<b>Increase/ Decrease</b>
510-02-369900-000 MISCELLANEOUS REVENUES	10,410	103,220	105,000	30,000	73,220-
510-02-369904-000 MISC. REVENUE-WORKERS' COMP.	494,319	350,000	250,000	250,000	100,000-
<b>Total MISCELLANEOUS REVENUES</b>	<b>504,729</b>	<b>453,220</b>	<b>355,000</b>	<b>280,000</b>	<b>173,220-</b>
510-02-389910-000 RESERVE FOR CLAIM PAYMENTS	0	1,439,704	3,036,583-	593,530-	2,033,234-
510-02-389930-000 RESERVE FOR WKRS' COMP CLAIMS	0	1,604,199	0	0	1,604,199-
510-02-389935-000 RESERVE FOR EMPLOYEE BENEFITS	0	81,109	0	68,935-	150,044-
<b>Total NON-OPERATING SOURCES</b>	<b>0</b>	<b>3,125,012</b>	<b>3,036,583-</b>	<b>662,465-</b>	<b>3,787,477-</b>
510-02-395100-000 LIABILITY CONTRIB.-GENERAL	1,089,320	749,626	732,311	1,297,427	547,801
510-02-395200-000 LIABILITY CONTRIBUTION-W & S	129,114	90,053	98,835	155,096	65,043
510-02-395300-000 LIABILITY CONTRIB.-C.R.A.	3,046	2,117	10,895	35,811	33,694
510-02-395305-000 LIABILITY CONTRIBUTION-C.D.B.G.	10,612	7,161	6,419	14,266	7,105
510-02-395310-000 LIABILITY CONTRIBUTION-H.I.P.P.	2,418	2,124	1,651	3,240	1,116
510-02-395315-000 LIABILITY CONTRIBUTION-2005 DIS REC	3,328	0	0	5,604	5,604
510-02-395325-000 LIABILITY CONTRIBUTION-1/2 CENT SUR	4,993	3,136	10,591	18,049	14,913
510-02-395330-000 LIABILITY CONTRIBUTION-FLEET	48,123	20,343	20,343	36,025	15,682
510-02-395335-000 LIABILITY CONTRIBUTION-NSP	0	3,884	0	1,766	2,118-
510-02-395350-000 LIAB. CONTRIB.-STORMWATER MGT	17,751	13,046	13,046	24,737	11,691
510-02-395400-000 LIABILITY CONTR.-SOLID WASTE	74,473	45,319	45,319	82,989	37,670
510-02-395500-000 WORKERS' COMP. CONTR.-GENERAL	488,298	741,202	741,202	764,525	23,323
510-02-395550-000 WORKERS' COMP. CONTR.-C.D.B.G.	4,851	7,080	6,347	8,407	1,327
510-02-395555-000 WORKERS' COMP. CONTR.-H.I.P.P.	1,105	2,100	1,632	1,909	191-
510-02-395560-000 WORKERS' COMP. CONTR.-2005 DIS. RE	1,474	0	0	3,303	3,303
510-02-395570-000 WORKERS' COMP. CONTR.-NSP	0	3,841	0	1,041	2,800-
510-02-395600-000 WORKERS' COMP. CONTR.-W & S	57,164	89,041	92,310	91,392	2,351
510-02-395650-000 WORKERS' COMP. CONTR.-CRA	1,349	2,093	11,041	21,102	19,009
510-02-395800-000 WORKERS' COMP. CONTR.-FLEET	21,306	20,114	20,114	21,228	1,114
510-02-395900-000 WKRS' COMP CONTRIB-SANITATION	32,972	44,810	44,810	48,902	4,092
510-02-395950-000 WORKERS' COMP-STORMWATER MGMT	7,859	12,900	12,900	14,576	1,676

## REVENUE SUMMARY FISCAL YEAR 2011-12

<u>Account Number</u>	<u>2009-10 Actual Revenue</u>	<u>2010-11 Amended Budget</u>	<u>2010-11 Estimated Revenue</u>	<u>2011-12 Adopted Budget</u>	<u>Increase/ Decrease</u>
510-02-395975-000 WORKERS' COMP-1/2 TRANS SURTAX	1,890	3,101	10,472	10,635	7,534
<b>Total INTERGOVERNMENTAL SERVICES</b>	<b>2,001,446</b>	<b>1,863,091</b>	<b>1,880,238</b>	<b>2,662,030</b>	<b>798,939</b>
<b>Total RISK MANAGEMENT FUND</b>	<b>2,512,012</b>	<b>5,444,323</b>	<b>798,595-</b>	<b>2,281,065</b>	<b>3,163,258-</b>
<b><u>FLEET MANAGEMENT</u></b>					
520-10-335410-000 GASOLINE TAX REFUND	38,967	38,500	37,984	38,500	0
<b>Total STATE SHARED REVENUES</b>	<b>38,967</b>	<b>38,500</b>	<b>37,984</b>	<b>38,500</b>	<b>0</b>
520-10-343940-000 SALES OF PRODUCTS/SERVICES	5,692	1,000	4,000	2,000	1,000
<b>Total PHYSICAL ENVIRONMENT</b>	<b>5,692</b>	<b>1,000</b>	<b>4,000</b>	<b>2,000</b>	<b>1,000</b>
520-10-364290-000 SALES OF CITY OWNED ASSETS	39,700	10,000	10,000	5,000	5,000-
<b>Total DISPOSITION OF FIXED ASSETS</b>	<b>39,700</b>	<b>10,000</b>	<b>10,000</b>	<b>5,000</b>	<b>5,000-</b>
520-10-369420-000 INSURANCE RECOVERY	24,506	11,000	5,000	5,000	6,000-
520-10-369900-000 MISCELLANEOUS REVENUES	4,011	0	0	0	0
<b>Total MISCELLANEOUS REVENUES</b>	<b>28,517</b>	<b>11,000</b>	<b>5,000</b>	<b>5,000</b>	<b>6,000-</b>
520-10-389900-000 PRIOR YEAR SURPLUS/DEFICIT	0	13,102	95,453	0	13,102-
520-10-389935-000 RESERVE FOR EMPLOYEE BENEFITS	0	322,889	259,535	259,535	63,354-
<b>Total NON-OPERATING SOURCES</b>	<b>0</b>	<b>335,991</b>	<b>354,988</b>	<b>259,535</b>	<b>76,456-</b>
520-10-391100-000 VEHICLE RENT-GENERAL FUND	1,397,400	1,391,940	1,383,888	1,494,612	102,672
520-10-391200-000 VEHICLE RENT-WATER & SEWER	330,996	347,592	347,592	378,780	31,188
520-10-391300-000 VEHICLE RENT-SOLID WASTE	437,364	538,020	538,020	581,064	43,044
520-10-391500-000 VEHICLE RENT-RISK MANAGEMENT	2,772	2,772	2,772	3,000	228
520-10-391600-000 VEHICLE RENT-STORMWATER UTIL.	70,644	90,012	90,012	97,200	7,188
520-10-391700-000 VEHICLE RENT-C.D.B.G. FUND	2,676	3,000	3,000	3,240	240

**REVENUE SUMMARY  
FISCAL YEAR 2011-12**

<b>Account Number</b>	<b>2009-10 Actual Revenue</b>	<b>2010-11 Amended Budget</b>	<b>2010-11 Estimated Revenue</b>	<b>2011-12 Adopted Budget</b>	<b>Increase/ Decrease</b>
520-10-391800-000 VEHICLE RENT-CRA FUND	0	3,000	11,052	11,940	8,940
<b>Total INTERGOVERNMENTAL SERVICES</b>	<b>2,241,852</b>	<b>2,376,336</b>	<b>2,376,336</b>	<b>2,569,836</b>	<b>193,500</b>
<b>Total FLEET MANAGEMENT</b>	<b>2,354,728</b>	<b>2,772,827</b>	<b>2,788,308</b>	<b>2,879,871</b>	<b>107,044</b>
<b>Grand Total</b>	<b>111,928,848</b>	<b>161,893,450</b>	<b>152,729,712</b>	<b>138,252,923</b>	<b>23,640,527-</b>

**EXPENDITURE SUMMARY  
FISCAL YEAR 2011-12**

DEPARTMENT/DIVISION	2009-10 ACTUAL EXPENSE	2010-11		2011-12	INCREASE / DECREASE	PERCENT CHANGE
		AMENDED BUDGET	ESTIMATED EXPENSE	ADOPTED BUDGET		
<b>GENERAL FUND</b>						
Budget Office	324,898	258,345	244,484	242,224	(16,121)	-6%
Building & Zoning	1,722,862	1,607,887	1,526,369	1,594,187	(13,700)	-1%
City Attorney	811,781	907,137	906,355	942,791	35,654	4%
City Clerk	498,560	641,198	703,205	513,813	(127,385)	-20%
City Manager	1,497,168	1,296,088	1,258,595	1,236,447	(59,641)	-5%
Code Compliance	981,375	765,105	817,236	747,036	(18,069)	-2%
Community Planning & Development	856,791	1,128,918	774,490	747,925	(380,993)	-34%
Finance	2,351,137	2,341,157	2,161,266	2,300,340	(40,817)	-2%
Information Technology	1,559,711	1,699,453	1,527,736	1,370,810	(328,643)	-19%
Library	1,239,873	1,046,165	869,707	927,820	(118,345)	-11%
Mayor/Council	634,965	663,377	620,726	636,036	(27,341)	-4%
Museum of Contemporary Art	636,444	707,173	664,111	713,483	6,310	1%
Non-Departmental	544,751	22,041	627,414	119,963	97,922	444%
Parks & Recreation	6,454,338	6,113,093	5,707,453	5,907,850	(205,243)	-3%
Personnel Administration	536,237	517,593	473,382	467,046	(50,547)	-10%
Police	23,429,624	22,527,083	22,812,517	23,258,424	731,341	3%
Public Works	2,556,133	2,406,516	2,118,126	2,126,560	(279,956)	-12%
Purchasing	301,914	302,276	266,576	351,508	49,232	16%
<b>TOTAL - GENERAL FUND</b>	<b>46,938,562</b>	<b>44,950,605</b>	<b>44,079,748</b>	<b>44,204,263</b>	<b>(746,342)</b>	<b>-2%</b>

**EXPENDITURE SUMMARY  
FISCAL YEAR 2011-12**

DEPARTMENT/DIVISION	2009-10 ACTUAL EXPENSE	2010-11		2011-12	INCREASE / DECREASE	PERCENT CHANGE
		AMENDED BUDGET	ESTIMATED EXPENSE	ADOPTED BUDGET		
<b><u>SPECIAL REVENUE FUNDS</u></b>						
2005 Disaster Recovery Grant Fund	1,747,346	1,741,905	1,787,477	-	(1,741,905)	-100%
Byrne Strike Team Grant	1,636	-	-	-	-	0%
C.D.B.G. Entitlement Fund	1,506,685	2,015,436	1,903,650	1,131,600	(883,836)	-44%
Community Redevelopment Agency	843,135	6,597,859	4,506,219	1,287,948	(5,309,911)	-80%
Development Impact Fees	-	-	-	68,000	68,000	100%
Federal Forfeiture Fund	-	161,349	28,500	230,645	69,296	43%
Half Cent Transportation Surtax Fund	2,185,832	6,403,799	5,423,770	1,964,695	(4,439,104)	-69%
Home Investment Partnership Program Fund	1,215,128	930,201	785,536	658,127	(272,074)	-29%
Justice Assistance Grant	238,083	223,578	137,728	85,849	(137,729)	-62%
Landfill Closure Fund	248,696	23,747,693	693,260	23,825,606	77,913	0%
Law Enforcement Trust Fund	161,907	204,589	210,937	325,805	121,216	59%
Neighborhood Stabilization Program Fund	765,835	965,933	875,168	1,220,834	254,901	26%
Police Training Fund	16,240	11,000	11,090	11,500	500	5%
State Housing Initiative Prgm (S.H.I.P.) Fund	258,899	32,250	39,751	27,009	(5,241)	-16%
<b>TOTAL - SPECIAL REVENUE FUNDS</b>	<b>9,189,422</b>	<b>43,035,592</b>	<b>16,403,086</b>	<b>30,837,618</b>	<b>(12,197,974)</b>	<b>-28%</b>
<b><u>DEBT SERVICE FUNDS</u></b>						
F.M.L.C. - Series 2002A - G.O. Debt Fund	428,681	435,511	433,511	432,094	(3,417)	-1%
Pension Obligation Bond Fund	18,637,464	1,333,488	1,329,988	1,731,363	397,875	30%
<b>TOTAL - DEBT SERVICE FUNDS</b>	<b>19,066,145</b>	<b>1,768,999</b>	<b>1,763,499</b>	<b>2,163,457</b>	<b>394,458</b>	<b>22%</b>

**EXPENDITURE SUMMARY  
FISCAL YEAR 2011-12**

DEPARTMENT/DIVISION	2009-10 ACTUAL EXPENSE	2010-11		2011-12	INCREASE / DECREASE	PERCENT CHANGE
		AMENDED BUDGET	ESTIMATED EXPENSE	ADOPTED BUDGET		
<b><u>CAPITAL PROJECT FUNDS</u></b>						
E. May Avil Library Fund	-	86,743	-	63,693	(23,050)	-27%
Olympic Training Center Fund	-	-	-	-	-	0%
Pepper Park Youth Center Fund	107,131	5,508,905	5,245,193	120,530	(5,388,375)	-98%
Safe Neighborhood Parks Fund	-	161,370	161,370	-	(161,370)	-100%
Transportation Gas Tax Fund	83,426	1,462,221	1,380,000	356,734	(1,105,487)	-76%
<b>TOTAL - CAPITAL PROJECT FUNDS</b>	<b>190,557</b>	<b>7,219,239</b>	<b>6,786,563</b>	<b>540,957</b>	<b>(6,678,282)</b>	<b>-93%</b>
<b><u>ENTERPRISE FUNDS</u></b>						
Water & Sewer Operations & Maint. Fund	21,335,037	43,056,677	26,597,802	40,078,585	(2,978,092)	-7%
Water Fire Flow Demand Fund	-	1,040,666	-	985,191	(55,475)	-5%
Solid Waste Services Fund	6,319,262	8,368,514	5,688,256	10,382,405	2,013,891	24%
Stormwater Utility Fund	2,319,382	4,236,009	3,069,563	3,899,511	(336,498)	-8%
<b>TOTAL - ENTERPRISE FUNDS</b>	<b>29,973,681</b>	<b>56,701,866</b>	<b>35,355,621</b>	<b>55,345,692</b>	<b>(1,356,174)</b>	<b>-2%</b>
<b><u>INTERNAL SERVICE FUNDS</u></b>						
Risk Management Fund	5,548,593	5,444,323	2,175,249	2,281,065	(3,163,258)	-58%
Fleet Management Fund	3,326,290	2,772,827	2,804,792	2,879,871	107,044	4%
<b>TOTAL - INTERNAL SERVICE FUNDS</b>	<b>8,874,883</b>	<b>8,217,150</b>	<b>4,980,041</b>	<b>5,160,936</b>	<b>(3,056,214)</b>	<b>-37%</b>
<b>TOTAL - ALL FUNDS</b>	<b>114,233,250</b>	<b>161,893,450</b>	<b>109,368,558</b>	<b>138,252,923</b>	<b>(23,640,527)</b>	<b>-15%</b>

# BUDGET OFFICE

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# Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	300,215	234,565	223,690	216,770
Operating Expenses	7,773	8,155	5,170	5,655
Internal Services	10,362	6,399	6,399	9,535
Operating Budget	318,350	249,119	235,259	231,960
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	6,548	9,225	9,225	10,264
<b>Total Budget</b>	<b>324,898</b>	<b>258,344</b>	<b>244,484</b>	<b>242,224</b>

### 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

**2011-12 Operating Budget:** 231,960  
**2010-11 Operating Budget:** 249,119  
**Dollar Change:** (17,159)  
**Percentage Change:** -6.89%

**2011-12 Personnel - F.T.E's:** 2.00  
**2010-11 Personnel - F.T.E's:** 2.00  
**Personnel Change:** 0.00

# Budget Objectives Form

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

**Objective:**

\$ 242,224 To prepare and monitor the City's annual revenue and expenditure budgets.

**ACTIVITIES:**

\$ 242,224      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 & ZONING

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# Budget Summary Form

**Department:** Building & Zoning  
**Dept / Div #:** 15 / 441

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	1,155,596	1,097,142	994,559	1,043,404
Operating Expenses	491,477	430,488	451,553	439,868
Internal Services	52,558	42,205	42,205	62,268
Operating Budget	<u>1,699,631</u>	<u>1,569,835</u>	<u>1,488,317</u>	<u>1,545,540</u>
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	23,231	38,052	38,052	48,647
<b>Total Budget</b>	<u><u>1,722,862</u></u>	<u><u>1,607,887</u></u>	<u><u>1,526,369</u></u>	<u><u>1,594,187</u></u>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Building & Zoning Director	37	1
Building Official	32	1
Chief Plans Examiner	30	1
Building Inspector	29	0
Zoning Administrator	29	1
Minimum Housing Compliance Officer	23	3
Administrative Coordinator	22	0
Sr. Planning Technician	22	1
Permit Processing Coordinator	20	1
Permit Processor	18	3
Clerical Technician	16	0

**Total # of Full-Time Employees** 12

**2011-12 Operating Budget:** 1,545,540  
**2010-11 Operating Budget:** 1,569,835  
**Dollar Change:** (24,295)  
**Percentage Change:** -1.55%

**2011-12 Personnel - F.T.E's:** 12.00  
**2010-11 Personnel - F.T.E's:** 12.00  
**Personnel Change:** 0.00

# Budget Objectives Form

<b>Department:</b>	Building & Zoning
<b>Division:</b>	Building & Zoning Services
<b>Dept #:</b>	15
<b>Division #:</b>	441

**Objective:**

\$ 1,564,187      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:**

- |              |     |   |
|--------------|-----|---|
| \$ 1,252,787 | 001 | <p><b>Building &amp; Zoning Services</b> - 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). In addition, the Department shall provide the public with all zoning-related assistance, from permit plan review to full site plan analysis and review; administrative and Board-approved variances and Special Exceptions. The Department staffs the City's Board of Adjustment and maintains and rewrites, as necessary, portions of the City Code as it relates to Land Use and Development.</p> |
| \$ 286,586   | 002 | <p><b>Minimum Housing</b> - The Department enforces the Minimum Housing, Re-Occupancy and BND (Building No Permit) issues to protect the health, safety and welfare of the public. The Department staffs the Special Magistrate process and brings cases of non-compliance to both the Magistrate and the Code Board.</p>   |
| \$ 7,738     | 003 | <p><b>Building Costs</b> - 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.</p>  |
| \$ 17,076    | 004 | <p><b>Vehicle maintenance and replacement</b></p>   |

## FY12 Supplemental/CIP Request

Project Description:	Scanning of Deteriorating Microfilm		
Department:	Building and Zoning	Project #	
Division:	Building and Zoning	Totals	\$30,000
Account Number:	001-15-441000-524-311-000	Request Type	Replacement
Project Location:		Priority Level	Critical Repairs

**Objective:**

Transferring the images of building permits and plans from micro film and roll film to scanned documents.

**Justification:**

The city's records on microfiche are rapidly deteriorating and must be saved. Florida Statutes requires copies of all permits, plans and specifications to be maintained: Commercial Property - In perpetuity / Residential Property 30 years. It is imperative that we accomplish the scanning of the film that can be scanned IMMEDIATELY - as the city's records of the built community are very important and must be saved and maintained.

**Project Estimates:**

Object Code	Description	Prior Years	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16	Total Estimate
311	Scanning of microfilm		30,000					30,000
								-
								-
								-
								-
								-
								-
								-
<b>Total</b>		-	30,000	-	-	-	-	<b>30,000</b>

Funding Source	Fund #	%	Prior Years	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16	Total Estimate
Gen Fund	001	100%		30,000					30,000
		0%							-
		0%							-
		0%							-
<b>Total</b>		100%	-	30,000	-	-	-	-	<b>30,000</b>

**Budget Office Use Only**

<input type="checkbox"/>	Funded
<input type="checkbox"/>	Not Funded
<input type="checkbox"/>	Partially Funded
<input type="checkbox"/>	Pending

<b>FY12 Operating Cost:</b>	\$ 30,000
<b>FY12 Capital Cost:</b>	\$ -
<b>Future Years' Estimated Annual Cost:</b>	\$ -

# CITY ATTORNEY

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# Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	649,008	694,520	639,661	723,216
Operating Expenses	130,823	166,536	220,613	142,401
Internal Services	26,463	18,872	18,872	37,166
Operating Budget	806,294	879,928	879,146	902,783
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	5,487	27,209	27,209	40,008
<b>Total Budget</b>	<b>811,781</b>	<b>907,137</b>	<b>906,355</b>	<b>942,791</b>

### 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
Secretary	20	1

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

**2011-12 Operating Budget:** 902,783  
**2010-11 Operating Budget:** 879,928  
**Dollar Change:** 22,855  
**Percentage Change:** 2.60%

**2011-12 Personnel - F.T.E's:** 5.25  
**2010-11 Personnel - F.T.E's:** 5.25  
**Personnel Change:** 0.00

# Budget Objectives Form

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

**Objective:**

\$ 942,791 To provide professional, impartial and ethical legal counsel to the City Council, City Boards, Commissions, City Manager and City Staff.

**ACTIVITIES:**

\$ 851,303 001 **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

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# Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	362,792	348,752	320,503	337,403
Operating Expenses	115,681	271,805	361,297	148,374
Internal Services	12,309	8,766	8,766	13,502
Operating Budget	490,782	629,323	690,566	499,279
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	7,778	12,639	12,639	14,534
<b>Total Budget</b>	<b>498,560</b>	<b>641,962</b>	<b>703,205</b>	<b>513,813</b>

### 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

**2011-12 Operating Budget:** 499,279  
**2010-11 Operating Budget:** 629,323  
**Dollar Change:** (130,044)  
**Percentage Change:** -20.66%

**2011-12 Personnel - F.T.E's:** 4.00  
**2010-11 Personnel - F.T.E's:** 4.00  
**Personnel Change:** 0.00

# Budget Objectives Form

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

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**Objective:**

\$ 513,813 To efficiently and effectively carry out the diverse functions and mandated duties of the City Clerk's Office.

**ACTIVITIES:**

\$ 424,621      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.

\$ 63,192      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.

\$ 26,000      003      **Elections:** One Special Election if called by the City Council pursuant to the City Charter.

# CITY MANAGER

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City Manager

Governmental Affairs Manager

Public Relations



# Budget Summary Form

**Department:** City Manager  
**Dept #:** 02

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY11
Personal Services	1,191,530	836,503	821,005	837,080
Operating Expenses	263,501	400,623	378,628	317,835
Internal Services	30,885	24,148	24,148	39,265
Operating Budget	<u>1,485,916</u>	<u>1,261,274</u>	<u>1,223,781</u>	<u>1,194,180</u>
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	11,252	34,814	34,814	42,267
<b>Total Budget</b>	<u><u>1,497,168</u></u>	<u><u>1,296,088</u></u>	<u><u>1,258,595</u></u>	<u><u>1,236,447</u></u>

### 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 Secretary	27	2
Public Information Officer	25	1
Administrative Coordinator	22	0
Public Information Specialist	22	0

**Total # of Full-Time Employees** 6

**2011-12 Operating Budget:** 1,194,180  
**2010-11 Operating Budget:** 1,261,274  
**Dollar Change:** (67,094)  
**Percentage Change:** -5.32%

**2011-12 Personnel - F.T.E's:** 6.00  
**2010-11 Personnel - F.T.E's:** 6.00  
**Personnel Change:** 0.00

# Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	980,753	606,475	602,374	627,518
Operating Expenses	81,406	119,707	96,412	36,575
Internal Services	23,743	17,873	17,873	30,060
Operating Budget	1,085,902	744,055	716,659	694,153
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	6,739	25,768	25,768	32,358
<b>Total Budget</b>	<b>1,092,641</b>	<b>769,823</b>	<b>742,427</b>	<b>726,511</b>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
City Manager	47C	1
Deputy City Manager	42	1
Chief of Staff	35	0
Executive Secretary	27	2

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

**2011-12 Operating Budget:** 694,153  
**2010-11 Operating Budget:** 744,055  
**Dollar Change:** (49,902)  
**Percentage Change:** -6.71%

**2011-12 Personnel - F.T.E's:** 4.00  
**2010-11 Personnel - F.T.E's:** 4.00  
**Personnel Change:** 0.00

# Budget Objectives Form

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

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**Objective:**

\$ 726,511 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:**

\$ 726,511      001      **City Manager's Office:** Provides leadership to the City administration, implements the policies and directives of the City Council, manages and supervises the City staff and projects, and responds to residents' needs for information and services. Administers the City Self-Insured Liability and Workers' Compensation Programs.

# Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	115,706	118,706	113,620	115,793
Operating Expenses	74,464	114,625	115,925	154,245
Internal Services	3,953	2,768	2,768	5,167
Operating Budget	<u>194,123</u>	<u>236,099</u>	<u>232,313</u>	<u>275,205</u>
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	2,498	3,990	3,990	5,562
<b>Total Budget</b>	<b><u>196,621</u></b>	<b><u>240,089</u></b>	<b><u>236,303</u></b>	<b><u>280,767</u></b>

### PERSONAL SERVICES DETAIL:

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

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

**2011-12 Operating Budget:** 275,205  
**2010-11 Operating Budget:** 236,099  
**Dollar Change:** 39,106  
**Percentage Change:** 16.56%

**2011-12 Personnel - F.T.E's:** 1.00  
**2010-11 Personnel - F.T.E's:** 1.00  
**Personnel Change:** 0.00

# Budget Objectives Form

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

**Objective:**

\$ 280,767 **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:**

\$ 256,292      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.

# Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	95,071	111,322	105,011	93,769
Operating Expenses	107,631	166,291	166,291	127,015
Internal Services	3,189	3,507	3,507	4,038
Operating Budget	<u>205,891</u>	<u>281,120</u>	<u>274,809</u>	<u>224,822</u>
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	2,015	5,056	5,056	4,347
<b>Total Budget</b>	<b><u>207,906</u></b>	<b><u>286,176</u></b>	<b><u>279,865</u></b>	<b><u>229,169</u></b>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Public Information Officer	25	1
Public Information Specialist	22	0

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

**2011-12 Operating Budget:** 224,822  
**2010-11 Operating Budget:** 281,120  
**Dollar Change:** (56,298)  
**Percentage Change:** -20.03%

**2011-12 Personnel - F.T.E's:** 1.00  
**2010-11 Personnel - F.T.E's:** 1.00  
**Personnel Change:** 0.00

# Budget Objectives Form

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

**Objective:**

\$ 229,169 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:**

\$ 229,169 001 **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.

# CODE ENFORCEMENT

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# Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	834,960	661,571	717,350	622,531
Operating Expenses	67,557	28,589	28,950	26,259
Internal Services	62,555	50,249	45,967	67,582
Operating Budget	965,072	740,409	792,267	716,372
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	16,303	24,696	24,969	30,664
<b>Total Budget</b>	<b>981,375</b>	<b>765,105</b>	<b>817,236</b>	<b>747,036</b>

### 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

**2011-12 Operating Budget:** 716,372  
**2010-11 Operating Budget:** 740,409  
**Dollar Change:** (24,037)  
**Percentage Change:** -3.25%

**2011-12 Personnel - F.T.E's:** 9.00  
**2010-11 Personnel - F.T.E's:** 9.00  
**Personnel Change:** 0.00

# Budget Objectives Form

<b>Department:</b>	Code Compliance
<b>Division:</b>	Code Compliance
<b>Dept. #:</b>	16
<b>Division #:</b>	440

**Objective:**

\$ 747,036 To ensure that consistent, thorough and citizen-responsive code enforcement services are provided to the North Miami residential and business communities.

**ACTIVITIES:**

- |            |     |   |
|------------|-----|---|
| \$ 698,940 | 001 | <b>Code Compliance:</b> 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. |
| \$ 9,000   | 002 | <b>Special Magistrate:</b> Code Compliance & Minimum Housing Cases.   |
| \$ 39,096  | 003 | <b>Vehicles:</b> Maintenance and replacement.   |

# COMMUNITY PLANNING & DEVELOPMENT

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# Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	346,815	297,436	277,052	330,053
Operating Expenses	138,659	111,524	97,094	39,560
Internal Services	10,749	5,679	5,679	13,030
Operating Budget	496,223	414,639	379,825	382,643
Capital Outlay	350,344	652,905	333,291	353,554
Debt Service	0	0	0	0
Grants & Aids	3,430	53,186	53,186	0
Reserves & Other	6,794	8,188	8,188	11,728
<b>Total Budget</b>	<b>856,791</b>	<b>1,128,918</b>	<b>774,490</b>	<b>747,925</b>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
CP&D Director	37	1
City Planner	32	1
Economic Development Specialist	29	1
Administrative Specialist	18	1

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

**2011-12 Operating Budget:** 382,643  
**2010-11 Operating Budget:** 414,639  
**Dollar Change:** (31,996)  
**Percentage Change:** -7.72%

**2011-12 Personnel - F.T.E's:** 4.00  
**2010-11 Personnel - F.T.E's:** 4.00  
**Personnel Change:** 0.00

# Budget Objectives Form

<b>Department:</b>	Community Planning & Development
<b>Division:</b>	Community Planning & Development
<b>Dept. #:</b>	09
<b>Division #:</b>	439

**Objective:**

\$ 394,371 To oversee and manage the Community Planning and Development Department comprised of Planning, Economic Development, Transportation Planning, and oversight of the transportation funds, including the 1/2-Cent Transportation Surtax and the Transportation Gas Tax funds; and the City's grant-funded Housing Rehabilitation Programs. Housing programs include grants from the Community Development Block Grant (CDBG), the HOME Investment Partnership Program (HOME) and the State Housing Improvement Program (SHIP).

**ACTIVITIES:**

\$ 154,350 001 **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.

\$ 198,173 002 **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.

\$ 26,118 003 **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.

\$ 12,455 005 **Hardest Hit Program**

## FY12 Supplemental/CIP Request

Project Description:	Arch Creek Bike Path		
Department:	Community Planning & Development	Project #	G09Y06016
Division:	Planning	Totals	\$353,554
Account Number:	001-09-439000-515-618-000	Request Type	New Request
Project Location:	NE 135 St., East of Biscayne Blvd	Priority Level	Quality of Life

**Objective:**

To provide funding for the proposed bike path until reimbursement from Florida Department of Transportation (FDOT) as requested per the Local Agency Participation (LAP) Agreement.

**Justification:**

In June 2005, the City Council approved a resolution authorizing the City Manager to enter into agreement with FDOT District VI to negotiate and execute a LAP agreement for a \$488,000 grant (\$65,000 design and \$423,000 construction) to create a bike path along NE 135 Street east of Biscayne Boulevard to the path south of Bay Vista Boulevard at the FIU campus. The City has completed the design and constructed the first phase of the bike path. The remaining phase includes the installation of two environmentally engineered "green bridges" that will be configured to meet the State and County guidelines for shared use bike paths. **Rebudgeted from FY11**

**Project Estimates:**

Object Code	Description	Prior Years	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16	Total Estimate
618	Construction of Bike Path	134,446	353,554					488,000
								-
								-
								-
								-
								-
								-
								-
<b>Total</b>		134,446	353,554	-	-	-	-	<b>488,000</b>

Funding Source	Fund #	%	Prior Years	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16	Total Estimate
Grants	001	100%	134,446	353,554	-	-	-	-	488,000
		0%							-
		0%							-
		0%							-
<b>Total</b>		100%	134,446	353,554	-	-	-	-	<b>488,000</b>

**Budget Office Use Only**

<input type="checkbox"/>	Funded
<input type="checkbox"/>	Not Funded
<input type="checkbox"/>	Partially Funded
<input type="checkbox"/>	Pending

<b>FY12 Operating Cost:</b>	\$ -
<b>FY12 Capital Cost:</b>	\$ 353,554
<b>Future Years' Estimated Annual Cost:</b>	\$ -

# FINANCE

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Administration

Accounting

Utility Billing

Liens & Collection Processing



# Budget Summary Form

**Department:** Finance  
**Dept #:** 04

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	1,774,270	1,717,745	1,576,959	1,653,895
Operating Expenses	477,620	520,567	481,461	490,377
Internal Services	62,039	43,480	43,480	75,628
Operating Budget	<u>2,313,929</u>	<u>2,281,792</u>	<u>2,101,900</u>	<u>2,219,900</u>
Capital Outlay	0	1,366	1,366	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	37,148	58,000	58,000	80,440
<b>Total Budget</b>	<u><u>2,351,077</u></u>	<u><u>2,341,158</u></u>	<u><u>2,161,266</u></u>	<u><u>2,300,340</u></u>

### 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

**2011-12 Operating Budget:** 2,219,900  
**2010-11 Operating Budget:** 2,281,792  
**Dollar Change:** (61,892)  
**Percentage Change:** -2.71%

**2011-12 Personnel - F.T.E's:** 23.00  
**2010-11 Personnel - F.T.E's:** 23.00  
**Personnel Change:** 0.00

# Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	643,601	587,432	545,612	573,216
Operating Expenses	24,535	33,359	25,378	29,516
Internal Services	22,583	14,772	14,772	25,277
Operating Budget	690,719	635,563	585,762	628,009
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	14,271	21,298	21,298	26,280
<b>Total Budget</b>	<b>704,990</b>	<b>656,861</b>	<b>607,060</b>	<b>654,289</b>

### 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

**2011-12 Operating Budget:** 628,009  
**2010-11 Operating Budget:** 635,563  
**Dollar Change:** (7,554)  
**Percentage Change:** -1.19%

**2011-12 Personnel - F.T.E's:** 9.00  
**2010-11 Personnel - F.T.E's:** 9.00  
**Personnel Change:** 0.00

# Budget Objectives Form

<b>Department:</b>	Finance
<b>Division:</b>	Accounting
<b>Dept. #:</b>	04
<b>Division#:</b>	410

**Objective:**

\$ 654,289 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:**

- |            |     |   |
|------------|-----|---|
| \$ 409,952 | 001 | <b>Accounting:</b> 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.  |
| \$ 157,908 | 002 | <b>Central Cashier:</b> 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.  |
| \$ 86,429  | 003 | <b>Payroll:</b> Prepare weekly payroll for approximately 439 employees including input, calculation and distribution; processing of payroll direct deposits and transmission of data to financial institutions and associated registers; preparation of payroll deposits and deductions for electronic fund transfers to financial institutions; deductions for IRS tax levies to respective county and federal agencies; processing of requests to the Federal Reserve for employee savings bond purchases and providing outside agencies with payroll data for home loan verifications. |
| \$ -       | 004 | <b>Pension:</b> 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:** Administration  
**Dept / Division #:** 04 / 409

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	417,148	372,859	407,190	378,386
Operating Expenses	143,202	156,203	121,243	118,250
Internal Services	12,339	9,030	9,030	15,845
Operating Budget	<u>572,689</u>	<u>538,092</u>	<u>537,463</u>	<u>512,481</u>
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	7,797	13,018	13,018	18,328
<b>Total Budget</b>	<u><u>580,486</u></u>	<u><u>551,110</u></u>	<u><u>550,481</u></u>	<u><u>530,809</u></u>

### PERSONAL SERVICES DETAIL:

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

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

**2011-12 Operating Budget:** 512,481  
**2010-11 Operating Budget:** 538,092  
**Dollar Change:** (25,611)  
**Percentage Change:** -4.76%

**2011-12 Personnel - F.T.E's:** 3.00  
**2010-11 Personnel - F.T.E's:** 3.00  
**Personnel Change:** 0.00

# Budget Objectives Form

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

**Objective:**

\$ 530,809 To manage the Finance Department's three operating divisions (Accounting, Utility Billing, and Liens) and to conduct an independent audit of the 2010-11 fiscal year as required by State law and City Charter.

**ACTIVITIES:**

\$ 435,809 001 **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.

\$ 95,000 002 **Annual Independent Audit:** Independent audit firm conducts an audit of the FY2010-11 financial records as required by Florida Statute (Section 11.45) and City Charter (Article 11, Section 9(14)). Includes both the Federal and Single Audits.

# Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	67,988	70,381	65,488	69,490
Operating Expenses	-5,371	2,752	-2,418	3,532
Internal Services	2,246	1,562	1,562	2,917
Operating Budget	64,863	74,695	64,632	75,939
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	1,419	2,253	2,253	3,374
<b>Total Budget</b>	<b>66,282</b>	<b>76,948</b>	<b>66,885</b>	<b>79,313</b>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Account Clerk	18	1

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

**2011-12 Operating Budget:** 75,939  
**2010-11 Operating Budget:** 74,695  
**Dollar Change:** 1,244  
**Percentage Change:** 1.67%

**2011-12 Personnel - F.T.E's:** 1.00  
**2010-11 Personnel - F.T.E's:** 1.00  
**Personnel Change:** 0.00

# Budget Objectives Form

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

**Objective:**

\$ 79,313 To ensure collection of the City's past due/liened receivables which included charges for utility services, miscellaneous services and code enforcement violations.

**ACTIVITIES:**

\$ 79,313 001 **Liens and Collection Processing:** Provide accurate and efficient lien search data to title companies and attorneys. Record and release all certified liens placed by the City against properties serviced. Post and file all legal Miami-Dade County recording information. Compute and post interest receivable on recorded liens through collection date. Collection of funds on recorded and past due liens. Correlate and process forms with outside collection services to recover revenues and costs.  
To assist in the collection of water and invoice liens that have remained on file for an extended amount of time. To implement a biannual property owner notification of existing liens.

# Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	645,533	687,073	558,669	632,803
Operating Expenses	315,254	328,253	337,258	339,079
Internal Services	24,871	18,116	18,116	31,589
Operating Budget	<u>985,658</u>	<u>1,033,442</u>	<u>914,043</u>	<u>1,003,471</u>
Capital Outlay	0	1,366	1,366	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	13,661	21,431	21,431	32,458
<b>Total Budget</b>	<b><u>999,319</u></b>	<b><u>1,056,239</u></b>	<b><u>936,840</u></b>	<b><u>1,035,929</u></b>

### 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

**2011-12 Operating Budget:** 1,003,471  
**2010-11 Operating Budget:** 1,056,239  
**Dollar Change:** (52,768)  
**Percentage Change:** -5.00%

**2011-12 Personnel - F.T.E's:** 10.00  
**2011-10 Personnel - F.T.E's:** 10.00  
**Personnel Change:** 0.00

# Budget Objectives Form

<b>Department:</b>	Finance
<b>Division:</b>	Utility Services
<b>Division #:</b>	412
<b>Objective No.:</b>	04

**Objective:**

\$ 1,035,929      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:**

\$ 669,200      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.

\$ 363,201      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.

\$ 3,528      003      **Vehicles:** Maintenance on one Utility Billing Vehicle @ \$294: per month

# INFORMATION TECHNOLOGY

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Administration

Network & Programming



# Budget Summary Form

**Department:** Information Technology  
**Dept. #** 07

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	966,668	898,202	812,296	850,492
Operating Expenses	435,045	602,632	516,821	393,369
Internal Services	39,799	26,237	26,237	39,466
Operating Budget	1,441,512	1,527,071	1,355,354	1,283,327
Capital Outlay	94,958	138,361	138,361	49,200
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	23,241	34,021	34,021	38,283
<b>Total Budget</b>	<b>1,559,711</b>	<b>1,699,453</b>	<b>1,527,736</b>	<b>1,370,810</b>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Information Technology Director	37	1
Ass't Information Technology Director	32	0
Systems Analyst	28	1
Programmer/Analyst	27	1
Network Specialist	24	2
Webmaster	24	1
Information Processing Coordinator	22	0
Graphics Designer	21	1
Records Management Supervisor	20	1
Word Processing Specialist	19	1
Switchboard Operator	16	1
Clerical Technician	16	0

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

**2011-12 Operating Budget:** 1,283,327  
**2010-11 Operating Budget:** 1,527,071  
**Dollar Change:** (243,744)  
**Percentage Change:** -15.96%

**2011-12 Personnel - F.T.E's:** 10.00  
**2010-11 Personnel - F.T.E's:** 10.00  
**Personnel Change:** 0.00

# Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	581,087	509,491	430,482	471,142
Operating Expenses	121,226	219,451	133,640	122,982
Internal Services	22,691	14,852	14,852	20,147
Operating Budget	725,004	743,794	578,974	614,271
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	14,099	21,413	21,413	20,561
<b>Total Budget</b>	<b>739,103</b>	<b>765,207</b>	<b>600,387</b>	<b>634,832</b>

### PERSONAL SERVICES DETAIL:

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

**2011-12 Operating Budget:** 614,271  
**2010-11 Operating Budget:** 743,794  
**Dollar Change:** (129,523)  
**Percentage Change:** -17.41%

**2011-12 Personnel - F.T.E's:** 6.00  
**2010-11 Personnel - F.T.E's:** 6.00  
**Personnel Change:** 0.00

# Budget Objectives Form

Information Technology

**Division:**

Administration

**Dept. #:**

07

**Division #:**

420

**Objective:**

\$ 634,832

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:**

\$ 271,723

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.

\$ 223,156

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, maintain the postage meter and order supplies for City Hall copier. 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. Maintain a central area and supplies in City Hall for copying large projects.

# Budget Objectives Form

Information Technology

**Division:**

Administration

**Dept. #:**

07

**Division #:**

420

\$ 71,406 003

**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.

\$ 68,547 004

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

# Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	385,581	388,711	381,814	379,350
Operating Expenses	313,819	383,181	383,181	270,387
Internal Services	17,108	11,385	11,385	19,319
Operating Budget	<u>716,508</u>	<u>783,277</u>	<u>776,380</u>	<u>669,056</u>
Capital Outlay	94,958	138,361	138,361	49,200
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	9,142	12,608	12,608	17,722
<b>Total Budget</b>	<b><u>820,608</u></b>	<b><u>934,246</u></b>	<b><u>927,349</u></b>	<b><u>735,978</u></b>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Systems Analyst	28	1
Programmer/Analyst	27	1
Network Specialist	24	2

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

**2011-12 Operating Budget:** 669,056  
**2010-11 Operating Budget:** 783,277  
**Dollar Change:** (114,221)  
**Percentage Change:** -14.58%

**2011-12 Personnel - F.T.E's:** 4.00  
**2010-11 Personnel - F.T.E's:** 4.00  
**Personnel Change:** 0.00

# Budget Objectives Form

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

**Objective:**

\$ 735,978 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:**

\$ 255,510 001 **PC Networks Operation:** Facilitate communication using research, implementation and support of existing and emerging information technologies. Provide continued operation of the 2000/XP network, which has approximately 145 users in City Hall as well as 193 off site users at the Police Station, MoCA, Parks Operations Center, Library, Public Works Operations Center, Water Plant, Motor Pool and all peripherals. Provide continued support of Internet access at the Library, Griffing Adult Center, and Sunkist Grove Community Centers. Provide support to the police laptop network, which consists of 98 laptops and also the 16 computers for the Code Enforcement Officers and Inspectors. Monitor the wireless networks and telecommunications.

\$ 477,612 002 **Programming and GIS Specialist:** Provide the following computer applications to user departments: Payroll, Financial Management, Utility Billing, Fixed Assets, Liens, Applicant Tracking, 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. Provide programming changes, as needed. 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.

\$ 2,856 003 **Vehicles:** Maintenance costs and vehicle replacement costs for vehicle.

# LIBRARY

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Library

Library – State Aid



# Budget Summary Form

Department: Library  
 Dept #: 17

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	924,542	722,933	530,954	621,414
Operating Expenses	232,520	255,447	270,968	238,347
Internal Services	30,247	22,213	22,213	30,684
Operating Budget	1,187,309	1,000,593	824,135	890,445
Capital Outlay	35,438	19,311	19,311	8,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	17,126	26,261	26,261	29,375
<b>Total Budget</b>	<b>1,239,873</b>	<b>1,046,165</b>	<b>869,707</b>	<b>927,820</b>

### 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

<b>2011-12 Operating Budget:</b>	890,445
<b>2010-11 Operating Budget:</b>	1,000,593
<b>Dollar Change:</b>	<u>(110,148)</u>
<b>Percentage Change:</b>	<u>-11.01%</u>

<b>2011-12 Personnel - F.T.E's:</b>	11.10
<b>2010-11 Personnel - F.T.E's:</b>	12.10
<b>Personnel Change:</b>	<u>-1.00</u>

# Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	923,807	722,352	530,373	620,629
Operating Expenses	207,792	239,913	255,434	216,988
Internal Services	30,247	22,213	22,213	30,684
Operating Budget	1,161,846	984,478	808,020	868,301
Capital Outlay	34,889	15,133	15,133	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	17,126	26,261	26,261	29,375
<b>Total Budget</b>	<b>1,213,861</b>	<b>1,025,872</b>	<b>849,414</b>	<b>897,676</b>

### 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**

**2011-12 Operating Budget:** 868,301  
**2010-11 Operating Budget:** 984,478  
**Dollar Change:** (116,177)  
**Percentage Change:** -11.80%

**2011-12 Personnel - F.T.E's:** 11.10  
**2010-11 Personnel - F.T.E's:** 12.10  
**Personnel Change:** -1.00

# Budget Objectives Form

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

**Objective:**

\$ 897,676 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:**

- \$ 716,615      001      **Department Administration:** Manage and administer a department to optimize funding, staff output, patron satisfaction, facility maintenance, safety, and security.
- \$ 96,888      002      **Collection Development:** Identify, procure, catalog, process, organize and store print, non-print, and subscription materials appropriate for a multicultural community.
- \$ 75,848      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.
- \$ 4,929      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.
- \$ 3,396      006      **Vehicle:** Maintenance and Replacement

# Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	735	581	581	785
Operating Expenses	24,728	15,534	15,534	21,359
Internal Services	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Operating Budget	25,463	16,115	16,115	22,144
Capital Outlay	549	4,178	4,178	8,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total Budget</b>	<b><u>26,012</u></b>	<b><u>20,293</u></b>	<b><u>20,293</u></b>	<b><u>30,144</u></b>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

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

**2011-12 Operating Budget:** 22,144  
**2010-11 Operating Budget:** 16,115  
**Dollar Change:** 6,029  
**Percentage Change:** 37.41%

**2011-12 Personnel - F.T.E's:** 0.24  
**2010-11 Personnel - F.T.E's:** 0.24  
**Personnel Change:** 0.00

# Budget Objectives Form

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

**Objective:**

\$ 30,144 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.
- \$ 8,000 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

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Administrative Office

Mayor

District 1

District 2

District 3

District 4



# Budget Summary Form

Department: Mayor/Council  
 Dept # 01

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	249,878	306,527	266,850	301,196
Operating Expenses	377,939	349,222	346,248	328,375
Internal Services	4,380	3,124	3,124	6,465
Operating Budget	632,197	658,873	616,222	636,036
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	2,768	4,504	4,504	0
<b>Total Budget</b>	<b>634,965</b>	<b>663,377</b>	<b>620,726</b>	<b>636,036</b>

### PERSONAL SERVICES DETAIL:

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

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

<b>2011-12 Operating Budget:</b>	636,036
<b>2010-11 Operating Budget:</b>	658,873
<b>Dollar Change:</b>	(22,837)
<b>Percentage Change:</b>	-3.47%

<b>2011-12 Personnel - F.T.E's:</b>	2.00
<b>2010-11 Personnel - F.T.E's:</b>	2.00
<b>Personnel Change:</b>	0.00

# Budget Objectives Form

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

**Objective:**

\$ 636,036 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:**

- |            |     |  |
|------------|-----|--|
| \$ 258,403 | 001 | <b>Mayor/Council Office:</b> 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.                  |
| \$ 96,049  | 002 | <b>Mayor's Office:</b> 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. |
| \$ 69,946  | 003 | <b>District 1 Office:</b> 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.   |
| \$ 69,946  | 004 | <b>District 2 Office:</b> 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.   |
| \$ 71,746  | 005 | <b>District 3 Office:</b> 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.   |
| \$ 69,946  | 006 | <b>District 4 Office:</b> 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 ART

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## Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	442,206	499,426	479,332	490,471
Operating Expenses	175,510	180,456	154,626	189,247
Internal Services	18,728	14,205	14,205	10,783
Operating Budget	636,444	694,087	648,163	690,501
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	15,948	15,948	22,982
<b>Total Budget</b>	<b>636,444</b>	<b>710,035</b>	<b>664,111</b>	<b>713,483</b>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
MOCA Director	37	1
MOCA Assistant Director	32	1
Curator	24	0
Administrative Coordinator	22	1
Administrative Specialist	18	1
Maintenance Mechanic	18	1

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

**2011-12 Operating Budget:** 690,501  
**2010-11 Operating Budget:** 694,087  
**Dollar Change:** (3,586)  
**Percentage Change:** -0.52%

**2011-12 Personnel - F.T.E's:** 5.00  
**2010-11 Personnel - F.T.E's:** 5.00  
**Personnel Change:** 0.00

# Budget Objectives Form

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

**Objective:**

\$ 713,483 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:**

- |         |     |  |
|---------|-----|--|
| 469,885 | 001 | <p><b>MOCA Administrative Staff:</b> Provides management and coordination of the exhibits and programs offered throughout the year by the Museum of Contemporary Art including 8 exhibitions, 12 Jazz at MOCA concerts, lectures, Haitian cultural events, children's classes and teen programs.</p> |
| -       | 002 | <p><b>Museum Specialized Services:</b> Provides for the services required of a first class museum including full-time curatorial services; preparator services and security services provided by contractors.</p>  |
| 240,202 | 003 | <p><b>Building Operations:</b> Provides the maintenance and upkeep of the 23,000 square foot MOCA building with a full-time maintenance mechanic, including utilities and contractual building services.</p>   |
| -       | 004 | <p><b>Jazz at MOCA:</b> Provides 12 outdoor jazz concerts in the Civic Center Plaza at no charge for the entertainment and enjoyment of City residents and visitors.</p>   |
| 3,396   | 005 | <p><b>Vehicle:</b> Maintenance and replacement.</p>  |

# NON-DEPARTMENTAL

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Non-Departmental Expenses

Grants to Others



# Budget Summary Form

**Department:** Non-Departmental  
**Dept #:** 13

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	402,855	-1,448,303	59,159	-957,962
Materials, Supplies & Services	-3,604	128,690	0	2,425
Internal Services	0	0	0	0
Operating Budget	399,251	-1,319,613	59,159	-955,537
Capital Outlay	0	0	0	0
Debt Service	0	281,354	0	0
Grants & Aids	145,500	0	125,300	140,500
Reserves & Other	0	0	0	935,000
<b>Total Budget</b>	<b>544,751</b>	<b>-1,038,259</b>	<b>184,459</b>	<b>119,963</b>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

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

<b>2011-12 Operating Budget:</b>	<u>(955,537)</u>
<b>2010-11 Operating Budget:</b>	<u>(1,319,613)</u>
<b>Dollar Change:</b>	<u>364,076</u>
<b>Percentage Change:</b>	<u>-27.59%</u>

<b>2011-12 Personnel - F.T.E's:</b>	0.00
<b>2010-11 Personnel - F.T.E's:</b>	<u>0.00</u>
<b>Personnel Change:</b>	<u>0.00</u>

# Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	402,855	-1,448,303	59,159	-957,962
Materials, Supplies & Services	-3,604	128,690	442,955	2,425
Internal Services	0	0	0	0
Operating Budget	<u>399,251</u>	<u>-1,319,613</u>	<u>502,114</u>	<u>-955,537</u>
Capital Outlay	0	0	0	0
Debt Service	0	281,354	0	0
Grants & Aids	0	0	0	0
Non-Operating	0	935,000	0	935,000
<b>Total Budget</b>	<b><u><u>399,251</u></u></b>	<b><u><u>-103,259</u></u></b>	<b><u><u>502,114</u></u></b>	<b><u><u>-20,537</u></u></b>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

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

**2011-12 Operating Budget:** (955,537)  
**2010-11 Operating Budget:** (1,319,613)  
**Dollar Change:** 364,076  
**Percentage Change:** -27.59%

**2011-12 Personnel - F.T.E's:** 0.00  
**2010-11 Personnel - F.T.E's:** 0.00  
**Personnel Change:** 0.00

# Budget Objectives Form

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

**Objective:**

\$ (20,537) 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:**

\$ (957,962) 001 **Miscellaneous Expenses & Reserves:** Provides funds for reimbursement to Florida Unemployment Compensation Fund for benefits paid.

