CITY OF MIAMI SPRINGS

FISCAL YEAR

2016-2017

PROPOSED BUDGET

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

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SECTION 1

AGENDA MEMORANDUM

Meeting Date: **07/28/2016**

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: FY2016-17 Proposed Budget Workbook

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

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

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

Following are the more significant budget assumptions:

1. The initial Proposed Budget maintains the millage at the current 7.5000, provides a surplus, and assumes no new outsourcing of services as well as no reduction in current services.

2. The health insurance renewal for next year is 8% higher.

3. The FY16-17 budget includes a 3% COLA for all General employees (except the City Manager) total cost of this is approx. $102,496. The Police budget includes a 2% pay increase for all uniformed officers in accordance with the current contract terms.

4. The Police budget continues the 1% reduction in police pension contribution until September 30, 2017 which has an additional cost of $10,000..

5. The Police budget includes retirement payouts in an amount of approx. $68,870 for three Officers while the Public Works budget includes $27,530 in retirement payouts for two employees.

6. Budget assumes a 1.5% cost of living increase for all operating expenditures (e.g.: fuel, utilities, supplies, etc.)

7. This General Fund budget request also contains approximately $262,794 in police vehicles, city-wide infrastructure including city hall air conditioner chiller replacement and duct work(see Page 1-3).

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

9. The Police budget includes $20,000 in lea lees for the upcoming contract negotiations with the Police Union, the Finance budget includes $25,000 for anticipated legal and Actuary costs also related to the contract negotiations.

10. The projected loss at the golf course is approx. $356,821.

11. The Public Works budget includes $50,000 for citywide tree planting.

12. Council budget includes a $35,000 funding request from CMI for next fiscal year, and $4,800 request from the Historic Museum for storage costs.

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

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

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

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

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

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

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

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CITY OF MIAMI SPRINGS
FY2016-17 PROPOSED BUDGET ANALYSIS

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

			Millage Impact add (reduce)
The current status of the budget at a 7.5000 millage is a surplus of.....		**$ 69,254**	
1) Annual event subsidies:			
City Events	$ 32,500		(0.0333)
Stafford Golf Tournament ($2000)	Included above		
Optimist BBQ ($2,000)	"		
Other events ($8,000)	"		
Police Appreciation Dinner ($3000)	"		
River Cities Festival ($7500)	"		
FLA League ad ($1000)	"		
Installation Dinner ($1,000)			
Employee Luncheon ($5000)	"		
Two annual car shows ($3000)	"		
CMI Subsidy	$ 35,000		(0.0359)
Historical Museum	$ 4,800		(0.0049)
Tennis program	$ 15,000		(0.0154)
Pelican Playhouse	$ 23,000		(0.0236)
Total all annual events		**$ 110,300**	
2) Eliminate all capital expenditures: (see attachment C for details)			-
HP Server-DL series	6,000		(0.0061)
Ice machine	2,600		(0.0027)
Stand up commercial freezer	2,500		(0.0026)
Four (4) 2016 Ford Taurus Unmarked Vehicles for Detectives @ $25,00(	100,000		(0.1025)
Vehicle emergency equipment & installation @ $4,000/ea (inc boxes)	16,000		(0.0164)
Two (2) speed detection devices (radars) @ $2,500/ea	5,000		(0.0051)
Stationary Portable Two-Camera Automated License Plate Reader syste	22,294		(0.0228)
K-9 Bite Suit	1,500		(0.0015)
Four (4) laptop computers w/software and accessories for Detectives	5,000		(0.0051)
Two (2) Heartsmart Automated External Defibrillator Machines	2,820		(0.0029)
Stalker Portable Pole-Mounted Radar Speed Sign w/data recording	3,600		(0.0037)
Four(4) mobile tablet writers for Motorcycle Officers	4,000		(0.0041)
Ductless Split A/C system for Police Communications/Dispatch area	7,994		(0.0082)
Remodel cubicles in Detective Bureau	12,000		(0.0123)
Trane A/C Chiller Compressor Overhaul City Hall	38,248		(0.0392)
Install multiple ductless split A/C system for Fire Dept. common areas	25,238		(0.0259)
Mini fingerprint scanner and software for creating FBI/FDLE applicant trai	8,000		(0.0082)
Total all capital expenditures		**$ 262,794**	
3) Personnel Related reductions:			
1) Eliminate dependent health coverage for all General employees only	$ 49,939	$ 49,939	(0.0512)
2) Across the Board 3% COLA exc. For City Manager (each 1% costs $34,165)	$ 102,496	$ 102,496	(0.1050)
3) Eliminate the reduction of police pension contribution to 15%	$ 10,000	$ 10,000	(0.0102)
	$ -	$ -	-
	$ -	$ -	-
4) Other reductions		-	-
City wide tree planting	$ 50,000	50,000	(0.0512)
Eliminate lobbyst	$ 45,000	45,000	(0.0461)
	$ -	$ -	-
	$ -	$ -	-

ADDITIONAL INFORMATION:

