



Preliminary Annual Budget

FY 2013-2014



northmiamifl.gov





CITY OF NORTH MIAMI, FLORIDA

Preliminary Annual Operating and Capital Improvement Budget for Fiscal Year 2013-2014

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Elected Officials



Mayor
Lucie M. Tondreau



Councilman
Scott Galvin
District 1



Councilwoman
Carol Keys, Esq.
District 2



Councilman
Philippe Bien-Aime
District 3



Councilwoman
Marie Erlande Steril, MSW
District 4



City Clerk
Michael A. Etienne, Esq.

Administration



Stephen E. Johnson
City Manager and
CRA Executive Director



Regine Monestime, Esq.
City Attorney

Department Directors

Office of the City Manager Lumane P. Claude, PhD, Deputy City Manager

Community Planning and Development Maxine Calloway, Esq., Director

Community Redevelopment Agency Lesly Prudent, Coordinator

Finance Administration Vernon Paul, Director

Information Technology Ricardo Castillo, Director

Museum of Contemporary Art Vacant

Office of the City Clerk Jacqie Vieira, Deputy City Clerk

Office of Management and Budget Arthur Sorey, III, Director

Parks and Recreation Jefferson Geimer, Director

Police Department Marc Elias, Jr., Chief

Public Library Lucia Gonzalez, Manager

Public Works Aleem A. Ghany, P.E., Director

Purchasing Ruby Johnson, Director

Personnel Administration Rebecca Jones, Director

Risk Management Karen Muir, Manager

The City of North Miami is advancing its commitment to performance management and strategic planning. The FY13-14 Budget Book demonstrates its utility as a financial plan, policy document, operations guide, and a communications device that is divided into four sections.

SECTION ONE: INTRODUCTION

The Introduction section provides an overview of the City and the FY13-14 Budget. The City Overview includes the City Manager's Transmittal Letter and Strategic Management Plan. The transmittal letter from the City Manager formally transmits the budget to the City Council and its residents. It summarizes the significant factors affecting the City of North Miami's budget development and provides an overview of revenue and expenditure highlights. The City's strategic plan identifies the City's overall mission and long-range goals. The City overview also includes the Citywide Organization, City Map, and demographic and economic indicators. The Budget Overview highlights the Budget Process, Policies, and bottom line expenditure and revenue summaries.

SECTION TWO: MAJOR REVENUES

The City's Major Revenue Section was developed to provide a comprehensive reference for primary revenue sources collected by the City. The section provides historical view of trends and forecasting methods. Tracking and reporting this information to the public and its decision makers is vital for responsible planning for the future.

SECTION THREE: DEPARTMENT BUDGETS

This section presents the operating budgets for the following departments: Office of Management and Budget, Building and Zoning, City Attorney, City Clerk, City Manager, Code Compliance, Community Planning & Development, Finance, Information Technology, Library, Mayor/Council, Museum of Contemporary Art, Non-Departmental, Parks & Recreation, Personnel, Police, Public Works, Purchasing, Fleet, CRA, Risk Management, and Utilities. Each department section includes Expenditure and Full Time Employee History charts, goals/objectives, core responsibilities and planned expenditures.

SECTION FOUR: APPENDIX

This section includes a glossary of terms and acronyms used throughout the document.

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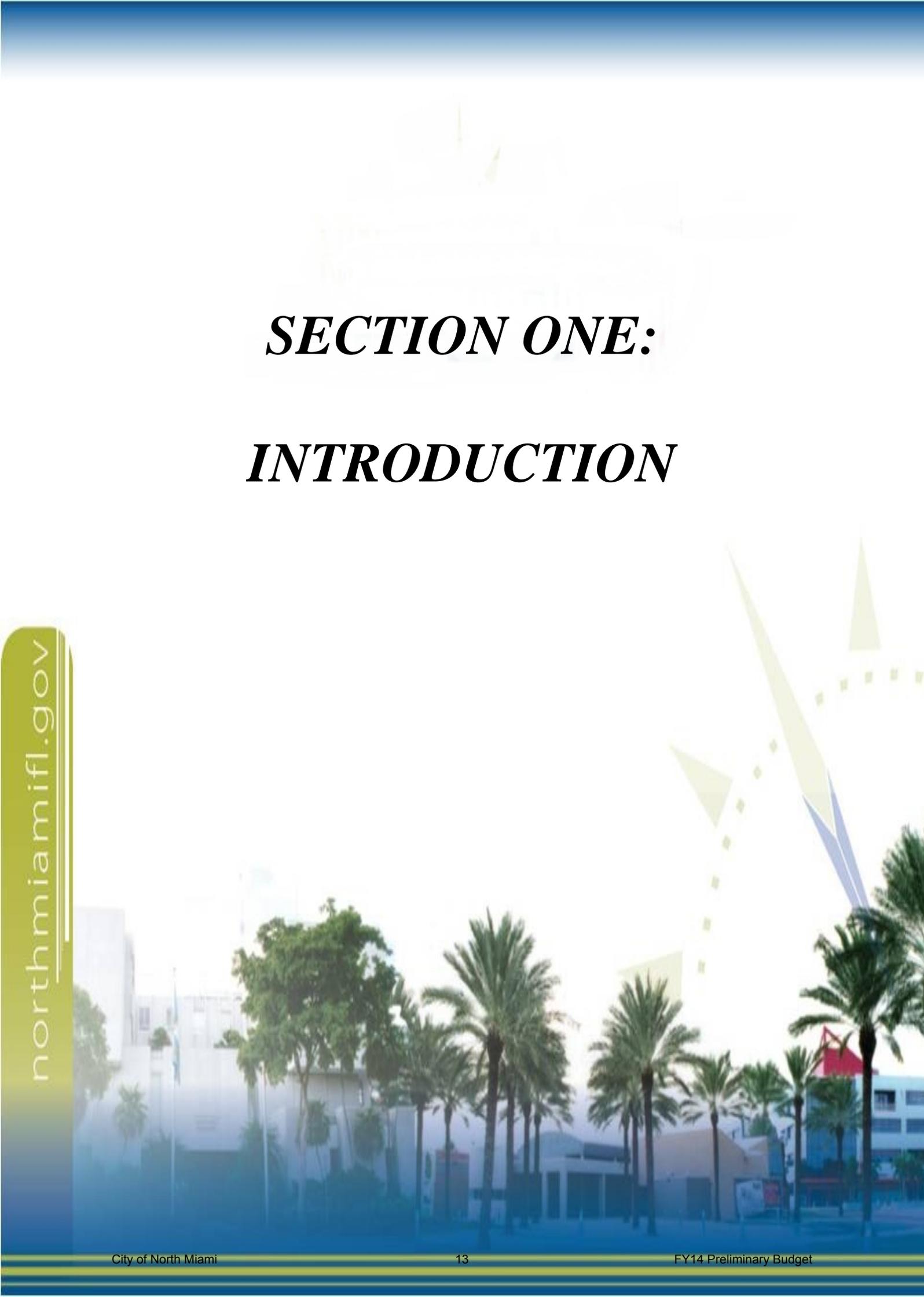
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SECTION ONE:

INTRODUCTION



Strategic Plan Overview: A Vision for North Miami's Future

Purpose of Our Strategic Plan

The City of North Miami's strategic plan aims to address community issues and set long and short-term developmental goals and objectives. Successful implementation of the strategic management plan will ensure that North Miami is positioned to anticipate and respond to the needs of its residents while maintaining its financial stability and preserving the unique elements that make North Miami one of the top 10 cities in the United States of America.

Our Mission

The Mission of the City of North Miami is to enhance the quality of life, environment, and safety for citizens, businesses, customers, visitors, and employees in an atmosphere of courtesy, integrity, quality and fiscally responsible service.

Our Core Values

Service: Provide quality service for ultimate customer satisfaction.

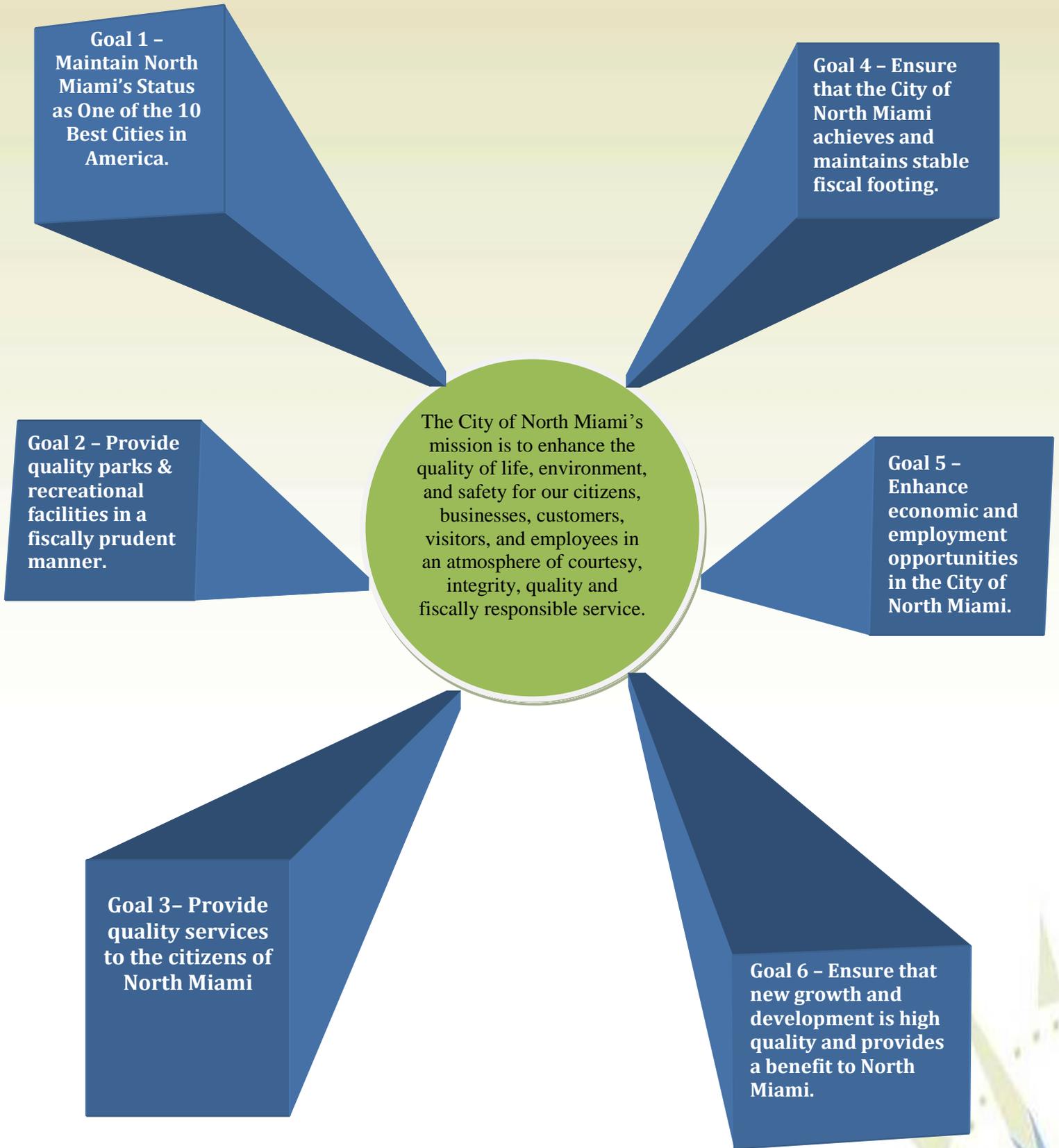
Professionalism: Implement policies and regulations with wisdom and impartiality.

Respect: Treat every human being with dignity and respect.

Integrity: Set the highest example of honesty in the performance of duties.

Safety: Let prudence remain an operational priority shared by management, supervisors, and employees.

Strategic Plan Overview: A Vision for North Miami's Future



Strategic Plan Overview

The City of North Miami's mission is to enhance the quality of life, environment, and safety for our citizens, businesses, customers, visitors, and employees in an atmosphere of courtesy, integrity, quality and fiscally responsible service.

Goal 1 - Maintain North Miami's Status as One of the 10 Best Cities in America.

Objective A: Ensure that the City's unique identity is reinforced through the expansion of the City's comprehensive signage program and continued investment in beautification projects.

Objective B: Ensure that the City continues to fund and implement programs that attract businesses to North Miami.

Strategic Plan Overview

The City of North Miami's mission is to enhance the quality of life, environment, and safety for our citizens, businesses, customers, visitors, and employees in an atmosphere of courtesy, integrity, quality and fiscally responsible service.

Goal 2 - Provide quality parks and recreational facilities in a fiscally prudent manner

Objective A: Identify what, if any, new City-owned public facilities are needed in the City of North Miami and effectively maintain the parks and recreational facilities already present in the

Strategic Plan Overview

The City of North Miami's mission is to enhance the quality of life, environment, and safety for our citizens, businesses, customers, visitors, and employees in an atmosphere of courtesy, integrity, quality and fiscally responsible service.

Goal 3 – Provide quality services to the citizens of North Miami

Objective A: Continue to invest in new equipment and facility renovations for both the North Miami Police Department and the North Miami Parks and Recreation Department.

Objective B: Maintain an adequate level of City staff to ensure high levels of service to North Miami's citizens.

Strategic Plan Overview

The City of North Miami's mission is to enhance the quality of life, environment, and safety for our citizens, businesses, customers, visitors, and employees in an atmosphere of courtesy, integrity, quality and fiscally responsible service.

Goal 4 – Ensure that the City of North Miami achieves and maintains stable fiscal footing.

Objective A: Balance the budget with minimal impact on the City's residents.

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

Objective C: Institute annual review of economic indicators

Strategic Plan Overview

The City of North Miami's mission is to enhance the quality of life, environment, and safety for our citizens, businesses, customers, visitors, and employees in an atmosphere of courtesy, integrity, quality and fiscally responsible service.

Goal 5 - Enhance economic and employment opportunities in the City of North Miami.

Objective A:
Encourage relocation of businesses to the City of North Miami.

Objective B:
Encourage high quality design in commercially zoned properties within the City of North Miami.

Objective C: Assess the commercial land uses allowed by the City's land use map and zoning map to ensure they represent an optimal mix for North Miami.

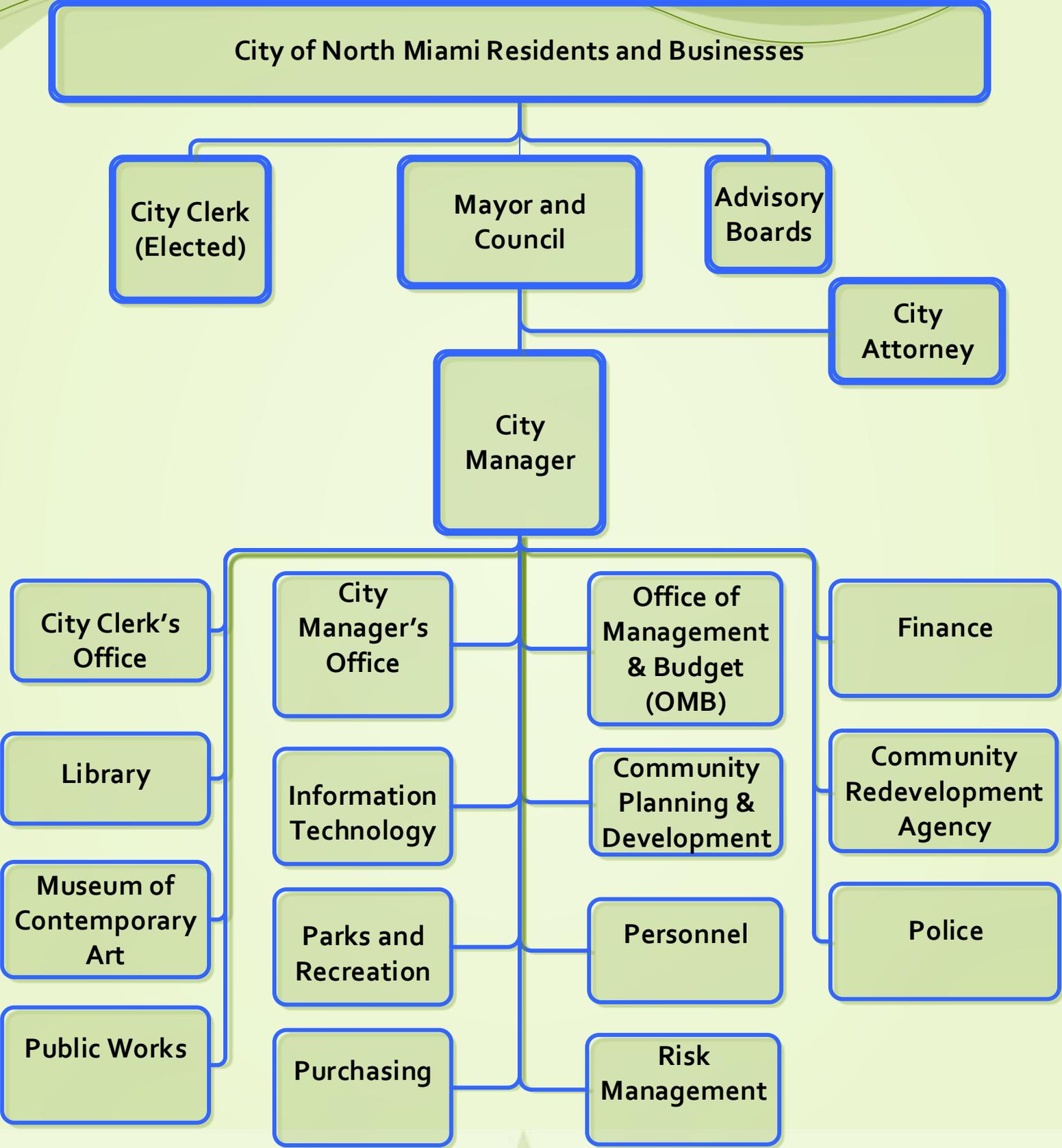
Strategic Plan Overview

The City of North Miami's mission is to enhance the quality of life, environment, and safety for our citizens, businesses, customers, visitors, and employees in an atmosphere of courtesy, integrity, quality and fiscally responsible service.

Goal 6 - Ensure that new growth and development is high quality and provides a benefit to North Miami.

Objective A:
Annexation proposals shall be carefully evaluated for both short- and long-term benefits to North Miami.

City of North Miami Organizational Structure

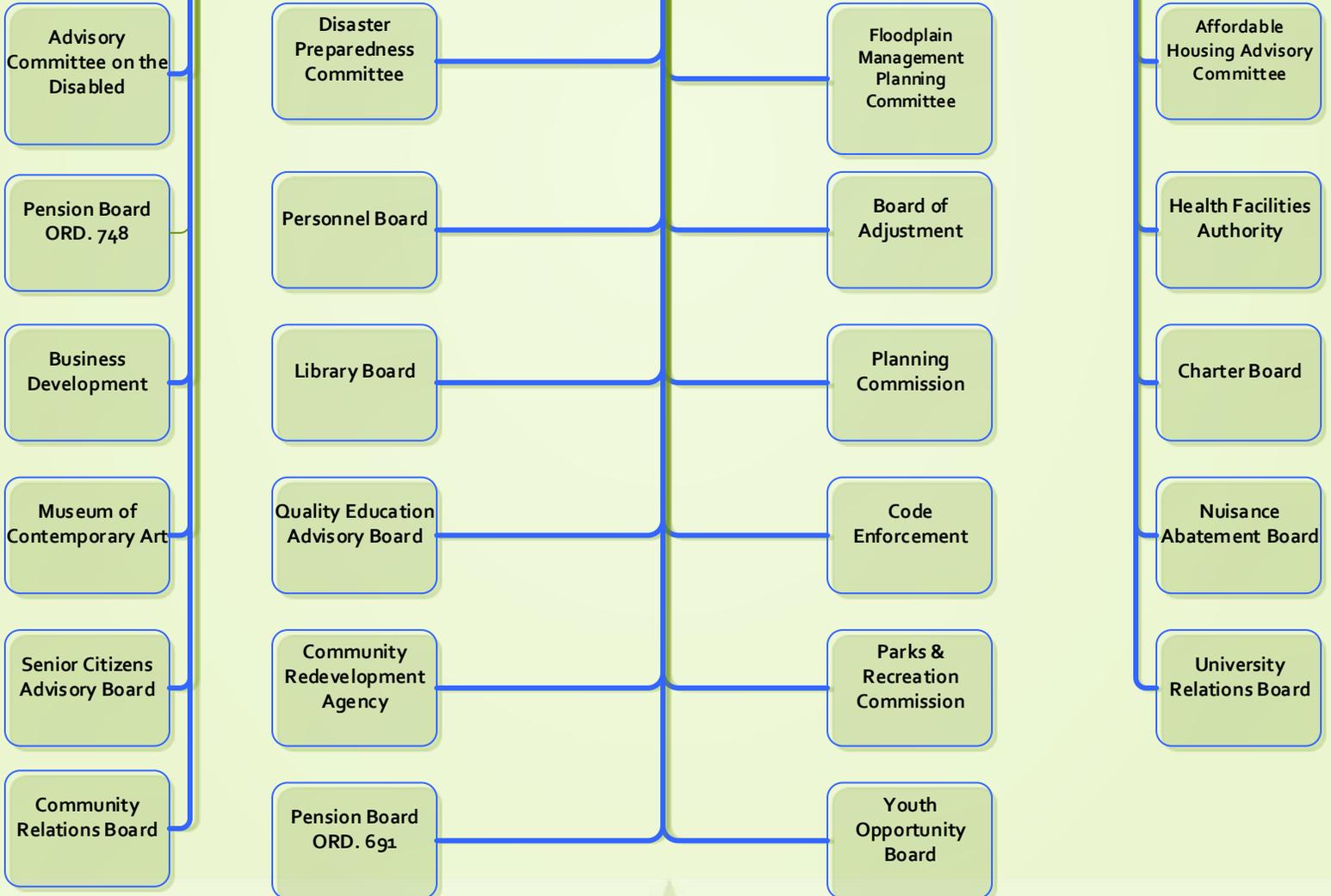


Advisory Boards and Committees

City of North Miami Residents and Businesses

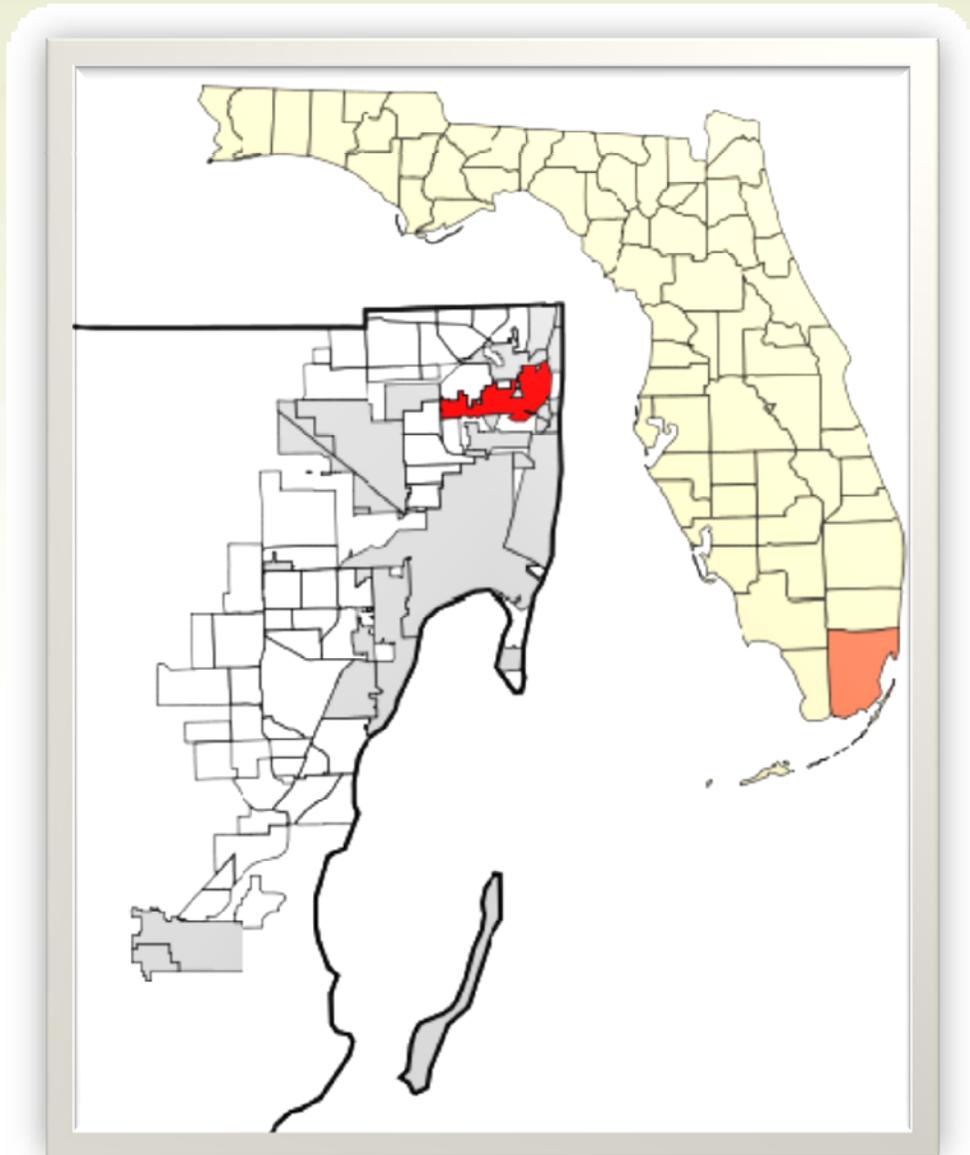
Mayor and Council

Advisory Boards and Committees



City Overview

The City of North Miami is located in Miami-Dade, Florida in the northeast part of the county. The City is approximately 10 miles north of Miami. The Current land area is 10 square miles, making it the fourth largest city in Miami-Dade County. North Miami offers its visitors and residents the advantages of a moderate climate. The temperature averages 85 degrees with an average rainfall of 66.04 inches per year. Outdoor activities are enjoyed throughout the year and we welcome our residents to our amazing indoor facilities.





about North Miami

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 41st 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 hurri-

cane 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 to a neighboring municipality. 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

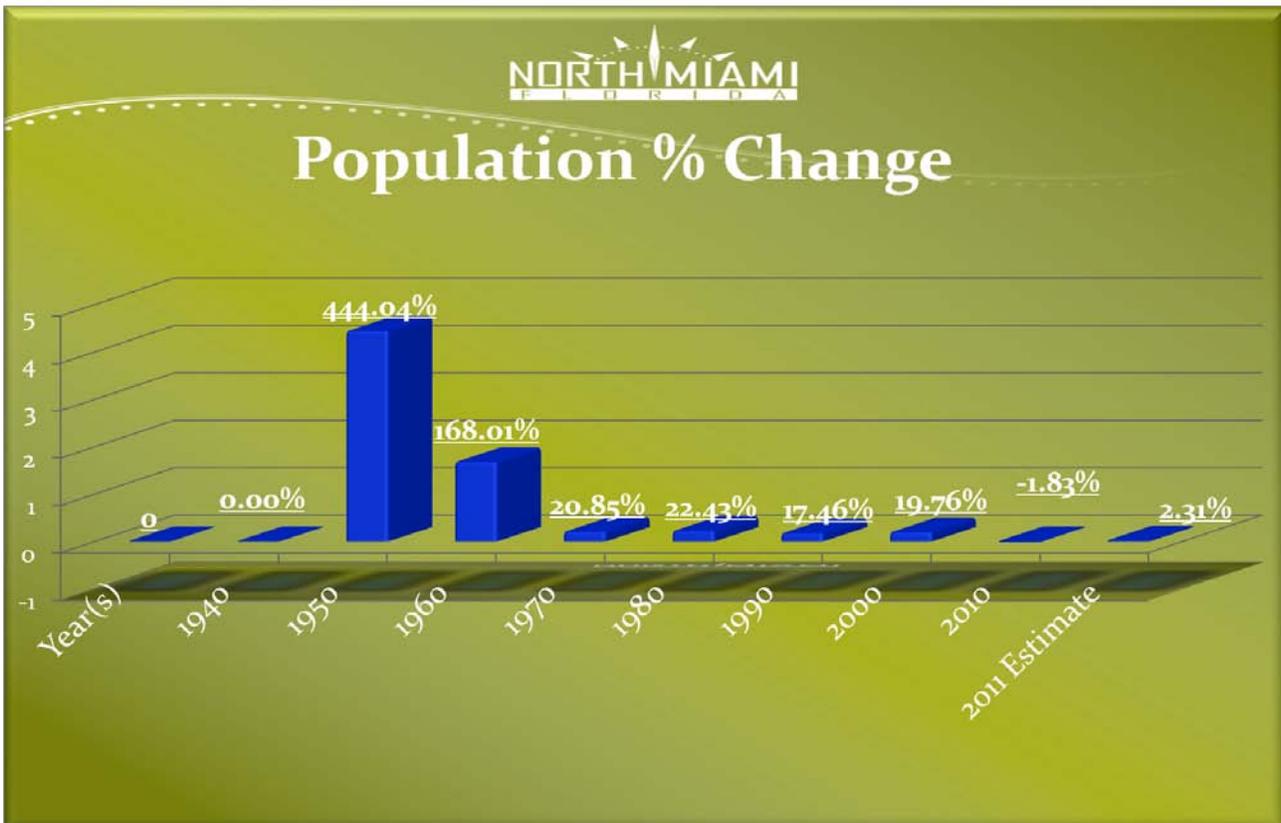
In 2013, North Miami continues to attract residents and businesses to the area because of its ideal location, tucked midway between Miami, Fort Lauderdale and the beaches. There is a true sense of community cultivated through recreational and educational opportunities, which afford North Miami

residents the opportunity to earn a quality education from Pre-K through PhD.

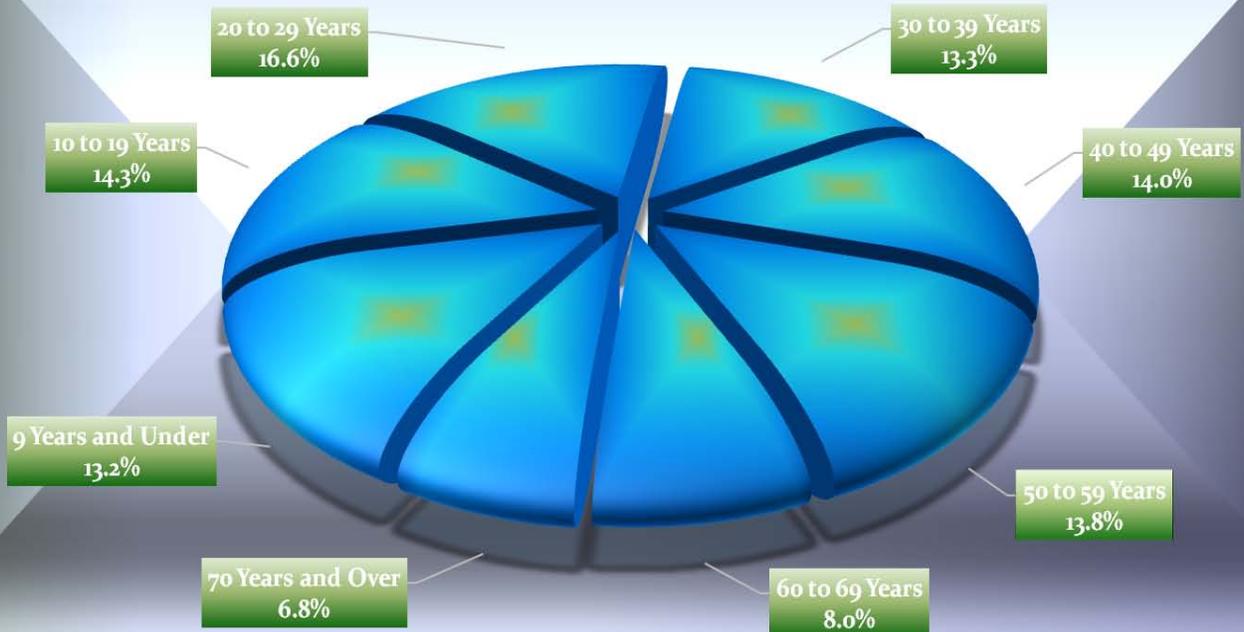
The City's park system offers numerous athletic, recreation and nature programs throughout the year. In 2013, the Miami Heat and the NBA Cares Foundation, dedicated a portion of North Miami's newest community center, the Joe Celestin Center, as an NBA Cares facility, offering the community a space to read and play with interactive technology. The City's Museum of Contemporary Art (MOCA) has brought worldwide attention to North Miami for its cutting edge exhibits and community art education programs.

Affordability and quality are some of the great advantages of living and doing business in North Miami. The City of North Miami continues to work with Oleta Partners, LLC, after entering into a 99-year lease for the 183.8 acre property formerly known as Biscayne Landing in 2012. The development of this property, located in the Northeast quadrant of the City, marks the beginning of a new chapter in North Miami's history. 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 to receive this honor since 2008. 

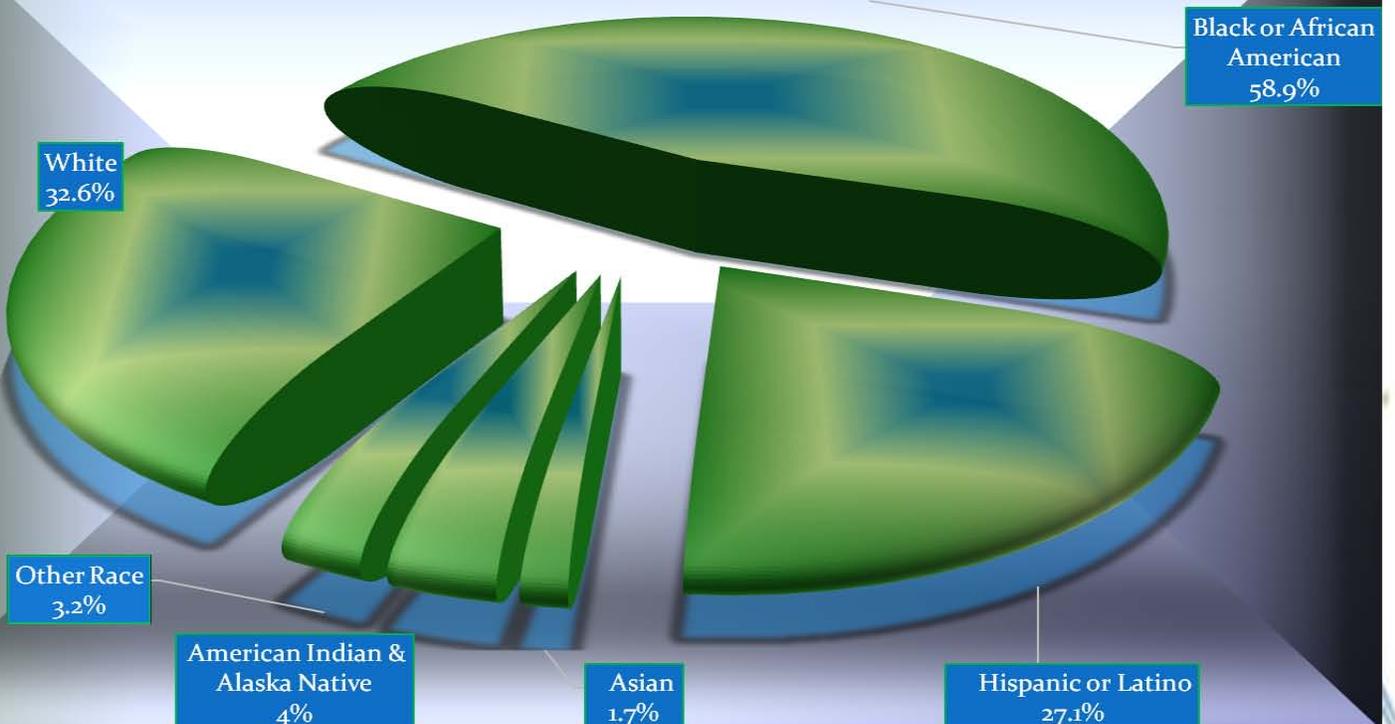
Economy and Demographics



Age Distribution



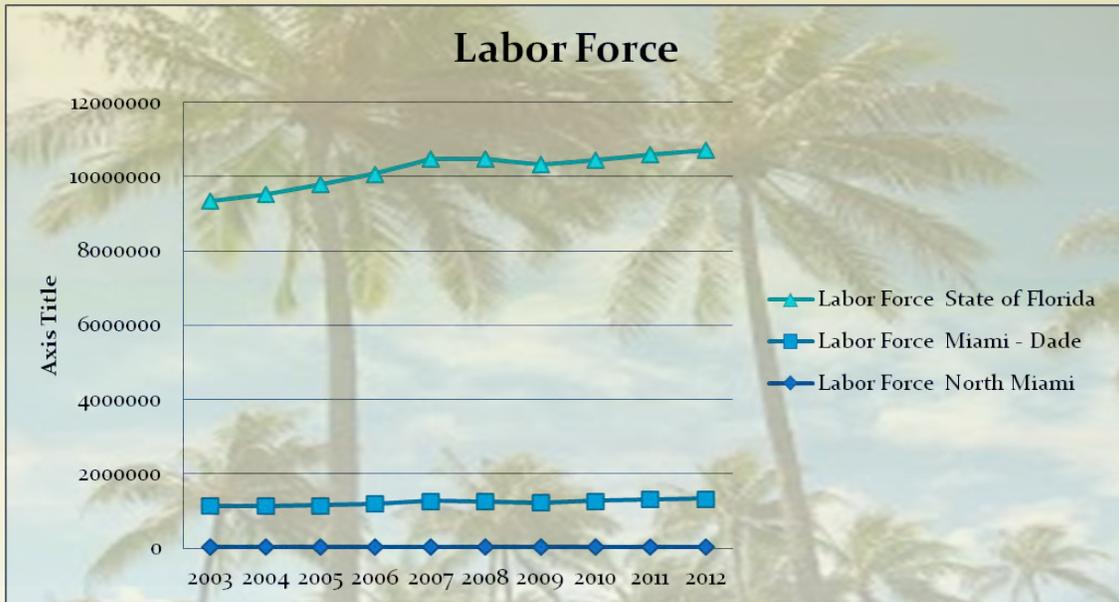
Race Distribution

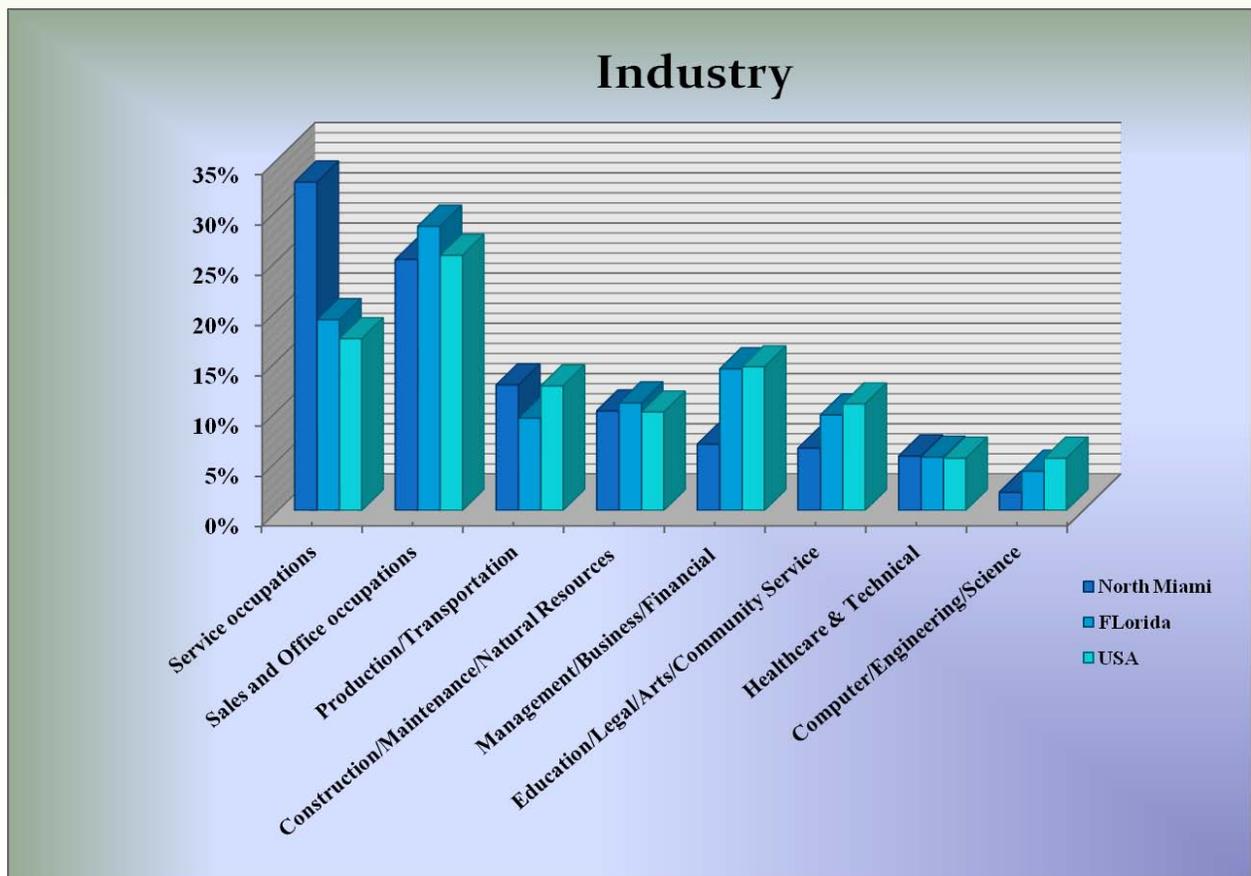
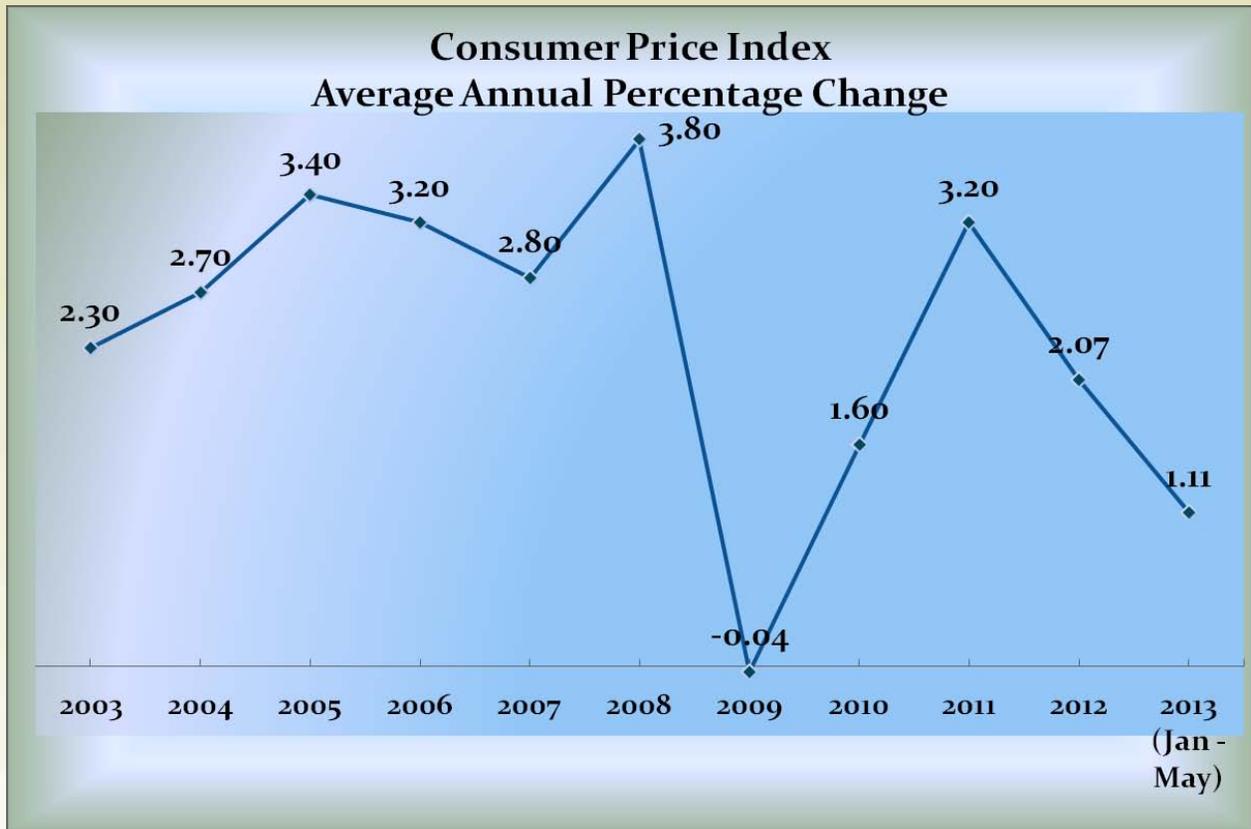


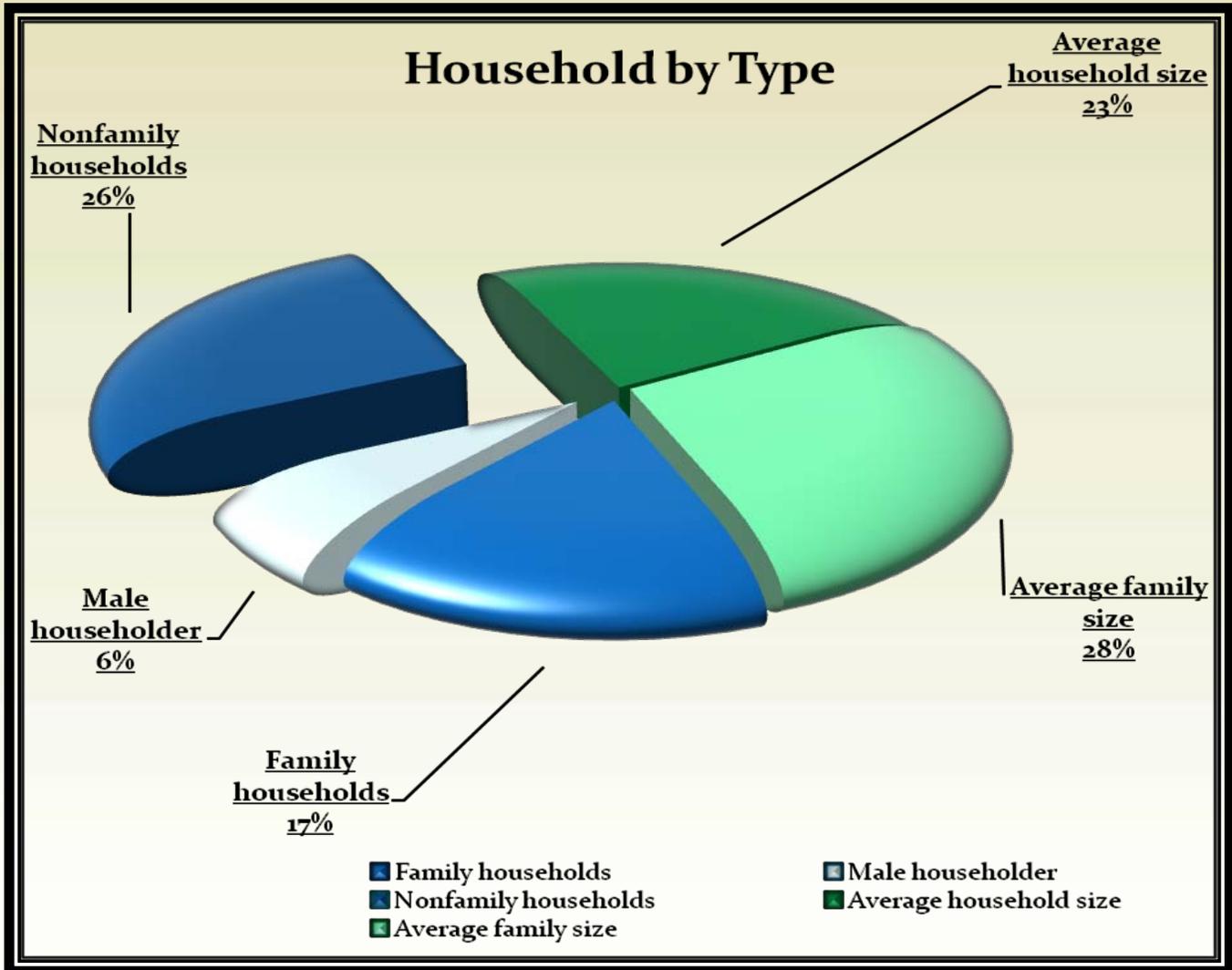
Education
Elementary schools
Benjamin Franklin Elementary School Biscayne Gardens Elementary School Gratigny Elementary North Miami Elementary School Natural Bridge Elementary School W. J. Bryan Elementary School
Middle schools
Thomas Jefferson Middle School North Miami Middle School
High schools
Alonzo & Tracy Mourning Senior High North Miami Senior High School
Colleges and universities
Florida International University (Biscayne Bay Campus) Johnson & Wales University

Education	Percent
Population 25 years and over	36,545
Less than 9th grade	12.3%
9th to 12th grade, no diploma	13.3%
High school graduate (includes equivalency)	31.0%
Some college, no degree	18.5%
Associate's degree	7.0%
Bachelor's degree	11.4%
Graduate or professional degree	6.5%

