

ORDINANCE #2013-22

AN ORDINANCE OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, AMENDING THE FISCAL YEAR 2012-2013 BUDGET BY DECREASING THE GENERAL FUND BUDGET AND CREATING NEW EMPLOYEE POSITIONS AND TITLES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City of Doral (the "City") finds it necessary to adjust certain budget line items in the City's General Fund Budgets for Fiscal Year 2012-2013 (the "Budget").

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, AS FOLLOWS:

Section 1. Budget Amendment. Pursuant to Chapter 166, *Florida Statute*, and Article IV of the City Charter, the Budget amendments in the amount of \$16,530,887.20, set forth by line-item on Exhibit "A" attached hereto and incorporated herein are approved.

Section 2. New Employee Positions/Titles. The new employee positions and titles set forth on Exhibit "B" attached hereto and incorporated herein are approved.

Section 3. Severability. The provisions of this Ordinance are declared to be severable and if any section, sentence, clause or phrase of this Ordinance shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this Ordinance but they shall remain in effect, it being the legislative intent that this Ordinance shall stand notwithstanding the invalidity of any part.

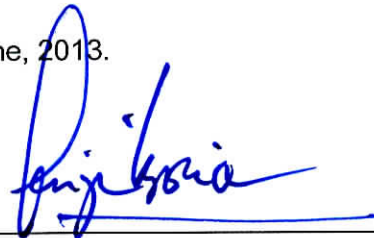
Section 4. Effective Date. This Ordinance shall be effective upon adoption on second reading.

The foregoing Ordinance was offered by Vice Mayor Rodriguez Aguilera who moved its adoption. The motion was seconded by Councilwoman Rodriguez and upon being put to a vote, the vote was as follows:

Mayor Luigi Boria	Yes
Vice Mayor Bettina Rodriguez-Aguilera	Yes
Councilwoman Christi Fraga	Yes
Councilwoman Ana Maria Rodriguez	Yes
Councilwoman Sandra Ruiz	Yes


PASSED AND ADOPTED on first reading this 5 day of June, 2013.

PASSED AND ADOPTED on second reading this 25 day of June, 2013.



Luigi Boria, Mayor

ATTEST:



Barbara Herrera, City Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY FOR THE USE
AND RELIANCE OF THE CITY OF DORAL ONLY:



John R. Herin, Jr., City Attorney

EXHIBIT A

City of Doral
Proposed General Fund Budget Amendments
Fiscal Year 2012 - 2013

A Account Number	B Account Title	C Approved Budget 2012-2013	D City Manager Proposed Amendment 2012-2013	E City Manager Proposed Budget 2012-2013	F Encumbrance Amendment 2012-2013	G Amended Budget 2012-2013
General Fund						
001.5000.300100	Encumbrance Carry Over	\$0	\$0	\$0	\$4,141,429.84	\$4,141,429.84
001.5000.311100	Ad Valorem Taxes	18,278,000	-	18,278,000	-	18,278,000
001.5000.313100	Franchise Fees- Electricity TBR August	3,300,000	-	3,300,000	-	3,300,000
001.8000.313700	Franchise Fees- Solid Waste	700,000	-	700,000	-	700,000
001.8000.313900	Franchise Fees- Bus Bench Ads	25,000	-	25,000	-	25,000
001.5000.314100	Utility Taxes - Electricity	5,500,000	-	5,500,000	-	5,500,000
001.5000.314200	Communication Services Tax	5,014,000	-	5,014,000	-	5,014,000
001.5000.314300	Utility Taxes - Water	750,000	-	750,000	-	750,000
001.5000.314400	Utility Taxes - Gas	45,000	-	45,000	-	45,000
001.4000.321100	Local Business License Tax	725,000	-	725,000	-	725,000
001.7000.322100	Building Permits	4,200,000	-	4,200,000	-	4,200,000
001.7000.329101	Other Fees - Boiler Fees	68,000	-	68,000	-	68,000
001.6000.329200	Alarm Permits	300,000	-	300,000	-	300,000
001.4000.329300	Zoning Hearing Fees	50,000	-	50,000	-	50,000
001.4000.329400	Zoning Plan Review Fees	15,000	-	15,000	-	15,000
001.7000.329500	Certificates of Occupancy	237,000	-	237,000	-	237,000
001.7000.329600	Concurrency Fees	62,000	-	62,000	-	62,000
001.8000.329700	Public Works Permit	50,000	-	50,000	-	50,000
001.5000.335120	State Revenue Sharing	1,014,000	-	1,014,000	-	1,014,000
001.5000.335150	Alcoholic Beverage Tax	50,000	-	50,000	-	50,000
001.5000.335180	Half Cent Sales Tax	3,100,000	-	3,100,000	-	3,100,000
001.4000.338100	County Business License	40,000	-	40,000	-	40,000
001.1200.341900	Lien Search Fees - City Clerk	15,000	-	15,000	-	15,000
001.7100.341900	Lien Search Fees	85,000	-	85,000	-	85,000
001.1200.341901	Election Qualifying Fees - Clerk	20,000	-	20,000	-	20,000
001.7000.341902	Building Administrative Fees	79,000	-	79,000	-	79,000
001.7000.341903	Building Records Request Fees	46,000	-	46,000	-	46,000
001.6000.342100	Police Off Duty Services	175,000	-	175,000	-	175,000
001.6000.342110	Police Services	10,000	-	10,000	-	10,000
001.6000.342115	School Crossing Guards	90,000	-	90,000	-	90,000
001.7000.342901	Building Recertification fees - 40yr	151,000	-	151,000	-	151,000
001.9000.347200	Recreation Fees	225,000	-	225,000	-	225,000
001.9000.347201	Recreation - Rentals	61,000	-	61,000	-	61,000
001.9000.347400	Recreation - Special Events	52,000	-	52,000	-	52,000
001.9000.347402	Recreation - Camps	25,000	-	25,000	-	25,000
001.9000.347403	Recreation - Tennis	130,000	-	130,000	-	130,000
001.9000.347.404	Recreation - Soccer	54,000	-	54,000	-	54,000
001.6000.351100	Judgement & Fines	425,000	-	425,000	-	425,000
001.6000.351150	Saftey Camera Program	560,000	-	560,000	-	560,000
001.7100.351100	Code Judgement & Fines	29,000	-	29,000	-	29,000
001.7000.359101	Fines - Permits Violations	126,000	-	126,000	-	126,000
001.5000.361100	Interest Income	250,000	-	250,000	-	250,000
001.5000.369100	Miscellaneous Income	25,000	-	25,000	-	25,000
001.7000.369101	Misc. Inc.-O/T Recv Special Insp.	86,000	-	86,000	-	86,000
001.7000.369102	Misc. Inc. - Copy Fees/Scanning	52,000	-	52,000	-	52,000
001.6000.369103	Police Take Home Vehicles	100,000	-	100,000	-	100,000
001.5000.389500	Appropriation of Fund Balance	11,609,113	(16,530,887.20)	(4,921,774)	-	(4,921,774)
	TOTAL	\$58,003,113.00	(\$16,530,887.20)	\$41,472,225.80	\$4,141,429.84	\$45,613,655.64

City of Doral
Proposed General Fund Budget Amendments
Fiscal Year 2012 - 2013

A	B	C	D	E	F	G	H	I	J
Account Number	Account Title	Approved Budget 2012 - 2013	Dept/Fin/Mgr Approved Transfer 2012 - 2013	City Manager Amendments Personnel & Fringe	City Manager Amendments Operating	City Manager Amendments Capital	City Manager Proposed Budget TOTAL	Encumbrance Carry Over Ord 2012-31	Amended Budget 2012 - 2013
GENERAL FUND - 001									
OFFICE OF THE MAYOR & COUNCIL									
001.10005.500110	CHARTER COMPENSATION	100,286.00	-	19,205.00	-	-	119,491.00	-	119,491.00
001.10005.500120	FULL TIME SALARIES	82,606.00	-	(3,150.00)	-	-	79,456.00	-	79,456.00
001.10005.500125	COMPENSATED ABSENCES	3,165.00	-	(3,165.00)	-	-	-	-	-
001.10005.500140	OVERTIME	-	-	6.00	-	-	6.00	-	6.00
001.10005.500210	FICA & MICA TAXES	19,613.00	-	1,130.00	-	-	20,743.00	-	20,743.00
001.10005.500220	RETIREMENT CONTRIBUTIONS	27,964.00	-	(167.00)	-	-	27,797.00	-	27,797.00
001.10005.500230	LIFE & HEALTH INSURANCE	113,773.00	-	(5,000.00)	-	-	108,773.00	-	108,773.00
	TOTAL PERSONNEL COSTS	347,407.00	-	8,859.00	-	-	356,266.00	-	356,266.00
001.10005.500400	TRAVEL & PER DIEM	25,000.00	-	-	(19,000.00)	-	6,000.00	-	6,000.00
001.10005.50040A	COUNCIL SEAT ONE	15,000.00	-	-	(10,000.00)	-	5,000.00	-	5,000.00
001.10005.50040B	COUNCIL SEAT TWO	15,000.00	-	-	(10,000.00)	-	5,000.00	-	5,000.00
001.10005.50040C	COUNCIL SEAT THREE	15,000.00	-	-	(10,000.00)	-	5,000.00	-	5,000.00
001.10005.50040D	COUNCIL SEAT FOUR	15,000.00	-	-	(10,000.00)	-	5,000.00	-	5,000.00
001.10005.50040E	COUNCIL SEAT FIVE	15,000.00	-	-	(10,000.00)	-	5,000.00	-	5,000.00
001.10005.500401	COUNCIL STIPEND	63,300.00	-	-	17,594.00	-	80,894.00	-	80,894.00
001.10005.500410	COMMUNICATIONS & FREIGHT SERVICES	14,280.00	-	-	(1,500.00)	-	12,780.00	-	12,780.00
001.10005.500510	OFFICE SUPPLIES	2,700.00	-	-	4,300.00	-	7,000.00	-	7,000.00
001.10005.500540	DUE, SUBSCRIPTIONS & MEMBERSHIPS	25,375.00	-	-	(5,700.00)	-	19,675.00	-	19,675.00
	TOTAL OPERATING COST	205,655.00	-	-	(54,306.00)	-	151,349.00	-	151,349.00
001.10005.500640	CAPITAL OUTLAY - OFFICE EQUIPMENT & M	10,000.00	-	-	-	(4,328.00)	5,672.00	-	5,672.00
	TOTAL CAPITAL OUTLAY	10,000.00	-	-	-	(4,328.00)	5,672.00	-	5,672.00
	Total Mayor & Council	563,062.00	-	8,859.00	(54,306.00)	(4,328.00)	513,287.00	-	513,287.00

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OFFICE OF THE CITY MANAGER									
001.11005.500111	ADMINISTRATIVE SALARIES	310,343.00	-	(16,561.14)	-	-	293,781.86	-	293,781.86
001.11005.500120	FULL TIME SALARIES	72,699.00	-	14,939.00	-	-	87,638.00	-	87,638.00
001.11005.500125	COMPENSATED ABSENCES	18,013.00	-	18,987.00	-	-	37,000.00	-	37,000.00
001.11005.500140	OVERTIME	-	-	150.00	-	-	150.00	-	150.00
001.11005.500210	FICA & MICA TAXES	32,003.00	-	1,339.89	-	-	33,342.89	-	33,342.89
001.11005.500220	RETIREMENT CONTRIBUTIONS	45,965.00	-	1,140.00	-	-	47,105.00	-	47,105.00
001.11005.500230	LIFE & HEALTH INSURANCE	36,932.00	-	8,463.00	-	-	45,395.00	-	45,395.00
	TOTAL PERSONNEL COSTS	515,955.00	-	28,457.75	-	-	544,412.75	-	544,412.75
001.11005.500400	TRAVEL & PER DIEM	35,000.00	-	-	(13,825.00)	-	21,175.00	-	21,175.00
001.11005.500410	COMMUNICATIONS & FREIGHT SERVICES	5,880.00	-	-	1,665.00	-	7,545.00	-	7,545.00
001.11005.500440	RENTALS & LEASES	-	-	-	-	-	-	-	-
001.11005.500450	INSURANCE	2,160.00	-	-	-	-	2,160.00	-	2,160.00
001.11005.500510	OFFICE SUPPLIES	3,400.00	-	-	-	-	3,400.00	-	3,400.00
001.11005.500540	DUE, SUBSCRIPTIONS & MEMBERSHIPS	15,000.00	-	-	-	-	15,000.00	-	15,000.00
	TOTAL OPERATING COST	61,440.00	-	-	(12,160.00)	-	49,280.00	-	49,280.00
001.11005.500640	CAPITAL OUTLAY - OFFICE EQUIP. & MACH.	2,000.00	-	-	-	-	2,000.00	-	2,000.00
	TOTAL CAPITAL OUTLAY	2,000.00	-	-	-	-	2,000.00	-	2,000.00
	Total Manager	579,395.00	-	28,457.75	(12,160.00)	-	595,692.75	-	595,692.75

