



## **CITY OF MIAMI SPRINGS, FLORIDA**

**Mayor Xavier M. Garcia**

**Vice Mayor George V. Lob**  
**Councilman Billy Bain**

**Councilman Michael Windrem**  
**Councilman Jaime A. Petralanda**


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

### **CITY COUNCIL WORKSHOP MEETING AGENDA** **Monday, August 4, 2014 – 6:00 p.m.** **City Hall, Council Chambers, 201 Westward Drive**

- 1. Call to Order/Roll Call**
- 2. Invocation:** Councilman Windrem  
**Salute to the Flag:** Audience participation
- 3. Workshop on Proposed Fiscal Year 2014-2015 Budget**
  - I. Opening Remarks by City Manager Ronald K. Gorland
  - II. City Council
  - III. City Clerk
  - IV. City Manager
  - V. Human Resources
  - VI. Finance
  - VII. Information Technology
  - VIII. Building and Code Compliance
  - IX. Zoning and Planning
  - X. Police
  - XI. Law Enforcement Trust Fund
  - XII. City Attorney
  - XIII. Debt Service
- 4. Adjourn**

**Department Heads are required to attend this meeting**

**Next Budget Workshop Meeting: Monday, August 18, 2014 at 6:00 p.m.**

Please visit [www.miamisprings-fl.gov](http://www.miamisprings-fl.gov) for current meeting schedule or follow us on  Twitter @MIAMISPRINGSFL

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

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

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

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

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

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

**CITY OF  
MIAMI SPRINGS**

**FISCAL YEAR**



**2014-2015**

**PROPOSED  
BUDGET**

**CITY OF MIAMI SPRINGS, FLORIDA  
FISCAL YEAR 2014-2015 BUDGET WORKBOOK**

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FISCAL YEAR 2014-2015 BUDGET WORKBOOK**

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FISCAL YEAR 2014-2015 BUDGET WORKBOOK**

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# SECTION 1



# AGENDA MEMORANDUM

**Meeting Date:** 7/24/2014

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

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

**Subject:** FY2014-15 Proposed Budget Workbook

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In preparation for the first budget workshop scheduled for August 4, 2014, we are presenting Council with the FY2014-15 Budget Workbook which includes various options and alternatives to assist Council in making sound financial decisions when addressing the proposed FY14-15 budget which maintains the millage rate at the current millage of 7.6710 while generating a surplus of \$148,192.

**For FY2014-15 each 0.1 mill is worth approx. \$90,000 in ad valorem revenues.**

**The total general fund budget is \$15,350,355 of which \$9,286,052 or 61% represents employee salary and benefits. This leaves \$6,064,303 to cover all other city needs.**

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

1. The initial Proposed Budget assumes no new outsourcing of services, a slight reduction in net staff (due to retirements), and no reduction in services.
2. The Aetna renewal for next year which was originally at 29.5% due in part to high claims experience has been negotiated down to 26.5%. After discussions with our Consultant, we have decided to issue an RFP for health insurance benefits. This process will take a few weeks and we expect to have a recommendation in late August. We will keep you informed in the next few weeks. As mentioned previously this 26.5% represents an increase of about \$113,000 from last year. This also represents an increase of \$62 per pay period for those employees with family dependent coverage.
3. The FY14-15 budget includes approx. \$ 493,000 debt service for the new aquatic facility and the Stafford Park re-grassing.
4. There is one request for funding a vacant position in the Building and Code Department. The Finance budget is based on the Controller position being part time after Dec 31, 2014 since the current employee is retiring. These two personnel adjustments nullify each other resulting in zero increase to the FY14-15 budget.

5. The Police budget includes a retirement payout in an amount of approx. \$65,000.
6. Budget assumes a 2% cost of living increase for all operating expenditures (e.g.: fuel, utilities, supplies, etc.)
7. This General Fund budget request also contains approximately \$326,176 in police vehicles, city-wide infrastructure including city hall roof replacement, boat ramp, Stafford pavilion, Curtiss Parkway electrical improvements and other misc. capital needs. (see page 1-13).
8. Budget includes \$45,000 for the City's lobbyist.
9. The General Fund budget includes approx. \$51,670 for a 4% one-time COLA for the 32 General Employees earning under \$50,000. The General Fund impact is \$51,670, while \$23,940 will impact the city's two Enterprise Funds. The General Employees' pension contribution for FY2014-15 is scheduled to increase 1.17% this means that the net increase will actually be 2.83% for those eligible for the one-time COLA discussed above. Those not eligible (those earning over \$50K) will see their earnings decrease by 1.17%.
10. The budgeted loss at the golf course for FY14-15 is approx. \$333,978 (compared to the \$700,000+ loss budgeted for the current year). FY14-15 budget includes approx. \$3,000 in capital expenditures for equipment.
11. The Public Works budget includes \$45,000 for unforeseen contingencies during the year.
12. The Planning budget includes \$20,000 required for a traffic study being required by FDOT for funding of the Westward Drive Bike Path project.
13. Council budget includes a \$5,000 request for the River Cities Festival next year.
14. Council budget also includes a \$35,000 funding request from CMI for next fiscal year.
15. The Finance budget includes \$29,540 for actuarial and legal costs related to the FOP negotiations.

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

1. The projected loss at the golf course of \$333,978 (compared to the \$700,000+ loss budgeted for the current year)
2. The projected revenues from red light cameras of \$300,000 (YTD this fiscal year we have received approx. \$200K)
3. Pending FOP negotiations may also have an effect on these amounts.

**The following are the four major alternatives the Administration is considering:**

- Page 1-4 shows a budget at the current millage rate of 7.6710 which provides for a surplus of \$148,192 after taking into account the required debt service for the pool project as well as the pool being operational until April 2015 at which time it will closed down.. This scenario also includes the funding requirements detailed below.
- Page 1-5 is a balanced budget at a millage of 7.5063 which provides for all expenditures included in page 1-4 above except that it does not provide for an increase in reserves.
- Page 1-6 is a budget at 7.9995 which provides for all expenditures included in Page 1-4 and increases the surplus to \$443,572.
- Page 1-7 is a budget at the rollback rate of 7.2331 and shows a deficit of \$245,559. This scenario would require significant cuts.

Page 1-8 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.

Page 1-9 presents some significant needs that are not included in the base budget discussed, however they are presented for Council discussion and consideration. This report provides a listing of these items including DERM requirements, golf course restroom renovations, pay raises for city staff, and other recreation needs.

Page 1-10 shows the current status of the city's discretionary (designated) fund balance. This attachment shows that at present there is \$243,341 in designated fund balance. We have used \$49,000 for pool shoring and have \$28,316 remaining for future inspections and any necessary work related to the shoring. This would leave a balance of \$215,025 for the Hurricane Contingency.

Page 1-11 is a financial dashboard showing the history of millage rates for the past 12 years as well as fund balances during these years.

Page 1-12 provides Council with a graphic view of the city's funds and their relation to each other and to the general Fund.



## ATTACHMENT A

CITY OF MIAMI SPRINGS  
BUDGET WORKSHEET  
FY2014-15 PROPOSED BUDGET

<b>FUND:</b>	<b>Proposed Budget Based on Current Millage FY14-15</b>		
<b>General Fund:</b>		<b>Current Millage</b>	<b>7.6710</b>
		<b>REVENUES</b>	<b>15,498,547</b>
Mayor & City Council	129,735	129,735	-
Office of the City Manager	352,394	352,394	
Office of the City Clerk			
Operations	304,716		
Capital Outlay	6,100	310,816	
Office of the City Attorney	171,000	171,000	
Human Resource Department	209,094	209,094	
Finance Department	481,943	481,943	
Finance-Professional Services			
Operating Expenses	271,733		
Capital Outlay	-	271,733	
IT Department			
Operating Expenses	334,575		
Capital Outlay	-	334,575	
Planning Department			
Operating Expenses	101,931		
Capital Outlay	-	101,931	
Police:			
Police-Operations	5,875,904		
Police-Capital Outlay	116,280	5,992,184	
Police-Crossing Guards	23,576	23,576	
Building & Code Enforcement			
Operating Expenses	630,183		
Capital Outlay	2,000	632,183	
Public Works - Administration			
Operating Expenses	371,458		
Capital Outlay	9,375	380,833	
Public Works - Streets			
Operating Expenses	354,441		
Capital Outlay	34,334	388,775	
Public Works - Properties			
Operating Expenses	572,407		
Capital Outlay	-	572,407	
Public Works - Building Maintenance			
Operating Expenses	166,034		
Capital Outlay	90,000	256,034	
Public Works - Fleet Maintenance	42,320	42,320	
Recreation	2,085,049	2,085,049	
Aquatics	105,811	105,811	
Tennis	19,851	19,851	
Park Maintenance			
Maintenance Operations	204,816		
Maintenance Capital Outlay	-	204,816	
Golf- Admin	20,057	20,057	
Golf-Pro Shop	525,613	525,613	
Golf-Maintenance			
Maintenance Operations	1,170,190		
Maintenance Capital Outlay	-	1,170,190	
Transfers to other funds:			
Senior Center Fund	135,988	135,988	
Debt Service Fund	431,449	431,449	
<b>TOTAL GENERAL FUND EXPENDITURES</b>		<b>15,350,355</b>	<b>-</b>
<b>SURPLUS AT CURRENT MILLAGE</b>		<b>148,192</b>	

## ATTACHMENT A

CITY OF MIAMI SPRINGS  
BUDGET WORKSHEET  
FY2014-15 PROPOSED BUDGET

<b>FUND:</b>	<b>Proposed Budget Based on Current Millage FY14-15</b>	
<b>General Fund:</b>	<b>Current Millage</b>	<b>7.5063</b>
	<b>REVENUES</b>	<b>15,350,452</b>
Mayor & City Council	129,735	129,735
Office of the City Manager	352,394	352,394
Office of the City Clerk		
Operations	304,716	
Capital Outlay	6,100	310,816
Office of the City Attorney	171,000	171,000
Human Resource Department	209,094	209,094
Finance Department	481,943	481,943
Finance-Professional Services		
Operating Expenses	271,733	
Capital Outlay	-	271,733
IT Department		
Operating Expenses	334,575	
Capital Outlay	-	334,575
Planning Department		
Operating Expenses	101,931	
Capital Outlay	-	101,931
Police:		
Police-Operations	5,875,904	
Police-Capital Outlay	116,280	5,992,184
Police-Crossing Guards	23,576	23,576
Building & Code Enforcement		
Operating Expenses	630,183	
Capital Outlay	2,000	632,183
Public Works - Administration		
Operating Expenses	371,458	
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Public Works - Streets		
Operating Expenses	354,441	
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Public Works - Properties		
Operating Expenses	572,407	
Capital Outlay	-	572,407
Public Works - Building Maintenance		
Operating Expenses	166,034	
Capital Outlay	90,000	256,034
Public Works - Fleet Maintenance	42,320	42,320
Recreation	2,085,049	2,085,049
Aquatics	105,811	105,811
Tennis	19,851	19,851
Park Maintenance		
Maintenance Operations	204,816	
Maintenance Capital Outlay	-	204,816
Golf- Admin	20,057	20,057
Golf-Pro Shop	525,613	525,613
Golf-Maintenance		
Maintenance Operations	1,170,190	
Maintenance Capital Outlay	-	1,170,190
Transfers to other funds:		
Senior Center Fund	135,988	135,988
Debt Service Fund	431,449	431,449
<b>TOTAL GENERAL FUND EXPENDITURES</b>		<b>15,350,355</b>
<b>SURPLUS (DEFICIT) AT CURRENT MILLAGE</b>		<b>97</b>

## ATTACHMENT A

CITY OF MIAMI SPRINGS  
BUDGET WORKSHEET  
FY2014-15 PROPOSED BUDGET

<b>FUND:</b>	<b>Proposed Budget Based on Current Millage FY14-15</b>	
<b>General Fund:</b>	<b>Current Millage</b>	<b>7.9995</b>
	<b>REVENUES</b>	<b>15,793,927</b>
Mayor & City Council	129,735	129,735
Office of the City Manager	352,394	352,394
Office of the City Clerk		
Operations	304,716	
Capital Outlay	6,100	310,816
Office of the City Attorney	171,000	171,000
Human Resource Department	209,094	209,094
Finance Department	481,943	481,943
Finance-Professional Services		
Operating Expenses	271,733	
Capital Outlay	-	271,733
IT Department		
Operating Expenses	334,575	
Capital Outlay	-	334,575
Planning Department		
Operating Expenses	101,931	
Capital Outlay	-	101,931
Police:		
Police-Operations	5,875,904	
Police-Capital Outlay	116,280	5,992,184
Police-Crossing Guards	23,576	23,576
Building & Code Enforcement		
Operating Expenses	630,183	
Capital Outlay	2,000	632,183
Public Works - Administration		
Operating Expenses	371,458	
Capital Outlay	9,375	380,833
Public Works - Streets		
Operating Expenses	354,441	
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Public Works - Fleet Maintenance	42,320	42,320
Recreation	2,085,049	2,085,049
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Tennis	19,851	19,851
Park Maintenance		
Maintenance Operations	204,816	
Maintenance Capital Outlay	-	204,816
Golf- Admin	20,057	20,057
Golf-Pro Shop	525,613	525,613
Golf-Maintenance		
Maintenance Operations	1,170,190	
Maintenance Capital Outlay	-	1,170,190
Transfers to other funds:		
Senior Center Fund	135,988	135,988
Debt Service Fund	431,449	431,449
<b>TOTAL GENERAL FUND EXPENDITURES</b>		<b>15,350,355</b>
<b>SURPLUS (DEFICIT) AT CURRENT MILLAGE</b>		<b>443,572</b>



**ATTACHMENT A**

**CITY OF MIAMI SPRINGS  
BUDGET WORKSHEET  
FY2014-15 PROPOSED BUDGET**

<b>FUND:</b>		<b>Proposed Budget Based on Current Millage FY14-15</b>	
<b>General Fund:</b>		<b>Current Millage</b>	<b>7.2331</b>
		<b>REVENUES</b>	<b>15,104,796</b>
Mayor & City Council	129,735	129,735	
Office of the City Manager	352,394	352,394	
Office of the City Clerk			
Operations	304,716		
Capital Outlay	6,100	310,816	
Office of the City Attorney	171,000	171,000	
Human Resource Department	209,094	209,094	
Finance Department	481,943	481,943	
Finance-Professional Services			
Operating Expenses	271,733		
Capital Outlay	-	271,733	
IT Department			
Operating Expenses	334,575		
Capital Outlay	-	334,575	
Planning Department			
Operating Expenses	101,931		
Capital Outlay	-	101,931	
Police:			
Police-Operations	5,875,904		
Police-Capital Outlay	116,280	5,992,184	
Police-Crossing Guards	23,576	23,576	
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Operating Expenses	630,183		
Capital Outlay	2,000	632,183	
Public Works - Administration			
Operating Expenses	371,458		
Capital Outlay	9,375	380,833	
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Public Works - Properties			
Operating Expenses	572,407		
Capital Outlay	-	572,407	
Public Works - Building Maintenance			
Operating Expenses	166,034		
Capital Outlay	90,000	256,034	
Public Works - Fleet Maintenance	42,320	42,320	
Recreation	2,085,049	2,085,049	
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Tennis	19,851	19,851	
Park Maintenance			
Maintenance Operations	204,816		
Maintenance Capital Outlay	-	204,816	
Golf- Admin	20,057	20,057	
Golf-Pro Shop	525,613	525,613	
Golf-Maintenance			
Maintenance Operations	1,170,190		
Maintenance Capital Outlay	-	1,170,190	
Transfers to other funds:			
Senior Center Fund	135,988	135,988	
Debt Service Fund	431,449	431,449	
<b>TOTAL GENERAL FUND EXPENDITURES</b>		<b>15,350,355</b>	<b>-</b>
<b>SURPLUS (DEFICIT) AT CURRENT MILLAGE</b>		<b>(245,559)</b>	<b>-</b>

**ATTACHMENT C**

**CITY OF MIAMI SPRINGS  
FY2014-15 PROPOSED BUDGET ANALYSIS**

The original City Manager's Proposed Budget for FY2015 was based on an operating millage of 7.6710 (current year millage) and has a surplus of \$148,192.

			<b>Millage Impact add (reduce)</b>
<b>The current status of the budget at a 7.6710 millage is a surplus of.....</b>		<b>\$ 148,192</b>	
<b>1) Annual event subsidies:</b>			
	City Events	\$ 32,250	(0.0358)
	Stafford Golf Tournament	Included above	
	Optimist Fishing Tournament	"	
	Optimist BBQ	"	
	Police Appreciation Dinner	"	
	River Cities Festival	"	
	FLA League ad	"	
	Misc events	"	
	Employee Luncheon	"	
	Two annual car shows	"	
	CMI Subsidy	\$ 35,000	(0.0389)
	Tennis program	\$ 15,000	(0.0167)
	Pelican Playhouse	\$ 18,000	(0.0200)
	<b>Total all annual events</b>	<b>\$ 100,250</b>	
<b>2) Eliminate all capital expenditures:</b>			
(see attachment C for details)			
	City hall roof	90,000	(0.1000)
	Stafford Pavillion	45,000	(0.0500)
	Boat ramp	9,375	(0.0104)
	PW pump system replacement	19,319	(0.0215)
	Instalation of additional electrical service points-1st block Curtiss Pkwy	4,963	(0.0055)
	Instalation of additional electrical service points-2nd block Curtiss Pkwy	9,871	(0.0110)
	Re-location of 3 light poles on NRP and Rio Vista Dr required by SFWM	16,500	(0.0183)
	Lazerfiche software	6,100	(0.0068)
	Perforator machine	2,000	(0.0022)
	Range picker	3,000	(0.0033)
	HP Computer-Elderly services	1,768	(0.0020)
	Vehicles-Police	111,280	(0.1236)
	Computers-Police	5,000	(0.0056)
	<b>Total all cap ex reductions</b>	<b>\$ 321,176</b>	
<b>3) Personnel Related reductions:</b>			
	One year elimination of longevity payments to all General Employees(excluding PBA)	\$ 39,500	\$ 39,500 (0.0439)
	Eliminate the City's contribution to dependent health care coverage for General Employees (excluding PBA)	\$ 63,228	\$ 63,228 (0.0703)
	Eliminate additional Building Dept. position	\$ 42,000	\$ 42,000 (0.0467)
	Closing down pool for the entire year (May thru Sept 2015)	\$ 90,611	\$ 90,611 (0.1007)
	Eliminate 4% one-time COLA for employees earning under \$50K	\$ 51,670	\$ 51,670 (0.0574)
<b>4) Other reductions</b>			
	Debt service new aquatic facility/Stafford park Renovation/Consultants	493,000	493,000 (0.5478)
	PW contingency	45,000	45,000 (0.0500)
	City-wide tree planting	20,000	20,000 (0.0222)
	Eliminate lobbyist	\$ 45,000	45,000 (0.0500)

**ADDITIONAL INFORMATION:**

Each 0.1 increase in Millage is equivalent to \$ 90,000

The Golf Course operation will require a subsidy of approx. \$333,000 for next year

**ATTACHMENT F**

**CITY OF MIAMI SPRINGS  
FY2014-15 BUDGET ISSUES FOR CONSIDERATION**

<u><b>A) GOLF COURSE</b></u>	<u><b>Dollar Cost</b></u>	<u><b>Millage Impact</b></u>
1) Required paving & sealing by epoxy sealant of the Golf Course Maintenance yard.	\$38,000	0.0425
2) Golf Cart wash down area paved and pump installed to send waste water into sanitary sewer line at clubhouse.	\$50,000	0.0559
3) Repair & renovate on course restrooms & shelters.	\$30,000	0.0335
4) Install sand holders for topdressing and bunker sand.	<u>\$3,500</u>	0.0039
<b>TOTAL GOLF COURSE</b>	<b>\$121,500</b>	
<u><b>B) RECREATION</b></u>		
1) Pocket Parks	\$ 25,000	0.0279
2) Vita Course	\$165,000	0.1844
3) New Programs	Flag Football/Get Fit Camp Program (Year Round) \$15,000	0.0168
<b>TOTAL RECREATION</b>	<u><b>\$205,000</b></u>	
<u><b>C) PERSONNEL RELATED</b></u>		
1) Providing a pay raise to all General Employees(excluding uniformed police, City Manager, Assistant City Manager)	\$ 43,929	Per 1% raise 0.0491
2) Providing a pay raise to all General Employees(excluding uniformed police, City Manager, Assistant City Manager and and all Directors and Assistants)	\$ 36,130	Per 1% raise 0.0404

CITY OF MIAMI SPRINGS  
 PROPOSED GENERAL FUND BALANCE DESIGNATIONS  
 PROJECTED FISCAL YEAR 2013-2014

<u>DESIGNATION</u>	Actual Balance 9/30/2013	FY2013-14		Projected Balance 9/30/2014
		Additions	Reductions	
Contingency-Hurricane Costs	215,025	-	-	215,025
Pool improvements	77,316	-	49,000	28,316
Total proposed designations	\$ 292,341	\$ -	\$ -	\$ 243,341
Total Available Fund Balance	3,692,341	-	49,000	3,643,341
Unrestricted, Undesignated fund Balance	<u>3,400,000</u>			<u>3,400,000</u>
				25% of FY13-14 Operating expenditures..... \$ 3,400,000
				<b>Excess(deficit) funds available for designation</b> \$ -

CITY OF MIAMI SPRINGS  
 FINANCIAL DASHBOARD  
 PAST TWELVE FISCAL YEARS

	FY2002	FY2003	FY2004	FY2005	FY2006	FY2007	FY2008	FY2009	FY2010	FY2011	FY2012	FY2013	FY2014
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	\$ -
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)	\$ -
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	\$ -
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	\$ -
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
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	\$ -
Debt per resident	\$ 1,038	\$ 1,140	\$ 1,034	\$ 1,017	\$ 1,021	\$ 969	\$ 477	\$ 432	\$ 420	\$ 374	\$ 335	\$ 330	\$ -
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)	\$ -

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

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

The City's reserves have increased from a deficit in FY2002 to the current \$3.7 million in FY2013.

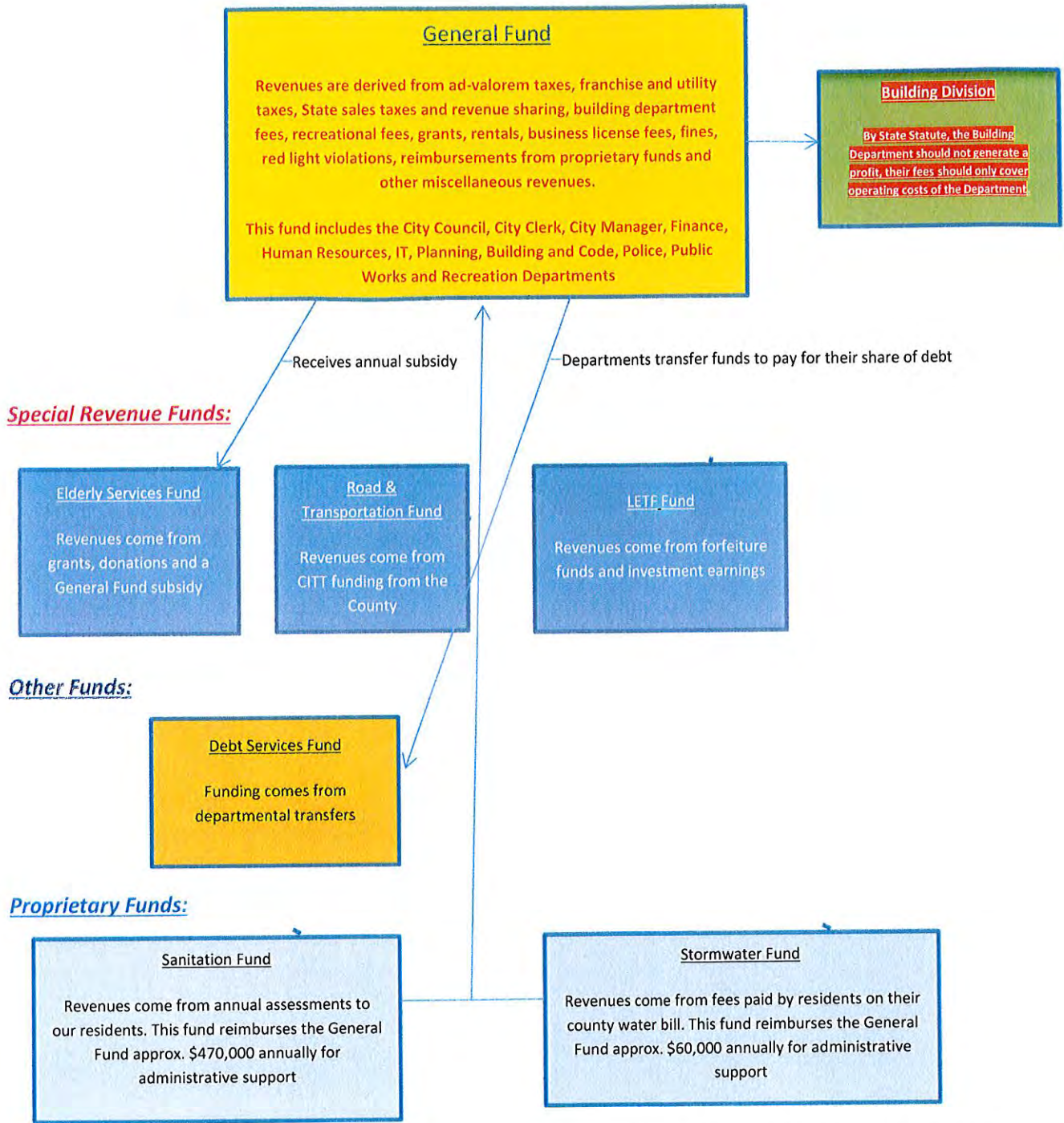
This reduction was due to the transfer of the water and sewer operation to Miami-Dade County along with the corresponding debt.

The debt per resident has been decreased by 68% from FY2002 to the current \$330 per resident.

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 FY2013 are approximately the same amount as those collected in FY2004!!!





- 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 three 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 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**  
**FY 2014-2015 Budget**  
**CAPITAL EXPENDITURE SUMMARY-ALL FUNDS**

Department	Total Budgeted	Description of expenditure	
City Clerk	\$ 6,100	Lazerfiche software	6,100
			<u>6,100</u>
Recreation	\$ 45,000	Stafford Park Pavillion (payback in 7 years)	45,000
B&Z	\$ 2,000	Perforator machine	2,000
			<u>2,000</u>
Golf Course	\$ 3,000	Range picker	3,000
			<u>3,000</u>
Police	\$ 116,280	Three marked cars @ 26,250 each	73,428
		Three sets of light bars, deck lights, strobes, cages @\$5250 each	15,000
		Two new Harley FLHP motorcycles	22,852
		Computers for Police Dept	5,000
			<u>116,280</u>
Public Works	\$ 152,028	Upgrade existing pump system with vehicle tag system	18,319
		City Hall roof replacement	90,000
		Restoration Of Existing Boat Ramp On North Royal Poinciana Blvd.	9,375
		Instalation of additional electrical service points-1st block Curtiss Pkwy	4,963
		Instalation of additional electrical service points-2nd block Curtiss Pkwy	9,871
		Re-stripe public parking lot behind Farm Stores	3,000
		Re-location of 3 light poles on NRP and Rio Vista Dr required by SFWM	16,500
			<u>152,028</u>
Elderly Services	\$ 1,768	HP Computer	1,768
			<u>1,768</u>
			-
<b>Total</b>	<b>\$ 326,176</b>	<b>Total</b>	<b>\$ 326,176</b>

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

Line Item Revenue	FY 11-12	FY 12-13	FY 13-14	FY 14-15	% of	% Change
	Actual	Actual	Budget	Proposed Budget	Total	from 2013-14
Ad Valorem Taxes - Current	5,792,665	5,823,022	\$ 6,604,332	\$ 6,897,607	44.50%	4.4%
Ad Valorem Taxes - Delinquent	119,336	-	120,000	80,000	0.52%	-33.3%
Franchise Fees	880,356	873,906	900,000	875,000	5.65%	-2.8%
Utility Service Taxes	1,029,432	1,096,401	995,000	1,071,000	6.91%	7.6%
Local Communications Tax	668,966	661,769	780,000	610,000	3.94%	-21.8%
Occupational Licenses - City	77,874	79,136	90,000	75,000	0.48%	-16.7%
Occupational Licenses - County	20,957	20,302	15,000	15,000	0.10%	0.0%
Building Permits	140,163	190,393	237,000	450,000	2.90%	89.9%
Electrical Permits	27,496	54,947	55,000	75,000	0.48%	36.4%
Plumbing Permits	27,337	29,124	28,000	50,000	0.32%	78.6%
Roofing Permits	35,980	49,901	49,000	55,000	0.35%	12.2%
Mechanical Permits	21,622	19,624	15,000	17,000	0.11%	13.3%
Zoning Fees	1,150	35,670	47,000	47,000	0.30%	0.0%
Certification of Completions	1,965	1,815	1,900	2,000	0.01%	5.3%
Structural Permits	16,761	19,750	20,000	20,000	0.13%	0.0%
POD Permit Fees	1,800	2,000	1,300	700	0.00%	-46.2%
Other Permits	115,042	237,744	225,000	135,000	0.87%	-40.0%
Misc plan Reviews	-	-	1,000	-	0.00%	-100.0%
State Revenue Sharing	404,323	402,234	411,674	435,970	2.81%	5.9%
Alcoholic Beverage License	15,223	10,013	12,000	15,000	0.10%	25.0%
1/2-cent Sales Tax	896,447	949,575	992,230	1,049,058	6.77%	5.7%
Local Option Gas Tax	361,726	359,996	373,249	376,729	2.43%	0.9%
Gas Tax Rebate	11,285	9,552	8,000	11,000	0.07%	37.5%
School Crossing Guards	32,256	19,863	20,000	20,000	0.13%	0.0%
Summer Camp Activity Fees	16,900	16,675	18,000	18,000	0.12%	0.0%
Summer Camp	158,725	150,037	170,000	170,000	1.10%	0.0%
Fitness Room Membership	47,228	49,581	15,000	20,000	0.13%	33.3%
After School Program	42,094	41,069	32,000	32,000	0.21%	0.0%
Gym Admission Fees	-	-	3,000	3,000	0.02%	0.0%
Gym Rental	-	690	5,000	-	0.00%	-100.0%
Senior Center rental	-	-	2,250	2,250	0.01%	0.0%
Water Polo/Aquatics Teams	12,715	12,715	3,600	5,000	0.03%	38.9%
Swimming Pool Admissions/Lessons	83,286	83,566	45,000	7,200	0.05%	-84.0%
Yoga	19,502	11,651	17,100	8,550	0.06%	-50.0%
Pool Rental	27,278	13,397	10,000	2,000	0.01%	-80.0%
Get Fit Summer Camp	-	-	30,000	16,000	0.10%	-46.7%
Vending Machines	1,725	2,092	3,000	3,000	0.02%	0.0%
Fireworks-VG	-	6,000	3,000	3,000	0.02%	0.0%
Pool Memberships	7,663	6,261	2,400	1,000	0.01%	-58.3%
Basketball fees	26,405	29,075	42,175	42,175	0.27%	0.0%
Other Annual Events	2,325	3,514	4,880	7,730	0.05%	58.4%
Pelican Theatre	6,360	10,132	10,000	10,000	0.06%	0.0%
Jazzercise	3,925	3,925	4,800	4,800	0.03%	0.0%
Daddy/Daughter Dance	3,263	3,213	4,775	4,775	0.03%	0.0%
Green Fees	762,746	655,986	814,000	978,623	6.31%	20.2%
Cart Fees	113,563	90,936	106,556	68,630	0.44%	-35.6%
Golf Merchandise/Food & Beverage Sales	53,489	51,785	38,100	95,941	0.62%	151.8%
Range Fees	98,907	100,980	125,000	164,857	1.06%	31.9%
Misc. Club Rental/Lessons	(5,791)	7,426	11,000	9,694	0.06%	-11.9%
GHIN Disabled Fees	183	138	200	1,200	0.01%	500.0%
Golf memberships	52,824	42,845	45,000	64,936	0.42%	44.3%
Miscellaneous Charges for Serv	-	10	6,000	-	0.00%	-100.0%
Copies & Other Charges	3,038	2,510	3,000	3,000	0.02%	0.0%
Lien Search	14,365	14,767	15,000	15,000	0.10%	0.0%
Re-Occupancy Inspection fees	15,000	22,475	19,000	15,000	0.10%	-21.1%
Clerk of the Court - Fines	118,587	117,255	150,000	138,482	0.89%	-7.7%
Code Enforcement tickets	15,400	23,025	15,000	15,000	0.10%	0.0%
Disabled Parking tickets	7,442	9,184	7,000	9,200	0.06%	31.4%
Administrative Fee-Red Light hearings	-	-	80,460	19,540	0.13%	-75.7%
Police Grants-Byrne Grant	11,026	2,803	15,000	15,000	0.10%	0.0%
Other Grants	176,382	262,171	-	-	0.00%	0.0%
Re-Occupancy & CC Agreements	-	-	-	4,000	0.03%	0.0%
Interest - Investments	27,451	4,046	7,000	7,000	0.05%	0.0%
Interest - Tax Collections	1,656	1,343	2,000	2,000	0.01%	0.0%

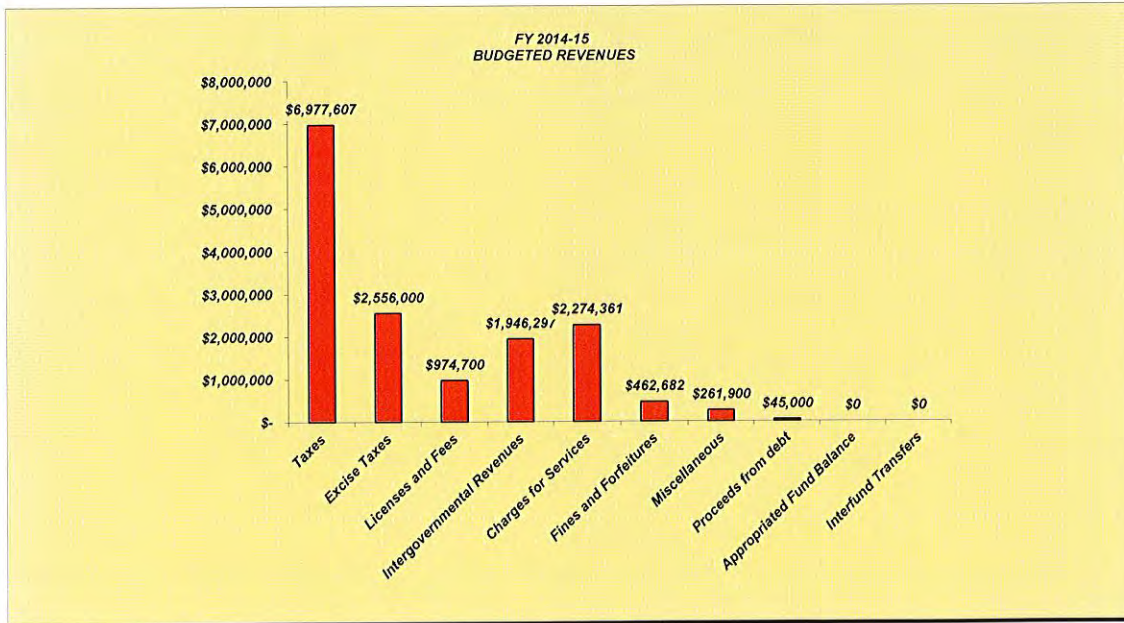
**CITY OF MIAMI SPRINGS  
REVENUE COMPARISON  
GENERAL FUND**

Line Item Revenue	FY 11-12	FY 12-13	FY 13-14	FY 14-15	% of	% Change
	Actual	Actual	Budget	Proposed Budget	Total	from 2013-14
Rent - Metro Fire	14,040	11,696	15,000	15,000	0.10%	0.0%
Rent - Dade Co. Library	8,253	8,253	8,300	8,300	0.05%	0.0%
Rent - Bus Benches	4,165	4,284	4,000	4,300	0.03%	7.5%
Recreational Activities	14,693	16,529	12,000	12,000	0.08%	0.0%
Sprint Tower	87,640	72,624	90,000	90,000	0.58%	0.0%
Nextel	6,490	6,749	6,800	6,800	0.04%	0.0%
Metro PCS	8,211	8,540	8,400	8,500	0.05%	1.2%
Surplus sale of equipment	13,715	47,690	20,000	40,000	0.26%	100.0%
Other Miscellaneous	69,699	95,637	67,527	67,000	0.43%	-0.8%
Red Light Fines	314,116	377,128	306,843	300,000	1.94%	-2.2%
Returned check charges	389	266	500	500	0.00%	0.0%
Code Enforcement Liens	-	250	500	500	0.00%	0.0%
ITF - Road & Transportation	542,153				0.00%	0.0%
ITF - Police Grants	40,409				0.00%	0.0%
ITF - Sanitation Admin Fee	450,000	470,000	470,000	470,000	3.03%	0.0%
ITF - Stormwater Admin Fee	55,000	60,000	60,000	60,000	0.39%	0.0%
Appropriated Fund Balance	509,313		139,990	-	0.00%	-100.0%
Proceeds from Debt	-	-	624,996	45,000	0.29%	-92.8%
<b>TOTALS &gt;&gt;&gt;</b>	<b>\$14,763,109</b>	<b>\$13,979,661</b>	<b>\$ 15,721,837</b>	<b>\$ 15,498,547</b>	<b>100.00%</b>	<b>-1.4%</b>



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

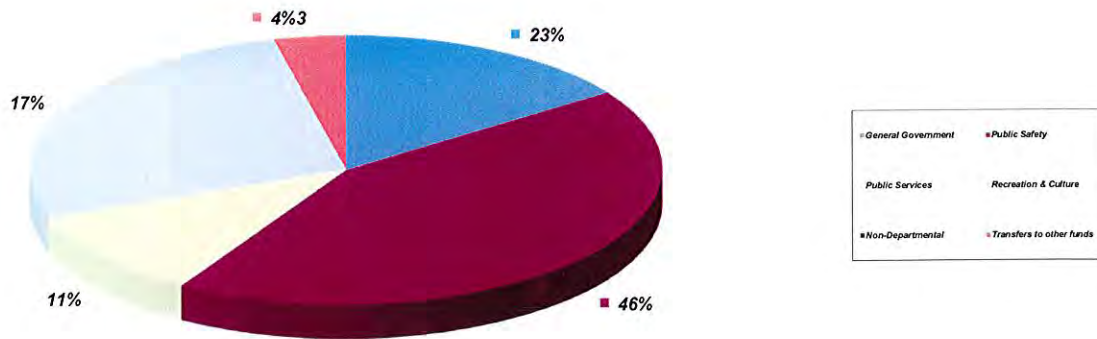
REVENUES	FY11-12 Actual	FY12-13 Actual	FY13-14 Budget	FY14-15 Budget	% of Total	% Change from 2013-14
Taxes	\$ 5,812,001	\$ 5,823,022	\$ 6,724,332	\$ 6,977,607	45.0%	3.8%
Excise Taxes	2,578,753	2,632,076	2,675,000	2,556,000	16.5%	-4.4%
Licenses and Fees	488,148	740,407	777,200	974,700	6.3%	25.4%
Intergovernmental Revenues	1,888,959	1,990,594	1,963,613	1,946,297	12.6%	-0.9%
Charges for Services	2,101,479	1,983,774	2,095,830	2,274,361	14.7%	8.5%
Fines and Forfeitures	455,545	526,592	470,914	462,682	3.0%	-1.7%
Miscellaneous	286,758	283,196	249,962	261,900	1.7%	4.8%
Proceeds from debt	-	-	624,996	45,000	0.3%	-92.8%
Appropriated Fund Balance	509,315	702,122	139,990	-	0.0%	-100.0%
Interfund Transfers	542,153	-	-	-	0.0%	0.0%
<b>Total Revenues</b>	<b>\$ 14,663,110</b>	<b>\$ 14,681,783</b>	<b>\$ 15,721,837</b>	<b>\$ 15,498,547</b>	<b>100.0%</b>	<b>-1.4%</b>



**CITY OF MIAMI SPRINGS  
EXPENDITURES BY CLASS**

	FY2011-12 <u>Actual</u>	FY2012-13 <u>Actual</u>	FY2013-14 <u>Amended Budget</u>	FY2014-15 <u>Budget</u>	<u>% of Change From FY2013-14</u>
General Government	\$ 2,612,271	\$ 2,385,340	\$ 2,375,745	\$ 2,363,220	-0.5%
Public Safety	6,377,519	6,396,489	6,544,351	6,647,943	1.6%
Public Services	1,903,820	1,755,072	1,542,224	1,640,368	6.4%
Recreation & Culture	3,107,021	3,503,822	4,745,059	4,131,387	-12.9%
Non-Departmental	-	-	-	-	0.0%
Transfers to other funds	662,478	641,062	502,541	567,437	12.9%
<b>Sub-Totals</b>	<b>\$ 14,663,108</b>	<b>\$ 14,681,784</b>	<b>\$ 15,709,920</b>	<b>\$ 15,350,355</b>	<b>-2.3%</b>
Increase(appropriated) fund balance	(509,313)	(702,122)	190,462	-	-100.0%
<b>Totals</b>	<b>\$ 14,153,796</b>	<b>\$ 13,979,662</b>	<b>\$ 15,900,382</b>	<b>\$ 15,350,355</b>	<b>-3.5%</b>

*FY 2014-15 Expenditures by Class*



**CITY OF MIAMI SPRINGS  
EXPENDITURES BY DEPARTMENT**

<u>Department</u>	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	% Change
	<u>Actual</u>	<u>Actual</u>	<u>Amended Budget</u>	<u>Budget</u>	<u>From FY2013-14</u>
Mayor & City Council	\$ 94,338	\$ 96,720	\$ 140,815	\$ 129,735	-7.9%
Office of the City Manager	686,462	354,013	349,603	352,394	0.8%
Office of the City Clerk	285,368	280,342	245,157	310,816	26.8%
Office of the City Attorney	156,503	165,986	171,000	171,000	0.0%
Human Resource Department	199,895	206,798	189,517	209,094	10.3%
Finance /Budget	719,880	804,559	854,697	753,676	-11.8%
IT Department	339,353	349,639	331,508	334,575	0.9%
Planning Department	130,472	127,284	93,448	101,931	9.1%
Police Department	5,759,274	5,795,972	5,951,429	5,992,184	0.7%
Police - School Guards	19,236	19,724	23,376	23,576	0.9%
Building & Code Compliance	599,009	580,793	569,546	632,183	11.0%
Public Services - Administration	444,725	346,040	371,073	380,833	2.6%
Public Services - Streets	323,868	369,739	343,776	388,775	13.1%
Public Services - Properties	811,936	690,780	590,929	572,407	-3.1%
Public Services - Building Maintenance	292,605	312,404	214,446	256,034	19.4%
Public Services - Fleet Maintenance	30,686	36,108	22,000	42,320	92.4%
Recreation	1,391,496	1,484,027	1,578,242	2,085,049	32.1%
Aquatics	258,638	242,946	314,578	105,811	-66.4%
Tennis	26,876	25,172	20,467	19,851	-3.0%
Park Maintenance	87,507	108,449	302,484	204,816	-32.3%
Golf Administration	22,729	22,319	21,968	20,057	-8.7%
Pro Shop	546,341	574,059	529,145	525,613	-0.7%
Golf Maintenance	773,434	1,046,849	1,978,175	1,170,190	-40.8%
Non-Departmental	-	-	-	-	0.0%
<b>Total</b>	<b>\$14,000,630</b>	<b>\$14,040,722</b>	<b>\$15,207,379</b>	<b>\$14,782,918</b>	<b>-2.8%</b>
Transfers to other funds	662,478	641,062	502,541	567,437	12.9%
Increase(appropriated) fund balance	(509,313)	(702,122)	190,462	-	-100.0%
<b>Total</b>	<b>\$14,153,796</b>	<b>\$13,979,662</b>	<b>\$15,900,382</b>	<b>\$15,350,355</b>	<b>-3.5%</b>

**CITY OF MIAMI SPRINGS**  
**LISTING OF TOP EXPENDITURES-GENERAL FUND**

	<u>FY2013-14</u> <u>Amended Budget</u>	<u>FY2014-15</u> <u>Budget</u>	<u>% of Total</u>	<u>% of Change</u> <u>From FY2013-14</u>
Salaries	\$ 6,871,635	\$ 6,757,100	44.0%	-1.7%
Health Insurance Benefits	741,072	897,184	5.8%	21.1%
Pension costs	950,729	901,058	5.9%	-5.2%
Workmens Comp	238,676	242,827	1.6%	1.7%
Other Employee Benefits	501,605	487,883	3.2%	-2.7%
<b>Total Salaries &amp; Benefits</b>	<b>9,303,717</b>	<b>9,286,052</b>	<b>60.5%</b>	<b>-0.2%</b>
Capital Expenditures	1,032,907	324,409	2.1%	-68.6%
Debt Service Payments	187,401	680,072	4.4%	262.9%
Operating Supplies/Uniforms	683,386	555,707	3.6%	-18.7%
Contractual Services	1,106,509	1,124,212	7.3%	1.6%
Utilities	420,685	421,396	2.7%	0.2%
Transfers to other funds	502,541	567,437	3.7%	12.9%
Liability insurance	274,783	299,008	1.9%	8.8%
Professional Fees	437,669	448,440	2.9%	2.5%
Fleet Maintenance	149,450	147,950	1.0%	-1.0%
Repairs and Maintenance	408,682	353,482	2.3%	-13.5%
Other Misc Expenses	1,202,190	1,142,191	7.4%	-5.0%
<b>Total Budgeted Expenditures</b>	<b>15,709,920</b>	<b>15,350,355</b>	<b>100.0%</b>	<b>-2.3%</b>



**CITY OF MIAMI SPRINGS**  
**LISTING OF TOP EXPENDITURES - ALL FUNDS**

	FY2013-14 <u>Amended Budget</u>	FY2014-15 <u>Budget</u>	<u>% of Total</u>	<u>% of Change From FY2013-14</u>
Salaries	\$ 7,709,443	\$ 7,580,244	37.1%	-1.7%
Health Insurance Benefits	885,947	1,075,933	5.3%	21.4%
Pension costs	1,045,985	989,339	4.8%	-5.4%
Workmens Comp	296,082	298,690	1.5%	0.9%
Other Employee Benefits	551,225	537,336	2.6%	-2.5%
<b>Total Salaries &amp; Benefits</b>	<b>10,488,682</b>	<b>10,481,542</b>	<b>51.3%</b>	<b>-0.1%</b>
Capital Expenditures	1,213,707	327,677	1.6%	-73.0%
Debt Service Payments	892,614	1,248,451	6.1%	39.9%
Depreciation/Amortization	203,400	263,000	1.3%	29.3%
Operating Supplies/Uniforms	898,073	740,575	3.6%	-17.5%
Contractual Services	2,067,190	1,949,683	9.5%	-5.7%
Waste Disposal	735,101	670,000	3.3%	-8.9%
Transfers to other funds	502,541	567,437	2.8%	12.9%
Liability insurance	343,001	374,145	1.8%	9.1%
Professional Fees	487,014	492,205	2.4%	1.1%
Management fee paid by enterprise funds	530,000	530,000	2.6%	0.0%
Fleet Maintenance	284,150	282,550	1.4%	-0.6%
Repairs and Maintenance	1,001,884	673,232	3.3%	-32.8%
Other Misc Expenses	1,142,921	1,849,049	9.0%	61.8%
<b>Total Budgeted Expenditures(All Funds)</b>	<b>20,790,278</b>	<b>20,449,546</b>	<b>100.0%</b>	<b>-1.6%</b>

**EXPENDITURE CATEGORY MATRIX FOR FY2014-15 BUDGET**

Allocation of Expenditures	Personnel Services	Operating Expenditure/ Expenses	Capital Outlay	Debt Service	Other Uses	Total
<b>General Fund</b>						
Mayor & City Council	34,865	94,870	-	-	-	129,735
Office of the City Manager	274,626	77,767	-	-	-	352,394
Office of the City Clerk	210,574	94,142	6,100	-	-	310,816
Office of the City Attorney	-	171,000	-	-	-	171,000
Human Resource Department	155,891	53,203	-	-	-	209,094
Finance /Budget	595,628	158,048	-	-	-	753,676
IT Department	181,233	153,343	-	-	-	334,575
Planning Department	67,253	34,678	-	-	-	101,931
Police Department	5,308,673	567,231	116,280	-	-	5,992,184
Police - School Guards	22,976	600	-	-	-	23,576
Building & Code Compliance	509,414	120,769	2,000	-	-	632,183
Public Services - Administration	301,043	70,415	9,375	-	-	380,834
Public Services - Streets	106,415	248,026	34,334	-	-	388,775
Public Services - Properties	241,367	331,040	-	-	-	572,407
Public Services - Building Maintenance	-	166,034	90,000	-	-	256,034
Public Services - Fleet Maintenance	-	24,000	18,320	-	-	42,320
Recreation	747,835	612,142	45,000	-	880,072	2,085,049
Aquatics	69,859	35,953	-	-	-	105,811
Tennis	-	19,851	-	-	-	19,851
Park Maintenance	79,604	125,212	-	-	-	204,816
Golf-Administration	-	20,057	-	-	-	20,057
Golf-Pro Shop	282,596	240,016	3,000	-	-	525,613
Golf-Maintenance	96,198	943,397	-	-	130,595	1,170,190
Transfers to other funds	-	-	-	-	567,437	567,437
<b>General Fund Total</b>	<b>9,286,052</b>	<b>4,361,792</b>	<b>324,409</b>	<b>-</b>	<b>1,378,103</b>	<b>15,350,356</b>
<b>% of General Fund</b>	<b>60.5%</b>	<b>28.4%</b>	<b>2.1%</b>	<b>0.0%</b>	<b>9.0%</b>	<b>100.0%</b>
<b>Road and Transportation Fund</b>						
Streets & Sidewalks-Maintenance	73,352	446,536	-	-	-	519,888
Streets & Sidewalks-Infrastructure	-	-	-	-	-	-
<b>Road &amp; Transportation Fund Total</b>	<b>73,352</b>	<b>446,536</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>519,888</b>
<b>% of Road &amp; Transportation</b>	<b>14.1%</b>	<b>85.9%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>100.0%</b>
<b>Senior Center fund</b>						
Social Services	146,957	202,638	1,768	-	-	351,364
<b>Senior Center Total</b>	<b>146,957</b>	<b>202,638</b>	<b>1,768</b>	<b>-</b>	<b>-</b>	<b>351,364</b>
<b>% of Senior Center</b>	<b>41.8%</b>	<b>57.7%</b>	<b>0.5%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>100.0%</b>
<b>Debt Service</b>						
General Debt Service	-	-	-	1,242,116	-	1,242,116
<b>Debt Service Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,242,116</b>	<b>-</b>	<b>1,242,116</b>
<b>% of Debt Service</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>100.0%</b>	<b>0.0%</b>	<b>100.0%</b>

<b>EXPENDITURE CATEGORY MATRIX FOR FY2014-15 BUDGET</b>
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Allocation of Expenditures	Personnel Services	Operating Expenditure/ Expenses	Capital Outlay	Debt Service	Other Uses	Total
<b>Sanitation Fund</b>						
Garbage and Trash Collection	840,394	1,018,706	-	5,436	470,000	2,334,536
Sanitation Fund Total	840,394	1,018,706	-	5,436	470,000	2,334,536
% of Sanitation	38.0%	43.6%	0.0%	0.2%	20.1%	100.0%
<b>Stormwater Fund</b>						
Stormwater services	147,875	302,029	-	900	80,000	510,804
Stormwater Fund Total	147,875	302,029	-	900	60,000	510,804
% of Stormwater	28.9%	59.1%	0.0%	0.2%	11.7%	100.0%
<b>Law Enforcement Fund</b>						
Treasury & Justice Confiscated	-	138,984	1,500	-	-	140,484
Law Enforcement Fund Total	-	138,984	1,500	-	-	140,484
% of Law Enforcement	0.0%	98.9%	1.1%	0.0%	0.0%	100.0%
<b>TOTAL 2014-15 BUDGET</b>	<b>10,494,630</b>	<b>6,470,666</b>	<b>327,677</b>	<b>1,248,451</b>	<b>1,908,103</b>	<b>20,449,547</b>
<b>% OF TOTAL 2014-15 BUDGET</b>	<b>51.3%</b>	<b>31.6%</b>	<b>1.6%</b>	<b>6.1%</b>	<b>9.3%</b>	<b>100.0%</b>

Note: The following funds are not detailed in the Expenditure Category Matrix because they do not have a Proposed 2013-14 Budget: Capital Projects Fund, Hurricane Fund, Grants Fund, and the Police Grants fund.

