

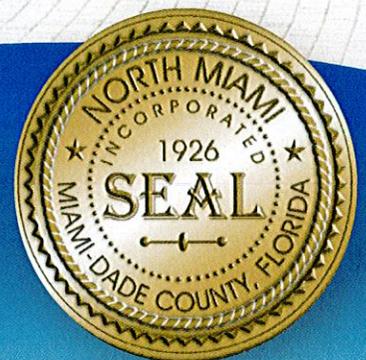


FY 2015-2016

A photograph of a dark blue wall with a diamond-patterned grid. The word "PARADISE" is spelled out in large, colorful, perforated letters: 'P' is pink, 'A' is light blue, 'R' is yellow, 'A' is white, 'D' is light blue, 'I' is white, 'S' is white, and 'E' is red. A white star is mounted on the wall to the right of the letters. The background shows a green lawn and a paved walkway.

PARADISE

Adopted
Annual Budget





CITY OF NORTH MIAMI, FLORIDA

Adopted Annual Operating Budget for

Fiscal Year 2015-2016

Submitted by:

Interim City Manager,
Arthur H. Sorey III

Prepared by:

Office of Management and Budget

Assistant Budget Director,
Terry Henley

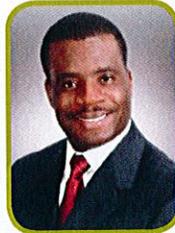
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Municipal Intern,
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Elected Officials



Mayor
Smith Joseph, D.O., Pharm. D.



Councilman
Philippe Bien-Aime
District 3



Councilman
Scott Galvin
District 1



Councilwoman
Carol Keys, Esq.
District 2



Councilman
Alix Desulme
District 4



City Clerk
Michael A. Etienne, Esq.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of North Miami
Florida**

For the Fiscal Year Beginning

October 1, 2014

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented the award of Distinguished Budget Presentation to the City of North Miami, Florida for its annual budget for the fiscal year beginning October 1, 2014.

In order to receive this award, a governmental unit must publish a budget document that meets stringent program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This is the first year that the City of North Miami has received this notable award.



The City of North Miami is advancing its commitment to performance management and strategic planning. The FY15-16 Budget Book demonstrates its utility as a financial plan, policy document, operations guide, and a communications device that is divided into five sections.

SECTION ONE: INTRODUCTION

The Introduction section provides an overview of the City and the FY15-16 Budget. The City Overview includes the City Manager's Transmittal Letter and Strategic Management Plan. The transmittal letter from the City Manager formally submits 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-term goals. The City overview also includes the Citywide Organization, City Map, demographics and economic indicators. The Budget Overview highlights the Budget Process, Policies, and bottom line expenditure and revenue summaries.

SECTION TWO: REVENUE MANUAL

The City's Major Revenue Section was developed to provide a comprehensive reference for primary revenue sources collected by the City. The section provides a 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, Risk Management, and Utilities. Each department section includes expenditure and staffing charts, prior year accomplishments, upcoming initiatives, performance measures, core responsibilities and planned expenditures.

SECTION FOUR: CIP

This section includes the Capital Improvement Program (CIP). An official statement of public policy regarding long range capital development in the City of North Miami. A capital improvement is defined as a capital expenditure of \$50,000 or more, resulting in the acquisition, improvement or addition to fixed assets in the form of land, buildings or improvements, more or less permanent in character, and durable equipment with a life expectancy of more than five years.

SECTION FIVE: APPENDIX

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

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Section One:

Introduction



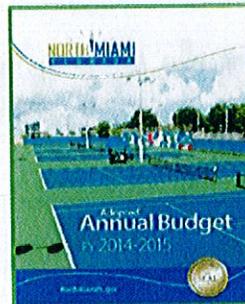
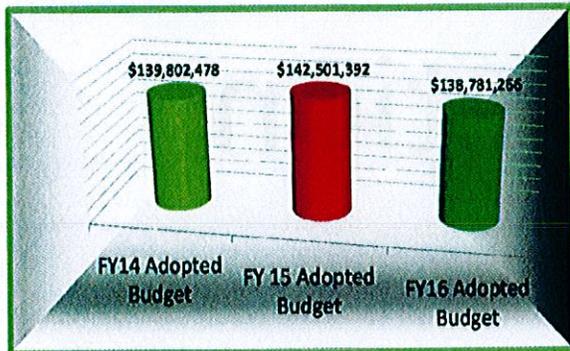


October, 1, 2015

Honorable Mayor and City Council:

The Adopted Annual Budget for the City of North Miami, Florida, for the fiscal year beginning October 1, 2015 and ending September 30, 2016 is hereby submitted in accordance with the requirements of the City Charter. This budget provides a sound financial plan to provide the best possible services to our residents with the limited resources that are available. The Fiscal Year 2015-16 (FY16) Adopted Budget totals \$138,781,266, a 2.61% decrease from the Fiscal Year 2014-15 (FY15) Adopted Budget of \$142,501,392.

The primary budgetary challenge the last few years has been the growing demand for local government services and diminishing resources available to fund them. To address this a strategic management plan was initiated. The initial stages of the plan led to department mission statements, goals, objectives, and action steps for each department. Last year, timelines were tied to these plans and they were published in the adopted budget. In fact, last year's advancements resulted in the City earning the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award for the second consecutive year.



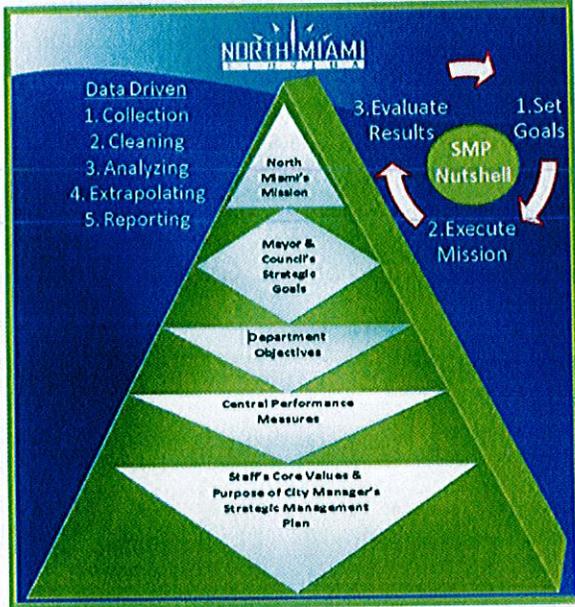
This Budget Message Highlights

- A review of the strategic management plan and its evolution and impact on City operations.
- An overview of the FY16 Adopted Budget.
- Summaries for the General Fund and all other funds.
- The future.

For this year, department sections were refined to simplify and quantify service, efforts, and accomplishments. Staff also evaluated comparable municipalities that track and record department performance measurements. The resulting data to be collected, polished, and reported will certainly assist our City with internal metrics and external municipal comparisons for improved efficiencies and optimal service delivery. Our efforts will lead to best practices and allow us to market achievements quantitatively.

Budgetary Issues and Strategies

Over the last several years, the City has taken proactive steps to combat fiscal realities that have affected our nation. As our economy recovers, we see progress in terms of market responsiveness and revenues.



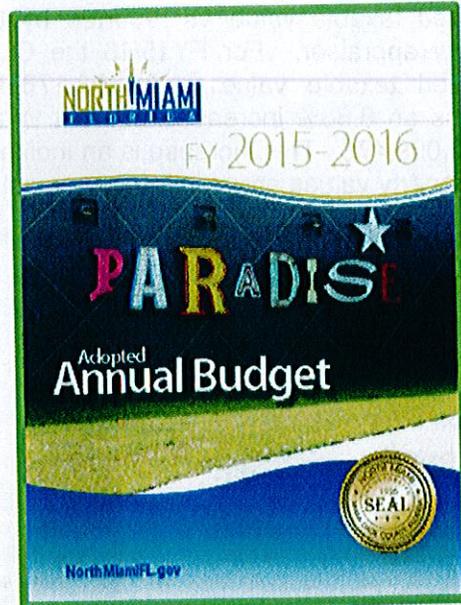
Benefits of Performance Measurement

- Ensures better anticipation to opportunities/threats in a fragile economy.
- Improves ability to capitalize on strengths and better identify areas needing improvement.
- Indicates “bang for buck” options and answers, identifying what we are getting for our money.
- Assists decision making on where to better allocate funds to achieve shared goals in a limited resource environment.
- Facilitates strategic reductions and/or investments so that taxpayers see a positive return on investments.

Overview of FY15-16 Budget Book

- Analyzes major indicators and characteristics that comprise North Miami’s economy and demographics.
- Includes “Major Revenues” section that demonstrates quantitative and qualitative tools used to forecast future revenues.
- Captures department structures through charts & full time employee trends.
- Defines department core responsibilities and performance measures.
- Analyzes expenditure history by department.
- Will be submitted to the GFOA for the FY15/16 Budget Presentation Award.

- Integrates a holistic and proactive approach to governmental management that strives for understandability.



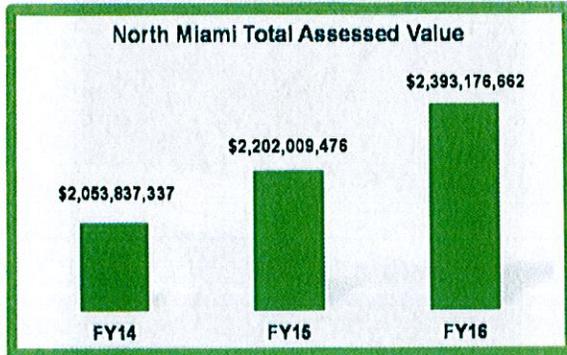
Short-term Factors/Economic Assessment

Although positive signs of economic improvement are visible, the economy is still fragile. With this in mind, the goals in preparing this budget were to:

- Continue to provide basic levels of service in the most equitable and efficient manner possible for both residents and employees.
- Strategically begin to position North Miami for the challenges of tremendous economic growth and expansion.
- Support essential City services with minimal increases in service fees. These increases are necessary for sound financial management.
- Increase funding for Capital Improvements.
- Limit service level reductions and major impacts to customers.
- Keep level of taxes being collected constant.
- Consider department core responsibilities and goals.
- Identify overlap of service areas so consolidation efforts can reduce personnel costs.

Ad Valorem Taxes

For the second time in five years the city of North Miami saw an increase in the City's assessed taxable value as reported by the property appraiser. For FY15/16 the City's assessed taxable value is \$2,393,176,662 which is an 8.68% increase from last year's \$2,202,009,476. This increase is an indicator that property values are stabilizing.



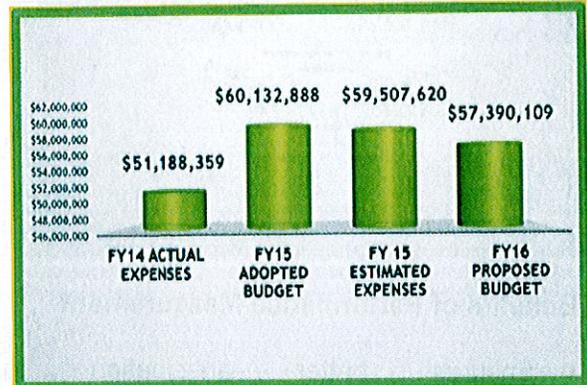
I am pleased to report the proposed operating millage rate for FY2015-16 is 7.9336 per \$1,000 of assessed value. This millage rate is the same as last fiscal year, yet it is more than the calculated rolled-back rate of 7.5300 and therefore considered a tax increase. The roll-back rate is defined by Truth In Millage (TRIM) as the rate that generates the same tax revenue as the current year, less new construction, additions, deletions and rehabilitative improvements.

General Fund

The adopted FY15/16 General Fund budget is \$57,390,109, a 4.56% decrease from FY14-15 Adopted Budget of \$60,132,888. This decrease is primarily attributed to the removal of the red light camera program and the use of unappropriated project reserve money to fund capital projects and sustain the Museum of Contemporary Arts (MOCA) during its transition period.

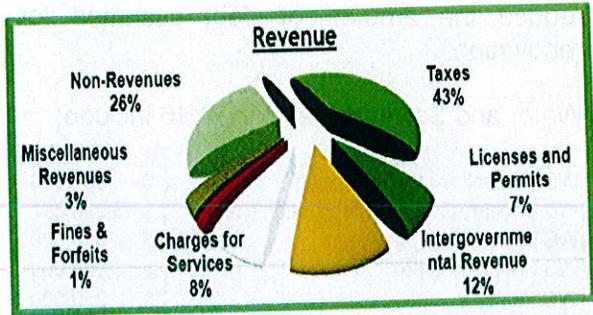
Nevertheless, an increase in Ad Valorem revenue will be realized as a result of the increase in property values and maintaining the same millage rate of 7.9336. Specifically, this millage rate will generate a gross property tax revenue of \$18,986,506, an 8.68%

increase from last year's amount of \$17,469,862, which is allocated between the General Fund and the North Miami Community Redevelopment Agency (NMCRA). This amount is budgeted at 95% to account for the discounts property owners receive for early property tax payment. The City's portion of \$16,169,179 is \$675,227 more than the prior year, and represents approximately 28% of the General Fund's revenue.



In addition to Ad Valorem, other major tax sources of revenue include general sales and use taxes, franchise fees, utility service taxes, and communication service taxes. All taxes are forecasted to \$24,743,914, which represents 43% of the General Fund or 18% of the total budget including all funds. Other major sources of revenue include: State Revenue Sharing, Local Government ½ Cent Sales Tax, Franchise Fees, and Utility Taxes. These account for approximately 19% of the total revenues. Locally derived revenues are also a major component of the City's budget. These include business tax and occupational licenses and permits, fines and forfeits, parks and recreation fees and other charges for services such as passport application fees and burglar alarm fees. The remaining amounts are derived from internal service charges and transfers, grants, miscellaneous interest and other.

The chart below depicts the breakdown of the various General Fund revenue types complete with percentages for the FY16 Budget.



Community projects identified for inclusion in the fiscal year 2015-16 budget for General Fund:

Community Projects	
Capital Projects	
Basade & N. Bayshore Park Improvements	\$ 55,030
City-wide Beautification for Art	\$ 60,000
Housing Rehab	\$ 310,000
Keystone CC & Playground	\$ 100,000
Keystone Point Community Garden	\$ 2,800
Sans Souci Tennis Court	\$ 65,000
Sasso Pool	\$ 200,000
South Gate Entrance Keystone	\$ 6,000
Utility Box Wraps	\$ 5,000
Sidewalks	\$ 250,000
Park/Street Furniture	\$ 37,056
Library Books	\$ 50,000
Subtotal	\$ 1,140,886

North Miami Community Redevelopment Agency

The North Miami City Council approved the creation of the North Miami Community Redevelopment Agency (NMCRA) on July 8, 2003, which was subsequently approved by Miami-Dade County on June 28, 2005. Instituted as a Special Revenue Fund for the City's purposes, the NMCRA is treated as a separate entity with its own budget.

Similar to the City, the CRA saw an increase in property tax valuations. At the proposed 7.9336 millage rate, the NMCRA's FY15-16 tax increment funding (TIF) from the City is \$1,868,032, which is 69% more than the prior year. This significant increase is anticipated to continue as property values continue to rise over time with the development that is taking place on the SoLē Mia site.

Transportation Funds

In 2002, Miami-Dade County voters approved a ½ cent tax for transportation. The ½ Cent Transportation Surtax Fund was created to account for the City's prorated share of the Charter County Transit System Surtax proceeds. Allocations to local municipalities are based on population and the monies received must be used for transportation related projects and programs. The estimated revenue in FY2016 budgeted at 95% is \$2,415,858. The 3-cent Local Option Gas Tax established in 1994 also provides funding for transportation related capital projects. The estimated revenue budgeted for FY2016 is \$289,187. Below is a list of transportation related projects identified for FY2016:

Downtown Revitalization/Beautification	\$ 100,000
Transit Shelter Installation	\$ 37,000
Traffic Calming	\$ 300,000
Traffic Studies	\$ 30,000
Sidewalk Installation and Roadway Repairs	\$ 100,000
Street Resurfacing	\$ 50,000
Total	\$ 856,187

ENTERPRISE FUNDS

Stormwater Utility

There are no significant changes to the Stormwater Utility Fund. The adopted budget is \$3,046,642, a 10% increase from the prior year. The fund has an emergency reserve of \$485,318 or 16% of the total budget and the monthly stormwater fee remains unchanged at \$6.19 per equivalent residential unit (ERU).

Water and Sewer Operation and Maintenance

A comprehensive assessment of the City's existing water and sewer rates was mandated by the South Florida Water Management District (SFWMD) under the Consumptive Use Permitting (CUP) to implement a conservation-based water rate structure. This study was necessary to promote the efficient use of water resources, address specific customer affordability issues and infrastructure concerns, develop a financial

plan that would allow the City to adequately fund operating and capital requirements, and maintain an adequate level of utility service to our residents.

In April 2012, the Mayor and Council adopted the new rate structure which includes annual rate adjustments over fiscal years 2012-2016. Effective October 1, 2014, the adopted rate plan mandated a 6% increase for FY2015. As a result, there was a 10% increase in this fund going from FY14 to FY15. However, for FY16 the total Water and Sewer budget is almost the same at \$48,763,864. This represents a decrease of less than 1% compared to last year.

In 2009, a funding mechanism for the renovation of the City's existing water plant was created. A capital improvement fee (CIF) was instituted to generate funds needed to cover the project-related debt service. This CIF has been eliminated with the implementation of the new rate structure. The CIF Capital Projects reserve is approximately \$7,718,801. These funds will be used to

reduce the amount of debt assumed for renovation.

Water and Sewer projects in FY16 include:

WS Lift Stations Rehabilitation	\$ 550,000
WS Sanitary Sewer Rehabilitation Gravity	\$ 3,926,697
WS Waterline Replacement	\$ 300,000
WS Waterline Improvement	\$ 3,000,000
WS Vehicles	\$ 350,000
Upgrade of Existing Lime Softening Plant	\$ 1,737,995
Total	\$ 9,864,692

Internal Service Funds

The internal service funds account for the cost of insuring the City in the areas of workers' compensation and general liability risks, and provide fleet management services to other departments on a cost reimbursement basis. The total budget for Internal Services is \$6,855,709.

Summary

The total adopted budget of \$138,781,266 is composed of the following:

	GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUNDS	CAPITAL PROJECTS FUNDS	ENTERPRISE FUNDS	INTERNAL SERVICE FUNDS	REPL. BENEFIT PLAN	TOTALS
Milage Rate Per \$1,000	7,936							7,936
ESTIMATED REVENUES:								
Ad Valorem Taxes	16,169,149	1,868,032	-	-	-	-	-	18,037,181
Other Taxes	8,574,765	2,315,858	-	289,187	-	-	-	11,179,810
Licenses & Permits	2,209,855	-	-	-	-	-	-	2,209,855
Intergovernmental Revenue	6,776,055	1,599,090	-	-	-	30,000	-	8,405,145
Charges for Services	4,295,000	-	-	-	29,492,928	-	-	33,787,928
Fines & Forfeitures	826,577	-	-	-	-	-	-	826,577
Miscellaneous Revenues	3,532,800	100,000	-	-	22,000	69,200	-	3,724,000
Intragovernmental Revenue	6,152,292	-	-	-	-	5,685,617	-	11,837,909
Other Financing Sources	-	-	1,786,138	-	-	-	36,252	1,822,390
TOTAL REVENUES & OTHER FINANCING SOURCES	48,536,493	5,882,980	1,786,138	289,187	29,514,928	5,784,817	36,252	81,830,795
Bond Reserves	-	-	-	-	-	-	-	-
Other Reserves	-	12,833,978	-	-	8,410,272	375,744	-	21,619,994
Beginning Balances	8,853,616	907,797	-	-	14,873,916	695,148	-	25,330,477
TOTAL ESTIMATED REVENUE SOURCES, RESERVES AND BEGINNING BALANCES	57,390,109	19,624,755	1,786,138	289,187	52,799,116	6,855,709	36,252	138,781,266
EXPENDITURES/EXPENSES:								
General Government Service	9,409,459	378,822	-	-	-	-	-	9,788,081
Public Safety	24,573,901	591,999	-	-	-	-	-	25,165,900
Physical Environment	2,009,057	8,614,277	-	-	34,932,873	-	-	45,556,007
Transportation	3,493,853	2,295,619	-	289,187	-	-	-	6,078,659
Economic Environment	132,885	632,549	-	-	-	-	-	765,434
Human Services	463,810	183,876	-	-	-	-	-	647,686
Culture/Recreation	6,684,665	-	-	-	-	-	-	6,684,665
Debt Services	-	-	1,786,138	-	441,045	-	-	2,227,183
Internal Services	2,160,589	-	-	-	821,864	4,932,222	-	7,914,675
Other Financing Sources	1,530,364	1,868,032	-	-	-	-	36,252	3,434,648
TOTAL EXPENDITURES/EXPENSES	50,458,583	14,564,974	1,786,138	289,187	36,195,582	4,932,222	36,252	108,262,938
Bond Reserves	-	-	-	-	-	-	-	-
Other Reserves	6,931,526	5,059,781	-	-	16,603,534	1,923,487	-	30,518,328
TOTAL APPROPRIATED EXPENDITURES AND RESERVES	57,390,109	19,624,755	1,786,138	289,187	52,799,116	6,855,709	36,252	138,781,266

Conclusion

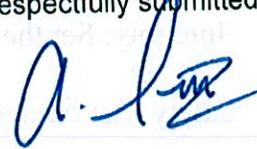
The increase in property values this year is an encouraging indicator of how the local economy is recovering in North Miami. In fact, we have seen more than a 15% increase in property values compared to the 2014 fiscal year. As a result, the City is wisely reinvesting its resources in the City's infrastructure. This includes more than \$14 million dollars from the City and CRA this fiscal year in capital projects that will rehabilitate sidewalks, streets, community centers, parks, housing, the pool, and water-sewer utilities.

Moving forward, there are several intertwining priorities to tackle this year:

1. Downtown Development and SoLē Mia Growth– The Mayor and Council's vision for a bustling, thriving downtown will make headway this year as we paired downtown growth with the development of the SoLē Mia site. Finally after several decades of stagnation, this plan will be put into action by a Council and Administration that is committed to moving the City onward.
2. Extend the Life of the CRA – The North Miami Community Redevelopment Agency (CRA) will be a major financing mechanism the City will employ to advance development downtown and at SoLē Mia. This year we will work on negotiations with the County to renew the Agency's existence for decades to come.
3. Continue to expand on the physical environment and infrastructure needs of the City – By continuing to invest in capital projects, which improve parks, streets, sidewalks, and its housing stock, we will attract and retain the investors and talent to ensure North Miami will grasp its future potential.
4. Polish Financial Outlook – In addition to growing property values and revenues, two other key indicators to analyze when determining the City's financial outlook are the amount of debt held, and the City's ability to pay off that debt. The city of North Miami has essentially no debt and a steady reserve fund. The current strength of our financial outlook has us in a position where we will be able to take advantage of low interest bonds to do major capital projects when the time is right.

North Miami is on the cusp of tremendous economic prosperity. With the support of our Mayor and Council, loyal community, and diligent staff, I firmly believe we will meet the challenges ahead and provide the quality services and environment our current and future city deserve.

Respectfully submitted,



Arthur H. Sorey, III
Interim City Manager



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.

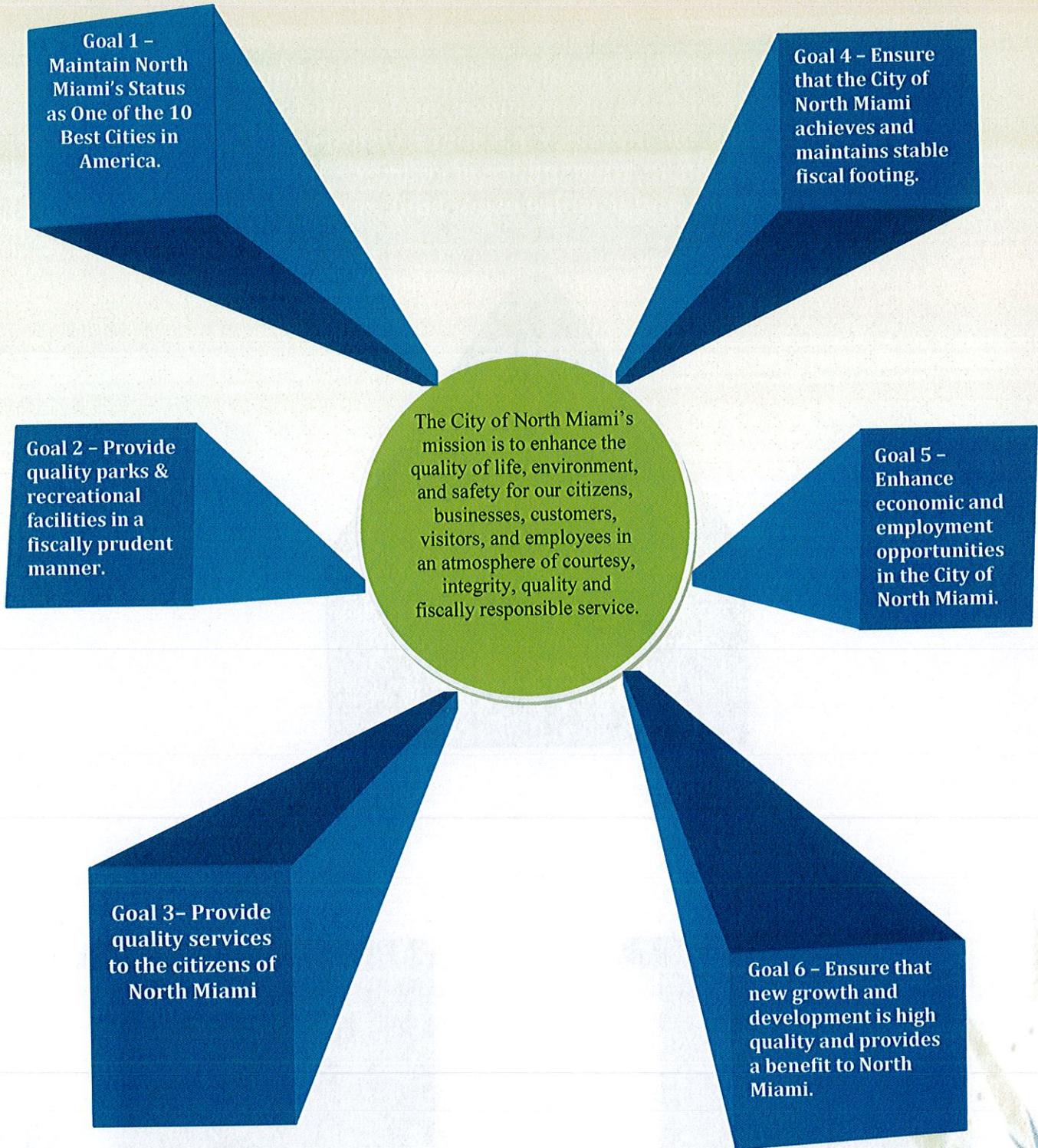
Professionalism: Implement policies and regulations with wisdom and impartiality.

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 en-sure they represent an optimal mix for North Miami.

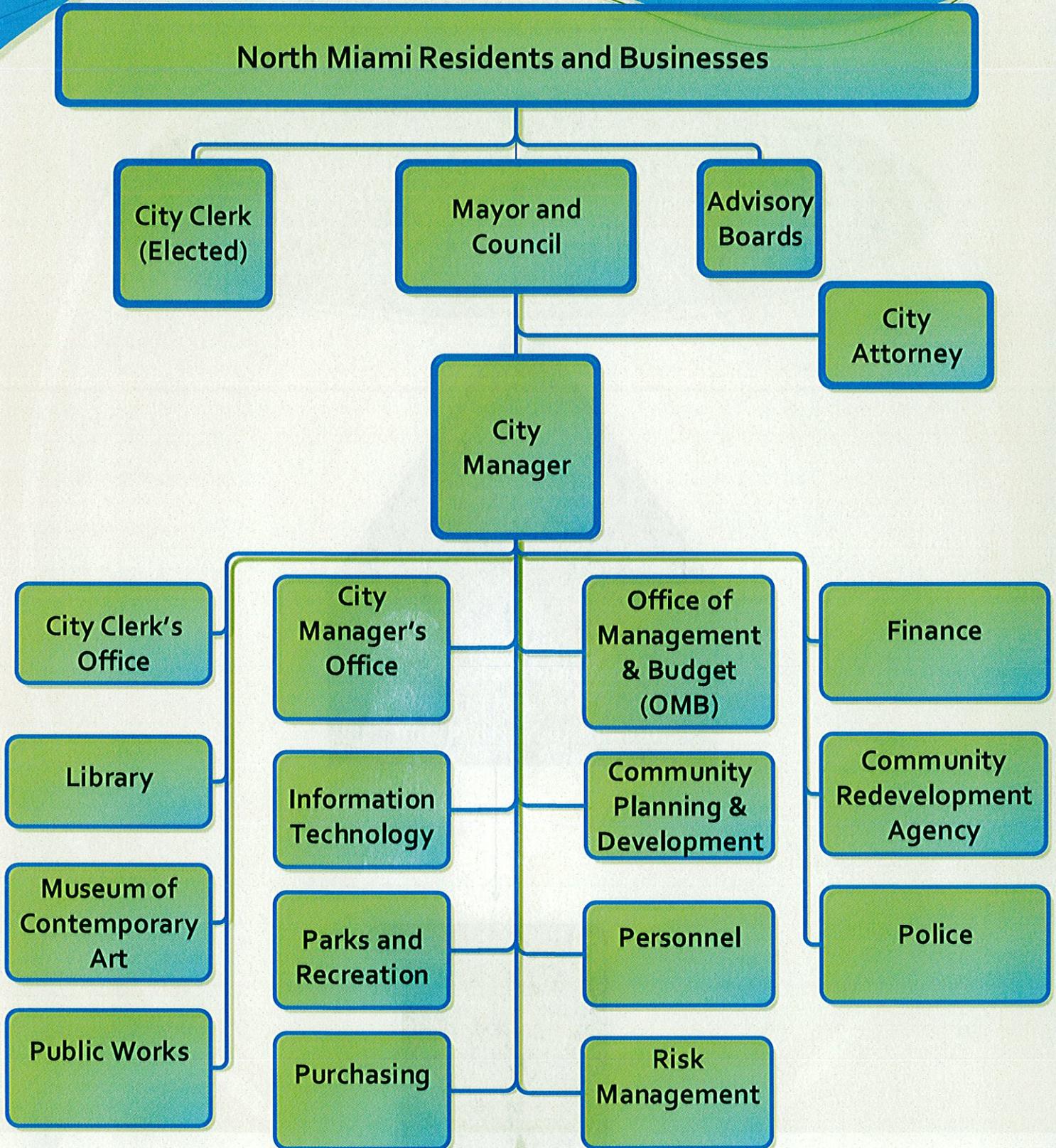
Strategic Plan Overview

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

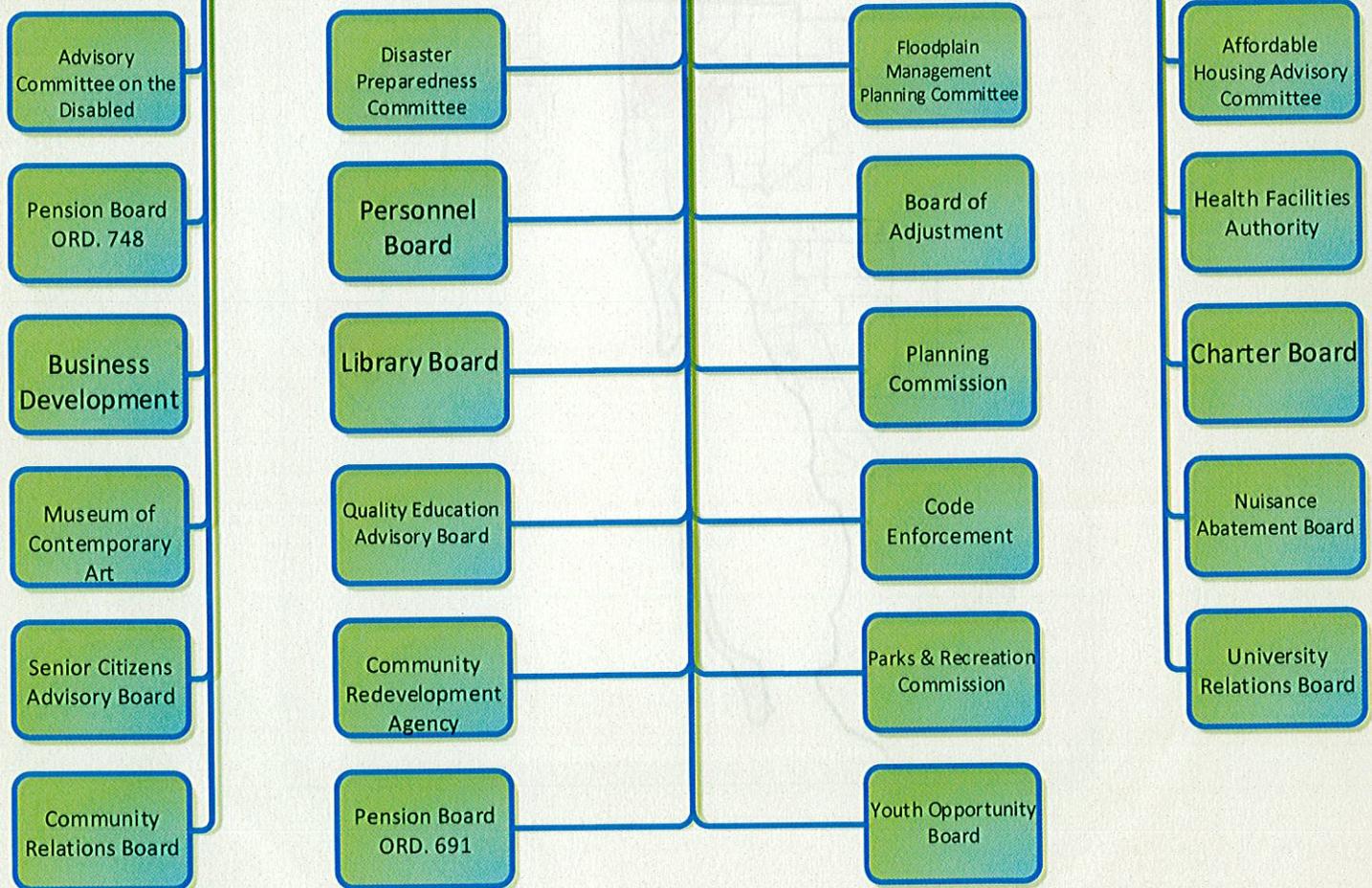


Advisory Boards and Committees

North Miami Residents and Businesses

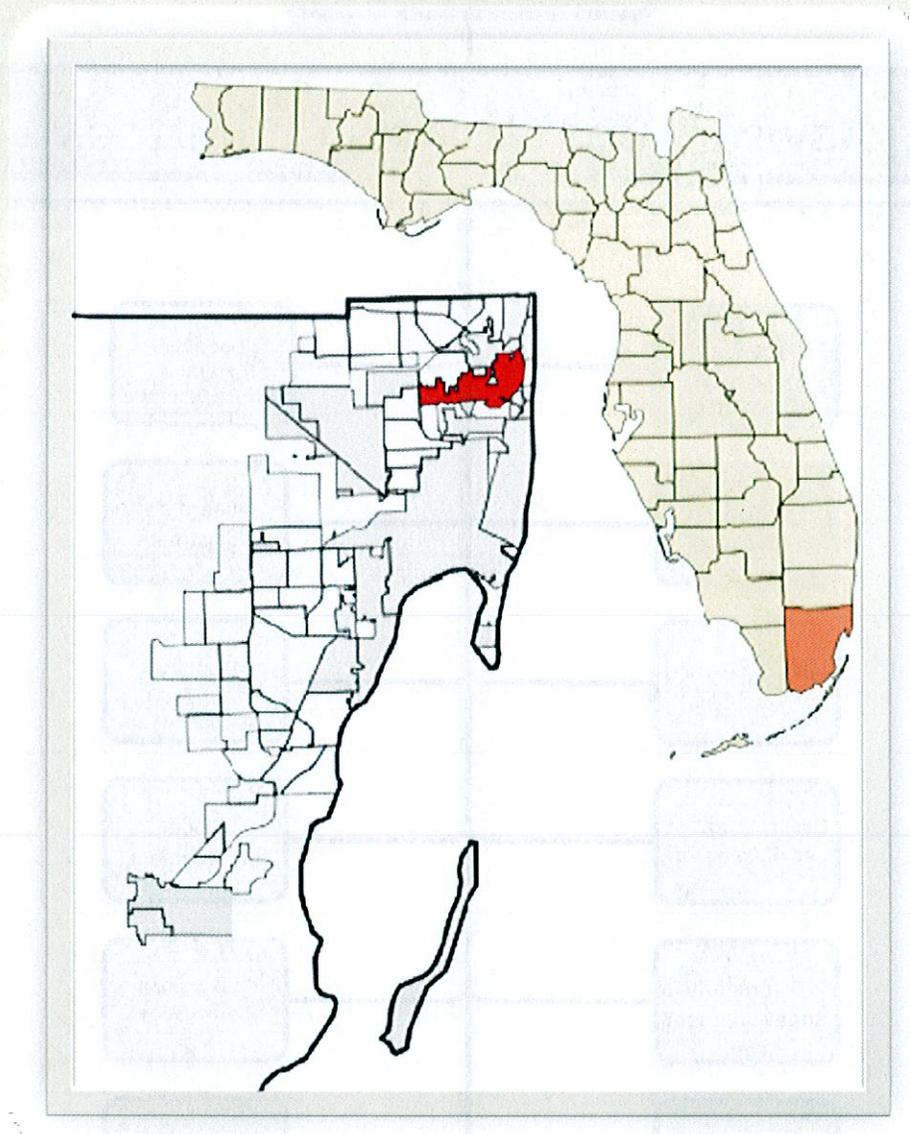
Mayor and Council

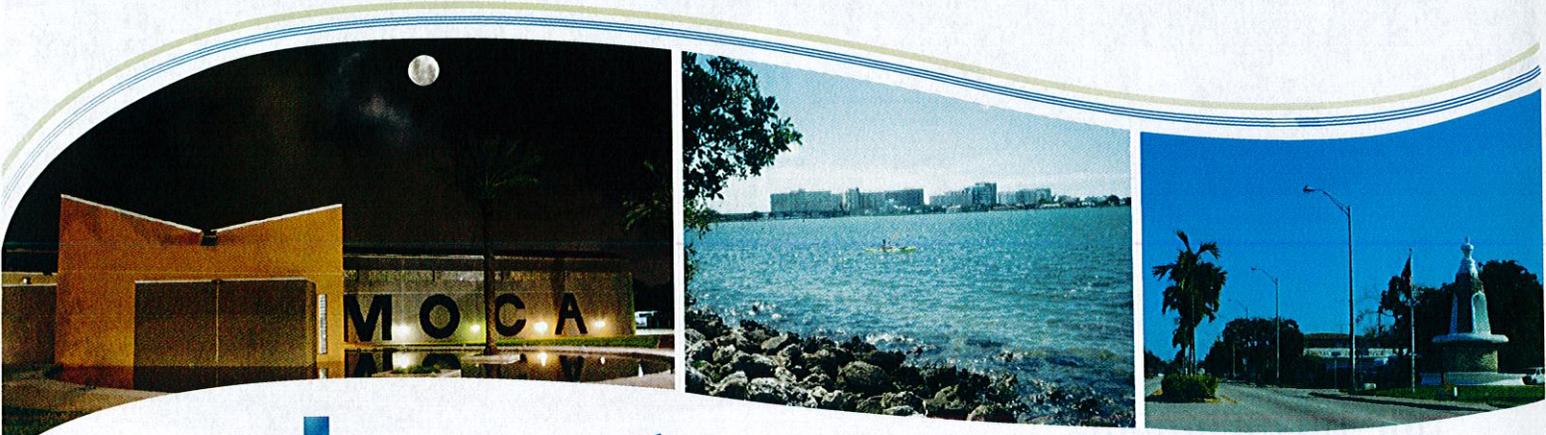
Advisory Boards and Committees



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 9.5 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.





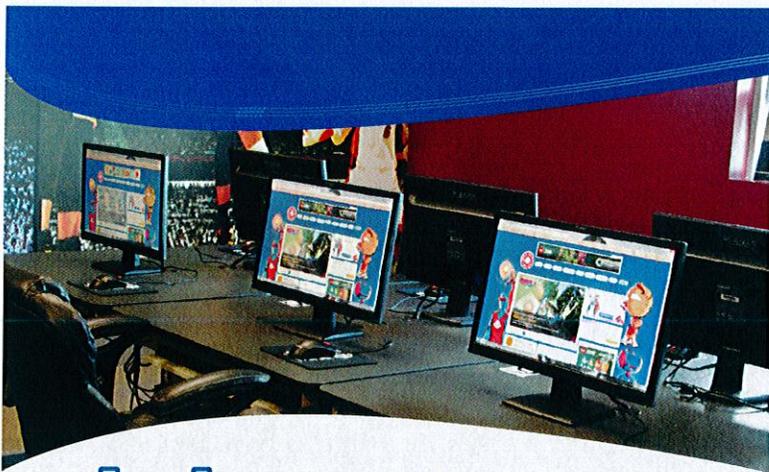
about North Miami

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 61,420. 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 descent. 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

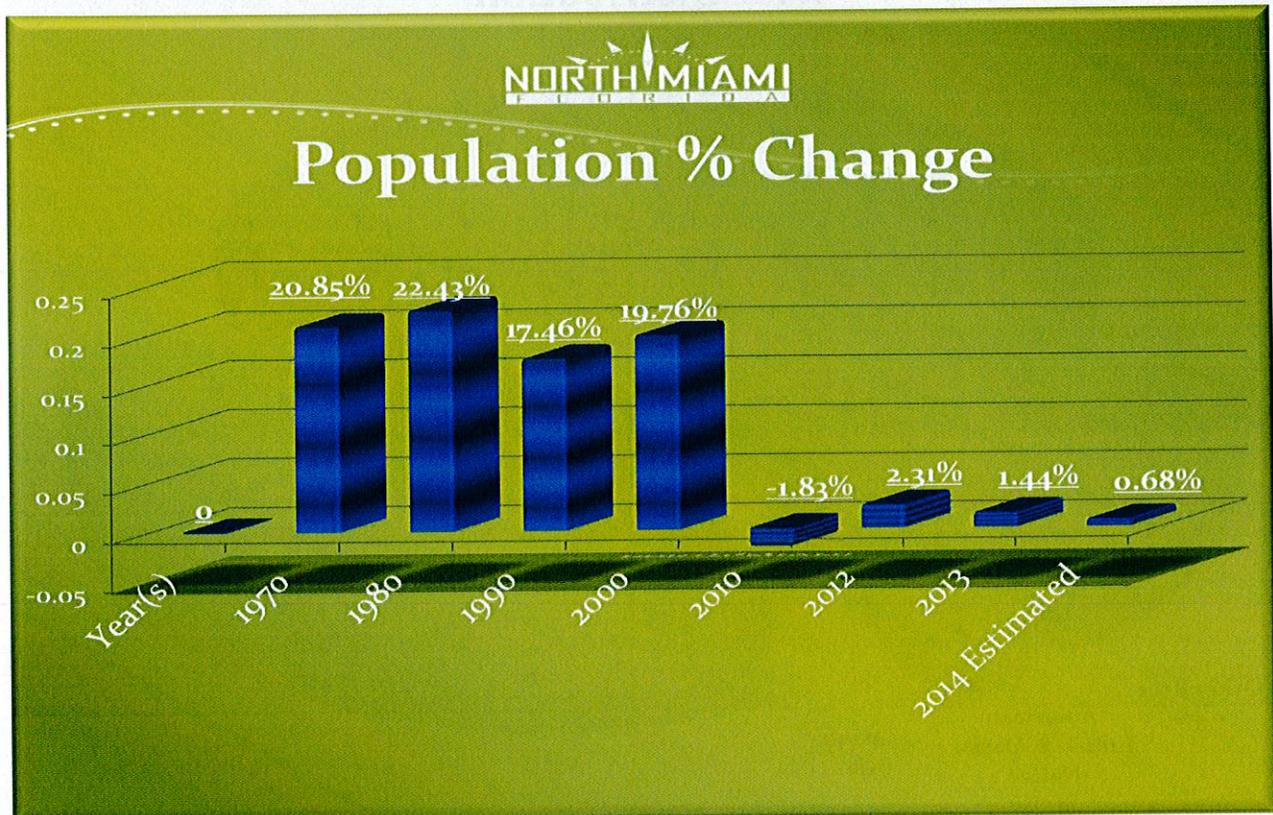
In 2015, North Miami continues to attract residents and businesses to the area because of its ideal location, tucked midway between Miami, Fort Lauderdale and the beaches. There is a true sense of community cultivated through recreational and educational opportunities, which afford North Miami

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. 