Economy and Demographics







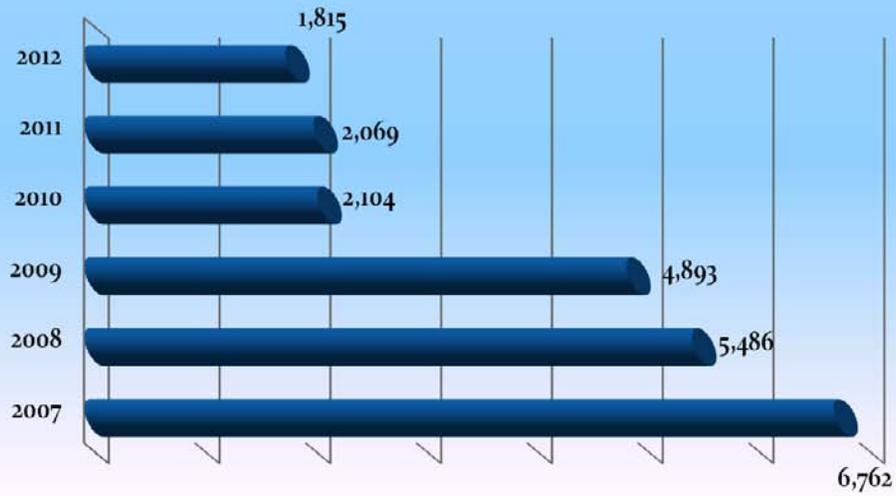
Housing Tenure

Owner-occupied housing units	51%
Renter-occupied housing units	49%

Land Use	Square Feet	%
Commercial	23,971,616	9.9%
Industrial	6,856,192	2.8%
Planned Development	11,047,201	4.5%
Parks / Open Space	70,518,084	29.0%
Low Density Residential	102,781,207	42.3%
Medium Density Residential	4,743,180	2.0%
High Density Residential	23,143,861	9.5%
Total Residential	130,668,248	53.8%
Total Area	243,061,341	100.0%

Economy and Demographics

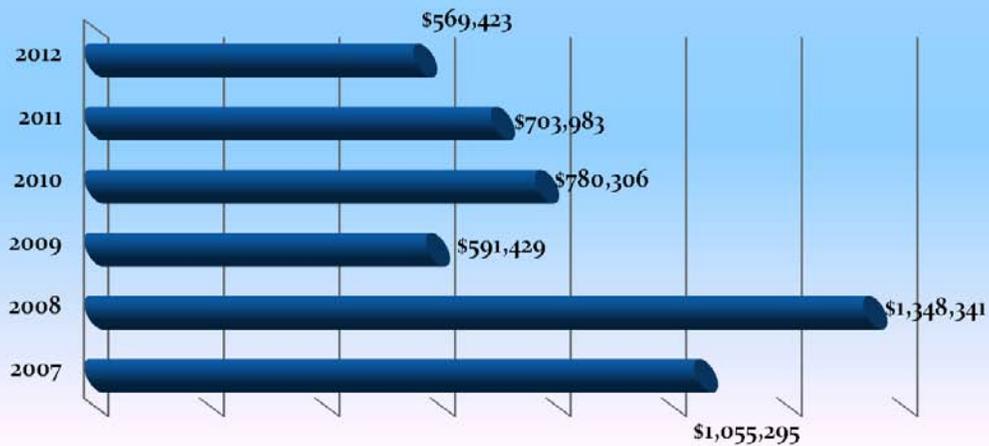
Total Permits Issued



Total Permits Valuation



Total Permits Billing

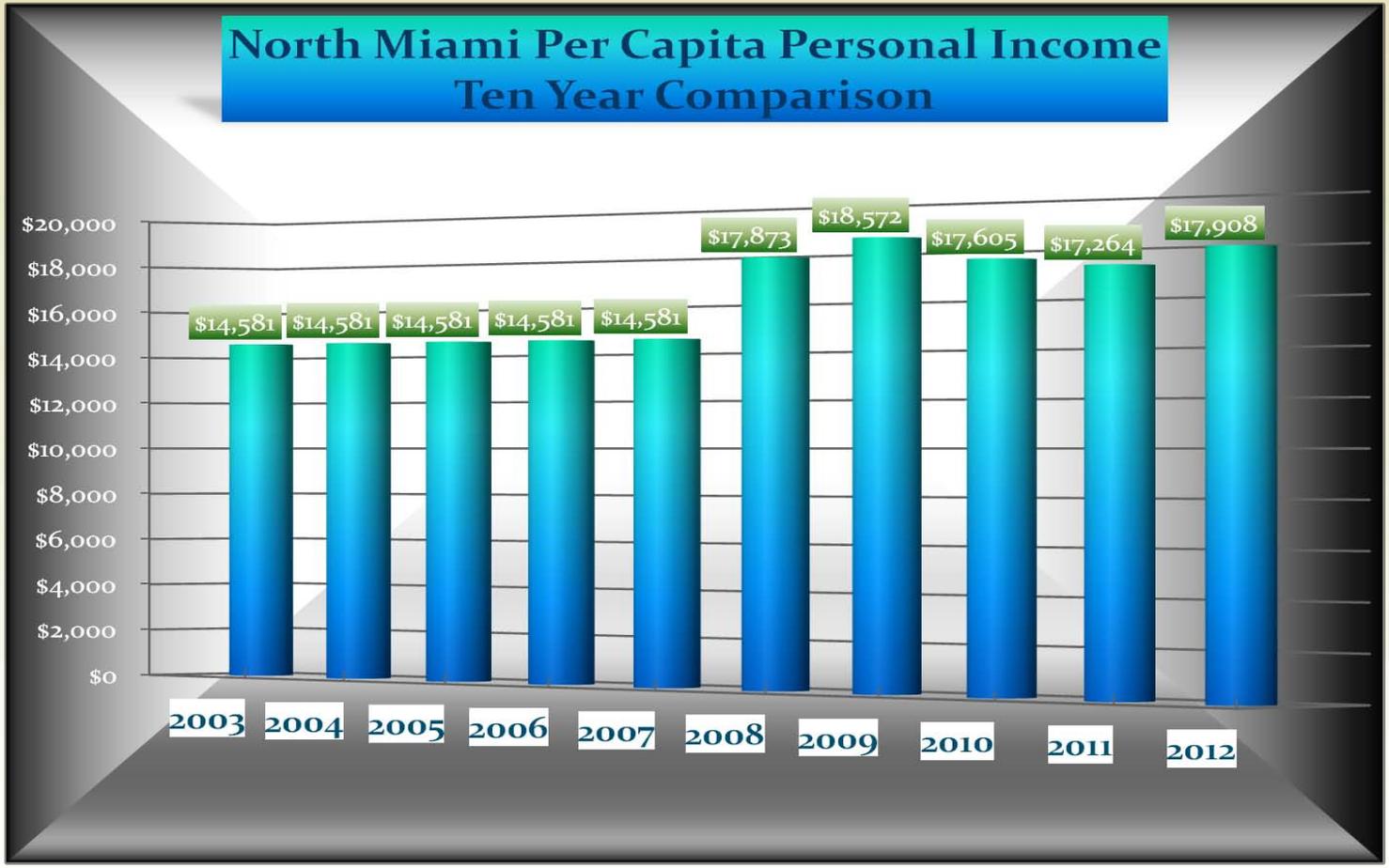


North Miami Top Employer Rankings

Employer	Employees	Rank
50 State Security	700	1
Florida International University	450	2
City of North Miami	412	3
Villa Maria Health Care	400	4
Publix Super Markets	250	5
Johnson & Wales University	230	6
Lexus of North Miami	184	7
World Emblem	150	8
Comtel, Inc./PBS Channel 2	80	9
Farrey's Wholesale Hardware	80	10

Land Use	Square Feet	Percent
Commercial	23,971,616	9.9%
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Total Area	243,061,341	100.0%

Economy and Demographics



Sources

U.S. Census Bureau

Bureau of Economic and Business Research

U.S. Department of Commerce Bureau of Economic Analysis

Miami-Dade Property Appraiser

Miami-Dade Tax Collector

City of North Miami Comprehensive Annual Financial Report (CAFR)

North Miami Community Development Department

Budget Overview

FINANCIAL POLICIES

Structure

The financial statements of the City of North Miami have been prepared in conformity with Generally Accepted Accounting Principles (GAAP) as applied to government units. The accounts of the City are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. Each fund contains a set of self balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The various funds and account groups are reported by generic classification within the financial statements of the Comprehensive Annual Financial Report (CAFR). The City's financial policies establish the framework for financial planning and management. The policies set guidelines in which the budget and financial plan are developed and managed. This demonstrates the City's commitment to sound financial planning, management and fiscal integrity.

Operating Management Policies

- All departments share in the responsibility for meeting management and service delivery goals and ensuring long-term financial stability. Operating budgets and management plans will be developed using current resources available.
- The budget process is intended to allocate limited resources among competing programs based on policy priorities, efficiency and effectiveness of services and availability of resources.
- Additional personnel and programs will be requested only if necessary to maintain existing service levels due to expansion of service areas or service levels previously approved by the City Council.
- As required by City Charter the budget will be balanced. Current expenditures will be funded by using current revenue sources and revenue growth will be planned in a conservative, prudent manner. Use of fund balance in any fund to balance the current year budget must be approved by the City Council.
- User fees and charges for services will be reviewed annually to ensure that they cover the cost of the program at the rate determined to be responsible, competitive with other local communities and non-burdensome to program participants. Fees will be adjusted as needed based on this analysis.
- Cash management and investment will be maintained in accordance with the City Charter and State law and will ensure the safety and security of city assets. Funds will be managed prudently and diligently with an emphasis on safety of principal, liquidity and financial return.

Financial Reporting Policies

- The City's accounting and financial reporting systems will be maintained in conformance with Generally Accepted Accounting Principles (GAAP), the Government Accounting Standards Board (GASB) and the Government Finance Officers Association (GFOA).
- An annual audit will be performed by an independent public accounting firm and a CAFR will be published.
- The City's financial report and budget will be submitted to the GFOA for the Certificate of Achievement for Excellence in Financial Reporting and the Distinguished Budget Presentation Award.
- Financial systems will be maintained to monitor revenues, expenditures and program performance on an on-going basis.

Budget Overview

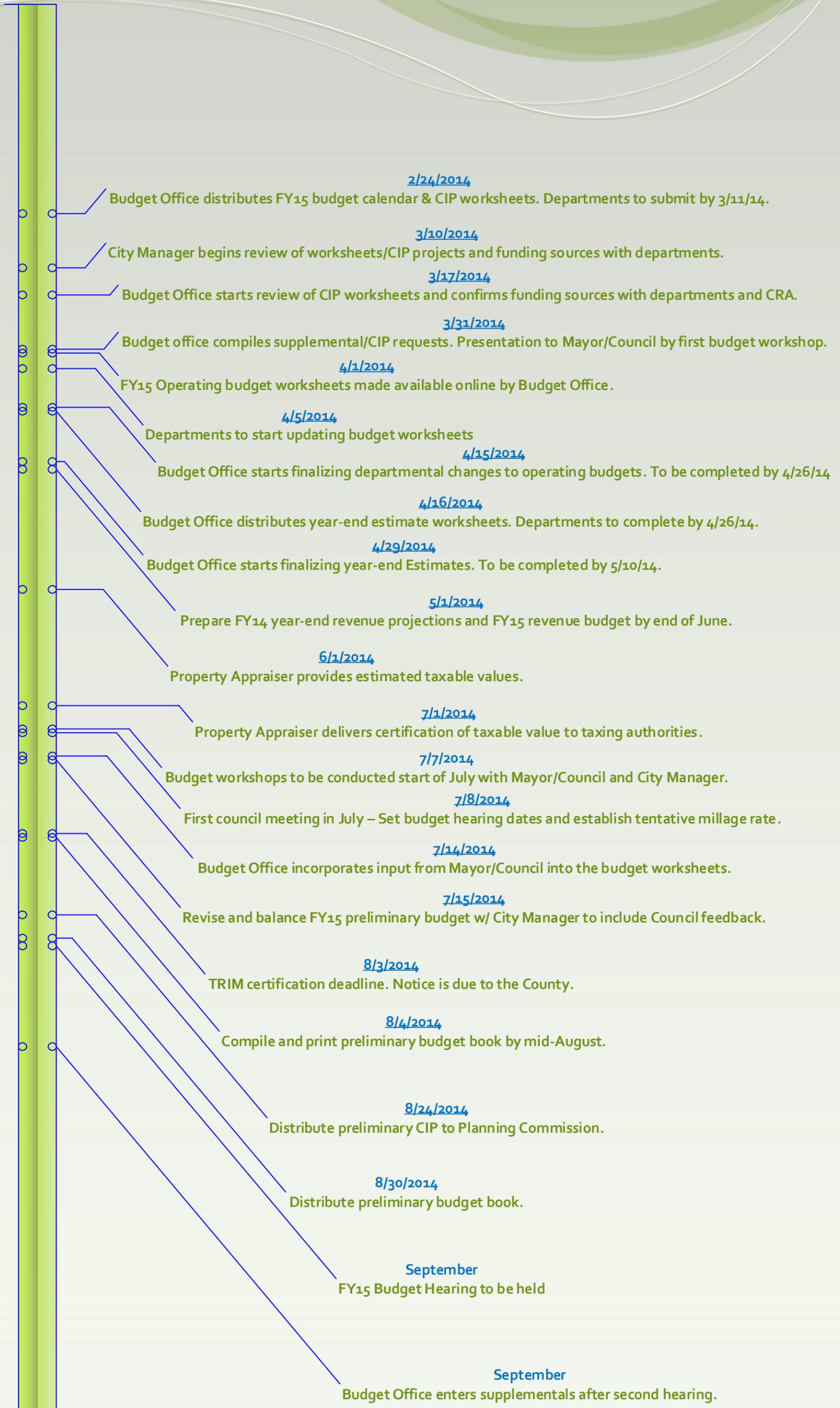
DEBT MANAGEMENT POLICIES

- The City of North Miami will seek to improve our bond rating to minimize debt service costs and preserve access to credit markets.
- Each bond issue will include an analysis of how the new issue and current debt impacts debt capacity.
- Financing of projects will not exceed the useful life of the infrastructure improvement or capital acquisition.
- The City will limit the amount of debt issued and planned in any planning period to the amount that can be supported by revenues projected to be available on a prudent and conservative basis
- All fund designations and reserves will be evaluated annually for long-term adequacy and availability in accordance with policies developed and approved by the City Council.
- The General fund balance will be maintained at a level which will adequately cover an emergency in the future.
- Fund balances will be used prudently and conservatively to fund one time expenditures and stabilize the property tax rate.

Budget Overview

FY14 Budget Timeline

January 2014



December 2014

Budget Overview

BUDGET PROCESS

During the first quarter of the fiscal year, the Office of Management and Budget reviews and develops data useful in preparing revenue and expenditure forecasts. This data is compiled and analyzed and used in preliminary budget discussions for the upcoming year with the Mayor/Council and City Manager. In spring, prior to budgets being submitted, departments with exceptions meet with the City Manager. These staff meetings provide each department head with an opportunity to discuss and defend the requested amounts for the individual departmental budget as submitted. Budgets are later submitted to the Office of Management and Budget staff for review. Staff analyzes these budgets for accuracy and content making sure budget guidelines have been followed. In late June/July, the Office of Management and Budget staff prepares a draft tentative budget for review by the City Manager. On June 1, preliminary taxable values are received. If necessary, additional department meetings are held and additional revisions are made to the draft tentative budget. In August, the Office of Management and Budget staff prepares the final tentative budget document and submits to the Council for review. The final budget workshops are held in August/September. These workshops provide the opportunity to establish millage rates, finalize department budgets, etc. Two public hearings are held to adopt the millage and budget. The CIP (Capital Improvements Plan) is adopted at the same time as the budget. Following the Council's approval of the budget, the Office of Management and Budget staff prepares the adopted budget for distribution. The adopted budget becomes effective October 1 through September 30.

AMENDMENTS TO THE ADOPTED BUDGET

During the year, the Office of Management and Budget acts on departmental budget changes that do not alter the total revenue or expenditures budgeted. All other budget changes, whether they are transfers between departments or alterations of total revenues or expenditures in a fund, are approved by the Council/City Manager. Amendments to the adopted budget can occur at any time during the fiscal year through action of the Board or County Administrator.

Budget Amendment - The purpose of the amendment process is to adjust fund amounts to reflect revenues anticipated to be received and to balance expenditures to these revenues in accordance with state law and sound fiscal practices.

Budget Transfer - Departmental budgets may be amended by transfer action, but must be approved.

Budget Overview

TRIMPROCEDURES

By July 1st each year the Property Appraiser certifies the tax rolls for the City on form DR-420. This roll is used in formulating the proposed millage rate for the coming year. Thereafter the following timetable must be adhered to:

- Within 35 days the City Manager must have submitted the proposed budget to Council and delivered the DR-420 to the Property Appraiser.
- Between 65-80 days from date of certification (September 3-18) the City must hold a tentative budget and millage hearing. This hearing cannot be held sooner than ten (10) days following the mailing of notices by the property Appraiser (August 24th).
- Within fifteen (15) days of the tentative budget and millage hearing (September 18-October 3) the City must advertise a final hearing on the budget.
- Not less than two (2) or more than five (5) days after the advertisement (September 20-October 8), a final hearing adopting the budget and millage is held.
- Within three (3) days after adoption, the City must certify the adopted millage to the Property Appraiser and Tax Collector.
- Within three (3) days after receipt of final value, as discussed below, the Finance Administrator completes form DR-422 and returns to the Property Appraiser.
- Within thirty (30) days of final millage and budget adoption, the City must certify compliance with Section 200.065 and 200.068, F.S., to the Department of Revenue.

After Value Adjustment Board (VAB) hearings are held, the Property Appraiser will certify the final adjusted value to the City. This happens after the Tax Collector mails the tax bills in November, as opposed to waiting until the VAB hearings have been held before billing. This could happen if the Tax Collector chose not to extend the tax rolls. If this were to happen, bills would not be mailed until all VAB hearings had been held; however, the City would then have the ability to administratively adjust its millage rate if the final value varies from the initial certification by more than one (1) percent.

Budget Overview

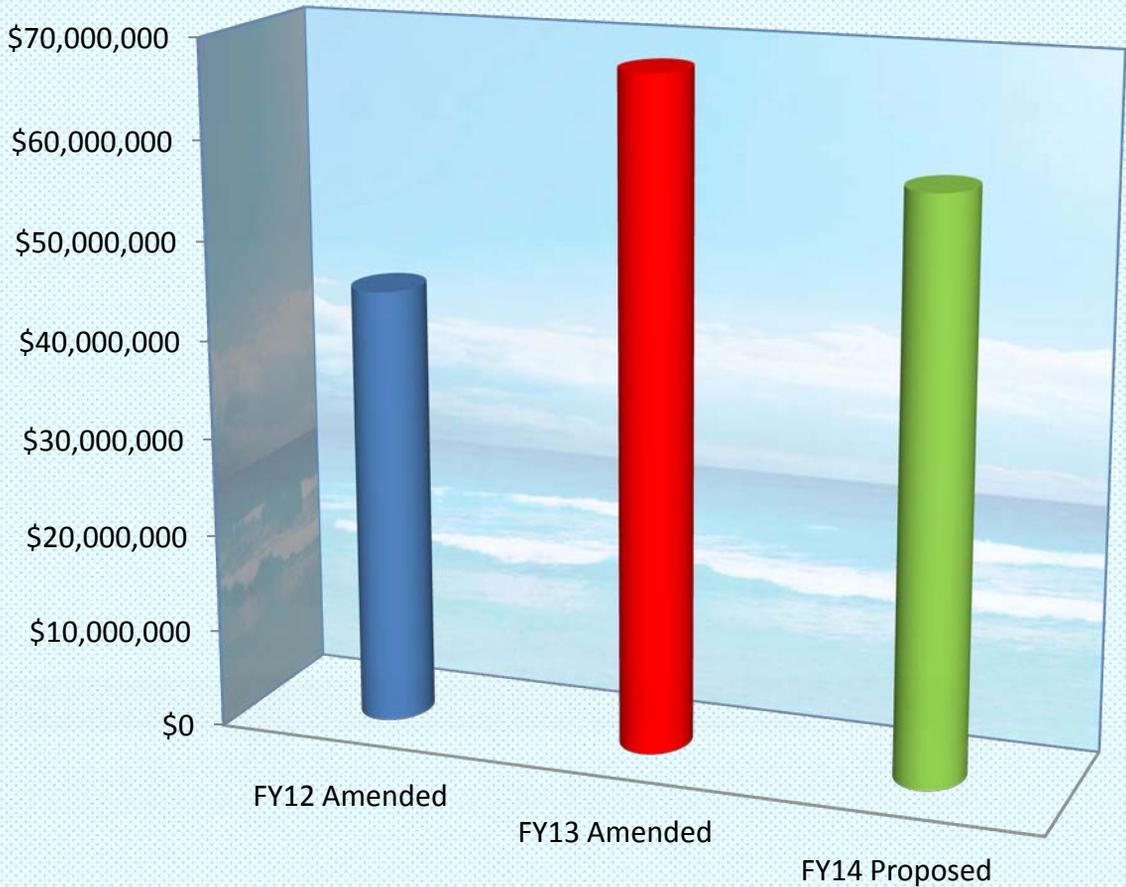
BUDGETARY ACCOUNTING

The annual operating budget balances operating expenditures with operating revenues. The City budgets for governmental funds, which include the General Fund, Special Revenue Funds and Capital Funds, based on the modified accrual basis of accounting. Under this method, revenues (income) are recognized in the period they become measurable and available to finance expenditures of the period and expenditures (expenses) are recorded when incurred with the exception of principal and interest on long-term debt, which are recorded when due. Exceptions to the modified accrual basis of accounting are as follows:

- Sales and use taxes are considered to be revenue when received rather than when earned.
- Project lengths (continuing appropriation or projects that span more than one year) budgets adopted during the year are considered to reduce funds available in the year funds were originally appropriated. Overspending of project length budgets is considered to reduce funds available. The closeout of unspent project length budgets is considered to increase funds available. The budgets for Enterprise Funds are prepared using the accrual basis of accounting except for the exceptions listed below. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred.
- Capital outlay is budgeted as an expense in the year purchased.
- Interest capitalized on construction projects is budgeted as interest expense.
- Proceeds from the issuance of debt are considered to be revenues, not an increase in liabilities.
- Principal payments are shown as expenditures rather than reductions of the liability.
- Receipts of long-term receivables are considered to be revenues, not reductions of the receivable.
- Proceeds from the sale of assets are recognized as revenue; however, the related gain or loss is not.
- Purchases of inventory are considered to be expenses when purchased, not when sold or used.
- Accrued compensated absences are not considered to be expenditures until paid.
- Project length (continuing appropriations or projects that span more than one year) budgets are considered to be reductions of funds available when appropriated. Overspending of project length budgets is considered to reduce funds available. Close out of unspent project length budgets is considered to increase funds available. Operating expenditures are controlled at the department level for General Fund and the fund level for other funds and may not exceed appropriations at these levels. Capital project expenditures are controlled at the fund, department and project levels and may not exceed appropriations at any of those levels. Budget transfers within a department may be made with City Manager approval provided that the transfer is within the same fund. Transfers between departments within the same fund require City Manager approval. Transfers between funds require City Commission approval by ordinance. Increases in total appropriations require City Commission approval by ordinance. Since expenditures may not legally exceed budget appropriations, amendments to the budget are sometimes required. A budget amendment is accomplished by a supplemental appropriation which requires City Commission approval by ordinance.

Budget In Brief

General Fund Budget History

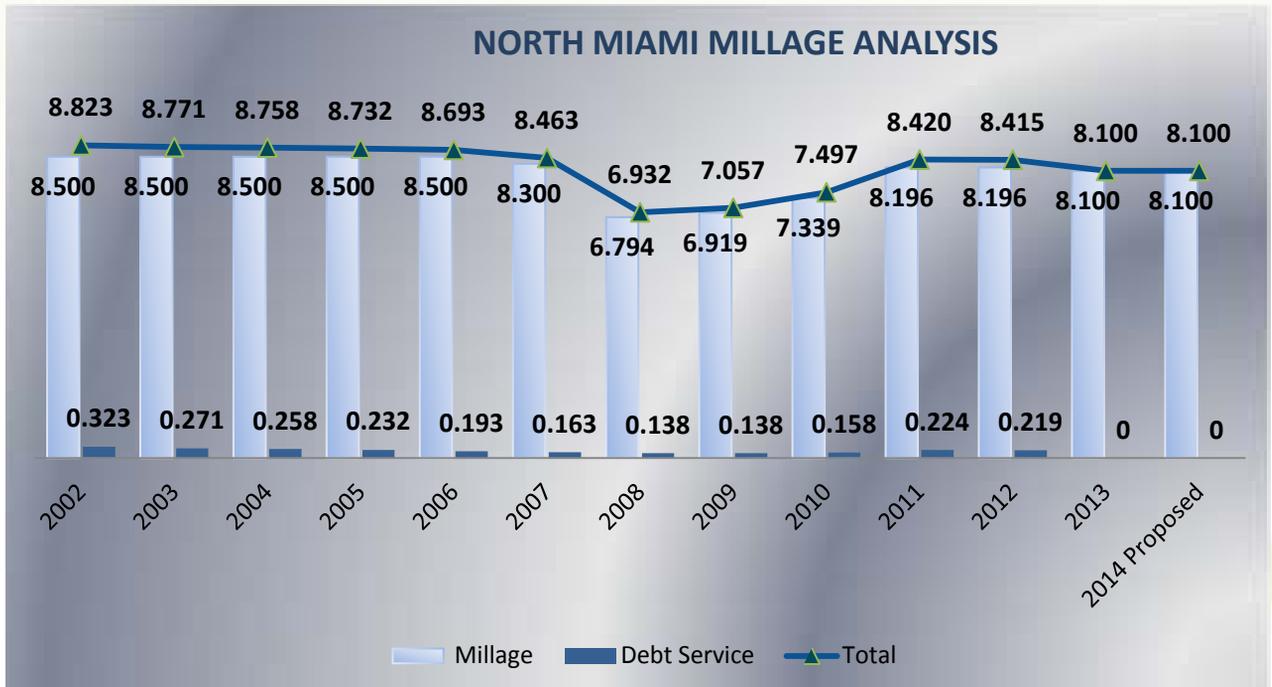


	FY12 Amended	FY13 Amended	FY14 Proposed
Series1	\$44,606,336	\$67,886,543	\$58,336,777

Budget In Brief

	FY12-13	FY13-14		FY13-14	
	Adopted	Current	% Change	Rolled-back	% Change
Total Assessed Value	2,063,006,293	2,085,026,011	1.07%	2,085,026,011	1%
Millage Rate	8.1000	8.1000	0.00%	7.8149	-3.52%
Total Ad Valorem Taxes	15,874,833	16,044,275	1.07%	15,285,440	-4%
CRA Portion of Ad Valorem Taxes	1,064,884	760,178	-28.61%	724,225	-32%
City Portion of Ad Valorem Taxes	14,809,950	15,284,097	3.20%	14,561,216	-2%

PROPOSED MILLAGE RATE

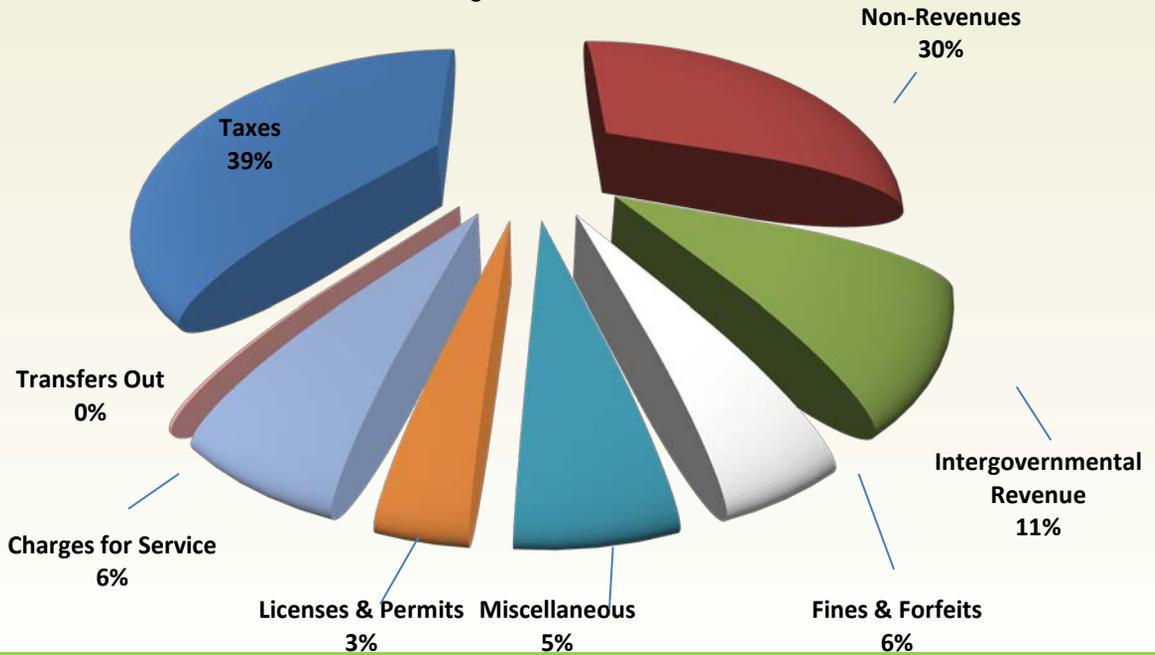


Budget In Brief

GENERAL FUND REVENUE

Where It Comes From

Total FY14 Budget is \$58,336,777



Taxes	22,592,071
Non-Revenues	17,755,348
Intergovernmental Revenue	6,231,019
Miscellaneous	2,790,458
Fines & Forfeits	3,323,462
Licenses & Permits	1,917,750
Charges for Service	3,832,869
Transfers Out	-106,200

Budget In Brief

REVENUE SOURCES

REVENUE SOURCE	2013 AMENDED BUDGET	2014 PRELIMINARY BUDGET	* INCREASE/DECREASE
TAXES	22,865,016	22,592,071	-1%
LICENSES AND PERMITS	1,347,000	1,917,750	42%
INTERGOVERNMENTAL REVENUE	6,318,026	6,231,019	-1%
CHARGES FOR SERVICES	3,618,026	3,832,869	6%
FINES & FORFEITS	3,754,219	3,323,462	-11%
MISCELLANEOUS REVENUES	1,095,850	2,790,458	155%
NON-REVENUES	28,993,908	17,755,348	-39%
TRANSFERS OUT	(106,200)	(106,200)	0%
TOTAL	67,886,538	58,336,777	-14%

TAXES

REVENUE SOURCE	2012 ACTUAL REVENUE	2013 ESTIMATED REVENUE	2014 PRELIMINARY BUDGET
AD VALOREM TAXES	14,981,184	14,505,000	14,519,893
GENERAL SALES AND USE TAX	1,264,044	725,551	727,891
FRANCHISE FEES	3,327,030	2,986,922	3,015,959
UTILITY SERVICES TAXES	2,780,569	2,628,286	2,704,234
COMMUNICATIONS SERVICE TAX	1,777,062	1,568,134	1,624,094
TOTAL	24,129,889	22,413,893	22,592,071

CHARGES FOR SERVICES

REVENUE SOURCE	2012 ACTUAL REVENUE	2013 ESTIMATED REVENUE	2014 PRELIMINARY BUDGET
CHARGES FOR SERVICES	383,231	542,800	410,000
PUBLIC SAFETY	498,141	532,650	393,880
PHYSICAL ENVIRONMENT	32,754	2,627,415	2,591,466
CULTURE/RECREATION	453,968	430,908	437,523
TOTALS	1,368,094	4,133,773	3,832,869

Miscellaneous Revenues

REVENUE SOURCE	2012 ACTUAL REVENUE	2013 ESTIMATED REVENUE	2014 PRELIMINARY BUDGET
INTEREST & OTHER EARNINGS	23,654	81,728	47,994
RENTS & ROYALTIES	2,215,974	2,158,889	2,253,764
CONTRIBUTION/DONATIONS	12,650,752	969,977	240,700
MISCELLANEOUS REVENUES	1,552,356	479,424	248,000
TOTALS	16,442,736	3,690,018	2,790,458

*Major variances due to Biscayne Landing Projects/Lease from prior year.

Budget In Brief

INTERGOVERNMENTAL REVENUE

REVENUE SOURCE	2012 ACTUAL REVENUE	2013 ESTIMATED REVENUE	2014 PRELIMINARY BUDGET
FEDERAL GRANTS	529,014	693,823	62,096
STATE GRANTS	45,562	24,336	24,336
STATE SHARED REVENUES	5,717,121	5,854,835	6,069,587
GRANTS FROM LOCAL UNITS	5,000	8,000	\$5,000
SH. REV. FROM LOCAL UNITS	74,631	70,200	70,000
TOTALS	6,371,328	6,651,194	6,231,019

FINES & FORFEITS

REVENUE SOURCE	2012 ACTUAL REVENUE	2013 ESTIMATED REVENUE	2014 PRELIMINARY BUDGET
JUDGEMENTS & FINES	1,027,655	899,100	872,703
LIBRARY FINES	6,854	6,000	5,000
VIOLATIONS OF LOCAL ORDINANCES	24,316	32,600	30,000
OTHER FINES /OR FORFEITS	3,681,056	2,377,574	2,415,759
TOTALS	4,739,881	3,315,274	3,323,462

LICENSES & PERMITS

REVENUE SOURCE	2012 ACTUAL REVENUE	2013 ESTIMATED REVENUE	2014 PRELIMINARY BUDGET
OCCUPATIONAL LICENSES	418,662	363,000	392,000
BUILDING PERMITS	1,143,304	1,234,448	1,223,250
OTHER LICENSES, FEES, & PERMITS	309,575	305,050	302,500
TOTALS	1,871,541	1,902,498	1,917,750

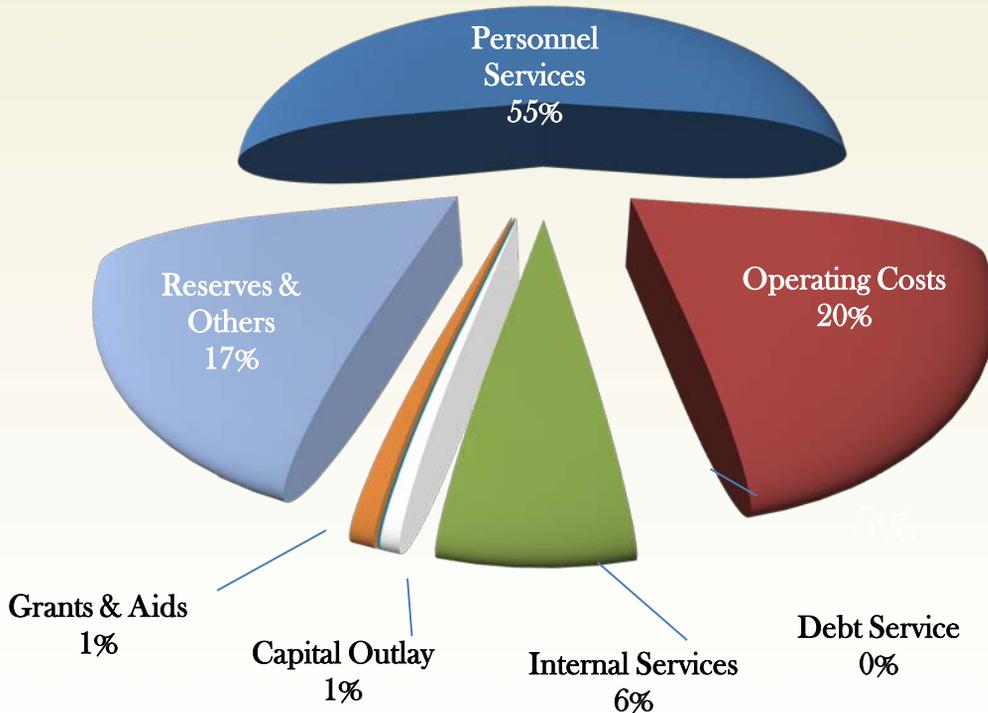
Non-Revenues

REVENUE SOURCE	2012 ACTUAL REVENUE	2013 ESTIMATED REVENUE	2014 PRELIMINARY BUDGET
INTERFUND TRANSFER	20,000	550,984	465,547
ENTERPRISE FUND CONTRIBUTIONS	6,167,799	5,385,263	5,352,651
NON-OPERATING SOURCES	0	16,517,433	11,937,150
TOTALS	6,187,799	22,453,680	17,755,348

Budget In Brief

GENERAL FUND EXPENDITURE: WHERE IT GOES

Total FY14 Budget
\$58,336,777



Workers Comp = \$963,457

Pension = \$5,877,496

Insurance = \$2,428,891

Overtime = 868,386

Personnel: \$31,971,380
 (Includes 17,771,525 for Police Salaries)

Operating: \$11,650,787

Internal Services: \$3,763,650

Capital Outlay: \$376,330

Grants: \$486,400

Reserves: \$10,088,230

Debt: \$0

Budget In Brief

Expenditures by Department with Variance

DEPARTMENT/DIVISION	FY12	FY13		FY14	INCREASE / DECREASE	* PERCENT CHANGE
	ACTUAL EXPENSE	AMENDED BUDGET	ESTIMATED EXPENSE	PROPOSED BUDGET		
<u>General Fund</u>						
Office of Management & Budget	247,936	255,701	211,142	247,347	(8,354)	-3%
Building	1,414,003	1,038,682	1,374,748	1,636,236	597,554	58%
City Attorney	993,920	947,164	1,065,135	913,220	(33,944)	-4%
City Clerk	506,075	691,852	702,708	487,438	(204,414)	-30%
City Manager	1,214,306	1,466,103	1,468,640	1,451,,452	(14,651)	-1%
Code Compliance	705,163	928,113	844,343	827,194	(100,919)	-11%
Community Planning & Development	518,802	1,874,223	1,819,087	516,049	(1,358,174)	-72%
Finance	2,427,181	2,321,385	2,482,431	2,347,589	26,204	1%
Information Technology	1,438,278	1,497,986	1,559,345	1,581,877	83,891	6%
Library	856,519	1,924,248	1,886,807	909,765	(1,014,483)	-53%
Mayor/Council	743,950	663,463	622,381	649,315	(14,148)	-2%
Museum of Contemporary Art	787,929	848,531	831,555	982,964	134,433	16%
Non-Dept'l - Non-Dept'l Expenses	2,041,233	12,831,783	1,992,603	9,469,439	(3,362,344)	-26%
Parks & Recreation Department	5,599,906	7,364,637	6,993,062	6,410,711	(953,926)	-13%
Personnel Administration	487,141	565,412	598,694	589,344	23,932	4%
Police Department	22,237,536	26,095,371	24,780,296	24,355,450	(1,739,921)	-7%
Public Works	2,014,120	6,210,000	6,129,267	4,592,198	(1,617,802)	-26%
Purchasing	333,986	361,889	340,330	369,189	7,300	2%
TOTAL - GENERAL FUND	44,567,984	67,886,543	55,702,574	58,336,777	(9,549,766)	-14%

*Major variances due to Biscayne Landing Projects/Lease from prior year.

Budget In Brief

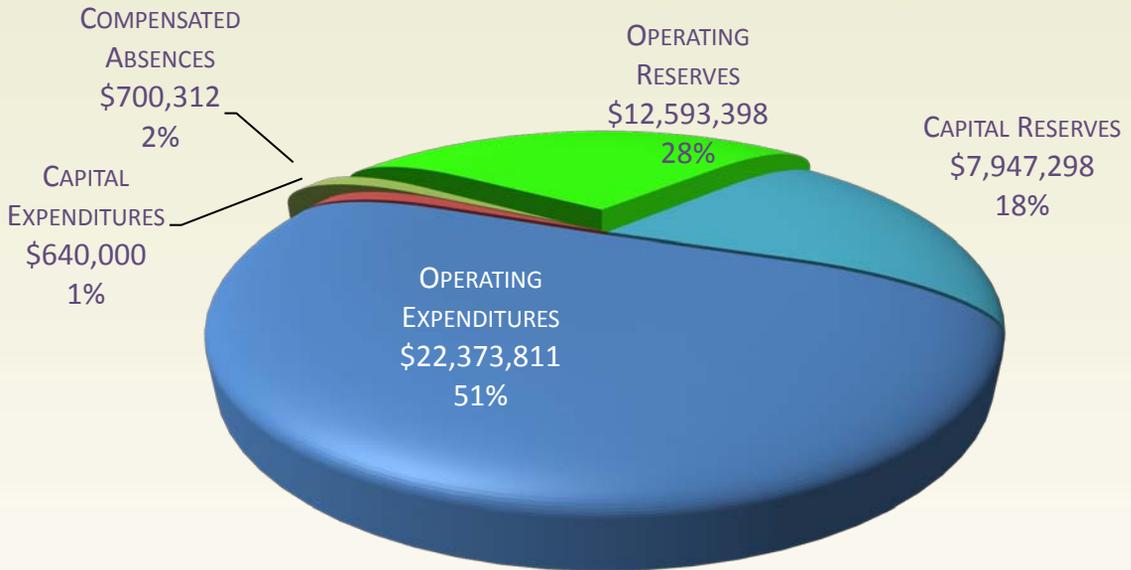
Expenditures by Department and Area

	Personnel	Operating	Internal Services	Capital Outlay	Debt Service	Grants & Aid	Reserves	TOTAL
Police	17,771,326	3,292,880	2,264,579	249,130	0	0	777,535	24,355,450
Non Dept	100,020	312,425	0	0	0	410,500	8,646,494	9,469,439
Parks & Rec	3,812,363	1,941,861	483,712	0	0	19,500	153,275	6,410,711
Public Works	1,715,525	2,313,261	440,221	50,000	0	0	73,191	4,592,198
Finance	1,570,766	607,279	91,168	0	0	0	78,376	2,347,589
Building	740,178	788,812	67,347	0	0	0	39,899	1,636,236
IT	928,227	475,214	54,925	77,200	0	0	46,311	1,581,877
City Manger	943,366	396,751	58,357	0	0	0	52,978	1,451,452
MoCA	588,189	276,767	32,109	0	0	56,400	29,499	982,964
City Attorney	684,965	142,300	45,054	0	0	0	40,901	913,220
Library	609,503	234,233	36,824	0	0	0	29,205	909,765
Code Compliance	623,993	79,685	90,232	0	0	0	33,284	827,194
Mayor/Council	282,976	349,468	8,846	0	0	0	8,025	649,315
Personnel	442,430	105,749	21,577	0	0	0	19,588	589,344
CP&D	388,796	84,921	22,188	0	0	0	20,144	516,049
City Clerk	275,166	183,785	16,346	0	0	0	12,141	487,438
Purchasing	298,999	36,683	17,563	0	0	0	15,944	369,189
Office of Management & Budget	194,592	28,713	12,602	0	0	0	11,440	247,347
Total	31,971,380	11,650,787	3,763,650	376,330	0	486,400	10,088,230	58,336,777

Budget In Brief

WATER & SEWER

\$44.2 MILLION



STORMWATER

\$ 3.18 MILLION



SECTION TWO:

***MAJOR REVENUE
SOURCES***

Major Revenue Sources

This section on major revenue sources was developed as a reference for the primary revenues collected. Tracking, forecasting, and reporting on the major revenue sources will aid the public and its decision makers in understanding the resources that support the public services the City provides to its community.

The Office of Management and Budget uses a variety of quantitative and qualitative tools to analyze revenue trends for the purpose of forecasting the future. A few of the analytic tests used for this year's revenue forecast include a moving average model, an exponential smoothing model, a mean deviation test, the rule of the penultimate year, and regression analysis.

This methodology is adventurous and that it advances tracking and accuracy in predicting future revenues.

Major revenues in this section include:

Ad Valorem Tax

State Shared Revenue

Contributions from Enterprise Operations

Franchise Fees

Amusement Taxes

Utility Service Tax

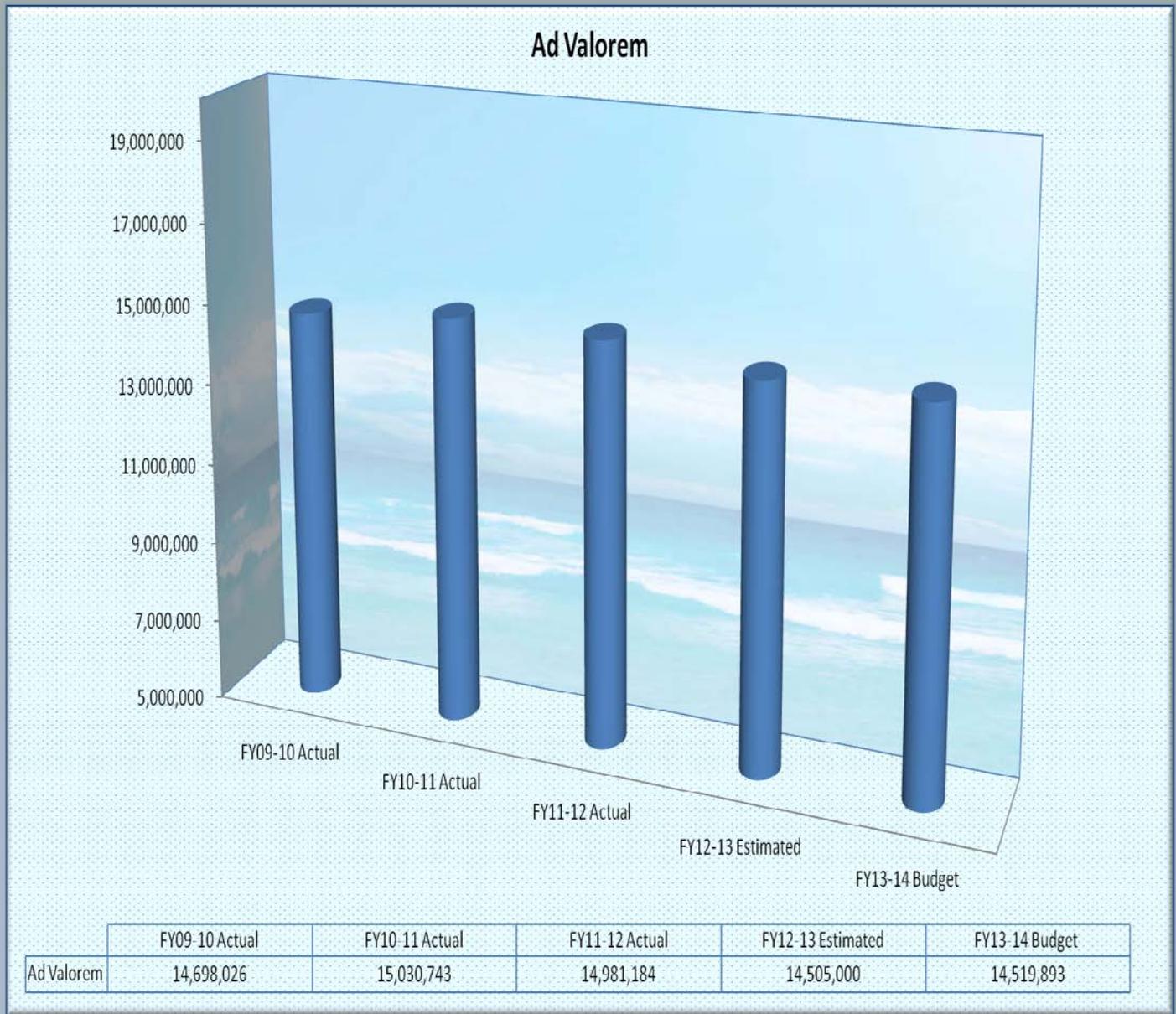
Communications Tax

Judgments and Fines

Rents and Royalties

Major Revenue Sources

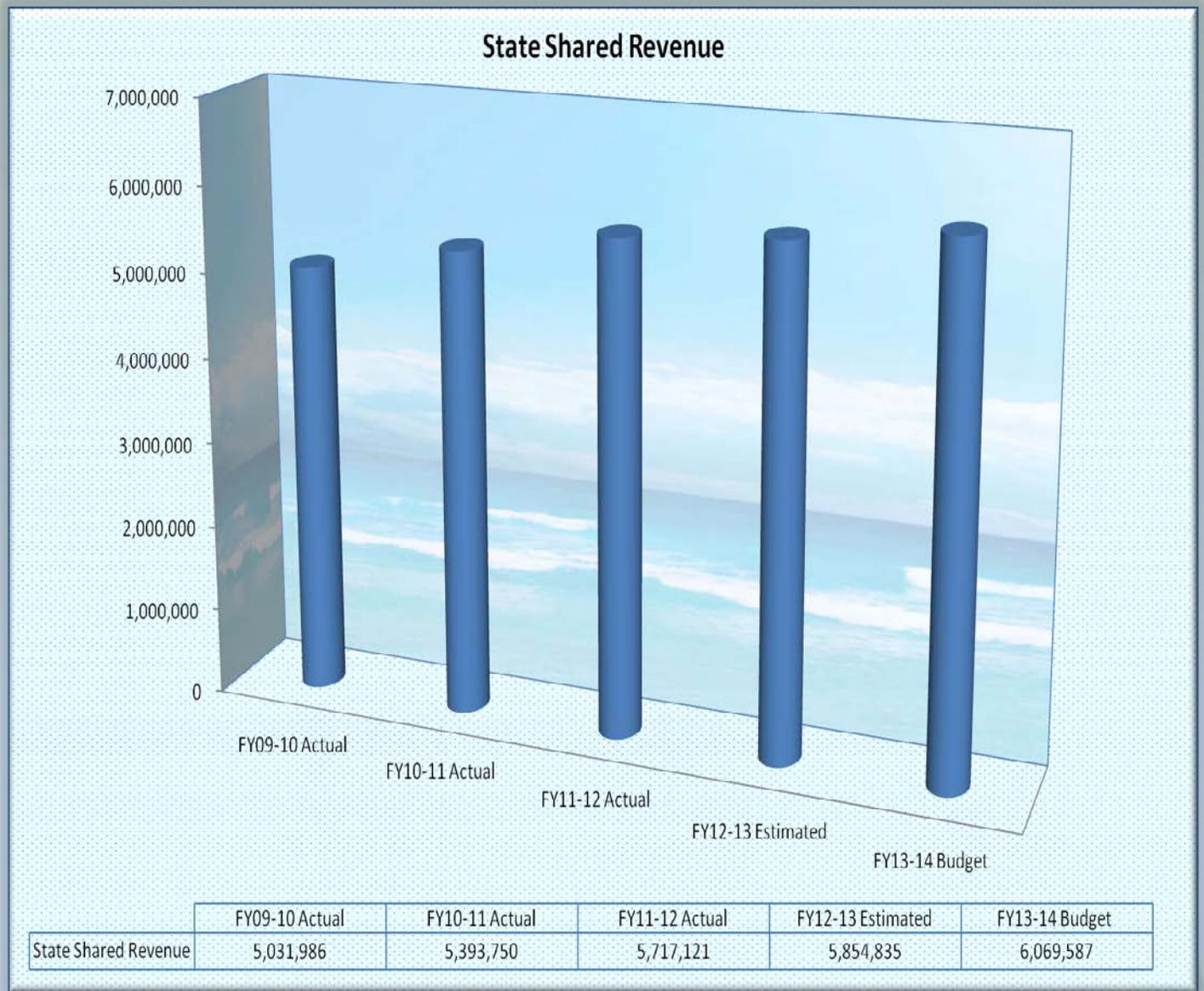
Ad Valorem Tax



Ad valorem is a levy against the taxable value of real and personal property. The City Council sets the millage rate annually prior to October 1st. One mill is \$1 of tax per \$1,000 of taxable assessed value. The proposed operating millage for FY 2013/14 is 8.1000, which is the same as last year. Ad Valorem tax revenue for FY13-14 is forecasted (budgeted) at \$14,519,893. The year-end estimate for FY12-13 is \$14,505,000, which demonstrates a slight increase.

