



FISCAL YEAR 20-21 PRELIMINARY BUDGET

NorthMiamiFL.gov

TABLE OF CONTENTS

General Fund	
Mayor and City Council	Page 1
City Manager	Page 11
City Clerk	Page 30
Finance	Page 37
City Attorney	Page 61
Personnel	Page 68
Information Technology	Page 82
Police	Page 99
Community Planning and Development (CP&D)	Page 157
Public Works	Page 169
Office of Management and Budget (OMB)	Page 196
Parks and Recreation	Page 201
Non-Departmental	Page 289
Museum of Contemporary Arts (MOCA)	Page 296
Code Compliance	Page 304
Library	Page 312
Purchasing	Page 321
Housing and Social Services	Page 326
Housing Funds	
CDBG	Page 334
HIPP	Page 346
NSP	Page 353
SHIP	Page 365
Transportation Funds	
Half Cent Transportation Surtax	Page 368
Gas Tax	Page 380
Enterprise Funds	
Building	Page 384
Water and Sewer	Page 394
Stormwater	Page 444
Internal Services	
Risk Management	Page 459
Fleet Management	Page 472
All Other Funds	Page 482

MAYOR AND CITY COUNCIL

Budget Summary Form

Department: Mayor/Council
Dept # 01

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	575,705	667,055	581,665	623,442
Operating Expenses	1,026,964	883,941	822,441	704,882
Internal Services	-3,210	10,597	8,923	11,401
Operating Budget	<u>1,599,459</u>	<u>1,561,593</u>	<u>1,413,029</u>	<u>1,339,725</u>
Capital Outlay	0	4,195	5,920	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	11,537	10,577	10,577	14,859
Total Budget	<u>1,610,996</u>	<u>1,576,365</u>	<u>1,429,526</u>	<u>1,354,584</u>

PERSONNEL SERVICES DETAIL:

<u>Classification</u>	<u>Salary Sch.</u>	<u># of Positions</u>
Constituent Services Coordinator	26	4

Total # of Full-Time Employees 4

2020-21 Operating Budget:	1,339,725
2019-20 Operating Budget:	<u>1,561,593</u>
Dollar Change:	<u>(221,868)</u>
Percentage Change:	-14.21%

2020-21 Personnel - F.T.E.	4.00
2019-20 Personnel - F.T.E.	<u>4.00</u>
Personnel Change:	<u>0.00</u>

Budget Objectives Form

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

Objective:

\$ 1,354,584 To provide leadership and policy-making responsive to the needs of North Miami residents. Carry out legislative policies, ensure community services and supervise the City Manager and City Attorney's performance.

ACTIVITIES:

\$ 447,450	001	Mayor/Council Office: 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.
\$ 204,054	002	Mayor's Office: provide 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.
\$ 160,965	003	District 1 Office: provide 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.
\$ 194,519	004	District 2 Office: provide 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.
\$ 186,631	005	District 3 Office: provide 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.
\$ 160,965	006	District 4 Office: provide 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.

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Mayor/Council
Division: Mayor/Council Office
Division #: 400 **Objective No.:** 001

Title: Mayor/Council Office

#	Computation/Explanation	Amount
101	4 Constituent Services Coordinators	254,569.34
140	Employer's portion of Social Security Tax 7.65% of Salaries	19,841.75
141	Employer contribution to Pension for full time employees	20,221.00
142	Group health premiums - \$591.61/mo. x 12 mos. x 4 employees	28,397.28
	Group dental premiums - \$14.4/mo. x 12 mos. x 4 employees	691.20
	Dependents coverage - \$155/mo. x 12 mos. x 1 employee	1,800.00
	Life insurance premiums - .34/1000 x salaries	84.98
	AD & D insurance premiums - .04/1000 x salaries	10.00
		30,983.46
144	Workers' Compensation coverage for General Fund Employees	9,387.00
147	FRS Pension (4 Constituent Services Coordinators)	12,820.60
148	Retiree Group Health Insurance:	
	K. Burns - Health & Dental - (\$591.61 + 14.40) x 12 mos	7,272.12
	A. Pierre - Health & Dental - (\$591.61 + 14.40) x 12 mos	7,272.12
	M. Steril - Health & Dental - (\$591.61 + 14.40) x 12 mos	7,272.12
	J. Celestin - Health - (\$591.61 x 12 mos)	7,099.32
	S. Joseph - Health & Dental - (\$591.61 + 43.08) x 12 mos	7,616.28
	H. Premer - Health & Dental - (\$591.61 + 43.08) x 12 mos	7,616.28
		44,148.24
303	Mayor/Council stationery including letterhead and envelopes, business cards, proclamations, generic pre-printed forms and miscellaneous printing expenses	1,200.00
304	Office Expenses	2,375.00
305	Travel, Conferences & Meetings:	4,000.00

CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET

Department: Mayor/Council
 Division: Mayor/Council Office
 Division #: 400 Objective No.: 001

Title: Mayor/Council Office

#	Computation/Explanation	Amount
306	Miami-Dade County League of Cities Florida League of Cities Haitian Heritage Museum	6,215.00 5,439.00 565.00 <hr/> 12,219.00
		12,219
312	Keys to the City, black velvet presentation boxes for keys to the City, engraved plates, lapel pins, special photographs, certificate paper, certificate holders, proclamation envelopes, Government-in-the-Sunshine manuals, fax toner cartridges, refreshments and paper products for meetings, etc.	5,225.00
		5,225
315	Car allowance for Coordinators @ \$100 each x 12 mos	4,200.00
		4,200
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	7,454.00
		7,454
407	Postage Expenses	400.00
		400
408	Copier - \$184.71 month x 12 months Excess copies @ \$65/mo x 12 months Fax line added to copier \$36/mo x 12 months Staples - 1 box	2,216.52 786.60 410.40 133.00 <hr/> 3,546.52
		3,547
910	Debt service on 2010 Pension Obligation Bonds	14,859.00
		14,859
		<hr/> 447,450

CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET

Department: Mayor/Council

Division: Mayor/Council

Division #: 400

Objective No.: 002

Title: Mayor's Office

#	Computation/Explanation	Amount
140	Employer's portion of Social Security Tax-Mayor	6,756.48
		6,756
142	Employee Group Insurance - \$591.61/mo. x 12 mos.	7,099.32
	Group dental premiums - \$14.4/mo. x 12 mos.	172.80
	Family Coverage - \$250/mo x 12 mos.	3,000.00
	Add'l Life insurance premiums - \$.34/1000 x Mayor Salary	24.44
	Life insurance premiums - \$.34/1000 x Mayor Salary	24.44
	AD&D insurance premiums - \$.04/1000 x Mayor Salary	2.88
		10,323.88
		10,324
146	Florida Retirement System - 49.18% of Salary	35,350.58
		35,351
301	Mayor's Salary	71,880.00
		71,880
305	Mayor's Travel	7,033.00
		7,033
306	US Conference of Mayors	5,270.00
	Florida League of Mayors	1,000.00
		6,270.00
		6,270
315	Expense Account - \$1,250/month x 12 months	15,000.00
	Mayor's cell phone allowance - \$120/month x 12 months	1,440.00
		16,440.00
		16,440
315	Mayor's Discretionary/Outreach Fund	50,000.00
		50,000
		204,054

CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET

Department: Mayor/Council

Division: Mayor/Council

Division #: 400

Objective No.: 003

Title: District 1 Office

#	Computation/Explanation	Amount
140	Employers portion of Social Security Tax-Council	6,510.92
		6,511
142	Employee Group Insurance - \$591.61/mo. x 12 mos.	7,099.32
	Group dental premiums - \$14.4/mo. x 12 mos.	172.80
	Add'l Life - \$0.34/1000 x salary	20.37
	Life insurance premiums - \$.34/1000 x D1 Salary	20.37
	AD&D insurance premiums - \$.04/1000 x D1 Salary	2.40
		7,315.26
		7,315
146	Florida Retirement System - 49.18% of Salary	29,464.00
		29,464
301	District 1 Council Salary	59,910.00
		59,910
305	District 1 Travel	2,565.00
		2,565
315	Expense Account - \$1,250/month x 12 months	15,000.00
	Auto allowance - \$750/month x 12 months	9,000.00
	Cell phone allowance - \$100/month x 12 months	1,200.00
		25,200.00
		25,200
315	District 1 Discretionary/Outreach Fund	30,000.00
		30,000
		160,965

CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET

Department: Mayor/Council

Division: Mayor/Council

Division #: 400

Objective No.: 004

Title: District 2 Office

#	Computation/Explanation	Amount
140	Employers portion of Social Security Tax-Council	6,510.92
	Employers portion of Social Security Tax-TEC	2,384.51
140	Employers portion of Social Security Tax-Council	8,895.43
		8,895
142	Employee Group Insurance - \$591.61/mo. x 12 mos.	7,099.32
	Group dental premiums - \$14.4/mo. x 12 mos.	172.80
	Add'l Life insurance premiums - \$.34/1000 x D2 Salary	20.37
	Life insurance premiums - \$.34/1000 x D2 Salary	20.37
	AD&D insurance premiums - \$.04/1000 x D2 Salary	2.40
		7,315.26
		7,315
146	Florida Retirement System - 49.18% of Salary	29,463.74
		29,464
301	District 2 Council Salary	59,910.00
	Constituent Service Aide	31,170.00
		91,080.00
		91,080
305	District 2 Travel	2,565.00
		2,565
315	Expense Account - \$1,250/month x 12 months	15,000.00
	Auto allowance - \$750/month x 12 months	9,000.00
	Cell phone allowance - \$100/month x 12 months	1,200.00
		25,200.00
		25,200
315	District 2 Discretionary/Outreach Fund	30,000.00
		30,000
		194,519

CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET

Department: Mayor/Council

Division: Mayor/Council

Division #: 400

Objective No.: 005

Title: District 3 Office

#	Computation/Explanation	Amount
140	Employers portion of Social Security Tax-Council	5,822.42
	Employers portion of Social Security Tax-TEC	2,384.51
		8,206.93
		8,207
142	Employee Group Insurance - \$591.61/mo. x 12 mos.	7,099.32
	Group dental premiums - \$14.4/mo. x 12 mos.	172.80
	Dependent's coverage: - \$150/mo x 12 mos	1,800.00
	Add'l Life - \$0.34/1000 x salary	20.37
	Life insurance premiums - \$.34/1000 x D3 Salary	20.37
	AD&D insurance premiums - \$.04/1000 x D3 Salary	2.40
		9,115.26
		9,115
146	Florida Retirement System - 49.18% of Salary	29,463.74
		29,464
301	District 3 Council Salary	59,910.00
	Constituent Service Aide	31,170.00
		91,080.00
		91,080
305	District 3 Travel	2,565.00
		2,565
315	Expense Account - \$1,250/month x 12 months	15,000.00
	Cell phone allowance - \$100/month x 12 months	1,200.00
		16,200.00
		16,200
315	District 3 Discretionary/Outreach Fund	30,000.00
		30,000
		186,631

CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET

Department: Mayor/Council

Division: Mayor/Council

Division #: 400

Objective No.: 006

Title: District 4 Office

#	Computation/Explanation	Amount
140	Employers portion of Social Security Tax-Council	6,510.92
		6,511
142	Employee Group Insurance - \$591.61/mo. x 12 mos.	7,099.32
	Group dental premiums - \$14.4/mo. x 12 mos.	172.80
	Add'l Life - \$0.34/1000 x salary	20.37
	Life insurance premiums - \$.34/\$1000 x D4 Salary	20.37
	AD&D insurance premiums - \$.04/\$1000 x D4 Salary	2.40
		7,315.26
		7,315
146	Florida Retirement System - 49.18% of Salary	29,463.74
		29,464
301	District 4 Council Salary	59,910.00
		59,910
305	District 4 Travel	2,565.00
		2,565
315	Expense Account - \$1,250/month x 12 months	15,000.00
	Auto allowance - \$750/month x 12 months	9,000.00
	Cell phone allowance - \$100/month x 12 months	1,200.00
		25,200.00
		25,200
315	District 4 Discretionary/Outreach Fund	30,000.00
		30,000
		160,965

CITY MANAGER

Budget Summary Form

Department: City Manager
Dept #: 02

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	2,196,735	2,224,399	2,301,044	1,703,533
Operating Expenses	895,646	805,529	714,422	503,913
Internal Services	-29,842	76,448	70,846	107,095
Operating Budget	<u>3,062,539</u>	<u>3,106,376</u>	<u>3,086,312</u>	<u>2,314,541</u>
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	71,691	80,777	80,777	91,344
Total Budget	<u><u>3,134,230</u></u>	<u><u>3,187,153</u></u>	<u><u>3,167,089</u></u>	<u><u>2,405,885</u></u>

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
City Manager	50-CM	1
Deputy City Manager	48	1
Chief of Staff	44	1
Emergency Manager/Commander	38-SM	1
Senior Public Information Officer	31	1
Executive Assistant to City Manager	29	1
Senior Executive Assistant to City Manager	29	1
Senior Management Analyst	28	1
Management Analyst	27	1
Total # of Full-Time Employees		<u><u>9</u></u>

2020-21 Operating Budget:	2,314,541
2019-20 Operating Budget:	<u>3,106,376</u>
Dollar Change:	<u>(791,835)</u>
Percentage Change:	<u>-25.49%</u>

2020-21 Personnel - F.T.E.	9.00
2019-20 Personnel - F.T.E.	<u>18.00</u>
Personnel Change:	<u><u>-9.00</u></u>

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	1,584,250	1,580,234	1,681,264	1,488,292
Operating Expenses	186,515	74,095	127,369	105,538
Internal Services	-14,841	63,410	59,308	93,618
Operating Budget	<u>1,755,924</u>	<u>1,717,739</u>	<u>1,867,941</u>	<u>1,687,448</u>
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	47,025	60,882	60,882	65,473
Total Budget	<u>1,802,949</u>	<u>1,778,621</u>	<u>1,928,823</u>	<u>1,752,921</u>

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
City Manager	50-CM	1
Deputy City Manager	48	1
Chief of Staff	44	1
Police Commander/Emergency Management	38-SM	1
Executive Assistant to City Manager	29	1
Senior Executive Assistant to City Manager	29	1
Senior Management Analyst	28	1
Management Analyst	27	1

Total # of Full-Time Employees 8

2020-21 Operating Budget: 1,687,448
2019-20 Operating Budget: 1,717,739
Dollar Change: (30,291)
Percentage Change: -1.76%

2020-21 Personnel - F.T.E. 8.00
2019-20 Personnel - F.T.E. 10.00
Personnel Change: -2.00

Budget Summary Form

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

Objective:

\$ 1,752,921 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:

\$ 1,536,686 001 **City Manager's Office:** provide leadership to the City administration, implement the policies and directives of the City Council, manage and supervise City staff and projects, and responds to residents' needs for information and services. Administer the City's Self-Insured Liability and Workers' Compensation Programs.

\$ 216,235 002 **Emergency Management:** create, maintain and update the City's emergency operations plans (EOP, COOP, CEMP). These plans provide the framework for how we respond to emergencies and disasters. Develop and implement training programs that provide the knowledge, skills and abilities necessary to handle the various occurrences we may encounter. Implement a comprehensive outreach program that provides information, training and education to the community as well as our numerous community partners. Provide timely and up to date communications and information to the community across several platforms to ensure sufficient coverage during normal operations as well as during emergency operations. Build working relationships with area businesses, organizations and institutions at the local, state, and federal level to increase our ability to respond to emergencies and disasters. Engage the whole community in our preparedness activities to mitigate the effects of various hazards whether natural or man-made to include natural disasters, terrorist attacks, civil unrest, active shooter incidents, pandemic outbreaks, structural fires, train derailments, plane crashes or any number of hazards that exist in our community.

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: City Manager
Division: City Manager
Division #: 405 **Objective No.:** 001

Title: City Manager's Office

#	Computation/Explanation	Amount	Amount
101	City Manager	260,253.00	
	Deferred Compensation (ICMA - per contract)	25,200.00	
	Deputy City Manager	210,052.38	
	Chief of Staff	150,985.08	
	Senior Executive Assistant to City Manager	82,749.02	
	Executive Assistant to City Manager	88,624.17	
	2 Senior/Management Analyst	130,497.98	
		948,361.63	948,362
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	58,265.00	58,265
141	Employer contribution to 691 Pension Plan	168,809.00	168,809
142	Group health premiums - \$591.61/mo. x 12 mos. x 7 employees	49,695.24	
	Group dental premiums - \$14.4/mo. x 12 mos. x 7 employees	1,209.60	
	City Manager's Disability Insurance	1,120.08	
	Dependent coverage - \$250/mo. x 12 mos. x 2 employees	3,600.00	
	Life insurance premiums - .34/1000 x salaries	298.00	
	Add'l Life Insurance - .34/1000 x Exec salaries	155.66	
	AD & D insurance premiums - .04/1000 x salaries	35.06	
		56,113.64	56,114
144	Workers' Compensation coverage for General Fund Employees	31,943.00	31,943
147	FRS Pension	13,050.00	13,050
148	Retiree Group Health Insurance:		
	Lee Feldman - Health & Dental - (\$544.38+13.52) x 12 mos	6,694.80	
	Mark Collins - Health & Dental - (\$544.38+ 43.08) x 12 mos	7,049.52	
	Stephen Johnson - Health - \$544.38 x 12 mos	6,532.56	
	Lumane Claude - Health & Dental - (\$544.38 + 13.52) x 12 mos	6,694.80	
		26,971.68	26,972
303	Pre-printed forms, note pads, memo pads, etc.	350.00	
	Business cards	100.00	
		450.00	450

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: City Manager
Division: City Manager
Division #: 405 **Objective No.:** 001

Title: City Manager's Office

#	Computation/Explanation	Amount
304	Office supplies	3,000.00
305	Florida League of Cities Legislative Conference Annual Conference Florida City and County Management Association Annual Conference International City/County Management Association Annual Conf National Forum for Black Public Administrators Government Finance Officer Association Congress of Cities Congressional City Conf. Governor's Hurricane Conference Miscellaneous conferences and meetings US Conference of Mayors National League of Cities	23,000.00
306	ICMA Annual Manager Dues FCCMA Annual Dues MDCCMA Annual Dues Deputy Manager Emergency Manager Training NFBPA Annual Dues - City Manager Miami Dade County Chamber of Commerce Miscellaneous subscriptions (SFB Journal, Miami Times etc) FGOFOA Annual Conference	6,000.00
311	Contractual Services	25,000.00
312	Printer/Fax cartridges Government-in-the Sunshine Manuals (3) Office chairs for City Manager Conference Room 3-Hole paper	2,665.00
		2,665.00

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: City Manager
Division: City Manager
Division #: 405 **Objective No.:** 001

Title: City Manager's Office

#	Computation/Explanation	Amount
315	Expense account - City Manager \$800/mo	9,600.00
	Car allowance - City Manager \$750/mo	9,000.00
	Car allowance - Deputy City Manager \$634/mo	7,603.20
	Car allowance - Chief of Staff \$350/mo	4,200.00
	Cell phone allowance - City Manager \$200	2,400.00
	Cell phone allowance - Dep CM \$175/mo	2,100.00
	Cell phone allowance - Admin Assistant \$50/mo	600.00
	City Manager Disability Insurance	1,120.08
	Health Facilities Authority Assessment Fee	175.00
		36,798.28
		36,798
405	Contribution to the Risk Management Fund	25,365.00
		25,365
407	Postage and overnight mailings	800.00
		800
408	Copier monthly lease expense	2,650.00
	Per copy charge - overages	2,700.00
	Staples	150.00
		5,500.00
		5,500
441	Vehicle Maintenance	54,026.00
		54,026
910	Debt service on 2010 Pension Obligation Bonds	50,567.00
		50,567
		1,536,686

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: City Manager
Division: Emergency Management
Division #: 405 **Objective No.:** 002

Title: City Manager's Office

#	Computation/Explanation	Amount
101	Emergency Management Manager/Commander	136,318.66
	Building to support 30% of cost	(40,895.60)
		95,423.06
		95,423
107	Incentive Pay - Emergency Management Manager/Commander	5,485.00
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	7,765.37
	7.65% of Incentive Pay	419.60
		8,184.97
		8,185
141	Employer contribution to 748 and 691 Pension Plan	58,924.00
142	Group health premiums - \$591.61/mo. x 12 mos. x 1 employees	7,099.32
	Group dental premiums - \$14.4/mo. x 12 mos. x 1 employees	172.80
	Life insurance premiums - .34/1000 x salaries	64.07
	AD & D insurance premiums - .04/1000 x salaries	7.54
		7,343.73
		7,344
144	Workers' Compensation coverage for General Fund Employees	9,416.00
303	Printing and Binding	500.00
304	Office Supplies	500.00
305	Fl. Emer. Preparedness Annual Conf.	600.00
	Annual Governor's Hurricane Conference	600.00
	International Assoc. of Emergency Managers Conference	685.00
		1,885.00
		1,885
306	Fl. Emergency Preparedness Assoc.	300.00
	Inter. Assoc. of Emergency Managers	190.00
	Dade County Assoc. of Chiefs of Police	200.00
		690.00
		690
308	Shirts/Uniform	300.00
	Clothing Allowance	550.00
		850.00
		850

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: City Manager
Division: Emergency Management
Division #: 405 **Objective No.:** 002

Title: City Manager's Office

#	Computation/Explanation	Amount
312	Special Department Supplies	
	Satellite Phone for Emergency Communication	1,300.00
	Emergency Mobilization Supplies	1,200.00
		2,500.00
		2,500
315	Miscellaneous Expense - Phone Allowance/EM Administrator	600.00
		600
318	Advertising	500.00
		500
319	Training Expense	600.00
		600
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	7,477.00
		7,477
407	Postage	250.00
		250
408	Copier Expense	200.00
		200
910	Debt service on 2010 Pension Obligation Bonds	14,906.00
		14,906
		216,235

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	574,350	576,662	557,163	213,450
Operating Expenses	401,212	318,772	266,402	209,345
Internal Services	-12,564	13,038	11,538	12,055
Operating Budget	962,998	908,472	835,103	434,850
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	20,662	19,895	19,895	23,036
Total Budget	983,660	928,367	854,998	457,886

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Senior Public Information Officer	31	1
Total # of Full-Time Employees		1

2020-21 Operating Budget:	434,850
2019-20 Operating Budget:	908,472
Dollar Change:	<u>(473,622)</u>
Percentage Change:	<u>-52.13%</u>

2020-21 Personnel - F.T.E.	1.00
2019-20 Personnel - F.T.E.	7.00
Personnel Change:	<u><u>-6.00</u></u>

Budget Objectives Form

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

Objective:

\$ 457,886 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:

\$ 457,886 001 **Communications:** allow for the dissemination of information to the public and media organizations via press releases, fact sheets or other information tools, coordinate special events, promotions and outreach efforts to various facets of the community.

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: City Manager
Division: Public Relations
Division #: 406 **Objective No.:** 001

Title: Public Relations/Information

#	Computation/Explanation		Amount
101	Senior Public Information Officer	89,813.63	89,814
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	7,100.24	7,100
141	Employer contribution to 691 Pension Plan	85,700.00	85,700
142	Group health premiums - \$591.61/mo. x 12 mos. x 1 employee	7,099.32	
	Group dental premiums - \$14.4/mo. x 12 mos. x 1 employee	172.80	
	Life insurance premiums - .34/1000 x salaries	28.38	
	AD & D insurance premiums - .04/1000 x salaries	3.34	
		7,303.84	7,304
144	Workers' Compensation coverage for General Fund Employees	14,551.00	14,551
147	FRS Pension	8,981.36	8,981
303	Business cards - 1,000 cards @ \$60 x 1 positions	60.00	60
304	General office supplies	350.00	350
305	3CMA Annual Conference	1,600.00	
	FFEA Annual Conference	1,000.00	
	Miscellaneous meetings/luncheons, parking, tolls	1,200.00	
		3,800.00	3,800
306	3CMA Membership (PIM)	800.00	800

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: City Manager
Division: Public Relations
Division #: 406 **Objective No.:** 001

Title: Public Relations/Information

#	Computation/Explanation	Amount
311	Mailing service (inkjetting of address, barcoding, sort/bundle)	1,000.00
	Contract Media Relations and Photographer/Videographer	69,000.00
		70,000.00
		70,000
312	Presentation supplies, film purchase/developing, videotapes	1,000.00
	Multi-Media Equipment	8,135.00
		9,135.00
		9,135
315	Auto allow - Public Information Manager - \$250/mo x 12 mos	3,000.00
	SESAC Music License Fee	800.00
	BMI License	700.00
	Music license fee (ASCAP)	700.00
		5,200.00
		5,200
318	Print Advertising of Council Agenda and First Read Ordinances	55,000.00
395	Community outreach including promotional efforts for City programs, services and events in mainstream media, as well as local Haitian and Hispanic media, as well as video segments for broadcast	65,000.00
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	11,555.00
407	Postage and overnight mailings/Permit Fee (Permit #747)	500.00
910	Debt service on 2010 Pension Obligation Bonds	23,036.00
		457,886

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	38,135	67,503	62,617	1,791
Operating Expenses	307,919	412,662	320,651	189,030
Internal Services	-2,437	0	0	1,422
Operating Budget	343,617	480,165	383,268	192,243
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	4,004	0	0	2,835
Total Budget	347,621	480,165	383,268	195,078

PERSONNEL SERVICES DETAIL:

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

2020-21 Operating Budget: 192,243
2019-20 Operating Budget: 480,165
Dollar Change: (287,922)
Percentage Change: -59.96%

2020-21 Personnel - F.T.E. 0.00
2019-20 Personnel - F.T.E. 1.00
Personnel Change: -1.00

Budget Objectives Form

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

Objective:

\$ 195,078 Coordinates legislative programs and provide comprehensive grant administration and management for the City; facilitate and promote proactive relations and serve as the external contact for local, state and federal agencies; provide external affairs and protocol support; assist with the interpretation and analysis of legislation to appropriate staff; prepare the legislative agenda; identify and develop intergovernmental resources, coordinate the preparation of grant applications, monitor the implementation of grant funded programs; coordinate projects as assigned by the City Manager.

ACTIVITIES:

\$ 180,848 001 **Governmental Affairs:** fund salary and operating expenses for the Governmental Affairs Manager, Sister Cities membership and lobbyist professionals to lobby on behalf of the City. Seek funding and promote the Council's legislative agenda at the federal and state levels.

\$ 4,230 002 **Keep North Miami Beautiful Program:** provide ongoing clean-up efforts and events throughout the year as a Keep America Beautiful affiliate. This is the tenth year of the program.

\$ 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.

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: City Manager
Division: Governmental Affairs
Division #: 418 **Objective No.:** 001

Title: Grants

#	Computation/Explanation	Amount
144	Workers' Compensation coverage for General Fund Employees	1,791.00 1,791
305	Dade days	1,000.00
	GPA Conference	1,300.00
		2,300.00 2,300
311	Legislative Lobbyist	80,000.00
	Federal Lobbyist	80,000.00
		160,000.00 160,000
312	Special Department Supplies: Miscellaneous Supplies	2,500.00 2,500
318	Advertising/Marketing	10,000.00 10,000
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	1,422.00 1,422
910	Debt service on 2010 Pension Obligation Bonds	2,835.00 2,835
		180,848

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: City Manager
Division: Governmental Affairs Manager
Division #: 418 **Objective No.:** 002

Title: Keep North Miami Beautiful

#	Computation/Explanation	Amount
305	Annual training	500.00 500
312	Expenses related to the City's events/programs funded in part by grants which include Keep North Miami Beautiful, the Great American Clean Up Event and Perk Up Our Parks.	3,730.00 3,730
		4,230

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: City Manager
Division: Governmental Affairs Manager
Division #: 418 **Objective No.:** 004

Title: Sister City Program

#	Computation/Explanation	Amount
303	Printing and Binding	500.00 500
305	Sister City Program Membership	680.00
	SCI State of Florida Annual Conference	1,000.00
	Sister Cities International Annual National Conference	3,320.00
	Training / Exchange with City of North Miami Sister City	2,000.00
		7,000.00
312	Sister Cities International events, programs, workshops	2,500.00 2,500
		10,000

CITY CLERK

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	261,419	442,121	228,242	231,420
Operating Expenses	323,798	177,733	218,970	434,313
Internal Services	186	19,127	14,127	19,778
Operating Budget	<u>585,403</u>	<u>638,981</u>	<u>461,339</u>	<u>685,511</u>
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	14,512	9,544	9,544	16,321
Total Budget	<u><u>599,915</u></u>	<u><u>648,525</u></u>	<u><u>470,883</u></u>	<u><u>701,832</u></u>

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Deputy City Clerk	34	1
Administrative Coordinator	25	1

Total # of Full-Time Employees 2

2020-21 Operating Budget:	685,511
2019-20 Operating Budget:	<u>638,981</u>
Dollar Change:	<u>46,530</u>
Percentage Change:	<u>7.28%</u>

2020-21 Personnel - F.T.E.	2.00
2019-20 Personnel - F.T.E.	<u>5.00</u>
Personnel Change:	<u><u>-3.00</u></u>

Budget Summary Form

Department: City Clerk

Division: City Clerk

Dept. #: 03

Division #: 407

Objective:

\$ 701,832 To efficiently and effectively carry out the diverse functions and mandated duties of the City Clerk's Office.

ACTIVITIES:

\$ 406,650 001 **City Clerk:** Deposit franchise fees, utility taxes and miscellaneous revenues received by the department; record all Council actions; maintain a record of City Contracts and Agreements; codify and retain Ordinances and Resolutions; notify 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.

\$ 80,182 002 **City Clerk Administration:** One Administrative Coordinator for passport related services

\$ 215,000 003 **Elections:** One Special Election if called by the City Council pursuant to the City Charter.

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: City Clerk
Division: City Clerk
Division #: 407 **Objective No.:** 001

Title: City Clerk Administration

#	Computation/Explanation	Amount
101	Deputy City Clerk	76,576.50
		76,576.50
		76,577
140	Employer's portion of Social Security Tax-DCC	5,858.10
	Employer's portion of Social Security Tax-ELECTED	6,419.12
	Employer's portion of Social Security Tax-TEC	4,614.48
		16,891.70
		16,892
141	Employer contribution to 691 Pension Plan	14,084.00
		14,084
142	Group health premiums - \$591.61/mo. x 12 mos. x 1 emp & Clerk	14,198.64
	Group dental premiums - \$14.4/mo. x 12 mos. x 1 emp & Clerk	345.60
	Add'l Life Insurance - .34/1,000 x salaries	20.37
	Life insurance premiums - .34/1000 x salaries	44.87
	AD & D insurance premiums - .04/1000 x salaries	5.28
		14,614.76
		14,615
144	Workers' Compensation coverage for General Fund Employees	5,158.00
		5,158
146	Florida Retirement System for City Clerk - 49.18% of Salary	29,463.74
		29,464
148	Retiree Group Health Insurance:	
	M. Etienne - Health & Dental - (\$544.38 + 13.52) x 12 mos	6,694.80
		6,695
301	City Clerk's Salary	59,910.00
	Part-time staff - 2 employee	60,320.00
		120,230.00
		120,230
303	License Decals	500.00
	Generic City Forms	200.00
		700.00
		700
304	General Office Supplies	250.00
		250
305	Conferences and meeting expenses for City Clerk and Staff	
	IIMC Annual Conference	7,134.00
		7,134

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: City Clerk
Division: City Clerk
Division #: 407 **Objective No.:** 001

Title: City Clerk Administration

#	Computation/Explanation	Amount
306	International Institute of Municipal Clerks	350.00
		350
308	Staff Shirts - 2 @ \$25 x 2 employees	100.00
	Shirts for City Clerk - 2 @ \$35	70.00
		170.00
		170
315	Expense Account for City Clerk	15,000.00
	Filing fees	1,200.00
	Notary Renewal	129.00
	Car Allowance \$750/month X 12 months	9,000.00
		25,329.00
		25,329
318	Legal Advertisement of Public Notices, Resolutions, Ordinances, Agendas, & Bids	60,000.00
		60,000
397	Ordinance Codification and Code Supplements on CD	5,000.00
	Miami-Dade County Filing Fees	150.00
		5,150.00
		5,150
405	Contribution to the Risk Management Fund to operate the General	4,096.00
		4,096
407	Mail Renewal Notices, Passports	9,000.00
		9,000
408	Copier \$184.71/month X 12 months	2,216.52
	3,000 copies @ \$.009 each X 12 months	324.00
	Staples	50.00
		2,590.52
		2,591
910	Debt service on 2010 Pension Obligation Bonds	8,165.00
		8,165
		406,650

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: City Clerk
Division: City Clerk
Division #: 407 **Objective No.:** 002

Title: City Clerk Administration

#	Computation/Explanation		
101	1 Administrative Coordinator	47,167.94	
		47,167.94	47,168
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	3,608.35	3,608
142	Group health premiums - \$591.61/mo. x 12 mos. x 1 employee	7,099.32	
	Group dental premiums - \$14.4/mo. x 12 mos. x 1 employee	172.80	
	Life insurance premiums - .34/1000 x salaries	15.66	
	AD & D insurance premiums - .04/1000 x salaries	1.84	
		7,289.62	7,290
144	Workers' Compensation coverage for General Fund Employees	5,152.00	5,152
147	FRS Pension	4,716.79	4,717
405	General Fund's contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a	4,091.00	4,091
910	Debt service on 2010 Pension Obligation Bonds	8,156.00	8,156
			80,182

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: City Clerk
Division: City Clerk
Division #: 407 **Objective No.:** 003

Title: Elections

#	Computation/Explanation	Amount
341	Election Costs - Annual 215,000	215,000
		215,000

FINANCE

Budget Summary Form

Department: Finance
Dept #: 04

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	3,039,803	3,104,626	2,907,949	2,769,870
Operating Expenses	350,369	339,158	340,977	349,650
Internal Services	-50,194	136,507	132,922	123,871
Operating Budget	<u>3,339,978</u>	<u>3,580,291</u>	<u>3,381,848</u>	<u>3,243,391</u>
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	113,023	108,824	108,824	120,152
Subtotal Budget	<u><u>3,453,001</u></u>	<u><u>3,689,115</u></u>	<u><u>3,490,672</u></u>	<u><u>3,363,543</u></u>

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Finance Director	44	1
Assistant Finance Director	37	1
Chief Accountant	33	1
Accountant	29	1
Utility Business Supervisor	28	2
Assistant to the Finance Director	28	1
Payroll Analyst	26	1
Senior Cashier	26	1
Utility Supervisor	26	1
Utilities Collections Coordinator	25	1
Utility Business Coordinator	25	2
Administrative Coordinator	25	1
Junior Accountant	23	2
Account Clerk	21	11
Meter Reader II	19	2
Meter Reader	18	4
Total # of Full-Time Employees		<u><u>33</u></u>

2020-21 Operating Budget: 3,243,391
2019-20 Operating Budget: 3,580,291
Dollar Change: (336,900)
Percentage Change: -9.41%

2020-21 Personnel - F.T.E. 33
2019-20 Personnel - F.T.E. 41
Personnel Change: (8)

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	673,616	631,487	633,872	641,815
Operating Expenses	239,583	225,831	222,310	224,488
Internal Services	-6,295	21,095	19,760	19,194
Operating Budget	906,904	878,413	875,942	885,497
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	17,636	24,115	24,115	26,303
Total Budget	924,540	902,528	900,057	911,800

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Finance Director	44	1
Assistant Finance Director	37	1
Assistant to the Finance Director	28	1
Administrative Coordinator	25	1
Total # of Full-Time Employees		4

2020-21 Operating Budget: 885,497
2019-20 Operating Budget: 878,413
Dollar Change: 7,084
Percentage Change: 0.81%

2020-21 Personnel - F.T.E. 4.00
2019-20 Personnel - F.T.E. 5.00
Personnel Change: -1.00

Budget Summary Form

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

Objective:

\$ 911,800 To manage the Finance Department’s five operating divisions (Administration, Accounting, Utility Billing, Liens, and Business Tax Receipts); and conduct the annual independent audit as required by State law and the City Charter.

ACTIVITIES:

\$ 580,430 001 **Finance Administration:** the Finance Department was created, and is guided by provisions of the City Charter to ensure a clear division of duties and necessary internal controls over the City’s cash and investments, revenues, expenditures, capital assets, utility billing, accounts receivable, accounts payable, accounting, payroll, and administrative support for the City’s two pension plans. Ensure efficient financial operations of the City; provide management and administrative support to other Finance divisions; bill and collect for miscellaneous services for operating departments; coordinate the external audit; provide financial administration for grants.

\$ 116,236 002 **Annual Independent Audit:** contract with an independent audit firm to conduct an annual audit of the City’s financial records as required by Florida Statutes (Section 11.45) and the City Charter (Article 11, Section 9(14)). Includes the Federal and State Single Audits. Retain the services of an independent third-party audit firm to conduct internal audits and reviews as needed.

\$ 215,134 003 **Business Tax Receipts:** process and approve applications for business tax receipts (formerly occupational licenses) and receive payments from businesses requesting to do business in the City. This section also sends out renewal notices to existing BTR customers, and searches for unregistered business to alert them of the City’s requirements for compliance.

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Finance
Division: Administration
Division #: 409 **Objective No.:** 001

Title: Finance Administration

#	Computation/Explanation	Amount
101	Finance Director	159,335.83
	Assistant Finance Director	118,974.20
	Assistant to the Finance Director	79,118.84
		357,428.87
		357,429
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	26,099.59
		26,100
141	Employer contribution to 691 Pension Plan	95,090.00
		95,090
142	Group health premiums - \$591.61/mo. x 12 mos. x 3 employees	21,297.96
	Group dental premiums - \$14.4/mo. x 12 mos. x 3 employees	518.40
	Family coverage - \$250/mo. x 12 mos. x 1 employee	3,000.00
	Dependents' - \$150/mo. x 12 mos. x 1 employee	1,800.00
	Life insurance premiums - .34/1000 x salaries	111.13
	Add'l Life Insurance - .34/1000 x Dir salary	48.70
	AD & D insurance premiums - .04/1000 x salaries	13.07
		26,789.26
		26,789
144	Workers' Compensation coverage for General Fund Employees	11,607.00
		11,607
148	Retiree Group Health Insurance for Carlos Perez	6,694.80
		6,695
303	Printing & Binding	
	Envelopes (9" window) 5,500 @ \$18/1,000	99.00
		99
304	Office Supplies	500.00
		500
305	Travel, Conferences & Meetings	
	GASB Update	182.00
	Training CPE (webinars and courses)	500.00
	FICPA OMB update	500.00
	CPA License (Ethics & CPE) (F.D.)	585.00
		1,767.00
		1,767
306	Government Finance Officers Association - National (2 members)	400.00
	Florida GFOA - Finance Director and Asst. Finance Director	70.00
	South Florida GFOA (\$25 x 4)	100.00
	GFOA-GASB Comprehensive Subscription	215.00
		785.00
		785

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Finance
Division: Administration
Division #: 409 **Objective No.:** 001

Title: Finance Administration

#	Computation/Explanation	Amount
311	Contractual Services Gravity Programming	15,750.00 15,750
312	Special Department Supplies Finance related publications/products	500.00 500
315	Miscellaneous Expense Director's auto allowance \$250/mo. x 12 months Director's cell phone allowance \$50/mo x 12 months Asst. Finance Director's cell phone allowance \$50/mo x 12 months GFOA Certificate of Achievement Application fee	3,000.00 600.00 600.00 610.00 <hr/> 4,810.00 4,810
321	Insurance policies as follows: Monies & Securities Coverage Public Official Bond - Finance Director (2018-2021)	2,125.00 193.00 <hr/> 2,318.00 2,318
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	9,217.00 9,217
407	Courier or Overnight	100.00 100
408	Copier Expenses Finance Admin copier: Lease + Maintenance Staple Cartridge (\$80/cartridge for 6000 staples)	2,420.00 80.00 <hr/> 2,500.00 2,500
910	Debt service on 2010 Pension Obligation Bonds	18,374.00 18,374
		<hr/> 580,430

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Finance
Division: Administration
Division #: 409 **Objective No.:** 002

Title: Annual Independent Audit

#	Computation/Explanation	Amount
303	Printing & binding the City's audited financial statements (CAFR) (50 Reports) Printing fees - \$700, Paper - \$300	1,000.00 1,000
310	Fee for independent auditing of City financial records	
	Financial Audit	67,736.00
	Internal Audit	30,000.00
	Federal Single Audit	10,000.00
	Florida Single Audit	7,500.00
		115,236.00
		115,236
		116,236

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Finance
Division: Administration
Division #: 409 **Objective No.:** 003

Title: Business Tax

#	Computation/Explanation	Amount
101	Administrative Coordinator	56,524.50
		56,524.50
		56,525
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	4,324.12
	Employer's portion of Social Security Tax @ 7.65% of TECs	3,922.31
		8,246.43
		8,246
141	Employer contribution to 691 Pension Plan	41,034.00
		41,034
142	Group health premiums - \$591.61/mo. x 12 mos. x 1 employees	7,099.32
	Group dental premiums - \$14.4/mo. x 12 mos. x 1 employees	172.80
	Life insurance premiums - .34/1000 x salaries	17.28
	AD & D insurance premiums - .04/1000 x salaries	2.03
		7,291.43
		7,291
144	Workers' Compensation coverage for General Fund Employees	5,009.00
		5,009
301	2 Business Tax Clerks	51,272.00
		51,272
303	Printing of New BTR's	500.00
		500
304	Office Supplies	500.00
		500
306	Florida Association of Business Tax Officials (\$45 x 2)	90.00
	Florida Association of City Clerks	200.00
		290.00
		290
311	Customer Service Center:	
	A/C Services	600.00
	Janitorial Services	981.00
	Pest Control	150.00
	Security Alarm System	450.00
	Security Guard	9,000.00
	Printing of BTR invoices	350.00
		11,531.00
		11,531
312	Finance related publications/products	500.00
		500

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Finance
Division: Administration
Division #: 409 **Objective No.:** 003

Title: Business Tax

#	Computation/Explanation	Amount
317	Utilities	1,400.00 1,400
320	Customer Service Building Lease	15,730.00 15,730
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	3,977.00 3,977
407	Business Tax Renewal notices and envelopes	2,000.00 2,000
408	Copier Expenses - Customer Service Center	1,400.00 1,400
910	Debt service on 2010 Pension Obligation Bonds	7,929.00 7,929
		215,134

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	703,598	745,507	715,883	726,242
Operating Expenses	11,156	10,365	8,727	8,865
Internal Services	-10,437	19,445	19,445	18,075
Operating Budget	<u>704,317</u>	<u>775,317</u>	<u>744,055</u>	<u>753,182</u>
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	25,782	26,343	26,343	28,659
Total Budget	<u>730,099</u>	<u>801,660</u>	<u>770,398</u>	<u>781,841</u>

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Chief Accountant	33	1
Accountant	29	1
Senior Cashier	26	1
Payroll Analyst	26	1
Junior Accountant	23	2
Account Clerk	21	3
Total # of Full-Time Employees		<u>9</u>

2020-21 Operating Budget: 753,182
2019-20 Operating Budget: 775,317
Dollar Change: (22,135)
Percentage Change: -2.85%

2020-21 Personnel - F.T.E. 9.00
2019-20 Personnel - F.T.E. 10.00
Personnel Change: -1.00

Budget Summary Form

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

Objective:

\$ 781,841 To process and record financial transactions accurately and timely, prepare monthly financial reports, invest City funds, reconcile bank accounts, submit required reports to agencies, including other governments, process cash receipts from customers and process payments to vendors and employees on a timely basis.

ACTIVITIES:

\$ 466,317 001 **Accounting:** prepare financial statements and provide control of funds and payments for the City and ensure the maximum return on investments while minimizing risk. 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. Record deposits of revenues from other governmental agencies, business and customers

\$ 214,089 002 **Central Cashier:** provide a centralized location for residents and City departments to conduct cash transactions and ensure proper internal controls over financial transaction processing.

\$ 101,435 003 **Payroll:** prepare weekly payroll for over 500 employees including input, calculation and distribution; manage payroll direct deposits and transmission of data to financial institutions and associated registers; prepare electronic fund transfers to financial institutions for payroll deposits, IRS payroll tax and other deductions to respective county and federal agencies.

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Finance
Division: Accounting
Division #: 410 **Objective No.:** 001

Title: Accounting

#	Computation/Explanation	Amount
101	Chief Accountant	84,566.31
	Accountant	59,804.41
	Junior Accountant (2)	97,851.82
	Account Clerks (1)	51,676.78
		293,899.32
		293,899
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	22,483.27
		22,483
141	Employer contribution to 691 Pension Plan	50,290.00
		50,290
142	Group health premiums - \$591.61/mo. x 12 mos. x 5 employees	35,496.60
	Group dental premiums - \$14.4/mo. x 12 mos. x 5 employees	864.00
	Family coverage - \$250/mo. x 12 mos. x 1 employee	3,000.00
	Life insurance premiums - .34/1000 x salaries	94.03
	AD & D insurance premiums - .04/1000 x salaries	11.06
		39,465.69
		39,466
144	Workers' Compensation coverage for General Fund Employees	12,505.00
		12,505
147	FRS Pension - 2 employees (Accountant, Junior Accountant)	11,106.94
		11,107
303	1099 Tax Forms	300.00
	Envelopes	200.00
		500.00
		500
304	Office Expense	400.00
		400
305	Other local seminars (Ethics, Investments, webinars, etc.)	300.00
		300
306	Florida Government Finance Officers Association (4)	140.00
		140
312	Black & White laser cartridges	2,000.00
		2,000
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	9,930.00
		9,930
407	Postage	3,500.00
		3,500
910	Debt service on 2010 Pension Obligation Bonds	19,797.00
		19,797
		466,317

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Finance
Division: Accounting
Division #: 410 **Objective No.:** 002

Title: Central Cashier

#	Computation/Explanation	Amount
101	Account Clerk (2)	79,118.53
	Senior Cashier	61,621.38
		140,739.91
		140,740
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	10,766.00
		10,766
141	Employer contribution to 691 Pension	16,962.00
		16,962
142	Group health premiums - \$591.61/mo. x 12 mos. x 3 employees	21,297.96
	Group dental premiums - \$14.4/mo. x 12 mos. x 3 employees	518.40
	Life insurance premiums - .34/1000 x salaries	44.79
	AD & D insurance premiums - .04/1000 x salaries	5.27
		21,866.42
		21,866
144	Workers' Compensation coverage for General Fund Employees	3,477.00
		3,477
147	FRS Pension	7,911.85
		7,912
312	Special Department Supplies	
	Suppliers for the printers and credit card machines	2,350.00
	Ink roller and supplies for endorser	150.00
	Counterfeit pens and operating supplies	500.00
		3,000.00
		3,000
331	Maint. & Operation of Equip.	
	Service agreement for check endorser	700.00
	Parts for check endorser not covered in agreement	400.00
		1,100.00
		1,100
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	2,761.00
		2,761
910	Debt service on 2010 Pension Obligation Bonds	5,505.00
		5,505
		214,089

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Finance
Division: Accounting
Division #: 410 **Objective No.:** 003

Title: Payroll

#	Computation/Explanation		Amount
101	Payroll Analyst	63,109.91	63,110
140	Employer's portion of Social Security 7.65% of Salaries	4,873.81	4,874
141	Employer contribution to 691 Pension 1 full time employee	17,371.00	17,371
142	Group health premiums - \$591.61/mo. x 12 mos. x 1 employee	7,099.32	
	Group dental premiums - \$14.4/mo. x 12 mos. x 1 employee	172.80	
	Life insurance premiums - .34/1000 x salaries	19.13	
	AD & D insurance premiums - .04/1000 x salaries	2.25	
		7,293.50	7,294
144	Workers' Compensation coverage for General Fund Employees	2,120.00	2,120
303	Payroll Checks	325.00	
	W-2 Tax Forms	200.00	
		525.00	525
312	Special Department Supplies	300.00	300
315	Payroll Analyst Cell Phone Allowance	600.00	600
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	1,684.00	1,684
407	Estimated postage	200.00	200
910	Debt service on 2010 Pension Obligation Bonds	3,357.00	3,357
			101,435

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	1,387,238	1,438,533	1,303,872	1,107,221
Operating Expenses	99,439	102,462	109,440	116,197
Internal Services	-26,988	87,358	87,358	79,319
Operating Budget	<u>1,459,689</u>	<u>1,628,353</u>	<u>1,500,670</u>	<u>1,302,737</u>
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	61,426	48,453	48,453	54,279
Total Budget	<u><u>1,521,115</u></u>	<u><u>1,676,806</u></u>	<u><u>1,549,123</u></u>	<u><u>1,357,016</u></u>

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Utility Business Supervisor	28	1
Utility Supervisor	26	1
Utility Business Coordinator	25	2
Account Clerk	21	6
Meter Reader II	19	2
Meter Reader	18	4
Total # of Full-Time Employees		<u><u>16</u></u>

2020-21 Operating Budget: 1,302,737
2019-20 Operating Budget: 1,628,353
Dollar Change: (325,616)
Percentage Change: -20.00%

2020-21 Personnel - F.T.E. 16.00
2019-20 Personnel - F.T.E. 22.00
Personnel Change: -6.00

Budget Summary Form

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

Objective:

\$ 1,357,016 To accurately and efficiently provide meter reading, customer service (in person and telephonically), and billing for the City’s approximately 22,000 water, sewer, sanitation, recycling, grease trap, backflow and stormwater utility customers.

ACTIVITIES:

- | | | | |
|----|---------|-----|--|
| \$ | 841,886 | 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. |
| \$ | 470,829 | 002 | Field Operations: provide quarterly/monthly water meter reads. 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, address customer consumption inquiries and minor meter repairs, provide collection assistance for delinquent accounts and field assistance to Public Works. |
| \$ | 44,301 | 003 | Vehicles: provides funds for the daily operation, preventive maintenance, emergency repairs and replacement of vehicles. |

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Finance
Division: Utility Services
Division #: 412 **Objective No.:** 001

Title: Customer Service (Office)

#	Computation/Explanation	Amount
101	1 Utility Business Supervisor	70,912.02
	2 Utility Business Coordinator	106,512.45
	6 Account Clerks	257,744.51
		435,168.98
		435,169
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	33,290.43
		33,290
141	Employer contribution to 691 Pension Plan	111,850.00
		111,850
142	Group health premiums - \$591.61/mo. x 12 mos. x 9 employees	63,893.88
	Group dental premiums - \$14.4/mo. x 12 mos. x 9 employees	1,555.20
	Dependents' coverage - \$150/mo. x 12 mos. x 1 employee	1,800.00
	Life insurance premiums - .34/1000 x salaries	140.18
	AD & D insurance premiums - .04/1000 x salaries	16.49
		67,405.75
		67,406
144	Workers' Compensation for General Fund Employees	22,151.00
		22,151
147	FRS Pension	16,386.92
		16,387
303	Printing and Binding	750.00
		750
304	Office Expense	2,500.00
		2,500
311	Mailing & Printing Services for Utility Bills: (includes printing, mailing and postage costs)	
	Initial Bills 103,060 at cost of \$0.50 per bill	51,530.00
	<u>Description</u> <u>Accounts</u> <u>Freq.</u> <u># of Bills</u>	
	Inside City 12,231 4 qtrs 46,484	
	Outside City 7,829 4 qtrs 31,316	
	Section 41 1,520 12 mths 18,240	
	Section 61 585 12 mths 7,020	
	Totals 22165 103060	
	Final Bills and Second Notices (25%) 26536 at \$0.50	13,268.00
	Inserts (Utilities 4 times/year; Progress Line 4 times a year)	
	Utilities 22,165 (all) at cost of \$0.050 per bill	1,108.25
	Progress Line (inside city) \$0.050 per bill	0.00
		65,906.25

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Finance
Division: Utility Services
Division #: 412 **Objective No.:** 001

Title: Customer Service (Office)

#	Computation/Explanation	Amount
	Customer Service Center:	
	A/C Services	600.00
	Janitorial Services	981.00
	Pest Control	150.00
	Security Alarm System	450.00
	Security Guard	9,000.00
	Auto Calling Service (Customer notifications by phone)	
	9,000 calls per year \$0.12 per call	1,080.00
		78,167.25
		78,167
312	Special Department Supplies	
	14 Department shirts	308.00
	3 printer cartridges @ \$200 ea.	600.00
	4 fax cartridges (\$33 each)	132.00
		1,040.00
		1,040
320	Rent: CSC Lease Expires 3/31/2021	15,730.00
		15,730
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	17,590.00
		17,590
407	Postage Expense:	
	Postage for postcards and other miscellaneous mailings	1,000.00
		1,000
408	Copier Expenses:	
	Operating Lease - \$120.00/month x 12 months HUB	1,440.00
	Operating Lease - \$134.50/month x 12 months	1,614.00
	Maintenance - Base charge \$48/mo x 12 mos	576.00
	10,000 Copies @ .008/copy	80.00
	Staple cartridge	80.00
		3,790.00
		3,790
910	Debt service on 2010 Pension Obligation Bonds	35,066.00
		35,066
		841,886

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Finance
Division: Utilitiy Services
Division #: 412 **Objective No.:** 002

Title: Field Operations

#	Computation/Explanation	Amount	Amount
101	Utility Supervisor	59,804.41	
	2 Utility Technicians (Meter Reader II)	83,908.22	
	4 Meter Readers	149,114.62	
		292,827.25	292,827
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	22,626.19	22,626
141	Employer contribution to 691 Pension Plan	17,265.00	17,265
142	Group health premiums - \$591.61/mo. x 12 mos. x 7 employees	49,695.24	
	Group dental premiums - \$14.4/mo. x 12 mos. x 7 employees	1,209.60	
	Dependents' - \$150/mo. x 12 mos. x 1 employee	1,800.00	
	Life insurance premiums - .34/1000 x salaries	94.83	
	AD & D insurance premiums - .04/1000 x salaries	11.16	
		52,810.83	52,811
144	Workers' Compensation coverage for General Fund Employees	12,137.00	12,137
147	FRS Pension	23,302.28	23,302
303	Printing and Binding: Door Hangers 25,000 @ \$.10	2,500.00	2,500
305	Travel, Conferences and Meetings Mileage reimbursements for Meter Readers	3,500.00	3,500
308	Uniforms (for UBFC): 40 pants @ \$20.00 each 55 golf shirts @ \$22.00 each 7 Safety shoes @ \$50 28 T-shirts @ \$5.00	800.00 1,210.00 400.00 140.00	
		2,550.00	2,550
311	Contractual Services - Other:	1,000.00	1,000
312	Special Department Supplies: General Supplies	3,500.00	3,500

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Finance
Division: Utiltiy Services
Division #: 412 **Objective No.:** 002

Title: Field Operations

#	Computation/Explanation	Amount
315	Meter Reader Cell Phone Allowance (\$35/mo x 12 mos. x 8 employees	3,360.00
316	Small Tools (for UBFC):	
	Handheld Meter Readers units (8) Maintenance	1,550.00
	Hedge Trimmer	15.00
	Bolt Cutter	15.00
	Wrench and shovel	10.00
	Pressure Gauge	10.00
		1,600.00
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	9,638.00
407	Postage: Post Office - Mail Pick Up Call Service Fee (PO Box 619085)	3,000.00
910	Debt service on 2010 Pension Obligation Bonds	19,213.00
		470,829

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Finance
Division: Utility Services
Division #: 412 **Objective No.:** 003

Title: Finance Vehicles

#	Computation/Explanation	Amount
441	Vehicle Maintenance 44,301.00	44,301
		44,301

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	275,351	289,099	254,322	294,592
Operating Expenses	191	500	500	100
Internal Services	-6,474	8,609	6,359	7,283
Operating Budget	<u>269,068</u>	<u>298,208</u>	<u>261,181</u>	<u>301,975</u>
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	8,179	9,913	9,913	10,911
Total Budget	<u><u>277,247</u></u>	<u><u>308,121</u></u>	<u><u>271,094</u></u>	<u><u>312,886</u></u>

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Utility Business Supervisor	28	1
Utility Collections Coordinator	25	1
Account Clerks (liens)	21	2
Total # of Full-Time Employees		<u><u>4</u></u>

2020-21 Operating Budget: 312,886
2019-20 Operating Budget: 298,208
Dollar Change: 14,678
Percentage Change: 4.92%

2020-21 Personnel - F.T.E. 4.00
2019-20 Personnel - F.T.E. 4.00
Personnel Change: 0.00

Budget Summary Form

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

Objective:

\$ 312,886 To ensure collection of the City's past due/lien receivables including charges for utility services, miscellaneous services and code enforcement violations.