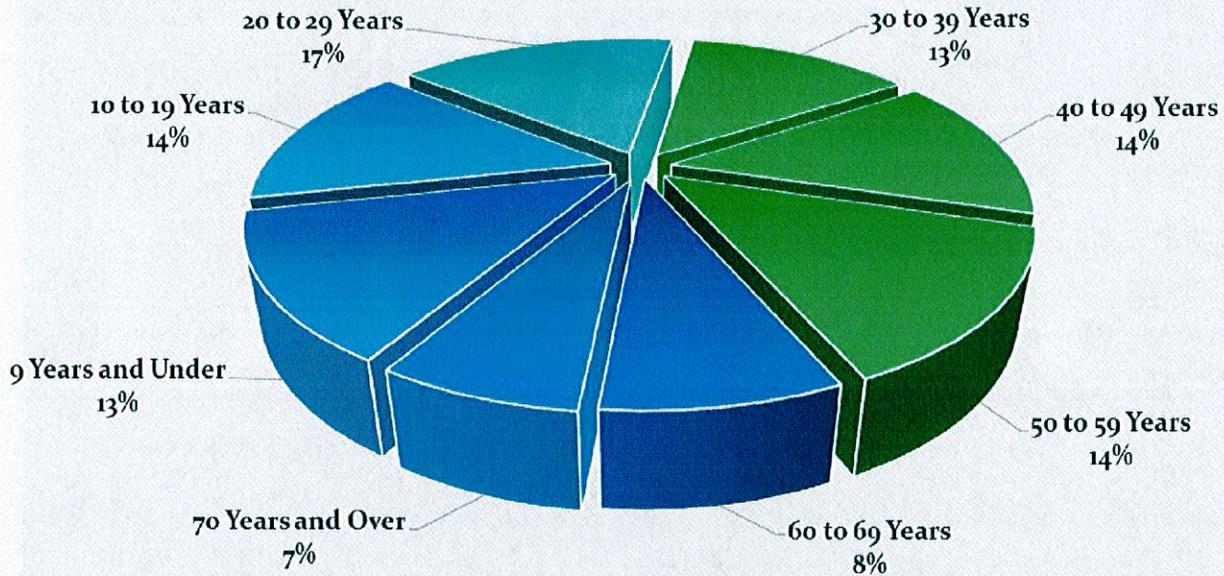
Economy and Demographics



Economy and Demographics

Age Distribution

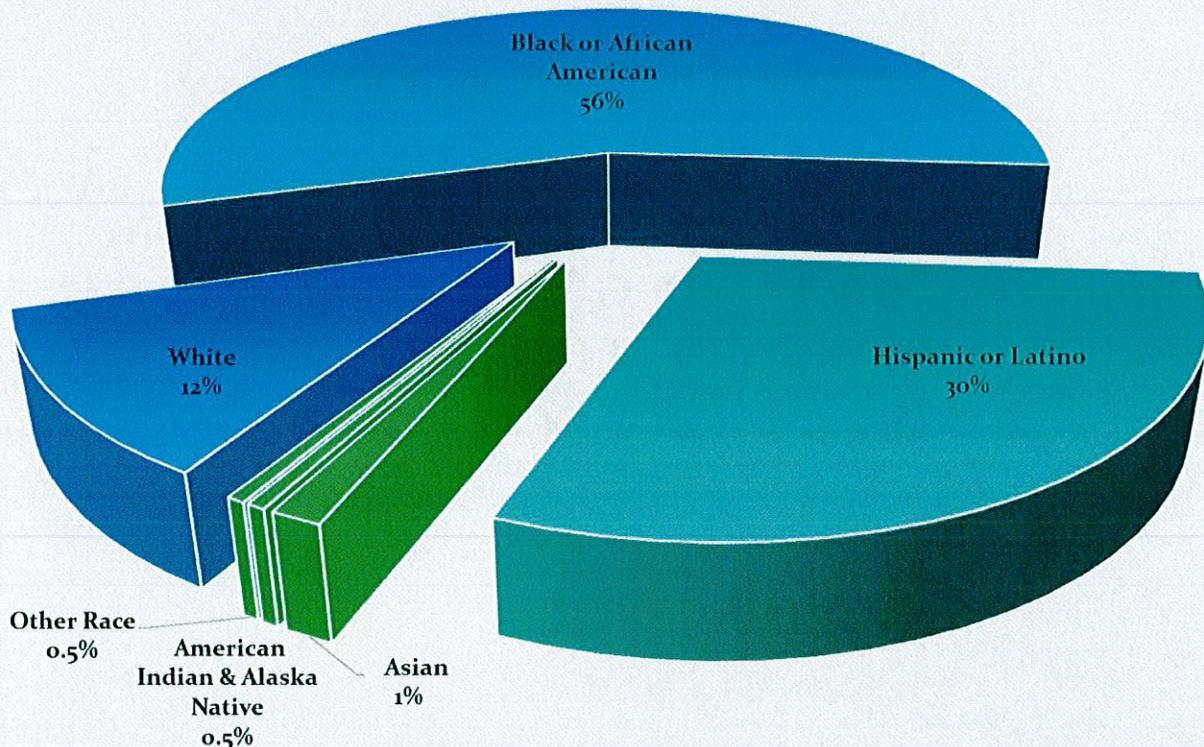
2015



U.S. Census Bureau <http://www.census.gov/en.html>

Race Distribution

2015



Economy and Demographics

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

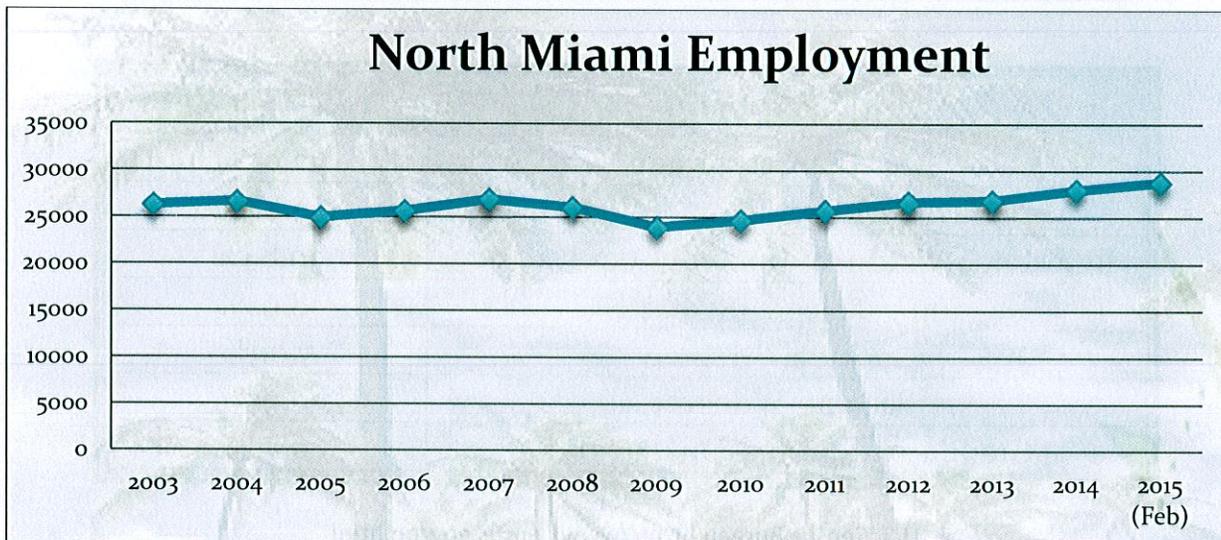
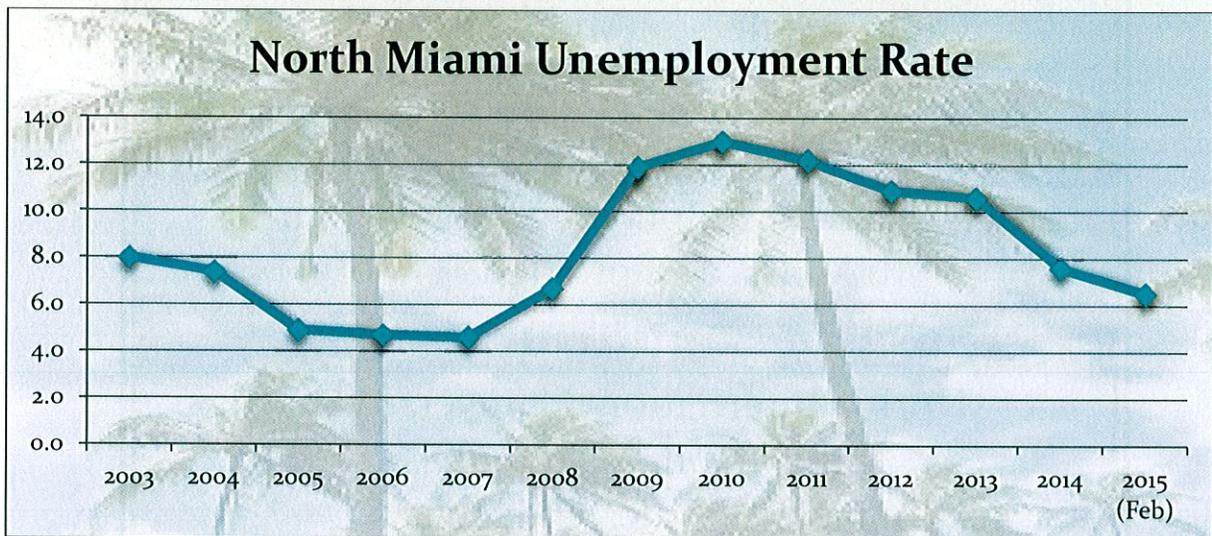
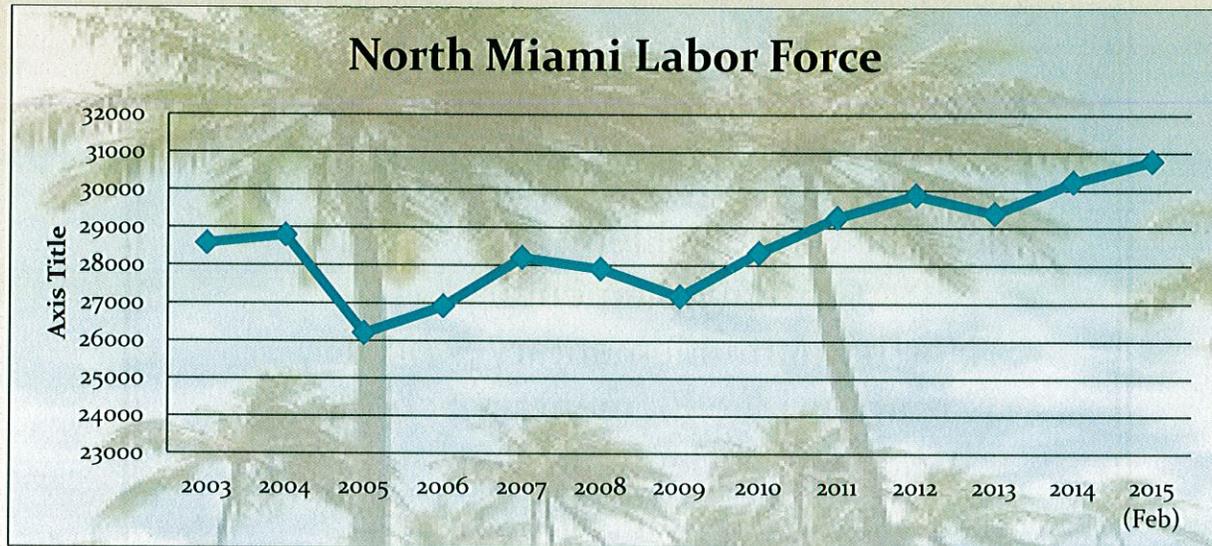
Colleges and Universities

Florida International University
 (Biscayne Bay Campus)
 Johnson & Wales University

EDUCATION	PERCENT
Less than 9th grade	12.05%
9th to 12th grade, no diploma	13.44%
High school graduate (includes equivalency)	30.84%
Some college, no degree	18.92%
Associate's degree	7.09%
Bachelor's degree	10.95%
Graduate or professional degree	6.71%

U.S. Census Bureau <http://www.census.gov/en.html>

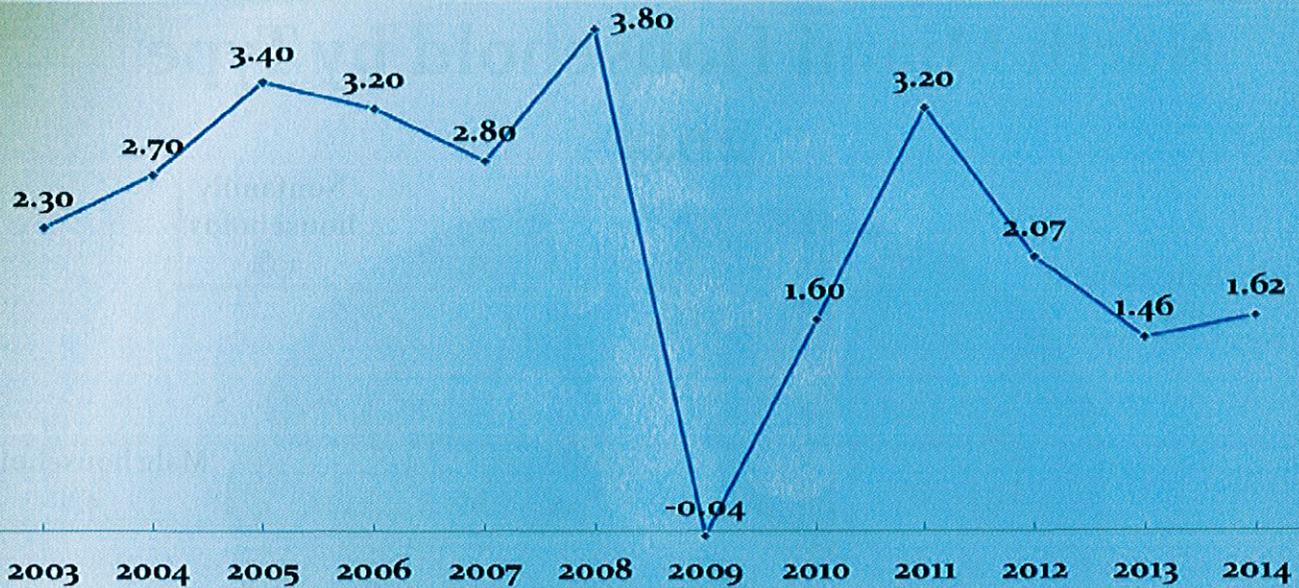
Economy and Demographics



Bureau of Labor Statistics <http://www.bls.gov/cpi/>

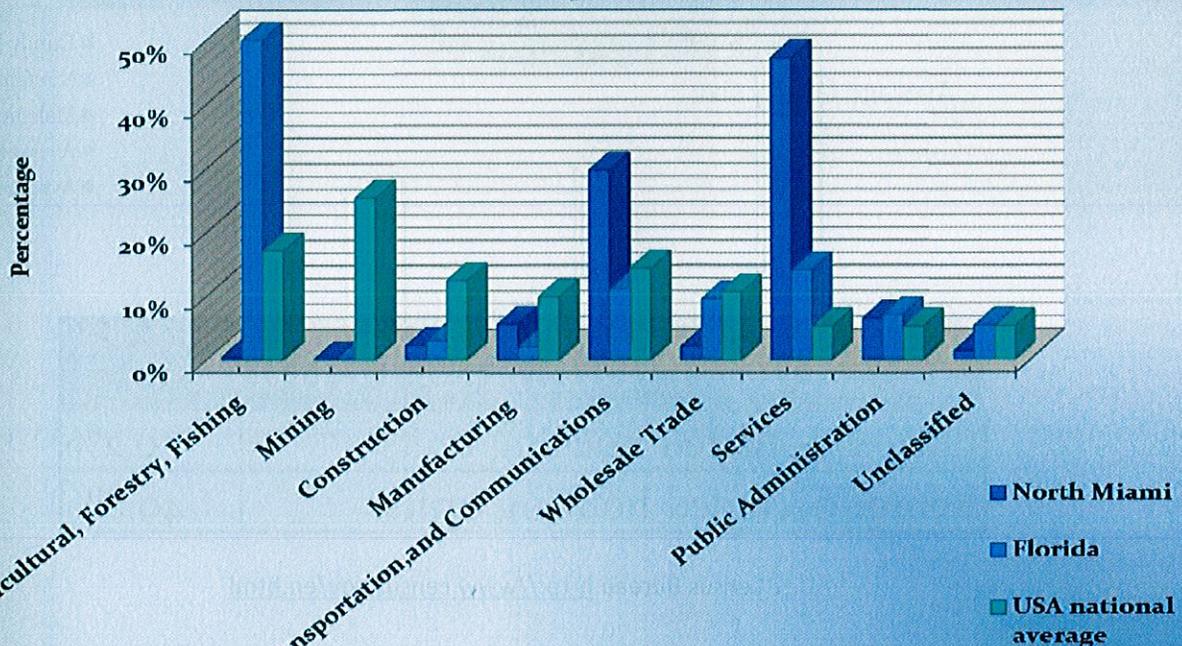
Economy and Demographics

**Consumer Price Index
Average Annual Percentage Change**



Bureau of Labor Statistics <http://www.bls.gov/cpi/>

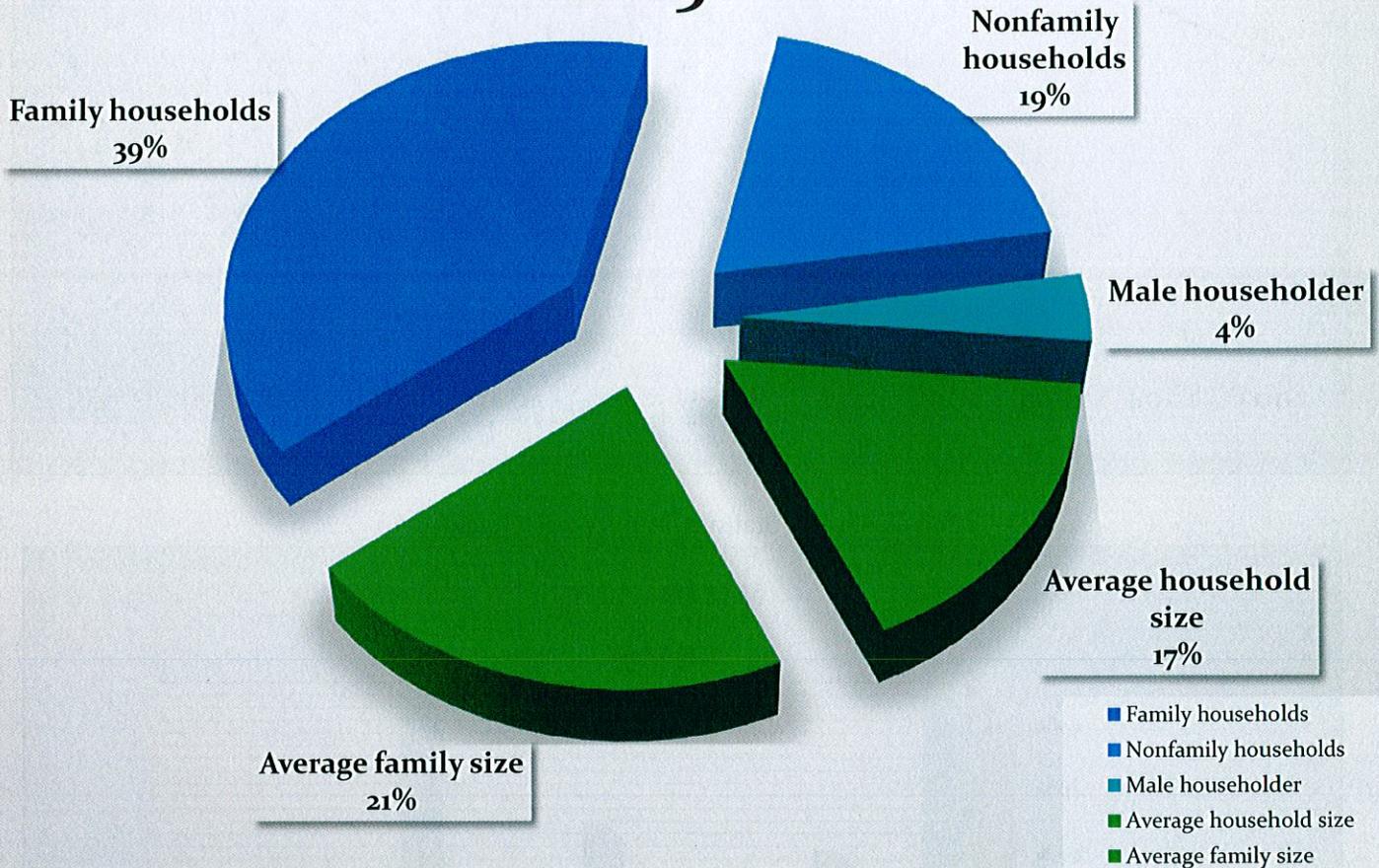
**Industry
2015**



Economy and Demographics

North Miami Household by Type

2015



2015 Housing Tenure

Owner-occupied housing units	50.2%
Renter-occupied housing units	49.8%

U.S. Census Bureau <http://www.census.gov/en.html>

Economy and Demographics

2015 North Miami Top Establishments

Businesses	Totals	Rank
Health and Medical Services	183	1
Real Estate	181	2
Banks and Financial Institutions	162	3
Professional Services	142	4
Specialty Stores	128	5
Business Services	124	6
Beauty and Barber Shops	118	7
Legal Services	116	8
Restaurants	110	9
Durables Wholesale	81	10

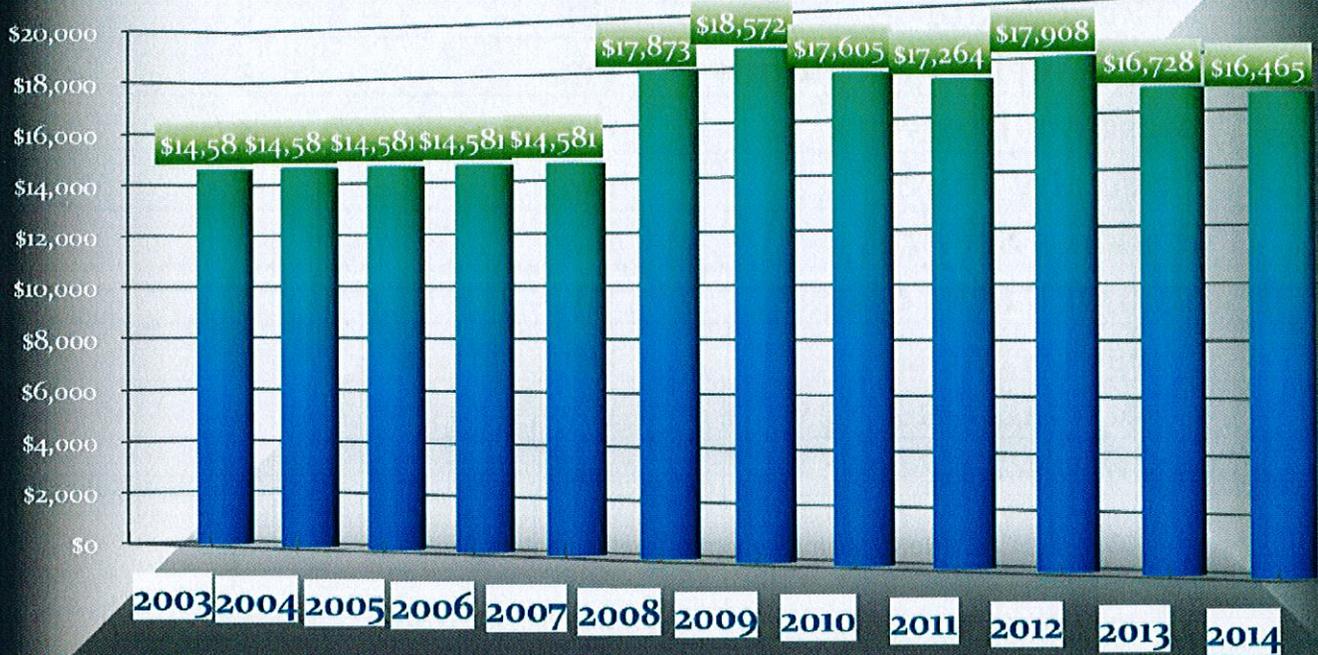
North Miami Economic Development Profile

Land Use	Square Feet	Percent
Commerical	23,971,616	10%
Industrial	6,856,192	3%
Planned Development District	11,047,201	5%
Public Use District	70,518,084	29%
Residential Estate District	20,472,378	8%
Residential Single Family District	81,746,567	34%
Residential Multifamily District	27,832,278	11%
Residential Office District	562,262	0%
Total Area	243,006,578	100%

North Miami Community Development Department

Economy and Demographics

North Miami Per Capita Personal Income Ten Year Comparison



Miami-Dade Property Appraiser

Budget Overview

FUND BALANCE SCHEDULES

General Fund			
	2014 Actual	2015 Estimated	2016 Budget
Revenue Total	48,122,775	68,361,236	57,390,109
Expenditure Total	(50,095,577)	(59,507,620)	(57,390,109)
Net Change in Fund Balance	(1,972,802)	8,853,616	0
Total Other Financing Sources (uses)	21,582	0	0
Fund Balances -Beginning	18,740,666	16,789,444	25,643,060
Fund Balances -Ending	16,789,444	25,643,060	25,643,060
Landfill Closure			
	2014 Actual	2015 Estimated	2016 Budget
Revenue Total	286,013	286,013	12,833,978
Expenditure Total	(2,331,097)	(2,147,044)	(12,833,978)
Net Change in Fund Balance	(2,045,084)	(1,861,031)	0
Total Other Financing Sources (uses)	0	0	0
Fund Balances -Beginning	15,105,757	13,060,673	11,199,642
Fund Balances -Ending	13,060,673	11,199,642	11,199,642
CRA			
	2014 Actual	2015 Estimated	2016 Budget
Revenue Total (only City Portion)	895,550	1,043,008	1,868,032
Expenditure Total	(1,152,614)	(1,043,008)	(1,868,032)
Net Change in Fund Balance	(257,064)	0	0
Total Other Financing Sources (uses)	0	0	0
Fund Balances -Beginning	2,728,144	2,471,080	2,471,080
Fund Balances -Ending	2,471,080	2,471,080	2,471,080
Total Nonmajor Funds			
	2014 Actual	2015 Estimated	2016 Budget
Revenue Total	6,437,155	4,101,576	4,064,235
Expenditure Total	(1,349,821)	(3,251,784)	(4,064,235)
Net Change in Fund Balance	5,087,334	849,792	0
Total Other Financing Sources (uses)	1,850,954	0	0
Fund Balances -Beginning	2,782,390	3,283,523	4,133,315
Fund Balances -Ending	3,283,523	4,133,315	4,133,315
Total Governmental Funds			
	2014 Actual	2015 Estimated	2016 Budget
Revenue Total	55,741,493	73,791,833	76,156,354
Expenditure Total	(54,929,109)	(65,949,456)	(76,156,354)
Net Change in Fund Balance	812,384	7,842,377	0
Total Other Financing Sources (uses)	1,872,536	0	0
Fund Balances -Beginning	39,356,957	35,604,720	43,447,097
Fund Balances -Ending	35,604,720	43,447,097	43,447,097

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 basis of budgeting and accounting are consistent. 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

- The City of North Miami will seek to improve our bond rating position to minimize debt service costs and preserve access to credit markets.
- Currently, the City has no legal debt limits, no debt, and does not plan to issue debt in the budgeted year.
- 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

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.

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 Calendar

Fiscal Year 2015/16

January 2016

February

March

April

May

June

July

August

September

October

November

December

3/7/2016

City Manager begins review of worksheets/CIP projects and funding sources with departments.

3/9/2016

OMB distributes FY15/16 budget calendar & CIP worksheets. Departments to submit by 3/09/16.

3/14/2016

OMB starts review of CIP worksheets and confirms funding sources with departments and CRA.

3/28/2016

OMB compiles supplemental/CIP requests. Presentation to Mayor/Council by first budget workshop.

4/4/2016

FY16/17 Operating budget worksheets made available online by OMB.

4/13/2016

Departments to start updating budget worksheets

4/18/2016

OMB starts finalizing departmental changes to operating budgets. To be completed by 4/26/16

4/19/2016

OMB distributes year-end estimate worksheets. Departments to complete by 4/26/16.

4/27/2016

OMB starts finalizing year-end Estimates. To be completed by 5/10/16.

4/29/2016

Prepare FY15/16 year-end revenue projections and FY16/17 revenue budget by end of June.

6/1/2016

Property Appraiser provides estimated taxable values.

7/1/2016

Property Appraiser delivers certification of taxable value to taxing authorities.

7/7/2016

Budget workshops to be conducted start of July with Mayor/Council and City Manager.

7/8/2016

First council meeting in July – Set budget hearing dates and establish tentative millage rate.

7/14/2016

OMB incorporates input from Mayor/Council into the budget worksheets.

7/15/2016

Revise and balance FY16/17 preliminary budget w/ City Manager to include Council feedback.

8/3/2016

TRIM certification deadline. Notice is due to the County.

8/4/2016

Compile and print preliminary budget book by mid-August.

8/24/2016

Distribute preliminary CIP to Planning Commission.

8/31/2016

Distribute preliminary budget book.

10/18/2016

FY 17 Budget Hearings to be held

December 2016

Budget Overview

TRIM PROCEDURES

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

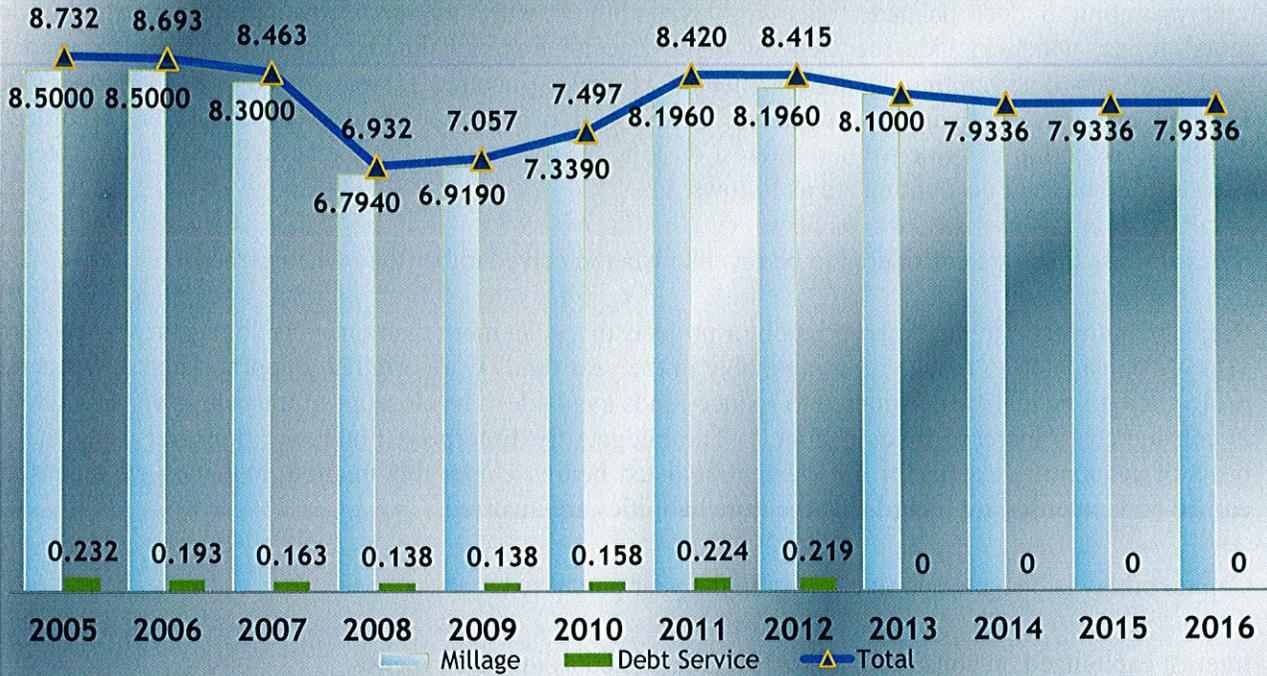
BUDGETARY ACCOUNTING

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.

Budget In Brief

NORTH MIAMI MILLAGE COMPARISON



Budget History

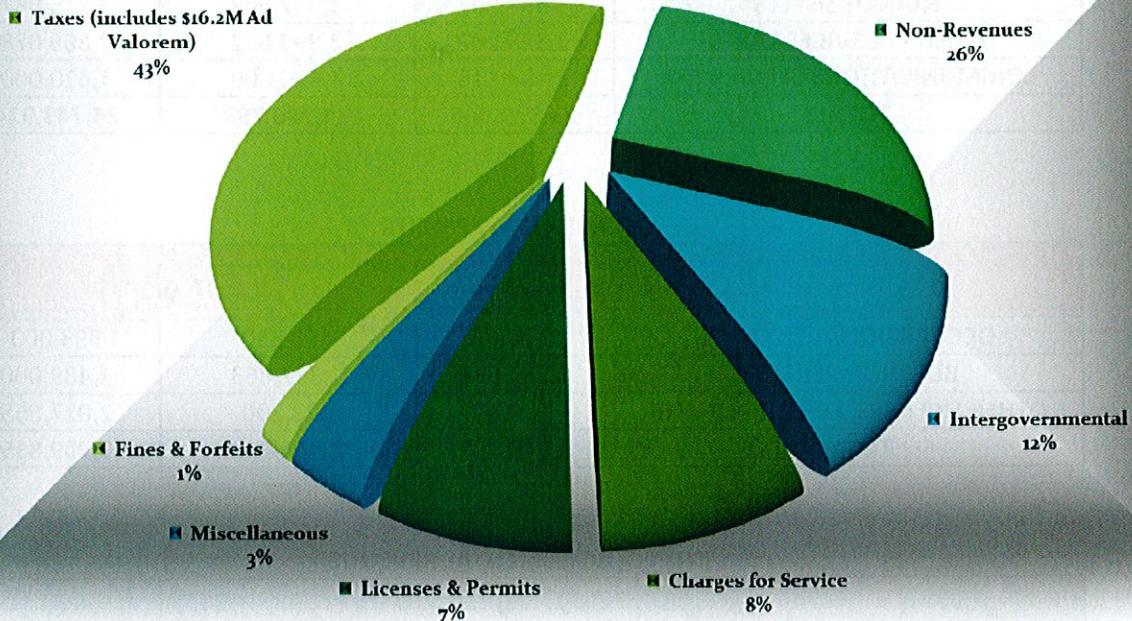


Budget In Brief

General Fund Revenue

From Where It Comes

Total FY16 Budget is \$57,390,109



Taxes (includes \$16.2M Ad Valorem)	24,743,914
Non-Revenues	15,005,908
Intergovernmental	6,776,055
Charges for Service	4,295,000
Licenses & Permits	3,909,855
Miscellaneous	1,832,800
Fines & Forfeits	826,577
Total General Fund Revenues	57,390,109

Budget In Brief

Major Revenue Sources

TAXES

<i>Taxes</i>	<i>FY14 Actuals</i>	<i>FY15 Y/E Estimates</i>	<i>FY16 Budget</i>
AD VALOREM TAXES	14,706,412	16,100,000	16,169,149
GENERAL SALES AND USE TAX	774,414	789,480	774,000
FRANCHISE FEES	3,662,902	3,337,687	3,315,687
UTILITY SERVICES TAXES	3,328,202	2,899,632	2,865,078
COMMUNICATIONS SERVICE TAX	1,407,118	1,620,000	1,620,000
TOTALS	23,879,048	24,746,799	24,743,914

LICENSES AND PERMITS

<i>Licenses & Permits</i>	<i>FY14 Actuals</i>	<i>FY15 Y/E Estimates</i>	<i>FY16 Budget</i>
OCCUPATIONAL LICENSES	378,746	408,350	393,000
BUILDING PERMITS	1,234,081	1,327,863	1,489,000
OTHER LICENSES, FEES, & PERMITS	433,870	328,230	2,027,855
TOTALS	2,046,697	2,064,443	3,909,855

INTERGOVERNMENTAL REVENUE

<i>Intergovernmental Revenue</i>	<i>FY14 Actuals</i>	<i>FY15 Y/E Estimates</i>	<i>FY16 Budget</i>
FEDERAL GRANTS	0	0	0
STATE GRANTS	0	0	0
STATE SHARED REVENUES	6,479,592	6,638,540	6,706,055
GRANTS FROM LOCAL UNITS	10,000	0	0
SH. REV. FROM LOCAL UNITS	84,152	70,000	70,000
TOTALS	6,573,744	6,708,540	6,776,055

CHARGES FOR SERVICE

<i>Charges for Services</i>	<i>FY14 Actuals</i>	<i>FY15 Y/E Estimates</i>	<i>FY16 Budget</i>
CHARGES FOR SERVICES	705,971	593,556	564,000
PUBLIC SAFETY	568,318	560,620	507,000
PHYSICAL ENVIRONMENT	2,657,748	2,634,000	2,600,000
CULTURE/RECREATION	498,608	494,150	624,000
TOTALS	4,430,644	4,282,326	4,295,000

Budget In Brief

FINE AND FORFEITS

<i>Fines and Forfeits</i>	<i>FY14 Actuals</i>	<i>FY15 Y/E Estimates</i>	<i>FY16 Budget</i>
JUDGEMENTS & FINES	640,569	732,225	478,000
LIBRARY FINES	5,975	577	577
VIOLETIONS OF LOCAL ORDINANCES	66,253	121,065	59,000
OTHER FINES /OR FORFEITS	1,908,596	1,790,700	289,000
TOTALS	2,621,393	2,644,567	826,577

MISCELLANEOUS REVENUES

<i>Miscellaneous Revenues</i>	<i>FY14 Actuals</i>	<i>FY15 Y/E Estimates</i>	<i>FY16 Budget</i>
INTERST & OTHER EARNINGS	27,005	39,500	23,800
RENTS & ROYALTIES	3,451,572	1,795,706	1,387,000
CONTRIBUTION/DONATIONS	260,498	690,381	216,000
MISCELLANEOUS REVENUES	1,031,060	342,024	206,000
TOTALS	4,770,135	2,867,611	1,832,800

NON-REVENUES

<i>Non-Revenues</i>	<i>FY14 Actuals</i>	<i>FY15 Y/E Estimates</i>	<i>FY16 Budget</i>
INTERFUND TRANSFER	0	480,543	
ENTERPRISE FUND CONTRIBUTIONS	5,352,651	5,905,239	6,152,292
NON-OPERATING SOURCES	0	18,740,666	8,853,616
TOTALS	5,352,651	25,126,448	15,005,908

TRANSFERS OUT

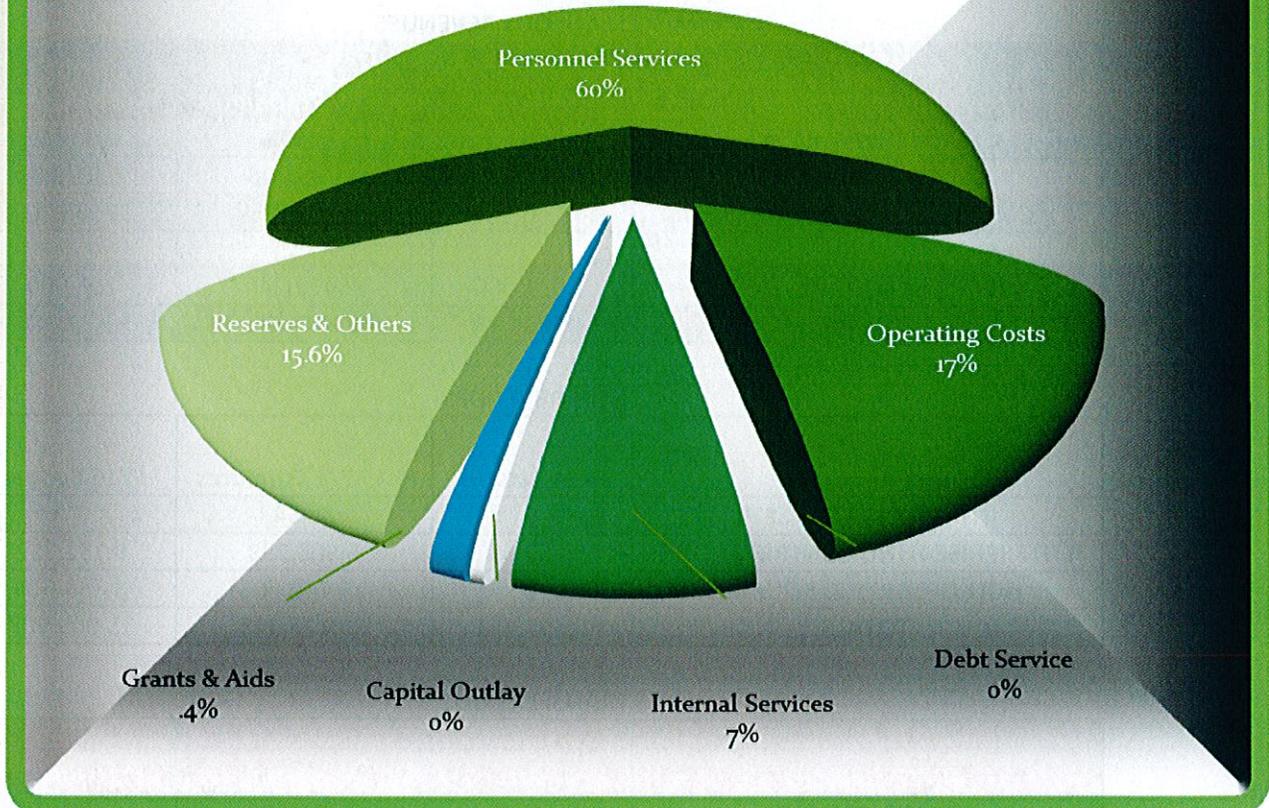
<i>TRANSFERS OUT</i>	<i>FY14 Actuals</i>	<i>FY15 Y/E Estimates</i>	<i>FY16 Budget</i>
TRANSFERS OUT	0	-79,498	0
TOTALS	0	-79,498	0

<i>Revenue Sources</i>	<i>FY 16 Proposed Budget</i>
Licenses & Permits	3,909,855
Intergovernmental Revenue	6,776,055
Charges for Services	4,295,000
Fines and Forfeits	826,577
Miscellaneous Revenues	1,832,800
Non-Revenues	15,005,908
Transfers Out	0
Total FY 16 General Fund	57,390,109

Budget In Brief

Where It Goes

Total FY16 Budget is
\$57,390,109



Personnel: \$34,177,428

Operating: \$9,849,158

Internal Service: \$4,041,136

Capital Outlay: \$241,200

Grants: \$618,700

Reserves: \$8,462,487

Budget In Brief

Expenditures by Department with Variance

DEPARTMENT	FY14	FY15		FY16	INCREASE (DECREASE)	PERCENT CHANGE
	ACTUAL EXPENSE	ADOPTED BUDGET	ESTIMATED EXPENSE	PROPOSED BUDGET		
<u>General Fund</u>						
Building	1,257,980	1,621,726	1,631,118	1,462,133	(159,593)	-10%
City Attorney	927,253	1,098,873	1,173,278	1,030,306	(68,567)	-6%
City Clerk	553,568	705,480	717,128	550,839	(154,641)	-22%
City Manager	1,672,602	1,527,150	1,518,720	1,609,778	82,628	5%
Code Compliance	770,786	852,956	1,021,090	1,209,561	356,605	42%
CP&D	1,471,395	803,706	1,677,332	929,722	126,016	16%
Finance	2,379,134	2,518,498	2,290,223	2,535,000	16,502	1%
Information Technology	1,558,916	1,803,268	1,801,484	1,818,758	15,490	1%
Library	1,021,780	991,689	2,046,282	963,162	(28,527)	-3%
Mayor/Council	597,708	634,947	642,821	651,806	16,859	3%
MOCA	1,170,476	1,018,973	3,034,224	1,041,173	22,200	2%
Non-Departmental	1,348,290	8,527,466	2,471,299	6,793,137	(1,734,329)	-20%
Office of Management & Budget	261,824	284,423	288,460	284,953	530	0%
Parks & Recreation Department	6,021,394	6,750,172	7,205,619	6,933,669	183,497	3%
Personnel	707,157	627,007	629,966	643,687	16,680	3%
Police	23,206,344	24,560,116	25,027,361	24,080,133	(479,983)	-2%
Public Works	5,929,110	5,433,620	6,023,092	4,492,015	(941,605)	-17%
Purchasing	332,642	372,818	308,123	360,277	(12,541)	-3%
TOTAL - GENERAL FUND	51,188,359	60,132,888	59,507,620	57,390,109	(2,742,779)	-4.56%

Budget In Brief

SPECIAL REVENUE FUNDS	FY14	FY15		FY16	INCREASE (DECREASE)	PERCENT CHANGE
	ACTUAL EXPENSE	ADOPTED BUDGET	ESTIMATED EXPENSE	PROPOSED BUDGET		
C.D.B.G. Entitlement	1,337,372	832,312	842,824	864,510	32,198	4%
Development Impact Fees	-	59,781	-	59,781	-	0%
Federal Forfeiture Fund	-	425,379	290,000	323,000	(102,379)	-24%
Half Cent Transportation Surtax	2,000,869	3,337,975	3,593,191	1,814,945	(1,523,030)	-46%
Home Investment Partnership Prog	307,242	215,934	182,959	248,564	32,630	15%
Justice Assistance Grant	37,944	112,769	121,417	88,999	(23,770)	-21%
Landfill Closure Fund	2,331,096	13,851,516	2,147,044	12,833,978	(1,017,538)	-7%
Law Enforcement Trust Fund	168,607	336,817	280,000	169,000	(167,817)	-50%
Neighborhood Stabilization Progra	674,459	351,776	491,779	554,482	202,706	58%
Police Training Fund	20,076	11,000	11,000	11,000	-	0%
State Housing Initiative Prgm	88,903	173,909	174,238	187,551	13,642	8%
TOTAL - SPECIAL REV	6,966,568	19,709,168	8,134,452	19,624,755	(1,952,445)	0%

DEBT SERVICE FUNDS	FY14	FY15		FY16	INCREASE (DECREASE)	PERCENT CHANGE
	ACTUAL EXPENSE	ADOPTED BUDGET	ESTIMATED EXPENSE	PROPOSED BUDGET		
F.M.L.C. - Series 2002A - G.O. De	-	-	-	-	-	-
Pension Obligation Bond	2,079,225	1,786,450	2,033,138	1,786,138	(312)	0%
TOTAL - DEBT SERVICE FUND	2,079,225	1,786,450	2,033,138	1,786,138	(312)	0%

CAPITAL PROJECTS FUNDS	FY14	FY15		FY16	INCREASE (DECREASE)	PERCENT CHANGE
	ACTUAL EXPENSE	ADOPTED BUDGET	ESTIMATED EXPENSE	PROPOSED BUDGET		
E. May Avil Library	-	23,693	23,693	-	(23,693)	-100%
Pepper Park Youth Center	4,431,158	-	214,544	-	-	0%
Safe Neighborhood Parks	46	-	-	-	-	0%
Transportation Gas Tax	362,387	292,000	364,413	289,187	(2,813)	-1%
TOTAL - CAPITAL PROJECT FUNDS	4,793,591	315,693	602,650	289,187	(26,506)	-8%

ENTERPRISE FUNDS	FY14	FY15		FY16	INCREASE (DECREASE)	PERCENT CHANGE
	ACTUAL EXPENSE	ADOPTED BUDGET	ESTIMATED EXPENSE	PROPOSED BUDGET		
W & S	23,549,319	48,908,316	43,919,962	48,763,864	(144,452)	0%
Water Fire Flow Demand	-	988,610	-	988,610	-	0%
Stormwater Utility	2,325,987	2,764,285	2,764,683	3,046,642	282,357	10%
TOTAL - ENTERPRISE FUNDS	25,875,306	52,661,211	46,684,645	52,799,116	137,905	0%

INTERNAL SERVICE FUNDS	FY14	FY15		FY16	INCREASE (DECREASE)	PERCENT CHANGE
	ACTUAL EXPENSE	ADOPTED BUDGET	ESTIMATED EXPENSE	PROPOSED BUDGET		
Risk Management	1,388,597	2,893,385	2,537,524	2,514,810	(378,575)	-13%
Fleet Management	2,520,299	4,171,613	3,091,591	4,340,899	169,286	4%
TOTAL - INTERNAL SERVICE	3,908,896	7,064,998	5,629,115	6,855,709	(209,289)	-3%

Trust and Agency Fund	FY14	FY15		FY16	INCREASE (DECREASE)	PERCENT CHANGE
	ACTUAL EXPENSE	ADOPTED BUDGET	ESTIMATED EXPENSE	PROPOSED BUDGET		
Replacement Benefit Plan	36,252	36,252	36,252	36,252	-	0%
TOTAL - TRUST AND AGENCY I	36,252	36,252	36,252	36,252	-	0%

TOTAL - ALL FUNDS	97,256,173	141,706,660	124,319,672	138,781,266	(4,793,426)	-2.06%
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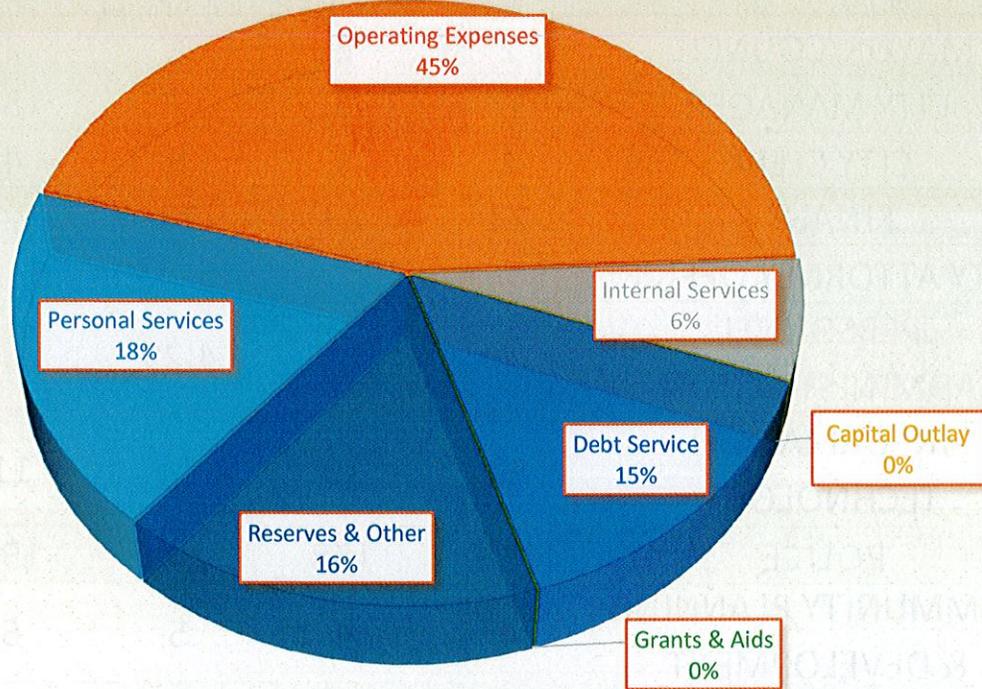
Budget In Brief

Department	FY11-12	FY12-13	FY13-14	FY14-15	FY15-16
MAYOR/COUNCIL	2	2	2	2	2
CITY MANAGER	6	6	7	8	8
CITY CLERK	4	5	5	4	5
FINANCE	23	23	23	24	24
CITY ATTORNEY OFFICE	5	5	5	5	5
PERSONNEL ADMINISTRATION	4	4.5	4.29	5	5
INFORMATION TECHNOLOGY	10	10	11	11	10
POLICE	158	158	160	159	159
COMMUNITY PLANNING & DEVELOPMENT	4	4	5	6	7
PUBLIC WORKS	19	19	21	25	21
BUDGET OFFICE	2	2	2	2	2
PARKS & RECREATION	80	81	83.5	48	48
MUSEUM OF CONTEMPORARY ART	5	5	5	6	6
BUILDING DEPARTMENT	18	15.5	9	8	5
CODE ENFORCEMENT	9	8	9	8	13
LIBRARY	11	9.5	9.5	8	8
PURCHASING	3	3	3	3	3
TOTALS FOR ALL DEPARTMENTS	363	360.	364	332	331

Budget In Brief

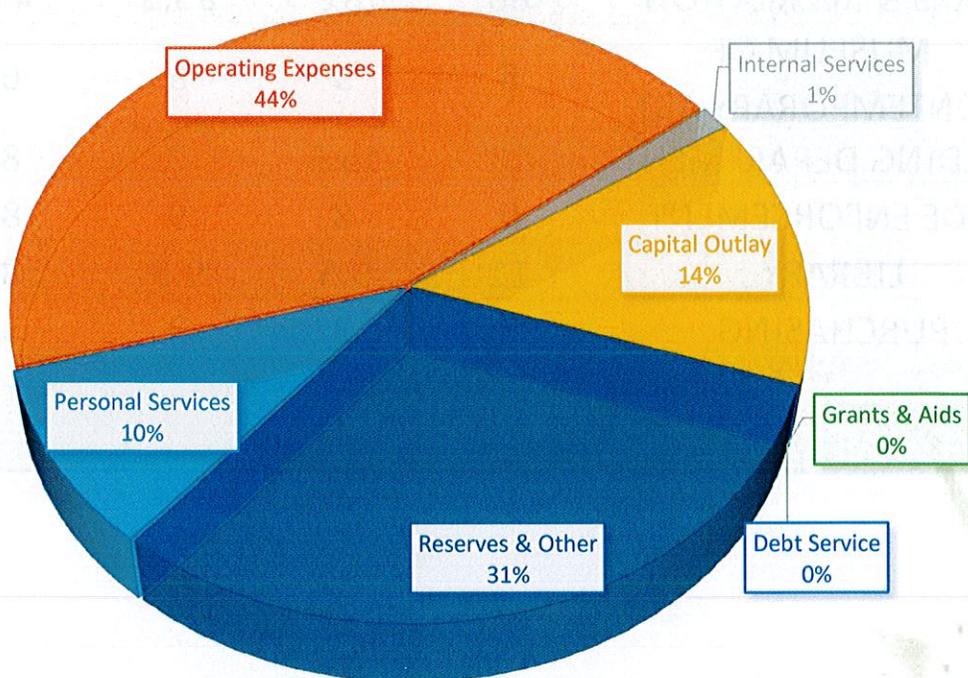
FY15/16 STORMWATER

Total Budget \$3,046,642



FY15/16 WATER & SEWER

Total Budget \$48,763,864



Budget In Brief

FY15/16 Capital Projects

CITY OF NORTH MIAMI								
CAPITAL IMPROVEMENT PROGRAM SCHEDULE (FY 15/16 - 19/20)								
	CATEGORY PROJECTS	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	TOTAL PROJECT ESTIMATE
1	Building		56,960					56,960
2	Building	219,453		35,000				254,453
3	Building			12,896	1,896	1,896	1,896	18,584
4	Parks			60,000				60,000
5	Parks		100,000					100,000
6	Parks			32,000				32,000
7	Parks		55,030					55,030
8	Parks			450,000				450,000
9	Parks			120,000				120,000
10	Parks		200,000					200,000
11	Parks		65,000					65,000
12	Sewer	3,133,627	550,000	550,000	550,000	350,000	350,000	5,483,627
13	Sewer	9,003,413	3,500,000	1,500,000	1,500,000	1,500,000	1,500,000	18,503,413
14	Technology			33,100	3,255	3,418	3,569	43,362
15	Technology		22,000	9,500	9,500			41,000
16	Technology			32,500	2,500	2,500	2,500	40,000
17	Technology	60,000	42,000	42,000	42,000	30,000	30,000	246,000
18	Technology		18,500	18,500	18,500	18,500	18,500	92,500
19	Technology			32,000				32,000
20	Technology			60,000				60,000
21	Technology		49,200	49,200	49,200	16,400		164,000
22	Technology			38,500	525	550	575	40,150
23	Technology			150,000				150,000
24	Trans	960,000	100,000	30,000	950,000	300,000	300,000	2,640,000
25	Trans	836,581	387,056	100,000	100,000	100,000	100,000	1,623,637
26	Trans		300,000	300,000	100,000	100,000	100,000	900,000
27	Trans		49,000	49,000	49,000	49,000	49,000	245,000
28	Trans	562,000	50,000	50,000	50,000	50,000	50,000	812,000
29	Trans	2,863,468	239,187	250,000	250,000	250,000	250,000	4,102,655
30	Veh Repl	-	948,211					948,211
31	Water	4,367,586	1,737,995	12,978,295	6,000,000	6,000,000		31,083,876
32	Water	2,744,733	300,000	300,000	300,000	300,000	300,000	4,244,733
33	Water	500,000	3,000,000					3,500,000
TOTAL PROJECT COSTS		25,250,861	11,770,139	17,282,491	9,976,376	9,072,264	3,056,060	76,408,191

The City of North Miami defines a “capital expenditure” as the cost(s) associated with the acquisition of land, improvements to land, easements, buildings, vehicles, machinery, equipments, works of art and historical treasures, infrastructure, and other tangible or intangible assets that are used in operations and that have an initial useful life extending beyond a single reporting period. The minimum dollar threshold for a capital expenditure is \$1,000. Capital expenditures with a minimum dollar threshold of \$5,000 are recognized as depreciable as recommended by the GFOA Best Practices. There are no significant reoccurring capital expenditures for the budgeted fiscal year. This year’s total capital budget is forecasted as \$11,770,139.

Section Two:

Major Revenue Source

Major Revenue Sources

This section on major revenue sources was developed as a reference for the primary revenues collected. Tracking, forecasting, and reporting revenue 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, and the rule of the penultimate year.

