CITY OF MIAMI SPRINGS

FISCAL YEAR

2015-2016

PROPOSED BUDGET

CITY OF MIAMI SPRINGS, FLORIDA
FISCAL YEAR 2015-2016 BUDGET WORKBOOK

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AGENDA MEMORANDUM

Meeting Date: **7/30/2015**

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

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

Subject: FY2015-16 Proposed Budget Workbook

In preparation for the first budget workshop scheduled for August 3, 2015, we are presenting Council with the FY2015-16 Budget Workbook which includes various options and alternatives to assist Council in making sound financial decisions when addressing the proposed FY15-16 budget which maintains the millage rate at the current millage of 7.6710 while generating a surplus of $133,930.

For FY2015-16 each 0.1 mill is worth approx. $93,600 in ad valorem revenues.

The total General fund budget is $15,523,785 of which $9,894,929 or 63.7% represents employee salary and benefits. This leaves $5,628,856 to cover all other city needs.

Following are some basic budget assumptions used for the proposed budget:

1. The initial Proposed Budget maintains the millage at the current 7.6710, provides a surplus, and assumes no new outsourcing of services, a slight increase in net staff (described below), and no reduction in services. Additionally, for FY2015-16 the Building function has been reclassified to its own Special Revenue fund and is no longer part of the General fund.

2. The Aetna renewal for next year is 18.5% higher. After discussions with our Consultant, we decided to issue an RFP for health insurance benefits. This process will take a few more weeks and we expect to have a recommendation in early August. We will keep you informed in the next few weeks.

3. The FY15-16 includes approx. $ 456,385 debt service for the new aquatic facility.

4. The cost of living has increased 8.7% since FY2011. During these last five years, the General Employees received a COLA increase of 3% in FY2011 and no other increases until FY2014 when a 4% one-time bonus was approved for General Employees earning less than $50K a year. This "bonus" was for one year and was to be re-approved annually during the budget process and would not increase the pay ranges for that position. Department heads have not received a net increase since FY2011. The city's staffing levels have decreased from 128 fulltime employees in FY2011 to 116 for the current year. As such, page 1-4 contains a section labeled "Other

Personnel Changes Proposed" that detail some needed personnel changes included in the proposed budget. In summary these involve an additional Administrative position in Public Works to replace the position that will be departing due to retirement within next fiscal year, an across the Board 3% COLA for all General employees (except the City Manager, Assistant City Manager, City Clerk, and the Building Official), the re-funding of the vacant Lieutenant position, continuing the 1% reduction in police pension contribution, two new positions for the pool operation, two new positions in Public Works-Streets division, and two positions in golf maintenance. Please refer to page 1-4 since some of these are cost neutral.

The General Fund budget includes approx. $101,168 for a 4% one-time Bonus for the 59 General Employees earning under $50,000. The General Fund impact is $76,658, while $24,510 will impact the city's two Enterprise Funds**. We are requesting that this 4% Bonus become permanent .**

5. The Police budget includes retirement payouts in an amount of approx. $152,500 for four Officers while the Finance budget includes $64,500 in retirement payouts for two employees.

6. Budget assumes a 1% cost of living increase for all operating expenditures (e.g.: fuel, utilities, supplies, etc.)

7. This General Fund budget request also contains approximately $223,927 in police vehicles, city-wide infrastructure including city hall air conditioner coil replacement (see Page 1-5).

8. Budget includes $45,000 for the City's lobbyist.

9. Council budget includes a $10,000 request for the City's 90th birthday celebration, $35,000 funding request from CMI for next fiscal year, and $6,000 request from the Historic Museum for storage costs.

The following is a list of some assumptions that are deemed "soft" in that the numbers could change significantly up or down:

1. The projected loss at the golf course is approx. $269,077 (compared to the $335,025+ loss budgeted for the current year).

2. The projected cost of the new aquatic facility for the four months on June-Sept 2016 is approx.. $91.775 and assumes that we will recuperate 48% of operating expenses in revenues. Historically the old pool averaged a 41% recuperation rate.

Page 1-6 provides some possible reductions based on past history and experience with previous budget workshops. Some of the proposed reductions affect service levels and some do not, some affect employee pay and benefits while others affect current programs and subsidies.

Pages 1-7 lists some budget considerations that are not included in the base budget discussed above but are presented for Council discussion and consideration, some of the items include golf course restroom renovations and other departmental needs.

I have also included Page 1-8 to this memo which shows that at present there is $696,880 in designated fund balance which includes $500,000 for an additional Hurricane Contingency.

Page 1-9 is a financial dashboard showing the history of millage rates for the past 12 years as well as fund balances during these years.

Page 1-10 provides Council with a graphic view of the city's funds and their relation to each other and to the general Fund.

CITY OF MIAMI SPRINGS
PERSONNEL CHANGES FOR FY2015-16 BUDGET

Personnel Changes Proposed: (THESE ITEMS ARE INCLUDED IN THE PROPOSED BUDGET)

Current Position	Current Salary	Current Pay Grade	Current Pay Range	Proposed Position	Proposed Pay Grade	Proposed Pay Range	Proposed Salary	Amount of Increase ($)	Amount of Increase (%)
Professional Services Supervisor	$56,406.00	PG-37	47136-69905	Professional Services Manager	PG-37	47136-69905	$59,226.30	$2,820.30	5%
Police Senior Administrative Spescialist	$53,252.00	PG-29	38356-56406	Police Senior Administrative Spescialist	PG-29	38356-56406	$55,914.60	$2,662.60	5%
Golf Superintendent	$69,360.00	PG-37	47136-69905	Golf Maintenance Manager	PG-40	49767-73805	$72,828.00	$3,468.00	5%
Building Specialist II	$33,849.00	PG-22	32547-48264	Building Specialist III	PG-22	32547-48264	$35,541.45	$1,692.45	5%
Human Resource Specialist II	$43,815.00	PG-31	42130-62047	Human Resource Specialist III	PG-31	42130-62047	$46,005.75	$2,190.75	5%
					Cost of salary increases			**$12,834.10**	
					Fully burdened cost			**$15,529.26**	
					Millage Impact			**0.0166**	

	Millage Impact	Budget Impact
1) Police is filling the vacant Lieutenant position	**0.1367**	$128,010.00 Fully burdened
2) There are two full time positions added in Recreation-Pool Division, one Aquatic Supervisor and one Head Lifeguard	**0.0424**	$39,676.00 This is cost for 4 months (June-Sept 2016)
3) PW Streets is adding two full time position in order to bring back inhouse the citywide landscaping currently outsourced	**-0.0192**	Savings of $18,000
4) Golf Maintenance is adding two full time positions that are currently being provided by the outsource company, one is a head mechanic and the other an assistant superintendent	**0.0000**	None since cost will be offset by reduction in outsource costs
5) The 4% COLA that has been provided to all generaL employees earning less than $50,000 for the past two years is to be made permanent going forward instead of having it be approved each year during budget process. This only brings those employees to status quo from last year and is not an additional increase. By not approving this BONUS this year those affected	**0.0819**	$76,658.00
6) A 3% COLA to all Directors and General Employees (excluding City Manager, Asst City Manager/Finance Director, Cit Clerk uniformed police). This will not apply to the five promotional pay increases listed above, those positions would only receive the 5% raise.	**0.1153**	$108,016.00
7) Continue the 1% pension reduction for Police-keeping their contribution rate at 15%	**0.0160**	$15,000.00
8) Public Works is adding an Administrative position in order to train the replacement for the current Administrative employee that will be exiting the DROP plan during 2016.	**0.0382**	$35,812.00

1-4

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

Department	Total Budgeted	Description of expenditure	
Police	$ 170,977		
		Two 2016 Ford Interceptor Utility Vehicles	$ 54,304
		One 2016 Ford Interceptor Utility Vehicle (K-9)	$ 31,667
		One 2016 Ford Interceptor Utility Admin Vehicle	$ 27,152
		Four sets of light bars, deck lights, corner strobe kits, cages (prisoner transport), laptop computer mounts, K-9 vehicle equipment, plus installation, shipping, labor	$ 25,854
		Police-friendly Telephone System	$ 18,000
		Digital Voice Recording System for Dispatch/Equipment	$ 14,000
			$ 170,977
Public Works	$ 403,897		
		2- Peterson Model RS3 Base Loader Trash Cranes	318,996
		Trane Air Condition Coil Replacement at City Hall	52,950
		Installation of StreetBrick High Friction Stamped Asphalt and	-
		Installation in the Down Town Circle Area Crosswalks	31,951
			403,897
			-
Total	**$ 574,874**	**Total**	**$ 574,874**

1-5

CITY OF MIAMI SPRINGS
FY2015-16 PROPOSED BUDGET ANALYSIS

The original City Manager's Proposed Budget for FY2016 was based on an operating millage of 7.6710 and has a surplus of $133,930

			Millage Impact add (reduce)
The current status of the budget at a 7.6710 millage is a surplus of.....		**$ 133,930**	
1) Annual event subsidies:			
City Events	$ 37,250		(0.0398)
Stafford Golf Tournament ($2000)	Included above		
Optimist BBQ ($2,000)	"		
Other events ($8,000)	"		
Police Appreciation Dinner ($2000)	"		
River Cities Festival ($5000)	"		
FLA League ad ($1000)	"		
Installation Dinner ($1,250)			
City 90th Birthday ($10,000)	"		
Employee Luncheon ($3000)	"		
Two annual car shows ($3000)	"		
CMI Subsidy	$ 35,000		(0.0374)
Historical Museum	$ 6,000		(0.0064)
Tennis program	$ 15,000		(0.0160)
Pelican Playhouse	$ 18,000		(0.0192)
Total all annual events		**$ 111,250**	
2) Eliminate all capital expenditures: (see attachment C for details)			-
Two 2016 Ford Interceptor Utility Vehicles	$ 54,304		(0.0580)
One 2016 Ford Interceptor Utility Vehicle (K-9)	$ 31,667		(0.0338)
Four sets of light bars, deck lights, corner strobe kits, cages (prisoner			-
transport), laptop computer mounts, K-9 vehicle equipment,			-
plus installation, shipping, labor	$ 25,854		(0.0276)
Digital Voice Recording System for Dispatch/Equipment	$ 14,000		(0.0150)
Trane Air Condition Coil Replacement at City Hall	$ 52,950		(0.0565)
3) Personnel Related reductions:			
1) Funding vacant Lieutenant position	$ 128,010	$ 128,010	(0.1367)
2) Across the Board 3% COLA exc. For certain positions	$ 108,016	$ 108,016	(0.1153)
3) Continue the 15% police pension contribution	$ 15,000	$ 15,000	(0.0160)
4) Renewal of 4% BONUS from prior years employees earning <$50K	$ 76,658	$ 76,658	(0.0819)
5) Promotional increases to five key positions (see page 4)	$ 15,530	$ 15,530	(0.0166)
6) Adminstrative position in Public Works	$ 35,812	$ 35,812	(0.0382)
7) One year elimination of longevity payments to all General Employees(excluding PBA)	$ 57,750	**$ 57,750**	(0.0617)
8) Eliminate the City's contribution to dependent health care coverage for General Employees (excluding PBA)	$ 69,296	**$ 69,296**	(0.0740)
	$ -	$ -	-
4) Other reductions			
	-		-
City-wide tree planting	20,000	**20,000**	(0.0214)
Eliminate lobbyst	$ 45,000	**45,000**	(0.0481)

ADDITIONAL INFORMATION:	
Each 0.1 increase in Millage is equivalent to	**$ 93,645**
The Golf Course operation will require a subsidy of approx. $269,077 for next year.	

LISTING OF UNBUDGTED CONSIDERATIONS ITEMS
FY 2015-16 BUDGET

MISC. CONSIDERATIONS LIST FY 15-16 BUDGET

Department	Description	Cost	Millage Impact	
City Council	River Cities request for additional $2500 subsidy for next year	$2,500	0.0027	$5000 is already included in budget
City Council	Police Appreciation Dinner change site to Country Club	$5,000	0.0053	Addition over and above the $2,000 annual subsidy
IT	City website upgrades	$8,500	0.0091	
IT	Office 365-offsite email system & cloud storage	$11,300	0.0121	
Professional Services	Print/Mailing of a residential guide in English/Spanish	$6,833	0.0073	
Professional Services	Develop City Facebook Page	$2,400	0.0026	

EQUIPMENT CONSIDERATIONS LIST FY 15-16 BUDGET

Department	Equipment Description	Cost	Millage Impact	Annual Lease Cost (5 years)
Golf	60 ft Boom Lift	$90,000	0.0230	$21,500
Recreation	Sand Pro	$13,000	0.0032	$3,000
Recreation	New pickup truck	$20,000	0.0049	$4,600

CAPITAL CONSIDERATIONS LIST FY 15-16 BUDGET

Department	Description	Cost		
Recreation	Prince Field Totl Lot	$180,000	0.1922	$91,000 is already in designated fund balance
Golf	2 new prefab bathrooms for Course	$70,000	0.0748	$35000 is already in designated fund balance
Public Works	Matching for $20K Forestry Grant to perform a tree inventory and creating an Urban Foret management Plan.	$66,460	0.0710	
Police	New office furniture for Detectives and Sergeants	$10,000	0.0107	
Police	New laptops for every officer(25)	$40,000	0.0427	
Police	Take Home Car Program-Purchase 13 new additional vehicles	$445,000	0.4752	

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CITY OF MIAMI SPRINGS
PROPOSED GENERAL FUND BALANCE DESIGNATIONS
PROJECTED FISCAL YEAR 2014-2015

DESIGNATION	Actual Balance 9/30/2014	FY2014-15 Additions	FY2014-15 Reductions	Projected Balance 9/30/2015
1) Additional Contingency-Hurricane Costs (over and above the 25% reserve requirement)	215,025	284975	0	500,000
2) City Hall Roof (we have $90,000 budgeted in FY14-15 the estimates are coming in at $117K so we are short $27K)	-	27,000	(22,000)	5,000
3) Council Studio for televising meetings		10,000		10,000
4) Police Staffing Changes	-	12,100		12,100
5) Purchase new laptops for police		10,000	-8000	2,000
6) A/C Repair and maintenance agreement city hall		10,400	-10400	-
7) Tennis Courts re-surfaced	-	25,000	-	25,000
8) Racquetball court maintenance		10,000		10,000
9) Purchase of 2 pre-fab restrooms for the golf course-pending approval to hook up to existing septice tanks.		- 35,000	-6500	- 28,500
10) Tot Lot Playground		91,646		91,646
12) Senior Programs		9,000	-9000	-
13) Officer 1%		23,500	-10866	12,634
	-	-	-	-

Total proposed designations	$ 215,025	$ 548,621	$ -	$ 696,880
Total Available Fund Balance	4,263,646	-	66,766	4,196,880
Unrestricted, Undesignated fund Balance	4,048,621			3,500,000

25% of FY14-15 Operating expenditures..... $ 3,500,000

Excess(deficit) funds available for designation $ (0)

CITY OF MIAMI SPRINGS
FINANCIAL DASHBOARD
PAST THIRTEEN FISCAL YEARS

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

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

The City's millage has decreased from a high of 8.7440 in FY2003 to the current level of 7.6710 for FY2014, a 12% decrease over the past twelve years.

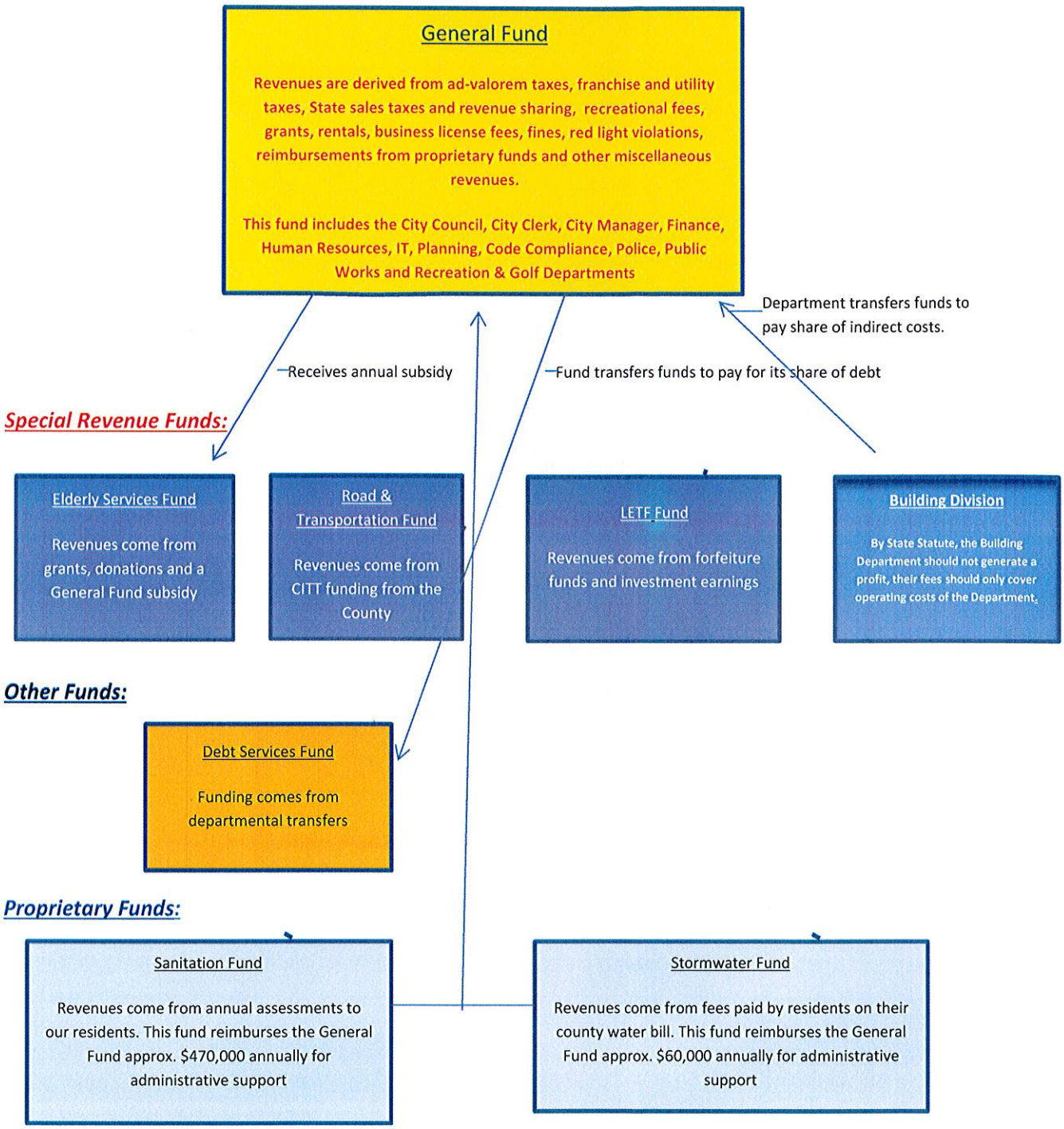
The City's reserves have increased from a deficit in FY2002 to the current $4.3 million in FY2014.

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

During FY2014 the City entered into a $1.6 million energey savings project with ConEdison and the annual debt service is to be paid from the energy and operational savings generated by the project

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

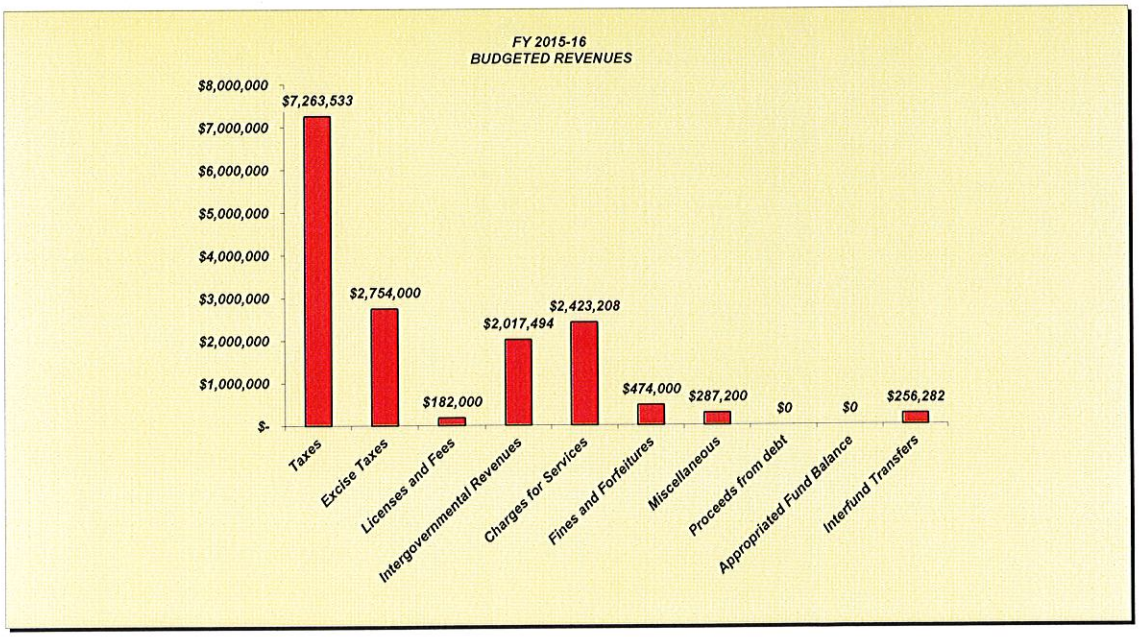
The Ad Valorem property taxes assessed and collected by the City for FY2014 are approximately the same amount as those collected in FY2006!!!



