NORTH MIAMI FLORIDA

FY 2016-2017

Preliminary Annual Budget

NorthMiamiFL.gov

Elected Officials

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

Councilman
Scott Galvin
District 1

Councilwoman
Carol Keys, Esq.
District 2

Councilman
Philippe Bien-Aime
District 3

Councilman
Alix Desulme
District 4

City Clerk
Michael A. Etienne, Esq.

Executive Staff

City Manager
Larry M. Spring, Jr., CPA

City Attorney
Jeff P.H. Cazeau, Esq.

Table of Contents

Summary Tab 4

General Fund
- Mayor & Council 7
- City Manager 10
- City Clerk 19
- Finance 22
- City Attorney 32
- Personnel 35
- Information Technology 40
- Police 50
- Community Planning & Redevelopment 70
- Public Works 75
- Office of Management & Budget 83
- Parks & Recreation 86
- Non-Departmental 120
- Museum of Contemporary Arts 127
- Building 131
- Code Compliance 134
- Library 138
- Purchasing 143

Housing Funds
- C.D.B.G. Entitlement Fund 146
- Home Investment Partnership Program (HIPP) 152
- Neighborhood Stabilization Program Grant 155
- State Housing Initiative Program (SHIP) 160

Transportation Funds
- Half-Cent Transportation Surtax 163
- Transportation Gas Tax 173

Enterprise Funds
- Water & Sewer 179
- Stormwater 192

Internal Service Funds
- Risk Management 195
- Fleet Management 201

All Other Funds
- Federal Forfeiture Fund 205
- Justice Assistance Grant 206
- Landfill Closure Fund 207
- Law Enforcement Trust 208
- Library Aid Grant 209
- Pension Obligation Bond Fund 210
- Police Training Fund 211

DEPARTMENT	FY15 ACTUAL EXPENSE	FY16 AMENDED BUDGET	FY16 ESTIMATED EXPENSE	FY17 PROPOSED BUDGET	INCREASE (DECREASE)	PERCENT CHANGE
General Fund						
Building	1,417,486	1,613,409	1,644,981	1,940,015	326,606	20%
City Attorney	1,239,017	1,030,306	919,715	1,273,311	243,005	24%
City Clerk	720,960	556,154	560,523	759,908	203,754	37%
City Manager	1,453,563	1,587,490	1,667,998	1,845,826	258,336	16%
Code Compliance	1,163,405	1,215,642	1,185,326	1,630,158	414,516	34%
CP&D	1,542,727	1,641,414	1,627,468	1,156,759	(484,655)	-30%
Finance	2,394,359	2,535,000	2,566,832	2,933,912	398,912	16%
Information Technology	1,730,861	1,887,758	1,783,313	2,159,794	272,036	14%
Library	1,864,810	1,233,928	1,240,479	1,026,665	(207,263)	-17%
Mayor/Council	667,021	749,918	741,147	846,730	96,812	13%
MOCA	2,093,403	1,042,673	1,846,728	1,436,148	393,475	38%
Non-Departmental	1,389,057	6,539,509	781,409	11,908,474	5,368,965	82%
Office of Management & Budget	307,777	284,954	302,135	323,540	38,586	14%
Parks	6,507,579	7,558,795	7,577,024	7,066,359	(492,436)	-7%
Personnel	603,698	651,294	695,239	719,443	68,149	10%
Police	24,431,777	24,176,823	23,831,028	24,849,855	673,032	3%
Public Works	5,210,984	5,639,726	5,281,549	4,297,960	(1,341,766)	-24%
Purchasing	297,178	360,277	397,851	392,749	32,472	9%
TOTAL - GENERAL FUND	**55,035,662**	**60,305,070**	**54,650,745**	**66,567,606**	**6,262,536**	10.38%

SPECIAL REVENUE FUNDS	FY15 ACTUAL EXPENSE	FY16 AMENDED BUDGET	FY16 ESTIMATED EXPENSE	FY17 PROPOSED BUDGET	INCREASE (DECREASE)	PERCENT CHANGE
C.D.B.G. Entitlement	685,033	922,010	375,070	819,023	(102,987)	-11%
Federal Forfeiture Fund	174,151	364,599	201,067	365,214	615	0%
Half Cent Transportation Surtax	2,264,204	3,599,305	3,194,742	3,785,635	186,330	5%
Home Investment Partnership Program	157,946	505,897	22,682	319,192	(186,705)	-37%
Justice Assistance Grant	38,422	128,255	126,639	95,562	(32,693)	-25%
Landfill Closure Fund	1,676,670	12,833,978	21,741	12,812,237	(21,741)	0%
Law Enforcement Trust Fund	107,877	279,084	157,500	248,852	(30,232)	-11%
Library Grants	-	-	-	28,063	28,063	0%
Neighborhood Stabilization Program 1	65,891	417,795	36,835	30,000	(387,795)	-93%
Neighborhood Stabilization Program 3	29,354	138,647	16,469	110,000	(28,647)	-21%
Police Training Fund	10,288	11,000	11,000	8,800	(2,200)	-20%
State Housing Initiative Prgm (S.H.I.P.)	145,904	187,551	187,551	249,567	62,016	33%
TOTAL - SPECIAL REV	**5,355,740**	**19,388,121**	**4,351,296**	**18,872,145**	**(515,976)**	**-3%**

DEBT SERVICE FUNDS	FY15 ACTUAL EXPENSE	FY16 AMENDED BUDGET	FY16 ESTIMATED EXPENSE	FY17 PROPOSED BUDGET	INCREASE (DECREASE)	PERCENT CHANGE
F.M.L.C. - Series 2002A - G.O. Debt	-	-	-		-	-
Pension Obligation Bond	1,775,358	1,786,138	1,786,138	1,787,563	1,425	0%
TOTAL - DEBT SERVICE FUNDS	**1,775,358**	**1,786,138**	**1,786,138**	**1,787,563**	**1,425**	**0%**

CAPITAL PROJECTS FUNDS	FY15 ACTUAL EXPENSE	FY16 ADOPTED BUDGET	FY16 ESTIMATED EXPENSE	FY17 PROPOSED BUDGET	INCREASE (DECREASE)	PERCENT CHANGE
Transportation Gas Tax	301,725	292,443	292,443	310,067	17,624	6%
TOTAL - CAPITAL PROJECT FUNDS	**301,725**	**292,443**	**292,443**	**310,067**	**17,624**	**6%**

ENTERPRISE FUNDS	FY15 ACTUAL EXPENSE	FY16 AMENDED BUDGET	FY16 ESTIMATED EXPENSE	FY17 PROPOSED BUDGET	INCREASE (DECREASE)	PERCENT CHANGE
W & S	26,016,185	61,678,864	45,282,052	51,453,090	(10,225,774)	-17%
Water Fire Flow Demand	-	988,610	89,239	899,371	(89,239)	-9%
Stormwater Utility	2,041,109	3,193,527	2,628,997	2,795,257	(398,270)	-12%
TOTAL - ENTERPRISE FUNDS	**28,057,294**	**65,861,001**	**48,000,288**	**55,147,718**	**(10,713,283)**	**-16%**

INTERNAL SERVICE FUNDS	FY15 ACTUAL EXPENSE	FY16 AMENDED BUDGET	FY16 ESTIMATED EXPENSE	FY17 PROPOSED BUDGET	INCREASE (DECREASE)	PERCENT CHANGE
Risk Management	669,829	2,514,810	2,275,012	2,876,934	362,124	14%
Fleet Management	2,024,551	4,890,491	3,267,088	4,394,413	(496,078)	-10%
TOTAL - INTERNAL SERVICE	**2,694,380**	**7,405,301**	**5,542,100**	**7,271,347**	**(133,954)**	**-2%**

TOTAL - ALL FUNDS	**93,220,159**	**155,038,074**	**114,623,010**	**149,956,446**	**(5,081,628)**	**-3.28%**

This Page is Intentionally Left Blank

Budget Summary Form

Department: Mayor/Council
Dept # 01

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	263,980	299,526	302,925	339,668
Operating Expenses	389,311	438,393	426,223	496,749
Internal Services	6,406	4,901	4,901	3,120
Operating Budget	659,697	742,820	734,049	839,537
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	7,324	7,098	7,098	7,193
Total Budget	**667,021**	**749,918**	**741,147**	**846,730**

PERSONAL SERVICES DETAIL:

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

Total # of Full-Time Employees	2

2016-17 Operating Budget:	839,537
2015-16 Operating Budget:	742,820
Dollar Change:	96,717
Percentage Change:	13.02%
2016-17 Personnel - F.T.E.	2.00
2015-16 Personnel - F.T.E.	2.00
Personnel Change:	0.00

Budget Objectives Form

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

Objective:

$ 846,730 To be leaders and policy makers responsive to the needs of North Miami residents. To carry out legislative policies, ensure community services, and supervise City Manager and Attorney's performances.

ACTIVITIES:

$ 297,678	001	**Mayor/Council Office:** To provide the necessary support to the City Mayor and Council that facilitates their legislative responsibilities and help them to be more efficient in responding to the needs of North Miami residents.
$ 131,516	002	**Mayor's Office:** Provides the legislative branch of North Miami's government which determines policy that ensures quality public service at acceptable cost; provides residents with an office in which to seek information on matters of concern.
$ 104,384	003	**District 1 Office:** Provides policy direction that ensures quality public service at acceptable cost; provides District 1 residents with an office in which to seek information on matters of concern.
$ 104,384	004	**District 2 Office:** Provides policy direction that ensures quality public service at acceptable cost; provides District 2 residents with an office in which to seek information on matters of concern.
$ 104,384	005	**District 3 Office:** Provides policy direction that ensures quality public service at acceptable cost; provides District 3 residents with an office in which to seek information on matters of concern.
$ 104,384	006	**District 4 Office:** Provides policy direction that ensures quality public service at acceptable cost; provides District 4 residents with an office in which to seek information on matters of concern.

This Page is Intentionally Left Blank

Budget Summary Form

Department: City Manager
Dept #: 02

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	1,043,155	1,103,270	1,109,858	1,203,887
Operating Expenses	311,150	381,774	455,694	561,813
Internal Services	46,292	44,024	44,024	24,251
Operating Budget	1,400,597	1,529,068	1,609,576	1,789,951
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	52,966	58,422	58,422	55,875
Total Budget	**1,453,563**	**1,587,490**	**1,667,998**	**1,845,826**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
City Manager	47C	1
Deputy City Manager	42	1
Chief of Staff	35	1
Contract Compliance Manager (New)	32	1
Governmental Affairs Manager (Removed)	30	0
Executive Assistant to City Manager	28	1
Executive Secretary	27	1
Public Information Manager	32	1
Public Information Officer	28	1

Total # of Full-Time Employees 8

2016-17 Operating Budget:	1,789,951
2015-16 Operating Budget:	1,529,068
Dollar Change:	260,883
Percentage Change:	17.06%
2016-17 Personnel - F.T.E.	8.00
2015-16 Personnel - F.T.E.	8.00
Personnel Change:	0.00

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	823,874	822,945	930,094	968,608
Operating Expenses	57,407	57,073	65,513	98,893
Internal Services	34,393	32,956	32,956	18,518
Operating Budget	915,674	912,974	1,028,563	1,086,019
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	39,351	43,733	43,733	42,667
Total Budget	**955,025**	**956,707**	**1,072,296**	**1,128,686**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
City Manager	47C	1
Deputy City Manager	42	1
Chief of Staff	35	1
Executive Assistant to City Manager	28	1
Executive Secretary	27	1
Total # of Full-Time Employees		**5**

2016-17 Operating Budget:	1,086,019
2015-16 Operating Budget:	912,974
Dollar Change:	173,045
Percentage Change:	18.95%
2016-17 Personnel - F.T.E.	5.00
2015-16 Personnel - F.T.E.	5.00
Personnel Change:	0.00

Budget Objective Form

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

Objective:

$ 1,128,686 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:

$ 1,128,686	001	**City Manager's Office:** Provides leadership to the City administration, implements the policies and directives of the City Council, manages and supervises the City staff and projects, and responds to residents' needs for information and services. Administers the City Self-Insured Liability and Workers' Compensation Programs.

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	194,200	183,727	117,306	208,817
Operating Expenses	160,130	174,944	241,653	266,045
Internal Services	8,019	7,040	7,040	3,478
Operating Budget	362,349	365,711	365,999	478,340
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	9,175	9,343	9,343	8,013
Total Budget	**371,524**	**375,054**	**375,342**	**486,353**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Public Information Manager	32	1
Public Information Officer	28	1
Total # of Full-Time Employees		**2**

2016-17 Operating Budget:	478,340
2015-16 Operating Budget:	365,711
Dollar Change:	112,629
Percentage Change:	30.80%
2016-17 Personnel - F.T.E.	2.00
2015-16 Personnel - F.T.E.	2.00
Personnel Change:	0.00

Budget Objectives Form

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

Objective:

$ 486,353 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:

$ 486,353	001	**Public Relations/Information:** Allows for the dissemination of information to the public and media organizations via press releases, fact sheets or other information tools. Provides for the coordination of special events promotions and outreach efforts to various facets of the community.

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	25,081	96,598	62,458	26,462
Operating Expenses	93,613	148,404	148,528	196,875
Internal Services	3,880	4,028	4,028	2,255
Operating Budget	122,574	249,030	215,014	225,592
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	4,440	5,346	5,346	5,195
Total Budget	**127,014**	**254,376**	**220,360**	**230,787**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Governmental Affairs Manager	30	1
Total # of Full-Time Employees		**1**

2016-17 Operating Budget:	225,592
2015-16 Operating Budget:	249,030
Dollar Change:	(23,438)
Percentage Change:	-9.41%
2016-17 Personnel - F.T.E.	1.00
2015-16 Personnel - F.T.E.	1.00
Personnel Change:	0.00

Budget Objectives Form

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

Objective:

$ 230,787 **Governmental Affairs Manager:** coordinates legislative programs and provides comprehensive grants administration and management for the City; facilitates and promotes proactive relations and serves as external contact to local, state and federal agencies; provides external affairs and protocol support; assists with the interpretation and analysis of legislation to appropriate staff; prepares the legislative agenda; identifies and develops intergovernmental resources, coordinates the preparation of grant applications and monitors the implementation of grant funded programs; coordinates projects as assigned by the City Manager.

ACTIVITIES:

$ 196,312	001	**Governmental Affairs:** Provides funds for the salary and operating expenses for the Governmental Affairs Manager. Provides funds for the Sister Cities Membership and lobbyist professionals to lobby on behalf of the City, seek funding resources and promote the Council's legislative agenda at the federal and state legislative levels.
$ 4,230	002	**Keep North Miami Beautiful program** - Provides ongoing clean-up efforts and events throughout the year as a Keep America Beautiful affiliate. The program has a long history with our residents, funding clean-up and conservation efforts and education within our community for over nine years.
$ 20,245	003	Expenses related to the City's ADA parking fines program to improve accessibility and equal opportunity and to conduct public awareness programs in the municipality concerning persons who have disabilities.

Budget Objectives Form

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

$	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.

This Page is Intentionally Left Blank

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	314,750	345,439	339,331	350,891
Operating Expenses	382,300	187,139	197,616	387,824
Internal Services	11,151	10,131	10,131	6,414
Operating Budget	708,201	542,709	547,078	745,129
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	12,759	13,445	13,445	14,779
Total Budget	**720,960**	**556,154**	**560,523**	**759,908**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Deputy City Clerk	32	1
Constituent Services Coordinator	25	1
Administrative Specialist	18	1
Business Tax Specialist	17	1
Total # of Full-Time Employees		4

2016-17 Operating Budget:	745,129
2015-16 Operating Budget:	542,709
Dollar Change:	202,420
Percentage Change:	37.30%
2016-17 Personnel - F.T.E.	4.00
2015-16 Personnel - F.T.E.	4.00
Personnel Change:	0.00

Budget Objectives Form

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

Objective:

$ 759,908 To efficiently and effectively carry out the diverse functions and mandated duties of the City Clerk's Office.

ACTIVITIES:

$ 479,849 001 **City Clerk and Business Tax Receipts:** Issue all City business tax receipts and collect fees; deposit franchise fees, utility taxes and miscellaneous revenues received by the department; record all Council actions; maintain a computerized database of City Contracts and Agreements; codify and retain Ordinances and Resolutions; record and notify all Boards and Committees of new appointments, and the City Council of any Board vacancies; notify residents, Council and staff of the Financial Disclosure Law; issue Boat Ramp Permits; research information and furnish data to the public and governmental agencies; provide Notary service; and continue to be an intake facility for U.S. Passport applications.

$ 74,059 002 **Interpreter Services:** Provide City Hall with daily, in-house Spanish and Creole speakers, in order to promote better understanding of City business issues, housing compliance and other City regulations. Additionally, these interpreters attend meetings of both the City Council and Community Planning and Development.

$ 206,000 003 **Elections:** One Special Election if called by the City Council pursuant to the City Charter.

This Page is Intentionally Left Blank

Budget Summary Form

Department: Finance
Dept #: 04

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personnel Services	1,507,364	1,799,860	1,629,282	2,388,601
Operating Expenses	738,264	570,836	773,246	425,896
Internal Services	71,337	81,437	81,437	42,102
Operating Budget	2,316,965	2,452,133	2,483,965	2,856,599
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	77,394	82,867	82,867	77,313
Subtotal Budget	2,394,359	2,535,000	2,566,832	2,933,912
Less Interfund Revenue	(1,229,241)	(1,242,329)	(1,242,329)	(1,617,999)
Total General Fund Budget	**1,165,118**	**1,292,671**	**1,324,503**	**1,315,913**

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Finance Director	41	1
Assistant Finance Director (1 New)	35	2
Chief Accountant	30	1
Utility Business Supervisor	28	1
Accountant	24	1
Utility Business Coordinator	23	1
Utility Business Field Coordinator (1 New)	22	1
Junior Accountants	21	2
Payroll Coordinator	21	1
Administrative Assistant	28	1
Account Clerk (3 New)	18	16
Utility Supervisor	25	1
Utility Technicians	18	0
Meter Readers I (2 New)	17	2
Meter Readers II (4 New)	18	4
Total # of Full-Time Employees		**35**

2016-17 Operating Budget:	2,856,599
2015-16 Operating Budget:	2,399,245
Dollar Change:	457,354
Percentage Change:	19.06%
2016-17 Personnel - F.T.E.	35
2015-16 Personnel - F.T.E.	24
Personnel Change:	11

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personnel Services	270,050	433,602	303,224	426,805
Operating Expenses	171,536	132,937	221,970	150,223
Internal Services	16,581	14,678	14,678	8,861
Operating Budget	458,167	581,217	539,872	585,889
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	18,971	19,478	19,478	20,417
Total Budget	**477,138**	**600,695**	**559,350**	**606,306**

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Finance Director	41	1
Assistant Finance Director	35	1
Administrative Assistant	28	1
Total # of Full-Time Employees		**3**

2016-17 Operating Budget:	585,889
2015-16 Operating Budget:	581,217
Dollar Change:	4,672
Percentage Change:	0.80%
2016-17 Personnel - F.T.E.	3.00
2015-16 Personnel - F.T.E.	3.00
Personnel Change:	0.00

Budget Objectives Form

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

Objective:

$ 606,306 To manage the Finance Department's four operating divisions (Administration, Accounting, Utility Billing, and Liens) and to conduct an independent audit of the 2016-17 fiscal year as required by State law and City Charter.

ACTIVITIES:

$ 492,806 001 **Finance Administration:** Ensures the efficient financial operations of the City; provides management and secretarial support to the Finance divisions; bills and collects miscellaneous services for operating departments; coordinates the external audit; provides grant financial administration. The Finance Department was created and is dictated by the City Charter. It was established to ensure a clear division of duties and necessary internal control over the City's cash and investments, revenues, expenditures, purchasing, fixed assets, utility billing, accounts receivable, accounts payable, accounting, payroll, and administration of two City pension plans.

$ 113,500 002 **Annual Independent Audit:** Independent audit firm conducts an audit of the FY2016-17 financial records as required by Florida Statute (Section 11.45) and City Charter (Article 11, Section 9(14)). Includes both the Federal and Single Audits.

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personnel Services	572,124	655,480	568,287	673,332
Operating Expenses	83,926	56,085	101,320	56,148
Internal Services	23,464	22,408	22,408	12,785
Operating Budget	679,514	733,973	692,015	742,265
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	26,847	29,736	29,736	29,458
Total Budget	**706,361**	**763,709**	**721,751**	**771,723**

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Chief Accountant	30	1
Accountant	24	1
Junior Accountant	21	2
Payroll Coordinator	21	1
Account Clerk	18	4
Total # of Full-Time Employees		**9**

2016-17 Operating Budget:	742,265
2015-16 Operating Budget:	733,973
Dollar Change:	8,292
Percentage Change:	1.13%
2016-17 Personnel - F.T.E.	9.00
2015-16 Personnel - F.T.E.	9.00
Personnel Change:	0.00

Budget Objectives Form

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

Objective:

$ 771,723 To properly and timely handle and record all financial transactions including the preparation of monthly financial reports, investments of City funds, reconciliation of all funds and bank accounts, submission of reports to required agencies and processing payments to employees and vendors on a timely basis.

ACTIVITIES:

$ 481,753	001	**Accounting:** Prepare financial statements and provide control of funds and payments for the City; insure the maximum return on investments. Process accounts payable disbursements and payments on bond indebtedness in a timely manner to maintain City's excellent credit rating. Handle accounting for requisition, disposal, recording, and reporting of fixed assets.
$ 197,158	002	**Central Cashier:** Provide a centralized location for residents and City departments to conduct cash transactions to insure internal fund control and financial transaction processing. Update individual utility accounts for payments received.
$ 92,812	003	**Payroll:** Prepare weekly payroll for approximately 439 employees including input, calculation and distribution; processing of payroll direct deposits and transmission of data to financial institutions and associated registers; preparation of payroll deposits and deductions for electronic fund transfers to financials institutions; deductions for IRS tax levies to respective county and federal agencies; processing of requests to the Federal Reserve for employee savings bond purchases and providing outside agencies with payroll data for home loan verifications.
$ -	004	**Pension:** Handle all pension related duties, including general accounting system maintenance and retirement and entitlement information to active employees. This position and all related expenses are reimbursed in full by the City's pension funds.

