



CITY OF MIAMI SPRINGS, FLORIDA

Mayor Xavier M. Garcia

**Vice Mayor Bob Best
Councilwoman Roslyn Buckner**

**Councilman Billy Bain
Councilman Jaime Petralanda**

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

CITY COUNCIL WORKSHOP MEETING AGENDA Monday, August 3, 2015 – 6:00 p.m. City Hall, Council Chambers, 201 Westward Drive

- 1. Call to Order/Roll Call**
- 2. Invocation:** Councilman Bain
Salute to the Flag: Audience participation
- 3. Workshop on Proposed Fiscal Year 2015-2016 Budget**
 - I. Opening Remarks by City Manager Ronald K. Gorland
 - II. Finance
 - III. Information Technology
 - IV. Elderly Services
 - V. Zoning and Planning
 - VI. Public Services Department
 - i. Administration
 - ii. Streets/Streetlights Division
 - iii. Public Properties
 - iv. Building Maintenance
 - v. Fleet Maintenance
 - vi. Road and Transportation
 - vii. Sanitation
 - viii. Stormwater


VII. Police

VIII. Law Enforcement Trust Fund

4. Adjourn

Department Heads are required to attend this meeting

Next Budget Workshop Meeting: Monday, August 17, 2015 at 6:00 p.m.

Please visit 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 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



5

2015-2016

PROPOSED BUDGET

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

INDEX

Section 1.....	Proposed Budget Introduction <i>Introduction Letter</i> Budgeted Revenues Budgeted Expenditures Capital Expenditures <i>Budget Summaries</i> <i>Organizational Chart</i> <i>Personnel Comparison By Department</i> <i>Proposed Payplan</i>
Section 2.....	City Council Budget <i>Mission Statement</i> <i>Goals and Objectives</i> <i>Budgeted Expenditures</i> <i>H.T.E. Expenditures w/explanations</i> <i>Salary Projections Worksheet</i>
Section 3.....	City Clerk Budget <i>Mission Statement</i> <i>Goals and Objectives</i> <i>Budgeted Expenditures</i> <i>H.T.E. Expenditures w/explanations</i> <i>Salary Projections Worksheet</i>
Section 4.....	City Manager Budget <i>Mission Statement</i> <i>Goals and Objectives</i> <i>Budgeted Expenditures</i> <i>H.T.E. Expenditures w/explanations</i> <i>Salary Projections Worksheet</i>
Section 5.....	Human Resources Budget <i>Mission Statement</i> <i>Goals and Objectives</i> <i>Budgeted Expenditures</i> <i>H.T.E. Expenditures w/explanations</i> <i>Salary Projections Worksheet</i>

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

INDEX

Section 6.....Finance Budget
Mission Statement
Administration:
Goals and Objectives
Budgeted Expenditures
H.T.E. Expenditures w/explanations
Professional Services:
Goals and Objectives
Budgeted Expenditures
H.T.E. Expenditures w/explanations
Salary Projections Worksheet-Both Divisions

Section 7.....City Attorney Budget
Mission Statement
Goals and Objectives
Budgeted Expenditures

Section 8.....Planning Budget
Mission Statement
Goals and Objectives
Budgeted Expenditures
H.T.E. Expenditures w/explanations
Salary Projections Worksheet

Section 9.....Police Budget
Mission Statement
Goals and Objectives
Budgeted Expenditures
H.T.E. Expenditures w/explanations
Salary Projections Worksheet
Capital Expenditures
Crossing Guard Expenditures

Section 10.....Law Enforcement Budget
Mission Statement
Budgeted Expenditures
H.T.E. Expenditures w/explanations

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

INDEX

Section 11..... Code Compliance Budget
Mission Statement
Goals and Objectives
Budgeted Expenditures
H.T.E. Expenditures w/explanations
Salary Projections Worksheet

Section 12.....Information Technology Budget
Mission Statement
Goals and Objectives
Budgeted Expenditures
H.T.E. Expenditures w/explanations
Salary Projections Worksheet

Section 13.....Public Works Budget
Administration:
Mission Statement
Goals and Objectives
Budgeted Expenditures
H.T.E. Expenditures w/explanations
Streets Division:
Goals and Objectives
Budgeted Expenditures
H.T.E. Expenditures w/explanations
Public Properties Division:
Goals and Objectives
Budgeted Expenditures
H.T.E. Expenditures w/explanations
Building Maintenance Division:
Goals and Objectives
Budgeted Expenditures
H.T.E. Expenditures w/explanations
Capital Expenditures

Fleet Division:
Goals and Objectives
Budgeted Expenditures
H.T.E. Expenditures w/explanations
Salary Projections for all divisions

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

INDEX

Section 14.....Parks and Recreation Budget

Administration:

*Mission Statement
Goals and Objectives
Budgeted Expenditures
H.T.E. Expenditures w/explanations*

Pool Division:

*Goals and Objectives
Budgeted Expenditures
H.T.E. Expenditures w/explanations*

Tennis Division:

*Goals and Objectives
Budgeted Expenditures
H.T.E. Expenditures w/explanations*

Parks Maintenance Division:

*Goals and Objectives
Budgeted Expenditures
H.T.E. Expenditures w/explanations*

Salary projections for all divisions

Section 15.....Road and Transportation Budget

*Goals and Objectives
Budgeted Expenditures
H.T.E. Expenditures w/explanations*

Section 16.....Elderly Services Budget

*Mission Statement
Goals and Objectives
Budgeted Expenditures
H.T.E. Expenditures w/explanations
Salary Projections Worksheet*

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

INDEX

Section 17.....Golf Course Budget
 Goals and Objectives
 Administrative:
 Budgeted Expenditures
 H.T.E. Expenditures w/explanations
 Pro Shop:
 Budgeted Expenditures
 H.T.E. Expenditures w/explanations
 Maintenance:
 Budgeted Expenditures
 H.T.E. Expenditures w/explanations
 Salary Projections Worksheet

Section 18.....Debt Service Budget
 Mission Statement
 Goals and Objectives
 Budgeted Expenditures

Section 19.....Sanitation Budget
 Goals and Objectives
 Budgeted Expenditures
 H.T.E. Expenditures w/explanations
 Salary projections sanitation & stormwater
 Capital Expenditures

Section 20.....Stormwater Budget
 Goals and Objectives
 Budgeted Expenditures
 H.T.E. Expenditures w/explanations

Section 21.....Building Department Budget
 Mission Statement
 Goals and Objectives
 Budgeted Expenditures
 H.T.E. Expenditures w/explanations
 Salary Projections Worksheet


Section 22.....Misc. Reports
 Non-Departmental Budget
 Goals and Objectives
 Budgeted Expenditures
 H.T.E. Expenditures w/explanations



AGENDA MEMORANDUM

Meeting Date: 7/30/2015

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: FY2015-16 Proposed Budget Workbook

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

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

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

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

1. The initial Proposed Budget maintains the millage at the current 7.6710, provides a surplus, and assumes no new outsourcing of services, a slight increase in net staff (described below), and no reduction in services. Additionally, for FY2015-16 the Building function has been reclassified to its own Special Revenue fund and is no longer part of the General fund.
2. The Aetna renewal for next year is 18.5% higher. After discussions with our Consultant, we decided to issue an RFP for health insurance benefits. This process will take a few more weeks and we expect to have a recommendation in early August. We will keep you informed in the next few weeks.
3. The FY15-16 includes approx. \$ 456,385 debt service for the new aquatic facility.
4. The cost of living has increased 8.7% since FY2011. During these last five years, the General Employees received a COLA increase of 3% in FY2011 and no other increases until FY2014 when a 4% one-time bonus was approved for General Employees earning less than \$50K a year. This "bonus" was for one year and was to be re-approved annually during the budget process and would not increase the pay ranges for that position. Department heads have not received a net increase since FY2011. The city's staffing levels have decreased from 128 fulltime employees in FY2011 to 116 for the current year. As such, page 1-4 contains a section labeled "Other

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

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

5. The Police budget includes retirement payouts in an amount of approx. \$152,500 for four Officers while the Finance budget includes \$64,500 in retirement payouts for two employees.
6. Budget assumes a 1% cost of living increase for all operating expenditures (e.g.: fuel, utilities, supplies, etc.)
7. This General Fund budget request also contains approximately \$223,927 in police vehicles, city-wide infrastructure including city hall air conditioner coil replacement (see Page 1-5).
8. Budget includes \$45,000 for the City’s lobbyist.
9. Council budget includes a \$10,000 request for the City’s 90th birthday celebration, \$35,000 funding request from CMI for next fiscal year, and \$6,000 request from the Historic Museum for storage costs.

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

1. The projected loss at the golf course is approx. \$269,077 (compared to the \$335,025+ loss budgeted for the current year).
2. The projected cost of the new aquatic facility for the four months on June-Sept 2016 is approx.. \$91.775 and assumes that we will recuperate 48% of operating expenses in revenues. Historically the old pool averaged a 41% recuperation rate.

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

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

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

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

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

CITY OF MIAMI SPRINGS
PERSONNEL CHANGES FOR FY2015-16 BUDGET

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

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

Millage Impact Budget Impact

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

4-1

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

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

1-5

CITY OF MIAMI SPRINGS
FY2015-16 PROPOSED BUDGET ANALYSIS

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

Millage
Impact
add (reduce)

The current status of the budget at a 7.6710 millage is a surplus of..... \$ 133,930

1) Annual event subsidies:

City Events	\$ 37,250	(0.0398)
Stafford Golf Tournament (\$2000)	Included above	
Optimist BBQ (\$2,000)	"	
Other events (\$8,000)	"	
Police Appreciation Dinner (\$2000)	"	
River Cities Festival (\$5000)	"	
FLA League ad (\$1000)	"	
Installation Dinner (\$1,250)	"	
City 90th Birthday (\$10,000)	"	
Employee Luncheon (\$3000)	"	
Two annual car shows (\$3000)	"	
CMI Subsidy	\$ 35,000	(0.0374)
Historical Museum	\$ 6,000	(0.0064)
Tennis program	\$ 15,000	(0.0160)
Pelican Playhouse	\$ 18,000	(0.0192)
Total all annual events	\$ 111,250	

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

Two 2016 Ford Interceptor Utility Vehicles	\$ 54,304	(0.0580)
One 2016 Ford Interceptor Utility Vehicle (K-9)	\$ 31,667	(0.0338)
Four sets of light bars, deck lights, corner strobe kits, cages (prisoner transport), laptop computer mounts, K-9 vehicle equipment, plus installation, shipping, labor	\$ 25,854	(0.0276)
Digital Voice Recording System for Dispatch/Equipment	\$ 14,000	(0.0150)
Trane Air Condition Coil Replacement at City Hall	\$ 52,950	(0.0565)

3) Personnel Related reductions:

1) Funding vacant Lieutenant position	\$ 128,010	\$ 128,010	(0.1367)
2) Across the Board 3% COLA exc. For certain positions	\$ 108,016	\$ 108,016	(0.1153)
3) Continue the 15% police pension contribution	\$ 15,000	\$ 15,000	(0.0160)
4) Renewal of 4% BONUS from prior years employees earning <\$50K	\$ 76,658	\$ 76,658	(0.0819)
5) Promotional increases to five key positions (see page 4)	\$ 15,530	\$ 15,530	(0.0166)
6) Administrative position in Public Works	\$ 35,812	\$ 35,812	(0.0382)
7) One year elimination of longevity payments to all General Employees(excluding PBA)	\$ 57,750	\$ 57,750	(0.0617)
8) Eliminate the City's contribution to dependent health care coverage for General Employees (excluding PBA)	\$ 69,296	\$ 69,296	(0.0740)
	\$ -	\$ -	-

4) Other reductions

City-wide tree planting	20,000	20,000	(0.0214)
Eliminate lobbyist	\$ 45,000	45,000	(0.0481)

ADDITIONAL INFORMATION:

Each 0.1 increase in Millage is equivalent to \$ 93,645

The Golf Course operation will require a subsidy of approx. \$269,077 for next year.

**LISTING OF UNBUDGETED CONSIDERATIONS ITEMS
FY 2015-16 BUDGET**

MISC. CONSIDERATIONS LIST FY 15-16 BUDGET

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

EQUIPMENT CONSIDERATIONS LIST FY 15-16 BUDGET

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

CAPITAL CONSIDERATIONS LIST FY 15-16 BUDGET

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

1-7

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

<u>DESIGNATION</u>	<u>Actual Balance 9/30/2014</u>	<u>FY2014-15</u>		<u>Projected Balance 9/30/2015</u>
		<u>Additions</u>	<u>Reductions</u>	
1) Additional Contingency-Hurricane Costs (over and above the 25% reserve requirement)	215,025	284975	0	500,000
2) City Hall Roof (we have \$90,000 budgeted in FY14-15 the estimates are coming in at \$117K so we are short \$27K)	-	27,000	(22,000)	5,000
3) Council Studio for televising meetings		10,000		10,000
4) Police Staffing Changes	-	12,100		12,100
5) Purchase new laptops for police		10,000	-8000	2,000
6) A/C Repair and maintenance agreement city hall		10,400	-10400	-
7) Tennis Courts re-surfaced	-	25,000	-	25,000
8) Racquetball court maintenance		10,000		10,000
9) Purchase of 2 pre-fab restrooms for the golf course-pending approval to hook up to existing septice tanks.		-		-
10) Tot Lot Playground		35,000	-6500	28,500
12) Senior Programs		91,646		91,646
13) Officer 1%		9,000	-9000	-
		23,500	-10866	12,634
	-	-	-	-
Total proposed designations	\$ 215,025	\$ 548,621	\$ -	\$ 696,880
Total Available Fund Balance	4,263,646	-	66,766	4,196,880
Unrestricted, Undesignated fund Balance	4,048,621			3,500,000
25% of FY14-15 Operating expenditures.....				\$ 3,500,000
Excess(deficit) funds available for designation				\$ (0)

CITY OF MIAMI SPRINGS
FINANCIAL DASHBOARD
PAST THIRTEEN FISCAL YEARS

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

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

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

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

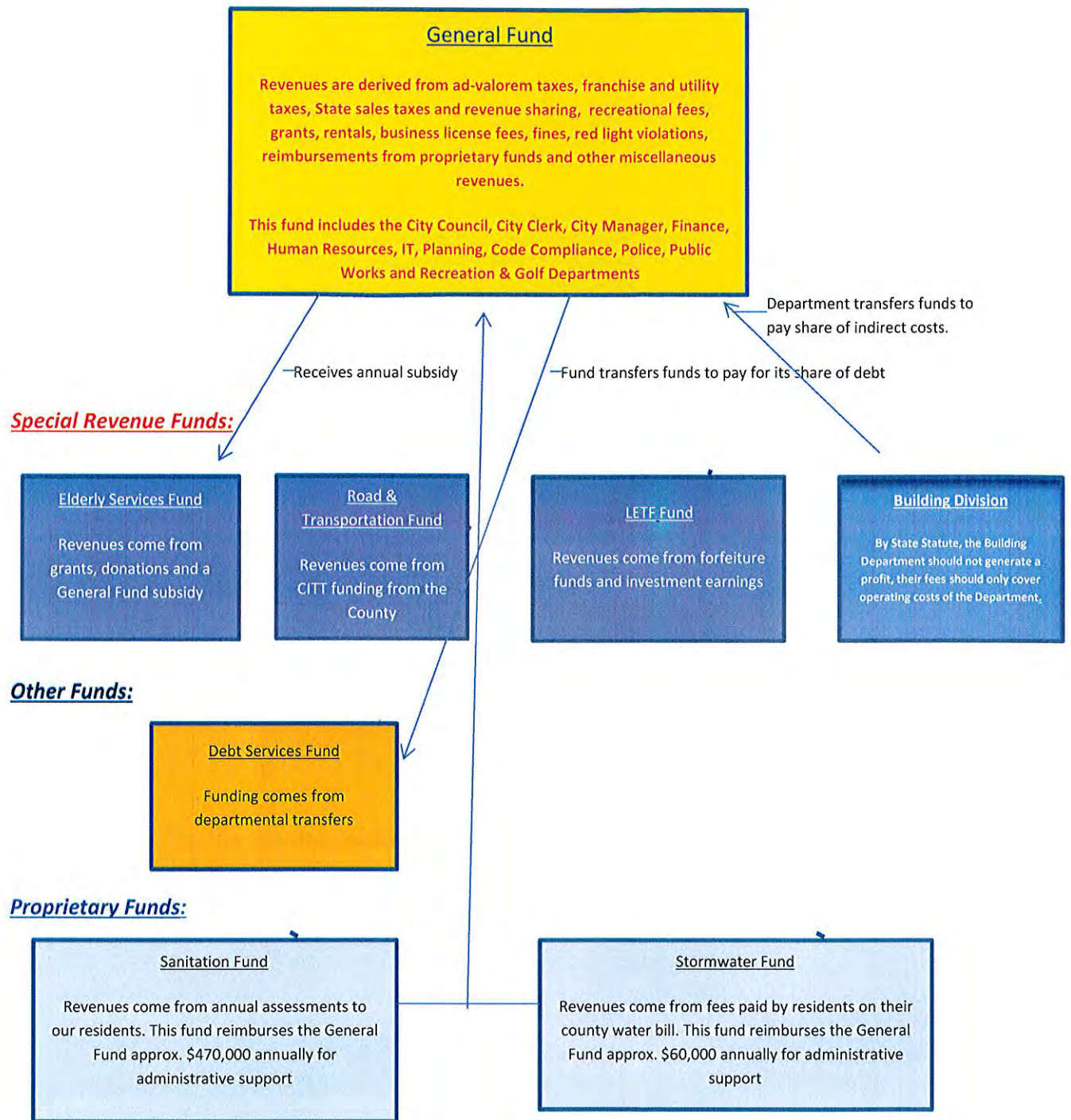
This reduction was due to the transfer of the water and sewer operation to Miami-Dade County along with the corresponding debt.

