



CITY OF MIAMI SPRINGS, FLORIDA

Mayor Xavier M. Garcia

**Vice Mayor Roslyn Buckner
Councilman Billy Bain**

**Councilman Bob Best
Councilman Jaime Petralanda**


***Decorum:** "Any person making impertinent or slanderous remarks or who becomes boisterous while addressing the City Council, shall be barred from further audience before the City Council by the Mayor, unless permission to continue or again address the City Council is granted by the majority vote of the City Council members present. In accordance with the foregoing, the City Council has determined that racial or ethnic slurs, personal attacks and comments unrelated to City matters or issues constitute prohibited comments from the podium."*

CITY COUNCIL WORKSHOP MEETING AGENDA Monday, August 15, 2016 – 6:00 p.m. City Hall, Council Chambers, 201 Westward Drive

- 1. Call to Order/Roll Call**
- 2. Invocation:** Vice Mayor Buckner

Salute to the Flag: Audience participation
- 3. Workshop on Proposed Fiscal Year 2016-2017 Budget**
 - I. Human Resources – Section 5
 - II. IT Department – Section 12
 - III. City Attorney – Section 7
 - IV. Building Department – Section 21
 - V. Code Compliance – Section 11
 - VI. Parks and Recreation – Section 14
 - VII. Police – Section 9
 - VIII. LETF Fund – Section 10
 - IX. Debt Service – Section 18
- 4. Adjourn**

Department Heads are required to attend this meeting

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Live streaming video of this meeting is available at <http://www.miamisprings-fl.gov/webcast>.

Anyone wishing to obtain a copy of an agenda item may contact the City Clerk at (305) 805-5006, download the complete agenda packet from www.miamisprings-fl.gov or view the materials at City Hall during regular business hours.

Pursuant to Florida Statute 286.0114, the City Council provides the public with a reasonable opportunity to be heard on all matters.

If any person decides to appeal any decision of this Board with respect to any matter considered, s/he will need a record of the proceedings and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is made (F. S. 286.0105), all of which the City does not provide.

In accordance with the Americans with Disabilities Act, persons needing a special accommodation to participate in this proceeding should contact the City Clerk, 201 Westward Drive, Miami Springs, Florida 33166. Telephone: (305) 805-5006, no later than (7) days prior to the proceeding.

Pursuant to Sec. 2-11.1 (S) of the Miami-Dade County Code and Miami Springs Code of Ordinances Chapter 33 - §33-20, all persons, firms or corporations employed or retained by a principal who seeks to encourage the passage, defeat, or modifications of (1) ordinance, resolution, action or decision of the City Council; (2) any action, decision, recommendation of any City Board or Committee; or (3) any action, decision or recommendation of City personnel during the time period of the entire decision-making process on such action, decision or recommendation which will be heard or reviewed by the City Council, or a City Board or Committee shall register with the City before engaging in any lobbying activities on forms prepared for this purpose and shall state under oath his or her name, business address, the name and business address of each person or entity which has employed said registrant to lobby, and the specific issue on which he or she has been employed to lobby. A copy of the lobbyist registration form is available from the Office of the City Clerk.



AGENDA MEMORANDUM

Meeting Date: 8/15/2016

To: The Honorable Mayor Xavier Garcia and Members of the City Council

From: William Alonso, City Manager

Subject: FY2016-17 Budget Workshop Update (REVISED)

After completing our first budget workshop, the updated budget shows a surplus of \$150,775 at the current year millage of 7.5000.

The following items contributed to the increase of approx. \$50,000 to the originally reported surplus of \$100,775:

- 1) In the Finance budget on page 6-4 we reduced Professional Services by \$10,000 for legal fees related to the upcoming FOP contract negotiations. We researched that Mr. Linn had cost the City approx. \$38,000 over a two year period during the past negotiations, based on this we lowered our budgeted cost to \$15,000 instead of \$25,000.
- 2) In Public Works-Public properties Division on page 13-10, after further research we reduced the Other Contractual Services line item from \$140,000 to \$100,000. Resulting in a budget reduction of \$40,000.

Attached is a memo from the Historic Society in response to Council's request for a detail cost breakdown.

Below is a table showing the surplus at various millage rates:

<u>Millage</u>	<u>Surplus</u>	<u>Annual Tax Increase (Reduction)-Avg. Homestead Property</u>
7.5000	\$150,775 Current Millage	\$ 9.87* (due to SOH increase of 0.7% in value)
7.4750	\$125,000	\$ 6.39** (a reduction of \$3.48)
7.4500	\$100,093	\$ 2.90 (a reduction of \$6.97)
7.4000	\$50,000	\$(4.07) (a reduction of \$13.94)
7.3500	\$-0-	\$(11.04) (a reduction of \$20.91)

*At the current millage of 7.5000, the average homesteaded property will see an increase of approx. \$9.87 since the assessed value of their property increased by 0.7% under Save Our Homes.

** At a millage of 7.4750, they would have an increase of \$6.39 which is an annual savings of \$3.48.



To: City of Miami Springs Council

From: Miami Springs Historical Society

Date: August 1, 2016

RE: 2016-2017 Budget Request--Detailed

The City graciously allowed the Miami Springs Historical Society to use the space at 501 East Drive, at Stafford Park. The Society has been very excited for this opportunity and thank the City for this accommodation. We feel fixing this building will enhance another structure in our city and at the same time allow the Society to run the all-volunteer Museum to benefit our community.

The Museum plans, done for us pro-bono thru the nationally recognized firm of Perkins and Wills, has cleared thru Miami-Dade County for DERM and Fire. They were then presented to the City of Miami Springs, where it did not pass. Several items were cited, including requesting a second bathroom. Our Architectural firm is currently dealing with the City's requests, but assure us there should not be a need for a second bathroom in such a small space. At present we are still waiting to start renovations.

As this building unfortunately was not ready for occupancy when we signed the Facility Agreement with the City and the School Board, we have not been able to run the Museum for three years now. We are now facing another delay with the City requesting an additional bathroom among other things. The space is small and we were planning on having a little bit of storage space needed by use of the "second" bathroom space. The amount of work that is needed, including possibly a second bathroom, far exceeds the original estimate we received from Mr. Edgar Martinez of CDM Construction of \$25K. Also, after experiencing the cost to renovate the Geiger memorial of almost \$22K, we know it will be impossible to fix the building

Miami Springs Historical Society (& Museum), P.O. Box 660175, Miami Springs, FL 33166

Phone: 305-884-4406

Email: miamispringshistoricalsociety@hotmail.com

for only \$25K as we believed originally. At present we have raised \$30K but needed to have a little in our bank account for operation expenses to run the Museum, so \$25K is our amount allocated for the renovations, the other \$5K for operations.

After reviewing the estimated capital cost, including possible contingency with a second bathroom, we are asking the City to help us bring this building up to Code to allow occupancy. The following estimates are not all inclusive, but consider major building renovations needed to occupy the space:

	Subtotals

Electrical track lights	8,000.00
Mechanical HAVC	5,000.00
Drywall	4,900.00
Plumbing	4,500.00
Demo	2,600.00
Original est. by CMC Contractor	<u>25,000.00</u>
Concrete deck behind bldg.	10,000.00
Flooring (just polish concrete)	7,700.00
Deck Cover	5,000.00
Doors (impact glass)	5,000.00
Paint (Interior and exterior)	4,500.00
Subtotal	<u>57,200.00</u>
Contingent Addt'l. bathroom/plumbing	4,500.00
Estimated Cost for Bldg. Renovation	<u>61,700.00</u>
Displays	5,000.00
Digital Sound System & Lighting	10,000.00
Anticipated Total Capital Cost	<u><u>76,700.00</u></u>

We are asking the City for \$30K to assist in getting this building up to code. The Society will continue its fundraising efforts to continue increasing the currently available \$25K raised to do the renovations.

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CITY OF MIAMI SPRINGS

FISCAL YEAR



2016-2017

PROPOSED BUDGET

**CITY OF MIAMI SPRINGS, FLORIDA
FISCAL YEAR 2016-2017 BUDGET WORKBOOK**

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FISCAL YEAR 2016-2017 BUDGET WORKBOOK**

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SECTION 1



AGENDA MEMORANDUM

Meeting Date: 07/28/2016

To: The Honorable Mayor Xavier Garcia and members of the City Council

From: Ron Gorland, City Manager
William Alonso, Assistant City Manager/ Finance Director

Subject: FY2016-17 Proposed Budget Workbook

In preparation for the first budget workshop scheduled for August 1, 2016, we are presenting Council with the FY2016-17 Budget Workbook which includes various options and alternatives to assist Council in making sound financial decisions when addressing the proposed FY16-17 budget which maintains the millage rate at the current millage of 7.5000 while generating a surplus of \$69,254.

For FY2016-17 each 0.1 mill is worth approx. \$97,596 in ad valorem revenues.

The total **General fund** budget is \$15,965,158 of which \$9,980,361 or 62.5% represents employee salary and benefits. This leaves \$5,984,796 to cover all other city needs.

Following are the more significant budget assumptions:

1. The initial Proposed Budget maintains the millage at the current 7.5000, provides a surplus, and assumes no new outsourcing of services as well as no reduction in current services.
2. The health insurance renewal for next year is 8% higher.
3. The FY16-17 budget includes a 3% COLA for all General employees (except the City Manager) total cost of this is approx. \$102,496. The Police budget includes a 2% pay increase for all uniformed officers in accordance with the current contract terms.
4. The Police budget continues the 1% reduction in police pension contribution until September 30, 2017 which has an additional cost of \$10,000..
5. The Police budget includes retirement payouts in an amount of approx. \$68,870 for three Officers while the Public Works budget includes \$27,530 in retirement payouts for two employees.
6. Budget assumes a 1.5% cost of living increase for all operating expenditures (e.g.: fuel, utilities, supplies, etc.)

7. This General Fund budget request also contains approximately \$262,794 in police vehicles, city-wide infrastructure including city hall air conditioner chiller replacement and duct work(see Page 1-3).
8. Budget includes \$45,000 for the City's lobbyist.
9. The Police budget includes \$20,000 in lease fees for the upcoming contract negotiations with the Police Union, the Finance budget includes \$25,000 for anticipated legal and Actuary costs also related to the contract negotiations.
10. The projected loss at the golf course is approx. \$356,821.
11. The Public Works budget includes \$50,000 for citywide tree planting.
12. Council budget includes a \$35,000 funding request from CMI for next fiscal year, and \$4,800 request from the Historic Museum for storage costs.

Page 1-4 provides some possible reductions based on past history and experience with previous budget workshops. Some of the proposed reductions affect service levels and some do not, some affect employee pay and benefits while others affect current programs and subsidies.

Pages 1-5 lists some budget considerations that are not included in the base budget discussed above but are presented for Council discussion and consideration, some of the items include golf course restroom renovations and other departmental needs.

I have also included Page 1-6 to this memo which shows that at present there is \$563,913 in designated fund balance which includes \$500,000 for an additional Hurricane Contingency.

Page 1-7 is a financial dashboard showing the history of millage rates for the past 14 years as well as fund balances during these years.

Page 1-8 provides Council with a graphic view of the city's funds and their relation to each other and to the general Fund.

CITY OF MIAMI SPRINGS
FY 2015-2016 Budget
CAPITAL EXPENDITURE SUMMARY-ALL FUNDS

Department	Total Budgeted	Description of expenditure	
Information technology	\$ 6,000	HP Server-DL series	6,000
			6,000
Elderly Services	\$ 5,100	Ice machine	2,600
		Stand up commercial freezer	2,500
			5,100
Police	\$ 180,208	Four (4) 2016 Ford Taurus Unmarked Vehicles for Detectives @ \$25,000/ea	100,000
		Vehicle emergency equipment & installation @ \$4,000/ea (inc boxes)	16,000
		Two (2) speed detection devices (radars) @ \$2,500/ea	5,000
		Stationary Portable Two-Camera Automated License Plate Reader system	22,294
		K-9 Bite Suit	1,500
		Four (4) laptop computers w/software and accessories for Detectives	5,000
		Two (2) Heartsmart Automated External Defibrillator Machines	2,820
		Stalker Portable Pole-Mounted Radar Speed Sign w/data recording	3,600
		Four(4) mobile tablet writers for Motorcycle Officers	4,000
		Ductless Split A/C system for Police Communications/Dispatch area	7,994
		Remodel cubicles in Detective Bureau	12,000
			\$ 180,208
Public Works	\$ 63,486	Trane A/C Chiller Compressor Overhaul City Hall	38,248
		Install multiple ductless split A/C system for Fire Dept. common areas	25,238
			63,486
Human Resources	\$ 8,000	Mini fingerprint scanner and software for creating FBI/FDLE applicant transactions	8,000
			8,000
			-
Total	\$ 262,794	Total	\$ 262,794

1-3

CITY OF MIAMI SPRINGS
FY2016-17 PROPOSED BUDGET ANALYSIS

The original City Manager's Proposed Budget for FY2016 was based on an operating millage of 7.5000 and has a surplus of \$69,254

Millage
Impact
add (reduce)

The current status of the budget at a 7.5000 millage is a surplus of..... \$ 69,254

1) Annual event subsidies:

City Events	\$ 32,500	(0.0333)
Stafford Golf Tournament (\$2000)	Included above	
Optimist BBQ (\$2,000)	"	
Other events (\$8,000)	"	
Police Appreciation Dinner (\$3000)	"	
River Cities Festival (\$7500)	"	
FLA League ad (\$1000)	"	
Installation Dinner (\$1,000)	"	
Employee Luncheon (\$5000)	"	
Two annual car shows (\$3000)	"	
CMI Subsidy	\$ 35,000	(0.0359)
Historical Museum	\$ 4,800	(0.0049)
Tennis program	\$ 15,000	(0.0154)
Pelican Playhouse	\$ 23,000	(0.0236)
Total all annual events	\$ 110,300	

2) Eliminate all capital expenditures:
(see attachment C for details)

HP Server-DL series	6,000	(0.0061)
Ice machine	2,600	(0.0027)
Stand up commercial freezer	2,500	(0.0026)
Four (4) 2016 Ford Taurus Unmarked Vehicles for Detectives @ \$25,000	100,000	(0.1025)
Vehicle emergency equipment & installation @ \$4,000/ea (inc boxes)	16,000	(0.0164)
Two (2) speed detection devices (radars) @ \$2,500/ea	5,000	(0.0051)
Stationary Portable Two-Camera Automated License Plate Reader system	22,294	(0.0228)
K-9 Bite Suit	1,500	(0.0015)
Four (4) laptop computers w/software and accessories for Detectives	5,000	(0.0051)
Two (2) Heartsmart Automated External Defibrillator Machines	2,820	(0.0029)
Stalker Portable Pole-Mounted Radar Speed Sign w/data recording	3,600	(0.0037)
Four(4) mobile tablet writers for Motorcycle Officers	4,000	(0.0041)
Ductless Split A/C system for Police Communications/Dispatch area	7,994	(0.0082)
Remodel cubicles in Detective Bureau	12,000	(0.0123)
Trane A/C Chiller Compressor Overhaul City Hall	38,248	(0.0392)
Install multiple ductless split A/C system for Fire Dept. common areas	25,238	(0.0259)
Mini fingerprint scanner and software for creating FBI/FDLE applicant tra	8,000	(0.0082)
Total all capital expenditures	\$ 262,794	

3) Personnel Related reductions:

1) Eliminate dependent health coverage for all General employees only	\$ 49,939	\$ 49,939	(0.0512)
2) Across the Board 3% COLA exc. For City Manager (each 1% costs \$34,165)	\$ 102,496	\$ 102,496	(0.1050)
3) Eliminate the reduction of police pension contribution to 15%	\$ 10,000	\$ 10,000	(0.0102)
	\$ -	\$ -	-
	\$ -	\$ -	-

4) Other reductions

City wide tree planting	\$ 50,000	50,000	(0.0512)
Eliminate lobbyist	\$ 45,000	45,000	(0.0461)
	\$ -	\$ -	-
	\$ -	\$ -	-

ADDITIONAL INFORMATION:

Each 0.1 increase in Millage is equivalent to \$ 97,596

The Golf Course operation will require a subsidy of approx. \$356,821 for next year.

1-4

FISCAL YEAR 2016-17 WISH LIST ITEMS

Department	Item	Cost
Police	IT Consultant or P/T IT employee for Police	\$30,000
	Independent Email Server for Police Dept.	<u>\$30,000</u>
	Total for Police	<u>\$60,000</u>
Professional Services		
	Digital marque sign for Circle	\$50,000
Golf		
	2016 Pick Up Truck	\$24,000
	10 new sets of golf rental clubs	<u>\$10,013</u>
	Total for Golf	<u>\$34,013</u>
Recreation		
	Ford ranger small p/u to replace old chevy p/u	\$15,000
	Midsize SUV for administrative staff use	\$20,000
	Artificial turf for new tot lot	\$100,000
	Re-sod Prince Athletic Field	\$60,000
	Sound panels in gymnasium	\$85,000
	Replace shade structure at Stafford Park	\$15,000
	Replace old sand pro maintenance equipment	<u>\$15,000</u>
		<u>\$310,000</u>
City Clerk		
	Wall Council Pictures	\$10,000
	Concrete for Lobby Fill-in by stairs	\$5,000
	Mural for 2nd floor	\$6,000
	Signage for City Hall Departments and Office Directory	\$3,000
	Window for City Clerk's office	<u>\$5,000</u>
	Total for City Clerk	<u>\$29,000</u>
Total all General fund requests		<u>\$483,013</u>
Sanitation	2 new F750 Diesel Open Body Trash Dump Trucks	<u>\$192,600</u>

1-5

CITY OF MIAMI SPRINGS
PROPOSED GENERAL FUND BALANCE DESIGNATIONS
PROJECTED FISCAL YEAR 2015-2016

DESIGNATION	Actual Balance 9/30/2015	FY2015-16 Additions	Reductions	Projected Balance 9/30/2016
1) Additional Contingency-Hurricane Costs (over and above the 25% reserve requirement)	500,000	0		500,000
2) Council Studio for televising meetings	4,146		(4,146)	-
3) Racquetball court maintenance	10,000		-	10,000
4) Renovation of two restrooms on golf course	35,000		-35000	-
5) Tot Lot playground	90,000	41,000	-131000	-
6) Mold cleaning/treatment Community Center	47,156	(18,437)	-28719	-
7) Golf Phase I Derm/RER paving/Roll down doors fertilizer storage	45,000		-7312	37,688
8) Golf storage cabinets at Pro Shop	-			-
9) Golf new phone system	-			-
10) Golf-new pick up truck	-			-
11) New Senior Center Building	16,225	-	0	16,225
12) Stripping/cleaning Senior Center floors	1,800		-1800	-
13) Police-Point Blank active shooter kits	17,700	(3,615)	-14085	-
14) Police Paraclete MICH ballistic helmet	15,400	(675)	-14725	-
15) Police-AVON C50 first responder gas mask	17,505		-17505	-
15) Six laptops	-	14,326	-14326	-
15) Remodeling of squad room		2,940	-2940	-
16) Police Automatic license plate reader	20,980		-20980	-
17) CMI Parking Lot Project	61,609	-	-61609	-
18) Defibrillators	8,520	-	-8520	-
	-	-		-
	-			-
	-	-	-	-
Total proposed designations	\$ 891,041	\$ 35,539	\$(362,667)	\$ 563,913
Total Available Fund Balance	4,391,041	35,539	(362,667)	4,063,913
Unrestricted, Undesignated fund Balance	3,500,000			3,500,000
 25% of FY15-16 Operating expenditures.....				\$ 3,500,000
 Excess(deficit) funds available for designation				\$ -

CITY OF MIAMI SPRINGS
FINANCIAL DASHBOARD
PAST FOURTEEN FISCAL YEARS

	FY2002	FY2003	FY2004	FY2005	FY2006	FY2007	FY2008	FY2009	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016
Reserves	\$ (300,176)	\$ 853,643	\$ 2,889,407	\$ 3,015,292	\$ 4,218,574	\$ 5,611,002	\$ 6,664,392	\$ 8,421,317	\$ 6,299,906	\$ 4,903,778	\$ 4,394,465	\$ 3,692,341	\$ 4,263,646	\$ 4,391,041	
Increase(decrease) from prior year	n/a	\$ 1,153,819	\$ 2,035,764	\$ 125,885	\$ 1,203,282	\$ 1,392,428	\$ 1,053,390	\$ 1,756,925	\$ (2,121,411)	\$ (1,396,128)	\$ (509,313)	\$ (702,124)	\$ 571,305	\$ 127,395	
Property Taxes collected	\$ 4,895,579	\$ 5,283,941	\$ 5,638,375	\$ 6,040,426	\$ 6,890,884	\$ 7,130,596	\$ 6,831,093	\$ 6,710,087	\$ 5,732,869	\$ 5,576,976	\$ 5,812,001	\$ 5,823,021	\$ 6,669,201	\$ 7,151,308	
Increase(decrease) from prior year	n/a	\$ 388,362	\$ 354,434	\$ 402,051	\$ 850,458	\$ 239,712	\$ (299,503)	\$ (121,006)	\$ (977,218)	\$ (155,893)	\$ 235,025	\$ 11,021	\$ 846,180	\$ 482,107	
Millage Rate(INCLUDING DEBT SERVICE)	8.4120	8.7440	8.6866	8.6515	8.3415	7.8953	6.6579	6.7992	6.5924	6.9408	6.7400	6.9950	7.6710	7.6710	7.5000
Increase(decrease) from prior year	n/a	0.3320	(0.0574)	(0.0351)	(0.3100)	(0.4462)	(1.2374)	0.1413	(0.2068)	0.3484	(0.2008)	0.2550	0.6760	-	
Total City Debt	\$ 14,219,846	\$ 15,616,653	\$ 14,163,393	\$ 13,937,604	\$ 13,983,890	\$ 13,274,149	\$ 6,529,483	\$ 5,914,097	\$ 5,749,383	\$ 5,168,547	\$ 4,632,734	\$ 4,553,201	\$ 6,028,141	\$ 10,739,727	
Debt per resident	\$ 1,038	\$ 1,140	\$ 1,034	\$ 1,017	\$ 1,021	\$ 969	\$ 477	\$ 432	\$ 420	\$ 374	\$ 335	\$ 330	\$ 430	\$ 766	
Increase(decrease) from prior year	n/a	\$ 1,396,807	\$ (1,453,260)	\$ (225,788)	\$ 46,286	\$ (709,741)	\$ (6,744,666)	\$ (615,386)	\$ (164,715)	\$ (580,835)	\$ (535,813)	\$ (79,533)	\$ 1,474,940	\$ 4,711,586	

This represents a Council approved use of reserves for the new golf course irrigation system costing \$1.1 million, as well as using \$760,000 water and sewer surplus to lower the millage in FY2010 to 6.5924.

The City's millage has decreased from a high of 8.7440 in FY2003 to the current level of 7.5000 for FY2016, a 14% decrease over the past fourteen years.

The City's reserves have increased from a deficit in FY2002 to the current \$4.4 million in FY2015.

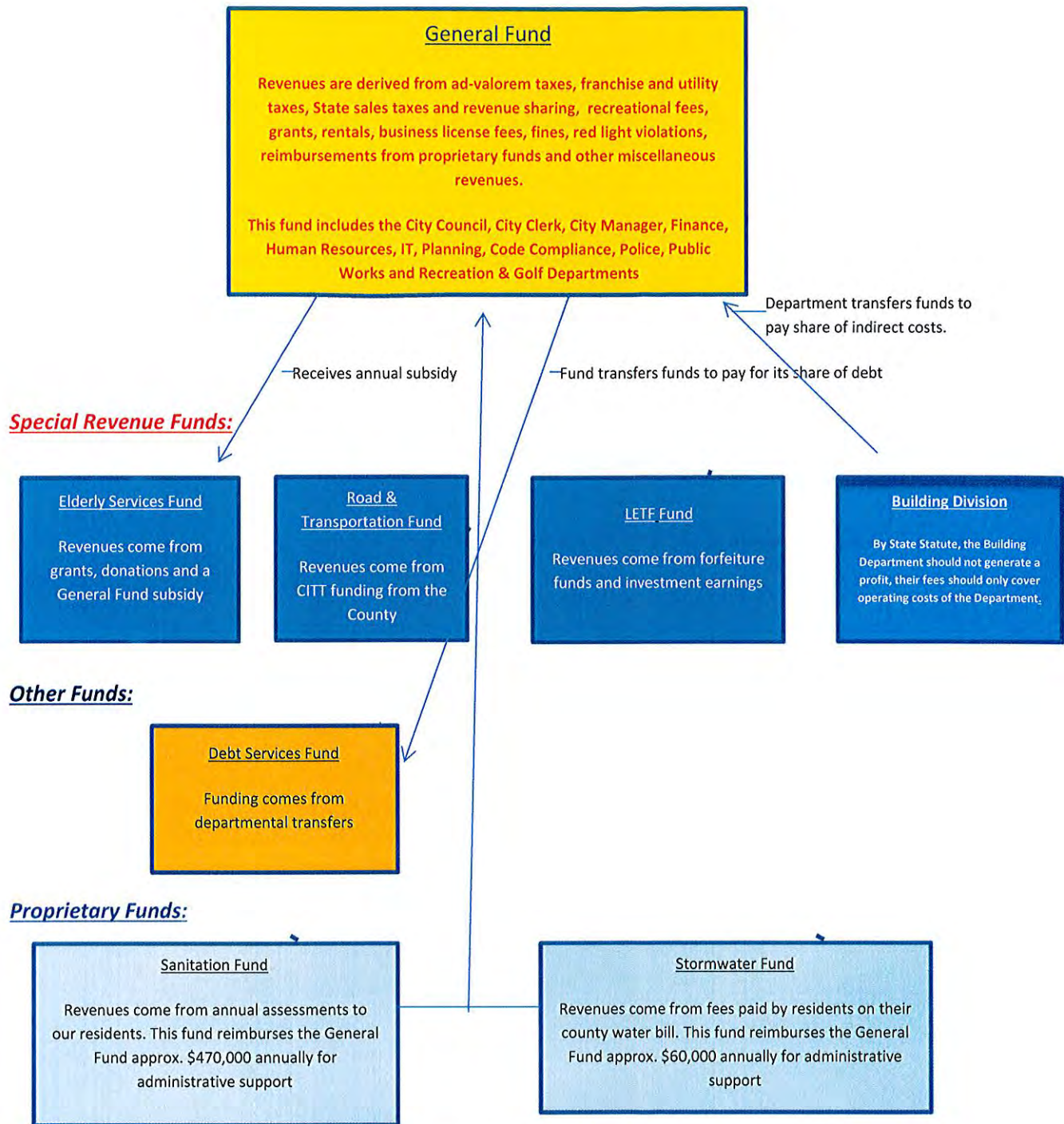
This reduction was due to the transfer of the water and sewer operation to Miami-Dade County along with the corresponding debt.

During FY2015 the City entered into a \$5.5 million aquatic facility construction note with SunTrust Bank.

Council approved using approx. \$500,000 of reserves to lower millage and balance the budget, \$475,000 for the Curtiss Mansion project, and other appropriations during the year.

The Ad Valorem property taxes assessed and collected by the City for FY2015 are approximately the same amount as those collected in FY2007!!!

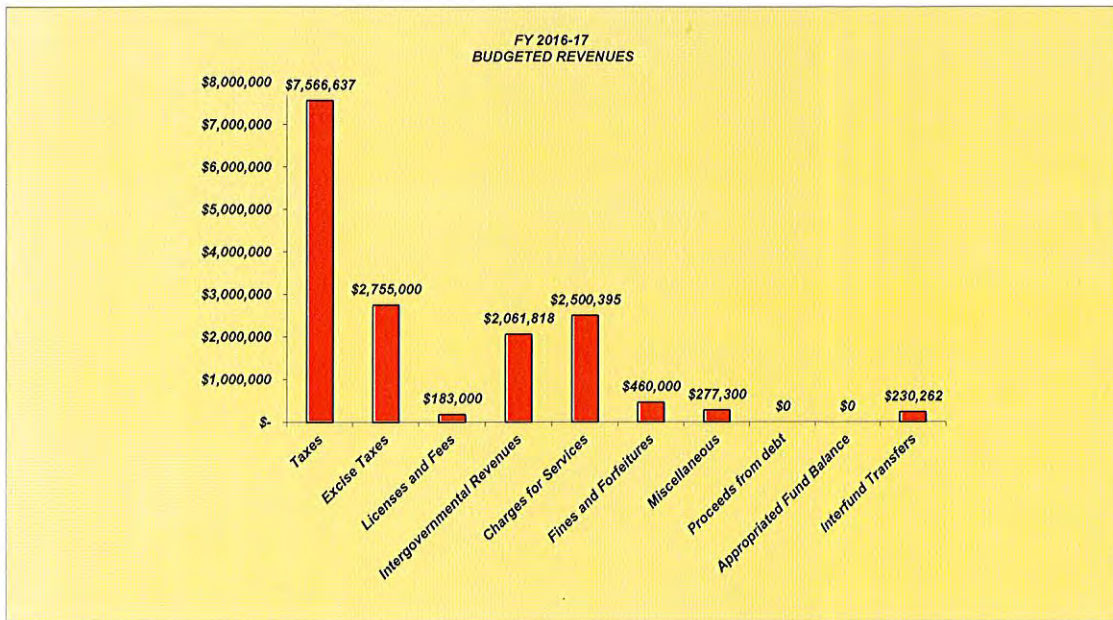
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- 1) The General Fund is the main operating fund of the city. It receives the bulk of its revenues from ad-valorem and other taxes and fees, these revenues are then used to fund all city departments. The General Fund also provides an annual subsidy to the Elderly Services Fund.
- 2) The city has four Special Revenue Funds;
 - The Elderly Services Fund which receives all of its revenues from grants, donations, and the annual city subsidy.
 - The Road and Transportation Fund which receives all of its funding from the county CITT half cent tax.
 - The Building Department Fund which accounts for all building permitting activity.
 - The LETF Fund which receives all funding from Police Forfeitures and investment earnings, these funds can only be used for specific police expenditures and all expenditures must be pre-approved by Council.
- 3) The city also has two Proprietary Funds (Sanitation and Stormwater), these are operations that are self-sufficient and do not require any General Fund subsidy. These operations are accounted for in the same manner as a business in the private sector.
- 4) The city also has a Debt Service Fund which is used to account for all debt service payments. Any Department that has incurred debt to purchase equipment or build a facility will transfer the annual debt service payment to this fund so that payments can be made.

**CITY OF MIAMI SPRINGS
SUMMARY OF GENERAL FUND REVENUES**

REVENUES	FY13-14 Actual	FY14-15 Actual	FY15-16 Budget	FY16-17 Budget	% of Total	% Change from 2015-16
Taxes	\$ 7,151,308	\$ 7,151,308	\$ 7,103,405	\$ 7,566,637	47.2%	6.5%
Excise Taxes	2,741,303	2,741,303	2,754,000	2,755,000	17.2%	0.0%
Licenses and Fees	656,344	656,344	182,000	183,000	1.1%	0.5%
Intergovernmental Revenues	1,926,246	1,926,246	2,017,494	2,061,818	12.9%	2.2%
Charges for Services	2,122,924	2,122,924	2,423,208	2,500,395	15.6%	3.2%
Fines and Forfeitures	463,010	463,010	474,000	460,000	2.9%	-3.0%
Miscellaneous	280,183	280,183	298,919	277,300	1.7%	-7.2%
Proceeds from debt	-	-	30,364	-	0.0%	-100.0%
Appropriated Fund Balance	127,395	127,395	532,544	-	0.0%	-100.0%
Interfund Transfers	-	-	350,764	230,262	1.4%	0.0%
Total Revenues	\$ 15,468,713	\$ 15,468,713	\$ 16,166,698	\$16,034,414	100.0%	-0.8%



**CITY OF MIAMI SPRINGS
REVENUE COMPARISON
GENERAL FUND**

Line Item Revenue	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Proposed Budget	% of Total	% Change from 2015-16
Ad Valorem Taxes - Current	6,653,974	7,061,613	\$ 7,023,400	\$ 7,486,637	46.69%	6.6%
Ad Valorem Taxes - Delinquent	15,227	89,695	80,005	80,000	0.50%	0.0%
Franchise Fees	940,553	945,594	945,000	945,000	5.89%	0.0%
Utility Service Taxes	1,209,894	1,193,635	1,199,000	1,200,000	7.48%	0.1%
Local Communications Tax	598,314	602,075	610,000	610,000	3.80%	0.0%
Occupational Licenses - City	72,758	79,916	75,000	75,000	0.47%	0.0%
Occupational Licenses - County	21,827	21,948	20,000	20,000	0.12%	0.0%
Building Permits	414,313	108,265	-	-	SEE NOTE A	0.0%
Electrical Permits	90,186	59,335	-	-	SEE NOTE A	0.0%
Plumbing Permits	47,490	31,218	-	-	SEE NOTE A	0.0%
Roofing Permits	68,744	77,058	-	-	SEE NOTE A	0.0%
Mechanical Permits	54,504	27,656	-	-	SEE NOTE A	0.0%
Zoning Fees	42,513	46,770	42,000	42,000	0.26%	0.0%
Certification of Completions	3,850	2,440	-	-	SEE NOTE A	0.0%
Structural Permits	26,260	23,256	-	-	SEE NOTE A	0.0%
POD Permit Fees	1,350	1,625	-	-	SEE NOTE A	0.0%
Other Permits	199,419	176,858	-	-	SEE NOTE A	0.0%
Misc plan Reviews	-	-	5,000	6,000	0.04%	20.0%
State Revenue Sharing	426,621	454,359	457,679	481,860	3.01%	5.3%
Alcoholic Beverage License	12,237	11,443	15,000	15,000	0.09%	0.0%
1/2-cent Sales Tax	1,003,119	1,051,079	1,106,608	1,120,354	6.99%	1.2%
Local Option Gas Tax	367,298	380,476	387,207	380,104	2.37%	-1.8%
Gas Tax Rebate	8,775	8,848	11,000	10,000	0.06%	-9.1%
School Crossing Guards	15,225	17,264	20,000	18,000	0.11%	-10.0%
Summer Camp Activity Fees	22,545	24,724	18,000	36,000	0.22%	100.0%
Summer Camp	129,745	139,551	170,000	150,000	0.94%	-11.8%
Fitness Room Membership	38,122	27,716	20,000	15,000	0.09%	-25.0%
After School Program	38,126	43,780	32,000	41,000	0.26%	28.1%
Gym Admission Fees	-	-	3,000	1,800	0.01%	-40.0%
Senior Center rental	-	-	1,200	-	0.00%	-100.0%
Water Polo/Aquatics Teams	11,215	4,373	-	3,000	0.02%	#DIV/0!
Swimming Pool Admissions/Lessons	68,538	2,700	52,300	75,000	0.47%	43.4%
Yoga	7,115	4,807	-	-	0.00%	#DIV/0!
Pool Rental	7,180	2,180	3,000	9,000	0.06%	200.0%
Get Fit Summer Camp	5,750	-	16,000	48,000	0.30%	200.0%
Vending Machines	1,460	2,311	3,000	3,500	0.02%	16.7%
Fireworks-VG	3,000	3,000	3,000	3,000	0.02%	0.0%
Pool Memberships	8,015	653	2,280	3,500	0.02%	53.5%
Aquatic Multipurpose Room Rental	-	-	6,400	19,200	0.12%	100.0%
Shade Area/Umbrella Rentals	-	-	22,400	46,800	0.29%	100.0%
Basketball fees	29,490	29,650	44,450	22,500	0.14%	-49.4%
Other Annual Events	5,696	11,235	9,730	9,000	0.06%	-7.5%
Pelican Theatre	8,985	8,805	10,000	5,000	0.03%	-50.0%
Jazzercise	3,925	4,206	3,600	4,800	0.03%	33.3%
Daddy/Daughter Dance	4,453	4,843	7,525	7,500	0.05%	-0.3%
Green Fees	808,179	871,057	1,027,535	1,028,125	6.41%	0.1%
Cart Fees	51,640	48,483	72,062	72,145	0.45%	0.1%
Golf Merchandise/Food & Beverage Sales	84,070	101,234	100,771	100,800	0.63%	0.0%
Range Fees	135,504	133,414	173,101	173,200	1.08%	0.1%
Misc. Club Rental/Lessons	7,832	24,043	23,266	23,400	0.15%	0.6%
Golf memberships	65,380	68,555	68,188	69,125	0.43%	1.4%
Miscellaneous Charges for Serv	-	13,108	-	-	0.00%	0.0%
Copies & Other Charges	2,481	3,129	3,000	3,000	0.02%	0.0%
Lien Search	17,050	18,646	15,000	15,000	0.09%	0.0%
Re-Occupancy Inspection fees	26,000	24,000	22,000	22,000	0.14%	0.0%
Clerk of the Court - Fines	133,357	97,567	138,000	90,000	0.56%	-34.8%
Code Enforcement tickets	23,800	73,084	25,000	20,000	0.12%	-20.0%
Disabled Parking tickets	-	8,888	11,000	-	0.00%	-100.0%
Administrative Fee-Red Light hearings	9,721	17,088	15,000	22,000	0.14%	46.7%
Police Grants-Byrne Grant	2,684	2,793	5,000	5,000	0.03%	0.0%
Other Grants	15,936	-	9,500	9,500	0.06%	0.0%
Interest - Investments	10,102	16,990	10,000	10,000	0.06%	0.0%

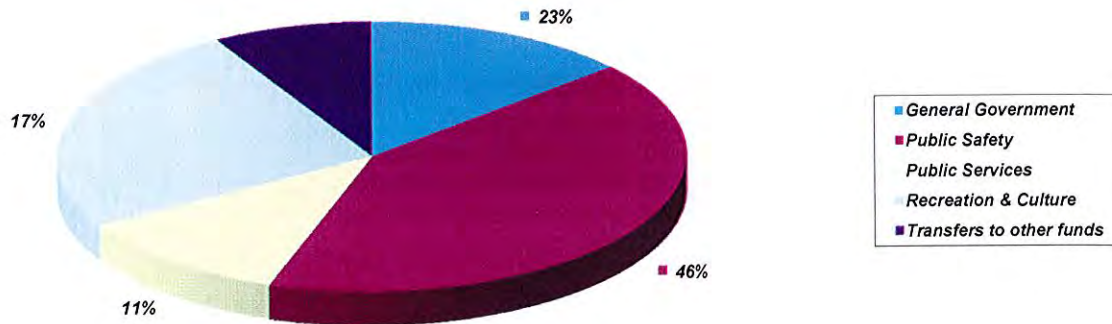
**CITY OF MIAMI SPRINGS
REVENUE COMPARISON
GENERAL FUND**

	FY 13-14	FY 14-15	FY 15-16	FY 16-17	% of	% Change
Line Item Revenue	Actual	Actual	Budget	Proposed Budget	Total	from 2015-16
Interest - Tax Collections	1,940	823	2,000	2,000	0.01%	0.0%
Rent - Metro Fire	12,724	12,191	14,000	13,000	0.08%	-7.1%
Rent - Dade Co. Library	8,253	8,253	8,300	8,300	0.05%	0.0%
Rent - Bus Benches	4,369	4,509	4,400	4,500	0.03%	2.3%
Recreational Activities	17,836	27,890	12,000	15,000	0.09%	25.0%
Sprint Tower	92,108	100,090	93,000	100,000	0.62%	7.5%
Metro PCS	8,881	-	9,000	-	0.00%	-100.0%
Surplus sale of equipment	40,280	12,589	42,219	30,000	0.19%	-28.9%
Other Miscellaneous	85,019	69,451	90,400	90,000	0.56%	-0.4%
Red Light Fines	254,830	266,383	300,000	350,000	2.18%	16.7%
Returned check charges	353	200	500	500	0.00%	100.0%
Code Enforcement Liens	5,925	3,422	4,000	4,000	0.02%	0.0%
ITF - Building Fund			252,764	230,262	1.44%	0.0%
ITF - Capital Projects Fund			98,000	-	0.00%	0.0%
ITF - Sanitation Admin Fee	470,000	470,000	470,000	470,000	2.93%	0.0%
ITF- Stormwater Admin Fee	60,000	60,000	60,000	60,000	0.37%	0.0%
Appropriated Fund Balance			426,474	-	0.00%	-100.0%
Proceeds from Debt	623,843		30,364	-	0.00%	-100.0%
TOTALS >>>	\$15,767,908	\$15,344,820	\$ 16,060,628	\$ 16,034,413	100.00%	-0.2%

CITY OF MIAMI SPRINGS EXPENDITURES BY CLASS

	FY2013-14 <u>Actual</u>	FY2014-15 <u>Actual</u>	FY2015-16 <u>Amended Budget</u>	FY2016-17 <u>Budget</u>	% of Change <u>From FY2015-16</u>
General Government	\$ 2,253,344	\$ 2,297,767	\$ 2,407,705	\$ 2,187,932	-9.1%
Public Safety	6,370,435	6,829,103	6,621,815	6,645,549	0.4%
Public Services	1,591,867	1,721,638	1,770,252	1,800,111	1.7%
Recreation & Culture	4,142,670	3,305,169	4,033,925	4,023,992	-0.2%
Transfers to other funds	809,383	1,060,244	1,226,929	1,307,574	6.6%
Sub-Totals	\$ 15,167,699	\$ 15,213,921	\$ 16,060,626	\$ 15,965,158	-0.6%
Increase(appropriated) fund balance	571,305	127,395	-	-	0.0%
Totals	\$ 15,739,004	\$ 15,341,316	\$ 16,060,626	\$ 15,965,158	-0.6%

FY 2016-17 Expenditures by Class



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CITY OF MIAMI SPRINGS
EXPENDITURES BY DEPARTMENT

	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	% Change
	<u>Actual</u>	<u>Actual</u>	<u>Amended Budget</u>	<u>Budget</u>	<u>From FY2015-16</u>
<u>Department</u>					
Mayor & City Council	\$ 118,424	\$ 151,831	\$ 154,417	\$ 136,112	-11.9%
Office of the City Manager	354,558	344,925	348,613	325,623	-6.6%
Office of the City Clerk	226,228	274,367	271,252	280,888	3.6%
Office of the City Attorney	159,454	161,802	166,000	166,000	0.0%
Human Resource Department	211,616	220,363	223,318	235,588	5.5%
Finance /Budget	794,800	774,914	811,168	625,564	-22.9%
IT Department	307,498	298,319	348,346	343,921	-1.3%
Planning Department	80,764	71,246	84,591	74,237	-12.2%
Police Department	5,742,398	6,186,463	6,424,005	6,429,630	0.1%
Police - School Guards	18,412		23,823	24,423	2.5%
Code Compliance	609,625	642,640	173,987	191,496	10.1%
Public Services - Administration	354,580	376,000	408,250	387,301	-5.1%
Public Services - Streets	351,735	382,371	392,136	437,256	11.5%
Public Services - Properties	586,011	567,440	656,345	648,181	-1.2%
Public Services - Building Maintenance	267,037	314,990	270,460	288,374	6.6%
Public Services - Fleet Maintenance	32,504	80,837	43,061	39,000	-9.4%
Recreation	1,275,603	1,312,182	1,746,027	1,372,750	-21.4%
Aquatics	268,229	107,086	176,041	606,033	244.3%
Tennis	18,744	46,962	48,623	25,813	-46.9%
Park Maintenance	97,495	127,409	307,171	195,779	-36.3%
Golf Administration	22,894	19,864	18,968	16,122	-15.0%
Pro Shop	621,319	612,323	552,387	591,394	7.1%
Golf Maintenance	1,838,385	1,079,343	1,184,708	1,216,100	2.6%
Total	\$14,358,316	\$14,153,677	\$14,833,697	\$14,657,584	-1.2%
Transfers to other funds	809,383	1,060,244	1,226,929	1,307,574	6.6%
Increase(appropriated) fund balance	571,305	127,395	-	-	
Total	\$15,739,004	\$15,341,316	\$16,060,626	\$15,965,158	-0.6%

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CITY OF MIAMI SPRINGS
LISTING OF TOP EXPENDITURES-GENERAL FUND

	<u>FY2015-16</u>	<u>FY2016-17</u>		<u>% of Change</u>
	<u>Amended Budget</u>	<u>Budget</u>	<u>% of Total</u>	<u>From FY2015-16</u>
Salaries	\$ 7,066,150	\$ 7,188,650	45.0%	1.7%
Health Insurance Benefits	846,058	945,018	5.9%	11.7%
Pension costs	978,476	977,333	6.1%	-0.1%
Workmens Comp	316,722	350,297	2.2%	10.6%
Other Employee Benefits	516,011	519,063	3.3%	0.6%
Total Salaries & Benefits	9,723,417	9,980,361	62.5%	2.6%
Capital Expenditures	756,789	263,994	1.7%	-65.1%
Debt Service Payments	1,180,893	1,260,121	7.9%	6.7%
Operating Supplies/Uniforms	541,108	550,260	3.4%	1.7%
Contractual Services	1,136,555	1,039,128	6.5%	-8.6%
Utilities	391,198	406,349	2.5%	3.9%
Transfers to other funds	176,229	177,646	1.1%	0.8%
Liability insurance	307,204	305,123	1.9%	-0.7%
Professional Fees	318,855	410,350	2.6%	28.7%
Fleet Maintenance	137,950	166,000	1.0%	20.3%
Repairs and Maintenance	371,956	381,323	2.4%	2.5%
Other Misc Expenses	1,054,413	1,024,502	6.4%	-2.8%
Total Budgeted Expenditures	16,096,567	15,965,158	100.0%	-0.8%

1-14

CITY OF MIAMI SPRINGS
LISTING OF TOP EXPENDITURES - ALL FUNDS

	<u>FY2015-16</u> <u>Amended Budget</u>	<u>FY2016-17</u> <u>Budget</u>	<u>% of Total</u>	<u>% of Change</u> <u>From FY2015-16</u>
Salaries	\$ 8,208,804	\$ 8,360,550	37.6%	1.8%
Health Insurance Benefits	1,031,052	1,138,045	5.1%	10.4%
Pension costs	1,072,519	1,060,467	4.8%	-1.1%
Workmens Comp	401,651	432,383	1.9%	7.7%
Other Employee Benefits	601,739	606,873	2.7%	0.9%
Total Salaries & Benefits	11,315,765	11,598,318	52.1%	2.5%
Capital Expenditures	907,519	420,594	1.9%	-53.7%
Debt Service Payments	1,189,793	1,271,050	5.7%	6.8%
Depreciation/Amortization	271,000	271,000	1.2%	0.0%
Operating Supplies/Uniforms	812,129	777,538	3.5%	-4.3%
Contractual Services	2,234,671	2,016,202	9.1%	-9.8%
Waste Disposal	770,706	725,000	3.3%	-5.9%
Transfers to other funds	176,229	177,646	0.8%	0.8%
Liability insurance	379,825	373,439	1.7%	-1.7%
Professional Fees	432,441	414,495	1.9%	-4.1%
Management fee paid by enterprise funds	530,000	530,000	2.4%	0.0%
Fleet Maintenance	427,350	458,900	2.1%	7.4%
Repairs and Maintenance	678,206	699,973	3.1%	3.2%
Other Misc Expenses	2,400,012	2,522,825	11.3%	5.1%
Total Budgeted Expenditures(All Funds)	22,525,646	22,256,981	100.0%	-1.2%

CITY OF MIAMI SPRINGS
FY 2015-2016 Budget
CAPITAL EXPENDITURE SUMMARY-ALL FUNDS

Department	Total Budgeted	Description of expenditure	
Information technology	\$ 6,000	HP Server-DL series	6,000
			6,000
Elderly Services	\$ 5,100	Ice machine	2,600
		Stand up commercial freezer	2,500
			5,100
Police	\$ 180,208	Four (4) 2016 Ford Taurus Unmarked Vehicles for Detectives @ \$25,000/ea	100,000
		Vehicle emergency equipment & installation @ \$4,000/ea (inc boxes)	16,000
		Two (2) speed detection devices (radars) @ \$2,500/ea	5,000
		Stationary Portable Two-Camera Automated License Plate Reader system	22,294
		K-9 Bite Suit	1,500
		Four (4) laptop computers w/software and accessories for Detectives	5,000
		Two (2) Heartsmart Automated External Defibrillator Machines	2,820
		Stalker Portable Pole-Mounted Radar Speed Sign w/data recording	3,600
		Four(4) mobile tablet writers for Motorcycle Officers	4,000
		Ductless Split A/C system for Police Communications/Dispatch area	7,994
		Remodel cubicles in Detective Bureau	12,000
			\$ 180,208
Public Works	\$ 63,486	Trane A/C Chiller Compressor Overhaul City Hall	38,248
		Install multiple ductless split A/C system for Fire Dept. common areas	25,238
			63,486
Human Resources	\$ 8,000	Mini fingerprint scanner and software for creating FBI/FDLE applicant transactions	8,000
			8,000
			-
Total	\$ 262,794	Total	\$ 262,794

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CITY OF MIAMI SPRINGS
BUDGET SUMMARY FY 2016-17

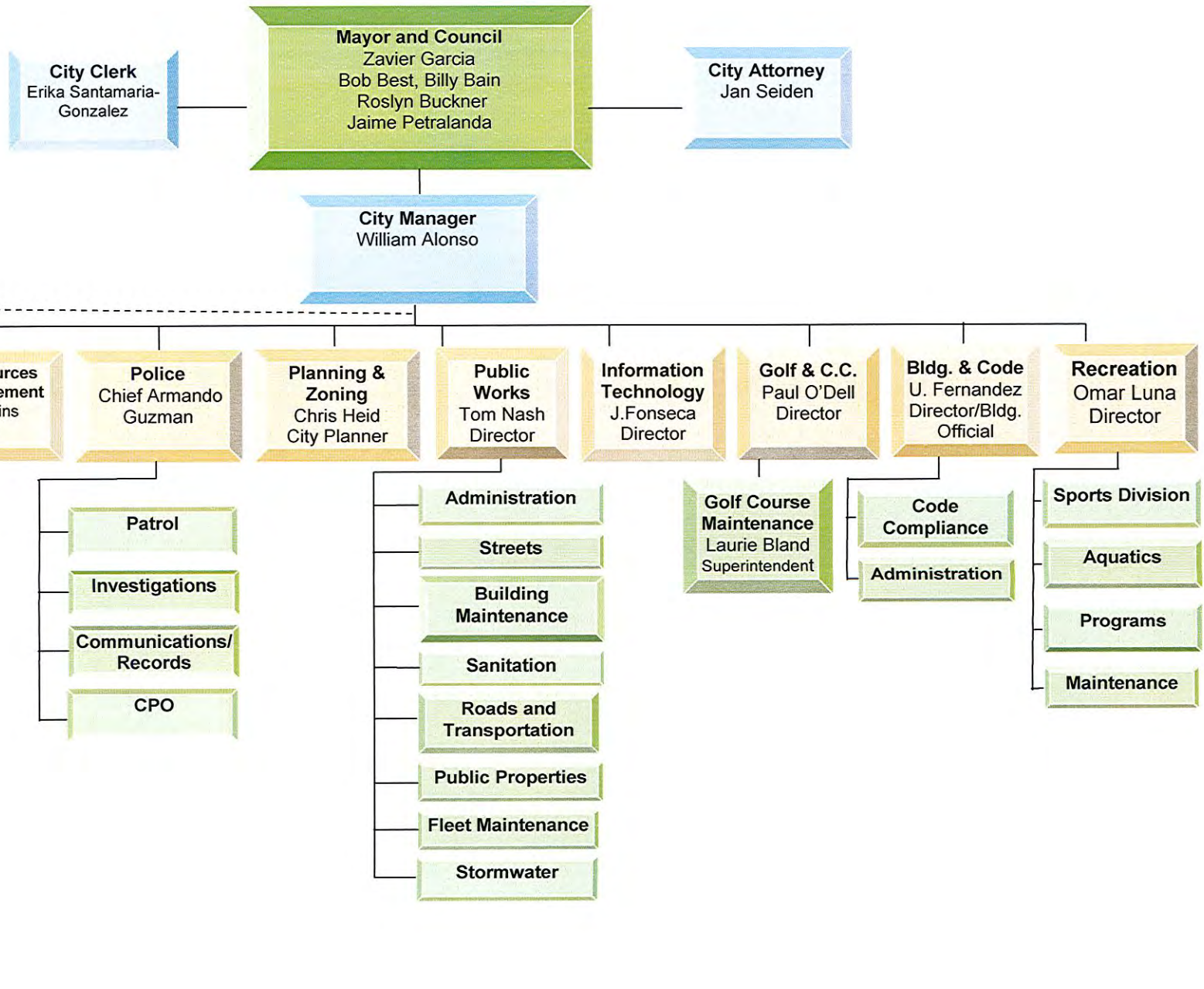
	<u>Actual</u> <u>FY14-15</u>	<u>Amended</u> <u>Budget</u> <u>FY15-16</u>	<u>Adopted</u> <u>Budget</u> <u>FY16-17</u>	<u>% Increase</u> <u>(Decrease)</u> <u>From FY 15-16</u> <u>Budget</u>
<u>General Fund:</u>				
Budgeted Revenues	\$ 15,341,318	\$ 15,634,154	\$ 16,034,413	2.6%
Budgeted Expenditures	(15,213,923)	(16,166,698)	(15,965,158)	-1.2%
Excess(deficit) revenues over exp	127,395	(532,544)	69,255	
Decrease(increase)in fund balance	(127,395)	532,544	(69,255)	
	\$ -	\$ -	\$ -	
<u>Law Enforcement</u>				
Budgeted Revenues	\$ 4,573	\$ 1,500	\$ 1,500	0.0%
Budgeted Expenditures	(257,506)	(171,531)	(132,339)	-22.8%
Excess(deficit) revenues over exp	\$ (252,933)	\$ (170,031)	\$ (130,839)	
<u>Road & Transportation</u>				
Budgeted Revenues	565,183	548,533	\$ 562,200	2.5%
Budgeted Expenditures	(640,524)	(711,701)	(672,488)	-5.5%
Excess(deficit) revenues over exp	\$ (75,341)	\$ (163,168)	\$ (110,288)	
<u>Elderly Services</u>				
Budgeted Revenues	406,111	480,976	\$ 442,647	-8.0%
Budgeted Expenditures	(406,111)	(480,976)	(442,647)	-8.0%
Excess(deficit) revenues over exp	\$ -	\$ -	\$ 0	
<u>Debt Service</u>				
Budgeted Revenues	2,919,517	1,180,892	\$ 1,260,121	6.7%
Budgeted Expenditures	(2,916,168)	(1,180,892)	(1,260,121)	6.7%
Excess(deficit) revenues over exp	\$ 3,349	\$ -	\$ -	
<u>Capital Projects Fund</u>				
Budgeted Revenues	\$ 5,588,785	\$ -	\$ -	0.0%
Budgeted Expenditures	(1,264,406)	(4,048,069)	-	-100.0%
Excess(deficit) revenues over exp	\$ 4,324,380	\$ (4,048,069)	\$ -	
<u>Building Fund</u>				
Budgeted Revenues	\$ -	\$ 718,196	\$ 768,000	0.0%
Budgeted Expenditures	-	(718,196)	(734,152)	0.0%
Excess(deficit) revenues over exp	\$ -	\$ -	\$ 33,848	
<u>Total Governmental</u>				
Budgeted Revenues	\$ 24,825,488	\$ 18,564,251	\$ 19,068,881	2.7%
Budgeted Expenditures	(20,698,639)	(23,478,063)	(19,206,903)	-18.2%
Excess(deficit) revenues over exp	4,126,849	(4,913,812)	(138,022)	

<p align="center">CITY OF MIAMI SPRINGS ENTERPRISE FUND BUDGET SUMMARY FY 2016-17</p>

	<u>Actual</u> <u>FY14-15</u>	<u>Amended</u> <u>Budget</u> <u>FY15-16</u>	<u>Adopted</u> <u>Budget</u> <u>FY16-17</u>	<u>% Increase</u> <u>(Decrease)</u> <u>From FY 15-16</u> <u>Budget</u>
<u>Sanitation</u>				
Revenues/Sources	\$ 2,274,794	\$ 2,348,000	\$ 2,348,000	0%
Operating Expenses	(2,379,952)	(2,446,030)	(2,458,448)	1%
Operating Profit(Loss)	(105,158)	(98,030)	(110,448)	13%
Depreciation	(92,635)	(93,000)	(93,000)	0%
Net Income(loss)	\$ (197,793)	\$ (191,030)	\$ (203,448)	
<u>Stormwater</u>				
Revenues/Sources	\$ 247,362	\$ 750,500	\$ 250,500	-67%
Operating Expenses	(524,722)	(1,146,803)	(320,629)	-72%
Operating Profit(Loss)	(277,360)	(396,303)	(70,129)	-82%
Depreciation	-	-	(178,000)	#DIV/0!
Net Income(loss)	\$ (277,360)	\$ (396,303)	\$ (248,129)	
<u>Total Enterprise</u>				
Revenues/Sources	\$ 2,522,156	\$ 3,098,500	\$ 2,598,500	-16%
Operating Expenses	(2,904,674)	(3,592,833)	(2,779,077)	-23%
Operating Profit(Loss)	(382,518)	(494,333)	(180,577)	-63%
Depreciation	(92,635)	(93,000)	(271,000)	191%
Net Income(loss)	\$ (475,153)	\$ (587,333)	\$ (451,577)	

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City of Miami Springs Organizational Chart 2016 - 2017



CITY OF MIAMI SPRINGS
PERSONNEL COMPARISON BY DEPARTMENT
Final

	FY 2014-15		FY 2015-16		FY 2016-17		Increase(decrease) from FY 2015-16	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Office of the City Manager	1.50		1.50		1.75		0.25	-
Office of the City Clerk	2.75	-	2.75	-	2.75	-	-	-
Human Resource Department	2.00		2.00		2.00		-	-
Finance & Budget Department	3.50	2.00	2.50	3.00	3.75	1.00	1.25	(2.00)
Finance-Professional Services	3.00	-	3.00	-	2.50	-	(0.50)	-
IT Department	2.00	-	2.00	-	2.00	-	-	-
Planning Department	1.25	-	1.25	-	1.25	-	-	-
Police Department	53.00	7.00	56.00	7.00	56.00	8.00	-	1.00
Building Department	4.00	9.00	5.00	8.00	4.80	8.00	(0.20)	-
Code Compliance	2.00		2.00		2.20		0.20	
Public Services- Administration	4.00		5.00		5.00		-	-
Public Services - Streets	2.00	-	3.00	-	3.00	-	-	-
Public Services - Properties	5.00	-	8.00	-	8.00	-	-	-
Public Services - Building Maintenance	1.00		1.00		1.00		-	-
Recreation	6.00	43.00	6.00	43.00	6.00	43.00	-	-
Aquatics	-	25.00	2.00	25.00	2.00	25.00	-	-
Park Maintenance	1.00		1.00		1.00		-	-
Golf Course-Pro Shop	2.00	18.00	2.00	18.00	3.00	18.00	1.00	-
Golf Course-Maintenance	1.00	-	4.00	-	4.00	-	-	-
Road & Transportation Fund	1.00	-	1.00	-	1.00	-	-	-
Senior Center	1.00	7.00	1.00	8.00	1.00	8.00	-	-
Sanitation Fund	13.00	-	13.00	-	13.00	-	-	-
Stormwater Fund	3.00	-	3.00	-	2.00	-	(1.00)	-
							-	-
TOTAL PERSONNEL	115.00	111.00	128.00	112.00	129.00	111.00	1.00	(1.00)

POSITION CLASSIFICATION AND PAY PLAN
FISCAL YEAR 2016-17
CIVIL SERVICE/NON CIVIL SERVICE EMPLOYEES

POSITION	PAY GRADE	FY2016-17 PAY RANGE	
		MINIMUM	MAXIMUM
MAINTENANCE WORKER I	8A	22,992	38,440
PRO SHOP CLERK	8	22,992	34,089
CLERICAL ASSISTANT	9	23,612	35,013
EQUIPMENT OPERATOR	10	24,201	35,885
MAINTENANCE WORKER CREW LEADER	10	24,201	35,885
MAINTENANCE WORKER II	10A	24,201	38,440
REFUSE COLLECTOR	10A	24,201	38,440
TREE TRIMMER	10	24,201	35,885
RECREATION LEADER	10	24,201	35,885
REFUSE TRUCK DRIVER	13	26,060	41,396
HEAVY EQUIPMENT OPERATOR	14	26,715	42,437
ADMINISTRATIVE ASSISTANT I	15	27,382	40,606
BUILDING SPECIALIST I	15	27,382	40,606
MATERIALS MANAGEMENT CLERK	15	27,382	40,606
POLICE ADMINISTRATIVE SPECIALIST I	15	27,382	40,606
RECREATION SPECIALIST	15	27,382	40,606
HEAD LIFEGUARD	15	27,382	40,606
ACCOUNTING CLERK I	16	28,062	41,622
ACCOUNTING CLERK II	18	29,482	43,729
AUTOMATED EQUIPMENT OPERATOR	19A	30,226	49,216
BUILDING MAINTENANCE SPECIALIST	19	30,226	44,825
POLICE DISPATCHER I	19	30,226	44,825
POLICE DISPATCHER II	21	31,751	47,092
ACCOUNTING CLERK III	22A	32,547	51,701
ADMINISTRATIVE ASSISTANT II	22	32,547	48,264
BUILDING SPECIALIST II	22	32,547	48,264
ASSISTANT CITY CLERK	22	32,547	48,264
ADMINISTRATIVE ASSISTANT III	24A	34,198	52,675
RECREATION COORDINATOR	24	34,198	50,709
BUILDING SPECIALIST III	24	34,198	50,709
PARKS MAINTENANCE FOREMAN	24	34,198	50,709
POLICE ADMINISTRATIVE SPECIALIST II	24	34,198	50,709
SANITATION FOREMAN	24B	34,198	53,130
GOLF MAINTENANCE SUPERVISOR/FOREMAN	24	34,198	50,709
GOLF MAINTENANCE MECHANIC	24	34,198	50,709
OPERATIONS SUPERVISOR	26A	35,922	54,877
CODE COMPLIANCE OFFICER	26	35,922	53,279
POLICE COMMUNICATIONS SUPERVISOR	26	35,922	53,279
AQUATICS DIVISION SUPERVISOR	28	37,747	55,973
RECREATION MAINTENANCE SUPERVISOR	28	37,747	55,973
BUILDING AND CODE COMPLIANCE SUPERVISOR	29	38,356	56,406
* DEPUTY CITY CLERK	29	38,356	56,406
EXECUTIVE SECRETARY	29	38,356	56,406
PROCUREMENT SUPERVISOR	29A	38,356	58,098
HUMAN RESOURCES SPECIALIST	29	38,356	56,406
POLICE SENIOR EXECUTIVE ASSISTANT	30	38,356	56,406
SPECIAL EVENTS/PROGRAMS SUPERVISOR	31	42,130	62,047
HUMAN RESOURCES SPECIALIST II	31	42,130	62,047
* ASSISTANT INFORMATION TECHNOLOGY MANAGER	37	47,136	69,905
* GRANTS WRITER/PUBLIC INFORMATION SPECIALIST	37A	47,136	72,002
PROFESSIONAL SERVICES MANAGER	37	47,136	69,905
OPERATIONS SUPERINTENDENT	37	47,136	69,905
POLICE RECRUIT	37	47,136	69,905
* GOLF MAINTENANCE MANAGER	40	49,767	73,805
* ELDERLY SERVICES DIRECTOR	40A	49,767	76,019
* ASSISTANT PUBLIC WORKS DIRECTOR	40	49,767	73,805
* ACCOUNTING SYSTEMS/FINANCE ANALYST	41	51,778	81,416
* CITY PLANNER	44	54,930	81,466
* POLICE LIEUTENANT	44P	62,669	91,110
* HUMAN RESOURCES DIRECTOR/RISK MANAGER	45	56,305	86,006
* CONTROLLER	46	64,582	93,904
* INFORMATION TECHNOLOGY DIRECTOR	46	64,582	93,904
* POLICE CAPTAIN	46P	65,837	95,728
* GOLF & COUNTRY CLUB DIRECTOR	49	71,850	95,799
* BUILDING AND CODE COMPLIANCE DIRECTOR	49	71,850	95,799
* RECREATION DIRECTOR	49	71,850	95,799
* PUBLIC WORKS DIRECTOR	49	71,850	95,799
* CITY CLERK	49	71,850	95,799
* ASSISTANT TO THE CITY MANAGER	49	71,850	95,799
* BUILDING OFFICIAL	50	74,817	112,227
* BUILDING OFFICIAL & CODE COMPLIANCE DIRECTOR	50	74,817	112,227
* FINANCE DIRECTOR	50	74,817	112,227
* CHIEF OF POLICE	50P	76,270	114,406
* ASSISTANT CITY MANAGER-FINANCIAL SERVICES	50M	84,125	125,489
* NON CIVIL SERVICE			

SECTION 2

City Council

Mission Statement

The mission of the City Council is to provide leadership and direction for the City, to assure the present and future fiscal integrity of the municipal government, to represent the short and long-term interests of the City, and to promote quick, courteous responses to residents' concerns.

City Council

The City Council of the City of Miami Springs is comprised of an elected Mayor and four elected Council members. These individuals serve in the capacity of elected officials for the voters of the City and act as the legislative body of the municipality. Terms are for two years and members may serve for four consecutive terms.

The body is elected to lead, direct and provide policy for the administration. Additionally, the body is responsible to establish laws, regulations, set millage rates, adopt budgets, appropriate funds and other legislative matters. To ensure continuity, the Council appoints citizens to serve as advisors to permanent boards, two retirement systems and various ad hoc advisory committees.

Regular Council meetings are held the second and fourth Mondays of each month excluding July. Special sessions are also held in August to discuss budget and other matters of critical importance.

Goals

Represent the citizens of Miami Springs in an effective and efficient manner through policy making that meets and anticipates the needs of the City.

Enhance community spirit and promote community involvement through use of City boards and committees.

Objectives

Meet regularly to discuss and decide current issues within the City and allow citizens a forum to participate in the policies affecting their City.

Support all City boards and committees and ensure that all vacant posts are filled.

