

Public Services Department

Mission Statement

Our mission here at Public Works is to maintain City infrastructure and provide the residents with the most professional, courteous and efficient service available while maintaining a cost effective and environmentally sound operation.

Public Services - Administration Division

The Administrative Division is responsible for the management of all divisions of the Department and compliance with regulatory mandates. This includes strategic planning for the maintenance of all infrastructure, utilities, and services within the City. The Administration also provides supervision, training, guidance, and support for all of the employees within the remaining eight divisions of the department.

Goals

Provide a quick and informative response to residents inquires to ensure customer satisfaction.

Maintain a system of proper planning, scheduling, inventory control, training, and cost accounting for all divisions of the department.

Improve the skill level of Administrative staff and support staff.

Objectives

To train supervisory and clerical staff in the optimal use of HTE to facilitate in the planning and scheduling of labor and materials in the most efficient and effective manner.

To enter into the accounting system all inventory expended and labor hours accrued in order to produce accurate and timely cost accounting reports.

To introduce new technology and methods into the daily operations of this Division, through education and proper training.

To strengthen time management practices and project management skills through OJT and group sessions.

Train personnel to coordinate projects and routine tasks with a planned maintenance system.

2006-07 Accomplishments

- Processed 1,204 utility locations tickets
- Reviewed and assisted in 193 permit applications
- Answered over 1568 incoming telephone calls
- Opened 6805 work orders and completed 6507
- Training of Procurement / Reports Supervisor in Excel III
- Opened 1503 Fleet job orders and completed 1408

Public Services - Administration Division

FY 2007-08 Budget Highlights

- The FY 2007-08 budget reports an \$11,040 (2%) decrease from FY2006-07, mainly due to payroll reductions. This year's budget includes the following increases:
- Salaries include a 3.0% cost of living (COLA) increase for all general employees.
- Health insurance costs are projected to increase by 10%.
- Liability insurance has increased by 40% for FY2007-08 mainly due to prior claims history as well as a revaluation of city assets performed by an appraisal in order to ensure that the city was adequately covered.

**CITY OF MIAMI SPRINGS
PUBLIC WORKS BUDGET
FISCAL YEAR ENDING 9/30/08**

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2004-05 ACTUALS</u>	<u>FY2005-06 ACTUALS</u>	<u>FY2006-07 AMENDED BUDGET</u>	<u>YTD ACTUALS AS OF 6/30/07</u>	<u>YTD FY2006-07 PROJECTED</u>	<u>Manager's Budget Request</u>
ADMINISTRATION DIVISION							
001-5401-541.12-00	REGULAR SALARIES	230,520	312,206	327,651	200,882	257,769	314,337
001-5401-541.13-00	PART TIME YEAR ROUND	1,695	-	2,100	-	-	-
001-5401-541.14-00	OVERTIME	683	4,933	6,263	712	949	3,000
001-5401-541.21-00	FEDERAL PAYROLL TAXES	21,583	25,498	25,705	16,373	19,792	24,276
001-5401-541.22-01	GENERAL	7,604	13,145	15,536	12,387	16,516	16,957
001-5401-541.23-01	POS, EMPLOYEE ONLY	5,419	1,056	26,390	2,569	3,425	2,720
001-5401-541.23-04	HMO, EMPLOYEE ONLY	9,389	17,777	-	14,311	19,081	19,000
001-5401-541.23-07	LIFE/AD&D	1,552	1,710	2,077	1,068	1,424	1,974
001-5401-541.23-08	DENTAL - OHS - EMPLOYEE	506	390	450	180	240	250
001-5401-541.23-09	VSP - VISION - EMPLOYEE	207	160	200	74	99	100
001-5401-541.23-10	DENTAL- OHS - DUAL	161	276	300	238	317	300
001-5401-541.23-11	DENTAL - OHS - FAMILY	204	354	354	314	419	329
001-5401-541.23-12	VSP - VISION - FAMILY	182	325	362	284	379	339
001-5401-541.23-19	HMO - EMPLOYEE + CHILDREN	453	-	-	-	-	-
	Total Medical insurance	18,073	22,048	30,133	19,038	25,384	25,012
001-5401-541.24-00	WORKER'S COMPENSATION	19,918	36,573	50,729	38,043	50,724	39,807
001-5401-541.25-00	UNEMPLOYMENT COMPENSATION	-	1,392	-	78	104	300
001-5401-541.31-00	PROFESSIONAL SERVICES	-	-	500	-	-	-
001-5401-541.40-00	TRAVEL AND PER DIEM	7,091	6,582	7,560	4,574	6,099	7,500
001-5401-541.41-01	TELEPHONE	4,336	6,434	4,315	5,046	6,728	6,800
001-5401-541.41-02	CELLULAR TELEPHONE	2,303	1,798	2,354	1,296	1,728	1,860
001-5401-541.41-03	POSTAGE	1,181	1,474	1,613	958	1,277	1,614
001-5401-541.41-04	UPS/FEDEX	-	87	210	11	15	100
001-5401-541.41-06	INTERNET ACCESS	1,484	1,613	1,537	990	1,320	1,537
001-5401-541.43-01	ELECTRICITY	8,994	10,174	10,089	8,918	11,891	10,475
001-5401-541.43-02	WATER	7,886	12,169	12,551	7,697	10,263	11,000
001-5401-541.44-00	RENTALS AND LEASES	1,906	2,345	2,678	2,344	3,125	3,500
001-5401-541.45-10	FLEET MAINTENANCE	5,254	4,779	6,475	5,251	7,001	8,000
001-5401-541.45-30	LIABILITY INSURANCES	40,212	45,972	48,976	53,174	70,899	73,740
001-5401-541.46-00	REPAIRS AND MAINTENANCE	210	248	500	387	516	600
001-5401-541.47-00	PRINTING AND BINDING	86	444	500	190	253	500
001-5401-541.51-00	OFFICE SUPPLIES	2,492	2,249	3,489	2,560	3,413	3,000
001-5401-541.52-00	OPERATING SUPPLIES	4,741	4,081	3,852	4,169	5,559	6,000
001-5401-541.52-02	FUEL, OILS, LUBRICANTS	2,524	2,916	3,300	552	736	3,000
001-5401-541.52-07	TIRES	127	89	-	-	-	-
001-5401-541.54-00	DUES, MEMBERSHIPS, SUBS	1,524	1,262	1,200	724	965	1,000
001-5401-541.58-00	EDUCATION AND TRAINING	2,000	2,981	4,000	349	465	2,500
001-5401-541.63-00	IMPROVEMENTS O/T BUILDINGS	-	-	3,000	-	-	-
001-5401-541.64-00	MACHINERY AND EQUIPMENT	30,000	10,040	1,840	-	-	1,200
	Total Administration	424,427	533,532	578,656	386,703	503,492	567,616

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Fiscal Year . . . : 2007
 Budget Level . . . : BUDG
 Description . . . : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Text	Misc. Info
1-5401-541-12-00	REGULAR SALARIES	314,337.00	00100 CURRENT PAYROLL PLUS 5% MERIT INCREASES AND 3% 00200 COLA, \$28,456 OF PAYROLL COMES FROM ROAD & TRANS 00300 PLUS HALF OF OPR. SUPERINTENDENTS SALARY OF 00400 \$32,370.	
1-5401-541-14-00	OVERTIME	3,000.00	00100 COVERAGE FOR OFFICE PERSONNEL	
1-5401-541-21-00	FEDERAL PAYROLL TAXES	24,276.00	00100 AS PER FINANCE	
1-5401-541-22-01	GENERAL	16,957.00	00100 AS PER FINANCE	
1-5401-541-23-01	POS, EMPLOYEE ONLY	2,720.00	00100 AS PER FINANCE	
1-5401-541-23-04	HMO, EMPLOYEE ONLY	19,000.00	00100 AS PER FINANCE	
1-5401-541-23-07	LIFE/AD&D	1,974.00	00100 AS PER FINANCE	
1-5401-541-23-08	DENTAL - OHS - EMPLOYEE	250.00	00100 AS PER FINANCE	
1-5401-541-23-09	VSP - VISION - EMPLOYEE	100.00	00100 AS PER FINANCE	
1-5401-541-23-10	DENTAL- OHS - DUAL	300.00	00100 AS PER FINANCE	
1-5401-541-23-11	DENTAL - OHS - FAMILY	329.00	00100 AS PER FINANCE	
1-5401-541-23-12	VSP - VISION - FAMILY	339.00	00100 AS PER FINANCE	
1-5401-541-24-00	WORKER'S COMPENSATION	39,807.00	00100 AS PER FINANCE	
1-5401-541-25-00	UNEMPLOYMENT COMPENSATION	300.00	00100 AS PER FINANCE	
1-5401-541-40-00	TRAVEL AND PER DIEM	7,500.00		
1-5401-541-41-01	TELEPHONE	6,800.00	00100 AS PER FINANCE	
1-5401-541-41-02	CELLULAR TELEPHONE	1,860.00	00100 AS PER FINANCE	
1-5401-541-41-03	POSTAGE	1,614.00	00100 AS PER FINANCE	
1-5401-541-41-04	COURIER, UPS, FEDX -OVERNGT	100.00	00100 COST OF SHIPPING	
1-5401-541-41-06	INTERNET ACCESS	1,537.00	00100 AS PER FINANCE	
1-5401-541-43-01	ELECTRICITY	10,475.00	00100 AS PER FINANCE	
1-5401-541-43-02	WATER	11,000.00	00100 AS PER FINANCE	
1-5401-541-44-00	RENTALS AND LEASES	3,500.00	00100 TOSHIBA COPIER	
1-5401-541-45-10	FLEET MAINTENANCE	8,000.00	00100 SHOP MAINTENANCE COSTS PLUS 4%	
1-5401-541-45-30	LIABILITY INSURANCES	73,740.00	00100 AS PER FINANCE	

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Fiscal Year . . . : 2007
 Budget Level . . . : BUDG
 Description . . . : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	*----- Misc. Info -----*	
			Text	
1-5401-541-46-00	REPAIRS AND MAINTENANCE	600.00	00100	REPAIRS FOR TIME CLOCK, MAIL STAMPER
1-5401-541-47-00	PRINTING AND BINDING	500.00	00100	COST OF PRINTS AND BUSINESS CARDS
1-5401-541-51-00	OFFICE SUPPLIES	3,000.00	00100	OFFICE SUPPLIES
1-5401-541-52-00	OPERATING SUPPLIES	6,000.00	00100	MEDICAL SUPPLIES, BOTTLED WATER, PETTY CASH
			00200	EXPENSES AND UNIFORMS FOR OFFICE PERSONNEL
1-5401-541-52-02	FUEL, OILS, LUBRICANTS	3,000.00	00100	FUEL EXPENSES PLUS A 7% INCREASE
1-5401-541-54-00	DUES, MEMBERSHIPS, SUBS	1,000.00	00100	RENEWAL OF NOTARIES, AND MONTHLY SUBSCRIPTIONS
			00200	SEWER DIGEST, WATER WORKS AND WASTE AGE
1-5401-541-58-00	EDUCATION AND TRAINING	2,500.00	00100	TRAINING IN HTE, OUTLOOK, EXCEL, WORD,
			00200	STORMWATER, ILLICIT DISCHARGE, FEMA, SEDIMENT AND
			00300	EROSION, ETC.
1-5401-541-64-00	MACHINERY AND EQUIPMENT	1,200.00	00100	PURCHASE OF A HEAVY DUTY OFFICE SHREDDER
* Total Accounts for this Budget Level		33	567,615.00	

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**CITY OF MIAMI SPRINGS
ASSET ACQUISITION REQUEST
FOR FY 2007-08 BUDGET YEAR**

(this form to be used for all projected machinery, equipment, vehicle and office/computer equipment with cost per item exceeding \$1,000)

Department: Public Services Dept. - Administration

<u>Description of equipment requested</u>	<u>Estimated Cost</u>
_____	\$ -
Heavy Duty Office Shredder	\$ 1,200.00
_____	\$ -
_____	\$ -
_____	\$ -
_____	\$ -
_____	\$ -
_____	\$ -
Total budget request:	<u>\$ 1,200.00</u>

<u>Detail any grant or additional funding sources for this project</u>	<u>Funding</u>
_____	\$ -
_____	\$ -
_____	\$ -
Total additional funding	<u>\$ -</u>

Reason why equipment is needed

Shred old office documents that have met their retention date.