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

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

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

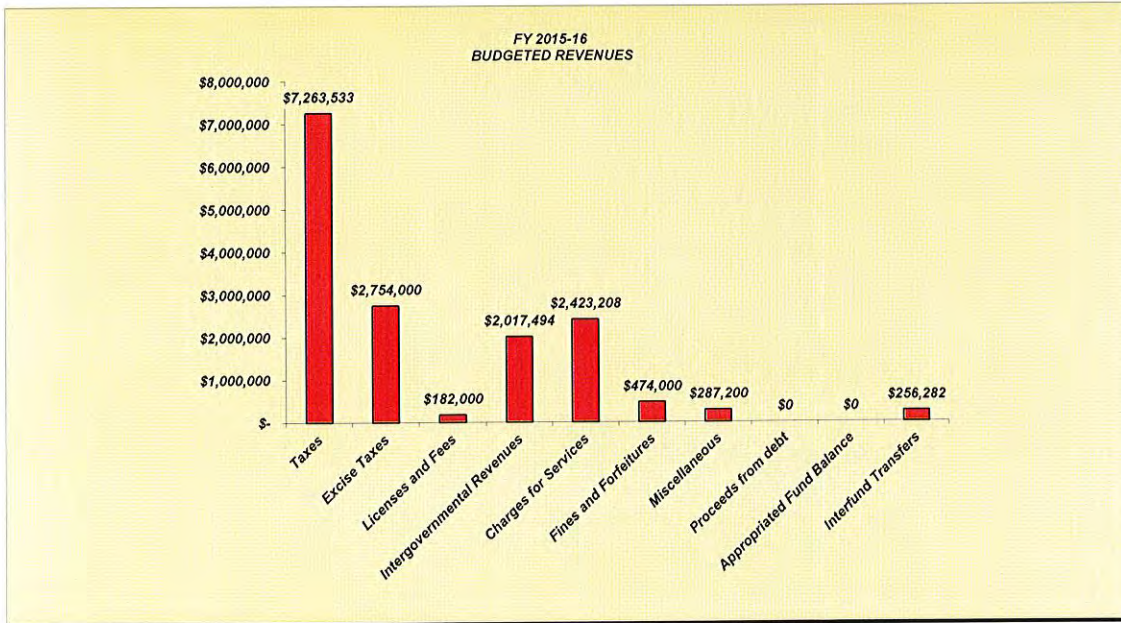
b-1



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

CITY OF MIAMI SPRINGS
SUMMARY OF GENERAL FUND REVENUES

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



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

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

1-12

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

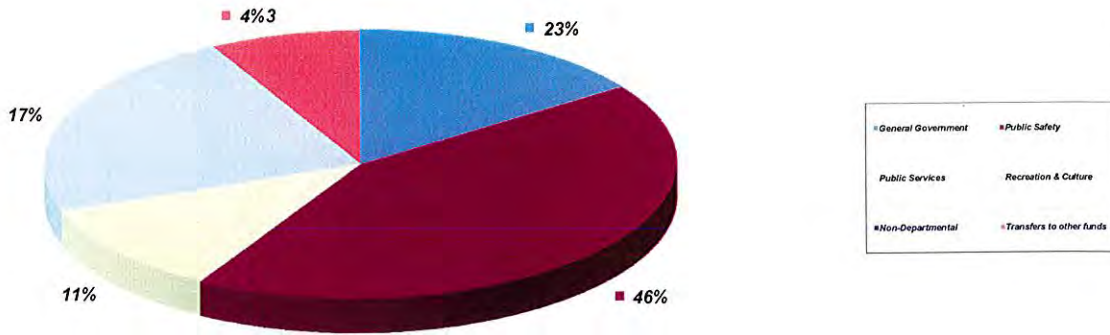
Line Item Revenue	FY 12-13	FY 13-14	FY 14-15	FY 15-16	% of	% Change
	Actual	Actual	Budget	Proposed Budget	Total	from 2014-15
Rent - Metro Fire	11,696	12,724	15,000	14,000	0.09%	-6.7%
Rent - Dade Co. Library	8,253	8,253	8,300	8,300	0.05%	0.0%
Rent - Bus Benches	4,284	4,369	4,300	4,400	0.03%	2.3%
Recreational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

1-13

**CITY OF MIAMI SPRINGS
EXPENDITURES BY CLASS**

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

FY 2015-16 Expenditures by Class



CITY OF MIAMI SPRINGS
EXPENDITURES BY DEPARTMENT

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

1-15

CITY OF MIAMI SPRINGS
LISTING OF TOP EXPENDITURES - ALL FUNDS

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

1-16

CITY OF MIAMI SPRINGS
LISTING OF TOP EXPENDITURES-GENERAL FUND

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

1-17

EXPENDITURE CATEGORY MATRIX FOR FY2015-16 BUDGET

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

1-14

EXPENDITURE CATEGORY MATRIX FOR FY2015-16 BUDGET

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

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

1-19

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

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

1-20

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

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

17-1

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

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

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

SOURCE OF FUNDING		2016-2017	2017-2018	2018-19	2019-20	2020-2021	Totals
POLICE							
Police Cars	Revenues	116,517	120,012	123,613	127,321	131,141	618,604
Police radars	Revenues	3,600	-	3,900	-	4,200	11,700
Computer and Radio Equipment	Revenues	15,000	15,000	15,000	20,000	20,000	85,000
Vehicle Emergency Equipment	Revenues	26,630	27,429	28,251	29,099	29,972	141,381
New Local Frequency Radio repeater	Revenues	-	50,000	-	-	-	50,000
New PSA Light Pickup Truck	Revenues	-	25,000	-	-	-	25,000
New PSA Hybrid Vehicle	Revenues	-	30,000	-	-	-	30,000
New Police Building	Revenues	-	-	-	2,500,000	-	2,500,000
GOLF COURSE							
Maintenance Equipment	Revenues	-	100,000	100,000	100,000	-	300,000
Cart Barn	Revenues	-	300,000	-	-	-	300,000
T-Boxes	Revenues	-	-	-	180,000	-	180,000
Cart Paths	Revenues	-	-	-	-	500,000	500,000
New restrooms	Revenues	40,000	-	-	-	-	40,000
Chemical wash down-DERM	Revenues	-	-	168,000	-	-	168,000
Golf cart wash down-DERM	Revenues	-	50,000	-	-	-	50,000
Maintenance Yard paving-DERM	Revenues	38,000	-	-	-	-	38,000
Sewer lines connections-DERM	Revenues	-	234,000	66,000	-	-	300,000
Paving cart barn area-DERM	Revenues	-	-	25,000	-	-	25,000
Renovate sand bunkers	Revenues	30,000	-	-	-	-	30,000
INFORMATION TECHNOLOGY							
Server - FS1	Revenues	-	5,500	-	-	-	5,500
Server - Exchange	Revenues	5,000	-	-	-	-	5,000
Server - MSSQL1	Revenues	-	4,500	-	-	-	4,500
Server -MSSTOR1 and 2 / Optiview	Revenues	11,000	-	-	-	-	11,000
Server Virtualization unit 1	Revenues	-	-	8,000	-	-	8,000
Finance-Professional Services							
Electronic message board-Circle	Revenues	-	-	-	-	50,000	50,000
RECREATION							
New Tennis Courts at Golf Course	Revenues	700,000	-	-	-	-	700,000
Perimeter Fence at Prince Field	Revenues	-	30,000	-	-	-	30,000
Replace Playground Surface at Prince/Pdove	Revenues	10,000	-	-	10,000	-	20,000
Add Shade Structure's to Prince Field Bleachers	Revenues	-	60,000	-	-	-	60,000
Replace Mound at Prince South Field	Revenues	-	3,400	-	-	3,400	6,800
Replace Vita Course at Stafford Park	Revenues	-	80,000	-	-	-	80,000
Repave Vita Course Track	Revenues	125,000	-	-	-	-	125,000
Vita Course Lights	Revenues	-	-	-	165,000	-	165,000
10 Neighborhood Pocket Parks	Revenues	-	-	25,000	-	25,000	50,000
Dog Park Canopy	Revenues	-	-	-	30,000	-	30,000
Laser Grade and Clay to Ballfields	Revenues	5,000	15,000	5,000	-	15,000	40,000
Community Center paint	Revenues	-	-	50,000	-	-	50,000
Re-sod Prince Field	Revenues	150,000	-	-	-	-	150,000
Re-Paint Concession Stands at Stafford	Revenues	15,000	-	-	-	15,000	30,000
Replace Playground at Prince Field	Revenues	150,000	-	-	-	-	150,000
Resurface and Repaint Gym Floor w/ City Logo	Revenues	-	-	-	20,000	-	20,000
Resurface Gym Floor	Revenues	7,000	-	7,000	-	7,000	21,000
Replace Playground at Peavy Dove	Revenues	-	50,000	-	-	-	50,000
Tables/Trash Receptacles at Dog Park and Tennis	Revenues	-	-	20,000	-	-	20,000
Senior's Exercise Zone	Revenues	-	10,000	10,000	-	-	20,000
Drainage Issue at Stafford Park	Revenues	-	-	100,000	-	-	100,000
New Dug-Outs at Peavy Dove	Revenues	-	-	25,000	-	-	25,000
Replace Irrigation on Ball Fields	Revenues	-	15,000	-	-	-	15,000
New Picnic Tables and Trash Receptacles for All Facilities	Revenues	-	40,000	-	-	-	40,000
Batting Cage Renovation	Revenues	-	-	20,000	-	-	20,000
Roof at Community Center	Revenues	-	-	-	-	150,000	150,000
PUBLIC WORKS							
Re-building the gazebo on the Circle possibly in concrete	Revenues	-	50,000	-	-	50,000	100,000
Re-roofing main Building at Public Works	Revenues	40,000	-	40,000	-	-	80,000
Decorative street lights-Circle-hook Square area	Revenues	-	-	-	190,000	-	190,000
Electrical for Circle (underground wiring)	Revenues	-	-	-	55,000	-	55,000
Curtis Parkway Circle Parking Lot	Revenues	-	-	-	500,000	-	500,000
TOTAL GENERAL FUND		1,487,747	1,314,841	839,764	3,926,420	1,000,713	8,569,485
ELDERLY SERVICES							
Building replacement/addition	Revenues	-	500,000	500,000	500,000	500,000	2,000,000
New Bus	Revenues	-	-	70,000	-	-	70,000
TOTAL SENIOR CENTER		-	500,000	570,000	500,000	500,000	2,070,000
ROAD AND TRANSPORTATION							
streetlight improvements	CITT Funds	100,000	115,000	115,000	100,000	100,000	530,000
street/sidewalk milling and resurfacing	CITT Funds	100,000	100,000	100,000	100,000	100,000	500,000
TOTAL ROAD & TRANS.		200,000	215,000	215,000	200,000	200,000	1,030,000
SANITATION							
New Sanitation Vehicles Bulk Trash Dump Trucks	Revenues	195,000	130,000	130,000	-	75,000	530,000
STORMWATER							
drainage/pump station improvements	Grant/Revenues	300,000	70,000	70,000	70,000	70,000	580,000
TOTAL ENTERPRISE FUNDS		495,000	200,000	200,000	70,000	145,000	1,110,000
TOTAL ALL FUNDS		2,182,747	1,729,841	1,324,764	4,196,420	1,345,713	12,779,485

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

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

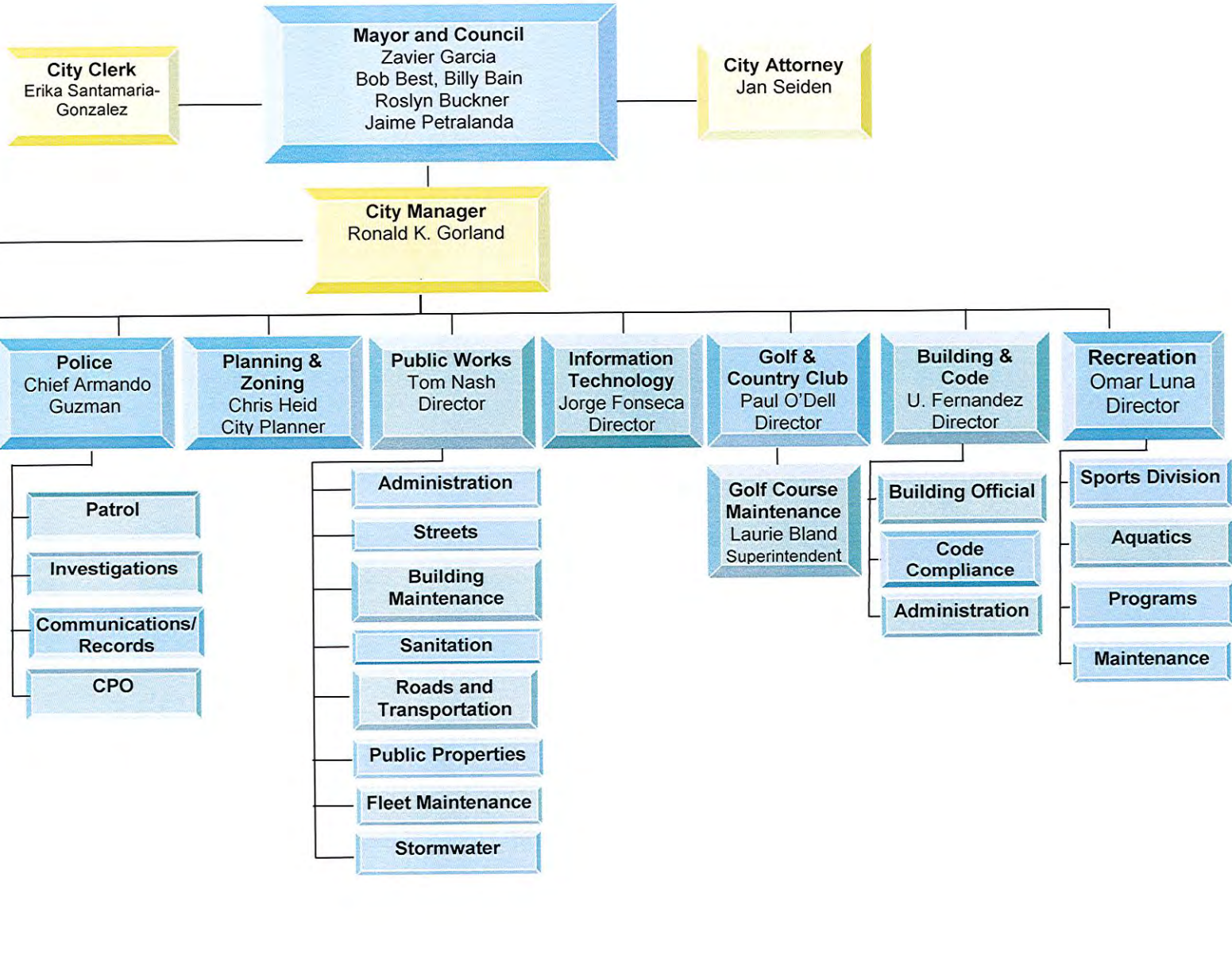
1-23

CITY OF MIAMI SPRINGS
BUDGET SUMMARY FY 2015-16

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

1-14

City of Miami Springs Organizational Chart 2015 - 2016



CITY OF MIAMI SPRINGS
PERSONNEL COMPARISON BY DEPARTMENT
Final

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

1-26

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

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

City Council

Mission Statement

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

City Council

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

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

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

Goals

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

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

Objectives

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

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

2014-15 Accomplishments

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

Approved the aquatic center facility financing note and terms

Adopted an additional Senior Citizen Homestead Exemption

Completed the Golf Cart Suitability Study

City Council

2015-16 Budget Highlights

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

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$141,971</u>
Net cost of Department	<u>\$141,971</u>
- The Promotions line item is a lump sum of \$78,250 to be allotted during the year as follows:
 1. \$37,250 will be allocated during the year for the following events:

Stafford Golf Tournament (\$2,000)
River Cities Festival (\$5,000)
Car shows (2) (\$3,000)
City events (\$8,000)
Fla League 89 th anniversary ad (\$1,000)
Miami Dade Installation Dinner ad (\$1,250)
Employee Holiday Dinner (\$3,000)
Police Appreciation Dinner (\$2,000)
Optimist BarBQue (\$2,000)
City's 90 th Birthday Celebration (\$10,000)
 2. \$35,000 has been allocated to CMI.
 3. \$6,000 has been allocated to the Historic Museum for storage costs (\$500 per month for 12 months)

2-3

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

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2012-13 ACTUALS</u>	<u>FY2013-14 ACTUALS</u>	<u>FY2014-15 AMENDED BUDGET</u>	<u>FY2015-16 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AF OF 6/30/15</u>
MAYOR & COUNCIL							
001-0101-511.11-00	EXECUTIVE SALARIES	31,675	31,800	31,800	31,800	-	23,850
001-0101-511.21-00	FICA TAXES	2,423	2,433	2,433	2,433	(0)	1,825
001-0101-511.24-00	WORKER'S COMPENSATION	827	380	842	843	1	630
001-0101-511.31-00	PROFESSIONAL SERVICES	-	2,500	20,000	-	(20,000)	-
001-0101-511.34-00	CONTRACTUAL SERVICES	7,185	8,142	7,240	7,240	-	3,600
001-0101-511.40-00	TRAVEL AND PER DIEM	7,772	5,491	10,000	10,000	-	2,448
001-0101-511.41-01	TELEPHONE	-	-	-	576	576	2,313
001-0101-511.44-00	RENTALS AND LEASES	12,000	11,000	-	-	-	-
001-0101-511.47-00	PRINTING AND BINDING	2,069	1,178	2,230	2,480	250	770
001-0101-511.48-00	PROMOTIONS	21,344	50,296	68,250	78,250	10,000	57,276
001-0101-511.51-00	OFFICE SUPPLIES	1,100	76	900	1,000	100	90
001-0101-511.52-09	OPERATING SUPPLIES	5,244	1,388	1,000	1,000	-	262
001-0101-511.54-00	DUES, MEMBERSHIPS, SUBS	3,171	2,866	3,400	3,400	-	1,437
001-0101-511.59-00	MISCELLANEOUS EXPENSES	1,910	874	2,850	2,950	100	1,705
**	MAYOR & COUNCIL	96,720	118,424	150,945	141,971	(8,974)	96,206

20
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Fiscal Year . . . : 2015
Budget Level . . . : BUDG
Description . . . :

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

5-2

Basis for FY 2015-16 Salary Projections

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

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

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

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CITY OF MIAMI SPRINGS 2015-2016 BUDGET - CITY COUNCIL

001-0101-511-34-00 - Contractual Services - City Council
COMCAST high speed internet (\$70 x 12 = \$803.40) 840.00
Telvue Webus monthly support (\$200 x 12) CHANNEL 77 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 **\$10,000.00**

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

001-0101-511-47-00 - Printing & Binding - City Council
Business Cards for Council and City Attorney (\$95 per box x 10) \$950.00
Proclamation frames (legal size 24 @\$20) 480.00
Engraved plaques (\$55 ea. x 10) 550.00
Certificates of appreciation frames/folders 500.00
TOTAL **\$2,480.00**

001-0101-511-48-00 - Promotions - City Council
Florida League of Cities 89th anniversary ad \$1,000.00
Miami-Dade County Installation Dinner ad \$1,250.00
Circle Events \$8,000.00
Springs River Festival \$5,000.00
Stafford Golf Tournament \$2,000.00
Employee Holiday Dinner \$3,000.00
Police Appreciation Dinner \$2,000.00
Optimist Club Barbeque \$2,000.00
Classic Car Shows (2 @ \$1,500) \$3,000.00
Historic Museum Storage subsidy \$6,000.00
City's 90th Birthday Celebration \$10,000.00
CMI \$35,000.00
TOTAL **\$78,250.00**

001-0101-511-51-00 - Office Supplies - City Council
Letterhead & misc. paper supplies \$200.00
White Tyvek envelopes 10 x 13 and 12 x 15-1/2" 500.00
Labels, fasteners, pens, pencils, etc. 150.00
Batteries for cordless microphone and remotes 50.00
Bottled water (31 meetings) 12 cases needed 100.00
TOTAL **\$1,000.00**

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

TOTAL\$1,000.00

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

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

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

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

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

TOTAL\$0

river cities **Gazette**

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

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

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

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

Thank you for your consideration of this matter.

Tom Curtis, Publisher



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

2-9

river cities **Gazette**

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

Below is the basic financial information on the 2015 River Cities Festival.

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

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

TOTAL-----\$64,444

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

TOTAL-----\$61,245

2-10

City Clerk

Mission Statement

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

City Clerk

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

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

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

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

Goals

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

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

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

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

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

Objectives

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

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

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

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

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

Objectives (continued)

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

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

Continue to provide assistance to all Departments concerning City needs.