**CITY OF MIAMI SPRINGS**  
**FY 2014-2015 Budget**  
**CAPITAL EXPENDITURE SUMMARY-ALL FUNDS**

Department	Total Budgeted	Description of expenditure	
City Clerk	\$ 6,100	Lazerfiche software	6,100
			6,100
Recreation	\$ 45,000	Stafford Park Pavillion (payback in 7 years)	45,000
B&Z	\$ 2,000	Perforator machine	2,000
			2,000
Golf Course	\$ 3,000	Range picker	3,000
			3,000
Police	\$ 116,280	Three marked cars @ 26,250 each	73,428
		Three sets of light bars, deck lights, strobes, cages @\$5250 each	15,000
		Two new Harley FLHP motorcycles	22,852
		Computers for Police Dept	5,000
			116,280
Public Works	\$ 152,028	Upgrade existing pump system with vehicle tag system	18,319
		City Hall roof replacement	90,000
		Restoration Of Existing Boat Ramp On North Royal Poinciana Blvd.	9,375
		Instalation of additional electrical service points-1st block Curtiss Pkwy	4,963
		Instalation of additional electrical service points-2nd block Curtiss Pkwy	9,871
		Re-stripe public parking lot behind Farm Stores	3,000
		Re-location of 3 light poles on NRP and Rio Vista Dr required by SFWM	16,500
			152,028
Elderly Services	\$ 1,768	HP Computer	1,768
			1,768
			-
<b>Total</b>	<b>\$ 326,176</b>	<b>Total</b>	<b>\$ 326,176</b>

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

Below is a summary of all capital expenditures included in the budget for FY 2014-15

BY FUND		BY DEPARTMENT		BY CATEGORY	
General	\$ 321,408	City Clerk	6,100	Vehicles	129,599
Road & Transportation	-	Building & Code	2,000	Technology	12,868
Elderly services	1,768	Information Technology	-	Machinery & Equipment	5,000
Golf Course	3,000	Police	116,280	Improvements O/T	178,709
Sanitation	-	LETF	-	Buildings	-
Stormwater	-	Public Services	152,028		
LETF	-	Recreation	45,000		
Capital Projects	-	Road & Transportation	-		
		Elderly services	1,768		
		Golf Course	3,000		
		Sanitation	-		
		Stormwater	-		
		Capital Projects	-		
		Finance	-		
		Planning	-		
<b>Total</b>	<b>\$ 326,176</b>	<b>Total</b>	<b>\$ 326,176</b>	<b>Total</b>	<b>\$ 326,176</b>

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

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

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

	FY11-12 Actual	FY12-13 Actual	FY13-14 Amended Budget	FY14-15 Budget	% of Total	% Change from 2013-14
<b>Beginning Balance</b>	\$ 4,903,778	\$ 4,394,464	\$ 3,692,341	\$ 3,564,272		
<b>Revenues/Sources</b>						
Taxes	5,812,001	5,823,021	6,724,332	6,977,607	45.0%	3.8%
Franchise Fees	880,356	873,906	900,000	875,000	5.6%	-2.8%
Utility Taxes	1,698,398	1,758,170	1,775,000	1,681,000	10.8%	-5.3%
Licenses and Fees	488,148	740,407	777,200	974,700	6.3%	25.4%
Intergovernmental Revenues	1,888,959	1,990,594	1,963,613	1,946,297	12.6%	-0.9%
Charges for Services	2,101,479	1,983,774	2,095,830	2,274,361	14.7%	8.5%
Fines and Forfeitures	455,545	526,592	470,914	462,682	3.0%	-1.7%
Interest Income	29,701	5,389	9,000	9,000	0.0%	0.0%
Miscellaneous	257,057	277,807	240,962	252,900	1.6%	5.0%
Interfund Transfers	542,153	-	-	-	0.0%	0.0%
Proceeds from Debt	-	-	624,996	45,000	0.0%	0.0%
<b>Total revenues/sources</b>	<b>14,153,795</b>	<b>13,979,661</b>	<b>15,581,847</b>	<b>15,498,547</b>	<b>100.0%</b>	<b>-0.5%</b>
<b>Expenditures/Uses</b>						
General Government	\$ 2,612,271	\$ 2,385,340	\$ 2,375,743	\$ 2,363,220	15.4%	-0.5%
Public Safety	6,377,519	6,396,489	6,544,351	6,647,943	43.3%	1.6%
Public Services	1,903,820	1,755,072	1,542,222	1,640,368	10.7%	6.4%
Recreation and Culture	3,107,021	3,503,822	4,745,059	4,131,387	26.9%	-12.9%
Interfund Transfers Out	662,478	641,062	502,541	567,437	3.7%	12.9%
<b>Total Expenditures/uses</b>	<b>\$ 14,663,109</b>	<b>\$ 14,681,784</b>	<b>\$ 15,709,916</b>	<b>\$ 15,350,355</b>	<b>100.0%</b>	<b>-2.3%</b>
Excess(Deficit) of revenues over expenditures	\$ (509,314)	\$ (702,123)	\$ (128,069)	\$ 148,192		-215.7%
<b>Ending Balances</b>	<b>\$ 4,394,464</b>	<b>\$ 3,692,341</b>	<b>\$ 3,564,272</b>	<b>\$ 3,712,464</b>		<b>-4.16%</b>



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

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

	FY11-12 Actual	FY12-13 Actual	FY13-14 Amended Budget	FY14-15 Budget	% of Total	% Change from 2013-14
<b>Beginning Balance</b>	\$ 933,965	\$ 418,562	\$ 422,685	\$ 20,333		
<b>Revenues/Sources</b>						
Intergovernmental Revenues	470,428	494,887	503,738	503,000	96.7%	-0.1%
Miscellaneous	14,953	15,194	-	17,136	3.3%	0.0%
<b>Total revenues/sources</b>	<u>485,381</u>	<u>510,081</u>	<u>503,738</u>	<u>520,136</u>	<u>100.0%</u>	<u>3.3%</u>
<b>Expenditures/Uses</b>						
Public Services	458,631	505,957	906,090	519,888	100.0%	-42.6% x
Interfund transfers out	542,153	-	\$0			
<b>Total Expenditures/uses</b>	<u>\$ 1,000,784</u>	<u>\$ 505,957</u>	<u>\$ 906,090</u>	<u>\$ 519,888</u>	<u>100.0%</u>	<u>-42.6%</u>
Excess(Deficit) of revenues over expenditures	\$ (515,403)	\$ 4,123	\$ (402,352)	\$ 248		-100.1%
Ending Balances	<u>\$ 418,562</u>	<u>\$ 422,685</u>	<u>\$ 20,333</u>	<u>\$ 20,581</u>		<u>1.2%</u>

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

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

	FY11-12 Actual	FY12-13 Actual	FY13-14 Amended Budget	FY14-15 Budget	% of Total	% Change from 2013-14
<b>Beginning Balance</b>	\$ 18,869	\$ -	\$ (0)	\$ (0)		
<b>Revenues/Sources</b>						
Intergovernmental Revenues	235,464	177,894	197,001	197,001	56.1%	0.0%
Charges for services	22,891	20,303	18,375	18,375	5.2%	0.0%
Interfund Transfers	123,326	134,000	152,167	135,988	38.7%	-10.6%
<b>Total revenues/sources</b>	<b>381,682</b>	<b>332,197</b>	<b>367,543</b>	<b>351,364</b>	<b>100.0%</b>	<b>-4.4%</b>
<b>Expenditures/Uses</b>						
Recreation and Social Services	400,551	332,197	367,543	351,364	100.0%	-4.4% x
<b>Total Expenditures/uses</b>	<b>\$ 408,662</b>	<b>\$ 332,197</b>	<b>\$ 367,543</b>	<b>\$ 351,364</b>	<b>100.0%</b>	<b>-4.4%</b>
Excess(Deficit) of revenues over expenditures	\$ (18,869)	\$ (0)	\$ -	\$ -		0.0%
Ending Balances	\$ -	\$ (0)	\$ (0)	\$ (0)		0



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

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

	FY11-12 Actual	FY12-13 Actual	FY13-14 Amended Budget	FY14-15 Budget	% of Total	% Change from 2013-14
<b>Beginning Balance</b>	\$ 111,518	\$ 62,417	\$ 675	\$ 675		
<b>Revenues/Sources</b>						
Interfund Transfers	519,478	507,062	699,913	1,242,116	100%	0.0%
<b>Total revenues/sources</b>	<u>519,478</u>	<u>507,062</u>	<u>699,913</u>	<u>1,242,116</u>	<u>100%</u>	<u>77.5%</u>
<b>Expenditures/Uses</b>						
Principal Payments	428,297	440,297	574,315	891,391	72%	55.2%
Interest Payments	140,282	128,506	125,598	350,725	28%	179.2%
Administrative Expenses	-	-	-	-	0%	0.0%
<b>Total Expenditures/uses</b>	<u>\$ 568,579</u>	<u>\$ 568,804</u>	<u>\$ 699,913</u>	<u>\$ 1,242,116</u>	<u>100%</u>	<u>77.5% x</u>
Excess(Deficit) of revenues over expenditures	\$ (49,101)	\$ (61,742)	\$ -	\$ -		#DIV/0!
<b>Ending Balances</b>	<u>\$ 62,417</u>	<u>\$ 675</u>	<u>\$ 675</u>	<u>\$ 675</u>		<u>0.0%</u>

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

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

	FY11-12 Actual	FY12-13 Actual	FY13-14 Amended Budget	FY14-15 Budget	% of Total	% Change from 2013-14
<b>Beginning Net Assets</b>	\$ 957,178	\$ 835,761	\$ 796,450	\$ 796,450		
<b>Revenues/Sources</b>						
Charges for Services	2,155,918	2,250,635	2,343,880	2,310,122	99.0%	-1.4%
Miscellaneous	1,008	1,124	-	24,414	0.0%	0.0%
<b>Total revenues/sources</b>	<u>2,156,926</u>	<u>2,251,759</u>	<u>2,343,880</u>	<u>2,334,536</u>	<u>100.0%</u>	<u>-0.4%</u>
<b>Expenditures/Uses</b>						
Operating Expenses	<u>2,272,342</u>	<u>2,291,070</u>	<u>2,343,880</u>	<u>2,334,536</u>	<u>100.0%</u>	<u>-0.4%</u>
<b>Total Expenditures/uses</b>	<u>\$ 2,272,342</u>	<u>\$ 2,291,070</u>	<u>\$ 2,343,880</u>	<u>\$ 2,334,536</u>	<u>100.0%</u>	<u>-0.4%</u>
Excess(Deficit) of revenues over expenditures	\$ (115,417)	\$ (39,311)	\$ -	\$ 0		0.0%
<b>Ending Net Assets</b>	<u>\$ 835,761</u>	<u>\$ 796,450</u>	<u>\$ 796,450</u>	<u>\$ 796,450</u>		<u>0.0%</u>

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

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

	FY11-12 Actual	FY12-13 Actual	FY13-14 Amended Budget	FY14-15 Budget	% of Total	% Change from 2013-14
<b>Beginning Net Assets</b>	\$ 3,067,974	\$ 2,951,246	\$ 2,773,404	\$ 2,562,723		
<b>Revenues/Sources</b>						
Charges for Services	293,196	279,319	250,000	250,000	99.8%	0.0%
Interest Income	492	565	500	500	0.2%	0.0%
<b>Total revenues/sources</b>	<u>293,688</u>	<u>279,884</u>	<u>250,500</u>	<u>250,500</u>	<u>100.0%</u>	<u>0.0%</u>
<b>Expenditures/Uses</b>						
Operating Expenses	410,416	457,726	461,181	510,804	100.0%	10.8%
<b>Total Expenditures/uses</b>	<u>\$ 410,416</u>	<u>\$ 457,726</u>	<u>\$ 461,181</u>	<u>\$ 510,804</u>	<u>100.0%</u>	<u>10.8%</u>
Excess(Deficit) of revenues over expenditures	\$ (116,728)	\$ (177,842)	\$ (210,681)	\$ (260,304)		23.6%
Ending Net Assets	<u>\$ 2,951,246</u>	<u>\$ 2,773,404</u>	<u>\$ 2,562,723</u>	<u>\$ 2,302,420</u>		-10.2%

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

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

	FY11-12 Actual	FY12-13 Actual	FY13-14 Amended Budget	FY14-15 Budget	% of Total	% Change from 2013-14
<b>Beginning Balance</b>	\$ 887,500	\$ 874,725	\$ 760,558	\$ 468,807		
<b>Revenues/Sources</b>						
Intergovernmental Revenues	-	-	-	-	0.0%	0.0%
Fines and Forfeitures	78,769	49,422	-	-	0.0%	0.0%
Interest Income	1,281	1,750	10,000	3,000	100.0%	100.0%
<b>Total revenues/sources</b>	<b>80,050</b>	<b>51,172</b>	<b>10,000</b>	<b>3,000</b>	<b>100.0%</b>	<b>-70.0%</b>
<b>Expenditures/Uses</b>						
Public Safety	92,825	165,339	301,751	140,484	100.0%	-53.4%
<b>Total Expenditures/uses</b>	<b>\$ 92,825</b>	<b>\$ 165,339</b>	<b>\$ 301,751</b>	<b>\$ 140,484</b>	<b>100.0%</b>	<b>-53.4%</b>
Excess(Deficit) of revenues over expenditures	\$ (12,775)	\$ (114,167)	\$ (291,751)	\$ (137,484)		-52.9%
<b>Ending Balances</b>	<b>\$ 874,725</b>	<b>\$ 760,558</b>	<b>\$ 468,807</b>	<b>\$ 331,323</b>		<b>-29.3%</b>

**CITY OF MIAMI SPRINGS**  
**BUDGET SUMMARY FY 2014-15**

	<u>Actual</u> <u>FY12-13</u>	<u>Amended</u> <u>Budget</u> <u>FY13-14</u>	<u>Tentative</u> <u>Budget</u> <u>FY14-15</u>	<u>% Increase</u> <u>(Decrease)</u> <u>From FY 13-14</u> <u>Budget</u>
<b><u>General Fund:</u></b>				
Budgeted Revenues	\$ 14,153,796	\$ 14,063,177	\$ 15,498,547	10.2%
Budgeted Expenditures	(14,663,109)	(14,506,658)	(15,350,355)	5.8%
Excess(deficit) revenues over exp	(509,313)	(443,481)	148,193	
Decrease(increase)in fund balance	509,313	443,481		
	\$ -	\$ -	\$ -	
<b><u>Law Enforcement</u></b>				
Budgeted Revenues	\$ 80,050	\$ 151,905	\$ 140,484	-7.5%
Budgeted Expenditures	(92,825)	(151,905)	(140,484)	-7.5%
Excess(deficit) revenues over exp	\$ (12,775)	\$ -	\$ -	
<b><u>Road &amp; Transportation</u></b>				
Budgeted Revenues	485,381	612,737	\$ 519,888	-15.2%
Budgeted Expenditures	(1,000,784)	(612,737)	(519,888)	-15.2%
Excess(deficit) revenues over exp	\$ (515,403)	\$ -	\$ -	
<b><u>Elderly Services</u></b>				
Budgeted Revenues	381,682	386,515	\$ 351,364	-9.1%
Budgeted Expenditures	(400,551)	(386,515)	(351,364)	-9.1%
Excess(deficit) revenues over exp	\$ (18,869)	\$ -	\$ -	
<b><u>Debt Service</u></b>				
Budgeted Revenues	568,579	569,478	\$ 1,242,116	118.1%
Budgeted Expenditures	(568,579)	(569,478)	(1,242,116)	118.1%
Excess(deficit) revenues over exp	\$ -	\$ -	\$ -	
<b><u>Capital Projects Fund</u></b>				
Budgeted Revenues	\$ 383,701	\$ 74,200	\$ -	-100.0%
Budgeted Expenditures	(412,181)	(74,200)	-	-100.0%
Excess(deficit) revenues over exp	\$ (28,480)	\$ -	\$ -	
<b><u>Total Governmental</u></b>				
Budgeted Revenues	\$ 16,053,189	\$ 15,858,012	\$ 17,752,398	11.9%
Budgeted Expenditures	(17,138,029)	(16,301,493)	(17,604,207)	8.0%
Excess(deficit) revenues over exp	(1,084,840)	(443,481)	148,193	

<b>CITY OF MIAMI SPRINGS</b>
<b>ENTERPRISE FUND BUDGET SUMMARY FY 2014-15</b>

	<u>Actual</u> <u>FY12-13</u>	<u>Amended</u> <u>Budget</u> <u>FY13-14</u>	<u>Tentative</u> <u>Budget</u> <u>FY14-15</u>	<u>% Increase</u> <u>(Decrease)</u> <u>From FY 13-14</u> <u>Budget</u>
<b><u>Sanitation</u></b>				
Revenues/Sources	\$ 2,156,926	\$ 2,293,028	\$ 2,334,536	2%
Operating Expenses	<u>(2,218,268)</u>	<u>(2,238,628)</u>	<u>(2,249,536)</u>	0%
Operating Profit(Loss)	(61,342)	54,400	85,000	56%
Depreciation	<u>(54,074)</u>	<u>(54,400)</u>	<u>(85,000)</u>	56%
Net Income(loss)	\$ (115,416)	\$ -	\$ 0	
<b><u>Stormwater</u></b>				
Revenues/Sources	\$ 293,688	\$ 464,472	\$ 510,804	10%
Operating Expenses	<u>(261,438)</u>	<u>(315,472)</u>	<u>(332,804)</u>	5%
Operating Profit(Loss)	32,250	149,000	178,000	19%
Depreciation	<u>(148,978)</u>	<u>(149,000)</u>	<u>(178,000)</u>	19%
Net Income(loss)	\$ (116,728)	\$ -	\$ -	
<b><u>Total Enterprise</u></b>				
Revenues/Sources	\$ 2,450,614	\$ 2,757,500	\$ 2,845,340	3%
Operating Expenses	<u>(2,479,706)</u>	<u>(2,554,100)</u>	<u>(2,582,340)</u>	1%
Operating Profit(Loss)	(29,092)	203,400	263,000	29%
Depreciation	<u>(203,052)</u>	<u>(203,400)</u>	<u>(263,000)</u>	29%
Net Income(loss)	\$ (232,144)	\$ -	\$ 0	

<b>BUDGET SUMMARY FOR FISCAL YEAR 2014-15 GENERAL FUND</b>
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	2011-12 Actual	2012-13 Actual	2013-14 Amended Budget	2014-15 Budget	% of Total	% Change from 2013-14
<b>BEGINNING BALANCE</b>	4,903,779	4,394,464	3,692,340	3,564,271		
<b>REVENUES/SOURCES</b>						
Taxes	5,812,001	5,823,021	6,724,332	6,977,607	45.0%	3.8%
Franchise Fees	880,356	873,906	900,000	875,000	5.6%	-2.8%
Utility Taxes	1,698,398	1,758,170	1,775,000	1,681,000	10.8%	-5.3%
Licenses and Fees	488,148	740,407	777,200	974,700	6.3%	25.4%
Intergovernmental Revenues	1,888,959	1,990,594	1,963,613	1,946,297	12.6%	-0.9%
Charges for Services	2,101,479	1,983,774	2,095,830	2,274,361	14.7%	8.5%
Fines and Forfeitures	455,545	526,592	470,914	462,682	3.0%	-1.7%
Interest Income	29,701	5,389	9,000	9,000	0.1%	0.0%
Miscellaneous	257,057	277,807	240,962	252,900	1.6%	5.0%
Proceeds from Debt	-	-	624,996	45,000	0.3%	0.0%
<b>Total Revenues</b>	14,153,795	13,979,661	15,581,847	15,498,547	100.0%	-0.5%
<b>EXPENDITURES/USES</b>						
General Government	2,612,271	2,385,340	2,375,743	2,363,220	15.4%	-0.5%
Public Safety	6,377,519	6,396,489	6,544,351	6,647,943	43.3%	1.6%
Public Services	1,903,820	1,755,072	1,542,222	1,640,368	10.7%	6.4%
Recreation & Culture	3,107,022	3,503,822	4,745,059	4,131,387	26.9%	-12.9%
Non Departmental	-	-	-	-	0.0%	0.0%
Transfers to other funds	662,478	641,062	502,541	567,437	3.7%	12.9%
<b>Total Expenditures</b>	14,663,110	14,681,784	15,709,916	15,350,355	100.0%	-2.3%
Increase(appropriated) fund balance	(509,315)	(702,123)	(128,069)	148,193		
<b>ENDING BALANCE</b>	<b>4,394,464</b>	<b>3,692,340</b>	<b>3,564,271</b>	<b>3,712,464</b>		



## BUDGET SUMMARY FOR FISCAL YEAR 2014-15 ALL GOVERNMENTAL FUNDS

	2011-12 Actual	2012-13 Actual	2013-14 Amended Budget	2014-15 Budget	% of Total	% Change from 2013-14
<b>BEGINNING BALANCE</b>	7,024,481	5,890,537	4,694,970	1,951,566		
<b>REVENUES/SOURCES</b>						
Taxes	5,812,001	5,823,022	\$6,724,332	6,977,607	39.8%	3.8%
Franchise Fees	880,356	873,906	900,000	875,000	5.0%	-2.8%
Utility Taxes	1,698,398	1,758,170	1,775,000	1,681,000	9.6%	-5.3%
Licenses and Fees	488,148	740,407	777,200	974,700	5.6%	25.4%
Intergovernmental Revenues	2,692,108	2,678,326	2,664,352	2,646,298	15.1%	-0.7%
Charges for Services	2,133,511	2,014,271	2,114,205	2,292,736	13.1%	8.4%
Fines and Forfeitures	534,314	576,014	470,914	462,682	2.6%	-1.7%
Interest Income	31,128	7,526	19,000	12,000	0.1%	-36.8%
Miscellaneous	529,493	299,922	240,962	252,900	1.4%	5.0%
Interfund Transfers	1,204,631	641,062	852,080	1,378,103	7.9%	61.7%
Proceeds from Debt	-	-	624,996	-		
<b>Total Revenues</b>	16,004,087	15,412,627	17,163,041	17,553,026	100.0%	2.3%
<b>EXPENDITURES/USES</b>						
General Government	2,612,271	2,385,340	4,296,975	2,363,220	13.4%	-45.0%
Public Safety	6,514,095	6,561,829	6,846,102	6,788,427	38.6%	-0.8%
Public Services	1,903,820	2,261,029	2,448,312	2,160,257	12.3%	-11.8%
Recreation & Culture	3,521,902	3,836,019	5,112,602	4,482,750	25.5%	-12.3%
Economic & Community Development	812,732	354,113	-	-	0.0%	0.0%
Debt Service	568,579	568,804	699,913	1,242,116	7.1%	77.5%
Non Departmental	-	-	-	-	0.0%	0.0%
Transfers to other funds	1,204,631	641,062	502,541	567,437	3.2%	0.0%
<b>Total Expenditures</b>	17,138,031	16,608,194	19,906,445	17,604,207	100.0%	-11.6%
Excess(Deficit) of revenues over expenditures	(1,133,944)	(1,195,567)	(2,743,404)	(51,181)		
<b>ENDING BALANCE</b>	<b>5,890,537</b>	<b>4,694,970</b>	<b>1,951,566</b>	<b>1,900,385</b>		



## BUDGET SUMMARY FOR FISCAL YEAR 2014-15 ALL ENTERPRISE FUNDS

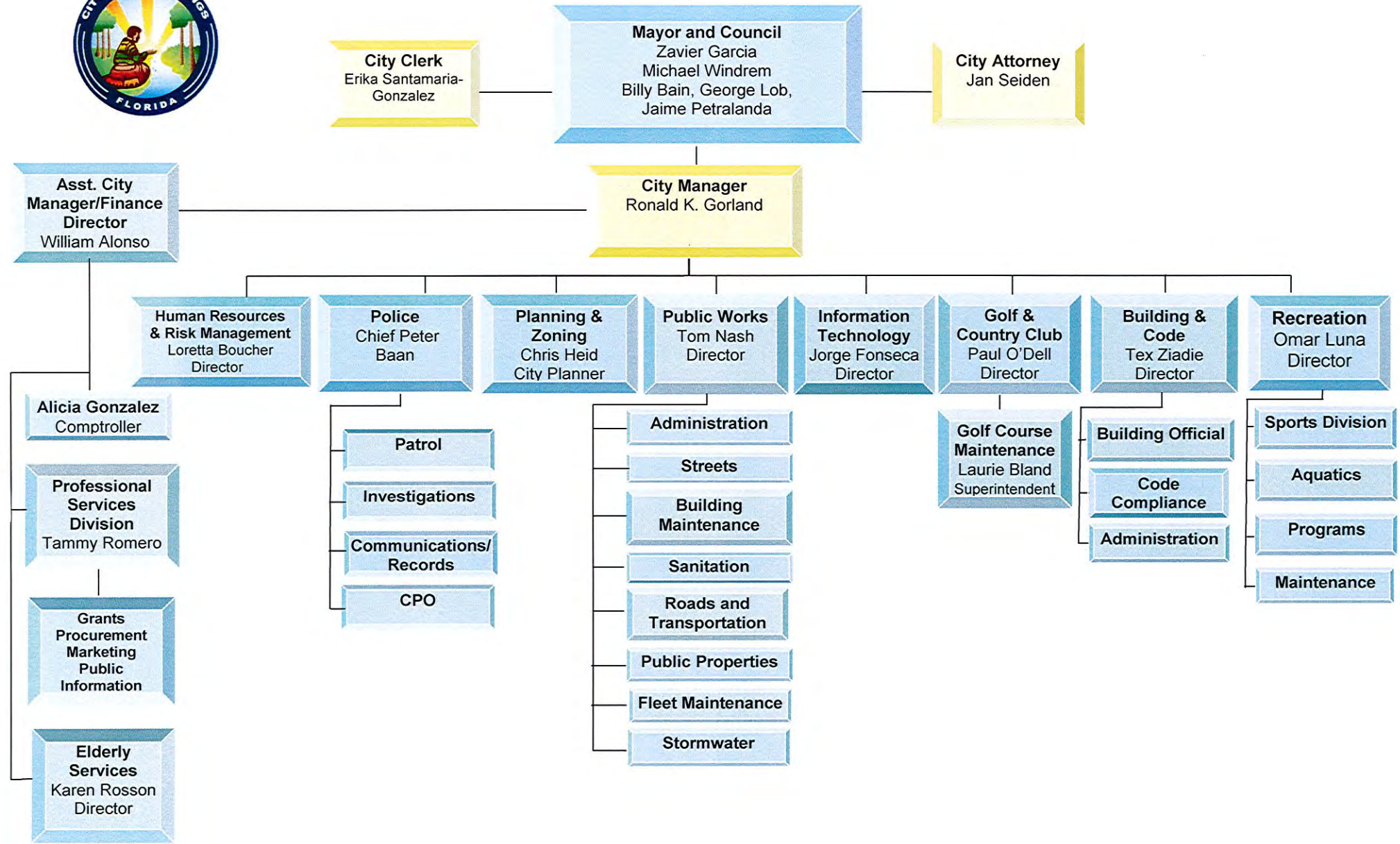
	2011-12 Actual	2012-13 Actual	2013-14 Amended Budget	2014-15 Budget	% of Total	% Change from 2013-14
<b>BEGINNING NET ASSETS BALANCE</b>	<b>4,019,151</b>	<b>3,787,006</b>	<b>3,569,854</b>	<b>3,359,176</b>		
<b>REVENUES/SOURCES</b>						
Charges for services	2,449,114	2,529,954	2,593,883	2,560,122	99.0%	-1.3%
Interest Income	1,500	1,689	500	500	0.0%	0.0%
Misc revenues	-	-	-	-	0.0%	0.0%
Interfund Transfers	-	-	-	24,414	0.0%	0.0%
<b>Total Revenues</b>	<b>2,450,614</b>	<b>2,531,643</b>	<b>2,594,383</b>	<b>2,585,036</b>	<b>100.0%</b>	<b>-0.4%</b>
<b>EXPENDITURES/USES</b>						
Administrative costs	1,482,542	1,503,672	1,504,298	988,269	34.7%	-34.3%
Operations and maintenance	382,178	433,164	356,962	492,735	17.3%	38.0%
Disposal and recycling costs	607,710	597,130	735,101	670,000	23.5%	-8.9%
Depreciation and amortization	203,052	210,006	203,400	263,000	9.2%	29.3%
Interest Expense	7,277	4,823	5,300	6,336	0.2%	19.5%
<b>Total Expenditures/uses</b>	<b>2,682,759</b>	<b>2,748,796</b>	<b>2,805,061</b>	<b>2,845,340</b>	<b>100.0%</b>	<b>1.4%</b>
Excess(Deficit) of revenues over expenditures	(232,145)	(217,153)	(210,678)	(260,304)		
<b>ENDING NET ASSETS BALANCE</b>	<b>3,787,006</b>	<b>3,569,854</b>	<b>3,359,176</b>	<b>3,098,872</b>		

## BUDGET SUMMARY FOR FISCAL YEAR 2014-15 ALL FUNDS

	2011-12 Actual	2012-13 Actual	2013-14 Amended Budget	2014-15 Budget	% of Total	% Change from 2013-14
<b>BEGINNING BALANCE</b>	14,878,210	13,512,122	12,099,402	9,145,317		
<b>REVENUES/SOURCES</b>						
Taxes	5,812,001	5,823,022	6,724,332	6,977,607	34.6%	3.8%
Franchise Fees	880,356	873,906	900,000	875,000	4.3%	-2.8%
Utility Taxes	1,698,398	1,758,170	1,775,000	1,681,000	8.3%	-5.3%
Licenses and Fees	488,148	740,407	777,200	974,700	4.8%	25.4%
Intergovernmental Revenues	2,692,108	2,678,326	2,664,352	2,646,298	13.1%	-0.7%
Charges for Services	2,133,511	2,014,271	2,114,205	2,292,736	11.4%	8.4%
Fines and Forfeitures	534,314	576,014	470,914	462,682	2.3%	-1.7%
Interest Income	32,628	9,215	19,500	12,500	0.1%	-35.9%
Miscellaneous	529,493	299,922	240,962	252,900	1.3%	5.0%
Interfund Transfers	1,204,631	641,062	852,080	1,402,517	7.0%	64.6%
Sanitation Charges	2,155,918	2,250,635	2,343,880	2,310,122	11.5%	-1.4%
Stormwater Charges	293,196	279,319	250,000	250,000	1.2%	0.0%
Debt proceeds	-	-	624,996	-	0.0%	0.0%
<b>Total Revenues/Sources</b>	18,454,701	17,944,270	19,757,421	20,138,062	100.0%	1.9%
<b>EXPENDITURES/USES</b>						
General Government	2,612,271	2,385,340	4,296,975	2,363,220	11.6%	-45.0%
Public Safety	6,514,095	6,561,829	6,846,102	6,788,427	33.2%	-0.8%
Public Services	1,903,820	2,261,029	2,448,312	2,160,257	10.6%	-11.8%
Recreation & Culture	3,521,902	3,836,019	5,112,602	4,482,750	21.9%	-12.3%
Economic & Community Development	812,732	354,113	-	-	0.0%	0.0%
Debt Service	568,579	568,804	705,213	1,248,451	6.1%	77.0%
Transfers to other funds	1,204,631	641,062	502,541	567,437	2.8%	12.9%
Sanitation Services	2,272,342	2,291,070	2,343,880	2,329,100	11.4%	-0.6%
Stormwater Services	410,416	457,726	455,881	509,904	2.5%	11.9%
<b>Total Expenditures/Uses</b>	19,820,789	19,356,990	22,711,506	20,449,546	100.0%	-10.0%
Excess(Deficit) of revenues over expenditures	(1,366,088)	(1,412,720)	(2,954,085)	(311,484)		
<b>ENDING BALANCE</b>	<b>13,512,122</b>	<b>12,099,402</b>	<b>9,145,317</b>	<b>8,833,833</b>		



# City of Miami Springs Organizational Chart 2014 - 2015



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**CITY OF MIAMI SPRINGS**  
**PERSONNEL COMPARISON BY DEPARTMENT**  
 Final

	FY 2012-13		FY 2013-14		FY 2014-15		Increase(decrease) from FY 2013-14	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Office of the City Manager	1.50		1.50		1.50		-	-
Office of the City Clerk	2.00	0.50	2.75	-	2.75	-	-	-
Human Resource Department	2.00		2.00		2.00		-	-
Finance & Budget Department	4.20	1.00	4.20	1.00	3.20	2.00	(1.00)	1.00
Finance-Professional Services	3.00	-	3.00	-	3.00	-	-	-
IT Department	2.30	-	2.00	-	2.00	-	-	-
Planning Department	1.00	0.50	1.25	-	1.25	-	-	-
Police Department	54.00	8.00	53.00	8.00	53.00	7.00	-	(1.00)
Building & Code Compliance	5.00	10.50	5.00	10.00	6.00	9.00	1.00	(1.00)
Public Services- Administration	4.00		4.00		4.00		-	-
Public Services - Streets	2.00	-	2.00	-	2.00	-	-	-
Public Services - Properties	8.00	-	6.00	-	6.00	-	-	-
Public Services - Building Maintenance	1.00		1.00		-		(1.00)	-
Recreation	7.00	43.00	7.00	43.00	6.00	43.00	(1.00)	-
Aquatics	-	25.00	-	25.00	-	25.00	-	-
Tennis	-	-	-	-	-	-	-	-
Park Maintenance	-		-		1.00		1.00	-
Golf Course-Pro Shop	3.00	18.00	3.30	18.00	2.30	18.00	(1.00)	-
Golf Course-Maintenance	1.00	-	1.00	-	1.00	-	-	-
Road & Transportation Fund	1.00	-	1.00	-	1.00	-	-	-
Senior Center	1.00	7.00	1.00	7.00	1.00	7.00	-	-
Sanitation Fund	13.00	-	13.00	-	13.00	-	-	-
Stormwater Fund	3.00	-	3.00	-	3.00	-	-	-
<b>TOTAL PERSONNEL</b>	<b>119.00</b>	<b>113.50</b>	<b>117.00</b>	<b>112.00</b>	<b>115.00</b>	<b>111.00</b>	<b>(2.00)</b>	<b>(1.00)</b>



**POSITION CLASSIFICATION AND PAY PLAN**  
**FISCAL YEAR 2014-15**  
**CIVIL SERVICE/NON CIVIL SERVICE EMPLOYEES**

POSITION	PAY GRADE	FY2014-15		
		PAY RANGE		
		MINIMUM	MAXIMUM	
MAINTENANCE WORKER I	8	22,541	33,421	
PRO SHOP CLERK	8	22,541	33,421	
CLERICAL ASSISTANT	9	23,149	34,326	
EQUIPMENT OPERATOR	10	23,726	35,181	
MAINTENANCE WORKER CREW LEADER	10	23,726	35,181	
MAINTENANCE WORKER II	10	23,726	35,181	
REFUSE COLLECTOR	10	23,726	35,181	
TREE TRIMMER	10	23,726	35,181	
RECREATION LEADER	10	23,726	35,181	
REFUSE TRUCK DRIVER	13	25,549	37,886	
HEAVY EQUIPMENT OPERATOR	14	26,191	38,839	
ADMINISTRATIVE ASSISTANT I	15	26,845	39,810	
BUILDING SPECIALIST I	15	26,845	39,810	
MATERIALS MANAGEMENT CLERK	15	26,845	39,810	
POLICE ADMINISTRATIVE SPECIALIST I	15	26,845	39,810	
RECREATION SPECIALIST	15	26,845	39,810	
ACCOUNTING CLERK I	16	27,512	40,806	
ACCOUNTING CLERK II	18	28,904	42,872	
AUTOMATED EQUIPMENT OPERATOR	19	29,633	43,946	
BUILDING MAINTENANCE SPECIALIST	19	29,633	43,946	
POLICE DISPATCHER I	19	29,633	43,946	
POLICE DISPATCHER II	21	31,128	46,169	
ACCOUNTING CLERK III	22	31,909	47,318	
ADMINISTRATIVE ASSISTANT II	22	31,909	47,318	
BUILDING SPECIALIST II	22	31,909	47,318	
RECREATION SPECIALIST II	22	31,909	47,318	Delete
ASSISTANT CITY CLERK	22	31,909	47,318	
ADMINISTRATIVE ASSISTANT III	24	33,527	49,715	
RECREATION COORDINATOR	24	33,527	49,715	NEW
PARKS MAINTENANCE FOREMAN	24	33,527	49,715	
POLICE ADMINISTRATIVE SPECIALIST II	24	33,527	49,715	
SANITATION FOREMAN	24	33,527	49,715	
OPERATIONS SUPERVISOR	26	35,218	52,234	
CODE COMPLIANCE OFFICER	26	35,218	52,234	
POLICE COMMUNICATIONS SUPERVISOR	26	35,218	52,234	
AQUATICS DIVISION SUPERVISOR	28	37,007	54,875	
SPORTS DIVISION SUPERVISOR	28	37,007	54,875	Delete
RECREATION MAINTENANCE SUPERVISOR	28	37,007	54,875	NEW
PROGRAMS DIVISION SUPERVISOR	29	37,604	55,300	Delete
BUILDING AND CODE COMPLIANCE SUPERVISOR	29	37,604	55,300	
* DEPUTY CITY CLERK	29	37,604	55,300	
EXECUTIVE SECRETARY	29	37,604	55,300	
PROCUREMENT SUPERVISOR	29	37,604	55,300	
HUMAN RESOURCES SPECIALIST	29	37,604	55,300	
* PRO SHOP AND OUTSIDE SERVICES MANAGER	29	37,604	55,300	
POLICE SENIOR ADMINISTRATIVE SPECIALIST	29	37,604	55,300	
SPECIAL EVENTS/PROGRAMS SUPERVISOR	31	41,304	60,830	NEW
HUMAN RESOURCES SPECIALIST II	31	41,304	60,830	
* ASSISTANT INFORMATION TECHNOLOGY MANAGER	37	46,212	68,534	
* GOLF COURSE MAINTENANCE SUPERINTENDENT	37	46,212	68,534	
* GRANTS WRITER/PUBLIC INFORMATION SPECIALIST	37	46,212	68,534	
PROFESSIONAL SERVICES SUPERVISOR	37	46,212	68,534	
OPERATIONS SUPERINTENDENT	37	46,212	68,534	
* ELDERLY SERVICES DIRECTOR	40	49,767	73,805	
* ASSISTANT PUBLIC WORKS DIRECTOR	40	49,767	73,805	
* ACCOUNTING SYSTEMS/FINANCE ANALYST	41	50,762	77,495	
* CITY PLANNER	44	54,930	81,466	
* POLICE LIEUTENANT	44P	61,440	89,324	
* HUMAN RESOURCES DIRECTOR/RISK MANAGER	45	56,305	83,501	
* COMPTROLLER	46	63,316	92,063	
* INFORMATION TECHNOLOGY DIRECTOR	46	63,316	92,063	
* POLICE CAPTAIN	46P	64,546	93,851	
* GOLF & COUNTRY CLUB DIRECTOR	49	71,850	95,799	
* BUILDING AND CODE COMPLIANCE DIRECTOR	49	71,850	95,799	
RECREATION DIRECTOR	49	71,850	95,799	
PUBLIC WORKS DIRECTOR	49	71,850	95,799	
* CITY CLERK	49	71,850	95,799	
* BUILDING OFFICIAL	50	74,817	112,227	
* FINANCE DIRECTOR	50	74,817	112,227	
* CHIEF OF POLICE	50P	76,270	114,406	
* ASSISTANT CITY MANAGER-FINANCIAL SERVICES	50M	84,125	125,489	
* NON CIVIL SERVICE				

# SECTION 2



# **City Council**

## **Mission Statement**

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

## **City Council**

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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.

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### **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.

### **2013-14 Accomplishments**

Commenced the process on the construction of a new aquatic facility

Approved the contract with ConEdison for energy efficiency options at City Hall and other City facilities

Updated current goals in the City's Strategic Plan

Approved the renovation of Stafford Park Field

## City Council

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### 2014-15 Budget Highlights

- Proposed budget is \$11,080 or 7.9% lower than FY2013/2014 mainly due to the reduction of the \$11,000 rent subsidy provided to the Museum in prior years.
- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$129,735</u>
Net cost of Department	<u>\$129,735</u>
- The Promotions line item is a lump sum of \$67,250 to be allotted during the year as follows:
  1. \$32,250 will be allocated during the year for the following events:
    - Stafford Golf Tournament
    - River Cities Festival
    - Optimist BBQ Cookoff
    - Optimist Fishing Tournament
    - Gazette Directory
    - Car shows (2)
    - City events
    - Fla League 88<sup>th</sup> anniversary ad
    - Miami Dade Installation Dinner ad
    - Employee Holiday Dinner
    - Police Appreciation Dinner
    - City Clerks luncheon
  2. \$35,000 has been allocated to CMI.

CITY OF MIAMI SPRINGS  
CITY COUNCIL BUDGET  
FISCAL YEAR ENDING 9/30/15

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2011-12 ACTUALS</u>	<u>FY2012-13 ACTUALS</u>	<u>FY2013-14 AMENDED BUDGET</u>	<u>FY2014-15 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AF OF 6/30/2014</u>	<u>YTD FY2013-14 PROJECTED</u>
<b>MAYOR &amp; COUNCIL</b>								
001-0101-511.11-00	EXECUTIVE SALARIES	31,187	31,675	31,800	31,800	-	23,850	31,800
001-0101-511.21-00	FICA TAXES	2,386	2,423	2,433	2,433	(0)	1,825	2,433
001-0101-511.24-00	WORKER'S COMPENSATION	287	827	632	632	0	477	636
001-0101-511.31-00	PROFESSIONAL SERVICES	9,900	-	-	-	-	2,500	2,500
001-0101-511.34-00	CONTRACTUAL SERVICES	6,946	7,185	9,980	7,240	(2,740)	7,319	9,759
001-0101-511.40-00	TRAVEL AND PER DIEM	4,718	7,772	13,860	10,000	(3,860)	4,472	5,963
001-0101-511.44-00	RENTALS AND LEASES	12,000	12,000	11,000	-	(11,000)	11,000	11,000
001-0101-511.47-00	PRINTING AND BINDING	1,060	2,069	2,440	2,230	(210)	1,178	1,571
001-0101-511.48-00	PROMOTIONS	20,310	21,344	60,600	67,250	6,650	47,622	60,600
001-0101-511.51-00	OFFICE SUPPLIES	1,527	1,100	1,300	900	(400)	76	101
001-0101-511.52-09	OPERATING SUPPLIES	153	5,244	1,000	1,000	-	-	-
001-0101-511.54-00	DUES, MEMBERSHIPS, SUBS	2,918	3,171	3,400	3,400	-	1,366	1,821
001-0101-511.59-00	MISCELLANEOUS EXPENSES	946	1,910	2,370	2,850	480	874	1,165
<b>** MAYOR &amp; COUNCIL</b>		<b>94,338</b>	<b>96,720</b>	<b>140,815</b>	<b>129,735</b>	<b>(11,080)</b>	<b>102,559</b>	<b>129,349</b>

Fiscal Year . . . : 2014  
 Budget Level . . . : BUDG  
 Description . . . :

Account #	Description	Budget Amount	Misc. Info
1-0101-511-11-00	EXECUTIVE SALARIES	31,800.00	
1-0101-511-21-00	FICA TAXES	2,433.00	
	00100 FICA TAXES		2,433.00
1-0101-511-24-00	WORKER'S COMPENSATION	632.00	
	00100 WORKERS COMPENSATION FOR MAYOR AND COUNCIL		632.00
1-0101-511-34-00	CONTRACTUAL SERVICES	7,240.00	
	00100 COMCAST HIGH SPEED INTERNET (\$70X12 MO.)		840.00
	00200 TELVUE WEBUS MONTHLY SUPPORT (\$200X12 MO.)		2,400.00
	00300 LIVESTREAM ANNUAL CHANNEL PLAN FOR WEBCASTING		3,500.00
	00400 LIVESTREAM BROADCASTER		500.00
1-0101-511-40-00	TRAVEL AND PER DIEM	10,000.00	
	00100 M-D COUNTY LEAGUE OF CITIES DINNERS (\$40 X 5 X 12)		2,400.00
	00200 M-D COUNTY LEAGUE OF CITIES ATTY. LUNCH (\$40X12)		480.00
	00300 DADE DAYS IN TALLAHASSEE (\$975. X 3)		2,925.00
	00400 FLOC ANNUAL CONFERENCE HOTEL (\$149X3X4 NIGHTS)		1,720.00
	00500 FLOC ANNUAL CONFERENCE REGISTRATION (\$325X3)		975.00
	00600 FLOC LEGISLATIVE COUNCIL MEETINGS 3TRIPXS\$500.		1,500.00
1-0101-511-47-00	PRINTING AND BINDING	2,230.00	
	00100 BUSINESS CARDS FOR COUNCIL (10 SETS @ \$95.00)		950.00
	00200 PROCLAMATION FRAMES (24 X \$20.)		480.00
	00300 ENGRAVED PLAQUES (10 X \$55.)		550.00
	00400 CERTIFICATE OF APPRECIATION FRAMES/FOLDERS		250.00
1-0101-511-48-00	PROMOTIONS	67,250.00	
	00100 MISCELLANEOUS EVENTS		1,000.00
	00200 FL. LEAGUE OF CITIES ANNIVERSARY AD		1,000.00
	00300 M-D COUNTY LEAGUE OF CITIES INSTALLATION DINNER AD		1,250.00
	00400 CIRCLE EVENTS		10,000.00
	00500 STAFFORD GOLF TOURNAMENT		2,000.00
	00600 EMPLOYEE CHRISTMAS PARTY		3,000.00
	00700 POLICE APPRECIATION DINNER		2,000.00
	00800 OPTIMIST FISHING TOURNAMENT		2,000.00
	00900 OPTIMIST BARBEQUE		2,000.00
	01000 CLASSIC CAR SHOWS (2 @ \$1,500.)		3,000.00
	01100 RIVER CITIES FESTIVAL		5,000.00
	01200 CMI		35,000.00
1-0101-511-51-00	OFFICE SUPPLIES	900.00	
	00100 PAPER FOR LETTERHEAD, COLOR PAPER, ETC.		100.00
	00200 TYVEK ENVELOPES FOR COUNCIL MAIL		500.00
	00300 LABELS, PENS, PENCILS, CLIPS, ETC.		150.00
	00400 BATTERIES FOR CORDLESS MIKE AND REMOTES		50.00
	00500 BOTTLED WATER FOR MEETINGS		100.00
1-0101-511-52-00	OPERATING SUPPLIES	1,000.00	
	00100 MISC. SUPPLIES FOR I-PADS, ETC.		1,000.00
1-0101-511-54-00	DUES, MEMBERSHIPS, SUBS	3,400.00	
	00100 FLORIDA LEAGUE OF CITIES MEMBERSHIP DUES		1,700.00
	00200 M-D COUNTY LEAGUE OF CITIES MEMBERSHIP DUES		1,600.00
	00300 MISCELLANEOUS SUBSCRIPTIONS		100.00
1-0101-511-59-00	MISCELLANEOUS EXPENSES	2,850.00	
	00100 NEW COUNCIL PHOTOS - INDIVIDUAL AND GROUP		500.00
	00200 COUNCIL SHIRTS WITH LOGO		900.00

Fiscal Year . . . : 2014  
Budget Level . . . : BUDG  
Description . . . : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
			*
			-----*
	00300 ENGRAVED INVITATION CARDS AND ENVELOPES		1,200.00
	00400 FRAMES FOR COUNCIL AND STAFF PHOTOS		250.00
* Total Accounts for this Budget Level	11	129,735.00	



**Basis for FY 2014-15 Salary Projections**

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

Adjustment includes:

<b>Max Annual merit increase for position</b>	<b><u>0.0%</u></b>
Cost of living Adjustment	0.0%
CPI for all urbans (Apr to Apr)	0.00%
Estimate used for COLA Projection	0.00% <i>to be effective on 10-01-2013</i>

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City of Miami Springs						
Department: CITY COUNCIL						
Position	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 4/30/14	FY2014-15 Projection
Mayor	PT	1	1	0	7800	7800
City Council member	PT	4	4	0	24000	24000
<b>Total projections</b>		<b>5</b>	<b>5</b>	<b>0</b>	<b>31800</b>	<b>31800</b>

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CITY OF MIAMI SPRINGS 2014-2015 BUDGET - CITY COUNCIL

**001-0101-511-34-00 - Contractual Services - City Council**  
COMCAST high speed internet (\$70 x 12 = \$803.40) .....840.00  
Telvue Webus monthly support (\$200 x 12) CHANNEL 77 BULLETIN BOARD . 2,400.00  
Livestream Annual Channel Plan WEBCAST ..... 3,500.00  
Livestream Broadcaster ..... 500.00  
TOTAL .....\$7,240.00

**001-0101-511-40-00 - Travel & Related Costs - City Council**  
M-D County League of Cities dinners (\$40 x 5 members x 10 months)..... \$2,400.00  
M-D County League of Cities Attorney's Luncheons (40 x 12).....480.00  
Dade Days in Tallahassee (\$975 x 3) .....2,925.00  
Florida League of Cities Annual Conference (Hotel = \$149 x 3 x 4 nights) ..... 1,788.00  
Florida League of Cities Annual Conference (Registration = \$325 x 3) .....975.00  
Florida League of Cities Legislative Council (1 rep - 3 trips x \$500.00).....1,500.00  
TOTAL .....\$10,680.00

**001-0101-511-44-00 - Rentals and Leases - City Council**  
Historical Society Lease .....\$0.00  
TOTAL .....\$0.00

**001-0101-511-47-00 - Printing & Binding - City Council**  
Business Cards for Council and City Attorney (\$95 per box x 10) .....\$950.00  
Proclamation frames (legal size 24 @\$20).....480.00  
Engraved plaques (\$55 ea. x 10).....550.00  
Certificates of appreciation frames/folders .....250.00  
TOTAL .....\$2,230.00

**001-0101-511-48-00 - Promotions - City Council**  
Miscellaneous events.....\$1,000.00  
Florida League of Cities 88<sup>th</sup> anniversary ad.....\$1,000.00  
Miami-Dade County Installation Dinner ad .....\$1,250.00  
Circle Events .....\$10,000.00  
Springs River Festival.....\$5,000.00  
Stafford Golf Tournament .....\$2,000.00  
Employee Holiday Dinner .....\$3,000.00  
Police Appreciation Dinner.....\$2,000.00  
Optimist Club Fishing Tournament.....\$2,000.00  
Optimist Club Barbeque.....\$2,000.00  
Classic Car Shows (2 @ \$1,500) .....\$3,000.00  
CMI .....\$35,000.00  
TOTAL .....\$67,250.00

**001-0101-511-51-00 - Office Supplies - City Council**  
Letterhead & misc. paper supplies .....\$100.00  
White Tyvek envelopes 10 x 13 and 12 x 15-1/2" ..... 500.00  
Labels, fasteners, pens, pencils, etc..... 150.00  
Batteries for cordless microphone and remotes.....50.00  
Bottled water (31 meetings) 12 cases needed..... 100.00  
TOTAL .....\$900.00

**001-0101-511-52-00 - Operating Supplies - City Council**  
i-Pad cables or other miscellaneous supplies.....\$1,000.00

TOTAL .....\$1,000.00

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

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

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

Engraved invitation cards and envelopes..... \$1,200.00  
Council shirts with logo ..... 900.00  
Photographs: group and individual ..... 500.00  
Frames for Council and Staff pictures (10@ \$25 each).....250.00  
TOTAL .....\$2,850.00

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

TOTAL .....\$0

O:\City Clerk Department\Budget\FY 2014-2015\Budget List - FY 2014-2015 - City Council.doc

# SECTION 3

# **City Clerk**

## **Mission Statement**

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

## **City Clerk**

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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.