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personnel Services	589,084	633,789	669,762	1,171,189
Operating Expenses	480,798	381,534	449,476	203,091
Internal Services	30,357	29,184	29,184	18,588
Operating Budget	1,100,239	1,044,507	1,148,422	1,392,868
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	28,036	30,060	30,060	27,438
Total Budget	**1,128,275**	**1,074,567**	**1,178,482**	**1,420,306**

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Assistant Finance Director (1 new)	35	1
Utility Business Supervisor	28	1
Utility Business Coordinator	23	1
Utility Business Field Coordinator (1 new)	22	2
Account Clerk (2 new)	18	9
Utility Supervisor (1 removed)	25	1
Meter Reader I (4 new)	17	4
Meter Reader II (2 new)	18	2
Total # of Full-Time Employees		**21**

2016-17 Operating Budget:	1,392,868
2015-16 Operating Budget:	1,044,507
Dollar Change:	348,361
Percentage Change:	33.35%
2016-17 Personnel - F.T.E.	21.00
2015-16 Personnel - F.T.E.	11.00
Personnel Change:	10.00

Budget Objectives Form

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

$ 1,420,306

Objective:
To accurately and efficiently provide meter reading, customer service, and billing for the City's approximately 20,000 water, sewer, sanitation, recycling, grease trap, backflow and stormwater utility customers.

ACTIVITIES:

$	870,087	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.
$	543,539	002	**Field Operations:** Provide quarterly/monthly water meter reads for approximately 22,000 accounts. Provide support documents and field surveillance of existing meter area conditions. Provide water meter turn on/off service for initial/conclusion of accounts as required by customer; investigate leaks; handle customer consumption inquiries and minor meter repairs; provide collection assistance for delinquent accounts and field assistance to Public Works.
$	6,680	003	**Vehicles:** Maintenance

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personnel Services	76,106	76,989	88,009	117,275
Operating Expenses	2,004	280	480	16,434
Internal Services	935	15,167	15,167	1,868
Operating Budget	79,045	92,436	103,656	135,577
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	3,540	3,593	3,593	0
Total Budget	**82,585**	**96,029**	**107,249**	**135,577**

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Account Clerk (1 new)	18	2
Total # of Full-Time Employees		**2**

2016-17 Operating Budget:	135,577
2015-16 Operating Budget:	96,029
Dollar Change:	39,548
Percentage Change:	41.18%
2016-17 Personnel - F.T.E.	2.00
2015-16 Personnel - F.T.E.	1.00
Personnel Change:	1.00

Budget Objectives Form

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

Objective:

$ 135,577 To ensure collection of the City's past due/liened receivables which included charges for utiltiy services, miscellaneous services and code enforcement violations.

ACTIVITIES:

$ 135,577 001

Liens and Collection Processing: Provide accurate and efficient lien search data to title copmanies and attorneys. Record and release all certified liens placed by the City against properties serviced. Post and file all legal Miami-Dade County recording information. Compute and post interest receivable on recorded liens through collection date. Collection of funds on recorded and past due liens. Correlate and process forms with outside collection services to recover revenues and costs.

To assist in the collection of water and invoice liens that have remained on file for an extended amount of time. To implement a biannual property owner notification of existing liens.

This Page is Intentionally Left Blank

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	747,842	800,879	659,355	957,532
Operating Expenses	416,006	154,370	185,303	256,745
Internal Services	35,057	32,255	32,255	17,867
Operating Budget	1,198,905	987,504	876,913	1,232,144
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	40,112	42,802	42,802	41,167
Total Budget	**1,239,017**	**1,030,306**	**919,715**	**1,273,311**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
City Attorney	47A	1
Deputy City Attorney	42	1
Assistant City Attorney	34	1
Contract Compliance Manager (New)	32	1
Paralegal	27	1
Legal Administrative Assistant	28	1

Total # of Full-Time Employees 6

2016-17 Operating Budget:	1,232,144
2015-16 Operating Budget:	987,504
Dollar Change:	244,640
Percentage Change:	24.77%
2016-17 Personnel - F.T.E.	6.00
2015-16 Personnel - F.T.E.	5.00
Personnel Change:	1.00

Budget Summary Form

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

$ 1,273,311

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

ACTIVITIES:

$ 1,085,823	001	**City Attorney's Office:** Provides in-house legal counsel to the City Council, City Boards, City Manager and City Staff.
$ 187,488	002	**Contractual Outside Counsel/Case Costs In-House and Outside Counsel:** Provides contractual legal services to advise the City Council and City Manager on legal matters in specialized areas; provides legal services to pursue the collection of City liens; and provides legal counsel to the Code Enforcement, Personnel and Nuisance Abatement Boards and to the Special Magistrate (non-lawyer).

Supplemental - ProLaw Software

This Page is Intentionally Left Blank

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personnel Services	424,389	490,782	496,656	523,286
Operating Expenses	134,028	122,524	160,595	163,030
Internal Services	21,118	16,325	16,325	10,026
Operating Budget	579,535	629,631	673,576	696,342
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	24,163	21,663	21,663	23,101
Total Budget	**603,698**	**651,294**	**695,239**	**719,443**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Personnel Administration Director	37	1
Assistant Personnel Director	32	1
Personnel Administrators	28	2
Personnel Specialist	24	0
Confidential Administrative Coordinator	20	1
Clerical Technician	16	0
Total # of Full-Time Employees		5

2016-17 Operating Budget:	696,342
2015-16 Operating Budget:	629,631
Dollar Change:	66,711
Percentage Change:	10.60%
2016-17 Personnel - F.T.E.	5.00
2015-16 Personnel - F.T.E.	5.00
Personnel Change:	0.00

Budget Objectives Form

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

Objective:

$ 719,443 To hire, train and retain qualified employees for all City departments; to ensure employees, retirees and elected officials are provided City benefits; and to ensure all employees are treated fairly and equitably in compliance with federal and state laws, local regulations, City ordinances, and Civil Service Rules.

ACTIVITIES:

$ 582,850 001 **Personnel Administration Services:** Coordinate and implement personnel services including: recruiting, testing, interviewing of prospective employees, and placement activities; position control; classification and pay administration; records management; managing employee benefits and billings, complying with COBRA, FMLA, ADA, FLSA and HIPAA regulations, and maintaining accurate records of participants covered under the health/dental plan, life insurance, and flexible benefits; labor relations and administration of collective bargaining agreement; managing Equal Opportunity, processing discrimination and harassment charges and Personnel Board appeal hearings, Employee Assistance, Violence in the Workplace, and Drug Free Workplace programs; and complying with the Federal Omnibus Transportation Employee Testing Act of 1991.

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

$ 46,900 003 **Specialized Training:** Provide registration fees for employees from each department to attend seminars and workshops that will improve their job skills/knowledge.

Budget Objectives Form

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

$ 6,700	004	**Employee Training Program:** Provide annual training by City staff and outside consultants to all full/part time City employees to create awareness of City policies as well as federal and local laws.
$ 50,000	005	**Tuition Reimbursement:** Employees in collective bargaining unit can be reimbursed up to the equivalence of 18 credit hours per fiscal year at the instate undergraduate rate at Florida International University based on grades received for completing college coursework or technical classes taken to increase knowledge and skills and prepare for City promotions.
$ 2,796	006	**Post Employment Exams, Tests and Evaluations:** Provide medical exams for all current employees as required, including special medical evaluations as requested, non-CDL drug testing program expenses, and background checks for current employees.
$ 21,542	007	**Employee Appreciation:** Employee of the Quarter/Employee Picnic Program - Provide a plaque and a $100 gift card to an employee selected for exemplary service on a quarterly basis. To purchase service awards to be presented to employees annually based upon length of service and to provide an awards luncheon at which the awards will be presented; as well as to provide funds for invitations, printed programs, and miscellaneous supplies.
$ -	008	**Workplace Violence Prevention:** Provide threat assessment services and training on how to communicate if an employee is referred for violating the Workplace Violence Administrative Regulation.
$ -	009	**Police Alcohol and Drug Testing Program:** Contract with a third party administrator to perform random, post accident, promotion, transfer, and reasonable suspicion selection and testing of police bargaining unit members in accordance with the 2005-2008 collective bargaining agreement, and to educate bargaining unit members on the use and abuse of drugs/controlled substances and alcohol.

Budget Objectives Form

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

$	3,080	010	**Supervisory Training** (max. 25 employees per 1 day session)
$	1,200	011	**Wellness Program:** Community event registrations, t-shirts, supplies, health risk assessments, nutrition/health screenings and seminars.

This Page is Intentionally Left Blank

Budget Summary Form

Department: Information Technology
Dept. # 07

Dept / Division #: CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	918,069	995,434	944,813	1,054,406
Operating Expenses	683,234	693,543	688,719	863,726
Internal Services	47,290	39,717	39,717	30,773
Operating Budget	1,648,593	1,728,694	1,673,249	1,948,905
Capital Outlay	33,582	113,375	64,375	157,600
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	48,686	45,689	45,689	53,289
Total Budget	**1,730,861**	**1,887,758**	**1,783,313**	**2,159,794**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Information Technology Director	37	1
Ass't Information Technology Director	32	1
Network Administrator	27	1
Network Specialist	24	0
Webmaster	24	1
IT Specialists	24	2
Information Processing Coordinator	22	1
Graphics Designer	21	1
Records Management Supervisor	20	1
Word Processing Specialist	19	0
Switchboard Operator	16	1
Clerical Technician	16	0
	Total # of Full-Time Employees	10

2016-17 Operating Budget:	1,948,905
2015-16 Operating Budget:	1,728,694
Dollar Change:	220,211
Percentage Change:	12.74%
2016-17 Personnel - F.T.E.	10.00
2015-16 Personnel - F.T.E.	10.00
Personnel Change:	0.00

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	516,715	549,527	549,368	554,077
Operating Expenses	246,868	266,378	246,487	335,039
Internal Services	21,459	18,621	18,621	11,127
Operating Budget	785,042	834,526	814,476	900,243
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	24,552	24,711	24,711	25,637
Total Budget	**809,594**	**859,237**	**839,187**	**925,880**

PERSONAL SERVICES DETAIL:

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

2016-17 Operating Budget:	900,243
2015-16 Operating Budget:	834,526
Dollar Change:	65,717
Percentage Change:	7.87%
2016-17 Personnel - F.T.E.	6.00
2015-16 Personnel - F.T.E.	6.00
Personnel Change:	0.00

Budget Objectives Form

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

Objective:

$ 925,880 To provide quality service and guidance using the latest technology, and to respond efficiently to the growing needs of our community. To manage departments with technical support in the following areas: PC network operation; webpage maintenance; mainframe computer operation; graphics services; centralized word processing; records management services; channel 77 updates; and switchboard and mailroom operations.

ACTIVITIES:

$ 341,601 001 **Administration:** Manage and administer department. Purchase toner, ink cartridges, paper and ribbons for various City Hall printers. Add and delete mainframe users and provide "fast" printing for user departments. Provide minutes for Council and Board meetings as required. Provide typing support to all departments as requested and total typing support to the Administrative Services Department. Provide typing of confidential Internal Affairs investigations and statements in ongoing investigations for our Police Department. Provide instruction in computer equipment and word processing software usage upon request to City employees. Provide backup services for switchboard. Provide maintenance for recording system of City Hall meetings.

$ 314,436 002 **Records/Switchboard/Mailroom/Copier:** Provide identification, indexing, storage and retrieval of inactive records for all departments to meet requirements of Florida Statutes 119. Provide liaison with State Department, Bureau of Archives and Records Management. Provide document imaging services of current records such as: Council meeting minutes and agendas, resolutions and ordinances. To provide an information center for residents. Oversee the switchboard and mailroom, and maintain the postage meter. Answer and direct calls or questions to correct department as quickly and efficiently as possible and provide a convenient and centralized location for the processing of incoming/outgoing mail.

Budget Objectives Form

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

$ 81,797	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.
$ 188,046	004	**Web/PTV Webmaster:** The Webmaster is responsible for programming and maintaining Progress TV77 and the City's website. The in-house position allows for immediate PTV77 updates and information to the residents of North Miami. They also record and broadcast City Council and other public meetings.

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	401,354	445,907	395,445	500,329
Operating Expenses	436,366	427,165	442,232	532,087
Internal Services	25,831	21,096	21,096	19,646
Operating Budget	863,551	894,168	858,773	1,052,062
Capital Outlay	33,582	113,375	64,375	157,600
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	24,134	20,978	20,978	27,652
Total Budget	**921,267**	**1,028,521**	**944,126**	**1,237,314**

PERSONAL SERVICES DETAIL:

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

2016-17 Operating Budget:	1,052,062
2015-16 Operating Budget:	894,168
Dollar Change:	157,894
Percentage Change:	17.66%
2016-17 Personnel - F.T.E.	4.00
2015-16 Personnel - F.T.E.	4.00
Personnel Change:	0.00

Budget Objectives Form

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

Objective:

$ 1,237,314 To facilitate communication and support of existing and emerging information technologies and continued operation of the network system. To provide Internet access support, network support for laptops, webpage maintenance and monitor the wireless networks and telecommunications. Provide computer applications to user departments and necessary changes. Provide City with geographic information as requested.

ACTIVITIES:

$ 734,659	001	**PC Networks Operation:** Facilitate communication using research, implementation and support of existing and emerging information technologies. Provide continued operation of the City's network, which consists of City Hall as well as off-site users at the Police Station, MoCA, Parks Operations Center, Library, Public Works Operations Center, Water Plant, and Motor Pool. Provide continued support of Internet access at the Library, Griffing Adult Center, and Sunkist Grove Community Centers. Monitor the wireless networks and telecommunications.
$ 496,801	002	**Programming and GIS Specialist:** Provide the following computer applications to user departments: Payroll, Financial Management, Utility Billing, Fixed Assets, Liens, Budget, Records Management, Code Enforcement, Building Permits and Inspections, Occupational Licenses, Boards and Commissions Tracking, Contracts Management, Public Works Work Order/Complaints, Sanitation, Police CAD (Communication and Dispatch) and Customer/Constituent Complaint Services. To be able to analyze, organize and manipulate data that can provide information services to our government, community, as well as our employees. To provide the City with a method of managing, analyzing and displaying geographic information on easily understood, computer-generated maps. This information will help analyze emerging crime reduction strategies and also help track code enforcement violations and issuance of building permits.
$ 5,854	003	**Vehicles:** Maintenance costs and vehicle replacement costs for vehicle.

FY17 Supplemental/CIP Request

Project Description:	Cyclical replacement of servers, computers, laptops, printers & switches		
Department:	Information Technology	Project #	
Division:	Network & Programming	Totals	$100,800
Account Number:	001-07-421000-519-602-000	Request Type	Replacement
Project Location:	City-wide	Priority Level	Critical Repairs / Imprv

Objective:

To replace existing servers, computers, laptops, printers & switches for all City departments.

Justification:

The Information Technology Department is responsible for the replacement of most computer related equipment. Our current breakdown of equipment is: Police Department - laptops 110, desktops 50, printers 10, and servers 5. City Hall and all other locations - laptops 15, desktops 175, printers 55, servers 15. The estimated life span of our existing computer equipment is 3 to 4 years. This will allow for the City to maintain an efficient network with reliable equipment.

Project Estimates:

Object Code	Description	Prior Years	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	Total Estimate
602	Computer Equipment	$ 483,377	$ 100,000	$ 75,600				$ 658,977
602	MOCA computers & equip.		$ 14,400					
Total		$ 483,377	$ 114,400	$ 75,600				**$ 673,377**

Funding Source	Fund #	%	Prior Years	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	Total Estimate
Gen Fund	001	100%	$ 483,377	$ 114,400	$ 75,600				**$ 673,377**
Total		100%	$ 483,377	$ 114,400	$ 75,600				**$ 673,377**

Budget Office Use Only

☑	Funded
☐	Not Funded
☐	Pending

FY17 Operating Cost:	$	-
FY17 Capital Cost:	$	100,800
Future Years' Estimated Annual Cost:	$	-

FY17 Supplemental/CIP Request

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

Objective:

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

Justification:

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

Project Estimates:

Object Code	Description	Prior Years	FY 16/17	FY17/18	FY18/19	FY19/20	FY20/21	Total Estimate
602	Switch Equipment	$ 90,000	$ 42,000	$ 30,000				$ 162,000
Total		$ 90,000	$ 42,000	$ 30,000				**$ 162,000**

Funding Source	Fund #	%	Prior Years	FY 16/17	FY17/18	FY18/19	FY19/20	FY20/21	Total Estimate
Gen Fund	001	100%	$ 90,000	$ 42,000	$ 30,000				$ 162,000
Total		100%	$ 90,000	$ 42,000	$ 30,000				**$ 162,000**

Budget Office Use Only

☑	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

FY17 Operating Cost:	$ -
FY17 Capital Cost:	$ 42,000
	$ -

FY17 Supplemental/CIP Request

Project Description:	Virtualization of Servers and Software Updates		
Department:	Information Technology	Project #	
Division:	Network and Programming	Totals	$3,000
Account Number:	001-07-421001-519-XXX-000	Request Type	Additional Funds
Project Location:	City-wide	Priority Level	Critical Repairs

Objective:

To replace out of warranty server equipment consolidating servers and improve the efficiency and availability of IT resources and applications through virtualization. Upgrade outdated server software to be current with industry standards.

Justification:

Currently the IT department has acquired 4 new servers to replace the 17 out of warranty servers. The 4 new servers are running Virtualization software that allows them to operate efficiently, which facilitates doing more with less hardware equipment. The plan is to virtualize all 17 out of warranty servers onto these 4 physical servers. In order to do that, an upgrade of memory and processors on all 4 servers is needed. Also, an upgrade the virtualization software to the enterprise version that allows more virtual servers onto the physical machines is needed. One of the servers to be virtualized is an out of warranty server for EDEN, which as part of the virtualization upgrade on the SQL server. The currently outdated SQL Server 2005 will be obsolete soon as Tyler will stop supporting it. The new SQL Server 2012 version is needed.

Project Estimates:

Object Code	Description	Prior Years	FY 16/17	FY 17/18	FY18/19	FY 19/20	FY20/21	Total Estimate
313	NEW SERVERS UPGRADE	$ 5,000						$ 5,000
313	ADDITIONAL SOFTWARE	$ 20,000						$ 20,000
331	SOFTWARE MAINTENANCE	$ 13,000	$ 5,000	$ 5,000	$ 5,000			$ 28,000
Total		$ 38,000	$ 5,000	$ 5,000	$ 5,000			**$ 53,000**

Funding Source	Fund #	%	Prior Years	FY 16/17	FY 17/18	FY18/19	FY 19/20	FY20/21	Total Estimate
Gen Fund	001	100%	$ 5,000						$ 5,000
			$ 20,000						$ 20,000
			$ 13,000	$ 5,000	$ 5,000	$ 5,000			$ 28,000
Total		100%	$ 38,000	$ 5,000	$ 5,000	$ 5,000			**$ 53,000**

Budget Office Use Only

☑	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

FY17 Operating Cost:	$ 5,000
FY17 Capital Cost:	$ -
Future Years' Estimated Annual Cost:	$ -

This Page is Intentionally Left Blank

Budget Summary Form

Department: Police
Dept. #: 08

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	18,259,917	18,822,698	18,452,348	18,619,520
Operating Expenses	2,830,808	1,924,023	1,951,622	3,831,448
Internal Services	2,416,169	2,507,217	2,507,217	1,579,912
Operating Budget	23,506,894	23,253,938	22,911,187	24,030,880
Capital Outlay	83,664	59,452	56,408	0
Debt Service	0	0	0	0
Grants & Aids	0	20,000	20,000	5,000
Reserves & Other	841,219	843,433	843,433	813,975
Total Budget	**24,431,777**	**24,176,823**	**23,831,028**	**24,849,855**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Police Chief	41	1
Assistant Police Chief (1 New)	39	3
Police Major	36	4
Police Commander (1 New)	35	7
Emergency Manager (1 New)	35	1
Police Administrator	31	1
Police Sergeant	31S	17
Police Officer (1 less)	28O	92
Police Officer (COPS Grant - 4 New)	28O	4
Admin Assistant	27	1
Grants Writer	25	1
Training Specialist	24	1
Administrative Coordinator	22	1
Crime Scene Technician (1 Less)	22	3
Crisis Intervention Specialist	21	1
Police Records Supervisor	25	1
Police Communications Supervisor	25	1
Code Compliance Officer	23	1
Crime Analyst	20	1
Police Communications Operator	19	12
Public Information Specialist (1 New)	24	1
Administrative Specialist	18	1
Quartermaster 1 New)	23	1
Public Service Aide	17	3
Records Technician (1 New)	16	5
Clerical Technician	16	2
	Total # of Full-Time Employees	**167**

2016-17 Operating Budget:	24,030,880
2015-16 Operating Budget:	23,253,938
Dollar Change:	776,942
Percentage Change:	3.34%
2016-17 Personnel - F.T.E.	167.00
2015-16 Personnel - F.T.E.	159.00
Personnel Change:	8.00

Budget Summary Form

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

EXPENDITURE Operating Budget	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	1,463,728	1,449,980	1,394,684	782,546
Operating Expenses	184,446	102,151	226,886	1,098,926
Internal Services	99,966	97,392	97,392	77,908
Operating Budget	1,748,140	1,649,523	1,718,962	1,959,380
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	63,175	62,984	62,984	61,836
Total Budget	**1,811,315**	**1,712,507**	**1,781,946**	**2,021,216**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Police Chief	41	1
Assistant Police Chief (1 New)	39	3
Emergency Manager (1 New)	35	1
Police Sergeant	31S	1
Police Officer	28O	1
Police Administrator	31	1
Administrative Assistant	27	1
Grants Writer	25	1
Training Specialist	24	1
Clerical Technician	16	1
Total # of Full-Time Employees		**12**

2016-17 Operating Budget:	1,959,380
2015-16 Operating Budget:	1,649,523
Dollar Change:	309,857
Percentage Change:	18.78%
2016-17 Personnel - F.T.E.	12.00
2015-16 Personnel - F.T.E.	10.00
Personnel Change:	2.00

Budget Objectives Form

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

Objective:

$ 2,021,216 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:

$ 1,566,363 001

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

$ 454,853 002

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

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	8,277,890	8,418,917	8,348,159	9,036,807
Operating Expenses	401,633	434,081	421,293	661,735
Internal Services	1,223,433	1,292,699	1,292,699	1,175,540
Operating Budget	9,902,956	10,145,697	10,062,151	10,874,082
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	377,599	392,722	392,722	359,609
Total Budget	**10,280,555**	**10,538,419**	**10,454,873**	**11,233,691**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Police Major	37	1
Police Commander (1 New)	33	4
Police Sergeant	31S	9
Police Officer (1 less)	28O	53
Police Officer (4 New COPS Grant)	28O	4
Administrative Coordinator	22	1
Total # of Full-Time Employees		**72**

2016-17 Operating Budget:	10,874,082
2015-16 Operating Budget:	10,145,697
Dollar Change:	728,385
Percentage Change:	7.18%
2016-17 Personnel - F.T.E.	72.00
2015-16 Personnel - F.T.E.	**68.00**
Personnel Change:	**4.00**

Budget Objectives Form

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

Objective:

$ 11,233,691 To provide professional and efficient uniform police services to the City and to ensure the safety of citizens and maintenance of public order in accordance with Florida Statutes, County and City Ordinances, and Department policies.