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DIVISION OF PUBLIC AFFAIRS									
001.11505.500111	ADMINISTRATIVE SALARIES	-	-	42,320.00			42,320.00	-	42,320.00
001.11505.500120	FULL TIME SALARIES	245,691.00	-	(82,922.00)	-	-	162,769.00	-	162,769.00
001.11505.500125	COMPENSATED ABSENCES	9,933.00	-	(7,000.00)	-	-	2,933.00	-	2,933.00
001.11505.500210	FICA & MICA TAXES	21,166.00	-	(3,642.00)	-	-	17,524.00	-	17,524.00
001.11505.500220	RETIREMENT CONTRIBUTIONS	29,483.00	-	(9,302.00)	-	-	20,181.00	-	20,181.00
001.11505.500230	LIFE & HEALTH INSURANCE	35,749.00	-	-	-	-	35,749.00	-	35,749.00
	TOTAL PERSONNEL COSTS	342,022.00	-	(60,546.00)	-	-	281,476.00	-	281,476.00
001.11505.500310	PROFESSIONAL SERVICES	90,000.00	-	-	(90,000.00)	-	-	8,010.00	8,010.00
001.11505.500340	CONTRACTUAL SERVICES	362,600.00	-	-	(114,727.00)	-	247,873.00	36,750.00	284,623.00
001.11505.500400	TRAVEL & PER DIEM	32,470.00	-	-	(13,695.00)	-	18,775.00	-	18,775.00
001.11505.500410	COMMUNICATIONS & FREIGHT SERVICES	5,400.00	-	-	450.00	-	5,850.00	-	5,850.00
001.11505.500481	PROMOTIONAL ACTIVITIES - PIO	90,000.00	-	-	(75,000.00)	-	15,000.00	-	15,000.00
001.11505.500482	PROMOTIONAL ACTIVITIES ECO DEV	130,880.00	-	-	-	-	130,880.00	-	130,880.00
001.11505.500483	PROMOTIONAL ACTIVITIES ECO DEV BOAR	90,000.00	-	-	-	-	90,000.00	-	90,000.00
001.11505.500510	OFFICE SUPPLIES	4,750.00	-	-	-	-	4,750.00	-	4,750.00
001.11505.500540	DUE, SUBSCRIPTIONS & MEMBERSHIPS	20,304.00	-	-	(16,800.00)	-	3,504.00	-	3,504.00
	TOTAL OPERATING COST	826,404.00	-	-	(309,772.00)	-	516,632.00	44,760.00	561,392.00
001.11505.500640	CAPITAL OUTLAY - OFFICE EQUIP. & MACH.	10,000.00	-	-	-	(5,000.00)	5,000.00	-	5,000.00
	TOTAL CAPITAL OUTLAY	10,000.00	-	-	-	(5,000.00)	5,000.00	-	5,000.00
	Total Public Affairs	1,178,426.00	-	(60,546.00)	(309,772.00)	(5,000.00)	803,108.00	44,760.00	847,868.00

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Proposed General Fund Budget Amendments
Fiscal Year 2012 - 2013

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OFFICE OF THE CITY CLERK									
001.12005.500111	ADMINISTRATIVE SALARIES	79,372.00	-	(267.00)	-	-	79,105.00	-	79,105.00
001.12005.500120	FULL TIME SALARIES	74,362.00	-	(9,000.00)	-	-	65,362.00	-	65,362.00
001.12005.500125	COMPENSATED ABSENCES	5,890.00	-	3,500.00	-	-	9,390.00	-	9,390.00
001.12005.500130	OTHER SALARIES	-	-	3,067.00	-	-	3,067.00	-	3,067.00
001.12005.500140	OVERTIME	2,000.00	-	-	-	-	2,000.00	-	2,000.00
001.12005.500210	FICA & MICA TAXES	12,993.00	-	(207.00)	-	-	12,786.00	-	12,786.00
001.12005.500220	RETIREMENT CONTRIBUTIONS	18,448.00	-	(2,297.50)	-	-	16,150.50	-	16,150.50
001.12005.500230	LIFE & HEALTH INSURANCE	19,521.00	-	(3,500.00)	-	-	16,021.00	-	16,021.00
	TOTAL PERSONNEL COSTS	212,586.00	-	(8,704.50)	-	-	203,881.50	-	203,881.50
001.12005.500310	PROFESSIONAL SERVICES	38,400.00	-	-	-	-	38,400.00	-	38,400.00
001.12005.500331	SPECIAL MASTERS RECORDING	5,000.00	-	-	(1,500.00)	-	3,500.00	-	3,500.00
001.12005.500400	TRAVEL & PER DIEM	9,270.00	-	-	-	-	9,270.00	-	9,270.00
001.12005.500410	COMMUNICATIONS & FREIGHT SERVICES	3,500.00	-	-	(250.00)	-	3,250.00	-	3,250.00
001.12005.500440	RENTALS & LEASES	25,000.00	-	-	(10,000.00)	-	15,000.00	-	15,000.00
001.12005.500460	REPAIRS & MAINTENANCE - OFFICE EQUIP	43,500.00	-	-	-	-	43,500.00	-	43,500.00
001.12005.500470	PRINTING & BINDING	36,700.00	-	-	(15,000.00)	-	21,700.00	15,493.70	37,193.70
001.12005.500491	LEGAL ADVERTISING	130,000.00	(1,000.00)	-	(20,000.00)	-	109,000.00	69,855.99	178,855.99
001.12005.500495	ELECTION EXPENSES	58,710.00	-	-	-	-	58,710.00	-	58,710.00
001.12005.500510	OFFICE SUPPLIES	2,375.00	-	-	(875.00)	-	1,500.00	-	1,500.00
001.12005.500520	OPERATING SUPPLIES	11,400.00	-	-	(1,600.00)	-	9,800.00	-	9,800.00
001.12005.500540	DUE, SUBSCRIPTIONS & MEMBERSHIPS	2,775.00	1,000.00	-	-	-	3,775.00	-	3,775.00
	TOTAL OPERATING COST	366,630.00	-	-	(49,225.00)	-	317,405.00	85,349.69	402,754.69
001.12005.500640	CAPITAL OUTLAY - OFFICE EQUIPMENT & M	2,000.00	-	-	-	(1,000.00)	1,000.00	-	1,000.00
	TOTAL CAPITAL OUTLAY	2,000.00	-	-	-	(1,000.00)	1,000.00	-	1,000.00
	Total Clerk	581,216.00	-	(8,704.50)	(49,225.00)	(1,000.00)	522,286.50	85,349.69	607,636.19

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HUMAN RESOURCES									
001.20005.500111	ADMINISTRATIVE SALARIES	85,637.00	-	(7,863.00)			77,774.00	-	77,774.00
001.20005.500120	FULL TIME SALARIES	120,661.00	-	(25,226.00)			95,435.00	-	95,435.00
001.20005.500130	OTHER SALARIES	-	-	-	-	-	-	-	-
001.20005.500125	COMPENSATED ABSENCES	7,878.00	-	2,200.00			10,078.00	-	10,078.00
001.20005.500140	OVERTIME	1,000.00	-	(970.00)	-	-	30.00	-	30.00
001.20005.500210	FICA & MICA TAXES	16,999.00	-	(2,437.00)			14,562.00	-	14,562.00
001.20005.500220	RETIREMENT CONTRIBUTIONS	24,756.00	-	(5,422.50)	-	-	19,333.50	-	19,333.50
001.20005.500230	LIFE & HEALTH INSURANCE	38,135.00	-	(4,427.00)	-	-	33,708.00	-	33,708.00
	TOTAL PERSONNEL COSTS	295,066.00	-	(44,145.50)	-	-	250,920.50	-	250,920.50
001.20005.500310	PROFESSIONAL SERVICES	12,500.00	-	-	-	-	12,500.00	-	12,500.00
001.20005.500340	OTHER CONTRACTUAL SERVICES	31,595.00	4,800.00	-	-	-	36,395.00	-	36,395.00
001.20005.500400	TRAVEL & PER DIEM	8,772.00	-	-	100.00	-	8,872.00	-	8,872.00
001.20005.500410	COMMUNICATIONS & FREIGHT SERVICES	1,800.00	280.00	-	-	-	2,080.00	-	2,080.00
001.20005.500440	RENTALS & LEASES	-	-	-	-	-	-	-	-
001.20005.500460	REPAIRS & MAINTENANCE - OFFICE EQUIP	27,600.00	-	-	-	-	27,600.00	-	27,600.00
001.20005.500470	PRINTING & BINDING	6,225.00	-	-	(2,902.00)	-	3,323.00	-	3,323.00
001.20005.500480	PROMOTIONAL ACTIVITIES	21,000.00	-	-	(14,379.00)	-	6,621.00	-	6,621.00
001.20005.500510	OFFICE SUPPLIES	2,525.00	-	-	-	-	2,525.00	-	2,525.00
001.20005.500520	OPERATING SUPPLIES	360.00	-	-	(60.00)	-	300.00	-	300.00
001.20005.500540	DUE, SUBSCRIPTIONS & MEMBERSHIPS	61,595.00	(4,800.00)	-	(12,522.00)	-	44,273.00	-	44,273.00
	TOTAL OPERATING COST	173,972.00	280.00	-	(29,763.00)	-	144,489.00	-	144,489.00
001.20005.500640	CAPITAL OUTLAY - OFFICE EQUIPMENT & M	2,140.00	(280.00)	-	-	-	1,860.00	-	1,860.00
	TOTAL CAPITAL OUTLAY	2,140.00	(280.00)	-	-	-	1,860.00	-	1,860.00
	Total Human Resources	471,178.00	-	(44,145.50)	(29,763.00)	-	397,269.50	-	397,269.50

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Account Number	Account Title	Approved Budget 2012 - 2013	Dept/Fin/Mgr Approved Transfer 2012 - 2013	City Manager Amendments Personnel & Fringe	City Manager Amendments Operating	City Manager Amendments Capital	City Manager Proposed Budget TOTAL	Encumbrance Carry Over Ord 2012-31	Amended Budget 2012 - 2013
FINANCE DEPARTMENT									
001.21005.500111	ADMINISTRATIVE SALARIES	127,991.00	-	(433.00)	-	-	127,558.00	-	127,558.00
001.21005.500120	FULL TIME SALARIES	268,927.00	-	6,734.00	-	-	275,661.00	-	275,661.00
001.21005.500130	OTHER SALARIES	-	-	-	-	-	-	-	-
001.21005.500125	COMPENSATED ABSENCES	15,208.00	-	(10,000.00)	-	-	5,208.00	-	5,208.00
001.21005.500140	OVERTIME	2,000.00	-	500.00	-	-	2,500.00	-	2,500.00
001.21005.500210	FICA & MICA TAXES	32,355.00	-	(245.00)	-	-	32,110.00	-	32,110.00
001.21005.500220	RETIREMENT CONTRIBUTIONS	47,630.00	-	(3,122.40)	-	-	44,507.60	-	44,507.60
001.21005.500230	LIFE & HEALTH INSURANCE	50,742.00	-	9,766.00	-	-	60,508.00	-	60,508.00
	TOTAL PERSONNEL COSTS	544,853.00	-	3,199.60	-	-	548,052.60	-	548,052.60
001.21005.500310	PROFESSIONAL SERVICES	21,500.00	-	-	(11,500.00)	-	10,000.00	-	10,000.00
001.21005.500321	INDEPENDENT AUDITORS	54,500.00	-	-	(6,500.00)	-	48,000.00	-	48,000.00
001.21005.500340	CONTRACTUAL SERVICES	60,000.00	-	-	(30,000.00)	-	30,000.00	15,380.00	45,380.00
001.21005.500400	TRAVEL & PER DIEM	12,530.00	-	-	(4,530.00)	-	8,000.00	-	8,000.00
001.21005.500410	COMMUNICATION & FREIGHT	3,850.00	-	-	(250.00)	-	3,600.00	-	3,600.00
001.21005.500440	RENTALS & LEASES	-	-	-	-	-	-	-	-
001.21005.500460	REPAIR & MAINTENANCE OFFICE EQUIP'	36,000.00	-	-	(1,000.00)	-	35,000.00	-	35,000.00
001.21005.500470	PRINTING & BINDING	5,000.00	-	-	-	-	5,000.00	-	5,000.00
001.21005.500510	OFFICE SUPPLIES	3,550.00	-	-	-	-	3,550.00	-	3,550.00
001.21005.500540	DUE, SUBSCRIPTIONS & MEMBERSHIPS	4,160.00	-	-	(1,600.00)	-	2,560.00	-	2,560.00
	TOTAL OPERATING COST	201,090.00	-	-	(55,380.00)	-	145,710.00	15,380.00	161,090.00
001.21005.500640	CAPITAL OUTLAY - OFFICE EQUIPMENT & M	2,000.00	-	-	-	495.00	2,495.00	192.63	2,687.63
	TOTAL CAPITAL OUTLAY	2,000.00	-	-	-	495.00	2,495.00	192.63	2,687.63
	Total Finance	747,943.00	-	3,199.60	(55,380.00)	495.00	696,257.60	15,572.63	711,830.23

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PROCUREMENT									
001.21505.500111	ADMINISTRATIVE SALARIES	66,555.00	-	(66,555.00)	-	-	-	-	-
001.21505.500120	FULL TIME SALARIES	32,625.00	-	57,736.00	-	-	90,361.00	-	90,361.00
001.21505.500125	COMPENSATED ABSENCES	3,800.00	-	(2,800.00)	-	-	1,000.00	-	1,000.00
001.21505.500130	OTHER SALARIES	-	-	-	-	-	-	-	-
001.21505.500140	OVERTIME	-	-	50.00	-	-	50.00	-	50.00
001.21505.500210	FICA & MICA TAXES	8,016.00	-	(885.00)	-	-	7,131.00	-	7,131.00
001.21505.500220	RETIREMENT CONTRIBUTIONS	11,902.00	-	(2,690.75)	-	-	9,211.25	-	9,211.25
001.21505.500230	LIFE & HEALTH INSURANCE	23,088.00	-	(17,900.00)	-	-	5,188.00	-	5,188.00
	TOTAL PERSONNEL COSTS	145,986.00	-	(33,044.75)	-	-	112,941.25	-	112,941.25
001.21505.500310	PROFESSIONAL SERVICES	-	-	-	-	-	-	-	-
001.21505.500340	CONTRACTUAL SERVICES	15,000.00	-	-	(15,000.00)	-	-	-	-
001.21505.500400	TRAVEL & PER DIEM	2,875.00	-	-	(2,800.00)	-	75.00	-	75.00
001.21505.500410	COMMUNICATION & FREIGHT	6,000.00	-	-	(6,000.00)	-	-	-	-
001.21505.500460	REPAIR & MAINTENANCE OFFICE EQUIP'	100.00	-	-	(100.00)	-	-	-	-
001.21505.500470	PRINTING & BINDING	250.00	-	-	-	-	250.00	-	250.00
001.21505.500510	OFFICE SUPPLIES	250.00	-	-	-	-	250.00	-	250.00
001.21505.500540	DUE, SUBSCRIPTIONS & MEMBERSHIPS	1,000.00	-	-	(851.00)	-	149.00	-	149.00
	TOTAL OPERATING COST	25,475.00	-	-	(24,751.00)	-	724.00	-	724.00
001.21505.500640	CAPITAL OUTLAY - OFFICE EQUIPMENT & M	2,000.00	-	-	-	(1,575.00)	425.00	-	425.00
	TOTAL CAPITAL OUTLAY	2,000.00	-	-	-	(1,575.00)	425.00	-	425.00
	Total Procurement	173,461.00	-	(33,044.75)	(24,751.00)	(1,575.00)	114,090.25	-	114,090.25