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## **Goals**

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

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

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

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

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

## **Objectives**

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

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

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

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

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



**Objectives (continued)**

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

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

Continue to provide assistance to all Departments concerning City needs.

**2013-14 Accomplishments**

- Supervised the April 8, 2014 Miami Springs General Election.
- Continued the paperless agenda system to replace the paper agenda packets.
- Provided secretarial support to the City Attorney.
- Ordered publication of two new supplement for the Code of Ordinances.
- Researched records and provided extensive information to the City Attorney, Administration and Department Heads.
- Processed over 450 public record requests.
- Notarized 850 documents for residents and other citizens.

**2013-14 Budget Highlights**

- Proposed budget is \$ 65,659 or 26.8% higher than FY2013/2014.
- Increase is due to the funding of a full year salary and benefits cost of the new City Clerk since during FY13-14 only partial year salary was budgeted.
- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$310,816</u>
Net cost of Department	<u>\$310,816</u>

**CITY OF MIAMI SPRINGS  
CITY CLERK BUDGET  
FISCAL YEAR ENDING 9/30/15**

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2011-12 ACTUALS</u>	<u>FY2012-13 ACTUALS</u>	<u>FY2013-14 AMENDED BUDGET</u>	<u>FY2014-15 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AS OF 6/30/2014</u>	<u>YTD FY2013-14 PROJECTED</u>
<b>CITY CLERK</b>								
001-0301-513.12-00	REGULAR SALARIES	151,866	160,819	119,006	157,484	38,478	84,896	119,006
001-0301-513.13-00	PART TIME SALARIES	11,072	14,870		0	-	-	-
001-0301-513.14-00	OVERTIME	1,735	1,899	1,500	1,500	-	1,259	1,723
001-0301-513.21-00	FEDERAL PAYROLL TAXES	12,597	13,856	7,979	10,066	2,087	6,591	9,019
001-0301-513.22-01	GENERAL	359	252	8,352	14,633	6,281	4,504	6,163
	TOTAL MEDICAL INSURANCE	16,128	13,035	15,227	26,595	11,368	10,982	18,826
						-		
001-0301-513.24-00	WORKER'S COMPENSATION	3,967	406	293	295	2	216	288
001-0301-513.34-00	OTHER CONTRACTUAL SERVICE	25,032	32,300	37,402	33,500	(3,902)	8,399	37,402
001-0301-513.40-00	TRAVEL AND PER DIEM	31	58	1,400	2,000	600	1,244	1,659
001-0301-513.41-01	TELEPHONE	1,443	639	650	650	-	624	832
001-0301-513.41-03	POSTAGE	533	503	616	481	(135)	308	411
001-0301-513.41-06	INTERNET ACCESS	2,103	942	2,544	1,578	(966)	1,009	1,345
001-0301-513.44-00	RENTALS AND LEASES	4,928	4,490	4,000	3,000	(1,000)	2,235	2,980
001-0301-513.45-30	LIABILITY INSURANCE	3,263	2,676	2,727	3,419	692	2,043	2,724
001-0301-513.46-00	REPAIRS AND MAINTENANCE	3,866	3,448	3,926	3,565	(361)	2,526	3,368
001-0301-513.47-00	PRINTING AND BINDING	3,124	4,992	6,555	6,630	75	2,174	2,899
001-0301-513.48-00/02	ADVERTISING & PROMOTIONS	33,683	9,679	17,100	22,000	4,900	2,215	17,100
001-0301-513.51-00	OFFICE SUPPLIES	4,733	3,491	4,500	5,600	1,100	3,148	4,197
001-0301-513.52-00	OPERATING SUPPLIES	3,224	4,919	5,295	6,179	884	2,361	3,148
001-0301-513.54-00	DUES, MEMBERSHIPS, SUBS	1,404	1,346	1,985	2,640	655	1,315	1,753
001-0301-513.54-10	VEH REGISTRATION & TAG	275	1,218	1,600	1,350	(250)	725	967
001-0301-513.58-00	EDUCATION AND TRAINING	-	750	1,000	1,550	550	995	1,327
001-0301-513.64-00	MACHINERY AND EQUIPMENT	-	4,025	1,500	6,100	4,600	-	1,500
<b>** CITY CLERK</b>		<b>285,366</b>	<b>280,612</b>	<b>245,157</b>	<b>310,816</b>	<b>65,659</b>	<b>139,769</b>	<b>234,839</b>

3-4

Fiscal Year . . . : 2014  
 Budget Level . . . : BUDG  
 Description . . . :

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info
1-0301-513-12-00	REGULAR SALARIES	157,484.00	
1-0301-513-14-00	OVERTIME	00100 REGULAR SALARIES	157,484.00
1-0301-513-21-00	FEDERAL PAYROLL TAXES	00100 OVERTIME FOR CLERK STAFF SUPPORT DEPUTY & ASST	1,500.00
1-0301-513-22-01	GENERAL	00100 FEDERAL PAYROLL TAXES	10,066.00
1-0301-513-23-04	HMO, EMPLOYEE ONLY	00100 GENERAL	14,633.00
1-0301-513-23-07	LIFE/AD&D	00100 MEDICAL INSURANCE	25,194.00
1-0301-513-23-08	DENTAL - OHS - EMPLOYEE	00100 LIFE/AD&D	698.00
1-0301-513-23-09	VSP - VISION - EMPLOYEE	00100 DENTAL -OHS-EMPLOYEE	504.00
1-0301-513-24-00	WORKER'S COMPENSATION	00100 VSP-VISION-EMPLOYEE	199.00
1-0301-513-34-00	OTHER CONTRACTUAL SERVICE	00100 WORKERS COMPENSATION	295.00
		00100 MS GENERAL ELECTION 2015	33,500.00
		00200 INTERNATIONAL DATA DEPOSITORY	20,000.00
		00300 VALUE STORE-IT	9,500.00
1-0301-513-40-00	TRAVEL AND PER DIEM	00100 CLERK CONFERENCES FOR STAFF	4,000.00
1-0301-513-41-01	TELEPHONE: BASE & LOCAL	00100 TELEPHONE	2,000.00
1-0301-513-41-03	POSTAGE	00100 POSTAGE	650.00
1-0301-513-41-06	INTERNET ACCESS	00100 INTERNET ACCESS	481.00
1-0301-513-44-00	RENTALS AND LEASES	00100 TOSHIBA COPY MACHINE CLERK'S OFFICE	1,578.00
1-0301-513-45-30	RISK MANAGEMENT	00100 LIABILITY INSURANCE	3,000.00
1-0301-513-46-00	REPAIRS AND MAINTENANCE	00100 CLERK'S OFFICE TIME CLOCK MAINTENANCE AGREEMENT	3,419.00
		00200 AUTOMATED BUSINESS MACHINES SHREDDERS TWO	120.00
		00300 SOUND SYSTEM CHAMBERS - ALTEC LANSING	370.00
		00400 PROJECTORS IN COUNCIL CHAMBERS	510.00
		00500 API SERVICE & MAINT FOR OPTIVIEW	400.00
1-0301-513-47-00	PRINTING AND BINDING	00100 CODE SUPPLEMENTS 3 PER YEAR	2,165.00
		00200 ORDINANCES ON WEB 15 @ \$30	6,000.00
		00300 BUSINESS CARDS FOR CLERK STAFF (3)	450.00
1-0301-513-48-02	ADVERTISING	00100 RIVER CITIES GAZETTE ADS	180.00
		00200 MIAMI DAILY BUSINESS REVIEW	22,000.00
		00300 MIAMI HERALD	6,000.00
1-0301-513-51-00	OFFICE SUPPLIES	00100 MISCELLANEOUS SUPPLIES	6,000.00
			10,000.00
			2,000.00

3-5

Fiscal Year . . . : 2014  
 Budget Level . . . : BUDG  
 Description . . . :

Account #	Description	Budget Amount	Misc. Info
1-0301-513-52-00	OPERATING SUPPLIES	00200 COPY PAPER FOR COPIERS ALL DEPARTMENTS (\$300 X 12) 6,179.00	3,600.00
		00100 PRINTER TONERS CLERK 12X\$73	876.00
		00200 PRINTER TONERS DEPUTY 12X\$70	840.00
		00300 PRINTER TONERS ASST. 10X\$73.00	730.00
		00400 NEW FURNITURE	1,750.00
		00500 NAMEPLATES FOR ADVISORY BOARDS (\$10.50 EA)	200.00
		00600 RECORDING OFFICIAL DOCUMENTS WITH COUNTRY RECORDER	300.00
		00700 BIS DIGITAL RECORDING MAINT AND SOFTWARE FEE	1,050.00
		00800 MISCELLANEOUS	433.00
1-0301-513-54-00	DUES, MEMBERSHIPS, SUBS	2,640.00	
		00100 NEWSPAPER PUBLICATIONS - HERALD, DAILY BUSINESS RE	750.00
		00200 MDCMCA \$25EA FACC \$75EA IIMC ARMA DUES CLERK STAFF	790.00
		00300 ANNUAL CODE ON INTERNET - MUNICIPAL CODE	700.00
		00400 NOTARY PUBLIC COMMISSION CLERK AND DEPUTY	400.00
1-0301-513-54-10	VEH REGISTRATION & TAG	1,350.00	
1-0301-513-58-00	EDUCATION AND TRAINING	00100 REGISTRATION & TITLE FEES FOR 10 CITY VEHICLES	1,350.00
		1,550.00	
		00100 CLERKS SEMINAR FOR CEU'S AND CERTIFICATION	675.00
		00200 HTE & API SEMINARS	375.00
		00300 FACC WEBINARS	500.00
1-0301-513-64-00	MACHINERY AND EQUIPMENT	6,100.00	
		00100 LASERPICHE RECORDS MANAGEMENT PROGRAM	6,100.00
* Total Accounts for this Budget Level 25		310,815.00	

**Basis for FY 2014-15 Salary Projections**

Base Salary for each position:

Adjustment includes:

Max Annual merit increase for position

Cost of living Adjustment

CPI for all urbans (Apr to Apr)

Estimate used for COLA Projection

Calculations is based upon current earnings at 2,080 hours

0.0%

0.0%

0.00%

0.00% *to be effective on 10-01-2013*

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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 4/30/14	Date of Annual Review	FY2014-15 Merit Increase	COLA Increase	Longevity	FY2014-15 Projection
City Clerk-PG49C	Erika Santamaria	FT	1	1	0	\$75,000		\$0	\$0	\$0	\$75,000
Administrative Asst II-PG22	Elora Sakal	FT	0.75	0.75	0	\$24,456	n/a	\$0	\$978	\$0	\$25,434
Deputy City Clerk-PG29	S Hitaffer	FT	1	1	0	55,300	11/02/92	\$0	\$0	\$1,750	\$57,050
<b>Total projections</b>			<b>2.8</b>	<b>2.8</b>	<b>0</b>	<b>\$154,756</b>		<b>\$0</b>	<b>\$978</b>	<b>\$1,750</b>	<b>\$157,484</b>

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**CITY OF MIAMI SPRINGS 2014-2015 BUDGET - CITY CLERK**

**001-0301-513-34-00 - Contractual Services - City Clerk**  
Miami Springs General Election.....\$20,000.00  
International Data Depository (records storage) ..... \$10,000.00  
Value Store-It Public Storage..... ..\$4,000.00  
**TOTAL** ..... **\$34,000.00**

**001-0301-513-40-00 - Travel & Related Costs - City Clerk**  
Clerks' Seminars (Travel to Conferences).....\$1,500.00  
**TOTAL** ..... **1,500.00**

**001-0301-513-44-00 - Rentals & Leases - City Clerk**  
Toshiba Copier I.D. # 73708 (\$250 x 12) and supplies ..... \$3,000.00  
**TOTAL** ..... **\$3,000.00**

**001-0301-513-46-00 - Repair & Maintenance - City Clerk**  
Copy Room Time clock maintenance agreement..... \$120.00  
Automated Business Machines FEL 310 Shredders Annual Maintenance (\$185 ea.) 370.00  
Sound system Model 8553B Altec Lansing - Chambers (6 hours @ \$85)..... 510.00  
Overhead projectors - Council Chambers ..... 400.00  
API Service - Maintenance/License Fee for Optiview..... 2,165.00  
**TOTAL** ..... **\$3,565.00**

**001-0301-513-47-00 - Printing & Binding - City Clerk**  
Code supplements (3 per year) ..... \$6,000.00  
Ordinances on the web (15 @ \$30)..... .450.00  
Business cards for Clerk, Deputy and Administrative Assistant II..... 180.00  
**TOTAL** ..... **\$6,630.00**

**001-0301-513-48-00 - Promotions - City Clerk**  
**TOTAL** ..... **\$ 0.00**

**001-0301-513-48-02 - Advertising - City Clerk**  
River Cities Gazette - Legal advertising..... \$6,000.00  
Miami Daily Business Review - Legal advertising..... 6,000.00  
The Miami Herald - Legal advertising..... 10,000.00  
**TOTAL** ..... **\$22,000.00**

**001-0301-513-51-00 - Office Supplies - City Clerk**  
Miscellaneous Supplies (binders, labels, divider tabs, etc.)..... \$2,000.00  
Xerox Copy Paper for Toshiba copier (\$300 x 12) ALL DEPARTMENTS..... 3,600.00  
**TOTAL** ..... **\$5,600.00**



001-0301-513-52-00 - Operating Supplies - City Clerk  
 Printer toner cartridges (\$73 x 12) – Clerk printer.....\$876.00  
 Printer toner cartridges (\$70 x 12) – Deputy printer..... 840.00  
 Printer toner cartridges (\$73 x 10) – Asst Printer ..... 730.00  
 Name plates for advisory board members (\$10.50 each)..... 200.00  
 Recording of official documents ..... 300.00  
 BIS digital recording annual software/maintenance fee .....1,050.00  
 Furniture for Deputy and Asst (Desks and Workstations).....1,750.00  
**TOTAL ..... \$5,749.00**

001-0301-513-54-00 - Dues, Memb. & Subs. - City Clerk  
 Newspaper publications. HERALD, LAW BOOKS, MIAMI REVIEW ..... 750.00  
 MDCMCA (\$25 each), FACC (\$75 each) ARMA, IIMC dues ..... 790.00  
 Annual Code on Internet (Municipal Code) ..... 700.00  
 Notary Public Commission Renewal (Suzie and Erika) ..... 400.00  
**TOTAL ..... \$2,640.00**

001-0301-513-54-10 – Vehicle Reg. & Tags (All Depts.)  
 Registration and Title fees for City Vehicles (\$135 EA – 10 IN FY2013-14) .....\$1,350.00  
**Total ..... \$1,350.00**

001-0301-513-58-00 - Training & Education - City Clerk  
 Clerks’ Seminars CEU’s and Certifications.....\$675.00  
 HTE or API Optiview seminars ..... 375.00  
 FACC Webinars.....500.00  
**TOTAL ..... \$1,550.00**

001-0301-513-64-00 - Machinery & Equipment - City Clerk  
 New software - Laserfiche ..... 6,500.00  
**TOTAL ..... \$6,500.00**

**Total 2014-2015 Clerk Department Budget - \$306,307**

**CITY OF MIAMI SPRINGS  
ASSET ACQUISITION REQUEST  
FOR FY 2014-2015 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:** City Clerk's Office

<u>Description of equipment requested</u>	<u>Estimated Cost</u>
Laserfiche - Records Management Program	\$6,100.00
	\$ -
	\$ -
	\$ -
	\$ -
<b>Total budget request:</b>	<b>\$ 6,100.00</b>

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

**Reason why equipment is needed**  
 Migrating from Optiview to a more functional program for managing City records and adding a workflow process for agenda production.

<u>Expected cost savings from this acquisition(if any)</u>	<u>Expected Savings</u>
The portion of the Optiview maintenance cost will be eliminated once	\$ 2,200.00
the transition is completed. Currently, it is \$2,200 annual maint. compared to	\$ (900.00)
Laserfiche's \$900 annual maint.	\$ 1,300.00

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
City Manager Approval

# SECTION 4

# **City Manager**

## **Mission Statement**

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

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

**CITY OF MIAMI SPRINGS  
CITY MANAGER BUDGET  
FISCAL YEAR ENDING 9/30/15**

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2011-12 ACTUALS</u>	<u>FY2012-13 ACTUALS</u>	<u>FY2013-14 AMENDED BUDGET</u>	<u>FY2014-15 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AS OF 6/30/2014</u>	<u>YTD FY2013-14 PROJECTED</u>
<b>CITY MANAGER</b>								
001-0201-512.12-00	REGULAR SALARIES	393,587	202,166	203,059	202,943	(117)	150,475	205,913
001-0201-512.13-00	PART-TIME YEAR ROUND	9,418	500	-	-	-	-	-
001-0201-512.21-00	FICA TAXES	27,400	13,687	14,146	13,803	(343)	9,513	13,018
001-0201-512.22-01	GENERAL EMPLOYEES RET SYS	8,067	-	-	-	-	-	-
001-0201-512.22-04	401A ICMA RETIREMENT TRST	47,104	31,344	30,459	30,441	(18)	24,096	32,973
	TOTAL MEDICAL INSURANCE	25,632	17,040	19,039	23,406	4,367	14,662	20,064
						-		-
001-0201-512.24-00	WORKER'S COMPENSATION	9,826	5,228	4,036	4,033	(3)	3,024	4,032
001-0201-512.31-00	PROFESSIONAL SERVICES	98,030	60,844	53,569	53,500	(69)	59,017	59,017
001-0201-512.40-00	TRAVEL AND PER DIEM	7,813	8,105	7,800	7,800	-	5,880	7,840
001-0201-512.41-01	TELEPHONE	1,599	639	650	650	-	345	460
001-0201-512.41-02	CELLULAR TELEPHONE	1,406	948	1,426	949	(477)	632	843
001-0201-512.41-03	POSTAGE	388	63	108	84	(24)	39	52
001-0201-512.41-06	INTERNET ACCESS	2,103	942	2,544	1,578	(966)	1,009	1,345
001-0201-512.45-30	LIABILITY INSURANCES	6,604	3,264	3,538	4,406	868	2,655	3,540
001-0201-512.48-02	PROMOTIONS/ADVERTISING	5,028	-	-	-	-	-	-
001-0201-512.51-00	OFFICE SUPPLIES	589	1,439	1,200	1,200	-	887	1,183
001-0201-512.52-00	OPERATING SUPPLIES	7,736	5,763	5,429	5,000	(429)	3,623	4,831
001-0201-512.54-00	DUES, MEMBERSHIPS, SUBS	2,549	475	2,200	2,200	-	1,446	1,928
001-0201-512.58-00	EDUCATION AND TRAINING	52	355	400	400	-	-	-
<b>** CITY MANAGER</b>		<b>654,931</b>	<b>352,801</b>	<b>349,603</b>	<b>352,394</b>	<b>2,791</b>	<b>277,303</b>	<b>357,039</b>

Fiscal Year . . . : 2014  
 Budget Level . . . : BUDG  
 Description . . . :

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info
1-0201-512-12-00	REGULAR SALARIES	202,943.00	
1-0201-512-21-00	FICA TAXES	13,803.00	
1-0201-512-22-04	401A ICMA RETIREMENT TRST	30,441.00	
1-0201-512-23-06	HMO, FAMILY	21,872.00	
1-0201-512-23-07	LIFE/AD&D	893.00	
1-0201-512-23-08	DENTAL-ORAL HEALTH SVCS	486.00	
1-0201-512-23-09	VSP-VISION SERVICE PLAN	156.00	
1-0201-512-24-00	WORKER'S COMPENSATION	4,033.00	
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	650.00	
1-0201-512-41-02	CELLULAR TELEPHONE	949.00	
1-0201-512-41-03	POSTAGE	84.00	
1-0201-512-41-06	INTERNET ACCESS	1,578.00	
1-0201-512-45-30	LIABILITY INSURANCES	4,406.00	
1-0201-512-51-00	OFFICE SUPPLIES	1,200.00	
1-0201-512-52-00	OPERATING SUPPLIES	5,000.00	
1-0201-512-54-00	DUES, MEMBERSHIPS, SUBS	2,200.00	
1-0201-512-58-00	EDUCATION AND TRAINING	400.00	
* Total Accounts for this Budget Level		19	352,394.00



**Basis for FY 2014-15 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 10-01-2013*

City of Miami Springs											
Department: Office of the City Manager											
Position (paygrade)	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 5/01/14	Start Date	FY 13-14 Projected Merit Increase	COLA Increase	Longevity	FY 2013-14 Projection	
City Manager-	FT	1	1	0	\$140,000	01/03/12	\$0	\$0	\$1,000	\$141,000	
Assistant City Manager-PG50M	FT	0.5	0.5	0	\$61,693	01/00/00	\$0	\$0	\$250	\$61,943	
		0	0	0	\$0	01/00/00	\$0	\$0	\$0	\$0	
<b>Total projections</b>		<b>2</b>	<b>1.5</b>	<b>0</b>	<b>\$201,693</b>		<b>\$0</b>	<b>\$0</b>	<b>\$1,250</b>	<b>\$202,943</b>	

TOR-Top of range no merit increases

4-4

# SECTION 5

# **Human Resources**

## **Mission Statement**

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

## **Human Resources**

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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.

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### **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.

### **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.

### **2013-14 Accomplishments**

#### **Human Resources:**

Advertised, received, and processed 47 applicants for Police Officer. Interviews have not been scheduled.

Processed and fingerprinted over 300 volunteer coaches through Volunteer & Employee Criminal History System (VECHS) with collaboration from our police department.

Advertised and processed 40 applications for Police Dispatcher I. Interviewed 10 applicants and currently in the selection process.

Processed 44 returning/new recreation leaders and lifeguards for the summer

## Human Resources

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### 2013-14 Accomplishments (continued)

program. Scheduled drug screening and fingerprinting with collaboration from our police department.

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 2014-15 Budget Highlights

- Proposed budget is \$ 19,577 or 10 % higher than FY2013/2014.
- Increase due to the expected increase in the costs of background checks on coaches for sports league.
- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$209,094</u>
Net cost of Department	<u>\$209,094</u>

CITY OF MIAMI SPRINGS  
HUMAN RESOURCES BUDGET  
FISCAL YEAR ENDING 9/30/15

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2011-12 ACTUALS</u>	<u>FY2012-13 ACTUALS</u>	<u>FY2013-14 AMENDED BUDGET</u>	<u>FY2014-15 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AS OF 6/30/2014</u>	<u>YTD FY2013-14 PROJECTED</u>
<b>HUMAN RESOURCES</b>								
001-0401-513.12-00	REGULAR SALARIES	120,576	124,054	126,555	128,207	1,652	90,366	123,659
001-0401-513.21-00	FEDERAL PAYROLL TAXES	8,991	9,257	8,914	8,897	(17)	6,742	9,226
001-0401-513.22-01	GENERAL PENSION	5,707	5,835	5,316	6,259	943	3,896	5,331
	TOTAL MEDICAL INSURANCE	9,524	9,348	10,412	12,288	1,876	7,705	10,544
						-		
001-0401-513.24-00	WORKER'S COMPENSATION	1,077	297	237	240	3	180	240
001-0401-513.31-00	PROFESSIONAL SERVICES	39,779	43,280	24,430	40,000	15,570	32,551	43,401
001-0401-513.34-00	CONTRACTUAL SERVICES	2,317	3,561			-	1,124	1,499
001-0401-513.40-00	TRAVEL AND PER DIEM	1,148	1,336	1,500	1,500	-	-	-
001-0401-513.41-01	TELEPHONE	1,286	639	650	642	(8)	345	460
001-0401-513.41-03	POSTAGE	200	189	254	199	(55)	116	155
001-0401-513.41-06	INTERNET ACCESS	2,103	942	2,544	1,578	(966)	1,009	1,345
001-0401-513.45-30	LIABILITY INSURANCE	2,454	2,004	2,205	2,784	579	1,656	2,208
001-0401-513.46-00	REPAIRS AND MAINTENANCE	-	-	-	-	-	2,166	2,888
001-0401-513.48-00	ADVERTISING	1,774	1,823	1,628	1,500	(128)	1,628	2,171
001-0401-513.51-00	OFFICE SUPPLIES	810	1,567	1,500	1,500	-	359	479
001-0401-513.52-00	OPERATING SUPPLIES	498	287	500	500	-	480	640
001-0401-513.54-00	DUES, MEMBERSHIPS, SUBS	1,285	1,619	1,872	2,000	128	947	1,263
001-0401-513.58-00	EDUCATION AND TRAINING	365	760	1,000	1,000	-	285	380
<b>** HUMAN RESOURCES</b>		<b>199,894</b>	<b>206,797</b>	<b>189,517</b>	<b>209,094</b>	<b>19,577</b>	<b>151,555</b>	<b>205,888</b>



Fiscal Year . . . : 2014  
 Budget Level . . . : BUDG  
 Description . . . :

Account #	Description	Budget Amount	Misc. Info
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1-0401-513-12-00	REGULAR SALARIES	128,207.00	
1-0401-513-21-00	FEDERAL PAYROLL TAXES	8,897.00	
1-0401-513-22-01	GENERAL	6,259.00	
1-0401-513-23-00	MEDICAL INSURANCE	11,351.00	
1-0401-513-23-07	LIFE/AD&D	384.00	
1-0401-513-23-09	VSP - VISION - EMPLOYEE	159.00	
1-0401-513-23-10	DENTAL- OHS - DUAL	394.00	
1-0401-513-24-00	WORKER'S COMPENSATION	240.00	
1-0401-513-31-00	PROFESSIONAL SERVICES	40,000.00	
	00100	FIRST ADVANTAGE - LEVEL I SCREENING SERVICES	2,000.00
	00200	FLORIDA DEPT. OF LAW ENFORCEMENT -	10,000.00
	00300	LEVEL II BACKRGOUND SCREENING	.00
	00400	EQUIFAX - CREDIT CHECK	250.00
	00500	LAW ENFORCEMENT PSYCHOLOGICAL AND COUNSELING ASSOC	1,000.00
	00600	PRE-EMPLOYMENT PSYCHOLOGICAL TESTING	.00
	00700	PHYSICIANS HEALTH CENTER - PRE-EMPLOYMENT PHYSICAL	3,000.00
	00800	EXAMS, DOT CERTIFICATIONS EXAMS ETC.	.00
	00900	MANAGED CARE CONCEPTS - EMPLOYEE ASSISTANCE	3,780.00
	01000	PROGRAM	.00
	01100	O.M. MANAGEMENT - PRE-EMPLOYMENT AND POST ACCIDENT	4,400.00
	01200	SCREENINGS	.00
1-0401-513-40-00	TRAVEL AND PER DIEM	1,500.00	
1-0401-513-41-01	TELEPHONE: BASE & LOCAL	642.00	
1-0401-513-41-03	POSTAGE	199.00	
1-0401-513-41-06	INTERNET ACCESS	1,578.00	
1-0401-513-45-30	RISK MANAGEMENT	2,784.00	
1-0401-513-48-00	PROMOTIONS	1,500.00	
1-0401-513-51-00	OFFICE SUPPLIES	1,500.00	
1-0401-513-52-00	OPERATING SUPPLIES	500.00	
1-0401-513-54-00	DUES, MEMBERSHIPS, SUBS	2,000.00	
1-0401-513-58-00	EDUCATION AND TRAINING	1,000.00	
	* Total Accounts for this Budget Level	19	209,094.00

**Basis for FY 2014-15 Salary Projections**

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

Calculations is based upon current earnings at 2,080 hours

0.0%  
 0.0%  
 0.00%  
 0.00% *to be effective on 10-01-2013*

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City of Miami Springs												
Department: HUMAN RESOURCES												
Position (paygrade)	Employee Name	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 4/30/14	Date of Annual Review	FY 2014-15 Projected Merit Increase	COLA Increase	Temp. Increase (addtl duties)	Longevity	FY2014-15 Projection
Human Resource Director/Risk Manager-PG45	L Boucher	FT	1	1	0	83,501	07/09/94		\$0	\$0	\$1,750	\$85,251
Human Resource Specialist II-PG31	Noemi Sanfiel	FT	1	1	0	41,304	05/25/11	\$0	\$1,652	\$0	\$0	\$42,956
<b>Total projections</b>			<b>2</b>	<b>2</b>	<b>0</b>	<b>\$124,805</b>		<b>\$0</b>	<b>\$1,652</b>		<b>\$1,750</b>	<b>\$128,207</b>

TOR- Top of range-no merit increases

# SECTION 6

# **Finance Department**

## **Mission Statement**

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

## **Finance Department-Administrative Division**

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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.

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### **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 1<sup>st</sup>.

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.

## Finance Department-Administrative Division

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### 2013-14 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.
- Received an unqualified audit from the City's external auditors for the fiscal year ending September 30<sup>th</sup>, 2013.

### FY 2014-15 Budget Highlights

- Proposed budget is \$100,499 or 17.3 % lower than FY2013/2014.
- Decrease is due to the retirement of the Controller and that position being classified as part time for next fiscal year.
- Budget Summary:

Budgeted Revenues	\$	-0-
Budgeted Expenditures		<u>\$481,943</u>
Net cost of Department		<u>\$481,943</u>
- Budget includes approximately \$29,540 for actuarial and legal work related to the FOP pension negotiations for FY2015.



**CITY OF MIAMI SPRINGS  
FINANCE DEPARTMENT BUDGET  
FISCAL YEAR ENDING 9/30/15**

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2011-12 ACTUALS</u>	<u>FY2012-13 ACTUALS</u>	<u>FY2013-14 AMENDED BUDGET</u>	<u>FY2014-15 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AS OF 6/30/2014</u>	<u>YTD FY2013-14 PROJECTED</u>
<b>FINANCE-ADMINISTRATION</b>								
001-0501-513.12-00	REGULAR SALARIES	336,434	297,173	300,414	233,521	(66,893)	207,005	283,270
001-0501-513.13-00	PART TIME YEAR ROUND	21,581	20,519	15,080	51,510	36,430	16,938	23,178
001-0501-513.14-00	OVERTIME	7	-	-	-	-	-	-
001-0501-513.21-00	FEDERAL PAYROLL TAXES	26,476	23,809	22,326	19,823	(2,503)	16,752	22,924
001-0501-513.22-01	GENERAL	28,341	26,913	23,537	13,233	(10,304)	8,989	12,301
001-0501-513.22-04	401A ICMA RETIREMENT TRST	13,198	9,534	9,309	9,291	(18)	7,334	10,036
	TOTAL MEDICAL INSURANCE	32,583	24,381	27,220	33,442	6,222	20,907	28,610
001-0501-513.24-00	WORKER'S COMPENSATION	3,620	765	592	534	(58)	441	588
001-0501-513.31-00	PROFESSIONAL SERVICES	14,612	57,006	96,621	29,540	(67,081)	32,512	60,000
001-0501-513.32-00	AUDIT FEES	37,500	40,274	35,500	39,500	4,000	32,000	35,500
001-0501-513.40-00	TRAVEL AND PER DIEM	3,836	2,782	4,000	4,000	-	1,800	2,400
001-0501-513.41-01	TELEPHONE	5,944	2,982	2,000	3,006	1,006	1,609	2,145
001-0501-513.41-02	CELLULAR PHONE	1,523	1,484	1,052	1,080	28	1,045	1,393
001-0501-513.41-03	POSTAGE	2,597	2,452	3,000	2,347	(653)	1,504	2,005
001-0501-513.41-04	COURIER,UPS,FEDX -OVERNGT	349	445	400	400	-	352	469
001-0501-513.41-06	INTERNET ACCESS	2,103	942	2,544	1,578	(966)	1,009	1,345
001-0501-513.44-00	RENTALS AND LEASES	1,376	1,535	3,328	2,000	(1,328)	1,670	2,227
001-0501-513.45-30	LIABILITY INSURANCE	9,228	8,041	6,397	7,088	691	6,366	8,488
001-0501-513.46-00	REPAIRS AND MAINTENANCE	3,679	3,155	2,500	2,500	-	2,711	3,615
001-0501-513.47-00	PRINTING AND BINDING	7,992	6,359	10,000	6,000	(4,000)	3,832	5,109
001-0501-513.48-02	ADVERTISING	3,119	103	500	6,400	5,900	3,679	4,905
001-0501-513.49-00	OTHER CURRENT CHARGES	137	6,341	5,000	4,400	(600)	3,682	4,909
001-0501-513.51-00	OFFICE SUPPLIES	1,967	1,912	2,500	2,500	-	660	880
001-0501-513.52-00	OPERATING SUPPLIES	4,959	5,164	4,122	4,100	(22)	1,461	1,948
001-0501-513.54-00	DUES, MEMBERSHIPS, SUBS	2,528	2,145	2,000	2,150	150	2,097	2,796
001-0501-513.58-00	EDUCATION AND TRAINING	1,041	1,458	2,500	2,000	(500)	200	267
001-0501-513.64-00	MACHINERY AND EQUIPMENT	1,060	1,048	-	-	-	-	-
<b>** FINANCE-ADMINISTRATION</b>		<b>567,790</b>	<b>548,721</b>	<b>582,442</b>	<b>481,943</b>	<b>(100,499)</b>	<b>376,555</b>	<b>521,309</b>

Fiscal Year . . . : 2014  
 Budget Level . . . : BUDG  
 Description . . . :

DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
1-0501-513-12-00	REGULAR SALARIES	233,521.00	
1-0501-513-13-00	PART TIME YEAR ROUND	51,510.00	
1-0501-513-21-00	FEDERAL PAYROLL TAXES	19,823.00	
1-0501-513-22-01	GENERAL	13,233.00	
1-0501-513-22-04	401A ICMA RETIREMENT TRST	9,291.00	
1-0501-513-23-04	HMO, EMPLOYEE ONLY	31,166.00	
1-0501-513-23-07	LIFE/AD&D	1,300.00	
1-0501-513-23-08	DENTAL - OHS - EMPLOYEE	673.00	
1-0501-513-23-09	VSP - VISION - EMPLOYEE	303.00	
1-0501-513-24-00	WORKER'S COMPENSATION	534.00	
1-0501-513-31-00	PROFESSIONAL SERVICES	29,540.00	
	00100 GABRIEL, ROEDER SMITH		10,000.00
	00200 JAMES LINN (LEWIS, LONGMAN & WALKER PA)		10,000.00
	00300 MISCELLANEOUS		9,540.00
1-0501-513-32-00	AUDIT FEES	39,500.00	
1-0501-513-40-00	TRAVEL AND PER DIEM	4,000.00	
	00100 SUNGARD AND GFOA CONFERENCE, CAR ALLOWANCE		4,000.00
1-0501-513-41-01	TELEPHONE: BASE & LOCAL	3,006.00	
	00100 COMCAST AND SUNCOM TELEPHONE BILLS		3,006.00
1-0501-513-41-02	CELLULAR TELEPHONE	1,080.00	
	00100 SPRINT CELL PHONES FOR W. ALONSO AND T. ROMERO		1,080.00
1-0501-513-41-03	POSTAGE	2,347.00	
	00100 MAILING OF PAYABLE CHECKS, INVOICES, BIDS, ETC.		2,347.00
1-0501-513-41-04	COURIER, UPS, FEDX - OVERNIGHT	400.00	
1-0501-513-41-06	INTERNET ACCESS	1,578.00	
1-0501-513-44-00	RENTALS AND LEASES	2,000.00	
	00100 COPIER		2,000.00
1-0501-513-45-30	RISK MANAGEMENT	7,088.00	
	00100 INSURANCE		7,125.00
1-0501-513-46-00	REPAIRS AND MAINTENANCE	2,500.00	
	00100 REPAIR & MAINTENANCE OF LASER PRINTERS, CHECK		2,500.00
	00200 SIGNERS, ETC.		.00
1-0501-513-47-00	PRINTING AND BINDING	6,000.00	
	00100 CAFR, BUDGET, PAPER		6,000.00
1-0501-513-48-02	ADVERTISING	6,400.00	
	00100 BUDGET AND PURCHASING ADS		6,400.00
1-0501-513-49-02	BANK CHARGES	399.00	
1-0501-513-49-05	CREDIT CARD FEES	4,000.00	
1-0501-513-51-00	OFFICE SUPPLIES	2,500.00	
	00100 TONERS, BINDERS, FOLDERS, DIVIDERS, PENS, ETC.		2,500.00
1-0501-513-52-00	OPERATING SUPPLIES	4,100.00	
	00100 UNIFORMS, CHAIRS AND OTHER MISC OPERATION SUPPLIES		4,100.00
1-0501-513-54-00	DUES, MEMBERSHIPS, SUBS	2,150.00	
	00100 AICPA, FGPPA, GFOA, SUNGARD MEMBERSHIPS		2,150.00
1-0501-513-58-00	EDUCATION AND TRAINING	2,000.00	
	00100 GFOA AND SUNGARD SEMINARS		2,000.00
* Total Accounts for this Budget Level	29	481,942.00	

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## **Finance Department-Professional Services Division**

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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.

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### **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

### **2013-14 Accomplishments**

- Reviewed and processed 770 purchase orders
- 4 "Springs Connection" Newsletters
- 9 Posters/Flyers
- 12 Gazette News Bulletins
- Applied for 6 grant opportunities for the potential of \$1,007,596.00 in project funding
- 318 Tweets
- Maintained ongoing communication and correspondence with maintaining the Circle marquee, city website, channel 77, and community calendars up to date with current information.

## **Finance Department-Professional Services Division**

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### **FY 2014-15 Budget Highlights**

- Proposed budget is \$ 522 or 0.2 % lower than FY2013/2014.
- Budget maintains same level of communications as prior year.
- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$271,733</u>
Net cost of Department	<u>\$271,733</u>



CITY OF MIAMI SPRINGS  
FINANCE DEPARTMENT BUDGET  
FISCAL YEAR ENDING 9/30/15

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2011-12 ACTUALS</u>	<u>FY2012-13 ACTUALS</u>	<u>FY2013-14 AMENDED BUDGET</u>	<u>FY2014-15 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AS OF 6/30/2014</u>	<u>YTD FY2013-14 PROJECTED</u>
<b>PROFESSIONAL SERVICES</b>								
001-0502-513.12-00	REGULAR SALARIES	106,173	181,572	181,384	181,384	-	131,995	180,625
001-0502-513.21-00	FEDERAL PAYROLL TAXES	8,107	13,845	11,986	11,659	(327)	10,062	13,769
001-0502-513.22-01	GENERAL	9,360	11,598	7,181	8,130	949	5,355	7,328
001-0502-513.22-04	401A ICMA RETIREMENT TRST	-	-	-	-	-	-	-
	TOTAL MEDICAL INSURANCE	13,256	23,610	26,515	32,762	6,247	20,394	27,908
001-0502-513.24-00	WORKER'S COMPENSATION	-	437	340	340	0	252	336
001-0502-513.31-00	PROFESSIONAL SERVICES	4,942	1,281	4,600	3,200	(1,400)	923	1,231
001-0502-513.40-00	TRAVEL AND PER DIEM	-	34	200	100	(100)	35	47
001-0502-513.41-01	TELEPHONE	-	-	1,033	-	(1,033)	-	-
001-0502-513.41-03	POSTAGE	-	1,021	10,240	10,240	-	3,875	5,167
001-0502-513.41-04	COURIER, UPS, FEDX -OVERNGT	-	-	100	100	-	-	-
001-0502-513.45-30	LIABILITY INSURANCE	-	2,928	3,160	3,938	778	2,367	3,156
001-0502-513.47-00	PRINTING AND BINDING	8,182	10,811	17,400	14,860	(2,540)	9,460	12,613
001-0502-513.48-02	ADVERTISING	380	6,211	1,000	1,000	-	96	128
001-0502-513.51-00	OFFICE SUPPLIES	312	56	1,513	500	(1,013)	793	1,057
001-0502-513.52-00	OPERATING SUPPLIES	-	837	823	1,700	877	823	1,097
001-0502-513.54-00	DUES, MEMBERSHIPS, SUBS	1,378	1,598	1,820	1,820	-	1,622	2,163
001-0502-513.64-00	MACHINERY AND EQUIPMENT	-	-	2,960	-	(2,960)	2,960	2,960
<b>** FINANCE-PROFESSIONAL SERVICES</b>		<b>152,090</b>	<b>255,838</b>	<b>272,255</b>	<b>271,733</b>	<b>(522)</b>	<b>191,012</b>	<b>259,584</b>
<b>** TOTAL FINANCE</b>		<b>719,880</b>	<b>804,559</b>	<b>854,697</b>	<b>753,676</b>	<b>(101,021)</b>	<b>567,567</b>	<b>780,893</b>

(101,021)  
(0.12)

Fiscal Year . . . : 2014  
 Budget Level . . . : BUDG  
 Description . . . :

DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
1-0502-513-12-00	REGULAR SALARIES	181,384.00	
1-0502-513-21-00	FEDERAL PAYROLL TAXES	11,659.00	
1-0502-513-22-01	GENERAL	8,130.00	
1-0502-513-23-04	HMO, EMPLOYEE ONLY	31,324.00	
1-0502-513-23-07	LIFE/AD&D	684.00	
1-0502-513-23-08	DENTAL - OHS - EMPLOYEE	541.00	
1-0502-513-23-09	VSP - VISION - EMPLOYEE	213.00	
1-0502-513-24-00	WORKER'S COMPENSATION	340.00	
1-0502-513-31-00	PROFESSIONAL SERVICES	3,200.00	
	00100 TRANSLATION OF SPRING CONNECTIONS: 4 @ \$400.00		1,600.00
	00200 TRANSLATION OF FACT SHEETS: 4 @ \$400.00		1,600.00
1-0502-513-40-00	TRAVEL AND PER DIEM	100.00	
	00100 MEETINGS (ATTENDANCE OUTSIDE OF CITY FOR GRANTS		100.00
	00200 AND/OR PURCHASING NEEDS)		.00
1-0502-513-41-03	POSTAGE	10,240.00	
	00100 MAILING OF SPRINGS CONNECTION: 4 @ \$1280.00		5,120.00
	00200 MAILING OF FACT SHEETS: 4 @ 1280.00		5,120.00
1-0502-513-41-04	COURIER, UPS, FEDX -OVERNGT	100.00	
	00100 FOR GRANTS OR RFP'S THAT NEED TO BE MAILED		100.00
1-0502-513-45-30	RISK MANAGEMENT	3,938.00	
1-0502-513-47-00	PRINTING AND BINDING	14,860.00	
	00100 PRINTING OF SPRINGS CONNECTION: 4 @ 1405.00		5,620.00
	00200 PRINTING OF FACT SHEETS: 4 @ \$560.00		2,240.00
	00300 PRINTING FACT SHEETS IN GAZETTE: 4 @ \$250.00		1,000.00
	00400 PRINTING OF MNTHLY NEWS BULLETINS IN GAZETTE		.00
	00500 12 @ \$500.00 EACH		6,000.00
1-0502-513-48-02	ADVERTISING	1,000.00	
	00100 ADVERTISING OF BIDS IN DAILY BUSINESS REVIEW		.00
	00200 10 BIDS EXPECTED FOR THE YEAR		1,000.00
1-0502-513-51-00	OFFICE SUPPLIES	500.00	
	00100 GENERAL OFFICE SUPPLIES FOR TAMMY, CAROL & BARBARA		500.00
1-0502-513-52-00	OPERATING SUPPLIES	1,700.00	
	00100 PRINTER INKS: CAROL \$800.00 (COLOR); TAMMY \$500.00		.00
	00200 BARBARA \$200.00		1,500.00
	00300 UNIFORM SHIRTS FOR CAROL AND TAMMY		200.00
1-0502-513-54-00	DUES, MEMBERSHIPS, SUBS	1,820.00	
	00100 VARIOUS MEMBERSHIPS AND SUBSCRIPTIONS:		.00
	00200 GRANTS PROF. ASSOC. (GPA)		270.00
	00300 FOUNDATION DIRECTORY ONLINE		1,295.00
	00400 NIGP		105.00
	00500 MISC. ITEMS		150.00
* Total Accounts for this Budget Level	18	271,733.00	

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**Basis for FY 2014-15 Salary Projections**

Base Salary for each position:

Adjustment includes:

Max Annual merit increase for position

Cost of living Adjustment

CPI for all urbans (Apr to Apr)

Estimate used for COLA Projection

Calculations is based upon current earnings at 2,080 hours

3.0%

0.0%

0.00%

0.00% *to be effective on 10-01-2013*

City of Miami Springs												
Department: FINANCE												
Position (paygrade)	Employee Name	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary 4/30/2014	Date of Annual Review	FY 14-15 Projected Merit Increase	COLA Increase	Longevity	Other	FY2014-15 Projection
Finance Director PG-50M	W Alonso	FT	0.5	0.5	0	\$61,693	06/08/09		\$ -	\$ 250	\$ -	\$61,943
Controller PG46P	A Gonzales	FT	0	0	0	\$24,786	11/06/06		\$ -	\$500		\$25,286
Finance/Systems Manager-PG41	M Ramos	FT	0.7	0.7	0	\$54,247	04/20/81		\$ -	\$1,225	\$0	\$55,472
Accountant	A Gonzales	PT	0.5	0.5	0	\$28,500	01/00/00		\$ -			\$28,500
Accounting Clerk III-PG22	T Shuh	FT	1	1	0	\$47,318	09/03/96	\$ -	\$ 1,893	\$1,500		\$50,711
Cashier	Rose Piniella	PT	0.5	0.5	0	\$23,010	06/01/10		\$ -			\$23,010
Accounting Clerk II-PG18	D Garcia	FT	1	1	0	\$38,567	06/09/12	\$ -	\$ 1,543			\$40,110
									\$ -			
<b>Total projections</b>			<b>4.2</b>	<b>4.2</b>	<b>-</b>	<b>\$ 278,120</b>		<b>\$ -</b>	<b>\$ 3,436</b>	<b>\$ 3,475</b>		<b>\$ 285,031</b>

Department: FINANCE												
PROFESSIONAL SERVICES DIVISION												
Position (paygrade)	Employee Name	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary 4/30/2014	Date of Annual Review	FY 14-15 Projected Merit Increase	COLA Increase	Longevity	Other	FY2014-15 Projection
Grants Writer/PIO-PG37	Carol Foster	FT	1	1	0	\$68,534	06/08/09		\$ -		\$ -	\$68,534
Executive Secretary-PG29	Barbara Robinson	FT	1	1	0	\$55,300	11/06/06		\$ -	\$1,750		\$57,050
Procurement Specialist-PG37	Tammy Romero	FT	1	1	0	\$55,300	10/01/10		\$ -	\$500	\$0	\$55,800
									\$ -			
<b>Total projections</b>			<b>3.0</b>	<b>3.0</b>	<b>-</b>	<b>\$ 179,134</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,250</b>		<b>\$ 181,384</b>
												<b>\$ 466,415</b>

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## FY14/15 FINANCE- PROFESSIONAL SERVICES BUDGET ASSUMPTIONS

<u>4 Quarterly Newsletters</u> (8 pgs., translated, printed and EDDM)	\$3,085.00 each
<u>4 Fact Sheets</u> (As needed) (translated, printed and EDDM and Gaz. 1/4 pgs. Eng./Span.)	\$2,490.00 each
<b>OR</b> (translated, posted on website and printed in Gaz. 1/4pgs. Eng./Span.)	\$ 650.00 each
<u>12 News Bulletins</u> Monthly "Big Issue" Gazette	\$ 500.00 each

### FY14/15 RECOGNIZED BUDGET SAVINGS

Reduced printing costs by approx. \$400.00 quarterly for an annual savings of: **\$1,600.00 annually**

### ADDITIONAL FY14/15 POTENTIAL SAVINGS

Reduce number of Fact sheets in Budget from 4 to 2 would create a savings of \*: **\$4,980.00 annually**

### WISH LIST FOR FY14/15 BUDGET

- Hold one (1) Community forum on Strategic Plan progress \$2,490.00 each  
Meeting to be held in Council Chambers for resident input  
Cost of translation, printing and EDDM of postcards announcing date  
Conducted by Council Members
- Conduct on line survey on Strategic Plan progress \$2,765.00 each  
Cost of Survey: \$25.00  
Translation, printing and EDDM of postcards: \$2,490.00  
Gazette (1/4 pg. each Eng./Span.): \$250.00  
No Consultant necessary

Additional notices of Forum and survey will be located on CH.77, sign on circle, tweets, Springs Connection, website and monthly Gazette News-Bulletin.

**NOTE** \*: Savings of \$4,980.00 from reducing Fact Sheets from 4 to 2 would nearly cover the cost of the above Wish List items. We would only have to Budget an additional \$275.00 to the Budget Assumptions.

# SECTION 7

# **City Attorney**

## **Mission Statement**

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

## **City Attorney**

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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.

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### **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 2014-15 Budget Highlights**

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

Budgeted Revenues	\$	-0-
Budgeted Expenditures		<u>\$171,000</u>
Net cost of Department		<u>\$171,000</u>

CITY OF MIAMI SPRINGS  
CITY ATTORNEY BUDGET  
FISCAL YEAR ENDING 9/30/15

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2011-12 ACTUALS</u>	<u>FY2012-13 ACTUALS</u>	<u>FY2013-14 AMENDED BUDGET</u>	<u>FY2014-15 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AS OF 6/30/2014</u>	<u>YTD FY2013-14 PROJECTED</u>
CITY ATTORNEY								
001-0601-514.31-01	PROFESSIONAL SERV - LEGAL	155,498	165,006	170,000	170,000	-	104,989	157,484
001-0601-514.54-00	DUES, MEMBERSHIPS, SUBS	980	980	500	500	-	500	500
001-0601-514.58-00	EDUCATION AND TRAINING	25	-	500	500	-	480	480
**	CITY ATTORNEY	<u>156,503</u>	<u>165,986</u>	<u>171,000</u>	<u>171,000</u>	-	<u>105,969</u>	<u>158,464</u>



Fiscal Year . . . : 2014  
Budget Level . . . : BUDG  
Description . . . :

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info
1-0601-514-31-01	PROFESSIONAL SERV - LEGAL	170,000.00	
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	171,000.00	

# 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 present and future residents.**

## **Planning and Zoning Department**

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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.

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### **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.

<p><b>Objective:</b> Perform necessary services to effect the Departmental Mission.</p>
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### **FY2013-14 Accomplishments**

- Compiled a list of suggested code amendments to better represent the City's goals and objectives.
- On-going permit reviews
- Prepared variance cases for the boar of Adjustment

### **FY2014-15 Budget Highlights**

- Proposed budget is \$8,485 or 9 % higher than FY2013/2014.
- Budget Summary:

Budgeted Revenues	\$ 47,000
Budgeted Expenditures	<u>\$101,931</u>
Net cost of Department	<u>\$ 54,931</u>
- Increase is due to a request of \$20,000 for a traffic study required by FDOT for the Westward Bike Path Project.