ACTIVITIES:

$	10,135,034	001	**Uniform Patrol:** Protects life and property by patrolling City streets; providing traffic enforcement; responding to calls for police service; and apprehending criminal offenders.
$	621,308	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.
$	155,993	Supp	FY16 COPS Grant Hiring two additional Police Officers. COPS grant covers $125,000 of this expense through a duration of three years.
$	261,356	Supp	FY17 COPS Grant Hiring two additional Police Officers. COPS grant covers $125,000 of this expense through a duration of three years.
$	25,000	Supp	Body Cams
$	35,000	Supp	Use-of-Force Simulator

FY17 Supplemental/CIP Request

Project Description:	FY16 Two (2) COPS Hiring Program Grant Police Officers		
Department:	Police	Project #	
Division:	Patrol	Totals	$155,993
Account Number:	199-08-425003-521-101-000	Request Type	New Request
Project Location:		Priority Level	

Objective:

To provide funds for two (2) police officers and to pay for uniforms and required equipment.

Justification:

Two (2) police officers are needed to implement new programs and augment existing units. A grant from the Department of Justice, Community Oriented Policing Services (COPS) Hiring Program, totaling $250,000, has been awarded to offset expenses. The Police Department was awarded this grant in FY16, to hire two (2), entry level police officers and offset the cost of salary and fringe benefits for three years. This balance of the supplemental costs and the fourth year of the grant will be funded through the City's General Revenue Fund. These officers will not only address quality of life issues, but will increase visibility and focus on pro-active, crime prevention operations to combat robberies, burglaries and vehicle thefts. They will use current crime statistics to determine crime patterns and trends and proactively patrol the identifiable hot spots.

Project Estimates:

Object Code	Description	Prior Years	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	Total Estimate
101	Salary for Two (2) Police Officers	55,922	102,672	109,962	117,770	N/A	N/A	386,326
101	COPS Pay Differential	5,287	9,063	9,063	9,063	N/A	N/A	32,476
104	Overtime	5,848	10,736	11,498	12,315	N/A	N/A	40,397
106	Holiday Pay	2,689	4,936	5,287	5,662	N/A	N/A	18,574
107	State Salary Incentive	1,120	1,920	1,920	1,920	N/A	N/A	6,880
140	FICA/MICA (7.65%)	4,278	7,855	8,412	9,010	N/A	N/A	29,555
142	Health, Dental, Life Insurance, AD&D	7,375	14,240	16,829	18,770	N/A	N/A	57,214
144	Workers Compensation	447	819	876	938	N/A	N/A	3,080
145	Unemployment	490	840	840	840	N/A	N/A	3,010
302	Air Cards	532	912	912	912	N/A	N/A	3,268
308	Uniform Cleaning & Maintenance	467	800	800	800	N/A	N/A	2,867
308	Uniform, Equipment and Vest	16,000	1,200	1,200	1,200	N/A	N/A	19,600
602	Laptop and Car Adapter	4,000	-	-	-	N/A	N/A	4,000
602	Radio, Charger & Spare Battery	7,200	-	-	-	N/A	N/A	7,200
Total		111,655	155,993	167,599	179,200	N/A	N/A	**614,447**

Funding Source	Fund #	% Funding	Prior Years	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	Total Estimate
Grants	199	34%	100,751	75,334	73,915	-	N/A	N/A	250,000
Gen Fund	001	66%	10,904	80,659	93,684	179,200	N/A	N/A	364,447
									-
Total		100%	111,655	155,993	167,599	179,200	-	-	**614,447**

Budget Office Use Only

☑	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

FY17 Operating Cost:	$	155,993
FY17 Capital Cost:	$	-
Future Years' Estimated Annual Cost:	$	272,884

FY17 Supplemental/CIP Request

Project Description:	FY17 Two (2) COPS Hiring Program Grant Police Officers		
Department:	Police	Project #	
Division:	Patrol	Totals	$261,356
Account Number:	199-08-425003-521-101-000	Request Type	New Request
Project Location:		Priority Level	

Objective:

To provide funds for two (2) police officers and to pay for uniforms and required equipment.

Justification:

Two (2) police officers are needed to implement new programs and augment existing units. A grant from the Department of Justice, Community Oriented Policing Services (COPS) Hiring Program, totaling $250,000, has been awarded to offset expenses. The Police Department was awarded this grant in FY16, to hire two (2), entry level police officers and offset the cost of salary and fringe benefits for three years. This balance of the supplemental costs and the fourth year of the grant will be funded through the City's General Revenue Fund. These officers will not only address quality of life issues, but will increase visibility and focus on pro-active, crime prevention operations to combat robberies, burglaries and vehicle thefts. They will use current crime statistics to determine crime patterns and trends and proactively patrol the identifiable hot spots.

Project Estimates:

Object Code	Description	Prior Years	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	Total Estimate
101	Salary for Two (2) Police Officers		95,866	102,672	109,962	117,770	N/A	426,270
101	COPS Pay Differential		9,063	9,064	9,064	9,064	N/A	36,255
104	Overtime		10,024	10,736	11,498	12,314	N/A	44,572
106	Holiday Pay		4,609	4,936	5,286	5,662	N/A	20,493
107	State Salary Incentive		1,920	1,920	1,920	1,920	N/A	7,680
140	FICA/MICA (7.65%)		7,334	7,854	8,412	9,010	N/A	32,610
142	Health, Dental, Life Insurance, AD&D		12,404	14,240	16,826	18,770	N/A	62,240
144	Workers Compensation		384	410	440	472	N/A	1,706
145	Unemployment		840	840	840	840	N/A	3,360
302	Air Cards		912	912	912	912	N/A	3,648
308	Uniform Cleaning & Maintenance		800	800	800	800	N/A	3,200
308	Uniform, Equipment and Vest		16,000	5,000	5,000	5,000	N/A	31,000
601	Fully Marked Vehicles		90,000	-	-	-	-	90,000
602	Laptop and Car Adapter		4,000	-	-	N/A	N/A	4,000
602	Radio, Charger & Spare Battery		7,200	-	-	N/A	N/A	7,200
Total			261,356	159,384	170,960	182,534	N/A	**774,234**

Funding Source	Fund #	% Funding	Prior Years	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	Total Estimate
Grants	199	38%		100,000	75,000	75,000	N/A	N/A	250,000
Gen Fund	001	62%		161,356	84,384	95,960	182,534	N/A	524,234
									-
Total		100%		261,356	159,384	170,960	182,534	-	**774,234**

Budget Office Use Only

☑	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

FY17 Operating Cost:	$	261,356
FY17 Capital Cost:	$	-
Future Years' Estimated Annual Cost:	$	180,344

FY17 CIP Request

Project Description:	Body Cameras		
Department:	Information Technology	Project #	
Division:	Network & Programming	Totals	$125,000
Account Number:	001-08-425001-521-311-000	Request Type	New Request
Project Location:	Various	Priority Level	Improvement

Objective:

To provide funds for the purchase of Body-Worn Camera System for sworn officers

Justification:

A Body-Worn Camera System will enhance officer safety, public safety and promote accountability and transparency. Body-worn cameras document official, law enforcement interaction with the public by recording evidence of actions, conditions, and statements.

Project Estimates:

Object Code	Description	Prior Years	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	Total Estimate
300	Body Cameras		$ 125,000	$ 125,000	$ 125,000	$ 125,000	$ 125,000	$ 625,000
Total			$ 125,000	$ 125,000	$ 125,000	$ 125,000	$ 125,000	**$ 625,000**

Funding Source	Fund #	% Funding	Prior Years	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	Total Estimate
Gen Fund	001	20%		$ 25,000	$ 25,000	$ 25,000	$ 25,000	$ 25,000	$ 125,000
Grants	199	80%		$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 500,000
Total		100%		$ 125,000	$ 125,000	$ 125,000	$ 125,000	$ 125,000	**$ 625,000**

Budget Office Use Only

☑	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

FY17 Operating Cost:	$ -
FY17 Capital Cost:	$ 125,000
Future Years' Estimated Annual Cost:	$ 500,000

FY17 Supplemental/CIP Request

Project Description:	Use-of-Force and Firearms Training System		
Department:	Police	Project #	
Division:	Field Operations	Totals	$35,000
Account Number:	001-08-425000-521-605-000	Request Type	New Request
Project Location:		Priority Level	Moderate Cost Benefit

Objective:

To provide funds for the purchase of a Use-of-Force and Firearms Training System.

Justification:

The Florida Department of Law Enforcement (FDLE) mandates strict guidelines for law enforcement officers to receive scenario-based firearms training; less-lethal force options available within the agency and agency policies; and use-of-force training. Use-of-Force and Firearms Training Systems are a comprehensive solution that are designed to allow the Police Department's instructors the ability to easily meet training requirements established by FDLE. The benefits of this enhanced technology are immeasurable, as far as saving lives, through the extensive training that is achieved with respect to quick, decisive decision making skills and marksmanship. Judgemental, real-life use-of-force scenarios can be practiced repeatedly by trainees under the careful watch and tutoring of the department's firearm instructors. By using this latest technology, the Police Department would be able to train our officers on use-of-force to the highest degree possible. This was requested, but not funded in FY16.

Project Estimates:

Object Code	Description	Prior Years	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	Total Estimate
605	Use-of-Force and Firearms Training System		$ 35,000					$ 35,000
Total			$ 35,000					**$ 35,000**

Funding Source	Fund #	% Funding	Prior Years	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	Total Estimate
Gen Fund	001	100%		$ 35,000					$ 35,000
Total		100%		$ 35,000					**$ 35,000**

Budget Office Use Only

☑	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

FY17 Operating Cost:	$	-
FY17 Capital Cost:	$	35,000
Future Years' Estimated Annual Cost:	$	-

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	1,499,734	1,529,756	1,515,005	1,557,746
Operating Expenses	38,815	15,498	16,098	158,688
Internal Services	266,658	272,622	272,622	103,510
Operating Budget	**1,805,207**	**1,817,876**	**1,803,725**	**1,819,944**
Capital Outlay	9,575	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	20,000	20,000	5,000
Reserves & Other	78,264	72,256	72,256	70,140
Total Budget	**1,893,046**	**1,910,132**	**1,895,981**	**1,895,084**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	0 Positions
Police Major (1 Removed)	37	0
Police Commander	33	1
Police Sergeant	31S	1
Police Officer	28O	7
Public Information Specialist (1 New)	24	1
Code Compliance Officer	23	1
Administrative Specialist	18	1
Total # of Full-Time Employees		**12**

2016-17 Operating Budget:	1,819,944
2015-16 Operating Budget:	1,817,876
Dollar Change:	2,068
Percentage Change:	0.11%
2016-17 Personnel - F.T.E.	**12.00**
2015-16 Personnel - F.T.E.	**12.00**
Personnel Change:	**0.00**

Budget Objectives Form

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

Objective:

$ 1,895,084 To provide specialized police and public services and police/community relations designed to enhance the overall quality of life of residents pertaining to: community and school programs; safety and maintenance of order in City parks; animal control; enforcement of City zoning ordinances; and the continuing participation in the Police Explorer Program and the Police Athletic League.

ACTIVITIES:

$ 415,039	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.
$ 991,811	002	**Community Services Unit:** Provides the department with specialized patrol officers to maintain an ongoing awareness of community needs and concerns and to provide appropriate police responses resulting in such projects as the Neighborhood Mobile Patrol, Crime Prevention Program, and the Citizens' Police Academy.
$ 322,301	003	**School Resource Officers:** The COPS in School Grant provides partial funding for salaries and benefits for two police officer positions. Overtime, holiday pay, operating and capital costs are funded from the City's General Fund.
$ 51,990	004	**Citizens' Crime Watch Program:** Provides funds to coordinate Crime Watch Programs and other crime prevention initiatives within the City.
$ 5,000	005	**Police Explorer Program:** Provides funds to sponsor a unit of approximately thirty-six Explorers, a Boy Scouts of America program. The participants acquire some knowledge of police work, foster positive relations with police officers, and provide a needed service to the community such as crowd control at special events and home checks.

Budget Objectives Form

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

$ 108,943	006	**Animal Control:** Capture and control of stray animals to ensure the safety and well-being of the residents of North Miami; collection of deceased animals to eliminate health hazards; enforcement of City Ordinances related to animals.

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	2,479,585	2,564,105	2,531,824	2,139,162
Operating Expenses	1,299,989	332,009	245,453	415,295
Internal Services	275,615	283,863	283,863	98,482
Operating Budget	**4,055,189**	**3,179,977**	**3,061,140**	**2,652,939**
Capital Outlay	0	3,044	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	111,159	113,453	113,453	111,182
Total Budget	**4,166,348**	**3,296,474**	**3,174,593**	**2,764,121**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Police Major	37	1
Police Commander	33	1
Police Sergeant	31S	1
Police Officer	28O	7
Police Communications Supervisor	21	1
Police Communications Operator	19	12
Public Service Aide	17	3
Total # of Full-Time Employees		26

2016-17 Operating Budget:	2,652,939
2015-16 Operating Budget:	3,179,977
Dollar Change:	(527,038)
Percentage Change:	-16.57%
2016-17 Personnel - F.T.E.	26.00
2015-16 Personnel - F.T.E.	26.00
Personnel Change:	0.00

Budget Objectives Form

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

Objective:

$ 2,764,121 To provide specialized police and public services to enhance the overall quality of life of residents pertaining to: traffic enforcement; safety and law enforcement on City waterways; dispatching calls for service; Public Service Aides; and school crossing guards.

ACTIVITIES:

$ 932,101	001	**Traffic Unit:** Provides the department with specialized patrol officers who are highly trained in traffic investigations, both vehicular and pedestrian. These officers reduce accidents through the selective enforcement of traffic laws; the investigation of hit-and-run accidents; the placement of the speed monitoring unit at locations with numerous speeding violations; and the review of department accident reports prior to submission to the State.
$ 327,054	002	**Marine Patrol:** Patrols City waterways and enforces boating/safety regulations, deters boaters from causing high-speed wakes that damage boats and sea walls, and rescues boaters who are in distress.
$ 1,167,232	003	**Communications:** Responsible for dispatching police officers to emergencies and to residents requesting police assistance; FCIC/NCIC inquiries and entries; assigning case numbers; and providing important information to officers on patrol.
$ 210,210	004	**Public Service Aides:** Responsible for handling various police-related duties that do not require a sworn officer such as minor traffic accidents, parking violations, and writing routine reports.
$ 127,524	005	**School Crossing Guard Program:** Provides School Crossing Guards at North Miami, Natural Bridge, William Jennings Bryan, Gratigny, Holy Family, and Ben Franklin elementary schools. These guards ensure that elementary school children cross streets safely while going to and from school.

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	3,944,393	4,276,336	4,060,346	4,482,624
Operating Expenses	130,568	174,853	190,170	535,579
Internal Services	511,616	522,747	522,747	95,340
Operating Budget	4,586,577	4,973,936	4,773,263	5,113,543
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	184,806	175,373	175,373	186,070
Total Budget	**4,771,383**	**5,149,309**	**4,948,636**	**5,299,613**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Police Major	37	1
Police Commander	35	1
Police Sergeant	31S	4
Police Officer	28O	24
Crime Scene Technician	22	3
Crisis Intervention Specialist	21	1
Crime Analyst	20	1
Clerical Technician	16	1
Total # of Full-Time Employees		**36**

2016-17 Operating Budget:	5,113,543
2015-16 Operating Budget:	4,973,936
Dollar Change:	139,607
Percentage Change:	2.81%
2016-17 Personnel - F.T.E.	36.00
2015-16 Personnel - F.T.E.	36.00
Personnel Change:	0.00

Budget Objectives Form

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

Objective:

$ 5,299,613 To conduct criminal investigations including family violence cases; recover stolen property and vehicles; identify and apprehend criminal offenders and assist in their prosecution; recover assets in accordance with state and federal forfeiture statutes; identify and collect evidence at crime scenes; and analyze and track crime data and trends.

ACTIVITIES:

$ 3,192,198	001	**General Investigations / Special Victims Unit:** Conducts criminal investigations and writes investigative reports; identifies and apprehends offenders; assists the State in the prosecution of criminal offenders; provides support for the Uniform Patrol Division; conducts investigations in cases involving domestic violence, child abuse, sex crimes involving family members, exploitation of the elderly, sexual predators, and missing persons; acts as liaison with authorities, families and schools in an effort to identify and reduce domestic-related crimes.
$ 1,684,992	002	**Crime Suppression Team:** Conducts investigations pertaining to vice, narcotics and organized crime, and initiates asset forfeiture proceedings utilizing detectives specially trained in surveillance, infiltration, cultivation of informants, detection of narcotics and vice operations, as well as other major criminal organizations.
$ 296,449	003	**Crime Scene Unit:** Identify, process and collect evidence at crime scenes; prepare written reports; submit evidence to the crime lab; and assist detectives in solving crimes through the use of physical evidence.
$ 75,923	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

$ 50,051	005	**Crisis Intervention Services:** Provides counseling, referrals and emergency placements to victims of crimes. A specialist, trained in emergency response to crisis and who has the language skills necessary to communicate with our large Haitian community, is needed to aid investigators in the placement, counseling and rehabilitation of the family members. A grant in the amount of $52,851 has been awarded to offset expenses.

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	594,587	583,604	602,330	620,635
Operating Expenses	775,357	865,431	851,722	961,225
Internal Services	38,881	37,894	37,894	29,132
Operating Budget	1,408,825	1,486,929	1,491,946	1,610,992
Capital Outlay	74,089	56,408	56,408	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	26,216	26,645	26,645	25,138
Total Budget	**1,509,130**	**1,569,982**	**1,574,999**	**1,636,130**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Police Major	37	1
Police Records Supervisor	21	1
Quartermaster (1 New)	23	1
Crime Scene Tech (1 Removed)	22	0
Records Technician (1 New)	16	5
Total # of Full-Time Employees		**8**

2016-17 Operating Budget:	1,610,992
2015-16 Operating Budget:	1,486,929
Dollar Change:	124,063
Percentage Change:	8.34%
2016-17 Personnel - F.T.E.	8.00
2015-16 Personnel - F.T.E.	7.00
Personnel Change:	1.00

Budget Objectives Form

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

Objective:

$ 1,636,130 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:

$ 876,679 **001** **Records/ID Bureau:** Responsible for processing, data entry, and archiving of all police reports and citations into the automated police records management system; provides copies of police reports/documents and statistical information to police personnel, City officials, and the public; operates the ID Bureau by photographing and fingerprinting arrestees; processes subpoenas served on police personnel.

$ 224,286 **002** **Quartermaster:** Orders and issues all uniforms, equipment, and supplies to department personnel; handles the Property Room operations by maintaining an inventory of presently-held property to enable disposal of closed cases, processing incoming property, and facilitating the disposal of unclaimed property as appropriate; stores and issues department-issued firearms and supplies and ensures firearms in evidence are processed under Miami-Dade Police Department's "Drug Fire" Program.

$ 471,802 **003** **Building Operations and Maintenance:** Provides building service contracts, utility fees, and equipment/supplies required to operate and maintain the police facility.

$ 63,363 **004** **Lobby Receptionists:** Operation of the switchboard and staffing the reception desk in the lobby on the first floor of the police building by three part-time receptionists.

This Page is Intentionally Left Blank

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	549,400	742,227	685,505	757,032
Operating Expenses	934,436	835,070	877,847	270,131
Internal Services	21,807	26,268	26,267	95,504
Operating Budget	**1,505,643**	**1,603,565**	**1,589,619**	**1,122,667**
Capital Outlay	12,132	2,992	2,992	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	24,952	34,857	34,857	34,092
Total Budget	**1,542,727**	**1,641,414**	**1,627,468**	**1,156,759**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
CP&D Director	37	1
City Planner	32	1
Economic Development Manager	30	1
Zoning Administrator	29	1
Sustainability Administrator/Arborist	28	1
Social Services/Housing Coordinator (1 new)	28	1
Senior Planning Technician	22	1
CP&D Technician	20	1
Total # of Full-Time Employees		8

2016-17 Operating Budget:	1,122,667
2015-16 Operating Budget:	1,603,565
Dollar Change:	(480,898)
Percentage Change:	-29.99%
2016-17 Personnel - F.T.E.	8.00
2015-16 Personnel - F.T.E.	7.00
Personnel Change:	1.00

Budget Objectives Form

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

Objective:

$ 1,156,759 To oversee and manage the Community Planning and Development Department comprised of Planning ,Zoning, Sustainability Economic Development,and the City's grant-funded Housing Rehabilitation Programs. Housing programs include grants from the Community Development Block Grant (CDBG), the HOME Investment Partnership Program (HOME) and the State Housing Improvement Program (SHIP).

ACTIVITIES:

$ 344,236	001	**Administration:** Oversee and manage the department which consists of Planning, Zoning, Sustainability Economic and Business Development, and the CDBG/HOME Investment Partnership and SHIP Program personnel and activities; and to provide clerical support to the department.
$ 406,586	002	**Planning Services:** Provide professional support to the Planning Commission and City Council; update, as needed, and monitor compliance with the Comprehensive Plan; prepare short- and long-range neighborhood plans; and work with neighborhood groups on special projects to develop and pursue multimodal strategies to support the City's transportation initiatives.
$ 147,562	003	**Economic and Business Development Services:** Provide staff support to the Business Development Board, as well as to City Council and other City departments as requested; assist business groups as needed; maintain a demographic profile for the City; and work on specific economic development projects as directed. Business Development Board Programs - Undertake initiatives to promote economic and business development in the City. Funded 50% by the North Miami CRA.
$ 6,911	004	**Sustainability/Green Initiative:** To provide funds for memberships into various "Green" organizations to promote the City Council's mandate and the City's Comprehensive Plan policies for sustainability. To provide funds to promote green and sustainable projects, programs, training, and initiatives.
$ 128,964	005	**Social Services**
$ 72,500	Supp	**Supplemental: Housing Specialist**
$ 50,000	Supp	**Supplemental: Land Development Regulations Update**

FY17 Supplemental Request

Project Description:	Social Services/Housing Coordinator		
Department:	Community Planning and Development	Project #	
Division:	Planning, Zoning and Sustainability	Totals	$72,500
Account Number:	001-09-439005-515-101-000	Request Type	New Request
Project Location:	Citywide - Housing Needs	Priority Level	Improvement

Objective:

To establish funding and maintain a Social Services Coordinator / Housing Position to meet community needs and ensure the continuity of delivery of Housing services through the intake, processing, cerfication, of all associated services pertaining to housing and hardest hit.