<u>Expected cost savings from this acquisition(if any)</u>	<u>Expected Savings</u>
_____	_____
_____	_____
_____	\$ -

Department Head Signature

City Manager Approval

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Public Services – Streets/Sidewalks Division

The Streets Division's function is to maintain and repair all city streets, streetlights, bike paths, alleys, and sidewalks. This division also maintains the monuments, city seals, and traffic and street signs that are not maintained by Miami-Dade County Public Works Department. Projects undertaken by this Division are supplemented with Local Option Gas Tax and CITT/Peoples Transportation Tax funds.

Goals

Replace and repair street signage city wide. Ensure all city sidewalks are safe for pedestrian traffic.

Restore the alleys and alley approaches citywide.

Continue to upgrade and repair the streetlight infrastructure.
Maintain the rights-of-way.

Objectives

Systematically inspect sidewalks throughout the city and coordinate with the contractor for replacement. Include root barrier in the installation when needed.

Prioritize the alleys in need of leveling and execute the grading and rocking.

Continue with the asphalt paving of the alley entranceways.

Schedule the contractor to complete the replacement of 9 remaining old steel poles with aluminum poles.

Continue with the repair and replacement of underground wiring

Continue to work with Miami-Dade County Public Works to replace street name signs and traffic signs.

Repaint pavement markings.

2006-07 Accomplishments

- Restored 1,852 linear feet of sidewalk
- Replaced 4 sidewalks with new concrete mixer
- Assisted with the resurfacing and re-stripping of Senior, Police and Fire Parking lot
- Replaced 90 signs city-wide.
- Began repair of abandoned wood water line on DeLeon Drive
- Installed 20.24 tons of cold patch for potholes, drop-offs and road repairs
- Filled approximately 505 holes in the alleys, city-wide

Public Services – Streets/Sidewalks Division

FY 2007-08 Budget Highlights

- The FY 2007-08 budget reports a \$125,735 (22.4%) decrease from FY2006-07, mainly due to expenditure reductions in contractual services. This year's budget includes the following increases:
- Salaries include a 3.0% cost of living (COLA) increase for all general employees.
- Health insurance costs are projected to increase by 10%.
- Liability insurance has increased by 40% for FY2007-08 mainly due to prior claims history as well as a revaluation of city assets performed by an appraisal in order to ensure that the city was adequately covered

CITY OF MIAMI SPRINGS
PUBLIC WORKS BUDGET
FISCAL YEAR ENDING 9/30/08

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2004-05 ACTUALS</u>	<u>FY2005-06 ACTUALS</u>	<u>FY2006-07 AMENDED BUDGET</u>	<u>YTD ACTUALS AS OF 6/30/07</u>	<u>YTD FY2006-07 PROJECTED</u>	<u>Manager's Budget Request</u>
<u>STREETS DIVISION</u>							
001-5402-541.12-00	REGULAR SALARIES	62,522	51,813	48,230	40,328	53,771	58,011
001-5402-541.13-00	PART TIME YEAR ROUND	3,990	-	-	-	-	-
001-5402-541.14-00	OVERTIME	1,976	1,163	2,000	11	15	2,000
001-5402-541.21-00	FEDERAL PAYROLL TAXES	5,274	3,969	3,843	2,996	4,115	4,591
001-5402-541.22-01	GENERAL	844	1,440	2,894	2,331	3,108	3,341
001-5402-541.23-01	POS, EMPLOYEE ONLY	981	(443)	60	-	-	-
001-5402-541.23-04	HMO, EMPLOYEE ONLY	6,237	4,346	3,492	2,569	3,425	3,549
001-5402-541.23-07	LIFE/AD&D	334	251	278	207	276	334
001-5402-541.23-08	DENTAL - OHS - EMPLOYEE	287	167	123	90	120	123
001-5402-541.23-09	VSP - VISION - EMPLOYEE	118	68	50	37	49	50
	Total Medical insurance	<u>7,957</u>	<u>4,389</u>	<u>4,003</u>	<u>2,903</u>	<u>3,871</u>	<u>4,057</u>
001-5402-541.24-00	WORKER'S COMPENSATION	8,652	15,724	729	549	732	373
001-5402-541.31-00	PROFESSIONAL SERVICES	-	-	11,500	-	-	-
001-5402-541.34-00	CONTRACTUAL SERVICES	-	141,328	150,000	13,720	18,293	20,000
	CELLULAR PHONES	-	-	780	-	-	-
001-5402-541.43-01	ELECTRICITY	141,577	157,674	154,362	104,108	138,811	167,413
001-5402-541.44-00	RENTALS AND LEASES	687	155	2,000	-	-	1,000
001-5402-541.45-10	FLEET MAINTENANCE	6,157	4,573	8,000	2,503	3,337	4,000
001-5402-541.45-30	LIABILITY INSURANCES	1,356	-	2,960	3,177	4,236	2,027
001-5402-541.46-00	REPAIRS AND MAINTENANCE	-	540	60,000	24,257	32,343	148,500
001-5402-541.52-00	OPERATING SUPPLIES	20,206	16,573	18,761	8,118	10,824	15,000
001-5402-541.52-02	FUEL, OILS, LUBRICANTS	4,234	2,207	6,485	1,844	2,459	4,000
001-5402-541.52-07	TIRES	105	-	-	-	-	-
001-5402-541.55-00	INVENTORY OVER/SHORT	(7,535)	4,602	-	(4,790)	(6,387)	-
001-5405-541.63-00	IMPROVEMENTS O/T BUILDING	-	45,573	82,500	7,867	10,489	-
001-5405-541.64-00	MACHINERY & EQUIPMENT	-	4,200	-	-	-	-
001-5402-541.58-00	EDUCATION AND TRAINING	1,041	-	1,000	-	-	-
	Total Streets	<u>259,043</u>	<u>455,923</u>	<u>560,047</u>	<u>209,922</u>	<u>280,016</u>	<u>434,312</u>

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Fiscal Year . . . : 2007
 Budget Level . . . : BUDG
 Description . . . : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	*----- Misc. Info -----*	
			Text	
1-5402-541-12-00	REGULAR SALARIES	58,011.00	00100	CURRENT PAYROLL PLUS 5% MERIT INCREASE AND 3% COLA
			00200	
1-5402-541-14-00	OVERTIME	2,000.00	00100	STORM PREPARATION AND CLEANUPS
1-5402-541-21-00	FEDERAL PAYROLL TAXES	4,591.00	00100	AS PER FINANCE
1-5402-541-22-01	GENERAL	3,341.00	00100	AS PER FINANCE
1-5402-541-23-04	HMO, EMPLOYEE ONLY	3,549.00	00100	AS PER FINANCE
1-5402-541-23-07	LIFE/AD&D	334.00	00100	AS PER FINANCE
1-5402-541-23-08	DENTAL - OHS - EMPLOYEE	123.00	00100	AS PER FINANCE
1-5402-541-23-09	VSP - VISION - EMPLOYEE	50.00	00100	AS PER FINANCE
1-5402-541-24-00	WORKER'S COMPENSATION	373.00	00100	AS PER FINANCE
1-5402-541-34-09	OTHER	20,000.00	00100	CANAL BARRICADES AND GUARD RAILS
1-5402-541-43-01	ELECTRICITY	167,413.00	00100	AS PER FINANCE
1-5402-541-44-00	RENTALS AND LEASES	1,000.00	00100	BARRICADE RENTALS FOR CITY EVENTS
1-5402-541-45-10	FLEET MAINTENANCE	4,000.00	00100	SHOP SUPPLIES
1-5402-541-45-30	LIABILITY INSURANCES	2,028.00	00100	AS PER FINANCE
1-5402-541-46-00	REPAIRS AND MAINTENANCE	148,500.00	00100	PENDING STREETLIGHT REPAIRS \$135K, REPLACEMENT OF FLOOD LIGHTS ON WESTWARD DRIVE \$3500,
			00200	
			00300	CONTINGENCY OF \$10K, NOTE: WE HAVE COMBINED
			00400	REPAIRS/MAINTENANCE AND IMPROVEMENTS O/T FROM
			00500	06/07 BUDGET
1-5402-541-52-00	OPERATING SUPPLIES	15,000.00	00100	STRIPPING, SIGN REPLACEMENT, ASPHALTING, HOT PATCH AND GRAVEL FOR ROADWAYS
			00200	
1-5402-541-52-02	FUEL, OILS, LUBRICANTS	4,000.00	00100	FUEL COSTS PLUS 7% INCREASE
* Total Accounts for this Budget Level		17	434,313.00	

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Public Services – Public Properties

The Public Properties Division has the function of maintaining all city owned green space. This includes landscapes, greenways, right-of-ways, and litter control. The Division is also responsible for tree planting and tree maintenance. Street tree maintenance projects undertaken by this Division are supplemented with Local Option Gas Tax funds.

Goals

Continue education of tree trimmers in proper trimming techniques and safety practices.

Properly prune and thin hurricane damaged trees.

Ensure that the City retains its National Arbor Society's Tree City USA and Growth Award status.

Maintain a properly pruned and lifted street tree canopy.

Maintain plant material throughout the city.

Objectives

Use a professional training plan for proper tree trimming and implement safety techniques and proper equipment use for personnel.

Work with outside agencies, such as DERM, on the annual Adopt-a-Tree Program.

Provide assistance to residents in maintaining the tree canopy and administering the tree protection ordinance.

Continue with the Annual Street Tree Planting Program.

Access the tree trimming contract for removal of hazardous trees.

2006-07 Accomplishments

- Removed 596 hazardous trees
- Removed 37 Black Olive trees, 17 of which were removed by our tree crews, saving the city \$10,000
- Planted 11,000 impatiens plants around the Circle and along Curtiss Pkwy and 2,000 additional plants at Pinecrest Drive, South Drive and De Soto Drive.
- 48 alleys trimmed for overgrown vegetation and 190 individual residents.
- Tree City USA & Growth Awards – 12th year
- 83 newly planted trees, city-wide, partially funded by a grant from the Division of Forestry

Public Services – Public Properties

FY 2007-08 Budget Highlights

- The FY 2007-08 budget reports a \$39,790 (4.5%) decrease from FY2006-07. This year's budget includes the following increases:
- Salaries include a 3.0% cost of living (COLA) increase for all general employees.
- Health insurance costs are projected to increase by 10%.
- Liability insurance has increased by 40% for FY2007-08 mainly due to prior claims history as well as a revaluation of city assets performed by an appraisal in order to ensure that the city was adequately covered.