\$ 935,000 002 **Miscellaneous Expenses & Reserves:** Provides funds for accrued sick leave and vacation upon retirement for employees; contingency funds for emergency or unforeseen expenses that cannot be anticipated during the budget process and are authorized by the City Manager.

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

# Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	0	0	0	0
Operating Expenses	0	0	0	0
Internal Services	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	145,500	125,300	125,300	140,500
Reserves & Other	0	0	0	0
<b>Total Budget</b>	<u><u>145,500</u></u>	<u><u>125,300</u></u>	<u><u>125,300</u></u>	<u><u>140,500</u></u>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

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

**2011-12 Operating Budget:** -  
**2010-11 Operating Budget:** -  
**Dollar Change:** -  
**Percentage Change:** 0.00%

**2011-12 Personnel - F.T.E's:** 0.00  
**2010-11 Personnel - F.T.E's:** 0.00  
**Personnel Change:** 0.00

## FY12 Supplemental/CIP Request

Project Description:	Grants to Others		
Department:	Non-Departmental	Project #	0
Division:	Grants to Others	Totals	\$140,500
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 FY12 are listed below:

### Project Estimates:

Object Code	Description	Prior Years	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16	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 Fund		10,000					10,000
820	Take Stock in Children Scholarship		10,000					10,000
								-
								-
								-
								-
<b>Total</b>		-	140,500	120,500	120,500	120,500	120,500	<b>622,500</b>

Funding Source	Fund #	%	Prior Years	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16	Total Estimate
Gen Fund	001	100%		140,500	120,500	120,500	120,500	120,500	622,500
		0%							-
		0%							-
		0%							-
<b>Total</b>		100%	-	140,500	120,500	120,500	120,500	120,500	<b>622,500</b>

### Budget Office Use Only

<input checked="" type="checkbox"/>	Funded
<input type="checkbox"/>	Not Funded
<input type="checkbox"/>	Partially Funded
<input type="checkbox"/>	Pending

<b>FY12 Operating Cost:</b>	\$ -
<b>FY12 Capital Cost:</b>	\$ -
<b>Future Years' Estimated Annual Cost:</b>	\$ 622,500

# PARKS & RECREATION

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Divisions:

Administration

Aquatics

Athletics

Community Events

Enchanted Forest Elaine Gordon Park

Facility Operations

Gwen Margolis Community Center

Gymnastics

North Miami Athletic Stadium

Parks Administration

Parks Operations

Recreation Administration

Rights-of-Way Operations

School Programs and Teens-in-Action

Summer Camps

Tennis

Youth Programs



# Budget Summary Form

**Department:** Parks & Recreation

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	4,385,636	3,926,731	3,727,984	3,667,827
Operating Expenses	1,416,218	1,701,631	1,492,555	1,686,959
Internal Services	353,603	299,523	299,523	380,545
Operating Budget	6,155,457	5,927,885	5,520,062	5,735,331
Capital Outlay	203,843	32,231	34,414	0
Debt Service	0	0	0	0
Grants & Aids	19,150	19,900	19,900	17,000
Reserves & Other	75,888	133,077	133,077	155,519
<b>Total Budget</b>	<b>6,454,338</b>	<b>6,113,093</b>	<b>5,707,453</b>	<b>5,907,850</b>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Parks and Recreation Director	37	1
Assistant Parks and Recreation Director	32	0
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
<b>Total # of Full-Time Employees</b>		<b>49</b>

<b>2011-12 Operating Budget:</b>	5,735,331
<b>2010-11 Operating Budget:</b>	5,927,885
<b>Dollar Change:</b>	(192,554)
<b>Percentage Change:</b>	-3.25%

<b>2011-12 Personnel - F.T.E's:</b>	90.83
<b>2010-11 Personnel - F.T.E's:</b>	90.83
<b>Personnel Change:</b>	0.00

# Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	499,490	333,253	311,066	290,768
Operating Expenses	55,492	230,040	74,570	62,456
Internal Services	19,934	16,387	16,387	18,342
Operating Budget	574,916	579,680	402,023	371,566
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	8,478	13,822	13,822	12,769
<b>Total Budget</b>	<b>583,394</b>	<b>593,502</b>	<b>415,845</b>	<b>384,335</b>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Parks and Recreation Director	37	1
Asst. Parks and Rec. Director	32	0
Administrative Coordinator	22	1
Clerical Technician	16	1

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

**2011-12 Operating Budget:** 371,566  
**2010-11 Operating Budget:** 579,680  
**Dollar Change:** (208,114)  
**Percentage Change:** -35.90%

**2011-12 Personnel - F.T.E's:** 3.70  
**2010-11 Personnel - F.T.E's:** 3.70  
**Personnel Change:** 0.00

# Budget Objectives Form

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

**Objective:**

\$ 384,335 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:**

- \$ 341,455      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.
- \$ 36,400      002      **Office Space:** To provide temporary offices for Parks and Recreation Administration. Funds will cover rent and operating costs associated with new space
- \$ 6,480      003      **Vehicles:** Maintenance and replacement of two (2) vehicles

# Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	135,336	93,720	91,054	129,024
Operating Expenses	120,220	125,986	119,787	131,063
Internal Services	7,517	0	0	4,880
Operating Budget	<u>263,073</u>	<u>219,706</u>	<u>210,841</u>	<u>264,967</u>
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	3,684	0	0	5,253
<b>Total Budget</b>	<u><u>266,757</u></u>	<u><u>219,706</u></u>	<u><u>210,841</u></u>	<u><u>270,220</u></u>

### PERSONAL SERVICES DETAIL:

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

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

**2011-12 Operating Budget:** 264,967  
**2010-11 Operating Budget:** 219,706  
**Dollar Change:** 45,261  
**Percentage Change:** 20.60%

**2011-12 Personnel - F.T.E's:** 4.33  
**2010-11 Personnel - F.T.E's:** 4.33  
**Personnel Change:** 0.00

# Budget Objectives Form

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

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**Objective:**

\$ 270,220 To provide two aquatic facilities and qualified personnel to conduct a variety of recreational and educational aquatic programs in accordance with HRS regulations.

**ACTIVITIES:**

- |            |     |  |
|------------|-----|--|
| \$ 266,516 | 001 | <b>Sasso Pool Operation:</b> 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 | <b>Lifeguard Training Classes:</b> 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 | <b>Pre-School Swim Program:</b> 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:** Athletics  
**Dept / Division #:** 12 / 462

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	368,163	325,641	321,570	363,566
Operating Expenses	200,982	275,685	243,561	399,965
Internal Services	20,108	11,081	11,081	15,015
Operating Budget	589,253	612,407	576,212	778,546
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	15,650	16,000	16,000	16,000
Reserves & Other	6,123	8,781	8,781	8,296
<b>Total Budget</b>	<b>611,026</b>	<b>637,188</b>	<b>600,993</b>	<b>802,842</b>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Recreation Specialist	21	3

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

**2011-12 Operating Budget:** 778,546  
**2010-11 Operating Budget:** 612,407  
**Dollar Change:** 166,139  
**Percentage Change:** 27.13%

**2011-12 Personnel - F.T.E's:** 15.51  
**2010-11 Personnel - F.T.E's:** 14.51  
**Personnel Change:** 1.00

# Budget Objectives Form

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

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**Objective:**

\$ 802,842 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:**

- \$ 185,371      001      **Claude Pepper Park Operations:** Supervise and maintain Pepper Park in order to accommodate the leisure needs of the residents of North Miami and the surrounding community.
- \$ 200,857      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.
- \$ 133,715      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.
- \$ 86,551      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.
- \$ 40,956      005      **Youth Athletic Camp** - Administer, plan, direct, and supervise athletics program for youth and adults.
- \$ 5,424      006      **Vehicle:** Maintenance and replacement.
- \$ 75,654      007      Cagni Park Gymnasium
- \$ 74,314      008      Pepper Park Community Center

# Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	164,031	191,270	204,020	191,583
Operating Expenses	68,867	108,991	105,199	101,325
Internal Services	3,395	4,211	4,211	6,882
Operating Budget	236,293	304,472	313,430	299,790
Capital Outlay		0	0	0
Debt Service	0	0	0	0
Grants & Aids	2,500	2,500	2,500	0
Reserves & Other	1,524	4,653	4,653	6,259
<b>Total Budget</b>	<b>240,317</b>	<b>311,625</b>	<b>320,583</b>	<b>306,049</b>

### PERSONAL SERVICES DETAIL:

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

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

**2011-12 Operating Budget:** 299,790  
**2010-11 Operating Budget:** 304,472  
**Dollar Change:** (4,682)  
**Percentage Change:** -1.54%

**2011-12 Personnel - F.T.E's:** 2.96  
**2010-11 Personnel - F.T.E's:** 2.96  
**Personnel Change:** 0.00

# Budget Objectives Form

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

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**Objective:**

\$ 306,049 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:**

- \$ 165,642      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.
- \$ 49,298      002      **WinterNational Parade** - Promote and produce North Miami's 31st annual Thanksgiving Day parade.
- \$ 35,895      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.
- \$ 10,681      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.
- \$ 25,440      005      **Community Events:** These events give the City the opportunity to recognize the accomplishments of Dr. King; bringing the community, its residents and local schools/ universities together for a common purpose. Presentations, singing, dancing & refreshments offered. Easter Egg Hunt revenue \$800.

# Budget Objectives Form

<b>Department:</b>	Parks & Recreation
<b>Division:</b>	Community Events
<b>Dept #:</b>	12
<b>Division #:</b>	478

- |    |        |     |   |
|----|--------|-----|---|
| \$ | 13,441 | 006 | <b>City Events</b> - 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.  |
| \$ | 4,584  | 007 | <b>Civic Group Events</b> - Provide staff support for various annual events; some of the events include Little League opening ceremonies and the Tenth Annual Cancer Walk.  |
| \$ | -      | 008 | <b>Programs for Persons with Special Needs</b> - 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. |
| \$ | 1,068  | 009 | <b>Vehicle:</b> Maintenance and Replacement   |

# Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	133,219	116,645	105,545	92,983
Operating Expenses	42,429	55,354	55,765	57,281
Internal Services	4,474	3,316	3,316	6,262
Operating Budget	180,122	175,315	164,626	156,526
Capital Outlay	3,450	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	2,524	4,089	4,089	6,172
<b>Total Budget</b>	<b>186,096</b>	<b>179,404</b>	<b>168,715</b>	<b>162,698</b>

### PERSONAL SERVICES DETAIL:

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

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

**2011-12 Operating Budget:** 156,526  
**2010-11 Operating Budget:** 175,315  
**Dollar Change:** (18,789)  
**Percentage Change:** -10.72%

**2011-12 Personnel - F.T.E's:** 2.33  
**2010-11 Personnel - F.T.E's:** 2.33  
**Personnel Change:** 0.00

# Budget Objectives Form

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

**Objective:**

\$ 162,698 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:**

- |            |     |   |
|------------|-----|---|
| \$ 157,145 | 001 | <b>Facility Operations and Maintenance:</b> Provides for the operation, programming, and maintenance of the park grounds, facilities, and structures.   |
| \$ 5,025   | 002 | <b>Facility Programming:</b> 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 | <b>Vehicle:</b> Maintenance and Replacement   |

# Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	344,277	283,071	295,128	257,020
Operating Expenses	131,901	162,679	159,937	179,354
Internal Services	11,357	7,530	7,530	9,394
Operating Budget	<u>487,535</u>	<u>453,280</u>	<u>462,595</u>	<u>445,768</u>
Capital Outlay	16,060	485	485	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	5,676	12,452	12,452	12,365
<b>Total Budget</b>	<b><u><u>509,271</u></u></b>	<b><u><u>466,217</u></u></b>	<b><u><u>475,532</u></u></b>	<b><u><u>458,133</u></u></b>

### PERSONAL SERVICES DETAIL:

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

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

**2011-12 Operating Budget:** 445,768  
**2010-11 Operating Budget:** 453,280  
**Dollar Change:** (7,512)  
**Percentage Change:** -1.66%

**2011-12 Personnel - F.T.E's:** 8.77  
**2010-11 Personnel - F.T.E's:** 8.77  
**Personnel Change:** 0.00

# Budget Objectives Form

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

**Objective:**

\$ 458,133 To operate and run programs in three City centers: Sunkist Grove Community Center, Keystone Community Center, and Griffing Adult Center.

**ACTIVITIES:**

- \$ 143,587      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.
- \$ 109,698      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.
- \$ 108,149      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.
- \$ 96,699      004      **Teen Programming:** Administer, plan, direct and coordinate.

# Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	6,583	16,966	12,366	16,966
Operating Expenses	52,856	44,919	44,083	42,911
Internal Services	0	0	0	0
Operating Budget	<u>59,439</u>	<u>61,885</u>	<u>56,449</u>	<u>59,877</u>
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
<b>Total Budget</b>	<b><u><u>59,439</u></u></b>	<b><u><u>61,885</u></u></b>	<b><u><u>56,449</u></u></b>	<b><u><u>59,877</u></u></b>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

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

**2011-12 Operating Budget:** 59,877  
**2011-12 Operating Budget:** 61,885  
**Dollar Change:** (2,008)  
**Percentage Change:** -3.24%

**2011-12 Personnel - F.T.E's:** 0.46  
**2010-11 Personnel - F.T.E's:** 0.46  
**Personnel Change:** 0.00

# Budget Objectives Form

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

**Objective:**

\$ 59,877 To provide a facility for public assembly activities including private, non-profit, government, civic and educational functions.

**ACTIVITIES:**

\$ 59,877 001 **GMCC Operations:** Provide facility scheduling functions, rental staff, contractual cleaning and set up and supplies for the maintenance of the community center.

# Budget Summary Form

**Department:** Parks and Recreation  
**Division:** Gymnastics  
**Dept / Division #:** 12 / 477

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	1,032	0	0	0
Operating Expenses	50,446	0	0	0
Internal Services	0	0	0	0
Operating Budget	51,478	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	0
<b>Total Budget</b>	<b>51,478</b>	<b>0</b>	<b>0</b>	<b>0</b>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Recreation Leader II	18	0

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

**2011-12 Operating Budget:** -  
**2010-11 Operating Budget:** -  
**Dollar Change:** -  
**Percentage Change:** 0.00%

**2011-12 Personnel - F.T.E's:** 0.00  
**2010-11 Personnel - F.T.E's:** 0.00  
**Personnel Change:** 0.00

# Budget Objectives Form

**Department:** Parks and Recreation

**Division:** Gymnastics

**Dept #:** 12

**Division #:** 477

**Objective:**

\$ - To operate an organized recreational gymnastics program for youth ages three through eighteen which includes classes by level/age group as well as participation in local and regional amateur athletic union meets.

**ACTIVITIES:**

\$ - 001 **Gymnastics Program:** Operation and instruction of recreational gymnastics classes from August through May.

\$ - 002 **Gymnastics Exhibition:** An annual exhibition for program participants to perform the skills learned throughout the year.

\$ - 003 **Summer Gymnastics Programming:** To provide programming during the summer so higher level participants will be able to practice year-round and be prepared for competition.

\$ - 004 **Facility Expenses:** Operating expenses for the temporary gymnastic facility

# Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	21,731	12,538	19,366	22,539
Materials, Supplies & Services	76,630	99,834	83,428	103,534
Internal Services	0	0	0	0
The City and Miami-Dade C	98,361	112,372	102,794	126,073
Capital Outlay	2,194	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Non-Operating	0	0	0	0
<b>Total Budget</b>	<b>100,555</b>	<b>112,372</b>	<b>102,794</b>	<b>126,073</b>

### PERSONAL SERVICES DETAIL:

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

**2011-12 Operating Budget:** 126,073  
**2010-11 Operating Budget:** 112,372  
**Dollar Change:** 13,701  
**Percentage Change:** 12.19%

**2011-12 Personnel - F.T.E's:** 1.85  
**2010-11 Personnel - F.T.E's:** 1.85  
**Personnel Change:** 0.00

# Budget Objectives Form

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

**Objective:**

\$ 126,073 To provide the staff and supplies to maintain the North Miami Athletic Stadium.

**ACTIVITIES:**

\$ 126,073      001      **Complex Operations:** To provide part-time staff, facility maintenance including field preparation, irrigation, supplies and maintenance equipment; electrical repairs and services; and scoreboard lighting repairs. Provide part-time park attendants for weekday and weekend rental activities. Rental revenue is projected to be \$85,000

# Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	246,043	179,442	172,255	155,420
Operating Expenses	66,558	33,850	33,210	57,150
Internal Services	14,167	11,857	11,857	13,265
Operating Budget	<u>326,768</u>	<u>225,149</u>	<u>217,322</u>	<u>225,835</u>
Capital Outlay	3,633	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	4,979	8,029	8,029	6,968
<b>Total Budget</b>	<u><u>335,380</u></u>	<u><u>233,178</u></u>	<u><u>225,351</u></u>	<u><u>232,803</u></u>

### 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

**2011-12 Operating Budget:** 225,835  
**2010-11 Operating Budget:** 225,149  
**Dollar Change:** 686  
**Percentage Change:** 0.30%

**2011-12 Personnel - F.T.E's:** 2.00  
**2010-11 Personnel - F.T.E's:** 2.00  
**Personnel Change:** 0.00

# Budget Objectives Form

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

**Objective:**

\$ 232,803 To provide administrative support for Parks Division operations and to keep the Parks Operations Center operational.

**ACTIVITIES:**

- \$ 174,281 001 **Parks Administration:** Provides direct supervision, administration, operational control, coordination, and clerical needs of the Parks Division.
- \$ 51,730 002 **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.
- \$ 6,792 003 **Vehicles:** Maintenance and replacement costs of vehicles

# Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	899,267	934,813	886,950	603,430
Operating Expenses	160,214	177,924	175,930	157,917
Internal Services	83,718	73,391	73,391	94,319
Operating Budget	1,143,199	1,186,128	1,136,271	855,666
Capital Outlay	155,241	23,212	25,395	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	18,033	29,428	29,428	39,849
<b>Total Budget</b>	<b>1,316,473</b>	<b>1,238,768</b>	<b>1,191,094</b>	<b>895,515</b>

### 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

**2011-12 Operating Budget:** 855,666  
**2010-11 Operating Budget:** 1,186,128  
**Dollar Change:** (330,462)  
**Percentage Change:** -27.86%

**2011-12 Personnel - F.T.E's:** 15.00  
**2010-11 Personnel - F.T.E's:** 15.00  
**Personnel Change:** 0.00

# Budget Objectives Form

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

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**Objective:**

\$ 895,515 To maintain 3 major park facilities, 11 passive parks, 2 pools, and 5 recreation centers. To support City events and activities budgeted in other decision units as well as respond to emergencies and complaints.

**ACTIVITIES:**

\$ 838,215 001 **Facility Operations:** Maintain the City's Parks and Recreation facilities which include buildings, grounds, pools, and playgrounds.

\$ 57,300 002 **Vehicles:** Maintenance and Replacement

# Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	320,133	298,941	290,821	258,200
Operating Expenses	13,651	21,980	20,341	7,070
Internal Services	28,347	25,221	25,221	42,066
Operating Budget	<u>362,131</u>	<u>346,142</u>	<u>336,383</u>	<u>307,336</u>
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	7,183	11,881	11,881	12,627
<b>Total Budget</b>	<b><u><u>369,314</u></u></b>	<b><u><u>358,023</u></u></b>	<b><u><u>348,264</u></u></b>	<b><u><u>319,963</u></u></b>

### PERSONAL SERVICES DETAIL:

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

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

**2011-12 Operating Budget:** 307,336  
**2010-11 Operating Budget:** 346,142  
**Dollar Change:** (38,806)  
**Percentage Change:** -11.21%

**2011-12 Personnel - F.T.E's:** 3.00  
**2010-11 Personnel - F.T.E's:** 3.00  
**Personnel Change:** 0.00

# Budget Objectives Form

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

**Objective:**

\$ 319,963 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:**

\$ 289,627 001 **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.

\$ 12,000 002 **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.

\$ 18,336 003 **Vehicles:** Maintenance costs and replacement costs for two buses, two Chevy vans and a Ford Taurus automobile.

# Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	1,077,627	1,030,577	912,306	1,190,175
Operating Expenses	256,732	277,192	289,312	298,132
Internal Services	155,787	144,298	144,298	168,209
Operating Budget	<u>1,490,146</u>	<u>1,452,067</u>	<u>1,345,916</u>	<u>1,656,516</u>
Capital Outlay	15,145	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	14,651	36,726	36,726	42,904
<b>Total Budget</b>	<u><u>1,519,942</u></u>	<u><u>1,488,793</u></u>	<u><u>1,382,642</u></u>	<u><u>1,699,420</u></u>

### 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

**2011-12 Operating Budget:** 1,656,516  
**2010-11 Operating Budget:** 1,452,067  
**Dollar Change:** 204,449  
**Percentage Change:** 14.08%

**2011-12 Personnel - F.T.E's:** 15.00  
**2010-11 Personnel - F.T.E's:** 15.00  
**Personnel Change:** 0.00

# Budget Objectives Form

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

**Objective:**

\$ 1,699,420      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:**

- |            |     |  |
|------------|-----|--|
| \$ 844,739 | 001 | <b>Rights-of-Way Operations:</b> 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.                                     |
| \$ 642,589 | 002 | <b>Aerial and Tree Operations:</b> 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 | <b>Contractual Landscape Maintenance:</b> 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 |
| \$ 128,352 | 004 | <b>Vehicle:</b> Maintenance & Replacement  |

# Budget Summary Form

**Department:** Parks and Recreation  
**Division:** School Programs and Teens-in-Action  
**Dept / Division #:** 12 / 476

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	36,442	0	0	0
Operating Expenses	5,553	0	0	0
Internal Services	1,602	0	0	0
Operating Budget	<u>43,597</u>	<u>0</u>	<u>0</u>	<u>0</u>
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	1,012	0	0	0
<b>Total Budget</b>	<b><u><u>44,609</u></u></b>	<b><u><u>0</u></u></b>	<b><u><u>0</u></u></b>	<b><u><u>0</u></u></b>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Recreation Leader II	18	0

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

**2011-12 Operating Budget:** -  
**2010-11 Operating Budget:** -  
**Dollar Change:** -  
**Percentage Change:** 0.00%

**2011-12 Personnel - F.T.E's:** 0.00  
**2010-11 Personnel - F.T.E's:** 0.00  
**Personnel Change:** 0.00

# Budget Objectives Form

**Department:** Parks and Recreation  
**Division:** School Programs and Teens-in-Action  
**Dept #:** 12  
**Division #:** 476

**Objective:**

\$ - To provide cooperative programming with public schools located within North Miami; this includes programs at the elementary schools, middle school, as well as programs during the public school systems breaks.

**ACTIVITIES:**

\$ - 001 **APPLE After School Program:** Provide a free after school program at six local elementary schools (Ben Franklin, WJ Bryan, Gratigny, Natural Bridge, North Miami, and Linda Lentin) for 720 third, fourth, and fifth graders.

\$ - 002 **Teachers Workday Program:** Provide a Kid's Fun Day program on eight Miami-Dade County Public School teacher workdays. Revenue for this program is estimated at \$1,100 in FY09.

\$ - 003 **Teens-in-Action:** Provide programming for the teens in the community. The TIA's participate in activities such as NMCC, Athletics, tutoring, etc. The program originally began in June of 2000 and had a base of 10 teenagers. The program has since grown and now has a membership of 250 teens.

# Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	17,805	25,088	25,088	26,564
Operating Expenses	46,687	41,725	41,900	45,070
Internal Services	0	0	0	0
Operating Budget	<u>64,492</u>	<u>66,813</u>	<u>66,988</u>	<u>71,634</u>
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
<b>Total Budget</b>	<u><u>64,492</u></u>	<u><u>66,813</u></u>	<u><u>66,988</u></u>	<u><u>71,634</u></u>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

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

**2011-12 Operating Budget:** 71,634  
**2010-11 Operating Budget:** 66,813  
**Dollar Change:** 4,821  
**Percentage Change:** 7.22%

**2011-12 Personnel - F.T.E's:** 2.69  
**2010-11 Personnel - F.T.E's:** 2.69  
**Personnel Change:** 0.00

## Budget Objectives Form

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

**Objective:**

\$ 71,634 To provide cooperative programming with public schools during the public school system breaks.

**ACTIVITIES:**

\$ 71,634 001 **Summer Camps:** Provide Children ages 6-12 with a place to go during the summer while their parents or guardians are at work. The camps are held at Enchanted Forest and Sunkist Grove Community Centers. All additional fees have been included into camp costs for FY12. Revenue is estimated at \$60,000 for the three camps.

# Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	112,311	82,425	78,108	67,217
Operating Expenses	37,623	42,972	42,932	40,331
Internal Services	3,197	2,231	2,231	1,911
Operating Budget	<u>153,131</u>	<u>127,628</u>	<u>123,271</u>	<u>109,459</u>
Capital Outlay	8,120	8,534	8,534	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	2,021	3,216	3,216	2,057
<b>Total Budget</b>	<b><u><u>163,272</u></u></b>	<b><u><u>139,378</u></u></b>	<b><u><u>135,021</u></u></b>	<b><u><u>111,516</u></u></b>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Tennis Pro	10	1

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

**2011-12 Operating Budget:** 109,459  
**2010-11 Operating Budget:** 127,628  
**Dollar Change:** (18,169)  
**Percentage Change:** -14.24%

**2011-12 Personnel - F.T.E's:** 2.25  
**2010-11 Personnel - F.T.E's:** 2.25  
**Personnel Change:** 0.00

# Budget Objectives Form

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

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**Objective:**

\$ 111,516 To provide tennis instruction, programs, tournaments, leagues, and tennis services for Penny Sugarman Tennis Center, Pepper Park and Cagni Park.

**ACTIVITIES:**

\$ 108,206      001      **Penny Sugarman and Cagni Tennis Facilities:** Provides a qualified tennis pro and staff primarily to oversee the tennis program at Penny Sugarman Tennis Center and to provide associated programming at Cagni Park. Revenue from memberships, court fees, and tennis clinics is anticipated to be \$15,000.

\$ 3,310      002      **Pepper Park Tennis Operation:** Provides tennis supplies and a phone line to the tennis contractor who oversees recreational and instructional tennis programs and court management services at Pepper Park.

# Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	2,146	2,341	2,341	2,372
Operating Expenses	29,033	2,500	2,600	3,400
Internal Services	0	0	0	0
Operating Budget	31,179	4,841	4,941	5,772
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	1,000	1,400	1,400	1,000
Reserves & Other	0	0	0	0
<b>Total Budget</b>	<b>32,179</b>	<b>6,241</b>	<b>6,341</b>	<b>6,772</b>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

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

**2011-12 Operating Budget:** 5,772  
**2010-11 Operating Budget:** 4,841  
**Dollar Change:** 931  
**Percentage Change:** 19.23%

**2011-12 Personnel - F.T.E's:** 2.03  
**2010-11 Personnel - F.T.E's:** 2.03  
**Personnel Change:** 0.00

# Budget Objectives Form

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

**Objective:**

\$ 6,772 To provide for specialized programs for North Miami's youth as recommended by the Youth Opportunity Board and the City Council.

**ACTIVITIES:**

- \$ 3,372      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 ADMINISTRATION

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# Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	472,037	429,967	406,096	387,053
Operating Expenses	34,630	60,501	40,161	45,060
Internal Services	18,120	11,109	11,109	16,823
Operating Budget	<u>524,787</u>	<u>501,577</u>	<u>457,366</u>	<u>448,936</u>
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	11,450	16,016	16,016	18,110
<b>Total Budget</b>	<u><u>536,237</u></u>	<u><u>517,593</u></u>	<u><u>473,382</u></u>	<u><u>467,046</u></u>

### 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

**2011-12 Operating Budget:** 448,936  
**2010-11 Operating Budget:** 501,577  
**Dollar Change:** (52,641)  
**Percentage Change:** -10.50%

**2011-12 Personnel - F.T.E's:** 4.28  
**2010-11 Personnel - F.T.E's:** 4.50  
**Personnel Change:** -0.22

# Budget Objectives Form

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

**Objective:**

\$ 467,046 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:**

- \$ 453,905      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.
- \$ 4,390      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.
- \$ 1,500      003      **Specialized Training:** Provide registration fees for employees from each department to attend seminars and workshops that will improve their job skills/knowledge.
- \$ 250      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 Objectives Form

<b>Department:</b>	Personnel Administration
<b>Division:</b>	Personnel Administration
<b>Dept #:</b>	06
<b>Division #:</b>	417

- |    |       |     |  |
|----|-------|-----|--|
| \$ | -     | 005 | <p><b>Tuition Reimbursement:</b> Employees in collective bargaining unit can be reimbursed up to the equivalence of 18 credit hours per fiscal year at the instate undergraduate rate at Florida International University based on grades received for completing college coursework or technical classes taken to increase knowledge and skills and prepare for City promotions.</p>  |
| \$ | 2,788 | 006 | <p><b>Post Employment Exams, Tests and Evaluations:</b> Provide medical exams for all current employees as required, including special medical evaluations as requested, non-CDL drug testing program expenses, and background checks for current employees.</p>   |
| \$ | 3,013 | 007 | <p><b>Employee Appreciation:</b> Employee of the Quarter Program - Provide a plaque and a \$100 savings bond to an employee selected for exemplary service on a quarterly basis in conjunction with the local Rotary Club. To purchase service pins/awards to be presented to employees annually based upon length of service and to provide an awards luncheon at which the pins/awards will be presented; as well as to provide funds for invitations, printed programs, and miscellaneous supplies.</p> |
| \$ | -     | 008 | <p><b>Workplace Violence Prevention:</b> Provide threat assessment services and training on how to communicate if an employee is referred for violating the Workplace Violence Administrative Regulation.</p>  |
| \$ | -     | 009 | <p><b>Police Alcohol and Drug Testing Program:</b> Contract with a third party administrator to perform random, post accident, promotion, transfer, and reasonable suspicion selection and testing of police bargaining unit members in accordance with the 2005-2008 collective bargaining agreement, and to educate bargaining unit members on the use and abuse of drugs/controlled substances and alcohol.</p>   |
| \$ | -     | 010 | <p><b>Supervisory Training</b> (max. 25 employees per 1 day session)</p>   |

# Budget Objectives Form

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

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\$ 1,200 011

**Wellness Program:** Community event registrations, t-shirts, supplies, health risk assessments, nutrition/health screenings and seminars.

# POLICE

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## Divisions:

Administrative & Support Services

Chief's Office

Community Policing

Investigative

Patrol

Solving Cold Cases with DNA



# Budget Summary Form

**Department:** Police

**Dept. #:** 08

EXPENDITURE CATEGORY	Actual Expend. FY11	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	18,356,907	17,729,420	18,084,208	17,765,438
Operating Expenses	2,091,564	2,728,354	2,657,116	2,842,757
Internal Services	1,483,520	1,307,660	1,307,660	1,732,104
Operating Budget	21,931,991	21,765,434	22,048,984	22,340,299
Capital Outlay	1,151,854	221,502	223,386	147,933
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	345,779	523,059	540,147	770,192
<b>Total Budget</b>	<b>23,429,624</b>	<b>22,509,995</b>	<b>22,812,517</b>	<b>23,258,424</b>

## PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Police Chief	41	1
Assistant Police Chief	39	2
Police Major	36	4
Police Commander	35	6
Police Lieutenant	33	0
Police Administrator	31	1
Police Sergeant	31S	10
Administrative Assistant	28	1
Police Officer	28O	100
Grants Writer	25	1
Training Specialist	24	0
Administrative Coordinator	22	1
Crime Scene Technician	22	3
Crisis Intervention Specialist	21	1
Police Records Supervisor	25	1
Police Communications Supervisor	25	1
Crime Analyst	20	1
Police Communications Operator	19	12
Administrative Specialist	18	1
Maintenance Mechanic	18	0
Citizens' Crime Watch Coordinator	18	1
Quartermaster	20	1
Public Service Aide	17	2
Records Technician	16	4
Clerical Technician	16	3
<b>Total # of Full-Time Employees</b>		<b>158</b>

<b>2011-12 Operating Budget:</b>	22,340,299
<b>2010-11 Operating Budget:</b>	21,765,434
<b>Dollar Change:</b>	<u>574,865</u>
<b>Percentage Change:</b>	<u>2.64%</u>

<b>2011-12 Personnel - F.T.E's:</b>	163.49
<b>2010-11 Personnel - F.T.E's:</b>	163.49
<b>Personnel Change:</b>	<u>0.00</u>

# Budget Summary Form

**Department:** Police  
**Division:** Administrative & Support Svcs.  
**Dept / Division #:** 08 / 435

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	2,336,703	2,298,121	2,198,543	2,206,204
Operating Expenses	1,163,424	1,186,467	1,179,000	1,116,780
Internal Services	97,720	68,320	68,320	114,535
Operating Budget	3,597,847	3,552,908	3,445,863	3,437,519
Capital Outlay	954,412	221,502	223,386	147,933
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	46,152	67,673	67,673	98,412
<b>Total Budget</b>	<b>4,598,411</b>	<b>3,842,083</b>	<b>3,736,922</b>	<b>3,683,864</b>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Police Major	36	1
Police Commander	35	1
Police Administrator	31	1
Police Officer	280	2
Grants Writer	25	1
Training Specialist	24	0
Police Records Supervisor	21	1
Police Communications Supervisor	21	1
Police Communications Operator	19	12
Quartermaster	18	1
Maintenance Mechanic	18	1
Records Technician	16	4
Clerical Technician	16	1
<b>Total # of Full-Time Employees</b>		<b>27</b>

**2011-12 Operating Budget:** 3,437,519  
**2010-11 Operating Budget:** 3,552,908  
**Dollar Change:** (115,389)  
**Percentage Change:** -3.25%

**2011-12 Personnel - F.T.E's:** 28.90  
**2010-11 Personnel - F.T.E's:** 28.90  
**Personnel Change:** 0.00

# Budget Objectives Form

<b>Department:</b>	Police
<b>Division:</b>	Administrative & Support Svcs.
<b>Dept #:</b>	8
<b>Division #:</b>	435

**Objective:**

\$ 3,683,864      To provide efficient and effective services in the following areas: police records management functions; purchasing operations; data processing; property and evidence control; personnel selection and development; budget preparation; accreditation; internal affairs investigations; and building maintenance.

**ACTIVITIES:**

- |              |     |  |
|--------------|-----|--|
| \$ 447,144   | 001 | <p><b>Administration:</b> Provides management and supervision of the various units within this Division; provides planning and research functions and completes special projects for the Chief's Office; administers department grants, off-duty police work services, department budget, and purchasing operations; conducts internal affairs investigations and prepares written reports of the findings.</p>                    |
| \$ 1,354,749 | 002 | <p><b>Communications:</b> 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.</p>  |
| \$ 599,857   | 003 | <p><b>Records/ID Bureau:</b> 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.</p> |
| \$ 138,289   | 004 | <p><b>Accreditation Unit:</b> Responsible for maintaining an accredited status from the Commission for Florida Law Enforcement Accreditation, Inc., and for the continuous evaluation and implementation of department policies and directives. Reaccreditation will be sought every three years.</p>  |

# Budget Objectives Form

<b>Department:</b>	Police
<b>Division:</b>	Administrative & Support Svcs.
<b>Dept #:</b>	8
<b>Division #:</b>	435

- |    |         |     |  |
|----|---------|-----|--|
| \$ | 399,767 | 005 | <p><b>Human Resources and Career Development:</b> Provides and coordinates training of department personnel; responsible for personnel recruitment, background investigations, personnel selection, and training of new personnel.</p>   |
| \$ | 173,950 | 006 | <p><b>Quartermaster:</b> 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.</p> |
| \$ | 533,965 | 007 | <p><b>Building Operations and Maintenance:</b> Provides a full-time maintenance mechanic, building service contracts, utility fees, and the equipment/supplies required to operate and maintain the police facility.</p>   |
| \$ | 36,143  | 008 | <p><b>Lobby Receptionists:</b> 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.</p>   |
| \$ | -       | 009 | <p><b>Vehicle:</b> Maintenance and replacement</p>   |

# Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	943,549	596,060	565,467	604,032
Operating Expenses	10,801	70,179	13,079	12,589
Internal Services	27,099	27,908	27,908	38,918
Operating Budget	981,449	694,147	606,454	655,539
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	10,360	17,088	17,088	29,441
<b>Total Budget</b>	<b>991,809</b>	<b>711,235</b>	<b>623,542</b>	<b>684,980</b>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Police Chief	41	1
Assistant Police Chief	39	2
Administrative Assistant	28	1

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

**2011-12 Operating Budget:** 655,539  
**2010-11 Operating Budget:** 694,147  
**Dollar Change:** (38,608)  
**Percentage Change:** -5.56%

**2011-12 Personnel - F.T.E's:** 4.00  
**2010-11 Personnel - F.T.E's:** 4.00  
**Personnel Change:** 0.00

# Budget Objectives Form

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

**Objective:**

\$ 684,980 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:**

\$ 684,980 001 **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.

# Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	2,555,650	2,356,760	2,355,759	2,479,595
Operating Expenses	495,726	1,042,552	1,043,636	1,280,312
Internal Services	247,698	222,607	222,607	283,663
<b>Operating Budget</b>	<b>3,299,074</b>	<b>3,621,919</b>	<b>3,622,002</b>	<b>4,043,570</b>
Capital Outlay	107,748	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	51,689	81,756	81,756	112,350
<b>Total Budget</b>	<b>3,458,511</b>	<b>3,703,675</b>	<b>3,703,758</b>	<b>4,155,920</b>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Police Major	36	1
Police Commander	35	1
Police Sergeant	31S	1
Police Officer	28O	15
Administrative Specialist	18	1
Citizens Crime Watch Coordinator	18	1
Clerical Technician	16	1

**Total # of Full-Time Employees** 21

**2011-12 Operating Budget:** 4,043,570  
**2010-11 Operating Budget:** 3,621,919  
**Dollar Change:** 421,651  
**Percentage Change:** 11.64%

**2011-12 Personnel - F.T.E's:** 24.59  
**2010-11 Personnel - F.T.E's:** 24.59  
**Personnel Change:** 0.00

# Budget Objectives Form

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

**Objective:**

\$ 4,155,920 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; traffic enforcement; safety and law enforcement on City waterways; safety and maintenance of order in City parks; school crossing guards; enforcement of City zoning ordinances; and the continuing participation in the Police Explorer Program and the Police Athletic League.

**ACTIVITIES:**

- \$ 320,695      001      **Administration:** Provides management and supervision of the diverse functions of this Division and is responsible for designing, implementing, and coordinating innovative enforcement and public service activities.
- \$ 971,282      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.
- \$ 2,113,484      003      **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.
- \$ 270,033      004      **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.

# Budget Objectives Form

<b>Department:</b>	Police	
<b>Division:</b>	Community Policing	
<b>Dept #:</b>	08	
<b>Division #:</b>	426	

- |            |     |   |
|------------|-----|---|
| \$ 297,191 | 005 | <p><b>School Resource Officers:</b> 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.</p>   |
| \$ 83,165  | 006 | <p><b>Citizens' Crime Watch Program:</b> Provides funds to coordinate a Crime Watch Program and other crime prevention programs within the City. The Coordinator attends civic and neighborhood meetings, recruits residents to form crime watch groups, acts as a liaison between local merchants, area residents and the Police Department, and makes presentations to elementary, junior, and senior high school students.</p> |
| \$ 100,070 | 007 | <p><b>School Crossing Guard Program:</b> 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.</p>   |
| \$ -       | 008 | <p><b>Police Explorer Program:</b> Provides funds to sponsor a unit of approximately thirty-six Explorers, a Boy Scouts of America program. The participants acquire some knowledge of police work, foster positive relations with police officers, and provide a needed service to the community such as crowd control at special events and home checks.</p>  |

# Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	4,623,037	4,662,047	4,397,288	4,600,397
Operating Expenses	113,789	110,163	98,876	118,458
Internal Services	361,036	311,206	311,206	415,401
Operating Budget	<u>5,097,862</u>	<u>5,083,416</u>	<u>4,807,370</u>	<u>5,134,256</u>
Capital Outlay	81,394	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	92,482	146,885	146,885	197,622
<b>Total Budget</b>	<u><u>5,271,738</u></u>	<u><u>5,230,301</u></u>	<u><u>4,954,255</u></u>	<u><u>5,331,878</u></u>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Police Major	36	1
Police Commander	35	1
Police Sergeant	31S	3
Police Officer	28O	27
Crime Scene Technician	22	3
Crisis Intervention Specialist	21	1
Crime Analyst	20	1
Clerical Technician	16	1

**Total # of Full-Time Employees** 38

**2011-12 Operating Budget:** 5,134,256  
**2010-11 Operating Budget:** 5,083,416  
**Dollar Change:** 50,840  
**Percentage Change:** 1.00%

**2011-12 Personnel - F.T.E's:** 38.00  
**2010-11 Personnel - F.T.E's:** 38.00  
**Personnel Change:** 0.00

# Budget Objectives Form

<b>Department:</b>	Police
<b>Division:</b>	Investigative
<b>Dept #:</b>	08
<b>Division #:</b>	430

**Objective:**

\$ 5,331,878      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:**

\$ 2,694,301      001      **General Investigations Unit:** Conducts criminal investigations and writes investigative reports; identifies and apprehends offenders; assists the State in the prosecution of criminal offenders; and provides support for the Uniform Patrol Division.

\$ 710,456      002      **Special Victims Unit:** 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.

\$ 1,473,540      003      **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.

\$ 285,676      004      **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.

# Budget Objectives Form

<b>Department:</b>	Police	
<b>Division:</b>	Investigative	
<b>Dept #:</b>	08	
<b>Division #:</b>	430	

- |    |        |     |   |
|----|--------|-----|---|
| \$ | 81,749 | 005 | <p><b>Crime Analysis:</b> Analyzes crime data and other relevant information derived from crime scenes, police reports and other sources; identifies crime similarities and trends and pinpoints "hot spots" of criminal activity; prepares and distributes B.O.L.O. information and crime statistical reports.</p>   |
| \$ | 86,156 | 006 | <p><b>Crisis Intervention Services:</b> Provides counseling, referrals and emergency placements to victims of crimes. A specialist, trained in emergency response to crisis and who has the language skills necessary to communicate with our large Haitian community, is needed to aid investigators in the placement, counseling and rehabilitation of the family members. A grant in the amount of \$52,851 has been awarded to offset expenses.</p> |

# Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	7,897,968	7,816,432	8,567,151	7,875,210
Operating Expenses	307,824	318,993	322,525	314,618
Internal Services	749,967	677,619	677,619	879,587
Operating Budget	<u>8,955,759</u>	<u>8,813,044</u>	<u>9,567,295</u>	<u>9,069,415</u>
Capital Outlay	8,300	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	145,096	226,745	226,745	332,367
<b>Total Budget</b>	<u><u>9,109,155</u></u>	<u><u>9,039,789</u></u>	<u><u>9,794,040</u></u>	<u><u>9,401,782</u></u>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Police Major	36	1
Police Commander	33	3
Police Sergeant	31S	6
Police Officer	28O	55
Administrative Coordinator	22	1
Public Service Aide	17	2

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

**2011-12 Operating Budget:** 9,069,415  
**2010-11 Operating Budget:** 8,813,044  
**Dollar Change:** 256,371  
**Percentage Change:** 2.91%

**2011-12 Personnel - F.T.E's:** 68.00  
**2010-11 Personnel - F.T.E's:** 68.00  
**Personnel Change:** 0.00

# Budget Objectives Form

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

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**Objective:**

\$ 9,137,051 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:**

\$ 8,593,824 001 **Uniform Patrol:** Protects life and property by patrolling City streets; providing traffic enforcement; responding to calls for police service; and apprehending criminal offenders.

\$ 426,995 002 **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.

\$ 116,232 003 **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.

## FY12 Supplemental/CIP Request

Project Description:	Three (3) CHRP Grant Police Officers		
Department:	Police	Project #	G08Y10028
Division:	Patrol	Totals	\$264,731
Account Number:	001-08-425000-521-XXX-000	Request Type	New Request
Project Location:		Priority Level	Quality of Life

**Objective:**

To provide funds to hire three police officers and to pay for uniforms and required equipment.

**Justification:**

Additional police officers are needed to implement new programs and augment existing units. A grant from the Department of Justice, COPS Hiring Recovery Program (CHRP), totaling \$733,509 and funded through the American Recovery and Reinvestment Act (ARRA), has been awarded to offset expenses. The Police Department was awarded this grant to hire three, entry level police officers and offset the cost of salary and fringe benefits for three years. The balance of the supplemental costs and the fourth year of the grant will be funded through the City's General Revenue Fund.

**Project Estimates:**

Object Code	Description	Prior Years	FY 10/11	FY 11/12	FY 12/13	FY 13/14	FY 14/15	Total Estimate
101	Three Police Officers		138,216	147,891	155,286	166,155		607,548
	Vacation		5,316	5,688	5,973	6,390		23,367
	Sick Leave		6,378	6,825	7,167	7,668		28,038
104	Overtime		14,453	15,465	16,238	17,374		63,530
106	Holiday Pay		5,582	5,973	6,270	6,710		24,535
107	State Salary Incentive Pay		360	360	360	360		1,440
140	Social Security (7.65%)		11,028	11,798	12,387	13,252		48,465
141	Pension Contribution (27%)		37,318	39,930	41,928	44,862		164,038
142	Health Insurance		18,177	18,177	18,177	18,177		72,708
	Dental		450	450	450	450		1,800
	Life and AD&D		513	552	579	618		2,262
144	Workers Compensation		4,146	4,437	4,659	4,986		18,228
145	Unemployment Comp.		4,146	4,437	4,659	4,986		18,228
302	GPRS Users		1,548	1,548	1,548	1,548		6,192
308	Uniform Cleaning & Maint.		1,200	1,200	1,200	1,200		4,800
			248,831	264,731	276,881	294,736		<b>1,085,179</b>

Funding Source	Fund #	%	Prior Years	FY 10/11	FY 11/12	FY 12/13	FY 13/14	FY 14/15	Total Estimate
Grants	000	68%		230,817	245,670	257,025	-	-	733,512
Gen Fund	001	32%		18,014	19,061	19,856	294,736	-	351,667
		0%							-
		0%							-
<b>Total</b>		<b>100%</b>	<b>-</b>	<b>248,831</b>	<b>264,731</b>	<b>276,881</b>	<b>294,736</b>	<b>-</b>	<b>1,085,179</b>

**Budget Office Use Only**

<input type="checkbox"/>	Funded
<input type="checkbox"/>	Not Funded
<input type="checkbox"/>	Partially Funded
<input type="checkbox"/>	Pending

<b>FY12 Operating Cost:</b>	\$ 264,731
<b>FY12 Capital Cost:</b>	\$ -
<b>Future Years' Estimated Annual Cost:</b>	<b>\$ 276,881</b>

# PUBLIC WORKS

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Divisions:

Administration

Facility Maintenance

Street Maintenance and Construction



# Budget Summary Form

Department: Public Works  
 Dept #: 10

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	1,873,373	1,572,599	1,419,151	1,400,100
Operating Expenses	333,249	474,073	339,131	360,448
Internal Services	266,242	221,223	221,223	252,594
Operating Budget	2,472,864	2,267,895	1,979,505	2,013,142
Capital Outlay	40,810	78,115	78,115	50,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	42,459	60,506	60,506	63,418
<b>Total Budget</b>	<b>2,556,133</b>	<b>2,406,516</b>	<b>2,118,126</b>	<b>2,126,560</b>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Public Works Director	41	1
Assistant Public Works Director	37	0
Streets Supervisor	25	1
Facility Maintenance Supervisor	25	1
Administrative 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** 19

2011-12 Operating Budget: 2,013,142  
 2010-11 Operating Budget: 2,267,895  
 Dollar Change: (254,753)  
 Percentage Change: -11.23%

2011-12 Personnel - F.T.E's: 19.00  
 2010-11 Personnel - F.T.E's: 19.00  
 Personnel Change: 0.00

# Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	680,859	458,549	428,297	365,889
Operating Expenses	5,981	6,718	6,163	7,304
Internal Services	34,067	18,719	18,719	17,957
Operating Budget	<u>720,907</u>	<u>483,986</u>	<u>453,179</u>	<u>391,150</u>
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	16,105	22,490	22,490	15,713
<b>Total Budget</b>	<u><u>737,012</u></u>	<u><u>506,476</u></u>	<u><u>475,669</u></u>	<u><u>406,863</u></u>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Public Works Director	41	1
Administrative Coordinator	22	1
Secretary	20	1

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

**2011-12 Operating Budget:** 391,150  
**2010-11 Operating Budget:** 483,986  
**Dollar Change:** (92,836)  
**Percentage Change:** -19.18%

**2011-12 Personnel - F.T.E's:** 3.00  
**2010-11 Personnel - F.T.E's:** 3.00  
**Personnel Change:** 0.00

# Budget Objectives Form

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

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**Objective:**

\$ 406,863 To manage and coordinate the activities of the Public Works Department. The Department has 143 full-time employees deployed in the following divisions: Public Works Administration, Streets, Sanitation, Facility Maintenance, Water & Sewer, Stormwater, and Fleet Management.

**ACTIVITIES:**

\$ 403,503 001 **Public Works Administration:** Establish department goals to meet those of the City Council and the residents of North Miami; provide decision unit managers within the department with information, ideas, and support services that will enable them to operate their divisions more productively; prepare and monitor department's annual budget, as well as perform financial analysis of department budget which is approximately \$59 million in FY12 and includes three enterprise funds and one internal services fund.

\$ 3,360 002 **Vehicles Maintenance & Replacement**

# Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	357,816	341,583	299,528	287,188
Operating Expenses	222,518	360,536	233,527	254,150
Internal Services	27,862	22,058	22,058	26,528
Operating Budget	608,196	724,177	555,113	567,866
Capital Outlay	27,616	9,357	9,357	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	8,408	13,670	13,670	13,933
<b>Total Budget</b>	<b>644,220</b>	<b>747,204</b>	<b>578,140</b>	<b>581,799</b>

### 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**

**2011-12 Operating Budget:** 567,866  
**2010-11 Operating Budget:** 724,177  
**Dollar Change:** (156,311)  
**Percentage Change:** -21.58%

**2011-12 Personnel - F.T.E's:** 4.00  
**2010-11 Personnel - F.T.E's:** 4.00  
**Personnel Change:** 0.00

# Budget Objectives Form

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

**Objective:**

\$ 581,799 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:**

\$ 473,229      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.