Justification:

Although the City's federal housing allocation significantly decreased over the last 10 years, local funding has increased over time which has created additional projects and generates more work for housing staff. Since the local allocation does not include administrative costs, the current staff is overburdened and backlogged with projects which adversely affects the efficient operation of the Housing Division. Additional, with a full-timer the Housing division can assist with processing CRA grant applicants as needed to further supplement the City's efforts. As such, in order to adequately meet program needs and successfully satisfy the requests of the public, an additional fulltime employee will be required. The fulltime employee will dedicate time to screening and income certifying applicants, coordinating and scheduling field inspections for all properties, processing contractor invoices and assisting with coordinating the overall housing rehab process.

Project Estimates:

Object Code	Description	Prior Years	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	Total Estimate
101	Social Services/Housing Coordinator		$ 55,000	$ 58,850	$ 62,970	$ 67,378	$ 72,094	$ 316,292
	Benefits and Employer Costs		$ 17,500	$ 29,425	$ 31,485	$ 33,689	$ 36,047	$ 148,146
Total			$ 72,500	$ 88,275	$ 94,455	$ 101,067	$ 108,141	$ 464,438

Funding Source	Fund #	% Funding	Prior Years	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	Total Estimate
Gen Fund	001	100%		$ 72,500	$ 88,275	$ 94,455	$ 101,067	$ 108,141	$ 464,438
Total		100%		$ 72,500	$ 88,275	$ 94,455	$ 101,067	$ 108,141	$ 464,438

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

FY17 Operating Cost:	$ 72,500
FY17 Capital Cost:	$ -
Future Years' Estimated Annual Cost:	$ 391,938

FY17 Supplemental Request

Project Description:	Land Development Regulation		
Department:	Community Planning and Development	Project #	
Division:	Planning, Zoning and Sustainability	Totals	$50,000
Account Number:	001-09-439000-515-311-000	Request Type	New Request
Project Location:	Citywide	Priority Level	Improvement

Objective:

To retain a professional Planning firm to assist in the update of the City's Land Development Regulations.

Justification:

Per State Law the City must update its Land Development Regulations within a year of adopting its Comprehensive Plan. Since the City's Comprehensive Plan will be adopted by September 2015 the LDR update process must subsequently begin by December 2015 so the City's new LDR can be adopted by December 2016.

Project Estimates:

Object Code	Description	Prior Years	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	Total Estimate
311	LDR Update		$ 50,000					$ 50,000
Total			$ 50,000					$ 50,000

Funding Source	Fund #	% Funding	Prior Years	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	Total Estimate
Gen Fund	001	100%		$ 50,000					$ 50,000
Total		100%		$ 50,000					$ 50,000

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

FY17 Operating Cost:	$	50,000
FY17 Capital Cost:	$	-
Future Years' Estimated Annual Cost:	$	-

This Page is Intentionally Left Blank

Budget Summary Form

Department: Public Works
Dept #: 10

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	1,492,302	1,502,209	1,345,797	1,365,391
Operating Expenses	2,519,298	2,412,122	2,470,357	2,728,032
Internal Services	416,494	441,434	441,434	87,254
Operating Budget	4,428,094	4,355,765	4,257,588	4,180,677
Capital Outlay	698,055	1,205,020	945,020	50,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	84,835	78,941	78,941	67,283
Total Budget	**5,210,984**	**5,639,726**	**5,281,549**	**4,297,960**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Public Works Director	41	1
Assistant Public Works Director	39	0
Facility Maintenance Supervisor	25	1
Constituent Service Coordinator	25	0
Administrative Assistant	28	1
Streets Coordinator	22	1
Secretary	20	1
Trades Mechanic	20	2
Heavy Equipment Operator	20	2
Maintenance Mechanic	18	3
Motor Equipment Operator	18	1
General Maintenance Worker	15	6
Custodian	15	1
Total # of Full-Time Employees		20

2016-17 Operating Budget:	4,180,677
2015-16 Operating Budget:	4,355,765
Dollar Change:	(175,088)
Percentage Change:	-4.02%
2016-17 Personnel - F.T.E.	20.00
2015-16 Personnel - F.T.E.	20.00
Personnel Change:	0.00

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Proposed Budget FY17
Personal Services	499,610	407,762	432,287	388,512
Operating Expenses	1,969,354	1,985,308	2,005,166	1,934,290
Internal Services	41,194	35,853	35,853	43,211
Operating Budget	2,510,158	2,428,923	2,473,306	2,366,013
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	29,886	25,261	25,261	25,066
Total Budget	**2,540,044**	**2,454,184**	**2,498,567**	**2,391,079**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Public Works Director	41	1
Administrative Assistant	28	1
Secretary	20	1
Total # of Full-Time Employees		**3**

2016-17 Operating Budget:	2,366,013
2015-16 Operating Budget:	2,428,923
Dollar Change:	(62,910)
Percentage Change:	-2.59%
2016-17 Personnel - F.T.E.	3.00
2015-16 Personnel - F.T.E.	3.00
Personnel Change:	0.00

Budget Objectives Form

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

Objective:

$ 2,391,079 To manage and coordinate the activities of the Public Works Department. The Department has full-time employees deployed in the following divisions: Public Works Administration, Streets, Facility Maintenance, Water & Sewer, Stormwater, and Fleet Management.

ACTIVITIES:

$ 426,795	001	**Public Works Administration:** Establish department goals to meet those of the City Council and the residents of North Miami; provide decision unit managers within the department with information, ideas, and support services that will enable them to operate their divisions more productively; prepare and monitor department's annual budget, as well as perform financial analysis of department budget which is approximately $50 million in FY16 and includes two enterprise funds and one internal services fund.
$ 17,471	002	**Vehicles Maintenance & Replacement** Repairs and maintenance of vehicles
$ -	003	**Sanitation Code Enforcement:** Conducts residential and commercial inspections to enforce compliance with municipal codes and department rules and regulations regarding solid waste collection and disposal; issues informational material to the public on rates, fees, environmental controls, and solid waste management regulations; verifies proper licensure of private haulers operating in the City; bills, collects, and records 20% franchise fee for approximately 32 private haulers doing business within the City.
$ 1,946,813	004	**Sanitation Services:** To provide residential sanitation support including pickup and disposal of garbage and trash that can be containerized, twice a week.

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Adopted Budget FY17
Personal Services	786,653	907,235	720,494	791,757
Operating Expenses	181,840	113,485	133,571	482,353
Internal Services	342,183	374,161	374,161	14,827
Operating Budget	1,310,676	1,394,881	1,228,226	1,288,937
Capital Outlay	698,055	1,180,233	920,233	50,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	42,847	45,355	45,355	34,159
Total Budget	**2,051,578**	**2,620,469**	**2,193,814**	**1,373,096**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Streets Coordinator	22	1
Heavy Equipment Operator	20	2
Maintenance Mechanic	18	3
Motor Equipment Operator	18	1
General Maintenance Worker	15	6
Total # of Full-Time Employees		**13**

2016-17 Operating Budget:	1,288,937
2015-16 Operating Budget:	1,394,881
Dollar Change:	(105,944)
Percentage Change:	-7.60%
2016-17 Personnel - F.T.E.	13.00
2015-16 Personnel - F.T.E.	13.00
Personnel Change:	0.00

Budget Objectives Form

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

Objective:

$ 1,373,096 To maintain the City rights-of-way including streets, alleys, and sidewalks to provide safe, passable rights-of-way for City residents and visitors. To install new curbs, gutters, and sidewalks and resurface City streets and alleyways as approved annually through the budget process. Maintenance of street, stripping, signage, traffic calming devices, City parking lots.

ACTIVITIES:

$	96,952	001	**Streets Administration:** Provide supervisory support for the Streets Division and clerical
$	262,788	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.
$	-	003	**Patching, Street Repair and Rights-of-Way Maintenance**: Maintain the City owned streets that are damaged due to City utility projects that require temporary and permanent asphalt patches. Repair all potholes that are reported and repair all damage to rights-of-way caused during City utility projects.
$	207,450	004	Permanent Concrete Construction: Construct and maintain sidewalks, curbing and gutters, and sidewalk-to-street handicap ramps throughout the City and assist in street maintenance and other street construction projects.
$	15,428	005	**Contractual Lawn Maintenance**: Provides monthly contract for mowing and cleaning services for various City-owned lots to insure that areas are maintained on a regular basis.
$	336,047	006	**Storm Drain Construction & Repair**: Improves the City's stormwater drainage system through minor construction and retrofit projects that are prioritized according to the adopted Stormwater Master Plan II. Major projects will be completed by outside services.
$	157,793	007	**Commercial Corridor Improvement Program** - The Clean Team - Provides funds to clean and maintain public walkways in the City's commercial corridors.
$	296,638	008	**Vehicles:** Maintenance and replacement.

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	206,039	187,212	193,016	185,122
Operating Expenses	368,104	313,329	331,620	311,389
Internal Services	33,117	31,420	31,420	29,216
Operating Budget	607,260	531,961	556,056	525,727
Capital Outlay	0	24,787	24,787	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	12,102	8,325	8,325	8,058
Total Budget	**619,362**	**565,073**	**589,168**	**533,785**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Facility Maintenance Supervisor	25	0
Trades Mechanic	20	2
Maintenance Mechanic	18	0
Custodian	15	1
Total # of Full-Time Employees		**3**

2016-17 Operating Budget:	525,727
2015-16 Operating Budget:	531,961
Dollar Change:	(6,234)
Percentage Change:	-1.17%
2016-17 Personnel - F.T.E.	3.00
2015-16 Personnel - F.T.E.	3.00
Personnel Change:	0.00

Budget Objectives Form

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

Objective:

$ 533,785 To provide facility maintenance and housekeeping services to ensure that residents and employees have an aesthetically pleasing and safe environment.

ACTIVITIES:

$ 424,704	001	**Facility Maintenance & Operation:** Perform maintenance and repairs for seven (7) City buildings: City Hall, the Motor Pool, the Water & Sewer Operations Center, the Building & Zoning Annex, the CP&D Annex and the Library (personnel costs only provided for the Library and W&S building). Provide technical advice and support regarding the maintenance of the Police Station and MoCA buildings, when requested. Service performed include painting, carpentry work, building alterations, furniture restoration, minor electrical and plumbing repairs, ceiling repairs, as well as interior and exterior building maintenance.
$ 83,362	002	**Custodial Services:** Provide daily housekeeping services at four (4) facilties: City Hall, the Building & Zoning Annex, the Parks & Recreations Annex, and the CP&D Annex. A custodian is present at City Hall during evening hours to oversee the contractual janitorial service and to provide additional services above the scope of the contract.
$ 25,719	003	**Vehicle Maintenance & Replacement**

This Page is Intentionally Left Blank

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	226,924	216,248	263,439	272,296
Operating Expenses	57,072	48,071	18,281	37,737
Internal Services	8,648	8,868	8,648	4,088
Operating Budget	292,644	273,187	290,368	314,121
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	15,133	11,767	11,767	9,419
Total Budget	**307,777**	**284,954**	**302,135**	**323,540**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Budget Director, Assistant	32	1
Budget Administrator	28	0
Budget Analyst	24	2

Total # of Full-Time Employees	3

2016-17 Operating Budget:	314,121
2015-16 Operating Budget:	273,187
Dollar Change:	40,934
Percentage Change:	14.98%
2016-17 Personnel - F.T.E.	3.00
2015-16 Personnel - F.T.E.	2.00
Personnel Change:	1.00

Budget Objectives Form

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

	Objective:
$ 323,540	To prepare and monitor the City's annual revenue and expenditure budgets.

ACTIVITIES:

$ 323,540	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.

This Page is Intentionally Left Blank

Budget Summary Form

Department: Parks & Recreation

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	3,434,143	3,956,457	3,560,600	4,104,987
Operating Expenses	2,347,860	2,520,809	2,973,843	2,556,705
Internal Services	521,312	540,126	534,408	226,823
Operating Budget	6,303,315	7,017,392	7,068,851	6,888,515
Capital Outlay	20,179	369,298	336,068	0
Debt Service	0	0	0	0
Grants & Aids	13,008	19,500	19,500	19,500
Reserves & Other	171,077	152,605	152,605	158,344
Total Budget	**6,507,579**	**7,558,795**	**7,577,024**	**7,066,359**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Parks and Recreation Director	37	1
Assistant Parks and Recreation Director	32	1
Parks Superintendent	28	0
Recreation Superintendent	28	0
Tennis Pro	28	1
Community Engagement Administrator	28	1
Senior Program Coordinator	25	1
Recreation Supervisor	25	2
Administrative Coordinator	22	1
Parks Coordinator	22	3
Recreation Coordinator	22	2
Customer Service Liaison	22	1
Parks Specialist (less 1)	21	2
Recreation Specialist	21	5
Parks Naturalist	21	1
Heavy Equipment Operator (1 New)	20	4
Trades Mechanic	20	3
Recreation Leader II	18	2
Maintenance Mechanic	18	4
Motor Equipment Operator (1 New)	18	4
Lifeguard	17	1
Recreation Leader I	16	2
General Maintenance Worker	15	7
Recreation Leader I	12	1
Total # of Full-Time Employees		50

2016-17 Operating Budget:	6,888,515
2015-16 Operating Budget:	7,017,392
Dollar Change:	(128,877)
Percentage Change:	-1.84%
2016-17 Personnel - F.T.E.	50.00
2015-16 Personnel - F.T.E.	48.00
Personnel Change:	2.00

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	341,408	440,333	405,935	457,017
Operating Expenses	58,980	55,629	53,206	73,182
Internal Services	28,300	26,556	26,556	20,703
Operating Budget	428,688	522,518	485,697	550,902
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	20,078	19,321	19,321	19,433
Total Budget	**448,766**	**541,839**	**505,018**	**570,335**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Parks and Recreation Director	37	1
Asst. Parks and Rec. Director	32	1
Administrative Coordinator	22	1
Customer Service Liaison	22	1
Total # of Full-Time Employees		**4**

2016-17 Operating Budget:	550,902
2015-16 Operating Budget:	522,518
Dollar Change:	28,384
Percentage Change:	5.43%
2016-17 Personnel - F.T.E.	4.00
2015-16 Personnel - F.T.E.	4.00
Personnel Change:	0.00

Budget Objectives Form

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

Objective:

$ 570,335 To provide administrative support services, direction, and leadership for the Parks and Recreation divisions whose departmental responsibilities include maintaining over 95 acres of developed park land, 400 landscaped medians, canal ends, and public areas, operating 23 activity centers, coordinating numerous community events, and providing programming for approximately 60,000 residents.

ACTIVITIES:

$ 521,895	001	**Administration:** Oversee, direct, and lead a department consisting of athletics, aquatics, school related programming, parks, facilities, and local rights-of-ways; provide administrative support services to assist staff as well as the public.
$ 36,171	002	**Office Space:** To provide temporary offices for Parks and Recreation Administration. Funds will cover rent and operating costs associated with new space
$ 12,269	003	**Vehicles**: Maintenance and replacement of two (2) vehicles

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	217,629	210,305	202,901	265,768
Operating Expenses	18,366	64,080	68,552	107,512
Internal Services	42,106	41,079	41,080	38,771
Operating Budget	278,101	315,464	312,533	412,051
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	13,367	9,469	9,469	9,340
Total Budget	**291,468**	**324,933**	**322,002**	**421,391**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Recreation Supervisor	25	2
Senior Program Coordinator	25	1
Total # of Full-Time Employees		**3**

2016-17 Operating Budget:	412,051
2015-16 Operating Budget:	315,464
Dollar Change:	96,587
Percentage Change:	30.62%
2016-17 Personnel - F.T.E.	3.00
2015-16 Personnel - F.T.E.	2.00
Personnel Change:	1.00

Budget Objectives Form

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

Objective:

$ 421,391 To provide administrative support, leadership, supervision, and direction for 25 full time employees and over 100 part time employees responsible for the City's recreation programs, services, and facilities.

ACTIVITIES:

$ 376,674	001	**Recreation Administration:** Provides overall supervision of the Division's varied programs and services as well as leadership and direction for the work force of full time and part time employees.
$ 10,000	002	**Marketing and Promotion:** Produces and distributes three 12 page catalogues for the purpose of detailing programs, activities, and facility operations to reach individuals and groups within the City as well as promote recreational programs through various media sources.
$ 34,717	003	**Vehicles:** Maintenance costs and replacement costs for two buses, two Chevy vans and a Ford Taurus automobile.

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	429,115	483,418	458,111	555,216
Operating Expenses	704,624	703,668	723,139	643,468
Internal Services	20,218	22,053	22,052	6,860
Operating Budget	1,153,957	1,209,139	1,203,302	1,205,544
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	10,508	16,000	16,000	16,000
Reserves & Other	12,835	15,939	15,939	15,807
Total Budget	**1,177,300**	**1,241,078**	**1,235,241**	**1,237,351**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Recreation Specialist	21	4
Recreation Coordinator	22	1
Total # of Full-Time Employees		**5**

2016-17 Operating Budget:	1,205,544
2015-16 Operating Budget:	1,209,139
Dollar Change:	(3,595)
Percentage Change:	-0.30%
2016-17 Personnel - F.T.E.	5.00
2015-16 Personnel - F.T.E.	5.00
Personnel Change:	0.00

Budget Objectives Form

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

Objective:

$ 1,237,351 To administer, plan, direct and supervise athletic programs for adults and youth of the community at the City's three major athletic complexes (Cagni, Pepper, and Ben Franklin Parks).

ACTIVITIES:

$ 210,276	001	**Claude Pepper Park Operations:** Supervise and maintain Pepper Park in order to accommodate the leisure needs of the residents of North Miami and the surrounding community.
$ 194,922	002	**Ray Cagni Park Operations:** Supervise and maintain athletic complex at Cagni Park to accommodate the leisure needs of the residents of North Maimi and the surrounding community.
$ 140,355	003	**Ben Franklin Park Operations:** Supervise and maintain athletic complex at Cagni Park to accommodate the leisure needs of the residents of North Maimi and the surrounding community.
$ 152,855	004	**Youth Sports:** Administer and coordinate organized team sports for children of the community; some of the activities offered are football, basketball, cheerleading, soccer, and baseball. Program revenue is projected to be $16,000.
$ 42,803	005	**Youth Athletic Camp** - Administer, plan, direct, and supervise athletics program for youth and adults.
$ 10,270	006	**Vehicle:** Maintenance and replacement.
$ 125,595	007	Cagni Park Gymnasium
$ 360,275	008	JCC Community Center

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	135,714	148,688	97,187	145,788
Operating Expenses	122,124	332,763	341,931	141,068
Internal Services	5,081	10,327	4,438	2,555
Operating Budget	262,919	491,778	443,556	289,411
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	5,813	0	0	5,888
Total Budget	**268,732**	**491,778**	**443,556**	**295,299**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Recreation Specialist	21	1
Lifeguard	17	1
Total # of Full-Time Employees		**2**

2016-17 Operating Budget:	289,411
2015-16 Operating Budget:	491,778
Dollar Change:	(202,367)
Percentage Change:	-41.15%
2016-17 Personnel - F.T.E.	2.00
2015-16 Personnel - F.T.E.	2.00
Personnel Change:	0.00

Budget Objectives Form

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

Objective:

$ 295,299 To provide two aquatic facilities and qualified personnel to conduct a variety of recreational and educational aquatic programs in accordance with HRS regulations.

ACTIVITIES:

$ 286,690	001	**Sasso Pool Operation:** Operate a public swimming pool and Wet-Tot-Lot on a year-round basis for open public swim, swim lessons, and party rentals. Revenue from operation is anticipated to be $13,000.
$ 1,700	002	**Lifeguard Training Classes:** Provides three American Red Cross certified lifeguard training classes to 20 members of the public; classes will be rotated between both aquatic facilities. Revenue for the classes are anticipated to be $1,700.
$ 6,909	003	**Pre-School Swim Program:** Provides qualified instruction, bus transportation, and supplies to teach up to 75 three to five year old children that attend local pre-schools how to swim. Revenue for the swim program is anticipated to be $1,875.

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	134,343	177,635	175,579	198,590
Operating Expenses	62,248	37,243	389,897	40,443
Internal Services	4,212	3,679	3,679	3,992
Operating Budget	200,803	218,557	569,155	243,025
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	4,819	4,882	4,882	9,197
Total Budget	**205,622**	**223,439**	**574,037**	**252,222**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Tennis Pro	10	1
Recreation Leader I	12	1
Total # of Full-Time Employees		**2**

2016-17 Operating Budget:	243,025
2015-16 Operating Budget:	218,557
Dollar Change:	24,468
Percentage Change:	11.20%
2016-17 Personnel - F.T.E.	2.00
2015-16 Personnel - F.T.E.	2.00
Personnel Change:	0.00

Budget Objectives Form

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

Objective:

$ 252,222 To provide tennis instruction, programs, tournaments, leagues, and tennis services for Penny Sugarman Tennis Center, Pepper Park and Cagni Park.

ACTIVITIES:

$ 248,512	001	**Penny Sugarman and Cagni Tennis Facilities:** Provides a qualified tennis pro and staff primarily to oversee the tennis program at Penny Sugarman Tennis Center and to provide associated programming at Cagni Park. Revenue from memberships, court fees, and tennis clinics is anticipated to be $15,000.
$ 3,710	002	**Pepper Park Tennis Operation:** Provides tennis supplies and a phone line to the tennis contractor who oversees recreational and instructional tennis programs and court management services at Pepper Park.

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	208,430	289,372	213,524	328,076
Operating Expenses	182,457	211,489	255,282	167,299
Internal Services	8,566	9,490	9,490	5,340
Operating Budget	399,453	510,351	478,296	500,715
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	9,801	12,593	12,593	12,304
Total Budget	**409,254**	**522,944**	**490,889**	**513,019**

PERSONAL SERVICES DETAIL:

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

2016-17 Operating Budget:	500,715
2015-16 Operating Budget:	510,351
Dollar Change:	(9,636)
Percentage Change:	-1.89%
2016-17 Personnel - F.T.E.	4.00
2015-16 Personnel - F.T.E.	4.00
Personnel Change:	0.00

Budget Objectives Form

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

Objective:

$ 513,019 To operate and run programs in three City centers: Sunkist Grove Community Center, Keystone Community Center, and Griffing Adult Center.