ACTIVITIES:

\$ 312,886 001 **Liens and Collection Processing:** provide accurate and efficient lien search data to title companies, attorneys and other interested parties. Record and release all certified liens placed by the City against properties serviced or cited. Post and file all legal Miami-Dade County recording information. Compute and post interest receivable on recorded liens through collection date. Collect funds on recorded and past due liens. Correlate and process forms with outside collection services to recover revenues and costs.

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Finance
Division: Liens and Collection Processing
Division #: 414 **Objective No.:** 001

Title: Liens and Collection Processing

#	Computation/Explanation		Amount
101	Account Clerk (2) (Liens)	83,908.21	
	Utility Business Supervisor	63,179.63	
	Utility Collections Coordinator	53,364.25	
		200,452.09	200,452
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	15,334.59	15,335
141	Employer contribution to 691 Pension Plan	30,171.00	30,171
142	Group health premiums - \$591.61/mo. x 12 mos. x 4 employee	28,397.28	
	Group dental premiums - \$14.4/mo. x 12 mos. x 4 employee	691.20	
	Family coverage - \$250/mo. x 12 mos. x 1 employee	3,000.00	
	Life insurance premiums - .34/1000 x salaries	64.37	
	AD & D insurance premiums - .04/1000 x salaries	7.57	
		32,160.42	32,160
144	Workers' Compensation coverage for 2 General Fund Employees	6,892.00	6,892
147	FRS Pension	9,582.38	9,582
303	Printing & Binding - Renotification (4,000 @ \$25/1000)	100.00	100
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claim	5,473.00	5,473
406	Lien Postage		
	First class and certified postage (notification Mailings)	800.00	
	Reimbursement for liens paid	(625.00)	
	Postage for renotification notices	525.00	
		700.00	700
407	Misc postage expense (\$30 x 12mos)	360.00	360
413	Recording/ releasing fees for uncollectible liens (water, lot clearing and code enforcement)\$18.50 per lien filing.	750.00	750
910	Debt service on 2010 Pension Obligation Bonds	10,911.00	10,911
			312,886

CITY ATTORNEY

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	1,029,056	885,052	860,549	851,175
Operating Expenses	446,340	393,770	373,504	155,470
Internal Services	-21,584	28,298	26,632	23,220
Operating Budget	<u>1,453,812</u>	<u>1,307,120</u>	<u>1,260,685</u>	<u>1,029,865</u>
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	41,019	40,318	40,318	38,815
Total Budget	<u><u>1,494,831</u></u>	<u><u>1,347,438</u></u>	<u><u>1,301,003</u></u>	<u><u>1,068,680</u></u>

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
City Attorney	50-CA	1
Deputy City Attorney	46	1
Assistant City Attorney	36	1
Paralegal	29	1
Legal Administrative Assistant	28	1

Total # of Full-Time Employees 5

2020-21 Operating Budget: 1,029,865
2019-20 Operating Budget: 1,307,120
Dollar Change: (277,255)
Percentage Change: -21.21%

2020-21 Personnel - F.T.E. 5.00
2019-20 Personnel - F.T.E. 5.00
Personnel Change: 0.00

Budget Summary Form

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

Objective:

\$ 1,068,680 To provide professional, impartial and ethical legal counsel to the City Council, City Boards, Commissions, City Manager and City Staff.

ACTIVITIES:

- \$ 968,680 001 **City Attorney's Office:** provide in-house legal counsel to the City Council, City Boards, City Manager and City Staff.
- \$ 95,000 002 **Contractual Outside Counsel/Case Costs In-House and Outside Counsel:** provide 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).
- \$ 5,000 003 **Contractual Outside Counsel/Liens:** provide legal services to pursue the collection of City liens

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Office of the City Attorney
Division: City Attorney
Division #: 415 **Objective No.:** 001

Title: City Attorney's Office

#	Computation/Explanation	Amount	Amount
101	City Attorney	263,827.32	
	Deferred Compensation for City Attorney	25,234.56	
	Deputy City Attorney	161,311.91	
	Assistant City Attorney (budgeted for 1/2 year)	47,762.80	
	Paralegal	83,225.23	
	Legal Administrative Assistant	74,521.92	
		655,883.74	655,884
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	39,389.04	39,389
141	Employer contribution to 691 Pension Plan	88,769.00	88,769
142	Group health premiums - \$591.61/mo. x 12 mos. x 5 employees	31,946.94	
	Group dental premiums - \$14.40/mo. x 12 mos. x 5 employees	777.60	
	Dependents' + Family coverage - \$150/mo. x 12 mos. x 2 employees	3,600.00	
	Life insurance premiums - .34/1000 x salaries	223.00	
	Add'l Life Insurance - .34/1000 x Exec Salaries	144.55	
	AD & D insurance premiums - .04/1000 x salaries	26.24	
	City Attorney Disability Insurance	1,120.08	
		37,838.41	37,838
144	Workers' Compensation coverage for General Fund Employees	24,519.00	24,519
147	FRS Pension (Assistant City Attorney 1/2 year)	4,776.00	4,776
301	Contractual Assistance	2,500.00	2,500
303	Business cards, stationery, note pads, and preprinted forms	500.00	500
304	Office expense	1,000.00	1,000
305	Fla Bar Annual Local Gov't Law in Florida Conference	1,500.00	
	Bar Association and miscellaneous conferences or seminars	1,000.00	
	Miscellaneous meetings	500.00	
	Internat'l Municipal Lawyers Org Conference for City Attorney	1,000.00	
		4,000.00	4,000
306	Florida Bar Dues-City Attorney	335.00	
	Florida Bar Dues-Deputy and Assistant City Attorneys	670.00	

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Office of the City Attorney
Division: City Attorney
Division #: 415 **Objective No.:** 001

Title: City Attorney's Office

#	Computation/Explanation	Amount
	Florida Bar Dues-Paralegal	150.00
	Florida Bar Certification for City Attorney & Deputy & Assist. CA	450.00
	Law Library online subscription updates and reference materials	7,620.00
	Annual Print Materials and miscellaneous publications	675.00
	Government-in-the-sunshine	120.00
		10,020.00
312	Fax and printer cartridges, Government-in-the-Sunshine	800.00
313	Miscellaneous software licenses or software upgrades	500.00
315	City Attorney's car allowance \$750/month x 12 months	9,000.00
	City Attorney's expense allowance \$800/month x 12 months	9,600.00
	City Attorney's cell phone allowance \$150/mo x 12 mos	1,800.00
	Deputy City Attorney's cell phone allowance \$50/mo x 12 mos	600.00
	Deputy City Attorney's car allowance \$450/month x 12 months	5,400.00
	Paralegal & Asst. City Attrny.cell phone allowance \$50/mo x 12 mos	600.00
	Notary Public Renewal - Paralegal	150.00
		27,150.00
343	Case costs - Matters litigated in House	9,000.00
405	Contribution to the Risk Management Fund	19,470.00
407	Postage expenses for City Attorney correspondence	250.00
408	Digital copier machine lease/purchase	2,500.00
	Excess copies	860.00
	Staples 2 boxes @ \$70/box	140.00
		3,500.00
910	Debt service on 2010 Pension Obligation Bonds	38,815.00
		968,680

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Office of the City Attorney
Division: City Attorney
Division #: 415 **Objective No.:** 002

Title: Contractual outside counsel/Case Costs - In-House and outside counsel

#	Computation/Explanation	Amount
309	Outside contractual legal counsel:	90,000.00
343	Fees for filing court actions, service of process, deposition fees, overnight delivery or other costs directly related to legal matters handled by outside legal counsel	5,000.00
		95,000

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Office of the City Attorney
Division: City Attorney
Division #: 415 **Objective No.:** 003

Title: Contractual outside counsel/Liens

#	Computation/Explanation	Amount
309	Outside contractual legal counsel: 5,000.00	5,000

PERSONNEL

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	700,925	718,291	700,886	590,301
Operating Expenses	148,827	116,188	94,351	129,147
Internal Services	-9,228	20,971	20,139	19,335
Operating Budget	840,524	855,450	815,376	738,783
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	23,794	25,587	25,587	27,780
Total Budget	864,318	881,037	840,963	766,563

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Personnel Administration Director	40	1
Assistant Personnel Admin. Director	34	1
Employment & Benefits Manager	33	1
Personnel Specialist	24	1

Total # of Full-Time Employees 4

2020-21 Operating Budget: 738,783
2019-20 Operating Budget: 855,450
Dollar Change: (116,667)
Percentage Change: -13.64%

2020-21 Personnel - F.T.E. 4.00
2019-20 Personnel - F.T.E. 6.00
Personnel Change: -2.00

Budget Summary Form

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

Objective:

\$ 766,563 To hire and train qualified employees for all City departments; ensure employees, retirees and elected officials are provided City benefits; ensure all employees are treated fairly and equitably in compliance with federal and state laws, local regulations, City ordinances, and Civil Service Rules.

ACTIVITIES:

- \$ 688,027 001 **Personnel Administration Services:** coordinate and implement personnel services including recruiting, testing, interviewing prospective employees, and placement; maintain and/or manage position control listing, classification and pay rates, employee records; and employee benefits and billings; comply with COBRA (Consolidated Omnibus Budget Reconciliation Act), FMLA (Family and Medical Leave Act), ADA (Americans with Disabilities Act), FLSA (Fair Labor Standards Act) and HIPAA (Health Insurance Portability and Accountability Act) regulations; maintain accurate records of participants covered under the health/dental, life insurance, and flexible benefits plans; administer collective bargaining agreements; process Equal Opportunity, discrimination and harassment complaints/charges; oversee Employee Assistance, Violence in the Workplace, and Drug Free Workplace programs; provide assistance during Personnel Board appeal hearings; and comply with the Federal Omnibus Transportation Employee Testing Act of 1991.
- \$ 4,035 002 **U.S. DOT Alcohol and Drug Testing Program:** Contract with a third party to administer 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 provide required training for supervisors and employees on an annual basis.
- \$ 14,801 003 **Specialized Training:** provide funding for employees to attend seminars and workshops that will improve their job skills and knowledge.
- \$ 500 004 **Employee Training Program:** increase employee awareness of City policies and federal, state and local laws. Annual training is provided by City staff and outside consultants.

Budget Summary Form

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

- | | | | |
|----|--------|-----|---|
| \$ | 50,000 | 005 | Tuition Reimbursement: reimburse collective bargaining unit employees at the in-state undergraduate rate, for completing college coursework or technical classes to increase knowledge and skills, which will prepare them for job promotions. Reimbursement may not exceed 18 semester credits. |
| \$ | 200 | 006 | Post Employment Exams, Tests and Evaluations: provide medical exams for all current employees as required, including special medical evaluations as requested, non-CDL (Commercial Driver's License) drug testing program, and background checks for current employees. |
| \$ | 4,000 | 007 | Employee Appreciation: purchase service awards to be presented to employees quarterly and annually. Purchase of employee retirement plaques. Provide funds for an annual Employee Appreciation Day. |
| \$ | 3,000 | 010 | Supervisory Training: (max. 25 employees per 1 day session) |
| \$ | 2,000 | 011 | Wellness Program: provide funding for community event registrations, t-shirts, supplies, health risk assessments, nutrition/health screenings and seminars. |

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Personnel Administration
Division: Personnel Administration
Division #: 417 **Objective No.:** 001

Title: Personnel Administration Services

#	Computation/Explanation	Amount	Amount
101	Personnel Administration Director	141,310.00	
	Assistant Personnel Director	105,804.83	
	Employment & Benefits Manager	97,147.91	
	Personnel Specialist	47,369.46	
		391,632.20	391,632
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	29,825.00	
	Social Security - TEC	1,432.00	
		31,257.00	31,257
141	Employer contribution to 691 Pension Plan	67,579.00	67,579
142	Group health premiums - \$591.61/mo. x 12 mos. x 4 employees	28,397.28	
	Group dental premiums - \$14.4/mo. x 12 mos. x 4 employees	691.20	
	Life insurance premiums - .34/1000 x salaries	122.03	
	Add'l Life Insurance - .34/1000 x Dir salary	44.20	
	AD & D insurance premiums - .04/1000 x salaries	14.36	
		29,269.07	29,269
144	Workers' Compensation coverage for General Fund Employees	17,548.00	17,548
147	FRS Pension (Employment & Benefits Manager, Specialist)	14,451.74	14,452
150	FRS - Senior Management	38,564.00	38,564
301	Outside Wages - Administrative Assistant	18,720.00	18,720
304	Office Supplies	600.00	600
305	Travel Reimbursement, including tolls	595.00	595
306	SHRM Memberships (4 staff @ \$210 ea.)	840.00	
	FPELRA Membership	400.00	
	IPMA Local Membership (4)	400.00	
	FPHRA Membership (4)	200.00	
	NPELRA - Director	190.00	
	IPMA National (3)	480.00	
		2,510.00	2,510

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Personnel Administration
Division: Personnel Administration
Division #: 417 **Objective No.:** 001

Title: Personnel Administration Services

#	Computation/Explanation	Amount
311	NEOGov Maintenance Contract	6,181
	Crossmatch fingerprint machine and accessories	1,100
	Laserfiche additional licenses for Perf. Evaluation	11,980
		19,261.00
		19,261
312	City ID Badges Supplies	500.00
	Miscellaneous Supplies	175.00
		675.00
		675
315	Director's auto allowance - \$250/mo. x 12 mos.	3,000.00
	Benefits Mgr. cell phone allowance \$50/month x 12 months	600.00
		3,600.00
		3,600
321	Public Emp Blanket Bond	2,650.00
		2,650
342	Payment of Personnel Board Members established by Ordinance	2,000.00
		2,000
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	13,935.00
		13,935
407	Stamps, Mailing Charges	400.00
		400
408	Lease of copy machine	2,600.00
	Copies	2,250.00
	Color copy paper	150.00
		5,000.00
		5,000
910	Debt service on 2010 Pension Obligation Bonds	27,780.00
		27,780
		688,027

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Personnel Administration
Division: Personnel Administration
Division #: 417 **Objective No.:** 002

Title: U.S. DOT Alcohol and Drug Testing Program

#	Computation/Explanation	Amount
319	Contract with a Third Party Administrator to provide required D.O.T. annual training of supervisors and employees	600.00 600
394	Drug and Alcohol Tests:	
	Reasonable Suspicion - Alcohol = 4 x \$25	100.00
	- Drugs = 4 x \$37	148.00
	- 3rd Party Collection 2 x \$27	54.00
	Post Accident - Alcohol = 6 x \$25	150.00
	- Drugs = 6 x \$37	222.00
	- 3rd Party Collection 3 x \$27	81.00
	- Weekend/after hr surplus charge 2 x \$75	150.00
	Return-to-Duty - Alcohol = 3 x \$25	75.00
	- Drugs = 3 x \$37	111.00
	Random - Alcohol = 11 x \$25	275.00
	- Drugs = 53 x \$37	1,961.00
	-3rd Party Collection 4 x \$27	108.00
		3,435.00
		3,435
		4,035

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21**

EXPENSE DETAIL WORKSHEET

Department: Personnel Administration
Division: Personnel Administration
Division #: 417 **Objective No.:** 003

Title: Specialized Training

#	Computation/Explanation	Amount
305	Employee conferences/workshops 14,801.00	14,801
		14,801

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Personnel Administration
Division: Personnel Administration
Division #: 417 **Objective No.:** 004

Title: Employee Training Program

#	Computation/Explanation	Amount
304	Supplies to prepare course material for in-house training (folders, punched paper, dividers, labels, pens)	500.00 500

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Personnel Administration
Division: Personnel Administration
Division #: 417 **Objective No.:** 005

Title: Tuition Reimbursement

#	Computation/Explanation	Amount
319	Tuition Reimbursement for all employees 50,000.00	50,000

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Personnel Administration
Division: Personnel Administration
Division #: 417 **Objective No.:** 006

Title: Post Employment Exams, Tests and Evaluations

#	Computation/Explanation	Amount
394	Medical Expenses 200.00	200

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Personnel Administration
Division: Personnel Administration
Division #: 417 **Objective No.:** 007

Title: Employee Appreciation

#	Computation/Explanation	Amount
391	Take Your Child to Work Day	1,000.00
	Employee Service Awards	3,000.00
		4,000.00

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Personnel Administration
Division: Personnel Administration
Division #: 417 **Objective No.:** 010

Title: Supervisory Training

#	Computation/Explanation	Amount
319	Supervisory Training (Video and Manuals) 3,000.00	3,000

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Personnel Administration
Division: Personnel Administration
Division #: 417 **Objective No.:** 011

Title: Community Events/Wellness Programs

#	Computation/Explanation	Amount
391	Community event registrations, t-shirts, supplies, health risk assessments, nutrition/health screenings, seminars	2,000.00 2,000

INFORMATION TECHNOLOGY

Budget Summary Form

Department: Information Technology
Dept. # 07

Dept / Division #: CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	769,418	773,529	728,348	976,141
Operating Expenses	1,208,592	1,099,525	955,869	1,084,079
Internal Services	-8,381	34,928	34,928	30,864
Operating Budget	<u>1,969,629</u>	<u>1,907,982</u>	<u>1,719,145</u>	<u>2,091,084</u>
Capital Outlay	87,086	69,936	168,796	30,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	29,441	30,740	30,740	30,814
Total Budget	<u><u>2,086,156</u></u>	<u><u>2,008,658</u></u>	<u><u>1,918,681</u></u>	<u><u>2,151,898</u></u>

PERSONNEL SERVICES DETAIL:

<u>Classification</u>	<u>Salary Sch.</u>	<u># of Positions</u>
Information Technology Director	40	1
Ass't Information Technology Director	34	1
Network Administrator	29	1
Communications Officer	27	1
IT Specialist III	26	1
Webmaster	26	1
IT Analyst	25	2
Graphics Designer	21	1
Records Management Supervisor	20	1
Receptionist	18	1

Total # of Full-Time Employees 11

2020-21 Operating Budget: 2,091,084
2019-20 Operating Budget: 1,907,982
Dollar Change: 183,102
Percentage Change: 9.60%

2020-21 Personnel - F.T.E. 11.00
2019-20 Personnel - F.T.E. 7.00
Personnel Change: 4.00

Budget Summary Form

Department: Information Technology
Division: ERP Systems and Applications
Dept / Division #: 07 / 420

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	229,705	224,598	202,574	424,396
Operating Expenses	494,621	465,640	395,102	538,789
Internal Services	-7,034	6,500	6,500	4,898
Operating Budget	717,292	696,738	604,176	968,083
Capital Outlay	22,359	58,796	58,796	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	11,630	11,078	11,078	9,615
Total Budget	751,281	766,612	674,050	977,698

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Information Technology Director	40	1
Webmaster	26	1
Communications Officer	27	1
Graphics Designer	21	1
Records Management Supervisor	20	1
Receptionist	18	1
Total # of Full-Time Employees		6

2020-21 Operating Budget: 968,083
2019-20 Operating Budget: 696,738
Dollar Change: 271,345
Percentage Change: 38.95%

2020-21 Personnel - F.T.E. 6.00
2019-20 Personnel - F.T.E. 2.00
Personnel Change: 4.00

Budget Summary Form

Department: Information Technology
Division: ERP Systems and Application:
Dept. #: 07
Dept / Division #: 420

Objective:

\$ 977,698 To provide quality service and guidance using the latest technology and respond efficiently to the growing needs of our community. To provide departments with technical support in the following areas: PC network operation, Network Infrastructure and ERP systems.

ACTIVITIES:

\$ 367,166 001 **Administration:** manage the administrative functions of the department, including monitoring the department's budget and providing support to department heads. Distribute paper to users Citywide. Operate and maintain the audio system at City Hall Council Chambers.

\$ 360,094 002 **Network and Phone Telecommunications:** provide phone, fax, Internet and wireless communication services to City facilities and staff. Provide centralized processing of wireless and voice telecommunications.

\$ 70,031 003 **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.

\$ 180,407 004 **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.

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Information Technology
Division: ERP Systems and Applications
Division #: 420 **Objective No.:** 001
 Dept / Division #:
Title: Administration

#	Computation/Explanation	Amount	Amount
101	Information Technology Director	151,538.73	151,539
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	10,786.51	10,787
141	Employer contribution to 691 Pension Plan	42,756.00	42,756
142	Group health premiums - \$591.61/mo. x 12 mos. x 1 employees	7,099.32	
	Group dental premiums - \$14.4/mo. x 12 mos. x 1 employees	172.80	
	Life insurance premiums - .34/1000 x salaries	47.29	
	Add'l Life Insurance - .34/1000 x Dir salary	47.29	
	AD & D insurance premiums - .04/1000 x salaries	5.56	
		7,372.26	7,372
144	Workers' Compensation coverage for General Fund Employees	6,074.00	6,074
302	ENS 10 - WATER PLANT	7,750.00	
	ENS 10 - POLICE DEPARTMENT	7,750.00	
	ENS 20 - PARKS OPERATION CENTER	9,300.00	
	ENS 20 - LIBRARY	9,300.00	
	ENS 20 - UTILITY OPERATIONS CENTER	9,300.00	
	ENS 20 - MOTOR POOL	9,300.00	
	ENS 10 - SUBSTATION NW 7	7,750.00	
	ENS 20 - JOE CELESTIN CENTER	9,300.00	
		69,750.00	69,750
304	General Office Supplies	500.00	500
305	Florida Local Govt. Information Systems Assoc. Summer Conf.	1,500.00	
	Florida Local Government Information Systems Assoc. Winter Conf	1,000.00	
		2,500.00	2,500
306	ISACA and ISSA membership	400.00	400

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Information Technology
Division: ERP Systems and Applications
Division #: 420 **Objective No.:** 001
 Dept / Division #:
Title: Administration

#	Computation/Explanation	Amount
311	EOC CABLE AND INTERNET	3,000.00
	CHANNEL 77 ON COMCAST	7,250.00
	LIVESTREAM	4,250.00
	PUBLIC INTERNET CITY HALL	3,000.00
	CABLE BOXES CITYWIDE	3,400.00
	20,900.00	20,900
312	Printer/Copier Citywide	12,000.00
	Toner Cartridges	500.00
	Scala System Update/Mainenance	4,500.00
	17,000.00	17,000
315	Director's Automobile Allowance \$250/mo x 12 mos	3,000.00
	Dir's Cell Phone Allowance \$75/mo x 12 mos	600.00
	3,600.00	3,600
319	Training Expense	2,000.00
331	Maintenance Contract on Deltec UPS	4,000.00
	Adobe Cloud 4 users @ 1000 each	4,000.00
	Preventative Maintenance Audio Council Chambers	3,000.00
	Remote Assist/GoToMeeting/GotoWebinar	5,000.00
	AT&T Broadband Connection	1,500.00
	17,500.00	17,500
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	4,823.00
407	Postage	50.00
910	Debt service on 2010 Pension Obligation Bonds	9,615.00
		367,166

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Information Technology
Division: ERP Systems and Applications
Division #: 420 **Objective No.:** 002
 Dept / Division #:
Title: Network and Phone Telecommunications

#	Computation/Explanation	Amount
101	Records Management Supervisor	51,877.32
	Receptionist	36,511.68
		88,389.00
		88,389
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	6,761.76
		6,762
142	Group health premiums - \$591.61/mo. x 12 mos. x 2 employees	14,198.64
	Group dental premiums - \$14/mo. x 12 mos. x 2 employees	345.60
	Life insurance premiums - .34/1000 x salaries	28.87
	AD & D insurance premiums - .04/1000 x salaries	3.40
		14,576.51
		14,577
147	FRS	3,651.17
		3,651
302	EOC Lines @ \$120/mo x 12 mos.	1,440.00
	Air Cards (60) @ \$40/mo x 12 mos.	28,800.00
	City Hall SIP Voice Line Charges \$900 x 12 months	10,800.00
	Internet Circuit 200 MBPS	20,000.00
	MPLS Circuit 100MBPS	18,400.00
	Toll Free Audio	2,000.00
	Long Distance Charges Citywide (excludes PD)	3,500.00
	PD Internet Circuit 50MBPS	11,750.00
	City Issued Cell Phones	33,000.00
	Suncom Analog Lines Citywide	9,000.00
	AT&T Citywide (except PD) PRI and Phones	20,000.00
		158,690.00
		158,690
305	Laserfiche Training for Records Supervisor	2,200.00
		2,200
320	Lease/Maintenance of Postage Meter Machine w/feeder scale,	4,800.00
	De Lage Landen Lease - \$4,718.33 per month	51,000.00
		55,800.00
		55,800
331	Laserfiche (document MGT system) maintenance	30,000.00
	Auto Liability programs and maintain a Reserve for Claims	30,000

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Information Technology
Division: ERP Systems and Applications
Division #: 420 **Objective No.:** 002
 Dept / Division #:
Title: Network and Phone Telecommunications

#	Computation/Explanation	Amount
407	Postage 25.00	25
		360,094

CITY OF NORTH MIAMI

FISCAL YEAR 2020-21

EXPENSE DETAIL WORKSHEET

Department: Information Technology
Division: Administration
Division #: 420 **Objective No.:** 003
 Dept / Division #:
Title: ERP Systems and Applications

#	Computation/Explanation		Amount
101	Graphics Designer	57,165.24	57,165
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	4,373.12	4,373
142	Group health premiums - \$591/mo. x 12 mos. x 1 employee	7,099.32	
	Group dental premiums - \$14.4/mo. x 12 mos. x 1 employee	172.80	
	Life insurance premiums - .34/1000 x salaries	19.05	
	AD & D insurance premiums - .04/1000 x salaries	2.24	
		<u>7,293.41</u>	7,293
319	Graphics Designer Training	1,200.00	1,200
			<u>70,031</u>

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Information Technology
Division: Administration
Division #: 420 **Objective No.:** 004
 Dept / Division #:
Title: Web/PTV Administrator

#	Computation/Explanation	Amount
101	Webmaster	73,566.62
	Communications Officer	75,364.95
		148,931.57
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	11,668.67
142	Group health premiums - \$591/mo. x 12 mos. x 2 employees	14,198.64
	Group dental premiums - \$14.4/mo. x 12 mos. x 2 employees	345.60
	Life insurance premiums - .34/1000 x salaries x 12 mos	46.73
	AD & D insurance premiums - .04/1000 x salaries x 12 mos	5.50
		14,596.47
303	Business Cards	60.00
304	Office Supplies	350.00
315	Webmaster Cell Phone Allowance	600.00
	Communication Officer Car Allowance	3,000.00
		3,600.00
319	Webmaster Training	1,200.00
		180,407

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	539,713	548,931	525,774	551,745
Operating Expenses	713,971	633,885	560,767	545,290
Internal Services	-1,347	28,428	28,428	25,966
Operating Budget	<u>1,252,337</u>	<u>1,211,244</u>	<u>1,114,969</u>	<u>1,123,001</u>
Capital Outlay	64,727	11,140	110,000	30,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	17,811	19,662	19,662	21,199
Total Budget	<u><u>1,334,875</u></u>	<u><u>1,242,046</u></u>	<u><u>1,244,631</u></u>	<u><u>1,174,200</u></u>

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Assistant IT Director	34	1
Network Administrator	29	1
IT Specialist III	26	1
IT Analyst	25	2
Total # of Full-Time Employees		<u>5</u>

2020-21 Operating Budget:	1,123,001
2019-20 Operating Budget:	1,211,244
Dollar Change:	<u>(88,243)</u>
Percentage Change:	<u>-7.29%</u>

2020-21 Personnel - F.T.E.	5.00
2019-20 Personnel - F.T.E.	5.00
Personnel Change:	<u>0.00</u>

Budget Summary Form

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

Objective:

\$ 1,174,200 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, monitor the wireless networks and telecommunications. Provide computer applications to user departments and necessary changes.

ACTIVITIES:

\$ 782,968 001 **Network and Systems Security:** provide continued operation of the City's Network, consisting of City Hall Campus and remote facilities. Monitor network and wireless systems and telecommunications Citywide. Monitor and respond to infrastructure and software threats. Management of Network and Server Infrastructure and Systems.

\$ 375,925 002 **ERP Systems and Applications:** manage City and Police Department ERP Systems: EDEN, New World and ExecuTime. Manage document management systems Laserfiche and Tyler Content Manager. Manage Agenda system for Council Meeting, CRA, Code, Planning and Board of Adjustment.

\$ 15,307 003 **Vehicles:** provides funds for the daily operation, preventive maintenance, emergency repairs and replacement of vehicles.

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Information Technology		
Division: Network and Systems Security		
Division #: 421	Objective No.: 001	
Title: Network and System Security		
#	Computation/Explanation	Amount
101	Assistant IT Director	111,052.46
	Network Administrator	83,285.56
	IT Analyst (2)	124,950.38
	IT Specialist III	74,064.66
		393,353.06
		393,353
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	30,275.11
		30,275
141	Employer contribution to 691 Pension Plan	52,606.00
		52,606
142	Group health premiums - \$591.61/mo. x 12 mos. x 5 employees	35,496.60
	Group dental premiums - \$14.4/mo. x 12 mos. x 5 employees	864.00
	Dependents' coverage - \$150/mo. x 12 mos. x 1 employee	1,800.00
	Family coverage - \$250/mo. x 12 mos. x 1 employees	3,000.00
	Life insurance premiums - .34/1000 x salaries	122.37
	AD & D insurance premiums - .04/1000 x salaries	14.40
		41,297.37
		41,297
144	Workers' Compensation coverage for General Fund Employees	13,391.00
		13,391
147	FRS Pension - 3 employees	20,823.00
		20,823
304	General Office Supplies	400.00
		400
305	FLGISA Annual Conference/ CGCIO Training	1,000.00
		1,000
311	Web Hosting, DNS Hosting, SSL Certificate	2,000.00
	Civic Plus Hosting Fee	15,000.00
	BROADBAND - WATER PLANT	1,320.00
	BROADBAND + TV - SUNKIST GROVE	2,520.00
	BROADBAND - PENNY SUGARMAN	1,920.00
	BROADBAND + TV - GWEN MARGOLIS	1,800.00
	BROADBAND - CLYDE JUDSON	2,100.00
	BROADBAND + TV - THOMAS SASSO POOL	2,040.00
	BROADBAND - LIBRARY	2,400.00
	BROADBAND + TV - ENCHANTED FOREST	2,520.00
	BROADBAND - PEPPER PARK	1,560.00

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Information Technology		
Division: Network and Systems Security		
Division #: 421	Objective No.: 001	
Title: Network and System Security		
#	Computation/Explanation	Amount
	TV - MOTOR POOL	1,800.00
	BROADBAND + TV - CUSTOMER SERVICE CENTER	3,840.00
	BROADBAND + TV - GRIFFING COMMUNITY CENTER	2,280.00
	BROADBAND + TV - KEYSTONE COMMUNITY CENTER	1,920.00
	BROADBAND + TV - BEN FRANKLIN COMMUNITY CENTER	1,800.00
		46,820.00
		46,820
312	Toner cartridges for Laser printers	1,200.00
	Miscellaneous Supplies	100.00
	Supplies for label maker	200.00
		1,500.00
		1,500
313	Argent Annual Maintenance	2,000.00
	Microsoft Exchange Cloud email	9,000.00
	Cisco Phone System Maintenance	7,000.00
	Remote troubleshooting software (Dameware)	1,000.00
	Help Desk Software	7,000.00
		26,000.00
		26,000
315	Cell Stipend 3 Employees x 12 months x \$50	1,800.00
	Assistant Director Cell Phone Allowance \$50/mo. x 12 mos.	600.00
		2,400.00
		2,400
319	Training Courses (\$2000 x 3 employees)	6,000.00
		6,000
331	CHAMPS Agenda Software	6,000.00
	Virus Protection Software (License for 550 devices)	6,000.00
	Desktop Authority	3,000.00
	DocuSign	4,550.00
	SSL VPN Maintenance	1,500.00
	Email Archiver Maintenance (2 @ CH)	6,020.00
	Spam Filter Maintenance	2,500.00
	Web Filter (2 @ CH, 1 @ PD, 1 @ Library)	6,000.00
	Maintenance VMWARE System	6,000.00
	Back Software Maintenance (Veeam)	7,200.00
	Off Site Tape Storage \$150/mo. x 12 mos.	1,800.00
	Exagrid Appliance Maintenance (5 Backup Units)	14,000.00
	Cisco Firepower (City Hall and PD)	5,000.00

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Information Technology		
Division: Network and Systems Security		
Division #: 421	Objective No.: 001	
Title: Network and System Security		
#	Computation/Explanation	Amount
	Security Awareness Training (KnowBe4)	5,000.00
	QLESS SYSTEM @ CUSTOMER SERVICE BUILDING	9,200.00
	PIO Helpdesk	1,500.00
		85,270.00
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	10,634.00
602	Replacement computers, laptops and printers	30,000.00
910	Debt service on 2010 Pension Obligation Bonds	21,199.00
		782,968

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Information Technology
Division: Network and Systems Security
Division #: 421 **Objective No.:** 002

Title: Programming and GIS Specialist

#	Computation/Explanation	Amount
300	New World & Eden Custom Reports and Consulting	25,000.00
304	Office Supplies	200.00
311	Professional Services	15,000.00
319	Training Course for 1 employees (\$3000/course x 1)	3,000.00
331	Tyler Citizen Transparency	18,500.00
	NEOGOV	12,500.00
	ESRI Maintenance	5,000.00
	Maintenance for Check Printer and Quest Backup Software	1,350.00
	OpenGov Production	47,500.00
	Subscription for NIGP Codes	700.00
	Maintenance on Eden software	165,500.00
	JustFOIA Public Records System	5,500.00
	Accela - Public Stuff	13,750.00
	Archive Social	2,400.00
	Tyler Digital Payroll	60,000.00
		332,700.00
407	Postage	25.00
		375,925

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Information Technology
Division: Network and Systems Security
Division #: 421 **Objective No.:** 003

Title: Information Technology Vehicles

#	Computation/Explanation	Amount
441	Fleet Contribution 15,307.00	15,307
		15,307

POLICE

Budget Summary Form

Department: Police

Dept. #: 08

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	24,421,170	22,089,092	23,659,061	22,372,782
Operating Expenses	3,525,696	3,352,633	2,725,466	3,276,878
Internal Services	825,106	2,594,262	2,585,866	2,609,653
Operating Budget	28,771,972	28,035,987	28,970,393	28,259,313
Capital Outlay	103,025	61,171	30,309	10,000
Debt Service	0	0	0	0
Grants & Aids	5,000	7,000	0	0
Reserves & Other	767,571	777,884	777,884	646,891
Total Budget	29,647,568	28,882,042	29,778,586	28,916,204

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Police Chief	44-SM	1
Citizen Investigative Board Director		1
Assistant Police Chief	41-SM	2
Police Major	38-SM	5
Police Commander	36-SM	6
Police Administrator	33	1
Police Sergeants	31S	16
Police Officer	28O	89
Administrative Assistant	28	1
Police Records Supervisor	28	1
Police Communications Supervisor	28	1
Training Specialist	30	1
BWC Administrator	28	1
Grants Writer	25	1
Police Communications Operator	25	9
Crime Scene Technician	26	2
Administrative Coordinator	25	1
Code Compliance Officer	25	1
Crisis Intervention Specialist	25	1
Quartermaster	25	1
Crime Analyst	22	1
Records Technician	19	4
Administrative Specialist	22	1
Public Service Aide	20	3
Clerical Technician	18	3
Total # of Full-Time Employees		154

2020-21 Operating Budget: 28,259,313

2019-20 Operating Budget: 28,035,987

Dollar Change: 223,326

Percentage Change: 0.80%

2020-21 Personnel - F.T.E. 154.00

2019-20 Personnel - F.T.E. 192.00

Personnel Change: -38.00

Budget Summary Form

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

EXPENDITURE	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Operating Budget				
Personnel Services	1,453,200	1,274,194	1,177,904	1,253,670
Operating Expenses	182,315	221,415	107,291	40,670
Internal Services	43,425	118,836	118,836	140,790
Operating Budget	<u>1,678,940</u>	<u>1,614,445</u>	<u>1,404,031</u>	<u>1,435,130</u>
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	51,851	41,101	41,101	45,521
Total Budget	<u><u>1,730,791</u></u>	<u><u>1,655,546</u></u>	<u><u>1,445,132</u></u>	<u><u>1,480,651</u></u>

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Police Chief	46-SM	1
Assistant Police Chief	43-SM	2
Commander	38-SM	1
Police Sergeant	31S	1
Administrative Assistant	28	1
Clerical Technician	18	1
Total # of Full-Time Employees		<u><u>7</u></u>

2020-21 Operating Budget: 1,435,130
2019-20 Operating Budget: 1,614,445
Dollar Change: (179,315)
Percentage Change: -11.11%

2020-21 Personnel - F.T.E. 7.00
2019-20 Personnel - F.T.E. 7.00
Personnel Change: 0.00

Budget Objectives Form

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

Objective:

\$ 1,480,651 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:

\$ 1,480,651 001 **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 including, Uniform Patrol Section, Community Policing Section, the Investigative Section, and Administrative and Support Services Divisions.

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department:	Police		
Division:	Chief's Office		
Division #:	423	Objective No.:	001
Title:	Chief's Office		
#	Computation/Explanation	Amount	Amount
101	Police Chief	198,527.92	
	2 Assistant Police Chief	220,198.64	
	Police Commander	139,146.21	
	Police Sergeant (IA)	82,696.12	
	Administrative Assistant	70,660.42	
	Clerical Technician	38,731.40	
		749,960.71	749,961
104	Overtime - Sergeant - \$82,696/2080 hrs.x 1.5x 65 hrs.	3,876.38	
	Overtime - 1 Admin. Assist. - \$70,660/2080 hrs.x1.5 x 18 hrs.	917.22	
	Overtime - 1 Clerical Tech. - \$38,731.4/2080 hrs.x 1.5x 40 hrs.	1,117.24	
		5,910.84	5,911
107	Salaries - State Salary Incentive	4,320.00	4,320
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	51,433.20	
	Employer's portion of Social Security Tax @ 7.65% of Overtime	452.19	
	State Salary Incentive	330.48	
		52,215.87	52,216
141	Employer contribution to 748 and 691 Pension Plan	356,449.00	356,449
142	Group health premiums - \$591.61/mo. x 12 mos. x 7 employees	49,695.24	
	Group dental premiums - \$14.4/mo. x 12 mos. x 7 employees	1,209.60	
	Dependents' coverage - \$150/mo. x 12 mos. x 1 employee	1,800.00	
	Family coverage - \$250/mo. x 12 mos. x 1 employee	3,000.00	
	Life insurance premiums - .34/1000 x salaries	254.99	
	Add'l. Life Insurance - .34/1000 x Dir. salary	67.50	
	AD & D insurance premiums - .04/1000 x salaries	30.00	
		56,057.33	56,057
144	Workers' Compensation coverage for General Fund Employees	28,756.00	28,756

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department:	Police		
Division:	Chief's Office		
Division #:	423	Objective No.:	001
Title:	Chief's Office		
#	Computation/Explanation	Amount	
305	Dade County Association of Chiefs of Police Dinner	5,800.00	
	Miscellaneous meetings, civic events, parking, tolls	800.00	
	North Miami Chamber Luncheons 8 Emp. x \$30 ea. x 12 mos.	2,880.00	
	Dade County PBA LEO Awards 1 Table x \$1,800	1,800.00	
	L.E.O. Foundation Awards 1 Tables x \$1,800	1,800.00	
		13,080.00	13,080
306	Dade County Association of Chiefs of Police - \$200 x 3	600.00	
	NOBLE Membership	150.00	
	F.B.I. National Academy Association \$95 x 2 employees	190.00	
	F.B.I. Nat'l. Academy (FL. Chapter) \$20 X 2 employees	40.00	
	Florida Police Chiefs Association (\$310 & \$135)	445.00	
	Florida Police Accreditation Coalition Annual Membership	175.00	
	CFLEA Software Annual User Fee	1,000.00	
	CFA Reaccreditation Fee	600.00	
	I.A.C.P. Accreditation Policy Center Subscription	50.00	
	Nat'l. I. A. Investigators Assoc. (NIAIA) \$50 x 2 employees	100.00	
	Notary Seal Renewal \$80 x 3 employees	240.00	
	FBI-Law Enf. Exec. Development Assoc.	50.00	
	PERF Membership \$200 & \$450 for 2 employees	650.00	
		4,290.00	4,290
308	Uniform Cleaning & Maintenance Allowance \$400 x 4 Officers	1,600.00	
	Clothing Allowance \$550 x 4 Officers	2,200.00	
		3,800.00	3,800
311	Dade County Court Standby Program	9,250.00	
	Transcribing for IA Investigations	2,906.00	
	Power DMS Annual License & Policy Subs	4,844.70	
		17,000.00	17,000
391	Law Enforcement Memorial Ceremony	2,500.00	2,500
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	22,834.00	22,834

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: <u>Police</u>		
Division: <u>Chief's Office</u>		
Division #: <u>423</u>	Objective No.: <u>001</u>	
Title: <u>Chief's Office</u>		
#	Computation/Explanation	Amount
441	Vehicle Maintenance	117,956.00
910	Debt service on 2010 Pension Obligation Bonds	45,521.00
		1,480,651

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	12,191,022	11,092,005	11,959,657	11,123,335
Operating Expenses	1,321,833	1,005,180	996,500	1,073,210
Internal Services	666,852	1,390,466	1,390,466	1,195,855
Operating Budget	<u>14,179,707</u>	<u>13,487,651</u>	<u>14,346,623</u>	<u>13,392,400</u>
Capital Outlay	0	10,000	10,000	10,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	357,810	404,453	404,453	346,972
Total Budget	<u>14,537,517</u>	<u>13,902,104</u>	<u>14,761,076</u>	<u>13,749,372</u>

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Police Major	40-SM	1
Police Commander	38-SM	3
Police Sergeant	31S	8
Police Officer	28O	59
Administrative Coordinator	25	1
Public Service Aide	20	3
Total # of Full-Time Employees		<u>75</u>

2020-21 Operating Budget: 13,392,400
2019-20 Operating Budget: 13,487,651
Dollar Change: (95,251)
Percentage Change: -0.71%

2020-21 Personnel - F.T.E. 75.00
2019-20 Personnel - F.T.E. 101.00
Personnel Change: -26.00

Budget Objectives Form

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

Objective:

\$ 13,749,372 To provide professional and efficient uniform police services to the City and to ensure the safety of residents/visitors and maintenance of public order in accordance with Florida Statutes, County and City Ordinances, and Department policies.

ACTIVITIES:

\$ 13,427,794 001 **Uniform Patrol:** protects life and property by patrolling City streets; providing traffic enforcement; responding to calls for police service; and apprehending criminal offenders.

\$ 139,827 002 **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.

\$ 181,751 003 **Public Service Aides:** responsible for handling various police-related duties that do not require a sworn officer such as minor traffic accidents, parking violations, and writing routine reports.

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Police
 Division: Patrol
 Division #: 425 Objective No.: 001

Title: Uniform Patrol

#	Computation/Explanation	Amount
101	Police Major 3 Police Commanders 8 Police Sergeants 59 Police Officers 1 Administrative Coordinator	151,129.45 411,163.46 823,262 4,448,517.31 52,067.95 <u>5,886,140.17</u>
		5,886,140
104	Overtime -1Admin. Coord. - \$52,067/2,080 x 1.5 x 50 hrs. Overtime - 8 Sergeants - \$823,262.03/2,080 x 1.5 x 60 hrs. Overtime - 59 Officers - \$4,448,517.31/2,080 x 1.5 x 114 hrs.	1,877.45 35,621.91 365,719.45 <u>403,218.81</u>
		403,219
106	Hol. Pay - 8 Sergeants - \$823,262/2,080 hrs. x 1.5 x 60 hrs. Hol. Pay - 59 Officers - \$4,448,517.31/2,080 hrs. x 1.5 x 60 hrs.	35,621.91 192,483.92 <u>228,105.83</u>
		228,106
107	State Salary Incentive for Police Personnel	42,120.00
		42,120
140	Employer's portion of Social Security Tax @ 7.65% of Salaries 7.65% of outside wages 7.65% of Incentive Pay 7.65% of overtime, holiday pay	449,456.70 71,797.55 3,222.18 48,296.33 <u>572,772.76</u>
		572,773
141	Employer contribution to 748 and 691 Pension Plan	2,520,928.00
		2,520,928
142	Group health premiums-\$591.61/mo.x12mos.x 72 employees Group dental premiums-\$14.40/mo.x12 mos. x 72 employees Dependent coverage - \$150/mo. x 12 mos. x 17 employees Family coverage - \$250/mo. x 12 mos. x 3 employees Life insurance premiums - .34/1000 x salaries AD & D insurance premiums - .04/1000 x salaries	511,151.04 12,441.60 30,600.00 9,000.00 2,001.29 235.45 <u>565,429.38</u>
		565,429
144	Workers' Compensation coverage for General Fund Employees	208,132.00
		208,132
147	FRS Pension	423,655.00
		423,655

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Police
 Division: Patrol
 Division #: 425 Objective No.: 001

Title: Uniform Patrol

#	Computation/Explanation		Amount
301	Off Duty Guard Gate Service - Reimbursed by San Souci HOA	275,600.00	
	Other Off Duty - Reimbursed by Requestor	580,000.00	
	Off Duty Whole Foods- Reimbursed by Whole Foods	82,930.00	
		938,530.00	938,530
306	Dade County Association Chiefs of Police \$200 x 1 Officers	200.00	200
308	Cleaning and maintenance - \$400 x 71 Officers	28,400.00	28,400
311	Body Cameras (Maintenance Agreement 5th of 5 year term)	93,600.00	93,600
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	165,273.00	165,273
441	Vehicle Maintenance	1,021,808.00	1,021,808
910	Debt service on 2010 Pension Obligation Bonds	329,481.00	329,481
			13,427,794

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Police
 Division: Patrol
 Division #: 425 Objective No.: 002

Title: Canine Unit

#	Computation/Explanation	Amount
141	Employer contribution to 748 Pension Plan	93,213.00 93,213
144	Workers' Compensation coverage for General Fund Employees	7,146.00 7,146
311	Annual veterinary contract \$82.50/mo. X 12 mos. x 2 dogs	1,980.00
	Medical expenses not covered by contract	1,000.00
	Boarding	2,500.00
		5,480.00 5,480
312	Food and Supplies: Food, flea foggers, grooming supplies, etc.	6,000.00 6,000
313	Equipment: Leads, choke chains, work collars, sleeves, tracking harnesses (\$500 X 2 Canines)	1,000.00 1,000
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	5,675.00 5,675
607	Canine Replacement	10,000.00 10,000
910	Debt service on 2010 Pension Obligation Bonds	11,313.00 11,313
		139,827

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Police
 Division: Patrol
 Division #: 425 Objective No.: 003

Title: Public Service Aides

#	Computation/Explanation	Amount	Amount
101	3 Public Service Aides	112,711.77	112,712
104	Overtime - 3 PSA - \$112,711.77/ 2,080 x 1.5 x 40 hours	3,251.31	3,251
106	Hol. Pay - 3 PSAs - \$112,711.77/2,080 x 1.5 x 20 hrs.	1,625.65	1,626
140	Employer's portion of Social Security Tax @ 7.65% of Salaries 7.5% of overtime and holiday pay	8,622.47 373.09	
		8,995.56	8,996
141	Employer contribution to 691 Pension Plan	10,805.00	10,805
142	Group health premiums - \$591.61/mo. x 12 mos. x 3 employees	21,297.96	
	Group dental premiums - \$14.40/mo. x 12 mos. x 3 employees	518.40	
	Dependents' coverage - \$150/mo. x 12 mos. x 1 employee	1,800.00	
	Life insurance premiums - .34/1000 x salaries	36.56	
	AD & D insurance premiums - .04/1000 x salaries	4.30	
		23,657.22	23,657
144	Workers' Compensation coverage for General Fund Employees	3,903.00	3,903
147	FRS Pension	7,524.00	7,524
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for	3,099.00	3,099
910	Debt service on 2010 Pension Obligation Bonds	6,178.00	6,178
			181,751

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	3,477,292	2,982,742	3,430,696	3,408,639
Operating Expenses	273,949	436,499	302,675	742,222
Internal Services	-61,463	444,296	444,291	409,998
Operating Budget	3,689,778	3,863,537	4,177,662	4,560,859
Capital Outlay	14,290	18,700	18,700	0
Debt Service	0	0	0	0
Grants & Aids	5,000	7,000	0	0
Reserves & Other	101,059	91,815	91,815	86,588
Total Budget	3,810,127	3,981,052	4,288,177	4,647,447

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Police Major	40-SM	1
Police Commander	38-SM	1
Police Sergeant	31S	2
Police Officer	28O	14
Code Compliance Officer	25	1
Administrative Specialist	22	1
Total # of Full-Time Employees		20

2020-21 Operating Budget:	4,560,859
2019-20 Operating Budget:	3,863,537
Dollar Change:	<u>697,322</u>
Percentage Change:	<u>18.05%</u>

2020-21 Personnel - F.T.E.	20.00
2019-20 Personnel - F.T.E.	20.00
Personnel Change:	<u><u>0.00</u></u>

Budget Objectives Form

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

Objective:

\$ 4,647,447 To provide specialized police and public services, 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 ordinances; and the continuing participation in the Police Athletic League.

ACTIVITIES:

- \$ 985,280 001 **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.
- \$ 1,540,064 002 **Community Policing 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 creating strategies in order to build community partnerships, and for reducing crime and disorder.
- \$ 164,397 003 **School Resource Officers:** SROs increase the visibility and accessibility of police to the school community. Attend and participate in school functions. Work to prevent crime and juvenile delinquency through close contact and positive relationships with students, school staff and parent groups.
- \$ 35,498 004 **Citizens' Crime Watch Program:** provides funds to coordinate Crime Watch Programs and other crime prevention initiatives within the City.
- \$ 109,537 006 **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 and County Ordinances related to animals.

Budget Objectives Form

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

\$ 1,138,901	007	Traffic Safety 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 units at locations with numerous speeding violations.
\$ 416,161	009	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.
\$ 65,160	010	Mounted Patrol: provides high visibility in business and residential areas while building positive community relations and trust. They are also used for special events, parades, festivals, etc.