2014-15 Accomplishments

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

2015-16 Budget Highlights

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

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$274,216</u>
Net cost of Department	<u>\$274,216</u>

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

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2012-13 ACTUALS	FY2013-14 ACTUALS	FY2014-15 AMENDED BUDGET	FY2015-16 Departmental Request	Dollar Increase (Decrease)	YTD ACTUALS AS OF 6/30/15
CITY CLERK							
001-0301-513.12-00	REGULAR SALARIES	160,819	128,497	157,484	143,557	(13,927)	127,837
001-0301-513.13-00	PART TIME SALARIES	14,870	-	-	0	-	-
001-0301-513.14-00	OVERTIME	1,899	1,531	1,500	-	(1,500)	796
001-0301-513.21-00	FEDERAL PAYROLL TAXES	13,856	9,947	10,066	9,179	(887)	9,830
001-0301-513.22-01	GENERAL PENSION	252	8,837	14,633	16,829	2,196	10,818
	TOTAL MEDICAL INSURANCE	13,035	15,978	26,595	24,419	(2,176)	16,024
001-0301-513.24-00	WORKER'S COMPENSATION	406	172	394	359	(35)	297
001-0301-513.34-00	OTHER CONTRACTUAL SERVICE	32,300	28,885	33,573	28,500	(5,073)	11,412
001-0301-513.40-00	TRAVEL AND PER DIEM	58	1,383	2,000	2,000	-	1,117
001-0301-513.41-01	TELEPHONE	639	992	337	1,056	719	959
001-0301-513.41-03	POSTAGE	503	339	481	474	(7)	477
001-0301-513.41-06	INTERNET ACCESS	942	1,472	1,817	1,387	(430)	935
001-0301-513.44-00	RENTALS AND LEASES	4,490	2,957	3,000	3,000	-	2,224
001-0301-513.45-30	LIABILITY INSURANCE	2,676	2,724	3,869	3,310	(559)	2,898
001-0301-513.46-00	REPAIRS AND MAINTENANCE	3,448	2,760	3,565	7,600	4,035	2,541
001-0301-513.47-00	PRINTING AND BINDING	4,992	3,815	6,630	6,630	-	1,158
001-0301-513.48-00/02	ADVERTISING & PROMOTIONS	9,679	3,205	22,000	10,000	(12,000)	10,803
001-0301-513.51-00	OFFICE SUPPLIES	3,491	4,076	5,600	5,600	-	3,088
001-0301-513.52-00	OPERATING SUPPLIES	4,919	4,494	6,179	6,000	(179)	2,699
001-0301-513.54-00	DUES, MEMBERSHIPS, SUBS	1,346	1,465	2,640	2,640	-	1,580
001-0301-513.54-10	VEH REGISTRATION & TAG	1,218	1,075	-	-	-	-
001-0301-513.58-00	EDUCATION AND TRAINING	750	1,625	1,550	1,675	125	954
001-0301-513.64-00	MACHINERY AND EQUIPMENT	4,025	-	6,100	-	(6,100)	4,300
** CITY CLERK		280,612	226,229	310,013	274,216	(35,797)	212,747

3.4

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

DEPARTMENTAL INPUT
 Description

Account #	Description	Budget Amount	Misc. Info
1-0301-513-12-00	REGULAR SALARIES	143,557.00	
00100	PER PAYROLL WORKSHEETS PREPARED BY FINANCE	143,557.00	
1-0301-513-21-00	FEDERAL PAYROLL TAXES	9,179.00	
00100	PER PAYROLL WORKSHEETS PREPARED BY FINANCE	16,829.00	
1-0301-513-22-01	GENERAL	22,787.00	
1-0301-513-23-05	HMO, EMPLOYEE +1	855.00	
1-0301-513-23-07	LIFE/AD&D	565.00	
1-0301-513-23-08	DENTAL - OHS - EMPLOYEE	213.00	
1-0301-513-23-09	VSP - VISION - EMPLOYEE	359.00	
1-0301-513-24-00	WORKER'S COMPENSATION	28,500.00	
1-0301-513-34-00	OTHER CONTRACTUAL SERVICE		
00100	MIAMI SPRINGS ELECTION	20,000.00	
00200	IDD	1,500.00	
00300	VALUE STORE IT	4,000.00	
00400	SCANNING PROJECT	3,000.00	
00100	PER FINANCE ALLOCATION	3,310.00	
1-0301-513-40-00	TRAVEL AND PER DIEM	2,000.00	
1-0301-513-41-01	TELEPHONE: BASE & LOCAL	1,056.00	
1-0301-513-41-03	POSTAGE	474.00	
1-0301-513-41-06	INTERNET ACCESS	1,367.00	
1-0301-513-44-00	RENTALS AND LEASES	3,000.00	
1-0301-513-45-30	RISK MANAGEMENT	3,310.00	
1-0301-513-46-00	REPAIRS AND MAINTENANCE	7,600.00	
1-0301-513-47-00	PRINTING AND BINDING	6,630.00	
1-0301-513-48-02	ADVERTISING	10,000.00	
1-0301-513-51-00	OFFICE SUPPLIES	5,600.00	
1-0301-513-52-00	OPERATING SUPPLIES	6,000.00	
1-0301-513-54-00	DUES, MEMBERSHIPS, SUBS	2,640.00	
1-0301-513-58-00	EDUCATION AND TRAINING	1,675.00	
* Total Accounts for this Budget Level		274,216.00	

3-5

Basis for FY 2015-16 Salary Projections

Calculations is based upon current earnings at 2,080 hours

- 0.0%
- 0.00%
- 3.00% to be effective on 10-01-2015

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

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

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CITY OF MIAMI SPRINGS 2015-2016 BUDGET - CITY CLERK

001-0301-513-34-00 - Contractual Services - City Clerk
Miami Springs General Election..... \$20,000.00
International Data Depository (records storage)..... \$1,500.00
Value Store-It Public Storage..... \$4,000.00
TOTAL\$25,500.00

001-0301-513-40-00 - Travel & Related Costs - City Clerk
Clerks' Seminars (Travel to Conferences) \$2,000.00
TOTAL2,000.00

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

001-0301-513-46-00 - Repair & Maintenance - City Clerk
Copy Room Time clock maintenance agreement..... \$120.00
Automated Business Machines FEL 310 Shredders Annual Maintenance (\$185 ea.) 370.00
Sound system Model 8553B Altec Lansing - Chambers (6 hours @ \$85)..... 510.00
Overhead projectors - Council Chambers 400.00
API Service - Maintenance/License Fee for Optiview..... 2,165.00
Laserfiche - Maintenance/License Fee..... 2,000.00
TOTAL\$7,565.00

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

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

001-0301-513-48-02 - Advertising - City Clerk
River Cities Gazette - Legal advertising \$3,000.00
Miami Daily Business Review - Legal advertising..... 2,000.00
The Miami Herald - Legal advertising..... 5,000.00
TOTAL\$10,000.00

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

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

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

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

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

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

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

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

City Manager

Mission Statement

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

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

City Manager

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

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

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

Goals

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

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

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

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

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

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

Objectives

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

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

City Manager

Objectives (continued)

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

Provide timely response to questions and concerns of residents.

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

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

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

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

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

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

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

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

2014-15 Accomplishments

FY 2015-16 Budget Highlights

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

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$352,465</u>
Net cost of Department	<u>\$352,465</u>
- Budget includes \$45,000 for the City Lobbyist.

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

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

5

Basis for FY 2015-16 Salary Projections

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

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

TOR-Top of range no merit increases

4-7

Human Resources

Mission Statement

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

Human Resources

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

Goals

Continue to develop and maintain effective, positive employee relations.

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

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

Objectives

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

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

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

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

2014-15 Accomplishments

Human Resources

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

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

Human Resources

2014-15 Accomplishments (continued)

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

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

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

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

Hired a Building Official/Code Compliance Director

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

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

Workers' Compensation:

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

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

Risk Management:

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

FY 2015-16 Budget Highlights

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

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$225,532</u>
Net cost of Department	<u>\$225,532</u>

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

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2012-13 ACTUALS</u>	<u>FY2013-14 ACTUALS</u>	<u>FY2014-15 AMENDED BUDGET</u>	<u>FY2015-16 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AS OF 6/30/15</u>
HUMAN RESOURCES							
001-0401-513.12-00	REGULAR SALARIES	124,054	125,727	124,207	133,762	9,555	91,281
001-0401-513.21-00	FEDERAL PAYROLL TAXES	9,257	9,395	8,897	9,242	345	6,757
001-0401-513.22-01	GENERAL PENSION	5,835	6,154	6,259	5,393	(866)	4,570
	TOTAL MEDICAL INSURANCE	9,348	10,026	12,288	13,487	1,199	9,483
						-	
001-0401-513.24-00	WORKER'S COMPENSATION	297	143	321	334	13	243
001-0401-513.31-00	PROFESSIONAL SERVICES	43,280	44,796	42,000	48,000	6,000	40,080
001-0401-513.34-00	CONTRACTUAL SERVICES	3,561	1,776	-	-	-	1,144
001-0401-513.40-00	TRAVEL AND PER DIEM	1,336	814	1,500	1,500	-	-
001-0401-513.41-01	TELEPHONE	639	466	337	480	143	362
001-0401-513.41-03	POSTAGE	189	127	199	196	(3)	204
001-0401-513.41-06	INTERNET ACCESS	942	1,472	1,817	1,387	(430)	935
001-0401-513.45-30	LIABILITY INSURANCE	2,004	2,208	3,149	3,084	(65)	2,358
001-0401-513.46-00	REPAIRS AND MAINTENANCE	-	2,166	2,000	2,166	166	2,166
001-0401-513.48-00	ADVERTISING	1,823	1,628	1,500	1,500	-	801
001-0401-513.51-00	OFFICE SUPPLIES	1,567	1,598	1,500	1,500	-	773
001-0401-513.52-00	OPERATING SUPPLIES	287	532	500	500	-	342
001-0401-513.54-00	DUES, MEMBERSHIPS, SUBS	1,619	1,664	2,000	2,000	-	-
001-0401-513.58-00	EDUCATION AND TRAINING	760	923	1,000	1,000	-	-
**	HUMAN RESOURCES	206,797	211,615	209,474	225,532	16,058	161,499

h-5

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

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

5-9

Basis for FY 2015-16 Salary Projections

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

Calculations is based upon current earnings at 2,080 hours

0.0%
 0.0%
 0.00%
 3.00% *to be effective on 10-01-2015*

||:

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

TOR- Top of range-no merit increases

5-6

Finance Department

Mission Statement

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

Finance Department-Administrative Division

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

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

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

Goals

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

Objectives

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

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

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

Improve the usefulness of the performance measures of each department.

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

2014-15 Accomplishments

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

Finance Department-Administrative Division

2014-15 Accomplishments (continued)

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

FY 2015-16 Budget Highlights

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

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$503,183</u>
Net cost of Department	<u>\$503,183</u>

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

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

6-4

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

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

6-5

Finance Department-Professional Services Division

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

Goals

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

Objectives

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

2014-15 Accomplishments through May 2015

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

Finance Department-Professional Services Division

2014-15 Accomplishments through May 2015 (continued)

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

FY 2015-16 Budget Highlights

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

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$317,701</u>
Net cost of Department	<u>\$317,701</u>

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

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

2-9

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

6-9

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

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

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

6-10

Basis for FY 2015-16 Salary Projections

Base Salary for each position:
Adjustment includes:

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

Calculations is based upon current earnings at 2,080 hours

3.0%
0.0%
0.00%
3.00% to be effective on 10-01-2015

City of Miami Springs

Department: FINANCE

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

Department: FINANCE

PROFESSIONAL SERVICES DIVISION

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

FY15/16 FINANCE- PROFESSIONAL SERVICES BUDGET WISH LIST

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

English only 10,000 quantity:

Cost of printing (\$3,852.00) and Every Door Direct mailing (EDDM) (\$1,271.00) **\$5,123.00**

Spanish only 1,000 quantity:

Cost of translation (\$1210.00) and printing (\$500.00) **\$1,710.00**

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

- Develop a **City Facebook page**

Cost of offsite backup for page for Public Records Request **\$2,400.00 annually**

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

FY15/16 FINANCE- PROFESSIONAL SERVICES BUDGET ASSUMPTIONS

<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
OR (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.)	\$6,000.00 annually

FY15/16 RECOGNIZED BUDGET SAVINGS

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

\$1,200.00 annually

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

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

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

City Attorney

Mission Statement

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

City Attorney

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

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

Goal

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

Objectives

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

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

FY 2015-16 Budget Highlights

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

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

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

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

7-3

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

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

h-l

Planning Department

Mission Statement

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

Planning and Zoning Department

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

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

Goals and Objectives:

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

Objective: Perform necessary services to effect the Departmental Mission.

FY2014-15 Accomplishments

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

FY2015-16 Budget Highlights

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

Budgeted Revenues	\$ 47,000
Budgeted Expenditures	\$ <u>85,052</u>
Net cost of Department	\$ <u>38,052</u>

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

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2012-13 ACTUALS</u>	<u>FY2013-14 ACTUALS</u>	<u>FY2014-15 AMENDED BUDGET</u>	<u>FY2015-16 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AS OF 6/30/15</u>
PLANNING							
001-0701-515.12-00	REGULAR SALARIES	70,031	30,002	-	8,570	8,570	3,299
001-0701-515.13-00	PART TIME YEAR ROUND	10,807	31,550	59,448	50,970	(8,478)	39,200
001-0701-515.21-00	FICA TAXES	5,888	4,633	4,393	4,392	(1)	3,250
001-0701-515.22-01	GENERAL EMPLOYEES RET SYS	10,536	3,647	1,235	1,005	(230)	744
	TOTAL MEDICAL INSURANCE	9,887	4,370	2,066	2,171	105	1,257
						-	
001-0701-515.24-00	WORKER'S COMPENSATION	187	86	149	149	(0)	108
001-0701-515.31-00	PROFESSIONAL SERVICES	8,700	-	25,000	10,000	(15,000)	1,620
001-0701-515.40-00	TRAVEL AND PER DIEM	1,453	1,360	1,500	1,500	-	12
001-0701-515.41-01	TELEPHONE	805	636	113	160	47	121
001-0701-515.41-03	POSTAGE	691	466	632	623	(9)	656
001-0701-515.41-04	OVERNIGHT-UPS, FEDX	-	-	100	-	(100)	-
001-0701-515.41-06	INTERNET ACCESS	824	1,288	1,677	1,214	(463)	716
001-0701-515.45-30	LIABILITY INSURANCES	1,272	1,332	1,460	1,373	(87)	1,098
001-0701-515.47-00	PRINTING AND BINDING	328	322	100	500	400	149
001-0701-515.48-02	ADVERTISING	676	-	1,000	-	(1,000)	-
001-0701-515.51-00	OFFICE SUPPLIES	1,139	152	1,000	500	(500)	111
001-0701-515.52-00	OPERATING SUPPLIES	406	701	400	500	100	65
001-0701-515.54-00	DUES, MEMBERSHIPS, SUBS	290	218	425	425	-	232
001-0701-515.58-00	EDUCATION AND TRAINING	545	-	1,000	1,000	-	48
001-0701-515.91-09	MACHINERY & EQUIPMENT	2,819	-	-	-	-	-
**	PLANNING	127,284	80,763	101,698	85,052	(16,646)	52,686

8-3

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

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

h-k

Basis for FY 2015-16 Salary Projection

Base Salary for each position:

Adjustment includes:

Max Annual merit increase for position

Cost of living Adjustment

CPI for all urbans (Apr to Apr)

Estimate used for COLA Projection

Calculations is based upon current earnings at 2,080 hours

0.0%

0.0%

0.00%

3.00% *to be effective on 10-01-2015*

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

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2-5

Miami Springs Police Department

Mission Statement

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

Police Department

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

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

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

Goals

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

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

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

Increase "Homeland Security" efforts.

Objectives

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

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

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

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

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

Police Department

2014-15 Accomplishments

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

FY 2015-16 Budget Highlights

- The FY2015-16 budget is \$451,617 or a 7.5% increase from the prior year, this increase is due to the following factors:
 1. Increase in pension costs from new FOP contract.
 2. Increase of 2% for pay raise in accordance to FOP contract.

Police Department

FY 2015-16 Budget Highlights (continued)

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

Budgeted Revenues	\$ 458,000	(includes \$300,000 in red light)
Budgeted Expenditures	<u>\$6,474,933</u>	
Net cost of Department	<u>\$6,016,933</u>	
 - Budget includes \$138,977 for four new cars and \$32,000 for new phone system, and voice recording system..

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

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

9-5

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

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

7-6

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

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

9-7

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

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

8-6

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

DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info

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

6-9

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

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

9-10

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

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

11-6

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

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

9-12

FY 2015/2016 Police Dept. Salary Projection

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

FY 2015/2016 Police Dept. Salary Projection

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

\$2,732,677

Civilians:
Communications/Records/Clerical

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

Part Time:

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

PSA's

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

School Crossing Guards

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

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

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

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

Department: POLICE

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

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

Reason why equipment is needed

Replacement of four patrol vehicles to maintain fleet serviceability.

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

Existing equipment is aged and worn/installed numerous times; worn due to use and weather deterioration. Need a reliable telephone system.

Voice recording equipment is out of date; need digital/contract expiration

<u>Expected cost savings from this acquisition(if any)</u>	<u>Expected Savings</u>
<u>Fleet maintenance</u>	<u>\$ 15,000.00</u>
<u> </u>	<u> </u>
<u> </u>	<u>\$ -</u>

Department Head Signature

City Manager Approval

9-15

Law Enforcement Trust Fund

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

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

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

FY2015-16 Budget Highlights or Modifications

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

Budgeted Revenues	\$131,951(funding from Forfeiture funds)
Budgeted Expenditures	<u>\$131,951</u>
Net cost of Department	<u>\$ -0-</u>

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

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

10-2

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

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

103

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

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2012-13 ACTUALS</u>	<u>FY2013-14 ACTUALS</u>	<u>FY2014-15 AMENDED BUDGET</u>	<u>FY2015-16 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AS OF 6/30/15</u>
LAW ENFORCEMENT TR							
650-2011-521.31-00	PROFESSIONAL SERVICES	240	200	300	300	-	160
650-2011-521.34-00	OTHER CONTRACTUAL SERVICE	-	-	2,500	-	(2,500)	2,474
650-2011-521.40-00	TRAVEL AND PER DIEM	5	1,000	5,000	5,000	-	-
650-2011-521.41-01	TELEPHONE: BASE & LOCAL	2,590	2,213	3,100	2,267	(833)	1,708
650-2011-521.41-02	CELLULAR TELEPHONE	1,000	1,064	1,200	1,000	(200)	680
650-2011-521.41-04	OVERNIGHT-UPS, FEDX	-	-	250	250	-	-
650-2011-521.41-06	INTERNET ACCESS	1,085	1,141	1,300	1,300	-	920
650-2011-521.43-01	ELECTRICITY	1,756	2,214	2,300	2,200	(100)	1,393
650-2011-521.44-00	RENTALS AND LEASES	-	-	500	500	-	-
650-2011-521.44-01	BUILDINGS	19,200	19,584	19,584	19,584	-	16,320
650-2011-521.44-02	EQUIPMENT	1,934	2,071	2,500	2,500	-	1,767
650-2011-521.45-30	LIABILITY INSURANCE	2,391	2,391	1,600	1,600	-	1,992
650-2011-521.46-00	REPAIRS AND MAINTENANCE	-	825	2,500	2,500	-	-
650-2011-521.46-03	EQUIPMENT	117	158	200	200	-	35
650-2011-521.47-00	PRINTING AND BINDING	-	-	1,000	1,000	-	-
650-2011-521.48-00	PROMOTIONS	320	151	3,500	3,500	-	290
650-2011-521.48-02	ADVERTISING	464	800	3,000	3,000	-	680
650-2011-521.51-00	OFFICE SUPPLIES	871	623	1,500	1,500	-	457
650-2011-521.52-00	OPERATING SUPPLIES	1,602	1,484	6,000	6,000	-	880
650-2011-521.52-03	UNIFORMS	630	-	1,000	1,000	-	-
650-2011-521.54-00	DUES, MEMBERSHIPS, SUBS	25	28	250	250	-	-
650-2011-521.58-00	EDUCATION AND TRAINING	-	-	1,000	1,000	-	-
650-2011-521.58-01	THREE PSAS	1,323	-	4,000	4,000	-	-
650-2011-521.58-02	EDUCATION-OFFICERS	-	610	5,000	5,000	-	595
650-2011-521.64-00	MACHINERY AND EQUIPMENT	-	1,043	1,500	1,500	-	-
* COMMUNITY POLICING		35,553	37,600	70,584	66,951	(3,633)	30,351

10-01

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

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

10-5

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

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

10-6

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

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2012-13</u> <u>ACTUALS</u>	<u>FY2013-14</u> <u>ACTUALS</u>	<u>FY2014-15</u> <u>AMENDED</u> <u>BUDGET</u>	<u>FY2015-16</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 6/30/15</u>
CRIMINAL JUSTICE 650-2012-521-58-00	EDUCATION AND TRAINING	-	-	20,000	20,000	-	-
* PUBLIC SAFETY		-	-	20,000	20,000	-	-

10-7

Code Compliance

Mission Statement

The City of Miami Springs' Code Compliance Department is committed to the community it serves. We are dedicated providers of municipal services and Stewards of the public trust. We promote the well-being of a community where people desire an excellent quality of life!

Code Compliance

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

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

Goals

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

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

Objectives

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

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

Continue to update all City Codes to meet current needs.

2014-15 Accomplishments

- Maintained an adequate level of Code Compliance monitoring, in spite of having only one Full Time Code Compliance Officer for most of the year.
- Opened 810 Code Compliance cases.
- Performed 1,885 Code Compliance inspections.
- Successfully prosecuted all cases that were brought before the Code Enforcement Board.
- Maintained the Department running effectively during the transition of a retired Departmental Director (Tex Ziadie) and the beginning of a new Departmental Structure under Director/Building Official Ulises Fernandez.

Code Compliance

2014-15 Accomplishments (continued)

- Began the separation of the Building and Code Compliance Departments into two different entities, with separate budgets.
- Presented numerous Code changes to Council, most of which were adopted, including the Recreational Vehicle Code and the Commercial Vehicle Code.
- Hired a new Full Time Code Compliance Officer, as approved in the annual budget (Rose Piniella).

