

# **Building and Code Compliance Department**

## **Mission Statement**

**The mission of the Building & Code Compliance Department is to ensure the safe and stable design, methods of construction, standards of workmanship and use of proper material in buildings/structures erected or altered. The department also assists residents in complying with the city code of ordinances.**

## **Building & Code Compliance**

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The department is the combined functions of Building & Code Compliance.

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.

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.

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### **Goals**

Contact at least 10% 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.

Collect appropriate fees and issue renewal Occupational Licenses for all licensed businesses in the City, with all licenses renewed no later than January 31, 2013.

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**

To constantly improve customer service by soliciting feedback from at least 10% 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.

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.

## **Building & Code Compliance**

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### **Objectives (continued)**

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.

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.

Continue to update all City Codes to meet current needs.

Continue to update fee structure to provide a self funding economic base for the Department.

### **2012-13 Accomplishments**

- >Hired and trained two new Building Specialists
- >Hired and trained one new Part Time Code Compliance Officer
- >Maintained a high level of service in spite of Personnel turnover
- >Maintained expenditures below Budget (Currently projected at approximately \$56,000)
- >Kept Overtime at an all time record low, in spite of manpower turnover
- >Generated revenues ahead of Budget (currently projected at approximately \$66,000)
- >Prosecuted all Cases before the Code Enforcement Board successfully
- >Generated record high Code Enforcement revenues from fines, liens and fees
- >Completed three major Code Compliance sweeps of the City
- >Assisted the City Attorney in presenting Code change recommendations to the Council
- >Performed 104 inspections for Certificates of Re-Occupancy (as of May 31)
- >Performed 37 Survey Affidavit inspections (as of May 31)
- >Created 1,113 new Code Compliance cases (as of May 31)
- >Performed 1,920 Code Compliance inspections (as of May 31)

## **Building & Code Compliance**

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## **Building & Code Compliance**

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### **FY2013-14 Budget Highlights**

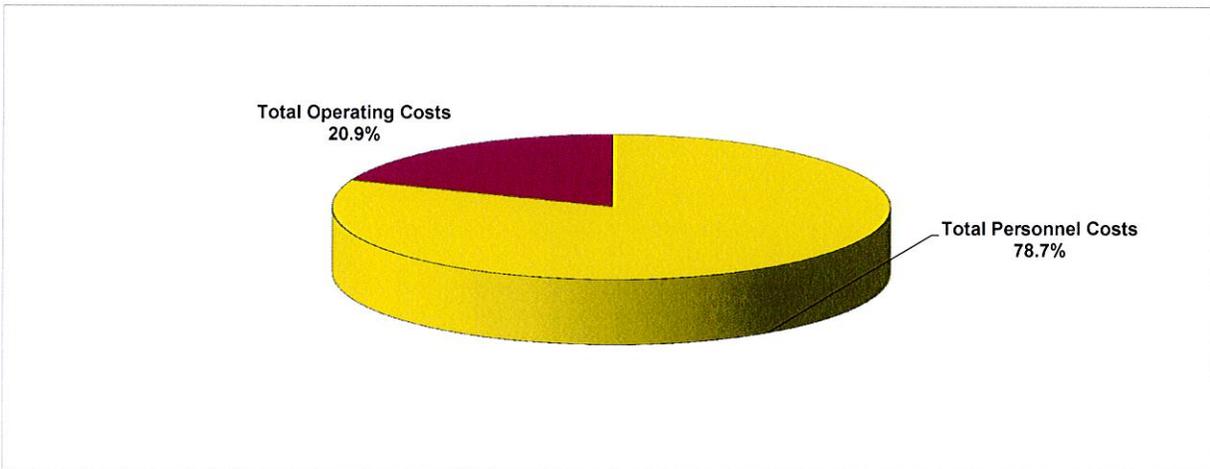
- Proposed budget is \$ 21,525 or 3.7% higher than FY2012/2013, however this is offset by a budgeted increase in revenues of approximately \$82,000 or 12%.

- Budget Summary:

Budgeted Revenues	\$759,200
Budgeted Expenditures	<u>\$603,670</u>
Operating surplus before indirect costs	\$155,530
Indirect cost allocation	<u>(\$298,694)</u>
Net cost of Department	<u>(\$143,164)</u>

**BUILDING & CODE COMPLIANCE DEPARTMENT**  
Expenditure Detail

	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended Budget	FY 2013-14 Budget	% of Total	% Change from 2012-13
<b>PERSONNEL</b>						
Salaries	\$ 197,845	\$ 201,105	\$ 199,647	\$ 218,425	36.2%	9.4%
Part Time Year Round	156,047	185,477	170,160	167,000	27.7%	-1.9%
Overtime	6,293	1,862	-	-	0.0%	0.0%
Payroll Taxes	26,101	28,540	26,186	26,724	4.4%	2.1%
Pension & Retirement	19,672	29,062	23,692	28,111	4.7%	18.7%
Health Insurance	26,893	34,090	30,890	40,462	6.7%	31.0%
Workers' Compensation	2,514	3,577	7,400	7,660	1.3%	3.5%
<b>Total Personnel Costs</b>	<b>\$ 435,365</b>	<b>\$ 483,713</b>	<b>\$ 457,975</b>	<b>\$ 488,382</b>	<b>80.9%</b>	<b>6.6%</b>
<b>OPERATING</b>						
Contractual Services	63,750	69,690	80,135	70,000	11.6%	-12.6%
Travel & Related Costs	2,025	1,862	1,000	1,331	0.2%	0.0%
Repairs and Maintenance	-	2,562	3,188	5,000	0.8%	0.0%
Uniforms	1,549	1,262	3,129	2,000	0.3%	-36.1%
Rentals & Lease	2,411	2,391	2,400	2,300	0.4%	-4.2%
Printing & Binding	-	1,003	2,500	1,000	0.2%	-60.0%
Postage	1,065	1,065	1,294	1,246	0.2%	-3.7%
Office Supplies	1,111	2,622	2,500	2,500	0.4%	0.0%
Operating Supplies	1,857	1,523	3,000	3,000	0.5%	0.0%
Dues, Memberships & Subsc.	369	40	500	500	0.1%	0.0%
Training & Education	1,148	967	500	500	0.1%	0.0%
Liability Insurance	9,381	10,076	8,358	9,269	1.5%	10.9%
Fleet Maintenance	5,437	6,137	5,000	6,500	1.1%	30.0%
Telephone/Internet	9,766	13,075	9,887	10,142	1.7%	2.6%
<b>Total Operating Costs</b>	<b>\$ 99,869</b>	<b>\$ 114,275</b>	<b>\$ 123,391</b>	<b>\$ 115,288</b>	<b>19.1%</b>	<b>-6.6%</b>
<b>CAPITAL OUTLAY</b>						
Machinery & Equipment	2,470	1,022	779	-	0.0%	-100.0%
<b>Total Capital Outlay</b>	<b>\$ 2,470</b>	<b>\$ 1,022</b>	<b>\$ 779</b>	<b>\$ -</b>	<b>0.0%</b>	<b>-100.0%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 537,704</b>	<b>\$ 599,010</b>	<b>\$ 582,145</b>	<b>\$ 603,670</b>	<b>100.0%</b>	<b>3.7%</b>



**Personnel Summary**

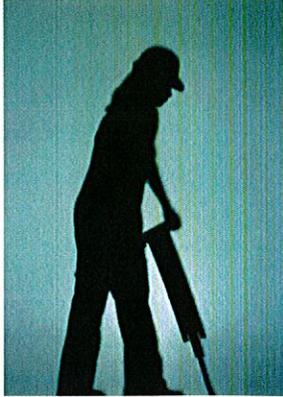
	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended Budget	FY 2013-14 Budget	% of Total	% Change from 2012-13
Building Specialist II,III	1	1	1	1	6.7%	0.0%
Building Specialist I	2	2	2	2	13.3%	0.0%
Code Compliance Officers	1	1	1	1	6.7%	0.0%
B&C Director	1	1	1	1	6.7%	0.0%
<b>Total Full Time Employees</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>33.3%</b>	<b>0.0%</b>
Inspectors	8	8	8	8	53.3%	0.0%
Building Official	1	1	1	1	6.7%	0.0%
Code Compliance Officers	2	2	1	1	6.7%	0.0%
<b>Total Part-Time Employees</b>	<b>11</b>	<b>11</b>	<b>10</b>	<b>10</b>	<b>66.7%</b>	<b>0.0%</b>
<b>DEPARTMENT TOTAL</b>	<b>16</b>	<b>16</b>	<b>15</b>	<b>15</b>	<b>100.0%</b>	<b>0.0%</b>

CITY OF MIAMI SPRINGS  
 BUILDING & CODE COMPLIANCE  
 FISCAL YEAR ENDED 9/30/14

ACCOUNT NUMBER BUILDING & CODE COMPLIANCE	ACCOUNT DESCRIPTION	FY2010-11 ACTUALS	FY2011-12 ACTUALS	FY2012-13 AMENDED BUDGET	FY2013-14 Departmental Request	Dollar Increase (Decrease)	YTD ACTUALS AS OF 6/30/2013	YTD FY2013-14 PROJECTED
001-2401-524.12-00	REGULAR SALARIES	197,845	201,105	199,647	218,425	18,778	145,896	194,528
001-2401-524.13-00	PART TIME YEAR ROUND	125,609	152,927	130,160	127,000	(3,160)	70,909	106,364
001-2401-524.13-01	INSPECTOR PAY	30,438	32,550	40,000	40,000	-	34,190	45,587
001-2401-524.14-00	OVERTIME	6,293	1,862	-	-	-	110	147
001-2401-524.21-00	FICA TAXES	26,101	28,540	26,186	26,724	538	18,916	25,221
001-2401-524.22-01	GENERAL EMPLOYEES RET SYS	18,710	28,810	23,692	28,111	4,419	18,146	24,195
001-2401-524.22-04	ICMA	962	252	-	-	-	-	-
	TOTAL MEDICAL/LIFE INSURANCE	26,893	34,090	30,890	40,462	9,572	28,438	37,917
001-2401-524.24-00	WORKER'S COMPENSATION	2,514	3,577	7,400	7,660	260	5,553	7,404
001-2401-524.34-00	CONTRACTUAL SERV - INSPECTORS	63,750	69,690	80,135	70,000	(10,135)	59,315	79,087
001-2401-524.40-00	TRAVEL AND PER DIEM	2,025	1,862	1,000	1,331	331	1,391	1,855
001-2401-524.41-01	TELEPHONE	4,397	5,408	1,852	2,136	284	2,388	3,184
001-2401-524.41-02	CELLULAR TELEPHONE	3,518	3,692	5,491	5,462	(29)	2,704	3,605
001-2401-524.41-03	POSTAGE	1,065	1,065	1,294	1,246	(48)	533	711
001-2401-524.41-06	INTERNET ACCESS	1,851	3,975	2,544	2,544	-	1,883	2,511
001-2401-524.44-00	RENTALS AND LEASES	2,411	2,391	2,400	2,300	(100)	1,730	2,307
001-2401-524.45-10	FLEET MAINTENANCE	3,187	2,426	2,500	4,000	1,500	2,537	3,383
001-2401-524.45-30	LIABILITY INSURANCES	9,381	10,076	8,358	9,269	911	6,273	8,364
001-2401-524.46-00	REPAIRS AND MAINTENANCE	-	2,562	3,188	5,000	1,812	4,354	5,805
001-2401-524.47-00	PRINTING AND BINDING	-	1,003	2,500	1,000	(1,500)	-	-
001-2401-524.51-00	OFFICE SUPPLIES	1,111	2,622	2,500	2,500	-	1,586	2,115
001-2401-524.52-00	OPERATING SUPPLIES	1,857	1,523	3,000	3,000	-	4,665	6,220
001-2401-524.52-02	FUEL, OILS, LUBRICANTS	2,250	3,524	2,000	2,000	-	1,617	2,156
001-2401-524.52-03	UNIFORMS	1,549	1,262	3,129	2,000	(1,129)	308	411
001-2401-524.52-07	TIRES	-	187	500	500	-	338	451
001-2401-524.54-00	DUES, MEMBERSHIPS, SUBS	369	40	500	500	-	-	-
001-2401-524.58-00	EDUCATION AND TRAINING	1,148	967	500	500	-	140	500
001-2401-524.64-00	MACHINERY & * EQPT	2,470	1,022	779	-	(779)	-	779
	<b>** B&amp;Z/CODE COMPLIANCE</b>	<b>537,704</b>	<b>599,010</b>	<b>582,145</b>	<b>603,670</b>	<b>21,525</b>	<b>413,920</b>	<b>564,804</b>



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.



## **Public Services - Administration Division**

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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.

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### **Goals**

- Continue to provide quick 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.
- Improve our 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 promote cohesiveness and teamwork within this department.

### **2012-13 Accomplishments**

- Have worked closely with Office, Supervisory and General Staff with regards to communication, customer & quality of service
- Have implemented weekly meetings with the Supervisors & Staff to handle requests, concerns and general idea's to improve service
- Have started lunch programs to promote cohesiveness & teamwork
- Resident & Commercial Complaints have diminished

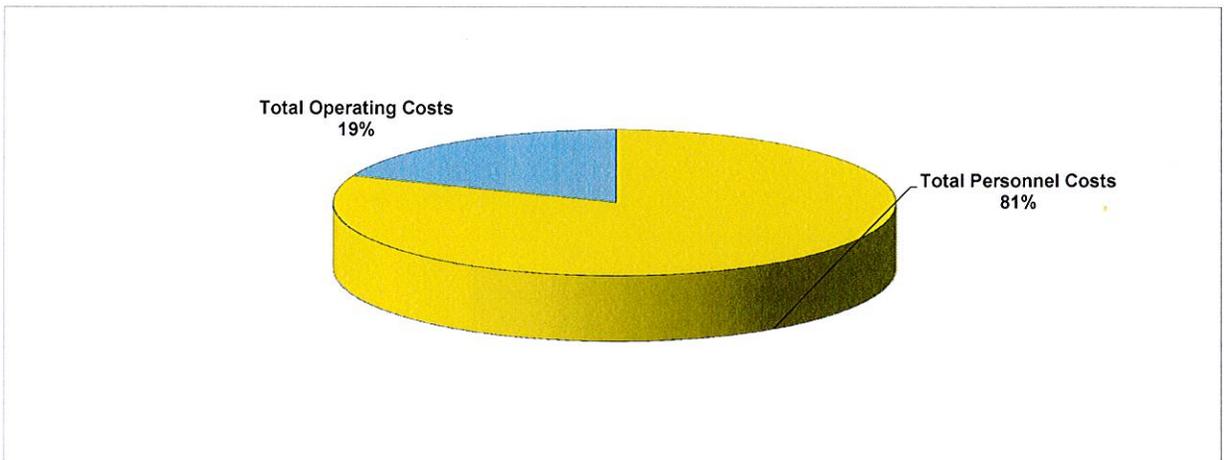
### **FY 2013-14 Budget Highlights**

- Proposed budget is \$48,137 or 11.8% lower than FY2012/2013...
- Budget Summary:

Budgeted Revenues	\$	-0-
Budgeted Expenditures	\$	<u>359,600</u>
Net cost of Department	\$	<u>359,600</u>

**PUBLIC SERVICES DEPARTMENT**  
Administration Division - Expenditure Detail

	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended Budget	FY 2013-14 Budget	% of Total	% Change from 2012-13
<b>PERSONNEL</b>						
Salaries	\$ 268,507	\$ 266,464	\$ 253,280	\$ 225,527	62.7%	-11.0%
Overtime	1,946	2,242	-	-	0.0%	0.0%
Payroll Taxes	19,790	19,737	16,743	14,697	4.1%	-12.2%
Pension & Retirement	26,238	31,516	22,698	15,101	4.2%	-33.5%
Health Insurance	25,234	26,805	35,492	34,311	9.5%	-3.3%
Workers' Compensation	2,117	5,237	1,425	1,269	0.4%	-11.0%
Unemployment Compensation	8,253	1,866	-	-		0.0%
<b>Total Personnel Costs</b>	<b>\$ 352,085</b>	<b>\$ 353,867</b>	<b>\$ 329,638</b>	<b>\$ 290,904</b>	<b>80.9%</b>	<b>-11.8%</b>
<b>OPERATING</b>						
Professional Services	\$ 9,750	\$ 7,163	\$ 3,900	\$ -	0.0%	-100.0%
Travel & Related Costs	267	100	500	500	0.1%	0.0%
Courier, UPS, Fedex	-	-	100	100	0.0%	0.0%
Utility Services	12,427	10,596	10,404	7,261	2.0%	-30.2%
Repairs & Maintenance	-	-	900	500	0.1%	-44.4%
Rentals & Lease	1,768	1,768	2,000	1,000	0.3%	-50.0%
Printing & Binding	113	45	100	100	0.0%	0.0%
Postage	666	666	600	746	0.2%	24.3%
Office Supplies	3,341	5,493	4,500	4,000	1.1%	-11.1%
Operating Supplies	4,747	5,026	8,000	8,000	2.2%	0.0%
Fuels, Oils, Lubricants	6,494	5,633	6,000	4,000	1.1%	-33.3%
Dues, Memberships & Subsc.	215	183	300	335	0.1%	11.7%
Training & Education	1,441	-	4,000	1,000	0.3%	-75.0%
Liability Insurance	24,901	27,525	26,754	28,223	7.8%	5.5%
Fleet Maintenance	4,132	7,103	8,700	5,700	1.6%	-34.5%
Telephone/Internet	13,002	19,557	6,541	7,231	2.0%	10.5%
<b>Total Operating Costs</b>	<b>\$ 83,264</b>	<b>\$ 90,858</b>	<b>\$ 83,299</b>	<b>\$ 68,696</b>	<b>19.1%</b>	<b>-17.5%</b>
<b>CAPITAL OUTLAY</b>						
Machinery & Equipment	-	-	-	-	0.0%	0.0%
<b>Total Capital Outlay</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>0.0%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 435,349</b>	<b>\$ 444,725</b>	<b>\$ 412,937</b>	<b>\$ 359,600</b>	<b>100.0%</b>	<b>-12.9%</b>



	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended Budget	FY 2013-14 Budget	% of Total	% Change from 2012-13
Public Works Director	1	1	1	1	25.0%	0.0%
Assistant Public Works Director	0	0	0	0	0.0%	0.0%
Administrative Assistant I and II	3	3	1	1	25.0%	0.0%
Operations Supervisor	0	0	0	0	0.0%	100.0%
Procurement Supervisor	0.5	0.5	1	1	25.0%	0.0%
Matl Mgt Clerk	1	1	1	1	25.0%	0.0%
<b>DIVISION TOTAL</b>	<b>5.5</b>	<b>5.5</b>	<b>4.0</b>	<b>4.0</b>	<b>100.0%</b>	<b>0.0%</b>

CITY OF MIAMI SPRINGS  
PUBLIC WORKS BUDGET  
FISCAL YEAR ENDING 9/30/14

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2010-11 ACTUALS	FY2011-12 ACTUALS	FY2012-13 AMENDED BUDGET	FY2013-14 Departmental Request	Dollar Increase (decrease)	YTD ACTUALS AS OF 6/30/2013	YTD FY2013-14 PROJECTED
	<b>ADMINISTRATION DIVISION</b>							
001-5401-541.12-00	REGULAR SALARIES	268,507	266,464	253,280	225,527	(27,753)	155,453	207,271
001-5401-541.14-00	OVERTIME	1,946	2,242	-	-	-	-	-
001-5401-541.21-00	FEDERAL PAYROLL TAXES	19,790	19,737	16,743	14,697	(2,046)	10,981	14,641
001-5401-541.22-01	GENERAL	26,238	31,516	22,698	15,101	(7,597)	9,966	13,288
	TOTAL MEDICAL INSURANCE	25,234	26,805	35,492	34,311	(1,181)	19,577	26,103
001-5401-541.24-00	WORKER'S COMPENSATION	2,117	5,237	1,425	1,269	(156)	1,071	1,428
001-5401-541.25-00	UNEMPLOYMENT COMPENSATION	8,253	1,866	-	-	-	-	-
001-5401-541.31-00	PROFESSIONAL SERVICES	9,750	7,163	1,200	-	(1,200)	-	-
001-5401-541.40-00	TRAVEL AND PER DIEM	267	100	500	500	-	25	33
001-5401-541.41-01	TELEPHONE	2,510	3,694	1,042	1,949	907	1,484	1,979
001-5401-541.41-02	CELLULAR TELEPHONE	2,342	3,118	2,955	2,738	(217)	1,203	1,604
001-5401-541.41-03	POSTAGE	666	666	600	746	146	333	444
001-5401-541.41-04	UPS/FEDEX	-	-	100	100	-	39	52
001-5401-541.41-06	INTERNET ACCESS	8,150	12,745	2,544	2,544	-	2,864	3,819
001-5401-541.43-01	ELECTRICITY	7,312	6,847	6,757	6,241	(516)	4,669	6,225
001-5401-541.43-02	WATER	5,115	3,749	3,647	1,020	(2,627)	2,444	3,259
001-5401-541.44-00	RENTALS AND LEASES	1,768	1,768	2,000	1,000	(1,000)	1,326	1,768
001-5401-541.45-10	FLEET MAINTENANCE	3,591	6,604	4,000	5,000	1,000	1,469	1,959
001-5401-541.45-30	LIABILITY INSURANCES	24,901	27,525	26,754	28,223	1,469	22,680	30,240
001-5401-541.46-00	REPAIRS AND MAINTENANCE	-	-	900	500	(400)	-	-
001-5401-541.47-00	PRINTING AND BINDING	113	45	100	100	-	35	47
001-5401-541.51-00	OFFICE SUPPLIES	3,341	5,493	4,500	4,000	(500)	2,730	3,640
001-5401-541.52-00	OPERATING SUPPLIES	4,747	5,026	8,000	8,000	-	4,440	5,920
001-5401-541.52-02	FUEL, OILS, LUBRICANTS	6,494	5,633	6,000	4,000	(2,000)	1,398	1,864
001-5401-541.52-07	TIRES	541	499	700	700	-	-	-
001-5401-541.54-00	DUES, MEMBERSHIPS, SUBS	215	183	300	335	35	175	233
001-5401-541.58-00	EDUCATION AND TRAINING	1,441	-	3,000	1,000	(2,000)	-	-
001-5401-541.64-00	MACHINERY AND EQUIPMENT	-	-	2,500	-	(2,500)	1,943	2,500
	<b>Total Administration</b>	<b>435,349</b>	<b>444,725</b>	<b>407,737</b>	<b>359,600</b>	<b>(48,137)</b>	<b>246,305</b>	<b>328,316</b>

## **Public Services – Streets/Streetlights Division**

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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.

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### **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.

### **2012-13 Accomplishments**

- We completed the Storm Water Drainage Projects on Bentley Drive & Bluebird Ave to reduce the flooding conditions in the area.
- We have completed a total of 1,207 linear feet of side walk repairs
- Completed the Curb and Gutter repair on South Dr & NW 36 Street
- We have completed a total of 101 Street light requests and 6 locations Underground wiring issues.
- A request was made to Miami Dade County to repair / replace damaged Traffic Control signs City wide and a total of were replaced.
- Repaired roadway pot holes City Wide

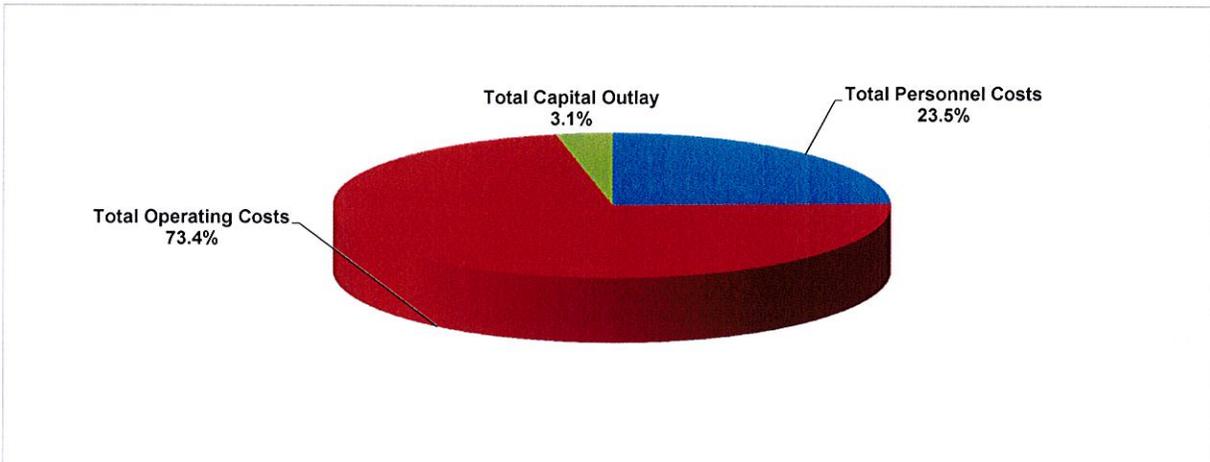
### **FY 2012-13 Budget Highlights**

- Proposed budget is \$106,863 or 30% higher than FY2012/2013...
- Budget Summary:

Budgeted Revenues	\$	-0-
Budgeted Expenditures		<u>\$461,276</u>
Net cost of Department		<u>\$471,276</u>
- Increase is due to \$100,000 budgeted under Repairs and Maintenance for citywide sidewalk repairs not eligible to be funded with CITT funds, as well as \$15,000 budgeted for replacement of lights within the Circle.
- Budget includes \$10,000 for tree planting city-wide.