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Police
 Division: Community Policing
 Division #: 426 Objective No.: 001

Title: Administration

#	Computation/Explanation	Amount
101	Police Major	152,426.77
	Police Commander	134,894.41
	Administrative Specialist	41,111.66
		328,432.84
		328,433
104	Overtime - 1 Admin. Spec. - \$41,112/2,080 x 1.5 x 80 hrs.	2,371.85
		2,372
107	State Salary Incentive for police personnel	1,560.00
		1,560
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	24,211.65
	7.65% of overtime	181.45
		24,393.10
		24,393
141	Employer contribution to 748 and 691 Pension Plan	185,233.00
		185,233
142	Group health premiums - \$591.61/mo. x 12 mos. x 3 employees	21,297.96
	Group dental premiums - \$14.4/mo. x 12 mos. x 3 employees	518.40
	Dependents' coverage - \$150/mo. x 12 mos. x 1 employees	1,800.00
	Life insurance premiums - .34/1000 x salaries	103.75
	AD & D insurance premiums - .04/1000 x salaries	12.21
		23,732.32
		23,732
144	Workers' Compensation coverage for General Fund Employees	14,738.00
		14,738
147	FRS Pension	4,111.00
		4,111
306	Dade County Chiefs of Police - \$200 x 1 Officers	200.00
		200
308	Uniform cleaning and maintenance allowance 2 Emp. x \$400	800.00
		800
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	11,703.00
		11,703
441	Vehicle Maintenance	364,674.00
		364,674

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Police
 Division: Community Policing
 Division #: 426 Objective No.: 001

Title: Administration

#	Computation/Explanation	Amount
910	Debt service on 2010 Pension Obligation Bonds 23,331.00	23,331
		985,280

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department:	Police	
Division:	Community Policing	
Division #:	426	Objective No.: 002
Title: Community Services Unit		
#	Computation/Explanation	Amount
101	Police Sergeant 109,026.67 6 Police Officers 593,293.96 <u>702,320.63</u>	702,321
104	Overtime-1 Police Sgt-\$109,026.67.43/2080 hrs. x 1.5 x 60 hrs. 4,717.50 Overtime - 6 Officers - \$593,293.96/2080 hrs. x 1.5 x 100 hrs. 42,785.62 <u>47,503.12</u>	47,503
106	Holiday Pay - 1 Sergeant - \$109,026.67/2,080 hrs. x 1.5 x 20 hr 1,572.50 Holiday Pay - 6 Offs. - \$593,293.96/2,080 hrs. x 1.5 x 20 hrs. 8,557.12 <u>10,129.62</u>	10,130
107	State Salary Incentive for police personnel 4,920.00	4,920
140	Employer's portion of Social Security Tax @ 7.65% of Salaries 53,727.53 Savings from Flexible Benefits Program 7.65% of outside wages 24,418.80 7.65% of overtime and holiday pay 4,408.90 <u>82,555.23</u>	82,555
141	Employer contribution to 748 Pension Plan 173,940.00	173,940
142	Group health premiums-\$591.61/mo.x12mos. x 7 employees 49,695.24 Group dental premiums-\$14.4/mo.x12mos. x 7 employees 1,209.60 Dependent' coverage - \$150/mo. x 12 mos. x 1 employees 1,800.00 Family coverage - \$250/mo. x 12 mos. x 2 employees 6,000.00 Life insurance premiums - .34/1000 x salaries 206.79 AD & D insurance premiums - .04/1000 x salaries 24.33 <u>58,935.96</u>	58,936
144	Workers' Compensation coverage for General Fund Employees 13,335.00	13,335
301	School Safety Officers (SSO)- \$45,600 x 7 employees 319,200.00	319,200
302	Cellular Phones -\$41.63/mo. x 12 mos. x 14 emp. 6,993.84 <u>6,993.84</u>	6,994

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department:	Police		
Division:	Community Policing		
Division #:	426	Objective No.:	002
Title:	Community Services Unit		
#	Computation/Explanation	Amount	
308	Uniform cleaning and maintenance allowance (\$400 X 7 officers)	2,800.00	76,531
	Uniforms & Equipment for SSOs (\$10,533 x 7 SSOs)	73,731.00	
		76,531.00	
311	Light Towers, Barricades, etc.	12,000.00	12,000
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	10,589.00	10,589
910	Debt service on 2010 Pension Obligation Bonds	21,110.00	21,110
			1,540,064

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Police
Division: Community Policing
Division #: 426 **Objective No.:** 003

Title: School Resource Officers

#	Computation/Explanation	Amount
101	Police Officer	96,668.76
		96,669
104	Overtime - 1 Officers - \$96,668.76/2,080 hrs. x 1.5 x 60 hrs.	4,182.78
		4,183
106	Holiday Pay - 1 Officers - \$96,668.76/2,080 hrs. x 1.5 x 20 hrs.	1,394.26
		1,394
107	State Salary Incentive for police personnel	240.00
		240
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	7,099.32
	7.65% of holiday and overtime pay	426.64
		7,525.96
		7,526
141	Employer contribution to 748 Pension Plan	33,917.00
		33,917
142	Group health premiums - \$591.61/mo. x 12 mos. x 1 employee	7,099.32
	Group dental premiums - \$14.4/mo. x 12 mos. x 1 employee	172.80
	Dependents' coverage - \$150.00/mo. x 12 mos. x 1 employees	1,800.00
	Life insurance premiums - .34/1000 x salaries	29.78
	AD & D insurance premiums - .04/1000 x salaries	3.50
		9,105.40
		9,105
144	Workers' Compensation coverage for General Fund Employees	2,600.00
		2,600
302	GPRS Users - 1 Ofcs. x \$36.07/mo. x 12 mos.	432.84
	Cellular Phones -\$41.63/mo. x 12 mos. x 1 emp.	499.56
		932.40
		932
308	Uniform cleaning and maintenance allowance - (1 Ofcs. X \$400)	400.00
	Uniforms and required equipment	1,250.00
		1,650.00
		1,650
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	2,065.00
		2,065
910	Debt service on 2010 Pension Obligation Bonds	4,116.00
		4,116
		164,397

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Police
Division: Community Policing
Division #: 426 **Objective No.:** 004

Title: Citizens' Crime Watch Program

#	Computation/Explanation	Amount
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	2,295.00 2,295
301	Citizen Crime Watch Coordinator	30,000.00 30,000
302	Cellular Phone -\$41.63/mo. X 12 mos.	499.56 500
303	Printed Materials (Crime prevention posters, sings, etc.)	500.00 500
304	Office Supplies	150.00 150
305	Conference, workshops to keep Crime Watch Coordinator's certifications.	1,850.00 1,850
306	South East Florida Crime Prevention Association	500.00 500
308	Uniforms	350.00 350
312	Crime watch pamphlets, crime prevention videos, etc.	200.00 200
315	Miscellaneous materials (plaques, certificates, etc.)	200.00
	On-line Conf. with HOA members (\$4 X 12 mos.)	48.00
	Media Crime Prevention Announcements	1,000.00
		1,248.00 1,248
407	Postage	200.00 200
		35,498

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Police
Division: Community Policing
Division #: 426 **Objective No.:** 005

Title: Police Explorer, Police Athletic League Grants and FACT FESTIVAL

#	Computation/Explanation	Amount
820	Families Against Crimes Together (FACT) Festival	0.00
		0

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: <u>Police</u>		
Division: <u>Community Policing</u>		
Division #: <u>426</u>	Objective No.: <u>006</u>	
Title: <u>Animal Control</u>		
#	Computation/Explanation	Amount
101	Code Compliance Officer	60,632.32
104	Overtime - \$60,632.32/2,080 hrs. x 1.5 x 28 hrs.	1,224.31
140	Employer's portion Social Security Tax @ 7.65% of Salary	4,638.37
	7.65% of overtime	93.66
		4,732.03
141	Employer contribution to Pension Plan 691	17,440.00
142	Group health premiums - \$591.61/mo. x 12 mos. x 1 employee	7,099.32
	Group dental premiums - \$14/mo. x 12 mos. x 1 employee	172.80
	Life insurance premiums - .34/1000 x salaries	20.13
	AD & D insurance premiums - .04/1000 x salaries	2.37
		7,294.62
144	Workers' Compensation coverage	2,129.00
302	Cellular Telephone: \$41.63/month x 12 months	499.56
303	Brochures, Fliers, Pamphlets, Business Cards, etc.	375.00
305	FL. Animal Control Annual Conference	1,200.00
306	Fl. Animal Control Association Membership	70.00
308	Uniforms	500.00
311	Wildlife Removal Services	5,000.00
	M.D. County Fire Rescue Animal Control Permit	30.00
		5,030.00
312	Supplies (Disposal bags, disinfectant, cleaners, gloves, etc.)	1,000.00

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department:	Police		
Division:	Community Policing		
Division #:	426	Objective No.:	006
Title:	Animal Control		

#	Computation/Explanation		Amount
313	Equipment (Cages, control poles, carriers, leads, etc.)	2,000.00	2,000
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	1,690.00	1,690
407	Postage	350.00	350
910	Debt service on 2010 Pension Obligation Bonds	3,370.00	3370
			109,537

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Police
 Division: Community Policing
 Division #: 426 Objective No.: 007

Title: Traffic Unit

#	Computation/Explanation	Amount	
101	1 Police Sergeant 5 Police Officers	120,093.74 508,648.04 <hr/> 628,741.78	628,742
104	Overtime - 1 Sergeant - \$120,093.74/2,080 x 1.5 x 141 hrs. Overtime - 5 Officers - \$508,648.04/2,080 hrs. x 1.5 x 200 hrs.	12,211.45 73,362.70 <hr/> 85,574.15	85,574
106	Holiday Pay - 1 Sergeant - \$120,093.74/2,080 hrs. x 1.5 x 40 hrs. Holiday Pay - 5 Officers - \$508,648.04/2,080 hrs. x 1.5 x 40 hrs.	3,464.24 14,672.54 <hr/> 18,136.78	18,137
107	State Salary Incentive for police personnel	5,400.00	5,400
140	Employer's portion of Social Security Tax @ 7.65% of Salaries 7.65% of overtime and holiday pay	48,098.75 7,933.89 <hr/> 56,032.64	56,033
141	Employer contribution to 748 Pension Plan	222,592.00	222,592
142	Group health premiums - \$591.61/mo. x 12 mos. x 6 employees Group dental premiums - \$14.4/mo. x 12 mos. x 6 employees Dependents' coverage - \$150/mo. x 12 mos. x 3 employee Life insurance premiums - .34/1000 x salaries AD & D insurance premiums - .04/1000 x salaries	42,595.92 1,036.80 5,400.00 182.72 21.50 <hr/> 49,236.94	49,237
144	Workers' Compensation coverage for General Fund Employees	17,065.00	17,065
308	Uniform cleaning and maint. allowance \$400 yr. x 6 officers	2,400.00	2,400
312	Cleaning supplies for motorcycles Supplies for Intoxilizer (mouth pieces, cleaning solutions, etc.)	150.00 1,000.00 <hr/> 1,150.00	1,150

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Police
 Division: Community Policing
 Division #: 426 Objective No.: 007

Title: Traffic Unit

#	Computation/Explanation	Amount	
331	Calibration of 18 radar guns, two times each @ \$50	1,800.00	
	Calibration of 21 laser guns, two times each @ \$70	2,940.00	
	Repair of 4 tint meters @ \$50 ea.	200.00	
	Calibration of 13 speedometers, two times each @ \$20/ea.	520.00	
	Maintenance for Intoxilizer	745.00	
	Maintenance for Ticket Writers	1,500.00	
	Maintenance of Trailers, Message Boards, Light Towers, etc.	3,000.00	
	Maint. on laser guns, radar guns, and tint meters as needed	800.00	
	Blood/urine collection kit	500.00	
	12,005.00	12,005	
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	13,551.00	13,551
910	Debt service on 2010 Pension Obligation Bonds	27,015.00	27,015
			1,138,901

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Police
Division: Community Policing
Division #: 426 **Objective No.:** 008

Title: School Crossing Guard Program

#	Computation/Explanation	Amount
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	12,415.80 12,416
301	School Crossing Guard Supervisor - \$16.89 hr. x 25 hrs. wk. x 42 weeks.	17,734.50 17,735
	School Crossing Guards - \$11.91 hr. x 17 hrs. wk. x 42 weeks x 17 guards	144,563.58 <u>162,298.08</u> 162,298
		<u>192,449</u>

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Police
 Division: Community Policing
 Division #: 426 Objective No.: 009

Title: Marine Patrol

#	Computation/Explanation		Amount
101	2 Police Officers	198,021.90	198,022
104	Overtime - 2 Officers - \$198,021.89/2,080 hrs. x 1.5 x 300 hrs.	42,841.28	42,841
106	Holiday Pay - 2 Officers - \$198,021.89/2,080 hrs. x 1.5 x 60 hrs.	8,568.26	8,568
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	15,148.68	
	7.65% of overtime and holiday pay	3,932.83	
		<u>19,081.51</u>	19,082
141	Employer contribution to 748 Pension Plan	90,767.00	90,767
142	Group health premiums - \$591.61/mo. x 12 mos. x 2 employees	14,198.64	
	Group dental premiums - \$14.4/mo. x 12 mos. x 2 employees	345.60	
	Family coverage - \$250/mo. x 12 mos. x 1 employee	3,000.00	
	Life insurance premiums - .34/1000 x salaries	59.56	
	AD & D insurance premiums - .04/1000 x salaries	7.00	
		<u>17,610.80</u>	17,611
144	Workers' Compensation coverage for General Fund Employees	6,959.00	6,959
308	Uniform cleaning and maintenance allowance \$400 yr. x 2 officers	800.00	800
320	Boat storage for 2 boats: \$623.70/mo. x 12 mos. X 2 boats	14,968.80	14,969
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	5,526.00	5,526
910	Debt service on 2010 Pension Obligation Bonds	11,016.00	11,016
			<u>416,161</u>

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Police
 Division: Community Policing
 Division #: 426 Objective No.: 010

Title: Mounted Patrol

#	Computation/Explanation	Amount
311	Basic Care, Exercising and Training	
	\$550/mo. x 12 mos. x 3 Horses	19,800.00
	Veterinary & Medical Services	6,000.00
	Alarm Monitoring \$120/Qtr. X 4 Quarters	480.00
	Horse Shoes, Hair Clipping, etc.	
	\$180/mo. X 12 mos. X 3 Horses	6,480.00
		32,760.00
		32,760
312	Feed, Hay and Shavings `(\$700 x 12 mos. x 3 Horses)	25,200.00
313	Equipment (Saddles, Bridles, Harnesses, etc.)	5,500.00
329	Misc. Repairs to Stables	1,700.00
		65,160

Budget Summary Form

Department: Police
Division: Citizen Investigative Board
Dept. / Division #: 08 / 428

EXPENDITURE	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Operating Budget				
Personnel Services	0	0	0	224,007
Operating Expenses	0	0	0	113,893
Internal Services	0	0	0	2,100
Operating Budget	0	0	0	340,000
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	0	0	0	340,000

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Citizen Investigative Board Directo	44	1
Clerical Technician	18	1

Total # of Full-Time Employees 2

2020-21 Operating Budget:	340,000
2019-20 Operating Budget:	-
Dollar Change:	<u>340,000</u>
Percentage Change:	#DIV/0!
2020-21 Personnel - F.T.E.	2.00
2019-20 Personnel - F.T.E.	0.00
Personnel Change:	<u>2.00</u>

Budget Objectives Form

Department: Police
Division: Citizen Investigative Board
Dept. #: 08
Division #: 428

Objective:

\$ 340,000 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:

\$ 340,000 001 **CIB Office:** To act as an independent civilian oversight entity for sworn officers of the City of North Miami Police Department; conduct fair, timely and independent investigations concerning complaints of behavior by law enforcement officers, filed by any member of the public or the CIB; provide evaluation concerning reviews or law enforcement policies, procedures, practices and patterns of behavior; and make written reports and recommendations.

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department:	Police		
Division:	Citizen Investigative Board		
Division #:	428	Objective No.:	001
Title:	Citizen Investigative Board		
#	Computation/Explanation		Amount
101	Director	146,114.59	177,705
	Clerical Technician	31,590.62	
		177,705.21	
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	13,869.85	13,870
	Employer's portion of Social Security Tax @ 7.65% of TECs	1,721.25	
		15,591.10	
142	Group health premiums-\$591.61/mo. x 12mos. x 2 Employees	14,198.64	14,661
	Group dental premiums- \$14.40/mo. x 12mos. x 2 Employees	345.60	
	Add'l Life Insurance - .34/1000 x Dir salary	49.68	
	Life insurance premiums - .34/1000 x salaries	60.42	
	AD & D insurance premiums - .04/1000 x salaries	7.11	
		14,661.45	
147	FSR Pension (.1%)	17,770.52	17,771
301	Investigator - \$30.00/hr. X 750 hrs.	22,500.00	22,500
302	Telephone Equipment - \$500/ea. X 2 Sets	1,000.00	7,793
	MiFi - \$36.07 X 12 mos.	432.84	
	Internet - \$500/mo. X 12 mos.	6,000.00	
	Fax - \$30.00/mo. X 12 mos.	360.00	
		7,792.84	
304	Office Supplies	1,000.00	1,000
311	Network Wiring - \$150/ea. X 5 Drops	750.00	3,750
	Janitorial Services - \$250/mo. X 12 mos.	3,000.00	
		3,750.00	
313	Office Furniture	15,000.00	21,000
	Desk Top PC - (\$1,000 ea. X 2 PCs)	2,000.00	
	Laptop	2,000.00	
	Software Licenses (Office, Adobe, etc.)	2,000.00	
		21,000.00	

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department:	Police		
Division:	Citizen Investigative Board		
Division #:	428	Objective No.:	001
Title:	Citizen Investigative Board		
#	Computation/Explanation		
315	Car allowance - Director \$250/mo X 12 mos.	3,000.00	
	Cell phone allowance - Director \$50/mo X 12 mos.	600.00	
		3,600.00	3,600
317	Electricity	2,400.00	2,400
320	Rents and Leases	46,850.00	46,850
329	Building Maintenance & Repairs	5,000.00	5,000
408	Copier - \$175/mo. X 12 mos.	2,100.00	2,100
			340,000

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	4,462,223	3,724,629	4,252,022	3,716,319
Operating Expenses	150,454	92,605	57,808	49,310
Internal Services	199,028	537,350	532,350	784,723
Operating Budget	4,811,705	4,354,584	4,842,180	4,550,352
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	164,843	144,086	144,086	106,802
Total Budget	4,976,548	4,498,670	4,986,266	4,657,154

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Police Major	38-SM	1
Police Commander	36-SM	1
Police Sergeant	31S	3
Police Officer	28O	13
Crime Scene Technician	26	3
Crisis Intervention Specialist	25	1
Crime Analyst	22	1
Clerical Technician	18	1
Total # of Full-Time Employees		24

2020-21 Operating Budget:	4,550,352
2019-20 Operating Budget:	4,354,584
Dollar Change:	195,768
Percentage Change:	4.50%
2020-21 Personnel - F.T.E.	24.00
2019-20 Personnel - F.T.E.	36.00
Personnel Change:	-12.00

Budget Objectives Form

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

Objective:

\$ 4,657,154 To conduct criminal investigations including family violence cases; recover stolen property and vehicles; identify and apprehend criminal offenders, monitor registered sex 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:

\$ 3,177,207 001 **General Investigations:** conducts criminal investigations and writes investigative reports; identifies and apprehends offenders; assists the State Attorney in the prosecution of criminal offenders; provides support for the Uniform Patrol Section; 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.

\$ 1,170,065 002 **Crime Suppression Unit:** 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.

\$ 235,648 003 **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.

\$ 70,136 004 **Crime Analysis:** analyzes crime data and other relevant information derived from crime scenes, police reports and other sources; identifies crime similarities and trends and pinpoints "hot spots" of criminal activity; prepares and distributes B.O.L.O. information and crime statistical reports.

Budget Objectives Form

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

\$ 4,098 005

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 \$72,076 has been awarded to offset expenses.

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Police
 Division: Investigative
 Division #: 430 Objective No.: 001

Title: General Investigations (GIU) / Special Victims Units

#	Computation/Explanation	Amount	Amount
101	Police Major	151,618.58	
	Police Commander	137,774.17	
	2 Police Sergeants	207,660.02	
	9 Police Officers	790,975.30	
	1 Clerical Technician	38,731.40	
		1,326,759.47	1,326,759
104	Overtime - 2 Sergeants - \$207,660.02/2080 hrs. x 1.5 x 170 hrs.	25,458.32	
	Overtime - 9 Officers - \$790,975.78/2080 hrs. x 1.5 x 200 hrs.	114,082.98	
		139,541.30	139,541
106	Hol. Pay - 9 Officers -\$790,975.18 / 2,080 hrs. x 1.5 x 70 hrs.	39,929.04	39,929
107	State Salary Incentive for police personnel	9,720.00	9,720
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	101,497.06	
	7.65% of overtime pay	10,674.89	
	7.65% of State Salary Incentive	743.58	
	7.65% of holiday pay	3,054.57	
		115,970.10	115,970
141	Employer contribution to 748 and 691 Pension Plan	487,325.00	487,325
142	Group health premiums -\$591.61/mo x12 mosx 14 employees	99,390.48	
	Group dental premiums -\$14.4/mo x 12 mos.x 14 employees	2,419.20	
	Dependents Coverage - \$150/mo. x 12 mos. x 4 employees	7,200.00	
	Family coverage - \$250/mo. x 12 mos. x 1 employees	3,000.00	
	Life insurance premiums - .34/1000 x salaries	451.10	
	AD & D insurance premiums - .04/1000 x salaries	53.07	
		112,513.85	112,514
144	Workers' Compensation coverage for General Fund Employees	44,790.00	44,790
147	FRS Pension	33,959.00	33,959

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Police
 Division: Investigative
 Division #: 430 Objective No.: 001

Title: General Investigations (GIU) / Special Victims Units

#	Computation/Explanation		Amount
303	Printing Sexual Predator Flyers - \$2,020/Qtr. x 4 Qtrs.	8,080.00	8,080
305	Travel expenses, lodging, vehicle rental	850.00	850
306	Dade County Association of Chiefs of Police -\$200 X 1 Officers	200.00	200
308	Clothing Allowances \$550 x 11 Officers	6,050.00	
	Uniform cleaning and maintenance allowance \$400 x 11 Officers	4,400.00	
		10,450.00	10,450
312	Misc. Supplies (USBs, DVDs, CDs, Batteries, etc.)	1,000.00	1,000
315	Telephone/bank subpoena fees, pawn shop applicant checks, Pen Registers, detailed cellular phone records, etc.	6,000.00	
	Investigative Data & Records Search Svcs.	2,000.00	
		8,000.00	8,000
331	Maintenance and repair of recorders, cameras,	500.00	500
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	35,567.00	35,567
441	Vehicle Maintenance	731,149.00	731,149
910	Debt service on 2010 Pension Obligation Bonds	70,904.00	70,904
			3,177,207

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Police
 Division: Investigative
 Division #: 430 Objective No.: 002

Title: Special Investigations / Crime Suppression Units

#	Computation/Explanation	Amount	
101	1 Police Sergeant 6 Police Officers	104,026.47 570,492.16 <u>674,518.63</u>	674,519
104	Overtime - Sergeant - \$104,026.47/2080 hrs. x 1.5 x 160 hrs. Overtime - 6 Officers - \$570,492.16/2080 hrs. x 1.5 x 150 hrs.	12,003.05 61,711.89 <u>73,714.94</u>	73,715
106	Hol. Pay - Sergeant - \$104,026.47/2080 hrs. x 1.5 x 30 hrs. Hol. Pay - 6 Officer - \$570,492.16/2,080 hrs. x 1.5 x 30 hrs.	2,250.57 12,342.38 <u>14,592.95</u>	14,593
107	State salary incentive for police officers	5,520.00	5,520
140	Employer's portion of Social Security Tax @ 7.65% of Salaries 7.65% of overtime pay 7.65% of State Salary Incentive 7.65% of holiday pay	51,600.70 5,639.20 422.28 1,116.36 <u>58,778.54</u>	58,779
141	Employer contribution to 748 Pension Plan	218,585.00	218,585
142	Group health premiums - \$591.61/mo. x 12 mos. x 7 employees Group dental premiums - \$14.4/mo. x 12 mos. x 7 employees Dependents' + Family coverage - \$250/mo. x 12 mos. x 1 employee Life insurance premiums - .34/1000 x salaries AD & D insurance premiums - .04/1000 x salaries	49,695.24 1,209.60 3,000.00 229.34 26.98 <u>54,161.16</u>	54,161
144	Workers' Compensation coverage for General Fund Employees	16,758.00	16,758
308	Clothing allowance - \$400 x 7 officers Uniform cleaning and maintenance allowance \$400 x 7 officers	2,800.00 2,800.00 <u>5,600.00</u>	5,600

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Police
 Division: Investigative
 Division #: 430 Objective No.: 002

Title: Special Investigations / Crime Suppression Units

#	Computation/Explanation	Amount
311	Window tinting for undercover vehicles	520.60
	Alarm Monitoring \$119.85/quarter x 4 quarters	479.40
		1,000.00
312	Cash for investigative uses, narcotic test kits and identification kits, DVD and CD tapes, film and batteries	2,000.00
351	Accident repairs for lease vehicles	5,000.00
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	13,307.00
910	Debt service on 2010 Pension Obligation Bonds	26,528.00
		1,170,065

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Police
 Division: Investigative
 Division #: 430 Objective No.: 003

Title: Crime Scene Unit

#	Computation/Explanation		Amount
101	3 Crime Scene Technicians	148,780.38	148,780
104	Overtime - 3 CST's \$148,780.38 / 2,080 x 1.5 x 95 hrs.	10,192.86	10,193
106	Hol. Pay - 3 CST- \$148,780.38 / 2,080 x 1.5 x 30 hrs.	3,218.81	3,219
140	Employer's portion of Social Security Tax @ 7.65% of Salaries 7.65% of overtime and holiday pay	11,381.67 1,026.02 <u>12,407.69</u>	12,408
142	Group health premiums - \$591.61/mo. x 12 mos. x 3 employees Group dental premiums - \$14.4/mo. x 12 mos. x 3 employees Life insurance premiums - .34/1000 x salaries AD & D insurance premiums - .04/1000 x salaries	21,297.96 518.40 50.59 5.95 <u>21,872.90</u>	21,873
144	Workers' Compensation coverage for General Fund Employees	5,231.00	5,231
147	FRS Pension	14,878.00	14,878
305	Tolls	100.00	100
306	International Assoc. for Identification - \$70 ea. x 3 employees Fl. Division of Int'l. Assoc. for Identification \$40 x 3 employees	210.00 120.00 <u>330.00</u>	330
308	Uniform cleaning and maintenance allowance \$400 x 3 Technicians	1,200.00	1,200
312	Crime Scene Supplies: Evidence tape, latent print cards, batteries, black powder, latex gloves, etc.	5,000.00	5,000

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Police
 Division: Investigative
 Division #: 430 Objective No.: 003

Title: Crime Scene Unit

#	Computation/Explanation	Amount
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	4,154.00 4,154
910	Debt service on 2010 Pension Obligation Bonds	8,282.00 8,282
		235,648

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Police
 Division: Investigative
 Division #: 430 Objective No.: 004

Title: Crime Analysis

#	Computation/Explanation	Amount
101	Crime Analyst	48,537.96
104	Overtime - \$48,537.96 / 2,080 x 1.5 x 30 hrs.	1,050.10
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	3,713.16
	7.65% of overtime	80.33
		3,793.49
142	Group health premiums - \$591.61/mo. x 12 mos. x 1 employee	7,099.32
	Group dental premiums - \$14.4/mo. x 12 mos. x 1 employee	172.80
	Life insurance premiums - .34/1000 x salaries	16.50
	AD & D insurance premiums - .04/1000 x salaries	1.94
		7,290.56
144	Workers' Compensation coverage for General Fund Employees	1,365.00
147	FRS Pension	4,854.00
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	1,084.00
910	Debt service on 2010 Pension Obligation Bonds	2,161.00
		70,136

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Police
 Division: Investigative
 Division #: 430 Objective No.: 005

Title: Crisis Intervention Services (Revenue Source - VOCA Grant)

#	Computation/Explanation	Amount
101	Crisis Intervention Specialist	82,070.15
	VOCA Grant funding	-86,311.00
	Total Salary	-4,240.85
		-4,241
104	Overtime - \$82,070 / 2,080 x 1.5 x 34 hrs.	2,414.76
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	6,278.37
	7.65% of overtime	184.73
		6,463.10
141	Employer contribution to 691 Pension Plan	-5,553.00
142	Group health premiums - \$591.61/mo. x 12 mos. x 1 employee	7,099.32
	Group dental premiums - \$14.4/mo. x 12 mos. x 1 employee	172.80
	Life insurance premiums - .34/1000 x salaries	27.90
	AD & D insurance premiums - .04/1000 x salaries	3.28
		7,303.30
144	Workers' Compensation coverage for General Fund Employees	-678.00
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	-538.00
910	Debt service on 2010 Pension Obligation Bonds	-1,073.00
		4,098

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	2,837,433	3,015,522	2,838,782	2,646,812
Operating Expenses	1,597,145	1,596,934	1,261,192	1,257,573
Internal Services	-22,736	103,314	99,923	76,187
Operating Budget	<u>4,411,842</u>	<u>4,715,770</u>	<u>4,199,897</u>	<u>3,980,572</u>
Capital Outlay	88,735	32,471	1,609	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	92,008	96,429	96,429	61,008
Total Budget	<u>4,592,585</u>	<u>4,844,670</u>	<u>4,297,935</u>	<u>4,041,580</u>

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Police Major	40-SM	2
Police Administrator	33	1
Police Sergeant	31S	2
Training Specialist	30	1
BWC Administrator	28	1
Police Records Supervisor	28	1
Police Communications Supervisor	28	1
Grants Writer	25	1
Police Communications Operator	25	9
Quartermaster	25	1
Records Technician	19	4
Total # of Full-Time Employees		<u>24</u>

2020-21 Operating Budget: 3,980,572
2019-20 Operating Budget: 4,715,770
Dollar Change: (735,198)
Percentage Change: -15.59%

2020-21 Personnel - F.T.E. 24.00
2019-20 Personnel - F.T.E. 28.00
Personnel Change: -4.00

Budget Objectives Form

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

Objective:

\$ 4,041,580 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:

- | | | |
|--------------|------------|---|
| \$ 1,455,512 | 001 | Records Unit: 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. Processes subpoenas served on police personnel. |
| \$ 299,563 | 002 | Property and Evidence/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. |
| \$ 434,298 | 003 | Building Operations and Maintenance: Provides building service contracts, utility fees, and equipment/supplies required to operate and maintain the police facility. |
| \$ 716,529 | 005 | 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. |
| \$ 1,135,678 | 006 | 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. |

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Police
 Division: Administration
 Division #: 435 Objective No.: 001

Title: Records/ID Bureau

#	Computation/Explanation	Amount
101	2 Police Major	192,208.74
	Police Administrator	101,394.70
	Police Records Supervisor	72,704.31
	Grant Writer	70,565.27
	3 Records Technicians	127,252.48
		564,125.50
		564,126
104	Overtime - 1 Records Sup. $\$72,704/2080 \times 1.5 \times 140$ hrs	7,340.31
	Overtime-3 Records Tech.- $\$127,252.48/2080$ hrs. $\times 1.5 \times 125$ hrs.	11,471.08
		18,811.39
		18,811
106	Holiday Pay - 4 Rec Techs - $\$164,721.52/2080 \times 1.5 \times 24$ hrs.	2,850.95
		2,851
107	State Salary Incentive for Police personnel	3,120.00
		3,120
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	42,170.51
	7.65% of overtime	561.53
		42,170.51
		42,171
141	Employer contribution to 748 and 691 Pension Plan	204,054.00
		204,054
142	Group health premiums - $\$591.61/\text{mo.} \times 12 \text{ mos.} \times 8$ employees	56,794.56
	Group dental premiums - $\$14.40/\text{mo.} \times 12 \text{ mos.} \times 8$ employees	1,382.40
	Dependents' coverage - $\$150/\text{mo.} \times 12 \text{ mos.} \times 1$ employees	1,800.00
	Life insurance premiums - $.34/1000 \times$ salaries	191.80
	AD & D insurance premiums - $.04/1000 \times$ salaries	22.57
		60,191.33
		60,191
144	Workers' Compensation coverage for General Fund Employees	24,663.00
		24,663
147	FRS Pension	7,781.22
		7,781
302	GPRS user fees - $134 \times \$36.07/\text{mo.} \times 12/\text{mos.}$	58,000.56
		58,001

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Police
 Division: Administration
 Division #: 435 Objective No.: 001

Title: Records/ID Bureau

#	Computation/Explanation	Amount
306	Dade County Association of Chiefs of Police- \$200 x 2 employees	400.00
	American Grant Writers Association	179.00
		579.00
308	Uniform cleaning and maintenance \$400 X 2 officers	800.00
312	Toner cartridges for fax machines	1,000.00
	Toner cartridges for printers	4,000.00
		5,000.00
313	PCs, UPS, monitors, printers, telephone sets, ticket writers, etc.	12,000.00
331	Maintenance contract for date/time machine	531.30
	Maintenance of I.T. hardware, software, etc.	6,000.00
	Maintenance contract for Tag Readers	2,500.00
	Maintenance contract for Fingerprint ID (Rapid ID)	1,500.00
	Maintenance contract for Crime Scene Digital Photos	4,589.55
	Maintenance contract for Video Forensic	2,901.00
	Maintenance contract for Digital Forensic (Cellular Phones)	1,995.00
	Maintenance contract for ArcGIS for Desktop (Crime Analysis)	709.00
	ArcGIS Standard Single User Software (Crime Analysis)	1,500.00
	Adobe Acrobat Reader (2) Licenses (Crime Analysis)	772.00
	Pawnshop Item Tracking Software	8,627.00
	Maintenance contract for CAD/Mobile/RMS (NW)	182,449.55
	Maintenance contract for RMS citation (APS Quick Ticket)	8,886.00
	Maintenance contract for B-PAD (Behavioral Assessment)	700.00
	Maintenance contract for FTO Software	2,405.00
	Maintenance contract for Off-Duty Details Software	4,899.00
	Dade Chief's E-Subpoena Software	8,500.00
	Maintenance contract for Asset Inventory Software	2,600.00
	Maintenance contract for PDF Reader Software	150.00
	Maintenance contract for iRecord for Inv. Interviews	4,243.00
	Maintenance contract for Office Telephone System	5,000.00
	Maint. contract for Firewall Intrusion Detection System	42,700.00
	Maint. Contract for Project Management Software	52,093.00
	Maint. Contract for Safe Guard Device Encryption (100 Licenses)	1,500.00
	Maintenance Contract for Accident Report Diagrams	1,780.00
		349,530.40
		349,530

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Police
 Division: Administration
 Division #: 435 Objective No.: 001

Title: Records/ID Bureau

#	Computation/Explanation	Amount
343	Prosecution of Municipal Ordinance Violations	1,000.00
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	19,584.00
407	Postage (includes 423 & 430)	5,000.00
408	Copier Expenses:	
	Records (Toshiba eSTUDIO 8508A B&W) \$248.81 x 12mos. Lease/Maintenance \$248.81 x 12 mos.	2,985.72
	Administration (Toshiba eSTUDIO 3505A Color) Lease/Maintenance \$167.36 x 12 mos.	2,008.32
	Detective Bureau (Toshiba eSTUDIO 1 B&W) Lease/Maintenance \$167.36 x 12 mos.	2,008.32
	Holding Cell/Patrol (Toshiba eSTUDIO 3508A B&W) Lease/Maintenance agreement \$66.94/mo. X 12 mos.	803.28
	Training/HRCO (Toshiba eSTUDIO 3505AC) Color Lease/Maintenance agreement \$148.79/mo. X 12 mos.	1,785.48
	COPS 3rd Floor (Studio 3508A) B&W Lease/Maintenance agreement \$93.87/mo. x 12 mos.	1,126.44
	Roll Call Room Copier (Toshiba Estudio 3515AC) Color Lease/Maintenance agreement \$130.00 x 12 mos.	1,560.00
	Extra copies charges for all copiers	7,000.00
	Paper: 8 1/2" x 11" -200 cases @ \$29 ea.	1,402.44
	8 1/2" x 14" - 6 cases @ \$46 ea.	276.00
	11 x 17" - 1 case @ \$44 ea.	44.00
		21,000.00
441	Vehicle Maintenance	16,208.00
910	Debt service on 2010 Pension Obligation Bonds	39,042.00
		1,455,512

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Police
 Division: Administration
 Division #: 435 Objective No.: 002

Title: Property & Evidence/Quartermaster Unit

#	Computation/Explanation	Amount
101	Quartermaster	66,720.02
		66,720
104	Overtime - 1 Quartermaster -\$66,720.02/2080 hrs. x 1.5 x 20 hrs.	962.31
		962
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	5,104.08
		5,104
141	Employer contribution to 691 Pension Plan	18,839.00
		18,839
142	Group health premiums - \$591.61/mo. x 12 mos. x 1 employee	7,099.32
	Group dental premiums - \$14.4/mo. x 12 mos. x 1 employee	172.80
	Life insurance premiums - .34/1000 x salaries	22.23
	AD & D insurance premiums - .04/1000 x salaries	2.61
		<u>7,296.96</u>
		7,297
144	Workers' Compensation coverage for General Fund Employees	2,300.00
		2,300
303	Printed material for the Police Department	2,500.00
		2,500
304	Funds for the purchase of office supplies	6,000.00
		6,000
306	Property & Evidence Association of Florida	25.00
		25
308	Replacement uniforms and equipment	50,000.00
	Bulletproof Vest Reimbursement Grant (-003)	30,000.00
		<u>80,000.00</u>
		80,000
311	Collection and disposal of biomedical waste	850.00
	Destruction of confiscated controlled substances	400.00
	Clean-up of Bio-Hazard Contamination	600.00
	Service & Repairs of Firearms	550.00
		<u>2,400.00</u>
		2,400

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Police
 Division: Administration
 Division #: 435 Objective No.: 002

Title: Property & Evidence/Quartermaster Unit

#	Computation/Explanation	Amount	
312	Service and practice ammunition	5,000.00	
	Range Supplies	1,000.00	
	Service and practice ammunition (carbines rifles)	2,000.00	
	S.W.A.T. ammunition	3,500.00	
	First Aid Supplies	1,800.00	
	Miscellaneous supplies (Bicycle gear, batteries, gloves, etc.)	2,500.00	
	Blood borne Pathogens Protection Supplies	1,200.00	
		17,000.00	17,000
313	Firearms, magazines, etc.	9,950.00	
	5 Year Lease on Less Lethal-Weapons (Year 3)	75,000.00	
		84,950.00	84,950
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	1,826.00	1,826
910	Debt service on 2010 Pension Obligation Bonds	3,640.00	3,640
			299,563

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Police
 Division: Administration
 Division #: 435 Objective No.: 003

Title: Building Operations and Maintenance

#	Computation/Explanation	Amount
302	Phone System & Line Charges: Comcast Cable Boxes \$75/mo. X 12 mos. 27,600.00 Main (SIP) Line (891-0294/895-0576) \$125/mo.x12 mos. 1,500.00 Line for 3 Elevators (895-3426) \$130/mo. X 12 mos. 1,560.00 Line for T.D.D. (892-1596) \$110/mo x 12 mos. 1,320.00 Long Distance for Department 3,000.00 Comcast Cable Boxes \$75/mo. X 12 mos. 900 <hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 35,880.00	35,880
311	Dust Control Mats 5 mos. x \$25.52/mo. & 7 mos. x \$27.85/mo. 317.89 Exterminating Service \$73.50 mo. x 12 mos. 882.00 Custodial Svcs. (PD) \$5,123.23 x 12 mos. 61,478.76 Custodial Svcs. (CS Trailer) \$21.94 x 12 mos. 263.28 Commercial Deep Cleaning (as needed) 4,500.00 Air Conditioning Maintenance (PD) \$1,550/mo. x 12 mos. 18,600.00 Air Conditioning Maintenance (Trailer) \$158/ mo. x 12 mos. 1,896.00 Air Conditioning Software Maint. \$405.30/mo. X 12 mos. 4,863.60 Elevators \$2,522.69/qtr. x 1 qtr. / \$2,648.83/qtr. x 3 qtrs. 10,469.18 Annual Inspection: fire alarm \$450; sprinkler system \$575 fire extinguishers \$572 1,597.00 Uninterrupted Power Supply (UPS) Maintenance 8,489.80 Generator Maintenance 1,155.00 Restrooms Deodorization System \$343.76/mo. x 12 mos. 4,125.12 <hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 118,637.63	118,638
312	Flags 250.00	250
315	Permits/Inspections required for Police Building: Annual Inspection \$550 X 3 Elevators 1,650.00 Miami-Dade Life Safety Permit (Facility) 150.00 Miami-Dade Life Safety Permit (C.S. Trailer) 30.00 Miami-Dade Certificate of Operations \$95 X 3 Elevators 285.00 <hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 2,115.00	2,115

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Police
 Division: Administration
 Division #: 435 Objective No.: 003

Title: Building Operations and Maintenance

#	Computation/Explanation	Amount
316	Small Tools	500.00 500
317	Electricity for Police Building	110,000.00 110,000
321	Property insurance on Police Building (incl. contents)	78,071.00
	Law Officers Death Benefit and Fresh Pursuit (ADD)	3,844.00
		81,915.00 81,915
329	Repair, replacement and general maintenance of police station including hardware, electrical, plumbing, etc.	85,000.00 85,000
		434,298

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: <u>Police</u>			
Division: <u>Administration</u>			
Division #: <u>435</u>		Objective No.: <u>005</u>	
Title: <u>Human Resources and Career Development</u>			
#	Computation/Explanation		Amount
101	2 Police Sergeant	198,194.13	
	Body Worn Camera Administrator	60,294.61	
	Training Specialist	82,423.52	
		340,912.26	340,912
104	Overtime - 2 Sergeants $-\$198,194.13/2,080 \times 1.5 \times 50$ hrs.	7,146.42	
		7,146.42	7,146
106	Hol. Pay - 2 Sergeants $-\$198,194.13/2,080 \times 1.5 \times 30$ hrs.	4,288	4,288
107	State Salary Incentive for Police personnel	1,920.00	1,920
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	26,079.79	
	7.65% of holiday pay	328.03	
	7.65% of Incentive Pay	146.88	
	7.65% of overtime pay	546.70	
		27,101.40	27,101
141	Employer contribution to 748 and 691 Pension Plan	123,293.00	123,293
142	Group health premiums - $\$591.61/\text{mo.} \times 12 \text{ mos.} \times 4 \text{ employees}$	28,397.28	
	Group dental premiums - $\$14.40/\text{mo.} \times 12 \text{ mos.} \times 4 \text{ employee}$	691.20	
	Dependents' coverage - $\$150/\text{mo.} \times 12 \text{ mos.} \times 1 \text{ employee}$	1,800.00	
	Life insurance premiums - $.34/1000 \times \text{salaries}$	115.91	
	AD & D insurance premiums - $.04/1000 \times \text{salaries}$	13.64	
		31,018.03	31,018
144	Workers' Compensation coverage for General Fund Employees	12,518.00	12,518
147	FRS Pension	6,029.00	6,029
148	Retiree Group Health Insurance:		
	Health for following @ $\$544.38. \times 12 \text{ mos.} \times 3 \text{ retirees}$	8,797.68	
	Health for following @ $\$200/\text{mo.} \times 12 \text{ mos.} \times 21 \text{ retirees}$	50,400.00	
		59,197.68	59,198

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department:	Police		
Division:	Administration		
Division #:	435	Objective No.:	005
Title: <u>Human Resources and Career Development</u>			
#	Computation/Explanation	Amount	
308	Cleaning and maintenance allowance - \$400 x 2 officers	800.00	
	Clothing allowance - \$550 x 2 officers	<u>1,100.00</u>	
		1,900.00	1,900
311	Awards and Plaques	2,000.00	2,000
315	Health/Dental insurance for children of slain police officers: Bauer and Hodge	15,000.00	15,000
319	Law Enforcement Handbook Criminal and Traffic Laws	2,900.00	
	First Aide/CPR Certifications (\$50 x 42 emp.)	2,250.00	
	Training supplies - certificates, videos, manuals, etc.	1,000.00	
	Police Academy Training (3 recruits x \$6,100)	<u>18,300.00</u>	
		24,450.00	24,450
320	Range rental (Firearms)	7,000.00	
	Range rental (Carbines)	<u>3,000.00</u>	
		10,000.00	10,000
394	Psyches, Medicals, Drug Screening, Hepatitis B Vaccines, etc.	20,000.00	20,000
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	9,940.00	9,940
910	Debt service on 2010 Pension Obligation Bonds	19,816.00	19,816
			<u>716,529</u>

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Police
 Division: Administration
 Division #: 435 Objective No.: 006

Title: Communications

#	Computation/Explanation	Amount	
101	Police Communications Supervisor 9 Police Communications Operators	77,149.34 516,018.45 <u>593,167.79</u>	593,168
104	Overtime - Supervisor - \$77,149.34/2,080 x 1.5 x 140 hrs. Overtime - 9 PCOs - \$516,018.49/2,080/12 x 1.5 x 210 hrs.	7,789.12 78,147.03 <u>85,936.15</u>	85,936
106	Hol. Pay - 9 PCOs - \$516,018.49/2,080 x 1.5 x 60 hrs.	22,327.72	22,328
140	Employer's portion of Social Security Tax @ 7.65% of Salaries 7.65% of outside wages 7.65% of overtime and holiday pay	45,337.34 0.00 8,282.19 <u>53,619.53</u>	53,620
141	Employer contribution to 691 Pension Plan	140,394.00	140,394
142	Group health premiums - \$591.61/mo. x 12 mos. x 10 employees Group dental premiums - \$14.40/mo. x 12 mos. x 10 employees Dependents' coverage - \$150/mo. x 12 mos. x 4 employees Life insurance premiums - .34/1000 x salaries AD & D insurance premiums - .04/1000 x salaries	70,993.20 1,728.00 7,200.00 201.68 23.73 <u>80,146.61</u>	80,147
144	Workers' Compensation coverage for General Fund Employees	23,721.00	23,721
147	FRS Pension	5,085.00	5,085
302	Cellular telephones: 80 cell phones x \$41.63/month x 12 months Additional air time, equipment replacement, etc.	39,964.80 2,000.00 <u>41,964.80</u>	41,965
306	Telecommunicator Certificate	700.00	700
319	20 Hrs. State Mandated PCO Training \$120/ea. x 9 emp.	1,080.00	1,080

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Police
 Division: Administration
 Division #: 435 Objective No.: 006

Title: Communications

#	Computation/Explanation	Amount
331	Maintenance contract Digital Calls Playback	1,426.16
	Service contract for date/time stamp machine at Complaint Desk	274.00
	Maintenance contract for security access keycard system	4,195.00
	Repairs as needed for security system monitors and cameras	5,000.00
	Funds to repair and maintain 800 MHz radio equipment	15,000.00
	Replacement equipment for hand-held radios	5,050.00
	Service contract for multi-language translation	200.00
		31,145.16
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	18,837.00
910	Debt service on 2010 Pension Obligation Bonds	37,552.00
		1,135,678

COMMUNITY PLANNING AND DEVELOPMENT

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	1,160,069	929,445	824,618	934,142
Operating Expenses	1,346,270	577,276	603,387	405,443
Internal Services	-6,699	28,463	28,012	22,875
Operating Budget	2,499,640	1,535,184	1,456,017	1,362,460
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	721,662	0	0	0
Reserves & Other	103,724	33,491	33,491	30,871
Total Budget	3,325,026	1,568,675	1,489,508	1,393,331

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
CP&D Director	40	1
City Planner	33	1
Economic Development Manager	33	1
Sustainability Administrator	26	1
Assistant to CP&D Director	28	1
Zoning Manager	33	1
Senior Planning Technician	24	1
Planner	24	1
Zoning Clerk	19	1
Total # of Full-Time Employees		9

2020-21 Operating Budget: 1,362,460
2019-20 Operating Budget: 1,535,184
Dollar Change: (172,724)
Percentage Change: -11.25%

2020-21 Personnel - F.T.E. 9.00
2019-20 Personnel - F.T.E. 8.00
Personnel Change: 1.00

Budget Objectives Form

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

Objective:

\$ 1,393,331 To oversee and manage the Community Planning and Development Department including Planning, Zoning, Sustainability, and Economic Development divisions. Facilitate the process to provide sustainable development that will raise the City's tax base, create vibrant and attractive, streets, residential neighborhoods, parks and commercial spaces.

ACTIVITIES:

\$ 346,310 001 **Administration:** oversee and manage the department operations and budget across various divisions such as: Planning, Zoning, Sustainability, Economic and Business Development.

\$ 528,415 002 **Planning Services:** provide professional support to the Planning Commission, Board of Adjustment, and City Council; update, as needed, and monitor compliance with the Comprehensive Plan and Land Development Regulations; prepare short and long-range neighborhood plans; and work with neighborhood groups on special projects to develop and pursue multi-modal strategies to support the City's transportation initiatives.

\$ 155,449 003 **Economic and Business Development Services:** provide staff support to the Downtown Action Plan Advisory Committee, 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 assessments for new projects as directed.

\$ 137,000 004 **Sustainability/Green Initiative:** implement the Resilient Nomi Initiative to create a more sustainable and resilient city through strategic planning, programming and policy development. Theses initiatives are aimed to plan, protect and preserve North Miami's environment for future generations to come.

Budget Objectives Form

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

\$ 226,156 007

Denmark Property on NW 7th Ave: this property is currently leased by the City and is located within the Cultural Arts and Innovation District. A solicitation has been issued by the City seeking proposals for its future use and operation.

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Community Planning & Development
Division: Community Planning & Development
Division #: 439 **Objective No.:** 001

Title: Administration

#	Computation/Explanation	Amount
101	Community Planning & Development Director	146,530.80
	Assistant to CP&D Director	63,953.26
		210,484.06
		210,484
140	Employer's portion of Social Security Tax @ 7.65% of FTE	15,606.32
	Employer's portion of Social Security Tax @ 7.65% of Outside Wage	0.00
		15,606.32
		15,606
141	Employer contribution to 691 Pension Plan	42,144.00
		42,144
142	Group health premiums - \$591.61/mo. x 12 mos. x 2 employee	14,198.64
	Group dental premiums - \$14.4/mo. x 12 mos. x 2 employee	345.60
	Dependent coverage - \$150/mo. x 12 mos. x 1 employee	1,800.00
	Life insurance premiums - .34/1000 x salaries	66.49
	Add'l Life Insurance - .34/1000 x Dir salary	46.36
	AD & D insurance premiums - .04/1000 x salaries	7.82
		16,464.91
		16,465
144	Workers' Compensation coverage for General Fund Employees	8,674.00
		8,674
147	FRS Pension	6,395.00
		6,395
303	2 box of business cards @ \$36 each	72.00
		72
304	Office Supplies	835.40
	4 color cartridges @ \$125 ea.	440.00
		1,275.40
		1,275
305	National American Planning Association Conference	2,500.00
	Miscellaneous meetings and workshops	250.00
	Parking and tolls	25.00
		2,775.00
		2,775
306	American Planning Association- Director's Membership	746.00
	Urban Land Institute Membership	220.00
		966.00
		966

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Community Planning & Development
Division: Community Planning & Development
Division #: 439 **Objective No.:** 001

Title: Administration

#	Computation/Explanation	Amount	Amount
311	Pest control service, \$24/month x 12 months	288.00	
	Security alarm service, \$119.85/Qtr. x 4 Qtrs.	480.00	
	Water Cooler Rental, \$5.00/month x 12 months	60.00	
	Floor mat service \$18.50 /month x 12 months	222.00	
	Water Bottle Delivery Service, 7/mo. @ \$3.95/each x 12 months	320.52	
	1,370.52	1,371	
312	Reference materials, publications & miscellaneous supplies	150.00	150
315	Director's auto allowance - \$250/month x 12 months	3,000.00	
	Director cell phone allowance	600.00	
	3,600.00	3,600	
317	Electrical service, \$350/month x 12 months	4,000.00	4,000
321	Property insurance on CP&D Building (incl. contents)	5,712.00	5,712
403	Rent paid to Water and Sewer Fund	1.00	1
408	Copy expenses for CP&D copier		
	Copies @ \$500 per month x 12 mos.	6,000.00	6,000
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	6,888.00	6,888
910	Debt service on 2010 Pension Obligation Bonds	13,732.00	13,732
			346,310

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Community Planning & Development
Division: Community Planning & Development
Division #: 439 **Objective No.:** 002

Title: Planning Services

#	Computation/Explanation	Amount	Amount
101	City Planner	101,302.92	
	Zoning Manager	101,266.20	
	Senior Planning Technician	47,167.94	
	Zoning Clerk	34,091.20	
	Planner	63,704.16	
		347,532.42	347,532
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	26,824.90	26,825
142	Group health premiums - \$591.61/mo. x 12 mos. x 5 employees	35,496.60	
	Group dental premiums - \$14.4/mo. x 12 mos. x 5 employees	864.00	
	Life insurance premiums - .34/1000 x salaries	118.16	
	AD & D insurance premiums - .04/1000 x salaries	13.90	
		36,492.66	36,493
144	Workers' Compensation coverage for General Fund Employees	7,725.00	7,725
147	FRS Pension	24,973.00	
	FRS Pension 2 Vacants	9,779.54	
		34,752.54	34,753
303	Business cards 3 @ \$36 each	108.00	108
305	Local American Planning Association Meetings 12 x \$15 ea.	180.00	
	Tolls and parking	50.00	
	State American Planning Association Conference	1,100.00	
		1,330.00	1,330
306	Professional Membership Certification Renewal- (2) AICP, LEED	1,700.00	
	Journal of the American Planning Association	50.00	
	APA Membership for Planning Commission	585.00	
	American Planning Association Membership \$770 x 3	2,310.00	
		4,645.00	4,645
311	Con. Svcs.	25,000.00	25,000

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Community Planning & Development
Division: Community Planning & Development
Division #: 439 **Objective No.:** 002

Title: Planning Services

#	Computation/Explanation		Amount
315	Cell phone allowance City Planner \$50/mo. x 12 months	600.00	1,200
	Cell phone allowance Zoning Manager \$50/mo. x 12 months	600.00	
		1,200.00	
318	Notices of Public Hearings for Planning Commission (PC), Board of Adjustment (BOA) and incurred expenses due to application and City Council (CC) on land use amendments & rezoning items		
	Ordinance for PC & CC for approx. @ \$1250/ad in Neighbors Section of <u>The Miami Herald</u>	18,532.00	
	Advertising expenses to publish PC & BOA agendas in Neighbors Section of The Miami Herald, 32 ads @ \$1250/ea.	18,532.00	18,532
342	PC and BOA Expenses - 10 members x \$20/mo.	2,520.00	
	Downtown Action Plan Advisory Committee	2,000.00	4,520
		4,520.00	
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	6,134.00	6,134
407	Board of Adjustment Postage	1,389.00	1,389
910	Debt service on 2010 Pension Obligation Bonds	12,229.00	12,229
			528,415

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Community Planning & Development
Division: Community Planning & Development
Division #: 439 **Objective No.:** 003

Title: Economic and Business Development Services

#	Computation/Explanation	Amount	Amount
101	Economic Development Manager	87,714.00	87,714
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	6,710.12	6,710
141	Employer contribution to 691 Pension Plan	25,409.00	25,409
142	Group health premiums - \$591.61/mo. x 12 mos. x 1 employee	7,099.32	
	Group dental premiums - \$14.4/mo. x 12 mos. x 1 employee	172.80	
	Life insurance premiums - .34/1000 x salaries	29.82	
	AD & D insurance premiums - .04/1000 x salaries	3.51	
		7,305.45	7,305
144	Workers' Compensation coverage for General Fund Employees	3,101.00	3,101
147	FRS Pension (Economic Development Manager)	8,771.40	8,771
303	Economic Development Brochure Update	500.00	500
305	Economic Development Certification Renewal	500.00	500
306	Florida Economic Development Council Membership	300.00	
	CoStar Membership @ \$524.59/month	6,295.08	
	International Economic Development Council Membership	421.00	
		7,016.08	7,016
312	Miscellaneous Publications	150.00	
	Graphic Supplies	200.00	
	Miscellaneous Supplies	100.00	
		450.00	450
315	Cell phone allowance Economic Dev Mgr. \$50/mo. x 12 mos.	600.00	600
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	2,463.00	2,463

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Community Planning & Development
Division: Community Planning & Development
Division #: 439 **Objective No.:** 003

Title: Economic and Business Development Services

#	Computation/Explanation	Amount
910	Debt service on 2010 Pension Obligation Bonds 4,910.00	4,910
		155,449

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Community Planning & Development
Division: Community Planning & Development
Division #: 439 **Objective No.:** 004

Title: Green Initiative Memberships

#	Computation/Explanation	Amount
101	Sustainability Administrator	59069.11
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	4,518.79
142	Group health premiums - \$591.61/mo. x 12 mos. x 1 employee	7,099.32
	Group dental premiums - \$14.4/mo. x 12 mos. x 1 employee	172.80
	Life insurance premiums - .34/1000 x salaries	19.13
	AD & D insurance premiums - .04/1000 x salaries	2.25
		7,293.50
147	FRS Pension	5,906.91
303	Business Cards	36.00
305	Green projects, programs, initiatives, seminars, conferences, and community fairs and publications	500.00
306	Florida Green Building Coalition Recertification	3,500.00
	U.S. Green Building Council	525.00
	LEED Certification for Sustainability Administrator	200.00
	Geographic Information Systems Program Annual License Fee	600.00
	Adobe Pro	900.00
	National Certified Floodplain Management @ \$60/yr.	60.00
	Association of State Floodplain Managers Membership @\$150/yr.	150.00
	Florida Native Plant Society	40.00
	International Council for Local Environmental Initiatives	1,200.00
		7,175.00
311	Arborist Consulting	25,000.00
	Neat Street Tree Planting	25,000.00
		50,000.00
312	Sustainability Outreach	2,000.00
315	Miscellaneous Expenses	500.00
		137,000

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Community Planning & Development
Division: Denmark Property on NW 7th Ave
Division #: 439 **Objective No.:** 007

Title: Denmark 7th Ave

#	Computation/Explanation		Amount
320	Rents and Leases M2J2- 660 NW 125 Street	96,000.00 130,156.00 <hr/> 226,156.00	226,156
			226,156

PUBLIC WORKS

Budget Summay Form

Department: Public Works
Dept #: 001-10

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	1,737,385	1,908,942	1,774,448	1,721,242
Operating Expenses	613,613	1,133,547	1,034,772	616,018
Internal Services	266,778	369,617	369,547	399,948
Operating Budget	2,617,776	3,412,106	3,178,767	2,737,208
Capital Outlay	151,371	505,049	450,000	50,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	67,485	64,036	64,246	65,545
Total Budget	2,836,632	3,981,191	3,693,013	2,852,753

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Public Works Director	44	1
Assist. to the PW Director	28	1
Rights-of-Way Supervisor	28	1
Streets Coordinator	25	1
Trades Mechanic	22	2
Heavy Equipment Operator	22	5
Maintenance Mechanic	20	3
Motor Equipment Operator	20	1
General Maintenance Worker	18	3
Custodian	18	1
Total # of Full-Time Employees		19

2020-21 Operating Budget:	2,737,208
2019-20 Operating Budget:	3,412,106
Dollar Change:	(674,898)
Percentage Change:	-19.78%

2020-21 Personnel - F.T.E.	19.00
2019-20 Personnel - F.T.E.	27.00
Personnel Change:	-8.00

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	753,993	732,627	692,141	751,938
Operating Expenses	23,096	74,052	33,897	24,021
Internal Services	-7,833	51,757	51,687	117,805
Operating Budget	769,256	858,436	777,725	893,764
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	29,008	28,758	28,768	28,977
Total Budget	798,264	887,194	806,493	922,741

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Public Works Director	44	1
Assist. to the PW Director	28	1
Rights-of-Way Supervisor	28	1
Heavy Equipment Operator	22	3
Total # of Full-Time Employees		6

2020-21 Operating Budget: 893,764
2019-20 Operating Budget: 858,436
Dollar Change: 35,328
Percentage Change: 4.12%

2020-21 Personnel - F.T.E. 6.00
2019-20 Personnel - F.T.E. 7.00
Personnel Change: -1.00

Budget Objectives Form

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

Objective:

\$ 922,741 To manage and coordinate the activities of the Public Works Department various divisions: Administration, Streets, Facility Maintenance, Water and Sewer, Stormwater, Fleet Management, Transportation and Right-of-way/Aerial and Tree Operations.