FY2015-16 Budget Highlights

- Proposed budget is \$ 44,424 or 34% higher than FY2013/2014.
- Increase is due to the allocation of part of the Building/Code Compliance Director's salary to this function as well as the full year cost of the additional Code Officer that was added during last fiscal year.

- Budget Summary:

Budgeted Revenues	\$142,000
Budgeted Expenditures	<u>\$177,799</u>
Net deficit of the Department	<u>\$(35,799)</u>

**CITY OF MIAMI SPRINGS
CODE COMPLIANCE
FISCAL YEAR ENDED 9/30/16**

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2014-15 AMENDED BUDGET</u>	<u>FY2015-16 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>
CODE COMPLIANCE:				
001-2401-524.12-00	REGULAR SALARIES	77,640	112,381	34,741
001-2401-524.21-00	FICA TAXES	4,934	7,032	2,098
001-2401-524.22-01	GENERAL EMPLOYEES RET SYS	11,313	13,175	1,862
	TOTAL MEDICAL/LIFE INSURANCE	19,169	22,998	3,829
001-2401-524.24-00	WORKER'S COMPENSATION	3,000	4,214	1,214
001-2401-524.41-01	TELEPHONE	640	640	-
001-2401-524.41-02	CELLULAR TELEPHONE	2,100	2,521	421
001-2401-524.41-03	POSTAGE	240	240	0
001-2401-524.41-06	INTERNET ACCESS	454	347	(107)
001-2401-524.44-00	RENTALS AND LEASES	720	720	-
001-2401-524.45-10	FLEET MAINTENANCE	2,000	2,000	-
001-2401-524.45-30	LIABILITY INSURANCES	4,123	4,901	778
001-2401-524.46-00	REPAIRS AND MAINTENANCE	1,200	1,200	-
001-2401-524.47-00	PRINTING AND BINDING	300	300	-
001-2401-524.51-00	OFFICE SUPPLIES	500	600	100
001-2401-524.52-00	OPERATING SUPPLIES	1,200	1,230	30
001-2401-524.52-02	FUEL, OILS, LUBRICANTS	1,200	1,200	-
001-2401-524.52-03	UNIFORMS	600	600	-
001-2401-524.52-07	TIRES	500	500	-
001-2401-524.58-00	EDUCATION AND TRAINING	250	1,000	750
** B&Z/CODE COMPLIANCE		132,083	177,799	45,716

h-11

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

Account #	Description	Budget Amount	Misc. Info
1-2401-524-12-00	REGULAR SALARIES	112,381.00	
1-2401-524-21-00	FEDERAL PAYROLL TAXES	7,032.00	
1-2401-524-22-01	GENERAL	13,175.00	
1-2401-524-23-07	LIFE/AD&D	552.00	
1-2401-524-23-08	DENTAL - OHS - EMPLOYEE	442.00	
1-2401-524-23-09	VSP - VISION - EMPLOYEE	169.00	
1-2401-524-23-19	HMO - EMPLOYEE + CHILDREN	21,834.00	
1-2401-524-24-00	WORKER'S COMPENSATION	4,214.00	
1-2401-524-41-01	TELEPHONE: BASE & LOCAL	640.00	
1-2401-524-41-02	CELLULAR TELEPHONE	2,521.00	
1-2401-524-41-03	POSTAGE	240.00	
1-2401-524-41-06	INTERNET ACCESS	347.00	
1-2401-524-44-00	RENTALS AND LEASES	720.00	
1-2401-524-45-10	FLEET MAINTENANCE	2,000.00	
1-2401-524-45-30	RISK MANAGEMENT	4,902.00	
1-2401-524-46-00	REPAIRS AND MAINTENANCE	1,200.00	
1-2401-524-47-00	PRINTING AND BINDING	300.00	
1-2401-524-51-00	OFFICE SUPPLIES	600.00	
1-2401-524-52-00	OPERATING SUPPLIES	1,230.00	
1-2401-524-52-02	FUEL, OILS, LUBRICANTS	1,200.00	
1-2401-524-52-03	UNIFORMS	600.00	
1-2401-524-52-07	TIRES	500.00	
1-2401-524-58-00	EDUCATION AND TRAINING	1,000.00	
		177,799.00	
* Total Accounts for this Budget Level		23	

11-5

Basis for FY 2015-16 Salary Projections

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

Calculations is based upon current earnings at 2,080 hours

0.0%
 0.0%
 0.00%
 3.00% *to be effective on 10-01-2015*

::

City of Miami Springs												
Department: Code Compliance												
Position(Paygrade)	Employee name	FT PT	Amended Budget	Qty	Fav (Unf)	Salary at 3/31/2015	Date of Annual Review	FY2016 Projected Merit Increase	One Time 4% COLA Increase	Longevity	Other	FY 2016 Projection
Code Compliance Officer-PG26	L Taveras	FT	1	1	0	\$47,705		\$1,488	\$1,908	\$1,000	\$0	\$52,102
Code Compliance Officer	R Pinella	FT	1	1	0	\$35,922		\$1,121	\$1,437	\$0	\$0	\$38,480
Building Official/Director	Ulises Fernandez	FT	1	1	0	\$21,800			\$0	\$0	\$0	\$21,800
Total projections			3.0	3.0	0	\$105,427		\$2,609	\$3,345	\$1,000	\$0	\$112,381

9-11

CITY OF MIAMI SPRINGS
 BUILDING CODE COMPLIANCE DEPARTMENT

FY 2014-15
 BUDGET

CODE REVENUES

Line Item Revenue	FY12-13	FY13-14	FY14-15	FY14-15	FY15-16
	Actual	Actual	AMENDED BUDGET	Actual As of 6/30/15	Budget
Occupational Licenses -CITY	79,136	72,758	75,000	62,792	\$ 75,000
Occupational Licenses -COUNTY	20,302	21,827	15,000	11,812	\$ 20,000
Re-Occupancy Agreements	1,500	4,000	2,000	2,000	\$ 3,000
Code Compliance Agreements	1,000	2,000	2,000	-	\$ 1,000
Re-Occupancy Inspection	19,975	20,000	15,000	14,000	\$ 18,000
Code Enforcement tickets	23,025	23,800	15,000	72,960	\$ 25,000
	144,938	144,385	124,000	163,564	142,000

11-7

INFORMATION TECHNOLOGY

Mission Statement

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

Information Technology

Goals

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

Objectives

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

Major Functions & Activities

Infrastructure

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

Information Technology

Major Functions & Activities (Continued)

Infrastructure (continued)

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

Integration

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

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

Support

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

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

Major Functions & Activities (continued)

Support (continued)

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

Telecommunications

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

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

Information Technology

FY2014-15 Accomplishments

- New POS system for Golf
- Exchange server migration to Hyper-v system
- Streamline log reviewing and maintenance
- Archiving encrypted backups to offsite cloud service
- Internal DNS hosted by cloud service – test run
- DRBL server to speed up workstation repairs

FY 2015-16 Budget Highlights

- Proposed budget is \$2,404 or 0.7% higher than FY2014/2015 mainly due to increased health care costs...
- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$337,920</u>
Net cost of Department	<u>\$337,920</u>

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

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2012-13 ACTUALS</u>	<u>FY2013-14 ACTUALS</u>	<u>FY2014-15 AMENDED BUDGET</u>	<u>FY2015-16 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AS OF 6/30/15</u>
INFORMATION TECH							
001-5301-513.12-00	REGULAR SALARIES	149,798	116,547	129,495	131,312	1,817	69,725
001-5301-513.21-00	FEDERAL PAYROLL TAXES	11,021	8,440	8,073	8,412	339	5,105
001-5301-513.22-01	GENERAL	18,457	17,252	18,867	15,394	(3,473)	9,950
	TOTAL MEDICAL INSURANCE	18,564	17,706	24,555	21,852	(2,703)	10,885
						-	
001-5301-513-24-00	WORKMENS COMP	375	151	324	328	4	243
001-5301-513.34-00	OTHER CONTRACTUAL SERVICE	128,344	132,236	134,981	137,721	2,740	113,600
001-5301-513.40-00	TRAVEL AND PER DIEM			500	500	-	-
001-5301-513.41-01	TELEPHONE		155	113	160	47	128
001-5301-513.41-02	CELLULAR PHONE	2,101	2,034	2,100	2,100	-	966
001-5301-513-41-06	INTERNET	824	1,288	1,677	1,214	(463)	818
001-5301-513-45-30	LIABILITY INSURANCE	2,520	2,304	3,181	3,028	(153)	2,385
001-5301-513.46-00	REPAIRS AND MAINTENANCE	4,663	1,834	4,650	4,500	(150)	1,364
001-5301-513.46-02	FLEET MAINTENANCE	242	187	-	3,200	3,200	415
001-5301-513.51-00	OFFICE SUPPLIES	74	1,030	500	500	-	-
001-5301-513.52-00	OPERATING SUPPLIES	1,602	1,108	500	1,300	800	1,397
001-5301-513.54-00	DUES, MEMBERSHIPS, SUBS	370	370	400	400	-	195
001-5301-513.58-00	EDUCATION AND TRAINING	274	158	5,600	6,000	400	-
001-5301-513.64-00	MACHINERY AND EQUIPMENT	10,412	4,699	-	-	-	-
**	INFORMATION TECHNOLOGY	349,641	307,499	335,516	337,920	2,404	217,176

12-6

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

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info
1-5301-513-12-00	REGULAR SALARIES	131,312.00	
1-5301-513-21-00	FEDERAL PAYROLL TAXES	8,412.00	
1-5301-513-22-01	GENERAL	15,394.00	
1-5301-513-23-04	HMO, EMPLOYEE ONLY	20,177.00	
1-5301-513-23-07	LIFE/AD&D	496.00	
1-5301-513-23-08	DENTAL - OHS - EMPLOYEE	971.00	
1-5301-513-23-09	VSP - VISION - EMPLOYEE	209.00	
1-5301-513-24-00	WORKER'S COMPENSATION	328.00	
1-5301-513-34-00	OTHER CONTRACTUAL SERVICE	137,721.00	
	00100 SUNGARD ASP BUNDLED SERVICES - HTE		121,776.00
	00200 AHA CONSULTING WEB HOSTING/MAINT		3,600.00
	00300 SONICWALL FIREWALL/SECURITY		.00
	00400 BOX.COM OFFSITE UNLIMITED STORAGE		540.00
	00500 ITC PHONE SYSTEM MAINTENANCE		5,880.00
	00600 AWS SERVICES - HOSTED SERVERS, DNS, AND S3		3,600.00
	00700 VIRCOM SPAM FILTERING		2,200.00
	00800 DOTGOV DOMAIN REGISTRATION		125.00
	00900 TRENDMICRO ANNUAL MAINT - ANTIVIRUS		.00
1-5301-513-40-00	TRAVEL AND PER DIEM	500.00	
1-5301-513-41-01	TELEPHONE: BASE & LOCAL	160.00	
1-5301-513-41-02	CELLULAR TELEPHONE	2,100.00	
1-5301-513-41-06	INTERNET ACCESS	1,214.00	
1-5301-513-45-10	FLEET MAINTENANCE	3,200.00	
1-5301-513-45-30	RISK MANAGEMENT	3,026.00	
1-5301-513-46-00	REPAIRS AND MAINTENANCE	4,500.00	
	00100 PER FINANCE ALLOCATION		3,026.00
	00100 SERVER DRIVES - RAID REPLACEMENT X 3		700.00
	00200 SERVER POWER SUPPLY X 2		600.00
	00300 POE MANAGED -SWITCHES X 2		500.00
	00400 ROUTERS - X 2		1,000.00
	00500 UPS REPLACEMENT BATTERIES - X 2		1,200.00
1-5301-513-51-00	OFFICE SUPPLIES	500.00	
1-5301-513-52-00	OPERATING SUPPLIES	1,300.00	
1-5301-513-54-00	DUES, MEMBERSHIPS, SUBS	400.00	
1-5301-513-58-00	EDUCATION AND TRAINING	6,000.00	
	00100 SECURITY TRAINING TO KEEP UP AHEAD OF THE BAD GUYS		6,000.00
* Total Accounts for this Budget Level		20	337,920.00

12-7

Basis for FY 2015-16 Salary Projections

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

Calculations is based upon current earnings at 2,080 hours

0.0%
 0.0%
 0.00%
 3.00% *to be effective on 10-01-2015*

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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 3/31/15	Date of Annual Review	FY15-16 Projected Merit Increase	COLA Increase	Longevity	Other	FY15-16 Projection
IT Director-PG46	J Fonseca	FT	1	1	0	\$77,495	11/22/04	\$ 2,325	\$ -	\$ 1,000		\$80,820
Asst IT Manager PG 37	Hemel Llinas	FT	1	1	0	\$47,136	11/16/10	\$ 1,471	\$ 1,885	\$ -		\$50,492
Systems Manager-PG40			-	-	0	\$0			0	0	\$0	\$0
						\$0					\$0	\$0
Total projections			2.0	2.0	0	\$124,631		\$ 3,795	\$ 1,885	\$ 1,000		\$131,312

12-8



Exhibit A

City of Miami Springs, Florida

Website Upgrade Quote

Aha Consulting, Inc.
415 North State Street #138
Lake Oswego, OR 97034
www.ahaconsulting.com

Contact: Brian Gilday
brian.gilday@ahaconsulting.com
Phone: 503-675-5121
Fax: 888-475-3753

12-9



March 7, 2014

City of Miami Springs
ATTN: Jorge Fonseca
201 Westward Drive, 2nd Floor
Miami Springs, Florida 33166
Dear Ms. Hauck

Per your request, we are providing the attached quote for upgrading the City of Miami Springs Website.

Sincerely,

A handwritten signature in black ink that reads "Brian Gilday". The signature is written in a cursive style with a large, looping "y" at the end.

Brian Gilday
CEO

12-10



Overview

The City of Miami Springs has inquired about the possibility of updating the City's existing website. This document outlines recommended upgrades and associated costs.

Recommended Improvements

We recommend an upgrade to the existing website for \$8,500 that includes three main components:

- a) Graphic Design Refresh
- b) Upgraded Content Management System
- c) Staff Refresher Training (On-Site)

Graphic Design Refresh with Responsive Design - \$4,000

We will create a new custom website design for the City Home Page, Departmental Home Page, and individual inner pages. We will conduct a design workshop to discuss different options for the look and layout of the home page and inner pages. We will present an initial design concept and allow for up to 5 revisions of that concept. This will be a responsive design that optimizes its display for smart phones, tablets, and full width desktop displays.

Content Management System (CMS) Upgrade - \$3,000

We will upgrade you to the latest version of Aha Fast Track for Drupal 7, which is much improved over your existing version and includes the following new/enhanced features:

Advanced Search <ul style="list-style-type: none">- The new search engine indexes documents such as PDFs and Word docs in addition to regular HTML- Smart filters (facets)
Email Subscriptions / Notifications <ul style="list-style-type: none">- Provides the capability to create subscription lists and send emails from the website to subscribers for things such as City Council Meeting Agendas, General Notices, etc.- Allows citizens to subscribe/unsubscribe
City Projects with geo-mapping <ul style="list-style-type: none">- Example: http://www.losaltosca.gov/projects
City Parks and Facilities with geo-mapping <ul style="list-style-type: none">- Example: http://www.losaltosca.gov/parksites
Organization/Staff Directory with geo-mapping <ul style="list-style-type: none">- Example: http://www.losaltosca.gov/directory



Embedded Pages <ul style="list-style-type: none">- Summary pages embed content into one or more sub-pages- Example: http://www.ci.oswego.or.us/citycouncil/mayor-and-council
Page Templates for Multiple Images / Text Blocks <ul style="list-style-type: none">- Alternate images left/right/left with corresponding text blocks- Slideshows
Custom Contact Blocks per-page <ul style="list-style-type: none">- Override default department contact blocks on a per-page basis
Custom Sub-Banners per page / Rotating Banner on any page <ul style="list-style-type: none">- Override default department sub-banners on a per-page basis- Add rotating banners to any page
Filters – Auto Submit <ul style="list-style-type: none">- ability to have filters on Calendars, Forms, etc auto-submit when you select an item, without the need to hit the submit button
Enhanced Online Web Forms <ul style="list-style-type: none">- the new online webform includes all existing webform features plus the ability to create multi-page forms and set extra field validation rules
Web Page Migration <ul style="list-style-type: none">o Aha will migrate all existing meeting data with agendas and minuteso The City would be responsible for moving existing web pages to the new site.

Staff Refresher Training (On-Site) - \$1,500

An Aha staff member will come on-site and conduct a full day's worth of training on how to use the new site. Training will be scheduled once the upgraded site is ready with the new graphic design and migrated content.

Timeline

We estimate a total of 4 months to complete this project. So, if we were to proceed on May 1st, the goal would be to have the new site up and running by August 30th.

Invoicing

We would invoice the first 50% at project start and the final 50% upon site go-live.

Account	Vendor	Service	Amount	Status	
001-5301-513.34-00 contractual services				last year amount	
	Aha! Consulting	annual maintenence	\$ 3,600.00		3600
	Sungard	ASP and bundled services	\$ 121,776.00	\$	121,776.00
	Sonicwall	annual maintenance / services		no cos this year	
	Box.com	offsite unlimited storage for archiving	\$ 540.00		
	ITC	phone maintenance service - pbx and phones	\$ 5,880.00		5880
	Amazon	AWS EC2/ DNS / S3 storage (cloud)	\$ 3,600.00		3600
	Vircom spam filtering	SPAM filtering services	\$ 2,200.00		384
	Dot Gov	domain registration	\$ 125.00		125
	Trend Micro	Annual maintenance	\$ -	no cost this year	
			\$ 137,721.00		
001-5301-513.46-00 - repairs/maint		estimates			
	server drives	3 drives @ \$230	\$ 700.00		700
	server power supplies	2 @ \$300	\$ 600.00		500
	switches	2 @ \$480	\$ 1,000.00		1000
	routers	2 @ \$500	\$ 1,000.00		1000
	UPS replacement batteries	2 sets of APC batteries for XL3000's	\$ 1,200.00		1200
			\$ 4,500.00		
001-5301-513.58-00 - Training					
	New Horizons training	MS security training -AD - advanced auth	\$ 6,000.00		5600
001-5301-513.64-00 MACHINERY AND EQUIPMENT	HP / CDWG	Secondary hyper-v server	\$ 5,500.00		0

12-13



**PUBLIC SERVICES
DEPARTMENT
MISSION STATEMENT**

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

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

We are dedicated to our vision and core values.



13-1

Public Services - Administration Division

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

Goals

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

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

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

Objectives

Establish better communication with staff at all levels

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

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

2014-15 Accomplishments

- Continued to better our communication and cohesiveness among employee's & supervisors, continue lunch programs to promote cohesiveness & teamwork
- Reduced costs & inventory, changed purchase procedures with new vendors and shopping for better deals
- Continue to meet our standards as a Clean City by ensuring litter control and safe roadways
- Resident & Commercial Complaints have diminished

FY 2015-16 Budget Highlights

- Proposed budget is \$38,776 or 10.5% higher than FY2014-15 mainly due to the addition of an administrative staff to begin training for the departure of the current administrative staff member who is coming out of the DROP plan during FY2016.