**CITY OF MIAMI SPRINGS  
PLANNING & ZONING BUDGET  
FISCAL YEAR ENDED 9/30/15**

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2011-12 ACTUALS</u>	<u>FY2012-13 ACTUALS</u>	<u>FY2013-14 AMENDED BUDGET</u>	<u>FY2014-15 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AS OF 6/30/2014</u>	<u>YTD FY2013-14 PROJECTED</u>
<b>PLANNING</b>								
001-0701-515.12-00	REGULAR SALARIES	68,283	70,031	52,150	59,448	7,298	25,849	35,372
001-0701-515.13-00	PART TIME YEAR ROUND	11,072	10,807	-	-	-	19,609	29,966
001-0701-515.21-00	FICA TAXES	5,794	5,888	4,877	4,393	(484)	3,402	4,998
001-0701-515.22-01	GENERAL EMPLOYEES RET SYS	9,816	10,536	9,801	1,235	(8,566)	2,732	3,739
	TOTAL MEDICAL INSURANCE	9,900	9,887	12,732	2,065	(10,667)	3,983	5,450
						-		-
001-0701-515.24-00	WORKER'S COMPENSATION	704	187	143	111	(32)	108	144
001-0701-515.31-00	PROFESSIONAL SERVICES	14,700	8,700	-	25,000	25,000	-	-
001-0701-515.40-00	TRAVEL AND PER DIEM	642	1,453	2,200	1,500	(700)	5	7
001-0701-515.41-01	TELEPHONE	1,484	805	807	850	43	496	661
001-0701-515.41-03	POSTAGE	732	691	808	632	(176)	424	565
001-0701-515.41-04	OVERNIGHT-UPS, FEDX	-	-	100	100	-	-	-
001-0701-515.41-06	INTERNET ACCESS	1,840	824	2,226	1,380	(846)	883	1,177
001-0701-515.45-30	LIABILITY INSURANCES	1,618	1,272	1,327	1,291	(36)	999	1,332
001-0701-515.47-00	PRINTING AND BINDING	855	328	400	100	(300)	203	271
001-0701-515.48-02	ADVERTISING	140	676	2,000	1,000	(1,000)	-	-
001-0701-515.51-00	OFFICE SUPPLIES	1,606	1,139	1,000	1,000	-	152	203
001-0701-515.52-00	OPERATING SUPPLIES	494	406	700	400	(300)	701	935
001-0701-515.54-00	DUES, MEMBERSHIPS, SUBS	300	290	425	425	-	218	291
001-0701-515.58-00	EDUCATION AND TRAINING	490	545	1,750	1,000	(750)	-	-
001-0701-515-91-09	MACHINERY & EQUIPMENT	-	2,819	-	-	-	-	-
<b>** PLANNING</b>		<b>130,470</b>	<b>127,284</b>	<b>93,446</b>	<b>101,931</b>	<b>8,485</b>	<b>59,764</b>	<b>85,111</b>

Fiscal Year . . . : 2014  
 Budget Level . . . : BUDG  
 Description . . . :

Account #	Description	Budget Amount	Misc. Info
1-0701-515-12-00	REGULAR SALARIES	59,448.00	
1-0701-515-21-00	FICA TAXES	4,393.00	
1-0701-515-22-01	GENERAL EMPLOYEES RET SYS	1,235.00	
1-0701-515-23-01	POS, EMPLOYEE ONLY	1,978.00	
1-0701-515-23-07	LIFE/AD&D	38.00	
1-0701-515-23-08	DENTAL-ORAL HEALTH SVCS	37.00	
1-0701-515-23-09	VSP-VISION SERVICE PLAN	14.00	
1-0701-515-24-00	WORKER'S COMPENSATION	111.00	
1-0701-515-31-00	PROFESSIONAL SERVICES	25,000.00	
1-0701-515-40-00	TRAVEL AND PER DIEM	1,500.00	
1-0701-515-41-01	TELEPHONE	850.00	
1-0701-515-41-03	POSTAGE	632.00	
1-0701-515-41-04	OVERNIGHT-UPS, FEDX	100.00	
1-0701-515-41-06	INTERNET ACCESS	1,380.00	
1-0701-515-45-30	LIABILITY INSURANCES	1,291.00	
1-0701-515-47-00	PRINTING AND BINDING	100.00	
1-0701-515-48-02	ADVERTISING	1,000.00	
1-0701-515-51-00	OFFICE SUPPLIES	1,000.00	
1-0701-515-52-00	OPERATING SUPPLIES	400.00	
1-0701-515-54-00	DUES, MEMBERSHIPS, SUBS	425.00	
1-0701-515-58-00	EDUCATION AND TRAINING	1,000.00	
* Total Accounts for this Budget Level		21	101,932.00



**Basis for FY 2014-15 Salary Projection**

Base Salary for each position:

Adjustment includes:

**Max Annual merit increase for position**

Cost of living Adjustment

CPI for all urbans (Apr to Apr)

Estimate used for COLA Projection

Calculations is based upon current earnings at 2,080 hours

0.0%

0.0%

0.00%

0.00% *to be effective on 10-01-2013*

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City of Miami Springs												
Department: PLANNING & ZONING												
Position (paygrade)	Employee Name	FT PT	Amended		Fav (Unf)	Current Salary As of 4/30/14	Date of Annual Review	FY 14-15 Projected		Longevity	FY 2014-15 Projection	
			Budget	Qty				Merit Increase	COLA Increase			
Planning Director-PG44	C Heid	PT	1	1	0	50,970		\$0	\$0	\$0	\$50,970	
Administrative Asst II-PG22	E Sakal	FT	0.25	0.25	0	8,152	n/a	\$0	\$326	\$0	\$8,478	
<b>Total projections</b>			<b>1.3</b>	<b>1.3</b>	<b>0</b>	<b>59,122</b>		<b>\$0</b>	<b>\$326</b>	<b>\$0</b>	<b>\$59,448</b>	

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### PLANNING AND ZONING FEES

Line Item Revenue	FY11-12	FY12-13	FY13-14	FY13-14	FY13-14	FY14-15	
	Actual	Actual	AMENDED	Actual	Projected*	Budget	
			BUDGET	As of 4/30/14	12 Months	Budget	
Zoning Review Fes	-	25,600	30,000	17,653	\$ 30,262	\$ 30,000	80000
Board Fees	-	7,450	12,000	3,000	\$ 5,143	\$ 12,000	11350
Miscellaneous Fees	-	2,620	5,000	1,260	\$ 2,160	\$ 5,000	6000
							97350

\* Represents the actual number divided by 7 and then multiplied by 12

# 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 and strive to maintain a partnership with the community to ensure that Miami Springs remains a place where people can live and work safely and without fear.

## **Police Department**

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

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

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

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### **Goals**

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

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

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

**Increase “Homeland Security” efforts.**

### **Objectives**

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

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

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

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

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

## **Police Department**

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### **2013-14 Accomplishments**

- Coordinated the implementation of local hearings for the Red Light Camera Citation System
- Hosted 4 “Community Shred Day” Events
- Participated and assisted in the activation of the County-wide “Automated Arrest Form” system
- Acquired new upgraded Taser units and trained all personnel on their use
- Deployed a very successful proactive crime prevention task force
- Began posting daily crime reports on the Police web site (also available via Twitter)
- Installed new video monitoring system in City Hall
- Installed new 700/800mhz mobile radios in all police vehicles

### **FY 2014-15 Budget Highlights**

- The FY2014-15 budget is \$40,755 or 0.7% increase from the prior year, this increase is due to the following factors:
  1. Increase in healthcare costs
  2. Increase in capital expenditures since this year we are requesting three new vehicles as well as replacing two motorcycles.
  3. Budget includes a \$65,000 payout due to retirement.
- Budget Summary:

Budgeted Revenues	\$ 483,000	(includes \$300,000 in red light)
Budgeted Expenditures	<u>\$5,992,184</u>	
Net cost of Department	<u>\$5,509,184</u>	
- Budget includes \$111,380 for three new cars and two replacement motorcycles.



**CITY OF MIAMI SPRINGS  
POLICE DEPARTMENT BUDGET  
FISCAL YEAR ENDING 9/30/15**

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2011-12 ACTUALS</u>	<u>FY2012-13 ACTUALS</u>	<u>FY2013-14 AMENDED BUDGET</u>	<u>FY2014-15 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AS OF 6/30/2014</u>	<u>YTD FY2013-14 PROJECTED</u>
<b>POLICE</b>								
001-2001-521.11-00	EXECUTIVE SALARIES	482,786	489,111	423,993	446,219	22,226	333,146	455,884
001-2001-521.12-00	REGULAR SALARIES	2,388,201	2,521,032	2,614,289	2,622,067	7,778	1,819,263	2,489,518
001-2001-521.12-01	POLICE DEPT. CIVILIANS	438,435	443,355	460,632	441,350	(19,282)	340,929	466,534
001-2001-521.12-02	POLICE RECRUIT-GRANT FUND	106,056	-	-	-	-	-	-
001-2001-521.13-00	PART TIME YEAR ROUND	63,802	57,883	69,572	53,764	(15,808)	37,593	51,443
001-2001-521.14-00	OVERTIME	89,353	63,159	90,000	90,000	-	63,654	87,105
001-2001-521.14-02	OVERTIME-RED LIGHT HEARINGS	-	-	20,760	10,000	(10,760)	2,098	2,871
001-2001-521.15-00	SPECIAL PAY	35,440	35,670	37,000	37,000	-	26,495	36,256
001-2001-521.21-00	SOCIAL SECURITY TAXES	272,455	272,334	284,293	283,081	(1,212)	197,450	270,195
001-2001-521.22-01	GENERAL PENSION	49,149	51,069	45,899	52,600	6,701	33,732	46,160
001-2001-521.22-02	POLICE PENSION	524,968	613,192	654,813	605,317	(49,496)	397,900	600,939
	TOTAL MEDICAL INSURANCE	428,972	410,299	411,331	482,879	71,548	346,421	474,050
								-
001-2001-521.24-00	WORKER'S COMPENSATION	315,133	303,639	176,198	184,396	8,198	200,802	267,736
001-2001-521.31-00	PROFESSIONAL SERVICES	9,749	10,156	17,000	14,400	(2,600)	5,908	17,000
001-2001-521.31-17	LEGAL	51,308	9,557	50,000	50,000	-	19,863	50,000
001-2001-521.34-00	OTHER CONTRACTUAL SERVICE	4,944	5,402	7,238	8,176	938	4,266	5,688
001-2001-521.40-00	TRAVEL AND PER DIEM	1,746	2,155	5,000	4,000	(1,000)	1,436	1,915
001-2001-521.41-01	TELEPHONE: BASE & LOCAL	9,477	4,825	4,930	4,906	(24)	3,119	4,159
001-2001-521.41-02	CELLULAR TELEPHONE	16,444	15,630	17,000	17,000	-	11,578	15,437
001-2001-521.41-03	POSTAGE	497	518	538	421	(117)	290	387
001-2001-521.41-04	OVERNIGHT-UPS, FEDX	35	274	800	800	-	129	172
001-2001-521.41-06	INTERNET ACCESS	2,366	1,059	2,862	1,776	(1,086)	1,135	1,513
001-2001-521.44-02	RENTALS-EQUIPMENT	3,991	3,775	3,500	3,500	-	1,892	2,523
001-2001-521.45-10	FLEET MAINTENANCE	64,497	62,385	71,500	73,000	1,500	56,618	75,491
001-2001-521.45-30	LIABILITY INSURANCE	87,722	72,955	78,887	88,164	9,277	59,166	78,888
001-2001-521.46-00	REPAIRS AND MAINTENANCE	143	861	5,100	5,000	(100)	900	1,200
001-2001-521.46-03	EQUIPMENT	29,151	24,044	25,141	25,539	398	20,127	26,836
001-2001-521.47-00	PRINTING AND BINDING	268	165	1,000	1,000	-	220	293
001-2001-521.48-00	ADVERTISING AND PROMOTIONS	1,611	1,713	3,500	3,500	-	215	287
001-2001-521.51-00	OFFICE SUPPLIES	4,472	4,971	5,000	5,000	-	3,323	4,431
001-2001-521.52-00	OPERATING SUPPLIES	19,189	16,532	27,150	27,000	(150)	13,265	17,687
001-2001-521.52-02	FUEL, OILS, LUBRICANTS	105,105	91,064	122,500	122,000	(500)	57,333	95,000
001-2001-521.52-03	UNIFORMS	61,021	64,580	82,000	80,000	(2,000)	38,540	65,000
001-2001-521.52-07	TIRES	7,984	9,014	9,200	9,000	(200)	5,252	7,003
001-2001-521.54-00	DUES, MEMBERSHIPS, SUBS	1,274	1,924	2,500	2,500	-	2,325	3,100
001-2001-521.54-10	VEH REGISTRATION & TAG	229	229	250	250	-	-	-
001-2001-521.58-00	EDUCATION AND TRAINING	20,680	22,441	19,749	20,299	550	14,299	19,065
001-2001-521.64-00	MACHINERY AND EQUIPMENT	5,657	12,019	15,404	5,000	(10,404)	10,758	15,404
001-2001-521.65-00	VEHICLES	54,962	96,979	84,900	111,280	26,380	84,804	84,804
<b>* POLICE</b>		<b>5,759,272</b>	<b>5,795,970</b>	<b>5,951,429</b>	<b>5,992,184</b>	<b>40,755</b>	<b>4,216,244</b>	<b>5,841,972</b>

Fiscal Year . . . : 2014  
 Budget Level . . . : BUDG  
 Description . . . :

DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
1-2001-521-11-00	EXECUTIVE SALARIES	446,219.00	
	00100 FOUR (4) SWORN OFFICERS (ADMINISTRATION)		381,976.00
	00200 RETIREMENT PAYOUT FOR CHIEF BAAN		64,243.00
	00300 -		.00
1-2001-521-12-00	REGULAR SALARIES	2,622,067.00	
	00100 THIRTY-EIGHT (38) SWORN POLICE OFFICERS		2,622,067.00
	00200 -		.00
1-2001-521-12-01	POLICE DEPT. CIVILIANS	441,350.00	
	00100 ELEVEN (11) FULL-TIME CIVILIAN EMPLOYEES		441,350.00
	00200 -		.00
1-2001-521-13-00	PART TIME YEAR ROUND	53,764.00	
	00100 ONE (1) PART-TIME CLERICAL		18,820.00
	00200 TWO (2) PART-TIME PUBLIC SERVICE AIDES		34,944.00
	00300 -		.00
1-2001-521-14-00	OVERTIME	90,000.00	
	00100 ESTIMATED OVERTIME EXPENSE		90,000.00
	00200 -		.00
1-2001-521-14-02	RED LIGHT HEARINGS	10,000.00	
	00100 RED LIGHT HEARINGS ESTIMATED OVERTIME		10,000.00
	00200 -		.00
1-2001-521-15-00	SPECIAL PAY	37,000.00	
	00100 MOTOR PAY FOR FOUR (4) OFFICERS &		3,640.00
	00200 INCENTIVE PAY (EDUCATIONAL SUPPLEMENT)		33,360.00
	00300 -		.00
1-2001-521-21-00	SOCIAL SECURITY TAXES	283,081.00	
	00100 BUDGETED BY FINANCE		283,081.00
	00200 -		.00
1-2001-521-22-01	GENERAL	52,600.00	
	00100 BUDGETED BY FINANCE		52,600.00
	00200 -		.00
1-2001-521-22-02	POLICE	605,317.00	
	00100 BUDGETED BY FINANCE		605,317.00
	00200 -		.00
1-2001-521-23-00	MEDICAL INSURANCE	455,230.00	
	00100 BUDGETED BY FINANCE		455,230.00
	00200 -		.00
1-2001-521-23-07	LIFE/AD&D	14,136.00	
1-2001-521-23-08	DENTAL - OHS - EMPLOYEE	9,717.00	
1-2001-521-23-09	VSP - VISION - EMPLOYEE	3,797.00	
1-2001-521-24-00	WORKER'S COMPENSATION	184,396.00	
	00100 BUDGETED BY FINANCE		184,396.00
	00200 -		.00
1-2001-521-31-00	PROFESSIONAL SERVICES	14,400.00	
	00100 K-9 VETERINARY CARE (TWO POLICE DOGS)		7,000.00
	00200 BOARDING OF K-9'S (AS NEEDED)		1,000.00
	00300 SUBPOENA PHONE RECORDS		500.00
	00400 BACKGROUND INFORMATION SERVICE		1,500.00
	00500 DADE CO. CHIEFS OF POLICE COURT STAND-BY PROGRAM		1,200.00
	00600 E-NOTIFY PROGRAM (ELECTRONIC COURT SUBPOENA SYS)		700.00
	00700 STATE ATTORNEY'S OFFICE-ORDINANCE PROSECUTION		500.00

9-5

Fiscal Year . . . : 2014  
 Budget Level . . . : BUDG  
 Description . . . :

DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
		00800	BIOHAZARD CLEAN-UP FOR POLICE VEHICLES & CELLS 2,000.00
		00900	- .00
1-2001-521-31-01	LEGAL		50,000.00
		00100	LEGAL SVCS AS NEEDED (PENSION, LABOR, PBA, ETC.) 50,000.00
		00200	- .00
1-2001-521-34-00	OTHER CONTRACTUAL SERVICE		8,176.00
		00100	MANDATORY RANGE RENTAL/FIREARMS QUALIFYING 5,500.00
		00200	VEHICLE GRAPHICS FOR 3 MARKED UNITS/REPAIRS 1,500.00
		00300	PUBLIC ENGINES (ONLINE SEARCH) 588.00
		00400	CRIME REPORTS (ONLINE CRIME REPORTING) 588.00
		00500	- .00
1-2001-521-40-00	TRAVEL AND PER DIEM		4,000.00
		00100	SUNPASS TRANSPONDERS FOR UNDERCOVER VEHICLES 600.00
		00200	LODGING, FUEL, PARKING, TOLLS, MEAL ALLOWANCE FOR .00
		00300	INVESTIGATIONS, APPLICANTS/BACKGROUND/TRAINING. .00
		00400	CJIS USERS CONFERENCE (COMM SUPV & DISPATCHER) 1,000.00
		00500	TASER INSTRUCTOR RECERTIFICATION TRAINING 500.00
		00600	FLORIDA POLICE CHIEFS ASSOC ANNUAL MEETING 800.00
		00700	FEINAA FLORIDA CONFERENCE 700.00
		00800	DEPARTMENTAL TRAINING; OUT OF TOWN & LOCAL 400.00
		00900	- .00
1-2001-521-41-01	TELEPHONE: BASE & LOCAL		4,906.00
		00100	BUDGETED BY FINANCE 4,906.00
		00200	- .00
1-2001-521-41-02	CELLULAR TELEPHONE		17,000.00
		00100	SPRINT-INVEST, UNIF SGT & ADMIN (11 @ \$400/MO X 12) 5,000.00
		00200	AT&T MOBILE DATA TERMINALS (\$1,000/MO X 12) 12,000.00
		00300	- .00
1-2001-521-41-03	POSTAGE		421.00
		00100	BUDGETED BY FINANCE 421.00
		00200	- .00
1-2001-521-41-04	OVERNIGHT-UPS, FEDX		800.00
		00100	OVERNIGHT SERVICES (FEDEX, UPS, DHL, USPS) 800.00
		00200	- .00
1-2001-521-41-06	INTERNET ACCESS		1,776.00
		00100	BUDGETED BY FINANCE 1,776.00
		00200	- .00
1-2001-521-44-02	EQUIPMENT		3,500.00
		00100	TOSHIBA COPIER LEASE/USAGE COMMUNICATIONS \$125/MO 1,500.00
		00200	TOSHIBA COPIER LEASE/USAGE ADMIN & INVEST \$112/MO 1,350.00
		00300	MISC EQUIP RENTAL (PORTABLE A/C, OFFICE EQUIP, ETC) 650.00
		00400	- .00
1-2001-521-45-10	FLEET MAINTENANCE		73,000.00
		00100	WILFREDO AGUERO POLICE CARS/MOTORCYCLE WASHES 5,500.00
		00200	SUNOCO CAR WASHES @ \$5/CAR 1,700.00
		00300	NEW EQUIPMENT, CHANGEOVER & INSTALLATION OF EQUIP 7,400.00
		00400	REPLACE EMERGENCY EQUIPMENT (AS NEEDED) 5,100.00
		00500	VEHICLE WINDOW TINTING 1,000.00
		00600	MOTORCYCLE MAINTENANCE (6 @ \$1,275/EA) 7,650.00
		00700	POLICE FLEET MAINTENANCE FOR APPROX. 40 VEHICLES 44,650.00

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Fiscal Year . . . : 2014  
 Budget Level . . . : BUDG  
 Description . . . :

DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
		00800 -	.00
1-2001-521-45-30	RISK MANAGEMENT	88,164.00	
		00100 BUDGETED BY FINANCE	88,164.00
		00200 -	.00
1-2001-521-46-00	REPAIRS AND MAINTENANCE	5,000.00	
		00100 TASER REPAIR & MAINTENANCE	2,800.00
		00200 RADIO RAPAIR & MAINTENANCE	900.00
		00300 ANTENNA REPAIR	1,000.00
		00400 OFFICE EQUIPMENT REPAIR & MAINTENANCE	300.00
		00500 -	.00
1-2001-521-46-03	EQUIPMENT	25,539.00	
		00100 USA SOFTWARE-POLICE RMS SOFTWARE SUPP ANN MTC CONT	18,123.00
		00200 MTS IMAGING SYS OF FLA - OPTICAL IMAGING	1,540.00
		00300 REPLAY SYSTEMS - VOICE RECORDER/DICTAPHONE	1,796.00
		00400 RADAR CALIBRATION, CERTIFICATION & REPAIRS	2,040.00
		00500 VEHICLE LAPTOP MOUNTS & EMERGENCY EQUIPMENT REPAIR	1,020.00
		00600 RADIO ANTENNAS FOR POLICE VEHICLES	1,020.00
		00700 -	.00
1-2001-521-47-00	PRINTING AND BINDING	1,000.00	
		00100 POLICE UNIFORM REPORTS FROM MIAMI-DADE COUNTY	500.00
		00200 CASE CARDS, BUSINESS CARDS, DECALS, STATIONARY	500.00
		00300 -	.00
1-2001-521-48-00	PROMOTIONS	3,500.00	
		00100 RESPECT FOR LAW DINNER	1,200.00
		00200 ANNUAL DADE COUNTY CHIEFS OF POLICE DINNER	1,300.00
		00300 MUTUAL AID LUNCHEON MEETINGS (3 @ \$300/EA)	1,000.00
		00400 -	.00
1-2001-521-51-00	OFFICE SUPPLIES	5,000.00	
		00100 FOR POLICE ADMIN, UNIF PATROL, INVEST, COMM, RECORDS	5,000.00
		00200 -	.00
1-2001-521-52-00	OPERATING SUPPLIES	27,000.00	
		00100 PRACTICE & ISSUE AMMUNITION FOR GLOCKS & CARBINES,	27,000.00
		00200 TARGETS FOR GUN RANGE QUALIFYING/CERTIFICATION,	.00
		00300 VEHICLE EQUIPMENT (BLANKETS, GLOVES, DISINFECTANT,	.00
		00400 FLARES, LOCK-OUT KITS, FIRST AID KITS, & FIRE	.00
		00500 EXTINGUISHERS), FLASHLIGHTS, TRAFFIC CONTROL EQUIP,	.00
		00600 FLEX CUFFS, DRUG TEST KITS, DNA KITS, PROCESSING	.00
		00700 SUPPLIES FOR INVESTIGATIONS, FINGERPRINTING	.00
		00800 SUPPLIES, CHEMSWABS FOR TASER CLEANING/MAINTENANCE,	.00
		00900 DISINFECTANT/CLEANING SUPPLIES, K-9 SUPPLIES &	.00
		01000 DOG FOOD, SMALL OFFICE FURNITURE & EQUIPMENT,	.00
		01100 EVIDENCE TAPE, CRIME SCENE TAPE, EVIDENCE BAGS,	.00
		01200 MICROPHONES, MEDICAL MASKS, SAFETY GLASSES,	.00
		01300 COMPUTER SOFTWARE/UPGRADES & EQUIPMENT, BOTTLED	.00
		01400 WATER SERVICE, LATEX GLOVES, PRINTERS, ALUMINUM	.00
		01500 SIGNS, 2-PART PAPER FOR DISPATCH TELETYPE, RADIO	.00
		01600 BATTERIES, BICYCLE PATROL EQUIPMENT (HELMETS, BIKE	.00
		01700 RACKS, BIKE REPAIRS & MAINTENANCE), EMERGENCY	.00
		01800 HAMMERS, DIGITAL CAMERAS, POLICE BOAT EQUIPMENT,	.00
		01900 REPLACEMENT BATTERY CARTRIDGES FOR APC BACK UPS,	.00

Fiscal Year . . . : 2014  
 Budget Level . . . : BUDG  
 Description . . . :

DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
		02000 HEARTSMART PADS & BATTERIES FOR AED MACHINES,	.00
		02100 LAPTOP COMPUTER BATTERIES & POWER ADAPTER KITS,	.00
		02200 LED POLICE BIKE LIGHT & SIREN SYSTEM (5 @ \$500/EA)	.00
		02300 -	.00
1-2001-521-52-02	FUEL, OILS, LUBRICANTS	122,000.00	
		00100 ESTIMATED \$3.52 PER GALLON	122,000.00
		00200 MOTORCYCLE GASOLINE (PREMIUM) EST. @ \$4.15/GAL	.00
		00300 -	.00
1-2001-521-52-03	UNIFORMS	80,000.00	
		00100 POLICE UNIFORMS: RAINCOATS W/HOODS, TRAFFIC SAFETY	.00
		00200 VESTS, NAME BARS, CAPS, POLO SHIRTS, T-SHIRTS,	.00
		00300 UNIFORM SHORTS, BDU'S, JACKETS	21,080.00
		00400 UNIFORM CLEANING ALLOWANCE PER CITY/PBA AGREEMENT:	.00
		00500 (\$135/EA UNIFORM OFFICER QUARTERLY - 37 OFFICERS)	.00
		00600 (\$149.75/EA DETECTIVE QUARTERLY - 5 DETECTIVES)	.00
		00700 CONTRACTUAL OBLIGATION UNIFORM ALLOWANCE	27,460.00
		00800 UNIFORM EQUIPMENT REIMB PER CITY/PBA AGREEMENT:	.00
		00900 \$300/EA X 42 SWORN OFFICERS	12,600.00
		01000 BODY ARMOR REPLACEMENT \$500/EA-APPROX 10 OFFICERS	5,000.00
		01100 MOTORCYCLE OFFICERS: BREECHES, BOOTS, POLO SHIRTS	.00
		01200 W/EMBROIDERY, JACKETS, RAINSUITS, HELMETS, DUTY	.00
		01300 LEATHER	8,400.00
		01400 K-9, CST & BICYCLE UNITS UNIFORMS	2,600.00
		01500 UNIFORM PATCHES, LEATHER & WEB GEAR, HONOR GUARD	.00
		01600 UNIFORMS, EQUIPMENT & SUPPLIES, PINS, BADGES,	.00
		01700 HELMET BADGES, RUBBER BOOTS, GUN HOLSTERS, TASER	.00
		01800 HOLSTERS, POLICE ACADEMY UNIFORMS, ETC.	2,860.00
		01900 -	.00
1-2001-521-52-07	TIRES	9,000.00	
		00100 ESTIMATED TIRE USAGE/EXPENSE FOR POLICE VEHICLES	9,000.00
		00200 (BASED ON FY 13/14 USAGE & COSTS)	.00
		00300 -	.00
1-2001-521-54-00	DUES, MEMBERSHIPS, SUBS	2,500.00	
		00100 IACP MEMBERSHIP FOR CHIEF & CAPT	300.00
		00200 DADE CO ASSOC CHIEF OF POLICE FOR CHIEF & CAPT	400.00
		00300 FBINAA FOR CAPT KAHN	100.00
		00400 DIGITAL IACP TRAINING KEYS FOR SWORN OFFICERS	300.00
		00500 LANGUAGE LINE SERVICES SUB (FOR EMERG TRANSLATION)	50.00
		00600 NOTARY RENEWALS (MICHAEL & CATES)	200.00
		00700 FLA LAW ENFORCEMENT HANDBOOKS (50 COPIES)	975.00
		00800 MISCELLANEOUS OR NEW SUBSCRIPTIONS	175.00
		00900 -	.00
1-2001-521-54-10	VEH REGISTRATION & TAG	250.00	
		00100 TAG RENEWALS UNMARKED POLICE VEH/CONFIDENTIAL TAGS	250.00
		00200 -	.00
1-2001-521-58-00	EDUCATION AND TRAINING	20,299.00	
		00100 TASER TRAINING CARTRIDGES & TARGETS	2,500.00
		00200 TUITION REIMBURSEMENT FOR POLICE OFFICERS	13,000.00
		00300 TASER INSTR RECERTIFICATION FOR DEAL	200.00
		00400 CVSA RECERTIFICATION FOR DETECTIVES	1,000.00

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Fiscal Year . . . : 2014  
 Budget Level . . . : BUDG  
 Description . . . :

DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
			*
			*
		00500	DISPATCHER TRAINING/TESTING SOFTWARE (BIDDLE CONS) 399.00
		00600	DISPATCHER STATE CERTIFICATION-PST 911 CERT PROG 1,700.00
		00700	OFFICER STATE CERTIFICATION-PST 911 CERT PROG 1,000.00
		00800	POLICE FDLE REQUIRED TRAINING (FEES) 500.00
		00900	- .00
1-2001-521-64-00	MACHINERY AND EQUIPMENT	5,000.00	
		00100	COMPUTER REPLACEMENT 5,000.00
		00200	- .00
1-2001-521-65-00	VEHICLES	111,280.00	
		00100	THREE(3) DODGE CHARGER PATROL VEHICLES @\$24,476/EA 73,428.00
		00200	EMERG EQUIP/GRAPHICS FOR 3 MARKED UNITS @\$5,000/EA 15,000.00
		00300	TWO(2) HARLEY DAVIDSON FLHP W/EQUIPMENT (TRADE-IN) 22,852.00
		00400	- .00
* Total Accounts for this Budget Level	41	5,992,185.00	



## FY 2014/2015 Police Dept. Salary Projection

#	Name	Position	Hire Date	FYE 2015 Base Pay	Pay Grade	Lngvty	Prem. Pay	Motor Pay	Merit	Incentive Pay	Shift Different	Next Merit	Next Long.	FYE 2015 Total	Less Special Pay	
<b>Sworn:</b>							<i>Note: "Pay Grades" are as of: 10/01/2014</i>									
<b>Administration</b>																
1a	Baan, P.	Chief	10/07/74	\$28,602	50+P/L4	\$1,750				\$390				\$30,742		
1b	New 1/1/15	Chief	01/01/15	\$73,875	50	\$0				\$720				\$74,595		
2	Kahn, J.	Captain	05/07/79	\$93,851	46+P/L4	\$1,750				\$1,560				\$97,161		
3	Walker, R.	Lieutenant	04/23/79	\$89,324	44+P/L4	\$1,750				\$1,020				\$92,094		
4	Mulla, J.	Lieutenant	12/10/90	\$89,324	44+P/L4	\$1,750				\$480				\$91,554		
											<b>\$4,170</b>	<b>Total:</b>	<b>\$386,146</b>	<b>\$381,976</b>		
<b>Contract</b>																
5	Deal, J.	Sergeant	04/06/94	\$78,246	S/8+P/L4	\$1,750				\$720	\$88			\$80,804		
6	Gurney, C.	Sergeant	11/14/01	\$78,246	S/8+P/L3	\$1,500				\$1,440			05/04/18	\$81,186		
7	Quintanilla, A.	Sergeant	03/27/02	\$78,246	S/8+P/L2	\$1,000				\$1,440	\$850		03/27/17	\$81,536		
8	Kelly, T.	Sergeant	08/03/87	\$78,246	S/8+P/L4	\$1,750				\$1,020	\$707			\$81,723		
9	Perez, F.	Sergeant	01/26/05	\$78,246	S/8+PL/2	\$1,000				\$480	\$1,414		11/18/17	\$81,140		
10	Mayer, H.	Detective	02/27/89	\$67,660	8+DB+P/L4	\$1,750	\$3,383			\$480				\$73,273		
11	Balester, J.	Detective	01/29/91	\$67,660	8+DB+P/L4	\$1,750	\$3,383			\$240				\$73,033		
12	Bente, D.	Detective	09/09/94	\$67,660	8+DB+P/L4	\$1,750	\$3,383			\$1,440				\$74,233		
13	Tamargo, R.	Detective	12/22/03	\$67,660	8+DB+PL/2	\$1,000	\$3,383			\$1,560			12/22/18	\$73,603		
14	Barrios, R.	Detective	11/03/98	\$67,660	8+DB+P/L3	\$1,500	\$3,383			\$1,440			11/03/18	\$73,983		
15	Schubert, C.	Officer/Mcy	02/27/89	\$67,660	8+MC+P/L4	\$1,750		\$910		\$480				\$70,800		
16	Collins, J.	Officer/Mcy	07/12/99	\$67,660	8+MC+P/L3	\$1,500		\$910		\$1,200			07/12/19	\$71,270		
17	Buckner, R.	Officer/Mcy	09/15/08	\$67,660	8+MC	\$0		\$910		\$480	\$390		09/15/16	\$69,440		
18	Ferreiro, J.	Officer/Mcy	06/23/08	\$67,660	8+MC	\$0		\$910		\$600	\$390		06/23/16	\$69,560		
19	Cates, D.	Officer K-9	11/02/98	\$67,660	8+K9+P/L3	\$1,500	\$5,075			\$960	\$750		11/02/18	\$75,945		
20	Sandoval, A.	Officer K-9	06/24/02	\$67,660	8+K9+PL2	\$1,000	\$5,075			\$840	\$1,248		11/13/17	\$75,823		
21	Clark, J.	Officer	01/11/88	\$67,660	8+P/L4	\$1,750				\$720				\$70,130		
22	Navarro, C.	Officer	09/14/92	\$67,660	8+P/L4	\$1,750				\$1,560				\$70,970		
23	Pessolano, J.	Officer	11/10/97	\$67,660	8+P/L3	\$1,500				\$1,020				\$70,180		
24	Fetters, G.	Officer	06/22/98	\$67,660	8+P/L3	\$1,500				\$480			06/22/18	\$69,640		
25	Simon, J.	Officer	10/26/98	\$67,660	8+P/L3	\$1,500				\$1,440	\$78		10/26/18	\$70,678		
26	Garcia, O.	Officer	03/28/01	\$67,660	8+P/L3	\$1,500				\$480	\$750		09/08/17	\$70,390		
27	Capote, J.	Officer	04/30/03	\$67,660	8+P/L2	\$1,000				\$240	\$78		11/12/16	\$68,978		
28	Estok, E.	Officer	08/11/03	\$67,660	8+P/L2	\$1,000				\$600	\$1,248		08/11/18	\$70,508		
29	Irizarry, J.	Officer	12/15/03	\$67,660	8+P/L2	\$1,000				\$720	\$624		12/15/18	\$70,004		
30	Nunez, C.	Officer	06/27/05	\$67,660	8+P/L1	\$500				\$600	\$750		06/27/15	\$69,510		
31	Robbins, J.	Officer	04/10/06	\$67,660	8+P/L1	\$500				\$240	\$624		04/10/16	\$69,024		
32	Hall, J.	Officer	12/11/06	\$67,660	8+P/L1	\$500				\$240	\$624		12/11/16	\$69,024		
33	Evans R.	Officer	04/16/07	\$67,660	8+P/L1	\$500				\$480	\$624		04/16/17	\$69,264		
34	Pacheco, J.	Officer	05/23/08	\$61,370	6+P/L2	\$1,000			\$2,046	\$240	\$750	02/03/15	10/04/19	\$65,406		
35	Mulet, C.	Officer	12/08/08	\$61,370	6+P/L2	\$1,000			\$1,023	\$240	\$624	05/26/15	06/03/17	\$64,257		
36	Casanova, J.	Officer	09/28/09	\$58,449	5	\$0			\$1,461	\$960	\$624	03/31/15	03/31/17	\$61,494		
37	Figueredo, N.	Officer	09/28/09	\$58,449	5	\$0			\$1,461	\$0	\$1,248	03/31/15	03/31/17	\$61,158		



### FY 2014/2015 Police Dept. Salary Projection

38	Lopez, T.	Officer	11/02/09	\$67,660	8	\$0			\$720			11/02/17	\$68,380
39	Castillo, M.	Officer	11/16/10	\$55,623	4	\$0		\$695	\$960	\$750	06/29/15	11/16/18	\$58,028
40	Dweck, C.	Officer	12/13/10	\$55,623	4	\$0		\$695	\$0	\$1,248	06/29/15	12/13/18	\$57,566
41	Castillo, R.	Officer	12/24/12	\$50,413	2	\$0		\$840	\$360	\$1,248	06/26/15	12/19/20	\$52,861
42	Nickerson, B.	Officer	06/02/14	\$23,171	1	\$0		\$24,854	\$0				\$48,025
									\$3,640	\$27,120		<b>Total:</b>	\$2,652,827

\$2,622,067

**Civilians:**

			Base	Plus 4%	Pay Grade	Lngvty	Shift Different	Next Merit	Next Long.		
1	Michael, T.	Comm. Sup.	07/14/03	\$47,244	\$49,134	26+L2	\$1,000		5/5/15	7/14/18	\$50,134
2	Cox, J.	Dispatcher II	09/21/98	\$46,169	\$48,016	21+L3	\$1,500			9/21/18	\$49,516
3	Duberry, S.	Dispatcher I	12/22/03	\$40,902	\$42,538	19+L2	\$1,000	\$624	12/22/14	12/22/18	\$44,162
4	Acevedo, D.	Dispatcher I	06/16/08	\$33,651	\$34,997	19	\$0	\$750	6/16/15	6/16/16	\$35,747
5	Newton, M.	Dispatcher I	04/12/10	\$30,522	\$31,743	19	\$0	\$832	4/12/15	4/12/18	\$32,575
6	Ostrov, V.	Dispatcher I	10/14/13	\$29,633	\$30,818	19	\$0		10/14/14	10/14/21	\$30,818
7	Open	Dispatcher I		\$29,633	\$30,818	19	\$0				\$30,818
8	Cates, L.	Senior Spec	10/01/01	\$52,208		29+L2	\$1,000		10/1/14	10/1/16	\$53,208
9	Vazquez, G.	Admin. Sp. II	04/09/01	\$45,208	\$47,016	24+L2	\$1,000		12/8/14	4/9/16	\$48,016
10	Encarnacion, E.	Admin. Sp. I	04/03/06	\$34,290	\$35,662	15+L1	\$500		4/3/15	4/3/16	\$36,162
11	Thompson, C.	Admin. Sp. I	04/27/09	\$29,033	\$30,194	15	\$0		4/27/15	4/27/17	\$30,194
										<b>Total:</b>	\$441,350

**Part Time:**

**Clerical**

1	DeArmas, I.	Clerical Asst.	02/03/03	\$18,096	\$18,820							\$18,820	
												<b>Total:</b>	\$18,820

**PSA's**

1	Open	PSA	05/27/13	\$16,800	\$17,472							\$17,472	
2	Open	PSA	02/21/11	\$16,800	\$17,472							\$17,472	
												<b>Total:</b>	\$34,944

**School Crossing Guards**

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

	<b>FYE 2014</b>
	<b>Total</b>
<b>Grand Total:</b>	<b>\$3,554,886</b>

**CITY OF MIAMI SPRINGS  
ASSET ACQUISITION REQUEST  
FOR FY 2014-2015 BUDGET YEAR**

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

**Department: Police**

<u>Description of equipment requested</u>	<u>Estimated Cost</u>
Three marked Dodge Charger patrol vehicles @ \$24,476/each	\$ 73,428.00
Three sets of light bars, sirens, deck lights, corner strobe kits, cages (prisoner transport, graphics) @ \$5,000/set (including labor)	\$ 15,000.00
Two (2) Harley Davidson FLHP motorcycles & equipment @ \$11,246 w/trade-in	\$ 22,852.00
Computers for the Police Department	\$ 5,000.00
	\$ -
	\$ -
<b>Total budget request:</b>	<b>\$ 116,280.00</b>

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

**Reason why equipment is needed**

Replacement of three patrol vehicles to maintain fleet serviceability.

Replacement of emergency equipment (light bars, lights, sirens, etc.)

Existing equipment is aged and worn/installed numerous times; worn due to use and weather deterioration. Replace equipment as needed.

Departmental computers need to be replaced

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

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
City Manager Approval

CITY OF MIAMI SPRINGS  
 SCHOOL CROSSING GUARD BUDGET  
 FISCAL YEAR ENDING 9/30/15

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2011-12 ACTUALS</u>	<u>FY2012-13 ACTUALS</u>	<u>FY2013-14 AMENDED BUDGET</u>	<u>FY2014-15 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AS OF 6/30/2014</u>	<u>YTD FY2013-14 PROJECTED</u>
<b>CROSSING GUARDS</b>								
001-2002-521.13-00	PART TIME YEAR ROUND	17,456	17,641	20,800	20,800	-	13,401	18,338
001-2002-521.21-00	SOCIAL SECURITY TAXES	1,336	1,349	1,591	1,591	0	1,025	1,403
001-2002-521.24-00	WORKER'S COMPENSATION	144	734	585	585	-	441	588
001-2002-521.52-03	UNIFORMS	280	-	300	300	-	300	400
001-2002-521.52-09	OTHER	20	-	100	300	200	67	89
<b>*</b>	<b>SCHOOL CROSSING GUARDS</b>	<b>19,236</b>	<b>19,724</b>	<b>23,376</b>	<b>23,576</b>	<b>200</b>	<b>15,234</b>	<b>20,818</b>

Fiscal Year . . . : 2014  
 Budget Level . . . : BUDG  
 Description . . . :

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info
1-2002-521-13-00	PART TIME YEAR ROUND	20,800.00	
	00100 FOUR(4) PART-TIME SCHOOL CROSSING GUARDS@12 HRS/WK		20,800.00
	00200 -		.00
1-2002-521-21-00	SOCIAL SECURITY TAXES	1,591.00	
	00100 BUDGETED BY FINANCE		1,591.00
	00200 -		.00
1-2002-521-24-00	WORKER'S COMPENSATION	585.00	
	00100 BUDGETED BY FINANCE		585.00
	00200 -		.00
1-2002-521-52-03	UNIFORMS	300.00	
	00100 UNIFORMS FOR FOUR (4) SCHOOL CROSSING GUARDS		300.00
	00200 -		.00
1-2002-521-52-09	OTHER	300.00	
	00100 MISC SUPPLIES (WHISTLES, SIGNS, VESTS, ETC.)		300.00
	00200 -		.00
* Total Accounts for this Budget Level		5	23,576.00

# SECTION 10



## **Law Enforcement Trust Fund**

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

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

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

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### **FY2014-15 Budget Highlights or Modifications**

- Proposed budget is \$140,484 or 110% lower than FY2013/2014 since there are no capital expenditures planned for FY2015..
- Budget Summary:

Budgeted Revenues	\$140,484(funding from Forfeiture funds)
Budgeted Expenditures	<u>\$140,484</u>
Net cost of Department	<u>\$ -0-</u>

**CITY OF MIAMI SPRINGS  
LAW ENFORCEMENT TRUST FUND  
FISCAL YEAR ENDING 9/30/15**

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2011-12 ACTUALS</u>	<u>FY2012-13 ACTUALS</u>	<u>FY2013-14 AMENDED BUDGET</u>	<u>FY2014-15 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AS OF 6/30/2014</u>	<u>YTD FY2013-14 PROJECTED</u>
<b>LAW ENFORCEMENT TI</b>								
650-2010-521.31-00	PROFESSIONAL SERVICES	-	2,510	3,630	900	(2,730)	4,061	5,415
650-2010-521.35-00	INVESTIGATIONS	2,388	-	47,800	25,000	(22,800)	-	-
650-2010-521.44-00	RENTALS AND LEASES	19,296	19,296	22,000	24,000	2,000	12,200	16,267
650-2010-521.52-00	OPERATING SUPPLIES	19,291	10,972	440	-	(440)	19,328	25,771
650-2010-521.64-00	MACHINERY AND EQUIPMENT	6,373	12,953	-	-	-	-	-
650-2010-521.65-00	VEHICLES	-	84,057	142,000	-	-	96,731	142,000
<b>* PUBLIC SAFETY</b>		<b>47,348</b>	<b>129,788</b>	<b>215,870</b>	<b>49,900</b>	<b>(23,970)</b>	<b>132,320</b>	<b>189,452</b>

Fiscal Year . . . : 2014  
 Budget Level . . . : BUDG  
 Description . . . :

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info
650-2010-521-31-00	PROFESSIONAL SERVICES	900.00	
		00100 COMMUNITY SHREDDING DAY (3 @ \$300/EA)	900.00
		00200 APPROVED BY CITY COUNCIL 1/28/13	.00
		00300 -	.00
650-2010-521-35-00	INVESTIGATIONS	25,000.00	
		00100 EMERGENCY FUND AS NEEDED	25,000.00
		00200 -	.00
650-2010-521-44-00	RENTALS AND LEASES	24,000.00	
		00100 TWO RENTAL VEHICLES FOR UNDERCOVER/SURVEILLANCE	24,000.00
		00200 -	.00
* Total Accounts for this Budget Level		3	49,900.00

**CITY OF MIAMI SPRINGS  
COMMUNITY POLICING OFFICE BUDGET  
FISCAL YEAR ENDING 9/30/15**

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2011-12 ACTUALS</u>	<u>FY2012-13 ACTUALS</u>	<u>FY2013-14 AMENDED BUDGET</u>	<u>FY2014-15 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AS OF 6/30/2014</u>	<u>YTD FY2013-14 PROJECTED</u>
<b>LAW ENFORCEMENT TR</b>								
650-2011-521.31-00	PROFESSIONAL SERVICES	160	240	300	300	-	120	160
650-2011-521.34-00	OTHER CONTRACTUAL SERVICE	-	-	1,000	2,500	1,500	-	-
650-2011-521.40-00	TRAVEL AND PER DIEM	-	5	5,000	5,000	-	1,000	1,333
650-2011-521.41-01	TELEPHONE: BASE & LOCAL	12,346	2,590	3,033	3,100	67	1,644	2,192
650-2011-521.41-02	CELLULAR TELEPHONE	1,000	1,000	1,064	1,200	136	801	1,068
650-2011-521.41-04	OVERNIGHT-UPS, FEDX	-	-	250	250	-	-	-
650-2011-521.41-06	INTERNET ACCESS	794	1,085	1,300	1,300	-	854	1,139
650-2011-521-43-01	ELECTRICITY	2,198	1,756	2,300	2,300	-	1,629	2,172
650-2011-521.44-00	RENTALS AND LEASES	-	-	500	500	-	-	-
650-2011-521.44-01	BUILDINGS	19,200	19,200	19,584	19,584	-	16,320	21,760
650-2011-521.44-02	EQUIPMENT	1,957	1,934	2,500	2,500	-	1,497	1,996
650-2011-521.45-30	LIABILITY INSURANCE	2,607	2,391	1,600	1,600	-	1,992	2,656
650-2011-521.46-00	REPAIRS AND MAINTENANCE	278	-	2,500	2,500	-	825	1,100
650-2011-521.46-03	EQUIPMENT	180	117	200	200	-	12	16
650-2011-521.47-00	PRINTING AND BINDING	-	-	1,000	1,000	-	-	-
650-2011-521.48-00	PROMOTIONS	694	320	3,500	3,500	-	151	201
650-2011-521.48-02	ADVERTISING	425	464	3,000	3,000	-	400	533
650-2011-521.51-00	OFFICE SUPPLIES	1,376	871	1,500	1,500	-	583	777
650-2011-521.52-00	OPERATING SUPPLIES	1,140	1,602	6,000	6,000	-	1,010	1,347
650-2011-521.52-03	UNIFORMS	-	630	1,000	1,000	-	-	-
650-2011-521.54-00	DUES, MEMBERSHIPS, SUBS	25	25	250	250	-	-	-
650-2011-521.58-00	EDUCATION AND TRAINING	-	-	1,000	1,000	-	-	-
650-2011-521.58-01	THREE PSAS	1,096	1,323	4,000	4,000	-	-	-
650-2011-521.58-02	EDUCATION-OFFICERS	-	-	5,000	5,000	-	590	787
650-2011-521.64-00	MACHINERY AND EQUIPMENT	-	-	3,000	1,500	(1,500)	-	3,000
<b>* COMMUNITY POLICING</b>		<b>45,476</b>	<b>35,553</b>	<b>70,381</b>	<b>70,584</b>	<b>203</b>	<b>29,428</b>	<b>42,237</b>

Fiscal Year . . . : 2014  
 Budget Level . . . : BUDG  
 Description . . . :

DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
650-2011-521-31-00	PROFESSIONAL SERVICES	300.00	
	00100 WINDOW CLEANING & CAR WASHES		300.00
	00200 -		.00
650-2011-521-34-00	OTHER CONTRACTUAL SERVICE	2,500.00	
	00100 MAINTENANCE & SUPPORT AGREEMENT FOR SOFTWARE/		2,500.00
	00200 HARDWARE (DATA WORKS PLUS)		.00
	00300 -		.00
650-2011-521-40-00	TRAVEL AND PER DIEM	5,000.00	
	00100 OFFICER TRAVEL (FOR TRAINING) INCLUDING LODGING,		5,000.00
	00200 FUEL, PARKING, TOLLS, MEAL ALLOWANCE, ETC.		.00
	00300 -		.00
650-2011-521-41-01	TELEPHONE: BASE & LOCAL	3,100.00	
	00100 BUDGETED BY FINANCE		1,800.00
	00200 TWO MDT'S FOR CPO		1,300.00
	00300 -		.00
650-2011-521-41-02	CELLULAR TELEPHONE	1,200.00	
	00100 THREE(3) CELL PHONES FOR COMMUNITY POLICING OFFICE		1,200.00
	00200 -		.00
650-2011-521-41-04	OVERNIGHT-UPS, FEDX	250.00	
	00100 OVERNIGHT COURIER SVC(FED EX, UPS, USFS, 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	2,300.00	
	00100 BUDGETED BY FINANCE		2,300.00
	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 MTC, PAINTING, CARPET CLEANING, ETC.		2,500.00
	00200 -		.00
650-2011-521-46-03	EQUIPMENT	200.00	
	00100 REPAIRS FOR GENERAL EQUIPMNET AS NEEDED		.00
	00200 MIAMI DADE FIRE EQUIPMENT YEARLY INSPECTION		200.00
	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	

10-5

Fiscal Year . . . : 2014  
 Budget Level . . . : BUDG  
 Description . . . :

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info
		00100 COMMUNITY OUTREACH PROGRAMS (CRIME WATCH, ETC.)	3,500.00
		00200 -	.00
650-2011-521-48-02	ADVERTISING	3,000.00	
		00100 ITEMS & MATERIAL PRINTED W/CITY INFO, LOGO, ETC	.00
		00200 FOR DISTRIBUTION AT COMMUNITY FUNCTIONS AS	.00
		00300 ADVERTISING AND PUBLIC RELATIONS	3,000.00
		00400 -	.00
650-2011-521-51-00	OFFICE SUPPLIES	1,500.00	
		00100 OFFICE SUPPLIES FOR COMMUNITY POLICING	1,500.00
		00200 -	.00
650-2011-521-52-00	OPERATING SUPPLIES	6,000.00	
		00100 OFFICER AWARDS (PLAQUES, PINS, TROPHIES, BARS)	6,000.00
		00200 BOTTLED WATER SERVICE	.00
		00300 MISCELLANEOUS OPERATING SUPPLIES, COMPUTER, OFFICE	.00
		00400 EQUIPMENT	.00
		00500 -	.00
650-2011-521-52-03	UNIFORMS	1,000.00	
		00100 UNIFORMS FOR COMMUNITY POLICING OFFICE STAFF	1,000.00
		00200 -	.00
650-2011-521-54-00	DUES, MEMBERSHIPS, SUBS	250.00	
		00100 MISCELLANEOUS SUBSCRIPTIONS	250.00
		00200 -	.00
650-2011-521-58-00	EDUCATION AND TRAINING	1,000.00	
		00100 EDUCATION & MATERIAL FOR COMMUNITY (I.E. DRUG	.00
		00200 AWARENESS, CRIME PREVENTION, ETC.)	1,000.00
		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/	.00
		00200 OR TRAINING FOR NEW PROGRAMS/MANDATORY OFCR TRNG	5,000.00
		00300 -	.00
650-2011-521-64-00	MACHINERY AND EQUIPMENT	1,500.00	
		00100 COMPUTER/MONITOR FOR COMMUNITY POLICING OPC (MAIN)	1,500.00
		00200 -	.00
* Total Accounts for this Budget Level		25	70,584.00

10-6



CITY OF MIAMI SPRINGS  
 CRIMINAL JUSTICE TRAINING  
 FISCAL YEAR ENDING 9/30/15

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2011-12</u> <u>ACTUALS</u>	<u>FY2012-13</u> <u>ACTUALS</u>	<u>FY2013-14</u> <u>AMENDED</u> <u>BUDGET</u>	<u>FY2014-15</u> <u>Departmental</u> <u>Request</u>	<u>Dollar</u> <u>increase</u> <u>(Decrease)</u>	<u>YTD</u> <u>ACTUALS</u> <u>AS OF 6/30/2014</u>	<u>YTD</u> <u>FY2013-14</u> <u>PROJECTED</u>
CRIMINAL JUSTICE		-	-	15,500	20,000	4,500	-	-
650-2012-521-58-00	EDUCATION AND TRAINING	-	-	15,500	20,000	4,500	-	-
* PUBLIC SAFETY		-	-	15,500	20,000	4,500	-	-

Fiscal Year . . . : 2014  
Budget Level . . . : BUDG  
Description . . . : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
650-2012-521-58-00	EDUCATION AND TRAINING	20,000.00	
	00100 POLICE ACADEMY TUITION, SOUTHERN POLICE ACADEMY,		.00
	00200 FBI ACADEMY, ETC.		20,000.00
	00300 -		.00
* Total Accounts for this Budget Level	1	20,000.00	

# SECTION 11

# **Building and Code Compliance Department**

## **Mission Statement**

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

## **Building & Code Compliance**

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

The responsibilities of Building include receiving permit applications, plans and miscellaneous documentation for review and processing requests for building permits. Plans are reviewed for standards, provisions and requirements for safe and stable designs, methods and uses of construction, standards for workmanship and uses of materials. They are also checked for compliance with standards for building materials used in buildings and/or structures hereafter erected, constructed, enlarged, repaired, moved, or otherwise altered or demolished in accordance with the Florida Building Code, as amended from time to time.