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

CITY OF MIAMI SPRINGS
SUMMARY OF GENERAL FUND REVENUES

REVENUES	FY12-13 Actual	FY13-14 Actual	FY14-15 Budget	FY15-16 Budget	% of Total	% Change from 2014-15
Taxes	$ 5,823,021	$ 6,669,201	$ 6,977,607	$ 7,263,533	46.4%	4.1%
Excise Taxes	2,632,077	2,748,761	2,556,000	2,754,000	17.6%	7.7%
Licenses and Fees	740,407	1,043,212	974,700	182,000	1.2%	-81.3%
Intergovernmental Revenues	1,990,594	1,851,894	1,946,297	2,017,494	12.9%	3.7%
Charges for Services	1,983,774	2,124,889	2,292,361	2,423,208	15.5%	5.7%
Fines and Forfeitures	526,592	421,708	462,682	474,000	3.0%	2.4%
Miscellaneous	283,196	255,495	261,900	287,200	1.8%	9.7%
Proceeds from debt		623,843	96,949	-	0.0%	-100.0%
Appropriated Fund Balance	702,123	571,305	83,091	-	0.0%	-100.0%
Interfund Transfers		-	-	256,282	1.6%	0.0%
Total Revenues	$ 14,681,784	$ 16,310,309	$ 15,651,587	$15,657,717	100.0%	0.0%



1-11

CITY OF MIAMI SPRINGS
REVENUE COMPARISON
GENERAL FUND

Line Item Revenue	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Proposed Budget	% of Total	% Change from 2014-15
Ad Valorem Taxes - Current	5,823,022	6,653,974	$ 6,897,607	$ 7,183,533	45.88%	4.1%
Ad Valorem Taxes - Delinquent	-	15,227	80,000	80,000	0.51%	0.0%
Franchise Fees	873,906	940,553	875,000	945,000	6.04%	8.0%
Utility Service Taxes	1,096,401	1,209,894	1,071,000	1,199,000	7.66%	12.0%
Local Communications Tax	661,769	598,314	610,000	610,000	3.90%	0.0%
Occupational Licenses - City	79,136	72,758	75,000	75,000	0.48%	0.0%
Occupational Licenses - County	20,302	21,827	15,000	20,000	0.13%	33.3%
Building Permits	190,393	414,313	450,000	-	SEE NOTE A	0.0%
Electrical Permits	54,947	90,186	75,000	-	SEE NOTE A	0.0%
Plumbing Permits	29,124	47,490	50,000	-	SEE NOTE A	0.0%
Roofing Permits	49,901	68,744	55,000	-	SEE NOTE A	0.0%
Mechanical Permits	19,624	54,504	17,000	-	SEE NOTE A	0.0%
Zoning Fees	35,670	42,513	42,000	42,000	0.27%	0.0%
Certification of Completions	1,815	3,850	2,000	-	SEE NOTE A	0.0%
Structural Permits	19,750	26,260	20,000	-	SEE NOTE A	0.0%
POD Permit Fees	2,000	1,350	700	-	SEE NOTE A	0.0%
Other Permits	237,744	199,419	135,000	-	SEE NOTE A	0.0%
Misc plan Reviews	-	-	5,000	5,000	0.03%	0.0%
State Revenue Sharing	402,234	426,621	435,970	457,679	2.92%	5.0%
Alcoholic Beverage License	10,013	12,237	15,000	15,000	0.10%	0.0%
1/2-cent Sales Tax	949,575	1,003,119	1,049,058	1,106,608	7.07%	5.5%
Local Option Gas Tax	359,996	367,298	376,729	387,207	2.47%	2.8%
Gas Tax Rebate	9,552	8,775	11,000	11,000	0.07%	0.0%
School Crossing Guards	19,863	15,225	20,000	20,000	0.13%	0.0%
Summer Camp Activity Fees	16,675	22,545	18,000	18,000	0.11%	0.0%
Summer Camp	150,037	129,745	170,000	170,000	1.09%	0.0%
Fitness Room Membership	49,581	38,122	20,000	20,000	0.13%	0.0%
After School Program	41,069	38,126	32,000	32,000	0.20%	0.0%
Gym Admission Fees		-	3,000	3,000	0.02%	0.0%
Gym Rental	690		1,000	-	0.00%	-100.0%
Senior Center rental	-		1,250	1,200	0.01%	-4.0%
Water Polo/Aquatics Teams	12,715	11,215	5,000	-	0.00%	-100.0%
Swimming Pool Admissions/Lessons	83,566	68,538	7,200	52,300	0.33%	626.4%
Yoga	11,651	7,115	8,550	-	0.00%	-100.0%
Pool Rental	13,397	7,180	2,000	3,000	0.02%	50.0%
Get Fit Summer Camp		5,750	16,000	16,000	0.10%	0.0%
Vending Machines	2,092	1,460	3,000	3,000	0.02%	0.0%
Fireworks-VG	6,000	3,000	3,000	3,000	0.02%	0.0%
Pool Memberships	6,261	8,015	1,000	2,280	0.01%	128.0%
Aquatic Multipurpose Room Rental	-	-	-	6,400	0.04%	100.0%
Shade Area/Umbrella Rentals				21,600	0.14%	100.0%
Basketball fees	29,075	29,490	42,175	44,450	0.28%	5.4%
Other Annual Events	3,514	5,696	7,730	9,730	0.06%	25.9%
Pelican Theatre	10,132	8,985	10,000	10,000	0.06%	0.0%
Jazzercize	3,925	3,925	4,800	3,600	0.02%	-25.0%
Daddy/Daughter Dance	3,213	4,453	4,775	7,525	0.05%	57.6%
Green Fees	655,986	808,179	978,623	1,027,535	6.56%	5.0%
Cart Fees	90,936	51,640	68,630	72,062	0.46%	5.0%
Golf Merchandise/Food & Beverage Sales	51,785	84,070	113,941	100,771	0.64%	-11.6%
Range Fees	100,980	135,504	164,857	173,101	1.11%	5.0%
Misc. Club Rental/Lessons	7,426	7,832	9,694	23,266	0.15%	140.0%
GHIN Disabled Fees	138		1,200	1,200	0.01%	0.0%
Golf memberships	42,845	65,380	64,936	68,188	0.44%	5.0%
Miscellaneous Charges for Serv	10				0.00%	0.0%
Copies & Other Charges	2,510	2,481	3,000	3,000	0.02%	0.0%
Lien Search	14,767	17,050	15,000	15,000	0.10%	0.0%
Re-Occupancy Inspection fees	22,475	26,000	19,000	22,000	0.14%	15.8%
Clerk of the Court - Fines	117,255	133,357	138,482	138,000	0.88%	-0.3%
Code Enforcement tickets	23,025	23,800	15,000	25,000	0.16%	66.7%
Disabled Parking tickets	9,184		9,200	11,000	0.07%	19.6%
Administrative Fee-Red Light hearings	-	9,721	19,540	15,000	0.10%	-23.2%
Police Grants-Byrne Grant	2,803	2,684	15,000	5,000	0.03%	-66.7%
Other Grants	262,171	15,936	-	-	0.00%	0.0%
Interest - Investments	4,046	10,102	7,000	10,000	0.06%	42.9%
Interest - Tax Collections	1,343	1,940	2,000	2,000	0.01%	0.0%

1-12

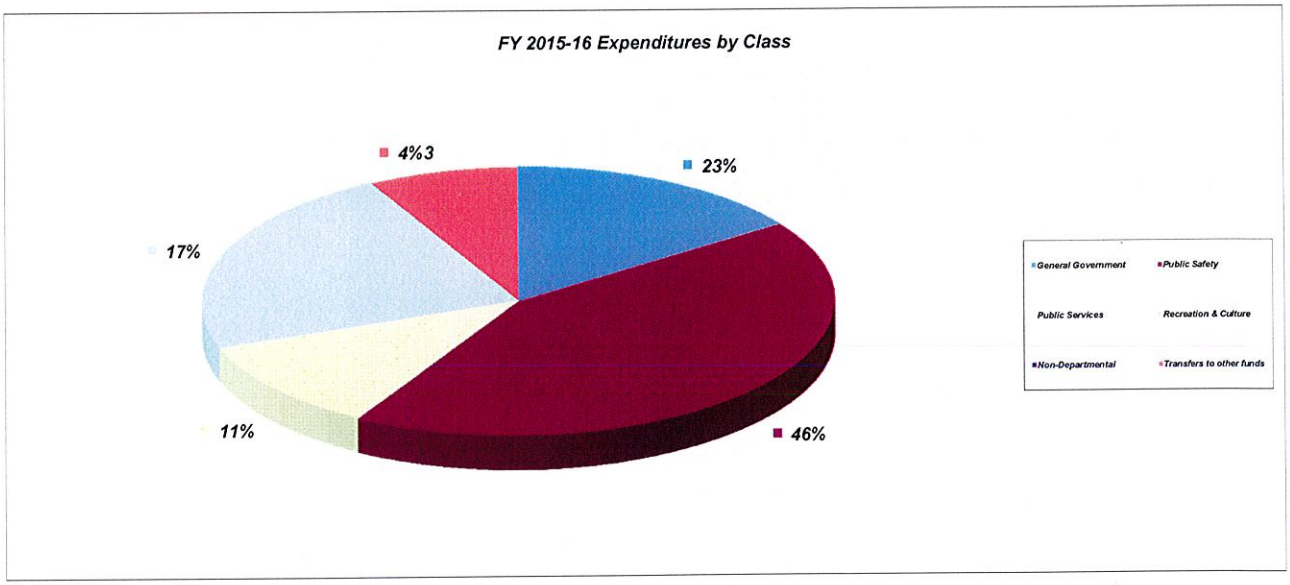
CITY OF MIAMI SPRINGS
REVENUE COMPARISON
GENERAL FUND

Line Item Revenue	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Proposed Budget	% of Total	% Change from 2014-15
Rent - Metro Fire	11,696	12,724	15,000	14,000	0.09%	-6.7%
Rent - Dade Co. Library	8,253	8,253	8,300	8,300	0.05%	0.0%
Rent - Bus Benches	4,284	4,369	4,300	4,400	0.03%	2.3%
Recreational Activities	16,529	17,836	12,000	12,000	0.08%	0.0%
Sprint Tower	72,624	92,108	90,000	93,000	0.59%	3.3%
Nextel	6,749	-	6,800	-	0.00%	-100.0%
Metro PCS	8,540	8,881	8,500	9,000	0.06%	5.9%
Surplus sale of equipment	47,690	40,280	40,000	40,000	0.26%	0.0%
Other Miscellaneous	95,637	85,019	67,500	90,000	0.57%	33.3%
Red Light Fines	377,128	254,830	300,000	300,000	1.92%	0.0%
Returned check charges	266	353		500	0.00%	100.0%
Code Enforcement Liens	250	5,925	500	4,000	0.03%	700.0%
ITF - Building Fund				256,282	1.64%	0.0%
ITF - Sanitation Admin Fee	470,000	470,000	470,000	470,000	3.00%	0.0%
ITF- Stormwater Adim Fee	60,000	60,000	60,000	60,000	0.38%	0.0%
Appropriated Fund Balance			44,380	-	0.00%	-100.0%
Proceeds from Debt	-	623,843	96,949	-	0.00%	-100.0%
TOTALS >>>	**$13,979,661**	**$15,767,908**	**$ 15,612,876**	**$ 15,657,717**	**100.00%**	**0.3%**

1-13

CITY OF MIAMI SPRINGS
EXPENDITURES BY CLASS

	FY2012-13 Actual	FY2013-14 Actual	FY2014-15 Amended Budget	FY2015-16 Budget	% of Change From FY2014-15
General Government	$ 2,385,340	$ 2,253,344	$ 2,373,210	$ 2,401,875	1.2%
Public Safety	6,396,489	6,370,435	6,046,787	6,676,555	10.4%
Public Services	1,755,072	1,591,867	1,692,371	1,711,968	1.2%
Recreation & Culture	3,503,822	4,142,670	3,522,888	3,539,788	0.5%
Non-Departmental	-	-	-	-	0.0%
Transfers to other funds	641,062	809,383	1,199,432	1,193,600	-0.5%
Sub-Totals	$ 14,681,784	$ 15,167,699	$ 14,834,688	$ 15,523,785	4.6%
Increase(appropriated) fund balance	(702,122)	571,305	190,462	-	-100.0%
Totals	$ 13,979,662	$ 15,739,004	$ 15,025,150	$ 15,523,785	3.3%



1-14

CITY OF MIAMI SPRINGS
EXPENDITURES BY DEPARTMENT

Department	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Amended Budget	FY 2015-16 Budget	% Change From FY2014-15
Mayor & City Council	$ 96,720	$ 118,424	$ 150,945	$ 141,971	-5.9%
Office of the City Manager	354,013	354,558	354,311	352,465	-0.5%
Office of the City Clerk	280,342	226,228	310,013	274,216	-11.5%
Office of the City Attorney	165,986	159,454	171,000	166,000	-2.9%
Human Resource Department	206,798	211,616	209,474	223,366	6.6%
Finance /Budget	804,559	794,800	740,253	820,884	10.9%
IT Department	349,639	307,498	335,516	337,920	0.7%
Planning Department	127,284	80,764	101,698	85,052	-16.4%
Police Department	5,795,972	5,742,398	6,023,316	6,474,933	7.5%
Police - School Guards	19,724	18,412	23,471	23,823	1.5%
Code Compliance	580,793	609,625	132,083	177,799	34.6%
Public Services - Administration	346,040	354,580	371,476	408,252	9.9%
Public Services - Streets	369,739	351,735	398,185	364,046	-8.6%
Public Services - Properties	690,780	586,011	579,227	618,313	6.7%
Public Services - Building Maintenance	312,404	267,037	261,428	272,358	4.2%
Public Services - Fleet Maintenance	36,108	32,504	82,055	49,000	-40.3%
Recreation	1,484,027	1,275,603	1,424,998	1,362,717	-4.4%
Aquatics	242,946	268,229	103,653	177,355	71.1%
Tennis	25,172	18,744	20,851	21,291	2.1%
Park Maintenance	108,449	97,495	227,300	243,225	7.0%
Golf Administration	22,319	22,894	20,062	18,968	-5.5%
Pro Shop	574,059	621,319	545,865	555,106	1.7%
Golf Maintenance	1,046,849	1,838,385	1,180,159	1,161,126	-1.6%
Non-Departmental	-	-	-	-	0.0%
Total	**$14,040,722**	**$14,358,316**	**$13,767,339**	**$14,330,186**	**4.1%**
Transfers to other funds	641,062	809,383	1,199,432	1,193,600	-0.5%
Increase(appropriated) fund balance	(702,122)	571,305	190,462	-	-100.0%
Total	**$13,979,662**	**$15,739,004**	**$15,157,233**	**$15,523,785**	**2.4%**

1-N

CITY OF MIAMI SPRINGS
LISTING OF TOP EXPENDITURES - ALL FUNDS

	FY2014-15 Amended Budget	FY2015-16 Budget	% of Total	% of Change From FY2014-15
Salaries	$ 7,619,357	$ 8,164,471	37.8%	7.2%
Health Insurance Benefits	1,084,146	1,247,691	5.8%	15.1%
Pension costs	1,000,820	1,069,084	5.0%	6.8%
Workmens Comp	344,223	400,877	1.9%	16.5%
Other Employee Benefits	535,946	595,125	2.8%	11.0%
Total Salaries & Benefits	**10,584,492**	**11,477,248**	53.1%	8.4%
Capital Expenditures	611,403	225,427	1.0%	-63.1%
Debt Service Payments	1,200,781	1,189,793	5.5%	-0.9%
Depreciation/Amortization	263,000	271,000	1.3%	3.0%
Operating Supplies/Uniforms	781,975	732,295	3.4%	-6.4%
Contractual Services	2,123,377	2,028,060	9.4%	-4.5%
Waste Disposal	740,256	705,000	3.3%	-4.8%
Transfers to other funds	147,605	142,900	0.7%	-3.2%
Liability insurance	380,486	379,622	1.8%	-0.2%
Professional Fees	424,983	432,900	2.0%	1.9%
Management fee paid by enterprise funds	530,000	530,000	2.5%	0.0%
Fleet Maintenance	322,197	424,850	2.0%	31.9%
Repairs and Maintenance	672,692	683,194	3.2%	1.6%
Other Misc Expenses	2,251,941	2,374,344	11.0%	5.4%
Total Budgeted Expenditures(All Funds)	**21,035,188**	**21,596,633**	100.0%	2.7%

1-16

CITY OF MIAMI SPRINGS
LISTING OF TOP EXPENDITURES-GENERAL FUND

	FY2014-15 Amended Budget	FY2015-16 Budget	% of Total	% of Change From FY2014-15
Salaries	$ 6,420,732	$ 7,068,365	45.5%	10.1%
Health Insurance Benefits	838,896	1,018,229	6.6%	21.4%
Pension costs	867,210	978,474	6.3%	12.8%
Workmens Comp	259,790	316,725	2.0%	21.9%
Other Employee Benefits	461,796	513,135	3.3%	11.1%
Total Salaries & Benefits	**8,848,424**	**9,894,929**	63.7%	11.8%
Capital Expenditures	399,205	223,927	1.4%	-43.9%
Debt Service Payments	1,182,422	1,180,893	7.6%	-0.1%
Operating Supplies/Uniforms	533,552	533,124	3.4%	-0.1%
Contractual Services	1,109,670	1,011,904	6.5%	-8.8%
Utilities	430,041	391,198	2.5%	-9.0%
Transfers to other funds	147,605	142,900	0.9%	-3.2%
Liability insurance	306,038	306,872	2.0%	0.3%
Professional Fees	336,940	372,555	2.4%	10.6%
Fleet Maintenance	144,729	135,450	0.9%	-6.4%
Repairs and Maintenance	330,774	369,644	2.4%	11.8%
Other Misc Expenses	1,065,288	960,389	6.2%	-9.8%
Total Budgeted Expenditures	**14,834,688**	**15,523,785**	100.0%	4.6%

1-17

EXPENDITURE CATEGORY MATRIX FOR FY2015-16 BUDGET

Allocation of Expenditures	Personnel Services	Operating Expenditure/ Expenses	Capital Outlay	Debt Service	Other Uses	Total
General Fund						
Mayor & City Council	35,075	106,896	-	-	-	141,971
Office of the City Manager	275,581	76,884	-	-	-	352,465
Office of the City Clerk	194,344	79,872	-	-	-	274,216
Office of the City Attorney	-	166,000	-	-	-	166,000
Human Resource Department	162,219	61,147	-	-	-	223,366
Finance /Budget	683,792	137,092	-	-	-	820,884
IT Department	177,298	160,623	-	-	-	337,920
Planning Department	67,257	17,795	-	-	-	85,052
Police Department	5,819,841	484,114	170,977	-	-	6,474,933
Police - School Guards	23,123	700	-	-	-	23,823
Code Compliance	159,800	17,999	-	-	-	177,799
Public Services - Administration	347,142	61,110	-	-	-	408,252
Public Services - Streets	115,488	248,557	-	-	-	364,046
Public Services - Properties	347,022	271,290	-	-	-	618,313
Public Services - Building Maintenance	64,036	155,371	52,950	-	-	272,358
Public Services - Fleet Maintenance	-	49,000	-	-	-	49,000
Recreation	756,123	606,593	-	-	-	1,362,717
Aquatics	129,013	48,342	-	-	-	177,355
Tennis	-	21,291	-	-	-	21,291
Park Maintenance	47,849	195,376	-	-		243,225
Golf-Administration	-	18,968	-	-	-	18,968
Golf-Pro Shop	285,925	269,181	-	-	-	555,106
Golf-Maintenance	203,999	826,934	-	-	130,193	1,161,126
Transfers to other funds	-	-	-	-	1,193,600	1,193,600
General Fund Total	9,894,929	4,081,137	223,927	-	1,323,793	15,523,785
% of General Fund	63.7%	26.3%	1.4%	0.0%	8.5%	100.0%
Road and Transportation Fund						
Streets & Sidewalks-Maintenance	75,487	474,851	-	-	-	550,339
Streets & Sidewalks-Infrastructure			-			-
Road & Transportation Fund Total	75,487	474,851	-	-	-	550,339
% of Road & Transportation	13.7%	86.3%	0.0%	0.0%	0.0%	100.0%
Senior Center fund						
Social Services	161,735	228,166	-	-	-	389,901
Senior Center Total	161,735	228,166	-	-	-	389,901
% of Senior Center	41.5%	58.5%	0.0%	0.0%	0.0%	100.0%
Building Department						
Public Safety	306,875	380,096	-	-	-	686,971
Building Department Total	306,875	380,096	-	-	-	686,971
% of Building Department	44.7%	55.3%	0.0%	0.0%	0.0%	100.0%
Debt Service						
General Debt Service	-	-	-	1,180,893	-	1,180,893
Debt Service Total	-	-	-	1,180,893	-	1,180,893
% of Debt Service	0.0%	0.0%	0.0%	100.0%	0.0%	100.0%

1-18

EXPENDITURE CATEGORY MATRIX FOR FY2015-16 BUDGET

Allocation of Expenditures	Personnel Services	Operating Expenditure/ Expenses	Capital Outlay	Debt Service	Other Uses	Total
Sanitation Fund						
Garbage and Trash Collection	893,973	1,199,040	-	8,000	470,000	2,571,013
Sanitation Fund Total	893,973	1,199,040	-	8,000	470,000	2,571,013
% of Sanitation	34.8%	46.6%	0.0%	0.3%	18.3%	100.0%
Stormwater Fund						
Stormwater services	156,474	344,406	-	900	60,000	561,781
Stormwater Fund Total	156,474	344,406	-	900	60,000	561,781
% of Stormwater	27.9%	61.3%	0.0%	0.2%	10.7%	100.0%
Law Enforcement Fund						
Treasury & Justice Confiscated	-	130,451	1,500	-	-	131,951
Law Enforcement Fund Total	-	130,451	1,500	-	-	131,951
% of Law Enforcement	0.0%	98.9%	1.1%	0.0%	0.0%	100.0%
TOTAL 2015-16 BUDGET	11,489,473	6,838,148	225,427	1,189,793	1,853,793	21,596,633
% OF TOTAL 2015-16 BUDGET	53.2%	31.7%	1.0%	5.5%	8.6%	100.0%

Note: The following funds are not detailed in the Expenditure Category Matrix because they do not have a Proposed 2015-16 Budget: Capital Projects Fund, Hurricane Fund, Grants Fund, and the Police Grants fund.