2015-16 Accomplishments

- Construction and Completion of the new Aquatic Facility
- Construction and Completion of the new Prince Field "Tot Lot" Playground
- Secured funds to construct a new Senior Center Facility
- Approved Westward Drive bike path
- Construction of pavilion at Stafford Park
- Implementation of 90th Birthday celebration
- Approved the construction of a parking lot at the Curtiss Mansion

City Council

2016-17 Budget Highlights

- Proposed budget is \$18,305 or 11.9% lower than FY2015/2016.
- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$136,112</u>
Net cost of Department	<u>\$136,112</u>
- The Promotions line item is a lump sum of \$72,300 to be allotted during the year as follows:
 1. \$32,500 will be allocated during the year for the following events:

Stafford Golf Tournament (\$2,000)
River Cities Festival (\$7,500)
Car shows (2) (\$3,000)
City events (\$8,000)
Fla League 89 th anniversary ad (\$1,000)
Miami Dade Installation Dinner ad (\$1,000)
Employee Holiday Dinner (\$5,000)
Police Appreciation Dinner (\$3,000)
Optimist BarBQ (\$2,000)
 2. \$35,000 has been allocated to the Curtis Mansion to assist with their annual operating costs.
 3. \$4,800 has been allocated to the Historic Museum for storage costs (\$400 per month for 12 months)

CITY OF MIAMI SPRINGS
CITY COUNCIL BUDGET
FISCAL YEAR ENDING 9/30/17

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2013-14 ACTUALS</u>	<u>FY2014-15 ACTUALS</u>	<u>FY2015-16 AMENDED BUDGET</u>	<u>FY2016-17 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AF OF 6/30/2016</u>
MAYOR & COUNCIL							
001-0101-511.11-00	EXECUTIVE SALARIES	31,800	33,302	31,800	31,800	-	22,348
001-0101-511.21-00	FICA TAXES	2,433	2,548	2,433	2,433	(0)	1,710
001-0101-511.24-00	WORKER'S COMPENSATION	380	721	842	80	(763)	630
001-0101-511.31-00	PROFESSIONAL SERVICES	2,500	26,350	-	-	-	-
001-0101-511.34-00	CONTRACTUAL SERVICES	8,142	6,758	7,240	5,800	(1,440)	4,489
001-0101-511.40-00	TRAVEL AND PER DIEM	5,491	6,298	10,000	11,400	1,400	2,337
001-0101-511.41-01	TELEPHONE	-	-	3,576	2,100	(1,476)	1,816
001-0101-511.44-00	RENTALS AND LEASES	11,000	-	-	-	-	-
001-0101-511.47-00	PRINTING AND BINDING	1,178	979	2,480	2,850	370	957
001-0101-511.48-00	PROMOTIONS	50,296	66,409	83,550	72,300	(11,250)	61,949
001-0101-511.51-00	OFFICE SUPPLIES	76	115	1,000	-	(1,000)	-
001-0101-511.52-09	OPERATING SUPPLIES	1,388	1,778	1,000	1,000	-	1,245
001-0101-511.54-00	DUES, MEMBERSHIPS, SUBS	2,866	2,937	3,400	3,400	-	1,605
001-0101-511.58-00	EDUCATION AND TRAINING	-	1,932	-	-	-	-
001-0101-511.59-00	MISCELLANEOUS EXPENSES	874	1,705	2,950	2,950	-	1,082
001-0101-511.64-00	MACHINERY AND EQUIPMENT	-	-	4,146	-	(4,146)	1,578
** MAYOR & COUNCIL		118,424	151,832	154,417	136,112	(18,305)	101,746

Fiscal Year . . : 2016
 Budget Level . . : BUDG
 Description . . :

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info
1-0101-511-11-00	EXECUTIVE SALARIES	31,800.00	
1-0101-511-21-00	FICA TAXES	2,432.00	
1-0101-511-24-00	WORKER'S COMPENSATION	80.00	
1-0101-511-34-00	CONTRACTUAL SERVICES	5,800.00	
	00100 COMCAST HIGH SPEED INTERNET		900.00
	00200 BROADCASTING OF COUNCIL MEETING CHANNEL 77		2,400.00
	00300 LIVESTREAM ANNUAL CHANNEL PLAN WEBCAST		2,500.00
1-0101-511-40-00	TRAVEL AND PER DIEM	11,400.00	
	00100 M-D COUNTY LEAGUE OF CITIES DINNERS		3,000.00
	00200 M-D COUNTY LEAGUE OF CITIES ATTORNEYS LUNCHEONS		600.00
	00300 DADE DAYS IN TALLAHASSEE		3,000.00
	00400 FLORIDA LEAGUE OF CITIES ANNUAL CONFERENCE - HOTEL		2,100.00
	00500 FLORIDA LEAGUE OF CITIES ANNAL CONF. - REG.		1,200.00
	00600 FLORIDA LEAGUE OF CITIES LEGISLATIVE COUNCIL		1,500.00
1-0101-511-41-01	TELEPHONE: BASE & LOCAL	2,100.00	
	00100 CITY COUNCIL CELL PHONES		3,576.00
1-0101-511-47-00	PRINTING AND BINDING	2,850.00	
	00100 BUSINESS CARDS FOR COUNCIL AND ATTORNEY		1,045.00
	00200 PROCLAMATION FRAMES		480.00
	00300 BURROUGHS ENGRAVING - ENGRAVED PLAQUES		825.00
	00400 CERT. OF APPRECIATION FRAMES/FOLDERS		500.00
1-0101-511-48-00	PROMOTIONS	72,300.00	
	00100 FLC 91ST ANNIVERSARY AD		1,000.00
	00200 MDC INSTALLATIOND INNER AD		1,000.00
	00300 CIRCLE EVENTS		8,000.00
	00400 SPRINGS RIVER FESTIVAL		7,500.00
	00500 STAFFORD GOLF TOURNAMENT		2,000.00
	00600 EMPLOYEE HOLIDAY DINNER/LUNCHEON		5,000.00
	00700 POLICE APPRECIATION DINNER		3,000.00
	00800 OPTIMIST CLUB BBQ		2,000.00
	00900 CLASSIC CAR SHOWS		3,000.00
	01000 HISTORIC MUSEUM STORAGE SUBSIDY		4,800.00
	01100 CMI		35,000.00
1-0101-511-52-00	OPERATING SUPPLIES	1,000.00	
	00100 IPAD/CELL PHONE CABLES OR MISC. SUPPLIES		1,000.00
1-0101-511-54-00	DUES, MEMBERSHIPS, SUBS	3,400.00	
	00100 FLORIDA LEAGUE OF CITIES		1,700.00
	00200 MIAMI-DADE COUNTY LEAGUE OF CITIES		1,600.00
	00300 MISC. SUBSCRIPTIONS		100.00
1-0101-511-59-00	MISCELLANEOUS EXPENSES	2,950.00	
	00100 ENGRAVED INVITATION CARDS AND ENVELOPES		1,200.00
	00200 COUNCIL SHIRTS WITH LOGO		1,000.00
	00300 PHOTOGRAPHS: GROUP AND INDIVIDUAL		500.00
	00400 FRAMES FOR COUNCIL AND STAFF PICTURES		250.00
* Total Accounts for this Budget Level	11	136,112.00	

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CITY OF MIAMI SPRINGS 2016-2017 BUDGET - CITY COUNCIL

001-0101-511-34-00 – Contractual Services - City Council

COMCAST high speed internet (\$75 x 12 = \$900.00)	900.00
Broadcasting of Council Meeting CHANNEL 77	2,400.00
Livestream Annual Channel Plan WEBCAST	2,500.00
TOTAL	\$5,800.00
BUDGETED	\$

001-0101-511-40-00 - Travel & Related Costs - City Council

M-D County League of Cities dinners (\$60 x 5 members x 10 months).....	\$3,000.00
M-D County League of Cities Attorney's Luncheons (\$50 x 12).....	\$600.00
Dade Days in Tallahassee (\$1000 x 3).....	\$3,000.00
Florida League of Cities Annual Conference (Hotel = \$169 x 3 x 4 nights)	\$2,100.00
Florida League of Cities Annual Conference (Registration = \$400 x 3)	\$1,200.00
Florida League of Cities Legislative Council (1 rep – 3 trips x \$500.00)	\$1,500.00
TOTAL	\$11,400.00
BUDGETED	\$

001-0101-511-41-00 – Telephone

City Council Cell Phones	\$3,576.00
TOTAL	\$3,576.00
BUDGETED	

001-0101-511-44-00 – Rentals and Leases - City Council

Historical Society Lease	\$0.00
TOTAL	\$0.00
BUDGETED	\$0.00

001-0101-511-47-00 - Printing & Binding - City Council

Business Cards for Council and City Attorney (\$95 per box x 11)	\$1,045.00
Proclamation frames (legal size 24 @\$20)	\$480.00
Burroughs Engraving (Engraved plaques @ \$55 ea. x 15).....	\$825.00
Certificates of appreciation frames/folders	\$500.00
TOTAL	\$2,850.00
BUDGETED	\$

001-0101-511-48-00 - Promotions - City Council

Florida League of Cities 91 st anniversary ad	\$1,000.00
Miami-Dade County Installation Dinner ad.....	\$1,000.00
Circle Events	\$8,000.00
Springs River Festival	\$7,500.00
Stafford Golf Tournament	\$2,000.00
Employee Holiday Dinner/Luncheon.....	\$5,000.00
Police Appreciation Dinner	\$3,000.00
Optimist Club Barbeque	\$2,000.00
Classic Car Shows (2 @ \$1,500 ea)	\$3,000.00
Historic Museum Storage subsidy.....	\$4,800.00
CMI	\$35,000.00
TOTAL	\$72,300.00
BUDGETED	\$

001-0101-511-51-00 - Office Supplies - City Council

TOTAL \$0.00
BUDGETED \$0.00

001-0101-511-52-00 - Operating Supplies - City Council

i-Pad/cell phones cables or other miscellaneous supplies..... \$1,000.00
TOTAL **\$1,000.00**

001-0101-511-54-00 - Dues, Memberships & Subs. - City Council

Florida League of Cities Membership \$1,700.00
Miami-Dade County League of Cities Membership 1,600.00
Guide to the Sunshine Law (\$16 x 15) 0.0
Miscellaneous Subscriptions 100.00
TOTAL **\$3,400.00**
BUDGETED **\$0.00**

001-0101-511-59-00 – Miscellaneous Expenses – City Council

Engraved invitation cards and envelopes..... \$1,200.00
Council shirts with logo 1,000.00
Photographs: group and individual 500.00
Frames for Council and Staff pictures (10@ \$25 each)..... 250.00
TOTAL **\$2,950.00**
BUDGETED **\$0.00**

001-0101-511-64-00 - Machinery & Equipment - City Council

TOTAL **\$0**

Total 2016-2017 City Council Budget - \$137,588.00

O:\City Clerk Department\Budget\FY 2016-2017\Budget List - FY 2016-2017 - City Council (Autosaved).doc

Basis for FY 2016-17 Salary Projections

Base Salary for each position: Calculations is based upon current earnings at 2,080 hours

Adjustment includes:

Max Annual merit increase for position 0.0%

Cost of living Adjustment 0.0%

CPI for all urbans (Apr to Apr) 0.00%

Estimate used for COLA Projection 0.00% *to be effective on 10-01-2016*

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City of Miami Springs						
Department: CITY COUNCIL						
Position	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/16	FY2016-17 Projection
Mayor	PT	1	1	0	7800	7800
City Council member	PT	4	4	0	24000	24000
Total projections		5	5	0	31800	31800

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William Alonso

From: Richard Wheeler <RLWheeler@fltpksservices.com>
Sent: Monday, July 18, 2016 12:41 PM
To: William Alonso
Cc: Bob DeLongchamp; Carlos Danaan (cdanaan@yahoo.com); Carol Foster (mangomum2@aol.com); Enrique Aguerrevere (enriquej@cohabi.com); Jacqueline Neetz (JacquieMDFR@gmail.com); JoEllen Phillips; Ken Wilson (kenowilson@att.net); Lauraine Murray; Nikki Jester; Patty Lefebvre; Paul Bithorn (pbithorn@plumbers519.com); Roy Rodriguez; Tim Rodgers - The Wolfsonian (trodgers@thewolf.fiu.edu)
Subject: CMI Information for City Budget consideration
Attachments: Curtiss Mansion 2013-2016.doc; FINANCIALS June 2016.pdf

William,

Attached are two documents providing financial information on the operation and renovation of the Curtiss Mansion. Please note that the 2015-2016 statement is a draft version and not yet verified by our Treasurer or reviewed by the CPA. It is, in my opinion, representative of the results and reliable for the City's purposes. The comparison of income and expense since the Mansion's opening document indicates continued effective and efficient financial management as we work to increase our marketing network and revenues.

CMI has received two firm commitments for the renovation of the reflective pool/waterfall at the rear of the facility. Plans are being completed at this time to allow for construction later this summer. The commitments are specific to that project and will only be received and posted upon project completion.

A variety of other grants have been applied for (with the cooperation and assistance of the City) for small improvements and specific programs. As you are aware, these can take some time to bring to fruition. CMI will also meet with City staff later this year to develop prospective future projects for grants and/or legislative requests.

Should you have any questions, please let me know. I will attend the budget workshops as needed to directly answer any Mayor or Council questions in relation to our funding request.

Thank You,
Richard L. Wheeler
President
Florida Turnpike Services, LLC.
800-927-7718

Curtiss Mansion, Inc.
Financial comparison since opening in 2013
Fiscal year is July 1 through June 30

Income	2017 (est)	2016	2015	2014	2013
Rental Revenue	\$175,000	\$174,000	\$101,000	\$ 79,000	\$ 53,000
All other income	\$ 30,000	\$ 18,500	\$ 67,000*	\$ 34,000	\$ 34,000
City Assistance	\$ 35,000 (req)	\$ 34,500**	\$ 35,000	\$ 35,000	\$105,000***
Total	\$240,000	\$227,000	\$203,000	\$148,000	\$192,000
Expense					
Total	\$240,000	\$235,000	\$193,000	\$158,000	\$170,000
Net	\$ - 0 -	(\$8,000)	\$ 10,000	(\$10,000)	\$ 22,000

* Includes a onetime private donation for expanded educational/cultural programs

** The balance of the committed funds will be posted prior to City's year end of September 30, 2016

*** This amount came from the Historic Tax Credit and was provided for various construction items and initial working capital.

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07/09/16
Accrual Basis

Curtiss Mansion Inc
Profit & Loss
July 2015 through June 2016

*Preliminary - before
Y/E Adjustments*

Jul '15 - Jun 16	
Ordinary Income/Expense	
Income	
42000 · Rental Income	
42030 · Grounds	250.00
42000 · Rental Income - Other	173,906.85
Total 42000 · Rental Income	174,156.85
43400 · Direct Public Support	
43450 · Individ, Business Contributions	540.00
Total 43400 · Direct Public Support	540.00
43500 · Grant Income	
43560 · Grants- Other	739.00
43590 · Local Government	11,484.49
43500 · Grant Income - Other	5,400.00
Total 43500 · Grant Income	17,623.49
44000 · Fundraising	
44200 · Special Events	610.00
44300 · Paver Bricks	400.00
Total 44000 · Fundraising	1,010.00
47200 · Program Income	
47250 · Yoga classes	9,028.00
Total 47200 · Program Income	9,028.00
49400 · Other Types of Income	
49420 · Cleaning Fee	-1,450.00
49440 · City Financial Assistance	25,961.31
49400 · Other Types of Income - Other	264.28
Total 49400 · Other Types of Income	24,775.59
Total Income	227,133.93
Gross Profit	227,133.93
Expense	
60900 · Business Expenses	
60920 · Business Registration Fees	61.25
60930 · Licenses and Permits	668.80
60940 · Automobile expense	1,693.27
Total 60900 · Business Expenses	2,423.32
62100 · Professional Fees	
62130 · Event Coordinator	48,950.00
62150 · Outside Contract Services	6,269.95
Total 62100 · Professional Fees	55,219.95
62800 · Facilities and Equipment	
62820 · Landscaping	17,890.80
62830 · Cleaning/Janitorial	12,850.00
62840 · Equip Rental and Maintenance	290.00
62860 · Fire prevention expense	4,939.00
62870 · Repair & Maintenance - Exterior	715.00
62880 · Repair & Maintenance - Interior	3,647.11
62890 · Rent	2,400.00
Total 62800 · Facilities and Equipment	42,731.91
63000 · Utilities	
63010 · Electricity	13,565.98
63020 · Water & Sewer	1,920.93
Total 63000 · Utilities	15,486.91
63500 · IT	240.00
64500 · Fundraising Expenses	
64550 · Catering	455.00

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Accrual Basis

Curtiss Mansion Inc
Profit & Loss
July 2015 through June 2016

	Jul '15 - Jun 16
64565 · Other Fundraising Expenses	385.39
64575 · Music for event	300.00
64590 · Paver Bricks	452.86
64500 · Fundraising Expenses - Other	140.00
Total 64500 · Fundraising Expenses	1,733.25
65000 · Operations	
65020 · Postage, Mailing Service	119.80
65040 · Supplies	4,294.77
65050 · Telephone, Telecommunications	6,738.75
65060 · Marketing and Advertising	9,812.60
65070 · Office	2,183.10
Total 65000 · Operations	23,149.02
65100 · Other Types of Expenses	
65140 · Bank Fees	501.67
65150 · Credit Card/Merchant Fees	4,496.85
65160 · Other Costs	13,159.54
65180 · Refund	
65185 · Security Deposit Refunds	10,827.00
65180 · Refund - Other	-648.00
Total 65180 · Refund	10,179.00
Total 65100 · Other Types of Expenses	28,337.06
65170 · Sales Tax	5,699.18
65500 · Insurance	
65510 · D&O	900.00
65520 · Liability	1,720.40
65530 · Property	1,110.00
65500 · Insurance - Other	2,122.80
Total 65500 · Insurance	5,853.20
66000 · Salaries & Wages	
66010 · Payroll Taxes	
66040 · Employer Fica	3,160.42
66050 · Employer medicare tax	664.58
66010 · Payroll Taxes - Other	0.00
Total 66010 · Payroll Taxes	3,825.00
66000 · Salaries & Wages - Other	50,003.66
Total 66000 · Salaries & Wages	53,828.66
68300 · Travel and Meetings	394.28
Total Expense	235,096.74
Net Ordinary Income	-7,962.81
Net Income	-7,962.81

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07/09/16

Accrual Basis

Curtiss Mansion Inc
Profit & Loss
 June 2016

	Jun 16
Ordinary Income/Expense	
Income	
42000 · Rental Income	11,748.00
43500 · Grant Income	5,400.00
49400 · Other Types of Income	
49420 · Cleaning Fee	350.00
49440 · City Financial Assistance	13,930.50
Total 49400 · Other Types of Income	14,280.50
Total Income	31,428.50
Gross Profit	31,428.50
Expense	
60900 · Business Expenses	
60930 · Licenses and Permits	295.00
Total 60900 · Business Expenses	295.00
62100 · Professional Fees	
62150 · Outside Contract Services	72.45
Total 62100 · Professional Fees	72.45
62800 · Facilities and Equipment	
62820 · Landscaping	2,225.00
62830 · Cleaning/Janitorial	1,120.00
62870 · Repair & Maintenance - Exterior	80.00
62890 · Rent	1,200.00
Total 62800 · Facilities and Equipment	4,625.00
63000 · Utilities	
63010 · Electricity	2,192.52
63020 · Water & Sewer	339.66
Total 63000 · Utilities	2,532.18
63500 · IT	20.00
65000 · Operations	
65040 · Supplies	163.50
65050 · Telephone, Telecommunications	358.32
65060 · Marketing and Advertising	928.33
65070 · Office	75.00
Total 65000 · Operations	1,525.15
65100 · Other Types of Expenses	
65140 · Bank Fees	253.17
65150 · Credit Card/Merchant Fees	98.80
65160 · Other Costs	29.52
Total 65100 · Other Types of Expenses	381.49
65170 · Sales Tax	187.69
66000 · Salaries & Wages	
66010 · Payroll Taxes	
66040 · Employer Fica	318.75
66010 · Payroll Taxes - Other	1,125.19
Total 66010 · Payroll Taxes	1,443.94
66000 · Salaries & Wages - Other	4,166.66
Total 66000 · Salaries & Wages	5,610.60
68300 · Travel and Meetings	-445.44
Total Expense	14,804.12
Net Ordinary Income	16,624.38
Net Income	16,624.38



APRIL 22, 23, 24, 2017

June 23, 2016

To: Mayor Xavier Garcia and Council
From: Tom Curtis, River Cities Gazette
Re: River Cities Festival

As budget time approaches, I thought it would be a good time to discuss the River Cities Festival. I very much want to continue directing the three-day event in Miami Springs and am prepared to run the 2017 Festival as a non-profit entity; but I am going to need additional help from the City of Miami Springs. And hopefully, the non-profit status will allow us to raise funds from different parts of the community so there can be a distribution of "profits" to local charities after the April 22-24, 2017 River Cities Festival is over.

As you are aware from the financial information previously provided, the River Cities Festival has not been profitable in any of the three years since I took over. The City of Miami Springs contributed \$7,500 last year and I am asking that you increase that figure to \$14,000 for fiscal 2016-17. Police and public works expenses totaled close to \$25,000 in 2016 and as far back as 1995, the City of Miami Springs contributed \$14,000 to defray those in-house costs. Of course, Miami Springs will be listed as the major sponsor of the 2017 "Miami Springs" River Cities Festival that showcases our city for three days in April.

Thank you in advance for your consideration and I will be happy to provide further information during the budget process.

Tom Curtis
Executive Director, River Cities Festival



APRIL 15, 16, 17, 2016

To City of Miami Springs
From: Tom Curtis
Re: River Cities Festival

Below is the basic financial information on the 2016 River Cities Festival. Despite the great success of the three-day event and how much the residents of Miami Springs and all the river cities enjoy it, the bottom line was a loss. It is important to understand that many non-profit organizations from the community benefited directly or indirectly from this year's River Cities Festival and by my calculations raised more than \$20,000 for their respective charities. Since this actually is the Miami Springs River Cities Festival and our unique hometown is showcased for three days in April, I would hope there might be money in an appropriate line item in this year's budget, to help cover the losses from this year. The increase in police and public works services from the city represents over \$5,000 of the loss and I would appreciate your consideration in helping, so my hard-working group of unpaid volunteers and I can look forward to the 2017 River Cities Festival. I am also enclosing a copy of the 2014 & 2015 RCF financials for your comparison. Thank you for considering this request. TC

EXPENSES

Insurance.....	\$2,371
Computer Electric	\$7,760
Police Services	\$18,334
Entertainment.....	\$17,414
Express Waste	\$1,343
Public Works.....	\$6,196
Hertz Equipment	\$2,219
Festival Program.....	\$1,372
Express Toilets	\$2,500
Street Sweeping	\$770
Delta Force Security	\$642
Festival T-Shirts	\$2,456
Casual Labor	\$1,500
Charlie's Signs	\$495
TOTAL	\$65,372

NET REVENUES

Circle Vendors	\$13,400
Canal/Curtiss Vendors	\$15,225
Arts & Crafts Vendors	\$3,600
Children's World	\$14,420
T-Shirt Sales	\$2,850
Miami Springs	\$7,500
Medley	\$1,500
Virginia Gardens.....	\$1,500
TOTAL	\$59,995



APRIL 9, 10, 11, 2015

To Whom it may Concern
From: Curtis Publishing
Re: River Cities Festival

Below is the basic financial information on the 2015 River Cities Festival. Despite the great success of the three-day event and how much the citizens of the community enjoy it, the bottom line was a loss. It is important to understand that many non-profit organizations from the community benefited directly or indirectly. My list of those non-profits include: the Rotary Club, the Lions Club, the Optimist Club, Boy Scouts, Girl Scouts, CATS, Boys soccer, Girls soccer, Word of Peace, Christ Fellowship, Poinciana United Church, Grace Lutheran Church, Crossbridge Church, Word of Faith, One Blood, Autism Speaks, ChadTough Foundation, TeamDaniella....and others.

EXPENSES

Insurance	\$2,371
Computer Electric	\$7,760
Police Services	\$13,942
Entertainment	\$17,847
Stage Rental	\$3,789
Public Works	\$5,416
Hertz Equipment	\$2,219
Festival Program	\$1,372
Express Toilets	\$2,250
Street Sweeping.....	\$770
Delta Force Security	\$642
Festival T-Shirts	\$1,696
Casual Labor	\$1,000
Charlie's Signs	\$260
Waste Solutions	\$1,880
Miscellaneous	\$1,230
TOTAL	\$64,444

NET REVENUES

Canal Street Vendors	\$13,400
Circle Vendors	\$12,700
Arts & Crafts Vendors	\$3,545
Children's World	\$20,150
T-Shirt Sales	\$2,450
Miami Springs	\$5,000
Medley	\$1,000
Virginia Gardens	\$1,000
Rebeca Sosa	\$2,000

TOTAL	\$61,245
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Miami Springs Historical Society Inc.

Profit and Loss

Calendar Year 2015

		Geiger	Museum	Society	TOTAL
Ordinary Income/Expense					
Income					
Direct Public Support:					
Corporate Contributions		0.00	0.00	55.00	55.00
Gifts in Kind - Goods		0.00	150.00	1,927.82	2,077.82
Government		0.00	5,000.00	100.00	5,100.00
Individ, Business Contributions		17,337.33	350.00	4,959.00	22,646.33
Total Direct Public Support		17,337.33	5,500.00	7,041.82	29,879.15
Other Types of Income:					
Miscellaneous Revenue		0.00	0.00	535.00	535.00
Total Other Types of Income		0.00	0.00	535.00	535.00
Program Income:					
Membership Dues Income		0.00	0.00	2,100.00	2,100.00
Total Program Income		0.00	0.00	2,100.00	2,100.00
Total Income		17,337.33	5,500.00	9,676.82	32,514.15
Expenses					
Business Expenses:					
Bank Service Charges		15.87	48.00	55.50	119.37
Insurance - Liability, D and O		0.00	0.00	437.20	437.20
Licenses and Permits		0.00	0.00	61.25	61.25
Membership Dues		0.00	0.00	225.00	225.00
Software Expense		0.00	150.00	0.00	150.00
Storage		0.00	4,754.00	115.47	4,869.47
Website Expense		0.00	0.00	638.97	638.97
Total Business Expenses		15.87	4,952.00	1,533.39	6,501.26
Operations:					
Advertising		0.00	50.00	315.00	365.00
Fundraiser Entertainment		0.00	0.00	300.00	300.00
Fundraiser Meals		0.00	0.00	2,050.93	2,050.93
Postage, Mailing Service		0.00	9.80	544.41	554.21
Prize s Expense		0.00	0.00	352.68	352.68
Supplies		0.00	0.00	533.98	533.98
Telephone, Telecommunications		0.00	292.45	0.00	292.45
Total Operations		0.00	352.25	4,097.00	4,449.25
Other Types of Expenses					
Geiger Memorial Rennovation:					
Bricks		5,492.40	0.00	0.00	5,492.40
Contractor		9,934.00	0.00	0.00	9,934.00
Electric		400.00	0.00	0.00	400.00
Flag Pole		1,961.76	0.00	0.00	1,961.76
Landscape		156.25	0.00	0.00	156.25
Plaque		1,180.00	0.00	0.00	1,180.00
Geiger Memorial Rennovation - Other		1,992.25	0.00	0.00	1,992.25
Total Other Types of Expenses		21,116.66	0.00	0.00	21,116.66
Total Expense		21,132.53	5,304.25	5,630.39	32,067.17
Net Income	2-17	-3,795.20	195.75	4,046.43	446.98

SECTION 3

City Clerk

Mission Statement

The mission of the City Clerk's office is committed to serving the public, the City Council, and all City Departments by striving for excellence in the preservation and management of all City records and assist in the accessibility to Public Records; to conduct all City Clerk related services with accuracy in a courteous and expeditious manner, providing the means for citizens to participate in local government.

City Clerk

The Office of the City Clerk is responsible for officially maintaining all records and minutes of the City.

The Office of the City Clerk is responsible for conducting all City elections (F.S.S.106 and City Charter 8.02(1) and for preserving all permanent records, ordinances, resolutions, proclamations, minutes, contracts, historical documents and other official records in compliance with F.S.S. chapter 119 and Charter 8.02 (4).

The City Clerk serves as Records Management Liaison Officer (RMLO) to all City departments as needed. With the Mayor and City Manager, the Clerk attests to all official City documents and records the appropriate document with the Clerk of the Court (Charter 8.02).

The City Clerk's office attends, records and transcribes minutes of all City Council meetings, in a timely fashion, as well as a summary of actions for proper follow-up by all departments. The City Clerk also provides notary, information and referral services to the general public to enhance community relations.

Goals

Provide for and ensure the accurate and unbiased compilation and maintenance of the legislative history of the official actions and documents of the City of Miami Springs.

Serve as a principal contact for citizen inquiries and to inform the residents of the actions of the City using the most current means and methods.

To develop a records management program that will benefit the City staff in order to easily locate documents to improve day to day operations.

Initiate an internal City Clerk's newsletter for City staff to be informed on Council actions and legislative activities.

Establish an annual reporting system for the dissemination of accomplishments and challenges for the City Clerk's Office.

Objectives

Compile and distribute all agenda documents for the City Council meetings, special meetings, and advisory boards and transcribe accurate minutes of all proceedings.

Create and maintain accurate minutes and notes of all meetings held by the City Council in its legislative and in its quasi-judicial capacity

Publish and post all notices of public proceedings as required by law

Act as the records custodian for the City and disseminate information to the public as necessary.

Serve as Supervisor of Elections for the City's local election.

Objectives (continued)

Continue to maintain an organized public records management system, utilizing document imaging as appropriate, in order to provide public records in a timely and reasonable manner.

Continue to administer the review the codification of the City Charter and Code through contract with Municipal Code Corporation.

Continue to provide assistance to all Departments concerning City needs.

2015-16 Accomplishments

- Continued the paperless agenda system to replace the paper agenda packets.
- Provided secretarial support to the City Attorney.
- Ordered publication of **one** new supplement for the Code of Ordinances.
- Researched records and provided extensive information to the City Attorney, Administration, Department Heads and general public.
- Processed over 158 public record requests.
- Notarized over 560 documents for residents and other citizens.
- Implemented a records management program in the Clerk's Department and trained all Departments in records management.
- Implemented the new audio and visual system in the Council Chambers.
- City Clerk appointed Municipal Ethics _____.
- Hired Administrative Assistant in Clerk's Office
- Scanning of all street files and plans in the Building and Zoning/ Department.
- Took over Notarial Services after the retirement of City Manager's Secretary.
- Explore and Implement outreach program to increase Municipal Services.
- Prepare for 2017 General Elections such as digitizing campaign packets.

2016-17 Budget Highlights

- Proposed budget is \$ 9,636 or 3.6% lower than FY2015/2016.
- Budget includes \$20,000 in contractual services and \$6,000 in advertising for the 2017 city election.
- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$280,888</u>
Net cost of Department	<u>\$280,888</u>

**CITY OF MIAMI SPRINGS
CITY CLERK BUDGET
FISCAL YEAR ENDING 9/30/17**

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2013-14 ACTUALS</u>	<u>FY2014-15 ACTUALS</u>	<u>FY2015-16 AMENDED BUDGET</u>	<u>FY2016-17 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AS OF 6/30/16</u>
CITY CLERK							
001-0301-513.12-00	REGULAR SALARIES	128,497	160,582	143,557	146,335	2,778	106,645
001-0301-513.14-00	OVERTIME	1,531	796	-	-	-	718
001-0301-513.21-00	FEDERAL PAYROLL TAXES	9,947	12,335	10,075	9,679	(396)	8,214
001-0301-513.22-01	GENERAL PENSION	8,837	16,319	16,829	15,754	(1,075)	15,363
001-0301-513-25-00	UNEMPLOYMENT COMPENSATION	-	-	-	-	-	-
	TOTAL MEDICAL INSURANCE	15,978	19,815	12,718	20,707	7,989	14,580
						-	
001-0301-513.24-00	WORKER'S COMPENSATION	172	342	358	366	8	270
001-0301-513.34-00	OTHER CONTRACTUAL SERVICE	28,885	21,850	28,500	30,700	2,200	5,225
001-0301-513.40-00	TRAVEL AND PER DIEM	1,383	1,135	2,000	2,500	500	1,842
001-0301-513.41-01	TELEPHONE	992	1,262	1,056	1,078	22	826
001-0301-513.41-03	POSTAGE	339	532	474	624	150	367
001-0301-513.41-06	INTERNET ACCESS	1,472	1,404	1,387	1,446	59	964
001-0301-513.44-00	RENTALS AND LEASES	2,957	2,941	3,000	3,000	-	2,158
001-0301-513.45-30	LIABILITY INSURANCE	2,724	3,864	3,287	3,319	32	2,466
001-0301-513.46-00	REPAIRS AND MAINTENANCE	2,760	2,786	7,600	3,400	(4,200)	3,625
001-0301-513.47-00	PRINTING AND BINDING	3,815	1,218	5,130	6,630	1,500	254
001-0301-513.48-00/02	ADVERTISING & PROMOTIONS	3,205	11,001	14,500	18,000	3,500	350
001-0301-513.51-00	OFFICE SUPPLIES	4,076	4,246	5,600	7,100	1,500	3,355
001-0301-513.52-00	OPERATING SUPPLIES	4,494	3,970	6,141	5,850	(291)	9,158
001-0301-513.54-00	DUES, MEMBERSHIPS, SUBS	1,465	1,830	2,640	2,400	(240)	1,170
001-0301-513.54-10	VEH REGISTRATION & TAG	1,075	-	-	-	-	-
001-0301-513.58-00	EDUCATION AND TRAINING	1,625	1,840	1,675	2,000	325	1,232
001-0301-513.64-00	MACHINERY AND EQUIPMENT	-	4,300	4,725	-	(4,725)	-
** CITY CLERK		226,229	274,368	271,252	280,888	9,636	178,782

Fiscal Year . . : 2016
 Budget Level . . : BUDG
 Description . . :

DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
1-0301-513-12-00	REGULAR SALARIES	146,335.00	
1-0301-513-21-00	FEDERAL PAYROLL TAXES	9,679.00	
1-0301-513-22-01	GENERAL	15,754.00	
1-0301-513-23-04	HMO, EMPLOYEE ONLY	19,151.00	
1-0301-513-23-07	LIFE/AD&D	894.00	
1-0301-513-23-08	DENTAL - OHS - EMPLOYEE	462.00	
1-0301-513-23-09	VSP - VISION - EMPLOYEE	199.00	
1-0301-513-24-00	WORKER'S COMPENSATION	366.00	
1-0301-513-34-00	OTHER CONTRACTUAL SERVICE	30,700.00	
	00100 MIAMI SPRINGS ELECTION		20,000.00
	00200 IDD POLICE		1,000.00
	00300 VALUE STORE IT		3,700.00
	00400 SCANNING PROJECT		3,000.00
	00500 ADS 5 ADDITIONAL LICENSES		2,500.00
	00600 ADS 5 ADDITIONAL LICENSE INSURANCES		500.00
1-0301-513-40-00	TRAVEL AND PER DIEM	2,500.00	
	00100 CLERKS SEMINAR		2,500.00
1-0301-513-41-01	TELEPHONE: BASE & LOCAL	1,078.00	
	00100 CITY CLERK CELL PHONE		1,078.00
1-0301-513-41-03	POSTAGE	624.00	
	00100 STAMPS/POST OFFICE TRANSACTIONS		624.00
1-0301-513-41-06	INTERNET ACCESS	1,446.00	
1-0301-513-44-00	RENTALS AND LEASES	3,000.00	
	00100 TOSHIBA COPIER ID#73708 AND SUPPLIES		3,000.00
1-0301-513-45-30	RISK MANAGEMENT	3,320.00	
1-0301-513-46-00	REPAIRS AND MAINTENANCE	3,400.00	
	00100 COPY ROOM TIME CLOCK MAINTENANCE AGREEMENT		120.00
	00200 AUTOMATED BUSINESS MACHINES SHREDDERS ANNUAL MAINT		370.00
	00300 SOUND SYSTEM MODEL 8553B ALTEC LANSING - CHAMBERS		510.00
	00400 OVERHEAD PROJECTORS - COUNCIL CHAMBERS		400.00
	00500 LASERFICHE MAINTENANCE/LICENSE FEE		2,000.00
1-0301-513-47-00	PRINTING AND BINDING	6,630.00	
	00100 CODE SUPPLEMENTS		6,000.00
	00200 ORDINANCES ON THE WEB		450.00
	00300 BUSINESS CARDS FOR CLERK, DEPUTY AND ADMIN.		180.00
1-0301-513-48-02	ADVERTISING	18,000.00	
	00100 RIVER CITIES GAZETTE		10,000.00
	00200 MIAMI DAILY BUSINESS REVIEW		1,000.00
	00300 THE MIAMI HERALD		7,000.00
1-0301-513-51-00	OFFICE SUPPLIES	7,100.00	
	00100 STAPLES ADVANTAGE		2,000.00
	00200 OFFICE DEPOT		750.00
	00300 XEROX COPY PAPER FOR TOSHIBA COPIER		3,600.00
	00400 OFFICE SUPPLIES FOR CITY COUNCIL		750.00
1-0301-513-52-00	OPERATING SUPPLIES	5,850.00	
	00100 PRINTER TONER CARTRIDGES - CLERK		876.00
	00200 PRINTER TONER CARTRIDGES - DEPUTY CLERK		840.00
	00300 PRINTER TONER CARTRIDGES - ADMIN		730.00
	00400 BURROUGHS ENGRAVING NAME PLATES		220.00
	00500 RECORDING OF OFFICIAL DOCUMENTS		334.00

Fiscal Year . . : 2016
Budget Level . . : BUDG
Description . . :

DEPARTMENTAL INPUT
Account # Description

Budget Amount

----- Misc. Info -----

		00600	BIS DIGITAL RECORDING ANNUAL SOFTWARE/MAINT. FEE	1,050.00
		00700	OFFICE FURNITURE FOR CITY CLERK	1,800.00
1-0301-513-54-00	DUES, MEMBERSHIPS, SUBS		2,400.00	
		00100	NEWSPAPER PUBLICATIONS	750.00
		00200	MDCMCA, FACC, IIMC, ARMA	950.00
		00300	ANNUAL CODE ON INTERNET - MUNICIPAL CODE	700.00
1-0301-513-58-00	EDUCATION AND TRAINING		2,000.00	
		00100	CLERKS' SEMINARS CEU'S AND CERTIFICATIONS	1,500.00
		00200	FACC WEBINARS	500.00
* Total Accounts for this Budget Level	22		280,888.00	

Basis for FY 2016-17 Salary Projections

Base Salary for each position:

Adjustment includes:

Max Annual merit increase for position

Cost of living Adjustment

CPI for all urbans (Apr to Apr)

Estimate used for COLA Projection

Calculations is based upon current earnings at 2,080 hours

0.0%

0.0%

0.00%

3.00% *to be effective on 10-01-2016*

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City of Miami Springs											
Department: CITY CLERK											
Position (paygrade)	Employee Name	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/16	Date of Annual Review	FY2016-17 Merit Increase	3% COLA Increase	Longevity	FY2016-17 Projection
City Clerk-PG49C	Erika Santamaria	FT	1	1	0	\$77,250	n/a 11/02/92	\$0	\$2,318	\$0	\$79,568
Deputy City Clerk-PG29	Elora Sakal	FT	1.00	1.00	0	\$42,848		\$0	\$1,285	\$0	\$44,133
Administrative Asst I-PG22	Juan Garcia	FT	0.75	0.75	0	21,975		\$0	\$659	\$0	\$22,634
Total projections			2.8	2.8	0	\$142,073		\$0	\$4,262	\$0	\$146,335

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CITY OF MIAMI SPRINGS 2016-2017 BUDGET - CITY CLERK

001-0301-513-34-00 - Contractual Services - City Clerk

Miami Springs General Election.....	\$20,000.00
International Data Depository - Police (records storage)	\$1,000.00
Value Store-It Public Storage.....	\$3,700.00
Scanning Project.....	\$3,000.00
ADS Laserfiche 5 Additional Licenses (\$500/each).....	\$2,500.00
ADS Laserfiche 5 License Insurance (\$100/each)	\$500.00
TOTAL	\$30,700.00
BUDGETED	\$0.00

001-0301-513-40-00 - Travel & Related Costs - City Clerk

Clerks' Seminars (Travel to Conferences)	\$2,500.00
TOTAL.....	\$2,500.00
BUDGETED	\$2,500.00

001-0301-513-41-01 - Telephone

City Clerk Cell Phone	\$1,078.00
Total	\$1,078.00

001-0301-513-41-00 - Postage

Stamps/Post Office Transactions.....	\$624.00
TOTAL	\$624.00
BUDGETED	\$0.00

001-0301-513-44-00 - Rentals & Leases - City Clerk

Toshiba Copier I.D. # 73708 (\$250 x 12) and supplies.....	\$3,000.00
TOTAL	\$3,000.00
BUDGETED	\$3,000.00

001-0301-513-46-00 - Repairs & Maintenance - City Clerk

Copy Room Time clock maintenance agreement.....	\$120.00
Automated Business Machines FEL 310 Shredders Annual Maintenance (\$185 ea.).....	\$370.00
Sound system Model 8553B Altec Lansing - Chambers (6 hours @ \$85).....	\$510.00
Overhead projectors - Council Chambers	\$400.00
API Service - Maintenance/License Fee for Optiview.....	\$0
Laserfiche - Maintenance/License Fee.....	\$2,000.00
TOTAL	\$3,400.00
BUDGETED	\$0.00

001-0301-513-47-00 - Printing & Binding - City Clerk

Code supplements (2 per year)	\$6,000.00
Ordinances on the web (15 @ \$30)	\$450.00
Business cards for Clerk, Deputy and Administrative Assistant II	\$180.00
TOTAL	\$6,630.00
BUDGETED	\$6,630.00

001-0301-513-48-00/02 - Advertising & Promotions - City Clerk

River Cities Gazette - Legal advertising	\$10,000.00
Miami Daily Business Review - Legal advertising.....	\$1,000.00
The Miami Herald - Legal advertising.....	\$5,000.00
TOTAL	\$16,000.00
BUDGETED	\$0.00

001-0301-513-51-00 - Office Supplies - City Clerk

Staples Advantage	\$2,500.00
Office Depot	\$1,000.00
Xerox Copy Paper for Toshiba copier (\$300 x 12) ALL DEPARTMENTS	\$3,600.00
Office Supplies for City Council	\$1,000.00
TOTAL	\$7,100.00
BUDGETED	\$0.00

001-0301-513-52-00 - Operating Supplies - City Clerk

Printer toner cartridges (\$73 x 12) - Clerk printer	\$876.00
Printer toner cartridges (\$70 x 12) - Deputy printer	\$840.00
Printer toner cartridges (\$73 x 10) - Asst Printer	\$730.00
Burroughs Engraving (name plates @ \$11 each)	\$220.00
Recording of official documents	\$300.00
BIS digital recording annual software/maintenance fee	\$1,050.00
Furniture for City Clerk (Desk).....	\$1,800.00
TOTAL	\$5,850.00
BUDGETED	\$0.00

001-0301-513-54-00 - Dues, Memb. & Subs. - City Clerk

Newspaper publications. HERALD, LAW BOOKS, MIAMI REVIEW	750.00
MDCMCA (\$50 each), FACC (\$75 each) ARMA, IIMC dues	950.00
Annual Code on Internet (Municipal Code).....	700.00
Notary Public Commission Renewal	0.00
TOTAL	\$2,400.00
BUDGETED	\$0.00

001-0301-513-54-10 - Vehicle Reg. & Tags (All Depts.)

Registration and Title fees for City Vehicles (\$135 EA - 10 IN FY2013-14).....	\$0.00
Total	\$0.00
BUDGETED	\$0.00

001-0301-513-58-00 - Training & Education - City Clerk

Clerks' Seminars CEU's and Certifications.....	\$1,500.00
HTE or API Optiview seminars	0.00
FACC Webinars.....	500.00
TOTAL	\$2,000.00
BUDGETED	\$0.00

001-0301-513-64-00 - Machinery & Equipment - City Clerk

TOTAL	\$0.00
BUDGETED	\$0.00

Total 2016-2017 Clerk Department Budget - \$280,300.00

SECTION 4

City Manager

Mission Statement

In order to ensure the Quality of Life the residents of Miami Springs have historically enjoyed, the Mission of the Office of the City Manager is to protect that quality and manage change through the following:

To provide the most effective means of implementing the policies of the City Council and delivering personalized services to the residents of Miami Springs, all within a budget that emphasizes fiscal constraint; to direct and oversee the activities of the various department directors to ensure the activities of their staff reflect this vision; and to foster an atmosphere that inspires creative solutions to the various issues we face daily.

City Manager

The authority of this office is established and governed by Article IV of the Charter. The City Manager is deemed the Chief Administrative Officer of the City and, as such, is responsible for implementing the policies and directives of the will of the majority of the City Council. This involves daily contact with the heads of the various city departments, to assure their follow through on such implementation.

Responsibilities of this Office include but are not limited to: assuring adherence to all rules, regulations and policies; preparation and submission of an annual operating budgets to support the activities of the various departments; ensure the fiscal health of the City; and to monitor all major activities such as outside contracts, administrative positions, major capital projects, and the directives of the majority vote of the Mayor and City Council.

The City Manager serves on several boards, and attends meetings of advisory boards when required. The Manager is also required to attend meetings on behalf of the City from time to time outside the City to protect and promote the City's interests.

Goals

Provide effective and professional administration of polices and programs established by the City Council.

Provide leadership in the daily administration of the City government and assure fair, friendly and consistent treatment to all employees, residents and other customers of the City.

To continue to pursue the improvement of existing recreation facilities and identify those facilities that have outlived their useful life.

To continue to work with the Council on our strategic plan so that the City may engage in longer term planning and budgeting for future growth.

To continue to reduce personnel costs and plan ahead to replace and reorganize our future senior cadre with recognition to our departing senior cadre (DROP) replacing them only as required leaning heavily on our next tier of future managers.

To complete construction of the new pool on time and on budget.

Objectives

Review all agenda items submitted by the departments for Council approval.

Research issues and provide additional information to Council to ensure policies and directives are based on the best and most accurate information available.

City Manager

Objectives (continued)

Consult with the City Attorney on a regular basis to insure that proposed courses of action are within the law.

Provide timely response to questions and concerns of residents.

Hire individuals who understand the importance of working cooperatively and effectively with the residents.

Consider minimal rate increases in revenue producing activities such as the driving range, cart rentals, greens fees, aquatic center admissions, tennis center admissions, etc., so that the users of these facilities share a greater cost for such use.

Review all current policies, procedures and memberships to guarantee that all revenues are collected and recorded appropriately.

Continue in a more pro-active role with our new downtown improvements consultant to market our commercial district on NW 36th Street to a broader audience.

Meet with business and property owners of our commercial districts to listen to their concerns and identify those areas where the City can be of assistance.

Review all past marketing and revitalization studies to glean the proper information common to each as they relate to the formulation of solutions proffered by the downtown improvements consultant.

Finalize a comprehensive plan for our recreation facilities that will best achieve a maximization of personnel and minimize the duplication of functions.

Work with the American Red Cross and examine the operational issues that will be associated with the use of recreation facilities as disaster shelters.

2015-16 Accomplishments

FY 2016-17 Budget Highlights

- Proposed budget is \$22,990 or 6.6% lower than FY2015/2016, this decrease is mainly due to decreases in personnel costs.
- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$325,623</u>
Net cost of Department	<u>\$325,623</u>
- Budget includes \$45,000 for the City Lobbyist.

CITY OF MIAMI SPRINGS
CITY MANAGER BUDGET
FISCAL YEAR ENDING 9/30/17

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2013-14 ACTUALS</u>	<u>FY2014-15 ACTUALS</u>	<u>FY2015-16 AMENDED BUDGET</u>	<u>FY2016-17 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AS OF 6/30/16</u>
CITY MANAGER							
001-0201-512.12-00	REGULAR SALARIES	203,572	203,526	203,193	188,900	(14,293)	149,513
001-0201-512.21-00	FICA TAXES	13,543	13,824	14,192	13,012	(1,180)	9,890
001-0201-512.22-01	GENERAL EMPLOYEES RET SYS	-	-	-	8,952	8,952	-
001-0201-512.22-04	401A ICMA RETIREMENT TRST	31,353	31,353	30,479	15,746	(14,733)	24,096
						-	
	TOTAL MEDICAL INSURANCE	19,001	20,698	18,512	21,024	2,512	14,202
						-	
001-0201-512.24-00	WORKER'S COMPENSATION	2,410	4,620	5,386	472	(4,914)	4,041
001-0201-512.31-00	PROFESSIONAL SERVICES	62,794	46,773	53,500	53,500	-	45,826
001-0201-512.40-00	TRAVEL AND PER DIEM	7,830	7,800	7,800	7,800	-	5,850
001-0201-512.41-01	TELEPHONE	466	484	480	502	22	429
001-0201-512.41-02	CELLULAR TELEPHONE	872	1,091	949	876	(73)	648
001-0201-512.41-03	POSTAGE	42	63	83	109	26	36
001-0201-512.41-06	INTERNET ACCESS	1,472	1,404	1,387	1,446	59	962
001-0201-512.45-30	LIABILITY INSURANCES	3,540	4,980	4,652	4,284	(368)	3,492
001-0201-512.51-00	OFFICE SUPPLIES	999	505	1,000	1,000	-	177
001-0201-512.52-00	OPERATING SUPPLIES	5,216	6,123	5,000	5,000	-	4,111
001-0201-512.54-00	DUES, MEMBERSHIPS, SUBS	1,446	1,680	2,000	2,500	500	2,801
001-0201-512.58-00	EDUCATION AND TRAINING	-	-	-	500	500	420
** CITY MANAGER		<u>354,556</u>	<u>344,924</u>	<u>348,613</u>	<u>325,623</u>	<u>(22,990)</u>	<u>266,494</u>

Prepared: 7/13/16, 14:55:01
Program: GM217L

City of Miami Springs
Budget Level Report

Page 2

Fiscal Year . . . : 2016
Budget Level . . . : BUDG
Description . . . :

DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
1-0201-512-12-00	REGULAR SALARIES	188,900.00	
1-0201-512-21-00	FICA TAXES	13,012.00	
1-0201-512-22-01	GENERAL EMPLOYEES RET SYS	8,952.00	
1-0201-512-22-04	401A ICMA RETIREMENT TRST	15,746.00	
1-0201-512-23-03	POS, FAMILY	19,275.00	
1-0201-512-23-07	LIFE/AD&D	973.00	
1-0201-512-23-08	DENTAL-ORAL HEALTH SVCS	593.00	
1-0201-512-23-09	VSP-VISION SERVICE PLAN	182.00	
1-0201-512-24-00	WORKER'S COMPENSATION	472.00	
1-0201-512-31-00	PROFESSIONAL SERVICES	53,500.00	
1-0201-512-40-00	TRAVEL AND PER DIEM	7,800.00	
1-0201-512-41-01	TELEPHONE	502.00	
1-0201-512-41-02	CELLULAR TELEPHONE	876.00	
1-0201-512-41-03	POSTAGE	109.00	
1-0201-512-41-06	INTERNET ACCESS	1,446.00	
1-0201-512-45-30	LIABILITY INSURANCES	4,285.00	
1-0201-512-51-00	OFFICE SUPPLIES	1,000.00	
1-0201-512-52-00	OPERATING SUPPLIES	5,000.00	
1-0201-512-54-00	DUES, MEMBERSHIPS, SUBS	2,500.00	
1-0201-512-58-00	EDUCATION AND TRAINING	500.00	
* Total Accounts for this Budget Level 20		325,623.00	

Basis for FY 2016-17 Salary Projections

Base Salary for each position:

Calculations is based upon current earnings at 2,080 hours

Adjustment includes:

Max Annual merit increase for position

0.0%

Cost of living Adjustment

CPI for all urbans (Apr to Apr)

0.00%

Estimate used for COLA Projection

0.00% *to be effective on 10-01-2016*

City of Miami Springs										
Department: Office of the City Manager										
Position (paygrade)	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/16	Start Date	FY 16-17 Projected Merit Increase	COLA Increase	Longevity	FY 2016-17 Projection
City Manager-	FT	0.75	0.75	0	\$105,000	01/03/12	\$0	\$0	\$750	\$105,750
Assistant to the City Manager-PG49	FT	1.0	1.0	0	\$80,000	01/00/00	\$0	\$2,400	\$750	\$83,150
		0	0	0	\$0	01/00/00	\$0	\$0	\$0	\$0
Total projections		2	1.8	0	\$185,000		\$0	\$2,400	\$1,500	\$188,900

TOR-Top of range no merit increases

SECTION 5

Human Resources

Mission Statement

To provide an organizational framework to recruit, select, classify, compensate, develop, and reward the City's diverse workforce, while ensuring an environment that optimizes productivity, efficiency and effectiveness. In addition, this department is responsible for the effective administration of claims, and to provide a safe and healthy environment for the City's employees and residents.

Human Resources

Human Resources administer a comprehensive personnel program that includes: recruitment, selection, wage and salary administration, employee relations and staff development training programs for City employees. The department advises and counsels City employees on personnel matters. Department staff is responsible for general personnel administration, staff and program development, and collective bargaining with the union and the administration of the Civil Service System. The department is also responsible for Risk Management and Worker's Compensation insurance claims for all City departments.

Goals

Continue to develop and maintain effective, positive employee relations.

To minimize the City's exposure to financial loss through the effective use of loss prevention and transfer programs, safety programs, and vigilant claims processing.

Strive to be in compliance with all the new and updated employment laws.

Objectives

Continue to standardize human resources management practices in the areas of hiring, retention, employee development, benefits, testing, and compliance with federal, state, and local regulations.

Expand the City's outreach efforts to reach a diverse group of competent workers when recruiting for city vacancies.

The development, communication, and implementation of policies, discipline, administration, maintenance of records, and all other human resource functions, as well as providing in-house training programs.

To reduce the severity and frequency of workers' compensation losses by continuous safety training and updating of city-wide safety programs.

2015-16 Accomplishments

Human resources:

- Advertised, received and filled Administrative Assistant for Building Department, City Clerk Department, Public Works and Finance Department.
- Advertised, processed and filled Police Dispatcher, Police Officer and PSA.
- Advertised, received and filled Aquatic Supervisor and Head Lifeguard Supervisor for Recreation Department.
- Advertised, processed and filled Assistant IT Manager.

Human Resources

2015-16 Accomplishments (continued)

- Processed 60 returning/new recreation leaders and lifeguards for the summer program. Scheduled drug screening and fingerprinting with collaboration from our police department.
- E-Verification screening for all new employees.
- Continued the enforcement of alcohol and drug random testing for CDL holders.
- Completed the annual driver's license check for all employees who drive city vehicles.

Workers' Compensation:

- Continued the reduction of 5% of the City's Workers' Compensation premium by enforcing the Drug-Free Workplace Program policy in place.
- Reduced the number of Workers' Compensation claims, as a result of team effort of management and employees to have a safe work environment.

Risk Management:

- Continued to respond to claims in a timely manner to reduce the City's exposure to financial loss.

FY 2016-17 Budget Highlights

- Proposed budget is \$12,270 or 5.5 % higher than FY2015/2016.
- Increase due to the increase in pension costs related to the hiring of a new HR Director since prior Director was in the DROP plan. Budget also includes \$8,000 for the purchase of a fingerprint hardware/software package to allow us to do this function in-house instead of outsourcing and creating annual savings of over \$4,000.
- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$235,588</u>
Net cost of Department	<u>\$235,588</u>

CITY OF MIAMI SPRINGS
HUMAN RESOURCES BUDGET
FISCAL YEAR ENDING 9/30/17

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2013-14 ACTUALS</u>	<u>FY2014-15 ACTUALS</u>	<u>FY2015-16 AMENDED BUDGET</u>	<u>FY2016-17 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AS OF 6/30/16</u>
HUMAN RESOURCES							
001-0401-513.12-00	REGULAR SALARIES	125,727	127,842	133,762	121,907	(11,855)	90,114
001-0401-513.21-00	FEDERAL PAYROLL TAXES	9,395	9,486	9,424	7,957	(1,467)	6,702
001-0401-513.22-01	GENERAL PENSION	6,154	6,711	5,393	16,522	11,129	4,013
						-	
	TOTAL MEDICAL INSURANCE	10,026	12,344	11,114	18,627	7,513	7,873
						-	
001-0401-513.24-00	WORKER'S COMPENSATION	143	279	333	305	(28)	252
001-0401-513.31-00	PROFESSIONAL SERVICES	44,796	52,105	48,000	48,000	-	46,365
001-0401-513.34-00	CONTRACTUAL SERVICES	1,776	1,690	-	-	-	510
001-0401-513.40-00	TRAVEL AND PER DIEM	814	-	1,500	1,500	-	-
001-0401-513.41-01	TELEPHONE	466	484	480	502	22	399
001-0401-513.41-03	POSTAGE	127	215	196	257	61	136
001-0401-513.41-06	INTERNET ACCESS	1,472	1,404	1,387	1,446	59	962
001-0401-513.45-30	LIABILITY INSURANCE	2,208	3,144	3,063	2,765	(298)	2,295
001-0401-513.46-00	REPAIRS AND MAINTENANCE	2,166	2,166	2,166	2,200	34	2,382
001-0401-513.48-00	ADVERTISING	1,628	886	1,500	1,500	-	-
001-0401-513.51-00	OFFICE SUPPLIES	1,598	1,116	1,500	601	(899)	1,069
001-0401-513.52-00	OPERATING SUPPLIES	532	489	500	500	-	-
001-0401-513.54-00	DUES, MEMBERSHIPS, SUBS	1,664	-	2,000	2,000	-	-
001-0401-513.58-00	EDUCATION AND TRAINING	923	-	1,000	1,000	-	-
001-0401-513.64-00	MACHINERY AND EQUIPMENT	-	-	-	8,000	8,000	-
** HUMAN RESOURCES		211,615	220,361	223,318	235,588	12,270	163,072

Fiscal Year . . : 2016
Budget Level . . : BUDG
Description . . :

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info
1-0401-513-12-00	REGULAR SALARIES	121,907.00	
1-0401-513-21-00	FEDERAL PAYROLL TAXES	7,957.00	
1-0401-513-22-01	GENERAL	16,522.00	
1-0401-513-23-00	MEDICAL INSURANCE	16,958.00	
1-0401-513-23-07	LIFE/AD&D	728.00	
1-0401-513-23-08	DENTAL - OHS - EMPLOYEE	783.00	
1-0401-513-23-09	VSP - VISION - EMPLOYEE	159.00	
1-0401-513-24-00	WORKER'S COMPENSATION	305.00	
1-0401-513-31-00	PROFESSIONAL SERVICES	48,000.00	
1-0401-513-40-00	TRAVEL AND PER DIEM	1,500.00	
1-0401-513-41-01	TELEPHONE: BASE & LOCAL	502.00	
1-0401-513-41-03	POSTAGE	257.00	
1-0401-513-41-06	INTERNET ACCESS	1,446.00	
1-0401-513-45-30	RISK MANAGEMENT	2,763.00	
1-0401-513-46-00	REPAIRS AND MAINTENANCE	2,200.00	
1-0401-513-48-00	PROMOTIONS	1,500.00	
1-0401-513-51-00	OFFICE SUPPLIES	601.00	
1-0401-513-52-00	OPERATING SUPPLIES	500.00	
1-0401-513-54-00	DUES, MEMBERSHIPS, SUBS	2,000.00	
1-0401-513-58-00	EDUCATION AND TRAINING	1,000.00	
1-0401-513-64-00	MACHINERY AND EQUIPMENT	8,000.00	
* Total Accounts for this Budget Level	21	235,588.00	

Basis for FY 2016-17 Salary Projections

Base Salary for each position:
Adjustment includes:

Max Annual merit increase for position
Cost of living Adjustment
CPI for all urbans (Apr to Apr)
Estimate used for COLA Projection

Calculations is based upon current earnings at 2,080 hours

0.0%
0.0%
0.00%
3.00% to be effective on 10-01-2016

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City of Miami Springs												
Department: HUMAN RESOURCES												
Position (paygrade)	Employee Name	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/16	Date of Annual Review	FY 2016-17 Projected Merit Increase	3% COLA Increase	Temp. Increase (addtl duties)	Longevity	FY2016-17 Projection
Human Resource Director/Risk Manager-PG45	Vacant	FT	1	1	0	80,000		\$0	\$2,400	\$0	\$0	\$82,400
Human Resource Specialist II-PG31	R Piniella	FT	1	1	0	38,356		\$0	\$1,151	\$0	\$0	\$39,507
Total projections			2	2	0	\$118,356		\$0	\$3,551		\$0	\$121,907

TOR- Top of range-no merit increases

**CITY OF MIAMI SPRINGS
ASSET ACQUISITION REQUEST
FOR FY 2016-2017 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: Human Resources

<u>Description of equipment requested</u>	<u>Estimated Cost</u>
Mini fingerprint scanner (hardware) and software for creating FBI/FDLE applicant transactions	\$8,000.00
	\$ -
	\$ -
	\$ -
	\$ -
Total budget request:	<u><u>\$ 8,000.00</u></u>

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

Reason why equipment is needed

Fingerprinting is required for all new hires. Currently this service is being outsourced at a cost of \$57.00 per fingerprinting transaction.

This one time purchase of hardware and software will allow our CPO office to perform these services in-house.

Expected cost savings from this acquisition(if any)

	<u>Expected Savings</u>
EX: 61 applicants were processed for the summer program @ \$57..00	\$3,477.00 per year
	\$ -

Department Head Signature

City Manager Approval

SECTION 6

Finance Department

Mission Statement

**Financial Integrity and
Transparency Through Effective
Fiscal Oversight as well as Constant
Communications with Taxpayers,
Council, and Other Stakeholders**

Finance Department-Administrative Division

The Administrative Division of the Finance Department is responsible for overseeing the financial operations of the City including: accounts payable, accounts receivable, audits, budgeting, capital projects accounting, cash management, collections, debt administration, financial analysis, financial reporting, fixed asset reporting, payroll processing, and revenue & expenditure forecasting and monitoring. The Finance Department is also responsible for safeguarding the assets of the City.

The department ensures that surplus funds are properly invested to maximize returns on cash for operations.

The department is responsible for utility billing, collections, customer service and accounts receivable collections for the sanitation and storm water funds.

Goals

To ensure complete and accurate accounting of all transactions, and to report all financial information in accordance with professional accounting standards and federal, state, and local laws. Develop and implement processes to enhance the financial viability of the City, and provide financial information and analyses that are valuable as management tools and that are readily understood by our residents.

Objectives

Coordinate the preparations of the budget document and publish the adopted budget by October 1st.

Maintain high levels of professional accounting and reporting standards worthy of the Government Finance Officers Association (GFOA) "Certificate of Achievement for excellence in Financial Reporting" and the "Distinguished Budget Presentation Award" programs.

Continue providing monthly, quarterly, and annual financial data to facilitate the proper administration of the City.

Improve the usefulness of the performance measures of each department.

Provide for audits of the City. Coordinate the audits with the City's auditors and provide account analysis, reconciliations, and audit schedules to expedite the audit process and reduce the time needed to complete the Comprehensive Annual Financial Report.

2015-16 Accomplishments

- Awarded the "Award for Outstanding Achievement in Popular Annual Financial Reporting" by the GFOA.
- Awarded the "Distinguished Budget Presentation Award" by the GFOA.
- Awarded the "Certificate of Achievement for Excellence in Financial Reporting" from the GFOA.

Finance Department-Administrative Division

2015-16 Accomplishments (continued)

- Received an unqualified audit from the City's external auditors for the fiscal year ending September 30th, 2015.

FY 2016-17 Budget Highlights

- Proposed budget is \$74,994 or 15 % lower than FY2015/2016.
- Decrease is due to reductions in personnel costs due to the combination of City Manager/Finance Director positions. Budget also allocates an additional \$25,000 in professional services for the upcoming contract negotiations with the Police Union.
- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$420,385</u>
Net cost of Department	<u>\$420,385</u>

CITY OF MIAMI SPRINGS
FINANCE DEPARTMENT BUDGET
FISCAL YEAR ENDING 9/30/17

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2013-14 ACTUALS	FY2014-15 ACTUALS	FY2015-16 AMENDED BUDGET	FY2016-17 Departmental Request	Dollar Increase (Decrease)	YTD ACTUALS AS OF 6/30/16
FINANCE-ADMINISTRATION							
001-0501-513.12-00	REGULAR SALARIES	296,810	250,009	250,570	181,083	(69,487)	170,450
001-0501-513.13-00	PART TIME YEAR ROUND	21,883	56,348	77,418	52,780	(24,638)	49,670
001-0501-513.21-00	FEDERAL PAYROLL TAXES	23,989	22,692	23,003	15,629	(7,374)	16,224
001-0501-513.22-01	GENERAL	14,180	14,081	11,261	15,700	4,439	8,227
001-0501-513.22-04	401A ICMA RETIREMENT TRST	9,543	9,543	9,329	5,249	(4,080)	7,334
						-	
	TOTAL MEDICAL INSURANCE	27,347	33,781	28,609	33,391	4,782	22,940
001-0501-513.24-00	WORKER'S COMPENSATION	351	598	820	585	(235)	612
001-0501-513.31-00	PROFESSIONAL SERVICES	62,082	25,153	15,000	40,000	25,000	13,780
001-0501-513.32-00	AUDIT FEES	32,050	33,675	34,000	35,000	1,000	34,000
001-0501-513.40-00	TRAVEL AND PER DIEM	2,428	2,405	2,500	1,000	(1,500)	1,805
001-0501-513.41-01	TELEPHONE	2,176	2,257	2,240	2,321	81	1,864
001-0501-513.41-02	CELLULAR PHONE	1,396	988	1,080	576	(504)	643
001-0501-513.41-03	POSTAGE	1,652	3,628	2,313	3,043	730	2,562
001-0501-513.41-04	COURIER,UPS,FEDX -OVERNGT	518	253	500	500	-	189
001-0501-513.41-06	INTERNET ACCESS	1,472	1,404	1,387	1,446	59	962
001-0501-513.44-00	RENTALS AND LEASES	2,647	2,319	2,240	1,979	(261)	1,639
001-0501-513.45-30	LIABILITY INSURANCE	6,396	7,896	8,409	6,204	(2,205)	6,309
001-0501-513.46-00	REPAIRS AND MAINTENANCE	2,711	3,016	2,700	2,700	-	2,382
001-0501-513.47-00	PRINTING AND BINDING	8,927	5,861	6,000	6,000	-	4,234
001-0501-513.48-02	ADVERTISING	3,679	420	1,500	1,500	-	-
001-0501-513.49-00	CREDIT CARD FEES	5,425	6,519	6,000	5,700	(300)	5,898
001-0501-513.51-00	OFFICE SUPPLIES	1,192	1,253	1,500	1,500	-	937
001-0501-513.52-00	OPERATING SUPPLIES	2,217	3,574	3,500	3,500	-	2,150
001-0501-513.54-00	DUES, MEMBERSHIPS, SUBS	2,896	2,787	2,500	2,500	-	1,827
001-0501-513.58-00	EDUCATION AND TRAINING	200	169	1,000	500	(500)	423
001-0501-513.64-00	MACHINERY AND EQUIPMENT	-	-	-	-	-	-
** FINANCE-ADMINISTRATION		534,167	490,629	495,379	420,385	(74,994)	357,061

Fiscal Year . . : 2016
Budget Level . . : BUDG
Description . . :

DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
1-0501-513-12-00	REGULAR SALARIES	181,083.00	
1-0501-513-13-00	PART TIME YEAR ROUND	52,780.00	
1-0501-513-21-00	FEDERAL PAYROLL TAXES	15,629.00	
1-0501-513-22-01	GENERAL	15,700.00	
1-0501-513-22-04	401A ICMA RETIREMENT TRST	5,249.00	
1-0501-513-23-03	POS, FAMILY	31,548.00	
1-0501-513-23-07	LIFE/AD&D	957.00	
1-0501-513-23-08	DENTAL - OHS - EMPLOYEE	618.00	
1-0501-513-23-09	VSP - VISION - EMPLOYEE	268.00	
1-0501-513-24-00	WORKER'S COMPENSATION	585.00	
1-0501-513-31-00	PROFESSIONAL SERVICES	40,000.00	
1-0501-513-32-00	AUDIT FEES	35,000.00	
1-0501-513-40-00	TRAVEL AND PER DIEM	1,000.00	
1-0501-513-41-01	TELEPHONE: BASE & LOCAL	2,321.00	
1-0501-513-41-02	CELLULAR TELEPHONE	576.00	
1-0501-513-41-03	POSTAGE	3,043.00	
1-0501-513-41-04	COURIER, UPS, FEDX -OVERNGT	500.00	
1-0501-513-41-06	INTERNET ACCESS	1,446.00	
1-0501-513-44-00	RENTALS AND LEASES	1,979.00	
1-0501-513-45-30	RISK MANAGEMENT	6,203.00	
1-0501-513-46-00	REPAIRS AND MAINTENANCE	2,700.00	
1-0501-513-47-00	PRINTING AND BINDING	6,000.00	
1-0501-513-48-02	ADVERTISING	00100 1,500.00	6,000.00
1-0501-513-49-02	BANK CHARGES	00100 300.00	1,500.00
1-0501-513-49-05	CREDIT CARD FEES	5,400.00	
1-0501-513-51-00	OFFICE SUPPLIES	00100 1,500.00	
1-0501-513-52-00	OPERATING SUPPLIES	00100 3,500.00	1,500.00
1-0501-513-54-00	DUES, MEMBERSHIPS, SUBS	00100 2,500.00	3,500.00
1-0501-513-58-00	EDUCATION AND TRAINING	00100 500.00	2,500.00
* Total Accounts for this Budget Level	29	420,385.00	

Finance Department-Professional Services Division

The Professional Services Division of the Finance Department is responsible for the procurement operations of the City, the research, writing and submission of grant proposals, the dissemination of public information, community outreach, and ensuring timely communication with City residents through a variety of media.

