

539 – Public Works Department

Description

The Public Works Department maintains the infrastructure of the City including the stormwater drainage system, beach accesses and parks, streets, curbs and gutters, as well as landscaping and street banners.

The department provides oversight and project management for all capital improvement projects of the City.

The Public Works Department has absorbed the functions of the City's free Community Shuttle service and management of Cost Center 574 – Transportation Trust.

The department includes six divisions, with responsibilities as follows:

- Construction Maintenance Division builds, repairs and maintains structures on City property. Due to the City's rapid growth, many things require change by modification or re-construction.
- Facilities Maintenance Division maintains the Sunny Isles Beach Government Center and Pelican Community Park Community Center. Not limited to housekeeping, they maintain equipment, set up and break up rooms, and keep staff and customers comfortable. The internal workings of the building(s) are complex and require constant monitoring.

- Fleet Maintenance Division maintains City vehicles by servicing the rolling stock, keeping it equipped and ready for use. With an in-depth log, the division determines the life expectancy of each vehicle and when spending surpasses value, thereby remaining cost effective.
- Stormwater Division maintains all stormwater equipment and ensures that the stormwater monitoring program is being followed and enforced.
- Street Maintenance Division maintains clean and safe streets and sidewalks throughout the City. They are also responsible for the beach access points and anything and everything necessary to keep the City beautiful.

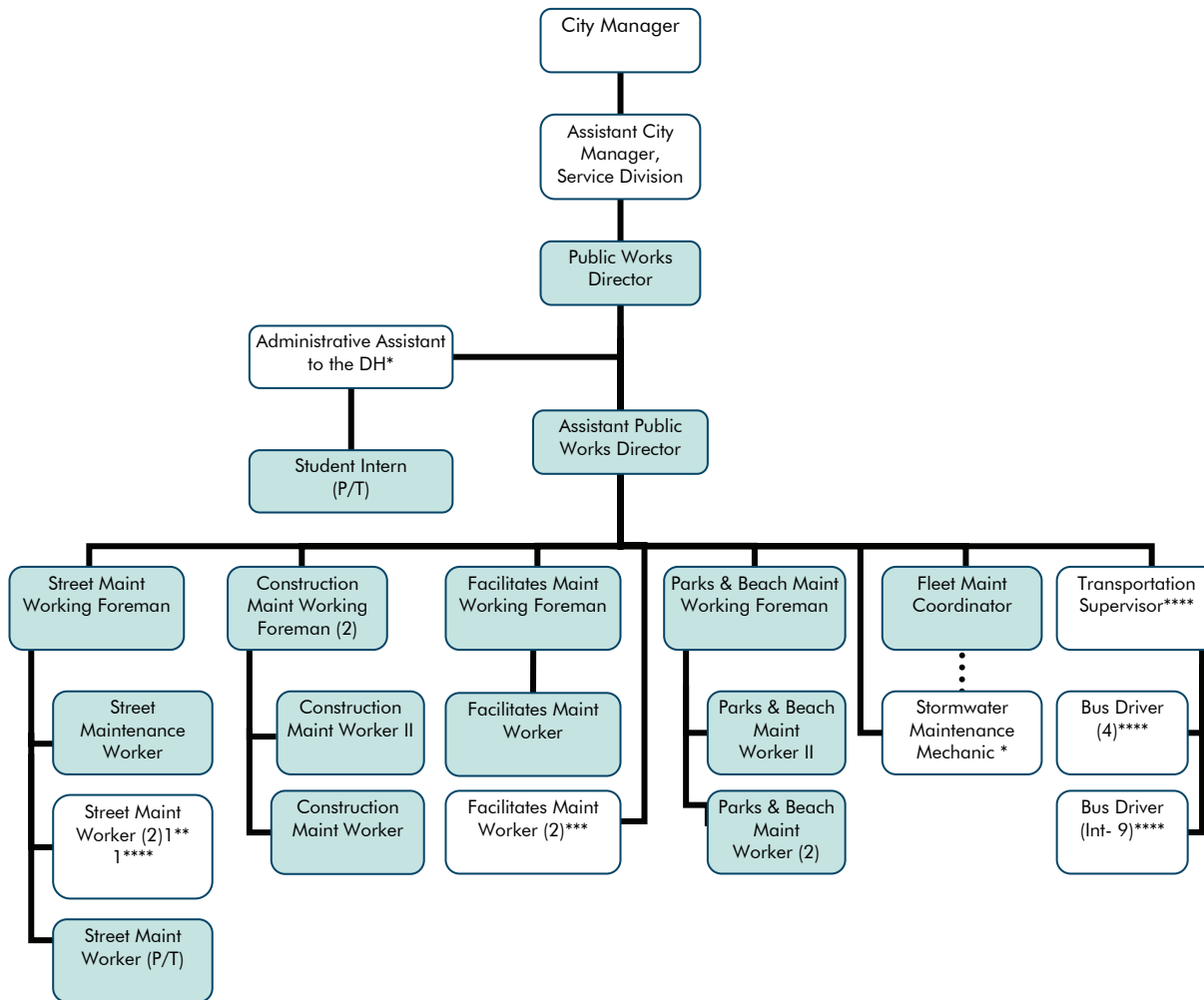
In addition to the services provided to the residential and business community, the Department provides essential services to other City departments.