ACTIVITIES:

$ 138,137	001	**Sunkist Grove Community Center:** Operate Sunkist Grove Community Center, including a computer lab, drop-in evening program, weekend rentals, and camps. Revenue for facility rentals is estimated at $6000.
$ 233,713	002	**Griffing Adult Center:** Operate the Griffing Adult Center for senior adult programming and events. Provide staff and supplies for operation of various classes for senior adults; classes offered include Fabric Painting, Decorative Arts, Chorus, and Hooked on Crafts. Revenues for the classes are estimated at $1500.
$ 101,787	003	**Keystone Center and School Skills Program:** Operation of Keystone Community Center, which includes a program for children ages 3 - 5, weekend rentals, and camps. Revenue for facility rentals is estimated at $2000, while revenue for the School Skills program is estimated at $8000.
$ 39,382	004	**Teen Programming:** Administer, plan, direct and coordinate.

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	76,515	41,385	0	41,385
Operating Expenses	38,840	46,238	45,982	55,099
Internal Services	18,482	12,574	12,574	0
Operating Budget	133,837	100,197	58,556	96,484
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	8,252	0	0	0
Total Budget	**142,089**	**100,197**	**58,556**	**96,484**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Parks Superintendent (removed)	28	0
Parks Supervisor	25	0
Clerical Technician	16	0
Total # of Full-Time Employees		**0**

2016-17 Operating Budget:	96,484
2015-16 Operating Budget:	100,197
Dollar Change:	(3,713)
Percentage Change:	-3.71%
2016-17 Personnel - F.T.E.	0.00
2015-16 Personnel - F.T.E.	0.00
Personnel Change:	0.00

Budget Objectives Form

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

Objective:

$ 96,484 To provide administrative support for Parks Division operations and to keep the Parks Operations Center operational.

ACTIVITIES:

$ 47,155	001	**Parks Administration:** Provides direct supervision, administration, operational control, coordination, and clerical needs of the Parks Division.
$ 36,468	002	**Parks Operations Center Expenses:** Provides utility services (water and sewer, telephones, electricity, and sanitation collection charges), contractual services (maintenance of the air conditioning and burglar alarm), a fax and copy machine, and facility maintenance.
$ 12,861	003	**Vehicles:** Maintenance and replacement costs of vehicles

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	28,135	0	24,875	0
Materials, Supplies & Services	110,240	118,358	111,502	121,258
Internal Services	0	0	0	0
The City and Miami-Dade C	138,375	118,358	136,377	121,258
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	**138,375**	**118,358**	**136,377**	**121,258**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions

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

2016-17 Operating Budget:	121,258
2015-16 Operating Budget:	118,358
Dollar Change:	2,900
Percentage Change:	2.45%
2016-17 Personnel - F.T.E.	0.00
2015-16 Personnel - F.T.E.	0.00
Personnel Change:	0.00

Budget Objectives Form

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

Objective:

$ 121,258 To provide the staff and supplies to maintain the North Miami Athletic Stadium.

ACTIVITIES:

$ 121,258	001	**Complex Operations:** To provide part-time staff, facility maintenance including field preparation, irrigation, supplies and maintenance equipment; electrical repairs and services; and scoreboard lighting repairs. Provide part-time park attendants for weekday and weekend rental activities. Rental revenue is projected to be $85,000

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	595,360	661,982	639,653	685,855
Operating Expenses	265,614	209,759	168,041	217,559
Internal Services	117,313	125,498	125,498	121,335
Operating Budget	978,287	997,239	933,192	1,024,749
Capital Outlay	20,179	366,298	333,068	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	25,443	25,776	25,776	29,596
Total Budget	**1,023,909**	**1,389,313**	**1,292,036**	**1,054,345**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Parks Coordinator	22	1
Parks Specialist	21	1
Heavy Equipment Operator	20	0
Trades Mechanic	20	2
Maintenance Mechanic	18	2
Motor Equipment Operator	18	0
General Maintenance Worker	15	4
Total # of Full-Time Employees		**10**

2016-17 Operating Budget:	1,024,749
2015-16 Operating Budget:	997,239
Dollar Change:	27,510
Percentage Change:	2.76%
2016-17 Personnel - F.T.E.	10.00
2015-16 Personnel - F.T.E.	10.00
Personnel Change:	0.00

Budget Objectives Form

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

Objective:

$ 1,054,345 To maintain 4 major park facilities, 11 passive parks, a pool, and 7 recreation centers. To support City events and activities budgeted in other decision units as well as respond to emergencies and complaints.

ACTIVITIES:

$ 945,855	001	**Facility Operations:** Maintain the City's Parks and Recreation facilities which include buildings, grounds, pools, and playgrounds.
$ 108,490	002	**Vehicles:** Maintenance and Replacement

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	1,028,276	1,171,155	1,126,012	1,137,565
Operating Expenses	350,137	349,508	348,857	585,818
Internal Services	264,948	277,643	278,003	20,952
Operating Budget	1,643,361	1,798,306	1,752,872	1,744,335
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	59,472	53,132	53,132	48,275
Total Budget	**1,702,833**	**1,851,438**	**1,806,004**	**1,792,610**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Parks Coordinator	22	2
Parks Specialist	21	2
Heavy Equipment Operator 1 New	20	4
Trades Mechanic	20	1
Maintenance Mechanic	18	2
Motor Equipment Operator 1 new	18	4
General Maintenance Worker	15	3
Total # of Full-Time Employees		**18**

2016-17 Operating Budget:	1,744,335
2015-16 Operating Budget:	1,798,306
Dollar Change:	(53,971)
Percentage Change:	-3.00%
2016-17 Personnel - F.T.E.	18.00
2015-16 Personnel - F.T.E.	16.00
Personnel Change:	2.00

Budget Objectives Form

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

Objective:

$ 1,792,610 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:

$ 677,785	001	**Rights-of-Way Operations:** Provide rights-of-way turf maintenance and grounds care including irrigation repairs and installation, fertilizing, mowing, spraying, landscaping renovations, annual plantings, annuals replacements, and monitoring of landscape contracts.
$ 706,135	002	**Aerial and Tree Operations:** Maintain trees on City properties including swales, parkways, medians, monuments, cul-de-sacs, and canal ends. Work performed includes trimming, shaping, and repairing trees as well as removing and replacing trees as necessary.
$ 165,672	003	**Contractual Landscape Maintenance:** Contractual services required to ensure that rights-of-ways are mowed, cleaned, trimmed, and maintained and swale trees are raised to provide for traffic sign visibility and safe pedestrian and vehicle clearance. Additional cost of $200 for irrigation controllers
$ 243,018	004	**Vehicle:** Maintenance & Replacement

FY17 Supplemental/CIP Request

Project Description:	Equipment Operator		
Department:	Parks & Recreation	Project #	
Division:	Rights-of-Way	Totals	$100,500
Account Number:		Request Type	New Request
Project Location:		Priority Level	

Objective:

To fund 1 new Heavy Equipment Operator and 1 new Motor Equipment Operator

Justification:

Operators operate with/on heavy equipment used in engineering and construction projects

Project Estimates:

Object Code	Description	Prior Years	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	Total Estimate
	Motor Equipment Operator		$ 52,500					$ 52,500
	Heavy Equipment Operator		$ 48,000					$ 48,000
Total			$ 100,500					**$ 100,500**

Funding Source	Fund #	% Funding	Prior Years	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	Total Estimate
Gen Fund	001	100%		$ 100,500	-				$ 100,500
Total		100%		$ 100,500					**$ 100,500**

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

FY17 Operating Cost:	$	100,500
FY17 Capital Cost:	$	-
Future Years' Estimated Annual Cost:	$	-

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	84,783	93,686	87,498	86,083
Operating Expenses	63,887	57,311	53,806	60,301
Internal Services	3,955	3,583	3,394	2,269
Operating Budget	152,625	154,580	144,698	148,653
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	3,921	3,973	3,973	3,842
Total Budget	**156,546**	**158,553**	**148,671**	**152,495**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Parks Naturalist	21	1
Recreation Leader I	16	0
Total # of Full-Time Employees		**1**

2016-17 Operating Budget:	148,653
2015-16 Operating Budget:	154,580
Dollar Change:	(5,927)
Percentage Change:	-3.83%
2016-17 Personnel - F.T.E.	1.00
2015-16 Personnel - F.T.E.	1.00
Personnel Change:	0.00

Budget Objectives Form

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

Objective:

$ 152,495 To provide daily maintenance, supervision, programming, and operation of a 22+ acre facility which includes a one mile recreation trail, two rental shelters, a nature center, two tot-lot playgrounds, a community building, and a concession pony/stable facility.

ACTIVITIES:

$ 145,231	001	**Facility Operations and Maintenance:** Provides for the operation, programming, and maintenance of the park grounds, facilities, and structures.
		0
$ 6,662	002	**Facility Programming:** Provides nature programming and maintenance of nature exhibits at the facility. Programming includes guided tours, various workshops, and special nature-related events. Revenue from program fees is projected to total $1500.
$ 602	003	**Vehicle:** Maintenance and Replacement

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	4,455	20,399	0	20,399
Operating Expenses	70,697	60,680	61,230	61,230
Internal Services	0	0	0	0
Operating Budget	75,152	81,079	61,230	81,629
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	**75,152**	**81,079**	**61,230**	**81,629**

PERSONAL SERVICES DETAIL:

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

2016-17 Operating Budget:	81,629
2015-16 Operating Budget:	81,079
Dollar Change:	550
Percentage Change:	0.68%
2016-17 Personnel - F.T.E.	0.00
2015-16 Personnel - F.T.E.	0.00
Personnel Change:	0.00

Budget Objectives Form

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

Objective:

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

ACTIVITIES:

$ 81,629	001	**Summer Camps:** Provide Children ages 6-12 with a place to go during the summer while their parents or guardians are at work. The camps are held at Enchanted Forest and Sunkist Grove Community Centers. All additional fees have been included into camp costs for FY12. Revenue is estimated at $60,000 for the three camps.

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	127,442	198,283	116,031	168,429
Operating Expenses	259,743	228,845	309,380	227,980
Internal Services	8,131	7,644	7,644	4,046
Operating Budget	395,316	434,772	433,055	400,455
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	2,500	2,500	2,500	2,500
Reserves & Other	7,276	7,520	7,520	4,662
Total Budget	**405,092**	**444,792**	**443,075**	**407,617**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Community Engagement Administra	22	1
Recreation Leader I	19	1
Total # of Full-Time Employees		**2**

2016-17 Operating Budget:	400,455
2015-16 Operating Budget:	434,772
Dollar Change:	(34,317)
Percentage Change:	-7.89%
2016-17 Personnel - F.T.E.	2.00
2015-16 Personnel - F.T.E.	2.00
Personnel Change:	0.00

Budget Objectives Form

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

Objective:

$ 407,617 To coordinate, staff and implement events sponsored and/or run by the City of North Miami. Some of these events include the WinterNational Parade and Festival, July 4th Celebration, Children's Halloween Party, and various civic events.

ACTIVITIES:

$ 130,595	001	**Special Events Staff** - Supervises and coordinates special events as well as administers the implementation of activities supported by the City. The supervisor also serves as departmental liaison for various community service organizations.
$ 51,666	002	**WinterNational Parade** - Promote and produce North Miami's 31st annual Thanksgiving Day parade.
$ 35,668	003	**July 4th Celebration** - Promote and produce North Miami's annual family Independence Day celebration featuring a major fireworks display, live entertainment, games and activities at the North Miami Athletic Stadium.
$ 13,688	004	**Haunted Trails** - Promote and produce a Halloween party for children as well as families in the Enchanted Forest Park. The projected revenue from this event is estimated at $8000.
$ 135,633	005	**Community Events:** These events give the City the opportunity to recognize the accomplishments of Dr. King; bringing the community, its residents and local schools/ universities together for a common purpose. Presentations, singing, dancing & refreshments offered. Easter Egg Hunt revenue $800.

Budget Objectives Form

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

$ 33,559	006	**City Events** - Provide support for various community events held throughout the City such as Sunday Afternoon Live, Veterans and Memorial Day ceremonies, and North Miami Concert Band concerts.
$ 4,786	007	**Civic Group Events** - Provide staff support for various annual events; some of the events include Little League opening ceremonies and the Tenth Annual Cancer Walk.
$ -	008	**Programs for Senior Citizens**- Provide leadership, counseling and programming for senior citizens.
$ 2,022	009	**Vehicle:** Maintenance and Replacement

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	22,022	17,406	13,294	12,406
Operating Expenses	32,330	41,338	39,138	50,588
Internal Services	0	0	0	0
Operating Budget	54,352	58,744	52,432	62,994
Capital Outlay	0	3,000	3,000	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	**54,352**	**61,744**	**55,432**	**62,994**

PERSONAL SERVICES DETAIL:

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

2016-17 Operating Budget:	62,994
2015-16 Operating Budget:	58,744
Dollar Change:	4,250
Percentage Change:	7.23%
2016-17 Personnel - F.T.E.	0.00
2015-16 Personnel - F.T.E.	0.00
Personnel Change:	0.00

Budget Objectives Form

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

Objective:

$ 62,994 To provide a facility for public assembly activities including private, non-profit, government, civic and educational functions.

ACTIVITIES:

$	62,994	001	**GMCC Operations:** Provide facility scheduling functions, rental staff, contractual cleaning and set up and supplies for the maintenance of the community center.

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	516	2,410	0	2,410
Operating Expenses	7,573	3,900	3,900	3,900
Internal Services	0	0	0	0
Operating Budget	8,089	6,310	3,900	6,310
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	**8,089**	**7,310**	**4,900**	**7,310**

PERSONAL SERVICES DETAIL:

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

2016-17 Operating Budget:	6,310
2015-16 Operating Budget:	6,310
Dollar Change:	-
Percentage Change:	0.00%
2016-17 Personnel - F.T.E.	0.00
2015-16 Personnel - F.T.E.	0.00
Personnel Change:	0.00

Budget Objectives Form

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

Objective:

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

ACTIVITIES:

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

This Page is Intentionally Left Blank

Budget Summary Form

Department: Non-Departmental
Dept #: 13

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	14,210	-159,980	-147,876	420,939
Materials, Supplies & Services	828,043	12,425	116,726	1,541,743
Internal Services	0	-431,334	-431,334	-494,708
Operating Budget	842,253	-578,889	-462,484	1,467,974
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	546,804	943,893	943,893	440,500
Reserves & Other	0	6,174,505	300,000	10,000,000
Total Budget	**1,389,057**	**6,539,509**	**781,409**	**11,908,474**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees	0

2016-17 Operating Budget:	1,467,974
2015-16 Operating Budget:	(578,889)
Dollar Change:	2,046,863
Percentage Change:	-353.58%
2016-17 Personnel - F.T.E.	0.00
2015-16 Personnel - F.T.E.	0.00
Personnel Change:	0.00

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	14,210	-159,980	-147,876	420,939
Materials, Supplies & Services	828,043	12,425	116,726	1,541,743
Internal Services	0	-431,334	-431,334	-494,708
Operating Budget	842,253	-578,889	-462,484	1,467,974
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	6,174,505	300,000	10,000,000
Total Budget	**842,253**	**5,595,616**	**-162,484**	**11,467,974**

PERSONAL SERVICES DETAIL:

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

2016-17 Operating Budget:	1,467,974
2015-16 Operating Budget:	(578,889)
Dollar Change:	2,046,863
Percentage Change:	-353.58%
2016-17 Personnel - F.T.E.	0.00
2015-16 Personnel - F.T.E.	0.00
Personnel Change:	0.00

Budget Objectives Form

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

Objective:

$ 11,467,974 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:

$ (286,769)	001	**Miscellaneous Expenses & Reserves:** Provides funds for reimbursement to Florida Unemployment Compensation Fund for benefits paid.
$ 10,955,318	002	**Miscellaneous Expenses & Reserves:** Provides funds for accrued sick leave and vacation upon retirement for employees; contingency funds for emergency or unforeseen expenses that cannot be anticipated during the budget process and are authorized by the City Manager.
$ 2,425	003	**Corporate Run:** Provides funds for up to 40 City employees to participate in the annual corporate run in downtown Miami as a team building event. The funds wll cover registration fees, a tent, team t-shirts, and food and refreshments.
$ 300,000	004	**Biscayne Landing Maintenance**
$ 497,000	Sup.	**Districts Project Requests**

FY17 CIP Request

Project Description:	District Project Requests		
Department:	Mayor & Council	Project #	
Division:		Totals	$497,000
Account Number:	001-01-400003-511-***-000	Request Type	New Request
Project Location:	District 1	Priority Level	

Objective:

Capture constituent and council project requests for budget consideration.

Justification:

Council members and constituents have project requests that staff is to capture and incorporate into the budget process for consideration

Project Estimates:

Object Code	Description	Prior Years	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	Total Estimate
600	Bobby Hamer Field improvents		30,000					30,000
600	Landscape/Irrigation at Guard Gates		5,000					5,000
600	Lauren Lane Soundproofing & Security		10,000					10,000
600	District 3 pocket park		150,000					150,000
101	Park Naturalist - Enchanted Forest		52,000					52,000
311	Brew Fest		150,000					150,000
600	Tres Installation/Landscaping Each District		100,000					100,000
								-
Total		-	497,000	-	-	-	-	**497,000**

Funding Source	Fund #	% Funding	Prior Years	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	Total Estimate
Gen Fund	001	100%		497,000	-				497,000
									-
									-
									-
Total		100%	-	497,000	-	-	-	-	**497,000**

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

FY17 Operating Cost:	$	-
FY17 Capital Cost:	$	497,000
Future Years' Estimated Annual Cost:	$	-

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	0	0	0	0
Operating Expenses	0	0	0	0
Internal Services	0	0	0	0
	0	0	0	0
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	546,804	943,893	943,893	440,500
Reserves & Other	0	0	0	0
Total Budget	**546,804**	**943,893**	**943,893**	**440,500**

PERSONAL SERVICES DETAIL:

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

2016-17 Operating Budget:	-
2015-16 Operating Budget:	-
Dollar Change:	-
Percentage Change:	0.00%
2016-17 Personnel - F.T.E.	0.00
2015-16 Personnel - F.T.E.	0.00
Personnel Change:	0.00

FY17 Supplemental/CIP Request

Project Description:	Grants to Others		
Department:	Non-Departmental	Project #	0
Division:	Grants to Others	Totals	$440,500
Account Number:	001-13-486000-519-XXX	Request Type	Additional Funds
Project Location:		Priority Level	Regulatory Requirement

Objective:

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

Justification:

The City provides grant funds to entities for their use in providing services to the residents of this community. The grants for FY17 are listed below:

Project Estimates:

Object Code	Description	Prior Years	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	Total Estimate
801	NoMi Fdtn for Sr Citizens	$ 115,500	$ 115,500					$ 115,500
810	NoMi Chamber of Commerce	$ 5,000	$ 5,000					$ 5,000
820	First Generation Scholarship Fun	$ 10,000	$ 10,000					$ 10,000
820	Take Stock in Children Scholarsh	$ 10,000	$ 10,000					$ 10,000
818	Police Athletic League	$ 75,000	$ 75,000					$ 75,000
820	N.M. Peer Tutoring	$ 120,000	$ 120,000					$ 120,000
820	Adult Continuing Education	$ 100,000	$ 100,000					$ 100,000
801	Haitian American Chamber	$ 5,000	$ 5,000					$ 5,000
Total		$ 440,500	$ 440,500					**$ 440,500**

Funding Source	Fund #	%	Prior Years	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	Total Estimate
Gen Fund	001	100%	$ 440,500	$ 440,500					$ 440,500
Total		100%	$ 440,500	$ 440,500	-	-	-	-	**$ 440,500**

Budget Office Use Only

☑	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

FY17 Operating Cost:	$ 440,500
FY17 Capital Cost:	$ -
Future Years' Estimated Annual Cost:	$ 440,500

This Page is Intentionally Left Blank

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	573,543	644,686	556,081	745,103
Operating Expenses	1,412,268	187,681	1,080,340	194,745
Internal Services	32,089	27,911	27,912	19,284
Operating Budget	2,017,900	860,278	1,664,333	959,132
Capital Outlay	0	0	0	88,000
Debt Service	0	0	0	0
Grants & Aids	45,235	153,700	153,700	359,400
Reserves & Other	30,268	28,695	28,695	29,616
Total Budget	**2,093,403**	**1,042,673**	**1,846,728**	**1,436,148**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Director	37	1
Assistant Director	32	1
Assistant Director of Business (New)	32	1
Curator	24	1
Accountant	24	1
Administrative Specialist	18	1
Maintenance Mechanic	18	1
Total # of Full-Time Employees		7

2016-17 Operating Budget:	959,132
2015-16 Operating Budget:	860,278
Dollar Change:	98,854
Percentage Change:	11.49%
2016-17 Personnel - F.T.E.	7.00
2015-16 Personnel - F.T.E.	6.00
Personnel Change:	1.00

Budget Objectives Form

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

Objective:

$ 1,436,148 To make contemporary art of internationally known artists, and particularly young and emerging artists, accessible to diverse audiences, especially under-served populations by exploring the art of our time and its relationship to a broader cultural context.

ACTIVITIES:

608,603	001	**MOCA Administrative Staff:** Provides management and coordination of the exhibits and programs offered throughout the year by the Museum of Contemporary Art including 8 exhibitions, 12 Jazz at MOCA concerts, lectures, Haitian cultural events, children's classes and teen programs.
405,058	002	**Museum Specialized Services:** Provides for the services required of a first class museum including full-time curatorial services; preparator services and security services provided by contractors.
261,001	003	**Building Operations:** Provides the maintenance and upkeep of the 23,000 square foot MOCA building with a full-time maintenance mechanic, including utilities and contractual building services.
67,056	004	**Jazz at MOCA:** Provides 12 outdoor jazz concerts in the Civic Center Plaza at no charge for the entertainment and enjoyment of City residents and visitors.
6,430	005	**Vehicle:** Maintenance and replacement.
$ 88,000	Supp	AC Replacement

FY17 Supplemental/CIP Request

Project Description:	HVAC Replacement		
Department:	Museum of Contemporary Art	Project #	
Division:	Museum of Contemporary Art	Totals	$88,000
Account Number:	001-14-482000-573-612-000	Request Type	New Request
Project Location:	Museum of Contemporary Art	Priority Level	Critical Repairs

Objective:

Replacement of corroded chiller coils

Justification:

The chiller coils to-date are from 1996 and were not coated at the time of installation and have suffered considerable corrosion through the years. The museum is advised by the AC service company that the corrosion is such that the coils are in danger of breaking and essentially ending any air conditioning in the building. Careful air condition controls are esssential to protect the art works as well as for the comfort of the public .