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

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

FISCAL YEAR 2016-17 WISH LIST ITEMS

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

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

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

CITY OF MIAMI SPRINGS
FINANCIAL DASHBOARD
PAST FOURTEEN FISCAL YEARS

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

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

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

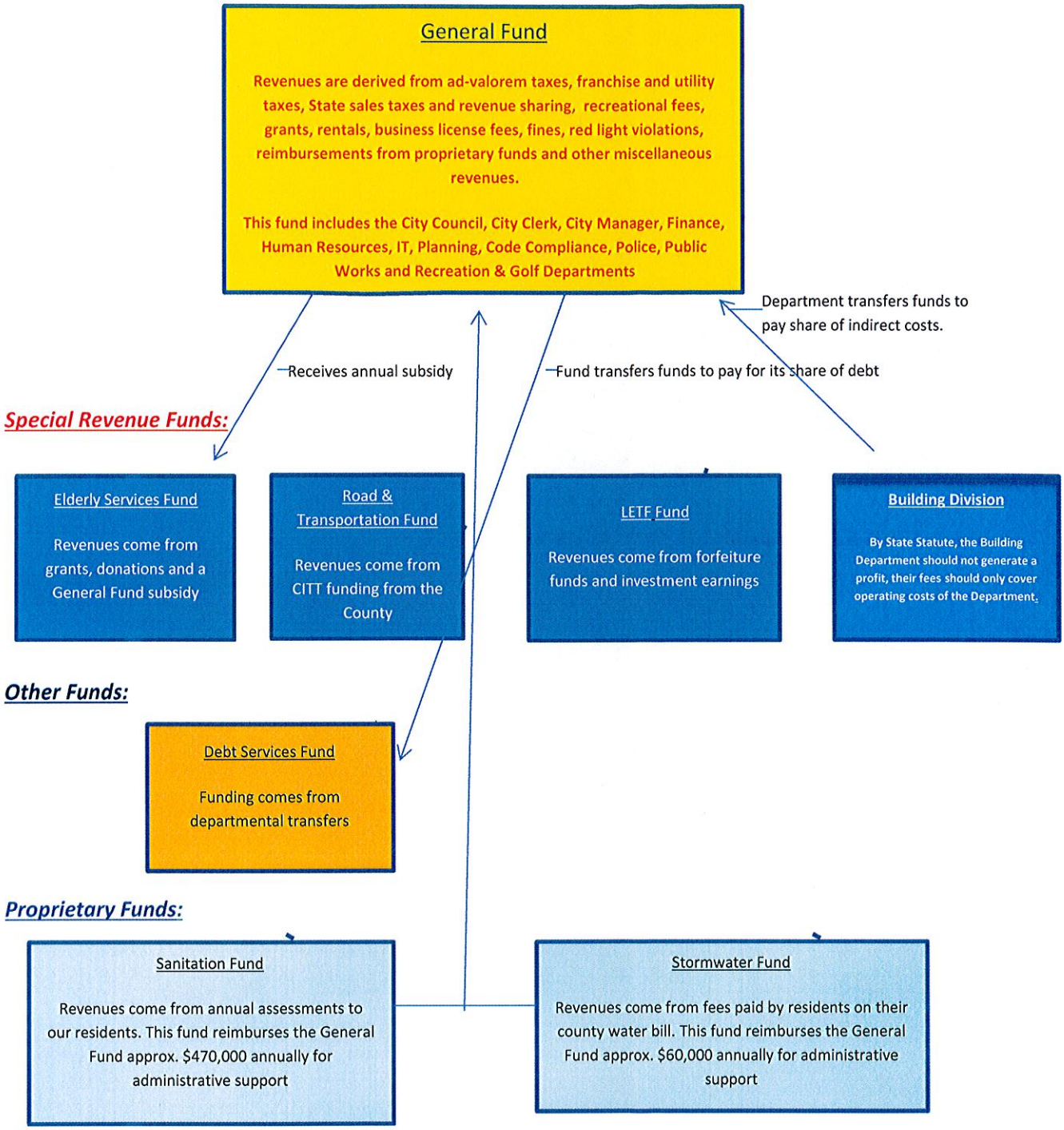
The City's reserves have increased from a deficit in FY2002 to the current $4.4 million in FY2015.

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

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

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

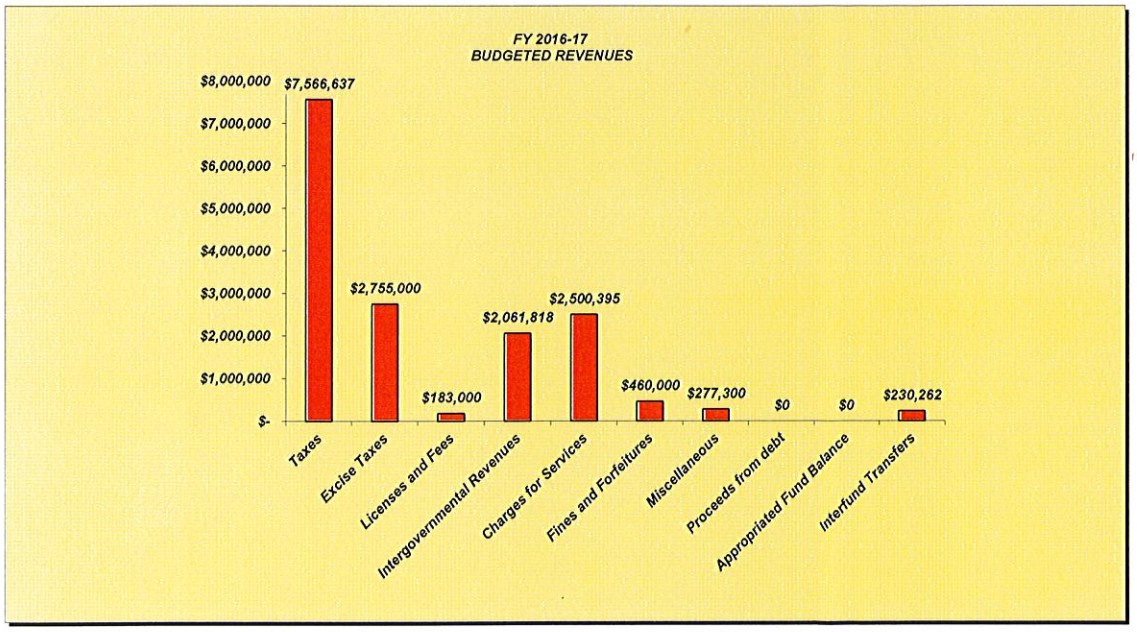
The Ad Valorem property taxes assessed and collected by the City for FY2015 are approximately the same amount as those collected in FY2007!!!