\$ 94,986      002      **Custodial Services:** Provide daily housekeeping services at four (4) facilities: City Hall, the Building & Zoning Annex, the Code Enforcement Annex, and the CP&D Annex. A custodian is present at City Hall during evening hours to oversee the contractual janitorial service and to provide additional services above the scope of the contract.

\$ 13,584      003      **Vehicle Maintenance & Replacement**

# Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	834,698	772,467	691,326	747,023
Operating Expenses	104,750	106,819	99,441	98,994
Internal Services	204,313	180,446	180,446	208,109
Operating Budget	<u>1,143,761</u>	<u>1,059,732</u>	<u>971,213</u>	<u>1,054,126</u>
Capital Outlay	13,194	68,758	68,758	50,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	17,946	24,346	24,346	33,772
<b>Total Budget</b>	<b><u><u>1,174,901</u></u></b>	<b><u><u>1,152,836</u></u></b>	<b><u><u>1,064,317</u></u></b>	<b><u><u>1,137,898</u></u></b>

### 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

**2011-12 Operating Budget:** 1,054,126  
**2010-11 Operating Budget:** 1,059,732  
**Dollar Change:** (5,606)  
**Percentage Change:** -0.53%

**2011-12 Personnel - F.T.E's:** 12.00  
**2010-11 Personnel - F.T.E's:** 12.00  
**Personnel Change:** 0.00

# Budget Objectives Form

<b>Department:</b>	Public Works
<b>Division:</b>	Street Maintenance & Construction
<b>Dept #:</b>	10
<b>Divison #.:</b>	450

**Objective:**

\$ 1,137,898      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.

**ACTIVITIES:**

- |            |     |  |
|------------|-----|--|
| \$ 190,811 | 001 | <b>Streets Administration:</b> 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.  |
| \$ 245,370 | 002 | <b>Street Maintenance:</b> 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. |
| \$ -       | 003 | <b>Patching, Street Repair and Rights-of-Way Maintenance:</b> 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.  |
| \$ 210,830 | 004 | <b>Permanent Concrete Construction:</b> 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.  |

# Budget Objectives Form

<b>Department:</b>	Public Works
<b>Division:</b>	Street Maintenance & Construction
<b>Dept #:</b>	10
<b>Divison #.:</b>	450

- |    |         |     |  |
|----|---------|-----|--|
| \$ | 14,856  | 005 | <b>Contractual Lawn Maintenance:</b> Provides monthly contract for mowing and cleaning services for various City-owned lots to insure that areas are maintained on a regular basis.  |
| \$ | 319,359 | 006 | <b>Storm Drain Construction &amp; Repair:</b> Improves the City's stormwater drainage system through minor construction and retrofit projects that are prioritized according to the adopted Stormwater Master Plan II. Major projects will be completed by outside services. |
| \$ | -       | 007 | <b>Commercial Corridor Improvement Program - The Clean Team</b><br>- Provides funds to clean and maintain public walkways in the City's commercial corridors.  |
| \$ | 156,672 | 008 | <b>Vehicles:</b> Maintenance and replacement.  |

# PURCHASING

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# Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	259,690	253,221	213,548	311,661
Operating Expenses	29,106	33,100	37,073	11,523
Internal Services	8,326	6,534	6,534	14,277
Operating Budget	297,122	292,855	257,155	337,461
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	4,792	9,421	9,421	14,047
<b>Total Budget</b>	<b>301,914</b>	<b>302,276</b>	<b>266,576</b>	<b>351,508</b>

### 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

<b>2011-12 Operating Budget:</b>	337,461
<b>2010-11 Operating Budget:</b>	292,855
<b>Dollar Change:</b>	<u>44,606</u>
<b>Percentage Change:</b>	<u>15.23%</u>

<b>2011-12 Personnel - F.T.E's:</b>	3.00
<b>2010-11 Personnel - F.T.E's:</b>	3.00
<b>Personnel Change:</b>	<u>0.00</u>

# Budget Objectives Form

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

**Objective:**

\$ 351,508 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:**

\$ 351,508 001 **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.

# SOLID WASTE SERVICES

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## Divisions:

Containerized Waste

Recycling Program

Sanitation Special Accounts

Special Collections



# Budget Summary Form

**Department:** Public Works - Solid Waste Services  
**Dept #:** 10

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	2,175,493	2,110,045	1,809,208	2,058,703
Operating Expenses	2,946,843	3,591,783	3,230,370	3,384,433
Internal Services	511,837	583,339	583,339	664,053
Operating Budget	5,634,173	6,285,167	5,622,917	6,107,189
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	685,089	2,083,347	65,339	4,275,216
<b>Total Budget</b>	<b>6,319,262</b>	<b>8,368,514</b>	<b>5,688,256</b>	<b>10,382,405</b>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Sanitation Superintendent	28	0
Code Enforcement Officer	23	2
Sanitation Coordinator	22	2
Heavy Equipment Operator	20	19
Refuse Collector	18	3
Clerical Technician	16	1
General Maintenance Worker	15	3

**Total # of Full-Time Employees** 30

**2011-12 Operating Budget:** 6,107,189  
**2010-11 Operating Budget:** 6,285,167  
**Dollar Change:** (177,978)  
**Percentage Change:** -2.83%

**2011-12 Personnel - F.T.E's:** 32.18  
**2010-11 Personnel - F.T.E's:** 32.18  
**Personnel Change:** 0.00

# Budget Summary Form

**Department:** Public Works-Solid Waste Services  
**Division:** Containerized Waste  
**Dept / Division #:** 10 / 690

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	1,454,484	1,127,744	1,056,225	1,077,376
Operating Expenses	2,332,026	2,826,189	2,460,762	2,616,817
Internal Services	314,388	363,532	363,532	408,279
Operating Budget	<u>4,100,898</u>	<u>4,317,465</u>	<u>3,880,519</u>	<u>4,102,472</u>
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	56,093	2,054,277	36,269	4,231,989
<b>Total Budget</b>	<b><u>4,156,991</u></b>	<b><u>6,371,742</u></b>	<b><u>3,916,788</u></b>	<b><u>8,334,461</u></b>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Sanitation Superintendent	28	0
Code Enforcement Officer	23	1
Sanitation Coordinator	22	1
Heavy Equipment Operator	20	9
Refuse Collector	18	2
Clerical Technician	16	1

14

<b>2011-12 Operating Budget:</b>	4,102,472
<b>2010-11 Operating Budget:</b>	4,317,465
<b>Dollar Change:</b>	<u>(214,993)</u>
<b>Percentage Change:</b>	0.00%
<b>2011-12 Personnel - F.T.E's:</b>	14.00
<b>2010-11 Personnel - F.T.E's:</b>	14.00
<b>Personnel Change:</b>	<u>0.00</u>

# Budget Objectives Form

<b>Department:</b>	Public Works-Solid Waste Services
<b>Division:</b>	Containerized Waste
<b>Dept. #:</b>	10
<b>Division #:</b>	690

**Objective:**

\$ 8,334,461 To provide residential sanitation services including pickup and disposal of garbage and trash that can be containerized, twice a week and to provide enforcement of City codes related to garbage and trash as well as rules and regulations regarding solid waste collection and disposal within the City. To provide funds to cover indirect costs and emergency reserves and to reimburse the General Fund for services provided by General Fund departments in support of the Sanitation Division.

**ACTIVITIES:**

- |              |     |   |
|--------------|-----|---|
| \$ 2,471,670 | 001 | <p><b>Curbside Residential Pickup:</b> Provides curbside collection of containerized garbage through the automated system for approximately 9,700 residential living units in the City of North Miami as an essential public health service. Waste is disposed of pursuant to applicable laws. Backyard service is provided to handicapped individuals and approximately thirty-two (32) residents who pay an annual service charge of \$150.</p>   |
| \$ 417,593   | 002 | <p><b>Multi-Family Residential Pickup:</b> Provides collection of garbage and trash for 249 multi-family buildings that represent approximately 2,400 units as an essential public health service. Waste is disposed of pursuant to applicable laws.</p>  |
| \$ 96,079    | 003 | <p><b>Sanitation Code Enforcement:</b> Conducts residential and commercial inspections to enforce compliance with municipal codes and department rules and regulations regarding solid waste collection and disposal; issues informational material to the public on rates, fees, environmental controls, and solid waste management regulations; verifies proper licensure of private haulers operating in the City; bills, collects, and records 20% franchise fee for approximately 32 private haulers doing business within the City.</p> |

# Budget Objectives Form

<b>Department:</b>	Public Works-Solid Waste Services
<b>Division:</b>	Containerized Waste
<b>Dept. #:</b>	10
<b>Division #:</b>	690

\$ 4,230,735	004	<p><b>Indirect Expenses and Reserves:</b> Provides Unemployment Compensation, payment of the Solid Waste Services Fund's prorata share of the FY11 debt services on the 2010 Pension Obligation Bonds, maintains a fully funded reserve for the Fund's liability for payment of accrued benefits and maintains Operating and long term reserves.</p>
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\$ 1,118,384	005	<p><b>Interfund Transfers:</b> Provides reimbursement to the General Fund for various services provided by that Fund in support of the Solid Waste Services Fund including: legal services, auditing services, sanitation billing services, centralized information processing services, services of the Legislative body, City Manager, City Clerk, Budget Office, Finance staff, Personnel staff, and support of the Public Works Department. Additionally, funds are included for employee training, return to work physicals, "Full Cost of Solid Waste Services" advertisement, and Hepatitis B vaccinations for new hires. An "In Lieu of Taxes" payment to the General Fund is included for funds the General Fund would have received if the Sanitation Division were a private entity.</p>
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# Budget Summary Form

**Department:** Public Works-Solid Waste Services  
**Division:** Special Collections  
**Dept / Division #:** 10 / 691

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	721,009	982,301	752,983	981,327
Operating Expenses	614,817	765,594	769,608	767,616
Internal Services	197,449	219,807	219,807	255,774
Operating Budget	<u>1,533,275</u>	<u>1,967,702</u>	<u>1,742,398</u>	<u>2,004,717</u>
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	628,996	29,070	29,070	43,227
<b>Total Budget</b>	<u><u>2,162,271</u></u>	<u><u>1,996,772</u></u>	<u><u>1,771,468</u></u>	<u><u>2,047,944</u></u>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions	
Code Enforcement Officer	23	1	
Sanitation Coordinator	22	1	
Heavy Equipment Operator	20	9	1 Frozen
Refuse Collector	18	1	
General Maintenance Worker	15	3	

**Total # of Full-Time Employees** 15

**2011-12 Operating Budget:** 2,004,717  
**2010-11 Operating Budget:** 1,967,702  
**Dollar Change:** 37,015  
**Percentage Change:** 1.88%

**2011-12 Personnel - F.T.E's:** 15.73  
**2010-11 Personnel - F.T.E's:** 15.73  
**Personnel Change:** 0.00

# Budget Objectives Form

<b>Department:</b>	Public Works-Solid Waste Services
<b>Division:</b>	Special Collections
<b>Dept. #:</b>	10
<b>Division #:</b>	691

**Objective:**

\$ 2,047,944 To collect and dispose of refuse which cannot be containerized due to its size such as tree trimmings, durable goods, tires, and other items. To capture and control stray animals, as well as collect and dispose of deceased animals. To provide clean up of graffiti, shopping carts, illegally disposed of tires and trash pickup at City bus stops. To provide residential curbside collection of recyclable materials including aluminum, plastics, newspapers and glass from recycle bins on a regularly scheduled route once per week with the exception of designated holidays.

**ACTIVITIES:**

- |              |     |   |
|--------------|-----|---|
| \$ 1,370,951 | 001 | <b>Special Trash Collection:</b> Provides residents with weekly curbside trash removal of up to six (6) cubic yards of trash and other bulky items including household appliances. Trash in excess of six (6) cubic yards is removed at a charge of fifteen dollars (\$15) per cubic yard. Provides for contractual disposal for City owned roll-off containers from various locations, and disposal of tires collected on both private property and those illegally disposed of on City rights-of-way. |
| \$ 78,907    | 002 | <b>Animal Control:</b> 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.   |
| \$ 125,304   | 003 | <b>Graffiti Control:</b> Responsible for graffiti control and clean up as well as collection of shopping carts, illegally disposed of tires, and trash at all City bus stops. Respond to reports of vandalism in the City right-of-way reported by residents and business owners.   |
| \$ 2,690     | 004 | <b>Tire Disposal:</b> Disposal of tires collected by Sanitation crews on routes both on private property and those illegally disposed of on City rights-of-way.   |
| \$ 100,946   | 005 | <b>Clean-up Crew:</b> Consists of a leased rear load garbage packer, Heavy Equipment Operator and a part time contract employee to pick up small piles behind the bulk trash crew.  |

# Budget Objectives Form

**Department:** Public Works-Solid Waste Services  
**Division:** Special Collections  
**Dept. #:** 10  
**Division #:** 691

\$ 369,146 006

**Curbside Recycling Program:** Provides residential curbside collection of recyclable materials including aluminum, plastics, newspapers and glass once per week.

# STORMWATER UTILITY

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## Divisions:

Stormwater Operation & Maintenance

Stormwater Projects

Stormwater Special Accounts



# Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	517,020	594,224	555,664	575,046
Operating Expenses	1,069,516	1,441,761	1,373,489	1,125,475
Internal Services	88,395	103,058	103,058	111,857
Operating Budget	<u>1,674,931</u>	<u>2,139,043</u>	<u>2,032,211</u>	<u>1,812,378</u>
Capital Outlay	0	575,955	575,955	500,000
Debt Service	209,172	442,598	442,588	438,902
Grants & Aids	0	0	0	0
Reserves & Other	435,279	1,078,413	18,809	1,148,231
<b>Total Budget</b>	<u><u>2,319,382</u></u>	<u><u>4,236,009</u></u>	<u><u>3,069,563</u></u>	<u><u>3,899,511</u></u>

### PERSONAL SERVICES DETAIL:

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

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

**2011-12 Operating Budget:** 1,812,378  
**2010-11 Operating Budget:** 2,139,043  
**Dollar Change:** (326,665)  
**Percentage Change:** -15.27%

**2011-12 Personnel - F.T.E's:** 8.00  
**2010-11 Personnel - F.T.E's:** 8.00  
**Personnel Change:** 0.00

# Budget Objectives Form

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

**Objective:**

\$ 3,399,511 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:**

- \$ 359,799      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.
- \$ 300,242      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.
- \$ 79,361      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.

# Budget Objectives Form

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

- |              |     |   |
|--------------|-----|---|
| \$ 25,000    | 005 | <p><b>Stormwater Quality Monitoring:</b> 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.</p>   |
| \$ 16,650    | 006 | <p><b>Public Awareness &amp; Education:</b> 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.</p> |
| \$ 87,120    | 007 | <p><b>Vehicle Maintenance and Replacement:</b> Provides funds for the daily operation, preventive maintenance, emergency repairs and replacement of vehicles.</p>   |
| \$ 1,577,162 | 008 | <p><b>Debt Service, Insurance Costs and Reserves:</b> 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 FY12 debt service on the 2010 Pension Obligation Bonds.</p>   |
| \$ 858,177   | 009 | <p><b>Interfund Transfers:</b> 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.</p>  |

## FY12 Supplemental/CIP Request

Project Description:	Stormwater Improvements		
Department:	Public Works - Stormwater	Project #	
Division:	Stormwater Maintenance & Operations	Totals	\$500,000
Account Number:	490-10-621000-534-620-000	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 fundings 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.

### Project Estimates:

Object Code	Description	Prior Years	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16	Total Estimate
620	Basin construction		500,000					500,000
								-
								-
								-
								-
								-
								-
								-
<b>Total</b>		-	500,000	-	-	-	-	<b>500,000</b>

Funding Source	Fund #	%	Prior Years	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16	Total Estimate
Storm Wtr	490	100%		500,000					500,000
		0%							-
		0%							-
		0%							-
<b>Total</b>		100%	-	500,000	-	-	-	-	<b>500,000</b>

#### Budget Office Use Only

<input type="checkbox"/>	Funded
<input type="checkbox"/>	Not Funded
<input type="checkbox"/>	Partially Funded
<input type="checkbox"/>	Pending

<b>FY12 Operating Cost:</b>	\$ -
<b>FY12 Capital Cost:</b>	\$ 500,000
<b>Future Years' Estimated Annual Cost:</b>	\$ -

# WATER & SEWER

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## Water & Sewer Utility Fund

Administration  
Sewer Collection & Disposal  
Special Accounts  
Utility Equipment Maintenance  
Water Distribution  
Water Plant

## Water Fire Flow Demand Fund



# Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	3,861,698	3,945,250	3,555,773	3,667,337
Operating Expenses	15,252,689	18,710,262	16,569,471	16,716,961
Internal Services	460,110	446,427	446,427	530,456
Operating Budget	19,574,497	23,101,939	20,571,671	20,914,754
Capital Outlay	0	9,304,155	1,928,907	7,642,160
Debt Service	183,950	767,390	3,967,390	217,790
Grants & Aids	0	0	0	0
Reserves & Other	1,576,589	9,883,193	129,834	13,206,347
<b>Total Budget</b>	<b>21,335,036</b>	<b>43,056,677</b>	<b>26,597,802</b>	<b>41,981,051</b>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Assistant Public Works Director	39	1
Senior Civil Engineer	30	0
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
<b>Total # of Full-Time Employees</b>		<b>49</b>

<b>2011-12 Operating Budget:</b>	20,914,754
<b>2010-11 Operating Budget:</b>	23,101,939
<b>Dollar Change:</b>	<u>(2,187,185)</u>
<b>Percentage Change:</b>	-9.47%

<b>2011-12 Personnel - F.T.E's:</b>	49.00
<b>2010-11 Personnel - F.T.E's:</b>	50.00
<b>Personnel Change:</b>	<u>-1.00</u>

# Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	281,885	280,558	243,479	268,757
Operating Expenses	4,410,264	4,406,356	4,403,661	4,235,660
Internal Services	8,871	6,357	6,357	11,673
Operating Budget	4,701,020	4,693,271	4,653,497	4,516,090
Capital Outlay	0	4,600	1,700	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	9,172	9,762,524	9,165	13,051,959
<b>Total Budget</b>	<b>4,710,192</b>	<b>14,460,395</b>	<b>4,664,362</b>	<b>17,568,049</b>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Assistant Public Works Director	39	1
Senior Civil Engineer	30	0
Drafting Technician	20	0
Clerical Technician	16	2

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

**2011-12 Operating Budget:** 4,516,090  
**2010-11 Operating Budget:** 4,693,271  
**Dollar Change:** (177,181)  
**Percentage Change:** -3.78%

**2011-12 Personnel - F.T.E's:** 3.00  
**2010-11 Personnel - F.T.E's:** 5.00  
**Personnel Change:** -2.00

# Budget Objectives Form

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

**Objective:**

\$ 17,568,049 To provide operational, administrative, engineering, drafting and clerical support to the Water & Sewer Division of the Public Works Department.

**ACTIVITIES:**

- \$ 303,411      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.
- \$ 13,045,308      003      **Reserves and Miscellaneous Expense:** Provides emergency fund reserves as well as a reserve for the payment of unused vacation and sick leave payout for Water & Sewer employees.
- \$ 73,543      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.
- \$ 4,140,787      005      **Interfund Transfers:** Provides reimbursement to the General Fund for services that the fund provides the Water & Sewer Fund as well as a return on investment payment representing a rate of 6.5% of the FY10 fixed assets of the utility.

# Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	884,653	827,518	645,117	703,277
Operating Expenses	6,995,716	9,558,831	8,424,560	8,268,148
Internal Services	141,385	146,970	146,970	160,203
Operating Budget	8,021,754	10,533,319	9,216,647	9,131,628
Capital Outlay	36,429	3,497,491	965,120	2,000,000
Debt Service	168,266	767,390	3,967,390	217,790
Grants & Aids	0	0	0	0
Reserves & Other	28,131	26,380	26,380	33,072
<b>Total Budget</b>	<b>8,254,580</b>	<b>14,824,580</b>	<b>14,175,537</b>	<b>11,382,490</b>

### 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

**2011-12 Operating Budget:**                      9,131,628  
**2010-11 Operating Budget:**                      10,533,319  
**Dollar Change:**                                      (1,401,691)  
**Percentage Change:**                                -13.31%

**2011-12 Personnel - F.T.E's:**                      10.00  
**2010-11 Personnel - F.T.E's:**                      10.00  
**Personnel Change:**                                      0.00

# Budget Objectives Form

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

**Objective:**

\$ 9,482,490 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:**

- |              |     |   |
|--------------|-----|---|
| \$ 1,160,977 | 001 | <b>Sewer Maintenance &amp; Installation:</b> 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.  |
| \$ 183,517   | 002 | <b>Sewer T.V. Crew:</b> 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.  |
| \$ 7,908,516 | 003 | <b>Sewage Disposal Fees:</b> 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 | <b>Cyclical Sanitary Sewer Rehabilitation:</b> 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. |
| \$ 129,480   | 005 | <b>Vehicle:</b> Repair, maintenance and replacement.  |

## FY12 Supplemental/CIP Request

Project Description:	Sanitary Sewer Rehabilitation		
Department:	Public Works - Water & Sewer	Project #	
Division:	Sewer Collection & Disposal	Totals	1,900,000
Account Number:	420-10-650000-536-641-000	Request Type	Replacement
Project Location:	Various Locations	Priority Level	Regulatory Requirement

### Objective:

This level provides funds to implement a 20-year rehabilitation and maintenance schedule for the City's Sanitary Sewer System. Also, to take corrective actions to satisfy requirements of Peak Flow Management Study.

### Justification:

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 maintenance schedule will address these issues and reduce the sewage treatment cost. Our consultants performed a peak flow management study as required by DERM. The recommendations and corrective actions suggested in the study must be addressed in order to be in compliance with regulatory agencies.

### Project Estimates:

Object Code	Description	Prior Years	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16	Total Estimate
641	Gravity Sewer Improvement		500,000	500,000	500,000	500,000	500,000	2,500,000
641	SS Force Main Improvement	350,000	1,400,000	728,000				2,478,000
641	Repl. 4" & 6" Sewer ForceMain	150,000						150,000
641	Sewer Line & Manhole Rehab	481,413						481,413
	Finance Charges							-
								-
								-
								-
<b>Total</b>		981,413	1,900,000	1,228,000	500,000	500,000	500,000	<b>5,609,413</b>

Funding Source	Fund #	%	Prior Years	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16	Total Estimate
W&S	420	100%	981,413	1,900,000	1,228,000	500,000	500,000	500,000	5,609,413
		0%							-
		0%							-
		0%							-
<b>Total</b>		100%	981,413	1,900,000	1,228,000	500,000	500,000	500,000	<b>5,609,413</b>

#### Budget Office Use Only

<input type="checkbox"/>	Funded
<input type="checkbox"/>	Not Funded
<input type="checkbox"/>	Partially Funded
<input type="checkbox"/>	Pending

<b>FY12 Operating Cost:</b>	\$ -
<b>FY12 Capital Cost:</b>	\$ 1,900,000
<b>Future Years' Estimated Annual Cost:</b>	\$ -

# Budget Summary Form

**Department:** Public Works-Water & Sewer  
**Division:** Special Accounts  
**Dept / Division #:** 10 / 648

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	-293,090	0	0	0
Operating Expenses	7,904	0	0	0
Internal Services	0	0	0	0
Operating Budget	-285,186	0	0	0
Capital Outlay	0	0	0	0
Debt Service	15,684	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	1,443,081	0	0	0
<b>Total Budget</b>	<b>1,173,579</b>	<b>0</b>	<b>0</b>	<b>0</b>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

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

**2011-12 Operating Budget:** -  
**2010-11 Operating Budget:** -  
**Dollar Change:** -  
**Percentage Change:** 0.00%

**2011-12 Personnel - F.T.E's:** 0.00  
**2010-11 Personnel - F.T.E's:** 0.00  
**Personnel Change:** 0.00

# Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	781,641	759,310	692,997	692,578
Operating Expenses	234,254	302,774	296,414	303,744
Internal Services	69,629	64,610	64,610	84,850
Operating Budget	1,085,524	1,126,694	1,054,021	1,081,172
Capital Outlay	0	636,582	502,087	200,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	23,731	22,425	22,425	34,371
<b>Total Budget</b>	<b>1,109,255</b>	<b>1,785,701</b>	<b>1,578,533</b>	<b>1,315,543</b>

### 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

**2011-12 Operating Budget:** 1,081,172  
**2010-11 Operating Budget:** 1,126,694  
**Dollar Change:** (45,522)  
**Percentage Change:** -4.04%

**2011-12 Personnel - F.T.E's:** 9.00  
**2010-11 Personnel - F.T.E's:** 11.00  
**Personnel Change:** -2.00

# Budget Objectives Form

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

**Objective:**

\$ 1,315,543      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:**

\$ 792,683      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.

\$ 269,940      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.

\$ 52,920      004      **Vehicle:** Repair, maintenance and replacement

# Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	1,120,289	988,974	985,003	946,092
Operating Expenses	114,798	268,301	242,692	242,532
Internal Services	178,375	173,286	173,286	194,417
Operating Budget	1,413,462	1,430,561	1,400,981	1,383,041
Capital Outlay	-36,429	364,271	160,000	949,160
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	40,458	39,039	39,039	39,287
<b>Total Budget</b>	<b>1,417,491</b>	<b>1,833,871</b>	<b>1,600,020</b>	<b>2,371,488</b>

### 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
<b>Total # of Full-Time Employees</b>		<b>13</b>

**2011-12 Operating Budget:** 1,383,041  
**2010-11 Operating Budget:** 1,430,561  
**Dollar Change:** (47,520)  
**Percentage Change:** -3.32%

**2011-12 Personnel - F.T.E's:** 13.00  
**2010-11 Personnel - F.T.E's:** 17.00  
**Personnel Change:** -4.00

# Budget Objectives Form

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

**Objective:**

\$ 1,771,488 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:**

\$ 896,352      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.