ACTIVITIES:

- | | | |
|------------|-----|---|
| \$ 411,847 | 001 | Public Works Administration: establish goals to meet those of the City Council and the residents of North Miami; provide department managers with information, ideas, and support services to enable them to operate and manage their divisions efficiently; prepare and monitor the department's various budgets including: the general fund, two transportation funds, two enterprise funds and the fleet management fund. |
| \$ 103,189 | 002 | Vehicles: provides funds for the daily operation, preventive maintenance, emergency repairs and replacement of vehicles. |
| \$ 407,705 | 003 | Right-of-way/Aerial and Tree Operations: maintain trees on City properties including swales, parkways, medians, monuments, cul-de-sacs, and canal ends; includes trimming, shaping, and repairing trees as well as removing and replacing trees as necessary. |

CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET

Department: Public Works
Division: Administration
Division #: 443 **Objective No.:** 001

Title: Public Works Administration

#	Computation/Explanation	Amount
101	Public Works Director	186,744.15
	Assist. to the PW Director	81,830.02
		268,574.17
		268,574
140	Employer's portion of Social Security Tax @ 7.65% of FTE	17,550.69
		17,551
141	Employer contribution to 691 Pension Plan	38,785.00
	Former Director Mark Collins-691 Excess Pension Plan	22,236.00
	Former Director Aleem Ghany-691 Excess Pension Plan	9,468.00
		70,489.00
		70,489
142	Group health premiums - \$591.61/mo. x 12 mos. x 2 employees	14,198.64
	Group dental premiums - \$14.4/mo. x 12 mos. x 2 employees	345.60
	Dependents' - \$150/mo. x 12 mos. x 1 employees	1,800.00
	Life insurance premiums - .34/1000 x salaries	76.77
	Add'l Life Insurance - .34/1000 x Dir salary	51.16
	AD & D insurance premiums - .04/1000 x salaries	9.03
		16,481.20
		16,481
144	Workers' Compensation coverage for General Fund Employees	8,604.00
		8,604
303	Business cards & generic city forms	50.00
		50
304	Misc. office supplies for Admin, Streets and Facility Maintenance	600.00
		600
305	Miscellaneous meetings & tolls	61.00
	Local conferences-registration only	250.00
	APWA Conference	1,500.00
	FAPWA Conference (Florida Chapter)	3,650.00
		5,461.00
		5,461
306	American Society Engineer	265.00
	Water Environment Federation - 144	145.00
	ASFPM	355.00
	Project Manager Institute	160.00
		925.00
		925

CITY OF NORTH MIAMI
 FISCAL YEAR 2020-21
 EXPENSE DETAIL WORKSHEET

Department: Public Works
Division: Administration
Division #: 443 **Objective No.:** 001

Title: Public Works Administration

#	Computation/Explanation	Amount
312	Safety gear and misc. supplies	180.00
	Toner for fax machine, and color ink for printer	1,300.00
		1,480.00
315	Cell Phone Allow - Assist. to the PW Director \$50/mo.	600.00
	Misc. licenses and renewals as needed (Engineering, GC, etc.)	500.00
		1,100.00
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs for Claims	6,832.00
407	Postage	80.00
910	Debt service on 2010 Pension Obligation Bonds	13,620.00
		411,847

CITY OF NORTH MIAMI
 FISCAL YEAR 2020-21
 EXPENSE DETAIL WORKSHEET

Department: Public Works
Division: Administration
Division #: 443 **Objective No.:** 002

Title: Public Works General Fund Vehicles

#	Computation/Explanation	Amount
441	Vehicle Maintenance 103,189.00	103,189

CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET

Department: Public Works
Division: Administration
Division #: 443 **Objective No.:** 003

Title: Rights-of-Way/Aerial and Tree Operations

#	Computation/Explanation	Amount
101	Rights-of-Way Supervisor	79,198.37
	Heavy Equipment Operator (3)	160,320.49
		239,518.86
		239,519
104	Emergency recalls	4,600.00
		4,600
140	Employer's portion of Social Security Tax @ 7.65% of FTE	18,323.20
	Employer's portion of Social Security Tax @ 7.65% of Overtime	351.90
		18,675.10
		18,675
141	Employer contribution to 691 Pension Plan	68,568.00
		68,568
142	Group health premiums - \$591.61/mo. x 12 mos. x 4 employees	28,397.28
	Group dental premiums - \$14.4/mo. x 12 mos. x 4 employees	691.20
	Life insurance premiums - .34/1000 x salaries	78.71
	AD & D insurance premiums - .04/1000 x salaries	9.26
		29,176.45
		29,176
144	Workers' Compensation coverage	9,701.00
		9,701
308	Uniform service , Staff Shirts	1,920.00
	Staff shirts	50.00
	Safety shoes	435.00
		2,405.00
		2,405
312	Safety equipment and supplies	500.00
	Miscellaneous supplies	1,000.00
		1,500.00
		1,500
316	Small tools - various	500.00
		500
330	Ground Improvement	10,000.00
		10,000
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	7,704.00
		7,704
910	Debt service on 2010 Pension Bonds	15,357.00
		15,357
		407,705

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	778,374	982,893	891,148	753,637
Operating Expenses	301,884	775,982	742,198	310,043
Internal Services	265,206	288,745	288,745	255,727
Operating Budget	<u>1,345,464</u>	<u>2,047,620</u>	<u>1,922,091</u>	<u>1,319,407</u>
Capital Outlay	117,288	505,049	450,000	50,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	31,330	28,528	28,728	29,144
Total Budget	<u><u>1,494,082</u></u>	<u><u>2,581,197</u></u>	<u><u>2,400,819</u></u>	<u><u>1,398,551</u></u>

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Streets Coordinator	25	1
Heavy Equipment Operator	22	2
Maintenance Mechanic	20	3
Motor Equipment Operator	20	1
General Maintenance Worker	18	3
Total # of Full-Time Employees		<u><u>10</u></u>

2020-21 Operating Budget:	1,319,407
2019-20 Operating Budget:	<u>2,047,620</u>
Dollar Change:	<u>(728,213)</u>
Percentage Change:	-35.56%

2020-21 Personnel - F.T.E.	10.00
2019-20 Personnel - F.T.E.	<u>17.00</u>
Personnel Change:	<u><u>-7.00</u></u>

Budget Summary Form

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

Objective:

\$ 1,398,551 To maintain the City rights-of-way including streets, alleys, and sidewalks, to provide safe, passable rights-of-way for City residents and visitors; install new curbs, gutters, and sidewalks and resurface City streets and alleyways as approved annually through the budget process; maintain streets, striping, signag traffic calming devices and City parking lots.

ACTIVITIES:

- | | | | |
|----|---------|-----|--|
| \$ | 108,839 | 001 | Streets Administration: provide supervisory support for the Streets Division including: scheduling projects, communicating with vendors, coordinating and directing work crews, responding to resident complaints and inspecting work done by outside contractors. |
| \$ | 186,677 | 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. |
| \$ | 45,357 | 003 | Patching, Street Repair and Rights-of-Way Maintenance: costs for employees moved to Transportation in FY 21 |
| \$ | 227,233 | 004 | Permanent Concrete Construction: construct and maintain sidewalks, curbs and gutters, and sidewalk-to-street handicap ramps throughout the City and assist in street maintenance and other street construction projects |
| \$ | 212,780 | 005 | Contractual Lawn Maintenance: provide and oversee monthly contract for mowing and cleaning services for various City-owned lots to ensure that areas are maintained on a regular basis. |
| \$ | 442,595 | 006 | Storm Drain Construction & Repair: improve 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 contractors. |
| \$ | 175,070 | 007 | Commercial Corridor Improvement Program: maintain the City's commercial corridors using the City-funded Clean Team |

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Public Works
Division: Street Maintenance & Construction
Division #: 450 **Objective No.:** 001

Title: Streets Administration

#	Computation/Explanation	Amount
101	1 Streets Coordinator	66,709.12
		66,709
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	5,126.19
		5,126
141	Employer contribution to 691 Pension Plan	19,241.00
		19,241
142	Group health premiums - \$591.61/mo. x 12 mos. x 1 employees	7,099.32
	Group dental premiums - \$14.4/mo. x 12 mos. x 1 employees	172.80
	Life insurance premiums - .34/1000 x salaries	22.23
	AD & D insurance premiums - .04/1000 x salaries	2.61
		7,296.96
		7,297
144	Workers' Compensation coverage for General Fund Employees	2,349.00
		2,349
303	Business Cards	50.00
		50
308	Safety Shoe Allowance -1Employee @ \$87	87.00
	Uniform rental/cleaning \$7.00/week x 52 weeks	416.00
		503.00
		503
311	Janitorial Services	1,300.00
		1,300
315	Cellular service for Coordinator \$25/mo x 12	300.00
		300
321	Property insurance on NE 6th Avenue Fountain	381.00
		381
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	1,865.00
		1,865
910	Debt service on 2010 Pension Obligation Bonds	3,718.00
		3,718
		108,839

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Public Works
Division: Street Maintenance & Construction
Division #: 450 **Objective No.:** 002

Title: Street Maintenance

#	Computation/Explanation	Amount	Amount
101	Heavy Equipment Operator	60,641.92	106,670
	General Maintenance Workers	46,027.75	
		106,669.67	
104	1 Heavy Equipment Operator - 2 hours	87.46	121
	1 General Maintenance Worker - 2 hours	33.19	
		120.65	
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	8,160.23	8,169
	7.65% of overtime	9.23	
		8,169.46	
141	Employer contribution to 691 Pension Plan	29,184.00	29,184
142	Group health premiums - \$591.61/mo. x 12 mos. x 2 employees	14,198.64	16,382
	Group dental premiums - \$14.4/mo. x 12 mos. x 2 employees	345.60	
	Dependent coverage - \$150/mo. x 12 mos. x 1 employee	1,800.00	
	Life insurance premiums - .34/1000 x salaries	34.04	
	AD & D insurance premiums - .04/1000 x salaries	4.00	
		16,382.28	
144	Workers' Compensation coverage for General Fund Employees	3,562.00	3,562
308	Uniform rental/cleaning-\$7.00/week x 52 weeks x 3 employees	1,092.00	1,353
	Safety Shoe Allowance - 3 Employees @ \$87 ea.	261.00	
		1,353.00	
311	Debris disposal	2,000.00	2,000
312	Safety items	750.00	2,320
	Saw blades	450.00	
	Waterway signage replacement	130.00	
	Misc. items such as water kegs, brooms, gloves, weed killer, etc.	990.00	
		2,320.00	

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Public Works
Division: Street Maintenance & Construction
Division #: 450 **Objective No.:** 002

Title: Street Maintenance

#	Computation/Explanation	Amount
316	Miscellaneous tools as needed to complete tasks	865.00
317	Parking lot lights-Downtown Redevelopment (4 accounts) Keystone Entrance light Street equipment shed Industrial parking lot lights (3 accounts) Security lights at 770 NE 128 & 12898 NE 8 Ave Pocket Park-2 accounts Butler Building 125th St light project maint \$820/mo. X 12 months FPL Utilities	0.00
329	Paint, lumber, nails, miscellaneous building supplies	0.00
330	Fence repair parts, misc. repair parts & bulbs Paint for striping parking lots & bumpers Replacement bulbs and ballasts for parking lot lights	618.00 618.00 2,500.00
		3,736.00
333	Sand, limerock, traffic paint	2,256.73
334	Fence and bridge paint Cement, concrete blocks/bricks, replacement sod Nuts & bolts for sign repair	140.00 1,300.00 150.00
		1,590.00
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	2,829.00
910	Debt service on 2010 Pension Obligation Bonds	5,639.00
		186,677

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Public Works
Division: Street Maintenance & Construction
Division #: 450 **Objective No.:** 003

Title: General Patching, Street Repair, and Rights-of-Way Maint. (Move back to Transportation)

#	Computation/Explanation	Amount
141	Employer contribution to 691 Pension Plan	25,564.00
144	Worker's Compensation coverage for General Fund Employees	5,861.00
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	4,654.00
910	Debt service on 2010 Pension Obligation Bonds	9,278.00
		45,357

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Public Works
Division: Street Maintenance & Construction
Division #: 450 **Objective No.:** 004

Title: Permanent Concrete Construction

#	Computation/Explanation	Amount
101	2 Maintenance Mechanics	92,372.30
	1 General Maintenance Worker	38,892.11
		131,264.41
		131,264
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	10,041.70
		10,042
141	Employer contribution to 691 Pension Plan	37,035.00
		37,035
142	Group health premiums - \$591.61/mo. x 12 mos. x 3 employees	21,297.96
	Group dental premiums - \$14.4/mo. x 12 mos. x 3 employees	518.40
	Life insurance premiums - .34/1000 x salaries	43.00
	AD & D insurance premiums - .04/1000 x salaries	5.06
		21,864.42
		21,864
144	Workers' Compensation coverage for General Fund Employees	4,521.00
		4,521
308	Uniform rental \$7.00/week x 52 weeks x 3 workers	1,092.00
	Safety Shoe Allowance - 3 Employees @ \$87 ea.	261.00
		1,353.00
		1,353
312	Safety glasses, vests, raincoats, tarps & misc. supplies	1,200.00
	Saw blades	800.00
		2,000.00
		2,000
316	Miscellaneous tools as needed to complete tasks	908.46
		908
334	Concrete, Steel, Sand, Expansion Joints, blocks & bricks for repairs	7,500.00
		7,500
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	3,590.00
		3,590
910	Debt service on 2010 Pension Obligation Bonds	7,156.00
		7,156
		227,233

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Public Works
Division: Street Maintenance & Construction
Division #: 450 **Objective No.:** 005

Title: Contractual Lawn Maintenance

#	Computation/Explanation	Amount
311	Monthly contractual lawn maintenance-public-right-of-ways Contractual Landscaping moved from Parks ROW 205,780.00 Pioneer Boulevard maintenance (10 months x \$700) moved from Parks ROW 7,000.00 NE 140 Street to NE 143 Street-east & west of W Dixie Hwy 126 & 127 Street strip between Svc Station & Domino's on W Dixie Hwy 6 guardrails along the w side of I-95 fr NW 120 St to NW 134 6 guardrails along Arch Crk Rd fr NE 125 St N to 16th Ave Guardrail at NE 142 Street and NE 20 Avenue Swale areas s side of 139 St from NE 11 Ave to W Dixie Hwy Grass areas in the public parking lots NE 18 Ave from 143 St to 146 St Guardrail at NE 14 Ave from 125 to 126 Street - Service provided monthly at \$92/mo. x 12 mos. Monthly contractual lawn maintenance on public right-of-ways Vacant lots behind Javan Lumber btwn NW 7 Ave & I-95 from 127 Street to 129 Street Guardrails-135 St to NE 16 Ave & NE 115 Ave to NE 125 St - Service to be provided 2 times per month at \$110/visit x 12 months City Parking lot#7-NE 18th Ave & 143 Street \$150/month x 12 months City parking -outside perimeter-4 corner stripes NE 18th Ave & 144 Street \$200/month x 12 months Swale area along Keystone Wall \$188/visit x 24 visits Outside & Inside Motorpool Complex \$200/month x 12 months (3) cuts for the rainy season Miami Dade School	<hr/> 212,780.00
	212,780.00	212,780

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Public Works
Division: Street Maintenance & Construction
Division #: 450 **Objective No.:** 006

Title: Storm Drain Construction & Repair

#	Computation/Explanation	Amount
101	1 Heavy Equipment Operator	44,736
	1 Motor Equipment Operator	36,512
		81,248.00
		81,248
104	1 Heavy Equipment Operator 10 hours	322.62
		323
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	6,215.47
	Social Security - OT	24.71
		6,240.18
		6,240
141	Employer contribution to 691 Pension Plan	12,219.00
		12,219
142	Group health premiums - \$591.61/mo. x 12 mos. x 2 employees	14,198.64
	Group dental premiums - \$14.4/mo. x 12 mos. x 2 employees	345.60
	Life insurance premiums - .34/1000 x salaries	25.78
	AD & D insurance premiums - .04/1000 x salaries	3.03
		14,573.05
		14,573
144	Workers' Compensation coverage for Stormwater Employees	5,339.00
		5,339
147	FRS Pension	3,651.17
		3,651
308	Uniform rental/cleaning-4 employees \$7.00/wk x 52 weeks	1,456.00
	Safety shoes 4 @ \$87 each	348.00
		1,804.00
		1,804
312	Safety items including gloves, glasses, vests, ear muffs, etc	524.00
	Misc items such as utility knives, water kegs, flashlights, raincoats, boots, hand cleaner, brooms, batteries, etc.	320.00
	Barricades, traffic cones, chains & hooks, anti-hydro	8,820.00
		9,664.00
		9,664
316	Miscellaneous tools as required	816.00
		816

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Public Works
Division: Street Maintenance & Construction
Division #: 450 **Objective No.:** 006

Title: Storm Drain Construction & Repair

#	Computation/Explanation	Amount
331	Repairs to mobile radios as needed	575.00 575
334	Materials needed to construct and repair the drainage system including storm grates, concrete blocks, pipe, rock and sand	7,000.00 7,000
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	4,239.00 4,239
441	Vehicle Maintenance	236,453.00 236,453.00
620	Stormwater Master Plan (in-house only)	50,000.00 50,000
910	Debt service on 2010 Pension Obligation Bonds	8,451.00 8,451
		442,595

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Public Works
Division: Commercial Corridor Improvement Program
Division #: 450 **Objective No.:** 007

Title: Commercial Corridor Improvement Program (CCIP) (Clean Team)

#	Computation/Explanation	Amount
101	Maintenance Mechanic	51,877.32
	General Maintenance Worker	33,721.50
		85,598.82
		85,599
140	Employer's portion of social security @ 7.65% of salaries	8,313.33
		8,313
141	Employer contribution to 691 Pension Plan	14,583.00
		14,583
142	Group Insurance:	
	Health \$591.61/month x 12 months x 2 employees	14,198.64
	Dental \$14.4/month x 12 months x 2 employees	345.60
	Life Insurance - Salaries x .34/1000	28.30
	AD&D Insurance - Salaries x .04/1,000	3.33
		14,575.87
		14,576
144	Workers' Compensation coverage for General Fund Employees	2,640.00
		2,640
147	FRS Pension	3,372.15
		3,372
301	1 Contract worker 29 hrs/wk @ \$15/hr	23,072.00
		23,072
304	Office Expense	260.00
		260
308	Uniform rental/cleaning \$14.50/week x 52 weeks	754.00
	Safety shoe allowance for 2 employees @ \$87 each	174.00
		928.00
		928
311	Contractual Services - Eng. & Other	
	Mat Services	850.00
		850
312	Safety supplies including gloves, glasses, ear muffs, etc.	1,000.00
	Barricades & traffic cones	2,500.00
	Banners and Trash Containers	2,000.00
	Operational supplies	1,000.00
	Miscellaneous supplies	1,000.00
	Doggy Bags	4,000.00
		11,500.00
		11,500
316	Miscellaneous tools as required	600.00
		600

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Public Works
Division: Commercial Corridor Improvement Program
Division #: 450 **Objective No.:** 007

Title: Commercial Corridor Improvement Program (CCIP) (Clean Team)

#	Computation/Explanation	Amount
331	Maint. and Oper. of Equipment	2,500.00 2,500
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	2,097.00 2,097
910	Debt service on 2010 Pension Obligation Bonds	4,180.00 4,180
		175,070

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	205,018	193,422	191,159	215,667
Operating Expenses	288,633	283,513	258,677	281,954
Internal Services	9,405	29,115	29,115	26,416
Operating Budget	<u>503,056</u>	<u>506,050</u>	<u>478,951</u>	<u>524,037</u>
Capital Outlay	34,083	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	7,147	6,750	6,750	7,424
Total Budget	<u><u>544,286</u></u>	<u><u>512,800</u></u>	<u><u>485,701</u></u>	<u><u>531,461</u></u>

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Trades Mechanic	22	2
Custodian	18	1
Total # of Full-Time Employees		<u>3</u>

2020-21 Operating Budget: 524,037
2019-20 Operating Budget: 506,050
Dollar Change: 17,987
Percentage Change: 3.55%

2020-21 Personnel - F.T.E. 3.00
2019-20 Personnel - F.T.E. 3.00
Personnel Change: 0.00

Budget Objectives Form

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

Objective:

\$ 531,461 To provide facility maintenance and housekeeping services to ensure that residents and employees have an aesthetically pleasing and safe environment.

ACTIVITIES:

- \$ 419,493 001 **Facility Maintenance & Operation:** maintain and repair seven City buildings: City Hall, the Motor Pool, the Water and Sewer Operations Center, Water Plant, the Building and Zoning Annex, the Community Planning and Development (CP&D) Annex and the Library. Services performed include painting, carpentry work, building alterations, furniture restoration, minor electrical and plumbing repairs, ceiling repairs, as well as interior and exterior building maintenance. Provide technical support and advice relating to maintenance of the Police Station and MOCA buildings, when requested.
- \$ 89,277 002 **Custodial Services:** provide daily housekeeping services at three facilities: City Hall, the Building and Zoning Annex and the CP&D Annex. A City staffer is present at City Hall during evening hours to oversee the janitorial service contract.
- \$ 22,691 003 **Vehicles:** provides funds for the daily operation, preventive maintenance, emergency repairs and replacement of vehicles.

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Public Works
Division: Facility Maintenance
Division #: 452 **Objective No.:** 001

Title: Facility Maintenance & Operation

#	Computation/Explanation	Amount
101	2 Trades Mechanic	103,455.57
		103,456
104	2 Trades Mechanics 15 hours @ \$33.20/hour	2,500.00
		2,500
140	Employer's portion of Social Security Tax @ 7.65% of FTE	7,960.28
	Employer's portion of Social Security Tax @ 7.65% of Overtime	191.25
		8,151.53
		8,152
141	Employer contribution to 691 Pension Plan	28,451.00
		28,451
142	Group health premiums - \$591.61/mo. x 12 mos. x 2 employees	14,198.64
	Group dental premiums - \$14.4/mo. x 12 mos. X 2 employees	345.60
	Life insurance premiums - .34/1000 x salaries	33.13
	AD & D insurance premiums - .04/1000 x salaries	3.90
		14,581.27
		14,581
144	Workers' Compensation coverage for General Fund Employees	3,473.00
		3,473
308	Uniform rental/cleaning for 2 employees	820.00
	Safety Shoe Allowance - 2 Employees @ \$87.00 each	174.00
		994.00
		994
311	Mat services: 2-4x6 mats @ \$25 month x 12 months	600.00
	Elevator service for City Hall \$960/Quarterly x 4	5,800.00
	Air conditioning contract for City Hall & Carpenter Shop \$540/mo	10,092.00
	Extermination for City Hall \$75/month x 12 months	900.00
	Fire extinguisher refills, inspections & certifications	700.00
	Inspection and certification of fire hoses	665.00
	Fire alarm monitoring & maintenance & Fire alarm test	710.00
	Annual inspection of fire stand pipe	165.00
	Qtr. Maintenance of City Hall Emergency Generator @ 250 per	1,000.00
	City Hall Security Guard	32,000.00
		52,632.00
		52,632

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Public Works
Division: Facility Maintenance
Division #: 452 **Objective No.:** 001

Title: Facility Maintenance & Operation

#	Computation/Explanation	Amount	Amount
312	Restroom supplies	1,000.00	4,500
	Cleaning supplies	300.00	
	Safety supplies	200.00	
	MoCA Plaza Lights	500.00	
	Facility Maintenance Supplies	2,500.00	
		4,500.00	
315	Elevator certificate -City Hall (Mar) Miami Dade	172.00	1,302
	Elevator inspection (Kelly R Cook)	150.00	
	Fire safety permit #99126 00000 02564 (Oct)	230.00	
	City Hall backflow inspection fee	150.00	
	Cellular service for (2) Trades M. \$50/month x 12 months	600.00	
		1,302.00	
316	Miscellaneous tools as needed to complete tasks	925.00	925
317	Outdoor lights-City Hall (2 accounts)	1,500.00	70,500
	Carpenter Shop	3,500.00	
	City Hall Building	65,500.00	
		70,500.00	
321	Property insurance on City Hall Building (incl. contents)	66,086.00	76,271
	Boiler & Machinery Insurance	1,668.00	
	Flood insurance on City Hall Building (incl. contents)	8,517.00	
		76,271.00	
329	City Hall Restrooms Rehabilitation all 4 floors	35,960.00	42,951
	Wood, hardware, electrical, plumbing, parts for air conditioning	6,991.00	
		42,951.00	
331	Maintenance of drills, saws and other equipment	550.00	550

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Public Works
Division: Facility Maintenance
Division #: 452 **Objective No.:** 001

Title: Facility Maintenance & Operation

#	Computation/Explanation	Amount
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims 2,758.00	2,758
910	Debt service on 2010 Pension Obligation Bonds 5,497.00	5,497
		419,493

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Public Works
Division: Facility Maintenance
Division #: 452 **Objective No.:** 002

Title: Custodial Services

#	Computation/Explanation	Amount
101	1 Custodian	33,308.59
		33,309
104	Salaries - Overtime	650.00
		650
140	Employer's portion of Social Security Tax @ 7.65% of FTE	2,571.09
	Employer's portion of Social Security Tax @ 7.65% of Overtime	49.73
		2,620.82
		2,621
141	Employer contribution to 691 Pension Plan	9,973.00
		9,973
142	Group health premiums - \$591.61/mo. x 12 mos. x 1 employees	7,099.32
	Group dental premiums - \$14.4/mo. x 12 mos. x 1 employees	172.80
	Life insurance premiums - .34/1000 x salaries	11.01
	AD & D insurance premiums - .04/1000 x salaries	1.30
		7,284.43
		7,284
144	Workers' Compensation coverage for General Fund Employees	1,217.00
		1,217
308	Uniform rental/cleaning \$7.00/week x 52 weeks x 1 employees	364.00
	Safety Shoe Allowance - Employee @ \$87/ea.	87.00
		451.00
		451
311	Janitorial services @ City Hall \$2400/month x 12 months	28,800.00
	Janitorial services-strip & wax various facilities floors	1,207.50
	Towel service-restock inventory @ \$0.16/towel-avg \$10/mo.	120.00
		30,127.50
		30,128
312	Miscellaneous supplies	450.00
		450
315	Cell allowance \$25/month	300.00
		300
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	967.00
		967
910	Debt service on 2010 Pension Obligation Bonds	1,927.00
		1,927
		89,277

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Public Works
Division: Facility Maintenance & Operation
Division #: 452 **Objective No.:** 003

Title: Public Works General Fund Vehicles

#	Computation/Explanation	Amount
441	Vehicle Maintenance 22,691.00	22,691
		22,691

OFFICE OF MANAGEMENT AND BUDGET

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	340,055	377,956	388,486	424,925
Operating Expenses	-33,780	40,465	30,035	42,169
Internal Services	-7,810	6,869	6,869	8,108
Operating Budget	298,465	425,290	425,390	475,202
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	12,845	11,787	11,787	16,097
Total Budget	311,310	437,077	437,177	491,299

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Budget Director	40	1
Budget Administrator II	33	1
Asst. to the Budget Director	28	1
Total # of Full-Time Employees		3

2020-21 Operating Budget:	475,202
2019-20 Operating Budget:	425,290
Dollar Change:	49,912
Percentage Change:	11.74%

2020-21 Personnel - F.T.E.	3.00
2019-20 Personnel - F.T.E.	3.00
Personnel Change:	0.00

Budget Objectives Form

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

Objective:

\$ 491,299 To prepare and monitor the City's annual revenue and expenditure budgets.

ACTIVITIES:

\$ 491,299 001 **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.

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department Office of Management and Budget
Division: Budget Administration
Division #: 416 **Objective No.:** 001

Title: Budget Administration

#	Computation/Explanation		Amount
101	Budget Director	146,156.69	
	Budget Director Deferred Compensation	13,260.00	
	Budget Administrator II	90,949.70	
	Assistant to Budget Director	78,531.96	
		328,898.35	328,898
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	23,690.34	23,690
141	Employer contribution to 691 Pension Plan	40,198.00	40,198
142	Group health premiums - \$591.61/mo. x 12 mos. x 3 employees	21,297.96	
	Group dental premiums - \$14.4/mo. x 12 mos. x 3 employees	518.40	
	Life insurance premiums - .34/1000 x salaries x 12 mos.	97.78	
	Add'l Life Insurance - .34/1000 x Dir salary	45.08	
	AD & D insurance premiums - .04/1000 x salaries	11.50	
		21,970.72	21,971
144	Workers' Compensation coverage for General Fund Employees	10,168.00	10,168
303	Budget Documents - Preliminary and Adopted	2,500.00	2,500
304	Office Supplies	1,000.00	
	Cartridges for color printer	1,235.00	
		2,235.00	2,235
305	Miscellaneous, parking, tolls, in-town meetings	5,000.00	5,000
306	National Government Finance Officers Association (GFOA)	800.00	
	GFOA Budget Review	1,450.00	
	Florida Government Finance Officers Association (2) (FGFOA)	60.00	
		2,310.00	2,310
315	Department Head Auto allowance - \$344.92/mo. x 12 mos.	4,139.00	
	Department Head Cell phone allowance - \$50/mo. x 12 mos.	600.00	
		4,739.00	4,739

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department Office of Management and Budget
Division: Budget Administration
Division #: 416 **Objective No.:** 001

Title: Budget Administration

#	Computation/Explanation	Amount
318	Advertising TRIM Ads	3,785.00 3,785
331	OpenGov - Budget Book	21,600.00 21,600
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	8,074.00 8,074
407	Postage for resident/overnight agency mailings	34.00 34
910	Debt service on 2010 Pension Obligation Bonds	16,097.00 16,097
		491,299

PARKS AND RECREATION

Budget Summary Form

Department: Parks & Recreation

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	3,779,299	3,735,862	3,569,755	3,297,864
Operating Expenses	3,286,209	2,358,908	2,185,033	2,207,244
Internal Services	296,063	672,830	671,767	539,375
Operating Budget	<u>7,361,571</u>	<u>6,767,600</u>	<u>6,426,555</u>	<u>6,044,483</u>
Capital Outlay	651,706	507,585	410,185	0
Debt Service	0	0	0	0
Grants & Aids	53,187	13,600	13,600	11,500
Reserves & Other	140,280	143,860	143,860	144,174
Total Budget	<u><u>8,206,744</u></u>	<u><u>7,432,645</u></u>	<u><u>6,994,200</u></u>	<u><u>6,200,157</u></u>

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Parks and Recreation Director	40	1
Assistant Parks and Recreation Director	34	1
Tennis Superintendent	31	1
Parks Superintendent	30	1
Parks Supervisor	28	1
Assistant to P&R Director	28	1
Recreation Supervisor	25	3
Parks Specialist	24	1
Parks Naturalist	24	1
Recreation Coordinator	22	3
Trades Mechanic	22	3
Recreation Specialist	21	2
Heavy Equipment Operator	20	1
Recreation Leader II	20	1
Maintenance Mechanic	20	3
Lifeguard	20	1
Motor Equipment Operator	18	3
Recreation Leader I	18	2
General Maintenance Worker	18	7
Total # of Full-Time Employees		<u><u>37</u></u>

2020-21 Operating Budget:	6,044,483
2019-20 Operating Budget:	<u>6,767,600</u>
Dollar Change:	<u>(723,117)</u>
Percentage Change:	<u>-10.68%</u>
2020-21 Personnel - F.T.E.	37.00
2019-20 Personnel - F.T.E.	<u>53.00</u>
Personnel Change:	<u><u>-16.00</u></u>

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	554,076	512,435	530,872	469,597
Operating Expenses	124,340	78,453	56,797	63,069
Internal Services	-8,533	33,061	33,061	29,396
Operating Budget	669,883	623,949	620,730	562,062
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	23,540	22,350	22,350	21,757
Total Budget	693,423	646,299	643,080	583,819

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Parks and Recreation Director	40	1
Asst. Parks and Rec. Director	34	1
Asst. to Parks and Rec Director	28	1

Total # of Full-Time Employees 3

2020-21 Operating Budget: 562,062
2019-20 Operating Budget: 623,949
Dollar Change: (61,887)
Percentage Change: -9.92%

2020-21 Personnel - F.T.E. 3.00
2019-20 Personnel - F.T.E. 5.00
Personnel Change: -2.00

Budget Objectives Form

Department: Parks and Recreation

Division: Administration

Dept #: 12

Division #: 460

Objective:

\$ 583,819 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, 23 activity centers, coordinating numerous community events, and providing programming for more than 60,000 residents.

ACTIVITIES:

\$ 536,507 001 **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.

\$ 32,905 002 **Office Space:** provide funding for rent and other operating costs for temporary office space.

\$ 14,407 003 **Vehicles:** provides funds for the daily operation, preventive maintenance, emergency repairs and replacement of vehicles.

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Parks and Recreation
Division: Administration
Division #: 460 **Objective No.:** 001

Title: Administration

#	Computation/Explanation		
101	Parks and Recreation Director	143,388.46	
	Asst. Parks and Recreation Director	103,665.56	
	Asst. to Parks and Recreation Director	73,624.06	
		320,678.08	320,678
104	Administrative Staff - Overtime	1,000.00	1,000
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	24,646.62	
	7.65% of Outside Wages	1,268.98	
	7.65% of Overtime	76.50	
		25,992.10	25,992
141	Employer contribution to 691 Pension Plan	61,535.00	61,535
142	Group health premiums - \$591.61/mo. x 12 mos. x 3 employees	21,297.96	
	Group dental premiums - \$14.4/mo. x 12 mos. x 3 employees	518.40	
	Life insurance premiums - .34/1000 x salaries x 12 mos	104.27	
	Add'l Life Insurance - .34/1000 x Dir salary	46.36	
	AD & D insurance premiums - .04/1000 x salaries	12.27	
		21,979.26	21,979
144	Workers' Compensation coverage for General Fund Employees	13,744.00	13,744
147	FRS Pension	24,669.00	24,669
301	Office staff	16,588.00	16,588
303	Receipt books & Printed Forms (various)	300.00	300
304	Office supplies	1,300.00	1,300
305	Florida Recreation & Parks Association - agency summit	1,000.00	
	Florida Recreation & Parks Association - conference	2,200.00	
	NRPA Conference	1,000.00	
	Professional luncheons and meetings	300.00	
	Tolls and Parking	500.00	
		5,000.00	5,000

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Parks and Recreation
Division: Administration
Division #: 460 **Objective No.:** 001

Title: Administration

#	Computation/Explanation		
306	Florida Recreation and Parks Association memberships (2)	1,000.00	
	National Recreation and Parks Association membership	1,000.00	
	Arbor Day Foundation	50.00	
	Florida Festival	350.00	
		2,400.00	2,400
308	Staff shirts/Safety Shoes (Director & Asst. Director)	1,175.00	1,175
312	Camera supplies and film development	1,000.00	
	City Hall bulletin board and holiday decorations	200.00	
	Various Parks and Recreation Commission requests	200.00	
	Miscellaneous supplies	500.00	
		1,900.00	1,900
315	Director's Cell Phone Allowance - \$100 x 12 mos	1,200.00	
	Ass't Director's Cell Phone Allowance - \$50 x 12 mos	300.00	
		1,500.00	1,500
320	Ben Franklin Elementary School field lease- yr 35 of 40-yr Lease	1.00	1
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	10,914.00	10,914
407	Mailing expenses	375.00	375
408	Copy machine lease fee and supplies (New Lease Need This Year)	3,500.00	
	Colored copy paper	200.00	
		3,700.00	3,700
910	Debt service on 2010 Pension Obligation Bonds	21,757.00	21,757
			536,507

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Parks and Recreation
Division: Administration
Division #: 460 **Objective No.:** 002

Title: Office Space

#	Computation/Explanation		
311	Security alarm monitoring \$165/qtr x 4 qtrs	660.00	
	Pest control service \$30/month x 12 mos.	360.00	
	Fire extinguisher refills, inspections and certification	100.00	
	OC Permit (Life Safety)	150.00	
	A/C Cool Breeze	22,308.00	
		23,578.00	23,578
317	Utilities	7,000.00	7,000
321	Property insurance on Trailer (incl. contents)	1,680.00	
	Flood insurance for trailer	147.00	
		1,827.00	1,827
329	Maintenance of trailer purchased in FY07	500.00	500
			32,905

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Parks and Recreation
Division: Administration
Division #: 460 **Objective No.:** 003

Title: Vehicle Replacement and Maintenance

#	Computation/Explanation	Amount
441	Vehicle Maintenance 14,407.00	14,407
		14,407

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	207,842	186,447	250,879	210,968
Operating Expenses	14,770	14,160	8,131	12,880
Internal Services	4,595	52,395	52,395	47,103
Operating Budget	<u>227,207</u>	<u>253,002</u>	<u>311,405</u>	<u>270,951</u>
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	8,041	7,578	7,578	7,740
Total Budget	<u>235,248</u>	<u>260,580</u>	<u>318,983</u>	<u>278,691</u>

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Recreation Supervisor	25	2

Total # of Full-Time Employees 2

2020-21 Operating Budget: 270,951
2019-20 Operating Budget: 253,002
Dollar Change: 17,949
Percentage Change: 7.09%

2020-21 Personnel - F.T.E. 2.00
2019-20 Personnel - F.T.E. 2.00
Personnel Change: 0.00

Budget Objectives Form

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

Objective:

\$ 278,691 To provide administrative support, leadership, supervision, and direction for employees responsible for the City's recreation programs, services, and facilities.

ACTIVITIES:

\$ 230,470 001 **Recreation Administration:** provides overall supervision of the Recreation divisions varied programs and services as well as leadership and direction for the work force of full time and part time employees.

\$ 5,000 002 **Marketing and Promotion:** produces and distributes three 12 page catalogs 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.

\$ 43,221 003 **Vehicles:** provides funds for the daily operation, preventive maintenance, emergency repairs and replacement of vehicles.

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21**

EXPENSE DETAIL WORKSHEET

Department: Parks and Recreation
Division: Recreation Administration
Division #: 461 **Objective No.:** 001

Title: Recreation Administration

#	Computation/Explanation		Amount
101	Recreation Supervisors (2)	138,888.51	138,889
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	10,739.76	10,740
141	Employer contribution to 691 Pension Plan	40,056.00	40,056
142	Group health premiums - \$591.61/mo. x 12 mos. x 2 employees	14,198.64	
	Group dental premiums - \$14.4/mo. x 12 mos. x 2 employees	345.60	
	Dependents' coverage - \$150/mo. x 12 mos. x 1 employee	1,800.00	
	Life Insurance - .34/1000 x salaries	44.45	
	AD & D insurance premiums - .04/1000 x salaries	5.23	
		16,393.92	16,394
144	Workers' Compensation coverage for General Fund Employees	4,889.00	4,889
305	Professional luncheons and meetings	1,000.00	
	Mileage reimbursement for Recreation Supervisors (2)	2,680.00	
		3,680.00	3,680
312	First aid kits and Supplies	100.00	
	Laminating sheets	100.00	
	Various supplies	175.00	
		375.00	375
315	Cell Phone Allow - Rec. Supervisors - \$50/mo x 12 mos x 2	1,200.00	
	Cell Phone Allow - Rec. Supervisors - \$25/mo x 12 mos	300.00	
		1,500.00	1,500
331	Active Network - Service Fees	2,325.00	2,325
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	3,882.00	3,882
910	Debt service on 2010 Pension Obligation Bonds	7,740.00	7,740
			230,470

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21**

EXPENSE DETAIL WORKSHEET

Department: Parks and Recreation
Division: Recreation Administration
Division #: 461 **Objective No.:** 002

Title: Marketing and Promotion

#	Computation/Explanation	Amount
303	Brochure design, typesetting, printing and binding 5,000.00	5,000
		5,000

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21**

EXPENSE DETAIL WORKSHEET

Department: Parks and Recreation
Division: Recreation Administration
Division #: 461 **Objective No.:** 003

Title: Maintenance and Vehicles Replacement costs

#	Computation/Explanation	Amount
441	Vehicle Maintenance	43,221.00
		43,221

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	403,795	388,211	329,614	435,261
Operating Expenses	761,255	499,724	481,941	572,202
Internal Services	19,684	28,496	28,496	24,161
Operating Budget	1,184,734	916,431	840,051	1,031,624
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	49,159	10,100	10,100	8,000
Reserves & Other	13,679	13,444	13,444	14,089
Total Budget	1,247,572	939,975	863,595	1,053,713

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Recreation Supervisor	25	1
Recreation Specialist	24	3
Recreation Coordinator	22	1

Total # of Full-Time Employees 5

2020-21 Operating Budget: 1,031,624
2019-20 Operating Budget: 916,431
Dollar Change: 115,193
Percentage Change: 12.57%

2020-21 Personnel - F.T.E. 5.00
2019-20 Personnel - F.T.E. 5.00
Personnel Change: 0.00

Budget Objectives Form

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

Objective:

\$ 1,053,713 To administer, plan, direct and supervise athletic programs for adults and youth of the community at the City’s five major athletic complexes (Pepper, Cagni and Ben Franklin Parks / Joe Celestine Center and Cagni Gymnasium).

ACTIVITIES:

- | | | |
|------------|-----|--|
| \$ 199,341 | 001 | Claude Pepper Park Operations: provide funding for supervision, facility upkeep/maintenance of basketball courts and baseball fields, in order to accommodate the leisure needs of the residents of North Miami. Including part-time park attendants for youth athletic programs and tournaments. |
| \$ 150,807 | 002 | Ray Cagni Park Operations: provide funding for supervision, facility upkeep/maintenance of basketball courts, running track and two multipurpose fields, in order to accommodate the leisure needs of the residents of North Miami. Including part-time park attendants for youth athletic programs, rentals and special events/concerts. |
| \$ 163,537 | 003 | Ben Franklin Park Operations: provide funding for supervision, facility upkeep/maintenance of basketball courts, and two multipurpose fields, in order to accommodate the leisure needs of the residents of North Miami. Including part-time park attendants for youth athletic programs and leagues. |
| \$ 180,764 | 004 | Youth Sports: administer and coordinate organized team sports; some of the activities offered are football, cheerleading, basketball, soccer, volleyball, softball/baseball, and track and field. |
| \$ 8,710 | 005 | Youth Athletic Camp: administer, plan, direct, and supervise an athletics themed summer camp for youth 8 – 14 years old. |
| \$ 15,667 | 006 | Vehicles: provides funds for the daily operation, preventive maintenance, emergency repairs and replacement of vehicles. |

Budget Objectives Form

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

\$ 47,236 007 **Cagni Park Gymnasium:** provide funding for supervision, facility upkeep/maintenance of gymnasium, in order to accommodate the leisure needs of the residents of North Miami. Including part-time park attendants for athletic programs, rentals and events.

\$ 287,651 008 **Joe Celestin Community Center:** provide funding for supervision, facility upkeep/maintenance of a multipurpose room, game room, library, computer lab and gymnasium in order to accommodate the leisure needs of the residents of North Miami. Including part-time attendants for daily athletic gymnasium programs, rentals and events.

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Parks and Recreation
Division: Athletics
Division #: 462 **Objective No.:** 001

Title: Claude Pepper Park Operations

#	Computation/Explanation	Amount
101	Recreation Supervisor	61,029.91
104	Emergency recalls (5 hours)	350.00
140	7.65% of Salaries	4,668.79
	7.65% of Overtime Pay	26.78
	7.65% of Outside Wages	3,928.43
		8,624.00
141	Employer contribution to 691 Pension Plan	16,678.00
142	Group health premiums - \$591.61/mo. x 12 mos. x 1 employee	7,099.32
	Group dental premiums - \$14.4/mo. x 12 mos. x 1 employee	172.80
	Life insurance premiums - .34/1000 x salaries	20.75
	AD & D insurance premiums - .04/1000 x salaries	2.44
		7,295.31
144	Workers' Compensation coverage for General Fund Employees	2,036.00
301	Park attendants - 4 staff	51,352.00
312	Supplies - various	1,000.00
317	Electrical - Pepper Park	42,000.00
321	Property insurance on Rec & Maint buildings (incl. contents)	3,136.00
330	Field maintenance supplies - various	1,000.00
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	1,617.00
910	Debt service for 2010 Pension Obligation Bonds	3,223.00
		199,341

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Parks and Recreation
Division: Athletics
Division #: 462 **Objective No.:** 002

Title: Ray Cagni Park Operations

#	Computation/Explanation	Amount
101	Recreation Specialist	51,265.01
104	Emergency recalls (5 hours)	175.00
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	3,944.72
	7.65% of overtime	13.39
	7.65% of outside wages	2,295.00
		6,253.11
141	Employer contribution to 691 Pension Plan	14,515.00
142	Group health premiums - \$591.61/mo. x 12 mos. x 1 employees	7,099.32
	Group dental premiums - \$14.4/mo. x 12 mos. x 1 employee	172.80
	Life insurance premiums - .34/1000 x salaries	16.47
	AD & D insurance premiums - .04/1000 x salaries	1.94
		7,290.53
144	Workers' Compensation coverage for General Fund Employees	1,792.00
301	Park attendants	30,000.00
312	Supplies - various	8,250.00
315	Cell Phone Allowance - Specialist	300.00
317	Electrical - Cagni Park	23,932.00
330	Field maintenance supplies	2,775.00
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	1,423.00
910	Debt service on 2010 Pension Obligation Bonds	2,836.00
		150,807

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Parks and Recreation
Division: Athletics
Division #: 462 **Objective No.:** 003

Title: Ben Franklin Park Operations

#	Computation/Explanation		Amount
101	Recreation Specialist	57,407.31	57,407
104	Emergency recalls (5 hours)	350.00	350
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	4,414.59	
	7.65% of outside wages	3,806.95	
	7.65% of overtime	26.78	
		8,248.32	8,248
141	Employer contribution to 691 Pension Plan	13,639.00	13,639
142	Group health premiums - \$591.61/mo. x 12 mos. x 1 employee	7,099.32	
	Group dental premiums - \$14.4/mo. x 12 mos. x 1 employee	172.80	
	Life insurance premiums - .34/1000 x salaries	18.22	
	AD & D insurance premiums - .04/1000 x salaries	2.14	
		7,292.48	7,292
144	Workers' Compensation coverage for General Fund Employees	1,665.00	1,665
301	Park attendants	49,764.00	49,764
312	Supplies - various	900.00	900
315	Cell Phone Allowance - Specialist	300.00	300
317	Electrical - Ben Franklin	14,803.00	14,803
321	Property ins. on rec bldg (incl. contents), field lighting & Irrigation	4,312.00	4,312
330	Field maintenance supplies - various	900.00	900
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	1,322.00	1,322
910	Debt service on 2010 Pension Obligation Bonds	2,635.00	2,635
			163,537

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Parks and Recreation
Division: Athletics
Division #: 462 **Objective No.:** 004

Title: Youth Sports

#	Computation/Explanation	Amount
101	Recreation Specialist	53,796.35
		53,796
140	Employers share of Social Security Tax @ 7.65% of Salaries	4,115.39
	7.65% of Outside Wages	5,250.96
		9,366.35
		9,366
141	Employer contribution to 691 Pension Plan	14,595.00
		14,595
142	Group health premiums - \$591.61/mo. x 12 mos. x 1 employees	7,099.32
	Group dental premiums - \$14.4/mo. x 12 mos. x 1 employees	172.80
	Life insurance premiums - .34/1000 x salaries	17.28
	AD & D insurance premiums - .04/1000 x salaries	2.03
		7,291.43
		7,291
144	Workers' Compensation coverage for General Fund Employees	1,792.00
		1,792
301	Soccer - Fall	
	4 Coaches	22,880.00
	Basketball	
	4 Coaches	22,880.00
301	Soccer - Spring	
	4 Coaches	22,880.00
		68,640.00
		68,640
311	Contractual Services - Referees	6,000.00
		6,000
312	Soccer equipment and supplies	3,025.00
	Peewee Sports equipment and supplies	200.00
	Basketball equipment and supplies	700.00
	Equipment and supplies - various	300.00
	Participant awards	800.00
		5,025.00
		5,025
315	NYSCA Certification - Soccer (30 x \$20)	600.00
	NYSCA Certification - Basketball (30 x \$20)	600.00
	Gift Certificates - Volunteers	800.00
		2,000.00
		2,000

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Parks and Recreation
Division: Athletics
Division #: 462 **Objective No.:** 004

Title: Youth Sports

#	Computation/Explanation	Amount
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims 1,423.00	1,423
805	Grant provided the North Miami Little League to operate a baseball program at Pepper Park 4,000.00	4,000
806	Grant provided the Optimist Club to operate a football program at Pepper Park 4,000.00	4,000
910	Debt service on Pension Obligation Bonds 2,836.00	2,836
		180,764

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Parks and Recreation
Division: Athletics
Division #: 462 **Objective No.:** 005

Title: Youth Athletic Camps

#	Computation/Explanation	Amount
311	Contractual bus service	655.00
312	Snacks, refreshments, and supplies	
	Summer Camp	800.00
	Holiday Camp	200.00
	Spring Camp	100.00
		1,100.00
391	Field trip entrance fees	
	Summer Camp	5,455.00
	Holiday Camp	1,000.00
	Spring Camp	500.00
		6,955.00
		8,710

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Parks and Recreation Department
Division: Athletics
Division #: 462 **Objective No.:** 006

Title: Replacement and Maintenance of Vehicles

#	Computation/Explanation	Amount
441	Vehicle Maintenance 15,667.00	15,667
		15,667

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Parks and Recreation
Division: Athletics
Division #: 462 **Objective No.:** 007

Title: Cagni Park Gymnasium

#	Computation/Explanation	Amount
140	Employer's portion of Social Security Tax - TEC	2,295.00
301	Staff - open gym	30,000.00
311	Janitorial service (12 months)	200.00
	Pest control (12 months)	950.00
		1,150.00
312	Supplies - start-up	1,500.00
	League shirts	700.00
	League awards	800.00
	Supplies - various (6 months)	500.00
		3,500.00
315	Fire permit fees	450.00
321	Property insurance on Building	7,841.00
329	Facility maintenance (12 months)	2,000.00
		47,236

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Parks and Recreation
Division: Joe Celestin Center
Division #: 462 **Objective No.:** 008

Title: Joe Celestin Center

#	Computation/Explanation	Amount
101	Recreation Coordinator	53,580.30
		53,580
104	Overtime (20 hours)	1,931.98
		1,932
140	Full-time Social Security Tax (7.65%)	4,098.89
	7.65% of overtime	147.80
	7.65% of outside wages	9,754.06
		14,000.75
		14,001
142	Group health premiums - \$591.61/month x 12 months	7,099.32
	Group dental premiums - \$14.4/month x 12 months	172.80
	Dependent health insurance - \$150/mo x 12 months	1,800.00
	Life insurance premiums - .34/1000 x salary	17.28
	AD & D insurance premiums - .04/1000 x salary	2.03
		9,091.43
		9,091
144	Workers' compensation coverage	1,617.00
		1,617
301	Reception area staff - 3 staff	49,764.00
	Gym Programs - 3 staff	49,140.00
	Center Programs - 2 staff	28,600.00
		127,504.00
		127,504
311	Janitorial service	10,200.00
	Facility alarm monitoring	1,800.00
	Contractual Instructors	6,000.00
		18,000.00
		18,000
312	Gymnasium and Center Supplies	6,000.00
		6,000
313	Operating equipment - various	2,500.00
		2,500
315	Fire permit fee	450.00
	Fire permit fee/sprinkler alarm certification	300.00
		750.00
		750
317	Electrical service	36,672.00
		36,672

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Parks and Recreation
Division: Joe Celestin Center
Division #: 462 **Objective No.:** 008

Title: Joe Celestin Center

#	Computation/Explanation	Amount
321	Property insurance	1,736.00 1,736
329	Facility maintenance	9,000.00 9,000
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	1,284.00 1,284
408	Copy machine lease and supplies	1,425.00 1,425
910	Debt service on 2010 Pension Obligation Bonds	2,559.00 2,559
		287,651

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	166,108	147,218	147,890	153,454
Operating Expenses	252,434	113,124	116,424	141,013
Internal Services	-3,344	2,910	2,910	2,696
Operating Budget	415,198	263,252	267,224	297,163
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	5,494	5,017	5,017	5,375
Total Budget	420,692	268,269	272,241	302,538

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Recreation Specialist	24	1
Lifeguard	20	1

Total # of Full-Time Employees 2

2020-21 Operating Budget: 297,163
2019-20 Operating Budget: 263,252
Dollar Change: 33,911
Percentage Change: 12.88%

2020-21 Personnel - F.T.E. 2.00
2019-20 Personnel - F.T.E. 2.00
Personnel Change: 0.00

Budget Objectives Form

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

Objective:

\$ 302,538 To provide an aquatic facility and qualified personnel to conduct a variety of recreational and educational aquatic programs in accordance with American Red Cross regulations.