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

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

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### **Goals**

Contact at least 10% of the number of customers who visit the Department daily to check on customer service and satisfaction.

Perform a final inspection on all permits issued and close them within 6 months of the issue date, provided that the work has been completed.

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

To constantly improve customer service by soliciting feedback from at least 10% of our customers and using that feedback as a basis for ongoing departmental improvement.

To insure that 90% of all Building Permits are processed and handled in a timely manner, thus avoiding a backlog of open permits and the possibility of work being completed without proper inspections.

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

## **Building & Code Compliance**

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### **Objectives (continued)**

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

To plan for expanded building/permitting activity in the commercial sector. New construction along the Airport Highway Marine district is anticipated to increase dramatically over the next 12-24 months. This may mean the need for additional or outside contract inspectors and plan reviewers.

Continue to update all City Codes to meet current needs.

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

### **2013-14 Accomplishments**

Started one new hotel project (Hyatt) completed one other (Euro Building) and we are close to completing a third (Best Western).

Exceeded Budget revenue expectations (final numbers pending).

Maintained expenditures under Budget (final numbers pending).

Presented numerous Code changes to Council, most of which were adopted.

Removed one full time position from the Budget to assist the City in meeting shortfalls caused by lower than anticipated red light revenue.

Maintained an adequate level of Code Compliance, in spite of having only one Full Time Code Compliance Officer.

Successfully prosecuted all cases that were brought before the Code Enforcement Board.

Implemented new Building Permit fees for Commercial properties which will help offset additional costs to the Department from Commercial projects.



## Building & Code Compliance

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### FY2014-15 Budget Highlights

- Proposed budget is \$ 56,104 or 9.7% higher than FY2013/2014.
- Increase is due to the funding of a vacant position necessary due to increased building and code activities within the operation, as well as the 14% increase in medical insurance costs.

- Budget Summary:

Budgeted Revenues	\$893,700
Budgeted Expenditures	<u>\$632,183</u>
Operating surplus before indirect costs	\$261,517
Indirect cost allocation	<u>(\$285,015)</u>
Net cost of the Department	<u>(\$23,498)</u>

CITY OF MIAMI SPRINGS  
BUILDING & CODE COMPLIANCE  
FISCAL YEAR ENDED 9/30/15

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2011-12 ACTUALS</u>	<u>FY2012-13 ACTUALS</u>	<u>FY2013-14 AMENDED BUDGET</u>	<u>FY2014-15 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AS OF 6/30/2014</u>	<u>YTD FY2014-15 PROJECTED</u>
<b>BUILDING &amp; CODE COMPLIANCE:</b>								
001-2401-524.12-00	REGULAR SALARIES	201,105	205,955	189,925	242,481	52,556	151,285	207,022
001-2401-524.13-00	PART TIME YEAR ROUND	152,927	97,009	128,500	100,000	(28,500)	84,150	115,153
001-2401-524.13-01	INSPECTOR PAY	32,550	47,315	40,000	40,000	-	37,450	51,247
001-2401-524.14-00	OVERTIME	1,862	110	-	-	-	95	130
001-2401-524.21-00	FICA TAXES	28,540	26,428	24,538	25,732	1,194	20,541	28,109
001-2401-524.22-01	GENERAL EMPLOYEES RET SYS	28,810	30,665	28,111	35,329	7,218	20,470	28,012
001-2401-524.22-04	ICMA	252	-	-	-	-	-	-
	TOTAL MEDICAL/LIFE INSURANCE	34,090	35,939	35,601	58,269	22,668	31,182	42,670
								-
001-2401-524.24-00	WORKER'S COMPENSATION	3,577	9,629	7,690	7,602	(88)	5,769	7,692
001-2401-524.34-00	CONTRACTUAL SERV - INSPECTORS	69,690	83,915	75,565	75,565	-	64,995	86,660
001-2401-524.40-00	TRAVEL AND PER DIEM	1,862	1,841	1,331	1,400	69	1,350	1,800
001-2401-524.41-01	TELEPHONE	5,408	3,407	2,136	3,438	1,302	1,839	2,452
001-2401-524.41-02	CELLULAR TELEPHONE	3,692	4,006	5,462	4,200	(1,262)	4,510	6,013
001-2401-524.41-03	POSTAGE	1,065	1,006	1,246	1,100	(146)	617	823
001-2401-524.41-06	INTERNET ACCESS	3,975	2,852	2,544	1,578	(966)	1,343	1,791
001-2401-524.44-00	RENTALS AND LEASES	2,391	2,122	2,552	2,330	(222)	1,760	2,347
001-2401-524.45-10	FLEET MAINTENANCE	2,426	3,005	4,000	2,000	(2,000)	3,048	4,064
001-2401-524.45-30	LIABILITY INSURANCES	10,076	8,364	9,293	11,058	1,765	6,966	9,288
001-2401-524.46-00	REPAIRS AND MAINTENANCE	2,562	4,691	5,000	4,000	(1,000)	2,166	2,888
001-2401-524.47-00	PRINTING AND BINDING	1,003	-	1,000	1,000	-	255	340
001-2401-524.49-00	CREDIT CARD FEES/BANK CHARGES	-	-	-	4,400	4,400	3,622	4,829
001-2401-524.51-00	OFFICE SUPPLIES	2,622	2,480	3,085	2,000	(1,085)	857	1,143
001-2401-524.52-00	OPERATING SUPPLIES	1,523	2,926	3,000	2,000	(1,000)	308	411
001-2401-524.52-02	FUEL, OILS, LUBRICANTS	3,524	1,877	2,000	1,200	(800)	760	1,013
001-2401-524.52-03	UNIFORMS	1,262	308	2,000	2,000	-	-	500
001-2401-524.52-07	TIRES	187	338	500	500	-	-	-
001-2401-524.54-00	DUES, MEMBERSHIPS, SUBS	40	289	500	500	-	-	500
001-2401-524.58-00	EDUCATION AND TRAINING	967	515	500	500	-	-	500
001-2401-524.64-00	MACHINERY &* EQPT	1,022	-	-	2,000	2,000	-	2,000
<b>** B&amp;Z/CODE COMPLIANCE</b>		<b>599,010</b>	<b>576,992</b>	<b>576,079</b>	<b>632,183</b>	<b>56,104</b>	<b>445,338</b>	<b>609,395</b>

Fiscal Year . . . : 2014  
 Budget Level . . . : BUDG  
 Description . . . :

DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
1-2401-524-12-00	REGULAR SALARIES	242,481.00	
	00100 REG SALARIES INCLUDES ADDITION OF NEW FT		242,481.00
	00200 POSITION WHICH IS HALF ALLOCATED TO CODE		.00
	00300 COMPLIANCE AND HALF ALLOCATED TO BUILDING		.00
1-2401-524-13-00	PART TIME YEAR ROUND	100,000.00	
	00100 EDWIN REED SLARY		100,000.00
1-2401-524-13-01	BUILDING INSPECTORS	40,000.00	
	00100 PART TIME INSPECTORS		40,000.00
1-2401-524-21-00	FICA TAXES	25,732.00	
	00100 NUMBERS PROVIDED BY FINANCE DEPARTMENT		25,732.00
1-2401-524-22-01	GENERAL EMPLOYEES RET SYS	35,329.00	
	00100 BUDGET NUMBER PROVIDED BY FINANCE DEPARTMENT		35,329.00
1-2401-524-23-07	LIFE/AD&D	1,008.00	
	00100 BUDGET NUMBER PROVIDED BY FINANCE DEPARTMENT		1,008.00
1-2401-524-23-08	DENTAL-ORAL HEALTH SVCS	1,059.00	
	00100 BUDGET NUMBER PROVIDED BY FINANCE DEPARTMENT		1,059.00
1-2401-524-23-09	VSP-VISION SERVICE PLAN	476.00	
	00100 BUDGET NUMBER PROVIDED BY FINANCE DEPARTMENT		476.00
1-2401-524-23-19	HMO CHILD	55,727.00	
	00100 BUDGET NUMBER PROVIDED BY FINANCE DEPARTMENT		55,727.00
1-2401-524-24-00	WORKER'S COMPENSATION	7,602.00	
	00100 BUDGET NUMBER PROVIDED BY FINANCE DEPARTMENT		7,602.00
1-2401-524-34-00	OTHER CONTRACTUAL SERVICE	75,565.00	
	00100 CONTRACT INSPECTORS-JURADO-ALVAREZ-BLANCO		75,565.00
1-2401-524-40-00	TRAVEL AND PER DIEM	1,400.00	
	00100 BASED ON RUNNING RATES		1,400.00
1-2401-524-41-01	TELEPHONE	3,438.00	
	00100 BUDGET NUMBER PROVIDED BY FINANCE DEPARTMENT		3,438.00
1-2401-524-41-02	CELLULAR TELEPHONE	4,200.00	
	00100 BUDGET NUMBER PROVIDED BY FINANCE DEPARTMENT		4,200.00
1-2401-524-41-03	POSTAGE	1,100.00	
	00100 BUDGET NUMBER PROVIDED BY FINANCE DEPARTMENT		1,100.00
1-2401-524-41-06	INTERNET ACCESS	1,578.00	
	00100 BUDGET NUMBER PROVIDED BY FINANCE DEPARTMENT		1,578.00
1-2401-524-44-00	RENTALS AND LEASES	2,330.00	
	00100 BUDGET NUMBER PROVIDED BY FINANCE DEPARTMENT		2,330.00
1-2401-524-45-10	FLEET MAINTENANCE	2,000.00	
	00100 BUDGET NUMBER PROVIDED BY FINANCE DEPARTMENT		2,000.00
1-2401-524-45-30	LIABILITY INSURANCES	11,058.00	
	00100 BUDGET NUMBER PROVIDED BY FINANCE DEPARTMENT		11,058.00
1-2401-524-46-00	REPAIRS AND MAINTENANCE	4,000.00	
	00100 BUDGET NUMBER PROVIDED BY FINANCE DEPARTMENT		4,000.00
1-2401-524-47-00	PRINTING AND BINDING	1,000.00	
	00100 BASED ON RUNNING RATES		1,000.00
1-2401-524-49-02	BANK CHARGES	4,400.00	
	00100 BUDGET NUMBER PROVIDED BY FINANCE DEPARTMENT		4,400.00
1-2401-524-51-00	OFFICE SUPPLIES	2,000.00	
	00100 BASED ON RUNNING RATES		2,000.00
1-2401-524-52-00	OPERATING SUPPLIES	2,000.00	
	00100 BASED ON RUNNING RATES		2,000.00

Fiscal Year . . . : 2014  
 Budget Level . . . : BUDG  
 Description . . . :

DEPARTMENTAL INPUT  
 Account # Description

Budget Amount

\*----- Misc. Info -----\*

1-2401-524-52-02	FUEL, OILS, LUBRICANTS		1,200.00	
		00100	BASED ON RUNNING RATES	1,200.00
1-2401-524-52-03	UNIFORMS		2,000.00	
		00100	RUNNING RATES PLUS A NEW EMPLOYEE ANTICIPATED	2,000.00
1-2401-524-52-07	TIRES		500.00	
		00100	BUDGET NUMBER PROVIDED BY FINANCE DEPARTMENT	500.00
1-2401-524-54-00	DUES, MEMBERSHIPS, SUBS		500.00	
		00100	BASED ON PAST RUNNING RATES	500.00
1-2401-524-58-00	EDUCATION AND TRAINING		500.00	
		00100	BASED ON PAST RUNNING RATES	500.00
1-2401-524-64-00	MACHINERY AND EQUIPMENT		2,000.00	
		00100	PURCHASE NEW DEPARTMENT PERFORATOR	2,000.00
* Total Accounts for this Budget Level		30	632,183.00	

**Basis for FY 2014-15 Salary Projections**

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

Calculations is based upon current earnings at 2,080 hours

0.0%  
 0.0%  
 0.00%  
 4.00% *to be effective on 10-01-2014*

:::

City of Miami Springs												
Department: Building & Code Compliance												
Position(Paygrade)	Employee name	FT PT	Amended Budget	Qty	Fav (Unf)	Salary at 4/30/2014	Date of Annual Review	FY2015 Projected Merit Increase	One Time 4% COLA Increase	Longevity	Other	FY 2015 Projection
Buiding Specialist I-PG 15	Linda Hurtado	FT	1	1	0	\$26,845		\$0	\$1,074	\$0	\$0	\$27,919
Buiding Specialist II-PG22	Awilda Rivera	FT	1	1	0	\$31,075		\$0	\$1,127	\$0	\$0	\$32,202
B&Z Director-PG49	H Ziadie	FT	1	1	0	\$72,000		\$0	\$0	\$1,000	\$0	\$73,000
Buiding Specialist I-PG15	C Rodriguez	FT	1	1	0	\$30,500		\$0	\$1,220	\$0	\$0	\$31,720
Code Compliance Officer-PG26	L Taveras	FT	1	1	0	\$46,770		\$0	\$1,870	\$1,000	\$0	\$49,640
Code Compliance Officer	VACANT	FT	1	1	0	\$28,000		\$0	\$0	\$0	\$0	\$28,000
Code Compliance Officer	VACANT	PT	0	0	0	\$0		\$0	\$0	\$0	\$0	\$0
Code Compliance Officer	VACANT	FT	0	0	0	\$0		\$0	\$0	\$0	\$0	\$0
Building Official	Edwin Reed	PT	1	1	0	\$100,000			\$0	\$0	\$0	\$100,000
Inspectors	Inspectors		n/a	n/a	0	\$40,000						\$40,000
<b>Total projections</b>			<b>7.0</b>	<b>7.0</b>	<b>0</b>	<b>\$375,190</b>		<b>\$0</b>	<b>\$5,291</b>	<b>\$2,000</b>	<b>\$0</b>	<b>\$382,481</b>

## BUILDING REVENUES

Line Item Revenue	FY11-12	FY12-13	FY13-14	FY13-14	FY13-14	FY14-15
	Actual	Actual	AMENDED BUDGET	Actual As of 4/30/14	Projected* 12 Months	Budget
Building Permits	140,163	190,393	237,000	381,963	\$ 654,794	\$ 450,000
Electrical Permits	27,496	54,947	55,000	63,894	\$ 109,533	\$ 75,000
Plumbing Permits	27,337	29,124	28,000	38,068	\$ 65,259	\$ 50,000
Roofing Permits	35,980	49,901	49,000	40,151	\$ 68,830	\$ 55,000
Mechanical Permits	21,622	19,624	15,000	16,717	\$ 28,658	\$ 17,000
Certification of Completions	1,965	1,815	1,900	1,815	\$ 3,111	\$ 2,000
Structural Permits	16,761	19,750	20,000	13,279	\$ 22,764	\$ 20,000
Other Permits	115,042	237,744	225,000	73,586	\$ 126,147	\$ 100,000
MISC PLAN REVIEWS		-	1,000	-	\$ -	
POD Permit fees	1,800	2,000	1,300	375	\$ 643	\$ 700
	388,166	605,298	633,200	629,848	1,079,739	769,700

## CODE REVENUES

Line Item Revenue	FY11-12	FY12-13	FY13-14	FY13-14	FY13-14	FY14-15
	Actual	Actual	AMENDED BUDGET	Actual As of 4/30/14	Projected* 12 Months	Budget
Occupational Licenses -CITY	77,874	79,136	90,000	52,264	\$ 89,595	\$ 75,000
Occupational Licenses -COUNTY	20,957	20,302	15,000	13,098	\$ 22,454	\$ 15,000
Re-Occupancy Agreements		1,500	2,000	1,500	\$ 2,571	\$ 2,000
Code Compliance Agreements		1,000	2,000	3,000	\$ 5,143	\$ 2,000
Re-Occupancy Inspection	15,600	19,975	15,000	10,625	\$ 18,214	\$ 15,000
Code Enforcement tickets	15,400	23,025	15,000	17,400	\$ 29,829	\$ 15,000
	129,831	144,938	139,000	97,887	167,806	124,000



**CITY OF MIAMI SPRINGS  
BUILDING & CODE COMPLIANCE BREAKDOWN BUDGET  
FISCAL YEAR ENDED 9/30/15**

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>Combined FY2014-15 Departmental Request</u>	<u>Building</u>	<u>Code</u>
<b>BUILDING &amp; CODE COMPLIANCE:</b>				
001-2401-524.12-00	REGULAR SALARIES	242,481	181,161	61,320
001-2401-524.13-00	PART TIME YEAR ROUND	100,000	100,000	-
001-2401-524.13-01	INSPECTOR PAY	40,000	40,000	-
001-2401-524.21-00	FICA TAXES	25,732	21,695	4,037
001-2401-524.22-01	GENERAL EMPLOYEES RET SYS	35,329	26,395	8,934
	TOTAL MEDICAL/LIFE INSURANCE	58,269	47,657	10,613
001-2401-524.24-00	WORKER'S COMPENSATION	7,602	6,386	1,216
001-2401-524.34-00	CONTRACTUAL SERV - INSPECTORS	75,565	75,565	-
001-2401-524.40-00	TRAVEL AND PER DIEM	1,400	1,050	350
001-2401-524.41-01	TELEPHONE	3,438	2,579	860
001-2401-524.41-02	CELLULAR TELEPHONE	4,200	3,338	862
001-2401-524.41-03	POSTAGE	1,100	825	275
001-2401-524.41-06	INTERNET ACCESS	1,578	1,184	395
001-2401-524.44-00	RENTALS AND LEASES	2,330	1,748	583
001-2401-524.45-10	FLEET MAINTENANCE	2,000	-	2,000
001-2401-524.45-30	LIABILITY INSURANCES	11,058	5,208	5,850
001-2401-524.46-00	REPAIRS AND MAINTENANCE	4,000	3,000	1,000
001-2401-524.47-00	PRINTING AND BINDING	1,000	750	250
001-2401-524.51-00	OFFICE SUPPLIES	2,000	1,500	500
001-2401-524.49-00	CREDIT CARD FEES/BANK CHARGES	4,400	4,400	-
001-2401-524.52-00	OPERATING SUPPLIES	2,000	1,500	500
001-2401-524.52-02	FUEL, OILS, LUBRICANTS	1,200	-	1,200
001-2401-524.52-03	UNIFORMS	2,000	1,500	500
001-2401-524.52-07	TIRES	500	-	500
001-2401-524.54-00	DUES, MEMBERSHIPS, SUBS	500	375	125
001-2401-524.58-00	EDUCATION AND TRAINING	500	375	125
001-2401-524.64-00	MACHINERY &* EQPT	2,000	2,000	-
<b>** B&amp;Z/CODE COMPLIANCE</b>		<b>632,183</b>	<b>530,189</b>	<b>101,994</b>
<b>PLUS INDIRECT COSTS FROM OTHER DEPARTMENTS</b>		<b>285,015</b>	<b>285,015</b>	<b>(0)</b>
<b>TOTAL OPERATING COSTS</b>		<b>917,198</b>	<b>815,204</b>	<b>101,994</b>
<b><u>BUDGETED REVENUES.....</u></b>		<b><u>940,700</u></b>	<b><u>769,700</u></b>	<b><u>171,000</u></b>
<b>Surplus (Deficit).....</b>		<b><u>23,502</u></b>	<b><u>(45,504)</u></b>	<b><u>69,006</u></b>

# SECTION 12

# **INFORMATION TECHNOLOGY**

## **Mission Statement**

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

## **Information Technology**

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### **Goals**

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

### **Objectives**

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

### **Major Functions & Activities**

#### **Infrastructure**

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

### **Major Functions & Activities (Continued)**

#### **Infrastructure (continued)**

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

#### **Integration**

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

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

#### **Support**

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

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

### Major Functions & Activities (continued)

#### **Support (continued)**

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

#### **Telecommunications**

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

- Management of IP PBX system
- Phones / devices that communicate with PBX
- PRI and SIP based account management
- Cell phone services – devices, account management
- Cost analysis and comparisons with related services.
- Work with integration and infrastructure
- Write and maintain communications and communications security policy
- Wifi access point installation, security, and maintenance.
  - Group Policy Objects
  - Network Login / Logout Scripts
  - Backup system
  - DDC Climate Control System
  - Vermont Systems Golf Track
  - Surveillance cameras
  - USA Software dispatch applications
  - MDT Mobile units for police department
  - SQL Server 2005, and 2008
  - Cisco routers and PIX firewall security monitoring and updates

## Information Technology

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### FY2013-14 Accomplishments

- Coplink / IBox for database synchronization with FDLE
- Completion of database migration of MSPD/USA
- DHSMV dedicated server for N.O.V with in-house developed procedures
- VOIP network security compliance with FDLE
- USA Software preparations and upgrades to version 7
- Dedicated networking for DHSMV mobile
- Connedison server installation and database management
- Migration of VM's to KVM paravirtualization
- Windows XP Pro to 7 Pro upgrades (in progress)
- Golf server/services transition from Vermont to Fore!

### FY 2014-15 Budget Highlights

- Proposed budget is \$3,067 or 0.9% higher than FY2013/2014 mainly due to increased health care costs...
- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$334,575</u>
Net cost of Department	<u>\$334,575</u>



CITY OF MIAMI SPRINGS  
INFORMATION TECHNOLOGY BUDGET  
FISCAL YEAR ENDING 9/30/15

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2011-12 ACTUALS</u>	<u>FY2012-13 ACTUALS</u>	<u>FY2013-14 AMENDED BUDGET</u>	<u>FY2014-15 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AS OF 6/30/2014</u>	<u>YTD FY2013-14 PROJECTED</u>
<b>INFORMATION TECH</b>								
001-5301-513.12-00	REGULAR SALARIES	156,053	149,798	132,070	129,495	(2,575)	90,877	124,358
001-5301-513.21-00	FEDERAL PAYROLL TAXES	11,443	11,021	8,627	8,073	(554)	6,585	9,011
001-5301-513.22-01	GENERAL	18,763	18,457	16,997	18,867	1,870	11,616	15,896
001-5301-513.22-04	ICMA	252	-	-	-	-	-	-
	TOTAL MEDICAL INSURANCE	20,207	18,564	19,886	24,555	4,669	14,066	19,248
001-5301-513.24-00	WORKMENS COMP	1,416	375	248	243	(5)	189	252
001-5301-513.34-00	OTHER CONTRACTUAL SERVICE	117,960	128,344	137,062	134,981	(2,081)	111,666	137,062
001-5301-513.40-00	TRAVEL AND PER DIEM	56		500	500	-	-	-
001-5301-513.41-01	TELEPHONE	260		216	200	(16)	115	153
001-5301-513.41-02	CELLULAR PHONE	1,739	2,101	1,510	2,100	590	1,766	2,355
001-5301-513-41-06	INTERNET	1,840	824	2,226	1,100	(1,126)	883	1,177
001-5301-513-45-30	LIABILITY INSURANCE	3,146	2,520	2,301	2,812	511	1,728	2,304
001-5301-513.46-00	REPAIRS AND MAINTENANCE	4,313	4,663	1,500	4,400	2,900	1,351	1,801
001-5301-513.46-02	FLEET MAINTENANCE	708	242	1,000	250	(750)	187	249
001-5301-513.51-00	OFFICE SUPPLIES	18	74	300	500	200	980	1,307
001-5301-513.52-00	OPERATING SUPPLIES	682	1,602	500	500	-	906	1,208
001-5301-513.54-00	DUES, MEMBERSHIPS, SUBS	495	370	500	400	(100)	370	493
001-5301-513.58-00	EDUCATION AND TRAINING		274	2,000	5,600	3,600	158	211
001-5301-513.64-00	MACHINERY AND EQUIPMENT	-	10,412	4,065	-	(4,065)	2,363	4,065
<b>** INFORMATION</b>	<b>TECHNOLOGY</b>	<b>339,351</b>	<b>349,641</b>	<b>331,508</b>	<b>334,575</b>	<b>3,067</b>	<b>245,806</b>	<b>321,151</b>

Fiscal Year . . . : 2014  
 Budget Level . . . : BUDG  
 Description . . . :

Account #	Description	Budget Amount	Misc. Info
1-5301-513-12-00	REGULAR SALARIES	129,495.00	
1-5301-513-21-00	FEDERAL PAYROLL TAXES	8,073.00	
1-5301-513-22-01	GENERAL	18,867.00	
1-5301-513-23-04	HMO, EMPLOYEE ONLY	23,414.00	
1-5301-513-23-07	LIFE/AD&D	588.00	
1-5301-513-23-08	DENTAL - OHS - EMPLOYEE	394.00	
1-5301-513-23-09	VSP - VISION - EMPLOYEE	159.00	
1-5301-513-24-00	WORKER'S COMPENSATION	243.00	
1-5301-513-34-00	OTHER CONTRACTUAL SERVICE	134,981.00	
	00100 AHA! CONSULTING /WEB HOSTING AND MAINT		3,600.00
	00200 SUNGARD ASP + SUNTRUST PCARD + EXECUTIME		121,776.00
	00300 ITC PBX PHONE SYSTEM AND PHONES ANNUAL MAINT		5,880.00
	00400 AWS AMAZON EC2/DNS/S3 CLOUD SERVICES		3,600.00
	00500 DOT GOV ANNUAL DOMAIN REGISTRATION		125.00
1-5301-513-40-00	TRAVEL AND PER DIEM	500.00	
1-5301-513-41-01	TELEPHONE: BASE & LOCAL	200.00	
1-5301-513-41-02	CELLULAR TELEPHONE	2,100.00	
1-5301-513-41-06	INTERNET ACCESS	1,100.00	
1-5301-513-45-30	RISK MANAGEMENT	2,812.00	
1-5301-513-46-00	REPAIRS AND MAINTENANCE	4,400.00	
	00100 SERVER RAID DRIVES X 3		700.00
	00200 SERVER POWER SUPPLIES 750WATT X 2		500.00
	00300 NETWORK SWITCHES GB / POE X 2		1,000.00
	00400 ROUTERS CISCI 801 X 2		1,000.00
	00500 UPS BATTERY REPLACEMENTS X 2 APC3000XL UNITS		1,200.00
1-5301-513-46-02	EQUIPMENT	250.00	
1-5301-513-51-00	OFFICE SUPPLIES	500.00	
1-5301-513-52-00	OPERATING SUPPLIES	500.00	
1-5301-513-54-00	DUES, MEMBERSHIPS, SUBS	400.00	
1-5301-513-58-00	EDUCATION AND TRAINING	5,600.00	
	00100 NEW HORIZONS CCNAX SECURITY TRAINING X 2		5,584.00
* Total Accounts for this Budget Level		20	334,576.00

12-7

**Basis for FY 2014-15 Salary Projections**

Base Salary for each position:  
Adjustment includes:

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

Calculations is based upon current earnings at 2,080 hours

0.0%  
0.0%  
0.00%  
0.00% *to be effective on 10-01-2013*

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City of Miami Springs												
Department: IT DEPT												
Position (paygrade)	Employee Name	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 4/30/14	Date of Annual Review	FY14-15 Projected Merit Increase	COLA Increase	Longevity	Other	FY14-15 Projection
IT Director-PG46	J Fonseca	FT	1	1	0	\$77,495	11/22/04		\$ -	\$ 1,000		\$78,495
Asst IT Manager PG 37	Mustipher, Ola	FT	1	1	0	\$51,000	11/16/10		\$ -	\$ -		\$51,000
Systems Manager-PG40			-	-	0	\$0			0	0	\$0	\$0
<b>Total projections</b>			<b>2.0</b>	<b>2.0</b>	<b>0</b>	<b>\$128,495</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000</b>		<b>\$129,495</b>

Account	Vendor	Service	Amount	Status
001-5301-513.34-00 contractual services	Aha! Consulting	web hosting and maintenace	\$ 3,600.00	received
	Sungard	ASP and bundled services	\$ 121,776.00	received
	Suntrust	PCARD Services		received
	Executime	Payroll services		received
	ITC	phone maintenance service - pbx and phones	\$ 5,880.00	received
	Amazon	AWS EC2/ DNS / S3 storage (cloud)	\$ 3,600.00	received
	Postini	SPAM filtering services	\$ -	service being transitioned to google apps. Cost
	Dot Gov	domain registration	\$ 125.00	
	Trend Micro	Annual maintenance	\$ -	no cost this year
			\$ 134,981.00	
001-5301-513.46-00 - repairs/maint		estimates		
	server drives	3 drives @ \$230	\$ 700.00	
	server power supplies	2 @ \$250	\$ 500.00	
	switches	2 @ \$480	\$ 1,000.00	
	routers	2 @ \$500	\$ 1,000.00	
	UPS replacement batteries	2 sets of APC batteries for XL3000's	\$ 1,200.00	
			\$ 4,400.00	
001-5301-513.58-00 - Training				
	CCNAX Security training	2 x 2792.00	\$ 5,584.00	

# SECTION 13

# PUBLIC SERVICES DEPARTMENT



## MISSION STATEMENT

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

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

We are dedicated to our vision and core values.



## **Public Services - Administration Division**

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The Administrative Division is responsible for the management of the Public Services Department. This includes strategic planning for the maintenance of all infrastructure, utilities, and services within the City. The Administration also provides supervision, training, guidance, and support for all of the employees within the Public Works department.

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### **Goals**

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

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

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

### **Objectives**

Establish better communication with staff at all levels

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

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

### **2013-14 Accomplishments**

- Have established communication and cohesiveness among employee's & supervisors
- Have improved services and customer interaction between staff & residents
- Continue lunch programs to promote cohesiveness & teamwork
- Resident & Commercial Complaints have diminished

### **FY 2014-15 Budget Highlights**

- Proposed budget is \$9,761 or 2.6% higher than FY2013/2014.
- Budget includes \$9,375 for renovation of a boat ramp
- Budget Summary:

Budgeted Revenues	\$	-0-
Budgeted Expenditures		<u>\$380,834</u>
Net cost of Department		<u>\$380,834</u>



CITY OF MIAMI SPRINGS  
PUBLIC WORKS BUDGET  
FISCAL YEAR ENDING 9/30/15

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2011-12 ACTUALS</u>	<u>FY2012-13 ACTUALS</u>	<u>FY2013-14 AMENDED BUDGET</u>	<u>FY2014-15 Departmental Request</u>	<u>Dollar Increase (decrease)</u>	<u>YTD ACTUALS AS OF 6/30/2014</u>	<u>YTD FY2013-14 PROJECTED</u>
<b>ADMINISTRATION DIVISION</b>								
001-5401-541.12-00	REGULAR SALARIES	266,464	217,474	236,854	226,026	(10,828)	162,609	222,518
001-5401-541.14-00	OVERTIME	2,242	-	-	250	250	221	302
001-5401-541.21-00	FEDERAL PAYROLL TAXES	19,737	15,515	14,697	14,126	(571)	11,715	16,031
001-5401-541.22-01	GENERAL	31,516	17,015	15,101	17,096	1,995	11,179	15,298
	TOTAL MEDICAL INSURANCE	26,805	26,164	34,311	42,274	7,963	26,435	36,174
001-5401-541.24-00	WORKER'S COMPENSATION	5,237	1,857	1,269	1,271	2	954	1,272
001-5401-541.25-00	UNEMPLOYMENT COMPENSATION	1,866	-	-	-	-	-	-
001-5401-541.31-00	PROFESSIONAL SERVICES	7,163	-	-	-	-	525	700
001-5401-541.40-00	TRAVEL AND PER DIEM	100	25	500	500	-	25	33
001-5401-541.41-01	TELEPHONE	3,694	2,080	1,949	2,089	140	1,138	1,517
001-5401-541.41-02	CELLULAR TELEPHONE	3,118	1,742	2,738	1,120	(1,618)	774	1,032
001-5401-541.41-03	POSTAGE	666	629	746	584	(162)	413	551
001-5401-541.41-04	UPS/FEDEX	-	39	100	100	-	-	-
001-5401-541.41-06	INTERNET ACCESS	12,745	4,034	2,544	3,468	924	2,620	3,493
001-5401-541.43-01	ELECTRICITY	6,847	6,484	6,241	7,250	1,009	4,692	6,256
001-5401-541.43-02	WATER	3,749	2,582	1,020	1,020	-	(823)	(1,097)
001-5401-541.44-00	RENTALS AND LEASES	1,768	1,377	1,000	1,000	-	461	615
001-5401-541.45-10	FLEET MAINTENANCE	6,604	3,944	5,000	5,000	-	1,588	2,117
001-5401-541.45-30	LIABILITY INSURANCES	27,525	25,798	28,223	29,239	1,016	22,955	30,607
001-5401-541.46-00	REPAIRS AND MAINTENANCE	-	-	500	500	-	-	-
001-5401-541.47-00	PRINTING AND BINDING	45	35	100	100	-	68	91
001-5401-541.51-00	OFFICE SUPPLIES	5,493	4,604	4,000	4,000	-	3,102	4,136
001-5401-541.52-00	OPERATING SUPPLIES	5,026	6,014	8,145	8,145	-	2,295	3,060
001-5401-541.52-02	FUEL, OILS, LUBRICANTS	5,633	1,946	4,000	4,000	-	1,106	1,475
001-5401-541.52-07	TIRES	499	268	700	700	-	134	179
001-5401-541.54-00	DUES, MEMBERSHIPS, SUBS	183	260	335	600	265	315	420
001-5401-541.58-00	EDUCATION AND TRAINING	-	-	1,000	1,000	-	629	839
001-5401-541.63-00	IMPROVEMENTS O/T BUILDINGS	-	-	-	9,375	9,375	225	300
001-5401-541.64-00	MACHINERY AND EQUIPMENT	-	1,943	-	-	-	-	-
	<b>Total Administration</b>	<b>444,725</b>	<b>341,829</b>	<b>371,073</b>	<b>380,834</b>	<b>9,761</b>	<b>255,355</b>	<b>347,918</b>

Fiscal Year . . . : 2014  
 Budget Level . . . : BUDG  
 Description . . . :

Account #	Description	Budget Amount	Misc. Info
1-5401-541-12-00	REGULAR SALARIES	226,026.00	
		00100 ADMIN SALARIES	226,026.00
1-5401-541-14-00	OVERTIME	250.00	
1-5401-541-21-00	FEDERAL PAYROLL TAXES	14,126.00	
1-5401-541-22-01	GENERAL	17,096.00	
1-5401-541-23-01	POS, EMPLOYEE ONLY	39,790.00	
1-5401-541-23-07	LIFE/AD&D	900.00	
1-5401-541-23-08	DENTAL - OHS - EMPLOYEE	1,217.00	
1-5401-541-23-09	VSP - VISION - EMPLOYEE	367.00	
1-5401-541-24-00	WORKER'S COMPENSATION	1,271.00	
1-5401-541-40-00	TRAVEL AND PER DIEM	500.00	
		00100 SUNPASS FOR STORMWATER DEBRIS DISPOSAL	500.00
		00200 VEHICLES TAKEN OUT OF TOWN FOR REPAIRS	.00
		00300 OTHER TRAVEL EXPENSES AS NEEDED	.00
1-5401-541-41-01	TELEPHONE	2,089.00	
1-5401-541-41-02	CELLULAR TELEPHONE	1,120.00	
1-5401-541-41-03	POSTAGE	584.00	
1-5401-541-41-04	COURIER, UPS, FBDX -OVERNGT	100.00	
		00100 POSTAGE FOR OVERNIGHT SERVICES & PARTS RETURN	100.00
1-5401-541-41-06	INTERNET ACCESS	3,468.00	
1-5401-541-43-01	ELECTRICITY	7,250.00	
1-5401-541-43-02	WATER	1,020.00	
1-5401-541-44-00	RENTALS AND LEASES	1,000.00	
		00100 COPIER LEASE	1,000.00
1-5401-541-45-10	FLEET MAINTENANCE	5,000.00	
		00100 REPAIRS, MAINT, WASHES ON 3 VEHICLES	5,000.00
		00200 PORTION OF TRAK ANNUAL AGREEMENT	.00
1-5401-541-45-30	LIABILITY INSURANCES	29,239.00	
1-5401-541-46-00	REPAIRS AND MAINTENANCE	500.00	
		00100 SMALL REPAIRS	500.00
1-5401-541-47-00	PRINTING AND BINDING	100.00	
		00100 DOOR HANGER NOTICES FOR RESIDENTS	100.00
1-5401-541-51-00	OFFICE SUPPLIES	4,000.00	
		00100 PRINTER CARTRIDGES, COMPUTERS CABLES, COPY PAPER,	4,000.00
		00200 POST IT, PENS, FILE FOLDERS, LABELS, CLIPS, TAPE,	.00
		00300 CALENDERS, MARKERS, STAPLES, & OTHER SUPPLIES	.00
1-5401-541-52-00	OPERATING SUPPLIES	8,145.00	
		00100 SMALL MEDICAL SUPPLIES, PETTY CASH, PRINTERS,	8,145.00
		00200 BUSINESS CARDS, EXTRA COPIES, PAPER TOWELS, SHOES,	.00
		00300 UNIFORMS FOR OFFICE PERSONEL, BATTERIES, COMPUTERS	.00
		00400 & OTHER ITEMS AS NEEDED.	.00
1-5401-541-52-02	FUEL, OILS, LUBRICANTS	4,000.00	
		00100 ESTIMATED FUEL COST FOR 3 VEHICLES	4,000.00
1-5401-541-52-07	TIRES	700.00	
		00100 ESTIMATED TIRE COST FOR 3 VEHICLES	700.00
1-5401-541-54-00	DUES, MEMBERSHIPS, SUBS	600.00	
		00100 APWA & INT'L SOCIETY OF ARBORCULTURE FOR T NASH	600.00
1-5401-541-58-00	EDUCATION AND TRAINING	1,000.00	
		00100 SEMINARS, TRAINING AS NEEDED	1,000.00
1-5401-541-63-00	IMPROVEMENTS O/T BUILDING	9,375.00	



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

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

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### **Goals**

- Ensure all city sidewalks are safe for pedestrian traffic.
- Restore the alleys and alley approaches citywide.
- Continue to upgrade and repair the streetlight infrastructure.
- Maintain the right-of-ways.

### **Objectives**

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

### **2013-14 Accomplishments**

- We completed the milling and paving of Minola Drive including ADA Sidewalk restorations
- We completed the milling and paving of Hammond Drive including ADA Sidewalk restorations
- We have completed a total of 25,346 linear feet of side walk repairs
- We have completed a total of 76 Street light requests and 4 locations underground wiring issues.
- Replaced the deteriorated lighting on the interior of Circle
- Repaired roadway pot holes and swale damages City Wide

### **FY 2014-15 Budget Highlights**

- Proposed budget is \$4,999 or 13% higher than FY2013/2014.
- Budget Summary:

Budgeted Revenues	\$	-0-
Budgeted Expenditures		<u>\$388,475</u>
Net cost of Department		<u>\$388,475</u>
- Increase is due to \$34,334 budgeted Improvements other than building electrical upgrades on Curtiss Parkway, relocation of light poles on North Royal Poinciana and Rio Vista Drive, and the re-striping of the public parking lot.
- Budget includes \$20,000 for tree planting city-wide.

CITY OF MIAMI SPRINGS  
PUBLIC WORKS BUDGET  
FISCAL YEAR ENDING 9/30/15

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2011-12 ACTUALS</u>	<u>FY2012-13 ACTUALS</u>	<u>FY2013-14 AMENDED BUDGET</u>	<u>FY2014-15 Departmental Request</u>	<u>Dollar Increase (decrease)</u>	<u>YTD ACTUALS AS OF 6/30/2014</u>	<u>YTD FY2013-14 PROJECTED</u>
<b><u>STREETS DIVISION</u></b>								
001-5402-541.12-00	REGULAR SALARIES	63,806	76,371	79,481	79,481	-	57,518	78,709
001-5402-541.14-00	OVERTIME	653	420	-	500	500	457	625
001-5402-541.21-00	FEDERAL PAYROLL TAXES	4,931	5,829	5,081	4,839	(242)	4,434	6,068
001-5402-541.22-01	GENERAL	9,005	11,516	10,229	-	(10,229)	2,911	3,983
	TOTAL MEDICAL INSURANCE	10,566	11,933	13,390	16,546	3,156	10,309	14,107
001-5402-541.24-00	WORKER'S COMPENSATION	3,373	6,274	5,049	5,049	0	3,789	5,052
001-5402-541.31-00	PROFESSIONAL SERVICES	-	3,571	-	-	-	-	-
001-5402-541.34-00	CONTRACTUAL SERVICES	24,268	34,565	10,000	30,000	20,000	4,775	10,000
001-5402-541.43-01	ELECTRICITY	145,576	147,247	136,861	134,000	(2,861)	116,915	155,887
001-5402-541.44-00	RENTALS AND LEASES	-	-	100	100	-	-	-
001-5402-541.45-10	FLEET MAINTENANCE	10,686	17,258	20,000	20,000	-	10,109	13,479
001-5402-541.45-30	LIABILITY INSURANCES	1,266	1,224	1,385	1,726	341	1,035	1,380
001-5402-541.46-00	REPAIRS AND MAINTENANCE	20,206	23,820	28,500	28,500	-	18,223	24,297
001-5402-541.52-00	OPERATING SUPPLIES	16,552	19,269	19,000	19,000	-	11,512	19,000
001-5402-541.52-02	FUEL, OILS, LUBRICANTS	13,183	9,315	12,500	12,500	-	7,260	9,680
001-5402-541.52-07	TIRES	844	1,726	2,200	2,200	-	-	-
001-5402-541.55-00	INVENTORY OVER/SHORT	(1,047)	(600)	-	-	-	(1,033)	(1,377)
001-5402-541.63-00	IMPROVEMENTS O/T BUILDING	-	-	-	34,334	34,334	-	-
	<b>Total Streets</b>	<b>323,868</b>	<b>369,738</b>	<b>343,776</b>	<b>388,775</b>	<b>44,999</b>	<b>248,214</b>	<b>340,890</b>

Fiscal Year . . . : 2014  
 Budget Level . . . : BUDG  
 Description . . . :

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info
1-5402-541-12-00	REGULAR SALARIES	79,481.00	
1-5402-541-14-00	OVERTIME	500.00	
1-5402-541-21-00	FEDERAL PAYROLL TAXES	4,839.00	
1-5402-541-23-04	HMO, EMPLOYEE ONLY	15,820.00	
1-5402-541-23-07	LIFE/AD&D	324.00	
1-5402-541-23-08	DENTAL - OHS - EMPLOYEE	293.00	
1-5402-541-23-09	VSP - VISION - EMPLOYEE	108.00	
1-5402-541-24-00	WORKER'S COMPENSATION	5,049.00	
1-5402-541-34-09	OTHER	30,000.00	
1-5402-541-43-01	ELECTRICITY	00100 NEW TREE PLANTINGS	30,000.00
1-5402-541-44-00	RENTALS AND LEASES	134,000.00	
1-5402-541-45-10	FLEET MAINTENANCE	00100 RENTAL OF SIGNS OR OTHER ITEM FOR STREETS	100.00
		20,000.00	
		00100 REPAIRS, MAINT, WASHES ON 2 VEHICLES	20,000.00
		00200 SMALL EQUIP REPAIR INCLUDING COMPRESSOR, COMPACTOR	.00
		00300 CONCRETE MIXER, ROOT CUTTER, ASPHALT ROLLER, SKID	.00
		00400 STEER, BACKHOE, PORTION OF TRAK ANNUAL AGREEMENT	.00
1-5402-541-45-30	LIABILITY INSURANCES	1,726.00	
1-5402-541-46-00	REPAIRS AND MAINTENANCE	28,500.00	
		00100 REPAIRS, BIKE PATH BOLLARD LIGHT,OUTLETS, FLOOD &	28,500.00
		00200 SPOT LIGHTS, SPRINKLERS & TIMERS, OTHER SUPPLIES	.00
		00300 AS NEEDED.	.00
1-5402-541-52-00	OPERATING SUPPLIES	19,000.00	
		00100 BROOMS, RAKES, SHOVELS, AXES, TYWRAPS, SPRINKLERS,	19,000.00
		00200 CUTTING BLADES, HOSES, SPRAY PAINT, BRUSHES,	.00
		00300 ROLLERS, BULBS, TRAYS & LINERS, SIGNS, POWER LUBE,	.00
		00400 CONCRETE MIX, XMAS LIGHTS, BAGS FOR RESIDENT DOOR	.00
		00500 HANGER NOTICES, BOTTLE SPRAYERS, GLOVES, GLASSES,	.00
		00600 VESTS, BACK BELTS, HATS, UNIFORMS, SHOES, EARPLUGS	.00
		00700 HAND SANITIZERS, GATORADE, DUST MASK, HARD HATS,	.00
		00800 SOD, STENCILLS, CAUTION TAPE, TREE TIES, SUNSHINE	.00
		00900 STATE ONE CALL LOCATION SERVICES, PAPER TOWELS,	.00
		01000 FUSES, MARKING PAINT, & OTHER MISC ITEMS AS NEEDED	.00
1-5402-541-52-02	FUEL, OILS, LUBRICANTS	12,500.00	
		00100 ESTIMATED FUEL COST FOR 2 VEHICLES & VARIOUS OTHER	12,500.00
		00200 EQUIPMENT	.00
1-5402-541-52-07	TIRES	2,200.00	
		00100 ESTIMATED TIRE COST FOR 2 VEHICLES & VARIOUS OTHER	2,200.00
		00200 EQUIPMENT.	.00
1-5402-541-63-00	IMPROVEMENTS O/T BUILDING	34,334.00	
		00100 RELOCATE 3 LIGHT POLES FROM BLUEBIRD TO NRP & RIO	16,500.00
		00200 VISTA DR	.00
		00300 RE-STRIPE PUBLIC PARKING LOT BEHIND FARM STORE	3,000.00
		00400 INSTALL ELEC SERVICE POINTS 2ND BLK OF CURTISS PKY	9,871.00
		00500 INSTALL ELEC SERVICE POINTS 1ST BLK OF CURTISS PK7	4,963.00
* Total Accounts for this Budget Level	18	388,774.00	

13-8

## **Public Services – Public Properties**

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

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### **Goals**

Provide essential services to the residents without interruptions

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

Maintain a properly pruned and lifted street tree canopy.

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

### **Objectives**

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

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

### **2013-14 Accomplishments**

- Continued our working relationships with Contractors regarding Customer Service and Quality of Service to our Residents
- Retained Awards for Tree City & Growth Award
- Have completed 985 tree trimmings & 35 removals
- Continue to meet our standard as "Cleanest City" by ensuring litter control
- Secured funding to building a pedestrian enhanced cross walk in the downtown area
- Continue to successfully meet all expectations from the Residents and City staff regarding all work orders requests.