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

CITY OF MIAMI SPRINGS
SUMMARY OF GENERAL FUND REVENUES

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



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CITY OF MIAMI SPRINGS
REVENUE COMPARISON
GENERAL FUND

Line Item Revenue	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Proposed Budget	% of Total	% Change from 2015-16
Ad Valorem Taxes - Current	6,653,974	7,061,613	$ 7,023,400	$ 7,486,637	46.69%	6.6%
Ad Valorem Taxes - Delinquent	15,227	89,695	80,005	80,000	0.50%	0.0%
Franchise Fees	940,553	945,594	945,000	945,000	5.89%	0.0%
Utility Service Taxes	1,209,894	1,193,635	1,199,000	1,200,000	7.48%	0.1%
Local Communications Tax	598,314	602,075	610,000	610,000	3.80%	0.0%
Occupational Licenses - City	72,758	79,916	75,000	75,000	0.47%	0.0%
Occupational Licenses - County	21,827	21,948	20,000	20,000	0.12%	0.0%
Building Permits	414,313	108,265	-	-	SEE NOTE A	0.0%
Electrical Permits	90,186	59,335	-	-	SEE NOTE A	0.0%
Plumbing Permits	47,490	31,218	-	-	SEE NOTE A	0.0%
Roofing Permits	68,744	77,058	-	-	SEE NOTE A	0.0%
Mechanical Permits	54,504	27,656	-	-	SEE NOTE A	0.0%
Zoning Fees	42,513	46,770	42,000	42,000	0.26%	0.0%
Certification of Completions	3,850	2,440	-	-	SEE NOTE A	0.0%
Structural Permits	26,260	23,256	-	-	SEE NOTE A	0.0%
POD Permit Fees	1,350	1,625	-	-	SEE NOTE A	0.0%
Other Permits	199,419	176,858	-	-	SEE NOTE A	0.0%
Misc plan Reviews	-	-	5,000	6,000	0.04%	20.0%
State Revenue Sharing	426,621	454,359	457,679	481,860	3.01%	5.3%
Alcoholic Beverage License	12,237	11,443	15,000	15,000	0.09%	0.0%
1/2-cent Sales Tax	1,003,119	1,051,079	1,106,608	1,120,354	6.99%	1.2%
Local Option Gas Tax	367,298	380,476	387,207	380,104	2.37%	-1.8%
Gas Tax Rebate	8,775	8,848	11,000	10,000	0.06%	-9.1%
School Crossing Guards	15,225	17,264	20,000	18,000	0.11%	-10.0%
Summer Camp Activity Fees	22,545	24,724	18,000	36,000	0.22%	100.0%
Summer Camp	129,745	139,551	170,000	150,000	0.94%	-11.8%
Fitness Room Membership	38,122	27,716	20,000	15,000	0.09%	-25.0%
After School Program	38,126	43,780	32,000	41,000	0.26%	28.1%
Gym Admission Fees	-		3,000	1,800	0.01%	-40.0%
Senior Center rental			1,200	-	0.00%	-100.0%
Water Polo/Aquatics Teams	11,215	4,373		3,000	0.02%	#DIV/0!
Swimming Pool Admissions/Lessons	68,538	2,700	52,300	75,000	0.47%	43.4%
Yoga	7,115	4,807	-	-	0.00%	#DIV/0!
Pool Rental	7,180	2,160	3,000	9,000	0.06%	200.0%
Get Fit Summer Camp	5,750		16,000	48,000	0.30%	200.0%
Vending Machines	1,460	2,311	3,000	3,500	0.02%	16.7%
Fireworks-VG	3,000	3,000	3,000	3,000	0.02%	0.0%
Pool Memberships	8,015	653	2,280	3,500	0.02%	53.5%
Aquatic Multipurpose Room Rental	-		6,400	19,200	0.12%	100.0%
Shade Area/Umbrella Rentals			22,400	46,800	0.29%	100.0%
Basketball fees	29,490	29,650	44,450	22,500	0.14%	-49.4%
Other Annual Events	5,696	11,235	9,730	9,000	0.06%	-7.5%
Pelican Theatre	8,985	8,805	10,000	5,000	0.03%	-50.0%
Jazzercize	3,925	4,206	3,600	4,800	0.03%	33.3%
Daddy/Daughter Dance	4,453	4,843	7,525	7,500	0.05%	-0.3%
Green Fees	808,179	871,057	1,027,535	1,028,125	6.41%	0.1%
Cart Fees	51,640	48,483	72,062	72,145	0.45%	0.1%
Golf Merchandise/Food & Beverage Sales	84,070	101,234	100,771	100,800	0.63%	0.0%
Range Fees	135,504	133,414	173,101	173,200	1.08%	0.1%
Misc. Club Rental/Lessons	7,832	24,043	23,266	23,400	0.15%	0.6%
Golf memberships	65,380	68,555	68,188	69,125	0.43%	1.4%
Miscellaneous Charges for Serv		13,108		-	0.00%	0.0%
Copies & Other Charges	2,481	3,129	3,000	3,000	0.02%	0.0%
Lien Search	17,050	18,646	15,000	15,000	0.09%	0.0%
Re-Occupancy Inspection fees	26,000	24,000	22,000	22,000	0.14%	0.0%
Clerk of the Court - Fines	133,357	97,567	138,000	90,000	0.56%	-34.8%
Code Enforcement tickets	23,800	73,084	25,000	20,000	0.12%	-20.0%
Disabled Parking tickets		8,888	11,000	-	0.00%	-100.0%
Administrative Fee-Red Light hearings	9,721	17,088	15,000	22,000	0.14%	46.7%
Police Grants-Byrne Grant	2,684	2,793	5,000	5,000	0.03%	0.0%
Other Grants	15,936		9,500	9,500	0.06%	0.0%
Interest - Investments	10,102	16,990	10,000	10,000	0.06%	0.0%

CITY OF MIAMI SPRINGS
REVENUE COMPARISON
GENERAL FUND

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

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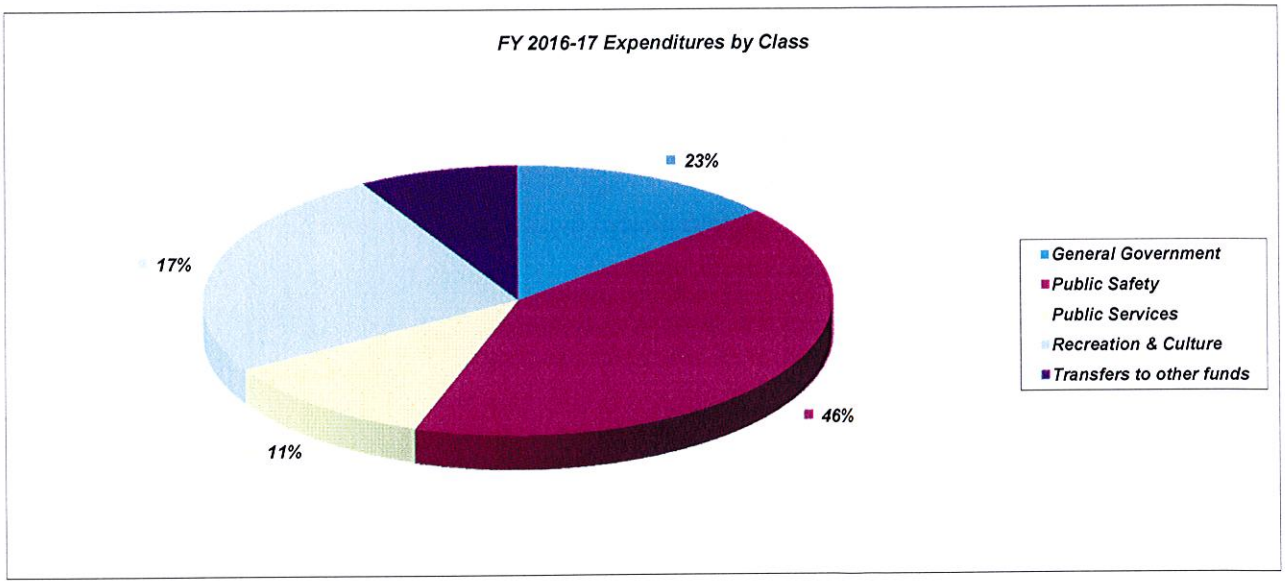
CITY OF MIAMI SPRINGS
EXPENDITURES BY CLASS

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



CITY OF MIAMI SPRINGS
EXPENDITURES BY DEPARTMENT

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

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CITY OF MIAMI SPRINGS
LISTING OF TOP EXPENDITURES-GENERAL FUND

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

1-14

CITY OF MIAMI SPRINGS
LISTING OF TOP EXPENDITURES - ALL FUNDS

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

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

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

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CITY OF MIAMI SPRINGS
BUDGET SUMMARY FY 2016-17