- **The total Public Works budget is \$1,711,968 or \$19,597 higher than the total FY14-15 budget.**

- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$408,252</u>
Net cost of Department	<u>\$408,252</u>

122
13-2

**CITY OF MIAMI SPRINGS
PUBLIC WORKS BUDGET
FISCAL YEAR ENDING 9/30/16**

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2012-13 ACTUALS</u>	<u>FY2013-14 ACTUALS</u>	<u>FY2014-15 AMENDED BUDGET</u>	<u>FY2015-16 Departmental Request</u>	<u>Dollar Increase (decrease)</u>	<u>YTD ACTUALS AS OF 6/30/15</u>
ADMINISTRATION DIVISION							
001-5401-541.12-00	REGULAR SALARIES	217,474	226,290	226,026	265,598	39,572	164,399
001-5401-541.14-00	OVERTIME	-	246	250	-	(250)	63
001-5401-541.21-00	FEDERAL PAYROLL TAXES	15,515	16,365	14,126	16,999	2,873	11,891
001-5401-541.22-01	GENERAL EMPLOYEES PENSION	17,015	17,686	17,096	17,764	668	12,265
	TOTAL MEDICAL INSURANCE	26,164	34,391	42,274	44,789	2,515	31,504
						-	
001-5401-541.24-00	WORKER'S COMPENSATION	1,857	760	1,695	1,992	297	1,269
001-5401-541.31-00	PROFESSIONAL SERVICES	-	750			-	-
001-5401-541.40-00	TRAVEL AND PER DIEM	25	25	500	500	-	25
001-5401-541.41-01	TELEPHONE	2,080	1,536	727	1,440	713	1,178
001-5401-541.41-02	CELLULAR TELEPHONE	1,742	1,186	1,120	1,632	512	1,571
001-5401-541.41-03	POSTAGE	629	452	584	575	(9)	597
001-5401-541.41-04	UPS/FEDEX	39	56	100	100	-	29
001-5401-541.41-06	INTERNET ACCESS	4,034	3,830	6,671	3,276	(3,395)	2,234
001-5401-541.43-01	ELECTRICITY	6,484	6,069	7,250	7,175	(75)	5,020
001-5401-541.43-02	WATER	2,582	-	1,020	714	(306)	889
001-5401-541.44-00	RENTALS AND LEASES	1,377	615	1,000	500	(500)	461
001-5401-541.45-10	FLEET MAINTENANCE	3,944	1,959	3,000	2,500	(500)	-
001-5401-541.45-30	LIABILITY INSURANCES	25,798	30,011	26,863	27,798	935	22,157
001-5401-541.46-00	REPAIRS AND MAINTENANCE	-		500	500	-	-
001-5401-541.47-00	PRINTING AND BINDING	35	68	100	100	-	-
001-5401-541.51-00	OFFICE SUPPLIES	4,604	3,529	4,000	4,000	-	1,865
001-5401-541.52-00	OPERATING SUPPLIES	6,014	5,781	8,274	6,000	(2,274)	2,902
001-5401-541.52-02	FUEL, OILS, LUBRICANTS	1,946	1,899	4,000	2,000	(2,000)	873
001-5401-541.52-07	TIRES	268	134	700	700	-	-
001-5401-541.54-00	DUES, MEMBERSHIPS, SUBS	260	316	600	600	-	504
001-5401-541.58-00	EDUCATION AND TRAINING	-	626	1,000	1,000	-	-
001-5401-541.64-00	MACHINERY AND EQUIPMENT	1,943	-	-	-	-	-
	Total Administration	341,829	354,580	369,476	408,252	38,776	261,696

13-3

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

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info
1-5401-541-12-00	REGULAR SALARIES	265,598.00	
1-5401-541-21-00	FEDERAL PAYROLL TAXES	16,999.00	
1-5401-541-22-01	GENERAL	17,764.00	
1-5401-541-23-01	POS, EMPLOYEE ONLY	41,789.00	
1-5401-541-23-07	LIFE/AD&D	1,406.00	
1-5401-541-23-08	DENTAL - OHS - EMPLOYEE	1,277.00	
1-5401-541-23-09	VSP - VISION - EMPLOYEE	317.00	
1-5401-541-24-00	WORKER'S COMPENSATION	1,992.00	
1-5401-541-40-00	TRAVEL AND PER DIEM	500.00	
	00100 SUNPASS FOR STORMWATER DEBRIS DISPOSAL		500.00
	00200 SUNPASS FOR VEHICLES TAKEN OUT OF TOWN FOR REPAIR		.00
	00300 OTHER TRAVEL EXPENSES AS NEEDED		.00
1-5401-541-41-01	TELEPHONE	1,440.00	
1-5401-541-41-02	CELLULAR TELEPHONE	1,632.00	
1-5401-541-41-03	POSTAGE	575.00	
1-5401-541-41-04	COURIER, UPS, FEDX -OVERNGT	100.00	
	00100 POSTAGE FOR FED-EX SERVICE & PARTS RETURN		100.00
1-5401-541-41-06	INTERNET ACCESS	3,276.00	
1-5401-541-43-01	ELECTRICITY	7,175.00	
1-5401-541-43-02	WATER	714.00	
1-5401-541-44-00	RENTALS AND LEASES	500.00	
	00100 PW COPIER LEASE		500.00
1-5401-541-45-10	FLEET MAINTENANCE	2,500.00	
	00100 REPAIRS, MAINTENANCE, WASHES ON 3 VEHICLES		2,500.00
	00200 PORTIION OF FUEL TRAK AGREEMENT		.00
1-5401-541-45-30	LIABILITY INSURANCES	27,798.00	
1-5401-541-46-00	REPAIRS AND MAINTENANCE	500.00	
	00100 SMALL REPAIRS, LOCK CHANGES		500.00
1-5401-541-47-00	PRINTING AND BINDING	100.00	
	00100 DOOR HANGER NOTICES FOR RESIDENTS		100.00
1-5401-541-51-00	OFFICE SUPPLIES	4,000.00	
	00100 PRINTER CARTRIDGES, COMPUTER CABLES, Mouses, COPY		4,000.00
	00200 PAPER, POST IT, FILE FOLDERS, PENS & REFILLS, TAPE		.00
	00300 LABELS, CLIPS, CALENDERS, MARKERS, STAPLES & SMALL		.00
	00400 BATTERIES & OTHER OFFICE SUPPLIES AS NEEDED		.00
1-5401-541-52-00	OPERATING SUPPLIES	6,000.00	
	00100 SMALL MEDICAL SUPPLIES, PETTY CASH, EXTRA COPIES		6,000.00
	00200 CHARGES, PAPER TOWELS, SHOES & UNIFORMS FOR OFFICE		.00
	00300 PERSONNEL, SANITIZER REFILLS, PRINTERS & OTHER		.00
	00400 MISC ITEMS AS NEEDED FOR OPERATING PW OFFICE		.00
1-5401-541-52-02	FUEL, OILS, LUBRICANTS	2,000.00	
	00100 ESTIMATED FUEL COST FOR 3 VEHICLES		2,000.00
1-5401-541-52-07	TIRES	700.00	
	00100 ESTIMATED TIRE REPLACEMENT FOR 3 VEHICLES		700.00
1-5401-541-54-00	DUES, MEMBERSHIPS, SUBS	600.00	
	00100 APWA & INTERN'L SOCIETY OF ARBORCULTURE - T NASH		600.00
	00200 NIPG FOR R HERNANDEZ, A PEREZ		.00
1-5401-541-58-00	EDUCATION AND TRAINING	1,000.00	
	00100 SEMINARS, TRAINING AS NEEDED - PW OFFICE PERSONNEL		1,000.00
* Total Accounts for this Budget Level		27	408,252.00

13-4

Public Services – Streets/Streetlights Division

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

Goals

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

Objectives

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

2014-15 Accomplishments

- Monitored the installation of City Wide Lighting Program
- Repaired roadway pot holes and swale damages City Wide
- Rocked and graded alleys
- Replaced guardrails at Mokena Drive & Oakwood Drive due to damages

FY 2015-16 Budget Highlights

- Proposed budget is \$33,139 or 9.3% lower than FY2014-15.
- Budget Summary:

Budgeted Revenues	\$	-0-
Budgeted Expenditures	\$	<u>364,046</u>
Net cost of Department	\$	<u>364,046</u>
- Budget includes \$20,000 for tree planting city-wide.

**CITY OF MIAMI SPRINGS
PUBLIC WORKS BUDGET
FISCAL YEAR ENDING 9/30/16**

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2012-13 ACTUALS</u>	<u>FY2013-14 ACTUALS</u>	<u>FY2014-15 AMENDED BUDGET</u>	<u>FY2015-16 Departmental Request</u>	<u>Dollar Increase (decrease)</u>	<u>YTD ACTUALS AS OF 6/30/15</u>
STREETS DIVISION							
001-5402-541.12-00	REGULAR SALARIES	76,371	78,836	79,481	83,377	3,896	59,343
001-5402-541.14-00	OVERTIME	420	457	500	2,500	2,000	1,643
001-5402-541.21-00	FEDERAL PAYROLL TAXES	5,829	6,064	4,839	5,079	240	4,666
001-5402-541.22-01	GENERAL	11,516	3,591	-	-	-	-
001-5402-541.23-04	HMO, EMPLOYEE ONLY	11,198	12,656	15,821	16,572	751	11,589
001-5402-541.23-07	LIFE/AD&D	350	351	324	483	159	363
001-5402-541.23-08	DENTAL - OHS - EMPLOYEE	279	293	294	306	12	236
001-5402-541.23-09	VSP - VISION - EMPLOYEE	106	109	108	108	0	84
	TOTAL MEDICAL INSURANCE	11,933	13,409	16,547	17,470	923	12,272
001-5402-541.24-00	WORKER'S COMPENSATION	6,274	3,020	6,732	7,062	330	4,607
001-5402-541.31-00	PROFESSIONAL SERVICES	3,571	-	-	-	-	-
001-5402-541.34-00	CONTRACTUAL SERVICES	34,565	4,775	30,000	33,500	3,500	16,233
001-5402-541.43-01	ELECTRICITY	147,247	158,067	134,000	135,635	1,635	116,003
001-5402-541.44-00	RENTALS AND LEASES	-	-	100	-	(100)	-
001-5402-541.45-10	FLEET MAINTENANCE	16,658	14,727	19,000	20,000	1,000	29,986
001-5402-541.45-30	LIABILITY INSURANCES	1,224	5,035	3,275	1,922	(1,353)	1,590
001-5402-541.46-00	REPAIRS AND MAINTENANCE	23,820	38,094	37,018	30,000	(7,018)	28,879
001-5402-541.52-00	OPERATING SUPPLIES	19,269	16,279	19,659	15,000	(4,659)	8,305
001-5402-541.52-02	FUEL, OILS, LUBRICANTS	9,315	9,381	12,500	10,000	(2,500)	5,113
001-5402-541.52-07	TIRES	1,726	-	2,200	2,500	300	1,105
001-5402-541.63-00	IMPROVEMENTS O/T BUILDING	-	-	31,334	-	(31,334)	-
	Total Streets	369,738	351,735	397,185	364,046	(33,139)	289,745

13-6

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

DEPARTMENTAL INPUT
 Account # Description

Budget Amount

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

1-5402-541-12-00	REGULAR SALARIES	83,377.00	
1-5402-541-14-00	OVERTIME	2,500.00	
1-5402-541-21-00	FEDERAL PAYROLL TAXES	5,079.00	
1-5402-541-23-04	HMO, EMPLOYEE ONLY	16,572.00	
1-5402-541-23-07	LIFE/AD&D	483.00	
1-5402-541-23-08	DENTAL - OHS - EMPLOYEE	306.00	
1-5402-541-23-09	VSP - VISION - EMPLOYEE	108.00	
1-5402-541-24-00	WORKER'S COMPENSATION	7,062.00	
1-5402-541-34-00	OTHER CONTRACTUAL SERVICE	3,500.00	
	00100 MIAMI SPRINGS SHARE BTWN VIRGINA GARDENS OF		3,500.00
	00200 MEDIAN ISLAND MAINTENACE NEAR 36TH ST & CURTISS		.00
	00300 PARKWAY		.00
1-5402-541-34-09	OTHER	30,000.00	
	00100 TREE & INSTALLATIONS		30,000.00
1-5402-541-43-01	ELECTRICITY	135,635.00	
1-5402-541-45-10	FLEET MAINTENANCE	20,000.00	
	00100 REPAIRS, MAINTENANCE, WASHES ON 2 VEHICLES AND		20,000.00
	00200 ROOT CUTTER, COMPRESSOR, COMPACTOR, ROLLER,		.00
	00300 CONCRETE MIXER, BACKHOE, SKID STEER, FRONT END		.00
	00400 LOADER, PORTIION OF FUEL TRAK AGREEMENT		.00
1-5402-541-45-30	LIABILITY INSURANCES	1,924.00	
1-5402-541-46-00	REPAIRS AND MAINTENANCE	30,000.00	
	00100 OUTSIDE LIGHT, BOLLARD, OUTLET, FLOOD & SPOT LIGHT		30,000.00
	00200 SPRINKLERS, TIMERS, OTHER REPAIRS AS NEEDED.		.00
1-5402-541-52-00	OPERATING SUPPLIES	15,000.00	
	00100 BROOMS, RAKES, SHOVELS, AXES, SPRINKLERS, LIGHT		15,000.00
	00200 BULBS FOR OUTSIDE, CUTTING BLADES, HOSES, SPRAY		.00
	00300 PAINTS, CHRISTMAS LIGHTS, PAINT BRUSHES, TRAYS &		.00
	00400 LINERS, CONCRETE MIX, BOTTLE SPRAYERS, GLOVES,		.00
	00500 VESTS, BACK BRACES, GLOVES, HATS, EARPLUGS, DUST		.00
	00600 MASKS, UNIFORMS, SAFETY SHOES, SAFETY GLASSES,		.00
	00700 CAUTION TAPE, STENCILS, SIGNS, SUNSHINE STATE ONE		.00
	00800 CALL LOCATION SERVICE, PAPER TOWELS, GATORADE,		.00
	00900 TIMERS, FUSES, HARD HATS, MARKING PAINT & OTHER		.00
	01000 MISC ITEMS AS NEEDED.		.00
1-5402-541-52-02	FUEL, OILS, LUBRICANTS	10,000.00	
	00100 ESTIMATED FUEL COST FOR 2 VEHICLES & VARIOUS EQUIP		10,000.00
1-5402-541-52-07	TIRES	2,500.00	
	00100 ESTIMATED TIRE REPLACEMENT COST FOR 2 VEHICLES &		2,500.00
	00200 VARIOUS EQUIPMENT & TRAILERS		.00
* Total Accounts for this Budget Level	17	364,046.00	

13-7

Public Services – Public Properties

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

Goals

Provide essential services to the residents without interruptions

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

Maintain a properly pruned and lifted street tree canopy.

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

Objectives

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

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

2014-15 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 1,145 tree trimmings & 32 removals
- Completed the building of 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 2015-16 Budget Highlights

- Proposed budget is \$36,086 or 6% higher than FY2014-15. The city will bring back in-house the landscaping function that had been outsourced the past three years. The costs of an additional two staff members is approx. \$68,000 including benefits, this is offset by the \$86,000 annual cost from the outsource company, resulting in a net savings for the city. Tree trimming will remain outsourced.

- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$618,313</u>
Net cost of Department	<u>\$618,313</u>

122
13-8

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

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2012-13 ACTUALS</u>	<u>FY2013-14 ACTUALS</u>	<u>FY2014-15 AMENDED BUDGET</u>	<u>FY2015-16 Departmental Request</u>	<u>Dollar Increase (decrease)</u>	<u>YTD ACTUALS AS OF 6/30/15</u>
PUBLIC PROPERTIES DIVISION							
001-5404-541.12-00	REGULAR SALARIES	242,391	169,071	161,656	226,604	64,948	127,325
001-5404-541.14-00	OVERTIME	2,839	584	1,000	1,000	-	534
001-5404-541.21-00	FEDERAL PAYROLL TAXES	19,226	12,942	8,860	12,036	3,176	9,740
001-5404-541.22-01	GENERAL	27,833	15,037	12,903	17,594	4,691	10,265
	TOTAL MEDICAL INSURANCE	56,094	40,015	46,678	70,595	23,917	36,137
						-	
001-5404-541.24-00	WORKER'S COMPENSATION	17,324	6,972	13,692	19,193	5,501	10,269
001-5404-541.25-00	UNEMPLOYMENT COMPENSATION	1,206	4,950			-	-
001-5404-541.31-00	PROFESSIONAL SERVICES	264	-			-	-
001-5404-541.34-00	OTHER CONTRACTUAL SERVICE	142,711	194,862	194,469	132,000	(62,469)	117,675
001-5404-541.41-01	TELEPHONE	2,651	2,394	1,570	2,386	816	1,946
001-5404-541.41-02	CELLULAR TELEPHONE	1,277	1,404	1,008	1,585	577	1,176
001-5404-541.41-04	COURIER,UPS,FEDX -OVERNGT	-	25	50	-	(50)	-
001-5404-541.43-01	ELECTRICITY	35,040	38,256	36,000	31,000	(5,000)	26,103
001-5404-541.43-02	WATER	34,092	36,202	35,088	25,500	(9,588)	19,261
001-5404-541.44-00	RENTALS AND LEASES	210		300	300	-	-
001-5404-541.45-10	FLEET MAINTENANCE	27,799	16,487	19,000	20,000	1,000	11,633
001-5404-541.45-30	LIABILITY INSURANCES	23,016	23,880	25,253	26,519	1,266	18,936
001-5404-541.52-00	OPERATING SUPPLIES	11,866	9,382	13,000	20,000	7,000	10,607
001-5404-541.52-02	FUEL, OILS, LUBRICANTS	11,390	9,096	9,000	9,000	-	4,577
001-5404-541.52-07	TIRES	1,343	653	1,500	3,000	1,500	1,889
001-5404-541-54-00	DUES AND SUBSCRIPTIONS	235	-	-	-	-	-
001-5404-541.63-00	IMPROVEMENTS O/T BUILDING	31,972	3,800	1,200	-	(1,200)	1,200
	Total Public properties	690,779	586,012	582,227	618,313	36,086	409,273

13-9

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

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info	
1-5404-541-12-00	REGULAR SALARIES	226,604.00		
1-5404-541-14-00	OVERTIME	1,000.00		
1-5404-541-21-00	FEDERAL PAYROLL TAXES	12,036.00		
1-5404-541-22-01	GENERAL	17,594.00		
1-5404-541-23-02	POS, EMPLOYEE +1	67,672.00		
1-5404-541-23-07	LIFE/AD&D	1,325.00		
1-5404-541-23-08	DENTAL - OHS - EMPLOYEE	1,276.00		
1-5404-541-23-09	VSP - VISION - EMPLOYEE	321.00		
1-5404-541-24-00	WORKER'S COMPENSATION	19,195.00		
1-5404-541-34-00	OTHER CONTRACTUAL SERVICE	132,000.00		
		00100	PER PAYROLL WORKSHEETS PREPARED BY FINANCE	226,604.00
		00100	PER PAYROLL WORKSHEETS PREPARED BY FINANCE	12,036.00
		00100	PER PAYROLL WORKSHEETS PREPARED BY FINANCE	17,594.00
		00100	PER PAYROLL WORKSHEETS PREPARED BY FINANCE	127,000.00
		00200	OTHER CONTRACTORS - BEE REMOVAL, PALM FERTILIZING	5,000.00
		00300	& LAWN PEST SERVICE	.00
1-5404-541-41-01	TELEPHONE	2,386.00		
1-5404-541-41-02	CELLULAR TELEPHONE	1,585.00		
1-5404-541-43-01	ELECTRICITY	31,000.00		
1-5404-541-43-02	WATER	25,500.00		
1-5404-541-44-00	RENTALS AND LEASES	300.00		
		00100	ARBOR DAY TENT, CHAIR, FLOOR RENTAL AS NEEDED	300.00
1-5404-541-45-10	FLEET MAINTENANCE	20,000.00		
		00100	REPAIRS, MAINTENANCE, WASHES ON 6 VEHICLES	20,000.00
		00200	REPAIRS ON CHAINSAWS, RIDING MOWERS, CHIPPER,	.00
		00300	STUMP GRINDER, WEEDEATERS, EDGERS & TRAILERS	.00
		00400	PORTIION OF FUEL TRAK AGREEMENT	.00
1-5404-541-45-30	LIABILITY INSURANCES	26,519.00		
		00100	PER FINANCE ALLOCATION	26,519.00
1-5404-541-52-00	OPERATING SUPPLIES	20,000.00		
		00100	BROOMS, SHOVELS, RAKES, CHAIN & OIL FOR CHAINSAWS	20,000.00
		00200	WEEDEATER PARTS, TRASH BAGS, LOPPERS, PW CAPS,	.00
		00300	SHOES & UNIFORMS, BACK SUPPORT BELT, GLOVES, EAR	.00
		00400	PLUGS, SAFETY GLASSES, HARD HATS, HAND SANITIZERS,	.00
		00500	GATORADE, DUST MASK, PAPER TOWELS, CONE CUPS, WASP	.00
		00600	KILLER, COOLERS, SAFETY VEST, PAINT BRUSHES, TRAY	.00
		00700	& LINERS, ROLLER COVERS, PAINT, BANNERS, CAUTION	.00
		00800	TAPE & OTHER ITEMS AS NEEDED	.00
1-5404-541-52-02	FUEL, OILS, LUBRICANTS	9,000.00		
		00100	ESTIMATED FUEL COST FOR 6 VEHICLES & EQUIPMENT	9,000.00
1-5404-541-52-07	TIRES	3,000.00		
		00100	ESTIMATED TIRE REPLACEMENT FOR 6 VEHICLES & EQUIP	3,000.00
* Total Accounts for this Budget Level		20	618,313.00	

13-10

Public Services - Building Maintenance

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

Goals

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

Objectives

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

FY 2014-15 Accomplishments

- Completed plumbing restorations in City Hall
- Replaced damaged sections of the Tot-Lot that were deemed unsafe
- 180 Work Order requests for upgrades, repairs & maintenance by various departments were completed
- Met all County requirements regarding annual inspections of all facilities
- Monitored the installation of Air Conditioning Units at Club House

FY 2015-16 Budget Highlights

- Proposed budget is \$10,930 or 3.8% higher than FY2014-15.
- Budget Summary:

Budgeted Revenues	\$	-0-
Budgeted Expenditures		<u>\$272,358</u>
Net cost of Department		<u>\$272,358</u>
- Increase is due to budgeting \$52,950 for the replacement of City Hall air conditioner coil replacements.