CITY OF MIAMI SPRINGS
PUBLIC WORKS BUDGET
FISCAL YEAR ENDING 9/30/08

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PUBLIC PROPERTIES DIVISION							
001-5404-541.12-00	REGULAR SALARIES	320,829	366,423	425,368	298,495	397,993	403,722
001-5404-541.13-00	PART TIME SEASONAL	21,997	22,933	30,000	26,535	35,380	41,600
001-5404-541.14-00	OVERTIME	4,667	14,868	18,000	2,801	3,735	10,000
001-5404-541.21-00	FEDERAL PAYROLL TAXES	26,995	30,773	36,213	25,014	33,439	34,832
001-5404-541.22-01	GENERAL	7,489	11,860	22,885	15,617	20,823	21,966
001-5404-541.23-02	POS, EMPLOYEE +1	500	(4,689)	-	-	-	-
001-5404-541.23-03	POS, FAMILY	2,437	6,284	20,000	5,036	6,715	6,800
001-5404-541.23-04	HMO, EMPLOYEE ONLY	28,116	22,236	15,381	19,566	26,088	36,000
001-5404-541.23-05	HMO, EMPLOYEE +1	4,895	15,055	20,701	11,970	15,960	20,293
001-5404-541.23-07	LIFE/AD&D	1,632	1,811	2,318	1,521	2,028	2,325
001-5404-541.23-08	DENTAL - OHS - EMPLOYEE	1,109	1,005	1,172	773	1,031	1,000
001-5404-541.23-09	VSP - VISION - EMPLOYEE	449	397	348	315	420	500
001-5404-541.23-10	DENTAL - OHS - DUAL	18	219	300	226	301	655
001-5404-541.23-11	DENTAL - OHS - FAMILY	181	213	300	157	209	200
001-5404-541.23-12	VSP - VISION - FAMILY	91	186	400	138	184	252
	Total Medical insurance	<u>39,428</u>	<u>42,717</u>	<u>60,920</u>	<u>39,702</u>	<u>52,936</u>	<u>68,025</u>
001-5404-541.24-00	WORKER'S COMPENSATION	41,476	73,411	67,098	50,328	67,104	66,390
001-5404-541.25-00	UNEMPLOYMENT COMPENSATION	77	1,419	-	1,867	2,489	-
001-5404-541.31-00	PROFESSIONAL SERVICES	175	-	1,500	-	-	-
001-5404-541.31-01	LEGAL	240	-	-	-	-	-
001-5404-541.34-00	OTHER CONTRACTUAL SERVICE	15,792	6,547	8,000	5,881	7,841	8,000
001-5404-541.34-09	OTHER	-	-	-	-	-	-
001-5404-541.41-02	CELLULAR TELEPHONE	457	573	207	438	584	780
001-5404-541.41-04	COURIER,UPS,FEDX -OVERNGT	-	-	200	12	16	100
001-5404-541.43-01	ELECTRICITY	-	12,760	-	-	-	-
001-5404-541.43-02	WATER	34,837	61,586	67,199	34,641	46,188	60,487
001-5404-541.43-04	STORMWATER	2,936	2,332	3,200	1,565	2,087	2,600
001-5404-541.44-00	RENTALS AND LEASES	1,371	-	1,500	-	-	1,500
001-5404-541.45-10	FLEET MAINTENANCE	31,181	63,629	42,000	25,433	33,911	40,000
001-5404-541.45-30	LIABILITY INSURANCES	8,508	10,680	11,446	12,574	16,765	15,558
001-5404-541.46-00	REPAIRS AND MAINTENANCE	-	450	2,000	54	72	500
001-5404-541.52-00	OPERATING SUPPLIES	68,190	67,171	78,408	33,059	44,079	60,000
001-5404-541.52-02	FUEL, OILS, LUBRICANTS	10,005	12,533	12,707	10,064	13,419	15,000
001-5404-541.52-07	TIRES	1,931	1,523	-	932	1,243	-
001-5404-541.54-00	DUES, MEMBERSHIPS, SUBS	-	-	-	-	-	-
001-5404-541.58-00	EDUCATION AND TRAINING	1,776	128	2,500	280	373	500
001-5404-541.64-00	MACHINERY AND EQUIPMENT	4,100	6,618	-	-	-	-
	Total Public properties	<u>644,457</u>	<u>810,934</u>	<u>891,351</u>	<u>585,292</u>	<u>780,476</u>	<u>851,561</u>

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Fiscal Year . . . : 2007
 Budget Level . . . : BUDG
 Description . . . : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Text	Misc. Info
1-5404-541-12-00	REGULAR SALARIES	403,722.00	00100 CURRENT PAYROLL PLUS 5%MERIT INCREASE AND 3% 00200 COLA, NOTE: 1/2 OF OPR. SUPERINTENDENT SALARY OF 00300 \$32370 IS IN ADMIN. DIVISION	
1-5404-541-13-00	PART TIME YEAR ROUND	41,600.00	00100 5 TEMPS ARE HIRED AS A TEMPORARY BASIS FOR SUMMER 00200 FOR MOWING OF GRASS AND TREE TRIMMING FOR 00300 HURRICANE SEASON. (90 DAY TEMPS)	
1-5404-541-14-00	OVERTIME	10,000.00	00100 STORM PREPARTAION AND CLEANUPS	
1-5404-541-21-00	FEDERAL PAYROLL TAXES	34,832.00	00100 AS PER FINANCE	
1-5404-541-22-01	GENERAL	21,966.00	00100 AS PER FINANCE	
1-5404-541-23-03	POS, FAMILY	6,800.00	00100 AS PER FINANCE	
1-5404-541-23-04	HMO, EMPLOYEE ONLY	36,000.00	00100 AS PER FINANCE	
1-5404-541-23-05	HMO, EMPLOYEE +1	20,293.00	00100 AS PER FINANCE	
1-5404-541-23-07	LIFE/AD&D	2,325.00	00100 AS PER FINANCE	
1-5404-541-23-08	DENTAL - OHS - EMPLOYEE	1,000.00	00100 AS PER FINANCE	
1-5404-541-23-09	VSP - VISION - EMPLOYEE	500.00	00100 AS PER FINANCE	
1-5404-541-23-10	DENTAL- OHS - DUAL	655.00	00100 AS PER FINANCE	
1-5404-541-23-11	DENTAL - OHS - FAMILY	200.00	00100 AS PER FINANCE	
1-5404-541-23-12	VSP - VISION - FAMILY	252.00	00100 AS PER FINANCE	
1-5404-541-24-00	WORKER'S COMPENSATION	66,390.00	00100 AS PER FINANCE	
1-5404-541-34-00	OTHER CONTRACTUAL SERVICE	8,000.00	00100 PESTICIDES AND HERBICIDES - CITY-WIDE	
1-5404-541-41-02	CELLULAR TELEPHONE	780.00	00100 AS PER FINANCE	
1-5404-541-41-04	COURIER, UPS, FEDX -OVERNGT	100.00	00100 COST OF MAILING TREE GRANTS	
1-5404-541-43-02	WATER	60,487.00	00100 AS PER FINANCE	
1-5404-541-43-04	STORMWATER	2,600.00	00100 UTILITIES FEES, AS PER FINANCE	
1-5404-541-44-00	RENTALS AND LEASES	1,500.00	00100 EQUIPMENT RENTAL FOR STORM CLEANUPS	
1-5404-541-45-10	FLEET MAINTENANCE	40,000.00	00100 SHOP SUPPLIES	
1-5404-541-45-30	LIABILITY INSURANCES	15,558.00	00100 AS PER FINANCE	
1-5404-541-46-00	REPAIRS AND MAINTENANCE	500.00	00100 MISCELLANEOUS REPAIRS	

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Fiscal Year . . . : 2007
Budget Level . . . : BUDG
Description . . . : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	*-----* Text	Misc. Info -----*
1-5404-541-52-00	OPERATING SUPPLIES	60,000.00	00100 SAFETY EQUIPMENT, LIGHTING FOR SPECIAL EVENTS, 00200 REPLACEMENT OF FLAGS- CITY-WIDE, SAFETY SHOES, SOD 00300 MULCHING, ANNUAL PLANTING (2 TIMES PER YEAR), TREE 00400 PLANTING AND REPLACEMENTS	
1-5404-541-52-02	FUEL, OILS, LUBRICANTS	15,000.00	00100 FUEL COST PLUS 7% INCREASES	
1-5404-541-58-00	EDUCATION AND TRAINING	500.00	00100 CONTINUING EDUCATION FOR TREE TRIMMERS	
* Total Accounts for this Budget Level 27		851,560.00		

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Public Services - Building Maintenance

The Building Maintenance Division is responsible for the maintenance of all buildings, monuments, and park benches owned by the city. Other functions include general carpentry repairs, painting, minor alterations, and minor electrical repairs.

Goals

Develop a maintenance schedule for all municipal buildings, City Hall, Golf Course, Senior and Recreation Centers. Thus, taking a proactive approach to building maintenance.

Objectives

Create an efficient and safe working environment for city employees.

Encourage employees to participate in the "Turn It Off" program.

2006-07 Accomplishments

- Installed 6 pressure assisted toilets at the Senior Center
- Installed a 12' x 20" storage shed at the Golf Course
- Replaced all the plywood shutters with metal shutters at the Golf Course and Country Club
- Assisted with the renovations to the Tot Lot
- Remodeled and relocated the new Gym at the Recreation Department
- Continued maintenance of the Dog Park

FY 2007-08 Budget Highlights

- The FY 2007-08 budget reports an \$83,859 (26%) decrease from FY2006-07 due to reductions in capital improvements from last year. This year's budget includes the following increases:
- Salaries include a 3.0% cost of living (COLA) increase for all general employees.
- Health insurance costs are projected to increase by 10%.
- Liability insurance has increased by 40% for FY2007-08 mainly due to prior claims history as well as a revaluation of city assets performed by an appraisal in order to ensure that the city was adequately covered.
- \$19,000 for the replacement of ceiling tiles at the Senior Center.

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CITY OF MIAMI SPRINGS
PUBLIC WORKS BUDGET
FISCAL YEAR ENDING 9/30/08

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2004-05 ACTUALS</u>	<u>FY2005-06 ACTUALS</u>	<u>FY2006-07 AMENDED BUDGET</u>	<u>YTD ACTUALS AS OF 6/30/07</u>	<u>YTD FY2006-07 PROJECTED</u>	<u>Manager's Budget Request</u>
<u>BUILDING MAINTENANCE DIVISION</u>							
001-5405-541.12-00	REGULAR SALARIES	48,678	33,282	56,081	42,297	56,396	61,645
001-5405-541.14-00	OVERTIME	653	547	600	-	-	-
001-5405-541.21-00	FEDERAL PAYROLL TAXES	3,788	2,588	4,336	3,236	4,093	4,093
001-5405-541.22-01	GENERAL	1,125	1,243	3,365	2,424	3,232	3,551
001-5405-541.23-04	HMO, EMPLOYEE ONLY	4,164	2,877	7,064	5,138	6,851	7,799
001-5405-541.23-07	LIFE/AD&D	244	167	323	219	292	355
001-5405-541.23-08	DENTAL - OHS - EMPLOYEE	161	123	246	180	240	246
001-5405-541.23-09	VSP - VISION - EMPLOYEE	66	50	101	74	99	101
	Total Medical insurance	<u>4,635</u>	<u>3,217</u>	<u>7,734</u>	<u>5,611</u>	<u>7,481</u>	<u>8,501</u>
001-5405-541.24-00	WORKER'S COMPENSATION	3,804	8,874	390	297	396	396
001-5405-541.34-00	OTHER CONTRACTUAL SERVICE	67,537	76,343	65,800	56,757	75,676	70,000
001-5405-541.41-02	CELLULAR TELEPHONE	29	63	11	34	45	423
001-5405-541.43-01	ELECTRICITY	395	865	-	-	-	-
001-5405-541.44-00	RENTALS AND LEASES	-	242	500	47	63	500
001-5405-541.45-10	FLEET MAINTENANCE	741	764	2,000	419	559	1,000
001-5405-541.45-30	LIABILITY INSURANCES	1,212	-	1,583	1,756	2,341	2,154
001-5405-541.46-00	REPAIRS AND MAINTENANCE	26,041	27,895	33,990	11,780	15,707	38,500
001-5405-541.52-00	OPERATING SUPPLIES	14,447	17,766	19,888	16,879	22,505	25,000
001-5405-541.52-02	FUEL, OILS, LUBRICANTS	822	1,028	2,228	710	947	1,000
001-5405-541.52-07	TIRES	-	63	-	-	-	-
001-5405-541.64-00	MACHINERY AND EQUIPMENT	-	-	15,000	7,406	15,000	-
001-5405-541.63-00	IMPROVEMENTS O/T BUILDING	28,676	237,108	106,115	74,258	106,115	19,000
001-5405-541.71-00	PRINCIPAL PAYMENTS	-	-	-	2,396	3,195	-
001-5405-541.72-00	INTEREST EXPENSE	-	-	-	293	391	-
	Total Bldg Maintenance	<u>202,583</u>	<u>411,888</u>	<u>319,621</u>	<u>226,600</u>	<u>314,141</u>	<u>235,762</u>