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INFORMATION TECHNOLOGY SERVICES									
001.22005.500111	ADMINISTRATIVE SALARIES	88,999.00	-	(6,501.00)	-	-	82,498.00	-	82,498.00
001.22005.500120	FULL TIME SALARIES	407,447.00	-		-	-	407,447.00	-	407,447.00
001.22005.500125	COMPENSATED ABSENCES	19,021.00	-	(6,000.00)	-	-	13,021.00	-	13,021.00
001.22005.500130	OTHER SALARIES	-	-	-	-	-	-	-	-
001.22005.500140	OVERTIME	-	-	-	-	-	-	-	-
001.22005.500210	FICA & MICA TAXES	40,108.00	-	(497.00)	-	-	39,611.00	-	39,611.00
001.22005.500220	RETIREMENT CONTRIBUTIONS	59,574.00	-	(5,215.72)	-	-	54,358.28	-	54,358.28
001.22005.500230	LIFE & HEALTH INSURANCE	78,315.00	-	-	-	-	78,315.00	-	78,315.00
	TOTAL PERSONNEL COSTS	693,464.00	-	(18,213.72)	-	-	675,250.28	-	675,250.28
001.22005.500310	PROFESSIONAL SERVICES	329,060.00	-	-	(12,650.00)	-	316,410.00	47,000.00	363,410.00
001.22005.500400	TRAVEL & PER DIEM	19,720.00	-	-	(10,727.00)	-	8,993.00	-	8,993.00
001.22005.500410	COMMUNICATIONS & FREIGHT SERVICES	255,700.00	-	-	15,000.00	-	270,700.00	-	270,700.00
001.22005.500440	RENTALS & LEASES	-	-	-	-	-	-	-	-
001.22005.500460	REPAIRS & MAINTENANCE	223,120.00	-	-	(53,784.00)	-	169,336.00	-	169,336.00
001.22005.500461	REPAIRS & MAINTENANCE - VEHICLES	1,000.00	-	-	800.00	-	1,800.00	-	1,800.00
001.22005.500510	OFFICE SUPPLIES	800.00	-	-	-	-	800.00	-	800.00
001.22005.500520	OPERATING SUPPLIES	77,800.00	-	-	(2,000.00)	-	75,800.00	-	75,800.00
001.22005.500521	OPERATING SUPPLIES - FUEL	700.00	-	-	(400.00)	-	300.00	-	300.00
001.22005.500540	DUE, SUBSCRIPTIONS & MEMBERSHIPS	18,000.00	-	-	(6,184.00)	-	11,816.00	-	11,816.00
	TOTAL OPERATING COST	925,900.00	-	-	(69,945.00)	-	855,955.00	47,000.00	902,955.00
001.22005.500640	CAPITAL OUTLAY	353,300.00	-	-	-	-	353,300.00	-	353,300.00
	TOTAL CAPITAL OUTLAY	353,300.00	-	-	-	-	353,300.00	-	353,300.00
Total Information Technology		1,972,664.00	-	(18,213.72)	(69,945.00)	-	1,884,505.28	47,000.00	1,931,505.28

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OFFICE OF THE CITY ATTORNEY									
001.30005.500311	PROFESSIONAL SVC.- CITY ATTORNEY AGF	460,000.00	-	-	64,000.00	-	524,000.00	-	524,000.00
001.30005.500312	PROFESSIONAL SVC.- ATTORNEY OTHER	100,000.00	-	-	275,000.00	-	375,000.00	-	375,000.00
001.30005.500313	PROFESSIONAL SVC.- LITIGATION	50,000.00	-	-	(50,000.00)	-	-	-	-
001.30005.500410	COMMUNICATION & FREIGHT	500.00	-	-	100.00	-	600.00	-	600.00
	Total Attorney	610,500.00	-	-	289,100.00	-	899,600.00	-	899,600.00

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PLANNING & ZONING & LICENSES DEPARTMENT									
001.40005.500111	ADMINISTRATIVE SALARIES	99,286.00	-	4,126.00	-	-	103,412.00	-	103,412.00
001.40005.500120	FULL TIME SALARIES	336,439.00	-	26,166.00	-	-	362,605.00	-	362,605.00
001.40005.500130	OTHER SALARIES	-	-	-	-	-	-	-	-
001.40005.500125	COMPENSATED ABSENCES	16,694.00	-	(10,000.00)	-	-	6,694.00	-	6,694.00
001.40005.500140	OVERTIME	2,600.00	-	(1,600.00)	-	-	1,000.00	-	1,000.00
001.40005.500210	FICA & MICA TAXES	35,346.00	-	1,430.00	-	-	36,776.00	-	36,776.00
001.40005.500220	RETIREMENT CONTRIBUTIONS	52,287.00	-	(875.34)	-	-	51,411.66	-	51,411.66
001.40005.500230	LIFE & HEALTH INSURANCE	68,720.00	-	11,265.00	-	-	79,985.00	-	79,985.00
	TOTAL PERSONNEL COSTS	611,372.00	-	30,511.66	-	-	641,883.66	-	641,883.66
001.40005.500310	PROFESSIONAL SERVICES	167,540.00	-	-	(35,000.00)	-	132,540.00	47,610.15	180,150.15
001.40005.500340	OTHER CONTRACTUAL SERVICES	7,000.00	-	-	-	-	7,000.00	-	7,000.00
001.40005.500400	TRAVEL & PER DIEM	16,555.00	-	-	(3,830.00)	-	12,725.00	-	12,725.00
001.40005.500410	COMMUNICATIONS & FREIGHT SERVICES	9,595.00	-	-	(2,000.00)	-	7,595.00	-	7,595.00
001.40005.500440	RENTALS & LEASES	-	-	-	-	-	-	-	-
001.40005.500461	REPAIRS & MAINTENANCE VEHICLES	1,250.00	-	-	(300.00)	-	950.00	-	950.00
001.40005.500470	PRINTING & BINDING	13,152.00	-	-	(2,500.00)	-	10,652.00	-	10,652.00
001.40005.500510	OFFICE SUPPLIES	1,250.00	-	-	-	-	1,250.00	-	1,250.00
001.40005.500520	OPERATING SUPPLIES	14,600.00	-	-	(100.00)	-	14,500.00	-	14,500.00
001.40005.500521	OPERATING SUPPLIES - VEHICLES	1,063.00	-	-	(275.00)	-	788.00	-	788.00
001.40005.500540	DUE, SUBSCRIPTIONS & MEMBERSHIPS	5,420.00	-	-	(1,400.00)	-	4,020.00	-	4,020.00
001.4000.321100	BUSINESS TAX	-	-	-	(90,000.00)	-	(90,000.00)	-	(90,000.00)
	TOTAL OPERATING COST	237,425.00	-	-	(135,405.00)	-	102,020.00	47,610.15	239,630.15
001.40005.500640	CAPITAL OUTLAY	2,000.00	-	-	-	(1,500.00)	500.00	120,061.89	120,561.89
001.40005.500641	CAPITAL OUTLAY- Vehicles	-	-	-	-	-	-	24,977.00	24,977.00
	TOTAL CAPITAL OUTLAY	2,000.00	-	-	-	(1,500.00)	500.00	145,038.89	145,538.89
	Total Planning & Zoning	850,797.00	-	30,511.66	(135,405.00)	(1,500.00)	744,403.66	192,649.04	1,027,052.70

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GENERAL GOVERNMENT									
001.50005.500121	NON-RECURRING PERFORMANCE AWARD\$	360,465.00	-	(150,000.00)	-	-	210,465.00	-	210,465.00
001.50005.500210	PAYROLL TAXES	27,575.00	-	(11,475.00)	-	-	16,100.00	-	16,100.00
001.50005.500240	WORKERS' COMPENSATION	190,000.00	-		65,000.00	-	255,000.00	-	255,000.00
	TOTAL PERSONNEL COSTS	578,040.00	-	(161,475.00)	65,000.00	-	481,565.00	-	481,565.00
001.50005.500250	UNEMPLOYMENT COMPENSATION	30,000.00	-	-	30,000.00	-	60,000.00	-	60,000.00
001.50005.500310	PROFESSIONAL SERVICES	380,000.00	-	-	(39,000.00)	-	341,000.00	41,670.00	382,670.00
001.50005.500340	OTHER CONTRACTUAL SERVICES	96,000.00	-	-	(20,000.00)	-	76,000.00	-	76,000.00
001.50005.500400	TRAVEL & PER DIEM	5,000.00	-	-	(5,000.00)	-	-	-	-
001.50005.500410	COMMUNICATIONS & FREIGHT SERVICES	100,000.00	-	-	-	-	100,000.00	-	100,000.00
001.50005.500430	UTILITY SERVICES	330,000.00	-	-	(180,000.00)	-	150,000.00	-	150,000.00
001.50005.500440	RENTALS & LEASES	7,000.00	-	-	(3,000.00)	-	4,000.00	-	4,000.00
001.50005.500450	INSURANCE	504,000.00	-	-	(90,000.00)	-	414,000.00	-	414,000.00
001.50005.500460	REPAIRS & MAINTENANCE	38,900.00	-	-	(5,000.00)	-	33,900.00	-	33,900.00
001.50005.500470	PRINTING & BINDING	60,500.00	-	-	(20,000.00)	-	40,500.00	-	40,500.00
001.50005.500480	PROMOTIONAL ACTIVITIES	-	-	-	-	-	-	-	-
001.50005.500490	OTHER CURRENT CHARGES	142,600.00	-	-	(37,000.00)	-	105,600.00	-	105,600.00
001.50005.500492	CONTINGENT RESERVE	1,004,809.00	-	-	(734,500.71)	-	270,308.29	22,156.25	292,464.54
001.50005.500520	OPERATING SUPPLIES	29,000.00	-	-	(10,000.00)	-	19,000.00	-	19,000.00
001.50005.500524	OPERATING SUPPLIES- ECONOMIC DEVELC	-	-	-	-	-	-	-	-
	TOTAL OPERATING COST	2,727,809.00	-	-	(1,113,500.71)	-	1,614,308.29	63,826.25	1,678,134.54
001.50005.500640	CAPITAL OUTLAY	-	-	-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	-	-	-	-	-	-	-	-
DEBT SERVICE									
001.50005.500710	DEBT SERVICE - PRINCIPAL EXPENSE	1,061,291.00	-	-	-	-	1,061,291.00	-	1,061,291.00
001.50005.500712	DEBT SERVICE - STATE OF FLORIDA	300.00	-	-	-	-	300.00	-	300.00
001.50005.500720	DEBT SERVICE - INTEREST EXPENSE	883,963.00	-	-	-	-	883,963.00	-	883,963.00
Total Debt Service		1,945,554.00	-	-	-	-	1,945,554.00	-	1,945,554.00
QNIP									
001.50005.500731	QUALITY NEIGHBORHOOD IMPROVEMENT PROGRAM	-	-	-	-	-	-	-	-
Total Mitigation and QNIP		-	-	-	-	-	-	-	-
001.50005.500820	GRANTS & AIDS	145,000.00	-	-	(50,000.00)	-	95,000.00	-	95,000.00
	TOTAL GRANTS & AIDS	145,000.00	-	-	(50,000.00)	-	95,000.00	-	95,000.00
OPERATING TRANSFERS									
001.50005.500910	TRANSFER TO TRANSPORTATION FUND	2,000,000.00	-	-	-	-	2,000,000.00	-	2,000,000.00
001.50005.500912	TRANSFER TO CAPITAL IMPROVEMENT FUND	7,323,000.00	-	-	(7,323,000.00)	-	-	-	-
001.50005.500913	TRANSFER TO CHINESE DRYWALL/City Hall	-	-	-	(224,635.00)	-	(224,635.00)	-	(224,635.00)
	Total Operating Transfers	9,323,000.00	-	-	(7,547,635.00)	-	1,775,365.00	-	1,775,365.00
	Total General Government	14,719,403.00	-	(161,475.00)	(8,646,135.71)	-	5,911,792.29	63,826.25	5,975,618.54
POLICE DEPARTMENT									
001.60005.500111	ADMINISTRATIVE SALARIES	150,530.00	-	(31,500.00)	-	-	119,030.00	-	119,030.00
001.60005.500121	FULL TIME SALARIES - SWORN	5,434,385.00	-	(500,394.00)	-	-	4,933,991.00	-	4,933,991.00
001.60005.500120	FULL TIME SALARIES	1,063,090.00	-	(110,936.00)	-	-	952,154.00	-	952,154.00
001.60005.500125	COMPENSATED ABSENCES	243,557.00	-	(110,000.00)	-	-	133,557.00	-	133,557.00