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

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2012-13 ACTUALS</u>	<u>FY2013-14 ACTUALS</u>	<u>FY2014-15 AMENDED BUDGET</u>	<u>FY2015-16 Departmental Request</u>	<u>Dollar Increase (decrease)</u>	<u>YTD ACTUALS AS OF 6/30/15</u>
BUILDING MAINTENANCE DIVISION							-
001-5405-541.12-00	REGULAR SALARIES	32,584	9,153	-	44,562	44,562	12,000
001-5405-541.14-00	OVERTIME	539	-	-	850	850	480
001-5405-541.21-00	FEDERAL PAYROLL TAXES	2,259	624	-	2,755	2,755	947
001-5405-541.22-01	GENERAL	4,909	1,376	-	5,224	5,224	1,634
	TOTAL MEDICAL INSURANCE	9,450	2,660	-	8,796	8,796	1,543
							-
001-5405-541.24-00	WORKER'S COMPENSATION	1,327	631		1,849	1,849	-
001-5405-541.34-00	OTHER CONTRACTUAL SERVICE	52,242	52,183	65,105	68,700	3,595	43,671
001-5405-541.41-02	CELLULAR TELEPHONE	238	245	201	240	39	103
001-5405-541.43-02	WATER	195	95	114	104	(10)	77
001-5405-541.45-10	FLEET MAINTENANCE	4,374	1,398	2,000	2,500	500	1,409
001-5405-541.45-30	LIABILITY INSURANCES	528	588	-	1,027	1,027	-
001-5405-541.46-00	REPAIRS AND MAINTENANCE	133,342	112,309	71,007	75,000	3,993	50,973
001-5405-541.52-00	OPERATING SUPPLIES	6,871	5,016	8,193	5,000	(3,193)	3,039
001-5405-541.52-02	FUEL, OILS, LUBRICANTS	3,090	2,383	2,308	2,300	(8)	1,079
001-5405-541.52-07	TIRES	338	-	500	500	-	-
001-5405-541.63-00	IMPROVEMENTS O/T BUILDING	60,120	78,375	112,000	52,950	(59,050)	-
	Total Bldg Maintenance	312,406	267,036	261,428	272,358	10,930	116,955

13-12

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

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info
1-5405-541-12-00	REGULAR SALARIES	44,562.00	
1-5405-541-14-00	OVERTIME	850.00	
1-5405-541-21-00	FEDERAL PAYROLL TAXES	2,755.00	
1-5405-541-22-01	GENERAL	5,224.00	
1-5405-541-23-04	HMO, EMPLOYEE ONLY	8,286.00	
1-5405-541-23-07	LIFE/AD&D	252.00	
1-5405-541-23-08	DENTAL - OHS - EMPLOYEE	153.00	
1-5405-541-23-09	VSP - VISION - EMPLOYEE	104.00	
1-5405-541-24-00	WORKER'S COMPENSATION	1,849.00	
1-5405-541-34-00	OTHER CONTRACTUAL SERVICE	68,700.00	
	00100 KELLY JANITORIAL PW, CITY HALL, COMM POLICE OFFICE		46,000.00
	00200 KRPYTON PEST CONTROL EVERYWHERE EXCEPT GOLF		3,300.00
	00300 ALSCO FLOOR MATS PW, CITY HALL, COMM POLICE OFFICE		2,900.00
	00400 MIAMI FIRE EXTINGUISHER INSPECTION PW, CITY HALL		1,200.00
	00500 TRANE A/C MAINTENANCE FOR CITY HALL		10,500.00
	00600 CHI ALARM FOR CITY HALL FIRE ALARM		1,000.00
	00700 THYSSENKRUPP ELEVATOR MAINTENANCE FOR CITY HALL		2,800.00
	00800 OTHER SERVICE OR INCREASES		1,000.00
1-5405-541-41-02	CELLULAR TELEPHONE	240.00	
1-5405-541-43-02	WATER	104.00	
1-5405-541-45-10	FLEET MAINTENANCE	2,500.00	
	00100 REPAIRS, MAINTENANCE, WASHES ON 2 VEHICLES		2,500.00
	00200 PORTIION OF FUEL TRAK AGREEMENT		.00
1-5405-541-45-30	LIABILITY INSURANCES	1,029.00	
	00100 PER FINANCE ALLOCATION		1,029.00
1-5405-541-46-00	REPAIRS AND MAINTENANCE	75,000.00	
	00100 CONTRACTOR & BUILDING MAINT REPAIRS & PARTS		75,000.00
	00200 ALL CITY BUILDINGS & PARKS		.00
1-5405-541-52-00	OPERATING SUPPLIES	5,000.00	
	00100 SMALL TOOLS, A/C & WATER FILTERS, LUMBER, PAINTS,		5,000.00
	00200 BRUSHES, ROLLERS, PAINT TRAY & LINERS, CEMENT,		.00
	00300 LOCKS, ROOF, PLUMBING, ELECTRICAL SUPPLIES, SHOES		.00
	00400 & UNIFORMS, BACK BRACES, GLOVES, LAMPS, DRILL BITS		.00
	00500 SAWS, SANITIZER REFILLS, DUCT, ELECTRIC, CAUTION		.00
	00600 TAPE, CHAULKING, CUTTING BLADES, STENCILS & OTHER		.00
	00700 SUPPLIES AS NEEDED.		.00
1-5405-541-52-02	FUEL, OILS, LUBRICANTS	2,300.00	
	00100 ESTIMATED FUEL COST FOR 2 VEHICLES		2,300.00
1-5405-541-52-07	TIRES	500.00	
	00100 ESTIMATED TIRE REPLACEMENT FOR 2 VEHICLES		500.00
1-5405-541-63-00	IMPROVEMENTS O/T BUILDING	52,950.00	
	00100 CITY HALL A/C COIL REPAIR		52,950.00
* Total Accounts for this Budget Level 19		272,358.00	

13-13

**CITY OF MIAMI SPRINGS
CAPITAL IMPROVEMENT REQUEST
FOR FY 2015-2016 BUDGET YEAR**

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

Department: _____ PUBLIC WORKS

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

Trane Air Condition Coil Replacement at City Hall

Total budget request:	<u><u>\$ 52,950.00</u></u>
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Detail any grant or additional funding sources for this project

Funding

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

Reason why project is needed

Original Equipment Has Exceeded It's Expectancy and Needs To Be Replace

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

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

Department Head Signature

City Manager Approval

13-14

Public Services - Fleet Maintenance

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

Goals

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

Objectives

Reduce vehicle down time.

Maintain fleet parts and tire inventory at an optimal level.

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

FY 2014-15 Accomplishments

- Have reduced our outside tire repairs by 70%
- Improved service times to our separate departments
- Have met our goal of preventable maintenance inspections
- Secured relationships with new vendors

FY 2015-16 Budget Highlights

- Proposed budget is \$33,055 or 40.3% lower than FY2014-15.
- Budget Summary:

Budgeted Revenues	\$	-0-
Budgeted Expenditures	\$	<u>49,000</u>
Net cost of Department	\$	<u>49,000</u>

122-13-15

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

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2012-13 ACTUALS</u>	<u>FY2013-14 ACTUALS</u>	<u>FY2014-15 AMENDED BUDGET</u>	<u>FY2015-16 Departmental Request</u>	<u>Dollar Increase (decrease)</u>	<u>YTD ACTUALS AS OF 6/30/15</u>
FLEET DIVISION							
001-5407-541.34-00	OTHER CONTRACTUAL SERVICE	2,281	15,134	17,135	30,000	12,865	3,887
001-5407-541.45-10	FLEET MAINTENANCE	1,634	960	979	1,000	21	562
001-5407-541.52-00	OPERATING SUPPLIES	15,230	14,126	8,500	8,500	-	-
001-5407-541.52-02	FUEL, OILS, LUBRICANTS	16,522	2,284	9,000	9,000	-	-
001-5407-541.52-07	TIRES	441		500	500	-	-
001-5407-541.64-00	MACHINERY AND EQUIPMENT	-	-	45,941	-	(45,941)	45,940
	Total Fleet	36,108	32,504	82,055	49,000	(33,055)	50,389
	Total Public Works	1,750,860	1,591,867	1,692,371	1,711,968	19,597	1,128,058

15-16

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

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info
1-5407-541-34-00	OTHER CONTRACTUAL SERVICE	30,000.00	
		00100 OUTSIDE MECHANIC CONTRACTORS	30,000.00
1-5407-541-45-10	FLEET MAINTENANCE	1,000.00	
		00100 REPAIRS, MAINTENANCE, WASHES ON 1 VEHICLE	1,000.00
		00200 PORTIION OF FUEL TRAK AGREEMENT	.00
1-5407-541-52-00	OPERATING SUPPLIES	8,500.00	
		00100 FUEL STORAGE TANK PERMIT, GREASE, BRAKE & CARB	8,500.00
		00200 CLEANER, STARTING FLUID, TIRE VALVLE, RUST REMOVER	.00
		00300 HYDRAULIC & REGULAR HOSES, HYDRAULIC FITTINGS &	.00
		00400 CONNECTERS,OIL ABSORBENT, FUSES, DRI PENETRANT,	.00
		00500 CLAMPS, PAPER TOWELS, GLOVES, FREON, GASKETS,	.00
		00600 SMALL TOOLS, GRINDING WHEELS, BATTERY CABLES, GAS	.00
		00700 PUMP REPAIRS, VEEDER ROOT REPAIRS.	.00
1-5407-541-52-02	FUEL, OILS, LUBRICANTS	9,000.00	
		00100 ESTIMATED FUEL COST FOR 1 VEHICLE	9,000.00
1-5407-541-52-07	TIRES	500.00	
		00100 ESTIMATED TIRE REPLACEMENT FOR 1 VEHICLE	500.00
* Total Accounts for this Budget Level		5	49,000.00

13-177

Basis for FY 2015-16 Salary Projections

Base Salary for each position:
Adjustment includes:

Calculations is based upon current earnings at 2,080 hours

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

0.0%
0.0%
0.00%
3.00% *to be effective on 10-01-2015*

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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 3/31/15	Current Pay Range	Date of Annual Review	FY 15-16 Projected Merit Increase	COLA Increase	Temp Increase Addtl Duties	Longevity	FY2015-16 Total Pay
Procurement Supervisor-PG29	R Hernandez	FT	1	1	-	\$56,406	37604-55300	09/10/90	\$1,692	\$0		\$1,750	\$59,848
Administrative Assistant III-PG24	A Paz	FT	1	1	-	\$49,174	33909-49715	10/01/10	\$1,578	\$1,967	\$0	\$1,500	\$54,219
Public Works Director-PG49	T Nash	FT	1	1	-	\$78,000	71850-95799		\$2,340	\$0		\$1,750	\$82,090
Materials Management Clerk -PG15	A Perez	FT	1	1	-	\$35,885	26845-39710	n/a	\$1,120	\$1,435		\$1,000	\$39,440
Administrative Assistant I-PG15	vacant	FT	1.0	1.0	-	\$30,000		10/01/10		\$0		\$0	\$30,000
Total projections			5.00	5.00	0	\$249,465			\$6,730	\$3,402	\$0	\$6,000	\$265,598

City of Miami Springs													
Department: Public Works - Streets, Streetlights & Sidewalks													
Position (paygrade)	Employee Name	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/15	Current Pay Range	Date of Annual Review	FY 15-16 Projected Merit Increase	COLA Increase	Temp Increase Addtl Duties	Longevity	FY2015-16 Total Pay
Heavy Equipment Operator-PG14	R Perez	FT	1	1	-	\$39,616	26191-38839	12/21/92	\$1,236	\$1,585		\$1,500	\$43,937
Maintenance Worker II-PG10	Tulio Garcia	FT	1	1	-	\$35,885	23726-35181	12/30/02	\$1,120	\$1,435		\$1,000	\$39,440
Total projections			2.00	2.00	0	\$75,501			\$2,356	\$3,020		\$2,500	\$83,377

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13-18

City of Miami Springs

Department: Public Works - Public Properties

Position (paygrade)	Employee Name	FT PT	Amended		Fav (Unf)	Current Salary As of 3/31/15	Current Pay Range	Date of Annual Review	FY 15-16 Projected		Temp Increase		FY2015-16 Total Pay
			Budget	Qty					Merit Increase	COLA Increase	Addtl Duties	Longevity	
Maintenance Worker I-PG8	VACANT	FT	1	1	-	\$24,866	22541-33421		\$0	\$995		\$0	\$25,861
Maintenance Worker I-PG8	A Casas	FT	1	1	-	\$34,412	22541-33421	12/21/92	\$1,074	\$1,376		\$1,750	\$38,612
Maintenance Worker I-PG8	J Crumpler	FT	1	1	-	\$28,766	22541-33421	02/02/15	\$898	\$1,151		\$0	\$30,814
Maintenance Worker I-PG8	J Patterson	FT	1	1	-	\$35,885	22541-33421	12/21/92	\$1,120	\$1,435		\$1,750	\$40,190
Maintenance Worker I-PG8	VACANT	FT	1	1	-	\$24,866	22541-33421	01/00/00	\$0	\$995			\$25,861
Maintenance Worker I-PG8	F Vasallo	FT	1	1	-	\$34,089	22541-33421	07/12/99	\$1,064	\$1,364		\$1,500	\$38,017
Maintenance Worker I-PG8	Anthony Thompson	FT	1	1	-	\$24,392	22541-33421	10/06/10	\$761	\$976			\$26,129
Total projections			7.0	7.0	0	\$207,276			\$4,917	\$8,291		\$5,000	\$225,484

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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 3/31/15	Current Pay Range	Date of Annual Review	FY 15-16 Projected		Temp Increase		FY2015-16 Total Pay
			Budget	Qty					Merit Increase	COLA Increase	Addtl Duties	Longevity	
Building Maintenance Specialist II-PG22	A Urbaez	FT	1	1	-	\$41,600	29633-43946	03/09/15	\$1,298	\$1,664			\$44,562
		FT	0	0	-				\$0	\$0			\$0
Total projections			1	1	0	\$41,600			\$1,298	\$1,664		\$0	\$44,562

13-19

City of Miami Springs

Department: Public Works - Sanitation Operations

Position (paygrade)	Employee Name	FT PT	Amended		Fav (Unf)	Current Salary As of 3/31/15	Current Pay Range	Date of Annual Review	FY 15-16 Projected		Temp Increase Addtl Duties	Longevity	FY2015-16 Total Pay
			Budget	Qty					Merit Increase	COLA Increase			
Sanitation Foreman PG24	T Cummings	FT	1	1	-	\$49,599	33527-49715	02/26/11	\$1,547	\$1,984		\$1,750	\$54,880
Automated Equipment Operator-PG19	S Griffin	FT	1	1	-	\$44,825	29633-43946	4/22/1991	\$1,399	\$1,793		\$1,750	\$49,767
Automated Equipment Operator-PG19	R Alonso	FT	1	1	-	\$45,945	29633-43946	10/28/87	\$1,433	\$1,838		\$1,750	\$50,966
Automated Equipment Operator-PG19	J Perez	FT	1	1	-	\$50,709	29633-43946	7/22/1985	\$1,521	\$0		\$1,750	\$53,980
Automated Equipment Operator-PG19	C Sanchez	FT	1	1	-	\$44,825	29633-43946	4/27/1981	\$1,399	\$1,793	\$0	\$1,750	\$49,767
Automated Equipment Operator-PG19	A Torre	FT	1	1	-	\$44,825	29633-43946	1/26/1988	\$1,399	\$1,793		\$1,750	\$49,767
Refuse Truck Driver-PG13	A Dominguez	FT	1	1	-	\$38,644	25549-37886	8/2/1993	\$1,206	\$1,546		\$1,750	\$43,146
Refuse Truck Driver-PG13	C Postell	FT	1	1	-	\$27,482	23726-35181	06/14/11	\$857	\$1,099		\$0	\$29,439
Refuse Truck Driver-PG13	J Bergueiro	FT	1	1	-	\$29,243	25549-37886	02/28/05	\$912	\$1,170		\$1,000	\$32,325
Automated Equipment Operator-PG19	R Gonzalez	FT	1	1	-	\$36,707	25549-37886	7/26/2011	\$1,145	\$1,468		\$1,500	\$40,820
Refuse Truck Driver-PG13	J Malden	FT	1	1	-	\$37,573	25549-37886	01/15/11	\$1,172	\$1,503		\$1,500	\$41,748
Refuse Collector-PG10	W O'neal	FT	1	1	-	\$35,885	23726-35181	3/1/2006	\$1,120	\$1,435		\$1,000	\$39,440
Refuse Collector-PG10	D Olivas	FT	1	1	-	\$35,262	23726-35181	04/01/11	\$1,100	\$1,410		\$1,500	\$39,272
		FT				\$0				\$0		\$0	\$0
Total projections			13	13	0	\$521,524			\$16,211	\$18,833		\$18,750	\$575,317

City of Miami Springs

Department: Public Works - Storm water Operations

Position (paygrade)	Employee Name	FT PT	Amended		Fav (Unf)	Current Salary As of 3/31/15	Current Pay Range	Date of Annual Review	FY 15-16 Projected		Temp Increase Addtl Duties	Longevity	FY2015-16 Total Pay
			Budget	Qty					Merit Increase	COLA Increase			
		FT	-	-	-	\$0	22541-33421	11/10/08	\$0	\$0		\$0	\$0
Equipment Operator=PG10	M Martin	FT	1	1	-	\$24,201	22541-33421	11/07/11	\$755	\$968		\$0	\$25,924
Maintenance Worker II-PG10	Vassell, Errol	FT	1	1	-	\$29,167	23726-35181	06/04/11	\$910	\$1,167		\$500	\$31,744
Heavy Equipment Operator-PG14	J Romeo	FT	1	1	-	\$36,868	26191-38839	04/11/11	\$1,150	\$1,475		\$1,000	\$40,493
Total projections			3	3	0	\$90,236			\$2,060	\$3,609		\$1,500	\$98,161

City of Miami Springs

Department: Road & Transportation

Position (paygrade)	Employee Name	FT PT	Amended		Fav (Unf)	Current Salary As of 3/31/15	Current Pay Range	Date of Annual Review	FY 15-16 Projected		Temp Increase Addtl Duties	Longevity	FY2015-16 Total Pay
			Budget	Qty					Merit Increase	COLA Increase			
Operations Supervisor-PG26	L Garaboa	FT	1	1	-	\$53,279	33527-49715	06/12/00	\$1,599	\$0		\$1,500	\$56,378
Total projections			1	1	0	\$53,279			\$1,599	\$0		\$1,500	\$56,378

13-12

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.

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14-1

Parks and Recreation - Administration

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

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

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

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

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

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

Goals

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

Objectives

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

Parks and Recreation - Administration

2014-15 Accomplishments

- Increased our Youth Basketball League by 5%
- Increased our 5K participation by 20%
- Increased Daddy Daughter participation by 30%
- Install new fitness room equipment (Treadmill/Squat Rack)
- Christmas at the Gazebo increased participation by 10%
- Implemented City Wide Health Fair Event
- Implemented a Get Fit year round program
- 20 X 20 Pavilion at Stafford Park

FY 2015-16 Budget Highlights

- Proposed budget is \$62,281 or 4.4% lower than FY2014/1514.
- There will be no proposed changes in programs and activities except for the elimination of the Yoga program which was not well attended this past year.
- Budget Summary:

Budgeted Revenues	\$ 353,505
Budgeted Expenditures	<u>\$1,362,717</u>
Net cost of Department	<u>\$1,009,212</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 for FY2016.
- The total Recreation budget for FY15-16 is \$1,804,588 which is \$27,786 or 1.6% increase from the FY14-15 budget.