### **FY 2014-15 Budget Highlights**

- Proposed budget is \$18,522 or 3.1% lower than FY2013/2014.
- Budget Summary:

Budgeted Revenues	\$	-0-
Budgeted Expenditures	\$	<u>472,407</u>
Net cost of Department		<u>\$572,407</u>



CITY OF MIAMI SPRINGS  
PUBLIC WORKS BUDGET  
FISCAL YEAR ENDING 9/30/15

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2011-12 ACTUALS</u>	<u>FY2012-13 ACTUALS</u>	<u>FY2013-14 AMENDED BUDGET</u>	<u>FY2014-15 Departmental Request</u>	<u>Dollar Increase (decrease)</u>	<u>YTD ACTUALS AS OF 6/30/2014</u>	<u>YTD FY2013-14 PROJECTED</u>
<b>PUBLIC PROPERTIES DIVISION</b>								
001-5404-541.12-00	REGULAR SALARIES	396,215	242,391	183,599	161,656	(21,943)	124,195	169,951
001-5404-541.13-00	PART TIME SEASONAL	3,430	-	-	-	-	-	-
001-5404-541.14-00	OVERTIME	6,931	2,839	-	1,000	1,000	546	747
001-5404-541.21-00	FEDERAL PAYROLL TAXES	30,570	19,226	10,719	8,860	(1,859)	9,515	13,021
001-5404-541.22-01	GENERAL	51,216	27,833	14,415	12,903	(1,512)	9,893	13,538
	TOTAL MEDICAL INSURANCE	83,232	56,094	44,327	46,678	2,351	31,316	42,853
001-5404-541.24-00	WORKER'S COMPENSATION	8,505	17,324	11,663	10,269	(1,394)	8,748	11,664
001-5404-541.25-00	UNEMPLOYMENT COMPENSATION	-	1,206	-	-	-	4,950	4,950
001-5404-541.31-00	PROFESSIONAL SERVICES	12,387	264	-	-	-	-	-
001-5404-541.34-00	OTHER CONTRACTUAL SERVICE	8,619	142,711	191,943	191,943	-	121,357	182,036
001-5404-541.41-01	TELEPHONE	3,228	2,651	2,657	2,370	(287)	1,759	2,345
001-5404-541.41-02	CELLULAR TELEPHONE	849	1,277	1,102	1,008	(94)	1,194	1,592
001-5404-541.41-04	COURIER,UPS,FEDX -OVERNGT	17	-	50	50	-	25	33
001-5404-541.43-01	ELECTRICITY	41,183	35,040	34,271	36,000	1,729	27,250	36,333
001-5404-541.43-02	WATER	46,875	34,092	33,950	35,088	1,138	26,998	35,997
001-5404-541.43-04	STORMWATER	-	-	-	-	-	-	-
001-5404-541.44-00	RENTALS AND LEASES	170	210	300	300	-	-	-
001-5404-541.45-10	FLEET MAINTENANCE	38,705	27,799	19,000	19,000	-	14,364	19,152
001-5404-541.45-30	LIABILITY INSURANCES	31,325	23,016	23,877	24,781	904	17,910	23,880
001-5404-541.46-00	REPAIRS AND MAINTENANCE	1,164	-	-	-	-	-	-
001-5404-541.52-00	OPERATING SUPPLIES	32,601	11,866	8,556	10,000	1,444	6,698	8,931
001-5404-541.52-02	FUEL, OILS, LUBRICANTS	13,755	11,390	9,000	9,000	-	7,130	9,507
001-5404-541.52-07	TIRES	728	1,343	1,500	1,500	-	599	799
001-5404-541-54-00	DUES AND SUBSCRIPTIONS	230	235	-	-	-	-	-
001-5404-541.63-00	MACHINERY & EQUIPMENT	-	31,972	-	-	-	-	-
	<b>Total Public properties</b>	<b>811,935</b>	<b>690,779</b>	<b>590,929</b>	<b>572,407</b>	<b>(18,522)</b>	<b>414,447</b>	<b>577,329</b>

Fiscal Year . . . : 2014  
 Budget Level . . . : BUDG  
 Description . . . :

Account #	Description	Budget Amount	Misc. Info
1-5404-541-12-00	REGULAR SALARIES	161,656.00	
1-5404-541-14-00	OVERTIME	1,000.00	
1-5404-541-21-00	FEDERAL PAYROLL TAXES	8,860.00	
1-5404-541-22-01	GENERAL	12,903.00	
1-5404-541-23-02	POS, EMPLOYEE +1	44,799.00	
1-5404-541-23-07	LIFE/AD&D	840.00	
1-5404-541-23-08	DENTAL - OHS - EMPLOYEE	772.00	
1-5404-541-23-09	VSP - VISION - EMPLOYEE	267.00	
1-5404-541-24-00	WORKER'S COMPENSATION	10,269.00	
1-5404-541-34-00	OTHER CONTRACTUAL SERVICE	191,943.00	
	00100 RAYDEL LANDSCAPING		63,000.00
	00200 FLORIDA TURF		124,800.00
	00300 OTHER CONTRACTOR AS NEEDED		4,143.00
1-5404-541-41-01	TELEPHONE	2,370.00	
1-5404-541-41-02	CELLULAR TELEPHONE	1,008.00	
1-5404-541-41-04	COURIER, UPS, FEDX -OVERNGT	50.00	
	00100 UPS, FEDEX OVERNIGHT SHIPPING		50.00
1-5404-541-43-01	ELECTRICITY	36,000.00	
1-5404-541-43-02	WATER	35,088.00	
1-5404-541-44-00	RENTALS AND LEASES	300.00	
	00100 ARBOR DAY TENT, CHAIR, FLOOR RENTAL		300.00
1-5404-541-45-10	FLEET MAINTENANCE	19,000.00	
	00100 REPAIRS, MAINTENANCE, WASHES ON 6 VEHICLES		19,000.00
	00200 REPAIRS OF CHAIN SAWS, WEEDEATERS, EDGERS, STUMP		.00
	00300 CUTTER, CHIPPER, HEDGERS, TRAILERS, RIDING MOWERS		.00
	00400 PORTION OF TRAK ANNUAL AGREEMENT		.00
1-5404-541-45-30	LIABILITY INSURANCES	24,781.00	
1-5404-541-52-00	OPERATING SUPPLIES	10,000.00	
	00100 BROOMS, SHOVELS, RAKES, CHAIN FOR SAWS, LOPPERS,		10,000.00
	00200 WEEDEATER PARTS, TRASH BAGS, 2 CYCLE OIL FOR CHAIN		.00
	00300 UNIFORMS, SAFETY SHOES, PW CAPS, BACK SUPPORT BELTS		.00
	00400 GLOVES, EARPLUGS, SAFETY GLASSES, HARD HATS, HAND		.00
	00500 SANITIZER, GATORADE, DUST MASK, PAPER TOWELS, CONE		.00
	00600 CUPS, COOLERS, SAFETY VEST, WASP KILLER, PAINT,		.00
	00700 BRUSHES, ROLLER COVERS, PAINT TRAYS & LINERS, FLAG		.00
	00800 BANNERS, CAUTION TAPE, OTHER ITEMS AS NEEDED		.00
1-5404-541-52-02	FUEL, OILS, LUBRICANTS	9,000.00	
	00100 ESTIMATED FUEL COST FOR 6 VEHICLES		9,000.00
1-5404-541-52-07	TIRES	1,500.00	
	00100 ESTIMATED TIRE COST FOR 6 VEHICLES		1,500.00
* Total Accounts for this Budget Level	21	572,406.00	

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## **Public Services - Building Maintenance**

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

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### **Goals**

Establish timelines for all requested projects City wide

Continue to service all City Owned Facilities according to our monthly service schedules

Continue to meet all of our Safety Inspections with Miami Dade County

### **Objectives**

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

### **FY 2013-14 Accomplishments**

- Supervised plumbing restorations in City Hall
- Replaced damaged sections of the Tot-Lot that were deemed unsafe
- Supervised carpet and painting requests by various departments
- Met all expectations of monthly maintenance and requests from all divisions within the City

### **FY 2014-15 Budget Highlights**

- Proposed budget is \$41,588 or 19.4% higher than FY2013/2014.
- Budget Summary:

Budgeted Revenues	\$	-0-
Budgeted Expenditures		<u>\$256,034</u>
Net cost of Department		<u>\$256,034</u>
- Increase is due to budgeting for a \$90,000 for the replacement of City Hall roof, and an additional \$45,000 budgeted in Repairs and Maintenance to cover unexpected repairs which may be necessary during the fiscal year to any of our aging facilities.

CITY OF MIAMI SPRINGS  
PUBLIC WORKS BUDGET  
FISCAL YEAR ENDING 9/30/15

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2011-12 ACTUALS</u>	<u>FY2012-13 ACTUALS</u>	<u>FY2013-14 AMENDED BUDGET</u>	<u>FY2014-15 Departmental Request</u>	<u>Dollar Increase (decrease)</u>	<u>YTD ACTUALS AS OF 6/30/2014</u>	<u>YTD FY2013-14 PROJECTED</u>
<b>BUILDING MAINTENANCE DIVISION</b>								
001-5405-541.12-00	REGULAR SALARIES	30,953	32,584	11,286	-	(11,286)	9,153	9,153
001-5405-541.14-00	OVERTIME	541	539	-	-	-	-	-
001-5405-541.21-00	FEDERAL PAYROLL TAXES	2,207	2,259	624	-	(624)	624	624
001-5405-541.22-01	GENERAL	4,214	4,909	1,115	-	(1,115)	1,115	1,115
	TOTAL MEDICAL INSURANCE	7,607	9,450	2,662	-	(2,662)	2,660	2,660
001-5405-541.24-00	WORKER'S COMPENSATION	2,789	1,327	1,055	-	(1,055)	792	1,056
001-5405-541.34-00	OTHER CONTRACTUAL SERVICE	57,063	52,242	54,341	54,341	-	39,606	52,808
001-5405-541.41-02	CELLULAR TELEPHONE	256	238	242	201	(41)	183	244
001-5405-541.43-02	WATER	33	195	122	114	(8)	69	92
001-5405-541.45-10	FLEET MAINTENANCE	2,550	4,374	2,000	2,000	-	691	921
001-5405-541.45-30	LIABILITY INSURANCES	901	528	591	-	(591)	441	588
001-5405-541.46-00	REPAIRS AND MAINTENANCE	96,281	133,342	53,628	98,628	45,000	86,677	115,569
001-5405-541.52-00	OPERATING SUPPLIES	4,312	6,871	6,100	8,000	1,900	3,590	4,787
001-5405-541.52-02	FUEL, OILS, LUBRICANTS	2,349	3,090	2,250	2,250	-	1,732	2,309
001-5405-541.52-07	TIRES	113	338	500	500	-	-	-
001-5405-541.63-00	IMPROVEMENTS O/T BUILDING	80,436	60,120	77,930	90,000	12,070	78,375	78,375
	<b>Total Bldg Maintenance</b>	<b>292,605</b>	<b>312,406</b>	<b>214,446</b>	<b>256,034</b>	<b>41,588</b>	<b>225,708</b>	<b>270,302</b>



Fiscal Year . . . : 2014  
 Budget Level . . . : BUDG  
 Description . . . :

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info
1-5405-541-34-00	OTHER CONTRACTUAL SERVICE	54,341.00	
	00100 KELLY JANITORIAL SERVICE		46,000.00
	00200 KRYTON PEST CONTROL		3,300.00
	00300 ALSCO FLOOR MATS		3,200.00
	00400 MIAMI FIRE EQUIPMENT - FIRE EXTINGUISHER SERVICE		1,200.00
	00500 OTHER SERVICE OR INCREASES		641.00
1-5405-541-41-02	CELLULAR TELEPHONE	201.00	
1-5405-541-43-02	WATER	114.00	
1-5405-541-45-10	FLEET MAINTENANCE	2,000.00	
	00100 REPAIRS, MAINTENANCE, WASHES ON 2 VEHICLES		2,000.00
	00200 PORTION OF TRAK ANNUAL AGREEMENT		.00
1-5405-541-46-00	REPAIRS AND MAINTENANCE	98,628.00	
	00100 PARTS, CONTRACTOR REPAIR FOR ALL CITY BLDG & PARKS		98,628.00
	00200 INCLUDES ALL ITEMS NEEDED FOR ANY REPAIR.		.00
1-5405-541-52-00	OPERATING SUPPLIES	8,000.00	
	00100 SMALL TOOLS, HARDWARE, A/C & WATER FILTERS, WOOD,		8,000.00
	00200 PAINTS, BRUSHES, ROLLERS, PAINT TRAYS & LINERS,		.00
	00300 CEMENT, LOCKS, ROOF, PLUMBING & ELECTRICAL SUPPLIES		.00
	00400 UNIFORMS, SAFETY SHOES & BELTS, GLOVES, LAMPS,		.00
	00500 TYWRAPS, DRILL BITS, SAWS, SANITIZER REFILLS, DUCT		.00
	00600 ELECTRICAL, TEFLON, & CAUTION TAPES, CHAULKING.		.00
	00700 CUTTING BLADES, STENCILS & OTHER ITEMS AS NEEDED		.00
1-5405-541-52-02	FUEL, OILS, LUBRICANTS	2,250.00	
	00100 ESTIMATED FUEL COST FOR 2 VEHICLES		2,250.00
1-5405-541-52-07	TIRES	500.00	
	00100 ESTIMATED TIRE COST FOR 2 VEHICLES		500.00
1-5405-541-63-00	IMPROVEMENTS O/T BUILDING	90,000.00	
* Total Accounts for this Budget Level 9		256,034.00	

## **Public Services - Fleet Maintenance**

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

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### **Goals**

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

### **Objectives**

Reduce vehicle down time.

Maintain fleet parts and tire inventory at an optimal level.

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

### **FY 2013-14 Accomplishments**

- Have reduced our outside tire repairs by 75%
- Improved service times to our separate departments
- Have met our goal of preventable maintenance inspections
- Secured relationships with new vendors

### **FY 2014-15 Budget Highlights**

- Proposed budget is \$20,320 or 92.4% higher than FY2013/2014.
- Budget Summary:

Budgeted Revenues	\$	-0-
Budgeted Expenditures	\$	<u>42,320</u>
Net cost of Department	\$	<u>42,320</u>
- Increase is due to budgeting for a \$18,320 for the upgrade of the existing pump system at Public Works with a vehicle tag system.

CITY OF MIAMI SPRINGS  
PUBLIC WORKS BUDGET  
FISCAL YEAR ENDING 9/30/15

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2011-12 ACTUALS</u>	<u>FY2012-13 ACTUALS</u>	<u>FY2013-14 AMENDED BUDGET</u>	<u>FY2014-15 Departmental Request</u>	<u>Dollar Increase (decrease)</u>	<u>YTD ACTUALS AS OF 6/30/2014</u>	<u>YTD FY2013-14 PROJECTED</u>
<b>FLEET DIVISION</b>								
001-5407-541.34-00	OTHER CONTRACTUAL SERVICE	4,307	2,281	5,000	5,000	-	-	-
001-5407-541.45-10	FLEET MAINTENANCE	810	1,634	1,000	1,000	-	937	1,249
001-5407-541.52-00	OPERATING SUPPLIES	8,128	15,230	6,500	8,500	2,000	3,237	4,316
001-5407-541.52-02	FUEL, OILS, LUBRICANTS	18,336	17,353	9,000	9,000	-	455	607
001-5407-541.52-07	TIRES	-	441	500	500	-	-	-
001-5407-541.55-00	INVENTORY OVER/SHORT	(896)	(831)	-	-	-	74	99
001-5407-541.64-00	MACHINERY AND EQUIPMENT	-	-	-	18,320	18,320	-	-
	<b>Total Fleet</b>	<b>30,685</b>	<b>36,108</b>	<b>22,000</b>	<b>42,320</b>	<b>20,320</b>	<b>4,703</b>	<b>6,271</b>
	<b>Total Public Works</b>	<b>1,903,818</b>	<b>1,750,860</b>	<b>1,542,224</b>	<b>1,640,369</b>	<b>98,145</b>	<b>1,148,427</b>	<b>1,542,708</b>



Fiscal Year . . . : 2014  
 Budget Level . . . : BUDG  
 Description . . . :

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info
1-5407-541-34-00	OTHER CONTRACTUAL SERVICE	5,000.00	
1-5407-541-45-10	FLEET MAINTENANCE	00100 VECTOR FLEET, 1,000.00	5,000.00
1-5407-541-52-00	OPERATING SUPPLIES	00100 REPAIRS, MAINTENANCE, WASHES ON 3 VEHICLES 00200 PORTION OF TRAK ANNUAL AGREEMENT 8,500.00	1,000.00 .00
1-5407-541-52-02	FUEL, OILS, LUBRICANTS	00100 FUEL STORAGE TANK PERMIT, GREASE, BRAKE & CARB 00200 CLEANER, STARTING FLUID, TIRE VALVES, RUST REMOVER 00300 HYDRAULIC & REGULAR HOSES, OIL ABSORBENTS, FUSES 00400 HYDRAULIC CONNECTORS & FITTINGS, DRI PENETRANT, 00500 HOSE CLAMPS, PAPER TOWELS, FREON, GASKET MATERIAL 00600 SMALL TOOLS, AIR HOSES, GRINDING WHEELS, BATTERY 00700 CABLES, REPAIR OF LIFT, VEEDER ROOT & GAS PUMP 9,000.00	8,500.00 .00 .00 .00 .00 .00
1-5407-541-52-07	TIRES	00100 ESTIMATED FUEL COST FOR 1 VEHICLE & SMALL ENGINES 500.00	9,000.00
1-5407-541-64-00	MACHINERY AND EQUIPMENT	00100 ESTIMATED TIRE COST FOR 1 VEHICLE 18,320.00	500.00
* Total Accounts for this Budget Level		6	42,320.00

**Basis for FY 2014-15 Salary Projections**

Base Salary for each position:  
Adjustment includes:

Calculations is based upon current earnings at 2,080 hours

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

0.0%  
0.0%  
0.00%  
0.00% *to be effective on 10-01-2013*

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City of Miami Springs													
Department: Public Works - Administration													
Position (paygrade)	Employee Name	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 4/30/14	Current Pay Range	Date of Annual Review	FY 14-15 Projected Merit Increase	COLA Increase	Temp Increase Addtl Duties	Longevity	FY2014-15 Total Pay
Procurement Supervisor-PG29	R Hernandez	FT	1	1	-	\$55,300	37604-55300	09/10/90		\$0		\$1,750	\$57,050
Administrative Assistant III-PG24	A Paz	FT	1	1	-	\$48,210	33909-49715	10/01/10	\$0	\$1,928	\$0	\$1,500	\$51,638
Public Works Director-PG49	T Nash	FT	1	1	-	\$78,000	71850-95799			\$0		\$1,750	\$79,750
Materials Management Clerk -PG15	A Perez	FT	1	1	-	\$35,181	26845-39710	n/a	\$0	\$1,407		\$1,000	\$37,588
<b>Total projections</b>			<b>4.00</b>	<b>4.00</b>	<b>0</b>	<b>\$216,691</b>			<b>\$0</b>	<b>\$3,335</b>	<b>\$0</b>	<b>\$6,000</b>	<b>\$226,026</b>

City of Miami Springs													
Department: Public Works - Streets, Streetlights & Sidewalks													
Position (paygrade)	Employee Name	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 4/30/14	Current Pay Range	Date of Annual Review	FY 14-15 Projected Merit Increase	COLA Increase	Temp Increase Addtl Duties	Longevity	FY2014-15 Total Pay
Heavy Equipment Operator-PG14	R Perez	FT	1	1	-	\$38,839	26191-38839	12/21/92	\$0	\$1,554		\$1,500	\$41,893
Maintenance Worker II-PG10	Tulio Garcia	FT	1	1	-	\$35,181	23726-35181	12/30/02	\$0	\$1,407		\$1,000	\$37,588
<b>Total projections</b>			<b>2.00</b>	<b>2.00</b>	<b>0</b>	<b>\$74,020</b>			<b>\$0</b>	<b>\$2,961</b>		<b>\$2,500</b>	<b>\$79,481</b>

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City of Miami Springs

Department: Public Works - Public Properties

Position (paygrade)	Employee Name	FT PT	Amended		Fav (Unf)	Current Salary As of 4/30/14	Current Pay Range	Date of Annual Review	FY 14-15 Projected		Temp Increase		FY2014-15 Total Pay
			Budget	Qty					Merit Increase	COLA Increase	Addtl Duties	Longevity	
Maintenance Worker I-PG8	VACANT	FT	1	1	-	\$0	22541-33421		\$0	\$0		\$0	\$0
Maintenance Worker I-PG8	A Casas	FT	1	1	-	\$33,737	22541-33421	12/21/92	\$0	\$1,349		\$1,750	\$36,836
Maintenance Worker I-PG8	G Cherry	FT	1	1	-	\$24,378	22541-33421	11/10/08	\$0	\$975		\$0	\$25,353
Maintenance Worker I-PG8	J Patterson	FT	1	1	-	\$35,181	22541-33421	12/21/92	\$0	\$1,407		\$1,750	\$38,338
Maintenance Worker I-PG8	F Vasallo	FT	1	1	-	\$33,421	22541-33421	07/12/99	\$0	\$1,337		\$1,500	\$36,258
Maintenance Worker I-PG8	Anthony Thompson	FT	1	1	-	\$23,914	22541-33421	10/06/10	\$0	\$957			\$24,871
<b>Total projections</b>			<b>7.0</b>	<b>7.0</b>	<b>0</b>	<b>\$150,631</b>			<b>\$0</b>	<b>\$6,025</b>		<b>\$5,000</b>	<b>\$161,656</b>

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City of Miami Springs

Department: Public Works - Building Maintenance

Position (paygrade)	Employee Name	FT PT	Amended		Fav (Unf)	Current Salary As of 4/30/14	Current Pay Range	Date of Annual Review	FY 14-15 Projected		Temp Increase		FY2014-15 Total Pay
			Budget	Qty					Merit Increase	COLA Increase	Addtl Duties	Longevity	
Building Maintenance Specialist II-PG22	VACANT	FT	1	1	-	\$0	29633-43946	11/14/11	\$0	\$0			\$0
		FT	0	0	-			01/00/00	\$0	\$0			\$0
<b>Total projections</b>			<b>1</b>	<b>1</b>	<b>0</b>	<b>\$0</b>			<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>\$0</b>

City of Miami Springs													
Department: Public Works - Sanitation Operations													
Position (paygrade)	Employee Name	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 4/30/14	Current Pay Range	Date of Annual Review	FY 14-15 Projected Merit Increase	COLA Increase	Temp Increase Addtl Duties	Longevity	FY2014-15 Total Pay
Sanitation Foreman PG24	T Cummings	FT	1	1	-	\$48,626	33527-49715	02/26/11	\$0	\$1,945		\$1,750	\$52,321
Automated Equipment Operator-PG19	S Griffin	FT	1	1	-	\$43,946	29633-43946	4/22/1991	\$0	\$1,758		\$1,750	\$47,454
Automated Equipment Operator-PG19	R Alonso	FT	1	1	-	\$45,044	29633-43946	10/28/87	\$0	\$1,802		\$1,750	\$48,596
Automated Equipment Operator-PG19	J Perez	FT	1	1	-	\$49,715	29633-43946	7/22/1985	\$0	\$1,989		\$1,750	\$53,454
Automated Equipment Operator-PG19	C Sanchez	FT	1	1	-	\$43,946	29633-43946	4/27/1981	\$0	\$1,758	\$0	\$1,750	\$47,454
Automated Equipment Operator-PG19	A Torre	FT	1	1	-	\$43,946	29633-43946	1/26/1988	\$0	\$1,758		\$1,750	\$47,454
Refuse Truck Driver-PG13	A Dominguez	FT	1	1	-	\$37,886	25549-37886	8/2/1993	\$0	\$1,515		\$1,750	\$41,151
Refuse Truck Driver-PG13	C Postell	FT	1	1	-	\$26,943	23726-35181	06/14/11	\$0	\$1,026		\$0	\$27,969
Refuse Truck Driver-PG13	J Bergueiro	FT	1	1	-	\$28,670	25549-37886	02/28/05	\$0	\$1,147		\$1,000	\$30,817
Refuse Truck Driver-PG13	R Gonzalez	FT	1	1	-	\$35,987	25549-37886	7/26/2011	\$0	\$1,439		\$1,000	\$38,426
Refuse Truck Driver-PG13	J Malden	FT	1	1	-	\$36,836	25549-37886	01/15/11	\$0	\$1,473		\$1,000	\$39,309
Refuse Collector-PG10	W O'neal	FT	1	1	-	\$35,181	23726-35181	3/1/2006	\$0	\$1,407		\$500	\$37,088
Refuse Collector-PG10	D Olivas	FT	1	1	-	\$34,571	23726-35181	04/01/11	\$0	\$1,383		\$1,000	\$36,954
		FT	-	-	-	\$0				\$0		\$0	\$0
<b>Total projections</b>			<b>13</b>	<b>13</b>	<b>0</b>	<b>\$511,297</b>			<b>\$0</b>	<b>\$20,400</b>		<b>\$16,750</b>	<b>\$548,447</b>

City of Miami Springs													
Department: Public Works - Storm water Operations													
Position (paygrade)	Employee Name	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 4/30/14	Current Pay Range	Date of Annual Review	FY 14-15 Projected Merit Increase	COLA Increase	Temp Increase Addtl Duties	Longevity	FY2014-15 Total Pay
		FT	-	-	-	\$0	22541-33421	11/10/08	\$0	\$0		\$0	\$0
Maintenance Worker I-PG8	M Martin	FT	1	1	-	\$23,726	22541-33421	11/07/11	\$0	\$949		\$0	\$24,675
Maintenance Worker II-PG10	Vassell,Errol	FT	1	1	-	\$28,595	23726-35181	06/04/11	\$0	\$1,144		\$500	\$30,239
Heavy Equipment Operator-PG14	J Romeo	FT	1	1	-	\$36,145	26191-38839	04/11/11	\$0	\$1,446		\$1,000	\$38,591
<b>Total projections</b>			<b>3</b>	<b>3</b>	<b>0</b>	<b>\$88,466</b>			<b>\$0</b>	<b>\$3,539</b>		<b>\$1,500</b>	<b>\$93,505</b>

City of Miami Springs													
Department: Road & Transportation													
Position (paygrade)	Employee Name	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 4/30/14	Current Pay Range	Date of Annual Review	FY 14-15 Projected Merit Increase	COLA Increase	Temp Increase Addtl Duties	Longevity	FY2014-15 Total Pay
Operations Supervisor-PG24	L Garaboa	FT	1	1	-	\$52,201	33527-49715	06/12/00		\$0		\$1,500	\$53,701
<b>Total projections</b>			<b>1</b>	<b>1</b>	<b>0</b>	<b>\$52,201</b>			<b>\$0</b>	<b>\$0</b>		<b>\$1,500</b>	<b>\$53,701</b>

**CITY OF MIAMI SPRINGS  
CAPITAL IMPROVEMENT REQUEST  
FOR FY 2014-2015 BUDGET YEAR**

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

Department:        **PUBLIC WORKS**

<u>Description of capital improvement project(provide location of work &amp; work to be performed)</u>	<u>Estimated Cost</u>
--	-----------------------

Restoration Of Existing Boat Ramp On North Royal Poinciana Blvd.	\$ 9,375.00
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<hr/>	<hr/>

Total budget request:	<u>\$ 9,375.00</u>
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<u>Detail any grant or additional funding sources for this project</u>	<u>Funding</u>
--	----------------

<hr/>	N/A
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<hr/>	\$ -
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<hr/>	\$ -
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Total funding sources:	<u>\$ -</u>
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Reason why project is needed

Surface Aged And In Need Of Repair As Could Be Potential Safety Concern

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

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

<hr/>	\$ -
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<hr/>	\$ -
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<hr/>	\$ -
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<hr/>	\$ -
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Totals	<u>\$ -</u>
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Thomas W. Nash  
Department Head Signature

\_\_\_\_\_  
City Manager Approval

**CITY OF MIAMI SPRINGS  
CAPITAL IMPROVEMENT REQUEST  
FOR FY 2014-2015 BUDGET YEAR**

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

Department:       PUBLIC WORKS      

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

Installation Of Additional Electrical Service Points On 1st Block Of Curtiss Parkway 4,963.00

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total budget request: \$ 4,963.00

Detail any grant or additional funding sources for this project Funding

\_\_\_\_\_ N/A

\_\_\_\_\_ \$ -

\_\_\_\_\_ \$ -

Total funding sources: \$ -

Reason why project is needed

Due To Out Door Activities Electrical Service Are Often Needed In This Area

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_ \$ -

\_\_\_\_\_ \$ -

\_\_\_\_\_ \$ -

\_\_\_\_\_ \$ -

Totals \$ -

Thomas W. Nash  
Department Head Signature

\_\_\_\_\_  
City Manager Approval

CITY OF MIAMI SPRINGS  
 CAPITAL IMPROVEMENT REQUEST  
 FOR FY 2014-2015 BUDGET YEAR

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

Department:       PUBLIC WORKS      

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

<b>Installation Of Electrical Service Points On 2nd Block Of Curtiss Parkway</b>	<b>\$ 9,871.00</b>
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<b>Total budget request:</b>	<b>\$ 9,871.00</b>
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**Detail any grant or additional funding sources for this project** **Funding**

	N/A
	\$ -
	\$ -
<b>Total funding sources:</b>	<b>\$ -</b>

**Reason why project is needed**

**Due To Increasing Out Door Activities An Electrical Service Point Is Needed In This Area**


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

	\$ -
	\$ -
	\$ -
	\$ -
<b>Totals</b>	<b>\$ -</b>

**Thomas W. Nash**  
 Department Head Signature

\_\_\_\_\_  
 City Manager Approval





**CITY OF MIAMI SPRINGS  
CAPITAL IMPROVEMENT REQUEST  
FOR FY 2014-2015 BUDGET YEAR**

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

Department:           PUBLIC WORKS          

<u>Description of capital improvement project(provide location of work &amp; work to be performed)</u>	<u>Estimated Cost</u>
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North Royal Poinciana Blvd & Rio Vista Drive	\$ 16,500.00
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Relocate 3 Light Poles Installed In South Florida Water Managements Collection Site At Bluebird Ave	
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Total budget request:	\$ 16,500.00
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<u>Detail any grant or additional funding sources for this project</u>	<u>Funding</u>
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	N/A
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	\$ -
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	\$ -
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Total funding sources:	\$ -
------------------------	------

Reason why project is needed

Poles Were Installed In An Area Designated By South Florida Water Management C-6 Canal

Maintenance Collection Site And Must Be Removed

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

	\$ -
--	------

	\$ -
--	------

	\$ -
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	\$ -
--	------

Totals	\$ -
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Thomas W. Nash  
Department Head Signature

\_\_\_\_\_  
City Manager Approval



**CITY OF MIAMI SPRINGS  
CAPITAL IMPROVEMENT REQUEST  
FOR FY 2014-2015 BUDGET YEAR**

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

Department: \_\_\_\_\_ **PUBLIC WORKS**

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

Re-Roofing Of City Hall	\$ 90,000.00
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<b>Total budget request:</b>	<b><u>\$ 90,000.00</u></b>
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**Detail any grant or additional funding sources for this project** **Funding**

	N/A
	\$ -
	\$ -
<b>Total funding sources:</b>	<b><u>\$ -</u></b>

**Reason why project is needed**

**Roof Has Performed Past Life Expectancy And Is In Need Of Replacment**


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

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

**Thomas W. Nash**  
Department Head Signature \_\_\_\_\_

\_\_\_\_\_  
City Manager Approval

# SECTION 14

# **Parks and Recreation Department**

## **Mission Statement**

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

## **Parks and Recreation - Administration**

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

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

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

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

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

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

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### **Goals**

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

### **Objectives**

- Conduct cooperative youth and adult sports programs including but not limited to soccer, basketball, baseball, football (tackle) and flag football.
- Provide additional “non-athletic” youth, adult, senior programs and increase participation in the Teen Program at the Recreation Center.
- Conduct periodic meetings with local non-City organizations that co-sponsor programs through the Recreation department.
- Increase our overall Recreational Programs by 10%



## Parks and Recreation - Administration

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### 2013-14 Accomplishments

- Increased our Youth Basketball League by 10%
- Implemented a new Get-Fit Summer Program
- Increased our 5K participation by 5%
- Increased After School Care and School Holiday Camp attendance by 5%
- Installed new Fitness Room Equipment
- Changed our Summer Camp Program to include three (3) week Sessions, also continued to offer full 10 week program.

### FY 2014-15 Budget Highlights

- Proposed budget is \$506,087 or 32% higher than FY2013/2014.
- Increase is due to the budgeting of approx. \$493,000 for the annual debt service on the new aquatic facility borrowing.
- Budget includes the reclassifying of an Administrative division employee to the Field Maintenance division as Recreation Maintenance Supervisor.
- A new position of Recreation Coordinator was established so that two current staff members may be promoted into those positions for FY2014-15.
- Budget provides funding for a pavilion at Stafford Park costing \$45,000 and a payback of 7 years from rental revenues. Pavillion will be paid from proceeds of the new borrowing for the aquatic facility/Stafford renovation projects.
- Budget Summary:

Budgeted Revenues	\$ 402,280
Budgeted Expenditures	<u>\$2,085,049</u>
Net cost of Department	<u>\$1,682,769</u>
- Both the Tennis contractor and the Pelican Playhouse have agreed to maintain the same reduced annual fee of \$15,000 and \$18,000 respectively, FY2015.

**CITY OF MIAMI SPRINGS  
RECREATION DEPARTMENT BUDGET  
FISCAL YEAR ENDING 9/30/15**

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2011-12 ACTUALS</u>	<u>FY2012-13 ACTUALS</u>	<u>FY2013-14 AMENDED BUDGET</u>	<u>FY2014-15 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AS OF 6/30/2014</u>	<u>YTD FY2013-14 PROJECTED</u>
<b>ADMINISTRATION</b>								
001-5701-572.12-00	REGULAR SALARIES	327,221	319,379	329,497	287,557	(41,940)	233,811	319,952
001-5701-572.13-00	PART TIME YEAR ROUND	156,973	157,609	185,000	185,000	-	114,531	156,727
001-5701-572.14-00	OVERTIME	5,656	5,519	6,000	6,000	-	5,327	7,290
001-5701-572.16-00	SEASONAL EMPLOYEES	75,962	64,936	120,000	120,000	-	32,223	120,000
001-5701-572.21-00	FEDERAL PAYROLL TAXES	43,538	42,131	45,474	41,967	(3,507)	29,711	40,657
001-5701-572.22-01	PENSION COSTS	47,157	48,248	43,023	41,897	(1,126)	32,034	43,836
	TOTAL MEDICAL INSURANCE	46,338	45,030	47,464	49,992	2,528	38,569	52,779
001-5701-572.24-00	WORKER'S COMPENSATION	5,258	20,773	16,637	15,421	(1,216)	12,474	16,632
001-5701-572.25-00	UNEMPLOYMENT COMPENSATION	92	174	-	-	-	1,387	2,378
001-5701-572.31-00	PROFESSIONAL SERVICES	-	-	1,500	1,500	-	-	-
001-5701-572.34-00	OTHER CONTRACTUAL SERVICE	71,234	62,971	68,082	72,232	4,150	49,106	65,475
001-5701-572.34-01	PROGRAMS	6,240	8,110	8,640	8,640	-	6,420	8,560
001-5701-572.34-02	PELICAN PLAYHOUSE COSTS	22,416	18,000	18,000	18,000	-	17,651	18,000
001-5701-572.34-14	FOOTBALL REFEREES	4,088	1,600	6,000	6,000	-	1,440	1,920
001-5701-572.34-15	SOCCER REFEREES	9,501	8,279	12,000	12,000	-	9,896	13,195
001-5701-572.34-16	BASKETBALL REFEREES	12,010	10,900	15,800	15,800	-	10,090	13,453
001-5701-572.34-17	BASEBALL UMPIRES	6,571	10,395	13,304	13,304	-	6,262	8,349
001-5701-572.34-20	PELICAN RENTAL COMMISSION	3,274	3,799	14,789	15,000	211	5,687	7,583
001-5701-572.40-00	TRAVEL AND PER DIEM	3,600	3,600	3,600	3,600	-	2,700	3,600
001-5701-572.41-01	TELEPHONE: BASE & LOCAL	2,960	1,278	1,301	1,386	85	690	920
001-5701-572.41-02	CELLULAR TELEPHONE	1,423	1,460	1,227	1,500	273	1,930	2,573
001-5701-572.41-03	POSTAGE	133	126	123	200	77	124	165
001-5701-572.41-06	INTERNET ACCESS	9,886	7,575	2,226	6,800	4,574	5,418	7,224
001-5701-572.43-01	ELECTRICITY	95,986	101,640	91,093	99,600	8,507	74,494	99,325
001-5701-572.43-02	WATER	18,849	13,666	16,830	16,800	(30)	6,522	8,696
001-5701-572.43-03	GAS	265	329	600	600	-	196	261
001-5701-572.44-00	RENTALS AND LEASES	2,025	2,402	1,935	1,935	-	1,503	2,004
001-5701-572.45-10	FLEET MAINTENANCE	10,185	13,594	9,350	9,350	-	13,432	17,909
001-5701-572.45-30	LIABILITY INSURANCE	75,588	70,056	74,620	74,814	194	57,531	76,708
001-5701-572.46-00	REPAIRS AND MAINTENANCE	49,592	45,426	31,345	48,000	16,655	11,237	14,983
001-5701-572.47-00	PRINTING AND BINDING	530	1,464	3,000	3,000	-	2,556	3,408
001-5701-572.48-00	PROMOTIONS	49,113	42,163	46,000	46,000	-	27,019	46,000
001-5701-572.48-01	RECREATIONAL ACTIVITIES	11,508	9,644	18,000	18,000	-	1,284	1,712
001-5701-572.51-00	OFFICE SUPPLIES	2,958	2,183	5,000	5,000	-	1,523	2,031
001-5701-572.52-00	OPERATING SUPPLIES	63,758	62,015	63,201	63,201	-	45,074	63,200
001-5701-572.52-01	BASKETBALL UNIFORMS	8,467	6,796	6,900	6,900	-	6,878	9,171
001-5701-572.52-02	FUEL, OILS, LUBRICANTS	5,516	4,102	3,500	4,200	700	3,379	4,505
001-5701-572.52-03	UNIFORMS	1,917	3,307	2,500	2,500	-	1,214	1,619
001-5701-572.52-07	TIRES	-	-	500	500	-	38	51
001-5701-572.52-29	GET FIT SUMMER CAMP	-	-	20,000	15,000	(5,000)	3,820	20,000
001-5701-572.52-28	TURKEY TROT/SPRINGS RIVER 5K	-	-	3,820	3,820	-	2,741	3,655
001-5701-572.52-21	ANNUAL DADDY DAUGHTER DANCE	3,000	4,460	4,775	4,775	-	4,775	6,367
001-5701-572.52-22	TEEN CAMP	-	2,034	2,600	2,600	-	1,034	1,379

CITY OF MIAMI SPRINGS  
RECREATION DEPARTMENT BUDGET  
FISCAL YEAR ENDING 9/30/15

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2011-12 ACTUALS</u>	<u>FY2012-13 ACTUALS</u>	<u>FY2013-14 AMENDED BUDGET</u>	<u>FY2014-15 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AS OF 6/30/2014</u>	<u>YTD FY2013-14 PROJECTED</u>
001-5701-572-52-23	YOUTH BASKETBALL		-	1,000	1,000	-	219	292
001-5701-572-52-24	ADVANCED BASKETBALL		173	385	385	-	205	273
001-5701-572-52-25	MENS BASKETBALL		2,385	3,600	3,600	-	1,314	1,752
001-5701-572-52-26	WALKING CLUB		296	500	500	-		-
001-5701-572-52-27	STORY TIME		-	350	350	-		-
001-5701-572.54-00	DUES, MEMBERSHIPS, SUBS	884	1,073	1,500	1,500	-	930	1,240
001-5701-572.58-00	EDUCATION AND TRAINING	1,300	180	2,250	2,250	-	900	1,200
001-5701-572.63-00	IMPROVEMENTS O/T BLDG	38,417	252,750	-	45,000	45,000	-	-
001-5701-572.64-00	MACHINERY AND EQUIPMENT	90,111	-	16,000	-	(16,000)	2,899	16,000
001-5701-572-91-12	TRANSFER TO DEBT SERVICE FUND	187,401	187,401	187,401	680,072	492,671	140,551	187,401
						-		
	<b>Total Administration</b>	<b>1,578,901</b>	<b>1,671,431</b>	<b>1,578,242</b>	<b>2,085,049</b>	<b>506,807</b>	<b>1,030,749</b>	<b>1,502,408</b>

Fiscal Year . . . : 2014  
 Budget Level . . . : BUDG  
 Description . . . :

DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
1-5701-572-12-00	REGULAR SALARIES	287,557.00	
	00100 DIRECTOR		287,557.00
	00200 PROGRAM SUPERVISOR		.00
	00300 ADMINISTRATIVE ASSISTANT		.00
	00400 RECREATION COORDINATOR		.00
	00500 RECREATION COORDINATOR		.00
	00600 RECREATION LEADER		.00
1-5701-572-13-00	PART TIME YEAR ROUND	185,000.00	
1-5701-572-14-00	OVERTIME	6,000.00	
	00100 YR/PT STAFF, AS NEEDED, UP TO 58/HOURS PER PERIOD		195,000.00
1-5701-572-16-00	SEASONAL EMPLOYEES	120,000.00	
	00100 PT SEASONAL STAFF, AS NEEDED, UP TO 58/HRS		120,000.00
	00200 PER PAY PERIOD		.00
1-5701-572-21-00	FEDERAL PAYROLL TAXES	41,967.00	
1-5701-572-22-01	GENERAL	41,897.00	
1-5701-572-23-01	POS, EMPLOYEE ONLY	47,461.00	
1-5701-572-23-07	LIFE/AD&D	1,276.00	
1-5701-572-23-08	DENTAL - OHS - EMPLOYEE	880.00	
1-5701-572-23-09	VSP - VISION - EMPLOYEE	375.00	
1-5701-572-24-00	WORKER'S COMPENSATION	15,421.00	
1-5701-572-31-00	PROFESSIONAL SERVICES	1,500.00	
	00100 ATTORNEY & CONSULTANT FEES, IF NEEDED		1,500.00
1-5701-572-34-00	OTHER CONTRACTUAL SERVICE	72,232.00	
	00100 KELLY JANITORIAL CONTRACT		30,000.00
	00200 COMCAST, CABLE/INTERNET		1,500.00
	00300 SUNSHINE STATE AC CONTRACT		7,200.00
	00400 SOUTHERN WASTE GARBAGE/TRASH CONTRACT		7,500.00
	00500 RS CABLE, SECURITY ALARM CONTRACT		1,260.00
	00600 SIMPLEX GRINNELL, FIRE ALARM CONTRACT		4,500.00
	00700 THOR GUARD, LIGHTNING PREDICTION SYSTEM		4,500.00
	00800 ALSCO, FLOOR MAT & DUST MOP SERVICE CONTRACT		1,800.00
	00900 SCHINDLER, ELEVATOR CONTRACT		5,332.00
	01000 FITNESS SOLUTION, FITNESS ROOM EQUIPMENT CONTRACT		1,700.00
	01100 VERMONT SYSTEMS, REC TRAC MAINTENANCE CONTRACT		5,500.00
	01200 COMPUTER ELECTRIC, GENERATOR SERVICE CONTRACT		1,440.00
1-5701-572-34-01	PROGRAMS	8,640.00	
	00100 YOGA INSTRUCTOR \$60/PER CLASS X 144 CLASSES		8,640.00
1-5701-572-34-02	PELICAN PLAYHOUSE COSTS	18,000.00	
	00100 ARTISTIC THEATER DIRECTOR ANNUAL CONTRACT		15,000.00
	00200 THEATER EQUIPMENT REPAIR/MAINTENANCE		3,000.00
1-5701-572-34-14	FOOTBALL REFEREES	6,000.00	
	00100 \$600/PER GAME, INCLUDES PLAYOFFS, IF NEEDED		6,000.00
1-5701-572-34-15	SOCCER REFEREES	12,000.00	
	00100 228 GAMES X \$28, \$30, \$35, \$40, \$44, \$48, \$60		12,000.00
	00200 COST PER GAME DEPENDS ON THE AGE DIVISION		.00
1-5701-572-34-16	BASKETBALL REFEREES	15,800.00	
	00100 ADVANCED SKILLS CAMP		200.00
	00200 YOUTH BASKETBALL LEAGUE		7,200.00
	00300 18 & OVER MENS LEAGUE		4,200.00

14-6

Fiscal Year . . . : 2014  
 Budget Level . . . : BUDG  
 Description . . . :

Account #	Description	Budget Amount	Misc. Info
1-5701-572-34-17	BASEBALL UMPIRES	00400 35 & OVER MENS LEAGUE 13,304.00	4,200.00
		00100 REGULAR SEASON	9,912.00
		00200 PLAYOFFS	848.00
		00300 FALL SEASON	2,544.00
		00400 \$25/\$28 PER GAME/PER REFEREE	.00
1-5701-572-34-20	PELICAN RENTAL COMMISSION	15,000.00	
1-5701-572-40-00	TRAVEL AND PER DIEM	00100 30% COMMISSION FROM THEATER RENTALS 3,600.00	15,000.00
1-5701-572-41-01	TELEPHONE: BASE & LOCAL	00100 RECREATION DIRECTORS CAR ALLOWANCE 1,386.00	3,600.00
1-5701-572-41-02	CELLULAR TELEPHONE	1,500.00	
1-5701-572-41-03	POSTAGE	200.00	
1-5701-572-41-06	INTERNET ACCESS	6,800.00	
1-5701-572-43-01	ELECTRICITY	99,600.00	
1-5701-572-43-02	WATER	16,800.00	
1-5701-572-43-03	NATURAL GAS	600.00	
1-5701-572-44-00	RENTALS AND LEASES	00100 NATURAL GAS FOR EMERGENCY GENERATOR 1,935.00	600.00
1-5701-572-45-10	FLEET MAINTENANCE	00100 COPY MACHINE LEASE, METERED COPIES 9,350.00	1,935.00
		00100 REPAIRS & PREVENTATIVE MAINTENANCE, REC VEHICLES	9,350.00
		00200 PASS THROUGH FROM PUBLIC WORKS	.00
1-5701-572-45-30	RISK MANAGEMENT	74,814.00	
1-5701-572-46-00	REPAIRS AND MAINTENANCE	48,000.00	
		00100 ANY EXPENSE ASSOCIATED WITH FIELDS, BUILDING, GYM	48,000.00
		00200 FLOOR, ELECTRICAL, ETC	.00
1-5701-572-47-00	PRINTING AND BINDING	3,000.00	
1-5701-572-48-00	PROMOTIONS	00100 POSTERS, FLYERS, SIGNS, BANNERS 46,000.00	3,000.00
		00100 COVERS ALL SPECIAL EVENTS	.00
		00200 HALLOWEEN	4,500.00
		00300 CHRISTMAS AT THE GAZEBO	11,000.00
		00400 EASTER	3,500.00
		00500 4TH OF JULY FIREWORKS	15,000.00
		00600 4TH OF JULY RENTAL CARS, ACTIVITIES, GIVEAWAYS	7,000.00
		00700 END OF SUMMER POOL PARTY-LUUAU	2,500.00
		00800 MEMORIAL & VETERANS DAY \$500@	1,000.00
		00900 JR ORANGE BOWL PAGEANTS	500.00
		01000 DADDY/DAUGHTER DATE NIGHT-GIVEAWAYS, DECORATIONS	1,000.00
1-5701-572-48-01	RECREATIONAL ACTIVITIES	18,000.00	
		00100 SUMMER CAMP FEES ASSOCIATED WITH FIELD TRIPS,	18,000.00
		00200 PARTIES, COOK OUTS, ETC	.00
		00300 PASS THROUGH FROM REVENUE RECEIVED AT TIME OF	.00
		00400 REGISTRATION	.00
1-5701-572-51-00	OFFICE SUPPLIES	5,000.00	
1-5701-572-52-00	OPERATING SUPPLIES	00100 ALL MISC OFFICE SUPPLIES, COLOR TONER FOR PRINTER 63,201.00	5,000.00
		00100 ALL MISC EXPENSES ASSOCIATED WITH: AFTER SCHOOL	63,201.00
		00200 CARE & SCHOOL HOLIDAY PROGRAMS, SUMMER CAMP STAFF	.00

14-7

Fiscal Year . . . : 2014  
 Budget Level . . . : BUDG  
 Description . . . :

Account #	Description	Budget Amount	Misc. Info
			*
		00300 & CAMP PARTICIPANTS T-SHIRTS, CAMP BAGS, ARTS &	.00
		00400 CRAFTS, CAMP TALENT SHOW, GAMES, ETC	.00
		00500 ATHLETIC SUPPLIES: BALLS, NETS, ETC	.00
		00600 HAND SANITIZERS, GYM WIPES	.00
		00700 MISC HARDWARE SUPPLIES	.00
1-5701-572-52-01	BASKETBALL/YOUTH LEAGUE	6,900.00	
		00100 BASED ON 270 PARTICIPANTS, UNIFORMS	4,300.00
		00200 BASKETBALLS FOR YOUTH LEAGUE	400.00
		00300 TROPHIES/AWARDS	1,000.00
		00400 DJ FOR CHAMPIONSHIP GAMES	800.00
		00500 END OF SEASON AWARDS PARTY	400.00
1-5701-572-52-02	FUEL, OILS, LUBRICANTS	4,200.00	
1-5701-572-52-03	UNIFORMS	2,500.00	
		00100 UNIFORMS FOR YR/PT STAFF	2,500.00
1-5701-572-52-07	TIRES	500.00	
1-5701-572-52-21	ANNUAL DADDY/DAUGHTER DAN	4,775.00	
		00100 BASED ON 110 COUPLES \$40@	4,400.00
		00200 BASED ON 25 ADDITIONAL GIRLS \$15@	375.00
1-5701-572-52-22	TEEN PROGRAM	2,600.00	
		00100 FIELD TRIPS	1,800.00
		00200 FOOD & SUPPLIES	600.00
		00300 PROGRAM T-SHIRTS	200.00
1-5701-572-52-23	BASKETBALL CAMP/YOUTH	1,000.00	
		00100 T-SHIRTS BASED ON 60 PARTICIPANTS	550.00
		00200 END OF CAMP PARTY	150.00
		00300 TROPHIES	300.00
1-5701-572-52-24	BASKETBALL CAMP/ADVANCED	385.00	
		00100 T-SHIRTS BASED ON 15 PARTICIPANTS	235.00
		00200 END OF CAMP PARTY	150.00
1-5701-572-52-25	BASKETBALL/MEN'S LEAGUE	3,600.00	
		00100 18 & OVER JERSEYS, CHAMPIOSHIP SHIRTS,TROPHIES	1,800.00
		00200 35 & OVER JERSEYS, CHAMPIOSHIP SHIRTS,TROPHIES	1,800.00
1-5701-572-52-26	WALKING CLUB	500.00	
		00100 FIELD TRIPS, SHIRTS, MISC GIVEAWAYS	500.00
1-5701-572-52-27	STORY TIME	350.00	
		00100 BOOKS, ART PROJECTS, GOODY BAGS	350.00
1-5701-572-52-28	SKRUN,TRKY TROT/SPGS FEST	3,820.00	
		00100 BASED ON 50 PARTICIPANTS PER RACE	.00
		00200 TIMING SYSTEM \$700/PER RACE	1,400.00
		00300 ON-SITE DATA ENTRY W/TIMING CHIPS \$300/PER RACE	600.00
		00400 SHIRTS \$450/PER RACE	900.00
		00500 GIFT CARDS FOR RAFFLE 4 CARDS \$25@ 2/PER RACE	100.00
		00600 DJ \$350/PER RACE	700.00
		00700 AWARDS/MEDALS \$50/PER RACE	120.00
1-5701-572-52-29	GET FIT SUMMER CAMP	15,000.00	
		00100 EQUIPMENT, SHIRTS, FIELD TRIPS, END OF CAMP PARTY	15,000.00
1-5701-572-54-00	DUES, MEMBERSHIPS, SUBS	1,500.00	
		00100 FRPA DUES FOR FT STAFF	1,500.00
1-5701-572-58-00	EDUCATION AND TRAINING	2,250.00	
		00100 SEMINARS, CLASSES & CERTIFICATIONS	2,250.00

14-8

Fiscal Year . . . : 2014  
Budget Level . . . : BUDG  
Description . . . :

DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
1-5701-572-63-00	IMPROVEMENTS O/T BUILDING	45,000.00	
1-5701-572-91-12	TRF TO DEBT SERVICE	680,072.00	45,000.00
* Total Accounts for this Budget Level	54	2,085,048.00	



## **Recreation - Pool**

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

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### **Goals**

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

Increase facility rentals by 10%

Increase Yearly Memberships by 10%

### **Objectives**

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

### **FY2013-14 Accomplishments**

- Implemented an evening Water Aerobics Class

### **FY 2014-15 Budget Highlights**

- Proposed budget is \$208,767 or 66% lower than FY2013/2014 since the pool will be closed after April 2015 when new facility construction will begin.