Goals

- To ensure complete, accurate and transparent purchasing transactions in accordance with City purchasing policies and federal, state and local laws.
 - To develop, provide and communicate information that is a valuable management tool and readily accessible by residents.
-

Objectives

- Continue to keep administration, employees and residents informed of all coming events, projects and initiatives within the City through the monthly Gazette News-Bulletin, the web site, Channel 77, Twitter, the sign on the Circle, community calendars, notices and other print media as needed, including but not limited to flyers, posters, brochures, postcards etc.
- Increase stakeholder awareness of the City's five year strategic plan, goals, objectives and core values
- Assist the City with "going green" by increasing electronic communication
- Increase resident awareness of municipal operations, procedures and issues and provide official response to citizen inquiries via a variety of communication vehicles such as quarterly newsletters and fact sheets that are issued on an "as-needed" basis
- Continue to exercise total transparency and fiscal responsibility in all procurement matters
- Continue to research, collaborate with City departments and submit appropriate grant proposals and related documents that address municipal priorities

2015-16 Accomplishments

- Reviewed and processed 871 purchase orders
- 4 "Springs Connection" Newsletters
- 25 Posters/Flyers
- 12 Gazette News Bulletins
- Emergency Preparedness Guide (Eng. and Span. versions)
- 4 Press Releases
- Applied for XX grant opportunities for the potential of \$XX in project funding and XX legislative request with a potential of \$XX
- 106 Tweets for 2 accts.: @miamispringsfl, and @miamispringsgc

Finance Department-Professional Services Division

2015-16 Accomplishments (continued)

- Maintained ongoing communication and correspondence with maintaining the Circle marquee, city website, channel 77, Milam bulletin board and community calendars up to date with current information.
- Art in Public Places process for new Aquatic Center

FY 2016-17 Budget Highlights

- Proposed budget is \$ 110,609 or 35% lower than FY2015/2016.
- Decrease is due to reduced personnel costs.
- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$205,179</u>
Net cost of Department	<u>\$205,179</u>

**CITY OF MIAMI SPRINGS
FINANCE DEPARTMENT BUDGET
FISCAL YEAR ENDING 9/30/17**

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2013-14 ACTUALS</u>	<u>FY2014-15 ACTUALS</u>	<u>FY2015-16 AMENDED BUDGET</u>	<u>FY2016-17 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AS OF 6/30/16</u>
PROFESSIONAL SERVICES							*
001-0502-513.12-00	REGULAR SALARIES	182,085	192,276	218,581	135,533	(83,048)	131,465
001-0502-513.21-00	FEDERAL PAYROLL TAXES	13,881	14,028	14,744	9,138	(5,606)	9,619
001-0502-513.22-01	GENERAL	8,411	8,698	7,060	6,553	(507)	8,868
						-	
	TOTAL MEDICAL INSURANCE	26,528	31,306	26,838	17,148	(9,690)	18,989
001-0502-513.24-00	WORKER'S COMPENSATION	201	393	546	339	(207)	414
001-0502-513.31-00	PROFESSIONAL SERVICES	1,445	2,263	3,200	2,000	(1,200)	317
001-0502-513.40-00	TRAVEL AND PER DIEM	35	107	100	500	400	-
001-0502-513.41-03	POSTAGE	5,149	7,760	15,263	9,450	(5,813)	3,968
001-0502-513.41-04	COURIER, UPS, FEDX -OVERNGT		105	100	200	100	114
001-0502-513.45-30	LIABILITY INSURANCE	3,156	4,452	5,004	3,074	(1,930)	3,753
001-0502-513.47-00	PRINTING AND BINDING	12,861	19,826	20,257	15,620	(4,637)	7,297
001-0502-513.48-02	ADVERTISING	266	1,071	1,229	1,000	(229)	873
001-0502-513.51-00	OFFICE SUPPLIES	1,106	284	546	500	(46)	133
001-0502-513.52-00	OPERATING SUPPLIES	823	-	500	800	300	140
001-0502-513.54-00	DUES, MEMBERSHIPS, SUBS	1,724	1,714	1,820	1,825	5	1,719
001-0502-513.58-00	EDUCATION AND TRAINING				1,500	1,500	
001-0502-513.64-00	MACHINERY AND EQUIPMENT	2,960	-	-	-	-	-
**	FINANCE-PROFESSIONAL SERVICES	260,631	284,283	315,788	205,179	(110,609)	187,669
**	TOTAL FINANCE	794,798	774,912	811,167	625,564	(185,603)	544,730

Fiscal Year . . : 2016
 Budget Level . . : BUDG
 Description . . :

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info
1-0502-513-12-00	REGULAR SALARIES	135,533.00	
1-0502-513-21-00	FEDERAL PAYROLL TAXES	9,138.00	
1-0502-513-22-01	GENERAL	6,553.00	
1-0502-513-23-01	POS, EMPLOYEE ONLY	16,023.00	
1-0502-513-23-07	LIFE/AD&D	692.00	
1-0502-513-23-08	DENTAL - OHS - EMPLOYEE	319.00	
1-0502-513-23-09	VSP - VISION - EMPLOYEE	113.00	
1-0502-513-24-00	WORKER'S COMPENSATION	339.00	
1-0502-513-31-00	PROFESSIONAL SERVICES	2,000.00	
	00100 TRANSLATION SERVICES:		.00
	00200 SPRINGS CONNECTION 4@ \$250.00 = \$1000.00		1,000.00
	00300 FACT SHEETS/ MISC. BROCHURES/ MANUALS		.00
	00400 4@ \$250.00 = \$1000.00		1,000.00
1-0502-513-40-00	TRAVEL AND PER DIEM	500.00	
	00100 ATTENDANCE OF MEETINGS OUTSIDE THE CITY LIMITS FOR		500.00
	00200 GRANTS AND PURCHASING NEEDS		.00
1-0502-513-41-03	POSTAGE	9,450.00	
	00100 EDDM OF SPRINGS CONNECTION:		.00
	00200 4@ \$1350.00 = \$5400.00		5,400.00
	00300 FACT SHEETS/MAILERS :		.00
	00400 3@ \$1350.00 = \$4050.00		4,050.00
1-0502-513-41-04	COURIER, UPS, FEDX -OVERNGT	200.00	
	00100 MAILING OF GRANT APPLICATION PACKAGES		200.00
1-0502-513-45-30	RISK MANAGEMENT	3,074.00	
1-0502-513-47-00	PRINTING AND BINDING	15,620.00	
	00100 PRINTING OF SPRINGS CONNECTIONS:		.00
	00200 4@ \$1405.00 = \$5620.00		5,620.00
	00300 FACT SHEETS/MISC. ITEMS:		3,000.00
	00400 1/4 PAGES (ENG./SPAN) OF FACT SHEETS/MISC. ITEMS		.00
	00500 IN GAZETTE:		.00
	00600 4@ \$250.00 = \$1000.00		1,000.00
	00700 PRINTING OF MONTHLY NEWS BULLETIN PAGES IN		.00
	00800 GAZETTE:		.00
	00900 12@ \$500.00 = \$6000.00		6,000.00
1-0502-513-48-02	ADVERTISING	1,000.00	
	00100 ADVERTISING OF BIDS		1,000.00
1-0502-513-51-00	OFFICE SUPPLIES	500.00	
	00100 GENERAL OFFICE SUPPLIES		500.00
1-0502-513-52-00	OPERATING SUPPLIES	800.00	
	00100 UNIFORM SHIRTS, BUSINESS CARDS, NEW FAX MACHINE		800.00
1-0502-513-54-00	DUES, MEMBERSHIPS, SUBS	1,825.00	
	00100 MEMBERSHIPS FOR GRANTS:		.00
	00200 GRANTS PROF. ASSOC. (GPA)		240.00
	00300 FOUNDATION DIRECTORY		1,295.00
	00400 NIGP		190.00
	00500 MISC. SUBSCRIPTIONS		100.00
1-0502-513-58-00	EDUCATION AND TRAINING	1,500.00	
	00100 TRAININGS		1,500.00
* Total Accounts for this Budget Level 19		205,179.00	

FY15/16 FINANCE- PROFESSIONAL SERVICES BUDGET ASSUMPTIONS

<u>4 Quarterly Newsletters</u> (8 pgs., translated, printed and EDDM)	\$3,005.00 each
<u>4 Fact Sheets</u> (As needed) (translated, printed and EDDM and Gaz. 1/4 pgs. Eng/Span.)	\$2,600.00 each
OR (translated, posted on website and printed in Gaz. 1/4pgs. Eng./Span.)	\$ 500.00 each
<u>12 News Bulletins</u> Monthly "Big Issue" Gazette (\$500.00 each.)	\$6,000.00 annually

ADDITIONALNOTE:

Misc. items sometimes come up throughout the year. In order to provide these extra printing and mailings we reduce our distribution of the Quarterly Newsletters and/or Fact Sheets budgeted annually.

Basis for FY 2016-17 Salary Projections

Base Salary for each position:

Adjustment includes:

Max Annual merit increase for position

Cost of living Adjustment

CPI for all urbans (Apr to Apr)

Estimate used for COLA Projection

Calculations is based upon current earnings at 2,080 hours

3.0%

0.0%

0.00%

3.00% to be effective on 10-01-2016

City of Miami Springs												
Department: FINANCE												
Position (paygrade)	Employee Name	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary 3/31/2016	Date of Annual Review	FY 16-17 Projected Merit Increase	3% COLA Increase	Longevity	Other	FY2016-17 Projection
Finance Director PG-50M	W Alonso	FT	0.25	0.25	0	\$35,000	06/08/09		\$ -	\$ 250	\$ -	\$35,250
Accounting Clerk II-PG18	Vacant	FT	1.0	1.0	0	\$31,500	01/00/00		\$ 945			\$32,445
Accounting Clerk III-PG22	Mercedes Valero	FT	1	1	0	\$46,000	09/03/96		\$ 1,380	\$0		\$47,380
Admin Asst I-PG15	Maria	FT	0.5	0.5	0	\$15,600	06/01/10		\$ 468			\$16,068
Accounting Clerk III-PG22	D Garcia	FT	1	1	0	\$48,000	06/09/12		\$ 1,440	\$500		\$49,940
Controller	M Ramos	PT	0.5	0.5	0	\$52,780	01/00/00		\$ -	\$0	\$0	\$52,780
									\$ -			
Total projections			4.25	4.25	-	\$ 228,880		\$ -	\$ 4,233	\$ 750		\$ 233,863

Department: FINANCE												
PROFESSIONAL SERVICES DIVISION												
Position (paygrade)	Employee Name	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary 3/31/2016	Date of Annual Review	FY 16-17 Projected Merit Increase	3% COLA Increase	Longevity	Other	FY2016-17 Projection
Grants Writer/PIO-PG37	Carol Foster	FT	1	1	0	\$72,000	06/08/09	\$ -	\$ 2,160	\$ 500	\$ -	\$74,660
Admin Asst I-PG15	Maria	FT	0.5	0.5	0	\$15,600	11/06/06	\$ -	\$ 468	\$0	\$0	\$16,068
Procurement Specialist-PG37	V Panoff	FT	1	1	0	\$43,500	10/01/10	\$ -	\$ 1,305	\$0	\$0	\$44,805
									\$ -			
Total projections			2.5	2.5	-	\$ 131,100		\$ -	\$ 3,933	\$ 500		\$ 135,533
												\$ 369,396

6-11

SECTION 7

City Attorney

Mission Statement

The mission of the City Attorney's office is to provide competent legal advice and counsel to City officials and administration in a timely manner and zealously represent the City's interest and positions in negotiations and litigation.

City Attorney

The office of the City Attorney reflects the direct charges associated with the contractual services provided by the City's legal counsel. Miami Springs, not having a large enough demand for an internal legal staff, contracts all legal services with the firm of Orshan, Lithman, Seiden, Ramos, Hatton & Huesmann, LLLP.

The firm, through its partners, represents the City on all legal matters including, but not limited to, attendance at all regular and special council meetings, planning and zoning boards, and Board of Adjustment meetings. Additionally, the office is responsible for coordinating responses and initiating all legal opinions, litigation matters and applications of all federal, state, county, and local rules, regulations, ordinances, resolutions, or other statutory matters.

Goal

Provide competent legal advice and council in a timely manner to City Officials and administration.

Objectives

Provide legal advice through attendance at meetings and workshops and by responding to all inquiries in a timely manner.

Review, draft and negotiate contracts and agreements between the City and other entities or persons in a timely manner.

FY 2016-17 Budget Highlights

- Proposed budget is same as prior year, no change reported.
- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$166,000</u>
Net cost of Department	<u>\$166,000</u>

CITY OF MIAMI SPRINGS
CITY ATTORNEY BUDGET
FISCAL YEAR ENDING 9/30/17

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2013-14 ACTUALS</u>	<u>FY2014-15 ACTUALS</u>	<u>FY2015-16 AMENDED BUDGET</u>	<u>FY2016-17 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AS OF 6/30/16</u>
CITY ATTORNEY							
001-0601-514.31-01	PROFESSIONAL SERV - LEGAL	158,474	160,172	165,000	165,000	-	116,214
001-0601-514.54-00	DUES, MEMBERSHIPS, SUBS	500	1,480	500	500	-	480
001-0601-514.58-00	EDUCATION AND TRAINING	480	150	500	500	-	-
** CITY ATTORNEY		159,454	161,802	166,000	166,000	-	116,694

Prepared: 7/13/16, 13:42:46
Program: GM217L

City of Miami Springs
Budget Level Report

Page 2

Fiscal Year . . : 2016
Budget Level . . : BUDG
Description . . :

DEPARTMENTAL INPUT
Description

Account #	Description	Budget Amount	Misc. Info
1-0601-514-31-01	PROFESSIONAL SERV - LEGAL	165,000.00	
1-0601-514-54-00	DUES, MEMBERSHIPS, SUBS	500.00	
1-0601-514-58-00	EDUCATION AND TRAINING	500.00	
* Total Accounts for this Budget Level	3	166,000.00	

SECTION 8

Planning Department

Mission Statement

To coordinate the physical development of the City in a manner that will strengthen and diversify the tax base and will preserve its unique characteristics and enhance the quality of life for the City's residents, business operators, and visitors.

Planning and Zoning Department

The Planning and Zoning Department is responsible for general community-wide policy and program planning, as mandated by state law. This effort involves close intergovernmental coordination with county regional and state agencies. Related to this mission of the Department, research and recommendations on land use, community facilities/services and transportation matters are made to the City Manager, City Advisory and Quasi-Judicial Boards, and the City Council.

The Department is also responsible for the administration of the Zoning Code and the guidance of economic development and redevelopment.

Goals and Objectives:

Goal: Provide planning services consistent with, and in support of the Goals, Objectives, and Policies of the Comprehensive Plan. To fairly administer the Zoning Code and to guide economic development and redevelopment efforts.

<p>Objective: Perform necessary services to affect the Departmental Mission.</p>

FY2015-16 Accomplishments

- Continue to compile a list of suggested code amendments to better represent the City's goals and objectives.
- Made changes to the zoning code to produce better quality development.
- Created development orders for approved projects to make clear the approval granted and the required conditions.
- On-going permit review.
- Frequent meetings with residents, developers and contractors to discuss code regulations and plans.
- Held meetings with architects and developers to discuss potential development projects.
- Prepared variance cases for the Board of Adjustment (7 Cases).
- Prepared site plan review cases for the Zoning & Planning Board.(5cases).

FY2016-17 Budget Highlights

- Proposed budget is \$10,354 or 12 % lower than FY2015/2016.
- Budget Summary:

Budgeted Revenues	\$ 48,000
Budgeted Expenditures	<u>\$ 74,237</u>
Net cost of Department	<u>\$ 26,237</u>

CITY OF MIAMI SPRINGS
PLANNING & ZONING BUDGET
FISCAL YEAR ENDED 9/30/17

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2013-14 ACTUALS	FY2014-15 ACTUALS	FY2015-16 AMENDED BUDGET	FY2016-17 Departmental Request	Dollar Increase (Decrease)	YTD ACTUALS AS OF 6/30/16
PLANNING							
001-0701-515.12-00	REGULAR SALARIES	30,002	5,847	8,570	7,545	(1,025)	-
001-0701-515.13-00	PART TIME YEAR ROUND	31,550	50,960	50,970	52,500	1,530	36,651
001-0701-515.21-00	FICA TAXES	4,633	4,345	4,430	4,456	26	2,804
001-0701-515.22-01	GENERAL EMPLOYEES RET SYS	3,647	838	1,005	812	(193)	-
	TOTAL MEDICAL INSURANCE	4,370	1,257	1,683	1,841	158	-
001-0701-515.24-00	WORKER'S COMPENSATION	86	117	148	150	2	108
001-0701-515.31-00	PROFESSIONAL SERVICES	-	3,407	10,000	-	(10,000)	-
001-0701-515.40-00	TRAVEL AND PER DIEM	1,360		1,500	1,500	-	34
001-0701-515.41-01	TELEPHONE	636	161	160	163	3	133
001-0701-515.41-03	POSTAGE	466	698	623	819	196	391
001-0701-515.41-06	INTERNET ACCESS	1,288	1,126	1,214	1,265	51	842
001-0701-515.45-30	LIABILITY INSURANCES	1,332	1,464	1,363	1,362	(1)	1,026
001-0701-515.47-00	PRINTING AND BINDING	322	194	500	200	(300)	131
001-0701-515.51-00	OFFICE SUPPLIES	152	111	500	200	(300)	72
001-0701-515.52-00	OPERATING SUPPLIES	701	65	500	-	(500)	-
001-0701-515.54-00	DUES, MEMBERSHIPS, SUBS	218	232	425	425	-	45
001-0701-515.58-00	EDUCATION AND TRAINING	-	423	1,000	1,000	-	232
** PLANNING		80,763	71,245	84,591	74,237	(10,354)	42,469

Fiscal Year . . : 2016
Budget Level . . : BUDG
Description . . :

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info
1-0701-515-12-00	REGULAR SALARIES	7,545.00	
1-0701-515-13-00	PART TIME YEAR ROUND	52,500.00	
1-0701-515-21-00	FICA TAXES	4,456.00	
1-0701-515-22-01	GENERAL EMPLOYEES RET SYS	812.00	
1-0701-515-23-01	POS, EMPLOYEE ONLY	1,741.00	
1-0701-515-23-07	LIFE/AD&D	48.00	
1-0701-515-23-08	DENTAL-ORAL HEALTH SVCS	38.00	
1-0701-515-23-09	VSP-VISION SERVICE PLAN	14.00	
1-0701-515-24-00	WORKER'S COMPENSATION	150.00	
1-0701-515-40-00	TRAVEL AND PER DIEM	1,500.00	
	00100 TRAVEL AND PER DIEM		1,500.00
1-0701-515-41-01	TELEPHONE	163.00	
	00100 TELEPHONE		163.00
1-0701-515-41-03	POSTAGE	819.00	
	00100 POSTAGE		819.00
1-0701-515-41-06	INTERNET ACCESS	1,265.00	
	00100 INTERNET ACCESS		1,265.00
1-0701-515-45-30	LIABILITY INSURANCES	1,361.00	
	00100 LIABILITY INSURANCES		1,360.00
1-0701-515-47-00	PRINTING AND BINDING	200.00	
	00100 PRINTING AND BINDING		200.00
1-0701-515-51-00	OFFICE SUPPLIES	200.00	
	00100 OFFICE SUPPLIES		200.00
1-0701-515-54-00	DUES, MEMBERSHIPS, SUBS	425.00	
	00100 DUES, MEMBERSHIP, SUBS		425.00
1-0701-515-58-00	EDUCATION AND TRAINING	1,000.00	
	00100 EDUCATION AND TRAINING		1,000.00
* Total Accounts for this Budget Level	18	74,237.00	

Basis for FY 2016-17 Salary Projection

Base Salary for each position:

Adjustment includes:

Max Annual merit increase for position

Cost of living Adjustment

CPI for all urbans (Apr to Apr)

Estimate used for COLA Projection

Calculations is based upon current earnings at 2,080 hours

0.0%

0.0%

0.00%

3.00% *to be effective on 10-01-2016*

::

City of Miami Springs											
Department: PLANNING & ZONING											
Position (paygrade)	Employee Name	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/16	Date of Annual Review	FY 16-17 Projected Merit Increase	3% COLA Increase	Longevity	FY 2016-17 Projection
Planning Director-PG44	C Heid	PT	1	1	0	50,970		\$0	\$1,529	\$0	\$52,500
Administrative Asst I-PG22	Juan Garcia	FT	0.25	0.25	0	7,325	n/a	\$0	\$220	\$0	\$7,545
Total projections			1.3	1.3	0	58,295		\$0	\$1,749	\$0	\$60,044

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Prepared: 7/15/16, 11:25:45
Program: GM217L

City of Miami Springs
Budget Level Report

Page 2

Fiscal Year . . : 2016
Budget Level . . : BUDG
Description . . :

DEPARTMENTAL INPUT
Account # Description

Budget Amount
----- Misc. Info -----

1-0901-519-91-06	TRANSFERS TO SENIOR CTR F	177,646.00
1-0901-519-91-12	TRF TO DEBT SERVICE	1,260,121.00
* Total Accounts for this Budget Level	2	1,437,767.00

8-6

CITY OF MIAMI SPRINGS
BUILDING CODE COMPLIANCE DEPARTMENT

FY 2014-15
BUDGET

BUILDING REVENUES

Line Item Revenue	FY13-14	FY14-15	FY15-16	FY15-16	FY16-17
	Actual	Actual	AMENDED BUDGET	Actual As of 6/30/16	Budget
Building Permits	414,313	108,265	295,196	87,576	\$ 300,000
Electrical Permits	90,186	59,335	75,000	38,017	\$ 80,000
Plumbing Permits	47,490	31,218	50,000	23,986	\$ 45,000
Roofing Permits	68,744	77,058	60,000	74,109	\$ 65,000
Mechanical Permits	54,504	27,656	20,000	42,348	\$ 40,000
Certification of Completions	3,850	2,440	2,000	1,255	\$ 2,000
Structural Permits	26,260	23,256	20,000	21,552	\$ 20,000
Other Permits	199,419	176,858	195,000	170,668	\$ 200,000
Application Fees	-	-	-	10,750	\$ 15,000
POD Permit fees	1,350	1,625	1,000	875	\$ 1,000
	906,116	507,711	718,196	471,136	768,000

#REF!

PLANNING AND ZONING FEES

Line Item Revenue	FY13-14	FY14-15	FY15-16	FY15-16	FY16-17
	Actual	Actual	AMENDED BUDGET	Actual As of 6/30/16	Budget
Zoning Review Fes	30,053	35,600	35,000	29,000	\$ 35,000
Board Fees	8,460	11,170	12,000	2,610	\$ 12,000
Miscellaneous Fees	4,000	-	-	520	\$ 1,000

80000

11350

6000

97350

SECTION 9

Miami Springs Police Department

Mission Statement

Our mission is the reduction of crime and the improvement of the quality of life. In accomplishing these goals, personal service will be our commitment, honor and integrity our mandate. We respect the dignity and personal liberties of all people. We strive to maintain a partnership with the community to ensure that Miami Springs remains a place where people can live and work safely, without fear.

Police Department

The Police Department is responsible for protecting the lives and property of the residents, businesses and visitors of the City. The Department preserves the peace, prevents crime, detects and arrests offenders, regulates and controls traffic and enforces all related federal, state, county, local and other regulatory rules, regulations, laws and ordinances.

The department is also responsible, both through the General and Law Enforcement Trust Funds, to operate the Community Policing Office (CPO), the School Crossing Guard program, the operation of the Red Light Camera System, and other special law-enforcement programs related to the Department of Justice and other agencies.

Additionally, the department works closely with other regional agencies to ensure that public safety matters are addressed and implements specialized enforcement efforts including HIDTA, FBI's ICAC, SLOT, CST & multi-agency TRT.

Goals

Enhance and continue efforts to deliver "Personalized Police Service" to the City of Miami Springs.

Become more involved in Community Policing to further the relationship between the police and citizens of the community.

Improve Department efficiency through the increased use of digital technology and internet communications.

Increase "Homeland Security" efforts.

Provide an assigned vehicle for every officer.

Provide an assigned laptop computer for every officer.

Reduction of vehicle burglaries at commercial business parking lots.

Increase public awareness of crime prevention.

Reduce speeding infractions in residential and commercial areas.

Implement a Defensive Tactics Training Program.

Objectives

Increase the commitment to addressing the growing traffic problems and the many legitimate complaints made by residents and enhance the ability to provide traffic safety in the community.

Continue commitment to combating the drug problem through interagency cooperation by the assignment of a Police Officer to the South Florida High Intensity Drug Trafficking Area (HIDTA Program)/South Florida Money Laundering Strike Force.

Objectives (continued)

Utilize grants and alternate funding sources to facilitate additional training and equipment to enhance terrorism preparedness, and active shooter response.

Improve communications/networking with other government agencies involved in "Homeland Security" through participation in various task forces and utilization of advanced communication technology.

Increase area checks and CST activity in commercial areas to combat vehicle thefts and burglaries.

Increase the number of STEPs conducted by Officers to decrease the number of speeders and speeding complaints.

Continue to issue monthly press releases and public safety announcements through all communication outlets.

2015-16 Accomplishments

Purchased and installed a recorder for the Police phone lines.

Purchased 6 new rugged laptops for use in patrol vehicles.

Hosted 4 "community shred day" events.

Upgraded the Sergeants' offices in the squad room so that each Sergeant has his own desk enclosed for privacy when necessary.

Became involved in a SRT/Multi Agency Tactical Response Team.

Upgraded and separated the Police phone system to meet State guidelines (the City and Police phones used to be comingled).

Completely rewired the Community Police Office for network and phone.

Trained 7 Officers in C.I.T. (Crisis Intervention Techniques).

Implemented a new D.A.R.E program for the Seventh Day Adventist and All Angels Academy 4th, 5th and 6th graders.

Coordinated with McDonalds and had a "Coffee with a Cop" event. More events are scheduled.

Continuing accreditation for Miami Springs Police Department through the Florida Police Accreditation Commission.

Assigned a Detective to the South Florida Money Laundering Strike Force.

CPO personnel hosted the National Crime Prevention Night Out at Prince Field.

Police Department

2015-16 Accomplishments (continued)

Participated in a Safe Bicycling Event sponsored by Boy Scout Troop 334.

Recently purchased a Mobile Automated License Plate Reader.

Hired six Officers, promoted a Captain, two Lieutenants and four Sergeants.

Sent command staff to several executive development training courses and seminars with the FBI, Police Executive Research Forum, and Southern Police Institute Executive Officers Course.

Became a member of the South Florida Money Laundering Strike Force Steering Committee.

Became a member of the Florida Criminal Justice Standard Training Council for Region 14.

Became a member of the Miami-Dade School of Justice Training Advisory Committee.

FY 2016-17 Budget Highlights

- The FY2016-17 budget is \$5,835 or a 0.1% decrease from the prior year. The following are some key items included in the proposed budget:
 1. Increase of 2% for pay raise in accordance to FOP contract. Budget also includes \$10,000 in order to decrease officer pension contribution to 15% for FY 2016-17 since rate was set to increase to 15.5% next year.
 2. Increase in capital expenditures since this year we are requesting four unmarked cars and additional upgraded technology.
 3. Budget includes \$68,870 in payouts due to retirement.
 4. Increase of \$20,000 in legal fees to cover costs associated with the FOP contract negotiations next year.
 5. Addition of a part time clerical assistant.
 6. Creation of a new position within the city pay chart of a "Police Recruit" for those police candidates that the Department puts through the Academy.
- Budget Summary:

Budgeted Revenues	\$ 467,000 (includes \$350,000 in red light)
Budgeted Expenditures	<u>\$ 6,429,630</u>
Net cost of Department	<u>\$5,962,630</u>
- Budget includes \$116,000 for four new unmarked cars with equipment, \$19,994 in building improvements, \$22,294 for a stationary automated license plate reader for the incoming bridge, and \$10,000 for two new speed detection devices, updated laptops for Detectives and Lieutenants, and \$11,920 for other equipment

**CITY OF MIAMI SPRINGS
POLICE DEPARTMENT BUDGET
FISCAL YEAR ENDING 9/30/17**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2013-14 ACTUALS	FY2014-15 ACTUALS	FY2015-16 AMENDED BUDGET	FY2016-17 Departmental Request	Dollar Increase (Decrease)	YTD ACTUALS AS OF 6/30/16
POLICE							
001-2001-521.11-00	EXECUTIVE SALARIES	440,725	479,365	575,945	485,565	(90,380)	396,760
001-2001-521.12-00	REGULAR SALARIES	2,521,970	2,678,432	2,732,676	2,664,929	(67,747)	1,870,477
001-2001-521.12-01	POLICE DEPT. CIVILIANS	457,164	392,278	445,734	490,916	45,182	264,137
001-2001-521.13-00	PART TIME YEAR ROUND	46,876	35,582	52,377	75,134	22,757	29,660
001-2001-521.14-00	OVERTIME	77,009	63,708	90,000	95,000	5,000	72,579
001-2001-521.14-02	OVERTIME-RED LIGHT HEARINGS	2,447	3,383	6,000	5,000	(1,000)	2,812
001-2001-521.15-00	SPECIAL PAY	35,150	33,840	37,000	36,000	(1,000)	24,585
001-2001-521.21-00	SOCIAL SECURITY TAXES	269,717	271,359	301,619	294,720	(6,899)	199,645
001-2001-521.22-01	GENERAL PENSION	53,981	61,987	52,254	48,813	(3,441)	42,676
001-2001-521.22-02	POLICE PENSION	654,800	659,125	695,582	675,000	(20,582)	600,851
001-0201-512.22-04	401A ICMA RETIREMENT TRST			15,724	16,498	774	11,903
	TOTAL MEDICAL INSURANCE	446,371	502,815	455,618	524,923	69,305	353,637
001-2001-521.24-00	WORKER'S COMPENSATION	197,176	366,438	235,390	265,541	30,151	274,517
001-2001-521.25-00	UNEMPLOYMENT COMPENSATION	2,797	2,992	-	-	-	38
001-2001-521.31-00	PROFESSIONAL SERVICES	10,623	12,784	13,055	14,850	1,795	6,646
001-2001-521.31-17	LEGAL	33,457	7,308	10,000	30,000	20,000	3,071
001-2001-521.34-00	OTHER CONTRACTUAL SERVICE	5,706	7,824	11,643	9,746	(1,897)	9,259
001-2001-521.40-00	TRAVEL AND PER DIEM	1,589	8,488	6,900	12,375	5,475	6,262
001-2001-521.41-01	TELEPHONE: BASE & LOCAL	4,245	4,693	4,586	5,069	483	3,960
001-2001-521.41-02	CELLULAR TELEPHONE	15,398	10,473	11,000	14,300	3,300	3,523
001-2001-521.41-03	POSTAGE	363	559	415	546	131	273
001-2001-521.41-04	OVERNIGHT-UPS, FEDX	161	439	975	975	-	458
001-2001-521.41-06	INTERNET ACCESS	1,656	2,558	1,561	3,187	1,626	4,977
001-2001-521.44-02	RENTALS-EQUIPMENT	2,854	2,688	5,730	3,620	(2,110)	1,996
001-2001-521.45-10	FLEET MAINTENANCE	75,468	67,718	59,200	72,000	12,800	48,495
001-2001-521.45-30	LIABILITY INSURANCE	79,785	89,747	90,756	94,838	4,082	68,067
001-2001-521.46-00	REPAIRS AND MAINTENANCE	995	4,412	9,000	9,200	200	8,741
001-2001-521.46-03	R & M-EQUIPMENT	21,792	25,036	34,341	38,448	4,107	29,302
001-2001-521.47-00	PRINTING AND BINDING	220	425	1,000	1,150	150	750
001-2001-521.48-00	ADVERTISING AND PROMOTIONS	1,371	3,121	6,125	4,700	(1,425)	3,810
001-2001-521.51-00	OFFICE SUPPLIES	3,848	4,581	5,248	5,200	(48)	3,513
001-2001-521.52-00	OPERATING SUPPLIES	18,221	23,250	27,195	36,745	9,550	22,563
001-2001-521.52-02	FUEL, OILS, LUBRICANTS	75,341	60,028	70,000	70,000	-	34,783
001-2001-521.52-03	UNIFORMS	60,967	76,628	110,041	86,565	(23,476)	79,665
001-2001-521.52-07	TIRES	7,382	7,513	9,500	7,500	(2,000)	3,303
001-2001-521.54-00	DUES, MEMBERSHIPS, SUBS	2,360	2,449	3,075	3,225	150	2,413
001-2001-521.54-10	VEH REGISTRATION & TAG	191	850	1,616	1,500	(116)	489
001-2001-521.58-00	EDUCATION AND TRAINING	16,657	20,179	27,480	45,645	18,165	25,363
001-2001-521.64-00	MACHINERY AND EQUIPMENT	10,758	35,944	81,267	68,208	(13,059)	46,132
001-2001-521.65-00	VEHICLES	84,807	132,531	137,837	112,000	(25,837)	137,837
* POLICE		5,742,398	6,163,530	6,435,465	6,429,630	(5,835)	4,699,928

Fiscal Year . . : 2016
 Budget Level . . : BUDG
 Description . . :

DEPARTMENTAL INPUT		Budget Amount		Misc. Info
Account #	Description			
1-2001-521-11-00	EXECUTIVE SALARIES	485,565.00		
		00100 FIVE (5) SWORN OFFICERS (ADMINISTRATION)	485,565.00	
		00200 -	.00	
1-2001-521-12-00	REGULAR SALARIES	2,664,929.00		
		00100 THIRTY EIGHT (38) SWORN POLICE OFFICERS	2,535,369.00	
		00200 RETIREMENT PAYOUT FOR BUCKNER, CLARK & NAVARRO	68,870.00	
		00300 TWO PROBATIONARY POLICE OFFICERS	60,690.00	
		00400 -	.00	
1-2001-521-12-01	POLICE DEPT. CIVILIANS	490,916.00		
		00100 ELEVEN (11) FULL-TIME CIVILIAN EMPLOYEES	453,416.00	
		00200 TWO (2) POLICE RECRUITS	37,500.00	
		00300 -	.00	
1-2001-521-13-00	PART TIME YEAR ROUND	75,134.00		
		00100 TWO (2) PART-TIME CLERICAL ASSISTANTS	38,062.00	
		00200 TWO (2) PART-TIME PUBLIC SERVICE AIDES	37,072.00	
		00300 -	.00	
1-2001-521-14-00	OVERTIME	95,000.00		
		00100 ESTIMATED OVERTIME EXPENSE	95,000.00	
		00200 -	.00	
1-2001-521-14-02	RED LIGHT HEARINGS	5,000.00		
		00100 RED LIGHT HEARINGS ESTIMATED OVERTIME	5,000.00	
		00200 -	.00	
1-2001-521-15-00	SPECIAL PAY	36,000.00		
		00100 MOTOR PAY FOR FOUR (4) OFFICERS	3,640.00	
		00200 INCENTIVE PAY (EDUCATIONAL & TRAINING SUPPLEMENT)	32,360.00	
		00300 -	.00	
1-2001-521-21-00	SOCIAL SECURITY TAXES	294,720.00		
		00100 BUDGETED BY FINANCE	294,720.00	
		00200 -	.00	
1-2001-521-22-01	GENERAL	48,813.00		
		00100 BUDGETED BY FINANCE	48,813.00	
		00200 -	.00	
1-2001-521-22-02	POLICE	675,000.00		
		00100 BUDGETED BY FINANCE	675,000.00	
		00200 -	.00	
1-2001-521-22-04	PENSION	16,498.00		
		00100 401A ICMA RETIREMENT TRUST BUDGETED BY FINANCE	16,498.00	
		00200 -	.00	
1-2001-521-23-01	POS, EMPLOYEE ONLY	486,291.00		
		00100 BUDGETED BY FINANCE	486,291.00	
		00200 -	.00	
1-2001-521-23-07	LIFE/AD&D	21,929.00		
		00100 BUDGETED BY FINANCE	21,929.00	
		00200 -	.00	
1-2001-521-23-08	DENTAL - OHS - EMPLOYEE	12,872.00		
		00100 BUDGETED BY FINANCE	12,872.00	
		00200 -	.00	
1-2001-521-23-09	VSP - VISION - EMPLOYEE	3,831.00		
		00100 BUDGETED BY FINANCE	3,831.00	
		00200 -	.00	

Fiscal Year . . : 2016
Budget Level . . : BUDG
Description . . :

DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
1-2001-521-24-00	WORKER'S COMPENSATION	265,541.00	
	00100 BUDGETED BY FINANCE		265,541.00
	00200 -		.00
1-2001-521-31-00	PROFESSIONAL SERVICES	14,850.00	
	00100 K-9 VETERINARY CARE FOR TWO POLICE DOGS		7,200.00
	00200 BOARDING OF K-9'S AS NEEDED		995.00
	00300 BIOHAZARD CLEAN UP FOR POLICE VEHICLES AND CELLS		2,000.00
	00400 STATE ATTORNEY'S OFFICE (ORDINANCE PROSECUTION)		500.00
	00500 MIA-DADE CO ASSC CHIEFS OF POL COURT STAND-BY PROG		1,205.00
	00600 SUBPOENA PHONE RECORDS		250.00
	00700 E-NOTIFY PROGRAM (ELECTRONIC COURT SUBPOENA SYS)		1,100.00
	00800 RECORDS STORAGE (OFF PROPERTY)		1,600.00
	00900 -		.00
1-2001-521-31-01	LEGAL	30,000.00	
	00100 LEGAL SVCS AS NEEDED (PENSION, LABOR, FOP, ETC.)		30,000.00
	00200 -		.00
1-2001-521-34-00	OTHER CONTRACTUAL SERVICE	9,746.00	
	00100 MANDATORY RANGE RENTAL (FIREARMS QUALIFYING)		5,600.00
	00200 VEHICLE GRAPHICS FOR MARKED UNITS/REPAIRS		2,000.00
	00300 PUBLIC ENGINES (CRIME REPORTS ONLINE SEARCH)		706.00
	00400 TRANSUNION ONLINE INVESTIGATIVE SYSTEM (\$120/MO)		1,440.00
	00500 -		.00
1-2001-521-40-00	TRAVEL AND PER DIEM	12,375.00	
	00100 SUNPASS TRANSPONDERS FOR UNMARKED POLICE VEHICLES		1,200.00
	00200 LODGING, FUEL, PARKING, TOLLS, MEAL ALLOWANCE,		.00
	00300 CAR RENTAL, COMMERCIAL AIR FARE FOR TRAINING,		.00
	00400 INVESTIGATIONS, APPLICANTS/BACKGROUND CHECKS		.00
	00500 CJIS USERS CONFERENCE (COMM SUPV & DISPATCHER II)		1,025.00
	00600 TASER INSTRUCTOR CERTIFICATION & RECERTIFICATION		1,000.00
	00700 FLORIDA POLICE CHIEFS ASSOC ANNUAL MEETING		1,200.00
	00800 FBINAA FLORIDA CONFERENCE FOR CHIEF OR CAPT		850.00
	00900 IACP CONF IN SAN DIEGO 10/16 CHIEF & CAPT		4,500.00
	01000 ANNUAL PERF CONFERENCE FOR CHIEF		1,800.00
	01100 FLORIDA POLICE MEMORIAL (TWO OFFICERS)		800.00
	01200 -		.00
1-2001-521-41-01	TELEPHONE: BASE & LOCAL	5,069.00	
	00100 BUDGETED BY FINANCE		5,069.00
	00200 -		.00
1-2001-521-41-02	CELLULAR TELEPHONE	14,300.00	
	00100 CELLULAR PHONE CHARGES FOR 10 PHONES		3,500.00
	00200 VERIZON MI-FI FOR MOBILE CONNEX (21 MI-FI, 4 ACCT)		.00
	00300 @ \$36/EA (25 X \$36 = \$900/MO X 12 MOS)		10,800.00
	00400 -		.00
1-2001-521-41-03	POSTAGE	546.00	
	00100 BUDGETED BY FINANCE		546.00
	00200 -		.00
1-2001-521-41-04	OVERNIGHT-UPS, FEDX	975.00	
	00100 OVERNIGHT SERVICES (FEDEX, UPS, DHL, USPS)		975.00
	00200 -		.00
1-2001-521-41-06	INTERNET ACCESS	3,187.00	

Fiscal Year . . : 2016
 Budget Level . . : BUDG
 Description . . :

DEPARTMENTAL INPUT		Budget Amount		Misc. Info
Account #	Description			

		00100	BUDGETED BY FINANCE	1,627.00
		00200	COMCAST CONFIDENTIAL IP ADDRESS & SVC (\$130/MO)	1,560.00
		00300	-	.00
1-2001-521-44-02	EQUIPMENT		3,620.00	
		00100	TOSHIBA COPIER LEASE/USAGE COMMUNICATIONS \$125/MO	1,500.00
		00200	TOSHIBA COPIER LEASE/USAGE ADMIN & INVEST \$135/MO	1,620.00
		00300	MISC EQUIP RENTAL	500.00
		00400	-	.00
1-2001-521-45-10	FLEET MAINTENANCE		72,000.00	
		00100	WILFREDO AGUERO POLICE CARS/MOTORCYCLES WASHES	5,000.00
		00200	SUNOCO CAR WASHES @ \$5/CAR	1,500.00
		00300	NEW EQUIPMENT, CHANGEOVER & INSTALLATION OF EQUIP	4,000.00
		00400	REPLACE EMERGENCY EQUIPMENT (AS NEEDED)	4,000.00
		00500	VEHICLE WINDOW TINTING FOR NEW & EXISTING VEHICLES	2,000.00
		00600	POLICE FLEET MAINTENANCE FOR APPROXIMATELY	55,500.00
		00700	-	.00
1-2001-521-45-30	RISK MANAGEMENT		94,837.00	
		00100	BUDGETED BY FINANCE	94,838.00
		00200	-	.00
1-2001-521-46-00	REPAIRS AND MAINTENANCE		9,200.00	
		00100	RADIO REPAIR AND MAINTENANCE	8,200.00
		00200	ANTENNA REPAIR	600.00
		00300	OFFICE EQUIPMENT REPAIR AND MAINTENANCE	400.00
		00400	-	.00
1-2001-521-46-03	EQUIPMENT		38,448.00	
		00100	USA SOFTWARE-POLICE RMS SOFTWARE SUPP INC UPGRADE	19,614.00
		00200	MTS IMAGING SYS OF FLA - OPTICAL IMAGING	1,750.00
		00300	RADAR CALIBRATION, CERTIFICATION & REPAIRS	1,900.00
		00400	VEHICLE LAPTOP MOUNTS & EMERGENCY EQUIP REPAIR	1,700.00
		00500	RADIO ANTENNAS FOR POLICE VEHICLES	800.00
		00600	ANTIVIRUS PRODUCT/SPAM PROTECTION	4,000.00
		00700	CISCO FIREWALL	600.00
		00800	ANNUAL POWER DMS.COM HOSTED SUBSCRIPTION FEE	4,424.00
		00900	MOBILE AUTO LICENSE PLATE READER MAINTENANCE	1,360.00
		01000	VERSADIAL CALL LOG RECORDER ANNUAL SUPPORT	2,300.00
		01100	-	.00
1-2001-521-47-00	PRINTING AND BINDING		1,150.00	
		00100	POLICE UNIFORM REPORTS FROM MIAMI-DADE COUNTY	600.00
		00200	CASE CARDS, BUSINESS CARDS, DECAL, STATIONARY, ETC	550.00
		00300	-	.00
1-2001-521-48-00	PROMOTIONS		4,700.00	
		00100	RESPECT FOR LAW DINNER MAY 2017	1,500.00
		00200	ANNUAL DADE COUNTY CHIEFS OF POLICE DINNER	1,500.00
		00300	MUTUAL AID LUNCHEON MEETINGS (2 @ 600/EA)	1,200.00
		00400	SPORTING EVENTS WITH MEDLEY POLICE DEPT	500.00
		00500	-	.00
1-2001-521-51-00	OFFICE SUPPLIES		5,200.00	
		00100	OFFICE SUPPLIES FOR POLICE DEPARTMENT	5,200.00
		00200	-	.00
1-2001-521-52-00	OPERATING SUPPLIES		36,745.00	

Fiscal Year . . : 2016
 Budget Level . . : BUDG
 Description . . :

DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
		00100	SIX NEW DIGITAL CAMERAS & VOICE RECORDERS FOR DB 1,300.00
		00200	MRE MEALS FOR HURRICANE SEASON, PRACTICE & ISSUE .00
		00300	AMMUNITION FOR GLOCKS & CARBINES, TARGETS FOR GUN .00
		00400	RANGE QUALIFYING/CERTIFICATION, VEHICLE EQUIPMENT .00
		00500	(BLANKETS, GLOVES, DISINFECTANT, FLARES, LOCK-OUT .00
		00600	KITS, FIRST AID KITS & FIRE EXTINGUISHERS), .00
		00700	FLASHLIGHTS, TRAFFIC CONTROL EQUIPMENT, FLEX CUFFS .00
		00800	DRUG TEST KITS, DNA KITS, PROCESSING SUPPLIES FOR .00
		00900	INVESTIGATIONS, FINGERPRINTING SUPPLIES, CHEMSWAB .00
		01000	FOR TASER CLEANING/MAINTENANCE, DISINFECTANT & .00
		01100	CLEANING SUPPLIES, K-9 SUPPLIES & DOG FOOD, SMALL .00
		01200	OFFICE FURNITURE & EQUIPMENT, EVIDENCE TAPE, CRIME .00
		01300	SCENE TAPE, EVIDENCE BAGS & BOXES, MICROPHONES, .00
		01400	MEDICAL MASKS, SAFETY GLASSES, COMPUTER SOFTWARE/ .00
		01500	UPGRADES & EQUIPMENT, BOTTLED WATER SERVICE, LATEX .00
		01600	GLOVES, PRINTERS, ALUMINUM SIGNS, RADIO BATTERIES, .00
		01700	BICYCLE PATROL EQUIPMENT (HELMET, BIKE RACKS, BIKE .00
		01800	BIKE REPAIRS & MAINTENANCE), EMERGENCY HAMMERS, .00
		01900	POLICE BOAT EQUIPMENT, REPLACEMENT BATTERY .00
		02000	CARTRIDGES FOR APC BACK UPS, HEARTSMART PADS & .00
		02100	BATTERIES FOR AED MACHINES, LAPTOP COMPUTER BATT, .00
		02200	POWER ADAPTOR KITS, LED POLICE BIKE LIGHTS & SIREN .00
		02300	SYSTEM, SRT EQUIPMENT, NEW PRINTERS FOR COMM & ADM 27,000.00
		02400	PROXIMITY CARDS, ID CARD HOLDERS & HEAVY-DUTY 1,000.00
		02500	RETRACTABLE BADGE REELS, HEADSET EAR PCS FOR DISP 400.00
		02600	NEW LED SPOTLIGHT BULBS (12 VEH @ \$172.50/EA) 2,070.00
		02700	LAPTOP COMPUTERS FOR 3 LTS. & REQ. SOFTWARE 2,925.00
		02800	TOURNIQUET, COMBAT APPLICATION & HOLDERS, BANDAGES 2,050.00
		02900	- .00
1-2001-521-52-02	FUEL, OILS, LUBRICANTS	70,000.00	
		00100	ESTIMATED \$2.40/GALLON 70,000.00
		00200	MOTORCYCLE GASOLINE (PREMIUM) .00
		00300	- .00
1-2001-521-52-03	UNIFORMS	86,565.00	
		00100	POLICE UNIFORMS: RAINCOATS W/HOODS, TRAFFIC SAFETY .00
		00200	VESTS NAME BARS, CAPS, T-SHIRTS, JACKETS, TROUSERS .00
		00300	S/S CLASS B UNIFORM, L/S CLASS A UNIFORM, DRESS .00
		00400	HATS W/HAT BADGE & EXPANSION HAT STRAP, ETC. 24,000.00
		00500	UNIFORM CLEANING ALLOWANCE PER CITY/FOP AGREEMENT: .00
		00600	(\$135/EA UNIFORM OFFICER QUARTERLY - 38 OFFICERS) .00
		00700	(\$149.75/EA DETECTIVE QUARTERLY - 4 DET, 1 SGT) .00
		00800	(\$135/EA FOR F/T CIVILIAN PERSONNEL) .00
		00900	CONTRACTUAL OBLIGATION UNIFORM ALLOWANCE 27,665.00
		01000	UNIFORM EQUIPMENT REIMB PER CITY/FOP CONTRACT: .00
		01100	\$300/EA X 43 SWORN OFFICERS 12,900.00
		01200	BODY ARMOR REPLACEMENT \$500/EA PER FOP CONTRACT 6,000.00
		01300	MOTORCYCLE OFFICERS, BREECHES, BOOTS, JACKETS, .00
		01400	RAINSUITS, HELMETS, DUTY LEATHER, CLASS A ASCOT .00
		01500	& SHOULDER BRAIDS, POLO SHIRTS FOR TRAINING 9,000.00
		01600	K-9, CST, TRT & BICYCLE UNIFORMS 3,000.00

Fiscal Year . . : 2016
 Budget Level . . : BUDG
 Description . . :

DEPARTMENTAL INPUT		Budget Amount		Misc. Info
Account #	Description			
1-2001-521-52-07	TIRES	01700	UNIFORM PATCHES, LEATHER & WEB GEAR, HONOR GUARD	.00
		01800	UNIFORMS, EQUIPMENT & SUPPLIES, PINS, BADGES,	.00
		01900	HELMET BADGES, RUBBER BOOTS, GUN HOLSTERS, TASER	.00
		02000	HOLSTERS, POLICE ACADEMY UNIFORMS, ETC.	4,000.00
		02100	-	.00
			7,500.00	
1-2001-521-54-00	DUES, MEMBERSHIPS, SUBS	00100	ESTIMATED TIRE USAGE/EXPENSE FOR POLICE VEHICLES	7,500.00
		00200	(BASED ON FY15/16 USAGE & COSTS-ADD'L VEHICLES)	.00
		00300	-	.00
			3,225.00	
1-2001-521-54-10	VEH REGISTRATION & TAG	00100	PERF MEMBERSHIP FOR CHIEF GUZMAN	250.00
		00200	IACP MEMBERSHIP FOR GUZMAN, MULLA, DEAL & GURNEY	700.00
		00300	FLA-PAC ANNUAL MEMBERSHIP DUES FOR MSPD	100.00
		00400	FLORIDA LAW ENFORCEMENT HANDBOOKS (50 COPIES)	1,000.00
		00500	MIA DADE CO ASSOC OF CHIEFS OF POLICE CHIEF & CAPT	500.00
		00600	MIAMI HERALD SUBSCRIPTION FOR CHIEF GUZMAN	325.00
		00700	LANGUAGE LINE SERVICES SUB FOR EMERG TRANSLATION	50.00
		00800	MISCELLANEOUS OR NEW SUBSCRIPTIONS	300.00
		00900	-	.00
			1,500.00	
1-2001-521-58-00	EDUCATION AND TRAINING	00100	NEW TAGS, TAG RENEWALS FOR MARKED & UNMARKED	.00
		00200	POLICE VEHICLES, TAG TRANSFERS	1,500.00
		00300	-	.00
			45,645.00	
1-2001-521-64-00	MACHINERY AND EQUIPMENT	00100	TASER TRAINING SMART CARTRIDGES & TARGETS	9,995.00
		00200	TASER INSTRUCTOR CERTIFICATION	870.00
		00300	TUITION REIMBURSEMENT FOR POLICE OFFICERS	10,000.00
		00400	CVSA RECERTIFICATION FOR DETECTIVES	1,000.00
		00500	911 PUBLIC SAFETY COMMUNICATOR ONLINE COURSE/TEST	2,700.00
		00600	PROMOTIONAL EXAM MATERIALS	3,000.00
		00700	TUITION FOR TWO (2) RECRUITS TO POLICE ACADEMY	15,000.00
		00800	ONGOING EDUCATIONAL AND ACCREDITATION TRAINING	2,000.00
		00900	POLICE LEGAL SCIENCES SCENARIO BASED TRNG-DISPATCH	1,080.00
		01000	-	.00
			68,208.00	
1-2001-521-65-00	VEHICLES	00100	FOUR (4) VEHICLE STORAGE BOXES \$ 1,000/EA	4,000.00
		00200	TWO (2) SPEED DETECTION DEVICES \$2,500/EA	5,000.00
		00300	STATIONARY TWO-CAMERA AUTOMATED LICENSE PLATE	.00
		00400	READER W/SOFTWARE AND ACCESSORIES	22,294.00
		00500	FOUR (4) LAPTOP COMPUTERS W/SOFTWARE	5,000.00
		00600	K-9 BITE SUIT FOR TRAINING	1,500.00
		00700	TWO HEARTSMART AUTOMATED EXTERNAL DEFIBRILLATORS	2,820.00
		00800	POLE-MOUNTED PORTABLE RADAR SPEED SIGN W/DATA REC.	3,600.00
		00900	DUCTLESS SPLIT A/C SYSTEM FOR POLICE DEPT	7,994.00
		01000	REMODEL/UPDATE FURNITURE & CUBICLES IN DET BUREAU	12,000.00
		01100	FOUR (4) MOBILE TABLET WRITERS FOR MOTOR OFFICERS	4,000.00
		01200	-	.00
			112,000.00	
		00100	FOUR UNMARKED VEHICLES FOR DETECTIVES	100,000.00
		00200	EMERGENCY EQUIPMENT-UNMARKED CARS (4 @ \$3,000/EA)	12,000.00

Prepared: 7/15/16, 11:28:04
Program: GM217L

City of Miami Springs
Budget Level Report

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Fiscal Year . . : 2016
Budget Level . . : BUDG
Description . . :

DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
		00300 -	.00
* Total Accounts for this Budget Level	42	6,429,630.00	

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FY 2016/2017 Police Dept. Salary Projection

#	Name	Position	Hire Date	FYE 2015 Base Pay	Pay Grade	Lngvty	Prem. Pay	Motor Pay	Pay Out	Merit	Incentive Pay	Shift Different	Next Merit	Next Long.	FYE 2016 Total	Less Special Pay (motor+incent)
Sworn: (2% COLA)																
Administration																
Note: "Pay Grades" are as of: 10/01/2016																
1	Guzman, A.	Chief	01/05/15	\$104,040	50P	\$0				\$5,202	\$1,560			01/05/23	\$110,802	
2	Mulla, J.	Captain	12/10/90	\$97,643	46+P/L4	\$1,750				\$1,465	\$480		1/11/17	n/a	\$101,338	
3	Deal, J.	Lieutenant	04/06/94	\$91,547	44+P/L4	\$1,750				\$935	\$960		6/22/17	n/a	\$95,192	
4	Gurney, C.	Lieutenant	11/14/01	\$87,187	44+P/L3	\$1,500				\$3,270	\$1,440		1/11/17	11/14/21	\$93,397	
5	Open	Lieutenant	10/01/16	\$87,187	44+P/L2	\$1,000				\$1,090	\$1,440		10/1/17		\$90,717	
				\$467,604			\$0		\$0		\$5,880			Total:	\$491,445	\$485,565
Contract																
6	Perez, F.	Sergeant	01/26/05	\$83,035	S/8+P/L2	\$1,000					\$480			11/18/17	\$84,515	
7	Nunez, C.	Sergeant	06/27/05	\$79,082	S/6+P/L2	\$1,000				\$0	\$840	\$1,200	09/28/17	06/27/20	\$82,122	
8	Sandoval, A.	K-9 Sergeant	11/13/02	\$79,082	S/6+K9+P/L2	\$1,000	\$5,931				\$1,440	\$2,000	09/28/17	11/13/17	\$89,453	
9	Estok, E.	Sergeant	08/11/03	\$75,361	S/5+P/L2	\$1,000				\$2,826	\$840	\$1,000	1/11/17	08/11/18	\$81,027	
10	Open	Sergeant	10/01/16	\$75,361	S/5+P/L?	\$1,500					\$1,560	\$1,200	10/01/17	11/16/18	\$79,621	
11	Bente, D.	Detective	09/09/94	\$71,801	8+DB+P/L4	\$1,750	\$3,590				\$1,560			n/a	\$78,701	
12	Tamargo, R.	Detective	12/22/03	\$71,801	8+DB+P/L2	\$1,000	\$3,590				\$1,560			12/22/18	\$77,951	
13	Barrios, R.	Detective	11/03/98	\$71,801	8+DB+P/L3	\$1,500	\$3,590				\$1,440			11/03/18	\$78,331	
14	Lopez, E.	Detective	01/04/16	\$59,028	4+DB	\$0	\$2,951			\$2,214	\$480			01/04/24	\$64,673	
15	Schubert, C.	Officer/Mcy	02/27/89	\$71,801	8+MC+P/L4	\$1,750		\$910			\$480			n/a	\$74,941	
16	Collins, J.	Officer/Mcy	07/12/99	\$71,801	8+MC+P/L3	\$1,500		\$910			\$1,200			07/12/19	\$75,411	
17	Buckner, R.	Officer/Mcy	09/15/08	\$29,917	8+MC+P/L2	\$0		\$379	\$11,376		\$200	\$250		n/a	\$42,122	2/28/2017
17a	Open 3/1/17	Officer/Mcy	03/01/17	\$40,000	7+P/L1	\$500		\$531			\$400	\$350		09/28/17	\$41,781	
18	Ferreiro, J.	Officer/Mcy	06/23/08	\$71,801	8+MC+P/L1	\$500		\$910			\$600	\$600		06/23/18	\$74,411	
19	Cates, D.	Officer K-9	11/02/98	\$71,801	8+K9+P/L3	\$1,500	\$5,385				\$960			11/02/18	\$79,646	
20	Clark, J.	Officer	01/11/88	\$35,901	8+P/L4	\$1,750			\$39,107		\$360			n/a	\$77,118	3/30/2017
20a	Open 4/1/17	Officer	04/01/17	\$30,000											\$30,000	
21	Navarro, C.	Officer	09/14/92	\$71,801	8+P/L4	\$1,750			\$18,387		\$1,560			n/a	\$93,498	9/30/2017
22	Fetters, G.	Officer	06/22/98	\$71,801	8+P/L3	\$1,500					\$480			06/22/18	\$73,781	
23	Simon, J.	Officer	10/26/98	\$71,801	8+P/L3	\$1,500					\$1,560	\$200		10/26/18	\$75,061	
24	Capote, J.	Officer	04/30/03	\$71,801	8+P/L4	\$1,500					\$480	\$200		11/12/21	\$73,981	
25	Irizarry, J.	Officer	12/15/03	\$71,801	8+P/L2	\$1,000					\$720	\$1,000		12/15/18	\$74,521	
26	Robbins, J.	Officer	04/10/06	\$71,801	8+P/L2	\$1,000					\$240			04/10/21	\$73,041	
27	Hall, J	Officer	12/11/06	\$71,801	8+P/L2	\$1,000					\$480	\$1,000		12/11/21	\$74,281	
28	Pacheco, J.	Officer	05/23/08	\$71,801	8+P/L2	\$1,000					\$480	\$0		10/04/19	\$73,281	
29	Mulet, C.	Officer	12/08/08	\$71,801	8+P/L3	\$1,500					\$480	\$1,800		06/03/17	\$75,581	
30	Lopez, T.	Officer	11/02/09	\$71,801	8 + P/L1	\$0					\$720	\$1,000		11/02/17	\$73,521	
31	Figueredo, N.	Officer	09/28/09	\$68,384	7 + P/L1	\$500				\$1,710	\$240	\$1,800	03/31/17	09/28/17	\$72,634	
32	Castillo, M.	Officer	11/16/10	\$65,126	6	\$0				\$814	\$1,440	\$1,000	06/29/17	11/16/18	\$68,380	
33	Dweck, C.	Officer	12/13/10	\$65,126	6	\$0				\$814	\$0	\$1,000	06/29/17	12/13/18	\$66,940	
34	Castillo, R.	Officer	12/24/12	\$59,028	4	\$0				\$738	\$600	\$1,500	06/26/17	12/24/20	\$61,866	
35	Nickerson, B.	Officer	06/02/14	\$53,499	2	\$0				\$2,452	\$0	\$1,400	11/17/16	06/02/22	\$57,351	
36	Neto, L.	Officer	11/17/14	\$53,499	2	\$0				\$2,452	\$0	\$700	11/17/16	11/17/22	\$56,651	
37	Garcia, M.	Officer	09/28/15	\$56,237	3	\$0				\$0	\$240	\$800	09/28/17	09/28/23	\$57,277	
38	Martinez, D.	Officer	09/28/15	\$53,499	2	\$0				\$0	\$360	\$1,500	09/28/17	09/28/23	\$55,359	

FY 2016/2017 Police Dept. Salary Projection

39	Dominugez, E.	Officer	12/07/15	\$53,499	2	\$0				\$2,229	\$480	\$1,500	12/07/16	12/07/23	\$57,708
40	Llorens, A.	Officer	12/07/15	\$50,965	1	\$0				\$2,124	\$0	\$700	12/07/16	12/07/23	\$53,789
41	Castillo, J.	Officer	11/13/15	\$50,965	1	\$0				\$849	\$0	\$700	05/27/17	11/13/23	\$52,514
42	Dweck, J.	PPOfficer	03/01/17	\$29,730	1	\$0				\$0	\$0	\$750	04/01/18	04/01/25	\$30,480
43	Vargas, A.	PPOfficer	03/01/17	\$29,730	1	\$0				\$0	\$0	\$750	04/01/18	04/01/25	\$30,480
				\$2,496,671		\$29,500	\$25,037	\$3,640	\$68,870	\$19,221	\$24,960	\$25,900	Total:		\$2,693,799

\$2,665,199

Civilian Police Recruits:

42	Dweck, J.	Police Recruit	10/01/16	\$18,750	37	\$0									\$18,750
43	Vargas, A.	Police Recruit	10/01/16	\$18,750	37	\$0									\$18,750
													Total:		\$37,500

\$3,222,744

Civilians: (3% COLA)

Communications/Records/Clerical		Base	Training Pay	Pay Grade	Lngvty	Shift Different	Next Merit	Next Long.							
1	Michael, T.	Comm. Sup.	07/14/03	\$53,170		26+L2	\$1,000			\$0		\$0		7/14/18	\$54,170
2	Duberry, S.	Dispatcher II	12/22/03	\$48,333		21+L2	\$1,000			\$0		\$0		12/22/18	\$49,333
3	Romeo, A.	Dispatcher I	02/23/15	\$33,671	\$842	19	\$0			\$0		\$0		2/23/23	\$34,513
4	Mendoza, L.	Dispatcher I	03/23/15	\$33,671	\$842	19	\$0			\$0		\$416		3/23/23	\$34,929
5	Reyes, J.	Dispatcher I	12/14/15	\$31,133		19	\$0			\$1,232		\$832	12/16/16	12/14/23	\$33,197
6	Fisher, L.	Dispatcher I	04/18/16	\$31,133		19	\$0			\$713		\$0	4/18/17	4/18/24	\$31,846
7	Menendez, D.	Dispatcher I	05/02/16	\$31,333		19	\$0			\$653		\$500	5/2/17	5/2/24	\$32,486
8	Open	Dispatcher I	10/01/16	\$31,133		19	\$0			\$0		\$0		10/1/17	\$31,133
9	Cates, L.	Exec. Asst.	10/01/01	\$57,592		30+L3	\$1,500			\$0		\$0		10/1/21	\$59,092
10	Vazquez, G.	Admin. Sp. II	04/09/01	\$50,877		24+L3	\$1,500			\$0		\$0		4/9/21	\$52,377
11	Encarnacion, E.	Admin. Sp. II	04/03/06	\$39,340		24+L2	\$1,000			\$0		\$0		4/3/21	\$40,340
				\$441,386			\$6,000					\$1,748	Total:		\$453,416

Part Time:

Clerical

1	DeArmas, I.	Clerical Asst.	02/03/03	\$19,966		P/T 1				\$0					\$19,966
2	Open	Clerical Asst.	10/01/16	\$18,096		P/T 1									\$18,096
													Total:		\$38,062

PSA's

1	Open	PSA		\$17,822		P/T 1				\$0					\$18,536
2	Open	PSA		\$17,822		P/T 1				\$0					\$18,536
													Total:		\$37,072

School Crossing Guards

1	Cianca, M.	Crossing Gd.	03/14/00	\$6,000		P/T 1									\$5,356
2	Serrania, M.	Crossing Gd.	08/18/08	\$6,000		P/T 1									\$5,356
3	Blanco, C.	Crossing Gd.	04/14/14	\$6,000		P/T 1									\$5,356
4	Open	Crossing Gd.		\$6,000		P/T 1									\$5,356
													Total:		\$21,424

	FYE 16/17 Total
Grand Total:	\$3,772,718

**CITY OF MIAMI SPRINGS
ASSET ACQUISITION REQUEST
FOR FY 2016-2017 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: POLICE

<u>Description of equipment requested</u>	<u>Estimated Cost</u>
Four (4) 2016 Ford Taurus Unmarked Vehicles for Detectives @ \$25,000/ea	\$ 100,000.00
Vehicle emergency equipment & installation @ \$4,000/ea (inc boxes)	\$ 16,000.00
Two (2) speed detection devices (radars) @ \$2,500/ea	\$ 5,000.00
Stationary Portable Two-Camera Automated License Plate Reader system	\$ 22,294.00
K-9 Bite Suit	\$ 1,500.00
Four (4) laptop computers w/software and accessories for Detectives	\$ 5,000.00
Two (2) Heartsmart Automated External Defibrillator Machines	\$ 2,820.00
Stalker Portable Pole-Mounted Radar Speed Sign w/data recording	\$ 3,600.00
Four (4) mobile tablet writers for Motorcycle Officers	\$ 4,000.00
Total budget request:	<u><u>\$ 160,214.00</u></u>

<u>Detail any grant or additional funding sources for this project</u>	<u>Funding</u>
Trade in older radars for credit	
	\$ -
	\$ -
Total additional funding	<u><u>\$ -</u></u>

Reason why equipment is needed

Replacement unmarked cars to maintain fleet serviceability & equipment necessary for unmarked cars to remain undetected.

Replace older, outdated radars for better efficiency.

License plate reader to detect felony/wanted vehicles.

Laptops for Detectives to use in car/mobile

Expected cost savings from this acquisition(if any)

	<u>Expected Savings</u>
	\$ -

Department Head Signature

City Manager Approval

9-14

**CITY OF MIAMI SPRINGS
CAPITAL IMPROVEMENT REQUEST
FOR FY 2016-2017 BUDGET YEAR**

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

Department: Police

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

Install a Ductless-Split A/C System for the Police Department's

Communications & Dispatch area.	\$ 7,994.00
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Remodel/update cubicles in Detective Bureau	\$ 12,000.00
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<hr/>	<hr/>
<hr/>	<hr/>
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<hr/>	<hr/>

Total budget request:	<u>\$ 19,994.00</u>
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Detail any grant or additional funding sources for this project

Funding

<hr/>	\$ -
<hr/>	\$ -
<hr/>	\$ -

Total funding sources:	<u>\$ -</u>
-------------------------------	-------------

Reason why project is needed

This equipment is recommended as a secondary form of cooling as there are
no windows or other form of ventilation when the main system goes out of service.