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Fiscal Year . . . : 2007
 Budget Level . . . : BUDG
 Description . . . : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	*----- Misc. Info -----*	
			Text	
1-5405-541-12-00	REGULAR SALARIES	61,645.00	00100	CURRENT PAYROLL PLUS 5%MERIT INCREASE AND 3% COLA
			00200	
1-5405-541-21-00	FEDERAL PAYROLL TAXES	4,093.00	00100	AS PER FINANCE
1-5405-541-22-01	GENERAL	3,551.00	00100	AS PER FINANCE
1-5405-541-23-04	HMO, EMPLOYEE ONLY	7,799.00	00100	AS PER FINANCE
1-5405-541-23-07	LIFE/AD&D	355.00	00100	AS PER FINANCE
1-5405-541-23-08	DENTAL - OHS - EMPLOYEE	246.00	00100	AS PER FINANCE
1-5405-541-23-09	VSP - VISION - EMPLOYEE	101.00	00100	AS PER FINANCE
1-5405-541-24-00	WORKER'S COMPENSATION	396.00	00100	AS PER FINANCE
1-5405-541-34-00	OTHER CONTRACTUAL SERVICE	70,000.00	00100	FBG- CLEANING SERVICES FOR CITY-WIDE OFFICE BUILDINGS, PEST CONTROL SERVICE FOR CITY-WIDE OFFICES, MAINTENANCE CONTRACT FOR ELEVATOR- OTTIS
			00200	FLOOR MAT CLEANING- CITY-WIDE, RECYCLING COSTS-
			00300	CITY-WIDE, FIRE EQUIPMENT- CITY-WIDE, SAFETY KLEEN AND UNIFORMS
			00400	
			00500	
			00600	
1-5405-541-41-02	CELLULAR TELEPHONE	423.00	00100	AS PER FINANCE
1-5405-541-44-00	RENTALS AND LEASES	500.00	00100	HERTZ RENTAL- RENTAL OF LIFT TO GET FIELD LIGHTS AND REPLACEMENT OF HIGH ELEVATED WINDOWS
			00200	
1-5405-541-45-10	FLEET MAINTENANCE	1,000.00	00100	SHOP SUPPLIES
1-5405-541-45-30	LIABILITY INSURANCES	2,155.00	00100	AS PER FINANCE
1-5405-541-46-00	REPAIRS AND MAINTENANCE	38,500.00	00100	REPLACEMENT OF FLEET SERVICES(BLDG) WINDOWS-BROKEN AND DAMAGED (\$3500), CONTINGENCY OF \$10K, GENERAL
			00200	BUILDING REPAIRS OF \$25K FOR MAINTAINING BUILDINGS CITY-WIDE
			00300	
			00400	
1-5405-541-52-00	OPERATING SUPPLIES	25,000.00	00100	GENERAL HARDWARES SUPPLIES FOR MAINTAINING BUILDINGS CITY-WIDE
			00200	
1-5405-541-52-02	FUEL, OILS, LUBRICANTS	1,000.00	00100	FUEL COSTS PLUS 7% INCREASE
1-5405-541-63-00	IMPROVEMENTS O/T BUILDING	19,000.00	00100	REPLACEMENT OF CEILING TILES AT THE SENIOR CENTER
* Total Accounts for this Budget Level		17		235,764.00

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**CITY OF MIAMI SPRINGS
CAPITAL IMPROVEMENT REQUEST
FOR FY 2007-08 BUDGET YEAR**

(this form to be used for all projected capital improvement projects eg: improvements to buildings, infrastructure projects for water & sewer, sanitation, stormwater, etc.)

Department: _____ ELDERLY SERVICES

Description of capital improvement project(provide location of work & work to be performed)

Replace acoustical ceiling tile throughout building.

(Includes: removal & disposal of old materials,
purchase and installation of new suspension grid and tile)

Total budget request:	<u>\$ 19,000.00</u>
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Detail any grant or additional funding sources for this project

Funding

Commissioner Sosa's M-D County donation (06-07)	\$ 5,000.00
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_____	\$ -
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_____	\$ -
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Total funding sources:	<u>\$ 5,000.00</u>
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Reason why project is needed

Existing ceiling grid is 30+ years old, is no longer square, is disconnected in some areas,
and is not supportive. Tiles are stained, bowed, ill-fitting and pose a falling hazard.

Expected future operating costs from this project after completion , or savings(if any)

_____	\$ -
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_____	\$ -
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_____	\$ -
-------	------

_____	\$ -
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Totals	<u>\$ -</u>
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Department Head Signature

City Manager Approval

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Public Services - Fleet Maintenance

The Fleet Maintenance Division is responsible for the maintenance of all city-owned vehicles, generators, and motorized equipment. Maintenance records are properly maintained on all equipment repaired or replaced. The Division is responsible to ensure that warranty work for new vehicles, which is provided by the dealer, is performed on a regular basis.

Goals

Provide excellent service and timely repairs to the city's vehicles and equipment to ensure fleet availability.

Improve the skill level of the Fleet Maintenance personnel.

Objectives

Reduce vehicle down time.

Maintain fleet parts and tire inventory at an optimal level.

Complete 98% of preventive maintenance inspections by the scheduled due date.

To improve time management practices.

Encourage the use of new technology and methods into the daily operations of this Division.

2006-07 Accomplishments

- Reduced repair costs by increased preventative maintenance of all city equipment
- Decreased service failures in sanitation thus ensuring prompt service to residents

FY 2007-08 Budget Highlights

- Fleet maintenance is budgeted under contractual services due to the outsourcing of this function to an outside company for FY 2007-08. Additionally, the personnel assigned to this division have been transferred to other vacant positions, this has resulted in the elimination of 3 positions.

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CITY OF MIAMI SPRINGS
PUBLIC WORKS BUDGET
FISCAL YEAR ENDING 9/30/08

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2004-05 ACTUALS</u>	<u>FY2005-06 ACTUALS</u>	<u>FY2006-07 AMENDED BUDGET</u>	<u>YTD ACTUALS AS OF 6/30/07</u>	<u>YTD FY2006-07 PROJECTED</u>	<u>Manager's Budget Request</u>
FLEET DIVISION							
001-5407-541.12-00	REGULAR SALARIES	45,138	4,254	-	-	-	-
001-5407-541.14-00	OVERTIME	4,101	-	-	-	-	-
001-5407-541.21-00	FEDERAL PAYROLL TAXES	10,921	133	-	-	-	-
001-5407-541.22-01	GENERAL	2,236	61	-	-	-	-
001-5407-541.23-01	POS, EMPLOYEE ONLY	1,035	13	-	-	-	-
001-5407-541.23-04	HMO, EMPLOYEE ONLY	3,286	64	-	-	-	-
001-5407-541.23-05	HMO, EMPLOYEE +1	9,790	456	-	-	-	-
001-5407-541.23-07	LIFE/AD&D	912	17	-	-	-	-
001-5407-541.23-08	DENTAL - OHS - EMPLOYEE	332	5	-	-	-	-
001-5407-541.23-09	VSP - VISION - EMPLOYEE	136	2	-	-	-	-
001-5407-541.23-10	DENTAL- OHS - DUAL	167	12	-	-	-	-
001-5407-541.23-12	VSP - VISION - FAMILY	94	7	-	-	-	-
	Total Medical insurance	<u>15,752</u>	<u>576</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
001-5407-541.24-00	WORKER'S COMPENSATION	1,184	328	-	-	-	-
001-5407-541.34-00	OTHER CONTRACTUAL SERVICE	9,930	-	10,000	860	1,147	2,000
001-5407-541.41-02	CELLULAR TELEPHONE	361	290	383	37	49	63
001-5407-541.45-10	FLEET MAINTENANCE	406	838	1,000	1,094	1,459	1,500
001-5407-541.45-30	LIABILITY INSURANCES	468	1,644	-	239	319	-
001-5407-541.52-00	OPERATING SUPPLIES	6,654	13,352	18,869	8,400	11,200	15,000
001-5407-541.52-02	FUEL, OILS, LUBRICANTS	1,188	24,755	1,407	-	-	1,500
001-5407-541.55-00	INVENTORY OVER/SHORT	24,387	(9,640)	-	-	-	-
001-5407-541.64-00	MACHINERY AND EQUIPMENT	39,777	-	-	-	-	-
	Total Fleet	<u>162,503</u>	<u>36,591</u>	<u>31,659</u>	<u>10,630</u>	<u>14,173</u>	<u>20,063</u>
	Total Public Works	<u>1,693,013</u>	<u>2,248,868</u>	<u>2,381,334</u>	<u>1,419,147</u>	<u>1,892,298</u>	<u>2,109,314</u>

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Prepared: 7/24/07, 14:46:42
Program: GM217L

City of Miami Springs
Budget Level Report

Page 2

Fiscal Year . . . : 2007
Budget Level . . . : BUDG
Description . . . : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	*-----*	Misc. Info	-----*
			Text		
1-5407-541-34-00	OTHER CONTRACTUAL SERVICE	2,000.00	00100	FIRST VEHICLE SERVICES	
			00200	NOTE: FOR 08/09 BUDGET THE FLEET DIVISION WILL BE	
			00300	BUNDLED INTO THE ADMINISTRATIVE DIVISION	
1-5407-541-41-02	CELLULAR TELEPHONE	63.00	00100	AS PER FINANCE	
1-5407-541-45-10	FLEET MAINTENANCE	1,500.00	00100	SHOP SUPPLIES	
1-5407-541-52-00	OPERATING SUPPLIES	15,000.00	00100	COST OF SHIPPING FOR SHOP SUPPLIES (STOCK) - SOUTH	
			00200	FLORIDA TRUCKING, TRUCK PRO, TRANSCOASTAL TRUCKING	
			00300	PARTS, FILTERS, VEHICLE PARTS, MISC. STOCK ITEMS	
1-5407-541-52-02	FUEL, OILS, LUBRICANTS	1,500.00	00100	FUEL COSTS PLUS 7% INCREASE	
* Total Accounts for this Budget Level		5		20,063.00	

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Parks and Recreation Department

Mission Statement

The City of Miami Springs Parks and Recreation Department will enrich the quality of life for the people of Miami Springs by providing significant recreational opportunities in exemplary parks and recreation environments.

Parks and Recreation - Administration

The Parks and Recreation Department serves as a community resource for all of the sports and recreational activities in the City, including cooperative relationships with all local youth sports groups. The Parks and Recreation Department is now divided into five major divisions – Administration, Aquatics, Parks Maintenance, Programming and Sports. All divisions, lead by the Administrative Division, are responsible for coordinating internally with each other as well as externally with the residents, volunteers and volunteer organizations.

The **Administration Division** is responsible for overall operation of the Parks & Recreation Department and ensuring it is responsive to the needs of the residents.

The **Aquatics Division** is responsible for operating the pool and all related water sports activities.

The **Parks Maintenance Division** is responsible for the condition of all recreational fields and parks.

The **Programming Division** is responsible for all non-sports activities including after-school and summer camp programming, and special City events such as Christmas, July 4th, etc.

The **Sports Division** is responsible for all indoor and outdoor sporting activities.

Goals

To provide opportunities for residents to improve their social, mental and physical well-being through participation in a variety of recreational activities.