1-19

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

Department	Total Budgeted	Description of expenditure	
Police	$ 170,977		
		Two 2016 Ford Interceptor Utility Vehicles	$ 54,304
		One 2016 Ford Interceptor Utility Vehicle (K-9)	$ 31,667
		One 2016 Ford Interceptor Utility Admin Vehicle	$ 27,152
		Four sets of light bars, deck lights, corner strobe kits, cages (prisoner transport), laptop computer mounts, K-9 vehicle equipment, plus installation, shipping, labor	$ 25,854
		Police-friendly Telephone System	$ 18,000
		Digital Voice Recording System for Dispatch/Equipment	$ 14,000
			$ 170,977
Public Works	$ 403,897		
		2- Peterson Model RS3 Base Loader Trash Cranes	318,996
		Trane Air Condition Coil Replacement at City Hall	52,950
		Installation of StreetBrick High Friction Stamped Asphalt and	-
		Installation in the Down Town Circle Area Crosswalks	31,951
			403,897
			-
Total	**$ 574,874**	**Total**	**$ 574,874**

1-20

CITY OF MIAMI SPRINGS
CAPITAL EXPENDITURE SUMMARY-ALL FUNDS

Below is a summary of all capital expenditures included in the budget for FY 2015-16

BY FUND		BY DEPARTMENT		BY CATEGORY	
General	$ 223,927	City Clerk	-	Vehicles	432,119
		Building & Code	-		
Road & Transportation	31,951	Information Technology	-	Technology	32,000
		Police	170,977		
Elderly services	-	LETF	-	Machinery & Equipment	25,854
		Public Services	52,950		
Golf Course	-	Recreation	-	Improvements O/T Buildings	84,901
		Road & Transportation	31,951		
Sanitation	318,996	Elderly services	-		
		Golf Course	-	Buildings	-
Stormwater	-	Sanitation	318,996		
		Stormwater	-		
LETF	-	Capital Projects	-		
		Finance	-		
Capital Projects	-	Planning	-		
Total	**$ 574,874**	**Total**	**$ 574,874**	**Total**	**$ 574,874**

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	2016-2017	2017-2018	2018-19	2019-20	2020-2021	Totals
POLICE							
Police Cars	Revenues	116,517	120,012	123,613	127,321	131,141	618,604
Police radars	Revenues	3,600	-	3,900	-	4,200	11,700
Computer and Radio Equipment	Revenues	15,000	15,000	15,000	20,000	20,000	85,000
Vehicle Emergency Equipment	Revenues	26,630	27,429	28,251	29,099	29,972	141,381
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
GOLF COURSE							
Maintenance Equipment	Revenues	-	100,000	100,000	100,000		300,000
Cart Barn	Revenues	-	300,000	-			300,000
T-Boxes	Revenues	-	-		180,000		180,000
Cart Paths	Revenues	-				500,000	500,000
New restrooms	Revenues	40,000		-	-		40,000
Chemical wash down-DERM	Revenues			168,000			168,000
Golf cart wash down-DERM	Revenues		50,000				50,000
Maintenance Yard paving-DERM	Revenues	38,000					38,000
Sewer lines connections-DERM	Revenues		234,000	66,000			300,000
Paving cart barn area-DERM	Revenues			25,000			25,000
Renovate sand bunkers	Revenues	30,000		-	-		30,000
INFORMATION TECHNOLOGY							
Server - FS1	Revenues	-	5,500	-			5,500
Server - Exchange	Revenues	5,000					5,000
Server - MSSQL1	Revenues		4,500				4,500
Server -MSSTOR1 and 2 / Optiview	Revenues	11,000					11,000
Server Virtualization unit 1	Revenues			8,000			8,000
Finance-Professional Services							
Electronic message board-Circle	Revenues	-	-	-		50,000	50,000
							-
RECREATION							
New Tennis Courts at Golf Course	Revenues	700,000		-			700,000
Perimeter Fence at Prince Field	Revenues		30,000				30,000
Replace Playground Surface at Prince/Pdove	Revenues	10,000			10,000		20,000
Add Shade Structure's to Prince Field Bleachers	Revenues		60,000				60,000
Replace Mound at Prince South Field	Revenues		3,400			3,400	6,800
Replace Vita Course at Stafford Park	Revenues		80,000				80,000
Repave Vita Course Track	Revenues	125,000					125,000
Vita Course Ligths	Revenues				165,000		165,000
10 Neighborhood Pocket Parks	Revenues			25,000		25,000	50,000
Dog Park Canopy	Revenues				30,000		30,000
Laser Grade and Clay to Ballfields	Revenues	5,000	15,000	5,000		15,000	40,000
Community Center paint	Revenues			50,000			50,000
Re-sod Prince Field	Revenues	150,000					150,000
Re-Paint Concession Stands at Stafford	Revenues	15,000				15,000	30,000
Replace Playground at Prince Field	Revenues	150,000					150,000
Resurface and Repaint Gym Floor w/ City Logo	Revenues				20,000		20,000
Resurface Gym Floor	Revenues	7,000	-	7,000		7,000	21,000
Replace Playground at Peavy Dove	Revenues		50,000				50,000
Tables/Trash Receptackes at Dog Park and Tennis	Revenues			20,000			20,000
Senior's Exercise Zone	Revenues		10,000	10,000			20,000
Drainage Issue at Stafford Park	Revenues			100,000			100,000
New Dug-Outs at Peavy Dove	Revenues			25,000			25,000
Replace Irrigation on Ball Fields	Revenues		15,000				15,000
New Picnic Tables and Trash Receptacles for All Facilities	Revenues		40,000				40,000
Batting Cage Renovation	Revenues			20,000			20,000
Roof at Community Center	Revenues	-				150,000	150,000
		-					-
PUBLIC WORKS							
Re-building the gazebo on the Circle possibly in concrete	Revenues		50,000			50,000	100,000
Re-roofing main Building at Public Works	Revenues	40,000		40,000			80,000
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
							-
TOTAL GENERAL FUND		1,487,747	1,314,841	839,764	3,926,420	1,000,713	8,569,485
ELDERLY SERVICES							
Building replacement/addition	Revenues		500,000	500,000	500,000	500,000	2,000,000
New Bus	Revenues	-		70,000	-	-	70,000
TOTAL SENIOR CENTER		-	-	70,000	-	- -	2,070,000
ROAD AND TRANSPORTATION							
streetlight improvements	CITT Funds	100,000	115,000	115,000	100,000	100,000	530,000
street/sidewalk milling and resurfacing	CITT Funds	100,000	100,000	100,000	100,000	100,000	500,000
TOTAL ROAD & TRANS.		200,000	215,000	215,000	200,000	200,000	1,030,000
SANITATION							
New Sanitation Vehicles Bulk Trash Dump Trucks	Revenues	195,000	130,000	130,000		75,000	530,000
STORMWATER							
drainage/pump station improvements	Grant/Revenues	300,000	70,000	70,000	70,000	70,000	580,000
TOTAL ENTERPRISE FUNDS		495,000	200,000	200,000	70,000	145,000	1,110,000
TOTAL ALL FUNDS		2,182,747	1,729,841	1,324,764	4,196,420	1,345,713	12,779,485

CITY OF MIAMI SPRINGS
ENTERPRISE FUND BUDGET SUMMARY FY 2015-16

	Actual FY13-14	Amended Budget FY14-15	Adopted Budget FY15-16	% Increase (Decrease) From FY 14-15 Budget
Sanitation				
Revenues/Sources	$ 2,257,719	$ 2,346,945	$ 2,348,000	0%
Operating Expenses	(2,352,235)	(2,456,033)	(2,478,013)	1%
Operating Profit(Loss)	(94,517)	(109,088)	(130,013)	19%
Depreciation	(89,122)	(85,000)	(93,000)	9%
Net Income(loss)	$ (183,639)	$ (194,088)	$ (223,013)	
Stormwater				
Revenues/Sources	$ 231,001	$ 275,500	$ 250,500	-9%
Operating Expenses	(340,966)	(332,682)	(383,781)	15%
Operating Profit(Loss)	(109,965)	(57,182)	(133,281)	133%
Depreciation	(178,196)	(178,000)	(178,000)	0%
Net Income(loss)	$ (288,161)	$ (235,182)	$ (311,281)	
Total Enterprise				
Revenues/Sources	$ 2,488,720	$ 2,622,445	$ 2,598,500	-1%
Operating Expenses	(2,693,202)	(2,788,715)	(2,861,793)	3%
Operating Profit(Loss)	(204,482)	(166,270)	(263,293)	58%
Depreciation	(267,318)	(263,000)	(271,000)	3%
Net Income(loss)	$ (471,800)	$ (429,270)	$ (534,293)	

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CITY OF MIAMI SPRINGS
BUDGET SUMMARY FY 2015-16

	Actual FY13-14	Amended Budget FY14-15	Adopted Budget FY15-16	% Increase (Decrease) From FY 14-15 Budget
General Fund:				
Budgeted Revenues	$ 15,739,003	$ 15,568,496	$ 15,657,717	0.6%
Budgeted Expenditures	(15,167,698)	(15,485,405)	(15,523,785)	0.2%
Excess(deficit) revenues over exp	571,305	83,091	133,933	
Decrease(increase)in fund balance	(571,305)	(83,091)	(133,933)	
	$ -	$ -	$ -	
Law Enforcement				
Budgeted Revenues	$ 99,200	$ 3,000	$ 1,500	-50.0%
Budgeted Expenditures	(176,762)	(367,762)	(131,951)	-64.1%
Excess(deficit) revenues over exp	$ (77,562)	$ (364,762)	$ (130,451)	
Road & Transportation				
Budgeted Revenues	546,227	521,025	$ 527,200	1.2%
Budgeted Expenditures	(831,004)	(601,073)	(550,339)	-8.4%
Excess(deficit) revenues over exp	$ (284,777)	$ (80,048)	$ (23,139)	
Elderly Services				
Budgeted Revenues	333,299	407,362	$ 389,901	-4.3%
Budgeted Expenditures	(333,299)	(419,262)	(389,901)	-7.0%
Excess(deficit) revenues over exp	$ (0)	$ (11,900)	$ -	
Debt Service				
Budgeted Revenues	698,761	1,194,445	$ 1,180,893	-1.1%
Budgeted Expenditures	(698,941)	(1,194,445)	(1,180,893)	-1.1%
Excess(deficit) revenues over exp	$ (179)	$ -	$ -	
Capital Projects Fund				
Budgeted Revenues	$ 1,630,890	$ 5,543,062	$ -	-100.0%
Budgeted Expenditures	(1,141,730)	(6,038,360)	-	-100.0%
Excess(deficit) revenues over exp	$ 489,160	$ (495,298)	$ -	
Building Fund				
Budgeted Revenues	$ -	$ -	$ 698,000	0.0%
Budgeted Expenditures	-	-	(686,971)	0.0%
Excess(deficit) revenues over exp	$ -	$ -	$ 11,029	
Total Governmental				
Budgeted Revenues	$ 19,047,381	$ 23,237,390	$ 18,455,211	-20.6%
Budgeted Expenditures	(18,349,435)	(24,106,307)	(18,463,840)	-23.4%
Excess(deficit) revenues over exp	697,946	(868,917)	(8,628)	

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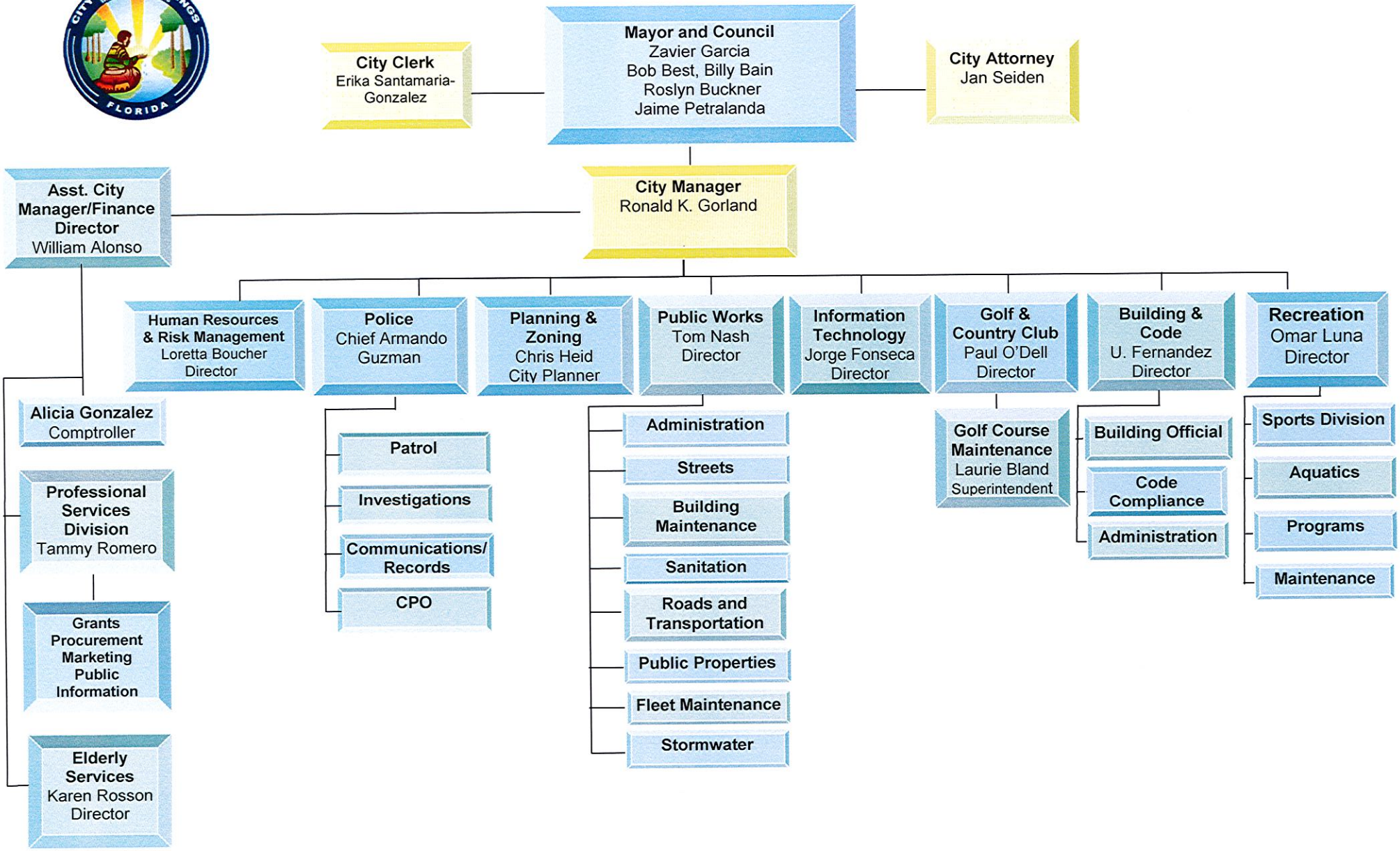
City of Miami Springs Organizational Chart
2015 - 2016



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CITY OF MIAMI SPRINGS
PERSONNEL COMPARISON BY DEPARTMENT
Final

	FY 2013-14		FY 2014-15		FY 2015-16		Increase(decrease) from FY 2014-15	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Office of the City Manager	1.50		1.50		1.50		-	-
Office of the City Clerk	2.75	-	2.75	-	2.75	-	-	-
Human Resource Department	2.00		2.00		2.00		-	-
Finance & Budget Department	4.20	1.00	3.50	2.00	2.50	3.00	(1.00)	1.00
Finance-Professional Services	3.00	-	3.00	-	3.00	-	-	-
IT Department	2.00	-	2.00	-	2.00	-	-	-
Planning Department	1.25	-	1.25	-	1.25	-	-	-
Police Department	53.00	8.00	53.00	7.00	54.00	7.00	1.00	-
Building Department	4.00	8.00	4.00	9.00	4.00	8.00	-	(1.00)
Code Compliance	1.00		2.00		2.00		-	
Public Services- Administration	4.00		4.00		5.00		1.00	-
Public Services - Streets	2.00	-	2.00	-	2.00	-	-	-
Public Services - Properties	6.00	-	6.00	-	7.00	-	1.00	-
Public Services - Building Maintenance	1.00		1.00		1.00		-	-
Recreation	7.00	43.00	6.00	43.00	6.00	43.00	-	-
Aquatics	-	25.00	-	25.00	2.00	25.00	2.00	-
Park Maintenance	-		1.00		1.00		-	-
Golf Course-Pro Shop	3.30	18.00	2.30	18.00	2.00	18.00	(0.30)	-
Golf Course-Maintenance	1.00	-	1.00	-	3.00	-	2.00	-
Road & Transportation Fund	1.00	-	1.00	-	1.00	-	-	-
Senior Center	1.00	7.00	1.00	7.00	1.00	7.00	-	-
Sanitation Fund	13.00	-	13.00	-	13.00	-	-	-
Stormwater Fund	3.00	-	3.00	-	3.00	-	-	-
							-	-
TOTAL PERSONNEL	117.00	110.00	116.30	111.00	122.00	111.00	5.70	-

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POSITION CLASSIFICATION AND PAY PLAN
FISCAL YEAR 2015-16
CIVIL SERVICE/NON CIVIL SERVICE EMPLOYEES

POSITION	PAY GRADE	FY2015-16 PAY RANGE MINIMUM	MAXIMUM	
MAINTENANCE WORKER I	8	22,992	34,089	
PRO SHOP CLERK	8	22,992	34,089	
CLERICAL ASSISTANT	9	23,612	35,013	
EQUIPMENT OPERATOR	10	24,201	35,885	
MAINTENANCE WORKER CREW LEADER	10	24,201	35,885	
MAINTENANCE WORKER II	10	24,201	35,885	
REFUSE COLLECTOR	10	24,201	35,885	
TREE TRIMMER	10	24,201	35,885	
RECREATION LEADER	10	24,201	35,885	
REFUSE TRUCK DRIVER	13	26,060	38,644	
HEAVY EQUIPMENT OPERATOR	14	26,715	39,616	
ADMINISTRATIVE ASSISTANT I	15	27,382	40,606	
BUILDING SPECIALIST I	15	27,382	40,606	
MATERIALS MANAGEMENT CLERK	15	27,382	40,606	
POLICE ADMINISTRATIVE SPECIALIST I	15	27,382	40,606	
RECREATION SPECIALIST	15	27,382	40,606	
HEAD LIFEGUARD	15	27,382	40,606	New position
ACCOUNTING CLERK I	16	28,062	41,622	
ACCOUNTING CLERK II	18	29,482	43,729	
AUTOMATED EQUIPMENT OPERATOR	19	30,226	44,825	
BUILDING MAINTENANCE SPECIALIST	19	30,226	44,825	
POLICE DISPATCHER I	19	30,226	44,825	
POLICE DISPATCHER II	21	31,751	47,092	
ACCOUNTING CLERK III	22	32,547	48,264	
ADMINISTRATIVE ASSISTANT II	22	32,547	48,264	
BUILDING SPECIALIST II	22	32,547	48,264	
BUILDING SPECIALIST III	22	32,547	48,264	New position
ASSISTANT CITY CLERK	22	32,547	48,264	
ADMINISTRATIVE ASSISTANT III	24	34,198	50,709	
RECREATION COORDINATOR	24	34,198	50,709	
PARKS MAINTENANCE FOREMAN	24	34,198	50,709	
POLICE ADMINISTRATIVE SPECIALIST II	24	34,198	50,709	
SANITATION FOREMAN	24	34,198	50,709	
GOLF MAINTENANCE SUPERVISOR/FOREMAN	24	34,198	50,709	New position
GOLF MAINTENANCE MECHANIC	24	34,198	50,709	New position
OPERATIONS SUPERVISOR	26	35,922	53,279	
CODE COMPLIANCE OFFICER	26	35,922	53,279	
POLICE COMMUNICATIONS SUPERVISOR	26	35,922	53,279	
AQUATICS DIVISION SUPERVISOR	28	37,747	55,973	
RECREATION MAINTENANCE SUPERVISOR	28	37,747	55,973	
BUILDING AND CODE COMPLIANCE SUPERVISOR	29	38,356	56,406	
* DEPUTY CITY CLERK	29	38,356	56,406	
EXECUTIVE SECRETARY	29	38,356	56,406	
PROCUREMENT SUPERVISOR	29	38,356	56,406	
HUMAN RESOURCES SPECIALIST	29	38,356	56,406	
POLICE SENIOR ADMINISTRATIVE SPECIALIST	29	38,356	56,406	
SPECIAL EVENTS/PROGRAMS SUPERVISOR	31	42,130	62,047	
HUMAN RESOURCES SPECIALIST II	31	42,130	62,047	
HUMAN RESOURCES SPECIALIST III	31	42,130	62,047	New position
* ASSISTANT INFORMATION TECHNOLOGY MANAGER	37	47,136	69,905	
* ~~GOLF COURSE MAINTENANCE SUPERINTENDENT~~	~~37~~	~~47,136~~	~~69,905~~	Eliminate position
* GRANTS WRITER/PUBLIC INFORMATION SPECIALIST	37	47,136	69,905	
~~PROFESSIONAL SERVICES SUPERVISOR~~	~~37~~	~~47,136~~	~~69,905~~	Eliminate position
PROFESSIONAL SERVICES MANAGER	37	47,136	69,905	New position
OPERATIONS SUPERINTENDENT	37	47,136	69,905	
* GOLF MAINTENANCE MANAGER	40	49,767	73,805	New position
* ELDERLY SERVICES DIRECTOR	40	49,767	73,805	
* ASSISTANT PUBLIC WORKS DIRECTOR	40	49,767	73,805	
* ACCOUNTING SYSTEMS/FINANCE ANALYST	41	51,778	79,045	
* CITY PLANNER	44	54,930	81,466	
* POLICE LIEUTENANT	44P	62,669	91,110	
* HUMAN RESOURCES DIRECTOR/RISK MANAGER	45	56,305	83,501	
* COMPTROLLER	46	64,582	93,904	
* INFORMATION TECHNOLOGY DIRECTOR	46	64,582	93,904	
* POLICE CAPTAIN	46P	65,837	95,728	
* GOLF & COUNTRY CLUB DIRECTOR	49	71,850	95,799	
* BUILDING AND CODE COMPLIANCE DIRECTOR	49	71,850	95,799	
* RECREATION DIRECTOR	49	71,850	95,799	
* PUBLIC WORKS DIRECTOR	49	71,850	95,799	
* CITY CLERK	49	71,850	95,799	
* BUILDING OFFICIAL	50	74,817	112,227	
* BUILDING OFFICIAL & CODE COMPLIANCE DIRECTOR	50	74,817	112,227	
* FINANCE DIRECTOR	50	74,817	112,227	
* CHIEF OF POLICE	50P	76,270	114,406	
* ASSISTANT CITY MANAGER-FINANCIAL SERVICES	50M	84,125	125,489	

* NON CIVIL SERVICE

City Council

Mission Statement

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

City Council

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

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

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

Goals

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

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

Objectives

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

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

2014-15 Accomplishments

Awarded a contract to Lunacon for the construction of the new aquatic facility

Approved the aquatic center facility financing note and terms

Adopted an additional Senior Citizen Homestead Exemption

Completed the Golf Cart Suitability Study

City Council

2015-16 Budget Highlights

- Proposed budget is $8,974 or 5.9% lower than FY2014/2015.