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001.60005.500130	OTHER SALARIES	-	-	26,915.00	-	-	26,915.00	-	26,915.00
001.60005.500140	OVERTIME	500,000.00	-	150,000.00	-	-	650,000.00	-	650,000.00
001.6000.342100	POLICE OFF DUTY SERVICES RECOVERY			(500,000.00)			(500,000.00)		(500,000.00)
001.60005.500150	SPECIAL PAY - OFF DUTY	200,000.00	-	500,000.00	-	-	700,000.00	-	700,000.00
001.60005.500151	SPECIAL PAY - DIFFERENTIAL	175,000.00	-	-	-	-	175,000.00	-	175,000.00
001.60005.500152	SPECIAL PAY - INCENTIVE	60,000.00	-	-	-	-	60,000.00	-	60,000.00
001.60005.500210	FICA & MICA TAXES	598,870.00	-	(44,057.00)	-	-	554,813.00	-	554,813.00
001.60005.500220	RETIREMENT CONTRIBUTIONS	1,116,369.00	-	57,654.81	-	-	1,174,023.81	-	1,174,023.81
001.60005.500230	LIFE & HEALTH INSURANCE	1,020,425.00	-	(31,034.00)	-	-	989,391.00	-	989,391.00
	TOTAL PERSONNEL COSTS	10,562,226.00	-	(593,351.19)	-	-	9,968,874.81	-	9,968,874.81
001.60005.500310	PROFESSIONAL SERVICES	5,000.00	-	-	-	-	5,000.00	155,800.00	160,800.00
001.60005.500340	OTHER CONTRACTUAL SERVICES	5,000.00	2,000.00	-	-	-	7,000.00	-	7,000.00
001.60005.500342	CONTRACT - SCHOOL CROSSING GUARDS	200,000.00	-	-	-	-	200,000.00	-	200,000.00
001.60005.500343	CONTRACT - SAFETY RED LIGHT CAMERAS	305,000.00	-	-	-	-	305,000.00	-	305,000.00
001.60005.500350	INVESTIGATIONS	1,500.00	-	-	-	-	1,500.00	-	1,500.00
001.60005.500400	TRAVEL & PER DIEM	15,000.00	-	-	-	-	15,000.00	-	15,000.00
001.60005.500410	COMMUNICATIONS & FREIGHT SERVICES	237,080.00	-	-	(37,110.00)	-	199,970.00	-	199,970.00
001.60005.500430	UTILITY SERVICES	3,500.00	-	-	(1,000.00)	-	2,500.00	-	2,500.00
001.60005.500440	RENTALS & LEASES	328,970.00	-	-	(50,000.00)	-	278,970.00	-	278,970.00
001.60005.500460	REPAIRS & MAINTENANCE	396,000.00	-	-	(30,500.00)	-	365,500.00	-	365,500.00
001.60005.500470	PRINTING & BINDING	5,000.00	-	-	(1,500.00)	-	3,500.00	-	3,500.00
001.60005.500480	PROMOTIONAL ACTIVITIES	5,000.00	-	-	(2,000.00)	-	3,000.00	-	3,000.00
001.60005.500510	OFFICE SUPPLIES	8,000.00	15,000.00	-	-	-	23,000.00	-	23,000.00
001.60005.500520	OPERATING SUPPLIES	136,480.00	(7,000.00)	-	(25,050.00)	-	104,430.00	4,950.00	109,380.00
001.60005.500521	OPERATING SUPPLIES- Fuel	465,375.00	-	-	(60,000.00)	-	405,375.00	-	405,375.00
001.60005.500523	OPERATING SUPPLIES - COMMUNITY SERVIC	80,500.00	-	-	(50,000.00)	-	30,500.00	-	30,500.00
001.60005.500527	OPERATING SUPPLIES - CRYWOLF	40,000.00	(10,000.00)	-	(10,000.00)	-	20,000.00	-	20,000.00
001.60005.500540	DUE, SUBSCRIPTIONS & MEMBERSHIPS	42,350.00	-	-	(7,850.00)	-	34,500.00	-	34,500.00
	TOTAL OPERATING COST	2,279,755.00	-	-	(275,010.00)	-	2,004,745.00	160,750.00	2,165,495.00
001.60005.500640	CAPITAL OUTLAY	151,140.00	-	-	-	(89,000.00)	62,140.00	21,818.66	83,958.66
001.60005.500641	CAPITAL OUTLAY- Vehicles	340,000.00	-	-	-	(163,000.00)	177,000.00	25,500.00	202,500.00
001.60005.500642	DOJ BRYNE GRANT CAPITAL OUTLAY	-	-	-	-	-	-	16,010.00	16,010.00
001.60005.500645	CAPITAL COPS	-	-	-	-	-	-	75,265.52	75,265.52
001.60005.500647	CAPITAL-TECH GRANT	-	-	-	-	-	-	199,118.78	199,118.78
	TOTAL CAPITAL OUTLAY	491,140.00	-	-	-	(252,000.00)	239,140.00	337,712.96	576,852.96
	Total Police	13,333,121.00	-	(593,351.19)	(275,010.00)	(252,000.00)	12,212,759.81	498,462.96	12,711,222.77

City of Doral
Proposed General Fund Budget Amendments
Fiscal Year 2012 - 2013

A	B	C	D	E	F	G	H	I	J
Account Number	Account Title	Approved Budget 2012 - 2013	Dept/Fin/Mgr Approved Transfer 2012 - 2013	City Manager Amendments Personnel & Fringe	City Manager Amendments Operating	City Manager Amendments Capital	City Manager Proposed Budget TOTAL	Encumbrance Carry Over Ord 2012-31	Amended Budget 2012 - 2013
BUILDING DEPARTMENT									
001.70005.500111	ADMINISTRATIVE SALARIES	97,273.00	-	2,082.00	-	-	99,355.00	-	99,355.00
001.70005.500120	FULL TIME SALARIES	1,392,558.00	-	(32,339.00)	-	-	1,360,219.00	-	1,360,219.00
001.70005.500130	OTHER SALARIES	97,437.00	-	82,000.00	-	-	179,437.00	-	179,437.00
001.70005.500125	COMPENSATED ABSENCES	57,082.00	-	(40,000.00)	-	-	17,082.00	-	17,082.00
001.70005.500140	OVERTIME	83,527.00	-	-	-	-	83,527.00	-	83,527.00
001.70005.500210	FICA & MICA TAXES	132,720.00	-	898.00	-	-	133,618.00	-	133,618.00
001.70005.500220	RETIREMENT CONTRIBUTIONS	178,780.00	-	(21,865.94)	-	-	156,914.06	-	156,914.06
001.70005.500230	LIFE & HEALTH INSURANCE	212,962.00	-	(16,648.00)	-	-	196,314.00	-	196,314.00
	TOTAL PERSONNEL COSTS	2,252,339.00	-	(25,872.94)	-	-	2,226,466.06	-	2,226,466.06
001.70005.500310	PROFESSIONAL SERVICES	100,000.00	-	-	-	-	100,000.00	-	100,000.00
001.70005.500400	TRAVEL & PER DIEM	9,645.00	-	-	(3,045.00)	-	6,600.00	-	6,600.00
001.70005.500410	COMMUNICATIONS & FREIGHT SERVICES	12,287.00	-	-	-	-	12,287.00	(23.17)	12,263.83
001.70005.500440	RENTALS & LEASES	37,200.00	-	-	(31,200.00)	-	6,000.00	-	6,000.00
001.70005.500460	REPAIRS & MAINTENANCE	6,182.00	-	-	(4,600.00)	-	1,582.00	-	1,582.00
001.70005.500461	REPAIRS & MAINTENANCE VEHICLES	20,620.00	-	-	10,000.00	-	30,620.00	-	30,620.00
001.70005.500470	PRINTING & BINDING	15,610.00	-	-	(6,638.00)	-	8,972.00	-	8,972.00
001.70005.500490	OTHER CURRENT CHARGES	148,836.00	-	-	(27,736.00)	-	121,100.00	-	121,100.00
001.70005.500510	OFFICE SUPPLIES	11,250.00	-	-	(2,000.00)	-	9,250.00	-	9,250.00
001.70005.500520	OPERATING SUPPLIES	19,657.00	-	-	(5,000.00)	-	14,657.00	-	14,657.00
001.70005.500522	OPERATING SUPPLIES - VEHICLES	22,848.00	-	-	-	-	22,848.00	-	22,848.00
001.70005.500540	DUE, SUBSCRIPTIONS & MEMBERSHIPS	12,530.00	-	-	-	-	12,530.00	-	12,530.00
	TOTAL OPERATING COST	416,665.00	-	-	(70,219.00)	-	346,446.00	(23.17)	346,422.83
001.70005.500640	CAPITAL OUTLAY - O	322,482.00	-	-	-	(100,000.00)	222,482.00	50,634.68	273,116.68
001.70005.500641	CAPITAL OUTLAY - V	60,000.00	-	-	-	(20,000.00)	40,000.00	-	40,000.00
	TOTAL CAPITAL OUTLAY	382,482.00	-	-	-	(120,000.00)	262,482.00	50,634.68	313,116.68
	Total Building	3,051,486.00	-	(25,872.94)	(70,219.00)	(120,000.00)	2,835,394.06	50,611.51	2,886,005.57

City of Doral
Proposed General Fund Budget Amendments
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A	B	C	D	E	F	G	H	I	J
Account Number	Account Title	Approved Budget 2012 - 2013	Dept/Fin/Mgr Approved Transfer 2012 - 2013	City Manager Amendments Personnel & Fringe	City Manager Amendments Operating	City Manager Amendments Capital	City Manager Proposed Budget TOTAL	Encumbrance Carry Over Ord 2012-31	Amended Budget 2012 - 2013
CODE COMPLIANCE									
001.71005.500111	ADMINISTRATIVE SALARIES	93,015.00	-	(12,544.00)	-	-	80,471.00	-	80,471.00
001.71005.500120	FULL TIME SALARIES	550,526.00	-	(70,537.00)	-	-	479,989.00	-	479,989.00
001.71005.500125	COMPENSATED ABSENCES	24,657.00	-	(20,000.00)	-	-	4,657.00	-	4,657.00
001.71005.500140	OVERTIME	36,836.00	-	-	-	-	36,836.00	-	36,836.00
001.71005.500210	FICA & MICA TAXES	54,665.00	-	(7,886.00)	-	-	46,779.00	-	46,779.00
001.71005.500220	RETIREMENT CONTRIBUTIONS	77,225.00	-	(17,708.16)	-	-	59,516.84	-	59,516.84
001.71005.500230	LIFE & HEALTH INSURANCE	89,429.00	-	4,882.00	-	-	94,311.00	-	94,311.00
	TOTAL PERSONNEL COSTS	926,353.00	-	(123,793.16)	-	-	802,559.84	-	802,559.84
001.71005.500340	OTHER CONTRACTUAL SERVICES	32,000.00	-	-	(5,784.00)	-	26,216.00	5,000.00	31,216.00
001.71005.500400	TRAVEL & PER DIEM	12,351.00	-	-	-	-	12,351.00	-	12,351.00
001.71005.500410	COMMUNICATIONS & FREIGHT SERVICES	18,120.00	-	-	-	-	18,120.00	-	18,120.00
001.71005.500440	RENTALS & LEASES	-	-	-	-	-	-	-	-
001.71005.500460	REPAIRS & MAINTENANCE	500.00	-	-	(296.00)	-	204.00	-	204.00
001.71005.500461	REPAIRS & MAINTENANCE VEHICLES	14,200.00	-	-	(6,400.00)	-	7,800.00	-	7,800.00
001.71005.500470	PRINTING & BINDING	5,500.00	-	-	(2,000.00)	-	3,500.00	-	3,500.00
001.71005.500510	OFFICE SUPPLIES	3,500.00	-	-	(1,500.00)	-	2,000.00	-	2,000.00
001.71005.500520	OPERATING SUPPLIES	8,500.00	-	-	-	-	8,500.00	-	8,500.00
001.71005.500522	OPERATING SUPPLIES - VEHICLES	17,000.00	-	-	(2,500.00)	-	14,500.00	-	14,500.00
001.71005.500540	DUE, SUBSCRIPTIONS & MEMBERSHIPS	13,160.00	-	-	(6,550.00)	-	6,610.00	-	6,610.00
	TOTAL OPERATING COST	124,831.00	-	-	(25,030.00)	-	99,801.00	5,000.00	104,801.00
001.71005.500640	CAPITAL OUTLAY	6,600.00	-	-	-	130.00	6,730.00	1,818.80	8,548.80
	TOTAL CAPITAL OUTLAY	6,600.00	-	-	-	130.00	6,730.00	1,818.80	8,548.80
	Total Code	1,057,784.00	-	(123,793.16)	(25,030.00)	130.00	909,090.84	6,818.80	915,909.64

City of Doral
Proposed General Fund Budget Amendments
Fiscal Year 2012 - 2013

A	B	C	D	E	F	G	H	I	J
Account Number	Account Title	Approved Budget 2012 - 2013	Dept/Fin/Mgr Approved Transfer 2012 - 2013	City Manager Amendments Personnel & Fringe	City Manager Amendments Operating	City Manager Amendments Capital	City Manager Proposed Budget TOTAL	Encumbrance Carry Over Ord 2012-31	Amended Budget 2012 - 2013
PUBLIC WORKS DEPARTMENT									
001.80005.500111	ADMINISTRATIVE SALARIES	109,187.00	-	(3,277.00)	-	-	105,910.00	-	105,910.00
001.80005.500120	FULL TIME SALARIES	731,625.00	-	(47,067.00)	-	-	684,558.00	-	684,558.00
001.80005.500130	OTHER SALARIES	43,455.00	-	-	-	-	43,455.00	-	43,455.00
001.80005.500125	COMPENSATED ABSENCES	32,215.00	-	(12,215.00)	-	-	20,000.00	-	20,000.00
001.80005.500140	OVERTIME	15,000.00	-	(10,000.00)	-	-	5,000.00	-	5,000.00
001.80005.500210	FICA & MICA TAXES	71,795.00	-	(5,551.00)	-	-	66,244.00	-	66,244.00
001.80005.500220	RETIREMENT CONTRIBUTIONS	100,897.00	-	(18,337.32)	-	-	82,559.68	-	82,559.68
001.80005.500230	LIFE & HEALTH INSURANCE	151,169.00	-	1,901.00	-	-	153,070.00	-	153,070.00
	TOTAL PERSONNEL COSTS	1,255,343.00	-	(94,546.32)	-	-	1,160,796.68	-	1,160,796.68
001.80005.500310	PROFESSIONAL SERVICES	605,000.00	-	-	(193,200.00)	-	411,800.00	330,390.43	742,190.43
001.80005.500340	OTHER CONTRACTUAL SERVICES	747,500.00	-	-	(192,500.00)	-	555,000.00	75,085.25	630,085.25
001.80005.500400	TRAVEL & PER DIEM	8,589.00	-	-	-	-	8,589.00	-	8,589.00
001.80005.500410	COMMUNICATIONS & FREIGHT SERVICES	15,680.00	-	-	(250.00)	-	15,430.00	-	15,430.00
001.80005.500430	UTILITY SERVICES	127,500.00	-	-	(79,000.00)	-	48,500.00	-	48,500.00
001.80005.500440	RENTALS & LEASES	34,000.00	-	-	(5,000.00)	-	29,000.00	-	29,000.00
001.80005.500460	REPAIRS & MAINTENANCE	203,000.00	-	-	(100,000.00)	-	103,000.00	-	103,000.00
001.80005.500461	REPAIRS & MAINTENANCE VEHICLES	17,000.00	-	-	(1,000.00)	-	16,000.00	-	16,000.00
001.80005.500470	PRINTING & BINDING	2,700.00	-	-	-	-	2,700.00	-	2,700.00
001.80005.500480	PROMOTIONAL MATERIALS	-	-	-	-	-	-	-	-
001.80005.500490	OTHER CURRENT CHARGES	20,000.00	-	-	-	-	20,000.00	-	20,000.00
001.80005.500510	OFFICE SUPPLIES	7,000.00	-	-	(3,000.00)	-	4,000.00	-	4,000.00
001.80005.500520	OPERATING SUPPLIES	196,940.00	-	-	(34,000.00)	-	162,940.00	-	162,940.00
001.80005.500522	OPERATING SUPPLIES - VEHICLES	52,700.00	-	-	(16,700.00)	-	36,000.00	-	36,000.00
001.80005.500530	ROAD MATERIALS & SUPPLIES	40,000.00	-	-	(15,000.00)	-	25,000.00	-	25,000.00
001.80005.500540	DUE, SUBSCRIPTIONS & MEMBERSHIPS	11,570.00	-	-	(2,000.00)	-	9,570.00	-	9,570.00
	TOTAL OPERATING COST	2,089,179.00	-	-	(641,650.00)	-	1,447,529.00	405,475.68	1,853,004.68
001.80005.500610	CAPITAL OUTLAY - ACQUISITION OF LAND	-	-	-	-	(350,000.00)	(350,000.00)	350,000.00	-
001.80005.500620	CAPITAL OUTLAY - BUILDING	720,000.00	-	-	-	(200,000.00)	520,000.00	1,716,699.60	2,236,699.60
001.80005.500640	CAPITAL OUTLAY - MACHINERY	384,625.00	-	-	-	(127,105.00)	257,520.00	6,757.30	264,277.30
001.80005.500641	CAPITAL OUTLAY - VEHICLES	66,000.00	-	-	-	-	66,000.00	41,559.35	107,559.35
	TOTAL CAPITAL OUTLAY	1,170,625.00	-	-	-	(677,105.00)	493,520.00	2,115,016.25	2,608,536.25
	Total Public Works	4,515,147.00	-	-	(94,546.32)	(641,650.00)	3,101,845.68	2,520,491.93	5,622,337.61