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

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2012-13 ACTUALS</u>	<u>FY2013-14 ACTUALS</u>	<u>FY2014-15 AMENDED BUDGET</u>	<u>FY2015-16 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AS OF 6/30/15</u>
ADMINISTRATION							
001-5701-572.12-00	REGULAR SALARIES	319,379	335,293	287,417	295,974	8,557	214,248
001-5701-572.13-00	PART TIME YEAR ROUND	157,609	146,011	192,127	185,000	(7,127)	125,828
001-5701-572.14-00	OVERTIME	5,519	7,154	6,000	7,500	1,500	6,967
001-5701-572.16-00	SEASONAL EMPLOYEES	64,936	86,619	120,000	120,000	-	27,128
001-5701-572.21-00	FEDERAL PAYROLL TAXES	42,131	44,247	41,612	46,548	4,936	28,811
001-5701-572.22-01	PENSION COSTS	48,248	50,612	41,221	27,396	(13,825)	26,823
	TOTAL MEDICAL INSURANCE	45,030	50,179	49,971	52,851	2,880	40,312
001-5701-572.24-00	WORKER'S COMPENSATION	20,773	9,941	20,401	20,854	453	15,300
001-5701-572.25-00	UNEMPLOYMENT COMPENSATION	174	1,387	-	-	-	-
001-5701-572.31-00	PROFESSIONAL SERVICES	-	-	1,500	1,500	-	1,000
001-5701-572.34-00	OTHER CONTRACTUAL SERVICE	62,971	63,422	76,202	78,000	1,798	46,353
001-5701-572.34-01	PROGRAMS	8,110	8,760	8,640	-	(8,640)	5,800
001-5701-572.34-02	PELICAN PLAYHOUSE COSTS	18,000	20,651	21,000	18,000	(3,000)	15,695
001-5701-572.34-14	FOOTBALL REFEREES	1,600	3,720	6,000	6,000	-	-
001-5701-572.34-15	SOCCER REFEREES	8,279	9,896	12,000	12,000	-	11,975
001-5701-572.34-16	BASKETBALL REFEREES	10,900	10,880	15,800	15,800	-	7,320
001-5701-572.34-17	BASEBALL UMPIRES	10,395	7,932	13,304	13,304	-	9,872
001-5701-572.34-20	PELICAN RENTAL COMMISSION	3,799	5,687	19,789	18,000	(1,789)	4,041
001-5701-572.40-00	TRAVEL AND PER DIEM	3,600	3,600	3,600	3,600	-	2,700
001-5701-572.41-01	TELEPHONE: BASE & LOCAL	1,278	932	485	960	475	725
001-5701-572.41-02	CELLULAR TELEPHONE	1,460	2,285	1,500	1,404	(96)	973
001-5701-572.41-03	POSTAGE	126	131	200	200	-	177
001-5701-572.41-06	INTERNET ACCESS	7,575	8,092	6,531	8,016	1,485	5,457
001-5701-572.43-01	ELECTRICITY	101,640	98,360	99,600	97,000	(2,600)	65,695
001-5701-572.43-02	WATER	13,666	8,650	8,800	8,160	(640)	5,160
001-5701-572.43-03	GAS	329	292	2,308	1,200	(1,108)	89
001-5701-572.44-00	RENTALS AND LEASES	2,402	1,177	1,935	2,000	65	1,503
001-5701-572.45-10	FLEET MAINTENANCE	13,594	18,601	9,350	9,350	-	10,823
001-5701-572.45-30	LIABILITY INSURANCE	70,056	76,185	75,789	75,314	(475)	58,809
001-5701-572.46-00	REPAIRS AND MAINTENANCE	45,426	18,516	48,335	45,000	(3,335)	25,652
001-5701-572.47-00	PRINTING AND BINDING	1,464	2,921	3,000	2,500	(500)	1,660
001-5701-572.48-00	PROMOTIONS	42,163	45,725	46,000	50,000	4,000	43,463

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

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2012-13 ACTUALS</u>	<u>FY2013-14 ACTUALS</u>	<u>FY2014-15 AMENDED BUDGET</u>	<u>FY2015-16 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AS OF 6/30/15</u>
001-5701-572.48-01	RECREATIONAL ACTIVITIES	9,644	14,238	18,000	18,000	-	4,445
001-5701-572.51-00	OFFICE SUPPLIES	2,183	3,363	5,000	2,500	(2,500)	1,736
001-5701-572.52-00	OPERATING SUPPLIES	62,015	55,517	63,201	60,000	(3,201)	30,176
001-5701-572.52-01	BASKETBALL UNIFORMS	6,796	6,878	6,900	9,900	3,000	6,742
001-5701-572.52-02	FUEL, OILS, LUBRICANTS	4,102	4,691	4,200	4,200	-	3,089
001-5701-572.52-03	UNIFORMS	3,307	2,273	2,500	2,500	-	347
001-5701-572.52-07	TIRES	-	312	500	500	-	124
001-5701-572.52-29	GET FIT SUMMER CAMP	-	3,116	15,000	15,000	-	3,361
001-5701-572.52-28	TURKEY TROT/SPRINGS RIVER 5K	-	3,820	3,820	6,000	2,180	3,687
001-5701-572.52-21	ANNUAL DADDY DAUGHTER DANCE	4,460	4,775	4,775	8,500	3,725	4,775
001-5701-572.52-22	TEEN CAMP	2,034	1,083	2,600	2,600	-	
001-5701-572.52-23	YOUTH BASKETBALL	-	1,083	1,000	1,000	-	988
001-5701-572.52-24	ADVANCED BASKETBALL	173	205	385	385	-	195
001-5701-572.52-25	MENS BASKETBALL	2,385	1,887	3,600	3,600	-	1,335
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	1,073	1,177	1,500	1,500	-	695
001-5701-572.58-00	EDUCATION AND TRAINING	180	955	2,250	2,250	-	49
001-5701-572.63-00	IMPROVEMENTS O/T BLDG	252,750	-	48,500	-	(48,500)	24,871
001-5701-572.64-00	MACHINERY AND EQUIPMENT	-	22,370	-	-	-	-
	Total Administration	1,484,030	1,275,601	1,424,998	1,362,717	(62,281) -4.37%	896,974

14-5

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

DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
1-5701-572-12-00	REGULAR SALARIES	295,974.00	
	00100 DIRECTOR		83,546.00
	00200 SPECIAL EVENTS/PROGRAM SUPERVISOR		62,284.00
	00300 ADMINISTRATIVE ASSISTANT III		43,366.00
	00400 RECREATION COORDINATORS		80,854.00
	00500 RECREATION LEADER		25,924.00
	00600 "PER PAYROLL WORKSHEETS PREPARED BY FINANCE"		.00
1-5701-572-13-00	PART TIME YEAR ROUND	185,000.00	
	00100 YEAR ROUND PART TIME, AS NEEDED		185,000.00
	00200 "PER PAYROLL WORKSHEETS PREPARED BY FINANCE"		.00
1-5701-572-14-00	OVERTIME	7,500.00	
	00100 "PER PAYROLL WORKSHEETS PROVIDED BY FINANCE"		7,500.00
1-5701-572-16-00	SEASONAL EMPLOYEES	120,000.00	
	00100 SEASONAL PART TIME STAFF, AS NEEDED		120,000.00
	00200 "PER PAYROLL WORKSHEETS PROVIDED BY FINANCE"		.00
1-5701-572-21-00	FEDERAL PAYROLL TAXES	46,548.00	
	00100 "PER PAYROLL WORKSHEETS PROVIDED BY FINANCE"		46,548.00
1-5701-572-22-01	GENERAL	27,396.00	
	00100 "PER PAYROLL WORKSHEETS PROVIDED BY FINANCE"		27,396.00
1-5701-572-23-02	POS, EMPLOYEE +1	49,716.00	
	00100 "PER PAYROLL WORKSHEETS PROVIDED BY FINANCE"		49,716.00
1-5701-572-23-07	LIFE/AD&D	1,800.00	
	00100 "PER PAYROLL WORKSHEETS PROVIDED BY FINANCE"		1,800.00
1-5701-572-23-08	DENTAL - OHS - EMPLOYEE	960.00	
	00100 "PER PAYROLL WORKSHEETS PROVIDED BY FINANCE"		960.00
1-5701-572-23-09	VSP - VISION - EMPLOYEE	375.00	
	00100 "PER PAYROLL WORKSHEETS PROVIDED BY FINANCE"		375.00
1-5701-572-24-00	WORKER'S COMPENSATION	20,854.00	
	00100 "PER FINANCE ALLOCATION"		20,854.00
1-5701-572-31-00	PROFESSIONAL SERVICES	1,500.00	
	00100 ATTORNEY & CONSULTANT FEES, IF NEEDED		1,500.00
1-5701-572-34-00	OTHER CONTRACTUAL SERVICE	78,000.00	
	00100 KELLY JANITORIAL CONTRACT		30,000.00
	00200 COMCAST, CABLE-INTERNET		1,500.00
	00300 SUNSHINE STATE AC CONTRCAT		8,500.00
	00400 SOUTHERN WASTE, GARBAGE/TRASH CONTRACT		8,500.00
	00500 RS CABLE, SECURITY SYSTEM MONITORING CONTRACT		1,260.00
	00600 SIMPLEX GRINNELL, FIRE ALARM SERVICE CONTRACT		6,101.00
	00700 THOR GUARD, LIGHTNING PREDICTION SYSTEM CONTRACT		4,500.00
	00800 ALSCO, FLOOR MAT/DUST MOP SERVICE		1,800.00
	00900 SCHINDLER, ELEVATOR MAINTENANCE CONTRACT		5,399.00
	01000 FITNESS SOLUTION, EQUIPMENT MAINTENANCE CONTRACT		3,500.00
	01100 VERMONT SYSTEMS, REC TRAC MAINTENANCE CONTRACT		5,500.00
	01200 COMPUTER ELECTRIC, GENERATOR MAINTENANCE CONTRACT		1,440.00
1-5701-572-34-02	PELICAN PLAYHOUSE COSTS	18,000.00	
	00100 THEATER DIRECTOR ANNUAL CONTRACT		15,000.00
	00200 THEATER EQUIPMENT MAINTENANCE/REPAIR		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	

14-6

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

Account #	Description	Budget Amount	Misc. Info
		00100 228 GAMES X \$28/\$30/\$35/\$40/\$44/\$48/\$60	12,000.00
1-5701-572-34-16	BASKETBALL REFEREES	00200 DEPENDING ON AGE, IN HOUSE, TRAVELING TEAMS	.00
		15,800.00	
		00100 ADVANCED SKILLS CAMP	200.00
		00200 YOUTH BASKETBALL LEAGUE	7,200.00
		00300 18 & OVER MEN'S LEAGUE	4,200.00
1-5701-572-34-17	BASEBALL UMPIRES	00400 35 & OVER MEN'S LEAGUE	4,200.00
		13,304.00	
		00100 REGULAR SEASON	9,912.00
		00200 PLAYOFFS	848.00
		00300 FALL SEASON	2,544.00
1-5701-572-34-20	PELICAN RENTAL COMMISSION	00400 BASED ON \$25/\$28 PER GAME/PER REFEREE	.00
		18,000.00	
1-5701-572-40-00	TRAVEL AND PER DIEM	00100 30% COMMISSION FROM THEATER RENTALS	18,000.00
		3,600.00	
1-5701-572-41-01	TELEPHONE: BASE & LOCAL	00100 RECREATION DIRECTOR'S CAR ALLOWANCE, \$300/MONTH	3,600.00
		960.00	
1-5701-572-41-02	CELLULAR TELEPHONE	00100 "PER FINANCE ALLOCATION"	960.00
		1,404.00	
1-5701-572-41-03	POSTAGE	00100 "PER FINANCE ALLOCATION"	1,404.00
		200.00	
1-5701-572-41-06	INTERNET ACCESS	00100 "PER FINANCE ALLOCATION"	200.00
		8,016.00	
1-5701-572-43-01	ELECTRICITY	00100 "PER FINANCE ALLOCATION"	8,016.00
		97,000.00	
1-5701-572-43-02	WATER	00100 "PER FINANCE ALLOCATION"	97,000.00
		8,160.00	
1-5701-572-43-03	NATURAL GAS	00100 "PER FINANCE ALLOCATION"	8,160.00
		1,200.00	
1-5701-572-44-00	RENTALS AND LEASES	00100 "PER FINANCE ALLOCATION"	1,200.00
		00200 GAS FOR EMERGENCY GENERATOR	.00
		2,000.00	
1-5701-572-45-10	FLEET MAINTENANCE	00100 COPY MACHINE LEASE/METERED COPIES	2,000.00
		9,350.00	
		00100 REPAIRS & PREVENTATIVE MAINTENANCE, REC VEHICLES	9,350.00
		00200 PASS THROUGH FROM PUBLIC WORKS	.00
		00300 "PER FINANCE ALLOCATION"	.00
1-5701-572-45-30	RISK MANAGEMENT	00100 "PER FINANCE ALLOCATION"	75,315.00
		75,315.00	
1-5701-572-46-00	REPAIRS AND MAINTENANCE	00100 COST ASSOCIATED WITH ALL REPAIRS TO BUILDING,GYM,	45,000.00
		00200 FLOORS, WALLS, ELECTRICAL, ETC	.00
1-5701-572-47-00	PRINTING AND BINDING	00100 POSTERS, FLYERS, SIGNS, BANNERS	2,500.00
		2,500.00	
1-5701-572-48-00	PROMOTIONS	00100 COVERS ALL SPECIAL EVENTS	.00
		00200 HALLOWEEN	3,500.00
		00300 CHRISTMAS AT THE GAZEBO	12,500.00
		00400 EASTER	3,500.00
		00500 4TH OF JULY FIREWORKS	15,000.00

14-7.

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

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info
		00600	4TH OF JULY RENTALS CARS, ACTIVITIES, GIVEAWAYS 7,500.00
		00700	AQUATIC FACILITY GRAND OPENING 2,500.00
		00800	END OF SUMMER POOL PARTY/LUAU 2,500.00
		00900	MEMORIAL & VETERAN'S SERVICES \$500@ 1,000.00
1-5701-572-48-01	RECREATIONAL ACTIVITIES	01000	DADDY & DAUGHTER DATE NIGHT GIVEAWAYS/DECORATIONS 2,000.00
			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
1-5701-572-51-00	OFFICE SUPPLIES	00400	CAMP REGISTRATION .00
			2,500.00
1-5701-572-52-00	OPERATING SUPPLIES	00100	MISC OFFICE SUPPLIES, AS NEEDED 2,500.00
			60,000.00
		00100	ALL EXPENSES ASSOCIATED WITH SCHOOL HOLIDAY, AFTER 60,000.00
		00200	SCHOOL CARE, SUMMER CAMP SUPPLIES, IE; SHIRTS .00
		00300	FOR CAMPER/STAFF, CAMP BAGS, ARTS & CRAFTS .00
		00400	MISC ATHLETIC EQUIPMENT, IE; BALLS, NETS, ETC .00
		00500	GYM WIPES, HAND SANITIZERS .00
1-5701-572-52-01	BASKETBALL/YOUTH LEAGUE		9,900.00
		00100	COVERS EXPENSE ASSOCIATED WITH YOUTH/TEEN LEAGUE 9,900.00
		00200	UNIFORMS, TROPHIES/AWARDS, DJ FOR CHAMPIONSHIP .00
		00300	GAMES, END OF SEASON AWARDS PARTIES .00
1-5701-572-52-02	FUEL, OILS, LUBRICANTS		4,200.00
		00100	CHARGE BACK FROM PUBLIC WORKS 4,200.00
		00200	"PER FINANCE ALLOCATION" .00
1-5701-572-52-03	UNIFORMS		2,500.00
		00100	UNIFORMS FOR FULL TIME & YEAR ROUND PT STAFF 2,500.00
1-5701-572-52-07	TIRES		500.00
		00100	"PER FINANCE ALLOCATION" CHARGE BACK FROM PW 500.00
1-5701-572-52-21	ANNUAL DADDY/DAUGHTER DAN		8,500.00
		00100	DADDY & DAUGHTER DATE NIGHT: INCREASE DUE TO 8,500.00
		00200	NUMBER ATTENDING, ADDITIONAL ROOM RENTAL .00
		00300	BASED ON 130 COUPLES, 25 ADDITIONAL DAUGHTERS .00
		00400	COST OF FOOD .00
1-5701-572-52-22	TEEN PROGRAM		2,600.00
		00100	TEEN CLUB SHIRTS, FIELD TRIPS 2,600.00
1-5701-572-52-23	BASKETBALL CAMP/YOUTH		1,000.00
		00100	BASED ON 60 PARTICIPANTS, T-SHIRTS, AWARDS, END 1,000.00
		00200	OF CAMP PARTY .00
1-5701-572-52-24	BASKETBALL CAMP/ADVANCED		385.00
		00100	BASED ON 15 PARTICIPANTS, T-SHIRTS, END OF 385.00
		00200	PROGRAM PARTY .00
1-5701-572-52-25	BASKETBALL/MEN'S LEAGUE		3,600.00
		00100	18 & OVER JERSEYS, CHAMPIONSHIP SHIRTS, TROPHIES 1,800.00
		00200	35 & OVER JERSEYS, CHAMPIONSHIP SHIRTS, TROPHIES 1,800.00
1-5701-572-52-26	WALKING CLUB		500.00
		00100	AWARDS FOR MILES WALKED, FIELD TRIPS 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		6,000.00

8-14-17

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

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info
		00100	BASED ON 100 RUNNERS, PER 5K \$2,000 PER EVENT .00
		00200	TURKEY TROT 2,000.00
		00300	SPRINGS RIVER FESTIVAL 5K 2,000.00
		00400	SUMMER SPLASH 5K 2,000.00
		00500	ADDITIONAL AMOUNT/ADDED 5K IN THE SUMMER .00
1-5701-572-52-29	GET FIT SUMMER CAMP		15,000.00
		00100	GET FIT CAMP: SUMMER & SCHOOL YEAR, 2 PROGRAMS 15,000.00
		00200	EQUIPMENT, SHIRTS, FIELD TRIPS, END OF SUMMER .00
		00300	CAMP PARTY .00
1-5701-572-54-00	DUES, MEMBERSHIPS, SUBS		1,500.00
		00100	FRPA MEMBERSHIP DUES FOR FT STAFF 1,500.00
1-5701-572-58-00	EDUCATION AND TRAINING		2,250.00
		00100	EDUCATIONAL CLASSES, SEMINARS, CERTIFICATIONS 2,250.00
* Total Accounts for this Budget Level		51	1,362,717.00

14-9

Recreation - Pool

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.

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.

FY2014-15 Accomplishments

- Worked together with the Procurement Division to implement a process to build a new Aquatic Facility.