Objectives

- Conduct cooperative youth and adult sports programs including but not limited to soccer, basketball, baseball, football (tackle) and flag football.
- Provide additional “non-athletic” youth programs and increase participation in the Teen Program at the Recreation Center.
- Promote regular Family oriented activities.
- Increase event advertising through local signage, newspapers, flyers, tri-fold publications, direct mailings, Channel 77
- Have monthly meetings with outside local organizations that co-sponsor athletic programs through the recreation department.
- Introduce 3 new sporting events
- Introduce 3 new family events
- Initiate a Recreation Facility renovation and/or new construction fund raiser

Objectives (continued)

- Investigate possibility of reviving Cinco de mayo street party (Canal Street?)
- Increase to 13 (from 7) the number of event advertising locations
- Retain and build on the successes of FY'06-07

2006-07 Accomplishments

Major organizational changes implemented including fulltime, part-time and temporary personnel changes

Halloween Carnival significantly upgraded this year

Full field irrigation system installed at Stafford Park

Volunteer Encouragement Program implemented including recognition by:
Council of the Optimists contribution to the City since their inception in 1947
Beginning and end of season parties for football, baseball and basketball
Coach trophies for Basketball coaches
Volunteer Appreciation party

Recreation Dept. Soccer & Football registration and coordination effort significantly increased

Last minute hosting of 53 Little League World Series games at the request of Doral

Purchased of a new 65 passenger bus and a 15 passenger van

Thor Guard Lightning Predictor and Warning system installed on all City parks and pool facilities

New Fitness Room opened for the residents

New roof installed on the gym

Notably successful special events include:
Easter egg hunt with major upgrading
New cheerleading squad participation in 4 major non-City events plus City football games
Christmas in the Gazebo changes well received
End of summer family luau at the pool
July 4th Parade, post-parade activities, pre-fireworks activities and fireworks
Daddy-Daughter dinner/dance was a big hit due to enhanced venue

Major changes in the summer camp program including upgrading of summer camp leaders hiring requirements and training were very successful

New Recreation Safety & Security Committee's (Rec., HR, PW, CPO) active involvement resulted in major beneficial changes

2006-07 Accomplishments (continued)

Implemented new experimental Guard Start summer camp leadership program (to be implemented in the summer camp program next summer)

All Recreation Staff involvement in the July 4th parade

Dodge ball introduced with great success

Extended the gym hours by opening Sunday afternoons 1-5 PM

Shade system installed in the Prince Field Tot Lot

Initiated our new Parks & Recreation website at <http://www.miamisprings-fl.gov/rec/>

FY 2007-08 Budget Highlights

- The FY 2007-08 budget reports a \$447,711 (34.1%) decrease from FY2006-07, mainly due to significant capital improvements budgeted last year and not included in the FY2008 budget.. This year's budget includes the following increases:
- Salaries include a 3.0% cost of living (COLA) increase for all general employees.
- Health insurance costs are projected to increase by 10%.
- Liability insurance has increased by 40% for FY2007-08 mainly due to prior claims history as well as a revaluation of city assets performed by an appraisal in order to ensure that the city was adequately covered.
- The Director and Recreation Coordinator positions are budgeted for only half of the fiscal year since the proposed hirings will take place later in the year.
- Budget provides \$20,000 for a new WiFi security system, \$4,000 for new batting cages, \$2,000 for dugout covers, and \$10,000 for five outdoor drinking fountains. In addition, \$18,000 was budgeted under repairs and maintenance-buildings for the termite tenting of the annex.

**CITY OF MIAMI SPRINGS
RECREATION DEPARTMENT BUDGET
FISCAL YEAR ENDING 9/30/08**

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2004-05 ACTUALS</u>	<u>FY2005-06 ACTUALS</u>	<u>FY2006-07 AMENDED BUDGET</u>	<u>YTD ACTUALS AS OF 6/30/07</u>	<u>YTD FY2006-07 PROJECTED</u>	<u>Manager's Budget Request</u>
ADMINISTRATION							
001-5701-572.12-00	REGULAR SALARIES	148,320	165,455	216,929	130,340	158,403	195,079
001-5701-572.13-00	PART TIME YEAR ROUND	49,612	49,695	65,000	51,504	60,000	60,000
001-5701-572.14-00	OVERTIME	317	4,787	4,000	7,581	10,108	8,000
001-5701-572.16-00	SEASONAL EMPLOYEES	53,672	68,416	50,000	24,443	65,000	65,000
001-5701-572.21-00	FEDERAL PAYROLL TAXES	18,864	21,805	28,243	15,996	22,454	25,098
001-5701-572.22-01	GENERAL	3,882	5,997	13,259	3,588	4,784	11,725
001-5701-572.23-01	POS, EMPLOYEE ONLY	2,619	(1,360)	600	-	-	-
001-5701-572.23-02	POS, EMPLOYEE +1	4,895	8,154	11,350	5,341	7,121	9,200
001-5701-572.23-06	HMO, FAMILY	5,811	6,284	8,000	5,023	6,697	7,590
001-5701-572.23-07	LIFE/AD&D	784	814	1,441	507	676	1,093
001-5701-572.23-08	DENTAL - OHS - EMPLOYEE	128	123	364	43	57	232
001-5701-572.23-09	VSP - VISION - EMPLOYEE	52	50	342	17	23	248
001-5701-572.23-10	DENTAL - OHS - DUAL	161	162	300	119	159	300
001-5701-572.23-11	HMO, FAMILY	204	213	1,000	157	209	200
001-5701-572.23-12	HMO, FAMILY	182	193	1,000	142	189	121
	Total Medical Insurance	14,836	14,633	24,397	11,349	15,132	18,985
001-5701-572.24-00	WORKER'S COMPENSATION	1,812	3,035	1,883	1,413	1,884	2,356
	UNEMPLOYMENT COMPENSATION	-	-	-	1,375	1,833	-
001-5701-572.31-00	PROFESSIONAL SERVICES	190	1,451	1,500	-	-	1,500
001-5701-572.34-00	OTHER CONTRACTUAL SERVICE	34,256	31,581	55,219	20,412	27,216	35,000
001-5701-572.34-01	REFEREES/OFFICIALS	20,805	21,356	43,120	21,136	43,000	45,000
001-5701-572.34-02	PELICAN PLAYHOUSE COSTS	954	1,775	2,500	1,020	1,360	2,500
001-5701-572.40-00	TRAVEL AND PER DIEM	3,600	3,649	3,600	301	401	3,600
001-5701-572.41-01	TELEPHONE: BASE & LOCAL	3,187	3,043	3,262	2,345	3,127	3,200
001-5701-572.41-02	CELLULAR TELEPHONE	1,421	1,925	1,771	1,243	1,657	1,771
001-5701-572.41-03	POSTAGE	210	236	220	188	251	266
001-5701-572.41-06	INTERNET ACCESS	4,404	4,596	4,167	2,773	3,697	4,170
001-5701-572.43-01	ELECTRICITY	20,214	27,119	26,000	18,757	25,009	33,517
001-5701-572.43-02	WATER	5,169	12,569	12,000	9,761	13,015	13,196
001-5701-572.44-00	RENTALS AND LEASES	927	1,596	5,073	1,945	2,593	5,073
001-5701-572.45-10	FLEET MAINTENANCE	12,157	9,637	12,000	5,936	7,915	7,915
001-5701-572.45-30	RISK MANAGEMENT	22,824	27,192	45,738	54,153	72,204	72,204
001-5701-572.46-00	REPAIRS AND MAINTENANCE	13,531	7,781	17,776	16,556	22,075	17,776
001-5701-572.46-01	BUILDINGS	2,634	5,347	-	-	-	18,000
001-5701-572.47-00	PRINTING AND BINDING	50	-	1,000	125	167	1,000
001-5701-572.48-00	PROMOTIONS	7,807	7,988	20,000	8,912	11,883	20,000
001-5701-572.48-01	RECREATIONAL ACTIVITIES	9,251	7,777	10,000	4,478	5,971	10,000
001-5701-572.51-00	OFFICE SUPPLIES	1,630	948	2,756	556	741	2,756
001-5701-572.52-00	OPERATING SUPPLIES	37,872	43,263	40,209	19,024	40,000	40,209
001-5701-572.52-01	BASKETBALL UNIFORMS	4,891	4,682	5,000	4,990	6,653	6,653
001-5701-572.52-02	FUEL, OILS, LUBRICANTS	4,702	4,591	5,704	2,063	2,751	5,704
001-5701-572.52-03	UNIFORMS	1,031	1,274	2,000	1,499	1,999	2,000
001-5701-572.52-07	TIRES	-	415	-	338	451	500
001-5701-572.52-16	VENDING MACHINE	-	4,478	3,500	6,448	8,597	9,000
	CHEERLEADING	-	-	-	1,800	2,400	2,400
001-5701-572.54-00	DUES, MEMBERSHIPS, SUBS	510	625	1,000	265	353	1,000
001-5701-572.58-00	EDUCATION AND TRAINING	159	45	500	206	275	1,500
	PRINCIPAL PAYMENTS	-	8,988	37,102	40,574	40,574	67,046
	INTEREST EXPENSE	-	2,157	7,476	8,213	8,213	8,100
001-5701-572.62-00	BUILDINGS	-	-	335,742	21,242	330,262	-
001-5701-572.63-00	IMPROVEMENTS O/T BLDG	4,152	23,857	42,451	4,110	42,451	-
001-5701-572.64-00	MACHINERY AND EQUIPMENT	33,380	16,596	160,413	35,814	160,413	36,000
	Total Administration	543,233	622,360	1,312,510	564,772	1,227,271	864,799

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Fiscal Year . . . : 2007
 Budget Level . . . : BUDG
 Description . . . : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Text	Misc. Info
1-5701-572-12-00	REGULAR SALARIES	195,079.00	00100 REC. DIR. IS PARTIAL YEAR PENDING OUTCOME OF 00200 JANUARY REFERENDUM 00300 ASST DIR POSITION HAS BEEN DOWNGRADED TO A REC 00400 DEPT COORDINATOR POSITION	
1-5701-572-13-00	PART TIME YEAR ROUND	60,000.00		
1-5701-572-14-00	OVERTIME	8,000.00		
1-5701-572-16-00	SEASONAL EMPLOYEES	65,000.00		
1-5701-572-21-00	FEDERAL PAYROLL TAXES	25,098.00		
1-5701-572-22-01	GENERAL	11,725.00		
1-5701-572-23-02	POS, EMPLOYEE +1	9,200.00		
1-5701-572-23-06	HMO, FAMILY	7,590.00		
1-5701-572-23-07	LIFE/AD&D	1,093.00		
1-5701-572-23-08	DENTAL - OHS - EMPLOYEE	232.00		
1-5701-572-23-09	VSP - VISION - EMPLOYEE	248.00		
1-5701-572-23-10	DENTAL- OHS - DUAL	300.00		
1-5701-572-23-11	HMO, FAMILY	200.00		
1-5701-572-23-12	HMO, FAMILY	121.00		
1-5701-572-24-00	WORKER'S COMPENSATION	2,356.00		
1-5701-572-31-00	PROFESSIONAL SERVICES	1,500.00	00100 LEGAL SERVICES	
1-5701-572-34-00	OTHER CONTRACTUAL SERVICE	35,000.00	00100 PELICAN PLAYHOUSE, PILATES, JANITORIAL SERV 00200 MAT/MOPS SERV, WASTE MGMT	
1-5701-572-34-01	REFEREES/OFFICIALS	45,000.00	00100 REFEREE AND UMPIRE FEES-FOOTBALL, SOCCER 00200 BASKETBALL, BASEBALL	
1-5701-572-34-02	PELICAN PLAYHOUSE COSTS	2,500.00	00100 REPAIR COST ON EQUIPMENT	
1-5701-572-40-00	TRAVEL AND PER DIEM	3,600.00	00100 MEETINGS, CONF, ETC	
1-5701-572-41-01	TELEPHONE: BASE & LOCAL	3,200.00	00100 FINANCE CALC	
1-5701-572-41-02	CELLULAR TELEPHONE	1,771.00		
1-5701-572-41-03	POSTAGE	266.00		
1-5701-572-41-06	INTERNET ACCESS	4,170.00		
1-5701-572-43-01	ELECTRICITY	33,517.00		
1-5701-572-43-02	WATER	13,196.00		
1-5701-572-44-00	RENTALS AND LEASES	5,073.00	00100 REPLACE LIGHTS	
1-5701-572-45-10	FLEET MAINTENANCE	7,915.00		
1-5701-572-45-30	RISK MANAGEMENT	72,204.00		
1-5701-572-46-00	REPAIRS AND MAINTENANCE	17,776.00	00100 EVERYTHING EXCEPT AQUATICS	
1-5701-572-46-01	BUILDINGS	18,000.00	00100 FUMIGATING RECREATION FACILITY	
1-5701-572-47-00	PRINTING AND BINDING	1,000.00		
1-5701-572-48-00	PROMOTIONS	20,000.00	00100 ALL SPECIAL EVENTS-HALLOWEEN, CHRISTMAS, DADDY 00200 DAUGHTER, EASTER, VARIOUS COMMUNITY EVENTS	
1-5701-572-48-01	RECREATIONAL ACTIVITIES	10,000.00	00100 ACTIVITIES-AFTER SCHOOL CARE, SCHOOL HOLIDAY, 00200 SUMMER CAMP	