- Budget Summary:

Budgeted Revenues	$ -0-
Budgeted Expenditures	$141,971
Net cost of Department	$141,971

- The Promotions line item is a lump sum of $78,250 to be allotted during the year as follows:

  1. $37,250 will be allocated during the year for the following events:

     Stafford Golf Tournament ($2,000)
     River Cities Festival ($5,000)
     Car shows (2) ($3,000)
     City events ($8,000)
     Fla League 89th anniversary ad ($1,000)
     Miami Dade Installation Dinner ad ($1,250)
     Employee Holiday Dinner ($3,000)
     Police Appreciation Dinner ($2,000)
     Optimist BarBQue ($2,000)
     City's 90th Birthday Celebration ($10,000)

  2. $35,000 has been allocated to CMI.

  3. $6,000 has been allocated to the Historic Museum for storage costs ($500 per month for 12 months)

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CITY OF MIAMI SPRINGS
CITY COUNCIL BUDGET
FISCAL YEAR ENDING 9/30/16

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2012-13 ACTUALS	FY2013-14 ACTUALS	FY2014-15 AMENDED BUDGET	FY2015-16 Departmental Request	Dollar Increase (Decrease)	YTD ACTUALS AF OF 6/30/15
MAYOR & COUNCIL							
001-0101-511.11-00	EXECUTIVE SALARIES	31,675	31,800	31,800	31,800	-	23,850
001-0101-511.21-00	FICA TAXES	2,423	2,433	2,433	2,433	(0)	1,825
001-0101-511.24-00	WORKER'S COMPENSATION	827	380	842	843	1	630
001-0101-511-31-00	PROFESSIONAL SERVICES	-	2,500	20,000	-	(20,000)	-
001-0101-511-34-00	CONTRACTUAL SERVICES	7,185	8,142	7,240	7,240	-	3,600
001-0101-511.40-00	TRAVEL AND PER DIEM	7,772	5,491	10,000	10,000	-	2,448
001-0101-511.41-01	TELEPHONE	-	-	-	576	576	2,313
001-0101-511.44-00	RENTALS AND LEASES	12,000	11,000	-	-	-	-
001-0101-511-47-00	PRINTING AND BINDING	2,069	1,178	2,230	2,480	250	770
001-0101-511.48-00	PROMOTIONS	21,344	50,296	68,250	78,250	10,000	57,276
001-0101-511-51-00	OFFICE SUPPLIES	1,100	76	900	1,000	100	90
001-0101-511-52-09	OPERATING SUPPLIES	5,244	1,388	1,000	1,000	-	262
001-0101-511.54-00	DUES, MEMBERSHIPS, SUBS	3,171	2,866	3,400	3,400	-	1,437
001-0101-511.59-00	MISCELLANEOUS EXPENSES	1,910	874	2,850	2,950	100	1,705
** MAYOR & COUNCIL		**96,720**	**118,424**	**150,945**	**141,971**	**(8,974)**	**96,206**

Fiscal Year . . . : 2015
Budget Level . . . : BUDG
Description . . . :

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info
1-0101-511-11-00	EXECUTIVE SALARIES	31,800.00	
1-0101-511-21-00	FICA TAXES	2,433.00	
1-0101-511-24-00	WORKER'S COMPENSATION	842.00	
1-0101-511-34-00	CONTRACTUAL SERVICES	7,240.00	
1-0101-511-40-00	TRAVEL AND PER DIEM	10,000.00	
1-0101-511-41-01	TELEPHONE: BASE & LOCAL	576.00	
1-0101-511-47-00	PRINTING AND BINDING	2,480.00	
1-0101-511-48-00	PROMOTIONS	78,250.00	
1-0101-511-51-00	OFFICE SUPPLIES	1,000.00	
1-0101-511-52-00	OPERATING SUPPLIES	1,000.00	
1-0101-511-54-00	DUES, MEMBERSHIPS, SUBS	3,400.00	
1-0101-511-59-00	MISCELLANEOUS EXPENSES	2,950.00	
* Total Accounts for this Budget Level	12	141,971.00	

Basis for FY 2015-16 Salary Projections

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

Max Annual merit increase for position	0.0%
Cost of living Adjustment	0.0%
CPI for all urbans (Apr to Apr)	0.00%
Estimate used for COLA Projection	0.00% ***to be effective on 10-01-2015***

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City of Miami Springs

Department: CITY COUNCIL

Position	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 6/30/15	FY2015-16 Projection
Mayor	PT	1	1	0	7800	7800
City Council member	PT	4	4	0	24000	24000
Total projections		**5**	**5**	**0**	**31800**	**31800**

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CITY OF MIAMI SPRINGS 2015-2016 BUDGET - CITY COUNCIL

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

COMCAST high speed internet ($70 x 12 = $803.40)	840.00
Telvue Webus monthly support ($200 x 12) CHANNEL 77 BULLLETIN BOARD	2,400.00
Livestream Annual Channel Plan WEBCAST	3,500.00
Livestream Broadcaster	500.00
TOTAL	**$7,240.00**

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

M-D County League of Cities dinners ($40 x 5 members x 10 months)	$2,400.00
M-D County League of Cities Attorney's Luncheons (40 x 12)	480.00
Dade Days in Tallahassee ($975 x 3)	2,925.00
Florida League of Cities Annual Conference (Hotel = $149 x 3 x 4 nights)	1,788.00
Florida League of Cities Annual Conference (Registration = $325 x 3)	975.00
Florida League of Cities Legislative Council (1 rep – 3 trips x $500.00)	1,500.00
TOTAL	**$10,000.00**

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

Historical Society Lease	$0.00
TOTAL	**$0.00**

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

Business Cards for Council and City Attorney ($95 per box x 10)	$950.00
Proclamation frames (legal size 24 @$20)	480.00
Engraved plaques ($55 ea. x 10)	550.00
Certificates of appreciation frames/folders	500.00
TOTAL	**$2,480.00**

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

Florida League of Cities 89th anniversary ad	$1,000.00
Miami-Dade County Installation Dinner ad	$1,250.00
Circle Events	$8,000.00
Springs River Festival	$5,000.00
Stafford Golf Tournament	$2,000.00
Employee Holiday Dinner	$3,000.00
Police Appreciation Dinner	$2,000.00
Optimist Club Barbeque	$2,000.00
Classic Car Shows (2 @ $1,500)	$3,000.00
Historic Museum Storage subsidy	$6,000.00
City's 90th Birthday Celebration	$10,000.00
CMI	$35,000.00
TOTAL	**$78,250.00**

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

Letterhead & misc. paper supplies	$200.00
White Tyvek envelopes 10 x 13 and 12 x 15-1/2"	500.00
Labels, fasteners, pens, pencils, etc.	150.00
Batteries for cordless microphone and remotes	50.00
Bottled water (31 meetings) 12 cases needed	100.00
TOTAL	**$1,000.00**

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

i-Pad cables or other miscellaneous supplies	$1,000.00

TOTAL $1,000.00

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

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

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

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

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

TOTAL $0

O:\City Clerk Department\Budget\FY 2015-2016\Budget List - FY 2015-2016 - City Council.doc

river cities Gazette

To: Ron Gorland, Miami Springs City Manager
From: Tom Curtis, River Cities Gazette
Re: River Cities Festival/Miami Springs Directory

As budget time approaches, I thought it would be a good idea to discuss two issues with you: the Miami Springs Area Directory and the River Cities Festival.

The River Cities Gazette/Curtis Publishing has published the Miami Springs Directory every two years for the past 20 years and the City of Miami Springs has budgeted $5,000 each year for advertising, promotion, and distribution of the Directory to every resident and business. Due to printing cost increases and the lessening need for such a print publication, I have decided not to publish a 2016-17 Directory but may decide to publish one the next year. Thus, the $5,000 for The Directory does not need to be included in your Sept. 30, 2015-16 budget.

The River Cities Festival (dba: River Cities Gazette) was a big success this year, except for one thing: the bottom line. I have attached financial information on this year's River Cities Festival and as you can see the operating costs were higher than the net revenues. However, the many non-profit organizations that benefit from the Festival and what many consider "the best three days of the year" makes it a worthwhile community event. I am committed to running the 2016 River Cities Festival but am in the process asking all the 'river cities" along with Commissioners Rebeca Sosa and Jose "Pepe" Diaz for additional financial support. I am asking the City of Miami Springs for an increase from $5,000 to $7,500 in the 2015-16 budget, to support the River Cities Festival, which showcases Miami Springs for three days every April.

Thank you for your consideration of this matter.

Tom Curtis, Publisher

Tom Curtis

CC: William Alonso, Finance Director
Miami Springs Mayor and Council

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P.O. Box 526600 • Miami, FL 33152 • 1.800.334.4005 • 305.594.0508 • Fax: 305.477.1346

river cities Gazette

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

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

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

NET REVENUES	
Canal Street Vendors	$13,400
Circle Vendors	$12,700
Arts & Crafts Vendors	$3,545
Children's World	$20,150
T-Shirt Sales	$2,450
Miami Springs	$5,000
Medley	$1,000
Virginia Gardens	$1,000
Rebeca Sosa	$2,000
TOTAL	$61,245

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City Clerk

Mission Statement

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

City Clerk

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

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

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

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

Goals

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

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

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

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

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

Objectives

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

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

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

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

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

Objectives (continued)

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

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

Continue to provide assistance to all Departments concerning City needs.

2014-15 Accomplishments

- Supervised the April 7, 2015 Miami Springs General Election.
- Continued the paperless agenda system to replace the paper agenda packets.
- Provided secretarial support to the City Attorney.
- Ordered publication of two new supplement for the Code of Ordinances.
- Researched records and provided extensive information to the City Attorney, Administration, Department Heads and general public.
- Processed over 450 public record requests.
- Notarized 850 documents for residents and other citizens.
- Implemented a records management program in the Clerk's Department that will eventually be used city-wide.
- Researched and implemented the new audio and visual system in the Council Chambers.

2015-16 Budget Highlights

- Proposed budget is $ 35,797 or 11.5% lower than FY2014/2015..

- Budget Summary:

Budgeted Revenues	$ -0-
Budgeted Expenditures	$274,216
Net cost of Department	$274,216

CITY OF MIAMI SPRINGS
CITY CLERK BUDGET
FISCAL YEAR ENDING 9/30/16

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2012-13 ACTUALS	FY2013-14 ACTUALS	FY2014-15 AMENDED BUDGET	FY2015-16 Departmental Request	Dollar Increase (Decrease)	YTD ACTUALS AS OF 6/30/15
CITY CLERK							
001-0301-513.12-00	REGULAR SALARIES	160,819	128,497	157,484	143,557	(13,927)	127,837
001-0301-513-13-00	PART TIME SALARIES	14,870	-	-	0	-	-
001-0301-513.14-00	OVERTIME	1,899	1,531	1,500	-	(1,500)	796
001-0301-513.21-00	FEDERAL PAYROLL TAXES	13,856	9,947	10,066	9,179	(887)	9,830
001-0301-513.22-01	GENERAL PENSION	252	8,837	14,633	16,829	2,196	10,818
	TOTAL MEDICAL INSURANCE	13,035	15,978	26,595	24,419	(2,176)	16,024
						-	
001-0301-513.24-00	WORKER'S COMPENSATION	406	172	394	359	(35)	297
001-0301-513.34-00	OTHER CONTRACTUAL SERVICE	32,300	28,885	33,573	28,500	(5,073)	11,412
001-0301-513.40-00	TRAVEL AND PER DIEM	58	1,383	2,000	2,000	-	1,117
001-0301-513.41-01	TELEPHONE	639	992	337	1,056	719	959
001-0301-513.41-03	POSTAGE	503	339	481	474	(7)	477
001-0301-513.41-06	INTERNET ACCESS	942	1,472	1,817	1,387	(430)	935
001-0301-513.44-00	RENTALS AND LEASES	4,490	2,957	3,000	3,000	-	2,224
001-0301-513.45-30	LIABILITY INSURANCE	2,676	2,724	3,869	3,310	(559)	2,898
001-0301-513.46-00	REPAIRS AND MAINTENANCE	3,448	2,760	3,565	7,600	4,035	2,541
001-0301-513.47-00	PRINTING AND BINDING	4,992	3,815	6,630	6,630	-	1,158
001-0301-513.48-00/02	ADVERTISING & PROMOTIONS	9,679	3,205	22,000	10,000	(12,000)	10,803
001-0301-513.51-00	OFFICE SUPPLIES	3,491	4,076	5,600	5,600	-	3,088
001-0301-513.52-00	OPERATING SUPPLIES	4,919	4,494	6,179	6,000	(179)	2,699
001-0301-513.54-00	DUES, MEMBERSHIPS, SUBS	1,346	1,465	2,640	2,640	-	1,580
001-0301-513.54-10	VEH REGISTRATION & TAG	1,218	1,075	-	-	-	-
001-0301-513.58-00	EDUCATION AND TRAINING	750	1,625	1,550	1,675	125	954
001-0301-513.64-00	MACHINERY AND EQUIPMENT	4,025	-	6,100	-	(6,100)	4,300
** CITY CLERK		**280,612**	**226,229**	**310,013**	**274,216**	**(35,797)**	**212,747**

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Fiscal Year . . : 2015
Budget Level . . : BUDG
Description . . :

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info		
1-0301-513-12-00	REGULAR SALARIES	143,557.00			
			00100	PER PAYROLL WORKSHEETS PREPARED BY FINANCE	143,557.00
1-0301-513-21-00	FEDERAL PAYROLL TAXES	9,179.00			
1-0301-513-22-01	GENERAL	16,829.00			
			00100	PER PAYROLL WORKSHEETS PREPARED BY FINANCE	16,829.00
1-0301-513-23-05	HMO, EMPLOYEE +1	22,787.00			
1-0301-513-23-07	LIFE/AD&D	855.00			
1-0301-513-23-08	DENTAL - OHS - EMPLOYEE	565.00			
1-0301-513-23-09	VSP - VISION - EMPLOYEE	213.00			
1-0301-513-24-00	WORKER'S COMPENSATION	359.00			
1-0301-513-34-00	OTHER CONTRACTUAL SERVICE	28,500.00			
			00100	MIAMI SPRINGS ELECTION	20,000.00
			00200	IDD	1,500.00
			00300	VALUE STORE IT	4,000.00
			00400	SCANNING PROJECT	3,000.00
1-0301-513-40-00	TRAVEL AND PER DIEM	2,000.00			
1-0301-513-41-01	TELEPHONE: BASE & LOCAL	1,056.00			
1-0301-513-41-03	POSTAGE	474.00			
1-0301-513-41-06	INTERNET ACCESS	1,387.00			
1-0301-513-44-00	RENTALS AND LEASES	3,000.00			
1-0301-513-45-30	RISK MANAGEMENT	3,310.00			
			00100	PER FINANCE ALLOCATION	3,310.00
1-0301-513-46-00	REPAIRS AND MAINTENANCE	7,600.00			
1-0301-513-47-00	PRINTING AND BINDING	6,630.00			
1-0301-513-48-02	ADVERTISING	10,000.00			
1-0301-513-51-00	OFFICE SUPPLIES	5,600.00			
1-0301-513-52-00	OPERATING SUPPLIES	6,000.00			
1-0301-513-54-00	DUES, MEMBERSHIPS, SUBS	2,640.00			
1-0301-513-58-00	EDUCATION AND TRAINING	1,675.00			
* Total Accounts for this Budget Level	22	274,216.00			

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Basis for FY 2015-16 Salary Projections

Base Salary for each position:	Calculations is based upon current earnings at 2,080 hours
Adjustment includes:	
Max Annual merit increase for position	0.0%
Cost of living Adjustment	0.0%
CPI for all urbans (Apr to Apr)	0.00%
Estimate used for COLA Projection	3.00% ***to be effective on 10-01-2015***

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City of Miami Springs

Department: CITY CLERK

Position (paygrade)	Employee Name	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/15	Date of Annual Review	FY2015-16 Merit Increase	COLA Increase	Longevity	FY2015-16 Projection
City Clerk-PG49C	Erika Santamaria	FT	1	1	0	$75,000		$0	$0	$0	$75,000
Deputy City Clerk-PG29	Elora Sakal	FT	1.00	1.00	0	$40,000	**n/a**	$1,248	$1,600	$0	$42,848
Administrative Asst I-PG22	Vacant	FT	0.75	0.75	0	24,000	**11/02/92**	$749	$960	$0	$25,709
Total projections			**2.8**	**2.8**	**0**	**$139,000**		**$1,997**	**$2,560**	**$0**	**$143,557**

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CITY OF MIAMI SPRINGS 2015-2016 BUDGET - CITY CLERK

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

Miami Springs General Election	$20,000.00
International Data Depository (records storage)	$1,500.00
Value Store-It Public Storage	$4,000.00
TOTAL	**$25,500.00**

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

Clerks' Seminars (Travel to Conferences)	$2,000.00
TOTAL	**2,000.00**

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

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

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

Copy Room Time clock maintenance agreement	$120.00
Automated Business Machines FEL 310 Shredders Annual Maintenance ($185 ea.)	370.00
Sound system Model 8553B Altec Lansing – Chambers (6 hours @ $85)	510.00
Overhead projectors – Council Chambers	400.00
API Service – Maintenance/License Fee for Optiview	2,165.00
Laserfiche – Maintenance/License Fee	2,000.00
TOTAL	**$7,565.00**

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

Code supplements (3 per year)	$6,000.00
Ordinances on the web (15 @ $30)	450.00
Business cards for Clerk, Deputy and Administrative Assistant II	180.00
TOTAL	**$6,630.00**

001-0301-513-48-00 – Promotions - City Clerk

TOTAL	**$ 0.00**

001-0301-513-48-02 – Advertising - City Clerk

River Cities Gazette – Legal advertising	$3,000.00
Miami Daily Business Review – Legal advertising	2,000.00
The Miami Herald – Legal advertising	5,000.00
TOTAL	**$10,000.00**

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

Miscellaneous Supplies (binders, labels, divider tabs, etc.)	$2,000.00
Xerox Copy Paper for Toshiba copier ($300 x 12) ALL DEPARTMENTS	3,600.00
TOTAL	**$5,600.00**

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

Printer toner cartridges ($73 x 12) – Clerk printer	$876.00
Printer toner cartridges ($70 x 12) – Deputy printer	840.00
Printer toner cartridges ($73 x 10) – Asst Printer	730.00
Name plates for advisory board members ($10.50 each)	200.00
Recording of official documents	300.00
BIS digital recording annual software/maintenance fee	1,050.00
Furniture for Asst (Desks and Workstations)	2,000.00
TOTAL	**$6,000.00**

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

Newspaper publications. HERALD, LAW BOOKS, MIAMI REVIEW	750.00
MDCMCA ($25 each), FACC ($75 each) ARMA, IIMC dues	790.00
Annual Code on Internet (Municipal Code)	700.00
Notary Public Commission Renewal (Suzie and Erika)	400.00
TOTAL	**$2,640.00**

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

Clerks' Seminars CEU's and Certifications	$800.00
HTE or APl Optiview seminars	375.00
FACC Webinars	500.00
TOTAL	**$1,675.00**

Total 2015-2016 Clerk Department Budget - $273,547

City Manager

Mission Statement

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

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

City Manager

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

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

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

Goals

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

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

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

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

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

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

Objectives

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

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

Objectives (continued)

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

Provide timely response to questions and concerns of residents.

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

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

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

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

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

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

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

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

City Manager

2014-15 Accomplishments

FY 2015-16 Budget Highlights

- Proposed budget is $1,846 or 0.5% lower than FY2014/2015, this increase is mainly due to increased health insurance costs.

- Budget Summary:

Budgeted Revenues	$ -0-
Budgeted Expenditures	$352,465
Net cost of Department	$352,465

- Budget includes $45,000 for the City Lobbyist.