**PUBLIC SERVICES DEPARTMENT**  
**Streets & Streetlights Division - Expenditure Detail**

	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended Budget	FY 2013-14 Budget	% of Total	% Change from 2012-13
<b>PERSONNEL</b>						
Salaries	\$ 62,979	\$ 63,806	\$ 76,020	\$ 79,481	17.2%	4.6%
Overtime	217	653	-	-	0.0%	0.0%
Payroll Taxes	4,834	4,931	4,905	5,081	1.1%	3.6%
Pension & Retirement	6,219	9,005	8,910	10,229	2.2%	14.8%
Health Insurance	11,232	10,566	12,222	13,390	2.9%	9.6%
Workers' Compensation	4,286	3,373	4,829	5,049	1.1%	4.6%
<b>Total Personnel Costs</b>	<b>\$ 89,767</b>	<b>\$ 92,334</b>	<b>\$ 106,886</b>	<b>\$ 113,230</b>	<b>24.5%</b>	<b>5.9%</b>
<b>OPERATING</b>						
Professional Services		-	3,000	-	0.0%	-100.0%
Contractual services	15,954	24,268	27,000	10,000	2.2%	-63.0%
Utility Services	151,846	145,576	134,846	136,861	29.7%	1.5%
Repairs & Maintenance	12,553	20,206	26,153	130,000	28.2%	397.1%
Rentals & Leases	80	-	100	100	0.0%	0.0%
Operating Supplies	10,072	16,552	19,000	20,000	4.3%	5.3%
Liability Insurance	1,300	1,266	1,228	1,385	0.3%	12.8%
Fuels, Oils, Lubricants	16,134	13,183	15,000	12,500	2.7%	-16.7%
Fleet Maintenance	13,159	10,483	17,500	22,200	4.8%	26.9%
<b>Total Operating Costs</b>	<b>\$ 221,098</b>	<b>\$ 231,534</b>	<b>\$ 243,827</b>	<b>\$ 333,046</b>	<b>72.2%</b>	<b>36.6%</b>
<b>CAPITAL OUTLAY</b>						
Improvements Other than Bldg	-	-	-	15,000	3.3%	0.0%
Machinery & Equipment	-	-	-	-	0.0%	0.0%
<b>Total Capital Outlay</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,000</b>	<b>3.3%</b>	<b>100.0%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 310,865</b>	<b>\$ 323,868</b>	<b>\$ 350,713</b>	<b>\$ 461,276</b>	<b>100.0%</b>	<b>31.5%</b>



**Personnel Summary**

	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended Budget	FY 2013-14 Budget	% of Total	% Change from 2012-13
Heavy Equipment Operator	1	1	1	1	50.0%	0.0%
Maintenance Worker I	1	1	1	1	50.0%	0.0%
<b>Total Full Time Employees</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>100.0%</b>	<b>0.0%</b>
<b>DIVISION TOTAL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>100.0%</b>	<b>0.0%</b>



## **Public Services – Public Properties**

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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.

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### **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".

### **2012-13 Accomplishments**

- Established working relationships with Contractors regarding Customer Service and Quality of Service to our Residents
- Retained Awards for Tree City & Growth Award
- Have completed 1,846 tree trimmings & 34 removals
- We have continued to meet our standard as "Cleanest City" by ensuring litter control
- Secured a grant that allowed us to replace Benches & Trash receptacles City wide
- Completed a Forestry Grant for the Quail Ave residents for Native Screening
- Have successfully met all expectations from the Residents and City staff regarding all work orders requested.

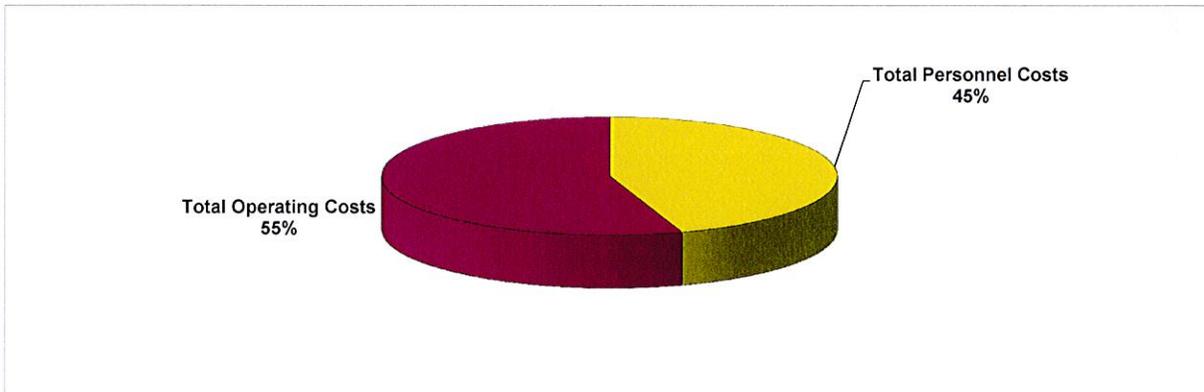
### **FY 2013-14 Budget Highlights**

- Proposed budget is \$55,815 or 8.6% lower than FY2012/2013...
- Budget Summary:

Budgeted Revenues	\$	-0-
Budgeted Expenditures	\$	<u>589,930</u>
Net cost of Department	\$	<u>589,930</u>

**PUBLIC SERVICES DEPARTMENT**  
Public Properties Division - Expenditure Detail

	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended Budget	FY 2013-14 Budget	% of Total	% Change from 2012-13
<b>PERSONNEL</b>						
Salaries	\$ 500,160	\$ 396,215	\$ 204,694	\$ 183,599	31.1%	-10.3%
Part Time Year Round	3,029	3,430	-	-	0.0%	0.0%
Overtime	5,964	6,931	-	-	0.0%	0.0%
Payroll Taxes	38,229	30,570	12,558	10,719	1.8%	-14.6%
Pension & Retirement	49,367	51,216	22,183	14,415	2.4%	-35.0%
Health Insurance	95,118	83,232	54,732	44,327	7.5%	-19.0%
Workers' Compensation	6,707	8,505	15,821	11,663	2.0%	-26.3%
Unemployment compensation	330	0	0	0	0.0%	100.0%
<i>Total Personnel Costs</i>	<b>\$698,904</b>	<b>\$580,099</b>	<b>\$309,988</b>	<b>\$264,723</b>	<b>44.9%</b>	<b>-14.6%</b>
<b>OPERATING</b>						
Professional Services	-	12,387	-	-	0.0%	0.0%
Contractual Services	5,094	8,789	172,000	175,000	29.7%	1.7%
Utility Services	95,300	88,058	82,289	82,721	14.0%	0.5%
UPS/FEDEX	16	17	50	50	0.0%	0.0%
Repairs & Maintenance	2,268	1,164	3,000	1,500	0.3%	100.0%
Dues and subscriptions	230	230	300	-	0.0%	-100.0%
Fuels, Oils, Lubricants	18,674	13,755	6,000	9,000	1.5%	50.0%
Operating Supplies	74,945	32,601	7,510	8,800	1.5%	17.2%
Transfers to Debt Sservice	24,878	-	-	-	0.0%	0.0%
Training & Education	61	-	500	-	0.0%	-100.0%
Liability Insurance	22,443	31,325	23,011	23,877	4.0%	3.8%
Fleet Maintenance	38,730	39,433	19,000	20,500	3.5%	7.9%
Telephone/Internet	3,826	4,077	2,625	3,759	0.6%	43.2%
<i>Total Operating Costs</i>	<b>\$ 286,465</b>	<b>\$ 231,836</b>	<b>\$ 316,285</b>	<b>\$ 325,207</b>	<b>55.1%</b>	<b>2.8%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 985,369</b>	<b>\$ 811,935</b>	<b>\$ 626,273</b>	<b>\$ 589,930</b>	<b>100.0%</b>	<b>-5.8%</b>



Personnel Summary

	FY 2009-10 Actual	FY 2011-12 Actual	FY 2012-13 Amended Budget	FY 2013-14 Budget	% of Total	% Change from 2012-13
Parks Maint. Foreman/Arborist	0.5	0.5	0.0	0.0	0.0%	0.0%
Equipment Operator	1	1	0	0	0.0%	0.0%
Maintenance Worker I, II	12	12	8	6	100.0%	-25.0%
Parks Maintenance Foreman	1	1	0	0	0.0%	0.0%
Tree Trimmer	2	2	0	0	0.0%	0.0%
<i>Total Full Time Employees</i>	<b>16.5</b>	<b>16.5</b>	<b>8.0</b>	<b>6.0</b>	<b>100.0%</b>	<b>-25.0%</b>
<i>Part-time Employees</i>						
Maintenance Workers I	0	0	0	0	0.0%	0.0%
Total Part-time employees	0	0	0	0	0.0%	0.0%
<b>DIVISION TOTAL</b>	<b>16.5</b>	<b>16.5</b>	<b>8.0</b>	<b>6.0</b>	<b>100.0%</b>	<b>-25.0%</b>



## **Public Services - Building Maintenance**

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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.

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### **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 2012-13 Accomplishments**

- Supervised new roof construction on Country Club
- Replaced damaged sections of the Tot-Lot that were deemed unsafe
- Installed 30 Benches city wide and Bike Racks
- Assisted in the Construction at the Senior Center
- Met all expectations of monthly maintenance and requests from all divisions within the City

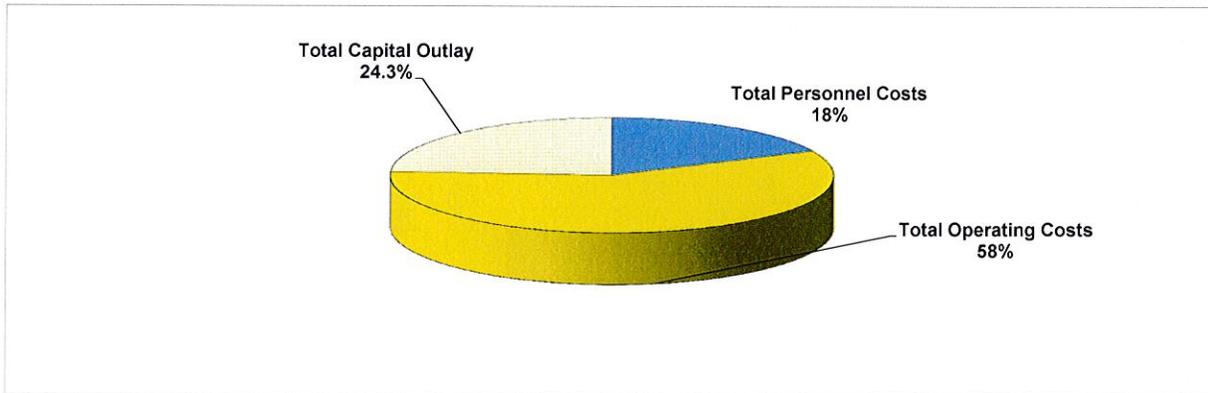
### **FY 2013-14 Budget Highlights**

- Proposed budget is \$53,249 or 22.5% higher than FY2012/2013..
  - Budget Summary:

Budgeted Revenues	\$	-0-
Budgeted Expenditures		<u>\$289,445</u>
Net cost of Department		<u>\$289,445</u>
  - Increase is due to budgeting for a \$70,000 plumbing upgrade needed at the City Hall facility, and an additional \$46,550 budgeted in Repairs and Maintenance to cover unexpected repairs which may be necessary during the fiscal year to any of our aging facilities.

**PUBLIC SERVICES DEPARTMENT**  
**Building Maintenance Division - Expenditure Detail**

	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended Budget	FY 2013-14 Budget	% of Total	% Change from 2012-13
<b>PERSONNEL</b>						
Salaries	\$ 49,642	\$ 30,953	\$ 32,596	\$ 33,900	11.7%	4.0%
Overtime	32	541	-	-	0.0%	0.0%
Payroll Taxes	3,800	2,207	1,763	1,791	0.6%	1.6%
Pension & Retirement	4,514	4,214	3,820	4,363	1.5%	14.2%
Health Insurance	5,696	7,607	9,693	10,632	3.7%	9.7%
Workers' Compensation	598	2,789	1,015	1,055	0.4%	4.0%
<i>Total Personnel Costs</i>	<i>\$ 64,282</i>	<i>\$ 48,311</i>	<i>\$ 48,887</i>	<i>\$ 51,740</i>	<i>17.9%</i>	<i>5.8%</i>
<b>OPERATING</b>						
Contractual Services	49,967	57,063	55,582	54,000	18.7%	-2.8%
Utility Services	100	33	37	122	0.0%	100.0%
Repairs & Maintenance	63,765	96,281	53,450	100,000	34.5%	87.1%
Rentals & Lease	-	-	250	-	0.0%	-100.0%
Fuels, Oils, Lubricants	3,020	2,349	2,000	2,750	1.0%	37.5%
Operating Supplies	5,913	4,312	12,000	8,000	2.8%	-33.3%
Liability Insurance	828	901	527	591	0.2%	12.1%
Fleet Maintenance	3,798	2,663	3,100	2,000	0.7%	-35.5%
Telephone/Internet	245	256	243	242	0.1%	-0.4%
<i>Total Operating Costs</i>	<i>\$ 127,636</i>	<i>\$ 163,858</i>	<i>\$ 127,189</i>	<i>\$ 167,705</i>	<i>57.9%</i>	<i>31.9%</i>
<b>CAPITAL OUTLAY</b>						
Improvements Other than Bldg	1,875	80,436	60,120	70,000	24.2%	16.4%
Machinery & Equipment	-	-	-	-	0.0%	0.0%
<i>Total Capital Outlay</i>	<i>\$ 1,875</i>	<i>\$ 80,436</i>	<i>\$ 60,120</i>	<i>\$ 70,000</i>	<i>24.2%</i>	<i>16.4%</i>
<b>TOTAL EXPENSES</b>	<b>\$ 193,793</b>	<b>\$ 292,605</b>	<b>\$ 236,196</b>	<b>\$ 289,445</b>	<b>100.0%</b>	<b>22.5%</b>



**Personnel Summary**

	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended Budget	FY 2013-14 Budget	% of Total	% Change from 2012-13
Building Maintenance Specialist	1	1	1	1	100.0%	0.0%
<b>DIVISION TOTAL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>100.0%</b>	<b>0.0%</b>

CITY OF MIAMI SPRINGS  
PUBLIC WORKS BUDGET  
FISCAL YEAR ENDING 9/30/14

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2010-11 ACTUALS	FY2011-12 ACTUALS	FY2012-13 AMENDED BUDGET	FY2013-14 Departmental Request	Dollar Increase (decrease)	YTD ACTUALS AS OF 6/30/2013	YTD FY2013-14 PROJECTED
<b>BUILDING MAINTENANCE DIVISION</b>								
001-5405-541.12-00	REGULAR SALARIES	49,642	30,953	32,596	33,900	1,304	23,695	31,593
001-5405-541.14-00	OVERTIME	32	541	-	-	-	534	712
001-5405-541.21-00	FEDERAL PAYROLL TAXES	3,800	2,207	1,763	1,791	28	1,641	2,188
001-5405-541.22-01	GENERAL	4,514	4,214	3,820	4,363	543	2,912	3,883
	TOTAL MEDICAL INSURANCE	5,696	7,607	9,693	10,632	939	7,469	9,959
001-5405-541.24-00	WORKER'S COMPENSATION	598	2,789	1,015	1,055	40	765	1,020
001-5405-541.34-00	OTHER CONTRACTUAL SERVICE	49,967	57,063	55,582	54,000	(1,582)	38,430	51,240
001-5405-541.41-02	CELLULAR TELEPHONE	245	256	243	242	(1)	162	216
001-5405-541.43-02	WATER	100	33	37	122	85	170	227
001-5405-541.44-00	RENTALS AND LEASES	-	-	250	-	(250)	-	-
001-5405-541.45-10	FLEET MAINTENANCE	3,520	2,550	2,600	2,000	(600)	3,088	4,117
001-5405-541.45-30	LIABILITY INSURANCES	828	901	527	591	64	396	528
001-5405-541.46-00	REPAIRS AND MAINTENANCE	63,765	96,281	53,450	100,000	46,550	103,824	113,263
001-5405-541-48-00	PROMOTIONS	-	-	-	-	-	-	-
001-5405-541.52-00	OPERATING SUPPLIES	5,913	4,312	12,000	8,000	(4,000)	4,902	6,536
001-5405-541.52-02	FUEL, OILS, LUBRICANTS	3,020	2,349	2,000	2,250	250	2,062	2,749
001-5405-541.52-07	TIRES	278	113	500	500	-	338	451
001-5405-541.63-00	IMPROVEMENTS O/T BUILDING	1,875	80,436	60,120	70,000	9,880	60,120	60,120
	<b>Total Bldg Maintenance</b>	<b>193,793</b>	<b>292,605</b>	<b>236,196</b>	<b>289,445</b>	<b>53,249</b>	<b>250,508</b>	<b>288,801</b>
					53,249	22.54%		

## **Public Services - Fleet Maintenance**

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

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### **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 2012-13 Accomplishments**

- Have reduced our outside tire repairs by 25%
- Improved service times to our separate departments
- Have met our goal of preventable maintenance inspections
- Secured relationships with new vendors

### **FY 2013-14 Budget Highlights**

- Proposed budget is \$5,061 or 18.7% lower than FY2012/2013...
- Budget Summary:

Budgeted Revenues	\$	-0-
Budgeted Expenditures	\$	<u>22,000</u>
Net cost of Department	\$	<u>22,000</u>

**PUBLIC SERVICES DEPARTMENT**  
**Fleet Maintenance Division - Expenditure Detail**

	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended Budget	FY 2013-14 Budget	% of Total	% Change from 2012-13
<b>OPERATING</b>						
Contractual Services	31,478	4,307	19,784	5,000	22.7%	0.0%
Fuels, Oils, Lubricants	40,946	18,336	-	9,000	40.9%	100.0%
Operating Supplies	6,702	8,128	6,250	6,500	29.5%	0.0%
Fleet Maintenance	327	(86)	2,000	1,500	6.8%	-25.0%
<i>Total Operating Costs</i>	\$ 79,453	\$ 30,685	\$ 28,034	\$ 22,000	100.0%	-21.5%
<b>TOTAL EXPENSES</b>	<b>\$ 79,453</b>	<b>\$ 30,685</b>	<b>\$ 28,034</b>	<b>\$ 22,000</b>	<b>100.0%</b>	<b>-21.5%</b>

CITY OF MIAMI SPRINGS  
PUBLIC WORKS BUDGET  
FISCAL YEAR ENDING 9/30/14

<u>ACCOUNT NUMBER</u> <u>FLEET DIVISION</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2010-11</u> <u>ACTUALS</u>	<u>FY2011-12</u> <u>ACTUALS</u>	<u>FY2012-13</u> <u>AMENDED</u> <u>BUDGET</u>	<u>FY2013-14</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 6/30/2013</u>	<u>YTD</u> <u>FY2013-14</u> <u>PROJECTED</u>
001-5407-541.34-00	OTHER CONTRACTUAL SERVICE	31,478	4,307	18,811	5,000	(13,811)	2,539	3,385
001-5407-541.45-10	FLEET MAINTENANCE	327	810	1,500	1,000	(500)	865	1,153
001-5407-541.52-00	OPERATING SUPPLIES	6,614	8,128	6,250	6,500	250	(3,906)	(5,208)
001-5407-541.52-02	FUEL, OILS, LUBRICANTS	40,946	18,336	-	9,000	9,000	-	-
001-5407-541.52-07	TIRES	-	-	500	500	-	-	-
001-5407-541.55-00	INVENTORY OVER/SHORT	88	(896)	-	-	-	(357)	(476)
	<b>Total Fleet</b>	<b>79,453</b>	<b>30,685</b>	<b>27,061</b>	<b>22,000</b>	<b>(5,061)</b>	<b>(859)</b>	<b>(1,145)</b>
	<b>Total Public Works</b>	<b>2,004,829</b>	<b>1,903,818</b>	<b>1,671,152</b>	<b>1,722,251</b>	<b>51,099</b>	<b>1,281,566</b>	<b>1,695,427</b>

# **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**

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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 4<sup>th</sup>, 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.

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### **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.
- Introduce 2 New Programs
- Increase our overall Recreational Programs by 10%

## **Parks and Recreation - Administration**

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### **2012-13 Accomplishments**

- Increased our Teen Program by 10%
- Increased our Youth Basketball Programs by 15%
- Increased our 5K (Turkey Trot and River Cities 5K) by 10%
- Implemented a Story Time Program
- Implemented a Senior's Chair Aerobics Class

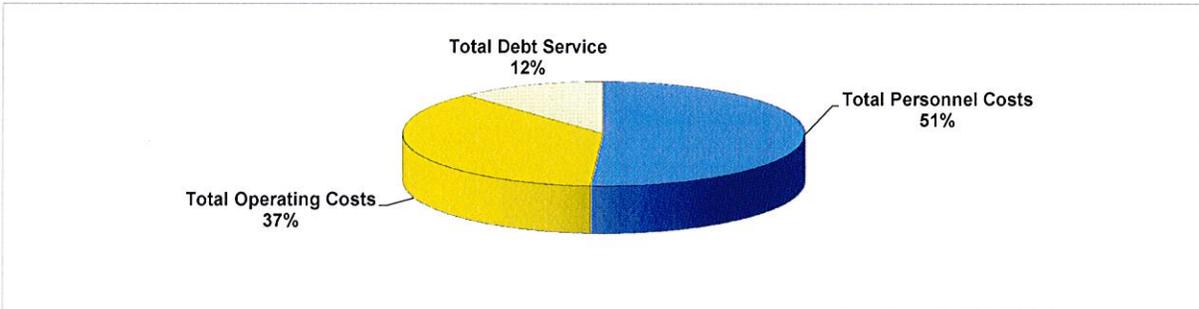
### **FY 2013-14 Budget Highlights**

- Proposed budget is \$63,008 or 4.2% higher than FY2012/2013...
- Budget Summary:

Budgeted Revenues	\$ 391,980
Budgeted Expenditures	<u>\$1,565,455</u>
Net cost of Department	<u>\$1,173,475</u>
- Budget includes a new "Get Fit Program" which is projected to generate \$30,000 in revenues with a \$20,000 cost or a net surplus of \$10,000 to the City. All current programs are budgeted with no service reduction.
- Due to the limitation of 59 hours per biweekly pay period by the new health care law, the Recreation budget includes an additional \$20,000 for additional part time staff.
- Both the Tennis contractor and the Pelican Playhouse have agreed to maintain the same reduced annual fee of \$15,000 and \$18,000 respectively, FY2014.