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

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CITY OF MIAMI SPRINGS
ENTERPRISE FUND BUDGET SUMMARY FY 2016-17

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

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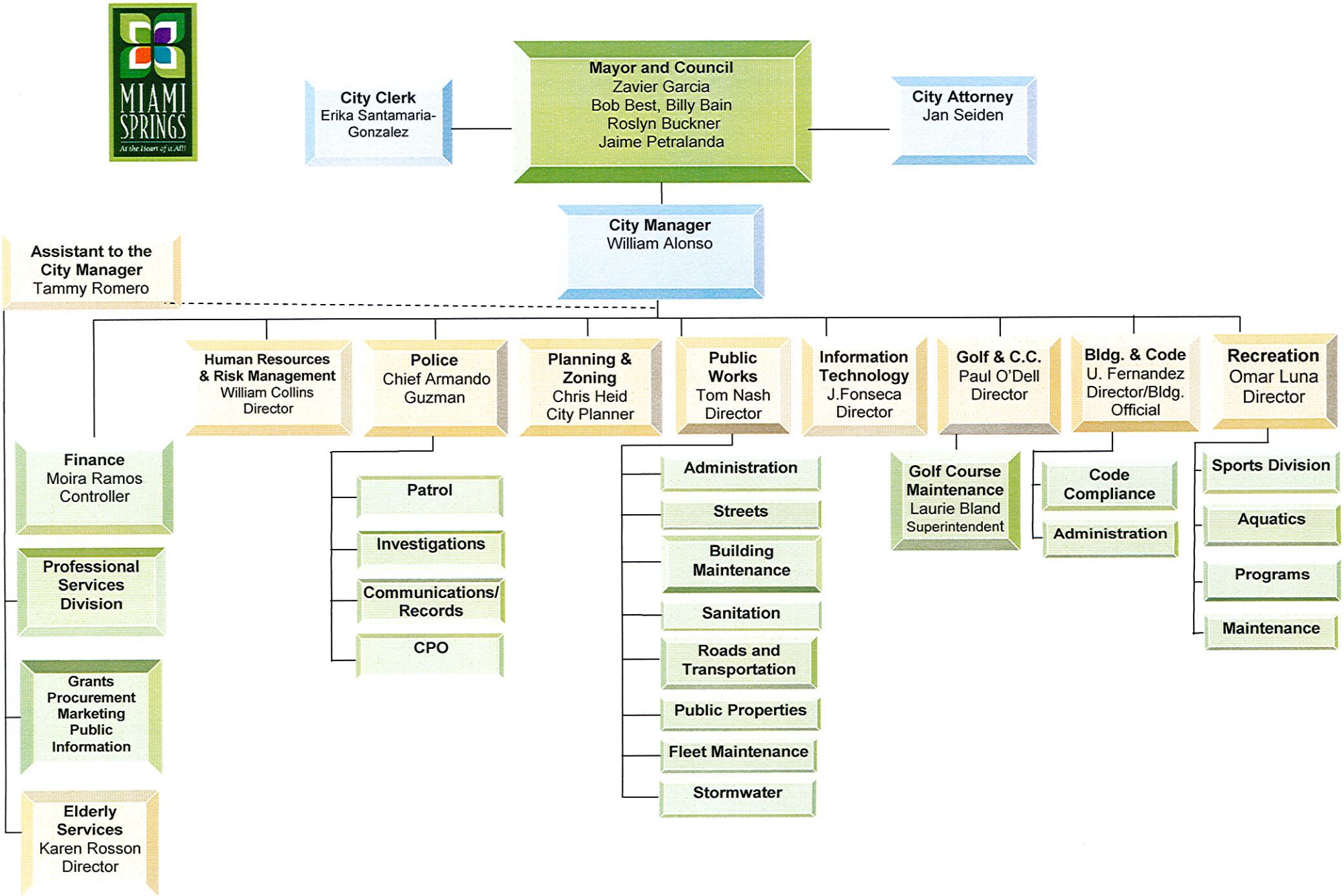
City of Miami Springs Organizational Chart
2016 - 2017



CITY OF MIAMI SPRINGS

PERSONNEL COMPARISON BY DEPARTMENT

Final

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

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

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

1-21

* NON CIVIL SERVICE

SECTION 2

City Council

Mission Statement

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

2-1

City Council

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

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

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

Goals

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

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

Objectives

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

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

2015-16 Accomplishments

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

City Council

2016-17 Budget Highlights

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

- Budget Summary:

Budgeted Revenues	$ -0-
Budgeted Expenditures	$136,112
Net cost of Department	$136,112

- The Promotions line item is a lump sum of $72,300 to be allotted during the year as follows:

1. $32,500 will be allocated during the year for the following events:

   Stafford Golf Tournament ($2,000)
   River Cities Festival ($7,500)
   Car shows (2) ($3,000)
   City events ($8,000)
   Fla League 89th anniversary ad ($1,000)
   Miami Dade Installation Dinner ad ($1,000)
   Employee Holiday Dinner ($5,000)
   Police Appreciation Dinner ($3,000)
   Optimist BarBQ ($2,000)

2. $35,000 has been allocated to the Curtis Mansion to assist with their annual operating costs.

3. $4,800 has been allocated to the Historic Museum for storage costs ($400 per month for 12 months)

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

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2013-14 ACTUALS	FY2014-15 ACTUALS	FY2015-16 AMENDED BUDGET	FY2016-17 Departmental Request	Dollar Increase (Decrease)	YTD ACTUALS AF OF 6/30/2016
MAYOR & COUNCIL							
001-0101-511.11-00	EXECUTIVE SALARIES	31,800	33,302	31,800	31,800	-	22,348
001-0101-511.21-00	FICA TAXES	2,433	2,548	2,433	2,433	(0)	1,710
001-0101-511.24-00	WORKER'S COMPENSATION	380	721	842	80	(763)	630
001-0101-511-31-00	PROFESSIONAL SERVICES	2,500	26,350	-	-	-	-
001-0101-511-34-00	CONTRACTUAL SERVICES	8,142	6,758	7,240	5,800	(1,440)	4,489
001-0101-511.40-00	TRAVEL AND PER DIEM	5,491	6,298	10,000	11,400	1,400	2,337
001-0101-511.41-01	TELEPHONE	-	-	3,576	2,100	(1,476)	1,816
001-0101-511.44-00	RENTALS AND LEASES	11,000	-		-	-	-
001-0101-511-47-00	PRINTING AND BINDING	1,178	979	2,480	2,850	370	957
001-0101-511.48-00	PROMOTIONS	50,296	66,409	83,550	72,300	(11,250)	61,949
001-0101-511-51-00	OFFICE SUPPLIES	76	115	1,000	-	(1,000)	-
001-0101-511-52-09	OPERATING SUPPLIES	1,388	1,778	1,000	1,000	-	1,245
001-0101-511.54-00	DUES, MEMBERSHIPS, SUBS	2,866	2,937	3,400	3,400	-	1,605
001-0101-511.58-00	EDUCATION AND TRAINING	-	1,932		-		-
001-0101-511.59-00	MISCELLANEOUS EXPENSES	874	1,705	2,950	2,950	-	1,082
001-0101-511.64-00	MACHINERY AND EQUIPMENT	-	-	4,146	-	(4,146)	1,578
**	**MAYOR & COUNCIL**	**118,424**	**151,832**	**154,417**	**136,112**	**(18,305)**	**101,746**