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

Major revenues:

Ad Valorem Tax

Building Permits

Communication Tax

Contributions from Enterprise Operations

Culture & Recreation

Franchise Fees

General Sales & Use Tax

Judgments and Fines

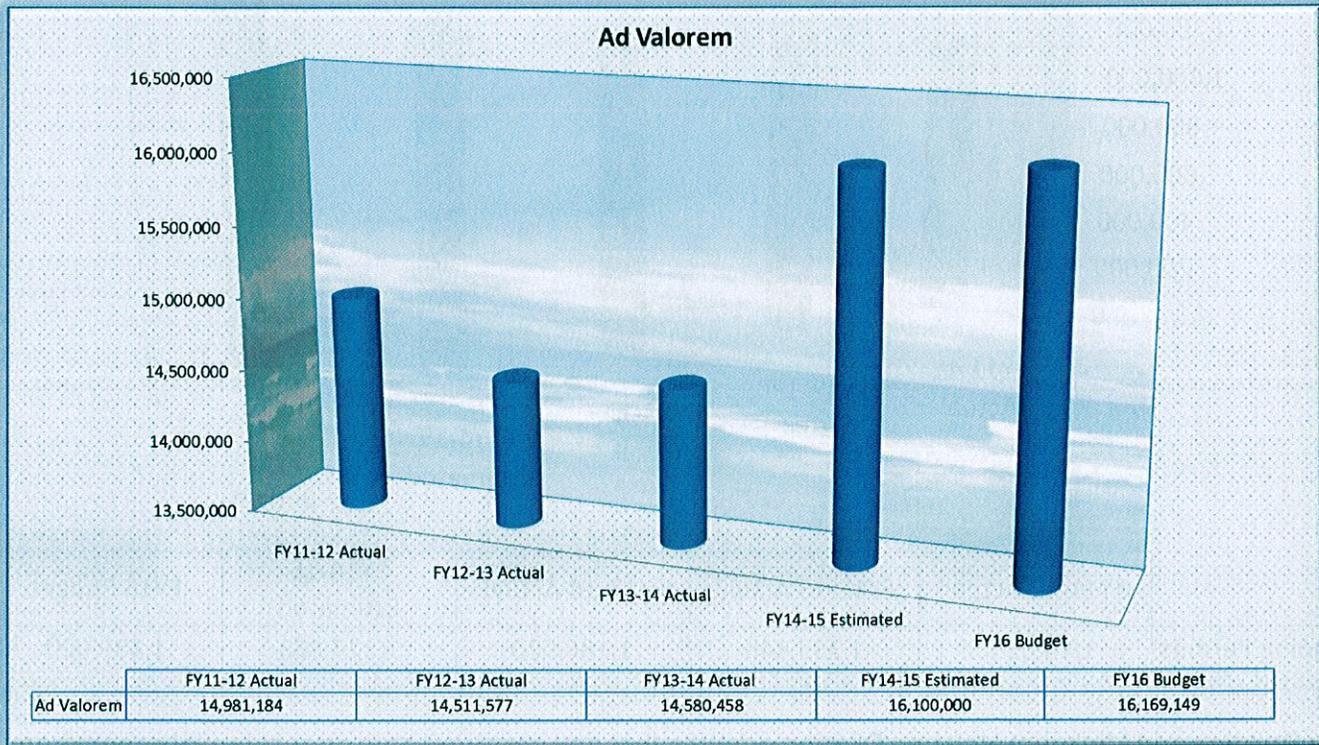
Other Fines and Forfeits

Rents and Royalties

State Shared Revenue

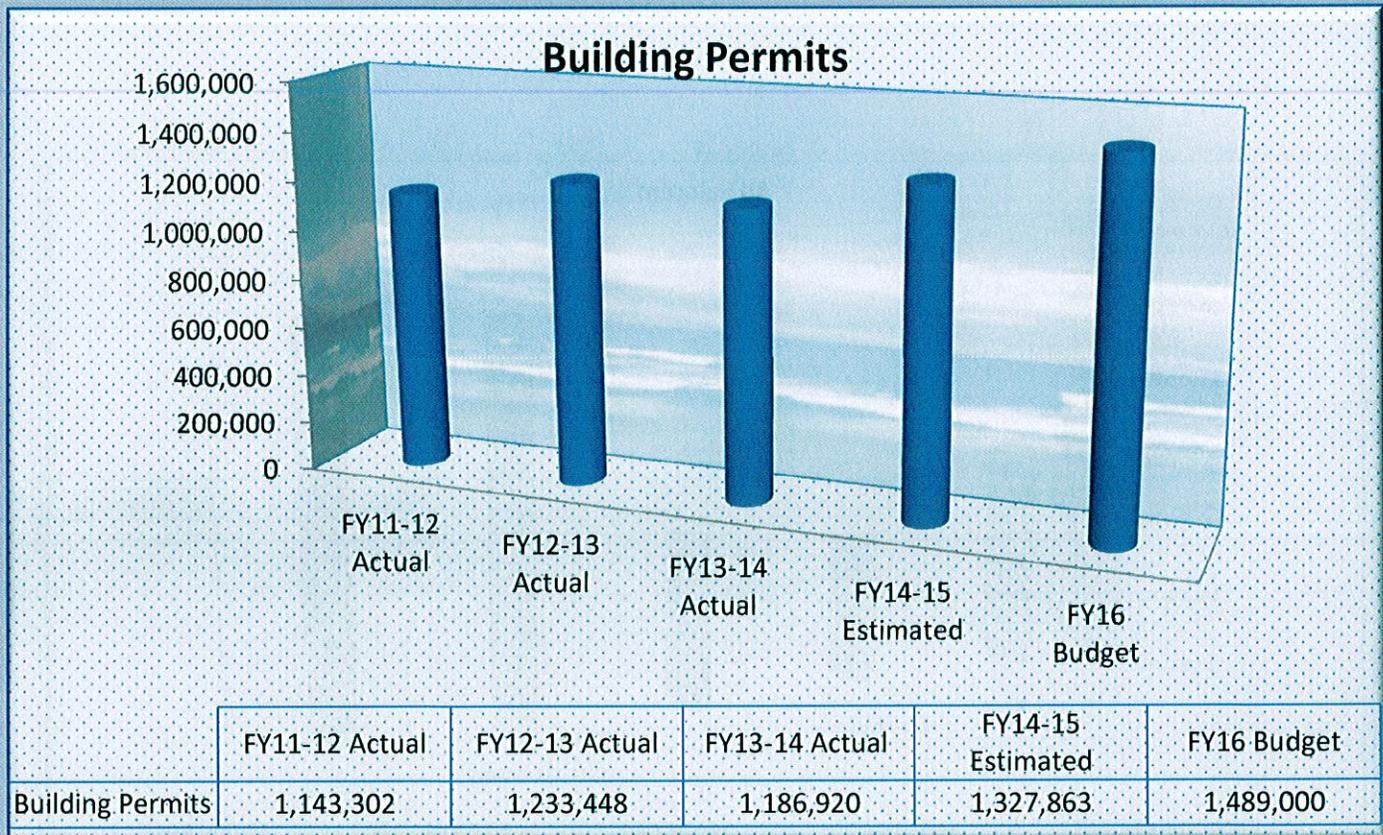
Utility Service Tax

Ad Valorem Tax



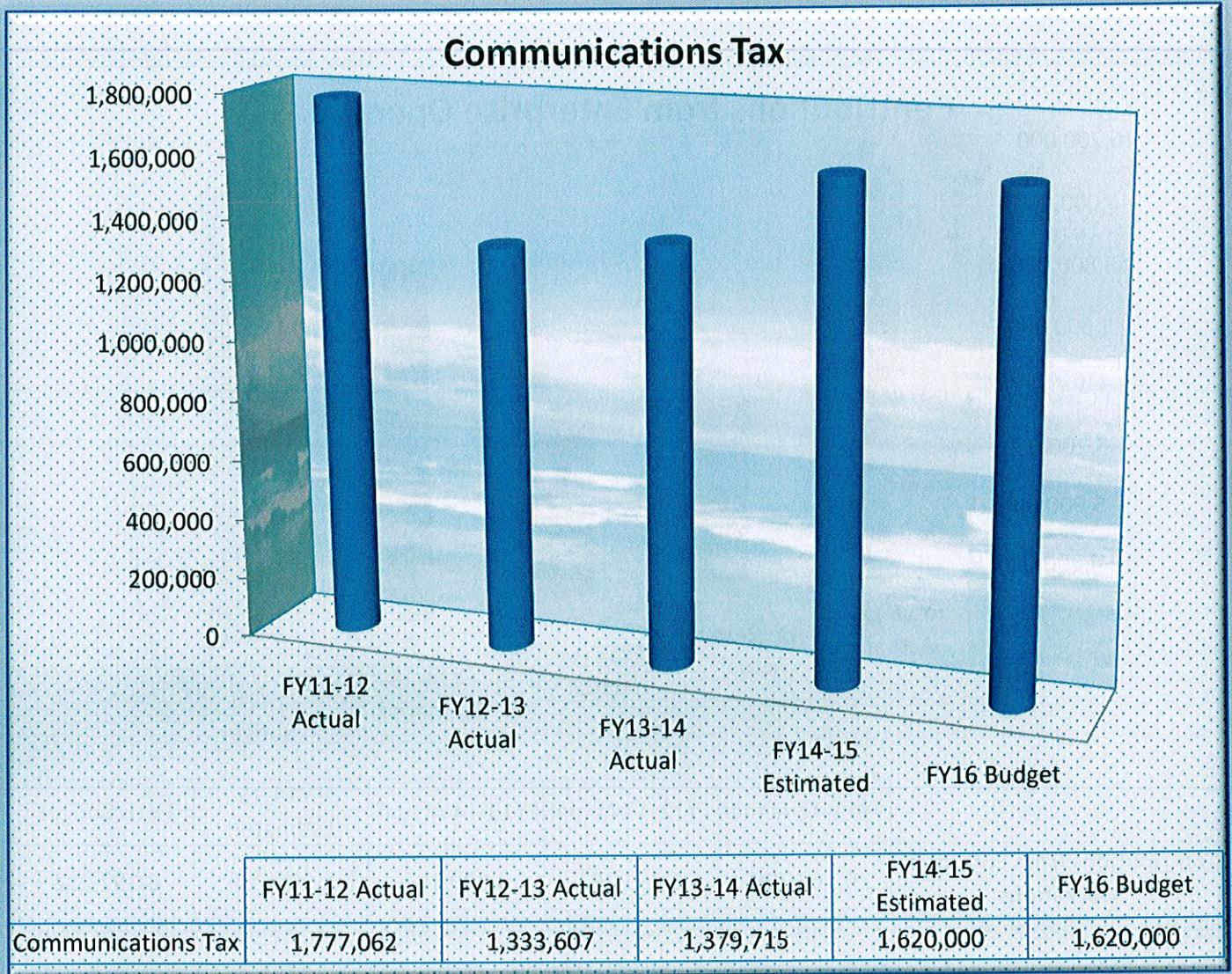
Ad valorem is a levy against the taxable value of real and personal property. The City Council sets the millage rate annually prior to October 1st. One mill is \$1 of tax per \$1,000 of taxable assessed value. The adopted operating millage for FY 2015/16 is 7.9336. The adopted rate for the past three years has been 7.9336. The year-end estimate for FY14-15 is \$16,100,000. Ad Valorem tax revenue for FY15-16 is budgeted at \$16,169,149, which demonstrates a slight increase.

Building Permits



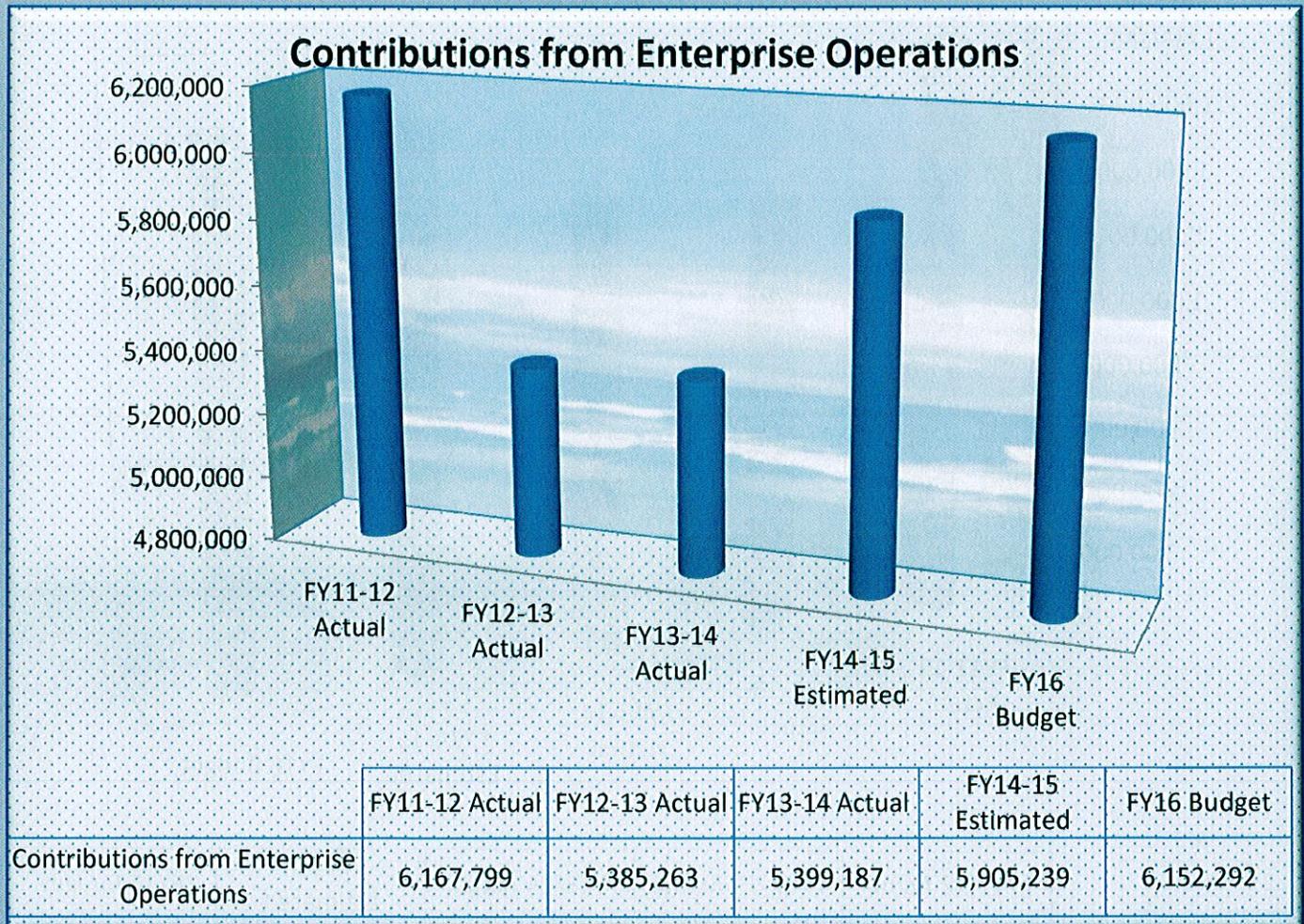
The Building and Minimum Housing Division ensures that any improvements on residential or commercial property such as new construction, interior renovation, structural demolition, or other installations are reviewed prior to the commencement of the work and inspected both during and after the completion 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. Revenues for FY16 are forecasted at \$1,489,000 which is a slight increase from FY15 estimated budget of \$1,327,863.

Communications Tax



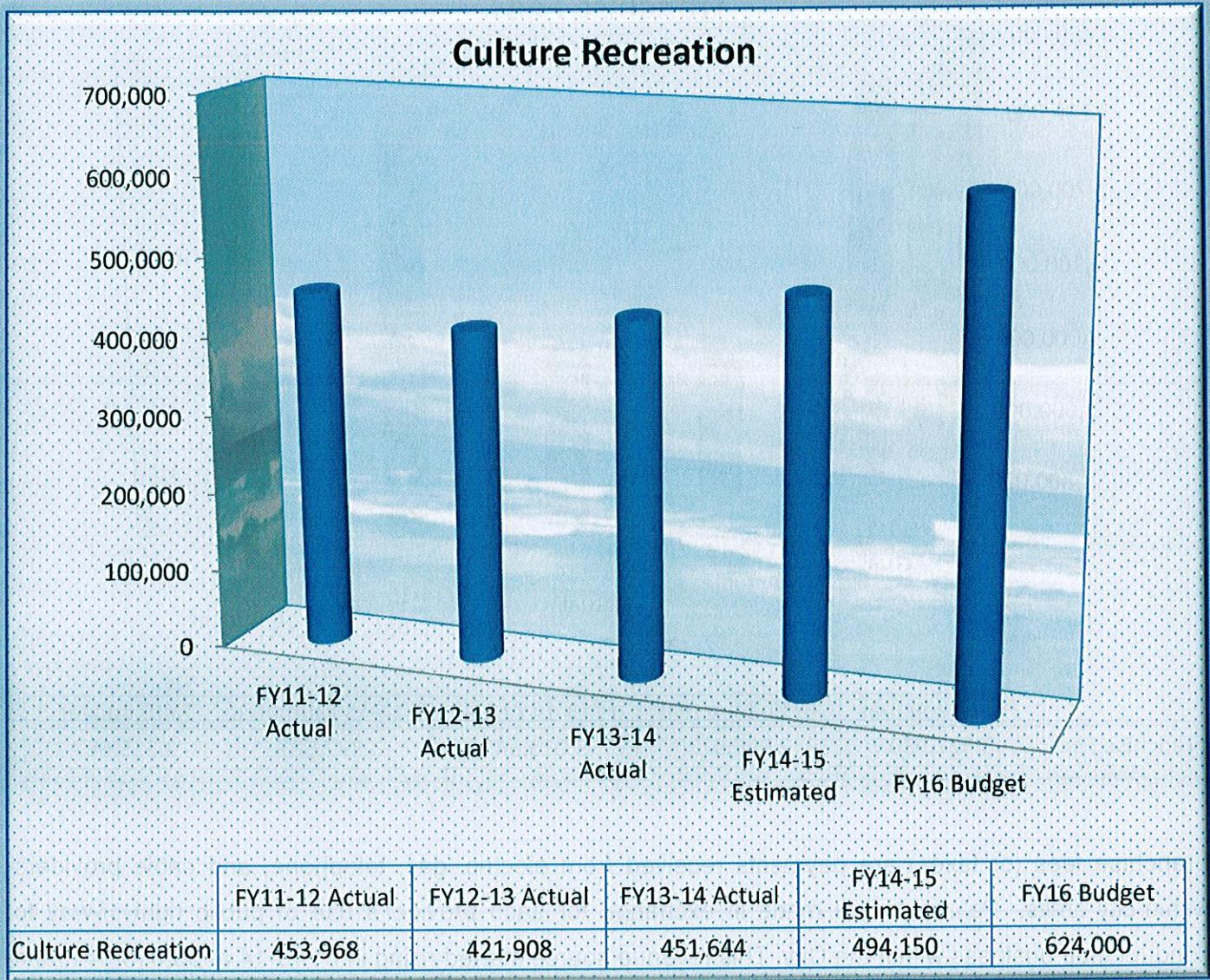
Communication services tax applies to telecommunication, video, direct-to-home satellite, and related communications services. Revenue for FY 15-16 is forecasted at \$1,620,000. That budgeted amount does not change from FY14-15 forecasted total.

Contributions from Enterprise Operations



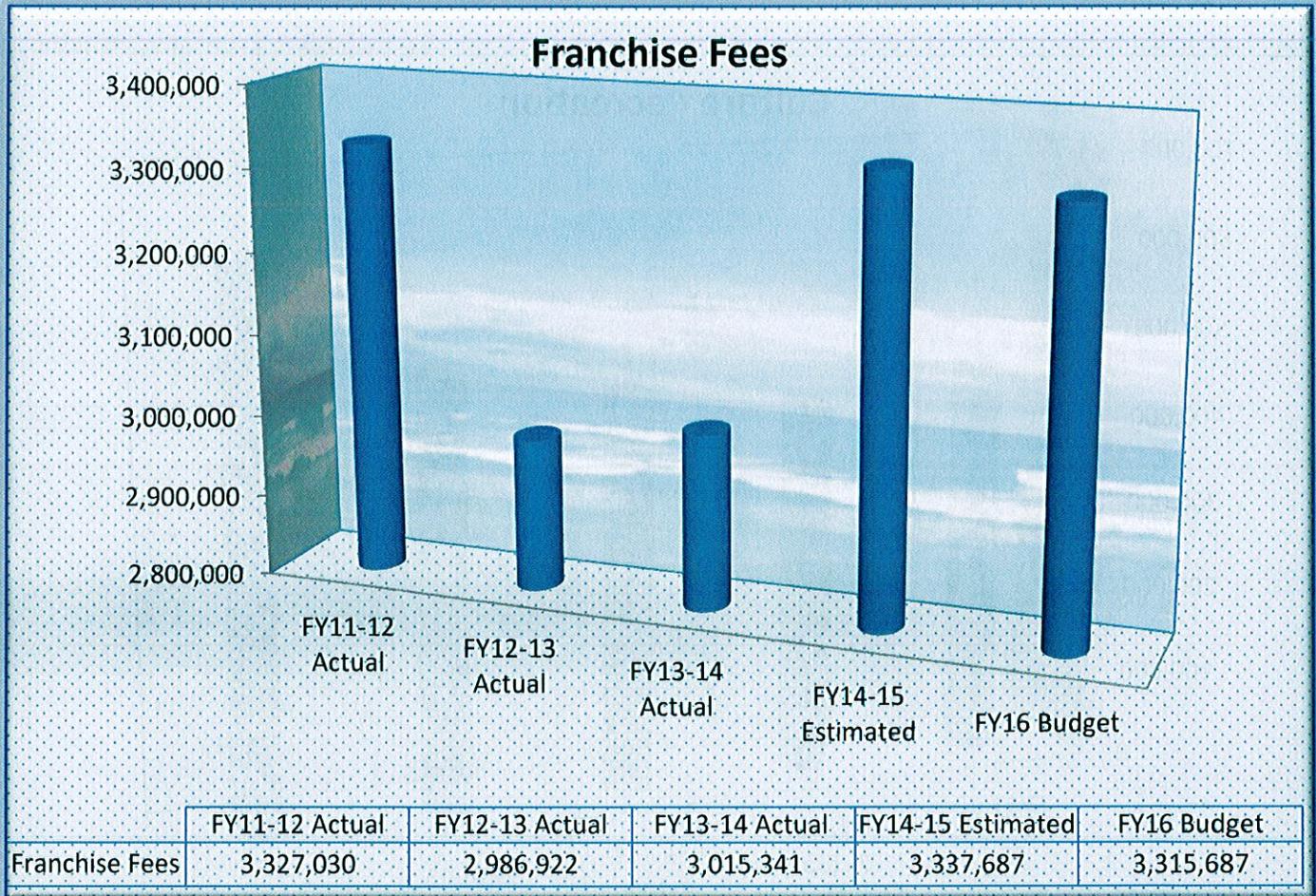
Enterprise funds are used and reported as business-type activities in the government wide financial statements. The City uses enterprise funds to account for its Water and Sewer and Stormwater operations. Solid waste is no longer included. Revenue from enterprise funds for FY 15-16 is forecasted at \$6,152,292. Revenue from FY14-15 is estimated at \$5,905,239.

Culture/Recreation



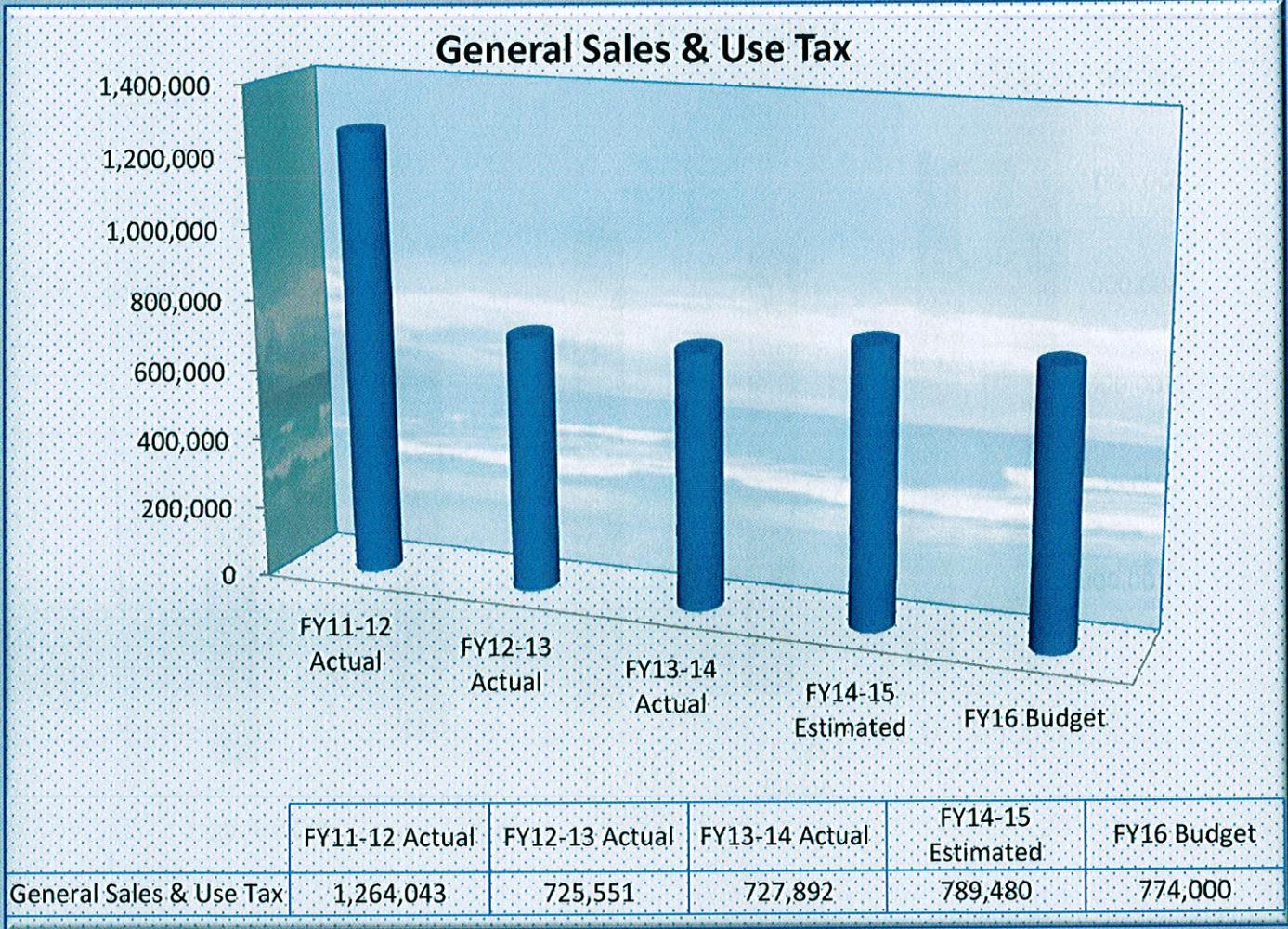
Culture/Recreation revenue includes revenue from adult and youth sports, swimming pool and tennis court fees, nature programs, camps and school programs, recreation facility rentals, athletic stadium and Margolis Center rentals, as well as library subscriber fees. Culture/Recreation budget for FY16 is forecasted at \$624,000 which is a 26% revenue increase from FY15 projected year end estimate of \$494,150.

Franchise Fees



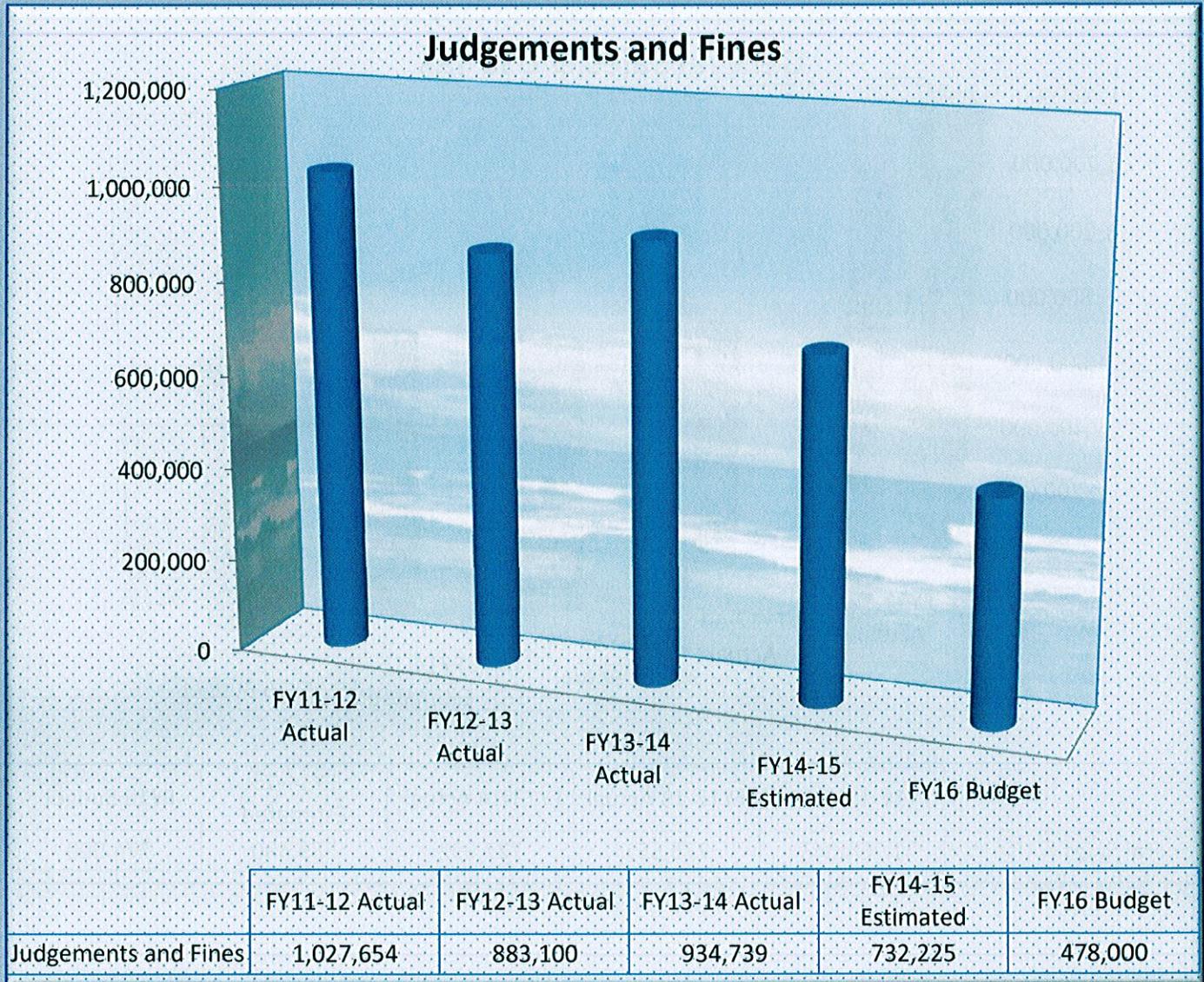
Franchise fees (or taxes) are payments received from electric, gas, telephone, and cable providers within city limits. Payments are made in exchange for each provider's use of public right-of-way to conduct their business within the City. This revenue source started rising in FY13-14 at \$3,015,341, and will continue to rise in FY15-16 with a budgeted amount of \$3,315,687.

General Sales & Use Tax



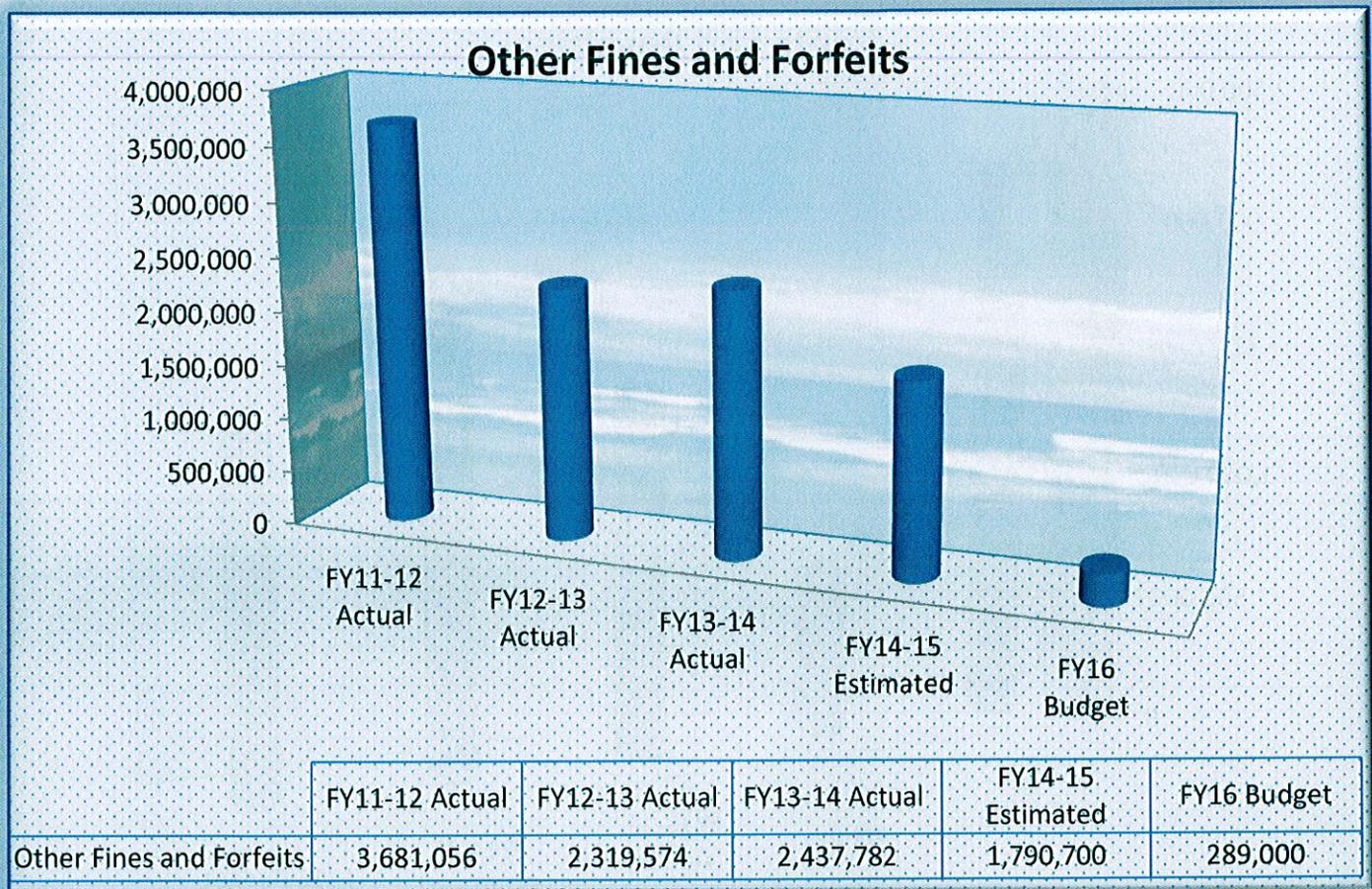
General Sales and Use Tax revenue includes the Local Option Gas Tax. This tax is administered by the State and distributed to the Counties. From the County level it is then distributed to the City of North Miami, which has limited authority in administering this tax. This tax levies on the consumption of fuel. As a result of more fuel efficient vehicles, increased usage in public transportation, and higher gas prices the past few years, revenues have suffered. Nevertheless, this source demonstrated a slight decrease from FY15 estimated revenue of \$789,480 to \$774,000.

Judgements and Fines



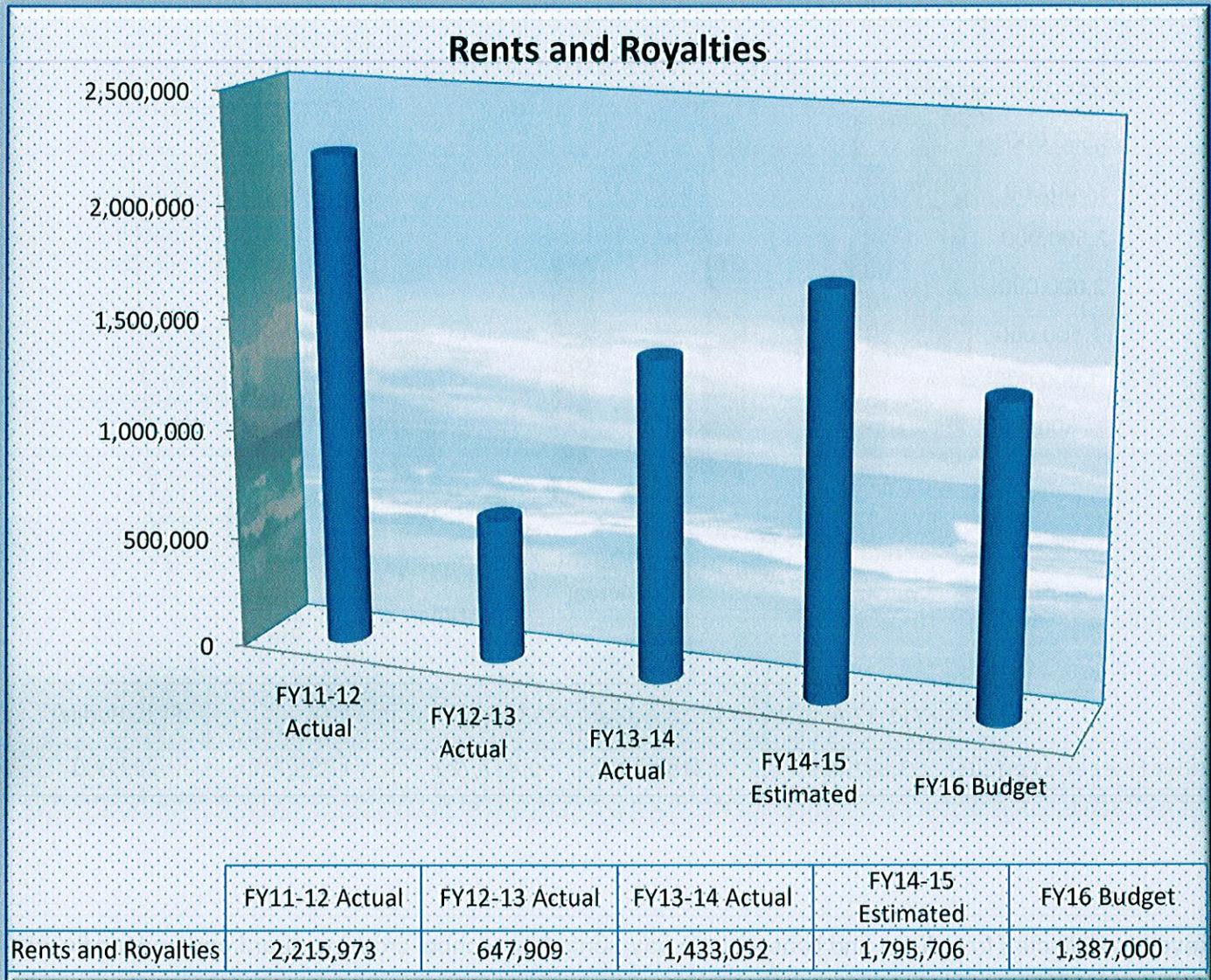
This revenue category includes fines from metro court, code enforcement, special magistrate, and permit penalties. Revenue for FY15-16 is forecasted at \$478,000; a major decrease from FY13-14 revenue of \$934,738 and FY14-15 projected revenue of \$732,225.

Other Fines and Forfeits



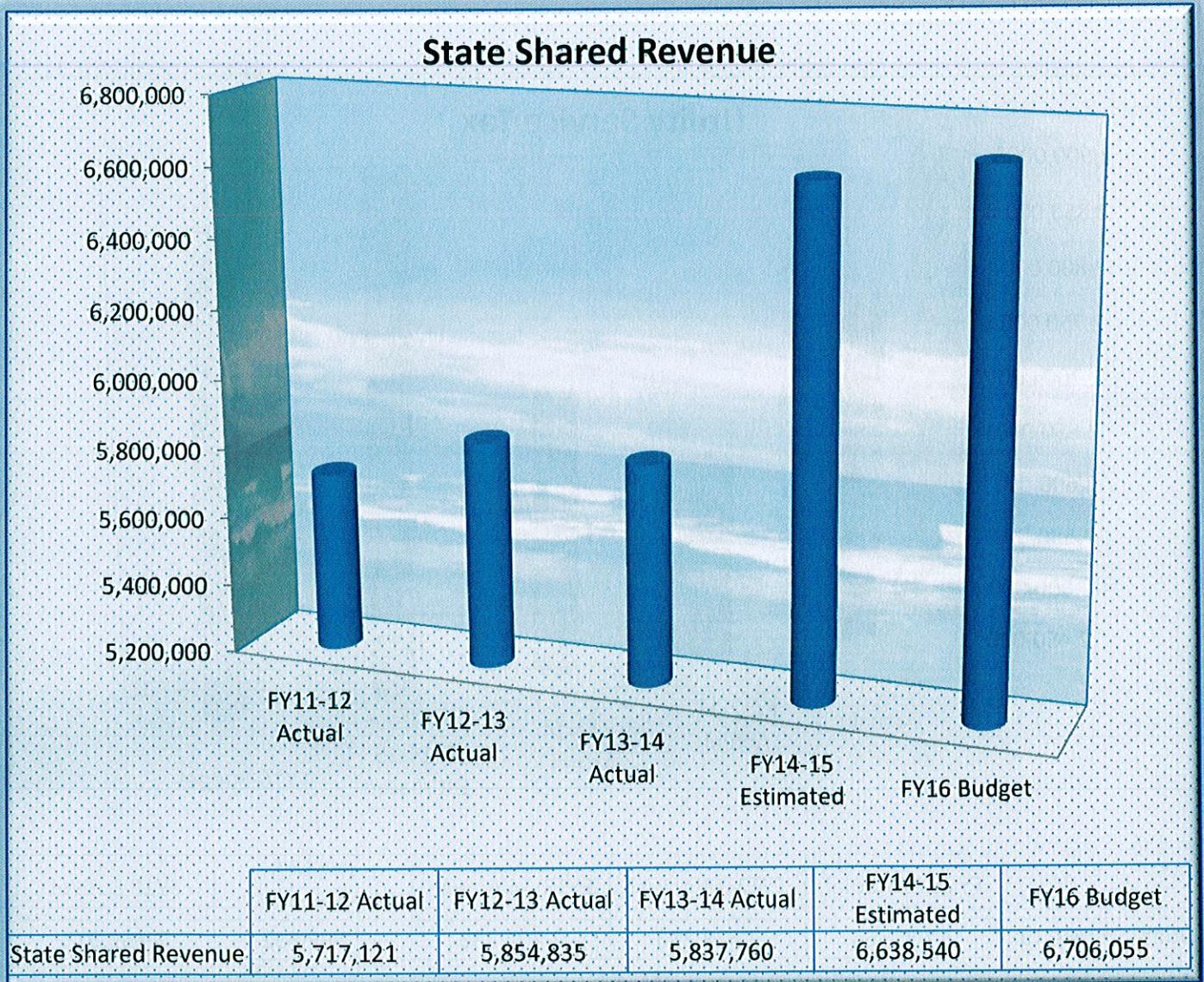
Revenue collected from fines and liens include payments from school crossing guard and parking tickets. This was once a major revenue source but is no longer considered one due to the removal of red light cameras. Revenue for FY14-15 is estimated at \$1,790,700. FY15-16 is forecasted for a major decrease at \$289,000. This drastic change is due to the elimination of red light camera revenue as mentioned above.

Rents and Royalties



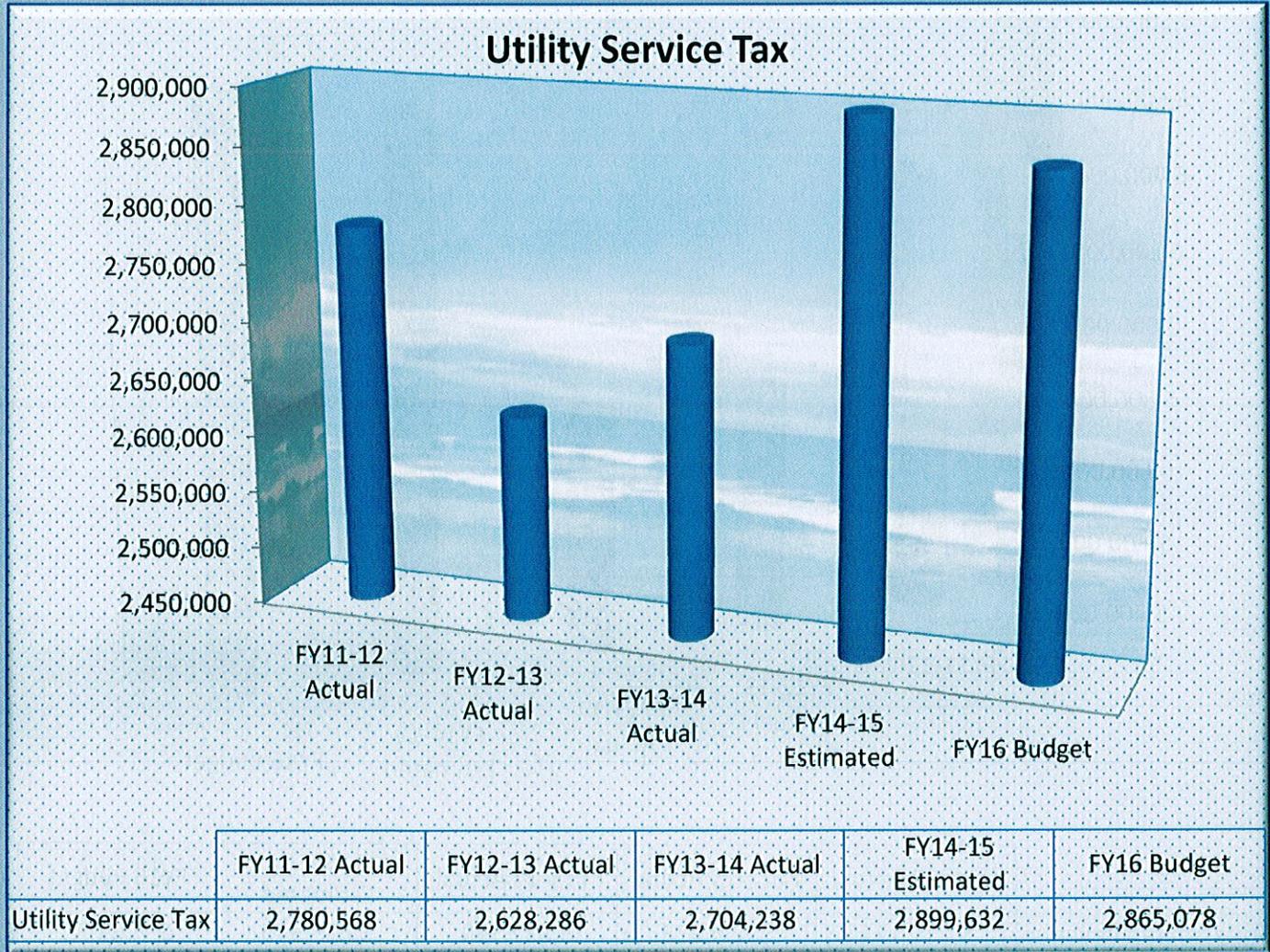
This revenue source includes rents and royalties from City Council approved leases and other agreements. Examples of these agreements include Bellsouth mobility lease, Biscayne Landing lease, and rental revenue from the library. Revenue for FY15-16 is expected to decrease to 1,387,000 from FY14-15 year end estimate of \$1,795,706.

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 FY15-16 is forecasted at \$6,706,055. FY14-15 is estimated at \$6,638,540. This is a slight upward trend.

Utility Service Tax



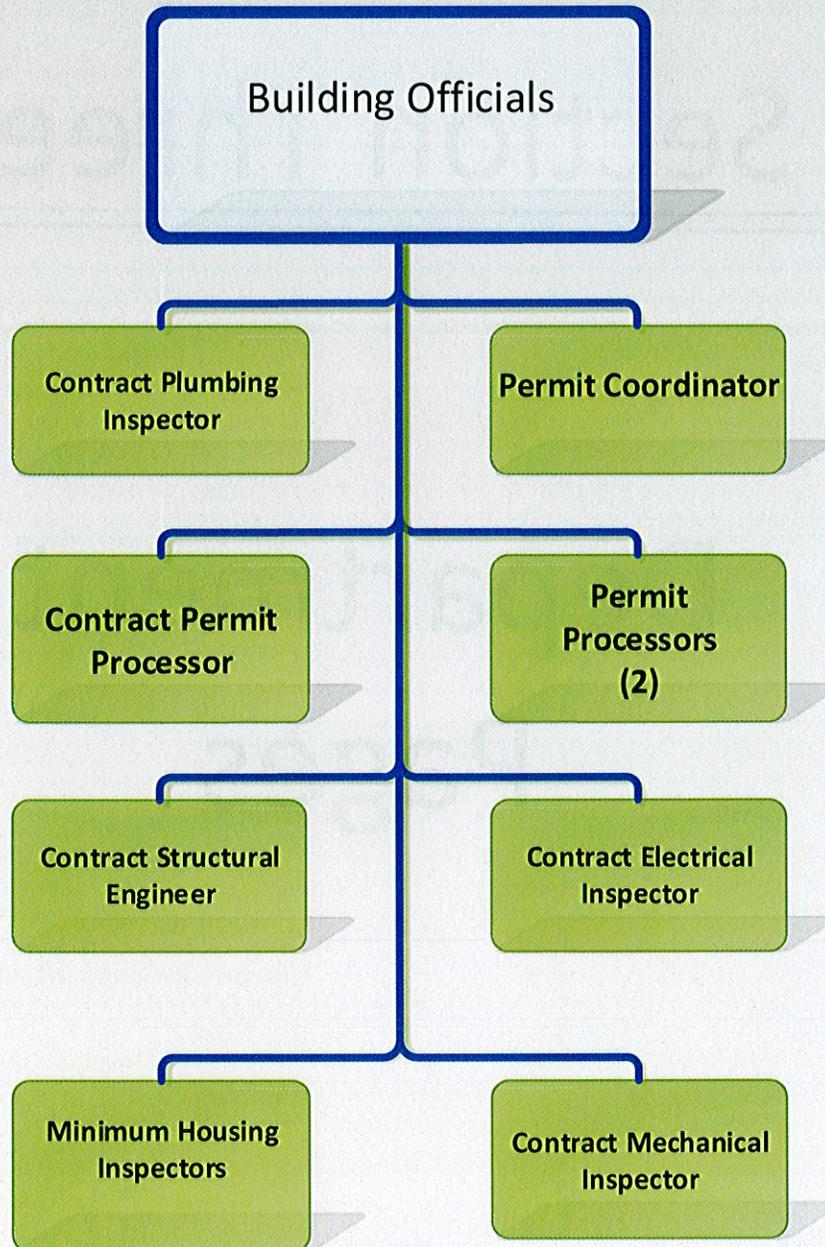
A Utility Service Tax or Public Service Tax is levied on the purchase of electricity. It is derived from taxes on fuel oil, natural gas, and FP&L. Revenue for FY15-16 is forecasted at \$2,865,078, which is a slight decrease from FY14-15 projected year-end estimate of \$2,899,632.

Section Three:

Department Pages

Building

Mission statement: To safeguard the health, safety, and welfare of City residents and the business community through the enforcement of building codes and standard. To this end, the department issues building permits based on approvals of plans for residential and commercial projects.



Building

Core Responsibilities

- Protect the lives and property of everyone that lives, works or visits the City's built environment.
- Enforce the requirements of the Florida Building Code, Florida Statute and City ordinances.
- Ensures that minimum housing standards are maintained to protect health, safety and welfare of the citizens.