Organizational Chart

The organizational chart below shows the reporting relationships of all positions in the Public Works Department.

The Public Works Department budget includes funding for the shaded positions.

Other cost centers fund the positions that are not shaded as indicated by the asterisks.



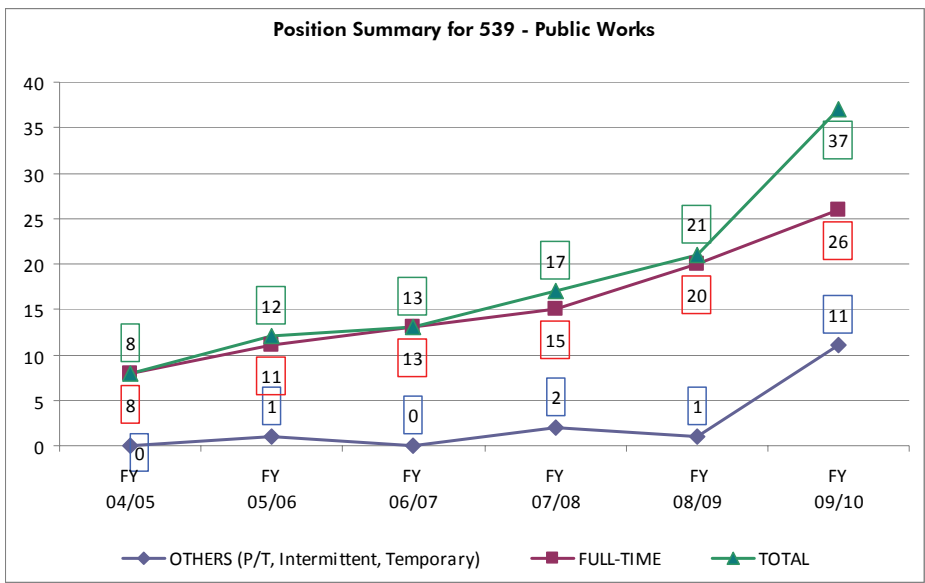
- * These positions are funded through the Stormwater Fund.
- ** This position is funded through Cost Center 525 – Parking.
- *** These positions are funded through Cost Center 573 – Pelican Community Park.
- **** These positions are funded through Cost Center 574 – Transportation Trust.

Staff Summary

The table and graph below show a history of positions in the Public Works Department.

The increase in the number of positions for FY 09/10 reflects the transfer of transportation personnel from Cultural & Human Services to Public Works.