- Budget Summary:

Budgeted Revenues	\$ 15,200
Budgeted Expenditures	<u>\$105,811</u>
Net cost of Department	<u>\$ 90,611</u>

**CITY OF MIAMI SPRINGS  
RECREATION DEPARTMENT BUDGET  
FISCAL YEAR ENDING 9/30/15**

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2011-12 ACTUALS</u>	<u>FY2012-13 ACTUALS</u>	<u>FY2013-14 AMENDED BUDGET</u>	<u>FY2014-15 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AS OF 6/30/2014</u>	<u>YTD FY2013-14 PROJECTED</u>
<b>POOL</b>								
001-5702-572.12-00	REGULAR SALARIES	-	-	-	-	-	-	-
001-5702-572.13-00	PART TIME YEAR ROUND	94,679	87,816	125,000	61,268	(63,732)	76,971	125,000
001-5702-572.14-00	OVERTIME	-	-	-	-	-	-	-
001-5702-572.16-00	SEASONAL EMPLOYEES	58,668	50,775	25,000	-	(25,000)	12,360	25,000
001-5702-572.21-00	FEDERAL PAYROLL TAXES	11,731	10,602	11,475	4,687	(6,788)	6,834	12,617
001-5702-572.24-00	WORKER'S COMPENSATION	1,307	4,058	3,904	3,904	(0)	2,925	3,900
001-5702-572.25-00	UNEMPLOYMENT COMP	-	-	-	-	-	-	-
001-5702-572.43-01	ELECTRICITY	14,763	14,504	14,537	10,142	(4,395)	11,535	15,380
001-5702-572.43-02	WATER	5,030	5,437	8,100	2,831	(5,269)	4,262	6,393
001-5702-572.43-03	GAS(POOL)	9,025	13,207	16,000	6,761	(9,239)	8,413	12,620
001-5702-572.45-30	LIABILITY INSURANCE	2,963	1,932	2,613	3,257	644	1,962	2,616
001-5702-572.46-00	REPAIRS AND MAINTENANCE	25,241	8,826	14,936	-	(14,936)	8,292	11,056
001-5702-572.52-00	OPERATING SUPPLIES	9,618	7,444	12,650	1,842	(10,808)	2,390	3,187
001-5702-572.52-03	UNIFORMS	3,216	3,470	4,300	500	(3,800)	1,441	1,921
001-5702-572.52-06	CHEMICALS	22,072	21,433	25,063	9,620	(15,443)	14,245	25,000
001-5702-572.54-00	DUES, MEMBERSHIPS, SUBS	325	325	500	500	-	250	500
001-5702-572.58-00	EDUCATION AND TRAINING	-	1,020	1,500	500	(1,000)	-	-
001-5702-572.63-00	IMPROVEMENTS O/T BLDG	-	9,000	49,000	-	(49,000)	48,850	48,850
001-5702-572.64-00	MACHINERY AND EQUIPMENT	-	3,097	-	-	-	-	-
	<b>Total Pool</b>	<b>258,638</b>	<b>242,946</b>	<b>314,578</b>	<b>105,811</b>	<b>(208,767)</b>	<b>200,730</b>	<b>294,039</b>

Fiscal Year . . . : 2014  
 Budget Level . . . : BUDG  
 Description . . . :

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info
1-5702-572-13-00	PART TIME YEAR ROUND	61,268.00	
1-5702-572-21-00	FEDERAL PAYROLL TAXES	4,687.00	
1-5702-572-24-00	WORKER'S COMPENSATION	3,904.00	
1-5702-572-43-01	ELECTRICITY	10,142.00	
1-5702-572-43-02	WATER	2,831.00	
1-5702-572-43-03	NATURAL GAS	6,761.00	
1-5702-572-45-30	RISK MANAGEMENT	3,257.00	
1-5702-572-52-00	OPERATING SUPPLIES	1,842.00	
1-5702-572-52-03	UNIFORMS	500.00	
1-5702-572-52-06	CHEMICALS	9,620.00	
1-5702-572-54-00	DUES, MEMBERSHIPS, SUBS	500.00	
1-5702-572-58-00	EDUCATION AND TRAINING	500.00	
* Total Accounts for this Budget Level	12	105,812.00	

## **Recreation - Tennis**

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

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### **Goals**

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

To increase memberships and play by 10% from FY2009-10.

### **Objectives**

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

### **FY 2014-15 Budget Highlights**

- Proposed budget shows a slight decrease from FY2013-14.

- Budget Summary:

Budgeted Revenues	\$	-0-
Budgeted Expenditures		<u>\$19,851</u>
Net cost of Department		<u>\$19,851</u>

CITY OF MIAMI SPRINGS  
RECREATION DEPARTMENT BUDGET  
FISCAL YEAR ENDING 9/30/15

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2011-12 ACTUALS</u>	<u>FY2012-13 ACTUALS</u>	<u>FY2013-14 AMENDED BUDGET</u>	<u>FY2014-15 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AS OF 6/30/2014</u>	<u>YTD FY2013-14 PROJECTED</u>
<b>TENNIS</b>								
001-5703-572.34-00	OTHER CONTRACTUAL SERVICES	20,000	20,000	15,000	15,000	-	10,000	15,000
001-5703-572.43-01	ELECTRICITY	3,854	3,564	3,835	4,035	200	2,892	3,856
001-5703-572.43-02	WATER	1,074	1,609	1,632	816	(816)	105	140
001-5703-572.46-00	REPAIRS AND MAINTENANCE	1,948	-	-	-	-	-	-
	<b>Total Tennis</b>	<b>26,876</b>	<b>25,173</b>	<b>20,467</b>	<b>19,851</b>	<b>(616)</b>	<b>12,997</b>	<b>18,996</b>

Fiscal Year . . . : 2014  
Budget Level . . . : BUDG  
Description . . . :

DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
1-5703-572-34-00	OTHER CONTRACTUAL SERVICE	15,000.00	
1-5703-572-43-01	ELECTRICITY	4,035.00	
1-5703-572-43-02	WATER	816.00	
* Total Accounts for this Budget Level	3	19,851.00	15,000.00

## **Recreation – Parks Maintenance**

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

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### **Goals**

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

### **Objectives**

- Aerate fields a minimum of 2 times annually
- Establish a proper maintenance schedule to improve field conditions
- Provide daily maintenance to keep fields up to par year round
- Add Sod to areas that need additional Sod
- Add irrigation to our ball fields
- Laser Grade all Ball Fields
- Have our Maintenance Supervisor trained in all aspects regarding field maintenance, etc. (Trained, Certified and Licensed)

### **FY2013-14 Accomplishments**

- Installed Musco Athletic Field Lighting at Stafford Park and Prince Field. Both fields meet the industry requirements of foot light candles.
- Stafford Park Field Renovation. (Soccer and Baseball Field)
- New Picnic tables for Pavilions at Prince
- New Bench's and Trash Receptacles at Peavy Dove and Stafford Park playgrounds.
- Installed a new maintenance shed at Peavy Dove.

### **FY 2014-15 Budget Highlights**

- Proposed budget is \$97,668 or 32.3% lower than FY2013/2014 since \$126,596 was budgeted in the prior year for the Stafford Park re-grassing.
- Budget includes the reclassifying of an Administrative division employee to this division as Recreation Maintenance Supervisor.

- Budget Summary:

Budgeted Revenues	\$	-0-
Budgeted Expenditures		<u>\$204,816</u>
Net cost of Department		<u>\$204,816</u>



CITY OF MIAMI SPRINGS  
RECREATION DEPARTMENT BUDGET  
FISCAL YEAR ENDING 9/30/15

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2011-12</u>	<u>FY2012-13</u>	<u>FY2013-14</u>	<u>FY2014-15</u>	<u>Dollar</u>	<u>YTD</u>	<u>YTD</u>
<u>FIELD MAINTENANCE</u>		<u>ACTUALS</u>	<u>ACTUALS</u>	<u>AMENDED</u>	<u>Departmental</u>	<u>Increase</u>	<u>ACTUALS</u>	<u>FY2013-14</u>
				<u>BUDGET</u>	<u>Request</u>	<u>(Decrease)</u>	<u>AS OF 6/30/2014</u>	<u>PROJECTED</u>
001-5705-572.12-00	REGULAR SALARIES	-	-	-	55,875	55,875	-	-
001-5705-572.21-00	FEDERAL PAYROLL TAXES	-	-	-	3,383	3,383	-	-
001-5705-572.22-01	PENSION COSTS	-	-	-	8,141	8,141	-	-
	TOTAL MEDICAL INSURANCE	-	-	-	11,893	11,893	-	-
						-		
001-5705-572.24-00	WORKER'S COMPENSATION	-	-	-	313	313	-	-
001-5705-572.34-00	CONTRACTUAL SERVICES	33,076	45,768	55,594	55,594	-	48,625	64,833
001-5705-572.44-00	RENTALS AND LEASES	-	-	2,345	2,345	-		-
001-5705-572.45-30	RISK MANAGEMENT	-	-	-	1,273	1,273		-
001-5705-572.46-00	REPAIRS AND MAINTENANCE	6,840	3,478	58,449	6,500	(51,949)	1,509	2,012
001-5705-572.52-00	OPERATING SUPPLIES-Rec	9,895	9,554	15,000	15,000	-	7,905	10,540
001-5705-572.52-19	OPERATING SUPPLIES-Fields	33,371	27,341	38,000	38,000	-	7,063	38,000
001-5705-572.52-02	FUELS, OILS, LUBRICANTS	4,324	5,783	6,500	6,500	-	-	6,500
001-5705-572.63-00	IMPROVEMENTS O/T BLDGS	-	-	126,596	-	(126,596)		126,596
001-5705-572.64-00	MACHINERY AND EQUIPMENT	-	16,526	-	-	-	-	-
	<b>Total Bldg&amp; Field Maintenance</b>	<b>87,506</b>	<b>108,450</b>	<b>302,484</b>	<b>204,816</b>	<b>(97,668)</b>	<b>65,102</b>	<b>248,481</b>
						-		
	<b>Subtotal Recreation</b>	<b>1,951,921</b>	<b>2,048,000</b>	<b>2,215,771</b>	<b>2,527,521</b>	<b>311,750</b>	<b>1,309,578</b>	<b>2,063,924</b>

Fiscal Year . . . : 2014  
 Budget Level . . . : BUDG  
 Description . . . :

Account #	Description	Budget Amount	Misc. Info
1-5705-572-12-00	REGULAR SALARIES	55,875.00	
1-5705-572-21-00	FEDERAL PAYROLL TAXES	3,383.00	
1-5705-572-22-01	GENERAL	8,141.00	
1-5705-572-23-04	HMO, EMPLOYEE ONLY	11,351.00	
1-5705-572-23-07	LIFE/AD&D	240.00	
1-5705-572-23-08	DENTAL - OHS - EMPLOYEE	247.00	
1-5705-572-23-09	VSP - VISION - EMPLOYEE	54.00	
1-5705-572-24-00	WORKER'S COMPENSATION	313.00	
1-5705-572-34-00	OTHER CONTRACTUAL SERVICE	55,594.00	
		00100	S. FLORIDA MAINTENANCE CONTRACT FOR FIELDS
		00200	AND COMMON AREAS
			55,875.00
1-5705-572-44-00	RENTALS AND LEASES	2,345.00	
		00100	RENTAL FEES FOR EQUIPMENT, IF NEEDED
			2,345.00
1-5705-572-45-30	RISK MANAGEMENT	1,273.00	
1-5705-572-46-00	REPAIRS AND MAINTENANCE	6,500.00	
		00100	REPAIRS & MAINTENANCE ON FIELDS & EQUIPMENT
			6,500.00
1-5705-572-52-00	OPERATING SUPPLIES	15,000.00	
		00100	FIELD PAINT, CALFINE, MISC HARDWARE SUPPLIES
		00200	FERTILIZERS, ETC
			15,000.00
1-5705-572-52-02	FUEL, OILS, LUBRICANTS	6,500.00	
1-5705-572-52-19	FIELD SUPPLIES-FIELDS	38,000.00	
		00100	PRODUCTS ASSOCIATED WITH FIELD PREP, MAINTENANCE
		00200	IE: FERTILIZERS, WEED KILL, CLAY, ETC
			38,000.00
* Total Accounts for this Budget Level	15	204,816.00	

**Basis for FY 2014-15 Salary Projections**

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

Calculations is based upon current earnings at 2,080 hours

0.0%  
 0.0%  
 0.00%  
 0.00% *to be effective on 10-01-2013*

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City of Miami Springs												
Department: Recreation Department												
Position (paygrade)	Employee Name	FT PT	Amended Budget	Qty	Fav (Unf)	Proj. Base Salary As of 4/30/14	Date of Annual Review	FY 14-15 Projected Merit Increase	COLA Increase	Other	Longevity	FY2014-15 Total Pay
Recreation Director-PG49	Omar Luna	FT	1	1	0	\$81,113	01/04/11		0		\$0	\$81,113
Recreation Leader-PG10	Danny Valdes	FT	1	1	0	\$23,726	03/23/11		949			\$24,675
Recreation Coordinator-PG24	Caitlin Smith	FT	1	1	0	\$39,231	03/23/11	0	1,569			\$40,800
Recreation Coordinator-PG24	Al Vargas	FT	1	1	0	\$39,231	03/23/11	0	1,569			\$40,800
Special Events/Program Supervisor	P Bradley	FT	1	1	0	\$57,619	10/01/83		0	0	\$1,750	\$59,369
		FT	0	0	0	\$0	01/00/00		0	0	\$0	\$0
Admin Assistant III-PG24	K Anderson	FT	1	1	0	\$39,231	01/02/10	0	1,569			\$40,800
Recreation Leader {year-round}	?	PT	as needed	0	0	\$185,000	-	-	0		-	\$185,000
Recreation Leader {seasonal}	?	PT	as needed	0	0	\$120,000	-	-	0		-	\$120,000
<b>Total projections</b>			<b>6</b>	<b>6</b>	<b>0</b>	<b>\$585,151</b>		<b>\$0</b>	<b>\$5,656</b>		<b>\$1,750</b>	<b>\$592,557</b>

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City of Miami Springs												
Department: Recreation - Pool												
Position (paygrade)	Employee Name	FT PT	Amended Budget	Qty	Fav (Unf)	Proj. Base Salary As of 4/30/14	Date of Annual Review	FY 14-15 Projected Merit Increase	COLA Increase	Other	Longevity	FY2014-15 Total Pay
Lifeguards {part time}		PT	as needed	0	0	\$125,000						\$125,000
Lifeguards {seasonal}		PT	as needed	0	0	\$25,000	n/a				-	\$25,000
<b>Total projections</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>\$150,000</b>		<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>\$150,000</b>

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City of Miami Springs												
Department: Recreation - Maintenance												
Position (paygrade)	Employee Name	FT PT	Amended Budget	Qty	Fav (Unf)	Proj. Base Salary As of 4/30/14	Date of Annual Review	FY 14-15 Projected Merit Increase	COLA Increase	Other	Longevity	FY2014-15 Total Pay
Recreation Maintenance Supervisor	Noel Acosta	FT	1	1	0	\$54,875	08/04/03		0	0	\$1,000	\$55,875
		PT	0	0	0	\$0	n/a				-	\$0
		PT	as needed	0	0	\$0					-	\$0
		PT	as needed	0	0	\$0	n/a				-	\$0
<b>Total projections</b>			<b>1</b>	<b>1</b>	<b>0</b>	<b>\$54,875</b>		<b>\$0</b>	<b>\$0</b>		<b>\$1,000</b>	<b>\$55,875</b>

**CITY OF MIAMI SPRINGS  
RECREATION REVENUE BUDGET  
FY2014-15**

Line Item Revenue	FY 12-13 Actual	FY 13-14 Budget	ACTUAL AS OF 6/30/2014	PROJECTED YEAR-END	FY 14-15 Proposed Budget
After School Programs	41,069	32,000	28,871	38,495	32,000
SWIM MEETS/TEAM RENTAL	12,715	3,600	8,411	11,215	15,000
Swim Lessons/Admissions	83,566	45,000	42,826	57,101	53,000
Annual Daddy/Daughter Dance	3,213	4,775	4,453	4,453	4,775
Pelican theatre	10,132	10,000	8,405	11,207	10,000
Vending Machines	2,092	3,000	1,460	1,947	3,000
Fireworks-VG	6,000	3,000	-	3,000	3,000
Summer Camp	150,037	170,000	79,025	170,000	170,000
Summer Camp Activity Fee	16,675	18,000	21,075	28,100	18,000
Senior Center Rental	-	2,250	-	-	2,250
Annex Rental	16,529	1,000	-	-	-
Gym Rental	690	1,250	-	-	-
Fitness Room Membership	49,581	15,000	27,131	36,175	20,000
Gym Admission Fees	-	3,000	-	-	3,000
Recreation Facilities Rentals	-	12,000	14,896	19,861	12,000
Yoga Classes	11,651	17,100	5,531	7,375	8,550
Get Fit Summer Camp	-	30,000	3,800	5,067	16,000
Basketball Fees	29,075	42,175	26,928	35,904	42,175
Other activities	3,514	4,880	5,738	7,651	7,730
Pool Rental	13,397	10,000	4,120	5,493	10,000
Pool Memberships	6,261	2,400	5,665	7,553	2,400
Jazzercise	3,925	4,800	2,943	3,924	4,800
Background Check Fees	-	-	2,334	2,334	-
<b>TOTALS &gt;&gt;&gt;</b>	<b>\$460,122</b>	<b>\$435,230</b>	<b>\$293,612</b>	<b>\$456,854</b>	<b>\$437,680</b>

# SECTION 15



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

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The Peoples Transportation Tax was enacted in November 2002. These surtax funds are to be used for road and transportation projects. It is mandated that 80% of the funds be used for roadway and right-of-way maintenance and equipment, drainage, street lighting, traffic signs, engineering, signalization, and pavement markings, etc. The remaining 20% shall be spent on transit, such as bus service, shelters, and transit related infrastructure.

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### **Goals**

Utilize People's Transportation Tax (PTT) funds to maintain city transit areas, which include street maintenance and lighting.

### **Objectives**

Repair & replace sidewalks throughout the city to provide safe access to transit.

Continue ongoing replacement of aging underground wiring.

Provide ADA compliance measures and devices to city sidewalks.

Replace and restore pavement markings and traffic signs.

Resurface asphalt roadways and pathways as needed

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

- Funding was approved to allow for sidewalk repairs & additions
- Replaced 25,346 linear feet of damaged sidewalk
- Restriped Roadway on Canal Street, Circle area and various locations City Wide
- Received funding for Cross Walk devices for downtown area
- All striping around the Schools City wide were re-striped
- Provided a list of 35 Street signs were replace due to fading or damage request completed

### **FY 2014-15 Budget Highlights**

- Proposed budget is \$386,203 or 42.7% lower than FY2013/2014 since in prior years we completed significant projects using CITT funding..
- Budget Summary:

Budgeted Revenues	\$519,888(funding from CITT funds)
Budgeted Expenditures	\$519,888
Net cost of Department	\$ -0-

CITY OF MIAMI SPRINGS  
ROAD AND TRANSPORTATION FUND BUDGET  
FISCAL YEAR ENDING 9/30/15

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2011-12 ACTUALS</u>	<u>FY2012-13 ACTUALS</u>	<u>FY2013-14 AMENDED BUDGET</u>	<u>FY2014-15 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AS OF 6/30/2014</u>	<u>YTD FY2013-14 PROJECTED</u>
<b>People Transportation</b>								
135-0906-541-91-01	Salaries-administration	21,000	-	-	-	-	-	-
	<b>Total Administrative salaries</b>	<b>21,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>People Transportation</b>								
135-0902-541-12-00	SALARIES-PROJECT MANAGEMENT	51,864	53,531	53,201	53,701	500	44,016	60,232
135-0902-541-14-00	OVERTIME	1,969	1,418	-	-	-	1,490	2,039
135-0902-541-21-00	FEDERAL PAYROLL TAXES	4,119	4,203	3,555	3,488	(67)	3,481	4,763
135-0902-541-22-01	GENERAL PENSION	7,488	8,067	6,847	7,824	977	5,138	7,031
135-0902-541-23-05	HEALTH INSURANCE	5,763	5,763	6,541	7,910	1,369	4,868	6,661
135-0902-541-23-07	LIFE INSURANCE	228	247	228	228	-	186	255
135-0902-541-23-10	DENTAL INSURANCE	134	139	139	147	8	113	155
135-0902-541-23-12	VSP - VISION -FAMILY	52	53	54	54	0	42	57
135-0902-541-24-00	WORKMENS COMP	5,229	4,183	3,380	3,411	31	2,538	3,384
135-0902-541.34-00	OTHER CONTRACTUAL SERVICE	28,169	17,140	29,520	2,950	(26,570)	15,400	-
135-0902-541.41-02	CELLULAR PHONE	128	120	121	175	54	221	295
135-0902-541-45-10	FLEET MAINTENANCE	1,068	816	10,000	10,000	-	873	1,164
135-0902-541-46-00	REPAIRS AND MAINTENANCE	182,609	282,640	584,402	300,000	(284,402)	470,710	584,402
135-0902-541.52-00	OPERATING SUPPLIES	788	439	1,000	1,000	-	79	105
135-0902-541-52-02	FUELS, OILS, LUBES	-	-	1,000	1,000	-	-	-
135-0902-541-52-07	TIRES	-	-	1,000	1,000	-	-	-
135-0902-541.63-00	IMPROVEMENTS O/T BUILDING	7,399	600	33,000	-	(33,000)	32,586	32,586
135-0902-541.64-00	MACHINERY AND EQUIPMENT	36,352	-	-	-	-	-	-
	* Transportation	<b>333,359</b>	<b>379,359</b>	<b>733,988</b>	<b>392,888</b>	<b>(341,100)</b>	<b>581,741</b>	<b>703,130</b>
<b>Mass Transit</b>								
135-0903-541.34-00	OTHER CONTRACTUAL SERVICE	125,271	126,597	172,103	127,000	(45,103)	83,370	125,055
	* Mass Transit	<b>125,271</b>	<b>126,597</b>	<b>172,103</b>	<b>127,000</b>	<b>(45,103)</b>	<b>83,370</b>	<b>125,055</b>
	<b>Total Road &amp; Transportation</b>	<b>479,630</b>	<b>505,956</b>	<b>906,091</b>	<b>519,888</b>	<b>(386,203)</b>	<b>665,111</b>	<b>828,185</b>



Fiscal Year . . . : 2014  
 Budget Level . . . : BUDG  
 Description . . . :

Account #	Description	Budget Amount	Misc. Info
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135-0902-541-12-00	REGULAR SALARIES	53,701.00	
135-0902-541-21-00	FEDERAL PAYROLL TAXES	3,488.00	
135-0902-541-22-01	GENERAL	7,824.00	
135-0902-541-23-05	HMO, EMPLOYEE +1	7,910.00	
135-0902-541-23-07	LIFE/AD&D	228.00	
135-0902-541-23-10	DENTAL- OHS - DUAL	147.00	
135-0902-541-23-12	VSP - VISION - FAMILY	54.00	
135-0902-541-24-00	WORKER'S COMPENSATION	3,411.00	
135-0902-541-34-00	OTHER CONTRACTUAL SERVICE	2,950.00	
135-0902-541-41-02	CELLULAR TELEPHONE	175.00	
135-0902-541-45-10	FLEET MAINTENANCE	10,000.00	
		00100 STREET SWEEPING SERVICE DOWNTOWN AREA	29,520.00
		00100 REPAIRS, MAINTENANCE & WASHES ON 1 VEHICLE	10,000.00
		00200 REPAIRS ON 1 BUCKET TRUCK, BACKHOE, BOBCAT, STUMP	.00
		00300 GRINDER	.00
135-0902-541-46-00	REPAIRS AND MAINTENANCE	300,000.00	
		00100 STREET LIGHT PARTS & REPAIRS, ROCK & ASPHALT FOR	250,000.00
		00200 STREET & ALLEY, PAVING, STRIPING & SIDEWALK	.00
		00300 REPAIRS	.00
135-0902-541-52-00	OPERATING SUPPLIES	1,000.00	
		00100 BARRICADES, UNIFORMS & SAFETY SHOES, OTHER MISC	1,000.00
		00200 ITEMS AS NEEDED	.00
135-0902-541-52-02	FUEL, OILS, LUBRICANTS	1,000.00	
		00100 ESTIMATED FUEL EXPENSE ON 1 VEHICLE	1,000.00
135-0902-541-52-07	TIRES	1,000.00	
		00100 ESTIMATED TIRE EXPENSE ON 1 VEHICLE	1,000.00
135-0903-541-34-00	OTHER CONTRACTUAL SERVICE	127,000.00	
		00100 SHUTTLE BUS SERVICE	172,103.00
* Total Accounts for this Budget Level		16	519,888.00

# SECTION 16

# Elderly Services

## Mission Statement

The mission of the Elderly Services Department is to promote an enhanced quality of life for a diverse population of older adults residing in this community. In keeping with planned federal and statewide goals, this department serves as a partner and stakeholder in Florida's aging services network and shares in the common objective to help older individuals remain independent and productive. Through the City's senior center, this department provides a comprehensive and coordinated system of services to include: congregate meals, home delivered meals, nutrition education, health and wellness activities, recreation, transportation, adult education, screening and assessment, advocacy, and information and referral assistance.

## **Elderly Services Department**

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### **MAJOR FUNCTIONS and ACTIVITIES:**

The City of Miami Springs Elderly Services Department has continued to be an essential part of this community's continuum of care by assisting older residents, age 60 and over, to maximize opportunities for self-sufficiency and personal independence. The provision of a wide range of community-based services and programming encompasses a variety of activities geared towards meeting, targeting and servicing the needs of older citizens in our community. Through ongoing management, evaluation, assessment, supervision and reporting of planned objectives over the past thirty-five years, the City's Elderly Services Department has continued to provide high quality services while serving as a partner in Florida's aging services network.

Funding for the elderly services department is provided through: City funds, OAA Title III B, III C-1, and III C-2 annual grant awards; Nutrition Services Incentive Program reimbursement; participant and private donations; monthly contributions from the Village of Virginia Gardens and other grant awards. As a recipient of Federal, State and City funds, this department must comply with all rules, regulations and reporting requirements as dictated by: the Older Americans' Act of 1965, as amended; the State of Florida Department of Elder Affairs; the United States Dept. of Agriculture; the City of Miami Springs' Code of Ordinances; and other applicable regulatory statutes. Additional program support is provided through agreements with: the Miami Springs Adult & Community School, the MSPD Community Policing Office, AARP, the Alliance for Aging, Inc., and many volunteer resources.

Service offerings and scheduled program activities include the following:

**CONGREGATE MEALS:** Hot lunch meals, meeting 1/3 of an older individual's "Required Daily Allowance," are served every Monday--Friday from 11:30 a.m.--12:30 p.m. to assist area seniors in maintaining a nutritionally balanced diet and to provide opportunities to socialize with their peers.

**HOME DELIVERED MEALS:** A limited number of lunch meals are delivered each weekday to functionally impaired, older residents who are homebound, unable to cook properly for themselves, and who have little or no additional support available.

**CONGREGATE NUTRITION EDUCATION:** Monthly presentations to promote better health by providing accurate nutrition information and instruction to participants are conducted by the program's consulting Registered Dietician and the Elderly Services Director.

**CONGREGATE NUTRITION COUNSELING:** Options and methods for improving a client's nutritional status is provided by a licensed dietician, on a one-on-one basis, to individuals who are at nutritional risk because of their poor health, nutritional history, current dietary intake, medication use or chronic illness.

## **Elderly Services Department**

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### **MAJOR FUNCTIONS and ACTIVITIES (continued):**

**HOME DELIVERED NUTRITION EDUCATION:** Nutrition education information is distributed on a monthly basis to each home delivered meal client and will include the topics of nutrients, diets, food, lifestyle factors, physical fitness and health, and community nutrition resources and services.

**HEALTH SUPPORT SERVICES:** Monthly health and wellness activities are scheduled to include: free chair Yoga classes, senior floor Yoga classes, "Get-in-Shape" dance fitness classes, Line Dancing instruction, educational presentations, health screenings, formal evidence-based training courses and health promotion workshops.

**TRANSPORTATION:** Daily pick up, utilizing the City's mini-bus, is provided to older Miami Springs' residents with no means of transportation to and from the center. Additionally, weekly trips are made for grocery shopping and field trips to area malls and other places of interest are planned on a monthly basis.

**RECREATION:** Recreational activities, to include special events, field trips and bingo games, are planned each month to help develop a broad range of physical, mental and social skills which can be used by older persons to improve their leisure time activities. In addition, a large selection of books, audio books, magazines, jig-saw puzzles and videos are available on a free loan basis to area residents.

**EDUCATION:** Throughout the year, formal and informal opportunities to acquire knowledge and increased awareness are offered in such areas as: consumer information; crime and accident prevention; personal enrichment; health, safety and wellness topics; elder abuse and exploitation; City Council actions; and community resources.

**SCREENING & ASSESSMENT:** Standard assessment instruments are administered for the purpose of gathering information about clients at the time of enrollment or to reassess currently active clients to determine their need and eligibility for other services.

**INFORMATION & REFERRAL:** This service provision attempts to provide knowledgeable responses to senior inquiries and direction to specific resources and opportunities that may be available to assist them with their service needs.

## **Elderly Services Department**

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### **GOALS and OBJECTIVES:**

**GOAL: To promote better health through improved nutrition, reduce the isolation of old age through socialization, and help older citizens live with dignity.**

**OBJECTIVE: -Provide 28,500 nutritionally balanced, congregate lunch meals to eligible persons, particularly those in greatest economic and social need.**

**GOAL: To provide nutritionally sound, home-delivered meals to eligible, homebound citizens.**

**OBJECTIVE: -Serve 14,000 meals to frail and disabled older citizens this year.**

**GOAL: To provide health support activities to assist older persons in securing and utilizing necessary medical treatment as well as preventive, emergency and health maintenance services.**

**OBJECTIVES:**

- 1) -Provide organized activities and programs of regular physical exercise at least four times each week;
- 2) -Provide health screenings and illness prevention programs to detect or prevent illness or worsening of chronic conditions on an ongoing basis throughout the year;
- 3) -Plan, solicit and coordinate programs to be sponsored by a network of publicly and privately funded organizations for the delivery of health information;
- 4) -Provide regular opportunities for older citizens to participate in recreational activities each month.

**GOAL: To assure the continued local mobility of older residents who are transportationally disadvantaged.**

**OBJECTIVE: -Provide 10,000 one way trips and travel assistance to and from the senior center, the client's residence, the local grocery store and other local businesses, area malls and special events when possible.**

**GOAL: To provide formal and informal education designed to offer opportunities directed towards health improvement, personal enrichment and safety, and accessing available resources.**

**OBJECTIVE:**

- 1) -Using a variety of instructional approaches and resources, provide informal educational programs on health, environment, economics, consumerism, crime prevention, etc. as adult education for our citizens;
- 2) -Provide formal evidence-based training workshops, in both English and Spanish, for the benefit of the 60 or older population.

## **Elderly Services Department**

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### **GOALS and OBJECTIVES (continued):**

**GOAL: To provide a formal nutrition education and counseling program for both senior center and homebound clients.**

**OBJECTIVE:** -A registered dietician will provide consulting services and nutrition education seminars, as required by the Florida Department of Elder Affairs, in addition to regularly scheduled, monthly programs focused on promoting better health for senior center participants and home delivered meal recipients.

**GOAL: To actively seek and reach target group individuals and assist them in accessing services. Collect and record data on service needs for use in planning and developing supportive services and agendas for advocacy.**

**OBJECTIVES:**

- 1) -Screening and Assessment will be conducted annually on a one-on-one basis with all older residents utilizing departmental services, inquiring about services or referred for services;
- 2) -Comply with the Florida Department of Elder Affairs' regulations and reporting requirements utilizing the State's C.I.R.T.S. computer system. Comply with the requirements imposed by the Alliance For Aging, Inc., the designated monitoring agency;
- 3) -Provide information and referral assistance in person and via telephone;
- 4) -Conduct home visitations annually of 60 homebound elderly to monitor status and further needs.

**GOAL: To provide an appropriate setting for older persons to establish a social network and meet holistic needs resulting in the stabilization or improvement of the participant's physical, mental, social and/or economic status.**

**OBJECTIVE:** -Maintain quality paid and volunteer staffing through ongoing training, recognition and reinforcement of their responsibilities.



## **Elderly Services**

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### **2013-14 ACCOMPLISHMENTS:**

The City of Miami Springs Elderly Services Department has achieved the stated objectives for core service offerings as required by State and Federal grantees this past year. In addition to Congregate Meals, Congregate Meals Screening, Nutrition Counseling, Nutrition Education, Home Delivered Meals, Screening and Assessment and Transportation, the Elderly Services Department has provided additional services, health and wellness support activities, educational programs and recreational opportunities. Through networking efforts, the following organizations and individuals have provided assistance in meeting departmental goals this past year: the Miami Springs Adult Education and Community School; Alliance for Aging's Health and Wellness Department; University of Miami's Miller School of Medicine; M-D County Health Department; Mount Sinai Heart Institute; Miami Springs' Mayor Xavier Garcia, Miami-Dade County Chairwoman Rebeca Sosa; Senator Rene Garcia, M-D County Mayor Carlos Gimenez; Catholic Hospice; US Postal Service Inspectors; Hearing and Speech Center of Florida; Barry University's School of Nursing; AARP; the IRS; University of Florida's IFAS Extension; the Eye Institute; S.T.E.P.S. in the Right Direction; the Alzheimer's Association of SE Florida; the Ombudsman Program; Leon Medical Center; La Colonia Medical Center; Chen Medical Center; Grannie Nannies of Miami; the MSSH School Band; M-D Transit Department; M-D County Fire Department; Florida Dept. of Highway Safety and Motor Vehicles; the SHINE Program; M-D Public Library System; M-D County Office of the Mayor; the Miami Springs' Community Policing Office and Public Works Department; Curtiss Mansion; the Xiques family; and Ralph Wakefield and the Pelican Players.

Through the coordination of community resources, older residents have been afforded the opportunity to participate in a wide range of activities this year, to include:

- free cholesterol, glucose, blood pressure, glaucoma and cataract screenings;
- ongoing evidence-based wellness courses, such as: "Programa de Manejo Personal de la Diabetes"; "Matter of Balance" and "Asunto de Equilibrio"; "Walk with Ease"; and Chronic Disease Self Management courses "Living Healthy" and "Tomando Control de su Salud";
- free seasonal influenza immunization and pneumonia shots to those 65 and over;
- free, ongoing chair Yoga classes, a "Get-in-Shape" dance fitness program, line dancing, memory fitness classes, weight training and Senior Yoga classes;
- free Income Tax Preparation Assistance and counseling by AARP Tax Aides to over 175 individuals;
- free, ongoing "Silver Surfers" computer classes in English and Spanish;
- free art classes and needle craft workshops and instruction;
- distribution of free amplified telephones for the hard of hearing;
- free, on site issuance of "Golden Passports" to qualified residents;

- monthly programs on crime prevention and safety issues by the MSPD's Community Policing Office;
- monthly presentations by the Mayor and City Council on local governmental issues;
- health presentations by local professionals on: food safety, causes and management of diabetes, blindness prevention, heart health, cancer prevention, community services, memory and warning signs, fall prevention, stress management, allergies and Hay Fever, Osteoporosis prevention, heat related illnesses, nutrition and a healthy lifestyle, stroke awareness, fire and life safety, living with low vision, and fitness for life;
- educational workshops on the following topics: elder abuse prevention, hurricane preparedness, identifying telemarketing fraud, M-D County's Special Transportation Services, Living Wills & Health Care Directives, volunteer opportunities, pedestrian safety, Medicare Part D, basics of investing and investor's rights, City permitting rules & regulations, fraudulent schemes & foreign lotteries, energy savings essentials, and
- a variety of special events, holiday celebrations, trips to Fairchild Tropical Botanic Gardens, Vizcaya, Zoo Miami, and many other recreational activities.

**FY 2014-15 BUDGET HIGHLIGHTS:**

- Proposed budget is \$ 16,178 or 4.4% lower than FY2013/2014.
- Budget Summary:
 

Budgeted Revenues	\$215,376
Budgeted Expenditures	<u>\$351,364</u>
Net cost of Department	<u>\$135,988</u>
- Budget includes \$1,768 for new computers.

**CITY OF MIAMI SPRINGS  
ELDERLY SERVICES BUDGET  
FISCAL YEAR ENDING 9/30/15**

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	FY2011-12	FY2012-13	FY2013-14	FY2014-15	Dollar	YTD	YTD
		<u>ACTUALS</u>	<u>ACTUALS</u>	<u>AMENDED BUDGET</u>	<u>Departmental Request</u>	<u>Increase (Decrease)</u>	<u>ACTUALS AS OF 6/30/2014</u>	<u>FY2013-14 PROJECTED</u>
<b>SENIOR CENTER</b>	Title III C-1							
140-5101-519.12-00	REGULAR SALARIES	55,070	57,085	55,466	56,666	1,200	39,096	53,500
140-5101-519.13-00	PART TIME YEAR ROUND	22,980	23,107	26,895	26,895	-	19,042	26,057
140-5101-519.21-00	FEDERAL PAYROLL TAXES	5,625	6,114	3,797	5,725	1,928	4,431	6,063
140-5101-519.22-01	GENERAL	7,916	8,562	7,293	-	(7,293)	2,703	3,699
	TOTAL MEDICAL INSURANCE	8,957	7,129	7,273	8,971	1,698	5,601	7,665
140-5101-519.24-00	WORKER'S COMPENSATION	1,106	312	236	236	0	180	240
140-5101-519.31-09	OTHER (Dietician)	1,378	2,193	5,832	4,495	(1,337)	240	320
140-5101-519.34-01	JANITORIAL	14,254	14,149	11,250	11,016	(234)	8,100	10,800
140-5101-519.34-02	DUMPING AND DISPOSAL	2,333	1,392	1,311	1,555	244	968	1,291
140-5101-519.40-00	TRAVEL AND PER DIEM	-	172	350	350	-	-	-
140-5101-519.41-01	TELEPHONE	1,959	859	690	712	22	385	513
140-5101-519.41-03	POSTAGE	67	63	108	84	(24)	39	52
140-5101-519.41-06	INTERNET ACCESS	689	1,055	1,635	1,600	(35)	958	1,277
140-5101-519.43-01	ELECTRICITY	8,207	8,144	8,329	8,300	(29)	5,739	8,609
140-5101-519.43-02	WATER	472	1,281	653	653	-	-	-
140-5101-519.44-00	RENTALS AND LEASES	1,308	1,533	1,214	1,020	(194)	727	969
140-5101-519.45-30	LIABILITY INSURANCE	3,485	3,672	3,962	5,215	1,253	3,347	4,463
140-5101-519.46-01	REPAIR & MAINT - BUILDING	1,423	475	2,500	2,300	(200)	-	-
140-5101-519.46-03	EQUIPMENT	632	307	600	750	150	498	664
140-5101-519.48-00	PROMOTIONS	300	358	1,300	1,225	(75)	(279)	(372)
140-5101-519.51-00	OFFICE SUPPLIES	164	95	600	600	-	69	92
140-5101-519.52-00	OPERATING SUPPLIES	1,289	1,020	1,900	1,300	(600)	108	144
140-5101-519.52-03	UNIFORMS	186	-	280	280	-	-	-
140-5101-519.52-04	CATERING COSTS	78,507	75,577	92,736	87,840	(4,896)	55,166	82,749
140-5101-519.52-09	OTHER	3,114	3,260	3,500	3,510	10	3,350	4,467
140-5101-519.54-00	DUES, MEMBERSHIPS, SUBS	130	125	230	230	-	115	153
140-5101-519.58-00	EDUCATION AND TRAINING	-	-	230	-	(230)	-	-
140-5101-519.62-02	BUILDINGS	66,118	-	-	-	-	-	-
140-5101-519.64-00	MACHINERY AND EQUIPMENT	-	-	2,800	1,768	(1,032)	-	2,800
<b>* TITLE III C-1</b>		<b>287,669</b>	<b>218,039</b>	<b>242,970</b>	<b>233,296</b>	<b>(9,674)</b>	<b>150,583</b>	<b>216,215</b>

CITY OF MIAMI SPRINGS  
ELDERLY SERVICES BUDGET  
FISCAL YEAR ENDING 9/30/15

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2011-12 ACTUALS</u>	<u>FY2012-13 ACTUALS</u>	<u>FY2013-14 AMENDED BUDGET</u>	<u>FY2014-15 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AS OF 6/30/2014</u>	<u>YTD FY2013-14 PROJECTED</u>
<b>SENIOR CENTER</b>	Title III C-2							
140-5102-519.12-00	REGULAR SALARIES	11,012	11,322	11,333	11,333	-	8,718	11,930
140-5102-519.13-00	PART TIME YEAR ROUND	3,129	3,174	3,488	3,488	-	2,682	3,670
140-5102-519.21-00	FEDERAL PAYROLL TAXES	1,012	1,105	759	1,000	241	869	1,189
140-5102-519.22-01	GENERAL	1,583	1,713	1,459	-	(1,459)	541	740
	Total medical insurance	1,792	1,426	1,457	1,796	339	1,120	1,533
140-5102-519.31-09	OTHER (Dietician)	70	22	383	270	(113)	-	-
140-5102-519.52-04	CATERING COSTS	49,910	49,531	56,438	54,326	(2,112)	31,741	47,612
140-5102-519.52-21	HOME DELIVER WKEND MEALS	3,177	3,947	5,557	1,912	(3,645)	3,492	5,238
<b>* TITLE III C-2</b>		<b>71,685</b>	<b>72,240</b>	<b>80,874</b>	<b>74,126</b>	<b>(6,748)</b>	<b>49,163</b>	<b>71,912</b>
<b>SENIOR CENTER</b>	Title III B							
140-5103-519.12-00	REGULAR SALARIES	7,310	7,604	7,556	7,556	-	5,178	7,086
140-5103-519.13-00	PART TIME YEAR ROUND	18,647	18,834	20,053	20,053	-	15,564	21,298
140-5103-519.21-00	FEDERAL PAYROLL TAXES	1,939	2,020	513	2,040	1,527	1,584	2,168
140-5103-519.22-01	GENERAL	1,055	1,142	972	-	(972)	360	493
	Total medical insurance	1,195	950	972	1,198	226	747	1,022
140-5103-519.31-09	OTHER	-	-	-	-	-	-	-
140-5103-519.45-10	FLEET MAINTENANCE	2,971	1,586	2,800	2,800	-	3,028	4,037
140-5103-519.45-30	LIABILITY INSURANCE	3,153	3,832	5,032	4,995	(37)	4,996	6,661
140-5103-519.52-02	FUEL, OILS, LUBRICANTS	4,928	5,200	5,000	5,000	-	3,825	5,100
140-5103-519.52-07	TIRES	-	751	800	300	(500)	137	183
<b>* TITLE III B</b>		<b>41,198</b>	<b>41,919</b>	<b>43,698</b>	<b>43,942</b>	<b>244</b>	<b>35,419</b>	<b>48,048</b>
	Total Senior Center	<b>400,552</b>	<b>332,198</b>	<b>367,542</b>	<b>351,364</b>	<b>(16,178)</b>	<b>235,165</b>	<b>336,174</b>

Fiscal Year . . . : 2014  
 Budget Level . . . : BUDG  
 Description . . . :

DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
140-5101-519-12-00	REGULAR SALARIES	56,666.00	
140-5101-519-13-00	PART TIME YEAR ROUND	26,895.00	
140-5101-519-21-00	FEDERAL PAYROLL TAXES	5,725.00	
140-5101-519-23-03	POS, FAMILY	8,513.00	
140-5101-519-23-07	LIFE/AD&D	240.00	
140-5101-519-23-11	DENTAL - OHS - FAMILY	139.00	
140-5101-519-23-12	VSP - VISION - FAMILY	78.00	
140-5101-519-24-00	WORKER'S COMPENSATION	236.00	
140-5101-519-31-09	OTHER	4,495.00	
		00100 RD COUNSEL: 15HR/YR @\$45/HR	675.00
		00200 RD NE: 20HR/YR @ \$45/HR	900.00
		00300 FITNESS: 146HR/YR @ \$20/HR	2,920.00
140-5101-519-34-01	JANITORIAL	11,016.00	
		00100 \$900/MONTH X 12 MONTHS X 2%	11,016.00
140-5101-519-34-02	DUMPING AND DISPOSAL	1,555.00	
		00100 \$127/ MONTH X 12 MONTHS X 2%	1,555.00
140-5101-519-40-00	TRAVEL AND PER DIEM	350.00	
		00100 IN AREA TRAVEL REIMBURSEMENT FOR 2 EMPLOYEES	350.00
140-5101-519-41-01	TELEPHONE	712.00	
140-5101-519-41-03	POSTAGE	84.00	
140-5101-519-41-06	INTERNET ACCESS	1,600.00	
140-5101-519-43-01	ELECTRICITY	8,300.00	
140-5101-519-43-02	WATER	653.00	
140-5101-519-44-00	RENTALS AND LEASES	1,020.00	
		00100 COPY MACHINE LEASE \$85/ MONTH X 12 MONTHS	1,020.00
140-5101-519-45-30	LIABILITY INSURANCE	5,215.00	
140-5101-519-46-01	REPAIR & MAINT - BUILDING	2,300.00	
		00100 MD FIRE PERMIT:	75.00
		00200 ROOF INSPECTION:	250.00
		00300 WINDOW CLEANING:	400.00
		00400 BLDG. REPAIRS;	1,500.00
		00500 EXTINGUISHER INSPECTION:	75.00
140-5101-519-46-03	EQUIPMENT	750.00	
		00100 MISC. REPAIRS (APPLIANCES, AUTO DOORS, DEFIB, AND	.00
		00200 ICE MACHINE)	750.00
140-5101-519-48-00	PROMOTIONS	1,225.00	
		00100 X-MAS PARTY:	400.00
		00200 VOL AWARDS	100.00
		00300 FOOD BASKETS	125.00
		00400 SPRING FLING	300.00
		00500 OCTOBERFEST	300.00
140-5101-519-51-00	OFFICE SUPPLIES	600.00	
		00100 PAPER, PRINTER INK, CONSUMABLES	600.00
140-5101-519-52-00	OPERATING SUPPLIES	1,300.00	
		00100 FOOD SERVICE SUPPLIES	600.00
		00200 CLEANING SUPPLIES	500.00
		00300 REPLACEMENT TABLES	200.00
140-5101-519-52-03	UNIFORMS	280.00	
		00100 14 SHIRTS @ \$20 EACH	280.00
140-5101-519-52-04	CATERING COSTS	87,840.00	

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Fiscal Year . . . : 2014  
 Budget Level . . . : BUDG  
 Description . . . :

Account #	Description	Budget Amount	Misc. Info
			-----*
		00100 10 MONTHS X 2,400 MEALS/ MO @ \$3.03 EACH	72,720.00
		00200 2 MONTHS X 2,400 MEALS/ MO @ \$3.15 EACH	15,120.00
140-5101-519-52-09	OTHER	3,510.00	
		00100 HOLIDAY PARTY: 130 MEALS @ \$27 EACH	3,510.00
140-5101-519-54-00	DUES, MEMBERSHIPS, SUBS	230.00	
		00100 FCOA;	70.00
		00200 FASP;	65.00
		00300 FASC;	45.00
		00400 BJ'S WHOLESALE CLUB	50.00
140-5101-519-64-00	MACHINERY AND EQUIPMENT	1,768.00	
		00100 MID GRADE HP COMPUTER	1,236.00
		00200 MICROSOFT OFFICE	255.00
		00300 WARRANTY ON NEW COMPUTER	77.00
		00400 UPGRADE OLD COMPUTER TO WINDOWS 7	200.00
* Total Accounts for this Budget Level	29	233,295.00	

Fiscal Year . . . : 2014  
 Budget Level . . . : BUDG  
 Description . . . :

Account #	Description	Budget Amount	Misc. Info
-----*			
140-5102-519-12-00	REGULAR SALARIES	11,333.00	
140-5102-519-13-00	PART TIME YEAR ROUND	3,488.00	
140-5102-519-21-00	FEDERAL PAYROLL TAXES	1,000.00	
140-5102-519-23-03	POS, FAMILY	1,703.00	
140-5102-519-23-07	LIFE/AD&D	50.00	
140-5102-519-23-11	DENTAL - OHS - FAMILY	28.00	
140-5102-519-23-12	VSP - VISION - FAMILY	16.00	
140-5102-519-31-09	OTHER	270.00	
		00100 RD COUNSELING: 3 HR/YR @ \$45/HR	135.00
		00200 RD NUTRITION ED: 3 HR/YR @ \$45/HR	135.00
140-5102-519-52-04	CATERING COSTS	54,326.00	
		00100 10 MONTHS X 1,150 MEALS/ MONTH @ \$3.91	44,965.00
		00200 2 MONTHS X 1,150 MEALS / MONTH @ \$4.07	9,361.00
140-5102-519-52-21	HOME DELIVER WKEND MEALS	1,912.00	
		00100 20 MEALS / DAY X 8 DAYS (7/1- 7/31) @ \$ 3.58	573.00
		00200 20 MEALS/ DAY X 18 DAYS (8/1-9/30) @ \$3.72	1,339.00
* Total Accounts for this Budget Level		10	74,126.00



Fiscal Year . . . : 2014  
 Budget Level . . . : BUDG  
 Description . . . :

Account #	Description	Budget Amount	Misc. Info
140-5103-519-12-00	REGULAR SALARIES	7,556.00	
140-5103-519-13-00	PART TIME YEAR ROUND	20,053.00	
140-5103-519-21-00	FEDERAL PAYROLL TAXES	2,040.00	
140-5103-519-23-03	POS, FAMILY	1,135.00	
140-5103-519-23-07	LIFE/AD&D	34.00	
140-5103-519-23-11	DENTAL - OHS - FAMILY	19.00	
140-5103-519-23-12	VSP - VISION - FAMILY	10.00	
140-5103-519-45-10	FLEET MAINTENANCE	2,800.00	
140-5103-519-45-30	LIABILITY INSURANCE	4,996.00	
140-5103-519-52-02	FUEL, OILS, LUBRICANTS	5,000.00	
140-5103-519-52-07	TIRES	300.00	
	* Total Accounts for this Budget Level	11	43,943.00
		00100	PROGRESSIVE PRIVATE INS. ROTARY BUS 7/7/14-7/7/15 4,996.00



# SECTION 17

## **Miami Springs Golf Course**

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### **Mission Statement:**

Be the premier value municipal golf club in Miami-Dade County by offering a challenging golf experience with exceptional services and course conditions at competitive prices while establishing our financial self – sufficiency.

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### **Goal**

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

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

### **Objectives**

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

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

- Continue to increase our revenue dollars
- Control our expenses to balance our revenues versus expenses
- Continue to enhance the conditions of our Golf Course
- Continue to grow our presence in the Tourist Market
- Aggressively pursue Grant funding to re-grass our 183 acre Golf Course

### **FY 2013-14 Accomplishments**

- Improved course conditions in a very short period of time by instituting proper maintenance procedures and saving tremendous amounts of dollars by doing all the work in house.
- Called the warranty on a 3 year old irrigation system with many problems saving the City in excess of \$200,000.
- Re-negotiated a new cart fleet lease saving the City over \$56,000 over the term of the lease and over \$42,000 dollars of expense for the old severely damaged fleet.