FY15 Major Accomplishments

- Issued 2,556 permits
- Performed 9,672 building inspections
- Provided services to over 11,000 visitors
- Initiated a drop off service for permits
- Initiated an inspection email service

FY16 Major Projects and Initiatives

- Electronic plan review
- Reconfiguration of office

Building Performance Measures	FY 2014 Actual	FY 2015 YEE	FY 2016 Target
Building Inspections	9,711	9,607	11,500
Building Permits Applied	2,660	2,632	2,900
Building Permits Issued	2,419	2,393	2,700
Certificate of use inspection	400	450	450
Minimum Housing Inspection	856	762	800
Re-Occupancy Applied	1,119	1,050	1,050
Re-Occupancy Inspected	1,089	1,030	1,030

Building

Budget Summary Form

Department: Building
Dept / Div #: 15 / 441

EXPENDITURE CATEGORY	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	794,220	739,794	600,731	569,418
Operating Expenses	356,514	1,260,810	936,864	800,774
Internal Services	67,347	61,039	56,104	57,537
Operating Budget	1,218,081	2,061,643	1,593,699	1,427,729
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	39,899	37,419	37,419	34,404
Total Budget	1,257,980	2,099,062	1,631,118	1,462,133

PERSONAL SERVICES DETAIL:

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

Total # of Full-Time Employees 5

2015-16 Operating Budget: 1,427,729
2014-15 Operating Budget: 2,061,643
Dollar Change: (633,914)
Percentage Change: -30.75%

2015-16 Personnel - F.T.E's: 5.00
2014-15 Personnel - F.T.E's: 8.00
Personnel Change: -3.00

Building

Budget Objective Form

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

Objective:

█ \$1,462,133 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:

█ \$1,296,035 █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).

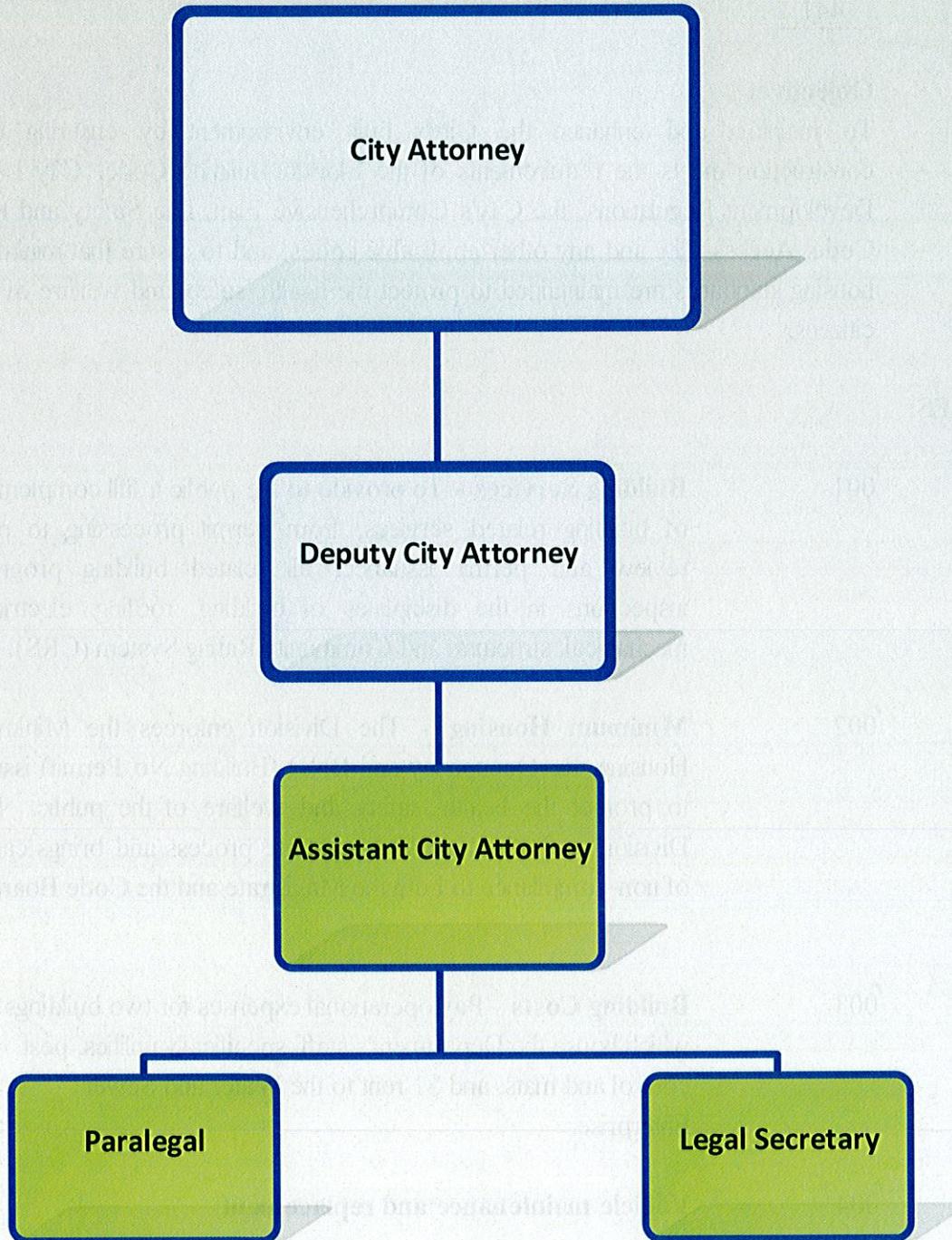
█ \$ 126,749 █002 **Minimum Housing** - The Division enforces the Minimum Housing, Re-Occupancy and BND (Building No Permit) issues to protect the health, safety and welfare of the public. The Division staffs the Special Magistrate process and brings cases of non-compliance to both the Magistrate and 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.

█ \$ 31,611 █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

Core Responsibilities

- Zealously and competently prosecute and defend all civil matters in which the City of North Miami is a party
- Provide general legal advice to 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

FY15 Major Accomplishments

Code Enforcement Lien collection

- The City Attorney's office has collected \$328,162.35 for the 2014-2015 fiscal year.
- Since the commencement of the lien collection initiative in 2010, the City has collected a total of \$2,088,180.47 in code enforcement liens.

Litigation

- The City Attorney's office was able to close eight (8) cases involving the City as a named Defendant at minimum expense.
- The City Attorney's office represented the North Miami Police Department in the prosecution of four (4) Civil Forfeiture Cases which resulted in \$10,500.00 in currency and one (1) vehicle being awarded to the NMPD.

Foreclosure Litigation:

- Initiated ten (10) foreclosure actions as authorized by the Mayor and City Council. As a result of the foreclosure litigation, the City has taken title to three (3) residential properties.
- Handling approximately one hundred fifty (150) foreclosures actions filed by third parties, in which the City is a named Defendant.

Legislation:

- The office has drafted for FY 2014-2015: 172 Resolutions and 31 ordinances.

Interdepartmental Work orders:

- The office has received 1,352 work orders from the various departments of the City requesting documents to be reviewed, drafted, answered, and addressed for legal sufficiency. Some of the documents include: Unity of Titles, Agreements, Public Record Requests, Forfeitures, Releases of Lien, RFPs, RFQs, IFBs, etc.

City Attorney

Board Meetings and Hearings:

- The office represents different City boards as their legal advisor (e.g., Planning Commission, Board of Adjustment, Code Enforcement, etc.). Also serve as prosecutor on Ticket Appeal hearings.
- For FY15, the office:
 - Prosecuted 138 appeals of Civil Violation Tickets.
 - Drafted 23 Variances and Special Exceptions
 - Drafted 4 Conditional Use Permits

Customer Service:

- The office answers and addresses numerous legal issues on a daily basis in the form of phone calls and walk-in inquiries from city officials, city employees and constituents.

FY16 Major Projects and Initiatives

- Increase Lien Foreclosure Litigation by 50% in an effort to reduce blight in the community and recover outstanding liens owed to the City
- Increase in-house handling of Litigation by 75%
- Continue to update, revise and organize the City's Code of Ordinances
- Review, analyze and draft updated Land Development Regulations subsequent to adoption of amended Comprehensive Plan
- Continue to reduce paper usage by e-filing all litigation pleadings and utilizing e-storage for litigation files
- Replace the outdated E-case tracking software with a modern case software that is compatible with the City's Eden software package and the City-issued computer equipment in an effort to streamline and organize litigation and calendaring of important deadlines, trial dates and hearings.

Performance Measures

City Attorney Measures	FY 2014 Actual	FY 2015 YEE	FY 2016 Target
# of Contracts	123	87	100
# of Litigation Matters	8	7	10
# of Resolutions	141	172	180
# of Ordinances	29	31	35

City Attorney

Budget Summary Form

Department: Office of the City Attorney

Dept / Div #: 05 / 415

EXPENDITURE CATEGORY	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	659,697	779,174	748,656	800,879
Operating Expenses	181,601	248,030	349,453	154,370
Internal Services	45,054	35,057	35,057	32,255
Operating Budget	886,352	1,062,261	1,133,166	987,504
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	40,901	40,112	40,112	42,802
Total Budget	927,253	1,102,373	1,173,278	1,030,306

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 Administrative Assistant	22	1

Total # of Full-Time Employees 5

2015-16 Operating Budget: 987,504
2014-15 Operating Budget: 1,062,261
Dollar Change: (74,757)
Percentage Change: -7.04%

2015-16 Personnel - F.T.Es: 5.00
2014-15 Personnel - F.T.Es: 5.00
Personnel Change: 0.00

City Attorney

Budget Objective Form

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

Objective:

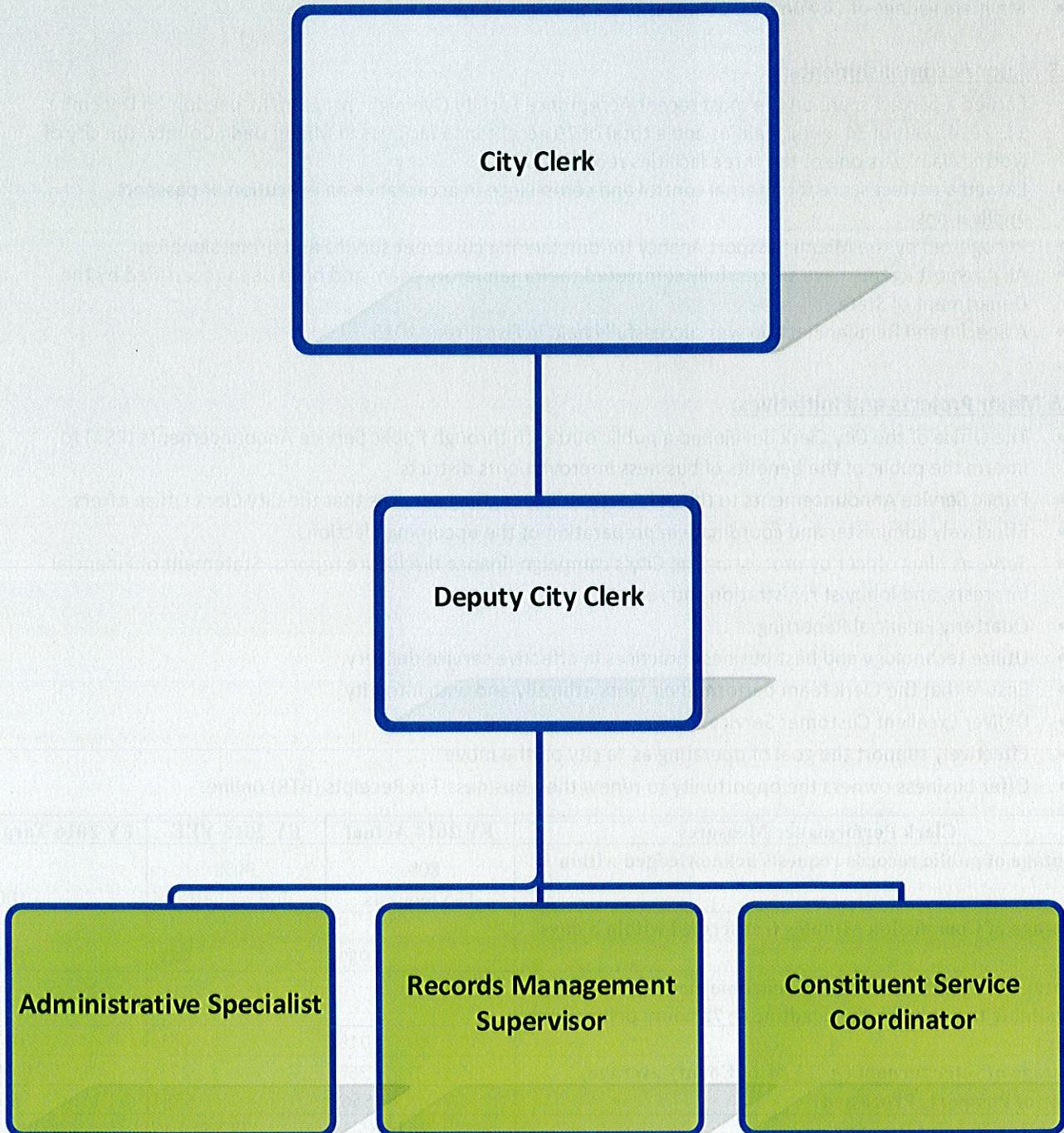
█ \$ 1,030,306 To provide professional, impartial and ethical legal counsel to the City Council, City Boards, Commissions, City Manager and City Staff.

ACTIVITIES:

- █ \$ 938,818 █ 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: The Office of the City Clerk serves as the official record keeper of official city agreements, contracts, Ordinances and Resolutions, Supervisor of Municipal Elections, issue Business Tax Receipt (BTR) and collect BTR fees.



City Clerk

Core Responsibilities:

- To publish and post public notices as required by law.
- To maintain accurate minutes of the proceedings of the City Council Meeting.
- To maintain custody of official City contracts, agreements, Election documents, Business Tax Receipts (BTR's), regular Council meeting minutes and promulgate procedures for the orderly management, retention, imaging and disposition of said records.
- To maintain the publication of the Code Book and supplements.
- To conduct municipal elections in accordance with City, County and State laws.
- Be responsible as an acceptance facility for US passports.
- Maintain listings of City Boards, Commissions and Committees.

FY 15 Major Accomplishments:

- Earned a perfect score on the most recent Acceptance Facility Oversight program Inspection on December 11, 2014. Out of 34 municipalities and a total of 29 acceptance facilities in Miami Dade County, the city of North Miami was one of the three facilities recognized.
- Earned a perfect score for internal control and compliance in acceptance an execution of passport applications.
- Recognized by the Miami Passport Agency for outstanding customer service and professionalism.
- All passport agents have successfully completed their mandatory exam and have been recertified by the Department of State.
- A Special and Regular Election was successfully held in Fiscal Year 2015.

FY 16 Major Projects and Initiatives:

- The Office of the City Clerk developed a public outreach through Public Service Announcements (PSA) to inform the public of the benefits of business improvements districts.
- Public Service Announcements to the public regarding ongoing services that the City Clerk Office offers.
- Effectively administer and coordinate in preparation of the upcoming elections.
- Serve as filing officer by processing the City's campaign finance disclosure reports, Statement of Financial Interests, and lobbyist registration and reports.
- Quarterly Financial Reporting.
- Utilize technology and best business practices in effective service delivery.
- Ensure that the Clerk team perform their work ethically and with integrity.
- Deliver Excellent Customer Service.
- Effectively support the goal of operating as "a city on the move".
- Offer business owners the opportunity to renew their Business Tax Receipts (BTR) online.

Clerk Performance Measures	FY 2014 Actual	FY 2015 YEE	FY 2016 Target
Percentage of public records requests acknowledged within 1 day	80% 135 requests	90% 469 requests	100%
Percentage of Commission Minutes transcribed within 3 days	98%	98%	100%
Percentage of agendas for regular schedule meetings posted and available to public by the deadline (≥ 72 hours prior to the meeting)	71%	95%	100%
Percentage of voter turnout (≥ % of County average)	26%	27%	N/A
Number of Passports Processed	5662	5521	5600
Business Tax Receipt Revenue	364,955.55	382,510.17	400,000.00

City Clerk

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	330,983	302,046	287,197	345,439
Operating Expenses	191,400	379,524	406,021	181,824
Internal Services	16,346	11,151	11,151	10,131
Operating Budget	<u>538,729</u>	<u>692,721</u>	<u>704,369</u>	<u>537,394</u>
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	14,839	12,759	12,759	13,445
Total Budget	<u>553,568</u>	<u>705,480</u>	<u>717,128</u>	<u>550,839</u>

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Deputy City Clerk	32	1
Administrative Specialist Records	18	2
Management Supervisor	18	1
Constituent Service Coordinator	22	1

Total # of Full-Time Employees 5

2015-16 Operating Budget: 537,394
2014-15 Operating Budget: 692,721
Dollar Change: (155,327)
Percentage Change: -22.42%

2015-16 Personnel - F.T.E's: 5.00
2014-15 Personnel - F.T.E's: 4.00
Personnel Change: 1.00

City Clerk

Budget Objective Form

Department: City Clerk

Division: City Clerk

Dept. #: 03

Division #: 407

Objective:

\$ 550,839

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

ACTIVITIES:

\$ 469,691

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.

\$ 81,148

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.

\$

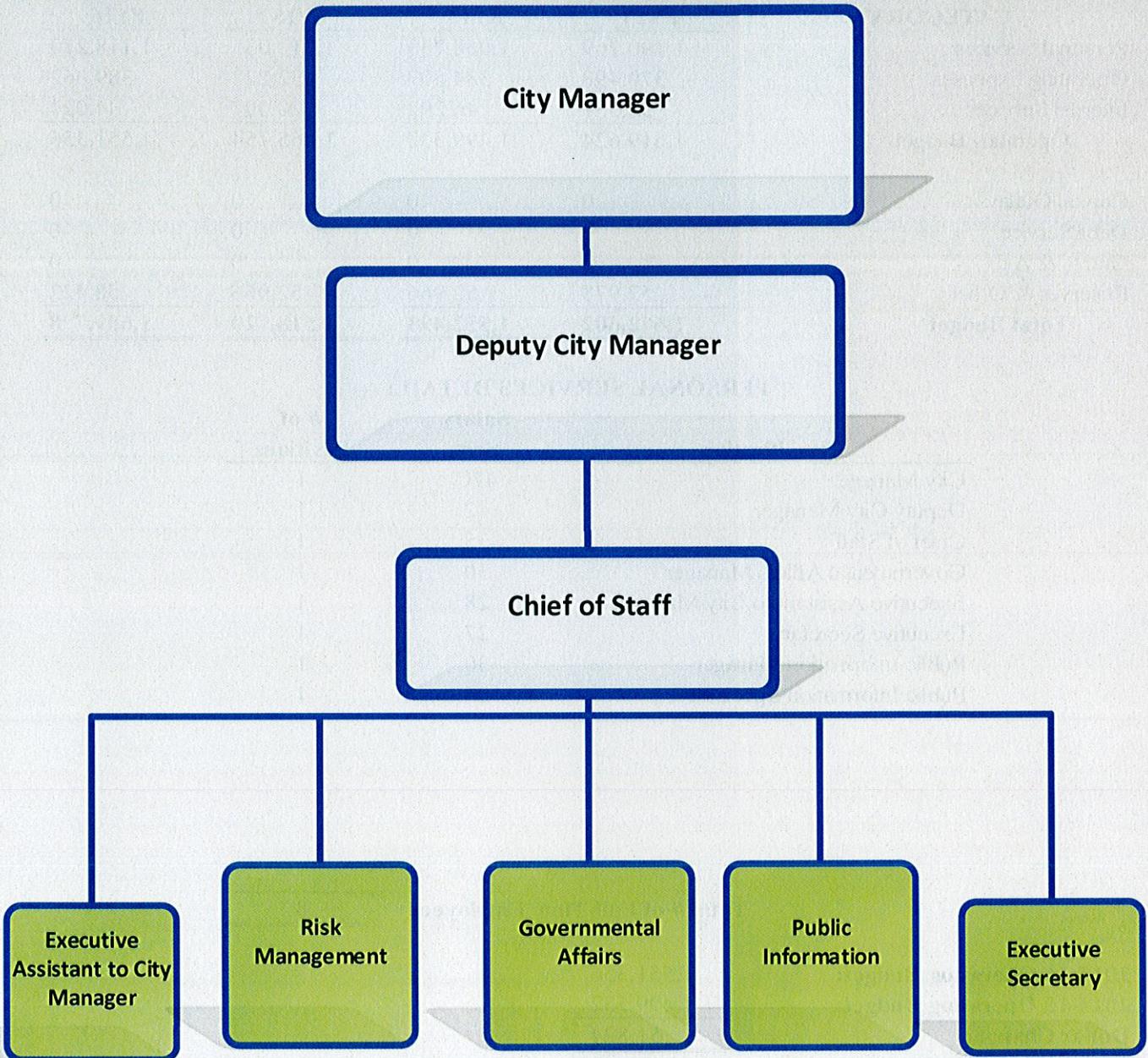
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003

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

Budget Summary Form

Department: City Manager

Dept #: 02

EXPENDITURE CATEGORY	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	1,190,769	1,068,733	1,013,035	1,118,270
Operating Expenses	370,498	384,507	432,222	389,062
Internal Services	58,357	46,292	20,497	44,024
Operating Budget	1,619,624	1,499,532	1,465,754	1,551,356
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	52,978	52,966	52,966	58,422
Total Budget	1,672,602	1,552,498	1,518,720	1,609,778

PERSONAL SERVICES DETAIL:

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

Total # of Full-Time Employees 8

2015-16 Operating Budget: 1,551,356
 2014-15 Operating Budget: 1,499,532
 Dollar Change: 51,824
 Percentage Change: 3.46%

2015-16 Personnel - F.T.E's: 8.00
 2014-15 Personnel - F.T.E's: 8.00
 Personnel Change: 0.00

Office of the City Manager

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	962,453	782,304	796,227	822,945
Operating Expenses	62,351	57,145	59,807	57,073
Internal Services	42,100	34,393	8,598	32,956
Operating Budget	1,066,904	873,842	864,632	912,974
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	38,220	39,351	39,351	43,733
Total Budget	1,105,124	913,193	903,983	956,707

PERSONAL SERVICES DETAIL:

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

Total # of Full-Time Employees 5

2015-16 Operating Budget: 912,974
2014-15 Operating Budget: 873,842
Dollar Change: 39,132
Percentage Change: 4.48%

2015-16 Personnel - F.T.E's: 5.00
2014-15 Personnel - F.T.E's: 5.00
Personnel Change: 0.00

Office of the City Manager

Budget Objective Form

Department: City Manager

Division: City Manager

Dept. #: 02

Division #: 405

Objective:

█ \$ 956,707

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:

█ \$ 956,707

█ 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 Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	167,250	192,815	191,727	183,727
Operating Expenses	173,148	178,958	213,791	183,585
Internal Services	9,532	8,019	8,019	7,040
Operating Budget	349,930	379,792	413,537	374,352
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	8,653	9,175	9,175	9,343
Total Budget	358,583	388,967	422,712	383,695

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Public Information Officer	30	1
Public Information Specialist	24	1

Total # of Full-Time Employees 2

2015-16 Operating Budget: 374,352
2014-15 Operating Budget: 379,792
Dollar Change: (5,440)
Percentage Change: -1.43%

2015-16 Personnel - F.T.E's: 2.00
2014-15 Personnel - F.T.E's: 2.00
Personnel Change: 0.00

Office of the City Manager

Budget Objective Form

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

Objective:

█ \$ 383,695 To provide public relations services for the City of North Miami by working with local media, community/business groups and the City's outreach outlets (i.e. newsletters, email, Ch. 77, website, etc.) Such work includes the coordination of special event promotions, community outreach efforts, media relations and crisis communications.

ACTIVITIES:

█ \$ 383,695 █ 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 Summary Form

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

EXPENDITURE CATEGORY	Actual Expnd. FY14	Amended Budget FY15	Est. Expnd. FY15	Adopted Budget FY16
Personal Services	61,066	93,614	25,081	111,598
Operating Expenses	134,999	148,404	158,624	148,404
Internal Services	6,725	3,880	3,880	4,028
Operating Budget	202,790	245,898	187,585	264,030
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	6,105	4,440	4,440	5,346
Total Budget	208,895	250,338	192,025	269,376

PERSONAL SERVICES DETAIL:

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

Total # of Full-Time Employees 1

2015-16 Operating Budget: 264,030
2014-15 Operating Budget: 245,898
Dollar Change: 18,132
Percentage Change: 7.37%

2015-16 Personnel - F.T.E's: 1.00
2014-15 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:

✓ \$ 269,376 **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:

✓ \$ 234,901 ✓ 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 Cities International, Inc.** – Provides funds to support the City's involvement with Sister Cities International, Inc. Founded by President Dwight D. Eisenhower in 1956, Sister Cities International is a 501(c)(3) nonpartisan nonprofit serving as the national membership organization for individual sister cities, counties, and states across the United States. This network unites tens of thousands of citizen diplomats and volunteers in programs in 140 countries on six continents. Sister Cities International advances peace and prosperity through cultural, educational, humanitarian, and economic development exchanges. It serves as a hub for institutional knowledge and best practices in the field of citizen diplomacy. Currently the City of North has an active sister city agreement with Delmas, Haiti.

Code Enforcement

Mission Statement: Investigate complaints and enforce violations of Municipal, County, and State codes, rules, regulations, and laws relating to residential, commercial and industrial properties. This Unit is responsible for the enforcement of building codes, land development regulations, certificate of use regulations, and business tax regulations.

Chief of Police

**Community
Services Section**

Major

Commander

**Code
Compliance
Unit**

Code Enforcement

Core Responsibilities

- Improve the safety, quality of life and cleanliness in the City of North Miami.
- Investigate complaints and enforce violations of Municipal, County and State codes, rules, and laws relating to residential, commercial, and multi-family properties.
- Enforce building codes, land development regulations, certificate of use regulations and business tax regulations.
- Educate the residents and business owners on Municipal, County and State codes, in order to bring about voluntary compliance.
- Educate residents to increase compliance and improve public awareness on the safe and humane treatment of animals.
- Investigate complaints and enforce violations of Municipal codes relating to the safe and humane treatment of animals.
- Enhance the quality of life in the neighborhoods and increase property values through continued public awareness of the Abandoned Real Property Registration Program and its benefits.
- Reduce the number of false alarm calls received, while increasing compliance and public awareness of the False Alarm Reduction Program through continued education.

FY15 Major Accomplishments

- 25,864 inspections were performed by the Code Compliance Unit and 5,986 new cases were opened.
- False Alarm Calls to the Police Department were reduced by 6.81 %, which equated to 3,069 less Calls for Service for the Uniform Patrol Section. This program generated \$73,780 in revenues.
- Abandoned Real Property Registration Program reduced the number of abandoned properties by 18.75% or 52 properties, enhancing the quality of life through various neighborhoods. This program generated \$35,000 in revenues.
- For the first time in history in North Miami, court orders were obtained to demolish three abandoned unsafe structures. Additionally, a court order was obtained to remove excessive trash from an elderly resident's property, resulting in the elderly resident receiving the necessary resources while increasing nearby property values.

FY16 Major Projects and Initiatives

- Increase educational public service messages on several media outlets such as TV, printed flyers, radio, and social media.
- Increase community outreach efforts utilizing code compliance workshops, homeowner associations meetings, code compliance sweeps, and "Staff Walk and Talks."
- Continue to reduce the amount of false alarm calls to better utilize police resources.
- Increase efficiency of service to the residents with the addition of Minimum Housing and Sanitation staffing.
- Partnership with City Attorney's office to foreclose properties with excessive code liens.

Code Enforcement

Code Performance Measures	FY 2014 Actual	FY 2015 YEE	FY 2016 Target
Code Compliance Unit (CCU)			
Inspections performed	23,749	25,864	26,000
Civil Citations issued	649	300	3,000
Cases Opened	5,861	5,986	5,500
Cases Closed	4,910	5,246	5,300
Animal Control Unit (ACU)			
Properties inspected	2,299	780	750
Civil Citations issued	138	125	115
Cases Opened	114	125	115
Cases Closed	66	25	50
Minimum Housing Unit (MHU) *			
Inspections performed	499	3,372	3,000
Civil Citations issued	10	51	50
Cases Opened	234	787	700
Cases Closed	40	541	550
Sanitation Unit *			
Inspections performed	1,792	8,706	7,500
Civil Citations issued	42	148	125
Cases Opened	317	1,027	980
Cases Closed	238	779	800
False Alarm Reduction Program (FARP)			
Civil Citations issued	455	417	350
Active Accounts	391	297	500
False Alarms Received	2,336	1,355	1,200
Abandoned Real Property Registration			
New Abandoned Registrations Processed	318	240	180

Code Enforcement

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	558,807	658,744	874,366	928,559
Operating Expenses	142,031	136,601	109,551	157,437
Internal Services	36,664	26,869	6,717	94,373
Operating Budget	737,502	822,214	990,634	1,180,369
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	33,284	30,742	30,456	29,192
Total Budget	770,786	852,956	1,021,090	1,209,561

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Code Compliance Manager	30	0
Code Compliance Officer	23	9
Minimum Housing Officer	23	2
Code Coordinator	20	1
Administrative Specialist	18	1

Total # of Full-Time Employees 13

2015-16 Operating Budget: 1,180,369
2014-15 Operating Budget: 822,214
Dollar Change: 358,155
Percentage Change: 43.56%

2015-16 Personnel - F.T.E's: 13.00
2014-15 Personnel - F.T.E's: 8.00
Personnel Change: 5.00

Code Enforcement

Budget Objective Form

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

Objective:

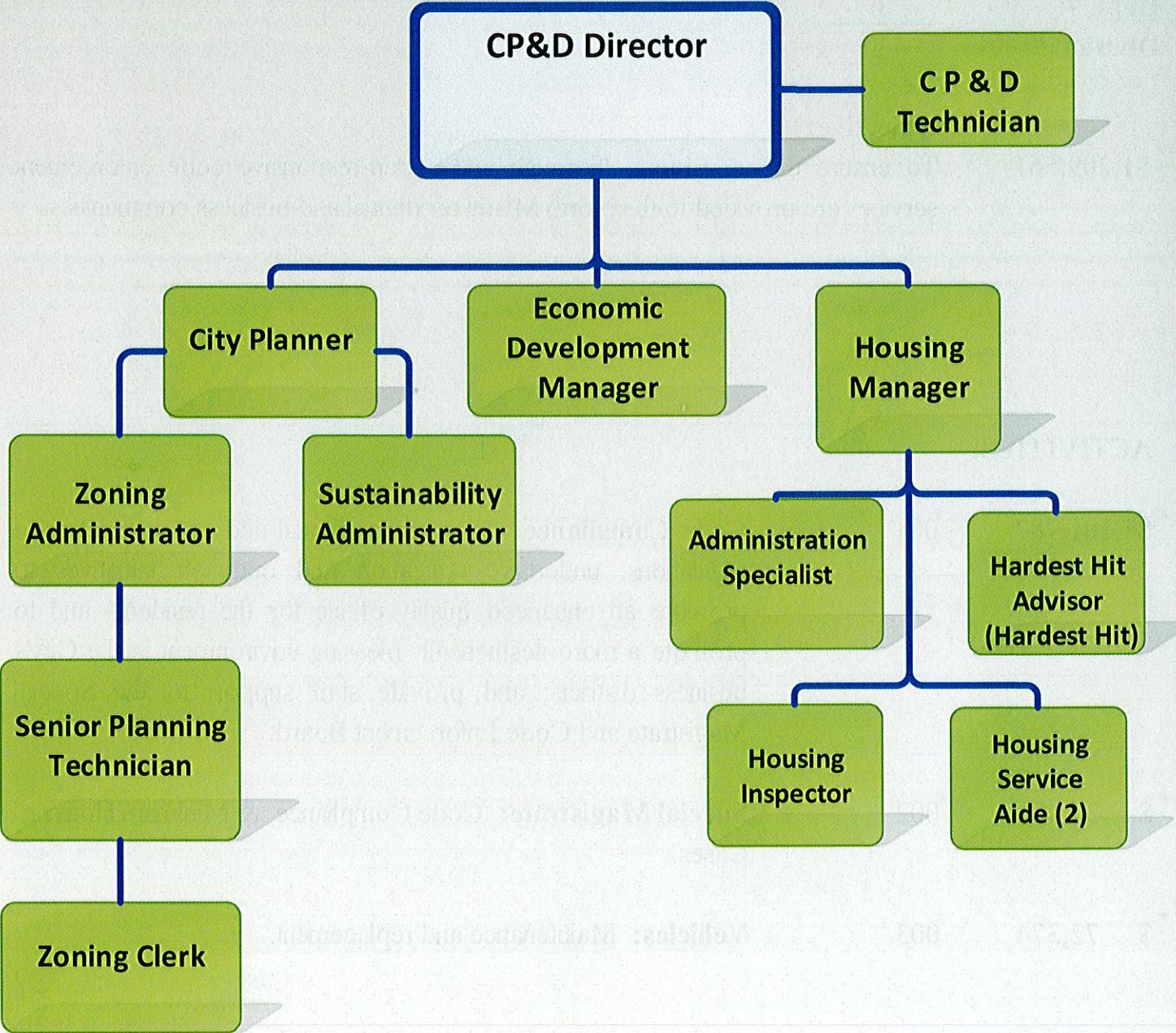
█ \$1,209,561 To ensure that consistent, thorough and citizen-responsive code enforcement services are provided to the North Miami residential and business communities.

ACTIVITIES:

█ \$1,101,787	█ 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.
█ \$ 35,400	█ 002	Special Magistrate: Code Compliance & Minimum Housing Cases.
█ \$ 72,374	█ 003	Vehicles: Maintenance and replacement.

Community Planning & Development

Mission Statement: Collaborate with residents, businesses & community partners to attract quality development, provide quality workforce housing and encourage investments that will guide the city's future.



Community Planning & Development

Core Responsibilities

- Partners with residents, organizations, businesses and developers in order to provide housing programs
- Promote sustainable planning and development throughout the City
- Encourage investment and redevelopment to improve the overall quality of life in the City

FY15 Major Accomplishments

- Installed the 1.5 mile Arch Creek Bridge Path & Pedestrian Bridges
- Provided over \$1,000,000 in funding by adopting the 2015 Single Family Beautification Program
- Successfully launched New Initiative called Building *Public Service by Strengthening Relationship*
- CP&D was awarded the Award of Excellence for the Comprehensive Wayfinding Signage Master Plan
- CP&D was awarded the Award of Excellence for the Downtown Action and Concept Plan
- CP&D received \$1,000,000 for the NW 7th Avenue Façade Revitalization Program
- CP&D rolled out the City's first Green Business Enterprise Grant May 2015
- Awarded Residential Construction Mitigation Grant
- CP&D projected and managed the preparation of a Street Tree Management Plan that identifies overall canopy coverage, planting site locations, and provides recommend tree species
- CP&D launched the City's first monthly electronic newsletter that provides information and current happenings in the city in regards to sustainability and conservation
- Mayor's Quarterly Business Luncheon – CP&D partnered with Mayor Smith Joseph to host the Quarterly Stronger North Miami Business Initiative Luncheons focused on promoting and supporting small business development and training
- Brownfield Designation & Tax Credit – CP&D is ecstatic to report that the State has approved the City's application for brownfield tax credit for an amount totaling \$13,996.27

FY16 Major Projects and Initiatives

- Prepare and adopt the City's 2015 Evaluation and Appraisal Review Based Comprehensive Plan Amendments, 5-Year Consolidated Plan, Fiscal Year Action Plan, Citizen Participation Plan and Street Tree Management Plan.
- Develop Downtown Action Plan and Architectural Concept Plan.
- Create DAPAC Board and strengthened partnership with key stakeholders that can help to implement the downtown redevelopment vision.
- Create new housing guidelines that govern administration of locally funded home repair programs.
- Target grant funding to support Planning, Economic Development and Housing initiatives.
- Establish Green Commercial Retrofit grant program, funded by CDBG in order to reduce energy costs and promote environmental conservation.
- Target and complete annexation of key unincorporated areas in order to secure new land area and raise the City's tax base.

Community Planning & Development

Planning Performance Measures	FY 2014 Actual	FY 2015 YEE	FY 2016 Target
Development applications processed	1050	1093	1150
Federal housing funds expended	\$ 941,093	\$ 717,837	\$ 705,000
Units rehabbed or applicants assisted	49	30	55
Tree Mitigation and Inspections	172	130	150
Number of annexation applications	n/a	8	10

Community Planning & Development

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	347,508	669,432	535,679	739,167
Operating Expenses	1,029,944	954,214	999,064	129,431
Internal Services	22,188	21,808	21,809	26,267
Operating Budget	1,399,640	1,645,454	1,556,552	894,865
Capital Outlay	3,034	95,828	95,828	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	68,721	24,952	24,952	34,857
Total Budget	1,471,395	1,766,234	1,677,332	929,722

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
CP&D Director	37	1
City Planner	32	1
Economic Development Manager	30	1
Zoning Administrator	29	1
Sustainability Administrator/Arborist (New)	28	1
Senior Planning Technician	22	1
CP&D Technician	20	1

Total # of Full-Time Employees 7

2015-16 Operating Budget: 894,865
2014-15 Operating Budget: 1,645,454
Dollar Change: (750,589)
Percentage Change: -45.62%

2015-16 Personnel - F.T.E's: 7.00
2014-15 Personnel - F.T.E's: 6.00
Personnel Change: 1.00

Community Planning & Development

Budget Objective Form

Department: Community Planning & Development

Division: Community Planning & Development

Dept. #: 09

Division #: 439

Objective:

█ \$ 929,722

To oversee and manage the Community Planning and Development Department comprised of Planning, Zoning, Sustainability Economic Development, and the City's grant-funded Housing Rehabilitation Programs. Housing programs include grants from the Community Development Block Grant (CDBG), the HOME Investment Partnership Program (HOME) and the State Housing Improvement Program (SHIP).

ACTIVITIES:

█ \$ 428,340

█ 001

Administration: Oversee and manage the department which consists of Planning, Zoning, Sustainability Economic and Business Development, and the CDBG/HOME Investment Partnership and SHIP Program personnel and activities; and to provide clerical support to the department.

█ \$ 308,009

█ 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.

Community Planning & Development

Budget Objective Form

\$ 147,038 003

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

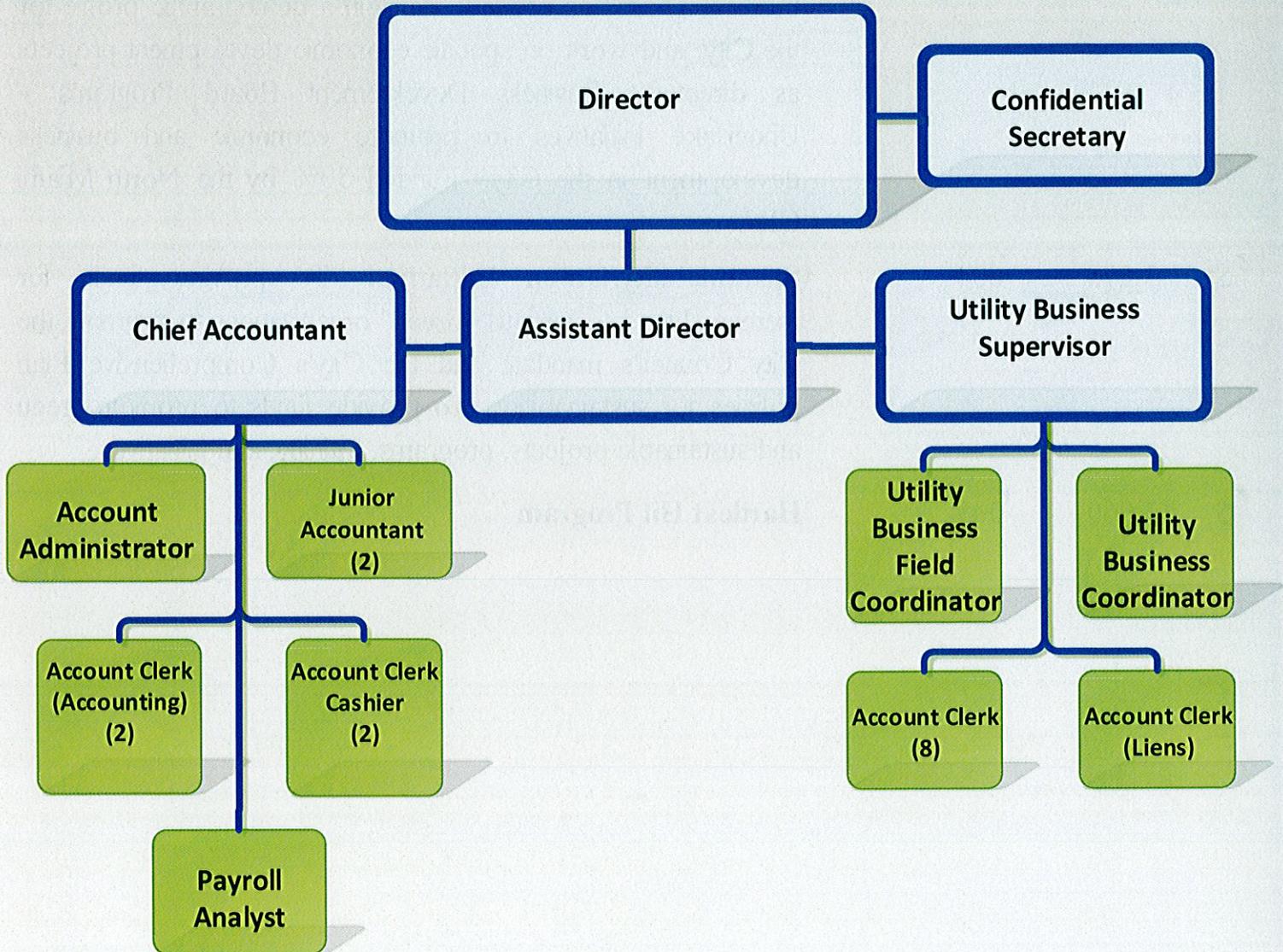
Sustainability/Green Initiative: To provide funds for memberships into various "Green" organizations to promote the City Council's mandate and the City's Comprehensive Plan policies for sustainability. To provide funds to promote green and sustainable projects, programs, training, and initiatives.

\$ 43,060 005

Hardest Hit Program

Finance

Mission Statement: To provide efficient fiduciary control of the City's assets and resources, provide accurate and useful financial information to the City organization and the community, and promote sound strategies to support the City fiscal and operations goals and accountability in government.



Finance

Core Responsibilities:

- Provide for timely payment processing for employees, retirees, and vendors.
- Maintain an accounting system aimed at insuring compliance with the City's adopted budget
- Provide assistance in grants reporting and compliance
- Provide accurate and timely billings to utility customers and quality customer service to our customers

FY 15 Major Accomplishments:

- Offered electronic cash receipting options to all City departments
- The sale of certain Residential Parcels of the Biscayne Landing Project pursuant to the City's July 8, 2014, Resolution No. 2014-R-63

FY 16 Major Projects and Initiatives:

- Obtain 2015 GFOA Award for Excellence in Financial Reporting
- Reduce 2015 total utility account receivable balance by 10% and increase utility electronic payments by 10%
- Streamline and consolidate the City's lien collection process
- Quarterly Financial Reporting

FY16 Performance Measures:

<i>Finance Performance Measures</i>	<i>FY 2014 Actual</i>	<i>FY 2015 YEE</i>	<i>FY 2016 Target</i>
<i>Number of training hours provided to departments to increase accuracy and understanding of financial management system software</i>	<i>N/A</i>	<i>116</i>	<i>200</i>
<i>Invoices processed</i>	<i>16,974</i>	<i>17,372</i>	<i>18,000</i>
<i>Days Early (late) in submitting CAFR</i>	<i>0</i>	<i>N/A</i>	<i>0</i>
<i># Checks Voided</i>	<i>113</i>	<i>152</i>	<i>130</i>
<i>Cost per invoice/ck</i>	<i>0.22</i>	<i>0.46</i>	<i>N/A</i>
<i>Invoice Turnaround (days)</i>	<i>37</i>	<i>38</i>	<i>30</i>
<i>Number of electronic payments received in Utility Billing</i>	<i>36,197</i>	<i>39,765</i>	<i>40,000</i>
<i>Number of vendor payments issued</i>	<i>1,869</i>	<i>2,912</i>	<i>3,000</i>
<i>Payroll checks/Direct deposit transactions</i>	<i>26,887</i>	<i>27,344</i>	<i>27,116</i>

Finance

Budget Summary Form

Department: Finance
 Dept #: 04

EXPENDITURE CATEGORY	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	1,553,425	1,784,448	1,476,837	1,799,860
Operating Expenses	669,898	580,554	670,723	583,296
Internal Services	77,435	76,102	65,802	68,977
Operating Budget	2,300,758	2,441,104	2,213,362	2,452,133
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	78,376	77,394	76,861	82,867
Total Budget	2,379,134	2,518,498	2,290,223	2,535,000

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Finance Director	37	1
Assistant Finance Director	32	1
Chief Accountant	28	1
Utility Business Supervisor	28	1
Pension Plan Administrator	26	0
Accountant	24	1
Utility Business Coordinator	23	1
Utility Business Field Coordinator	22	1
Junior Accountants	21	2
Payroll Coordinator	21	1
Secretary	20	1
Account Clerk	18	13

Total # of Full-Time Employees 24

2015-16 Operating Budget: 2,452,133
2014-15 Operating Budget: 2,441,104
Dollar Change: 11,029
Percentage Change: 0.45%

2015-16 Personnel - F.T.E's: 24.00
2014-15 Personnel - F.T.E's: 24.00
Personnel Change: 0.00

Finance

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	392,846	401,415	267,340	433,602
Operating Expenses	189,316	133,177	134,992	132,937
Internal Services	20,137	16,581	16,581	14,678
Operating Budget	602,299	551,173	418,913	581,217
Capital Outlay	10,594	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	18,281	18,971	18,971	19,478
Total Budget	631,174	570,144	437,884	600,695

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

2015-16 Operating Budget: 581,217
2014-15 Operating Budget: 551,173
Dollar Change: 30,044
Percentage Change: 5.45%

2015-16 Personnel - F.T.E's: 3.00
2014-15 Personnel - F.T.E's: 3.00
Personnel Change: 0.00

Finance

Budget Objective Form

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

Objective:

█ \$ 600,695 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:

█ \$ 500,695 █ 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. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	511,291	610,826	543,803	655,480
Operating Expenses	118,286	60,515	99,739	56,085
Internal Services	30,170	23,464	23,464	22,408
Operating Budget	659,747	694,805	667,006	733,973
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	27,390	26,847	26,314	29,736
Total Budget	687,137	721,652	693,320	763,709

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Chief Accountant	30	1
Accountant	24	1
Junior Accountant	21	2
Payroll Coordinator	21	1
Account Clerk	18	4

Total # of Full-Time Employees 9

2015-16 Operating Budget: 733,973
2014-15 Operating Budget: 694,805
Dollar Change: 39,168
Percentage Change: 5.64%

2015-16 Personnel - F.T.E's: 9.00
2014-15 Personnel - F.T.E's: 9.00
Personnel Change: 0.00

Finance

Budget Objective Form

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

Objective:

✓ \$ 763,709 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:

\$ 497,234 ✓ 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.

\$ 181,400 ✓ 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.

\$ 85,075 ✓ 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. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	584,278	696,869	590,345	633,789
Operating Expenses	362,055	386,582	432,292	381,534
Internal Services	32,226	24,503	24,503	29,184
Operating Budget	978,559	1,107,954	1,047,140	1,044,507
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	29,255	28,036	28,036	30,060
Total Budget	1,007,814	1,135,990	1,075,176	1,074,567

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Utility Business Supervisor	28	1
Utility Business Coordinator	23	1
Utility Business Field Coordinator	22	1
Account Clerk	18	8

Total # of Full-Time Employees 11

2015-16 Operating Budget: 1,044,507
2014-15 Operating Budget: 1,135,990
Dollar Change: (91,483)
Percentage Change: -8.05%

2015-16 Personnel - F.T.E's: 11.00
2014-15 Personnel - F.T.E's: 11.00
Personnel Change: 0.00

Finance

Budget Objective Form

Objective No.: 04

Objective:
\$ 1,074,567 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:

\$ 650,572 001 **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.

\$ 417,464 002 **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.

\$ 6,531 003 **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. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	65,010	75,338	75,349	76,989
Operating Expenses	241	280	3,700	12,740
Internal Services	-5,098	11,554	1,254	2,707
Operating Budget	60,153	87,172	80,303	92,436
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	3,450	3,540	3,540	3,593
Total Budget	63,603	90,712	83,843	96,029

PERSONAL SERVICES DETAIL:

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

2015-16 Operating Budget: 96,029
2014-15 Operating Budget: 87,172
Dollar Change: 8,857
Percentage Change: 10.16%

2015-16 Personnel - F.T.E's: 1.00
2014-15 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:

✓ \$ 96,029 To ensure collection of the City's past due/liened receivables which included charges for utility services, miscellaneous services and code enforcement violations.

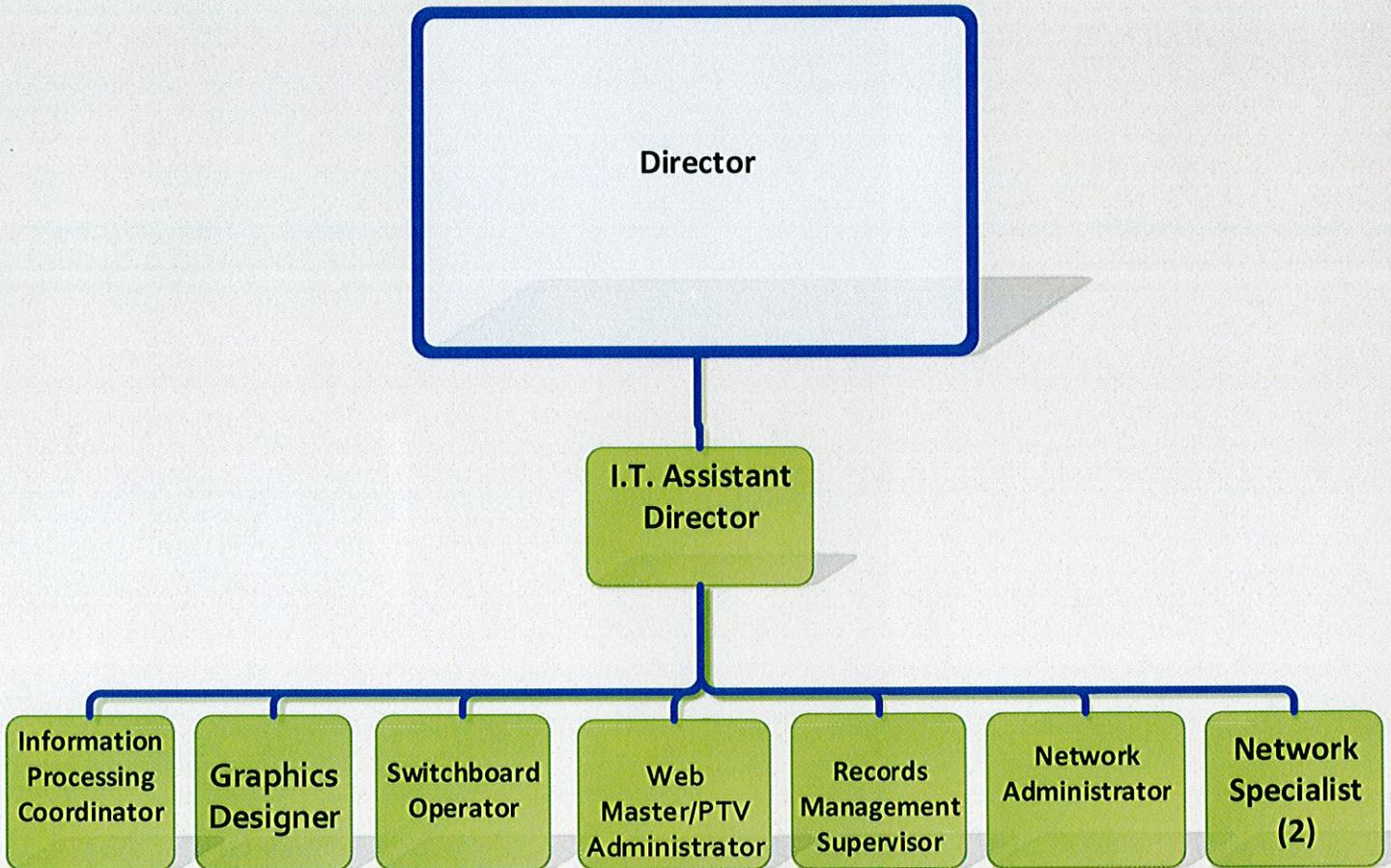
ACTIVITIES:

✓ \$ 96,029 ✓ 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.