Major Revenue Sources

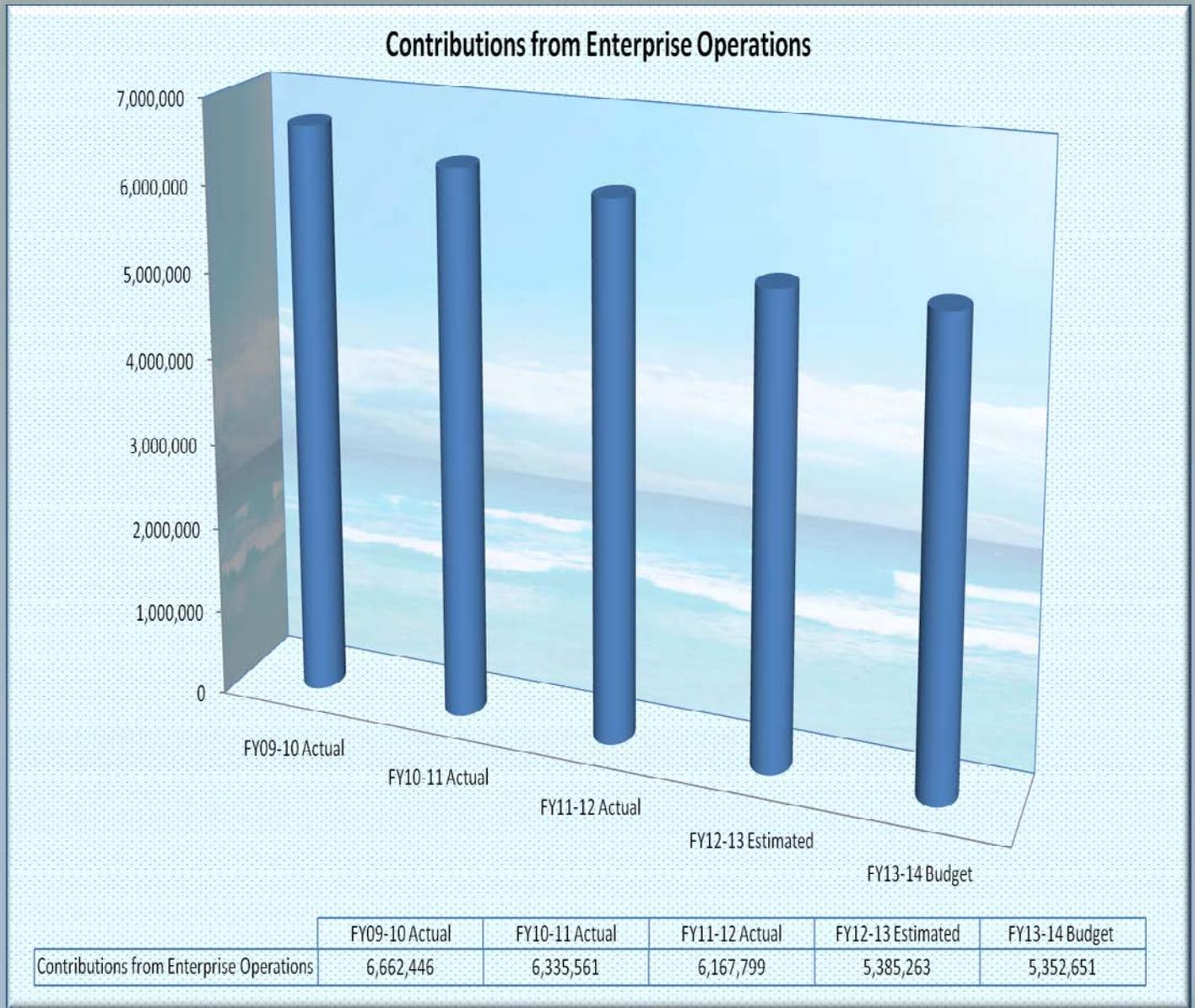
State Shared Revenue



The State of Florida's Department of Revenue administers the Revenue Sharing Program, which shares a net of cigarette tax collections and sales and use tax collections with local governments. Revenue for FY13-14 is forecasted at \$6,069,587. FY12-13 is estimated at \$5,854,835. This is an upward trend.

Major Revenue Sources

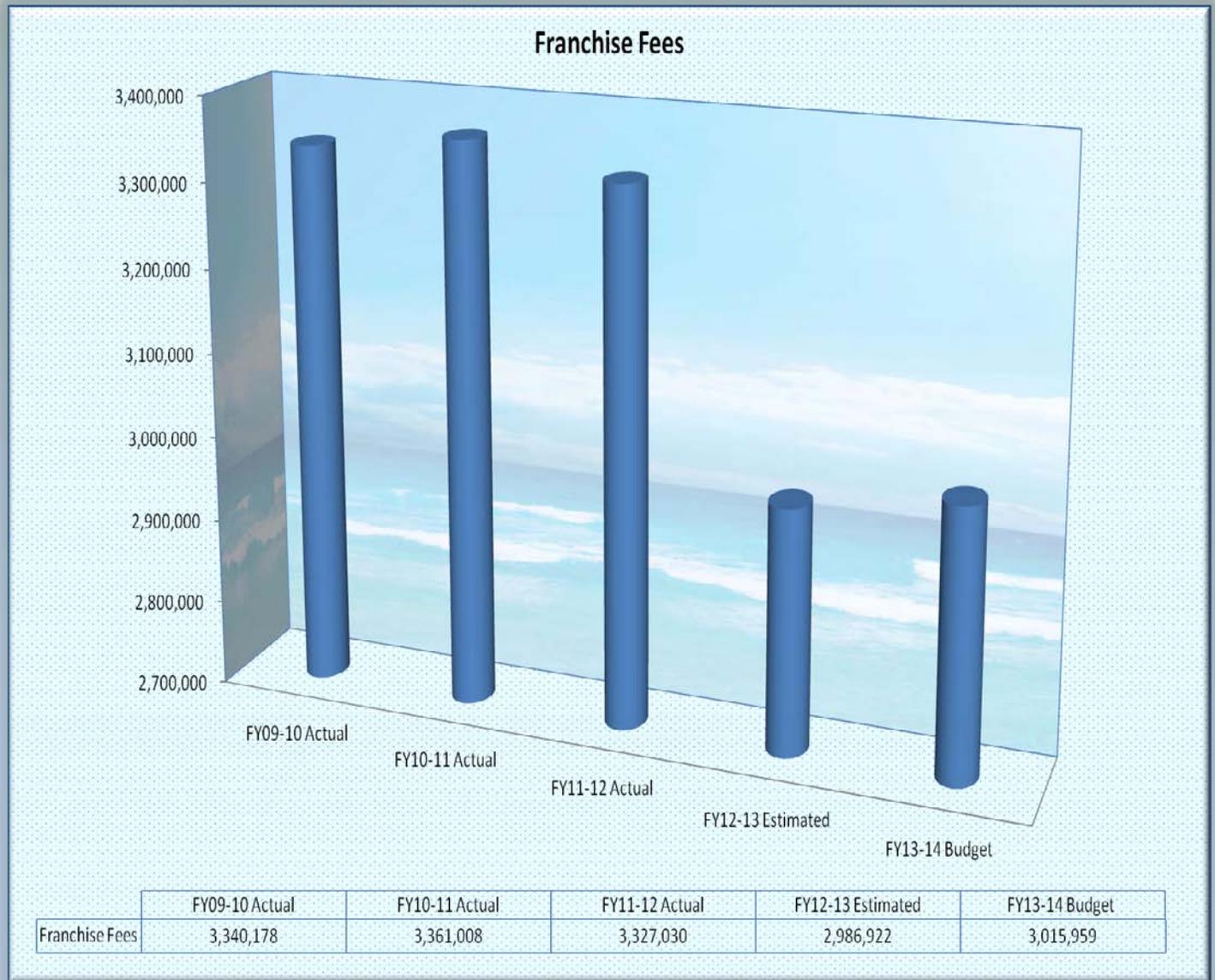
Contributions from Enterprise Operations



Enterprise funds are used and reported as business-type activities in the government wide financial statements. The City uses enterprise funds to account for its Water and Sewer and Stormwater operations. Solid waste is no longer included. Revenue from enterprise funds for FY 13-14 is forecasted at \$5,352,651. Revenue from FY12-13 is estimated at \$5,285,263.

Major Revenue Sources

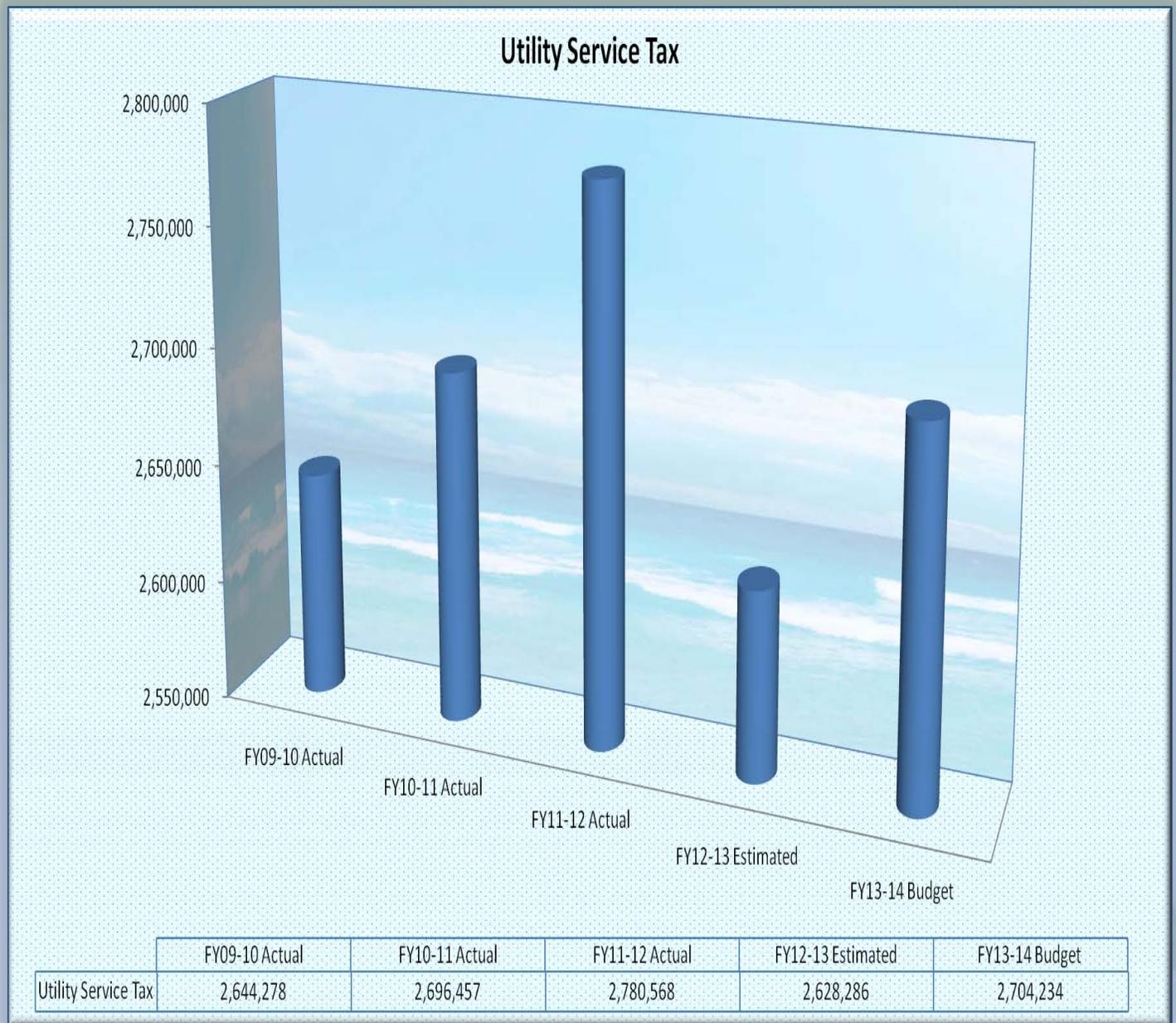
Franchise Fees



Franchise fees (or taxes) are payments received from electric, gas, telephone, and cable providers within city limits. Payments are made in exchange for each provider's use of public right-of-way to conduct their business within the City. This revenue source started dipping in FY12-13 at \$2,986,922, but is forecasted to increase slightly in FY13-14 at \$3,015,959.

Major Revenue Sources

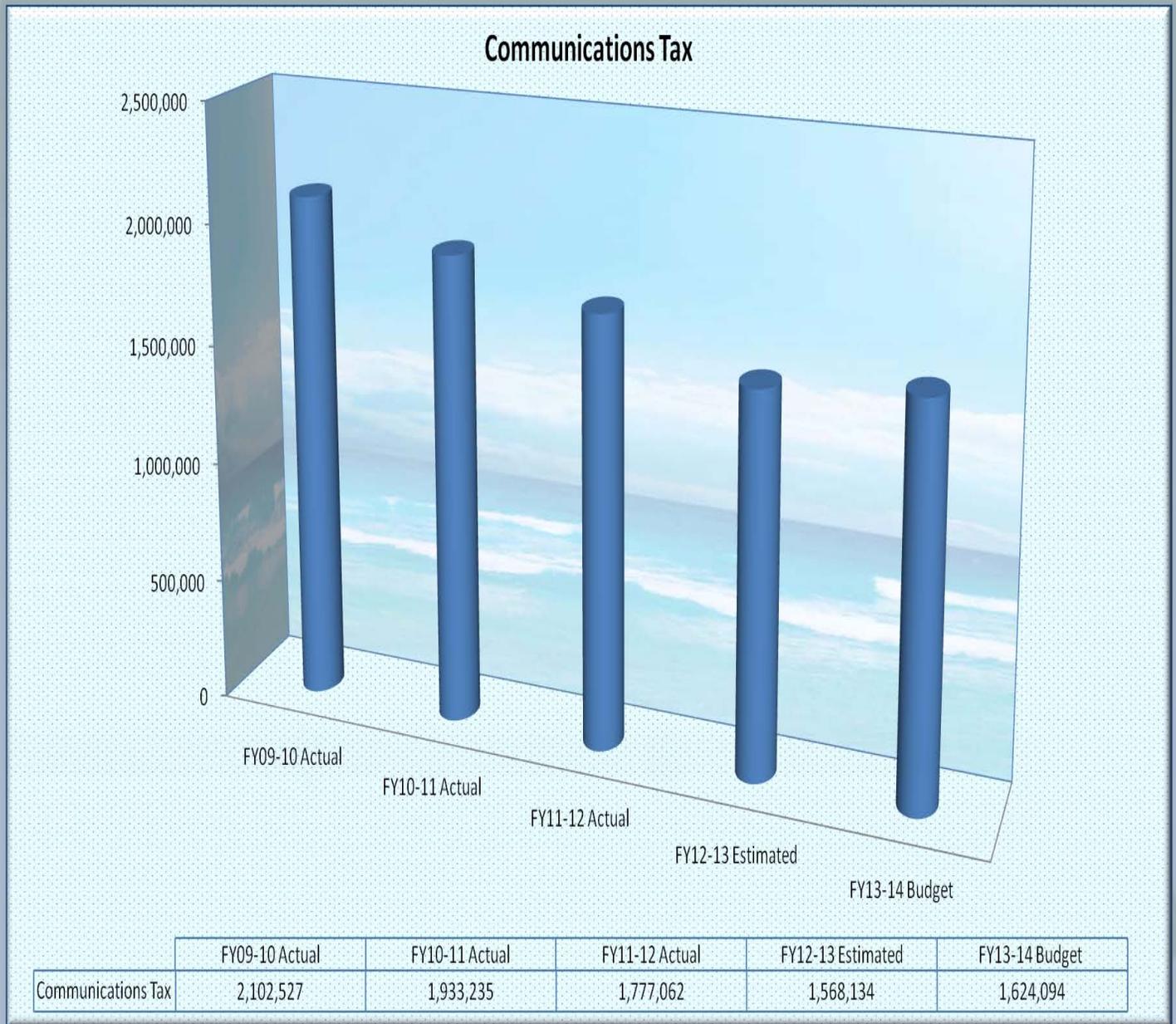
Utility Service Tax



A Utility Service Tax or Public Service Tax is levied on the purchase of electricity. It is derived from taxes on fuel oil, natural gas, and FP&L. Revenue for FY13-14 is forecasted at \$2,704,234, which is an increase from FY12-13 year end estimate of \$2,628,286.

Major Revenue Sources

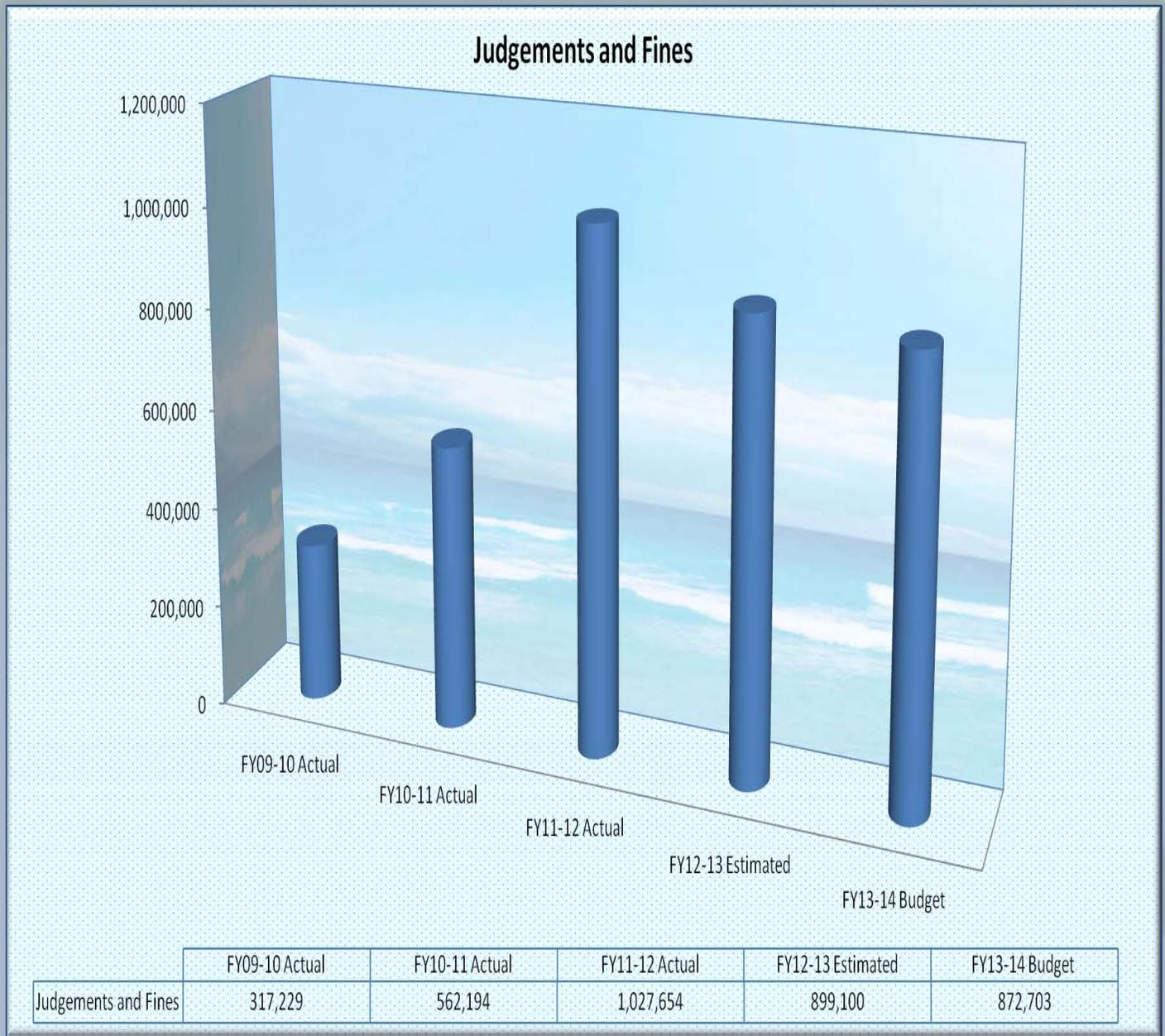
Communications Tax



Communication services tax applies to telecommunication, video, direct-to-home satellite, and related communications services. Revenue for FY 13-14 is forecasted at \$1,624,094. The year end for FY12-13 IS estimated at \$1,568,134.

Major Revenue Sources

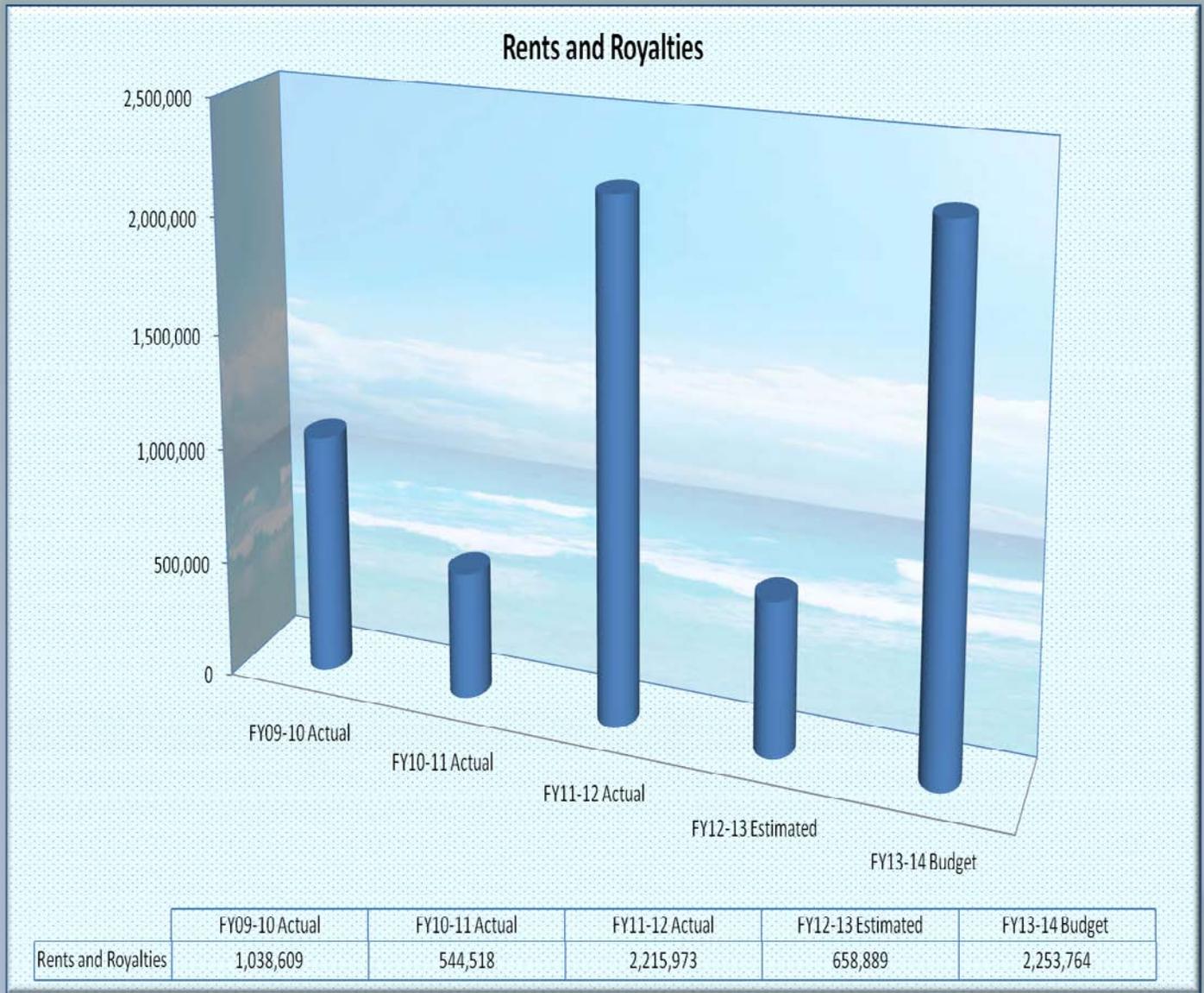
Judgments and Fines



This revenue category includes fines from metro court, code enforcement, special magistrate, and permit penalties. Revenue for FY13-14 is forecasted at \$872,703. Last year's revenue was \$899,100.

Major Revenue Sources

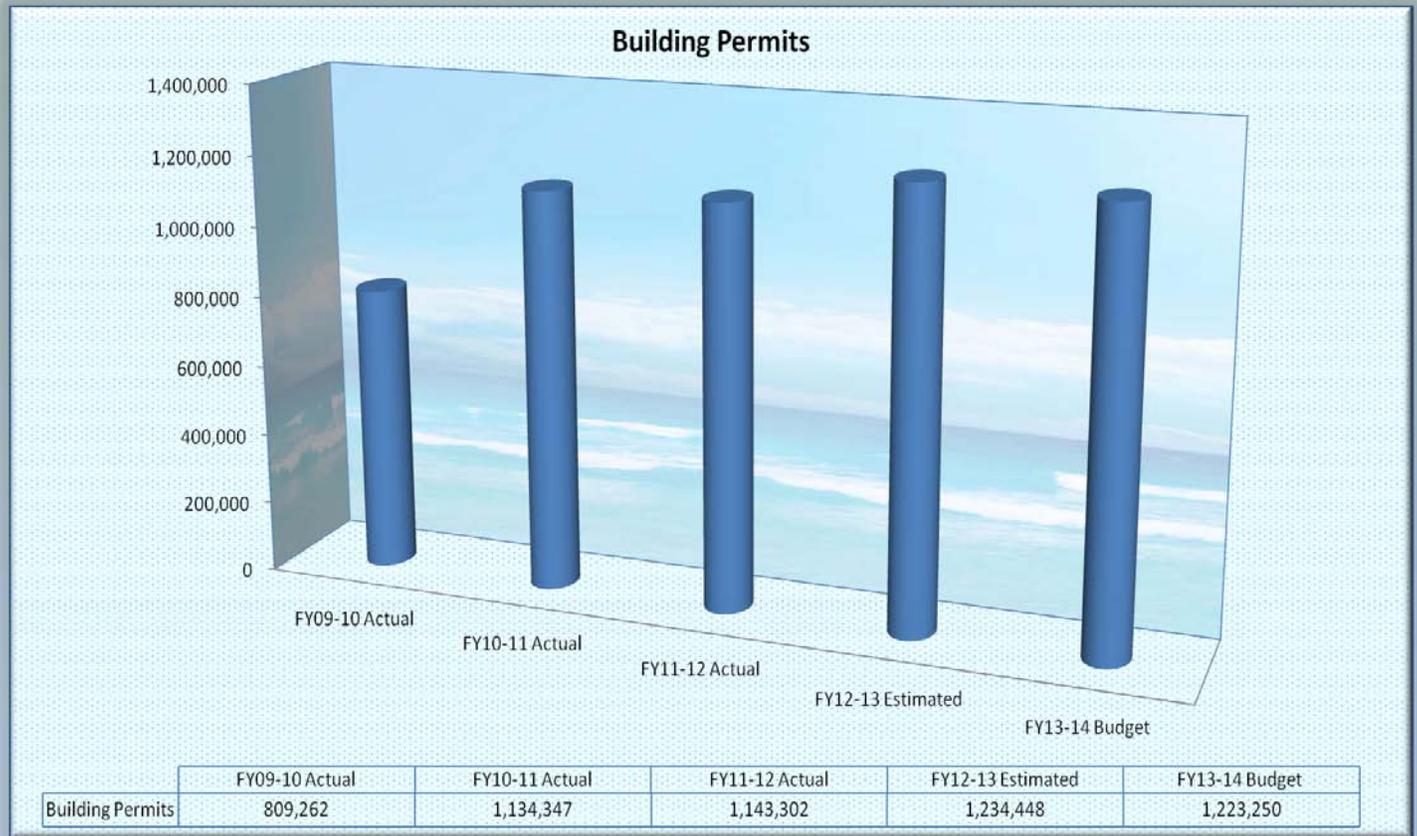
Rents and Royalties



This revenue source includes rents and royalties from City Commission approved leases and other agreements. Examples of these agreements include Bellsouth mobility lease, Biscayne Landing lease, rental revenue from the library. Revenue for FY13-14 is expected to increase to \$2,253,764 from FY12-13 year end estimate of \$658,889.

Major Revenue Sources

Building Permits



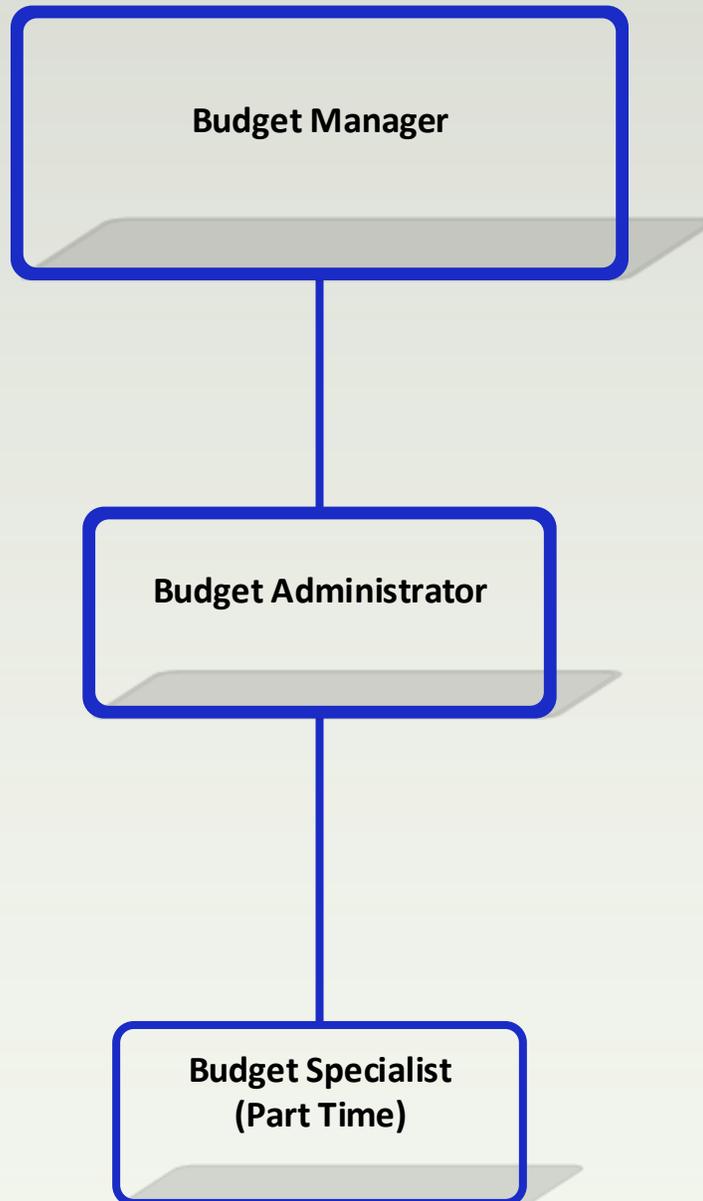
The Building and Minimum Housing Division ensures that any improvements on residential or commercial property such as new construction, interior renovation, structural demolition, or other installations are reviewed prior to the commencement of the work and inspected both during and after the completion of the permitted work. This process ensures that buildings and accessory structures are safe for occupancy and use. The economic downturn impacted the revenue stream generated by the issuance of building permits. Fortunately, two significant projects boosted the City's revenue in FY 2010 with the construction of two multi-story buildings at Johnson & Wales University, and in FY 2011 with the completion of Whole Foods Market. Notably, the construction of the 183.85 acre master planned community - Biscayne Landings – which commenced in FY 2012, will supplement permit revenue throughout the various phases of construction and ultimately contribute to the City's tax base when dwelling units and business space are available for occupancy. Building fund revenue is collected from fees and the sale of permits issued to authorize the renovation, construction, or installation of plumbing, electrical, and plumbing work. Revenue for FY13-14 is forecasted at \$1,223,250.

SECTION THREE:

DEPARTMENT BUDGETS

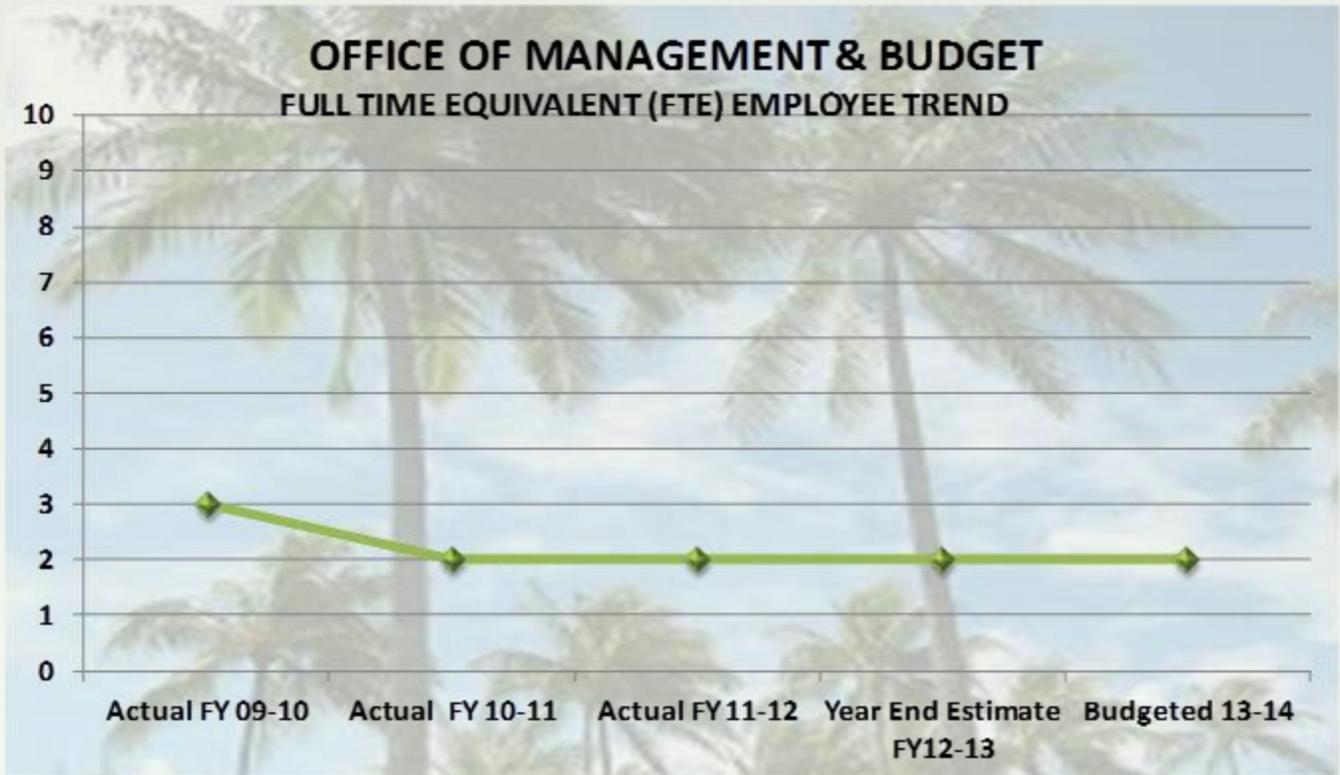
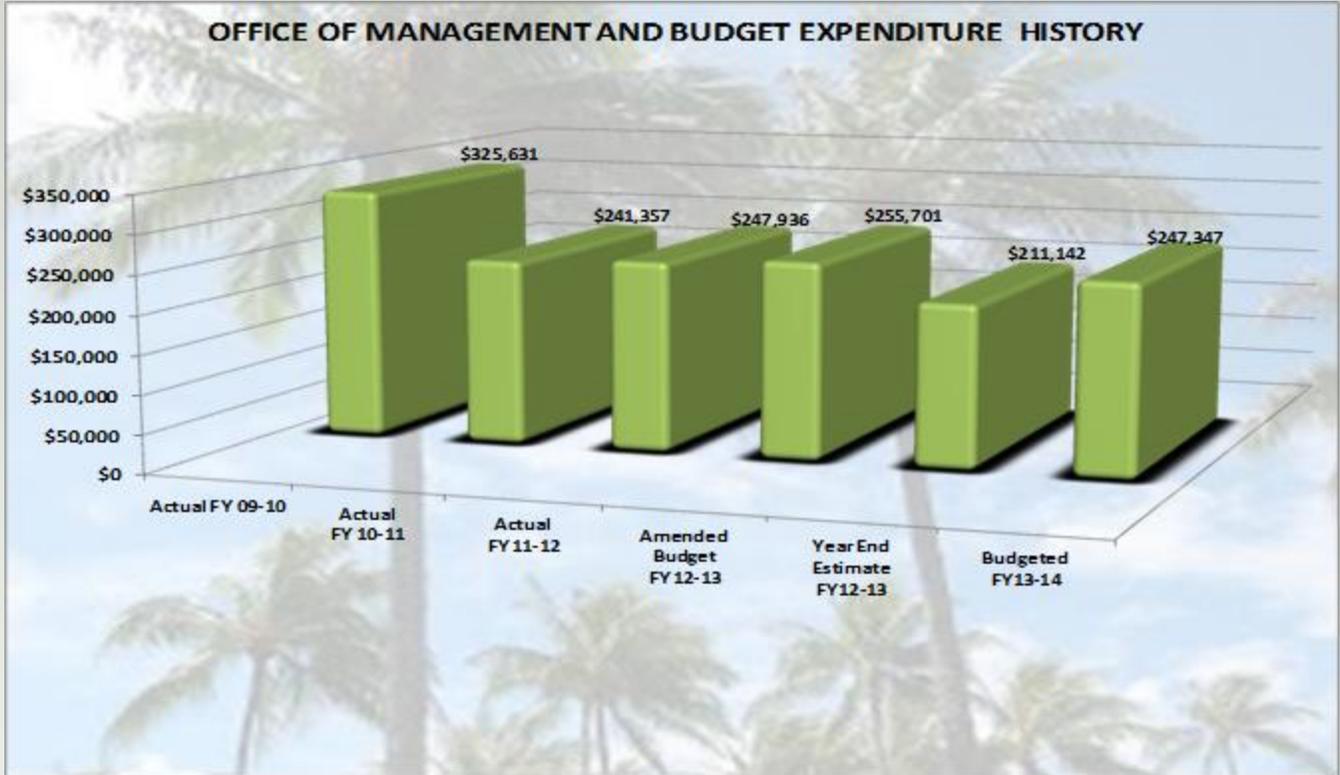
Office of Management & Budget

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



Office of Management & Budget

Expenditure History and Full Time Employee Trends



Office of Management & Budget

Strategic Management Plan

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

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

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

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

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

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

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

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

Core Responsibilities

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

Office of Management & Budget

Budget Summary Form

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

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

PERSONAL SERVICES DETAIL:

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

Total # of Full-Time Employees 2

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

Office of Management & Budget

Budget Objective Form

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

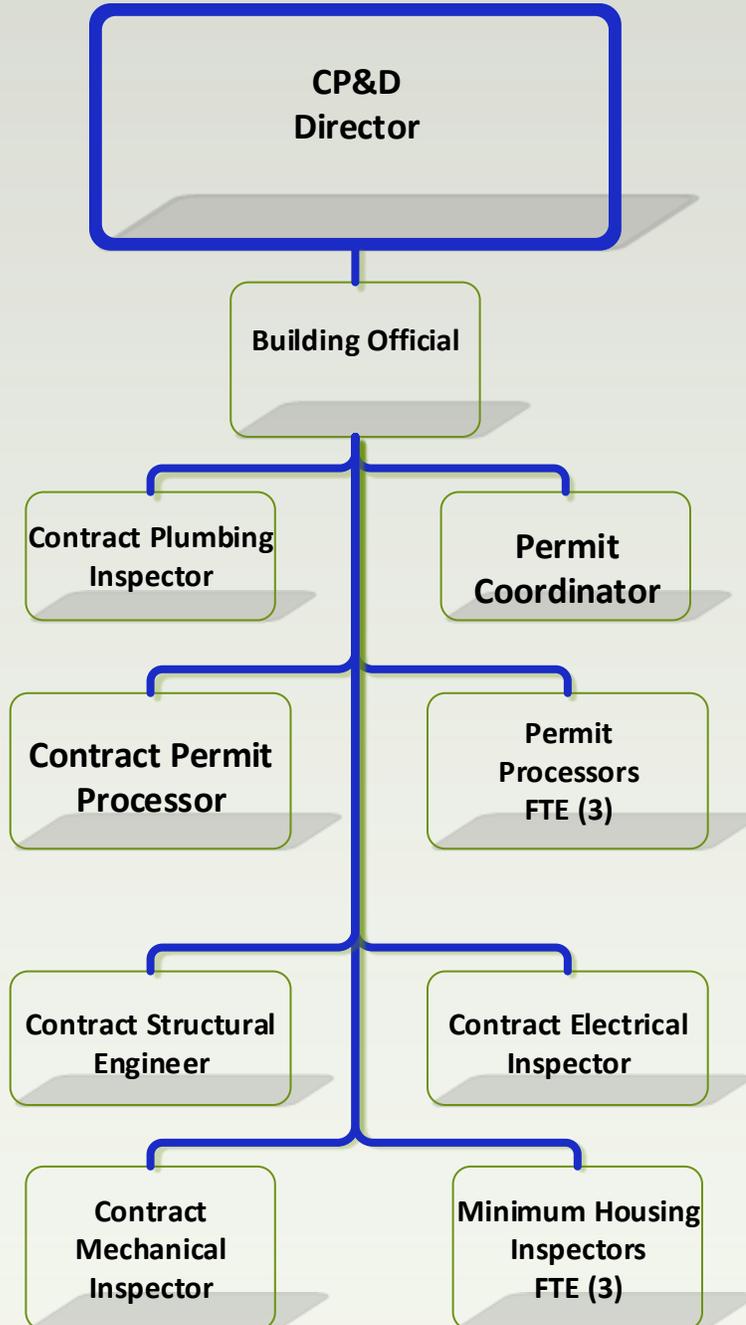
Objective:
\$ 247,347 To prepare and monitor the City's annual revenue and expenditure budgets.

ACTIVITIES:

\$ 247,347 001 **Budget Administration:** Monitors expenditures and revenues to insure City funds are received as anticipated and expended in accordance with authorized appropriations. Reviews and prepares future year's budget for the presentation to, and consideration of the City Manager, City Council and City residents.

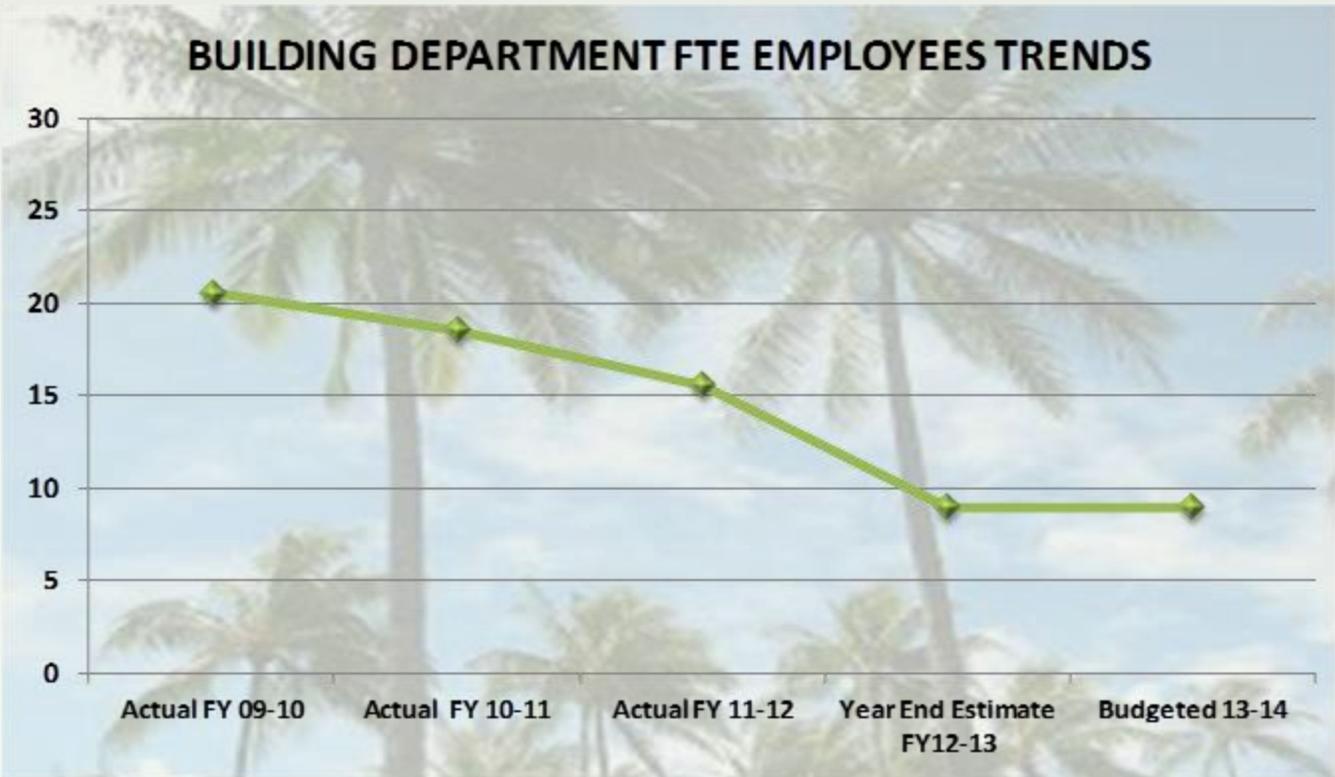
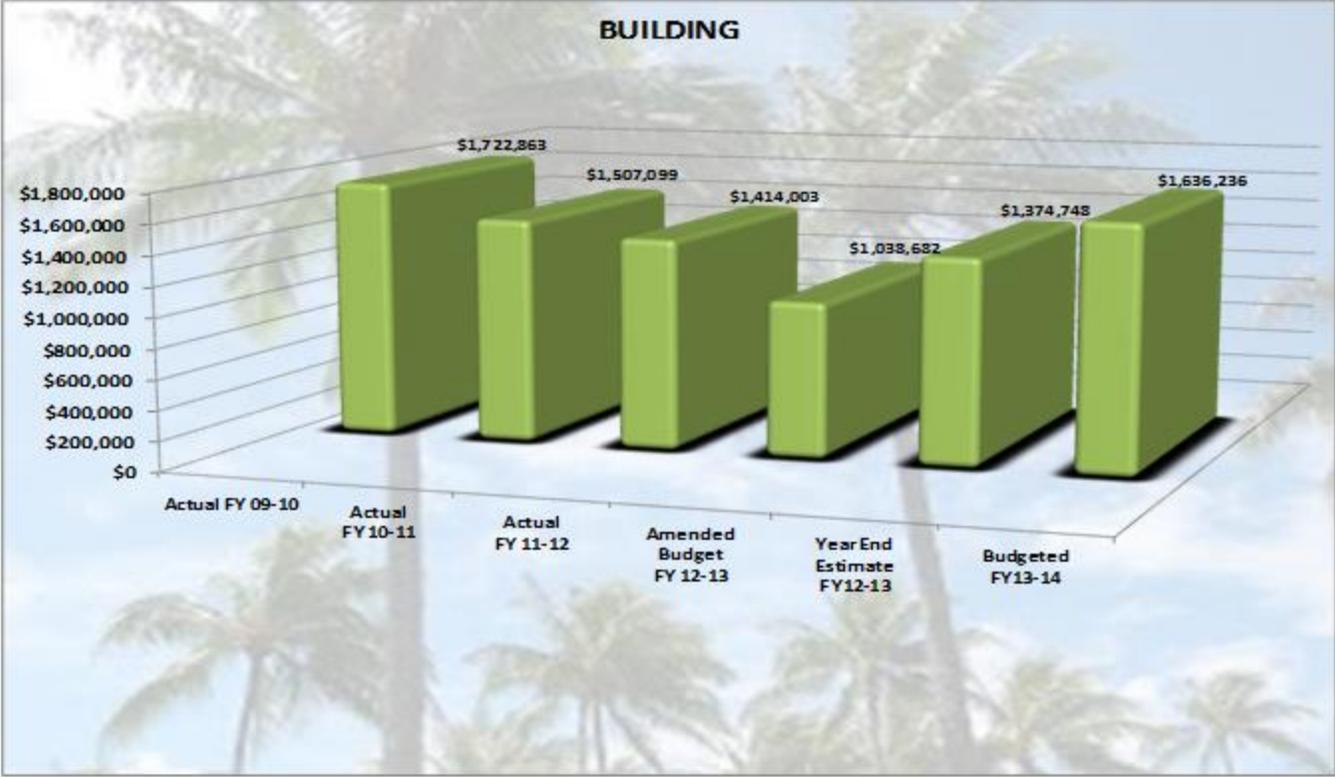
Building

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



Building

Expenditure History and Full Time Employee Trends



Building

Strategic Management Plan

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

Objective 1.1. Promote public health and safety while stabilizing and increasing property values.