ACTIVITIES:

\$ 295,923 001 **Sasso Pool Operation:** operate a public swimming pool and Wet-Tot-Lot including upkeep/maintenance of water pumps, chemical feeder controllers and water filters on a year-round basis for open public swimming, swim lessons and party rentals.

\$ 1,615 002 **Lifeguard Training Classes:** funds to purchase lifeguard-training materials from the American Red Cross for Aquatic Specialist to perform two lifeguard certification classes to the public. Revenue projected to be \$1,700.

\$ 5,000 003 **Pre-School Swim Program:** provides qualified instruction, and supplies to teach approximately 100 North Miami Residents, ages three to fourteen years old children how to swim.

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21**

EXPENSE DETAIL WORKSHEET

Department: Parks and Recreation
Division: Aquatics
Division #: 463 **Objective No.:** 001

Title: Sasso Pool Operations

#	Computation/Explanation	Amount
101	Recreation Specialist	57,209.24
	Lifeguard	39,052.82
		96,262.06
		96,262
104	Specialist (40 hours)	1,650.27
	Lifeguard (8 hours)	225.30
		1,875.57
		1,876
106	Specialist (40 hours)	1,650.27
	Lifeguard (8 hours)	225.30
		1,875.57
		1,876
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	7,364.04
	7.65% of overtime and holiday pay	286.96
	7.65% of outside wages	6,441.30
		14,092.30
		14,092
141	Employer contribution to 691 Pension Plan	17,468.00
		17,468
142	Group health premiums - \$591.61/mo. x 12 mos. x 2 employees	14198.64
	Group dental premiums - \$14.4/mo. x 12 mos. x 2 employees	345.60
	Life insurance premiums - .34/1000 x salaries	31.08
	AD & D insurance premiums - .04/1000 x salaries	3.66
		14,578.98
		14,579
144	Workers' Compensation coverage for General Fund Employees	3,396.00
		3,396
147	FRS Pension	3,905.28
		3,905
301	7 Lifeguards - Summer	84,200.00
		84,200
308	Swimsuits	500.00
	Staff shirts	200.00
		700.00
		700
311	Facility alarm monitoring	360.00
	Pest control and termite warranty	360.00
		720.00
		720

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21**

EXPENSE DETAIL WORKSHEET

Department: Parks and Recreation
Division: Aquatics
Division #: 463 **Objective No.:** 001

Title: Sasso Pool Operations

#	Computation/Explanation		Amount
312	Sodium Hypochlorite & tank rental	7,700.00	
	CO2 and tank rental	2,597.00	
	Pool chemicals - various	800.00	
	Water test kit refills	300.00	
	Pool supplies - various	600.00	
		11,997.00	11,997
313	Pool Deck Equipment	500.00	
	Feeder repair kit	305.00	
		805.00	805
315	State facility Inspection & operating fees	805.00	805
317	Electrical services	21,061.00	21,061
319	Aquatic Facility Operator recertification	200.00	200
321	Property insurance - Pool, Building (incl. contents) & Equipment	9,185.00	9,185
329	Building Repairs	2,400.00	2,400
331	Equipment repairs	2,325.00	2,325
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims in	2,696.00	2,696
910	Debt service on 2010 Pension Obligation Bonds	5,375.00	5,375
			295,923

CITY OF NORTH MIAMI
FISCAL YEAR 2020-21

EXPENSE DETAIL WORKSHEET

Department: Parks and Recreation
Division: Aquatics
Division #: 463 **Objective No.:** 002

Title: Lifeguard Training Classes

#	Computation/Explanation		Amount
312	Lifeguard training books	1,115.00	
	Class supplies - various	300.00	
	Class certification (American Red Cross)	200.00	
		1,615.00	1,615

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21**

EXPENSE DETAIL WORKSHEET

Department: Parks and Recreation
Division: Aquatics
Division #: 463 **Objective No.:** 003

Title: Pre-School Swim Program

#	Computation/Explanation	Amount
303	Class completion cards 100.00	100
312	Provide free swim lessons to resident children (1 per family per year) 4,900.00	4,900
		5,000

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	209,259	112,073	165,875	147,236
Operating Expenses	505,738	360,646	353,776	405,335
Internal Services	-4,839	4,251	4,251	3,902
Operating Budget	710,158	476,970	523,902	556,473
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	7,957	7,330	7,330	7,779
Total Budget	718,115	484,300	531,232	564,252

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Tennis Superintendent	31	1

Total # of Full-Time Employees 1

2020-21 Operating Budget: 556,473
2019-20 Operating Budget: 476,970
Dollar Change: 79,503
Percentage Change: 16.67%

2020-21 Personnel - F.T.E. 1.00
2019-20 Personnel - F.T.E. 2.00
Personnel Change: -1.00

Budget Objectives Form

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

Objective:

\$ 564,252 To provide tennis instruction, programs, tournaments, leagues, and tennis services for Penny Sugarman Tennis Center, Pepper Park and Cagni Park.

ACTIVITIES:

\$ 561,242 001 **Penny Sugarman and Cagni Tennis Facilities:** provide funding for supervision, facility upkeep/maintenance of 13 tennis courts in order to accommodate the leisure needs of the residents of North Miami. Including USTA sanction tournaments and events.

\$ 3,010 002 **Pepper Park Tennis Operation:** provide funding for supervision, facility upkeep/maintenance of 12 tennis courts in order to accommodate the leisure needs of the residents of North Miami. Including USTA tournaments and events

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21**

EXPENSE DETAIL WORKSHEET

Department: Parks and Recreation
Division: Tennis
Division #: 464 **Objective No.:** 001

Title: Penny Sugarman Facility Operations

#	Computation/Explanation	Amount
101	Tennis Superintendent	93,884.34
		93,884
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	7,182.13
	7.65% of Outside Wages	5,075.93
		12,258.06
		12,258
141	Employer contribution to 691 Pension Plan	27,075.00
		27,075
142	Group health premiums - \$591.61/mo. x 12 mos. x 2 employees	7,099.32
	Group dental premiums - \$14.4/mo. x 12 mos. x 2 employees	172.80
	Dependent coverage - \$150/mo. x 12 mos. x 1 employee	1,800.00
	Life insurance premiums - .34/1000 x salaries	29.82
	AD & D insurance premiums - .04/1000 x salaries	3.51
		9,105.45
		9,105
144	Workers' Compensation coverage for General Fund Employees	4,914.00
		4,914
301	Outside Wages - Tennis Pro	66,352.00
		66,352
311	Pest Control	343.00
	001-Tennis Pros	310,393.00
		310,736.00
		310,736
312	Surfacing material (clay court)	2,000.00
	Windscreens	1,000.00
	Various supplies	3,789.00
		6,789.00
		6,789
317	Electrical service	13,835.00
		13,835
321	Property insurance on Tennis Center (incl. contents) and Equip.	3,584.00
	Flood insurance on Tennis Center (incl. contents) and Equip.	1,029.00
		4,613.00
		4,613

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21**

EXPENSE DETAIL WORKSHEET

Department: Parks and Recreation
Division: Tennis
Division #: 464 **Objective No.:** 001

Title: Penny Sugarman Facility Operations

#	Computation/Explanation	Amount
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims 3,902.00	3,902
910	Debt service on 2010 Pension Obligation Bonds 7,779.00	7,779
		561,242

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21**

EXPENSE DETAIL WORKSHEET

Department: Parks and Recreation
Division: Tennis
Division #: 464 **Objective No.:** 002

Title: Pepper Park Tennis Operation

#	Computation/Explanation	Amount
308	Staff Shirts	100.00
311	Facility Alarm Monitoring	480.00
312	Windscreens	600.00
	Various supplies	795.00
		1,395.00
313	Equipment Various	475.00
321	Property insurance on Tennis Pro Shop (incl. contents)	560.00
		3,010

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	231,927	380,426	238,905	278,680
Operating Expenses	244,042	205,304	198,108	203,706
Internal Services	-6,346	5,688	5,688	6,051
Operating Budget	469,623	591,418	442,701	488,437
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	10,428	9,807	9,807	14,067
Total Budget	480,051	601,225	452,508	502,504

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Recreation Leader II	20	1
Recreation Leader I	18	2
Total # of Full-Time Employees		3

2020-21 Operating Budget: 488,437
2019-20 Operating Budget: 591,418
Dollar Change: (102,981)
Percentage Change: -17.41%

2020-21 Personnel - F.T.E. 3.00
2019-20 Personnel - F.T.E. 6.00
Personnel Change: -3.00

Budget Objectives Form

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

Objective:

\$ 502,504 To operate programs in Sunkist Grove Community Center, Keystone Community Center, and Griffing Adult Center.

ACTIVITIES:

\$ 121,866 001 **Sunkist Grove Community Center:** operate Sunkist Grove Community Center, including a computer lab, drop-in evening program, weekend rentals, and camps.

\$ 160,078 002 **Griffing Adult Center:** operate the Griffing Adult Center for senior adult programming, after school programs, weekend rentals, community meetings, adult fitness classes, and events. Provide staff and supplies for operation of various classes for senior adults, and after school programming.

\$ 108,532 003 **Keystone Center and School Skills Program:** operation of Keystone Community Center, which includes youth programming, adult fitness classes, community meetings, weekend rentals, and camps.

\$ 112,028 004 **Teen Programming:** plan, administer and direct teen programming, youth summer camps, weekend rentals and community meetings.

CITY OF NORTH MIAMI
FISCAL YEAR 2020-21

EXPENSE DETAIL WORKSHEET

Department: Parks and Recreation
Division: Facility Operations
Division #: 465 **Objective No.:** 001

Title: Sunkist Grove Community Center

#	Computation/Explanation	Amount
101	Recreation Leader I	36,221.90
		36,222
104	Emergency Recalls (10 hours)	292.05
		292
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	2,770.98
	7.65% of outside wages	2,537.96
	7.65% of overtime	22.34
		5,331.28
		5,331
142	Group health premiums - \$591.61/mo. x 12 mos. x 1 employee	7,099.32
	Group dental premiums - \$14.4/mo. x 12 mos. x 1 employee	172.80
	Life insurance premiums - .34/1000 x salaries	11.59
	AD & D insurance premiums - .04/1000 x salaries	1.36
		7,285.07
		7,285
144	Workers' Compensation coverage for General Fund Employees	4,492.00
		4,492
147	FRS Pension	3,622.19
		3,622
301	Recreation Staff - 2 staff	33,176.00
		33,176
311	Janitorial services	9,000.00
	Pest Control for building	1,000.00
		10,000.00
		10,000
312	Assorted crafts and games	300.00
	Supplies - various	650.00
		950.00
		950
315	Fire Permit Fee	200.00
	Health Inspection Fee	250.00
		450.00
		450
317	Electrical service	7,503.00
		7,503
321	Property insurance on Community Center building (incl. contents)	5,600.00
		5,600

CITY OF NORTH MIAMI
FISCAL YEAR 2020-21

EXPENSE DETAIL WORKSHEET

Department: Parks and Recreation
Division: Facility Operations
Division #: 465 **Objective No.:** 001

Title: Sunkist Grove Community Center

#	Computation/Explanation	Amount
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims 2,319.00	2,319
910	Debt service on 2010 Pension Bonds 4,624.00	4,624
		121,866

CITY OF NORTH MIAMI
FISCAL YEAR 2020-21

EXPENSE DETAIL WORKSHEET

Department: Parks and Recreation
Division: Facility Operations
Division #: 465 **Objective No.:** 002

Title: Griffing Adult Center

#	Computation/Explanation	Amount
101	Recreation Leader II	46,051.00
		46,051.00
		46,051
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	3,522.90
	7.65% of outside wages	3,442.50
		6,965.40
		6,965
141	Employer contribution to 691 Pension Plan	15,478.00
		15,478
142	Group health premiums - \$591.61/mo. x 12 mos. x 1 employee	7,099.32
	Group dental premiums - \$14.4/mo. x 12 mos. x 1 employee	172.80
	Life insurance premiums - .34/1000 x salaries	15.66
	AD & D insurance premiums - .04/1000 x salaries	1.84
		7,289.62
		7,290
144	Workers' Compensation coverage for General Fund Employees	4,853.00
		4,853
147	FRS Pension	4,605.10
		4,605
301	Recreation staff - 2 staff	24,845.00
	Rec. Leader I	20,155.00
		45,000.00
		45,000
311	Janitorial services	5,000.00
	Pest Control for building	1,000.00
		6,000.00
		6,000
312	Paper goods	400.00
	Games and supplies	450.00
	Arts and crafts supplies	600.00
		1,450.00
		1,450
315	Fire permit fee	200.00
	Health Inspection Permit	200.00
		400.00
		400
317	Electrical service (2 Accounts)	7,081.00
		7,081

CITY OF NORTH MIAMI
FISCAL YEAR 2020-21

EXPENSE DETAIL WORKSHEET

Department: Parks and Recreation
Division: Facility Operations
Division #: 465 **Objective No.:** 002

Title: Griffing Adult Center

#	Computation/Explanation	Amount
321	Property insurance on Building (incl. contents)	5,600.00
	Flood insurance on Building (incl. contents)	1,804.00
		<u>7,404.00</u>
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	2,506.00
910	Debt service on 2010 Pension Obligation Bonds	4,995.00
		<u>160,078</u>

CITY OF NORTH MIAMI
FISCAL YEAR 2020-21

EXPENSE DETAIL WORKSHEET

Department: Parks and Recreation
Division: Facility Operations
Division #: 465 **Objective No.:** 003

Title: Keystone Center and Programming

#	Computation/Explanation	Amount
101	Recreation Leader I	45,841.41
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	3,506.87
	7.65% of Outside Wages	1,312.13
		4,819.00
141	Employer contribution to 691 Pension Plan	10,372.00
142	Group health premiums - \$591.61/mo. x 12 mos. x 1 employee	7,099.32
	Group dental premiums - \$14.4/mo. x 12 mos. x 1 employee	172.80
	Life insurance premiums - .34/1000 x salaries	14.90
	AD & D insurance premiums - .04/1000 x salaries	1.75
		7,288.77
144	Workers' Compensation coverage for General Fund Employees	1,947.00
301	Rec staff	11,440.00
	Exercise Instructor	1,680.00
	Dance Instructor	4,032.00
		17,152.00
311	Contractual class instructor	4,000.00
	Janitorial service	3,000.00
	Pest control for building	405.00
		7,405.00
312	Supplies - various	1,100.00
315	Fire permit fee	125.00
317	Electrical service	4,011.00
321	Property insurance on Building (incl. contents)	4,032.00
	Flood insurance on Building (incl. contents)	1,430.00
		5,462.00
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	1,005.00
910	Debt service on 2010 Pension Obligation Bonds	2,004.00
		108,532

CITY OF NORTH MIAMI
FISCAL YEAR 2020-21

EXPENSE DETAIL WORKSHEET

Department: Parks and Recreation
Division: Facility Operations
Division #: 465 **Objective No.:** 004

Title: Kiwanis Center and Programming

#	Computation/Explanation	Amount
101	Recreation Leader II	43,822.44
		43,822
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	3,352.38
	7.65% of Outside Wages	2,537.96
		5,890.34
		5,890
142	Group health premiums - \$591.61/mo. x 12 mos. x 1 employee	7,099.32
	Group dental premiums - \$14.4/mo. x 12 mos. x 1 employee	172.80
	Dependents' + Family Coverage - \$250/mo. x 12 mos. x 1 employee	3,000.00
	Life insurance premiums - .34/1000 x salaries	14.19
	AD & D insurance premiums - .04/1000 x salaries	1.67
		10,287.98
		10,288
144	Workers' Compensation coverage for General Fund Employees	1,544.00
		1,544
147	FRS Pension	4,382.24
		4,382
301	Rec staff	33,176.00
		33,176
311	Janitorial service	4,000.00
	Alarm Monitoring	1,000.00
	Pest control for Building	1,000.00
		6,000.00
		6,000
312	Supplies Various	1,800.00
		1,800
321	Property insurance on Building (incl. contents)	1,456.00
		1,456
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	1,226.00
		1,226
910	Debt service on 2010 Pension Obligation Bonds	2,444.00
		2,444
		112,028

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	83,177	104,206	65,782	2,731
Operating Expenses	75,223	40,830	39,783	37,403
Internal Services	1,517	4,111	4,111	11,271
Operating Budget	<u>159,917</u>	<u>149,147</u>	<u>109,676</u>	<u>51,405</u>
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	3,640	3,640	4,323
Total Budget	<u><u>159,917</u></u>	<u><u>152,787</u></u>	<u><u>113,316</u></u>	<u><u>55,728</u></u>

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Total # of Full-Time Employees		<u><u>0</u></u>

2020-21 Operating Budget: 51,405
2019-20 Operating Budget: 149,147
Dollar Change: (97,742)
Percentage Change: -65.53%

2020-21 Personnel - F.T.E. 0.00
2019-20 Personnel - F.T.E. 1.00
Personnel Change: -1.00

Budget Objective Form

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

Objective:

\$ 55,728 To provide administrative support for the Parks Division and the operations of the parks maintenance office.

ACTIVITIES:

\$ 21,642 001 **Parks Administration:** provide administration, operational control, coordination, and clerical support to the Parks Division.

\$ 26,883 002 **Parks Operations Center Expenses:** provide funding for operating expenditures including utilities (water and sewer, telephones, electricity, and sanitation collection charges), contractual services (maintenance of the air conditioning and burglar alarm) and office machines.

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21**

EXPENSE DETAIL WORKSHEET

Department: Parks and Recreation
Division: Parks Administration
Division #: 466 **Objective No.:** 001

Title: Parks Administration

#	Computation/Explanation	Amount
144	Workers' Compensation coverage for General Fund Employees	2,731.00 2,731
304	Office Supplies	515.00 515
311	Annual maintenance service - Tree Inventory System	2,325.00 2,325
312	First aid kits and supplies	175.00
	Hurricane Equipment	6,500.00
	Various supplies	1,000.00
		7,675.00 7,675
319	Training	510.00 510
331	Equipment maintenance	1,395.00 1,395
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	2,168.00 2,168
910	Debt service on 2010 Pension Obligation Bonds	4,323.00 4,323
		21,642

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21**

EXPENSE DETAIL WORKSHEET

Department: Parks and Recreation
Division: Parks Administration
Division #: 466 **Objective No.:** 002

Title: Parks Operation Center Expenses

#	Computation/Explanation	Amount
311	Facility alarm monitoring	1,710.00
315	Annual permit for fertilizer building	550.00
	Annual chemical vault inspection	375.00
		925.00
317	Electrical service	10,707.00
321	Property insurance on POC buildings (incl. contents)	10,641.00
329	Facility maintenance (Pepper Park Bathrooms)	1,000.00
408	Copier lease agreement	1,900.00
		26,883

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21**

EXPENSE DETAIL WORKSHEET

Department: Parks and Recreation
Division: Parks Administration
Division #: 466 **Objective No.:** 003

Title: Vehicle Maintenance & Replacement

#	Computation/Explanation	Amount
441	Vehicle Maintenance 7,203.00	7,203.00
		7,203

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	7,204	2,291	5,271	5,128
Materials, Supplies & Services	149,689	79,975	116,672	120,163
Internal Services	0	0	0	0
The City and Miami-Dade C	156,893	82,266	121,943	125,291
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	156,893	82,266	121,943	125,291

PERSONNEL SERVICES DETAIL:

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

Total # of Full-Time Employees 0

2020-21 Operating Budget:	125,291
2019-20 Operating Budget:	82,266
Dollar Change:	<u>43,025</u>
Percentage Change:	<u>52.30%</u>
2020-21 Personnel - F.T.E.	0.00
2019-20 Personnel - F.T.E.	<u>0.00</u>
Personnel Change:	<u>0.00</u>

Budget Objective Form

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

Objective:

\$ 125,291 To provide the staff and supplies/equipment to maintain the North Miami Athletic Stadium.

ACTIVITIES:

\$ 125,291 001 **Stadium Operations:** provide funding for supervision, facility upkeep/maintenance of bathrooms, locker rooms, track and synthetic turf; including funds for grounds, electrical, scoreboard, lighting, bleachers and fencing repairs. As well as part-time park attendants for daily activities of public use, athletic rentals and major semi-pro/professional athletic events.

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21**

Department: Parks and Recreation **EXPENSE DETAIL WORKSHEET**
Division: North Miami Athletic Stadium
Division #: 467 **Objective No.:** 001

Title: North Miami Athletic Stadium Operations

#	Computation/Explanation	Amount	Amount
140	Employer's portion of Social Security Tax @ 7.65% of Outside Wage	5,127.64	5,128
301	Facility attendants - 3 staff	42,900.00	
	Rec. Leader I - 1 staff	24,128.00	
		<u>67,028.00</u>	67,028
308	Staff Shirts	100.00	100
311	Electrical repairs by contract	500.00	
	Field Maintenance	500.00	
	Fire Alarm monitoring	470.00	
		<u>1,470.00</u>	1,470
312	Janitorial Supplies	3,190.00	
	Soccer goal nets and supplies	900.00	
		<u>4,090.00</u>	4,090
315	Backflow inspections	500.00	
	County Fire Permit	477.00	
		<u>977.00</u>	977
317	Electrical Services	13,615.00	13,615
321	Property insurance on Building (incl. contents) & Equipment	25,202.00	
	Flood insurance on Building (incl. contents) & Equipment	4,376.00	
		<u>29,578.00</u>	29,578
329	Building Maintenance	2,000.00	2,000
330	Irrigation parts and light bulbs	930.00	930
331	Equipment Maintenance	375.00	375
			<u>125,291</u>

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	712,504	660,633	653,251	593,866
Operating Expenses	181,696	170,499	149,923	135,552
Internal Services	31,774	109,060	109,060	110,154
Operating Budget	925,974	940,192	912,234	839,572
Capital Outlay	607,259	507,585	410,185	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	25,489	25,278	25,278	25,372
Total Budget	1,558,722	1,473,055	1,347,697	864,944

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Parks Superintendent	30	1
Trades Mechanic	22	2
Maintenance Mechanic	20	2
General Maintenance Worker	18	2

Total # of Full-Time Employees 7

2020-21 Operating Budget: 839,572
2019-20 Operating Budget: 940,192
Dollar Change: (100,620)
Percentage Change: -10.70%

2020-21 Personnel - F.T.E. 7.00
2019-20 Personnel - F.T.E. 9.00
Personnel Change: -2.00

Budget Objective Form

Department: Parks and Recreation

Division: Parks Operations

Dept #: 12

Division #: 468

Objective:

\$ 864,944 To maintain four major park facilities, 11 passive parks, a pool and seven recreation centers. Support City events and activities budgeted in other decision units as well as respond to emergencies and complaints.

ACTIVITIES:

\$ 767,517 001 **Facility Operations:** maintain the City's Parks and Recreation facilities, which include buildings, grounds, pools, and playgrounds.

\$ 97,427 002 **Vehicles:** provides funds for the daily operation, preventive maintenance, emergency repairs and replacement of vehicles.

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21**

EXPENSE DETAIL WORKSHEET

Department: Parks and Recreation
Division: Parks Operations
Division #: 468 **Objective No.:** 001

Title: Facility Operations

#	Computation/Explanation	Amount
101	Parks Superintendent	84,566.31
	Trades Mechanic (2)	107,648.31
	Maintenance Mechanic (2)	101,500.61
	General Maintenance Worker (2)	80,534.87
		374,250.10
		374,250
104	Emergency recalls (200 hours)	6,187.50
		6,188
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	28,630.13
	7.65% of overtime	473.34
		29,103.47
		29,103
141	Employer contribution to 691 Pension Plan	112,043.00
		112,043
142	Group health premiums - \$591.61/mo. x 12 mos. x 7 employees	49,695.24
	Group dental premiums - \$14.4/mo. x 12 mos. x 7 employees	1,209.60
	Dependents' Coverage - \$150/mo. x 12 mos. x 1 employees	1,800.00
	Life insurance premiums - .34/1000 x salaries	121.51
	AD & D insurance premiums - .04/1000 x salaries	14.30
		52,840.65
		52,841
144	Workers' Compensation coverage for General Fund Employees	16,028.00
		16,028
147	FRS Pension	3,413.44
		3,413
308	Uniform service	4,272.00
	Staff shirts and hats	250.00
	Safety shoes	400.00
		4,922.00
		4,922
311	Facility alarm monitoring (12)	4,320.00
	Light system repairs	4,000.00
	A/C Contract "Cool Breeze" (2yr of 3yrs)	1,680.00
		10,000.00
		10,000

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21**

EXPENSE DETAIL WORKSHEET

Department: Parks and Recreation
Division: Parks Operations
Division #: 468 **Objective No.:** 001

Title: Facility Operations

#	Computation/Explanation	Amount	Amount
312	Paper products	1,500.00	
	Garbage bags, containers, and liners	1,500.00	
	Safety equipment and supplies	500.00	
	Cleaning supplies	2,000.00	
	Miscellaneous supplies	500.00	
	Lighting supplies	500.00	
	Field marking dust and paint	4,000.00	
	Painting supplies	5,000.00	
	Clay, sand, and soil	6,000.00	
	Mulch	6,000.00	
	Storm Preparation Supplies	1,500.00	
	Fertilizer	9,000.00	
	Additional landscaping supplies	8,000.00	
		46,000.00	46,000
313	Various equipment	1,300.00	1,300
315	Backflow inspections (7)	900.00	
	Pest control Licensing	100.00	
		1,000.00	1,000
316	Small tools - various	2,500.00	2,500
317	Electrical service (14 accounts)	15,972.00	15,972
321	Property insurance on Facility bldgs & Structures (incl. contents):		
	Besade Park Shelter	366.00	
	North Bayshore Park Dock	82.00	
		448.00	448
329	Electrical and lighting repairs	1,500.00	
	Plumbing repairs	1,500.00	
	Fire extinguisher servicing (41)	1,500.00	
	Repair materials - various	7,000.00	
		11,500.00	11,500

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21**

EXPENSE DETAIL WORKSHEET

Department: Parks and Recreation
Division: Parks Operations
Division #: 468 **Objective No.:** 001

Title: Facility Operations

#	Computation/Explanation	Amount
330	Fence repairs	17,585.00
	Irrigation systems repairs	2,500.00
	Playground repairs	3,500.00
	Repair materials - various	3,000.00
	Light bulbs and ballast	2,000.00
	Landscaping materials	2,500.00
	Parking lot repairs	1,000.00
		32,085.00
		32,085
331	Equipment maintenance	9,650.00
		9,650
350	Solid waste disposal	175.00
		175
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	12,727.00
		12,727
910	Debt service on 2010 Pension Obligation Bonds	25,372.00
		25,372
		767,517

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21**

EXPENSE DETAIL WORKSHEET

Department: Parks and Recreation
Division: Parks Operations
Division #: 468 **Objective No.:** 002

Title: Vehicle Maintenance & Replacement

#	Computation/Explanation	Amount
441	Vehicle Maintenance	97,427.00
		97,427

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	988,459	985,378	978,146	869,831
Operating Expenses	124,593	86,180	97,394	69,995
Internal Services	255,101	410,505	410,505	273,983
Operating Budget	1,368,153	1,482,063	1,486,045	1,213,809
Capital Outlay	44,447	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	39,223	39,840	39,840	36,405
Total Budget	1,451,823	1,521,903	1,525,885	1,250,214

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Parks Supervisor	28	1
Parks Specialist	24	1
Heavy Equipment Operator	22	1
Trades Mechanic	22	1
Maintenance Mechanic	20	1
Motor Equipment Operator	20	3
General Maintenance Worker	18	5
Total # of Full-Time Employees		13

2020-21 Operating Budget: 1,213,809
2019-20 Operating Budget: 1,482,063
Dollar Change: (268,254)
Percentage Change: -18.10%

2020-21 Personnel - F.T.E. 13.00
2019-20 Personnel - F.T.E. 19.00
Personnel Change: -6.00

Budget Objective Form

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

Objective:

\$ 1,250,214 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:

\$ 790,187 001 **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.

\$ 204,305 002 **Landscaping Operations:** maintain landscaping and ground maintenance on City properties including swales, parkways, medians, monuments, cul-de-sacs, and canal ends. Work performed includes trimming, shaping, and repairing as well as removing and replacing landscape as necessary.

\$ 255,722 004 **Vehicles:** provides funds for the daily operation, preventive maintenance, emergency repairs and replacement of vehicles.

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Parks and Recreation
Division: Rights-of-Way Operations
Division #: 469 **Objective No.:** 001

Title: Rights-of-Way Operations

#	Computation/Explanation	Amount
101	Parks Specialist	58,492.74
	Heavy Equipment Operator	53,148.20
	Trades Mechanic	58,457.41
	Motor Equipment Operator (2)	77,714.18
	General Maintenance Worker (4)	137,226.77
	Parks Supervisor	81,249.71
		466,289.01
		466,289
104	Emergency recalls (50 hours)	1,764.00
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	35,671.11
	7.65% of outside wages	1,437.44
	7.65% of overtime	134.95
		37,243.50
		37,244
141	Employer contribution to 691 Pension Plan	76,319.00
142	Group health premiums - \$591.61/mo. x 12 mos. x 10 employees	70,993.20
	Group dental premiums - \$14.4/mo. x 12 mos. x 10 employees	1,728.00
	Dependents' coverage - \$150/mo. x 12 mos. x 1 employee	1,800.00
	Life insurance premiums - .34/1000 x salaries	149.52
	AD & D insurance premiums - .04/1000 x salaries	17.59
		74,688.31
		74,688
144	Workers' Compensation coverage for General Fund Employees	15,550.00
147	FRS Pension	14,359.81
301	Outside Wages- 1 staff	18,790.00
308	Uniform service (10)	5,000.00
	Staff Shirts	250.00
	Safety shoes (10)	550.00
		5,800.00
		5,800
312	Fertilizers	2,000.00
	Landscape materials	2,500.00

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Parks and Recreation
Division: Rights-of-Way Operations
Division #: 469 **Objective No.:** 001

Title: Rights-of-Way Operations

#	Computation/Explanation	Amount
312	Additional landscaping supplies	3,000.00
	Safety equipment and supplies	2,500.00
	Miscellaneous supplies	2,000.00
		12,000.00
		12,000
315	Backflow inspections (155)	365.00
	Landscape licensing	100.00
		465.00
		465
316	Small tools - various	465.00
		465
317	Electric service (114 accounts)	20,488.00
		20,488
330	Irrigation system repairs	4,000.00
	Landscaping /and various repair materials	5,000.00
		9,000.00
		9,000
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	12,348.00
		12,348
910	Debt service for 2010 Pension Obligation Bonds	24,617.00
		24,617
		790,187

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Parks and Recreation
Division: Rights-of-Way Operations
Division #: 469 **Objective No.:** 002

Title: Aerial and Tree Operations

#	Computation/Explanation	Amount
101	Motor Equipment Operator	39,052.82
	General Maintenance Worker	34,134.42
	Maintenance Mechanic	36,077.01
		109,264.25
		109,264
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	8,358.70
		8,359
141	Employer contribution to 691 Pension Plan	25,766.00
		25,766
142	Group health premiums - \$591.61/mo. x 12 mos. x 3 employees	21,297.96
	Group dental premiums - \$14.4/mo. x 12 mos. x 3 employees	518.40
	Life insurance premiums - .34/1000 x salaries	35.46
	AD & D insurance premiums - .04/1000 x salaries	4.17
		21,855.99
		21,856
144	Workers' Compensation coverage for General Fund Employees	7,446.00
		7,446
147	FRS Pension	10,926.43
		10,926
308	Uniform service , Staff Shirts	429.00
	Staff shirts	100.00
	Safety shoes	400.00
		929.00
		929
312	Safety equipment and supplies	1,000.00
	Miscellaneous supplies	500.00
		1,500.00
		1,500
316	Small tools - various	558.00
		558
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	5,913.00
		5,913
910	Debt service on 2010 Pension Obligation Bonds	11,788.00
		11,788
		204,305

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Parks and Recreation
Division: Rights-Of-Ways
Division #: 469 **Objective No.:** 004

Title: Maintenance and Vehicle Purchases

#	Computation/Explanation	Amount
441	Vehicle Maintenance 255,722.00	255,722
		255,722

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	103,130	99,790	93,088	95,310
Operating Expenses	70,149	74,682	72,692	58,606
Internal Services	-2,958	5,227	5,227	1,722
Operating Budget	170,321	179,699	171,007	155,638
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	6,429	5,910	5,910	3,434
Total Budget	176,750	185,609	176,917	159,072

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Parks Naturalist	24	1

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

2020-21 Operating Budget: 155,638
2019-20 Operating Budget: 179,699
Dollar Change: (24,061)
Percentage Change: -13.39%

2020-21 Personnel - F.T.E. 1.00
2019-20 Personnel - F.T.E. 2.00
Personnel Change: -1.00

Budget Objective Form

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

Objective:

\$ 159,072 To provide daily maintenance, supervision, programming, and operation of over 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:

\$ 158,217 001 **Facility Operations and Maintenance:** provide funding for the operation, programming, and maintenance of the park grounds, facilities, and structures.

\$ 855 002 **Facility Programming:** provide nature programming and maintenance of nature exhibits at the facility including guided tours, various workshops, and special nature-related events.

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21**

EXPENSE DETAIL WORKSHEET

Department: Parks and Recreation
Division: Enchanted Forest Elaine Gordon Park
Division #: 471 **Objective No.:** 001

Title: Facility Operations and Maintenance

#	Computation/Explanation	Amount
101	1 Parks Naturalist	60,425.76
		60,426
104	Naturalist to work special events - 15 hours x \$22.65/hour	680.00
		680
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	4,622.59
	7.65% of overtime	52.02
	7.65% of outside wages	2,295.00
		6,969.61
		6,970
141	Employer contribution to 691 Pension Plan	17,771.00
		17,771
142	Group health premiums - \$591.61/mo. x 12 mos. x 1 employees	7,099.32
	Group dental premiums - \$14.4/mo. x 12 mos. x 1 employees	172.80
	Life insurance premiums - .34/1000 x salaries	19.13
	AD & D insurance premiums - .04/1000 x salaries	2.25
		7,293.50
		7,294
144	Workers' Compensation coverage for General Fund Employees	2,169.00
		2,169
301	Park staff - 3 staff	30,000.00
		30,000
305	Mileage reimbursement for Naturalist	125.00
	Conferences and workshops	125.00
		250.00
		250
308	Uniform cleaning	234.00
	Safety shoes (\$50) Staff Shirts (\$40)	90.00
		324.00
		324
311	Facility alarm monitoring	1,200.00
	Termite warranties	600.00
	Janitorial services	3,900.00
		5,700.00
		5,700

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21**

EXPENSE DETAIL WORKSHEET

Department: Parks and Recreation
Division: Enchanted Forest Elaine Gordon Park
Division #: 471 **Objective No.:** 001

Title: Facility Operations and Maintenance

#	Computation/Explanation	Amount
312	Mulch	1,390.00
	Computer and printer supplies	100.00
	Various supplies	1,300.00
		2,790.00
		2,790
317	Electrical services	6,966.00
		6,966
321	Property insurance on bldgs (incl. contents), structures & equip	9,521.00
		9,521
329	Various building repairs	1,200.00
		1,200
330	Landscaping materials	600.00
	Various repairs	400.00
		1,000.00
		1,000
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	1,722.00
		1,722
910	Debt service on 2010 Pension Obligation Bonds	3,434.00
		3,434
		158,217

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21**

EXPENSE DETAIL WORKSHEET

Department: Parks and Recreation
Division: Enchanted Forest Elaine Gordon Park
Division #: 471 **Objective No.:** 002

Title: Nature Camps

#	Computation/Explanation	Amount
312	Participant shirts	300.00
	Games and field equipment	100.00
	Snacks	155.00
	Various supplies	300.00
		855.00
		855

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	6,215	4,858	1,306	4,535
Operating Expenses	97,693	83,300	15,503	66,980
Internal Services	0	0	0	0
Operating Budget	<u>103,908</u>	<u>88,158</u>	<u>16,809</u>	<u>71,515</u>
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	<u>103,908</u>	<u>88,158</u>	<u>16,809</u>	<u>71,515</u>

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

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

2020-21 Operating Budget:	71,515
2019-20 Operating Budget:	<u>88,158</u>
Dollar Change:	<u>(16,643)</u>
Percentage Change:	<u>-18.88%</u>

2020-21 Personnel - F.T.E.	0.00
2019-20 Personnel - F.T.E.	<u>0.00</u>
Personnel Change:	<u>0.00</u>

Budget Objective Form

Department: Parks and Recreation

Division: Summer Camps

Dept #: 12

Division #: 475

Objective:

\$ 71,515 To provide cooperative programming for residents and non-residents during the public school system breaks.

ACTIVITIES:

\$ 71,515 001 **Summer Camps:** provide children ages 6-14 with a place to go during the summer while their parents or guardians are at work. The camps are hosted at Enchanted Forest Elaine Gordon Park, Keystone Community Center, and Sunkist Grove Community Centers.

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21**

EXPENSE DETAIL WORKSHEET

Department: Parks and Recreation
Division: Summer Camps
Division #: 475 **Objective No.:** 001

Title: Summer Camps

#	Computation/Explanation	Amount
140	Employer's portion of Social Security Tax @ 7.65% of Salarie	4,534.92
		4,535
301	Camp Director - 2 staff	11,520.00
	Asst. Camp Director - 1 staff	4,480.00
	Camp Staff - 11 staff	35,200.00
	Camp Staff - 4 staff	3,200.00
	Training - 15 employees	720.00
	Bus Driver	4,160.00
		59,280.00
		59,280
308	Staff Shirts	1,000.00
		1,000
311	Contractual instructors - Performing Arts	1,700.00
		1,700
312	Snacks and Refreshments	1,000.00
	Participant shirts	2,000.00
	Craft Supplies	1,000.00
	Games and Equipment	1,000.00
		5,000.00
		5,000
		71,515

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	101,596	147,978	105,617	28,546
Operating Expenses	600,721	493,843	414,194	250,988
Internal Services	9,412	17,126	16,063	28,936
Operating Budget	<u>711,729</u>	<u>658,947</u>	<u>535,874</u>	<u>308,470</u>
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	2,500	2,500	2,500
Reserves & Other	4,028	3,666	3,666	3,833
Total Budget	<u><u>715,757</u></u>	<u><u>665,113</u></u>	<u><u>542,040</u></u>	<u><u>314,803</u></u>

PERSONNEL SERVICES DETAIL:

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

Total # of Full-Time Employees 0

2020-21 Operating Budget:	308,470
2019-20 Operating Budget:	<u>658,947</u>
Dollar Change:	<u>(350,477)</u>
Percentage Change:	<u>-53.19%</u>

2020-21 Personnel - F.T.E.	0.00
2019-20 Personnel - F.T.E.	<u>1.00</u>
Personnel Change:	<u><u>-1.00</u></u>

Budget Summary Form

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

Objective:

\$ 314,803 To coordinate staff and implement events sponsored and/or run by the City of North Miami. These events include the WinterNational Parade, July 4th Celebration, Halloween Haunted Event, and various civic events.

ACTIVITIES:

\$ 35,434 001 **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.

\$ 9,096 003 **July 4th Celebration:** promote and produce North Miami's annual family Independence Day celebration featuring a major fireworks display, live entertainment, games and activities.

\$ 225,517 005 **Community Events:** these events give the City the opportunity to recognize various heritage months, holidays and cultural days by bringing the community, its residents and local schools/ universities together for a common purpose.

\$ 13,437 006 **City Events:** provide support for various community events held throughout the City such as Veterans and Memorial Day ceremonies, and North Miami Concert Band concerts.

\$ 4,306 007 **Civic Group Events:** provide staff support for various annual events; some of the events include Little League, relay for Life and other civic events.

\$ 27,013 009 **Vehicle:** provides funds for the daily operation, preventive maintenance, emergency repairs and replacement of vehicles.

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21**

Department: Parks & Recreation **EXPENSE DETAIL WORKSHEET**
Division: Community Events
Division #: 478 **Objective No.:** 001

Title: Special Events Staff

#	Computation/Explanation	Amount
140	Employer's portion of Social Security Tax @ 7.65% of Salaries 7.65% of outside wages	0.00 1,268.98 <hr/> 1,268.98
		1,269
144	Workers' Compensation coverage for General Fund Employees	2,421.00
		2,421
301	Special Events Staff	16,588.00
		16,588
312	Miscellaneous event supplies	4,000.00
		4,000
315	Cellular Phone Reimbursement	600.00
		600
321	Insurance for Special Events	4,800.00
		4,800
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	1,923.00
		1,923
910	Debt service on 2010 Pension Obligation Bonds	3,833.00
		3,833
		<hr/> 35,434

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21**

Department: Parks & Recreation **EXPENSE DETAIL WORKSHEET**
Division: Community Events
Division #: 478 **Objective No.:** 003

Title: July 4th Celebration

#	Computation/Explanation	Amount
106	Parks Staff (150 hours)	4,200.00
	Police Staff (80 hours)	2,500.00
	Recreation Staff (40 hours)	1,000.00
	Public Works Staff (16 hours)	750.00
	8,450.00	8,450
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	646.43
		9,096

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21**

Department: Parks and Recreation **EXPENSE DETAIL WORKSHEET**
Division: Community Events
Division #: 478 **Objective No.:** 005

Title: Community Events

#	Computation/Explanation	Amount
104	Recreation Staff - Other Events	
	Spring Egg Hunt (8 hours)	240.00
	Earth Day (8 hours)	240.00
		480.00
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	36.72
391	Event Supplies	
	Thanksgiving Turkey Drive	30,000.00
	Thanksgiving Parade	5,000.00
	Induction Ceremony	20,000.00
	NoMi Fest	20,000.00
	BrewFest	150,000.00
		225,000.00
		225,517

CITY OF NORTH MIAMI
FISCAL YEAR 2020-21

Department: Parks & Recreation **EXPENSE DETAIL WORKSHEET**
Division: Community Events
Division #: 478 **Objective No.:** 006

Title: City Events

#	Computation/Explanation	Amount	
104	Martin Luther King Jr. Celebration		
	Parks staff (14 hours)	380.00	
	Recreation staff (18 hours)	440.00	
	Police staff (8 hours)	425.00	
		1,245.00	
	137 Terrace Holiday Tree Lighting		
	Parks staff	3,510.00	
Police staff	2,000.00		
	8,000.00	8,000	
106	Veterans Day Ceremonies		
	Parks staff (20 hours)	460.00	
	Recreation Staff (15 hours)	300.00	
	Martin Luther King Jr. Celebration		
	Parks staff (30 hours)	600.00	
	Memorial Day Ceremonies		
	Parks staff (20 hours)	500.00	
Recreation staff (15 hours)	300.00		
	2,160.00	2,160	
140	Social Security on above wages	777.24	777
807	North Miami Community Concert Band grant	2,500.00	2,500
			13,437

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21**

Department: Parks and Recreation **EXPENSE DETAIL WORKSHEET**
Division: Community Events
Division #: 478 **Objective No.:** 007

Title: Civic Group Events

#	Computation/Explanation	Amount
104	Little League Ceremonies - American & National Parks & Recreation Staff (20 hours)	900.00
	American Cancer Society - Relay for Life Parks staff (30 hours)	900.00
	Diaspo Cup Parks staff (24 Hours)	1,200.00
	Miscellaneous Civic event Parks & Recreation staff (30 hours)	1,000.00
		<u>4,000.00</u>
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	306.00
		4,306

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21**

EXPENSE DETAIL WORKSHEET

Department: Parks and Recreation
Division: Community Events
Division #: 478 **Objective No.:** 009

Title: Vehicle Maintenance & Replacement

#	Computation/Explanation	Amount
441	Vehicle Maintenance 27,013.00	27,013
		27,013

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	4,007	1,508	3,259	2,721
Operating Expenses	82,013	54,288	61,695	67,452
Internal Services	0	0	0	0
Operating Budget	86,020	55,796	64,954	70,173
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	86,020	55,796	64,954	70,173

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2020-21 Operating Budget: 70,173
2019-20 Operating Budget: 55,796
Dollar Change: 14,377
Percentage Change: 25.77%

2020-21 Personnel - F.T.E. 0.00
2019-20 Personnel - F.T.E. 0.00
Personnel Change: 0.00

Budget Objective Form

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

Objective:

\$ 70,173 To provide a facility for public assembly activities including private, non-profit, government, civic and educational functions.

ACTIVITIES:

\$ 70,173 001 **GMCC Operations:** provide part-time staff for facility functions, including rentals, community meetings and events. Provide funding for facility upkeep/maintenance; including landscaping, building, air conditioning, appliances and contractual cleaning.

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21**

EXPENSE DETAIL WORKSHEET

Department: Parks and Recreation
Division: Gwen Margolis Community Center
Division #: 479 **Objective No.:** 001

Title: GMCC Operations

#	Computation/Explanation	Amount
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	2,720.95
301	Facility staff - 1 staff	11,440.00
	Rec. Leader I	24,128.00
		35,568.00
311	Janitorial service	3,000.00
	Event clean-up (40)	2,649.00
	Facility alarm monitoring	360.00
	Dust mat and mop service	300.00
	Pest Control	360.00
		6,669.00
312	Paper Products	300.00
	Garbage bags and containers	300.00
	Miscellaneous supplies	200.00
		800.00
313	Equipment Replacement	1,425.00
315	Fire permit fee	175.00
	Assembly permit fee	125.00
		300.00
317	Electrical service	12,200.00
321	Property insurance on Building (incl. contents)	5,600.00
	Flood insurance on Building (incl. contents)	1,890.00
		7,490.00
329	Facility maintenance	3,000.00
		70,173

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	0	2,410	0	0
Operating Expenses	1,853	3,900	2,000	1,900
Internal Services	0	0	0	0
Operating Budget	1,853	6,310	2,000	1,900
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	1,000	1,000	1,000
Reserves & Other	0	0	0	0
Total Budget	1,853	7,310	3,000	2,900

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2020-21 Operating Budget: 1,900
2019-20 Operating Budget: 6,310
Dollar Change: (4,410)
Percentage Change: -69.89%

2020-21 Personnel - F.T.E. 0.00
2019-20 Personnel - F.T.E. 0.00
Personnel Change: 0.00

Budget Objective Form

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

Objective:

\$ 2,900 To provide specialized programs for North Miami’s youth as recommended by the Youth Opportunity Board and the City Council.

ACTIVITIES:

\$ 1,950 002 **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.

\$ 950 004 **Essay Contests:** provide 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.