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

DEPARTMENTAL INPUT

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

CITY OF MIAMI SPRINGS 2016-2017 BUDGET - CITY COUNCIL

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

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

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

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

001-0101-511-41-00 – Telephone

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

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

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

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

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

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

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

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

TOTAL	**$0.00**
BUDGETED	**$0.00**

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

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

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

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

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

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

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

TOTAL	**$0**

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

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

Basis for FY 2016-17 Salary Projections

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

Adjustment includes:

Max Annual merit increase for position	0.0%
Cost of living Adjustment	0.0%
CPI for all urbans (Apr to Apr)	0.00%
Estimate used for COLA Projection	0.00% ***to be effective on 10-01-2016***

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City of Miami Springs

Department: CITY COUNCIL

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

|::

William Alonso

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

William,

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

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

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

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

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

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

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

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

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

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

1:51 PM
07/09/16
Accrual Basis

PRELIMINARY - BEFORE Y/E ADJUSTMENTS

Curtiss Mansion Inc
Profit & Loss
July 2015 through June 2016

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

Curtiss Mansion Inc
Profit & Loss
July 2015 through June 2016

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

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Curtiss Mansion Inc
Profit & Loss
June 2016

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

2-13

RIVER CITIES FESTIVAL

APRIL 22, 23, 24, 2017

June 23, 2016

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

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

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

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

Tom Curtis
Executive Director, River Cities Festival

2-14

RIVER CITIES FESTIVAL

APRIL 15, 16, 17, 2016

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

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

EXPENSES	
Insurance	$2,371
Computer Electric	$7,760
Police Services	$18,334
Entertainment	$17,414
Express Waste	$1,343
Public Works	$6,196
Hertz Equipment	$2,219
Festival Program	$1,372
Express Toilets	$2,500
Street Sweeping	$770
Delta Force Security	$642
Festival T-Shirts	$2456
Casual Labor	$1,500
Charlie's Signs	$495
TOTAL	**$65,372**

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

53 Curtiss Parkway • Miami Springs, FL 33166 • 305.887.1234 • fax: 305.477.1346

2-15

RIVER CITIES FESTIVAL

APRIL 9, 10, 11, 2015

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

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

EXPENSES	
Insurance	$2,371
Computer Electric	$7,760
Police Services	$13,942
Entertainment	$17,847
Stage Rental	$3,789
Public Works	$5,416
Hertz Equipment	$2,219
Festival Program	$1,372
Express Toilets	$2,250
Street Sweeping	$770
Delta Force Security	$642
Festival T-Shirts	$1,696
Casual Labor	$1,000
Charlie's Signs	$260
Waste Solutions	$1,880
Miscelllaneous	$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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2-16

Miami Springs Historical Society Inc.

Profit and Loss

Calendar Year 2015

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

2-17

SECTION 3

City Clerk

Mission Statement

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

3-1

City Clerk

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

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

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

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

Goals

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

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

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

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

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

Objectives

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

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

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

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

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

Objectives (continued)

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

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

Continue to provide assistance to all Departments concerning City needs.

2015-16 Accomplishments

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

2016-17 Budget Highlights

- Proposed budget is $ 9,636 or 3.6% lower than FY2015/2016.

- Budget includes $20,000 in contractual services and $6,000 in advertising for the 2017 city election.

- Budget Summary:

Budgeted Revenues	$ -0-
Budgeted Expenditures	$280,888
Net cost of Department	$280,888

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

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

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

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

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

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

Basis for FY 2016-17 Salary Projections

Base Salary for each position: 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 10-01-2016***

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City of Miami Springs

Department: CITY CLERK

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

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CITY OF MIAMI SPRINGS 2016-2017 BUDGET - CITY CLERK

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

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

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

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

001-0301-513-41-01 – Telephone

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

001-0301-513-41-00 - Postage

Stamps/Post Office Transactions	$624.00
TOTAL	
BUDGETED	

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

TOTAL	**$0.00**
BUDGETED	**$0.00**

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

SECTION 4

City Manager

Mission Statement

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

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

City Manager

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

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

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

Goals

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

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

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

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

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

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

Objectives

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

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

Objectives (continued)

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

Provide timely response to questions and concerns of residents.

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

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

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

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

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

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

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

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

2015-16 Accomplishments

FY 2016-17 Budget Highlights

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

- Budget Summary:

Budgeted Revenues	$ -0-
Budgeted Expenditures	$325,623
Net cost of Department	$325,623

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

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

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

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

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

Basis for FY 2016-17 Salary Projections

Base Salary for each position: Calculations is based upon current earnings at 2,080 hours
Adjustment includes:
Max Annual merit increase for position 0.0%
Cost of living Adjustment
CPI for all urbans (Apr to Apr) 0.00%
Estimate used for COLA Projection 0.00% ***to be effective on 10-01-2016***

City of Miami Springs

Department: Office of the City Manager

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

TOR-Top of range no merit increases

SECTION 5

Human Resources

Mission Statement

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

5-1

Human Resources

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

Goals

Continue to develop and maintain effective, positive employee relations.

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

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

Objectives

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

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

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

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

2015-16 Accomplishments

Human resources:

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

2015-16 Accomplishments (continued)

- Processed 60 returning/new recreation leaders and lifeguards for the summer program. Scheduled drug screening and fingerprinting with collaboration from our police department.

- E-Verification screening for all new employees.

- Continued the enforcement of alcohol and drug random testing for CDL holders.

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

Workers' Compensation:

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

- Reduced the number of Workers' Compensation claims, as a result of team effort of management and employees to have a safe work environment.

Risk Management:

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

FY 2016-17 Budget Highlights

- Proposed budget is $12,270 or 5.5 % higher than FY2015/2016.

- Increase due to the increase in pension costs related to the hiring of a new HR Director since prior Director was in the DROP plan. Budget also includes $8,000 for the purchase of a fingerprint hardware/software package to allow us to do this function in-house instead of outsourcing and creating annual savings of over $4,000.