Objective 1.2. Ensure all stakeholders have access to educate about specialized services.

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

Core Responsibilities:

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

Building

Budget Summary Form

Department: Building
 Dept / Div #: 15 / 441

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

PERSONAL SERVICES DETAIL:

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

Total # of Full-Time Employees 9

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

Building

Budget Objective Form

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

Objective:

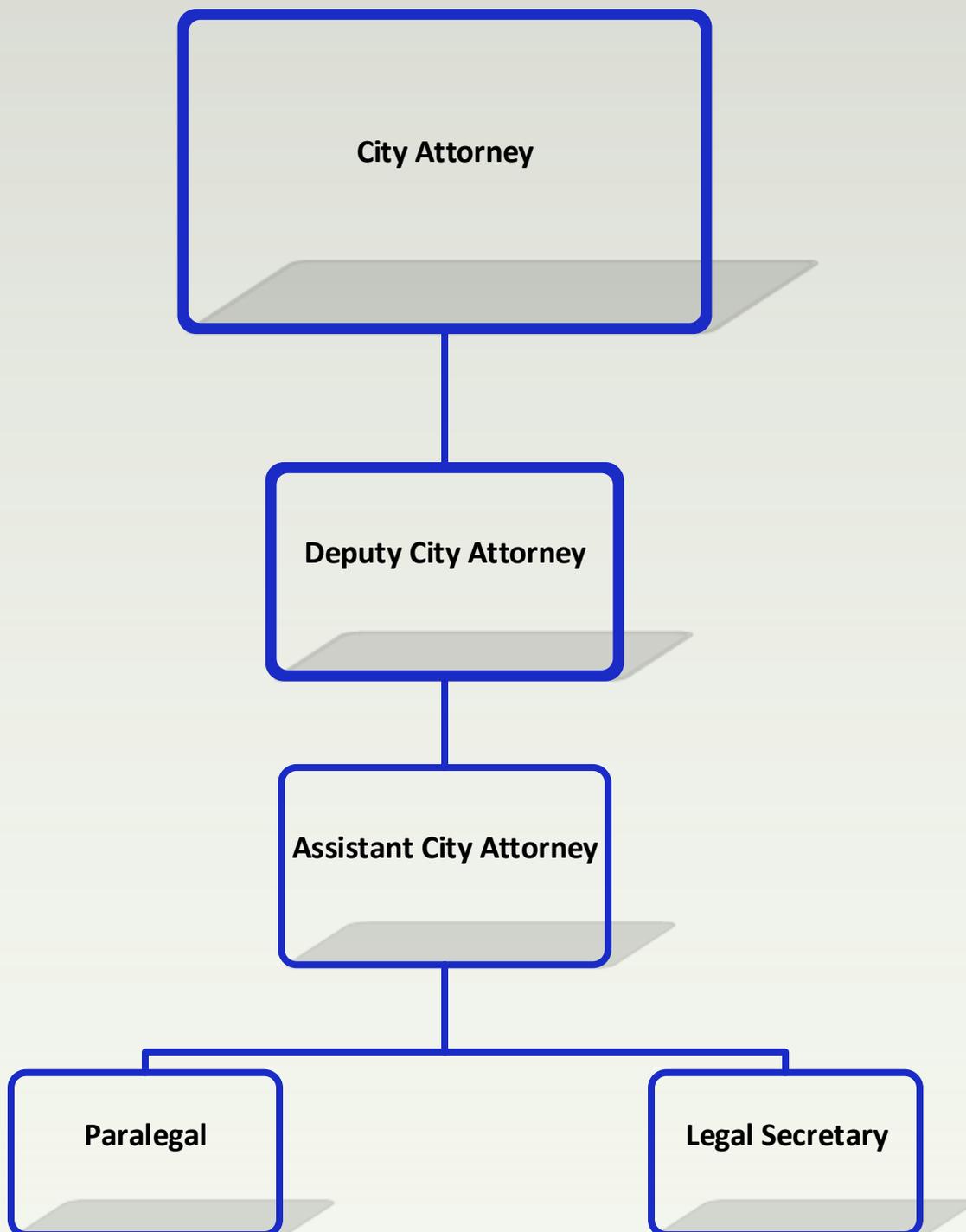
✓ \$1,636,236 To maintain and enhance the City's built environment by ensuring that construction meets the requirements of the Florida Building Code, City Land Development Regulations, the City's Comprehensive Plan, Life Safety and Fire Code, Accessibility and any other applicable codes; and to assure that minimum housing standards are maintained to protect the health, safety and welfare of the citizens.

ACTIVITIES:

- ✓ \$1,318,977 ✓001 **Building Services** - To provide to the public a full complement of building related services, from permit processing to plan review and permit issuance; all related building progress inspections in the disciplines of building, roofing, electrical, mechanical, structural and Community Rating System (CRS).
- ✓ \$ 286,124 ✓002 **Minimum Housing** - The Division enforces the Minimum Housing, Re-Occupancy and BND (Building No Permit) issues to protect the health, safety and welfare of the public. The Division staffs the Special Magistrate process and brings cases of non-compliance to both the Magistrate and the Code Board.
- ✓ \$ 7,738 ✓003 **Building Costs** - Pay operational expenses for two buildings which house the Department's staff, specifically utilities, pest control and mats, and \$1 rent to the Water and Sewer Enterprise.
- ✓ \$ 23,397 ✓004 **Vehicle maintenance and replacement**

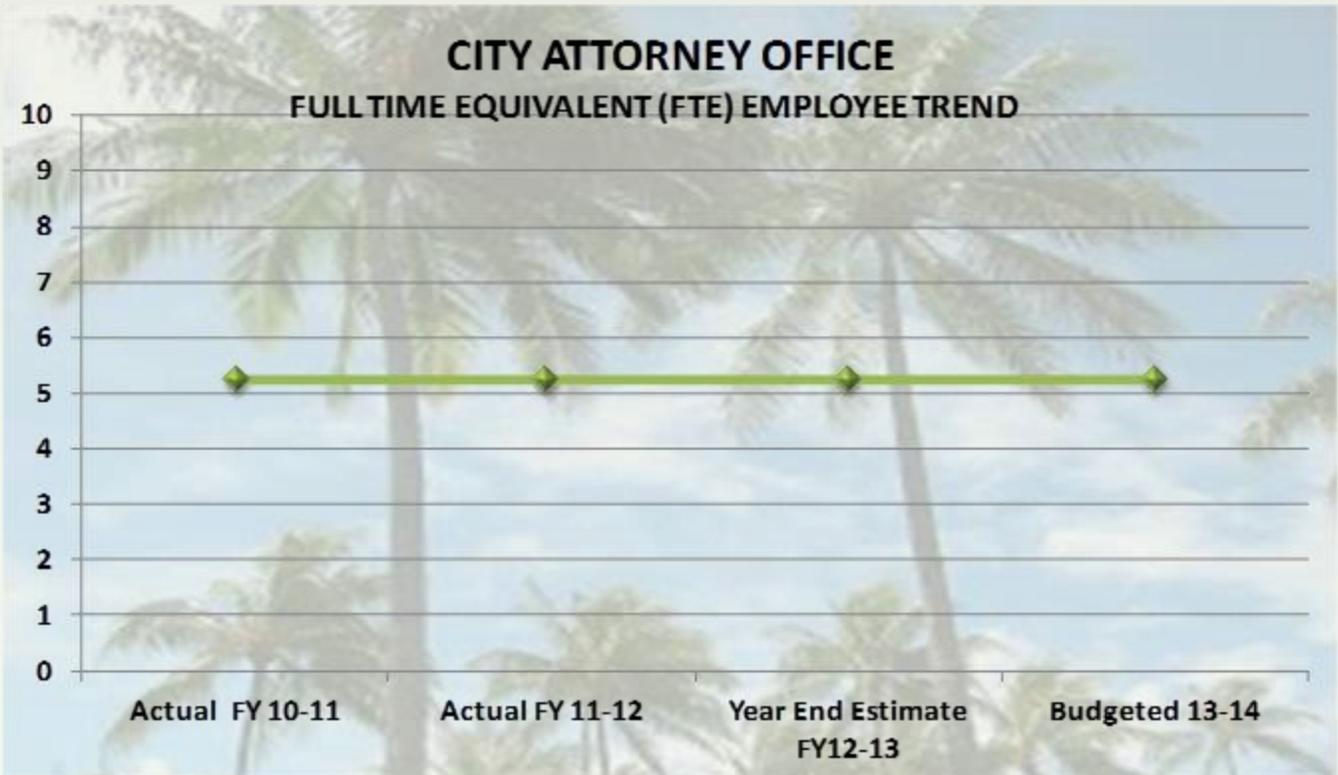
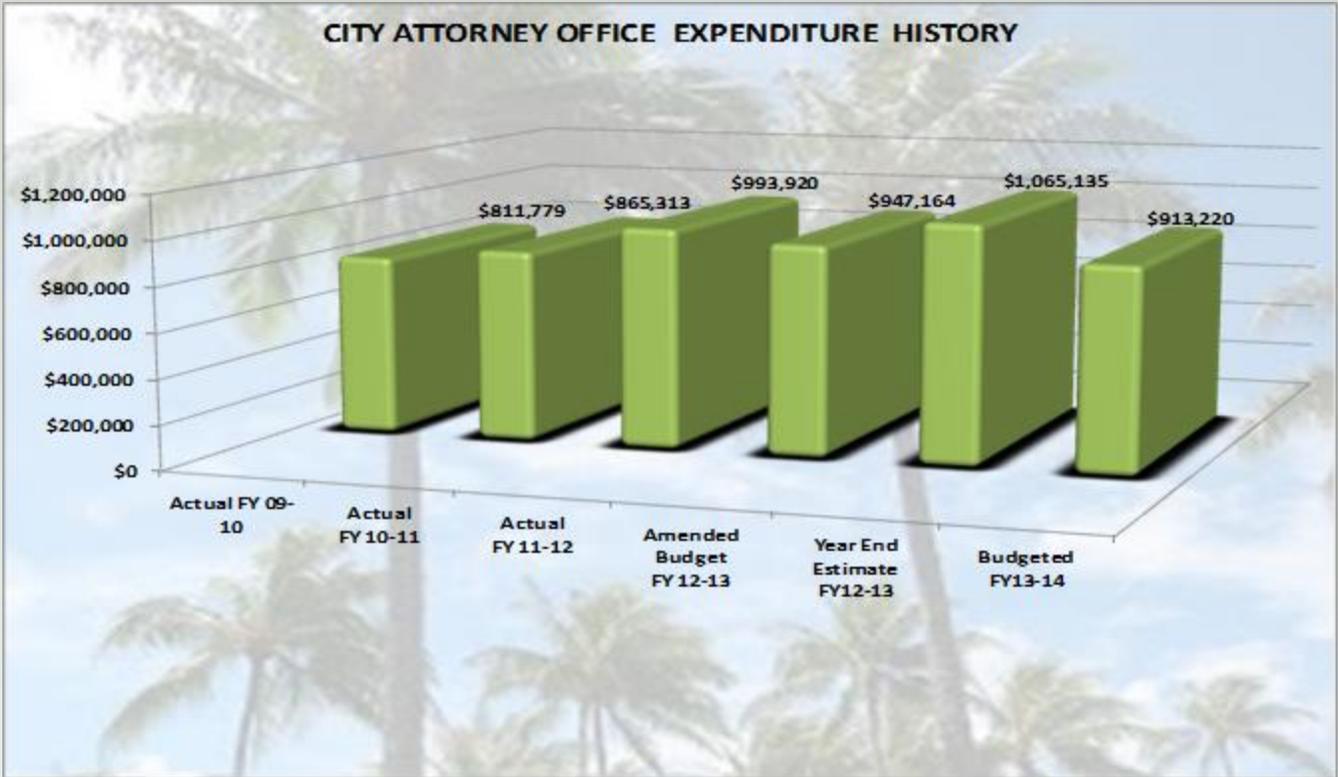
City Attorney

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



City Attorney

Expenditure History and Full Time Employee Trends



City Attorney

Strategic Management Plan

Goal 1: Staff the office with highly qualified professionals

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

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

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

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

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

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

Goal 3: To prevent or mitigate damages and liabilities.

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

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

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

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

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

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

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

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

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

Central Performance Measures (CPM):

- Sponsor attorneys to attend Continued Legal Education courses, seminars, and conferences.

Target Date

on-going

Fiscal Impact

Yes

City Attorney

Strategic Management Plan Continued.

Central Performance Measures (CPM):	Target Date	Fiscal Impact
<ul style="list-style-type: none">• Create a City Attorney's Office work plan for each staff member outlining professional growth and objectives.	01/2014	No
<ul style="list-style-type: none">• Create a City Attorney office manual.	12/2016	No
<ul style="list-style-type: none">• Require monthly status reports from outside counsel.	12/2016	No
<ul style="list-style-type: none">• Collaborate with the Information Technology Department to establish a paperless system.	12/2016	Yes
<ul style="list-style-type: none">• Begin prosecuting and defending 1/4 of all personnel matters in-house.	12/2014	Yes
<ul style="list-style-type: none">• Hold annual Sunshine/PR/Ethics workshops for Council and department directors.	12/2016	No
<ul style="list-style-type: none">• Select at least three (3) litigation cases a year to handle in-house.	12/2014	Yes

Core Responsibilities:

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

City Attorney

Budget Summary Form

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

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

PERSONAL SERVICES DETAIL:

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

Total # of Full-Time Employees 5

2013-14 Operating Budget: 872,319
2012-13 Operating Budget: 906,510
Dollar Change: (34,191)
Percentage Change: -3.77%

2013-14 Personnel - F.T.E's: 5.25
2012-13 Personnel - F.T.E's: 5.25
Personnel Change: 0.00

City Attorney

Budget Objective Form

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

Objective:
\$ 913,220 To provide professional, impartial and ethical legal counsel to the City Council, City Boards, Commissions, City Manager and City Staff

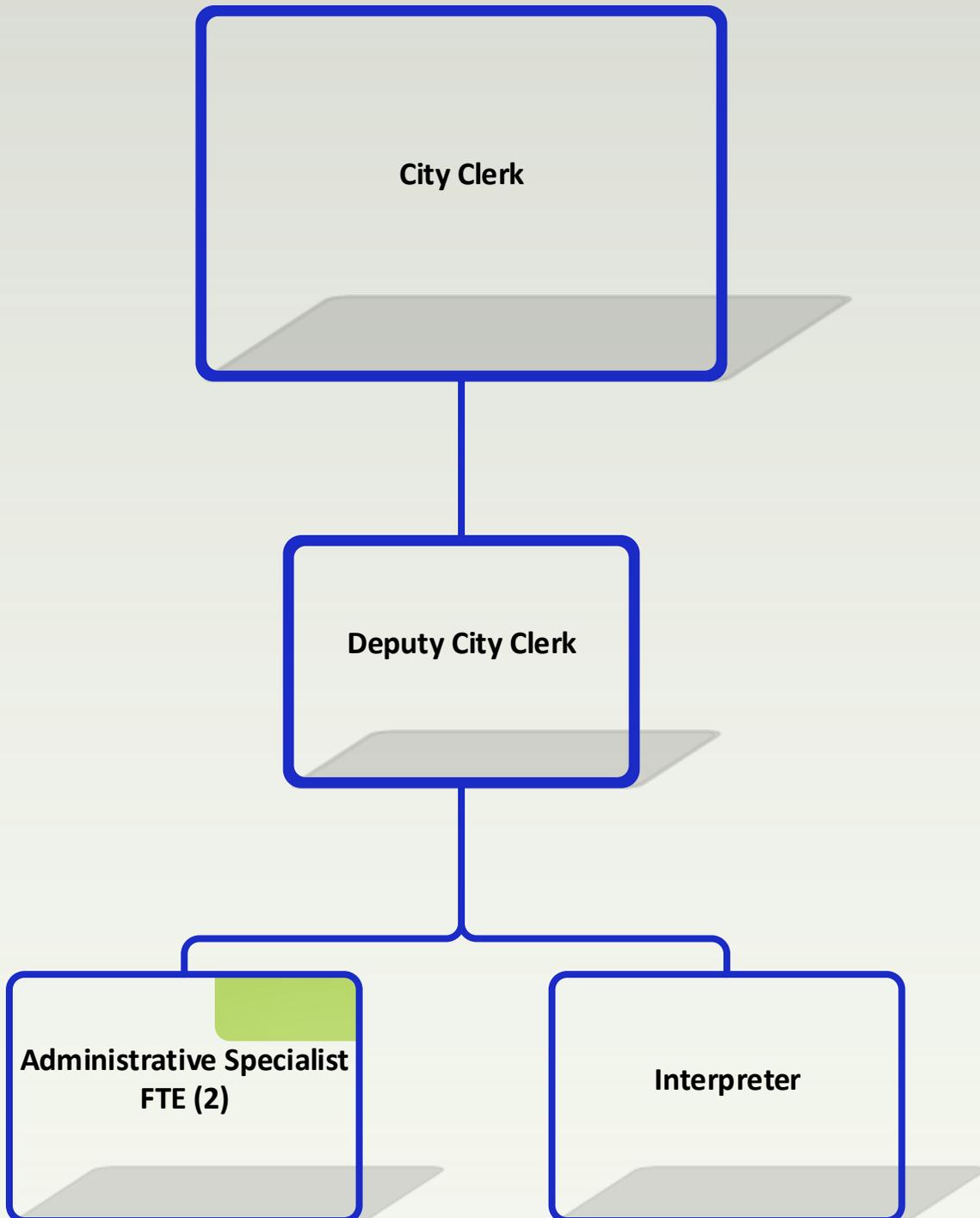
ACTIVITIES:

\$ 821,732 001 **City Attorney's Office:** Provides in-house legal counsel to the City Council, City Boards, City Manager and City Staff

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

City Clerk

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



City Clerk

Expenditure History and Full Time Employee Trends



City Clerk

Strategic Management Plan

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

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

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

Objective 1.3. Supervise the election process.

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

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

Central Performance Measures (CPM):

Target Date

Fiscal Impact

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

Core Responsibilities:

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

City Clerk

Budget Summary Form

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

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

PERSONAL SERVICES DETAIL:

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

Total # of Full-Time Employees 4

2013-14 Operating Budget: 475,297
2012-13 Operating Budget: 676,861
Dollar Change: (201,564)
Percentage Change: -29.78%

2013-14 Personnel - F.T.E's: 4.96
2012-13 Personnel - F.T.E's: 4.96
Personnel Change: 0.00

City Clerk

Budget Objective Form

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

Objective:

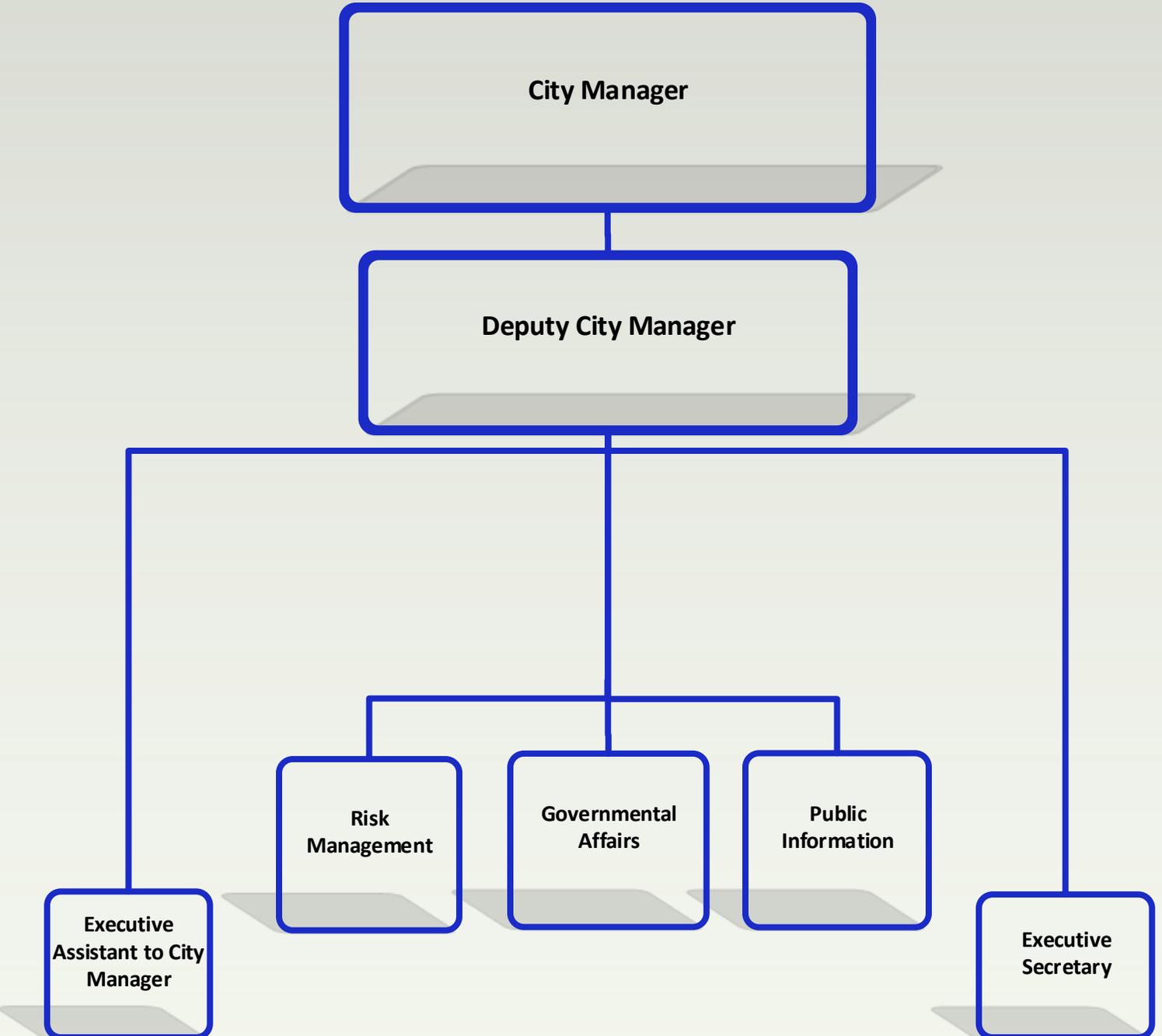
\$ 487,438 To efficiently and effectively carry out the diverse functions and mandated duties of the City Clerk's Office.

ACTIVITIES:

- \$ 426,495 001 **City Clerk and Business Tax Receipts:** Issue all City business tax receipts and collect fees; deposit franchise fees, utility taxes and miscellaneous revenues received by the department; record all Council actions; maintain a computerized database of City Contracts and Agreements; codify and retain Ordinances and Resolutions; record and notify all Boards and Committees of new appointments, and the City Council of any Board vacancies; notify residents, Council and staff of the Financial Disclosure Law; issue Boat Ramp Permits; research information and furnish data to the public and governmental agencies; provide Notary service; and continue to be an intake facility for U.S. Passport applications.
- \$ 60,943 002 **Interpreter Services:** Provide City Hall with daily, in-house Spanish and Creole speakers, in order to promote better understanding of City business issues, housing compliance and other City regulations. Additionally, these interpreters attend meetings of both the City Council and Community Planning and Development.
- \$ - 003 **Elections:** One Special Election if called by the City Council pursuant to the City Charter.

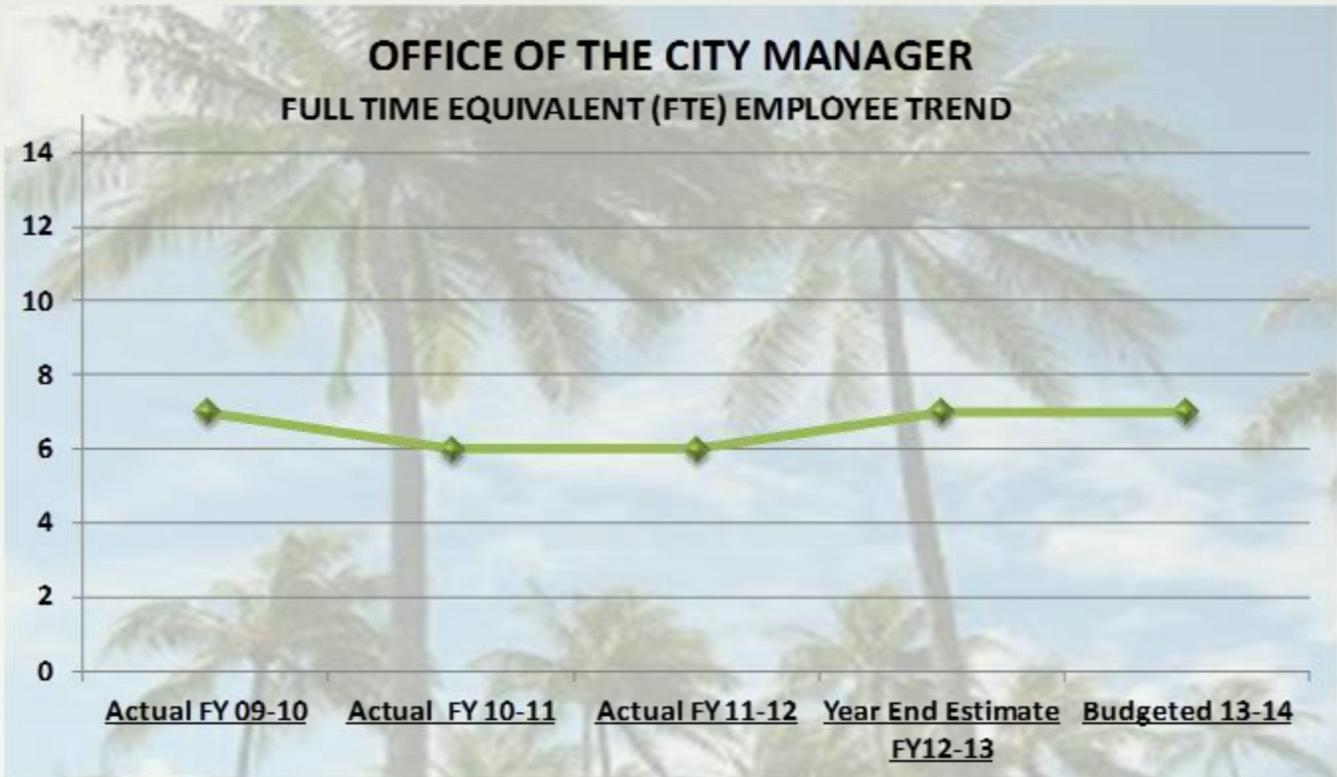
Office of the City Manager

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



Office of the City Manager

Expenditure and Full Time Employee History Charts



Employee trends chart excludes Risk Management.

Office of the City Manager

Strategic Management Plan

City Management

Goal 1: Establish clear communication channels

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

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

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

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

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

Goal 4: Assume the city's overall responsibilities.

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

Governmental Affairs

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

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

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

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

Public Information

Goal 1: Enhance community involvement and engagement.

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

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

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

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

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

Risk Management

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

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

Goal 2: Promote a safety conscious workforce

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

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

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

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

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

Office of the City Manager

Strategic Management Plan

Central Performance Measures (CPM):

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

Core Responsibilities:

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

Office of the City Manager

Budget Summary Form

Department: City Manager
 Dept #: 02

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

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
City Manager	47C	1
Deputy City Manager	42	1
Chief of Staff	35	0
Governmental Affairs Manager	30	1
Executive Assistant to City Manager	28	1
Executive Secretary	27	1
Public Information Manager	30	1
Public Information Specialist	24	1

Office of the City Manager

Budget Summary Form

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

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

PERSONAL SERVICES DETAIL:

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

Total # of Full-Time Employees 4

2013-14 Operating Budget: 775,204
2012-13 Operating Budget: 772,176
Dollar Change: 3,028
Percentage Change: 0.39%

2013-14 Personnel - F.T.E's: 4.00
2012-13 Personnel - F.T.E's: 4.00
Personnel Change: 0.00

Office of the City Manager

Budget Objective Form

Department: City Manager

Division: City Manager

Dept. #: 02

Division #: 405

Objective:

✓ \$ 813,424

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

ACTIVITIES:

✓ \$ 813,424

✓ 001

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

Office of the City Manager

Budget Objective Form

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

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

PERSONAL SERVICES DETAIL:

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

2013-14 Operating Budget: 325,985
2012-13 Operating Budget: 327,427
Dollar Change: (1,442)
Percentage Change: -0.44%

2013-14 Personnel - F.T.E's: 2.00
2012-13 Personnel - F.T.E's: 1.00
Personnel Change: 1.00

Office of the City Manager

Budget Objective Form

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

Objective:

✓ \$ 334,638 To provide public relations services for the City of North Miami by working with local media, community/business groups and cable channel 77 (Progress TV-77). Such work includes the coordination of special event promotions and community outreach efforts.

ACTIVITIES:

✓ \$ 334,638 ✓001 **Public Relations/Information:** Allows for the dissemination of information to the public and media organizations via press releases, fact sheets or other information tools. Provides for the coordination of special events promotions and outreach efforts to various facets of the community.

Office of the City Manager

Budget Objective Form

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

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

PERSONAL SERVICES DETAIL:

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

Total # of Full-Time Employees 1

2013-14 Operating Budget: 297,285
2012-13 Operating Budget: 320,689
Dollar Change: (23,404)
Percentage Change: -7.30%

2013-14 Personnel - F.T.E's: 1.00
2012-13 Personnel - F.T.E's: 1.00
Personnel Change: 0.00

Office of the City Manager

Budget Objective Form

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

Objective:

✓ \$ 303,390 **Governmental Affairs Manager:** coordinates legislative programs and provides comprehensive grants administration and management for the City; facilitates and promotes proactive relations and serves as external contact to local, state and federal agencies; provides external affairs and protocol support; assists with the interpretation and analysis of legislation to appropriate staff; prepares the legislative agenda; identifies and develops intergovernmental resources, coordinates the preparation of grant applications and monitors the implementation of grant funded programs; coordinates projects as assigned by the City Manager.

ACTIVITIES:

✓ \$ 268,915 ✓ 001 **Governmental Affairs:** Provides funds for the salary and operating expenses for the Governmental Affairs Manager. Provides funds for the Sister Cities Membership and lobbyist professionals to lobby on behalf of the City, seek funding resources and promote the Council's legislative agenda at the federal and state legislative levels.

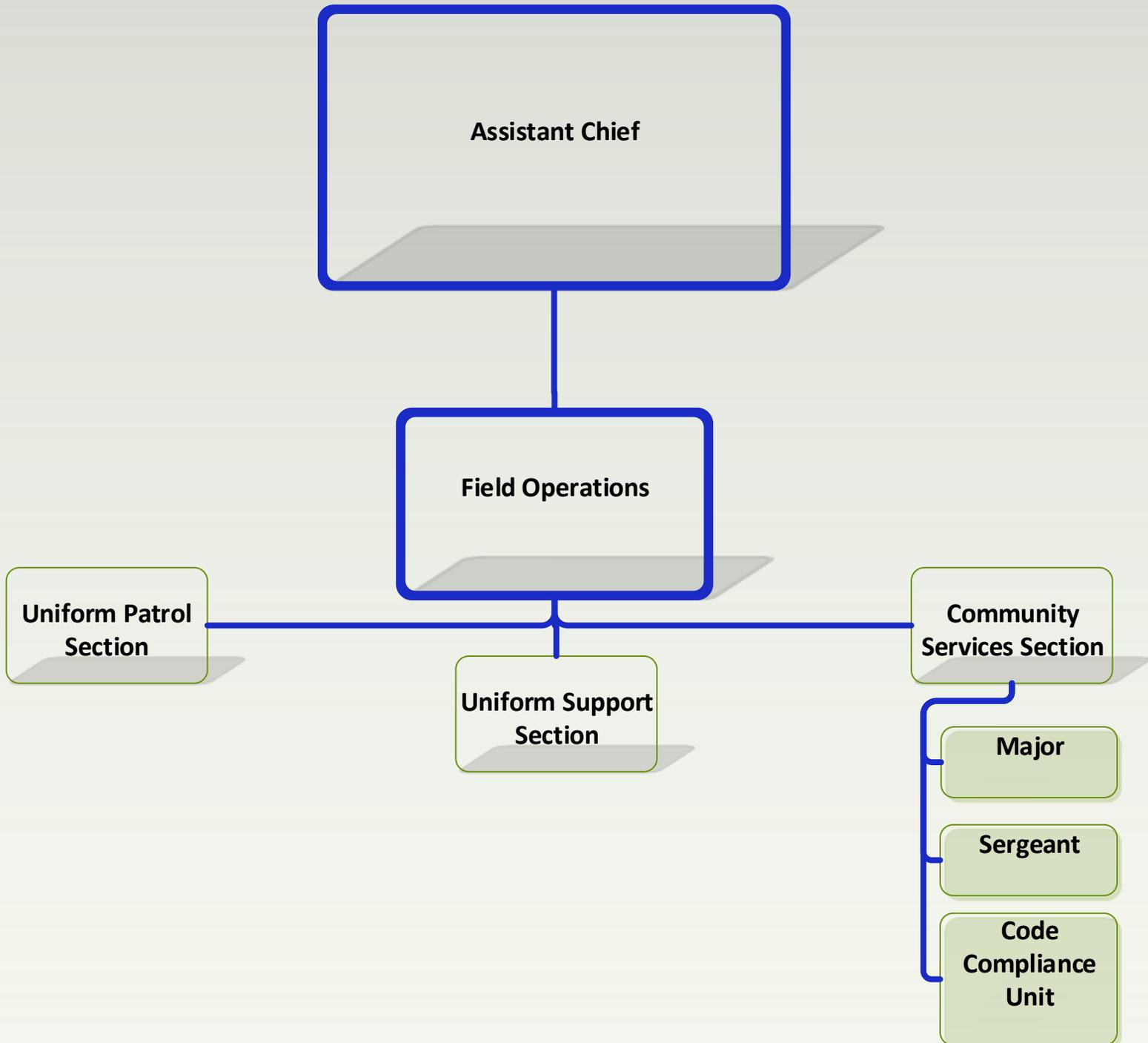
✓ \$ 4,230 ✓ 002 **Keep North Miami Beautiful program** - Provides ongoing clean-up efforts and events throughout the year as a Keep America Beautiful affiliate. The program has a long history with our residents, funding clean-up and conservation efforts and education within our community for over nine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

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

✓ \$ 10,000 ✓ 004 Sister City Program

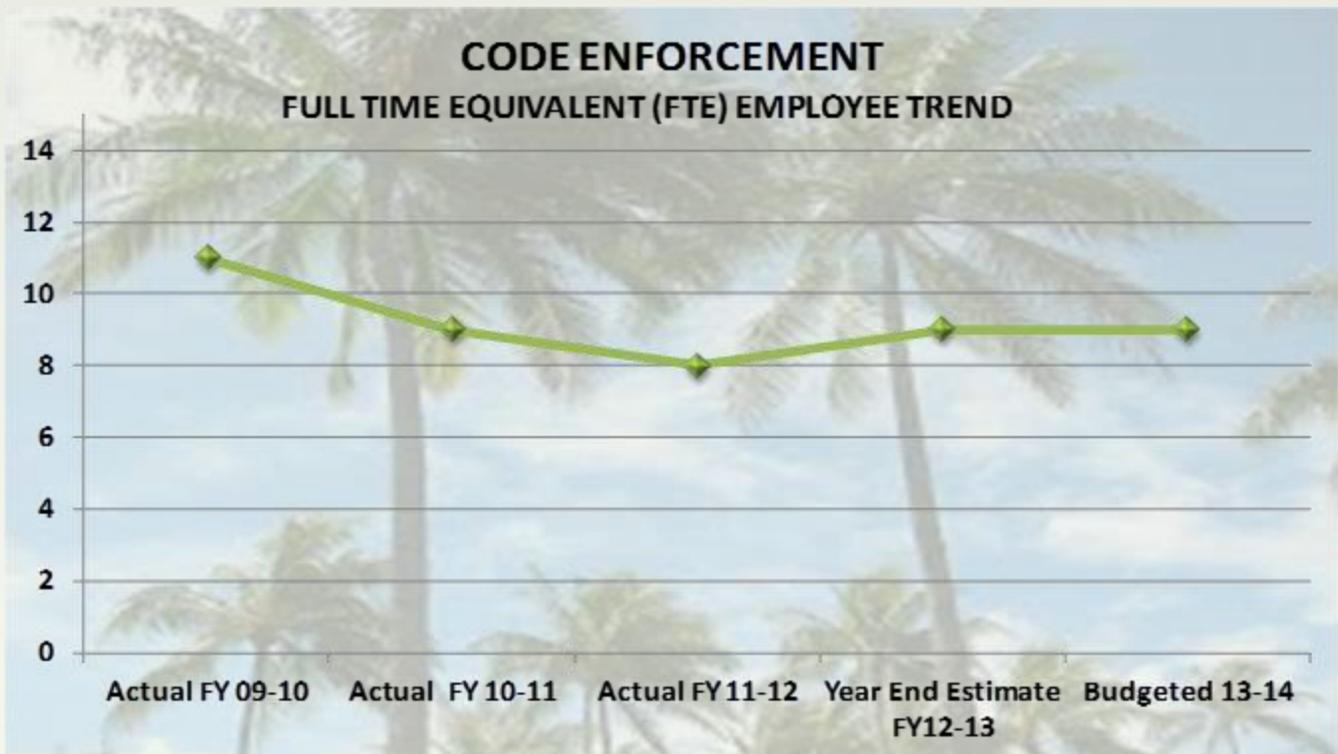
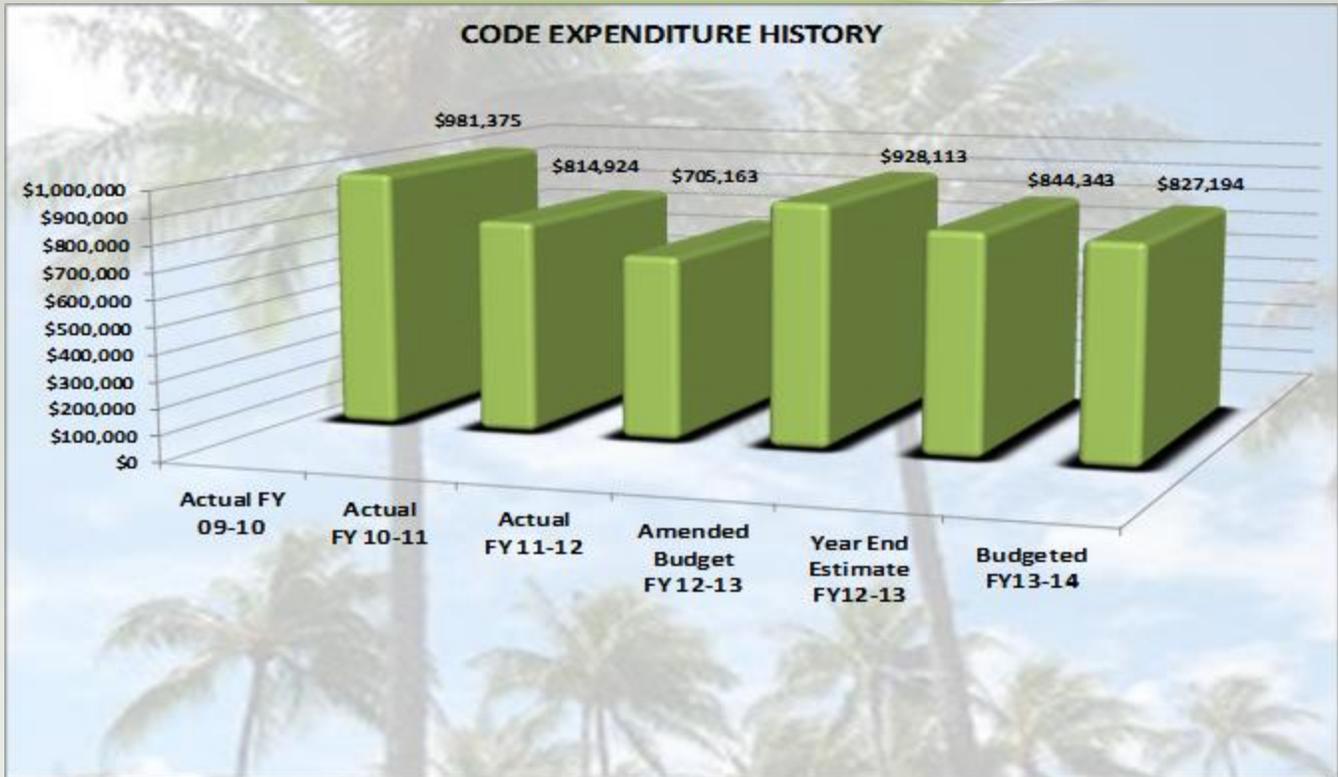
Code Enforcement

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



Code Enforcement

Expenditure History and Full Time Employee Trends



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

Code Enforcement

Budget Summary Form

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

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

PERSONAL SERVICES DETAIL:

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

Total # of Full-Time Employees 9

2013-14 Operating Budget: 793,910
2012-13 Operating Budget: 814,860
Dollar Change: (20,950)
Percentage Change: -2.57%

2013-14 Personnel - F.T.E's: 9.00
2012-13 Personnel - F.T.E's: 9.00
Personnel Change: 0.00

Code Enforcement

Budget Objective Form

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

Objective:

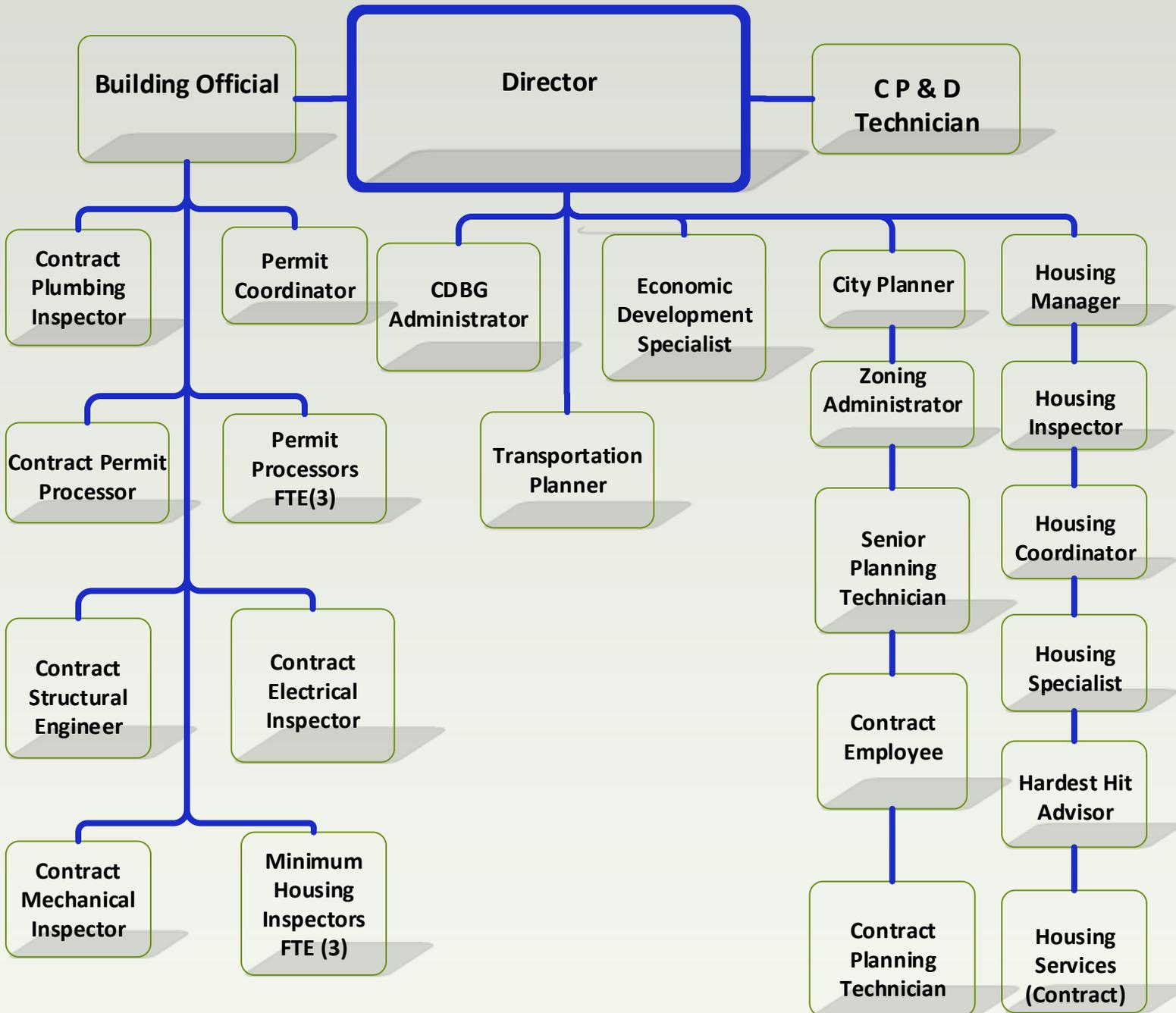
\$ 827,194 To ensure that consistent, thorough and citizen-responsive code enforcement services are provided to the North Miami residential and business communities.

ACTIVITIES:

- \$ 761,626 001 **Code Compliance:** Enforce residential and commercial code regulations; undertake education and outreach initiatives to promote an enhanced quality of life for the residents and to promote a more aesthetically pleasing environment in the City's business districts; and provide staff support to the Special Magistrate and Code Enforcement Board.
- \$ 12,000 002 **Special Magistrate:** Code Compliance & Minimum Housing Cases.
- \$ 53,568 003 **Vehicles:** Maintenance and replacement.

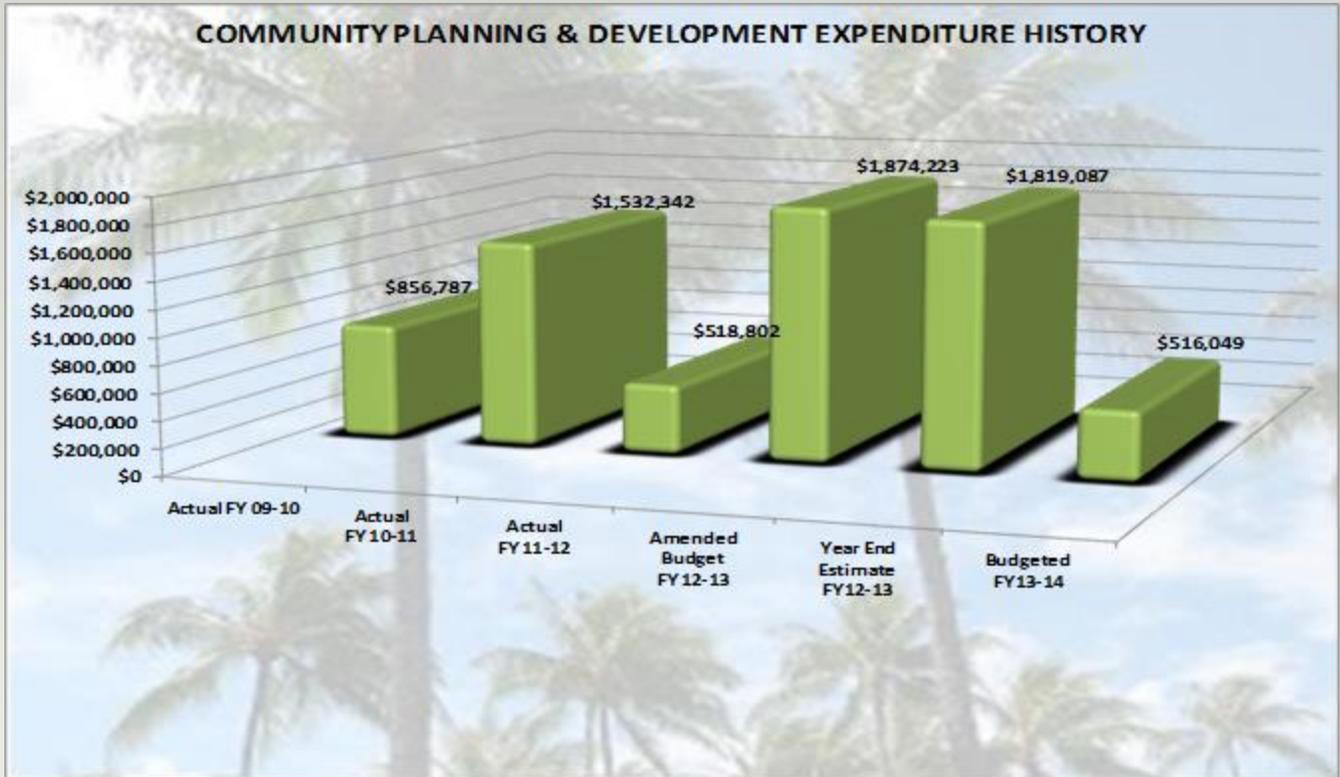
Community Planning & Development

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



Community Planning & Development

Expenditure History and Full Time Employee Trends



Community Planning & Development

Strategic Management Plan

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Central Performance Measures (CPM):

Target Date Fiscal Impact

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

Community Planning & Development

Strategic Management Plan Continued

Central Performance Measures (CPM):

Target Date Fiscal Impact

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

Core Responsibilities:

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

Community Planning & Development

Budget Summary Form

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

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

PERSONAL SERVICES DETAIL:

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

Total # of Full-Time Employees 4

2013-14 Operating Budget: 495,905
2012-13 Operating Budget: 1,499,676
Dollar Change: (1,003,771)
Percentage Change: -66.93%

2013-14 Personnel - F.T.E's: 4.00
2012-13 Personnel - F.T.E's: 4.00
Personnel Change: 0.00

Community Planning & Development

Budget Objective Form

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

Objective:
\$ 519,351 To oversee and manage the Community Planning and Development Department comprised of Planning, Economic Development, Transportation Planning, and oversight of the transportation funds, including the 1/2-Cent Transportation Surtax and the Transportation Gas Tax funds; and the City's grant-funded Housing Rehabilitation Programs. Housing programs include grants from the Community Development Block Grant (CDBG), the HOME Investment Partnership Program (HOME) and the State Housing Improvement Program

ACTIVITIES:

\$ 199,956 001 **Administration:** Oversee and manage the department which consists of Planning, Economic and Business Development, Transportation Planning, and the CDBG/HOME Investment Partnership and SHIP Program personnel and activities; and to provide clerical support to the department.