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Fiscal Year . . . : 2007
 Budget Level . . . : BUDG
 Description . . . : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	*----- Misc. Info -----*	
			Text	
1-5701-572-51-00	OFFICE SUPPLIES	2,756.00		
1-5701-572-52-00	OPERATING SUPPLIES	40,209.00	00100	ALL SUPPLIES FOR ALL PROGRAMS EXCEPT AQUATICS
1-5701-572-52-01	BASKETBALL UNIFORMS	6,653.00	00100	100% REIMBURSED
1-5701-572-52-02	FUEL, OILS, LUBRICANTS	5,704.00		
1-5701-572-52-03	UNIFORMS	2,000.00		
1-5701-572-52-07	TIRES	500.00		
1-5701-572-52-16	VENDING MACHINES	9,000.00	00100	100% REIMBURSED
1-5701-572-52-20	CHEERLEADING	2,400.00	00100	100% REIMBURSED
1-5701-572-54-00	DUES, MEMBERSHIPS, SUBS	1,000.00		
1-5701-572-58-00	EDUCATION AND TRAINING	1,500.00		
1-5701-572-64-00	MACHINERY AND EQUIPMENT	36,000.00		
1-5701-572-71-00	PRINCIPAL PAYMENTS	67,046.00		
1-5701-572-72-00	INTEREST	8,100.00		
* Total Accounts for this Budget Level		47		864,798.00

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DRAFT 3

**CITY OF MIAMI SPRINGS
ASSET ACQUISITION REQUEST
FOR FY 2007-08 BUDGET YEAR**

(this form to be used for all projected machinery, equipment, vehicle and office/computer equipment with cost per item exceeding \$1,000)

Department: Recreation - Admin

<u>Description of equipment requested</u>	<u>Estimated Cost</u>
<u>Netting for batting cages</u>	<u>\$ 4,000.00</u>
<u>16 Dugout Covers</u>	<u>\$ 2,000.00</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u>\$ -</u>
<u> </u>	<u>\$ -</u>
Total budget request:	<u>\$ 6,000.00</u>

<u>Detail any grant or additional funding sources for this project</u>	<u>Funding</u>
<u>None</u>	<u>\$ -</u>
<u> </u>	<u>\$ -</u>
<u> </u>	<u>\$ -</u>
Total additional funding	<u>\$ -</u>

Reason why equipment is needed
Existing netting has deteriorated to the point of being dangerous because
in many cases

<u>Expected cost savings from this acquisition(if any)</u>	<u>Expected Savings</u>
<u>None</u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u>\$ -</u>

Department Head Signature

City Manager Approval

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Recreation - Pool

The **Aquatics Division** operates and maintains the Miami Springs Municipal Pool, a 50-meter, 349,000-gallon pool staffed by American Red Cross certified lifeguards and instructors and supervised by a State-Licensed Swimming Pool Operator. The pool is open year-round, and serves as the home for the Miami Springs High School Swim and Water Polo Teams.

Goals

Increase pool usage by a minimum of 10% over 2005-06 attendance levels.

Improve part-time staff retention rate.

Objectives

Increase marketing efforts to Miami-Dade County high school swim teams for additional swim meets.

Offer additional family-oriented activities during "open swim" sessions.

Offer starting wages that are competitive with other area municipalities.

2006-07 Accomplishments

- Hosted a Water Polo Camp
- Special Needs programs expanded even further with swim lessons for children with autism
- Five lifeguards qualified in first ever state certification for swimming lessons for children with autism
- Hosted the Junior Orange Bowl swim meet
- Extended the pool operating hours to 9 PM

FY 2007-08 Budget Highlights

- The FY 2007-08 budget reports a \$41,721 (13.8%) decrease from FY2006-07, mainly due to significant capital improvements budgeted last year and not included in the FY2008 budget.. This year's budget includes the following increases:
- Salaries include a 3.0% cost of living (COLA) increase for all general employees.
- Health insurance costs are projected to increase by 10%.
- Liability insurance has increased by 40% for FY2007-08 mainly due to prior claims history as well as a revaluation of city assets performed by an appraisal in order to ensure that the city was adequately covered.

**CITY OF MIAMI SPRINGS
RECREATION DEPARTMENT BUDGET
FISCAL YEAR ENDING 9/30/08**

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2004-05 ACTUALS</u>	<u>FY2005-06 ACTUALS</u>	<u>FY2006-07 AMENDED BUDGET</u>	<u>YTD ACTUALS AS OF 6/30/07</u>	<u>YTD FY2006-07 PROJECTED</u>	<u>Manager's Budget Request</u>
<u>POOL</u>							
001-5702-572.12-00	REGULAR SALARIES	35,710	40,172	38,029	41,578	55,437	37,389
001-5702-572.13-00	PART TIME YEAR ROUND	32,112	30,602	40,000	45,216	60,288	50,000
001-5702-572.14-00	OVERTIME	-	4,047	-	3,803	5,071	5,000
001-5702-572.16-00	SEASONAL EMPLOYEES	28,227	42,466	40,000	26,902	35,869	30,000
001-5702-572.21-00	FEDERAL PAYROLL TAXES	7,311	8,939	9,029	8,962	11,985	9,363
001-5702-572.22-01	GENERAL	839	1,409	2,282	1,804	2,405	2,154
001-5702-572.23-01	POS, EMPLOYEE ONLY	3,083	2,875	3,552	2,569	3,425	3,899
001-5702-572.23-07	LIFE/AD&D	179	189	228	159	212	215
001-5702-572.23-08	DENTAL - OHS - EMPLOYEE	128	123	62	90	120	123
001-5702-572.23-09	VSP - VISION - EMPLOYEE	52	50	25	37	49	50
	Total Medical insurance	<u>3,442</u>	<u>3,237</u>	<u>3,867</u>	<u>2,855</u>	<u>3,807</u>	<u>4,288</u>
001-5702-572.24-00	WORKER'S COMPENSATION	290	1,327	924	693	924	775
001-5702-572.43-01	ELECTRICITY	21,243	27,132	26,813	14,003	18,671	26,033
001-5702-572.43-02	WATER	32,134	18,731	21,937	11,140	14,853	15,418
001-5702-572.43-03	GAS(POOL)	18,119	20,958	25,000	20,215	26,953	28,890
001-5702-572.44-00	RENTALS AND LEASES	-	-	750	-	-	-
001-5702-572.45-30	RISK MANAGEMENT	1,572	3,228	3,750	4,085	5,447	3,983
001-5702-572.46-00	REPAIRS AND MAINTENANCE	6,969	7,030	7,500	6,084	8,112	10,000
001-5702-572.52-00	OPERATING SUPPLIES	4,537	4,056	9,761	8,012	10,683	11,000
001-5702-572.52-03	UNIFORMS	104	902	1,200	984	1,312	1,500
001-5702-572.52-06	CHEMICALS	15,918	19,159	20,000	12,172	16,229	25,000
001-5702-572.54-00	DUES, MEMBERSHIPS, SUBS	200	198	300	200	267	300
001-5702-572.58-00	EDUCATION AND TRAINING	-	-	300	290	387	400
001-5702-572.63-00	IMPROVEMENTS O/T BLDG	-	2,000	-	-	-	-
001-5702-572.64-00	MACHINERY AND EQUIPMENT	8,531	6,307	51,772	8,482	51,772	-
	Total Pool	<u>217,258</u>	<u>241,900</u>	<u>303,214</u>	<u>217,480</u>	<u>330,472</u>	<u>261,493</u>

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Fiscal Year . . . : 2007
 Budget Level . . . : BUDG
 Description . . . : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Text	Misc. Info
1-5702-572-12-00	REGULAR SALARIES	37,389.00		
1-5702-572-13-00	PART TIME YEAR ROUND	50,000.00		
1-5702-572-14-00	OVERTIME	5,000.00		
1-5702-572-16-00	SEASONAL EMPLOYEES	30,000.00		
1-5702-572-21-00	FEDERAL PAYROLL TAXES	9,363.00		
1-5702-572-22-01	GENERAL	2,154.00		
1-5702-572-23-01	POS, EMPLOYEE ONLY	3,899.00		
1-5702-572-23-07	LIFE/AD&D	215.00		
1-5702-572-23-08	DENTAL - OHS - EMPLOYEE	123.00		
1-5702-572-23-09	VSP - VISION - EMPLOYEE	50.00		
1-5702-572-24-00	WORKER'S COMPENSATION	775.00		
1-5702-572-43-01	ELECTRICITY	26,033.00	00100 PUMPS 24 X 7, LIGHTS	
1-5702-572-43-02	WATER	15,418.00	00100 EVAPORATION, SHOWERS	
1-5702-572-43-03	GAS (POOL)	28,890.00	00100 POOL HEATING, DOES NOT INCLUDE POSSIBLE CONTRIB. 00200 FROM DORAL AND THEIR SWIM TEAM	
1-5702-572-45-30	RISK MANAGEMENT	3,983.00		
1-5702-572-46-00	REPAIRS AND MAINTENANCE	10,000.00	00100 ROUTINE MAINTENANCE, DECK & FACILITY PAINTING 00200 FILTER SAND REPLACEMENT	
1-5702-572-52-00	OPERATING SUPPLIES	11,000.00	00100 MISC REQUIREMENTS, CHAIRS, SHADING, ETC	
1-5702-572-52-03	UNIFORMS	1,500.00	00100 SUMMER LIFEGUARDS PRIMARILY	
1-5702-572-52-06	CHEMICALS	25,000.00	00100 ASSUMES POOL IS OPEN YEAR ROUND	
1-5702-572-54-00	DUES, MEMBERSHIPS, SUBS	300.00		
1-5702-572-58-00	EDUCATION AND TRAINING	400.00		
* Total Accounts for this Budget Level		21	261,492.00	

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Recreation - Tennis

The **Tennis Division** provides well-maintained tennis and racquetball courts that are available for all age levels and playing abilities. The five tennis courts and two racquetball courts are also lighted for nighttime play. The Division provides pro shop services, organizes and promotes a variety of clinics, lessons and tournaments and hosts the Miami Springs High School Tennis Team's home matches.

Goals

To maintain the Tennis facility with positive images for all residents of the City of Miami Springs.

To increase memberships and play by 10% from FY2005-06.

Objectives

To provide a variety of programs for adults and children on a social and competitive system.

Provide free instruction to summer program participants

Provide promotional information to local businesses and hotels. Promote youth and adult leagues.

2006-07 Accomplishments

- Quarterly tennis tournaments initiated for all major age groups for singles and doubles play

FY 2007-08 Budget Highlights

- The FY 2007-08 budget reports a \$3,969 (3.2%) increase from FY2006-07. This year's budget includes the following increases:
- Salaries include a 3.0% cost of living (COLA) increase for all general employees.
- Health insurance costs are projected to increase by 10%.
- Liability insurance has increased by 40% for FY2007-08 mainly due to prior claims history as well as a revaluation of city assets performed by an appraisal in order to ensure that the city was adequately covered.
- Budget provides \$35,000 for tennis court re-surfacing.