Furniture & cubicles are over 15 yrs. old & worn; need replacement

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

<hr/>	\$ -
<hr/>	\$ -
<hr/>	\$ -
<hr/>	\$ -

Totals	<u>\$ 19,994.00</u>
---------------	---------------------

Department Head Signature

City Manager Approval

9-15

CITY OF MIAMI SPRINGS
SCHOOL CROSSING GUARD BUDGET
FISCAL YEAR ENDING 9/30/17

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2013-14 ACTUALS</u>	<u>FY2014-15 ACTUALS</u>	<u>FY2015-16 AMENDED BUDGET</u>	<u>FY2016-17 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AS OF 6/30/16</u>
CROSSING GUARDS							
001-2002-521.13-00	PART TIME YEAR ROUND	16,436	17,138	20,800	21,424	624	14,808
001-2002-521.21-00	SOCIAL SECURITY TAXES	1,258	1,310	1,591	1,639	48	1,134
001-2002-521.24-00	WORKER'S COMPENSATION	351	670	732	660	(72)	549
001-2002-521.52-03	UNIFORMS	300	-	400	400	-	126
001-2002-521.52-09	OTHER	67	-	300	300	-	-
* SCHOOL CROSSING GUARDS		<u>18,412</u>	<u>19,118</u>	<u>23,823</u>	<u>24,423</u>	<u>600</u>	<u>16,617</u>

9-16

Prepared: 7/13/16, 13:43:51
Program: GM217L

City of Miami Springs
Budget Level Report

Page 2

Fiscal Year . . . : 2016
Budget Level . . . : BUDG
Description . . . :

DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
1-2002-521-13-00	PART TIME YEAR ROUND	21,424.00	
		00100 FOUR (4) PART-TIME CROSSING GUARDS	21,424.00
		00200 -	.00
1-2002-521-21-00	SOCIAL SECURITY TAXES	1,639.00	
		00100 BUDGETED BY FINANCE	1,639.00
		00200 -	.00
1-2002-521-24-00	WORKER'S COMPENSATION	660.00	
		00100 BUDGETED BY FINANCE	660.00
		00200 -	.00
1-2002-521-52-03	UNIFORMS	400.00	
		00100 SHIRTS, VESTS, HATS, ETC.	400.00
		00200 -	.00
1-2002-521-52-09	OTHER	300.00	
		00100 WHISTLES, SIGNS, PADDLES, ETC.	300.00
		00200 -	.00
* Total Accounts for this Budget Level	5	24,423.00	

9-17

SECTION 10

Law Enforcement Trust Fund

The Law Enforcement Trust Fund was created under the authority of Florida State Statute Section 932.7055(4) (a). The expenditures of this fund require requests from the Chief of Police and approval by the City Council. Expenditures are restricted to items or programs which are not considered normal operating expenditures, including salaries.

The Fund is utilized to maintain a Community Policing Office (CPO) in a satellite location. This program and related facility operates year round and partially offsets the City's requirement for various match obligation, including crime prevention, drug education and school resource officer programs. The expenses incurred by the Vice, Intelligence and Narcotics units are charged to the Fund and an appropriation is made annually to provide the necessary source of funds. The Fund also provides required matching dollars for several grants which have been or will be awarded to the City.

In Addition, this fund is used to account for the criminal justice training funds received from the Clerk of the County courts. These funds are generated from traffic citations and are restricted so that they may only be used for criminal justice training.

FY2016-17 Budget Highlights

- Proposed budget is \$132,339 for FY2017.
 - Budget Summary:

Budgeted Revenues	\$132,339(funding from Forfeiture funds)
Budgeted Expenditures	<u>\$132,339</u>
Net cost of Department	<u>\$ -0-</u>
-

**CITY OF MIAMI SPRINGS
COMMUNITY POLICING OFFICE BUDGET
FISCAL YEAR ENDING 9/30/17**

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2013-14 ACTUALS</u>	<u>FY2014-15 ACTUALS</u>	<u>FY2015-16 AMENDED BUDGET</u>	<u>FY2016-17 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AS OF 6/30/16</u>
LAW ENFORCEMENT TR							
650-2011-521.31-00	PROFESSIONAL SERVICES	200	240	300	300	-	140
650-2011-521.34-00	OTHER CONTRACTUAL SERVICE		2,474	-	2,314	2,314	
650-2011-521.40-00	TRAVEL AND PER DIEM	1,000	-	5,000	5,000	-	4,082
650-2011-521.41-01	TELEPHONE: BASE & LOCAL	2,213	2,281	2,267	2,117	(150)	1,196
650-2011-521.41-02	CELLULAR TELEPHONE	1,064	900	1,000	1,224	224	901
650-2011-521.41-04	OVERNIGHT-UPS, FEDX	-		250	250	-	-
650-2011-521.41-06	INTERNET ACCESS	1,141	1,229	1,300	1,300	-	947
650-2011-521-43-01	ELECTRICITY	2,214	1,982	2,200	2,200	-	1,513
650-2011-521.44-00	RENTALS AND LEASES			500	500	-	
650-2011-521.44-01	BUILDINGS	19,584	19,584	19,584	19,584	-	16,320
650-2011-521.44-02	EQUIPMENT	2,071	2,335	2,500	2,500	-	1,780
650-2011-521.45-30	LIABILITY INSURANCE	2,391	2,391	1,600	1,600	-	1,982
650-2011-521.46-00	REPAIRS AND MAINTENANCE	825	-	2,500	2,500	-	
650-2011-521.46-03	EQUIPMENT	158	35	200	200	-	
650-2011-521.47-00	PRINTING AND BINDING	-		1,000	1,000	-	
650-2011-521.48-00	PROMOTIONS	151	290	3,500	3,500	-	223
650-2011-521.48-02	ADVERTISING	800	1,312	3,139	3,000	(139)	1,547
650-2011-521.51-00	OFFICE SUPPLIES	623	704	1,500	1,500	-	404
650-2011-521.52-00	OPERATING SUPPLIES	1,484	1,554	6,000	6,000	-	2,911
650-2011-521.52-03	UNIFORMS	-		1,000	1,000	-	
650-2011-521.54-00	DUES, MEMBERSHIPS, SUBS	28	28	250	250	-	23
650-2011-521.58-00	EDUCATION AND TRAINING			1,000	1,000	-	
650-2011-521.58-01	THREE PSAS			4,000	4,000	-	
650-2011-521.58-02	EDUCATION-OFFICERS	610	595	5,000	5,000	-	1,199
650-2011-521.64-00	MACHINERY AND EQUIPMENT	1,043	-	1,500	1,500	-	-
* COMMUNITY POLICING		37,600	37,934	67,090	69,339	2,249	35,168

Fiscal Year . . : 2016
 Budget Level . . : BUDG
 Description . . :

DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
650-2011-521-31-00	PROFESSIONAL SERVICES	300.00	
	00100 WINDOW CLEANING AND CAR WASHES	300.00	
	00200 -	.00	
650-2011-521-34-00	OTHER CONTRACTUAL SERVICE	2,314.00	
	00100 POWER DETAILS SOFTWARE FOR MANAGING OFF-DUTY JOBS	.00	
	00200 AND OVERTIME FOR POLICE OFFICERS	2,314.00	
	00300 -	.00	
650-2011-521-40-00	TRAVEL AND PER DIEM	5,000.00	
	00100 OFFICER TRAVEL (TRAINING: LODGING, FUEL, PARKING	.00	
	00200 TOLLS, MEAL ALLOWANCE, ETC.)	5,000.00	
	00300 -	.00	
650-2011-521-41-01	TELEPHONE: BASE & LOCAL	2,117.00	
	00100 BUDGETED BY FINANCE	2,117.00	
	00200 -	.00	
650-2011-521-41-02	CELLULAR TELEPHONE	1,224.00	
	00100 BUDGETED BY FINANCE	1,224.00	
	00200 -	.00	
650-2011-521-41-04	OVERNIGHT-UPS, FEDX	250.00	
	00100 OVERNIGHT COURIER SVC (FED EX,UPS,USPS,DHL, ETC.)	250.00	
	00200 -	.00	
650-2011-521-41-06	INTERNET ACCESS	1,300.00	
	00100 BUDGETED BY FINANCE	1,300.00	
	00200 -	.00	
650-2011-521-43-01	ELECTRICITY	2,200.00	
	00100 BUDGETED BY FINANCE	2,200.00	
	00200 -	.00	
650-2011-521-44-00	RENTALS AND LEASES	500.00	
	00100 MISCELLANEOUS RENTALS & LEASES AS NEEDED	500.00	
	00200 -	.00	
650-2011-521-44-01	BUILDINGS	19,584.00	
	00100 CPO RENT \$1,623/MO X 12 @ 274 WESTWARD DRIVE	19,584.00	
	00200 -	.00	
650-2011-521-44-02	EQUIPMENT	2,500.00	
	00100 TOSHIBA COPIER, FAX & PRINTER (LEASE & USAGE)	2,500.00	
	00200 -	.00	
650-2011-521-45-30	RISK MANAGEMENT	1,600.00	
	00100 BUDGETED BY FINANCE	1,600.00	
	00200 -	.00	
650-2011-521-46-00	REPAIRS AND MAINTENANCE	2,500.00	
	00100 FACILITY MAINT, PAINTING, CARPET CLEANING, ETC.	2,500.00	
	00200 -	.00	
650-2011-521-46-03	EQUIPMENT	200.00	
	00100 REPAIRS FOR GENERAL EQUIPMENT AS NEEDED	200.00	
	00200 MIAMI-DADE FIRE EQUIPMENT YEARLY INSPECTION	.00	
	00300 -	.00	
650-2011-521-47-00	PRINTING AND BINDING	1,000.00	
	00100 CPO GENERATED LITERATURE & PROFESSIONAL PRINT SVCS	1,000.00	
	00200 -	.00	
650-2011-521-48-00	PROMOTIONS	3,500.00	
	00100 COMMUNITY OUTREACH PROGRAMS (DARE, CRIMEWATCH, ETC)	3,500.00	

Fiscal Year . . : 2016
 Budget Level . . : BUDG
 Description . . :

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info
650-2011-521-48-02	ADVERTISING	00200 - 3,000.00	.00
		00100 ITEMS & MATERIAL PRINTED W/CITY INFO, LOGO, ETC	3,000.00
		00200 FOR DISTRIBUTION AT COMMUNITY FUNCTIONS/IN OFFICE	.00
		00300 AS ADVERTISING AND PUBLIC RELATIONS	.00
		00400 -	.00
650-2011-521-51-00	OFFICE SUPPLIES	00100 1,500.00	1,500.00
		00200 OFFICE SUPPLIES FOR COMMUNITY POLICING	.00
650-2011-521-52-00	OPERATING SUPPLIES	00200 - 6,000.00	6,000.00
		00100 OFFICER AWARDS (PLAQUES, PINS TROPHIES, COMM BARS)	.00
		00200 BOTTLED WATER SERVIE, MISC OPERATING SUPPLIES,	.00
		00300 COMPUTER, OFFICE EQUIPMENT	.00
		00400 -	.00
650-2011-521-52-03	UNIFORMS	00100 1,000.00	1,000.00
		00200 UNIFORMS FOR COMMUNITY POLICING STAFF, HATS, ETC.	.00
650-2011-521-54-00	DUES, MEMBERSHIPS, SUBS	00100 250.00	250.00
		00200 MISCELLANEOUS SUBSCRIPTIONS	.00
650-2011-521-58-00	EDUCATION AND TRAINING	00100 1,000.00	1,000.00
		00200 EDUCATION & MATERIAL FOR COMMUNITY (I.E. DRUG AWARENESS, CRIME PREVENTION, ETC.)	.00
		00300 -	.00
650-2011-521-58-01	PSA TUITION REIMBURSEMENT	00100 4,000.00	4,000.00
		00200 COLLEGE TUITION REIMBURSEMENT FOR PUBLIC SVC AIDES	.00
650-2011-521-58-02	OFFICERS	00100 5,000.00	5,000.00
		00200 SPECIALIZED & ONGOING TRAINING FOR CPO STAFF AND/OR TRAINING FOR NEW PROGRAMS/MANDATORY OFCR TRNG	.00
		00300 -	.00
650-2011-521-64-00	MACHINERY AND EQUIPMENT	00100 1,500.00	1,500.00
		00200 COMPUTER AND MONITOR FOR CPO (MAIN)	.00
* Total Accounts for this Budget Level 25		69,339.00	.00

CITY OF MIAMI SPRINGS
CRIMINAL JUSTICE TRAINING
FISCAL YEAR ENDING 9/30/17

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2013-14 ACTUALS</u>	<u>FY2014-15 ACTUALS</u>	<u>FY2015-16 AMENDED BUDGET</u>	<u>FY2016-17 Departmental Request</u>	<u>Dollar increase (Decrease)</u>	<u>YTD ACTUALS AS OF 6/30/16</u>
CRIMINAL JUSTICE							
650-2012-521-58-00	EDUCATION AND TRAINING	-	-	20,000	20,000	-	11,625
* PUBLIC SAFETY		-	-	20,000	20,000	-	-

Prepared: 7/13/16, 14:09:57
Program: GM217L

City of Miami Springs
Budget Level Report

Page 2

Fiscal Year . . : 2016
Budget Level . . : BUDG
Description . . :

DEPARTMENTAL INPUT
Account # Description

Budget Amount

----- Misc. Info -----

650-2012-521-58-00	EDUCATION AND TRAINING	20,000.00	
	00100 ONGOING TRAINING FOR POLICE OFFICERS & SUPERVISORS		20,000.00
	00200 -		.00
* Total Accounts for this Budget Level	1	20,000.00	

10-6

CITY OF MIAMI SPRINGS
LAW ENFORCEMENT TRUST FUND
FISCAL YEAR ENDING 9/30/17

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2013-14 ACTUALS</u>	<u>FY2014-15 ACTUALS</u>	<u>FY2015-16 AMENDED BUDGET</u>	<u>FY2016-17 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AS OF 6/30/16</u>
LAW ENFORCEMENT TI							
650-2010-521.31-00	PROFESSIONAL SERVICES	4,795	1,927	941		(941)	1,396
650-2010-521.35-00	INVESTIGATIONS	-		25,000	25,000	-	-
650-2010-521.34-00	CONTRACTUAL SERVICES		3,500	58,500	-	(58,500)	31,500
650-2010-521.44-00	RENTALS AND LEASES	17,870	15,664	-	18,000	18,000	11,392
650-2010-521.52-00	OPERATING SUPPLIES	19,768		-		-	
650-2010-521.64-00	MACHINERY AND EQUIPMENT	96,731	15,482	-		-	
650-2010-521.63-00	IOTB	-	183,000	-		-	
* PUBLIC SAFETY		<u>139,164</u>	<u>219,573</u>	<u>84,441</u>	<u>43,000</u>	<u>(41,441)</u>	<u>44,288</u>

Prepared: 7/13/16, 14:10:11
Program: GM217L

City of Miami Springs
Budget Level Report

Page 2

Fiscal Year . . : 2016
Budget Level . . : BUDG
Description . . :

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info
650-2010-521-35-00	INVESTIGATIONS	25,000.00	
	00100 EMERGENCY FUND		25,000.00
	00200 -		.00
650-2010-521-44-00	RENTALS AND LEASES	18,000.00	
	00100 TWO (2) UNDERCOVER VEHICLE RENTALS		18,000.00
	00200 -		.00
* Total Accounts for this Budget Level	2	43,000.00	

SECTION 11

CODE COMPLIANCE DEPARTMENT

MISSION STATEMENT

The purpose of the Code Compliance Department is to protect the health, safety, and welfare of our residents by honoring and fulfilling the standards found in the City of Miami Springs Municipal Code; to maintain and improve the appearance of our neighborhoods and business districts in order to protect property values and enhance the economic setting. The Department provides our Citizens with the highest quality of service while attempting to obtain voluntary compliance from our residents, whenever possible, by administering a fair and unbiased compliance program. The character and principles of our Code Unit will ensure that our determination will always be present and we will always attempt to deter blight within our beautiful City of Miami Springs.

Code Compliance

The department is responsible for the review of properties, residential and commercial, and ensuring that those properties are in compliance with the City's Code of Ordinances pertaining to zoning and other regulations.

The department, through Code Compliance, promotes, protects and improves the safety and welfare of the citizens of Miami Springs by assisting property owners and residents in complying with the City of Miami Springs Code of Ordinances.

Goals

Collect appropriate fees and issue renewal Occupational Licenses for all licensed businesses in the City, with all licenses renewed no later than September 5, 2015.

Maintain all Code Compliance cases in the appropriate status (closed or active) during the Fiscal year. Close all Code Compliance cases within 3 months of initial contact, unless specific extensions have been granted and close all cases that have been completed.

Objectives

Maintain 100% all business locations within the City up to date with all required Occupational Licenses. Prevent business locations from operating without a license by failing to renew their license within the deadline specified.

To prevent a backlog of open Code Compliance Cases by staying on track for 90% of the cases with the Departmental timetable for each step in the Code Compliance process.

Continue to update all City Codes to meet current needs.

2015-16 Accomplishments

Maintained an adequate level of City monitoring, inspections and presentations made in front of the Code Enforcement Board.

Generated YTD 908 cases.

Performed 1,442 follow up Code Compliance inspections, closed 797 cases to which 677 were FY 2015-2016 cases and 120 were old cases from retired officers.

Successfully prosecuted 16 cases which were presented in front of the Code Enforcement Board.

Code Compliance

2015-16 Accomplishments (continued)

Successfully managed the duties of the Zoning Director while on vacation, by performing plan reviews and assisting Residents and Contractors.

Effectively generated and mailed 582 Business Tax License renewal notices for FY2015-2016.

Processed, printed and mailed 558 Business Tax renewals.

Processed and issued 42 New Local Business Tax Licenses.

Successfully hired and trained a new part-time Code Compliance Officer in procedures and software data entry.

Effectively operated the Code Compliance Department while actively assisting the Building Department during departmental changes of personnel.

Assisted and worked with Police Department personnel on various Code Compliance Issues.

Attended several continuing education and training classes.

FY2016-17 Budget Highlights

- Proposed budget is \$ 19,509 or 11.2% higher than FY2015/2016.
- Increase is due to the reclassification of a part time officer to full time for FY2017...
- Budget Summary:

Budgeted Revenues	\$137,000
Budgeted Expenditures	<u>\$193,496</u>
Net deficit of the Department	<u>\$(56,496)</u>

CITY OF MIAMI SPRINGS
CODE COMPLIANCE
FISCAL YEAR ENDED 9/30/17

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2015-16 AMENDED BUDGET</u>	<u>FY2016-17 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AS OF 6/30/16</u>
CODE COMPLIANCE:					
001-2401-524.12-00	REGULAR SALARIES	112,381	128,722	16,341	58,807
001-2401-524.13-00	PART TIME YEAR ROUND		-	-	30,966
001-2401-524.13-01	INSPECTOR PAY			-	-
001-2401-524.14-00	OVERTIME			-	149
001-2401-524.21-00	FICA TAXES	7,274	8,735	1,461	6,863
001-2401-524.22-01	GENERAL EMPLOYEES RET SYS	13,175	13,858	683	10,089
	TOTAL MEDICAL/LIFE INSURANCE	17,845	16,743	(1,102)	9,127
001-2401-524.24-00	WORKER'S COMPENSATION	4,215	3,862	(353)	3,159
001-2401-524.34-09	CONTRACTUAL SERV - OTHER	905	-	(905)	-
001-2401-524.40-00	TRAVEL AND PER DIEM		1,000	1,000	720
001-2401-524.41-01	TELEPHONE	640	809	169	616
001-2401-524.41-02	CELLULAR TELEPHONE	2,521	2,724	203	1,954
001-2401-524.41-03	POSTAGE	240	312	72	142
001-2401-524.41-06	INTERNET ACCESS	347	361	14	240
001-2401-524.44-00	RENTALS AND LEASES	931	200	(731)	916
001-2401-524.45-10	FLEET MAINTENANCE	3,000	4,000	1,000	3,568
001-2401-524.45-30	LIABILITY INSURANCES	4,883	4,870	(13)	3,663
001-2401-524.46-00	REPAIRS AND MAINTENANCE	1,200	1,500	300	1,191
001-2401-524.47-00	PRINTING AND BINDING	300	300	-	212
001-2401-524.49-11	LIEN RECORDING FEES		-	-	351
001-2401-524.51-00	OFFICE SUPPLIES	600	1,000	400	443
001-2401-524.52-00	OPERATING SUPPLIES	1,230	700	(530)	
001-2401-524.52-02	FUEL, OILS, LUBRICANTS	700	800	100	983
001-2401-524.52-03	UNIFORMS	600	1,000	400	582
001-2401-524.52-07	TIRES	-	500	500	
001-2401-524.54-00	DUES, MEMBERSHIPS, SUBS		500	500	
001-2401-524.58-00	EDUCATION AND TRAINING	1,000	1,000	-	
** B&Z/CODE COMPLIANCE		173,987	193,496	19,509	134,741

Fiscal Year . . : 2016
 Budget Level . . : BUDG
 Description . . :

DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
1-2401-524-12-00	REGULAR SALARIES	128,722.00	
1-2401-524-21-00	FEDERAL PAYROLL TAXES	8,735.00	
1-2401-524-22-01	GENERAL	13,858.00	
1-2401-524-23-07	LIFE/AD&D	811.00	
1-2401-524-23-08	DENTAL - OHS - EMPLOYEE	442.00	
1-2401-524-23-09	VSP - VISION - EMPLOYEE	169.00	
1-2401-524-23-19	HMO - EMPLOYEE + CHILDREN	15,321.00	
1-2401-524-24-00	WORKER'S COMPENSATION	3,862.00	
1-2401-524-40-00	TRAVEL AND PER DIEM	1,000.00	
1-2401-524-41-01	TELEPHONE: BASE & LOCAL	809.00	
1-2401-524-41-02	CELLULAR TELEPHONE	2,724.00	
1-2401-524-41-03	POSTAGE	312.00	
1-2401-524-41-06	INTERNET ACCESS	361.00	
1-2401-524-44-00	RENTALS AND LEASES	200.00	
1-2401-524-45-10	FLEET MAINTENANCE	4,000.00	
1-2401-524-45-30	RISK MANAGEMENT	4,870.00	
1-2401-524-46-00	REPAIRS AND MAINTENANCE	1,500.00	
1-2401-524-47-00	PRINTING AND BINDING	300.00	
1-2401-524-51-00	OFFICE SUPPLIES	1,000.00	
1-2401-524-52-00	OPERATING SUPPLIES	700.00	
1-2401-524-52-02	FUEL, OILS, LUBRICANTS	800.00	
1-2401-524-52-03	UNIFORMS	1,000.00	
1-2401-524-52-07	TIRES	500.00	
1-2401-524-54-00	DUES, MEMBERSHIPS, SUBS	500.00	
1-2401-524-58-00	EDUCATION AND TRAINING	1,000.00	

Prepared: 7/15/16, 11:36:50
Program: GM217L

City of Miami Springs
Budget Level Report

Page 3

Fiscal Year . . : 2016
Budget Level . . : BUDG
Description . . :

DEPARTMENTAL INPUT
Account # Description

Budget Amount

----- Misc. Info -----

* Total Accounts for this Budget Level 25 193,496.00

11-6

Basis for FY 2016-17 Salary Projections

Base Salary for each position:

Adjustment includes:

Max Annual merit increase for position

Cost of living Adjustment

CPI for all urbans (Apr to Apr)

Estimate used for COLA Projection

Calculations is based upon current earnings at 2,080 hours

0.0%

0.0%

0.00%

3.00% *to be effective on 10-01-2016*

!::

City of Miami Springs												
Department: Code Compliance												
Position(Paygrade)	Employee name	FT PT	Amended Budget	Qty	Fav (Unf)	Salary at 3/31/2016	Date of Annual Review	FY2017 Projected Merit Increase	3% COLA Increase	Longevity	Other	FY 2017 Projection
Code Compliance Officer-PG26	L Taveras	FT	1	1	0	\$51,101		\$0	\$1,533	\$1,000	\$0	\$53,634
Code Compliance Officer	R Novo	FT	1	1	0	\$51,101		\$0	\$1,533	\$0	\$0	\$52,634
Building Official/Director	Ulises Fernandez	FT	1	1	0	\$21,800			\$654	\$0	\$0	\$22,454
Total projections			3.0	3.0	0	\$124,002		\$0	\$3,720	\$1,000	\$0	\$128,722

CITY OF MIAMI SPRINGS
BUILDING CODE COMPLIANCE DEPARTMENT

FY 2014-15
BUDGET

CODE REVENUES

Line Item Revenue	FY13-14	FY14-15	FY15-16	FY15-16	FY16-17
	Actual	Actual	AMENDED BUDGET	Actual As of 6/30/16	Budget
Occupational Licenses -CITY	72,758	79,916	75,000	64,319	\$ 75,000
Occupational Licenses -COUNTY	21,827	21,948	20,000	12,395	\$ 20,000
Re-Occupancy Agreements	4,000		-		
Code Compliance Agreements	2,000	3,000	2,000	1,500	\$ 2,000
Re-Occupancy Inspection	20,000	21,000	20,000	15,500	\$ 20,000
Code Enforcement tickets	23,800	73,084	25,000	95,100	\$ 20,000
	144,385	198,948	142,000	188,814	137,000

SECTION 12

INFORMATION TECHNOLOGY

Mission Statement

The mission of the Information Technology Department is to provide the most innovative, highest quality technology-based services, in the most cost effective manner, and to facilitate the achievement of goals and objectives of each of the City's departments.

Information Technology

Goals

- Provide effective technological support for computer systems, web-based applications, voice, video, and integrated data services to all city departments.
- Promote and facilitate the integration of technology to effectively meet the overall mission of the City using collaborative efforts through planning, programming, training, and consulting with all departments.
- Develop, enhance and manage the City's enterprise network to provide high speed, transparent, and highly functional connectivity to all resources.
- Develop and maintain highly effective, reliable, secure, and innovative information systems to support each department's functions.
- Facilitate the collection, storage, security, and integrity of electronic data while ensuring appropriate access.
- Promote new uses of technology within the organization through the development of innovative applications
- To execute the direction established by department heads as related to support and purchase of hardware, software, and networking equipment.
- To be identified by our dedication, professionalism, and pride in our achievements.

Objectives

To foster the development and application of Information services to improve the lives of the citizens of Miami Springs. Information Services will accomplish its goals by providing and coordinating Information services to its customers.

Major Functions & Activities

Infrastructure

The Information Technology Infrastructure Division provides the City with the underlying structure: networks, storage, servers, operating systems and security to enable support of applications and users for City departments and customers. The Division performs tasks such as system and network administration, and selection and deployment of enterprise computer equipment including network devices, routers, switches, and computer servers and operating systems. Future planning and testing of devices and software before deployment to customers is an on-going process within the Division. In addition, many enterprise wide applications such as e-mail, office applications, and desktop presentation are deployed and managed within the group.

Major Functions & Activities (Continued)

Infrastructure (continued)

- Firewall configurations
- Site to site VPN installation and maintenance
- Server installations and maintenance
- Domain administration and active directory maintenance.
- User and group account maintenance and security.
- Access control lists / permissions.
- System backups / replication
- Virtualization and imaging
- Network and Security policies / IT Security policies

Integration

The Information Technology Integration Division is responsible for ensuring effective and efficient implementation and operation of business solutions that support a foundation for interdepartmental communication and collaboration. This is achieved through business process review, detailed needs analysis, software selection, outcome designs and maintenance. The Integration functions consist of programming, analytical, and database administration.

- Scripting / programming that ties unlike technologies together
- Optiview / Optispool and Naviline integration
- Police Department USA software and related components
- MDT's and mobile server for police
- Routing / management of message switch and FDLE communications
- Synchronization of internal services and social networking sites
- Website support for editors in city departments
- Write and maintain documentation on installations and procedures for applications requiring non standard settings.

Support

The Information Technology Support Division provides user assistance and support for the unique technologies embraced by City staff and employees.

- Desktop PC support – hardware repairs and upgrades
- PC imaging and maintenance of images
- Security updates and patches
- Virus related support
- Network configuration and local group policy lockdown
- Write and maintain end user policies and procedures relating to software.

Major Functions & Activities (continued)

Support (continued)

- Installation, support, and end user training of
 - Microsoft Office software
 - Java / JRE
 - Naviline / iSeries and printer sessions
 - Outlook email
 - Vermont Systems Rec Trac
 - Optiview optical imaging
 - Acrobat Pro
 - Fore! Golf software
 - Looking Glass (currently in-active)
 - Qrep
 - eForms – PD
 - USA software suite – PD
- Cell phone support
- Printer support
- First level phone communications support
- Copiers and scanners

Telecommunications

The Telecommunications Division is responsible for managing and securing the wide area network of the City, the hybrid fiber-coaxial telecommunications network, PBX / phone communications, cell phones services, and VPN communications between locations.

- Management of IP PBX system
- Phones / devices that communicate with PBX
- PRI and SIP based account management
- Cell phone services – devices, account management
- Cost analysis and comparisons with related services.
- Work with integration and infrastructure
- Write and maintain communications and communications security policy
- Wifi access point installation, security, and maintenance.
 - Group Policy Objects
 - Network Login / Logout Scripts
 - Backup system
 - DDC Climate Control System
 - Vermont Systems for REC / Golfnow for Golf
 - Surveillance cameras
 - USA Software dispatch applications
 - MDT Mobile units for police department
 - SQL Server
 - Cisco routers and firewall security monitoring and updates

Information Technology

FY2015-16 Accomplishments

- Physical to virtual conversion of Optiview SQL server
- Conversion of Storage unit 1 and unit 2 to virtual
- Conversion of Text Search engine to virtual
- Optimized CMSMail server for storage, Exchange mail as gateway
- Zendesk web service for IT Department knowledge base
- ssh server with PKI for remote management of City systems
- Implementing remote support for desktops / push updates and patches
- Removed non-compliant desktops, replaced with new desktop computers
- HIPAA Certification for IT Department
- New HIPAA security policies and forms

FY 2016-17 Budget Highlights

- Proposed budget is \$4,425 or 1.3% lower than FY2015/2016.
- Budget includes \$6,000 for new server.
- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$343,921</u>
Net cost of Department	<u>\$343,921</u>

CITY OF MIAMI SPRINGS
INFORMATION TECHNOLOGY BUDGET
FISCAL YEAR ENDING 9/30/17

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2013-14 ACTUALS	FY2014-15 ACTUALS	FY2015-16 AMENDED BUDGET	FY2016-17 Departmental Request	Dollar Increase (Decrease)	YTD ACTUALS AS OF 6/30/16
INFORMATION TECH							
001-5301-513.12-00	REGULAR SALARIES	116,547	104,752	131,312	129,798	(1,514)	84,714
001-5301-513.21-00	FEDERAL PAYROLL TAXES	8,440	7,717	8,776	7,813	(963)	6,113
001-5301-513.22-01	GENERAL	17,252	15,625	15,394	13,973	(1,421)	12,228
	TOTAL MEDICAL INSURANCE	17,706	15,589	17,092	28,519	11,427	13,731
						-	
001-5301-513-24-00	WORKMENS COMP	151	277	327	324	(3)	243
001-5301-513-25-00	UNEMPLOYMENT COMP					-	2,354
001-5301-513.34-00	OTHER CONTRACTUAL SERVICE	132,236	134,182	146,221	139,291	(6,930)	111,420
001-5301-513.40-00	TRAVEL AND PER DIEM		-	500	500	-	-
001-5301-513.41-01	TELEPHONE	155	168	160	163	3	133
001-5301-513.41-02	CELLULAR PHONE	2,034	1,445	2,100	2,868	768	1,199
001-5301-513-41-06	INTERNET	1,288	1,229	1,214	2,074	860	1,582
001-5301-513-45-30	LIABILITY INSURANCE	2,304	3,180	3,200	3,594	394	2,259
001-5301-513.46-00	REPAIRS AND MAINTENANCE	1,834	1,364	4,792	2,475	(2,317)	1,790
001-5301-513.46-02	FLEET MAINTENANCE	187	906	3,006	1,500	(1,506)	1,807
001-5301-513.51-00	OFFICE SUPPLIES	1,030	-	500	500	-	131
001-5301-513.52-00	OPERATING SUPPLIES	1,108	1,540	1,312	1,500	188	1,469
001-5301-513.54-00	DUES, MEMBERSHIPS, SUBS	370	195	400	528	128	528
001-5301-513.58-00	EDUCATION AND TRAINING	158	646	6,000	2,500	(3,500)	-
001-5301-513.64-00	MACHINERY AND EQUIPMENT	4,699	9,504	6,040	6,000	(40)	2,480
** INFORMATION	TECHNOLOGY	307,499	298,319	348,346	343,921	(4,425)	244,181

Fiscal Year . . : 2016
Budget Level . . : BUDG
Description . . :

DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
1-5301-513-12-00	REGULAR SALARIES	129,798.00	
1-5301-513-21-00	FEDERAL PAYROLL TAXES	7,813.00	
1-5301-513-22-01	GENERAL	13,973.00	
1-5301-513-23-04	HMO, EMPLOYEE ONLY	27,299.00	
1-5301-513-23-07	LIFE/AD&D	857.00	
1-5301-513-23-08	DENTAL - OHS - EMPLOYEE	259.00	
1-5301-513-23-09	VSP - VISION - EMPLOYEE	104.00	
1-5301-513-24-00	WORKER'S COMPENSATION	324.00	
1-5301-513-34-00	OTHER CONTRACTUAL SERVICE	139,291.00	
	00100 AHA CONSULTING ANNUAL MAINT		3,600.00
	00200 SUNGARD ASP - INCLUDING ALL SERVICES		121,776.00
	00300 CISCO - ANNUAL MAINT / LICENSE		600.00
	00400 BOX UNLIMITED CLOUD STORAGE		540.00
	00500 ITC PHONE SYSTEM ANNUAL MAINT		5,500.00
	00600 AWS HOSTED SERVICES		3,600.00
	00700 VIRCOM SPAM FILTERING ANNUAL SERVICE		2,200.00
	00800 DOTGOV DOMAIN ANNUAL REGISTRATION		125.00
	00900 TRENDMICRO ANTIVIRUS ANNUAL MAINT - 51 LIC		1,350.00
1-5301-513-40-00	TRAVEL AND PER DIEM	500.00	
1-5301-513-41-01	TELEPHONE: BASE & LOCAL	163.00	
1-5301-513-41-02	CELLULAR TELEPHONE	2,868.00	
1-5301-513-41-06	INTERNET ACCESS	2,074.00	
1-5301-513-45-10	FLEET MAINTENANCE	1,500.00	
1-5301-513-45-30	RISK MANAGEMENT	3,595.00	
1-5301-513-46-00	REPAIRS AND MAINTENANCE	2,475.00	
	00100 FS1 SERVER DRIVES		600.00
	00200 EX SERVER DRIVES		705.00
	00300 HP ML360 DRIVES		720.00
	00400 HP PROCURVE SWITCH REPLACEMENT		450.00
1-5301-513-51-00	OFFICE SUPPLIES	500.00	
1-5301-513-52-00	OPERATING SUPPLIES	1,500.00	
1-5301-513-54-00	DUES, MEMBERSHIPS, SUBS	528.00	
1-5301-513-58-00	EDUCATION AND TRAINING	2,500.00	
	00100 CBT TRAINING ANNUAL		2,500.00
1-5301-513-64-00	MACHINERY AND EQUIPMENT	6,000.00	
	00100 HP DL160 GEN9 SERVER		4,500.00
	00200 MICROSOFT SERVER 2012R2 SOFTWARE/LIC		850.00
	00300 MICROSOFT EXCHANGE SERVER 2016 SOFTWARE/LIC		650.00
* Total Accounts for this Budget Level	21	343,921.00	

12-7

Basis for FY 2016-17 Salary Projections

Base Salary for each position:

Adjustment includes:

Max Annual merit increase for position

Cost of living Adjustment

CPI for all urbans (Apr to Apr)

Estimate used for COLA Projection

Calculations is based upon current earnings at 2,080 hours

0.0%

0.0%

0.00%

3.00% *to be effective on 10-01-2016*

::

City of Miami Springs												
Department: IT DEPT												
Position (paygrade)	Employee Name	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/16	Date of Annual Review	FY16-17 Projected Merit Increase	3% COLA Increase	Longevity	Other	FY16-17 Projection
IT Director-PG46	J Fonseca	FT	1	1	0	\$79,820	11/22/04	\$ -	\$ 2,395	\$ 1,000		\$83,215
Asst IT Manager PG 37	Vacant	FT	1	1	0	\$46,583	11/16/10	\$ -	\$ -	\$ -		\$46,583
			-	-	0	\$0			0	0	\$0	\$0
						\$0					\$0	\$0
Total projections			2.0	2.0	0	\$126,403		\$ -	\$ 2,395	\$ 1,000		\$129,798

**CITY OF MIAMI SPRINGS
ASSET ACQUISITION REQUEST
FOR FY 2016-2017 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: _____ IT DEPT

<u>Description of equipment requested</u>	<u>Estimated Cost</u>
HP server - DL series Gen 9 with required RAM and Storage for Exchange	\$ 4,500.00
Microsoft 2012R2 server software	\$ 850.00
Microsoft 2016 Exchange mail server software	\$ 650.00
_____	_____
_____	\$ -
_____	\$ -
_____	\$ -
_____	\$ -
Total budget request:	\$ 6,000.00

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

Reason why equipment is needed

Integration with cloud services. Better security features for
compliance with FDLE communications requirements for Police Department
mailboxes. Will allow re-assigning older Exchange server for mailbox backups.

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



Department Head Signature

City Manager Approval

12-9

Account	Vendor	Service	AMT
34-00	Aha!	Annual Maint	\$ 3,600.00
	Sungard	ASP and bundled services	\$ 121,776.00
	Cisco	Annual Maint ASA5510	\$ 600.00
	Box.com	Cloud storage	\$ 540.00
	ITC	Phone maintenance	\$ 5,500.00
	Amazon web services	Hosted systems	\$ 3,600.00
	Vircom	Spam filtering service	\$ 2,200.00
	Dotgov	Domain registration	\$ 125.00
	Trendmicro	Antivirus Annual Maint	\$ 1,350.00
			\$ 139,291.00
46-00	Server drives - FS1	3 @ 200	\$ 600.00
	Server drives - EX server	3 @ 235	\$ 705.00
	Server drives - HP ML360	4 @ 180	\$ 720.00
	HP Procurve	network switch replacement	\$ 450.00
			\$ 2,475.00
58-00	CBT Training	online technology training	\$ 2,500.00
64-00	HP / CDWG	New 2016 Exchange mail svr	\$ 6,000.00

SECTION 13



PUBLIC SERVICES DEPARTMENT MISSION STATEMENT

Our mission is to continue our commitment in providing
Quality of Life for our Residents through Responsive,
Efficient and Effective Services.

Our goal is to provide these services with Professionalism,
Teamwork and Communication.

We are dedicated to our vision and core values.



13-1

Public Services - Administration Division

The Administrative Division is responsible for the management of the Public Services Department. 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 Public Works department.

Goals

Continue to provide quality services and informative response's to the public and ensure customer satisfaction.

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

Continue our efforts in building a positive working relationship with the public & Contractors

Objectives

Establish better communication with staff at all levels

Track all inventory and labor to ensure a cost effective operation.

Continue to build & maintain teamwork and morale within the department.

2015-16 Accomplishments

Achieved our goal of communications and cohesiveness among employee's & supervisors

Increased parts inventory, changed purchase procedures with new vendors and shopping for better rates

Continued our lunch programs to promote cohesiveness & teamwork

Resident & Commercial Complaints have diminished

FY 2016-17 Budget Highlights

- Proposed budget is \$20,949 or 5.1% lower than FY2015-16..
- **The total Public Works budget is \$1,800,111 or \$29,859 higher than the total FY15-16 budget.**
- Budget Summary:

Budgeted Revenues	\$	-0-
Budgeted Expenditures		<u>\$387,301</u>
Net cost of Department		<u>\$387,301</u>

**CITY OF MIAMI SPRINGS
PUBLIC WORKS BUDGET
FISCAL YEAR ENDING 9/30/17**

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2013-14 ACTUALS</u>	<u>FY2014-15 ACTUALS</u>	<u>FY2015-16 AMENDED BUDGET</u>	<u>FY2016-17 Departmental Request</u>	<u>Dollar Increase (decrease)</u>	<u>YTD ACTUALS AS OF 6/30/16</u>
ADMINISTRATION DIVISION							
001-5401-541.12-00	REGULAR SALARIES	226,290	230,452	265,483	244,201	(21,282)	186,081
001-5401-541.14-00	OVERTIME	246	63	-	1,000	1,000	915
001-5401-541.21-00	FEDERAL PAYROLL TAXES	16,365	16,817	17,282	15,268	(2,014)	13,810
001-5401-541.22-01	GENERAL EMPLOYEES PENSION	17,686	18,219	17,764	17,314	(450)	15,649
						-	
	TOTAL MEDICAL INSURANCE	34,391	40,990	41,416	46,290	4,874	30,811
						-	
001-5401-541.24-00	WORKER'S COMPENSATION	760	1,454	1,992	1,832	(160)	1,494
001-5401-541.31-00	PROFESSIONAL SERVICES	750	-	-	-	-	-
001-5401-541.40-00	TRAVEL AND PER DIEM	25	1,075	500	4,700	4,200	3,150
001-5401-541.41-01	TELEPHONE	1,536	1,576	1,440	1,493	53	1,311
001-5401-541.41-02	CELLULAR TELEPHONE	1,186	2,075	1,632	1,752	120	1,295
001-5401-541.41-03	POSTAGE	452	635	575	757	182	374
001-5401-541.41-04	UPS/FEDEX	56	29	160	300	140	148
001-5401-541.41-06	INTERNET ACCESS	3,830	3,333	3,276	3,337	61	2,222
001-5401-541.43-01	ELECTRICITY	6,069	7,167	7,175	4,873	(2,302)	4,007
001-5401-541.43-02	WATER	-	1,722	714	734	20	588
001-5401-541.44-00	RENTALS AND LEASES	615	615	615	615	-	461
001-5401-541.45-10	FLEET MAINTENANCE	1,959	2,696	2,500	2,500	-	1,607
001-5401-541.45-30	LIABILITY INSURANCES	30,011	28,874	27,755	22,736	(5,019)	23,522
001-5401-541.46-00	REPAIRS AND MAINTENANCE	-	-	500	500	-	-
001-5401-541.47-00	PRINTING AND BINDING	68	-	100	100	-	100
001-5401-541.51-00	OFFICE SUPPLIES	3,529	2,331	6,021	6,500	479	5,427
001-5401-541.52-00	OPERATING SUPPLIES	5,781	13,601	7,050	6,200	(850)	4,973
001-5401-541.52-02	FUEL, OILS, LUBRICANTS	1,899	1,774	2,000	2,000	-	1,236
001-5401-541.52-07	TIRES	134	-	700	700	-	253
001-5401-541.54-00	DUES, MEMBERSHIPS, SUBS	316	502	600	600	-	325
001-5401-541.58-00	EDUCATION AND TRAINING	626	-	1,000	1,000	-	457
001-5401-541.64-00	MACHINERY AND EQUIPMENT	-	-	-	-	-	-
	Total Administration	354,580	376,000	408,250	387,301	(20,949)	300,216

Fiscal Year . . : 2016
 Budget Level . . : BUDG
 Description . . :

DEPARTMENTAL INPUT		Budget Amount		Misc. Info
Account #	Description			
1-5401-541-12-00	REGULAR SALARIES	244,201.00		
1-5401-541-14-00	OVERTIME	1,000.00		
1-5401-541-21-00	FEDERAL PAYROLL TAXES	15,268.00		
1-5401-541-22-01	GENERAL	17,314.00		
1-5401-541-23-01	POS, EMPLOYEE ONLY	43,081.00		
1-5401-541-23-07	LIFE/AD&D	1,673.00		
1-5401-541-23-08	DENTAL - OHS - EMPLOYEE	1,164.00		
1-5401-541-23-09	VSP - VISION - EMPLOYEE	371.00		
1-5401-541-24-00	WORKER'S COMPENSATION	1,832.00		
1-5401-541-40-00	TRAVEL AND PER DIEM	4,700.00		
		00100	VEHICLE ALLOWANCE FOR TOM NASH	4,200.00
		00200	SUNPASS FOR VEHICLES TAKEN OUT OF TOWN FOR REPAIR	500.00
		00300	SUNPASS FOR STORMWATER DEBRIS DISPOSAL	.00
		00400	OTHER TRAVEL EXPENSES AS NEEDED	.00
1-5401-541-41-01	TELEPHONE	1,493.00		
		00100	COMCAST - PW CABLE	175.00
		00200	OTHER COMMUNICATIONS COST	1,320.00
1-5401-541-41-02	CELLULAR TELEPHONE	1,752.00		
1-5401-541-41-03	POSTAGE	757.00		
1-5401-541-41-04	COURIER, UPS, FEDX -OVERNGT	300.00		
		00100	POSTAGE FOR FED-EX/UPS SERVICES & PARTS RETURN	300.00
1-5401-541-41-06	INTERNET ACCESS	3,337.00		
1-5401-541-43-01	ELECTRICITY	4,873.00		
1-5401-541-43-02	WATER	734.00		
1-5401-541-44-00	RENTALS AND LEASES	615.00		
		00100	PW COPIER LEASE	750.00
1-5401-541-45-10	FLEET MAINTENANCE	2,500.00		
		00100	REPAIRS, MAINTENANCE, WASHES ON 3 VEHICLES	2,500.00
		00200	PORTION OF FUEL TRAK AGREEMENT	.00
1-5401-541-45-30	LIABILITY INSURANCES	22,736.00		
1-5401-541-46-00	REPAIRS AND MAINTENANCE	500.00		
		00100	SMALL REPAIRS, LOCK CHANGES	500.00
1-5401-541-47-00	PRINTING AND BINDING	100.00		
		00100	DOOR HANGER NOTICES FOR RESIDENTS	100.00
1-5401-541-51-00	OFFICE SUPPLIES	6,500.00		
		00100	COMPUTER, PRINTER & CARTRIDGES, COPY PAPER, POST IT	6,500.00
		00200	FILE FOLDERS, PENS & REFILLS, TAPE, LABELS, CLIPS,	.00
		00300	CALENDARS, MARKERS, STAPLES, SMALL BATTERIES,	.00
		00400	OTHER OFFICE SUPPLIES AS NEEDED	.00
1-5401-541-52-00	OPERATING SUPPLIES	6,200.00		
		00100	SMALL MEDICAL SUPPLIES, PETTY CASH, EXTRA COPIES	6,200.00
		00200	CHARGES, PAPER TOWELS, SHOES & UNIFORMS FOR OFFICE	.00
		00300	PERSONNEL, SANITIZER REFILLS, RADIOS,	.00
		00400	FUEL STORAGE TANK PERMIT	.00
		00500	OTHER MISC ITEMS AS NEEDED FOR OPERATING PW OFFICE	.00
1-5401-541-52-02	FUEL, OILS, LUBRICANTS	2,000.00		
		00100	ESTIMATED FUEL COST FOR 3 VEHICLES	2,000.00
1-5401-541-52-07	TIRES	700.00		
		00100	ESTIMATED TIRE REPLACEMENT FOR 3 VEHICLES	700.00
1-5401-541-54-00	DUES, MEMBERSHIPS, SUBS	600.00		

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Prepared: 7/15/16, 11:48:07
Program: GM217L

City of Miami Springs
Budget Level Report

Page 3

Fiscal Year . . : 2016
Budget Level . . : BUDG
Description . . :

DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info

		00100 APWA, INT'L SOCIETY OF ARBOCULTURE - T NASH	600.00
		00200 NIPG FOR R HERNANDEZ, A PEREZ	.00
		1,000.00	
1-5401-541-58-00	EDUCATION AND TRAINING	00100 SEMINARS, TRAINING AS NEEDED - PW OFFICE PERSONNEL	1,000.00
* Total Accounts for this Budget Level	28	387,301.00	

13-5

Public Services – Streets/Streetlights 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

- 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 right-of-ways.

Objectives

- Inspect sidewalks to ensure American with Disability Act (ADA) compliance to eliminate safety hazards.
- Supervise and provide support for various lighting projects currently proposed.
- Locate and repair potholes and sinkholes, city-wide.

2015-16 Accomplishments

- Installed final phase of the Enhanced Pedestrian Crosswalk System in the downtown district.
- Stayed ahead of roadway pot holes and swale damages City Wide
- Continued rocking and grading alleys
- Replaced several faded and damaged street signs City Wide and added pedestrian safety signage on Curtiss Parkway and Deer Run
- Replaced Street Light poles where needed due to age or damage.

FY 2016-17 Budget Highlights

- Proposed budget is \$45,620 or 11.5% higher than FY2015-16.
- Budget Summary:

Budgeted Revenues	\$	-0-
Budgeted Expenditures		<u>\$437,256</u>
Net cost of Department		<u>\$437,256</u>
- Budget includes \$50,000 for tree planting city-wide.

CITY OF MIAMI SPRINGS
PUBLIC WORKS BUDGET
FISCAL YEAR ENDING 9/30/17

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2013-14 ACTUALS</u>	<u>FY2014-15 ACTUALS</u>	<u>FY2015-16 AMENDED BUDGET</u>	<u>FY2016-17 Departmental Request</u>	<u>Dollar Increase (decrease)</u>	<u>YTD ACTUALS AS OF 6/30/16</u>
STREETS DIVISION							
001-5402-541.12-00	REGULAR SALARIES	78,836	81,404	83,377	121,465	38,088	57,705
001-5402-541.14-00	OVERTIME	457	1,657	500	1,000	500	196
001-5402-541.21-00	FEDERAL PAYROLL TAXES	6,064	6,355	5,378	7,646	2,268	4,429
001-5402-541.22-01	GENERAL	3,591	-	-	2,945	2,945	-
	TOTAL MEDICAL INSURANCE	13,409	15,939	13,559	22,271	8,712	10,442
						-	
001-5402-541.24-00	WORKER'S COMPENSATION	3,020	5,343	7,063	10,288	3,225	5,301
001-5402-541.31-00	PROFESSIONAL SERVICES	-	-	-		-	-
001-5402-541.34-00	CONTRACTUAL SERVICES	4,775	20,905	50,100	53,500	3,400	48,460
001-5402-541.43-01	ELECTRICITY	158,067	156,311	135,635	120,386	(15,249)	94,293
001-5402-541.44-00	RENTALS AND LEASES		-			-	
001-5402-541.45-10	FLEET MAINTENANCE	14,727	32,366	20,400	18,000	(2,400)	15,467
001-5402-541.45-30	LIABILITY INSURANCES	5,035	2,079	1,909	2,755	846	1,431
001-5402-541.46-00	REPAIRS AND MAINTENANCE	38,094	40,291	30,000	45,000	15,000	28,169
001-5402-541.52-00	OPERATING SUPPLIES	16,279	11,466	20,000	22,000	2,000	17,991
001-5402-541.52-02	FUEL, OILS, LUBRICANTS	9,381	6,873	7,500	7,500	-	3,658
001-5402-541.52-07	TIRES	-	1,381	2,500	2,500	-	732
001-5402-541.63-00	IMPROVEMENTS O/T BUILDING	-	-	13,715	-	(13,715)	3,767
	Total Streets	351,735	382,370	391,636	437,256	45,620	292,041

Fiscal Year . . : 2016
Budget Level . . : BUDG
Description . . :

Account #	Description	Budget Amount	Misc. Info
1-5402-541-12-00	REGULAR SALARIES	121,465.00	
1-5402-541-14-00	OVERTIME	1,000.00	
1-5402-541-21-00	FEDERAL PAYROLL TAXES	7,646.00	
1-5402-541-22-01	GENERAL	2,945.00	
1-5402-541-23-04	HMO, EMPLOYEE ONLY	20,892.00	
1-5402-541-23-07	LIFE/AD&D	757.00	
1-5402-541-23-08	DENTAL - OHS - EMPLOYEE	459.00	
1-5402-541-23-09	VSP - VISION - EMPLOYEE	163.00	
1-5402-541-24-00	WORKER'S COMPENSATION	10,288.00	
1-5402-541-34-00	OTHER CONTRACTUAL SERVICE	3,500.00	
	00100 MIAMI SPRINGS SHARE BTWN VIRGINIA GARDENS OF		3,500.00
	00200 MEDIAN ISLAND MAINTENANCE NEAR 36 ST & CURTISS PKW		.00
1-5402-541-34-09	OTHER	50,000.00	
	00100 TREES & INSTALLATIONS		50,000.00
1-5402-541-43-01	ELECTRICITY	120,386.00	
1-5402-541-45-10	FLEET MAINTENANCE	18,000.00	
	00100 REPAIRS, MAINTENANCE, WASHES ON 2 VEHICLES AND		18,000.00
	00200 ROOT CUTTER, COMPRESSOR, COMPACTOR, ROLLER,		.00
	00300 CONCRETE MIXER, BACKHOE, SKID STEER, FRONT END		.00
	00400 LOADER, PORTION OF FUEL TRAK AGREEMENT		.00
1-5402-541-45-30	LIABILITY INSURANCES	2,755.00	
1-5402-541-46-00	REPAIRS AND MAINTENANCE	45,000.00	
	00100 OUTSIDE LIGHT, BOLLARD, OUTLET, FLOOD & SPOT LIGHT		45,000.00
	00200 SPRINKLERS, TIMERS, OTHER REPAIRS AS NEEDED		.00
1-5402-541-52-00	OPERATING SUPPLIES	22,000.00	
	00100 BROOMS, RAKES, SHOVELS, AXES, SPRINKLERS, LIGHT		22,000.00
	00200 BULBS FOR OUTSIDE, CUTTING BLADES, HOSES, SPRAY		.00
	00300 PAINTS, CHRISTMAS LIGHTS, PAINT BRUSHES, TRAYS &		.00
	00400 LINERS, CONCRETE MIX, BOTTLE SPRAYERS, GLOVES,		.00
	00500 VESTS, BACK BRACES, HATS, EARPLUGS, DUST MASKS,		.00
	00600 UNIFORMS, SAFETY SHOES, SAFETY GLASSES, CAUTION		.00
	00700 TAPE, STENCILS, SIGNS, SUNSHINE STATE ONE CALL		.00
	00800 LOCATION SERVICE, PAPER TOWELS, GATORADE, TIMERS,		.00
	00900 FUSES, HARD HATS, MARKING PAINT, & OTHER MISC		.00
	01000 ITEMS AS NEEDED		.00
1-5402-541-52-02	FUEL, OILS, LUBRICANTS	7,500.00	
	00100 ESTIMATED FUEL COST FOR 2 VEHICLES & VARIOUS EQUIP		7,500.00
1-5402-541-52-07	TIRES	2,500.00	
	00100 ESTIMATED TIRE REPLACEMENT COST FOR 2 VEHICLES &		2,500.00
	00200 VARIOUS EQUIPMENT & TRAILERS		.00
* Total Accounts for this Budget Level	18	437,256.00	

Public Services – Public Properties

The Public Properties Division maintains all green spaces that are in the public right of ways. Our expert staff continues to work with residents to educate them in proper tree care. The Public Properties Division is also charged with the task of keeping our city streets free of litter, and serves as support for all city functions.

Goals

Provide essential services to the residents without interruptions

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 Miami Springs as one of the "cleanest cities" by ensuring litter control, city-wide.

Objectives

Provide special attention to the main arteries of the city to ensure they are free of litter and free of any potential tree hazards.

Keep the public properties personnel "Storm Ready" as this division functions as first responders in the event of a "catastrophic event".

2015-16 Accomplishments

Continued our working relationships with Contractors regarding Customer Service and Quality of Service to our Residents

Retained Awards for Tree City & Growth Award

Completed 363 tree trimming requests and 60 tree removals

Continue to meet our standards as a Clean City by ensuring litter control and safe roadways

Removed overgrown and invasive vegetation along Ludlum Drive Bike Path

Successfully planted 147 Trees City Wide under our Street Tree Planting program including a Pineland Park at Huntinglodge Drive and Lenape.

FY 2016-17 Budget Highlights

- Proposed budget is \$8,164 or 1.2% lower than FY2015-16.
- Budget Summary:

Budgeted Revenues	\$	-0-
Budgeted Expenditures		<u>\$648,181</u>
Net cost of Department		<u>\$648,181</u>

CITY OF MIAMI SPRINGS
PUBLIC WORKS BUDGET
FISCAL YEAR ENDING 9/30/17

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2013-14 ACTUALS	FY2014-15 ACTUALS	FY2015-16 AMENDED BUDGET	FY2016-17 Departmental Request	Dollar Increase (decrease)	YTD ACTUALS AS OF 6/30/16
PUBLIC PROPERTIES DIVISION							
001-5404-541.12-00	REGULAR SALARIES	169,071	183,713	226,604	223,278	(3,326)	147,673
001-5404-541.14-00	OVERTIME	584	534	1,000	1,000	-	2,034
001-5404-541.21-00	FEDERAL PAYROLL TAXES	12,942	13,978	10,332	12,360	2,028	11,384
001-5404-541.22-01	GENERAL	15,037	15,992	17,594	24,037	6,443	16,568
						-	
	TOTAL MEDICAL INSURANCE	40,015	48,552	92,874	63,111	(29,763)	33,357
						-	
001-5404-541.24-00	WORKER'S COMPENSATION	6,972	11,506	19,193	18,912	(281)	14,391
001-5404-541.25-00	UNEMPLOYMENT COMPENSATION	4,950	-	-	-	-	-
001-5404-541.31-00	PROFESSIONAL SERVICES	-	-	-	-	-	-
001-5404-541.34-00	OTHER CONTRACTUAL SERVICE	194,862	153,806	128,494	140,000	11,506	70,373
001-5404-541.41-01	TELEPHONE	2,394	2,611	2,386	2,805	419	2,184
001-5404-541.41-02	CELLULAR TELEPHONE	1,404	1,614	1,585	2,740	1,155	1,706
001-5404-541.41-04	COURIER, UPS, FEDX -OVERNGT	25	-	-	-	-	-
001-5404-541.43-01	ELECTRICITY	38,256	36,592	31,000	31,435	435	24,708
001-5404-541.43-02	WATER	36,202	29,291	25,500	28,968	3,468	24,518
001-5404-541.44-00	RENTALS AND LEASES	-	-	300	300	-	-
001-5404-541.45-10	FLEET MAINTENANCE	16,487	21,236	39,500	40,000	500	38,717
001-5404-541.45-30	LIABILITY INSURANCES	23,880	25,248	26,483	25,035	(1,448)	19,863
001-5404-541.52-00	OPERATING SUPPLIES	9,382	13,373	21,500	21,500	-	13,724
001-5404-541.52-02	FUEL, OILS, LUBRICANTS	9,096	5,976	9,000	9,200	200	4,830
001-5404-541.52-07	TIRES	653	2,219	3,000	3,500	500	1,503
001-5404-541.54-00	DUES AND SUBSCRIPTIONS	-	-	-	-	-	-
001-5404-541.63-00	IMPROVEMENTS O/T BUILDING	3,800	1,200	-	-	-	-
	Total Public properties	586,012	567,441	656,345	648,181	(8,164)	427,533

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Fiscal Year . . : 2016
Budget Level . . : BUDG
Description . . :

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info
1-5404-541-12-00	REGULAR SALARIES	223,278.00	
1-5404-541-14-00	OVERTIME	1,000.00	
1-5404-541-21-00	FEDERAL PAYROLL TAXES	12,360.00	
1-5404-541-22-01	GENERAL	24,037.00	
1-5404-541-23-02	POS, EMPLOYEE +1	59,961.00	
1-5404-541-23-07	LIFE/AD&D	1,401.00	
1-5404-541-23-08	DENTAL - OHS - EMPLOYEE	1,266.00	
1-5404-541-23-09	VSP - VISION - EMPLOYEE	484.00	
1-5404-541-24-00	WORKER'S COMPENSATION	18,912.00	
1-5404-541-34-00	OTHER CONTRACTUAL SERVICE	140,000.00	
	00100 CONTRACT FOR TREE TRIMMING & REMOVAL		65,000.00
	00200 FERTILIZING, & LAWN PEST CONTROL		3,480.00
	00300 BEE REMOVAL, PALM FERTILIZING & OTHER MISC ITEMS		71,520.00
1-5404-541-41-01	TELEPHONE	2,805.00	
1-5404-541-41-02	CELLULAR TELEPHONE	2,740.00	
1-5404-541-43-01	ELECTRICITY	31,435.00	
1-5404-541-43-02	WATER	28,968.00	
1-5404-541-44-00	RENTALS AND LEASES	300.00	
	00100 ARBOR DAY TENT, CHAIR, FLOOR RENTAL AS NEEDED		300.00
1-5404-541-45-10	FLEET MAINTENANCE	40,000.00	
	00100 REPAIRS, MAINTENANCE, WASHES ON 6 VEHICLES,		40,000.00
	00200 REPAIRS ON CHAINSAWS, RIDING MOWERS, CHIPPER,		.00
	00300 STUMP GRINDER, WEDEEATERS, EDGERS & TRAILERS,		.00
	00400 PORTION OF FUEL TRAK AGREEMENT		.00
1-5404-541-45-30	LIABILITY INSURANCES	25,034.00	
1-5404-541-52-00	OPERATING SUPPLIES	21,500.00	
	00100 BROOMS, SHOVELS, RAKES, CHAIN & OIL, FOR CHAINSAWS		21,500.00
	00200 WEDEEATER, PARTS, TRASHBAGS, LOPPERS, PW CAPS,		.00
	00300 SHOES & UNIFORMS, BACK SUPPORT BELT, GLOVES, EAR		.00
	00400 PLUGS, SAFETY GLASSES, HARD HATS, HAND SANITIZER		.00
	00500 GATORADE,DUST MASK, PAPER TOWEL, CONE CUPS, WASP		.00
	00600 KILLER, COOLERS, SAFETY VEST, PAINT BRUSHES, TRAY		.00
	00700 & LINERS, ROLLER COVERS, PAINT, BANNERS, CAUTION		.00
	00800 TAPE & OTHER ITEMS AS NEEDED		.00
1-5404-541-52-02	FUEL, OILS, LUBRICANTS	9,200.00	
	00100 ESTIMATED FUEL COST FOR 6 VEHICLES AND EQUIPMENT		9,200.00
1-5404-541-52-07	TIRES	3,500.00	
	00100 ESTIMATED TIRE REPLACEMENT FOR 6 VEHICLES & EQUIP		3,500.00
* Total Accounts for this Budget Level	20	648,181.00	

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

- Establish timelines for all requested projects City wide
- Continue to service all City Owned Facilities according to our monthly service schedules
- Continue to meet all of our Safety Inspections with Miami Dade County

Objectives

- Maintain all new and aged buildings along with other structures with the same consistency and effort.

FY 2015-16 Accomplishments

- Replaced two retaining walls that were destroyed due to motor vehicle accidents
- Removed the old Tot-Lot in preparation for construction of replacement structure
- 1,497 Work Order requests for upgrades, repairs & maintenance by various departments were completed by Public Works Department
- Met all County requirements regarding annual inspections of all facilities
- Monitored the installation of Air Conditioning Coils at City Hall

FY 2016-17 Budget Highlights

- Proposed budget is \$17,914 or 6.6% higher than FY2015-16.
- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$288,374</u>
Net cost of Department	<u>\$288,374</u>
- Increase is due to budgeting \$63,486 for the repairs of A/C in City Hall and Fire department..

CITY OF MIAMI SPRINGS
PUBLIC WORKS BUDGET
FISCAL YEAR ENDING 9/30/17

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2013-14 ACTUALS	FY2014-15 ACTUALS	FY2015-16 AMENDED BUDGET	FY2016-17 Departmental Request	Dollar Increase (decrease)	YTD ACTUALS AS OF 6/30/16
BUILDING MAINTENANCE DIVISION						-	
001-5405-541.12-00	REGULAR SALARIES	9,153	23,690	44,562	44,133	(429)	30,808
001-5405-541.14-00	OVERTIME	-	480	850		(850)	487
001-5405-541.21-00	FEDERAL PAYROLL TAXES	624	1,831	2,905	2,824	(81)	2,366
001-5405-541.22-01	GENERAL	1,376	3,315	5,224	4,751	(473)	4,493
						-	
	TOTAL MEDICAL INSURANCE	2,660	3,407	6,840	7,495	655	5,235
						-	
001-5405-541.24-00	WORKER'S COMPENSATION	631	-	1,850	1,832	(18)	1,386
001-5405-541.34-00	OTHER CONTRACTUAL SERVICE	52,183	58,481	68,615	71,615	3,000	46,404
001-5405-541.41-02	CELLULAR TELEPHONE	245	124	240	432	192	316
001-5405-541.43-02	WATER	95	103	104	105	1	77
001-5405-541.45-10	FLEET MAINTENANCE	1,398	2,319	2,500	2,500	-	2,463
001-5405-541.45-30	LIABILITY INSURANCES	588		1,020	1,001	(19)	765
001-5405-541.46-00	REPAIRS AND MAINTENANCE	112,309	92,799	75,000	80,000	5,000	78,552
001-5405-541.52-00	OPERATING SUPPLIES	5,016	4,726	5,000	6,000	1,000	4,260
001-5405-541.52-02	FUEL, OILS, LUBRICANTS	2,383	1,463	2,300	1,700	(600)	930
001-5405-541.52-07	TIRES	-	466	500	500	-	-
001-5405-541.63-00	IMPROVEMENTS O/T BUILDING	78,375	121,785	52,950	63,486	10,536	52,950
	Total Bldg Maintenance	267,036	314,989	270,460	288,374	17,914	231,492
						-	

Fiscal Year . . : 2016
Budget Level . . : BUDG
Description . . :

Account #	Description	Budget Amount	Misc. Info
DEPARTMENTAL INPUT			
1-5405-541-12-00	REGULAR SALARIES	44,133.00	
1-5405-541-21-00	FEDERAL PAYROLL TAXES	2,824.00	
1-5405-541-22-01	GENERAL	4,751.00	
1-5405-541-23-04	HMO, EMPLOYEE ONLY	6,964.00	
1-5405-541-23-07	LIFE/AD&D	273.00	
1-5405-541-23-08	DENTAL - OHS - EMPLOYEE	153.00	
1-5405-541-23-09	VSP - VISION - EMPLOYEE	104.00	
1-5405-541-24-00	WORKER'S COMPENSATION	1,832.00	
1-5405-541-34-00	OTHER CONTRACTUAL SERVICE	71,615.00	
	00100 KELLY JANITORIAL PW, CITY HALL, COMM POLICE OFFICE		46,000.00
	00200 KRYPTON PEST CONTROL CITY WIDE EXCEPT GOLF		3,300.00
	00300 ALSCO FLOOR MATS PW, CITY HALL, COMM POLICE OFFICE		2,900.00
	00400 MIAMI FIRE EXTINGUISHER INSPECTION PW, CITY HALL		1,200.00
	00500 TRANE A/C MAINTENANCE FOR CITY HALL		10,500.00
	00600 CHI ALARMS FOR CITY HALL FIRE ALARM		1,000.00
	00700 THYSSENKRUPP ELEVATOR MAINTENANCE FOR CITY HALL		2,865.00
	00800 OTHER SERVICES OR INCREASES		3,950.00
1-5405-541-41-02	CELLULAR TELEPHONE	432.00	
1-5405-541-43-02	WATER	105.00	
1-5405-541-45-10	FLEET MAINTENANCE	2,500.00	
	00100 REPAIRS, MAINTENANCE, WASHES ON 1 VEHICLE		2,500.00
	00200 PORTION OF FUEL TRAK AGREEMENT		.00
1-5405-541-45-30	LIABILITY INSURANCES	1,002.00	
1-5405-541-46-00	REPAIRS AND MAINTENANCE	80,000.00	
	00100 CONTRACTOR & BUILDING MAINT REPAIRS & PARTS		80,000.00
	00200 ALL CITY BUILDING & PARKS		.00
1-5405-541-52-00	OPERATING SUPPLIES	6,000.00	
	00100 SMALL TOOLS, A/C & WATER FILTERS, LUMBER, PAINT,		6,000.00
	00200 BRUSHES, ROLLERS, PAINT TRAY & LINERS, CEMENT,		.00
	00300 LOCKS, ROOF, PLUMBING, ELECTRICAL SUPPLIES, SHOES,		.00
	00400 UNIFORM, BACK BRACE, GLOVES, LAMPS, DRILL BITS,		.00
	00500 SAWS, SANITIZER REFILS, DUCT/ELECTRICAL/CAUTION		.00
	00600 TAPE, CAULKING, CUTTING BLADES, STENCILS, & OTHER		.00
	00700 SUPPLIES AS NEEDED.		.00
	00800 MIAMI DADE PW LIFE SAFETY PERMIT		.00
	00900 MIAMI DADE CH LIFE SAFETY PERMIT		.00
	01000 MIAMI DADE CH ELEVATOR PERMIT		.00
1-5405-541-52-02	FUEL, OILS, LUBRICANTS	1,700.00	
	00100 ESTIMATED FUEL COST FOR 1 VEHICLE		1,500.00
	00200 GENERATOR GAS SERVICE @ PW		200.00
1-5405-541-52-07	TIRES	500.00	
	00100 ESTIMATED TIRES REPLACEMENT FOR 1 VEHICLE		500.00
1-5405-541-63-00	IMPROVEMENTS O/T BUILDING	63,486.00	
* Total Accounts for this Budget Level	18	288,374.00	

**CITY OF MIAMI SPRINGS
CAPITAL IMPROVEMENT REQUEST
FOR FY 2016-2017 BUDGET YEAR**

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

Department: _____ **PUBLIC WORKS**

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

Trane Air Condition Chiller Compressor Overhaul Service at City Hall

Total budget request:	\$ 38,248.00
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Detail any grant or additional funding sources for this project

Funding

	\$ -
--	------

	\$ -
--	------

	\$ -
--	------

Total funding sources:	\$ -
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Reason why project is needed

Original Equipment Has Exceeded It's Service Threshold and It's

Recommended By The Manufacture To Provide This Service To Prevent

Unit Failure

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

This unit will have a 2 year warranty and extend the life of equipment	\$ -
------------------------------------------------------------------------	------

	\$ -
--	------

	\$ -
--	------

	\$ -
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Totals	\$ 38,248.00
---------------	---------------------

Department Head Signature

City Manager Approval

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**TRANE**

Building Services

WE MAKE BUILDINGS WORK BETTER FOR LIFE.™



Trane U.S. Inc.
2884 Corporate Way
Miramar, FL 33025
Phone: (954) 499-6900
Fax: (954) 499-2218
CAC023485

March 16, 2016

Tom Nash
Miami Springs City of
201 Westward Drive
MIAMI SPRINGS, FL 33166

Site Address:
Miami Springs City of
201 Westward Drive
MIAMI SPRINGS, FL 33166

Reference: Sole Source – Trane R'Newal® ServiceDear **Tom Nash**

Trane R'newal® service program is a Trane authorized sole source factory-warranty solution that replaces worn materials, restores compressor performance and provides the same assured reliability as seen with the new R-Series water chiller compressor.