\$ 229,459 002 **Planning Services:** Provide professional support to the Planning Commission and City Council; update, as needed, and monitor compliance with the Comprehensive Plan; prepare short and long-range neighborhood plans; and work with neighborhood groups on special projects to develop and pursue multimodal strategies to support the City's transportation initiatives.

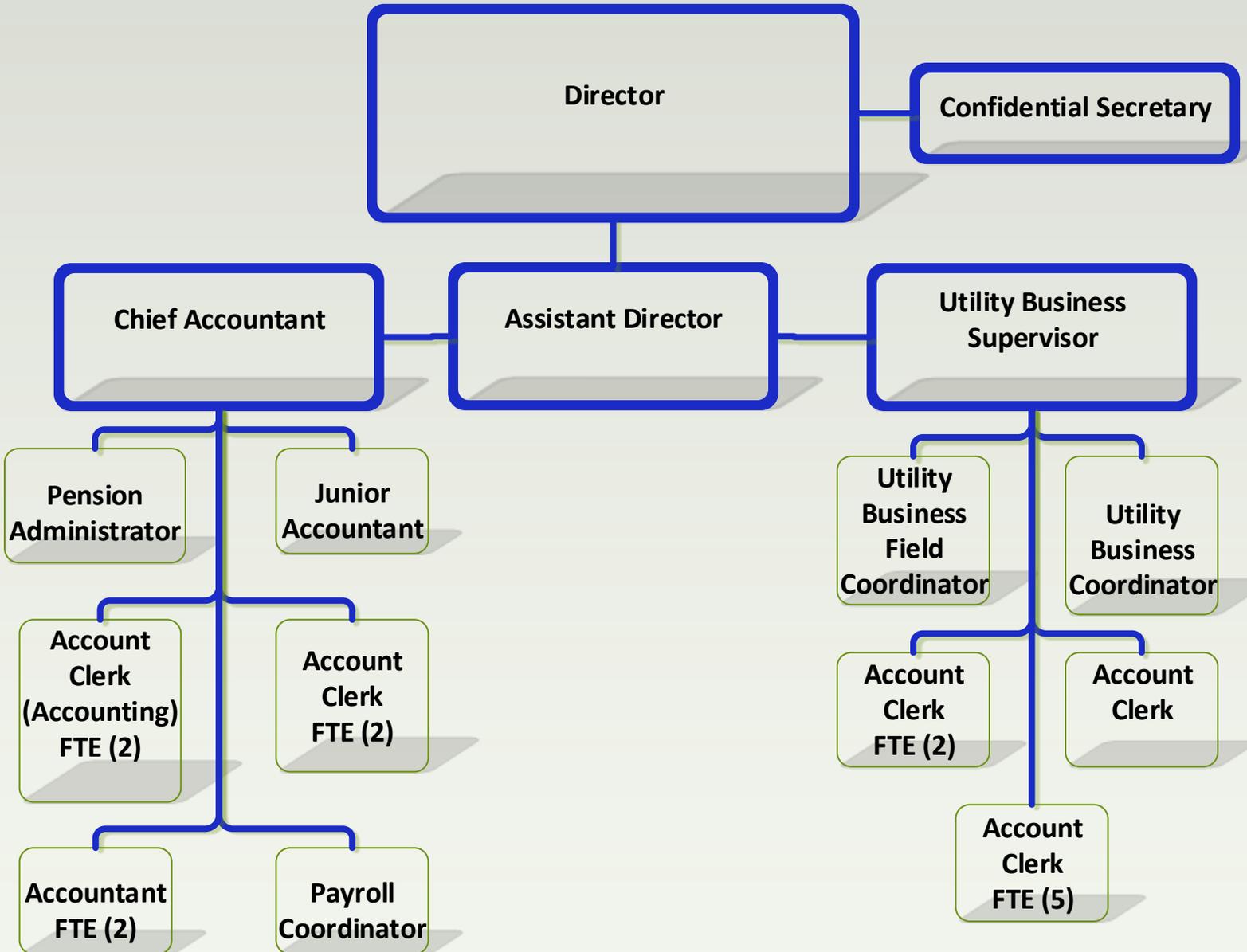
\$ 43,601 003 **Economic and Business Development Services:** Provide staff support to the Business Development Board, as well as to City Council and other City departments as requested; assist business groups as needed; maintain a demographic profile for the City; and work on specific economic development projects as directed. Business Development Board Programs - Undertake initiatives to promote economic and business development in the City. Funded 50% by the North Miami CRA.

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

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

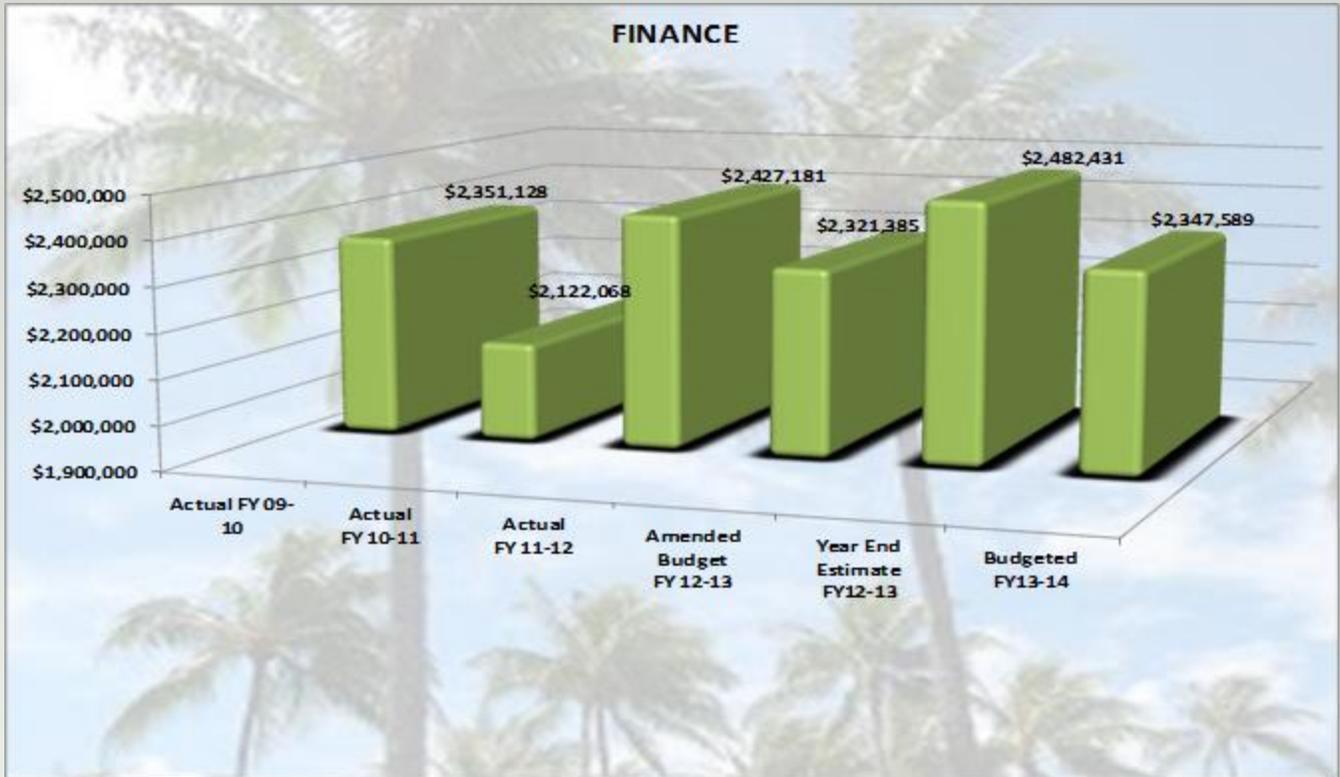
Finance

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



Finance

Expenditure and Full Time Employee History Charts



Finance

Strategic Management Plan

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

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

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

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

Goal 2: Implement proper accounting functions and controls.

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

Objective 2.2. Re-evaluate current payroll process.

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

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

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

Goal 4: Address personnel training and policy compliance concerns.

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

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

Central Performance Measures (CPM):

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

Core Responsibilities:

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

Finance

Strategic Management Plan

Core Responsibilities:

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

Finance

Budget Summary Form

Department: Finance
 Dept #: 04

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

PERSONAL SERVICES DETAIL:

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

Total # of Full-Time Employees 23

2013-14 Operating Budget: 2,269,213
 2012-13 Operating Budget: 2,221,996
 Dollar Change: 47,217
 Percentage Change: 2.12%

2013-14 Personnel - F.T.E's: 23.00
 2012-13 Personnel - F.T.E's: 23.00
 Personnel Change: 0.00

Finance

Budget Summary Form

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

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

PERSONAL SERVICES DETAIL:

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

Total # of Full-Time Employees 3

2013-14 Operating Budget: 507,428
2012-13 Operating Budget: 510,484
Dollar Change: (3,056)
Percentage Change: -0.60%

2013-14 Personnel - F.T.E's: 3.00
2012-13 Personnel - F.T.E's: 3.00
Personnel Change: 0.00

Finance

Budget Objective Form

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

Objective:

- ✓ \$ 525,709 To manage the Finance Department's three operating divisions (Accounting, Utility Billing, and Liens) and to conduct an independent audit of the 2012-13 fiscal year as required by State law and City Charter.

ACTIVITIES:

- ✓ \$ 425,709 ✓001 **Finance Administration:** Ensures the efficient financial operations of the City; provides management and secretarial support to the Finance divisions; bills and collects miscellaneous services for operating departments; coordinates the external audit; provides grant financial administration. The Finance Department was created and is dictated by the City Charter. It was established to ensure a clear division of duties and necessary internal control over the City's cash and investments, revenues, expenditures, purchasing, fixed assets, utility billing, accounts receivable, accounts payable, accounting, payroll, and administration of two City pension plans.
- ✓ \$ 100,000 ✓002 **Annual Independent Audit:** Independent audit firm conducts an audit of the FY2011-12 financial records as required by Florida Statute (Section 11.45) and City Charter (Article 11, Section 9(14)). Includes both the Federal and Single Audits.

Finance

Budget Summary Form

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

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

PERSONAL SERVICES DETAIL:

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

Total # of Full-Time Employees 9

2013-14 Operating Budget: 667,688
2012-13 Operating Budget: 604,222
Dollar Change: 63,466
Percentage Change: 10.50%

2013-14 Personnel - F.T.E's: 9.00
2012-13 Personnel - F.T.E's: 9.00
Personnel Change: 0.00

Finance

Budget Objective Form

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

Objective:

✓ \$ 646,594 To properly and timely handle and record all financial transactions including the preparation of monthly financial reports, investments of City funds, reconciliation of all funds and bank accounts, submission of reports to required agencies and processing payments to employees and vendors on a timely basis.

ACTIVITIES:

\$ 389,678 ✓ 001 **Accounting:** Prepare financial statements and provide control of funds and payments for the City, insure the maximum return on investments. Process accounts payable disbursements and payments on bond indebtedness in a timely manner to maintain City's excellent credit rating. Handle accounting for requisition, disposal, recording, and reporting of fixed assets.

\$ 171,032 ✓ 002 **Central Cashier:** Provide a centralized location for residents and City departments to conduct cash transactions to insure internal fund control and financial transaction processing. Update individual utility accounts for payments received.

\$ 85,884 ✓ 003 **Payroll:** Prepare weekly payroll for approximately 439 employees including input, calculation and distribution; processing of payroll direct deposits and transmission of data to financial institutions and associated registers; preparation of payroll deposits and deductions for electronic fund transfers to financial institutions; deductions for IRS tax levies to respective county and federal agencies; processing of requests to the Federal Reserve for employee savings bond purchases and providing outside agencies with payroll data for home loan verifications.

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

Finance

Budget Summary Form

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

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

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Utility Business Supervisor	28	1
Utility Business Coordinator	23	1
Utility Business Field Coordinator	22	1
Account Clerk	18	7

Total # of Full-Time Employees 10

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

Finance

Budget Objective Form

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

Objective:

✓ \$ 1,042,216 To accurately and efficiently provide meter reading, customer service, and billing for the City's approximately 20,000 water, sewer, sanitation, recycling, grease trap, backflow and stormwater utility customers.

ACTIVITIES:

✓ \$ 622,732 ✓001 **Customer Service (Office):** Prepare monthly/quarterly customer utility bills and process new service applications. Resolve customer complaints, coordinate field activities, prepare internal annual reports, and collect delinquent accounts.

✓ \$ 414,650 ✓002 **Field Operations:** Provide quarterly/monthly water meter reads for approximately 20,000 accounts. Provide support documents and field surveillance of existing meter area conditions. Provide water meter turn on/off service for initial/conclusion of accounts as required by customer; investigate leaks; handle customer consumption inquiries and minor meter repairs; provide collection assistance for delinquent accounts and field assistance to Public Works.

✓ \$ 4,834 ✓003 **Vehicles:** Maintenance on one Utility Billing Vehicle @ \$294: per month

Finance

Budget Summary Form

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

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

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Account Clerk	18	1

Total # of Full-Time Employees 1

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

Finance

Budget Objective Form

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

Objective:

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

ACTIVITIES:

\$ 84,586 001 **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.

Information Technology

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

Director

**Network and
Programming**

Administration

**Database
Administrator**

**Network
Administrator**

**Information
Processing
Coordinator**

**Graphics
Designer**

**Programmer
Analyst**

**Records
Management
Supervisor**

**Web
Master**

**Network
Specialist**

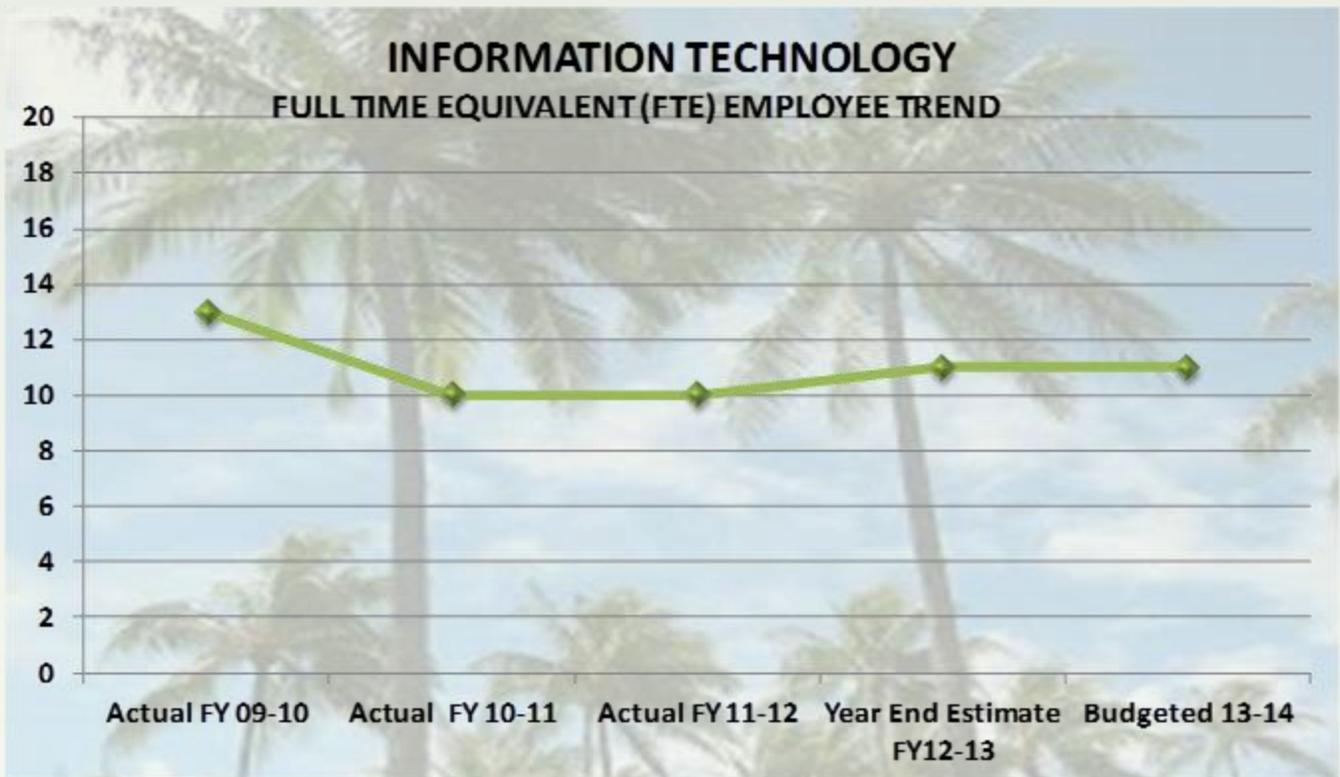
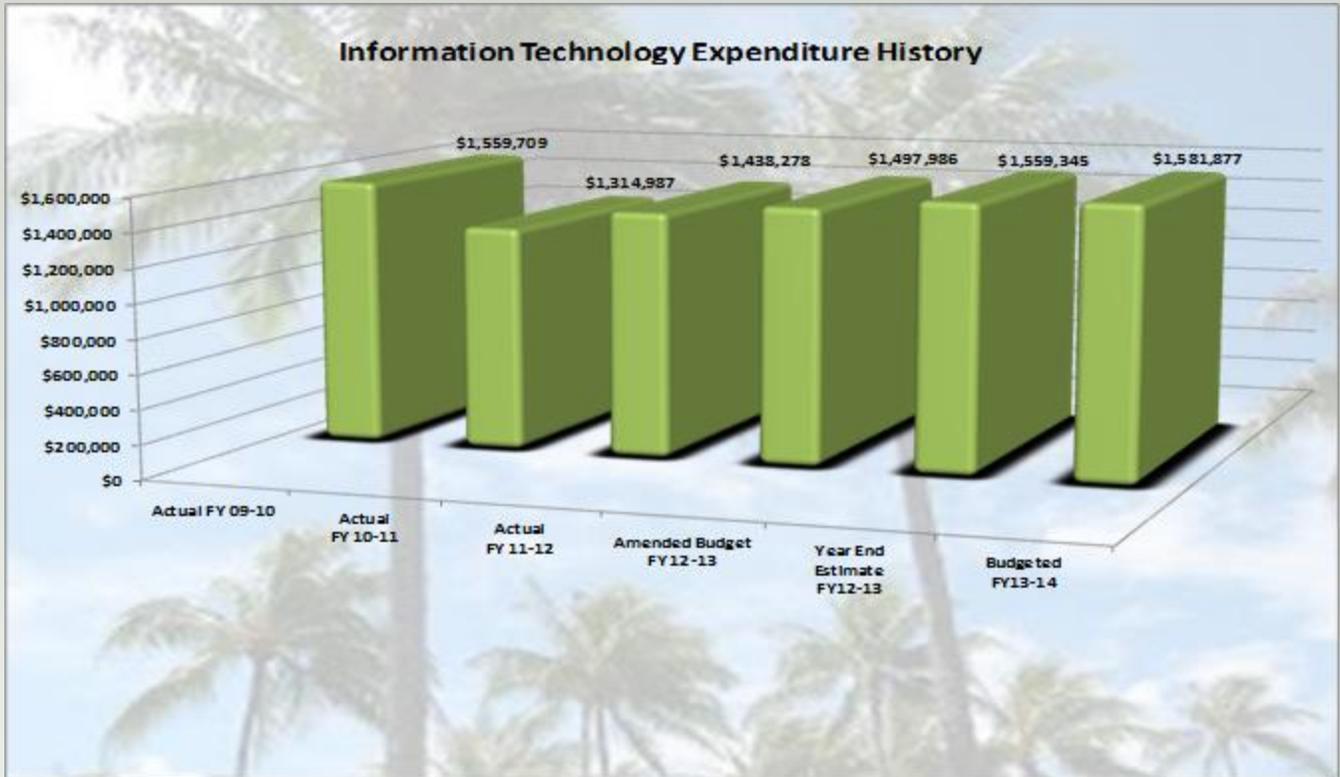
**Network
Specialist**

**Network
Specialist**

**Switchboard
Operator**

Information Technology

Expenditure History and Full Time Employee Trends



Information Technology

Strategic Management Plan

Goal 1: Improve technology and resources for staff.

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

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

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

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

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

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

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

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

Central Performance Measures (CPM):

Target Date

Fiscal Impact

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

Core Responsibilities:

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

Information Technology

Budget Summary Form

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

PERSONAL SERVICES DETAIL:

<u>Classification</u>	<u>Salary Sch.</u>	<u># of Positions</u>
Information Technology Director	37	1
Ass't Information Technology Director	32	0
Database Administrator	28	1
Network Administrator	27	1
Network Specialist	24	3
Webmaster	24	1
Information Processing Coordinator	22	1
Graphics Designer	21	1
Records Management Supervisor	20	1
Word Processing Specialist	19	0
Switchboard Operator	16	1
Clerical Technician	16	0

Total # of Full-Time Employees 11

2012-13 Operating Budget: 1,458,366
 2011-12 Operating Budget: 1,370,369
 Dollar Change: 87,997
 Percentage Change: 6.42%

2012-13 Personnel - F.T.E.'s: 11.00

2011-12 Personnel - F.T.E.'s: 10.00
 Personnel Change: 1.00

Information Technology

Budget Summary Form

Department: Information Technology

Division: Administration

Dept / Division #: 07 / 420

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	491,740	469,894	468,112	469,503
Operating Expenses	144,403	127,741	127,801	164,549
Internal Services	20,147	28,677	28,677	25,860
Operating Budget	656,290	626,312	624,590	659,912
Capital Outlay	0	23,219	23,219	10,000
Debt Service				
Grants & Aids				
Reserves & Other	20,561	22,815	22,815	23,477
Total Budget	676,851	672,346	670,624	693,389

PERSONAL SERVICES DETAIL:

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

2013-14 Operating Budget: 659,912
 2012-13 Operating Budget: 626,312
 Dollar Change: 33,600
 Percentage Change: 5.36%

2013-14 Personnel - F.T.E's: 6.00
 2012-13 Personnel - F.T.E's: 6.00
 Personnel Change: 0.00

Information Technology

Budget Objective Form

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

Objective:
\$ 677,629 To provide quality service and guidance using the latest technology, and to respond efficiently to the growing needs of our community. To manage departments with technical support in the following areas: PC network operation; webpage maintenance; mainframe computer operation; graphics services; centralized word processing; records management services; channel 77 updates; and switchboard and mailroom operations.

ACTIVITIES:

\$ 277,767 001 **Administration:** Manage and administer department. Purchase toner, ink cartridges, paper and ribbons for various City Hall printers. Add and delete mainframe users and provide "fast" printing for user departments. Provide minutes for Council and Board meetings as required. Provide typing support to all departments as requested and total typing support to the Administrative Services Department. Provide typing of confidential Internal Affairs investigations and statements in ongoing investigations for our Police Department. Provide instruction in computer equipment and word processing software usage upon request to City employees. Provide backup services for switchboard. Provide maintenance for recording system of City Hall meetings.

\$ 235,041 002 **Records/Switchboard/Mailroom/Copier:** Provide identification, indexing, storage and retrieval of inactive records for all departments to meet requirements of Florida Statutes 119. Provide liaison with State Department, Bureau of Archives and Records Management. Provide document imaging services of current records such as: Council meeting minutes and agendas, resolutions and ordinances. To provide an information center for residents. Oversee the switchboard and mailroom, and maintain the postage meter. Answer and direct calls or questions to correct department as quickly and efficiently as possible and provide a convenient and centralized location for the processing of incoming/outgoing mail.

\$ 73,846 003 **Graphics Support:** The Graphics Designer is dedicated to visually communicate the City of North Miami's vision and message across all platforms in the most powerful way possible and emphasize ongoing impact of conceptual development, strategic thinking and mastery of technique in expressing artistic ideologies consistent with successful in-house printing, pre-press and print production output, ensuring all projects will be completed on time, within budget and to popular acclaim.

Information Technology

Budget Summary Form

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

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

PERSONAL SERVICES DETAIL:

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

Total # of Full-Time Employees 5

2013-14 Operating Budget: 798,454
2012-13 Operating Budget: 744,057
Dollar Change: 54,397
Percentage Change: 7.31%

2013-14 Personnel - F.T.E's: 5.00
2012-13 Personnel - F.T.E's: 4.00
Personnel Change: 1.00

Information Technology

Budget Objective Form

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

Objective:

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

ACTIVITIES:

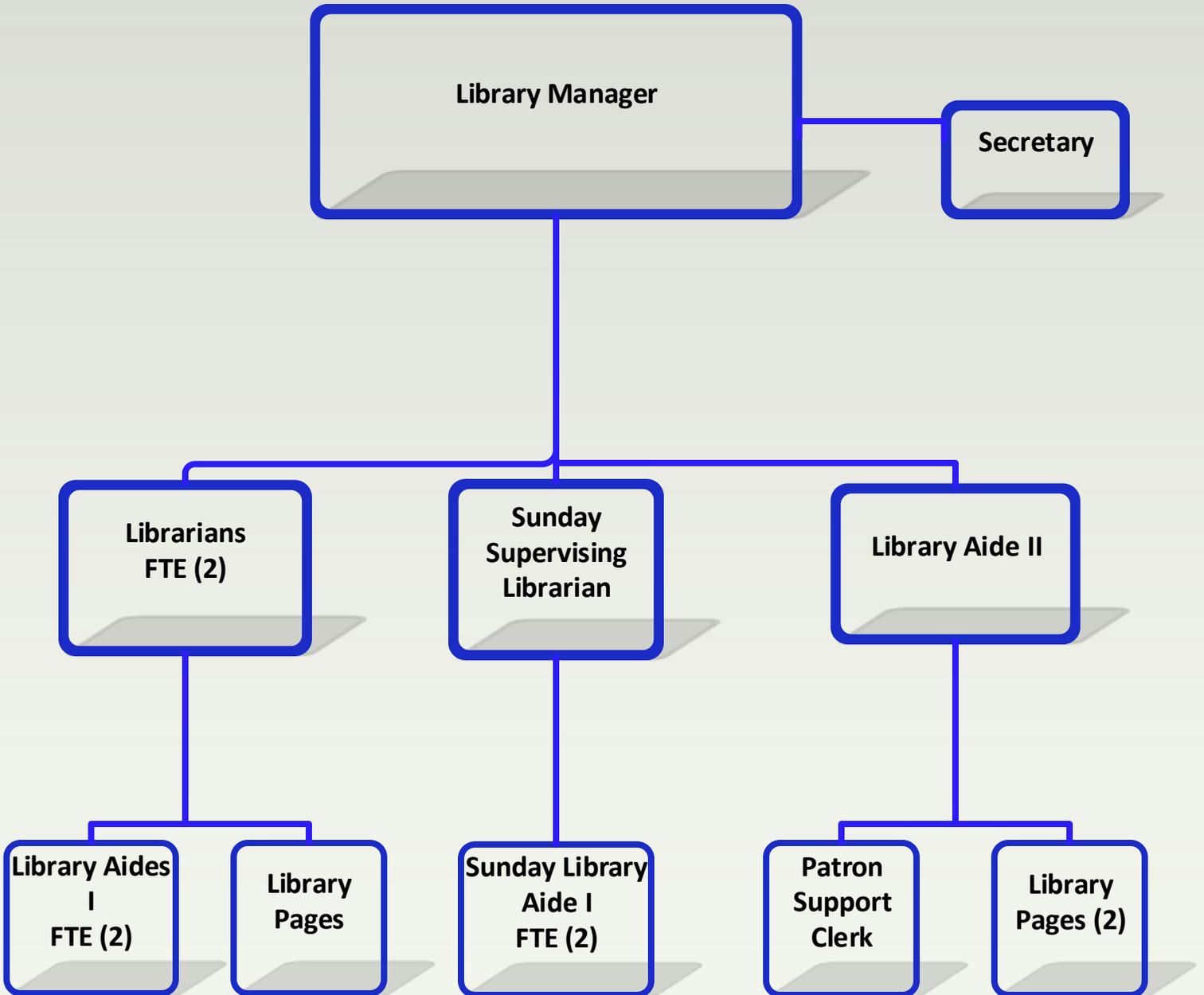
\$ 453,504 001 **PC Networks Operation:** Facilitate communication using research, implementation and support of existing and emerging information technologies. Provide continued operation of the City's network, which consists of City Hall as well as off-site users at the Police Station, MoCA, Parks Operations Center, Library, Public Works Operations Center, Water Plant, and Motor Pool. Provide continued support of Internet access at the Library, Griffing Adult Center, and Sunkist Grove Community Centers. Monitor the wireless networks and telecommunications.

\$ 385,071 002 **Programming and GIS Specialist:** Provide the following computer applications to user departments: Payroll, Financial Management, Utility Billing, Fixed Assets, Liens, Budget, Records Management, Code Enforcement, Building Permits and Inspections, Occupational Licenses, Boards and Commissions Tracking, Contracts Management, Public Works Work Order/Complaints, Sanitation, Police CAD (Communication and Dispatch) and Customer/Constituent Complaint Services. To be able to analyze, organize and manipulate data that can provide information services to our government, community, as well as our employees. To provide the City with a method of managing, analyzing and displaying geographic information on easily understood, computer-generated maps. This information will help analyze emerging crime reduction strategies and also help track code enforcement violations and issuance of building permits.

\$ 3,913 003 **Vehicles:** Maintenance costs and vehicle replacement costs for vehicle.

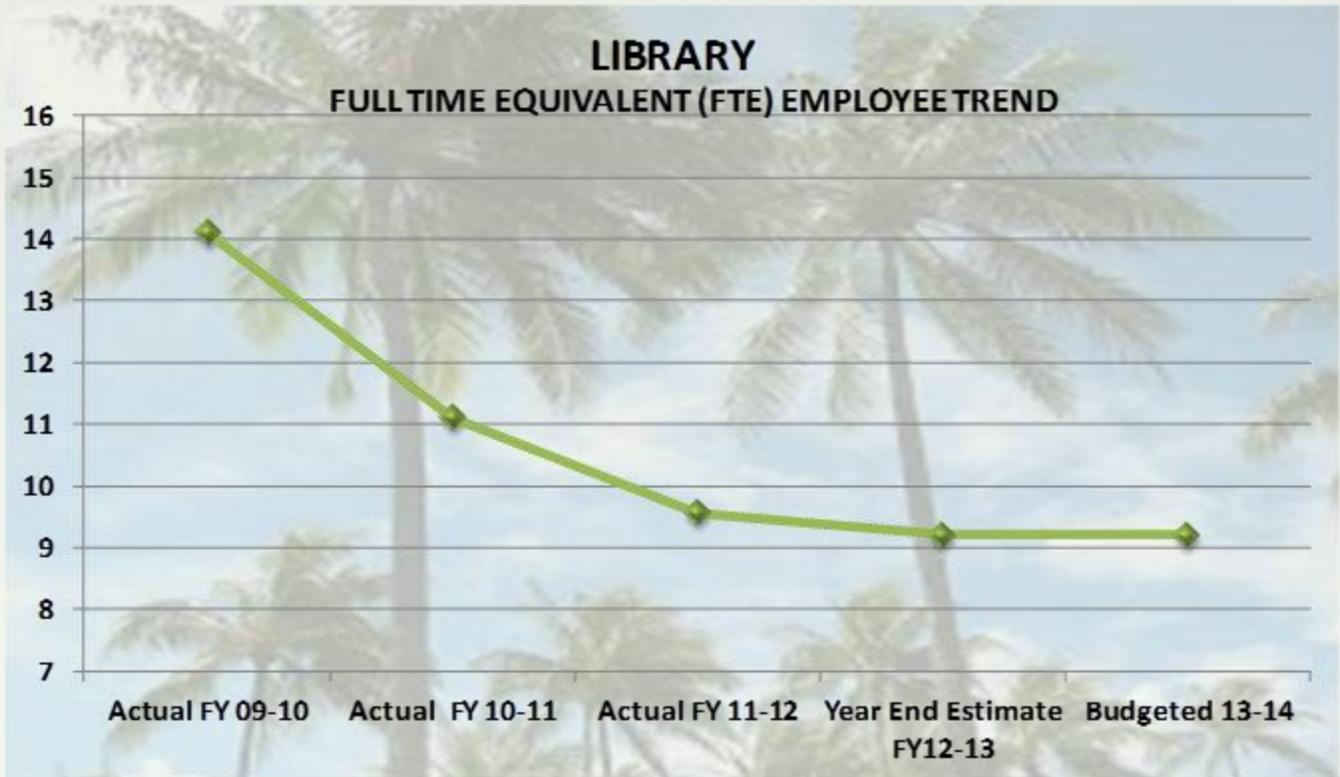
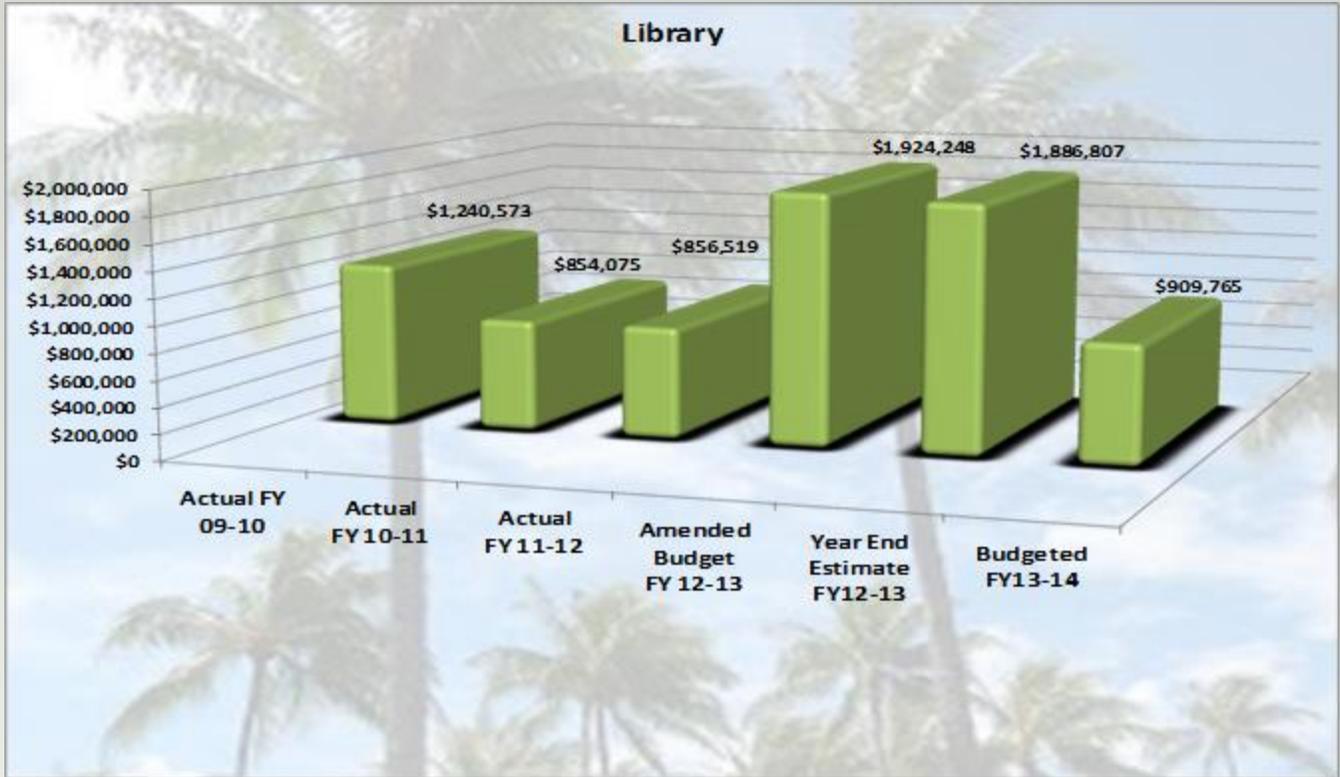
Library

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



Library

Expenditure History and Full Time Employee Trends



Library

Strategic Management Plan

Goal 1: Transform the physical library's environment.

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

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

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

Goal 3: Create an information-literate community.

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

Goal 4: Support lifelong learning.

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

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

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

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

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

Central Performance Measures (CPM):

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

Library

Strategic Management Plan Continued

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

Core Responsibilities:

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

Library

Budget Summary Form

Department: Library
 Dept #: 17

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

PERSONAL SERVICES DETAIL:

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

Total # of Full-Time Employees 8

2013-14 Operating Budget: 880,560
 2012-13 Operating Budget: 978,161
 Dollar Change: (97,601)
 Percentage Change: -9.98%

2013-14 Personnel - F.T.E.'s: 11.10
 2012-13 Personnel - F.T.E.'s: 11.10
 Personnel Change: 0.00

Library

Budget Summary Form

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

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

PERSONAL SERVICES DETAIL:

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

Total # of Full-Time Employees 8

2013-14 Operating Budget: ✓ 858,416
2012-13 Operating Budget: ✓ 955,668
Dollar Change: (97,252)
Percentage Change: -10.18%

2013-14 Personnel - F.T.E's: 11.10
2012-13 Personnel - F.T.E's: 11.10
Personnel Change: 0.00

Library

Budget Objective Form

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

Objective:

✓ \$ 887,621 To manage the Public Library with 10.50 full-time equivalent employees who staff the facility 69.5 hours per 7-day week with direct public contact 65 hours per 7-day week, and to provide necessary materials, technology and public services.

ACTIVITIES:

- ✓ \$ 663,695 001 **Department Administration:** Manage and administer a department to optimize funding, staff output, patron satisfaction, facility maintenance, safety, and security.
- ✓ \$ 106,389 002 **Collection Development:** Identify, procure, catalog, process, organize and store print, non-print, and subscription materials appropriate for a multicultural community.
- ✓ \$ 95,840 003 **Public Services:** Assist patrons with their needs for recreational, informational, cultural and educational materials by: 1) answering reference questions in person, over the phone, via fax or email; 2) retrieving, interpreting and teaching the use of printed and online information; 3) circulating materials to all patrons including those medically unable to come to the Library, and 4) presenting programs and informational support to the varied user groups in the City - general public, school, business, civic, institution and government.
- ✓ \$ 17,044 004 **Internet and Technological Services:** Provide public, governmental and community-center access to the Internet via the Library; computerized access to the Library's holdings; remote access to the Florida Virtual Library; user education of electronic information; and educational software for students.
- ✓ \$ - 005 **Sunday Hours:** To fund library services for 50 Sundays per year, 4 hours per Sunday.
- ✓ \$ 4,653 006 **Vehicle:** Maintenance and Replacement

Library

Budget Summary Form

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

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

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2013-14 Operating Budget: ✔ 22,144
2012-13 Operating Budget: ✔ 22,493
Dollar Change: (349)
Percentage Change: -1.55%

2013-14 Personnel - F.T.E's: 0.24
2012-13 Personnel - F.T.E's: 0.24
Personnel Change: 0.00

Library

Budget Objective Form

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

Objective:

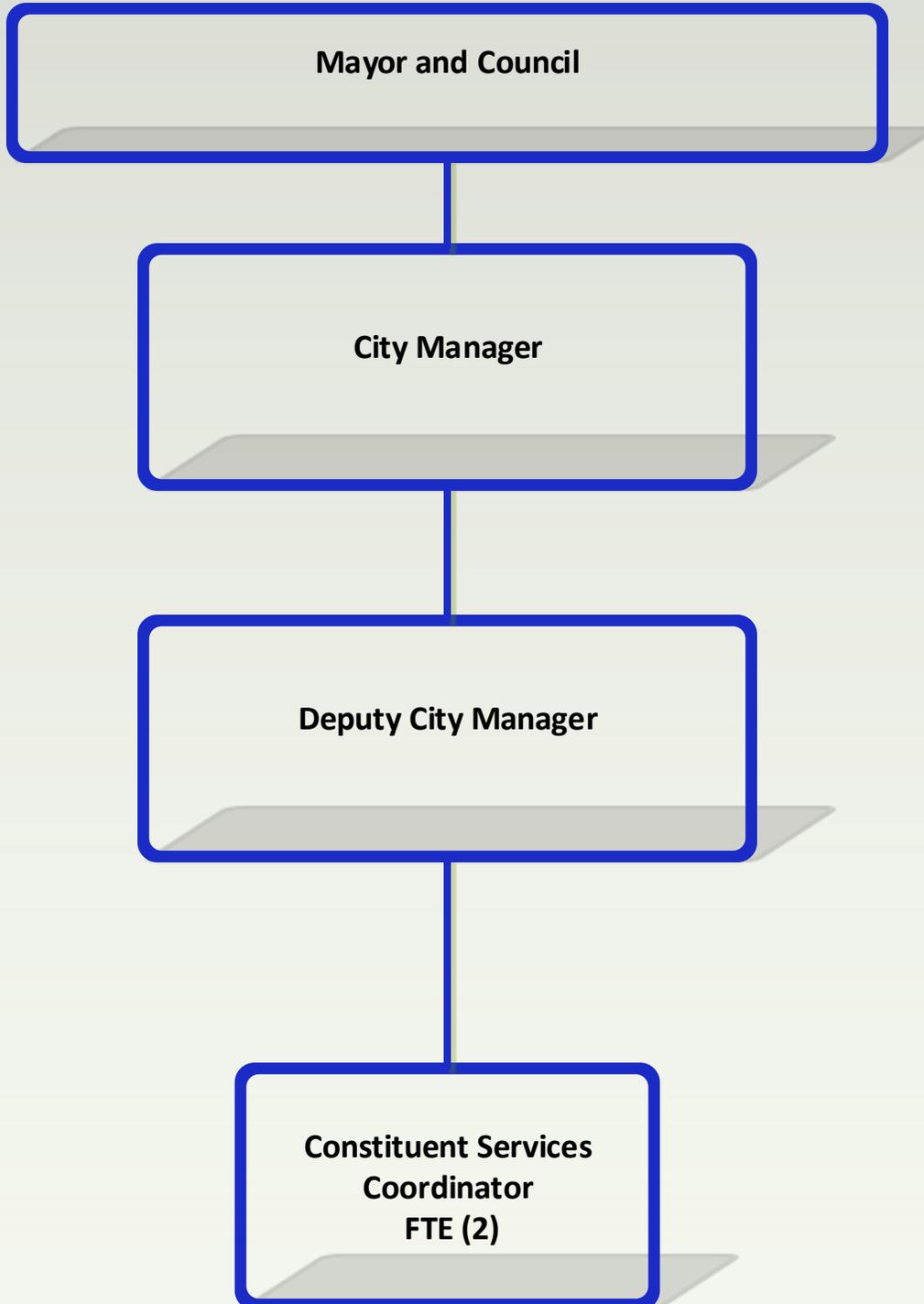
✓ \$ 22,144 To use state funds to enhance library services to the citizens of North Miami.

ACTIVITIES:

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

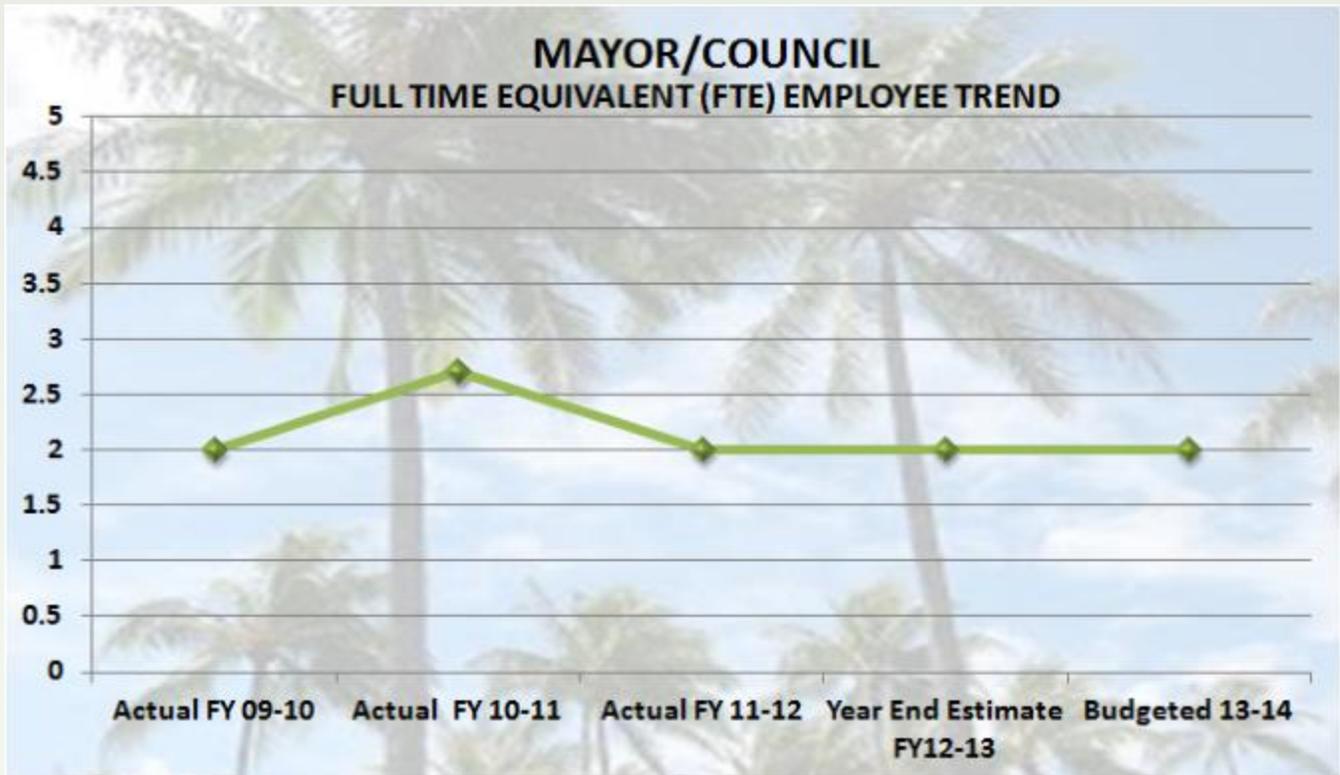
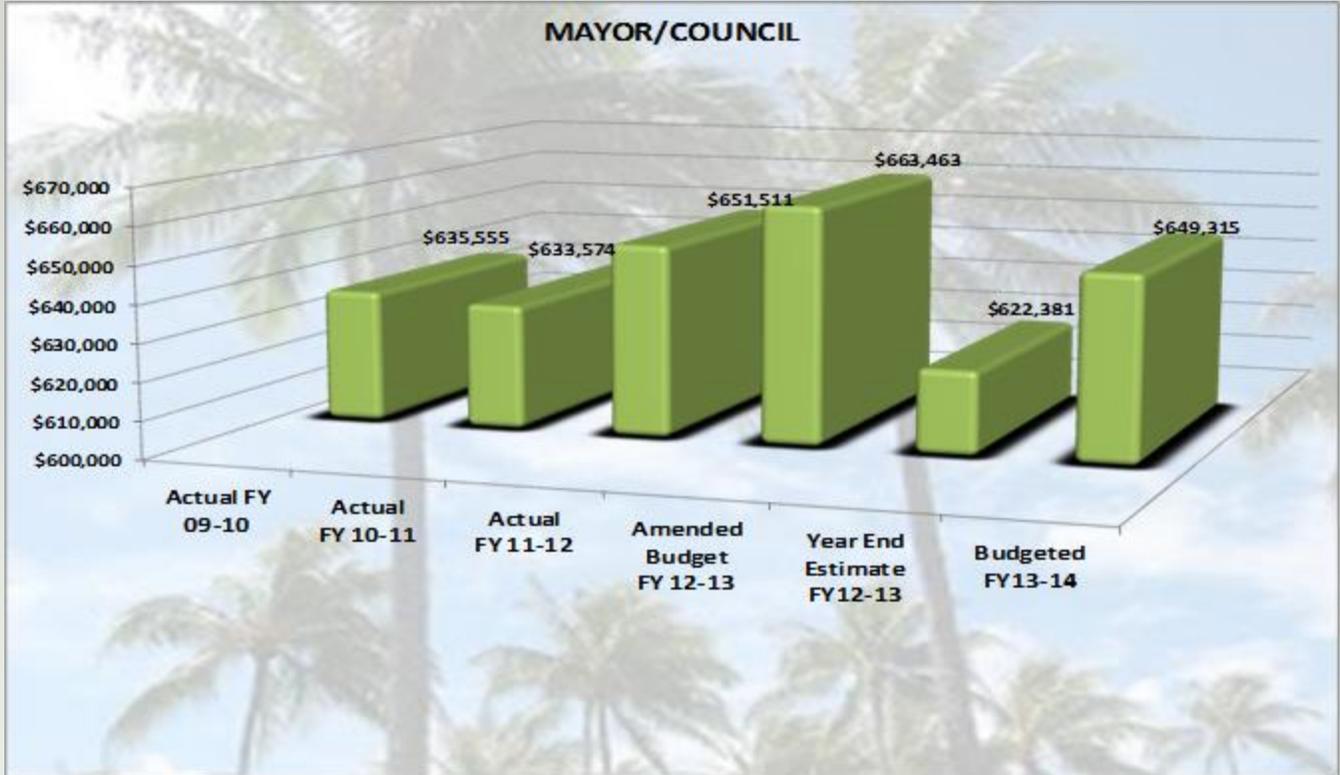
Mayor/Council

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



Mayor/Council

Expenditure and Full Time Employee History Charts



Mayor/Council

Strategic Management Plan

**Goal 1 –
Maintain North
Miami’s Status
as One of the 10
Best Cities in
America.**

**Goal 4 – Ensure
that the City of
North Miami
achieves and
maintains stable
fiscal footing.**

**Goal 2 – Provide
quality parks &
recreational
facilities in a
fiscally prudent
manner.**

The City of North Miami’s mission is to enhance the quality of life, environment, and safety for our citizens, businesses, customers, visitors, and employees in an atmosphere of courtesy, integrity, quality and fiscally responsible service.