CITY OF MIAMI SPRINGS
CITY MANAGER BUDGET
FISCAL YEAR ENDING 9/30/16

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2012-13 ACTUALS	FY2013-14 ACTUALS	FY2014-15 AMENDED BUDGET	FY2015-16 Departmental Request	Dollar Increase (Decrease)	YTD ACTUALS AS OF 6/30/15
CITY MANAGER							
001-0201-512.12-00	REGULAR SALARIES	202,166	203,572	202,943	203,193	250	149,846
001-0201-512.21-00	FICA TAXES	13,687	13,543	13,803	13,876	73	9,751
001-0201-512.22-04	401A ICMA RETIREMENT TRST	31,344	31,353	30,441	30,479	38	24,096
	TOTAL MEDICAL INSURANCE	17,040	19,001	23,406	22,649	(757)	15,900
						-	
001-0201-512.24-00	WORKER'S COMPENSATION	5,228	2,410	5,378	5,385	7	4,032
001-0201-512.31-00	PROFESSIONAL SERVICES	60,844	62,794	53,500	53,500	-	45,059
001-0201-512.40-00	TRAVEL AND PER DIEM	8,105	7,830	7,800	7,800	-	5,850
001-0201-512.41-01	TELEPHONE	639	466	337	480	143	362
001-0201-512.41-02	CELLULAR TELEPHONE	948	872	949	949	-	873
001-0201-512.41-03	POSTAGE	63	42	84	83	(1)	60
001-0201-512.41-06	INTERNET ACCESS	942	1,472	1,817	1,387	(430)	935
001-0201-512.45-30	LIABILITY INSURANCES	3,264	3,540	4,985	4,685	(300)	3,735
001-0201-512.51-00	OFFICE SUPPLIES	1,439	999	1,200	1,000	(200)	408
001-0201-512.52-00	OPERATING SUPPLIES	5,763	5,216	5,068	5,000	(68)	4,630
001-0201-512.54-00	DUES, MEMBERSHIPS, SUBS	475	1,446	2,600	2,000	(600)	1,680
001-0201-512.58-00	EDUCATION AND TRAINING	355	-	-	-	-	-
** CITY MANAGER		352,801	354,556	354,311	352,465	(1,846)	267,217

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Fiscal Year . . : 2015
Budget Level . . : BUDG
Description . . :

Account #	Description	Budget Amount	Misc. Info		
1-0201-512-12-00	REGULAR SALARIES	203,193.00			
			00100	PER PAYROLL WORKSHEETS PREPARED BY FINANCE	203,193.00
1-0201-512-21-00	FICA TAXES	13,876.00			
			00100	PER PAYROLL WORKSHEETS PREPARD BY FINANCE	13,876.00
1-0201-512-22-04	401A ICMA RETIREMENT TRST	30,479.00			
			00100	PER PAYROLL WORKSHEETS PREPARED BY FINANCE	30,479.00
1-0201-512-23-03	POS, FAMILY	21,142.00			
1-0201-512-23-07	LIFE/AD&D	841.00			
1-0201-512-23-08	DENTAL-ORAL HEALTH SVCS	509.00			
1-0201-512-23-09	VSP-VISION SERVICE PLAN	156.00			
1-0201-512-24-00	WORKER'S COMPENSATION	5,385.00			
			00100	PER FINANCE ALLOCATION	5,385.00
1-0201-512-31-00	PROFESSIONAL SERVICES	53,500.00			
			00100	LOBBBYIST	45,000.00
			00200	MISCELLANEOUS	8,500.00
1-0201-512-40-00	TRAVEL AND PER DIEM	7,800.00			
1-0201-512-41-01	TELEPHONE	480.00			
1-0201-512-41-02	CELLULAR TELEPHONE	949.00			
1-0201-512-41-03	POSTAGE	83.00			
1-0201-512-41-06	INTERNET ACCESS	1,387.00			
1-0201-512-45-30	LIABILITY INSURANCES	4,685.00			
1-0201-512-51-00	OFFICE SUPPLIES	1,000.00			
1-0201-512-52-00	OPERATING SUPPLIES	5,000.00			
1-0201-512-54-00	DUES, MEMBERSHIPS, SUBS	2,000.00			
* Total Accounts for this Budget Level 18		352,465.00			

4-6

Basis for FY 2015-16 Salary Projections

Base Salary for each position:	Calculations is based upon current earnings at 2,080 hours
Adjustment includes:	
Max Annual merit increase for position	0.0%
Cost of living Adjustment	
CPI for all urbans (Apr to Apr)	0.00%
Estimate used for COLA Projection	0.00% ***to be effective on 10-01-2015***

City of Miami Springs

Department: Office of the City Manager

Position (paygrade)	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/15	Start Date	FY 15-16 Projected Merit Increase	COLA Increase	Longevity	FY 2015-16 Projection
City Manager-	FT	1	1	0	$140,000	**01/03/12**	$0	$0	$1,000	$141,000
Assistant City Manager-PG50M	FT	0.5	0.5	0	$61,693	**01/00/00**	$0	$0	$500	$62,193
		0	0	0	$0	**01/00/00**	$0	$0	$0	$0
Total projections		**2**	**1.5**	**0**	**$201,693**		**$0**	**$0**	**$1,500**	**$203,193**

TOR-Top of range no merit increases

C-h

Human Resources

Mission Statement

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

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Human Resources

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

Goals

Continue to develop and maintain effective, positive employee relations.

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

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

Objectives

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

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

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

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

2014-15 Accomplishments

Human Resources

Processed 38 Recreation Leaders to work during the summer camp program which had to comply with new requirements that included photograph submittal along with fingerprints.

Advertised, received, and reviewed 97 resumes for Chief of Police. .Scheduled selected applicants to be interviewed by Administrative Staff and recommended applicants to be interviewed by the City Manager.

2014-15 Accomplishments (continued)

Tested for the position of Police Officer. 21 applied Open positions will be selected from current register..

Tested and hired for the position of Police Dispatcher. 19 applied. Open positions will be selected from current register.

Tested and hired for Public Service Aide – 12 were interviewed and 2 selected and being processed to fill two open positions.

Hired an Assistant Information Technology Manager- a number applied and a selection was made.

Hired a Building Official/Code Compliance Director

Continued the enforcement of alcohol and drug random testing for Commercial Driver's License (CDL)

Completed the annual driver's license check for all employees who drive City vehicles.

Workers' Compensation:

Continued the reduction of 5% of the City's Workers Compensation premium by enforcing the Drug-Free Workplace Program policy in place.

Reduced the number of Workers' Compensation claims, as a result of team effort of management and employees to have a safe work environment. Receive 2% off our Workers' Compensation premiums .

Risk Management:

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

FY 2015-16 Budget Highlights

- Proposed budget is $ 16,058 or 7.7 % higher than FY2014/2015.
- Increase due to the expected increase in the costs of fingerprinting and background checks, as well as a salary increase for the Human resources Specialist position..
- Budget Summary:

Budgeted Revenues	$ -0-
Budgeted Expenditures	$225,532
Net cost of Department	$225,532

CITY OF MIAMI SPRINGS
HUMAN RESOURCES BUDGET
FISCAL YEAR ENDING 9/30/16

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2012-13 ACTUALS	FY2013-14 ACTUALS	FY2014-15 AMENDED BUDGET	FY2015-16 Departmental Request	Dollar Increase (Decrease)	YTD ACTUALS AS OF 6/30/15
HUMAN RESOURCES							
001-0401-513.12-00	REGULAR SALARIES	124,054	125,727	124,207	133,762	9,555	91,281
001-0401-513.21-00	FEDERAL PAYROLL TAXES	9,257	9,395	8,897	9,242	345	6,757
001-0401-513.22-01	GENERAL PENSION	5,835	6,154	6,259	5,393	(866)	4,570
	TOTAL MEDICAL INSURANCE	9,348	10,026	12,288	13,487	1,199	9,483
						-	
001-0401-513.24-00	WORKER'S COMPENSATION	297	143	321	334	13	243
001-0401-513.31-00	PROFESSIONAL SERVICES	43,280	44,796	42,000	48,000	6,000	40,080
001-0401-513-34-00	CONTRACTUAL SERVICES	3,561	1,776	-	-	-	1,144
001-0401-513.40-00	TRAVEL AND PER DIEM	1,336	814	1,500	1,500	-	-
001-0401-513.41-01	TELEPHONE	639	466	337	480	143	362
001-0401-513.41-03	POSTAGE	189	127	199	196	(3)	204
001-0401-513.41-06	INTERNET ACCESS	942	1,472	1,817	1,387	(430)	935
001-0401-513.45-30	LIABILITY INSURANCE	2,004	2,208	3,149	3,084	(65)	2,358
001-0401-513.46-00	REPAIRS AND MAINTENANCE	-	2,166	2,000	2,166	166	2,166
001-0401-513.48-00	ADVERTISING	1,823	1,628	1,500	1,500	-	801
001-0401-513.51-00	OFFICE SUPPLIES	1,567	1,598	1,500	1,500	-	773
001-0401-513.52-00	OPERATING SUPPLIES	287	532	500	500	-	342
001-0401-513.54-00	DUES, MEMBERSHIPS, SUBS	1,619	1,664	2,000	2,000	-	-
001-0401-513.58-00	EDUCATION AND TRAINING	760	923	1,000	1,000	-	-
** HUMAN RESOURCES		**206,797**	**211,615**	**209,474**	**225,532**	**16,058**	**161,499**

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Fiscal Year . . : 2015
Budget Level . . : BUDG
Description . . :

Account #	DEPARTMENTAL INPUT Description		Budget Amount	Misc. Info	
1-0401-513-12-00	REGULAR SALARIES		133,762.00		
		00100		PER PAYROLL WORKSHEETS PREPARED BY FINANCE	133,762.00
1-0401-513-21-00	FEDERAL PAYROLL TAXES		9,242.00		
1-0401-513-22-01	GENERAL		5,393.00		
		00100		PER PAYROLL WORKSHEETS PREPARED BY FINANCE	5,393.00
1-0401-513-23-00	MEDICAL INSURANCE		12,376.00		
1-0401-513-23-07	LIFE/AD&D		541.00		
1-0401-513-23-08	DENTAL - OHS - EMPLOYEE		412.00		
1-0401-513-23-09	VSP - VISION - EMPLOYEE		159.00		
1-0401-513-24-00	WORKER'S COMPENSATION		334.00		
1-0401-513-31-00	PROFESSIONAL SERVICES		48,000.00		
		00100		FIRST ADVANTAGE - LEVEL I SCREENING SERVICES	2,500.00
		00200		FLORIDA DEPT. OF LAW ENFORCEMENT	9,500.00
		00300		LEVEL II BACKGROUND SCREENING	.00
		00400		EQUIFAX - CREDIT CHECK	500.00
		00500		LAW ENFORCEMENT PSYCHOLOGICAL AND COUNSELING ASSOC	1,000.00
		00600		FEE EMPLOYMENT PSYCHOLOGICAL TESTING	.00
		00700		PHYSICIANS HEALTH CENTER - PRE-EMPLOYMENT PHYSICAL	3,000.00
		00800		EXAMS, DOT CERTIFICATIONS EXAMS ETC.	.00
		00900		MANAGED CARE CONCEPTS - EMPLOYEE ASSISTANCE	4,000.00
		01000		PROGRAM	.00
		01100		O.M. MANAGEMENT - PRE-EMPLOYMENT AND POST ACCIDENT	4,500.00
		01200		SCREENINGS	.00
		01300		FINGERPRINT TECHNOLOGIES, INC	3,000.00
		01400		DIGITAL INSURANCE, INC.	20,000.00
1-0401-513-40-00	TRAVEL AND PER DIEM		1,500.00		
1-0401-513-41-01	TELEPHONE: BASE & LOCAL		480.00		
1-0401-513-41-03	POSTAGE		196.00		
1-0401-513-41-06	INTERNET ACCESS		1,387.00		
1-0401-513-45-30	RISK MANAGEMENT		3,084.00		
		00100		PER FINANCE ALLOCATION	3,084.00
1-0401-513-46-00	REPAIRS AND MAINTENANCE		2,166.00		
1-0401-513-48-00	PROMOTIONS		1,500.00		
1-0401-513-51-00	OFFICE SUPPLIES		1,500.00		
1-0401-513-52-00	OPERATING SUPPLIES		500.00		
1-0401-513-54-00	DUES, MEMBERSHIPS, SUBS		2,000.00		
1-0401-513-58-00	EDUCATION AND TRAINING		1,000.00		
* Total Accounts for this Budget Level		20	225,532.00		

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Basis for FY 2015-16 Salary Projections

Base Salary for each position:	Calculations is based upon current earnings at 2,080 hours
Adjustment includes:	
Max Annual merit increase for position	0.0%
Cost of living Adjustment	0.0%
CPI for all urbans (Apr to Apr)	0.00%
Estimate used for COLA Projection	3.00% ***to be effective on 10-01-2015***

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City of Miami Springs

Department: HUMAN RESOURCES

Position (paygrade)	Employee Name	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/15	Date of Annual Review	FY 2015-16 Projected Merit Increase	COLA Increase	Temp. Increase (addtl duties)	Longevity	FY2015-16 Projection
Human Resource Director/Risk Manager-PG45	L Boucher	FT	1	1	0	83,501	**07/09/94**	$2,505	$0	$0	$1,750	$87,756
Human Resource Specialist II-PG31	Noemi Sanfiel	FT	1	1	0	42,130	**05/25/11**	$2,191	$1,685	$0	$0	$46,006
Total projections			**2**	**2**	**0**	**$125,631**		**$4,696**	**$1,685**		**$1,750**	**$133,762**

TOR- Top of range-no merit increases

Finance Department

Mission Statement

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

Finance Department-Administrative Division

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

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

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

Goals

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

Objectives

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

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

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

Improve the usefulness of the performance measures of each department.

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

2014-15 Accomplishments

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

2014-15 Accomplishments (continued)

- Received an unqualified audit from the City's external auditors for the fiscal year ending September 30th, 2014.

FY 2015-16 Budget Highlights

- Proposed budget is $40,622 or 8.8 % higher than FY2014/2015.
- Increase is due to a $42,000 retirement payout to our Finance/Systems Manager, she will continue to work on a part-time basis.
- Budget Summary:

Budgeted Revenues	$ -0-
Budgeted Expenditures	$503,183
Net cost of Department	$503,183

CITY OF MIAMI SPRINGS
FINANCE DEPARTMENT BUDGET
FISCAL YEAR ENDING 9/30/16

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2012-13 ACTUALS	FY2013-14 ACTUALS	FY2014-15 AMENDED BUDGET	FY2015-16 Departmental Request	Dollar Increase (Decrease)	YTD ACTUALS AS OF 6/30/15
FINANCE-ADMINISTRATION							
001-0501-513.12-00	REGULAR SALARIES	297,173	296,810	225,521	250,570	25,049	180,114
001-0501-513.13-00	PART TIME YEAR ROUND	20,519	21,883	51,510	77,418	25,908	38,310
001-0501-513.14-00	OVERTIME	-			-	-	-
001-0501-513.21-00	FEDERAL PAYROLL TAXES	23,809	23,989	19,823	22,621	2,798	16,074
001-0501-513.22-01	GENERAL	26,913	14,180	13,233	11,261	(1,972)	9,428
001-0501-513.22-04	401A ICMA RETIREMENT TRST	9,534	9,543	9,291	9,329	38	7,334
	TOTAL MEDICAL INSURANCE	24,381	27,347	33,442	36,742	3,300	26,001
001-0501-513.24-00	WORKER'S COMPENSATION	765	351	713	820	107	531
001-0501-513.31-00	PROFESSIONAL SERVICES	57,006	62,082	17,540	15,000	(2,540)	23,573
001-0501-513.32-00	AUDIT FEES	40,274	32,050	39,500	34,000	(5,500)	33,675
001-0501-513.40-00	TRAVEL AND PER DIEM	2,782	2,428	4,000	2,500	(1,500)	1,805
001-0501-513.41-01	TELEPHONE	2,982	2,176	2,393	2,240	(153)	1,691
001-0501-513.41-02	CELLULAR PHONE	1,484	1,396	1,080	1,080	-	772
001-0501-513.41-03	POSTAGE	2,452	1,652	2,347	2,313	(34)	3,480
001-0501-513.41-04	COURIER,UPS,FEDX -OVERNGT	445	518	400	500	100	227
001-0501-513.41-06	INTERNET ACCESS	942	1,472	1,817	1,387	(430)	935
001-0501-513.44-00	RENTALS AND LEASES	1,535	2,647	2,000	2,240	240	1,716
001-0501-513.45-30	LIABILITY INSURANCE	8,041	6,396	7,902	8,462	560	5,922
001-0501-513.46-00	REPAIRS AND MAINTENANCE	3,155	2,711	2,500	2,700	200	2,591
001-0501-513.47-00	PRINTING AND BINDING	6,359	8,927	6,000	6,000	-	5,104
001-0501-513.48-02	ADVERTISING	103	3,679	6,400	1,500	(4,900)	-
001-0501-513.49-00	CREDIT CARD FEES	6,341	5,425	4,399	6,000	1,601	4,721
001-0501-513.51-00	OFFICE SUPPLIES	1,912	1,192	2,500	1,500	(1,000)	923
001-0501-513.52-00	OPERATING SUPPLIES	5,164	2,217	4,100	3,500	(600)	2,267
001-0501-513.54-00	DUES, MEMBERSHIPS, SUBS	2,145	2,896	2,150	2,500	350	1,726
001-0501-513.58-00	EDUCATION AND TRAINING	1,458	200	2,000	1,000	(1,000)	169
001-0501-513.64-00	MACHINERY AND EQUIPMENT	1,048	-	-	-	-	-
**	**FINANCE-ADMINISTRATION**	**548,721**	**534,167**	**462,561**	**503,183**	**40,622**	**369,089**

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Fiscal Year . . : 2015
Budget Level . . : BUDG
Description . . :

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info		
1-0501-513-12-00	REGULAR SALARIES	250,570.00			
			00100	PER PAYROLL WORKSHEETS PREPARED BY FINANCE	250,570.00
1-0501-513-13-00	PART TIME YEAR ROUND	77,418.00			
1-0501-513-21-00	FEDERAL PAYROLL TAXES	22,621.00			
1-0501-513-22-01	GENERAL	11,261.00			
1-0501-513-22-04	401A ICMA RETIREMENT TRST	9,329.00			
1-0501-513-23-04	HMO, EMPLOYEE ONLY	34,470.00			
1-0501-513-23-07	LIFE/AD&D	1,318.00			
1-0501-513-23-08	DENTAL - OHS - EMPLOYEE	705.00			
1-0501-513-23-09	VSP - VISION - EMPLOYEE	249.00			
1-0501-513-24-00	WORKER'S COMPENSATION	820.00			
1-0501-513-31-00	PROFESSIONAL SERVICES	15,000.00			
			00100	GABRIEL, ROEDER & SMITH;OPEB STUDY & MISCELLANEOUS	15,000.00
1-0501-513-32-00	AUDIT FEES	34,000.00			
1-0501-513-40-00	TRAVEL AND PER DIEM	2,500.00			
			00100	SUNGARD AND GFOA CONFERENCE, CAR ALLOWANCE	2,500.00
1-0501-513-41-01	TELEPHONE: BASE & LOCAL	2,240.00			
			00100	COMCAST AND SUNCOM TELEPHONE BILLS	2,240.00
1-0501-513-41-02	CELLULAR TELEPHONE	1,080.00			
			00100	SPRINT CELL PHONES FOR W. ALONSO AND T. ROMERO	1,080.00
1-0501-513-41-03	POSTAGE	2,313.00			
			00100	MAILING OF PAYABLE CHECKS, INVOICES, BIDS, ETC.	2,313.00
1-0501-513-41-04	COURIER,UPS,FEDX -OVERNGT	500.00			
1-0501-513-41-06	INTERNET ACCESS	1,387.00			
1-0501-513-44-00	RENTALS AND LEASES	2,240.00			
			00100	COPIER	2,240.00
1-0501-513-45-30	RISK MANAGEMENT	8,462.00			
			00100	INSURANCE	8,518.00
1-0501-513-46-00	REPAIRS AND MAINTENANCE	2,700.00			
			00100	REPAIR & MAINTENANCE OF LASER PRINTERS, CHECK	2,700.00
			00200	SIGNERS, ETC.	.00
1-0501-513-47-00	PRINTING AND BINDING	6,000.00			
			00100	CAFR, BUDGET, PAPR	6,000.00
1-0501-513-48-02	ADVERTISING	1,500.00			
			00100	BUDGET AND PURCHASING ADS	1,500.00
1-0501-513-49-02	BANK CHARGES	300.00			
1-0501-513-49-05	CREDIT CARD FEES	5,700.00			
1-0501-513-51-00	OFFICE SUPPLIES	1,500.00			
			00100	TONERS, BINDERS, FOLDERS, DIVIDES, PENS, ETC.	1,500.00
1-0501-513-52-00	OPERATING SUPPLIES	3,500.00			
			00100	UNIFORMS, CHAIRS AND OTHER MISC OPERATION SUPPLIES	3,500.00
1-0501-513-54-00	DUES, MEMBERSHIPS, SUBS	2,500.00			
			00100	AICPA, FGFPA, GFOA, SUNGARD MEMBERSHIPS	2,500.00
1-0501-513-58-00	EDUCATION AND TRAINING	1,000.00			
			00100	GFOA AND SUNGARD SEMINARS	1,000.00
* Total Accounts for this Budget Level	29	503,183.00			

6-4

Finance Department-Professional Services Division

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

Goals

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

Objectives

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

2014-15 Accomplishments through May 2015

- Reviewed and processed 721 purchase orders
- 3 "Springs Connection" Newsletters
- 2 communication mailers
- 23 Posters/Flyers
- 12 Gazette News Bulletins
- Emergency Preparedness Guide (Eng. and Span. versions)
- 8 Press Releases
- Applied for 4 grant opportunities for the potential of $113,662 in project funding and 3 legislative request with a potential of $2,850,000.