This program is a “Trane exclusive, factory specified, field executed compressor service program” that is backed by a 2-year standard parts and labor warranty with the option of a 3-5 year extended warranty on the compressor motor, bearings and lubrication system. This program allows you to meet your financial goals, improve your machines reliability, save money on operating costs, and prevent expensive unplanned failures.

How the R'newal® Program Works

- Replaces worn materials
- Updates components
- Compressor factory R-Newal®
- Restores the compressor
- Inspections of mechanical components preformed
- Startup per original chiller specifications
- New Trane R'newal® serial number and plaque

Sincerely,

Ozzie Fortun
Account Manager
Trane

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TRANE

Building Services

R'newal™ Services

SERVICE PROPOSAL FOR:

Miami Springs City of
201 Westward Drive
MIAMI SPRINGS, FL 33166

SITE ADDRESS:

MIAMI SPRINGS CITY HALL
201 WESTWARD DRIVE
MIAMI SPRINGS, FL 33166
United States

LOCAL TRANE OFFICE:

Trane U.S. Inc.
2884 Corporate Way
MIRAMAR, FL 33025

LOCAL TRANE REPRESENTATIVE:

Ozzie Fortun
Cell: (305) 282-1709
Office: (305) 592-0672

PROPOSAL ID / AGREEMENT NUMBER:
2062867 / 456552

DATE:

March 15, 2016



**TRANE**

Building Services

WE MAKE BUILDINGS WORK BETTER FOR LIFE.™



Trane U.S. Inc.
2884 Corporate Way
MIRAMAR, FL 33025

Phone: (305) 592-0672, Fax: (305) 592-0221
Service Contact: (305) 592-0672

March 15, 2016

Miami Springs City of
201 Westward Drive
MIAMI SPRINGS, FL 33166

Site Address:
MIAMI SPRINGS CITY HALL
201 WESTWARD DRIVE
MIAMI SPRINGS, FL 33166
United States

Attention: Tom Nash

Subject: Trane R'newal™ Service Program for RTAA070AYR01A3D0NBF

Trane's Series R Compressor R'newal service is a major inspection and maintenance program that brings the chiller compressor back to like-new condition. The Series R Compressor R'newal program is backed with a Trane warranty covering the renewed compressor. This unique warranty reflects Trane's confidence in our compressors as well as our factory-authorized service technicians who work on them.

This Series R Compressor R'newal program addresses the following major components:

Gaskets and seals – Both internal and external elastomer seals give up elasticity and harden with time. The rate of deterioration depends on length of service, temperature, and operating conditions. Gasket and seal wear ultimately results in chiller efficiency loss, refrigerant loss and loss of lubrication capability.

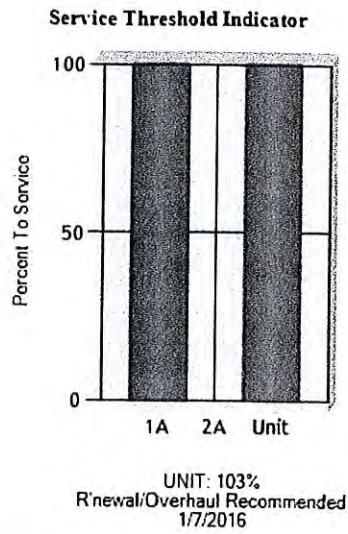
Bearings – Individual unit operating conditions and certain site conditions can influence bearing permanence. These factors can result in bearing damage and compressor failure.

Compressor Motors – Over time compressor motors can develop flaws in the rotor and stator assemblies. These flaws, if left uncorrected, can result in compressor motor failure.

Trane Building Services uses the Series R Compressor Evaluator tool to predict when a compressor should be considered for R'newal. The Series R Compressor Evaluator tool takes into account run hours, starts, and seasons of operation to derive the service threshold indicator used in this evaluation process.

We have assessed your Series R compressor with the Evaluator and have determined a service threshold indicator of >100%. Trane recommends that any compressor above 85% be considered for the R'newal program and compressors above 100% be immediately scheduled for the R'newal program.

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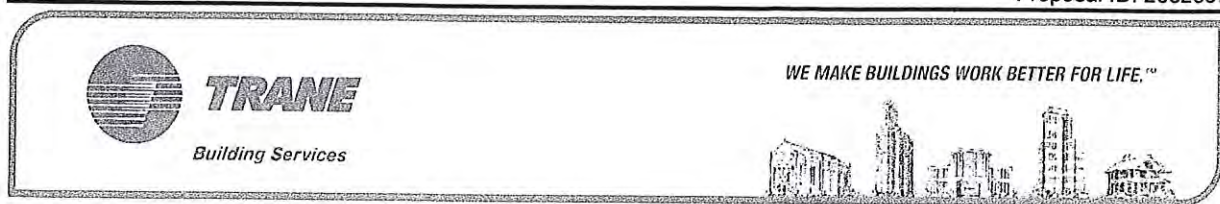


Per the attached proposal, it is our recommendation that your chiller be scheduled for a Series R Compressor R'newal service.

Thank you for giving us this opportunity. If you have any questions or concerns, please call me at (305) 592-0672.

Sincerely,

Ozzie Fortun
Account Manager
Trane



Trane U.S. Inc.
2884 Corporate Way
MIRAMAR, FL 33025
Phone: (305) 592-0672, Fax: (305) 592-0221

March 15, 2016

Miami Springs City of
201 Westward Drive
MIAMI SPRINGS, FL 33166

Site Address:
MIAMI SPRINGS CITY HALL
201 WESTWARD DRIVE
MIAMI SPRINGS, FL 33166
United States

Attention: Tom Nash

Subject: Trane Compressor R'newal™ for RTAA070AYR01A3D0NBF

The R'newal™ services program is an exclusive, comprehensive program, available only from Trane Building Services, designed to prevent refrigerant leaks, compressor failures, and avoid unscheduled downtime. This process replaces worn materials, restores compressor performance, and updates applicable components to current design. The R'newal Service program delivers Trane's original commitment of reliability and performance and is backed by a long-term factory warranty.

Trane is pleased to offer you this proposal for performance of the following services:

Equipment:

Equipment	Qty	Manufacturer	Model Number	Serial Number
Chiller	1	Trane	RTAA070AYR01A3D0NBF	U05K04288

Scope of Service –Series R Rotary Screw Chiller Compressor R'newal Service

- Starter evaluation
- Circuit remove/transfer existing refrigerant (recovery equipment included)
- Renewed compressor is installed per OEM specification and start-up
- Oil and refrigerant lab analysis
- Depending on unit size and age, the following will be replaced:
 - High pressure cut-out switch
 - Drier cores
 - Oil filter element
 - Pressure relief valve
 - Master solenoid valve/coil
- Unit up-grades and modifications per unit schedule
 - Remove existing insulation from chiller barrel
 - Inspect Chiller barrel
 - Install new 1.5" armaflex insulation
- Re-install existing refrigerant that was removed or transferred
- All necessary labor and rigging
- Insulate compressor motor terminals
- Start-up and system checkout
- Shipping and Handling
- **Factory parts and labor warranty on compressor – see Warranty section (below) for details**

Series R R'newal Exchange Compressor Warranty

The compressor on which R'newal has been completed will be covered by the standard compressor R'newal parts and labor warranty.

The optional third through fifth year compressor parts and labor warranty requires the purchase of the Trane Service Agreement. This agreement shall include, at a minimum: an annual chiller inspection, spring start-up, run inspection, and an annual oil analysis. If the Trane Service Agreement is cancelled before the end of the R'newal compressor warranty period the third through fifth year compressor warranty is void.

Clarifications

- The existing HCFC-22 will be re-used. If additional refrigerant is necessary, it is not included and will be billable in addition to this proposal.
- Unless specified, upgrades to the motor starter and controls are not included in this proposal.
- The Series R compressor R'newal 5 year extended warranty requires the purchase of a Trane Service Agreement that includes, at a minimum, an annual chiller inspection, spring start-up, run inspection and an annual oil analysis for the duration of the extended warranty period. The Service Agreement must be purchased for the duration of the Warranty. Cancellation of the service agreement voids the R'newal warranty.
- Labor is at normal working hours only, and excludes labor costs due to unusual equipment access. All crane costs are excluded.

Scope of Service—Remove and Replace Insulation on Evaporator

- Remove existing insulation from chiller barrel
- Inspect Chiller barrel
- Install new 1.5" armaflex insulation

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TERMS AND CONDITIONS – QUOTED SERVICE

"Company" shall mean Trane U.S. Inc. for Company performance in the United States and Trane Canada ULC for Company performance in Canada.

To obtain repair service within the scope of Services as defined, contact your local Trane District office identified on the first page of the Agreement by calling the telephone number stated on that page. That Trane District office is responsible for Trane's performance of this Agreement. Only Trane authorized personnel may perform service under this Agreement. For Service covered under this Agreement, Trane will be responsible for the cost of transporting a part requiring service.

- 1. Agreement.** These terms and conditions are an integral part of Company's offer and form the basis of any agreement (the "Agreement") resulting from Company's proposal (the "Proposal") for the services (the "Services") on equipment listed in the Proposal (the "Covered Equipment"). **COMPANY'S TERMS AND CONDITIONS ARE SUBJECT TO PERIODIC CHANGE OR AMENDMENT.**
- 2. Acceptance.** The Proposal is subject to acceptance in writing by the party to whom this offer is made or an authorized agent ("Customer") delivered to Company within 30 days from the date of the Proposal. If Customer accepts the Proposal by placing an order, without the addition of any other terms and conditions of sale or any other modification, Customer's order shall be deemed acceptance of the Proposal subject to Company's terms and conditions. If Customer's order is expressly conditioned upon the Company's acceptance or assent to terms and/or conditions other than those expressed herein, return of such order by Company with Company's terms and conditions attached or referenced serves as Company's notice of objection to Customer's terms and as Company's counter-offer to provide Services in accordance with the Proposal. If Customer does not reject or object in writing to Company within 10 days, the Company's counter-offer will be deemed accepted. Customer's acceptance of the Services by Company will in any event constitute an acceptance by Customer of Company's terms and conditions. In the case of a dispute, the applicable terms and conditions will be those in effect at the time of delivery or acceptance of the Services. This Agreement is subject to credit approval by Company. Upon disapproval of credit, Company may delay or suspend performance or, at its option, renegotiate prices and/or terms and conditions with Customer. If Company and Customer are unable to agree on such revisions, this Agreement shall be cancelled without any liability, other than Customer's obligation to pay for Services rendered by Company to the date of cancellation.
- 3. Cancellation by Customer Prior to Services; Refund.** If Customer cancels this Agreement within (a) thirty (30) days of the date this Agreement was mailed to Customer or (b) twenty (20) days of the date this Agreement was delivered to Customer, if it was delivered at the time of sale, and no Services have been provided by Company under this Agreement, the Agreement will be void and Company will refund to Customer, or credit Customer's account, the full Service Fee of this Agreement that Customer paid to Company, if any. A ten percent (10%) penalty per month will be added to a refund that is due but is not paid or credited within forty-five (45) days after return of this Agreement to Company. Customer's right to cancel this Agreement only applies to the original owner of this Agreement and only if no Services have been provided by Company under this Agreement prior to its return to Company.
- 4. Cancellation by Company.** This Agreement may be cancelled by Company for any reason or no reason, upon written notice from Company to Customer no later than 30 days prior to performance of any Services hereunder and Company will refund to Customer, or credit Customer's account, that part of the Service Fee attributable to Services not performed by Company. Customer shall remain liable for and shall pay to Company all amounts due for Services provided by Company and not yet paid.
- 5. Services Fees and Taxes.** Fees for the Services (the "Service Fee(s)") shall be as set forth in the Proposal and are based on performance during regular business hours. Fees for outside Company's regular business hours and any after-hours services shall be billed separately according to the then prevailing overtime or emergency labor/labour rates. In addition to the stated Service Fee, Customer shall pay all taxes not legally required to be paid by Company or, alternatively, shall provide Company with acceptable tax exemption certificates. Customer shall pay all costs (including attorneys' fees) incurred by Company in attempting to collect amounts due.
- 6. Payment.** Payment is due upon receipt of Company's invoice. Company reserves the right to add to any account outstanding for more than 30 days a service charge equal to the lesser of the maximum allowable legal interest rate or 1.5% of the principal amount due at the end of each month. Customer shall pay all costs (including attorneys' fees) incurred by Company in attempting to collect amounts due or otherwise enforcing these terms and conditions.
- 7. Customer Breach.** Each of the following events or conditions shall constitute a breach by Customer and shall give Company the right, without an election of remedies, to terminate this Agreement or suspend performance by delivery of written notice: (1) Any failure by Customer to pay amounts when; or (2) any general assignment by Customer for the benefit of its creditors, or if Customer becomes bankrupt or insolvent or takes the benefit of any statute for bankrupt or insolvent debtors, or makes or proposes to make any proposal or arrangement with creditors, or if any steps are taken for the winding up or other termination of Customer or the liquidation of its assets, or if a trustee, receiver, or similar person is appointed over any of the assets or interests of Customer; (3) Any representation or warranty furnished by Customer in connection with this Agreement is false or misleading in any material respect when made; or (4) Any failure by Customer to perform or comply with any material provision of this Agreement. Customer shall be liable to the Company for all Services furnished to date and all damages sustained by Company (including lost profit and overhead).
- 8. Performance.** Company shall perform the Services in accordance with industry standards generally applicable in the state or province where the Services are performed under similar circumstances as of the time Company performs the Services. Company is not liable for any claims, damages, losses, or expenses, arising from or related to work done by or services provided by individuals or entities that are not employed by or hired by Company. Company may refuse to perform any Services or work where working conditions could endanger property or put at risk the safety of people. Parts used for any repairs made will be those selected by Company as suitable for the repair and may be parts not manufactured by Company. Customer must reimburse Trane for services, repairs, and/or replacements performed by Trane at Customer's request beyond the scope of Services or otherwise excluded under this Agreement. The reimbursement shall be at the then prevailing applicable regular, overtime, or holiday rates for labor/labour and prices for materials. Prior to Trane performing the additional services, repairs, and/or replacements, Customer may request a separate written quote stating the work to be performed and the price to be paid by Customer for the work.
- 9. Customer Obligations.** Customer shall: (a) provide Company reasonable and safe access to the Covered Equipment and areas where Company is to work; and (b) unless otherwise agreed by Customer and Company, at Customer's expense and before the Services begin, Customer will provide any necessary access platforms, catwalks to safely perform the Services in compliance with OSHA, state, or provincial industrial safety regulations or any other applicable industrial safety standards or guidelines.
- 10. Exclusions.** Unless expressly included in the Proposal, the Services do not include, and Company shall not be responsible for or liable to the Customer for, any claims, losses, damages or expenses suffered by the Customer in any way connected with, relating to or arising from any of the following:
 - (a) Any guarantee of room conditions or system performance;
 - (b) Inspection, operation, maintenance, repair, replacement or performance of work or services outside the Services;
 - (c) Damage, repairs or replacement of parts made necessary as a result of the acts or omission of Customer or any Event of Force Majeure;
 - (d) Any claims, damages, losses, or expenses, arising from or related to conditions that existed in, on, or upon the premises before the effective date of this Agreement ("Pre-Existing Conditions") including, without limitation, damages, losses, or expenses involving a Pre-Existing

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Condition of building envelope issues, mechanical issues, plumbing issues, and/or indoor air quality issues involving mold/mould, bacteria, microbial growth, fungi or other contaminants or airborne biological agents; and

(e) Replacement of refrigerant is excluded, unless replacement of refrigerant is expressly stated as included with the Proposal.

11. Limited Warranty. Company warrants that: (a) the material manufactured by Company and provided to the Customer in performance of the Services is free from defects in material and manufacture for a period of 12 months from the earlier of the date of equipment start-up or replacement and (b) the labor/labour portion of the Services is warranted to have been properly performed for a period of 90 days from date of completion (the "Limited Warranty"). Company obligations of equipment start-up, if any are stated in the Proposal, are coterminous with the Limited Warranty period. Defects must be reported to Company within the Limited Warranty period. Company's obligation under the Limited Warranty is limited to repairing or replacing the defective part at its option and to correcting any improperly performed labor/labour. No liability whatsoever shall attach to Company until the Services have been paid for in full. Exclusions from this Limited Warranty include claims, losses, damages, and expenses in any way connected with, related to, or arising from failure or malfunction of equipment due to the following: wear and tear; end of life failure; corrosion; erosion; deterioration; Customer's failure to follow the Company-provided maintenance plan; unauthorized or improper maintenance; unauthorized or improper parts or material; refrigerant not supplied by Trane; and modifications made by others to Company's equipment. Company shall not be obligated to pay for the cost of lost refrigerant or lost product. Some components of Company equipment may be warranted directly from the component supplier, in which case this Limited Warranty shall not apply to those components and any warranty of such components shall be the warranty given by the component supplier. Notwithstanding the foregoing, all warranties provided herein terminate upon termination or cancellation of this Agreement. Equipment, material and/or parts that are not manufactured by Company are not warranted by Company and have such warranties as may be extended by the respective manufacturer.

THE REMEDIES SET FORTH IN THIS LIMITED WARRANTY ARE THE SOLE AND EXCLUSIVE REMEDIES FOR WARRANTY CLAIMS PROVIDED BY COMPANY TO CUSTOMER UNDER THIS AGREEMENT AND ARE IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES, LIABILITIES, CONDITIONS AND REMEDIES, WHETHER IN CONTRACT, WARRANTY, STATUTE, OR TORT (INCLUDING NEGLIGENCE), EXPRESS OR IMPLIED, IN LAW OR IN FACT, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR USE OR FITNESS FOR A PARTICULAR PURPOSE AND/OR OTHERS ARISING FROM COURSE OF DEALING OR TRADE. COMPANY EXPRESSLY DISCLAIMS ANY REPRESENTATIONS OR WARRANTIES, ENDORSEMENTS OR CONDITIONS OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF QUALITY, FITNESS, MERCHANTABILITY, DURABILITY AND/OR OTHERS ARISING FROM COURSE OF DEALING OR TRADE OR REGARDING PREVENTION BY THE SCOPE OF SERVICES, OR ANY COMPONENT THEREOF, OF MOLD/MOULD, FUNGUS, BACTERIA, MICROBIAL GROWTH, OR ANY OTHER CONTAMINATES. COMPANY EXPRESSLY DISCLAIMS ANY LIABILITY IF THE SCOPE OF SERVICES OR ANY COMPONENT THEREOF IS USED TO PREVENT OR INHIBIT THE GROWTH OF SUCH MATERIALS. THE WARRANTY AND LIABILITY SET FORTH IN THIS AGREEMENT ARE IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES, WHETHER IN CONTRACT OR IN NEGLIGENCE, EXPRESS OR IMPLIED, IN LAW OR IN FACT, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

12. Indemnity. To the maximum extent permitted by law, Company and Customer shall indemnify and hold harmless each other from any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury or damage to real or personal property, to the extent caused by the negligence or misconduct of the indemnifying party, and/or its respective employees or authorized agents in connection with their activities within the scope of this Agreement. Neither party shall indemnify the other against claims, damages, expenses, or liabilities to the extent attributable to the acts or omissions of the other party or third parties. If the parties are both at fault, the obligation to indemnify shall be proportional to their relative fault. The duty to indemnify and hold harmless will continue in full force and effect, notwithstanding the expiration or early termination of this Agreement, with respect to any claims based on facts or conditions that occurred prior to expiration or termination of this Agreement.

13. Limitation of Liability. NOTWITHSTANDING ANYTHING TO THE CONTRARY, NEITHER PARTY SHALL BE LIABLE FOR SPECIAL, INCIDENTAL, INDIRECT, OR CONSEQUENTIAL LOSSES OR DAMAGES OF ANY KIND (INCLUDING WITHOUT LIMITATION REFRIGERANT LOSS, PRODUCT LOSS, LOST REVENUE OR PROFITS, OR LIABILITY TO THIRD PARTIES), OR PUNITIVE DAMAGES WHETHER BASED IN CONTRACT, WARRANTY, STATUTE, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, INDEMNITY OR ANY OTHER LEGAL THEORY OR FACTS. NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, THE TOTAL AND AGGREGATE LIABILITY OF THE COMPANY TO THE CUSTOMER WITH RESPECT TO ANY AND ALL CLAIMS CONNECTED WITH, RELATED TO OR ARISING FROM THE PERFORMANCE OR NON-PERFORMANCE OF THIS AGREEMENT, WHETHER BASED IN CONTRACT, WARRANTY, STATUTE, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, INDEMNITY OR ANY OTHER LEGAL THEORY OR FACTS, SHALL NOT EXCEED THE COMPENSATION RECEIVED BY COMPANY UNDER THIS AGREEMENT. IN NO EVENT SHALL SELLER BE LIABLE FOR ANY DAMAGES (WHETHER DIRECT OR INDIRECT) RESULTING FROM MOLD, FUNGUS, BACTERIA, MICROBIAL GROWTH, OR OTHER CONTAMINATES OR AIRBORNE BIOLOGICAL AGENTS. TO THE MAXIMUM EXTENT ALLOWED BY LAW, COMPANY SHALL NOT BE LIABLE FOR ANY OF THE FOLLOWING IN CONNECTION WITH PROVIDING THE ENERGY AND BUILDING PERFORMANCE SERVICES: INTERRUPTION, DELETION, DEFECT, DELAY IN OPERATION OR TRANSMISSION; CUSTOMER'S NETWORK SECURITY; COMPUTER VIRUS; COMMUNICATION FAILURE; THEFT OR DESTRUCTION OF DATA; GAPS IN DATA COLLECTED; AND UNAUTHORIZED ACCESS TO CUSTOMER'S DATA OR COMMUNICATIONS NETWORK.

14. Asbestos and Hazardous Materials. The Services expressly exclude any identification, abatement, cleanup, control, disposal, removal or other work connected with asbestos or other hazardous materials (collectively, "Hazardous Materials"). Should Company become aware of or suspect the presence of Hazardous Materials, Company may immediately stop work in the affected area and shall notify Customer. Customer will be responsible for taking any and all action necessary to correct the condition in accordance with all applicable laws and regulations.

Customer shall be exclusively responsible for any claims, liability, fees and penalties, and the payment thereof, arising out of or relating to any Hazardous Materials on or about the premises, not brought onto the premises by Company. Company shall be required to resume performance of the Services only when the affected area has been rendered harmless.

15. Insurance. Company agrees to maintain the following insurance during the term of the contract with limits not less than shown below and will, upon request from Customer, provide a Certificate of evidencing the following coverage:

Commercial General Liability	\$2,000,000 per occurrence
Automobile Liability	\$2,000,000 CSL
Workers Compensation	Statutory Limits

If Customer has requested to be named as an additional insured under Company's insurance policy, Company will do so but only subject to Company's manuscript additional insured endorsement under its primary Commercial General Liability policies. In no event does Company or its insurer waive its right of subrogation

16. Force Majeure. Company's duty to perform under this Agreement is contingent upon the non-occurrence of an Event of Force Majeure. If Company shall be unable to carry out any material obligation under this Agreement due to an Event of Force Majeure, this Agreement shall at Company's election (i) remain in effect but Company's obligations shall be suspended until the uncontrollable event terminates or (ii) be terminated upon ten (10) days notice to Customer, in which event Customer shall pay Company for all parts of the Services furnished to the date of termination. An "Event of Force Majeure" shall mean any cause or event beyond the control of Company. Without limiting the

foregoing, "Event of Force Majeure" includes: acts of God; acts of terrorism, war or the public enemy; flood; earthquake; lightning; tornado; storm; fire; civil disobedience; pandemic insurrections; riots; labor disputes; labor or material shortages; sabotage; restraint by court order or public authority (whether valid or invalid), and action or non-action by or inability to obtain or keep in force the necessary governmental authorizations, permits, licenses, certificates or approvals if not caused by Company and the requirements of any applicable government in any manner that diverts either the material or the finished product to the direct or indirect benefit of the government.

17. General. Except as provided below, to the maximum extent provided by law, this Agreement is made and shall be interpreted and enforced in accordance with the laws of the state or province in which the Services are performed without regard to choice of law principles which might otherwise call for the application of a different state's or province's law. Any dispute arising under or relating to this Agreement that is not disposed of by agreement shall be decided by litigation in a court of competent jurisdiction located in the state or province in which the Services are performed. Any action or suit arising out of or related to this Agreement must be commenced within one year after the cause of action has accrued. To the extent the premises are owned and/or operated by any agency of the United States Federal Government, determination of any substantive issue of law shall be according to the United States Federal common law of Government contracts as enunciated and applied by Federal judicial bodies and boards of contract appeals of the Federal Government. This Agreement contains all of the agreements, representations and understandings of the parties and supersedes all previous understandings, commitments or agreements, oral or written, related to the Services. No documents shall be incorporated herein by reference except to the extent Company is a signatory thereon. If any term or condition of this Agreement is invalid, illegal or incapable of being enforced by any rule of law, all other terms and conditions of this Agreement will nevertheless remain in full force and effect as long as the economic or legal substance of the transaction contemplated hereby is not affected in a manner adverse to any party hereto. Customer may not assign, transfer, or convey this Agreement, or any part hereof, without the written consent of Company. Subject to the foregoing, this Agreement shall bind and inure to the benefit of the parties hereto and their permitted successors and assigns. This Agreement may be executed in several counterparts, each of which when executed shall be deemed to be an original, but all together shall constitute but one and the same Agreement. A fully executed facsimile copy hereof or the several counterparts shall suffice as an original. No modifications, additions or changes may be made to this Agreement except in a writing signed by Company. No failure or delay by the Company in enforcing any right or exercising any remedy under this Agreement shall be deemed to be a waiver by the Company of any right or remedy.

18. Equal Employment Opportunity/Affirmative Action Clause. Company is a United States federal contractor that complies fully with Executive Order 11246, as amended, and the applicable regulations contained in 41 C.F.R. Parts 60-1 through 60-60, 29 U.S.C. Section 793 and the applicable regulations contained in 41 C.F.R. Part 60-741; and 38 U.S.C. Section 4212 and the applicable regulations contained in 41 C.F.R. Part 60-250; and Executive Order 13496 and Section 29 CFR 471, appendix A to subpart A, regarding the notice of employee rights in the United States and with Canadian Charter of Rights and Freedoms Schedule B to the Canada Act 1982 (U.K.) 1982, c. 11 and applicable Provincial Human Rights Codes and employment law in Canada.

19. U.S. Government Contracts.

The following provision applies only to direct sales by Company to the US Government. The Parties acknowledge that all items or services ordered and delivered under this Agreement / Purchase Order are Commercial Items as defined under Part 12 of the Federal Acquisition Regulation (FAR). In particular, Company agrees to be bound only by those Federal contracting clauses that apply to "commercial" suppliers and that are contained in FAR 52.212-5(e)(1). Company complies with 52.219-8 or 52.219-9 in its service and installation contracting business. **The following provision applies only to indirect sales by Company to the US Government.** As a Commercial Item Subcontractor, Company accepts only the following mandatory flow down provisions: 52.219-8; 52.222-26; 52.222-35; 52.222-36; 52.222-39; 52.247-64. If the Services are in connection with a U.S. government contract, Customer agrees and hereby certifies that it has provided and will provide current, accurate, and complete information, representations and certifications to all government officials, including but not limited to the contracting officer and officials of the Small Business Administration, on all matters related to the prime contract, including but not limited to all aspects of its ownership, eligibility, and performance. Anything herein notwithstanding, Company will have no obligations to Customer unless and until Customer provides Company with a true, correct and complete executed copy of the prime contract. Upon request, Customer will provide copies to Company of all requested written communications with any government official related to the prime contract prior to or concurrent with the execution thereof, including but not limited to any communications related to contractor's Customer's ownership, eligibility or performance of the prime contract. Customer will obtain written authorization and approval from Company prior to providing any government official any information about Company's performance of the Services that are the subject of this offer or agreement, other than the Proposal or this Agreement.

20. Limited Waiver of Sovereign Immunity. If Customer is an Indian tribe (in the U.S.) or a First Nation or Band Council (in Canada), Customer, whether acting in its capacity as a government, governmental entity, a duly organized corporate entity or otherwise, for itself and for its agents, successors, and assigns: (1) hereby provides this limited waiver of its sovereign immunity as to any damages, claims, lawsuit, or cause of action (herein "Action") brought against Customer by Company and arising or alleged to arise out of the furnishing by Company of any product or service under this Agreement, whether such Action is based in contract, tort, strict liability, civil liability or any other legal theory; (2) agrees that jurisdiction and venue for any such Action shall be proper and valid (a) if Customer is in the U.S., in any state or United States court located in the state in which Company is performing this Agreement or (b) if Customer is in Canada, in the superior court of the province or territory in which the work was performed; (3) expressly consents to such Action, and waives any objection to jurisdiction or venue; (4) waives any requirement of exhaustion of tribal court or administrative remedies for any Action arising out of or related to this Agreement; and (5) expressly acknowledges and agrees that Company is not subject to the jurisdiction of Customer's tribal court or any similar tribal forum, that Customer will not bring any action against Company in tribal court, and that Customer will not avail itself of any ruling or direction of the tribal court permitting or directing it to suspend its payment or other obligations under this Agreement. The individual signing on behalf of Customer warrants and represents that such individual is duly authorized to provide this waiver and enter into this Agreement and that this Agreement constitutes the valid and legally binding obligation of Customer, enforceable in accordance with its terms.

1-10.48 (1114)
Supersedes 1-10.48 (0614)

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Safety Tools, Training & Expertise (continued)

- Smith System Safe Driving Program – Trane's safety Managers are certified instructors; safety Managers train technicians; 1-800 "How's My Driving?" stickers are located on the back of service vehicles.
- USDOT compliance – technicians scheduled within Material of Trade and Hours of Service limits and are fully qualified under Department of Transportation rules for driving commercial motor vehicles with GVWR >10,000 and 26,000 lbs.
- Refrigerant Management – Service technicians are trained to manage refrigerant in accordance with U.S. EPA rules using a sophisticated electronic tracking system developed by Trane.
- Empowerment - Technicians are empowered with full management support to address safety hazards as they see fit. If ever in doubt about how to do a job or task safely, the technician is required to ask a qualified person for assistance before proceeding with work.

Management Leadership and Commitment

Accident prevention is a primary responsibility of management at Trane. Trane's safety culture is based on the following management principles:

- Leadership at the local level manages the local organization's safety performance.
- Management is financially accountable for safety performance.
- Local management is actively engaged in risk reduction activities and training and manages safety performance outcomes.
- Management clearly communicates to all Trane employees their safety expectations and strongly enforces compliance with those expectations.
- Employees are held accountable when they fail to meet safety expectations.

Local management and supervisory personnel at the local level are responsible for implementation of the following safety program elements:

- The Safety Management System developed by Trane – developed in accordance with OHSAS 18001.
- Audits and Inspections – Supervisors, Middle and Upper Managers must conduct field inspections. Corporate Safety conducts detailed compliance and management systems audits.
- Company safety compliance programs – ensure that they are fully implemented.
- Safety and environmental performance – tracked using a Balanced Scorecard with leading and lagging indicators and metrics.
- Subcontractor Qualification – implement this process to promote safety and safety plan compliance on multi-employer job sites.
- Six Sigma and Lean – use these productivity tools to enhance safety on job sites.
- Drug and Alcohol Policy – mandatory DOT required for-cause and post-accident testing after recordable injuries and property damage.
- Motor Vehicle Records Search – annual checking of driving records of employees driving company vehicles.

Jobsite Safety Equals Customer Value

At Trane safety is part of our culture for every employee. What this means to our customers is fewer job site accidents and the delays and liability concerns that come along with them. What this means to our staff is greater confidence in the practices and procedures they use on the job and the pride that comes from working for one of the premier service organizations in the world. Tighter safety standards and fewer accidents can also lead to better on-time project completion and higher quality results.

When you use Trane Building Services to install, maintain or upgrade your building systems you will take full advantage of our superior safety program, low incident rates and subcontractor safety management procedures. These help you manage project risk more effectively than you could using multiple contractors or even a single prime contractor with a less impressive safety record.



**CITY OF MIAMI SPRINGS
CAPITAL IMPROVEMENT REQUEST
FOR FY 2016-2017 BUDGET YEAR**

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

Department: _____ PUBLIC WORKS

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

Install a multiple Ductless-Split A/C System for the Fire Departments

Common Areas and Sleeping Quarters.

Total budget request:

\$ 25,238.00

Detail any grant or additional funding sources for this project

Funding

\$ -

\$ -

\$ -

Total funding sources:

\$ -

Reason why project is needed

This equipment is recommended as a secondary form of cooling as there are
no windows or other form of ventilation when Main System goes out of service

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

\$ -

\$ -

\$ -

\$ -

Totals

\$ 25,238.00

Department Head Signature _____

City Manager Approval _____

13-27



CACO39621 CSCO46951 CGCA07936

Stuart Office
2497 SE Dixie Highway
Stuart, Florida 34997
O: 772.220.2365
F: 772.220.2273

Main Office
2201 College Avenue
Davie, Florida 33317
O: 954.472.4465
F: 954.370.6410

Miami Office
444 Brickell Avenue
Miami, Florida 33131
O: 305.940.0381
F: 786.391.3689

DATE: October 5, 2015

CLIENT:

City Of Miami Springs
201 Westward Driv E
Miami Springs, Fl 33166

Phone: 305-805-5000

Fax:

PROPOSAL: 00008714

Miami Springs - City
201 Westward Driv E
Miami Springs, Fl 33166

CONTACT: Tom Nash

We propose hereby to furnish material and labor, complete in accordance with specifications below for the sum of
Five Thousand Six Hundred Seventy-Two And 00/100 Dollars.

**RE: PROVIDE 1 TON DUCTLESS-SPLIT SYSTEM SERVING AS SUPPLEMENTAL COOLING FOR
FIRE DEPT. COMMON AREA**

We are pleased to offer a new Carrier Infinity series ductless unit to serve the OC room within the fire station building. This high efficiency unit will provide back-up cooling to the main air conditioning system as well as provide superior humidity control when required during the hot humid days. Not only does this unit operate at a low cost having up to a 22 seer efficiency rating, its reliable controls and quiet operation will provide many years of dependable service. We will mount one high wall unit indoors within the OC room area and the outdoor unit will mount 6ft off the ground on west side of building under covered storage area.. Unit will include wall mounted thermostat and well as condensate pumps as required. We will provide line set covers to conceal copper line sets, condensate line as well as electrical power. We appreciate the opportunity to provide our professional installation services for the City of Miami Springs. Please see the services and labor provided within this proposal as listed below:

1. Installation of Carrier Infinity Series (22 seer 1 ton) ductless multi-split unit to include (1) outdoor condenser and (1) indoor high wall mounted fan coil unit.
2. Provide labor and material to penetrate through wall to outdoor condenser to include properly sealing penetration, concealing line sets and electrical to condenser.
(NOTE: Penetration locations previously determined by mutual agreement between Thermal Concepts and Customer)
3. Provide labor and material to install condensate drain lines, interconnecting copper refrigerant line sets, (1) wall mounted controller and related communication wires.
4. Provide mini condensate pumps on indoor fan coil units as required.
5. Perform system function check, start-up and calibration to ensure proper operation.
6. Adjust refrigerant levels as required to achieve optimum cooling efficiency.
7. Work shall be performed during the hours of 8.00am to 4.30pm, excluding holidays and weekends.

THERMAL STANDARD TERMS, CONDITIONS AND EXCLUSIONS ARE PART OF THIS PROPOSAL.

Customer Initial _____

13-28

8. 10 year parts manufacturer's warranty
9. Provide a 90 day complete labor with up to 1 year craftsmanship labor warranty from Thermal Concepts.

AMENDMENTS & SPECIAL PROVISIONS:

1. Permits, fees, engineering, code or mechanical upgrades.
(NOTE: Permits or fees if required will be cited as a "pass thru")
2. Customer responsible to provide work access to installation areas during normal business hours.
3. Excluded will be any painting and carpentry work.
4. Customer will furnish 208/230 volt single phase electrical power to outside condensers to include fused service disconnect and power whip.
5. Any other work or services not listed within the proposal.

Any Code Upgrades or Wind Load Calculations Are Excluded

TOTAL BID: (Five Thousand Six Hundred Seventy-Two And 00/100 Dollars) \$5,672.00

Payment to be made as follows: **NET 30 DAYS**

Acceptance of Proposal This proposal may be withdrawn if not accepted by November 5, 2015.

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as stated above.

Steve McDaniel
Account Manager

Date of Acceptance _____ Signature _____

Printed Name _____

UNLESS SPECIFICALLY INDICATED ELSEWHERE, THIS PROPOSAL IS SUBJECT TO THE FOLLOWING

TERMS & CONDITIONS:

1. Terms of payment are Net 10 days. Late charges may be assessed at 1.5% per month on past due balances. Applicable taxes are not included. Should payments be received after 60 days, then Thermal may stop all work under this Proposal and/or cancel the Proposal, and the entire price shall become due and payable.
2. Thermal is not responsible for loss or damage caused by unavailability of equipment, components or material for whatever reasons, including forces of nature, inaccessibility to premises, negligence by Customer or others, inadequate system design, vandalism or other causes beyond Thermal's control.
3. Both parties shall seek to avoid litigation. However, in the event that any legal actions are required to be taken by either party relating to this Proposal, it is agreed that such legal actions shall be commenced within one year, or earlier as may be provided by law, from the date in which the cause of action occurred and that the successful party in such legal action shall be awarded reasonable attorneys' fees, litigation or arbitration costs, and collection costs. Any and all legal action shall be filed within the county wherein the work was performed.
4. It is the customer's obligation to inform Thermal of the existence of any hazardous material that may exist at the jobsite. In accordance with OSHA's Hazard Communication Standard Regulations, Customer shall provide Thermal all relevant Material Safety Data Sheets (MSDS).
5. Thermal's responsibility under this Proposal excludes the identification, removal or abatement of asbestos, mold, mildew or other hazardous substances. In the event such products or substances are encountered, Thermal's obligation shall be limited to informing Customer of the possible existence of such materials. In the event that hazardous substances are encountered, all work shall immediately cease and shall not again commence until written documentation that abatement has been performed is provided to Thermal.
6. Thermal and Customer agree that the occurrence of any of the following conditions which, without limitation, might render performance by Thermal impractical, such as, but not limited to: strikes, fires, war, inclement weather, late or non-delivery by suppliers of Thermal and all other contingencies beyond the reasonable control of Thermal. Under no circumstances shall Thermal be liable for any special or consequential damages

Customer Initial _____

13-29



CACO39621 CSCO46951 CGCA07936

Stuart Office
2497 SE Dixie Highway
Stuart, Florida 34997
O: 772.220.2365
F: 772.220.2273

Main Office
2201 College Avenue
Davie, Florida 33317
O: 954.472.4465
F: 954.370.6410

Miami Office
444 Brickell Avenue
Miami, Florida 33131
O: 305.940.0381
F: 786.391.3689

DATE: October 5, 2015

CLIENT:

City Of Miami Springs
201 Westward Driv E
Miami Springs, Fl 33166

Phone: 305-805-5000

Fax:

PROPOSAL: 00008712

Miami Springs - City
201 Westward Driv E
Miami Springs, Fl 33166

CONTACT: Tom Nash

We propose hereby to furnish material and labor, complete in accordance with specifications below for the sum of **Seven Thousand Nine Hundred Ninety-Four And 00/100 Dollars.**

RE: PROVIDE 2 TON DUCTLESS-SPLIT SYSTEM SERVING AS SUPPLEMENTAL COOLING FOR FIRE DEPT. COMMON AREA

We are pleased to offer a new Carrier Infinity series ductless unit to serve the Fire Dept common area within the fire station building. This high efficiency unit will provide back-up cooling to the main air conditioning system as well as provide superior humidity control when required during the hot humid days. Not only does this unit operate at a low cost having up to a 22 seer efficiency rating, its reliable controls and quiet operation will provide many years of dependable service. We will mount two high wall units indoors within the common area and the outdoor unit will mount 6ft off the ground on west side of building under covered storage area.. Unit will include wall mounted thermostats and well as condensate pumps as required. We will provide channel line set covers outside to conceal copper line sets, condensate line as well as electrical power. We appreciate the opportunity to provide our professional installation services for the City of Miami Springs. Please see the services and labor provided within this proposal as listed below:

1. Installation of Carrier Infinity Series (22 seer 2 ton) ductless multi-split unit to include (1) outdoor condenser and (2) indoor high wall mounted fan coil units.
2. Provide labor and material to penetrate through wall to outdoor condenser to include properly sealing penetration, concealing line sets and electrical to condenser.
(NOTE: Penetration locations previously determined by mutual agreement between Thermal Concepts and Customer)
3. Provide labor and material to install condensate drain lines, interconnecting copper refrigerant line sets, (2) wall mounted controller and related communication wires.
4. Provide mini condensate pumps on indoor fan coil units as required.
5. Perform system function check, start-up and calibration to ensure proper operation.
6. Adjust refrigerant levels as required to achieve optimum cooling efficiency.
7. Work shall be performed during the hours of 8.00am to 4.30pm, excluding holidays and weekends.

THERMAL STANDARD TERMS, CONDITIONS AND EXCLUSIONS ARE PART OF THIS PROPOSAL.

Customer Initial _____

13-30

8. 10 year parts manufacturer's warranty
9. Provide a 90 day complete labor with up to 1 year craftsmanship labor warranty from Thermal Concepts.

AMENDMENTS & SPECIAL PROVISIONS:

1. Permits, fees, engineering, code or mechanical upgrades.
(NOTE: Permits or fees if required will be cited as a "pass thru")
2. Customer responsible to provide work access to installation areas during normal business hours.
3. Excluded will be any painting and carpentry work.
4. Customer will furnish 208/230 volt single phase electrical power to outside condensers to include fused service disconnect and power whip.
5. Any other work or services not listed within the proposal.

Any Code Upgrades or Wind Load Calculations Are Excluded

TOTAL BID: (Seven Thousand Nine Hundred Ninety-Four And 00/100 Dollars) **\$7,994.00**

Payment to be made as follows: **NET 30 DAYS**

Acceptance of Proposal This proposal may be withdrawn if not accepted by November 5, 2015.

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as stated above.

Steve McDaniel
Account Manager

Date of Acceptance _____ Signature _____

Printed Name _____

UNLESS SPECIFICALLY INDICATED ELSEWHERE, THIS PROPOSAL IS SUBJECT TO THE FOLLOWING

TERMS & CONDITIONS:

1. Terms of payment are Net 10 days. Late charges may be assessed at 1.5% per month on past due balances. Applicable taxes are not included. Should payments be received after 60 days, then Thermal may stop all work under this Proposal and/or cancel the Proposal, and the entire price shall become due and payable.
 2. Thermal is not responsible for loss or damage caused by unavailability of equipment, components or material for whatever reasons, including forces of nature, inaccessibility to premises, negligence by Customer or others, inadequate system design, vandalism or other causes beyond Thermal's control.
 3. Both parties shall seek to avoid litigation. However, in the event that any legal actions are required to be taken by either party relating to this Proposal, it is agreed that such legal actions shall be commenced within one year, or earlier as may be provided by law, from the date in which the cause of action occurred and that the successful party in such legal action shall be awarded reasonable attorneys' fees, litigation or arbitration costs, and collection costs. Any and all legal action shall be filed within the county wherein the work was performed.
 4. It is the customer's obligation to inform Thermal of the existence of any hazardous material that may exist at the jobsite. In accordance with OSHA's Hazard Communication Standard Regulations, Customer shall provide Thermal all relevant Material Safety Data Sheets (MSDS).
 5. Thermal's responsibility under this Proposal excludes the identification, removal or abatement of asbestos, mold, mildew or other hazardous substances. In the event such products or substances are encountered, Thermal's obligation shall be limited to informing Customer of the possible existence of such materials. In the event that hazardous substances are encountered, all work shall immediately cease and shall not again commence until written documentation that abatement has been performed is provided to Thermal.
 6. Thermal and Customer agree that the occurrence of any of the following conditions which, without limitation, might render performance by Thermal impractical, such as, but not limited to: strikes, fires, war, inclement weather, late or non-delivery by suppliers of Thermal and all other contingencies beyond the reasonable control of Thermal. Under no circumstances shall Thermal be liable for any special or consequential damages
- Customer Initial _____

13-31

whether based upon lost goodwill lost resale profits, work stoppage, impairment of other goods or negligence otherwise and whether arising out of breach of warranty, breach of contract, negligence or otherwise, (unless such negligence is directly caused by Thermal) except only in the case of personal injury where applicable by law requires such liability. But in no event shall Thermal's liability exceed the purchase price paid under this Proposal.

7. The Customer shall pay Thermal, in addition to the price of this Proposal, the amount of all present and future taxes or any other government charges now or hereafter imposed by existent or future laws with respect to the transfer, use, ownership or possession of equipment to which this Proposal relates, exclusive of ordinary personal property taxes assessed against Thermal.

8. It is agreed that the Customer shall assume responsibility and pay extra for all services and material required due to electrical power failure, low voltage, burned out main or branch fuses, low water pressure, corrosion, or lightning strikes, and any and all items listed in the EXCLUSIONS section of this Proposal.

9. Customer is responsible for the cost of any additional items of equipment or performance of any safety test or correction in design as recommended or required by insurance companies, state, municipality, or other governmental authorities.

10. Only the materials specifically listed in the service details section of this Proposal are included as a part of the Proposal. All other materials and/or equipment replacement are to be paid for by the Customer, in addition to this Proposal, if the Customer so requests or authorizes such work to be performed by Thermal.

11. All work covered under this Proposal shall be performed during normal working hours, 8:00 am to 4:30 pm Monday through Friday, excluding legal holidays.

12. Any additional work, not specifically stated elsewhere in this Proposal, shall only be performed upon authorization of Customer prior to proceeding with the work. Customer's oral or written authorization will be mutually acceptable.

13. All additional work, unless a quoted price is agreed to prior to commencement of the work, shall be performed on a time and material basis. Signature of Customer's building maintenance personnel or other employee on Thermal's Work Order/service ticket shall constitute acceptance and authorization for payment of the work covered by that form.

14. Thermal reserves the right to discontinue this Proposal at any time, without notice, in the event that payments under this Proposal shall not have been made as agreed.

UNLESS SPECIFICALLY INDICATED ELSEWHERE, THIS PROPOSAL DOES NOT INCLUDE MATERIALS, LABOR, AND EQUIPMENT FOR THE FOLLOWING:

EXCLUSIONS:

Air balance. Annual / 10 year inspections or overhauls. Air dryers. Anything beyond normal maintenance inspections. Any part of the water system except pumps, excluding those extending below ground level. Building code upgrades. Circuit breakers. Cleaning of towers, evaporator or condenser coils or removal of coils for cleaning, chiller tube cleaning and heat exchangers. Cleaning of environmental contaminants, including but not limited to, mold, mildew and sick building syndrome. Compressors. Condensate pumps. Condensate main drain lines. Condensate drain lines beyond the drain outlet of covered equipment. Condensers or chillers subjected to internal water damage or repairs to other parts of the system as a result of water entering from the condenser or the evaporator. Chiller condenser/evaporator tubes. Control boards. Control systems for any mechanical system. Cooling tower repairs other than those done to components with moving parts. Cranes, lifting equipment, any special rigging costs. Design changes. Disconnect switches. Doors. Drain lines, main, sanitary, waste. Drip pans. Ductwork or repairs to ductwork. Duct cleaning. Duct detectors for smoke, heat, or air-flow. Electrical work due to power outages, blackouts, brownouts. Electric motor starters, motor controls, motor controllers, blown fuses, power wiring, low voltage wiring, or any failure resulting from any cause other than normal mechanical maintenance. Electronic and/or electro mechanical control boards. EMS systems and all related components. Fire alarm systems. Freight and handling charges. Gaskets, glass, grilles, hardware, ice bins, insulation. Insurer covered internal or external parts. Internal chiller water damage. Motors of 30 horse power and over. Operator or customer misuse or negligence. Painting and patching of any kind. Pneumatic systems. Piping. Pumps of 30 horse power and over. Refrigerants or reclaiming of same. Refrigerant leaking into the waterside of the system or water leaking into the refrigerant side of the system. Relocation of equipment. Removal of hazardous materials or waste. Repairs necessitated due to rust, corrosion, erosion, or deterioration. Repairs to any part of the cooling system subjected to damage due to the use of well water, salt water, brackish water, or inadequate or faulty chemical treatment. Repairs or replacement of items not normally maintained such as, but not limited to, ductwork, grilles, piping, gauges, thermometers, thermostats, structural supports, valves, casings, cabinets, tower fill, slats, basins, hydronic and pneumatic piping. Repairs due to inadequate or fluctuating conditions of utilities. Repairs due to losses or damages as a result of fire, water, windstorm, vandalism, theft, riots, civil commotion, Acts of God, strikes, lockouts, picket lines, machine shop service, or anything beyond the normal mechanical maintenance. Replacement of worn out or obsolete equipment and/or internal or external parts, labor and materials covered by an insurer, design changes, relocation of equipment and major cooling tower overhauls. Shelving. Smoke exhaust systems and all component parts of such systems that may be exist. Variable frequency drives (VFD's). VAV boxes. Vibration isolators or sound traps. Water systems and water treatment of any kind.

Customer Initial _____

13-32



CACO39621 CSCO46951 CGCA07936

Stuart Office
2497 SE Dixie Highway
Stuart, Florida 34997
O: 772.220.2365
F: 772.220.2273

Main Office
2201 College Avenue
Davie, Florida 33317
O: 954.472.4465
F: 954.370.6410

Miami Office
444 Brickell Avenue
Miami, Florida 33131
O: 305.940.0381
F: 786.391.3689

DATE: May 18, 2016

CLIENT:

City Of Miami Springs
201 Westward Driv E
Miami Springs, Fl 33166

Phone: 305-805-5000

Fax:

PROPOSAL: 00008713REV

Miami Springs - City
201 Westward Driv E
Miami Springs, Fl 33166

CONTACT: Tom Nash

We propose hereby to furnish material and labor, complete in accordance with specifications below for the sum of
Eleven Thousand Five Hundred Seventy-Two And 00/100 Dollars.

**RE: PROVIDE 3 TON DUCTLESS-SPLIT SYSTEM SERVING AS SUPPLEMENTAL COOLING FOR
FIRE DEPT. DORM AREA**

We are pleased to offer a new Carrier Infinity series ductless unit to serve the Fire Dept dorm area within the fire station building. This high efficiency unit will provide back-up cooling to the main air conditioning system as well as provide superior humidity control when required during the hot humid days. Not only does this unit operate at a low cost having up to a 22 seer efficiency rating, its reliable controls and quiet operation will provide many years of dependable service. We will mount three ceiling cassette units in ceiling within the dorm sleeping area and the outdoor unit will mount 6ft off the ground on west side of building under covered storage area.. Unit will include wall mounted thermostats and well as factory installed condensate pumps. We will provide channel line set covers outside to conceal copper line sets, condensate line as well as electrical power. We appreciate the opportunity to provide our professional installation services for the City of Miami Springs. Please see the services and labor provided within this proposal as listed below:

1. Installation of Carrier Infinity Series (22 seer 3 ton) ductless multi-split unit to include (1) outdoor condenser and (3) indoor ceiling mounted cassette fan coils.
2. Provide labor and material to penetrate through wall to outdoor condenser to include properly sealing penetration, concealing line sets and electrical to condenser.
(NOTE: Penetration locations previously determined by mutual agreement between Thermal Concepts and Customer)
3. Provide labor and material to install condensate drain lines, interconnecting copper refrigerant line sets, (3) wall mounted controllers and related communication wires.
4. Provide mini condensate pumps on indoor fan coil units as required.
5. Perform system function check, start-up and calibration to ensure proper operation.
6. Adjust refrigerant levels as required to achieve optimum cooling efficiency.
7. Work shall be performed during the hours of 8.00am to 4.30pm, excluding holidays and weekends.

THERMAL STANDARD TERMS, CONDITIONS AND EXCLUSIONS ARE PART OF THIS PROPOSAL.

Customer Initial _____

13-33

Public Services - Fleet Maintenance

The Fleet Maintenance Division is responsible for the maintenance of all city-owned vehicles, generators, and motorized equipment.

Goals

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

Objectives

Reduce vehicle down time.

Maintain fleet parts and tire inventory at an optimal level.

Complete 100% of preventive maintenance inspections by the scheduled due date.

FY 2015-16 Accomplishments

Have reduced our outside tire repairs by 90%

Continue to improve service times to our separate departments

Continue to meet our goal in preventable maintenance inspections

Continue our efforts in securing relationships with new vendors for parts

FY 2016-17 Budget Highlights

- Proposed budget is \$4,561 or 10.5% lower than FY2015-16.

- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$39,000</u>
Net cost of Department	<u>\$39,000</u>

CITY OF MIAMI SPRINGS
PUBLIC WORKS BUDGET
FISCAL YEAR ENDING 9/30/17

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2013-14 ACTUALS</u>	<u>FY2014-15 ACTUALS</u>	<u>FY2015-16 AMENDED BUDGET</u>	<u>FY2016-17 Departmental Request</u>	<u>Dollar Increase (decrease)</u>	<u>YTD ACTUALS AS OF 6/30/16</u>
FLEET DIVISION						-	
001-5407-541.34-00	OTHER CONTRACTUAL SERVICE	15,134	14,733	26,561	20,000	(6,561)	-
001-5407-541.45-10	FLEET MAINTENANCE	960	9,044	1,500	2,500	1,000	3,223
001-5407-541.52-00	OPERATING SUPPLIES	14,126	-	6,000	6,000	-	2,861
001-5407-541.52-02	FUEL, OILS, LUBRICANTS	2,284	11,120	9,000	10,000	1,000	504
001-5407-541.52-07	TIRES			500	500	-	-
001-5407-541.64-00	MACHINERY AND EQUIPMENT	-	45,940	-	-	-	-
	Total Fleet	32,504	80,837	43,561	39,000	(4,561)	6,588
						-	
	Total Public Works	1,591,867	1,721,637	1,770,252	1,800,111	29,859	1,257,870

Prepared: 7/13/16, 13:50:59
Program: GM217L

City of Miami Springs
Budget Level Report

Page 2

Fiscal Year . . : 2016
Budget Level . . : BUDG
Description . . :

DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
1-5407-541-34-00	OTHER CONTRACTUAL SERVICE	20,000.00	
	00100 OUTSIDE MECHANIC CONTRACTORS		240,000.00
1-5407-541-45-10	FLEET MAINTENANCE	2,500.00	
	00100 REPAIRS, MAINTENANCE, WASHES ON 1 VEHICLE		2,500.00
	00200 PORTION OF FUEL TRAK AGREEMENT		.00
1-5407-541-52-00	OPERATING SUPPLIES	6,000.00	
	00100 FUEL STORAGE TANK PERMIT, GREASE, BRAKE & CARB		6,000.00
	00200 CLEANER, STARTING FLUID, TIRE VALVE, RUST REMOVER		.00
	00300 HYDRAULIC & REGULAR HOSES, HYDRAULIC FITTINGS &		.00
	00400 CONNECTORS, OIL ABSORBANT, FUSES, DRI PENETRANT,		.00
	00500 CLAMPS, PAPER TOWELS, GLOVES, FREON, GASKETS,		.00
	00600 SMALL TOOLS, GRINDING WHEELS, BATTERY CABLES,		.00
	00700 GAS PUMP REPAIRS, VEEDER ROOT REPAIRS		.00
	00800 INDUSTRIAL WASTE OPERATING PERMIT		.00
1-5407-541-52-02	FUEL, OILS, LUBRICANTS	10,000.00	
	00100 ESTIMATED FUEL COST FOR 1 VEHICLE		10,000.00
1-5407-541-52-07	TIRES	500.00	
	00100 ESTIMATED TIRE REPLACEMENT FOR 1 VEHICLE		500.00
* Total Accounts for this Budget Level	5	39,000.00	

13-36

Basis for FY 2016-17 Salary Projections

Base Salary for each position:
Adjustment includes:

Calculations is based upon current earnings at 2,080 hours

Max Annual merit increase for position
Cost of living Adjustment
CPI for all urbans (Apr to Apr)
Estimate used for COLA Projection

0.0%
0.0%
0.00%
3.00% **to be effective on 10-01-2016**

::

City of Miami Springs													
Department: Public Works - Administration													
Position (paygrade)	Employee Name	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/16	Current Pay Range	Date of Annual Review	FY 16-17 Projected Merit Increase	3% COLA Increase	Retirement Payout	Longevity	FY2016-17 Total Pay
Procurement Supervisor-PG29	R Hernandez	FT	1	1	-	\$14,525	38356-58098	09/10/90		\$436	10,912	\$1,750	\$27,622
Administrative Assistant III-PG24	A Paz	FT	1	1	-	\$52,675	34198-52675	10/01/10		\$1,580	\$0	\$1,500	\$55,755
Public Works Director-PG49	T Nash	FT	1	1	-	\$80,340	71850-95799		\$3,800	\$2,410		\$1,750	\$88,300
Materials Management Clerk -PG15	A Perez	FT	1	1	-	\$38,440	27382-40606	n/a		\$1,153		\$1,000	\$40,593
Administrative Assistant I-PG15	Nicole Rodriguez	FT	1.0	1.0	-	\$31,000	27382-40606	10/01/10		\$930		\$0	\$31,930
Total projections			5.00	5.00	0	\$216,980			\$3,800	\$6,509	\$10,912	\$6,000	\$244,201

City of Miami Springs													
Department: Public Works - Streets, Streetlights & Sidewalks													
Position (paygrade)	Employee Name	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/16	Current Pay Range	Date of Annual Review	FY 16-17 Projected Merit Increase	3% COLA Increase	Retirement Payout	Longevity	FY2016-17 Total Pay
Maintenance Worker II-PG10	F Vasallo/New Emp	FT	1	1	-	\$32,449	24201-38440	07/12/99		\$973	\$16,618	\$1,500	\$51,540
Heavy Equipment Operator PG14	Tulio Garcia	FT	1	1	-	\$40,362	26715-42437	12/30/02	\$0	\$1,211		\$1,000	\$42,573
Equipment Operator	Vacant	FT	-	1.00	1.00	\$26,556			\$0	\$797		\$0	\$27,352
Total projections			2.00	3.00	0	\$99,367			\$0	\$2,981	\$16,618	\$2,500	\$121,465

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City of Miami Springs

Department: Public Works - Public Properties

Position (paygrade)	Employee Name	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/16	Current Pay Range	Date of Annual Review	FY 16-17 Projected Merit Increase	3% COLA Increase	Temp Increase Addtl Duties	Longevity	FY2016-17 Total Pay
Maintenance Worker I-PG8	T Andrews	FT	1	1	-	\$25,291	22992-38440			\$759		\$0	\$26,050
Maintenance Worker I-PG8	Vacant	FT	1	1	-	\$26,556	22992-38440	12/21/92		\$797		\$0	\$27,352
Maintenance Worker I-PG8	Chad Johnson	FT	1	1	-	\$25,291	22992-38440	12/21/92		\$759		\$0	\$26,050
Maintenance Worker II-PG10	Dwigt Wright	FT	1	1	-	\$25,291	22992-38440	01/00/00		\$759			\$26,050
Maintenance Worker I-PG8	Carlos Matilla	FT	1	1	-	\$25,291	22992-38440	01/00/00		\$759			\$26,050
Maintenance Worker I-PG8	Vacant	FT	-	1	(1.00)	\$26,556				\$797		\$0	\$27,352
Equipment Operator=PG10	D Rivera	FT	1	1	-	\$35,885	24201-35885			\$1,077		\$0	\$36,962
Maintenance Worker I-PG8	Anthony Thompson	FT	1	1	-	\$26,129	22992-38440	10/06/10		\$784		\$500	\$27,413
Total projections			7.0	8.0	-1	\$216,289			\$0	\$6,489		\$500	\$223,278

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City of Miami Springs

Department: Public Works - Building Maintenance

Position (paygrade)	Employee Name	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/16	Current Pay Range	Date of Annual Review	FY 16-17 Projected Merit Increase	3% COLA Increase	Temp Increase Addtl Duties	Longevity	FY2016-17 Total Pay
Building Maintenance Specialist II-PG22	A Urbaez	FT	1	1	-	\$42,848	32547-48264	03/09/15		\$1,285			\$44,133
		FT	0	0	-				\$0	\$0			\$0
Total projections			1	1	0	\$42,848			\$0	\$1,285		\$0	\$44,133

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City of Miami Springs													
Department: Public Works - Sanitation Operations													
Position (paygrade)	Employee Name	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/16	Current Pay Range	Date of Annual Review	FY 16-17 Projected Merit Increase	3% COLA Increase	Temp Increase Addtl Duties	Longevity	FY2016-17 Total Pay
Sanitation Foreman PG24	T Cummings	FT	1	1	-	\$53,130	34198-53130	02/26/11		\$1,594		\$1,750	\$56,474
Automated Equipment Operator-PG19	S Griffin	FT	1	1	-	\$48,017	30226-49216	4/22/1991		\$1,441		\$1,750	\$51,208
Automated Equipment Operator-PG19	J Romeo	FT	1	1	-	\$41,468	30226-49216	04/11/11		\$1,244		\$1,000	\$43,712
Refuse Truck Driver-PG13	J Crumpler	FT	1	1	-	\$31,110	30226-49216	02/02/15		\$933		\$0	\$32,043
Automated Equipment Operator-PG19	C Sanchez	FT	1	1	-	\$48,017	30226-49216	4/27/1981		\$1,441	\$0	\$1,750	\$51,208
Automated Equipment Operator-PG19	A Torre	FT	1	1	-	\$48,017	29633-43946	1/26/1988		\$1,441		\$1,750	\$51,208
Refuse Truck Driver-PG13	A Dominguez	FT	1	1	-	\$41,396	25549-37886	8/2/1993		\$1,242		\$1,750	\$44,388
Automated Equipment Operator-PG19	C Postell	FT	1	1	-	\$30,910	30226-49216	06/14/11		\$927		\$0	\$31,837
Refuse Truck Driver-PG13	J Bergueiro	FT	1	1	-	\$31,325	26060-41396	02/28/05		\$940		\$1,000	\$33,265
Automated Equipment Operator-PG19	R Gonzalez	FT	1	1	-	\$39,320	30226-49216	7/26/2011		\$1,180		\$1,500	\$42,000
Refuse Truck Driver-PG13	VACANT	FT	1	1	-	\$35,885	26060-41396	11/07/11		\$0		\$0	\$35,885
Refuse Collector-PG10	W O'neal	FT	1	1	-	\$38,440	24201-38440	3/1/2006		\$1,153		\$1,000	\$40,593
Refuse Collector-PG10	D Olivas	FT	1	1	-	\$37,772	24201-38440	04/01/11		\$1,133		\$1,500	\$40,405
		FT	-	-	-	\$0				\$0		\$0	\$0
Total projections			13	13	0	\$524,807			\$0	\$14,668		\$14,750	\$554,225

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City of Miami Springs													
Department: Public Works - Storm water Operations													
Position (paygrade)	Employee Name	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/16	Current Pay Range	Date of Annual Review	FY 16-17 Projected Merit Increase	3% COLA Increase	Temp Increase Addtl Duties	Longevity	FY2016-17 Total Pay
Heavy Equipment Operator-PG14	R Perez	FT	-	-	-	\$0	22541-33421	11/10/08		\$0		\$0	\$0
Maintenance Worker II-PG10	Vassell, Errol	FT	1	1	-	\$42,437	26191-38839	12/21/92	\$0	\$1,273		\$1,500	\$45,210
		FT	1	1	-	\$31,244	23726-35181	06/04/11		\$937		\$500	\$32,681
		FT	0	0	-	\$0				\$0		\$0	\$0
Total projections			2	2	0	\$73,681			\$0	\$2,210		\$2,000	\$77,891

City of Miami Springs													
Department: Road & Transportation													
Position (paygrade)	Employee Name	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/15	Current Pay Range	Date of Annual Review	FY 15-16 Projected Merit Increase	3% COLA Increase	Temp Increase Addtl Duties	Longevity	FY2015-16 Total Pay
Operations Supervisor-PG26	L Garaboa	FT	1	1	-	\$54,877	33527-49715	06/12/00	\$0	\$1,646		\$1,500	\$58,023
Total projections			1	1	0	\$54,877			\$0	\$1,646		\$1,500	\$58,023

FENCE MASTERS, INC.