\$ 417,216      002      **Water Line Installation & Maintenance:** Crews replace 2" water lines that have deteriorated causing leaks and low water pressure to customers; replace 9,600 feet of City service lines; prepare project specifications and monitor replacement of 8" water lines by private contractor; install additional and replacement fire hydrants; and assist the Water Distribution crew with performing leak detection, replacing dead meters and making repairs determined through the leak detection process.

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

\$ 157,920      004      **Vehicle:** Maintenance and repairs.

## FY12 Supplemental/CIP Request

Project Description:	Water Meter Replacement		
Department:	Public Works - Water & Sewer	Project #	
Division:	Water Distribution	Totals	\$600,000
Account Number:	420-10-649000-536-691-000	Request Type	Replacement
Project Location:	Various	Priority Level	Critical Repairs

**Objective:**

Replace malfunctioning water meters.

**Justification:**

Ten years ago water meters were installed in our system and are now at the end of their useful life. Changing out these meters will give us an accurate meter reading. Metering is a critical part of conserving the City's water supply, ensuring our water resources are protected, allowing it to remain healthy and able to supply the growing population. At present, the water and sewer utility has approximately 600 meters that are not registering or are unable to be read. This level is requesting funds for the replacement of these meters ensuring all customers are given an accurate bill as well as reducing the liability on the City's Billing Department.

**Project Estimates:**

Object Code	Description	Prior Years	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16	Total Estimate
691	Water Meter Replacement	-	600,000	-	-	-	-	600,000
								-
								-
								-
								-
								-
								-
								-
<b>Total</b>		-	600,000	-	-	-	-	<b>600,000</b>

Funding Source	Fund #	%	Prior Years	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16	Total Estimate
W&S	420	100%		600,000					600,000
		0%							-
		0%							-
		0%							-
<b>Total</b>		100%	-	600,000	-	-	-	-	<b>600,000</b>

**Budget Office Use Only**

<input type="checkbox"/>	Funded
<input type="checkbox"/>	Not Funded
<input type="checkbox"/>	Partially Funded
<input type="checkbox"/>	Pending

<b>FY12 Operating Cost:</b>	\$ -
<b>FY12 Capital Cost:</b>	\$ 600,000
<b>Future Years' Estimated Annual Cost:</b>	\$ -

# Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	1,086,320	1,088,890	989,177	1,056,633
Materials, Supplies & Services	3,489,012	4,174,000	3,202,144	3,666,877
Internal Services	61,850	55,204	55,204	79,313
Operating Budget	<u>4,637,182</u>	<u>5,318,094</u>	<u>4,246,525</u>	<u>4,802,823</u>
Capital Outlay	0	4,801,211	300,000	4,493,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Non-Operating	32,016	32,825	32,825	47,658
<b>Total Budget</b>	<b><u>4,669,198</u></b>	<b><u>10,152,130</u></b>	<b><u>4,579,350</u></b>	<b><u>9,343,481</u></b>

### 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

**2011-12 Operating Budget:** 4,802,823  
**2010-11 Operating Budget:** 5,318,094  
**Dollar Change:** (515,271)  
**Percentage Change:** -9.69%

**2011-12 Personnel - F.T.E's:** 14.00  
**2010-11 Personnel - F.T.E's:** 14.00  
**Personnel Change:** 0.00

# Budget Objectives Form

<b>Department:</b>	Public Works-Water & Sewer
<b>Division:</b>	Water Plant
<b>Dept. #:</b>	10
<b>Division #:</b>	646

**Objective:**

\$ 4,850,481 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:**

\$ 2,350,983      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.

\$ 35,040      003      **Vehicle maintenance and replacement.**

## FY12 Supplemental/CIP Request

Project Description:	Upgrade of Existing Lime Softening Water Plant		
Department:	Public Works - Water & Sewer	Project #	
Division:	Water Plant	Totals	\$4,493,000
Account Number:	420-10-646000-536-XXX-000	Request Type	Additional Funds
Project Location:	Water Plant	Priority Level	Critical Repairs

### Objective:

To rehabilitate the existing Lime Softening Water Treatment Plant so that it operates more efficiently and complies with today standards.

### Justification:

The Public works Deptment had Mecalf & Eddy prepare a Water Plant Feasibility Study to find out if it would be possible to upgrade the existing Lime Softening Treatment Plant and construct a reverse osmosis (RO) Treatment Plant adjacent to the existing plant and blend the water from tow different aquifers. Their findings were positive and a phased time schedudle was completed. This is the first phase of the Plant expansion: 1: Engineering and Design 2. Biscayne Well Rehab and Piping, 3. Residuals handling, 4. Building Rehab, 5. Lime plant process upgrades, 6 (1) Ground storage tank, 7. Repump facilities, 8. Transmission piping. In FY11 an OER Owner Engineer was selected to oversee the Water Plant Upgrades.

### Project Estimates:

Object Code	Description	Prior Years	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16	Total Estimate
699	Design	174,939	3,300,000					3,474,939
624	Purchase Property	7,000	1,193,000					1,200,000
699	Upgrades	50,352		5,000,000	13,750,000	6,000,000		24,800,352
704	Interest Expense							-
705	Principal Pymnt							-
699	Bond Admin. & Fees							-
699	Property Demolition			500,000				500,000
								-
<b>Total</b>		232,291	4,493,000	5,500,000	13,750,000	6,000,000	-	<b>29,975,291</b>

Funding Source	Fund #	%	Prior Years	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16	Total Estimate
W&S	420	100%	232,291	4,493,000	5,050,000				9,775,291
		0%							-
		0%							-
		0%							-
<b>Total</b>		<b>33%</b>	232,291	4,493,000	5,050,000	-	-	-	<b>9,775,291</b>

#### Budget Office Use Only

<input type="checkbox"/>	Funded
<input type="checkbox"/>	Not Funded
<input type="checkbox"/>	Partially Funded
<input type="checkbox"/>	Pending

<b>FY12 Operating Cost:</b>	\$ -
<b>FY12 Capital Cost:</b>	\$ 4,493,000
<b>Future Years' Estimated Annual Cost:</b>	\$ -

# Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
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	1,040,666	0	985,191
<b>Total Budget</b>	<b>0</b>	<b>1,040,666</b>	<b>0</b>	<b>985,191</b>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

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

**2011-12 Operating Budget:** -  
**2010-11 Operating Budget:** -  
**Dollar Change:** -  
**Percentage Change:** 0.00%

**2011-12 Personnel - F.T.E's:** 0.00  
**2010-11 Personnel - F.T.E's:** 0.00  
**Personnel Change:** 0.00

# FLEET MANAGEMENT

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Motor Pool



# Budget Summary Form

**Department:** Public Works-Fleet Management

**Dept / Div #:** 10 / 670

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	1,100,010	870,620	860,936	845,904
Operating Expenses	1,504,547	1,471,084	1,837,145	1,699,628
Internal Services	48,123	20,343	20,343	36,025
Operating Budget	2,652,680	2,362,047	2,718,424	2,581,557
Capital Outlay	0	58,562	57,039	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	673,610	352,318	29,329	298,314
<b>Total Budget</b>	<b>3,326,290</b>	<b>2,772,927</b>	<b>2,804,792</b>	<b>2,879,871</b>

### 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

**2011-12 Operating Budget:** 2,581,557  
**2010-11 Operating Budget:** 2,362,047  
**Dollar Change:** 219,510  
**Percentage Change:** 9.29%

**2011-12 Personnel - F.T.E's:** 11.00  
**2010-11 Personnel - F.T.E's:** 11.00  
**Personnel Change:** 0.00

# Budget Objectives Form

<b>Department:</b>	Public Works-Fleet Management
<b>Division:</b>	Motor Pool
<b>Dept #:</b>	10
<b>Division #</b>	670

**Objective:**

\$ 2,879,871      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:**

- |              |     |   |
|--------------|-----|---|
| \$ 1,183,832 | 001 | <b>Payroll &amp; Insurance:</b> 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. |
| \$ 1,536,447 | 002 | <b>Vehicle Parts &amp; Maintenance:</b> 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.  |
| \$ 154,128   | 003 | <b>Operations &amp; Building Support:</b> Provides funds for the indirect costs in support of the Motor Pool Operation and Building.  |
| \$ 5,464     | 004 | <b>Fuel Services to other Municipalities:</b> 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.  |

# RISK MANAGEMENT

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Divisions:

General Liability

Workers Compensation



# Budget Summary Form

**Department:** Risk Management Fund  
**Dept #:** 02

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	307,519	277,680	257,907	269,150
Operating Expenses	5,224,909	2,029,462	1,913,034	1,926,924
Internal Services	2,772	2,772	2,772	3,000
Operating Budget	5,535,200	2,309,914	2,173,713	2,199,074
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	13,393	3,134,409	9,397	81,991
<b>Total Budget</b>	<b>5,548,593</b>	<b>5,444,323</b>	<b>2,183,110</b>	<b>2,281,065</b>

### 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

**2011-12 Operating Budget:** 2,199,074  
**2010-11 Operating Budget:** 2,309,914  
**Dollar Change:** (110,840)  
**Percentage Change:** -4.80%

**2011-12 Personnel - F.T.E's:** 3.00  
**2010-11 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. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	241,343	211,178	196,368	205,358
Operating Expenses	3,224,338	820,591	748,825	756,686
Internal Services	2,772	2,772	2,772	3,000
Operating Budget	3,468,453	1,034,541	947,965	965,044
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	13,393	1,528,002	7,189	79,000
<b>Total Budget</b>	<b>3,481,846</b>	<b>2,562,543</b>	<b>955,154</b>	<b>1,044,044</b>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Risk Manager	30	1
Safety Officer	25	1
Administrative Specialist	18	0

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

<b>2011-12 Operating Budget:</b>	965,044
<b>2010-11 Operating Budget:</b>	1,034,541
<b>Dollar Change:</b>	(69,497)
<b>Percentage Change:</b>	-6.72%

<b>2011-12 Personnel - F.T.E's:</b>	2.00
<b>2010-11 Personnel - F.T.E's:</b>	2.00
<b>Personnel Change:</b>	0.00

# Budget Objectives Form

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

**Objective:**

\$ 1,044,044      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:**

- |            |     |  |
|------------|-----|--|
| \$ 934,216 | 001 | <p><b>Risk Management Administration:</b> 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 &amp; 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.</p> |
| \$ 106,828 | 002 | <p><b>Safety Program:</b> 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.</p>  |
| \$ 3,000   | 003 | <p><b>Vehicle:</b> Maintenance and Replacement</p>   |

# Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	66,176	66,502	61,539	63,792
Operating Expenses	2,000,571	1,208,871	1,156,348	1,170,238
Internal Services	0	0	0	0
Operating Budget	<u>2,066,747</u>	<u>1,275,373</u>	<u>1,217,887</u>	<u>1,234,030</u>
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	1,606,407	2,208	2,991
<b>Total Budget</b>	<b><u><u>2,066,747</u></u></b>	<b><u><u>2,881,780</u></u></b>	<b><u><u>1,220,095</u></u></b>	<b><u><u>1,237,021</u></u></b>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Administrative Specialist	18	1

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

**2011-12 Operating Budget:** 1,234,030  
**2010-11 Operating Budget:** 1,275,373  
**Dollar Change:** (41,343)  
**Percentage Change:** -3.24%

**2011-12 Personnel - F.T.E's:** 1.00  
**2010-11 Personnel - F.T.E's:** 1.00  
**Personnel Change:** 0.00

# Budget Objectives Form

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

**Objective:**

\$ 1,237,021 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:**

\$ 1,237,021 001 **Workers' Compensation Program:** The appropriate level of service mandated by F.S. 440 is achieved through contractual work by a Third Party Administrator (TPA), a full time Administrative Specialist, and three 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 FY09 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.

# ½ CENT TRANSPORTATION SURTAX FUND

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Divisions:

Administration

½ Cent Transportation Surtax Projects



# Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	368,401	440,163	433,432	422,456
Operating Expenses	1,283,888	1,738,973	1,610,904	1,450,609
Internal Services	5,051	10,591	10,591	18,049
Operating Budget	1,657,340	2,189,727	2,054,927	1,891,114
Capital Outlay	528,492	4,203,324	3,358,095	73,581
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	10,748	10,748	0
<b>Total Budget</b>	<b>2,185,832</b>	<b>6,403,799</b>	<b>5,423,770</b>	<b>1,964,695</b>

### 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

**2011-12 Operating Budget:** 1,891,114  
**2010-11 Operating Budget:** 2,189,727  
**Dollar Change:** (298,613)  
**Percentage Change:** -13.64%

**2011-12 Personnel - F.T.E's:** 5.00  
**2010-11 Personnel - F.T.E's:** 5.00  
**Personnel Change:** 0.00

# Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	114,132	138,650	132,381	142,698
Operating Expenses	798,234	1,112,649	1,025,349	854,965
Internal Services	5,051	3,136	3,136	6,354
Operating Budget	917,417	1,254,435	1,160,866	1,004,017
Capital Outlay	90,000	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
<b>Total Budget</b>	<b>1,007,417</b>	<b>1,254,435</b>	<b>1,160,866</b>	<b>1,004,017</b>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Transportation Planner	27	1

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

**2011-12 Operating Budget:** 1,004,017  
**2010-11 Operating Budget:** 1,254,435  
**Dollar Change:** (250,418)  
**Percentage Change:** -19.96%

**2011-12 Personnel - F.T.E's:** 1.00  
**2010-11 Personnel - F.T.E's:** 1.00  
**Personnel Change:** 0.00

# Budget Objectives Form

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

**Objective:**

\$ 1,004,017      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:**

- |            |     |  |
|------------|-----|--|
| \$ 159,677 | 001 | <b>Transportation Planner:</b> 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. |
| \$ 662,000 | 002 | <b>NoMi Express:</b> Operate a transit circulator service within the City to make it easier for residents to move about on public transportation.  |
| \$ 182,340 | 003 | <b>Transportation Options Program:</b> To provide discount bus passes on Miami-Dade County buses to increase transit ridership.  |

# Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	254,269	301,513	301,051	279,758
Operating Expenses	485,654	626,324	585,555	595,644
Internal Services	0	7,455	7,455	11,695
Operating Budget	739,923	935,292	894,061	887,097
Capital Outlay	438,492	4,203,324	3,358,095	73,581
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	10,748	10,748	0
<b>Total Budget</b>	<b>1,178,415</b>	<b>5,149,364</b>	<b>4,262,904</b>	<b>960,678</b>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Heavy Equipment Operator	20	3
Motor Equipment Operator	18	1

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

**2011-12 Operating Budget:** 887,097  
**2010-11 Operating Budget:** 935,292  
**Dollar Change:** (48,195)  
**Percentage Change:** -5.15%

**2011-12 Personnel - F.T.E's:** 4.00  
**2010-11 Personnel - F.T.E's:** 4.00  
**Personnel Change:** 0.00

## FY12 Supplemental/CIP Request

Project Description:	Traffic Calming Supplies & Installation		
Department:	Public Works	Project #	r10y09014
Division:	1/2 Cent Transportation Surtax	Totals	\$10,000
Account Number:	185-09-551000-541-312-000	Request Type	Additional Funds
Project Location:	Citywide	Priority Level	Improvement

**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 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16	Total Estimate
312	Traffic Calming Device	15,000	10,000	20,000	20,000	20,000	20,000	105,000
								-
								-
								-
								-
								-
								-
<b>Total</b>		15,000	10,000	20,000	20,000	20,000	20,000	<b>105,000</b>

Funding Source	Fund #	%	Prior Years	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16	Total Estimate
1/2-Cent	185	100%	15,000	10,000	20,000	20,000	20,000	20,000	105,000
		0%							-
		0%							-
		0%							-
<b>Total</b>		100%	15,000	10,000	20,000	20,000	20,000	20,000	<b>105,000</b>

**Budget Office Use Only**

<input type="checkbox"/>	Funded
<input type="checkbox"/>	Not Funded
<input type="checkbox"/>	Partially Funded
<input type="checkbox"/>	Pending

<b>FY12 Operating Cost:</b>	\$ 10,000
<b>FY12 Capital Cost:</b>	\$ -
<b>Estimated Recurring Annual Cost:</b>	\$ -

## FY12 Supplemental/CIP Request

Project Description:	Sidewalk Installation and Repairs		
Department:	Public Works	Project #	R10Y10002
Division:	1/2 Cent Transportation Surtax	Totals	\$73,581
Account Number:	185-09-551000-541-618-000	Request Type	
Project Location:	Citywide	Priority Level	

**Objective:**

To repair sidewalks and install handicap accessible ramps throughout the City in order to improve accessibility to mass transit.

**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 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16	Total Estimate
618	Install/Repair Sidewalks	163,000	73,581	100,000	100,000	100,000	100,000	636,581
								-
								-
								-
								-
								-
								-
								-
<b>Total</b>		163,000	73,581	100,000	100,000	100,000	100,000	<b>636,581</b>

Funding Source	Fund #	%	Prior Years	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16	Total Estimate
1/2-Cent	185	100%	163,000	73,581	100,000	100,000	100,000	100,000	636,581
		0%							-
		0%							-
		0%							-
<b>Total</b>		100%	163,000	73,581	100,000	100,000	100,000	100,000	<b>636,581</b>

**Budget Office Use Only**

<input type="checkbox"/>	Funded
<input type="checkbox"/>	Not Funded
<input type="checkbox"/>	Partially Funded
<input type="checkbox"/>	Pending

<b>FY12 Operating Cost:</b>	\$ -
<b>FY12 Capital Cost:</b>	\$ 73,581
<b>Estimated Recurring Annual Cost:</b>	\$ -

## FY12 Supplemental/CIP Request

Project Description:	Street Light Utilities		
Department:	Public Works	Project #	
Division:	1/2 Cent Transportation Surtax	Totals	\$435,000
Account Number:	185-09-551000-541-317-000	Request Type	Additional Funds
Project Location:	Citywide	Priority Level	Improvement

**Objective:**

Payment to FPL for utility 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. General fund support for this will increase starting in FY 2012 and will eventually be paid out entirely from the general fund.

**Project Estimates:**

Object Code	Description	Prior Years	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16	Total Estimate
317	Street lighting (4 accounts)	435,000	435,000	300,000	240,000	150,000	-	1,560,000
								-
								-
								-
								-
								-
								-
								-
<b>Total</b>		435,000	435,000	300,000	240,000	150,000	-	<b>1,560,000</b>

Funding Source	Fund #	%	Prior Years	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16	Total Estimate
		100%	435,000	435,000	300,000	240,000	150,000		1,560,000
		0%							-
		0%							-
		0%							-
<b>Total</b>		100%	435,000	435,000	300,000	240,000	150,000	-	<b>1,560,000</b>

**Budget Office Use Only**

<input type="checkbox"/>	Funded
<input type="checkbox"/>	Not Funded
<input type="checkbox"/>	Partially Funded
<input type="checkbox"/>	Pending

<b>FY12 Operating Cost:</b>	\$ 435,000
<b>FY12 Capital Cost:</b>	\$ -
<b>Estimated Recurring Annual Cost:</b>	\$ -

## FY12 Supplemental/CIP Request

Project Description:	ROW Small Equipment Replacement		
Department:	Parks & Public Works - ROW only	Project #	R12Y10010
Division:	1/2 Cent Transportation Surtax	Totals	\$10,000
Account Number:	185-09-551000-541-605-000	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 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16	Total Estimate
313	ROW Maintenance Equip. - Parks	10,000	5,000	5,000	5,000	5,000	5,000	35,000
313	ROW Maintenance Equip. - P.W.		5,000	5,000	5,000	5,000	5,000	25,000
								-
								-
								-
								-
								-
<b>Total</b>		10,000	10,000	10,000	10,000	10,000	10,000	<b>60,000</b>

Funding Source	Fund #	%	Prior Years	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16	Total Estimate
		100%	10,000	10,000	10,000	10,000	10,000	10,000	60,000
		0%							-
		0%							-
		0%							-
<b>Total</b>		100%	10,000	10,000	10,000	10,000	10,000	10,000	<b>60,000</b>

**Budget Office Use Only**

<input type="checkbox"/>	Funded
<input type="checkbox"/>	Not Funded
<input type="checkbox"/>	Partially Funded
<input type="checkbox"/>	Pending

<b>FY12 Operating Cost:</b>	\$ 10,000
<b>FY12 Capital Cost:</b>	\$ -
<b>Estimated Recurring Annual Cost:</b>	\$ -

## FY12 Supplemental/CIP Request

Project Description:	Street Tree Maintenance		
Department:	Parks & Recreation	Project #	
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 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16	Total Estimate
311	Tree Trimming	85,000	80,000	100,000	100,000	100,000	-	465,000
								-
								-
								-
								-
								-
								-
								-
<b>Total</b>		85,000	80,000	100,000	100,000	100,000	-	<b>465,000</b>

Funding Source	Fund #	%	Prior Years	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16	Total Estimate
		104%	85,000	100,000	100,000	100,000	100,000		485,000
		0%							-
		0%							-
		0%							-
<b>Total</b>		104%	85,000	100,000	100,000	100,000	100,000	-	<b>485,000</b>

**Budget Office Use Only**

<input type="checkbox"/>	Funded
<input type="checkbox"/>	Not Funded
<input type="checkbox"/>	Partially Funded
<input type="checkbox"/>	Pending

<b>FY12 Operating Cost:</b>	\$ 80,000
<b>FY12 Capital Cost:</b>	\$ -
<b>Estimated Recurring Annual Cost:</b>	\$ -

## FY12 Supplemental/CIP Request

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 landscaping.

**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 accumulated 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 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16	Total Estimate
101	Salary expenses (10% of various	20,000	20,000	20,000	20,000	20,000	20,000	120,000
								-
								-
								-
								-
								-
								-
								-
<b>Total</b>		20,000	20,000	20,000	20,000	20,000	20,000	<b>120,000</b>

Funding Source	Fund #	%	Prior Years	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16	Total Estimate
1/2-Cent	185	100%	20,000	20,000	20,000	20,000	20,000	20,000	120,000
		0%							-
		0%							-
		0%							-
<b>Total</b>		100%	20,000	20,000	20,000	20,000	20,000	20,000	<b>120,000</b>

**Budget Office Use Only**

<input type="checkbox"/>	Funded
<input type="checkbox"/>	Not Funded
<input type="checkbox"/>	Partially Funded
<input type="checkbox"/>	Pending

<b>FY12 Operating Cost:</b>	\$ 20,000
<b>FY12 Capital Cost:</b>	\$ -
<b>Estimated Recurring Annual Cost:</b>	\$ -

# TRANSPORTATION GAS TAX FUND

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Divisions:

Transportation Gas Tax Projects



# Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
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	83,426	1,462,221	1,380,000	356,734
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
<b>Total Budget</b>	<b>83,426</b>	<b>1,462,221</b>	<b>1,380,000</b>	<b>356,734</b>

**PERSONAL SERVICES DETAIL:**

Classification	Salary Sch.	# of Positions
None		

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

**2011-12 Operating Budget:** -  
**2010-11 Operating Budget:** -  
**Dollar Change:** -  
**Percentage Change:** -

**2011-12 Personnel - F.T.E's:** 0.00  
**2010-11 Personnel - F.T.E's:** 0.00  
**Personnel Change:** 0.00

## FY12 Supplemental/CIP Request

Project Description:	Street Resurfacing		
Department:	Public Works	Project #	
Division:	Transportation - Gas Tax	Totals	\$256,734
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	FY11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16	Total Estimate
618	Roadway Improvements	600,000	256,734	250,000	250,000	250,000	250,000	1,856,734
								-
								-
								-
								-
								-
								-
<b>Total</b>		600,000	256,734	250,000	250,000	250,000	250,000	<b>1,856,734</b>

Funding Source	Fund #	%	Prior Years	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16	Total Estimate
Gas Tax	370	100%	600,000	256,734	250,000	250,000	250,000	250,000	1,856,734
		0%							-
		0%							-
		0%							-
<b>Total</b>		100%	600,000	256,734	250,000	250,000	250,000	250,000	<b>1,856,734</b>

**Budget Office Use Only**

<input type="checkbox"/>	Funded
<input type="checkbox"/>	Not Funded
<input type="checkbox"/>	Partially Funded
<input type="checkbox"/>	Pending

<b>FY12 Operating Cost:</b>	\$ -
<b>FY12 Capital Cost:</b>	\$ 256,734
<b>Estimated Recurring Annual Cost:</b>	\$ -

## FY12 Supplemental/CIP Request

Project Description:	Repair/Improve Roadway Medians and Curbs		
Department:	Public Works	Project #	
Division:	Transportation - Gas Tax	Totals	\$100,000
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 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16	Total Estimate
618	Medians and Curbing	250,000	100,000	100,000	100,000	100,000	100,000	750,000
								-
								-
								-
								-
								-
								-
<b>Total</b>		250,000	100,000	100,000	100,000	100,000	100,000	<b>750,000</b>

Funding Source	Fund #	%	Prior Years	FY 11/12	FY 12/13	FY13/14	FY 14/15	FY 15/16	Total Estimate
Gas Tax	370	100%	250,000	100,000	100,000	100,000	100,000	100,000	750,000
		0%							-
		0%							-
		0%							-
<b>Total</b>		100%	250,000	100,000	100,000	100,000	100,000	100,000	<b>750,000</b>

**Budget Office Use Only**

<input type="checkbox"/>	Funded
<input type="checkbox"/>	Not Funded
<input type="checkbox"/>	Partially Funded
<input type="checkbox"/>	Pending