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Account Number	Account Title	Approved Budget 2012 - 2013	Dept/Fin/Mgr Approved Transfer 2012 - 2013	City Manager Amendments Personnel & Fringe	City Manager Amendments Operating	City Manager Amendments Capital	City Manager Proposed Budget TOTAL	Encumbrance Carry Over Ord 2012-31	Amended Budget 2012 - 2013
PARKS & RECREATION DEPARTMENT									
001.90005.500111	ADMINISTRATIVE SALARIES	85,637.00	-	(289.00)	-	-	85,348.00	-	85,348.00
001.90005.500120	FULL TIME SALARIES	745,953.00	-	(15,348.00)	-	-	730,605.00	-	730,605.00
001.90005.500130	OTHER SALARIES	607,098.00	-	(20,534.00)	-	-	586,564.00	-	586,564.00
001.90005.500125	COMPENSATED ABSENCES	31,862.00	-	(25,000.00)	-	-	6,862.00	-	6,862.00
001.90005.500140	OVERTIME	20,000.00	-	-	-	-	20,000.00	-	20,000.00
001.90005.500210	FICA & MICA TAXES	115,253.00	-	(4,680.00)	-	-	110,573.00	-	110,573.00
001.90005.500220	RETIREMENT CONTRIBUTIONS	99,791.00	-	(14,806.42)	-	-	84,984.58	-	84,984.58
001.90005.500230	LIFE & HEALTH INSURANCE	166,201.00	-	330.00	-	-	166,531.00	-	166,531.00
	TOTAL PERSONNEL COSTS	1,871,795.00	-	(80,327.42)	-	-	1,791,467.58	-	1,791,467.58
001.90005.500310	PROFESSIONAL SERVICES	535,000.00	-	-	(147,500.00)	-	387,500.00	292,384.00	679,884.00
001.90005.500322	ADA COMPLIANCE AUDIT	5,000.00	-	-	(5,000.00)	-	-	-	-
001.90005.500340	CONTRACTUAL SERVICES - OTHER	348,455.00	-	-	(40,000.00)	-	308,455.00	19,730.25	328,185.25
001.90005.500344	CONTRACTUAL SERVICES -	-	-	-	-	-	-	-	-
001.90005.500400	TRAVEL & PER DIEM	16,138.00	-	-	(1,780.00)	-	14,358.00	-	14,358.00
001.90005.500410	COMMUNICATIONS & FREIGHT SERVICES	27,180.00	-	-	(1,000.00)	-	26,180.00	-	26,180.00
001.90005.500430	UTILITY SERVICES	164,800.00	-	-	(25,000.00)	-	139,800.00	-	139,800.00
001.90005.500440	RENTALS & LEASES	165,450.00	-	-	-	-	165,450.00	-	165,450.00
001.90005.500450	INSURANCE	1,900.00	-	-	(1,900.00)	-	-	-	-
001.90005.500460	REPAIRS & MAINTENANCE	500,400.00	-	-	(100,400.00)	-	400,000.00	-	400,000.00
001.90005.500461	REPAIRS & MAINTENANCE VEHICLES	17,000.00	-	-	-	-	17,000.00	-	17,000.00
001.90005.500470	PRINTING & BINDING	52,560.00	-	-	(5,000.00)	-	47,560.00	-	47,560.00
001.90005.500480	PROMOTIONAL ACTIVITIES	17,800.00	-	-	(2,800.00)	-	15,000.00	-	15,000.00
001.90005.500490	OTHER CURRENT CHARGES	336,709.00	-	-	(4,000.00)	-	332,709.00	-	332,709.00
001.90005.500494	CULTURAL ARTS PROGRAM	75,000.00	-	-	-	-	75,000.00	-	75,000.00
001.90005.500510	OFFICE SUPPLIES	4,300.00	-	-	-	-	4,300.00	-	4,300.00
001.90005.500520	OPERATING SUPPLIES	248,510.00	-	-	(10,500.00)	-	238,010.00	-	238,010.00
001.90005.500521	OPERATING SUPPLIES - VEHICLES	25,500.00	-	-	(5,500.00)	-	20,000.00	-	20,000.00
001.90005.500540	DUE, SUBSCRIPTIONS & MEMBERSHIPS	14,033.00	-	-	(5,980.00)	-	8,053.00	-	8,053.00
	TOTAL OPERATING COST	2,555,735.00	-	-	(356,360.00)	-	2,199,375.00	312,114.25	2,511,489.25
001.90005.500610	CAPITAL OUTLAY - LAND	2,100,000.00	-	-	-	(1,330,000.00)	770,000.00	-	770,000.00
001.90005.500620	CAPITAL OUTLAY - BUILDING	7,000,000.00	-	-	-	(2,500,000.00)	4,500,000.00	135,692.93	4,635,692.93
001.90005.500634	CAPITAL OUTLAY -PARK IMPROVEMENTS	-	-	-	-	-	-	134,694.07	134,694.07
001.90005.500640	CAPITAL OUTLAY	50,000.00	-	-	-	-	50,000.00	33,385.78	83,385.78
001.90005.500641	CAPITAL OUTLAY- VEHICLES	20,000.00	-	-	-	-	20,000.00	-	20,000.00
	TOTAL CAPITAL OUTLAY	9,170,000.00	-	-	-	(3,830,000.00)	5,340,000.00	303,772.78	5,643,772.78
	Total Parks & Recreation	13,597,530.00	-	(80,327.42)	(356,360.00)	(3,830,000.00)	9,330,842.58	615,887.03	9,946,729.61
	TOTAL GENERAL FUND	58,003,113.00	-	(1,172,992.49)	(10,466,011.71)	(4,891,883.00)	41,472,225.80	4,141,429.84	45,703,655.64

EXHIBIT B

Position Description

Administrative Aide to the Mayor

GENERAL PURPOSE

Provides analytical, administrative, and liaison work in support of the Mayor. Projects may include statistical analysis, legislative research, liaison with the public and varied community groups and representing the Mayor at various meetings and functions.

CLASSIFICATION IDENTIFICATION

EEOC-2: Professionals FSLA Classification: Exempt, full time, 37.5 hour work-week

SUPERVISION RECEIVED AND EXERCISED

Works under the general supervision of the Mayor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinates policy efforts headed by the Mayor.
- Coordinates and arranges meetings for the Mayor.
- Coordinates and attends, when requested, events on behalf of the Mayor.
- Coordinates meetings between Mayor's office and individual, private and public entities.
- Reviews pertinent State Federal, County and Local meeting agendas for policy issues affecting the City of Doral and reports updates to the Mayor.
- May act as a representative of the Mayor in meetings involving local, regional, and state organizations, and committees.
- Prepares general correspondence such as letters and memorandums as requested by the Mayor.
- Performs special projects as assigned by the Mayor.
- Coordinates between the Mayor's office and City staff meetings, discussions, and exchange of information on pertinent policy issues.
- Issues policy and administrative memorandums as required by the Mayor.
- Attends City Council meetings as needed.
- Responds to the Mayor's incoming telephone calls and performs necessary follow-up.
- Accompanies the Mayor at various meetings and ensures that the Mayor receives all necessary background information; prepares material to be included in speeches to be delivered by the Mayor.
- Utilizes various computer applications including word processing, spreadsheets, databases, and PowerPoint in support of research, presentations, and other communications.
- Performs any other related duties pertaining to administrative, policy, and City issues as requested by the Mayor.

MINIMUM QUALIFICATIONS

- A Bachelor's degree in Public Administration or related field and three (3) to five (5) years of professional experience demonstrating a broad knowledge of principles and practices of public administration and government organizations
- Ability to establish and maintain effective working relationships with employees, elected officials, representatives of public and private groups, the media, and the general public.
- Must be fluent in the English language. Ability to communicate in Spanish is a plus.
- Ability to coordinate multiple projects and meet critical deadlines.
- Ability to meet and deal with the public in an effective and courteous manner and respond effectively to sensitive inquiries or complaints.
- The minimum requirements may be waived by the Mayor and/or City Manager.

Postion Salary Scale

FISCAL YEAR 2013

DEPARTMENT/DIVISION Council	JUSTIFICATION Adminstrative support to the Mayor
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POSITION Administrative Aide to the Mayor	CURRENT NO. OF VACANCIES 0	NO. OF VACANCIES BEING REQUESTED TO BE FILLED 1
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PERFORMANCE MEASURES & METRICS

- Coordinates policy efforts headed by the Mayor .
- Coordinates and arranges meetings for the Mayor and prepares material as required for such meetings.
- Coordinates and attends, when requested, events on behalf of the Mayor.
- Coordinates meetings between Mayor's office and individual, private and public entities.
- Reviews pertinent State Federal, County and Local meeting agendas for policy issues affecting the City of Doral and reports updates to the Mayor.
- May act as a representative of the Mayor in meetings involving local, regional, and state organizations, and committees.
- Prepares general correspondence such as letters and memorandums as requested by the Mayor.
- Performs special projects as assigned by the Mayor.
- Coordinates between the Mayor's office and City staff meetings, discussions, and exchange of information on pertinent policy issues.
- Issues policy and administrative memorandums as required by the Mayor.
- Attends City Council meetings as needed.
- Responds to the Mayor's incoming telephone calls and performs necessary follow-up.
- Accompanies the Mayor at various meetings and ensures that the Mayor receives all necessary background information; prepares material to be included in speeches to be delivered by the Mayor.
- Utilizes various computer applications including word processing, spreadsheets, databases, and PowerPoint in support of research, presentations, and other communications.
- Performs any other related duties pertaining to administrative, policy, and City issues as requested by the Mayor.

CLASSIFICATION

EEOC4 Professional FLSA CLASS: Full Time-Exempt

ESTIMATED PERSONNEL COST

Number of Positions:		<u>1</u>		
SALARY RANGE ANNUAL	FROM	\$54,600.00	TO	\$54,600.00
Bi Weekly Rate	FROM	\$2,100.00	TO	\$2,100.00
FICA/MICA: 7.65%	FROM	\$4,176.90	TO	\$4,176.90
PENSION: 12%	FROM	\$6,552.00	TO	\$6,552.00
HEALTH INSURANCE:	EMPL	E+SP	E+CH	FAMILY
	\$5,502.24	\$8,513.76	\$7,937.16	\$11,394.84
LIFE INSURANCE:	FROM	\$660.00	TO	\$660.00
DENTAL	EMPL	E+SP	E+CH	FAMILY
	\$278.52	\$424.92	\$564.96	\$754.56
VACATION 75 HRS YEARLY	FROM	\$2,100.00	TO	\$2,100.00
SICK 90 HRS YEARLY	FROM	\$2,520.00	TO	\$25,220.00
TOTAL MAXIMUM ANNUAL COST :	FROM	\$82,758.30	TO	\$105,458.30

Clerical Aide (Office of the Mayor)

GENERAL PURPOSE

Performs multiple clerical duties as assigned by the Department Head or his designee.

CLASSIFICATION IDENTIFICATION

EEOC-5 : Administrative Support FLSA Classification: Non-exempt, full time, 37.5 hour work-week

SUPERVISION RECEIVED AND EXERCISED

Works under the general supervision of the Administrative Aide to the Mayor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Utilizes a full range of modern secretarial skills to perform clerical duties, operation of word processing equipment, computer, fax machine, and other office equipment.
- Creates new files and organizes files according to the department's established policies and procedures; retrieves and assembles material from files.
- Opens and distributes mail; maintains control of correspondence flow through the department and assures that response deadlines are met.
- Composes correspondence or selects standardized formats; prepares a variety of reports, memos, correspondence, documents, and requisitions.
- Files documents for the Department according to departmental procedures.
- Maintains an organized, neat and efficient filing system.
- Answers phone and takes messages for the Department.
- Prepares inventory and logs documents for safe off-site storage.
- Takes and transcribes dictation as required, performs data entry, prints reports as instructed.
- Sets up meeting rooms, organizing refreshments for meeting and events.
- May be required to run City related errands as instructed by supervisor.
- Retrieves information or data from internet or other sources as instructed.
- Files correspondence, invoices, cards, records, and reports.
- Performs any other duties as directed by the supervisor.

MINIMUM QUALIFICATIONS

- A High School Diploma or a GED equivalent and one year of general secretarial experience.
- A high school degree and one year of general secretarial experience.
- Must be fluent in spoken and written English. Ability to communicate in Spanish is a plus.
- Must be computer literate with knowledge of Microsoft Word, Excel, Power Point and other similar programs.
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.