3550 N. W. 54TH STREET

MIAMI, FLORIDA 33142

DADE: (305)635-7777 * BROWARD (954)463-3172 * FAX: (305)635-7887

Date:	April 25, 2016	Name:	Lazaro M. Garaboa
Company:	City of Miami Springs	Job Name:	Canal guard rail options
Address:	201 Westward Dr		
City:	Miami Springs, FL 33166	Job Address:	Same
Phone:	305-805-5170, Fax: 305-805-5176		

We propose, subject to acceptance by Fence Masters, Inc., (seller) to perform work in accordance with quantities and sizes listed below. Before erection is begun, purchaser is to establish property line stakes and grade stakes and to remove all obstructions that may interfere with erection. Purchaser is responsible for location of any underground lines. Fence Masters, Inc. is not responsible for any damage to unmarked lines. After the contract is executed and received by Fence Masters, Inc., notice to proceed is to be provided by purchaser at least 14 days prior to date of commencement of the work. In order to avoid unforeseen conflicts in contract language, by signing this contract you are waiving any obligation on our part to sign any contract or other document that you subsequently may offer, provide, or demand. This contract will be the only contract for this job and is binding for both parties..

Furnish & Install

Option # 1 @ 19 different locations with 75' linear feet each.

- 1) 1,425' linear feet over all of FDOT guard rail.
- 2) All steel posts machine driven 4' into the ground per FDOT Index 400 specifications.
- 3) All W Beam 12.5' rails straight and radius as needed.
- 4) All Plastic blocks with 10" bolts.

\$ 29,754.00 @ \$ 20.88 LF

- 5) 38 - Parallel anchors per FDOT specifications, one at every termination point.

\$ 97,546.00 @ \$ 2,567.00 each

Total \$ 127,300.00

Option # 2 @ Canal areas with complete guard rail.

- 1) 11,237.5' of FDOT Index 400 guard rail.
- 2) All W Beam rails.
- 3) All Steel posts machine driven into the ground.
- 4) All plastic blocks with 10" bolts.
- 5) Includes multiple mobilizations.

\$ 234,718.00 @ \$ 20.88 LF

- 6) 38 - Parallel anchors per FDOT specifications, one at every termination point.

\$ 97,546.00 @ \$ 2,567.00 each

Total \$ 332,264.00

- 1) 12.5' guard rail gate for maintenance access.
- 2) Customer to select how many they need.

Add to either option above \$ 1,850.00 each

Note: This is a unit price contract and final as built will determine final price.

GUARDRAIL PRICE: Based on machine driving all posts. Any conflicts requiring digging of posts, as opposed to Machine driving, will necessitate additional charges of \$ 155.00 per post. This price does not include maintenance of traffic or installation of miscellaneous asphalt.

DEPOSIT N/A

Subject to credit approval by Fence Masters, Inc. Terms are net on billing. Prices for this proposal are valid for 5 days from the proposal date. Interest of 1 1/2 % per month will be charged on accounts past due. Title to the property as addressed by this proposal shall remain in the seller, Fence Masters, Inc. until payment in full is received, pursuant to the terms hereof. This is a retain title contract.

In the event the money due hereunder, or any portion thereof, has to be collected on demand of an attorney or by suit, the purchaser agrees to pay all costs of collection including interest at the highest legal rate and reasonable attorney's fees.

Approved & Accepted: Fence Masters, Inc. (Seller)

Approved & Accepted by Purchaser:
City of Miami Springs

By 
Signature
Carlo S. Cortina, Project Manager

By _____
Signature

Print Name and Title

Wk CTT

FALICWAN DICK



Metro Express, Inc.
State Wide General Engineering Contractors
CGCO50965- E-201301

Licensed
 Insured
 Bonded

PROPOSAL

Quote No. 030916-001

Date: 3/9/2016

To: City of Miami Springs Public Works Department
 345 N Royal Poinciana Blvd
 Miami Springs FL 33166-5259

Contact Lazaro Garaboa
 Phone: 305-805-5170 Fax: 305-805-5195

Job: Paved Swale Drainage at Fairway DR between Eldron DR and High frank DR

We hereby propose to furnish all labor, material and equipment subject to terms and conditions as follows:

The job will include and be limited to the following:

	Unit	Qty	UP	Total
Mobilization/Demobilization	LS	1	1000.00	1,000.00
MOT	EA	1	650.00	650.00
New Catch Basin Installation	EA	4	6000.00	24,000.00
French Drain/Storm Sewer Pipe Installation	LF	400	160.00	64,000.00
Baffle	EA	4	500.00	2,000.00
Limerock Base 8" thick	SY	700	18.00	12,600.00
Asphalt Restoration type S-III, 1.1/2" thick	SY	1,330	22.00	29,260.00

TOTAL: \$133,510.00

Notes:

**Price do not include any permit (to be obtained by others), MOT, surveying, tree removal, valve adjustment, testing, layout, marking, painting, as-built, regrading, landscaping, etc
 **Not responsible for area not ready, cars or any other obstacle in the area of work. **Work to be performed in....
regular daily operation hours during weekdays. ***All other job not listed above will be billed at additional charge.

We hereby propose to furnish labor and materials, complete in accordance with above specifications, for the sum shown above, with payment to be made within 30 days after work completed.

THIS PROPOSAL SUBJECT TO ACCEPTANCE WITHIN 30 DAYS AND IS VOID THEREAFTER AT THE OPTION OF METRO EXPRESS INC.

Authorized Signature: A.F.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are hereby accepted. You are authorized to do work as specified. Payment will be made as outline above and interest charges may be charged upon delinquent accounts.

ACCEPTED BY:

name

signature

DATE:

9442 N.W. 109th. ST – Medley, Florida 33178- Telephone: (305) 885-1330 / Fax (305) 885-1327
 An equal opportunity employer

13-41

STUmet

SECTION 14

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, recreational and cultural activities in the City, including cooperative relationships with all local groups. The Parks and Recreation Department is now divided into five major divisions – Administration, Aquatics, Parks Maintenance, Programming and Athletics. All divisions, through the Recreation Director, 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 and related facilities.

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

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

The **Athletic Division** is responsible for all indoor and outdoor non-Aquatic sporting and leisure activities and their associated facilities. For example, basketball, dodgeball, micro-soccer, walking club, etc.

Goals

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

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, adult, senior programs and increase participation in the Teen Program at the Recreation Center.
- Conduct periodic meetings with local non-City organizations that co-sponsor programs through the Recreation department.
- Increase our overall Recreational Programs by 15%

2015-16 Accomplishments

- Increased Youth Basketball Program by 3%
- Increased participation in 5K's by 15%

Parks and Recreation - Administration

2015-16 Accomplishments (continued)

- Increased Daddy-Daughter Date Night by 10%
- Install new Fitness Equipment, flooring/elliptical
- Increased participation for all Special Events by 10%
- Implemented new Summer Basketball Camp
- Implemented new Teen Basketball Program
- New Playground at Prince
- Implemented Tai Chi & Fencing Programs
- Increased CIT program by 20%
- Increased Day Camp attendance by 10%

FY 2016-17 Budget Highlights

- Proposed budget is \$358,927 or 21% lower than FY2015/2016.
- Budget Summary:

Budgeted Revenues	\$ 356,850
Budgeted Expenditures	<u>\$1,372,750</u>
Net cost of Department	<u>\$1,015,900</u>
- The Pelican Playhouse will receive an annual subsidy of \$23,000 for FY16-17, the same as FY15-16.
- The total Recreation budget for FY15-16 is \$2,200,375 which is \$77,487 or 3.4% lower than the FY15-16 budget.

CITY OF MIAMI SPRINGS
RECREATION DEPARTMENT BUDGET
FISCAL YEAR ENDING 9/30/17

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2013-14 ACTUALS	FY2014-15 ACTUALS	FY2015-16 AMENDED BUDGET	FY2016-17 Departmental Request	Dollar Increase (Decrease)	YTD ACTUALS AS OF 6/30/16
ADMINISTRATION							
001-5701-572.12-00	REGULAR SALARIES	335,293	314,086	295,873	308,736	12,863	202,651
001-5701-572.13-00	PART TIME YEAR ROUND	146,011	177,685	185,000	185,000	-	142,373
001-5701-572.14-00	OVERTIME	7,154	12,465	7,500	10,000	2,500	11,756
001-5701-572.16-00	SEASONAL EMPLOYEES	86,619	72,661	105,650	120,000	14,350	17,650
001-5701-572.21-00	FEDERAL PAYROLL TAXES	44,247	44,361	46,548	43,489	(3,059)	28,545
001-5701-572.22-01	PENSION COSTS	50,612	39,401	27,396	26,336	(1,060)	25,060
						-	
	TOTAL MEDICAL INSURANCE	50,179	53,667	47,452	48,948	1,496	33,922
001-5701-572.24-00	WORKER'S COMPENSATION	9,941	17,283	20,854	18,412	(2,442)	15,642
001-5701-572.25-00	UNEMPLOYMENT COMPENSATION	1,387	-	-	-	-	-
001-5701-572.31-00	PROFESSIONAL SERVICES		1,250	1,500	1,500	-	-
001-5701-572.34-00	OTHER CONTRACTUAL SERVICE	63,422	57,684	112,646	78,000	(34,646)	79,163
001-5701-572.34-01	PROGRAMS	8,760	6,220	-	-	-	-
001-5701-572.34-18	PELICAN PLAYHOUSE COSTS	20,651	18,000	24,110	23,000	(1,110)	19,955
001-5701-572.34-14	FOOTBALL REFEREES	3,720	4,125	6,000	6,000	-	-
001-5701-572.34-15	SOCCER REFEREES	9,896	11,975	12,000	12,000	-	9,159
001-5701-572.34-16	BASKETBALL REFEREES	10,880	10,450	15,800	15,800	-	8,315
001-5701-572.34-17	BASEBALL UMPIRES	7,932	11,040	13,304	13,304	-	8,592
001-5701-572.34-20	PELICAN RENTAL COMMISSION	5,687	4,285	6,000	6,000	-	2,326
001-5701-572.40-00	TRAVEL AND PER DIEM	3,600	3,600	3,600	3,600	-	2,700
001-5701-572.41-01	TELEPHONE: BASE & LOCAL	932	967	960	991	31	799
001-5701-572.41-02	CELLULAR TELEPHONE	2,285	1,198	1,404	1,020	(384)	672
001-5701-572.41-03	POSTAGE	131	185	200	125	(75)	71
001-5701-572.41-06	INTERNET ACCESS	8,092	8,135	8,016	8,071	55	5,378
001-5701-572.43-01	ELECTRICITY	98,360	88,450	97,000	89,000	(8,000)	55,737
001-5701-572.43-02	WATER	8,650	7,785	8,160	7,364	(796)	15,015
001-5701-572.43-03	GAS	292	143	1,200	600	(600)	84
001-5701-572.44-00	RENTALS AND LEASES	1,177	1,809	2,000	5,468	3,468	1,600
001-5701-572.45-10	FLEET MAINTENANCE	18,601	20,092	9,350	8,000	(1,350)	7,880
001-5701-572.45-30	LIABILITY INSURANCE	76,185	77,757	75,217	72,101	(3,116)	58,382
001-5701-572.46-00	REPAIRS AND MAINTENANCE	18,516	32,754	46,528	46,000	(528)	26,667
001-5701-572.47-00	PRINTING AND BINDING	2,921	1,660	2,500	5,000	2,500	2,903
001-5701-572.48-00	PROMOTIONS	45,725	45,916	50,000	53,000	3,000	35,411
001-5701-572.48-01	RECREATIONAL ACTIVITIES	14,238	18,302	18,000	36,000	18,000	4,126
001-5701-572.51-00	OFFICE SUPPLIES	3,363	2,933	2,500	2,500	-	2,477
001-5701-572.52-00	OPERATING SUPPLIES	55,517	50,202	61,601	62,000	399	55,273
001-5701-572.52-01	BASKETBALL UNIFORMS	6,878	6,742	9,900	9,900	-	5,642

CITY OF MIAMI SPRINGS
RECREATION DEPARTMENT BUDGET
FISCAL YEAR ENDING 9/30/17

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2013-14 ACTUALS	FY2014-15 ACTUALS	FY2015-16 AMENDED BUDGET	FY2016-17 Departmental Request	Dollar Increase (Decrease)	YTD ACTUALS AS OF 6/30/16
001-5701-572.52-02	FUEL, OILS, LUBRICANTS	4,691	4,353	4,200	2,500	(1,700)	2,314
001-5701-572.52-03	UNIFORMS	2,273	1,673	2,500	2,500	-	2,361
001-5701-572.52-07	TIRES	312	464	500	500	-	-
001-5701-572.52-29	GET FIT SUMMER CAMP	3,116	5,688	9,000	6,000	(3,000)	3,273
001-5701-572.52-28	TURKEY TROT/SPRINGS RIVER 5K	3,820	3,687	6,000	6,000	-	4,232
001-5701-572.52-21	ANNUAL DADDY DAUGHTER DANCE	4,775	4,775	8,500	9,500	1,000	8,500
001-5701-572.52-22	TEEN CAMP	1,083		2,600	1,500	(1,100)	-
001-5701-572.52-23	YOUTH BASKETBALL	1,083	988	12,000	1,500	(10,500)	2,817
001-5701-572.52-24	ADVANCED BASKETBALL	205	259	385	385	-	191
001-5701-572.52-25	MENS BASKETBALL	1,887	3,282	3,600	3,600	-	721
001-5701-572.52-26	WALKING CLUB			500	-	(500)	
001-5701-572.52-27	STORY TIME			350	-	(350)	
001-5701-572.54-00	DUES, MEMBERSHIPS, SUBS	1,177	695	1,500	1,500	-	1,092
001-5701-572.58-00	EDUCATION AND TRAINING	955	1,396	2,250	3,000	750	1,100
001-5701-572.52-60	BASKETBALL TEEN LEAGUE	-	-	-	1,000	1,000	860
001-5701-572.52-61	BASKETBALL TEEN LEAGUE	-	-	-	6,000	6,000	-
001-5701-572.63-00	IMPROVEMENTS O/T BLDG	-	50,414	27,901	-	(27,901)	5,558
001-5701-572.64-00	MACHINERY AND EQUIPMENT	22,370	9,243	324,122	-	(324,122)	324,122
Total Administration		1,275,601	1,312,185	1,731,677	1,372,750	(358,927) -20.73%	1,243,067

Fiscal Year . . : 2016
 Budget Level . . : BUDG
 Description . . :

DEPARTMENTAL INPUT		Budget Amount		Misc. Info
Account #	Description			
1-5701-572-12-00	REGULAR SALARIES	308,736.00		
	00100 DIRECTOR, SPECIAL EVENTS/PROGRAM SUPERVISOR		308,736.00	
	00200 RECREATION COORDINATOR (2), RECREATION LEADER		.00	
	00300 ADMINISTRATIVE ASSISTANT		.00	
1-5701-572-13-00	PART TIME YEAR ROUND	185,000.00		
	00100 YEAR ROUND PART TIME STAFF, AS NEEDED		185,000.00	
1-5701-572-14-00	OVERTIME	10,000.00		
	00100 AS NEEDED		10,000.00	
1-5701-572-16-00	SEASONAL EMPLOYEES	120,000.00		
	00100 SEASONAL PART TIME STAFF, AS NEEDED		120,000.00	
1-5701-572-21-00	FEDERAL PAYROLL TAXES	43,489.00		
	00100 BUDGET NUMBER PROVIDED BY FINANCE		43,489.00	
1-5701-572-22-01	GENERAL	26,336.00		
	00100 BUDGET NUMBER PROVIDED BY FINANCE		26,336.00	
1-5701-572-23-01	POS, EMPLOYEE ONLY	45,823.00		
	00100 BUDGET NUMBER PROVIDED BY FINANCE		45,823.00	
1-5701-572-23-07	LIFE/AD&D	1,790.00		
	00100 BUDGET NUMBER PROVIDED BY FINANCE		1,790.00	
1-5701-572-23-08	DENTAL - OHS - EMPLOYEE	960.00		
	00100 BUDGET NUMBER PROVIDED BY FINANCE		960.00	
1-5701-572-23-09	VSP - VISION - EMPLOYEE	375.00		
	00100 BUDGET NUMBER PROVIDED BY FINANCE		375.00	
1-5701-572-24-00	WORKER'S COMPENSATION	18,412.00		
	00100 BUDGET NUMBER PROVIDED BY FINANCE		18,412.00	
1-5701-572-31-00	PROFESSIONAL SERVICES	1,500.00		
	00100 ATTORNEY & CONSULTANT FEES, IF NEEDED		1,500.00	
1-5701-572-34-00	OTHER CONTRACTUAL SERVICE	78,000.00		
	00100 KELLY JANITORIAL CONTRACT		30,000.00	
	00200 COMCAST, CABLE/INTERNET		1,500.00	
	00300 SUNSHINE STATE AC CONTRACT		8,500.00	
	00400 WASTE MANAGEMENT GARBAGE/RECYCLING CONTRACT		8,500.00	
	00500 RS CABLE, SECURITY SYSTEM MONITORING CONTRACT		1,260.00	
	00600 SIMPLEX GRINNELL, FIRE ALARM SERVICE CONTRACT		6,140.00	
	00700 THOR GUARD, LIGHTNING PREDICTION SYSTEM CONTRACT		4,500.00	
	00800 ALSCO, FLOOR MAT/DUST MOP SERVICE CONTRACT		1,800.00	
	00900 SCHINDLER, ELEVATOR MAINTENANCE CONTRACT		5,800.00	
	01000 FITNESS SOLUTION, EQUIPMENT MAINTENANCE CONTRACT		4,000.00	
	01100 VERMONT SYSTEMS, REC TRAC MAINTENANCE/TECH SUPPORT		5,000.00	
	01200 LEATHERS, TOT LOT INSPECTION, TWICE A YEAR		1,000.00	
1-5701-572-34-14	FOOTBALL REFEREES	6,000.00		
	00100 \$600/PER GAME, INCLUDES PLAYOFFS, IF NEEDED		6,000.00	
1-5701-572-34-15	SOCCER REFEREES	12,000.00		
	00100 228 GAMES X \$28/\$30/\$40/\$44/\$48/\$60, PER GAME		12,000.00	
	00200 DEPENDING ON AGE, IN-HOUSE OR TRAVELING TEAMS		.00	
1-5701-572-34-16	BASKETBALL REFEREES	15,800.00		
	00100 ADVANCED SKILLS CAMP		200.00	
	00200 YOUTH BASKETBALL LEAGUE		7,200.00	
	00300 18 & OVER MENS LEAGUE		4,200.00	
	00400 35 & OVER MENS LEAGUE		4,200.00	
1-5701-572-34-17	BASEBALL UMPIRES	13,304.00		

Fiscal Year . . : 2016
 Budget Level . . : BUDG
 Description . . :

DEPARTMENTAL INPUT
 Account # Description

		Budget Amount	Misc. Info
		*	*
		00100 REGULAR SEASON	9,912.00
		00200 PLAYOFF GAMES	848.00
		00300 FALL BALL	2,544.00
		00400 BASED ON \$25/\$28 PER GAME/PER REFEREE	.00
1-5701-572-34-18	PELICAN PLAYHOUSE	23,000.00	
		00100 THEATER DIRECTOR ANNUAL CONTRACT	18,000.00
		00200 THEATER EQUIPMENT MAINTENANCE/REPAIR	5,000.00
1-5701-572-34-20	PELICAN RENTAL COMMISSION	6,000.00	
		00100 30% COMMISSION FROM THEATER RENTALS	6,000.00
1-5701-572-40-00	TRAVEL AND PER DIEM	3,600.00	
		00100 RECREATION DIRECTOR'S CAR ALLOWANCE	3,600.00
1-5701-572-41-01	TELEPHONE: BASE & LOCAL	991.00	
		00100 BUDGET NUMBER PROVIDED BY FINANCE	991.00
1-5701-572-41-02	CELLULAR TELEPHONE	1,020.00	
		00100 BUDGET NUMBER PROVIDED BY FINANCE	1,020.00
1-5701-572-41-03	POSTAGE	125.00	
		00100 BUDGET NUMBER PROVIDED BY FINANCE	125.00
1-5701-572-41-06	INTERNET ACCESS	8,071.00	
		00100 BUDGET NUMBER PROVIDED BY FINANCE	8,071.00
1-5701-572-43-01	ELECTRICITY	89,000.00	
		00100 BUDGET NUMBER PROVIDED BY FINANCE	89,000.00
1-5701-572-43-02	WATER	7,364.00	
		00100 BUDGET NUMBER PROVIDED BY FINANCE	7,364.00
1-5701-572-43-03	NATURAL GAS	600.00	
		00100 GAS FOR RECREATION FACILITY EMERGENCY GENERATOR	600.00
1-5701-572-44-00	RENTALS AND LEASES	5,468.00	
		00100 COPY MACHINE LEASE/METERED COPIES	1,868.00
		00200 STORAGE UNIT \$300/MONTH X 12 MONTHS	3,600.00
1-5701-572-45-10	FLEET MAINTENANCE	8,000.00	
		00100 BUDGET NUMBER PROVIDED BY FINANCE	8,000.00
1-5701-572-45-30	RISK MANAGEMENT	72,101.00	
		00100 BUDGET NUMBER PROVIDED BY FINANCE	72,082.00
1-5701-572-46-00	REPAIRS AND MAINTENANCE	46,000.00	
		00100 COST ASSOCIATED WITH ALL REPAIRS TO BUILDING, GYM,	45,000.00
		00200 FLOORS, WALLS, ELECTRICAL, ETC	.00
1-5701-572-47-00	PRINTING AND BINDING	5,000.00	
		00100 INCREASED NUMBER OF FLYERS, POSTERS, SIGNS, BANNERS	5,000.00
		00200 NEWSPAPER (GAZETTE) ADVERTISEMENTS	.00
1-5701-572-48-00	PROMOTIONS	53,000.00	
		00100 COVERS ALL EXPENSES ASSOCIATED WITH SPECIAL EVENTS	53,000.00
		00200 CHRISTMAS AT THE GAZEBO	.00
		00300 EASTER	.00
		00400 HALLOWEEN	.00
		00500 4TH OF JULY FIREWORKS	.00
		00600 4TH OF JULY COUNTRY CLUB ACTIVITIES, SLIDES, ETC	.00
		00700 END OF SUMMER CAMP TALENT SHOW & RECEPTION	.00
		00800 MEMORIAL & VETERAN'S DAY CEREMONIES	.00
		00900 DADDY DAUGHTER DATE NIGHT DECORATIONS/GIVEAWAYS	.00
1-5701-572-48-01	RECREATIONAL ACTIVITIES	36,000.00	
		00100 INCREASE DUE TO 2 ADDITIONAL SUMMER CAMP PROGRAMS	36,000.00

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Fiscal Year . . : 2016
 Budget Level . . : BUDG
 Description . . :

DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
		00200	ALL FEES ASSOCIATED WITH FIELD TRIPS, PARTIES, .00
		00300	COOK OUTS, ETC, .00
		00400	PASS THROUGH FROM REVENUE RECEIVED AT TIME OF .00
		00500	REGISTRATION FOR RECREATION SUMMER CAMP, GET FIT .00
		00600	AND BASKETBALL SUMMER CAMPS .00
1-5701-572-51-00	OFFICE SUPPLIES	2,500.00	
		00100	MISC OFFICE SUPPLIES, AS NEEDED 2,500.00
1-5701-572-52-00	OPERATING SUPPLIES	62,000.00	
		00100	ALL EXPENSES ASSOCIATED WITH SCHOOL HOLIDAY, AFTER 62,000.00
		00200	SCHOOL CARE, SUMMER CAMP SUPPLIES, IE;SHIRTS FOR .00
		00300	SUMMER STAFF/CAMPERS, CAMP BAGS, ARTS & CRAFTS .00
		00400	MISC ATHLETIC EQUIPMENT, IE;BALLS, NETS, GYM WIPES .00
		00500	HAND SANTIZERS, ETC .00
1-5701-572-52-01	BASKETBALL/YOUTH LEAGUE	9,900.00	
		00100	COVERS EXPENSE ASSOCIATED WITH YOUTH/TEEN LEAGUES 9,900.00
		00200	UNIFORMS, TROPHIES & AWARDS, DJ FOR CHAMPIONSHIP .00
		00300	GAMES, END OF SEASON PARTIES .00
1-5701-572-52-02	FUEL, OILS, LUBRICANTS	2,500.00	
		00100	BUDGET NUMBER PROVIDED BY FINANCE 2,500.00
1-5701-572-52-03	UNIFORMS	2,500.00	
		00100	UNIFORMS FOR FULL TIME & YEAR ROUND PT STAFF 2,500.00
1-5701-572-52-07	TIRES	500.00	
		00100	BUDGET NUMBER PROVIDED BY FINANCE 500.00
1-5701-572-52-21	ANNUAL DADDY/DAUGHTER DAN	9,500.00	
		00100	BASED ON 120 COUPLES \$60@, 25 ADDN DAUGHTERS \$15@ 7,575.00
		00200	ADDITIONAL ROOM RENTAL AND SET UP 1,925.00
1-5701-572-52-22	TEEN PROGRAM	1,500.00	
		00100	TEEN CLUB SHIRTS AND FIELD TRIPS 1,500.00
1-5701-572-52-23	BASKETBALL CAMP/YOUTH	1,500.00	
		00100	BASED ON 60 PARTICIPANTS, SHIRTS, AWARDS, 1,500.00
		00200	END OF CAMP PARTY .00
1-5701-572-52-24	BASKETBALL CAMP/ADVANCED	385.00	
		00100	BASED ON 15 PARTICIPANTS, SHIRTS,END OF PROGRAM 385.00
		00200	PARTY .00
1-5701-572-52-25	BASKETBALL/MEN'S LEAGUE	3,600.00	
		00100	18 & OVER JERSEYS, CHAMPIONSHIP SHIRTS, TROPHIES 1,800.00
		00200	35 & OVER JERSEYS, CHAMPIONSHIP SHIRTS, TROPHIES 1,800.00
1-5701-572-52-28	5KRUN,TRKY TROT/SPGS FEST	6,000.00	
		00100	BASED ON 150 RUNNERS PER 5K, TIMING SYSTEM, SHIRTS 6,000.00
		00200	GIFT CARDS, .00
		00300	TURKEY TROT & SPRINGS RIVER FESTIVAL 5K'S, \$3,000@ .00
1-5701-572-52-29	GET FIT SUMMER CAMP	6,000.00	
		00100	YEAR ROUND & SUMMER CAMP FIT CAMP PROGRAMS 6,000.00
		00200	FITNESS SUPPLIES, SHIRTS, END OF CAMP PARTIES .00
1-5701-572-52-60	BASKETBALL TEEN LEAGUE	1,000.00	
		00100	BASED ON 4 TEAMS 1,000.00
1-5701-572-52-61	BASKETBALL SUMMER CAMP	6,000.00	
		00100	BASED ON 30 PARTICIPANTS PER SESSION X 2 SESSIONS 6,000.00
		00200	SHIRTS, SUPPLIES, END OF CAMP PARTY .00
1-5701-572-54-00	DUES, MEMBERSHIPS, SUBS	1,500.00	

14-8

Prepared: 7/15/16, 13:32:10
Program: GM217L

City of Miami Springs
Budget Level Report

Page 5

Fiscal Year . . : 2016
Budget Level . . : BUDG
Description . . :

DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
1-5701-572-58-00	EDUCATION AND TRAINING	00100 FRPA MEMBERSHIP DUES FOR FT STAFF 3,000.00	1,500.00
		00100 SEMINARS, CLASSES & CERTIFICATIONS 1,372,750.00	3,000.00
* Total Accounts for this Budget Level	51		

14-9



**Pelican
Playhouse**

**Rebeca Sosa Theater at the
Miami Springs Community Center
1401 Westward Drive
Miami Springs, FL 33166
www.pelicanplayhouse.org
305-884-6804**

July 11, 2016

Mr. William Alonso
City of Miami Springs
201 Westward Drive
Miami Springs, FL 33166

Re: Pelican Playhouse Inc.

Dear William:

Thank you for the opportunity to present information with regard to the Pelican Playhouse for the Fiscal Year ending September 30, 2016. Enclosed please find the following:

1. *A State of the Pelican Address*, which outlines our activities during this Fiscal Year;
2. Our Profit & Loss Statement through June 30, 2016;
3. Our Anticipated Income and Expenses through the end of the Fiscal Year;
4. Our purchases and estimated purchases from the \$5,000 Repair Fund; and
5. A printout from the IRS website, confirming receipt of our Form 990-N (postcard) for our most current Tax Return for the period ending 09/30/2015. Since the Playhouse did not have more than \$50,000 in income for the fiscal year ending 2015, we were only required to file a postcard return.

We are also enclosing our \$5,000 Repair Fund Request for Fiscal Year 2016-2017.

Finally, we respectfully request the same \$18,000 that we received for our General Fund in last year's budget.

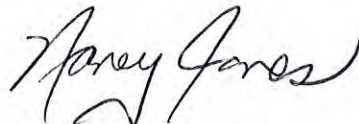
Please let me know if you need any additional information before the August 1st Budget Meeting. Ralph and I both plan to attend.

14-10

July 11, 2016
Page 2

Thanks again!

Sincerely,

A handwritten signature in black ink that reads "Nancy Jones". The signature is fluid and cursive, with the first name "Nancy" and last name "Jones" clearly distinguishable.

Nancy Jones
Theater Manager
305-297-1920 (Cell)

Enclosures
/nj

14-11



**Rebeca Sosa Theater at the
Miami Springs Community Center
1401 Westward Drive
Miami Springs, FL 33166
www.pelicanplayhouse.org
305-884-6804**

***The State of the Pelican
Fiscal Year Report: October 1, 2015 – September 30, 2016***

Our 16th season opened with a reminder of where we live. A near miss hurricane moved our fall production (which we had hoped would be a Christmas show) into January 2016. In December, the Pelicans hosted Barbara Fox of "Mystery on the Menu" with a Christmas fundraiser, "A Very Merry Murder." Mu Alpha Theta catered the dinner as guests played detective for an evening of fun and problem-solving.

As a Christmas present to the Miami Springs Senior Adults, the Pelican Playhouse puppeteers performed in the Senior Adult Center for Christmas. "A Visit from St. Nicholas" and "The 12 Days of Christmas in Florida" were featured. A good time was had by all!

With Christmas past, we shifted gears and presented my original adaptation of "Alice in Wonderland" and the musical, "Seven with One Blow." Both productions brought firsts to our "Pelican" stage. "Alice in Wonderland" had our first ever movable boat and "Seven with One Blow" had our tallest player ever: an 8'2" ogre! You had to see them to believe it! A mixed, intergenerational cast of 33 on stage, supported by another 23 crew members brought both shows to life. Our set designer, Birgit Scaglioni, enlisted 33 cast and crew (and even her parents) to handcraft the stunning "Wonderland." It truly takes a village to put on a play.

With the hurricane already compressing our season, we began our next production the week after our first production closed. This time we had a record 40 players (between the ages of 10 and 70) register for production class and another 14 children for Puppet Class. With such a large group of participants, we once again went to two plays instead of one to accommodate: the fractured fairytale, "The (Almost) Totally True Story of Hansel and Gretel" and our contribution to education, "The Distracted Scholar's Guide to Literature and Drama." These hilarious comedies were more than plays; they were also a costumer's tour de force! Ninety-one characters in all, with more than 100 costumes, including Mermaids, Bears, Pigs, Shakespeare, Renaissance, Greeks, Romans, German Opera, Ghosts, Frankenstein, and Star Wars. Our amazing Dee Piquette was equal to the task and the costumes were dazzling! Another first! Our physically challenged actor, Susan Kern, appeared as Darth Vader in a power wheelchair disguised as her space ship! Again, you had to see it to believe it!

One of our favorite performances for the year was for the Miami Rescue Mission's "Creative Living" class. We have performed for them every year since 2009. This group of former homeless men, transitioning their way back into society, are always enthralled. This year we had the added bonus of women and children from the Miami Rescue Mission in the audience. Unforgettable!

Not to be out done, the Pelican Puppeteers staged a fundraiser for the Miami Springs C.A.T.S. Performing lunch time theater in the Rebeca Sosa for the Miami Springs Adult Seniors, family and friends. The young actors mesmerized them, performing the difficult poetry of T. S. Elliot's "Old Possum's Practical Book of Cats" and raised almost \$200 for Caring About the Strays.

The last two weeks of March and first week of April, the second and third floors of the Rebeca Sosa Theater underwent a mold remediation. The community center staff worked hand-in-hand with the Pelican Playhouse, generously paying for costume storage in Virginia Gardens while the cleaning was done.

Summer registration has over 30 participants. This summer is "actor's workshop" which gives the individual actors an opportunity to work on something of their own choosing. Monologues, scene work, poetry, song or dance. It's up to them to decide what they want to perform. For the first time ever, it will also be a "director's workshop" with the opportunity for some of the experienced actors to direct some of their peers. This year's Summer Recital will be Labor Day weekend, September 3rd and 4th. You won't want to miss it.

We continue to partner with the Miami Springs Math Club Mu Alpha Theta. They provide our refreshments and earn money for their trips to gather in more math trophies.

And in keeping with tradition, the Pelicans paraded proudly in this year's Fourth of July parade in Miami Springs.

Facebook "likes" are up to 427....and climbing!

Events in the Rebeca Sosa kept the place hopping! The McCormack Music Christmas Concert, the Golden Girls Foundation Fashion Show, the Junior Orange Bowl Pageant Preliminaries, the Ms. Heart Pageant, the Miss Art Deco Pageant, the Miss Florida Teen Pageant, the Miss Florida Teen America Pageant, Little League baseball pictures, Community Center staff meetings, River Cities talent auditions, the Miami Springs Candidates Forum, the Miss Miami U. S. A. Pageant, the Miss Coral Gables Pageant, the McCormack Music Summer Concert, and Summer Camp! And that's only through June of 2016!

The Rebeca Sosa Theater saw five visiting companies renting out eight days for total revenue to the City of \$2,954. We appear to be "Pageant Central" with six different beauty pageants, seven counting the Jr. Orange Bowl!

On the horizon for the Fall of 2016 is an all adult production of Claire Booth Luce's 1938 classic, "The Women." The Pelican Playhouse has a preponderance of adult females, and this show gives them a chance to stretch their acting talents.

We would also like to give particular thanks to the following: Mary Reed, Sam Chesser, Gretchen Gordon, and Daniel Febres for their help with our social media efforts.

Special thanks to Omar Luna, Patty Bradley, and Albert Vargas for their wonderful support of all that we do. They are extremely helpful and we truly appreciate them and the rest of the staff at the community center. And major thanks to Tom Nash and the "heavy lifters" from Public Works who set up the staging and risers for the audience.

SO THANKS AGAIN FOR YOUR SUPPORT OF THE CITY'S COMMUNITY THEATER.

Pelican Playhouse Inc.
Profit & Loss
October 2015 through June 2016

	Oct '15 - Jun 16
Ordinary Income/Expense	
Income	
43400 · Direct Public Support	
43410 · Corporate Contributions	5.00
43450 · Individ, Business Contributions	779.65
Total 43400 · Direct Public Support	784.65
44400 · Government Contracts	
44430 · Local Government Contracts	19,110.00
44431 · 2015-2016 Repair Fund	1,955.04
Total 44400 · Government Contracts	21,065.04
46400 · Other Types of Income	
46460 · Visiting Companies	2,050.00
Total 46400 · Other Types of Income	2,050.00
47200 · Program Income	
47240 · Student Fees	7,800.00
47250 · Ticket Sales	9,121.50
47200 · Program Income - Other	940.74
Total 47200 · Program Income	17,862.24
Total Income	41,761.93
Expense	
Void	0.00
60900 · Business Expenses	
60910 · Bank Fee	62.50
60920 · Business Registration Fees	61.25
Total 60900 · Business Expenses	123.75
62100 · Contract Services	
62110 · Accounting Fees	600.00
62120 · Costumer	1,400.00
62150 · Outside Contract Services	3,761.00
62160 · Visiting Companies	746.00
62165 · Website Developer	800.00
Total 62100 · Contract Services	7,307.00
62800 · Facilities and Equipment	
62840 · Equip Rental and Maintenance	2,334.62
62895 · Storage	30.44
Total 62800 · Facilities and Equipment	2,365.06
65000 · Operations	
65018 · Membership	210.00
65031 · Software	199.95
65040 · Supplies	587.02
Total 65000 · Operations	996.97
65100 · Other Types of Expenses	
65101 · Creative Living Performance	130.45
65110 · Advertising Expenses	250.00
65130 · Gala/Friends of Theater	150.73
65140 · Insurance - Liability, D and O	1,542.00
65150 · Marketing	226.12
65160 · Other Costs	25.95
65165 · Visiting Companies	151.21
65170 · Volunteer Appreciation	201.68
Total 65100 · Other Types of Expenses	2,678.14

8:00 PM

07/06/16

Cash Basis

Pelican Playhouse Inc.
Profit & Loss
October 2015 through June 2016

	Oct '15 - Jun 16
66000 · Payroll Expenses	14,532.75
67000 · Performance Expenses	
67005 · Cast Party	185.97
67010 · Costumes	268.59
67021 · Lighting	184.87
67022 · Make-up	40.62
67025 · Programs	767.36
67030 · Props	101.34
67040 · Scripts and Royalties	1,777.60
67045 · Set	1,197.11
67050 · Sound	222.21
67060 · T-Shirts	627.86
Total 67000 · Performance Expenses	5,373.53
70000 · Grants to Others	560.00
Total Expense	33,937.20
Net Ordinary Income	7,824.73
Other Income/Expense	
Other Income	
46425 · Interest	0.33
Total Other Income	0.33
Net Other Income	0.33
Net Income	<u>7,825.06</u>

**Anticipated Income and Expenses
for Fiscal Year ending 9/30/3016**

Income

September 3/4:	Ticket Sales	\$	1,920.00
August 5:	Student Fees for Winter 2016 Show	\$	2,400.00
Total Income:		\$	4,320.00

Expenses

Recital 2016	Contract Services	\$	900.00
	Programs	\$	50.00
	Set	\$	100.00
	Props	\$	50.00
	Costumes	\$	100.00
	T-shirts	\$	250.00
Director Salary (including tax liability)	August	\$	1,614.75
	September	\$	1,614.75
Insurance	Limited Liability:		
	August - 1st Installment of 4	\$	771.00
	September - 2nd Installment of 4	\$	771.00
	Volunteers Insurance	\$	300.00
	Officers & Directors Insurance	\$	641.00
Playhouse	Web Developer	\$	300.00
	Accounting Fee	\$	2,100.00
	AACT Membership	\$	160.00
Total Expenses		\$	9,722.50

Total Income from Profit and Loss Statement: \$ 41,761.93

Total Income from Anticipated Income: \$ 4,320.00

TOTAL INCOME: \$ 46,081.93

Total Expenses from Profit and Loss Statement: \$ 33,937.20

Total Expenses from Anticipated Expenses: \$ 9,722.50

TOTAL EXPENSES: \$ 43,659.70

Net Income*: \$ 2,422.23

*Any overage to be used for costs toward the Winter 2016 Show.

Repair Fund: 2015-2016

<i>Date</i>	<i>Item</i>	<i>Purchase Price</i>	<i>Balance</i>
10/1/2015	Repair Fund from City of Miami Springs		5,000.00
12/24/2015	Sennheiser Microphones & Parts	903.04	4,096.96
	2 - Sennheiser L 2015 G2 charger		
	1 - Sennheiser NT3-120 Power Supply		
	4 - Sennheiser MZQ2EW Lav Mic Clip		
	6 - Sennheiser MZW2EW ME2 Grille		
4/5/2016	Rechargeable microphone batteries	1,052.00	3,044.96
	15 - Sennheiser BA 2015 Battery Pack		
6/16/2016	Tech Booth Computer /Sound	299.59	2,745.37
	Dell Inspiron 15 3000 Series		
6/24/2016	Audio/MIDI Interface	79.99	2,665.38
	Full Compass Systems 2X4 USB Audio/MIDI Interface		
<i>To Be Purchased before September 30, 2016</i>			
2	Wireless Microphone Systems @\$650 each	1,300.00	1,365.38
	Sennheiser EW112 G3 Wireless Microphone		
1	Passive antenna splitter @\$300 each	300.00	1,065.38
	Sennheiser EM1046 ASP212 passive antenna splitter		
1	Wideband Antenna Splitter @\$580 each	580.00	485.38
	Sennheiser ASA 1/NT Wideband Antenna splitter		
3	Lavalier Microphone (replacement mics) @\$125 each	375.00	110.38
	MM-PSM-L Lavalier microphone (replacement mics		
	for damaged ME-2 mics on Sennheiser EW112 G# mic transmitters)		
	Miscellaneous cables	100.00	10.38



Exempt Organizations Select Check

[Exempt Organizations Select Check Home](#)

990-N (e-Postcard) filer information

Tax Period:

2014 (10/01/2014 - 09/30/2015)

Employer Identification Number (EIN):

27-1087261

Legal Name:

Pelican Playhouse Inc

Mailing Address:

255 Springs Avenue
Miami Springs, FL 33131
United States

Doing Business As:

Gross receipts not greater than:

\$50,000

Organization has terminated:

No

Principal Officer's Name and Address:

Nancy Jones
255 Springs Avenue
Miami Springs, FL 33131
United States

Website URL:

Related 990-N (ePostcard) Filings:

If the organization has filed additional Forms 990-N (e-Postcards), link(s) to additional e-Postcard filings are displayed below. Click on the link(s) to see the information included in those filing(s).

No related filings available for this EIN.

[Return to Search Results](#) [Return to Search Page](#)

\$5,000 Repair Fund Request for Fiscal Year 2016-2017

<i>Quantity</i>	<i>Item</i>	<i>Each</i>	<i>Total Price</i>	<i>Total Amount</i>
2	Wireless Microphone Systems	650.00	1,300.00	1,300.00
	Sennheiser EW112 G3 Wireless Microphone			
7	Lavalier Microphone (replacement mics)	125.00	875.00	2,175.00
	MM-PSM-L Lavalier microphone (replacement mics			
	for damaged ME-2 mics on Sennheiser EW112 G# mic transmitters)			
1	Mackie DL-32R Mixer	1,800.00	1,800.00	3,975.00
1	i-Pad Pro 12.9 inch (32 GB)	800.00	800.00	4,775.00
	Mixer's Control Surface			
1	Wifi Router (Applied Airport Extreme)	180.00	180.00	4,955.00
	(Connects console to the i-Pad)			

PELICAN PLAYHOUSE REPAIRS ACCOUNT ANALYSIS

The following is a 6 year analysis of this account:

<u>Fiscal Year</u>	<u>Total</u>	<u>Used</u>	<u>Unused</u>
FY10-11	\$5,000.00	\$2,281.00	\$2,719.00
FY11-12	\$5,000.00	\$244.00	\$4,756.00
FY12-13	\$3,000.00	\$349.00	\$2,651.00
FY13-14	\$3,000.00	\$285.00	\$2,715.00
FY14-15	\$3,000.00	\$1,890.00	\$1,110.00
FY15-16*	\$5,000.00	\$2,334.62	\$2,665.38

* used during current year:

Battery Packs	\$1,052.00
Sound Eqpt Repairs	\$903.04
Dell Laptop w/sound interpr	<u>\$379.58</u>
	\$2,334.62

14-20A

Recreation - Pool

The **Aquatics Division** operates and maintains the Miami Springs Aquatic Center, a Multi Aquatic Facility with American Red Cross certified lifeguards and instructors and supervised by a State-Licensed Swimming Pool Operator. The pool is open year-round, and it serves the residents of Miami Springs and other municipalities in the area.

Goals

To have the Miami Springs Aquatic Center open by summer 2016.

Objectives

- Offer additional family-oriented activities during "open swim" sessions.
- Offer Learn to Swim Program

FY2015-16 Accomplishments

- Worked with Lunacon and Professional Services to built new Aquatic Facility
- Hired all new Lifeguards and Administrative Staff for the Aquatic Facility

FY 2016-17 Budget Highlights

- Proposed budget is \$606,033 for the FY16-17 fiscal year.
- Budget also includes a full time Aquatics Supervisor and a full time head lifeguard.
- Budget Summary:

Budgeted Revenues	\$156,500
Budgeted Expenditures	<u>\$606,033</u>
Net cost of Department	<u>\$449,533</u>

CITY OF MIAMI SPRINGS
RECREATION DEPARTMENT BUDGET
FISCAL YEAR ENDING 9/30/17

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2013-14 ACTUALS	FY2014-15 ACTUALS	FY2015-16 AMENDED BUDGET	FY2016-17 Departmental Request	Dollar Increase (Decrease)	YTD ACTUALS AS OF 6/30/16
POOL							
001-5702-572.12-00	REGULAR SALARIES	-		24,994	85,490	60,496	12,442
001-5702-572.13-00	PART TIME YEAR ROUND	91,076	46,987	60,600	323,000	262,400	4,099
001-5702-572.14-00	OVERTIME					-	1,361
001-5702-572.16-00	SEASONAL EMPLOYEES	46,488		18,900		(18,900)	-
001-5702-572.21-00	FEDERAL PAYROLL TAXES	10,524	3,595	8,255	30,863	22,608	1,370
001-5702-572.22-01	PENSION COSTS			3,331	9,203	5,872	1,700
	TOTAL MEDICAL INSURANCE	-	-	4,471	5,579	1,108	1,473
						-	
001-5702-572.24-00	WORKER'S COMPENSATION	2,331	4,477	3,745	12,255	8,510	2,808
001-5702-572.34-00	CONTRATUAL SERVICES			11,656	32,000	20,344	4,446
001-5702-572.43-01	ELECTRICITY	15,734	7,642	15,880	47,640	31,760	144
001-5702-572.43-02	WATER	6,021	13,586	4,000	12,240	8,240	56
001-5702-572.43-03	GAS(POOL)	8,675	14,683	5,672	8,500	2,828	
001-5702-572.45-30	LIABILITY INSURANCE	2,616	3,684	2,471	9,264	6,793	1,854
001-5702-572.46-00	REPAIRS AND MAINTENANCE	8,292	1,342	1,667	5,000	3,333	
001-5702-572.52-00	OPERATING SUPPLIES	3,058	1,997	10,168	3,500	(6,668)	7,075
001-5702-572.52-03	UNIFORMS	1,575	398	2,500	2,500	-	1,645
001-5702-572.52-06	CHEMICALS	20,888	6,845	4,460	16,000	11,540	-
001-5702-572.54-00	DUES, MEMBERSHIPS, SUBS	250	-	171	1,000	829	
001-5702-572.58-00	EDUCATION AND TRAINING	-	-	7,450	2,000	(5,450)	4,600
001-5702-572.63-00	IMPROVEMENTS O/T BLDG	50,700	1,850	-		-	4,867
	Total Pool	268,228	107,086	190,391	606,033	415,642	49,940

14-22

Fiscal Year . . : 2016
Budget Level . . : BUDG
Description . . :

DEPARTMENTAL INPUT
Account # Description

		Budget Amount		Misc. Info
		-----		-----
1-5702-572-12-00	REGULAR SALARIES	85,490.00		
		00100	AQUATIC SUPERVISOR	46,350.00
		00200	HEAD LIFEGUARD	38,000.00
1-5702-572-13-00	PART TIME YEAR ROUND	323,000.00		
		00100	LIFEGUARDS	280,000.00
		00200	POOL CASHIERS	43,000.00
1-5702-572-21-00	FEDERAL PAYROLL TAXES	30,863.00		
		00100	BUDGET NUMBER PROVIDED BY FINANCE	30,863.00
1-5702-572-22-01	GENERAL	9,203.00		
		00100	BUDGET NUMBER PROVIDED BY FINANCE	9,203.00
1-5702-572-23-01	POS, EMPLOYEE ONLY	4,643.00		
		00100	BUDGET NUMBER PROVIDED BY FINANCE	4,643.00
1-5702-572-23-07	LIFE/AD&D	522.00		
		00100	BUDGET NUMBER PROVIDED BY FINANCE	522.00
1-5702-572-23-08	DENTAL - OHS - EMPLOYEE	306.00		
		00100	BUDGET NUMBER PROVIDED BY FINANCE	306.00
1-5702-572-23-09	VSP - VISION - EMPLOYEE	108.00		
		00100	BUDGET NUMBER PROVIDED BY FINANCE	108.00
1-5702-572-24-00	WORKER'S COMPENSATION	12,255.00		
		00100	BUDGET NUMBER PROVIDED BY FINANCE	12,255.00
1-5702-572-34-00	OTHER CONTRACTUAL SERVICE	32,000.00		
		00100	COMCAST, CABLE & INTERNET	850.00
		00200	DIVERSIFIRE, FIRE ALARM	1,200.00
		00300	SECURITY ALARM MONITORING	1,200.00
		00400	KELLY JANITORIAL CONTRACT	27,000.00
		00500	TRANE AC CONTRACT	1,750.00
1-5702-572-43-01	ELECTRICITY	47,640.00		
		00100	BUDGET NUMBER PROVIDED BY FINANCE	47,640.00
1-5702-572-43-02	WATER	12,240.00		
		00100	BUDGET NUMBER PROVIDED BY FINANCE	12,240.00
1-5702-572-43-03	NATURAL GAS	8,500.00		
		00100	GAS FOR POOL HEATER	8,500.00
1-5702-572-45-30	RISK MANAGEMENT	9,263.00		
		00100	BUDGET NUMBER PROVIDED BY FINANCE	9,251.00
1-5702-572-46-00	REPAIRS AND MAINTENANCE	5,000.00		
		00100	REPAIRS ASSOCIATED WITH THE POOL, MPR, FENCE, ETC	5,000.00
1-5702-572-52-00	OPERATING SUPPLIES	3,500.00		
		00100	MISC SUPPLIES, IE; CLEANING, HAND SANITIZERS,	3,500.00
		00200	AIR FRESHNERS, ETC	.00
1-5702-572-52-03	UNIFORMS	2,500.00		
		00100	LIFEGUARD SUITS, SHORTS, JACKETS	2,500.00
1-5702-572-52-06	CHEMICALS	16,000.00		
		00100	CHLORINE, CO2	16,000.00
1-5702-572-54-00	DUES, MEMBERSHIPS, SUBS	1,000.00		
		00100	FRPA AQUATIC MEMBERSHIP DUES FULL TIME STAFF	1,000.00
1-5702-572-58-00	EDUCATION AND TRAINING	2,000.00		
		00100	CERTIFICATIONS, CPO, ETC	2,000.00
* Total Accounts for this Budget Level		30	606,033.00	

14-23

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 FY2014-15.

Objectives

- To provide a variety of programs for adults and children on a social and competitive system.
- Provide promotional information to local businesses and hotels. Promote youth and adult leagues.

FY2015-16 Accomplishments

- Resurfaced all five courts

FY 2016-17 Budget Highlights

- Proposed budget is \$22,810 or 47% lower than FY15-16.
- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$25,813</u>
Net cost of Department	<u>\$25,813</u>

CITY OF MIAMI SPRINGS
RECREATION DEPARTMENT BUDGET
FISCAL YEAR ENDING 9/30/17

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2013-14 ACTUALS</u>	<u>FY2014-15 ACTUALS</u>	<u>FY2015-16 AMENDED BUDGET</u>	<u>FY2016-17 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AS OF 6/30/16</u>
TENNIS							
001-5703-572.34-00	OTHER CONTRACTUAL SERVICES	15,000	15,000	15,000	15,000	-	10,000
001-5703-572.43-01	ELECTRICITY	3,586	3,706	4,120	3,131	(989)	2,295
001-5703-572.43-02	WATER	158	169	171	182	11	119
001-5703-572.45-30	RISK MANAGEMENT					-	
001-5703-572.52-00	OPERATING SUPPLIES				2,000	2,000	
001-5703-572.46-00	REPAIRS AND MAINTENANCE	-	756	2,000	2,000	-	
001-5703-572.63-00	IMPROVEMENTS O/T BUILDINGS		27,332	27,332	3,500	(23,832)	
	Total Tennis	18,744	46,963	48,623	25,813	(22,810)	12,414

Prepared: 7/13/16, 13:51:55
Program: GM217L

City of Miami Springs
Budget Level Report

Page 2

Fiscal Year . . : 2016
Budget Level . . : BUDG
Description . . :

DEPARTMENTAL INPUT
Description

Account #	Description	Budget Amount	Misc. Info
1-5703-572-34-00	OTHER CONTRACTUAL SERVICE	15,000.00	
1-5703-572-43-01	ELECTRICITY	00100 ANNUAL TENNIS PRO CONTRACT	15,000.00
1-5703-572-43-02	WATER	00100 BUDGET NUMBER PROVIDED BY FINANCE	3,131.00
1-5703-572-46-00	REPAIRS AND MAINTENANCE	00100 BUDGET NUMBER PROVIDED BY FINANCE	182.00
1-5703-572-52-00	OPERATING SUPPLIES	00100 LIGHTS, FENCING, WATER FOUNTAIN, PAINT	2,000.00
1-5703-572-63-00	IMPROVEMENTS O/T BUILDING	00100 NETS, WINDSCREENS ETC	2,000.00
		00100 REPLACE TORN AWNING/SHADE COVER	3,500.00
* Total Accounts for this Budget Level 6		25,813.00	

14-26

**CITY OF MIAMI SPRINGS
CAPITAL IMPROVEMENT REQUEST
FOR FY 2016-2017 BUDGET YEAR**

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

Department: _____ Parks and Recreation/Tennis

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

Shade Cover/Awning at Tennis Facility

Total budget request:

\$ 3,500.00

Detail any grant or additional funding sources for this project

Funding

\$ -

\$ -

\$ -

Total funding sources:

\$ -

Reason why project is needed

replace old shade cover/awning torn and ripped

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

\$ -

\$ -

\$ -

\$ -

Totals

\$ -

Department Head Signature

City Manager Approval

14-27

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 play ability 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 daily maintenance to keep fields up to par year round
- Add Sod to areas that need additional Sod
- Add irrigation to our ball fields
- Laser Grade all Ball Fields
- Have our Maintenance Supervisor trained in all aspects regarding field maintenance, etc. (Trained, Certified and Licensed)

FY2015-16 Accomplishments

- Rebuilt Ball Fields at Prince
- Updated Irrigation System at Peavy/Dove
- Added Clay and Laser Grade Stafford Park
- Ordered new Goal Post for Football Program

FY 2016-17 Budget Highlights

- Proposed budget is \$111,392 or 36% lower than FY2015/16.
- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$195,779</u>
Net cost of Department	<u>\$195,779</u>

CITY OF MIAMI SPRINGS
RECREATION DEPARTMENT BUDGET
FISCAL YEAR ENDING 9/30/17

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2013-14 ACTUALS</u>	<u>FY2014-15 ACTUALS</u>	<u>FY2015-16 AMENDED BUDGET</u>	<u>FY2016-17 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AS OF 6/30/16</u>
FIELD MAINTENANCE							
001-5705-572.12-00	REGULAR SALARIES	460	22,263	33,207	32,888	(319)	23,323
001-5705-572.13-00	PART TIME			-		-	-
001-5705-572.14-00	OVERTIME		188	-		-	1,433
001-5705-572.16-00	SEASONAL EMPLOYEES			-		-	-
001-5705-572.21-00	FEDERAL PAYROLL TAXES	35	1,642	2,040	1,967	(73)	1,894
001-5705-572.22-01	PENSION COSTS	-	2,081	3,893	3,541	(352)	3,186
						-	
	TOTAL MEDICAL INSURANCE	-	2,474	6,766	7,375	609	4,931
						-	
001-5705-572.24-00	WORKER'S COMPENSATION	-	420	137	987	850	99
001-5705-572.34-00	CONTRACTUAL SERVICES	71,021	72,488	170,728	101,276	(69,452)	99,503
001-5705-572.44-00	RENTALS AND LEASES			2,000	2,000	-	-
001-5705-572.45-30	RISK MANAGEMENT		1,272	760	746	(14)	567
001-5705-572.46-00	REPAIRS AND MAINTENANCE	5,203	219	18,000	15,000	(3,000)	5,933
001-5705-572.52-00	OPERATING SUPPLIES-Rec	13,713	11,487	15,110	15,000	(110)	12,509
001-5705-572.52-19	OPERATING SUPPLIES-Fields	7,063	9,961	20,000	15,000	(5,000)	5,793
001-5705-572.52-02	FUELS, OILS, LUBRICANTS	-		6,500	-	(6,500)	-
001-5705-572.63-00	IMPROVEMENTS O/T BLDGS	-		9,500	-	(9,500)	9,485
001-5705-572.64-00	MACHINERY AND EQUIPMENT	-	2,915	18,530	-	(18,530)	15,530
	Total Bldg& Field Maintenance	97,495	127,410	307,171	195,779	(111,392)	184,186
						-	
	Subtotal Recreation	1,660,068	1,593,644	2,277,862	2,200,375	(77,487)	1,489,607

Prepared: 7/13/16, 13:52:10
Program: GM217L

City of Miami Springs
Budget Level Report

Page 2

Fiscal Year . . : 2016
Budget Level . . : BUDG
Description . . :

DEPARTMENTAL INPUT
Description

Account #	Description	Budget Amount	Misc. Info
1-5705-572-12-00	REGULAR SALARIES	32,888.00	
1-5705-572-21-00	FEDERAL PAYROLL TAXES	1,967.00	
1-5705-572-22-01	GENERAL	3,541.00	
1-5705-572-23-04	HMO, EMPLOYEE ONLY	6,964.00	
1-5705-572-23-07	LIFE/AD&D	204.00	
1-5705-572-23-08	DENTAL - OHS - EMPLOYEE	153.00	
1-5705-572-23-09	VSP - VISION - EMPLOYEE	54.00	
1-5705-572-24-00	WORKER'S COMPENSATION	987.00	
1-5705-572-34-00	OTHER CONTRACTUAL SERVICE	101,276.00	
1-5705-572-44-00	RENTALS AND LEASES	2,000.00	
1-5705-572-45-30	RISK MANAGEMENT	745.00	
1-5705-572-46-00	REPAIRS AND MAINTENANCE	15,000.00	
1-5705-572-52-00	OPERATING SUPPLIES	15,000.00	
1-5705-572-52-19	FIELD SUPPLIES-FIELDS	15,000.00	
		00100 FULL TIME FIELD MAINTENANCE EMPLOYEE	32,888.00
		00100 BUDGET NUMBER PROVIDED BY FINANCE	1,967.00
		00100 BUDGET NUMBER PROVIDED BY FINANCE	3,541.00
		00100 BUDGET NUMBER PROVIDED BY FINANCE	6,964.00
		00100 BUDGET NUMBER PROVIDED BY FINANCE	204.00
		00100 BUDGET NUMBER PROVIDED BY FINANCE	153.00
		00100 BUDGET NUMBER PROVIDED BY FINANCE	54.00
		00100 BUDGET NUMBER PROVIDED BY FINANCE	987.00
		00100 BALLPARK MAINTENANCE CONTRACT	101,276.00
		00100 EQUIPMENT RENTAL FEES, IF NEEDED	2,000.00
		00100 BUDGET NUMBER PROVIDED BY FINANCE	745.00
		00100 EQUIPMENT, IRRIGATION SYSTEM, FENCING, DUG OUTS	15,000.00
		00100 FIELD PAINT, CALFINE, HARDWARE & DOG PARK SUPPLIES	15,000.00
		00100 PRODUCTS ASSOCIATED WITH FIELD PREP, CLAY, WEED	15,000.00
		00200 KILL, FERTILIZERS, ETC	.00
* Total Accounts for this Budget Level	14	195,779.00	

14-30

Basis for FY 2016-17 Salary Projections

Base Salary for each position:
Adjustment includes:

Max Annual merit increase for position
Cost of living Adjustment
CPI for all urbans (Apr to Apr)
Estimate used for COLA Projection

Calculations is based upon current earnings at 2,080 hours

0.0%
0.0%
0.00%
3.00% to be effective on 10-01-2016

::

City of Miami Springs												
Department: Recreation Department												
Position (paygrade)	Employee Name	FT PT	Amended Budget	Qty	Fav (Unf)	Proj. Base Salary As of 3/31/16	Date of Annual Review	FY 16-17 Projected Merit Increase	3% COLA Increase	Other	Longevity	FY2016-17 Total Pay
Recreation Director-PG49	Omar Luna	FT	1	1	0	\$83,546	01/04/11	3,833	2,621		\$0	\$90,000
Recreation Coordinator-PG24	Danny Valdes	FT	1	1	0	\$37,000	03/23/11		1,110			\$38,110
Recreation Leader-PG10	Daniel Fried	FT	1	1	0	\$24,852			746			\$25,598
Recreation Coordinator-PG24	Al Vargas	FT	1	1	0	\$44,928	03/23/11		1,348			\$46,276
Special Events/Program Supervisor	P Bradley	FT	1	1	0	\$60,534	10/01/83		1,816	0	\$1,750	\$64,100
Admin Assistant III-PG24	K Anderson	FT	1	1	0	\$42,866	01/02/10		1,286		\$500	\$44,652
Recreation Leader (year-round)	?	PT	as needed	0	0	\$185,000	-		-		-	\$185,000
Recreation Leader (seasonal)	?	PT	as needed	0	0	\$120,000	-		-		-	\$120,000
Total projections			6	6	0	\$598,726		\$3,833	\$8,927		\$2,250	\$613,736

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City of Miami Springs												
Department: Recreation - Pool												
Position (paygrade)	Employee Name	FT PT	Amended Budget	Qty	Fav (Unf)	Proj. Base Salary As of 3/31/16	Date of Annual Review	FY 16-17 Projected Merit Increase	3% COLA Increase	Other	Longevity	FY2016-17 Total Pay
Aquatics Supervisor	Caitlin Smith	FT	1	1	0	\$45,000	03/23/11		1,350			\$46,350
Head Guard	James Dean	FT	1	1	0	\$38,000	n/a		1,140		-	\$39,140
Cashiers		PT	3	3	0	\$43,000	n/a				-	\$43,000
Lifeguards (part time)		PT	as needed	needed	0	\$280,000					-	\$280,000
Lifeguards (seasonal)		PT	as needed	needed	0	\$0	n/a				-	\$0
Total projections			5	5	0	\$406,000		\$0	\$2,490		\$0	\$408,490

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City of Miami Springs												
Department: Recreation - Maintenance												
Position (paygrade)	Employee Name	FT PT	Amended Budget	Qty	Fav (Unf)	Proj. Base Salary As of 3/31/16	Date of Annual Review	FY 16-17 Projected Merit Increase	3% COLA Increase	Other	Longevity	FY2016-17 Total Pay
Recreation Maintenance Supervisor	Joel Watts	FT	1	1	0	\$31,930	08/04/03	0	958	0	\$0	\$32,888
		PT	0	0	0	\$0	n/a				-	\$0
		PT	as needed	0	0	\$0					-	\$0
		PT	as needed	0	0	\$0	n/a				-	\$0
Total projections			1	1	0	\$31,930		\$0	\$958		\$0	\$32,888

14-31

CITY OF MIAMI SPRINGS
RECREATION REVENUE BUDGET
FY2016-17

Line Item Revenue	FY 14-15 Actual	FY 15*-16 Budget	ACTUAL AS OF 6/30/2016	FY 16-17 Proposed Budget
After School Programs	43,780	32,000	45,540	41,000
SWIM MEETS/TEAM RENTAL	4,373	-		3,000
Shade Area/Umbrella Rental	-	22,400	-	46,800
Swim Lessons	-	40,800	-	50,000
Pool Admissions	2,700	11,500	-	25,000
Annual Daddy/Daughter Dance	4,842	7,525	6,206	7,500
Pelican theatre	8,805	10,000	5,333	5,000
Vending Machines	2,311	3,000	1,571	3,500
Fireworks-VG	3,000	3,000	-	3,000
Summer Camp	139,551	170,000	76,500	150,000
Summer Camp Activity Fee	24,724	18,000	25,700	30,750
Senior Center Rental	-	1,200	-	
Annex Rental	-		-	
Aquatic Multipurpose room rental	-	6,400	-	19,200
Fitness Room Membership	27,716	20,000	16,715	15,000
Gym Admission Fees	-	3,000	-	1,800
Recreation Facilities Rentals	27,890	12,000	20,960	15,000
Yoga Classes	4,807	-		
Get Fit/Basketball Summer Camps	7,900	16,000	12,900	48,000
Basketball Fees	29,650	44,450	34,560	22,500
Other activities	4,025	9,730	3,163	9,000
Pool Rental	2,160	3,000		9,000
Pool Memberships	653	2,280		3,500
Jazzercise	4,203	3,600	2,477	4,800
Background Check Fees	-			
TOTALS >>>	\$343,090	\$439,885	\$251,625	\$513,350

153,500

Fiscal Year . . . : 2016
 Budget Level . . . : BUDG
 Description . . . :

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info
1-0000-347-20-04	POOL ADMISSIONS	25,000.00	
	00100 BASED ON 3,125 ENTRIES, \$8(AVERAGE)		25,000.00
1-0000-347-20-06	VENDING MACHINES	3,500.00	
	00100 BASED ON QUARTERLY COMMISSION \$875/PER QTR		3,500.00
1-0000-347-20-10	FIREWORKS - VA GDNS	3,000.00	
	00100 REIMBURSEMENT FROM VG 4TH OF JULY FIREWORKS		3,000.00
1-0000-347-20-19	POOL RENTAL	9,000.00	
	00100 BASED ON 6 RENTALS, \$1,500@		9,000.00
1-0000-347-20-21	BASKETBALL/YOUTH LEAGUE	22,500.00	
	00100 YOUTH LEAGUE BASED ON 265 PARTICIPANTS		22,500.00
1-0000-347-20-22	BASKETBALL CAMP/YOUTH	3,000.00	
	00100 YOUTH CAMP BASED ON 60 PARTICIPANTS \$50@		3,000.00
1-0000-347-20-23	BASKETBALL CAMP/ADVANCED	525.00	
	00100 ADVANCED SKILLS CAMP BASED ON 15 PARTICIPANTS \$35@		525.00
1-0000-347-20-24	BASKETBALL/MEN'S LEAGUE	18,400.00	
	00100 18 & OVER BASED ON 8 TEAMS, \$600@ TEAM X 2 SEASONS		9,600.00
	00200 35 & OVER BASED ON 8 TEAMS, \$500@ TEAM X 2 SEASONS		8,800.00
1-0000-347-20-25	SWIM MEETS, TEAM RENTALS	3,000.00	
	00100 MSSH WATER POLO/SWIM TEAM \$1,500/PER SEASON X 2		3,000.00
1-0000-347-20-27	JAZZERCISE CLASSES	4,800.00	
	00100 ANNUAL CONTRACT \$400/MONTH		4,800.00
1-0000-347-20-31	PELICAN THEATRE	10,000.00	
	00100 BASED ON 20 THEATER RENTALS \$500@		10,000.00
1-0000-347-20-33	ANNUAL DADDY/DAUGHTER DAN	7,500.00	
	00100 BASED ON 130 COUPLES \$55@, 25 ADDN DAUGHTERS \$15@		7,500.00
1-0000-347-20-34	AFTER SCHOOL PROGRAM	41,000.00	
	00100 BASED ON \$4,555/MONTH X 9 MONTHS		41,000.00
1-0000-347-20-35	SUMMER CAMP	150,000.00	
	00100 BASED ON 150 PARTICIPANTS \$100/WEEK X 10 WEEKS		150,000.00
1-0000-347-20-36	SWIM LESSONS	50,000.00	
	00100 BASED ON 1,000 LESSONS, \$50@		50,000.00
1-0000-347-20-40	GYM ADMISSION FEES	3,000.00	
	00100 INDIVIDUAL GYM ADMISSION \$4/PER PERSON(OVER 18)		3,000.00
1-0000-347-20-41	SUMMER CAMP ACTIVITY FEE	30,750.00	
	00100 BASED ON 125 SUMMER CAMP PARTICIPANTS \$150@		18,750.00
	00200 BASED ON 60 BASKETBALL/FIT CAMP PARTICIPANTS \$100@		.00
	00300 X 2 SESSIONS		12,000.00
1-0000-347-20-42	FITNESS ROOM MEMBERSHIP	20,000.00	
	00100 INDIVIDUAL & FAMILY ANNUAL MEMBERSHIPS		20,000.00
1-0000-347-20-44	POOL MEMBERSHIPS	3,500.00	
	00100 BASED ON 25 SENIOR/CHILD MEMBERSHIPS \$50@		1,250.00
	00200 BASED ON 25 ADULTS (OVER 18) MEMBERSHIPS \$90@		2,250.00
1-0000-347-20-46	LITTLE SMART ARTS, LLC	1,680.00	
	00100 BASED ON \$420/PER SESSION X 4 SESSIONS		1,680.00
1-0000-347-20-51	EASTER EVENT	300.00	
	00100 BASED ON 150 PARTICIPANTS, \$2@		300.00
1-0000-347-20-52	CHRISTMAS AT THE GAZEBO	900.00	
	00100 BASED ON 450 PARTICIPANTS, \$2@ (5 & UNDER FREE)		900.00
1-0000-347-20-54	SKRUN,TRKY TROT,SPGS FEST	6,000.00	
	00100 TURKEY TROT & SPRINGS RIVER FESTIVAL 5K'S,		6,000.00

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Prepared: 7/25/16, 8:39:17
Program: GM217L

City of Miami Springs
Budget Level Report

Page 2

Fiscal Year . . . : 2016
Budget Level . . . : BUDG
Description . . . :

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info
1-0000-362-20-01	MULTI PURPOSE ROOM	19,200.00	
		00100 BASED ON 4/PER MONTH, \$400@ X 12 MONTHS	19,200.00
1-0000-362-20-02	16 x 16 SHADED AREA	35,100.00	
		00100 BASED ON \$675/PER WEEK X 52 WEEKS	35,100.00
1-0000-362-20-03	UMBRELLAS	11,700.00	
		00100 BASED ON \$225/PER WEEK X 52 WEEKS	11,700.00
* Total Accounts for this Budget Level		3 66,000.00	

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SECTION 15

Road and Transportation Fund-Peoples Transportation Tax

The Peoples Transportation Tax was enacted in November 2002. These surtax funds are to be used for road and transportation projects. It is mandated that 80% of the funds be used for roadway and right-of-way maintenance and equipment, drainage, street lighting, traffic signs, engineering, signalization, and pavement markings, etc. The remaining 20% shall be spent on transit, such as bus service, shelters, and transit related infrastructure.