**RECREATION DEPARTMENT**  
Administration Division - Expenditure Detail

	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended Budget	FY 2013-14 Budget	% of Total	% Change from 2012-13
<b>PERSONNEL</b>						
Salaries	\$ 326,543	\$ 327,221	\$ 328,677	\$ 334,286	21.4%	1.7%
Part Time Year Round	135,064	156,973	185,000	185,000	11.8%	0.0%
Overtime	3,894	5,656	1,500	6,000	0.4%	300.0%
Seasonal Emp	94,134	75,962	100,000	120,000	7.7%	20.0%
Payroll Taxes	43,066	43,538	43,562	45,474	2.9%	4.4%
Pension & Retirement	32,775	47,157	38,521	43,023	2.7%	11.7%
Health Insurance	42,824	46,338	45,678	47,465	3.0%	3.9%
Workers' Compensation	3,357	5,258	15,971	16,637	1.1%	4.2%
Unemployment Compensation Tax	70	92	-	-	0.0%	0.0%
<b>Total Personnel Costs</b>	<b>\$ 681,727</b>	<b>\$ 708,195</b>	<b>\$ 758,909</b>	<b>\$ 797,884</b>	<b>51.0%</b>	<b>5.1%</b>
<b>OPERATING</b>						
Professional Services	8,775	-	1,500	1,500	0.1%	0.0%
Contractual Services	78,972	71,234	92,076	76,432	4.9%	-17.0%
Officials/Referees	33,480	41,684	32,504	45,104	2.9%	38.8%
Travel & Related Costs	3,600	3,600	3,600	3,600	0.2%	0.0%
Utility Services	119,105	115,100	110,843	108,523	6.9%	-2.1%
Repairs & Maintenance	57,130	49,592	50,820	48,000	3.1%	-5.5%
Rentals & Lease	2,755	2,025	2,200	1,500	0.1%	-31.8%
Printing & Binding	1,260	530	3,000	3,000	0.2%	0.0%
Promotions & recreational activities	78,913	63,621	64,336	77,210	4.9%	20.0%
Uniforms	3,006	1,917	3,500	2,500	0.2%	-28.6%
Office Supplies	4,539	2,958	4,000	5,000	0.3%	25.0%
Operating Supplies	58,353	63,758	74,884	84,900	5.4%	13.4%
Postage	133	133	128	123	0.0%	-3.9%
Uniforms-Basketball/Football	6,658	8,467	6,900	6,900	0.4%	0.0%
Dues, Memberships & Subsc.	923	884	1,500	1,500	0.1%	0.0%
Pelican Playhouse Costs	20,711	22,416	18,000	23,000	1.5%	27.8%
Training & Education	573	1,300	1,500	1,500	0.1%	0.0%
Liability Insurance	60,218	75,588	70,061	74,624	4.8%	6.5%
Fleet Maintenance	8,931	10,184	7,000	7,000	0.4%	0.0%
Fuels, Oils, Lubricants	4,093	5,516	3,500	3,500	0.2%	0.0%
Transfers to Debt Service Fund	220,512	187,401	187,401	187,401	12.0%	0.0%
Telephone/Internet	8,731	14,269	4,285	4,754	0.3%	10.9%
<b>Total Operating Costs</b>	<b>\$ 781,371</b>	<b>\$ 742,177</b>	<b>\$ 743,538</b>	<b>\$ 767,570</b>	<b>49.0%</b>	<b>3.2%</b>
<b>CAPITAL OUTLAY</b>						
Improvements Other than Bldg	49,800	38,417	-	-	0.0%	0.0%
Machinery & Equipment	80,912	90,111	-	-	0.0%	0.0%
<b>Total Capital Outlay</b>	<b>\$ 130,712</b>	<b>\$ 128,528</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>0.0%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 1,593,810</b>	<b>\$ 1,578,900</b>	<b>\$ 1,502,447</b>	<b>\$ 1,565,455</b>	<b>100.0%</b>	<b>4.2%</b>



**Personnel Summary**

	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended Budget	FY 2013-14 Budget	% of Total	% Change from 2012-13
Recreation Director	1	1	1	1	14.3%	0.0%
Recreation Leader	0	0	0	1	14.3%	0.0%
Programs Division Supervisor	1	1	1	1	14.3%	0.0%
Administrative Assistant III	1	1	1	1	14.3%	0.0%
Sports Division Supervisor	1	1	1	1	14.3%	0.0%
Asst. Sports Div. Supervisor	0	0	0	0	0.0%	0.0%
Recreation Specialist II	3	3	3	2	28.6%	0.0%
<b>Total of Full-Time Employees</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>100.0%</b>	<b>0.0%</b>
<i>Part time Employees</i>						
Recreation Leader (seasonal)	32	32	30	as needed	0.0%	0.0%
Recreation Leader (year-round)	13	13	13	as needed	0.0%	0.0%
<b>Total of Part time employees</b>	<b>45</b>	<b>45</b>	<b>43</b>	<b>0</b>	<b>0.0%</b>	<b>0.0%</b>
<b>DIVISION TOTAL</b>	<b>52</b>	<b>52</b>	<b>50</b>	<b>7</b>	<b>100.0%</b>	<b>0.0%</b>

CITY OF MIAMI SPRINGS  
RECREATION DEPARTMENT BUDGET  
FISCAL YEAR ENDING 9/30/14

ACCOUNT NUMBER ADMINISTRATION	ACCOUNT DESCRIPTION	FY2010-11	FY2011-12	FY2012-13	FY2013-14 Departmental Request	Dollar Increase (Decrease)	YTD	
		ACTUALS	ACTUALS	AMENDED BUDGET			ACTUALS AS OF 6/30/2013	YTD PROJECTED
001-5701-572.12-00	REGULAR SALARIES	326,543	327,221	328,677	334,286	5,609	222,819	237,092
001-5701-572.13-00	PART TIME YEAR ROUND	135,064	156,973	185,000	185,000	-	121,097	185,000
001-5701-572.14-00	OVERTIME	3,894	5,656	1,500	6,000	4,500	4,113	5,484
001-5701-572.16-00	SEASONAL EMPLOYEES	94,134	75,962	100,000	120,000	20,000	17,208	100,000
001-5701-572.21-00	FEDERAL PAYROLL TAXES	43,066	43,538	43,562	45,474	1,912	28,130	43,562
001-5701-572.22-01	PENSION COSTS	32,775	47,157	38,521	43,023	4,502	28,341	37,788
	TOTAL MEDICAL INSURANCE	42,824	46,338	45,678	47,465	1,787	34,837	46,449
001-5701-572.24-00	WORKER'S COMPENSATION	3,357	5,258	15,971	16,637	666	11,979	15,972
001-5701-572.25-00	UNEMPLOYMENT COMPENSATION	70	92	-	-	-	-	-
001-5701-572.31-00	PROFESSIONAL SERVICES	8,775	-	1,500	1,500	-	-	-
001-5701-572.34-00	OTHER CONTRACTUAL SERVICE	78,972	71,234	92,076	76,432	(15,644)	53,331	71,108
001-5701-572.34-01	REFEREES/OFFICIALS	33,480	41,684	32,504	45,104	12,600	27,383	36,511
001-5701-572.34-02	PELICAN PLAYHOUSE COSTS	20,711	22,416	18,000	23,000	5,000	18,934	25,245
001-5701-572.40-00	TRAVEL AND PER DIEM	3,600	3,600	3,600	3,600	-	2,700	3,600
001-5701-572.41-01	TELEPHONE: BASE & LOCAL	1,693	2,960	694	1,301	607	896	1,195
001-5701-572.41-02	CELLULAR TELEPHONE	1,306	1,423	1,365	1,227	(138)	913	1,217
001-5701-572.41-03	POSTAGE	133	133	128	123	(5)	67	89
001-5701-572.41-06	INTERNET ACCESS	5,732	9,886	2,226	2,226	-	5,092	6,789
001-5701-572.43-01	ELECTRICITY	105,099	95,986	91,650	91,093	(557)	74,868	99,824
001-5701-572.43-02	WATER	13,725	18,849	18,593	16,830	(1,763)	9,631	13,108
001-5701-572.43-03	GAS	281	265	600	600	-	198	264
001-5701-572.44-00	RENTALS AND LEASES	2,755	2,025	2,200	1,500	(700)	2,180	2,907
001-5701-572.45-10	FLEET MAINTENANCE	8,124	10,184	6,500	6,500	-	6,469	8,625
001-5701-572.45-30	LIABILITY INSURANCE	60,218	75,588	70,061	74,624	4,563	52,542	70,056
001-5701-572.46-00	REPAIRS AND MAINTENANCE	57,130	49,592	47,820	48,000	180	19,871	34,065
001-5701-572.47-00	PRINTING AND BINDING	1,260	530	3,000	3,000	-	225	300
001-5701-572.48-00	PROMOTIONS	62,198	49,113	42,000	46,000	4,000	26,868	42,000
001-5701-572.48-01	RECREATIONAL ACTIVITIES	16,718	11,508	18,000	26,435	8,435	5,048	6,731
001-5701-572.51-00	OFFICE SUPPLIES	4,539	2,958	4,000	5,000	1,000	728	971
001-5701-572.52-00	OPERATING SUPPLIES	57,097	63,758	74,884	84,900	10,016	36,930	66,549
001-5701-572.52-01	BASKETBALL UNIFORMS	6,658	8,467	6,900	6,900	-	6,337	8,449
001-5701-572.52-02	FUEL, OILS, LUBRICANTS	4,093	5,516	3,500	3,500	-	2,843	3,791
001-5701-572.52-03	UNIFORMS	3,006	1,917	3,500	2,500	(1,000)	3,307	4,409
001-5701-572.52-07	TIRES	807	-	500	500	-	-	-
001-5701-572.34-18	HANDBALL	1,253	-	-	-	-	-	-
001-5701-572.52-21	ANNUAL DADDY DAUGHTER DANCE	923	3,000	4,336	4,775	439	548	731
001-5701-572.54-00	DUES, MEMBERSHIPS, SUBS	573	884	1,500	1,500	-	180	240
001-5701-572.58-00	EDUCATION AND TRAINING		1,300	1,500	1,500	-		

CITY OF MIAMI SPRINGS  
RECREATION DEPARTMENT BUDGET  
FISCAL YEAR ENDING 9/30/14

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2010-11	FY2011-12	FY2012-13	FY2013-14	Dollar Increase (Decrease)	YTD ACTUALS AS OF 6/30/2013	YTD FY2013-14 PROJECTED
		ACTUALS	ACTUALS	AMENDED BUDGET	Departmental Request			
001-5701-572.63-00	IMPROVEMENTS O/T BLDG	49,800	38,417	3,000	-	(3,000)	2,750	3,667
001-5701-572.64-00	MACHINERY AND EQUIPMENT	80,912	90,111	-	-	-	-	-
001-5701-572-91-12	TRANSFER TO DEBT SERVICE FUND	220,512	187,401	187,401	187,401	(0)	140,551	187,401
<b>Total Administration</b>		<b>1,593,810</b>	<b>1,578,900</b>	<b>1,502,447</b>	<b>1,565,455</b>	<b>63,008</b>	<b>970,114</b>	<b>1,431,189</b>

## **Recreation - Pool**

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

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### **Goals**

Increase pool usage by a minimum of 10% over 2011-12 attendance levels.

Increase facility rentals by 10%

Increase Yearly Memberships by 10%

### **Objectives**

- Increase marketing efforts to Miami-Dade County high school swim teams for additional swim meets.
- Offer additional family-oriented activities during "open swim" sessions.

### **FY2012-13 Accomplishments**

- Increased attendance on Learn to Swim Programs by 5%
- Increased our Pool Private Rentals by 10%

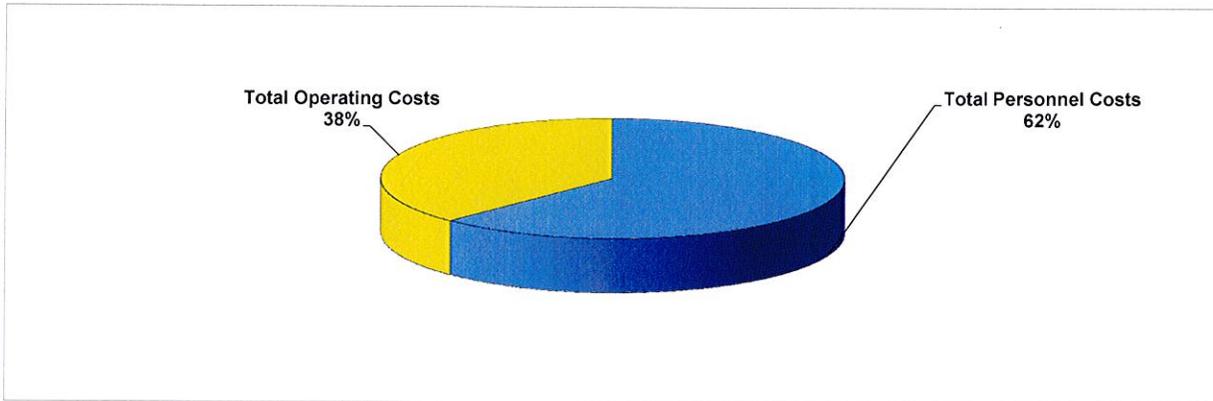
### **FY 2013-14 Budget Highlights**

- Proposed budget shows no increase/decrease for next year.
- Budget Summary:

Budgeted Revenues	\$ 58,600
Budgeted Expenditures	<u>\$265,579</u>
Net cost of Department	<u>\$206,979</u>

**RECREATION DEPARTMENT**  
**Aquatics Division - Expenditure Detail**

	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended Budget	FY 2013-14 Budget	% of Total	% Change from 2012-13
<b>PERSONNEL</b>						
Part Time Year Round	94,501	94,679	100,000	125,000	47.1%	25.0%
Overtime	148			-	0.0%	0.0%
Seasonal Emp	52,335	58,668	50,000	\$25,000	9.4%	-50.0%
Payroll Taxes	11,245	11,731	11,475	11,475	4.3%	0.0%
Workers' Compensation	976	1,307	3,117	3,904	1.5%	25.2%
<i>Total Personnel Costs</i>	<b>\$ 159,205</b>	<b>\$ 166,385</b>	<b>\$ 164,592</b>	<b>\$ 165,379</b>	<b>62.3%</b>	<b>0.5%</b>
<b>OPERATING</b>						
Utility Services	31,730	28,818	36,909	38,637	14.5%	4.7%
Repairs & Maintenance	19,822	25,241	15,000	15,000	5.6%	0.0%
Uniforms				4,300	1.6%	100.0%
Operating Supplies	34,048	34,906	41,947	37,650	14.2%	-10.2%
Dues, Memberships & Subsc.	325	325	500	500	0.2%	0.0%
Training & Education	-	-	1,500	1,500	0.6%	0.0%
Liability Insurance	3,127	2,963	1,936	2,614	1.0%	35.0%
<i>Total Operating Costs</i>	<b>\$ 89,052</b>	<b>\$ 92,253</b>	<b>\$ 97,792</b>	<b>\$ 100,201</b>	<b>37.7%</b>	<b>2.5%</b>
<b>CAPITAL OUTLAY</b>						
Machinery & Equipment	12,165	-	3,097	-	0.0%	0.0%
<i>Total Capital Outlay</i>	<b>\$ 12,165</b>	<b>\$ -</b>	<b>\$ 3,097</b>	<b>\$ -</b>	<b>0.0%</b>	<b>0.0%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 260,422</b>	<b>\$ 258,638</b>	<b>\$ 265,481</b>	<b>\$ 265,579</b>	<b>100.0%</b>	<b>0.0%</b>



**Personnel Summary**

	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended Budget	FY 2013-14 Budget	% of Total	% Change from 2012-13
Aquatics Supervisor	0	0	0	0	0.0%	0.0%
Recreation Program Coordinator	0	0	0	0	0.0%	0.0%
<i>Total Full-time employees</i>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	<b>0.0%</b>
<i>Part-time Employees</i>						
Concession (Part time & seasonal)	3	3	4	as needed	0.0%	0.0%
Lifeguard (Part time & Seasonal)	22	22	21	as needed	0.0%	0.0%
<i>Total Part-time employees</i>	<b>25</b>	<b>25</b>	<b>25</b>	<b>0</b>	<b>0.0%</b>	<b>0.0%</b>
<b>DIVISION TOTAL</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>0</b>	<b>0.0%</b>	<b>0.0%</b>

**CITY OF MIAMI SPRINGS  
RECREATION DEPARTMENT BUDGET  
FISCAL YEAR ENDING 9/30/14**

<u>POOL</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2010-11</u>	<u>FY2011-12</u>	<u>FY2012-13</u>	<u>FY2013-14</u>	<u>Dollar</u>	<u>YTD</u>	<u>YTD</u>
			<u>ACTUALS</u>	<u>ACTUALS</u>	<u>AMENDED</u>	<u>Departmental</u>	<u>Increase</u>	<u>ACTUALS</u>	<u>FY2013-14</u>
					<u>BUDGET</u>	<u>Request</u>	<u>(Decrease)</u>	<u>AS OF 6/30/2013</u>	<u>PROJECTED</u>
	001-5702-572.13-00	PART TIME YEAR ROUND	94,501	94,679	100,000	125,000	25,000	73,134	97,512
	001-5702-572.14-00	OVERTIME	148	-	-	-	-	-	-
	001-5702-572.16-00	SEASONAL EMPLOYEES	52,335	58,668	50,000	25,000	(25,000)	12,774	50,000
	001-5702-572.21-00	FEDERAL PAYROLL TAXES	11,245	11,731	11,475	11,475	-	6,572	11,475
	001-5702-572.24-00	WORKER'S COMPENSATION	976	1,307	3,117	3,904	787	2,340	3,120
	001-5702-572-25-00	UNEMPLOYMENT COMP	-	-	-	-	-	-	-
	001-5702-572.43-01	ELECTRICITY	16,360	14,763	14,669	14,537	(132)	10,718	14,291
	001-5702-572.43-02	WATER	5,102	5,030	10,240	8,100	(2,140)	3,059	4,079
	001-5702-572.43-03	GAS(POOL)	10,268	9,025	12,000	16,000	4,000	13,076	14,000
	001-5702-572.45-30	LIABILITY INSURANCE	3,127	2,963	1,936	2,614	678	1,449	1,932
	001-5702-572.46-00	REPAIRS AND MAINTENANCE	19,822	25,241	15,000	15,000	-	7,257	10,886
	001-5702-572.52-00	OPERATING SUPPLIES	8,382	9,618	12,647	12,650	3	5,067	7,601
	001-5702-572.52-03	UNIFORMS	3,375	3,216	4,300	4,300	-	2,575	3,433
	001-5702-572.52-06	CHEMICALS	22,291	22,072	25,000	25,000	-	14,446	21,669
	001-5702-572.54-00	DUES, MEMBERSHIPS, SUBS	325	325	500	500	-	325	433
	001-5702-572.58-00	EDUCATION AND TRAINING	-	-	1,500	1,500	-	1,020	1,360
	001-5702-572.64-00	MACHINERY AND EQUIPMENT	12,165	-	3,097	-	(3,097)	3,097	3,097
		<b>Total Pool</b>	<b>260,422</b>	<b>258,638</b>	<b>265,481</b>	<b>265,579</b>	<b>98</b>	<b>156,909</b>	<b>244,887</b>

## **Recreation - Tennis**

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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.

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### **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 FY2009-10.

### **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.

### **2012-13 Accomplishments**

- N/A

### **FY 2013-14 Budget Highlights**

- Proposed budget is \$5,493 or 21.16% lower than FY2012/2013...
- Budget Summary:

Budgeted Revenues	\$	-0-
Budgeted Expenditures		<u>\$20,467</u>
Net cost of Department		<u>\$20,467</u>

**RECREATION DEPARTMENT**  
**Tennis Division - Expenditure Detail**

	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended Budget	FY 2013-14 Budget	% of Total	% Change from 2012-13
<b>OPERATING</b>						
Contractual Services	\$ 15,000	\$ 20,000	\$ 15,000	\$ 15,000	73.3%	0.0%
Utility Services	5,162	4,928	5,960	5,467	26.7%	-8.3%
Repairs & Maintenance	11,536	1,948	5,000	-	0.0%	-100.0%
<i>Total Operating Costs</i>	\$ 31,698	\$ 26,876	\$ 25,960	\$ 20,467	100.0%	-21.2%
<b>TOTAL EXPENSES</b>	<b>\$ 31,698</b>	<b>\$ 26,876</b>	<b>\$ 25,960</b>	<b>\$ 20,467</b>	<b>100.0%</b>	<b>-21.2%</b>

CITY OF MIAMI SPRINGS  
RECREATION DEPARTMENT BUDGET  
FISCAL YEAR ENDING 9/30/14

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2010-11</u> <u>ACTUALS</u>	<u>FY2011-12</u> <u>ACTUALS</u>	<u>FY2012-13</u> <u>AMENDED</u> <u>BUDGET</u>	<u>FY2013-14</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 6/30/2013</u>	<u>YTD</u> <u>FY2013-14</u> <u>PROJECTED</u>
001-5703-572.34-00	OTHER CONTRACTUAL SERVICES	15,000	20,000	15,000	15,000	-	20,000	20,000
001-5703-572.43-01	ELECTRICITY	3,963	3,854	4,007	3,835	(172)	2,749	3,665
001-5703-572.43-02	WATER	1,199	1,074	1,953	1,632	(321)	1,220	1,627
001-5703-572.46-00	REPAIRS AND MAINTENANCE	11,536	1,948	5,000	-	(5,000)	-	-
	<b>Total Tennis</b>	<b>31,698</b>	<b>26,876</b>	<b>25,960</b>	<b>20,467</b>	<b>(5,493)</b>	<b>23,969</b>	<b>25,292</b>

## **Recreation – Parks Maintenance**

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

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### **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 training to maintenance staff in order to improve maintenance skills
- 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

### **FY2012-13 Accomplishments**

- Added Mulch and Bench's to Dog Park
- Added Clay to all Baseball Fields
- Added Mulch to the playgrounds at Prince and Peavy Dove
- Fixed drainage issue behind 3<sup>rd</sup> base dugout at Prince
- Added a Homerun Fence to Prince Field.

### **FY 2013-14 Budget Highlights**

- Proposed budget does not increase from prior year.
- Budget Summary:

Budgeted Revenues	\$	-0-
Budgeted Expenditures		<u>\$123,939</u>
Net cost of Department		<u>\$123,939</u>

**RECREATION DEPARTMENT**  
**Parks Maintenance Division - Expenditure Detail**

	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended Budget	FY 2013-14 Budget	% of Total	% Change from 2012-13
<b>OPERATING</b>						
Repairs & Maintenance	\$ 6,193	\$ 6,840	\$ 6,492	\$ 6,500	5.2%	0.1%
Rentals & Lease	-	-	-	2,345	1.9%	0.0%
Operating Supplies	54,187	43,266	52,000	53,000	42.8%	1.9%
Fuels, Oils, Lubricant	4,436	4,324	5,826	6,500	5.2%	11.6%
Contractual Services	51,983	33,076	42,879	55,594	44.9%	29.7%
<i>Total Operating Costs</i>	<b>\$ 116,799</b>	<b>\$ 87,506</b>	<b>\$ 107,197</b>	<b>\$ 123,939</b>	<b>100.0%</b>	<b>15.6%</b>
<b>CAPITAL OUTLAY</b>						
Machinery & Equipment	16,941		16,618	0	0.0%	100.0%
<i>Total Capital Outlay</i>	<b>\$ 16,941</b>	<b>\$ -</b>	<b>\$ 16,618</b>	<b>\$ -</b>	<b>0.0%</b>	<b>100.0%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 133,740</b>	<b>\$ 87,506</b>	<b>\$ 123,815</b>	<b>\$ 123,939</b>	<b>100.0%</b>	<b>0.1%</b>

CITY OF MIAMI SPRINGS  
RECREATION DEPARTMENT BUDGET  
FISCAL YEAR ENDING 9/30/14

<u>ACCOUNT NUMBER</u> <u>FIELD MAINTENANCE</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2010-11</u> <u>ACTUALS</u>	<u>FY2011-12</u> <u>ACTUALS</u>	<u>FY2012-13</u> <u>AMENDED</u> <u>BUDGET</u>	<u>FY2013-14</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 6/30/2013</u>	<u>YTD</u> <u>FY2013-14</u> <u>PROJECTED</u>
001-5705-572.34-00	CONTRACTUAL SERVICES	51,983	33,076	42,879	55,594	12,715	32,021	42,695
001-5705-572.44-00	RENTALS AND LEASES	-	-	-	2,345	2,345	-	-
001-5705-572.46-00	REPAIRS AND MAINTENANCE	6,193	6,840	6,492	6,500	8	3,449	4,599
001-5705-572.52-00	OPERATING SUPPLIES-Rec	9,598	9,895	14,000	15,000	1,000	9,442	12,589
001-5705-572.52-01	OPERATING SUPPLIES-Fields	44,589	33,371	38,000	38,000	-	23,936	38,000
001-5705-572.52-02	FUELS, OILS, LUBRICANTS	4,436	4,324	5,826	6,500	674	4,569	6,092
001-5705-572.64-00	MACHINERY AND EQUIPMENT	16,941	-	16,618	-	(16,618)	16,526	16,526
	<b>Total Bldg &amp; Field Maintenance</b>	<b>133,740</b>	<b>87,506</b>	<b>123,815</b>	<b>123,939</b>	<b>124</b>	<b>89,943</b>	<b>120,501</b>
	<b>Subtotal Recreation</b>	<b>2,019,670</b>	<b>1,951,920</b>	<b>1,917,703</b>	<b>1,975,440</b>	<b>57,737</b>	<b>1,240,935</b>	<b>1,821,868</b>

## **Miami Springs Golf Course**

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The Golf and Country Club provides affordable golf and golf related programs to our residents, seasonal visitors, and golfers throughout South Florida. Daily greens fees and annual prepaid golf memberships are available, and preferred pricing for golf and golf memberships is extended to residents of the City of Miami Springs.