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Parks and Recreation
Division: Youth Programs
Division #: 483 **Objective No.:** 002

Title: Recognition and Scholarship Programs

#	Computation/Explanation	Amount
312	Certificates and plaques	950.00 950
803	Student scholarships	1,000.00 1,000
		1,950

CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET

Department: Parks and Recreation
Division: Youth Programs
Division #: 483 **Objective No.:** 004

Title: Essay Contests

#		Amount
315	Awards for contest winners	950.00 950

NON-DEPARTMENTAL

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	44,817	6,695	942	-1,501,390
Materials, Supplies & Services	386,762	680,774	1,063,454	1,237,869
Internal Services	-175,830	0	0	14,587
Operating Budget	255,749	687,469	1,064,396	-248,934
Capital Outlay	0	0	0	1,150,000
Debt Service	0	0	0	0
Grants & Aids	323,957	335,000	335,000	247,750
Reserves & Other	91,476	3,389,553	0	2,000,000
Total Budget	671,182	4,412,022	1,399,396	3,148,816

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2020-21 Operating Budget: (248,934)
2019-20 Operating Budget: 687,469
Dollar Change: (936,403)
Percentage Change: -136.21%

2020-21 Personnel - F.T.E. 0.00
2019-20 Personnel - F.T.E. 0.00
Personnel Change: 0.00

Budget Summary Form

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

Objective:

\$ 3,148,816 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:

\$ 871,066	001	Miscellaneous Expenses & Reserves: Provides funds for reimbursement to Florida Unemployment Compensation Fund for benefits paid.
\$ 2,000,000	002	Miscellaneous Expenses & Reserves: Provides funds for accrued sick leave and vacation upon retirement for employees; contingency funds for emergency or unforeseen expenses that cannot be anticipated during the budget process and are authorized by the City Manager.
\$ 30,000	004	Biscayne Landing Maintenance
\$ 247,750	Sup	Civic Grants

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Non-Departmental
Division: Non-Departmental Expenses
Division #: 480 **Objective No.:** 001

Title: Miscellaneous Expenses

#	Computation/Explanation	Amount
101	Furlough	-1,043,103
	Social Security for Furlough	-79,797
	Merit - Non Bargaining	-158,475
	Social Security for Merit	-12,123
	Health Contribution	-221,000
		-1,514,498
		-1,514,498
141	CRA Pension	13,108.00
142	Insurance Contingency	447,467.00
315	Youth Council Board	1,000.00
315	Grant Match for CP&D	41,000.00
	Grant Match for Neat Street	25,000.00
		66,000.00
		66,000
343	Case Cost Contingency	300,000.00
400	Technology Improvements	393,402.00
441	Fleet - CRA	14,587.00
607	SoleMia Park Design for Community Center	650,000.00
	Breezeswept Tot Lot	500,000.00
		1,150,000.00
		1,150,000
		871,066

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Non-Departmental
Division: Non-Departmental Expenses
Division #: 480 **Objective No.:** 002

Title: Miscellaneous Expenses & Reserves

#	Computation/Explanation		
980	Water and Sewer Deficit Payback Reserve	1,000,000.00	1,000,000
	Deficit Reduction	1,000,000.00	1,000,000
			2,000,000

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Non-departmental
Division: Non-departmental
Division #: 480 **Objective No.:** 004

Title: Biscayne Landing Maintenance

#	Computation/Explanation	Amount
311	Miscellaneous Biscayne Landing expenses 30,000.00	30,000
		30,000

FY21 Supplemental/CIP Request

Project Description:	Grants to Others	Project #	0
Department:	Non-Departmental	Totals	\$247,750
Division:	Grants to Others	Request Type	Additional Funds
Account Number:	001-13-486000-519-XXX	Priority Level	Regulatory Requirement
Project Location:			

Objective:

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

Justification:

The City provides grant funds to entities for their use in providing services to the residents of this community. The grants for FY21 are listed below:

Project Estimates:

Object Code	Description	Prior Years	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total Estimate
801	NoMi Fdtn for Sr Citizens	\$ 115,500	\$ 57,750					\$ 57,750
810	NoMi Chamber of Commerce	\$ 75,000	\$ 37,500					\$ 37,500
810	NoMi Haitian Chamber of Commerce	\$ 20,000	\$ 10,000					\$ 10,000
818	PAL Grant and PAL Tutoring	\$ 195,000	\$ 95,000					\$ 95,000
820	First Generation Scholarship Fund	\$ 10,000	\$ 5,000					\$ 5,000
820	Take Stock in Children Scholarship	\$ 10,000	\$ 5,000					\$ 5,000
820	Adult Continuing Education	\$ 50,000	\$ 25,000					\$ 25,000
825	Assoc. Haitian Educators of Dade	\$ 25,000	\$ 12,500					\$ 12,500
								\$ -
Total		\$ 500,500	\$ 247,750					\$ 247,750

Funding Source	Fund #	%	Prior Years	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total Estimate
Gen Fund	001	100%	\$ 500,500	\$ 247,750					\$ 247,750
Total		100%	\$ 500,500	\$ 247,750	-	-	-	-	\$ 247,750

Budget Office Use Only

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

FY21 Operating Cost:	\$ 247,750
FY21 Capital Cost:	\$ -
Future Years' Estimated Annual Cost:	\$ 247,750

MOCA

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	235,872	233,541	238,254	216,841
Operating Expenses	196,969	196,436	184,588	187,543
Internal Services	5,184	19,457	17,640	16,942
Operating Budget	438,025	449,434	440,482	421,326
Capital Outlay	0	628,946	628,946	0
Debt Service	0	0		0
Grants & Aids	1,506,549	1,375,921	1,125,313	939,377
Reserves & Other	9,201	7,138	7,138	7,651
Total Budget	1,953,775	2,461,439	2,201,879	1,368,354

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
MOCA Director	40	1
Total # of Full-Time Employees		1

2020-21 Operating Budget:	421,326
2019-20 Operating Budget:	449,434
Dollar Change:	(28,108)
Percentage Change:	-6.25%

2020-21 Personnel - F.T.E.	1.00
2019-20 Personnel - F.T.E.	1.00
Personnel Change:	0.00

Budget Objectives Form

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

Objective:

\$ 1,368,354

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

ACTIVITIES:

- | | | |
|---------|-----|---|
| 229,847 | 001 | MOCA Administrative Staff: provide management and coordination of the exhibits and programs offered throughout the year by the Museum of Contemporary Art including exhibitions, Jazz at MOCA concerts, lectures, cultural events, children’s classes, teen programs, and other art programming – both onsite and virtually. |
| 894,977 | 002 | Museum Specialized Services: provide for the services required of a first-class museum including curatorial, preparatory, development, educational, communications, and operational services. |
| 183,026 | 003 | Building Operations: provide the maintenance and upkeep of the 23,000 square foot MOCA building, including utilities, security and other contractual building services. |
| 52,400 | 004 | Jazz at MOCA: provide outdoor jazz concerts in the MOCA Plaza at no charge for the entertainment and enjoyment of City residents and visitors (virtually if conditions warrant). |
| 8,104 | 005 | Vehicles: provides funds for the daily operation, preventive maintenance, emergency repairs and replacement of vehicles. |

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Museum of Contemporary Art
Division: MOCA
Division #: 482 **Objective No.:** 001

Title: MOCA Administrative Staff

#	Computation/Explanation	Amount
101	MOCA Director	139,194.36
		139,194
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	10,607.52
		10,608
142	Group health premiums - \$591.61/mo. x 12 mos. x 1 employees	7,099.32
	Group dental premiums - \$14/mo. x 12 mos. x 1 employees	172.80
	Dependents' coverage - \$150/mo. x 12 mos. x 1 employee	1,800.00
	Life insurance premiums - .34/1000 x salaries	46.36
	Add'l Life Insurance - .34/1000 x Dir salary	46.36
	AD & D insurance premiums - .04/1000 x salaries	5.45
		9,170.29
		9,170
144	Workers' Compensation coverage for General Fund Employees	4,833.00
		4,833
150	FRS Pension	37,986.14
		37,986
148	Retiree Group Insurance	
	Bonnie Clearwater - (\$544.38 + 43.08) x 12 mos.	7,049.52
		7,050
311	Required background check and fingerprinting	617.00
		617
312	Printer supplies	300.00
		300
315	Director's Auto Allowance \$250/mo. x 12 mos.	3,000.00
	Director's cell phone allowance \$50/mo. x 12 mos.	600.00
		3,600.00
		3,600
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	3,838.00
		3,838
408	Copier Expense - \$220/month x 12 months	2,540.00
	Extra copies B&W - 18,000 copies/mo. @ \$0.00528/copy	800.00
	Staples	160.00
	Extra copies color 4,100/mo. @ .045	1,500.00
		5,000.00
		5,000
910	Debt service on 2010 Pension Obligation Bonds	7,651.00
		7,651
		229,847

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Museum of Contemporary Art
Division: MOCA
Division #: 482 **Objective No.:** 002

Title: Museum Specialized Services

#	Computation/Explanation	Amount
813	Grant to MOCA for development expenses to assist with costs of specialized fundraising events and activities and securing membership support for the museum.	
	Director of Operations	78,750.00
	Director of Development	85,000.00
	Curator of Education	60,320.00
	Chief Accountant	55,000.00
	Graphic Designer	41,683.20
	Finance Assistant	34,944.00
	Development Coordinator	40,000.00
	Building Manager	58,000.00
	Chief of Security	37,481.60
	Registrar	52,000.00
	Assistant Building Manager	48,000.00
	Exhibitions and Project Manager	68,350.00
	Subtotal Of Full Time Staff	659,528.80
	Employer's portion of Social Security Tax @ 7.65% of Salaries	54,661.45
	Group health premiums - \$591.61/mo. x 12 mos. x 12 employees	96,971.52
	Group dental premiums - \$14.4/mo. x 12 mos. x 12 employees	2,764.80
	Life insurance premiums - .34/1000 x salaries	224.24
	AD & D insurance premiums - .04/1000 x salaries	26.38
		99,986.94
		99,987
	Gallery Interpreters (5 Part-time)	55,000.00
	Subtotal of outside wages for part time staffing	55,000.00
		55,000
	Art Insurance	11,000.00
	Art Storage	10,000.00
	Collection Care	4,800.00
	Subtotal of Management Agreement Expenses	25,800.00
		25,800.00
	Total Grant for Specialized Services to MOCA Inc.	894,977

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Museum of Contemporary Art
Division: MOCA
Division #: 482 **Objective No.:** 003

Title: Building Operations

#	Computation/Explanation	Amount
311	Contractual Building Services	
	2 Dust mat every 4 weeks, \$5.00 x 13 deliveries	130.00
	Exterminator Svcs. \$40.00/month x 12 months	480.00
	Security Alarm Monitoring \$75/quarter x 4 quarters	300.00
	Fire Alarm Monitoring and Maintenance - annual fee	700.00
	Air Conditioner Maintenance \$657.00/month x 12 months	7,884.00
	Janitorial Service \$1111.05/month x 12 months	13,333.00
	Pool Maintenance Service \$600.00/month x 12 months	7,200.00
	Generator Quarterly Maintenance	925.00
	Building Security \$705/wk x 52 weeks	36,660.00
	Biannual Air Conditioning Maintenance \$375 x 2	750.00
		68,362.00
		68,362
315	Annual Backflow Inspection	150.00
	Annual Fire Sprinkler Inspection	450.00
		600.00
		600
317	MOCA Electric Expense	55,000.00
		55,000
321	Property insurance on Museum building (incl. contents)	42,564.00
		42,564
329	Repair and Maintenance of Building	15,000.00
		15,000
330	Maintenance of Structures/Grounds	1,500.00
		1,500
378	Water and Sewer Charges	0.00
		0
		183,026

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Museum of Contemporary Art
Division: MOCA
Division #: 482 **Objective No.:** 004

Title: Jazz at MOCA

#	Computation/Explanation	Amount
104	Overtime for Parks employees for 8 hours for 12 concerts	3,000.00
	Overtime for Public Works employee for 3.5 hours for 12 concerts	5,000.00
		8,000.00
813	Jazz at MOCA 12 concerts (includes entertainment, seating, sound system, etc.)	44,400.00
		52,400

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Museum of Contemporary Art
Division: MOCA
Division #: 482 **Objective No.:** 005

Title: Vehicle Maintenance and Replacement

#	Computation/Explanation	Amount
441	Vehicle Maintenance 8,104.00	8,104
		8,104

CODE COMPLIANCE

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	1,219,098	1,443,799	1,106,606	1,030,097
Operating Expenses	3,831,820	4,100,491	4,023,257	3,870,084
Internal Services	65,596	178,580	168,880	170,617
Operating Budget	5,116,514	5,722,870	5,298,743	5,070,798
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	54,552	60,662	60,662	52,789
Total Budget	<u>5,171,066</u>	<u>5,783,532</u>	<u>5,359,405</u>	<u>5,123,587</u>

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Code Compliance Director	40	1
Assistant Code Compliance Director	34	1
Assistant Code Compliance Director (Sanit	34	1
Lead Code Compliance Officer	27	1
Administrative Coordinator	25	1
Code Compliance Officer	25	7
Sanitation Coordinator	22	1
Total # of Full-Time Employees		<u>13</u>

2020-21 Operating Budget:	5,070,798
2019-20 Operating Budget:	<u>5,722,870</u>
Dollar Change:	<u>(652,072)</u>
Percentage Change:	-11.39%

2020-21 Personnel - F.T.E.	13.00
2019-20 Personnel - F.T.E.	<u>21.00</u>
Personnel Change:	<u>-8.00</u>

Budget Summary Form

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

Objective:

\$ 5,123,587 To ensure consistent, thorough and responsive code enforcement services to North Miami residential and business communities.

ACTIVITIES:

- | | | |
|--------------|-----|---|
| \$ 1,090,733 | 001 | <p>Code Compliance: enforces residential and commercial code regulations; undertake education and outreach initiatives to promote an enhanced quality of life for the residents; promote a more aesthetically pleasing environment in the City’s business districts; preserve and increase property values and the elimination of blight; and provide staff support to the Special Magistrate.</p> |
| \$ 18,600 | 002 | <p>Special Magistrate: presides over code compliance and minimum housing Cases.</p> |
| \$ 119,937 | 003 | <p>Vehicles: provides funds for the daily operation, preventive maintenance, emergency repairs and replacement of vehicles.</p> |
| \$ 3,894,317 | 005 | <p>Sanitation Services: addresses daily complaints and requests for garbage, recycling and bulk waste from residential customers and ensure they are resolved within 24 to 48 hours. Clean Team addresses daily public right of way sanitary issues that help enhance the image and quality of life within the City of North Miami.</p> |

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Code Compliance

Division: Code Compliance

Division #: 440

Objective No.: 001

Title: Administration

#	Computation/Explanation	Amount	Amount
101	1 Code Compliance Director (75%)	100,000.00	
	1 Assistant Code Director	99,177.85	
	30% Funded by Building	-59,753.36	
	7 Code Compliance Officers	382,004.48	
	30% Funded by Building	-114,601.34	
	1 Lead Code Compliance Officer	68,643.08	
	1 Administrative Coordinator	66,698.23	
		542,168.94	542,169
104	Overtime - Code Officers	7,500.00	7,500
140	Employer's portion of Social Security Tax @ 7.65% of FTE	41,705.43	
	Employer's portion of Social Security Tax @ 7.65% of Overtime	573.75	
		42,279.18	42,279
141	Employer contribution to 691 Pension Plan	106,099.00	106,099
142	Group health premiums - \$591.61/mo. x 12 mos. x 11 employees	78,092.52	
	Group dental premiums - \$14.4/mo. x 12 mos. x 11 employees	1,900.80	
	Add'l Life Insurance - .34/1000 x director salary	34.00	
	Life insurance premiums - .34/1000 x salaries	184.34	
	AD & D insurance premiums - .04/1000 x salaries	21.69	
		80,233.35	80,233
144	Workers' Compensation coverage for General Fund Employees	27,695.00	27,695
147	FRS Pension	19,898.00	
	FRS Pension Vacant	24,832.56	
		44,730.56	44,731
302	Walkie Talkies, Cell phone and air cards	4,744.00	4,744
303	Printing (Forms, Envelopes, Ticket books, etc.)	6,500.00	6,500
304	Office Equipment, Material, Supplies	1,500.00	1,500
305	Travel, conferences & meetings	1,900.00	1,900
306	Fl. Assoc. Of Code Enforcement - 12 Memberships @ \$35/ea.	825.00	825
308	Uniforms for 7 Code Officers @ 530 each	3,710.00	
	Uniforms for 3 Employees	450.00	
		4,160.00	4,160

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Code Compliance
Division: Code Compliance
Division #: 440 **Objective No.:** 001

Title: Administration

#	Computation/Explanation	Amount
311	Custodial Services	5,989.30
	Air Conditioning Maintenance - \$158/mo. X 12 mos.	1,896.00
	Special Assessment/Lot Abatement	73,864.70
	Security Alarm Monitoring - \$50/mo. X 12 mos.	600.00
	Exterminating Services - \$48/mo. X 12 mos.	576.00
		82,926.00
		82,926
312	Plastic bags, digital cameras, measuring tapes, safety items, etc.	3,400.00
315	Director Car Allowance	3,000.00
	Asst. Director Car Allowance	3,000.00
	Director Cell Allowance	600.00
	Public Notary Renewal 2 @ \$79	158.00
		6,758.00
		6,758
317	Electricity shared costs for Code Enforcement	2,880.00
319	Misc. Training Courses & Seminars	1,500.00
320	Rents & Leases	31,900.00
329	Repair, replacement and general maintenance of offices	1,000.00
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	21,992.00
407	Postage/Courier Expenses	17,000.00
408	Copier expense including lease @ \$191.45/month	2,297.40
	Extra copies charges (B&W and Color) @ \$409/month	4,903.00
		7,200.40
		7,200
910	Debt service on 2010 Pension Obligation Bonds	43,842.00
		43,842
		1,090,733

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Code Compliance
Division: Code Compliance
Division #: 440 **Objective No.:** 002

Title: Special Magistrate

#	Computation/Explanation	Amount
311	Special Magistrates \$800 Flat rate for hrs x 30 hearings	10,950.00
	Interpreters 2 @ \$85/hr. x 45 hrs.	7,650.00
		18,600.00
		18,600

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Code Compliance
Division: Code Compliance
Division #: 440 **Objective No.:** 003

Title: Code Enforcement Vehicles

#	Computation/Explanation	Amount
441	Vehicle Maintenance 119,937.00	119,937
		119,937

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Code Compliance
Division: Sanitation Service
Division #: 440 **Objective No.:** 005

Title: Curbside Residential Pickup

#	Computation/Explanation	Amount
101	1 Assistant Code Compliance Director (Sanitation)	93,862.91
	1 Sanitation Coordinator	51,470.90
		145,333.81
		145,334
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	11,347.54
	Employer's portion of Social Security Tax @ 7.65% of Salaries - TEC	19,034.73
		30,382.27
		30,382
141	Empl. contribution to 691 Pension Plan for Sanitation employees	23,011.00
		23,011
142	Group health premiums - \$591.61/mo. x 12 mos. x 2 employees	14,198.64
	Group dental premiums - \$14.4/mo. x 12 mos. x 2 employees	345.60
	Life insurance premiums - .34/1000 x salaries	46.29
	AD & D insurance premiums - .04/1000 x salaries	5.45
		14,595.98
		14,596
144	Workers' Compensation coverage for Employees	5,652.00
		5,652
147	FRS Pension	5,147.00
		5,147
301	Clean Team Workers and Drivers	248,820.00
		248,820
308	Uniforms for Clean Team	4,732.00
		4,732
311	Sanitation contractual services to Wastepro, Inc.	
	9684 residential units x \$333 per unit annually	3,224,772.00
	342 multi-family units (non-containerized) x \$333 annually	113,886.00
	Oversized Bulk Pickup	5,000.00
	Recycle Bank	50,000.00
		3,393,658.00
		3,393,658
312	Misc items such as large trash bags, rakes, shovels, trash cans, spray paint, gloves, weed wacker & blower gas treatment, trash pickers & grabbers etc.	6,550.00
		6,550
315	Assistance Code Director Car Allowance - \$250/mo x 12 mos.	3,000.00
		3,000
405	Contribution to the Risk Management Fund	4,488.00
		4,488
910	Debt service on 2010 Pension Obligation Bonds	8,947.00
		8,947
		3,894,317

LIBRARY

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	829,328	876,168	759,540	679,181
Operating Expenses	224,746	209,067	193,196	217,180
Internal Services	-18,624	17,841	18,106	18,404
Operating Budget	1,035,450	1,103,076	970,842	914,765
Capital Outlay	52,653	132,286	70,892	20,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	31,758	29,342	29,342	35,293
Total Budget	1,119,861	1,264,704	1,071,076	970,058

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Library Director	40	1
Senior Information Tech. Specialist	28	1
Librarian	25	1
Administrative Coordinator	25	1
Trades Mechanic	22	1
Library Aide I	18	1
Librarian Trainee	25	1

Total # of Full-Time Employees 7

2020-21 Operating Budget: 914,765
2019-20 Operating Budget: 1,103,076
Dollar Change: (188,311)
Percentage Change: -17.07%

2020-21 Personnel - F.T.E. 7.00
2019-20 Personnel - F.T.E. 10.00
Personnel Change: -3.00

Budget Objectives Form

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

Objective:

\$ 970,058 To manage the Public Library and provide necessary materials, technology and public services.

ACTIVITIES:

- | | | | |
|----|---------|-----|---|
| \$ | 686,717 | 001 | Department Administration: manage and administer the department to optimize funding, staff output, patron satisfaction, facility maintenance, safety, and security. |
| \$ | 127,927 | 002 | Collection Development: identify, procure, catalog, process, organize and store print, non-print, and subscription materials appropriate for a multicultural community. |
| \$ | 129,433 | 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 various user groups in the City - general public, school, business, civic, institution and government. |
| \$ | 25,981 | 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. |

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Library
Division: Library
Division #: 490 **Objective No.:** 001

Title: Department Administration

#	Computation/Explanation	Amount
101	Library Director	126,739.88
	Senior Information Tech. Specialist	82,795.39
	Trades Mechanic	43,999.86
	Administrative Coordinator	49,320.84
		302,855.97
		302,856
140	Employer's portion of Social Security Tax-FTE	23,489.78
	Employer's portion of Social Security Tax-TEC	1,767.19
		25,256.97
		25,257
141	Employer contribution to 691 Pension Plan	97,701.00
142	Group health premiums - \$591.61/mo. x 12 mos. x 4 employees	28,397.28
	Group dental premiums - \$14.4/mo. x 12mos. x 4 employee	691.20
	Life insurance premiums - .34/1000 x salaries	97.62
	Add'l Life Insurance - .34/1000 x Dir salary	42.07
	AD & D insurance premiums - .04/1000 x salaries	11.48
		29,239.65
		29,240
144	Workers' Compensation coverage for General Fund Employees	19,887.00
147	FRS Pension	4,399.99
301	2 Library Aid	23,100.48
302	Communications	1,050.00
304	Office Supplies	350.00
305	Professional Travel	1,000.00
308	Uniform rental/cleaning for 1 employee	441.00
	Safety Shoe Allowance - Trades Mechanic	50.00
		491.00
		491

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Library
Division: Library
Division #: 490 **Objective No.:** 001

Title: Department Administration

#	Computation/Explanation	Amount
311	Mats \$25.25 x 13 months-every 4 weeks totals 13 months this year	328.25
	A/C contract \$390/month x 12 months	4,680.00
	Extermination \$40/month x 12 months	480.00
	Alarm and security camera monitoring - \$45.10 per month.	542.00
	Fire alarm monitoring/inspection/maintenance \$166.66/mo.	2,000.00
	Janitorial services @ Library \$1,883.47/mo. x 12 mos.	22,601.69
	Security Guard: Mon - Fridays	19,800.00
		50,431.94
		50,432
312	Special Department Supplies	996.00
		996
313	Software and computer related items	1,000.00
		1,000
315	Director auto allowance \$250/mo. x 12 mos.	3,000.00
	Manager's cell phone allowance \$50/mo. x 12 mos.	600.00
	Network Specialist cell phone allowance \$50/mo. x 12 mos.	600.00
	Elections	6,000.00
		10,200.00
		10,200
317	Utilities - Library Building	20,976.00
		20,976
321	Property insurance on Library building (incl. contents)	41,948.00
		41,948
329	Funds required to maintain the Library building (mostly for electrical replacements, aging door mechanisms, other needs)	7,859.00
		7,859

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Library
Division: Library
Division #: 490 **Objective No.:** 001

Title: Department Administration

#	Computation/Explanation	Amount
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	15,792.00 15,792
407	Postage	200.00 200
408	Copier service, supplies and paper	500.00 500
910	Debt service on 2010 Pension Obligation Bonds	31,482.00 31,482
		686,717

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Library
Division: Library
Division #: 490 **Objective No.:** 002

Title: Collection Development

#	Computation/Explanation	Amount
101	Librarian (Acquisitions/Management System Supervisor)	55,141.25
		55,141
140	Employer's portion of Social Security Tax-FTE	4,218.31
	Employer's portion of Social Security Tax-TEC	1,225.84
		5,444.15
		5,444
141	Employer contribution to 691 Pension Plan	13,897.00
		13,897
142	Group health premiums - \$591.61/mo. x 12 mos. x 1 employee	7,099.32
	Group dental premiums - \$14.4/mo. x 12 mos. x 1 employee	172.80
	Life insurance premiums - .34/1000 x salaries	17.28
	AD & D insurance premiums - .04/1000 x salaries	2.03
		7,291.43
		7,291
144	Workers' Compensation coverage for General Fund Employees	2,407.00
		2,407
301	Library Pages - 2 Staff	16,024.00
		16,024
312	Items necessary to prepare and store materials for circulation and repair items for recirculation	2,000.00
		2,000
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	1,912.00
		1,912
631	Library New Books Printables	20,000.00
		20,000
910	Debt service on 2010 Pension Obligation Bonds	3,811.00
		3,811
		127,927

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Library			
Division: Library			
Division #: 490		Objective No.: 003	
Title: Public Services			
#	Computation/Explanation	Amount	
101	Librarian Trainee	47,560.46	
	Library Aide I	35,497.46	
		83,057.92	83,058
104	Overtime - Elections/Early Voting	627.00	627
140	Employer's portion of Social Security Tax-FTE	6,353.93	
	Employer's portion of Social Security Tax-OT	47.97	
	Employer's portion of Social Security Tax-TEC	893.14	
		7,295.04	7,295
142	Group health premiums - \$591.61/mo. x 12 mos. x 2 employee	14,198.64	
	Group dental premiums - \$14.4/mo. x 12 mos. x 2 employee	345.60	
	Dependent' Coverage - \$150/mo. x 12 mos. x 1 employee	1,800.00	
	Life insurance premiums - .34/1000 x salaries	26.50	
	AD & D insurance premiums - .04/1000 x salaries	3.12	
		16,373.86	16,374
147	FRS Pension	8,306.00	8,306
301	Library Circulation Clerk	10,400.00	
	Day Porter for Early Voting & Election Days	1,275.00	
		11,675.00	11,675
311	Contractual Srvs. for Early Voting & Election Days - Friendly John	1,800.00	1,800
315	Supplies for Early Voting & Election Days	298.00	298
			129,433

**CITY OF NORTH MIAMI
FISCAL YEAR 2019-20
EXPENSE DETAIL WORKSHEET**

Department: Library
Division: Library
Division #: 490 **Objective No.:** 004

Title: Internet and Technological Services

#	Computation/Explanation	Amount
303	Internet Access Patron Cards	1,500.00
312	Print Station Supplies	3,000.00
331	Polaris, EnvisionWare, Bibliotheca Management Systems	21,481.00
		21,481.00
		25,981

PURCHASING

Budget Summary Form

Department: Purchasing
Dept / Div #: 18 / 411

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	584,274	524,787	481,946	479,143
Operating Expenses	14,185	16,619	12,596	15,697
Internal Services	-7,841	16,800	15,238	14,073
Operating Budget	590,618	558,206	509,780	508,913
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	19,284	20,758	20,758	20,381
Total Budget	609,902	578,964	530,538	529,294

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Purchasing Director	40	1
Purchasing Agent	28	2
Administrative Specialist	22	1

Total # of Full-Time Employees 4

2020-21 Operating Budget:	508,913
2019-20 Operating Budget:	558,206
Dollar Change:	(49,293)
Percentage Change:	-8.83%

2020-21 Personnel - F.T.E.	4.00
2019-20 Personnel - F.T.E.	5.00
Personnel Change:	-1.00

Budget Summary Form

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

Objective:

\$ 529,294 To support the City's operations with an uninterrupted flow of goods and services through a procurement process that emphasizes ethics, impartiality, accountability, professionalism, service and transparency in accordance with the City's Procurement Code and other applicable laws and regulations. Provide assistance to departments in obtaining necessary commodities in the most efficient and cost-effective manner by striving to obtain maximum competition and encouraging new sources of supply, as well as promote local vendor participation in the award of contracts for the City's purchases of all goods and services.

ACTIVITIES:

\$ 529,294 001 **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.

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Purchasing
Division: Purchasing
Division #: 411 **Objective No.:** 001

Title: Administration

#	Computation/Explanation	Amount	Amount
101	Purchasing Director	146,490.45	
	Purchasing Agent (2)	145,617.84	
	Administrative Specialist	48,123.90	
		340,232.19	340,232
140	Social Security Tax @ 7.65% of Salaries	25,617.65	25,618
141	Employer contribution to 691 Pension Plan	59,057.00	59,057
142	Group health premiums - \$591.61/mo. x 12 mos. x 4 employees	28,397.28	
	Group dental premiums - \$14.4/mo. x 12 mos. x 4 employees	691.20	
	Add'l Life - .34/1000 x Dir Salaries	46.36	
	Life insurance premiums - .34/1000 x salaries	107.86	
	AD & D insurance premiums - .04/1000 x salaries	12.69	
		29,255.39	29,255
144	Workers' Compensation coverage for General Fund Employees	12,874.00	12,874
147	FRS Pension	12,107.13	12,107
303	Business Cards (5 @ \$36 ea.)	180.00	
	Miscellaneous Printing	300.00	
		480.00	480
304	Office Supplies	600.00	600
305	NIGP Annual Conference	2,000.00	
	Chamber Monthly Luncheons (Dir. & Asst. Dir, \$30 ea.)	360.00	
	Evaluation Committees \$60 x 20)	1,200.00	
		3,560.00	3,560
306	NIGP National Membership	550.00	
	NIGP - Southeast Florida Co-Op	175.00	
	NIGP - Miami Co-Op	175.00	
	Business Periodical	160.00	
		1,060.00	1,060

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Purchasing
Division: Purchasing
Division #: 411 **Objective No.:** 001

Title: Administration

#	Computation/Explanation	Amount
312	Toner cartridges for office printers and office materials	1,722.00 1,722
315	Car allowance for Director - \$250/mo. x 12 mos.	3,000.00
	Cell phone allowance for Purchasing Agents (2)	1,200.00
		4,200.00 4,200
318	Advertising - DBR(approx. 50 bids @ \$65)	2,000.00 2,000
319	NIGP Courses for staff	2,075.00 2,075
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	10,223.00 10,223
407	Postage	250.00 250
408	Copier	3,600.00 3,600
910	Debt service on 2010 Pension Obligation Bonds	20,381.00 20,381
		529,294

HOUSING & SOCIAL SERVICES

Budget Summary Form

Department: Housing and Social Services
 Dept / Div #: 22 / 493

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	0	275,197	662,434	684,948
Operating Expenses	0	848,566	695,983	122,273
Internal Services	0	27,029	27,429	28,906
Operating Budget	0	1,150,792	1,385,846	836,127
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	830,124	188,254	200,000
Reserves & Other	0	11,807	11,807	24,574
Total Budget	0	1,992,723	1,585,907	1,060,701

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Housing & Social Services Director	40	1
Asst. Housing & Social Services Director	34	1
Housing Coordinator	26	1
Social Services Coordinator	26	1
Senior Program Coordinator	25	1
Housing Administrator	28	1
Housing Inspector	27	1
Social Services Specialist	24	1
Social Services Administrator	24	1
Total # of Full-Time Employee:		<u>9</u>

2020-21 Operating Budget: 836,127
 2019-20 Operating Budget: 1,150,792
 Dollar Change: (314,665)
 Percentage Change: -27.34%

2020-21 Personnel - F.T.E. 9.00
 2019-20 Personnel - F.T.E. 4.00
 Personnel Change: 5.00

Budget Summary Form

Department: Housing and Social Services
Division: Housing and Social Services
Dept. #: 22
Division #: 493

Objective:

\$ 1,060,701 To assist City Administration in its quest to improve the quality of life of North Miami residents through the different housing and social services programs available, while working with different partners, federal and state agencies, as well as local organizations, to serve the community at large.

ACTIVITIES:

\$ 860,701 001 **Social Services:** Administration oversees and manages the daily operations and activities of the department, ensuring that program guidelines are updated and monitors compliance with all federal, state, local and city regulations related to the different programs. This level also provide services to the North Miami community by organizing different activities for the senior citizens to assure their wellbeing and improve their quality of life. The youth community throughout the different programs made available to them. The division also manages and coordinates food distribution citywide through the food pantry to assure that no one goes hungry in the community.

\$ 200,000 002 **Housing Rehab:** manages City funded programs thru the General funds or in partnership with the North Miami Community Redevelopment Agency (CRA). The division also provides services to North Miami Residents through the various grant-funded programs under the Community Development Block Grant (CDBG), the HOME Investment Partnership Program (HOME), the Neighborhood Stabilization Program (NSP) and the State Housing Initiatives Partnership (SHIP).

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Housing and Social Services
Division: Administration
Division #: 493 **Objective No.:** 001

Title: Social Services

#	Computation/Explanation	Amount	Amount
101	Housing and Social Services Director	126,287.00	
	Assistant Housing and Social Services Director	105,821.76	
	Senior Program Coordinator	60,258.74	
	Social Service Coordinator	47,559.38	
	Social Service Specialist	49,320.84	
	Social Services Administrator	49,441.86	
	Housing Inspector (General Fund)	71,540.30	
	CRA Funded Portion 25%	(17,885.08)	
	HOME Funded Portion 25%	(17,885.08)	
	CDBG Funded Portion 50%	(35,770.15)	
	Housing Coordinator - 37.5% General Fund	52,067.95	
	CRA Funded Portion 25%	(13,016.98)	
	CDBG Funded 37.5%	(19,525.48)	
	Housing Administrator - General Fund 50%	65,519.72	
	CRA Funded Portion 50%	(32,759.86)	
		490,974.93	490,975
140	7.65% of Salaries (excluding Inspector, Coordinator, and Administra	30,282.35	
	7.65% of Housing Inspector and Housing Coordinator	1,493.70	
	7.65% of Housing Administrator	2,506.13	
		34,282.18	34,282
141	Employer contribution to 691 Pension Plan	52,206.00	52,206
142	Group health premiums - \$591.61/mo. x 12 mos. x 9 employee	63,893.88	
	Group dental premiums - \$14.4/mo. x 12 mos. x 9 employee	1,555.20	
	Dependents' coverage - \$150/mo. x 12 mos. x 3 employee	3,600.00	
	Life insurance premiums - .34/1000 x salaries	185.72	
	Add'l insurance premiums - .34/1000 x Director salary	40.09	
	AD & D insurance premiums - .04/1000 x salaries	21.85	
		69,296.74	69,297
144	Workers' Compensation coverage for General Fund Employees	15,524.00	15,524
147	FRS Pension	22,664.19	22,664

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Housing and Social Services
Division: Administration
Division #: 493 **Objective No.:** 001

Title: Social Services

#	Computation/Explanation	Amount
303	Printing and Binding	350.00
304	Office Expense	500.00
305	Travel, Conferences & Meetings	1,750.00
306	Memberships, Dues, and Subscriptions	700.00
308	Uniforms	250.00
311	Contractual Services	
	Janitorial Services - NW 7th Avenue/\$525 x 12 months	557.16
	AC Maintenance - NW 7th Avenue/\$79 x 12 months	948.00
	Security Alarm Monitoring - NW 7th Avenue/\$150 x 4 quarters	600.00
	Exterminating Services - NW 7th Avenue/ \$48x12	576.00
	Fire Extinguisher - Annual Inspection - NW 7th Avenue	25.00
		2,706.16
312	Senior Program Supplies	
	Senior transportation	26,974.00
	Weekly meals (Breakfast & Lunch)	28,773.00
	Contractor Services - Plaster & Physical Edu.	6,000.00
	Supplies (Utensils, cleaning supplies, cups & Plates etc.)	3,000.00
	T-Shirts replacement - 100 active seniors	750.00
		65,497.00
315	Miscellaneous Expense	
	Miami-Dade Facility Permit - Annual - NW 7th Avenue	100.00
	Car Allowance - Director & Assistant 2 x \$250 x 12	6,000.00
	Cell phone Allowance - Social Services Coordinator	600.00
		7,300.00

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Housing and Social Services
Division: Administration
Division #: 493 **Objective No.:** 001

Title: Social Services

#	Computation/Explanation	Amount
317	Utilities Electricity - NW 7th Avenue	3,000.00 3,000
318	Advertising Housing Workshop & Other	1,500.00 1,500
320	Rents & Leases Rental - NW 7th Avenue / \$1,060 x 12 months	12,720.00 12,720
329	Maintenance of Buildings Repair, Replacement & General Maintenance - NW 7th Avenue	500.00 500
331	Maint. & Oper. of Equipment Repair to Security System, cameras, etc. - NW 7th Avenue	500.00 500
361	Mentor Program Leaders in Training (LIT) Program	25,000.00 25,000
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	12,327.00 12,327
407	Postage	500.00 500
408	Copier Expenses Copier Expenses - NW 7th Avenue Copier Expenses - NoMi Pantry	1,404.00 3,303.00 <hr/> 4,707.00
441	Vehicle Maintenance	11,372.00 11,372
910	Debt service on 2010 Pension Obligation Bonds	24,574.00 24,574
		<hr/> 860,701

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Housing and Social Services
Division: HSS Rehab Program
Division #: 493 **Objective No.:** 002

Title: Housing Rehabilitation Grants

#	Computation/Explanation	Amount
820	Misc. Grants 200,000.00	200,000
		200,000

HOUSING FUNDS

CDBG

Budget Summary Form

Department: H&SS - C.D.B.G. Entitlement Fund
Dept #: 115-22

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	144,419	105,160	90,515	97,637
Operating Expenses	75,376	574,219	118,527	216,279
Internal Services	3,874	13,430	13,430	16,200
Operating Budget	<u>223,669</u>	<u>692,809</u>	<u>222,472</u>	<u>330,116</u>
Capital Outlay	37,327	25,000	25,000	25,000
Debt Service	0	0	0	0
Grants & Aids	499,155	1,199,099	685,021	414,418
Reserves & Other	0	0	0	0
Total Budget	<u><u>760,151</u></u>	<u><u>1,916,908</u></u>	<u><u>932,493</u></u>	<u><u>769,534</u></u>

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Housing Inspector	27	1
Housing Coordinator	26	1
Total # of Full-Time Employee:		<u><u>2</u></u>

2020-21 Operating Budget:	330,116
2019-20 Operating Budget:	692,809
Dollar Change:	<u>(362,693)</u>
Percentage Change:	<u>-52.35%</u>

2020-21 Personnel - F.T.E.	0.00
2019-20 Personnel - F.T.E.	2.00
Personnel Change:	<u><u>-2.00</u></u>

Budget Summary Form

Department: Housing & Social Services
Division: C.D.B.G. Programs
Dept / Div #: 22 / 625

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	144,419	105,160	90,515	97,637
Operating Expenses	75,376	574,219	118,527	216,279
Internal Services	3,874	13,430	13,430	16,200
Operating Budget	223,669	692,809	222,472	330,116
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	469,155	1,052,239	655,021	384,418
Reserves & Other	0	0	0	0
Total Budget	692,824	1,745,048	877,493	714,534

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Housing Inspector	27	1
Housing Coordinator	26	1
Total # of Full-Time Employees		2

2020-21 Operating Budget:	330,116
2019-20 Operating Budget:	692,809
Dollar Change:	(362,693)
Percentage Change:	-52.35%

2020-21 Personnel - F.T.E.	2.00
2019-20 Personnel - F.T.E.	2.00
Personnel Change:	0.00

Budget Summary Form

Department:	Housing & Social Services
Division:	C.D.B.G. Programs
Dept #:	625
Division #:	22

Objective:

\$ 714,534 To address the existing housing stock of low-to moderate-income residents living in the City of North Miami and coordinate, implement, monitor and ensure all related U.S. Department of Urban Development (HUD) criteria are met, including amending the Consolidated Plan, Action Plan, Citizen Participation Plan, Fair Housing, and applying for federal grants.

ACTIVITIES:

\$ 154,906 001 **Program Administration:** this funding includes the partial cost of services of the Housing Administrator and Housing Coordinator, who provide the required technical assistance to implement the program. Funding is also included to obtain consulting services for Fair Housing activities, Consolidation Plan, CBOs monitoring and other administrative costs related to the delivery of the program. The Housing Service Aide is also included in this activity.

\$ 404,198 002 **Housing Rehabilitation:** this includes funding for the housing rehabilitation programs offered to North Miami residents thru grants and/or deferred loans. Funding also includes the partial cost of services of the Housing Inspector, delivery and/or rehabilitation costs as well as administrative costs related to rehabilitation program. The Housing Inspector assists with the implementation of the grants.

\$ 115,430 003 **Public Services:** this includes funding for the Public Services activity which includes grants to Community Based Organizations and a Summer youth employment training Program.

\$ 40,000 004 **Recovery/Emergency Elderly:** this includes funding for the most-at-risk residents, the elderly, to provide emergency repairs assistance and allow them to live comfortably in their homes.

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Housing & Social Services
Division: C.D.B.G. Programs
Division #: 625 **Objective No.:** 001

Title: Program Administration

#	Computation/Explanation	Amount	Amount
101	Housing Coordinator - 37.5% CDBG, 37.5% GF & 25% CRA	19,525.48	53,285
	Housing Administrator - 50% CDBG & 50% GF	33,759.86	
		53,285.34	
140	Social Security:		5,846
	Salaries (1/2)	4,000.00	
	Housing Services Aide (TEC)	1,845.79	
		5,845.79	
301	Outside Wages		24,128
	1 TEC - Housing Services Aide	24,128.00	
303	Printing & Binding		1,500
	Business Cards, Envelopes & other Housing printings	1,500.00	
304	Office Expense	1,500.00	1,500
305	Conferences and meetings related to CDBG Housing Program	4,000.00	4,000
306	Memberships, Dues & Subscriptions		1,395
	NAHRO, NCDA, FAHRO, FGBC, ASFPM & FFMA	1,395.00	
311	Action Plan & CAPER 2021	8,000.00	44,702
	Fair Housing Activities	7,500.00	
	CBO Monitoring & Training	1,000.00	
	Environmental Reviews for Pub. Facilities and CHDO projects	3,000.00	
	Contractual Svcs - Eng & Other	4,202.00	
	Analysis of Impediments (AI)	12,000.00	
	Benavate Software Maintenance	9,000.00	
		44,702.00	
315	Miscellaneous		1,250
	Uniforms, Fair Housing Luncheon & Other	1,250.00	
318	Advertising		12,500
	Action Plan/Con Plan, Citizen Participation, Grantee Performance Reports, CBOs, CHDO & other Amendments	12,500.00	

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Housing & Social Services
Division: C.D.B.G. Programs
Division #: 625 **Objective No.:** 001

Title: Program Administration

#	Computation/Explanation	Amount
407	Postage	1,500.00
408	Copier Expenses	3,300.00
		154,906

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Housing & Social Services
Division: C.D.B.G. Programs
Division #: 625 **Objective No.:** 002

Title: Housing Rehabilitation

#	Computation/Explanation	Amount
101	Salaries Housing Inspector - 50% CDBG, 25% HOME & 25% CRA	35,770.15 35,770
140	Social Security:	2,736.00 2,736
315	Miscellaneous Documentary Stamps and recording fees for Mortgage docs. Rehab signs & Staff Notary Renewal	5,574.00 5,574
319	Training	1,000.00 1,000
405	Contribution to the Risk Management Fund	0.00 0
407	Postage	500.00 500
441	Vehicle Replacement	14,200.00 14,200
823	Housing Rehabilitation Grants Single Family Rehabilitation	344,418.00 344,418
		404,198

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Housing & Social Services
Division: C.D.B.G. Programs
Division #: 625 **Objective No.:** 003

Title: Public Services

#	Computation/Explanation	Amount
301	Outside Wages Youth Summer Employment	25,430.00 25,430
820	Miscellaneous Grants Community-Based Organization Grants	90,000.00 90,000
		115,430

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Housing & Social Services
Division: C.D.B.G. Programs
Division #: 625 **Objective No.:** 004

Title: CDBG Recovery

#	Computation/Explanation	Amount
823	Housing Rehabilitation Grants Elderly Emergency Rehabilitation	40,000.00 40,000
		40,000

Budget Summary Form

Department: Housing & Social Services
Division: C.D.B.G. Projects
Dept / Div #: 22 / 626

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel 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	37,327	25,000	25,000	25,000
Debt Service	0	0	0	0
Grants & Aids	30,000	146,860	30,000	30,000
Reserves & Other	0	0	0	0
Total Budget	67,327	171,860	55,000	55,000

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2020-21 Operating Budget: -
2019-20 Operating Budget: -
Dollar Change: -
Percentage Change: 100%

2020-21 Personnel - F.T.E. 0.00
2019-20 Personnel - F.T.E. 0.00
Personnel Change: 0.00

Budget Summary Form

Department: Housing & Social Services
Division: C.D.B.G. Projects
Dept #: 22
Division #: 626

Objective:

\$ 55,000 To assist business owners and/or small businesses in improving the appearance of businesses located in low- to moderate-income areas; upgrade qualified equipment to more energy efficient ones, and provides workforce training to low- to moderate-income population enabling them to remain competitive in the market.

ACTIVITIES:

\$ 55,000 001 **Projects/Economic Development:** this includes funding for façade improvement, green rehabilitation projects, and workforce training.

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Housing & Social Services
Division: C.D.B.G. Projects
Division #: 626 **Objective No.:** 001

Title: Façade Improvements Program

#	Computation/Explanation	Amount
608	Structure & Improvements Public Facilities (Capital Projects) 25,000.00	25,000
821	Downtown Rehabilitation Grants Economic Development (façade improvements or Green Rehab) 30,000.00	30,000
		55,000

HIPP

Budget Summary Form

Department: HOME Investment Partnership Program
Dept / Div #: 116-22

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Adopted Budget FY21
Personnel Services	8,649	9,663	11,663	19,253
Operating Expenses	22,933	15,550	15,550	10,562
Internal Services	87	1,710	1,710	0
Operating Budget	31,669	26,923	28,923	29,815
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	160,905	905,751	294,011	268,339
Reserves & Other	0	0	0	0
Total Budget	192,574	932,674	322,934	298,154

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Housing Inspector	27	1

Total # of Full-Time Employees 1

2020-21 Operating Budget:	29,815
2019-20 Operating Budget:	26,923
Dollar Change:	2,892.00
Percentage Change:	10.74%

2020-21 Personnel - F.T.E.	1.00
2019-20 Personnel - F.T.E.	1.00
Personnel Change:	0.00

Budget Summary Form

Department: Housing & Social Services
Division: HOME Investment Partnership Program
Dept #: 22
Division #: 540

Objective:

\$ 298,154 To expand the supply of decent, safe, sanitary and affordable housing for low-to 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 non-profit housing group, Community Housing Development Organization (CHDO) for project-specific housing activities.

ACTIVITIES:

\$ 29,815 001 **Program Administration:** this funding includes the partial cost of services of the Housing Inspector as well related administrative costs to deliver the program activities.

\$ 40,000 003 **Down payment Assistance Program to First-Time Homebuyers:** this includes funding to eligible homebuyers for acquisition, or acquisition/rehabilitation of homes. Funds are for assistance to very low, low and moderate-income first-time homebuyers to assist in closing costs and/or down payment.

\$ 171,616 004 **Housing Rehabilitation Program:** this includes funding to assist existing homeowners with the repair, rehabilitation, or reconstruction of owner-occupied units.

\$ 56,723 007 **Tenant-Base Rental Assistance (TBRA):** this funding provides a one-time assistance to individual households to help cover urgent rental housing activities such as security deposit or first month rent.

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Housing & Social Services
Division: HOME Investment Partnership Program
Division #: 540 **Objective No.:** 001

Title: Program Administration

#	Computation/Explanation	Amount
101	Housing Inspector 25% HOME, 25% CDBG & 50% CRA	17,885.08
140	Employer's portion of Social Security	1,368.00
311	Contractual Svcs - Eng & Other	4,000.00
315	Miscellaneous	3,562.00
318	Advertising	2,500.00
407	Postage	500.00
		29,815

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Housing & Social Services
Division: HOME Investment Partnership Program
Division #: 540 **Objective No.:** 003

Title: First Time Home-Buyers Assistance

#	Computation/Explanation	Amount
822	First Time Home-Buyers Assistance (Downpayment) 40,000.00	40,000
		40,000

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Housing & Social Services
Division: HOME Investment Partnership Program
Division #: 540 **Objective No.:** 004

Title: Housing Rehabilitation Program

#	Computation/Explanation	Amount
823	Single-Family Rehabilitation 171,616.00	171,616
		171,616

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Housing & Social Services
Division: HOME Investment Partnership Program
Division #: 540 **Objective No.:** 007

Title: Tenant Base Rent Assistance (TBRA)

#	Computation/Explanation	Amount
845	Tenant Base Rental Assistance 56,723.00	56,723

NSP

Budget Summary Form

Department: H&SS - Neighborhood Stabilization Program Grant
Dept #: 118-22

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	0	0	0	0
Operating Expenses	30,901	97,693	81,038	51,610
Internal Services	12	8,699	8,699	5,400
Operating Budget	30,913	106,392	89,737	57,010
Capital Outlay	125,470	73,530	73,605	340,402
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	156,383	179,922	163,342	397,412

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2020-21 Operating Budget: 57,010
2019-20 Operating Budget: 106,392
Dollar Change: (49,382)
Percentage Change: 0.00%

2020-21 Personnel - F.T.E. 0.00
2019-20 Personnel - F.T.E. 0.00
Personnel Change: 0.00

Budget Summary Form

Department: H&SS - Neighborhood Stabilization Program Grant
Dept / Div #: 22 / 547

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	0	0		0
Operating Expenses	3,559	23,032	23,032	24,850
Internal Services	12	3,699	3,699	200
Operating Budget	3,571	26,731	26,731	25,050
Capital Outlay	32,239	35,740	35,740	245,402
Debt Service	0	0		0
Grants & Aids	0	0		0
Reserves & Other	0	0		0
Total Budget	35,810	62,471	62,471	270,452

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2019-20 Operating Budget: 25,050
2018-19 Operating Budget: 26,731
Dollar Change: (1,681)
Percentage Change: 0.00%

2019-20 Personnel - F.T.E. 0.00
2018-19 Personnel - F.T.E. 0.00
Personnel Change: 0.00

Budget Summary Form

Department: Housing & Social Services
Division: Neighborhood Stabilization Program
Dept #: 22
Division #: 547

Objective:

\$ 270,452 To manage City-owned properties acquired under the Neighborhood Stabilization Program (NSP) through the NSP1 program while coordinate, implement, monitor and ensure that all grant guidelines and criteria for the program are met.

ACTIVITIES:

- \$ 1,700 001 **Program Administration:** this funding covers limited administrative costs for the administration of the NSP1 properties.

- \$ 23,350 002 **Renter Activities:** provides funding for the maintenance of existing rental properties owned by the City under the NSP1 program to low and moderate income individuals and families.

- \$ 245,402 003 **Rental Properties:** this include funding for the rehabilitation of existing rental properties under the NSP1 program.

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: <u>Housing & Social Services</u>		
Division: <u>Neighborhood Stabilization Program</u>		
Division #: <u>547</u>	Objective No.: <u>001</u>	
Title: <u>Program Administration</u>		
#	Computation/Explanation	Amount
318	Advertising 1,500.00	1,500
407	Postage 200.00	200
		1,700

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: <u>Housing & Social Services</u>		
Division: <u>Neighborhood Stabilization Program</u>		
Division #: <u>547</u>	Objective No.: <u>002</u>	
Title: <u>Renter Activities</u>		
#	Computation/Explanation	Amount
311	Contractual Svcs - Eng & Other PMB, Truly Nolen, Terminix, Apex, Express fire	18,350.00 18,350
491	Other Repairs & Related Expenses	5,000.00 5,000
		23,350

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Housing & Social Services
Division: Neighborhood Stabilization Program
Division #: 547 **Objective No.:** 003

Title: Rental Properties

#	Computation/Explanation	Amount
622	Rentals - Purchase & Rehab Capital Needs Assessment	245,402.00
		245,402

Budget Summary Form

Department: H&SS - Neighborhood Stabilization Program Grant
Dept / Div #: 22 / 548

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	0	0		0
Operating Expenses	27,342	74,661	58,006	26,760
Internal Services	0	5,000	5,000	5,200
Operating Budget	27,342	79,661	63,006	31,960
Capital Outlay	93,231	37,790	37,865	95,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	120,573	117,451	100,871	126,960

PERSONNEL SERVICES DETAIL:

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

2020-21 Operating Budget:	31,960
2019-20 Operating Budget:	79,661
Dollar Change:	(47,701)
Percentage Change:	-149.25%
2020-21 Personnel - F.T.E.	0.00
2019-20 Personnel - F.T.E.	0.00
Personnel Change:	0.00

Budget Summary Form

Department: Housing & Social Services
Division: Neighborhood Stabilization Program
Dept #: 22
Division #: 548

Objective:

\$ 126,960 To manage City-owned properties acquired under the Neighborhood Stabilization Program (NSP) through the NSP3 program while coordinate, implement, monitor and ensure that all grant guidelines and criteria for the program are met.

ACTIVITIES:

\$ 1,900 001 **Program Administration:** this funding covers limited administrative costs for the administration of the NSP3 properties.

\$ 114,060 002 **Renter Activities:** provides funding for the maintenance of existing rental properties owned by the City under the NSP3 program to low and moderate income individuals and families.

\$ 11,000 003 **Rental Properties:** this include funding for the rehabilitation of existing rental properties under the NSP3 program.

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Housing & Social Services
Division: Neighborhood Stabilization Program 3
Division #: 548 **Objective No.:** 001

Title: Program Administration

#	Computation/Explanation	Amount
315	Miscellaneous State license, Miami Dade Fire Inspection	200.00 200
318	Advertising	1,500.00 1,500
407	Postage	200.00 200
		1,900

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Housing & Social Services
Division: Neighborhood Stabilization Program 3
Division #: 548 **Objective No.:** 002

Title: NSP Program Activity Expenses

#	Computation/Explanation	Amount
311	Contractual Svcs - Eng & Other PMB, Truly Nolen, Terminix, Apex, Express fire	14,060.00 14,060
491	Other Repairs & Related Expenses	5,000.00 5,000
622	Rentals - Purchase & Rehab Capital Needs Assessment	95,000.00 <u>95,000.00</u> 95,000
		114,060

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Housing & Social Services
Division: Neighborhood Stabilization Program 3
Division #: 548 **Objective No.:** 003

Title: Rental Properties

#	Computation/Explanation	Amount
317	Utilities	1,000.00 1,000
378	Water & Sewer Fees	10,000.00 10,000
		11,000

SHIP

Budget Summary Form

Department: H&SS - State Housing Initiative Program
Dept / Div #: 125-22

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	0	0	0	0
Operating Expenses	6,757	45,897	5,268	0
Internal Services	123	50	100	0
Operating Budget	6,880	45,947	5,368	0
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	257,739	154,146	97,011	0
Reserves & Other	0	0	0	0
Total Budget	264,619	200,093	102,379	0

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2020-21 Operating Budget: -
2019-20 Operating Budget: 45,947
Dollar Change: (45,947)
Percentage Change:

2020-21 Personnel - F.T.E. 0.00
2019-20 Personnel - F.T.E. 0.00
Personnel Change: 0.00

TRANSPORTATION FUNDS

**1/2 CENT
TRANSPORTATION
SURTAX**

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	436,607	219,430	215,329	438,221
Operating Expenses	1,366,762	1,235,806	1,237,235	1,712,882
Internal Services	2,186	51,569	51,519	44,802
Operating Budget	<u>1,805,555</u>	<u>1,506,805</u>	<u>1,504,083</u>	<u>2,195,905</u>
Capital Outlay	876,899	2,005,089	335,000	431,001
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	447,089
Total Budget	<u><u>2,682,454</u></u>	<u><u>3,511,894</u></u>	<u><u>1,839,083</u></u>	<u><u>3,073,995</u></u>

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Transportation Manager	33	1
Transportation Specialist	24	1
Heavy Equipment Operator	22	3
Motor Equipment Operator	20	1

Total # of Full-Time Employees 6

2020-21 Operating Budget:	2,195,905
2019-20 Operating Budget:	<u>1,506,805</u>
Dollar Change:	<u>689,100</u>
Percentage Change:	<u>45.73%</u>

2020-21 Personnel - F.T.E.	6.00
2019-20 Personnel - F.T.E.	<u>2.00</u>
Personnel Change:	<u><u>4.00</u></u>

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	191,316	185,940	181,819	205,310
Operating Expenses	706,494	802,176	785,078	950,069
Internal Services	1,083	4,277	4,227	2,662
Operating Budget	898,893	992,393	971,124	1,158,041
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	439,510
Total Budget	898,893	992,393	971,124	1,597,551

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Transportation Manager	33	1
Transportation Specialist	24	1
Total # of Full-Time Employees		2

2020-21 Operating Budget: 1,158,041
2019-20 Operating Budget: 992,393
Dollar Change: 165,648
Percentage Change: 16.69%

2020-21 Personnel - F.T.E. 2.00
2019-20 Personnel - F.T.E. 2.00
Personnel Change: 0.00

Budget Summary Form

Department: 1/2 Cent Transportation Surtax

Division: Transportation Administration

Dept #: 09

Division #: 550

Objective:

\$ 1,597,551 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:

- \$ 596,224 001 **Transportation Manager:** 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.
- \$ 951,327 002 **NoMi Express:** operate a transit circulatory service within the City to make it easier for residents to move about on public transportation.
- \$ 50,000 003 **Transportation Options Program:** provide discount bus passes on Miami-Dade County buses to increase transit ridership.

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: 1/2 Cent Transportation Surtax
Division: Transportation Administration
Division #: 550 **Objective No.:** 001

Title: Transportation Management

#	Computation/Explanation	Amount
101	Transportation Manager	96,824.00
		96,824.00
		96,824
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	7,407.04
		7,407
141	691 Pension contribution	25,404.00
		25,404
142	Group Health Insurance Premiums	
	\$591.61/month x 12 months x 1	7,099.32
	Group Dental Insurance Premiums	
	\$14.4/month x 12 months x 1	172.80
	Life insurance premiums - .34/1000 x salaries	32.92
	AD & D insurance premiums - .04/1000 x salaries	3.87
		7,308.91
		7,309
144	Workers' Compensation	3,101.00
		3,101
147	FRS Pension	9,682.40
		9,682
302	Long distance	25.00
		25
304	Office equipment and supplies	700.00
		700
305	Various professional conferences, luncheons and meetings	800.00
		800
306	Various dues and memberships	600.00
		600
312	Various supplies	400.00
		400
315	Automobile allowance @ \$100/mo x 12 mos	1,200.00
	Cell phone allowance \$50/mo x 12 mos	600.00
		1,800.00
		1,800

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: 1/2 Cent Transportation Surtax
Division: Transportation Administration
Division #: 550 **Objective No.:** 001

Title: Transportation Management

#	Computation/Explanation	Amount
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	2,462.00 2,462
407	Postage	200.00 200
980	Fund Reserve	439,510.00 439,510
		596,224

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: 1/2 Cent Transportation Surtax
Division: Transportation Administration
Division #: 550 **Objective No.:** 002

Title: Transit

#	Computation/Explanation	Amount
101	Transportation Specialist	50,553.86
		50,554
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	3,890.32
	Employer's portion of Social Security Tax @ 7.65% of TECS	3,530.86
		7,421.18
		7,421
142	Group Health Insurance Premiums \$591.61/month x 12 months x 1	7,099.32
	Group Dental Insurance Premiums \$14.4/month x 12 months x 1	172.80
	Life insurance premiums - .34/1000 x salaries	15.66
	AD & D insurance premiums - .04/1000 x salaries	1.84
		7,289.62
		7,290
147	FRS Pension	-
		0
301	Bus Shelter Outside Wages	46,155
		46,155
303	Route maps	4,000.00
		4,000
311	Transit circulator	822,107.00
		822,107
312	Signage	500.00
	Misc. Shelter Supplies	10,000.00
		10,500.00
		10,500
315	Cell allowance \$25 x 12	300.00
		300
395	Marketing and promotion	3,000.00
		3,000
		951,327

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: 1/2 Cent Transportation Surtax
Division: Transportation Administration
Division #: 550 **Objective No.:** 003

Title: Transportation Options Program

#	Computation/Explanation	Amount
312	Employee Bus Pass Program - 20 passes per month, 1 Tri-rail	24,000.00
	Monthly Bus Pass Program	26,000.00
		50,000.00
		50,000

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	245,291	33,490	33,510	232,911
Operating Expenses	660,268	433,630	452,157	762,813
Internal Services	1,103	47,292	47,292	42,140
Operating Budget	906,662	514,412	532,959	1,037,864
Capital Outlay	876,899	2,005,089	335,000	431,001
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	7,579
Total Budget	1,783,561	2,519,501	867,959	1,476,444

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Heavy Equipment Operator	22	3
Motor Equipment Operator	20	1
Total # of Full-Time Employees		4

2020-21 Operating Budget: 1,037,864
2019-20 Operating Budget: 514,412
Dollar Change: 523,452
Percentage Change: 101.76%

2020-21 Personnel - F.T.E. 4.00
2019-20 Personnel - F.T.E. 0.00
Personnel Change: 4.00

Budget Summary Form

Department: 1/2 Cent Transportation Surtax
Division: Transportation Administration
Dept #: 09
Division #: 551

Objective:

\$ 1,476,444 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:

\$ 1,045,443 001 **Patch Repair:** general Patching Street Repair, and Rights-of-Way maintenance throughout the City.