Goals

Utilize People's Transportation Tax (PTT) funds to maintain city transit areas, which include street maintenance and lighting.

Objectives

Repair & replace sidewalks throughout the city to provide safe access to transit.

Continue ongoing replacement of aging underground wiring.

Provide ADA compliance measures and devices to city sidewalks.

Replace and restore pavement markings and traffic signs.

Resurface asphalt roadways and pathways as needed

FY 2015-16 Accomplishments

Replaced 1,100 Linear feet of damaged sidewalk

Repaired/Replaced 3,000 feet of Underground Street light wiring

Re-located street lighting on 500 block of Deer Run for pedestrian safety

Requests for various Street Sign replacements to Miami Dade County were accomplished due to fading or damaged condition

Completed Bike Path asphalt repairs due to unsafe conditions on Ludlam Drive & Golf Course areas

FY 2016-17 Budget Highlights

- Proposed budget is \$39,213 or 5.5% lower than FY2015-16.
- Budget Summary:

Budgeted Revenues	\$672,488(funding from CITT funds)
Budgeted Expenditures	<u>\$672,488</u>
Net cost of Department	<u>\$ -0-</u>

CITY OF MIAMI SPRINGS
ROAD AND TRANSPORTATION FUND BUDGET
FISCAL YEAR ENDING 9/30/17

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2013-14 ACTUALS	FY2014-15 ACTUALS	FY2015-16 AMENDED BUDGET	FY2016-17 Departmental Request	Dollar Increase (Decrease)	YTD ACTUALS AS OF 6/30/16
People Transportation							
135-0902-541-12-00	SALARIES-PROJECT MANAGEMENT	58,532	55,686	56,378	58,023	1,645	41,262
135-0902-541-14-00	OVERTIME	2,360	2,457	-	2,500	2,500	1,646
135-0902-541-21-00	FEDERAL PAYROLL TAXES	4,659	4,538	3,813	3,890	77	3,283
135-0902-541-22-01	GENERAL PENSION	8,611	8,400	6,609	6,247	(362)	5,964
135-0902-541-23-05	HEALTH INSURANCE	6,328	7,533	6,331	6,964	633	4,870
135-0902-541-23-07	LIFE INSURANCE	248	343	343	350	7	262
135-0902-541-23-10	DENTAL INSURANCE	147	153	153	153	0	118
135-0902-541-23-12	VSP - VISION -FAMILY	54	54	54	54	0	42
135-0902-541-24-00	WORKMENS COMP	3,384	4,548	4,776	4,915	139	3,582
135-0902-541.31-00	PROFESSIONAL SERVICES			7,800		(7,800)	11,880
135-0902-541.34-00	OTHER CONTRACTUAL SERVICE	20,440	18,720	36,800		(36,800)	11,160
135-0902-541.41-02	CELLULAR PHONE	305	566	576	576	-	427
135-0902-541-45-10	FLEET MAINTENANCE	1,104	8,348	5,000	5,000	-	204
135-0902-541-45-30	LIABILITY INSURANCE	-	1,320	-	1,316	1,316	972
135-0902-541-46-00	REPAIRS AND MAINTENANCE	562,720	359,820	292,200	300,000	7,800	266,010
135-0902-541.52-00	OPERATING SUPPLIES	356	1,080	1,000	1,000	-	609
135-0902-541-52-02	FUELS, OILS, LUBES			1,000	1,000	-	
135-0902-541-52-07	TIRES			500	500	-	
135-0902-541.63-00	IMPROVEMENTS O/T BUILDING	32,586	20,041	149,230	-	(149,230)	-
135-0902-541.64-00	MACHINERY AND EQUIPMENT	-	22,763	-	-	-	-
	* Transportation	<u>701,834</u>	<u>516,370</u>	<u>572,563</u>	<u>392,488</u>	<u>(180,075)</u>	<u>352,291</u>
Mass Transit							
135-0903-541.34-00	OTHER CONTRACTUAL SERVICE	124,421	123,943	139,138	130,000	(9,138)	83,231
135-0903-541.46-00	REPAIRS AND MAINTENANCE	4,749	-	-	-	-	-
135-0903-541.52-00	OPERATING SUPPLIES	-	210	-	-	-	-
135-0903-541.63-00	IMPROVEMENTS O/T BUILDING				150,000	150,000	15,989
	* Mass Transit	<u>129,170</u>	<u>124,153</u>	<u>139,138</u>	<u>280,000</u>	<u>140,862</u>	<u>99,220</u>
Total Road & Transportation		<u>831,004</u>	<u>640,523</u>	<u>711,701</u>	<u>672,488</u>	<u>(39,213)</u>	<u>451,511</u>

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Fiscal Year . . : 2016
Budget Level . . : BUDG
Description . . :

DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
135-0902-541-12-00	REGULAR SALARIES	58,023.00	
135-0902-541-14-00	OVERTIME	2,500.00	
135-0902-541-21-00	FEDERAL PAYROLL TAXES	3,890.00	
135-0902-541-22-01	GENERAL	6,247.00	
135-0902-541-23-05	HMO, EMPLOYEE +1	6,964.00	
135-0902-541-23-07	LIFE/AD&D	350.00	
135-0902-541-23-10	DENTAL- OHS - DUAL	153.00	
135-0902-541-23-12	VSP - VISION - FAMILY	54.00	
135-0902-541-24-00	WORKER'S COMPENSATION	4,915.00	
135-0902-541-41-02	CELLULAR TELEPHONE	576.00	
135-0902-541-45-10	FLEET MAINTENANCE	5,000.00	
	00100 REPAIRS, MAINTENANCE, WASHES ON 1 VEHICLE		5,000.00
	00200 REPAIRS ON BACKHOE AND BOBCAT		.00
135-0902-541-45-30	LIABILITY INSURANCES	1,316.00	
135-0902-541-46-00	REPAIRS AND MAINTENANCE	300,000.00	
	00100 STREETLIGHT PARTS & REPAIRS, ROCK & ASPHALT FOR		300,000.00
	00200 STREETS & ALLEYS, MILLING, PAVING, STRIPING &		.00
	00300 SIDEWALK REPAIRS		.00
135-0902-541-52-00	OPERATING SUPPLIES	1,000.00	
	00100 SHOES & UNIFORMS, BARRICADES, TRAFFIC CONES		1,000.00
	00200 OTHER ITEMS AS NEEDED		.00
135-0902-541-52-02	FUEL, OILS, LUBRICANTS	1,000.00	
	00100 ESTIMATED FUEL COST FOR 1 VEHICLE & VARIOUS EQUIP		1,000.00
135-0902-541-52-07	TIRES	500.00	
	00100 ESTIMED TIRE REPLACEMENT FOR 1 VEHICLE		500.00
135-0903-541-34-00	OTHER CONTRACTUAL SERVICE	130,000.00	
	00100 SHUTTLE BUS SERVICE		139,138.00
135-0903-541-63-00	IMPROVEMENTS O/T BUILDING	150,000.00	
* Total Accounts for this Budget Level	18	672,488.00	

SECTION 16

Elderly Services

Mission Statement

The mission of the Elderly Services Department is to promote an enhanced quality of life for a diverse population of older adults residing in this community. In keeping with planned federal and statewide goals, this department serves as a partner and stakeholder in Florida's aging services network and shares in the common objective to help older individuals remain independent and productive. Through the City's senior center, this department provides a comprehensive and coordinated system of services to include: congregate meals, home delivered meals, nutrition education, health and wellness activities, recreation, transportation, adult education, screening and assessment, advocacy, and information and referral assistance.

Elderly Services Department

MAJOR FUNCTIONS and ACTIVITIES:

The City of Miami Springs Elderly Services Department has continued to be an essential part of this community's continuum of care by assisting older residents, age 60 and over, to maximize opportunities for self-sufficiency and personal independence. The provision of a wide range of community-based services and programming encompasses a variety of activities geared towards meeting, targeting and servicing the needs of older citizens in our community. Through ongoing management, evaluation, assessment, supervision and reporting of planned objectives over the past thirty-five years, the City's Elderly Services Department has continued to provide high quality services while serving as a partner in Florida's aging services network.

Funding for the elderly services department is provided through: City funds, OAA Title III B, III C-1, and III C-2 annual grant awards; Nutrition Services Incentive Program reimbursement; participant and private donations; monthly contributions from the Village of Virginia Gardens and other grant awards. As a recipient of Federal, State and City funds, this department must comply with all rules, regulations and reporting requirements as dictated by: the Older Americans' Act of 1965, as amended; the State of Florida Department of Elder Affairs; the United States Dept. of Agriculture; the City of Miami Springs' Code of Ordinances; and other applicable regulatory statutes. Additional program support is provided through agreements with: the Miami Springs Adult & Community School, the MSPD Community Policing Office, AARP, the Alliance for Aging, Inc., and many volunteer resources.

Service offerings and scheduled program activities include the following:

CONGREGATE MEALS: Hot lunch meals, meeting 1/3 of an older individual's "Required Daily Allowance," are served every Monday--Friday from 11:30 a.m.--12:30 p.m. to assist area seniors in maintaining a nutritionally balanced diet and to provide opportunities to socialize with their peers.

HOME DELIVERED MEALS: A limited number of lunch meals are delivered each weekday to functionally impaired, older residents who are homebound, unable to cook properly for themselves, and who have little or no additional support available.

CONGREGATE NUTRITION EDUCATION: Monthly presentations to promote better health by providing accurate nutrition information and instruction to participants are conducted by the program's consulting Registered Dietician and the Elderly Services Director.

CONGREGATE NUTRITION COUNSELING: Options and methods for improving a client's nutritional status is provided by a licensed dietician, on a one-on-one basis, to individuals who are at nutritional risk because of their poor health, nutritional history, current dietary intake, medication use or chronic illness.

Elderly Services Department

MAJOR FUNCTIONS and ACTIVITIES (continued):

HOME DELIVERED NUTRITION EDUCATION: Nutrition education information is distributed on a monthly basis to each home delivered meal client and will include the topics of nutrients, diets, food, lifestyle factors, physical fitness and health, and community nutrition resources and services.

HEALTH SUPPORT SERVICES: Monthly health and wellness activities are scheduled to include: free chair Yoga classes, senior floor Yoga classes, "Get-in-Shape" dance fitness classes, Tai Chi instruction, educational presentations, health screenings, formal evidence-based training courses and health promotion workshops.

TRANSPORTATION: Daily pick up, utilizing the City's mini-bus, is provided to older Miami Springs' residents with no means of transportation to and from the center. Additionally, weekly trips are made for grocery shopping and field trips to area malls and other places of interest are planned on a monthly basis.

RECREATION: Recreational activities, to include special events, field trips and bingo games, are planned each month to help develop a broad range of physical, mental and social skills which can be used by older persons to improve their leisure time activities. In addition, a large selection of books, audio books, magazines, jig-saw puzzles and videos are available on a free loan basis to area residents.

EDUCATION: Throughout the year, formal and informal opportunities to acquire knowledge and increased awareness are offered in such areas as: consumer information; crime and accident prevention; personal enrichment; health, safety and wellness topics; elder abuse and exploitation; City Council actions; and community resources.

SCREENING & ASSESSMENT: Standard assessment instruments are administered for the purpose of gathering information about clients at the time of enrollment or to reassess currently active clients to determine their need and eligibility for other services.

INFORMATION & REFERRAL: This service provision attempts to provide knowledgeable responses to senior inquiries and direction to specific resources and opportunities that may be available to assist them with their service needs.

Elderly Services Department

GOALS and OBJECTIVES:

GOAL: To promote better health through improved nutrition, reduce the isolation of old age through socialization, and help older citizens live with dignity.

OBJECTIVE: -Provide 26,500 nutritionally balanced, congregate lunch meals to eligible persons, particularly those in greatest economic and social need.

GOAL: To provide nutritionally sound, home-delivered meals to eligible, homebound citizens.

OBJECTIVE: -Serve 14,000 meals to frail and disabled older citizens this year.

GOAL: To provide health support activities to assist older persons in securing and utilizing necessary medical treatment as well as preventive, emergency and health maintenance services.

OBJECTIVES:

- 1) -Provide organized activities and programs of regular physical exercise at least four times each week;
- 2) -Provide health screenings and illness prevention programs to detect or prevent illness or worsening of chronic conditions on an ongoing basis throughout the year;
- 3) -Plan, solicit and coordinate programs to be sponsored by a network of publicly and privately funded organizations for the delivery of health information;
- 4) -Provide regular opportunities for older citizens to participate in recreational activities each month.

GOAL: To assure the continued local mobility of older residents who are transportationally disadvantaged.

OBJECTIVE: -Provide 9,000 one way trips and travel assistance to and from the senior center, the client's residence, the local grocery store and other local businesses, area malls and special events when possible.

GOAL: To provide formal and informal education designed to offer opportunities directed towards health improvement, personal enrichment and safety, and accessing available resources.

OBJECTIVE:

- 1) -Using a variety of instructional approaches and resources, provide informal educational programs on health, environment, economics, consumerism, crime prevention, etc. as adult education for our citizens;
- 2) -Provide formal evidence-based training workshops, in both English and Spanish, for the benefit of the 60 or older population.

Elderly Services Department

GOALS and OBJECTIVES (continued):

GOAL: To provide a formal nutrition education and counseling program for both senior center and homebound clients.

OBJECTIVE: -A registered dietician will provide consulting services and nutrition education seminars, as required by the Florida Department of Elder Affairs, in addition to regularly scheduled, monthly programs focused on promoting better health for senior center participants and home delivered meal recipients.

GOAL: To actively seek and reach target group individuals and assist them in accessing services. Collect and record data on service needs for use in planning and developing supportive services and agendas for advocacy.

OBJECTIVES:

- 1) -Screening and Assessment will be conducted annually on a one-on-one basis with all older residents utilizing departmental services, inquiring about services or referred for services;
- 2) -Comply with the Florida Department of Elder Affairs' regulations and reporting requirements utilizing the State's C.I.R.T.S. computer system. Comply with the requirements imposed by the Alliance For Aging, Inc., the designated monitoring agency;
- 3) -Provide information and referral assistance in person and via telephone;
- 4) -Conduct home visitations annually of 60 homebound elderly to monitor status and further needs.

GOAL: To provide an appropriate setting for older persons to establish a social network and meet holistic needs resulting in the stabilization or improvement of the participant's physical, mental, social and/or economic status.

OBJECTIVE: -Maintain quality paid and volunteer staffing through ongoing training, recognition and reinforcement of their responsibilities.

Elderly Services

2015-16 ACCOMPLISHMENTS:

The City of Miami Springs Elderly Services Department has focused on achieving the stated objectives for core service offerings as required by State and Federal grantees this past year. In addition to Congregate Meals, Congregate Meals Screening, Nutrition Counseling, Nutrition Education, Home Delivered Meals, Screening and Assessment and Transportation, the Elderly Services Department has provided additional services, health and wellness support activities, educational programs and recreational opportunities. Through networking efforts, the following organizations and individuals have provided assistance in meeting departmental goals this past year: the Alliance for Aging's Health and Wellness Department; M-D County Health Department; Miami Springs' Mayor and Councilmembers, Miami-Dade County Commissioner Rebeca Sosa, Senator Rene Garcia and Rep. Bryan Avila; the Miami Lighthouse for the Blind & Visually Impaired; the FL Department of Health and the FL Dental Hygiene Association; UM's Center for Research & Education on Technology Enhancement; Legal Services of Greater Miami; FL Senior's Medicare Patrol; FL Council on Compulsive Gambling, Inc.; UM's Investor Rights Clinic; State Attorney's Office; FL Telecommunication Relay, Inc; Catholic Hospice; the American Red Cross; AARP; UF/ M-D's IFAS Extension Services; St. Catherine's West Rehab Center; Villa Maria West; United Healthcare; Humana; Chen Medical Centers; Amerigroup Community Care; Palm Plaza Medical Center; Doctor's Medical Center; Avanti Home Health Services; the Hialeah Gardens Middle School Jazz Band; the SHINE Program; the Miami Springs' Community Policing Office; Curtiss Mansion; the Xiques family; the MS Montessori School, and Ralph Wakefield and the Pelican Players.

Through the coordination of community resources, older residents have been afforded the opportunity to participate in a wide range of activities this year, to include:

- free, ongoing Health Support classes to include: chair Yoga classes, a "Get-in-Shape" dance fitness program, memory fitness classes, chair exercise class, Tai Chi and senior floor Yoga classes;
- free health and wellness programs to include: blood pressure screenings, glaucoma and cataract screenings, risk of falling and balance screenings, tooth and gum screenings;
- free seasonal influenza immunization and pneumonia shots to those 65 and over;
- free Income Tax Preparation Assistance and counseling by AARP Tax Aides to over 200 individuals;
- distribution of free amplified telephones for the hard of hearing;
- monthly programs on crime prevention and safety issues by the MSPD's Community Policing Office;
- monthly presentations by the Mayor and City Council on local governmental issues;

Elderly Services

2015-16 ACCOMPLISHMENTS:

- a variety of celebrations and special events to include: monthly birthday and anniversary parties; a Seniors' Variety Show; a *Spring Fling*; a *Black and White Dinner Dance*; the annual Holiday Celebration at the MS Country Club; a Halloween costume contest; bi-monthly fundraising rummage sales, the seniors' Art Show & Reception; trips to the Adrienne Arsht Center to hear the Philadelphia Orchestra, the New World School of the Arts to see their Spring Concert, local plays and puppet shows, and various places of interest and shopping venues.
- health presentations by local professionals on: food safety, cholesterol and strokes, Diabetes, blindness prevention, heart health, the new CPR, controlling high blood pressure, cancer prevention, community services, fall prevention, living with low vision, nutrition and a healthy lifestyle, stroke awareness, and fitness for life;
- educational workshops on the following topics: elder abuse prevention, hurricane preparedness, Medicare fraud, Medicare and Medicaid benefits, legislative updates, compulsive gambling, Hospice services, consumer debt collection, basics of investing and investor's rights, estate planning and Living Wills & Health Care Directives.

FY 2016-17 BUDGET HIGHLIGHTS:

- Proposed budget is \$ 38,326 or 8% lower than FY2015/2016.
- Budget Summary:

Budgeted Revenues	\$265,001
Budgeted Expenditures	<u>\$442,647</u>
Net cost of Department	<u>\$177,646</u>
- Proposed budget includes \$49,545 to cover the costs of instructors to provide fitness, Tai Chi, art and drumming classes as well as \$18,112 to continue funding of weekend meals for Miami Springs residents. These are costs that were funded with LSP funds last year, after the funding stopped, Council approved continuing to pay for these services with City funds.
- Budget includes \$5,100 for a new ice machine and a stand up freezer.

CITY OF MIAMI SPRINGS
ELDERLY SERVICES BUDGET
FISCAL YEAR ENDING 9/30/17

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2013-14 ACTUALS	FY2014-15 ACTUALS	FY2015-16 AMENDED BUDGET	FY2016-17 Departmental Request	Dollar Increase (Decrease)	YTD ACTUALS AS OF 6/30/16
SENIOR CENTER	Title III C-1						
140-5101-519.12-00	REGULAR SALARIES	57,165	57,249	56,527	\$60,038	3,511	39,215
140-5101-519.13-00	PART TIME YEAR ROUND	24,434	24,511	30,247	\$29,980	(267)	19,623
140-5101-519.21-00	FEDERAL PAYROLL TAXES	6,221	6,234	6,776	6,886	110	4,485
140-5101-519.22-01	GENERAL	3,567	-	-	-	-	-
	TOTAL MEDICAL INSURANCE	7,288	8,949	8,011	8,775	764	6,166
140-5101-519.24-00	WORKER'S COMPENSATION	240	312	326	462	136	246
140-5101-519.31-09	OTHER (Dietician)	2,410	2,335	1,575	1,575	-	204
140-5101-519.34-01	JANITORIAL	10,800	9,606	13,166	13,200	34	7,590
140-5101-519.34-02	DUMPING AND DISPOSAL	1,344	1,524	1,606	1,668	62	981
140-5101-519.40-00	TRAVEL AND PER DIEM	-	171	350	350	-	-
140-5101-519.41-01	TELEPHONE	506	484	480	502	22	399
140-5101-519.41-03	POSTAGE	42	63	83	109	26	36
140-5101-519.41-06	INTERNET ACCESS	1,300	1,474	1,518	1,512	(6)	973
140-5101-519.43-01	ELECTRICITY	8,210	8,009	7,350	5,878	(1,672)	4,495
140-5101-519.43-02	WATER	201	1,262	1,622	1,928	306	1,202
140-5101-519.44-00	RENTALS AND LEASES	978	984	1,000	1,020	20	760
140-5101-519.45-30	LIABILITY INSURANCE	4,337	5,328	4,662	5,878	1,216	3,501
140-5101-519.46-01	REPAIR & MAINT - BUILDING	138	366	2,300	2,100	(200)	280
140-5101-519.46-03	EQUIPMENT	498	155	750	550	(200)	181
140-5101-519.48-00	PROMOTIONS	-	335	1,225	1,225	-	1,097
140-5101-519.51-00	OFFICE SUPPLIES	291	54	500	500	-	21
140-5101-519.52-00	OPERATING SUPPLIES	186	1,208	1,100	1,100	-	282
140-5101-519.52-03	UNIFORMS	-	-	252	-	(252)	-
140-5101-519.52-04	CATERING COSTS	82,809	78,335	108,466	90,390	(18,076)	54,709
140-5101-519.52-09	OTHER	3,350	2,909	3,510	4,510	1,000	2,606
140-5101-519.54-00	DUES, MEMBERSHIPS, SUBS	115	175	230	230	-	115
140-5101-519.58-00	EDUCATION AND TRAINING	60	-	-	-	-	270
140-5101-519.63-00	IMPROVEMENTS O/T BUILDINGS	-	3,130	-	-	-	-
140-5101-519.64-00	MACHINERY AND EQUIPMENT	-	-	-	5,100	5,100	-
* TITLE III C-1		216,490	215,162	253,632	245,267	(8,365)	149,437

16-8

Fiscal Year . . : 2016
 Budget Level . . : BUDG
 Description . . :

DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
140-5101-519-12-00	REGULAR SALARIES	60,038.00	
140-5101-519-13-00	PART TIME YEAR ROUND	29,980.00	
140-5101-519-21-00	FEDERAL PAYROLL TAXES	6,886.00	
140-5101-519-23-03	POS, FAMILY	8,252.00	
140-5101-519-23-07	LIFE/AD&D	367.00	
140-5101-519-23-08	DENTAL - OHS - EMPLOYEE	115.00	
140-5101-519-23-09	VSP - VISION - EMPLOYEE	41.00	
140-5101-519-24-00	WORKER'S COMPENSATION	462.00	
140-5101-519-31-09	OTHER	1,575.00	
	00100 NUTRITION COUNSELING		675.00
	00200 NUTRITION EDUCATION/SITE INSPECTIONS/MENU ANALYSIS		900.00
140-5101-519-34-01	JANITORIAL	13,200.00	
	00100 FACILITY CLEANING (6X/WK)+ \$900/MO X 12 MO		10,800.00
	00200 ADDITIONAL FLOOR CLEANING (1X/MO X 8 MO X \$300/MO)		2,400.00
140-5101-519-34-02	DUMPING AND DISPOSAL	1,668.00	
	00100 \$139/MO X 12 MO		1,668.00
140-5101-519-40-00	TRAVEL AND PER DIEM	350.00	
	00100 LOCAL TRAVEL REIMBURSEMENT FOR 2 EMPLOYEES		350.00
140-5101-519-41-01	TELEPHONE	502.00	
140-5101-519-41-03	POSTAGE	109.00	
140-5101-519-41-06	INTERNET ACCESS	1,512.00	
140-5101-519-43-01	ELECTRICITY	5,678.00	
140-5101-519-43-02	WATER	1,928.00	
140-5101-519-44-00	RENTALS AND LEASES	1,020.00	
	00100 \$85/MO AVERAGE X 12 MO		1,020.00
140-5101-519-45-30	LIABILITY INSURANCE	5,879.00	
140-5101-519-46-01	REPAIR & MAINT - BUILDING	2,100.00	
	00100 M-D FIRE PERMIT		150.00
	00200 ANNUAL ROOF INSPECTION		250.00
	00300 MISC REPAIRS		1,700.00
140-5101-519-46-03	EQUIPMENT	550.00	
	00100 INSPECT/RECHARGE EXTINGUISHER		75.00
	00200 MISC REPAIRS TO KITCHEN EQUIP/DEFIBRALATOR		475.00
140-5101-519-48-00	PROMOTIONS	1,225.00	
	00100 DJ & DECOR - XMAS PARTY		400.00
	00200 DJ & DECOR - SPRING FLING		300.00
	00300 DJ & DECOR - OCTOBERFEST		300.00
	00400 THANKSGIVING FRUIT BASKET FOR HOMEBOUNDS		125.00
	00500 VOLUNTEER RECOGNITION AWARDS		100.00
140-5101-519-51-00	OFFICE SUPPLIES	500.00	
140-5101-519-52-00	OPERATING SUPPLIES	1,100.00	
	00100 FOOD SERVICE SUPPLIES		500.00
	00200 CLEANING SUPPLIES		400.00
	00300 3 6' DINING TABLES		200.00
140-5101-519-52-04	CATERING COSTS	90,390.00	
	00100 \$3.275/MEAL X 2,300 MEALS/MO X 12 MO =		90,390.00
140-5101-519-52-09	OTHER	4,510.00	
	00100 XMAS DINNER PARTY: 130 MEALS X \$27 EA		3,510.00
	00200 SPRING FLING DINNER CONTRIBUTION:100 MEALS X \$5 EA		500.00
	00300 OCTOBERFEST DINNER CONTRIBUTION: 100 MEALS X \$5 EA		500.00

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Prepared: 7/15/16, 16:00:09
Program: GM217L

City of Miami Springs
Budget Level Report

Page 3

Fiscal Year . . : 2016
Budget Level . . : BUDG
Description . . :

DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
140-5101-519-54-00	DUES, MEMBERSHIPS, SUBS	230.00	
	00100 BJS WHOLESALE CLUB ANNUAL MEMBERSHIP		50.00
	00200 FL COUNCIL ON AGING		70.00
	00300 FL ASSOC OF SERVICE PROVIDERS		65.00
	00400 FL ASSOC OF SENIOR CENTERS		45.00
140-5101-519-64-00	MACHINERY AND EQUIPMENT	5,100.00	
	00100 REPLACEMENT ICE MACHINE		2,600.00
	00200 23 CUBIC FT COMMERCIAL FREEZER		2,500.00
* Total Accounts for this Budget Level	28	245,267.00	

16-10

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

16-11

CITY OF MIAMI SPRINGS
ELDERLY SERVICES BUDGET
FISCAL YEAR ENDING 9/30/17

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2013-14 ACTUALS	FY2014-15 ACTUALS	FY2015-16 AMENDED BUDGET	FY2016-17 Departmental Request	Dollar Increase (Decrease)	YTD ACTUALS AS OF 6/30/16
SENIOR CENTER	Title III C-2						
140-5102-519.12-00	REGULAR SALARIES	11,334	11,334	11,665	\$12,007	342	8,958
140-5102-519.13-00	PART TIME YEAR ROUND	3,379	3,460	4,387	\$4,351	(36)	2,770
140-5102-519.21-00	FEDERAL PAYROLL TAXES	1,121	1,128	1,228	1,251	23	894
140-5102-519.22-01	GENERAL	713	-	-	-	-	-
	TOTAL MEDICAL INSURANCE	1,458	1,790	1,602	1,755	153	1,233
140-5102-519.31-09	OTHER (Dietician)	-	206	270	270	-	36
140-5102-519.52-04	CATERING COSTS	49,048	61,222	71,037	64,566	(6,471)	35,291
140-5102-519.52-21	HOME DELIVER WKEND MEALS	4,591	4,940	19,188	18,112	(1,076)	11,365
* TITLE III C-2		71,644	84,080	109,377	102,312	(7,065)	60,547
SENIOR CENTER	Title III B						
140-5103-519.12-00	REGULAR SALARIES	7,679	9,609	7,777	8,005	228	3,159
140-5103-519.13-00	PART TIME YEAR ROUND	19,833	19,021	40,664	20,943	(19,721)	14,906
140-5103-519.21-00	FEDERAL PAYROLL TAXES	2,101	2,070	3,706	2,215	(1,491)	1,497
140-5103-519.22-01	GENERAL	475	-	-	-	-	-
	TOTAL MEDICAL INSURANCE	972	1,193	1,067	1,170	103	822
140-5103-519.45-10	FLEET MAINTENANCE	3,698	6,736	5,000	4,000	(1,000)	2,722
140-5103-519.45-30	LIABILITY INSURANCE	4,996	3,010	4,997	2,000	(2,997)	-
140-5103-519.52-02	FUEL, OILS, LUBRICANTS	5,138	3,486	3,000	2,500	(500)	2,391
140-5103-519.52-07	TIRES	274	1,088	1,400	900	(500)	353
* TITLE III B		45,166	46,213	67,611	41,732	(25,879)	25,850
SENIOR CENTER	LSP GRANT						
140-5104-519.13-00	PART TIME YEAR ROUND	-	19,125	3,795	\$49,545	45,750	34,050
140-5104-519.21-00	FEDERAL PAYROLL TAXES	-	1,463	290	3,790	3,500	2,605
140-5104-519.34-00	OTHER CONTRACTUAL SERVICES	-	2,550	26,700	-	(26,700)	-
140-5104-519.52-22	LSP BREAKFAST MEALS	-	25,494	16,624	-	(16,624)	-
140-5104-519.52-23	LSPWEEKEND MEALS	-	7,774	2,944	-	(2,944)	-
140-5104-519.52-17	CONGREGATE HOLIDAY MEALS	-	578	-	-	-	-
140-5104-519.52-24	CONGREGATE EMERGENCY MEALS	-	2,731	-	-	-	-
140-5104-519.52-25	HOME DEL EMERGENCY MEALS	-	945	-	-	-	-
* LSP GRANT		-	60,660	50,353	53,335	2,982	36,655
	Total Senior Center	333,300	406,115	480,973	442,647	(38,326)	272,489

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Fiscal Year . . : 2016
Budget Level . . : BUDG
Description . . :

DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
140-5102-519-12-00	REGULAR SALARIES	12,007.00	
140-5102-519-13-00	PART TIME YEAR ROUND	4,351.00	
140-5102-519-21-00	FEDERAL PAYROLL TAXES	1,251.00	
140-5102-519-23-03	POS, FAMILY	1,650.00	
140-5102-519-23-07	LIFE/AD&D	73.00	
140-5102-519-23-08	DENTAL - OHS - EMPLOYEE	23.00	
140-5102-519-23-09	VSP - VISION - EMPLOYEE	8.00	
140-5102-519-31-09	OTHER	270.00	
		00100 REGISTERED DIETICIAN - NUTRITION ED	135.00
		00200 MENU ANALYSIS 2X/YR	135.00
140-5102-519-52-04	CATERING COSTS	64,567.00	
		00100 12 MO X 1275 MEALS/MO X \$4.22/MEAL	64,566.00
140-5102-519-52-21	HOME DELIVER WKEND MEALS	18,112.00	
		00100 45 MEALS/DAY X 104 WEEKEND DAYS X \$3.87/MEAL	18,112.00
* Total Accounts for this Budget Level	10	102,312.00	

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Fiscal Year . . : 2016
Budget Level . . : BUDG
Description . . :

DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
140-5103-519-12-00	REGULAR SALARIES	8,005.00	
140-5103-519-13-00	PART TIME YEAR ROUND	20,943.00	
140-5103-519-21-00	FEDERAL PAYROLL TAXES	2,215.00	
140-5103-519-23-03	POS, FAMILY	1,100.00	
140-5103-519-23-07	LIFE/AD&D	49.00	
140-5103-519-23-08	DENTAL - OHS - EMPLOYEE	15.00	
140-5103-519-23-09	VSP - VISION - EMPLOYEE	5.00	
140-5103-519-45-10	FLEET MAINTENANCE	4,000.00	
140-5103-519-45-30	LIABILITY INSURANCE	2,000.00	
	00100 LIABILITY INS PAID FOR FDOT & H/MS ROTARY CLUB		2,000.00
140-5103-519-52-02	FUEL, OILS, LUBRICANTS	2,500.00	
140-5103-519-52-07	TIRES	900.00	
* Total Accounts for this Budget Level	11	41,732.00	

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Program: GM217L

City of Miami Springs
Budget Level Report

Page 2

Fiscal Year . . : 2016
Budget Level . . : BUDG
Description . . :

DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
140-5104-519-13-00	PART TIME YEAR ROUND	49,545.00	
140-5104-519-21-00	FEDERAL PAYROLL TAXES	3,790.00	
* Total Accounts for this Budget Level	2	53,335.00	

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Basis for FY 2016-17 Salary Projections

Base Salary for each position:

Adjustment includes:

Max Annual merit increase for position

Cost of living Adjustment

CPI for all urbans (Apr to Apr)

Estimate used for COLA Projection

Calculations is based upon current earnings at 2,080 hours

0.0%

0.0%

0.00%

3.00% *to be effective on 10-01-2016*

|::

City of Miami Springs												
Department: SENIOR CENTER												
Position (Paygrade)	Employee Name	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/16	Date of Annual Review	FY 16-17 Projected Merit Increase	3% COLA Increase	Longevity	FY2016-17 Total Pay	
Elderley Services Director-PG40	K Rosson	FT	1	1	0	\$76,019	09/01/11	-	\$2,281	\$1,750	\$80,050	
Food Service Workers	R. Vega/M. Perez/J. Cabrera/Ramos	PT	4	4	0	\$14,686	n/a	n/a	\$441	\$0	\$15,127	
Screening & Assess. Specialist	B Bray	PT	1	1	0	\$17,441	n/a	n/a	\$523	\$0	\$17,964	
Driver	E Rivas	PT	1	1	0	\$16,870	n/a	n/a	\$506	\$0	\$17,376	
Admin Asst	Open	PT	1	1	0	\$7,590			\$0		\$7,590	
Certified Trainer/Yoga	Salmon-Cogno	PT	1	1	0	\$37,950					\$37,950	
Tai Chi	Zisquit	PT	1	1	0	\$7,800					\$7,800	
Substitute Driver	R Troutman	PT	1	1	0	\$983	n/a	n/a	\$29	\$0	\$1,012	
Total projections			11	11	0	\$179,339		\$0	\$3,780	\$1,750	\$184,869	

|::

SECTION 17

Golf & Country Club

Mission Statement

Our mission is to continue to bring Miami Springs Golf Course & Country Club to the next level, while exemplifying outstanding customer service and over all excellent conditions.

Miami Springs Golf Course

Goals

- Continue to exceed guest expectations by delivering a quality product, personalized Service and unparalleled value.
- Maintain quality golf course conditions which stand out in the minds of our customers and provides great pride among our staff and residents of Miami Springs.

Objectives

- Continue to revitalize the golf course and continue to grow a loyal clientele
- Exceed customers' expectations
- Continue to aggressively pursue Grant Funding to re-grass our 184 acre Golf Course with paspalum turf an environmentally friendly, a very cost efficient turf.
- Continue to increase our average dollars per player revenue.
- Help the City Manager write a proposal (RFP), for a five year food & beverage operation by November 2016, with an effective date in October 2017.

FY 2015-16 Accomplishments

- Successfully used strategic alliances and players word of mouth recommendations to make Miami Springs Golf & C.C. a destination course for vacationers and avid local golfers.
- Improved course conditions with much better playing surfaces

FY 2016-17 Budget Highlights

- Proposed budget is \$34,551 or 1.9% higher than FY2015/2016.
- Budget Summary:

Budgeted Revenues	\$1,466,795 (projected 32,000 rounds)
Budgeted Expenditures	<u>\$1,823,616</u>
Net cost of Department	<u>\$ 356,821</u>

CITY OF MIAMI SPRINGS
RECREATION DEPARTMENT BUDGET
FISCAL YEAR ENDING 9/30/17

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2013-14 ACTUALS</u>	<u>FY2014-15 ACTUALS</u>	<u>FY2015-16 AMENDED BUDGET</u>	<u>FY2016-17 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AS OF 6/30/16</u>
GOLF ADMINISTRATION							
001-5706-572.43-01	ELECTRICITY	10,102	9,100	8,200	6,023	(2,177)	4,601
001-5706-572.45-30	LIABILITY INSURANCE	12,792	10,764	10,768	10,099	(669)	8,073
	* ADMINISTRATION	22,894	19,864	18,968	16,122	(2,846)	12,674

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Program: GM217L

City of Miami Springs
Budget Level Report

Page 2

Fiscal Year . . : 2016
Budget Level . . : BUDG
Description . . :

DEPARTMENTAL INPUT
Account # Description

Budget Amount

----- Misc. Info -----

1-5706-572-43-01	ELECTRICITY	6,023.00	
1-5706-572-45-30	RISK MANAGEMENT	10,099.00	
* Total Accounts for this Budget Level	2	16,122.00	

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CITY OF MIAMI SPRINGS
RECREATION DEPARTMENT BUDGET
FISCAL YEAR ENDING 9/30/17

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2013-14 ACTUALS	FY2014-15 ACTUALS	FY2015-16 AMENDED BUDGET	FY2016-17 Departmental Request	Dollar Increase (Decrease)	YTD ACTUALS AS OF 6/30/16
GOLF PRO SHOP						-	-
001-5707-572.12-00	REGULAR SALARIES	170,252	134,160	134,344	118,955	(15,389)	92,614
001-5707-572.13-00	PART TIME YEAR ROUND	122,855	140,353	91,462	127,567	36,105	113,307
001-5707-572.14-00	OVERTIME	79	4	-	-	-	-
001-5707-572.21-00	FEDERAL PAYROLL TAXES	22,424	20,998	16,525	17,426	901	15,711
001-5707-572.22-00	PENSION PLAN-GENERAL	21,756	16,886	13,045	15,314	2,269	11,765
001-5707-572.23-00	MEDICAL INSURANCE	23,358	21,082	17,413	24,931	7,518	14,025
001-5707-572.23-07	Life Insurance	778	842	836	892	56	656
001-5707-572.23-08	Dental ins	510	702	699	753	54	497
001-5707-572.23-09	Vision Ins	224	176	175	213	38	134
001-5707-572.24-00	WORKER'S COMPENSATION	3,773	6,569	7,835	7,396	(439)	5,877
001-5707-572.25-00	UNEMPLOYMENT COMPENSATION	-	-	-	-	-	-
001-5707-572.31-00	PROFESSIONAL SERVICES	3,152	2,903	2,300	2,500	200	2,409
001-5707-572.34-00	OTHER CONTRACTURAL	5,310	-	-	-	-	-
001-5707-572.40-00	TRAVEL AND PER DIEM	-	-	-	-	-	-
001-5707-572.41-01	TELEPHONE: BASE & LOCAL	2,586	2,847	2,792	3,098	306	2,422
001-5707-572.41-02	CELLULAR	897	1,192	576	1,200	624	905
001-5707-572.41-03	POSTAGE	85	127	119	156	37	71
001-5707-572.41-06	INTERNET ACCESS	7,714	7,655	7,638	7,693	55	5,126
001-5707-572.43-01	ELECTRICITY	17,411	18,610	17,700	14,111	(3,589)	11,055
001-5707-572.43-02	WATER	2,087	543	551	581	30	382
001-5707-572.44-00	RENTALS AND LEASES	57,150	56,212	61,950	61,950	-	40,509
001-5707-572.45-30	LIABILITY INSURANCE	12,428	16,428	16,118	15,859	(259)	12,087
001-5707-572.46-00	REPAIRS AND MAINTENANCE	1,633	4,491	9,009	6,000	(3,009)	2,972
001-5707-572.47-00	PRINTING AND BINDING	5,294	4,322	5,000	5,500	500	4,659
001-5707-572.48-00	ADVERTISING	34,695	33,598	32,200	35,000	2,800	30,975
001-5707-572.49-00	OTHER CURRENT CHARGES	398	273	-	-	-	73
001-5707-572.49-05	CREDIT CARD FEES	23,241	23,559	25,000	25,000	-	11,340
001-5707-572.51-00	OFFICE SUPPLIES	326	2,211	3,700	3,000	(700)	2,169
001-5707-572.52-00	OPERATING SUPPLIES	5,887	6,481	4,300	5,300	1,000	4,810
001-5707-572.52-05	MERCHANDISE	48,791	73,088	63,000	75,000	12,000	60,106
001-5707-572.52-12	DRIVING RANGE	9,952	9,238	11,000	9,500	(1,500)	7,556
001-5707-572.52-02	FUEL	2,345	1,931	3,000	3,000	-	-
001-5707-572.54-00	DUES, MEMBERSHIPS, SUBS	1,773	2,070	3,500	3,500	-	2,527
180-5803-572.63-00	IMPROVEMENTS O/T BLDG	-	-	600	-	(600)	600
001-5707-572.64-00	MACHINERY AND EQUIPMENT	-	2,771	-	-	-	-
* PRO SHOP		621,318	612,322	552,387	591,394	39,007	457,339

Fiscal Year . . : 2016
Budget Level . . : BUDG
Description . . :

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info
		*-----	*-----
1-5707-572-12-00	REGULAR SALARIES	118,955.00	
		00100 EMPLOYEE SALARIES	118,955.00
1-5707-572-13-00	PART TIME YEAR ROUND	127,567.00	
		00100 PART TIME SALARIES	127,567.00
1-5707-572-21-00	FEDERAL PAYROLL TAXES	17,426.00	
		00100 FEDERAL PAYROLL TAXES	17,426.00
1-5707-572-22-01	GENERAL	15,314.00	
		00100 PENSION PLAN	15,314.00
1-5707-572-23-00	MEDICAL INSURANCE	24,931.00	
		00100 MEDICAL INSURANCE	24,931.00
1-5707-572-23-07	LIFE/AD&D	892.00	
		00100 LIFE INSURANCE	892.00
1-5707-572-23-08	DENTAL - OHS - EMPLOYEE	753.00	
		00100 DENTAL INSURANCE	753.00
1-5707-572-23-09	VSP - VISION - EMPLOYEE	213.00	
		00100 VISION INSURANCE	213.00
1-5707-572-24-00	WORKER'S COMPENSATION	7,396.00	
		00100 WORKERS COMPENSATION	7,396.00
1-5707-572-31-00	PROFESSIONAL SERVICES	2,500.00	
		00100 PROFESSIONAL SERVICES	2,500.00
1-5707-572-41-01	TELEPHONE: BASE & LOCAL	3,098.00	
		00100 TELEPHONE	3,098.00
1-5707-572-41-02	CELLULAR TELEPHONE	1,200.00	
		00100 CELLULAR PHONE	1,200.00
1-5707-572-41-03	POSTAGE	156.00	
		00100 POSTAGE	156.00
1-5707-572-41-06	INTERNET ACCESS	7,693.00	
		00100 INTERNET ACCESS	7,693.00
1-5707-572-43-01	ELECTRICITY	14,111.00	
		00100 ELECTRICITY	14,111.00
1-5707-572-43-02	WATER	581.00	
		00100 WATER	581.00
1-5707-572-44-00	RENTALS AND LEASES	61,950.00	
		00100 YAMAHA GOLF CART LEASE	61,950.00
1-5707-572-45-30	RISK MANAGEMENT	15,858.00	
1-5707-572-46-00	REPAIRS AND MAINTENANCE	6,000.00	
		00100 REPAIRS AND MAINTENANCE	6,000.00
1-5707-572-47-00	PRINTING AND BINDING	5,500.00	
		00100 PRINTING AND BINDING	5,500.00
1-5707-572-48-00	PROMOTIONS	35,000.00	
		00100 ADVERTISING	35,000.00
1-5707-572-49-05	CREDIT CARD FEES	25,000.00	
		00100 CREDIT CARD FEES	25,000.00
1-5707-572-51-00	OFFICE SUPPLIES	3,000.00	
		00100 OFFICE SUPPLIES	3,000.00
1-5707-572-52-00	OPERATING SUPPLIES	5,300.00	
		00100 OPERATING SUPPLIES	5,300.00
1-5707-572-52-02	FUEL, OILS, LUBRICANTS	3,000.00	
		00100 FUEL	3,000.00
1-5707-572-52-05	MERCHANDISE	75,000.00	

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Prepared: 7/15/16, 15:10:07
Program: GM217L

City of Miami Springs
Budget Level Report

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Fiscal Year . . : 2016
Budget Level . . : BUDG
Description . . :

DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
1-5707-572-52-12	DRIVING RANGE	00100 MERCHANDISE FOR RESALE IN GOLF SHOP 9,500.00	75,000.00
1-5707-572-54-00	DUES, MEMBERSHIPS, SUBS	00100 DRIVING RANGE 3,500.00	9,500.00
		00100 DUES AND MEMBERSHIPS	3,500.00
* Total Accounts for this Budget Level	28	591,394.00	

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CITY OF MIAMI SPRINGS
RECREATION DEPARTMENT BUDGET
FISCAL YEAR ENDING 9/30/17

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2013-14 ACTUALS	FY2014-15 ACTUALS	FY2015-16 AMENDED BUDGET	FY2016-17 Departmental Request	Dollar Increase (Decrease)	YTD ACTUALS AS OF 6/30/16
GOLF MAINTENANCE							
001-5708-572.12-00	REGULAR SALARIES	68,261	69,662	142,828	190,068	47,240	94,765
001-5708-572.21-00	FEDERAL PAYROLL TAXES	4,982	5,048	9,185	12,011	2,826	6,997
001-5708-572.22-00	PENSION PLAN-GENERAL	10,248	10,602	16,744	20,462	3,718	13,422
001-5708-572.23-00	MEDICAL INSURANCE	9,083	10,810	21,747	31,895	10,148	14,025
001-5708-572.23-07	LIFE INS	318	445	760	1,170	410	571
001-5708-572.23-08	DENTAL - OHS - EMPLOYEE	476	502	808	906	98	515
001-5708-572.23-09	VISION	104	104	213	267	54	134
001-5708-572.24-00	WORKER'S COMPENSATION	1,076	2,027	4,956	5,702	746	3,717
001-5708-572.31-00	PROFESSIONAL SERVICES	31,290	10,825	20,000	20,000	-	14,057
001-5708-572.34-01	CONTRACTUAL SERVICES-LABOR	430,558	438,062	340,000	340,000	-	249,599
001-5708-572.41-02	CELLULAR	957	349	576	672	96	502
001-5708-572.43-01	ELECTRICITY	23,505	26,478	22,500	21,135	(1,365)	16,705
001-5708-572.43-02	WATER	5,487	9,075	5,916	9,341	3,425	8,910
001-5708-572.44-00	RENTALS AND LEASES	49,363	49,775	32,500	16,500	(16,000)	10,233
001-5708-572.45-00	LIABILITY INSURANCE	9,182	12,612	14,218	14,578	360	10,665
001-5708-572.46-00	REPAIRS AND MAINTENANCE	76,512	38,598	50,000	50,000	-	34,013
001-5708-572.46-03	R&M-EQUIPMENT/IRRIGATION PUMP	338		10,000	10,000	-	1,255
001-5708-572.46-14	R&M-CART PATH REPAIRS	3,925				-	
001-5708-572.46-15	R&M-IRRIGATION	9,169	9,999			-	
001-5708-572.46-51	R&M-SAND/TOPDRESSING	93,117	60,670	50,000	50,000	-	23,780
001-5708-572.46-52	R&M-AQUATIC CANAL	3,275	3,600	4,800	4,800	-	4,400
001-5708-572.52-00	OPERATING SUPPLIES	41,115	37,202	40,000	40,000	-	33,725
001-5708-572.52-02	FUEL	63,056	62,613	60,000	60,000	-	33,899
001-5708-572.52-03	UNIFORMS	3,316	-	2,500	2,500	-	-
001-5708-572.52-30	LUBRICANTS	561	-			-	-
001-5708-572.52-31	CHEMICALS & FERTILIZERS	183,482	183,415	140,000	140,000	-	88,547
001-5708-572.52-33	SEED AND SOD	51,627	16,961	20,000	30,000	10,000	12,818
001-5708-572.52-35	COURSE SERVICE SUPPLIES	6,809	8,785	8,500	8,500	-	1,058
001-5708-572.54-00	DUES, MEMBERSHIPS, SUBS	712	785	900	900	-	245
001-5708-572.58-00	EDUCATION AND TRAINING	2,833	3,840	4,500	4,500	-	3,327
001-5708-572.63-00	IMPROVEMENTS O/T BUILDING		6,500	33,002	-	(33,002)	7,312
001-5708-572.64-00	MACHINERY AND EQUIPMENT	653,648	-	30,364		(30,364)	30,364
001-5708-572.91-01	TRANSFERS TO DEBT SERVICE FUNI	160,155	130,595	130,193	130,193	0	97,645
	Total Golf Course maintenance	1,998,540	1,209,939	1,217,710	1,216,100	(1,610)	817,205
	Subtotal Golf	2,642,752	1,842,125	1,789,065	1,823,616	34,551	1,287,218

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Fiscal Year . . : 2016
Budget Level . . : BUDG
Description . . :

DEPARTMENTAL INPUT
Account # Description

		Budget Amount		Misc. Info
		-----		-----
1-5708-572-12-00	REGULAR SALARIES		190,068.00	
1-5708-572-21-00	FEDERAL PAYROLL TAXES	00100	REGULAR SALARIES	190,068.00
			12,011.00	
1-5708-572-22-01	GENERAL	00100	FEDERAL PAYROLL TAXES	12,011.00
			20,462.00	
1-5708-572-23-00	MEDICAL INSURANCE	00100	PENSION GENERAL	20,462.00
			31,895.00	
1-5708-572-23-07	LIFE/AD&D	00100	MEDICAL INSURANCE	31,895.00
			1,170.00	
1-5708-572-23-08	DENTAL - OHS - EMPLOYEE	00100	LIFE INSURANCE	1,170.00
			906.00	
1-5708-572-23-09	VSP - VISION - EMPLOYEE	00100	DENTAL INSURANCE	906.00
			267.00	
1-5708-572-24-00	WORKER'S COMPENSATION	00100	VISION INSURANCE	267.00
			5,702.00	
1-5708-572-31-00	PROFESSIONAL SERVICES	00100	WORKERS COMPENSATION	5,702.00
			20,000.00	
1-5708-572-34-00	OTHER CONTRACTUAL SERVICE	00100	PROFESSIONAL SERVICES	20,000.00
			340,000.00	
1-5708-572-41-02	CELLULAR TELEPHONE	00100	CONTRACTUAL SERVICE - LABOR	340,000.00
			672.00	
1-5708-572-43-01	ELECTRICITY	00100	CELLULAR	672.00
			21,135.00	
1-5708-572-43-02	WATER	00100	ELECTRICITY	21,135.00
			9,341.00	
1-5708-572-44-00	RENTALS AND LEASES	00100	WATER	9,341.00
			16,500.00	
1-5708-572-45-30	RISK MANAGEMENT	00100	RENTALS AND LEASES	16,500.00
1-5708-572-46-00	REPAIRS AND MAINTENANCE		14,578.00	
			50,000.00	
1-5708-572-46-03	EQUIPMENT - GENERAL	00100	REPAIRS AND MAINTENANCE	50,000.00
			10,000.00	
1-5708-572-46-51	SAND/BUNKER MAINTENANCE	00100	PUMP REPAIRS	10,000.00
			50,000.00	
1-5708-572-46-52	AQUATIC CANAL MAINTENANCE	00100	TOPDRESSING SAND	50,000.00
			4,800.00	
1-5708-572-52-00	OPERATING SUPPLIES	00100	AQUATIC CANAL TREATMENTS	4,800.00
			40,000.00	
1-5708-572-52-02	FUEL, OILS, LUBRICANTS	00100	OPERATING SUPPLIES	40,000.00
			60,000.00	
1-5708-572-52-03	UNIFORMS	00100	FUEL	60,000.00
			2,500.00	
1-5708-572-52-31	CHEMICALS	00100	UNIFORMS	2,500.00
			140,000.00	
1-5708-572-52-33	SEED AND SOD	00100	CHEMICALS AND FERTILIZERS	140,000.00
			30,000.00	
1-5708-572-52-35	GOLF CRSE SVC SUPPLIES	00100	SEED AND SOD AND FLOWERS	30,000.00
			8,500.00	
1-5708-572-54-00	DUES, MEMBERSHIPS, SUBS	00100	COURSE SERVICE SUPPLIES	8,500.00
			900.00	

Prepared: 7/15/16, 15:42:32
Program: GM217L

City of Miami Springs
Budget Level Report

Page 3

Fiscal Year . . : 2016
Budget Level . . : BUDG
Description . . :

DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
1-5708-572-58-00	EDUCATION AND TRAINING	00100 MEMBERSHIPS AND DUES 4,500.00	900.00
1-5708-572-91-12	TRF TO DEBT SERVICE	00100 EDUCATION AND TRAINING 130,193.00	4,500.00
		00100 TRANSFER TO DEBT SERVICE 1,216,100.00	130,193.00
* Total Accounts for this Budget Level	28		

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Basis for FY 2016-17 Salary Projections

City of Miami Springs											
Department: GOLF DEPARTMENT											
Position (paygrade)	Employee Name	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 4/30/16	Salary Pay Range	Date of Annual Review	FY 16-17 Projected 3% COLA	Longevity	FY 2016-17 Projection
PRO SHOP STAFF:											
Golf Director-PG46	Paul O'Dell	FT	1	1	0	85,490	71850-95799	03/01/11	\$2,565	\$0	88,055
Operations/Fleet Manager	W Vance	FT	1.0	1.0	0	22,620			\$679	\$0	23,299
Cashier-Golf Dept	Roger Piermarini	PT	0.5	0.5	0	18,216	9.00x16hrs		\$546	\$0	18,762
Cashier-Golf Dept	Henry Holleman	PT	0.5	0.5	0	6,258	8.89X16hrs		\$188	\$0	6,446
Golf Attendant	Chris Baan	PT	0.5	0.5	0	3,952	8.05X 13hrs		\$119	\$0	4,071
Golf Attendant	vacant	PT	0.5	0.5	0	3,952	8.50x 16hrs		\$119	\$0	4,071
Golf Attendant	Pete Baan	PT	0.5	0.5	0	2,864	13.00X 17hrs		\$86	\$0	2,950
Golf Attendant	Vacant	PT	0.5	0.5	0	2,912	8.50X22hrs		\$87	\$0	2,999
Golf Attendant	W Robinson	PT	0.5	0.5	0	3,952	8.75X 19hrs		\$119	\$0	4,071
Pro Shop Manager	Mason Kegley	FT	1.0	1.0	0	30,000	22541-33421	10/04/10	\$900	\$0	30,900
Golf Attendant	J Rodriguez	PT	0.5	0.5	0	3,952	9.50X 24hrs		\$119	\$0	4,071
Golf Attendant	Taylor Roig	PT	0.5	0.5	0	3,952	10.00X 16hrs		\$119	\$0	4,071
Golf Attendant	vacant	PT	0.5	0.5	0	3,120	8.29X 16hrs		\$94	\$0	3,214
Golf Attendant	R Zingaro	PT	0.5	0.5	0	5,616	8.62X 24hrs		\$168	\$0	5,784
Golf Attendant	W Ruiz	PT	0.5	0.5	0	3,952	9.00X 11hrs		\$119	\$0	4,071
Golf Attendant	vacant	PT	0.5	0.5	0	3,952	8.62X16hrs		\$119	\$0	4,071
Golf Attendant	Paul Stieglitz	PT	0.5	0.5	0	2,886	8.62X16hrs		\$87	\$0	2,973
Golf Attendant	B Benners	PT	0.5	0.5	0	15,080	10.00X25hrs		\$452	\$0	15,532
Golf Attendant	Sherifa Woods	PT	0.5	0.5	0	8,398	9.00x16hrs		\$252	\$0	8,650
Golf Attendant	Franklin Yaliedy	PT	0.5	0.5	0	2,886	8.32X 8hrs		\$87	\$0	2,973
Golf Attendant	Camila Diaz	PT	0.5	0.5	0	2,210	8.29X 17hrs		\$66	\$0	2,276
Golf Attendant	J Heider	PT	0.5	0.5	0	3,120	9.00X 26hrs		\$94	\$0	3,214
		FT	-	-	0	-			\$0	\$0	-
Total Regular Salaries						153,850			\$4,616		158,466
Total Pro Shop						239,340			\$11,796	\$0	246,520
MAINTENANCE STAFF:											
Superintendent-PG37	Laurie Bland	FT	1	1	0	72,828	46212-68534	03/01/11	\$2,185	\$0	75,013
Supervisor/Foreman	Ed Henry	FT	1	1	0	35,000			\$1,050	\$0	36,050
Mechanic	Miguel Gonzalez	FT	1	1	0	35,000			\$1,050	\$0	36,050
MAINTENANCE STAFF:	J Malden	FT	1	1	0	40,248			\$1,207	\$1,500	42,955
Total projections			16	16	0	183076			5492	1500	190068

BUDGET REVENUE REPORT ASSUMPTIONS

Miami Springs Country Club
2016/2017

Profit and Loss Summary	October	November	December	January	February	March	April	May	June	July	August	September	YTD Variance
Revenue													
Greens Fees	\$66,309.00	\$93,059.00	\$103,759.00	\$115,529.00	\$115,529.00	\$141,209.00	\$103,759.00	\$66,416.00	\$60,959.00	\$57,749.00	\$53,469.00	\$49,189.00	\$1,026,935.00
Cart Fees	\$5,786.00	\$7,776.00	\$8,525.00	\$8,525.00	\$8,525.00	\$8,846.00	\$5,850.00	\$4,673.00	\$3,924.00	\$3,924.00	\$3,068.00	\$2,640.00	\$72,062.00
Merchandise	\$3,979.00	\$4,728.00	\$6,654.00	\$6,654.00	\$6,654.00	\$7,334.00	\$6,434.00	\$5,034.00	\$3,234.00	\$3,534.00	\$2,334.00	\$2,234.00	\$58,807.00
Driving Range	\$11,601	\$14,597	\$16,737.00	\$16,737.00	\$16,737.00	\$16,737.00	\$19,412.00	\$13,955.00	\$12,687.00	\$13,527.00	\$10,187.00	\$10,187.00	\$173,101.00
Gift Certificate	\$0.00	\$0.00	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$600.00
Food & Beverage	\$2,867.00	\$2,753.00	\$2,735.00	\$3,591.00	\$3,591.00	\$5,303.00	\$5,089.00	\$3,567.00	\$3,567.00	\$3,567.00	\$2,967.00	\$2,367.00	\$41,964.00
Club Rentals	\$1,773.00	\$1,933.00	\$2,331.00	\$2,631.00	\$2,631.00	\$2,331.00	\$1,931.00	\$1,731.00	\$1,631.00	\$1,531.00	\$1,406.00	\$1,406.00	\$23,266.00
GHIN/Handicap Fees	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$1,200.00
Membership	\$4,551.00	\$5,835.00	\$5,835.00	\$6,475.00	\$6,475.00	\$5,271.00	\$5,621.00	\$6,691.00	\$5,621.00	\$5,271.00	\$5,271.00	\$5,271.00	\$68,188.00
Total:	\$96,966.00	\$130,781.00	\$147,276.00	\$160,242.00	\$160,242.00	\$187,131.00	\$148,196.00	\$102,167.00	\$91,723.00	\$89,203.00	\$78,802.00	\$73,394.00	\$1,466,123.00

17-12

SECTION 18

Debt Service Fund

Mission Statement

**To optimize City resources in
obtaining funds for City projects.**

Debt Service Fund

This fund accounts for the principal and interest payments on all of the City's debt including the City's \$5 million Golf Course Refunding Bond, The \$1.6 million Energy Conservation Bond and the Community Center Revenue Bond. These bonds are being paid through an inter-fund transfer from the Department responsible for the debt to the Debt Service Fund.

Goals

To finance projects utilizing the most cost effective methods, while minimizing the restrictions that would hinder the future borrowing capacity of the City.

Objectives

To account for the servicing of general long-term debt not being financed by proprietary or non-expendable trust funds, and to maintain the highest possible bond ratings for the marketability of the City's debt.

2015-16 Accomplishments

- All bond payments were timely paid and the City is in compliance with the Bond Indenture Covenants.

2015-16 Budget Highlights

- Proposed budget is \$ 69,993 or 6% higher than FY2015/2016.
- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$1,260,121</u>
Net cost of Department	<u>\$1,260,121</u>

CITY OF MIAMI SPRINGS
DEBT SERVICE BUDGET
FISCAL YEAR ENDING 9/30/17

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2013-14 ACTUALS	FY2014-15 ACTUALS	FY2015-16 AMENDED BUDGET	FY2016-17 Departmental Request	Dollar Increase (decrease)	YTD ACTUALS AS OF 6/30/16
GO BONDS							
201-1997-519.71-00	PRINCIPAL-Golf Bonds	326,778	334,549	342,504	350,649	8,145	354,867
201-1997-519.72-00	INTEREST-Golf Bonds	36,427	28,656	20,702	12,556	(8,146)	-
201-2025-519-71-12	PRINCIPAL-PNC Loan		33,759	33,759	67,623	33,864	45,659
201-2025-519-72-12	INTEREST-PNC Loan		34,485	34,485	55,094	20,609	43,275
201-2025-519-71-10	PRINCIPAL-Suntrust Lease #5	122,281	122,065	124,256	126,486	2,230	92,984
201-2025-519-72-10	INTEREST-Suntrust Lease #5	7,912	8,128	5,937	3,708	(2,229)	4,661
201-2025-519-71-05	PRINCIPAL-Suntrust \$2.4M	107,914	2,027,471	-	-	-	
201-2025-519-72-05	INTEREST-Suntrust \$2.4m	79,487	37,346	-	-	-	
201-2025-519-71-06	PRINCIPAL-TD BANK LEASE	17,517	1,827	-	-	-	
201-2025-519-72-06	INTEREST-TD BANK LEASE	457	33	-	-	-	
201-2026-519-71-13	PRINCIPAL-Aquatic Center		188,000	396,000	424,000	28,000	188,000
201-2026-519-72-13	INTEREST-Aquatic Center	-	99,849	223,250	210,771	(12,479)	115,581
201-2025-519-71-20	PRINCIPAL-Suntrust Lease #6				8,450		4,473
201-2025-519-72-20	INTEREST-Suntrust Lease #6				785		529
201-1997-519.91-01	ADMINISTRATIVE CHARGE	168		-	-	-	350
* SERIES 1997		698,941	2,916,168	1,180,893	1,260,121	69,993	850,379

5.93%

Fiscal Year . . : 2016
Budget Level . . : BUDG
Description . . :

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info
201-1997-519-71-00	PRINCIPAL	350,649.00	
201-1997-519-72-00	INTEREST	12,556.00	
201-2025-519-71-10	FY2014 SUNTRUST LEASE #5	126,486.00	
201-2025-519-71-12	GRN VENTURES PRTNS-ENERGY	67,623.00	
201-2025-519-71-20	FY2016 Suntrust Lease #6	8,450.00	
201-2025-519-72-10	FY2014 SUNTRUST LEASE #5	3,707.00	
201-2025-519-72-12	GRN VENTURES- ENERGY SAV	55,094.00	
201-2025-519-72-20	FY2016 Suntrust Lease #6	785.00	
201-2026-519-71-13	AQUATIC CENTER	424,000.00	
201-2026-519-72-13	AQUATIC CENTER	210,771.00	
* Total Accounts for this Budget Level	10	1,260,121.00	

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City of Miami Springs, Florida
\$2,610,000 REFUNDING REVENUE NOTE at 2.35%, Series 2010

SOURCES OF FUNDS

Series 2010 Bond Proceeds	\$ 2,610,000.00
Plus: City funds deposited in escrow	31,921.15
<i>Total Sources of Funds</i>	<u>2,641,921.15</u>

USES OF FUNDS

Refund Series 1997 Bonds	\$ 2,641,921.15
<i>Total Uses of Funds</i>	<u>2,641,921.15</u>

DEBT SERVICE DISBURSEMENT SCHEDULE BY YEAR

<i>Year End 9/30/xx</i>	<i>Principal</i>	<i>Interest</i>	<i>Total Debt Service Costs</i>
2011	265,569.61	38,110.31	303,679.92
2012	311,774.45	51,430.77	363,205.22
2013	319,188.26	44,016.96	363,205.22
2014	326,778.37	36,426.85	363,205.22
2015	334,548.97	28,656.25	363,205.22
2016	342,504.34	20,700.88	363,205.22
2017	350,648.89	12,556.33	363,205.22
2018	358,987.11	4,218.11	363,205.22
Total	\$ 2,610,000.00	\$ 236,116.46	\$ 2,846,116.46

City of Miami Springs, Florida
\$7,554,000 Aquatic/ Refunding Bond at 3.07%, Series 2015

SOURCES OF FUNDS

Series 2015 Bond Proceeds	\$ 7,554,000.00
<i>Total Sources of Funds</i>	<u>7,554,000.00</u>

USES OF FUNDS

Refunding Series 2010 Bonds	\$ 1,986,732.76
Aquatic/Stafford project	5,567,267.24
<i>Total Uses of Funds</i>	<u>7,554,000.00</u>

DEBT SERVICE DISBURSEMENT SCHEDULE BY YEAR

<i>Year End 9/30/xx</i>	<i>Principal</i>	<i>Interest</i>	<i>Total Debt Service Costs</i>
2015	188,000.00	99,205.00	287,205.00
2016	396,000.00	223,250.40	619,250.40
2017	424,000.00	210,770.85	634,770.85
2018	437,000.00	197,661.95	634,661.95
2019	450,000.00	184,138.60	634,138.60
2020	465,000.00	170,216.15	635,216.15
2021	479,000.00	155,833.20	634,833.20
2022	493,000.00	141,020.45	634,020.45
2023	510,000.00	125,762.55	635,762.55
2024	525,000.00	109,998.10	634,998.10
2025	540,000.00	93,757.80	633,757.80
2026	558,000.00	77,041.65	635,041.65
2027	575,000.00	59,788.25	634,788.25
2028	593,000.00	41,997.60	634,997.60
2029	611,000.00	23,654.35	634,654.35
2030	310,000.00	4,758.50	314,758.50
Total	\$ 7,554,000.00	\$ 1,918,855.40	\$ 9,472,855.40

**The City of Miami Springs
Debt Rollforward
Fiscal Year Ending 9/30/16-Projected**

Description		Interest Rate	Beginning Balance 9/30/2015	Additions	Reductions	Ending Balance 9/30/2016	FY2017 Principal	FY2017 Interest
Governmental Funds								
PNC Energy Savings Project	General Fund	3.61%	1,625,840.92	-	33,758.77	1,592,082.15	67,623.29	55,093.75
Suntrust Loan \$7.554 Million Aquatic/Refu	Recreation	3.07%	7,366,000.00		396,000.00	6,970,000.00	424,000.00	210,770.85
Suntrust Leas#5	Golf	1.78%	383,999.69	-	124,255.69	259,744.00	126,485.51	3,707.53
Suntrust Lease#6	Rec/Golf	2.30%		43,500.00		43,500.00	8,449.69	785.11
Series 1997 GO Bonds	Fund 201	4% to 5.1%	<u>1,052,140.34</u>	<u>-</u>	<u>342,504.34</u>	<u>709,636.00</u>	<u>350,648.89</u>	<u>12,556.33</u>
Total Governmental Debt			<u>10,427,980.95</u>	<u>43,500.00</u>	<u>896,518.80</u>	<u>9,574,962.15</u>	<u>977,207.38</u>	<u>282,913.57</u>
Enterprise Funds								
Miami Dade County Loan-Fund 440	Fund 440	Variable	41,456.00	-	41,456.00	-	-	
Suntrust Leas#5	Fund 430	1.54	289,023.74	-	94,334.06	194,689.68	93,923.17	3,871.19
Suntrust Lease#6	Fund 430	2.30		319,000.00		319,000.00	61,964.37	6,757.51
TD Bank Lease - \$416K- 2010 - 5yr.	Fund 430	2.950%	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Enterprise Fund Debt			<u>215,549.17</u>	<u>319,000.00</u>	<u>135,790.06</u>	<u>513,689.68</u>	<u>155,887.54</u>	<u>10,628.70</u>
Total Debt			<u>10,643,530.12</u>	<u>362,500.00</u>	<u>1,032,308.86</u>	<u>10,088,651.83</u>		

SECTION 19

Public Services - Sanitation Fund

The Sanitation Division of the Public Works Department is responsible for the collection of all garbage and bulk trash from residential properties in the city. Over 4,300 customers receive twice weekly garbage service and weekly bulk trash service.