**Goal 5 –
Enhance
economic and
employment
opportunities
in the City of
North Miami.**

**Goal 3– Provide
quality services
to the citizens of
North Miami**

**Goal 6 – Ensure that
new growth and
development is high
quality and provides
a benefit to North
Miami.**

Mayor/Council

Budget Summary Form

Department: Mayor/Council
 Dept # 01

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

PERSONAL SERVICES DETAIL:

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

Total # of Full-Time Employees 2

2013-14 Operating Budget: 641,290
 2012-13 Operating Budget: 655,862
 Dollar Change: (14,572)
 Percentage Change: -2.22%

2013-14 Personnel - F.T.E's: 2.00
 2012-13 Personnel - F.T.E's: 2.00
 Personnel Change: 0.00

Mayor/Council

Budget Objective Form

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

Objective:

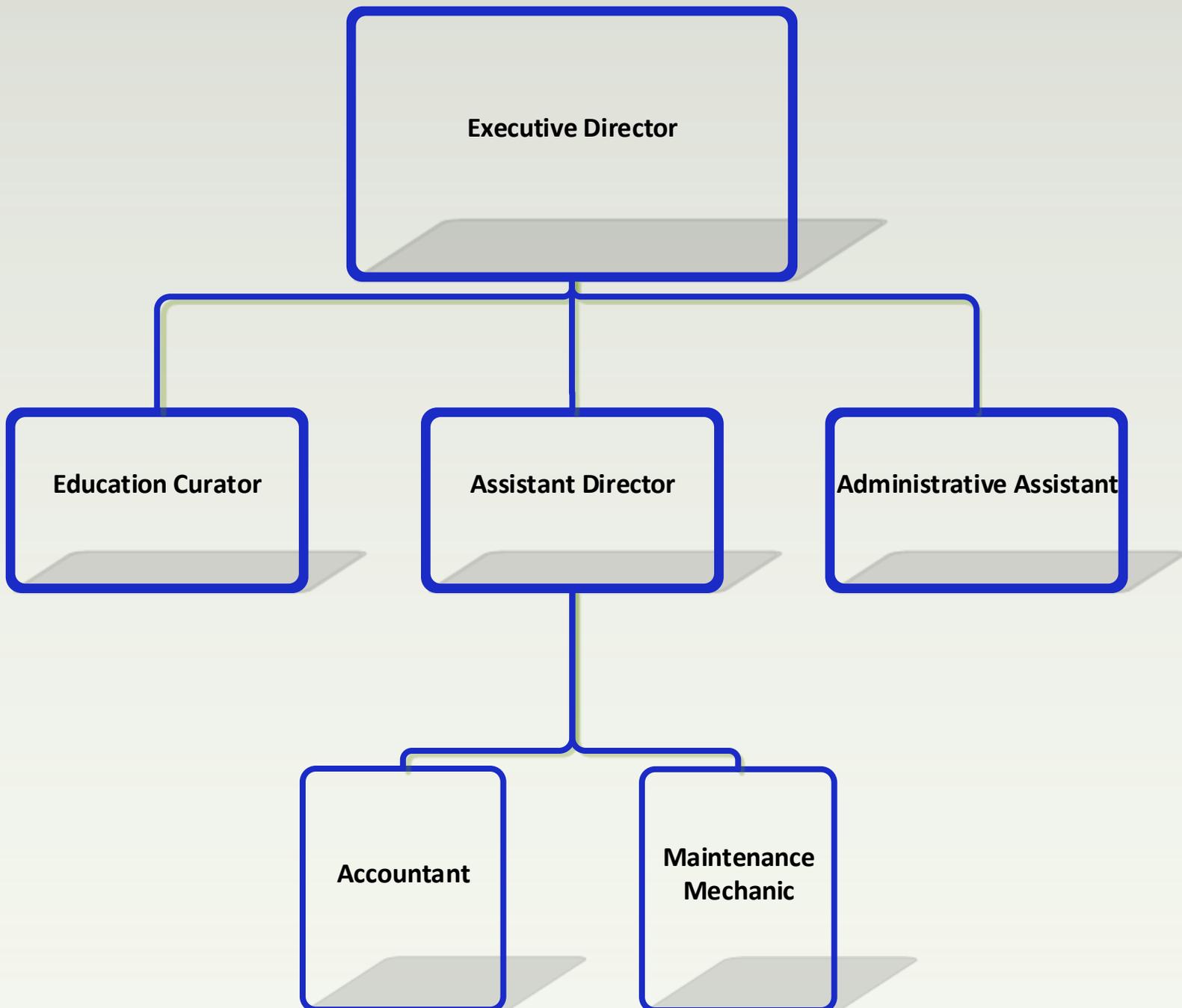
✓ \$ 649,315 To be leaders and policy makers responsive to the needs of North Miami residents. To carry out legislative policies, ensure community services, and supervise City Manager and Attorney's performances.

ACTIVITIES:

- ✓ \$ 258,473 ✓ 001 **Mayor/Council Office:** To provide the necessary support to the City Mayor and Council that facilitates their legislative responsibilities and help them to be more efficient in responding to the needs of North Miami residents.
- ✓ \$ 99,782 ✓ 002 **Mayor's Office:** Provides the legislative branch of North Miami's government which determines policy that ensures quality public service at acceptable cost; provides residents with an office in which to seek information on matters of concern.
- ✓ \$ 72,765 ✓ 003 **District 1 Office:** Provides policy direction that ensures quality public service at acceptable cost; provides District 1 residents with an office in which to seek information on matters of concern.
- ✓ \$ 72,765 ✓ 004 **District 2 Office:** Provides policy direction that ensures quality public service at acceptable cost; provides District 2 residents with an office in which to seek information on matters of concern.
- ✓ \$ 72,765 ✓ 005 **District 3 Office:** Provides policy direction that ensures quality public service at acceptable cost; provides District 3 residents with an office in which to seek information on matters of concern.
- ✓ \$ 72,765 ✓ 006 **District 4 Office:** Provides policy direction that ensures quality public service at acceptable cost; provides District 4 residents with an office in which to seek information on matters of concern.

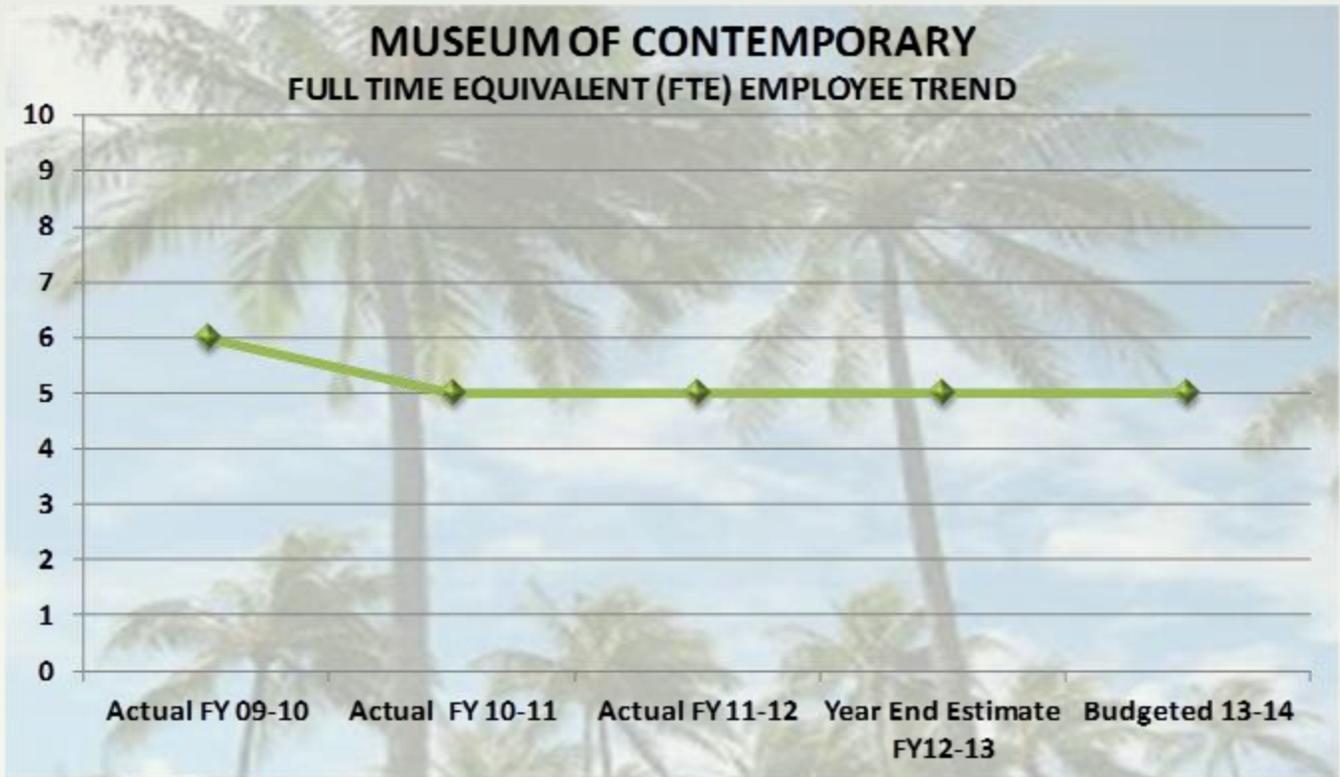
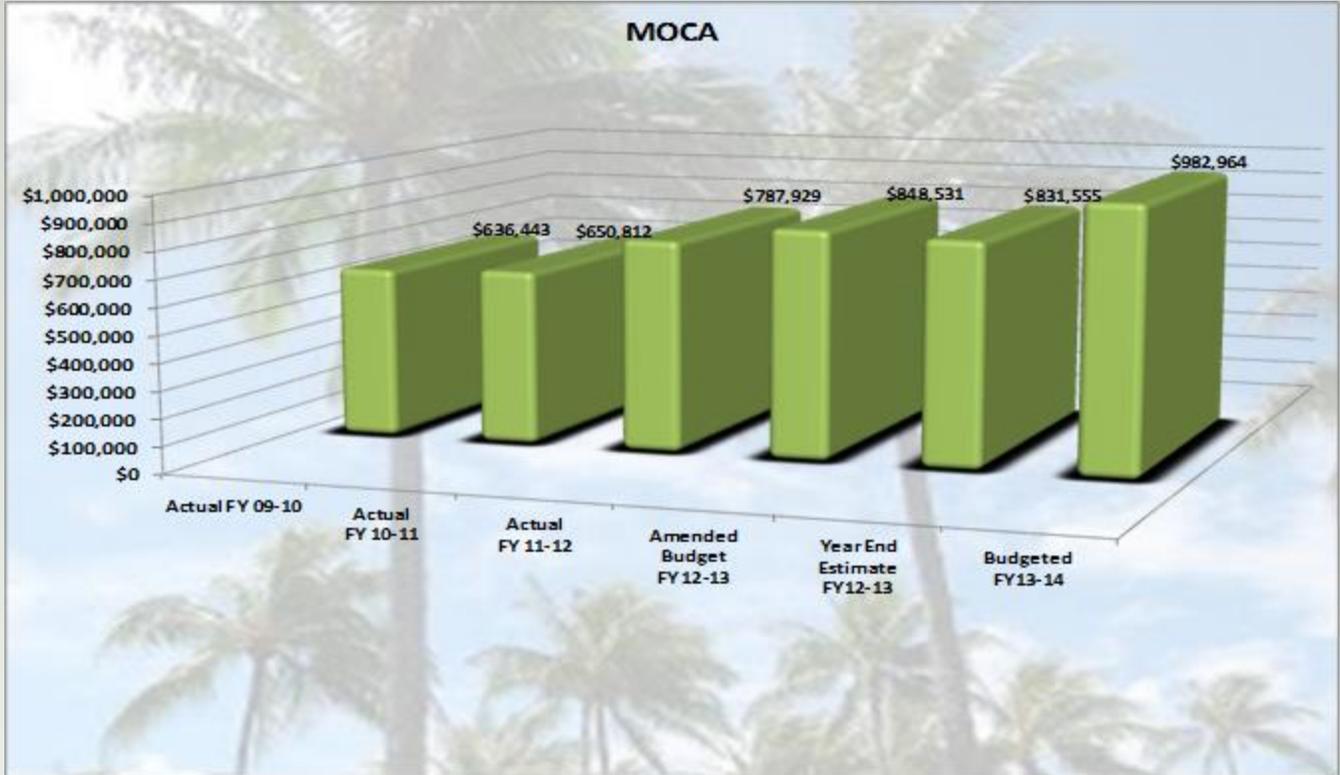
Museum of Contemporary Arts

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



Museum of Contemporary Arts

Expenditure History and Full Time Employee Trends



Museum of Contemporary Arts

Strategic Management Plan

Goal 1: Present the best local, national and international contemporary art to a diverse community.

Objective 1.1. Expand collaborations with local, national and international artists, collectors, galleries, and museums.

Objective 1.2. Maintain current high level of exhibitions.

Goal 2: Create and maintain an environment that values the works of emerging and experimental artists.

Objective 2.1. Provide artists with opportunities to experiment and create new works.

Objective 2.2. Develop new works program for upcoming artists.

Goal 3: Expand the permanent art collection distinguished for its major holdings of new and experimental art.

Objective 3.1. Add 50 new works to the collection by 2015.

Goal 4: Promote the understanding and appreciation of contemporary art to a broad audience.

Objective 4.1. Provide lifelong learning opportunities for all ages.

Objective 4.2. Increase participants' knowledge in art, history, artistic skills, techniques, problem solving, visual literacy, and creative communication.

Objective 4.3. Increase the number of participants in the educational and outreach programs at MOCA.

Objective 4.4. Promote MOCA's exhibits and programs by utilizing various marketing strategies to reach out to the community.

Goal 5: Weave art into the syllabus so as to improve overall education and provide wellness and opportunities for youth.

Objective 5.1. Increase teaching effectiveness in visual contemporary art.

Objective 5.1. Build additional partnerships with schools and adult centers to increase the number of participating youth and adults in the weekly educational initiatives.

Objective 5.2. Increase the number of at-risk teens participating in education and outreach programs by 30% by 2017.

Goal 6: Maximize the diversity of the audience at MOCA to ensure the stability and growth of the museum.

Objective 6.1. Increase volunteers by 20% each year.

Objective 6.2. Annual increases in membership base by 10%.

Goal 7: Build leadership and innovation in the arts by cultivating and training young patrons.

Objective 7.1. Identify young professionals inspired to take leadership roles in audience development, membership, fundraising, and community outreach.

Objective 7.2. Present innovative art initiatives that inspire young professionals to learn about contemporary art.

Goal 8: Expand the current museum by doubling the size of the current building.

Objective 8.1. Secure funding to proceed with the building expansion.

Goal 9: Maintain fiscal stability for the museum.

Objective 9.1. Secure funding to provide diverse and innovative arts programming.

Central Performance Measures (CPM):

Target Date

Fiscal Impact

- | | | |
|--|---------|-----|
| • Organize six to eight exhibits a year (funding through Knight Foundation Endowment, sponsorships, and grants). | 10/2018 | Yes |
| • By 2017 provide 15 artists the opportunity to present their work to a wider public by presenting solo exhibitions (funding through | 10/2018 | Yes |

Museum of Contemporary Arts

Strategic Management Plan Continued.

Central Performance Measures (CPM):

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

Core Responsibilities:

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

Museum of Contemporary Arts

Budget Summary Form

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

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

PERSONAL SERVICES DETAIL:

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

Total # of Full-Time Employees 5

2013-14 Operating Budget: 897,065
2012-13 Operating Budget: 708,522
Dollar Change: 188,543
Percentage Change: 26.61%

2013-14 Personnel - F.T.E's: 5.00
2012-13 Personnel - F.T.E's: 5.00
Personnel Change: 0.00

Museum of Contemporary Arts

Budget Objective Form

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

Objective:

█ \$ 982,964 To make contemporary art of internationally known artists, and particularly young and emerging artists, accessible to diverse audiences, especially under-served populations by exploring the art of our time and its relationship to a broader cultural context.

ACTIVITIES:

- █ 479,585 █ 001 **MOCA Administrative Staff:** Provides management and coordination of the exhibits and programs offered throughout the year by the Museum of Contemporary Art including 8 exhibitions, 12 Jazz at MOCA concerts, lectures, Haitian cultural events, children's classes and teen programs.
- █ 187,494 █ 002 **Museum Specialized Services:** Provides for the services required of a first class museum including full-time curatorial services; preparator services and security services provided by contractors.
- █ 244,176 █ 003 **Building Operations:** Provides the maintenance and upkeep of the 23,000 square foot MOCA building with a full-time maintenance mechanic, including utilities and contractual building services.
- █ 67,056 █ 004 **Jazz at MOCA:** Provides 12 outdoor jazz concerts in the Civic Center Plaza at no charge for the entertainment and enjoyment of City residents and visitors.
- █ 4,653 █ 005 **Vehicle:** Maintenance and replacement.

NON-DEPARTMENTAL

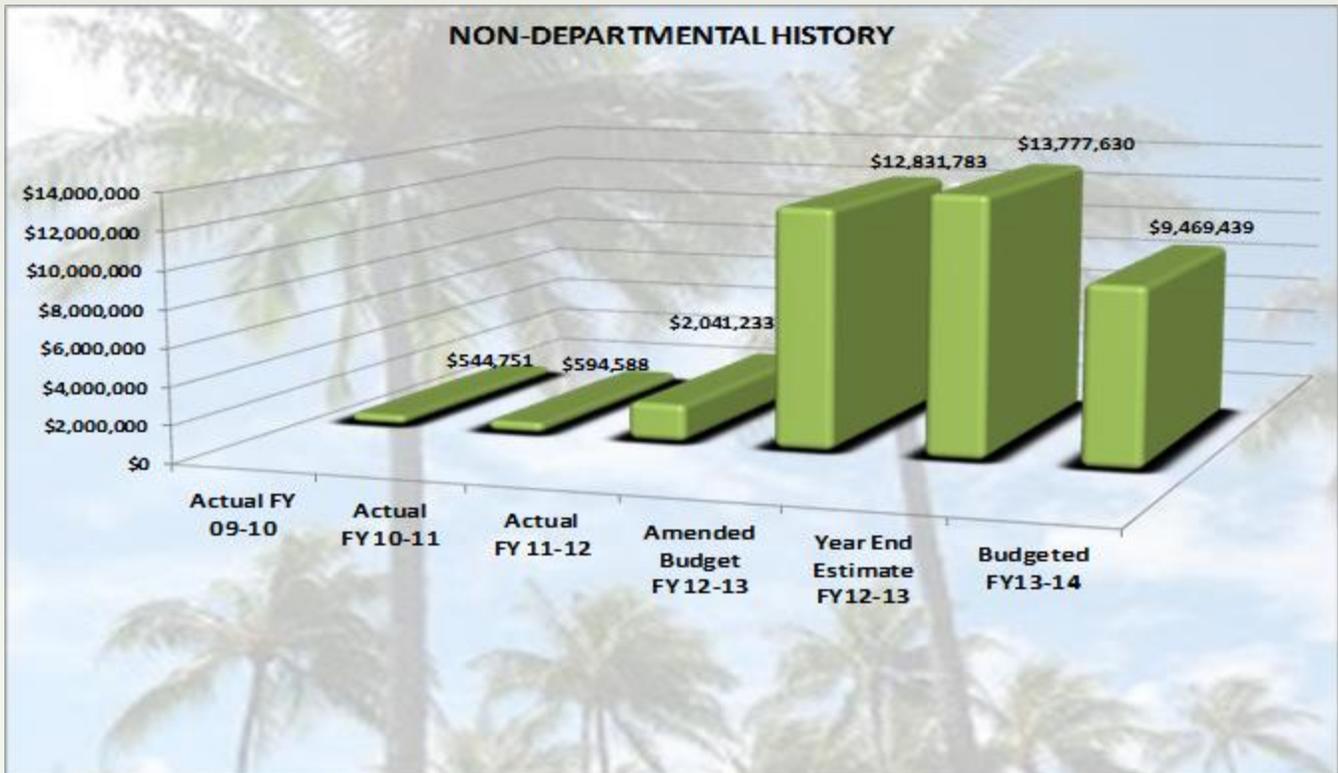
Expenditure History and Budget Summary Form

Department: Non-Departmental
 Dept #: 13

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

2013-14 Operating Budget: 412,445
 2012-13 Operating Budget: 11,463,283
 Dollar Change: (11,050,838)
 Percentage Change: -96.40%

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



NON-DEPARTMENTAL

Budget Summary Form

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

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

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2013-14 Operating Budget: 412,445
2012-13 Operating Budget: 11,463,283
Dollar Change: (11,050,838)
Percentage Change: -96.40%

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

NON-DEPARTMENTAL

Budget Objective Form

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

Objective

\$ 8,734,583 To provide for employee benefits for General Fund employees; for the General Fund's contribution to the Risk Management Fund to operate its liability programs; for the General Fund Contingency; for property insurance and bonds premiums; and for legislative lobbyists.

ACTIVITIES:

- \$ (214,336) 001 **Miscellaneous Expenses & Reserves:** Provides funds for reimbursement to Florida Unemployment Compensation Fund for benefits paid.
- \$ 8,646,494 002 **Miscellaneous Expenses & Reserves:** Provides funds for accrued sick leave and vacation upon retirement for employees; contingency funds for emergency or unforeseen expenses that cannot be anticipated during the budget process and are authorized by the City Manager.
- \$ 2,425 003 **Corporate Run:** Provides funds for up to 40 City employees to participate in the annual corporate run in downtown Miami as a team building event. The funds will cover registration fees, a tent, team t-shirts, and food and refreshments.
- \$ 300,000 004 **Biscayne Landing Maintenance**

NON-DEPARTMENTAL

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

Objective:

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

Justification:

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

Project Estimates:

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

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

Budget Office Use Only

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

FY13 Operating Cost:

FY13 Capital Cost:

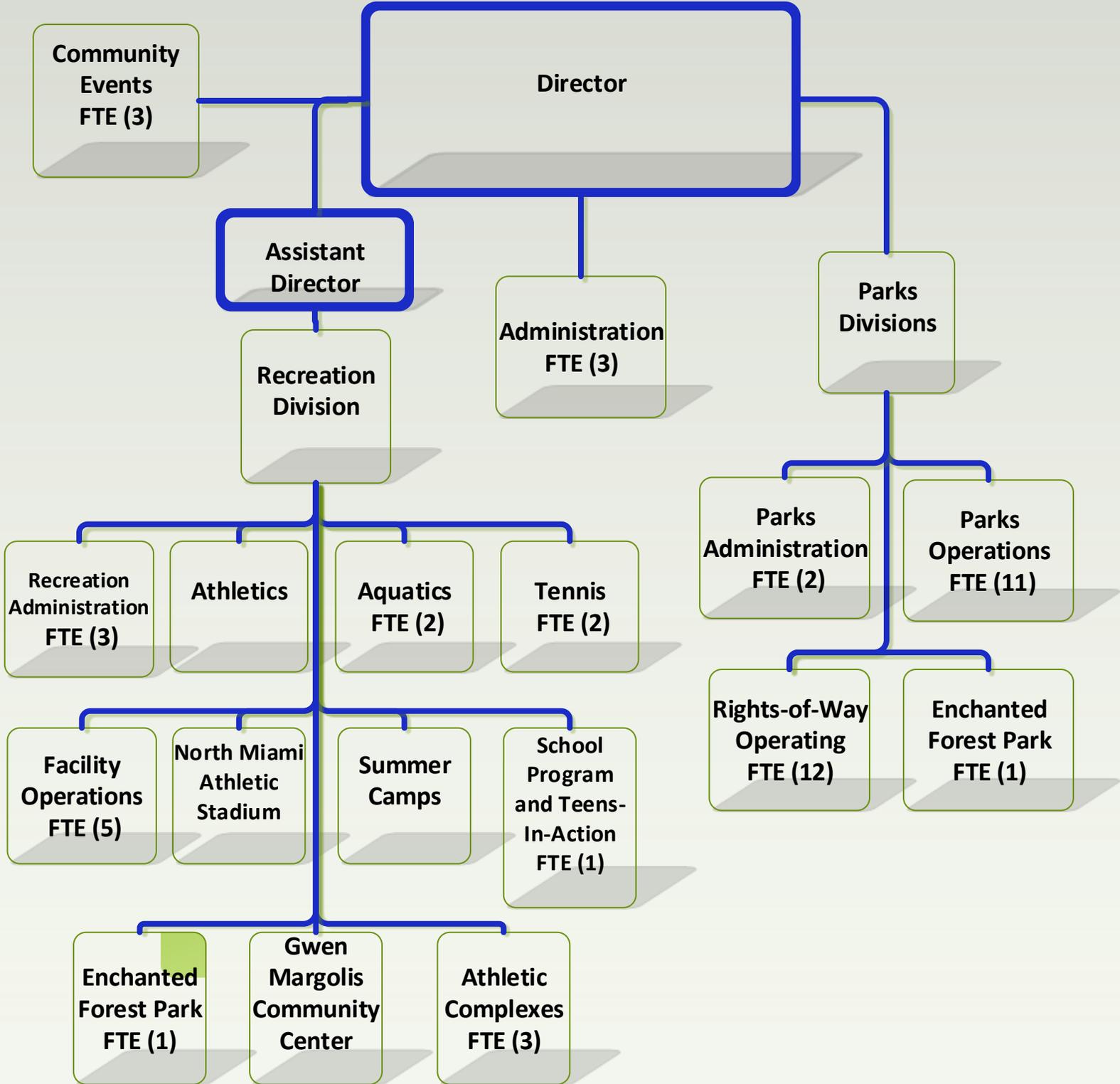
Future Years' Estimated Annual Cost:

\$ -
\$ 1,012,500

Revised: 10/13/13

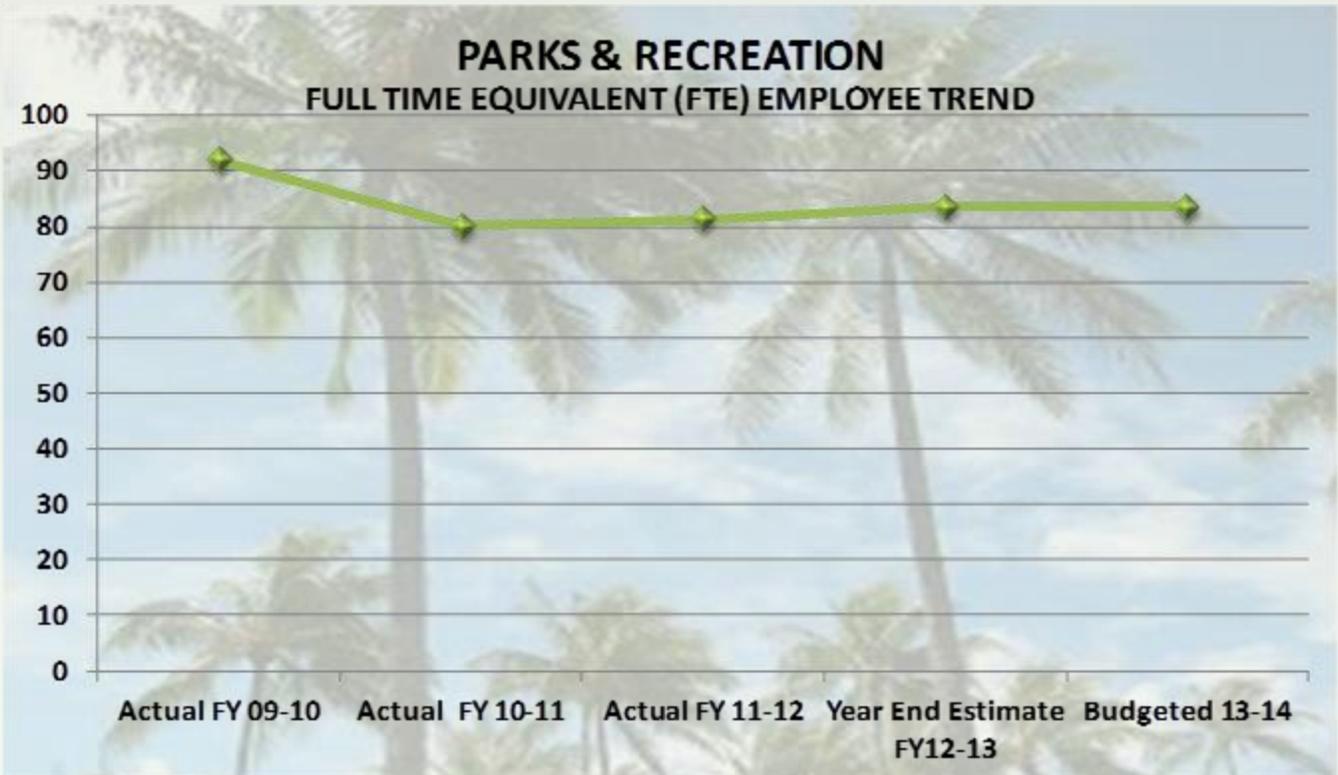
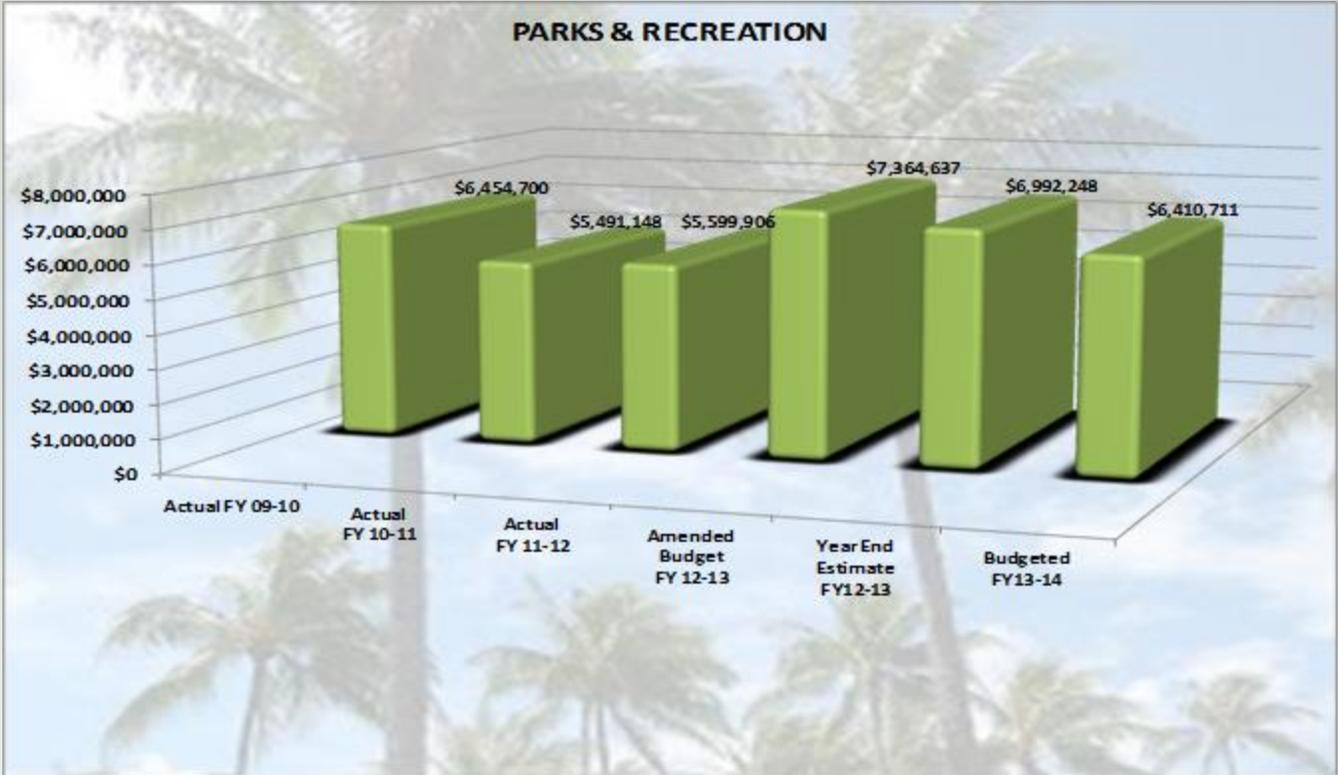
Parks & Recreation

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



Parks & Recreation

Expenditure History and Full Time Employee Trends



Parks & Recreation

Strategic Management Plan

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

- Objective 1.1.** Provide cutting edge affordable recreation programs that promote fitness and healthy lifestyles.
- Objective 1.2.** Expand public outreach to announce available services and the benefits of special events, programs and activities.
- Objective 1.3.** Develop partnerships with private sector service providers to supplement existing programming for active adults.

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

- Objective 2.1.** Continue to provide quality parks, pools, and recreation facilities.
- Objective 2.2.** Improve safety in parks, facilities and pools through preventive and proactive measures.

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

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

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

- Objective 4.1.** Enhance existing special events to attract everyone in the City.
- Objective 4.2.** Strengthen and increase partnerships to provide cost-effective and quality.

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

- Objective 5.1.** Create a park system that demonstrates a national model for sustainable management of parks, open space, and natural areas.
- Objective 5.2.** Build all new facilities, including infrastructure and paths using environmentally friendly designs and materials.

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

- Objective 6.1.** Review all facilities for potential upgrades and meeting federal guidelines for accessibility.
- Objective 6.2.** Measure the current and future maintenance responsibilities of the department.
- Objective 6.3.** Evaluate the current in-service equipment.

Central Performance Measures (CPM):

Target Date

Fiscal Impact

- | | | |
|--|---------|-----|
| • Increase participation in health-related programs available at recreation centers and in parks by 5% annually. | 09/2014 | Yes |
| • Develop an additional program with schools | 09/2014 | No |

Parks & Recreation

Strategic Management Plan Continued

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

Core Responsibilities:

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

Parks & Recreation

Budget Summary Form

Department: Parks & Recreation

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

PERSONAL SERVICES DETAIL:

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

2013-14 Operating Budget:	6,237,936
2012-13 Operating Budget:	6,372,539
Dollar Change:	(134,603)
Percentage Change:	-2.11%

2013-14 Personnel - F.T.E.'s:	91.83
2012-13 Personnel - F.T.E.'s:	90.83
Personnel Change:	1.00

Parks & Recreation

Budget Summary Form

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

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

PERSONAL SERVICES DETAIL:

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

Total# of Full-Time Employees 4

2013-14 Operating Budget: 465,761
2012-13 Operating Budget: 478,202
Dollar Change: (12,441)
Percentage Change: -2.60%

2013-14 Personnel - F.T.E's: 4.70
2012-13 Personnel - F.T.E's: 3.70
Personnel Change: 1.00

Parks & Recreation

Budget Objective Form

Department: Parks and Recreation

Division: Administration

Dept #: 12

Division #: 460

Objective:

\$ 484,768 To provide administrative support services, direction, and leadership for the Parks and Recreation divisions whose departmental responsibilities include maintaining over 95 acres of developed park land, 400 landscaped medians, canal ends, and public areas, operating 23 activity centers, coordinating numerous community events, and providing programming for approximately 60,000 residents.

ACTIVITIES:

\$ 450,916 001 **Administration:** Oversee, direct, and lead a department consisting of athletics, aquatics, school related programming, parks, facilities, and local rights-of-ways; provide administrative support services to assist staff as well as the public.

\$ 24,973 002 **Office Space:** To provide temporary offices for Parks and Recreation Administration. Funds will cover rent and operating costs associated with new space

\$ 8,879 003 **Vehicles:** Maintenance and replacement of two (2) vehicles

Parks & Recreation

Budget Summary Form

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

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

PERSONAL SERVICES DETAIL:

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

Total # of Full-Time Employees 2

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

Parks & Recreation

Budget Objective Form

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

Objective:

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

ACTIVITIES:

✓ \$ 183,761 ✓001 **Parks Administration:** Provides direct supervision, administration, operational control, coordination, and clerical needs of the Parks Division.

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

✓ \$ 9,306 ✓003 **Vehicles:** Maintenance and replacement costs of vehicles

Parks & Recreation

Budget Summary Form

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

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

PERSONAL SERVICES DETAIL:

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

Total # of Full-Time Employees 15

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

Parks & Recreation

Budget Objective Form

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

Objective:

✓ \$ 827,233 To maintain 4 major park facilities, 11 passive parks, a pool, and 7 recreation centers. To support City events and activities budgeted in other decision units as well as respond to emergencies and complaints.

ACTIVITIES:

✓ \$ 748,723 ✓001 **Facility Operations:** Maintain the City's Parks and Recreation facilities which include buildings, grounds, pools, and playgrounds.

✓ \$ 78,510 ✓002 **Vehicles:** Maintenance and Replacement

Parks & Recreation

Budget Summary Form

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

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

PERSONAL SERVICES DETAIL:

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

Total # of Full-Time Employees 15

2013-14 Operating Budget: 1,743,806
2012-13 Operating Budget: 1,791,369
Dollar Change: (47,563)
Percentage Change: -2.66%

2013-14 Personnel - F.T.E's: 15.00
2012-13 Personnel - F.T.E's: 15.00
Personnel Change: 0.00

Parks & Recreation

Budget Objective Form

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

Objective:

✓ \$1,804,374 To maintain all landscaping in rights-of-way areas in the City which include medians, swales, courtyards, parkways, circles, canal ends, cul-de-sacs, fountains, and monuments.

ACTIVITIES:

✓ \$ 838,209 ✓001 **Rights-of-Way Operations:** Provide rights-of-way turf maintenance and grounds care including irrigation repairs and installation, fertilizing, mowing, spraying, landscaping renovations, annual plantings, annuals replacements, and monitoring of landscape contracts.

✓ \$ 706,562 ✓002 **Aerial and Tree Operations:** Maintain trees on City properties including swales, parkways, medians, monuments, cul-de-sacs, and canal ends. Work performed includes trimming, shaping, and repairing trees as well as removing and replacing trees as necessary.

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

✓ \$ 175,863 ✓004 **Vehicle: Maintenance & Replacement**

Parks & Recreation

Budget Summary Form

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

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

PERSONAL SERVICES DETAIL:

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

Total # of Full-Time Employees 2

2013-14 Operating Budget: 143,741
2012-13 Operating Budget: 145,711
Dollar Change: (1,970)
Percentage Change: -1.35%

2013-14 Personnel - F.T.E's: 2.33
2012-13 Personnel - F.T.E's: 2.33
Personnel Change: 0.00

Parks & Recreation

Budget Objective Form

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

Objective:

\$ 147,563 To provide daily maintenance, supervision, programming, and operation of a 22+ acre facility which includes a one mile recreation trail, two rental shelters, a nature center, two tot-lot playgrounds, a community building, and a concession pony/stable facility.

ACTIVITIES:

\$ 140,373	001	Facility Operations and Maintenance: Provides for the operation, programming, and maintenance of the park grounds, facilities, and structures.
\$ 6,662	002	Facility Programming: Provides nature programming and maintenance of nature exhibits at the facility. Programming includes guided tours, various workshops, and special nature-related events. Revenue from program fees is projected to total \$1500.
\$ 528	003	Vehicle: Maintenance and Replacement

Parks & Recreation

Budget Summary Form

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

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

PERSONAL SERVICES DETAIL:

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

Total # of Full-Time Employees 3

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

Parks & Recreation

Budget Objective Form

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

Objective:

\$ 327,960 To provide administrative support, leadership, supervision, and direction for 25 full time employees and over 100 part time employees responsible for the City's recreation programs, services, and facilities.

ACTIVITIES:

- \$ 289,837 001 **Recreation Administration:** Provides overall supervision of the Division's varied programs and services as well as leadership and direction for the work force of full time and part time employees.
- \$ 13,000 002 **Marketing and Promotion:** Produces and distributes three 12 page catalogues for the purpose of detailing programs, activities, and facility operations to reach individuals and groups within the City as well as promote recreational programs through various media sources.
- \$ 25,123 003 **Vehicles:** Maintenance costs and replacement costs for two buses, two Chevy vans and a Ford Taurus automobile.

Parks & Recreation

Budget Summary Form

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

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

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Recreation Specialist	21	3

Total # of Full-Time Employees 3

2013-14 Operating Budget: -
 2012-13 Operating Budget: 1,079,938
Dollar Change: (1,079,938)
Percentage Change: -100.00%

2013-14 Personnel - F.T.E's: 15.51
 2012-13 Personnel - F.T.E's: 14.51
Personnel Change: 1.00

Parks & Recreation

Budget Objective Form

Department: Parks and Recreation

Division: Athletics

Dept #: 12

Division #: 462

Objective:

- ✓ \$1,128,671 To administer, plan, direct and supervise athletic programs for adults and youth of the community at the City's three major athletic complexes (Cagni, Pepper, and Ben Franklin Parks).

ACTIVITIES:

- ✓ \$ 198,444 ✓ 001 **Claude Pepper Park Operations:** Supervise and maintain Pepper Park in order to accommodate the leisure needs of the residents of North Miami and the surrounding community.
- ✓ \$ 188,049 ✓ 002 **Ray Cagni Park Operations:** Supervise and maintain athletic complex at Cagni Park to accommodate the leisure needs of the residents of North Maimi and the surrounding community.
- ✓ \$ 133,061 ✓ 003 **Ben Franklin Park Operations:** Supervise and maintain athletic complex at Cagni Park to accommodate the leisure needs of the residents of North Maimi and the surrounding community.
- ✓ \$ 92,495 ✓ 004 **Youth Sports:** Administer and coordinate organized team sports for children of the community; some of the activities offered are football, basketball, cheerleading, soccer, and baseball. Program revenue is projected to be \$16,000.
- ✓ \$ 42,803 ✓ 005 **Youth Athletic Camp -** Administer, plan, direct, and supervise athletics program for youth and adults.
- ✓ \$ 7,431 ✓ 006 **Vehicle:** Maintenance and replacement.
- ✓ \$ 123,445 ✓ 007 Cagni Park Gymnasium
- ✓ \$ 342,943 ✓ 008 Pepper Park Community Center

Parks & Recreation

Budget Summary Form

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

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

PERSONAL SERVICES DETAIL:

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

Total # of Full-Time Employees 2

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

Parks & Recreation

Budget Objective Form

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

Objective:

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

ACTIVITIES:

- ✓ \$ 267,972 ✓ 001 **Sasso Pool Operation:** Operate a public swimming pool and Wet-Tot-Lot on a year-round basis for open public swim, swim lessons, and party rentals. Revenue from operation is anticipated to be \$13,000.
- ✓ \$ 1,700 ✓ 002 **Lifeguard Training Classes:** Provides three American Red Cross certified lifeguard training classes to 20 members of the public; classes will be rotated between both aquatic facilities. Revenue for the classes are anticipated to be \$1,700.
- ✓ \$ 2,004 ✓ 003 **Pre-School Swim Program:** Provides qualified instruction, bus transportation, and supplies to teach up to 75 three to five year old children that attend local pre-schools how to swim. Revenue for the swim program is anticipated to be \$1,875.

Parks & Recreation

Budget Summary Form

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

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

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Tennis Pro	10	1

Total # of Full-Time Employees 1

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

Parks & Recreation

Budget Objective Form

Department: Parks and Recreation

Division: Tennis

Dept #: 12

Division #: 464

Objective:

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

ACTIVITIES:

✓ \$ 127,035 ✓ 001 **Penny Sugarman and Cagni Tennis Facilities:** Provides a qualified tennis pro and staff primarily to oversee the tennis program at Penny Sugarman Tennis Center and to provide associated programming at Cagni Park. Revenue from memberships, court fees, and tennis clinics is anticipated to be \$15,000.

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

Parks & Recreation

Budget Summary Form

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

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

PERSONAL SERVICES DETAIL:

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

Total # of Full-Time Employees 4

2013-14 Operating Budget: -
2012-13 Operating Budget: 431,585
Dollar Change: (431,585)
Percentage Change: -100.00%

2013-14 Personnel - F.T.E.'s: 8.77
2012-13 Personnel - F.T.E.'s: 8.77
Personnel Change: 0.00

Parks & Recreation

Budget Objective Form

Department: Parks and Recreation

Division: Facility Operations

Dept #: 12

Division #: 465

Objective:

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

ACTIVITIES:

- ✓ \$ 133,310 ✓001 **Sunkist Grove Community Center:** Operate Sunkist Grove Community Center, including a computer lab, drop-in evening program, weekend rentals, and camps. Revenue for facility rentals is estimated at \$6000.
- ✓ \$ 187,893 ✓002 **Griffing Adult Center:** Operate the Griffing Adult Center for senior adult programming and events. Provide staff and supplies for operation of various classes for senior adults; classes offered include Fabric Painting, Decorative Arts, Chorus, and Hooked on Crafts. Revenues for the classes are estimated at \$1500.
- ✓ \$ 57,436 ✓003 **Keystone Center and School Skills Program:** Operation of Keystone Community Center, which includes a program for children ages 3 - 5, weekend rentals, and camps. Revenue for facility rentals is estimated at \$2000, while revenue for the School Skills program is estimated at \$8000.
- ✓ \$ 61,121 ✓004 **Teen Programming:** Administer, plan, direct and coordinate.

Parks & Recreation

Budget Summary Form

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

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

PERSONAL SERVICES DETAIL:

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

2013-14 Operating Budget: -
2012-13 Operating Budget: 139,345
Dollar Change: (139,345)
Percentage Change: -100.00%

2013-14 Personnel - F.T.E's: 1.85
2012-13 Personnel - F.T.E's: 1.85
Personnel Change: 0.00

Parks & Recreation

Budget Objective Form

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

Objective:

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

ACTIVITIES:

✓ \$ 147,010 ✓ 001

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

Parks & Recreation

Budget Summary Form

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

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

PERSONAL SERVICES DETAIL:

<u>Classification</u>	<u>Salary Sch.</u>	<u># of Positions</u>
None		

Total # of Full-Time Employees 0

2013-14 Operating Budget: ✓ 81,629
2012-13 Operating Budget: ✓ 76,089
Dollar Change: 5,540
Percentage Change: 7.28%

2013-14 Personnel - F.T.E's: 2.69
2012-13 Personnel - F.T.E's: 2.69
Personnel Change: 0.00

Parks & Recreation

Budget Objective Form

Department: Parks and Recreation

Division: Summer Camps

Dept #: 12

Division #: 475

Objective:

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

ACTIVITIES:

✓ \$ 81,629 ✓ 001

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

Parks & Recreation

Budget Summary Form

Dept / Division #: 12 / 478

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

PERSONAL SERVICES DETAIL:

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

Total # of Full-Time Employees 2

2013-14 Operating Budget: 310,686
2012-13 Operating Budget: 430,256
Dollar Change: (119,570)
Percentage Change: -27.79%

2013-14 Personnel - F.T.E's: 2.96
2012-13 Personnel - F.T.E's: 2.96
Personnel Change: 0.00

Parks & Recreation

Budget Objective Form

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

Objective:

§ 320,083 To coordinate, staff and implement events sponsored and/or run by the City of North Miami. Some of these events include the WinterNational Parade and Festival, July 4th Celebration, Children's Halloween Party, and various civic events.

ACTIVITIES:

- § 173,620 § 001 **Special Events Staff** - Supervises and coordinates special events as well as administers the implementation of activities supported by the City. The supervisor also serves as departmental liaison for various community service organizations.
- § 51,666 § 002 **WinterNational Parade** - Promote and produce North Miami's 31st annual Thanksgiving Day parade.
- § 35,668 § 003 **July 4th Celebration** - Promote and produce North Miami's annual family Independence Day celebration featuring a major fireworks display, live entertainment, games and activities at the North Miami Athletic Stadium.
- § 13,688 § 004 **Haunted Trails** - Promote and produce a Halloween party for children as well as families in the Enchanted Forest Park. The projected revenue from this event is estimated at \$8000.
- § 25,633 § 005 **Community Events:** These events give the City the opportunity to recognize the accomplishments of Dr. King; bringing the community, its residents and local schools/universities together for a common purpose. Presentations, singing, dancing & refreshments offered. Easter Egg Hunt revenue \$800.

Parks & Recreation

Budget Objective Form

✓ \$ 13,559	✓ 006	City Events - Provide support for various community events held throughout the City such as Sunday Afternoon Live, Veterans and Memorial Day ceremonies, and North Miami Concert Band concerts.
✓ \$ 4,786	✓ 007	Civic Group Events - Provide staff support for various annual events; some of the events include Little League opening ceremonies and the Tenth Annual Cancer Walk.
✓ \$ -	✓ 008	Programs for Persons with Special Needs - Provide leadership, counseling and programming for educable mentally disabled (Swingers) and physically disabled (GOAL) adults. Expenses for this program will be offset by revenue from disabled parking fines.
\$ 1,463	✓ 009	Vehicle: Maintenance and Replacement

Parks & Recreation

Budget Summary Form

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

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

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

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

Parks & Recreation

Budget Objective Form

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

Objective:

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

ACTIVITIES:

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

Parks & Recreation

Budget Summary Form

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

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

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

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

Parks & Recreation

Budget Objective Form

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

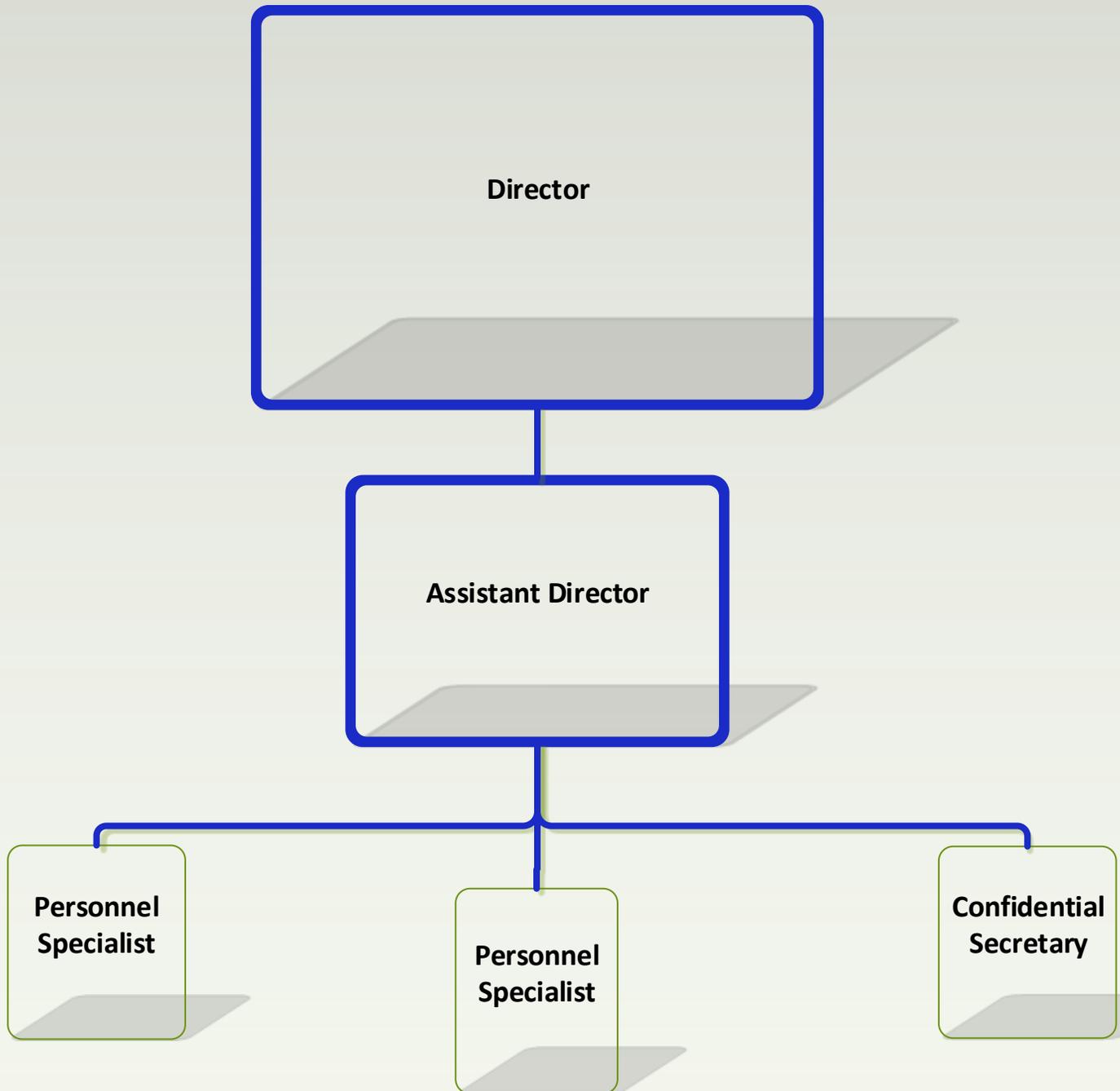
Objective:
\$ 7,310 To provide for specialized programs for North Miami's youth as recommended by the Youth Opportunity Board and the City Council.