Postion Salary Scale**FISCAL YEAR 2013****DEPARTMENT/DIVISION**

Council

JUSTIFICATION

Clerical support to the Mayor

POSITION

Clerical Aide to the Mayor

**CURRENT NO. OF
VACANCIES**

0

**NO. OF VACANCIES BEING
REQUESTED TO BE FILLED**

1

PERFORMANCE MEASURES & METRICS

- Utilizes a full range of modern skills to perform clerical duties, operation of word processing equipment, computer, fax machine, and other office equipment.
- Creates new files and organizes files according to established policies and procedures; retrieves and assembles material from files.
- Opens and distributes mail; maintains control of correspondence flow through the department and assures that response deadlines are met.
- Composes correspondence or selects standardized formats; prepares a variety of reports, memos, correspondence, documents, and requisitions.
- Files documents for the Department according to procedures.
- Maintains an organized, neat and efficient filing system.
- Answers phone and takes messages.
- Prepares inventory and logs documents for safe off-site storage.
- Takes and transcribes dictation as required, performs data entry, prints reports as instructed.
- Sets up meeting rooms, organizing refreshments for meeting and events.
- May be required to run City related errands as instructed.
- Retrieves information or data from internet or other sources as instructed.
- Files correspondence, invoices, cards, records, and reports.
- Performs any other duties as directed by the Mayor

CLASSIFICATION

EEOC4

Professional

FLSA CLASS:

Full Time-Exempt

ESTIMATED PERSONNEL COST

Number of Positions:

1**SALARY RANGE ANNUAL** FROM \$27,000.00 TO \$27,000.00**Bi Weekly Rate** FROM \$1,038.46 TO \$1,038.46**FICA/MICA: 7.65%** FROM \$2,065.50 TO \$2,065.50**PENSION: 12%** FROM \$3,240.00 TO \$3,240.00**HEALTH INSURANCE:** EMPL \$5,502.24 E+SP \$8,513.76 E+CH \$7,937.16 FAMILY \$11,394.84**LIFE INSURANCE:** FROM \$324.00 TO \$324.00**DENTAL** EMPL \$278.52 E+SP \$424.92 E+CH \$564.96 FAMILY \$754.56**VACATION 75 HRS YEARLY** FROM \$1,038.75 TO \$1,038.75**SICK 90 HRS YEARLY** FROM \$1,246.50 TO \$1,246.50**TOTAL MAXIMUM ANNUAL COST :** FROM \$47,064.15 TO \$47,064.15

Position Description

Assistant City Manager

GENERAL PURPOSE

Performs a variety of professional and administrative work to assist the City Manager in formulating administrative principles, practices and policies.

CLASSIFICATION IDENTIFICATION

EEOC-I: Officials/Administrators FLSA Classification: Exempt, full time, 37.5 hour work-week

SUPERVISION RECEIVED AND EXERCISED

Works under the general supervision of the City Manager. May supervise specific departments as directed by the City Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conducts studies, research and statistical analysis as directed by the City Manager.
- Researches, prepares and administers local, state and federal grants as directed by the City Manager.
- May attend Committee, County and State meetings on behalf of the City as directed by the City Manager.
- Receives information requests and complaints regarding services and resolves problems with the public.
- Performs organizational and procedural studies and develops recommendations for the City Manager.
- Supervises the City's Comprehensive Personnel Program.
- Performs advanced administrative work as directed by the City Manager including identifying administrative and managerial problems and recommending action to the City Manager.
- Provides technical assistance to other personnel in implementing new or modified systems.
- Drafts policies, procedural guidelines and manuals for review and approval of the City Manager.
- Provides confidential support to the City Manager.
- Assists the Finance Director in the compilation of the Annual Operating and Capital Budget.
- Represents the City Manager in collective bargaining.
- Manages or supervises capital projects as directed by the City Manager.
- Develops and implements a departmental operations and procedures manual.
- Evaluates staff performance annually.
- Disciplines department employees for violation of City or Department Policies and Procedures Manual.
- Recommends terminations of employment to the City Manager as necessary.
- Performs other duties assigned by the City Manager.

MINIMUM QUALIFICATIONS

- A Master's degree from an accredited college in a related field such as public administration or business administration and three (3) years experience in public administration.
- Must be fluent in the English language. Ability to communicate in Spanish is a plus.
- Considerable knowledge of modern office practices and procedures.
- Must be computer literate with knowledge of Microsoft Word, WordPerfect or similar word processing program.
- Ability to meet and deal with the public in an effective and courteous manner.

Position Description

- Ability to deal with confidential and sensitive matters.
- Ability to get along with others and work effectively with the public and fellow workers.
- Must have a valid motor vehicle operator's license.
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.

Postion Salary Scale

FISCAL YEAR 2013

DEPARTMENT/DIVISION Office Of The City Manager	JUSTIFICATION Assist the City Manager in formulating administrative principles, practices and policies.
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POSITION Assistant City Manager	CURRENT NO. OF VACANCIES 0	NO. OF VACANCIES BEING REQUESTED TO BE FILLED 2
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PERFORMANCE MEASURE & METRICS

- Conducts studies, research and statistical analysis as directed by the City Manager.
- Researches, prepares and administers local, state and federal grants as directed by the City Manager.
- May attend Committee, County and State meetings on behalf of the City as directed by the City Manager.
- Receives information requests and complaints regarding services and resolves problems with the public.
- Performs organizational and procedural studies and develops recommendations for the City Manager.
- Supervises the City's Comprehensive Personnel Program.
- Performs advanced administrative work as directed by the City Manager including identifying administrative and managerial problems and recommending action to the City Manager.
- Provides technical assistance to other personnel in implementing new or modified systems.
- Drafts policies, procedural guidelines and manuals for review and approval of the City Manager.
- Provides confidential support to the City Manager.
- Assists the Finance Director in the compilation of the Annual Operating and Capital Budget.
- Represents the City Manager in collective bargaining.
- Manages or supervises capital projects as directed by the City Manager.
- Develops and implements a departmental operations and procedures manual.
- Evaluates staff performance annually.
- Disciplines department employees for violation of City or Department Policies and Procedures Manual.
- Recommends terminations of employment to the City Manager as necessary.
- Performs other duties assigned by the City Manager.

CLASSIFICATION

EEOC4 Professional FLSA CLASS: Full Time-Exempt

ESTIMATED PERSONNEL COST

Number of Positions:		<u>2</u>		
SALARY RANGE ANNUAL	FROM	\$100,000.00	TO	\$125,000.00
BI Weekly Rate	FROM	\$3,846.16	TO	\$3,846.16
FICA/MICA: 7.65%	FROM	\$7,650.00	TO	\$9,562.50
PENSION: 12%	FROM	\$12,000.00	TO	\$15,000.00
HEALTH INSURANCE:	EMPL	E+SP	E+CH	FAMILY
	\$5,502.24	\$8,513.76	\$7,937.16	\$11,394.84
LIFE INSURANCE:	FROM	\$1,200.00	TO	\$1,500.00
DENTAL	EMPL	E+SP	E+CH	FAMILY
	\$278.52	\$424.92	\$564.96	\$754.56
PTO 200 HRS YEARLY	FROM	\$10,258.00	TO	\$12,822.00
TOTAL MAXIMUM ANNUAL COST :	FROM	\$143,257.40	TO	\$176,033.90

Clerical Aide

GENERAL PURPOSE

Performs multiple clerical duties as assigned by the Department Head or his designee.

CLASSIFICATION IDENTIFICATION

EEOC-5 : Administrative Support FLSA Classification: Non-exempt, full time, 37.5 hour work-week

SUPERVISION RECEIVED AND EXERCISED

Works under the general supervision of the Department Head.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Utilizes a full range of modern secretarial skills to perform clerical duties, operation of word processing equipment, micro-computers, fax machine, typewriters, and other office equipment.
- Creates new files and organizes files according to the department's established policies and procedures; retrieves and assembles material from files.
- Opens and distributes mail; maintains control of correspondence flow through the department and assures that response deadlines are met.
- Composes correspondence or selects standardized formats; prepares a variety of reports, memos, correspondence, documents, and requisitions.
- Files documents for the Department according to departmental procedures.
- Maintains an organized, neat and efficient filing system.
- May perform back-up coverage for receptionist during relief periods; answers phone, takes messages and/or directs customers to the appropriate department.
- Retrieves information and documents from files at the request of department personnel.
- Performs any other duties as directed by the supervisor.
- Prepares inventory and logs documents for safe off-site storage.
- Receives visitors and screens telephone callers; acts as receptionist and answers requests for information involving department, division or section activities and established policies and procedures.
- Takes and transcribes dictation as required, performs data entry, prints reports as instructed.
- Sets up meeting rooms, organizing refreshments for meeting and events.
- May be required to run City related errands as instructed by supervisor.
- Retrieves information or data from internet or other sources as instructed.
- Files correspondence, invoices, cards, records, and reports.
- Performs related work as required.

MINIMUM QUALIFICATIONS

- A High School Diploma or a GED equivalent and one year of general secretarial experience.
- A high school degree and one year of general secretarial experience.
- Must be fluent in spoken and written English. Ability to communicate in Spanish is a plus.
- Must be computer literate with knowledge of Microsoft Word, Excel, Power Point and other similar programs.
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.

Position Salary Scale

FISCAL YEAR 2013

DEPARTMENT/DIVISION Office Of The City Manager	JUSTIFICATION Perform multiple clerical duties
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POSITION Clerical Aid-3rd Floor	CURRENT NO. OF VACANCIES 0	NO. OF VACANCIES BEING REQUESTED TO BE FILLED 1
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PERFORMANCE MEASURES & METRICS

- Creates new files and organizes files according to the department's established policies and procedures; retrieves and assembles material from files.
- Opens and distributes mail; maintains control of correspondence flow through the department and assures that response deadlines are met.
- Composes correspondence or selects standardized formats; prepares a variety of reports, memos, correspondence, documents, and requisitions.
- Files documents for the Department according to departmental procedures.
- Maintains an organized, neat and efficient filing system.
- May perform back-up coverage for receptionist during relief periods; answers phone, takes messages and/or directs customers to the appropriate department.
- Retrieves information and documents from files at the request of department personnel.
- Performs any other duties as directed by the supervisor.
- Prepares inventory and logs documents for safe off-site storage.
- Receives visitors and screens telephone callers; acts as receptionist and answers requests for information involving department, division or section activities and established policies and procedures.
- Takes and transcribes dictation as required, performs data entry, prints reports as instructed.
- Sets up meeting rooms, organizing refreshments for meeting and events.
- May be required to run City related errands as instructed by supervisor.
- Retrieves information or data from internet or other sources as instructed.
- Files correspondence, invoices, cards, records, and reports.
- Performs related work as required.

CLASSIFICATION

EEOC4 Professional FLSA CLASS: Full Time-Exempt

ESTIMATED PERSONNEL COST

Number of Positions:		1		
SALARY RANGE ANNUAL	FROM	\$26,000.00	TO	\$26,000.00
Bi Weekly Rate	FROM	\$1,000.00	TO	\$1,000.00
FICA/MICA: 7.65%	FROM	\$1,989.00	TO	\$1,989.00
PENSION: 12%	FROM	\$3,120.00	TO	\$3,120.00
HEALTH INSURANCE:	EMPL	E+SP	E+CH	FAMILY
	\$5,502.24	\$8,513.76	\$7,937.16	\$11,394.84
LIFE INSURANCE:	FROM		TO	
		\$307.92		\$307.92
DENTAL	EMPL	E+SP	E+CH	FAMILY
	\$278.52	\$424.92	\$564.96	\$754.56
VACATION 75 HRS YEARLY	FROM		TO	
		\$1,000.00		\$1,000.00
SICK 90 HRS YEARLY	FROM		TO	
		\$1,218.60		\$1,218.60
TOTAL MAXIMUM ANNUAL COST :	FROM	\$45,784.92	TO	\$45,784.92

Director of Communications, International Relations, and Cultural Affairs

GENERAL PURPOSE

Responsible for designing and executing a global media relations program with the goal of publicizing the City of Doral as the premiere destination for cultural industries, international business and tourism. Develop and sustain a cultural policy to promote and facilitate interest in the arts for the City of Doral community, greater Miami communities and international visitors. Enhance the City of Doral's success by applying a proactive and timely reactive communications strategy.

CLASSIFICATION AND IDENTIFICATION

EEOC-2: Professionals FLSA Classification: Exempt, full time, 37.5 hour work-week

SUPERVISION RECEIVED AND EXERCISED

Works under the general supervision of the City Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Implement and coordinates an international strategy to attract new businesses to the City of Doral.
- Oversees all domestic and international media relations and outreach functions to include: developing, planning, and strategic oversight of domestic and international public relations.
- Disseminates information to international, national, state and local institutions about City programs.
- Oversees the development of the City's economic development marketing plan.
- Identifies problems and develops solutions with regard to the City's Economic Development Plan.
- Respond and serve as a primary spokesperson for media inquiries.
- Manages strategic planning initiatives for media relations efforts.
- Lead crisis communications for the City of Doral.
- Oversees and approves media releases and web content produced by staff.
- Creates, develops and monitors programming of Doral TV.
- Disseminates information about the City, City events, City employees and elected officials to the media.
- Responds to media inquiries and requests for information concerning the City's operations, programs, and events and when necessary prepares and coordinates press conferences regarding important events concerning City issues.
- Oversees the storing of media and print materials which are pertinent to the City.
- Responds to media requests for interviews.
- Organizes and arranges, where advisable, public appearances and speaking engagements of the Mayor, the City Manager and Council members.
- Supervises the photographing and recording of special events and participants.
- Coordinates news coverage at incidents and/or other City events.
- Supervises and coordinates relevant updates in the City's website regarding City news, programs, activities, and ground breaking events.
- Develops and maintains media contacts through periodic calls, visits, e-mails and meetings.
- Spearhead a cultural arts program in succession with the City Council's strategic goals in developing and implementing a varied arts instructional program, cultural arts center, cultural arts services, and exhibits.
- Researches and responds to community needs/requests regarding creation of new cultural events. Plans and develops special event and operations budgets for approval and implementation; adheres to approved/established budgetary parameters.
- Promote, maintain and market all City cultural affairs and events through media, Doral TV and Doral Website.

- Solicits cultural event sponsorship from local business enterprises and similar entities, e.g. corporate sponsorships, private support.
- Solicits instructors and support staff necessary to support cultural events; performs advertising, recruitment, interviewing, and selection tasks.
- Organizes outside contractors providing services such as lectures and entertainment performances.
- Meets with community groups as required.
- Serves as staff liaison to Cultural Affairs Advisory Board.
- Meets with local schools and civic organizations for the recruitment of volunteers.
- Utilizes various computer applications including word processing, spreadsheets, databases, and PowerPoint in support of research, presentations, and other communications.
- Performs any other related duties pertaining to the administrative, policy, and City issues as requested by the City Manager.

