

Budget Summary Form

Department: Mayor/Council
Dept # 01

EXPENDITURE CATEGORY	Actual Expend. FY16	Amended Budget FY17	Est. Expend. FY17	Preliminary Budget FY18
Personnel Services	315,579	339,668	467,116	555,955
Operating Expenses	445,220	497,957	547,979	575,109
Internal Services	7,098	7,193	3,120	1,796
Operating Budget	<u>767,897</u>	<u>844,818</u>	<u>1,018,215</u>	<u>1,132,860</u>
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Grants & Aids	0	0	0	0
Reserves & Other	7,098	7,193	7,193	7,686
Total Budget	<u><u>774,995</u></u>	<u><u>852,011</u></u>	<u><u>1,025,408</u></u>	<u><u>1,140,546</u></u>

PERSONNEL SERVICES DETAIL:

Classification	Salary Sch.	# of Positions
Constituent Coordinator (1 new)	26	3

Total # of Full-Time Employees 3

2017-18 Operating Budget:	1,132,860
2016-17 Operating Budget:	<u>844,818</u>
Dollar Change:	<u>288,042</u>
Percentage Change:	34.10%

2017-18 Personnel - F.T.E.	3.00
2016-17 Personnel - F.T.E.	<u>2.00</u>
Personnel Change:	<u><u>1.00</u></u>

Budget Objectives Form

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

Objective:

\$ 1,140,546 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:

\$ 413,542	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.
\$ 170,860	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.
\$ 138,586	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.
\$ 138,586	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.
\$ 140,386	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.
\$ 138,586	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.

**CITY OF NORTH MIAMI
FISCAL YEAR 2017-18
EXPENSE DETAIL WORKSHEET**

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

Title: Mayor/Council Office

#	Computation/Explanation	Amount	Amount
101	3 Constituent Services Coordinators	188,451.00	188,451
104	Salaries - Overtime @ \$125,634/2080 x 1.5 x 150 hrs	20,385.32	20,385
125	Salary Adjustment	0.00	0
140	Employer's portion of Social Security Tax 7.65% of Salaries	15,975.95	
	Savings from Flexible Benefits Program	0.00	
		15,975.95	15,976
141	Employer contribution to Pension for full time employees	33,805.00	33,805
142	Group health premiums - \$639/mo. x 12 mos. x 3 employees	23,007.96	
	Group dental premiums - \$14/mo. x 12 mos. x 3 employees	486.72	
	Dependents' coverage - \$150.00/mo. x 12 mos. x 1 employee	1,800.00	
	Life insurance premiums - .24/1000 x salaries x 12 mos	58.71	
	AD & D insurance premiums - .05/1000 x salaries x 12 mos	12.23	
		25,365.62	25,366
144	Workers' Compensation coverage for General Fund Employees	2,857.00	2,857
147	FRS Pension (3 Constituent Services Coordinators)	14,925.32	14,925
148	Retiree Group Health Insurance:		
	K. Burns - Health & Dental - (\$1074.73 + \$16.02) x 12 mos	13,089.00	
	A. Pierre - Health & Dental - (\$1074.73 + \$16.02) x 12 mos	13,089.00	
	M. Steril - Health & Dental - (\$639.71 + \$43.20) x 12 mos	7,503.72	
	J. Celestin - Health & Dental - (\$831.51 + \$16.15) x 12 mos	9,978.12	
	H. Premer - Health & Dental - (\$57.74 + \$1502.63) x 12 mos	18,724.44	
		62,384.28	62,384
301	Constituent Service Aide- \$16 hourly * 52 weeks	0.00	0
302	Long Distance (phone and fax charges)	300.00	300