2014-15 Accomplishments through May 2015 (continued)

- 714 Tweets for 3 accts.:@miamispringsfl, @miamispringspd and @miamispringsgc
- Maintained ongoing communication and correspondence with maintaining the Circle marquee, city website, channel 77, and community calendars up to date with current information.
- Started Art in Public Places process for new Aquatic Center

FY 2015-16 Budget Highlights

- Proposed budget is $ 40,009 or 14.4% higher than FY2014/2015.
- Increase is due to a $28,000 retirement payout to the city's Executive Secretary..
- Budget Summary:

Budgeted Revenues	$ -0-
Budgeted Expenditures	$317,701
Net cost of Department	$317,701

CITY OF MIAMI SPRINGS
FINANCE DEPARTMENT BUDGET
FISCAL YEAR ENDING 9/30/16

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2012-13 ACTUALS	FY2013-14 ACTUALS	FY2014-15 AMENDED BUDGET	FY2015-16 Departmental Request	Dollar Increase (Decrease)	YTD ACTUALS AS OF 6/30/15
PROFESSIONAL SERVICES							
001-0502-513.12-00	REGULAR SALARIES	181,572	182,085	181,384	218,581	37,197	133,888
001-0502-513.21-00	FEDERAL PAYROLL TAXES	13,845	13,881	11,659	14,265	2,606	9,720
001-0502-513.22-01	GENERAL	11,598	8,411	8,130	7,060	(1,070)	5,947
001-0502-513.22-04	401A ICMA RETIREMENT TRST	-		-		-	
	TOTAL MEDICAL INSURANCE	23,610	26,528	32,762	34,579	1,817	23,997
001-0502-513.24-00	WORKER'S COMPENSATION	437	201	453	546	93	342
001-0502-513.31-00	PROFESSIONAL SERVICES	1,281	1,445	3,200	3,200	-	1,542
001-0502-513.40-00	TRAVEL AND PER DIEM	34	35	100	100	-	21
001-0502-513.41-03	POSTAGE	1,021	5,149	12,790	12,790	-	6,427
001-0502-513.41-04	COURIER,UPS,FEDX -OVERNGT	-		100	100	-	105
001-0502-513.45-30	LIABILITY INSURANCE	2,928	3,156	4,456	5,040	584	3,339
001-0502-513.47-00	PRINTING AND BINDING	10,811	12,861	17,638	17,620	(18)	10,756
001-0502-513.48-02	ADVERTISING	6,211	266	1,000	1,000	-	758
001-0502-513.51-00	OFFICE SUPPLIES	56	1,106	500	500	-	30
001-0502-513.52-00	OPERATING SUPPLIES	837	823	1,700	500	(1,200)	-
001-0502-513.54-00	DUES, MEMBERSHIPS, SUBS	1,598	1,724	1,820	1,820	-	1,714
001-0502-513.64-00	MACHINERY AND EQUIPMENT	-	2,960	-	-	-	-
**	**FINANCE-PROFESSIONAL SERVICES**	**255,838**	**260,631**	**277,692**	**317,701**	**40,009**	**198,586**
**	**TOTAL FINANCE**	**804,559**	**794,798**	**740,253**	**820,884**	**80,631**	**567,675**

6-2

Fiscal Year . . . : 2015
Budget Level . . . : BUDG
Description . . . :

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info	
1-0502-513-12-00	REGULAR SALARIES	218,581.00		
			00100 "PER FINANCE ALLOCATION"	218,581.00
1-0502-513-21-00	FEDERAL PAYROLL TAXES	14,265.00		
			00100 "PER FINANCE ALLOCATION"	14,265.00
1-0502-513-22-01	GENERAL	7,060.00		
			00100 "PER FINANCE ALLOCATION"	7,060.00
1-0502-513-23-04	HMO, EMPLOYEE ONLY	32,813.00		
1-0502-513-23-07	LIFE/AD&D	989.00		
			00100 "PER FINANCE ALLOCATION"	989.00
1-0502-513-23-08	DENTAL - OHS - EMPLOYEE	565.00		
			00100 "PER FINANCE ALLOCATION"	565.00
1-0502-513-23-09	VSP - VISION - EMPLOYEE	213.00		
			00100 "PER FINANCE ALLOCATION"	213.00
1-0502-513-24-00	WORKER'S COMPENSATION	545.00		
			00100 "PER FINANCE ALLOCATION"	545.00
1-0502-513-31-00	PROFESSIONAL SERVICES	3,200.00		
			00100 TRANSLATION OF:	.00
			00200 * SPRINGS CONNECTION 4@$400.00= $1,600.00	1,600.00
			00300 * FACT SHEETS/MISC. ITEMS 4@$400.00 = $1,600.00	1,600.00
1-0502-513-40-00	TRAVEL AND PER DIEM	100.00		
			00100 ATTENDANCE OF MEETINGS OUTSIDE THE CITY FOR	.00
			00200 GRANTS AND PURCHASING NEEDS	.00
1-0502-513-41-03	POSTAGE	12,790.00		
			00100 EVERY DOOR DIRECT MAILING OF:	.00
			00200 * SPRINGS CONNECTION 4@ $1280.00 = $5,120.00	5,120.00
			00300 * FACT SHEETS/MISC. ITEMS $7,670.00	7,670.00
1-0502-513-41-04	COURIER,UPS,FEDX -OVERNGT	100.00		
			00100 MAILING OF GRANT OR BID PACKAGES	100.00
1-0502-513-45-30	RISK MANAGEMENT	5,040.00		
			00100 "PER FINANCE ALLOCATION"	5,040.00
1-0502-513-47-00	PRINTING AND BINDING	17,620.00		
			00100 PRINTING OF:	.00
			00200 *SPRINGS CONNECTION 4@$1405.00 = $5,620.00	5,620.00
			00300 *FACT SHEETS/ MISC. ITEMS $5,000.00	5,000.00
			00400 *1/4 PGS. (ENG./SPAN.) FACT SHEETS/MISC. ITEMS	.00
			00500 IN GAZETTE 4@$250.00= $1,000.00	1,000.00
			00600 *MONTHLY NEWS BULLETIN IN GAZETTE 12@$500.00=	.00
			00700 $6,000.00	6,000.00
1-0502-513-48-02	ADVERTISING	1,000.00		
			00100 ADVERTISING OF BIDS IN THE DAILY BUSINESS REVIEW	1,000.00
1-0502-513-51-00	OFFICE SUPPLIES	500.00		
			00100 GENERAL OFFICE SUPPLIES FOR TAMMY, CAROL & BARBARA	500.00
1-0502-513-52-00	OPERATING SUPPLIES	500.00		
			00100 UNIFORMS SHIRTS FOR CAROL AND TAMMY	.00
			00200 BUISNESS CARDS	.00
1-0502-513-54-00	DUES, MEMBERSHIPS, SUBS	1,820.00		
			00100 MEMBERSHIPS FOR GRANTS PROF. ASSOC. (GPA) $240.00	240.00
			00200 FOUNDATION DIRECTORY ONLINE $1295.00	1,295.00
			00300 NIGP $185.00	185.00
			00400 MISC. SUBSCRIPTIONS $100.00	100.00

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Fiscal Year . . . : 2015
Budget Level . . . : BUDG
Description . . . :
DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
* Total Accounts for this Budget Level	18	317,701.00	

6-10

Basis for FY 2015-16 Salary Projections

Base Salary for each position:	Calculations is based upon current earnings at 2,080 hours
Adjustment includes:	
Max Annual merit increase for position	3.0%
Cost of living Adjustment	0.0%
CPI for all urbans (Apr to Apr)	0.00%
Estimate used for COLA Projection	3.00% *to be effective on 10-01-2015*

City of Miami Springs

Department: FINANCE

Position (paygrade)	Employee Name	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary 3/31/2015	Date of Annual Review	FY 15-16 Projected Merit Increase	COLA Increase	Longevity	Other	FY2015-16 Projection
Finance Director PG-50M	W Alonso	FT	0.5	0.5	0	$61,693	06/08/09		$ -	$ 500	$ -	$62,193
		FT	0	0	0	$0			$ -	$0		$0
Finance/Systems Manager-PG41	M Ramos	FT	0.7	0.7	0	$51,075	04/20/81	$ 1,532	$ -	$1,225	$38,488	$92,320
Controller PG46P	A Gonzales	PT	0.5	0.5	0	$50,000	01/00/00		$ -			$50,000
Accounting Clerk III-PG22	T Shuh	FT	1	1	0	$48,264	09/03/96	$ 1,506	$ 1,931	$1,750		$53,451
Cashier	Vacant	PT	0.5	0.5	0	$23,010	06/01/10		$ -			$23,010
Accounting Clerk II-PG18	D Garcia	FT	1	1	0	$39,338	06/09/12	$ 1,195	$ 1,574	$500		$42,607
Finance/Systems Manager-PG41	M Ramos	PT	0.5	0.5	0	$4,408	01/00/00		$ -	$0	$0	$4,408
									$ -			
Total projections			**4.7**	**4.7**	**-**	**$ 277,788**		**$ 4,233**	**$ 3,504**	**$ 3,975**		**$ 327,988**

Department: FINANCE
PROFESSIONAL SERVICES DIVISION

Position (paygrade)	Employee Name	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary 3/31/2015	Date of Annual Review	FY 15-16 Projected Merit Increase	COLA Increase	Longevity	Other	FY2015-16 Projection
Grants Writer/PIO-PG37	Carol Foster	FT	1	1	0	$69,905	06/08/09	$ 2,097	$ -	$ 500	$ -	$72,502
Executive Secretary-PG29	Barbara Robinson	FT	1	1	0	$56,406	11/06/06	$ 1,692	$ -	$1,750	$26,004	$85,852
Procurement Specialist-PG37	Tammy Romero	FT	1	1	0	$56,406	10/01/10	$ 2,820	$ -	$1,000	$0	$60,226
									$ -			
Total projections			**3.0**	**3.0**	**-**	**$ 182,717**		**$ 6,610**	**$ -**	**$ 3,250**		**$ 218,581**
												$ 546,568

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FY15/16 FINANCE- PROFESSIONAL SERVICES BUDGET WISH LIST

- Print and mail a Guide to City Services (**Residential Guide**)

English only 10,000 quantity:
Cost of printing ($3,852.00) and Every Door Direct mailing (EDDM) ($1,271.00) **$5,123.00**

Spanish only 1,000 quantity:
Cost of translation ($1210.00) and printing ($500.00) **$1,710.00**

NOTE: Guide will be printed and mailed in English however Spanish will be made available via the CPO office

- Develop a **City Facebook page**
  Cost of offsite backup for page for Public Records Request **$2,400.00 annually**

Community outreach is currently being accomplished via: CH.77, sign on circle, tweets, Springs Connection, website and monthly Gazette News-Bulletin.

FY15/16 FINANCE- PROFESSIONAL SERVICES BUDGET ASSUMPTIONS

4 Quarterly Newsletters (8 pgs., translated, printed and EDDM) **$3,085.00 each**

4 Fact Sheets (As needed) (translated, printed and EDDM and Gaz. 1/4 pgs. Eng/Span.) **$2,490.00 each**

OR (translated, posted on website and printed in Gaz. 1/4pgs. Eng./Span.) **$650.00 each**

12 News Bulletins Monthly "Big Issue" Gazette ($500.00 each.) **$6,000.00 annually**

FY15/16 RECOGNIZED BUDGET SAVINGS

Reduced operating costs by approx. $1200.00 by moving City wide printers to a Printing program with Toshiba which allowed savings on ink cartridges:

$1,200.00 annually

ADDITIONALNOTE: Misc. items sometimes come up throughout the year.

i.e.- FY14/15- we printed and mailed Community Forum notices for Aquatic Facility, Save the Date notices, Aquatic Survey and Police Safety Q&A.

In order to provide these extra printing and mailings we reduce our distribution of the Quarterly Newsletters and/or Fact Sheets budgeted annually.

City Attorney

Mission Statement

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

City Attorney

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

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

Goal

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

Objectives

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

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

FY 2015-16 Budget Highlights

- Proposed budget remains at same levels as prior year. No increase is expected.
- Budget Summary:

Budgeted Revenues	$ -0-
Budgeted Expenditures	$166,000
Net cost of Department	$166,000

CITY OF MIAMI SPRINGS
CITY ATTORNEY BUDGET
FISCAL YEAR ENDING 9/30/16

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2012-13 ACTUALS	FY2013-14 ACTUALS	FY2014-15 AMENDED BUDGET	FY2015-16 Departmental Request	Dollar Increase (Decrease)	YTD ACTUALS AS OF 6/30/15
CITY ATTORNEY							
001-0601-514.31-01	PROFESSIONAL SERV - LEGAL	165,006	158,474	170,000	165,000	(5,000)	120,941
001-0601-514.54-00	DUES, MEMBERSHIPS, SUBS	980	500	500	500	-	980
001-0601-514.58-00	EDUCATION AND TRAINING	-	480	500	500	-	150
** **CITY ATTORNEY**		**165,986**	**159,454**	**171,000**	**166,000**	**(5,000)**	**122,071**

Fiscal Year . . : 2015
Budget Level . . : BUDG
Description . . :
DEPARTMENTAL INPUT

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

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Planning Department

Mission Statement

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

Planning and Zoning Department

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

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

Goals and Objectives:

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

Objective:	Perform necessary services to effect the Departmental Mission.

FY2014-15 Accomplishments

- Reviewed XX Permits for zoning
- Frequent meetings at Building counter with permit applicants
- Held 4 Board of Adjustment Meetings with 11 cases (YTD)
- Held one Planning Board Meeting with one case
- Retained consultant to undertake the creation of the State required "Water Supply Plan" (Will be completed FY 15/16)
- Held meetings with architects and developers to discuss potential development projects

FY2015-16 Budget Highlights

- Proposed budget is $16,646 or 16.5 % lower than FY2014/2015.
- Budget Summary:

Budgeted Revenues	$ 47,000
Budgeted Expenditures	$ 85,052
Net cost of Department	$ 38,052

CITY OF MIAMI SPRINGS
PLANNING & ZONING BUDGET
FISCAL YEAR ENDED 9/30/16

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2012-13 ACTUALS	FY2013-14 ACTUALS	FY2014-15 AMENDED BUDGET	FY2015-16 Departmental Request	Dollar Increase (Decrease)	YTD ACTUALS AS OF 6/30/15
PLANNING							
001-0701-515.12-00	REGULAR SALARIES	70,031	30,002	-	8,570	8,570	3,299
001-0701-515.13-00	PART TIME YEAR ROUND	10,807	31,550	59,448	50,970	(8,478)	39,200
001-0701-515.21-00	FICA TAXES	5,888	4,633	4,393	4,392	(1)	3,250
001-0701-515.22-01	GENERAL EMPLOYEES RET SYS	10,536	3,647	1,235	1,005	(230)	744
	TOTAL MEDICAL INSURANCE	9,887	4,370	2,066	2,171	105	1,257
						-	
001-0701-515.24-00	WORKER'S COMPENSATION	187	86	149	149	(0)	108
001-0701-515.31-00	PROFESSIONAL SERVICES	8,700	-	25,000	10,000	(15,000)	1,620
001-0701-515.40-00	TRAVEL AND PER DIEM	1,453	1,360	1,500	1,500	-	12
001-0701-515.41-01	TELEPHONE	805	636	113	160	47	121
001-0701-515.41-03	POSTAGE	691	466	632	623	(9)	656
001-0701-515.41-04	OVERNIGHT-UPS, FEDX	-	-	100	-	(100)	-
001-0701-515.41-06	INTERNET ACCESS	824	1,288	1,677	1,214	(463)	716
001-0701-515.45-30	LIABILITY INSURANCES	1,272	1,332	1,460	1,373	(87)	1,098
001-0701-515.47-00	PRINTING AND BINDING	328	322	100	500	400	149
001-0701-515.48-02	ADVERTISING	676	-	1,000	-	(1,000)	-
001-0701-515.51-00	OFFICE SUPPLIES	1,139	152	1,000	500	(500)	111
001-0701-515.52-00	OPERATING SUPPLIES	406	701	400	500	100	65
001-0701-515.54-00	DUES, MEMBERSHIPS, SUBS	290	218	425	425	-	232
001-0701-515.58-00	EDUCATION AND TRAINING	545	-	1,000	1,000	-	48
001-0701-515-91-09	MACHNINERY & EQUIPMENT	2,819	-	-	-	-	-
** PLANNING		127,284	80,763	101,698	85,052	(16,646)	52,686

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Fiscal Year . . . : 2015
Budget Level . . . : BUDG
Description . . . :
DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info	
1-0701-515-12-00	REGULAR SALARIES	8,570.00		
			00100 PER PAYROLL WORKSHEETS PREPARED BY FINANCE	8,570.00
1-0701-515-13-00	PART TIME YEAR ROUND	50,970.00		
1-0701-515-21-00	FICA TAXES	4,392.00		
1-0701-515-22-01	GENERAL EMPLOYEES RET SYS	1,005.00		
			00100 PER PAYROLL WORKSHEETS PREPARED BY FINANCE	1,005.00
1-0701-515-23-01	POS, EMPLOYEE ONLY	2,071.00		
1-0701-515-23-07	LIFE/AD&D	48.00		
1-0701-515-23-08	DENTAL-ORAL HEALTH SVCS	38.00		
1-0701-515-23-09	VSP-VISION SERVICE PLAN	14.00		
1-0701-515-24-00	WORKER'S COMPENSATION	149.00		
1-0701-515-31-00	PROFESSIONAL SERVICES	10,000.00		
			00100 CORRADINO GROUP	3,300.00
			00200 MISCELLANEOUS	6,700.00
1-0701-515-40-00	TRAVEL AND PER DIEM	1,500.00		
1-0701-515-41-01	TELEPHONE	160.00		
1-0701-515-41-03	POSTAGE	623.00		
1-0701-515-41-06	INTERNET ACCESS	1,214.00		
1-0701-515-45-30	LIABILITY INSURANCES	1,373.00		
			00100 PER FINANCE ALLOCATION	1,373.00
1-0701-515-47-00	PRINTING AND BINDING	500.00		
1-0701-515-51-00	OFFICE SUPPLIES	500.00		
1-0701-515-52-00	OPERATING SUPPLIES	500.00		
1-0701-515-54-00	DUES, MEMBERSHIPS, SUBS	425.00		
1-0701-515-58-00	EDUCATION AND TRAINING	1,000.00		
* Total Accounts for this Budget Level	20	85,052.00		

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Basis for FY 2015-16 Salary Projection

Base Salary for each position:	Calculations is based upon current earnings at 2,080 hours
Adjustment includes:	
Max Annual merit increase for position	**0.0%**
Cost of living Adjustment	0.0%
CPI for all urbans (Apr to Apr)	0.00%
Estimate used for COLA Projection	3.00% ***to be effective on 10-01-2015***

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City of Miami Springs

Department: PLANNING & ZONING

Position (paygrade)	Employee Name	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/15	Date of Annual Review	FY 15-16 Projected Merit Increase	COLA Increase	Longevity	FY 2015-16 Projection
Planning Director-PG44	C Heid	PT	1	1	0	50,970		$0	$0	$0	$50,970
Administrative Asst I-PG22	Vacant	FT	0.25	0.25	0	8,000	n/a	$250	$320	$0	$8,570
Total projections			**1.3**	**1.3**	**0**	**58,970**		**$250**	**$320**	**$0**	**$59,540**

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Miami Springs Police Department

Mission Statement

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

Police Department

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

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

Additionally, the department works closely with other regional agencies to ensure that public safety matters are addressed and implements specialized enforcement efforts including HIDTA, COPS-MORE, the VIN Program and others as identified.

Goals

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

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

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

Increase "Homeland Security" efforts.

Objectives

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

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

Increase police visibility in residential and commercial areas by utilizing foot patrol and bicycle patrol.

Utilize grants and alternate funding sources to facilitate additional training and equipment to enhance terrorism preparedness.

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

Police Department

2014-15 Accomplishments

- Contracted with Loxia Technologies to completely overhaul the police computer infrastructure (currently in progress)
- Conducted two (2) Coffee with the Chief of Police as a way of the chief of Police to introduce himself to the community and establish dialogue to address neighborhood concerns
- Conducted meetings between the business community (hotel/ motel management) and the Chief of Police to establish partnerships to address crime and security concerns
- Acquired 5 new rugged laptops for use in patrol vehicles
- Acquired 1 windows tablet for use in a patrol vehicle
- Acquired 4 new portable mobile radars for use in patrol vehicles
- Acquired 4 new portable radars for use in police motorcycles
- Acquired a new tablet for the squad room so that the daily Pass On is now paperless
- Leased 4 Harley-Davidson motorcycles fully equipped with police equipment at a net savings
- Purchased an additional police vehicle with the above mentioned savings from the motorcycle lease
- Replaced 2 old computers in the squad room with new faster ones
- Hosted 4 "Community Shred Day" events
- Restarted the Honor Guard (from disbanded to 6 members)
- Joined an F.B.I./B.S.O. Internet Crimes Against Children Task Force
- Instituted new monthly motorcycle training with Miami Police Motorcycle Unit
- Instituted new monthly Honor Guard training with Miami Police Honor Guard
- Conducted Tactical K-9 back up training for Miami Springs Police patrol officers
- Sending future command officers to Strategic Management Training conducted by the Southern Police Institute
- Pursuing accreditation for Miami Springs Police Department through the Florida Police Accreditation Commission (ongoing)

FY 2015-16 Budget Highlights

- The FY2015-16 budget is $451,617 or a 7.5% increase from the prior year, this increase is due to the following factors:

  1. Increase in pension costs from new FOP contract.
  2. Increase of 2% for pay raise in accordance to FOP contract.

Police Department

FY 2015-16 Budget Highlights (continued)

3. Increase in capital expenditures since this year we are requesting three new vehicles as well as replacing two motorcycles.
4. Budget includes $152,000 in payouts due to retirement.

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- Budget Summary:

Budgeted Revenues	$ 458,000 (includes $300,000 in red light)
Budgeted Expenditures	$6,474,933
Net cost of Department	$6,016,933

- Budget includes $138,977 for four new cars and $32,000 for new phone system, and voice recording system..