Staff Summary Table	FY 05/06	FY 06/07	FY 07/08	FY 08/09	FY 09/10
Public Works & Engineering Director	0	0	1	1	0
Public Works Director	1	1	0	0	1
Assistant Public Works Director	0	1	0	1	1
Superintendent of Public Works	0	0	1	0	0
Administrative Assistant to Public Works Director*	0	0	1	1	1
Office Assistant	0	1	0	0	0
Student Intern/Office Assistant (P/T)	1	0	0	0	1
Street Maintenance Working Foreman	1	1	1	1	1
Senior Maintenance Worker	2	2	2	0	0
Street Maintenance Worker	1	1	1	3	1
Street Maintenance Worker**	0	0	0	0	1
Street Maintenance Worker****	0	0	0	0	1
Street Maintenance Worker (P/T)	0	0	2	1	1
Construction Maintenance Working Foreman	1	1	1	2	2
Construction Maintenance Worker II	1	1	1	0	1
Construction Maintenance Worker	0	0	0	2	1
Facilities Maintenance Working Foreman	0	0	0	1	1
Facilities Maintenance Worker	1	1	2	3	1
Facilities Maintenance Worker***	0	0	0	0	2
Parks & Beach Working Foreman	0	0	0	1	1
Parks & Beach Maintenance Worker II	0	0	0	0	1
Parks & Beach Maintenance Worker	0	1	2	2	2
Fleet Maintenance Working Supervisor	1	0	0	0	0
Fleet Maintenance Coordinator	1	1	1	1	1
Transportation Supervisor****	0	0	0	0	1
Bus Driver****	0	0	0	0	4
Bus Driver (Int)****	0	0	0	0	9
Stormwater Maintenance Mechanic*	1	1	1	1	1
Total Full-time	11	13	15	20	26
Total Other (P/T, Intermittent, Temporary)	1	0	2	1	11
Total Positions	12	13	17	21	37



Objectives

- Provide accurate and timely responses to resident complaints and concerns.
- Administer City's fleet of vehicles including purchasing, maintaining inventory, providing maintenance and maintain an evacuation plan in the event of a hurricane.
- Implement approved operating and CIP budget.
- Expand ridership and provide excellent customer service on City's Community Shuttle bus service.
- Maintain streets, parks, facilities in a manner that is befitting an International tourist destination and upscale community.
- Maintain stormwater drainage system as per Federal, State and County regulations, including the National Pollution Discharge Elimination System (NPDES).
- Educate public regarding stormwater drains through SIBi Clean Water Campaign.

Summary of Budget Changes

Personnel - 5120

Decrease. For FY 2009/10 the budget reflects the reallocation of the Administrative Assistant to the Department Head positions to the Stormwater Fund and maintenance workers to other appropriate cost centers for Parking, Pelican Community Park and the Transportation Trust. The Assistant Public Works Director position is being funded and there is an addition of one part-time student intern position.

Overtime - 5140

Increase. This line item was significantly reduced for FY 2008/09; however, it has been increased for FY 2009/10 in order to fund staffing demands (i.e. set up, break down, litter control) at City events as well as a need for Public Works presence during inclement weather.

Professional Services - 5317

Decrease. This line item pays for professional services (i.e. engineering, architectural) at times when preliminary/exploratory studies are needed. A decrease is inevitable as most capital improvement projects are near completion.

Janitorial Services - 5341

Decrease. This reflects the reallocation of funds to Cost Center 573 – Pelican Community Park.

Hurricane Preparation - 5344

During FY 2007/08 Solid Resources, Inc. was hired to draft an official emergency debris disposal management plan for the City. The plan has been completed and we have entered in to contract with Ashbrit to perform debris removal service in the event of a natural disaster. A decrease has been slated.

Electrical & Water - 5430

Decrease. Due to a transfer to Cost Center 525 – Parking.

Street Lighting - 5431

Decrease. This line item has been moved to the Transportation Trust Fund.

Equipment Rental - 5441

Decrease. Equipment rental needs have decreased since we purchased the bucket truck.

Solid Waste – 5455

Decrease. A portion of this line item has been reallocated to Stormwater Fund as a portion is Stormwater-related debris.

Gasoline/Diesel/Oil - 5523

Decrease. As of FY 2007/08 the City is participating in the County's User Access Program which allows us to purchase fuel at a discount through the County's authorized vendors. The vendors' bids are highly competitive as they must submit weekly bids to earn the business.

As with the repair and maintenance of vehicles, the City is committed to effectively monitoring fuel use therefore requiring the separation of this line item into subsections per department.