**CITY OF NORTH MIAMI
FISCAL YEAR 2017-18
EXPENSE DETAIL WORKSHEET**

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

Title: Mayor/Council Office

#	Computation/Explanation	Amount
303	Mayor/Council stationery including letterhead and envelopes, business cards, proclamations, generic pre-printed forms and miscellaneous printing expenses	2,500.00 2,500
304	Office Expenses	2,500.00 2,500
305	Travel, Conferences & Meetings: Miami-Dade County League of Cities Gala	1,500.00 1,500
306	Miami-Dade County League of Cities	6,542.00
	Florida League of Cities	5,725.00
	National League of Cities	4,470.00
	Haitian Heritage Museum	1,000.00
		17,737.00 17,737
312	Keys to the City, black velvet presentation boxes for keys to the City, engraved plates, lapel pins, special photographs, certificate paper, certificate holders, proclamation envelopes, Government-in-the-Sunshine manuals, fax toner cartridges, refreshments and paper products for meetings, special event cakes, etc.	5,500.00 5,500
315	Car allowance for Coordinators @ \$100 each x 12 mos	3,600.00
	Cell allowance for Coordinators @ \$50 each x 12 mos	1,800.00
		5,400.00 5,400
405	Contribution to the Risk Management Fund to operate the General and Auto Liability programs and maintain a Reserve for Claims	1,796.00 1,796
407	Postage Expenses	800.00 800

**CITY OF NORTH MIAMI
FISCAL YEAR 2017-18
EXPENSE DETAIL WORKSHEET**

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

Title: Mayor/Council Office

#	Computation/Explanation	Amount
408	Copier - \$189.52 month x 12 months	2,274.24
	Excess copies @ \$69/mo x 12 months	828.00
	Fax line added to copier \$36/mo x 12 months	432.00
	Staples - 1 box	140.00
		3,674.24
		3,674
910	Debt service on 2010 Pension Obligation Bonds	7,686.00
		413,542

**CITY OF NORTH MIAMI
FISCAL YEAR 2017-18
EXPENSE DETAIL WORKSHEET**

Department: Mayor/Council
Division: Mayor/Council
Division #: 400 **Objective No.:** 002

Title: Mayor's Office

#	Computation/Explanation	Amount
140	Employers portion of Social Security Tax	7,765.69
142	Employee Group Insurance - \$846.38/mo. x 12 mos.	10,156.56
	Group dental premiums - \$14/mo. x 12 mos.	162.24
	Life insurance premiums - \$48,000 x \$.24/\$1,000 x 12 mos	172.45
	AD&D insurance premiums - \$48,000 x \$.05/\$1,000 x 12 mos	35.93
		10,527.18
146	Florida Retirement System - 45.5% of Salary	27,245.40
301	Mayor's Salary - \$4,990/month x 12 months	59,880.00
301	Constituent Service Aide (\$15.91 x 1508 hrs)	23,992.28
	Discretionary Fund	7,000.00
		30,992.28
302	Data Plan for Tablet @ \$45 x 12 months	540.00
305	Mayor's Travel	10,000.00
306	US Conference of Mayors	5,270.00
	Florida League of Mayors	1,000.00
		6,270.00
315	Expense Account - \$600/month x 12 months	7,200.00
	Mayor's auto allowance - \$750/month x 12 months	9,000.00
	Mayor's cell phone allowance - \$120/month x 12 months	1,440.00
		17,640.00
		170,860

**CITY OF NORTH MIAMI
FISCAL YEAR 2017-18
EXPENSE DETAIL WORKSHEET**

Department: Mayor/Council
Division: Mayor/Council
Division #: 400 **Objective No.:** 003

Title: District 1 Office

#	Computation/Explanation	Amount
140	Employers portion of Social Security Tax	6,831.62
142	Employee Group Insurance - \$596.38/mo. x 12 mos.	7,156.56
	Group dental premiums - \$14/mo. x 12 mos.	162.36
	Life insurance premiums - \$36,000 x \$.24/\$1,000 x 12 mos	137.98
	AD&D insurance premiums - \$36,000 x \$.05/\$1,000 x 12 mos	28.75
		7,485.65
146	Florida Retirement System - 45.5% of Salary	21,799.05
301	District 1 Council Salary - \$3,992.50 x 12 months	47,910.00
301	Miscellaneous	23,992.28
	District 1 Discretionary Fund	7,000.00
		30,992.28
302	Data Plan for Tablet @ \$45 x 12 months	540.00
	Cell Phone (\$52.22 x 12months)	626.64
		1,166.64
305	District 1 Travel	5,000.00
315	Expense Account - \$600/month x 12 months	7,200.00
	Auto allowance - \$750/month x 12 months	9,000.00
	Cell phone allowance - \$100/month x 12 months	1,200.00
		17,400.00
		138,586

**CITY OF NORTH MIAMI
FISCAL YEAR 2017-18
EXPENSE DETAIL WORKSHEET**

Department: Mayor/Council
Division: Mayor/Council
Division #: 400 **Objective No.:** 004