Goals

Provide timely and efficient service to all residential solid waste customers.
Decrease incidents of property damage caused by our collection vehicles.

Objectives

Replace deteriorated containers to maintain the efficiency of the automated garbage collection vehicles.

Provide documentation of excessive trash to the Finance Department for billing.

Institute a regular program of safety awareness with drivers.

Continued maintenance of all swales and alley-ways, damaged by trash collection.

FY 2015-16 Accomplishments

We have replaced 56 90-Gallon Containers City Wide due to wear & tear

Have produced a total of 48 excessive bulk trash invoices to Finance which produced \$ 5,223.43 in collection feeds

Continue our efforts on training & rotating operators on various routes and equipment to improve service.

FY 2016-17 Budget Highlights

- Proposed budget is \$53,288 or 2% lower than FY2015-16.
- Budget Summary:

Budgeted Revenues	\$2,551,448 (Funding from fees for services)
Budgeted Expenditures	<u>\$2,551,448</u>
Net cost of Department	<u>\$ -0-</u>

19-1

CITY OF MIAMI SPRINGS
SANITATION FUND BUDGET
FISCAL YEAR ENDING 9/30/17

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2013-14 ACTUALS	FY2014-15 ACTUALS	FY2015-16 AMENDED BUDGET	FY2016-17 Departmental Request	Dollar Increase (Decrease)	YTD ACTUALS AS OF 6/30/16
SANITATION							
430-3401-534.12-00	REGULAR SALARIES	578,100	540,789	575,317	554,225	(21,092)	391,428
430-3401-534.14-00	OVERTIME	17,616	19,264	17,000	17,000	-	13,489
430-3401-534.21-00	FICA TAXES	43,644	43,851	45,312	43,699	(1,613)	30,760
430-3401-534.22-01	GENERAL EMPLOYEES RET SYS	73,887	21,779	50,578	49,374	(1,204)	46,244
	TOTAL MEDICAL INSURANCE	105,268	128,815	109,152	120,155	11,003	83,386
430-3401-534.24-00	WORKER'S COMPENSATION	47,664	61,704	64,723	62,350	(2,373)	48,546
430-3401-534.34-00	OTHER CONTRACTUAL SERVICE	137				-	
430-3401-534.34-02	DUMPING AND DISPOSAL	557,201	593,577	646,424	600,000	(46,424)	418,244
430-3401-534.34-05	SOLID WASTE RECYCLE	109,184	102,235	124,282	125,000	718	93,903
430-3401-534.41-06	INTERNET CHARGES	3,270	3,206	3,190	3,247	57	2,162
430-3401-534.45-10	FLEET MAINTENANCE	168,578	227,066	235,000	240,000	5,000	192,130
430-3401-534.45-30	LIABILITY INSURANCES	29,736	32,436	31,258	31,270	12	23,695
430-3401-534.46-00	REPAIRS AND MAINTENANCE	2,385	33,573	5,000	5,000	-	1,019
430-3401-534.49-80	COUNTY COLLECTION FEES	1,066	532	1,500	1,500	-	286
430-3401-534.49-90	BAD DEBT EXPENSE	(23,028)	(9,304)	-	-	-	-
430-3401-534.52-00	OPERATING SUPPLIES	21,975	21,189	25,000	25,000	-	14,061
430-3401-534.52-02	FUEL, OILS, LUBRICANTS	75,696	58,050	80,000	80,000	-	35,728
430-3401-534.52-07	TIRES	13,514	16,447	20,000	20,000	-	15,543
430-3401-534.59-00	DEPRECIATION	89,122	92,635	93,000	93,000	-	71,886
430-3401-534.72-00	INTEREST	7,581	5,437	8,000	10,629	2,629	6,580
430-3401-534.91-01	MANAGEMENT FEE TO GENERAL FU	470,000	470,000	470,000	470,000	-	352,500
	Total Operating Expenses	2,392,596	2,463,281	2,604,736	2,551,448	(53,288)	1,841,589
430-3401-534.64-10	LOSS ON SALE OF FIXED ASSETS	30,637	-	-	-	-	-
430-3401-534.71-00	PRINCIPAL PAYMENTS	-	-	-	-	-	-
Capital Outlay							
430-3401-534.64-00	MACHINERY & EQUIPMENT	-	-	318,996	-	-	-
	Total Sanitation	2,423,233	2,463,281	2,923,732	2,551,448	(53,288)	1,841,589

Fiscal Year . . : 2016
 Budget Level . . : BUDG
 Description . . :

DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
430-3401-534-12-00	REGULAR SALARIES	554,225.00	
430-3401-534-14-00	OVERTIME	17,000.00	
430-3401-534-21-00	FICA TAXES	43,699.00	
430-3401-534-22-01	GENERAL EMPLOYEES RET SYS	49,374.00	
430-3401-534-23-04	HMO, EMPLOYEE ONLY	113,374.00	
430-3401-534-23-07	LIFE/AD&D	3,437.00	
430-3401-534-23-08	DENTAL-ORAL HEALTH SVCS	2,389.00	
430-3401-534-23-09	VSP-VISION SERVICE PLAN	955.00	
430-3401-534-24-00	WORKER'S COMPENSATION	62,350.00	
430-3401-534-34-02	DUMPING AND DISPOSAL	600,000.00	
430-3401-534-34-05	SOLID WASTE RECYCLE	00100 WASTE DISPOSAL, MD SOLID WASTE & DUMPSTER SERVICE	650,000.00
		125,000.00	
430-3401-534-41-06	INTERNET CHARGES	00100 CITY WIDE CURBSIDE RECYCLING SINGLE FAMILY HOMES	125,000.00
430-3401-534-45-10	FLEET MAINTENANCE	3,247.00	
		240,000.00	
430-3401-534-45-30	LIABILITY INSURANCES	00100 REPAIRS, MAINTENANCE, WASHES ON 18 VEHICLES	240,000.00
430-3401-534-46-00	REPAIRS AND MAINTENANCE	31,269.00	
		5,000.00	
		00100 VENDOR FENCE & PLUMBING REPAIR DAMAGED BY TRUCKS	5,000.00
		00200 FENCE PARTS FOR BUILDING MAINTENANCE REPAIRS	.00
430-3401-534-49-80	WASA COLLECTION FEES	1,500.00	
430-3401-534-52-00	OPERATING SUPPLIES	25,000.00	
		00100 SHOES & UNIFORMS, BACK SUPPORT BELT, GLOVES, EAR	25,000.00
		00200 PLUGS, RAKES, SHOVELS, HARD HATS, HAND SANITIZERS,	.00
		00300 TRASH BAGS, PAPER TOWELS, SPRAYER BOTTLES, CUPS,	.00
		00400 RADIATOR FLUID, WINDSHIELD CLEANER & OTHER ITEMS	.00
		00500 AS NEEDED	.00
430-3401-534-52-02	FUEL, OILS, LUBRICANTS	80,000.00	
		00100 ESTIMATED FUEL COST FOR 18 VEHICLES	80,000.00
430-3401-534-52-07	TIRES	20,000.00	
		00100 ESTIMATED TIRE REPLACEMENT OF 18 VEHICLES	20,000.00
430-3401-534-59-00	DEPRECIATION	93,000.00	
430-3401-534-72-00	INTEREST	10,629.00	
430-3401-534-91-01	ADMINISTRATIVE CHARGE	470,000.00	
* Total Accounts for this Budget Level 22		2,551,448.00	

City of Miami Springs													
Department: Public Works - Sanitation Operations													
Position (paygrade)	Employee Name	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/16	Current Pay Range	Date of Annual Review	FY 16-17 Projected Merit Increase	3% COLA Increase	Temp Increase Addtl Duties	Longevity	FY2016-17 Total Pay
Sanitation Foreman PG24	T Cummings	FT	1	1	-	\$53,130	34198-53130	02/26/11		\$1,594		\$1,750	\$56,474
Automated Equipment Operator-PG19	S Griffin	FT	1	1	-	\$48,017	30226-49216	4/22/1991		\$1,441		\$1,750	\$51,208
Automated Equipment Operator-PG19	J Romeo	FT	1	1	-	\$41,468	30226-49216	04/11/11		\$1,244		\$1,000	\$43,712
Refuse Truck Driver-PG13	J Crumpler	FT	1	1	-	\$31,110	30226-49216	02/02/15		\$933		\$0	\$32,043
Automated Equipment Operator-PG19	C Sanchez	FT	1	1	-	\$48,017	30226-49216	4/27/1981		\$1,441	\$0	\$1,750	\$51,208
Automated Equipment Operator-PG19	A Torre	FT	1	1	-	\$48,017	29633-43946	1/26/1988		\$1,441		\$1,750	\$51,208
Refuse Truck Driver-PG13	A Dominguez	FT	1	1	-	\$41,396	25549-37886	8/2/1993		\$1,242		\$1,750	\$44,388
Automated Equipment Operator-PG19	C Postell	FT	1	1	-	\$30,910	30226-49216	06/14/11		\$927		\$0	\$31,837
Refuse Truck Driver-PG13	J Bergueiro	FT	1	1	-	\$31,325	26060-41396	02/28/05		\$940		\$1,000	\$33,265
Automated Equipment Operator-PG19	R Gonzalez	FT	1	1	-	\$39,320	30226-49216	7/26/2011		\$1,180		\$1,500	\$42,000
Refuse Truck Driver-PG13	VACANT	FT	1	1	-	\$35,885	26060-41396	11/07/11		\$0		\$0	\$35,885
Refuse Collector-PG10	W O'neal	FT	1	1	-	\$38,440	24201-38440	3/1/2006		\$1,153		\$1,000	\$40,593
Refuse Collector-PG10	D Olivas	FT	1	1	-	\$37,772	24201-38440	04/01/11		\$1,133		\$1,500	\$40,405
Total projections			-	-	-	\$0				\$0		\$0	\$0
			13	13	0	\$524,807			\$0	\$14,668		\$14,750	\$554,225

City of Miami Springs													
Department: Public Works - Storm water Operations													
Position (paygrade)	Employee Name	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/16	Current Pay Range	Date of Annual Review	FY 16-17 Projected Merit Increase	3% COLA Increase	Temp Increase Addtl Duties	Longevity	FY2016-17 Total Pay
Heavy Equipment Operator-PG14	R Perez	FT	-	-	-	\$0	22541-33421	11/10/08		\$0		\$0	\$0
Maintenance Worker II-PG10	Vassell, Errol	FT	1	1	-	\$42,437	26191-38839	12/21/92	\$0	\$1,273		\$1,500	\$45,210
		FT	1	1	-	\$31,244	23726-35181	06/04/11		\$937		\$500	\$32,681
		FT	0	0	-	\$0				\$0		\$0	\$0
Total projections			2	2	0	\$73,681			\$0	\$2,210		\$2,000	\$77,891

City of Miami Springs													
Department: Road & Transportation													
Position (paygrade)	Employee Name	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/15	Current Pay Range	Date of Annual Review	FY 15-16 Projected Merit Increase	3% COLA Increase	Temp Increase Addtl Duties	Longevity	FY2015-16 Total Pay
Operations Supervisor-PG26	L Garaboa	FT	1	1	-	\$54,877	33527-49715	06/12/00	\$0	\$1,646		\$1,500	\$58,023
Total projections			1	1	0	\$54,877			\$0	\$1,646		\$1,500	\$58,023

**CITY OF MIAMI SPRINGS
ASSET ACQUISITION REQUEST
FOR FY 2016-2017 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 Works

<u>Description of equipment requested</u>	<u>Estimated Cost</u>
<u>4-- 2017 F-750 Diesel Open Body Trash Dump Truck</u>	<u>\$ 385,200.00</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u>\$ -</u>
<u> </u>	<u>\$ -</u>
<u> </u>	<u>\$ -</u>
<u> </u>	<u>\$ -</u>
Total budget request:	<u>\$ 385,200.00</u>

<u>Detail any grant or additional funding sources for this project</u>	<u>Funding</u>
<u>Sanitation Enterprise Fund</u>	<u>\$ 385,200.00</u>
<u> </u>	<u> </u>
<u> </u>	<u>\$ -</u>
Total additional funding	<u>\$ 385,200.00</u>

Reason why equipment is needed

Current Equipment Has Exceeded It's Value and Has Required
Heavy Maintenance

Expected cost savings from this acquisition(if any)

Expected Savings

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

Department Head Signature

City Manager Approval

Palmetto Ford Truck Sales, Inc.

7245 NW 36 Street Miami, Florida 33166
305-470-1334 / 305-470-1344 fax / 305-972-7133 cell
croders@palmettotruck.com

FLORIDA SHERIFFS ASSOCIATION PRICE SHEET

Bid / Contract #: MIAMI DADE COUNTY 7855-4/15-4

Purchaser: CITY OF MIAMI SPRINGS

Address: 201 WESTWARD DR

City: MIAMI SPRINGS, FL 33166

Attn: ROSITA HERNANDEZ

Date: 05/10/16

Phone: 305-805-5000 x 4228

hernandezr@miamisprings-fl.gov

Base Model:	2017 F750 (F7D)	Price:	\$91,000.00
Exterior Color:	WHITE		
Interior Color and Covering:	GREY / VINYL		
Estimated Order to Delivery:	175 DAYS		

Option #	99X - FORD 6.7 POWER STROKE V8 330HP / 725 LB-FT TORQUE	Price:	INC.
Option #	44G - FORD TORQSHIFT HD 6-SPEED AUTOMATIC WITH DOUBLE	Price:	INC.
Option #	OVERDRIVE	Price:	INC.
Option #	41A - TRANSMISSION POWER TAKE OFF PROVISION	Price:	INC.
Option #	643 - 22.5X8.25 10 HOLE STEEL WHEELS - FRONT	Price:	INC.
Option #	663 - 22.5X8.25 10 HOLE STEEL WHEELS - REAR	Price:	INC.
Option #	11R22.5 H RATED TIRES	Price:	INC.
Option #	67C - AIR BRAKES	Price:	INC.
Option #	43P - 12,000 LB FRONT AXLE	Price:	INC.
Option #	61E - 13,200 LB FRONT SUSPENSION	Price:	INC.
Option #	15S - FRONT STABILIZER BAR	Price:	INC.
Option #	60A - SYNTHETIC FRONT AXLE LUBE	Price:	INC.
Option #	52P - DRIVESHAFT UPGRADE	Price:	INC.
Option #	477 - 21,000 LB DUAL REDUCTION REAR AXLE - OPEN	Price:	INC.
Option #	68R - 23,000 LB REAR SUSPENSION	Price:	INC.
Option #	X52 - 5.29 / 7.21 TWO SPEED AXLE RATIOS	Price:	INC.
Option #	607 - SYNTHETIC REAR AXLE LUBE	Price:	INC.
Option #	539 - SINGLE CHANNEL "C" 20.11 SM, 120,000 PSI FRAME	Price:	INC.
Option #	59E - BODY BUILDER WIRING - AT END OF FRAME	Price:	INC.
Option #	881 - 30/70 FIXED DRIVER & FIXED 2 - PASSENGER BENCH SEAT	Price:	INC.
Option #	600A - PREFERRED EQUIPMENT PACKAGE	Price:	INC.
Option #	62D - AIR DRYER	Price:	INC.
Option #	3K - THIRD KEY	Price:	INC.
Option #	59A - AIR HORN	Price:	INC.
Option #	SK - SAFETY KIT	Price:	INC.
Option #	126CA - 126" CAB TO AXLE	Price:	INC.
Option #	BUA - BACK UP ALARM	Price:	INC.
Option #	BUC - BACK UP CAMERA	Price:	INC.
Option #	TTAG - TEMP TAG	Price:	INC.
Option #	16CD - 16FT CONTRACTOR DUMP	Price:	INC.
Option #	52" SIDES IN LIEU OF 14" SIDES, REAR BARN DOORS, ELECTRIC	Price:	INC.
Option #	TARP, UPGRADED 35 TON 4 STAGE HOIST	Price:	INC.
Option #	SLP - STROBE LIGHT PACKAGE INC. 2 FRONT CORNER, 2 REAR OF	Price:	INC.
Option #	BODY AND 2 FRONT CORNER OF CAB SHIELD	Price:	INC.
Fee:	MIAMI DADE COUNTY CONTRACT USER ACCESS PROGRAM /	Amount:	INC.
Fee:	OIG FEES (2.25%)	Amount:	INC.
ESP:	DPC5250 - 5 YEAR / 250,000 / 10,000 HOUR PREMIUM CARE EXTENDED	Amount:	\$5,300.00
ESP:	WARRANTY WITH ZERO DEDUCTIBLE	Amount:	INC.

Total Price of Base Unit and all Selected Options:

\$96,300.00



Palmetto Truck Center
7245 N W 36th St, Miami, Florida, 33166
Office: 305-592-3673

Customer Proposal

Prepared for:

ROSITA HERNANDEZ
MIAMI SPRINGS

Prepared by:

Charlie Rodgers
Office: 305-470-1334
Email: crodgers@palmettotruck.com

Date: 05/11/2016

Vehicle: 2017 F-750 Diesel Base
Regular Cab





Selected Equipment & Specs

Dimensions

- * Exterior length: 314.0"
- * Exterior height: 94.3"
- * Front track: 83.8"
- * Front legroom: 41.4"
- * Front hiproom: 67.6"
- * Exterior width: 96.7"
- * Wheelbase: 200.0"
- * Rear track: 72.6"
- * Front headroom: 40.7"
- * Front shoulder room: 68.0"

Powertrain

- * 330hp 6.7L OHV 32 valve intercooled turbo V-8 engine with direct diesel injection
- * federal
- * Rear-wheel drive
- * Fuel Economy Highway: N/A
- * Fuel/water separator
- * Standard rear differential
- * Right mounted horizontal tailpipe
- * Recommended fuel : diesel
- * 6 speed automatic transmission with overdrive
- * Fuel Economy Cty: N/A
- * 50.0 gal. rectangular Left front fuel tank
- * Transmission PTO provision
- * Right mounted horizontal muffler

Suspension/Handling

- * Front non-independent leaf spring suspension with anti-roll bar
- * Hydraulic power-assist re-circulating ball Steering
- * 11.0R22.5 AS front and rear tires
- * Rubber auxiliary rear springs
- * Rear rigid axle leaf spring suspension
- * Front and rear 22.5 x 8.25 wheels
- * Dual rear wheels

Body Exterior

- * 2 doors
- * Black door mirrors
- * Side steps
- * Straight front bumper ends
- * Front and rear 22.5 x 8.25 white steel wheels with 10 wheel studs
- * Driver and passenger folding door mirrors
- * Black bumpers
- * Clearcoat paint
- * Hood mounted grille

Convenience

- * Manual air conditioning
- * Manual front windows
- * Manual tilt steering wheel
- * Passenger visor mirror
- * Automatic gearshift steering column lever
- * Cruise control with steering wheel controls
- * Manual door locks
- * Front cupholders
- * Single air horn
- * Driver and passenger door bins

Seats and Trim

- * Seating capacity of 3
- * Fixed passenger seat
- * Driver seat folding back, passenger seat fixed back
- * Driver seat with 4 way direction control, passenger seat with 2 way direction control
- * Fixed driver seat
- * Bucket driver seat, two person bench passenger seat
- * Low back seats
- * Manual fore/aft seats

Entertainment Features

- * AM/FM stereo radio
- * 4 speakers
- * Auxiliary audio input
- * Fixed antenna

Lighting, Visibility and Instrumentation

- * Halogen aero-composite headlights
- * Variable intermittent front windshield wipers

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Selected Equipment & Specs (cont'd)

- * Light tinted windows
- * Tachometer
- * Trip computer
- * Front reading lights
- * Oil pressure gauge
- * Trip odometer

Safety and Security

- * 4-wheel ABS brakes
- * Manual door locks
- * Air brakes

Dimensions

General Weights

Curb	11678 lbs.	Front curb weight	7072 lbs.
Rear curb weight	4607 lbs.	Front axle capacity	12000 lbs.
Rear axle capacity	21000 lbs.	Front spring rating	13200 lbs.
Rear spring rating	23000 lbs.	Front tire/wheel capacity	13220 lbs.
Rear tire/wheel capacity	24020 lbs.	Front GAWR	12000 lbs.
Rear GAWR	21000 lbs.	GVWR	33000 lbs.
GCWR	50000 lbs.		

Fuel Tank type

Capacity	50 gal.
----------	---------

Front Frame

Height loaded	35 "	Height unloaded	37 "
---------------	------	-----------------	------

Rear Frame

Height loaded	37 "	Height unloaded	38 "
---------------	------	-----------------	------

Powertrain

Engine Type

Block material	Iron	Cylinders	V-8
Head material	Aluminum	Ignition	Compression
Injection	Direct diesel injection	Liters	6.7L
Orientation	Longitudinal	Recommended fuel	Diesel
Valves per cylinder	4	Valvetrain	OHV
Forced induction	Intercooled turbo		

Engine Spec

Bore	3.90"	Compression ratio	16.2:1
Displacement	406 cu.in.	Stroke	4.25"

Engine Power

Output	330 HP @ 2,600 RPM	Torque	725 ft.-lb @ 1,800 RPM
Governed RPM	3400		

Alternator

Type	HD	Amps	200
------	----	------	-----

Battery

Cold cranking amps	1500	Location	Forward right
Step	Yes	Type	Dual

Transmission

Electronic control	Yes	Lock-up	Yes
Overdrive	Yes	Speed	6
Type	Automatic		

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Selected Equipment & Specs (cont'd)

Transmission Gear Ratios

1st	3.974	2nd	2.318
3rd	1.516	4th	1.149
5th	0.858	6th	0.674
Reverse Gear ratios	3.128		

Transmission Torque Converter

Stall ratio	1.85
-------------	------

Transmission Extras

Driver selectable mode	Yes	Sequential shift control	Yes
Oil cooler	Regular	PTO provision	Yes

Drive Type

Type	Rear-wheel
------	------------

Drive Axle

Ratio	5.29	Low ratio	7.21
-------	------	-----------	------

Exhaust

Material	Aluminized steel	System type	Single
----------	------------------	-------------	--------

Emissions

CARB	Federal
------	---------

Engine Retarder

Type	Yes
------	-----

Driveability

Brakes

ABS	4-wheel	ABS channels	4
Type	Air brakes		

Suspension Control

Ride	Regular
------	---------

Front Suspension

Independence	Non-independent	Type	Leaf
Anti-roll bar	Regular		

Front Spring

Type	Tapered leaf	Grade	Regular
------	--------------	-------	---------

Front Shocks

Type	Regular
------	---------

Rear Suspension

Independence	Rigid axle	Type	Leaf
--------------	------------	------	------

Rear Spring

Type	Multi-leaf	Grade	Regular
Auxiliary	Rubber		

Steering

Activation	Hydraulic power-assist	Type	Re-circulating ball
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Steering Specs

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Selected Equipment & Specs (cont'd)

of wheels 2

Exterior

Front Wheels

Diameter 22.5" Width 8.25"

Rear Wheels

Diameter 22.5" Width 8.25"
Dual Yes

Front Tires

Aspect 82 Diameter 22.5"
Sidewalls BSW Tread AS
Width 11.0" LT load rating H
RPM 497

Rear Tires

Aspect 82 Diameter 22.5"
Sidewalls BSW Tread AS
Width 11.0" LT load rating H
RPM 497

Wheels

Front track 83.8" Rear track 72.6"
Turning radius (to curb) 27' Turning radius (to bumper) 29'
Wheelbase 200.0"

Body Features

Front splash guards Yes Body material Composite/galvanized steel
Side steps Yes

Body Doors

Door count 2

Exterior Dimensions

Length	314.0"	Body width	96.7"
Body height	94.3"	Cab to axle	126.0"
Axle to end of frame	75.0"	Frame section modulus	20.1cu.in.
Frame yield strength (psi)	120000.0	Frame rail depth	10.4"
Frame rail width	3.7"	Frame rail thickness	0.4"
Max RBM (in.-lbs.)	2526000.0	Frame rail section	9.5"
Front bumper to Front axle	39.0"	Nominal RBM (in.-lbs.)	2413200.0

Seating

Passenger Capacity

Capacity 3

Driver Seat

Type	Bucket	Back	Folding
Back type	Low	Way direction control	4
Fore/aft	Manual		

Passenger Seat

Type	Two person bench	Back	Fixed
Back type	Low	Way direction control	2
Fore/aft	Manual		

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Selected Equipment & Specs (cont'd)

<i>Front Seat Trim</i>				
Material	Vinyl	Back material		Carpet
Convenience				
<i>AC And Heat Type</i>				
Air conditioning	Manual			
<i>Audio System</i>				
Auxiliary audio input	Yes	Radio		AM/FM stereo
Radio grade	Regular	Seek-scan		Yes
<i>Audio Speakers</i>				
Speaker type	Regular	Speakers		4
<i>Audio Antenna</i>				
Type	Fixed			
<i>Cruise Control</i>				
Cruise control	With steering wheel controls			
<i>Convenience Features</i>				
12V DC power outlet	2	Horn		Single air
<i>Door Lock Activation</i>				
Type	Manual			
<i>Instrumentation Type</i>				
Display	Analog			
<i>Instrumentation Gauges</i>				
Tachometer	Yes	Oil pressure		Yes
Engine temperature	Yes	Transmission fluid temp		Yes
Engine hour meter	Yes	Primary air pressure		Yes
<i>Instrumentation Warnings</i>				
Battery	Yes	Lights on		Yes
Key	Yes	Service interval		Yes
Brake fluid	Yes	Transmission fluid temp		Yes
<i>Instrumentation Displays</i>				
Clock	In-radio display			
<i>Instrumentation Feature</i>				
PRND in IP	Yes	Trip computer		Yes
Trip odometer	Yes			
<i>Steering Wheel Type</i>				
Material	Urethane	Tilting		Manual
<i>Front Side Windows</i>				
Window 1st row activation	Manual			
<i>Window Features</i>				
Tinted	Light			
<i>Front Windshield</i>				
Wiper	Variable intermittent			

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: ROSITA HERNANDEZ, MIAMI SPRINGS
By: Charlie Rodgers Date: 05/11/2016 | Price Level: 725 Quote ID: MS17F7D16



Selected Equipment & Specs (cont'd)

Rear Windshield

Window Fixed

Automatic Gearshift

Location Steering column lever

Interior

Passenger Visor

Mirror Yes

Headliner

Coverage Full Material Cloth

Floor Trim

Coverage Full Covering Vinyl/rubber

Trim Feature

Gear shift knob Urethane

Lighting

Dome light type Delay Front reading Yes
Variable IP lighting Yes

Storage

Driver door bin Yes Front Beverage holder(s) Yes
Glove box Yes Passenger door bin Yes
Dashboard Yes

Legroom

Front 41.4"

Headroom

Front 40.7"

Hip Room

Front 67.6"

Shoulder Room

Front 68.0"

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: ROSITA HERNANDEZ, MIAMI SPRINGS
By: Charlie Rodgers Date: 05/11/2016 | Price Level: 725 Quote ID: MS17F7D16

SECTION 20

Public Services - Storm-water Fund

The Storm-water Division ensures that all drains and outlets are free of debris and allows excess storm water run off to flow freely from the drainage system.

Specific functions of this Division include the cleaning of drains, inlets, outlets, ditches, canals and culverts. Maintenance of the canals is also an integral function included in this Division, requiring routine aquatic weed control and debris removal.

Goals

Complete the ongoing drainage improvements as prioritized in the Storm-water Master Plan.

Optimize the capacity of the existing storm drainage system

Remain in compliance with all National Pollution Discharge Elimination Standards (NPDES) requirements.

Objectives

Provide oversight and manage storm drainage projects.

Continue with program of systematic storm drainage system cleaning, using the Jet-Vac truck.

FY 2015-16 Accomplishments

62 Work Orders completed for NPDES resulted: 227 Drains Inspected

18 Drains Jetted resulted: a total of 1,045 linear feet

46 Work Orders completed for cleaning drain bottoms for sediments

244 Drains Inspected for Illicit Discharges: Oils, Paints and other liquids

Completed storm water additions to the 1400 block of Oakwood Drive

206 Work Requests completed for Rocking & Grading Alleys

Completed the 1st Phase of Canal Bank Storm Water Erosion Control

FY 2016-17 Budget Highlights

- Proposed budget is \$62,420 or 11% lower than FY2015-16.
- Budget Summary:

Budgeted Revenues	\$498,629(Funding from fees for services)
Budgeted Expenditures	<u>\$498,629</u>
Net cost of Department	<u>\$ -0-</u>

CITY OF MIAMI SPRINGS
STORMWATER FUND BUDGET
FISCAL YEAR ENDING 9/30/17

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2013-14 ACTUALS	FY2014-15 ACTUALS	FY2015-16 AMENDED BUDGET	FY2016-17 Departmental Request	Dollar Increase (Decrease)	YTD ACTUALS AS OF 6/30/16
STORMWATER FUND							
440-3901-539.12-00	REGULAR SALARIES	98,148	101,284	98,161	77,891	(20,270)	56,636
440-3901-539.14-00	OVERTIME	1,962	731	1,500	1,500	-	1,672
440-3901-539.21-00	FICA TAXES	7,237	7,426	7,624	6,073	(1,551)	4,455
440-3901-539.22-01	GENERAL EMPLOYEES RET SYS	15,058	5,303	11,507	3,518	(7,989)	4,237
440-3901-539.23-04	HMO, EMPLOYEE ONLY	12,656	15,065	21,747	16,958	(4,789)	-
440-3901-539.23-05	HMO, EMPLOYEE +1	9,081	10,785	-	-	-	-
440-3901-539.23-07	LIFE/AD&D	423	585	585	477	(108)	-
440-3901-539.23-08	DENTAL-ORAL HEALTH SVCS	412	306	306	306	0	-
440-3901-539.23-09	VSP-VISION SERVICE PLAN	173	163	14	108	94	-
440-3901-539.23-10	DENTAL- OHS - DUAL	36	-	-	-	-	-
	TOTAL MEDICAL INSURANCE	22,781	26,904	22,652	17,849	(4,803)	12,475
440-3901-539.24-00	WORKER'S COMPENSATION	6,120	7,920	8,314	6,597	(1,717)	6,237
440-3901-539.31-00	PROFESSIONAL SERVICES	34,267	25,711	41,000	-	(41,000)	6,450
440-3901-539.34-00	OTHER CONTRACTUAL SERVICE	9,909	6,640	15,000	18,000	3,000	12,828
440-3901-539.41-06	INTERNET ACCESS	3,270	3,206	3,190	3,247	57	2,162
440-3901-539.43-01	ELECTRICITY	96	110	97	84	(13)	66
440-3901-539.44-00	RENTALS AND LEASES	637	-	-	-	-	-
440-3901-539.45-10	FLEET MAINTENANCE	13,312	18,355	25,000	25,000	-	9,590
440-3901-539.45-30	LIABILITY INSURANCES	29,088	30,096	30,104	27,568	(2,536)	22,581
440-3901-539.46-00	REPAIRS AND MAINTENANCE	4,508	355	15,000	15,000	-	-
440-3901-539.49-80	WASA COLLECTION FEES	15,459	36,516	20,000	35,000	15,000	28,914
440-3901-539.49-90	BAD DEBT EXPENSE	(2,237)	(514)	-	-	-	-
440-3901-539.52-00	OPERATING SUPPLIES	5,728	5,603	10,000	10,000	-	2,373
440-3901-539.52-02	FUEL, OILS, LUBRICANTS	11,793	7,892	10,000	10,000	-	3,626
440-3901-539.52-07	TIRES	985	1,580	3,000	3,000	-	-
440-3901-539.59-00	DEPRECIATION	178,196	178,759	178,000	178,000	-	133,500
440-3901-539.72-00	INTERESTEXPENSE	609	326	900	300	(600)	153
440-3901-539.91-01	MANAGEMENT FEE TO GENERAL FU	60,000	60,000	60,000	60,000	-	45,000
	Total Operating expenses	516,926	524,203	561,049	498,629	(62,420)	352,955
Capital Outlay							
440-3901-539.64-00	MACHINERY & EQUIPMENT	-	-	-	-	-	-
440-3901-539.63-00	IMPROVEMENTS O/T BUILDING	-	-	585,754	-	(585,754)	555,389
	Total Stormwater	516,926	524,203	1,146,803	498,629	(648,174)	908,344

Fiscal Year . . : 2016
Budget Level . . : BUDG
Description . . :

DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
440-3901-539-12-00	REGULAR SALARIES	77,891.00	
440-3901-539-14-00	OVERTIME	1,500.00	
440-3901-539-21-00	FICA TAXES	6,073.00	
440-3901-539-22-01	GENERAL EMPLOYEES RET SYS	3,518.00	
440-3901-539-23-04	HMO, EMPLOYEE ONLY	16,958.00	
440-3901-539-23-07	LIFE/AD&D	477.00	
440-3901-539-23-08	DENTAL-ORAL HEALTH SVCS	306.00	
440-3901-539-23-09	VSP-VISION SERVICE PLAN	108.00	
440-3901-539-24-00	WORKER'S COMPENSATION	6,597.00	
440-3901-539-34-00	OTHER CONTRACTUAL SERVICE	18,000.00	
	00100 NPDES ANNUAL ASSESSMENT		18,000.00
	00200 ALL STATE RESOURCE FOR CANAL MAINTENANCE		.00
	00300 ST OF FLORIDA WASTEWATER REGULATORY FEE		.00
	00400 GEOTECHINCAL MARINE FOR STORM FILTER INSP @ PW		.00
440-3901-539-41-06	INTERNET ACCESS	3,247.00	
440-3901-539-43-01	ELECTRICITY	84.00	
440-3901-539-45-10	FLEET MAINTENANCE	25,000.00	
	00100 REPAIRS, MAINTENANCE, WASHES ON 3 VEHICLES		25,000.00
	00200 REPAIRS ON TRAILERS, GENERATORS, & TRASH PUMPS		.00
	00300 PORTION OF FUEL TRAK MAINTENANCE		.00
440-3901-539-45-30	LIABILITY INSURANCES	27,570.00	
440-3901-539-46-00	REPAIRS AND MAINTENANCE	15,000.00	
	00100 STORM DRAINAGE REPAIRS AS NEEDED		15,000.00
440-3901-539-49-80	WASA COLLECTION FEES	35,000.00	
440-3901-539-52-00	OPERATING SUPPLIES	10,000.00	
	00100 SHOES & UNIFORMS, BACK SUPPORT BELT, GLOVES, EAR		10,000.00
	00200 PLUGS, SAFETY GLASSES, HARD HATS, HAND SANITIZER		.00
	00300 GATORADE, DUST MASK, PAPER TOWEL, CONE CUPS, WASP		.00
	00400 KILLER, CAUTION TAPE, GREASE CARTRIDGES, RAKES,		.00
	00500 VAC-CON DISPOSAL CHARGES & OTHER ITEMS AS NEEDED		.00
	00600 MONEY ORDERS TO MIAMI DADE FOR DISPOSAL		.00
440-3901-539-52-02	FUEL, OILS, LUBRICANTS	10,000.00	
	00100 ESTIMATED FUEL COST FOR 3 VEHICLES		10,000.00
440-3901-539-52-07	TIRES	3,000.00	
	00100 ESTIMATED TIRE REPLACEMENT FOR 3 VEHICLES		3,000.00
	00200 TRAILERS, GENERATORS		.00
440-3901-539-59-00	DEPRECIATION	178,000.00	
440-3901-539-72-00	INTEREST EXPENSE	300.00	
440-3901-539-91-01	ADMINISTRATIVE CHARGE	60,000.00	
* Total Accounts for this Budget Level	22	498,629.00	

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City of Miami Springs													
Department: Public Works - Sanitation Operations													
Position (paygrade)	Employee Name	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/16	Current Pay Range	Date of Annual Review	FY 16-17 Projected Merit Increase	3% COLA Increase	Temp Increase Addtl Duties	Longevity	FY2016-17 Total Pay
Sanitation Foreman PG24	T Cummings	FT	1	1	-	\$53,130	34198-53130	02/26/11		\$1,594		\$1,750	\$56,474
Automated Equipment Operator-PG19	S Griffin	FT	1	1	-	\$48,017	30226-49216	4/22/1991		\$1,441		\$1,750	\$51,208
Automated Equipment Operator-PG19	J Romeo	FT	1	1	-	\$41,468	30226-49216	04/11/11		\$1,244		\$1,000	\$43,712
Refuse Truck Driver-PG13	J Crumpler	FT	1	1	-	\$31,110	30226-49216	02/02/15		\$933		\$0	\$32,043
Automated Equipment Operator-PG19	C Sanchez	FT	1	1	-	\$48,017	30226-49216	4/27/1981		\$1,441	\$0	\$1,750	\$51,208
Automated Equipment Operator-PG19	A Torre	FT	1	1	-	\$48,017	29633-43946	1/26/1988		\$1,441		\$1,750	\$51,208
Refuse Truck Driver-PG13	A Dominguez	FT	1	1	-	\$41,396	25549-37886	8/2/1993		\$1,242		\$1,750	\$44,388
Automated Equipment Operator-PG19	C Postell	FT	1	1	-	\$30,910	30226-49216	06/14/11		\$927		\$0	\$31,837
Refuse Truck Driver-PG13	J Bergueiro	FT	1	1	-	\$31,325	26060-41396	02/28/05		\$940		\$1,000	\$33,265
Automated Equipment Operator-PG19	R Gonzalez	FT	1	1	-	\$39,320	30226-49216	7/26/2011		\$1,180		\$1,500	\$42,000
Refuse Truck Driver-PG13	VACANT	FT	1	1	-	\$35,885	26060-41396	11/07/11		\$0		\$0	\$35,885
Refuse Collector-PG10	W O'neal	FT	1	1	-	\$38,440	24201-38440	3/1/2006		\$1,153		\$1,000	\$40,593
Refuse Collector-PG10	D Olivas	FT	1	1	-	\$37,772	24201-38440	04/01/11		\$1,133		\$1,500	\$40,405
Total projections		FT	-	-	-	\$0				\$0		\$0	\$0
			13	13	0	\$524,807			\$0	\$14,668		\$14,750	\$554,225

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City of Miami Springs													
Department: Public Works - Storm water Operations													
Position (paygrade)	Employee Name	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/16	Current Pay Range	Date of Annual Review	FY 16-17 Projected Merit Increase	3% COLA Increase	Temp Increase Addtl Duties	Longevity	FY2016-17 Total Pay
Heavy Equipment Operator-PG14	R Perez	FT	-	-	-	\$0	22541-33421	11/10/08		\$0		\$0	\$0
Maintenance Worker II-PG10	Vassell, Errol	FT	1	1	-	\$42,437	26191-38839	12/21/92	\$0	\$1,273		\$1,500	\$45,210
		FT	1	1	-	\$31,244	23726-35181	06/04/11		\$937		\$500	\$32,681
Total projections		FT	0	0	-	\$0				\$0		\$0	\$0
			2	2	0	\$73,681			\$0	\$2,210		\$2,000	\$77,891

City of Miami Springs													
Department: Road & Transportation													
Position (paygrade)	Employee Name	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/15	Current Pay Range	Date of Annual Review	FY 15-16 Projected Merit Increase	3% COLA Increase	Temp Increase Addtl Duties	Longevity	FY2015-16 Total Pay
Operations Supervisor-PG26	L Garaboa	FT	1	1	-	\$54,877	33527-49715	06/12/00	\$0	\$1,646		\$1,500	\$58,023
Total projections			1	1	0	\$54,877			\$0	\$1,646		\$1,500	\$58,023

SECTION 21

BUILDING DEPARTMENT

MISSION STATEMENT

The purpose of the Building Department is to guarantee that construction, alterations and improvements to the buildings where we work, visit and live are safe to occupy and operate. With our team of educated and experienced staff members we can guarantee safety and stable design through careful review of plans documents that are submitted to us and through required inspections during the construction of permitted buildings and structures. We utilize adopted building standards from State, County and City agencies. We also ensure that the contractors performing these construction and improvement projects are properly licensed and insured. Additionally, we are fortunate to have a joint Building and Code Compliance Department that works closely together to ensure that construction and alteration projects are accurately permitted and inspected.

Building Department

The responsibilities of Building include receiving permit applications, plans and miscellaneous documentation for review and processing requests for building permits. Plans are reviewed for standards, provisions and requirements for safe and stable designs, methods and uses of construction, standards for workmanship and uses of materials. They are also checked for compliance with standards for building materials used in buildings and/or structures hereafter erected, constructed, enlarged, repaired, moved, or otherwise altered or demolished in accordance with the Florida Building Code, as amended from time to time.

Goals

- Establish Building function as a separate Special Revenue Fund.
- Contact at least 20% of the number of customers who visit the Department daily to check on customer service and satisfaction.
- Perform a final inspection on all permits issued and close them within 6 months of the issue date, provided that the work has been completed to code.
- Continue to Educate the Staff, Residents, and Contractors in our community to continue promoting safety, and stable designs in all construction and improvements permitted in our City.

Objectives

- Continue to constantly improve customer service by soliciting feedback from at least 20% of our customers and using that feedback as a basis for ongoing departmental improvement.
- To insure that 90% of all Building Permits are processed and handled in a timely manner, thus avoiding a backlog of open permits and the possibility of work being completed without proper inspections.
- To plan for expanded Building/permitting activity in the commercial sector. New construction along the Airport Highway Marine district is anticipated to increase dramatically over the next 12-24 months. This may mean the need for additional or outside contract inspectors and plan reviewers.
- Join the CRS program, and acquire discounts for flood insurance for our residents.

2015-16 Accomplishments

- Commenced the scanning process to completely digitize the filing system in our department, to facilitate plans records to the Public and Staff.

Building Department

2015-16 Accomplishments (continued)

- With the implementation of the new website in recent weeks, we have managed to execute a more user friendly interface; making information more accessible and easier to find for our customers.
- Continued the process of joining the CRS program, where we have earned required points for attending continued education workshops and completing several activities in the CRS manual.
- Hired and successfully trained two new Building Specialists, making our department fully staffed.
- Performed over 1,200 Building Plan Reviews.
- Performed over 2,900 Building Inspections.
- Provided customer service to 8,621 over the counter. (An average of 50/Day for over 170 days)
- Reduced turn-around time for Permits submitted.
- Revised Permit Application to be inclusive of essential required information for permitting, Flood review and staff use.
- Commenced Flood review to assess Substantial Improvements and regulate buildings in the floodplain.
- Implemented procedure to address and close expired permits.
- Amended Fee Schedule to reflect current trending fees comparable to other Building Department.
- Effectively processed 593 permits.
- Contacted & surveyed over 150 customers. (Approximately 20% of customers)

FY2015-16 Budget Highlights

- Proposed budget is \$38,457 or 8.3% higher than FY2015/16.
- Increase is due to additional funding for Inspector pay due to expected increase in building activity next fiscal year from new hotel construction.

Building Department

FY2015-16 Budget Highlights (continued)

- In accordance to State laws, the fees generated by the building function should be used for the exclusive purpose of funding the operating costs of the building function.
- Budget Summary:

Budgeted Revenues	\$768,000
Budgeted Expenditures	<u>\$503,889</u>
Operating surplus before indirect costs	\$264,111
Indirect cost allocation	<u>(\$230,262)</u>
Net surplus of the Department	<u>\$ 33,849</u>

CITY OF MIAMI SPRINGS
BUILDING DEPARTMENT
FISCAL YEAR ENDED 9/30/17

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2015-16 AMENDED BUDGET</u>	<u>FY2016-17 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AS OF 6/30/16</u>
BUILDING DEPARTMENT:					
145-2401-524.12-00	REGULAR SALARIES	216,236	222,891	6,655	134,357
145-2401-524.13-01	INSPECTOR PAY	40,000	70,000	30,000	46,808
145-2401-524.14-00	OVERTIME			-	125
145-2401-524.21-00	FICA TAXES	16,979	20,005	3,026	13,902
145-2401-524.22-01	GENERAL EMPLOYEES RET SYS	25,349	23,995	(1,354)	18,602
145-2401-524.22-04	ICMA	-		-	-
	TOTAL MEDICAL/LIFE INSURANCE	35,629	35,802	173	18,721
145-2401-524.24-00	WORKER'S COMPENSATION	6,790	7,762	972	5,094
145-2401-524.34-00	CONTRACTUAL SERV - INSPECTORS	75,000	85,000	10,000	50,715
145-2401-524.34-09	CONTRACTUAL SERV - OTHER	20,000	-	(20,000)	261
145-2401-524.40-00	TRAVEL AND PER DIEM	2,000	5,800	3,800	2,880
145-2401-524.41-01	TELEPHONE	1,920	1,995	75	1,515
145-2401-524.41-02	CELLULAR TELEPHONE	2,521	1,876	(645)	427
145-2401-524.41-03	POSTAGE	720	936	216	426
145-2401-524.41-06	INTERNET ACCESS	1,040	1,085	45	1,736
145-2401-524.44-00	RENTALS AND LEASES	1,680	1,500	(180)	354
145-2401-524.45-30	LIABILITY INSURANCES	5,868	6,642	774	4,401
145-2401-524.46-00	REPAIRS AND MAINTENANCE	2,800	2,800	-	1,191
145-2401-524.47-00	PRINTING AND BINDING	700	700	-	176
145-2401-524.49-00	CREDIT CARD FEES/BANK CHARGES	3,080	3,500	420	5,836
145-2401-524.51-00	OFFICE SUPPLIES	1,400	1,500	100	376
145-2401-524.52-00	OPERATING SUPPLIES	2,320	2,300	(20)	900
145-2401-524.52-03	UNIFORMS	1,400	2,000	600	824
145-2401-524.54-00	DUES, MEMBERSHIPS, SUBS	1,000	1,000	-	105
145-2401-524.58-00	EDUCATION AND TRAINING	1,000	2,000	1,000	110
145-2401-524.64-00	MACHINERY & EQPT	-	2,800	2,800	
** BUILDING DEPARTMENT		465,432	503,889	38,457	309,842

Fiscal Year . . : 2016
 Budget Level . . : BUDG
 Description . . :

DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
145-2401-524-12-00	REGULAR SALARIES	222,891.00	
145-2401-524-13-01	BUILDING INSPECTORS	70,000.00	
		00100 PROPOSED 3% COLA INCREASE.	222,891.00
		00100 ELECTRICAL INSPECITONS AND PLAN REVIEWS.	40,000.00
		00200 PLUMBING INSPECITONS AND PLAN REVIEWS.	15,000.00
		00300 STRUCTURAL REVIEW.	15,000.00
		00400 ALL ABOVE BASED UPON CURRENT RUNNING RATES.	.00
		00500 STRUCTURAL REVIEW CHANGED FROM CONTR. TO SALARY.	.00
145-2401-524-21-00	FEDERAL PAYROLL TAXES	20,005.00	
145-2401-524-22-01	GENERAL	23,995.00	
145-2401-524-23-07	LIFE/AD&D	1,379.00	
145-2401-524-23-08	DENTAL - OHS - EMPLOYEE	735.00	
145-2401-524-23-09	VSP - VISION - EMPLOYEE	260.00	
145-2401-524-23-19	HMO - EMPLOYEE + CHILDREN	33,427.00	
145-2401-524-24-00	WORKER'S COMPENSATION	7,762.00	
145-2401-524-34-00	OTHER CONTRACTUAL SERVICE	85,000.00	
		00100 PROVIDED BY FINANCE DEPARTMENT.	7,762.00
		00100 MECHANICAL INSPECTIONS AND REVIEWS.	14,000.00
		00200 BUILDING INSPECTIONS AND REVIEWS.	50,000.00
		00300 ADDITIONAL BUILDING INSPECTOR.	21,000.00
145-2401-524-40-00	TRAVEL AND PER DIEM	5,800.00	
145-2401-524-41-01	TELEPHONE: BASE & LOCAL	1,995.00	
145-2401-524-41-02	CELLULAR TELEPHONE	1,876.00	
145-2401-524-41-03	POSTAGE	936.00	
145-2401-524-41-06	INTERNET ACCESS	1,085.00	
145-2401-524-44-00	RENTALS AND LEASES	1,500.00	
145-2401-524-45-30	RISK MANAGEMENT	6,644.00	
145-2401-524-46-00	REPAIRS AND MAINTENANCE	2,800.00	
145-2401-524-47-00	PRINTING AND BINDING	700.00	
145-2401-524-49-00	OTHER CURRENT CHARGES	3,500.00	
145-2401-524-51-00	OFFICE SUPPLIES	1,500.00	
145-2401-524-52-00	OPERATING SUPPLIES	2,300.00	
		00100 PROVIDED BY FINANCE DEPARTMENT.	1,995.00
		00100 PROVIDED BY FINANCE DEPARTMENT.	1,876.00
		00100 PROVIDED BY FINANCE DEPARTMENT.	936.00
		00100 PROVIDED BY FINANCE DEPARTMENT.	1,085.00
		00100 BASED ON PRIOR YEAR TRENDS.	1,500.00
		00100 PROVIDED BY FINANCE DEPARTMENT.	6,633.00
		00100 BASED ON PRIOR YEAR TRENDS.	2,800.00
		00100 PROVIDED BY FINANCE DEPARTMENT.	700.00
		00100 PROVIDED BY FINANCE DEPARTMENT.	3,500.00
		00100 BASED ON PRIOR YEAR TRENDS.	1,500.00
		00100 BASED ON PRIOR YEAR TRENDS.	2,300.00

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Fiscal Year . . : 2016
Budget Level . . : BUDG
Description . . :

DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
145-2401-524-52-03	UNIFORMS	2,000.00	
		00100 BASED ON PRIOR YEAR TRENDS.	2,000.00
		00200 ADDITIONAL BUILDING SPECIALIST.	.00
145-2401-524-54-00	DUES, MEMBERSHIPS, SUBS	1,000.00	
		00100 BASED ON PRIOR YEAR TRENDS.	1,000.00
145-2401-524-58-00	EDUCATION AND TRAINING	2,000.00	
		00100 ADDITIONAL FLOOD SEMINAR.	2,000.00
145-2401-524-64-00	MACHINERY AND EQUIPMENT	2,800.00	
		00100 BASED ON PRIOR YEAR TRENDS.	2,800.00
145-2401-524-91-01	ADMINISTRATIVE CHARGE	230,262.00	
* Total Accounts for this Budget Level	27	734,152.00	

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Basis for FY 2016-17 Salary Projections

Base Salary for each position:

Adjustment includes:

Max Annual merit increase for position

Cost of living Adjustment

CPI for all urbans (Apr to Apr)

Estimate used for COLA Projection

Calculations is based upon current earnings at 2,080 hours

0.0%

0.0%

0.00%

3.00% *to be effective on 10-01-2016*

[::

City of Miami Springs												
Department: Building												
Position(Paygrade)	Employee name	FT PT	Amended Budget	Qty	Fav (Unf)	Salary at 4/30/2016	Date of Annual Review	FY2017 Projected Merit Increase	3% COLA Increase	Longevity	Other	FYFY2017 Projection
Buiding Specialist I-PG 15	Linda Hurtado	FT	1	1	0	\$29,331		\$0	\$880	\$0	\$0	\$30,211
Buiding Specialist III-PG24	Awilda Rivera	FT	1	1	0	\$37,318		\$0	\$1,120	\$0	\$0	\$38,438
Buiding Specialist I-PG 15	Mary Arguedas	FT	1	1	0	\$30,000		\$0	\$900	\$0	\$0	\$30,900
Buiding Specialist I-PG15	R Quintero	FT	1	1	0	\$32,550		\$0	\$977	\$0	\$0	\$33,527
Building Official/Director	Ulises Fernandez	FT	1	1	0	\$87,200			\$2,616	\$0	\$0	\$89,816
Inspectors	Inspectors		n/a	n/a	0	\$70,000						\$70,000
Total projections			5.0	5.0	0	\$286,399		\$0	\$6,492	\$0	\$0	\$292,891

**CITY OF MIAMI SPRINGS
ASSET ACQUISITION REQUEST
FOR FY 2015-2016 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: BUILDING DEPARTMENT

Description of equipment requested

Estimated Cost

①	MAPPING SOFTWARE	1,600.00
②	TABLET	1,200.00
		\$ -
		\$ -
		\$ -
		\$ -
Total budget request:		\$ 2,800.00

Detail any grant or additional funding sources for this project

Funding

	\$ -
	\$ -
	\$ -
	\$ -
Total additional funding	\$ -

Reason why equipment is needed

- ① SOFTWARE WILL ENABLE THE MAPPING OF FLOODPLAINS.
- ② TABLET WILL ALLOW CODE COMPLIANCE OFFICERS TO VERIFY STATUS OF PROPERTIES WHILE ON THE FIELD.

Expected cost savings from this acquisition(if any)

Expected Savings

	\$ -


Department Head Signature

City Manager Approval

CITY OF MIAMI SPRINGS
BUILDING CODE COMPLIANCE DEPARTMENT

FY 2014-15
BUDGET

BUILDING REVENUES

Line Item Revenue	FY13-14	FY14-15	FY15-16	FY15-16	FY16-17
	Actual	Actual	AMENDED BUDGET	Actual As of 6/30/16	Budget
Building Permits	414,313	108,265	295,196	87,576	\$ 300,000
Electrical Permits	90,186	59,335	75,000	38,017	\$ 80,000
Plumbing Permits	47,490	31,218	50,000	23,986	\$ 45,000
Roofing Permits	68,744	77,058	60,000	74,109	\$ 65,000
Mechanical Permits	54,504	27,656	20,000	42,348	\$ 40,000
Certification of Completions	3,850	2,440	2,000	1,255	\$ 2,000
Structural Permits	26,260	23,256	20,000	21,552	\$ 20,000
Other Permits	199,419	176,858	195,000	170,668	\$ 200,000
Application Fees	-	-	-	10,750	\$ 15,000
POD Permit fees	1,350	1,625	1,000	875	\$ 1,000
	906,116	507,711	718,196	471,136	768,000

#REF!

PLANNING AND ZONING FEES

Line Item Revenue	FY13-14	FY14-15	FY15-16	FY15-16	FY16-17
	Actual	Actual	AMENDED BUDGET	Actual As of 6/30/16	Budget
Zoning Review Fes	30,053	35,600	35,000	29,000	\$ 35,000
Board Fees	8,460	11,170	12,000	2,610	\$ 12,000
Miscellaneous Fees	4,000	-	-	520	\$ 1,000

80000

11350

6000

97350

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SECTION 22

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 2016-17 Budget Highlights

- There are no major changes this year, this department only accounts for the subsidy to the Elderly Services Department and the transfer to the Debt Service Fund for payment of P&I on outstanding debt.

- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$1,437,767</u>
Net cost of Department	<u>\$1,437,767</u>

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CITY OF MIAMI SPRINGS
NON-DEPARTMENTAL BUDGET
FISCAL YEAR ENDING 9/30/17

<u>ACCOUNT NUMBER</u> NON-DEPARTMENTAL	<u>ACCOUNT DESCRIPTION</u>	<u>FY2013-14</u> <u>ACTUALS</u>	<u>FY2014-15</u> <u>ACTUALS</u>	<u>FY2015-16</u> <u>AMENDED</u> <u>BUDGET</u>	<u>FY2016-17</u> <u>Departmental</u> <u>Request</u>	<u>Dollar</u> <u>Increase</u> <u>(Decrease)</u>	<u>YTD</u> <u>ACTUALS</u> <u>AS OF 6/30/16</u>
001-0901-519.49-90	BAD DEBT EXPENSE	28,903	3,502	-	-	-	-
001-0901-519.91-06	TRANSFERS TO SENIOR CTR F	110,622	127,460	176,229	177,646	1,417	-
001-0901-519.91-10	TRANSFERS TO CAPITAL PROJECTS			61,609	-	(61,609)	61,609
001-0901-519.91-05	Tsfer to Debt Service Fund	351,205	802,189	1,050,700	1,260,121	209,421	795,528
** Non-Departmental		490,730	933,151	1,288,538	1,437,767	149,229	857,137

**CITY OF MIAMI SPRINGS
DROP PARTICIPANTS**

GENERAL EMPLOYEES' RETIREMENT SYSTEM

LAST NAME	FIRST NAME & MI	DATE ENTERING DROP	END OF DROP	COMMENTS
HERNANDEZ	ROSITA	2/1/12	1/31/17	
VASALLO	FLORENTINO F.	4/1/12	3/30/17	
PAZ	ALLENE M.	1/1/13	12/31/17	
FOSTER	CAROL A.	1/8/13	1/31/18	
DOMINGUEZ	ARMANDO	10/1/13	9/30/18	
PEREZ	RAFAEL	12/1/13	11/30/18	
GARCIA	TULIO J.	2/1/14	1/31/19	
ROSSON	KAREN	2/1/14	1/31/19	
TORRE	ARMANDO	9/1/14	8/31/19	
MANN-BRAD	PATRICIA A.	10/2/14	10/31/19	

POLICE & FIREFIGHTERS' RETIREMENT SYSTEM

LAST NAME	FIRST NAME & MI	DATE ENTERING DROP	END OF DROP	COMMENTS
BUCKNER	RAYMOND B.	3/1/12	2/29/17	
CLARK	JEFFREY S.	4/1/12	3/30/17	
NAVARRO	CHARLENE M.	10/1/12	9/30/17	
SCHUBERT	CHARLES W.	3/1/14	2/28/19	
MULLA	JOHN M.	8/1/14	7/31/19	
CATES	DARRYL	5/1/16	4/30/21	



MIAMI-DADE COUNTY
PROPERTY APPRAISER
ADMINISTRATIVE DIVISION

PEDRO J. GARCIA
PROPERTY APPRAISER

May 31, 2016

The Honorable Xavier M. Garcia, Mayor
City of Miami Springs
201 Westward Drive
Miami Springs, FL 33166

RE: 2016 ASSESSMENT ROLL ESTIMATE

Dear Mayor Garcia:

The June 1st estimate information listed below is being provided in accordance with Section 200.065(8), Florida Statutes, so that you may start preparing for next year's budget.

It is important to note that July 1st is the official certification date for the 2016 assessment roll. June 1st is only an estimate, which is subject to change.

If you have questions or need clarification, you may contact me at 305-375-4004.

\$1,049,000,000

Sincerely,

A handwritten signature in blue ink, appearing to read "Pedro J. Garcia", is written over a horizontal line.

Pedro J. Garcia, MNAA
Property Appraiser

cc: Ron Gorland, Manager



Reset Form

Print Form

CERTIFICATION OF TAXABLE VALUEDR-420
R. 5/12
Rule 12D-16.002
Florida Administrative Code
Effective 11/12

Year : 2016	County : MIAMI-DADE
Principal Authority : CITY OF MIAMI SPRINGS	Taxing Authority : CITY OF MIAMI SPRINGS

SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value of real property for operating purposes	\$	983,845,220	(1)
2.	Current year taxable value of personal property for operating purposes	\$	66,824,570	(2)
3.	Current year taxable value of centrally assessed property for operating purposes	\$	86,346	(3)
4.	Current year gross taxable value for operating purposes <i>(Line 1 plus Line 2 plus Line 3)</i>	\$	1,050,756,136	(4)
5.	Current year net new taxable value (Add new construction, additions, rehabilitative improvements increasing assessed value by at least 100%, annexations, and tangible personal property value over 115% of the previous year's value. Subtract deletions.)	\$	15,474,651	(5)
6.	Current year adjusted taxable value <i>(Line 4 minus Line 5)</i>	\$	1,035,281,485	(6)
7.	Prior year FINAL gross taxable value from prior year applicable Form DR-403 series	\$	972,578,363	(7)
8.	Does the taxing authority include tax increment financing areas? If yes, enter number of worksheets (DR-420TIF) attached. If none, enter 0	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Number 0	(8)
9.	Does the taxing authority levy a voted debt service millage or a millage voted for 2 years or less under s. 9(b), Article VII, State Constitution? If yes, enter the number of DR-420DEBT, <i>Certification of Voted Debt Millage</i> forms attached. If none, enter 0	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Number 0	(9)
SIGN HERE	Property Appraiser Certification		I certify the taxable values above are correct to the best of my knowledge.	
	Signature of Property Appraiser:		Date :	
	Electronically Certified by Property Appraiser		7/1/2016 10:15 AM	


SECTION II : COMPLETED BY TAXING AUTHORITY

If this portion of the form is not completed in FULL your taxing authority will be denied TRIM certification and possibly lose its millage levy privilege for the tax year. If any line is not applicable, enter -0-.

10.	Prior year operating millage levy <i>(If prior year millage was adjusted then use adjusted millage from Form DR-422)</i>	0.0000	per \$1,000	(10)
11.	Prior year ad valorem proceeds <i>(Line 7 multiplied by Line 10, divided by 1,000)</i>	\$	0	(11)
12.	Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value <i>(Sum of either Lines 6c or Line 7a for all DR-420TIF forms)</i>	\$	0	(12)
13.	Adjusted prior year ad valorem proceeds <i>(Line 11 minus Line 12)</i>	\$	0	(13)
14.	Dedicated increment value, if any <i>(Sum of either Line 6b or Line 7e for all DR-420TIF forms)</i>	\$	0	(14)
15.	Adjusted current year taxable value <i>(Line 6 minus Line 14)</i>	\$	1,035,281,485	(15)
16.	Current year rolled-back rate <i>(Line 13 divided by Line 15, multiplied by 1,000)</i>	0.0000	per \$1000	(16)
17.	Current year proposed operating millage rate	0.0000	per \$1000	(17)
18.	Total taxes to be levied at proposed millage rate <i>(Line 17 multiplied by Line 4, divided by 1,000)</i>	\$	0	(18)

Continued on page 2

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19.	TYPE of principal authority (check one)	<input type="checkbox"/> County	<input type="checkbox"/> Independent Special District	(19)
		<input checked="" type="checkbox"/> Municipality	<input type="checkbox"/> Water Management District	
20.	Applicable taxing authority (check one)	<input checked="" type="checkbox"/> Principal Authority	<input type="checkbox"/> Dependent Special District	(20)
		<input type="checkbox"/> MSTU	<input type="checkbox"/> Water Management District Basin	
21.	Is millage levied in more than one county? (check one)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	(21)
DEPENDENT SPECIAL DISTRICTS AND MSTUs			STOP HERE - SIGN AND SUBMIT	
22.	Enter the total adjusted prior year ad valorem proceeds of the principal authority, all dependent special districts, and MSTUs levying a millage. <i>(The sum of Line 13 from all DR-420 forms)</i>	\$	0	(22)
23.	Current year aggregate rolled-back rate <i>(Line 22 divided by Line 15, multiplied by 1,000)</i>	0.0000	per \$1,000	(23)
24.	Current year aggregate rolled-back taxes <i>(Line 4 multiplied by Line 23, divided by 1,000)</i>	\$	0	(24)
25.	Enter total of all operating ad valorem taxes proposed to be levied by the principal taxing authority, all dependent districts, and MSTUs, if any. <i>(The sum of Line 18 from all DR-420 forms)</i>	\$	0	(25)
26.	Current year proposed aggregate millage rate <i>(Line 25 divided by Line 4, multiplied by 1,000)</i>	0.0000	per \$1,000	(26)
27.	Current year proposed rate as a percent change of rolled-back rate <i>(Line 26 divided by Line 23, minus 1, multiplied by 100)</i>		0.00 %	(27)
First public budget hearing		Date :	Time :	Place :
S I G N H E R E	Taxing Authority Certification		I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.	
	Signature of Chief Administrative Officer :			Date :
	Title :		Contact Name and Contact Title :	
	RON GORLAND, CITY MANAGER		WILLIAM ALONSO, CPA, CGFO, ASSISTANT CITY MANAGER/FINANCE DIRECTOR	
	Mailing Address :		Physical Address :	
201 WESTWARD DRIVE		201 WESTWARD DRIVE		
City, State, Zip :		Phone Number :	Fax Number :	
MIAMI SPRINGS, FL 33166		305/805-5014	305/805-5037	

Instructions on page 3

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