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CITY OF MIAMI SPRINGS
RECREATION DEPARTMENT BUDGET
FISCAL YEAR ENDING 9/30/08

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2004-05 ACTUALS</u>	<u>FY2005-06 ACTUALS</u>	<u>FY2006-07 AMENDED BUDGET</u>	<u>YTD ACTUALS AS OF 6/30/07</u>	<u>YTD FY2006-07 PROJECTED</u>	<u>Manager's Budget Request</u>
TENNIS							
001-5703-572.12-00	REGULAR SALARIES	23,355	25,488	51,685	38,340	51,120	52,100
001-5703-572.13-00	PART TIME YEAR ROUND	10,886	9,456	12,000	5,361	7,148	12,000
001-5703-572.14-00	OVERTIME	-	2,779	-	1,814	2,419	2,500
001-5703-572.21-00	FEDERAL PAYROLL TAXES	2,619	2,886	4,872	3,482	4,643	5,095
001-5703-572.22-01	GENERAL	549	928	3,101	2,194	2,925	3,001
001-5703-572.23-04	HMO, EMPLOYEE ONLY	1,534	1,434	3,552	2,569	3,425	3,899
001-5703-572.23-07	LIFE/AD&D	117	124	298	193	257	300
001-5703-572.23-08	DENTAL - OHS - EMPLOYEE	64	61	123	90	120	123
001-5703-572.23-09	VSP - VISION - EMPLOYEE	26	25	50	37	49	50
	Total Medical insurance	<u>1,741</u>	<u>1,644</u>	<u>4,023</u>	<u>2,889</u>	<u>3,852</u>	<u>4,373</u>
001-5703-572.24-00	WORKER'S COMPENSATION	121	403	269	198	264	418
001-5703-572.43-01	ELECTRICITY	3,000	3,841	4,287	2,631	3,508	4,162
001-5703-572.43-02	WATER	117	109	110	79	105	110
001-5703-572.45-30	RISK MANAGEMENT	324	996	1,091	1,198	1,597	2,149
001-5703-572-52-00	OPERATING SUPPLIES	-	-	2,500	-	-	2,500
001-5703-572.46-00	REPAIRS AND MAINTENANCE	84	207	6,000	-	-	6,000
001-5702-572.64-00	MACHINERY AND EQUIPMENT	-	-	501	-	-	-
001-5703-572.63-00	IMPROVEMENTS O/T BUILDINGS	-	800	35,000	-	-	35,000
	Total Tennis	<u>42,796</u>	<u>49,537</u>	<u>125,439</u>	<u>58,186</u>	<u>77,581</u>	<u>129,408</u>

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Fiscal Year . . . : 2007
 Budget Level . . . : BUDG
 Description . . . : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Text	Misc. Info
1-5703-572-12-00	REGULAR SALARIES	52,100.00	00100 TENNIS IS BEING FOLDED INTO THE SPORTS DIVISION	
1-5703-572-13-00	PART TIME YEAR ROUND	12,000.00		
1-5703-572-14-00	OVERTIME	2,500.00		
1-5703-572-21-00	FEDERAL PAYROLL TAXES	5,095.00		
1-5703-572-22-01	GENERAL	3,001.00		
1-5703-572-23-04	HMO, EMPLOYEE ONLY	3,899.00		
1-5703-572-23-07	LIFE/AD&D	300.00		
1-5703-572-23-08	DENTAL - OHS - EMPLOYEE	123.00		
1-5703-572-23-09	VSP - VISION - EMPLOYEE	50.00		
1-5703-572-24-00	WORKER'S COMPENSATION	418.00		
1-5703-572-43-01	ELECTRICITY	4,162.00		
1-5703-572-43-02	WATER	110.00		
1-5703-572-45-30	RISK MANAGEMENT	2,149.00		
1-5703-572-46-00	REPAIRS AND MAINTENANCE	6,000.00		
1-5703-572-52-00	OPERATING SUPPLIES	2,500.00	00100 MISC SUPPLIES IE:BALLS, STRINGS, ETC	
1-5703-572-63-00	IMPROVEMENTS O/T BUILDING	35,000.00		
* Total Accounts for this Budget Level 16		129,407.00		

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**CITY OF MIAMI SPRINGS
CAPITAL IMPROVEMENT REQUEST
FOR FY 2007-08 BUDGET YEAR**

(this form to be used for all projected capital improvement projects eg: improvements to buildings, infrastructure projects for water & sewer, sanitation, stormwater, etc.)

Department: Recreation - Admin.

Description of capital improvement project(provide location of work & work to be performed)

Resurface tennis courts	\$ 35,000.00

Total budget request: \$ 35,000.00

Detail any grant or additional funding sources for this project

	Funding
None	\$ -
	\$ -
	\$ -
Total funding sources:	<u>\$ -</u>

Reason why project is needed

Current court surface is no longer in reasonable playing condition

Expected future operating costs from this project after completion , or savings(if any)

	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
Totals	<u>\$ -</u>

Department Head Signature _____

City Manager Approval _____

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Recreation – Parks Maintenance

The **Parks Maintenance Division** provides for the overall maintenance of the parks and ball fields. This includes ball field preparation, park clean-up, etc.

Goals

To improve the playability of the athletic fields at Prince Field, Stafford Park and Dove Avenue Park.

Objectives

Aerate fields a minimum of 2 times annually

Establish a proper maintenance schedule to improve field conditions

Provide training to maintenance staff in order to improve maintenance skills

2006-07 Accomplishments

- Overall condition and appearance of all fields significantly improved

FY 2007-08 Budget Highlights

- The FY 2007-08 budget reports a \$48,994 (26%) decrease from FY2006-07, mainly due to significant capital improvements budgeted last year and not included in the FY2008 budget.. This year's budget includes the following increases:
- Salaries include a 3.0% cost of living (COLA) increase for all general employees.
- Health insurance costs are projected to increase by 10%.
- Liability insurance has increased by 40% for FY2007-08 mainly due to prior claims history as well as a revaluation of city assets performed by an appraisal in order to ensure that the city was adequately covered.
- Budget provides \$13,500 for a Prince Field mulching, and \$1,500 for a field marking paint machine.

**CITY OF MIAMI SPRINGS
RECREATION DEPARTMENT BUDGET
FISCAL YEAR ENDING 9/30/08**

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2004-05 ACTUALS</u>	<u>FY2005-06 ACTUALS</u>	<u>FY2006-07 AMENDED BUDGET</u>	<u>YTD ACTUALS AS OF 6/30/07</u>	<u>YTD FY2006-07 PROJECTED</u>	<u>Manager's Budget Request</u>
FIELD MAINTENANCE							
001-5705-572.12-00	REGULAR SALARIES	78,210	37,972	39,312	29,809	39,745	-
	PART TIME	-	2,025	9,600	3,603	4,804	-
001-5705-572.14-00	OVERTIME	31	3,027	-	2,176	2,901	-
	SEASONAL EMPLOYEES	-	-	-	8,092	10,789	-
001-5705-572.21-00	FEDERAL PAYROLL TAXES	5,986	3,291	3,172	3,342	4,455	-
001-5705-572.22-01	GENERAL	1,764	1,399	2,359	1,579	2,105	-
001-5705-572.23-04	HMO, EMPLOYEE ONLY	6,940	3,094	7,102	3,637	4,849	-
001-5705-572.23-07	LIFE/AD&D	392	188	226	127	169	-
001-5705-572.23-08	DENTAL - OHS - EMPLOYEE	177	62	66	128	171	-
001-5705-572.23-09	VSP - VISION - EMPLOYEE	115	54	101	52	69	-
001-5705-572.23-10	DENTAL- OHS - DUAL	131	93	180	-	-	-
	Total Medical insurance	<u>7,755</u>	<u>3,491</u>	<u>7,675</u>	<u>3,944</u>	<u>5,259</u>	-
001-5705-572.24-00	WORKER'S COMPENSATION	717	857	-	-	-	321
001-5705-572.34-00	CONTRACTUAL SERVICES	-	12,000	4,000	-	-	54,000
001-5705-572.44-00	RENTALS AND LEASES	-	-	2,000	-	-	1,000
001-5705-572.45-30	RISK MANAGEMENT	1,896	2,100	-	306	408	3,128
	UNIFORMS	-	-	-	-	-	250
001-5705-572.46-00	REPAIRS AND MAINTENANCE	15,176	16,908	6,087	811	1,081	3,500
001-5705-572.52-00	OPERATING SUPPLIES-Rec	19,201	9,613	5,000	1,568	2,091	5,000
001-5705-572.52-01	OPERATING SUPPLIES-Fields	-	-	33,234	35,240	46,987	43,000
001-5705-572.52-02	FUELS, OILS, LUBRICANTS	-	-	5,200	2,909	3,879	5,656
001-5705-572.54-00	DUES, MEMBERSHIPS, SUBS	190	60	250	-	-	-
001-5705-572.58-00	EDUCATION AND TRAINING	80	125	500	-	-	-
	PRINCIPAL PAYMENTS	-	-	11,203	6,230	8,307	11,547
	INTEREST EXPENSE	-	-	1,205	762	1,016	901
001-5705-572.63-00	IMPROVEMENTS O/T BLDGS	-	-	20,529	-	-	12,000
001-5705-572.64-00	MACHINERY AND EQUIPMENT	3,670	23,250	39,471	39,471	39,471	1,500
	Total Bldg Maintenance	<u>134,676</u>	<u>116,118</u>	<u>190,797</u>	<u>139,842</u>	<u>173,298</u>	<u>141,803</u>
	Total recreation	<u>937,963</u>	<u>1,029,915</u>	<u>1,931,960</u>	<u>980,280</u>	<u>1,808,622</u>	<u>1,397,503</u>

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Fiscal Year . . . : 2007
 Budget Level . . . : BUDG
 Description . . . : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	*----- Misc. Info -----*	
			Text	
1-5705-572-24-00	WORKER'S COMPENSATION	321.00		
1-5705-572-34-00	OTHER CONTRACTUAL SERVICE	54,000.00	00100	COST OF OUTSOURCING COMPANY FOR GREENSKEEPERS
1-5705-572-44-00	RENTALS AND LEASES	1,000.00		
1-5705-572-45-30	RISK MANAGEMENT	3,128.00		
1-5705-572-46-00	REPAIRS AND MAINTENANCE	3,500.00		
1-5705-572-52-00	OPERATING SUPPLIES	43,000.00	00100	CLAY, CHEMICALS, FERTILIZERZ FOR FIELDS
1-5705-572-52-02	FUEL, OILS, LUBRICANTS	5,656.00		
1-5705-572-52-03	UNIFORMS	250.00		
1-5705-572-52-19	FIELD SUPPLIES-RECREATION	5,000.00		
1-5705-572-63-00	IMPROVEMENTS O/T BUILDING	12,000.00	00100	MULCH FOR TOT LOT
1-5705-572-64-00	MACHINERY AND EQUIPMENT	1,500.00	00100	FIELD MARKING PAINT MACHINE
1-5705-572-71-00	PRINCIPAL PAYMENTS	11,547.00		
1-5705-572-72-00	INTEREST	901.00		
* Total Accounts for this Budget Level		13		141,803.00

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DRAFT 3

**CITY OF MIAMI SPRINGS
ASSET ACQUISITION REQUEST
FOR FY 2007-08 BUDGET YEAR**

(this form to be used for all projected machinery, equipment, vehicle and office/computer equipment with cost per item exceeding \$1,000)

Department: Recreation - Admin

<u>Description of equipment requested</u>	<u>Estimated Cost</u>
Prince Field Tot Lot Mulch - rubber-like mulch substance that doesn't deteriorate or get hot. The alternative, wood mulch, is approximately \$4,000 less costly but deteriorates rapidly. This material is used extensively in facilities such as our tot lot.	\$ 12,000.00
	\$ -
	\$ -
Total budget request:	<u><u>\$ 12,000.00</u></u>

<u>Detail any grant or additional funding sources for this project</u>	<u>Funding</u>
None	\$ -
	\$ -
	\$ -
Total additional funding	<u><u>\$ -</u></u>

Reason why equipment is needed
Wood mulch is deteriorating rapidly

<u>Expected cost savings from this acquisition(if any)</u>	<u>Expected Savings</u>
This material has a life-span 2-3 times longer than wood mulch so will result in significant savings in replacement wood mulch	
	\$ -

Department Head Signature _____

City Manager Approval _____

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**CITY OF MIAMI SPRINGS RECREATION DEPARTMENT
BUDGETED REVENUE FY 07-08**