- Budget Summary:

Budgeted Revenues	$ -0-
Budgeted Expenditures	$235,588
Net cost of Department	$235,588

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

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

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

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

Basis for FY 2016-17 Salary Projections

Base Salary for each position: 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 10-01-2016***

|::

City of Miami Springs

Department: HUMAN RESOURCES

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

TOR- Top of range-no merit increases

CITY OF MIAMI SPRINGS
ASSET ACQUISITION REQUEST
FOR FY 2016-2017 BUDGET YEAR

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

Department: Human Resources

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

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

Reason why equipment is needed

Fingerprinting is required for all new hires. Currently this service is being outsourced at a cost of $57.00 per fingerprinting transaction. This one time purchase of hardware and software will allow our CPO office to perform these services in-house.

Expected cost savings from this acquisition(if any)	**Expected Savings**
EX: 61 applicants were processed for the summer program @ $57..00	$3,477.00 per year
	$ -

Department Head Signature

City Manager Approval

SECTION 6

Finance Department

Mission Statement

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

6-1

Finance Department-Administrative Division

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

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

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

Goals

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

Objectives

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

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

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

Improve the usefulness of the performance measures of each department.

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

2015-16 Accomplishments

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

2015-16 Accomplishments (continued)

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

FY 2016-17 Budget Highlights

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

Budgeted Revenues	$ -0-
Budgeted Expenditures	$420,385
Net cost of Department	$420,385

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

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

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

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

Finance Department-Professional Services Division

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

Goals

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

Objectives

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

2015-16 Accomplishments

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

Finance Department-Professional Services Division

2015-16 Accomplishments (continued)

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

FY 2016-17 Budget Highlights

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

Budgeted Revenues	$ -0-
Budgeted Expenditures	$205,179
Net cost of Department	$205,179

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

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

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

DEPARTMENTAL INPUT

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

FY15/16 FINANCE- PROFESSIONAL SERVICES BUDGET ASSUMPTIONS

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

ADDITIONALNOTE:

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

Basis for FY 2016-17 Salary Projections

Base Salary for each position:	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 10-01-2016*

City of Miami Springs

Department: FINANCE

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

Department: FINANCE
PROFESSIONAL SERVICES DIVISION

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

SECTION 7

City Attorney

Mission Statement

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

7-1

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 2016-17 Budget Highlights

- Proposed budget is same as prior year, no change reported.
- 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 9/30/17

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

Fiscal Year . . . : 2016
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	

SECTION 8

Planning Department

Mission Statement

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

Planning and Zoning Department

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

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

Goals and Objectives:

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

Objective:	Perform necessary services to affect the Departmental Mission.

FY2015-16 Accomplishments

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

FY2016-17 Budget Highlights

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

- Budget Summary:

Budgeted Revenues	$ 48,000
Budgeted Expenditures	$ 74,237
Net cost of Department	$ 26,237

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

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

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

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

Basis for FY 2016-17 Salary Projection

Base Salary for each position: 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 10-01-2016***

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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 3/31/16	Date of Annual Review	FY 16-17 Projected Merit Increase	3% COLA Increase	Longevity	FY 2016-17 Projection
Planning Director-PG44	C Heid	PT	1	1	0	50,970		$0	$1,529	$0	$52,500
Administrative Asst I-PG22	Juan Garcia	FT	0.25	0.25	0	7,325	n/a	$0	$220	$0	$7,545
Total projections			**1.3**	**1.3**	**0**	**58,295**		**$0**	**$1,749**	**$0**	**$60,044**

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

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

BUILDING REVENUES

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

PLANNING AND ZONING FEES

Line Item Revenue	FY13-14 Actual	FY14-15 Actual	FY15-16 AMENDED BUDGET	FY15-16 Actual As of 6/30/16	FY16-17 Budget	
Zoning Review Fes	30,053	35,600	35,000	29,000	$ 35,000	80000
Board Fees	8,460	11,170	12,000	2,610	$ 12,000	11350
Miscellaneous Fees	4,000	-	-	520	$ 1,000	6000
						97350

SECTION 9

Miami Springs Police Department

Mission Statement

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

9-1

Police Department

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

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

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

Goals

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

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

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

Increase "Homeland Security" efforts.

Provide an assigned vehicle for every officer.

Provide an assigned laptop computer for every officer.

Reduction of vehicle burglaries at commercial business parking lots.

Increase public awareness of crime prevention.

Reduce speeding infractions in residential and commercial areas.

Implement a Defensive Tactics Training Program.

Objectives

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

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

Objectives (continued)

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

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

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

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

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

2015-16 Accomplishments

Purchased and installed a recorder for the Police phone lines.

Purchased 6 new rugged laptops for use in patrol vehicles.

Hosted 4 "community shred day" events.

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

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

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

Completely rewired the Community Police Office for network and phone.

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

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

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

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

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

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

2015-16 Accomplishments (continued)

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

Recently purchased a Mobile Automated License Plate Reader.

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

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

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

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

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

FY 2016-17 Budget Highlights

- The FY2016-17 budget is $5,835 or a 0.1% decrease from the prior year. The following are some key items included in the proposed budget:

  1. Increase of 2% for pay raise in accordance to FOP contract. Budget also includes $10,000 in order to decrease officer pension contribution to 15% for FY 2016-17 since rate was set to increase to 15.5% next year.

  2. Increase in capital expenditures since this year we are requesting four unmarked cars and additional upgraded technology.

  3. Budget includes $68,870 in payouts due to retirement.

  4. Increase of $20,000 in legal fees to cover costs associated with the FOP contract negotiations next year.

  5. Addition of a part time clerical assistant.

  6. Creation of a new position within the city pay chart of a "Police Recruit" for those police candidates that the Department puts through the Academy.

- Budget Summary:

Budgeted Revenues	$ 467,000 (includes $350,000 in red light)
Budgeted Expenditures	$ 6,429,630
Net cost of Department	$5,962,630

- Budget includes $116,000 for four new unmarked cars with equipment, $19,994 in building improvements, $22,294 for a stationary automated license plate reader for the incoming bridge, and $10,000 for two new speed detection devices, updated laptops for Detectives and Lieutenants, and $11,920 for other equipment