MINIMUM QUALIFICATIONS

- A Bachelor's degree in Journalism, Marketing, Communications, Broadcast Media, or related field. A Master's preferred. Eight (8) years' experience demonstrating a broad knowledge of all aspects of development and production of print and broadcast materials.
- Must have excellent communications skills, both written and verbal.
- Ability to write clearly and succinctly under time constraints.
- Must be fluent in the English language and able to communicate verbally and in writing in the Spanish language. Knowledge of other languages is a plus.
- Ability to gather and compile information effectively for publications.
- Ability to meet and deal with the public in an effective and courteous manner and respond effectively to sensitive inquiries or complaints.
- The minimum requirements may be waived by the City Manager.

Postion Salary Scale

FISCAL YEAR 2013

DEPARTMENT/DIVISION	JUSTIFICATION
Public Affairs - Division of the Office Of The City Manager	Need to design an execute media relations, timely reactive communication & promote cultural interest,

POSITION	CURRENT NO. OF VACANCIES	NO. OF VACANCIES BEING REQUESTED TO BE FILLED
Director of Communications, International Relations, and Cultural Affairs	0	1

PERFORMANCE MEASURES & METRICS

- Oversees all domestic and international media relations and outreach functions to include: developing, planning, and strategic oversight of domestic and international public relations.
- Disseminates information to international, national, state and local institutions about City programs.
- Oversees the development of the City's economic development marketing plan.
- Identifies problems and develops solutions with regard to the City's Economic Development Plan.
- Respond and serve as a primary spokesperson for media inquiries.
- Manages strategic planning initiatives for media relations efforts.
- Lead crisis communications for the City of Doral.
- Oversees and approves media releases and web content produced by staff.
- Creates, develops and monitors programming of Doral TV.
- Disseminates information about the City, City events, City employees and elected officials to the media.
- Responds to media inquiries and requests for information concerning the City's operations, programs, and events and when necessary prepares and coordinates press conferences regarding important events concerning City issues.
- Oversees the storing of media and print materials which are pertinent to the City.
- Responds to media requests for interviews.
- Organizes and arranges, where advisable, public appearances and speaking engagements of the Mayor, the City Manager and Council members.
- Supervises the photographing and recording of special events and participants.
- Coordinates news coverage at incidents and/or other City events.
- Supervises and coordinates relevant updates in the City's website regarding City news, programs, activities, and ground breaking events.
- Develops and maintains media contacts through periodic calls, visits, e-mails and meetings.
- Spearhead a cultural arts program in succession with the City Council's strategic goals in developing and implementing a varied arts instructional program, cultural arts center, cultural arts services, and exhibits.
- Researches and responds to community needs/requests regarding creation of new cultural events. Plans and develops special event and operations budgets for approval and implementation; adheres to approved/established budgetary parameters.
- Promote, maintain and market all City cultural affairs and events through media, Doral TV and Doral Website. Solicits cultural event sponsorship from local business enterprises and similar entities, e.g. corporate sponsorships, private support.
- Solicits instructors and support staff necessary to support cultural events; performs advertising, recruitment, interviewing, and selection tasks.
- Organizes outside contractors providing services such as lectures and entertainment performances.
- Meets with community groups as required.
- Serves as staff liaison to Cultural Affairs Advisory Board.
- Meets with local schools and civic organizations for the recruitment of volunteers.
- Utilizes various computer applications including word processing, spreadsheets, databases, and PowerPoint in support of research, presentations, and other communications.
- Performs any other related duties pertaining to the administrative, policy, and City issues as requested by the City Manager

CLASSIFICATION

EEOC4 Professional FLSA CLASS: Full Time-Exempt

ESTIMATED PERSONNEL COST

Number of Positions:	1			
SALARY RANGE ANNUAL	FROM	\$70,533.00	TO	\$70,533.00
BI Weekly Rate	FROM	\$2,712.81	TO	\$2,712.81
FICA/MICA: 7.65%	FROM	\$5,395.77	TO	\$5,395.77
PENSION: 12%	FROM	\$8,463.96	TO	\$8,463.96
HEALTH INSURANCE:	EMPL	E+SP	E+CH	FAMILY
	\$5,502.24	\$8,513.76	\$7,937.16	\$11,394.84
LIFE INSURANCE:	FROM	\$846.00	TO	\$846.00
DENTAL	EMPL	E+SP	E+CH	FAMILY
	\$278.52	\$424.92	\$564.96	\$754.56
PTO 200 HRS YEARLY	FROM	\$7,234.00	TO	\$7,234.00

TOTAL MAXIMUM ANNUAL COST : FROM \$104,622.13 TO \$104,622.13

Grant Coordinator

GENERAL PURPOSE

This position is responsible for identifying needed services or service enhancements that would benefit the City of Doral and searches for potential grant opportunities to meet the City's goals and objectives. Work involves the administration, coordination and preparation of federal, state and local grant writing activities for the City.

CLASSIFICATION IDENTIFICATION

EEOC4: Professionals

FLSA Classification: Full-time Exempt

SUPERVISION RECEIVED AND EXERCISED

This position reports directly to the City Manager and the Assistant City Manager

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepares, develops and coordinates grant proposals, reports and recommendations of grant-funded programs for the City.
- Prepares and implements operational procedures for research, contract development and grant writing functions.
- Meets with public officials, civic organizations, and other groups to explain various programs or projects; or to coordinate the implementation of a program or project.
- Reviews and answers correspondence or other inquiries concerning departmental activities and other matters in order to provide satisfactory and effective responses.
- Attends conferences and professional meetings.
- Reviews literature dealing with funds available through grants from governmental agencies and private foundations to determine feasibility of developing programs to supplement local annual budget allocations.
- Discusses program requirements and sources of funds available with administrative personnel.
- Confers with personnel affected by proposed program to develop program goals and objectives, outline how funds are to be used, and explain procedures necessary to obtain funding.
- Works with Staff in preparing narrative justification for purchase of new equipment and other budgetary expenditures.
- Submits proposal to officials for approval.
- Writes grant application, according to format required, and submits application to funding agency or foundation.
- Meets with representatives of funding sources to work out final details of proposal.
- Directs and coordinates evaluation and monitoring of grant-funded programs, or writes specifications for evaluation or monitoring of program by outside agency.
- Assists department personnel in writing periodic reports to comply with grant requirements.
- Maintains master files on grants. Monitors paperwork connected with grant-funded programs.

MINIMUM QUALIFICATIONS

- A Bachelor's Degree in Public or Business Administration, or a related field.
- Considerable (5-7 years) responsible experience in research, finance, or public administration, including experience in grant administration and coordination, obtaining funding for grants projects and programs, and grant writing.
- Thorough knowledge of departmental policies, rules and regulations.
- Knowledge of government program administration, organization and standard terminology.
- Knowledge of grant funding procedures and guidelines
- Superior management, communication (written and verbal) and organizational skills.
- Excellent multi-tasking abilities with minimal supervision.
- Skill in the use of computer programs; including Word, Excel and PowerPoint.

Grant Coordinator

- The ability to collect, organize and evaluate program related data and develop appropriate responses.
- The ability to formulate goals, objectives, tasks and evaluation measures.
- The ability to instruct, encourage, motivate and evaluate subordinates.
- Excellent skills in establishing, nurturing and maintaining working relationships with service providers, government agency representatives, neighborhood residents and others.
- Ability and willingness to develop and maintain effective working relationships with City officials and between bureaus, divisions and units of the Police Department.
- Knowledge of organizational behavior.
- Skill in feedback, questioning and group processes
- Ability to meet and deal with the public in a courteous and effective manner
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.

Postion Salary Scale

FISCAL YEAR 2013

DEPARTMENT/DIVISION		JUSTIFICATION
FINANCE		Identify needed services and research grant opportunities to meet the City's goals and objectives
POSITION	CURRENT NO. OF VACANCIES	NO. OF VACANCIES BEING REQUESTED TO BE FILLED
GRANT COORDINATOR	0	1

PERFORMANCE MEASURES & METRICS

Prepares, develops and coordinates grant proposals, reports and recommendations of grant-funded programs for the City.
 Prepares and implements operational procedures for research, contract development and grant writing functions.
 Meets with public officials, civic organizations, and other groups to explain various programs or projects, or to coordinate the implementation of a program or project.
 Reviews literature dealing with funds available through grants from governmental agencies and private foundations to determine feasibility of developing programs to supplement local annual budget allocations.
 Discusses program requirements and sources of funds available with administrative personnel.
 Confers with personnel affected by proposed program to develop program goals and objectives, outline how funds are to be used, and explain procedures necessary to obtain funding.
 Submits proposal to officials for approval.
 Writes grant application, according to format required, and submits application to funding agency or foundation.
 Meets with representatives of funding sources to work out final details of proposal.
 Directs and coordinates evaluation and monitoring of grant-funded programs, or writes specifications for evaluation or monitoring of program by outside agency.
 Assist department personnel in writing periodic reports to comply with grant requirements.
 Maintains master files on grants. Monitors paperwork connected with grant-funded programs.
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 Assist department personnel in writing periodic reports to comply with grant requirements.
 Maintains master files on grants. Monitors paperwork connected with grant-funded programs.

CLASSIFICATION

EEOC4 Professional FLSA CLASS: Full Time- Exempt

ESTIMATED PERSONNEL COST

Number of Positions:		1		
SALARY RANGE ANNUAL	FROM	\$45,000.00	TO	\$54,000.00
BI Weekly Rate	FROM	\$1,730.76	TO	\$2,076.92
FICA/MICA: 7.65%	FROM	\$3,442.50	TO	\$4,131.00
PENSION: 12%	FROM	\$5,400.00	TO	\$6,480.00
HEALTH INSURANCE:	EMPL	E+SP	E+CH	FAMILY
	\$5,502.24	\$8,513.76	\$7,937.16	\$11,394.84
LIFE INSURANCE:	FROM	\$540.00	TO	\$648.00
DENTAL	EMPL	E+SP	E+CH	FAMILY
	\$278.52	\$424.92	\$564.96	\$754.56
VACATION 75 HRS YEARLY	FROM	\$1,730.76	TO	\$2,076.92
SICK 90 HRS YEARLY	FROM	\$2,076.91	TO	\$2,492.30
TOTAL MAXIMUM ANNUAL COST :	FROM	\$70,339.57	TO	\$81,977.62

Green Initiatives and Sustainability Coordinator

GENERAL PURPOSE

This is a key leadership role that requires a knowledgeable self-starter and creative individual who is passionate about sustainability and has experience working with government agencies and programs. The Green Initiatives and Sustainability Coordinator will work closely with key city departments in streamlining operations. Our goal is to raise awareness on key environmental issues, promote sustainability and build green with energy conservation in mind.

This position will be responsible for promoting green initiatives both internally and to the community through communication and education with strong focus on green building and energy efficiency improvements that will help tackle environmental issues all while cutting cost and increasing revenues.

CLASSIFICATION IDENTIFICATION

EEOC-2: Professionals FLSA Classification: Exempt, full time, 37.5 hour work-week.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide the vision, organizational strategy, and focus for advancing sustainability efforts throughout the city including energy conservation programs and implementation of green practice protocols.
- Create Sustainable Business Operations and Environmental Development Plan, which will identify key environmental issues within the city and surrounding areas, the action to be taken in relieving these issues and a set of guidelines and goals that will be monitored and follow set reduction goals.
- Act as a liaison to communications office and serve as a spokesperson and media expert, assisting with any media appearances or engagements.
- Work closely with other departments and integrate the processes into facilities and project management operations.
- Develop implementation plans for the set city-wide sustainability initiatives policies and procedures focused on: Green Cleaning, Solid Waste Management, Water Efficiency, Sustainable Site Management, and Sustainable Purchasing.
- Serve as the internal point person and "go to" expert for energy and sustainability, monitoring emerging trends, programs and issues, communicating and educating others on relevant topics.
- Create engaging and informative communications materials and educational resources to inform the community on environmental issues and initiatives.
- Aide in the development of internal environmental initiatives and programs that educate employees on environmental safety and new policies aimed at achieving sustainability.
- Create new visuals throughout the city to help the public identify with key environmental issues and changes going on in the community.
- Research and evaluate options, present recommendations, and implement programs for reducing energy and water usage and the associated costs.
- Develop a database of various available energy and sustainability incentive programs; analyze projects in relation to total life cost and prepare proposals for presentation to city council.
- Establish a Green Building Guidelines and promote LEED Certification Program involvement.
- Implementation in Green Practices in building operations.
- Assist in defining short and long-term goals and performance metrics. Be able to monitor and evaluate program effectiveness, performance trends, and recommend and implement modifications to improve program effectiveness.
- Encourage and facilitate sustainability programs initiated by City staff, residents and developers.
- Foster and coordinate new ideas and concepts for sustainability efforts and identify materials and resources needed to supplement, expand or replace existing sustainability program.
- May act as liaison between the City's Environmental Advisory Board (EAB) – as well as any future environmentally-oriented groups- and the City of Doral.
- Communicate with external organizations to ensure cooperative efforts are enhanced and available resources are utilized. This may necessitate travelling and meeting regularly outside of business hours.
- Develop, coordinate and implement activities including, but not limited to, seminars, conferences, workshops, short courses, clubs, shows, and/or other public events or programs relating to sustainability.

- Collaborate with Public Relations in supervising website, T.V., brochure and newsletter content pertaining to sustainability, as well as other promotional materials and/or publications; preparing press releases, designing ads and fliers, responding to inquiries, and developing plans and schedules for release of publicity materials.
- Perform other related duties incidental to the work described herein.
- Performs any other duties as directed by their supervisor.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Environmental Studies, Energy Management, Communications or a related field.
- 3 years' experience working on environmental and sustainability programs.
- LEED AP preferred.
- Active with local environmental groups and non-profits.
- Media experience a plus, especially in spokesperson role.
- Experience with energy conservation incentive programs provided by various utility and government agencies.
- Demonstrated experience implementing and managing "Green Focused" programs.
- Expertise working with LEED Green Building certification programs. Familiar with most recent local, state and federal energy and sustainability codes, laws and requirements.
- Problem solving and planning skills necessary to drive program success.
- Strong team leadership skills with the ability to work with and motivate others.
- Excellent interpersonal and communication skills.
- Microsoft office proficiency.
- MAC design skills a plus.
- Video production and editing skills a plus.
- The minimum requirements may be waived by the City Manager.