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### **Goal**

These Principles drive everything that we do and assist in making decisions related to golf:

The four main Principles of Customer Service, Financial Stability, Public Access and Effective Operations allow staff to focus its efforts and resources in the areas that are most important to Golfers.

### **Objectives**

All the objectives in this plan relate directly to one or more of the Principles.

The City of Miami Springs Golf & C.C is dedicated to serving our customer by providing high quality golfing experiences to players of all ages and abilities and enhancing their enjoyment of the game of Golf.

- Be recognized as a premier golf operation by all golfers
- Receive increased recognition from the golfing public as an operation with high standards, integrity and high quality customer service
- Deliver competitively priced golf to Miami Springs, Miami-Dade County residents and visitors of South Florida and the Beaches.
- Enhance the playability and condition of the Golf Course.
- Maintain and operate the golf course in such a manner that we become competitive with comparable facilities.
- Market the Miami Springs G & C.C. tell our story about "The Miami Open" The National Baseball Players Golf Championship, utilizing the Courses rich tradition of some of the Greatest golfers of our time, our central location the great playability of our golf course for golfers of all levels.
- Start utilizing the Greater Miami and Convention Visitor Bureaus meeting and convention leads to solicit these groups and contract the golf needs prior to their arriving in Miami and the Beaches.
- Through all avenues of advertising pursue, the Daily Public Golfer, Tournament Golfer, Golf Club Members and the 36<sup>th</sup> Street Aviation industry business for Corporate memberships for all the pilot's that come here for training and stay in Miami Springs Hotels for anywhere from two weeks to a month.

## **Miami Springs Golf Course**

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### **Objectives (continued)**

- To continue to train the staff in customer service and develop a pride of ownership in our Golf operation, while at the same time continue to run an efficient cost effective golf operation.
- To continue to enhance Junior Golf programs through the school systems using their Club programs that are offered with the result, growing the game and interest of children and their parents, to get Miami Springs Golf & C.C. to be appointed has a First Tee Program Satellite operation.
- To develop and grow relationships with the PGA of America, South Fla. PGA, Fla. Golf Association and the PGA Tour in order to grow the game of golf and bring more events and exposure to Miami Springs Golf & C.C.
- It is a must to bring the facility in compliance with all EPA, DERM requirements at present we are in non-compliance and have been since the Sept. 04, 2012 violation letter, we are presently working on addressing all of the non-compliant issues.
- Understand this is a business and must be operated has a profit center.

### **FY 2012-13 Accomplishments**

- City has hired a professional golf course administrator and he in turn has started making major operational changes as well as the hiring of a certified Agronomist probably the first in recent history to be the new Golf Course Superintendent.

### **FY 2013-14 Budget Highlights**

- Proposed budget is \$252,792 or 16 % higher than FY2012/2013.
- Budget Summary:

Budgeted Revenues	\$1,139,850 (projected 36,500 rounds)
Budgeted Expenditures	<u>\$1,846,367</u>
Net cost of Department	<u>\$,706,517</u>
- FY2013-14 budget includes the addition of a full time staff person to manage the pro shop and outside operations. Budget also includes the Finance Department charging Golf for 0.3 of a staff to cover accounting and administrative services provide to the operation. Contractual maintenance labor has also been budgeted to increase by approx. \$72,754, increases are also budgeted for operating supplies and repairs and maintenance.
- Budget includes the leasing of approx. \$579,000 in maintenance equipment at an annual cost of \$122,741 over the next five years.

**GOLF COURSE FUND**  
**Golf Course Administration- Expenditure Detail**

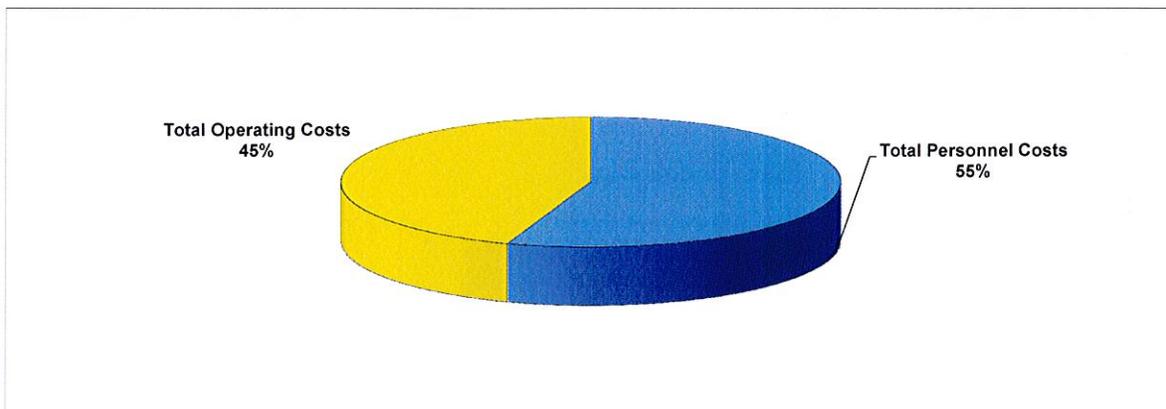
	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended Budget	FY 2013-14 Budget	% of Total	% Change from 2012-13
<b>OPERATING</b>						
Professional Services	\$ 108	\$ -	\$ -	\$ -	0.0%	0.0%
Contractual Services	405	-	-	-	0.0%	0.0%
Utility Services	10,800	9,794	9,537	9,174	41.8%	100.0%
Repairs & Maintenance	943	-	-	-	0.0%	0.0%
Liability Insurance	11,813	12,935	12,780	12,794	58.2%	0.1%
<i>Total Operating Costs</i>	<b>\$ 24,069</b>	<b>\$ 22,729</b>	<b>\$ 22,317</b>	<b>\$ 21,968</b>	<b>100.0%</b>	<b>-1.6%</b>

CITY OF MIAMI SPRINGS  
 RECREATION DEPARTMENT BUDGET  
 FISCAL YEAR ENDING 9/30/14

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2010-11 ACTUALS	FY2011-12 ACTUALS	FY2012-13 AMENDED BUDGET	FY2013-14 Departmental Request	Dollar Increase (Decrease)	YTD ACTUALS AS OF 6/30/2013	YTD FY2013-14 PROJECTED
001-5706-572.31-00	PROFESSIONAL SERVICES	-	-	-	-	-	-	-
001-5706-572.31-01	LEGAL	108	-	-	-	-	-	-
001-5706-572.34-00	OTHER CONTRACTUAL SERVICE	405	-	-	-	-	-	-
001-5706-572.41-01	TELEPHONE: BASE & LOCAL	-	-	-	-	-	-	-
001-5706-572.43-01	ELECTRICITY	9,512	9,794	9,537	9,174	(363)	6,779	9,039
001-5706-572.45-30	LIABILITY INSURANCE	11,813	12,935	12,780	12,794	14	9,108	12,144
001-5706-572.46-00	REPAIRS AND MAINTENANCE	943	-	-	-	-	870	870
001-5706-572.43-02	WATER	1,288	-	-	-	-	-	-
	* ADMINISTRATION	24,069	22,729	22,317	21,968	(349)	16,757	22,053

**GOLF COURSE FUND**  
**Golf Course Pro Shop Operations- Expenditure Detail**

	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended Budget	FY 2013-14 Budget	% of Total	% Change from 2012-13
<b>PERSONNEL</b>						
Salaries	\$ 118,934	\$ 115,107	\$ 105,107	\$ 165,080	30.0%	57.1%
Tournament Gratuity	-	-	-	-	0.0%	0.0%
Part Time Employees	130,571	115,814	119,320	77,313	14.1%	-35.2%
Payroll Taxes	19,088	17,666	16,258	17,044	3.1%	4.8%
Pension & Retirement	11,698	16,546	12,319	18,186	3.3%	47.6%
Health Insurance	10,398	12,413	12,413	20,656	3.8%	66.4%
Workers' Compensation	1,532	2,069	5,841	6,308	1.1%	8.0%
<b>Total Personnel Costs</b>	<b>\$ 292,221</b>	<b>\$ 279,615</b>	<b>\$ 271,258</b>	<b>\$ 304,587</b>	<b>55.4%</b>	<b>12.3%</b>
<b>OPERATING</b>						
Professional Services	-	-	8,000	8,000	1.5%	0.0%
Contractual Services	11,993	8,216	14,101	-	0.0%	-100.0%
Travel & Related Costs	-	-	-	500	0.1%	100.0%
Merchandise	33,134	33,811	32,500	30,000	5.5%	-7.7%
Utilities	26,273	29,253	28,194	8,034	1.5%	-71.5%
Telephone/Internet	9,294	13,917	3,843	5,740	1.0%	49.4%
Repairs & Maintenance	8,036	4,281	11,000	5,500	1.0%	-50.0%
Rentals & Lease	61,854	63,961	64,428	52,719	9.6%	-18.2%
Printing & Binding	3,250	2,962	5,250	4,500	0.8%	-14.3%
Advertising & Promotions	21,487	35,634	34,650	37,500	6.8%	8.2%
Postage	133	133	160	154	0.0%	-3.8%
Credit Card Fees	34,167	39,994	38,100	38,100	6.9%	0.0%
Range	6,917	9,914	8,000	10,000	1.8%	25.0%
Office Supplies	1,110	2,518	3,640	3,639	0.7%	0.0%
Operating Supplies	6,327	8,398	6,000	6,500	1.2%	8.3%
Dues, Memberships & Subsc.	851	957	610	1,000	0.2%	63.9%
Fuels, Oils, Lubricants	-	-	-	21,740	4.0%	100.0%
Liability Insurance	13,718	12,778	10,944	11,934	2.2%	9.0%
<b>Total Operating Costs</b>	<b>\$ 238,544</b>	<b>\$ 266,727</b>	<b>\$ 269,420</b>	<b>\$ 245,560</b>	<b>44.6%</b>	<b>-8.9%</b>
<b>CAPITAL OUTLAY</b>						
Machinery & Equipment	3,441	-	-	-	0.0%	100.0%
<b>Total Capital Outlay</b>	<b>\$ 3,441</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>100.0%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 534,206</b>	<b>\$ 546,342</b>	<b>\$ 540,678</b>	<b>\$ 550,147</b>	<b>100.0%</b>	<b>1.8%</b>



**Personnel Summary**

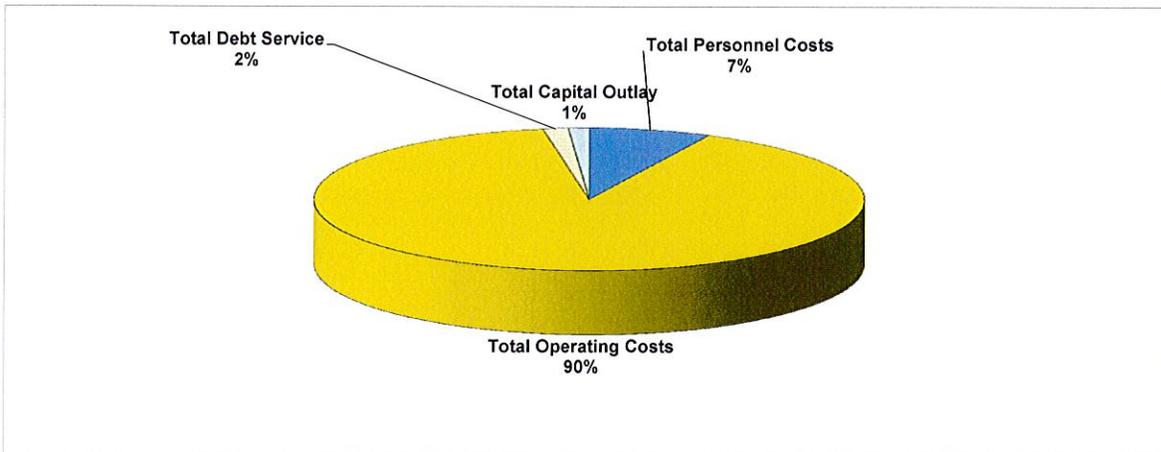
	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended Budget	FY 2013-14 Budget	% of Total	% Change from 2012-13
Golf & Country Club Director	1	1	1	1	30.3%	0.0%
Pro Shop/Outside Services Mgr	0	0	0	1	30.3%	100.0%
Pro Shop Clerk	1	1	1	1	30.3%	0.0%
Accounting Systems Analyst	0	0	0	0.3	9.1%	100.0%
<b>Total Full-time employees</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>3.3</b>	<b>100.0%</b>	<b>230.0%</b>
Cashiers	3	3	3	as needed	0.0%	0.0%
Cart/Rangers	15	15	15	as needed	0.0%	0.0%
<b>Total Part-time employees</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>0</b>	<b>0.0%</b>	<b>0.0%</b>
<b>DIVISION TOTAL</b>	<b>19.0</b>	<b>19.0</b>	<b>19.0</b>	<b>3.3</b>	<b>100.0%</b>	<b>50.0%</b>

**CITY OF MIAMI SPRINGS  
RECREATION DEPARTMENT BUDGET  
FISCAL YEAR ENDING 9/30/14**

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2010-11 ACTUALS</u>	<u>FY2011-12 ACTUALS</u>	<u>FY2012-13 AMENDED BUDGET</u>	<u>FY2013-14 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AS OF 6/30/2013</u>	<u>YTD FY2013-14 PROJECTED</u>
<b>GOLF PRO SHOP</b>								
001-5707-572.12-00	REGULAR SALARIES	118,888	115,107	105,107	165,080	59,973	74,539	99,385
001-5707-572.13-00	PART TIME YEAR ROUND	130,571	115,814	119,320	77,313	(42,007)	106,299	127,559
001-5707-572.21-00	FEDERAL PAYROLL TAXES	19,088	17,666	16,258	17,044	786	13,883	18,511
001-5707-572.22-00	PENSION PLAN-GENERAL	11,698	16,546	12,319	18,186	5,867	7,596	10,128
001-5707-572.23-00	MEDICAL INSURANCE	9,563	11,526	11,526	19,589	8,063	7,010	9,347
001-5707-572.23-07	Life Insurance	510	515	516	428	(88)	249	332
001-5707-572.23-08	Dental Ins	234	268	268	460	192	168	224
001-5707-572.23-09	Vision Ins	91	104	104	179	75	67	89
001-5707-572.24-00	WORKER'S COMPENSATION	1,532	2,069	5,841	6,308	467	4,383	5,844
001-5707-572.31-00	PROFESSIONAL SERVICES	-	-	8,000	8,000	-	7,750	8,000
001-5707-572.34-00	OTHER CONTRACTUAL	11,993	8,216	13,201	-	(13,201)	4,071	13,201
180-5803-572.40-00	TRAVEL AND PER DIEM	-	-	-	500	500	1,243	1,657
001-5707-572.41-01	TELEPHONE: BASE & LOCAL	3,250	3,629	1,042	2,939	1,897	2,046	2,728
001-5707-572.41-02	CELLULAR	589	575	575	575	-	435	580
001-5707-572.41-03	POSTAGE	133	133	160	154	(6)	67	89
001-5707-572.41-06	INTERNET ACCESS	5,455	9,713	2,226	2,226	-	4,840	6,453
001-5707-572.43-01	ELECTRICITY	25,620	28,783	27,710	7,500	(20,210)	20,972	27,963
001-5707-572.43-02	WATER	653	470	484	534	50	384	512
001-5707-572.44-00	RENTALS AND LEASES	61,854	63,961	64,428	52,719	(11,709)	49,641	66,188
001-5707-572.45-00	LIABILITY INSURANCE	13,718	12,778	10,944	11,934	990	8,208	10,944
001-5707-572.46-00	REPAIRS AND MAINTENANCE	8,036	4,281	11,000	5,500	(5,500)	14,525	19,367
001-5707-572.47-00	PRINTING AND BINDING	3,250	2,962	5,250	4,500	(750)	5,620	7,493
001-5707-572.48-00	ADVERTISING	21,487	35,634	34,650	37,500	2,850	13,212	17,616
001-5707-572.49-00	OTHER CURRENT CHARGES	759	398	-	-	-	103	137
001-5707-572.49-05	CREDIT CARD FEES	33,408	39,596	37,200	38,100	900	24,479	32,639
001-5707-572.51-00	OFFICE SUPPLIES	1,110	2,518	3,639	3,639	-	3,256	4,341
001-5707-572.52-00	OPERATING SUPPLIES	6,327	8,398	7,800	6,500	(1,300)	6,018	8,024
001-5707-572.52-05	MERCHANDISE	33,134	33,811	32,500	30,000	(2,500)	25,956	34,608
001-5707-572.52-12	DRIVING RANGE	6,917	9,914	8,000	10,000	2,000	5,860	7,813
001-5707-572.52-02	FUEL	-	-	-	21,740	-	-	-
001-5707-572.54-00	DUES, MEMBERSHIPS, SUBS	851	957	610	1,000	390	150	200
001-5707-572.64-00	MACHINERY AND EQUIPMENT	3,441	-	-	-	-	-	-
<b>* PRO SHOP</b>		<b>534,206</b>	<b>546,342</b>	<b>540,678</b>	<b>550,147</b>	<b>(12,271)</b>	<b>413,670</b>	<b>542,826</b>

**GOLF COURSE FUND**  
**Golf Course Maintenance Operations- Expenditure Detail**

	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended Budget	FY 2013-14 Budget	% of Total	% Change from 2012-13
<b>PERSONNEL</b>						
Salaries	\$ 69,432	\$ 66,478	\$ 68,472	\$ 69,034	5.4%	0.8%
Overtime	-	-	-	-	0.0%	0.0%
Payroll Taxes	5,312	5,085	4,783	4,781	0.4%	0.0%
Pension & Retirement	6,978	9,566	8,025	8,885	0.7%	10.7%
Health Insurance	6,179	6,246	6,249	6,833	0.5%	9.3%
Workers' Compensation	935	1,236	1,782	1,797	0.1%	0.8%
Unemployment Taxes	8,495	-	-	-	0.0%	100.0%
<b>Total Personnel Costs</b>	<b>\$ 97,331</b>	<b>\$ 88,611</b>	<b>\$ 89,311</b>	<b>\$ 91,330</b>	<b>7.2%</b>	<b>2.3%</b>
<b>OPERATING</b>						
Professional Services	82	-	120,665	19,000	1.5%	-84.3%
Contractual Services	343,275	368,349	369,280	442,034	34.6%	19.7%
Telephone	637	647	575	575	0.0%	0.0%
Utilities	35,256	36,217	39,100	38,424	3.0%	-1.7%
Repairs & Maintenance	50,218	57,589	63,554	118,254	9.3%	86.1%
Rentals and leases	10,554	8,903	14,068	134,000	10.5%	852.5%
Fuels, Oils, Lubricants	47,722	44,191	35,206	39,000	3.1%	10.8%
Operating Supplies	178,753	158,815	227,736	345,000	27.0%	51.5%
Dues, Memberships & Subsc.	-	-	500	600	0.0%	0.0%
Uniform	998	911	1,500	2,000	0.2%	33.3%
Education and training	-	-	250	2,500	0.2%	900.0%
Transfer to Debt Service Fund	61,529	18,872	18,872	18,872	1.5%	0.0%
Liability insurance	10,501	9,202	8,423	8,913	0.7%	5.8%
<b>Total Operating Costs</b>	<b>\$ 739,525</b>	<b>\$ 703,696</b>	<b>\$ 899,729</b>	<b>\$ 1,169,173</b>	<b>91.6%</b>	<b>29.9%</b>
<b>CAPITAL OUTLAY</b>						
Machinery & Equipment	49,361	-	21,800	15,750	1.2%	0.0%
<b>Total Capital Outlay</b>	<b>\$ 49,361</b>	<b>\$ -</b>	<b>\$ 21,800</b>	<b>\$ 15,750</b>	<b>1.2%</b>	<b>0.0%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 886,217</b>	<b>\$ 792,307</b>	<b>\$ 1,010,840</b>	<b>\$ 1,276,252</b>	<b>100.0%</b>	<b>26.3%</b>



**Personnel Summary**

	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended Budget	FY 2013-14 Budget	% of Total	% Change from 2012-13
Course Maintenance Superintendent	1	1	1	1	100.0%	0.0%
<b>Total Full-time employees</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>100.0%</b>	<b>0.0%</b>
<b>FUND TOTAL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>100.0%</b>	<b>0.0%</b>

CITY OF MIAMI SPRINGS  
RECREATION DEPARTMENT BUDGET  
FISCAL YEAR ENDING 9/30/14

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2010-11	FY2011-12	FY2012-13	FY2013-14 Departmental Request	Dollar Increase (Decrease)	YTD	YTD
		ACTUALS	ACTUALS	AMENDED BUDGET			ACTUALS AS OF 6/30/2013	FY2013-14 PROJECTED
<b>GOLF MAINTENANCE</b>								
001-5708-572.12-00	REGULAR SALARIES	69,432	66,478	68,472	69,034	562	50,817	67,756
001-5708-572.21-00	FEDERAL PAYROLL TAXES	5,312	5,085	4,783	4,781	(2)	3,887	5,183
001-5708-572.22-00	PENSION PLAN-GENERAL	6,978	9,566	8,025	8,885	860	6,229	8,305
001-5708-572.23-00	MEDICAL INSURANCE	5,680	5,763	5,763	6,339	576	4,433	5,911
001-5708-572.23-07	LIFE INS	306	297	300	300	-	244	325
001-5708-572.23-08	DENTAL - OHS - EMPLOYEE	139	134	134	139	5	107	143
001-5708-572.23-09	VISION	54	52	52	54	2	41	55
001-5708-572.24-00	WORKER'S COMPENSATION	935	1,236	1,782	1,797	15	1,332	1,776
001-5708-572.25-00	UNEMPLOYMENT COMPENSATION	8,495	-	-	-	-	-	-
001-5708-572.31-00	PROFESSIONAL SERVICES	82	-	114,035	19,000	(95,035)	51,234	114,035
001-5708-572.34-00	CONTRACTUAL SERVICES	343,275	368,349	369,280	442,034	72,754	287,159	369,280
001-5708-572.41-02	CELLULAR	637	647	575	575	-	383	511
001-5708-572.43-01	ELECTRICITY	28,976	28,612	29,729	28,530	(1,199)	23,397	31,196
001-5708-572.43-02	WATER	6,280	7,605	9,371	9,894	523	7,601	10,135
001-5708-572.44-00	RENTALS AND LEASES	10,554	8,903	14,068	134,000	119,932	7,394	9,859
001-5708-572.45-00	LIABILITY INSURANCE	10,501	9,202	8,423	8,913	490	6,318	8,424
001-5708-572.46-00	REPAIRS AND MAINTENANCE	50,218	57,589	70,184	118,254	48,070	49,380	70,184
001-5708-572.52-00	OPERATING SUPPLIES	174,755	158,815	227,736	345,000	117,264	151,342	227,736
001-5708-572.52-02	FUEL, OILS, LUBRICANTS	47,722	44,191	35,206	39,000	3,794	21,965	35,206
001-5708-572.52-03	UNIFORMS	998	911	1,500	2,000	500	-	-
001-5708-572.52-18	TOOLS	3,998	-	-	-	-	-	-
001-5708-572.54-00	DUES, MEMBERSHIPS, SUBS	-	-	500	600	100	-	-
001-5708-572.58-00	EDUCATION AND TRAINING	-	-	250	2,500	2,250	-	-
001-5708-572.64-00	MACHINERY AND EQUIPMENT	49,361	-	21,800	15,750	(6,050)	-	21,800
001-5708-572.91-01	TRANSFERS TO DEBT SERVICE FUN	61,529	18,872	18,872	18,872	0	14,154	18,872
<b>Total Golf Course maintenance</b>		<b>886,217</b>	<b>792,307</b>	<b>1,010,840</b>	<b>1,276,252</b>	<b>265,412</b>	<b>687,417</b>	<b>987,818</b>
<b>Subtotal Golf</b>		<b>1,444,492</b>	<b>1,361,378</b>	<b>1,573,835</b>	<b>1,848,367</b>	<b>252,792</b>	<b>1,117,844</b>	<b>1,552,697</b>

## **Non Departmental**

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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.