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

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

9-5

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

DEPARTMENTAL INPUT

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

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

DEPARTMENTAL INPUT

Account #	Description		Budget Amount / Misc. Info	
1-2001-521-24-00	WORKER'S COMPENSATION		265,541.00	
		00100	BUDGETED BY FINANCE	265,541.00
		00200	-	.00
1-2001-521-31-00	PROFESSIONAL SERVICES		14,850.00	
		00100	K-9 VETERINARY CARE FOR TWO POLICE DOGS	7,200.00
		00200	BOARDING OF K-9'S AS NEEDED	995.00
		00300	BIOHAZARD CLEAN UP FOR POLICE VEHICLES AND CELLS	2,000.00
		00400	STATE ATTORNEY'S OFFICE (ORDINANCE PROSECUTION)	500.00
		00500	MIA-DADE CO ASSC CHIEFS OF POL COURT STAND-BY PROG	1,205.00
		00600	SUBPOENA PHONE RECORDS	250.00
		00700	E-NOTIFY PROGRAM (ELECTRONIC COURT SUBPOENA SYS)	1,100.00
		00800	RECORDS STORAGE (OFF PROPERTY)	1,600.00
		00900	-	.00
1-2001-521-31-01	LEGAL		30,000.00	
		00100	LEGAL SVCS AS NEEDED (PENSION, LABOR, FOP, ETC.)	30,000.00
		00200	-	.00
1-2001-521-34-00	OTHER CONTRACTUAL SERVICE		9,746.00	
		00100	MANDATORY RANGE RENTAL (FIREARMS QUALIFYING)	5,600.00
		00200	VEHICLE GRAPHICS FOR MARKED UNITS/REPAIRS	2,000.00
		00300	PUBLIC ENGINES (CRIME REPORTS ONLINE SEARCH)	706.00
		00400	TRANSUNION ONLINE INVESTIGATIVE SYSTEM ($120/M0)	1,440.00
		00500	-	.00
1-2001-521-40-00	TRAVEL AND PER DIEM		12,375.00	
		00100	SUNPASS TRANSPONDERS FOR UNMARKED POLICE VEHICLES	1,200.00
		00200	LODGING, FUEL, PARKING, TOLLS, MEAL ALLOWANCE,	.00
		00300	CAR RENTAL, COMMERCIAL AIR FARE FOR TRAINING,	.00
		00400	INVESTIGATIONS, APPLICANTS/BACKGROUND CHECKS	.00
		00500	CJIS USERS CONFERENCE (COMM SUPV & DISPATCHER II)	1,025.00
		00600	TASER INSTRUCTOR CERTIFICATION & RECERTIFICATION	1,000.00
		00700	FLORIDA POLICE CHIEFS ASSOC ANNUAL MEETING	1,200.00
		00800	FBINAA FLORIDA CONFERENCE FOR CHIEF OR CAPT	850.00
		00900	IACP CONF IN SAN DIEGO 10/16 CHIEF & CAPT	4,500.00
		01000	ANNUAL PERF CONFERENCE FOR CHIEF	1,800.00
		01100	FLORIDA POLICE MEMORIAL (TWO OFFICERS)	800.00
		01200	-	.00
1-2001-521-41-01	TELEPHONE: BASE & LOCAL		5,069.00	
		00100	BUDGETED BY FINANCE	5,069.00
		00200	-	.00
1-2001-521-41-02	CELLULAR TELEPHONE		14,300.00	
		00100	CELLULAR PHONE CHARGES FOR 10 PHONES	3,500.00
		00200	VERIZON MI-FI FOR MOBILE CONNEC (21 MI-FI, 4 ACCT)	.00
		00300	@ $36/EA (25 X $36 = $900/MO X 12 MOS)	10,800.00
		00400	-	.00
1-2001-521-41-03	POSTAGE		546.00	
		00100	BUDGETED BY FINANCE	546.00
		00200	-	.00
1-2001-521-41-04	OVERNIGHT-UPS, FEDX		975.00	
		00100	OVERNIGHT SERVICES (FEDEX, UPS, DHL, USPS)	975.00
		00200	-	.00
1-2001-521-41-06	INTERNET ACCESS		3,187.00	

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

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

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

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

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

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

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

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

FY 2016/2017 Police Dept. Salary Projection

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

9-12

FY 2016/2017 Police Dept. Salary Projection

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

$2,665,199

Civilian Police Recruits:

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

$3,222,744

Civilians: (3% COLA)

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

Part Time:

Clerical

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

PSA's

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

School Crossing Guards

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

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

9-13

CITY OF MIAMI SPRINGS
ASSET ACQUISITION REQUEST
FOR FY 2016-2017 BUDGET YEAR

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

Department: **POLICE**

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

Detail any grant or additional funding sources for this project	**Funding**
Trade in older radars for credit	
	$ -
	$ -
Total additional funding	$ -

Reason why equipment is needed

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

Replace older, outdated radars for better efficiency.

License plate reader to detect felony/wanted vehicles.

Laptops for Detectives to use in car/mobile

Expected cost savings from this acquisition(if any)	**Expected Savings**
	$ -

Department Head Signature

City Manager Approval

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

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

Department: Police

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

Install a Ductless-Split A/C System for the Police Department's	
Communications & Dispatch area.	$ 7,994.00
Remodel/update cubicles in Detective Bureau	$ 12,000.00
Total budget request:	$ 19,994.00

Detail any grant or additional funding sources for this project

	Funding
	$ -
	$ -
	$ -
Total funding sources:	$ -

Reason why project is needed

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

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

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

	$ -
	$ -
	$ -
	$ -
Totals	$ 19,994.00

Department Head Signature

City Manager Approval

9-15

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

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

9-16

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

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

9-17

SECTION 10

Law Enforcement Trust Fund

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

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

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

FY2016-17 Budget Highlights

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

Budgeted Revenues	$132,339(funding from Forfeiture funds)
Budgeted Expenditures	$132,339
Net cost of Department	$ -0-

10-1

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

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

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

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

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

Account #	Description	Budget Amount	Misc. Info	
650-2011-521-48-02	ADVERTISING	00200 -		.00
		3,000.00		
		00100	ITEMS & MATERIAL PRINTED W/CITY INFO, LOGO, ETC	3,000.00
		00200	FOR DISTRIBUTION AT COMMUNITY FUNCTIONS/IN OFFICE	.00
		00300	AS ADVERTISING AND PUBLIC RELATIONS	.00
		00400 -		.00
650-2011-521-51-00	OFFICE SUPPLIES	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, COMM BARS)	6,000.00
		00200	BOTTLED WATER SERVIE, 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 STAFF, HATS, ETC.	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
		00300 -		.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 AND MONITOR FOR CPO (MAIN)	1,500.00
		00200 -		.00
* Total Accounts for this Budget Level 25		69,339.00		

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

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

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

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

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

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

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

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

SECTION 11

CODE COMPLIANCE DEPARTMENT

MISSION STATEMENT

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

Code Compliance

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

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

Goals

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

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

Objectives

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

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

Continue to update all City Codes to meet current needs.

2015-16 Accomplishments

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

Generated YTD 908 cases.

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

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

2015-16 Accomplishments (continued)

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

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

Processed, printed and mailed 558 Business Tax renewals.

Processed and issued 42 New Local Business Tax Licenses.

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

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

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

Attended several continuing education and training classes.