Project Estimates:

Object Code	Description	Prior Years	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	Total Estimate
612	AC Replacement		$ 88,000					$ 88,000
Total			$ 88,000					**$ 88,000**

Funding Source	Fund #	% Funding	Prior Years	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	Total Estimate
Gen Fund	001	100%		$ 88,000					$ 88,000
Total		100%		$ 88,000					**$ 88,000**

Budget Office Use Only

	Funded
	Not Funded
	Partially Funded
	Pending

FY17 Operating Cost:	$ -
FY17 Capital Cost:	$ 88,000
Future Years' Estimated Annual Cost:	$ -

This Page is Intentionally Left Blank

Budget Summary Form

Department: Building
Dept / Div #: 15 / 441

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	575,895	532,279	545,150	932,437
Operating Expenses	743,134	989,188	1,007,890	942,867
Internal Services	61,038	57,538	57,537	42,131
Operating Budget	1,380,067	1,579,005	1,610,577	1,917,435
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	37,419	34,404	34,404	22,580
Total Budget	**1,417,486**	**1,613,409**	**1,644,981**	**1,940,015**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Building Official	37	1
Administrative Assistant	28	1
Minimum Housing Compliance Officer	23	1
Permit Processing Coordinator	20	0
Permit Processor (3 New)	18	5
Chief Building Inspector (New)	32	1
Chief Electrical Inspector (New)	32	1
Inspectors (2 New)	28	2
PT Receptionist	16	0
Total # of Full-Time Employees		12

2016-17 Operating Budget:	1,917,435
2015-16 Operating Budget:	1,579,005
Dollar Change:	338,430
Percentage Change:	21.43%
2016-17 Personnel - F.T.E.	12.00
2015-16 Personnel - F.T.E.	5.00
Personnel Change:	7.00

Budget Objectives Form

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

Objective:

$ 1,940,015 To maintain and enhance the City's built environment by ensuring that construction meets the requirements of the Florida Building Code, City Land Development Regulations, the City's Comprehensive Plan, Life Safety and Fire Code, Accessibility and any other applicable codes; and to assure that minimum housing standards are maintained to protect the health, safety and welfare of the citizens.

ACTIVITIES:

$ 1,841,277	001	**Building Services** - To provide to the public a full complement of building related services, from permit processing to plan review and permit issuance; all related building progress inspections in the disciplines of building, roofing, electrical, mechanical, structural and Community Rating System (CRS).
$ 58,129	002	**Minimum Housing** - The Division enforces the Minimum Housing, Re-Occupancy and BND (Building No Permit) issues to protect the health, safety and welfare of the public. The Division staffs the Special Magistrate process and brings cases of non-compliance to both the Magistrate and the Code Board.
$ 8,278	003	**Building Costs** - Pay operational expenses for two buildings which house the Department's staff, specifically utilities, pest control and mats, and $1 rent to the Water and Sewer Enterprise.
$ 32,331	004	**Vehicle maintenance and replacement**

This Page is Intentionally Left Blank

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	876,991	920,959	878,090	1,110,224
Operating Expenses	163,932	171,118	183,671	446,941
Internal Services	91,740	94,373	94,373	24,398
Operating Budget	1,132,663	1,186,450	1,156,134	1,581,563
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	30,742	29,192	29,192	48,595
Total Budget	**1,163,405**	**1,215,642**	**1,185,326**	**1,630,158**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Code Compliance Officer	23	9
Minimum Housing Officer	23	2
Code Coordinator	20	1
Administrative Specialist	18	1
Total # of Full-Time Employees		13

2016-17 Operating Budget:	1,581,563
2015-16 Operating Budget:	1,186,450
Dollar Change:	395,113
Percentage Change:	33.30%
2016-17 Personnel - F.T.E.	13.00
2015-16 Personnel - F.T.E.	13.00
Personnel Change:	0.00

Budget Objectives Form

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

Objective:

$ 1,630,158 To ensure that consistent, thorough and citizen-responsive code enforcement services are provided to the North Miami residential and business communities.

ACTIVITIES:

$ 1,310,603	001	**Code Compliance:** Enforce residential and commercial code regulations; undertake education and outreach initiatives to promote an enhanced quality of life for the residents and to promote a more aesthetically pleasing environment in the City's business districts; preserve and increase property values and the elimination of blight; and provide staff support to the Special Magistrate.
$ 35,400	002	**Special Magistrate:** Code Compliance & Minimum Housing Cases.
$ 164,155	003	**Vehicles:** Maintenance and replacement.
$ 120,000	Supp	Demolition and Mitigation of Unsafe Structures

FY17 Supplemental/CIP Request

Project Description:	Demolition and Mitigation of Unsafe Structures		
Department:	Code Compliance	Project #	
Division:	Code Compliance	Totals	
Account Number:	001-16-44001-526-311-000	Request Type	New Request
Project Location:		Priority Level	Quality of Life

Objective:

To provide funds to demolish or mitigate blighted properties that pose a health and safety hazard to the community.

Justification:

Within the City, there are private properties that are unsafe and pose a danger to the health and safety of our citizens. The Code Compliance Unit actively inspects areas through out the City, and identifies properties that are unsafe, deteriorating, partially detroyed, unsanitary, creating hazardous conditions, abandoned or in need of serious repair. After due notice and process, if problems are not addressed, official orders are obatined from Miami-Dade County or the Courts in order to demolish the property or mitigate the problem(s) so that they no longer pose a danger to the health and safety of the community.

Project Estimates:

Object Code	Description	Prior Years	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	Total Estimate
311	Demolition of Unsafe Structures	35,589	100,000	100,000	100,000	100,000	100,000	535,589
311	Mitigation of Unsafe Properties		20,000	20,000	20,000	20,000	20,000	100,000
								-
								-
								-
								-
								-
								-
Total		35,589	120,000	120,000	120,000	120,000	120,000	635,589

Funding Source	Fund #	% Funding	Prior Years	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	Total Estimate
Gen Fund	001	100%	35,589	120,000	120,000	120,000	120,000	120,000	635,589
									-
									-
									-
Total		100%	35,589	120,000	120,000	120,000	120,000	120,000	635,589

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

FY17 Operating Cost:	$	120,000
FY17 Capital Cost:	$	-
Future Years' Estimated Annual Cost:	$	480,000

This Page is Intentionally Left Blank

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	568,410	663,275	636,802	661,379
Operating Expenses	205,560	220,055	235,303	284,896
Internal Services	32,699	28,377	28,377	19,369
Operating Budget	806,669	911,707	900,482	965,644
Capital Outlay	48,096	292,910	310,686	31,243
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	1,010,045	29,311	29,311	29,778
Total Budget	**1,864,810**	**1,233,928**	**1,240,479**	**1,026,665**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Library Director	35	1
Assistant Library Director	32	1
Librarian	23	1
Secretary	20	1
Trades Mechanic	20	1
Library Aide II	18	1
Library Aide I	15	1
Network Specialist		1
Total # of Full-Time Employees		**8**

2016-17 Operating Budget:	965,644
2015-16 Operating Budget:	911,707
Dollar Change:	53,937
Percentage Change:	5.92%
2016-17 Personnel - F.T.E.	8.00
2015-16 Personnel - F.T.E.	8.00
Personnel Change:	0.00

Budget Objectives Form

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

Objective:

$ 996,665 To manage the Public Library with 10.50 full-time equivalent employees who staff the facility 69.5 hours per 7-day week with direct public contact 65 hours per 7-day week, and to provide necessary materials, technology and public services.

ACTIVITIES:

$ 757,092	001	**Department Administration:** Manage and administer a department to optimize funding, staff output, patron satisfaction, facility maintenance, safety, and security.
$ 55,728	002	**Collection Development:** Identify, procure, catalog, process, organize and store print, non-print, and subscription materials appropriate for a multicultural community.
$ 109,358	003	**Public Services:** Assist patrons with their needs for recreational, informational, cultural and educational materials by: 1) answering reference questions in person, over the phone, via fax or email; 2) retrieving, interpreting and teaching the use of printed and online information; 3) circulating materials to all patrons including those medically unable to come to the Library; and 4) presenting programs and informational support to the varied user groups in the City - general public, school, business, civic, institution and government.
$ 18,043	004	**Internet and Technological Services:** Provide public, governmental and community-center access to the Internet via the Library; computerized access to the Library's holdings; remote access to the Florida Virtual Library; user education of electronic information; and educational software for students.
$ -	005	**Sunday Hours:** To fund library services for 50 Sundays per year, 4 hours per Sunday.
$ 6,444	006	**Vehicle:** Maintenance and Replacement
$ 50,000	supp/cip	Library A/C Replacement
$ 30,000	Supp	Library Books

FY17 Supplemental/CIP Request

Project Description:	Library AC Replacement		
Department:	Library	Project #	
Division:	Library	Totals	$50,000
Account Number:	001-17-490001-571-612-000	Request Type	New Request
Project Location:		Priority Level	Critical Repairs

Objective:

Maintain the Library Building by replacing decaying air conditioning units.

Justification:

The renovated facility is in critical need of replacing the aging AC units. These aging units keep braking down, the new meeting rooms areas don't get ventilation. The old units are unable to maintain a comfortable temperature where large numbers of people gather at all times. The books are in danger of being damaged due to the lack of temperature control. This was not addressed during the renovation and needs immediate attention. Replacing the AC units will save on energy consumption and repair work. The oldest unit, still functononing, dates to 1986.

Project Estimates:

Object Code	Description	Prior Years	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	Total Estimate
1	Library AC Replacement		50,000					50,000
								-
								-
								-
								-
								-
								-
								-
Total		-	50,000	-	-	-	-	**50,000**

Funding Source	Fund #	% Funding	Prior Years	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	Total Estimate
Gen Fund	001	100%		50,000	-				50,000
									-
									-
									-
Total		100%	-	50,000	-	-	-	-	**50,000**

Budget Office Use Only

☑	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

FY17 Operating Cost:	$	-
FY17 Capital Cost:	$	50,000
Future Years' Estimated Annual Cost:	$	-

FY17 Supplemental/CIP Request

Project Description:	Library- Books and Materials Acquisition		
Department:	Library- Books and Materials Acquisition	Project #	
Division:	Library	Totals	$30,000
Account Number:	001-17-490000-571-631-000	Request Type	Additional Funds
Project Location:		Priority Level	Quality of Life

Objective:

To build collection of print, non-print, and e-books materials and subscriptions

Justification:

In order to fulfill its mission and while addressing the goals and objectives in its Strategic Management Plan, the Library needs a budget to acquired materials in all formats to meet the informaiton, education, and recreational needs of the community of users. The amount requested will give priority to purchase basic Reference titles in both the Adult and Youth sections, subscriptions, and other high demand materials in print, non-print, and electronic formats. In support of the needs of students in our community, we will make sure to purchase Accelerated Readers and award winning books. We will purchase best sellers, large print, audio books, DVDs, and other print and non-print matereals in high demand for the entire community. It is essential for our Library to have an established materials budget in order to provide its most basic services.

Project Estimates:

Object Code	Description	Prior Years	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	Total Estimate
631	New Print, non-print, e-books,		30,000					30,000
	and subscriptions							-
								-
								-
								-
								-
								-
								-
Total		-	30,000	-	-	-	-	**30,000**

Funding Source	Fund #	% Funding	Prior Years	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	Total Estimate
Gen Fund	001	100%		30,000	-				30,000
									-
									-
									-
Total		100%	-	30,000	-	-	-	-	**30,000**

Budget Office Use Only

☑	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

FY17 Operating Cost:	$	-
FY17 Capital Cost:	$	30,000
Future Years' Estimated Annual Cost:	$	-

This Page is Intentionally Left Blank

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	211,003	290,137	314,267	320,709
Operating Expenses	57,139	45,798	59,242	53,312
Internal Services	13,542	10,461	10,461	5,668
Operating Budget	281,684	346,396	383,970	379,689
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	15,494	13,881	13,881	13,060
Total Budget	**297,178**	**360,277**	**397,851**	**392,749**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Purchasing Director	37	1
Assistant Purchasing Director	32	1
Buyer	22	1
Total # of Full-Time Employees		3

2016-17 Operating Budget:	379,689
2015-16 Operating Budget:	346,396
Dollar Change:	33,293
Percentage Change:	9.61%
2016-17 Personnel - F.T.E.	3.00
2015-16 Personnel - F.T.E.	3.00
Personnel Change:	0.00

Budget Objectives Form

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

Objective:

$ 392,749 To support the City's operations with an uninterrupted flow of materials and services by promoting a sincere commitment to develop specifications and by providing customer friendly service to all departments in obtaining their requirements in the most efficient and cost-effective manner in accordance with the Purchasing Ordinance. The City's auction of surplus items is now done through an online service, and no longer requires funds to be appropriated for staff time at the auction. Instead these funds will now be appropriated for training of the purchasing staff.

ACTIVITIES:

$ 392,749	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.

This Page is Intentionally Left Blank

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	191,276	187,179	148,488	184,298
Operating Expenses	60,655	100,796	76,246	130,583
Internal Services	15,530	37,716	37,716	-32,437
Operating Budget	267,461	325,691	262,450	282,444
Capital Outlay	29,920	30,000	0	0
Debt Service	0	0	0	0
Grants & Aids	387,652	566,319	112,620	536,579
Reserves & Other	0	0	0	0
Total Budget	**685,033**	**922,010**	**375,070**	**819,023**

PERSONAL SERVICES DETAIL:

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

Total # of Full-Time Employees 2

2016-17 Operating Budget:	282,444
2015-16 Operating Budget:	325,691
Dollar Change:	(43,247)
Percentage Change:	-13.28%
2016-17 Personnel - F.T.E.	2.00
2015-16 Personnel - F.T.E.	2.00
Personnel Change:	0.00

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	191,276	187,179	148,488	184,298
Operating Expenses	60,655	100,796	76,246	75,583
Internal Services	15,530	37,716	37,716	-32,437
Operating Budget	267,461	325,691	262,450	227,444
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	387,652	466,319	112,620	389,780
Reserves & Other	0	0	0	0
Total Budget	**655,113**	**792,010**	**375,070**	**617,224**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Housing Manager	28	1
Housing Inspector	25	1
Housing Coordinator	22	0
Hsg Services Admin. Specialist	18	0
C.P.&D. Technician	18	0
Housing Services Aide	16	0
Total # of Full-Time Employees		**2**

2016-17 Operating Budget:	227,444
2015-16 Operating Budget:	325,691
Dollar Change:	(98,247)
Percentage Change:	-30.17%
2016-17 Personnel - F.T.E.	2.00
2015-16 Personnel - F.T.E.	2.00
Personnel Change:	0.00

Budget Objectives Form

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

Objective:

$ 617,224

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

ACTIVITIES:

$	144,444	001	**Program Administration:** This includes the services of the Housing Manager and C.D.B.G. Administrator, who provide the required technical assistance to implement the program. Funding is also included to obtain consulting services for Fair Housing activities, Consolidation Plan, and CBO monitoring.
$	364,447	002	**Housing Rehabilitation:** This includes Housing Services Delivery Costs and offices. The Housing Coordinator assists with the implementation of the grants. The Housing Services Administrative Specialist position and Housing Services Aide are included in this objective.
$	108,333	003	**Public Services:** This includes funding for a Youth Employment Training Program, North Miami Seniors Foundation Grant and grants to Community Based Organizations.
$	-	004	**CDBG-Recovery Grant:** One-time allocation under the American Recovery and Reinvestment Act of 2009 commonly referred to as the Stimulus program to carry out activities to stimulate economic recovery. Program was approved by City Council on May 26, 2009.
$	617,224		

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	0	0	0	0
Operating Expenses	0	0	0	55,000
Internal Services	0	0	0	0
Operating Budget	0	0	0	55,000
Capital Outlay	29,920	30,000	0	0
Debt Service	0	0	0	0
Grants & Aids	0	100,000	0	146,799
Reserves & Other	0	0	0	0
Total Budget	**29,920**	**130,000**	**0**	**201,799**

PERSONAL SERVICES DETAIL:

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

2016-17 Operating Budget:	55,000
2015-16 Operating Budget:	-
Dollar Change:	55,000
Percentage Change:	100%
2016-17 Personnel - F.T.E.	0.00
2015-16 Personnel - F.T.E.	0.00
Personnel Change:	0.00

Budget Objectives Form

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

Objective:

$ 201,799 To provide assistance to property owners for façade improvements to commercial buildings located in low and moderate-income areas as well as disaster recovery assistance to homeowners and elderly emergency repairs.

ACTIVITIES:

$ 201,799	001	Rehabilitate façade projects this fiscal year.

This Page is Intentionally Left Blank

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	20,745	5,480	21,834	20,071
Operating Expenses	0	25,733	0	-226,836
Internal Services	848	848	848	20,919
Operating Budget	21,593	32,061	22,682	-185,846
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	136,353	473,836	0	505,038
Reserves & Other	0	0	0	0
Total Budget	**157,946**	**505,897**	**22,682**	**319,192**

PERSONAL SERVICES DETAIL:

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

2016-17 Operating Budget:	(185,846)
2015-16 Operating Budget:	32,061
Dollar Change:	(217,907)
Percentage Change:	-679.66%
2016-17 Personnel - F.T.E.	0.00
2015-16 Personnel - F.T.E.	0.00
Personnel Change:	0.00

Budget Objectives Form

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

$ 319,192

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

ACTIVITIES:

$ 20,919	001	Program Administration - This includes the services of one Housing Inspector
$ 84,863	002	Community Housing Development Organization (CHDO) - To provide funding to local non-profit housing entity. Funds are for assistance to first-time homeowners for contruction financing to very low, low and moderate income persons.
$ 71,376	003	Downpayment Assistance Program to First-Time Homebuyers
$ 135,389	004	Housing Rehabilitation Program
$ -	006	Lead-Based Assessment and Abatement
$ 6,645	007	Tenant Base Rent Assistance (TBRA)
$ 319,192		

This Page is Intentionally Left Blank

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	24,594	36,835	36,835	0
Operating Expenses	10,011	79,000	0	0
Internal Services	3,805	0	0	0
Operating Budget	38,410	115,835	36,835	0
Capital Outlay	27,481	301,960	0	30,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	**65,891**	**417,795**	**36,835**	**30,000**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees	0

2016-17 Operating Budget:	-
2015-16 Operating Budget:	115,835
Dollar Change:	(115,835)
Percentage Change:	0.00%
2016-17 Personnel - F.T.E.	0.00
2015-16 Personnel - F.T.E.	0.00
Personnel Change:	0.00

Budget Objectives Form

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

Objective:

$ 30,000	To coordinate, implement, monitor and to ensure that all grant guidelines and criteria are met for the Neighborhood Stabilization Program Grant.

ACTIVITIES:

$ -	001	Program Administration
$ 30,000	002	Renter Activities: Provides funding for the purchase and rehabilitation of foreclosed and abandoned properties for sale and/or rental to low income individuals and families.
$ -	003	Rental Properties
$ -	004	Neighborhood Stabilization Program 2

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	1,278	16,147	16,278	0
Operating Expenses	28,076	47,500	191	110,000
Internal Services	0	0	0	0
Operating Budget	29,354	63,647	16,469	110,000
Capital Outlay	0	75,000	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	**29,354**	**138,647**	**16,469**	**110,000**

PERSONAL SERVICES DETAIL:

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

2016-17 Operating Budget:	110,000
2015-16 Operating Budget:	63,647
Dollar Change:	46,353
Percentage Change:	42.14%
2016-17 Personnel - F.T.E.	0.00
2015-16 Personnel - F.T.E.	0.00
Personnel Change:	0.00

Budget Objectives Form

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

Objective:

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

ACTIVITIES:

$ -	001	NSP3 Program Admin
$ 110,000	002	NSP3 Program Activity
$ -	003	NSP3 Rental Property

This Page is Intentionally Left Blank

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	0	0	0	0
Operating Expenses	3,779	18,337	18,337	24,957
Internal Services	0	0	0	0
Operating Budget	3,779	18,337	18,337	24,957
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	142,125	169,214	169,214	224,610
Reserves & Other	0	0	0	0
Total Budget	**145,904**	**187,551**	**187,551**	**249,567**

PERSONAL SERVICES DETAIL:

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

2016-17 Operating Budget:	24,957
2015-16 Operating Budget:	18,337
Dollar Change:	6,620
Percentage Change:	26.53%
2016-17 Personnel - F.T.E.	0.00
2015-16 Personnel - F.T.E.	0.00
Personnel Change:	0.00

Budget Objectives Form

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

$ 499,134

Objective:
To provide affordable housing assistance to very low and moderate income residents of the City of North Miami.