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### **FY 2013-14 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>\$502,542</u>
Net cost of Department	<u>\$502,542</u>

**NON-DEPARTMENTAL ACCOUNTS**  
Expenditure Detail

	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended Budget	FY 2013-14 Budget	% of Total	% Change from 2012-13
<b>OPERATING</b>						
Bank Fees & Bad Debt	\$ 17	\$ 527	\$ -	\$ -	0.0%	0.0%
<i>Total Operating Costs</i>	\$ 17	\$ 527	\$ -	\$ -	0.0%	0.0%
Transfers to Golf Course Fund	-	-	-	-	0.0%	-100.0%
Transfers to Debt Service Fund	-	313,205	363,205	363,205	72.3%	0.0%
Transfers to Senior Center	132,564	123,326	150,971	139,336	27.7%	-7.7%
Transfers to Capital Projects Fund	475,000	19,674	-	-	0.0%	-100.0%
<i>Total Transfers</i>	\$ 607,564	\$ 456,205	\$ 514,176	\$ 502,542	100.0%	-2.3%
<b>TOTAL EXPENSES</b>	<b>\$ 607,581</b>	<b>\$ 456,732</b>	<b>\$ 514,176</b>	<b>\$ 502,542</b>	<b>100.0%</b>	<b>-2.3%</b>

CITY OF MIAMI SPRINGS  
 NON-DEPARTMENTAL BUDGET  
 FISCAL YEAR ENDING 9/30/14

ACCOUNT NUMBER NON-DEPARTMENTAL	ACCOUNT DESCRIPTION	FY2010-11 ACTUALS	FY2011-12 ACTUALS	FY2012-13 AMENDED BUDGET	FY2013-14 Departmental Request	Dollar Increase (Decrease)	YTD ACTUALS AS OF 6/30/2013	YTD FY2013-14 PROJECTED
001-0901-519.49-90	BAD DEBT EXPENSE	17	527	-	-	-	-	8
001-0901-519.91-04	Tsfer to Capital Fund	475,000	19,674	-	-	-	-	-
001-0901-519.91-06	TRANSFERS TO SENIOR CTR F	132,564	123,326	150,971	139,336	(11,635)	-	150,971
001-0901-519-91-05	Tsfer to Debt Service Fund	-	313,205	363,205	363,205	0	272,404	363,205
** Non-Departmental		<b>607,581</b>	<b>456,732</b>	<b>514,176</b>	<b>502,542</b>	<b>(11,634)</b>	<b>272,404</b>	<b>514,184</b>

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**SPECIAL REVENUE FUND**

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## **Road and Transportation Fund-Peoples Transportation Tax**

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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.

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### **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 2012-13 Accomplishments**

- Negotiated sidewalk repairs around perimeter
- Replaced 1207 linier feet of damaged sidewalk
- Restriped Roadway on North Royal Between Cardinal Street and Rio Vista Dr.
- Contacted Miami Dade County and requested Curtiss Parkway North & South Bound lanes be re-stripped request was completed
- All striping around the Schools City wide were re-stripped
- Provided a list of 23 Street signs to replace due to fading or damage request completed

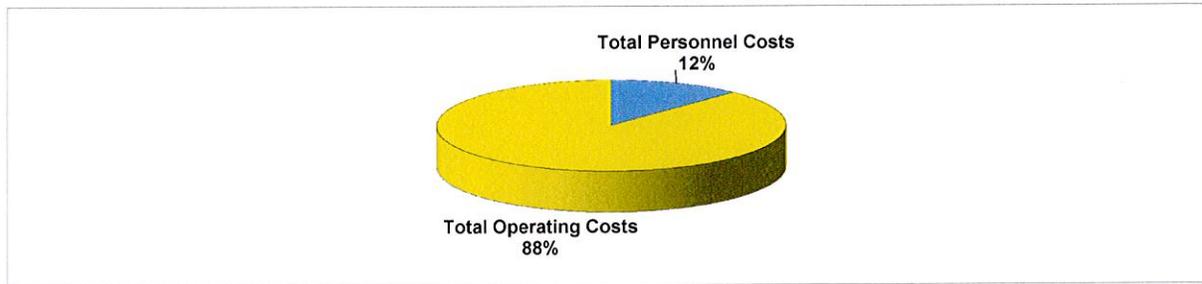
### **FY 2013-14 Budget Highlights**

- Proposed budget is \$37,671 or 6% lower than FY2012/2013...
- Budget Summary:

Budgeted Revenues	\$575,066(funding from CITT funds)
Budgeted Expenditures	<u>\$575,066</u>
Net cost of Department	<u>\$ -0-</u>

**PUBLIC SERVICES DEPARTMENT  
ROAD AND TRANSPORTATION FUND**

	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended Budget	FY 2013-14 Budget	% of Total	% Change from 2012-13
<b>OPERATING</b>						
Salaries	\$ 76,322	\$ 74,833	\$ 50,715	\$ 53,201	9.3%	4.9%
Payroll Taxes	4,164	4,116	3,425	3,555	0.6%	3.8%
Pension & Retirement	5,207	7,488	5,832	6,847	1.2%	17.4%
Health Insurance	5,684	6,177	6,177	6,963	1.2%	12.7%
<i>Total Personnel Costs</i>	<i>\$ 91,377</i>	<i>\$ 92,614</i>	<i>\$ 66,149</i>	<i>\$ 70,565</i>	<i>12.3%</i>	<i>6.7%</i>
Professional Services	139	-	4,000	-	0.0%	-100.0%
Contractual Services	168,856	153,568	205,443	188,121	32.7%	-8.4%
Workmens Compensation	3,425	5,229	3,222	3,380	0.6%	4.9%
Repairs & Maintenance	463,513	183,677	329,522	312,000	54.3%	-5.3%
Fuels, Oils, Lubricants	1,283	-	1,000	1,000	0.2%	0.0%
Road Materials and Supplies	2,230	788	1,000	-	0.0%	-100.0%
Transfers to Capital Projects	81,028	-	-	-	0.0%	0.0%
<i>Total Operating Costs</i>	<i>\$ 720,474</i>	<i>\$ 343,262</i>	<i>\$ 544,187</i>	<i>\$ 504,501</i>	<i>87.7%</i>	<i>-7.3%</i>
<b>CAPITAL OUTLAY</b>						
Improvements Other than Bldg	-	7,399	2,401	-	0.0%	0.0%
Machinery & Equipment	58,436	36,352	-	-	0.0%	0.0%
<i>Total Capital Outlay</i>	<i>\$ 58,436</i>	<i>\$ 43,751</i>	<i>\$ 2,401</i>	<i>\$ -</i>	<i>0.0%</i>	<i>0.0%</i>
<b>TOTAL EXPENSES</b>	<b>\$ 870,287</b>	<b>\$ 479,627</b>	<b>\$ 612,737</b>	<b>\$ 575,066</b>	<b>100.0%</b>	<b>-6.1%</b>



**Personnel Summary**

	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended Budget	FY 2013-14 Budget	% of Total	% Change from 2012-13
Operations Supervisor	1	1	1	1	100.0%	0.0%
<b>DEPARTMENT TOTAL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>100.0%</b>	<b>0.0%</b>

CITY OF MIAMI SPRINGS  
ROAD AND TRANSPORTATION FUND BUDGET  
FISCAL YEAR ENDING 9/30/14

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2010-11 ACTUALS</u>	<u>FY2011-12 ACTUALS</u>	<u>FY2012-13 AMENDED BUDGET</u>	<u>FY2013-14 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AS OF 6/30/2013</u>	<u>YTD FY2013-14 PROJECTED</u>
135-0906-541-91-01	Salaries-administration	21,876	21,000	-	-	-	-	-
	<b>Total Administrative salaries</b>	<b>21,876</b>	<b>21,000</b>	-	-	-	-	-
	<b>People Transportation</b>							
135-0902-541-12-00	Salaries -Project management	52,367	51,864	50,715	53,201	2,486	39,226	52,301
135-0902-541-14-00	Overtime	2,079	1,969	-	-	-	1,418	1,891
135-0902-541-21-00	Federal Payroll taxes	4,164	4,119	3,425	3,555	130	3,109	4,145
135-0902-541-22-01	General	5,207	7,488	5,832	6,847	1,015	4,813	6,417
135-0902-541-23-05	HMO Employee +1	5,283	5,763	5,763	6,541	778	4,433	5,911
135-0902-541-23-07	Life/AD&D	229	228	228	228	-	185	247
135-0902-541-23-10	Dental OHS DUAL	129	134	134	139	5	107	143
135-0902-541-23-12	VSP - VISION -FAMILY	50	52	52	54	2	41	55
135-0902-541-24-00	Workmens Comp	3,425	5,229	3,222	3,380	158	2,412	3,216
135-0902-541.31-00	PROFESSIONAL SERVICES	-	-	4,000	-	(4,000)	-	-
135-0902-541.34-00	OTHER CONTRACTUAL SERVICE	42,728	28,169	46,600	28,000	(18,600)	12,580	46,000
135-0902-541.41-02	Cellular Phone	139	128	122	121	(1)	81	108
135-0902-541-45-10	FLEET MAINTENANCE	1,283	1,068	8,522	10,000	1,478	(339)	(452)
135-0902-541-46-00	REPAIRS AND MAINTENANCE	447,160	182,609	300,000	300,000	-	123,418	164,557
135-0902-541.52-00	OPERATING SUPPLIES	2,230	788	1,000	1,000	-	254	339
135-0902-541-52-02	FUELS, OILS, LUBES	-	-	1,000	1,000	-	-	-
135-0902-541-52-07	TIRES	-	-	1,000	1,000	-	-	-
135-0902-541-91-04	TRANSFERS TO CAPITAL PROJECTS FUND	81,028	-	-	-	-	600	800
135-0902-541.63-00	IMPROVEMENTS O/T BUILDING	58,436	7,399	2,401	-	(2,401)	-	-
135-0902-541.64-00	MACHINERY AND EQUIPMENT	-	36,352	-	-	-	-	-
	<b>* Transportation</b>	<b>705,930</b>	<b>333,359</b>	<b>434,016</b>	<b>415,066</b>	<b>(18,950)</b>	<b>192,338</b>	<b>285,677</b>
	<b>Mass Transit</b>							
135-0903-541.34-00	OTHER CONTRACTUAL SERVICE	126,128	125,271	158,721	160,000	1,279	84,896	127,344
135-0903-541.46-00	REPAIRS AND MAINTENANCE	16,353	-	20,000	-	(20,000)	-	-
	<b>* Mass Transit</b>	<b>142,481</b>	<b>125,271</b>	<b>178,721</b>	<b>160,000</b>	<b>(18,721)</b>	<b>84,896</b>	<b>127,344</b>
	<b>Total Road &amp; Transportation</b>	<b>870,287</b>	<b>479,630</b>	<b>612,737</b>	<b>575,066</b>	<b>(37,671)</b>	<b>277,234</b>	<b>413,021</b>

# 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.

### 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 large 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-four 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.

**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 exercise classes, "Get-in-Shape" dance fitness classes, Yoga-style classes, Line Dancing 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.

**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 28,800 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 14,800 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 10,000 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: "A Matter of Balance", "Tomando Control", and "Healthy Living: A Chronic Disease Self Management Program" for the benefit of the 60 or older population.

**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.

### **2012-13 ACCOMPLISHMENTS:**

The City of Miami Springs Elderly Services Department has exceeded 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: Alliance for Aging, Inc.; University of Miami's School of Law; Jackson Memorial Hospital; Miami-Dade County Health Department; Mount Sinai Heart Institute; Fl. Heart Research Institute; American Red Cross; Miami Lighthouse for the Blind; FPL; Miami-Dade College; Catholic Hospice; VITAS Innovative Hospice; AT&T; Dr. Veronica Rodriguez-McCloskey, Cardiologist; YMCA of Greater Miami; the Latin Chamber of Commerce; Florida Poison Information Center; US Postal Inspection Services; Hearing and Speech Center of Florida; Judge Andrea Wolfson; Florida Department of Children and Families' Adult Protective Services; Barry University's School of Nursing; AARP; the IRS; University of Florida's IFAS Extension; the Eye Institute; M-D Property Appraiser's Office; S.T.E.P.S. in the Right Direction; American Providers, Inc.; Care Plus Health Plans, Inc.; United Health Care; Florida Healthcare Plus; American Eldercare; the Miami Springs Community Policing Office; Joe Donato; the Xiques family; Colleen Murray, Harpist; 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 bone density, glaucoma & cataract and blood pressure screenings;
- ongoing, evidence based wellness courses: "Matter of Balance" and "Asunto de Equilibrio"; "Walk with Ease"; and Chronic Disease Self Management courses "Living Healthy" and "Tomando Control de su Salud";
- free seasonal influenza immunization and pneumonia shots to those 65 and over;
- free, ongoing chair exercise classes, a "Get-in-Shape" dance fitness program, line dancing, Yoga-in-a-Chair, Weight Training and Senior Yoga classes;
- free Income Tax Preparation Assistance and counseling by AARP Tax Aides to over 200 individuals;
- free "Silver Surfers" computer classes in English and Spanish;
- free needle craft workshops and instruction;
- health presentations by local professionals on: breast cancer awareness, food safety, delaying or preventing diabetes, blindness prevention, cardiovascular disease and exercise, stress management, injury prevention, poison control, preventing falls, nutrition and a healthy lifestyle, stroke awareness, Osteoporosis, push CPR, living with low vision, and fitness for life;

## **Elderly Services**

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### **2012-13 ACCOMPLISHMENTS:**

- 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;
- educational workshops on the following topics: Senior Tech Rally, elder abuse prevention, hurricane preparedness, identity theft & consumer fraud, protection against exploitation, basics of investing and investor's rights, City permitting rules & regulations, fraudulent schemes & foreign lotteries, energy savings essentials, distribution of free amplified telephones for the hard of hearing, "Meet the Candidates" forum, and
- a variety of special events, holiday celebrations, trips and recreational activities.

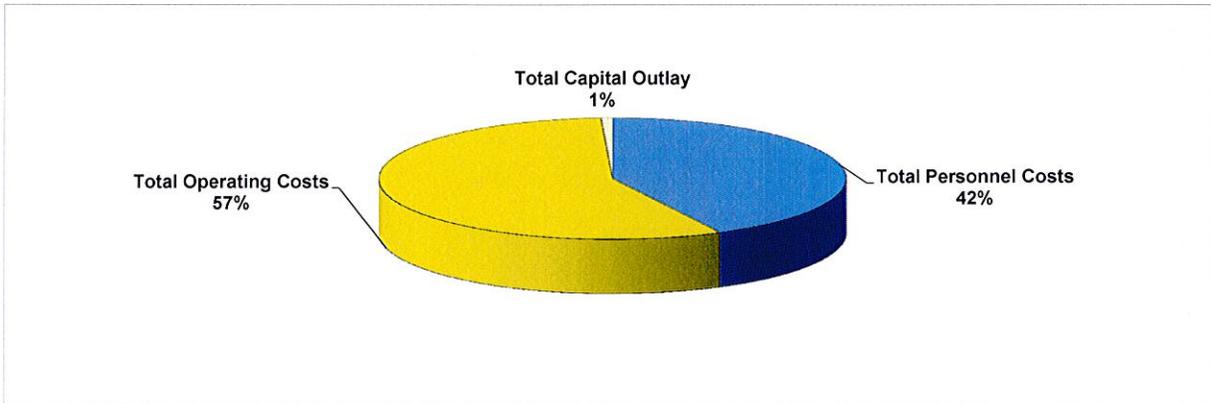
### **FY 2013-14 BUDGET HIGHLIGHTS**

- Proposed budget is \$ 31,804 or 8.2% lower than FY2012/2013.
- Budget Summary:

Budgeted Revenues	\$215,376
Budgeted Expenditures	<u>\$354,712</u>
Net cost of Department	<u>\$139,336</u>
- Budget includes \$2800 for a new steamtable 5 well w/accessories.

**ELDERLY SERVICES DEPARTMENT**  
**Elderly Services Special Revenue Fund Expenditures**  
**Consolidated to represent all funding sources**

	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended Budget	FY 2013-14 Budget	% of Total	% Change from 2012-13
<b>PERSONNEL</b>						
Salaries	\$ 78,239	\$ 73,392	\$ 75,489	\$ 75,555	21.3%	0.1%
Part Time Year Round	43,123	44,756	50,379	50,436	14.2%	0.1%
Payroll Taxes	8,857	8,576	8,740	5,069	1.4%	-42.0%
Pension & Retirement	7,755	10,554	8,847	9,724	2.7%	9.9%
Health Insurance	10,999	11,944	11,947	9,702	2.7%	-18.8%
Workers' Compensation	850	1,106	236	236	0.1%	0.1%
<b>Total Personnel Costs</b>	<b>\$ 149,823</b>	<b>\$ 150,328</b>	<b>\$ 155,638</b>	<b>\$ 150,722</b>	<b>42.5%</b>	<b>-3.2%</b>
<b>OPERATING</b>						
Professional Services	10,776	1,448	4,185	4,245	1.2%	1.4%
Contractual Services	17,596	16,587	15,743	12,561	3.5%	-20.2%
Travel & Related Costs	-	-	350	350	0.1%	0.0%
Uniforms	-	186	280	280	0.1%	0.0%
Utility Services	8,441	8,679	8,406	8,982	2.5%	6.9%
Repairs & Maintenance	1,610	2,055	3,055	3,100	0.9%	1.5%
Rentals & Lease	1,535	1,308	1,750	997	0.3%	-43.0%
Advertising & Promotions	409	300	525	1,300	0.4%	147.6%
Postage	74	67	112	108	0.0%	-3.6%
Office Supplies	738	164	500	600	0.2%	20.0%
Operating Supplies	137,526	135,997	170,690	149,559	42.2%	-12.4%
Dues, Memberships & Subsc.	160	130	200	230	0.1%	15.0%
Training & Education	175	-	180	230	0.1%	0.0%
Liability Insurance	6,725	6,638	6,555	7,794	2.2%	18.9%
Fleet Maintenance	4,295	2,971	3,910	2,800	0.8%	-28.4%
Fuels, Oils, Lubricant	3,141	4,928	6,443	5,800	1.6%	-10.0%
Telephone/Internet	2,256	2,648	1,994	2,254	0.6%	13.0%
<b>Total Operating Costs</b>	<b>\$ 195,457</b>	<b>\$ 184,106</b>	<b>\$ 224,878</b>	<b>\$ 201,190</b>	<b>56.7%</b>	<b>-10.5%</b>
<b>CAPITAL OUTLAY</b>						
Improvements Other than Bldg	61,334	66,118	2,500	0	0.0%	-100.0%
Machinery & Equipment	2,050	-	3,500	2,800	0.8%	100.0%
<b>Total Capital Outlay</b>	<b>\$ 63,384</b>	<b>\$ 66,118</b>	<b>\$ 6,000</b>	<b>\$ 2,800</b>	<b>0.8%</b>	<b>-53.3%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 408,664</b>	<b>\$ 400,552</b>	<b>\$ 386,516</b>	<b>\$ 354,712</b>	<b>100.0%</b>	<b>-8.2%</b>



**Personnel Summary**

	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended Budget	FY 2013-14 Budget	% of Total	% Change from 2012-13
Elderley Services Director	1	1	1	1	12.5%	0.0%
<i>Part-time Employee</i>						
Food Service Aide	4	4	4	4	50.0%	0.0%
Screening & Assess Specialist	1	1	1	1	12.5%	0.0%
Driver	1	1	1	1	12.5%	0.0%
Substitute driver	1	1	1	1	12.5%	0.0%
<i>Sub-total: Part-time employees</i>	<i>7</i>	<i>7</i>	<i>7</i>	<i>7</i>	<i>87.5%</i>	<i>0.0%</i>
<b>DEPARTMENT TOTAL</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>100.0%</b>	<b>0.0%</b>

**CITY OF MIAMI SPRINGS  
ELDERLY SERVICES BUDGET  
FISCAL YEAR ENDING 9/30/14**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2010-11 ACTUALS	FY2011-12 ACTUALS	FY2012-13 AMENDED BUDGET	FY2013-14 Departmental Request	Dollar Increase (Decrease)	YTD ACTUALS AS OF 6/30/2013	YTD FY2013-14 PROJECTED
<b>SENIOR CENTER</b>								
140-5101-519.12-00	Title III C-1							
140-5101-519.13-00	REGULAR SALARIES	58,713	55,070	56,617	56,666	49	39,565	52,753
140-5101-519.21-00	PART TIME YEAR ROUND	22,491	22,980	27,049	26,895	(154)	17,934	23,912
140-5101-519.22-01	FEDERAL PAYROLL TAXES	5,892	5,625	5,734	3,797	(1,937)	4,383	5,844
	GENERAL	5,816	7,916	6,635	7,293	658	5,086	6,781
	TOTAL MEDICAL INSURANCE	8,249	8,957	8,957	7,274	(1,683)	5,583	7,444
140-5101-519.24-00	WORKER'S COMPENSATION	850	1,106	236	236	0	180	240
140-5101-519.31-09	OTHER (Dietician)	3,633	1,378	4,050	3,975	(75)	585	780
140-5101-519.34-01	JANITORIAL	13,761	14,254	14,407	11,250	(3,157)	10,284	13,712
140-5101-519.34-02	DUMPING AND DISPOSAL	3,835	2,333	1,336	1,311	(25)	964	1,285
140-5101-519.40-00	TRAVEL AND PER DIEM			350	350	-	21	28
140-5101-519.41-01	TELEPHONE	1,064	1,959	347	650	303	628	837
140-5101-519.41-03	POSTAGE	74	67	112	108	(4)	33	44
140-5101-519.41-06	INTERNET ACCESS	1,192	689	1,647	1,604	(43)	785	1,047
140-5101-519.43-01	ELECTRICITY	8,107	8,207	7,994	8,329	335	5,983	7,977
140-5101-519.43-02	WATER	334	472	412	653	241	1,057	1,409
140-5101-519.44-00	RENTALS AND LEASES	1,535	1,308	1,750	997	(753)	1,175	1,567
140-5101-519.45-30	LIABILITY INSURANCE	3,814	3,485	3,655	3,962	307	2,754	3,672
140-5101-519.46-01	REPAIR & MAINT - BUILDING	1,255	1,423	2,555	2,500	(55)	350	467
140-5101-519.46-03	EQUIPMENT	355	632	500	600	100	307	409
140-5101-519.48-00	PROMOTIONS	409	300	525	1,300	775	300	400
140-5101-519.51-00	OFFICE SUPPLIES	738	164	500	600	100	10	13
140-5101-519.52-00	OPERATING SUPPLIES	2,025	1,289	1,700	1,900	200	477	636
140-5101-519.52-03	UNIFORMS		186	280	280	-		
140-5101-519.52-04	CATERING COSTS	78,131	78,507	101,129	86,400	(14,729)	50,691	76,037
140-5101-519.52-09	OTHER	3,149	3,114	3,125	3,500	375	3,260	4,347
140-5101-519.54-00	DUES, MEMBERSHIPS, SUBS	160	130	200	230	30	125	167
140-5101-519.58-00	EDUCATION AND TRAINING	175		180	230	50		
140-5101-519.62-02	BUILDINGS	61,334	66,118	2,500		(2,500)		2,500
140-5101-519.64-00	MACHINERY AND EQUIPMENT	2,050		3,500	2,800	(700)		3,500
		<b>289,141</b>	<b>287,669</b>	<b>257,982</b>	<b>235,690</b>	<b>(22,292)</b>	<b>152,520</b>	<b>217,809</b>
* TITLE III C-1								

CITY OF MIAMI SPRINGS  
ELDERLY SERVICES BUDGET  
FISCAL YEAR ENDING 9/30/14

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2010-11 ACTUALS	FY2011-12 ACTUALS	FY2012-13 AMENDED BUDGET	FY2013-14 Departmental Request	Dollar Increase (Decrease)	YTD ACTUALS AS OF 6/30/2013	YTD FY2013-14 PROJECTED
<b>SENIOR CENTER</b>								
140-5102-519.12-00	Title III C-2							
140-5102-519.13-00	REGULAR SALARIES	11,665	11,012	11,323	11,333	10	8,716	11,621
140-5102-519.21-00	PART TIME YEAR ROUND	2,951	3,129	3,586	3,488	(98)	2,491	3,321
140-5102-519.22-01	FEDERAL PAYROLL TAXES	1,054	1,012	1,007	759	(248)	854	1,139
	GENERAL	1,163	1,583	1,327	1,459	132	1,017	1,356
	Total medical insurance	1,650	1,792	1,793	1,457	(336)	1,116	1,488
140-5102-519.31-09	OTHER (Dietician)	123	70	135	270	135	15	20
140-5102-519.52-04	CATERING COSTS	50,325	49,910	60,694	53,337	(7,357)	34,697	52,046
140-5102-519.52-21	HOME DELIVER WKEND MEALS	3,896	3,177	4,042	4,422	380	2,498	3,747
* TITLE III C-2		<b>72,827</b>	<b>71,685</b>	<b>83,907</b>	<b>76,525</b>	<b>(7,382)</b>	<b>51,404</b>	<b>74,738</b>
<b>SENIOR CENTER</b>								
140-5103-519.12-00	Title III B							
140-5103-519.13-00	REGULAR SALARIES	7,861	7,310	7,549	7,556	7	5,234	6,979
140-5103-519.21-00	PART TIME YEAR ROUND	17,681	18,647	19,744	20,053	309	14,524	19,365
140-5103-519.22-01	FEDERAL PAYROLL TAXES	1,911	1,939	1,999	513	(1,486)	1,509	2,012
	GENERAL	776	1,055	885	972	87	678	904
	Total medical insurance	1,100	1,195	1,197	971	(226)	744	992
140-5103-519.31-09	OTHER	7,020			-	-		-
140-5103-519.45-10	FLEET MAINTENANCE	3,841	2,971	3,110	2,800	(310)	1,432	1,909
140-5103-519.45-30	LIABILITY INSURANCE	2,911	3,153	2,900	3,832	932	3,832	3,832
140-5103-519.52-02	FUEL, OILS, LUBRICANTS	3,141	4,928	6,443	5,000	(1,443)	3,726	4,968
140-5103-519.52-07	TIRES	454	-	800	800	-	751	1,001
* TITLE III B		<b>46,696</b>	<b>41,198</b>	<b>44,627</b>	<b>42,497</b>	<b>(2,130)</b>	<b>32,430</b>	<b>41,963</b>
	Total Senior Center	<b>408,664</b>	<b>400,552</b>	<b>386,516</b>	<b>354,712</b>	<b>(31,804)</b>	<b>236,354</b>	<b>334,509</b>

## **Law Enforcement Trust Fund**

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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.