Title: District 2 Office

#	Computation/Explanation	Amount
140	Employers portion of Social Security Tax	6,831.62
142	Employee Group Insurance - \$596.38/mo. x 12 mos.	7,156.56
	Group dental premiums - \$14/mo. x 12 mos.	162.36
	Life insurance premiums - \$36,000 x \$.24/\$1,000 x 12 mos	137.98
	AD&D insurance premiums - \$36,000 x \$.05/\$1,000 x 12 mos	28.75
		7,485.65
146	Florida Retirement System - 45.5% of Salary	21,799.05
301	District 2 Council Salary - \$3,992.50 x 12 months	47,910.00
301	Constituent Service Aide (\$15.91 x 1508 hrs)	23,992.28
	District 2 Discretionary Fund	7,000.00
		30,992.28
302	Data Plan for Tablet @ \$45 x 12 months	540.00
	Cell Phone (\$52.22 x 12months)	626.64
		1,166.64
305	District 2 Travel	5,000.00
315	Expense Account - \$600/month x 12 months	7,200.00
	Auto allowance - \$750/month x 12 months	9,000.00
	Cell phone allowance - \$100/month x 12 months	1,200.00
		17,400.00
		138,586

**CITY OF NORTH MIAMI
FISCAL YEAR 2017-18
EXPENSE DETAIL WORKSHEET**

Department: Mayor/Council
Division: Mayor/Council
Division #: 400 **Objective No.:** 005

Title: District 3 Office

#	Computation/Explanation	Amount
140	Employers portion of Social Security Tax	6,831.62
142	Employee Group Insurance - \$746/mo. x 12 mos.	8,956.56
	Group dental premiums - \$14/mo. x 12 mos.	162.36
	Dependent's coverage: - \$150/mo x 12 mos	0.00
	Life insurance premiums - \$36,000 x \$.24/\$1,000 x 12 mos	137.98
	AD&D insurance premiums - \$36,000 x \$.05/\$1,000 x 12 mos	28.75
		9,285.65
		9,286
146	Florida Retirement System - 45.5% of Salary	21,799.05
301	District 3 Council Salary - \$3,992.50 x 12 months	47,910.00
301	Constituent Service Aide (\$15.91 x 1508 hrs)	23,992.28
	District 3 Discretionary Fund	7,000.00
		30,992.28
		30,992
302	Data Plan for Tablet @ \$45 x 12 months	540.00
	Cell Phone (\$52.22 x 12months)	626.64
		1,166.64
		1,167
305	District 3 Travel	5,000.00
315	Expense Account - \$600/month x 12 months	7,200.00
	Auto allowance - \$750/month x 12 months	9,000.00
	Cell phone allowance - \$100/month x 12 months	1,200.00
		17,400.00
		17,400
		140,386

**CITY OF NORTH MIAMI
FISCAL YEAR 2017-18
EXPENSE DETAIL WORKSHEET**

Department: Mayor/Council
Division: District 4 Office
Division #: 400 **Objective No.:** 006

Title: District 4 Office

#	Computation/Explanation	Amount
140	Employers portion of Social Security Tax	6,831.62
142	Employee Group Insurance - \$596.38/mo. x 12 mos.	7,156.56
	Group dental premiums - \$14/mo. x 12 mos.	162.36
	Life insurance premiums - \$36,000 x \$.24/\$1,000 x 12 mos	137.98
	AD&D insurance premiums - \$36,000 x \$.05/\$1,000 x 12 mos	28.75
		7,485.65
146	Florida Retirement System - 45.5% of Salary	21,799.05
301	District 4 Council Salary - \$3,992.50 x 12 months	47,910.00
301	Constituent Service Aide (\$15.91 x 1508 hrs)	23,992.28
	District 4 Discretionary Fund	7,000.00
		30,992.28
302	Data Plan for Tablet @ \$45 x 12 months	540.00
	Cell Phone (\$52.22 x 12months)	626.64
		1,166.64
305	District 4 Travel	5,000.00
315	Expense Account - \$600/month x 12 months	7,200.00
	Auto allowance - \$750/month x 12 months	9,000.00
	Cell phone allowance - \$100/month x 12 months	1,200.00
		17,400.00
		138,586