Information Technology

Core Responsibilities:

- Administrative Services Support – Records Management, Switchboard Operations, and General Administration
- Network Infrastructure support – Data Communications, Voice Over IP Communications, Servers Systems Support, Backup Systems Support
- Systems support – ERP systems supports, Desktop support, Application support, MS Office supports, Email support
- Media/Communications support – In-house graphics, Website support, channel 77, Electronic signature

FY 15 Major Accomplishments:

- Replaced Network Switches
- Upgraded Police Records and Mobile System to the latest version
- Replaced aging equipment for Police officers with top of the line rugged laptops
- Upgraded the phone system for the Police Department to VOIP

FY 16 Major Projects and Initiatives:

- Create a mobile application for Constituent Services (PublicStuff)
- Create a transparency portal for Citizens
- Create a time and attendance model for NoMi employees

FY16 Performance Measures:

IT Performance Measures	FY 2014 Actual	FY 2015 YEE	FY 2016 Target
Number of Tickets per month	320	350	300
Number of tickets completed within 3 days or less	318 (99.3%)	348 (99.5%)	299.7 (99.9%)
Number of servers	70	64	65
Number of work stations	350	400	450
Percentage Up-time	95%	97%	99.90%
# of system Down episodes	10	5	3

Information Technology

Budget Summary Form

Department: Information Technology
 Dept. # 07

Dept / Division #: CATEGORY	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	795,793	950,407	946,475	995,434
Operating Expenses	613,899	720,658	702,276	595,918
Internal Services	51,012	42,551	41,831	39,717
Operating Budget	1,460,704	1,713,616	1,690,582	1,631,069
Capital Outlay	51,901	59,216	62,216	142,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	46,311	48,686	48,686	45,689
Total Budget	1,558,916	1,821,518	1,801,484	1,818,758

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Information Technology Director	37	1
Ass't Information Technology Director	32	1
Network Administrator	27	1
Network Specialist	24	2
Webmaster	24	1
IT Analysts	24	0
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 10

2015-16 Operating Budget: 1,631,069
2014-15 Operating Budget: 1,713,616
Dollar Change: (82,547)
Percentage Change: -4.82%

2015-16 Personnel - F.T.E's: 10.00
2014-15 Personnel - F.T.E's: 11.00
Personnel Change: -1.00

Information Technology

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	443,117	514,002	515,223	549,527
Operating Expenses	208,648	287,557	281,368	265,293
Internal Services	25,860	21,459	20,739	18,621
Operating Budget	677,625	823,018	817,330	833,441
Capital Outlay	4,478	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	23,477	24,552	24,552	24,711
Total Budget	705,580	847,570	841,882	858,152

PERSONAL SERVICES DETAIL:

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

2015-16 Operating Budget: 833,441
2014-15 Operating Budget: 823,018
Dollar Change: 10,423
Percentage Change: 1.27%

2015-16 Personnel - F.T.E's: 6.00
2014-15 Personnel - F.T.E's: 6.00
Personnel Change: 0.00

Information Technology

Budget Objective Form

Information Technology

Division:

Administration

Dept. #:

07

Dept / Division #:

420

Objective:

\$ 858,152

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:

\$ 332,015

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.

Information Technology

Budget Objective Form

\$ 265,239 002

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.

\$ 83,727 003

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.

\$ 177,171 004

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

Information Technology

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	352,676	436,405	431,252	445,907
Operating Expenses	405,251	433,101	420,908	330,625
Internal Services	25,152	21,092	21,092	21,096
Operating Budget	783,079	890,598	873,252	797,628
Capital Outlay	47,423	59,216	62,216	142,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	22,834	24,134	24,134	20,978
Total Budget	853,336	973,948	959,602	960,606

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Assistant IT Manager	32	1
Network Administrator	27	1
Network Specialist	24	2
IT Analysts	24	0
Total # of Full-Time Employees		4

2015-16 Operating Budget: 797,628
2014-15 Operating Budget: 890,598
Dollar Change: (92,970)
Percentage Change: -10.44%

2015-16 Personnel - F.T.E's: 4.00
2014-15 Personnel - F.T.E's: 3.00
Personnel Change: 1.00

Information Technology

Budget Objective Form

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

Objective:

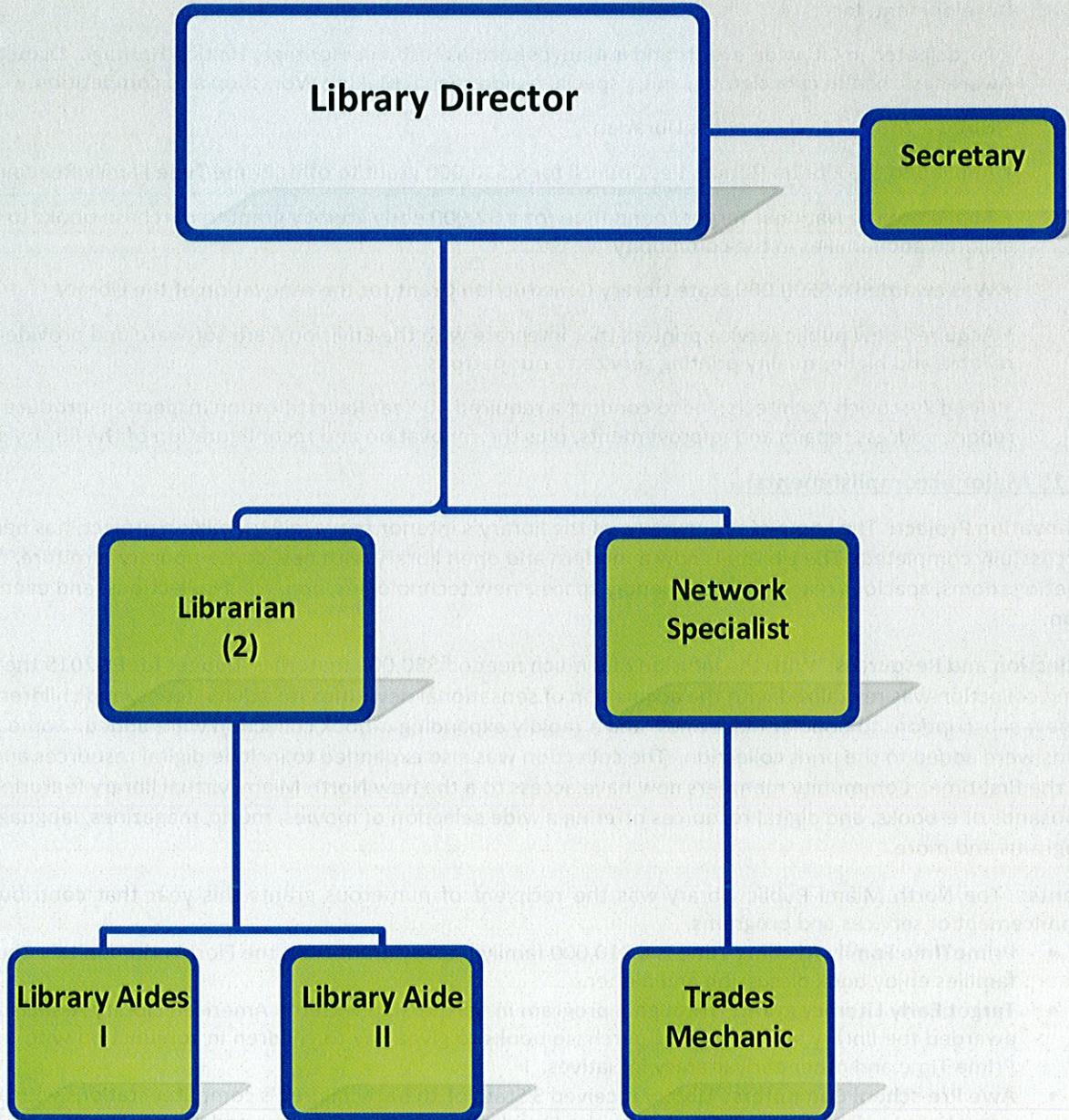
█ \$ 960,606 To facilitate communication and support of existing and emerging information technologies and continued operation of the network system. To provide Internet access support, network support for laptops, webpage maintenance and monitor the wireless networks and telecommunications. Provide computer applications to user departments and necessary changes. Provide City with geographic information as requested.

ACTIVITIES:

- █ \$ 651,336 █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.
- █ \$ 303,983 █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.
- \$ 5,287 █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

Core responsibilities:

- Offered Saturday Tutoring to elementary school children in partnership with PAL
- Conducted a Teen After-School Art Program in partnership with MOCA
- Offered job search assistance to seniors 55 and older in partnership with AARP
- Conducted Family Reading @ the Library series in partnership with the North Miami Feeder Pattern Schools and in collaboration with the Quality in Education Board
- Started a successful adult and family literacy programs (Building Bridges through Literacy) addressing the needs of the non-English speaking population in partnership with Prosperity Social & Community Development, Inc.
- Participated in Citywide events and initiatives such as Hispanic Heritage, Haitian Heritage, Diabetes Awareness, health care sign-up, and a special holiday Fanal Making Workshop and competition.
- Hired a Youth/Family Services Librarian
- Applied to the Florida Humanities Council for a \$10,000 grant to offer Prime Time Family Reading Time
- Applied to the National Target Foundation for a \$2,000 early literacy grant to purchase books to give to children and families in the community
- Was awarded a \$500,000 State Library Construction Grant for the renovation of the Library
- Acquired new public service printers that integrate with the EnvisionWare software and provide a more reliable and higher quality printing service to our patrons
- Hired Zyscovich Architects, Inc to conduct a required 40 Year Recertification inspection, produce the report, address repairs and improvements, plus the renovation and reconfiguration of the library space

FY 15 Major accomplishments:

Renovation Project: The complete renovation of the library's interior space, a \$1.5 million project, has been successfully completed. The Library is now a modern and open library with new contemporary furniture, multiple meeting rooms, spacious reading areas, friendly spaces, new technologies, appealing collections, and even a coffee shop.

Collection and Resources: With the infusion of a much needed \$50,000 materials' budget for FY 2015 the library's aging collection was revitalized with the acquisition of sensational new titles for adults, teens, and children, as well as new subscriptions to popular magazines, and a rapidly expanding e-book collection were added. Some 2,528 items were added to the print collection. The collection was also expanded to include digital resources and e-books for the first time. Community members now have access to a the new North Miami virtual library featuring thousands of e-books, and digital resources offering a wide selection of movies, music, magazines, language learning programs and more.

Grants: The North Miami Public Library was the recipient of numerous grants this year that contributed to the enhancement of services and programs.

- **PrimeTime Family Reading Time** is a \$10,000 family literacy grant from the Florida Humanities Council where families enjoy book discussion and dinner.
- **Target Early Literacy grant:** Through a program in partnership with the American Library Association, Target awarded the library a \$3,000 grant purchase books to giveaway to children in conjunction with the Library's Prime Time and other early literacy initiatives.
- **Awe Pre-school Computers:** Library received 3 State of-the-art children's computer stations with all-inclusive educational software that is funded by the Florida State Library Services and Technology Act (LSTA Grant) - \$5,298

StoryCorps @ the Library: Grant received \$5,000 (\$2,500 in funds, plus equipment, travel, and training) in March for a community documentation project that uses interviewing techniques and equipment from StoryCorps. Staff was trained to use the recording equipment received as part of the grant. This is now an on-going oral history project.

Library

FY 16 Major Projects and Initiatives

- To transform the exterior landscape of the Library to create an interactive social space for the community to sit, walk, and enjoy with good lighting, attractive nature, benches, etc.
- Embark on an information literacy campaign to teach basic computer skills and digital literacy for adults and families
- Develop and implement early literacy programs targeting toddlers and pre-school age children
- Continue growing the library's collection to support our city's ethnic, linguistic, and economic diversity
- Continue developing and updating the library's business, technology, and health related collections and resources
- Continue to partner with MOCA, the City's Parks and Recreation Department, schools, and other community based organizations to offer new programs to engage teens in creative and positive ways

Library Performance Measures	FY 2014 Actual	FY 2015 YEE	FY 2016 Target
Number of new registered borrowers	2,478	1,427	2,000
Average number of library visits per door count per month	24,000	4,800	18,000
Total Circulation of library materials	33,260	1,753	20,000
Total annual number of patrons attending library programs	6,210	2,279	6,000
Number of computer instruction hours	2,800	600	10,000

Library

Budget Summary Form

Department: Library
Dept #: 17

EXPENDITURE CATEGORY	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	575,889	641,675	567,925	663,275
Operating Expenses	294,921	220,709	234,248	242,199
Internal Services	36,824	32,698	32,698	28,377
Operating Budget	907,634	895,082	834,871	933,851
Capital Outlay	84,941	1,349,000	1,180,447	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	29,205	30,964	30,964	29,311
Total Budget	1,021,780	2,275,046	2,046,282	963,162

PERSONAL SERVICES DETAIL:

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

Total # of Full-Time Employees 8

2015-16 Operating Budget: 933,851
2014-15 Operating Budget: 895,082
Dollar Change: 38,769
Percentage Change: 4.33%

2015-16 Personnel - F.T.E. 8.00
2014-15 Personnel - F.T.E. 8.00
Personnel Change: 0.00

Library

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	575,882	641,675	567,925	663,275
Operating Expenses	294,740	220,709	234,248	220,055
Internal Services	36,824	32,698	32,698	28,377
Operating Budget	907,446	895,082	834,871	911,707
Capital Outlay	84,941	1,349,000	1,180,447	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	29,205	30,964	30,964	29,311
Total Budget	1,021,592	2,275,046	2,046,282	941,018

PERSONAL SERVICES DETAIL:

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

Total # of Full-Time Employees 8

2015-16 Operating Budget: 911,707
2014-15 Operating Budget: 895,082
Dollar Change: 16,625
Percentage Change: 1.86%

2015-16 Personnel - F.T.E. 8.00
2014-15 Personnel - F.T.E. 8.00
Personnel Change: 0.00

Library

Budget Objective Form

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

Objective:

✓ \$ 941,018 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:

- ✓ \$ 687,025 001 **Department Administration:** Manage and administer a department to optimize funding, staff output, patron satisfaction, facility maintenance, safety, and security.
- ✓ \$ 119,191 002 **Collection Development:** Identify, procure, catalog, process, organize and store print, non-print, and subscription materials appropriate for a multicultural community.
- ✓ \$ 110,472 003 **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.
- ✓ \$ 18,043 004 **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.
- ✓ \$ 6,287 006 **Vehicle:** Maintenance and Replacement

Library

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	7	0	0	0
Operating Expenses	181	0	0	22,144
Internal Services	0	0	0	0
Operating Budget	188	0	0	22,144
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	188	0	0	22,144

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2015-16 Operating Budget:	22,144
2014-15 Operating Budget:	-
Dollar Change:	22,144
Percentage Change:	-
2015-16 Personnel - F.T.E.	0.00
2014-15 Personnel - F.T.E.	0.00
Personnel Change:	0.00

Library

Budget Objective Form

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

Objective:

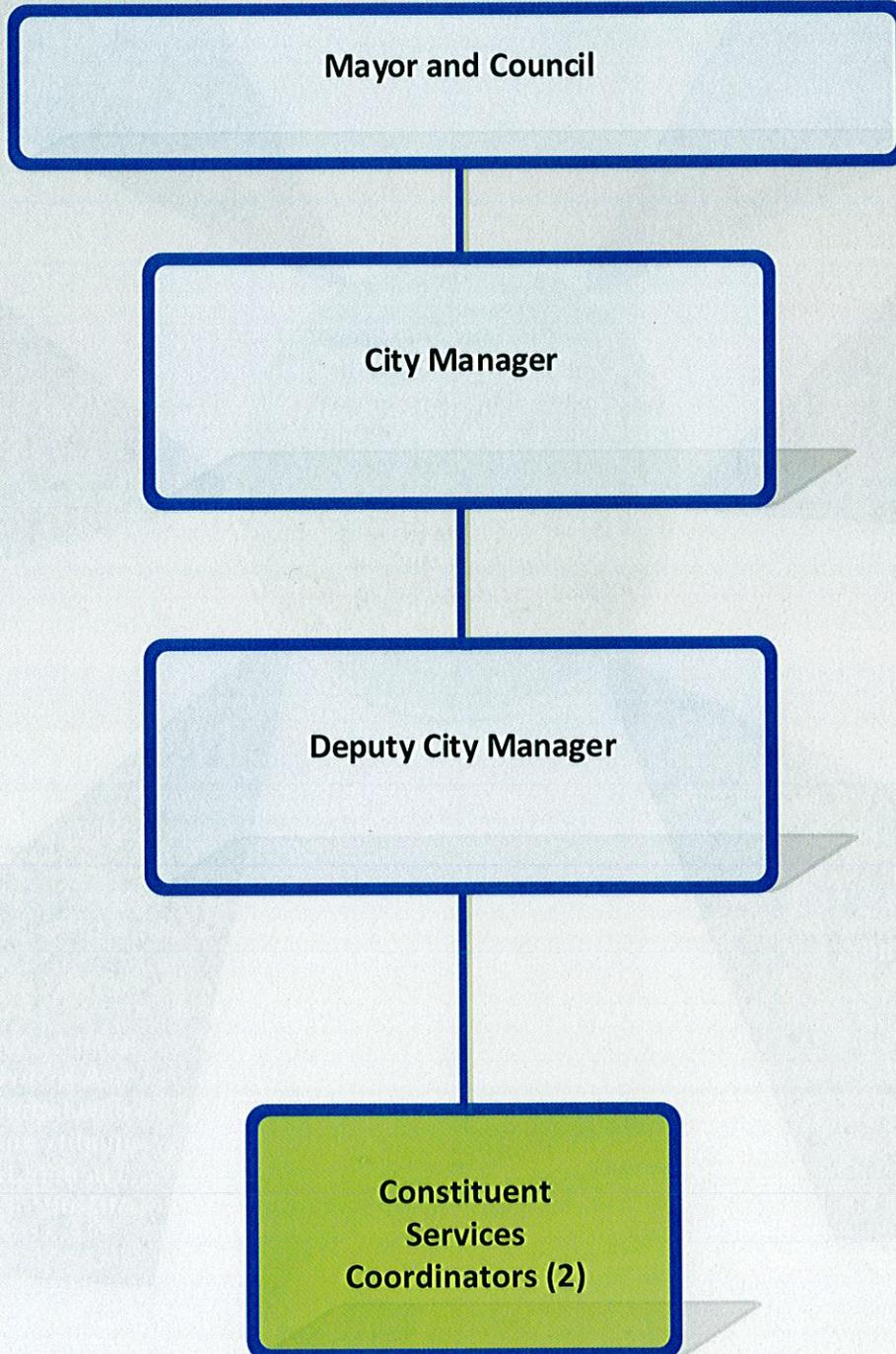
✓ \$ 22,144 To use state funds to enhance library services to the citizens of North Miami.

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

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. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	249,063	286,231	268,890	299,526
Operating Expenses	331,774	334,986	360,201	340,281
Internal Services	8,846	6,406	6,406	4,901
Operating Budget	589,683	627,623	635,497	644,708
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	8,025	7,324	7,324	7,098
Total Budget	597,708	634,947	642,821	651,806

PERSONAL SERVICES DETAIL:

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

Total # of Full-Time Employees 2

2015-16 Operating Budget: 644,708
2014-15 Operating Budget: 627,623
Dollar Change: 17,085
Percentage Change: 2.72%

2015-16 Personnel - F.T.E's: 2.00
2014-15 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:

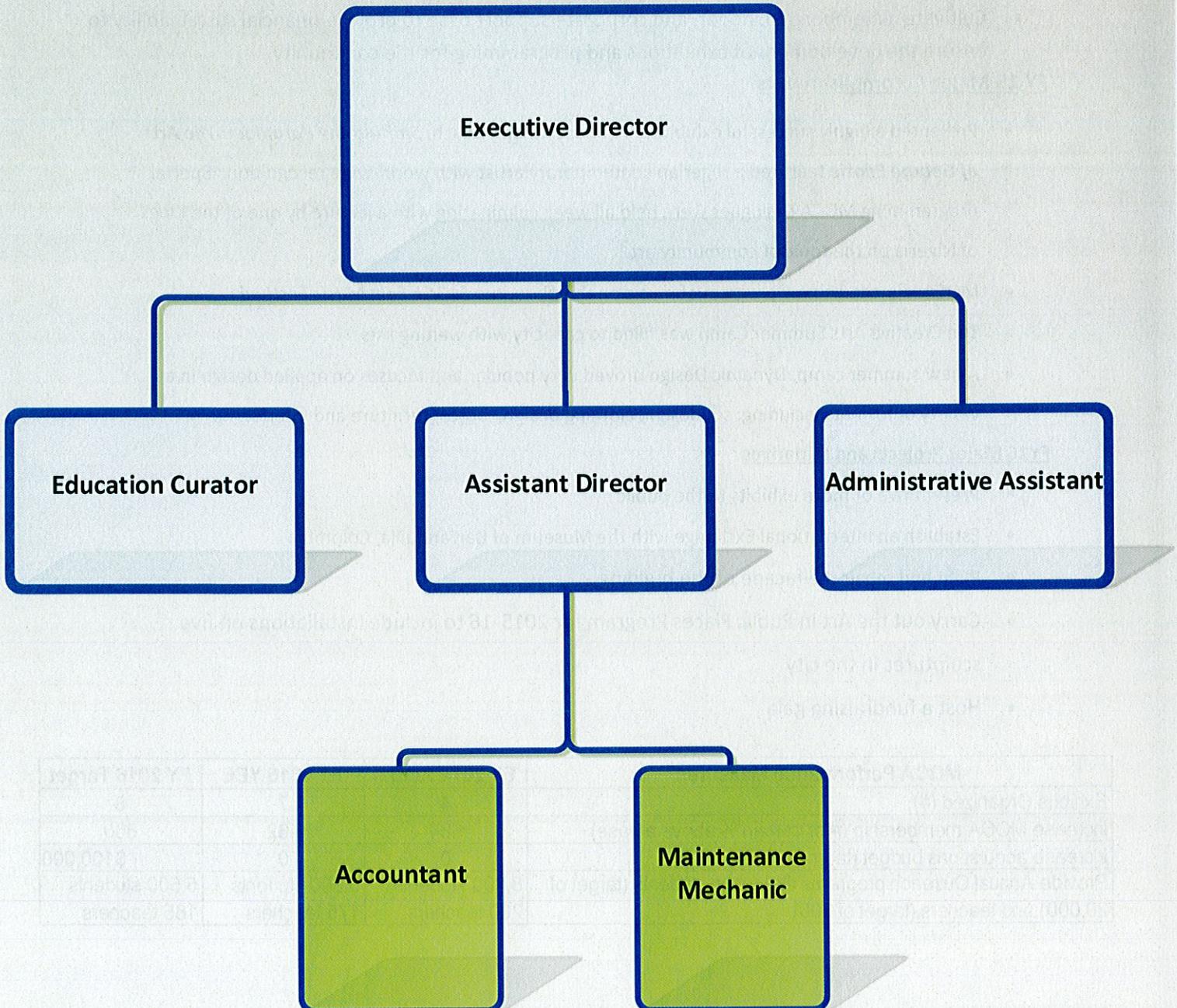
✓ \$ 651,806 To be leaders and policy makers responsive to the needs of North Miami residents. To carry out legislative policies, ensure community services, and supervise City Manager and Attorney's performances.

ACTIVITIES:

- ✓ \$ 260,222 ✓ 001 **Mayor/Council Office:** To provide the necessary support to the City Mayor and Council that facilitates their legislative responsibilities and help them to be more efficient in responding to the needs of North Miami residents.
- ✓ \$ 100,524 ✓ 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

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

FY 15 Major Accomplishments

- Presented a highly successful exhibit for Art Basel Miami Beach; ***Shifting the Paradigm: The Art of George Edozie*** featured a Nigerian contemporary artist with world-wide recognition. Special programming MOCA Dialogues were held all week culminating with a lecture by one of the Kings of Nigeria on the topic of community art.
- MOCA launched a new program of music on the plaza, the ***MOCA Folk Music Festival***
- The Creative Arts Summer Camp was filled to capacity with waiting lists
- A new summer camp, Dynamic Design proved very popular and focuses on applied design in a variety of formats including: set design, clothing design, autos, furniture and interior

FY16 Major Projects and Initiatives

- Present five or more exhibits to the public
- Establish an International Exchange with the Museum of Barranquilla, Colombia
- Paint and repair the façade of the building
- Carry out the Art in Public Places Program for 2015-16 to include installations on five sculptures in the city
- Host a fundraising gala

MOCA Performance Measures	FY 2014 Actual	FY 2015 YEE	FY 2016 Target
Exhibits Organized (#)	4	7	8
Increase MOCA membership (# or certain % above a base)	664	462	500
Increase acquisitions budget (target of 50%)	0	0	\$100,000
Provide Annual Outreach programs that reach students (target of 20,000) and teachers (target of 600)	8,000 students 200 teachers	5,000 students 175 teachers	5,500 students 185 teachers

Museum of Contemporary Arts

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	420,074	616,735	572,236	644,686
Operating Expenses	585,027	686,181	2,245,931	186,181
Internal Services	32,109	32,089	32,089	27,911
Operating Budget	1,037,210	1,335,005	2,850,256	858,778
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	103,767	153,700	153,700	153,700
Reserves & Other	29,499	30,268	30,268	28,695
Total Budget	1,170,476	1,518,973	3,034,224	1,041,173

PERSONAL SERVICES DETAIL:

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

Total # of Full-Time Employees

6

2015-16 Operating Budget: 858,778
 2014-15 Operating Budget: 1,335,005
 Dollar Change: (476,227)
 Percentage Change: -35.67%

2015-16 Personnel - F.T.E's: 6.00
 2014-15 Personnel - F.T.E's: 6.00
 Personnel Change: 0.00

Museum of Contemporary Arts

Budget Objective Form

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

Objective:

- ▀ \$1,041,173 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:

- ▀ 506,806 ▀ 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.
- ▀ 203,352 ▀ 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.
- ▀ 257,672 ▀ 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.
- ▀ 6,287 ▀ 005 **Vehicle:** Maintenance and replacement.

Non-Departmental

Budget Summary Form

Department: Non-Departmental
Dept #: 13

EXPENDITURE CATEGORY	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	124,850	-206,903	42,647	-159,980
Materials, Supplies & Services	754,551	462,425	463,602	-418,909
Internal Services	0	0	0	0
Operating Budget	879,401	255,522	506,249	-578,889
Capital Outlay	0	0	0	0
Debt Service	0	0	700,000	0
Grants & Aids	468,889	1,240,050	1,265,050	440,500
Reserves & Other	0	8,539,016	0	6,931,526
Total Budget	1,348,290	10,034,588	2,471,299	6,793,137

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2015-16 Operating Budget: (578,889)
2014-15 Operating Budget: 255,522
Dollar Change: (834,411)
Percentage Change: -326.55%

2015-16 Personnel - F.T.E's: 0.00
2014-15 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. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	124,850	-206,903	42,647	-159,980
Materials, Supplies & Services	754,551	462,425	463,602	-418,909
Internal Services	0	0	0	0
Operating Budget	879,401	255,522	506,249	-578,889
Capital Outlay	0	0	700,000	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	8,539,016	6,767,717	6,931,526
Total Budget	879,401	8,794,538	7,973,966	6,352,637

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2015-16 Operating Budget: (578,889)
2014-15 Operating Budget: 255,522
Dollar Change: (834,411)
Percentage Change: -326.55%

2015-16 Personnel - F.T.E's: 0.00
2014-15 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

█ \$ 6,352,637 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:

- █ \$ (581,314) █ 001 **Miscellaneous Expenses & Reserves:** Provides funds for reimbursement to Florida Unemployment Compensation Fund for benefits paid.
- █ \$ 6,931,526 █ 002 **Miscellaneous Expenses & Reserves:** Provides funds for accrued sick leave and vacation upon retirement for employees; contingency funds for emergency or unforeseen expenses that cannot be anticipated during the budget process and are authorized by the City Manager.
- █ \$ 2,425 █ 003 **Corporate Run:** Provides funds for up to 40 City employees to participate in the annual corporate run in downtown Miami as a team building event. The funds will cover registration fees, a tent, team t-shirts, and food and refreshments.
- █ \$ - █ 004 **Biscayne Landing Maintenance**

Non-Departmental

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	0	0	0	0
Operating Expenses	0	0	0	0
Internal Services	0	0	0	0
	0	0	0	0
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	468,889	1,240,050	1,265,050	440,500
Reserves & Other	0	0	0	0
Total Budget	468,889	1,240,050	1,265,050	440,500

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2015-16 Operating Budget: -
2014-15 Operating Budget: -
Dollar Change: -
Percentage Change: 0.00%

2015-16 Personnel - F.T.E's: 0.00
2014-15 Personnel - F.T.E's: 0.00
Personnel Change: 0.00

Office of Management & Budget

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

Assistant Budget Director

Budget Analyst

**Budget Specialist
(Part Time)**

Office of Management & Budget

Core Responsibilities

- Develop, monitor, and control the City's annual operating budget
- Produce quarterly and annual financial status reports and financial trend analysis
- Forecast and monitor City revenues and expenditures
- Conduct research and analysis for special projects as requested by the City Manager
- Ensure compliance with the truth in millage (TRIM) process
- Produce a high quality tentative and adopted budget book
- Reduce operational expenditures through the increased use of technology
- Daily duties consists of initiating and approving transfers, travel authorization, journal entries, invoices and requisitions

FY15 Major Accomplishments

- Secured its second consecutive Governmental Finance Officer Association (GFOA) Distinguished Budget Award for FY14/15
- Implemented an audio/video innovation in budgeting that was nationally featured in the June 2014 issue of Governmental Finance Review
- Created a video tutorial on completing year-end estimates to train all departments digitally

FY16 Major Projects and Initiatives

- Create a Return on Investment model that evaluates city programs quantitatively
- Procure and implement a biometric paperless, payroll system which integrates into the financial management system and creates savings

OMB Performance Measures	FY 2014 Actual	FY 2015 YEE	FY 2016 Target
Awarded Points for Government Finance Officers Association Distinguished Budget Award (out of 372 maximum points)	275	290	300
# of training hours provided to departments to increase communication of budgeting procedures.	n/a	25	35

Office of Management & Budget

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	198,760	228,505	227,597	216,248
Operating Expenses	39,022	37,375	42,320	48,070
Internal Services	12,602	8,648	8,648	8,868
Operating Budget	250,384	274,528	278,565	273,186
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	11,440	9,895	9,895	11,767
Total Budget	261,824	284,423	288,460	284,953

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Budget Director, Assistant	32	1
Budget Administrator	28	0
Budget Analyst	24	1

Total # of Full-Time Employees 2

2015-16 Operating Budget: 273,186
2014-15 Operating Budget: 274,528
Dollar Change: (1,342)
Percentage Change: -0.49%

2015-16 Personnel - F.T.E's: 2.00
2014-15 Personnel - F.T.E's: 2.00
Personnel Change: 0.00

Office of Management & Budget

Budget Objective Form

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

Objective:

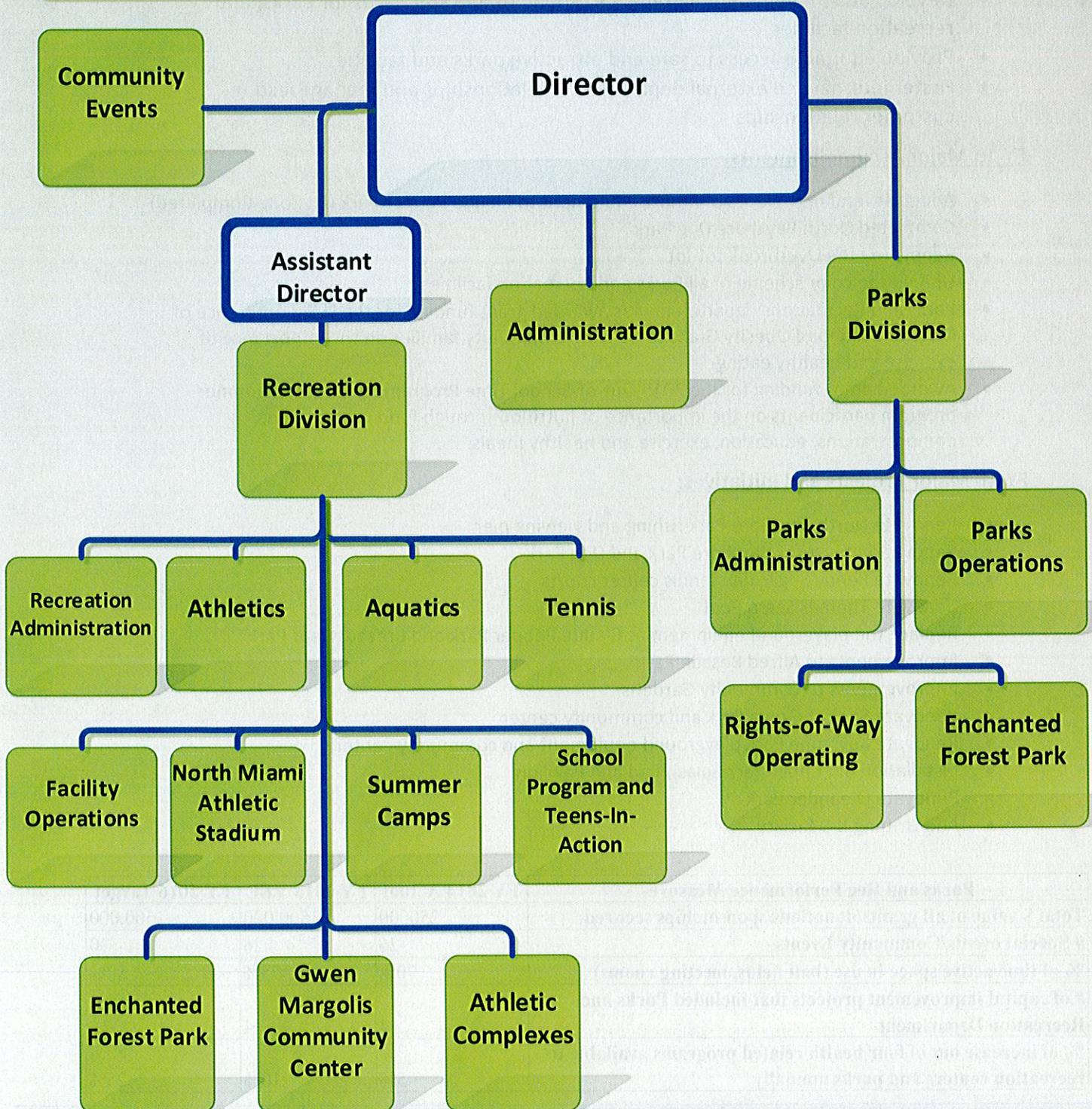
█ \$ 284,953 To prepare and monitor the City's annual revenue and expenditure budgets.

ACTIVITIES:

█ \$ 284,953 █ 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.

Parks & Recreation

Mission Statement: The Parks and Recreation Department shall continue to improve the quality of life, parks, and recreation services and create a connection between the community, its partners and the City.



Parks & Recreation

Core Responsibilities

- Create and provide recreation programs that promote fitness and healthy lifestyles as well as teach fundamentals to youth, teen, adult and senior participants
- Create and maintain a park system that demonstrated a national model for sustainable management of parks, open space and natural areas
- Develop and provide memorable special events, exceeding expectations and creating a community environment for all involved
- Develop and implement maintenance schedules and standards for parks, and recreation facilities
- Provide equitable access to safe and attractive parks and facilities
- Foster internal and external departmental relationships and manage lasting customer relationships

FY 15 Major Accomplishments:

- Added several new pieces of fitness equipment to Claude Pepper Park (Fit Zone Completed)
- Completed North Bayshore Dog Park
- Renovated the Overbrook tot-lot
- Unified the color scheme of all Parks and Recreation facilities
- Parks and Recreations department was awarded grant funding for the U.S. Conference of Mayors Childhood Obesity Grant to educate community families on the importance of exercise and healthy eating.
- Awarded grant funding for the 2015 Out-of-School Time Programs to educate summer program participants on the importance of nutrition through food preparation, demonstrations, education, exercise and healthy meals.

FY 16 Major Projects and Initiatives:

- Renovate North Bayshore Park fishing and viewing pier
- Renovation to North Bayshore Park and Dog Park
- Renovate Penny Sugarman tennis center courts
- Renovate Thomas Sasso Pool
- Replace the playground equipment at Claude Pepper Park and Breezeswept Park
- Improvements to Alfred Besade Park
- Improvements to Community Gardens
- Renovate Sunkist Grove Park and community center
- Renovate Keystone Park playground equipment and community center
- Installation of Pepper Park Splash Pad and Pavilion
- Renovate Oleander Park
- Add Griffing K-9 facility

Parks and Rec Performance Measures	FY 2014 Actual	FY 2015 YEE	FY 2016 Target
Total \$ value of all grants/donations/sponsorships secured	250000	500,000	500,000
# Special events/Community Events	26	26	30
% of time active space in use (ball fields, meeting rooms)	70%	75%	80%
# of capital improvement projects that included Parks and Recreation Department	4	4	11
% of increase out of four health related programs available to recreation centers and parks annually	5%	10%	25%

Parks & Recreation

Budget Summary Form

Department: Parks & Recreation

EXPENDITURE CATEGORY	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	3,140,066	3,907,122	3,409,144	4,101,577
Operating Expenses	2,060,249	2,158,589	2,215,196	2,119,861
Internal Services	466,020	490,888	532,587	534,237
Operating Budget	5,666,335	6,556,599	6,156,927	6,755,675
Capital Outlay	173,055	159,410	858,111	0
Debt Service	0	0	0	0
Grants & Aids	15,900	19,500	19,500	19,500
Reserves & Other	166,104	171,077	171,081	158,494
Total Budget	6,021,394	6,906,586	7,205,619	6,933,669

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Parks and Recreation Director	37	1
Assistant Parks and Recreation Director	32	1
Parks Superintendent	28	0
Recreation Superintendent	28	0
Tennis Pro	28	1
Community Engagement Administrator	28	1
Parks Supervisor	25	0
Recreation Supervisor	25	2
Administrative Coordinator	22	1
Parks Coordinator	22	3
Recreation Coordinator	22	2
Customer Service Liaison	22	1
Parks Specialist	21	3
Recreation Specialist	21	5
Parks Naturalist	21	1
Heavy Equipment Operator	20	3
Trades Mechanic	20	3
Recreation Leader II	18	2
Maintenance Mechanic	18	4
Motor Equipment Operator	18	3
Lifeguard	17	1
Recreation Leader I	16	2
General Maintenance Worker	15	7
Recreation Aide	12	1
Total # of Full-Time Employees		48

2015-16 Operating Budget:	6,755,675
2014-15 Operating Budget:	6,556,599
Dollar Change:	199,076
Percentage Change:	3.04%

2015-16 Personnel - F.T.E.'s:	48.00
2014-15 Personnel - F.T.E.'s:	48.00
Personnel Change:	0.00

Parks & Recreation

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	261,605	411,744	331,930	440,333
Operating Expenses	89,019	60,539	62,782	46,879
Internal Services	29,815	28,300	28,300	26,556
Operating Budget	380,439	500,583	423,012	513,768
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	19,007	20,078	20,080	19,321
Total Budget	399,446	520,661	443,092	533,089

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
Customer Service Liaison	22	1

Total # of Full-Time Employees 4

2015-16 Operating Budget: 513,768
2014-15 Operating Budget: 500,583
Dollar Change: 13,185
Percentage Change: 2.63%

2015-16 Personnel - F.T.E's: 4.70
2014-15 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:

█ \$ 533,089 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:

- █ \$ 508,080 █ 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.
- █ \$ 13,013 █ 002 **Office Space:** To provide temporary offices for Parks and Recreation Administration. Funds will cover rent and operating costs associated with new space
- █ \$ 11,996 █ 003 **Vehicles:** Maintenance and replacement of two (2) vehicles

Parks & Recreation

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	231,797	218,784	218,170	210,305
Operating Expenses	22,447	19,630	16,782	17,780
Internal Services	14,132	11,682	42,108	41,079
Operating Budget	268,376	250,096	277,060	269,164
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	12,829	13,367	13,368	9,469
Total Budget	281,205	263,463	290,428	278,633

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Recreation Supervisor	25	2

Total # of Full-Time Employees 2

2015-16 Operating Budget: 269,164
2014-15 Operating Budget: 250,096
Dollar Change: 19,068
Percentage Change: 7.62%

2015-16 Personnel - F.T.E's: 2.00
2014-15 Personnel - F.T.E's: 3.00
Personnel Change: -1.00

Parks & Recreation

Budget Objective Form

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

Objective:

✓ \$ 278,633 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:

✓ \$ 234,690 ✓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.

✓ \$ 10,000 ✓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.

✓ \$ 33,943 ✓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. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	316,691	537,271	428,612	579,098
Operating Expenses	532,594	618,148	704,988	618,148
Internal Services	22,225	20,218	20,220	22,053
Operating Budget	871,510	1,175,637	1,153,820	1,219,299
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	12,000	16,000	16,000	16,000
Reserves & Other	12,459	12,835	12,837	15,939
Total Budget	895,969	1,204,472	1,182,657	1,251,238

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Recreation Specialist	21	4
Recreation Coordinator	22	1

Total # of Full-Time Employees 5

2015-16 Operating Budget: 1,219,299
2014-15 Operating Budget: 1,175,637
Dollar Change: 43,662
Percentage Change: 3.71%

2015-16 Personnel - F.T.E's: 5.00
2014-15 Personnel - F.T.E's: 3.00
Personnel Change: 2.00

Parks & Recreation

Budget Objective Form

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

Objective:

\$1,251,238 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:

- \$ 213,402 001 **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.
- \$ 198,384 002 **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.
- \$ 142,004 003 **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.
- \$ 162,200 004 **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.
- \$ 10,041 006 **Vehicle:** Maintenance and replacement.
- \$ 123,495 007 Cagni Park Gymnasium
- \$ 358,909 008 JCC Community Center

Parks & Recreation

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	115,573	138,726	134,143	148,688
Operating Expenses	117,290	132,063	126,971	133,463
Internal Services	6,353	5,081	5,080	4,438
Operating Budget	239,216	275,870	266,194	286,589
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	5,767	5,813	5,812	5,889
Total Budget	244,983	281,683	272,006	292,478

PERSONAL SERVICES DETAIL:

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

Total # of Full-Time Employees 2

2015-16 Operating Budget: 286,589
2014-15 Operating Budget: 275,870
Dollar Change: 10,719
Percentage Change: 3.89%

2015-16 Personnel - F.T.E's: 4.33
2014-15 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:

✓ \$ 292,478 To provide two aquatic facilities and qualified personnel to conduct a variety of recreational and educational aquatic programs in accordance with HRS regulations.

ACTIVITIES:

- ✓ \$ 288,774 ✓ 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. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	84,288	109,553	128,579	177,635
Operating Expenses	34,547	35,543	39,485	37,443
Internal Services	2,434	4,212	4,212	3,679
Operating Budget	121,269	149,308	172,276	218,757
Capital Outlay	16,970	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	2,209	4,819	4,820	4,882
Total Budget	140,448	154,127	177,096	223,639

PERSONAL SERVICES DETAIL:

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

Total # of Full-Time Employees 2

2015-16 Operating Budget: 218,757
2014-15 Operating Budget: 149,308
Dollar Change: 69,449
Percentage Change: 46.51%

2015-16 Personnel - F.T.E's: 2.00
2014-15 Personnel - F.T.E's: 2.00
Personnel Change: 0.00

Parks & Recreation

Budget Objective Form

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

Objective:

█ \$ 223,639 To provide tennis instruction, programs, tournaments, leagues, and tennis services for Penny Sugarman Tennis Center, Pepper Park and Cagni Park.

ACTIVITIES:

- █ \$ 219,929 █ 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.
- █ \$ 3,710 █ 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. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	228,208	306,659	211,791	338,812
Operating Expenses	175,913	166,889	200,897	166,889
Internal Services	10,522	8,566	8,568	9,490
Operating Budget	414,643	482,114	421,256	515,191
Capital Outlay	44,818	22,410	22,410	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	9,552	9,801	9,800	12,593
Total Budget	469,013	514,325	453,466	527,784

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Recreation Leader II	18	2
Recreation Leader I	16	1
Recreation Coordinator	22	1
Total # of Full-Time Employees		4

2015-16 Operating Budget:	515,191
2014-15 Operating Budget:	482,114
Dollar Change:	33,077
Percentage Change:	6.86%
2015-16 Personnel - F.T.E's:	4.00
2014-15 Personnel - F.T.E's:	4.00
Personnel Change:	0.00

Parks & Recreation

Budget Objective Form

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

Objective:

█ \$ 527,784 To operate and run programs in three City centers: Sunkist Grove Community Center, Keystone Community Center, and Griffing Adult Center.

ACTIVITIES:

- █ \$ 170,186 █ 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.
- █ \$ 212,214 █ 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.
- █ \$ 105,199 █ 003 **Keystone Center and School Skills Program:** Operation of Keystone Community Center, which includes a program for children ages 3 - 5, weekend rentals, and camps. Revenue for facility rentals is estimated at \$2000, while revenue for the School Skills program is estimated at \$8000.
- █ \$ 40,185 █ 004 **Teen Programming:** Administer, plan, direct and coordinate.

Parks & Recreation

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	155,158	46,615	87,683	41,385
Operating Expenses	32,406	66,610	39,786	41,238
Internal Services	18,075	18,482	29,752	12,574
Operating Budget	205,639	131,707	157,221	95,197
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	7,961	8,252	8,252	0
Total Budget	213,600	139,959	165,473	95,197

PERSONAL SERVICES DETAIL:

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

Total # of Full-Time Employees 0

2015-16 Operating Budget: 95,197
2014-15 Operating Budget: 131,707
Dollar Change: (36,510)
Percentage Change: -27.72%

2015-16 Personnel - F.T.E's: 0.00
2014-15 Personnel - F.T.E's: 2.00
Personnel Change: -2.00

Parks & Recreation

Budget Objective Form

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

Objective:
\$ 95,197 To provide administrative support for Parks Division operations and to keep the Parks Operations Center operational.

ACTIVITIES:

- \$ 47,155 001 **Parks Administration:** Provides direct supervision, administration, operational control, coordination, and clerical needs of the Parks Division.
- \$ 35,468 002 **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.
- \$ 12,574 003 **Vehicles:** Maintenance and replacement costs of vehicles

Parks & Recreation

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	20,453	30,052	25,800	0
Materials, Supplies & Services	132,735	116,958	117,471	118,458
Internal Services		0	0	0
The City and Miami-Dade	153,188	147,010	143,271	118,458
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Non-Operating	0	0	0	0
Total Budget	153,188	147,010	143,271	118,458

PERSONAL SERVICES DETAIL:

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

2015-16 Operating Budget: 118,458
2014-15 Operating Budget: 147,010
Dollar Change: (28,552)
Percentage Change: -19.42%

2015-16 Personnel - F.T.E's: 1.85
2014-15 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:

█ \$ 118,458 To provide the staff and supplies to maintain the North Miami Athletic Stadium.

ACTIVITIES:

█ \$ 118,458 █ 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: Parks Operations
Dept / Division #: 12 / 468

EXPENDITURE CATEGORY	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	492,223	565,253	587,237	661,982
Operating Expenses	145,573	177,209	145,577	209,759
Internal Services	106,085	117,313	117,313	125,498
Operating Budget	743,881	859,775	850,127	997,239
Capital Outlay	111,267	137,000	835,701	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	25,033	25,443	25,443	25,776
Total Budget	880,181	1,022,218	1,711,271	1,023,015

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Parks Coordinator	22	1
Parks Specialist	21	1
Heavy Equipment Operator	20	0
Trades Mechanic	20	2
Maintenance Mechanic	18	2
Motor Equipment Operator	18	0
General Maintenance Worker	15	4

Total # of Full-Time Employees 10

2015-16 Operating Budget: 997,239
2014-15 Operating Budget: 859,775
Dollar Change: 137,464
Percentage Change: 15.99%

2015-16 Personnel - F.T.E's: 10.00
2014-15 Personnel - F.T.E's: 15.00
Personnel Change: -5.00

Parks & Recreation

Budget Objective Form

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

Objective:

█ \$1,023,015 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:

█ \$ 916,942 █ 001 **Facility Operations:** Maintain the City's Parks and Recreation facilities which include buildings, grounds, pools, and playgrounds.

█ \$ 106,073 █ 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. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	993,212	1,188,515	1,019,725	1,171,155
Operating Expenses	371,697	388,956	397,531	334,080
Internal Services	242,581	264,948	264,948	277,643
Operating Budget	1,607,490	1,842,419	1,682,204	1,782,878
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	60,568	59,472	59,472	53,132
Total Budget	1,668,058	1,901,891	1,741,676	1,836,010

PERSONAL SERVICES DETAIL:

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

Total # of Full-Time Employees 16

2015-16 Operating Budget: 1,782,878
2014-15 Operating Budget: 1,842,419
Dollar Change: (59,541)
Percentage Change: -3.23%

2015-16 Personnel - F.T.E's: 16.00
2014-15 Personnel - F.T.E's: 15.00
Personnel Change: 1.00

Parks & Recreation

Budget Objective Form

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

Objective:

█ \$1,836,010 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:

█ \$ 776,827 █ 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.

█ \$ 662,928 █ 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.