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### **FY2013-14 Budget Highlights or Modifications**

- Proposed budget is \$143,976 or 95% higher than FY2012/2013...
  - Budget Summary:

Budgeted Revenues	\$295,881(funding from Forfeiture funds)
Budgeted Expenditures	<u>\$295,881</u>
Net cost of Department	<u>\$ -0-</u>
  - Budget includes \$142,000 for a digital voice repeater, handheld traffic citation writers, and a voice recording system.
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**POLICE DEPARTMENT  
Law Enforcement Trust Fund  
Administration**

	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended Budget	FY 2013-14 Budget	Total	% Change from 2012-13
<b>OPERATING</b>						
Professional Services	\$ 4,642	\$ -	\$ 2,388	\$ -	0.0%	-100.0%
Investigations	2,388	2,388	25,000	21,000	10.0%	-16.0%
Operating Supplies	706	19,291	20,261	22,000	10.5%	0.0%
Rentals & Leases	20,904	19,296	5,230	25,000	11.9%	378.0%
<i>Total Operating Costs</i>	<b>\$ 28,640</b>	<b>\$ 40,975</b>	<b>\$ 52,879</b>	<b>\$ 68,000</b>	<b>32.4%</b>	<b>28.6%</b>
<b>CAPITAL OUTLAY</b>						
Machinery & Equipment	72,904	6,373	20,000	142,000	67.6%	0.0%
<i>Total Capital Outlay</i>	<b>\$ 72,904</b>	<b>\$ 6,373</b>	<b>\$ 20,000</b>	<b>\$ 142,000</b>	<b>67.6%</b>	<b>-100.0%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 101,544</b>	<b>\$ 47,348</b>	<b>\$ 72,879</b>	<b>\$ 210,000</b>	<b>100.0%</b>	<b>188.1%</b>

CITY OF MIAMI SPRINGS  
LAW ENFORCEMENT TRUST FUND  
FISCAL YEAR ENDING 9/30/14

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2010-11</u>	<u>FY2011-12</u>	<u>FY2012-13</u>	<u>FY2013-14</u>	<u>Dollar</u>	<u>YTD</u>	<u>YTD</u>
<u>LAW ENFORCEMENT TI</u>		<u>ACTUALS</u>	<u>ACTUALS</u>	<u>AMENDED</u>	<u>Departmental</u>	<u>Increase</u>	<u>ACTUALS</u>	<u>FY2013-14</u>
				<u>BUDGET</u>	<u>Request</u>	<u>(Decrease)</u>	<u>AS OF 6/30/2013</u>	<u>PROJECTED</u>
650-2010-521.31-00	PROFESSIONAL SERVICES	4,642	-	2,388	-	(2,388)	1,388	1,851
650-2010-521.35-00	INVESTIGATIONS	2,388	2,388	25,000	21,000	(4,000)	-	-
650-2010-521.44-00	RENTALS AND LEASES	20,904	19,296	20,261	25,000	4,739	12,864	17,152
650-2010-521.52-00	OPERATING SUPPLIES	706	19,291	5,230	22,000	16,770	7,097	9,463
650-2010-521.64-00	MACHINERY AND EQUIPMENT	21,052	6,373	20,000	142,000	122,000	9,702	12,936
650-2010-521.65-00	VEHICLES	51,852	-	-	-	-	28,061	56,122
<b>* PUBLIC SAFETY</b>		<b>101,544</b>	<b>47,348</b>	<b>72,879</b>	<b>210,000</b>	<b>137,121</b>	<b>59,112</b>	<b>97,523</b>

**POLICE DEPARTMENT**  
**Law Enforcement Trust Fund**  
**Community Policing Office Budget**

	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended Budget	FY 2013-14 Budget	% of Total	% Change from 2012-13
<b>PERSONNEL</b>						
<b>OPERATING</b>						
Professional Services	\$ 305	\$ 160	\$ 300	\$ 300	0.4%	0.0%
Contractual Services	-	-	1,000	1,000	1.4%	0.0%
Travel & Related Costs	4,261	-	5,000	5,000	7.1%	0.0%
Utility Services	2,538	2,198	3,000	2,300	3.3%	-23.3%
Repairs & Maintenance	1,660	458	2,700	2,700	3.8%	0.0%
Rentals & Lease	21,043	21,157	22,200	22,584	32.1%	1.7%
Printing & Binding	-	-	1,000	1,000	1.4%	0.0%
Uniforms	405	-	1,000	1,000	1.4%	0.0%
Courier, UPS, Fedex-Overnight	-	-	250	250	0.4%	0.0%
Advertising & Promotions	2,279	1,119	6,500	6,500	9.2%	0.0%
Office Supplies	1,007	1,376	1,500	1,500	2.1%	0.0%
Operating Supplies	3,363	1,140	6,000	6,000	8.5%	0.0%
Liability Insurance	1,596	2,607	1,600	1,600	2.3%	0.0%
Dues, Memberships & Subsc.	25	25	250	250	0.4%	0.0%
Training & Education	11,329	1,096	10,000	10,000	14.2%	0.0%
Telephone & Internet	4,978	14,140	3,726	5,397	7.7%	44.8%
<i>Total Operating Costs</i>	<b>\$ 54,789</b>	<b>\$ 45,476</b>	<b>\$ 66,026</b>	<b>\$ 67,381</b>	<b>95.7%</b>	<b>2.1%</b>
<b>CAPITAL OUTLAY</b>						
Machinery & Equipment	-	-	3,000	3,000	4.3%	0.0%
<i>Total Capital Outlay</i>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>4.3%</b>	<b>0.0%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 54,789</b>	<b>\$ 45,476</b>	<b>\$ 69,026</b>	<b>\$ 70,381</b>	<b>100.0%</b>	<b>2.0%</b>

CITY OF MIAMI SPRINGS  
COMMUNITY POLICING OFFICE BUDGET  
FISCAL YEAR ENDING 9/30/14

ACCOUNT NUMBER TR	ACCOUNT DESCRIPTION	FY2010-11 ACTUALS	FY2011-12 ACTUALS	FY2012-13 AMENDED BUDGET	FY2013-14 Departmental Request	Dollar Increase (Decrease)	YTD ACTUALS AS OF 6/30/2013	YTD FY2013-14 PROJECTED
650-2011-521.31-00	PROFESSIONAL SERVICES	305	160	300	300	-	180	240
650-2011-521.34-00	OTHER CONTRACTUAL SERVICE			1,000	1,000	-	-	-
650-2011-521.40-00	TRAVEL AND PER DIEM	4,261		5,000	5,000	-	5	7
650-2011-521.41-01	TELEPHONE: BASE & LOCAL	3,236	12,346	926	3,033	2,107	1,922	2,563
650-2011-521.41-02	CELLULAR TELEPHONE	1,136	1,000	1,500	1,064	(436)	799	1,065
650-2011-521.41-04	OVERNIGHT-JPS, FEDX			250	250	-	-	-
650-2011-521.41-06	INTERNET ACCESS	606	794	1,300	1,300	-	800	1,067
650-2011-521.43-01	ELECTRICITY	2,538	2,198	3,000	2,300	(700)	1,330	1,773
650-2011-521.44-00	RENTALS AND LEASES			500	500	-	-	-
650-2011-521.44-01	BUILDINGS	19,200	19,200	19,200	19,584	384	16,000	19,200
650-2011-521.44-02	EQUIPMENT	1,843	1,957	2,500	2,500	-	1,377	1,836
650-2011-521.45-30	LIABILITY INSURANCE	1,596	2,607	1,600	1,600	-	1,992	2,656
650-2011-521.46-00	REPAIRS AND MAINTENANCE	1,660	278	2,500	2,500	-	-	-
650-2011-521.46-03	EQUIPMENT		180	200	200	-	117	156
650-2011-521.47-00	PRINTING AND BINDING		-	1,000	1,000	-	-	-
650-2011-521.48-00	PROMOTIONS	524	694	3,500	3,500	-	320	427
650-2011-521.48-02	ADVERTISING	1,755	425	3,000	3,000	-	464	619
650-2011-521.51-00	OFFICE SUPPLIES	1,007	1,376	1,500	1,500	-	871	1,161
650-2011-521.52-00	OPERATING SUPPLIES	3,363	1,140	5,370	6,000	630	1,526	2,035
650-2011-521.52-03	UNIFORMS	405	-	1,630	1,000	(630)	630	840
650-2011-521.54-00	DUES, MEMBERSHIPS, SUBS	25	25	250	250	-	-	-
650-2011-521.58-00	EDUCATION AND TRAINING	2,880		1,000	1,000	-	1,308	1,744
650-2011-521.58-01	THREE PSAS		1,096	4,000	4,000	-	15	20
650-2011-521.58-02	EDUCATION-OFFICERS	8,449		5,000	5,000	-	-	-
650-2011-521.64-00	MACHINERY AND EQUIPMENT			3,000	3,000	-	-	-
* COMMUNITY POLICING		54,789	45,476	69,026	70,381	1,355	29,656	37,408

\$ 3,603 \$ (5,710)

**POLICE DEPARTMENT**  
**Law Enforcement Trust Fund**  
**Criminal Justice Training**

	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended Budget	FY 2013-14 Budget	% of Total	% Change from 2012-13
<b>OPERATING</b>						
Training & Education	\$ 8,449	\$ -	\$ 10,000	\$ 15,500	100.0%	0.0%
<i>Total Operating Costs</i>	\$ 8,449	\$ -	\$ 10,000	\$ 15,500	100.0%	0.0%
<b>TOTAL EXPENSES</b>	<b>\$ 8,449</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ 15,500</b>	<b>100.0%</b>	<b>0.0%</b>

CITY OF MIAMI SPRINGS  
 CRIMINAL JUSTICE TRAINING  
 FISCAL YEAR ENDING 9/30/14

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2010-11 ACTUALS	FY2011-12 ACTUALS	FY2012-13 AMENDED BUDGET	FY2013-14 Departmental Request	Dollar increase (Decrease)	YTD ACTUALS AS OF 6/30/2013	YTD FY2013-14 PROJECTED
650-2012-521-58-00	EDUCATION AND TRAINING	8,449	-	10,000	15,500	5,500		#VALUE!
* PUBLIC SAFETY		8,449	-	10,000	15,500	5,500	-	#VALUE!

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## **ENTERPRISE FUNDS**

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## Public Services - Sanitation Fund

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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.

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### 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 2012-13 Accomplishments

- We have replaced 238 90 Gallon Containers City wide
- Have produced a total of 47 excessive bulk trash invoices to Finance
- Established rotation of drivers on various routes to improve service

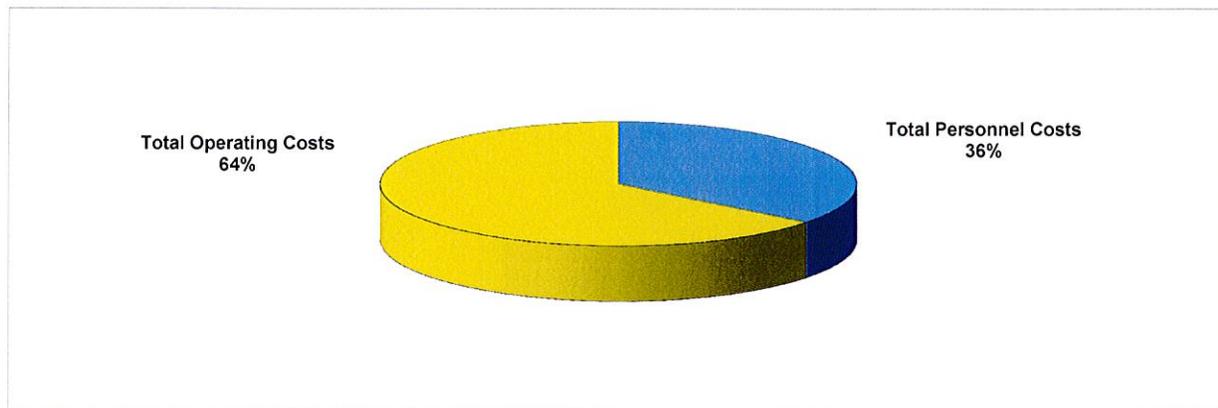
### FY 2013-14 Budget Highlights

- Proposed budget is \$50,855 or 2.2% higher than FY2012/2013...
- Budget Summary:

Budgeted Revenues	\$2,343,883(Funding from fees for services)
Budgeted Expenditures	<u>\$2,343,883</u>
Net cost of Department	<u>\$ -0-</u>

**SANITATION FUND**  
Sanitation Operations - Expenditure Detail

	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended Budget	FY 2013-14 Budget	% of Total	% Change from 2012-13
<b>PERSONNEL</b>						
Salaries	\$ 565,711	\$ 524,526	\$ 547,655	\$ 564,966	24.1%	3.2%
Overtime	12,776	14,374	13,000	14,000	0.6%	0.0%
Payroll Taxes	42,928	41,684	35,700	35,336	1.5%	-1.0%
Pension & Retirement	49,968	68,747	58,701	66,285	2.8%	12.9%
Health Insurance	88,528	93,642	96,363	105,399	4.5%	9.4%
Workers' Compensation	44,824	114,747	46,208	47,669	2.0%	3.2%
<i>Total Personnel Costs</i>	<i>\$ 804,735</i>	<i>\$ 857,720</i>	<i>\$ 797,627</i>	<i>\$ 833,655</i>	<i>35.6%</i>	<i>4.5%</i>
<b>OPERATING</b>						
Professional Services	-	2,850	-	-	0.0%	0.0%
Contractual Services	618,343	614,158	716,500	735,100	31.4%	2.6%
Repairs & Maintenance	1,304	1,590	2,000	3,000	0.1%	50.0%
Credit Card Fees	12,876	12,525	14,000	-	0.0%	-100.0%
County Collection Fees	24,293	7,689	3,000	3,800	0.2%	100.0%
Operating Supplies	18,092	13,245	22,000	22,000	0.9%	0.0%
Fuels, Oils, Lubricants	61,163	76,205	65,000	65,000	2.8%	0.0%
Depreciation (non cash)	54,262	54,074	54,400	54,400	2.3%	0.0%
Bad Debt Expense	(37,391)	(29,773)	-	-	0.0%	0.0%
Liability Insurance	29,559	26,431	27,303	29,744	1.3%	8.9%
Fleet Maintenance	122,083	145,181	115,000	121,000	5.2%	5.2%
Management Fee to Gen. Fund	350,000	450,000	470,000	470,000	20.1%	0.0%
Telephone/Internet	2,201	4,839	2,385	2,385	0.1%	0.0%
<i>Total Operating Costs</i>	<i>\$ 1,256,785</i>	<i>\$ 1,379,014</i>	<i>\$ 1,491,588</i>	<i>\$ 1,506,429</i>	<i>64.3%</i>	<i>1.0%</i>
<b>DEBT SERVICE</b>						
Interest	7,755	5,837	3,813	3,800	0.2%	100.0%
<i>Total Debt Service</i>	<i>\$ 7,755</i>	<i>\$ 5,837</i>	<i>\$ 3,813</i>	<i>\$ 3,800</i>	<i>0.2%</i>	<i>100.0%</i>
<b>TOTAL EXPENSES</b>	<b>\$ 2,069,275</b>	<b>\$ 2,242,571</b>	<b>\$ 2,293,028</b>	<b>\$ 2,343,883</b>	<b>100.0%</b>	<b>2.2%</b>



**Personnel Summary**

	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended Budget	FY 2013-14 Budget	% of Total	% Change from 2012-13
Sanitation Foreman	1	1	0	1	7.7%	0.0%
Administrator to PW Director	0	0	1	0	0.0%	-100.0%
Automated Equipment Operator	6	6	6	6	46.2%	0.0%
Refuse Truck Driver	4	4	4	4	30.8%	0.0%
Refuse Collector	2	2	2	2	15.4%	0.0%
<b>FUND TOTAL</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>100.0%</b>	<b>0.0%</b>

CITY OF MIAMI SPRINGS  
SANITATION FUND BUDGET  
FISCAL YEAR ENDING 9/30/14

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2010-11 ACTUALS	FY2011-12 ACTUALS	FY2012-13 AMENDED BUDGET	FY2013-14 Departmental Request	Dollar Increase (Decrease)	YTD ACTUALS AS OF 6/30/2013	YTD FY2013-14 PROJECTED
<b>SANITATION</b>								
430-3401-534.12-00	REGULAR SALARIES	565,711	524,526	547,655	564,966	17,311	373,608	498,144
430-3401-534.14-00	OVERTIME	12,776	14,374	13,000	14,000	1,000	12,845	17,127
430-3401-534.21-00	FICA TAXES	42,928	41,684	35,700	35,336	(364)	29,622	39,496
430-3401-534.22-01	GENERAL EMPLOYEES RET SYS	49,968	68,747	58,701	66,285	7,584	41,875	55,833
	TOTAL MEDICAL INSURANCE	88,528	93,642	96,363	105,399	9,036	69,423	92,564
430-3401-534.24-00	WORKER'S COMPENSATION	44,824	114,747	46,208	47,669	1,461	34,659	46,212
430-3401-534.31-00	PROFESSIONAL SERVICES		2,850	-	-	-	-	-
430-3401-534.34-00	OTHER CONTRACTUAL SERVICE	4,568	6,448	1,700	1,700	-	1,300	1,733
430-3401-534.34-02	DUMPING AND DISPOSAL	482,886	493,875	558,340	580,000	21,660	333,217	499,826
430-3401-534.34-05	SOLID WASTE RECYCLE	130,889	113,835	153,460	153,400	(60)	68,608	117,614
430-3401-534.41-02	CELLULAR PHONE	-	552	-	-	-	-	-
430-3401-534.41-06	INTERNET CHARGES	2,201	4,287	2,385	2,385	-	1,856	2,475
430-3401-534.45-10	FLEET MAINTENANCE	105,185	129,007	113,000	105,000	(8,000)	119,623	159,497
430-3401-534.45-30	LIABILITY INSURANCES	29,559	26,431	27,303	29,744	2,441	20,529	27,372
430-3401-534.46-00	REPAIRS AND MAINTENANCE	1,304	1,590	3,000	3,000	-	2,256	3,008
430-3401-534.49-80	COUNTY COLLECTION FEES	24,293	7,689	3,000	3,800	800	2,499	3,332
430-3401-534.49-05	CREDIT CARD FEES	12,876	12,525	-	-	-	-	-
430-3401-534.49-90	BAD DEBT EXPENSE	(37,391)	(29,773)	-	-	-	-	-
430-3401-534.52-00	OPERATING SUPPLIES	18,092	13,245	25,000	22,000	(3,000)	23,187	30,916
430-3401-534.52-02	FUEL, OILS, LUBRICANTS	61,163	76,205	65,000	65,000	-	52,351	69,801
430-3401-534.52-07	TIRES	16,898	16,174	15,000	16,000	1,000	18,163	24,217
430-3401-534.59-00	DEPRECIATION	54,262	54,074	54,400	54,400	-	40,555	54,073
430-3401-534.72-00	INTEREST	7,755	5,837	3,813	3,800	(13)	3,085	4,113
430-3401-534.91-01	MANAGEMENT FEE TO GENERAL FU	350,000	450,000	470,000	470,000	-	352,500	470,000
	<b>Total Operating Expenses</b>	<b>2,069,275</b>	<b>2,242,571</b>	<b>2,293,028</b>	<b>2,343,883</b>	<b>50,855</b>	<b>1,601,761</b>	<b>2,217,354</b>
<b>Capital Outlay</b>								
430-3401-534.64-00	MACHINERY & EQUIPMENT	-	-	-	-	-	-	-
	<b>Total Sanitation</b>	<b>2,069,275</b>	<b>2,242,571</b>	<b>2,293,028</b>	<b>2,343,883</b>	<b>50,855</b>	<b>1,601,761</b>	<b>2,217,354</b>

## Public Services - Storm-water Fund

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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.