Capital Outlay

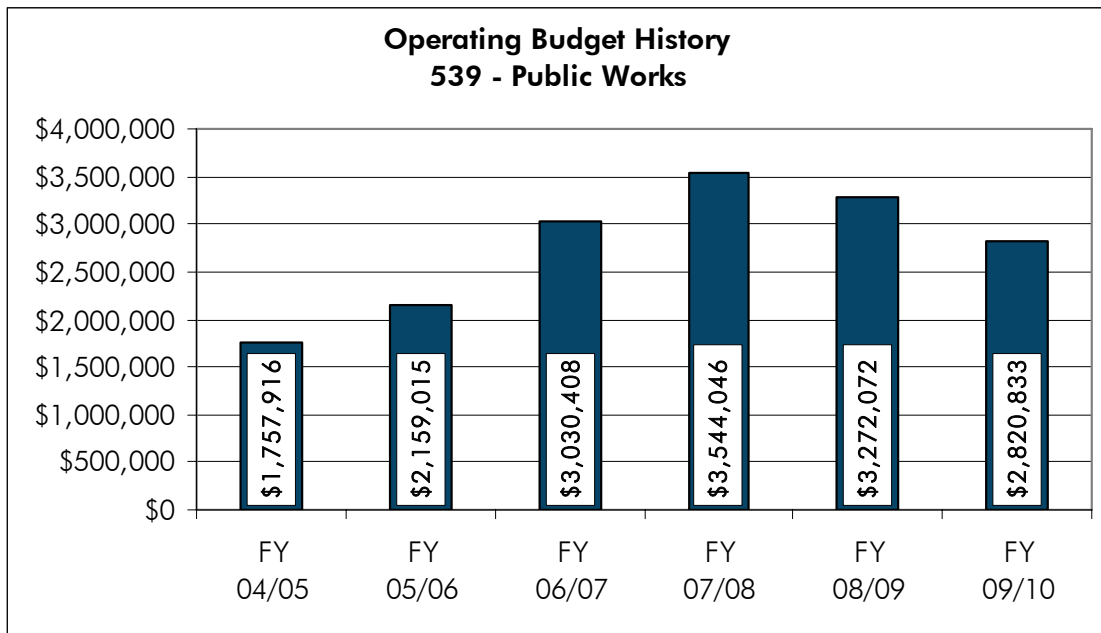
The table below lists the capital items for the Public Works Department.

For a listing and explanation of all capital outlay items for the general fund, see 700 – General Fund Capital Outlay later in this manual.

Item Name	Item Description	General Fund		
		Operating	Projects	Total
FISCAL YEAR 2009/2010				
Marathon 1200	Portable Water Extractor (Industrial-grade Wet Vacuum)	2,999		2,999
Median fencing	Inventory for replacement needs	15,000		15,000
Trash cans	Replace and upgrade beach trash cans	25,000		25,000
Newspaper racks	Replace and upgrade existing racks	70,000		70,000
Ellen Wynn Beach Access	Upgrade landscaping		25,000	25,000
Pelican Community Center	Acoustic drapes	10,000		10,000
174th Street & Other	Median uplighting		25,000	25,000
Parking lot	Additional master meter		15,000	15,000
Government Center	Generator - Phase 1		214,521	214,521
Subtotal - MGR		122,999	279,521	402,520

Operating Budget History

This chart compares for this department a history of its operating budget.