█ \$ 158,652 █ 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

█ \$ 237,603 █ 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. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	75,134	88,785	84,857	93,686
Operating Expenses	66,883	67,361	71,115	57,361
Internal Services	4,738	3,955	3,955	3,583
Operating Budget	146,755	160,101	159,927	154,630
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	3,822	3,921	3,921	3,973
Total Budget	150,577	164,022	163,848	158,603

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Parks Naturalist	21	1
Recreation Leader I	16	0

Total # of Full-Time Employees 1

2015-16 Operating Budget: 154,630
2014-15 Operating Budget: 160,101
Dollar Change: (5,471)
Percentage Change: -3.42%

2015-16 Personnel - F.T.E: 1.00
2014-15 Personnel - F.T.E: 1.00
Personnel Change: 0.00

Parks & Recreation

Budget Objective Form

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

Objective:

█ \$ 158,603 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:

█ \$ 151,352	█ 001	Facility Operations and Maintenance: Provides for the operation, programming, and maintenance of the park grounds, facilities, and structures.
█ \$ 6,662	█ 002	0 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.
█ \$ 589	█ 003	Vehicle: Maintenance and Replacement

Parks & Recreation

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	15,667	20,399	4,559	20,399
Operating Expenses	109,646	61,230	72,797	61,230
Internal Services	0	0	0	0
Operating Budget	125,313	81,629	77,356	81,629
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	125,313	81,629	77,356	81,629

PERSONAL SERVICES DETAIL:

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

2015-16 Operating Budget: 81,629
2014-15 Operating Budget: 81,629
Dollar Change: 0
Percentage Change: 0.00%

2015-16 Personnel - F.T.E's: 0.00
2014-15 Personnel - F.T.E's: 0.00
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

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

EXPENDITURE CATEGORY	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	135,824	224,950	120,450	198,283
Operating Expenses	201,399	198,365	227,077	228,845
Internal Services	9,060	8,131	8,131	7,644
Operating Budget	346,283	431,446	355,658	434,772
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	2,500	2,500	2,500	2,500
Reserves & Other	6,897	7,276	7,276	7,520
Total Budget	355,680	441,222	365,434	444,792

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Community Engagement Administr	22	1
Recreation Leader I	19	1

Total # of Full-Time Employees 2

2015-16 Operating Budget: 434,772
2014-15 Operating Budget: 431,446
Dollar Change: 3,326
Percentage Change: 0.77%

2015-16 Personnel - F.T.E's: 2.00
2014-15 Personnel - F.T.E's: 2.00
Personnel Change: 0.00

Parks & Recreation

Budget Objective Form

Department: Parks & Recreation

Division: Community Events

Dept #: 12

Division #: 478

Objective:

█ \$ 444,792

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:

█ \$ 167,815

█ 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.

Parks & Recreation

Budget Objective Form

\$ 135,633	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.
\$ 33,559	006	City Events - Provide support for various community events held throughout the City such as Sunday Afternoon Live, Veterans and Memorial Day ceremonies, and North Miami Concert Band concerts.
\$ 4,786	007	Civic Group Events - Provide staff support for various annual events; some of the events include Little League opening ceremonies and the Tenth Annual Cancer Walk.
\$ -	008	Programs for Senior Citizens- Provide leadership, counseling and programming for senior citizens.
\$ 1,977	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. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	14,289	17,406	23,198	17,406
Operating Expenses	52,675	45,188	33,121	44,388
Internal Services	0	0	0	0
Operating Budget	66,964	62,594	56,319	61,794
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	66,964	62,594	56,319	61,794

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2015-16 Operating Budget: 61,794
2014-15 Operating Budget: 62,594
Dollar Change: (800)
Percentage Change: -1.28%

2015-16 Personnel - F.T.E's: 0.00
2014-15 Personnel - F.T.E's: 0.00
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. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	-56	2,410	2,410	2,410
Operating Expenses	-24,575	3,900	1,833	3,900
Internal Services	0	0	0	0
Operating Budget	-24,631	6,310	4,243	6,310
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	1,400	1,000	1,000	1,000
Reserves & Other	0	0	0	0
Total Budget	-23,231	7,310	5,243	7,310

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2015-16 Operating Budget:	6,310
2014-15 Operating Budget:	6,310
Dollar Change:	-
Percentage Change:	0.00%
2015-16 Personnel - F.T.E's:	0.00
2014-15 Personnel - F.T.E's:	0.00
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.

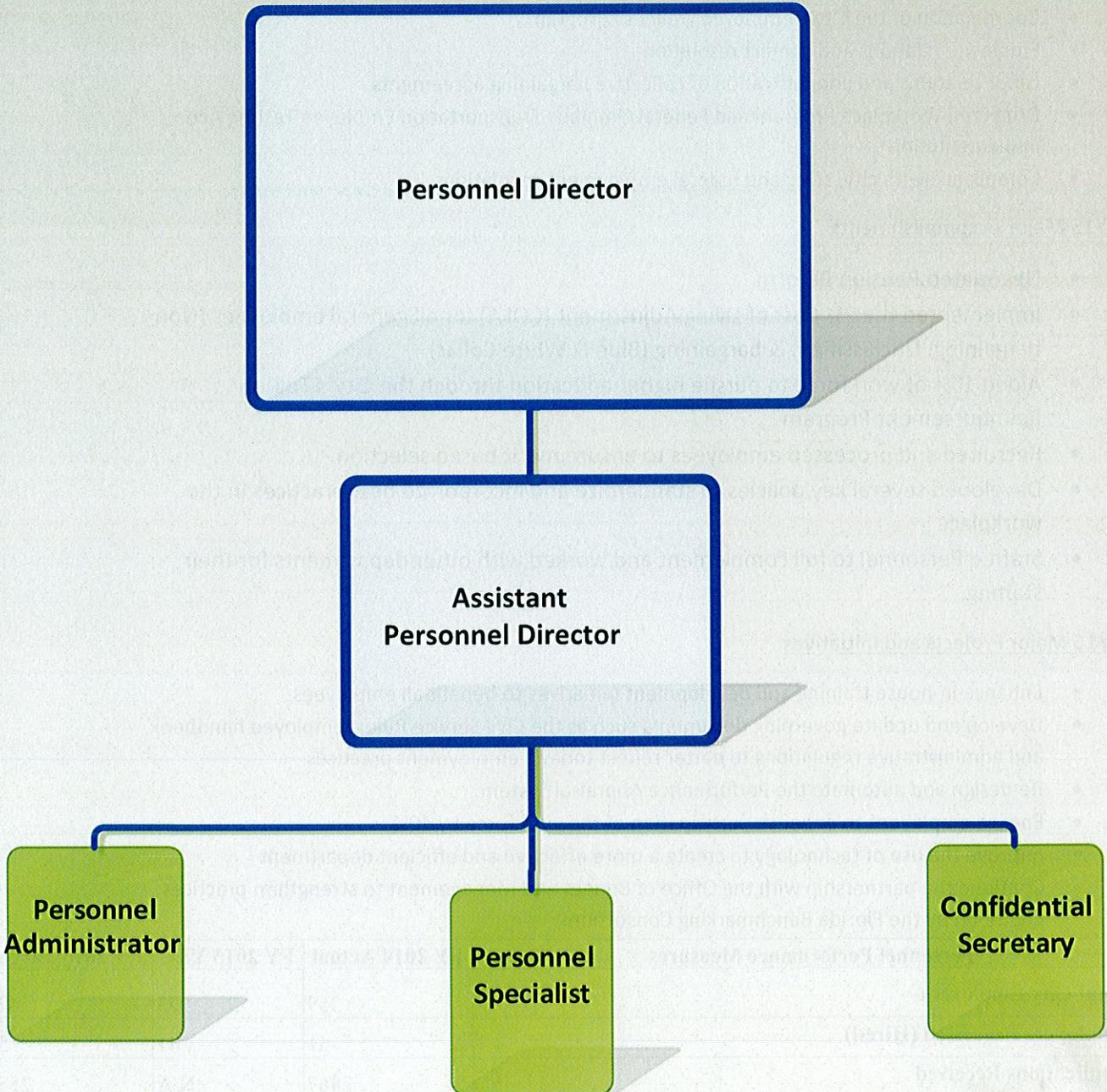
▀ \$ 2,000 ▀ 002 **Recognition and Scholarship Programs:** The Bill Carr Youth Recognition Program provides awards to exemplary students at all grade levels (K through 12) which are presented at City Council meetings three times a year. The Lou Schick Scholarship Program provides cash scholarships for 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: The Personnel Administration Department is dedicated to recruiting and selecting a diverse workforce as well as enhancing the employment experience of employees by managing the workforce effectively, facilitating employees' professional growth and fostering a quality work environment within the framework of the City's, state and federal regulations.



Personnel

Core Responsibilities

- Recruitment, selection and retention of employees
- Employee training and development
- Consultation services to all departments
- Strategic management and work force planning
- Administration of compensation and employee benefits
- Civil Service Board Coordination; should read Personnel Board Coordination instead
- Performance Appraisal Management
- Coordination of the City's employee wellness program
- Employee relations and conflict resolution
- Labor relations and administration of collective bargaining agreements
- Drug Free Workplace Program and Federal Omnibus Transportation Employee Testing Act implementation
- Compliance with city, state and federal employment regulations

FY15 Major Accomplishments

- Negotiated Pension Reform
- Implemented the 2% Cost of Living Adjustment (COLA) for all general employees (Non-bargaining, Unclassified, & bargaining (Blue & White Collar)
- Aided 10% of workforce to pursue higher education through the City's Tuition Reimbursement Program
- Recruited and processed employees to ensure merit based selection
- Developed several key policies to standardize and incorporate best practices in the workplace
- Staffed Personnel to full complement and worked with other departments for their staffing.

FY16 Major Projects and Initiatives

- Enhance in-house training and development initiatives to benefit all employees
- Develop and update governing documents such as the Civil Service Rules, employee handbook and administrative regulations to better reflect today's employment practices
- Re-design and automate the Performance Appraisal System
- Engage employees to enhance participation of the workforce by 40%
- Improve the use of technology to create a more effective and efficient department
- Continue the partnership with the Office of Budget and Management to strengthen practices identified by the Florida Benchmarking Consortium

Personnel Performance Measures	FY 2014 Actual	FY 2015 YEE	FY 2016 Target
# Total City Employees	359	373	425
# Employees Processed (Hired)	51	41	50
# Applications Received	2467	N/A	2550
Turnover Rate	76	19	19
Regular employees hired who have successfully completed their initial probationary period	38	41	50

Personnel

Budget Summary Form

Department: Personnel Administration

Dept / Div #: 06 / 417

EXPENDITURE CATEGORY	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	504,738	457,159	424,425	495,824
Operating Expenses	161,254	130,017	160,260	109,875
Internal Services	21,577	21,118	21,118	16,325
Operating Budget	687,569	608,294	605,803	622,024
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	19,588	24,163	24,163	21,663
Total Budget	707,157	632,457	629,966	643,687

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Personnel Administration Director	37	1
Assistant Personnel Director	32	1
Personnel Administrator	28	1
Personnel Specialist	24	1
Confidential Secretary	20	1
Clerical Technician	16	0

Total # of Full-Time Employees 5

2015-16 Operating Budget: 622,024
 2014-15 Operating Budget: 608,294
 Dollar Change: 13,730
 Percentage Change: 2.26%

2015-16 Personnel - F.T.E's: 5.00
 2014-15 Personnel - F.T.E's: 5.00
 Personnel Change: 0.00

Personnel

Budget Objective Form

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

Objective:

█ \$ 643,687 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:

█ \$ 550,123 █001 **Personnel Administration Services:** Coordinate and implement personnel services including: recruiting, testing, interviewing of prospective employees, and placement activities; position control; classification and pay administration; records management; managing employee benefits and billings, complying with COBRA, FMLA, ADA, FLSA and HIPAA regulations, and maintaining accurate records of participants covered under the health/dental plan, life insurance, and flexible benefits; labor relations and administration of collective bargaining agreement; managing Equal Opportunity, processing discrimination and harassment charges and Personnel Board appeal hearings, Employee Assistance, Violence in the Workplace, and Drug Free Workplace programs; and complying with the Federal Omnibus Transportation Employee Testing Act of 1991.

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

█ \$ 21,500 █003 **Specialized Training:** Provide registration fees for employees from each department to attend seminars and workshops that will improve their job skills/knowledge.

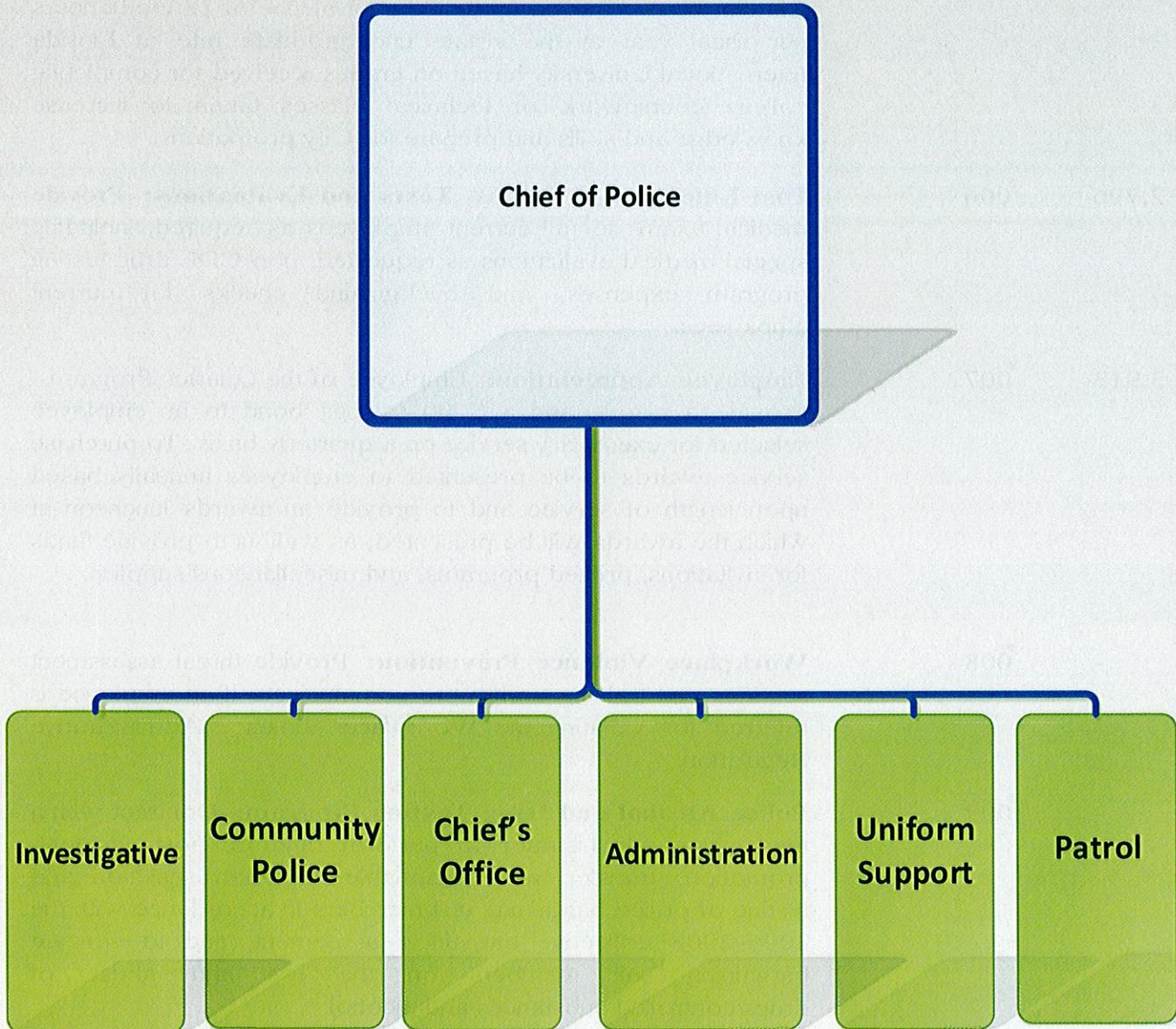
Personnel

Budget Objective Form

\$ 6,700	'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.
\$ 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.
\$ 3,913	'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.
\$ 3,080	'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

Core Responsibilities

- Provide professional and courteous customer service to all, as we respect cultural diversity within our community and police workforce.
- Reduce the fear of crime and improve the quality of life in the City of North Miami through proactive crime prevention, investigative and code enforcement initiatives.
- Improve the safety and welfare of citizens and businesses through partnership between the Police Department, Code Compliance, Sanitation, and Minimum Housing.
- Ensure a highly visible police presence by utilizing innovative strategies and community involvement to provide a safer environment for residents, businesses and visitors.
- Utilize intelligence-based policing through timely statistical analysis and crime trends to customize our crime reducing strategies based on specific problems and geographic locations.
- Continue our highly coveted status as a full-service, accredited Police Department through the Commission for Florida Law Enforcement Accreditation, which symbolizes professionalism, competence and excellence.

FY15 Major Accomplishments

- Reduced crime in the City of North Miami to the lowest level in decades, while at the same time, we displayed our professionalism by experiencing a decrease in the number of Taser usage, use of force reports, citizen complaints and Internal Affairs Investigations.
- Engaged the community during Police Staff Bike Rides and “Walk and Talks”, in the business districts and residential neighborhoods, and participated in fun-filled events with the children at local camps in our “Cops and Kids” initiative.
- Opened our long-anticipated North Miami Police Community Workstation, along the NW 7 Avenue corridor.
- Interacted and communicated with the community through the use of social media by utilizing Facebook, Twitter, the Department website and a monthly newsletter.
- Recognized by the Prestigious Law Enforcement Officers (LEO) Foundation, which paid tribute to our courageous and dedicated men and women. We were honored with two nominations in the following categories: Uniform Support Services and Patrol Services.
- Won first place in the 2014-2015 Florida Law Enforcement Liaison Challenge “Click It or Ticket” Award.
- Implemented a new vehicle leasing program, which allowed us to upgrade and replace a greater number of vehicles in a shorter time period.

FY16 Major Projects and Initiatives

- Finance departmental growth and necessities by obtaining Federal and State grants.
- Enhance the daily operations for sworn and civilian personnel by providing state-of-the-art equipment and technology, and practical training.
- Continue our commitment to the betterment of our City by partnering with local stakeholders, educating the public and mentoring our youth.
- Develop and implement crime tracking and prevention initiatives to reduce the fear of crime.
- Build upon our current partnerships and coalitions with businesses and residential communities with the goal of making the City of North Miami a safer place to live, learn, work and play.

Police Performance Measures	FY 2014 Actual	FY 2015 YEE	FY 2016 Target
Grants Applied for	8	13	8
Part I Crimes	3,378	3,064	3,002
Arrests	3,933	3,190	3,254
Tickets	25,696	26,860	27,398
Calls for service	47,243	45,071	44,170

Police

Budget Summary Form

Department: Police
Dept. #: 08

EXPENDITURE CATEGORY	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	16,638,671	18,132,592	18,451,293	18,826,718
Operating Expenses	3,216,551	3,201,087	3,049,504	1,852,565
Internal Services	2,323,104	2,416,169	2,416,185	2,507,217
Operating Budget	22,178,326	23,749,848	23,916,982	23,186,500
Capital Outlay	207,149	239,003	254,028	49,200
Debt Service	0	0	0	0
Grants & Aids	0	1,000,000	0	5,000
Reserves & Other	820,869	841,219	856,351	839,433
Total Budget	23,206,344	25,830,070	25,027,361	24,080,133

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Police Chief	41	1
Assistant Police Chief	39	2
Police Major	36	5
Police Commander	35	6
Police Administrator	31	1
Police Sergeant	31S	16
Police Officer	28O	93
Admin Assistant	27	1
Grants Writer	25	1
Training Specialist	24	1
Administrative Coordinator	22	1
Crime Scene Technician	22	4
Crisis Intervention Specialist	21	1
Police Records Supervisor	25	1
Police Communications Supervisor	25	1
Code Compliance Officer	23	1
Crime Analyst	20	1
Police Communications Operator	19	12
Administrative Specialist	18	1
Public Service Aide	17	3
Records Technician	16	4
Clerical Technician	16	2
Total # of Full-Time Employees		159

2015-16 Operating Budget:	23,186,500
2014-15 Operating Budget:	23,749,848
Dollar Change:	<u>(563,348)</u>
Percentage Change:	-2.37%
2015-16 Personnel - F.T.E's:	159.00
2014-15 Personnel - F.T.E's:	<u>159.00</u>
Personnel Change:	<u>0.00</u>

Police

Budget Summary Form

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

EXPENDITURE	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Operating Budget				
Personal Services	1,300,803	1,348,256	1,414,107	1,449,980
Operating Expenses	261,563	110,282	206,411	83,600
Internal Services	121,744	99,966	99,968	97,392
Operating Budget	1,684,110	1,558,504	1,720,486	1,630,972
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	48,999	63,175	63,176	62,984
Total Budget	1,733,109	1,621,679	1,783,662	1,693,956

PERSONAL SERVICES DETAIL:

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

2015-16 Operating Budget: 1,630,972
2014-15 Operating Budget: 1,558,504
Dollar Change: 72,468
Percentage Change: 4.65%

2015-16 Personnel - F.T.E's: 10.00
2014-15 Personnel - F.T.E's: 10.00
Personnel Change: 0.00

Police

Budget Objective Form

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

Objective:

\$1,693,956

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

ACTIVITIES:

\$1,239,193

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.

\$ 454,763

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. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	7,720,017	8,372,929	8,459,288	8,418,917
Operating Expenses	403,245	397,590	407,964	434,581
Internal Services	1,149,310	1,223,433	1,223,435	1,292,699
Operating Budget	9,272,572	9,993,952	10,090,687	10,146,197
Capital Outlay	16,638	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	373,624	377,599	377,600	392,722
Total Budget	9,662,834	10,371,551	10,468,287	10,538,919

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Police Major	36	1
Police Commander	33	3
Police Sergeant	31S	9
Police Officer	28O	54
Administrative Coordinator	22	1

Total # of Full-Time Employees 68

2015-16 Operating Budget: 10,146,197
2014-15 Operating Budget: 9,993,952
Dollar Change: 152,245
Percentage Change: 1.52%

2015-16 Personnel - F.T.E's: 68.00
2014-15 Personnel - F.T.E's: 68.00
Personnel Change: 0.00

Police

Budget Objective Form

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

Objective:

█ \$ 10,538,919 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:

█ \$ 9,764,665 █001 **Uniform Patrol:** Protects life and property by patrolling City streets; providing traffic enforcement; responding to calls for police service; and apprehending criminal offenders.

█ \$ 774,254 █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. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	1,349,794	1,478,600	1,496,063	1,533,756
Operating Expenses	21,919	57,707	59,717	15,847
Internal Services	240,307	266,658	266,665	272,622
Operating Budget	1,612,020	1,802,965	1,822,445	1,822,225
Capital Outlay	0	7,000	9,575	0
Debt Service	0	0	0	0
Grants & Aids	0	1,000,000	0	5,000
Reserves & Other	69,535	78,264	78,269	68,256
Total Budget	1,681,555	2,888,229	1,910,289	1,895,481

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	0 Positions
Police Major	36	1
Police Commander	33	1
Police Sergeant	31S	1
Police Officer	28O	7
Code Compliance Officer	23	1
Administrative Specialist	18	1
Total # of Full-Time Employees		12

2015-16 Operating Budget: 1,822,225
2014-15 Operating Budget: 1,802,965
Dollar Change: 19,260
Percentage Change: 1.07%

2015-16 Personnel - F.T.E's: 12.00
2014-15 Personnel - F.T.E's: 12.00
Personnel Change: 0.00

Police

Budget Objective Form

Department: Police

Division: Community Policing

Dept. #: 08

Division #: 426

Objective:

\$1,895,481

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:

\$ 457,423

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.

\$ 979,273

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.

Police

Budget Objective Form

\$ 306,127	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.
\$ 45,215	004	Citizens' Crime Watch Program: Provides funds to coordinate Crime Watch Programs and other crime prevention initiatives within the City.
\$ 5,000	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.
\$ 102,443	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. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	2,256,843	2,436,949	2,472,493	2,564,125
Operating Expenses	1,566,084	1,620,277	1,377,011	270,140
Internal Services	274,776	275,615	275,617	283,863
Operating Budget	4,097,703	4,332,841	4,125,121	3,118,128
Capital Outlay	159,026	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	115,662	111,159	111,160	113,453
Total Budget	4,372,391	4,444,000	4,236,281	3,231,581

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Police Major	36	1
Police Commander	33	1
Police Sergeant	31S	1
Police Officer	28O	7
Police Communications Supervisor	21	1
Police Communications Operator	19	12
Public Service Aide	17	3
Total # of Full-Time Employees		<u>26</u>

2015-16 Operating Budget: 3,118,128
2014-15 Operating Budget: 4,332,841
Dollar Change: (1,214,713)
Percentage Change: -28.04%

2015-16 Personnel - F.T.E's: 26.00
2014-15 Personnel - F.T.E's: 26.00
Personnel Change: 0.00

Police

Budget Objective Form

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

Objective:

\$3,231,581 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:

- | | | |
|-------------|-----|---|
| \$1,322,991 | 001 | <p>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.</p> |
| \$ 317,375 | 002 | <p>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.</p> |
| \$1,270,359 | 003 | <p>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.</p> |
| \$ 214,215 | 004 | <p>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.</p> |
| \$ 106,641 | 005 | <p>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.</p> |

Police

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	3,466,335	3,931,655	4,011,099	4,276,336
Operating Expenses	147,820	171,955	177,285	171,033
Internal Services	495,456	511,616	511,620	522,747
Operating Budget	4,109,611	4,615,226	4,700,004	4,970,116
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	187,336	184,806	184,808	175,373
Total Budget	4,296,947	4,800,032	4,884,812	5,145,489

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Police Major	36	1
Police Commander	35	1
Police Sergeant	31S	4
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 36

2015-16 Operating Budget: 4,970,116
2014-15 Operating Budget: 4,615,226
Dollar Change: 354,890
Percentage Change: 7.69%

2015-16 Personnel - F.T.E's: 36.00
2014-15 Personnel - F.T.E's: 35.00
Personnel Change: 1.00

Police

Budget Objective Form

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

Objective:

█ \$5,145,489 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:

█ \$3,131,666 █ 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.

█ \$1,547,665 █ 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.

Police

Budget Objective Form

- ▀ \$ 287,916 ▀ 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.
- ▀ \$ 75,331 ▀ 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.
- ▀ \$ 102,911 ▀ 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. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	544,879	564,203	598,243	583,604
Operating Expenses	815,920	843,276	821,116	877,364
Internal Services	41,511	38,881	38,880	37,894
Operating Budget	1,402,310	1,446,360	1,458,239	1,498,862
Capital Outlay	31,485	232,003	244,453	49,200
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	25,713	26,216	26,216	26,645
Total Budget	1,459,508	1,704,579	1,728,908	1,574,707

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

2015-16 Operating Budget: 1,498,862
 2014-15 Operating Budget: 1,446,360
 Dollar Change: 52,502
 Percentage Change: 3.63%

2015-16 Personnel - F.T.E's: 7.00
 2014-15 Personnel - F.T.E's: 7.00
 Personnel Change: 0.00

Police

Budget Objective Form

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

Objective:

✓ \$1,574,707 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:

✓ \$ 836,362 ✓ 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.

✓ \$ 245,010 ✓ 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.

✓ \$ 403,739 ✓ 003 **Building Operations and Maintenance:** Provides building service contracts, utility fees, and equipment/supplies required to operate and maintain the police facility.

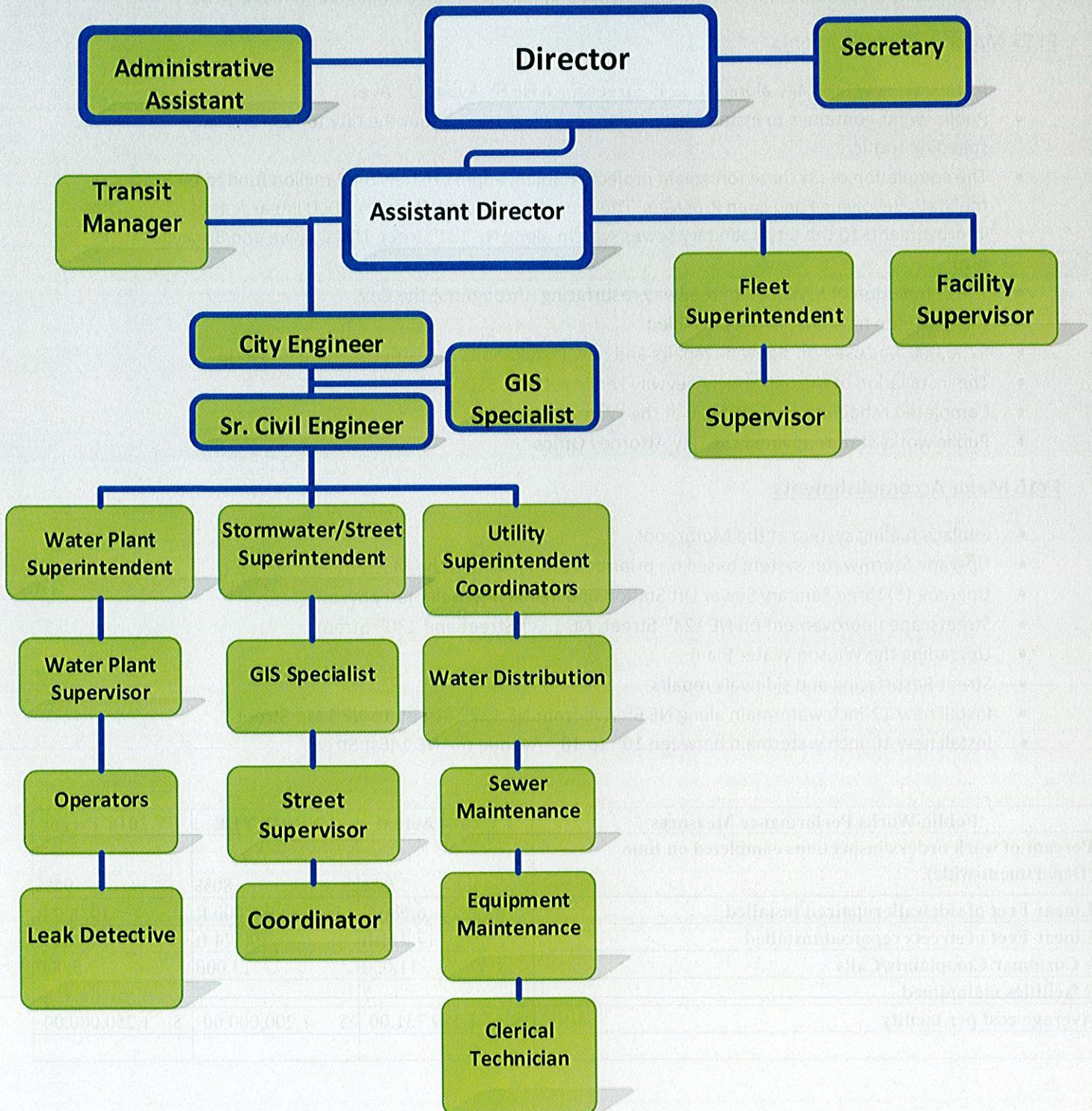
✓ \$ 40,396 ✓ 004 **Lobby Receptionists:** Operation of the switchboard and staffing the reception desk in the lobby on the first floor of the police building by three part-time receptionists.

✓ \$ - ✓ 005 **Vehicle:** Maintenance and replacement

✓ \$ 49,200 000 **Police Laptops**

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

Core Responsibilities

- Review and approve applications for Building, Mechanical, Plumbing, Electrical, Fence and other permits within the prescribed time
- Inspect building projects within 24 hours of inspection requests to ensure compliance with applicable building codes
- Monitor neighborhoods for unauthorized work and initiate enforcement actions, as necessary

FY15 Major Accomplishments

- Installed a new drainage along NE 124th Street from NE 8th Ave to 9th Ave
- Public works continues to install Traffic Calming devices throughout the City to help alleviate speeding traffic
- The completion of (3) three forcemain projects totaling approximately \$4.2 million funded by the State Revolving Fund Loan Program. The projects consisted of over 11,000 linear feet of improvements to the City's sanitary sewer system along NE 131 Street, NW 2nd Ave and Biscayne Blvd
- The completion of \$700,000 of roadway resurfacing throughout the City
- A total of ten new bus shelters installed
- \$750,000 was used on sidewalk repairs and new installations in District 2, 3 and Citywide
- The installation of the San Souci Alleyway Fence totaling \$200,000
- Completed rehabbing Well #5 & #6 at the Water Plant
- Public works staff renovated the City Attorney Office

FY16 Major Accomplishments

- Replace fueling system at the Motorpool
- Upgrade Stormwater system based on priorities established in the Master Plan
- Upgrade (3) three Sanitary Sewer Lift Station and install new Telemetry System
- Streetscape Improvement on NE 124th Street, NE 133rd Street and 130th Street
- Upgrading the Winson Water Plant
- Street Resurfacing and sidewalk repairs
- Install new 12-inch watermain along NE 6th Ave from NE 137th Street to NE 131st Street
- Install new 16-inch watermain between 16th to 18th Avenue on NE 146st Street

Public Works Performance Measures	FY 2014 Actual	FY 2015 YEE	FY 2016 Target
Percent of work orders/inspections completed on time (Department-wide)	75%	80%	95%
Linear Feet of sidewalk repaired/installed	6,580 ft	86,000 ft	10,000 ft
Linear Feet of streets repaired/installed	17,211 ft	10,574 ft	12,000 ft
# Customer Complaints/Calls	11,000	13,000	5,000
# facilities maintained	7	7	7
Average cost per facility	\$ 1,189,731.00	\$ 1,200,000.00	\$ 1,250,000.00

Public Works

Budget Summary Form

Department: Public Works
 Dept #: 10

EXPENDITURE CATEGORY	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	2,146,045	1,790,404	1,550,644	1,502,391
Operating Expenses	2,408,582	2,309,404	2,327,595	2,331,125
Internal Services	440,221	495,482	495,492	529,558
Operating Budget	4,994,848	4,595,290	4,373,731	4,363,074
Capital Outlay	839,093	1,551,230	1,564,526	50,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	95,169	84,835	84,835	78,941
Total Budget	5,929,110	6,231,355	6,023,092	4,492,015

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Public Works Director	41	1
Assistant Public Works Director (1 moved)	39	0
Streets/Stormwater Superintendent	28	1
Facility Maintenance Supervisor	25	1
Constituent Service Coordinator (removed)	25	0
Code Compliance Officer (3 moved)	23	0
Administrative Assistant	28	1
Sanitation Coordinator (removed)	22	0
Streets Coordinator	22	1
Secretary	20	1
Trades Mechanic	20	2
Heavy Equipment Operator	20	2
Maintenance Mechanic	18	3
Motor Equipment Operator	18	1
General Maintenance Worker	15	6
Custodian	15	1
Total # of Full-Time Employees		21

2015-16 Operating Budget:	4,363,074
2014-15 Operating Budget:	4,595,290
Dollar Change:	(232,216)
Percentage Change:	-5.05%

2015-16 Personnel - F.T.E's:	21.00
2014-15 Personnel - F.T.E's:	25.00
Personnel Change:	-4.00

Public Works

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	500,639	560,643	498,960	407,764
Operating Expenses	1,967,169	1,910,525	1,930,386	1,904,463
Internal Services	106,628	120,182	120,192	123,977
Operating Budget	2,574,436	2,591,350	2,549,538	2,436,204
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	26,287	29,886	29,886	25,261
Total Budget	2,600,723	2,621,236	2,579,424	2,461,465

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Public Works Director	41	1
Administrative Assistant	28	1
Secretary	20	1

Total # of Full-Time Employees 3

2015-16 Operating Budget: 2,436,204
2014-15 Operating Budget: 2,591,350
Dollar Change: (155,146)
Percentage Change: -5.99%

2015-16 Personnel - F.T.E's: 3.00
2014-15 Personnel - F.T.E's: 5.00
Personnel Change: -2.00

Public Works

Budget Objective Form

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

Objective:

✓ \$2,461,465 To manage and coordinate the activities of the Public Works Department. The Department has full-time employees deployed in the following divisions: Public Works Administration, Streets, Facility Maintenance, Water & Sewer, Stormwater, and Fleet Management.

ACTIVITIES:

- ✓ \$ 395,117 001 **Public Works Administration:** Establish department goals to meet those of the City Council and the residents of North Miami; provide decision unit managers within the department with information, ideas, and support services that will enable them to operate their divisions more productively; prepare and monitor department's annual budget, as well as perform financial analysis of department budget which is approximately \$50 million in FY13 and includes two enterprise funds and one internal services fund.
- ✓ \$ 6,220 002 **Vehicles Maintenance & Replacement**
Repairs and maintenance of vehicles
- ✓ \$ 45,235 003 **Sanitation Code Enforcement:** Conducts residential and commercial inspections to enforce compliance with municipal codes and department rules and regulations regarding solid waste collection and disposal; issues informational material to the public on rates, fees, environmental controls, and solid waste management regulations; verifies proper licensure of private haulers operating in the City; bills, collects, and records 20% franchise fee for approximately 32 private haulers doing business within the City.
- ✓ \$2,014,893 004 **Sanitation Services:** To provide residential sanitation support including pickup and disposal of garbage and trash that can be containerized, twice a week.

Public Works

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	1,460,772	1,017,689	848,311	907,435
Operating Expenses	107,658	107,380	106,844	122,713
Internal Services	300,852	342,183	342,183	374,161
Operating Budget	1,869,282	1,467,252	1,297,338	1,404,309
Capital Outlay	470,054	1,422,890	1,437,526	50,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	56,056	42,847	42,847	45,355
Total Budget	2,395,392	2,932,989	2,777,711	1,499,664

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Streets Coordinator	22	1
Heavy Equipment Operator	20	1
Maintenance Mechanic	18	2
Motor Equipment Operator	18	0
General Maintenance Worker	15	6
Total # of Full-Time Employees		10

2015-16 Operating Budget: 1,404,309
2014-15 Operating Budget: 1,467,252
Dollar Change: (62,943)
Percentage Change: -4.29%

2015-16 Personnel - F.T.E': 10.00
2014-15 Personnel - F.T.E': 12.00
Personnel Change: -2.00

Public Works

Budget Objective Form

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

Objective:

\$ 1,499,664 To maintain the City rights-of-way including streets, alleys, and sidewalks to provide safe, passable rights-of-way for City residents and visitors. To install new curbs, gutters, and sidewalks and resurface City streets and alleyways as approved annually through the budget process. Maintenance of street, stripping, signage, traffic calming devices, City parking lots.

ACTIVITIES:

\$ 138,760	001	Streets Administration: Provide supervisory support for the Streets Division and
\$ 267,908	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.
\$ 70,273	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.
\$ 182,423	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.
\$ 15,428	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.
\$ 385,978	006	Storm Drain Construction & Repair: Improves the City's stormwater drainage system through minor construction and retrofit projects that are prioritized according to the adopted Stormwater Master Plan II. Major projects will be completed by outside services.
\$ 148,866	007	Commercial Corridor Improvement Program - The Clean Team - Provides funds to clean and maintain public walkways in the City's commercial corridors.
\$ 290,028	008	Vehicles: Maintenance and replacement.

Public Works

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	184,634	212,072	203,373	187,192
Operating Expenses	333,755	291,499	290,365	303,949
Internal Services	32,741	33,117	33,117	31,420
Operating Budget	551,130	536,688	526,855	522,561
Capital Outlay	369,039	128,340	127,000	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	12,826	12,102	12,102	8,325
Total Budget	932,995	677,130	665,957	530,886

PERSONAL SERVICES DETAIL:

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

Total # of Full-Time Employees 3

2015-16 Operating Budget: 522,561
2014-15 Operating Budget: 536,688
Dollar Change: (14,127)
Percentage Change: -2.63%

2015-16 Personnel - F.T.E's: 3.00
2014-15 Personnel - F.T.E's: 4.00
Personnel Change: -1.00

Public Works

Budget Objective Form

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

Objective:

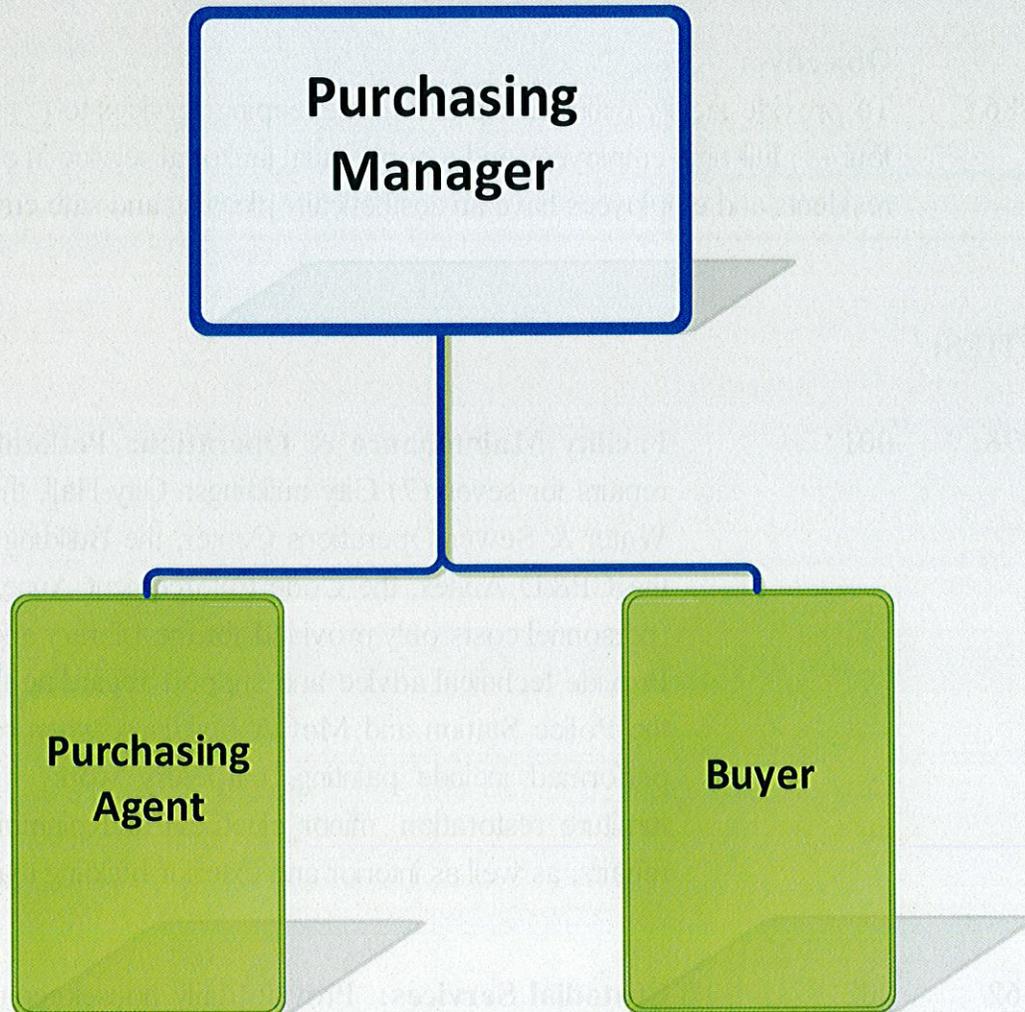
█ \$ 530,886 To provide facility maintenance and housekeeping services to (7) City buildings with four (4) full-time employees and a contractual janitorial service in order to ensure that residents and employees have an aesthetically pleasing and safe environment.

ACTIVITIES:

- █ \$ 423,278 █ 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.
- █ \$ 82,462 █ 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.
- █ \$ 25,146 █ 003 **Vehicle Maintenance & Replacement**

Purchasing

Mission Statement: The department's goal is to ensure that the citizens of North Miami receive the most advantageous value for all expenditures. We work as a team to ensure the procurement of materials and services are in accordance with City Code, Florida State Statutes and federal law. Our goal is to provide an uninterrupted flow of goods and services for the City of North Miami to operate with optimum efficiency. We are here to technically and logistically support the City Departments by executing efficient, effective, and expedient procurement of goods and services.



Purchasing

Core Responsibilities

- Provide a fair and competitive bidding process for all vendors
- Provide excellent support and professional services for the various City Departments that rely on our services

FY15 Major Accomplishments

- The department advertised 55 bids last year
- Implemented a new database of contractor projects awarded under CCNA solicitations

FY16 Major Projects and Initiatives

- To put in place additional internal controls such as Vendor Registration processes and insurance verification for informal contracts
- To develop a more streamlined and comprehensive contract tracking system

Purchasing Performance Measures	FY 2014 Actual	FY 2015 YEE	FY 2016 Target
P-card purchase dollar amount	327,853	526,000	1,000,000
Number of solicitations issued	47	55	70
# Bids Issued	34	42	50
#RFPs/RFQs Issued	13	13	20
Total purchasing department purchasing dollar volume	\$ 63,486,172.00	\$ 71,381,858.00	\$ 73,000,000.00
Total value of all solicitations	\$ 28,199,125.00	\$ 30,379,630.00	\$ 31,000,000.00

Purchasing

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	264,733	299,084	208,243	290,137
Operating Expenses	34,402	44,699	70,844	45,798
Internal Services	17,563	13,542	13,542	10,461
Operating Budget	316,698	357,325	292,629	346,396
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	15,944	15,494	15,494	13,881
Total Budget	332,642	372,819	308,123	360,277

PERSONAL SERVICES DETAIL:

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

Total # of Full-Time Employees 3

2015-16 Operating Budget:	346,396
2014-15 Operating Budget:	357,325
Dollar Change:	(10,929)
Percentage Change:	-3.06%
2015-16 Personnel - F.T.E.	3.00
2014-15 Personnel - F.T.E.	3.00
Personnel Change:	0.00

Purchasing

Budget Objective Form

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

Objective:

\$ 360,277

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:

\$ 360,277

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

Enterprise Funds – Stormwater Utility

Budget Summary Form

Department: Public Works-Stormwater Utility

Dept #: 10

EXPENDITURE CATEGORY	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	418,977	541,940	480,637	559,169
Operating Expenses	1,188,730	1,320,311	1,310,420	1,364,211
Internal Services	171,125	190,566	190,566	196,899
Operating Budget	1,778,832	2,052,817	1,981,623	2,120,279
Capital Outlay	14,509	307,796	308,596	0
Debt Service	99,679	441,045	441,045	441,045
Grants & Aids	0	0	0	0
Reserves & Other	432,967	270,423	33,419	485,318
Total Budget	2,325,987	3,072,081	2,764,683	3,046,642

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
City Engineer (moved to W&S)	33	0
Stormwater/Streets Superintendent	28	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 8

2015-16 Operating Budget:	2,120,279
2014-15 Operating Budget:	2,052,817
Dollar Change:	67,462
Percentage Change:	3.29%

2015-16 Personnel - F.T.E's:	8.00
2014-15 Personnel - F.T.E's:	8.00
Personnel Change:	0.00

Public Works – Stormwater Utility

Budget Objective Form

Department: Public Works-Stormwater Utility

Division: Stormwater Operation & Maintenance

Dept #:

Division #:

- \$3,046,642 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

ACTIVITIES:

- \$ 338,549 **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.
- \$ 303,533 **Storm Drain Maintenance:** Maintains the City's stormwater system by cleaning leaves and debris from manholes, catch basins, and exfiltration systems, cleaning 31 canal ends and removing debris from the storm sewer system. Reimburses Miami-Dade County for services it provides in maintaining the City's storm sewer system.
- \$ 81,616 **Street Sweeping:** Cleans and maintains designated streets within the City in order to prevent debris from entering canals through drainage outlets.
- \$ 96,000 **Catch Basin Cleaning:** Contractual services needed to assist the Stormwater Maintenance employees with the cleaning and jetting of approximately 2,000 storm drain lines within the City.

Public Works – Stormwater Utility

Budget Objective Form

- \$ 48,169 **Stormwater Quality Monitoring:** Reimburses Miami-Dade County for water quality monitoring of 7 major outfalls. This expense is related to Phase II of the EPA National Pollutant Discharge System (NPDES) Permit. The monitoring program was renewed for an additional five years effective October 1, 2015.
- \$ 16,850 **Public Awareness & Education:** Provides information to the public about the consequences of contaminated stormwater runoff and the need to protect the stormwater system from illegal dumping. Provides information to the public regarding the annual City Wide Flood Plain Management brochure, the contractor's brochure and the realtor's brochure. Provides membership to the Flood Plain Manager's Association and funds to attend the annual conference for the City's designated Flood Plain Manager in order to remain abreast of current issues and regulations; provides promotional items to be handed out to students in presentations given about the utility and its functions.
- \$ 161,239 **Vehicle Maintenance and Replacement:** Provides funds for the daily operation, preventive maintenance, emergency repairs and replacement of vehicles.
- \$ 920,877 **Debt Service, Insurance Costs and Reserves:** Provides debt service for Storm Water Revenue Bonds, a fully funded reserve for the payment of unused vacation and sick leave payout for Stormwater employees and the Stormwater Utility Funds prorata share of the FY13 debt service on the 2010 Pension Obligation Bonds.
- \$1,079,809 **Interfund Transfers:** Provides reimbursement to the General Fund for various services that the Fund provides the Stormwater Utility Fund as well as an "In Lieu of Taxes" payment representing funds that the General Fund would receive if the utility were privately owned.

Enterprise Funds: Water & Sewer

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	3,459,582	4,196,583	3,746,498	4,685,900
Operating Expenses	15,008,326	16,832,708	16,263,216	21,345,398
Internal Services	3,486,921	4,189,798	5,320,646	624,965
Operating Budget	21,954,829	25,219,089	25,330,360	26,656,263
Capital Outlay	175,400	15,685,014	18,435,482	6,977,995
Debt Service	0	0	0	
Grants & Aids	0	0	0	
Reserves & Other	1,419,090	15,066,493	154,120	15,129,606
Total Budget	23,549,319	55,970,596	43,919,962	48,763,864

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Assistant Public Works Director	39	1
City Engineer	33	1
Operations Chief	31	1
Sr. Civil Engineer	30	1
Utility Superintendent	28	1
Water Plant Superintendent	28	1
Water Plant Supervisor	25	1
GIS Specialist	24	1
Senior Electrician	25	1
Plumber	25	1
Electricians	23	2
Scada Technician	23	1
Utility Coordinator	22	4
Water Plant Operator	21	10
Heavy Equipment Operator	20	7
Trades Mechanic	20	9
Drafting Technician	20	1
Water Meter Technician	19	1
Leak Detection Technician	19	2
Maintenance Mechanic	18	4
Motor Equipment Operator	18	2
Utility Technician	18	1
Clerical Technician	16	1
General Maintenance Worker	15	7
Total # of Full-Time Employees		62

2015-16 Operating Budget	26,656,263
2014-15 Operating Budget	25,219,089
Dollar Change:	<u>1,437,174</u>
Percentage Change:	5.70%
2015-16 Personnel - F.T.E.	62.00
2014-15 Personnel - F.T.E.	<u>56.00</u>
Personnel Change:	6.00

Enterprise Funds: Water & Sewer

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	331,347	690,923	466,256	709,704
Operating Expenses	4,553,688	5,013,526	5,086,970	5,192,222
Internal Services	23,927	17,467	17,467	20,642
Operating Budget	4,908,962	5,721,916	5,570,693	5,922,568
Capital Outlay	0	345,000	228,129	350,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	17,543	14,925,732	13,559	14,966,227
Total Budget	4,926,505	20,992,648	5,812,381	21,238,795

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Assistant Public Works Director	39	1
City Engineer	33	1
Operations Chief	31	1
Sr. Civil Engineer	30	1
GIS Specialist	24	1
Drafting Technician	20	1
Clerical Technician	16	2

Total # of Full-Time Employees 8

2015-16 Operating Budget 5,922,568
2014-15 Operating Budget 5,721,916
Dollar Change: 200,652
Percentage Change: 3.51%

2015-16 Personnel - F.T.E's: 8.00
2014-15 Personnel - F.T.E's: 3.00
Personnel Change: 5.00

Enterprise Funds: Water & Sewer

Budget Objective Form

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

Objective:

✓ \$20,888,795 To provide operational, administrative, engineering, drafting and clerical support to the Water & Sewer Division of the Public Works Department.

ACTIVITIES:

✓ \$ 830,717 ✓001 **Water & Sewer Administration:** Provide administrative, engineering, drafting, radio dispatch, clerical and other operational services for the Water & Sewer Division. Ensure the needs of utility customers are met in an efficient manner.

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

✓ \$14,952,817 ✓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.

✓ \$ 78,589 ✓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.