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### 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 2012-13 Accomplishments

- Installed drainage at two locations to eliminate flooding
- 213 Work Orders completed for NPDES Inspections
- 4405 Linear feet of pipe was jetted
- 65 Work Orders completed for cleaning drain bottoms
- 20 Work Orders completed for debris removal on top of drains

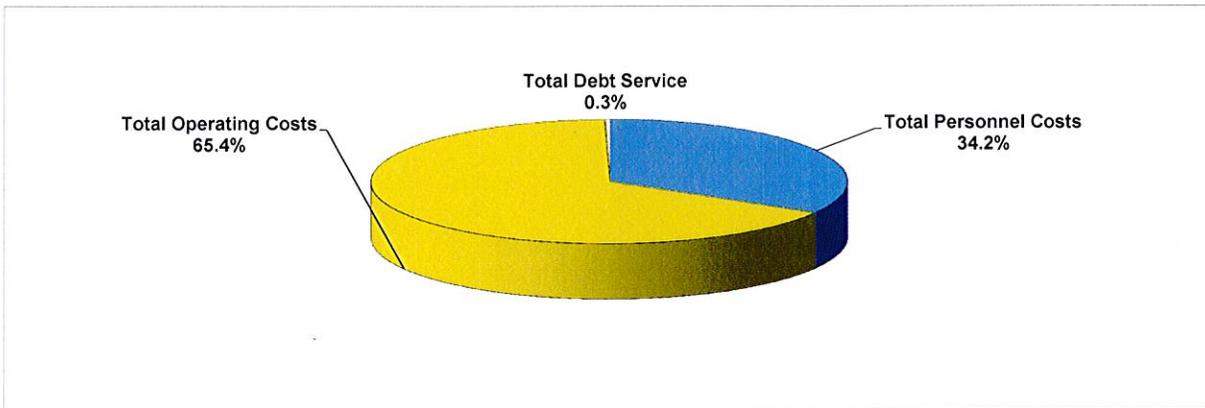
### FY 2013-14 Budget Highlights

- Proposed budget is \$16,145 or 4% higher than FY2012/2013...
- Budget Summary:

Budgeted Revenues	\$427,682(Funding from fees for services)
Budgeted Expenditures	<u>\$427,682</u>
Net cost of Department	<u>\$ -0-</u>

**STORMWATER FUND**  
Storm Water Operations - Expenditure Detail

	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended Budget	FY 2013-14 Budget	% of Total	% Change from 2012-13
<b>PERSONNEL</b>						
Salaries	\$ 65,032	\$ 82,188	\$ 71,410	\$ 96,350	22.5%	34.9%
Overtime	-	277	-	-	0.0%	0.0%
Payroll Taxes	4,816	5,632	6,073	5,660	1.3%	-6.8%
Pension & Retirement	6,245	10,455	11,595	12,400	2.9%	6.9%
Health Insurance	11,210	13,812	18,291	22,813	5.3%	24.7%
Workers' Compensation	1,248	1,135	6,285	6,121	1.4%	-2.6%
<b>Total Personnel Costs</b>	<b>\$ 88,551</b>	<b>\$ 113,499</b>	<b>\$ 113,654</b>	<b>\$ 143,345</b>	<b>33.5%</b>	<b>26.1%</b>
<b>OPERATING</b>						
Professional Services	41,447	14,907	1,400	1,100	0.3%	-21.4%
Contractual Services	6,064	2,825	7,575	7,575	1.8%	0.0%
Utility Services	102	90	90	93	0.0%	3.3%
Repairs & Maintenance		4,630	19,000	15,000	3.5%	-21.1%
Credit Card Fees	3,914	3,740	3,500	-	0.0%	-100.0%
Operating Supplies	3,542	2,779	5,000	3,000	0.7%	-40.0%
Fuels, Oils, Lubricants	6,174	5,899	6,000	5,500	1.3%	-8.3%
WASA collection fees	14,697	12,335	11,700	-	0.0%	100.0%
Depreciation (non cash)	142,664	148,978	149,000	149,000	34.8%	0.0%
Bad Debt Expense	(5,162)	(7,250)	-	-	0.0%	0.0%
Liability Insurance	26,960	28,506	27,533	29,084	6.8%	5.6%
Fleet Maintenance	9,564	11,106	11,000	10,100	2.4%	-8.2%
Management Fee to Gen. Fund	53,000	55,000	60,000	60,000	14.0%	0.0%
Telephone/Internet	2,201	4,682	2,385	2,385	0.6%	0.0%
<b>Total Operating Costs</b>	<b>\$ 305,167</b>	<b>\$ 288,227</b>	<b>\$ 304,183</b>	<b>\$ 282,837</b>	<b>66.1%</b>	<b>-7.0%</b>
<b>DEBT SERVICE</b>						
Interest	2,277	1,440	2,000	1,500	0.4%	-25.0%
<b>Total Debt Service</b>	<b>\$ 2,277</b>	<b>\$ 1,440</b>	<b>\$ 2,000</b>	<b>\$ 1,500</b>	<b>0.4%</b>	<b>-25.0%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 395,995</b>	<b>\$ 403,166</b>	<b>\$ 419,837</b>	<b>\$ 427,682</b>	<b>100.0%</b>	<b>1.9%</b>



**Personnel Summary**

	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended Budget	FY 2013-14 Budget	% of Total	% Change from 2012-13
Maintenance Worker I	1	1	2	2	66.7%	0.0%
Heavy Equipment Operator	1	1	1	1	33.3%	0.0%
<b>FUND TOTAL</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>100.0%</b>	<b>0.0%</b>

CITY OF MIAMI SPRINGS  
STORMWATER FUND BUDGET  
FISCAL YEAR ENDING 9/30/14

ACCOUNT NUMBER STORMWATER FUND	ACCOUNT DESCRIPTION	FY2010-11 ACTUALS	FY2011-12 ACTUALS	FY2012-13 AMENDED BUDGET	FY2013-14 Departmental Request	Dollar Increase (Decrease)	YTD ACTUALS AS OF 6/30/2013	YTD FY2013-14 PROJECTED
440-3901-539.12-00	REGULAR SALARIES	65,032	82,188	71,410	96,350	24,940	60,053	80,071
440-3901-539.14-00	OVERTIME	-	277	-	-	-	-	-
440-3901-539.21-00	FICA TAXES	4,816	5,632	6,073	5,660	(413)	5,036	6,715
440-3901-539.22-01	GENERAL EMPLOYEES RET SYS	6,245	10,455	11,595	12,400	805	8,021	10,695
	TOTAL MEDICAL INSURANCE	11,210	13,812	18,291	22,813	4,522	14,203	18,937
440-3901-539.24-00	WORKER'S COMPENSATION	1,248	1,135	6,285	6,121	(164)	4,716	6,288
440-3901-539.31-00	PROFESSIONAL SERVICES	41,447	14,628	1,100	1,100	-	1,020	1,360
440-3901-539.34-00	OTHER CONTRACTUAL SERVICE	6,064	2,825	7,575	7,575	-	7,106	9,475
440-3901-539.41-06	INTERNET ACCESS	2,201	4,682	2,385	2,385	-	1,856	2,475
440-3901-539.43-01	ELECTRICITY	102	90	90	93	3	68	91
440-3901-539.45-10	FLEET MAINTENANCE	9,069	10,868	10,000	10,000	-	10,162	13,549
440-3901-539.45-30	LIABILITY INSURANCES	26,960	28,506	27,533	29,084	1,551	20,655	27,540
440-3901-539.46-00	REPAIRS AND MAINTENANCE		4,630	19,000	15,000	(4,000)	17,957	23,943
440-3901-539.49-05	CREDIT CARD FEES	3,914	3,740	3,500	-	(3,500)	-	-
440-3901-539.49-80	WASA COLLECTION FEES	14,697	12,335	11,700	-	(11,700)	7,365	9,820
440-3901-539.49-90	BAD DEBT EXPENSE	(5,162)	(7,250)	-	-	-	-	-
440-3901-539.52-00	OPERATING SUPPLIES	3,542	2,779	5,000	3,000	(2,000)	2,205	2,940
440-3901-539.52-02	FUEL, OILS, LUBRICANTS	6,174	5,899	6,000	5,500	(500)	3,383	4,511
440-3901-539.52-07	TIRES	495	238	1,000	100	(900)	582	776
440-3901-539.58-00	EDUCATION AND TRAINING	-	279	300	-	(300)	-	-
440-3901-539.59-00	DEPRECIATION	142,664	148,978	140,700	149,000	8,300	111,733	148,977
440-3901-539.72-00	INTEREST EXPENSE	2,277	1,440	2,000	1,500	(500)	971	1,295
440-3901-539.91-01	MANAGEMENT FEE TO GENERAL FU	53,000	55,000	60,000	60,000	-	45,000	60,000
	<b>Total Operating expenses</b>	<b>395,995</b>	<b>403,166</b>	<b>411,537</b>	<b>427,682</b>	<b>16,145</b>	<b>322,092</b>	<b>429,456</b>
<b>Capital Outlay</b>								
440-3901-539.64-00	MACHINERY & EQUIPMENT	-	-	275,000	-	(275,000)	-	271,195
440-3901-539.63-00	IMPROVEMENTS O/T BUILDING	-	-	52,635	-	(52,635)	62,956	53,960
	<b>Total Stormwater</b>	<b>395,995</b>	<b>403,166</b>	<b>739,172</b>	<b>427,682</b>	<b>(311,490)</b>	<b>385,048</b>	<b>754,611</b>

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**DEBT SERVICE FUND**

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# **Debt Service Fund**

## **Mission Statement**

**To optimize City resources in  
obtaining funds for City projects.**

## **Debt Service Fund**

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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 as well as 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.

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### **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.

### **2012-13 Accomplishments**

- All bond payments were timely paid and the City is in compliance with the Bond Indenture Covenants.

### **2013-14 Budget Highlights**

- There are no major changes in the FY2013-14 budget.

CITY OF MIAMI SPRINGS  
DEBT SERVICE FUND

	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended Budget	FY 2013-14 Budget	% of Total	% Change from 2012-13
<b>OPERATING</b>						
Principal	\$ 476,305	\$ 428,297	\$ 439,651	\$ 451,810	79.3%	2.8%
Interest	189,025	140,282	129,827	117,669	20.7%	-9.4%
Administrative charges	13,450	-	-	-	0.0%	0.0%
<b>TOTAL EXPENSES</b>	<b>\$ 678,780</b>	<b>\$ 568,579</b>	<b>\$ 569,478</b>	<b>\$ 569,478</b>	<b>100.0%</b>	<b>0.0%</b>

CITY OF MIAMI SPRINGS  
DEBT SERVICE BUDGET  
FISCAL YEAR ENDING 9/30/14

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2010-11</u> <u>ACTUALS</u>	<u>FY2011-12</u> <u>ACTUALS</u>	<u>FY2012-13</u> <u>AMENDED</u> <u>BUDGET</u>	<u>FY2013-14</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 6/30/2013</u>	<u>YTD</u> <u>FY2012-13</u> <u>PROJECTED</u>
201-1997-519.71-00	PRINCIPAL-Golf Bonds	265,570	311,774	319,188	326,778	7,590	319,188	319,188
201-1997-519.72-00	INTEREST-Golf Bonds	94,107	51,431	44,017	36,427	(7,590)	23,884	44,017
	PRINCIPAL-Wachovia Loan	82,850	-	-	-	-	-	-
	INTEREST-Wachovia Loan	1,845	-	-	-	-	-	-
	PRINCIPAL-Suntrust Lease #3	15,317	-	-	-	-	-	-
	INTEREST-Suntrust Lease #3	266	-	-	-	-	-	-
	PRINCIPAL-Suntrust \$2.5M	96,533	100,009	102,604	106,639	4,035	77,543	102,604
	INTEREST-Suntrust \$2.5m	90,868	87,392	84,796	80,762	(4,034)	63,008	84,796
	PRINCIPAL-TD BANK LEASE	16,035	16,514	17,859	18,393	534	12,709	17,859
	INTEREST-TD BANK LEASE	1,939	1,459	1,014	480	(534)	771	1,014
201-1997-519.91-01	ADMINISTRATIVE CHARGE	13,450	-	-	-	-	-	-
		<b>678,780</b>	<b>568,579</b>	<b>569,478</b>	<b>569,478</b>	<b>0</b>	<b>497,103</b>	<b>569,478</b>

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# **CAPITAL IMPROVEMENT PLAN**

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## CAPITAL IMPROVEMENTS PLAN

Following is the city's capital improvements plan for FY13-14 and a five year projection. Included in the plan are capital expenditures and capital projects. They are defined as follows:

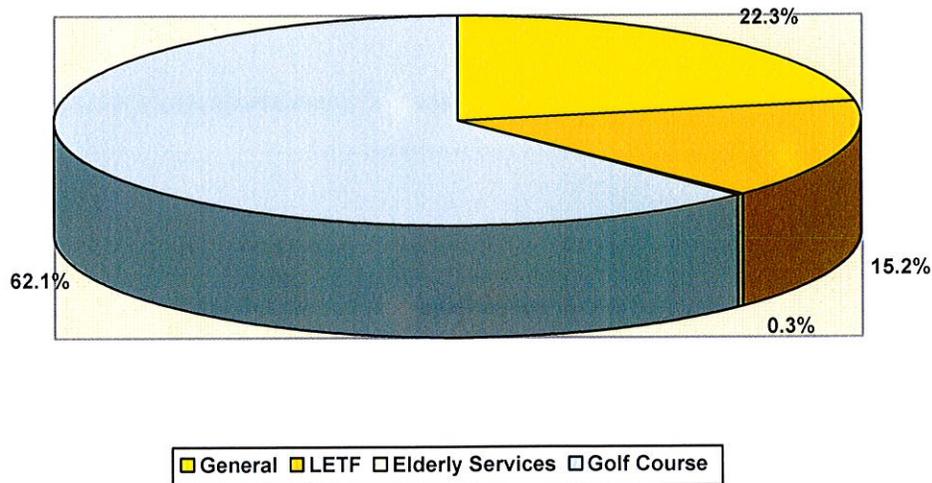
**Capital Expenditures-** Charges for the acquisition at the delivered price including transportation costs of equipment, land, buildings, or improvements of land or buildings, fixtures, and other permanent improvements with a value in excess of \$1,000 and a useful life expectancy of more than one year.

**Capital Projects-** An undertaking that has a specific objective, can be easily distinguishable from other work being performed, has a definite beginning and end, does not occur annually, and has a total cost in excess of \$50,000.

Following are graphic comparisons of budgeted capital and a detailed listing of capital by department and fund. In all cases, when departments submit their capital budgets, the requests for capital outlay must have an indication of the effect on operating costs and income.

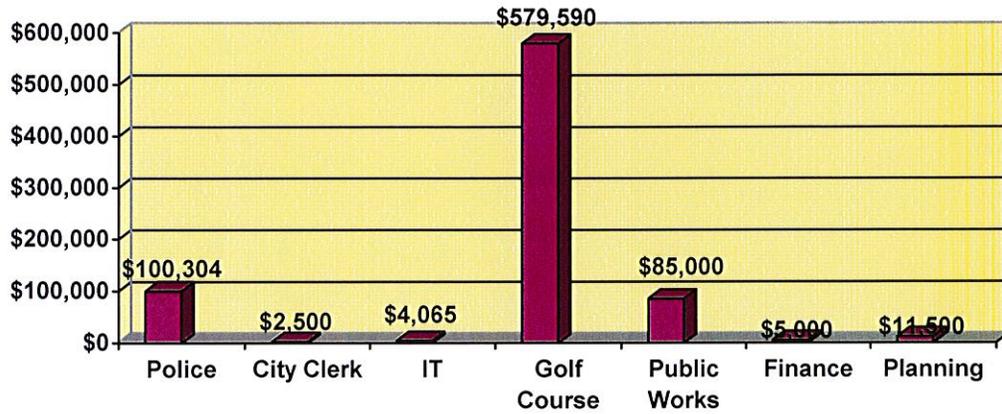
Below are graphic illustrations of planned capital expenditures for FY13-14 broken out for General Fund by department and in total by fund.

### 2013-14 Capital Improvements-All Funds



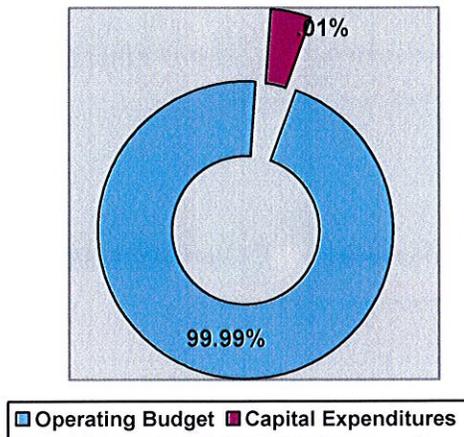
## CAPITAL IMPROVEMENTS PLAN

### General Fund Capital FY 13-14



The chart below shows the relationship between the operating budget-all funds and capital expenditures for FY13-14. These acquisitions will result in no impact on future operating costs of the city.

### FY 13-14 Operating-Capital Budgets



## CAPITAL PROJECTS SUMMARY

Following is a listing of major capital projects planned for the city. The projects are listed out in detail on the following pages. Also shown, is the impact that the project will have on operating funds once the project is completed. The amount of impact is referred to in the following terms: Positive, Negligible, Slight, Moderate and High. Examples of what might have an impact on the operating budget due to a capital project are new staff needed, maintenance, and daily operations (utilities, supplies). Depreciation expense is not considered in the impact which is consistent with the city's budgeting procedures.

***Positive-*** The project will either generate some revenue to offset expenses or will actually reduce operating costs.

***Negligible-***The impact will be very small. It will generate less than \$10,000 per year in increased operating procedures.

***Slight-***The impact will be between \$10,001 and \$50,000 in increased operating expenditures.

***Moderate-*** The impact will be between \$50,001 and \$100,000 in increased operating expenditures.

***High-*** This project will cause an increase in operating expenditures of \$100,001 or more annually.

Although some projects are hard to define as far as impact on the operating budget, we have done our best to estimate what future expenditures will be necessary in relation to the project. For an example of the type of impact, see the specific project sheet on the following pages.

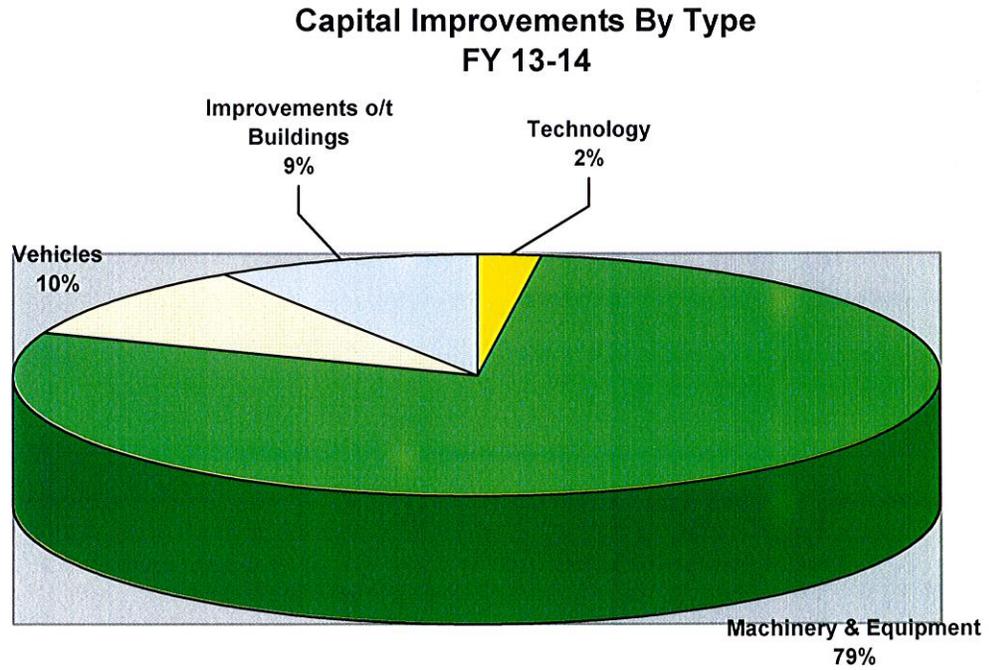
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**5 YEAR CAPITAL IMPROVEMENT PLAN**

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## CAPITAL IMPROVEMENTS BY TYPE

Following is a graphic comparison of the Capital Improvements Plan by type of improvement. It is useful to see what types of improvements the city has planned for the FY13-14.



**ATTACHMENT B**

**CITY OF MIAMI SPRINGS  
FY 2013-2014 Budget  
CAPITAL EXPENDITURE SUMMARY-ALL FUNDS**

Department	Total Budgeted	Description of expenditure	
City Clerk	\$ 2,500	New Color printer	2,500
			-
			<u>2,500</u>
<b>Planning</b>	<b>\$ 11,500</b>	<b>GIS System</b>	<b>11,500</b>
			<b>11,500</b>
<b>Golf Course</b>	<b>\$ 579,590</b>	<b>Groundsmaster 4700-D</b>	<b>1 65,363</b>
		<b>Greensmaster 3150-Q</b>	<b>4 110,285</b>
		<b>Grooming Accessories 3150-Q</b>	<b>1 12,087</b>
		<b>Reelmaster 7000-D</b>	<b>2 133,623</b>
		<b>Sand Pro 3040</b>	<b>1 16,824</b>
		<b>Multi Pro 1200</b>	<b>1 26,358</b>
		<b>Multi Pro 5800</b>	<b>1 44,069</b>
		<b>Workman HDX</b>	<b>3 64,196</b>
		<b>Rake-O-Vac</b>	<b>1 29,736</b>
		<b>Pro Force Turbine Blowers</b>	<b>2 13,355</b>
		<b>Debris Blower 600</b>	<b>1 5,013</b>
		<b>Lely Spreader</b>	<b>1 5,875</b>
		<b>Lely Accessories</b>	<b>1 6,450</b>
		<b>Greens Groomer Brushes</b>	<b>1 3,695</b>
		<b>Salsco Rollers</b>	<b>2 26,910</b>
		<b>Dakota Turf Tender 410 Pull Behind</b>	<b>1 15,750</b>
			<u>579,590</u>
<b>Police</b>	<b>\$ 100,304</b>	<b>Three marked cars @ 26,250 each</b>	<b>78,750</b>
		<b>Three sets of light bars, deck lights, strobes, cages @\$5250 each</b>	<b>15,750</b>
		<b>Four Taser w/Taser Cams and 4 yr extended warranty</b>	<b>5,804</b>
			<u>100,304</u>
<b>Public Works</b>	<b>\$ 85,000</b>	<b>Interior Lighting On Main Circle 15 Poles</b>	<b>15,000</b>
		<b>Re-Pipe Water Services In City Hall</b>	<b>-</b>
		<b>Re-Construction Of Walls And Areas Affected By Work</b>	<b>70,000</b>
			<u>85,000</u>
<b>Finance-Professional Services</b>	<b>\$ 5,000</b>	<b>Two new computers to run photoshop</b>	<b>3,000</b>
		<b>Photoshop software and upgrades</b>	<b>2,000</b>
			<u>5,000</u>
<b>Information Technology</b>	<b>\$ 4,065</b>	<b>Acronis Server Imaging software</b>	<b>1,675</b>
		<b>Sonicwall NSA250M Firewall and security appliance</b>	<b>1,645</b>
		<b>Sonicwall 1 year comprehensive security suite</b>	<b>745</b>
			<u>4,065</u>
<b>Elderly Services</b>	<b>\$ 2,800</b>	<b>Electric steamtable, 5 well w/ accessories</b>	<b>2,800</b>
			<u>2,800</u>
<b>Law enforcement</b>	<b>\$ 142,000</b>	<b>Master V Digital Local Repeater w/antenna</b>	<b>55,000</b>
<b>LETF</b>		<b>Digital Voice Recording System for Communications</b>	<b>25,000</b>
		<b>Nine (9) Handheld Electronic Traffic Citation Writers</b>	<b>35,000</b>
		<b>Hardware/Software for Handheld Electronic Traffic Citation Writers</b>	<b>27,000</b>
			<u>142,000</u>
<b>Total</b>	<b>\$ 932,759</b>	<b>Total</b>	<b>\$ 932,759</b>

**CITY OF MIAMI SPRINGS  
CAPITAL EXPENDITURE SUMMARY-ALL FUNDS**

Below is a summary of all capital expenditures included in the budget for FY 2013-14

BY FUND		BY DEPARTMENT		BY CATEGORY	
General	\$ 208,369	City Clerk	2,500	Vehicles	94,500
Road & Transportation	-	Building & Code	-	Technology	20,565
Elderly services	2,800	Information Technology	4,065	Machinery & Equipment	732,694
Golf Course	579,590	Police	100,304	Improvements O/T	85,000
Sanitation	-	LETF	142,000	Buildings	-
Stormwater	-	Public Services	85,000	Buildings	-
LETF	142,000	Recreation	-		
Capital Projects	-	Road & Transportation	2,800		
		Elderly services	579,590		
		Golf Course	-		
		Sanitation	-		
		Stormwater	-		
		Capital Projects	5,000		
		Finance	11,500		
		Planning	-		
<b>Total</b>	<b>\$ 932,759</b>	<b>Total</b>	<b>\$ 932,759</b>	<b>Total</b>	<b>\$ 932,759</b>

*These acquisitions will result in no impact on future operating costs of the city.*

**CITY OF MIAMI SPRINGS  
CAPITAL IMPROVEMENT PLAN (5 YEARS)**

	SOURCE OF FUNDING	2014-2015	2015-2016	2016-2017	2017-2018	2018-19	Totals
<b>POLICE</b>							
Police Cars	Revenues	135,061	139,113	143,286	147,585	152,013	717,058
Motorcycles	Revenues	47,000	-	50,000	-	53,000	150,000
Police radars	Revenues	-	3,600	-	3,900	-	7,500
Computer and Radio Equipment	Revenues	15,000	15,000	15,000	15,000	20,000	80,000
Vehicle Emergency Equipment	Revenues	2,917	3,005	3,216	3,441	3,613	16,192
New Local Frequency Radio repeater	Revenues	-	-	50,000	-	-	50,000
New PSA Light Pickup Truck	Revenues	-	-	25,000	-	-	25,000
New PSA Hybrid Vehicle	Revenues	-	-	30,000	-	-	30,000
New Police Building	Revenues	-	-	-	-	2,500,000	2,500,000
<b>GOLF COURSE</b>							
Maintenance Equipment	Revenues	100,000	100,000	100,000	100,000	-	400,000
Cart Barn	Revenues	-	300,000	-	-	-	300,000
T-Boxes	Revenues	-	-	-	-	180,000	180,000
New restrooms	Revenues	-	-	-	-	40,000	40,000
Fairway grass replacement	Revenues	250,000	-	-	-	-	250,000
New Maintenance building	Revenues	500,000	-	-	-	-	500,000
Renovate sand bunkers	Revenues	-	-	-	-	30,000	30,000
<b>INFORMATION TECHNOLOGY</b>							
Computer Equipment	Revenues	-	10,000	10,000	10,000	-	30,000
Exchange SVR Redundancy	Revenues	6,000	-	-	-	-	6,000
Networking	Revenues	4,000	-	-	-	-	4,000
API Storage Server replacement - Optiview document imaging	Revenues	-	10,000	-	-	-	10,000
<b>Planning</b>							
GIS System	Revenues	-	-	-	24,000	-	24,000
<b>Finance-Professional Services</b>							
Electronic message board-Circle	Revenues	50,000	-	-	-	-	50,000
<b>RECREATION</b>							
Tennis Courts at the Golf Course	Revenues	-	-	-	-	550,000	550,000
New Water Park	Revenues	-	-	-	-	3,500,000	3,500,000
New truck	Revenues	20,000	-	-	-	-	20,000
Perimeter Fence at Prince Field	Revenues	-	-	30,000	-	-	30,000
Replace Playground Surface at Prince/Pdove	Revenues	-	10,000	-	-	-	10,000
Replace Bleacher at Prince with Shade Structure	Revenues	-	-	80,000	-	-	80,000
Replace Mounds at Prince Field	Revenues	-	3,400	-	-	-	3,400
Stafford Field Lighting Project	Revenues	-	-	185,000	-	-	185,000
Prince Field Lighting Project	Revenues	-	-	130,000	-	-	130,000
Replace Vita Course at Stafford Park	Revenues	-	-	70,000	-	-	70,000
Repave Vita Course Track	Revenues	200,000	-	-	-	-	200,000
Vita Course Lighs	Revenues	-	-	-	-	165,000	165,000
5 Tier bleachers for Community Center	Revenues	-	-	-	-	16,000	16,000
10 Neighborhood Pocket Parks	Revenues	25,000	25,000	25,000	25,000	25,000	125,000
Dog Park Canopy	Revenues	-	-	-	-	20,000	20,000
Laser Grade and Clay to Ballfields	Revenues	-	30,000	-	-	-	30,000
New Park Benches, Trash Receptacles and Picnic	Revenues	-	-	-	20,000	-	20,000
Community Center paint	Revenues	-	-	-	50,000	-	50,000
Re-sod Prince and Stafford Fields	Revenues	-	150,000	-	-	150,000	300,000
Re-Paint Concession Stands at Stafford and PD	Revenues	15,000	15,000	-	-	-	30,000
Replace Playground at Prince Field	Revenues	-	100,000	-	-	-	100,000
Resurface and Repaint Gym Floor w/ City Logo	Revenues	-	-	-	-	20,000	20,000
Resurface Gym Floor	Revenues	-	5,000	-	5,000	-	10,000
Replace Playground at Peavy Dove	Revenues	-	50,000	-	-	-	50,000
Replace Sand Pro	Revenues	-	10,000	-	-	-	10,000
Tables/Trash Receptacles at Dog Park and Tennis	Revenues	-	-	-	20,000	-	20,000
Senior's Exercise Zone	Revenues	10,000	10,000	10,000	10,000	-	40,000
Drainage Issue at Stafford Park	Revenues	-	-	-	100,000	-	100,000
Fitness Room Equipment	Revenues	-	-	25,000	-	-	25,000
New Dug-Outs at Peavy Dove	Revenues	-	-	25,000	-	-	25,000
Ballfield Scoreboard	Revenues	-	-	-	25,000	-	25,000
Replace Irrigation on Ball Fields	Revenues	-	-	-	30,000	-	30,000