\$ 431,001 Sup **Streets/Alley/Sidewalks Improvements**

Budget Summary Form

Department: Public Works
Division: Street Maintenance & Construction
Division #: 551 **Objective No.:** 001

Title: General Patching, Street Repair, and Rights-of-Way Maintenance

#	Computation/Explanation	Amount
101	3 Heavy Equipment Operators	129,870.56
	1 Motor Equipment Operator	37,316.73
		167,187.29
		167,187
104	Heavy Equipment Operator 8 hours	217.62
	Motor Equipment Operator 8 hours	185.28
		402.90
		403
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	12,820.65
141	Employer contribution to 691 Pension Plan	13,820.00
142	Group health premiums - \$591.61/mo. x 12 mos. x 4 employees	28,397.28
	Group dental premiums - \$14.4/mo. x 12 mos. x 4 employees	691.20
	Dependents' coverage - \$250.00/mo. x 12 mos. x 3 employees	0.00
	Life insurance premiums - .34/1000 x salaries	54.77
	AD & D insurance premiums - .04/1000 x salaries	6.44
		29,149.69
		29,150
144	Workers Compensation	1,687.00
147	FRS Pension	7,842.84
308	Uniform rental/cleaning \$7.00/week x 52 weeks x 4 workers	1,456.00
	Safety Shoe Allowance - 4 Employees @ \$87 ea.	348.00
		1,804.00
		1,804
311	Tree raising/trimming along roadways	80,000.00
312	Brooms, gloves, raincoats, safety glasses & vests, misc. supplies	20,000.00
	Safety Equipment and other small equip. Streets	3,815.00
		23,815.00
		23,815
316	Miscellaneous tools as needed to complete tasks	834.00
317	Street Light Utilities FP&L	519,630.00
		519,630

Budget Summary Form

Department: Public Works
Division: Street Maintenance & Construction
Division #: 551 **Objective No.:** 001

Title: General Patching, Street Repair, and Rights-of-Way Maintenance

#	Computation/Explanation	Amount	
333	Asphalt 2.5 tons/day x 150 days x \$80/ton	30,000.00	
	LP gas for asphalt truck	1,000.00	
	Sand 150 tons \$18.00/ton	2,700.00	
	Limerock 180 tons @ \$16.00/ton	2,280.00	
	Asphalt emulsion 250 gallons @ \$3.00/gallon	750.00	
		36,730.00	36,730
334	Maintenance of Right-of-Ways	100,000.00	100,000
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	1,340.00	1,340
441	Vehicle Maintenance	40,800.00	40,800
910	Pension Obligation	7,579.00	7,579
			1,045,443

GAS TAX

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel 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	310,433	440,000	440,000	352,305
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	83,422	0	0
Total Budget	<u>310,433</u>	<u>523,422</u>	<u>440,000</u>	<u>352,305</u>

PERSONNEL SERVICES DETAIL:

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

2020-21 Operating Budget:	-
2019-20 Operating Budget:	-
Dollar Change:	<u>-</u>
Percentage Change:	-
2020-21 Personnel - F.T.E.	0.00
2019-20 Personnel - F.T.E.	<u>0.00</u>
Personnel Change:	<u><u>0.00</u></u>

FY2020-21 CIP/SUPPLEMENTAL REQUEST FORM

Project Description:	Resurfacing		
Department:	Public Works	Project #	
Division:	Gas Tax	Totals	\$352,305
Account Number:	370-09-620000-541-618-000	Request Type	New Request
Project Location:	Citywide	Priority Level	Improvement

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 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total Estimate
618	Roadway Improvements	440,000	281,102	290,000	290,000	290,000	290,000	1,881,102
	Fund Rserve		71,203					71,203
								-
								-
								-
								-
								-
Total		440,000	352,305	290,000	290,000	290,000	290,000	1,952,305

Funding Source	Fund #	% Funding	Prior Years	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total Estimate
Gas Tax	370	100%	440,000	352,305	290,000	290,000	290,000	290,000	1,952,305
		0%							-
		0%							-
		0%							-
Total		100%	440,000	352,305	290,000	290,000	290,000	290,000	1,952,305

Budget Office Use Only

	Funded
	Not Funded
	Partially Funded
	Pending

FY21 Operating Cost: \$ 71,203
FY21 Capital Cost: \$ 281,102
Future Years' Estimated Annual Cost: \$ 1,160,000

ENTERPRISE FUNDS

BUILDING

Budget Summary Form

Department: Building
Dept / Div #: 15 / 444

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	1,236,708	1,285,269	1,147,398	1,243,925
Operating Expenses	336,814	495,855	378,893	1,385,405
Internal Services	-15,598	75,554	74,053	428,937
Operating Budget	<u>1,557,924</u>	<u>1,856,678</u>	<u>1,600,344</u>	<u>3,058,267</u>
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	45,677	44,820	44,820	48,862
Total Budget	<u><u>1,603,601</u></u>	<u><u>1,901,498</u></u>	<u><u>1,645,164</u></u>	<u><u>3,107,129</u></u>

PERSONNEL SERVICES DETAIL:

<u>Classification</u>	<u>Salary Sch.</u>	<u># of Positions</u>
Building Director	40	1
Chief Electrical Inspector	30	1
Chief Building Inspector	30	1
Building Admin. Coordinator	25	1
Building Inspector	29	2
Clerical Technician	18	1
Minimum Housing Officer	25	1
Permit Processing Coordinator	22	1
Permit Processor	20	5

Total # of Full-Time Employee: 14

2020-21 Operating Budget:	3,058,267
2019-20 Operating Budget:	<u>1,856,678</u>
Dollar Change:	<u>1,201,589</u>
Percentage Change:	64.72%

2020-21 Personnel - F.T.E.	14.00
2019-20 Personnel - F.T.E.	<u>14.00</u>
Personnel Change:	<u>0.00</u>

Budget Summary Form

Department: Building
Division: Building Services
Dept #: 15
Division #: 444

Objective:

\$ 3,107,129 To protect the life, health, safety and general welfare of not only residents but those the public through enforcement of the Florida Building Code, Accessibility Codes, Flood Management measures and related standards in conjunction with the built environment. In addition to protect lives and property from fire and other hazards, natural or manmade through the permit and inspection process

ACTIVITIES:

- \$ 2,882,092 001 **Building Services:** provide property owners inspection services to verify compliance with the Florida Building Code and required standards to protect lives and property in the disciplines of building, roofing, electrical, mechanical, structural.

- \$ 140,320 002 **Minimum Housing:** enforce the Minimum Housing, Re-Occupancy and BNP (Building No Permit) issues to protect lives and property of the public at large.

- \$ 31,317 003 **Building Costs:** pay operational expenses the offices that house the Department's staff including utilities, pest control, mats and rent to the Water and Sewer Enterprise.

- \$ 53,400 004 **Vehicle:** provides funds for the daily operation, preventive maintenance, emergency repairs and replacement of vehicles.

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Building & Zoning
Division: Building Administration
Division #: 444 **Objective No.:** 001

Title: Building Administration

#	Computation/Explanation	Amount
101	Building Director	139,228.46
	Building Admin. Coordinator	61,059.62
	2 Building Inspector	159,449.33
	Chief Electrical Inspector	94,162.95
	Chief Building Inspector	101,498.23
	Clerical Technician	35,642.34
	5 Permit Processors	193,359.60
		784,400.53
		784,401
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	59,911.48
	7.65% of Outside Wages	31,467.28
		91,378.76
		91,379
141	Employer contribution to 691 Pension Plan	88,131.00
		88,131
142	Group health premiums - \$591.61/mo. x 12 mos. x 12 employees	85,191.84
	Group dental premiums - \$14.4/mo. x 12 mos. x 12 employees	2,073.60
	Family coverage - \$250/mo. x 12 mos. x 4 employees	12,000.00
	Dependent coverage - \$150/mo. x 12 mos. x 1 employee	1,800.00
	Life insurance premiums - .34/1000 x salaries	245.54
	Add'l Life Insurance - .34/1000 x Dir salary	46.36
	AD & D insurance premiums - .04/1000 x salaries	28.89
		101,386.23
		101,386
144	Workers' Compensation coverage for General Fund Employees	28,562.00
		28,562
147	FRS Pension	47,037.45
		47,037
301	Structural Chief- PT	128,180.00
	Mechanical Chief - PT 29 hrs	76,908.00
	Electrical Inspector - PT 24 hrs	56,160.00
	3 Part Time Inspectors	97,793.00
	Roofing Inspector - PT 25 hrs	52,296.00
		411,337.00
		411,337

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Building & Zoning
Division: Building Administration
Division #: 444 **Objective No.:** 001

Title: Building Administration

#	Computation/Explanation	Amount
304	Office Supplies	3,500.00
	Letterheads and envelopes	500.00
	Printing	2,000.00
	Business Cads 16 boxes	400.00
	Brochure blanks (2,500)	350.00
		6,750.00
		6,750
305	State Building Officials Conference	1,400.00
	State Floodplain Conference	1,800.00
	So. Fl. Bldg. Code Educational Conference	1,600.00
		4,800.00
		4,800
306	Building Officials Association of Florida membership 10 @ 50	500.00
	American Society of Floodplian membership 10 @ 160	1,600.00
	Code Officials Educational Associationmembership 15 @ 50	750.00
	NFPA Membership Electrical	500.00
	Accreditation Fee	22,000.00
		25,350.00
		25,350
308	Shirts	3,250.00
	Safety Shoe Allowance - 1 Inspector	350.00
		3,600.00
		3,600
312	Reference books (code books)	1,117.00
	Antimicrobial Wipes, 10 boxes for \$84	168.00
	Q6470A Black toner, 2 @ \$120 each	480.00
	Q6471A Cyan toner, 2 @ \$120 each	480.00
	Q6472A Yellow toner, 2 @ \$120 each	480.00
	Q6473A Magenta toner, 2 @ \$120 each	480.00
	Black Toners	1,046.00
	Batteries - cameras and flashlights	32.00
		4,283.00
		4,283
315	Recording fees (Unsafe Structure Board orders on DOA bldgs)	7,000.00
		7,000

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Building & Zoning
Division: Building Administration
Division #: 444 **Objective No.:** 001

Title: Building Administration

#	Computation/Explanation	Amount	Amount
318	Advertising (Floodplain and CRS)	11,469.00	11,469
319	Cont. Education seminars/workshops for 16 empls. @ \$160/ea.	2,560.00	
	Cont. Education flood training for 8 employees @ \$160/ea.	1,280.00	
	Misc. Training	660.00	
		4,500.00	4,500
320	Rents and Leases	23,040.00	23,040
331	Maintenance/upgrade for document imaging software 2 x \$90	180.00	
	Maintenance on perforator machine	524.00	
		704.00	704
342	Boards and Commissions	5,000.00	5,000
394	Hepatitis B Vaccine	30.00	30
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	22,681.00	22,681
407	Postage	1,500.00	1,500
408	Copier expenses for Building & Zoning Annex copier		
	Mo. 26-36 of 3-yr. lease, + 1 addl mo. (\$141.32 x 12 mos.)	6,695.56	
	Added features (hole punch, scan upgrade, fax)	445.44	
	Copies @ \$75/month x 12 months	900.00	
	Staples, 1 box @ \$120	120.00	
		8,161.00	8,161
491	Other - General Fund Administrative Charges	291,966.00	291,966
910	Debt service on 2010 Pension Obligation Bonds	45,215.00	45,215
980	Fund Reserve	863,810.00	863,810
			2,882,092

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Building & Zoning
Division: Building Fund Permits
Division #: 444 **Objective No.:** 002

Title: Building Fund Permits

#	Computation/Explanation	Amount
101	1 Minimum Housing Officer	67,787.26
		67,787
104	Overtime -M.H. Officers - \$67,787.26/2,080 hrs. x 1.5 x 30 hrs.	1,466.55
		1,467
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	5,185.71
	7.65% of Overtime	112.19
		5,297.90
		5,298
141	Employer contribution to 691 Pension Plan	18,876.00
		18,876
142	Group health premiums - \$591.61/mo. x 12 mos. x 1 employees	7,099.32
	Group dental premiums - \$14.4/mo. x 12 mos. x 1 employees	172.80
	Life insurance premiums - .34/1000 x salaries x 12 mos.	22.23
	AD & D insurance premiums - .04/1000 x salaries x 12 mos.	2.61
		7,296.96
		7,297
144	Workers' Compensation coverage for General Fund Employees	2,304.00
		2,304
303	Printed materials (Letterhead & Envelopes, Certificates, etc.)	400.00
	Misc. printing	1,600.00
	Business cards, 2 boxes @ \$35	35.00
		2,035.00
		2,035
306	Fl. Assoc. Of Code Enforcement - 1 Memberships @ \$35/ea.	35.00
	S. Fl. Assoc. Of Code Enforcement - 1 Memberships @ \$20/ea.	20.00
	Code Enforcement Recertifications 1 @ \$15/ea.	15.00
		70.00
		70
308	Uniform purchases for 1 M.H. Officers @ \$350/ea.	350.00
		350

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Building & Zoning
Division: Building Fund Permits
Division #: 444 **Objective No.:** 002

Title: Building Fund Permits

#	Computation/Explanation	Amount
312	Plastic Bags, Photo Supplies, Safety Items, etc.	3,000.00 3,000
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	1,830.00 1,830
407	Postage	1,500.00 1,500
491	Other - General Fund Administrative Charges	24,859.00 24,859
910	Debt service on 2010 Pension Obligation Bonds	3,647.00 3,647
		140,320

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Building & Zoning
Division: Building Fund - Minimum Housing
Division #: 444 **Objective No.:** 003

Title: Building Fund - Minimum Housing

#	Computation/Explanation	Amount	
311	Pest Control Service Contract (\$30/month x 12 months)	360.00	
	Alarm Monitoring - 12mos x \$39.99/mo (12340 NE 8 Ave)	479.88	
	Alarm Monitoring - 12mos x \$39.99/mo (12330 NE 8 Ave)	479.88	
	Drinking water & cups	600.00	
	Floor Mats (\$9/delivery x 13 deliveries)	117.00	
		2,036.76	2,037
317	Electrical Service (\$495/month x 12 Mo.)	5,940.00	5,940
378	Water Meter - Building (\$25/month x 12 months)	300.00	300
403	Rent paid to Water & Sewer Fund	23,040.00	23,040
			31,317

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Building & Zoning
Division: Building Fund - Training & Technology
Division #: 444 **Objective No.:** 004

Title: Building Fund - Training & Technology

#	Computation/Explanation		Amount
441	Fleet Contribution	53,400.00	53,400
			53,400

WATER AND SEWER

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	4,596,411	5,709,013	0	5,160,309
Operating Expenses	4,765,484	4,975,206	0	4,979,949
Internal Services	20,507,893	22,032,162	0	23,924,269
Operating Budget	29,869,788	32,716,381	0	34,064,527
Capital Outlay	-1	37,947,468	0	4,830,000
Debt Service	23,115	111,000	0	332,457
Grants & Aids	0	0	0	0
Reserves & Other	215,257	12,420,358	0	10,746,098
Total Budget	30,108,159	83,195,207	0	49,973,082

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Assistant Public Works Director	41	2
City Engineer	35	2
Operations Chief	32	2
Sr. Civil Engineer	30	1
Utility Superintendent	30	2
Water Plant Superintendent	30	1
Water Plant Supervisor	28	1
GIS Specialist	28	1
Senior Electrician	27	1
Electricians	25	2
Scada Technician	23	1
Utility Coordinator	25	5
Water Plant Operator	23	9
Heavy Equipment Operator	22	7
Trades Mechanic	22	9
Drafting Technician	20	1
Storekeeper	22	1
Leak Detection Technician	21	3
Maintenance Mechanic	20	4
Motor Equipment Operator	20	2
Administrative Specialist	22	2
General Maintenance Worker	18	7
Administrative Coordinator	25	1
Total # of Full-Time Employees		67

2020-21 Operating Budget	34,064,527
2019-20 Operating Budget	32,716,381
Dollar Change:	1,348,146
Percentage Change:	4.12%
2020-21 Personnel - F.T.E.	67.00
2019-20 Personnel - F.T.E.	67.00
Personnel Change:	0.00

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	1,026,748	1,418,074		1,134,846
Operating Expenses	2,956,693	3,108,475		3,031,505
Internal Services	4,341,477	4,469,192		4,688,760
Operating Budget	8,324,918	8,995,741	0	8,855,111
Capital Outlay	0	388,413		490,000
Debt Service	0	0		0
Grants & Aids	0	0		0
Reserves & Other	56,718	12,271,902		10,588,275
Total Budget	8,381,636	21,656,056	0	19,933,386

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Assistant Public Works Director	41	1
City Engineer	35	2
Operations Chief	32	2
Sr. Civil Engineer	30	1
GIS Specialist	28	1
Administrative Specialist	22	2
Administrative Coordinator	25	1
Total # of Full-Time Employees		10

2020-21 Operating Budget	8,855,111
2019-20 Operating Budget	8,995,741
Dollar Change:	<u>(140,630)</u>
Percentage Change:	<u>-1.56%</u>

2020-21 Personnel - F.T.E.	10.00
2019-20 Personnel - F.T.E.	11.00
Personnel Change:	<u>-1.00</u>

Budget Summary Form

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

Objective:

\$ 19,933,386 To provide operational, administrative, engineering, GIS and clerical support to the Water & Sewer Division of the Public Works Department.

ACTIVITIES:

- | | | |
|---------------|-----|---|
| \$ 1,505,435 | 001 | Water & Sewer Administration: provide administrative, engineering, GIS, 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. |
| \$ 10,586,491 | 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. |
| \$ 78,379 | 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. |
| \$ 7,268,081 | 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 FY20 fixed assets of the utility. |
| \$ 250,000 | Sup | Water & Sewer Vehicles |
| \$ 150,000 | Sup | Equipment |
| \$ 90,000 | Sup | Building & Improvement |

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Public Works-Water & Sewer
Division: Administration
Division #: 643 **Objective No.:** 001

Title: Water & Sewer Administration

#	Computation/Explanation	Amount	Amount
101	Assistant Public Works Director	154,272.36	
	2 City Engineer	214,682.76	
	2 Operation Chief	211,099.93	
	Civil Engineer	61,765.21	
	2 Administrative Specialist	85,448.47	
	Administrative Coordinator	46,959.49	
	GIS Specialists (Vacant)	38,889.00	
		813,117.22	813,117
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	58,407.13	
	7.65% of GIS Specialist Salary	2,975.01	
		61,382.14	61,382
141	Employer contribution to 691 Pension Plan	98,431.00	98,431
142	Group health premiums - \$591.61/mo. x 12 mos. x 10 employees	70,993.20	
	Group dental premiums - \$14.4/mo. x 12 mos. x 10 employees	1,728.00	
	Family Coverage - \$250/mo. X 12 mos. X 1 employee	3,000.00	
	Dependents coverage - \$150/mo. x 12 mos. x 2 employee	3,600.00	
	Life insurance premiums - .34/1000 x salaries x 12 mos.	230.95	
	AD & D insurance premiums - .04/1000 x salaries x 12 mos.	27.17	
	Group health premiums - GIS Specialist Prorated @ 75%	5,324.00	
	Group dental premiums - GIS Specialist Prorated @ 75%	130.00	
	Life insurance premiums - GIS Specialist Prorated @ 75%	13.00	
	AD&D insurance premiums - GIS Specialist Prorated @ 75%	2.00	
		85,048.32	85,048
144	Workers' Compensation coverage for W&S Employees	35,444.00	35,444
147	FRS Pension	37,924.00	37,924

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Public Works-Water & Sewer

Division: Administration

Division #: 643

Objective No.: 001

Title: Water & Sewer Administration

#	Computation/Explanation	Amount
303	Business cards & generic City forms	150.00
	Printed forms incl. backflow permit, grease trap, sewer complaint and line location forms, service orders, door hangers-backflow ins	500.00
		650.00
		650
304	Miscellaneous office supplies	800.00
		800
305	Registration, Lodgings, Meals, and Transportation	17,500.00
	Local meetings & civic functions	1,750.00
	Sunpass	500.00
		19,750.00
		19,750
306	American Water Works Association	1,000.00
	American Public Works Association	800.00
	Water Environment Federation	240.00
	ASCFM	240.00
	Florida Section AWWA	1,000.00
		3,280.00
		3,280
308	Safety Shoes - 5 @ \$87 each	435.00
	Uniforms for Ops. Chiefs	1,200.00
		1,635.00
		1,635
311	Sunshine State Location	3,000.00
	Contractual Landscaping	68,000.00
	Misc. Services: Consultant, Surveys, Pipes Assessment, etc.	107,620.00
		178,620.00
		178,620
312	Drafting supplies & materials, blueprints & charting materials	400.00
	Miscellaneous books & manuals	100.00
	Printer supplies-including paper, cartridges, etc.	1,850.00
	First aid supplies	250.00
		2,600.00
		2,600

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Public Works-Water & Sewer
Division: Administration
Division #: 643 **Objective No.:** 001

Title: Water & Sewer Administration

#	Computation/Explanation	Amount
313	Annual backflow program software update-May	1,000.00
	CityWorks Renewal	40,000.00
	Auto CAD VIP Subscription renewal-July	1,500.00
		42,500.00
	42,500	
315	Miscellaneous licenses renewals as needed including Professional Engineer Licenses and the annual Business and Personal Certificate	1,450.00
	Cellular service for Asst. Director \$100/mo. x 12 mos.	0.00
	Cellular service for City Engineer \$100/mo. x Ops \$100 & Sr. \$25	2,700.00
		4,150.00
	4,150	
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	28,145.00
		28,145
407	Postage expense	650.00
		650
441	Vehicle Maintenance	35,200.00
		35,200.00
910	Debt service 2010 Pension Obligation Bonds	56,109.00
		56,109
		1,505,435

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Public Works-Water & Sewer
Division: Administration
Division #: 643 **Objective No.:** 002

Title: Public Relations

#	Computation/Explanation	Amount
395	Public Relations services, promotional expenses and/or advertising related to Water & Sewer programs/activities/projects 5,000.00	5,000

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Public Works-Water & Sewer
Division: Administration
Division #: 643 **Objective No.:** 003

Title: Indirect Expenses & Reserves

#	Computation/Explanation	Amount
142	Emergency room reimbursement 2 @ \$250 each	500.00 500
145	Anticipated expenditure for Unemployment Compensation reimbursements for former Water & Sewer employees	3,000.00 3,000
319	Funds for training classes, seminars and/or tuition reimbursement for Water & Sewer employees	48,200.00 48,200
394	Pre-employment exam including drug & TP testing for Water & Sewer CDL employees:	
	Medical evaluation and fitness for duty exam 1	500.00
	Reasonable suspicion drug & alcohol test 1	125.00
	Hepatitis B Shots	2,000.00
		2,625.00
980	Fund Reserve	2,139,139.00 2,139,139
990	Reserve for Capital Projects CIF (Capital Improvement Fee)	7,718,801.00 7,718,801
996	Reserve for accrued vacation and sick leave benefits due employees of the Water & Sewer Operation & Maintenance Fund. (From CAFR)	674,226.00 674,226
		10,586,491

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Public Works-Water & Sewer

Division: Administration

Division #: 643

Objective No.: 004

Title: Water & Sewer Building Expenses

#	Computation/Explanation	Amount	Amount
302	Fax and Alarm Lines	1,400.00	1,400
311	Termite Warranty service contract renewal for Building & Zoning	200.00	
	Termite Warranty service contract renewal for Utility Operations Cent	240.00	
	Extermination for Operation Center \$30/mo. x 12 mos.	360.00	
	Air conditioning maintenance contract for Operations Center \$555/mo. x 12 mos.	6,660.00	
	Air conditioning maintenance contract for CP&D Annex \$233/mo. x 12 mos.	2,796.00	
	Air conditioning maintenance contract for Building & Zoning office \$79/mo. x 12 mos.	948.00	
	Janitorial Services	5,000.00	
	Fire extinguisher inspection & certifications	160.00	
	MAT Services	500.00	
		16,864.00	16,864
312	Supplies required to maintain the Water & Sewer Operations Center	1,100.00	1,100
315	Clearing for Pepper Lake	20,000.00	20,000
317	Electrical costs for 2 buildings	13,200.00	
	Outdoors lights - 2 accounts	1,320.00	
		14,520.00	14,520
321	Property insurance on Utility Operations Center (incl. contents)	13,889.00	
	Flood Insurance for CP&D & B&Z facilities	2,236.00	
	Flood Insurance for nursery facility	1,380.20	
		17,505.20	17,505
329	Repair, replacement and general maintenance of 3 City buildings, including hardware, electrical, air conditioning repair parts, plumbing, paint supplies, etc.	3,900.00	3,900

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Public Works-Water & Sewer
Division: Administration
Division #: 643 **Objective No.:** 004

Title: Water & Sewer Building Expenses

#	Computation/Explanation	Amount
408	E350 Toshiba Copier Lease - months 25-36 of 36 mos.	
	New lease	2,640.00
	Dry ink cartridges	200.00
	Copier paper	250.00
	<u>3,090.00</u>	3,090
		78,379

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Public Works-Water & Sewer
Division: Administration
Division #: 643 **Objective No.:** 005

Title: Interfund Transfers

#	Computation/Explanation	Amount
309	City Attorney	61,525.00 61,525
310	Annual Financial Audit	34,571.00 34,571
384	1,402 sq. ft. of space used by Water & Sewer @ \$12/sq. ft.	26,600.00 26,600
386	Information Technology	177,712.00 177,712
387	Utility Billing & Central Cashier	1,910,031.00 1,910,031
393	Public Works-Streets Div. - Street & ROW Maint.	435,967.00 435,967
410	Services provided by General Fund Administrative Departments	1,471,735.00 1,471,735
414	Return on investment in Utility	3,149,940.00 3,149,940
		7,268,081

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	701,203	833,374		858,226
Operating Expenses	374,706	336,262		345,067
Internal Services	192,060	257,762		236,191
Operating Budget	1,267,969	1,427,398	0	1,439,484
Capital Outlay	0	4,280,688		1,025,000
Debt Service	0	0		0
Grants & Aids	0	0		0
Reserves & Other	31,884	28,213		31,480
Total Budget	1,299,853	5,736,299	0	2,495,964

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Senior Electrician	27	1
Electrician	25	2
Utility Coordinator	25	1
Trades Mechanic	22	3
Scada Technician	23	1
Maintenance Mechanic	20	2
General Maintenance Worker	18	1
Total # of Full-Time Employees		11

2020-21 Operating Budget: 1,439,484
2019-20 Operating Budget: 1,427,398
Dollar Change: 12,086
Percentage Change: 0.85%

2020-21 Personnel - F.T.E. 11.00
2019-20 Personnel - F.T.E. 11.00
Personnel Change: 0.00

Budget Summary Form

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

Objective:

\$ 2,495,964 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 44 sewage pump stations that provides services to the City's customers.

ACTIVITIES:

- | | | |
|------------|-----|--|
| \$ 888,219 | 001 | Lift Station Maintenance and Capital Improvements: operate and maintain 44 sewer pumping stations, which collect and transport wastewater from customers to a treatment facility. Repair and replace 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. |
| \$ 362,345 | 002 | Electrical Services: install, maintain, and repair all electrical equipment at the 44 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. |
| \$ 220,400 | 004 | Vehicles: provides funds for the daily operation, preventive maintenance, emergency repairs and replacement of vehicles. |
| \$ 700,000 | Sup | Lift Station(s) Rehab - Telemetry and Pumps |

Budget Summary Form

Department: Public Works-Water & Sewer
Division: Utility Equipment Maintenance
Division #: 644 **Objective No.:** 001

Title: Lift Station Maintenance

#	Computation/Explanation	Amount	Amount
101	Utility Coordinator	54,853.29	
	3 Trades Mechanics	144,332.18	
	General Maintenance Worker	33,004.07	
	Scada Techn.	51,265.02	
	2 Maintenance Mechanics	52,160.00	
	335,614.56	335,615	
104	Overtime - Trades Mechanic 128 hours	4,171.00	4,171
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	21,753.12	
	7.65% of overtime	319.08	
	7.65% of vacant maintenance mechanic Salaries	3,990.24	
	26,062.44	26,062	
141	Employer contribution to 691 Pension Plan	64,831.00	64,831
142	Group health premiums - \$591.61/mo. x 12 mos. x 8 employees	56,794.56	
	Group dental premiums - \$14.4/mo. x 12 mos. x 8 employees	1,382.40	
	Life insurance premiums - .34/1000 x salaries	87.84	
	AD & D insurance premiums - .04/1000 x salaries	10.33	
	Group health premiums - Vacant Maintenance Mechanics	10,649.00	
	Group dental premiums - Vacant Maintenance Mechanic	259.00	
	Life insurance premiums - Vacant Maintenance Mechanic	18.00	
	AD & D insurance premiums - Vacant Maintenance Mechanic	2.00	
	69,203.13	69,203	
144	Workers' Compensation coverage for W&S Employees	12,752.00	12,752
147	FRS Pension	2,795.00	
	FRS Pension Vacant Maintenance Mechanics	4,418.00	
	7,213.00	7,213	
305	AWWA Conference	2,000.00	2,000
306	AWWA & APWA Memberships for Supervisor	250.00	250

Budget Summary Form

Department: Public Works-Water & Sewer
Division: Utility Equipment Maintenance
Division #: 644 **Objective No.:** 001

Title: Lift Station Maintenance

#	Computation/Explanation	Amount
308	Uniform rental/cleaning 8 employees	2,912.00
	Safety shoe allowance for 8 employees @ \$87 each	696.00
		3,608.00
		3,608
311	Contractual Lawn Maintenance around six (6) lift stations: "B", "E", "G", "H", "I", and "Breeze swept" \$420/mo. x 12 mos.	5,040.00
	Fire extinguisher inspections, refills and certification	500.00
	Generator Maintenance	6,500.00
	Scada Annual Maintenance	15,000.00
		27,040.00
		27,040
312	Safety items including vests, goggles, respirators, first aid supplies, boots, water kegs, etc.	1,035.00
	Supplies required to perform duties including welding supplies, blades, grinding wheels, hilcolube, discharge hoses, etc.	2,700.00
	Chemicals such as sewer degreaser, sewer deodorizer, deodorant blocks, as well as sewer plugs	4,500.00
	Miscellaneous supplies as needed	650.00
	Eco Tablets	60,000
		68,885.00
		68,885
315	Cell Phone allowance \$75 per month 12 months.	900.00
		900
316	Miscellaneous tools as needed	2,173.00
		2,173
317	Lift Station "E"	11,026.00
	Lift Station "A"	18,199.64
	Lift Station "G"	5,682.00
	Lift Station "H"	5,995.00
	Lift Station "I"	6,656.00
	Lift Station "Sans Souci 1"	4,083.00
	Lift Station "J"	2,013.53
	Lift Station "Sans Souci 2"	4,777.34
	Lift Station "Hospital"	2,419.30
	Lift Station "Sans Souci 3"	5,643.00

Budget Summary Form

Department: Public Works-Water & Sewer
Division: Utility Equipment Maintenance
Division #: 644 **Objective No.:** 001

Title: Lift Station Maintenance

#	Computation/Explanation		Amount
	Lift Station "K"	5,809.00	
	Lift Station "Breezeswept"	4,282.26	
	Lift Station "Pine Road"	2,327.42	
	Lift Station "K-Ind"	5,676.00	
	Lift Station "Lakeshore"	1,374.00	
	Lift Station "V-in-the-Road"	704.35	
	Lift Station "Quayside"	3,828.00	
	Lift Station "Woods"	3,950.50	
	Lift Station "F"	4,639.54	
	Lift Station "Bellows"	2,934.80	
	Lift Station "KP-1"	689.04	
	Lift Station "Master"	2,449.92	
	Lift Station "FIU West"	3,058.57	
	Lift Station "B"	1,531.20	
	Lift Station "C"	2,738.30	
	Lift Station "Ivan Tors"	3,718.00	
	Lift Station "Croton Road"	3,138.96	
	Lift Station "KP-2"	551.23	
	Lift Station "Noel"	888.10	
	11 small lift stations	5,050.00	
		125,834.00	125,834
320	Docking Station Lease	6,800.00	6,800
329	Light bulbs, paint, lumber, nails, wire and other building materials and CNB for "I" Station Emergency Generator	1,500.00	
		319.00	
		1,819.00	1,819
331	47 Pumping Stations-maint. of pump stations incl. repair/replace	80,000.00	
	Assorted nuts, bolts, gaskets, liquid metal & packing	2,500.00	
	Calibration & report of gas detection equipment	350.00	
	Small tool repairs	100.00	
	Maintenance of telemetry equipment	15,800.00	
		98,750.00	98,750

Budget Summary Form

Department: Public Works-Water & Sewer
Division: Utility Equipment Maintenance
Division #: 644 **Objective No.:** 001

Title: Lift Station Maintenance

#	Computation/Explanation		Amount
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	10,126.00	10,126
910	Debt service on 2010 Pension Obligation Bonds	20,187.00	20,187
			888,219

Budget Summary Form

Department: Public Works-Water & Sewer

Division: Utility Equipment Maintenance

Division #: 644

Objective No.: 002

Title: Electrical Services

#	Computation/Explanation	Amount
101	1 Senior Electrician	73,288.29
	2 Electricians	134,035.73
		207,324.02
		207,324
104	Senior Electrician 200 hours	8,000.00
	Electrician 220 hours	16,000.00
		24,000.00
		24,000
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	15,952.09
	7.65% of overtime pay	1,836.00
		17,788.09
		17,788
141	Employer contribution to 691 Pension Plan	58,443.00
		58,443
142	Group health premiums - \$591.61/mo. x 12 mos. x 3 employees	21,297.96
	Group dental premiums - \$14.4/mo. x 12 mos. x 3 employees	518.40
	Dependents' coverage - \$150/mo. x 12 mos. x 1 employee	1,800.00
	Life insurance premiums - .34/1000 x salaries	65.71
	AD & D insurance premiums - .04/1000 x salaries	7.73
		23,689.80
		23,690
144	Workers' Compensation coverage for W&S Employees	7,134.00
		7,134
308	Safety shoe allowance for 3 employees @ \$87 each	262.00
	Uniform rental/cleaning \$13.38/week x 52 weeks	695.76
		957.76
		958
312	Safety items incl. gloves, raincoats, boots & safety glasses and etc.	400.00
	Electrician's handbooks	100.00
		500.00
		500
315	Licenses required for electricians	600.00
	Cell Allowance Sr. Electrician, 2 Electricians	1,200.00
		1,800.00
		1,800

Budget Summary Form

Department: Public Works-Water & Sewer
Division: Utility Equipment Maintenance
Division #: 644 **Objective No.:** 002

Title: Electrical Services

#	Computation/Explanation		Amount
316	Miscellaneous tools as needed	3,000.00	3,000
331	Maintenance of testing equipment, jet line, chipping hammers, etc.	750.00	750
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	5,665.00	5,665
910	Debt service on 2010 Pension Obligation Bonds	11,293.00	11,293
			362,345

Budget Summary Form

Department: Public Works - Water & Sewer
Division: Utility Equipment Maintenance
Division #: 644 **Objective No.:** 003

Title: Lift Station Rehabilitation

#	Computation/Explanation		Amount
608	Rehabilitation	200,000.00	200,000
			200,000

Budget Summary Form

Department: Public Works-Water & Sewer
Division: Utility Equipment Maintenance
Division #: 644 **Objective No.:** 004

Title: Vehicle Repair & Maintenance

#	Computation/Explanation		Amount
441	Vehicle Maintenance	220,400.00	220,400
			220,400

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	874,622	1,088,737	0	1,050,400
Operating Expenses	951,738	1,089,823	0	1,132,495
Internal Services	5,131,012	4,841,676	0	6,031,523
Operating Budget	6,957,372	7,020,236	0	8,214,418
Capital Outlay	0	10,394,103	0	325,000
Debt Service	0	0	0	165,498
Grants & Aids	0	0	0	0
	41,100	39,400	0	40,520
Total Budget	6,998,472	17,453,739	0	8,745,436

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Water Plant Superintendent	30	1
Water Plant Supervisor	28	1
Utility Coordinator	25	1
Water Plant Operator	23	9
Leak Detection Technician	21	2

Total # of Full-Time Employees 14

2020-21 Operating Budget: 8,214,418
2019-20 Operating Budget: 7,020,236
Dollar Change: 1,194,182
Percentage Change: 17.01%

2020-21 Personnel - F.T.E. 14.00
2019-20 Personnel - F.T.E. 14.00
Personnel Change: 0.00

Budget Summary Form

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

Objective:

\$ 8,745,436 To provide potable and pleasant tasting water to all customers of the City's utility by producing and treating approximately 6.72 million gallons of water daily at the City's Winson Water Plant at Sunkist Grove and purchasing approximately 6.32 million gallons of supplemental water daily from Miami-Dade County.

ACTIVITIES:

\$ 2,245,808	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.
\$ 6,128,228	002	Water Purchased For Resale: provides for the purchase of approximately 6.32 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 6.72 MGD of potable water; the system requires almost 13.04.
\$ 46,400	003	Vehicles: provides funds for the daily operation, preventive maintenance, emergency repairs and replacement of vehicles.
\$ 325,000	Sup	Winson Water Plant

Budget Summary Form

Department: Public Works-Water & Sewer
Division: Water Plant
Division #: 646 **Objective No.:** 001

Title: Water Plant Operation

#	Computation/Explanation	Amount	Amount
101	1 Water Plant Superintendent	100,921.49	
	1 Water Plant Supervisor	81,548.82	
	1 Utility Coordinator	72,620.41	
	7 Water Plant Operators	307,711.90	
	1 Leak Detection Technician	44,709.54	
	2 Water Plant Operators	60,656.00	
	1 Leak Detection Technician	27,416.00	
		695,584.16	
104	Water Plant Operator-416 hours	13,108.00	13,108
106	Coordinator x 10 holidays x 8 hrs.	5,000.00	
	5 Water Plant Operators x 10 holidays	9,787.00	
		14,787.00	
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	46,543.53	
	7.65% of 2 vacant water plant operator salaries	4,640.18	
	7.65% of vacant leak detection technician salaries	2,097.32	
	7.65% of holiday	1,131.21	
	7.65% of overtime	1,002.76	
		55,415.00	
141	Employer contribution to 691 Pension Plan	96,401.00	96,401
142	Group health premiums - \$591.61/mo. x 12 mos. x 14 empl.	99,390.48	
	Group dental premiums - \$14.4/mo. x 12 mos. x 14 empl.	2,419.20	
	Life insurance premiums - .34/1000 x salaries	178.97	
	AD & D insurance premiums - .04/1000 x salaries	21.06	
	Dependents' coverage - \$150/mo. x 12 mos. x 1 empl.	1,800.00	
	Group health premiums - 2 Vacant water plant operators	10,649.00	
	Group health premiums - Vacant leak detection tech.	5,324.00	
	Group dental premiums - Vacant leak detection tech.	130.00	
	Group dental premiums - 2 Vacant water plant operator	260.00	
	Life insurance premiums - 2 Vacant water plant operator	20.00	
	Life insurance premiums - Vacant leak detection tech.	9.00	
	AD & D insurance premiums - 2 Vacant water plant operator	2.00	
	AD & D insurance premiums - Vacant leak detection tech.	1.00	
		120,204.71	

Budget Summary Form

Department: Public Works-Water & Sewer
Division: Water Plant
Division #: 646 **Objective No.:** 001

Title: Water Plant Operation

#	Computation/Explanation	Amount
144	Workers' Compensation coverage for W&S Employees	25,596.00
		25,596
147	FRS Pension	21,844.00
	FRS Pension leak detection tech.	2,322.14
	FRS Pension 2 Vacant Water Plant Operators	5,137.56
		29,303.70
		29,304
305	Microbiological Training Course to update 4 operators with regards to federal laboratory regulations and provide oper with the required Continuing Education credits for license renc	1,000.00
		1,000
306	American Water Works Association	250.00
	Drinking Water Contest \$55/each x 6	410.00
	Southeast Desalting Association	0.00
		660.00
		660
308	Uniform rental/cleaning-14 empl. x \$7/week x 52 weeks	5,096.00
	Safety shoe allowance for 14 employees @ \$87 each	1,218.00
		6,314.00
		6,314
311	Fire extinguisher inspections, refills and certification	300.00
	Towels, Mop and shop rags & supplies.	500.00
	Maintenance contract on air conditioner \$104/month x 12 mos.	1,248.00
	Distribution water quality parameters-collections & analysis Bi-annually \$1,190 x 2 tests	2,380.00
	Entry Point Water Quality Parameter-Collection & Analysis Bi-weekly \$340 x 26 collections	8,840.00
	Lead & Copper Annual Analysis (60 samples each)	960.00
	Unregulated contaminants Analysis (Bi-annually)	8,346.00
	Lime Sludge Analysis (Bi-Annually) \$860 x 2 tests	720.00
	T.R.P.H. (Total Recovery Petroleum Hydrocarbons)	
	Nitrate, Nitrite & Total Nitrogen test (Quarterly) \$200 x 4 tests	800.00
	Calibration of 8 raw water well flow meters-SFWMD	2,700.00
	Stage 2 Disinfectants and Disinfection Byproduct Analysis	3,696.00

Budget Summary Form

Department: Public Works-Water & Sewer
Division: Water Plant
Division #: 646 **Objective No.:** 001

Title: Water Plant Operation

#	Computation/Explanation	Amount
	Lawn Maintenance contract \$215/month x 12 months	2,580.00
	Emergency generator service contract	2,600.00
	Pest Control \$30/a month x 12 months	360.00
	Maintenance on Gate Opener @ Water Plant	1,000.00
		37,030.00
		37,030
312	Quick lime 1,182 tons x \$275/ton	325,050.00
	Comm Carrier Truck freight for quick lime deliveries	9,889.00
	Ammonia Sulfate 11636 Gal @ \$1.65	19,200.00
	Sodium Hypochlorite 197,948 gal @ \$0.538	106,496.00
	Fluoride 8,275 gallons \$ \$2.90/gal	24,000.00
	Whispro Flocc 18,627lbs @ \$2.60/lb.	48,430.00
	Praeston 2540 (Flocculant) 2,700 lb @ \$3.09	8,343.00
	Laboratory supplies, assorted chemicals, proficiency testing kits	18,000.00
	Building supplies including lime descaling solution, bug spray, f wax, paper towels, etc.	2,500.00
	Safety supplies incl glasses, gloves, raincoats, respirator filters, €	1,500.00
	Operational supplies, Zip Disc, DV-R for paperless recorder, anc safety Items incl gloves, raincoats, boots & safety glasses	500.00
	Leak detection supplies	2,500.00
		566,408.00
		566,408
313	Netscreen 5XP 1 yr. extended warranty on hardware & software for firewall installed at Water Plant	200.00
		200
315	Operator license renewal @ \$75 each for 11 operators	825.00
	Cell. Allowance for Management \$25/month x 12 months x 3	900.00
	Drinking Water Annual Operating License	5,000.00
	Laboratory Certification Renewal	500.00
		7,225.00
		7,225
316	Miscellaneous tools as needed	1,030.00
		1,030
317	Electricity for:	
	Winson Water Plant	201,400.00
	Water Well Fields (3 accounts)	110,000.00

Budget Summary Form

Department: Public Works-Water & Sewer
Division: Water Plant
Division #: 646 **Objective No.:** 001

Title: Water Plant Operation

#	Computation/Explanation	Amount
	Lights at Water Plant	1,003.20
	LP Gas for auxiliary standby pumps as needed	275.00
		312,678.20
		312,678
319	Local training to support required CEU's for Water Plant Operat licenses. "A" licenses require 2 CEU's "B" & "C" licenses requ 1 CEU-11 operators/year	2,200.00
		2,200
321	Property Insurance on building & contents	108,000.00
	Boiler & machinery insurance	4,000.00
		112,000.00
		112,000
329	Supplies required to maintain the Water Plant building	2,000.00
		2,000
330	Repairs to fences, water tanks, etc.	1,500.00
		1,500
331	Repair and replacement parts for high service pumps, well pumps, chemical feed equipment, lime slaker, electrical switch gear, emergency engines & generator	45,000.00
	Calibration & certification of electronic remote controls and microbiological instruments	2,500.00
	Desiccant for air dryer, oils & lubricants	1,500.00
	Funds to rebuild/rewind motors on high service pumps, well pumps, and transfer pumps when needed (dip & bake)	15,000.00
	Repairs to electronic gate installed in FY02	750.00
	Small tool repairs, pumps, belts, and misc. items	500.00
	Maintenance of leak detection equipment	2,000.00
		67,250.00
		67,250
395	Conservation Items \$15,000	15,000.00
		15,000
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	20,325.00
		20,325

Budget Summary Form

Department: Public Works-Water & Sewer
Division: Water Plant
Division #: 646 **Objective No.:** 001

Title: Water Plant Operation

#	Computation/Explanation		Amount
408	E352 Toshiba Copier		
	Lease payments 20-31 of 36 months @ \$115/mo.	1,380.00	
	Maintenance \$49/month x 12 months	588.00	
	Copier paper	100.00	
		2,068.00	2,068
910	Debt service on 2010 Pension Obligation Bonds	40,520.00	40,520
			2,245,808

Budget Summary Form

Department: Public Works-Water & Sewer
Division: Water Plant
Division #: 646 **Objective No.:** 002

Title: Water Purchased For Resale

#	Computation/Explanation	Amount
404	Water purchased from Miami-Dade Water & Sewer Authority 3,452,000 gallons @ \$1.7947/1,000 gallons 6,195,304.40 Possible Wholesale True-up for FY18-19 -232,574.00 <hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 5,962,730.40	5,962,730
	DW13183	
704	SRF Loan Repay Back - Filter Project 79,494.00	79,494
705	SRF Loan Repay Back - Filter Project 86,004.00	86,004
		6,128,228

Budget Summary Form

Department: Public Works-Water & Sewer
Division: Water Plant
Division #: 646 **Objective No.:** 003

Title: Vehicle Repair & Maintenance

#	Computation/Explanation	Amount
441	Vehicle Maintenance 46,400.00	46,400
		46,400

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	1,354,854	1,522,322	0	1,423,468
Operating Expenses	303,098	207,527	0	216,448
Internal Services	220,996	354,138	0	306,565
Operating Budget	1,878,948	2,083,987	0	1,946,481
Capital Outlay	-1	11,821,962	0	2,590,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	54,132	52,314	0	55,751
Total Budget	1,933,079	13,958,263	0	4,592,232

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Utility Superintendent	30	1
Utility Coordinator (1 Vacant)	25	3
Trades Mechanic (2 Vacant)	22	4
Heavy Equipment Operator	22	3
Leak Detection Technician	21	1
Storekeeper	22	1
Maintenance Mechanic	20	1
Motor Equipment Operator (1 Vacant)	20	1
General Maintenance Worker	18	3

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

2020-21 Operating Budget: 1,946,481
2019-20 Operating Budget: 2,083,987
Dollar Change: (137,506)
Percentage Change: -6.60%

2020-21 Personnel - F.T.E. 18.00
2019-20 Personnel - F.T.E. 19.00
Personnel Change: -1.00

Budget Summary Form

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

Objective

\$ 4,592,232 To ensure the satisfactory flow of potable 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 back flow prevention devices.

ACTIVITIES:

\$ 1,304,588 001 **Water Distribution:** crews install, repair, replace and maintain water meters, mains and service lines; test water meters and repair or replace defective units; install back flow 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.

\$ 459,044 002 **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.

\$ 350,000 003 **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 back flow 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.

\$ 278,600 004 **Vehicles:** provides funds for the daily operation, preventive maintenance, emergency repairs and replacement of vehicles.