✓ \$ 5,021,672 ✓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. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	645,154	583,290	647,360	794,123
Operating Expenses	309,397	323,253	375,194	377,208
Internal Services	107,074	112,481	112,481	
Operating Budget	1,061,625	1,019,024	1,135,035	1,171,331
Capital Outlay	136,795	427,114	725,035	750,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	1,274,625	27,648	27,648	25,509
Total Budget	2,473,045	1,473,786	1,887,718	1,946,840

PERSONAL SERVICES DETAIL:

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

Total # of Full-Time Employees 11

2015-16 Operating Budget: 1,171,331
2014-15 Operating Budget: 1,019,024
Dollar Change: 152,307
Percentage Change: 14.95%

2015-16 Personnel - F.T.E's: 11.00
2014-15 Personnel - F.T.E's: 11.00
Personnel Change: 0.00

Enterprise Funds: Water & Sewer

Budget Objective Form

Department: Public Works-Water & Sewer

Division: Utility Equipment Maintenance

Dept #: 10

Division #: 644

Objective:

\$ 1,946,840 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:

\$ 834,044 001 **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.

\$ 340,717 002 **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.

\$ 22,079 004 **Vehicle:** Repair, maintenance and replacement

\$ 550,000 **Lift Stations Rehabilitation:** The City's Sanitary Lift Stations are outdated 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.

Enterprise Funds: Water & Sewer

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	902,704	1,018,038	1,032,222	1,057,526
Materials, Supplies & Services	861,616	1,281,516	1,244,656	4,642,744
Internal Services	2,874,318	3,520,091	4,650,939	
Operating Budget	4,638,638	5,819,645	6,927,817	5,700,270
Capital Outlay	34,574	4,105,785	4,105,785	1,737,995
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Non-Operating	47,773	44,808	44,608	46,656
Total Budget	4,720,985	9,970,238	11,078,210	7,484,921

PERSONAL SERVICES DETAIL:

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

Total # of Full-Time Employees 14

2015-16 Operating Budget: 5,700,270
2014-15 Operating Budget: 5,819,645
Dollar Change: (119,375)
Percentage Change: -2.05%

2015-16 Personnel - F.T.E. 14.00
2014-15 Personnel - F.T.E. 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

Objecti

█ \$ 7,484,921

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:

█ \$ 2,323,260

█001

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

█ \$ 3,343,425

█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.

█ \$ 65,241

█003

Vehicle maintenance and replacement.

█ \$ 15,000

Conservation Program

█ \$ 1,737,995

Upgrade of Existing Lime: To rehabilitate the existing Lime Softening Water Treatment Plant so that it operates more efficiently and complies with industry standards.

Enterprise Funds: Water & Sewer

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	1,053,689	1,159,247	1,103,764	1,347,349
Operating Expenses	410,694	260,534	352,664	261,694
Internal Services	269,764	301,597	301,597	336,688
Operating Budget	1,734,147	1,721,378	1,758,025	1,945,731
Capital Outlay	4,031	5,663,182	5,502,601	640,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	47,894	43,042	43,042	55,969
Total Budget	1,786,072	7,427,602	7,303,668	2,641,700

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Utility Superintendent	28	1
Plumber	25	1
Utility Coordinator	22	3
Trades Mechanic	20	4
Heavy Equipment Operator	20	3
Water Meter Technician	19	1
Utility Technician	18	1
Maintenance Mechanic	18	1
Motor Equipment Operator	18	1
Leak Detection Technician	19	1
General Maintenance Worker	15	3

Total # of Full-Time Employees 20

2015-16 Operating Budget: 1,945,731
 2014-15 Operating Budget: 1,721,378
 Dollar Change: 224,353
 Percentage Change: 13.03%

2015-16 Personnel - F.T.E. 20.00
 2014-15 Personnel - F.T.E. 17.00
 Personnel Change: 3.00

Enterprise Funds: Water & Sewer

Budget Objective Form

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

Objecti

✓ \$2,641,700 To insure the satisfactory flow of fresh water from the treatment plant to customers throughout the system through aggressive repair, replacement and maintenance of water mains, water lines, and water meters, as well as installation and certification of backflow prevention devices.

ACTIVITIES:

✓ \$1,241,334 ✓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.

✓ \$ 505,855 ✓002 **Water Line Installation & Maintenance:** Crews replace 2" water lines that have deteriorated causing leaks and low water pressure to customers; replace 9,600 feet of City service lines; prepare project specifications and monitor replacement of 8" water lines by private contractor; install additional and replacement fire hydrants; and assist the Water Distribution crew with performing leak detection, replacing dead meters and making repairs determined through the leak detection process.

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

✓ \$ 294,511 ✓004 **Vehicle:** Maintenance and repairs.

\$ 300,000 ✓000 **Supplemental:** New Projects

Enterprise Funds: Water & Sewer

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	526,688	745,085	496,896	777,198
Operating Expenses	8,872,931	9,953,879	9,203,732	10,871,530
Internal Services	211,838	238,162	238,162	267,635
Operating Budget	9,611,457	10,937,126	9,938,790	11,916,363
Capital Outlay	0	5,143,933	7,873,932	3,500,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	31,255	25,263	25,263	35,245
Total Budget	9,642,712	16,106,322	17,837,985	15,451,608

PERSONAL SERVICES DETAIL:

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

Total # of Full-Time Employees 11

2015-16 Operating Budget: 11,916,363
2014-15 Operating Budget: 10,937,126
Dollar Change: 979,237
Percentage Change: 8.95%

2015-16 Personnel - F.T.E's: 11.00
2014-15 Personnel - F.T.E's: 10.00
Personnel Change: 1.00

Enterprise Funds: Water & Sewer

Budget Objective Form

Department: Public Works-Water & Sewer

Division: Sewer Collection & Disposal

Dept #: 10

Division #: 650

Objecti

█ \$15,451,608 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:

█ \$ 932,107 █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.

█ \$ 199,429 █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.

█ \$10,478,996 █003 **Sewage Disposal Fees:** Provides for the treatment and disposal of liquid waste by Miami-Dade Water & Sewer Authority Department as required by state and federal law.

█ \$ 100,000 █004 **Cyclical Sanitary Sewer Rehabilitation:** This level provides funds to implement a 20-year rehabilitation and maintenance schedule for the City's Sanitary Sewer system. The City's Sanitary Sewer System is approximately 50 yrs old, therefore due to the age and condition of the pipes excess groundwater infiltration is responsible for sewer backups and excessive sewage treatment charges. Implementing a 20-year rehabilitation and mainenance schedule will address these issues and reduce the treatment sewage treatment costs.

█ \$ 241,076 █005 **Vehicle:** Repair, maintenance and replacement.

█ \$ 3,500,000 **Supplemental:** To fund a 30-year replacement schedule to replace water lines throughout the City of North Miami.

Enterprise Funds: Water & Sewer

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	0	0	0	0
Operating Expenses	0	0	0	0
Internal Services	0	0	0	0
Operating Budget	0	0	0	0
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	988,610
Total Budget	0	0	0	988,610

PERSONAL SERVICES DETAIL:

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

2015-16 Operating Budget: -
2014-15 Operating Budget: -
Dollar Change: -
Percentage Change: 0.00%

2015-16 Personnel - F.T.E. 0.00
2014-15 Personnel - F.T.E. 0.00
Personnel Change: 0.00

Internal Service Funds

Internal Service Funds: Fleet Management

Budget Summary Form

Department: Public Works-Fleet Management

Dept / Div #: 10 / 670

EXPENDITURE CATEGORY	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	822,527	744,299	659,238	850,998
Operating Expenses	1,526,675	1,571,740	1,594,296	1,625,146
Internal Services	90,847	79,369	79,369	25,361
Operating Budget	2,440,049	2,395,408	2,332,903	2,501,505
Capital Outlay	2	356,299	719,317	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	80,248	1,670,205	39,371	1,839,394
Total Budget	2,520,299	4,421,912	3,091,591	4,340,899

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Capital Projects Manager	37	1
Fleet Supervisor	25	1
Fleet Welder	23	1
Fleet Mechanic	21	4
Storekeeper	20	1
Fleet Mechanic's Aide	18	1
Stock Clerk	17	1
Clerical Technician	16	0

Total # of Full-Time Employees 10

2015-16 Operating Budget:	2,501,505
2014-15 Operating Budget:	2,395,408
Dollar Change:	106,097
Percentage Change:	4.43%

2015-16 Personnel - F.T.E	10.00
2014-15 Personnel - F.T.E	8.00
Personnel Change:	2.00

Internal Service Funds: Fleet Management

Budget Objective Form

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

Objective:

▣ \$4,340,899 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:

- ▣ \$2,127,504 001 **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.
- ▣ \$1,452,057 002 **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.
- ▣ \$ 755,566 003 **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. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	129,954	316,140	283,926	367,254
Operating Expenses	1,067,029	1,633,913	1,634,787	1,903,160
Internal Services	3,960	4,978	4,978	5,554
Operating Budget	1,200,943	1,955,031	1,923,691	2,275,968
Capital Outlay	0	0	0	22,000
Debt Service	0	0	0	0
Grants & Aids	173,317	700,000	600,000	0
Reserves & Other	14,337	238,354	13,833	216,842
Total Budget	1,388,597	2,893,385	2,537,524	2,514,810

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Risk Manager	35	1
Safety Officer	25	1
Risk Analyst	20	1
Administrative Specialist	18	1
Total # of Full-Time Employees		4

2015-16 Operating Budget:	2,275,968
2014-15 Operating Budget:	1,955,031
Dollar Change:	320,937
Percentage Change:	16.42%

2015-16 Personnel - F.T.E's:	4.00
2014-15 Personnel - F.T.E's:	3.00
Personnel Change:	1.00

Internal Service Funds: Risk Management

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	88,918	258,945	229,966	294,773
Operating Expenses	384,295	453,666	446,318	749,717
Internal Services	3,960	4,978	4,978	5,554
Operating Budget	477,173	717,589	681,262	1,050,044
Capital Outlay	0	0	0	22,000
Debt Service	0	0	0	0
Grants & Aids	173,317	700,000	600,000	0
Reserves & Other	11,051	235,859	11,338	214,038
Total Budget	661,541	1,653,448	1,292,600	1,286,082

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Risk Manager	35	1
Safety Officer	25	1
Administrative Specialist	18	1

Total # of Full-Time Employees 3

2015-16 Operating Budget: 1,050,044
2014-15 Operating Budget: 717,589
332,455
 46.33%

2015-16 Personnel - F.T.E's: 3.00
2014-15 Personnel - F.T.E's: 2.00
Personnel Change: 1.00

Internal Service Funds: Risk Management

Budget Objective Form

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

Objective:

✓ \$1,264,082 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:

✓ \$1,153,967 ✓ 001 **Risk Management Administration:** Provides for operation of the City's self insured 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.

✓ \$ 104,561 ✓ 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.

✓ \$ 5,554 ✓ 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. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	41,036	57,195	53,960	72,481
Operating Expenses	682,734	1,180,247	1,188,469	1,153,443
Internal Services	0	0	0	0
Operating Budget	723,770	1,237,442	1,242,429	1,225,924
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	3,286	2,495	2,495	2,804
Total Budget	727,056	1,239,937	1,244,924	1,228,728

PERSONAL SERVICES DETAIL:

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

2015-16 Operating Budget: 1,225,924
2014-15 Operating Budget: 1,237,442
Dollar Change: (11,518)
Percentage Change: -0.93%

2015-16 Personnel - F.T.E's: 1.00
2014-15 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:

■ \$1,228,728 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:

■ \$1,228,728 ■ 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 FY14 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 Project Funds

Transportation Funds: Half Cent Surtax

Budget Summary Form

Department: 1/2 Cent Transportation Surtax

Dept #: 09

EXPENDITURE CATEGORY	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	252,365	333,871	276,668	330,473
Operating Expenses	1,624,928	2,396,649	2,156,646	1,486,130
Internal Services	9,378	17,714	17,714	13,932
Operating Budget	1,886,671	2,748,234	2,451,028	1,830,535
Capital Outlay	114,198	968,262	1,142,163	579,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	6,323	0	6,323
Total Budget	2,000,869	3,722,819	3,593,191	2,415,858

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Transportation Planner	27	1
Heavy Equipment Operator	20	3
Motor Equipment Operator	18	1
General Maintenance Worker	15	0

Total # of Full-Time Employees 5

2015-16 Operating Budget:	1,830,535
2014-15 Operating Budget:	2,748,234
Dollar Change:	<u>(917,699)</u>
Percentage Change:	-33.39%

2015-16 Personnel - F.T.E.	5.00
2014-15 Personnel - F.T.E.	5.00
Personnel Change:	<u>0.00</u>

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. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	94,544	109,295	110,335	105,245
Operating Expenses	916,954	994,005	991,140	1,445,338
Internal Services	9,378	5,468	5,468	3,746
Operating Budget	1,020,876	1,108,768	1,106,943	1,554,329
Capital Outlay	0	14,163	14,163	79,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	6,323	0	6,323
Total Budget	1,020,876	1,129,254	1,121,106	1,639,652

PERSONAL SERVICES DETAIL:

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

2015-16 Operating Budget: 1,554,329
2014-15 Operating Budget: 1,108,768
Dollar Change: 445,561
Percentage Change: 40.19%

2015-16 Personnel - F.T.E. 1.00
2014-15 Personnel - F.T.E. 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:

✓ \$1,639,652 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:

- ✓ \$ 120,239 ✓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.
- ✓ \$ 667,500 ✓002 **NoMi Express:** Operate a transit circulator service within the City to make it easier for residents to move about on public transportation.
- ✓ \$ 172,000 ✓003 **Transportation Options Program:** To provide discount bus passes on Miami-Dade County buses to increase transit ridership.
- ✓ \$ 679,913 600 Supplementals - Traffic Studies and Transit Shelters

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. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	157,821	224,576	166,333	225,228
Operating Expenses	707,974	1,402,644	1,165,506	40,792
Internal Services	0	12,246	12,246	10,186
Operating Budget	865,795	1,639,466	1,344,085	276,206
Capital Outlay	114,198	954,099	1,128,000	500,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	979,993	2,593,565	2,472,085	776,206

PERSONAL SERVICES DETAIL:

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

2015-16 Operating Budget: 276,206
2014-15 Operating Budget: 1,639,466
Dollar Change: (1,363,260)
Percentage Change: -83.15%

2015-16 Personnel - F.T.E. 4.00
2014-15 Personnel - F.T.E. 4.00
Personnel Change: 0.00

Transportation Funds: Gas Tax

Budget Summary Form

Department: Transportation - Gas Tax
Dept #: 09

EXPENDITURE CATEGORY	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
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	362,387	401,602	364,413	289,187
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	362,387	401,602	364,413	289,187

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2015-16 Operating Budget:	-
2014-15 Operating Budget:	-
Dollar Change:	-
Percentage Change:	0%
2015-16 Personnel - F.T.E.	0.00
2014-15 Personnel - F.T.E.	0.00
Personnel Change:	0.00

Transportation Funds: Gas Tax

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
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	362,387	401,602	364,413	289,187
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	362,387	401,602	364,413	289,187

PERSONAL SERVICES DETAIL:

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

2015-16 Operating Budget:	-
2014-15 Operating Budget:	-
Dollar Change:	-
Percentage Change:	-
2015-16 Personnel - F.T.E.	0.00
2014-15 Personnel - F.T.E.	0.00
Personnel Change:	0.00

Housing

Housing: C.D.B.G.

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	258,346	251,880	256,856	187,179
Operating Expenses	79,857	58,463	65,596	86,171
Internal Services	24,118	15,530	15,530	37,716
Operating Budget	362,321	325,873	337,982	311,066
Capital Outlay	0	30,000	30,000	30,000
Debt Service	0	0	0	0
Grants & Aids	975,051	476,439	474,842	523,444
Reserves & Other	0	0	0	0
Total Budget	1,337,372	832,312	842,824	864,510

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Housing Manager	28	1
Inspector	25	1
Housing Coordinator	22	0
Hsg Services Admin. Specialist	18	0
C.P.&D. Technician	18	0
Housing Services Aide	16	0

Total # of Full-Time Employees 2

2015-16 Operating Budget: 311,066
 2014-15 Operating Budget: 325,873
 Dollar Change: (14,807)
 Percentage Change: -4.54%

2015-16 Personnel - F.T.E. 2.00
 2014-15 Personnel - F.T.E. 2.00
 Personnel Change: 0.00

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. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	258,346	251,880	256,856	187,179
Operating Expenses	79,857	58,463	65,596	86,171
Internal Services	24,118	15,530	15,530	37,716
Operating Budget	362,321	325,873	337,982	311,066
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	975,051	426,439	424,842	423,444
Reserves & Other	0	0	0	0
Total Budget	1,337,372	752,312	762,824	734,510

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Housing Manager	28	1
Housing Inspector	25	1
Housing Coordinator	22	0
Hsg Services Admin. Specialist	18	0
C.P.&D. Technician	18	0
Housing Services Aide	16	0

Total # of Full-Time Employees 2

2015-16 Operating Budget: 311,066
2014-15 Operating Budget: 325,873
Dollar Change: (14,807)
Percentage Change: -4.54%

2015-16 Personnel - F.T.E. 2.00
2014-15 Personnel - F.T.E. 2.00
Personnel Change: 0.00

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:

✓ \$ 734,510 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:

✓ \$ 142,571 ✓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.

✓ \$ 449,903 ✓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.

✓ \$ 112,036 ✓003 **Public Services:** This includes funding for a Youth Employment Training Program, North Miami Seniors Foundation Grant and grants to Community Based Organizations.

✓ \$ 30,000 ✓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: C.D.B.G.

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
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	30,000	30,000	30,000
Debt Service	0	0	0	0
Grants & Aids	0	50,000	50,000	100,000
Reserves & Other	0	0	0	0
Total Budget	0	80,000	80,000	130,000

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2015-16 Operating Budget: -
2014-15 Operating Budget: -
Dollar Change: -
Percentage Change: 100%

2015-16 Personnel - F.T.E. 0.00
2014-15 Personnel - F.T.E. 0.00
Personnel Change: 0.00

Housing: C.D.B.G.

Budget Objective Form

Department: C.D.B.G. Entitlement

Division: C.D.B.G. Projects

Dept #: 09

Division #: 626

Objective:

█ \$ 130,000 To provide assistance to property owners for façade improvements to commercial buildings located in low and moderate-income areas as well as disaster recovery assistance to homeowners.

ACTIVITIES:

█ \$ 130,000 █ 001 Rehabilitate façade projects this fiscal year.

Housing: H.I.P.P.

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	15,420	5,480	4,865	615
Operating Expenses	4,395	0	30	4,865
Internal Services	1,675	848	848	848
Operating Budget	21,490	6,328	5,743	6,328
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	285,752	209,606	177,216	242,236
Reserves & Other	0	0	0	0
Total Budget	307,242	215,934	182,959	248,564

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
-----------------------	------------------------	---------------------------

Total # of Full-Time Employees 0

2015-16 Operating Budget: 6,328
2014-15 Operating Budget: 6,328
Dollar Change: -
Percentage Change: 0.00%

2015-16 Personnel - F.T.E. 0.00
2014-15 Personnel - F.T.E. 0.00
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:

\$ 248,564 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:

\$ 6,328	001	Program Administration - This includes the services of one Housing Inspector
\$ 62,585	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.
\$ 51,376	003	Downpayment Assistance Program to First-Time Homebuyers
\$ 125,775	004	Housing Rehabilitation Program
\$ -	005	Lead-Based Assessment and Abatement
\$ 2,500	006	Tenant Base Rent Assistance (TBRA)

Housing: N.S.P.

Budget Summary Form

Department: CP&D - Neighborhood Stabilization Program Grant

EXPENDITURE CATEGORY	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	49,831	51,506	52,095	52,982
Operating Expenses	139,127	108,829	125,517	126,500
Internal Services	0	3,805	2,854	0
Operating Budget	188,958	164,140	180,466	179,482
Capital Outlay	485,501	738,423	311,313	375,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	674,459	902,563	491,779	554,482

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2015-16 Operating Budget:	179,482
2014-15 Operating Budget:	164,140
Dollar Change:	15,342
Percentage Change:	0.00%
2015-16 Personnel - F.T.E.	0.00
2014-15 Personnel - F.T.E.	0.00
Personnel Change:	0.00

Housing: N.S.P.

Budget Summary Form

Department: CP&D - Neighborhood Stabilization Program

Dept / Div #: 09 / 547

EXPENDITURE CATEGORY	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	28,774	24,594	25,182	36,835
Operating Expenses	101,263	61,555	91,723	79,000
Internal Services	0	3,805	2,854	0
Operating Budget	130,037	89,954	119,759	115,835
Capital Outlay	457,551	434,650	311,313	300,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	587,588	524,604	431,072	415,835

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2015-16 Operating Budget:	115,835
2014-15 Operating Budget:	89,954
Dollar Change:	25,881
Percentage Change:	0.00%

2015-16 Personnel - F.T.E.	0.00
2014-15 Personnel - F.T.E.	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:

\$ 415,835 To coordinate, implement, monitor and to ensure that all grant guidelines and criteria are met for the Neighborhood Stabilization Program Grant.

ACTIVITIES:

✓ \$ 55,000	✓ 001	Program Administration: Salaries, contractual labor costs and office expenses required to provide the necessary technical assistance to operate this grant.
✓ \$ 300,000	✓ 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.
✓ \$ 39,000	✓ 003	Rental Properties
✓ \$ 21,835	✓ 004	Neighborhood Stabilization Program 2

Housing: N.S.P.

Budget Summary Form

Department: CP&D - Neighborhood Stabilization Program

Dept / Div #: 09 / 548

EXPENDITURE CATEGORY	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	21,057	26,912	26,913	16,147
Operating Expenses	37,864	47,274	33,794	47,500
Internal Services	0	0	0	0
Operating Budget	58,921	74,186	60,707	63,647
Capital Outlay	27,950	303,773	0	75,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	86,871	377,959	60,707	138,647

PERSONAL SERVICES DETAIL:

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

2015-16 Operating Budget:	63,647
2014-15 Operating Budget:	74,186
Dollar Change:	(10,539)
Percentage Change:	0.00%

2015-16 Personnel - F.T.E.	0.00
2014-15 Personnel - F.T.E.	0.00
Personnel Change:	0.00

Housing: N.S.P.

Budget Objective Form

Department: Neighborhood Stabilization Program
Division: Neighborhood Stabilization Program
Dept #: 09
Division #: 548

Objective:

\$ 138,647 To coordinate, implement, monitor and to ensure that all grant guidelines and criteria are met for the Neighborhood Stabilization Program Grant.

ACTIVITIES:

█ \$ 36,147 █ 001 NSP3 Program Admin

█ \$ 75,000 █ 002 NSP3 Program Activity

█ \$ 27,500 █ 003 NSP3 Rental Property

█ \$ 138,647

Housing: S.H.I.P.

Budget Summary Form

Department: CP&D - State Housing Initiative Program

Dept / Div #: 09 / 618

EXPENDITURE CATEGORY	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	0	0	0	0
Operating Expenses	2,493	5,217	5,546	18,337
Internal Services	0	0	0	0
Operating Budget	2,493	5,217	5,546	18,337
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	86,410	168,692	168,692	169,214
Reserves & Other	0	0	0	0
Total Budget	88,903	173,909	174,238	187,551

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2015-16 Operating Budget:	18,337
2014-15 Operating Budget:	5,217
Dollar Change:	13,120
Percentage Change:	100.00%

2015-16 Personnel - F.T.E.	0.00
2014-15 Personnel - F.T.E.	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:

✓ \$ 187,551 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:

✓ \$ 18,337 ✓001 **Program Administration** - To coordinate, monitor and implement the Local Housing Assistance Program and to ensure all related SHIP criteria are met.

✓ \$ 169,214 ✓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

All Other Funds

Budget Summary Form

Fund: Development Impact Fees

EXPENDITURE CATEGORY	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	0	0	0	0
Operating Expenses	0	0	0	0
Internal Services	0	0	0	0
Operating Budget	0	0	0	0
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	59,781		59,781
Total Budget	0	59,781	0	59,781

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2015-16 Operating Budget:	-
2014-15 Operating Budget:	-
Dollar Change:	-
Percentage Change:	0.00%
2015-16 Personnel - F.T.E's:	0.00
2014-15 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. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	0	0	0	0
Operating Expenses	0	0	0	0
Internal Services	0	0	0	0
Operating Budget	0	0	0	0
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	23,693	23,693	0
Total Budget	0	23,693	23,693	0

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2015-16 Operating Budget:	-
2014-15 Operating Budget:	-
Dollar Change:	-
Percentage Change:	0.00%

2015-16 Personnel - F.T.E's:	0.00
2014-15 Personnel - F.T.E's:	0.00
Personnel Change:	0.00

All Other Funds

Budget Summary Form

Fund: Federal Forfeiture - Treasury & Justice Combined

EXPENDITURE CATEGORY	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	0	0	0	0
Operating Expenses	0	207,644	135,000	323,000
Internal Services	0	0	0	0
Operating Budget	0	207,644	135,000	323,000
Capital Outlay	0	326,515	155,000	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	0	534,159	290,000	323,000

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Note: FORFEITURE PROCEEDS - JUSTICE - \$290,000

Note: FORFEITURE PROCEEDS - TREASURY - \$33,000

Total # of Full-Time Employees 0

2015-16 Operating Budget:	323,000
2014-15 Operating Budget:	207,644
Dollar Change:	115,356
Percentage Change:	0.00%

2015-16 Personnel - F.T.E.'s:	0.00
2014-15 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. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	0	0	0	0
Operating Expenses	22,165	49,871	49,849	68,999
Internal Services	0	0	0	0
Operating Budget	22,165	49,871	49,849	68,999
Capital Outlay	15,779	65,153	21,607	20,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	49,961	49,961	0
Total Budget	37,944	164,985	121,417	88,999

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2015-16 Operating Budget:	68,999
2014-15 Operating Budget:	49,871
Dollar Change:	19,128
Percentage Change:	0.00%
2015-16 Personnel - F.T.E's:	0.00
2014-15 Personnel - F.T.E's:	0.00
Personnel Change:	0.00

All Other Funds

Budget Summary Form

Fund: Landfill Closure

EXPENDITURE CATEGORY	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	30,271	34,000	37,154	37,154
Operating Expenses	2,300,825	8,771,516	2,109,890	7,796,824
Internal Services	0	0	0	0
Operating Budget	2,331,096	8,805,516	2,147,044	7,833,978
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	5,046,000	0	5,000,000
Total Budget	2,331,096	13,851,516	2,147,044	12,833,978

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2015-16 Operating Budget:	7,833,978
2014-15 Operating Budget:	8,805,516
Dollar Change:	<u>(971,538)</u>
Percentage Change:	-11.03%

2015-16 Personnel - F.T.E's:	0.00
2014-15 Personnel - F.T.E's:	0.00
Personnel Change:	<u>0.00</u>

All Other Funds

Budget Summary Form

Fund: Law Enforcement Trust

EXPENDITURE CATEGORY	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	320	0	0	0
Operating Expenses	168,287	237,500	220,000	100,000
Internal Services	0	0	0	0
Operating Budget	168,607	237,500	220,000	100,000
Capital Outlay	0	99,317	60,000	69,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	168,607	336,817	280,000	169,000

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2015-16 Operating Budget:	100,000
2014-15 Operating Budget:	237,500
Dollar Change:	(137,500)
Percentage Change:	0.00%

2015-16 Personnel - F.T.E's:	0.00
2014-15 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. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	0	0	0	0
Operating Expenses	2,079,225	1,786,450	2,033,138	1,786,138
Internal Services	0	0	0	0
Operating Budget	2,079,225	1,786,450	2,033,138	1,786,138
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	2,079,225	1,786,450	2,033,138	1,786,138

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2015-16 Operating Budget:	1,786,138
2014-15 Operating Budget:	1,786,450
Dollar Change:	<u>(312)</u>
Percentage Change:	0.00%

2015-16 Personnel - F.T.E's:	0.00
2014-15 Personnel - F.T.E's:	0.00
Personnel Change:	<u>0.00</u>

All Other Funds

Budget Summary Form

Fund: Police Training

EXPENDITURE CATEGORY	Actual Expend. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
Personal Services	0	0	0	0
Operating Expenses	20,076	11,000	11,000	11,000
Internal Services	0	0	0	0
Operating Budget	20,076	11,000	11,000	11,000
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	20,076	11,000	11,000	11,000

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2015-16 Operating Budget:	11,000
2014-15 Operating Budget:	11,000
Dollar Change:	-
Percentage Change:	0.00%

2015-16 Personnel - F.T.E's:	0.00
2014-15 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. FY14	Amended Budget FY15	Est. Expend. FY15	Adopted Budget FY16
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

2015-16 Operating Budget:	-
2014-15 Operating Budget:	410
Dollar Change:	(410)
Percentage Change:	0.00%

2015-16 Personnel - F.T.E's:	0.00
2014-15 Personnel - F.T.E's:	0.00
Personnel Change:	0.00

Section Four:

CIP

**CITY OF NORTH MIAMI
CAPITAL IMPROVEMENT PROGRAM SCHEDULE (FY 15/16 - 19/20)**

CATEGORY PROJECTS		Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	TOTAL PROJECT ESTIMATE
1	Building		56,960					56,960
2	Building	219,453		35,000				254,453
3	Building			12,896	1,896	1,896	1,896	18,584
4	Parks			60,000				60,000
5	Parks		100,000					100,000
6	Parks			32,000				32,000
7	Parks		55,030					55,030
8	Parks			450,000				450,000
9	Parks			120,000				120,000
10	Parks		200,000					200,000
11	Parks		65,000					65,000
12	Sewer	3,133,627	550,000	550,000	550,000	350,000	350,000	5,483,627
13	Sewer	9,003,413	3,500,000	1,500,000	1,500,000	1,500,000	1,500,000	18,503,413
14	Technology			33,100	3,255	3,418	3,589	43,362
15	Technology		22,000	9,500	9,500			41,000
16	Technology			32,500	2,500	2,500	2,500	40,000
17	Technology	60,000	42,000	42,000	42,000	30,000	30,000	246,000
18	Technology		18,500	18,500	18,500	18,500		92,500
19	Technology			32,000				32,000
20	Technology			60,000				60,000
21	Technology		49,200	49,200	49,200	16,400		164,000
22	Technology			38,500	525	550	575	40,150
23	Technology			150,000				150,000
24	Trans	960,000	100,000	30,000	950,000	300,000	300,000	2,640,000
25	Trans	836,581	387,056	100,000	100,000	100,000	100,000	1,623,637
26	Trans		300,000	300,000	100,000	100,000	100,000	900,000
27	Trans		49,000	49,000	49,000	49,000	49,000	245,000
28	Trans	562,000	50,000	50,000	50,000	50,000	50,000	812,000
29	Trans	2,863,468	239,187	250,000	250,000	250,000	250,000	4,102,655
30	Veh Repl		948,211					948,211
31	Water	4,367,586	1,737,995	12,978,295	6,000,000	6,000,000		31,083,876
32	Water	2,744,733	300,000	300,000	300,000	300,000	300,000	4,244,733
33	Water		500,000	3,000,000				3,500,000
TOTAL PROJECT COSTS		25,250,861	11,770,139	17,282,491	9,976,376	9,072,264	3,056,060	76,408,191

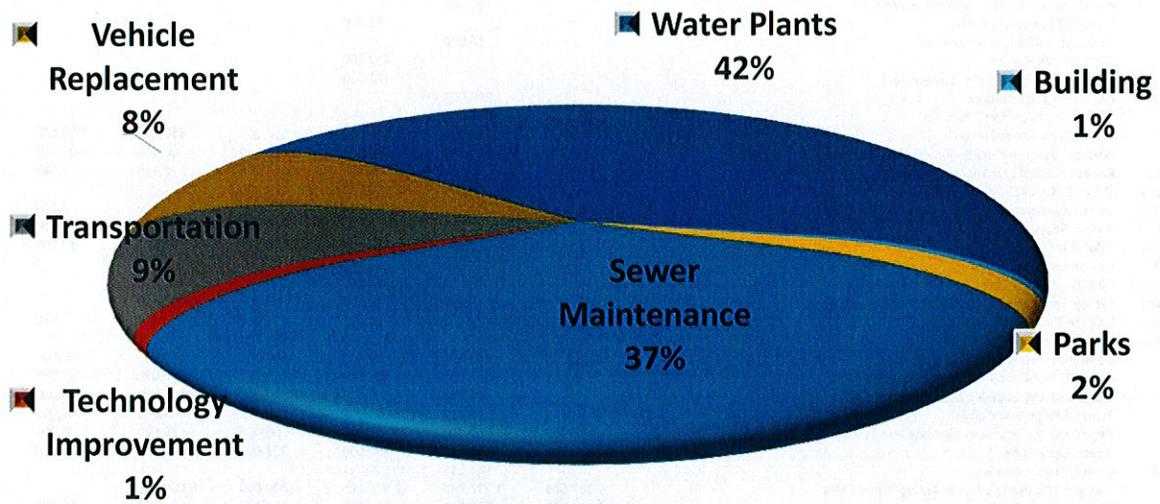
CIP 5-YR SUMMARY SCHEDULE BY PROJECT CATEGORY

Project Category	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	TOTAL PROJECT ESTIMATE
Building	219,453	56,960	47,896	1,896	1,896	1,896	329,997
Economic Development	-	-	-	-	-	-	-
Flood Controls	-	-	-	-	-	-	-
Parks	-	420,030	662,000	-	-	-	1,082,030
Public Safety	-	-	-	-	-	-	-
Sanitation	-	-	-	-	-	-	-
Sewer Maintenance	12,137,040	4,050,000	2,050,000	2,050,000	1,850,000	1,850,000	23,987,040
Technology Improvement	60,000	131,700	465,300	125,480	71,368	55,164	909,012
Transportation	5,222,049	1,125,243	779,000	1,499,000	849,000	849,000	10,323,292
Vehicle Replacement	-	948,211	-	-	-	-	948,211
Water Plant	7,612,319	5,037,995	13,278,295	6,300,000	6,300,000	300,000	38,828,609
Totals	25,250,861	11,770,139	17,282,491	9,976,376	9,072,264	3,056,060	76,408,191

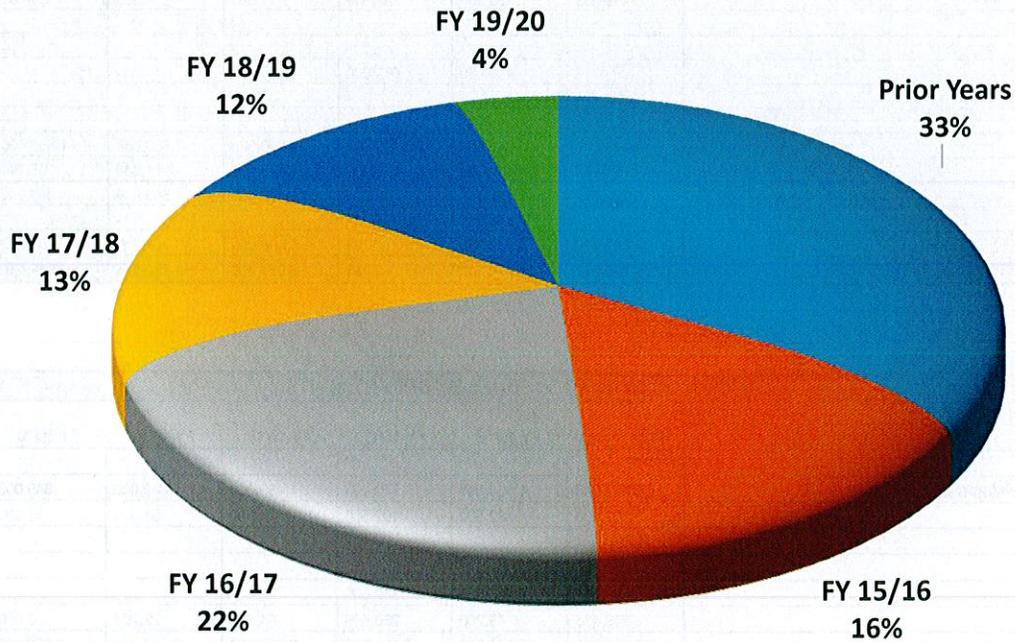
CIP 5-YR SUMMARY SCHEDULE BY DEPARTMENTS

Departments	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	TOTAL PROJECT ESTIMATE
Building & Zoning							-
Community Planning & Development	5,222,049	1,125,243	779,000	1,499,000	849,000	849,000	10,323,292
Information & Technology	60,000	82,500	102,500	72,500	51,000	51,000	419,500
Library							-
MOCA							-
Parks & Recreation	-	420,030	812,000	-	-	-	1,232,030
Police Department	219,453	49,200	260,696	54,876	22,264	6,060	612,549
Public Works & Transportation	19,749,359	9,144,955	15,328,295	8,350,000	8,150,000	2,150,000	62,872,609
Vehicle Replacement	-	948,211	-	-	-	-	948,211
Totals	25,250,861	11,770,139	17,282,491	9,976,376	9,072,264	3,056,060	76,408,191

CIP FY16 Expenditure by Project Category



CIP Expenditure by Fiscal Year in %



BUILDING

IN THIS SECTION:

- City Hall Bathroom Rehabilitation
- HVAC Replacement
- Mini-Split Air Conditioning for IT Room

FY16 Supplemental/CIP Request

Project Description:	City Hall Repairs and Improvements		
Department:	Public Works	Project #	
Division:	Facility Maintenance	Totals	\$56,960
Account Number:	001-10-452000-519-612-000	Request Type	New Request
Project Location:	City Hall	Priority Level	Critical Repairs

Objective:

Mandated repairs and necessary improvements to the City Hall building resulting from the 40 year recertification inspection done in 2012.

Justification:

Repairs were mandated from an inspection held in 2012. Improvement projects totaling \$600k include: beam repairs, security system -cameras, guards, and card readers, A&E services, AC, flooring, fumigation, MEP, windows, doors, roof which was completed. Additional funds are needed to continue with plumbing, flooring for Personnel office and office renovations. In FY16, \$56,960 will address a rehabilitation of all City Hall restrooms

Project Estimates:

Object Code	Description	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
329	City Hall Bathroom Rehab all four floors		56,960					56,960
								-
								-
								-
								-
Total		-	56,960	-	-	-	-	56,960

Funding Source	Fund #	% Funding	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
Gen Fund	001	100%		56,960					56,960
									-
									-
									-
Total		100%	-	56,960	-	-	-	-	56,960

Budget Office Use Only

	Funded
	Not Funded
	Partially Funded
	Pending

FY16 Operating Cost: \$ -
FY16 Capital Cost: \$ 56,960
Future Years' Estimated Annual Cost: \$ -

FY16 Supplemental/CIP Request

Project Description:	High Volume Air Conditioner (HVAC) Controllers		
Department:	Police	Project #	
Division:	Investigative/Administrative	Totals	
Account Number:	001-08-435000-521-612-000	Request Type	Replacement
Project Location:	Police Station 700 NE 124 Street	Priority Level	Critical Repairs

Objective:

To provide funds to replace and program fifteen (15) additional HVAC Air Controllers.

Justification:

During the replacement of the Police Department's two (2) 90 ton air chillers project, twenty-five (25) air controllers were replaced and programed. During the replacement and installation, it was subsequently discovered that the building actually had thirty-nine (39) controllers instead of twenty-five (25) as originally thought. This additional funding will ensure all remaining controllers are replaced and programmed.

Project Estimates:

Object Code	Description	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
612	Automated Logic Controls and Thermostats	219,453		35,000				254,453
								-
								-
								-
								-
								-
								-
								-
Total		219,453	-	35,000	-	-	-	254,453

Funding Source	Fund #	% Funding	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
Gen Fund	001	100%	219,453		35,000				254,453
									-
									-
Total		100%	219,453	-	35,000	-	-	-	254,453

Budget Office Use Only

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

FY16 Operating Cost: \$ -
FY16 Capital Cost: \$ -
Future Years' Estimated Annual Cost: \$ 35,000

FY16 Supplemental/CIP Request

Project Description:	Mini-Split Air Conditioning System for I.T. Room		
Department:	Police	Project #	
Division:	Investigative/Administrative	Totals	\$0
Account Number:	001-08-435000-521-605-000	Request Type	New Request
Project Location:	Police Station 700 NE 124 Street	Priority Level	Quality of Life

Objective:

To provide funds to purchase a 1 Ton Mini-Split Air Conditioner System for the 4th Floor I.T. Server & Equipment Room.

Justification:

All of the servers that currently run the multitude of software programs for the Police Department are housed in the 4th floor I.T. Room. These servers run critical software systems, such as Computer Aided Dispatch, Mobile Reporting, Records Management, NCIC/FCIC, DAVID, etc. Critical equipment is also stored there, such as the building's Uninterrupted Power Supply, Access Control and Security System, Telephone and Communications Equipment, etc. This mini-split air-conditioning system would act as a back-up to the building's main air conditioner, if, for any reason, it would fail and stop cooling the building. The mini-split air-conditioning system would ensure the I.T. Room remains at its required 68 degrees, avoiding any shut-downs and failures, by maintaining servers and equipment operable.

Project Estimates:

Object Code	Description	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
612	1 Ton Mini-Split Air Conditioner System			11,000				11,000
311	Annual Maintenance Charges			1,896	1,896	1,896	1,896	7,584
								-
								-
								-
								-
								-
								-
Total		-	-	12,896	1,896	1,896	1,896	18,584

Funding Source	Fund #	% Funding	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
Gen Fund	001	100%			12,896	1,896	1,896	1,896	18,584
									-
									-
									-
Total		100%	-	-	12,896	1,896	1,896	1,896	18,584

Budget Office Use Only

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

FY16 Operating Cost: \$ -
FY16 Capital Cost: \$ -
Future Years' Estimated Annual Cost: \$ 18,584

PARKS

IN THIS SECTION:

- Hurricane Shutters
- Keystone CC & Playground
- Lighting Protection System
- N. Bayshore Park Improvements
- NM Stadium Repairs
- Pepper Park Playground Replacement
- Sasso Pool Renovations
- Tennis Court Resurfacing at San Souci

FY16 Supplemental/CIP Request

Project Description:	Hurricane Shutters		
Department:	Parks and Recreation	Project #	
Division:	Parks Operations	Totals	\$0
Account Number:	001-12-468000-572-612-000	Request Type	New Request
Project Location:	Various Locations	Priority Level	Regulatory Requirement

Objective:

To add hurricane shutters at City facilities

Justification:

To add accordion shutters to all the Parks & Recreation facilities. This would include: Keystone, Sunkist, Breezeswept, POC, Griffing, and/or GMCC

Project Estimates:

Object Code	Description	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
612	Hurricane Shutters			60,000				60,000
								-
								-
								-
								-
								-
								-
								-
Total		-	-	60,000	-	-	-	60,000

Funding Source	Fund #	% Funding	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
Gen Fund	001	100%		-	60,000				60,000
									-
									-
									-
Total		100%	-	-	60,000	-	-	-	60,000

Budget Office Use Only

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

FY16 Operating Cost:	\$ -
FY16 Capital Cost:	\$ -
Future Years' Estimated Annual Cost:	\$ 60,000

FY16 Supplemental/CIP Request

Project Description:	Keystone CC & Playground		
Department:	Parks and Recreation	Project #	
Division:	Parks Operations	Totals	\$100,000
Account Number:	001-13-480002-519-980-000	Request Type	New Request
Project Location:	Keystone CC & Playground	Priority Level	Critical Repairs

Objective:
 Develop a more attractive Park by adding a tiki hut, paved surfaces, and bike racks. Also, replace the equipment at the Tot Lot Park.

Justification:
 In order to make the playgrounds more attractive for children upgrading the existing tot lot and guard gates are essential. In addition to the tot lot more additions will include synthetic turf, swings, a tiki hut and paved roads. These inclusions not only add to the physical beauty of the park but they are also safety implantations as well. Upgrading the Community Center is also a priority and additions will include bathroom fixtures, storage upgrade, refrigerator installation and improvements to kitchen/work/clean-up area. More upgrades will include bike racks and lockers.

Project Estimates:

Object Code	Description	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
980	Keystone CC & Playground		100,000					100,000
								-
								-
								-
								-
Total		-	100,000	-	-	-	-	100,000

Funding Source	Fund #	% Funding	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
Gen Fund	001	100%		100,000	-				100,000
									-
									-
									-
Total		100%	-	100,000	-	-	-	-	100,000

Budget Office Use Only

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

FY16 Operating Cost:	\$ -
FY16 Capital Cost:	\$ 100,000
Future Years' Estimated Annual Cost:	\$ -

FY16 Supplemental/CIP Request

Project Description:	Lightning Protection System		
Department:	Parks and Recreation	Project #	
Division:	Parks Operations	Totals	
Account Number:	001-12-468000-572-612-000	Request Type	New Request
Project Location:	Various Locations	Priority Level	Regulatory Requirement

Objective:

To install a lightning protection system at Sasso Pool or Joe Celestin Center.

Justification:

It is a requirement when operating an aquatics facility to have a lightning protection system. Currently, the City doesn't have a lightning protection system in place. This system would sound off and alert staff when lightning is in a 10-15 mile radius. It's the City's responsibility to keep its residents safe. The cost of a new system would be \$32,000

Project Estimates:

Object Code	Description	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
612	Lightning Protection System for Sasso Pool			16,000				16,000
612	Lightning Protection System for Joe Celestine Center			16,000				16,000
								-
								-
								-
								-
								-
Total		-	-	32,000	-	-	-	32,000

Funding Source	Fund #	% Funding	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
Gen Fund	001	100%		-	32,000				32,000
									-
									-
									-
Total		100%	-	-	32,000	-	-	-	32,000

Budget Office Use Only

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

FY16 Operating Cost: \$ -
FY16 Capital Cost: \$ -
Future Years' Estimated Annual Cost: \$ 32,000

FY16 Supplemental/CIP Request

Project Description:	N. Bayshore Park Improvements		
Department:	Parks and Recreation	Project #	
Division:	Parks Operations	Totals	\$55,030
Account Number:	001-12-468000-572-612-000	Request Type	Replacement
Project Location:	N. Bayshore Park	Priority Level	Improvement

Objective:

To add a front fence and shading and to make parking improvement and dog park improvements

Justification:

Residents have complained about the lack of parking. These additions will improve parking and ultimately improve the facility to accommodate residents request and to update outdated equipment. Also, adding shading to the facility attracts more people and offers a place for cooling off. Additional pet wate stations will also be included in N. Bayshore Park Improvements

Project Estimates:

Object Code	Description	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
612	N. Bayshore Park		55,030					55,030
								-
								-
								-
								-
Total		-	55,030	-	-	-	-	55,030

Funding Source	Fund #	% Funding	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
Gen Fund	001	100%		55,030	-				55,030
									-
									-
									-
Total		100%	-	55,030	-	-	-	-	55,030

Budget Office Use Only

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

FY16 Operating Cost:	\$ -
FY16 Capital Cost:	\$ 55,030
Future Years' Estimated Annual Cost:	\$ -

FY16 Supplemental/CIP Request

Project Description:	NM Stadium Repairs Bleachers	
Department:	Parks and Recreation	Project #
Division:	Parks Operations	Totals
Account Number:	001-12-468000-572-***-000	Request Type
Project Location:	NM Stadium	Priority Level
		New Request
		Improvement

Objective:

To replace/repair the North Miami Stadium Bleachers, fencing, and beams.

Justification:

In order to make the stadium safer for the community, removing or replacing environmentally unsafe stadium equipment/bleachers is necessary. The new equipment would be constructed with state of the art stadium equipment making the stadium environment safer for the community. These additions will extend the life expectancy of the stadium for an additional 7 to 10 years.

Project Estimates:

Object Code	Description	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 20/21	Total Estimate
612	North Miami Stadium Bleachers			450,000				450,000
								-
								-
								-
								-
								-
								-
								-
Total		-	-	450,000	-	-	-	450,000

Funding Source	Fund #	% Funding	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 20/21	Total Estimate
Gen Fund	001	100%			450,000				450,000
									-
									-
									-
Total		100%	-	-	450,000	-	-	-	450,000

Budget Office Use Only

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

FY16 Operating Cost: \$ -
FY16 Capital Cost: \$ -
Future Years' Estimated Annual Cost: \$ 450,000

FY16 Supplemental/CIP Request

Project Description:	Playground Replacement		
Department:	Parks and Recreation	Project #	
Division:	Parks Operations	Totals	\$0
Account Number:	001-12-468000-572-612-000	Request Type	New Request
Project Location:	Pepper Park Playground	Priority Level	Improvement

Objective:

To replace the playground equipment at Pepper Park.

Justification:

In order to make the playgrounds safer for children, this request would allow us to remove and replace environmentally unsafe creosote playground equipment. The new equipment will be modern, safer for kids, and have a life expectancy of 5 to 7 years.

Project Estimates:

Object Code	Description	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
612	Playground Equipment with Shade Cover			120,000				120,000
								-
								-
								-
								-
								-
								-
								-
Total		-	-	120,000	-	-	-	120,000

Funding Source	Fund #	% Funding	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
Gen Fund	001	100%			120,000				120,000
									-
									-
									-
Total		100%	-	-	120,000	-	-	-	120,000

Budget Office Use Only

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

FY16 Operating Cost: \$ -
FY16 Capital Cost: \$ -
Future Years' Estimated Annual Cost: \$ -

FY16 Supplemental/CIP Request

Project Description:	Sasso Pool Renovations		
Department:	Parks & Recreation	Project #	
Division:	Aquatics	Totals	\$200,000
Account Number:	001-12-463000-572-331-000	Request Type	New Request
Project Location:	Sasso Pool	Priority Level	Critical Repairs

Objective:

Capital improvements / Defective equipment at the pool.

Justification:

Thomas Sasso Pool has been in use for over 30 years with no major renovations. The facility is in poor condition to due age and modern renovation is needed. To improve the beauty and safety of the facility the filtration system must be upgraded. Other improvements consist of the deck surrounding the pool as well as water pumps.

Project Estimates:

Object Code	Description	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
331	Sasso Pool Revonations		200,000					200,000
								-
								-
								-
								-
								-
								-
								-
Total		-	200,000	-	-	-	-	200,000

Funding Source	Fund #	% Funding	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
Gen Fund	001	100%		200,000					200,000
									-
									-
									-
Total		100%	-	200,000	-	-	-	-	200,000

Budget Office Use Only

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

FY16 Operating Cost:	\$ -
FY16 Capital Cost:	\$ 200,000
Future Years' Estimated Annual Cost:	\$ -

FY16 Supplemental/CIP Request

Project Description:	Court Resurfacing	Project #	
Department:	Parks and Recreation	Totals	\$60,000
Division:	Parks Operations	Request Type	Replacement
Account Number:	001-12-468000-572-612-000	Priority Level	Improvement
Project Location:	Penny Sugarman Tennis Center		

Objective:

To resurface courts at City facilities

Justification:

To repair the damaged areas of the tennis courts, resurfacing, painting, and striping at Penny Sugarman Tennis Center

Project Estimates:

Object Code	Description	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
612	Tennis Court Resurfacing		65,000					65,000
								-
								-
								-
								-
								-
								-
								-
Total		-	65,000	-	-	-	-	65,000

Funding Source	Fund #	% Funding	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
Gen Fund	001	100%		65,000	-				65,000
									-
									-
Total		100%	-	65,000	-	-	-	-	65,000

Budget Office Use Only

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

FY16 Operating Cost:	\$	-
FY16 Capital Cost:	\$	65,000
Future Years' Estimated Annual Cost:	\$	-

SEWER

IN THIS SECTION:

- Lift Stations Rehabilitation
- Sanitary Sewer Rehabilitation – Gravity Improvement

FY16 Supplemental/CIP Request

Project Description: Lift Stations Rehabilitation			
Department:	Public Works	Project #	
Division:	Utility Equipment Maintenance	Totals	\$550,000
Account Number:	420-10-644000-536-608-000	Request Type	New Request
Project Location:	Various Lift Stations	Priority Level	Critical Repairs

Objective:

This level provides funds to implement a revitalization and maintenance schedule for the City's 45 lift stations.