Expense Worksheet

City of Sunny Isles Beach							
Expense Budget Worksheet for Fiscal Year 2010							
Fund 10							
Department 539 - Public Works							
YTD Actual thru 04/30/09							
Account	Account Name	Current FY Amended Budget	Current FY Total Projected Expense	Current FY (Over)/Under	Next FY Budget	\$ Change Plus/(Minus)	% Change Plus/(Minus)
5120	Regular Salaries	816,534	788,729	27,805	644,184	(172,350)	(21)
5140	Overtime	15,000	22,500	(7,500)	25,000	10,000	67
5210	FICA Payroll Taxes	63,612	58,753	4,859	51,988	(11,624)	(18)
5220	Retirement Contribution	83,359	83,687	(328)	66,939	(16,420)	(20)
5230	Health,Dental & Life Ins.	140,906	173,016	(32,110)	111,394	(29,512)	(21)
5240	Worker's Comp Insurance	38,261	35,611	2,650	32,028	(6,233)	(16)
5250	Temporary Staff	0	0	0	10,400	10,400	0
5317	Professional Services	100,000	60,996	39,004	70,000	(30,000)	(30)
5341	JanitorialSvc-GovtCtr	84,000	72,520	11,480	65,000	(19,000)	(23)
5341B	Janitorial-PW	0	13,826	(13,826)	5,000	5,000	0
5344	Hurricane Preparation	25,000	10,000	15,000	10,000	(15,000)	(60)
5348	Landscape	590,000	560,707	29,293	580,000	(10,000)	(2)
5401	Allowance /Mileage	9,600	9,600	0	9,000	(600)	(6)
5430	Electrical & Water	429,200	429,200	0	404,200	(25,000)	(6)
5431	Street Lighting	45,000	22,376	22,624	0	(45,000)	(100)
5441	Equipment Rental	10,000	4,272	5,728	5,000	(5,000)	(50)
5455	Solid Waste	0	102,864	(102,864)	40,000	40,000	0
5461	R&MvehPW	70,000	41,303	28,697	50,000	(20,000)	(29)
5461A	R&MVehBldg	10,000	10,000	0	10,000	0	0
5461B	R&MVehCHS	10,000	10,000	0	10,000	0	0
5461C	R&MVehComD	10,000	10,000	0	10,000	0	0
5461D	R&MVehPOLICE	100,000	100,000	0	75,000	(25,000)	(25)
5462	R & M Equipment	10,000	6,877	3,123	10,000	0	0
5463	R & M Building	115,000	115,000	0	110,600	(4,400)	(4)
5464	R&M Grounds	136,500	80,975	55,525	95,000	(41,500)	(30)
5511	Special Supplies	10,000	8,563	1,437	10,000	0	0
5521	Uniform & Accessories	14,300	11,230	3,070	14,300	0	0
5523	Gas - PW	40,000	40,000	0	40,000	0	0
5523A	Gas - Bldg	20,000	20,000	0	20,000	0	0
5523B	Gas - O R	20,000	20,000	0	20,000	0	0
5523C	Gas - Comm Dev	20,000	20,000	0	20,000	0	0
5523D	Gas - Police	200,000	132,569	67,431	160,000	(40,000)	(20)
5524	Tires	21,000	21,000	0	21,000	0	0
5525	Minor Tools & Equipment	10,000	6,747	3,253	10,000	0	0
5527	Banners	0	5,758	(5,758)	0	0	0
5541	Dues,Sub & Memberships	2,800	2,750	50	2,800	0	0
5542	Travel,Conf & Meetings	2,000	2,000	0	2,000	0	0
5588	Road Repairs	0	85	(85)	0	0	0
*TOTAL 539		3,272,072	3,113,514	158,558	2,820,833	(451,239)	(14)

Cost Center 540 – Property Management

The following expenses are for property management and are not included in the Public Works Department budget.

Until development funds are available, the City is maintaining the following properties:

- 287 Sunny Isles Boulevard (Goldman property).
- 151 Sunny Isles Boulevard (RK property).
- 18080 Collins Avenue (Alamo property).
- 16100 Collins Avenue (Malibu Plaza).
- 16200 Collins Avenue (Plaza Isles).

Maintenance of the following properties has been moved to the Parking Cost Center:

- 19200 Collins Avenue (Heritage Park property).
- 175 Terrace and Atlantic Boulevard (Avilla parking lot).

Expense Worksheet

City of Sunny Isles Beach							
Expense Budget Worksheet for Fiscal Year 2010							
Fund 10							
Department 540 - Property Management							
YTD Actual thru 04/30/09							
Account	Account Name	Current FY Amended Budget	Current FY Total Projected Expense	Current FY (Over)/Under	Next FY Budget	\$ Change Plus/(Minus)	% Change Plus/(Minus)
5313	Admin Consulting&Planning	60,000	2,750	57,250	0	(60,000)	(100)
5463	R & M Building	10,000	5,773	4,227	20,000	10,000	100
5464	R&M Grounds	118,500	40,942	77,558	20,000	(98,500)	(83)
5495	Property Taxes	305,194	217,850	87,344	30,000	(275,194)	(90)
*TOTAL 540		493,694	267,315	226,379	70,000	(423,694)	(86)

Cost Center 574 – Transportation Trust

The expenses in this account are offset by the total revenues (Acct 10-312-411) received from the People's Transportation Plan ½ cent sales surtax.