ACTIVITIES:

- \$ 3,910 001 **Summer Interns Program:** Provides employment for up to 23 high school students that are City residents and interested in public service. Students work in various City departments, where they perform tasks to learn governmental operations and provide services to departments in accomplishing projects that may otherwise not be performed.
- \$ 2,000 002 **Recognition and Scholarship Programs:** The Bill Carr Youth Recognition Program provides awards to exemplary students at all grade levels (K through 12) which are presented at City Council meetings three times a year. The Lou Schick Scholarship Program provides cash scholarships for North Miami residents who are graduating from high school and plan to enroll in college.
- \$ 400 003 **Government Days:** Student in Government Day is held in October in conjunction with Florida City Government Week. The program gives elementary through high school students an opportunity to become familiar with municipal government. Know Your City Government Day is held in March and gives approximately 70 elementary and middle school students the opportunity to spend half a day learning about City government through role playing and interacting with City Officials. Both programs give students an opportunity to meet the North Miami City Council, the City Manager and City staff.
- \$ 1,000 004 **Essay Contests:** Provides awards for North Miami high school and Middle School students who participate and are selected winners in essay contests expressing the meaning of Memorial Day and Veterans Day holidays.

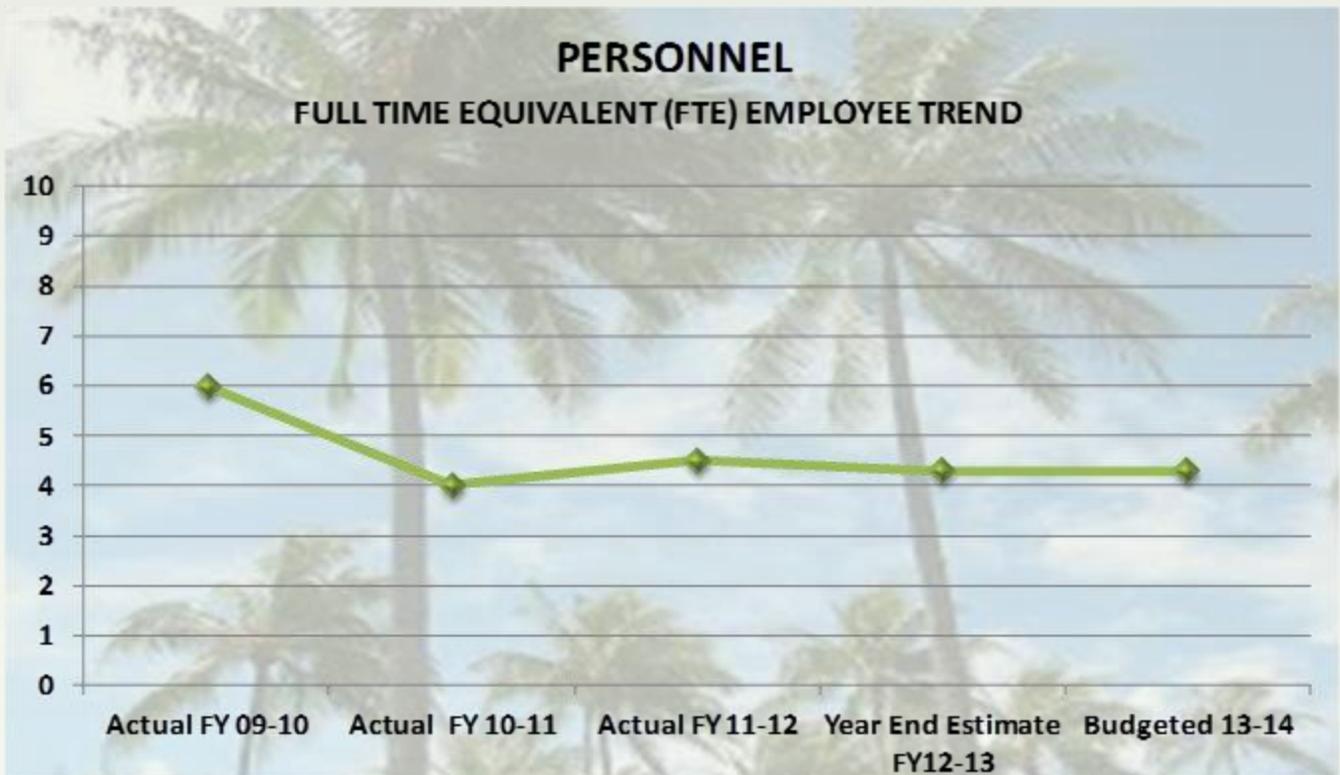
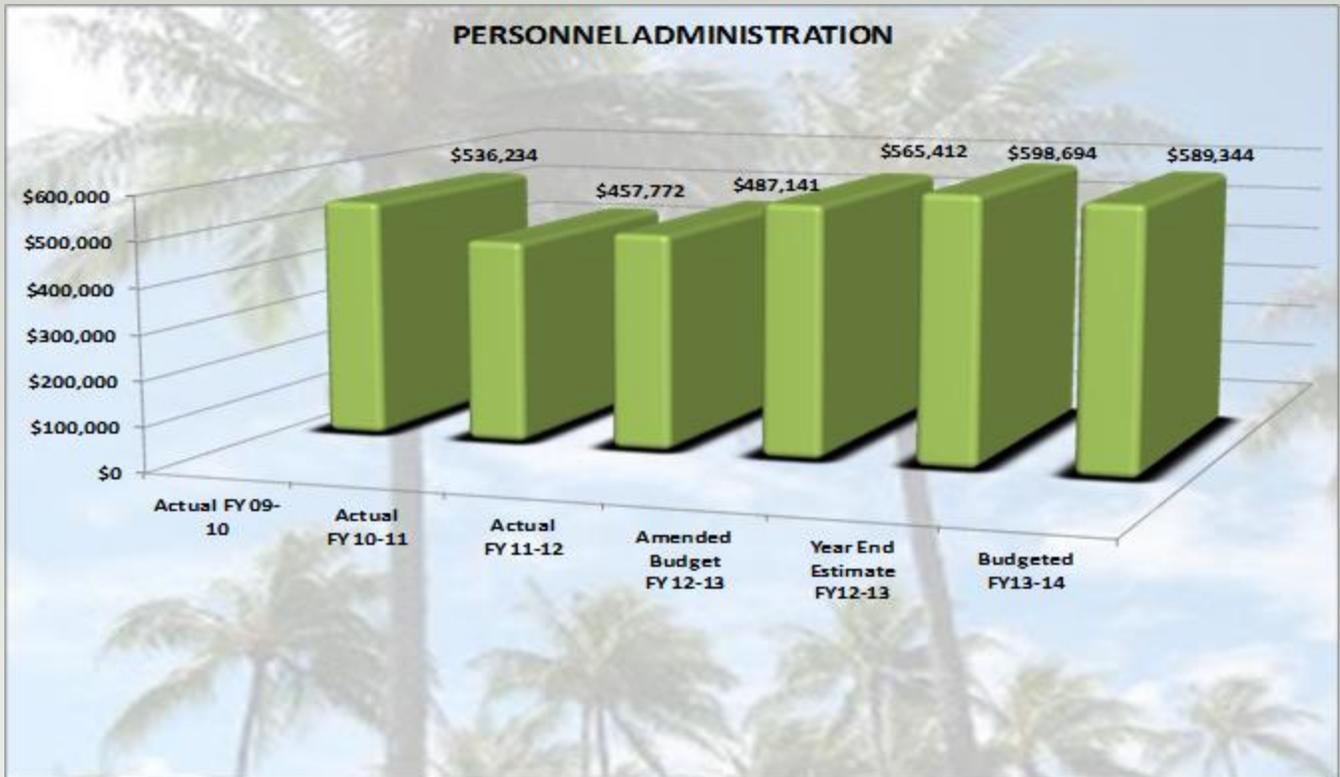
Personnel

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



Personnel

Expenditure History and Full Time Employee Trends



Personnel

Strategic Management Plan

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

Objective 1.1. Streamline and automate personnel operations and procedures.

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

Objective 2.1. Improve employee education.

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

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

Goal 3: Strengthen leadership/management/supervisory skills.

Objective 3.1. Develop and implement management training modules.

Goal 4: Improve workforce health.

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

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

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

Goal 6: Compile personnel rules, policies and procedures.

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

Central Performance Measures (CPM):

Target Date

Fiscal Impact

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

Personnel

Strategic Management Plan Continued

Core Responsibilities:

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

Personnel

Budget Summary Form

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

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

PERSONAL SERVICES DETAIL:

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

Total # of Full-Time Employees 4

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

Personnel

Budget Objective Form

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

Objective:
\$ 74,284 To hire, train and retain qualified employees for all City departments; to ensure employees, retirees and elected officials are provided City benefits; and to ensure all employees are treated fairly and equitably in compliance with federal and state laws, local regulations, City ordinances, and Civil Service Rules.

ACTIVITIES:

\$ -	001	Personnel Administration Services: Coordinate and implement personnel services including: recruiting, testing, interviewing of prospective employees, and placement activities; position control; classification and pay administration; records management; managing employee benefits and billings, complying with COBRA, FMLA, ADA, FLSA and HIPAA regulations, and maintaining accurate records of participants covered under the health/dental plan, life insurance, and flexible benefits; labor relations and administration of collective bargaining agreement; managing Equal Opportunity, processing discrimination and harassment charges and Personnel Board appeal hearings, Employee Assistance, Violence in the Workplace, and Drug Free Workplace programs; and complying with the Federal Omnibus Transportation Employee Testing Act of 1991.
\$ 4,075	002	U.S. DOT Alcohol and Drug Testing Program: Contract with a third party administrator to perform random selection and testing of employees to comply with the U.S. Department of Transportation Alcohol and Drug Testing Program for Commercial Motor Vehicle Drivers, and to provide required training for supervisors and employees on an annual basis.
\$ 13,000	003	Specialized Training: Provide registration fees for employees from each department to attend seminars and workshops that will improve their job skills/knowledge.
\$ 200	004	Employee Training Program: Provide annual training by City staff and outside consultants to all full/part time City employees to create awareness of City policies as well as federal and local laws.

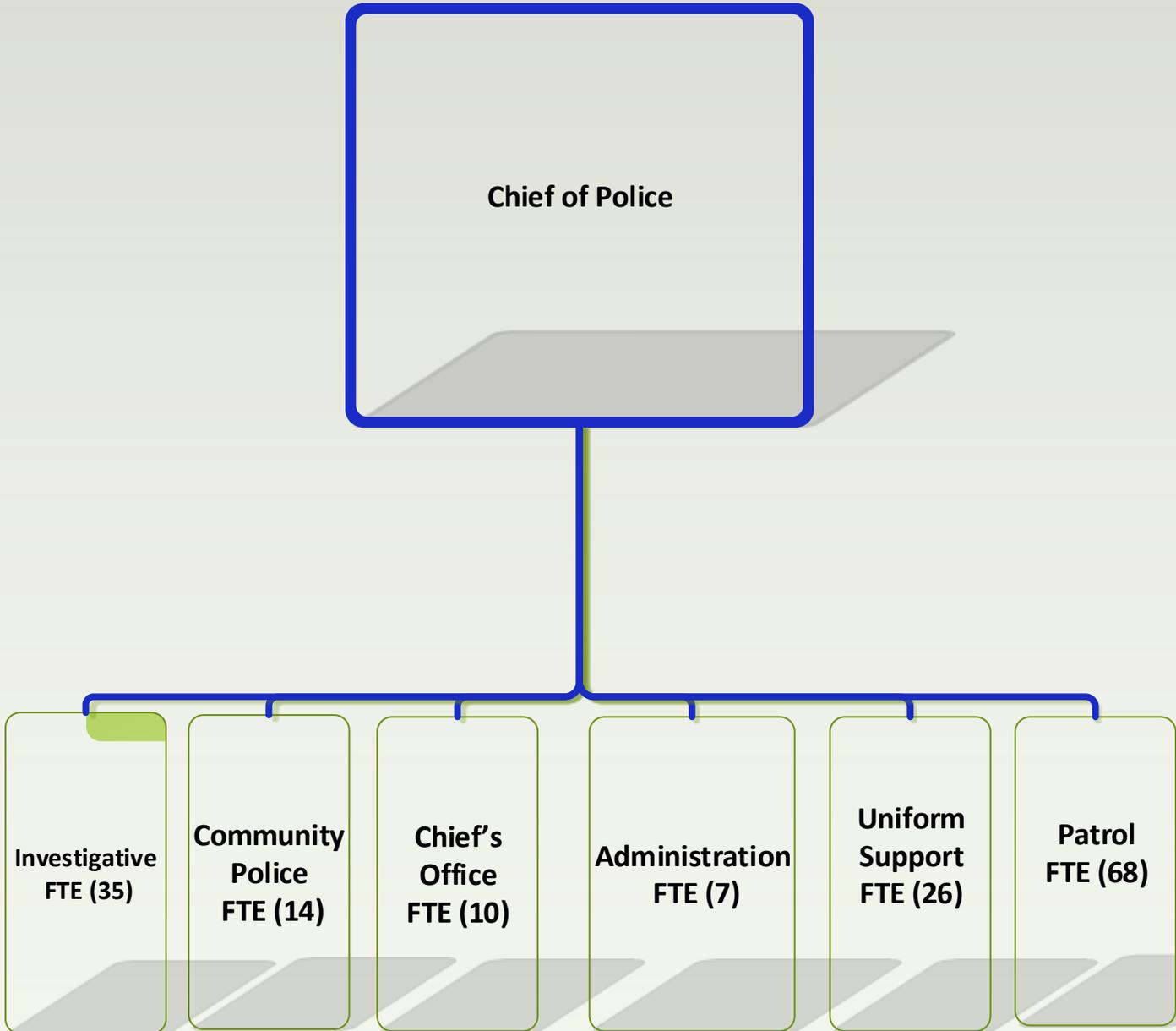
Personnel

Budget Objective Form

\$ 50,000	'005	Tuition Reimbursement: Employees in collective bargaining unit can be reimbursed up to the equivalence of 18 credit hours per fiscal year at the instate undergraduate rate at Florida International University based on grades received for completing college coursework or technical classes taken to increase knowledge and skills and prepare for City promotions.
\$ 2,796	'006	Post Employment Exams, Tests and Evaluations: Provide medical exams for all current employees as required, including special medical evaluations as requested, non-CDL drug testing program expenses, and background checks for current employees.
\$ 3,013	'007	Employee Appreciation: Employee of the Quarter Program - Provide a plaque and a \$100 savings bond to an employee selected for exemplary service on a quarterly basis. To purchase service awards to be presented to employees annually based upon length of service and to provide an awards luncheon at which the awards will be presented; as well as to provide funds for invitations, printed programs, and miscellaneous supplies.
\$ -	'008	Workplace Violence Prevention: Provide threat assessment services and training on how to communicate if an employee is referred for violating the Workplace Violence Administrative Regulation.
\$ -	'009	Police Alcohol and Drug Testing Program: Contract with a third party administrator to perform random, post accident, promotion, transfer, and reasonable suspicion selection and testing of police bargaining unit members in accordance with the 2005-2008 collective bargaining agreement, and to educate bargaining unit members on the use and abuse of drugs/controlled substances and alcohol.
\$ -	'010	Supervisory Training (max. 25 employees per 1 day session)
\$ 1,200	'011	Wellness Program: Community event registrations, t-shirts, supplies, health risk assessments, nutrition/health screenings and seminars.

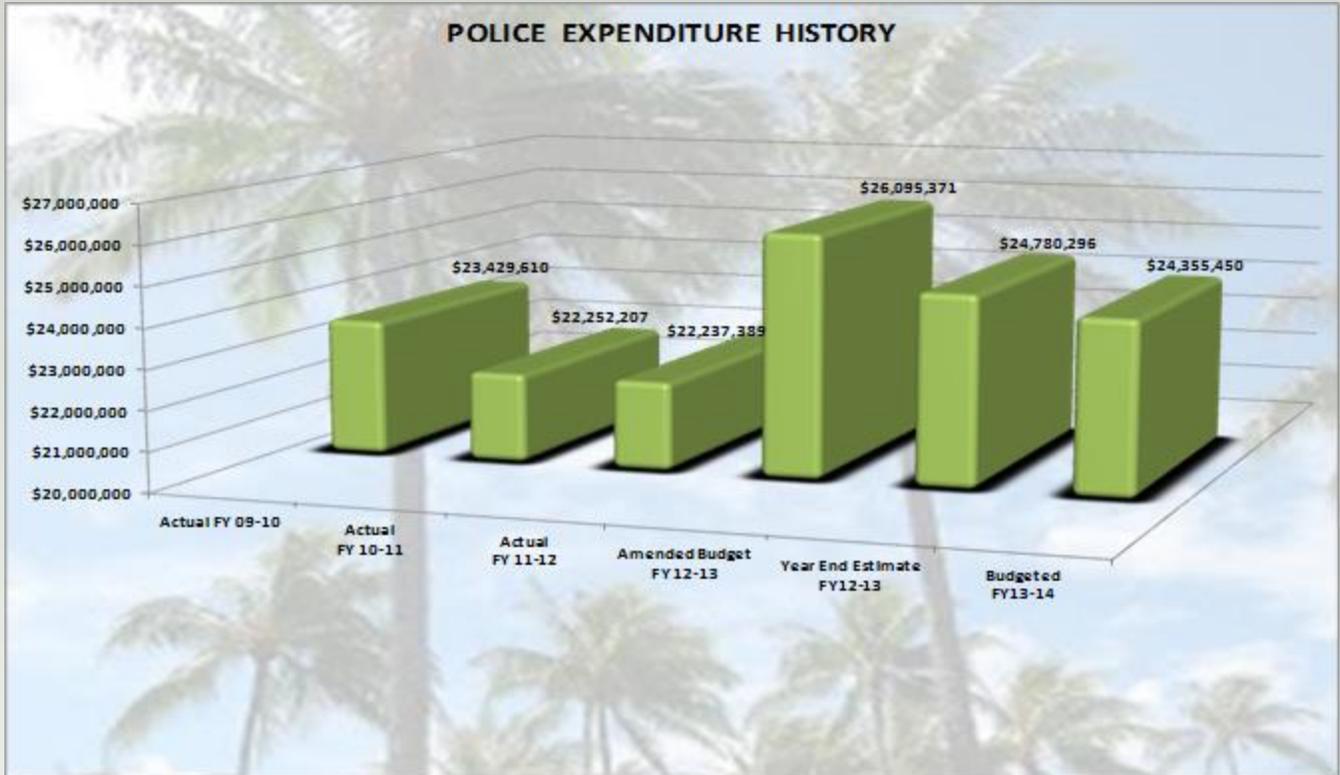
Police

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



Police

Expenditure History and Full Time Employee Trends



Police

Strategic Management Plan

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

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

GOAL 2: INCREASE POLICE DEPARTMENT AND COMMUNITY INTERACTION.

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

GOAL 3: ENHANCE INTERNAL OPERATIONS.

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

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

Police

Strategic Management Plan Continued

Core Responsibilities:

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

Police

Budget Summary Form

Department: Police
 Dept. #: 08

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

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Police Chief	41	1
Assistant Police Chief	39	2
Police Major	36	5
Police Commander	35	5
Police Administrator	31	1
Police Sergeant	31S	17
Police Executive Assistant	32	1
Police Officer	28O	92
Admin Assistant	27	1
Grants Writer	25	1
Administrative Coordinator	22	1
Crime Scene Technician	22	4
Crisis Intervention Specialist	21	1
Police Records Supervisor	25	1
Police Communications Supervisor	25	1
Code Compliance Officer	23	1
Crime Analyst	20	1
Police Communications Operator	19	12
Administrative Specialist	18	1
Citizens' Crime Watch Coordinator	18	1
Public Service Aide	17	3
Records Technician	16	4
Clerical Technician	16	3
Total # of Full-Time Employees		160

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

Police

Budget Summary Form

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

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

PERSONAL SERVICES DETAIL:

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

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

Police

Budget Objective Form

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

Objective:

\$1,362,222 To manage and direct all Police Department operations in compliance with the City of North Miami Ordinances, Miami-Dade Ordinances, Florida Statutes and certain federal laws requiring enforcement of law and order, as well as the protection of life and property.

ACTIVITIES:

\$ 999,881 001

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

\$ 362,341 002

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

Police

Budget Summary Form

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

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

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Police Major	36	1
Police Commander	33	4
Police Sergeant	31S	9
Police Officer	280	53
Administrative Coordinator	22	1

Total # of Full-Time Employees 68

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

Police

Budget Objective Form

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

Objective:

✓ \$ 9,962,723 To provide professional and efficient uniform police services to the City and to ensure the safety of citizens and maintenance of public order in accordance with Florida Statutes, County and City Ordinances, and Department policies.

ACTIVITIES:

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

✓ \$ 454,762 ✓002 **Canine Unit:** Police officers are assigned dogs that enhance the officers' ability to engage in specialized functions such as area, building and vehicle searches; tracking of suspects who are at large; as well as regular patrol duties. The canines are trained in the detection of narcotics, explosives, and incendiary devices and significantly reduce the threat posed to officers while conducting investigations.

Police

Budget Summary Form

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

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

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Police Major	36	1
Police Sergeant	31S	2
Police Officer	280	7
Code Compliance Officer	23	1
Administrative Specialist	18	1
Citizens Crime Watch Coordinator	18	1
Clerical Technician	16	1
Total# of Full-Time Employees		14

2013-14 Operating Budget: 1,847,300
2012-13 Operating Budget: 4,284,347
Dollar Change: (2,437,047)
Percentage Change: -56.88%

2013-14 Personnel - F.T.E's: 14.00
2012-13 Personnel - F.T.E's: 21.00
Personnel Change: -7.00

Police

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

Objective:

- \$1,916,835 To provide specialized police and public services and police/community relations designed to enhance the overall quality of life of residents pertaining to: community and school programs; safety and maintenance of order in City parks; animal control; enforcement of City zoning ordinances; and the continuing participation in the Police Explorer Program and the Police Athletic League.

ACTIVITIES:

- \$ 488,935 001 **Administration:** Provides management and supervision of the diverse functions of this **Section** and is responsible for designing, implementing, and coordinating innovative enforcement and public service activities.
- \$ 934,816 002 **Community Services Unit:** Provides the department with specialized patrol officers to maintain an ongoing awareness of community needs and concerns and to provide appropriate police responses resulting in such projects as the Neighborhood Mobile Patrol, Crime Prevention Program, and the Citizens' Police Academy.
- \$ 294,621 003 **School Resource Officers:** The COPS in School Grant provides partial funding for salaries and benefits for two police officer positions. Overtime, holiday pay, operating and capital costs are funded from the City's General Fund.
- \$ 108,652 004 **Citizens' Crime Watch Program:** Provides funds to coordinate a Crime Watch Program and other crime prevention programs within the City. The Coordinator attends civic and neighborhood meetings, recruits residents to form crime watch groups, acts as a liaison between local merchants, area residents and the Police Department, and makes presentations to elementary, junior, and senior high school students.

Police

Budget Objective Form

█ \$	-	█ 005	Police Explorer Program: Provides funds to sponsor a unit of approximately thirty-six Explorers, a Boy Scouts of America program. The participants acquire some knowledge of police work, foster positive relations with police officers, and provide a needed service to the community such as crowd control at special events and home checks.
█ \$	89,811	█ 006	Animal Control: Capture and control of stray animals to ensure the safety and well-being of the residents of North Miami; collection of deceased animals to eliminate health hazards; enforcement of City Ordinances related to animals.

Police

Budget Summary Form

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

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

PERSONAL SERVICES DETAIL:

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

2013-14 Operating Budget: 4,450,874
2012-13 Operating Budget: - ***
Dollar Change:
Percentage Change:

2013-14 Personnel - F.T.E's: 26.00
2012-13 Personnel - F.T.E's:
Personnel Change: 26.00

Police

Budget Objective Form

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

Objective:

✓ \$4,566,536 To provide specialized police and public services to enhance the overall quality of life of residents pertaining to: traffic enforcement; safety and law enforcement on City waterways; dispatching calls for service; Public Service Aides; and school crossing guards.

ACTIVITIES:

- ✓ \$2,401,058 ✓ 001 **Traffic Unit:** Provides the department with specialized patrol officers who are highly trained in traffic investigations, both vehicular and pedestrian. These officers reduce accidents through the selective enforcement of traffic laws; the investigation of hit-and-run accidents; the placement of the speed monitoring unit at locations with numerous speeding violations; and the review of department accident reports prior to submission to the State.
- ✓ \$ 286,166 ✓ 002 **Marine Patrol:** Patrols City waterways and enforces boating/safety regulations, deters boaters from causing high-speed wakes that damage boats and sea walls, and rescues boaters who are in distress.
- ✓ \$1,574,752 ✓ 003 **Communications:** Responsible for dispatching police officers to emergencies and to residents requesting police assistance; FCIC/NCIC inquiries and entries; assigning case numbers; and providing important information to officers on patrol.
- ✓ \$ 204,490 ✓ 004 **Public Service Aides:** Responsible for handling various police-related duties that do not require a sworn officer such as minor traffic accidents, parking violations, and writing routine reports.
- ✓ \$ 100,070 ✓ 005 **School Crossing Guard Program:** Provides School Crossing Guards at North Miami, Natural Bridge, William Jennings Bryan, Gratigny, Holy Family, and Ben Franklin elementary schools. These guards ensure that elementary school children cross streets safely while going to and from school.

Police

Budget Summary Form

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

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

PERSONAL SERVICES DETAIL:

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

Total# of Full-Time Employees 35

2013-14 Operating Budget: 4,698,799
2012-13 Operating Budget: 4,905,744
Dollar Change: (206,945)
Percentage Change: -4.22%

2013-14 Personnel - F.T.E's: 35.00
2012-13 Personnel - F.T.E's: 35.00
Personnel Change: 0.00

Police

Budget Objective Form

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

Objective:

█ \$4,886,135

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

ACTIVITIES:

█ \$2,803,227

█ 001

General Investigations / Special Victims Unit: Conducts criminal investigations and writes investigative reports; identifies and apprehends offenders; assists the State in the prosecution of criminal offenders; provides support for the Uniform Patrol Division; conducts investigations in cases involving domestic violence, child abuse, sex crimes involving family members, exploitation of the elderly, sexual predators, and missing persons; acts as liaison with authorities, families and schools in an effort to identify and reduce domestic-related crimes.

█ \$1,656,668

█ 002

Crime Suppression Team: Conducts investigations pertaining to vice, narcotics and organized crime, and initiates asset forfeiture proceedings utilizing detectives specially trained in surveillance, infiltration, cultivation of informants, detection of narcotics and vice operations, as well as other major criminal organizations.

█ \$ 267,758

█ 003

Crime Scene Unit: Identify, process and collect evidence at crime scenes; prepare written reports; submit evidence to the crime lab; and assist detectives in solving crimes through the use of physical evidence.

█ \$ 68,603

█ 004

Crime Analysis: Analyzes crime data and other relevant information derived from crime scenes, police reports and other sources; identifies crime similarities and trends and pinpoints "hot spots" of criminal activity; prepares and distributes B.O.L.O. information and crime statistical reports.

Police

Budget Objective Form

█ \$ 89,879 █ 005

Crisis Intervention Services: Provides counseling, referrals and emergency placements to victims of crimes. A specialist, trained in emergency response to crisis and who has the language skills necessary to communicate with our large Haitian community, is needed to aid investigators in the placement, counseling and rehabilitation of the family members. A grant in the amount of \$52,851 has been awarded to offset expenses.

Police

Budget Summary Form

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

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

PERSONAL SERVICES DETAIL:

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

2013-14 Operating Budget: 1,385,156
2012-13 Operating Budget: 3,422,929
Dollar Change: (2,037,773)
Percentage Change: -59.53%

2013-14 Personnel - F.T.E's: 7.00
2012-13 Personnel - F.T.E's: 28.90
Personnel Change: -21.90

Police

Budget Objective Form

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

Objective:

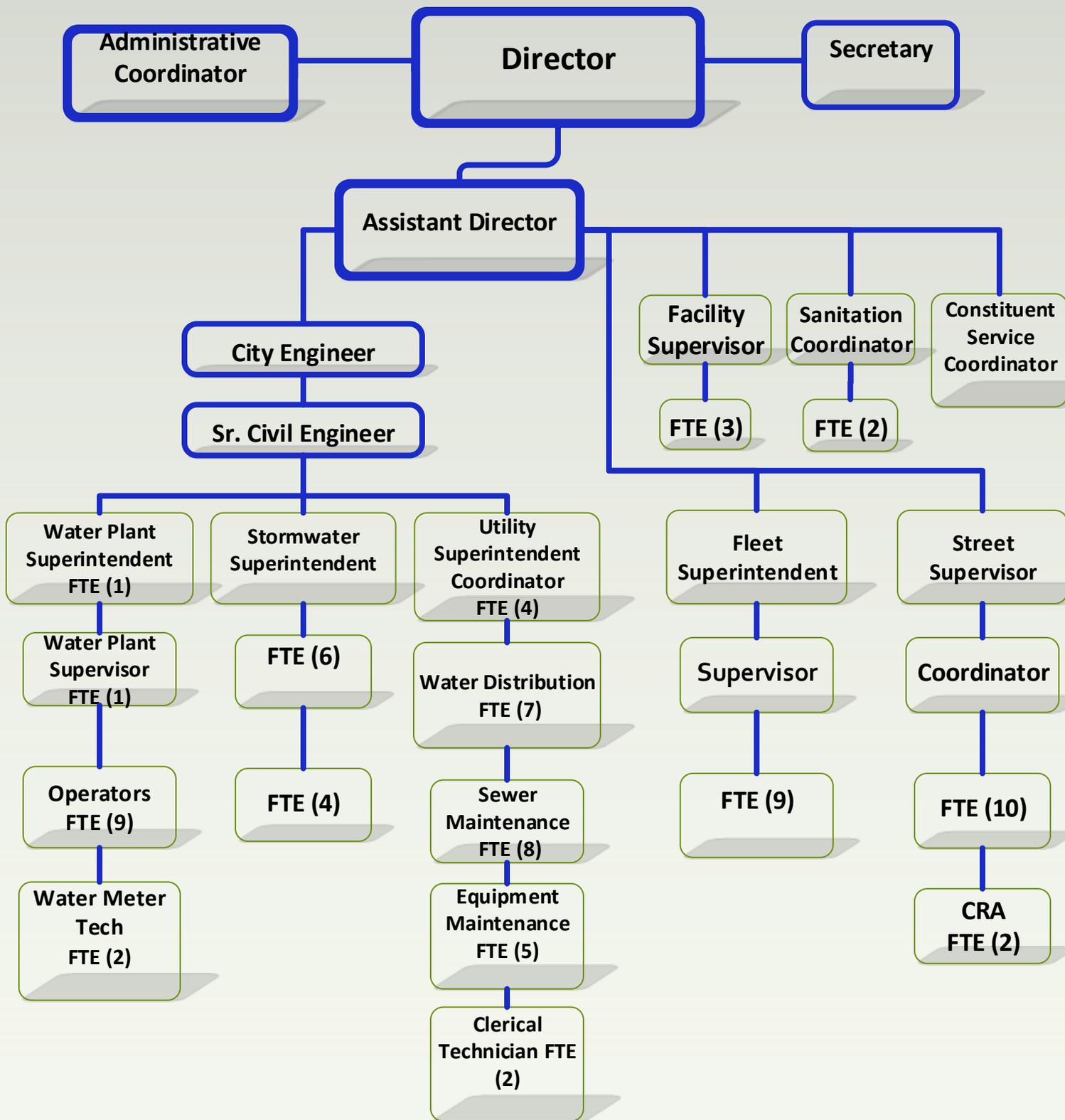
✓ \$1,488,973 To provide efficient and effective services in the following areas: police records management functions, lobby reception, vehicle fleet, property and evidence control, and building maintenance.

ACTIVITIES:

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

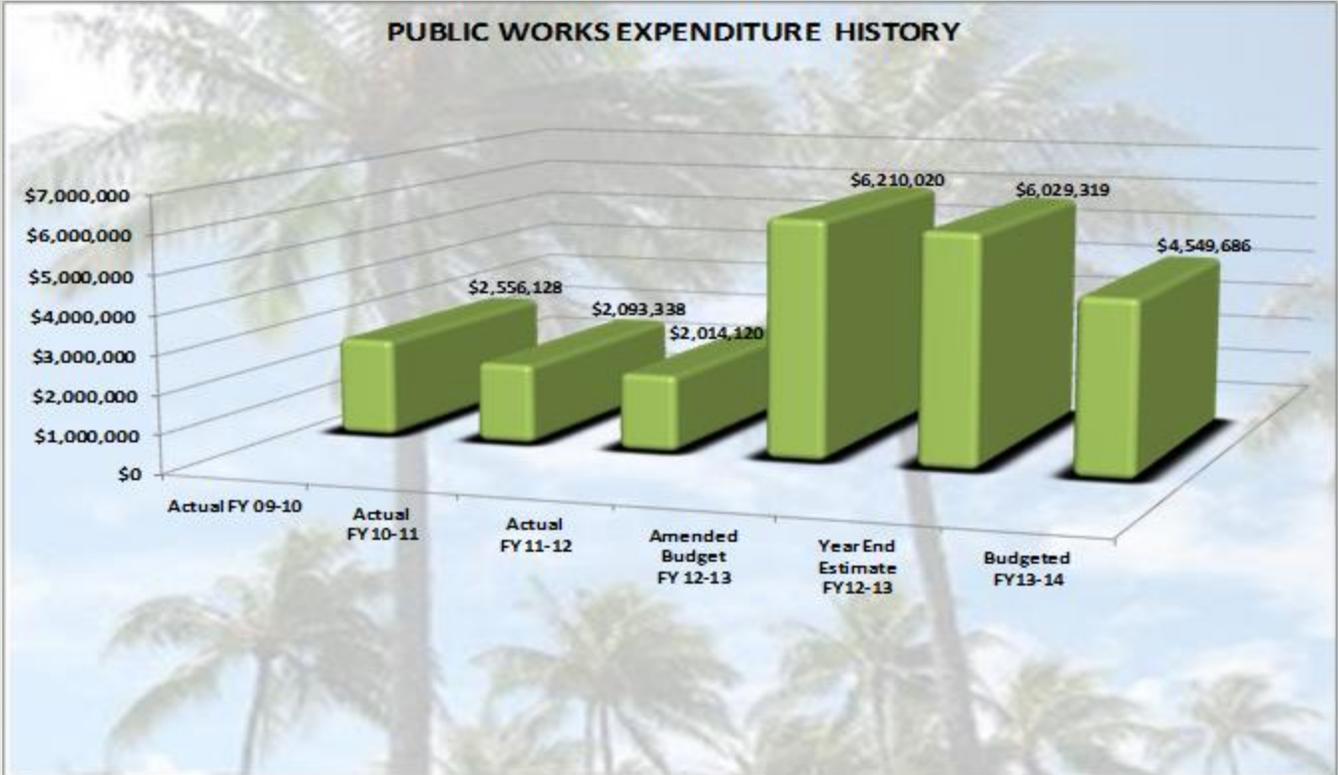
Public Works

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



Public Works

Expenditure and Full Time Employee History Charts



Public Works

Strategic Management Plan

Goal 1: Enhance internal operation.

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

Goal 2: Utilize resources efficiently.

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

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

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

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

Goal 4: Establish a reliable and efficient fleet.

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

Objective 4.2. Improve inventory tracking system.

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

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

Objective 5.2. Contribute to a more pedestrian friendly community.

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

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

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

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

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

Public Works

Strategic Management Plan Continued

Central Performance Measures (CPM):

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

Core Responsibilities:

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

Public Works

Budget Summary Form

Department: Public Works
 Dept #: 10

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

PERSONAL SERVICES DETAIL:

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

Total # of Full-Time Employees 23

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

Public Works

Budget Summary Form

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

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

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Public Works Director	41	1
Constituent Service Coordinator	25	1
Code Compliance Officer	23	1
Administrative Coordinator	22	1
Sanitation Coordinator	22	1
Secretary	20	1

Total # of Full-Time Employees 6

2013-14 Operating Budget: ▲ 2,587,537
2012-13 Operating Budget: ▲ 2,977,272
Dollar Change: (389,735)
Percentage Change: -13.09%

2013-14 Personnel - F.T.E's: 6.00
2012-13 Personnel - F.T.E's: 5.00
Personnel Change: 1.00

Public Works

Budget Summary Form

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

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

PERSONAL SERVICES DETAIL:

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

2013-14 Operating Budget: 1,360,782
2012-13 Operating Budget: 1,227,402
Dollar Change: 133,380
Percentage Change: 10.87%

2013-14 Personnel - F.T.E's: 12.00
2012-13 Personnel - F.T.E's: 12.00
Personnel Change: 0.00

Public Works

Budget Objective Form

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

Objective:

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

\$1,444,860

ACTIVITIES:

- █ \$ 195,616 001 **Streets Administration:** Provide supervisory support for the Streets Division and clerical support for the Streets, Stormwater Utility and Facility Maintenance Divisions. Responsibilities include scheduling projects, communicating with vendors, coordinating and directing work crews, responding to resident complaints, inspecting work done by outside contractors and all clerical support required to maintain the divisions.
- █ \$ 247,337 002 **Street Maintenance:** Perform general maintenance of City streets, City owned parking lots, and City owned vacant lots, as well as bridges and seawalls. This maintenance provides residents with an aesthetically pleasing and safer environment in which to live. Street banners and various decorative light pole banners are hung throughout the year. City owned lots, not under contract, are maintained and those under contract are supervised by this staff. City streets and parking lots are striped, brick pavers are repaired, and graffiti is removed from City structures.
- █ \$ 70,764 003 **Patching, Street Repair and Rights-of-Way Maintenance:** Maintain the City owned streets that are damaged due to City utility projects that require temporary and permanent asphalt patches. Repair all potholes that are reported and repair all damage to rights-of-way caused during City utility projects.
- █ \$ 215,982 004 **Permanent Concrete Construction:** Construct and maintain sidewalks, curbing and gutters, and sidewalk-to-street handicap ramps throughout the City and assist in street maintenance and other street construction projects.
- █ \$ 14,856 005 **Contractual Lawn Maintenance:** Provides monthly contract for mowing and cleaning services for various City-owned lots to insure that areas are maintained on a regular basis.
- █ \$ 337,044 006 **Storm Drain Construction & Repair:** Improves the City's stormwater drainage system through minor construction and retrofit projects that are prioritized according to the adopted Stormwater Master Plan II. Major projects will be completed by outside
- █ \$ 148,595 007 **Commercial Corridor Improvement Program - The Clean Team -** Provides funds to clean and maintain public walkways in the City's commercial corridors.
- █ \$ 214,666 008 **Vehicles:** Maintenance and replacement

Public Works

Budget Summary Form

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

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

PERSONAL SERVICES DETAIL:

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

Total# of Full-Time Employees 4

2013-14 Operating Budget: 520,688
 2012-13 Operating Budget: 542,522
 Dollar Change: (21,834)
 Percentage Change: -4.02%

2013-14 Personnel - F.T.E's: 4.00
 2012-13 Personnel - F.T.E's: 4.00
 Personnel Change: 0.00

Public Works

Budget Objective Form

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

Objective:

█ \$ 533,514 To provide facility maintenance and housekeeping services to (7) City buildings with four (4) full-time employees and a contractual janitorial service in order to ensure that residents and employees have an aesthetically pleasing and safe environment.

ACTIVITIES:

█ \$ 432,891 █ 001 **Facility Maintenance & Operation:** Perform maintenance and repairs for seven (7) City buildings: City Hall, the Motor Pool, the Water & Sewer Operations Center, the Building & Zoning Annex, the CP&D Annex, the Code Enforcement Annex, and the Library (personnel costs only provided for the Library and W&S building). Provide technical advice and support regarding the maintenance of the Police Station and MoCA buildings, when requested. Service performed include painting, carpentry work, building alterations, furniture restoration, minor electrical and plumbing repairs, ceiling repairs, as well as interior and exterior building maintenance.

█ \$ 82,011 █ 002 **Custodial Services:** Provide daily housekeeping services at four (4) 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.

█ \$ 18,612 █ 003 **Vehicle Maintenance & Replacement**

Public Works

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

Objective:

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

Justification:

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

Project Estimates:

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

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

Budget Office Use Only

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

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

Public Works

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

Objective:

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

Justification:

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

Project Estimates:

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

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

Budget Office Use Only

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

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

Revised: 10/16/2013

Public Works

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

Objective:

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

Justification:

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

Project Estimates:

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

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

Budget Office Use Only

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

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

Name: _____

Public Works

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

Objective:

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

Justification:

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

Project Estimates:

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

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

Budget Office Use Only

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

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

Approved: _____

Public Works

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

Objective:

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

Justification:

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

Project Estimates:

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

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

Budget Office Use Only

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

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

Notes: None

Public Works

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

Objective:

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

Justification:

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

Project Estimates:

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

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

Budget Office Use Only

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

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

Notes: None

Public Works

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

Objective:

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

Justification:

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

Project Estimates:

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

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

Budget Office Use Only

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

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

Notes: 00000000

Public Works

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

Objective:

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

Justification:

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

Project Estimates:

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

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

Budget Office Use Only

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

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

Notes: none

Public Works

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

Objective:

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

Justification:

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

Project Estimates:

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

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

Budget Office Use Only

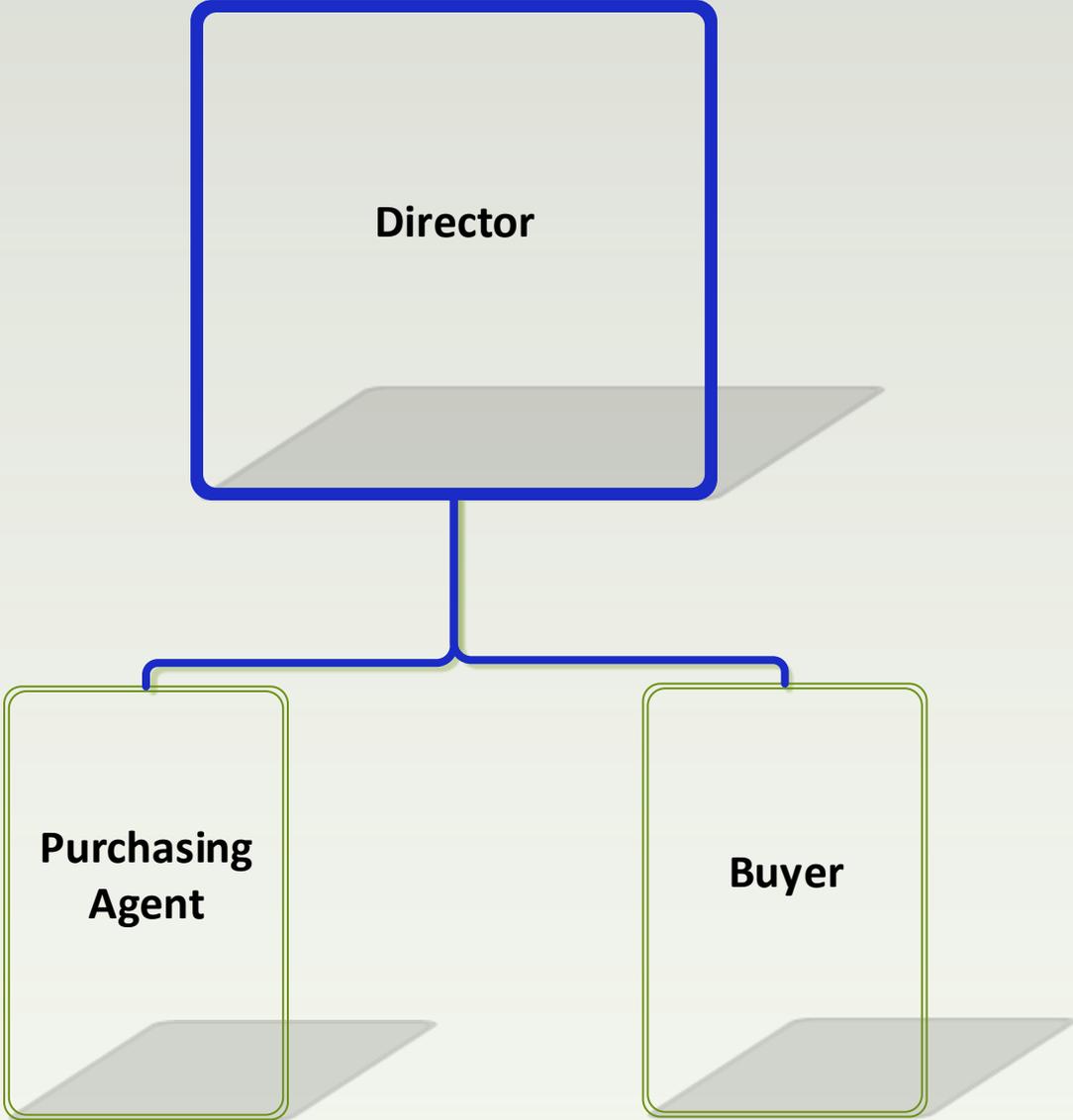
<input type="checkbox"/>	Funded
<input type="checkbox"/>	Not Funded
<input type="checkbox"/>	Partially Funded
<input type="checkbox"/>	Pending

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

November 2014 10/16/2014

Purchasing

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



Purchasing

Expenditure and Full Time Employee History Charts



Purchasing

Strategic Management Plan

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

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

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

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

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

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

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

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

Central Performance Measures (CPM):

Target Date Fiscal Impact

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

Core Responsibilities:

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

Purchasing

Budget Summary Form

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

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

PERSONAL SERVICES DETAIL:

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

Total # of Full-Time Employees 3

2013-14 Operating Budget: 353,245
2012-13 Operating Budget: 346,428
Dollar Change: 6,817
Percentage Change: 1.97%

2013-14 Personnel - F.T.E's: 3.00
2012-13 Personnel - F.T.E's: 3.00
Personnel Change: 0.00

Purchasing

Budget Objective Form

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

Objective:

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

ACTIVITIES:

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

Enterprise Funds: Stormwater

Budget Summary Form

Department: Public Works- Stormwater Utility
Dept #: 10

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

PERSONAL SERVICES DETAIL:

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

Total # of Full-Time Employees

9

2013-14 Operating Budget: 2,098,979
2012-13 Operating Budget: 2,084,552
Dollar Change: 14,427
Percentage Change: 0.69%

2013-14 Personnel - F.T.E's: 9.00
2012-13 Personnel - F.T.E's: 8.00
Personnel Change: 1.00

Enterprise Funds: Stormwater

Budget Objective Form

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

Objective:

\$3,186,186 To maintain the City's storm sewer system including; administrative engineering services; cleaning, removing, testing and disposing of debris from manholes, catch basins and exfiltration systems; and street sweeping services. To pay the General Fund for services rendered; and to provide the public with information regarding the functions of the utility.