<b>FY12 Operating Cost:</b>	\$ -
<b>FY12 Capital Cost:</b>	\$ 100,000
<b>Estimated Recurring Annual Cost:</b>	\$ -

# C.D.B.G. ENTITLEMENT FUND

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C.D.B.G Programs

C.D.B.G. Projects



# Budget Summary Form

**Department:** C.D.B.G. Entitlement Fund  
**Dept #:** 09

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	376,818	369,299	289,158	296,132
Operating Expenses	70,917	125,338	70,411	100,697
Internal Services	13,288	9,419	9,419	22,740
Operating Budget	461,023	504,056	368,988	419,569
Capital Outlay	0	0	3,350	0
Debt Service	0	0	0	0
Grants & Aids	1,045,662	1,511,380	1,531,312	712,031
Reserves & Other	0	0	0	0
<b>Total Budget</b>	<b>1,506,685</b>	<b>2,015,436</b>	<b>1,903,650</b>	<b>1,131,600</b>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Housing Administrator	28	1
C.D.B.G. Hsg Compliance Officer	25	1
Housing Coordinator	22	1
Hsg Services Admin. Specialist	18	1
C.P.&D. Technician	18	1
Housing Services Aide	16	0

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

**2011-12 Operating Budget:** 419,569  
**2010-11 Operating Budget:** 504,056  
**Dollar Change:** (84,487)  
**Percentage Change:** -16.76%

**2011-12 Personnel - F.T.E's:** 5.00  
**2010-11 Personnel - F.T.E's:** 6.00  
**Personnel Change:** -1.00

# Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	376,818	369,299	289,158	296,132
Operating Expenses	70,917	116,728	70,411	100,697
Internal Services	13,288	9,419	9,419	22,740
Operating Budget	461,023	495,446	368,988	419,569
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	1,036,907	1,390,909	1,431,312	712,031
Reserves & Other	0	0	0	0
<b>Total Budget</b>	<b>1,497,930</b>	<b>1,886,355</b>	<b>1,800,300</b>	<b>1,131,600</b>

### 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	1
Housing Services Aide	16	0

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

**2011-12 Operating Budget:** 419,569  
**2010-11 Operating Budget:** 495,446  
**Dollar Change:** (75,877)  
**Percentage Change:** -15.31%

**2011-12 Personnel - F.T.E's:** 5.00  
**2010-11 Personnel - F.T.E's:** 6.00  
**Personnel Change:** -1.00

# Budget Objectives Form

<b>Department:</b>	C.D.B.G. Entitlement
<b>Division:</b>	C.D.B.G. Programs
<b>Dept #:</b>	625
<b>Division #:</b>	09

**Objective:**

\$ 1,131,600      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:**

- |            |     |  |
|------------|-----|--|
| \$ 223,011 | 001 | <b>Program Administration:</b> 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. |
| \$ 786,639 | 002 | <b>Housing Rehabilitation:</b> 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.                               |
| \$ 111,500 | 003 | <b>Public Services:</b> This includes funding for a Youth Employment Training Program, North Miami Seniors Foundation Grant and grants to Community Based Organizations.   |
| \$ 10,450  | 004 | <b>CDBG-Recovery Grant:</b> 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.  |

# Budget Summary Form

**Department:** C.D.B.G. Entitlement Fund  
**Division:** C.D.B.G. Projects  
**Dept / Div #:** 09 / 626

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	0	0	0	0
Operating Expenses	0	8,610	0	0
Internal Services	0	0	0	0
Operating Budget	0	8,610	0	0
Capital Outlay	0	0	3,350	0
Debt Service	0	0	0	0
Grants & Aids	8,755	120,471	100,000	0
Reserves & Other	0	0	0	0
<b>Total Budget</b>	<b>8,755</b>	<b>129,081</b>	<b>103,350</b>	<b>0</b>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

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

<b>2011-12 Operating Budget:</b>	-
<b>2010-11 Operating Budget:</b>	-
<b>Dollar Change:</b>	-
<b>Percentage Change:</b>	100%
<b>2011-12 Personnel - F.T.E's:</b>	0.00
<b>2010-11 Personnel - F.T.E's:</b>	0.00
<b>Personnel Change:</b>	0.00

# Budget Objectives Form

**Department:** C.D.B.G. Entitlement  
**Division:** C.D.B.G. Projects  
**Dept #:** 09  
**Division #:** 626

**Objective:**

\$ - To provide assistance to property owners for façade improvements to commercial buildings located in low and moderate-income areas as well as disaster recovery assistance to homeowners.

**ACTIVITIES:**

\$ - 001 Rehabilitate facade projects this fiscal year.

# 2005 DISASTER RECOVERY GRANT FUND

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# Budget Summary Form

**Department:** CP&D - 2005 Disaster Recovery Grant  
**Dept / Div #:** 09 / 545

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	50,526	86,232	91,544	0
Operating Expenses	116,458	88,768	115,290	0
Internal Services	3,328	0	0	0
Operating Budget	170,312	175,000	206,834	0
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	1,577,034	1,566,905	1,580,643	0
Reserves & Other	0	0	0	0
<b>Total Budget</b>	<b>1,747,346</b>	<b>1,741,905</b>	<b>1,787,477</b>	<b>0</b>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

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

<b>2011-12 Operating Budget:</b>	-
<b>2010-11 Operating Budget:</b>	175,000
<b>Dollar Change:</b>	(175,000)
<b>Percentage Change:</b>	-100.00%
<b>2011-12 Personnel - F.T.E's:</b>	0.00
<b>2010-11 Personnel - F.T.E's:</b>	0.00
<b>Personnel Change:</b>	0.00

# Budget Objectives Form

**Department:** 2005 Disaster Recovery Grant

**Division:** 2005 Disaster Recovery Grant

**Dept #:** 09

**Division #:** 545

## Objective:

\$ - To coordinate, implement, monitor and to ensure that all grant guidelines and criteria are met for the 2005 Disaster Recovery Grant.

## ACTIVITIES:

\$ - 001 Program Administration: Salaries, contractual labor costs and office expenses required to provide the necessary technical assistance to operate this grant.

\$ - 002 Housing Rehabilitation Program: To include roof replacement, installation of new windows and shutters to homeowners as approved by grant agreement.

# HOME INVESTMENT PARTNERSHIP PROGRAM FUND



# Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	78,147	57,978	61,307	59,843
Operating Expenses	241,897	305,087	295,947	124
Internal Services	2,418	1,651	1,651	3,240
Operating Budget	322,462	364,716	358,905	63,207
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	892,666	565,485	426,631	594,920
Reserves & Other	0	0	0	0
<b>Total Budget</b>	<b>1,215,128</b>	<b>930,201</b>	<b>785,536</b>	<b>658,127</b>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Housing Inspector	25	1

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

<b>2011-12 Operating Budget:</b>	63,207
<b>2010-11 Operating Budget:</b>	364,716
<b>Dollar Change:</b>	(301,509)
<b>Percentage Change:</b>	-82.67%

<b>2011-12 Personnel - F.T.E's:</b>	1.00
<b>2010-11 Personnel - F.T.E's:</b>	1.00
<b>Personnel Change:</b>	0.00

# Budget Summary Form

**Department:** Housing Investment Partnership Program  
**Division:** Housing Investment Partnership Program  
**Dept / Div #:** 09 / 540

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	75,519	49,280	53,201	45,848
Operating Expenses	51,295	5,357	3,636	124
Internal Services	2,418	1,651	1,651	3,240
Operating Budget	129,232	56,288	58,488	49,212
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	892,666	565,485	426,631	594,920
Reserves & Other	0	0	0	0
<b>Total Budget</b>	<b>1,021,898</b>	<b>621,773</b>	<b>485,119</b>	<b>644,132</b>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Housing Inspector	25	1

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

**2011-12 Operating Budget:** 49,212  
**2010-11 Operating Budget:** 56,288  
**Dollar Change:** (7,076)  
**Percentage Change:** -12.57%

**2011-12 Personnel - F.T.E's:** 1.00  
**2010-11 Personnel - F.T.E's:** 1.00  
**Personnel Change:** 0.00

# Budget Objectives Form

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

**Objective:**

\$ 644,132 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:**

- \$ 49,212      001      Program Administration - This includes the services of one Housing Inspector
  
- \$ 225,828      002      Community Housing Development Organization (CHDO) - To provide funding to local non-profit housing entity. Funds are for assistance to first-time homeowners for construction financing to very low, low and moderate income persons.
  
- \$ 120,000      003      Downpayment Assistance Program to First-Time Homebuyers
  
- \$ 239,092      004      Housing Rehabilitation Program
  
- \$ -              005      Lead-Based Assessment and Abatement
  
- \$ 10,000        006      Tenant Base Rent Assistance (TBRA)

# Budget Summary Form

**Department:** Home Investment Partnership Program  
**Division:** H.I.P.P. - Homeless Prevention Recovery Program  
**Dept / Div #:** 09 / 541

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	2,628	8,698	8,106	13,995
Operating Expenses	190,602	299,730	292,311	0
Internal Services	0	0	0	0
Operating Budget	193,230	308,428	300,417	13,995
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
<b>Total Budget</b>	<b>193,230</b>	<b>308,428</b>	<b>300,417</b>	<b>13,995</b>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions

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

**2011-12 Operating Budget:** 13,995  
**2010-11 Operating Budget:** 308,428  
**Dollar Change:** (294,433)  
**Percentage Change:** -95.46%

**2011-12 Personnel - F.T.E's:** 0.00  
**2010-11 Personnel - F.T.E's:** 0.00  
**Personnel Change:** 0.00

# Budget Objectives Form

**Department:** Community Planning and Development  
**Division:** Homeless Prevention and Rapid Re-housing Program  
**Dept #:** 09  
**Division #:** 541

**Objective:**

\$ 13,995 The City is the recipient of a formula grant allocation from HUD as part of the American Recovery and Reinvestment Act of 2009. This grant is focused on housing for homeless and at-risk households. The funds are intended to assist low and very low income households at/or below 50% of the area median income. Under the HPRP - Homelessness Prevention Program, participants must be homeless or would be homeless "but for" this assistance. Temporary rent and/or utility assistance will also be provided.

**ACTIVITIES:**

\$ 13,995 001 This level provides funding to assist homeless or would be homeless "but for" participants. This also includes administrative costs to operate the program.

# NEIGHBORHOOD STABILIZATION PROGRAM GRANT

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# Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	50,137	29,429	25,910	109,067
Operating Expenses	145,962	100,227	85,330	30,041
Internal Services	0	0	0	0
Operating Budget	196,099	129,656	111,240	139,108
Capital Outlay	569,736	817,709	763,928	1,056,037
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	18,568	0	25,689
<b>Total Budget</b>	<b>765,835</b>	<b>965,933</b>	<b>875,168</b>	<b>1,220,834</b>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

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

**2011-12 Operating Budget:** 139,108  
**2010-11 Operating Budget:** 129,656  
**Dollar Change:** 9,452  
**Percentage Change:** 0.00%

**2011-12 Personnel - F.T.E's:** 0.00  
**2010-11 Personnel - F.T.E's:** 0.00  
**Personnel Change:** 0.00

# Budget Objectives Form

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

**Objective:**

\$ 1,220,834 To coordinate, implement, monitor and to ensure that all grant guidelines and criteria are met for the Neighborhood Stabilization Program Grant.

**ACTIVITIES:**

\$ 164,797 001 Program Administration: Salaries, contractual labor costs and office expenses required to provide the necessary technical assistance to operate this grant.

\$ 1,056,037 002 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.

# STATE HOUSING INITIATIVE PARTNERSHIP FUND

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Local Housing Assistance



# Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	0	0	0	2,701
Operating Expenses	1,504	0	0	0
Internal Services	0	0	0	0
Operating Budget	1,504	0	0	2,701
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	257,395	32,250	39,751	24,308
Reserves & Other	0	0	0	0
<b>Total Budget</b>	<b>258,899</b>	<b>32,250</b>	<b>39,751</b>	<b>27,009</b>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

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

**2011-12 Operating Budget:** 2,701  
**2010-11 Operating Budget:** -  
**Dollar Change:** 2,701  
**Percentage Change:** 100.00%

**2011-12 Personnel - F.T.E's:** 0.00  
**2010-11 Personnel - F.T.E's:** 0.00  
**Personnel Change:** 0.00

# Budget Objectives Form

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

**Objective:**

\$ 27,009 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:**

- |    |        |     |   |
|----|--------|-----|---|
| \$ | 2,701  | 001 | <b>Program Administration</b> - To coordinate, monitor and implement the Local Housing Assistance Program and to ensure all related SHIP criteria are met.  |
| \$ | 24,308 | 002 | <b>Home Ownership and Single-Family Rehabilitation Strategies</b> - 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 | <b>Reserve for Future Appropriation</b>   |



# Budget Summary Form

**Fund:** C.R.A. Funded Projects

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	564,565	860,584	675,782	439,506
Operating Expenses	138	317,318	189,741	101,388
Internal Services	26,233	24,064	21,947	35,304
Operating Budget	590,936	1,201,966	887,470	576,198
Capital Outlay	247,921	3,656,771	3,308,771	0
Debt Service	0	0	0	0
Grants & Aids	0	297,323	297,323	153,700
Reserves & Other	4,278	1,441,799	12,655	558,050
<b>Total Budget</b>	<b>843,135</b>	<b>6,597,859</b>	<b>4,506,219</b>	<b>1,287,948</b>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Economic Development Manager	30	0
Educational Curator	24	1
Code Compliance Officer	23	1
Heavy Equipment Operator	20	1
Maintenance Mechanic	18	1
General Maintenance Worker	15	1

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

<b>2011-12 Operating Budget:</b>	576,198
<b>2010-11 Operating Budget:</b>	1,201,966
<b>Dollar Change:</b>	(625,768)
<b>Percentage Change:</b>	-52.06%

<b>2011-12 Personnel - F.T.E's:</b>	5.00
<b>2010-11 Personnel - F.T.E's:</b>	6.00
<b>Personnel Change:</b>	-1.00

# Budget Summary Form

**Department:** CRA Funded Projects  
**Division:** CRA - Code Compliance  
**Division #:** 575

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	66,380	71,110	55,738	63,314
Operating Expenses	0	755	704	755
Internal Services	5,305	4,834	4,834	5,995
Operating Budget	71,685	76,699	61,276	70,064
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	4,278	2,644	2,644	2,644
<b>Total Budget</b>	<b>75,963</b>	<b>79,343</b>	<b>63,920</b>	<b>72,708</b>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Code Compliance Officer	23	1

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

**2011-12 Operating Budget:** 70,064  
**2010-11 Operating Budget:** 76,699  
**Dollar Change:** (6,635)  
**Percentage Change:** 0.00%

**2011-12 Personnel - F.T.E's:** 1.00  
**2010-11 Personnel - F.T.E's:** 1.00  
**Personnel Change:** 0.00

# Budget Summary Form

**Department:** C.R.A. Funded Projects  
**Division:** C.R.A. - Community Planning & Development  
**Dept / Division #:** 09 / 574

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	88,539	203,584	90,335	91,171
Operating Expenses	0	227,547	137,936	80,864
Internal Services	3,046	4,234	2,117	8,836
Operating Budget	91,585	435,365	230,388	180,871
Capital Outlay	0	300,000	300,000	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	14,001	0	11,321
<b>Total Budget</b>	<b>91,585</b>	<b>749,366</b>	<b>530,388</b>	<b>192,192</b>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Economic Development Manager	30	0
Economic Development Specialist	29	0

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

**2011-12 Operating Budget:** 180,871  
**2010-11 Operating Budget:** 435,365  
**Dollar Change:** (254,494)  
**Percentage Change:** -58.46%

**2011-12 Personnel - F.T.E's:** 0.00  
**2010-11 Personnel - F.T.E's:** 1.00  
**Personnel Change:** -1.00

# Budget Summary Form

**Department:** C.R.A. Funded Projects  
**Division:** C.R.A. - General Fund - Various  
**Division #:** 573

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	219,748	396,479	358,950	101,987
Operating Expenses	0	1,786	40	0
Internal Services	2,852	1,977	1,977	4,061
Operating Budget	222,600	400,242	360,967	106,048
Capital Outlay	0	1,500,000	1,152,000	0
Debt Service	0	0	0	0
Grants & Aids	0	297,323	297,323	153,700
Reserves & Other	0	2,850	2,850	2,850
<b>Total Budget</b>	<b>222,600</b>	<b>2,200,415</b>	<b>1,813,140</b>	<b>262,598</b>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Educational Curator	24	1

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

**2011-12 Operating Budget:** 106,048  
**2010-11 Operating Budget:** 400,242  
**Dollar Change:** (294,194)  
**Percentage Change:** -73.50%

**2011-12 Personnel - F.T.E's:** 0.00  
**2010-11 Personnel - F.T.E's:** 0.00  
**Personnel Change:** 0.00

# Budget Summary Form

**Department:** C.R.A. Funded Projects  
**Division:** C.R.A. - Public Works Projects  
**Dept / Division #:** 10 / 577

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	189,898	189,411	170,759	183,034
Operating Expenses	138	37,230	11,006	19,769
Internal Services	15,030	12,208	12,208	16,412
Operating Budget	205,066	238,849	193,973	219,215
Capital Outlay	0	600,000	600,000	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	5,992	5,992	5,992
<b>Total Budget</b>	<b>205,066</b>	<b>844,841</b>	<b>799,965</b>	<b>225,207</b>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Heavy Equipment Operator	20	1
Maintenance Mechanic	18	1
General Maintenance Worker	15	1

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

**2011-12 Operating Budget:** 219,215  
**2010-11 Operating Budget:** 238,849  
**Dollar Change:** (19,634)  
**Percentage Change:** -8%

**2011-12 Personnel - F.T.E's:** 3.00  
**2010-11 Personnel - F.T.E's:** 3.00  
**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. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
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	1,415,143	0	535,243
<b>Total Budget</b>	<b>0</b>	<b>1,415,143</b>	<b>0</b>	<b>535,243</b>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions

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

<b>2011-12 Operating Budget:</b>	-
<b>2010-11 Operating Budget:</b>	-
<b>Dollar Change:</b>	-
<b>Percentage Change:</b>	0.00%
<b>2011-12 Personnel - F.T.E's:</b>	0.00
<b>2010-11 Personnel - F.T.E's:</b>	0.00
<b>Personnel Change:</b>	0.00

# Budget Summary Form

**Fund:** Development Impact Fees

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
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	68,000
<b>Total Budget</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>68,000</b>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

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

2011-12 Operating Budget: -  
 2010-11 Operating Budget: -  
 Dollar Change: -  
 Percentage Change: 0.00%

2011-12 Personnel - F.T.E's: 0.00  
 2010-11 Personnel - F.T.E's: 0.00  
 Personnel Change: 0.00

# Budget Summary Form

**Fund:** E. May Avil Library

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
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	86,743	0	63,693
<b>Total Budget</b>	<b>0</b>	<b>86,743</b>	<b>0</b>	<b>63,693</b>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

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

2011-12 Operating Budget: -  
 2010-11 Operating Budget: -  
 Dollar Change: -  
 Percentage Change: 0.00%

2011-12 Personnel - F.T.E's: 0.00  
 2010-11 Personnel - F.T.E's: 0.00  
 Personnel Change: 0.00

# Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
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	428,681	433,511	433,511	432,094
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
<b>Total Budget</b>	<b>428,681</b>	<b>433,511</b>	<b>433,511</b>	<b>432,094</b>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

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

**2011-12 Operating Budget:** -  
**2010-11 Operating Budget:** -  
**Dollar Change:** -  
**Percentage Change:** 0.00%

**2011-12 Personnel - F.T.E's:** 0.00  
**2010-11 Personnel - F.T.E's:** 0.00  
**Personnel Change:** 0.00

# Budget Summary Form

**Fund:** Federal Forfeiture

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
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	28,500	28,500	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	132,849	0	230,645
<b>Total Budget</b>	<b>0</b>	<b>161,349</b>	<b>28,500</b>	<b>230,645</b>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

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

**2011-12 Operating Budget:** -  
**2010-11 Operating Budget:** -  
**Dollar Change:** -  
**Percentage Change:** 0.00%

**2011-12 Personnel - F.T.E's:** 0.00  
**2010-11 Personnel - F.T.E's:** 0.00  
**Personnel Change:** 0.00

# Budget Summary Form

**Fund:** Justice Assistance Grant

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	0	0	0	0
Operating Expenses	114,300	70,335	32,494	0
Internal Services	0	0	0	0
Operating Budget	114,300	70,335	32,494	0
Capital Outlay	123,783	153,243	105,234	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	85,849
<b>Total Budget</b>	<b>238,083</b>	<b>223,578</b>	<b>137,728</b>	<b>85,849</b>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

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

**2011-12 Operating Budget:** -  
**2010-11 Operating Budget:** 70,335  
**Dollar Change:** (70,335)  
**Percentage Change:** 0.00%

**2011-12 Personnel - F.T.E's:** 0.00  
**2010-11 Personnel - F.T.E's:** 0.00  
**Personnel Change:** 0.00

# Budget Summary Form

**Fund:** Landfill Closure

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	0	0	0	0
Operating Expenses	248,696	7,986,629	693,260	13,001,000
Internal Services	0	0	0	0
Operating Budget	248,696	7,986,629	693,260	13,001,000
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	15,761,064	0	10,824,606
<b>Total Budget</b>	<b>248,696</b>	<b>23,747,693</b>	<b>693,260</b>	<b>23,825,606</b>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

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

<b>2011-12 Operating Budget:</b>	13,001,000
<b>2010-11 Operating Budget:</b>	7,986,629
<b>Dollar Change:</b>	<u>5,014,371</u>
<b>Percentage Change:</b>	62.78%

<b>2011-12 Personnel - F.T.E's:</b>	0.00
<b>2010-11 Personnel - F.T.E's:</b>	0.00
<b>Personnel Change:</b>	<u>0.00</u>

# Budget Summary Form

**Fund:** Law Enforcement Trust

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	0	125	771	0
Operating Expenses	139,578	181,783	190,213	0
Internal Services	0	0	0	0
Operating Budget	<u>139,578</u>	<u>181,908</u>	<u>190,984</u>	<u>0</u>
Capital Outlay	22,329	10,092	19,953	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	12,589	0	325,805
<b>Total Budget</b>	<u><u>161,907</u></u>	<u><u>204,589</u></u>	<u><u>210,937</u></u>	<u><u>325,805</u></u>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

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

<b>2011-12 Operating Budget:</b>	-
<b>2010-11 Operating Budget:</b>	181,908
<b>Dollar Change:</b>	<u>(181,908)</u>
<b>Percentage Change:</b>	<u>0.00%</u>

<b>2011-12 Personnel - F.T.E's:</b>	0.00
<b>2010-11 Personnel - F.T.E's:</b>	0.00
<b>Personnel Change:</b>	<u>0.00</u>

# Budget Summary Form

**Fund:** Pension Obligation Bond

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
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	5,127,464	1,333,488	1,329,988	1,731,363
Grants & Aids	0	0	0	0
Reserves & Other	13,510,000	0	0	0
<b>Total Budget</b>	<b>18,637,464</b>	<b>1,333,488</b>	<b>1,329,988</b>	<b>1,731,363</b>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

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

**2011-12 Operating Budget:** -  
**2010-11 Operating Budget:** -  
**Dollar Change:** -  
**Percentage Change:** 0.00%

**2011-12 Personnel - F.T.E's:** 0.00  
**2010-11 Personnel - F.T.E's:** 0.00  
**Personnel Change:** 0.00

# Budget Summary Form

**Fund:** Pepper Park Youth Center Fund

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	0	0	0	0
Operating Expenses	857	0	840	0
Internal Services	0	0	0	0
Operating Budget	857	0	840	0
Capital Outlay	106,274	5,508,905	5,244,353	120,530
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
<b>Total Budget</b>	<b>107,131</b>	<b>5,508,905</b>	<b>5,245,193</b>	<b>120,530</b>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

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

<b>2011-12 Operating Budget:</b>	-
<b>2010-11 Operating Budget:</b>	-
<b>Dollar Change:</b>	-
<b>Percentage Change:</b>	0.00%
<b>2011-12 Personnel - F.T.E's:</b>	0.00
<b>2010-11 Personnel - F.T.E's:</b>	0.00
<b>Personnel Change:</b>	0.00

# Budget Summary Form

**Fund:** Police Training

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
Personal Services	0	0	0	0
Operating Expenses	16,240	11,000	11,090	11,500
Internal Services	0	0	0	0
Operating Budget	16,240	11,000	11,090	11,500
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
<b>Total Budget</b>	<b>16,240</b>	<b>11,000</b>	<b>11,090</b>	<b>11,500</b>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

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

<b>2011-12 Operating Budget:</b>	11,500
<b>2010-11 Operating Budget:</b>	11,000
<b>Dollar Change:</b>	500
<b>Percentage Change:</b>	4.55%
<b>2011-12 Personnel - F.T.E's:</b>	0.00
<b>2010-11 Personnel - F.T.E's:</b>	0.00
<b>Personnel Change:</b>	0.00

# Budget Summary Form

**Fund:** Safe Neighborhood Parks

EXPENDITURE CATEGORY	Actual Expend. FY10	Amended Budget FY11	Est. Expend. FY11	Adopted Budget FY12
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	161,370	161,370	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
<b>Total Budget</b>	<b>0</b>	<b>161,370</b>	<b>161,370</b>	<b>0</b>

### PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

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

**2011-12 Operating Budget:** -  
**2010-11 Operating Budget:** -  
**Dollar Change:** -  
**Percentage Change:** 0.00%

**2011-12 Personnel - F.T.E's:** 0.00  
**2010-11 Personnel - F.T.E's:** 0.00  
**Personnel Change:** 0.00

**CITY OF NORTH MIAMI  
CAPITAL OUTLAY DETAIL**

DEPARTMENT/DIVISION	DU	LEVEL	ITEM/PROJECT	Amount
<b>GENERAL FUND</b>				
Community Planning & Dev.	439		Bike Path	353,554
Information Technology	421		Replacement Computers	49,200
Library	491		Library Expenses	8,000
Police	435		Building Improvements	147,933
Public Works	450		Drainage Improvements	50,000
<b>TOTAL - GENERAL FUND</b>				<b>608,687</b>
<b>CRA-FUNDED PROJECT FUND</b>				
CRA Funded Project	577		Pioneer Gardens Site Preparation	60,000
<b>TOTAL - CRA-FUNDED PROJECT FUND</b>				<b>60,000</b>
<b>HALF CENT TRANSPORTATION SURTAX FUND</b>				
Public Works Projects	551		Sidewalk Installation and Repairs	73,581
<b>TOTAL - HALF CENT TRANSPORTATION SURTAX FUND</b>				<b>73,581</b>
<b>TRANSPORTATION GAS TAX FUND</b>				
Public Works Projects	620		Street Resurfacing	256,734
			Roadway Medians and Curbs	100,000
<b>TOTAL - TRANSPORTATION GAS TAX FUND</b>				<b>356,734</b>
<b>PEPPER PARK YOUTH CENTER FUND</b>				
Parks and Recreation	487		Furniture and Fixtures	120,530
<b>TOTAL - PEPPER PARK YOUTH CENTER FUND</b>				<b>120,530</b>
<b>WATER &amp; SEWER OPERATION AND MAINTENANCE FUND</b>				
Sewer Collection & Disposal	650		Sanitary Sewer Rehabilitation	600,000
			Peak Flow Management Study Compliance	1,400,000
Utility Equipment Maintenance	644		Lift Station Rehabilitation	200,000
Water Plant	646		Upgrade of Existing Lime Softening Plant	4,493,000
Water Distribution	649		Water Meter Replacement	600,000
<b>TOTAL - WATER &amp; SEWER OPERATION AND MAINTENANCE FUND</b>				<b>7,293,000</b>
<b>STORMWATER UTILITY FUND</b>				
Operation & Maintenance	621		Basin Construction	500,000
<b>TOTAL - STORMWATER UTILITY FUND</b>				<b>500,000</b>
<b>TOTAL CAPITAL OUTLAY</b>				<b>\$ 9,012,532</b>

**City of North Miami**  
**Classification and Pay Plan**  
**(Classified Positions)**  
**Effective: October 2, 2011 - September 29, 2012**

Class Number	Class Title	Numerical Pay Grade	Minimum Pay Rate (Annual)	Maximum Pay Rate (Annual)
210	ACCOUNT CLERK	18	28,038	41,704
215	ACCOUNTANT (JB) (E)	24	37,814	56,305
217	ACCOUNTANT, CHIEF (JB) (E)	30	50,960	75,587
212	ACCOUNTANT, JUNIOR	21	32,448	48,505
161	ADMINISTRATIVE ASSISTANT	28	46,051	68,452
040	ADMINISTRATIVE COORDINATOR	22	34,236	50,960
104	ADMINISTRATIVE SPECIALIST	18	28,038	41,704
223	BUDGET ADMINISTRATOR (JB) (E)	28	46,051	68,452
224	BUDGET ANALYST	22	34,236	50,960
222	BUDGET DIRECTOR, ASSISTANT (ADH) (E)	32	56,305	83,428
226	BUDGET MANAGER (JB) (E)	32	56,305	83,428
423	BUILDING & ZONING COMPLIANCE ADMINISTRATOR (JB) (E)	29	48,505	72,051
415	BUILDING INSPECTOR	29	48,505	72,051
420	BUILDING OFFICIAL (JB) (E)	32	56,305	83,428
433	BUSINESS DEVELOPMENT COORDINATOR (JB) (E)	22	34,236	50,960
234	BUSINESS TAX SPECIALIST	17	26,644	39,707
130	BUYER	22	34,236	50,960
442	C.D.B.G. ADMINISTRATOR (JB) (E)	25	39,707	59,217
419	CHIEF PLANS EXAMINER (JB) (E)	31	53,580	79,435
965	CHEMIST	25	39,707	59,217
708	CITIZENS CRIME WATCH COORDINATOR	18	28,038	41,704
155	CITY CLERK, DEPUTY (ADH) (E)	32	56,305	83,428
402	CITY ENGINEER (E)	33	59,217	87,692
401	CIVIL ENGINEER (JB) (E)	27	43,867	65,270
406	CIVIL ENGINEER, SENIOR (JB) (E)	30	50,960	75,587
103	CLERICAL TECHNICIAN	16	25,417	37,814
102	CLERK	10	18,740	28,038
414	CODE ADMINISTRATOR (JB) (E)	29	48,505	72,051
416	CODE COMPLIANCE MANAGER (JB) (E)	30	50,960	75,587
410	CODE COMPLIANCE OFFICER	23	35,900	53,580
411	COMM. PLANNING & DEV. DIRECTOR, ASST. (ADH) (E)	32	56,305	83,428

ADH - Acting Department Head

E - Exempt

JB - Job Basis 2.5%

No COLA approved

**City of North Miami**  
**Classification and Pay Plan**  
**(Classified Positions)**  
**Effective: October 2, 2011 - September 29, 2012**

Class Number	Class Title	Numerical Pay Grade	Minimum Pay Rate (Annual)	Maximum Pay Rate (Annual)
100	COMM. PLANNING & DEV. TECHNICIAN	20	30,867	46,051
172	CONSTITUENT SERVICES COORDINATOR	25	39,707	59,217
704	CRIME ANALYST	20	30,867	46,051
706	CRIME SCENE TECHNICIAN	22	34,236	50,960
709	CRISIS INTERVENTION SPECIALIST	21	32,448	48,505
530	CUSTODIAN	15	23,940	35,900
535	CUSTODIAN LEADWORKER	18	28,038	41,704
550	CUSTOMER SERVICE LIAISON (JB) (E)	24	37,814	56,305
910	CUSTOMER SERVICE REPRESENTATIVE	20	30,867	46,051
119	DATA PROCESSING ADMINISTRATOR (JB) (E)	33	59,217	87,692
403	DRAFTING TECHNICIAN	20	30,867	46,051
448	ECONOMIC DEVELOPMENT MANAGER (JB) (E)	30	50,960	75,587
444	ECONOMIC DEVELOPMENT SPECIALIST (JB) (E)	29	48,505	72,051
862	EDUCATION COORDINATOR	22	34,236	50,960
866	EDUCATION CURATOR (JB) (E)	24	37,814	56,305
630	ELECTRICIAN	23	35,900	53,580
632	ELECTRICIAN, SENIOR	25	39,707	59,217
629	ELECTRICIAN'S AIDE	18	28,038	41,704
569	EQUIPMENT MAINTENANCE SUPERVISOR	25	39,707	59,217
639	FACILITY MAINTENANCE COORDINATOR	22	34,236	50,960
640	FACILITY MAINTENANCE SUPERVISOR (JB) (E)	25	39,707	59,217
220	FINANCE DIRECTOR, ASSISTANT (ADH) (E)	32	56,305	83,428
610	FLEET MECHANIC	21	32,448	48,505
605	FLEET MECHANIC'S AIDE	18	28,038	41,704
660	FLEET SUPERINTENDENT (JB) (E)	28	46,051	68,452
615	FLEET SUPERVISOR	25	39,707	59,217
505	GENERAL MAINTENANCE WORKER	15	23,940	35,900
123	GIS SPECIALIST (JB) (E)	24	37,814	56,305
173	GOVERNMENTAL AFFAIRS MANAGER (JB) (E)	30	50,960	75,587
434	GRANTS ADMINISTRATOR (JB) (E)	27	43,867	65,270
432	GRANTS WRITER (JB) (E)	25	39,707	59,217

ADH - Acting Department Head

E - Exempt

JB - Job Basis 2.5%

No COLA approved

**City of North Miami**  
**Classification and Pay Plan**  
**(Classified Positions)**  
**Effective: October 2, 2011 - September 29, 2012**

Class Number	Class Title	Numerical Pay Grade	Minimum Pay Rate (Annual)	Maximum Pay Rate (Annual)
440	GRAPHICS DESIGNER	21	32,448	48,505
515	HEAVY EQUIPMENT OPERATOR	20	30,867	46,051
446	HOUSING ADMINISTRATOR (JB) (E)	28	46,051	68,452
441	HOUSING COORDINATOR	22	34,236	50,960
445	HOUSING INSPECTOR	25	39,707	59,217
447	HOUSING MANAGER (JB) (E)	30	50,960	75,587
439	HOUSING SERVICES ADMINISTRATIVE SPECIALIST	18	28,038	41,704
438	HOUSING SERVICES AIDE	16	25,417	37,814
108	INFORMATION PROCESSING COORDINATOR	22	34,236	50,960
163	INFORMATION TECHNOLOGY DIRECTOR, ASST. (ADH) (E)	32	56,305	83,428
101	INTERPRETER	16	25,417	37,814
650	LEAK DETECTION TECHNICIAN	19	29,328	43,867
312	LIBRARIAN	23	35,900	53,580
305	LIBRARY AIDE I	15	23,940	35,900
310	LIBRARY AIDE II	18	28,038	41,704
315	LIBRARY DIRECTOR, ASSISTANT (ADH) (E)	32	56,305	83,428
313	LIBRARY MANAGER (JB) (E)	30	50,960	75,587
328	LIBRARY PAGE	10	18,740	28,038
835	LIFEGUARD	17	26,644	39,707
635	MAINTENANCE MECHANIC	18	28,038	41,704
905	METER READER	17	26,644	39,707
409	MINIMUM HOUSING OFFICER	23	35,900	53,580
813	MOCA ADMINISTRATOR (JB) (E)	27	43,867	65,270
824	MOCA DIRECTOR, ASSISTANT (ADH) (E)	32	56,305	83,428
510	MOTOR EQUIPMENT OPERATOR	18	28,038	41,704
122	NETWORK SPECIALIST (JB) (E)	24	37,814	56,305
848	NURSERY SPECIALIST	21	32,448	48,505
857	PARKS AND RECREATION DIRECTOR, ASSISTANT (ADH) (E)	32	56,305	83,428
816	PARKS AND RECREATION SPECIALIST	21	32,448	48,505
854	PARKS COORDINATOR	22	34,236	50,960
814	PARKS NATURALIST	21	32,448	48,505

ADH - Acting Department Head

E - Exempt

JB - Job Basis 2.5%

No COLA approved

**City of North Miami**  
**Classification and Pay Plan**  
**(Classified Positions)**  
**Effective: October 2, 2011 - September 29, 2012**

Class Number	Class Title	Numerical Pay Grade	Minimum Pay Rate (Annual)	Maximum Pay Rate (Annual)
855	PARKS SPECIALIST	21	32,448	48,505
858	PARKS SUPERINTENDENT (JB) (E)	28	46,051	68,452
852	PARKS SUPERVISOR (JB) (E)	25	39,707	59,217
211	PAYROLL COORDINATOR (JB) (E)	21	32,448	48,505
216	PENSION PLAN ADMINISTRATOR (JB) (E)	26	41,704	62,212
105	PERMIT PROCESSING COORDINATOR	20	30,867	46,051
120	PERMIT PROCESSOR	18	28,038	41,704
149	PERSONNEL ADMIN. DIRECTOR, ASSISTANT (ADH) (E)	32	56,305	83,428
148	PERSONNEL ADMINISTRATOR (JB) (E)	28	46,051	68,452
145	PERSONNEL SPECIALIST (JB) (E)	24	37,814	56,305
435	PLANNER (JB) (E)	27	43,867	65,270
437	PLANNER, CITY (JB) (E)	32	56,305	83,428
443	PLANNING TECHNICIAN	21	32,448	48,505
436	PLANNING TECHNICIAN, SR.	22	34,236	50,960
418	PLANS EXAMINER (JB) (E)	30	50,960	75,587
634	PLUMBER	25	39,707	59,217
736	POLICE ADMINISTRATOR (JB) (E)	31	53,580	79,435
730	POLICE COMMUNICATIONS OPERATOR	22	34,236	50,960
734	POLICE COMMUNICATIONS SUPERVISOR	25	39,707	59,217
715	POLICE LIEUTENANT (E)	33	59,217	87,692
705	POLICE OFFICER	28O	46,072	68,473
703	POLICE OFFICER, TRAINEE	25T	39,728	59,155
707	POLICE PROPERTY CLERK	16	25,417	37,814
107	POLICE RECORDS SUPERVISOR	25	39,707	59,217
710	POLICE SERGEANT	31S	54,620	81,036
116	PROGRAMMER (JB) (E)	25	39,707	59,217
117	PROGRAMMER/ANALYST (JB) (E)	27	43,867	65,270
450	PUBLIC INFORMATION OFFICER (JB) (E)	25	39,707	59,217
451	PUBLIC INFORMATION SPECIALIST	22	34,236	50,960
702	PUBLIC SERVICE AIDE	17	26,644	39,707
404	PUBLIC WORKS DIRECTOR, ASSISTANT (ADH) (E)	39	79,435	117,728

ADH - Acting Department Head

E - Exempt

JB - Job Basis 2.5%

No COLA approved

**City of North Miami**  
**Classification and Pay Plan**  
**(Classified Positions)**  
**Effective: October 2, 2011 - September 29, 2012**

Class Number	Class Title	Numerical Pay Grade	Minimum Pay Rate (Annual)	Maximum Pay Rate (Annual)
407	PUBLIC WORKS DIRECTOR, ASSISTANT TO THE (JB) (E)	28	46,051	68,452
405	PUBLIC WORKS OPERATIONS CHIEF (JB) (E)	31	53,580	79,435
135	PURCHASING AGENT (JB) (E)	28	46,051	68,452
136	PURCHASING MANAGER (JB) (E)	30	50,960	75,587
740	QUARTERMASTER	20	30,867	46,051
106	RECORDS MANAGEMENT SUPERVISOR	20	30,867	46,051
109	RECORDS TECHNICIAN	16	25,417	37,814
805	RECREATION AIDE	12	20,612	30,867
815	RECREATION COORDINATOR	22	34,236	50,960
810	RECREATION LEADER I	16	25,417	37,814
812	RECREATION LEADER II	18	28,038	41,704
818	RECREATION SPECIALIST	21	32,448	48,505
822	RECREATION SUPERINTENDENT (JB) (E)	28	46,051	68,452
817	RECREATION SUPERVISOR (JB) (E)	25	39,707	59,217
540	REFUSE COLLECTOR	18	28,038	41,704
512	RIGHTS-OF-WAY INSPECTOR	18	28,038	41,704
160	RISK MANAGER (JB) (E)	30	50,960	75,587
158	SAFETY OFFICER (JB) (E)	25	39,707	59,217
545	SANITATION COORDINATOR	22	34,236	50,960
552	SANITATION SUPERINTENDENT (JB) (E)	28	46,051	68,452
110	SECRETARY	20	30,867	46,051
195	SERVICE WORKER	Flat Rate	-	-
127	STOCK CLERK	17	26,644	39,707
125	STOREKEEPER	20	30,867	46,051
520	STREETS COORDINATOR	22	34,236	50,960
526	STREETS SUPERVISOR (JB) (E)	25	39,707	59,217
424	SUSTAINABLE DEVELOPMENT ADMINISTRATOR (JB) (E)	29	48,505	72,051
840	SWIMMING POOL OPERATOR	20	30,867	46,051
121	SWITCHBOARD OPERATOR	16	25,417	37,814
118	SYSTEMS ANALYST (JB) (E)	28	46,051	68,452
825	TENNIS PRO (JB) (E)-ONLY IF EARNING MIN \$455/WK	10	18,740	28,038

ADH - Acting Department Head

E - Exempt

JB - Job Basis 2.5%

No COLA approved

**City of North Miami**  
**Classification and Pay Plan**  
**(Classified Positions)**  
**Effective: October 2, 2011 - September 29, 2012**

Class Number	Class Title	Numerical Pay Grade	Minimum Pay Rate (Annual)	Maximum Pay Rate (Annual)
637	TRADES MECHANIC	20	30,867	46,051
144	TRAINING SPECIALIST (JB) (E)	24	37,814	56,305
413	TRANSPORTATION MANAGER (JB) (E)	30	50,960	75,587
228	UTILITY BUSINESS COORDINATOR	23	35,900	53,580
915	UTILITY BUSINESS FIELD COORDINATOR	22	34,236	50,960
230	UTILITY BUSINESS SUPERVISOR (JB) (E)	28	46,051	68,452
567	UTILITY COORDINATOR	22	34,236	50,960
566	UTILITY CREW LEADER	17	26,644	39,707
585	UTILITY SUPERINTENDENT (JB) (E)	28	46,051	68,452
568	UTILITY SUPERVISOR (JB) (E)	25	39,707	59,217
571	UTILITY TECHNICIAN	18	28,038	41,704
962	WATER PLANT COORDINATOR	22	34,236	50,960
960	WATER PLANT OPERATOR	21	32,448	48,505
955	WATER PLANT OPERATOR, TRAINEE	18	28,038	41,704
587	WATER PLANT SUPERINTENDENT (JB) (E)	28	46,051	68,452
570	WATER PLANT SUPERVISOR	25	39,707	59,217
124	WEBMASTER (JB) (E)	24	37,814	56,305
625	WELDER	23	35,900	53,580
112	WORD PROCESSING SPECIALIST	19	29,328	43,867
412	ZONING ADMINISTRATOR (JB) (E)	29	48,505	72,051

ADH - Acting Department Head  
E - Exempt  
JB - Job Basis 2.5%

No COLA approved

**City of North Miami, Florida**  
**Classification and Pay Plan**  
**(Unclassified Positions)**  
**Effective: October 2, 2011 - September 29, 2012**

Class Number	Class Title	Numerical Pay Grade	Minimum Pay Rate (Annual)	Maximum Pay Rate (Annual)
221	BUDGET DIRECTOR (DH) (E)	37	72,051	106,787
422	BUILDING & ZONING DIRECTOR (DH) (E)	37	72,051	106,787
421	CAPITAL PROJECT MANAGER (E)	37	72,051	106,787
167	CHIEF OF STAFF (E)	35	65,270	96,595
185	CITY ATTORNEY (DH) (E)	47A	117,561	218,337
180	CITY ATTORNEY, ASSISTANT (E)	34	62,212	92,019
183	CITY ATTORNEY, DEPUTY (ADH) (E)	42	92,019	136,281
175	CITY MANAGER (CM) (E)	47C	117,561	218,337
165	CITY MANAGER, ASSISTANT TO THE (JB) (ADH) (E)	29	48,505	72,051
170	CITY MANAGER, DEPUTY (DCM) (E)	42	92,019	136,281
417	CODE COMPLIANCE DIRECTOR (DH) (E)	37	72,051	106,787
408	COMMUNITY PLANNING & DEVELOPMENT DIRECTOR (DH) (E)	37	72,051	106,787
115	EXECUTIVE SECRETARY (JB) (E)	27	43,867	65,270
225	FINANCE DIRECTOR (DH) (E)	37	72,051	106,787
164	INFORMATION TECHNOLOGY DIRECTOR (DH) (E)	37	72,051	106,787
218	INTERNAL AUDITOR (E)	32	56,305	83,428
113	LEGAL SECRETARY	22	34,236	50,960
325	LIBRARY DIRECTOR (DH) (E)	37	72,051	106,787
823	MOCA DIRECTOR (DH) (E)	37	72,051	106,787
114	PARALEGAL	27	43,867	65,270
860	PARKS AND RECREATION DIRECTOR (DH) (E)	37	72,051	106,787
150	PERSONNEL ADMINISTRATION DIRECTOR (DH) (E)	37	72,051	106,787
725	POLICE CHIEF (DH) (E)	41	87,692	129,750
722	POLICE CHIEF, ASSISTANT (ADH) (E)	39	79,435	117,728
721	POLICE COMMANDER (E)	35	62,212	92,019
716	POLICE MAJOR (E)	36	68,452	101,608
400	PUBLIC WORKS DIRECTOR (DH) (E)	41	87,692	129,750
455	PUBLICITY DIRECTOR (DH) (E)	35	65,270	96,595
137	PURCHASING DIRECTOR (DH) (E)	37	72,051	106,787
111	SECRETARY, CONFIDENTIAL	20	30,867	46,051

DH - Department Head  
ADH - Acting Department Head  
E - Exempt  
JB - Job Basis 2.5%

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## GLOSSARY OF TERMS

- **Adopted Budget** – The budget approved by City Council and enacted via a budget appropriation ordinance.
- **Amended Budget** – The adopted budget including budget amendments made during the budget year.
- **Appropriation** – An authorization made by City Council which permits the City administrative staff to incur obligations against and to make expenditures of governmental resources. Appropriations are usually made for fixed amounts and are typically granted for a one-year period.
- **Appropriation or Budget Ordinance** – The official enactment by City Council establishing the legal authority for City administrative staff to obligate and expend resources.
- **Assessed Value** – The fair market value placed by the County Property Appraiser on personal and real property owned by taxpayers.
- **Operating Budget** – The budget reflecting the cost next fiscal year to operate the various programs approved and funded this fiscal year.
- **Budget** – A plan of financial operation comprised of an estimate of proposed expenditures for a fiscal year and the proposed means of financing those expenditures (revenue estimates).
- **Budget Calendar** – The schedule of key dates or milestones which the City follows in the preparation and adoption of the budget.
- **Budget Document** – The official written statement prepared by the City's administrative staff which presents the proposed budget to the City Council.
- **Budget Message** – A general discussion of the proposed budget presented to the City Council by the City Manager as a part of the budget document. The budget message explains principal budget issues against the background of financial experience in recent years and presents recommendations made by the City Manager.
- **Capital Assets** – City assets of significant value (over \$1,000) and having a useful life of more than one year, also referred to as fixed assets.
- **Capital Improvement Program** – A five year plan for capital expenditures, that includes all capital projects over \$50,000 in the current budget year and four out years. The plan identifies each project, the estimated beginning and ending date, the funding source(s) and the amount to be expended in each year.

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- **Capital Projects** – Projects which purchase or construct capital assets. Typically, a capital project encompasses the purchase of land and/or the construction of a building or facility or infrastructure improvement.
  - **Contingency** – A budget allocation for emergencies expenditures.
  - **Debt Service** – Payment of interest and repayment of principal on City debt.
  - **Depreciation** – (1) Expiration in the service life of capital assets attributable to wear and tear, deterioration, action or the physical elements, inadequacy or obsolescence, or (2) the portion of the cost of a capital asset which is charged as an expense during a fiscal period.
  - **Division** – A term used to describe a unit or cost center with distinct objectives and activities.
  - **Enterprise Funds** – A type of proprietary fund set up to account for the financing of services to the general public where all or most of the operating expenses involved are recovered in the form of user charges. Included in this category are the Water and Sewer, Solid Waste Services, and Stormwater Utility Funds.
  - **Expenditures** – The cost of goods received or services rendered whether payment for such goods and services have been made or not.
  - **Fiscal Year** – An accounting period extending from October 1 to the following September 30 for the City of North Miami.
  - **Full-Time Equivalent (FTE's)** – Number of full-time employees plus conversion of part-time employees to full-time utilizing hours budgeted annually as a fraction of full-time annual hours (i.e., 2080 hours).
  - **General Fund** – A type of governmental fund used to account for revenues and expenditures for regular day-to-day operations of the City, which are not accounted for in the proprietary funds. The primary sources of revenue for this fund are local taxes and intergovernmental revenue.
  - **General Obligation Bonds** – When a government pledges its full faith and credit, i.e., the government's general taxing power, to the repayment of the bonds it issues, then those bonds are general obligation (GO) bonds. A GO bond is typically used for long-term financing of capital projects and represents a written promise to pay to the bond purchaser a specified sum of money at a specified future date along with periodic interest paid at a specified interest percentage. GO Bonds cannot be issued unless approved by a majority vote of the City's residents.
  - **Grant** – A contribution of assets (usually cash) by one governmental unit or other organization to another. Typically, these contributions are made to local governments from the Federal and State governments for specified purposes.
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- **Internal Service Fund** – A type of proprietary fund used to account for the financing of goods or services provided by one City program to other City programs, or to other governments, on a cost-reimbursement basis. The City’s Internal Service Funds are the Fleet Management Fund and the Risk Management Fund.
  - **Objective** – The actual functions or services that a City program must provide in order to achieve its stated goals.
  - **Object of Expenditure** – Expenditure classifications based upon the types or categories of goods and services purchased. Typical objects of expenditure include:
    - Personal Services
    - Other Than Personal Services (OTPS) - Materials, Supplies and Services
    - Internal Services
    - Capital Outlay
    - Grants and Aids
    - Debt Service
    - Non-Operating
  - **Proprietary Funds** – A type of fund that accounts for governmental operations that are financed and operated in a manner similar to private business enterprises. Proprietary fund types used by the City include the Enterprise and Internal Service Funds.
  - **Reappropriation** – Funds for specific projects/equipment originally appropriated in a prior fiscal year but not spent in that year are appropriated for expenditure in the new fiscal year by motion of the City Council at a budget hearing.
  - **Recommended Budget** – The budget proposed by the City Manager to City Council for adoption.
  - **Revenue** – A term used to represent income to a specific fund, or an increase in the fund’s assets.
  - **Supplemental Budget** – The portion of the proposed budget document which includes only recommended new programs and projects.
  - **Tax Levy** – The total dollar amount of tax that optimally should be collected based on tax rates and assessed values of personal and real properties.
  - **Tax Rate** – The rate per \$1,000 of assessed value (less tax exemptions) at which taxes are levied on real and personal property. Tax rates are established by resolution.
  - **Unappropriated Surplus** – The funds remaining from prior fiscal years as a result of either higher revenues than budgeted or expenditures less than appropriations.
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