**Postion Salary Scale
FISCAL YEAR 2013**

DEPARTMENT/DIVISION Planning and Zoning		JUSTIFICATION Raise awareness on environmental issues build green with energy conservation in mind
POSITION Green Initiatives and Sustainability Coordinator	CURRENT NO. OF VACANCIES 1	NO. OF VACANCIES BEING REQUESTED TO BE FILLED 0

DESCRIBE THE TASKS TO BE PERFORMED.

- Provide the vision, organizational strategy, and focus for advancing sustainability efforts throughout the city including energy conservation programs and implementation of green practice protocols.
- Create Sustainable Business Operations and Environmental Development Plan, which will identify key environmental issues within the city and surrounding areas, the action to be taken in relieving these issues and a set of guidelines and goals that will be monitored and follow set reduction goals.
- Act as a liaison to communications office and serve as a spokesperson and media expert, assisting with any media appearances or engagements.
- Work closely with other departments and integrate the processes into facilities and project management operations.
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- Serve as the internal point person and "go to" expert for energy and sustainability, monitoring emerging trends, programs and issues, communicating and educating others on relevant topics.
- Create engaging and informative communications materials and educational resources to inform the community on environmental issues and initiatives.
- Aide in the development of internal environmental initiatives and programs that educate employees on environmental safety and new policies aimed at achieving sustainability.
- Create new visuals throughout the city to help the public identify with key environmental issues and changes going on in the community.
- Research and evaluate options, present recommendations, and implement programs for reducing energy and water usage and the associated costs.
- Develop a database of various available energy and sustainability incentive programs; analyze projects in relation to total life cost and prepare proposals for presentation to city council.
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- Assist in defining short and long-term goals and performance metrics. Be able to monitor and evaluate program effectiveness, performance trends, and recommend and implement modifications to improve program effectiveness.
- Encourage and facilitate sustainability programs initiated by City staff, residents and developers.
- Foster and coordinate new ideas and concepts for sustainability efforts and identify materials and resources needed to supplement, expand or replace existing sustainability program.
- May act as liaison between the City's Environmental Advisory Board (EAB) – as well as any future environmentally-oriented groups- and the City of Doral.
- Communicate with external organizations to ensure cooperative efforts are enhanced and available resources are utilized. This may necessitate travelling and meeting regularly outside of business hours.
- Develop, coordinate and implement activities including, but not limited to, seminars, conferences, workshops, short courses, clubs, shows, and/or other public events or programs relating to sustainability.

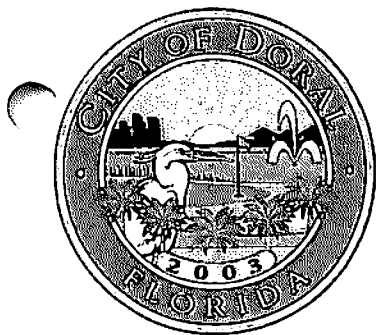
JUSTIFICATION OF NEED FOR THIS POSITION (S) & HOW THESE FUNCTIONS ARE CURRENTLY BEING PERFORMED.

EEOC4

FLSA CLASS:

ESTIMATED PERSONNEL COST

Number of Positions:		<u>1</u>		
SALARY RANGE ANNUAL	FROM	\$39,995.00	TO	\$49,995.00
Bi Weekly Rate	FROM	\$1,538.27	TO	\$1,922.89
FICA/MICA: 7.65%	FROM	\$3,059.62	TO	\$3,824.62
PENSION: 12%	FROM	\$4,799.40	TO	\$5,999.40
HEALTH INSURANCE:	EMPL	E+SP	E+CH	FAMILY
	\$5,502.24	\$8,513.76	\$7,937.16	\$11,394.84
LIFE INSURANCE:	FROM	\$480.00	TO	\$600.00
DENTAL	EMPL	E+SP	E+CH	FAMILY
	\$278.52	\$424.92	\$564.96	\$754.56
VACATION 75 HRS YEARLY	FROM	\$1,538.27	TO	\$1,922.89
SICK 90 HRS YEARLY	FROM	\$1,845.90	TO	\$2,307.60
TOTAL MAXIMUM ANNUAL COST :	FROM	\$63,867.59	TO	\$76,798.91



Executive Assistant to the Chief of Police

Salary Range: \$49,113 – \$73,670

EEOC-5: Administrative Support
Full time – Exempt

NATURE OF WORK:

This is a professional level position responsible for assisting the Chief of Police with the oversight and coordination of special projects and events conducted by the Police Department. Assists with strategic plans, data analyses, research, and report department activities, operations and functions to the public, may perform a variety of administrative tasks in support of the mission and goals of the department.

ILLUSTRATIVE TASKS:

- Serves as the communication link between the Chief's office, law enforcement and civilian staff, Police Advisory Committee, and the general public.
- Assists with the development and updating of strategic plans and performance indicators for the department.
- Makes discretionary decisions in assigned areas of responsibility; performs confidential duties for all department functions.
- Assists with gathering data and preparing reports, generating and maintaining budget records, and reviewing administrative procedures.
- Transcribes minutes at meetings and follows up on requests as assigned.
- Composes letters and memorandums; writes office procedures as assigned by the Chief of Police.
- Performs specialized assignments designated in accordance with their specific areas of responsibility.
- Conducting complex analyses and reports.
- Assisting in the preparation of the annual budget, maintains payroll records, prepares monthly financial reports.
- Prepares monthly financial reports; prepares bills for payments; prepares purchase orders, maintains monthly budget records and reconciles records with printouts received from the Finance Department.
- Answers telephone to provide information about police programs, activities or events to the public; screens calls and determines proper referral.
- Prepares response letters for the Chief of Police; maintains calendar and schedules appointments.
- Serves as a liaison with Human Resources Director on personnel matters.
- Performs other related duties as may be required.

KNOWLEDGES, ABILITIES AND SKILLS:

Considerable knowledge of secretarial procedures, methods and techniques.

Knowledge of modern office procedures, practices and equipment.

Knowledge of business English, spelling and arithmetic.

Some knowledge of supervisory principles and practices.

Some knowledge of the City organization and operations.

Ability to establish and maintain an effective working secretarial relationship with a governmental official.

Ability to operate modern office equipment.

Ability to search for and compile information from files and other sources.

Ability to make minor decisions in accordance with office procedures and departmental regulations.

Ability to develop and maintain effective departmental and public relations.

MINIMUM QUALIFICATIONS:

An Associates degree from an accredited college and one year of general secretarial experience.

Must be fluent in spoken and written English. Ability to communicate in Spanish is a plus.

Basic knowledge of modern office practices and procedures.

Must be computer literate with knowledge of Microsoft Word, Excel, Power Point and other similar programs.

Ability to get along with others and work effectively with the public and fellow workers.

Ability to use and understand the equipment used to digitize documents.

Ability to use and understand the document management software used to digitally archive public records.

Ability to meet and deal with the public in a courteous, eloquent and effective manner.

Ability to perform several tasks at one time.

Must be a non-smoker.

The minimum requirements may be waived by the City Manager.

Postion Salary Scale

FISCAL YEAR 2013

DEPARTMENT/DIVISION

Police

JUSTIFICATION

Strategically assist the Chief with the administration the Police Department.

POSITION

Executive Assistant to the Chief of Police

CURRENT NO. OF
VACANCIES

0

NO. OF VACANCIES BEING
REQUESTED TO BE FILLED

1

DESCRIBE THE TASKS TO BE PERFORMED.

- Serves as the communication link between the Chief's office, law enforcement and civilian staff, Police Advisory Committee, and the general public.
- Assists with the development and updating of strategic plans and performance indicators for the department.
- Makes discretionary decisions in assigned areas of responsibility; performs confidential duties for all department functions.
- Assists with gathering data and preparing reports, generating and maintaining budget records, and reviewing administrative procedures.
- Transcribes minutes at meetings and follows up on requests as assigned.
- Composes letters and memorandums; writes office procedures as assigned by the Chief of Police.
- Performs specialized assignments designated in accordance with their specific areas of responsibility.
- Conducting complex analyses and reports.
- Assisting in the preparation of the annual budget, maintains payroll records, prepares monthly financial reports.
- Prepares monthly financial reports; prepares bills for payments; prepares purchase orders, maintains monthly budget records and reconciles records with printouts received from the Finance Department.
- Answers telephone to provide information about police programs, activities or events to the public; screens calls and determines proper referral.
- Prepares response letters for the Chief of Police; maintains calendar and schedules appointments.
- Serves as a liaison with Human Resources Director on personnel matters.
- Performs other related duties as may be required.

CLASSIFICATION

EEOC4 Professional FLSA CLASS: Full Time-Exempt

ESTIMATED PERSONNEL COST

Number of Positions:

1

SALARY RANGE ANNUAL FROM \$49,113.00 TO \$73,670.00

BI Weekly Rate FROM \$1,888.97 TO \$2,833.47

FICA/MICA: 7.65% FROM \$3,757.14 TO \$5,635.76

PENSION: 12% FROM \$5,893.56 TO \$8,840.40

HEALTH INSURANCE: EMPL \$5,502.24 E+SP \$8,513.76 E+CH \$7,937.16 FAMILY \$11,394.84

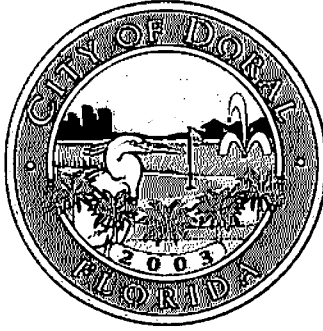
LIFE INSURANCE: FROM \$588.00 TO \$884.40

DENTAL EMPL \$278.52 E+SP \$424.92 E+CH \$564.96 FAMILY \$754.56

VACATION 75 HRS YEARLY FROM \$1,888.97 TO \$2,833.47

SICK 90 HRS YEARLY FROM \$2,267.10 TO \$3,400.20

TOTAL MAXIMUM ANNUAL COST : FROM \$75,657.17 TO \$107,413.63



Police Captain

Salary Range: 80,660 - 95,660

Full time – Exempt

NATURE OF WORK:


This position is a sworn police officer, management position involving the administration and command of a major portion of the police department including a number of shifts or units of subordinate personnel performing traditional and non-traditional law enforcement and administrative functions in a community involved and problem solving policing environment.

KNOWLEDGE, ABILITIES AND SKILLS:

- This position involves all of the requirements of the police officer, police sergeant, and police lieutenant position.
- Knowledge and ability to apply the principles of sound police administration.
- Knowledge of the principles of psychology and its application to obtaining better unit performance.
- Excellent ability to utilize written and verbal skills to analyze, report and persuade.
- A detailed knowledge of budgeting, preparing bid specifications and general financial management and an ability to prepare and justify the departmental budget.
- An extensive knowledge of administrative employment law and the standards, policies and regulations of the Florida Department of Law Enforcement, Criminal Justice Standards, as they apply to police officers.
- The knowledge, ability and responsibility to effectively recommend discipline, hiring, firing and promotional decisions to the police chief.
- Knowledge and ability to schedule and deploy resources in order to maximize effectiveness and efficiency.
- Ability to get along with others and work effectively with the public and fellow workers.
- Perform any other duties assigned by the Police Chief.

MINIMUM QUALIFICATIONS:

- Possess a minimum of a Bachelor's degree from an accredited school.
- A minimum of ten (10) years' experience as a full-time, sworn police officer with a minimum of five (5) years as a supervisor.
- Ability to obtain and maintain a licensed driver status in the State of Florida.
- Possession of good eyesight, including depth perception and the ability to distinguish colors.
- Must be computer literate with knowledge of Microsoft Word, WordPerfect or similar word processing program. Data base management a plus.
- Current certification or the ability to meet, by training, the requirements of the Florida Department of Law Enforcement, Criminal Justice Standards, for certification as a Florida Police Officer.
- Ability to fluently speak, hear, read and write the English language. Ability to communicate in Spanish is a plus
- Applicants must also complete all requirements established by the City of Doral for employment as a police officer. This may include, but is not limited to, a written examination, an oral board, a



psychological exam, a polygraph, a physical agility test, a comprehensive background investigation and a job-related medical examination including a drug/alcohol screening test.

- **Must be a non-smoker.**
- **The minimum requirements may be waived by the City Manager.**

Postion Salary Scale

FISCAL YEAR 2013

DEPARTMENT/DIVISION Police	JUSTIFICATION Sworn Police Officer to manage and command a a major portion of the Police Department.
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POSITION Police Captain	CURRENT NO. OF VACANCIES 0	NO. OF VACANCIES BEING REQUESTED TO BE FILLED 1
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DESCRIBE THE TASKS TO BE PERFORMED.

- Knowledge and ability to apply the principles of sound police administration.
- Knowledge of the principles of psychology and its application to obtaining better unit performance.
- Excellent ability to utilize written and verbal skills to analyze, report and persuade.
- A detailed knowledge of budgeting, preparing bid specifications and general financial management and an ability to prepare and justify the departmental budget.
- An extensive knowledge of administrative employment law and the standards, policies and regulations of the Florida Department of Law Enforcement, Criminal Justice Standards, as they apply to police officers.
- The knowledge, ability and responsibility to effectively recommend discipline, hiring, firing and promotional decisions to the police chief.
- Knowledge and ability to schedule and deploy resources in order to maximize effectiveness and efficiency.
- Ability to get along with others and work effectively with the public and fellow workers.
- Perform any other duties assigned by the Police Chief.

CLASSIFICATION

EEOC4 Professional FLSA CLASS: Full Time-Exempt

ESTIMATED PERSONNEL COST

Number of Positions:

1

SALARY RANGE ANNUAL	FROM	\$80,660.00	TO	\$95,660.00
Bi Weekly Rate	FROM	\$3,102.31	TO	\$3,679.23
FICA/MICA: 7.65%	FROM	\$6,170.49	TO	\$7,317.99
PENSION: 12%	FROM	\$9,679.20	TO	\$11,479.20
HEALTH INSURANCE:	EMPL	E+SP	E+CH	FAMILY
	\$5,502.24	\$8,513.76	\$7,937.16	\$11,394.84
LIFE INSURANCE:	FROM	\$968.40	TO	\$1,148.40
DENTAL	EMPL	E+SP	E+CH	FAMILY
	\$278.52	\$424.92	\$564.96	\$754.56
VACATION 75 HRS YEARLY	FROM	\$3,102.31	TO	\$3,679.23
SICK 90 HRS YEARLY	FROM	\$3,723.30	TO	\$4,415.40
TOTAL MAXIMUM ANNUAL COST :	FROM	\$116,453.10	TO	\$135,849.62