**CITY OF MIAMI SPRINGS  
CAPITAL IMPROVEMENT PLAN (5 YEARS)**

	SOURCE OF FUNDING	2014-2015	2015-2016	2016-2017	2017-2018	2018-19	Totals
<b>PUBLIC WORKS</b>							
pickup trucks	Revenues	26,000		31,000	31,000		88,000
Replace 10 Interior Lamps On Main Circle	Revenues	15,900					15,900
Replace Existing Concrete Curbing Around Perimeter Of Main Circle	Revenues	35,000					35,000
Re-building the gazebo on the Circle possibly in concrete	Revenues	15,000					15,000
Re-roofing main Building at Public Works	Revenues	-			40,000		40,000
Re-roof City Hall	Revenues	-			40,000		40,000
Replace three A/C units at the Country Club	Revenues	-	25,000				25,000
Decorative street lights-Westward-esplanade	Revenues					225,000	225,000
Decorative street lights-Circle-hook Square area	Revenues					190,000	190,000
Electrical for Circle (underground wiring)	Revenues					55,000	55,000
Curtis Parkway Circle Parking Lot	Revenues					500,000	500,000
	<b>TOTAL GENERAL FUND</b>	<b>1,471,878</b>	<b>1,014,118</b>	<b>1,037,502</b>	<b>699,926</b>	<b>8,394,626</b>	<b>12,618,050</b>
<b>ELDERLY SERVICES</b>							
Building replacement/addition	Revenues	-				500,000	500,000
New bus	Revenues				40,000	-	40,000
	<b>TOTAL SENIOR CENTER</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>40,000</b>	<b>-</b>	<b>540,000</b>
<b>ROAD AND TRANSPORTATION</b>							
streetlight improvements	CITT Funds	100,000	100,000	115,000	115,000		430,000
street/sidewalk milling and resurfacing	CITT Funds	60,000	60,000	70,000	70,000		260,000
	<b>TOTAL ROAD &amp; TRANS.</b>	<b>160,000</b>	<b>160,000</b>	<b>185,000</b>	<b>185,000</b>	<b>-</b>	<b>690,000</b>
<b>SANITATION</b>							
New Sanitation Vehicles	Revenues	-		110,000	125,000		235,000
<b>STORMWATER</b>							
drainage/pump station improvements	Grant/Revenues	-	300,000	-	-		300,000
	<b>TOTAL ENTERPRISE FUNDS</b>	<b>-</b>	<b>300,000</b>	<b>110,000</b>	<b>125,000</b>	<b>-</b>	<b>535,000</b>
	<b>TOTAL ALL FUNDS</b>	<b>1,631,878</b>	<b>1,474,118</b>	<b>1,332,502</b>	<b>1,049,926</b>	<b>8,394,626</b>	<b>14,383,050</b>

**CITY OF MIAMI SPRINGS**  
**Projected Changes in Fund Balance- General Fund**

The General Fund is used to account for all financial resources of the City, which are not legally required to be accounted for in another fund. It is the chief operating fund of the City.

	FY10-11 Actual	FY11-12 Actual	FY12-13 Amended Budget	FY13-14 Budget	% of Total	% Change from 2012-13
<b>Beginning Balance</b>	\$ 6,299,906	\$ 4,903,778	\$ 4,394,464	\$ 3,950,982		
<b>Revenues/Sources</b>						
Taxes	5,576,976	5,812,001	\$5,824,091	6,748,869	44.2%	15.9%
Franchise Fees	890,519	880,356	907,482	900,000	5.9%	-0.8%
Utility Taxes	1,718,279	1,698,398	1,775,211	1,775,000	11.6%	0.0%
Licenses and Fees	640,987	488,148	679,500	765,200	5.0%	12.6%
Intergovernmental Revenues	1,765,826	1,888,959	1,857,641	1,963,613	12.9%	5.7%
Charges for Services	1,908,461	2,101,479	1,551,095	1,560,830	10.2%	0.6%
Fines and Forfeitures	209,200	455,545	615,043	772,000	5.1%	25.5%
Interest Income	21,126	29,701	19,000	9,000	0.0%	-52.6%
Miscellaneous	184,116	257,057	304,114	245,500	1.6%	-19.3%
Interfund Transfers	412,563	542,153	530,000	530,000	0.0%	0.0%
<b>Total revenues/sources</b>	<b>13,328,053</b>	<b>14,153,795</b>	<b>14,063,177</b>	<b>15,270,012</b>	<b>100.0%</b>	<b>8.6%</b>
<b>Expenditures/Uses</b>						
General Government	\$ 2,757,312	\$ 2,612,271	\$ 2,423,763	\$ 2,412,767	16.0%	-0.5%
Public Safety	5,890,315	6,377,519	6,406,030	6,636,587	44.0%	3.6%
Public Services	1,979,951	1,903,820	1,671,152	1,722,251	11.4%	3.1%
Recreation and Culture	3,182,120	3,107,021	3,491,538	3,823,808	25.3%	9.5%
Interfund Transfers Out	914,483	662,478	514,176	502,542	3.3%	-2.3%
<b>Total Expenditures/uses</b>	<b>\$ 14,724,181</b>	<b>\$ 14,663,109</b>	<b>\$ 14,506,659</b>	<b>\$ 15,097,955</b>	<b>100.0%</b>	<b>4.1%</b>
Excess(Deficit) of revenues over expenditures	\$ (1,396,128)	\$ (509,314)	\$ (443,482)	\$ 172,058		
<b>Ending Balances</b>	<b>\$ 4,903,778</b>	<b>\$ 4,394,464</b>	<b>\$ 3,950,982</b>	<b>\$ 4,123,040</b>		

**CITY OF MIAMI SPRINGS**  
**Projected Changes in Fund Balance- Road and Transportation Fund**

The Road and Transportation fund is used to account for the receipts and disbursements of funds earmarked for transportation and road improvements. Funds are provided from the Peoples' Transportation Tax.

	FY10-11 Actual	FY11-12 Actual	FY12-13 Amended Budget	FY13-14 Budget	% of Total	% Change from 2012-13
<b>Beginning Balance</b>	\$ 1,421,924	\$ 933,965	\$ 418,562	\$ 252,884		
<b>Revenues/Sources</b>						
Intergovernmental Revenues	418,043	470,428	447,059	503,738	100.0%	12.7%
Miscellaneous	13,509	14,952.61	-	-	0.0%	0.0%
<b>Total revenues/sources</b>	<u>431,552</u>	<u>485,381</u>	<u>447,059</u>	<u>503,738</u>	<u>100.0%</u>	<u>12.7%</u>
<b>Expenditures/Uses</b>						
Public Services	919,511	458,631	\$612,737	575,066	100.0%	-6.1% x
Interfund transfers out	-	542,153	\$0			
<b>Total Expenditures/uses</b>	<u>\$ 919,511</u>	<u>\$ 1,000,784</u>	<u>\$ 612,737</u>	<u>\$ 575,066</u>	<u>100.0%</u>	<u>-6.1%</u>
Excess(Deficit) of revenues over expenditures	\$ (487,959)	\$ (515,403)	\$ (165,678)	\$ (71,328)		
Ending Balances	<u>\$ 933,965</u>	<u>\$ 418,562</u>	<u>\$ 252,884</u>	<u>\$ 181,556</u>		

**CITY OF MIAMI SPRINGS**  
**Projected Changes in Fund Balance-Elderly Services**

The Senior Center Fund accounts for federal grant funding related to assistance for the elderly, as well as the City's matching contribution as required by the grant agreements.

	FY10-11 Actual	FY11-12 Actual	FY12-13 Amended Budget	FY13-14 Budget	% of Total	% Change from 2012-13
<b>Beginning Balance</b>	\$ 18,871	\$ 18,869	\$ (0)	\$ (0)		
<b>Revenues/Sources</b>						
Intergovernmental Revenues	258,079	235,464	217,169	197,001	55.5%	-9.3%
Charges for services	18,017	22,891	18,375	18,375	5.2%	0.0%
Interfund Transfers	132,564	123,326	150,971	139,336	39.3%	-7.7%
<b>Total revenues/sources</b>	<b>408,660</b>	<b>381,682</b>	<b>386,515</b>	<b>354,712</b>	<b>100.0%</b>	<b>-8.2%</b>
<b>Expenditures/Uses</b>						
Recreation and Social Services	408,662	400,551	386,515	354,712	100.0%	-8.2% x
<b>Total Expenditures/uses</b>	<b>\$ 408,662</b>	<b>\$ 400,551</b>	<b>\$ 386,515</b>	<b>\$ 354,712</b>	<b>100.0%</b>	<b>-8.2%</b>
Excess(Deficit) of revenues over expenditures	\$ (2)	\$ (18,869)	\$ -	\$ -		
Ending Balances	\$ 18,869	\$ (0)	\$ (0)	\$ (0)		

**CITY OF MIAMI SPRINGS**  
**Projected Changes in Fund Balance- Debt Service Fund**

The Debt Service Fund is used to account for the revenues and expenditures related to general government debt services..

	FY10-11 Actual	FY11-12 Actual	FY12-13 Amended Budget	FY13-14 Budget	% of Total	% Change from 2012-13
<b>Beginning Balance</b>	\$ 100,431	\$ 111,518	\$ 62,417	\$ 12,417		
<b>Revenues/Sources</b>						
Ad-Valorem Taxes	382,947		-	-	0%	#DIV/0!
Debt proceeds	2,610,000		-	-	0%	0.0%
Interfund Transfers	306,919	519,478	519,478	569,478	100%	0.0%
<b>Total revenues/sources</b>	<b>3,299,866</b>	<b>519,478</b>	<b>519,478</b>	<b>569,478</b>	<b>100%</b>	<b>9.6%</b>
<b>Expenditures/Uses</b>						
Principal Payments	3,086,304	428,297	439,651	451,810	79%	2.8%
Interest Payments	202,475	140,282	129,827	117,669	21%	-9.4%
Administrative Expenses	-	-	-	-	0%	0.0%
<b>Total Expenditures/uses</b>	<b>\$ 3,288,779</b>	<b>\$ 568,579</b>	<b>\$ 569,478</b>	<b>\$ 569,478</b>	<b>100%</b>	<b>0.0% x</b>
Excess(Deficit) of revenues over expenditures	\$ 11,087	\$ (49,101)	\$ (50,000)	\$ -		
Ending Balances	\$ 111,518	\$ 62,417	\$ 12,417	\$ 12,417		

**CITY OF MIAMI SPRINGS**  
**Projected Changes in Fund Balance- Law Enforcement Trust Fund**

The Law Enforcement Trust Fund is used to account for the receipts of funds related to property seized from various federal and state agencies. These funds are restricted for law enforcement purposes only.

	FY10-11 Actual	FY11-12 Actual	FY12-13 Amended Budget	FY13-14 Budget	% of Total	% Change from 2012-13
<b>Beginning Balance</b>	\$1,015,477	\$ 887,500	\$ 874,725	\$ 732,820		
<b>Revenues/Sources</b>						
Intergovernmental Revenues	23,352	-	-	-	0.0%	0.0%
Fines and Forfeitures	-	78,769	-	-	0.0%	0.0%
Interest Income	5,004	1,281	10,000	10,000	100.0%	100.0%
<b>Total revenues/sources</b>	<u>28,356</u>	<u>80,050</u>	<u>10,000</u>	<u>10,000</u>	<u>100.0%</u>	<u>0.0%</u>
<b>Expenditures/Uses</b>						
Public Safety	156,333	92,825	151,905	295,881	100.0%	94.8%
<b>Total Expenditures/uses</b>	<u>\$ 156,333</u>	<u>\$ 92,825</u>	<u>\$ 151,905</u>	<u>\$ 295,881</u>	<u>100.0%</u>	<u>94.8%</u>
Excess(Deficit) of revenues over expenditures	\$ (127,977)	\$ (12,775)	\$ (141,905)	\$ (285,881)		
<b>Ending Balances</b>	<u>\$ 887,500</u>	<u>\$ 874,725</u>	<u>\$ 732,820</u>	<u>\$ 446,939</u>		

**CITY OF MIAMI SPRINGS**  
**Projected Changes in Net Assets-Sanitation**

The Sanitation Fund accounts for the City's revenues and expenses of the sanitation department.

	FY10-11 Actual	FY11-12 Actual	FY12-13 Amended Budget	FY13-14 Budget	% of Total	% Change from 2012-13
<b>Beginning Net Assets</b>	\$ 721,669	\$ 951,178	\$ 835,761	\$ 835,761		
<b>Revenues/Sources</b>						
Charges for Services	2,298,155	2,155,918	2,293,028	2,343,883	100.0%	2.2%
Miscellaneous	632	1,008	-	-	0.0%	0.0%
<b>Total revenues/sources</b>	<u>2,298,787</u>	<u>2,156,926</u>	<u>2,293,028</u>	<u>2,343,883</u>	<u>100.0%</u>	<u>2.2%</u>
<b>Expenditures/Uses</b>						
Operating Expenses	2,069,278	2,272,342	2,293,028	2,343,883	100.0%	2.2%
<b>Total Expenditures/uses</b>	<u>\$ 2,069,278</u>	<u>\$ 2,272,342</u>	<u>\$ 2,293,028</u>	<u>\$ 2,343,883</u>	<u>100.0%</u>	<u>2.2%</u>
Excess(Deficit) of revenues over expenditures	\$ 229,509	\$ (115,417)	\$ -	\$ -		
Ending Net Assets	<u>\$ 951,178</u>	<u>\$ 835,761</u>	<u>\$ 835,761</u>	<u>\$ 835,761</u>		

**CITY OF MIAMI SPRINGS**  
**Projected Changes in Net Assets-Stormwater**

The Stormwater Fund accounts for the City's revenues and expenses of the stormwater department.

	FY10-11 Actual	FY11-12 Actual	FY12-13 Amended Budget	FY13-14 Budget	% of Total	% Change from 2012-13
<b>Beginning Net Assets</b>	\$ 3,164,329	\$ 3,067,974	\$ 2,951,246	\$ 2,462,274		
<b>Revenues/Sources</b>						
Charges for Services	299,176	293,196	250,000	250,000	99.8%	0.0%
Interest Income	465	492	500	500	0.2%	0.0%
<b>Total revenues/sources</b>	<u>299,641</u>	<u>293,688</u>	<u>250,500</u>	<u>250,500</u>	100.0%	0.0%
<b>Expenditures/Uses</b>						
Operating Expenses	395,996	410,416	739,472	427,682	100.0%	-42.2%
<b>Total Expenditures/uses</b>	<u>\$ 395,996</u>	<u>\$ 410,416</u>	<u>\$ 739,472</u>	<u>\$ 427,682</u>	100.0%	-42.2%
Excess(Deficit) of revenues over expenditures	\$ (96,355)	\$ (116,728)	\$ (488,972)	\$ (177,182)		
Ending Net Assets	<u>\$ 3,067,974</u>	<u>\$ 2,951,246</u>	<u>\$ 2,462,274</u>	<u>\$ 2,285,092</u>		

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**CHANGES IN FUND BALANCES/NET ASSETS**

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## **APPENDIX**

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## GLOSSARY OF FUNDS/KEY TERMS

**ACCRUAL BASIS OF ACCOUNTING:** A method of accounting that recognizes the financial effect of transactions, events, and interfund activities when they occur, regardless of the related cash flows.

**AD VALOREM TAXES:** Taxes paid on the fair market value of land, buildings, and equipment. Used to fund general operations and debt service. See also "Millage Rate".

**APPROPRIATION:** Money allocated by the City Council for a specific purpose.

**AUTHORIZED POSITIONS:** Employee positions, which are authorized/funded in the adopted budget.

**BALANCED BUDGET:** A budget in which planned funds or revenue available are equal to fund planned expenditures.

**BOND FUNDS:** Proceeds from the sale of bonds for use in construction of capital facilities. (Sometimes referred to as Capital Projects Funds). May be General Obligation or Revenue Bonds.

**BUDGET:** A Balanced fiscal plan of programs, services, and construction projects funded within available revenues, bounded with a specific period of time, usually twelve months. A balanced budget is a fiscal plan in which revenues equal expenditures.

**CAPITAL EXPENDITURES:** See "CAPITAL OUTLAY"

**CAPITAL IMPROVEMENTS:** Expenditures related to the acquisition, expansion or rehabilitation of an element of the government's physical plant; sometimes referred to as "Infrastructure." See also "CAPITAL PROJECT".

**CAPITAL PROJECT:** To account for financial resources to be used for the acquisition or construction of major facilities (other than those financed by proprietary funds, special assessment and trust funds); usually funded through the sale of bonds or other capital financing methods.

**CAPITAL OUTLAY:** Expenditures that result in the acquisition of or addition to fixed assets that have a value of \$1,000 or more and have a useful economic lifetime of more than one year; or, assets of any value if the nature of the item is such that it must be identified and controlled for custody purposes as a fixed asset.

**CAPITAL IMPROVEMENTS PLAN (CIP):** All capital expenditures planned for the next five years. The plan specifies the resources estimated to be available to fund projected expenditures.

**COST-OF-LIVING ADJUSTMENT (COLA):** An increase in salaries to offset the adverse effect of inflation on compensation.

**CONTINGENCY:** A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

**DEBT SERVICES:** To account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

**DEBT LIMIT:** The maximum amount of debt, which the City is, permitted to incur under constitutional, statutory or charter provisions. Usually expressed as a percentage of assessed valuation.

**DEPRECIATION:** A method of cost allocation to recognize the decline in service potentials of capital assets attributable to wear and tear, deterioration, action of physical elements, inadequacy or obsolescence.

**DERM:** Abbreviation for the Miami-Dade County Department of Environmental Protection and Management.

**DROP:** Deferred retirement Option Program

**ENTERPRISE FUND:** A series of accounts grouped to account for operation that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs (expenses including depreciation) of providing goods or services to the general public on a continuing basis, are financed or recovered primarily through user charges. City funds are: Sanitation and Stormwater.

**EXPENDITURE:** The incurring of a liability, the payment of cash, or the transfer of property for the purpose of acquiring an asset, or a service or settling a loss. A decrease in the net financial resources under the current financial resources measurement focus not properly classified as "Other Financing Uses."

**EXPENSE:** Charges incurred (whether paid immediately or unpaid) for operations, maintenance, interest or other charges. Decreases the net assets of the fund.

**ENCUMBRANCE:** The commitment of appropriated funds to purchase an item or service/ To encumber funds means to set aside or commit funds for a specified future expenditure.

**FIDUCIARY FUNDS:** Fiduciary funds are used to account for assets held by the city in a trustee capacity, or as an agent for others and that cannot be used to support the city's own programs.

**FISCAL YEAR:** The fiscal year for the City of Miami Springs begins October 1, and ends on September 30.

**FUND:** A group of appropriations treated as an entity to meet legal requirement of Generally Accepted Accounting Principles.

**FUND BALANCE:** The equity of net worth of a general or trust resulting from the residual or excess earnings over expenditures from the operations of the agency. These funds, similar to retained earnings of proprietary funds, may be appropriated directly to operating expenditures in order to support the fund.

**GENERAL FUND:** To account for all financial resources except those required to be accounted for in another fund, usually this applies to funds used for normal, day-to-day operating purposes, the chief operating fund of the City.

**GOAL:** The primary purpose for which a unit of government exist. A goal reflects an ideal condition or mission statement and is always stated in general terms. Specific objectives further the attainment of a goal.

**GOVERNMENTAL FUNDS:** Funds used to account for all or most of the City's general activities and services, including the acquisition or construction of capital assets and the servicing of general long-term debt.

**LOCAL GOVERNMENT 1/2 CENT SALES TAX:** The Value of 1/2 cent of the State sales tax, which is returned to the county collection and shared by the county and its constituent cities on the basis of population.

**LOCAL OPTION GAS TAX:** A tax levy of up to six cents on each gallon of motor and special fuels sold. Which may be imposed by Miami-Dade County in accordance to State Law, and which is shared with the cities in the County, including the City of Miami Springs.

**MILLAGE RATE:** One mill equals \$1.00 of tax for each \$1,000.00 of property value.

**MODIFIED ACCRUAL BASIS OF ACCOUNTING:** Basis of accounting according to which (a) revenues are recognizes in the accounting period in which they become available and measurable and (b) expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except for unmatured interest in general long-term debt and certain similar accrued obligations, which should be recognized when due.

**OBJECTIVES:** Measurable and specific accomplishments which work towards fulfilling a goal or area of responsibility. Objectives are usually expressed as quantified service levels to be provided to the public during a specific time period.

**OPERATING BUDGET:** A balance fiscal plan for providing governmental programs and services for a single fiscal year.

**OPERATING EXPENDITURES:** All costs associated with the general operation of a given department. These costs include Professional Services, Electricity, Repair/Maintenance Supplies, Office Supplies, Local Mileage, etc.

**PERSONNEL SERVICES:** All costs associated with salaried, fringes, and other related employee benefits.

**PRIOR YEAR ENCUMBRANCES:** Outstanding obligations to purchase goods and/or services which existed at fiscal year end, reserved in fund balance or retained earnings of all applicable funds, and reappropriated at the beginning of the consecutive fiscal year.

**PROPERTY TAXES:** Taxes paid on the assessed or "just" value of the land, building, business inventory or equipment.

**PROPRIETARY FUND:** See "Enterprise Fund"

**RETAINED EARNINGS:** The accumulated income earned less the cost incurred during operations and transfers out resulting in the net worth of the fund. Retained Earnings, like Fund Balance, may be appropriated to support the operations of the fund.

**REVENUES:** Income derived from taxes, fees, and charges. In a broader sense, "revenue" refers to all government income, regardless of source, used to fund services.

**ROLLED BACK MILLAGE RATE:** That millage rate which will provide the same property tax levy as was levied during previous fiscal year, exclusive of levies on new construction, additions to structures, deletions and property added due to geographic boundary changes.

**STATE REVENUE SHARING:** Funds distributed by formula to local governments with few or no limits on the purposes or which the funds may be used.

**SPECIAL REVENUE FUND:** To account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or for major capitol projects) that are legally restricted to expenditures for specified purpose.

**SPECIAL ASSESSMENT:** To account for the financing of public improvements or services deemed to benefit the properties against which special assessments are levied.

**TRIM:** Truth in millage

**TRUST AND AGENCY:** To account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, or other governmental units, and/or other funds. These include the following funds: (a) Expendable Trust; (b) Non-expendable Trust; (c) Pension Trust; and (d) Agency.

**UNRESTRICTED FUND BALANCE:** This refers to the cumulative value of the excess of revenues over expenses/expenditures remaining from prior years, which are available for appropriation and expenditure in the current year. In the government-wide or proprietary fund statement of net assets, this is named "Net Assets-Unrestricted".

**UNRESERVED FUND BALANCE:** The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.