## **Miami Springs Golf Course**

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### **FY 2013-14 Accomplishments (continued)**

- Devised a plan that was acceptable to RER/DERM to complete necessary compliance items over a 5 year period, while making immediate changes in all policies and procedures.
- Changed the perception of the Miami Springs Golf & C.C. to a highly regarded public facility
- Set in place a structured Pro Shop and outside operations staff with high standards for customer service and pride of ownership.
- Started the process to make Miami Springs Golf & C.C. a nationally Certified "First Tee Program"
- Increased membership numbers 50.56 % over the previous year
- Increased Driving Range revenue by 30%
- Increased over all Revenue 10.86 % through 4/30/14
- Brought in a new Point of Sale System at no cash out of pocket allowing us to better track our revenues and capture data for Social Media Marketing
- Complete re-design as HTML 5, making mobile compatible and browser compatible (google, explorer, safari, Firefox optimize and improve site speed, add google analytics to monitor traffic and obtain reports from our own site and from Fore Reservations.
- Launch major marketing through, Google, Facebook, Twitter, SEO & PPC Campaigns, Blog and Video Channel, Social and Media marketing is the most effective and is the main way of marketing today and for the future. ( Work in progress to be completed by Oct,1.2014)

### **FY 2014-15 Budget Highlights**

- Proposed budget is \$811,689 or 32% lower than FY2013/2014.
- Decrease is due to the significant equipment purchases and maintenance costs incurred in the prior year.
- Budget Summary:

Budgeted Revenues	\$1,383,881 (projected 30,000 rounds)
Budgeted Expenditures	\$1,717,859
Net cost of Department	<u>\$ 333,978</u>

CITY OF MIAMI SPRINGS  
RECREATION DEPARTMENT BUDGET  
FISCAL YEAR ENDING 9/30/15

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2011-12 ACTUALS</u>	<u>FY2012-13 ACTUALS</u>	<u>FY2013-14 AMENDED BUDGET</u>	<u>FY2014-15 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AS OF 6/30/2014</u>	<u>YTD FY2013-14 PROJECTED</u>
<b>GOLF ADMINISTRATION</b>								
001-5706-572.43-01	ELECTRICITY	9,794	9,305	9,174	9,300	126	7,106	9,475
001-5706-572.45-30	LIABILITY INSURANCE	12,935	12,144	12,794	10,757	(2,037)	9,594	12,792
	* ADMINISTRATION	<u>22,729</u>	<u>21,449</u>	<u>21,968</u>	<u>20,057</u>	<u>(1,911)</u>	<u>16,700</u>	<u>22,267</u>

Fiscal Year . . . : 2014  
Budget Level . . . : BUDG  
Description . . . :

DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
1-5706-572-43-01	ELECTRICITY	9,300.00	
1-5706-572-45-30	RISK MANAGEMENT	10,757.00	
* Total Accounts for this Budget Level		20,057.00	2



**CITY OF MIAMI SPRINGS  
RECREATION DEPARTMENT BUDGET  
FISCAL YEAR ENDING 9/30/15**

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2011-12 ACTUALS</u>	<u>FY2012-13 ACTUALS</u>	<u>FY2013-14 AMENDED BUDGET</u>	<u>FY2014-15 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AS OF 6/30/2014</u>	<u>YTD FY2013-14 PROJECTED</u>
<b>GOLF PRO SHOP</b>								
001-5707-572.12-00	REGULAR SALARIES	115,107	109,244	165,080	132,052	(33,028)	117,674	161,028
001-5707-572.13-00	PART TIME YEAR ROUND	115,814	130,372	77,313	91,462	14,149	96,391	131,903
001-5707-572.14-00	OVERTIME	-	640	-	-	-	-	-
001-5707-572.21-00	FEDERAL PAYROLL TAXES	17,666	18,380	17,044	16,181	(863)	16,372	22,404
001-5707-572.22-00	PENSION PLAN-GENERAL	16,546	13,567	18,186	15,776	(2,410)	13,775	18,850
001-5707-572.23-00	MEDICAL INSURANCE	11,526	10,015	19,589	20,329	740	17,841	24,414
001-5707-572.23-07	Life Insurance	515	375	428	428	0	580	794
001-5707-572.23-08	Dental ins	268	240	460	376	(84)	389	532
001-5707-572.23-09	Vision Ins	104	103	179	175	(4)	171	234
001-5707-572.24-00	WORKER'S COMPENSATION	2,069	7,600	6,308	5,817	(491)	4,734	6,312
001-5707-572.25-00	UNEMPLOYMENT COMPENSATION	-	5,225	-	-	-	-	-
180-5803-572.25-01	FEDERAL UNEMPLOYMENT TAX	-	-	-	-	-	-	-
001-5707-572.31-00	PROFESSIONAL SERVICES	-	10,900	8,000	5,000	(3,000)	2,703	3,604
001-5707-572.34-00	OTHER CONTRACTURAL	8,216	5,766	39	-	(39)	3,581	4,775
180-5803-572.39-00	CONTINGENCY	-	-	-	-	-	-	-
001-5707-572.40-00	TRAVEL AND PER DIEM	-	1,244	500	500	-	-	-
001-5707-572.41-01	TELEPHONE: BASE & LOCAL	3,629	2,864	2,939	2,921	(18)	1,897	2,529
001-5707-572.41-02	CELLULAR	575	672	575	494	(81)	690	920
001-5707-572.41-03	POSTAGE	133	126	154	120	(34)	77	103
001-5707-572.41-06	INTERNET ACCESS	9,713	7,250	2,226	7,657	5,431	5,167	6,889
001-5707-572.43-01	ELECTRICITY	28,783	26,536	7,500	17,470	9,970	12,860	17,147
001-5707-572.43-02	WATER	470	384	495	675	180	1,917	2,556
001-5707-572.44-00	RENTALS AND LEASES	63,961	66,565	52,719	58,000	5,281	42,405	56,540
001-5707-572.45-00	LIABILITY INSURANCE	12,778	10,944	11,932	15,789	3,857	9,196	12,261
001-5707-572.46-00	REPAIRS AND MAINTENANCE	4,281	14,935	5,500	10,190	4,690	1,521	2,028
001-5707-572.47-00	PRINTING AND BINDING	2,962	6,437	4,500	4,500	-	5,294	7,059
001-5707-572.48-00	ADVERTISING	35,634	31,642	37,500	35,000	(2,500)	18,402	24,536
001-5707-572.49-00	OTHER CURRENT CHARGES	398	549	300	700	400	2,597	3,463
001-5707-572.52-10	FOOD AND BEVERAGE	-	-	-	2,000	2,000	5,237	6,983
001-5707-572.49-05	CREDIT CARD FEES	39,596	28,334	37,800	27,800	(10,000)	16,368	24,552
001-5707-572.51-00	OFFICE SUPPLIES	2,518	3,764	3,639	3,700	61	326	435
001-5707-572.52-00	OPERATING SUPPLIES	8,398	7,451	6,500	6,500	-	5,403	7,204
001-5707-572.52-05	MERCHANDISE	33,811	34,875	30,000	30,000	-	35,461	47,281
001-5707-572.52-12	DRIVING RANGE	9,914	12,720	10,000	10,000	-	5,224	6,965
001-5707-572.52-02	FUEL	-	-	740	1,000	-	357	476
001-5707-572.54-00	DUES, MEMBERSHIPS, SUBS	957	150	1,000	2,000	1,000	1,263	1,684
001-5707-572.64-00	MACHINERY AND EQUIPMENT	-	4,190	-	3,000	3,000	-	-
* PRO SHOP		<b>546,342</b>	<b>574,059</b>	<b>529,145</b>	<b>527,613</b>	<b>(1,792)</b>	<b>445,873</b>	<b>606,460</b>

Fiscal Year . . . : 2014  
 Budget Level . . . : BUDG  
 Description . . . :

DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
1-5707-572-12-00	REGULAR SALARIES	132,052.00	
1-5707-572-13-00	PART TIME YEAR ROUND	91,462.00	132,052.00
1-5707-572-21-00	FEDERAL PAYROLL TAXES	16,181.00	91,462.00
1-5707-572-22-01	GENERAL	15,776.00	16,181.00
1-5707-572-23-00	MEDICAL INSURANCE	20,329.00	15,776.00
1-5707-572-23-07	LIFE/AD&D	428.00	20,329.00
1-5707-572-23-08	DENTAL - OHS - EMPLOYEE	376.00	428.00
1-5707-572-23-09	VSP - VISION - EMPLOYEE	175.00	376.00
1-5707-572-24-00	WORKER'S COMPENSATION	5,817.00	175.00
1-5707-572-31-00	PROFESSIONAL SERVICES	5,000.00	5,817.00
1-5707-572-40-00	TRAVEL AND PER DIEM	500.00	5,000.00
1-5707-572-41-01	TELEPHONE: BASE & LOCAL	2,921.00	500.00
1-5707-572-41-02	CELLULAR TELEPHONE	494.00	2,921.00
1-5707-572-41-03	POSTAGE	120.00	494.00
1-5707-572-41-06	INTERNET ACCESS	7,657.00	120.00
1-5707-572-43-01	ELECTRICITY	17,470.00	7,657.00
1-5707-572-43-02	WATER	675.00	17,470.00
1-5707-572-44-00	RENTALS AND LEASES	58,000.00	675.00
1-5707-572-45-00	ISF: LIABILITY INSURANCE	15,789.00	58,000.00
1-5707-572-46-00	REPAIRS AND MAINTENANCE	10,190.00	15,789.00
1-5707-572-47-00	PRINTING AND BINDING	4,500.00	10,190.00
1-5707-572-48-00	PROMOTIONS	35,000.00	4,500.00
1-5707-572-49-00	OTHER CURRENT CHARGES	700.00	35,000.00
1-5707-572-49-05	CREDIT CARD FEES	27,800.00	700.00
1-5707-572-51-00	OFFICE SUPPLIES	3,700.00	27,800.00
			3,700.00

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Fiscal Year . . . : 2014  
 Budget Level . . . : BUDG  
 Description . . . :

DEPARTMENTAL INPUT

Account #	Description	Budget Amount		Misc. Info
-----*				
1-5707-572-52-00	OPERATING SUPPLIES		6,500.00	
		00100	UNIFORMS	6,500.00
1-5707-572-52-02	FUEL, OILS, LUBRICANTS		1,000.00	
		00100	FUEL	1,000.00
1-5707-572-52-05	MERCHANDISE		30,000.00	
		00100	MERCHANDISE PRO SHOP	30,000.00
1-5707-572-52-10	FOOD & BEVERAGE		2,000.00	
		00100	PURCHASE ITEMS FOR RESALE	2,000.00
1-5707-572-52-12	DRIVING RANGE		10,000.00	
1-5707-572-54-00	DUES, MEMBERSHIPS, SUBS		2,000.00	
		00100	FSGA AND USGA FEES	2,000.00
1-5707-572-64-00	MACHINERY AND EQUIPMENT		3,000.00	
		00100	NEW CART	3,000.00
* Total Accounts for this Budget Level		32	527,612.00	

CITY OF MIAMI SPRINGS  
RECREATION DEPARTMENT BUDGET  
FISCAL YEAR ENDING 9/30/15

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2011-12 ACTUALS	FY2012-13 ACTUALS	FY2013-14 AMENDED BUDGET	FY2014-15 Departmental Request	Dollar Increase (Decrease)	YTD ACTUALS AS OF 6/30/2014	YTD FY2013-14 PROJECTED
<b>GOLF MAINTENANCE</b>								
001-5708-572.12-00	REGULAR SALARIES	66,478	78,300	69,034	68,000	(1,034)	49,431	67,642
001-5708-572.21-00	FEDERAL PAYROLL TAXES	5,085	5,973	4,781	4,289	(492)	3,597	4,922
001-5708-572.22-00	PENSION PLAN-GENERAL	9,566	10,410	8,885	9,908	1,023	6,508	8,906
001-5708-572.23-00	MEDICAL INSURANCE	5,763	5,284	6,339	11,351	5,012	6,985	9,558
001-5708-572.23-07	LIFE INS	297	271	300	300	-	239	327
001-5708-572.23-08	DENTAL - OHS - EMPLOYEE	134	151	139	476	337	366	501
001-5708-572.23-09	VISION	52	53	54	104	50	80	109
001-5708-572.24-00	WORKER'S COMPENSATION	1,236	2,310	1,797	1,770	(27)	1,350	1,800
001-5708-572.25-00	UNEMPLOYMENT COMPENSATION	-	-	-	-	-	-	-
001-5708-572.31-00	PROFESSIONAL SERVICES	-	159,119	34,618	20,000	(14,618)	25,284	33,712
001-5708-572.34-01	CONTRACTUAL SERVICES-LABOR	368,349	406,996	415,034	432,000	16,966	294,500	415,765
001-5708-572.41-02	CELLULAR	647	642	575	650	75	734	979
001-5708-572.43-01	ELECTRICITY	28,612	29,742	28,530	29,000	470	18,103	24,137
001-5708-572.43-02	WATER	7,605	8,415	9,894	9,894	-	3,804	5,072
001-5708-572.44-00	RENTALS AND LEASES	8,903	9,661	48,316	50,000	1,684	34,586	46,115
001-5708-572.45-00	LIABILITY INSURANCE	9,202	8,424	8,913	12,413	3,500	6,953	9,271
001-5708-572.46-00	REPAIRS AND MAINTENANCE	57,589	71,907	78,677	50,000	(28,677)	71,573	95,431
001-5708-572.46-03	R&M-EQUIPMENT/IRRIGATION PUMP	-	-	500	-	(500)	-	-
001-5708-572.46-14	R&M-CART PATH REPAIRS	-	-	4,400	-	(4,400)	3,925	5,233
001-5708-572.46-15	R&M-IRRIGATION	-	-	15,500	10,000	(5,500)	8,784	11,712
001-5708-572.46-51	R&M-SAND/TOPDRESSING	-	-	65,000	50,000	(15,000)	42,615	56,820
001-5708-572.46-52	R&M-AQUATIC CANAL	-	-	2,780	4,800	2,020	2,425	3,233
001-5708-572.52-00	OPERATING SUPPLIES	158,815	214,088	49,305	40,000	(9,305)	19,318	25,757
001-5708-572.52-02	FUEL	44,191	34,740	59,426	59,740	314	42,649	56,865
001-5708-572.52-03	UNIFORMS	911	-	3,400	3,000	(400)	3,316	4,421
001-5708-572.52-30	LUBRICANTS	-	-	3,000	-	(3,000)	561	748
001-5708-572.52-31	CHEMICALS & FERTILIZERS	-	-	166,600	140,000	(26,600)	140,128	166,000
001-5708-572.52-33	SEED AND SOD	-	-	78,000	20,000	(58,000)	45,460	78,000
001-5708-572.52-35	COURSE SERVICE SUPPLIES	-	-	7,000	8,000	1,000	6,609	8,812
001-5708-572.54-00	DUES, MEMBERSHIPS, SUBS	-	365	600	900	300	-	-
001-5708-572.58-00	EDUCATION AND TRAINING	-	-	2,920	3,000	80	2,474	3,299
001-5708-572.64-00	MACHINERY AND EQUIPMENT	-	-	654,552	-	(654,552)	653,648	653,648
001-5708-572.91-01	TRANSFERS TO DEBT SERVICE FUNI	18,872	18,872	149,306	130,595	(18,711)	122,829	149,306
	<b>Total Golf Course maintenance</b>	<b>792,307</b>	<b>1,065,723</b>	<b>1,978,175</b>	<b>1,170,190</b>	<b>(807,985)</b>	<b>1,618,834</b>	<b>1,948,102</b>
	<b>Subtotal Golf</b>	<b>1,361,378</b>	<b>1,661,231</b>	<b>2,529,288</b>	<b>1,717,859</b>	<b>(811,689)</b>	<b>2,081,407</b>	<b>2,576,829</b>

Fiscal Year . . . : 2014  
 Budget Level . . . : BUDG  
 Description . . . :

DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
1-5708-572-12-00	REGULAR SALARIES	68,000.00	
1-5708-572-21-00	FEDERAL PAYROLL TAXES	4,289.00	68,000.00
1-5708-572-22-01	GENERAL	9,908.00	4,289.00
1-5708-572-23-00	MEDICAL INSURANCE	11,351.00	9,908.00
1-5708-572-23-07	LIFE/AD&D	300.00	11,351.00
1-5708-572-23-08	DENTAL - OHS - EMPLOYEE	476.00	300.00
1-5708-572-23-09	VSP - VISION - EMPLOYEE	104.00	476.00
1-5708-572-24-00	WORKER'S COMPENSATION	1,770.00	104.00
1-5708-572-31-00	PROFESSIONAL SERVICES	20,000.00	1,770.00
1-5708-572-34-00	OTHER CONTRACTUAL SERVICE	432,000.00	20,000.00
1-5708-572-41-02	CELLULAR TELEPHONE	650.00	432,000.00
1-5708-572-43-01	ELECTRICITY	29,000.00	650.00
1-5708-572-43-02	WATER	9,894.00	29,000.00
1-5708-572-44-00	RENTALS AND LEASES	50,000.00	9,894.00
1-5708-572-45-30	RISK MANAGEMENT	12,413.00	50,000.00
1-5708-572-46-00	REPAIRS AND MAINTENANCE	50,000.00	12,413.00
1-5708-572-46-15	IRRIGATION MAINTENANCE	10,000.00	50,000.00
1-5708-572-46-51	SAND/BUNKER MAINTENANCE	50,000.00	10,000.00
1-5708-572-46-52	AQUATIC CANAL MAINTENANCE	4,800.00	50,000.00
1-5708-572-52-00	OPERATING SUPPLIES	40,000.00	4,800.00
1-5708-572-52-02	FUEL, OILS, LUBRICANTS	59,740.00	40,000.00
1-5708-572-52-03	UNIFORMS	3,000.00	59,740.00
1-5708-572-52-31	CHEMICALS	140,000.00	3,000.00
1-5708-572-52-33	SEED AND SOD	20,000.00	140,000.00
1-5708-572-52-35	GOLF CRSE SVC SUPPLIES	8,000.00	20,000.00
1-5708-572-54-00	DUES, MEMBERSHIPS, SUBS	900.00	8,000.00

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Fiscal Year . . . : 2014  
Budget Level . . . : BUDG  
Description . . . : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
1-5708-572-58-00	EDUCATION AND TRAINING	00100 DUES FOR TURFNET, GCSAA, FTGA, SFGCSA 3,000.00	900.00
1-5708-572-91-12	TRF TO DEBT SERVICE	00100 TRAINING SEMINARS 130,595.00	3,000.00
	* Total Accounts for this Budget Level	28 00100 TRANSFERS TO SUNTRUST 1,170,190.00	130,595.00

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**Basis for FY 2014-15 Salary Projections**

City of Miami Springs											
Department: GOLF DEPARTMENT											
Position (paygrade)	Employee Name	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 4/30/14	Salary Pay Range	Date of Annual Review	FY 14-15 Projected 4% COLA	Longevity	FY 2014-15 Projection
<b>PRO SHOP STAFF:</b>											
Golf Director-PG46	Paul O'Dell	FT	1	1	0	83,000	71850-95799	03/01/11	\$0	\$0	83,000
Operations/Fleet Manager	W Vance	PT	1.0	1.0	0	22,620			\$905	\$0	23,525
Pro Shop and Outside Services mgr	Roger Piermarini	PT	1.0	1.0	0	18,216			\$729	\$0	18,945
Cashier-Golf Dept	Henry Holleman	PT	0.5	0.5	0	6,258			\$250	\$0	6,508
Cashier-Golf Dept	D Espinosa	PT	0.5	0.5	0	3,952			\$158	\$0	4,110
Cashier-Golf Dept		PT	-	-	0	-			\$0	\$0	-
Golf Attendant	B Almarales	PT	0.5	0.5	0	2,864			\$115	\$0	2,979
Golf Attendant	M Baan	PT	0.5	0.5	0	2,912			\$116	\$0	3,028
Golf Attendant		PT	-	-	0	-			\$0	\$0	-
Customer Service Clerk-PG8	Mason Kegley	FT	1.0	1.0	0	24,306	22541-33421	10/04/10	\$972	\$0	25,278
Golf Attendant		PT	-	-	0	-			\$0	\$0	-
Golf Attendant		PT	-	-	0	-			\$0	\$0	-
Golf Attendant	Harry Spencer	PT	0.5	0.5	0	3,120			\$125	\$0	3,245
Golf Attendant	R Zingaro	PT	0.5	0.5	0	5,616			\$225	\$0	5,841
Golf Attendant		PT	-	-	0	-			\$0	\$0	-
Golf Attendant		PT	-	-	0	-			\$0	\$0	-
Golf Attendant	Paul Stieglitz	PT	0.5	0.5	0	2,886			\$115	\$0	3,001
Golf Attendant	Thomas Sullivan	PT	0.5	0.5	0	2,886			\$115	\$0	3,001
Golf Attendant	D Carballosa	PT	0.5	0.5	0	8,398			\$336	\$0	8,734
Golf Attendant	Franklin Yaliedy	PT	0.5	0.5	0	2,886			\$115	\$0	3,001
Golf Attendant	A Ferros	PT	0.5	0.5	0	2,210			\$88	\$0	2,298
Golf Attendant	C Garibaldi	PT	0.5	0.5	0	3,120			\$125	\$0	3,245
Finance Support	Moira Ramos	FT	0.3	0.3	0	23,249			N/A	\$525	23,774
Total Regular Salaries						135,499					140,514
Total Pro Shop						218,499			\$4,490	\$525	223,514
<b>MAINTENANCE STAFF:</b>											
Superintendent-PG37	Laurie Bland	FT	1	1	0	68,000	46212-68534	03/01/11	\$0	\$0	68,000
<b>Total projections</b>			<b>11</b>	<b>11</b>	<b>0</b>	<b>68000</b>			<b>0</b>	<b>0</b>	<b>68000</b>

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# BUDGET REVENUE REPORT ASSUMPTIONS

Miami Springs Country Club  
2014/2015

Profit and Loss Summary	October	November	December	January	February	March	April	May	June	July	August	September	YTD Variance
<b>Revenue</b>													
Greens Fees	\$62,233.00	\$88,983.00	\$99,683.00	\$111,453.00	\$111,453.00	\$137,133.00	\$99,683.00	\$62,340.00	\$56,883.00	\$53,673.00	\$49,393.00	\$45,113.00	\$978,023.00
Cart Fees	\$5,500.00	\$7,490.00	\$8,239.00	\$8,239.00	\$8,239.00	\$8,560.00	\$5,564.00	\$4,387.00	\$3,638.00	\$3,638.00	\$2,782.00	\$2,354.00	\$68,630.00
Merchandise	\$3,745.00	\$4,494.00	\$6,420.00	\$6,420.00	\$6,420.00	\$7,100.00	\$6,200.00	\$4,800.00	\$3,000.00	\$3,300.00	\$2,100.00	\$2,000.00	\$55,999.00
Driving Range	\$10,914	\$13,910	\$16,050.00	\$16,050.00	\$16,050.00	\$16,050.00	\$18,725.00	\$13,268.00	\$12,000.00	\$12,840.00	\$9,500.00	\$9,500.00	\$164,857.00
Gift Certificate	\$0.00	\$0.00	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$600.00
Food & Beverage	\$2,700.00	\$2,568.00	\$2,568.00	\$3,424.00	\$3,424.00	\$5,136.00	\$4,922.00	\$3,400.00	\$3,400.00	\$3,400.00	\$2,800.00	\$2,200.00	\$39,942.00
Club Rentals	\$642.00	\$802.00	\$1,200.00	\$1,500.00	\$1,500.00	\$1,200.00	\$800.00	\$600.00	\$500.00	\$400.00	\$275.00	\$275.00	\$9,694.00
GHIN/Handicap Fees	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$1,200.00
Membership	\$4,280.00	\$5,564.00	\$5,564.00	\$6,204.00	\$6,204.00	\$5,000.00	\$5,350.00	\$6,420.00	\$5,350.00	\$5,000.00	\$5,000.00	\$5,000.00	\$64,936.00
<b>Total:</b>	<b>\$90,114.00</b>	<b>\$123,911.00</b>	<b>\$140,424.00</b>	<b>\$153,390.00</b>	<b>\$153,390.00</b>	<b>\$180,279.00</b>	<b>\$141,344.00</b>	<b>\$95,315.00</b>	<b>\$84,871.00</b>	<b>\$82,351.00</b>	<b>\$71,950.00</b>	<b>\$66,542.00</b>	<b>\$1,383,881.00</b>

**CITY OF MIAMI SPRINGS  
ASSET ACQUISITION REQUEST  
FOR FY 2014-2015 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: \_\_\_\_\_ Golf Course Pro Shop

<u>Description of equipment requested</u>	<u>Estimated Cost</u>
Range Picker	\$ 3,000.00
	\$ -
	\$ -
	\$ -
	\$ -
<b>Total budget request:</b>	<b>\$ 3,000.00</b>

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

**Reason why equipment is needed**

\_\_\_\_\_

\_\_\_\_\_

Range Picker to pick the balls out on the range.

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
City Manager Approval

# SECTION 18

# **Debt Service Fund**

## **Mission Statement**

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

## **Debt Service Fund**

---

This fund accounts for the principal and interest payments on all of the City's debt including the City's \$5 million Golf Course Refunding Bond as well as the Community Center Revenue Bond. These bonds are being paid through an inter-fund transfer from the Department responsible for the debt to the Debt Service Fund.

---

### **Goals**

To finance projects utilizing the most cost effective methods, while minimizing the restrictions that would hinder the future borrowing capacity of the City.

### **Objectives**

To account for the servicing of general long-term debt not being financed by proprietary or non-expendable trust funds, and to maintain the highest possible bond ratings for the marketability of the City's debt.

### **2013-14 Accomplishments**

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

### **2014-15 Budget Highlights**

- Proposed budget is \$ 542,203 or 77% higher than FY2013/2014.
- Increase is due to the budgeting of approx. \$493,000 to cover the first year debt service of the new aquatic center borrowing.

- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$1,242,116</u>
Net cost of Department	<u>\$1,242,116</u>

**CITY OF MIAMI SPRINGS  
DEBT SERVICE BUDGET  
FISCAL YEAR ENDING 9/30/15**

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2011-12 ACTUALS</u>	<u>FY2012-13 ACTUALS</u>	<u>FY2013-14 AMENDED BUDGET</u>	<u>FY2014-15 Departmental Request</u>	<u>Dollar Increase (decrease)</u>	<u>YTD ACTUALS AS OF 6/30/2014</u>	<u>YTD FY2013-14 PROJECTED</u>
<b>GO BONDS</b>								
201-1997-519.71-00	PRINCIPAL-Golf Bonds	311,774	319,188	326,778	334,549	7,771	326,778	326,778
201-1997-519.72-00	INTEREST-Golf Bonds	51,431	44,017	36,427	28,656	(7,771)	20,133	36,427
	PRINCIPAL-PNC Loan	-	-	-	33,759	33,759	-	-
	INTEREST-PNC Loan	-	-	-	34,485	34,485	-	-
	PRINCIPAL-Suntrust Lease #3	-	-	122,505	122,065	(440)	92,103	122,505
	INTEREST-Suntrust Lease #3	-	-	7,926	8,128	202	5,542	7,926
	PRINCIPAL-Suntrust \$2.5M	100,009	103,886	106,639	110,832	4,193	80,550	106,639
	INTEREST-Suntrust \$2.5m	87,392	83,514	80,762	76,569	(4,193)	60,001	80,762
	PRINCIPAL-TD BANK LEASE	16,514	17,223	18,393	367	(18,026)	13,089	18,393
	INTEREST-TD BANK LEASE	1,459	975	483	35	(448)	391	483
	PRINCIPAL-Aquatic Center	-	-	-	289,819	289,819	-	-
	INTEREST-Aquatic Center	-	-	-	202,852	202,852	-	-
201-1997-519.91-01	ADMINISTRATIVE CHARGE	-	-	-	-	-	168	168
* <b>SERIES 1997</b>		<b>568,579</b>	<b>568,803</b>	<b>699,913</b>	<b>1,242,116</b>	<b>542,203</b>	<b>598,755</b>	<b>700,081</b>

0.77

Fiscal Year . . . : 2014  
 Budget Level . . . : BUDG  
 Description . . . :

DEPARTMENTAL INPUT  
 Account # Description

Budget Amount

\*----- Misc. Info -----\*

Account #	Description	Budget Amount	Misc. Info
201-1997-519-71-00	PRINCIPAL	334,549.00	
201-1997-519-72-00	INTEREST	28,656.00	
201-2025-519-71-05	FY2010 \$2.4M REFUNDING	110,832.00	
201-2025-519-71-06	FY2010 EQUIPMENT LOAN	367.00	
201-2025-519-71-10	FY2014 SUNTRUST LEASE #5	122,065.00	
201-2025-519-71-12	GRN VENTURES PRTNS-ENERGY	33,759.00	
201-2025-519-72-05	FY2010 \$2.4M REFUNDING	76,569.00	
201-2025-519-72-06	FY2010 EQUIPMENT LOAN	35.00	
201-2025-519-72-10	FY2014 SUNTRUST LEASE #5	8,128.00	
201-2025-519-72-12	GRN VENTURES- ENERGY SAV	34,485.00	
201-2026-519-71-13	AQUATIC CENTER	289,819.00	
201-2026-519-72-13	AQUATIC CENTER	202,852.00	
* Total Accounts for this Budget Level		12	1,242,116.00



# SECTION 19

## **Public Services - Sanitation Fund**

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The Sanitation Division of the Public Works Department is responsible for the collection of all garbage and bulk trash from residential properties in the city. Over 4,300 customers receive twice weekly garbage service and weekly bulk trash service.

---

### **Goals**

Provide timely and efficient service to all residential solid waste customers.  
Decrease incidents of property damage caused by our collection vehicles.

### **Objectives**

Replace deteriorated containers to maintain the efficiency of the automated garbage collection vehicles.

Provide documentation of excessive trash to the Finance Department for billing.

Institute a regular program of safety awareness with drivers.

Continued maintenance of all swales and alley-ways, damaged by trash collection.

### **FY 2013-14 Accomplishments**

- Took delivery of two Automated Garbage Trucks
- We have replaced 121 90 Gallon Containers City wide
- Have produced a total of 27 excessive bulk trash invoices to Finance
- Established rotation of drivers on various routes to improve service

### **FY 2014-15 Budget Highlights**

- Proposed budget is \$9,344 or 0.4% lower than FY2013/2014.
- Budget Summary:

Budgeted Revenues	\$2,334,536(Funding from fees for services)
Budgeted Expenditures	<u>\$2,334,536</u>
Net cost of Department	<u>\$ -0-</u>

**CITY OF MIAMI SPRINGS  
SANITATION FUND BUDGET  
FISCAL YEAR ENDING 9/30/15**

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2011-12 ACTUALS</u>	<u>FY2012-13 ACTUALS</u>	<u>FY2013-14 AMENDED BUDGET</u>	<u>FY2014-15 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AS OF 6/30/2014</u>	<u>YTD FY2013-14 PROJECTED</u>
<b>SANITATION</b>								
430-3401-534.12-00	REGULAR SALARIES	524,526	557,029	564,966	548,447	(16,519)	393,062	537,874
430-3401-534.14-00	OVERTIME	14,374	16,280	14,000	16,500	2,500	13,589	18,595
430-3401-534.21-00	FICA TAXES	41,684	40,834	35,336	32,172	(3,164)	31,731	43,421
430-3401-534.22-01	GENERAL EMPLOYEES RET SYS	68,747	70,886	66,285	66,833	548	44,163	60,434
	TOTAL MEDICAL INSURANCE	93,642	90,954	105,398	130,167	24,769	80,888	110,689
430-3401-534.24-00	WORKER'S COMPENSATION	114,747	60,102	47,669	46,275	(1,394)	35,748	47,664
430-3401-534.31-00	PROFESSIONAL SERVICES	2,850	-	-	-	-	-	-
430-3401-534.34-00	OTHER CONTRACTUAL SERVICE	6,448	1,333	1,700	-	(1,700)	104	139
430-3401-534.34-02	DUMPING AND DISPOSAL	493,875	492,127	624,011	550,000	(74,011)	364,782	547,173
430-3401-534.34-05	SOLID WASTE RECYCLE	113,835	105,002	109,390	120,000	10,610	72,789	109,184
430-3401-534.41-02	CELLULAR PHONE	552	-	-	-	-	-	-
430-3401-534.41-06	INTERNET CHARGES	4,287	2,773	2,385	3,370	985	2,206	2,941
430-3401-534.45-10	FLEET MAINTENANCE	129,007	162,420	105,000	105,000	-	116,243	154,991
430-3401-534.45-30	LIABILITY INSURANCES	26,431	27,622	29,740	33,136	3,396	22,302	29,736
430-3401-534.46-00	REPAIRS AND MAINTENANCE	1,590	2,768	3,000	3,000	-	1,787	2,383
430-3401-534.49-80	COUNTY COLLECTION FEES	7,689	3,351	3,800	1,200	(2,600)	832	1,109
430-3401-534.49-05	CREDIT CARD FEES	12,525	-	-	-	-	-	-
430-3401-534.49-90	BAD DEBT EXPENSE	(29,773)	(13,624)	-	-	-	-	-
430-3401-534.52-00	OPERATING SUPPLIES	13,245	30,526	22,000	22,000	-	10,037	13,383
430-3401-534.52-02	FUEL, OILS, LUBRICANTS	76,205	73,984	65,000	80,000	15,000	59,333	79,111
430-3401-534.52-07	TIRES	16,174	24,854	16,000	16,000	-	8,290	11,053
430-3401-534.59-00	DEPRECIATION	54,074	54,074	54,400	85,000	30,600	65,964	87,952
430-3401-534.72-00	INTEREST	5,837	3,852	3,800	5,436	1,636	5,770	7,693
430-3401-534.91-01	MANAGEMENT FEE TO GENERAL FU	450,000	470,000	470,000	470,000	-	352,500	470,000
	<b>Total Operating Expenses</b>	<b>2,242,571</b>	<b>2,277,147</b>	<b>2,343,880</b>	<b>2,334,536</b>	<b>(9,344)</b>	<b>1,682,120</b>	<b>2,335,525</b>
430-3401-534.64-10	LOSS ON SALE OF FIXED ASSETS	-	-	-	-	-	30,637	30,637
430-3401-534.71-00	PRINCIPAL PAYMENTS	-	-	-	114,475	114,475	-	-
	<b>Capital Outlay</b>							
430-3401-534.64-00	MACHINERY & EQUIPMENT	-	-	470,692	-	-	-	-
	<b>Total Sanitation</b>	<b>2,242,571</b>	<b>2,277,147</b>	<b>2,814,572</b>	<b>2,449,011</b>	<b>105,131</b>	<b>1,712,757</b>	<b>2,366,162</b>

Fiscal Year . . . : 2014  
 Budget Level . . . : BUDG  
 Description . . . :

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info
430-3401-534-12-00	REGULAR SALARIES	548,447.00	
430-3401-534-14-00	OVERTIME	16,500.00	
430-3401-534-21-00	FICA TAXES	32,172.00	
430-3401-534-22-01	GENERAL EMPLOYEES RET SYS	66,833.00	
430-3401-534-23-04	HMO, EMPLOYEE ONLY	124,546.00	
430-3401-534-23-07	LIFE/AD&D	2,268.00	
430-3401-534-23-08	DENTAL-ORAL HEALTH SVCS	2,248.00	
430-3401-534-23-09	VSP-VISION SERVICE PLAN	1,105.00	
430-3401-534-24-00	WORKER'S COMPENSATION	46,275.00	
430-3401-534-34-02	DUMPING AND DISPOSAL	550,000.00	
		00100	DUMPSTER SERVICE & WASTE DISPOSAL 624,011.00
430-3401-534-34-05	SOLID WASTE RECYCLE	120,000.00	
		00100	RECYCLING SERVICE 153,400.00
430-3401-534-41-06	INTERNET CHARGES	3,370.00	
430-3401-534-45-10	FLEET MAINTENANCE	105,000.00	
		00100	REPAIRS, MAINTENANCE, WASHES ON 16 VEHICLES 105,000.00
		00200	PORTION OF TRAK ANNUAL AGREEMENT .00
430-3401-534-45-30	LIABILITY INSURANCES	33,136.00	
430-3401-534-46-00	REPAIRS AND MAINTENANCE	3,000.00	
		00100	FENCING & PARTS FOR FENCE REPAIRS 3,000.00
430-3401-534-49-80	COUNTY COLLECTION FEES	1,200.00	
430-3401-534-52-00	OPERATING SUPPLIES	22,000.00	
		00100	GARBAGE CANS & WHEELS & LIDS FOR CANS, SPRAYER 22,000.00
		00200	BOTTLES, CUPS, PAPER TOWELS, GLOVES, DUST MASKS, .00
		00300	BROOMS, SHOVELS, RAKES, TYWRAPS, BLACK BAGS, SHOES .00
		00400	UNIFORMS, CAPS, BELTS, VESTS, CLEANERS, SANITIZERS .00
		00500	EARPLUGS, SAFETY GLASSES, .00
430-3401-534-52-02	FUEL, OILS, LUBRICANTS	80,000.00	
		00100	ESTIMATED FUEL EXPENSE ON 16 VEHICLES 65,000.00
430-3401-534-52-07	TIRES	16,000.00	
		00100	ESTIMATED TIRE EXPENSE ON 16 VEHICLE 16,000.00
430-3401-534-59-00	DEPRECIATION	85,000.00	
430-3401-534-71-00	PRINCIPAL	114,475.00	
430-3401-534-72-00	INTEREST	5,436.00	
430-3401-534-91-01	ADMINISTRATIVE CHARGE	470,000.00	
* Total Accounts for this Budget Level		23	2,449,011.00

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# SECTION 20

## Public Services - Storm-water Fund

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The Storm-water Division ensures that all drains and outlets are free of debris and allows excess storm water run off to flow freely from the drainage system.

Specific functions of this Division include the cleaning of drains, inlets, outlets, ditches, canals and culverts. Maintenance of the canals is also an integral function included in this Division, requiring routine aquatic weed control and debris removal.

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### Goals

Complete the ongoing drainage improvements as prioritized in the Storm-water Master Plan.

Optimize the capacity of the existing storm drainage system

Remain in compliance with all National Pollution Discharge Elimination Standards (NPDES) requirements.

### Objectives

Provide oversight and manage storm drainage projects.

Continue with program of systematic storm drainage system cleaning, using the Jet-Vac truck.

### FY 2012-13 Accomplishments

- Took delivery of new VAC Truck
- 80 Work Orders completed for NPDES Inspections
- 7998 Linear feet of pipe was jetted
- 80 Work Orders completed for cleaning drain bottoms
- 28 Work Orders completed for debris removal on top of drains
- Received funding for storm water additions to the 300 block of North Royal Poinciana Blvd.
- 15 Work Requests For Rocking & Grading Alleys

### FY 2014-15 Budget Highlights

- Proposed budget is \$49,623 or 10.8% higher than FY2013/2014.
- Budget Summary:

Budgeted Revenues	\$510,804(Funding from fees for services)
Budgeted Expenditures	<u>\$510,804</u>
Net cost of Department	<u>\$ -0-</u>

CITY OF MIAMI SPRINGS  
STORMWATER FUND BUDGET  
FISCAL YEAR ENDING 9/30/15

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2011-12 ACTUALS</u>	<u>FY2012-13 ACTUALS</u>	<u>FY2013-14 AMENDED BUDGET</u>	<u>FY2014-15 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AS OF 6/30/2014</u>	<u>YTD FY2013-14 PROJECTED</u>
<b>STORMWATER FUND</b>								
440-3901-539.12-00	REGULAR SALARIES	82,188	90,055	93,650	93,505	(145)	66,445	90,925
440-3901-539.14-00	OVERTIME	277	206	-	1,500	1,500	1,608	2,200
440-3901-539.21-00	FICA TAXES	5,632	6,917	5,660	5,028	(632)	5,245	7,177
440-3901-539.22-01	GENERAL EMPLOYEES RET SYS	10,455	13,478	12,400	13,624	1,224	8,976	12,283
	TOTAL MEDICAL INSURANCE	13,812	18,729	22,813	28,278	5,465	17,519	23,973
440-3901-539.24-00	WORKER'S COMPENSATION	1,135	8,178	6,121	5,940	(181)	4,590	6,120
440-3901-539.31-00	PROFESSIONAL SERVICES	14,628	1,020	34,600	34,600	-	17,892	23,856
440-3901-539.34-00	OTHER CONTRACTUAL SERVICE	2,825	7,140	10,275	10,275	-	9,876	13,168
440-3901-539.41-06	INTERNET ACCESS	4,682	2,773	2,385	3,370	985	2,206	2,941
440-3901-539.43-01	ELECTRICITY	90	91	93	93	-	71	95
440-3901-539.45-10	FLEET MAINTENANCE	10,868	12,743	10,000	10,000	-	6,487	8,649
440-3901-539.45-30	LIABILITY INSURANCES	28,506	27,540	29,084	30,191	1,107	21,816	29,088
440-3901-539.46-00	REPAIRS AND MAINTENANCE	4,630	29,207	15,000	15,000	-	3,085	4,113
440-3901-539.49-05	CREDIT CARD FEES	3,740	-	-	-	-	-	-
440-3901-539.49-80	WASA COLLECTION FEES	12,335	13,795	-	9,500	9,500	5,535	7,380
440-3901-539.49-90	BAD DEBT EXPENSE	(7,250)	(334)	-	-	-	-	-
440-3901-539.52-00	OPERATING SUPPLIES	2,779	3,212	3,000	5,000	2,000	3,255	4,340
440-3901-539.52-02	FUEL, OILS, LUBRICANTS	5,899	4,906	5,500	5,500	-	9,949	13,265
440-3901-539.52-07	TIRES	238	832	100	500	400	446	595
440-3901-539.58-00	EDUCATION AND TRAINING	279	-	-	-	-	-	-
440-3901-539.59-00	DEPRECIATION	148,978	155,933	149,000	178,000	29,000	133,647	178,196
440-3901-539.72-00	INTERESTEXPENSE	1,440	971	1,500	900	(600)	609	812
440-3901-539.91-01	MANAGEMENT FEE TO GENERAL FU	55,000	60,000	60,000	60,000	-	45,000	60,000
	<b>Total Operating expenses</b>	<b>403,166</b>	<b>457,392</b>	<b>461,181</b>	<b>510,804</b>	<b>49,623</b>	<b>364,257</b>	<b>489,178</b>
<b>Capital Outlay</b>								
440-3901-539.64-00	MACHINERY & EQUIPMENT	-	-	-	-	-	-	-
440-3901-539.63-00	IMPROVEMENTS O/T BUILDING	-	-	50,000	-	(50,000)	18,130	49,465
	<b>Total Stormwater</b>	<b>403,166</b>	<b>457,392</b>	<b>511,181</b>	<b>510,804</b>	<b>(377)</b>	<b>382,387</b>	<b>538,643</b>



Fiscal Year . . . : 2014  
 Budget Level . . . : BUDG  
 Description . . . :

Account #	Description	Budget Amount	Misc. Info
-----*			
440-3901-539-12-00	REGULAR SALARIES	93,505.00	
440-3901-539-14-00	OVERTIME	1,500.00	
440-3901-539-21-00	FICA TAXES	5,028.00	
440-3901-539-22-01	GENERAL EMPLOYEES RET SYS	13,624.00	
440-3901-539-23-04	HMO, EMPLOYEE ONLY	27,171.00	
440-3901-539-23-07	LIFE/AD&D	504.00	
440-3901-539-23-08	DENTAL-ORAL HEALTH SVCS	440.00	
440-3901-539-23-09	VSP-VISION SERVICE PLAN	163.00	
440-3901-539-24-00	WORKER'S COMPENSATION	5,940.00	
440-3901-539-31-00	PROFESSIONAL SERVICES	34,600.00	
		00100 NPDES ANNUAL ASSESSMENT, ENGINEERING SERVICES AS	34,600.00
		00200 NEEDED	.00
440-3901-539-34-00	OTHER CONTRACTUAL SERVICE	10,275.00	
		00100 GEOTECHINCAL MARINE FOR STORM DRAIN INSPECTIONS	10,275.00
		00200 OTHER CONTRACTUAL SERVICES AS NEEDED	.00
440-3901-539-41-06	INTERNET ACCESS	3,370.00	
440-3901-539-43-01	ELECTRICITY	93.00	
440-3901-539-45-10	FLEET MAINTENANCE	10,000.00	
		00100 REPAIRS & MAINTENANCE & WASHES ON 2 VEHICLES	10,000.00
		00200 VARIOUS SMALL EQUIP, TRAILERS,GENERATORS, TRASH	.00
		00300 PUMP & PORTION OF TRAK ANNUAL AGREEMENT	.00
440-3901-539-45-30	LIABILITY INSURANCES	30,191.00	
440-3901-539-46-00	REPAIRS AND MAINTENANCE	15,000.00	
		00100 STORM DRAIN REPAIRS AS NEEDED	15,000.00
440-3901-539-49-80	WASA COLLECTION FEES	9,500.00	
440-3901-539-52-00	OPERATING SUPPLIES	5,000.00	
		00100 VAC CON DEBRIS DISPOSAL CHARGES, GLOVES, GREASE	5,000.00
		00200 CARTRIDGES, UNIFORMS, SHOES, BACK BELTS, VEST, EAR	.00
		00300 PLUGS, SAFETY GLASSES, CAPS, SANITIZERS, RAKES,	.00
		00400 SHOVELS & OTHER ITEMS AS NEEDED	.00
440-3901-539-52-02	FUEL, OILS, LUBRICANTS	5,500.00	
		00100 ESTIMATED FUEL EXPENSE ON 2 VEHICLES & EQUIPMENT	5,500.00
440-3901-539-52-07	TIRES	500.00	
		00100 ESTIMATED TIRE EXPENSE ON 2 VEHICLES	500.00
440-3901-539-59-00	DEPRECIATION	178,000.00	
440-3901-539-72-00	INTEREST EXPENSE	900.00	
440-3901-539-91-01	ADMINISTRATIVE CHARGE	60,000.00	
* Total Accounts for this Budget Level 23		510,804.00	

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# SECTION 21

## **Non Departmental**

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

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

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

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### **FY 2014-15 Budget Highlights**

- There are no major changes this year, this department only accounts for the subsidy to the Elderly Services Department and the transfer to the Debt Service Fund for payment of P&I on outstanding debt.

- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$567,437</u>
Net cost of Department	<u>\$567,437</u>

CITY OF MIAMI SPRINGS  
NON-DEPARTMENTAL BUDGET  
FISCAL YEAR ENDING 9/30/15

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2011-12 ACTUALS</u>	<u>FY2012-13 ACTUALS</u>	<u>FY2013-14 AMENDED BUDGET</u>	<u>FY2014-15 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AS OF 6/30/2014</u>	<u>YTD FY2013-14 PROJECTED</u>
<b>NON-DEPARTMENTAL</b>								
001-0901-519.49-90	BAD DEBT EXPENSE	527	11,393	-	-	-	-	-
001-0901-519.91-04	Tsfer to Capital Fund	19,674	-	-	-	-	-	-
001-0901-519.91-06	TRANSFERS TO SENIOR CTR F	123,326	134,000	139,336	135,988	(3,348)	-	139,336
001-0901-519-91-05	Tsfer to Debt Service Fund	313,205	300,789	363,205	431,449	68,244	272,404	363,205
<b>** Non-Departmental</b>		<b>456,732</b>	<b>446,182</b>	<b>502,541</b>	<b>567,437</b>	<b>64,896</b>	<b>272,404</b>	<b>502,541</b>

Fiscal Year . . . : 2014  
Budget Level . . . : BUDG  
Description . . . :

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info
1-0901-519-91-06	TRANSFERS TO SENIOR CTR F	135,988.00	
1-0901-519-91-12	TRF TO DEBT SERVICE	431,449.00	
* Total Accounts for this Budget Level	2	567,437.00	



# CERTIFICATION OF TAXABLE VALUE

Reset Form

Print Form

DR-420  
R. 5/12  
Rule 12D-16.002  
Florida Administrative Code  
Effective 11/12

Year: 2014	County: MIAMI-DADE
Principal Authority: CITY OF MIAMI SPRINGS	Taxing Authority: CITY OF MIAMI SPRINGS

## SECTION I: COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value of real property for operating purposes	\$	871,061,892	(1)
2.	Current year taxable value of personal property for operating purposes	\$	75,376,511	(2)
3.	Current year taxable value of centrally assessed property for operating purposes	\$	66,495	(3)
4.	Current year gross taxable value for operating purposes <i>(Line 1 plus Line 2 plus Line 3)</i>	\$	946,504,898	(4)
5.	Current year net new taxable value (Add new construction, additions, rehabilitative improvements increasing assessed value by at least 100%, annexations, and tangible personal property value over 115% of the previous year's value. Subtract deletions.)	\$	5,463,633	(5)
6.	Current year adjusted taxable value <i>(Line 4 minus Line 5)</i>	\$	941,041,265	(6)
7.	Prior year FINAL gross taxable value from prior year applicable Form DR-403 series	\$	887,326,659	(7)
8.	Does the taxing authority include tax increment financing areas? If yes, enter number of worksheets (DR-420TIF) attached. If none, enter 0	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Number 0 (8)
9.	Does the taxing authority levy a voted debt service millage or a millage voted for 2 years or less under s. 9(b), Article VII, State Constitution? If yes, enter the number of DR-420DEBT, <i>Certification of Voted Debt Millage</i> forms attached. If none, enter 0	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Number 0 (9)

<b>Property Appraiser Certification</b>	I certify the taxable values above are correct to the best of my knowledge.		
<b>SIGN HERE</b>	Signature of Property Appraiser :	Date :	
	Electronically Certified by Property Appraiser	6/30/2014 5:03 PM	

## SECTION II: COMPLETED BY TAXING AUTHORITY

If this portion of the form is not completed in FULL your taxing authority will be denied TRIM certification and possibly lose its millage levy privilege for the tax year. If any line is not applicable, enter -0-.

10.	Prior year operating millage levy <i>(If prior year millage was adjusted then use adjusted millage from Form DR-422)</i>		7.6710	per \$1,000 (10)
11.	Prior year ad valorem proceeds <i>(Line 7 multiplied by Line 10, divided by 1,000)</i>	\$	6,806,683	(11)
12.	Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value <i>(Sum of either Lines 6c or Line 7a for all DR-420TIF forms)</i>	\$	0	(12)
13.	Adjusted prior year ad valorem proceeds <i>(Line 11 minus Line 12)</i>	\$	6,806,683	(13)
14.	Dedicated increment value, if any <i>(Sum of either Line 6b or Line 7e for all DR-420TIF forms)</i>	\$	0	(14)
15.	Adjusted current year taxable value <i>(Line 6 minus Line 14)</i>	\$	941,041,265	(15)
16.	Current year rolled-back rate <i>(Line 13 divided by Line 15, multiplied by 1,000)</i>		7.2331	per \$1000 (16)
17.	Current year proposed operating millage rate		7.6710	per \$1000 (17)
18.	Total taxes to be levied at proposed millage rate <i>(Line 17 multiplied by Line 4, divided by 1,000)</i>	\$	7,260,639	(18)

Continued on page 2

19.	TYPE of principal authority (check one)	<input type="checkbox"/> County	<input type="checkbox"/> Independent Special District	(19)
		<input checked="" type="checkbox"/> Municipality	<input type="checkbox"/> Water Management District	
20.	Applicable taxing authority (check one)	<input checked="" type="checkbox"/> Principal Authority	<input type="checkbox"/> Dependent Special District	(20)
		<input type="checkbox"/> MSTU	<input type="checkbox"/> Water Management District Basin	
21.	Is millage levied in more than one county? (check one)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	(21)

**DEPENDENT SPECIAL DISTRICTS AND MSTUs**  **STOP HERE - SIGN AND SUBMIT**

22.	Enter the total adjusted prior year ad valorem proceeds of the principal authority, all dependent special districts, and MSTUs levying a millage. (The sum of Line 13 from all DR-420 forms)	\$	6,806,683	(22)
23.	Current year aggregate rolled-back rate (Line 22 divided by Line 15, multiplied by 1,000)		7.2331 per \$1,000	(23)
24.	Current year aggregate rolled-back taxes (Line 4 multiplied by Line 23, divided by 1,000)	\$	6,846,165	(24)
25.	Enter total of all operating ad valorem taxes proposed to be levied by the principal taxing authority, all dependent districts, and MSTUs, if any. (The sum of Line 18 from all DR-420 forms)	\$	7,260,639	(25)
26.	Current year proposed aggregate millage rate (Line 25 divided by Line 4, multiplied by 1,000)		7.6710 per \$1,000	(26)
27.	Current year proposed rate as a percent change of rolled-back rate (Line 26 divided by Line 23, <b>minus 1</b> , multiplied by 100)		6.05 %	(27)

<b>First public budget hearing</b>	Date : 9/8/2014	Time : 7:00 PM	Place : Council Chambers, 201 Westward Drive 2nd Floor, Miami Springs, Florida 33166 (305)805-5000
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<b>S I G N  H E R E</b>	<b>Taxing Authority Certification</b>		I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.		
	Signature of Chief Administrative Officer : Electronically Certified by Taxing Authority			Date : 7/25/2014 7:42 AM	
	Title : RON GORLAND, CITY MANAGER		Contact Name and Contact Title : WILLIAM ALONSO, CPA, CGFO, ASSISTANT CITY MANAGER/FINANCE DIRECTOR		
	Mailing Address : 201 WESTWARD DRIVE		Physical Address : 201 WESTWARD DRIVE		
	City, State, Zip : MIAMI SPRINGS, FL 33166		Phone Number : 305/805-5014		Fax Number : 305/805-5037

Instructions on page 3