ACTIVITIES:

\$ 468,721	001	<p>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.</p>
\$ 294,934	002	<p>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.</p>
\$ 81,219	003	<p>Street Sweeping: Cleans and maintains designated streets within the City in order to prevent debris from entering canals through drainage outlets.</p>
\$ 96,000	004	<p>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.</p>
\$ 48,169	005	<p>Stormwater Quality Monitoring: Reimburses Miami-Dade County for water quality monitoring of 7 major outfalls. This expense is related to Phase II of the EPA National Pollutant Discharge System (NPDES) Permit. The monitoring program was renewed for an additional five years effective October 1, 2015.</p>
\$ 16,850	006	<p>Public Awareness & Education: Provides information to the public about the consequences of contaminated stormwater runoff and the need to protect the stormwater system from illegal dumping. Provides information to the public regarding the annual City Wide Flood Plain Management brochure, the contractor's brochure and the realtor's brochure. Provides membership to the Flood Plain Manager's Association and funds to attend the annual conference for the City's designated Flood Plain Manager in order to remain abreast of current issues and regulations; provides promotional items to be handed out to students in presentations given about the utility and its functions.</p>
\$ 119,368	007	<p>Vehicle Maintenance and Replacement: Provides funds for the daily operation, preventive maintenance, emergency repairs and replacement of vehicles.</p>
\$1,069,544	008	<p>Debt Service, Insurance Costs and Reserves: Provides debt service for Storm Water Revenue Bonds, a fully funded reserve for the payment of unused vacation and sick leave payout for Stormwater employees and the Stormwater Utility Funds prorata share of the FY13 debt service on the 2010 Pension Obligation Bonds.</p>
\$ 991,381	009	<p>Interfund Transfers: Provides reimbursement to the General Fund for various services that the Fund provides the Stormwater Utility Fund as well as an "In Lieu of Taxes" payment representing funds that the General Fund would receive if the utility were privately owned.</p>

Enterprise Funds: Water & Sewer

Budget Summary Form

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

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

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Assistant Public Works Director	39	1
Civil Engineer	30	1
Utility Superintendent	28	1
Water Plant Superintendent	28	1
Water Plant Supervisor	25	1
Utility Supervisor	25	0
Senior Electrician	25	1
Plumber	25	1
Electrician	23	1
Utility Coordinator	22	4
Water Plant Operator	21	10
Heavy Equipment Operator	20	6
Trades Mechanic	20	6
Drafting Technician	20	0
Water Meter Technician	19	3
Electrician's Aide	18	1
Maintenance Mechanic	18	3
Motor Equipment Operator	18	1
Utility Technician	18	1
Utility Crew Leader	17	1
Clerical Technician	16	2
General Maintenance Worker	15	4

Total # of Full-Time Employees 50

2013-14 Operating Budget: 22,145,028
 2012-13 Operating Budget: 21,973,930
 Dollar Change: 171,098
 Percentage Change: 0.78%

2013-14 Personnel - F.T.E's: 50.00
 2012-13 Personnel - F.T.E's: 50.00
 Personnel Change: 0.00

Enterprise Funds: Water & Sewer

Budget Summary Form

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

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

PERSONAL SERVICES DETAIL:

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

Total # of Full-Time Employees 4

2013-14 Operating Budget: 4,701,549
2012-13 Operating Budget: 4,886,632
Dollar Change: (185,083)
Percentage Change: -3.79%

2013-14 Personnel - F.T.E's: 4.00
2012-13 Personnel - F.T.E's: 3.00
Personnel Change: 1.00

Enterprise Funds: Water & Sewer

Budget Objective Form

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

Objective:

\$25,960,100 To provide operational, administrative, engineering, drafting and clerical support to the Water & Sewer Division of the Public Works Department.

ACTIVITIES:

- \$ 328,854 001 **Water & Sewer Administration:** Provide administrative, engineering, drafting, radio dispatch, clerical and other operational services for the Water & Sewer Division. Ensure the needs of utility customers are met in an efficient manner.
- \$ 5,000 002 **Public Relations:** Provide for public relations services, promotional expenses for Water & Sewer projects/programs and/or cost of advertisements for Water & Sewer projects/programs; insure that the Consumer Confidence Report is issued as required by the Department of Environmental Protection.
- \$21,246,647 003 **Reserves and Miscellaneous Expense:** Provides emergency fund reserves as well as a reserve for the payment of unused vacation and sick leave payout for Water & Sewer employees.
- \$ 71,663 004 **Water & Sewer Building Expenses:** Provides for the operation & maintenance of the Water & Sewer Operations Center including utilities, maintenance contracts, cleaning supplies and cost of operating the copier. Provides certain expenses for the maintenance of the CP&D Annex and the Building & Zoning facility.
- \$ 4,307,936 005 **Interfund Transfers:** Provides reimbursement to the General Fund for services that the fund provides the Water & Sewer Fund as well as a return on investment payment representing a rate of 6.5% of the FY10 fixed assets of the utility.

Enterprise Funds: Water & Sewer

Budget Summary Form

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

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

PERSONAL SERVICES DETAIL:

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

Total # of Full-Time Employees 9

2013-14 Operating Budget: 976,683
2012-13 Operating Budget: 1,115,473
Dollar Change: (138,790)
Percentage Change: -12.44%

2013-14 Personnel - F.T.E's: 9.00
2012-13 Personnel - F.T.E's: 11.00
Personnel Change: -2.00

Enterprise Funds: Water & Sewer

Budget Objective Form

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

Objective:

✓ \$ 1,208,062 To insure compliance with State Statutes that address the health and welfare of the public, to provide around-the-clock maintenance and repairs to the equipment and electrical systems required to run the 47 sewage pump stations and the water treatment plant that provide services to the City's customers.

ACTIVITIES:

✓ \$ 659,947 ✓001 **Lift Station Maintenance and Capital Improvements:** Operate and maintain 47 sewer pumping stations, which collect and transport wastewater from customers to a treatment facility, and 8 raw water wells, which supply ground water to the Water Plant for treatment and distribution. Repair and replace all water and sewer pumps, repair sewer pipes going in and out of lift stations, deodorize and degrease lift stations, perform some general welding work, and perform all major upgrades to lift stations as needed.

✓ \$ 275,606 ✓002 **Electrical Services:** Install, maintain, and repair all electrical equipment at the Water Plant, eight raw water wells, and 47 sewer pumping stations to ensure their proper operation. Provide electrical services to other departments for maintenance and capital projects.

✓ \$ 200,000 ✓003 **Lift Station Rehabilitation:** The City's Sanitary Lift Stations are dated and in poor condition. The risks of leakage and contamination is a large concern, as well as the cost of remediation and clean-up. The City needs to protect our facilities and the surrounding residents in the areas of the Lift Stations. A 20-year revitalizing and maintenance schedule has been developed to proactively address these and other possible risks.

✓ \$ 72,509 ✓004 **Vehicle:** Repair, maintenance and replacement

Enterprise Funds: Water & Sewer

Budget Summary Form

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

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

PERSONAL SERVICES DETAIL:

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

Total # of Full-Time Employees 14

2013-14 Operating Budget: 4,700,911
 2012-13 Operating Budget: 4,936,779
 Dollar Change: (235,868)
 Percentage Change: -4.78%

2013-14 Personnel - F.T.E.'s: 14.00
 2012-13 Personnel - F.T.E.'s: 14.00
 Personnel Change: 0.00

Enterprise Funds: Water & Sewer

Budget Objective Form

Department: Public Works-Water & Sewer

Division: Water Plant

Dept. #: 10

Division #: 646

Objective:

\$ 4,748,684 To provide potable and pleasant tasting water to all customers of the City's utility by producing and treating approximately 8.5 million gallons of water daily at the City's Winson Water Plant at Sunkist Grove and purchasing approximately 4.76 million gallons of supplemental water daily from Miami-Dade County.

ACTIVITIES:

\$ 2,236,216 001 **Water Plant Operation:** Provides for the pumping and treatment of raw water, and distribution of potable water meeting all state and federal requirements to system users; monitors all City lift stations and wells via telemetry; and handles all calls for service after normal hours.

\$ 2,464,458 002 **Water Purchased For Resale:** Provides for the purchase of approximately 4.76 million gallons of water per day from Miami-Dade Water & Sewer Authority to supplement the City's water supply in order that all customers are served. The Winson Water Plant at Sunkist Grove produces approximately 8.5 MGD of potable water; the system requires almost 13.26.

\$ 48,010 003 **Vehicle maintenance and replacement.**

Enterprise Funds: Water & Sewer

Budget Summary Form

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

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

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Utility Superintendent	28	1
Plumber	25	1
Utility Coordinator	22	3
Trades Mechanic	20	2
Heavy Equipment Operator	20	2
Water Meter Technician	19	1
Utility Technician	18	1
Maintenance Mechanic	18	0
Utility Crew Leader	17	1
General Maintenance Worker	15	1
Total # of Full-Time Employees		13

2013-14 Operating Budget: 1,385,477
2012-13 Operating Budget: 1,526,372
Dollar Change: (140,895)
Percentage Change: -9.23%

2013-14 Personnel - F.T.E's: 13.00
2012-13 Personnel - F.T.E's: 17.00
Personnel Change: -4.00

Enterprise Funds: Water & Sewer

Budget Objective Form

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

Objective:

✓\$1,773,371 To insure the satisfactory flow of fresh water from the treatment plant to customers throughout the system through aggressive repair, replacement and maintenance of water mains, water lines, and water meters, as well as installation and certification of backflow prevention devices.

ACTIVITIES:

✓\$ 840,995 001 **Water Distribution:** Crews install, repair, replace and maintain water meters, mains and service lines; test water meters and repair or replace defective units; install backflow prevention devices and certify proper function upon installation and on an annual basis; continue an aggressive leak detection program to maximize the water pressure customers receive and minimize water losses; and maintain an inventory of parts required to maintain the water and sewer system.

✓\$ 416,000 002 **Water Line Installation & Maintenance:** Crews replace 2" water lines that have deteriorated causing leaks and low water pressure to customers; replace 9,600 feet of City service lines; prepare project specifications and monitor replacement of 8" water lines by private contractor; install additional and replacement fire hydrants; and assist the Water Distribution crew with performing leak detection, replacing dead meters and making repairs determined through the leak detection process.

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

✓\$ 216,376 004 **Vehicle:** Maintenance and repairs.

Enterprise Funds: Water & Sewer

Budget Summary Form

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

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

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Utility Coordinator	22	0
Heavy Equipment Operator	20	4
Trades Mechanic	20	1
Maintenance Mechanic	18	1
Motor Equipment Operator	18	1
General Maintenance Worker	15	3

Total # of Full-Time Employees 10

2013-14 Operating Budget: 10,380,408
2012-13 Operating Budget: 9,508,674
Dollar Change: 871,734
Percentage Change: 9.17%

2013-14 Personnel - F.T.E's: 10.00
2012-13 Personnel - F.T.E's: 10.00
Personnel Change: 0.00

Enterprise Funds: Water & Sewer

Budget Objective Form

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

Objective:

\$10,560,602 To install and repair sewer mains and laterals in order to insure uninterrupted sewage flow from system users to the treatment facility; to provide for the treatment and disposal of liquid waste (sewage); and to make major repairs to sewer mains and manholes by private contractors in order to continue a multi-year program to reduce groundwater infiltration into the City's sewer system.

ACTIVITIES:

- \$ 839,580 001 **Sewer Maintenance & Installation:** Locates, repairs, and maintains the sewer gravity mains, sewer force mains and laterals throughout the City; installs sewer mains and laterals for new services; and handles all emergency sewer line backups and breaks.
- \$ 164,208 002 **Sewer T.V. Crew:** Provides "in-house" TV monitoring of approximately 10 miles of pipes annually; cleans and seals approximately 225,000 feet of sewer lines annually; and provides continuous preventative maintenance of the sewer lines that have been sealed or replaced.
- \$ 9,279,406 003 **Sewage Disposal Fees:** Provides for the treatment and disposal of liquid waste by Miami-Dade Water & Sewer Authority Department as required by state and federal law.
- \$ 100,000 004 **Cyclical Sanitary Sewer Rehabilitation:** This level provides funds to implement a 20-year rehabilitation and maintenance schedule for the City's Sanitary Sewer system. The City's Sanitary Sewer System is approximately 50 yrs old, therefore due to the age and condition of the pipes excess groundwater infiltration is responsible for sewer backups and excessive sewage treatment charges. Implementing a 20-year rehabilitation and maintenance schedule will address these issues and reduce the treatment sewage treatment costs.
- \$ 177,408 005 **Vehicle:** Repair, maintenance and replacement.

Internal Service Funds: Fleet Management

Budget Summary Form

Department: Public Works-Fleet Management

Dept / Div #: 10 / 670

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

PERSONAL SERVICES DETAIL:

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

Total # of Full-Time Employees 11

2013-14 Operating Budget: 2,270,985
 2012-13 Operating Budget: 2,268,551
 Dollar Change: 2,434
 Percentage Change: 0.11%

2013-14 Personnel - F.T.E's: 11.00
 2012-13 Personnel - F.T.E's: 11.00
 Personnel Change: 0.00

Internal Service Funds: Fleet Management

Budget Objective Form

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

Objective:

✓ \$3,285,415 To maintain and repair all vehicles, moving equipment, and most small equipment owned by the City. To continue the Preventative Maintenance Program in order to reduce downtime and costly repairs. To operate and maintain a centralized fueling facility.

ACTIVITIES:

✓ \$1,367,185	001	Payroll & Insurance: Provides for employee benefits package for eleven (11) Motor Pool employees including; employer's portion of FICA; group health and life insurance premiums; contribution to Risk Management Fund for Workers' Compensation benefits; contribution to Pension Plan for Motor Pool employees; payment of pro rata share of pension obligation bonds; and reimbursement to State of Florida for Unemployment Benefits paid to former employees. Additionally, provides for pre-employment services needed for new hires and registration fees for local training of Motor Pool employees.
✓ \$1,265,792	002	Vehicle Parts & Maintenance: Maintain an inventory of vehicle parts and process approximately sixty (60) vehicle work orders weekly including; processing daily repair orders, and monitoring all computerized transactions to the Fleet Management System.
\$ 646,666	003	Operations & Building Support: Provides funds for the indirect costs in support of the Motor Pool Operation and Building.
\$ 5,772	004	Fuel Services to other Municipalities: Provides gasoline, diesel fuel and CNG, which are sold to the municipalities of Biscayne Park and Bay Harbor Islands that do not have their own facilities, for a fee covering the cost of fuel plus an administrative charge established by formal agreement.

Internal Service Funds: Risk Management

Budget Summary Form

Department: Risk Management Fund
 Dept #: 02

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

PERSONAL SERVICES DETAIL:

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

Total # of Full-Time Employees 3

2013-14 Operating Budget: 2,701,608
 2012-13 Operating Budget: 1,228,430
 Dollar Change: 1,473,178
 Percentage Change: 119.92%

2013-14 Personnel - F.T.E's: 3.00
 2012-13 Personnel - F.T.E's: 3.00
 Personnel Change: 0.00

Internal Service Funds: Risk Management

Budget Summary Form

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

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

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Risk Manager	30	1
Safety Officer	25	1
Administrative Specialist	18	1 pt 29 hrs

Total # of Full-Time Employees 2

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

Internal Service Funds: Risk Management

Budget Objective Form

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

Objective:

✓ \$1,569,412 To appropriately fund the self-insured general and auto liability programs, administer and promote a proactive safety program, and provide the best package of liability insurance policies, ensuring the economic viability of the self insurance program. In support of this objective, a reserve for liability claim payment will be maintained.

ACTIVITIES:

✓ \$1,464,944 ✓ 001 **Risk Management Administration:** Provides for operation of the City's self insurance automobile and general liability program including administration of general liability claims; settlement of claims; mitigating and preventing claims through a pro-active safety program, enhanced by ongoing safety training classes, employee safety incentives, facility & jobsite inspections. Risk Management diligently subrogates third parties to recover funds due the City for losses where third parties are liable; obtains adequate and cost effective liability insurance coverage for various risk; and monitors these insurance policies.

✓ \$ 100,508 ✓ 002 **Safety Program:** Promotes maintenance of a safe and healthy workplace which is supported by a comprehensive safety agenda that includes: implementation of Citywide safety policies and procedures, adoption of OSHA Standards, ongoing employee safety training, facility and job site inspections, and a safety incentive program.

✓ \$ 3,960 ✓ 003 **Vehicle:** Maintenance and Replacement

Internal Service Funds: Risk Management

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	87,610	64,344	58,009	45,261
Operating Expenses	1,304,230	1,164,086	1,042,484	1,177,922
Internal Services	0	0	0	0
Operating Budget	1,391,840	1,228,430	1,100,493	1,223,183
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	2,991	3,111	3,111	3,286
Total Budget	1,394,831	1,231,541	1,103,604	175,220

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Administrative Specialist	18	1

Total # of Full-Time Employees 1

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

Internal Service Funds: Risk Management

Budget Objective Form

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

Objective:

\$1,226,469 The City's Workers Compensation self-insurance program seeks to expedite the efficient delivery of disability and medical benefits to employees who are injured in the line of duty, pursuant to F.S.440. The stability of this program is maintained through the purchase of excess workers compensation insurance, and establishment of actuarially sound claim payment reserves.

ACTIVITIES:

\$1,226,469 001 **Workers' Compensation Program:** The appropriate level of service mandated by F.S. 440 is achieved through contractual work by a Third Party Administrator (TPA), a full time Administrative Specialist, and two other Risk Management team members, funded through the General Liability Program. The TPA ensures expedient and timely delivery of benefits and medical payments, enabling employees to return to work promptly. Penalties for late payment are also eliminated and compliance with all legislative changes are assured. Viability of the Workers' Compensation Self Insurance program is achieved by maintaining a moderate level of self insured retention and adequate claim payment reserves as recommended by FY10 year-end actuarial study. The purchase of excess insurance transfers the risk and insulate the City against severe or catastrophic losses arising from workers' compensation claims.

Transportation Funds: Half Cent Surtax

Budget Summary Form

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

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

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Transportation Planner	27	1
Heavy Equipment Operator	20	3
Motor Equipment Operator	18	1

Total # of Full-Time Employees 5

2013-14 Operating Budget: 2,047,314
 2012-13 Operating Budget: 1,095,482
 Dollar Change: 951,832
 Percentage Change: 86.89%

2013-14 Personnel - F.T.E's: 5.00
 2012-13 Personnel - F.T.E's: 5.00
 Personnel Change: 0.00

Transportation Funds: Half Cent Surtax

Budget Summary Form

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

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

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Transportation Planner	27	1

Total # of Full-Time Employees 1

2013-14 Operating Budget: 1,159,577
2012-13 Operating Budget: 1,095,482
Dollar Change: 64,095
Percentage Change: 5.85%

2013-14 Personnel - F.T.E's: 1.00
2012-13 Personnel - F.T.E's: 1.00
Personnel Change: 0.00

Transportation Funds: Half Cent Surtax

Budget Objective Form

Department: 1/2 Cent Transportation Surtax

Division: Transportation Administration

Dept #: 09

Division #: 550

Objective:

✓ \$ 1,090,158

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

ACTIVITIES:

✓ \$ 276,158

✓ 001

Transportation Planner: Responsible for the administration and monitoring of all transit related programs and projects the City is involved in. Additionally, this position will develop and manage the annual operating budgets and transit related grants as well as ensure compliance with federal, state, and municipal regulatory practices.

✓ \$ 659,000

✓ 002

NoMi Express: Operate a transit circulator service within the City to make it easier for residents to move about on public transportation.

✓ \$ 155,000

✓ 003

Transportation Options Program: To provide discount bus passes on Miami-Dade County buses to increase transit ridership.

Transportation Funds: Half Cent Surtax

Budget Summary Form

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

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

PERSONAL SERVICES DETAIL:

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

Total # of Full-Time Employees 4

2013-14 Operating Budget: 887,737
2012-13 Operating Budget: 926,966
Dollar Change: (39,229)
Percentage Change: -4.23%

2013-14 Personnel - F.T.E's: 4.00
2012-13 Personnel - F.T.E's: 4.00
Personnel Change: 0.00

Transportation Funds: Half Cent Surtax

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

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 Estimate:

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

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

Budget Office Use Only

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

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

Transportation Funds: Half Cent Surtax

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

Objective:

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

Justification:

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

Project Estimates:

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

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

Budget Office Use Only

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

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

Transportation Funds: Half Cent Surtax

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

Objective:

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

Justification:

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

Project Estimates:

Object Code	Description	Prior Years	FY13/14	FY14/15	FY15/16	FY16/17	FY17/18	Total Estimate
313	ROW Maintenance Equip. - Pa	20,000	5,000	5,000	5,000	5,000	5,000	45,000
313	ROW Maintenance Equip. - P.W.	20,000	5,000	5,000	5,000	5,000	5,000	45,000
312	Parks Safety Supplies		2,000	2,000	2,000	2,000	2,000	10,000
312	Public Works Safety Supplies		2,000	2,000	2,000	2,000	2,000	10,000
331	Equipment Maintenance		2,000					2,000
								-
								-
								-
Total		40,000	16,000	14,000	14,000	14,000	14,000	112,000

Funding Source	Fund #	% Funding	Prior Years	FY13/14	FY14/15	FY15/16	FY16/17	FY17/18	Total Estimate
1/2-Cent	185	100%	40,000	16,000	14,000	14,000	14,000	14,000	112,000
									-
									-
									-
Total		100%	40,000	16,000	14,000	14,000	14,000	14,000	112,000

Budget Office Use Only

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

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

Transportation Funds: Half Cent Surtax

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

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 Estimate:

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

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

Budget Office Use Only

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

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

Transportation Funds: Half Cent Surtax

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

Objective:

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

Justification:

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

Project Estimates:

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

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

Budget Office Use Only

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

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

Transportation Funds: Half Cent Surtax

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

Objective:

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

Justification:

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

Project Estimates:

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

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

Budget Office Use Only

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

FY 14 Operating Cost:	\$	-
FY 14 Capital Cost:	\$	500,000
Future Years' Estimated Annual Cost:	\$	-

Transportation Funds: Half Cent Surtax

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

Objective:

Maintain bus shelters

Justification:

Project Estimates:

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

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

Budget Office Use Only

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

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

Transportation Funds: Half Cent Surtax

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

Project Estimates:

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

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

Budget Office Use Only

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

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

Transportation Funds: Gas Tax

Budget Summary Form

Department: Transportation - Gas Tax
 Dept #: 09

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	0	0	0	0
Operating Expenses	0	0	0	0
Internal Services	0	0	0	0
Operating Budget	0	0	0	0
Capital Outlay	1,009,115	719,653	711,901	300,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	1,009,115	719,653	711,901	300,000

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Transportation Funds: Gas Tax

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	0	0	0	0
Operating Expenses	0	0	0	0
Internal Services	0	0	0	0
Operating Budget	0	0	0	0
Capital Outlay	1,009,110	719,653	711,901	300,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	1,009,110	719,653	711,901	300,000

PERSONAL SERVICES DETAIL:

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

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

Transportation Funds: Gas Tax

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

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	FY13/14	FY14/15	FY15/16	FY16/17	FY17/18	Total Estimate
618	Roadway Improvements	856,734	250,000	250,000	250,000	250,000	250,000	2,106,734
								-
								-
								-
								-
								-
								-
								-
Total		856,734	250,000	250,000	250,000	250,000	250,000	2,106,734

Funding Source	Fund #	%	Prior Years	FY13/14	FY14/15	FY15/16	FY16/17	FY17/18	Total Estimate
Gas Tax	370	100%	856,734	250,000	250,000	250,000	250,000	250,000	2,106,734
		0%							-
		0%							-
		0%							-
Total		100%	856,734	250,000	250,000	250,000	250,000	250,000	2,106,734

Budget Office Use Only

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

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

Prepared: 8/14/13

Transportation Funds: Gas Tax

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

Objective:

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

Justification:

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

Project Estimates:

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

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

Budget Office Use Only

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

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

Transportation Funds: Gas Tax

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

Objective:

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

Justification:

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

Project Estimates:

Object Code	Description	Prior Years	FY13/14	FY14/15	FY15/16	FY16/17	FY17/18	Total Estimate
313	ROW Maintenance Equip. - Pa	20,000	5,000	5,000	5,000	5,000	5,000	45,000
313	ROW Maintenance Equip. - P.W.	20,000	5,000	5,000	5,000	5,000	5,000	45,000
312	Parks Safety Supplies		2,000	2,000	2,000	2,000	2,000	10,000
312	Public Works Safety Supplies		2,000	2,000	2,000	2,000	2,000	10,000
331	Equipment Maintenance		2,000					2,000
								-
								-
								-
Total		40,000	16,000	14,000	14,000	14,000	14,000	112,000

Funding Source	Fund #	% Funding	Prior Years	FY13/14	FY14/15	FY15/16	FY16/17	FY17/18	Total Estimate
1/2-Cent	185	100%	40,000	16,000	14,000	14,000	14,000	14,000	112,000
									-
									-
									-
Total		100%	40,000	16,000	14,000	14,000	14,000	14,000	112,000

Budget Office Use Only

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

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

Transportation Funds: Gas Tax

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

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 Estimate:

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

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

Budget Office Use Only

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

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

Transportation Funds: Gas Tax

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

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

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

Budget Office Use Only

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

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

Transportation Funds: Gas Tax

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

Objective:

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

Justification:

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

Project Estimates:

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

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

Budget Office Use Only

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

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

Transportation Funds: Gas Tax

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

Objective:

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

Justification:

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

Project Estimates:

Object Code	Description	Prior Years	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Total Estimate
618	Trees and R.O.W. improv	860,000	500,000	500,000				1,860,000
618	Crosswalks			300,000				300,000
								-
								-
								-
								-
								-
								-
Total		860,000	500,000	800,000	-	-	-	2,560,000

Funding Source	Fund #	% Funding	Prior Years	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Total Estimate
1/2-Cent	185	42%		300,000	600,000				900,000
CRA				200,000	200,000				400,000
Grants			860,000						860,000
									-
Total		100%	860,000	500,000	800,000	-	-	-	2,560,000

Budget Office Use Only

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

FY 14 Operating Cost:	\$ -
FY 14 Capital Cost:	\$ 500,000
Future Years' Estimated Annual Cost:	\$ -

Transportation Funds: Gas Tax

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

Objective:

Maintain bus shelters

Justification:

Project Estimates:

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

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

Budget Office Use Only

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

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

Transportation Funds: Gas Tax

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

Project Estimates:

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

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

Budget Office Use Only

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

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

Housing: C.D.B.G.

Budget Summary Form

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

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

PERSONAL SERVICES DETAIL:

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

Total # of Full-Time Employees 4

2013-14 Operating Budget: ✓ 449,220
2012-13 Operating Budget: ✓ 437,266
Dollar Change: 11,954
Percentage Change: 2.73%

2013-14 Personnel - F.T.E.'s: 4.00
2012-13 Personnel - F.T.E.'s: 5.00
Personnel Change: -1.00

Housing: C.D.B.G.

Budget Objective Form

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

Objective:
\$ 1,335,340 The C.D.B.G. Action Plan was approved by City Council on July 14, 2009.

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

ACTIVITIES:

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

Housing: H.I.P.P.

Budget Summary Form

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

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

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Housing Inspector	25	1

Total# of Full-Time Employees 1

2013-14 Operating Budget: 20,166
2012-13 Operating Budget: 20,644
Dollar Change: (478)
Percentage Change: -2.32%

2013-14 Personnel - F.T.E's: 1.00
2012-13 Personnel - F.T.E's: 1.00
Personnel Change: 0.00

Housing: H.I.P.P.

Budget Objective Form

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

Objective:

✓ \$ 201,661 To expand the supply of decent, safe, sanitary and affordable housing for low and moderate-income residents tailored to meet the needs of our community for single-family rehabilitation; multi-family rehabilitation; homeownership; and new construction. To develop a fiscal partnership with a non-profit housing group, Community Housing Development Organization (CHDO), for project-specific housing activities.

ACTIVITIES:

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

Housing: N.S.P.

Budget Summary Form

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

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

PERSONAL SERVICES DETAIL:

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

2013-14 Operating Budget:	-
2012-13 Operating Budget:	99,725
Dollar Change:	(99,725)
Percentage Change:	0.00%

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

Housing: N.S.P.

Budget Objective Form

Department: Neighborhood Stabilization Program

Division: Neighborhood Stabilization Program

Dept #: 09

Division #: 547

Objective:

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

ACTIVITIES:

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

Housing: N.S.P.

Budget Summary Form

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

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

PERSONAL SERVICES DETAIL:

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

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

Housing: S.H.I.P.

Budget Summary Form

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

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

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

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

Housing: S.H.I.P.

Budget Objective Form

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

Objective:

✓ \$ 83,109 To provide affordable housing assistance to very low, low, and moderate income residents of the City of North Miami. The Local Housing Assistance Plan was adopted by City Council on May 2008.

ACTIVITIES:

✓ \$ 2,493 ✓001 **Program Administration** - To coordinate, monitor and implement the Local Housing Assistance Program and to ensure all related SHIP criteria are met.

✓ \$ 80,616 ✓002 **Home Ownership and Single-Family Rehabilitation Strategies** - To provide low and moderate income residents with emergency and quality of life assistance through rehabilitation of owner-occupied dwelling units. The Plan also includes Down Payment and/or Closing Cost Assistance for first-time homebuyers and Homebuyer Education Program.

✓ \$ - ✓003 **Reserve for Future Appropriation**

All Other Funds

Budget Summary Form

Fund: Development Impact Fees

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	0	0	0	0
Operating Expenses	0	0	0	0
Internal Services	0	0	0	0
Operating Budget	0	0	0	0
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	34,796	34,796	46,165	46,165
Total Budget	34,796	34,796	46,165	46,165

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

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

All Other Funds

Budget Summary Form

Fund: E. May Avil Library

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	0	0	0	0
Operating Expenses	20,000	0	0	0
Internal Services	0	0	0	0
Operating Budget	20,000	0	0	0
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	43,693	23,693	23,693
Total Budget	0	43,693	23,693	23,693

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

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

All Other Funds

Budget Objective Form

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

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	0	0	0	0
Operating Expenses	0	0	0	0
Internal Services	0	0	0	0
Operating Budget	0	0	0	0
Capital Outlay	0	0	0	0
Debt Service	412,115	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	412,115	0	0	0

PERSONAL SERVICES DETAIL:

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

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

All Other Funds

Budget Summary Form

Fund: Federal Forfeiture

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

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2013-14 Operating Budget:	-
2012-13 Operating Budget:	35,000
Dollar Change:	(35,000)
Percentage Change:	0.00%

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

All Other Funds

Budget Summary Form

Fund: Justice Assistance Grant

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

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2013-14 Operating Budget: -
2012-13 Operating Budget: 100,066
Dollar Change: (100,066)
Percentage Change: 0.00%

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

All Other Funds

Budget Summary Form

Fund: Landfill Closure

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

PERSONAL SERVICES DETAIL:

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

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

All Other Funds

Budget Summary Form

Fund: Law Enforcement Trust

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

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2013-14 Operating Budget: -
2012-13 Operating Budget: 191,435
Dollar Change: (191,435)
Percentage Change: 0.00%

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

All Other Funds

Budget Summary Form

Fund: Pension Obligation Bond

EXPENDITURE CATEGORY	Actual Expend. FY11	Amended Budget FY12	Est. Expend. FY12	Adopted Budget FY13
Personal Services	0	0	0	0
Operating Expenses	0	0	0	0
Internal Services	0	0	0	0
Operating Budget	0	0	0	0
Capital Outlay	0	0	0	0
Debt Service	1,329,988	1,731,363	1,731,363	1,788,375
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	1,329,988	1,731,363	1,731,363	1,788,375

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2012-13 Operating Budget: -
2011-12 Operating Budget: -
Dollar Change: -
Percentage Change: 0.00%

2012-13 Personnel - F.T.E's: 0.00
2011-12 Personnel - F.T.E's: 0.00
Personnel Change: 0.00

All Other Funds

Budget Summary Form

Fund: Pepper Park Youth Center Fund

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	0	0	0	0
Operating Expenses	74,049	410	1,250	0
Internal Services	0	0	0	0
Operating Budget	74,049	410	1,250	0
Capital Outlay	4,357,109	211,314	213,294	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	4,431,158	211,724	214,544	0

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees

0

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

All Other Funds

Budget Summary Form

Fund: Police Training

EXPENDITURE CATEGORY	Actual Expend. FY12	Amended Budget FY13	Est. Expend. FY13	Preliminary Budget FY14
Personal Services	0	0	0	0
Operating Expenses	13,140	12,000	14,225	19,755
Internal Services	0	0	0	0
Operating Budget	13,140	12,000	14,225	19,755
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	2,225	4,755	0
Total Budget	13,140	14,225	18,980	19,755

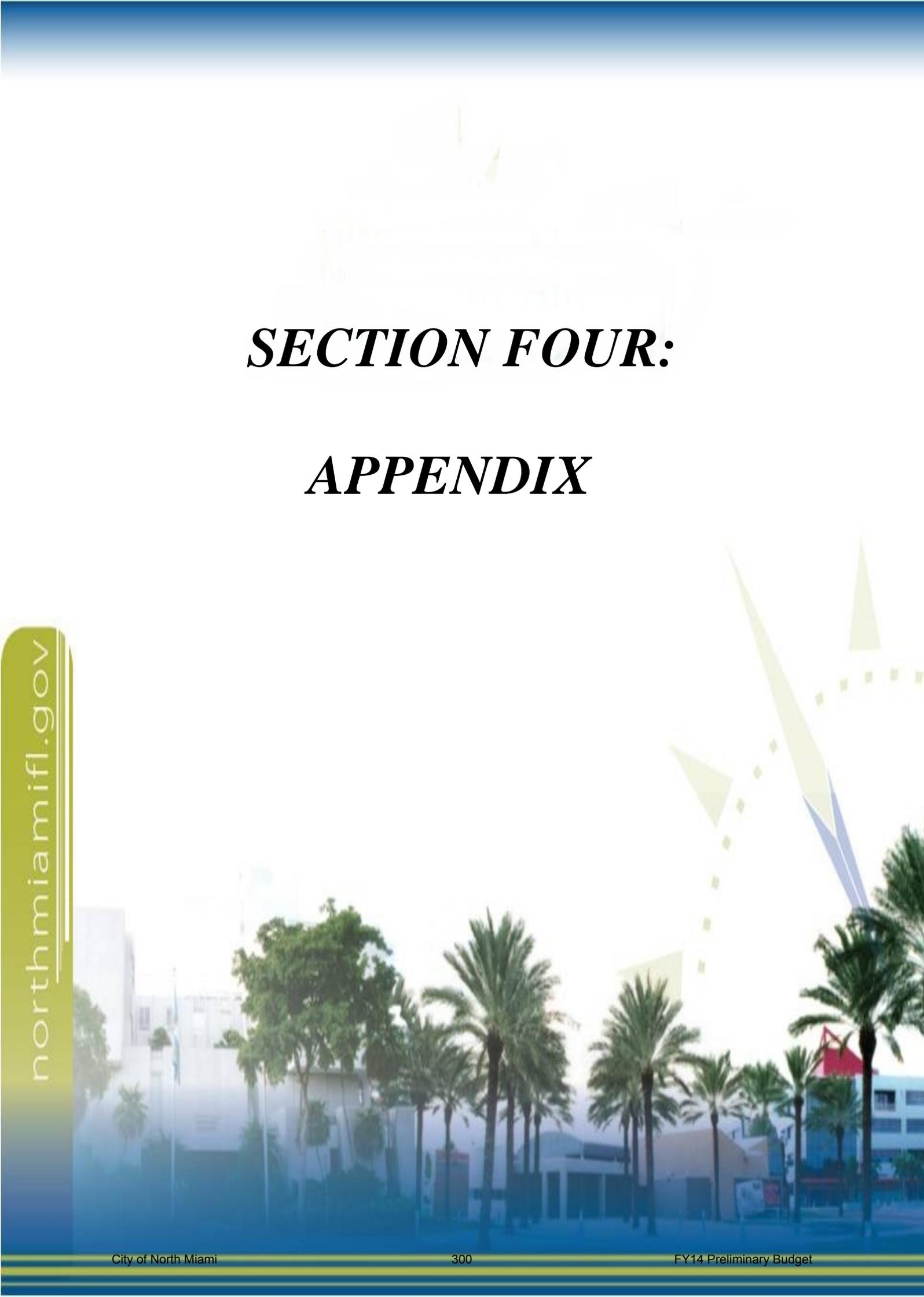
PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2013-14 Operating Budget:	19,755
2012-13 Operating Budget:	12,000
Dollar Change:	7,755
Percentage Change:	64.63%

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



SECTION FOUR:

APPENDIX

Glossary

Account: A term used to identify an individual asset, liability, encumbrance control, or fund balance.

Accounting Procedures: All processes which identify, record, classify and summarize financial information to produce financial records.

Accounting System: The total structure of records and procedures which discover, record, classify, summarize, and report information on the financial position and results of operations of a government or any of its funds, fund types, balanced account groups, organizational components.

Accrual Basis: The basis of accounting under which transactions are recognized when they occur, regardless of the timing of related cash flows.

Ad Valorem Tax Rate: Property tax assessed in proportion to the value of the property.

Amortization: The reduction of debt by regular payments of principal and interest sufficient to retire the debt by maturity.

Appraise: To make an estimate of value, particularly of the value of property. If the property is valued for purposes of taxation, the less-inclusive term “assess” is substituted.

Appropriation: An authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is limited in amount to the time it may be expended.

Assessed Valuation: A valuation set upon real estate or other property by the County Assessor and the State as a basis for levying taxes.

Asset: Resources owned or held by a government which has monetary value.

Assigned Fund Balance: Amounts the City intends to use for a specific purpose that are neither restricted by external parties nor committed by City Council.

Authorized Positions: Employee positions, which are authorized in the adopted budget, to be filled during the year.

Balanced Budget: A budget in which planned funds available equal planned expenditures.

Bond: A written promise, generally under seal, to pay a specified sum of money, called the face value, at a fixed time in the future, called the date of maturity, and carrying interest at a fixed rate, usually payable periodically. Note: The difference between a note and a bond is that the latter usually runs for a longer period of time and requires greater formality.

Bonded Debt: That portion of indebtedness represented by outstanding bonds.

Bond Refinancing: The payoff and re-issuance of bonds, to obtain better interest rates and/or bond conditions.

Budget Calendar: The schedule of key dates which a government follows in the preparation and adoption of the budget.

Budget Message: A general discussion of the proposed budget as presented in writing by the budget-making authority to the legislative body.

Glossary

Capital: Any item with an expected life of more than one year and a value of more than \$1,000, such as automobiles, trucks, furniture, buildings, land, etc.

Capital Budget: A plan of proposed capital outlays and CIP as well as the means of financing them for the current fiscal period.

Capital Improvements Program (CIP): A plan for capital outlay to be incurred each year over a fixed number of years to meet capital needs arising from the government's long-term needs.

Capital Project: A Capital Project is a capital asset or improvement that costs at least \$50,000 and has a useful lifespan of five (5) years.

Capital Project Fund: A fund used to account for the acquisition of fixed assets or construction of major capital projects not financed by proprietary or nonexpendable trust funds.

Cash Basis: A basis of accounting in which transactions are recognized only when cash is increased or decreased.

Central Performance Measures: The primary measures of performance in a department, where data is collected to determine how effective or efficient a program is in achieving its objectives.

Chart of Accounts: The classification system used by a City to organize the accounting for various funds.

Committed Fund Balance: Amounts that can be used only for the specific purposes determined by a formal action of the City Council, which is the highest level of decision making authority.

Communications Service Tax: A tax that is imposed on the retail sales of communication services including telecommunications, cable, and related services. Effective October 1, 2001, the Communications Service Tax Simplification Law replaced certain franchise and utility fees.

Comprehensive Plan: A State mandated plan which requires all units of local government to address their five year planning and development needs, including capital and infrastructure requirements.

Consumer Price Index: A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living, i.e., economic inflation.

Contingency: A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

Contractual Services: Services rendered to a government by private firms, individuals, or other governmental agencies. Examples include utilities, rent, maintenance agreements, and professional consulting services.

Debt Service: The cost of paying principal and interest in borrowed money according to a predetermined payment schedule.

Debt Service Requirements: The amounts of revenue which must be provided for a debt service fund so that all principal and interest payments can be made in full on schedule.

Glossary

Deficit: An excess of liabilities and reserves of a fund over its assets.

Department: The basic organizational unit of government which is functionally unique in its delivery of service.

Depreciation: (1) Expiration in service life of fixed assets, other than wasting assets, attributable to wear and tear through use and lapse of time, obsolescence, inadequacy, or other physical or functional cause. (2) The portion of the cost of a fixed asset charge as an expense during a particular period.

Note: The cost of a fixed asset is prorated over the estimated service life of such asset and each period is charged with part of such cost so that ultimately the entire cost of the asset is charged off as an expense. In governmental accounting, depreciation may be recorded in propriety funds and trust funds where expenses, net income, and/or capital maintenance are measured.

Development of Regional Impact (DRI): Any development which, because of its character, magnitude, or location, would have a substantial effect upon the health, safety, or welfare of citizens of more than one county.

Encumbrances: Obligations in the form of purchase orders which are chargeable to an appropriation and for which a part of the appropriation is reserved. They cease to be encumbrances when paid or when the actual liability is set up.

Enterprise Fund: A fund established to finance and account for operations (1) that are financed and operated in a manner similar to private business enterprises--which the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (2) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control accountability, or other purposes being those for utilities, swimming pools, and airports. Examples of enterprise funds are those for utilities, swimming pools, and airports.

Entitlements: Payments to which local governmental units are entitled, pursuant to a formula determined by the agency providing the monies, usually the state or the federal government.

Expenditures: If the accounts are kept on the accrual basis, this term designates total charges incurred, whether paid or unpaid including expenses, provisions for retirement of debt not reported as a liability of the fund from which retired, and capital outlays. If they are kept on the cash basis, the term covers only actual disbursements for these purposes. **Note:** Encumbrances are not considered expenditures.

Expenses: Charges incurred, whether paid or unpaid for operation, maintenance, interest, and other charges which are presumed to be for the current fiscal period. **Note:** Legal provisions make it necessary to treat as expenses charges whose benefits extend over future periods. For example, purchase of materials and supplies which may be used over a period of more than one year and payments for insurance which may be used over a period of more than one year and payments for insurance which is to be in force for longer than one year frequently must be charged in their entirety to the appropriation of the year in which they are incurred and classified as expenses of that year even though their benefit extends also to other periods.

Glossary

Fiscal Policy: A government's policies with respect to revenues, spending, and debt management as these relate to government services, programs and capital investment. Fiscal policy provides an agreed-upon set of principles for the planning and programming of government budgets and their funding.

Fiscal Year: A twelve-month period of time to which the annual budget applies and at the end of which entity determines its financial position and results of operations. The City's fiscal year begins October 1 and ends September 30.

Forecast: To estimate or calculate in advance; to serve as advance indication of.

The Forbearance Agreement: A legally binding agreement between the City and certain parties owning land within the City that originated as a result of the sale of the massive MacArthur Foundation landholdings within the City circa 1998. At the time, a temporary building moratorium was contemplated that would have allowed City staff time to address various issues resulting from the anticipated acceleration of development within the City. In an effort to avoid such a moratorium, the Forbearance Agreement was created and adopted establishing a means by which the City could address the anticipated acceleration of development, including but not limited to, forbearing the application to the City for development permits for a specified period of time and limiting the density and intensity of the former MacArthur Foundation land.

Franchise Fee: A fee paid for a special privilege granted by a government permitting the right to use public property, such as city streets and rights of way, for the placing and maintaining of equipment and property.

Fund: An independent fiscal accounting entity with a self-balancing set of accounts recording cash and/or other resources, together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

Fund Accounts: All accounts necessary to set forth the financial operations and financial condition of a fund.

Fund Balance: The excess of a fund's assets over its liabilities.

General Fund: The fund that is available for any legal authorized purpose and which is therefore used to account for all revenues and all activities except those required to be accounted for in another fund. Note: The General Fund is used to finance the ordinary operations of a governmental unit.

General Obligation Debt: Bonds backed by the full faith and credit of government, which provides a pledge of the general taxing power for the payment of debt obligations.

Goal: A statement of broad direction, purpose or intent based on the needs of the community. A goal is general and timeless; that is, it is not concerned with a specific achievement in a given period.

Governmental Funds: Funds generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, debt service funds, capital projects funds, and permanent funds.

Glossary

Grant: A contribution by one governmental unit to another. The contribution is usually made to aid in the support of a specified function (for example, education), but it is sometimes also for general purposes.

Homestead Exemption: Pursuant to the Florida State Constitution, the first \$25,000 of assessed value of a home which the owner occupies as principal residence is exempt from the property tax.

Income: This term is used in accounting for governmental enterprises and represents the excess of the revenues earned over the expenses incurred in carrying on particular phases of an enterprise's activities. As indicated elsewhere, the excess of the total revenues over the total expenses of the utility for a particular accounting period is called "net income".

Intergovernmental Revenues: Revenues from other governments in the form of grants, entitlements, shared revenues or payments in lieu of taxes.

Internal Service Fund: A fund used to account for operations that provide services to other department on a cost-reimbursement basis.

Inventory: A detailed list showing quantities, descriptions, and values of property; also units of measure and unit prices. Note: The term is often confined to consumable supplies but may also cover fixed assets.

Levy: (Verb) To impose taxes, special assessments or service charges for the support of governmental activities. (Noun) The total amount of taxes, special assessments or service charges imposed by a government.

Liabilities: Debts or other legal obligations arising out of transactions in the past which must be liquidated, renewed or refunded at some future date. This term does not include encumbrances.

Liquidate: To pay off a debt, claim, or obligation. To convert assets into cash.

Long-Term Debt: Debt with a maturity of more than one year after the date of issuance.

Millage: A computation in a unit referred to as a mill. A mill is equal to 1/1000 of a US dollar or 1/10 of a cent.

Modified Accrual Basis: The accrual basis of accounting adopted to the governmental fund type. It is a modified version of the full accrual basis of accounting that, in general, measures financial flow (tax and spend) of an organization, rather than capital accumulation (profit or loss).

Moratorium: Any suspension of activity.

Net Budget: The legally adopted budget less all interfund transfers and interdepartmental charges.

Non-Spendable Fund Balance: Amounts that cannot be spent because they are not in spendable form, such as prepaid expenditures and inventory.

Objective: Something to be accomplished in specific, well-defined, and measurable terms and that is achievable within a specific time frame.

Operating Costs: Outlays for such current period items as expendable supplies, contractual services, and utilities.

Glossary

Ordinance: A formal legislative enactment by the governing board of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the later requires less legal formality and has a lower legal status. Ordinarily, the statutes or charter will specify or imply those legislative actions which must be by ordinance and those which may be by resolution.

Pay-As-You-Go Basis: A term used to describe a financial policy by which capital outlays are financed from current revenues rather than through borrowing.

Performance Indicators: Specific quantitative and qualitative measures of work performed as an objective of specific departments or programs.

Performance Measure: Data collected to determine how effective or efficient a program is in achieving its objectives.

Personnel Services: Expenditures for salaries, wages, and fringe benefits of a government's employees.

Property Tax: A tax levied on the assessed value of real property. This tax is also known as a valorem tax.

Proprietary Funds: Funds that focus on the determination of operating income, changes in net assets (or cost recovery), financial position, and cash flows. There are two different types of proprietary funds: enterprise funds and internal service funds.

Purchase Order: A document which authorizes the delivery of specified merchandise or the rendering of certain services, establishes their costs, and creates a commitment on both the provider and receiver of the product or services.

Reserve: An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a specific future purpose.

Resolution: A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

Restricted Fund Balance: Amounts that can only be spent for the specific purpose stipulated by an external party e.g., creditors.

Retained Earnings: An equity account reflecting the accumulated earnings of an Enterprise Fund or Internal Service Fund.

Revenue Bonds: Bonds whose principal and interest are payable exclusively from earnings of an enterprise fund. In addition to a pledge of revenues, such bonds sometimes contain a mortgage on the enterprise fund's property.

Revenues: (1) Increases in governmental fund type net current assets from other than expenditure refunds and residual equity transfers. (2) Increases in the net total assets of a proprietary fund type from other than expense refunds, capital contributions, and residual equity transfers.

Roll-Back Rate: A reduction of prices or wages to a previous lower level by governmental action or direction.

Glossary

Special Assessment: A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties.

Special Revenue Fund: A fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

Surplus: An excess of the assets of a fund over its liabilities and reserved equity.

Tax Increment Financing: A method of financing whereby increased tax revenue generated from a project is used to help pay for the construction of the project.

Taxable Value: The assessed value of property minus the homestead exemption and any other exemptions which may be applicable.

Taxes: Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments.

Tax Rate: The amount of tax stated in terms of a unit of the tax base; for example, 25 mills per dollar of assessed valuation of taxable property.

Tax Rate Limit: The maximum rate at which a government may levy a tax. The limit may apply to taxes raised for a particular purpose, or to taxes imposed for all purposes, and may apply to a single government, to a class of governments or to all governments operating in a particular area. Overall tax rate limits usually restrict levies for all purposes and of all governments, state and local, having jurisdiction in a given area.

Tax Roll: The official list showing the amount of taxes levied against each taxpayer or property. Frequently, the tax roll and the assessment roll are combined, but even in these cases the two can be distinguished.

Transfer: Amounts distributed from one fund to finance activities in another fund. Shown as a requirement in the originating fund and a revenue in the receiving fund.

Truth-in-Millage Law: Also called the TRIM bill. A 1980 law enacted by the Florida legislature that changed the budget process for local taxing agencies. It was designed to keep the public informed about the taxing intentions of the various taxing authorities.

Trust Funds: Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other government and/or other funds.

Unassigned Fund Balance: The residual classification for the general fund and includes amounts that are not contained in other classifications.

User Charge: The payment of a fee for direct receipt of a public service by the party who benefits from the service.

Acronyms

BRPO: Acronym for Bioscience Research Protection Overlay, which protects the lands which have been identified for the bioscience research/biotechnology industry.

CPM: Acronym for Central Performance Measure.

EAR: Acronym for Evaluation and Appraisal Report.

EDE: Acronym for Economic Development Element.

FAU: Acronym for Florida Atlantic University. (www.fau.edu) Florida Atlantic University opened in 1964 as the first public university in southeast Florida, and now serves approximately 26,000 students on seven campuses stretching from Port St. Lucie to Davie.

FDOT: Acronym for Florida Department of Transportation (www.dot.state.fl.us).

FLUE: Acronym for Future Land Use Element.

FLUM: Acronym for Future Land Use Map

FRS: Acronym for the Florida Retirement System (www.myfrs.com)

FTE: Acronym for full time equivalent employee.

GAAP: Acronym for Generally Accepted Accounting Principles (www.fasab.gov) Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principle.

HOA: Acronym for Homeowners Association.

LDR: Acronym for Land Development Regulations, which refers to the section of the City's Code that provides development standards, criteria, and regulations consistent with the City's Comprehensive Plan

NCCI: Acronym for National Council on Compensation Insurance (www.ncci.com)

NCDC: Acronym for North County Dispatch Center

POA: Acronym for Property Owners Association

TRIM: Acronym for Truth in Millage – see Truth in Millage Law.