\$ 2,200,000 Sup **Water Line Replacement**

Budget Summary Form

Department: Public Works-Water & Sewer
Division: Water Distribution
Division #: 649 **Objective No.:** 001

Title: Water Distribution

#	Computation/Explanation		Amount
101	1 Utility Superintendent	95,746.03	
	2 Utility Coordinators	145,058.73	
	1 Heavy Equipment Operator	55,584.86	
	1 Maintenance Mechanic	37,469.05	
	1 Leak Detection Technician	56,092.40	
	3 General Maintenance Workers	101,518.87	
	1 Storekeeper	57,179.51	
	1 Utility Coordinators	33,542.00	
	1 Motor Equipment Operator	26,080.00	
		608,271.45	608,271
104	Utility Coordinator 800 hours	30,000.00	
	Heavy Equipment Operator 700 hours	30,000.00	
	General Maintenance Worker 700 hours	17,863.00	
		77,863.00	77,863
106	Heavy Equipment Operator 8 hr./holiday x 5 holidays	3,088.05	3,088
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	42,086.43	
	7.65% of vacant utility coordinator salary	2,565.96	
	7.65% of vacant motor equipment operator salary	1,995.12	
	7.65% of overtime pay	5,956.52	
	7.65% of holiday pay	236.24	
		52,840.27	52,840
141	Employer contribution to 691 Pension Plan	113,782.00	113,782
142	Group health premiums - \$591.61/mo. x 12 mos. x 12 employees	85,191.84	
	Group dental premiums - \$14.4/mo. x 12 mos. x 12 employees	2,073.60	
	Life insurance premiums - .34/1000 x salaries	170.31	
	AD & D insurance premiums - .04/1000 x salaries	20.04	
	Dependents' coverage - \$150/mo. x 12 mos. x 4 employee	7,200.00	
	Group health premiums - Vacant MEO, Utility Coordinator	10,649.00	
	Group dental premiums - Vacant MEO, Utility Coordinator	260.00	
	Life insurance premiums - Vacant MEO, Utility Coordinator	20.00	
	AD & D insurance premiums - Vacant MEO, Utility Coordinator	2.00	
		105,586.79	105,587

Budget Summary Form

Department: Public Works-Water & Sewer
Division: Water Distribution
Division #: 649 **Objective No.:** 001

Title: Water Distribution

#	Computation/Explanation	Amount
144	Workers' Compensation coverage for W&S Employees	22,636.00
147	FRS Pension	11,772.00
	FRS Pension Vacant Motor Equipment Operator and Utility Coordin	5,049.98
		16,821.98
305	FSAWWA Conference for Superintendent & Coordinators Registration, hotel and meals	1,800.00
306	AWWA & APWA membership for Superintendent	240.00
	FWPCOA	30.00
	ASFPM	120.00
		390.00
308	Uniform rental/cleaning-12 employees	4,368.00
	Safety shoe allowance for 12 employees @ \$87 each	1,044.00
		5,412.00
312	Safety items-vest, boots, goggles, raincoats, gloves, etc.	1,200.00
	Chemical-Clorox, insect spray, PVC silicone, gasket remover	4,000.00
	Traffic safety items-barricades, lights, traffic cones	1,500.00
	Antibacterial soap	650.00
	Miscellaneous batteries, gas cans, blades, brooms, slings, lanterns, fire extinguishers refills, etc.	2,800.00
		10,150.00
315	Backflow Recertification 10 employees @ \$100 each	1,000.00
	Cell Allow. - 3 Coord.(\$25) each & Superint. \$50 /mo. x 12 mos.	1,500.00
	License renewal for 6 employees	900.00
		3,400.00
316	Miscellaneous tools as needed	2,700.00
319	Backflow Recertification Training-4 employees \$100 each for 2-day training	500.00

Budget Summary Form

Department: Public Works-Water & Sewer
Division: Water Distribution
Division #: 649 **Objective No.:** 001

Title: Water Distribution

#	Computation/Explanation		Amount
320	Leased land from Florida East Coast Railway as per Schedule "A" Blanket Utility License Agreement (6/99)		
	Contract # RR 43-4554/357-14-8	870.00	
	Contract # RR 43-2086/357-14-5	870.00	
	Contract # RR 43-3514/357-14-12 - 357 14-12+357 14-2a	9,000.00	
	Contract # RR 43-5155/357-14-10	870.00	
	Contract # RR 43-3709/357-14-14	830.00	
	Contract # RR 43-2809/357-14-3	800.00	
	Contract # RR 43-2807/357-14-7	770.00	
	Contract # RR 43-3808/357-14-4	830.00	
	Contract # RR 43-3991/357-14-16	700.00	
		15,540.00	15,540
331	Supplies and materials required to maintain the water system	140,000.00	140,000
333	Asphalt, road rock, sand & concrete	30,000.00	30,000
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs	17,974.00	17,974
628	Purchase and installation of 10 backflow prevention devices-offset by revenue (for city buildings)	5,000.00	5,000
691	Purchase/installation of 30 water meters & boxes for new services Offset by revenue	35,000.00	35,000
910	Debt service on 2010 Pension Obligation Bonds	35,833.00	35,833
			1,304,588

Budget Summary Form

Department: Public Works-Water & Sewer
Division: Water Distribution
Division #: 649 **Objective No.:** 002

Title: Water Line Installation & Maintenance Crew

#	Computation/Explanation	Amount
101	2 Heavy Equipment Operators 117,415.48 2 Trades Mechanics 99,414.00 2 Trades Mechanics (Vacant) 57,856.00 <hr style="width: 100%;"/> 274,685.48	274,685
104	Overtime 9,500.00	9,500
140	Employer's portion of Social Security Tax @ 7.65% of Salaries 16,587.46 7.65% of overtime pay 726.75 7.65% of 2 trades mechanic Salaries 4,425.98 7.65% of Plumber Salary 0.00 <hr style="width: 100%;"/> 21,740.19	21,740
141	Employer contribution to 691 Pension Plan 59,075.00	59,075
142	Group health premiums - \$591.61/mo. x 12 mos. x 4 employees 28,397.28 Group dental premiums - \$14.4/mo. x 12 mos. x 4 employees 691.20 Life insurance premiums - .34/1000 x salaries 67.53 AD & D insurance premiums - .04/1000 x salaries x 12 mos 7.94 Group health premiums - 2 Vacant Trades Mechanic 10,649.00 Group dental premiums - 2 Vacant Trades Mechanic 260.00 Life insurance premiums - 2 Vacant Trades Mechanic 22.00 AD & D insurance premiums - 2 Vacant Trades Mechanic 2.00 <hr style="width: 100%;"/> 40,096.95	40,097
144	Workers' Compensation coverage for W&S Employees 12,582.00	12,582
147	FRS Pension (3 vacant positions) 4,900.40	4,900
308	Uniform rental/cleaning-7 employees @ \$84/wk x 52 wks 4,368.00 Safety shoe allowance for 7 employees @ \$87 each 609.00 <hr style="width: 100%;"/> 4,977.00	4,977

Budget Summary Form

Department: Public Works-Water & Sewer
Division: Water Distribution
Division #: 649 **Objective No.:** 002

Title: Water Line Installation & Maintenance Crew

#	Computation/Explanation		Amount
312	Safety items-raincoats, vests, glasses, gloves, etc.	330.00	
	Chemicals-PVC glue, silicone, acetone	90.00	
	Miscellaneous items-brooms, slings, hand soap	330.00	
		750.00	750
315	Qualified Business Organization License (June)	59.00	
	Cell allowance - Plumber (\$25) x 12 months	0.00	
	Plumber's License	209.00	
		268.00	268
316	Miscellaneous tools as needed	561.35	561
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	9,991.00	9,991
910	Debt service on 2010 Pension Obligation Bonds	19,918.00	19,918
			459,044

Budget Summary Form

Department: Public Works-Water & Sewer
Division: Water Distribution
Division #: 649 **Objective No.:** 003

Title: Cyclical Water Line Replacement

#	Computation/Explanation		Amount
636	4,000 LF of lrg dia. Pipe	300,000.00	300,000
638	29,600 ft. of small dia. Pipe	50,000.00	50,000
			350,000

Budget Summary Form

Department: Public Works-Water & Sewer
Division: Water Distribution
Division #: 649 **Objective No.:** 004

Title: Water Distribution

#	Computation/Explanation		Amount
441	Vehicle & Equip. Maintenance	278,600.00	278,600
			278,600

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	638,984	846,506	0	693,369
Operating Expenses	179,249	233,119	0	254,434
Internal Services	10,622,348	12,109,394	0	12,661,230
Operating Budget	11,440,581	13,189,019	0	13,609,033
Capital Outlay	0	11,062,302	0	400,000
Debt Service	23,115	111,000	0	166,959
Grants & Aids	0	0	0	0
Reserves & Other	31,423	28,529	0	30,072
Total Budget	11,495,119	24,390,850	0	14,206,064

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Utility Superintendent	30	1
Heavy Equipment Operator	22	4
Trades Mechanic	22	2
Maintenance Mechanic	20	1
Motor Equipment Operator	20	1
General Maintenance Worker	18	3

Total # of Full-Time Employees 12

2020-21 Operating Budget: 13,609,033
2019-20 Operating Budget: 13,189,019
Dollar Change: 420,014
Percentage Change: 3.18%

2020-21 Personnel - F.T.E. 12.00
2019-20 Personnel - F.T.E. 12.00
Personnel Change: 0.00

Budget Summary Form

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

Objective:

\$ 14,206,064 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:

- | | | | |
|----|------------|-----|--|
| \$ | 774,722 | 001 | Sewer Maintenance & Installation: locate, repair, and maintain the sewer gravity mains, sewer force mains and laterals throughout the City; install sewer mains and laterals for new services; and handles all emergency sewer line backups and breaks. |
| \$ | 194,119 | 002 | Sewer T.V. Crew: provide "in-house" TV monitoring of approximately 10 miles of pipes annually; cleans and seals approximately 225,000 feet of sewer lines annually; and provide continuous preventative maintenance of the sewer lines that have been sealed or replaced. |
| \$ | 12,370,464 | 003 | Sewage Disposal Fees: provide treatment and disposal of liquid waste by Miami-Dade Water & Sewer Authority Department as required by state and federal law. |
| \$ | 266,959 | 004 | Cyclical Sanitary Sewer Rehabilitation: this level provides funds to implement a 20-year rehabilitation and maintenance schedule for the City's Sanitary Sewer system. The City's Sanitary Sewer System is approximately 50 yrs old, therefore due to the age and condition of the pipes excess groundwater infiltration is responsible for sewer backups and excessive sewage treatment charges. Implementing a 20-year rehabilitation and maintenance schedule will address these issues and reduce the treatment sewage treatment costs. |
| \$ | 299,800 | 005 | Vehicles: provides funds for the daily operation, preventive maintenance, emergency repairs and replacement of vehicles. |
| \$ | 300,000 | Sup | Sewer Collection System |

Budget Summary Form

Department: Public Works-Water & Sewer
Division: Sewer Collection & Disposal
Division #: 650 **Objective No.:** 001

Title: Sewer Maintenance & Installation

#	Computation/Explanation	Amount
101	2 Heavy Equipment Operators 113,471.95 1 Maintenance Mechanic 37,316.73 1 Motor Equipment Operator 37,469.05 2 General Maintenance Workers 64,560.24 1 Trades Mechanic (Vacant) 28,928.00 1 Heavy Equipment Operators (Vacant) 28,928.00 1 General Maintenance Workers (Vacant) 23,693.00 <hr style="width: 100%;"/> 334,366.97	334,367
104	Heavy Equipment Operator 750 hours 29,535.00	29,535
140	Employer's portion of Social Security Tax @ 7.65% of Salaries 19,340.57 7.65% of overtime pay 2,259.43 7.65% of Heavy Equipment Operator salary 2,212.99 7.65% of Trades Mechanic salary 2,212.99 7.65% of General Maintenance Worker salary 1,812.51 <hr style="width: 100%;"/> 27,838.49	27,838
141	Employer contribution to 691 Pension Plan 43,097.00	43,097
142	Group health premiums - \$591.61/mo. x 12 mos. x 6 employees 42,595.92 Group dental premiums - \$14.4/mo. x 12 mos. x 6 employees 1,036.80 Dependents' coverage - \$150/mo. x 12 mos. x 1 employee 1,800.00 Family coverage - \$250/mo. x 12 mos. x 1 employee 3,000.00 Life insurance premiums - .34/1000 x salaries x 12 mos 82.78 AD & D insurance premiums - .04/1000 x salaries x 12 mos 9.74 Group health premiums - 3 vacant positions prorated 75% 15,973.00 Group dental premiums - 3 vacant positions prorated @ 75% 389.00 Life insurance premiums - 3 vacant positions 28.00 AD & D insurance premiums - 3 vacant positions 3.00 <hr style="width: 100%;"/> 64,918.24	64,918
144	Workers' Compensation coverage for W&S Employees 15,009.00	15,009

Budget Summary Form

Department: Public Works-Water & Sewer
Division: Sewer Collection & Disposal
Division #: 650 **Objective No.:** 001

Title: Sewer Maintenance & Installation

#	Computation/Explanation		Amount
147	FRS Pension	8,642.00	
	FRS Pension Vacant Positions	6,907.20	
		15,549.20	15,549
305	Tolls for Sewer Pumping	300.00	300
308	Uniform rental/cleaning-10 employees \$88/wk x 52 wks	4,580.00	
	Safety shoes for 10 employees @ \$87 each	870.00	
		5,450.00	5,450
312	Chemical & Compounds-impact grease, sewer solvent, chlorine, penetrating catalyst, caulking compound, spray paint, etc.	3,000.00	
	Miscellaneous items-brooms, hand soap, rags, gas cans, hoses, batteries, blades, manhole rings & covers, water kegs, etc.	4,200.00	
	Safety items-gloves, boots, goggles, first aid supplies, etc.	1,200.00	
	Traffic safety items-barricade lights, fencing, etc.	1,200.00	
		9,600.00	9,600
316	Miscellaneous tools needed to perform duties	2,900.00	2,900
320	Lease land from Florida East Coast Railway as per Blanket Utilit License agreement Schedule "A"		
	Contract# RR 43-233 357-14-11	1,500.00	
	Contract# RR 43-8346 357-14-17	1,000.00	
	Contract# RR 43-2938 357-14-6	780.00	
	Contract# RR 43-5826 357-59	800.00	
	Contract# RR 357-14-12	5,300.00	
	Contract# RR 357-14-18	1,500.00	
	Contract - Revised estimate	6,000.00	
		16,880.00	16,880
321	Property insurance on Lift Stations	52,000.00	52,000

Budget Summary Form

Department: Public Works-Water & Sewer
Division: Sewer Collection & Disposal
Division #: 650 **Objective No.:** 001

Title: Sewer Maintenance & Installation

#	Computation/Explanation		Amount
331	Supplies and materials required to maintain the sewer system	90,000.00	90,000
333	Barricade rental	312.50	
	Asphalt & road rock	30,000.00	
	Sod & sand	1,287.50	
		31,600.00	31,600
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for	11,919.00	11,919
910	Debt service on 2010 Pension Obligation Bonds	23,760.00	23,760
			774,722

Budget Summary Form

Department: Public Works-Water & Sewer
Division: Sewer Collection & Disposal
Division #: 650 **Objective No.:** 002

Title: Sewer TV Crew

#	Computation/Explanation	Amount
101	1 Heavy Equipment Operator	59,364.36
	1 Trades Mechanic (Vacant)	28,928.00
		88,292.36
104	Overtime	15,000.00
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	4,541.37
	7.65% of vacant trades mechanic	2,212.99
	7.65% of overtime pay	1,147.50
		7,901.86
141	Employer contribution to 691 Pension Plan	32,668.00
142	Group health premiums - \$591.61/mo. x 12 mos. x 1 employee	7,099.32
	Group dental premiums - \$14.4/mo. x 12 mos. x 1 employee	172.80
	Life insurance premiums - .34/1000 x salaries x 12 mos	18.22
	AD & D insurance premiums - .04/1000 x salaries x 12 mos	2.14
	Group health premiums - Vacant Trades Mechanic	5,324.00
	Group dental premiums - Vacant Trades Mechanic	130.00
	Life insurance premiums - Vacant Trades Mechanic	10.00
	AD & D insurance premiums - Vacant Trades Mechanic	1.00
144	Workers' Compensation coverage for W&S Employees	3,987.00
147	FRS Pension (Vacant)	2,450.20
308	Uniform rental/cleaning \$15/week x 52 weeks	1,560.00
	Safety shoes for 2 employees @ \$87 each	174.00
	Tshirts & caps/Windbreakers	3,712.00
		5,446.00
312	Chemicals	5,670.00
	Safety supplies-raincoats, gloves, back support vests, goggles	378.00
	Miscellaneous-traffic cones, cables, rope, sewer plugs, etc.	2,520.00
		8,568.00

Budget Summary Form

Department: Public Works-Water & Sewer
Division: Sewer Collection & Disposal
Division #: 650 **Objective No.:** 002

Title: Sewer TV Crew

#	Computation/Explanation		Amount
316	Miscellaneous tools as required to perform duties	370.80	371
331	Repairs and parts for light lens, camera, video deck and mini sewer lateral cameras	4,200.00	
	Sewer flushing hose replacements (two trucks)	3,000.00	
		7,200.00	7,200
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	3,166.00	3,166
910	Debt service on 2010 Pension Obligation Bonds	6,312.00	6,312
			194,119

Budget Summary Form

Department: Public Works-Water & Sewer
Division: Sewer Collection & Disposal
Division #: 650 **Objective No.:** 003

Title: Sewage Disposal Fees

#	Computation/Explanation		Amount
315	Miami-Dade County Sewage Disposal Permit	12,200	12,200
401	Dry season 2,058,500,000gallons @ \$2.8850/1,000 gallons	5,938,773	
	Wet season 2,058,500,000 gallons @ \$3.7092/1,000 gallons	7,635,388	
	Wholesale True-Up for FY18-19	-1,215,897	
		12,358,264	12,358,264
			12,370,464

Budget Summary Form

Department: Public Works-Water & Sewer
Division: Sewer Collection & Disposal
Division #: 650 **Objective No.:** 004

Title: Cyclical Sanitary Sewer Rehabilitation

#	Computation/Explanation		Amount
641	Sanitary Sewer Rehabilitation - Citywide WW13181	100,000.00	100,000
704	Interest Expense - SRF - FORCEMAIN PROJECT PAYBACK F'	12,000.00	21,805
705	Principal Payment - SRF FORCEMAIN PROJECT PAYBACK F	50,000.00	145,154
			266,959

Budget Summary Form

Department: Public Works-Water & Sewer
Division: Sewer Collection & Disposal
Division #: 650 **Objective No.:** 005

Title: Sewer Maintenance & Installation

#	Computation/Explanation	Amount
441	Vehicle Maintenance 299,800.00	299,800

STORMWATER

Budget Summary Form

Department: Public Works-Stormwater Utility
 Dept #: 10

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	579,341	666,230	519,428	702,154
Operating Expenses	1,116,605	1,178,600	1,168,484	1,372,330
Internal Services	502,471	578,875	345,260	583,486
Operating Budget	<u>2,198,417</u>	<u>2,423,705</u>	<u>2,033,172</u>	<u>2,657,970</u>
Capital Outlay	0	1,383,138	950,030	380,000
Debt Service	63,318	464,008	451,400	427,108
Grants & Aids	0	0	0	0
Reserves & Other	26,008	1,545,995	24,089	840,118
Total Budget	<u><u>2,287,743</u></u>	<u><u>5,816,846</u></u>	<u><u>3,458,691</u></u>	<u><u>4,305,196</u></u>

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Stormwater/Streets Superintendent	30	1
GIS Specialist	28	1
Utility Coordinator	25	1
Heavy Equipment Operator	22	3
Motor Equipment Operator	20	1
Administrative Specialist	22	1
General Maintenance Worker	18	1

Total # of Full-Time Employees 9

2020-21 Operating Budget:	2,657,970
2019-20 Operating Budget:	<u>2,423,705</u>
Dollar Change:	<u>234,265</u>
Percentage Change:	<u>9.67%</u>

2020-21 Personnel - F.T.E.	9.00
2019-20 Personnel - F.T.E.	<u>9.00</u>
Personnel Change:	<u>0.00</u>

Budget Summary Form

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

Objective:

\$ 4,305,196 To maintain the City's storm sewer system including; administrative engineering services; cleaning, removing, testing and disposing of debris from manholes, catch basins and infiltration systems; and street sweeping services.

ACTIVITIES:

- \$ 716,725 001 **Stormwater Engineering:** administer environmental compliance with the NPDES permit requirements; inspect all private and public drainage projects; administer 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; ensure compliance with the National Flood Insurance (NFIP) community rating system program; submit grant procurement materials; and provides assistance in the design of drainage projects and maintenance of the storm sewer atlas.
- \$ 402,183 002 **Storm Drain Maintenance:** maintain the City's stormwater system by cleaning leaves and debris from manholes, catch basins, and infiltration systems, cleaning 31 canal ends and removing debris from the storm sewer system. Reimburse Miami-Dade County for services it provides in maintaining the City's storm sewer system.
- \$ 68,812 003 **Street Sweeping:** clean and maintain designated streets within the City in order to prevent debris from entering canals through drainage outlets.
- \$ 96,000 004 **Catch Basin Cleaning:** contractual services needed to assist the Stormwater Maintenance employees with the cleaning and jetting of approximately 2,000 storm drain lines within the City.
- \$ 48,169 005 **Stormwater Quality Monitoring:** reimburse 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.

Budget Summary Form

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

\$ 21,850	006	<p>Public Awareness & Education: provide information to the public about the consequences of contaminated stormwater runoff and the need to protect the stormwater system from illegal dumping. Provide information to the public regarding the annual City Wide Flood Plain Management brochure, the contractor's brochure and the realtor's brochure. Provide 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; provide promotional items to be handed out to students in presentations given about the utility and its functions.</p>
\$ 1,258,712	008	<p>Debt Service, Insurance Costs and Reserves: provide debt service for Storm Water Revenue Bonds, a fully funded reserve for the payment of unused vacation and sick leave payout for Stormwater employees and the Stormwater Utility Funds prorata share of the FY13 debt service on the 2010 Pension Obligation Bonds.</p>
\$ 1,312,745	009	<p>Interfund Transfers: provide reimbursement to the General Fund for various services that the Fund provides the Stormwater Utility Fund as well as an "In Lieu of Taxes" payment representing funds that the General Fund would receive if the utility were privately owned.</p>
\$ 30,000	Sup	Automotive
\$ 150,000	Sup	Operations Equipment
\$ 200,000	Sup	Drainage Improvements

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Public Works-Stormwater Utility
Division: Stormwater Operation & Maintenance
Division #: 621 **Objective No.:** 001

Title: Stormwater Engineering

#	Computation/Explanation	Amount	Amount
101	Stormwater/Streets Superintendent	78,158.20	
	Utility Coordinator	66,873.44	
	Administrative Specialist	45,468.71	
	GIS Specialist	75,587.20	
		266,087.55	266,088
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	20,562.25	20,562
141	Employer contribution to 691 Pension Plan	52,873.00	52,873
142	Group health premiums - \$591.61/mo. x 12 mos. x 4 employees	28,397.28	
	Group dental premiums - \$14.4/mo. x 12 mos. X 4 employees	691.20	
	Dependents' coverage - \$150/mo. x 12 mos. x 1 employee	1,800.00	
	Life insurance premiums - .34/1000 x salaries	87.78	
	AD & D insurance premiums - .04/1000 x salaries	10.33	
		30,986.59	30,987
144	Workers' Compensation coverage for Stormwater Employees	8,524.00	8,524
303	Forms and other printed material required to operate Utility	42.00	42
304	Office Supplies required to operate the Utility	500.00	500
305	FAPWA Conference (Florida Chapter)	1,000.00	
	Florida Stormwater Association Conference	1,200.00	
	Governors Hurricane Conference	1,500.00	
		3,700.00	3,700
306	APWA	20.00	
	Florida Association of Stormwater Utilities	935.00	
	FWPCOA Membership (June)	30.00	
	Association of State Flood Plain Managers	198.00	
		1,183.00	1,183
308	Uniform rental/cleaning- 2 employees \$7.00/wk x 52 weeks	728.00	
	Safety shoe for 3 employees @ \$87 each	350.00	
		1,078.00	1,078

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Public Works-Stormwater Utility
Division: Stormwater Operation & Maintenance
Division #: 621 **Objective No.:** 001

Title: Stormwater Engineering

#	Computation/Explanation	Amount
312	Drafting books and technical manuals, blueprint copies & drafting and survey supplies	850.00
	CADD System supplies incl paper, ink cartridges, & misc. supplies	1,100.00
	digital video camera	400.00
	Safety supplies including raingear, coveralls and boots	400.00
		2,750.00
		2,750
313	Software upgrades CADD system & GIS	7,300.00
315	Annual Regulatory Program & Surveillance Fee required for the NPDES Permit-Facility ID# FLS267163	2,500.00
	Cell Phone for Utility Coordinator@ \$25/mo ea.	300.00
	Cell Allowance for Superint \$50	600.00
	FDEP Water	400.00
		3,800.00
		3,800
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	6,769.00
407	Postage required for correspondence	75.00
441	Vehicle Maintenance	297,000.00
910	Debt service on 2010 Pension Obligation Bonds	13,494.00
		716,725

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Public Works-Stormwater Utility
Division: Stormwater Operation & Maintenance
Division #: 621 **Objective No.:** 002

Title: Storm Drain Maintenance

#	Computation/Explanation	Amount
101	2 Heavy Equipment Operator	89,609.83
	1 Motor Equipment Operator	40,499.22
	1 General Maintenance Worker	31,951.05
		162,060.10
		162,060
104	1 Heavy Equipment Operator 12 hrs	387.73
	1 General Maintenance Worker 12 hrs	276.50
		664.23
		664
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	12,397.59
	7.65% of Overtime pay	50.81
		12,448.40
		12,448
141	Employer contribution to 691 Pension Plan	47,006.00
142	Group health premiums - \$591.61/mo. x 12 mos. x 4 employees	28,397.28
	Group dental premiums - \$14.4/mo. x 12 mos. x 4 employees	691.20
	Life insurance premiums - .34/1000 x salaries	52.71
	AD & D insurance premiums - .04/1000 x salaries	6.20
		29,147.39
		29,147
144	Workers' Compensation coverage for Stormwater Employees	5,738.00
		5,738
147	FRS Pension	3,195.11
		3,195
308	Uniform rental/cleaning \$7/week x 52 weeks 4 employees	1,456.00
	Safety shoe allowance for 4 employees @ \$87 each	348.00
		1,804.00
		1,804
311	Miami-Dade County Stormwater Services (Canal Maintenance)	97,000.00
		97,000
312	Safety supplies including gloves, glasses, ear muffs, etc	224.00
	Barricades & traffic cones	450.00
	Operational supplies, including slings, chains & hooks, oil, blades	1,263.00
	Mosquito Dunks	16,400.00
	Miscellaneous supplies	185.00
		18,522.00
		18,522

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Public Works-Stormwater Utility
Division: Stormwater Operation & Maintenance
Division #: 621 **Objective No.:** 002

Title: Storm Drain Maintenance

#	Computation/Explanation	Amount
316	Miscellaneous tools as required	437.00 437
317	Stormwater pumps-electricity	275.00
	"E" Station Stormwater pump-electricity-reimbursement to W&S	7,700.00
		7,975.00 7,975
331	Repairs to storm drain pumps	1,500.00 1,500
334	Sod, rock, sand and other miscellaneous items for swale maintenance	1,048.00 1,048
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	4,556.00 4,556
910	Debt service on 2010 Pension Obligation Bonds	9,083.00 9,083
		402,183

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Public Works-Stormwater Utility
 Division: Stormwater Operations & Maintenance
 Division #: 621 Objective No.: 003

Title: Street Sweeping

#	Computation/Explanation	Amount
101	1 Heavy Equipment Operator	49,320.83
		49,321
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	3,773.06
		3,773
142	Group health premiums - \$591.61/mo. x 12 mos. x 1 employees	7,099.32
	Group dental premiums - \$14.4/mo. x 12 mos. x 1 employees	172.80
	Life insurance premiums - .34/1000 x salaries	15.66
	AD & D insurance premiums - .04/1000 x salaries	1.84
		7,289.62
		7,290
144	Workers' Compensation coverage for Stormwater Employees	1,978.00
		1,978
308	Uniform rental/cleaning \$7.00/week x 52 weeks x 2	728.00
	Safety shoes	174.00
		902.00
		902
312	Miscellaneous supplies such as gloves, safety vest, raincoat, etc	520.00
		520
316	Miscellaneous tools as required	250.00
		250
331	Repair of mobile radio as needed	75.00
		75
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	1,571.00
		1,571
910	Debt service on 2010 Pension Obligation Bonds	3,132.00
		3,132
		68,812

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Public Works-Stormwater Utility
Division: Stormwater Operation & Maintenance
Division #: 621 **Objective No.:** 004

Title: Catch Basin Cleaning

#	Computation/Explanation	Amount
311	Contract cleaning and jetting of 1,500 catch basins @ \$64/basin	96,000.00
		96,000

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Public Works-Stormwater Utility
Division: Stormwater Operation & Maintenance
Division #: 621 **Objective No.:** 005

Title: Stormwater Quality Monitoring

#	Computation/Explanation	Amount
315	Testing/monitoring of 7 major outfalls by Miami-Dade County as required by NPDES permit	25,000.00 25,000
	NPDES Permit FLS000003-003. (Clean Water Act)	23,169.00 23,169
		48,169

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: Public Works-Stormwater Utility
Division: Stormwater Operation & Maintenance
Division #: 621 **Objective No.:** 006

Title: Public Awareness & Education

#	Computation/Explanation	Amount
305	Annual Flood Plain Managers Conference for 2 appointed Flood Plain Managers including registration, transportation, meals, lodging, and misc expenses	3,200.00 3,200
306	Annual membership to the Florida Flood Plain Managers Association for City's appointed manager	250.00
	Association of State Flood Plain Managers	400.00
		<u>650.00</u> 650
312	Promotional items such as pens, pencils, water bottles, etc	1,000.00 1,000
395	Preparation and printing of city-wide Flood Plain Management brochure, as well as other brochures	6,000.00
	Funds for advertising or other public relations expenses to advise/remind residents of issues related to Stormwater	4,000.00
	CRS Additional requirements	5,000.00
		<u>15,000.00</u> 15,000
407	Postage for mailing of above mentioned brochures as well as other informative material regarding the utility	2,000.00 2,000
		<u>21,850</u>

Budget Summary Form

Department: Public Works-Stormwater Utility
 Division: Stormwater Operation & Maintenance
 Division #: 621 Objective No.: 008

Title: Payroll & Insurance Costs

#	Computation/Explanation		Amount
145	Unemployment Compensation to State of Florida	500.00	500
311	Janitorial Services	1,800.00	1,800
315	Permit - Pepper Park Testing	9,500.00	9,500
319	Funds for training classes, seminars and/or tuition reimbursement	920.00	
	2 Class "A" and 2 Class "B" Storm Water System Certifications	860.00	
	CPR Training	720.00	
		2,500.00	2,500
321	Property Insurance on Stormwater Pump Station	1,904.00	
	Boiler and machinery insurance on pumps in pump station	467.00	
		2,371.00	2,371
394	Hepatitis B shots 3 @ \$174.75/shot series	524.25	524
704	Interest on revenue bonds due 10/1/2021	14,025.00	
	Interest on revenue bonds due 4/1/2021	14,025.00	
		28,050.00	28,050
705	Principal payment on revenue bonds due 4/1/21	395,000.00	395,000
732	Bank costs for revenue bonds due 11/1/2021	2,092.50	
	Bank costs for revenue bonds due 5/1/2021	1,965.00	
		4,057.50	4,058
980	Fund Reserve	699,864.00	699,864
996	Estimated liability for vacation and sick leave payout for Stormwater Utility as of September 30, 2019	114,545.00	114,545
			1,258,712

Budget Summary Form

Department: Public Works-Stormwater Utility
 Division: Stormwater Operation & Maintenance
 Division #: 621 Objective No.: 009

Title: Interfund Transfers

#	Computation/Explanation	Amount
309	City Attorney	61,525.00 61,525
310	Annual Financial Audit	4,609.00 4,609
385	Franchise Fees & Occupational Licenses	55,647.00 55,647
386	Information Technology	35,542.00 35,542
387	Utility Billing & Central Cashier	228,823.00 228,823
393	Public Works-Streets Div - Street & ROW Maint	655,084.00 655,084
403	Rent - 10,590 sqft of 217,800 sqft motor pool lot at \$9.00 sqft	98,010.00 98,010
410	Services provided by General Fund Administrative Departments	173,505.00 173,505
		1,312,745

INTERNAL SERVICES

RISK MANAGEMENT

Budget Summary Form

Department: Risk Management Fund
Dept #: 02

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	507,888	458,945	412,067	517,927
Operating Expenses	2,611,722	1,618,560	1,576,322	2,032,702
Internal Services	464,195	486,455	536,255	11,200
Operating Budget	3,583,805	2,563,960	2,524,644	2,561,829
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	16,834	2,332,464	17,251	1,758,982
Total Budget	3,600,639	4,896,424	2,541,895	4,320,811

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Risk Director	40	1
Risk Analyst	26	1
Risk and Safety Manager	33	1
Administrative Coordinator	25	1
Total # of Full-Time Employees		4

2020-21 Operating Budget:	2,561,829
2019-20 Operating Budget:	2,563,960
Dollar Change:	(2,131)
Percentage Change:	-0.08%

2020-21 Personnel - F.T.E.	4.00
2019-20 Personnel - F.T.E.	4.00
Personnel Change:	0.00

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	392,542	371,676	324,260	416,113
Operating Expenses	620,745	666,285	665,377	1,160,147
Internal Services	463,835	486,155	536,155	10,900
Operating Budget	1,477,122	1,524,116	1,525,792	1,587,160
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	13,549	683,079	13,954	753,734
Total Budget	1,490,671	2,207,195	1,539,746	2,340,894

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Risk Management Director	40	1
Risk and Safety Manager	33	1
Administrative Coordinator	25	1

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

2020-21 Operating Budget: 1,587,160
2019-20 Operating Budget: 1,524,116
Dollar Change: 63,044
Percentage Change: 4.14%

2020-21 Personnel - F.T.E. 3.00
2019-20 Personnel - F.T.E. 3.00
Personnel Change: 0.00

Budget Objectives Form

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

Objective:

\$ 2,340,894

To produce a fiscally sound budget to insulate the City from financial impacts of tort liability, employment liability, police liability, litigation and employee workplace injury. Maintaining appropriate funding level is paramount in achieving financial solvency and success for the Risk Management Program. The City currently has a fully self-insured program for Automobile liability and General Liability losses. Claims arising from these segments are adjusted within the Risk Management Division. Although the City is protected by sovereign immunity, having adequate loss reserve is fiscally responsible and integral for the Program's economic viability. The City adopts risk transfer methods to respond to losses from Police, Public Officials' and Employment related exposures. Retention of these exposures would present greater risk compared to the benefit of procuring insurance. A proactive and robust safety program has also been implemented to augment the Risk Management Program and promote risk averse behavior among employees. Additionally, annual actuarial evaluation of the Auto and General Liability segments have aided in budget forecasting to achieve financial soundness.

Budget Objectives Form

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

ACTIVITIES:

- \$ 2,204,782 001 **Risk Management Administration:** efficiently manage the City's self-insured Automobile and General Liability Program which includes: Identifying hazards before they occur, analyzing hazards and recommending corrective measures; claims investigation, claims adjustment, attending mediation and engaging in claim settlement with insurers, attorneys or other third parties. The Safety Program enhances the Risk Management Program by providing ongoing specialized training (such as: trenching/shoring, Lock Out Tag Out, Permit Required Confined Space, Global Harmonizing System, Blood Borne Pathogen, Maintenance of Traffic, Fork Lift Operation etc.). Ongoing monthly safety training is also provided on general topics such as: Defensive Driving, Ergonomics, Fire Safety, Heat Safety, Lifting & Back Safety etc.) Written programs and policies are available on many salient topics; training is provided to employees to ensure compliance. A safety Incentive Program is incorporated to encourage safe work practices. The City has also implemented a Drive Cam Program which is aiding in behavior modification. The Subrogation Program is another sub-section wherein earnest efforts are made to recover losses to City property and injuries to personnel (Workers' Compensation recovery) from liable parties.
- \$ 128,912 002 **Safety Program:** promote the maintenance of a safe and healthy working environment 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 inspection, behavior modification through Drive Cam program and a safety incentive program. Risk Management also reviews and monitors City contracts to assure that risk and safety related requirements are incorporated.
- \$ 7,200 003 **Vehicles:** provides funds for the daily operation, preventive maintenance, emergency repairs and replacement of vehicles.

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: City Manager
Division: Risk Management - General Liability
Division #: 675 **Objective No.:** 001

Title: General Liability

#	Computation/Explanation	Amount
101	Risk Management Director	131,951.65
	Administrative Coordinator	58,345.76
		190,297.41
		190,297
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	14,557.72
		14,558
141	Employer contribution to Pension Plan for 3 full time employees	82,141.00
		82,141
142	Group health premiums - \$591.61/mo. x 10 mos. x 2 employee	14,198.64
	Group dental premiums - \$14.4/mo. x 12 mos. x 2 employee	345.60
	Add'l Life Insurance Premium - .34/1000 x director salary	42.07
	Life insurance premiums - .34/1000 x salaries	61.20
	AD & D insurance premiums - .04/1000 x salaries	7.20
		14,654.71
		14,655
302	Long Distance Charges	20.00
		20
303	Printing and Binding	30.00
		30
304	General office supplies	300.00
		300
305	Risk/Safety related associations Conferences	675.00
		675
306	PRIMA Membership (National)	385.00
	PRIMA Membership (Local)	215.00
		600.00
		600
309	Legal fees in defense of liability claims	180,000.00
		180,000
311	Expenses incurred for carpet cleaning from sewer back-ups	7,000.00
	Software maintenance	1,000.00
	Actuarial Valuation of City's liability claims	3,000.00
		11,000.00
		11,000

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: City Manager
Division: Risk Management - General Liability
Division #: 675 **Objective No.:** 001

Title: General Liability

#	Computation/Explanation	Amount
312	Cassette tapes for recording hearings of the General and Police Accident Review Boards: 10pk tapes @ \$9 each	
	Black cartridge for laser printer	150.00
	Color cartridges for laser printer	300.00
		450.00
		450
315	Risk Manager's cell & vehicle allowance \$300/month x 12 months	3,600.00
		3,600
321	Public Officials' Liability	87,495.00
	Cyber Insurance	18,818.00
	Police Professional Liability Insurance premium	302,709.00
		409,022.00
		409,022
337	Investigative & independent insurance adjuster's services to investigate and adjust claims on an "as needed" basis	5,000.00
		5,000
343	Case costs - subpoena/process service, deposition charges	10,000.00
		10,000
407	Cost of mailing correspondence	250.00
		250
408	Copier lease expense - \$181.53/mth x 12 mth; plus extra copies and finishing tray for \$450 (one time charge)	3,450.00
		3,450
501	Estimate of liability claims settlements and judgments	525,000.00
		525,000
910	Risk Management Fund contribution to pay annual debt service on 2010 Pension Obligation Bonds	15,871.99
		15,872
996	Reserve for accrued vacation and sick leave benefits due employees of the Risk Management Fund. Reserve represents reserve amounts accrued	37,862.00
		37,862
999	Risk Management Liability Reserve	700,000.00
		700,000
		2,204,782

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: City Manager
 Division: Risk Management - General Liability
 Division #: 675 Objective No.: 002

Title: Safety Program

#	Computation/Explanation		Amount
101	Risk & Safety Manager	99,499.46	99,499
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	7,657.61	7,658
	Group health premiums - \$591.61/mo. x 10 mos. x 1 employee	7,099.32	
	Group dental premiums - \$14.4/mo. x 12 mos. x 1 employee	172.80	
	Life insurance premiums - .34/1000 x salaries	29.82	
	AD & D insurance premiums - .04/1000 x salaries	3.51	
		7,305.45	7,305
302	Long Distance Charges	10.00	10
303	Generic pre-printed forms	20.00	20
304	Office supplies needed by Safety Officer	100.00	100
305	ASSE Meetings, Safety conference costs	700.00	700
306	National Safety Council	395.00	
	Safety Poster Program	400.00	
	ASSE (Society \$150, Chapter \$25, Public Sector \$20, Foundation \$20)	215.00	
		1,015.00	1,015
312	First Aid Kit Supplies	205.00	
	Safety Training Supplies & Refreshments	800.00	
	Employee safety incentive program cost	1,000.00	
		2,005.00	2,005
315	Risk and Safety Manager Cell Phone Allowance	600.00	600
319	Employee specialized training (outside trainers)	10,000.00	
		10,000.00	10,000
910	Risk Management Fund contribution to pay annual debt service on 2010 Pension Obligation Bonds	0.00	0
			128,912

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: City Manager
Division: Risk Management - General Liability
Division #: 675 **Objective No.:** 003

Title: Vehicle Maintenance and Replacement

#	Computation/Explanation	Amount
441	Vehicle Maintenance 7,200.00	7,200
		7,200

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	115,346	87,269	87,807	101,814
Operating Expenses	1,990,977	952,275	910,945	872,555
Internal Services	360	300	100	300
Operating Budget	2,106,683	1,039,844	998,852	974,669
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	3,285	1,649,385	3,297	1,005,248
Total Budget	2,109,968	2,689,229	1,002,149	1,979,917

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Risk Analyst	26	1
Total # of Full-Time Employees		1

2020-21 Operating Budget:	974,669
2019-20 Operating Budget:	1,039,844
Dollar Change:	(65,175)
Percentage Change:	-6.27%

2020-21 Personnel - F.T.E.	1.00
2019-20 Personnel - F.T.E.	1.00
Personnel Change:	0.00

Budget Objectives Form

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

Objective:

\$ 1,979,917 The City's Workers Compensation self-insurance program delivers expedient and efficient medical, indemnity and disability benefits to employees who are injured in the course and scope of employment. These benefits are delivered pursuant to Florida Statutes 440. Risk Management maintains Excess Workers' Compensation insurance coverage as a stop loss to catastrophic claims. Appropriate funding level for the Workers' Compensation Program is assured through an annual "professional actuarial analysis" that analyzes loss data, payroll, insurance, deductible and retentions using common actuarial

ACTIVITIES:

\$ 1,979,917 001 **Workers' Compensation Program:** the City engages a Third Party Administrator (TPA) to assist in administering the Workers' Compensation Program in conformance with the provisions of Florida Statute 440. Benefits derived from TPA services include: assigning appropriate file reserves, adequate claims investigation for compensability and to combat fraud, timely delivery of medical and indemnity benefits to avoid state fees and penalties. The TPA also ensures the appropriate application of F.S 440 in claims administration which helps to reduce litigation, eliminate costly penalties and assure compliance with all legislative changes. A full time Risk Analyst assists in managing the Workers' Compensation Program. This position ensures efficient delivery of services to employees, assists in return to work placement, managing the claims payment account (ensuring funding levels are met), reconciling check register/bank balances, generating trend and loss reports to target employee training needs and prevent repeated injury occurrence.

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: City Manager
Division: Risk Management -Workers' Compensation
Division #: 676 **Objective No.:** 001

Title: Workers' Compensation Program

#	Computation/Explanation		Amount
101	Risk Analyst	70,110.79	70,111
140	Employer's portion of Social Security Tax @ 7.65% of Salaries	5,363.49	5,363
141	Employer contribution to Pension Plan for 1 full time employee	18,748.00	18,748
142	Group health premiums - \$591.61/mo. x 12 mos. x 1 employees	7,099.32	
	Group dental premiums - \$14.4/mo. x 12 mos. x 1 employees	172.80	
	Life insurance premiums - .34/1000 x salaries	286.05	
	AD & D insurance premiums - .04/1000 x salaries	33.65	
		7,591.82	7,592
309	Legal fees in defense of Workers' Compensation claims	35,000.00	35,000
311	Service company's fee to administer the City's self-insured Ancillary Services Program	36,600.00	
	Actuarial study for self insured Workers Comp. program	2,706.00	
		39,306.00	39,306
315	State Assessment fees including administration costs and contributions to State "Special Disability Trust Fund"	12,000.00	12,000
321	Excess Worker's Compensation insurance premium	173,749.00	173,749
337	Investigative expenses which includes claim investigation and surveillance	3,000.00	3,000

**CITY OF NORTH MIAMI
FISCAL YEAR 2020-21
EXPENSE DETAIL WORKSHEET**

Department: City Manager
Division: Risk Management -Workers' Compensation
Division #: 676 **Objective No.:** 001

Title: Workers' Compensation Program

#	Computation/Explanation	Amount
343	Expenses incurred as a result of defending the Workers' Compensation claims	9,500.00 9,500
407	Postage expenses for mailings to Third Party Administrator, State of Florida, etc.	300.00 300
502	Funds for payment of medical bills, fund stlmt and lost time for employee injured on the job	600,000.00 600,000
910	Risk Management Fund contribution to pay debt service on 2010 Pension Obligation Bonds	3,623.00 3,623
999	Reserve for Claims	1,001,625.00 1,001,625
		1,979,917

FLEET MANAGEMENT

Budget Summary Form

Department: Public Works-Fleet Management

Dept / Div #: 10 / 670

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personnel Services	807,737	859,094	792,626	816,421
Operating Expenses	1,305,533	2,433,090	2,088,328	2,554,519
Internal Services	51,979	65,806	65,828	64,303
Operating Budget	<u>2,165,249</u>	<u>3,357,990</u>	<u>2,946,782</u>	<u>3,435,243</u>
Capital Outlay	0	2,096,486	688,000	694,000
Debt Service	0	0		0
Grants & Aids	0	0		0
Reserves & Other	541,991	2,165,659	2,794,605	861,157
Total Budget	<u><u>2,707,240</u></u>	<u><u>7,620,135</u></u>	<u><u>6,429,387</u></u>	<u><u>4,990,400</u></u>

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Capital Projects Manager	37	1
Fleet Supervisor	25	1
Fleet Welder	25	1
Fleet Mechanic	23	3
Storekeeper	22	1
Fleet Mechanic Trainee	22	2
Stock Clerk	18	1
Total # of Full-Time Employees		<u><u>10</u></u>

2020-21 Operating Budget:	3,435,243
2019-20 Operating Budget:	<u>3,357,990</u>
Dollar Change:	<u>77,253</u>
Percentage Change:	<u>2.30%</u>

2020-21 Personnel - F.T.E.	10.00
2019-20 Personnel - F.T.E.	<u>10.00</u>
Personnel Change:	<u>0.00</u>

Budget Summary Form

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

Objective:

\$ 4,990,400 To maintain and repair all vehicles, moving equipment, and most small equipment owned by the City. Continue the Preventative Maintenance Program in order to reduce downtime and costly repairs. Operate and maintain a centralized fueling facility.

ACTIVITIES:

- \$ 2,063,550 001 **Payroll and Insurance:** provide employee benefits package for ten (10) 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.
- \$ 1,531,410 002 **Vehicle Parts and 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. Additionally, provides fuel for city's fleet of vehicles and equipment.
- \$ 698,440 003 **Operations and Building Support:** provide funds for the indirect costs in support of the Motor Pool Operation and Building.
- \$ 3,000 004 **Fuel Services to other Municipalities:** sell gasoline and diesel fuel to Biscayne Park and Bay Harbor Islands on an emergency basis, for a fee, covering the cost of fuel plus an administrative charge established by formal agreement.

Budget Summary Form

Department: Public Works-Fleet Management
 Division: Motor Pool
 Division #: 670 Objective No.: 001

Title: Administration

#	Computation/Explanation		
101	1 Capital Projects Manager	125,061.59	
	1 Welder	60,632.32	
	3 Fleet Mechanics	155,487.78	
	2 Fleet Mechanics Trainee	99,731.94	
	1 Storekeeper	57,838.10	
	1 Stock Clerk	35,787.23	
	1 Fleet Supervisor	64,110.77	
		534,538.96	534,539
104	Fleet Mechanic 80 hours	3,800.00	
		3,800.00	3,800
140	Employer's portion of Social Security Tax 7.65% of Salaries	40,938.13	
	7.65% of overtime pay	290.70	
		41,228.83	41,229
141	691 Pension Plan Contribution	121,583.00	121,583
142	Group Health Insurance Premiums:		
	Group Health Insurance Premiums: \$591.61/mo. x 12 mos. x 10 emp	70,993.20	
	Group Dental Insurance Premiums \$14.4/mo x 12 mos x 10 empl	1,728.00	
	Dependents \$150/month x 12 months x 2 employees	3,600.00	
	\$.04/1,000 x 12 months on salaries of AD&D Insurance:	21.38	
	\$.34/1,000 x 12 months on salaries of Life Insurance	181.74	
		76,524.32	76,524
144	Workers' Compensation coverage for Fleet Mgmt Employees	21,213.00	21,213
145	Reimbursement to State of Florida for Unemployment		
	Compensation benefits for former Fleet Management employees	250.00	250

Budget Summary Form

Department: Public Works-Fleet Management
 Division: Motor Pool
 Division #: 670 Objective No.: 001

Title: Administration

#	Computation/Explanation		
147	FRS Pension	12,810.80	
	FRS Pension vacant Fleet Mechanic	4,472.33	
		17,283.13	17,283
305	FLAGFA Conference (Florida Chapter)	900.00	
	APWA Meetings	900.00	
	FRPA Conference	900.00	
	Tolls - Pool Vehicles	300.00	
		3,000.00	3,000
306	APWA membership	200.00	
	FCCMA Membership	100.00	
	FLAGFA membership	100.00	
	FRPA	350.00	
		750.00	750
308	Uniform rental/cleaning	2,900.00	
	Safety shoe allowance for 10 employees @ \$87 each	870.00	
	T-Shirts	500.00	
	Overall for Mechanics	200.00	
		4,470.00	4,470
311	Background checks for prospective employees 2 @ \$36	72.00	72
315	Tools for mechanics	600.00	
	Cellular phone allowance - Capital Project Manager	600.00	
	5 employees @ \$300 each-Supervisors/Fleet Mechanics (Tools)	1,500.00	
	2 employees @ \$300 each-Fleet Mechanic's Trainees (Tools)	600.00	
		3,300.00	3,300
319	Classes, workshops, seminars	1,000.00	1,000
320	Police Vehicles Lease	95,836.00	
	FY18 Lease 33 Vehicles (FY21 is Final Year)	490,200.00	
	FY19 Lease of 7 Vehicles (FY22 is final Year)	100,164.00	
	FY20 Lease of 24 Vehicles (60 Months)	166,000.00	
	Annual Lease of 5 Vehicles	24,000.00	
		876,200.00	876,200

Budget Summary Form

Department: Public Works-Fleet Management
 Division: Motor Pool
 Division #: 670 Objective No.: 001

Title: Administration

#	Computation/Explanation		
394	Respiratory protection fit tests, drug & TB testing	72.00	72
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	16,845.00	16,845
910	Transfer required of Fleet Management Fund in order to pay debt service on 2010 Pension Obligation Bonds for Pension Plan 691	33,581.00	33,581
996	Reserve for accrued vacation and sick leave benefits	307,839.00	307,839
			2,063,550

Budget Summary Form

Department: Public Works-Fleet Management
 Division: Motor Pool
 Division #: 670 Objective No.: 002

Title: Vehicle Parts & Maintenance

#	Computation/Explanation		Amount
312	DriveCam - 100 units @\$353 each (purchased 2016)	35,300.00	
	DriveCam - 60 Units @ \$353 each (purchased 2018)	21,180.00	
	DriveCam - 10 units @\$353 each (purchased 2020)	3,530.00	
	Annual monitoring service fee	60,010.00	60,010
315	Vehicle tag renewals and replacement titles	1,600.00	1,600
332	Replacement parts for all vehicles including contracted repair	320,000.00	
	Refitting of police vehicles	30,000.00	
		350,000.00	350,000
335	Replacement parts for small equipment	2,800.00	2,800
351	Paint & body work to repair damage caused by traffic accidents	75,000.00	75,000
352	Tires & batteries for all City vehicles	100,000.00	100,000
353	Diesel & Unleaded fuel - 300,000 gal. @ \$3.00/gal.	900,000.00	
	Oils & fluids required for vehicles	40,000.00	
	Disposal of waste oil & other supplies	2,000.00	
		942,000.00	942,000
			1,531,410

Budget Summary Form

Department: Public Works-Fleet Management
 Division: Motor Pool
 Division #: 670 Objective No.: 003

Title: Operations & Building Support

#	Computation/Explanation	Amount	Amount
302	Communications	9,658.00	9,658
303	Business cards, miscellaneous preprinted forms	150.00	150
304	General office supplies	300.00	300
311	Air conditioner service contract \$121/month x 12 months	1,452.00	
	Pest Control \$40/month x 12 months	480.00	
	Floor mat rental & cleaning 4 mats/wk @ \$28.00/ Bi wk x 26 wks	793.00	
	Commercial car washes 12 months	9,600.00	
	Cleaning & sludge removal/holding tank & grease traps	1,500.00	
	Janitorial Services - 34% of annual contract	1,300.00	
	Fire extinguisher inspections	450.00	
	Service for electrical gates @ \$175 a quarter	1,000.00	
	Fuel Pump System monitoring	3,200.00	
	Lifts inspection	2,000.00	
	Car Wash Service @ \$450 monthly	5,400.00	
		27,175.00	27,175
312	Welding supplies, tanks and refills	14,000.00	
	Solvents, solutions and cleaners	5,000.00	
	Fuel cards/rings, key blanks	1,000.00	
	Miscellaneous supplies (including printer paper)	3,000.00	
		23,000.00	23,000
313	Annual software update for heavy duty hand-held engine tester	1,200.00	
	Shopkey diagnostic system access	1,650.00	
		2,850.00	2,850
315	Annual Fuel Tank Registration Permit \$25/tank x 3 (August)	150.00	
	Lift safety inspection and permits	585.00	
	Waste tire permit (January)	25.00	
		760.00	760
316	Miscellaneous Tools	500.00	500

Budget Summary Form

Department: Public Works-Fleet Management
 Division: Motor Pool
 Division #: 670 Objective No.: 003

Title: Operations & Building Support

#	Computation/Explanation	Amount
317	Electricity for:	
	Motor Pool Facility	20,000.00
	Outdoor lighting at Motor Pool (2 accounts)	1,200.00
	Welding Shop	1,200.00
	Car Wash	3,000.00
		25,400.00
		25,400
321	Pollution liability coverage on tanks	3,457.00
	Property insurance premium for Motor Pool	10,193.00
	Insurance and surety bonds for Motor Pool	777.00
	Boiler & Machinery coverage on CNG equipment	534.00
		14,961.00
		14,961
329	Miscellaneous building maintenance	7,000.00
		7,000
330	Repairs to electronic gate, employee parking lot fence	1,000.00
		1,000
331	Repairs to equipment needed to maintain vehicles & gas pumps	10,000.00
		10,000
378	Water & Sewer for the Motor Pool building & car wash area	3,000.00
		3,000
385	In Lieu of Taxes	5,491.00
		5,491
403	Rent for City Facility @ \$11,240/qtr x 4 qtrs	44,960.00
		44,960
407	Postage as needed	50.00
		50
408	New copier - Lease payment @ \$204/mo. X 12 months	2,448.00
		2,448
980	Fund Reserve for Motor Pool Facility	519,737.00
		519,737
		698,440

Budget Summary Form

Department: Public Works-Fleet Management

Division: Motor Pool

Division #: 670

Objective No.: 004

Title: Fuel Services to Other Municipalities

#	Computation/Explanation	Amount
353	Diesel & Unleaded fuel 1,000 gallons @ \$3.00/gallon	3,000.00
		3,000

ALL OTHER FUNDS

Budget Summary Form

Fund: Law Enforcement Trust

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personal Services	0	0	0	0
Operating Expenses	87,001	130,000	0	111,228
Internal Services	0	0	0	0
Operating Budget	87,001	130,000	0	111,228
Capital Outlay	7,394	10,000	0	8,372
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	89,534	0	76,467
Total Budget	94,395	229,534	0	196,067

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2020-21 Operating Budget:	111,228
2019-20 Operating Budget:	130,000
Dollar Change:	(18,772)

2020-21 Personnel - F.T.E.	0.00
2019-20 Personnel - F.T.E.	0.00
Personnel Change:	0.00

Budget Summary Form

Fund: Federal Forfeiture - Treasury & Justice Combined

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personal Services	0	0	0	0
Operating Expenses	47,625	164,800	0	64,934
Internal Services	0	0	0	0
Operating Budget	47,625	164,800	0	64,934
Capital Outlay	4,466	48,800	0	19,228
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	93,729	0	0
Total Budget	52,091	307,329	0	84,162

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2020-21 Operating Budget:	64,934
2019-20 Operating Budget:	164,800
Dollar Change:	<u>(99,866)</u>

2020-21 Personnel - F.T.E.	0.00
2019-20 Personnel - F.T.E.	0.00
Personnel Change:	<u>0.00</u>

Budget Summary Form

Fund: Landfill Closure

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personal Services	0	0	0	0
Operating Expenses	307,481	5,000,000	0	5,000,000
Internal Services	0	0	0	0
Operating Budget	307,481	5,000,000	0	5,000,000
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	4,492,360	0	4,638,038
Total Budget	307,481	9,492,360	0	9,638,038

PERSONAL SERVICES DETAIL:

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

2020-21 Operating Budget:	5,000,000
2019-20 Operating Budget:	5,000,000
Dollar Change:	-
Percentage Change:	0.00%
2020-21 Personnel - F.T.E.	0.00
2019-20 Personnel - F.T.E.	0.00
Personnel Change:	0.00

Budget Summary Form

Fund: Library Aid Grant

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personal Services	79,236	0	0	0
Operating Expenses	119,542	197,618	0	15,863
Internal Services	440	1,305	0	1,156
Operating Budget	199,218	198,923	0	17,019
Capital Outlay	0	3,967	0	3,281
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	199,218	202,890	0	20,300

PERSONAL SERVICES DETAIL:

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

2020-21 Operating Budget:	17,019
2019-20 Operating Budget:	198,923
Dollar Change:	<u>(181,904)</u>
Percentage Change:	0.00%
2020-21 Personnel - F.T.E.	0.00
2019-20 Personnel - F.T.E.	<u>0.00</u>
Personnel Change:	<u>0.00</u>

Budget Summary Form

Fund: Pension Obligation Bond

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personal Services	0	0	0	0
Operating Expenses	0	0	0	0
Internal Services	0	0	0	0
Operating Budget	0	0	0	0
Capital Outlay	0	0	0	0
Debt Service	1,603,359	1,784,363	0	1,785,200
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	1,603,359	1,784,363	0	1,785,200

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2020-21 Operating Budget:	-
2019-20 Operating Budget:	-
Dollar Change:	-
Percentage Change:	0.00%
2020-21 Personnel - F.T.E.	0.00
2019-20 Personnel - F.T.E.	0.00
Personnel Change:	0.00

Budget Summary Form

Fund: Community Redevelopment Agency (CRA)

EXPENDITURE CATEGORY	Actual Expend. FY19	Amended Budget FY20	Est. Expend. FY20	Proposed Budget FY21
Personal Services	402,493	600,000	450,000	655,000
Operating Expenses	3,437,561	6,514,901	4,566,315	6,042,434
Internal Services	57	500	400	1,000
Operating Budget	<u>3,840,111</u>	<u>7,115,401</u>	<u>5,016,715</u>	<u>6,698,434</u>
Capital Outlay	1,500,522	1,973,280	982,369	1,569,936
Debt Service	0	0	0	0
Grants & Aids	2,135,834	3,990,845	2,784,058	4,348,958
Reserves & Other	0	0	0	1,500,000
Total Budget	<u><u>7,476,467</u></u>	<u><u>13,079,526</u></u>	<u><u>8,783,142</u></u>	<u><u>14,117,328</u></u>

PERSONAL SERVICES DETAIL:

<u>Classification</u>	<u>Salary Sch.</u>	<u># of Positions</u>
-----------------------	------------------------	---------------------------

Total # of Full-Time Employees 0.0

2020-21 Operating Budget:	6,698,434
2019-20 Operating Budget:	<u>7,115,401</u>
Dollar Change:	<u>(416,967)</u>
Percentage Change:	0.00%
2020-21 Personnel - F.T.E.	0.00
2019-20 Personnel - F.T.E.	<u>2.50</u>
Personnel Change:	<u><u>-2.50</u></u>