Transportation expenses from several other departments, such as road repair, street maintenance, bus shelter maintenance and street lighting repair are now included here. This is to better facilitate compliance and meet reporting requirements with Miami-Dade County.

Summary of Budget Changes

Overall Summary

Per the Interlocal Agreement with Miami-Dade County, all expenses that are financed through this fund must be allocated in one cost center. For this reason, items such as street maintenance (shown in personnel), street lighting and road repairs have been transferred into this cost center from the Public Works account. Revenues that off-set this cost center are estimated at \$562,340.

Also, the City is required to fund the Maintenance of Effort (MOE) of \$120,000 from the general fund. This is the amount that was budgeted by the City at the time the People's Transportation Plan (PTP) was passed. Therefore, the expenses related to the PTP Funds must equal or exceed \$682,340. (This figure may be greater based on the actual revenue generated from the sales surtax.)

Capital costs to purchase bus shelters will be considered as PTP expenses as well. Any funds not expended on allowable projects may be considered for recapture by Miami-Dade County.

Personnel - 5120

Increase. This increase represents a Public Works Street Maintenance Worker that is covered through PTP funds as well as additional intermittent drivers to provide the Mt. Sinai Transportation Service in-house rather than a contracted service. Also included is one Office Assistant to provide customer service for the Transportation Division. This increase also is reflected in accounts: 5210 FICA, 5220 Retirement, 5230 Health, and 5240 Worker's Comp Insurance.

Street Lighting - 5431

Increase. This amount is a transfer from the Public Works (539) account as it is an expense covered by the People's Transportation Plan.

Gas - 5523

Increase. This increase is to accommodate fuel costs for the added Mt. Sinai Route and the possible future South Beach route.

Road Repairs - 5588

Increase. This increase is a transfer of Road Repair expenses that were previously budgeted in the Stormwater Fund but are covered expenses by the People's Transportation Plan funding.

Capital Outlay

The general fund capital outlay budget includes, for the Cost Center 574 – Transportation Trust, 4 – 5 additional bus shelters at an estimated cost of \$50,000 and two E-450 buses at a cost of \$202,000, which are being purchased with federal stimulus monies.

For a listing and explanation of all capital outlay items for the general fund, see 700 – General Fund Capital Outlay later in this manual.

Expense Worksheet

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Expense Budget Worksheet for Fiscal Year 2010							
Fund 10							
Department 574 - Transportation Trust							
YTD Actual thru 04/30/09							
Account	Account Name	Current FY Amended Budget	Current FY Total Projected Expense	Current FY (Over)/Under	Next FY Budget	\$ Change Plus/(Minus)	% Change Plus/(Minus)
5120	Regular Salaries	230,946	209,565	21,381	317,481	86,535	37
5140	Overtime	10,000	3,212	6,788	8,000	(2,000)	(20)
5210	FICA Payroll Taxes	18,432	16,588	1,844	24,899	6,467	35
5220	Retirement Contribution	14,179	14,917	(738)	30,023	15,844	112
5230	Health, Dental & Life Ins.	26,554	26,355	199	34,434	7,880	30
5240	Worker's Comp Insurance	19,599	15,099	4,500	22,653	3,054	16
5314	Promotions	1,000	1,000	0	1,000	0	0
5431	Street Lighting	0	0	0	26,520	26,520	0
5450	Insurance	13,000	13,000	0	13,650	650	5
5461	R & M Veh	42,500	44,200	(1,700)	45,000	2,500	6
5521	Uniform & Accessories	2,000	2,000	0	2,000	0	0
5523E	Gas - TRANS	43,200	42,258	942	60,000	16,800	39
5524	Tires	10,000	7,245	2,755	7,500	(2,500)	(25)
5588	Road Repairs	6,000	6,000	0	25,000	19,000	317
*TOTAL 574		437,410	401,439	35,971	618,160	180,750	41