CITY OF MIAMI SPRINGS
POLICE DEPARTMENT BUDGET
FISCAL YEAR ENDING 9/30/16

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2012-13 ACTUALS	FY2013-14 ACTUALS	FY2014-15 AMENDED BUDGET	FY2015-16 Departmental Request	Dollar Increase (Decrease)	YTD ACTUALS AS OF 6/30/15
POLICE							
001-2001-521.11-00	EXECUTIVE SALARIES	489,111	440,725	446,219	575,945	129,726	349,680
001-2001-521.12-00	REGULAR SALARIES	2,521,032	2,521,970	2,698,774	2,732,676	33,902	1,921,871
001-2001-521.12-01	POLICE DEPT. CIVILIANS	443,355	457,164	441,350	445,734	4,384	276,492
001-2001-521.13-00	PART TIME YEAR ROUND	57,883	46,876	53,764	55,377	1,613	26,630
001-2001-521.14-00	OVERTIME	63,159	77,009	90,000	90,000	-	53,103
001-2001-521.14-02	OVERTIME-RED LIGHT HEARINGS	-	2,447	10,000	6,000	(4,000)	2,505
001-2001-521.15-00	SPECIAL PAY	35,670	35,150	37,000	37,000	-	25,665
001-2001-521.21-00	SOCIAL SECURITY TAXES	272,334	269,717	283,081	301,619	18,538	193,779
001-2001-521.22-01	GENERAL PENSION	51,069	53,981	52,600	52,254	(346)	41,766
001-2001-521.22-02	POLICE PENSION	613,192	654,800	607,476	711,306	103,830	472,734
	TOTAL MEDICAL INSURANCE	410,299	446,371	482,879	576,540	93,661	391,020
001-2001-521.24-00	WORKER'S COMPENSATION	303,639	197,176	192,528	235,391	42,863	234,702
001-2001-521.25-00	UNEMPLOYMENT COMPENSATION		2,797	-		-	2,992
001-2001-521.31-00	PROFESSIONAL SERVICES	10,156	10,623	14,400	13,055	(1,345)	5,739
001-2001-521.31-17	LEGAL	9,557	33,457	-	10,000	10,000	2,683
001-2001-521.34-00	OTHER CONTRACTUAL SERVICE	5,402	5,706	8,176	8,243	67	4,960
001-2001-521.40-00	TRAVEL AND PER DIEM	2,155	1,589	4,000	6,900	2,900	6,119
001-2001-521.41-01	TELEPHONE: BASE & LOCAL	4,825	4,245	7,557	4,586	(2,971)	3,492
001-2001-521.41-02	CELLULAR TELEPHONE	15,630	15,398	17,000	11,000	(6,000)	9,743
001-2001-521.41-03	POSTAGE	518	363	421	415	(6)	533
001-2001-521.41-04	OVERNIGHT-UPS, FEDX	274	161	800	975	175	398
001-2001-521.41-06	INTERNET ACCESS	1,059	1,656	1,958	1,561	(397)	1,052
001-2001-521.44-02	RENTALS-EQUIPMENT	3,775	2,854	6,000	3,230	(2,770)	2,025
001-2001-521.45-10	FLEET MAINTENANCE	62,385	75,468	73,500	59,200	(14,300)	48,728
001-2001-521.45-30	LIABILITY INSURANCE	72,955	79,785	89,615	90,756	1,141	68,829
001-2001-521.46-00	REPAIRS AND MAINTENANCE	861	995	5,000	9,000	4,000	2,730
001-2001-521.46-03	R & M-EQUIPMENT	24,044	21,792	25,539	36,841	11,302	17,988
001-2001-521.47-00	PRINTING AND BINDING	165	220	1,000	1,000	-	295
001-2001-521.48-00	ADVERTISING AND PROMOTIONS	1,713	1,371	3,500	6,125	2,625	768
001-2001-521.51-00	OFFICE SUPPLIES	4,971	3,848	5,000	5,000	-	2,031
001-2001-521.52-00	OPERATING SUPPLIES	16,532	18,221	29,000	25,000	(4,000)	11,254
001-2001-521.52-02	FUEL, OILS, LUBRICANTS	91,064	75,341	81,000	70,000	(11,000)	44,059
001-2001-521.52-03	UNIFORMS	64,580	60,967	80,000	82,556	2,556	51,198
001-2001-521.52-07	TIRES	9,014	7,382	9,000	9,500	500	6,264
001-2001-521.54-00	DUES, MEMBERSHIPS, SUBS	1,924	2,360	2,500	3,075	575	2,364
001-2001-521.54-10	VEH REGISTRATION & TAG	229	191	1,600	1,616	16	564
001-2001-521.58-00	EDUCATION AND TRAINING	22,441	16,657	20,299	24,480	4,181	16,064
001-2001-521.64-00	MACHINERY AND EQUIPMENT	12,019	10,758	13,000	32,000	19,000	9,521
001-2001-521.65-00	VEHICLES	96,979	84,807	127,780	138,977	11,197	116,541
* POLICE		**5,795,970**	**5,742,398**	**6,023,316**	**6,474,933**	**451,617**	**4,428,881**

9-5

Fiscal Year . . : 2015
Budget Level . . : BUDG
Description . . :

Account #	DEPARTMENTAL INPUT Description	Budget Amount		Misc. Info	
1-2001-521-11-00	EXECUTIVE SALARIES	575,945.00			
			00100	FIVE (5) SWORN OFFICERS (ADMINISTRATION)	466,802.00
			00200	RETIREMENT PAYOUT FOR CAPT. J. KAHN & LT. R.WALKER	109,143.00
			00300	-	.00
1-2001-521-12-00	REGULAR SALARIES	2,732,676.00			
			00100	THIRTY-EIGHT (38) SWORN POLICE OFFICERS	2,689,314.00
			00200	RETIREMENT PAYOUT FOR KELLY & PESSOLANO	43,362.00
			00300	-	.00
1-2001-521-12-01	POLICE DEPT. CIVILIANS	445,734.00			
			00100	ELEVEN (11) FULL-TIME CIVILIAN EMPLOYEES	445,734.00
			00200	-	.00
1-2001-521-13-00	PART TIME YEAR ROUND	55,377.00			
			00100	ONE (1) PART-TIME CLERICAL	19,385.00
			00200	TWO (2) PART-TIME PUBLIC SERVICE AIDES	35,992.00
			00300	-	.00
1-2001-521-14-00	OVERTIME	90,000.00			
			00100	ESTIMATED OVERTIME EXPENSE	90,000.00
			00200	-	.00
1-2001-521-14-02	RED LIGHT HEARINGS	6,000.00			
			00100	RED LIGHT HEARINGS ESTIMATED OVERTIME	6,000.00
			00200	-	.00
1-2001-521-15-00	SPECIAL PAY	37,000.00			
			00100	MOTOR PAY FOR FOUR (4) OFFICERS	3,640.00
			00200	INCENTIVE PAY (EDUCATIONAL SUPPLEMENT)	33,360.00
			00300	-	.00
1-2001-521-21-00	SOCIAL SECURITY TAXES	301,619.00			
			00100	BUDGETED BY FINANCE	300,436.00
			00200	-	.00
1-2001-521-22-01	GENERAL	52,254.00			
			00100	BUDGETED BY FINANCE	57,043.00
			00200	-	.00
1-2001-521-22-02	POLICE	711,306.00			
			00100	BUDGETED BY FINANCE	696,306.00
			00200	-	.00
1-2001-521-23-01	POS, EMPLOYEE ONLY	538,083.00			
			00100	BUDGETED BY FINANCE	538,083.00
			00200	-	.00
1-2001-521-23-07	LIFE/AD&D	22,062.00			
			00100	BUDGETED BY FINANCE	22,062.00
			00200	-	.00
1-2001-521-23-08	DENTAL - OHS - EMPLOYEE	12,364.00			
			00100	BUDGETED BY FINANCE	12,364.00
			00200	-	.00
1-2001-521-23-09	VSP - VISION - EMPLOYEE	4,031.00			
			00100	BUDGETED BY FINANCE	4,031.00
			00200	-	.00
1-2001-521-24-00	WORKER'S COMPENSATION	235,391.00			
			00100	BUDGETED BY FINANCE	234,847.00
			00200	-	.00
1-2001-521-31-00	PROFESSIONAL SERVICES	13,055.00			

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Fiscal Year . . . : 2015
Budget Level . . . : BUDG
Description . . . :

DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info	
		00100	K-9 VETERINARY CARE FOR TWO POLICE DOGS	7,070.00
		00200	BOARDING OF K-9'S (AS NEEDED)	985.00
		00300	BIOHAZARD CLEAN UP FOR POLICE VEHICLES & CELLS	2,000.00
		00400	STATE ATTORNEY'S OFFICE (ORDINANCE PROSECUTION)	500.00
		00500	MIAMI-DADE CO ASSOC CHIEFS OF POLICE COURT STAND-	.00
		00600	BY PROGRAM	1,200.00
		00700	SUBPOENA PHONE RECORDS	200.00
		00800	E-NOTIFY PROGRAM (ELECTONIC COURT SUBPOENA SYS)	1,100.00
		00900	-	.00
1-2001-521-31-01	LEGAL	10,000.00		
		00100	LEGAL SVCS AS NEEDED (PENSION, LABOR, FOP, ETC.)	10,000.00
		00200	-	.00
1-2001-521-34-00	OTHER CONTRACTUAL SERVICE	8,243.00		
		00100	MANDATORY RANGE RENTAL (FIREARMS QUALIFYING)	5,555.00
		00200	VEHICLE GRAPHICS FOR 3 MARKED UNITS/REPAIRS	1,600.00
		00300	PUBLIC ENGINES (CRIME REPORTS ONLINE SEARCH)	588.00
		00400	TLO, LLC (ONLINE INVESTIGATIVE SYSTEM) PREV LETF	.00
		00500	PURCHASE EXP. 5/31/16 (6/1/16-9/30/16)	500.00
		00600	-	.00
1-2001-521-40-00	TRAVEL AND PER DIEM	6,900.00		
		00100	SUNPASS TRANSPONDERS FOR UNMARKED VEHICLES	1,000.00
		00200	LODGING, FUEL, PARKING, TOLLS, MEAL ALLOWANCE,	.00
		00300	CAR RENTAL, COMMERCIAL AIR FARE FOR TRAINING,	.00
		00400	INVESTIGATIONS, APPLICANTS/BACKGROUND.	2,000.00
		00500	CJIS USERS CONFERENCE (COMM SUPV & DISPATCHER)	1,000.00
		00600	TASER INSTRUCTOR RECERTIFICATION TRANINING	600.00
		00700	FLORIDA POLICE CHIEFS ASSOC ANNUAL MEETING	800.00
		00800	FBINAA FLORIDA CONFERENCE	700.00
		00900	FLORIDA POLICE MEMORIAL (TWO OFFICERS)	800.00
		01000	-	.00
1-2001-521-41-01	TELEPHONE: BASE & LOCAL	4,586.00		
		00100	BUDGETED BY FINANCE	4,586.00
		00200	-	.00
1-2001-521-41-02	CELLULAR TELEPHONE	11,000.00		
		00100	CELLULAR PHONES FOR ADMIN, DET, CPO, SGT	5,800.00
		00200	JETPACKS FOR MOBILE INTERNET CONNECTION	5,200.00
		00300	-	.00
1-2001-521-41-03	POSTAGE	415.00		
		00100	BUDGETED BY FINANCE	415.00
		00200	-	.00
1-2001-521-41-04	OVERNIGHT-UPS, FEDX	975.00		
		00100	OVERNIGHT SERVICES (FEDEX, UPS, DHL, USPS)	975.00
		00200	-	.00
1-2001-521-41-06	INTERNET ACCESS	1,561.00		
		00100	BUDGETED BY FINANCE	1,561.00
		00200	-	.00
1-2001-521-44-02	EQUIPMENT	3,230.00		
		00100	TOSHIBA COPIER LEASE/USAGE COMMUNICATIONS $125/MO	1,500.00
		00200	TOSHIBA COPIER LEASE/USAGE ADMIN & INVEST $115/MO	1,380.00
		00300	MISC EQUIP RENTAL (PORTABLE A/C,OFFICE EQUIP, ETC)	350.00

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Fiscal Year . . : 2015
Budget Level . . : BUDG
Description . . :
DEPARTMENTAL INPUT

Account #	Description		Budget Amount	Misc. Info
		00400	-	.00
1-2001-521-45-10	FLEET MAINTENANCE		59,200.00	
		00100	WILFREDO AGUERO POLICE CARS/MOTORCYCLE WASHES	5,000.00
		00200	SUNOCO CAR WASHES @ $5/CAR	1,500.00
		00300	NEW EQUIPMENT, CHANGEOVER & INSTALLATION OF EQUIP	4,000.00
		00400	REPLACE EMERGENCY EQUIPMENT (AS NEEDED)	3,500.00
		00500	VEHICLE WINDOW TINTING	1,200.00
		00600	POLICE FLEET MAINTENANCE FOR APPROX. 40 VEHICLES	44,000.00
		00700	-	.00
1-2001-521-45-30	RISK MANAGEMENT		90,756.00	
		00100	BUDGETED BY FINANCE	90,756.00
		00200	-	.00
1-2001-521-46-00	REPAIRS AND MAINTENANCE		9,000.00	
		00100	TASER REPAIR & MAINTENANCE	2,500.00
		00200	RADIO REPAIR & MAINTENANCE	5,000.00
		00300	ANTENNA REPAIR	1,000.00
		00400	OFFICE EQUIPMENT REPAIR & MAINTENANCE	500.00
		00500	-	.00
1-2001-521-46-03	EQUIPMENT		36,841.00	
		00100	USA SOFTWARE-POLICE RMS SOFTWARE SUPP ANN MTC CNT	18,123.00
		00200	MTS IMAGING SYS OF FLA - OPTICAL IMAGING	1,674.00
		00300	RADAR CALIBRATION, CERTIFICATION AND REPAIRS	2,100.00
		00400	VEHICLE LAPTOP MOUNTS & EMERGENCY EQUIPMENT REPAIR	1,500.00
		00500	RADIO ANTENNAS FOR POLICE VEHICLES	500.00
		00600	ANTIVIRUS PRODUCT/SPAM PROTECTION	1,270.00
		00700	CISCO FIREWALL	350.00
		00800	POWER DMS - WEB BASED PROGRAM ASSISTING IN	.00
		00900	CREATING POLICIES, DISSEMINATING, SHARING W/OTHER	.00
		01000	AGENCIES	8,524.00
		01100	BARRACUDA WEB FILTER	2,800.00
		01200	-	.00
1-2001-521-47-00	PRINTING AND BINDING		1,000.00	
		00100	POLICE UNIFORM REPORTS FROM MIAMI-DADE COUNTY	500.00
		00200	CASE CARDS, BUSINESS CARDS, DECALS & STATIONARY	500.00
		00300	-	.00
1-2001-521-48-00	PROMOTIONS		6,125.00	
		00100	RESPECT FOR LAW DINNER MAY 2016	1,200.00
		00200	ANNUAL DADE COUNTY CHIEFS OF POLICE DINNER	1,325.00
		00300	MUTUAL AID LUNCHEON MEETINGS (2 @ $500/EA)	1,000.00
		00400	COMMUNITY SHREDDING EVENT (SVC, ADVER, PRINTING)	2,600.00
		00500	-	.00
1-2001-521-51-00	OFFICE SUPPLIES		5,000.00	
		00100	POLICE ADMIN, UNIF PATROL, INVEST, COMM, RECORDS	5,000.00
		00200	-	.00
1-2001-521-52-00	OPERATING SUPPLIES		25,000.00	
		00100	PRACTICE & ISSUE AMMUNITION FOR GLOCKS & CARBINES,	.00
		00200	TARGETS FOR GUN RANGE QUALIFYING/CERTIFICATION,	.00
		00300	VEHICLE EQUIPMENT (BLANKETS, GLOVES, DISINFECTANT,	.00
		00400	FLARES, LOCK-OUT KITS, FIRST AID KITS & FIRE	.00
		00500	EXTINGUISHERS),FLASHLIGHTS, TRAFFIC CONTROL EQUIP,	.00

Fiscal Year . . . : 2015
Budget Level . . . : BUDG
Description . . . :
DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info	
		00600	FLEX CUFFS, DRUG TEST KITS, DNA KITS, PROCESSING	.00
		00700	SUPPLIES FOR INVESTIGATIONS, FINGERPRINTING	.00
		00800	SUPPLIES,CHEMSWABS FOR TASER CLEANING/MAINTENANCE,	.00
		00900	DISINFECTANT/CLEANING SUPPLIES, K-9 SUPPLIES &	.00
		01000	DOG FOOD, SMALL OFFICE FURNITURE & EQUIPMENT,	.00
		01100	EVIDENCE TAPE, CRIME SCENE TAPE, EVIDENCE BAGS &	.00
		01200	BOXES, MICROPHONES, MEDICAL MASKS, SAFETY GLASSES,	.00
		01300	COMPUTER SOFTWARE/UPDGRADES & EQUIPMENT, THREE (3)	.00
		01400	NEW COMPUTERS,BOTTLED WATER SERVICE, LATEX GLOVES,	.00
		01500	PRINTERS, ALUMINUM SIGNS, TELETYPE PAPER, RADIO	.00
		01600	BATTERIES, BICYCLE PATROL EQUIPMENT (HELMETS, BIKE	.00
		01700	RACKS, BIKE REPAIRS & MAINTENANCE), EMERGENCY	.00
		01800	HAMMERS, DIGITAL CAMERAS, POLICE BOAT EQUIPMENT,	.00
		01900	REPLACEMENT BATTERY CARTRIDGES FOR APC BACK UPS,	.00
		02000	HEARTSMART PADS & BATTERIES FOR AED MACHINES,	.00
		02100	LAPTOP COMPUTER BATTERIES & POWER ADAPTER KITS,	.00
		02200	LED POLICE BIKE LIGHT & SIREN SYSTEM ETC.	25,000.00
		02300	-	.00
1-2001-521-52-02	FUEL, OILS, LUBRICANTS		70,000.00	
		00100	ESTIMATED $2.64/GALLON	70,000.00
		00200	MOTORCYCLE GASOLINE (PREMIUM) EST. @ $2.98/GALLON	.00
		00300	-	.00
1-2001-521-52-03	UNIFORMS		82,556.00	
		00100	POLICE UNFIORMS: RAINCOATS W/HOODS, TRAFFIC SAFETY	.00
		00200	VESTS,NAME BARS, CAPS,T-SHIRTS, JACKETS, TROUSERS,	.00
		00300	S/S CLASS B UNIFORM, L/S CLASS A UNIFORM, DRESS	.00
		00400	HATS W/HAT BADGE & EXPANSION HAT STRAP, ETC.	23,000.00
		00500	UNIFORM CLEANING ALLOWANCE PER CITY/FOP AGREEMENT:	.00
		00600	($135/EA UNIFORM OFFICER QUARTERLY - 39 OFFICERS)	.00
		00700	($149.75/EA DETECTIVE QUARTERLY - 4 DETECTIVES)	.00
		00800	($135/EA FOR F/T CIVILIAN PERSONNEL)	.00
		00900	CONTRACTUAL OBLIGATION UNIFORM ALLOWANCE	27,256.00
		01000	UNIFORM EQUIPMENT REIMB PER CITY/FOP CONTRACT:	.00
		01100	$300/EA X 43 SWORN OFFICERS	12,900.00
		01200	BODY ARMOR REPLACEMENT $500/EA PER FOP CONTRACT	6,000.00
		01300	MOTORCYCLE OFFICERS, BREECHES, BOOTS, JACKETS,	.00
		01400	RAINSUITS, HELMETS, DUTY LEATHER	8,000.00
		01500	K-9, CST & BICYCLE UNIFORMS	2,400.00
		01600	UNIFORM PATCHES, LEATHER & WEB GEAR, HONOR GUARD	.00
		01700	UNIFORMS, EQUIPMENT & SUPPLIES, PINS, BADGES,	.00
		01800	HELMET BADGES, RUBBER BOOTS, GUN HOLSTERS, TASER	.00
		01900	HOLSTERS, POLICE ACADEMY UNIFORMS, ETC.	3,000.00
		02000	-	.00
1-2001-521-52-07	TIRES		9,500.00	
		00100	ESTIMATED TIRE USAGE/EXPENSE FOR POLICE VEHICLES	9,500.00
		00200	(BASED ON FY 14/15 USAGE & COSTS)	.00
		00300	-	.00
1-2001-521-54-00	DUES, MEMBERSHIPS, SUBS		3,075.00	
		00100	FLORIDA POLICE CHIEFS ASSOCIATION (GUZMAN)	250.00
		00200	MIAMI-DADE CO ASSOC OF CHIEFS OF POLICE-CHIEF/CAPT	450.00

Fiscal Year . . . : 2015
Budget Level . . . : BUDG
Description . . . :

DEPARTMENTAL INPUT

Account #	Description		Budget Amount / Misc. Info	
		00300	IACP MEMBERSHIP FOR CHIEF & CAPT	300.00
		00400	LANGUAGE LINE SERVICES SUBSC FOR EMERG TRANSLATION	50.00
		00500	IACP TRAINING KEYS FOR SWORN OFFICERS	300.00
		00600	FLA LAW ENFORCEMENT HANDBOOKS (50 COPIES)	950.00
		00700	FLA-PAC POLICE ACCREDITATION MEMBERSHIP	75.00
		00800	POLICE EXECUTIVE RESEARCH FORUM MEMBERSHIP	200.00
		00900	MISCELLANEOUS OR NEW SUBSCRIPTIONS	500.00
		01000	-	.00
1-2001-521-54-10	VEH REGISTRATION & TAG		1,616.00	
		00100	TAG RENEWALS UNMARKED POLICE VEH/CONFIDENTIAL TAGS	1,616.00
		00200	-	.00
1-2001-521-58-00	EDUCATION AND TRAINING		24,480.00	
		00100	304 TASER TRAINING SMART CARTRIDGES, 5 CONDUCTIVE	.00
		00200	TARGETS, ALLIGATOR SMART CLIP CARTRIDGE	9,300.00
		00300	TASER INSTRUCTOR RECERTIFICATION-CLARK & SANDOVAL	400.00
		00400	TUITION REIMBURSEMENT FOR POLICE OFFICERS	10,000.00
		00500	CVSA RECERTIFICATION FOR DETECTIVES	800.00
		00600	911 PUBLIC SAFETY TELECOMMUNICATOR ONLINE COURSE	1,100.00
		00700	POLICE LEGAL SCIENCES SCENARIO BASED TRNG-DISPATCH	1,080.00
		00800	ONGOING EDUCATIONAL AND ACCREDITATION TRAINING	1,800.00
		00900	-	.00
1-2001-521-64-00	MACHINERY AND EQUIPMENT		32,000.00	
		00100	NEW POLICE-FRIENDLY TELEPHONE SYSTEM	18,000.00
		00200	NEW VOICE RECORDING EQUIPMENT	14,000.00
		00300	-	.00
1-2001-521-65-00	VEHICLES		138,977.00	
		00100	TWO (2) 2016 FORD INTERCEPTOR UTILITY AWD VEHICLES	54,304.00
		00200	ONE (1) 2016 FORD INTERCEPTOR UTILITY AWD (K-9)	31,667.00
		00300	ONE (1) 2016 FORD INTERCEPTOR UTILITY ADMIN VEH	27,152.00
		00400	VEHICLE & EMERGENCY EQUIPMENT FOR 4 VEHICLES	25,854.00
		00500	-	.00
* Total Accounts for this Budget Level	41		6,474,933.00	

21-5

CITY OF MIAMI SPRINGS
SCHOOL CROSSING GUARD BUDGET
FISCAL YEAR ENDING 9/30/16

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2012-13 ACTUALS	FY2013-14 ACTUALS	FY2014-15 AMENDED BUDGET	FY2015-16 Departmental Request	Dollar Increase (Decrease)	YTD ACTUALS AS OF 6/30/15
CROSSING GUARDS							
001-2002-521.13-00	PART TIME YEAR ROUND	17,641	16,436	20,800	20,800	-	14,573
001-2002-521.21-00	SOCIAL SECURITY TAXES	1,349	1,258	1,591	1,591	0	1,115
001-2002-521.24-00	WORKER'S COMPENSATION	734	351	780	732	(48)	885
001-2002-521.52-03	UNIFORMS	-	300	300	400	100	-
001-2002-521.52-09	OTHER	-	67	-	300	300	-
* **SCHOOL CROSSING GUARDS**		**19,724**	**18,412**	**23,471**	**23,823**	**352**	**16,573**

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Fiscal Year . . . : 2015
Budget Level . . . : BUDG
Description . . . :

Account #	Description	Budget Amount	Misc. Info	
1-2002-521-13-00	PART TIME YEAR ROUND	20,800.00		
			00100 FOUR (4) PART-TIME CROSSING GUARDS	20,800.00
			00200 -	.00
1-2002-521-21-00	SOCIAL SECURITY TAXES	1,591.00		
			00100 BUDGETED BY FINANCE	1,591.00
			00200 -	.00
1-2002-521-24-00	WORKER'S COMPENSATION	732.00		
			00100 BUDGETED BY FINANCE	732.00
			00200 -	.00
1-2002-521-52-03	UNIFORMS	400.00		
			00100 UNIFORMS FOR 4 PART-TIME SCHOOL CROSSING GUARDS	400.00
			00200 -	.00
1-2002-521-52-09	OTHER	300.00		
			00100 MISC SUPPLIES (WHISTLES, SIGNS, VESTS, ETC.)	300.00
			00200 -	.00
* Total Accounts for this Budget Level	5	23,823.00		