ACTIVITIES:

$ 24,957	001	**Program Administration** - To coordinate, monitor and implement the Local Housing Assistance Program and to ensure all related SHIP criteria are met.
$ 224,610	002	**Home Ownership and Single-Family Rehabilitation Strategies** - To provide low and moderate income residents with emergency and quality of life assistance through rehabilitation of owner-occupied dwelling units. The Plan also includes Down Payment and/or Closing Cost Assistance for first-time homebuyers and Homebuyer Education Program.
$ -	003	**Reserve for Future Appropriation**
$ 249,567		

This Page is Intentionally Left Blank

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	110,363	330,473	314,422	328,505
Operating Expenses	1,531,014	2,524,105	2,235,225	1,496,380
Internal Services	17,714	13,932	13,932	5,561
Operating Budget	1,659,091	2,868,510	2,563,579	1,830,446
Capital Outlay	605,113	724,472	631,163	1,581,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	6,323	0	374,189
Total Budget	**2,264,204**	**3,599,305**	**3,194,742**	**3,785,635**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Transportation Planner	27	1
Heavy Equipment Operator	20	3
Motor Equipment Operator	18	1
General Maintenance Worker	15	0
Total # of Full-Time Employees		5

2016-17 Operating Budget:	1,830,446
2015-16 Operating Budget:	2,868,510
Dollar Change:	(1,038,064)
Percentage Change:	-36.19%
2016-17 Personnel - F.T.E.	5.00
2015-16 Personnel - F.T.E.	5.00
Personnel Change:	0.00

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	110,363	105,245	106,799	105,289
Operating Expenses	771,949	1,015,639	852,832	824,675
Internal Services	5,468	3,746	3,746	2,128
Operating Budget	887,780	1,124,630	963,377	932,092
Capital Outlay	0	63,163	61,163	49,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	6,323	0	374,189
Total Budget	**887,780**	**1,194,116**	**1,024,540**	**1,355,281**

PERSONAL SERVICES DETAIL:

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

2016-17 Operating Budget:	932,092
2015-16 Operating Budget:	1,124,630
Dollar Change:	(192,538)
Percentage Change:	-17.12%
2016-17 Personnel - F.T.E.	1.00
2015-16 Personnel - F.T.E.	1.00
Personnel Change:	0.00

Budget Objectives Form

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

Objective:

$ 1,355,281 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:

$ 486,531	001	**Transportation Planner:** Responsible for the administration and monitoring of all transit related programs and projects the City is involved in. Additionally, this position will develop and manage the annual operating budgets and transit related grants as well as ensure compliance with federal, state, and municipal regulatory practices.
$ 675,500	002	**NoMi Express:** Operate a transit circulator service within the City to make it easier for residents to move about on public transportation.
$ 138,250	003	**Transportation Options Program:** To provide discount bus passes on Miami-Dade County buses to increase transit ridership.
$ 55,000	600	Supplementals - Traffic Studies and Transit Shelters

FY17 Supplemental/CIP Request

Project Description:	Traffic Studies and Equipment		
Department:	Community Planning & Development	Project #	
Division:	1/2 Cent Transportation Surtax	Totals	$6,000
Account Number:	185-09-550000-541-312-000	Request Type	New Request
Project Location:	Citywide	Priority Level	Quality of Life

Objective:

To monitor, evaluate, and update traffic related data.

Justification:

A reappropriated plan is being conducted to develop a system to monitor mobility via extablished measures, including auto traffic, bicycle and pedestrain access, and transit. Other traffic realated studies can be undertaken under this objecctive to determine need traffic mitigation strategies.

Project Estimates:

Object Code	Description	Prior Years	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	Total Estimate
311	Consultant Svcs	25,000	3,000	3,000	3,000	3,000	3,000	40,000
312	Equipment	5,000	3,000	3,000	3,000	3,000	3,000	20,000
Total		30,000	6,000	6,000	6,000	6,000	6,000	60,000

Funding Source	Fund #	% Funding	Prior Years	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	Total Estimate
1/2-Cent	185	100%	30,000	6,000	6,000	6,000	6,000	6,000	60,000
Total		100%	30,000	6,000	6,000	6,000	6,000	6,000	60,000

Budget Office Use Only

☑	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

FY17 Operating Cost:	$	3,000
FY17 Capital Cost:	$	3,000
Future Years' Estimated Annual Cost:	$	24,000

FY17 Supplemental/CIP Request

Project Description:	Transit Shelter Installation		
Department:	Public Works	Project #	
Division:	Transportation Surtax	Totals	$49,000
Account Number:	185-09-550002-541-605-000	Request Type	New Request
Project Location:	Citywide	Priority Level	Critical Repairs

Objective:

Install new shelters and maintain existing shelters throughout the City

Justification:

Transit shelters provide protection from the elements when waiting for a MDT Transit bus or NOMI Express bus. This encourages the use of transit.

Project Estimates:

Object Code	Description	Prior Years	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	Total Estimate
311	Survey & Design	5,000	5,000	5,000	5,000	5,000	5,000	30,000
608	Materials (2 shelters)	44,000	44,000	44,000	44,000	44,000	44,000	264,000
Total		49,000	49,000	49,000	49,000	49,000	49,000	294,000

Funding Source	Fund #	% Funding	Prior Years	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	Total Estimate
1/2-Cent	185	100%	49,000	49,000	49,000	49,000	49,000	49,000	294,000
Total		100%	49,000	49,000	49,000	49,000	49,000	49,000	294,000

Budget Office Use Only

X	Funded
	Not Funded
	Partially Funded
	Pending

FY17 Operating Cost:	$	-
FY17 Capital Cost:	$	49,000
Future Years' Estimated Annual Cost:	$	196,000

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	118,500	225,228	207,623	223,216
Operating Expenses	759,065	1,508,466	1,382,393	671,705
Internal Services	12,246	10,186	10,186	3,433
Operating Budget	889,811	1,743,880	1,600,202	898,354
Capital Outlay	605,113	661,309	570,000	1,532,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	**1,494,924**	**2,405,189**	**2,170,202**	**2,430,354**

PERSONAL SERVICES DETAIL:

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

2016-17 Operating Budget:	898,354
2015-16 Operating Budget:	1,743,880
Dollar Change:	(845,526)
Percentage Change:	-48.49%
2016-17 Personnel - F.T.E.	4.00
2015-16 Personnel - F.T.E.	4.00
Personnel Change:	0.00

FY17 Supplemental/CIP Request

Project Description:	Downtown Revitalization/Beautification		
Department:	Public Works	Project #	
Division:	Transportation	Totals	$232,000
Account Number:	185-09-551000-541-618-000	Request Type	Additional Funds
Project Location:	NE 125th Street	Priority Level	Critical Repairs

Objective:

Revitalize major commercial cooridors with trees, street furniture, and accent lighting.

Justification:

The Downtown Corridor master Plan and other studies make the strong case that the City needs to invest in its major commericial coordiors to create a signature environment to capture the attention of through traffic and potential investors. As it is a large project, it would have to be phased in over several years. Some of this funding is earmarked as matching funds for grants.

Project Estimates:

Object Code	Description	Prior Years	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	Total Estimate
618	R.O.W. improv	1,060,000	232,000	728,000			-	2,020,000
611	Design						-	-
								-
								-
								-
								-
								-
								-
Total		1,060,000	232,000	728,000	-	-	-	**2,020,000**

Funding Source	Fund #	% Funding	Prior Years	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	Total Estimate
1/2-Cent	185	100%	200,000	232,000	728,000			-	1,160,000
Grants		0%	860,000						860,000
									-
									-
Total		100%	1,060,000	232,000	728,000	-	-	-	**2,020,000**

Budget Office Use Only

X	Funded
	Not Funded
	Partially Funded
	Pending

FY17 Operating Cost:	$	-
FY17 Capital Cost:	$	232,000
Future Years' Estimated Annual Cost:	$	728,000

FY17 Supplemental/CIP Request

Project Description:	Sidewalk installation and repairs near roadwork		
Department:	Public Works	Project #	
Division:	Transportation Surtax	Totals	$1,000,000
Account Number:	185-09-551000-541-618-000	Request Type	Additional Funds
Project Location:	Citywide	Priority Level	Quality of Life

Objective:

To install/repair sidewalks, related swale improvements, and install handicap ramps throughout City to improve accessibility.

Justification:

To encourage pedestrian activity, new sidewalks need to be installed to eliminate any gaps in the system and meet ADA requirements, especially at intersections. This request also provides funds to continue the maintenance of existing sidewalks that are damaged by tree roots or other elemental factors.

Project Estimates:

Object Code	Description	Prior Years	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	Total Estimate
618	Install/Repair Sidewalks	936,581	1,000,000	100,000	100,000	100,000	100,000	2,336,581
								-
								-
								-
								-
								-
								-
								-
Total		936,581	1,000,000	100,000	100,000	100,000	100,000	**2,336,581**

Funding Source	Fund #	% Funding	Prior Years	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	Total Estimate
1/2-Cent	185	100%	936,581	1,000,000	100,000	100,000	100,000	100,000	2,336,581
									-
									-
									-
Total		100%	936,581	1,000,000	100,000	100,000	100,000	100,000	**2,336,581**

Budget Office Use Only

X	Funded
	Not Funded
	Partially Funded
	Pending

FY17 Operating Cost:	$	-
FY17 Capital Cost:	$	1,000,000
Future Years' Estimated Annual Cost:	$	400,000

FY17 Supplemental/CIP Request

Project Description:	Traffic Calming Supplies & Installation		
Department:	Public Works	Project #	
Division:	1/2 Cent Transportation Surtax	Totals	$300,000
Account Number:	185-09-551000-541-312-000	Request Type	Additional Funds
Project Location:	Citywide	Priority Level	Critical Repairs

Objective:

To install traffic calming devices where necessary.

Justification:

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

Project Estimates:

Object Code	Description	Prior Years	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	Total Estimate
618	Traffic Calming Device	300,000	300,000	100,000	100,000	100,000	100,000	1,000,000
								-
								-
								-
								-
								-
								-
								-
Total		300,000	300,000	100,000	100,000	100,000	100,000	**1,000,000**

Funding Source	Fund #	% Funding	Prior Years	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	Total Estimate
1/2-Cent	185	40%	100,000	100,000	100,000	100,000	100,000	100,000	600,000
Gen Fund	1	60%	200,000	200,000	-				400,000
									-
									-
Total		100%	300,000	300,000	100,000	100,000	100,000	100,000	**1,000,000**

Budget Office Use Only

☑	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

FY17 Operating Cost:	$	-
FY17 Capital Cost:	$	300,000
Future Years' Estimated Annual Cost:	$	400,000

This Page is Intentionally Left Blank

Budget Summary Form

Department: Transportation - Gas Tax
Dept #: 09

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	0	0	0	0
Operating Expenses	625	0	0	0
Internal Services	0	0	0	0
Operating Budget	625	0	0	0
Capital Outlay	301,100	292,443	292,443	310,067
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	**301,725**	**292,443**	**292,443**	**310,067**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees	0

2016-17 Operating Budget:	-
2015-16 Operating Budget:	-
Dollar Change:	-
Percentage Change:	0%
2016-17 Personnel - F.T.E.	0.00
2015-16 Personnel - F.T.E.	0.00
Personnel Change:	0.00

`

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
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	301,100	292,443	292,443	310,067
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	**301,100**	**292,443**	**292,443**	**310,067**

PERSONAL SERVICES DETAIL:

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

2016-17 Operating Budget:	-
2015-16 Operating Budget:	-
Dollar Change:	-
Percentage Change:	-
2016-17 Personnel - F.T.E.	0.00
2015-16 Personnel - F.T.E.	0.00
Personnel Change:	0.00

FY17 Supplemental/CIP Request

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

Objective:

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

Justification:

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

Project Estimates:

Object Code	Description	Prior Years	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	Total Estimate
618	Roadway Improvements	612,000	50,000	50,000	50,000	50,000	50,000	862,000
Total		612,000	50,000	50,000	50,000	50,000	50,000	862,000

Funding Source	Fund #	% Funding	Prior Years	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	Total Estimate
Gas Tax	370	100%	612,000	50,000	50,000	50,000	50,000	50,000	862,000
Total		100%	612,000	50,000	50,000	50,000	50,000	50,000	862,000

Budget Office Use Only

	Funded
	Not Funded
	Partially Funded
	Pending

FY17 Operating Cost:	$	-
FY17 Capital Cost:	$	50,000
Future Years' Estimated Annual Cost:	$	200,000

FY17 Supplemental/CIP Request

Project Description:	Street Resurfacing		
Department:	Public Works	Project #	
Division:	Transportation - Gas Tax & 1/2 Cent Tax	Totals	$260,067
Account Number:	370-09-620000-541-618-000	Request Type	Replacement
Project Location:	Citywide	Priority Level	Quality of Life

Objective:

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

Justification:

The majority of the paved streets have been resurfaced by the Streets Division in the past. Due to regular traffic use, weather conditions, etc., many of the roads are now in need of resurfacing. 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 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	Total Estimate
618	Roadway Improvements	3,102,655	260,067	250,000	250,000	250,000	250,000	4,362,722
Total		3,102,655	260,067	250,000	250,000	250,000	250,000	4,362,722

Funding Source	Fund #	% Funding	Prior Years	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	Total Estimate
1/2-Cent	185	0%	1,556,734						1,556,734
Gas Tax	370	100%	1,545,921	260,067	250,000	250,000	250,000	250,000	2,805,988
Total		100%	3,102,655	260,067	250,000	250,000	250,000	250,000	4,362,722

Budget Office Use Only

	Funded
	Not Funded
	Partially Funded
	Pending

FY17 Operating Cost:	$	-
FY17 Capital Cost:	$	260,067
Future Years' Estimated Annual Cost:	$	1,000,000

Budget Summary Form

Department: Transportation - Gas Tax
Division: Parks and Recreation Projects
Dept / Div #: 09 / 642

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	0	0	0	0
Operating Expenses	625	0	0	0
Internal Services	0	0	0	0
Operating Budget	625	0	0	0
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	**625**	**0**	**0**	**0**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

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

2016-17 Operating Budget:	-
2015-16 Operating Budget:	-
Dollar Change:	-
Percentage Change:	0%
2016-17 Personnel - F.T.E.	0.00
2015-16 Personnel - F.T.E.	0.00
Personnel Change:	0.00

This Page is Intentionally Left Blank

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	3,824,728	4,685,900	4,173,908	4,767,967
Operating Expenses	3,912,906	4,972,598	5,121,434	8,890,073
Internal Services	16,997,486	17,696,055	16,129,567	15,591,707
Operating Budget	24,735,120	27,354,553	25,424,909	29,249,747
Capital Outlay	722,141	19,950,266	19,425,345	5,005,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	558,924	14,374,045	431,798	17,198,343
Total Budget	**26,016,185**	**61,678,864**	**45,282,052**	**51,453,090**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Assistant Public Works Director (1 new)	39	2
City Engineer	33	1
Operations Chief (2 new)	31	3
Sr. Civil Engineer	30	1
Utility Superintendent (1 New)	28	2
Water Plant Superintendent	28	1
Water Plant Supervisor	25	1
GIS Specialist	24	1
Senior Electrician	25	1
Plumber	25	1
Electricians	23	2
Scada Technician	23	1
Utility Coordinator	22	4
Water Plant Operator	21	10
Heavy Equipment Operator	20	7
Trades Mechanic	20	9
Drafting Technician	20	1
Water Meter Technician	19	1
Leak Detection Technician	19	2
Maintenance Mechanic	18	4
Motor Equipment Operator	18	2
Utility Technician	18	1
Clerical Technician	16	1
Administrative Specilaist (1 New)	16	1
General Maintenance Worker	15	7
Total # of Full-Time Employees		67

2016-17 Operating Budget	29,249,747
2015-16 Operating Budget	27,354,553
Dollar Change:	1,895,194
Percentage Change:	6.93%
2016-17 Personnel - F.T.E.	67.00
2015-16 Personnel - F.T.E.	62.00
Personnel Change:	5.00

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Premilinary Budget FY17
Personal Services	569,526	709,704	647,963	878,616
Operating Expenses	2,075,015	2,686,044	2,688,896	6,054,447
Internal Services	3,028,799	3,205,050	3,198,783	24,037
Operating Budget	5,673,340	6,600,798	6,535,642	6,957,100
Capital Outlay	198,343	496,657	496,657	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	418,163	14,210,666	268,419	17,023,904
Total Budget	**6,289,846**	**21,308,121**	**7,300,718**	**23,981,004**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Assistant Public Works Director	39	1
City Engineer	33	1
Operations Chief	31	1
Sr. Civil Engineer	30	1
GIS Specialist	24	1
Drafting Technician	20	1
Clercial Technician	16	1
Administrative Specilaist	16	1
Total # of Full-Time Employees		**8**

2016-17 Operating Budget	6,957,100
2015-16 Operating Budget	6,600,798
Dollar Change:	356,302
Percentage Change:	5.40%
2016-17 Personnel - F.T.E.	8.00
2015-16 Personnel - F.T.E.	8.00
Personnel Change:	0.00

Budget Objectives Form

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

Objective:

$ 23,981,004 To provide operational, administrative, engineering, drafting and clerical support to the Water & Sewer Division of the Public Works Department.

ACTIVITIES:

$ 1,131,760	001	**Water & Sewer Administration:** Provide administrative, engineering, drafting, radio dispatch, clerical and other operational services for the Water & Sewer Division. Ensure the needs of utility customers are met in an efficient manner.
$ 5,000	002	**Public Relations:** Provide for public relations services, promotional expenses for Water & Sewer projects/programs and/or cost of advertisements for Water & Sewer projects/programs; insure that the Consumer Confidence Report is issued as required by the Department of Environmental Protection.
$ 16,991,519	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.
$ 80,461	004	**Water & Sewer Building Expenses:** Provides for the operation & maintenance of the Water & Sewer Operations Center including utilities, maintenance contracts, cleaning supplies and cost of operating the copier. Provides certain expenses for the maintenance of the CP&D Annex and the Building & Zoning facility.
$ 5,772,264	005	**Interfund Transfers:** Provides reimbursement to the General Fund for services that the fund provides the Water & Sewer Fund as well as a return on investment payment representing a rate of 6.5% of the FY10 fixed assets of the utility.

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Prelimenry Budget FY17
Personal Services	659,299	794,123	665,564	822,850
Operating Expenses	322,053	379,715	395,152	419,488
Internal Services	112,481	41,302	41,302	15,989
Operating Budget	1,093,833	1,215,140	1,102,018	1,258,327
Capital Outlay	191,926	969,421	1,052,118	750,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	27,648	25,509	25,509	36,840
Total Budget	**1,313,407**	**2,210,070**	**2,179,645**	**2,045,167**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Utility Supervisor	25	0
Senior Electrician	25	1
Electrician	23	2
Utility Coordinator	22	1
Trades Mechanic	20	3
Electrician's Aide	18	0
Scada Techn.	23	1
Maintenance Mechanic	18	2
General Maintenance Worker	15	1
Total # of Full-Time Employees		**11**

2016-17 Operating Budget:	1,258,327
2015-16 Operating Budget:	1,215,140
Dollar Change:	43,187
Percentage Change:	3.55%
2016-17 Personnel - F.T.E.	11.00
2015-16 Personnel - F.T.E.	11.00
Personnel Change:	0.00

Budget Objectives Form

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

Objective:

$ 2,045,167 To insure compliance with State Statutes that address the health and welfare of the public, to provide around-the-clock maintenance and repairs to the equipment and electrical systems required to run the 47 sewage pump stations and the water treatment plant that provide services to the City's customers.

ACTIVITIES:

$ 908,973	001	**Lift Station Maintenance and Capital Improvements:** Operate and maintain 47 sewer pumping stations, which collect and transport wastewater from customers to a treatment facility, and 8 raw water wells, which supply ground water to the Water Plant for treatment and distribution. Repair and replace all water and sewer pumps, repair sewer pipes going in and out of lift stations, deodorize and degrease lift stations, perform some general welding work, and perform all major upgrades to lift stations as needed.
$ 316,101	002	**Electrical Services:** Install, maintain, and repair all electrical equipment at the Water Plant, eight raw water wells, and 47 sewer pumping stations to ensure their proper operation. Provide electrical services to other departments for maintenance and capital projects.
$ 200,000	003	**Lift Station Rehabilitation:** The City's Sanitary Lift Stations are dated and in poor condition. The risks of leakage and contamination is a large concern, as well as the cost of remediation and clean-up. The City needs to protect our facilities and the surrounding residents in the areas of the Lift Stations. A 20-year revitalizing and maintenance schedule has been developed to proactively address these and other possible risks.
$ 70,093	004	**Vehicle:** Repair, maintenance and replacement
$ 550,000		**Lift Stations Rehabilitation:** The City's Sanitary Lift Stations are outdated and in poor condition. The risks of leakage and contamination is a large concern, as well as the cost of remediation and clean-up. The City needs to protect our facilities and the surrounding residents in the areas of the Lift Stations. A 20-year revitalizing and maintenance schedule has been developed to proactively address these and other possible risks.

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	1,065,560	1,057,526	973,922	929,233
Operating Expenses	991,624	1,360,227	1,273,748	1,383,780
Internal Services	4,155,526	3,378,584	2,285,159	3,252,654
Operating Budget	6,212,710	5,796,337	4,532,829	5,565,667
Capital Outlay	248,700	5,819,392	5,819,393	2,015,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves and Other	44,808	46,656	46,656	45,113
Total Budget	**6,506,218**	**11,662,385**	**10,398,878**	**7,625,780**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Water Plant Superintendent	28	1
Water Plant Supervisor	25	1
Utility Coordinator	22	0
Water Plant Operator	21	10
Leak Detection Technician	19	2
Total # of Full-Time Employees		**14**

2016-17 Operating Budget:	5,565,667
2015-16 Operating Budget:	5,796,337
Dollar Change:	(230,670)
Percentage Change:	-3.98%
2016-17 Personnel - F.T.E.	14.00
2015-16 Personnel - F.T.E.	14.00
Personnel Change:	0.00

Budget Objectives Form

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

Objective:

$ 7,625,780 To provide potable and pleasant tasting water to all customers of the City's utility by producing and treating approximately 8.5 million gallons of water daily at the City's Winson Water Plant at Sunkist Grove and purchasing approximately 4.76 million gallons of supplemental water daily from Miami-Dade County.

ACTIVITIES:

$ 2,310,978	001	**Water Plant Operation:** Provides for the pumping and treatment of raw water, and distribution of potable water meeting all state and federal requirements to system users; monitors all City lift stations and wells via telemetry; and handles all calls for service after normal hours.
$ 3,233,074	002	**Water Purchased For Resale:** Provides for the purchase of approximately 4.76 million gallons of water per day from Miami-Dade Water & Sewer Authority to supplement the City's water supply in order that all customers are served. The Winson Water Plant at Sunkist Grove produces approximately 8.5 MGD of potable water; the system requires almost 13.26.
$ 66,728	003	**Vehicle maintenance and replacement.**
$ 15,000		**Conservation Program**
$ 2,000,000		**Upgrade of Existing Lime:** To rehabilitate the existing Lime Softening Water Treatment Plant so that it operates more efficiently and complies with industry standards.

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	1,030,178	1,347,349	1,258,042	1,396,440
Operating Expenses	347,918	243,528	256,088	524,808
Internal Services	301,597	336,688	336,688	26,302
Operating Budget	1,679,693	1,927,565	1,850,818	1,947,550
Capital Outlay	143,618	5,840,144	5,232,644	640,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	43,042	55,969	55,969	60,604
Total Budget	**1,866,353**	**7,823,678**	**7,139,431**	**2,648,154**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Utility Superintendent	28	1
Plumber	25	1
Utility Coordinator	22	3
Trades Mechanic	20	4
Heavy Equipment Operator	20	3
Water Meter Technician	19	1
Utility Technician	18	1
Maintenance Mechanic	18	1
Motor Equipment Operator	18	1
Leak Dection Technician (Removed)	19	0
General Maintenance Worker	15	3
Total # of Full-Time Employees		**19**

2016-17 Operating Budget:	1,947,550
2015-16 Operating Budget:	1,927,565
Dollar Change:	19,985
Percentage Change:	1.04%
2016-17 Personnel - F.T.E.	19.00
2015-16 Personnel - F.T.E.	20.00
Personnel Change:	-1.00

Budget Objectives Form

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

Objective:

$ 2,648,154 To insure the satisfactory flow of fresh water from the treatment plant to customers throughout the system through aggressive repair, replacement and maintenance of water mains, water lines, and water meters, as well as installation and certification of backflow prevention devices.