Justification:

The City's Sanitary Lift Stations are outdated 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.

Project Estimates:

Object Code	Description	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
608	Mechanical	40,000						40,000
608	Electrical	65,000						65,000
608	Telemetry	200,000	100,000	100,000	100,000	50,000	50,000	600,000
608	Pumps	130,000	250,000	250,000	250,000	100,000	100,000	1,080,000
608	Structures	430,000						430,000
608	Various	2,268,627	200,000	200,000	200,000	200,000	200,000	3,268,627
								-
								-
Total		3,133,627	550,000	550,000	550,000	350,000	350,000	5,483,627

Funding Source	Fund #	% Funding	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
W & S	420	100%	3,133,627	550,000	550,000	550,000	350,000	350,000	5,483,627
									-
									-
									-
Total		100%	3,133,627	550,000	550,000	550,000	350,000	350,000	5,483,627

Budget Office Use Only

	Funded
	Not Funded
	Partially Funded
	Pending

FY16 Operating Cost: \$ -
FY16 Capital Cost: \$ 550,000
Future Years' Estimated Annual Cost: \$ 1,800,000

FY16 Supplemental/CIP Request

Project Description: <u>Sanitary Sewer Rehabilitation - Gravity Improvement</u>			
Department:	<u>Public Works - Water & Sewer</u>	Project #	
Division:	<u>Sewer Collection & Disposal</u>	Totals	<u>\$3,500,000</u>
Account Number:	<u>420-10-650000-536-641-000</u>	Request Type	<u>New Request</u>
Project Location:	<u>Various Locations</u>	Priority Level	<u>Regulatory Requirement</u>

Objective:

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

Justification:

The City's Sanitary Sewer System is approximately 50 years old. Due to the age and condition of the pipes, excess groundwater infiltration is responsible for sewer backups and excessive sewage treatment charges. Implementing a 20 year rehabilitation and maintenance schedule will address these issues and reduce the sewage treatment cost. Consultants performed a Peak Flow Management Study as required by DERM. The recommendations and corrective actions suggested in the study must be addressed in order to be in compliance with regulatory agencies. Majority of the funding (\$2,000,000) will come from the Miami-Dade County General Obligation Building Grant (GOB) Partial funding in the amount of \$1,500,000 is resulting from a recent rate study.

Project Estimates:

Object Code	Description	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
641	Gravity Sewer Improve.	1,600,000	500,000	500,000	500,000	500,000	500,000	4,100,000
641	SS Force Main Improve.	2,478,000						2,478,000
641	Repl. 10", 12" & 168" S Main	3,650,000						3,650,000
641	Sewer Line & Manhole Rehab	825,413	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,825,413
652	Quayside & I Station	200,000						200,000
608	Design SS1, SS2 & SS3 LS	250,000	2,000,000					2,250,000
704	Interest Expense							-
705	Principal Payment							-
Total		9,003,413	3,500,000	1,500,000	1,500,000	1,500,000	1,500,000	18,503,413

Funding Source	Fund #	% Funding	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
Names	420	100%	9,003,413	3,500,000	1,500,000	1,500,000	1,500,000	1,500,000	18,503,413
									-
									-
									-
Total		100%	9,003,413	3,500,000	1,500,000	1,500,000	1,500,000	1,500,000	18,503,413

Budget Office Use Only

	Funded
	Not Funded
	Partially Funded
	Pending

FY16 Operating Cost:	\$ -
FY16 Capital Cost:	\$ 3,500,000
Future Years' Estimated Annual Cost:	\$ 6,000,000

TECHNOLOGY

IN THIS SECTION:

- Access Control and Security System
- Clearrisk Certificates
- Communications Units Consoles Upgrade
- Laptop Replacements
- Large Document Scanners
- License Plate Readers
- Security Camera System and Internet Access
- Switch Replacement City Hall
- Tyler Transparency Portal
- Use-of-Force and Firearms Training Systems

FY16 Supplemental/CIP Request

Project Description:	Access Control and Security System		
Department:	Police	Project #	
Division:	Investigative/Administrative	Totals	\$0
Account Number:	001-08-435000-521-605-000	Request Type	Replacement
Project Location:	Police Station 700 NE 124 Street	Priority Level	Critical Repairs

Objective:

To provide funds to replace the Police Station's antiquated Access Control and Security System.

Justification:

The Police Department's current access control and security system is the original system installed back in 1997 when the building was originally built and occupied. This system, which is now 18 years old, will no longer be supported after June 2016, since software upgrades and replacement parts will not be available. A new system is vital to maintain a secure and safe environment for employees, working at the police station and citizens visiting.

Project Estimates:

Object Code	Description	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
605	Access Control & Security System			30,000				30,000
311	Annual Maintenance Charges			3,100	3,255	3,418	3,589	13,362
								-
								-
								-
								-
								-
Total		-	-	33,100	3,255	3,418	3,589	43,362

Funding Source	Fund #	% Funding	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
Gen Fund	001	100%			33,100	3,255	3,418	3,589	43,362
									-
									-
Total		100%	-	-	33,100	3,255	3,418	3,589	43,362

Budget Office Use Only

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

FY16 Operating Cost: \$ -
FY16 Capital Cost: \$ -
Future Years' Estimated Annual Cost: \$ 43,362

FY 16 Supplemental/CIP Request

Project Description:	Clearrisk Certificates		
Department:	City Manager	Project #	
Division:	Risk Management	Totals	\$22,000
Account Number:	510-02-675001-519-602-000	Request Type	New Request
Project Location:	City Hall	Priority Level	

Objective:

Purchase insurance certificates software to ensure continuous compliance with insurance requirements.

Justification:

This software is very much needed and will benefit the city on a whole by tracking insurance submission and compliance with contracts, events, permits and other matters requiring certificates of insurance. It will provide notification to clients on deficiencies or non-compliance with contract requirements and generate letters follow up to ensure compliance is met. Currently, no software exists.

Project Estimates:

Object Code	Description	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
602	Clearrisk Certificates		2,500					2,500
602	Maintenance		3,000	3,000	3,000			9,000
602	Risk Management Software Replacement		16,500	6,500	6,500			29,500
								-
								-
								-
								-
Total		-	22,000	9,500	9,500	-	-	41,000

Funding Source	Fund #	% Funding	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
Gen Fund	510	100%	-	22,000	9,500	9,500			41,000
									-
									-
									-
Total		0%	-	22,000	9,500	9,500	-	-	41,000

Budget Office Use Only

	Funded
	Not Funded
	Partially Funded
	Pending

FY16 Operating Cost:	\$ 3,000
FY16 Capital Cost:	\$ 22,000
Future Years' Estimated Annual Cost:	\$ 19,000

FY16 Supplemental/CIP Request

Project Description:	Communications Unit Consoles Upgrade		
Department:	Police	Project #	
Division:	Investigative/Administrative	Totals	
Account Number:	001-08-427000-521-605-000	Request Type	Replacement
Project Location:		Priority Level	Improvement

Objective:

To provide funds to upgrade the consoles in the Communications Unit.

Justification:

The Communication Unit's Consoles are in need of upgrade. The existing consoles are the originals installed when the current Police Department building was occupied in 1997. The upgrade of the consoles will provide new innovation for better form, function, health and performance. The upgraded consoles would also provide least stressful working postures for any size worker. An upgrade will provide organization, increase productivity by defining individual work area and providing vertical work space, reducing circulation and traffic flow to increase performance.

Project Estimates:

Object Code	Description	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
605	Consoles			60,000				60,000
								-
								-
								-
								-
								-
								-
								-
Total		-	-	60,000	-	-	-	60,000

Funding Source	Fund #	% Funding	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
Gen Fund	001	100%			60,000				60,000
									-
									-
									-
Total		100%	-	-	60,000	-	-	-	60,000

Budget Office Use Only

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

FY16 Operating Cost: \$ -
FY16 Capital Cost: \$ -
Future Years' Estimated Annual Cost: \$ 60,000

FY16 Supplemental/CIP Request

Project Description:	Laptop Replacements for Mobile Field Operation		
Department:	Police	Project #	
Division:	Administration	Totals	\$49,200
Account Number:	001-08-435000-521-602-000	Request Type	Replacement
Project Location:	Various	Priority Level	Critical Repairs

Objective:

Replace one-hundred and five (105) outdated laptops used by police personnel for Mobile field reporting.

Justification:

The police department currently has 113 laptops used by police personnel for mobile reporting, criminal history checks, case management, etc. Of the 113 laptops, 105 were purchased back in FY 2010 and need to be replaced. These laptops need constant maintenance and repairs, and have four (4) year old technology (CORE 2 DUO/ 2GB Memory). Besides the constant repairs and outdated technology, the Department recently upgraded its CAD/Mobile/RMS software to MSP 10.1. The replacement laptops with their updated technology (I-5/ 4GB) would allow department personnel to fully and optimally take advantage of all of the new upgraded modules, functionalities, etc. of the recent upgrade.

Project Estimates:

Object Code	Description	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
602	Laptops & Car Adapters		49,200	49,200	49,200	16,400		164,000
								-
								-
								-
								-
								-
								-
Total		-	49,200	49,200	49,200	16,400	-	164,000

Funding Source	Fund #	% Funding	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
Gen Fund	001	100%		49,200	49,200	49,200	16,400		
									-
									-
									-
Total		100%	-	49,200	49,200	49,200	16,400	-	164,000

Budget Office Use Only

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

FY16 Operating Cost: \$ -
FY16 Capital Cost: \$ 49,200
Future Years' Estimated Annual Cost: \$ 114,800

FY16 Supplemental/CIP Request

Project Description:	License Plate Readers (Automatic Number Plate Recognition)		
Department:	Police	Project #	
Division:	Field Operations	Totals	\$0
Account Number:	001-08-425000-521-605-000	Request Type	New Request
Project Location:		Priority Level	Quality of Life

Objective:

To provide funds to purchase two (2) license plate readers (Automatic Number Plate Recognition Equipment & Software) for the Police Department.

Justification:

The Police Department is in need of two (2) license plate readers (or Automatic Number Plate Recognition Systems) in order to enhance and assist the Police Department in its proactive efforts to reduce and prevent crime and increase traffic safety. These license plate readers will allow officers to scan multiple license plates while they routinely patrol the City's roadways, alleys, parking lots, etc. With this enhanced technology the scanned license plates are checked automatically in NCIC/FCIC alerting the officer of wanted or missing persons; stolen vehicles and tags; persons driving with suspended or revoked driver licenses; etc. This real time information allows the officer to quickly locate and trace the suspect vehicle and interdict safely.

Project Estimates:

Object Code	Description	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
605	Two (2) Tag Readers			38,000				38,000
311	Software Maintenance Agreement			500	525	550		1,575
								-
								-
								-
								-
								-
Total		-	-	38,500	525	550	575	40,150

Funding Source	Fund #	% Funding	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
Gen Fund	001	100%			38,500	525	550	575	40,150
									-
									-
									-
Total		100%	-	-	38,500	525	550	575	40,150

Budget Office Use Only

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

FY16 Operating Cost: \$ -
FY16 Capital Cost: \$ -
Future Years' Estimated Annual Cost: \$ 40,150

FY16 Supplemental/CIP Request

Project Description:	Large Document Scanners		
Department:	Information Technology	Project #	
Division:	Administration	Totals	\$0
Account Number:	001-07-420000-519-602-000	Request Type	New Request
Project Location:	City Hall	Priority Level	Improvement

Objective:
 To reduce the amount of files and paper stored. Digitize big plans and large documents reducing the amount of storage and paper needed.

Justification:
 City currently spends well over \$50,000 on a yearly basis scanning large documents utilizing outside companies. Having higher capacity and large format scanners will allow the City to save by being able to scan documents in-house utilizing in-house resources such as contract staff, part-time seasonal staff and other staff during slow periods. Scanning the files in-house would reduce the costs of outsourcing files for scanning and provide the City a faster turn-around time for getting the documents back in digital format.

Project Estimates:

Object Code	Description	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
602	Large Scanner			30,000				30,000
331	Forms Maintenance			2,500	2,500	2,500	2,500	10,000
								-
								-
								-
								-
								-
Total		-	-	32,500	2,500	2,500	2,500	40,000

Funding Source	Fund #	% Funding	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
Gen Fund	001	100%		-	32,500	2,500	2,500	2,500	40,000
									-
									-
Total		100%	-	-	32,500	2,500	2,500	2,500	40,000

Budget Office Use Only

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

FY16 Operating Cost: \$ -
FY16 Capital Cost: \$ -
Future Years' Estimated Annual Cost: \$ 40,000

FY16 Supplemental/CIP Request

Project Description:	Security Camera System and Internet Access		
Department:	Parks and Recreation	Project #	
Division:	Parks Operations	Totals	\$150,000
Account Number:	001-12-460000-572-329-000	Request Type	New Request
Project Location:	Various Locations	Priority Level	Regulatory Requirement

Objective:

To install camera system and internet access at all parks and recreation facilities.

Justification:

It's the City's responsibility to keep its residents and staff members safe. The installation of cameras at facilities will fulfill that need for our workplace and community. Also, the installation of Wi-Fi access at all facilities brings our City up to industry standards. The cost of a new system would be \$150,000

Project Estimates:

Object Code	Description	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
	Security Camera System & Internet Access			150,000				150,000
								-
								-
								-
								-
								-
								-
Total		-	-	150,000	-	-	-	150,000

Funding Source	Fund #	% Funding	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
Gen Fund	001	100%		-	150,000				150,000
									-
									-
									-
Total		100%	-		150,000	-	-	-	150,000

Budget Office Use Only

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

FY16 Operating Cost:	\$ -
FY16 Capital Cost:	\$ -
Future Years' Estimated Annual Cost:	\$ -

FY16 Supplemental/CIP Request

Project Description:	Switch Replacement City Hall	Project #	
Department:	Information Technology	Totals	\$42,000
Division:	Network & Programming	Request Ty	Additional Funds
Account Number:	001-07-421001-519-602-000	Priority Le	Critical Repairs
Project Location:	City Hall		

Objective:

Replace old switches (which are not under warranty) before they fail and cause severe interruptions to City operations.

Justification:

Current switches are over 5 years old. There is a need to replace them with newer switches before they fail. Currently the City has over 13 switches (not including 7 switches at Police Department). The plan is to replace a minimum of 3 switches each year starting with the older switches over a 5 year period. Year 1 = 3 switches, Year 2 = 4 switches, Year 3 = 3 switches, Year 4 = 4 switches, Year 5 = 6 switches.

Project Estimates:

Object Code	Description	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
602	Switch Equipment	60,000	42,000	42,000	42,000	30,000	30,000	246,000
								-
								-
								-
								-
								-
								-
Total		60,000	42,000	42,000	42,000	30,000	30,000	246,000

Funding Source	Fund #	% Funding	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
Gen Fund	001	100%	60,000	42,000	42,000	42,000	30,000	30,000	246,000
									-
									-
Total		100%	60,000	42,000	42,000	42,000	30,000	30,000	246,000

Budget Office Use Only

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

FY16 Operating Cost: \$ -
FY16 Capital Cost: \$ 42,000
Future Years' Estimated Annual Cost: \$ 144,000

FY16 Supplemental/CIP Request

Project Description:	Tyler Transparency Portal		
Department:	Information Technology		Project #
Division:	Network & Programming		Totals \$18,500
Account Number:	001-07-421002-519-313-000		Request New Request
Project Location:	City Hall		Priority I Improvement

Objective:

Provide public with read access portal to view how their tax dollars are being spent.

Justification:

Citizen Transparency provides unparalleled data access and analysis tools to help public sector entities "implement principles of transparency, participation and collaboration" as set forth by the 2009 Open Government Directive 1. Local governments are increasingly expected to provide high value information to help citizens understand how their tax dollars are being used, build trust and engage the public in the civic process. But municipalities are struggling to find efficient ways to meet these demands. Citizens often have to navigate segmented and out-of-date information and the backlog of FOIA request continues to grow.

Project Estimates:

Object Code	Description	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
313	TYLER TRANSPARENCY		18,500	18,500	18,500	18,500	18,500	92,500
								-
								-
								-
								-
								-
								-
Total		-	18,500	18,500	18,500	18,500	18,500	92,500

Funding Source	Fund #	% Funding	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
Gen Fund	001	100%		18,500	18,500	18,500	18,500	18,500	92,500
									-
									-
Total		100%	-	18,500	18,500	18,500	18,500	18,500	92,500

Budget Office Use Only

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

FY16 Operating Cost: \$ -
FY16 Capital Cost: \$ 18,500
Future Years' Estimated Annual Cost: \$ -

FY16 Supplemental/CIP Request

Project Description:	Use-of-Force and Firearms Training System		
Department:	Police	Project #	
Division:	Field Operations	Totals	\$32,000
Account Number:	001-08-425000-521-605-000	Request Type	New Request
Project Location:		Priority Level	Quality of Life

Objective:

To provide funds for the purchase of a Use-of-Force and Firearms Training System.

Justification:

The Florida Department of Law Enforcement (FDLE) mandates strict guidelines for law enforcement officers to receive scenario-based firearms training; less-lethal force options available within the agency and agency policies; and use-of-force training. Use-of-Force and Firearms Training Systems are a comprehensive solution that is designed to allow the Police Department's instructors the ability to easily meet training requirements established by FDLE. The benefits of this enhanced technology are immeasurable as far as saving lives through the extensive training that is achieved with respect to quick, decisive decision making skills and marksmanship. Judgmental, real-life use of force scenarios can be practiced repeatedly by trainees under the careful watch and tutoring of the department's firearm instructors. By using this latest technology, the Police Department would be able to train its officers on use-of-force to the highest degree possible.

Project Estimates:

Object Code	Description	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
605	Use-of-Force and Firearms Training System			32,000				32,000
								-
								-
								-
								-
								-
								-
Total		-	-	32,000		-	-	32,000

Funding Source	Fund #	% Funding	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
Gen Fund	001	100%			32,000				32,000
									-
									-
Total		100%	-	-	32,000	-	-	-	32,000

Budget Office Use Only

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

FY16 Operating Cost:	\$	-
FY16 Capital Cost:	\$	-
Future Years' Estimated Annual Cost:	\$	32,000

TRANSPORTATION

IN THIS SECTION:

- Downtown Revitalization/Beautification
- Repair/Improve Roadway Medians and Curbs
- Sidewalk Installation and Repairs Near Roadwork
- Street Resurfacing
- Transit Calming
- Transit Shelter Installation

FY16 Supplemental/CIP Request

Project Description:	Downtown Revitalization/Beautification		
Department:	Public Works	Project #	
Division:	Transportation	Totals	\$100,000
Account Number:	185-09-551000-541-618-000	Request Type	Additional Funds
Project Location:	NE 125th Street	Priority Level	Critical Repairs

Objective:

Revitalize major commercial corridors with trees, street furniture, and accent lighting.

Justification:

The Downtown Corridor master Plan and other studies make the strong case that the City needs to invest in its major commercial corridors to create a signature environment to capture the attention of through traffic and potential investors. As it is a large project, it would have to be phased in over several years. Some of this funding is earmarked as matching funds for grants.

Project Estimates:

Object Code	Description	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
618	R.O.W. improv	960,000	100,000		950,000	270,000	270,000	2,550,000
611	Design			30,000		30,000	30,000	90,000
								-
								-
								-
Total		960,000	100,000	30,000	950,000	300,000	300,000	2,640,000

Funding Source	Fund #	% Funding	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
1/2-Cent	185	100%	100,000	100,000	30,000	222,000	300,000	300,000	1,052,000
Grants			860,000			728,000	-		1,588,000
									-
									-
Total		100%	960,000	100,000	30,000	950,000	300,000	300,000	2,640,000

Budget Office Use Only

	Funded
	Not Funded
	Partially Funded
	Pending

FY16 Operating Cost:	\$ -
FY16 Capital Cost:	\$ 100,000
Future Years' Estimated Annual Cost:	\$ 1,580,000

FY16 Supplemental/CIP Request

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

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.

Project Estimates:

Object Code	Description	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
618	Roadway Improvements	562,000	50,000	50,000	50,000	50,000	50,000	812,000
								-
								-
								-
								-
								-
								-
Total		562,000	50,000	50,000	50,000	50,000	50,000	812,000

Funding Source	Fund #	% Funding	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
Gas Tax	370	100%	562,000	50,000	50,000	50,000	50,000	50,000	812,000
									-
									-
Total		100%	562,000	50,000	50,000	50,000	50,000	50,000	812,000

Budget Office Use Only

	Funded
	Not Funded
	Partially Funded
	Pending

FY16 Operating Cost: \$ -
FY16 Capital Cost: \$ 50,000
Future Years' Estimated Annual Cost: \$ 200,000

FY16 Supplemental/CIP Request

Project Description: Sidewalk Installation and Repairs near Roadwork			
Department:	Public Works	Project #	
Division:	Transportation Surtax	Totals	\$387,056
Account Number:	185-09-551000-541-334-000	Request Type	Additional Funds
Project Location:	Citywide	Priority Level	Quality of Life

Objective:

To repair sidewalks, install street furniture, and handicap ramps throughout City to improve accessibility.

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 to encourage walking, bicycling and transit.

Project Estimates:

Object Code	Description	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
334	Install/Repair Sidewalks	836,581	100,000	100,000	100,000	100,000	100,000	1,336,581
334	Install/Repair Sidewalks		250,000					250,000
334	Street Furniture		37,056					37,056
								-
								-
								-
								-
Total		836,581	387,056	100,000	100,000	100,000	100,000	1,623,637

Funding Source	Fund #	% Funding	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
1/2-Cent	185	26%	836,581	100,000	100,000	100,000	100,000	100,000	1,336,581
Gen Fund	001	65%		250,000					250,000
Gen Fund	001	10%		37,056					37,056
									-
Total		100%	836,581	387,056	100,000	100,000	100,000	100,000	1,623,637

Budget Office Use Only

	Funded
	Not Funded
	Partially Funded
	Pending

FY16 Operating Cost:	\$ -
FY16 Capital Cost:	\$ 387,056
Future Years' Estimated Annual Cost:	\$ 400,000

FY16 Supplemental/CIP Request

Project Description Street Resurfacing			
Department:	<u>Public Works</u>	Project #	
Division:	<u>Transportation - Gas Tax & 1/2 Cent Tax</u>	Totals	<u>\$239,187</u>
Account Number:	<u>370-09-620000-541-618-000</u>	Request Type	<u>Replacement</u>
Project Location:	<u>Citywide</u>	Priority Level	<u>Quality of Life</u>

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. 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 onto private properties and rights-of-ways.

Project Estimates:

Object Code	Description	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
618	Roadway Improvements	2,863,468	239,187	250,000	250,000	250,000	250,000	4,102,655
								-
								-
								-
								-
								-
Total		2,863,468	239,187	250,000	250,000	250,000	250,000	4,102,655

Funding Source	Fund #	% Funding	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
1/2-Cent	185	0%	1,556,734						1,556,734
Gas Tax	370	100%	1,306,734	239,187	250,000	250,000	250,000	250,000	2,545,921
									-
									-
Total		100%	2,863,468	239,187	250,000	250,000	250,000	250,000	4,102,655

Budget Office Use Only

	Funded		
	Not Funded	FY16 Operating Cost:	\$ -
	Partially Funded	FY16 Capital Cost:	\$ 239,187
	Pending	Future Years' Estimated Annual Cost:	\$ 1,000,000

FY16 Supplemental/CIP Request

Project Description:	Traffic Calming Supplies & Installation	
Department:	Public Works	Project #
Division:	1/2 Cent Transportation Surtax	Totals \$300,000
Account Number:	185-09-551000-541-312-000	Request Type pe Additional Funds
Project Location:	Citywide	Priority Level Critical Repairs

Objective:

To install traffic calming devices where necessary.

Justification:

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

Project Estimates:

Object Code	Description	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
312	Traffic Calming Device		300,000	300,000	100,000	100,000	100,000	900,000
								-
								-
								-
								-
								-
								-
								-
Total		-	300,000	300,000	100,000	100,000	100,000	900,000

Funding Source	Fund #	% Funding	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
1/2-Cent	185	100%		300,000	300,000	100,000	100,000	100,000	900,000
									-
									-
Total		100%	-	300,000	300,000	100,000	100,000	100,000	900,000

Budget Office Use Only

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

FY16 Operating Cost:	\$ -
FY16 Capital Cost:	\$ 300,000
Future Years' Estimated Annual Cost:	\$ 600,000

FY16 Supplemental/CIP Request

Project Description:	Transit Shelter Installation		
Department:	Public Works	Project #	
Division:	Transportation Surtax	Totals	\$49,000
Account Number:	185-09-550002-541-605-000	Request Type	New Request
Project Location:	Citywide	Priority Level	Critical Repairs

Objective:
Install new shelters and maintain existing shelters throughout the City

Justification:
Transit shelters provide protection from the elements when waiting for a MDT Transit bus or NOMI Express bus. This encourages the use of transit.

Project Estimates:

Object Code	Description	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
311	Survey & Design		5,000	5,000	5,000	5,000	5,000	25,000
608	Materials (2 shelters)		44,000	44,000	44,000	44,000	44,000	220,000
								-
								-
								-
								-
								-
Total		-	49,000	49,000	49,000	49,000	49,000	245,000

Funding Source	Fund #	% Funding	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
1/2-Cent	185	100%		5,000	5,000	5,000	5,000	5,000	25,000
				44,000	44,000	44,000	44,000	44,000	220,000
									-
									-
Total		100%	-	49,000	49,000	49,000	49,000	49,000	245,000

Budget Office Use Only

	Funded
	Not Funded
	Partially Funded
	Pending

FY16 Operating Cost:	\$ -
FY16 Capital Cost:	\$ 49,000
Future Years' Estimated Annual Cost:	\$ 196,000

Vehicle Replacement

IN THIS SECTION:

- Vehicle Replacement

Item	Description	Year	Estimate	Actual	Balance
101	Replacement Vehicles	2015	110,000	110,000	-
102	Replacement VRS/Vehicles	2015	300,000	300,000	-
103	Police Patrol and Code	2015	400,000	400,000	-
Total			810,000	810,000	-

Item	Description	Year	Estimate	Actual	Balance
101	Replacement Vehicles	2016	110,000	110,000	-
102	Replacement VRS/Vehicles	2016	300,000	300,000	-
103	Police Patrol and Code	2016	400,000	400,000	-
Total			810,000	810,000	-

FY16 Supplemental/CIP Request

Project Description:	Vehicle Replacement		
Department:	City-Wide	Project #	
Division:	Various	Totals	\$948,211
Account Number:	520-10-670000-590-601-000 (various)	Request Type	New Request
Project Location:	City-Wide	Priority Level	

Objective:

Replace vehicles that have been in service for more than 10 years.

Justification:

Vehicles being replaced have been in service for more than 10 years and have exceeded their useful life. New vehicles will be used for delivery of public services and law enforcement.

Project Estimates:

Object Code	Description	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
601	Replace Police and Code Vehicles		488,211					488,211
601	Replace W.S Vehicles		350,000					350,000
601	Stormwater Vehicles		110,000					110,000
								-
								-
								-
Total			948,211	-	-	-	-	948,211

Funding Source	Fund #	% Funding	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
Gen Fund	001	51%		488,211	-				488,211
Names	420	37%		350,000					350,000
Storm Wtr	490	12%		110,000					110,000
									-
Total		100%		948,211	-	-	-	-	948,211

Budget Office Use Only

	Funded
	Not Funded
	Partially Funded
	Pending

FY16 Operating Cost:	\$ -
FY16 Capital Cost:	\$ 948,211
Future Years' Estimated Annual Cost:	\$ -

WATER

IN THIS SECTION:

- Upgrade of Existing Lime Softening Water Plant
- Water Line Replacement
- Water Main Improvement Project

FY16 Supplemental/CIP Request

Project Description: Upgrade of Existing Lime Softening Water Plant			
Department:	Public Works - Water & Sewer	Project #	
Division:	Water Plant	Totals	\$1,737,995
Account Number:	420-10-646000-536-638-000	Request Type	New Request
Project Location:	Water Plant	Priority Level	Improvement

Objective:

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

Justification:

A Water Plant Feasibility Study was conducted to review the feasibility of upgrading the existing Lime Softening Treatment Plant, constructing a reverse osmosis (RO) Treatment Plant adjacent to the existing plant, and blending the water from different aquifers. The findings included a phased time schedule. The first phase of the Plant expansion is as follows: 1. Engineering and Design. 2. Biscayne Well Rehab and Piping. 3. Residuals handling. 4. New Building 5. Lime plant process upgrades. 6 .(2) Ground storage tank. 7. Repump facilities. 8. Transmission piping. In FY11 an OER Owner Engineer was selected to oversee the Water Plant Upgrades.

Project Estimates:

Object Code	Description	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
699	Design	2,407,203						2,407,203
624	Purchase Property	699,527						699,527
699	Upgrades	1,235,856	1,737,995	12,978,295	6,000,000	6,000,000		27,952,146
704	Interest Expense							-
705	Principal Payment							-
699	Bond Admin. & Fees							-
699	Property Demolition	25,000						25,000
								-
Total		4,367,586	1,737,995	12,978,295	6,000,000	6,000,000	-	31,083,876

Funding Source	Fund #	% Funding	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
W & S	420	100%	4,367,586	1,737,995	12,978,295	6,000,000	6,000,000		31,083,876
									-
									-
Total		100%	4,367,586	1,737,995	12,978,295	6,000,000	6,000,000	-	31,083,876

Budget Office Use Only

	Funded
	Not Funded
	Partially Funded
	Pending

FY16 Operating Cost:	\$	-
FY16 Capital Cost:	\$	1,737,995
Future Years' Estimated Annual Cost:	\$	24,978,295

FY16 Supplemental/CIP Request

Project Description: <u>Water Line Replacement</u>			
Department:	<u>Public Works</u>	Project #	
Division:	<u>Water Distribution</u>	Totals	<u>\$300,000</u>
Account Number:	<u>420-10-649003-536-638-000</u>	Request Type	<u>New Request</u>
Project Location:	<u>Water Plant</u>	Priority Level	<u>Critical Repairs</u>

Objective:

To fund a 30-year replacement schedule to replace water lines throughout the City of North Miami.

Justification:

The City annually budgets 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. Due to an 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.

Project Estimates:

Object Code	Description	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
636	4,000 LF of lrg dia. pipe	2,489,608	250,000	250,000	250,000	250,000	250,000	3,739,608
638	29,600 ft of small dia. pipe	255,125	50,000	50,000	50,000	50,000	50,000	505,125
								-
								-
								-
								-
Total		2,744,733	300,000	300,000	300,000	300,000	300,000	4,244,733

Funding Source	Fund #	% Funding	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
W & S	420	100%	2,744,733	300,000	300,000	300,000	300,000	300,000	4,244,733
									-
									-
									-
Total		100%	2,744,733	300,000	300,000	300,000	300,000	300,000	4,244,733

Budget Office Use Only

	Funded
	Not Funded
	Partially Funded
	Pending

FY16 Operating Cost:	\$ -
FY16 Capital Cost:	\$ 300,000
Future Years' Estimated Annual Cost:	\$ 1,200,000

FY16 Supplemental/CIP Request

Project Description:	Water Main Improvement Projects		
Department:	Public Works		Project #
Division:	Water Distribution		Totals
Account Number:	430-10-657000-536-636-000		\$3,000,000
Project Location:	Various		Request Type
			New Request
			Priority Level
			Critical Repairs

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 waster 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. Projects will be funded by Water & Sewer and Fire Flows Funds.

Project Estimates:

Object Code	Description	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
636	Water Main Improvement	500,000	3,000,000					3,500,000
								-
								-
								-
								-
								-
								-
								-
Total		500,000	3,000,000	-	-	-	-	3,500,000

Funding Source	Fund #	% Funding	Prior Years	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total Estimate
W & S	420	80%	500,000	2,500,000	-				3,000,000
W & S	420 (fire)	20%		500,000					500,000
									-
									-
Total		100%	500,000	3,000,000	-	-	-	-	3,500,000

Budget Office Use Only

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

FY16 Operating Cost: \$ -
FY16 Capital Cost: \$ 3,000,000
Future Years' Estimated Annual Cost: \$ -

Section Five:

Appendix

**City of North Miami, Florida
Classification and Pay Plan
(Unclassified Positions)**

Effective: October 1, 2015 - September 30, 2016

Class Number	Class Title	Numerical Pay Grade	Minimum Pay Rate (Annual)	Maximum Pay Rate (Annual)
175	CITY MANAGER (CM) (E)	47C	119,912	222,704
185	CITY ATTORNEY (DH) (E)	47A	119,912	222,704
183	DEPUTY CITY ATTORNEY (ADH) (E)	42	95,727	141,787
170	DEPUTY CITY MANAGER (DCM) (E)	42	95,727	141,787
417	DEVELOPMENTAL COMPLIANCE DIRECTOR	41	91,229	134,997
225	FINANCE DIRECTOR (DH) (E)	41	91,229	134,997
725	POLICE CHIEF (DH) (E)	41	91,229	134,997
400	PUBLIC WORKS DIRECTOR (DH) (E)	41	91,229	134,997
722	ASST. POLICE CHIEF (ADH) (E)	39	82,636	122,480
221	BUDGET DIRECTOR (DH) (E)	37	74,956	111,108
422	BUILDING DIRECTOR (DH) (E)	37	74,956	111,108
421	CAPITAL PROJECT MANAGER (E)	37	74,956	111,108
408	PLANNING, ZONING & DEVELOPMENT DIRECTOR (DH) (E)	37	74,956	111,108
164	INFORMATION TECHNOLOGY DIRECTOR (DH) (E)	37	74,956	111,108
325	LIBRARY DIRECTOR (DH) (E)	37	74,956	111,108
823	MOCA DIRECTOR/CHIEF CURATOR (DH) (E)	37	74,956	111,108
860	PARKS, RECREATION & CULTURAL ARTS DIRECTOR (DH) (E)	37	74,956	111,108
150	PERSONNEL ADMINISTRATION DIRECTOR (DH) (E)	37	74,956	111,108
716	POLICE MAJOR (E)	36	71,222	105,719
167	CHIEF OF STAFF (E)	35	67,912	100,500
721	POLICE COMMANDER (E)	35	67,912	100,500
137	PURCHASING MANAGER (DH) (E)	35	67,912	100,500
160	RISK MANAGER (DH) (E)	35	67,912	100,500
180	ASST. CITY ATTORNEY (E)	34	64,725	95,727
218	INTERNAL AUDITOR (E)	32	58,577	86,795
735	POLICE EXECUTIVE ASSISTANT (E)	32	58,577	86,795
165	ASST. TO THE CITY MANAGER (JB) (ADH) (E)	29	50,473	74,956
113	LEGAL ADMINISTRATIVE ASSISTANT	28	47,906	71,222
115	EXECUTIVE SECRETARY (JB) (E)	27	45,636	67,912
114	PARALEGAL	27	45,636	67,912

DH - Department Head

ADH - Acting Department Head

E - Exempt; JB³¹² - Job Basis 2.5%

City of North Miami
Classification and Pay Plan
(Classified Positions)
Effective: October 1, 2015 - September 30, 2016

Class Number	Class Title	Numerical Pay Grade	Union/ Non Union	Minimum Pay Rate (Annual)	Maximum Pay Rate (Annual)
210	ACCOUNT CLERK	19	U	29,328	43,867
215	ACCOUNTANT (JB) (E)	24	N	39,334	58,577
161	ADMINISTRATIVE ASSISTANT	28	N	47,906	71,222
40	ADMINISTRATIVE COORDINATOR	22	U	34,236	50,960
111	ADMINISTRATIVE COORDINATOR (CONFIDENTIAL)	22	N	35,622	53,019
104	ADMINISTRATIVE SPECIALIST	18	U	28,038	41,704
222	ASST. BUDGET DIRECTOR (ADH) (E)	32	N	58,577	86,795
220	ASST. FINANCE DIRECTOR (ADH) (E)	35	N	67,912	100,500
163	ASST. INFORMATION TECHNOLOGY DIRECTOR (ADH) (E)	32	N	58,577	86,795
315	ASST. LIBRARY DIRECTOR (ADH) (E)	32	N	58,577	86,795
824	ASST. MOCA DIRECTOR (ADH) (E)	32	N	58,577	86,795
857	ASST. PARKS, RECREATION & CULTURAL ARTS DIRECTOR (ADH) (E)	32	N	58,577	86,795
149	ASST. PERSONNEL ADMIN. DIRECTOR (ADH) (E)	32	N	58,577	86,795
411	ASST. PLANNING, ZONING & DEV. DIRECTOR (ADH) (E)	32	N	58,577	86,795
404	ASST. PUBLIC WORKS DIRECTOR (ADH) (E)	39	N	82,636	122,480
139	ASST. PURCHASING MANAGER	32	N	58,577	86,795
407	ASST. TO THE PUBLIC WORKS DIRECTOR (JB) (E)	28	N	47,906	71,222
223	BUDGET ADMINISTRATOR (JB) (E)	28	N	47,906	71,222
224	BUDGET ANALYST	24	N	39,334	58,577
423	BUILDING & ZONING COMPLIANCE ADMINISTRATOR (JB) (E)	29	N	50,473	74,956
415	BUILDING INSPECTOR	29	N	50,473	74,956
433	BUSINESS DEVELOPMENT COORDINATOR (JB) (E)	22	N	35,622	53,019
234	BUSINESS TAX SPECIALIST	17	N	27,729	41,308
130	BUYER	22	N	35,622	53,019
442	C.D.B.G. ADMINISTRATOR (JB) (E)	25	N	41,308	61,611
965	CHEMIST	25	N	41,308	61,611
217	CHIEF ACCOUNTANT (JB) (E)	30	N	53,019	78,648
419	CHIEF PLANS EXAMINER (JB) (E)	31	N	55,734	82,636
708	CITIZENS CRIME WATCH COORDINATOR	18	U	28,038	41,704
402	CITY ENGINEER (E)	33	N	61,611	91,229
437	CITY PLANNER (JB) (E)	32	N	58,577	86,795
401	CIVIL ENGINEER (JB) (E)	27	N	45,636	67,912
103	CLERICAL TECHNICIAN	16	U	25,417	37,814
102	CLERK	10	N	19,498	29,151
414	CODE ADMINISTRATOR (JB) (E)	29	N	50,473	74,956
425	CODE COMPLIANCE COORDINATOR	24	N	39,334	58,577
416	CODE COMPLIANCE MANAGER (JB) (E)	30	N	53,019	78,648
410	CODE COMPLIANCE OFFICER	23	U	35,900	53,580
100	COMM. PLANNING & DEV. TECHNICIAN	20	U	30,867	46,051
819	COMMUNITY ENGAGEMENT ADMINISTRATOR (JB) (E)	28	N	47,906	71,222
173	COMPLIANCE MANAGER (JB) (E)	30	N	53,019	78,648
171	CONSTITUENT SERVICES AIDE	18	N	29,151	43,387
172	CONSTITUENT SERVICES COORDINATOR	25	N	41,308	61,611
229	CREDIT & COLLECTIONS COORDINATOR	22	N	35,622	53,019
704	CRIME ANALYST	20	U	30,867	46,051
706	CRIME SCENE TECHNICIAN	24	U	37,814	56,305

Non-Union: COLA approved

ADH - Acting Department Head

White/Blue Collar Union: COLA not approved

E - Exempt

Police Union: COLA approved

JB - Job Basis 2.5%

FY15-16 Annual Adopted Budget

City of North Miami
Classification and Pay Plan
(Classified Positions)
Effective: October 1, 2015 - September 30, 2016

Class Number	Class Title	Numerical Pay Grade	Union/ Non Union	Minimum Pay Rate (Annual)	Maximum Pay Rate (Annual)
709	CRISIS INTERVENTION SPECIALIST	21	N	33,755	50,473
530	CUSTODIAN	15	U	23,940	35,900
535	CUSTODIAN LEADWORKER	18	N	29,151	43,387
550	CUSTOMER SERVICE LIAISON (JB) (E)	24	N	39,334	58,577
910	CUSTOMER SERVICE REPRESENTATIVE	20	N	32,121	47,906
128	DATA BASE ADMINISTRATOR (JB) (E)	28	N	47,906	71,222
119	DATA PROCESSING ADMINISTRATOR (JB) (E)	33	N	61,611	91,229
155	DEPUTY CITY CLERK (ADH) (E)	32	N	58,577	86,795
403	DRAFTING TECHNICIAN	20	N	32,121	47,906
448	ECONOMIC DEVELOPMENT MANAGER (JB) (E)	30	N	53,019	78,648
444	ECONOMIC DEVELOPMENT SPECIALIST (JB) (E)	29	N	50,473	74,956
862	EDUCATION COORDINATOR	22	N	35,622	53,019
866	EDUCATION CURATOR (JB) (E)	24	N	39,334	58,577
630	ELECTRICIAN	23	U	35,900	53,580
629	ELECTRICIAN'S AIDE	18	U	28,038	41,704
569	EQUIPMENT MAINTENANCE SUPERVISOR	25	N	41,308	61,611
639	FACILITY MAINTENANCE COORDINATOR	22	N	35,622	53,019
640	FACILITY MAINTENANCE SUPERVISOR (JB) (E)	25	N	41,308	61,611
610	FLEET MECHANIC	21	U	32,448	48,505
605	FLEET MECHANIC'S AIDE	18	U	28,038	41,704
660	FLEET SUPERINTENDENT (JB) (E)	28	N	47,906	71,222
615	FLEET SUPERVISOR	25	N	41,308	61,611
505	GENERAL MAINTENANCE WORKER	15	U	23,940	35,900
123	GIS SPECIALIST (JB) (E)	24	N	39,334	58,577
434	GRANTS ADMINISTRATOR (JB) (E)	27	N	45,636	67,912
432	GRANTS WRITER (JB) (E)	25	N	41,308	61,611
440	GRAPHICS DESIGNER	21	N	33,755	50,473
515	HEAVY EQUIPMENT OPERATOR	20	U	30,867	46,051
446	HOUSING ADMINISTRATOR (JB) (E)	28	N	47,906	71,222
441	HOUSING COORDINATOR	22	N	35,622	53,019
445	HOUSING INSPECTOR	25	U	39,707	59,217
447	HOUSING MANAGER (JB) (E)	30	N	53,019	78,648
439	HOUSING SERVICES ADMINISTRATIVE SPECIALIST	18	U	28,038	41,704
438	HOUSING SERVICES AIDE	16	U	25,417	37,814
108	INFORMATION PROCESSING COORDINATOR	22	N	35,622	53,019
116	INFORMATION TECHNOLOGY ANALYST (JB) (E)	25	N	41,308	61,611
131	INFORMATION TECHNOLOGY SPECIALIST I	22	N	35,622	53,019
132	INFORMATION TECHNOLOGY SPECIALIST II (JB) (E)	23	N	37,340	55,734
133	INFORMATION TECHNOLOGY SPECIALIST III (JB) (E)	24	N	39,334	58,577
101	INTERPRETER	16	N	26,435	39,334
212	JUNIOR ACCOUNTANT	21	N	33,755	50,473
650	LEAK DETECTION TECHNICIAN	19	N	30,509	45,636
312	LIBRARIAN	23	N	37,340	55,734
305	LIBRARY AIDE I	15	U	23,940	35,900
310	LIBRARY AIDE II	18	U	28,038	41,704
313	LIBRARY MANAGER (JB) (E)	30	N	53,019	78,648

Non-Union: COLA approved ADH - Acting Department Head
White/Blue Collar Union: COLA not approved E - Exempt
Police Union: COLA approved JB - Job Basis 2.5%

City of North Miami
Classification and Pay Plan
(Classified Positions)
Effective: October 1, 2015 - September 30, 2016

Class Number	Class Title	Numerical Pay Grade	Union/ Non Union	Minimum Pay Rate (Annual)	Maximum Pay Rate (Annual)
328	LIBRARY PAGE	10	N	19,498	29,151
835	LIFEGUARD	17	U	26,644	39,707
635	MAINTENANCE MECHANIC	18	U	28,038	41,704
905	METER READER	17	N	27,729	41,308
409	MINIMUM HOUSING OFFICER	23	U	35,900	53,580
813	MOCA ADMINISTRATOR (JB) (E)	27	N	45,636	67,912
510	MOTOR EQUIPMENT OPERATOR	18	U	28,038	41,704
137	NETWORK ADMINISTRATOR (JB) (E)	28	N	47,906	71,222
122	NETWORK SPECIALIST (JB) (E)	24	N	39,334	58,577
848	NURSERY SPECIALIST	21	N	33,755	50,473
816	PARKS AND RECREATION SPECIALIST	21	N	33,755	50,473
854	PARKS COORDINATOR	22	N	35,622	53,019
814	PARKS NATURALIST	21	U	32,448	48,505
855	PARKS SPECIALIST	21	U	32,448	48,505
858	PARKS SUPERINTENDENT (JB) (E)	28	N	47,906	71,222
852	PARKS SUPERVISOR (JB) (E)	25	N	41,308	61,611
211	PAYROLL COORDINATOR (JB) (E)	21	N	33,755	50,473
105	PERMIT PROCESSING COORDINATOR	20	U	30,867	46,051
120	PERMIT PROCESSOR	18	U	28,038	41,704
148	PERSONNEL ADMINISTRATOR (JB) (E)	28	N	47,906	71,222
145	PERSONNEL SPECIALIST (JB) (E)	24	N	39,334	58,577
435	PLANNER (JB) (E)	27	N	45,636	67,912
443	PLANNING TECHNICIAN	21	N	33,755	50,473
418	PLANS EXAMINER (JB) (E)	30	N	53,019	78,648
634	PLUMBER	25	U	39,707	59,217
736	POLICE ADMINISTRATOR (JB) (E)	31	N	55,734	82,636
730	POLICE COMMUNICATIONS OPERATOR	22	U	34,236	50,960
734	POLICE COMMUNICATIONS SUPERVISOR	25	N	41,308	61,611
715	POLICE LIEUTENANT (E)	33	N	61,611	91,229
705	POLICE OFFICER	28O	O	49,365	73,381
703	POLICE OFFICER TRAINEE	25T	T	42,573	63,394
707	POLICE PROPERTY CLERK	16	N	26,435	39,334
107	POLICE RECORDS SUPERVISOR	25	N	41,308	61,611
710	POLICE SERGEANT	31S	S	58,543	86,842
117	PROGRAMMER/ANALYST (JB) (E)	27	N	45,636	67,912
450	PUBLIC INFORMATION OFFICER (E)	27	N	45,636	67,912
451	PUBLIC INFORMATION SPECIALIST	24	N	39,334	58,577
702	PUBLIC SERVICE AIDE	17	U	26,644	39,707
405	PUBLIC WORKS OPERATIONS CHIEF (JB) (E)	31	N	55,734	82,636
135	PURCHASING AGENT (JB) (E)	28	N	47,906	71,222
740	QUARTERMASTER	20	U	30,867	46,051
106	RECORDS MANAGEMENT SUPERVISOR	20	N	32,121	47,906
109	RECORDS TECHNICIAN	16	U	25,417	37,814
805	RECREATION AIDE	12	U	20,612	30,867
815	RECREATION COORDINATOR	22	N	35,622	53,019
810	RECREATION LEADER I	16	U	25,417	37,814

Non-Union: COLA approved ADH - Acting Department Head
White/Blue Collar Union: COLA not approved E - Exempt
Police Union: COLA approved JB - Job Basis 2.5%

City of North Miami
Classification and Pay Plan
(Classified Positions)
Effective: October 1, 2015 - September 30, 2016

Class Number	Class Title	Numerical Pay Grade	Union/ Non Union	Minimum Pay Rate (Annual)	Maximum Pay Rate (Annual)
812	RECREATION LEADER II	18	U	28,038	41,704
821	RECREATION PROGRAMMER (E)	26	N	43,387	64,730
818	RECREATION SPECIALIST	21	U	32,448	48,505
822	RECREATION SUPERINTENDENT (JB) (E)	28	N	47,906	71,222
817	RECREATION SUPERVISOR (JB) (E)	25	N	41,308	61,611
512	RIGHTS-OF-WAY INSPECTOR	18	N	29,151	43,387
159	RISK ANALYST	22	N	35,622	53,019
158	SAFETY OFFICER (JB) (E)	25	N	41,308	61,611
545	SANITATION COORDINATOR	22	N	35,622	53,019
551	SCADA TECHNICIAN	23	N	37,340	55,734
110	SECRETARY	20	U	30,867	46,051
214	SENIOR ACCOUNTANT (JB) (E)	26	N	43,387	64,730
406	SENIOR CIVIL ENGINEER (JB) (E)	30	N	53,019	78,648
632	SENIOR ELECTRICIAN	25	U	39,707	59,217
436	SR. PLANNING TECHNICIAN	22	N	35,622	53,019
127	STOCK CLERK	17	U	26,644	39,707
125	STOREKEEPER	20	U	30,867	46,051
520	STREETS COORDINATOR	22	N	35,622	53,019
526	STREETS SUPERVISOR (JB) (E)	25	N	41,308	61,611
424	SUSTAINABILITY ADMINISTRATOR (JB) (E)	26	N	43,387	64,730
840	SWIMMING POOL OPERATOR	20	N	32,121	47,906
121	SWITCHBOARD OPERATOR	16	U	25,417	37,814
138	SYSTEMS ADMINISTRATOR (E)	28	N	47,906	71,222
118	SYSTEMS ANALYST (JB) (E)	27	N	45,636	67,912
825	TENNIS SUPERINTENDENT (JB) (E)	31	N	55,734	82,636
637	TRADES MECHANIC	20	U	30,867	46,051
144	TRAINING SPECIALIST (JB) (E)	24	N	39,334	58,577
413	TRANSPORTATION MANAGER (JB) (E)	30	N	53,019	78,648
431	TRANSPORTATION PLANNER (JB) (E)	27	N	45,636	67,912
228	UTILITY BUSINESS COORDINATOR	23	N	37,340	55,734
915	UTILITY BUSINESS FIELD COORDINATOR	22	U	34,236	50,960
230	UTILITY BUSINESS SUPERVISOR (JB) (E)	28	N	47,906	71,222
567	UTILITY COORDINATOR	22	N	35,622	53,019
566	UTILITY CREW LEADER	17	U	26,644	39,707
585	UTILITY SUPERINTENDENT (JB) (E)	28	N	47,906	71,222
568	UTILITY SUPERVISOR (JB) (E)	25	N	41,308	61,611
571	UTILITY TECHNICIAN	18	U	28,038	41,704
962	WATER PLANT COORDINATOR	22	N	35,622	53,019
960	WATER PLANT OPERATOR	21	U	32,448	48,505
955	WATER PLANT OPERATOR TRAINEE	18	U	28,038	41,704
587	WATER PLANT SUPERINTENDENT (JB) (E)	28	N	47,906	71,222
570	WATER PLANT SUPERVISOR	25	N	41,308	61,611
124	WEBMASTER (JB) (E)	24	U	37,814	56,305
625	WELDER	23	U	35,900	53,580
112	WORD PROCESSING SPECIALIST	19	U	29,328	43,867
412	ZONING ADMINISTRATOR (JB) (E)	29	N	50,473	74,956

Non-Union: COLA approved ADH - Acting Department Head
White/Blue Collar Union: COLA not approved E - Exempt
City of North Miami Police Union: COLA approved JB - Job Basis 2.5%

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.

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.

Glossary

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.

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 an allocation formula determined by the agency providing the monies, usually the state or the federal government.

Glossary

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 benefit 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.

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.

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.

Glossary

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 ad 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.

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.

Glossary

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.