	<u>Actual FY05</u>	<u>Actual FY06</u>	<u>FY2006-07 AMENDED BUDGET</u>	<u>Actual YTD 07 as of 6/30/07</u>	<u>YTD FY2006-07 PROJECTED</u>	<u>FY07-08 Budget</u>
001.0000-347.20-01 PARKS AND RECREATION / PROGRAM ACTIVITY FEES	30,888	15,430	32,500	10,072	13,429	18,570
001.0000-347.20-02 PARKS AND RECREATION / FULL DAY DAY CARE	75,100	62,005	70,000	36,284	62,201	65,000
001.0000-347.20-04 PARKS AND RECREATION / SWIMMING POOL ADMISSION	41,828	52,899	45,000	23,129	43,650	47,000
001.0000-347.20-05 PARKS AND RECREATION / TENNIS FEES	2,469	2,769	3,000	1,802	2,403	3,000
001.0000-347.20-06 PARKS AND RECREATION / VENDING MACHINES	2,205	6,402	6,000	7,010	9,347	7,500
001.0000-347.20-10 PARKS AND RECREATION / FIREWORKS - VA GDNS	-	6,426	3,000	-	3,000	3,000
001.0000-347.20-11 PARKS AND RECREATION / TENNIS LESSONS	3,110	2,945	3,100	2,377	3,169	3,100
001.0000-347.20-12 PARKS AND RECREATION / TENNIS MERCHANDISE	32	306	150	282	376	500
001.0000-347.20-13 PARKS AND RECREATION / TENNIS MEMBERSHIPS	1,225	1,218	1,500	1,478	1,971	1,500
001.0000-347.20-20 PARKS AND RECREATION / WATER POLO	55	600	4,200	90	120	150
001-0000-347-20-28 Ceramics	449	292	-	-	-	-
001-0000-347-20-25 Swim Meet Fees	1,817	650	-	6,925	9,233	2,000
001-0000-347-20-27 Jazzercise	3,150	3,150	4,200	3,550	4,733	4,200
001-0000-347-20-29 SOFTBALL	-	4,000	-	-	-	-
DADDY/DAUGHTER DANCE	-	-	-	1,026	1,026	3,200
CHEERLEADING	-	-	-	1,800	1,800	2,000
001-0000-362-04-00 RECREATION FACILITIES RENTAL	1,295	1,540	1,200	2,831	3,775	3,500
001-0000-369-13-00 PELICAN THEATRE	4,277	2,520	3,000	1,647	2,196	3,000
001.0000-347.20-21 PARKS AND RECREATION / BASKETBALL FEES	3,930	11,972	10,000	11,889	11,889	12,000
	<u>171,830</u>	<u>175,124</u>	<u>186,850</u>	<u>112,192</u>	<u>174,318</u>	<u>179,220</u>

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Non Departmental

This Department/Division represents a group of line-item accounts associated with general, city wide accounting transactions. Services provided to other agencies, which benefit all components and facets of the city, are recorded into this department.

It also accounts for transfers to alternate funds including golf course, senior center, hurricane funds and other specialized funds. In cases of grants requiring a city match, those matching funds are recorded as transfers within this department.

The City's general contingency and reserve accounts are reported in this department.

FY 2007-08 Budget Highlights

- Contingency funds in this year's budget are as follows: \$500,000 in emergency funds, and \$100,000 for costs related to the hiring of a grant writer, lobbyist, and a public information officer.
- Interfund transfers to the Senior Center and the Grants Fund.
- Budget includes \$40,894 for advertising and promotions to include the 4th of July celebration and the River Cities festival.
- Budget also includes \$45,486 in utility costs for City Hall
- Included in the proposed budget is an \$18,000 rental assistance to the Miami Springs Historical Museum for their new location.
- Liability insurance costs show a significant increase due to the revaluation of city assets done for our insurance carrier by American Appraisal.

CITY OF MIAMI SPRINGS
NON-DEPARTMENTAL BUDGET
FISCAL YEAR ENDING 9/30/08

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2004-05</u> <u>ACTUALS</u>	<u>FY2005-06</u> <u>ACTUALS</u>	<u>FY2006-07</u> <u>AMENDED</u> <u>BUDGET</u>	<u>YTD</u> <u>ACTUALS</u> <u>AS OF 6/30/07</u>	<u>YTD</u> <u>FY2006-07</u> <u>PROJECTED</u>	<u>Manager's</u> <u>Budget</u> <u>Request</u>
NON-DEPARTMENTAL							
001-0901-519-10-01	ACCUMULATED LEAVE SETTLEMENT	(24,166)	6,903	-	-	-	-
001-0901-519-25-00	UNEMPLOYMENT COMPENSATION	5,845	6,226	-	-	-	-
001-0901-519-31-00	PROFESSIONAL SERVICES	9,851	9,601	9,500	11,657	21,835	13,000
001-0901-519-31-01	LEGAL	5,844	5,237	2,500	1,020	1,360	2,500
001-0901-519-31-09	Lobbyist/Grant Writer/Public Relations	2,411	-	85,845	-	-	100,000
001-0901-519-31-16	ANNEXATION	1,435	-	-	-	-	-
001-0901-519-34-00	OTHER CONTRACTUAL SERVICE	325	-	-	-	-	-
001-0901-519-34-12	ANNEXIATION	2,595	-	-	-	-	-
001-0901-519-39-00	CONTINGENCY	-	282	457,549	-	-	500,000
001-0901-519-39-02	DOWNTOWN REDEVELOPMENT	12,227	-	-	-	-	-
001-0901-519-41-01	TELEPHONE	3,652	3,138	3,095	2,212	2,949	3,000
001-0901-519-41-03	POSTAGE	-	-	-	62	83	100
001-0901-519-43-01	ELECTRICITY	36,927	37,933	36,850	32,729	43,639	45,486
	WATER	-	-	3,391	-	-	-
001-0901-519-44-00	RENTALS AND LEASES	-	12,923	17,841	22,425	28,672	30,000
							Bike Path Rental/Storage Co/Museum
001-0901-519-44-02	EQUIPMENT RENTAL	5,480	4,857	6,159	3,774	5,032	6,000
001-0901-519-45-30	LIABILITY INSURANCE	6,028	12,845	21,104	57,565	76,753	73,750
001-0901-519-47-00	PRINTING AND BINDING	4,263	6,534	6,000	3,996	5,328	6,000
001-0901-519-48-00	PROMOTIONS	30,712	27,537	10,500	13,802	28,800	28,350
							Fireworks/River Cities/4th of July
001-0901-519-48-01	RECREATIONAL ACTIVITIES	300	383	-	6,055	6,055	6,100
							Employee Xmas party
001-0901-519-48-02	ADVERTISING	10,855	16,884	25,000	9,726	12,500	12,544
							Advertising/Yellow Pages
001-0901-519-49-00	OTHER CURRENT CHARGES	1,796	179,425	8,650	(3,510)	(3,510)	-
001-0901-519-49-02	BANK CHARGES	9,007	-	200	-	-	-
001-0901-519-49-09	OTHER	57	131	-	-	-	-
001-0901-519-49-90	BAD DEBT EXPENSE	26,277	(27)	-	1,711	2,281	-
001-0901-519-51-00	OFFICE SUPPLIES	6,502	5,347	6,000	4,485	5,980	6,500
001-0901-519-52-00	OPERATING SUPPLIES	96	1,591	1,000	2,069	2,759	3,000
001-0901-519-52-09	OTHER	114	-	-	-	-	-
001-0901-519-54-00	DUES, MEMBERSHIPS, SUBS	637	1,536	1,379	334	445	500
	PRINCIPAL PAYMENTS	-	6,741	27,826	20,222	20,222	29,019
	INTEREST EXPENSE	-	1,818	5,608	4,853	4,853	4,415
001-0901-519-63-00	IMPROVEMENTS O/T BLDGS	22,621	20,872	170,511	179,946	179,946	-
001-0901-519-64-00	MACHINERY & EQPT	-	25,332	75,172	75,171	75,172	-
001-0901-519-91-06	TRANSFERS TO SENIOR CTR F	128,646	30,497	165,301	88,000	132,000	143,884
001-0901-519-91-10	Tsfer-Golf Course	953,699	437,148	7,225	-	30,000	-
	Tsfer to Grants Fund	-	32,500	13,538	10,762	10,762	5,000
001-0901-519-91-07	Tsfer-Hurricane fund	180,000	726,159	9,984	-	9,984	-
001-0901-519-91-11	Transfers to Sewer Fund	450,000	-	-	-	-	-
001-0901-519-91-12	Transfers to Sanitation Fund	275,000	217,002	315,432	-	315,432	-
** Non-Departmental		<u>2,169,036</u>	<u>1,837,155</u>	<u>1,493,160</u>	<u>549,066</u>	<u>1,019,332</u>	<u>1,019,148</u>

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Fiscal Year . . . : 2007
 Budget Level . . . : BUDG
 Description . . . : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Text	Misc. Info
1-0901-519-31-00	PROFESSIONAL SERVICES	13,000.00		
1-0901-519-31-01	LEGAL	2,500.00		
1-0901-519-31-09	OTHER	100,000.00		
1-0901-519-39-00	CONTINGENCY	500,000.00		
1-0901-519-41-01	TELEPHONE	3,000.00		
1-0901-519-41-03	POSTAGE	100.00		
1-0901-519-43-01	ELECTRICITY	45,486.00		
1-0901-519-44-00	RENTALS AND LEASES	30,000.00	00100 BIKE PATH LEASE 00200 MUSEUM RENTAL SUBSIDY 00300 OFFSITE STORAGE RENTAL	
1-0901-519-44-02	EQUIPMENT	6,000.00	00100 COPY MACHINE RENTAL	
1-0901-519-45-30	LIABILITY INSURANCE	73,750.00		
1-0901-519-47-00	PRINTING AND BINDING	6,000.00		
1-0901-519-48-00	PROMOTIONS	28,350.00	00100 FIREWORKS-4TH OF JULY 00200 SPRINGS RIVER FESTIVAL 00300 CAR SHOWS 00400 BAND 4TH OF JULY 00500 MISC AWARDS, PLAQUES ETC	
1-0901-519-48-01	RECREATIONAL ACTIVITIES	6,100.00	00100 EMPLOYEE XMAS PARTY	
1-0901-519-48-02	ADVERTISING	12,544.00	00100 MONTHLY GAZZETTE ADVERTISING 00200 BELLSOUTH YELLOW PAGES 00300 DAILY BUSINESS REVIEW-BUDGET ADVERTISING 00400 GAZZETTE BUDGET ADVERTISING	
1-0901-519-51-00	OFFICE SUPPLIES	6,500.00		
1-0901-519-52-00	OPERATING SUPPLIES	3,000.00		
1-0901-519-54-00	DUES, MEMBERSHIPS, SUBS	500.00		
1-0901-519-71-00	PRINCIPAL	29,019.00		
1-0901-519-72-00	INTEREST	4,415.00		
1-0901-519-91-05	TRANSFERS TO GRANTS FUND	5,000.00		
1-0901-519-91-06	TRANSFERS TO SENIOR CTR F	143,884.00		
* Total Accounts for this Budget Level		21	1,019,148.00	

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Road and Transportation Fund-Local Option Gas Tax

The Local Option Gas Tax Fund (LOGT) is used to account for all revenues and expenditures related to the collection, disbursement, and use of the LOGT proceeds. There are two parts to the tax: (1) the six-cent sales tax on all petroleum-based products sold throughout the county and allocated using a complex formula of road and sidewalk miles, gross sales, and other items; these revenues are reported in the General Fund; (2) the allocated proceeds of the additional three cents charged on top of all petroleum-based products and gasoline in the county.

These funds are to be used for roadways, streetlights, sidewalks, right-of-way maintenance, pedestrian and bike pathways.

Goals

- Replace sidewalks throughout the city that are cracking and lifting.
- Restore the alleys Citywide.
- Continue to upgrade and repair the streetlight infrastructure.
- Maintain right-of-ways.

Objectives

- Systematically inspect sidewalks throughout the city and coordinate with the contractor for replacement. Include root barrier in the installation when needed.
- Prioritize the alleys in need of leveling and execute the grading and rocking.
- Continue with the asphalt paving of the alley entranceways.
- Continue with the repair and replacement of underground wiring.
- Continue with the street tree trimming program.

2006-07 Accomplishments

- Purchase of street sweeper attachment for Bobcat
- Purchase of concrete mixer
- Purchase of SCAG mower
- Purchase of Kawasaki riding mower

FY 2007-08 Budget Highlights

- There are no major changes for the FY 2007-08 budget.