9-12

FY 2015/2016 Police Dept. Salary Projection

#	Name	Position	Hire Date	FYE 2015 Base Pay	Pay Grade	Lngvty	Prem. Pay	Motor Pay	Pay Out	Merit	Incentive Pay	Shift Different	Next Merit	Next Long.	FYE 2016 Total	Less Special Pay
	Sworn:							*Note: "Pay Grades" are as of: 10/01/2015*								
	Administration															
1	Guzman, A.	Chief	01/05/15	$102,000	50P	$0					$1,560		1/5/16	01/05/23	$103,560	
2	Kahn, J.	Captain	05/07/79	$24,411	46+P/L4	$1,750			$70,228		$390				$96,779	12/31/2015 Payout
2a	New Capt	Captain	01/01/16	$73,232	46+P/L4						$360				$73,592	
3	Walker, R.	Lieutenant	04/23/79	$23,233	44+P/L4	$1,750			$38,915		$255				$64,153	12/31/2015 Payout
3a	New Lt	Lieutenant	01/01/16	$64,108	44+P/L4						$540				$64,648	
4	Mulla, J.	Lieutenant	12/10/90	$23,233	44+P/L4	$1,750					$120				$25,103	
4a	New Lt.	Lieutenant	01/01/16	$64,108	44+P/L4						$1,080				$65,188	
5	Add Lieutenant	Lieutenant	10/01/15	$85,477	44+P/L4	$1,750					$1,560				$88,787	
				$459,802			$0		$109,143		$5,865			Total:	$581,810	$575,945
	Contract															
6	Deal, J.	Sergeant	04/06/94	$81,407	S/8+P/L4	$1,750					$720	$102			$83,979	
7	Gurney, C.	Sergeant	11/14/01	$81,407	S/8+P/L3	$1,500					$1,440			05/04/18	$84,347	
8	Quintanilla, A.	Sergeant	03/27/02	$81,407	S/8+P/L2	$1,000					$1,440	$1,223		03/27/17	$85,070	
9	Kelly, T.	Sergeant	08/03/87	$74,623	S/8+P/L4	$1,750			$35,542		$935	$934			$113,784	8/31/2016 Payout
9a	Sergeant	Sergeant	09/01/16	$6,157	S/8							$80			$6,237	
10	Perez, F.	Sergeant	01/26/05	$81,407	S/8+PL/2	$1,000					$480	$2,038		11/18/17	$84,925	
11	Open Detective	Detective	10/01/15	$70,393	8+DB+P/L4	$1,750	$2,346				$1,560				$76,049	
12	Bente, D.	Detective	09/09/94	$70,393	8+DB+P/L4	$1,750	$3,520				$1,440				$77,103	
13	Tamargo, R.	Detective	12/22/03	$70,393	8+DB+PL/2	$1,000	$3,520				$1,560			12/22/18	$76,473	
14	Barrios, R.	Detective	11/03/98	$70,393	8+DB+P/L3	$1,500	$3,520				$1,440			11/03/18	$76,853	
15	Schubert, C.	Officer/Mcy	02/27/89	$70,393	8+MC+P/L4	$1,750		$910			$480				$73,533	
16	Collins, J.	Officer/Mcy	07/12/99	$70,393	8+MC+P/L3	$1,500		$910			$1,200			07/12/19	$74,003	
17	Buckner, R.	Officer/Mcy	09/15/08	$70,393	8+MC+PL1	$500		$910			$480	$546		09/15/16	$72,829	
18	Ferreiro, J.	Officer/Mcy	06/23/08	$70,393	8+MC+PL1	$500		$910			$600	$546		06/23/16	$72,949	
19	Cates, D.	Officer K-9	11/02/98	$70,393	8+K9+P/L3	$1,500	$5,279				$960	$1,057		11/02/18	$79,189	
20	Sandoval, A.	Officer K-9	11/13/02	$70,393	8+K9+PL2	$1,000	$5,279				$840	$1,768		11/13/17	$79,280	
21	Clark, J.	Officer	01/11/88	$70,393	8+P/L4	$1,750					$720				$72,863	
22	Navarro, C.	Officer	09/14/92	$70,393	8+P/L4	$1,750					$1,560				$73,703	
23	Pessolano, J.	Officer	11/10/97	$5,866	8+P/L3	$0			$7,820		$85			11/10/17	$13,771	10/31/2015 Payout
23a	New Officer	Officer	11/01/16	$58,528	6	$0					$880				$59,408	
24	Fetters, G.	Officer	06/22/98	$70,393	8+P/L3	$1,500					$480			06/22/18	$72,373	
25	Simon, J.	Officer	10/26/98	$70,393	8+P/L3	$1,500					$1,440	$109		10/26/18	$73,442	
26	Capote, J.	Officer	04/30/03	$70,393	8+P/L3	$1,500					$240	$109		11/12/16	$72,242	
27	Estok, E.	Officer	08/11/03	$70,393	8+P/L2	$1,000					$600	$1,768		08/11/18	$73,761	
28	Irizarry, J.	Officer	12/15/03	$70,393	8+P/L2	$1,000					$720	$874		12/15/18	$72,987	
29	Nunez, C.	Officer	06/27/05	$70,393	8+P/L2	$1,000					$600	$1,057		06/27/20	$73,050	
30	Robbins, J.	Officer	04/10/06	$70,393	8+P/L2	$1,000					$240	$874		04/10/16	$72,507	
31	Hall, J	Officer	12/11/06	$70,393	8+P/L1	$500					$480	$83		12/11/16	$71,456	
32	Evans R.	Officer	04/16/07	$70,393	8+P/L1	$500					$480	$874		04/16/17	$72,247	
33	Pacheco, J.	Officer	05/23/08	$67,043	7+P/L2	$1,000				$2,235	$240	$998	02/03/16	10/04/19	$71,516	
34	Mulet, C.	Officer	12/08/08	$67,043	7+P/L2	$1,000				$1,117	$240	$832	05/26/16	06/03/17	$70,232	
35	Lopez, T.	Officer	11/02/09	$70,393	8	$0					$720	$700		11/02/17	$71,813	

FY 2015/2016 Police Dept. Salary Projection

36	Figueredo, N.	Officer	09/28/09	$63,849	6	$0				$1,596	$240	$1,600	03/31/16	03/31/18	$67,285	
37	Castillo, M.	Officer	11/16/10	$60,810	5	$0				$760	$1,200	$1,057	06/29/16	11/16/18	$63,827	
38	Dweck, C.	Officer	12/13/10	$60,810	5	$0				$760	$0	$1,518	06/29/16	12/13/18	$63,088	
39	Castillo, R.	Officer	12/24/12	$55,134	3	$0				$689	$360	$1,373	06/26/16	12/24/20	$57,556	
40	Nickerson, B.	Officer	06/02/14	$49,965	1	$0				$2,290	$0	$624	11/17/15	06/02/22	$52,879	
41	Neto, L.	Officer	11/17/14	$49,965	1	$0				$2,290	$0	$749	11/17/15	11/17/22	$53,004	
42	Collado, J.	Officer	04/13/15	$49,965	1	$0				$1,249	$0	$624	04/13/16	04/13/23	$51,838	
43	Officer rep Mayer	Officer	10/01/15	$49,965	1	$0				$0	$0	$0	10/01/16		$49,965	
				$2,593,997		$34,750	$23,464	$3,640	$43,362	$12,987	$27,100	$24,117		Total:	$2,763,417	$2,732,677

Civilians:

	Communications/Records/Clerical			*Base*	*Plus 4%*	*Pay Grade*	*Lngvty*					*Shift Different*	*Next Merit*	*Next Long.*	
1	Michael, T.	Comm. Sup.	07/14/03	$48,189	$50,117	26+L2	$1,000			$1,503			5/5/16	7/14/18	$52,620
2	Duberry, S.	Dispatcher II	12/22/03	$43,806	$45,558	21+L2	$1,000			$1,367			12/15/15	12/22/18	$47,925
3	Newton, M.	Dispatcher I	04/12/10	$31,132	$32,377	19	$0			$971		$832	4/12/11	4/11/18	$34,181
4	Castillo, J.	Dispatcher I	07/21/14	$30,226	$31,435	19	$0			$943		$500	7/21/16	7/21/22	$32,878
5	Romeo, A.	Dispatcher I	02/23/15	$30,226	$31,435	19	$0			$943		$416	2/23/16	2/23/23	$32,794
6	Mendoza, L.	Dispatcher I	03/23/15	$30,226	$31,435	19	$0			$943			3/23/16	3/23/23	$32,378
7	Open Dispatcher	Dispatcher I	10/01/15	$30,226	$31,435	19	$0			$943					$32,378
8	New Dispatcher	Dispatcher	10/01/15	$30,226	$31,435	19	$0			$943					$32,378
8	Cates, L.	Senior Spec	10/01/01	$53,252		29+L2	$1,000			$1,598			10/1/14	10/1/16	$55,850
9	Vazquez, G.	Admin. Sp. II	04/09/01	$46,112	$47,956	24+L3	$1,500			$1,439			12/8/11	4/9/16	$50,895
10	Encarnacion, E.	Admin. Sp. II	04/03/06	$36,725	$38,194	24+L1	$1,000			$1,146			10/1/16	4/3/16	$40,340
														Total:	$444,617

Part Time:

Clerical

1	DeArmas, I.	Clerical Asst.	02/03/03	$18,096	$18,820					$565					$19,384

PSA's

1	Hernandez, R.	PSA	04/13/15	$16,800	$17,472					$524					$17,996
2	Open	PSA		$16,800	$17,472					$524					$17,996
														Total:	$35,992

School Crossing Guards

1	Cianca, M.	Crossing Gd.	03/14/00	$5,000	$5,200										$5,200
2	Suarez, C.	Crossing Gd.	08/14/06	$5,000	$5,200										$5,200
3	Serrania, M.	Crossing Gd.	08/18/08	$5,000	$5,200										$5,200
4	Blanco, C.	Crossing Gd.	04/14/14	$5,000	$5,200										$5,200
														Total:	$20,800

	FYE 2015 Total
Grand Total:	$3,866,020

CITY OF MIAMI SPRINGS
ASSET ACQUISITION REQUEST
FOR FY 2015-2016 BUDGET YEAR

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

Department: **POLICE**

Description of equipment requested	**Estimated Cost**
Two 2016 Ford Interceptor Utility Vehicles	$ 54,304.00
One 2016 Ford Interceptor Utility Vehicle (K-9)	$ 31,667.00
One 2016 Ford Interceptor Utility Admin Vehicle	$ 27,152.00
Four sets of light bars, deck lights, corner strobe kits, cages (prisoner	
transport), laptop computer mounts, K-9 vehicle equipment,	
plus installation, shipping, labor	$ 25,854.00
Police-friendly Telephone System	$ 18,000.00
Digital Voice Recording System for Dispatch/Equipment	$ 14,000.00
Total budget request:	$ 170,977.00

Detail any grant or additional funding sources for this project	**Funding**
	$ -
	$ -
	$ -
Total additional funding	$ -

Reason why equipment is needed

Replacement of four patrol vehicles to maintain fleet serviceability.
Replacement of emergency equipment (light bars, lights, sirens, etc.)
Existing equipment is aged and worn/installed numerous times; worn due to
use and weather deterioration. Need a reliable telephone system.
Voice recording equipment is out of date; need digital/contract expiration

Expected cost savings from this acquisition(if any)

	Expected Savings
Fleet maintenance	$ 15,000.00
	$ -

Department Head Signature **City Manager Approval**

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Law Enforcement Trust Fund

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

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

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

FY2015-16 Budget Highlights or Modifications

- Proposed budget is $131,951 for FY2016.
- Budget Summary:

Budgeted Revenues	$131,951(funding from Forfeiture funds)
Budgeted Expenditures	$131,951
Net cost of Department	$ -0-

CITY OF MIAMI SPRINGS
LAW ENFORCEMENT TRUST FUND
FISCAL YEAR ENDING 9/30/16

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2012-13 ACTUALS	FY2013-14 ACTUALS	FY2014-15 AMENDED BUDGET	FY2015-16 Departmental Request	Dollar Increase (Decrease)	YTD ACTUALS AS OF 6/30/15
LAW ENFORCEMENT TI							
650-2010-521.31-00	PROFESSIONAL SERVICES	2,510	4,795	3,178	-	(3,178)	1,450
650-2010-521.35-00	INVESTIGATIONS	-	-	25,000	25,000	-	
650-2010-521.34-00	CONTRACTUAL SERVICES			42,000	20,000	(22,000)	
650-2010-521.44-00	RENTALS AND LEASES	19,296	17,870	24,000	-	(24,000)	11,392
650-2010-521.52-00	OPERATING SUPPLIES	10,972	19,768	-	-	-	
650-2010-521.64-00	MACHINERY AND EQUIPMENT	12,953	96,731	183,000	-	(183,000)	156,032
650-2010-521.65-00	VEHICLES	84,057	-	-	-	-	-
* PUBLIC SAFETY		**129,788**	**139,164**	**277,178**	**45,000**	**(232,178)**	**168,874**

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Fiscal Year . . : 2015
Budget Level . . : BUDG
Description . . :
DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info	
650-2010-521-34-00	OTHER CONTRACTUAL SERVICE	20,000.00		
650-2010-521-35-00	INVESTIGATIONS	25,000.00		
			00100 EMERGENCY FUND AS NEEDED	25,000.00
			00200 -	.00
* Total Accounts for this Budget Level	2	45,000.00		

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CITY OF MIAMI SPRINGS
COMMUNITY POLICING OFFICE BUDGET
FISCAL YEAR ENDING 9/30/16

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2012-13 ACTUALS	FY2013-14 ACTUALS	FY2014-15 AMENDED BUDGET	FY2015-16 Departmental Request	Dollar Increase (Decrease)	YTD ACTUALS AS OF 6/30/15
LAW ENFORCEMENT TR							
650-2011-521.31-00	PROFESSIONAL SERVICES	240	200	300	300	-	160
650-2011-521.34-00	OTHER CONTRACTUAL SERVICE	-		2,500	-	(2,500)	2,474
650-2011-521.40-00	TRAVEL AND PER DIEM	5	1,000	5,000	5,000	-	-
650-2011-521.41-01	TELEPHONE: BASE & LOCAL	2,590	2,213	3,100	2,267	(833)	1,708
650-2011-521.41-02	CELLULAR TELEPHONE	1,000	1,064	1,200	1,000	(200)	680
650-2011-521.41-04	OVERNIGHT-UPS, FEDX	-	-	250	250	-	-
650-2011-521.41-06	INTERNET ACCESS	1,085	1,141	1,300	1,300	-	920
650-2011-521-43-01	ELECTRICITY	1,756	2,214	2,300	2,200	(100)	1,393
650-2011-521.44-00	RENTALS AND LEASES	-		500	500	-	
650-2011-521.44-01	BUILDINGS	19,200	19,584	19,584	19,584	-	16,320
650-2011-521.44-02	EQUIPMENT	1,934	2,071	2,500	2,500	-	1,767
650-2011-521.45-30	LIABILITY INSURANCE	2,391	2,391	1,600	1,600	-	1,992
650-2011-521.46-00	REPAIRS AND MAINTENANCE	-	825	2,500	2,500	-	
650-2011-521.46-03	EQUIPMENT	117	158	200	200	-	35
650-2011-521.47-00	PRINTING AND BINDING	-	-	1,000	1,000	-	
650-2011-521.48-00	PROMOTIONS	320	151	3,500	3,500	-	290
650-2011-521.48-02	ADVERTISING	464	800	3,000	3,000	-	680
650-2011-521.51-00	OFFICE SUPPLIES	871	623	1,500	1,500	-	457
650-2011-521.52-00	OPERATING SUPPLIES	1,602	1,484	6,000	6,000	-	880
650-2011-521.52-03	UNIFORMS	630	-	1,000	1,000	-	
650-2011-521.54-00	DUES, MEMBERSHIPS, SUBS	25	28	250	250	-	
650-2011-521.58-00	EDUCATION AND TRAINING	-		1,000	1,000	-	
650-2011-521.58-01	THREE PSAS	1,323		4,000	4,000	-	
650-2011-521.58-02	EDUCATION-OFFICERS	-	610	5,000	5,000	-	595
650-2011-521.64-00	MACHINERY AND EQUIPMENT	-	1,043	1,500	1,500	-	-
* COMMUNITY POLICING		**35,553**	**37,600**	**70,584**	**66,951**	**(3,633)**	**30,351**

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Fiscal Year . . : 2015
Budget Level . . : BUDG
Description . . :
DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info	
650-2011-521-31-00	PROFESSIONAL SERVICES	300.00		
		00100	WINDOW CLEANING AND CAR WASHES	300.00
		00200	-	.00
650-2011-521-40-00	TRAVEL AND PER DIEM	5,000.00		
		00100	OFFICER TRAVEL (TRAINING; LODGING, FUEL, PARKING,	5,000.00
		00200	TOLLS, MEAL ALLOWANCE, ETC.	.00
		00300	-	.00
650-2011-521-41-01	TELEPHONE: BASE & LOCAL	2,267.00		
		00100	BUDGETED BY FINANCE	2,267.00
		00200	-	.00
650-2011-521-41-02	CELLULAR TELEPHONE	1,000.00		
		00100	THREE (3) CELL PHONES FOR COMM POLICING OFFICERS	1,000.00
		00200	-	.00
650-2011-521-41-04	OVERNIGHT-UPS, FEDX	250.00		
		00100	OVERNIGHT COURIER SVC(FED EX, UPS, USPS, DHL, ETC)	250.00
		00200	-	.00
650-2011-521-41-06	INTERNET ACCESS	1,300.00		
		00100	BUDGETED BY FINANCE	1,300.00
		00200	-	.00
650-2011-521-43-01	ELECTRICITY	2,200.00		
		00100	BUDGETED BY FINANCE	2,200.00
		00200	-	.00
650-2011-521-44-00	RENTALS AND LEASES	500.00		
		00100	MISCELLANEOUS RENTALS & LEASES AS NEEDED	500.00
		00200	-	.00
650-2011-521-44-01	BUILDINGS	19,584.00		
		00100	CPO RENT $1,623/MO X 12 @ 274 WESTWARD DR.	19,584.00
		00200	-	.00
650-2011-521-44-02	EQUIPMENT	2,500.00		
		00100	TOSHIBA COPIER, FAX & PRINTER (LEASE & USAGE)	2,500.00
		00200	-	.00
650-2011-521-45-30	RISK MANAGEMENT	1,600.00		
		00100	BUDGETED BY FINANCE	1,600.00
		00200	-	.00
650-2011-521-46-00	REPAIRS AND MAINTENANCE	2,500.00		
		00100	FACILITY MTC, PAINTING, CARPET CLEANING, ETC.	2,500.00
		00200	-	.00
650-2011-521-46-03	EQUIPMENT	200.00		
		00100	REPAIRS FOR GENERAL EQUIPMENT AS NEEDED	200.00
		00200	MIAMI-DADE FIRE EQUIPMENT YEARLY INSPECTION	.00
		00300	-	.00
650-2011-521-47-00	PRINTING AND BINDING	1,000.00		
		00100	CPO GENERATED LITERATURE & PROFESSIONAL PRINT SVCS	1,000.00
		00200	-	.00
650-2011-521-48-00	PROMOTIONS	3,500.00		
		00100	COMMUNITY OUTREACH PROGRAMS (CRIME WATCH, ETC.)	3,500.00
		00200	-	.00
650-2011-521-48-02	ADVERTISING	3,000.00		
		00100	ITEMS & MATERIAL PRINTED W/CITY INFO, LOGO, ETC	3,000.00
		00200	FOR DISTRIBUTION AT COMMUNITY FUNCTIONS AS	.00

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Fiscal Year . . : 2015
Budget Level . . : BUDG
Description . . :
DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info	
		00300	ADVERTISING AND PUBLIC RELATIONS	.00
		00400	-	.00
650-2011-521-51-00	OFFICE SUPPLIES	1,500.00		
		00100	OFFICE SUPPLIES FOR COMMUNITY POLICING	1,500.00
		00200	-	.00
650-2011-521-52-00	OPERATING SUPPLIES	6,000.00		
		00100	OFFICER AWARDS (PLAQUES, PINS, TROPHIES, BARS)	6,000.00
		00200	BOTTLED WATER SERVICE, MISC OPERATING SUPPLIES,	.00
		00300	COMPUTER, OFFICE EQUIPMENT	.00
		00400	-	.00
650-2011-521-52-03	UNIFORMS	1,000.00		
		00100	UNIFORMS FOR COMMUNITY POLICING OFFICE STAFF	1,000.00
		00200	-	.00
650-2011-521-54-00	DUES, MEMBERSHIPS, SUBS	250.00		
		00100	MISCELLANEOUS SUBSCRIPTIONS	250.00
		00200	-	.00
650-2011-521-58-00	EDUCATION AND TRAINING	1,000.00		
		00100	EDUCATION & MATERIAL FOR COMMUNITY (I.E. DRUG	1,000.00
		00200	AWARENESS, CRIME PREVENTION, ETC.)	.00
650-2011-521-58-01	PSA TUITION REIMBURSEMENT	4,000.00		
		00100	COLLEGE TUITION REIMBURSEMENT FOR PUBLIC SVC AIDES	4,000.00
		00200	-	.00
650-2011-521-58-02	OFFICERS	5,000.00		
		00100	SPECIALIZED & ONGOING TRAINING FOR CPO STAFF AND/	5,000.00
		00200	OR TRAINING FOR NEW PROGRAMS/MANDATORY OFCR TRNG	.00
		00300	-	.00
650-2011-521-64-00	MACHINERY AND EQUIPMENT	1,500.00		
		00100	COMPUTER/MONITOR FOR CPO (MAIN)	1,500.00
		00200	-	.00
* Total Accounts for this Budget Level	24	66,951.00		

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CITY OF MIAMI SPRINGS
CRIMINAL JUSTICE TRAINING
FISCAL YEAR ENDING 9/30/16

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2012-13 ACTUALS	FY2013-14 ACTUALS	FY2014-15 AMENDED BUDGET	FY2015-16 Departmental Request	Dollar increase (Decrease)	YTD ACTUALS AS OF 6/30/15
CRIMINAL JUSTICE							
650-2012-521-58-00	EDUCATION AND TRAINING	-	-	20,000	20,000	-	-
* PUBLIC SAFETY		-	-	20,000	20,000	-	-

10-7