ACTIVITIES:

$ 1,200,962	001	**Water Distribution:** Crews install, repair, replace and maintain water meters, mains and service lines; test water meters and repair or replace defective units; install backflow prevention devices and certify proper function upon installation and on an annual basis; continue an aggressive leak detection program to maximize the water pressure customers receive and minimize water losses; and maintain an inventory of parts required to maintain the water and sewer system.
$ 545,969	002	**Water Line Installation & Maintenance:** Crews replace 2" water lines that have deteriorated causing leaks and low water pressure to customers; replace 9,600 feet of City service lines; prepare project specifications and monitor replacement of 8" water lines by private contractor; install additional and replacement fire hydrants; and assist the Water Distribution crew with performing leak detection, replacing dead meters and making repairs determined through the leak detection process.
$ 300,000	003	**Cyclical Water Line Replacement:** This level will fund a 30-year replacement schedule to replace water lines throught the City of North Miami. The City has always budgeted funding to repair, replace and maintain water meters, mains and service lines; test water meters and repair or replace defective units; install backflow prevention devices and certify proper function upon installation and on an annual basis. However, due to increasing number of repairs and defective units a 30-year schedule will be implemented to replace water lines throughout the City. Current funding for service lines will remain in place for emergency repairs this will be supplement funding for annual line replacement.
$ 301,223	004	**Vehicle**: Maintenance and repairs.
$ 300,000	000	**Supplemental:** New Projects

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	500,165	777,198	628,417	740,828
Operating Expenses	176,296	303,084	303,744	507,550
Internal Services	9,399,083	10,734,431	10,267,635	12,272,725
Operating Budget	10,075,544	11,814,713	11,199,796	13,521,103
Capital Outlay	-60,446	6,824,652	6,824,533	1,600,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	25,263	35,245	35,245	31,882
Total Budget	**10,040,361**	**18,674,610**	**18,059,574**	**15,152,985**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Utility Coordinator	22	0
Heavy Equipment Operator	20	4
Trades Mechanic	20	2
Maintenance Mechanic	18	1
Motor Equipment Operator	18	1
General Maintenance Worker	15	3
Total # of Full-Time Employees		**11**

2016-17 Operating Budget:	13,521,103
2015-16 Operating Budget:	11,814,713
Dollar Change:	1,706,390
Percentage Change:	14.44%
2016-17 Personnel - F.T.E.	11.00
2015-16 Personnel - F.T.E.	11.00
Personnel Change:	0.00

Budget Objectives Form

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

Objective:

$ 15,152,985 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:

$ 848,888	001	**Sewer Maintenance & Installation:** Locates, repairs, and maintains the sewer gravity mains, sewer force mains and laterals throughout the City; installs sewer mains and laterals for new services; and handles all emergency sewer line backups and breaks.
$ 175,414	002	**Sewer T.V. Crew:** Provides "in-house" TV monitoring of approximately 10 miles of pipes annually; cleans and seals approximately 225,000 feet of sewer lines annually; and provides continuous preventative maintenance of the sewer lines that have been sealed or replaced.
$ 12,282,113	003	**Sewage Disposal Fees:** Provides for the treatment and disposal of liquid waste by Miami-Dade Water & Sewer Authority Department as required by state and federal law.
$ 100,000	004	**Cyclical Sanitary Sewer Rehabilitation:** This level provides funds to implement a 20-year rehabilitation and maintenance schedule for the City's Sanitary Sewer system. The City's Sanitary Sewer System is approximately 50 yrs old, therefore due to the age and condition of the pipes excess groundwater infiltration is responsible for sewer backups and excessive sewage treatment charges. Implementing a 20-year rehabilitation and mainenance schedule will address these issues and reduce the treatment sewage treatment costs.
$ 246,570	005	**Vehicle:** Repair, maintenance and replacement.
$ 1,500,000		**Supplemental:** To fund a 30-year replacement schedule to replace water lines throughout the City of North Miami.

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
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	89,239	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	988,610	0	899,371
Total Budget	**0**	**988,610**	**89,239**	**899,371**

PERSONAL SERVICES DETAIL:

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

2016-17 Operating Budget:	-
2015-16 Operating Budget:	-
Dollar Change:	-
Percentage Change:	0.00%
2016-17 Personnel - F.T.E.	0.00
2015-16 Personnel - F.T.E.	0.00
Personnel Change:	0.00

This Page is Intentionally Left Blank

Budget Summary Form

Department: Public Works-Stormwater Utility
Dept #: 10

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	547,771	652,870	548,521	616,640
Operating Expenses	861,215	996,989	984,697	1,516,615
Internal Services	474,634	470,420	470,420	30,822
Operating Budget	1,883,620	2,120,279	2,003,638	2,164,077
Capital Outlay	0	146,885	146,885	0
Debt Service	124,070	441,045	456,045	441,045
Grants & Aids	0	0	0	0
Reserves & Other	33,419	485,318	22,429	190,135
Total Budget	**2,041,109**	**3,193,527**	**2,628,997**	**2,795,257**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Stormwater/Streets Superintendent	28	1
GIS Specialist	24	1
Stormwater Coorindator (1 new)	22	1
Heavy Equipment Operator	20	3
Motor Equipment Operator	18	1
Administrative Specialist	18	1
General Maintenance Worker	15	1
Total # of Full-Time Employees		9

2016-17 Operating Budget:	2,164,077
2015-16 Operating Budget:	2,120,279
Dollar Change:	43,798
Percentage Change:	2.07%
2016-17 Personnel - F.T.E.	9.00
2015-16 Personnel - F.T.E.	8.00
Personnel Change:	1.00

Budget Objectives Form

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

$ 2,795,257 To maintain the City's storm sewer system including; administrative engineering services; cleaning, removing, testing and disposing of debris from manholes, catch basins and exfiltration systems; and street sweeping services. To pay the General Fund for services rendered; and to provide the public with

ACTIVITIES:

$ 368,760 **Stormwater Engineering:** Administers environmental compliance with the NPDES permit requirements; inspects all private and public drainage projects; administers planning and design review for compliance with federal, state and county requirements as well as design permitting and project management of capital improvement drainage projects as prioritzed in the adopted Stormwater Master Plan Phase II; ensures compliance with the National Flood Insurance (NFIP) community rating system program; submits grant procurement materials; and provides assistance in the design of drainage projects and maintenance of the storm sewer atlas.

$ 311,065 **Storm Drain Maintenance:** Maintains the City's stormwater system by cleaning leaves and debris from manholes, catch basins, and exfiltration systems, cleaning 31 canal ends and removing debris from the storm sewer system. Reimburses Miami-Dade County for services it provides in maintaining the City's storm sewer system.

$ 88,354 **Street Sweeping:** Cleans and maintains designated streets within the City in order to prevent debris from entering canals through drainage outlets.

$ 96,000 **Catch Basin Cleaning:** Contractual services needed to assist the Stormwater Maintenance employees with the cleaning and jetting of approximately 2,000 storm drain lines within the City.

$ 48,169 **Stormwater Quality Monitoring:** Reimburses Miami-Dade County for water quality monitoring of 7 major outfalls. This expense is related to Phase II of the EPA National Pollutant Discharge System (NPDES) Permit. The monitoring program was renewed for an additional five years effective October 1, 2015.

$ 16,850 **Public Awareness & Education:** Provides information to the public about the consequences of contaminated stormwater runoff and the need to protect the stormwater system from illegal dumping. Provides information to the public regarding the annual City Wide Flood Plain Management brochure, the contractor's brochure and the realtor's brochure. Provides membership to the Flood Plain Manager's Association and funds to attend the annual conference for the City's designated Flood Plain Manager in order to remain abreast of current issues and regulations; provides promotional items to be handed out to students in presentations given about the utility and its functions.

$ 164,914 **Vehicle Maintenance and Replacement:** Provides funds for the daily operation, preventive maintenance, emergency repairs and replacement of vehicles.

$ 621,336 **Debt Service, Insurance Costs and Reserves:** Provides debt service for Storm Water Revenue Bonds, a fully funded reserve for the payment of unused vacation and sick leave payout for Stormwater employees and the Stormwater Utility Funds prorata share of the FY13 debt service on the 2010 Pension Obligation Bonds.

$ 1,079,809 **Interfund Transfers**: Provides reimbursement to the General Fund for various services that the Fund provides the Stormwater Utility Fund as well as an "In Lieu of Taxes" payment representing funds that the General Fund would receive if the utility were privately owned.

This Page is Intentionally Left Blank

Budget Summary Form

Department: Risk Management Fund
Dept #: 02

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	261,507	367,254	347,440	378,367
Operating Expenses	389,511	1,903,160	1,583,605	1,970,928
Internal Services	4,978	5,554	305,554	5,681
Operating Budget	655,996	2,275,968	2,236,599	2,354,976
Capital Outlay	0	22,000	22,000	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	13,833	216,842	16,413	521,958
Total Budget	**669,829**	**2,514,810**	**2,275,012**	**2,876,934**

PERSONAL SERVICES DETAIL:

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

2016-17 Operating Budget:	2,354,976
2014-15 Operating Budget:	2,275,968
Dollar Change:	79,008
Percentage Change:	3.47%
2016-17 Personnel - F.T.E.	4.00
2015-16 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. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	193,824	294,773	278,571	301,346
Operating Expenses	816,245	746,965	433,061	758,102
Internal Services	4,978	5,554	305,554	5,681
Operating Budget	1,015,047	1,047,292	1,017,186	1,065,129
Capital Outlay	0	22,000	22,000	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	11,338	214,038	13,609	518,330
Total Budget	**1,026,385**	**1,283,330**	**1,052,795**	**1,583,459**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Risk Manager	35	1
Safety Officer	25	1
Administrative Specialist	18	1
Total # of Full-Time Employees		**3**

2016-17 Operating Budget:	1,065,129
2014-15 Operating Budget:	1,047,292
Dollar Change:	17,837
Percentage Change:	1.70%
2016-17 Personnel - F.T.E.	3.00
2015-16 Personnel - F.T.E.	2.00
Personnel Change:	1.00

Budget Objectives Form

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

Objective:

$ 1,583,459 To appropriately fund the self-insured general and auto liability programs, administer and promote a proactive safety program, and provide the best package of liability insurance policies, ensuring the economic viability of the self insurance program. In support of this objective, a reserve for liability claim payment will be maintained.

ACTIVITIES:

$ 1,471,596	001	**Risk Management Administration:** Provides for operation of the City's self insured automobile and general liability program including administration of general liability claims; settlement of claims; mitigating and preventing claims through a pro-active safety program, enhanced by ongoing safety training classes, employee safety incentives, facility & jobsite inspections and the implementation of drive/body cameras. Risk Management diligently subrogates third parties to recover funds due the City for losses where third parties are liable; obtains adequate and cost effective liability insurance coverage for various risk; and monitors these insurance policies.
$ 106,182	002	**Safety Program:** Promotes maintenance of a safe and healthy workplace which is supported by a comprehensive safety agenda that includes: implementation of Citywide safety policies and procedures, adoption of OSHA Standards, ongoing employee safety training, facility and job site inspections, and a safety incentive program.
$ 5,681	003	**Vehicle:** Maintenance and Replacement

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	67,683	72,481	68,869	77,021
Operating Expenses	-426,734 `	1,156,195	1,150,544	1,212,826
Internal Services	0	0	0	0
Operating Budget	-359,051	1,228,676	1,219,413	1,289,847
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	2,495	2,804	2,804	3,628
Total Budget	**-356,556**	**1,231,480**	**1,222,217**	**1,293,475**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Risk Analyst	22	1
Total # of Full-Time Employees		**1**

2016-17 Operating Budget:	1,289,847
2015-16 Operating Budget:	1,228,676
Dollar Change:	61,171
Percentage Change:	4.98%
2016-17 Personnel - F.T.E.	1.00
2015-16 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:

$ 1,293,475 The City's Workers Compensation self-insurance program seeks to expedite the efficient delivery of disability and medical benefits to employees who are injured in the line of duty, pursuant to F.S.440. The stability of this program is maintained through the purchase of excess workers compensation insurance, and establishment of actuarially sound claim payment reserves.

ACTIVITIES:

$ 1,293,475 001 **Workers' Compensation Program:** The appropriate level of service mandated by F.S. 440 is achieved through contractural work by a Third Party Administrator (TPA), a full time Administrative Specialist, and two other Risk Management team members, funded through the General Liability Program. The TPA ensures expedient and timely delivery of benefits and medical payments, enabling employees to return to work promptly. Penalties for late payment are also eliminated and compliance with all legislative changes are assured. Viability of the Workers' Compensation Self Insurance program is achieved by maintaining a moderate level of self insured retention and adequate claim payment reserves as recommended by FY14 year-end actuarial study. The purchase of excess insurance transfers the risk and insulate the City against severe or catastrophic losses arising from workers' compensation claims.

This Page is Intentionally Left Blank

Budget Summary Form

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

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	579,795	850,998	633,929	895,232
Operating Expenses	1,370,976	1,650,949	1,608,413	2,634,307
Internal Services	34,409	25,361	25,361	17,265
Operating Budget	1,985,180	2,527,308	2,267,703	3,546,804
Capital Outlay	0	523,789	534,400	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	39,371	1,839,394	464,985	852,557
Total Budget	**2,024,551**	**4,890,491**	**3,267,088**	**4,399,361**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Capital Projects Manager	37	1
Fleet Supervisor	25	1
Fleet Welder	23	1
Fleet Mechanic	21	4
Storekeeper	20	1
Fleet Mechanic's Aide	18	1
Stock Clerk	17	1
Clerical Technician	16	0
Total # of Full-Time Employees		10

2016-17 Operating Budget:	3,546,804
2015-16 Operating Budget:	2,527,308
Dollar Change:	1,019,496
Percentage Change:	40.34%
2016-17 Personnel - F.T.E.	10.00
2015-16 Personnel - F.T.E.	10.00
Personnel Change:	0.00

Budget Objectives Form

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

FY15

Objective:

$ 4,399,361 To maintain and repair all vehicles, moving equipment, and most small equipment owned by the City. To continue the Preventative Maintenance Program in order to reduce downtime and costly repairs. To operate and maintain a centralized fueling facility.

ACTIVITIES:

$ 2,179,505	001	**Payroll & Insurance:** Provides for employee benefits package for eleven (11) Motor Pool employees including; employer's portion of FICA; group health and life insurance premiums; contribution to Risk Management Fund for Workers' Compensation benefits; contribution to Pension Plan for Motor Pool employees; payment of pro rata share of pension obligation bonds; and reimbursement to State of Florida for Unemployment Benefits paid to former employees. Additionally, provides for pre-employment services needed for new hires and registration fees for local training of Motor Pool employees.
$ 1,425,877	002	**Vehicle Parts & Maintenance:** Maintain an inventory of vehicle parts and process approximately sixty (60) vehicle work orders weekly including; processing daily repair orders, and monitoring all computerized transactions to the Fleet Management System.
$ 764,629	003	**Operations & Building Support:** Provides funds for the indirect costs in support of the Motor Pool Operation and Building.
$ 29,350	004	**Fuel Services to other Municipalities:** Provides gasoline, diesel fuel and CNG, which are sold to the municipalities of Biscayne Park and Bay Harbor Islands that do not have their own facilities, for a fee covering the cost of fuel plus an administrative charge established by formal agreement.

FY17 CIP Request

Project Description:	DriveCams (200)		
Department:	Information Technology	Project #	
Division:	Network & Programming	Totals	$288,194
Account Number:	520-10-670003-590-313-000	Request Type	New Request
Project Location:	Citywide	Priority Level	Regulatory Requirement

Objective:

Install DriveCams into 270 vehicles to prevent collisions and promote positive driving behavior

Justification:

The DriveCam will help prevent collisions, reduce injuries and save lives by combining video with predictive analytics, real-time driver feedback and coaching. Ultimately, this would help driver identify and correct driving behaviors

Fund /#	of Vehicles	%	$ to Fund
Gen Fund	98	36.30%	$ 104,615
Police	156	57.78%	$ 166,518
W&S	12	4.44%	$ 12,796
Storm	4	1.48%	$ 4,265
Total	270	100%	$ 288,194

Project Estimates:

Object Code	Description	Prior Years	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	Total Estimate
313	Hardware		$ 106,650					$ 106,650
313	Subscriptions		$ 124,438	$ 46,088	$ 46,088	$ 46,088	$ 46,088	$ 308,790
313	Implementation Services		$ 56,616					$ 56,616
313	Training		$ 490					$ 490
Total			$ 288,194	$ 46,088	$ 46,088	$ 46,088	$ 46,088	**$ 472,546**

Funding Source	Fund #	% Funding	Prior Years	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	Total Estimate
Gen Fund	001	36%		$ 104,615	$ 46,088.00	$ 46,088.00	$ 46,088.00	$ 46,088.00	$ 288,967
LETF	131	58%		$ 166,518					$ 166,518
Names	420	4%		$ 12,796					
Storm Wtr	490	1%		$ 4,265					
Total		99%		$ 288,194	$ 46,088	$ 46,088	$ 46,088	$ 46,088	**$ 472,546**

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

FY17 Operating Cost:	$ 288,194
FY17 Capital Cost:	$ -
Future Years' Estimated Annual Cost:	$ 184,352

This Page is Intentionally Left Blank

Budget Summary Form

Fund: Federal Forfeiture - Treasury & Justice Combined

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	0	0	0	0
Operating Expenses	61,606	226,417	130,634	305,214
Internal Services	0	0	0	0
Operating Budget	61,606	226,417	130,634	305,214
Capital Outlay	112,545	77,933	60,433	60,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	60,249	10,000	0
Total Budget	**174,151**	**364,599**	**201,067**	**365,214**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Note: FORFEITURE PROCEEDS - JUSTICE - $334,621
Note: FORFEITURE PROCEEDS - TREASURY - $30,593

Total # of Full-Time Employees	0

2016-17 Operating Budget:	305,214
2015-16 Operating Budget:	226,417
Dollar Change:	78,797
Percentage Change:	0.00%
2016-17 Personnel - F.T.E.	0.00
2015-16 Personnel - F.T.E.	0.00
Personnel Change:	0.00

Budget Summary Form

Fund: Justice Assistance Grant

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	0	0	0	0
Operating Expenses	37,781	126,414	119,039	47,562
Internal Services	0	0	0	0
Operating Budget	37,781	126,414	119,039	47,562
Capital Outlay	641	1,841	7,600	48,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	**38,422**	**128,255**	**126,639**	**95,562**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees	0

2016-17 Operating Budget:	47,562
2015-16 Operating Budget:	126,414
Dollar Change:	(78,852)
Percentage Change:	0.00%
2016-17 Personnel - F.T.E.	0.00
2015-16 Personnel - F.T.E.	0.00
Personnel Change:	0.00

Budget Summary Form

Fund: Landfill Closure

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	26,688	37,334	29,381	37,334
Operating Expenses	1,649,982	7,796,644	471,587	7,774,903
Internal Services	0	0	0	0
Operating Budget	1,676,670	7,833,978	500,968	7,812,237
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	5,000,000	-479,227	5,000,000
Total Budget	**1,676,670**	**12,833,978**	**21,741**	**12,812,237**

PERSONAL SERVICES DETAIL:

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

2016-17 Operating Budget:	7,812,237
2015-16 Operating Budget:	7,833,978
Dollar Change:	(21,741)
Percentage Change:	-0.28%
2016-17 Personnel - F.T.E.	0.00
2015-16 Personnel - F.T.E.	0.00
Personnel Change:	0.00

Budget Summary Form

Fund: Law Enforcement Trust

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	0	0	0	0
Operating Expenses	107,877	105,000	102,500	208,852
Internal Services	0	0	0	0
Operating Budget	107,877	105,000	102,500	208,852
Capital Outlay	0	64,000	30,000	40,000
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	0	110,084	25,000	0
Total Budget	**107,877**	**279,084**	**157,500**	**248,852**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2016-17 Operating Budget:	208,852
2015-16 Operating Budget:	105,000
Dollar Change:	103,852
Percentage Change:	0.00%
2016-17 Personnel - F.T.E.	0.00
2015-16 Personnel - F.T.E.	0.00
Personnel Change:	0.00

Budget Summary Form

Fund: Library Aid Grant

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	0	0	0	0
Operating Expenses	0	0	0	28,063
Internal Services	0	0	0	0
Operating Budget	0	0	0	28,063
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**	**28,063**

PERSONAL SERVICES DETAIL:

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

2016-17 Operating Budget:	28,063
2015-16 Operating Budget:	-
Dollar Change:	28,063
Percentage Change:	0.00%
2016-17 Personnel - F.T.E.	0.00
2015-16 Personnel - F.T.E.	0.00
Personnel Change:	0.00

Budget Summary Form

Fund: Pension Obligation Bond

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
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	1,775,358	1,786,138	1,786,138	1,787,563
Grants & Aids	0	0	0	0
Reserves & Other	0	0	0	0
Total Budget	**1,775,358**	**1,786,138**	**1,786,138**	**1,787,563**

PERSONAL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
None		

Total # of Full-Time Employees 0

2016-17 Operating Budget:	-
2015-16 Operating Budget:	-
Dollar Change:	-
Percentage Change:	0.00%
2016-17 Personnel - F.T.E.	0.00
2015-16 Personnel - F.T.E.	0.00
Personnel Change:	0.00

Budget Summary Form

Fund: Police Training

EXPENDITURE CATEGORY	Actual Expend. FY15	Amended Budget FY16	Est. Expend. FY16	Preliminary Budget FY17
Personal Services	0	0	0	0
Operating Expenses	10,288	11,000	11,000	8,800
Internal Services	0	0	0	0
Operating Budget	10,288	11,000	11,000	8,800
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	**10,288**	**11,000**	**11,000**	**8,800**

PERSONAL SERVICES DETAIL:

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

2016-17 Operating Budget:	8,800
2015-16 Operating Budget:	11,000
Dollar Change:	(2,200)
Percentage Change:	-20.00%
2016-17 Personnel - F.T.E.	0.00
2015-16 Personnel - F.T.E.	0.00
Personnel Change:	0.00