FY2016-17 Budget Highlights

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

Budgeted Revenues	$137,000
Budgeted Expenditures	$193,496
Net deficit of the Department	$(56,496)

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

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2015-16 AMENDED BUDGET	FY2016-17 Departmental Request	Dollar Increase (Decrease)	YTD ACTUALS AS OF 6/30/16
CODE COMPLIANCE:					
001-2401-524.12-00	REGULAR SALARIES	112,381	128,722	16,341	58,807
001-2401-524.13-00	PART TIME YEAR ROUND		-	-	30,966
001-2401-524.13-01	INSPECTOR PAY			-	-
001-2401-524.14-00	OVERTIME			-	149
001-2401-524.21-00	FICA TAXES	7,274	8,735	1,461	6,863
001-2401-524.22-01	GENERAL EMPLOYEES RET SYS	13,175	13,858	683	10,089
	TOTAL MEDICAL/LIFE INSURANCE	17,845	16,743	(1,102)	9,127
001-2401-524.24-00	WORKER'S COMPENSATION	4,215	3,862	(353)	3,159
001-2401-524.34-09	CONTRACTUAL SERV - OTHER	905	-	(905)	-
001-2401-524.40-00	TRAVEL AND PER DIEM		1,000	1,000	720
001-2401-524.41-01	TELEPHONE	640	809	169	616
001-2401-524.41-02	CELLULAR TELEPHONE	2,521	2,724	203	1,954
001-2401-524.41-03	POSTAGE	240	312	72	142
001-2401-524.41-06	INTERNET ACCESS	347	361	14	240
001-2401-524.44-00	RENTALS AND LEASES	931	200	(731)	916
001-2401-524.45-10	FLEET MAINTENANCE	3,000	4,000	1,000	3,568
001-2401-524.45-30	LIABILITY INSURANCES	4,883	4,870	(13)	3,663
001-2401-524-46-00	REPAIRS AND MAINTENANCE	1,200	1,500	300	1,191
001-2401-524.47-00	PRINTING AND BINDING	300	300	-	212
001-2401-524.49-11	LIEN RECORDING FEES		-	-	351
001-2401-524.51-00	OFFICE SUPPLIES	600	1,000	400	443
001-2401-524.52-00	OPERATING SUPPLIES	1,230	700	(530)	
001-2401-524.52-02	FUEL, OILS, LUBRICANTS	700	800	100	983
001-2401-524.52-03	UNIFORMS	600	1,000	400	582
001-2401-524.52-07	TIRES	-	500	500	
001-2401-524.54-00	DUES, MEMBERSHIPS, SUBS		500	500	
001-2401-524.58-00	EDUCATION AND TRAINING	1,000	1,000	-	
** **B&Z/CODE COMPLIANCE**		**173,987**	**193,496**	**19,509**	**134,741**

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

Account #	Description	Budget Amount	Misc. Info	
1-2401-524-12-00	REGULAR SALARIES	128,722.00		
			00100 SALARY FOR CODE COMPLIANCE ONLY.	128,722.00
1-2401-524-21-00	FEDERAL PAYROLL TAXES	8,735.00		
			00100 PROVIDED BY FINANCE DEPARTMENT.	8,735.00
1-2401-524-22-01	GENERAL	13,858.00		
			00100 PROVIDED BY FINANCE DEPARTMENT.	13,858.00
1-2401-524-23-07	LIFE/AD&D	811.00		
			00100 PROVIDED BY FINANCE DEPARTMENT.	336.00
1-2401-524-23-08	DENTAL - OHS - EMPLOYEE	442.00		
			00100 PROVIDED BY FINANCE DEPARTMENT.	442.00
1-2401-524-23-09	VSP - VISION - EMPLOYEE	169.00		
			00100 PROVIDED BY FINANCE DEPARTMENT.	169.00
1-2401-524-23-19	HMO - EMPLOYEE + CHILDREN	15,321.00		
			00100 PROVIDED BY FINANCE DEPARTMENT.	.00
1-2401-524-24-00	WORKER'S COMPENSATION	3,862.00		
			00100 PROVIDED BY FINANCE DEPARTMENT.	3,862.00
1-2401-524-40-00	TRAVEL AND PER DIEM	1,000.00		
			00100 BASED ON PRIOR YEAR TRENDS.	1,000.00
1-2401-524-41-01	TELEPHONE: BASE & LOCAL	809.00		
			00100 PROVIDED BY FINANCE DEPARTMENT.	809.00
1-2401-524-41-02	CELLULAR TELEPHONE	2,724.00		
			00100 PROVIDED BY FINANCE DEPARTMENT.	2,724.00
1-2401-524-41-03	POSTAGE	312.00		
			00100 PROVIDED BY FINANCE DEPARTMENT.	312.00
1-2401-524-41-06	INTERNET ACCESS	361.00		
			00100 PROVIDED BY FINANCE DEPARTMENT.	361.00
1-2401-524-44-00	RENTALS AND LEASES	200.00		
			00100 PROVIDED BY FINANCE DEPARTMENT.	200.00
1-2401-524-45-10	FLEET MAINTENANCE	4,000.00		
			00100 BASED ON PRIOR YEAR TRENDS.	4,000.00
1-2401-524-45-30	RISK MANAGEMENT	4,870.00		
			00100 PROVIDED BY FINANCE DEPARTMENT.	4,866.00
1-2401-524-46-00	REPAIRS AND MAINTENANCE	1,500.00		
			00100 BASED ON PRIOR YEAR TRENDS.	1,500.00
1-2401-524-47-00	PRINTING AND BINDING	300.00		
			00100 BASED ON PRIOR YEAR TRENDS.	300.00
1-2401-524-51-00	OFFICE SUPPLIES	1,000.00		
			00100 BASED ON PRIOR YEAR TRENDS.	1,000.00
1-2401-524-52-00	OPERATING SUPPLIES	700.00		
			00100 BASED ON PRIOR YEAR TRENDS.	700.00
1-2401-524-52-02	FUEL, OILS, LUBRICANTS	800.00		
			00100 BASED ON PRIOR YEAR TRENDS.	800.00
1-2401-524-52-03	UNIFORMS	1,000.00		
			00100 BASED ON PRIOR YEAR TRENDS.	1,000.00
1-2401-524-52-07	TIRES	500.00		
			00100 BASED ON PRIOR YEAR TRENDS.	500.00
1-2401-524-54-00	DUES, MEMBERSHIPS, SUBS	500.00		
			00100 TRAINING FOR STAFF.	500.00
1-2401-524-58-00	EDUCATION AND TRAINING	1,000.00		
			00100 BASED ON PRIOR YEAR TRENDS.	1,000.00

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

Account #	Description		Budget Amount	Misc. Info
* Total Accounts for this Budget Level		25	193,496.00	

Basis for FY 2016-17 Salary Projections

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

Adjustment includes:

Max Annual merit increase for position 0.0%

Cost of living Adjustment 0.0%

CPI for all urbans (Apr to Apr) 0.00%

Estimate used for COLA Projection 3.00% ***to be effective on 10-01-2016***

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City of Miami Springs

Department: Code Compliance

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

CODE REVENUES

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