FY 2015-16 Budget Highlights

- Proposed budget is \$177,355 for the four month period from June to September 2016 since the new pool is scheduled to begin operating on June 1, 2016.
- Budget also includes a full time Aquatics Supervisor and a full time head lifeguard.
- Budget Summary:

Budgeted Revenues	\$ 85,580
Budgeted Expenditures	<u>\$177,355</u>
Net cost of Department	<u>\$ 91,775</u>

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

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2012-13 ACTUALS</u>	<u>FY2013-14 ACTUALS</u>	<u>FY2014-15 AMENDED BUDGET</u>	<u>FY2015-16 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AS OF 6/30/15</u>
POOL							
001-5702-572.12-00	REGULAR SALARIES	-	-	-	28,414	28,414	-
001-5702-572.13-00	PART TIME YEAR ROUND	87,816	91,076	46,987	79,500	32,513	46,987
001-5702-572.16-00	SEASONAL EMPLOYEES	50,775	46,488			-	
001-5702-572.21-00	FEDERAL PAYROLL TAXES	10,602	10,524	4,687	8,255	3,568	3,595
001-5702-572.22-01	PENSION COSTS				3,331	3,331	
	Total Medical insurance				5,768	5,768	
						-	
001-5702-572.24-00	WORKER'S COMPENSATION	4,058	2,331	4,855	3,745	(1,110)	3,906
001-5702-572.34-00	CONTRATUAL SERVICES				3,836	3,836	
001-5702-572.43-01	ELECTRICITY	14,504	15,734	10,142	15,880	5,738	7,615
001-5702-572.43-02	WATER	5,437	6,021	2,831	4,000	1,169	13,403
001-5702-572.43-03	GAS(POOL)	13,207	8,675	13,698	5,672	(8,026)	14,683
001-5702-572.45-30	LIABILITY INSURANCE	1,932	2,616	3,685	2,488	(1,197)	2,763
001-5702-572.46-00	REPAIRS AND MAINTENANCE	8,826	8,292	1,350	1,667	317	1,342
001-5702-572.52-00	OPERATING SUPPLIES	7,444	3,058	1,842	6,668	4,826	1,952
001-5702-572.52-03	UNIFORMS	3,470	1,575	500	2,500	2,000	398
001-5702-572.52-06	CHEMICALS	21,433	20,888	11,226	4,460	(6,766)	6,845
001-5702-572.54-00	DUES, MEMBERSHIPS, SUBS	325	250	-	171	171	
001-5702-572.58-00	EDUCATION AND TRAINING	1,020	-	-	1,000	1,000	
001-5702-572.63-00	IMPROVEMENTS O/T BLDG	12,097	50,700	1,850	-	(1,850)	1,850
	Total Pool	242,946	268,228	103,653	177,355	73,702	105,339

11-h1

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

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info
I-5702-572-12-00	REGULAR SALARIES	28,414.00	
	00100 BASED ON 4 MONTHS, JUNE - SEPTEMBER		.00
	00200 AQUATIC SUPERVISOR, \$3,750/MO X 5/MO-INCLUDED MAY		18,750.00
	00300 FT HEAD LIFEGUARD \$2,416/MO X 4		9,664.00
1-5702-572-13-00	PART TIME YEAR ROUND	60,600.00	
	00100 BASED ON 12 LIFEGUARDS & 3 CASHIERS-4 MONTHS		60,600.00
1-5702-572-16-00	SEASONAL EMPLOYEES	18,900.00	
	00100 BASED ON 6 ADDITIONAL LIFEGUARDS-ADDN SUMMER STAFF		18,900.00
1-5702-572-21-00	FEDERAL PAYROLL TAXES	8,255.00	
	00100 "PER PAYROLL WORKSHEETS PROVIDED BY FINANCE"		8,255.00
1-5702-572-22-01	GENERAL	3,331.00	
	00100 "PER PAYROLL WORKSHEETS PROVIDED BY FINANCE"		3,753.00
1-5702-572-23-01	POS, EMPLOYEE ONLY	5,518.00	
	00100 "PER PAYROLL WORKSHEETS PROVIDED BY FINANCE"		5,518.00
1-5702-572-23-07	LIFE/AD&D	112.00	
	00100 "PER PAYROLL WORKSHEETS PROVIDED BY FINANCE"		112.00
1-5702-572-23-08	DENTAL - OHS - EMPLOYEE	102.00	
	00100 "PER PAYROLL WORKSHEETS PROVIDED BY FINANCE"		102.00
1-5702-572-23-09	VSP - VISION - EMPLOYEE	36.00	
	00100 "PER PAYROLL WORKSHEETS PROVIDED BY FINANCE"		36.00
1-5702-572-24-00	WORKER'S COMPENSATION	3,745.00	
	00100 "PER FINANCE ALLOCATION"		3,745.00
1-5702-572-34-00	OTHER CONTRACTUAL SERVICE	3,836.00	
	00100 JANITORIAL SERVICE, FIRE & SECURITY ALARM MONITRING		3,836.00
1-5702-572-43-01	ELECTRICITY	15,880.00	
	00100 "PER FINANCE ALLOCATION"		15,880.00
1-5702-572-43-02	WATER	4,000.00	
	00100 "PER FINANCE ALLOCATION"		4,000.00
1-5702-572-43-03	NATURAL GAS	5,672.00	
	00100 "PER FINANCE ALLOCATION"		5,672.00
	00200 GAS FOR POOL HEATER		.00
1-5702-572-45-30	RISK MANAGEMENT	2,488.00	
	00100 "PER FINANCE ALLOCATION"		2,539.00
1-5702-572-46-00	REPAIRS AND MAINTENANCE	1,667.00	
	00100 MISC REPAIRS, IF NEEDED		1,667.00
1-5702-572-52-00	OPERATING SUPPLIES	6,668.00	
	00100 EQUIPMENT & SUPPLIES NEEDED FOR SWIM PROGRAMS, ETC		6,668.00
1-5702-572-52-03	UNIFORMS	2,500.00	
	00100 NEW UNIFORMS FOR ALL FT, YR, SEASONAL STAFF		2,500.00
	00200 BATHING SUITS, SHORTS, JACKETS, ETC		.00
1-5702-572-52-06	CHEMICALS	4,460.00	
	00100 CHLORINE, CO2		4,460.00
1-5702-572-54-00	DUES, MEMBERSHIPS, SUBS	171.00	
	00100 4 MONTH PRO RATED FRPA DUES		171.00
1-5702-572-58-00	EDUCATION AND TRAINING	1,000.00	
	00100 LIFEGUARD CERTIFICATIONS, IF NEEDED		1,000.00
* Total Accounts for this Budget Level		21	177,355.00

14-12

4 month period from June – September of FY 2016

General Admission:

Resident rate \$3.00 per child - \$5.00 per adult

Non-Resident rate \$5.00 per child - \$10.00 per adult

Average \$5.75/pp x estimated attendance of 2,000 = **\$11,500**

Swim Lessons:

\$50/per child, per lesson x estimated 700 lessons = **\$40,800** (no non-resident rate for lessons)

Pool Rental:

(Entire aquatic facility, **not** including MPR)

Resident rate \$1,500 for 5/hrs, \$250@ additional hour – (**max of 10/hrs**)

Non-Resident rate \$2,000 for 5/hrs, \$250 @ additional hour – (**max of 10/hrs**)

Pool Memberships:

Resident rate \$100/per child - \$150/per adult (**this is the annual fee**)

\$21.00 for (4) months based on 20 memberships a month = **\$1,680**

Non-Resident rate \$150/child - \$200/adult **same as above**

\$30.00 for (4) months based on 5 memberships = **\$600**

Larger Shaded Area

Resident rate \$100.00 for 4/hrs, \$20.00 additional hour – not to exceed 8/hrs (**max 12 people**)

Non-Resident rate \$150.00 for 4/hrs, \$35.00 additional hour – **same as above**

Based on 8 rentals per weekend (resident rate) = 32 rentals per month x 4 months = 128 rentals x \$100.00 = **\$12,800**

Umbrella Rental:

Resident rate \$50.00 for 4/hrs, \$15.00 additional hour – not to exceed 8/hrs (**max 4 people**)

Non-Resident rate 80.00 for 4/hrs, \$20.00 additional hour - **same as above**

Based on 12 rentals per weekend (resident rate) = 48 per month x 4 months = 192 rentals x \$50.00 = **\$9,600**

MPR Rental:

Resident rate \$400.00 for 4/hrs, \$100.00 additional hour – (**max of 8/hrs**) – rental fee includes seating and tables for 50 people.

Non-Resident rate \$500 for 4/hrs, \$125@ additional hour - **same as above**

Based on 4 rentals per month (resident rate) x 4 months = 16 rentals at \$400.00 = **\$6,400.00**

****The rental of the MPR includes up to 25 participants at a discounted general admission rate for the use of the pool****

14-13

Proposed Pool Fee Schedule

General Admission:

Resident: \$3.00 per child - \$5.00 per adult

Non-Resident: \$5.00 per child - \$10.00 per adult

Swim Lessons:

\$50.00 Per Lesson (2 Week Sessions)

Pool Rental: Just the Pool Area.

Resident: \$1,500 for 5/hrs, \$250@ additional hour – (max of 10/hrs)

Non-Resident: \$2,000 for 5/hrs, \$250 @ additional hour – (max of 10/hrs)

****This requires to shut down the whole pool/facility for the rental** (MPR is not included in Fee)**

Yearly Pool Memberships:

Resident: \$100.00 per child - \$150.00 per adult

Non-Resident: \$150.00 per child - \$200.00 per adult

16 X 16 Shaded Space Rental:

Resident: \$100.00 for 4 Hrs., \$20.00 every additional hour. Not to exceed 8/hrs (max 12 people)

Non-Resident: \$150.00 for 4 Hrs., \$35.00 every additional hour.

****Not to exceed 8 Hrs per rental (Max 12 people per Cabana)**

12 X 12 Umbrella Rental:

Resident: \$50.00 for 4 Hrs., \$15.00 every additional hour.

Non-Resident: \$80.00 for 4 Hrs., \$20.00 every additional hour.

****Not to exceed 8 Hrs per rental (Max 4 people per Umbrella)**

MPR Rental:

Resident: \$400.00 for 4 Hrs., \$100.00 every additional hour

Non-Resident: \$500.00 for 4 Hrs., \$125.00 every additional hour

Rental fee includes admission to the pool & chairs and tables for 50 people. (max of 8/hrs)

****The rental of the MPR includes up to 25 participants at a discounted general admission rate for the use of the pool****

14-14

William Alonso

From: Omar Luna
Sent: Thursday, July 16, 2015 2:25 PM
To: William Alonso
Subject: Pool Staff

William.

Here is the information you requested.

We have requested (2) FT Employees to cover the day to day pool operation. At the present our plan is to have the Aquatic Supervisor work Tuesday –Saturday and the FT Head Lifeguard work Sunday – Thursday or vice versa. I strongly feel that with the shade rentals, multi-purpose room rentals and high traffic that we need a FT supervisor at the Aquatic Center at all times. We need to make sure we have coverage on Saturday/Sunday. We also need coverage during Monday thru Friday. We don't have the hour of operation yet, but we strongly feel that we need to make sure that Aquatic Center is a place where pool patrons and come to and know they are going to be in safe environment. Having FT staff on site at all times, it gives us the best opportunity to offer that.

Regards,

Omar Luna



The City of Miami Springs is on [Twitter](#) and has a website [MiamiSprings-FL.Gov](#)
Please save a tree. Don't print this e-mail unless it's really necessary.

14-15

**CITY OF MIAMI SPRINGS
RECREATION REVENUE BUDGET
FY2015-16**

Line Item Revenue	FY 13-14 Actual	FY 14-15 Budget	ACTUAL AS OF 6/30/2015	FY 15-16 Proposed Budget
After School Programs	38,126	32,000	33,377	32,000
SWIM MEETS/TEAM RENTAL	11,215	5,000	4,373	-
Shade Area/Umbrella Rental				21,600
Swim Lessons				40,800
Pool Admissions	68,538	7,200	2,700	11,500
Annual Daddy/Daughter Dance	4,453	4,775	4,843	7,525
Pelican theatre	8,985	10,000	8,570	10,000
Vending Machines	1,460	3,000	1,843	3,000
Fireworks-VG	3,000	3,000	-	3,000
Summer Camp	129,745	170,000	82,401	170,000
Summer Camp Activity Fee	22,545	18,000	23,395	18,000
Senior Center Rental	-	1,250		1,200
Annex Rental	-	1,000		
Aquatic Multipurpose room rental	-			6,400
Fitness Room Membership	38,122	20,000	20,970	20,000
Gym Admission Fees	-	3,000		3,000
Recreation Facilities Rentals	17,836	12,000	15,890	12,000
Yoga Classes	7,115	8,550	4,772	-
Get Fit Summer Camp	5,750	16,000	6,000	16,000
Basketball Fees	29,490	42,175	26,750	44,450
Other activities	5,696	7,280	4,125	9,730
Pool Rental	7,180	2,000	2,160	3,000
Pool Memberships	8,015	1,000	757	2,280
Jazzercise	3,925	4,800	3,364	3,600
Background Check Fees	2,334	-		
TOTALS >>>	\$413,530	\$372,030	\$246,290	\$439,085

Total Pool Revenues June-Sept 2016

85,580

14-16
16A

Recreation - Tennis

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

Goals

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

To increase memberships and play by 10% from FY2014-15.

Objectives

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

FY 2015-16 Budget Highlights

- Proposed budget shows a slight decrease from FY2014-15.

- Budget Summary:

Budgeted Revenues	\$	-0-
Budgeted Expenditures		<u>\$21,291</u>
Net cost of Department		<u>\$21,291</u>

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

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2012-13 ACTUALS</u>	<u>FY2013-14 ACTUALS</u>	<u>FY2014-15 AMENDED BUDGET</u>	<u>FY2015-16 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AS OF 6/30/15</u>
TENNIS							
001-5703-572.34-00	OTHER CONTRACTUAL SERVICES	20,000	15,000	15,000	15,000	-	-
001-5703-572.43-01	ELECTRICITY	3,564	3,586	4,035	4,120	85	2,866
001-5703-572.43-02	WATER	1,609	158	816	171	(645)	112
001-5703-572.45-30	RISK MANAGEMENT				-	-	
001-5703-572.52-00	OPERATING SUPPLIES				-	-	
001-5703-572.46-00	REPAIRS AND MAINTENANCE	-	-	1,000	2,000	1,000	756
	Total Tennis	<u>25,173</u>	<u>18,744</u>	<u>20,851</u>	<u>21,291</u>	<u>440</u>	<u>3,734</u>

81-141

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

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info
1-5703-572-34-00	OTHER CONTRACTUAL SERVICE	15,000.00	
1-5703-572-43-01	ELECTRICITY	00100 ANNUAL TENNIS PRO CONTRACT 4,120.00	15,000.00
1-5703-572-43-02	WATER	00100 "PER FINANCE ALLOCATION" 171.00	4,120.00
1-5703-572-46-00	REPAIRS AND MAINTENANCE	00100 "PER FINANCE ALLOCATION" 2,000.00	171.00
* Total Accounts for this Budget Level	4	00100 REPAIRS TO FENCES, LIGHTS, WINDSCREENS, AS NEEDED 21,291.00	2,000.00

14-19

Recreation – Parks Maintenance

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

Goals

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

Objectives

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

FY2014-15 Accomplishments

- Renovated ball field at Peavy Dove Park
- Renovated Irrigation system at Prince Field
- Added new bleachers at Prince Field
- Stafford Park Field Renovation and Maintenance
- Added Clay and Laser Graded North baseball field at Prince

FY 2015-16 Budget Highlights

- Proposed budget is \$15,925 or 7% higher than FY2014/15.
- Budget Summary:

Budgeted Revenues	\$	-0-
Budgeted Expenditures		<u>\$242,225</u>
Net cost of Department		<u>\$242,225</u>

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

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2012-13 ACTUALS</u>	<u>FY2013-14 ACTUALS</u>	<u>FY2014-15 AMENDED BUDGET</u>	<u>FY2015-16 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AS OF 6/30/15</u>
FIELD MAINTENANCE							
001-5705-572.12-00	REGULAR SALARIES	-	460	52,575	33,207	(19,368)	22,451
001-5705-572.21-00	FEDERAL PAYROLL TAXES	-	35	3,383	1,891	(1,492)	1,642
001-5705-572.22-01	PENSION COSTS	-	-	8,141	3,893	(4,248)	1,847
	TOTAL MEDICAL INSURANCE	-	-	11,893	8,721	(3,172)	2,474
						-	
001-5705-572.24-00	WORKER'S COMPENSATION	-	-	417	137	(280)	315
001-5705-572.34-00	CONTRACTUAL SERVICES	45,768	71,021	87,149	133,000	45,851	46,592
001-5705-572.44-00	RENTALS AND LEASES	-	-	2,345	2,000	(345)	-
001-5705-572.45-30	RISK MANAGEMENT	-	-	1,277	766	(511)	954
001-5705-572.46-00	REPAIRS AND MAINTENANCE	3,478	5,203	18,510	18,000	(510)	215
001-5705-572.52-00	OPERATING SUPPLIES-Rec	9,554	13,713	15,110	15,110	-	9,261
001-5705-572.52-19	OPERATING SUPPLIES-Fields	27,341	7,063	20,000	20,000	-	7,681
001-5705-572.52-02	FUELS, OILS, LUBRICANTS	5,783	-	6,500	6,500	-	-
001-5705-572.64-00	MACHINERY AND EQUIPMENT	16,526	-	-	-	-	-
	Total Bldg& Field Maintenance	108,450	97,495	227,300	243,225	15,925	93,432
						-	
	Subtotal Recreation	1,860,599	1,660,068	1,776,802	1,804,588	27,786	1,099,479

14-1

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

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info
1-5705-572-12-00	REGULAR SALARIES	33,207.00	
	00100 "PER PAYROLL WORKSHEETS PROVIDED BY FINANCE"		32,240.00
1-5705-572-21-00	FEDERAL PAYROLL TAXES	1,891.00	
	00100 "PER PAYROLL WORKSHEETS PROVIDED BY FINANCE"		1,817.00
1-5705-572-22-01	GENERAL	3,893.00	
	00100 "PER PAYROLL WORKSHEETS PROVIDED BY FINANCE"		3,884.00
1-5705-572-23-04	HMO, EMPLOYEE ONLY	8,286.00	
	00100 "PER PAYROLL WORKSHEETS PROVIDED BY FINANCE"		8,286.00
1-5705-572-23-07	LIFE/AD&D	228.00	
	00100 "PER PAYROLL WORKSHEETS PROVIDED BY FINANCE"		228.00
1-5705-572-23-08	DENTAL - OHS - EMPLOYEE	153.00	
	00100 "PER PAYROLL WORKSHEETS PROVIDED BY FINANCE"		153.00
1-5705-572-23-09	VSP - VISION - EMPLOYEE	54.00	
	00100 "PER PAYROLL WORKSHEETS PROVIDED BY FINANCE"		54.00
1-5705-572-24-00	WORKER'S COMPENSATION	137.00	
	00100 "PER FINANCE ALLOCATION"		130.00
1-5705-572-34-00	OTHER CONTRACTUAL SERVICE	133,000.00	
	00100 S FL MAINTENANCE - PRINCE & PEAVY DOVE FIELDS		79,000.00
	00200 AND SURROUNDING COMMON AREAS AT ALL 3 PARKS		.00
	00300 BALLPARK MAINTENANCE - STAFFORD FIELD		54,000.00
1-5705-572-44-00	RENTALS AND LEASES	2,000.00	
	00100 RENTAL FEES FOR EQUIPMENT, IF NEEDED		2,000.00
1-5705-572-45-30	RISK MANAGEMENT	766.00	
	00100 "PER FINANCE ALLOCATION"		759.00
1-5705-572-46-00	REPAIRS AND MAINTENANCE	18,000.00	
	00100 INCREASED TO COVER REPAIRS TO IRRIGATION SYSTEM		18,000.00
	00200 DRAGGER,SAND PRO, ETC.		.00
	00300 NOTE: REDUCED 52-19, FIELD SUPPLIES BY \$18,000		.00
1-5705-572-52-00	OPERATING SUPPLIES	15,110.00	
	00100 FIELD PAINT, CALFINE, MISC HARDWARE SUPPLIES,		15,110.00
	00200 DOG PARK SUPPLIES, ETC		.00
1-5705-572-52-02	FUEL, OILS, LUBRICANTS	6,500.00	
	00100 CHARGE BACK FROM PUBLIC WORKS		6,500.00
	00200 "PER FINANCE ALLOCATION"		.00
1-5705-572-52-19	FIELD SUPPLIES-FIELDS	20,000.00	
	00100 PRODUCTS ASSOCIATED WITH FIELD PREP, CLAY, WEED		20,000.00
	00200 KILL, FERTILIZERS,, ETC		.00
* Total Accounts for this Budget Level	15	243,225.00	

14-22

Basis for FY 2015-16 Salary Projections

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

Calculations is based upon current earnings at 2,080 hours

0.0%
 0.0%
 0.00%
 3.00% *to be effective on 10-01-2015*

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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 3/31/15	Date of Annual Review	FY 15-16 Projected Merit Increase	COLA Increase	Other	Longevity	FY2015-16 Total Pay
Recreation Director-PG49	Omar Luna	FT	1	1	0	\$81,113	01/04/11	2,433	0		\$0	\$83,546
Recreation Leader-PG10	Danny Valdes	FT	1	1	0	\$24,201	03/23/11	755	968			\$25,924
Recreation Coordinator-PG24	Caitlin Smith	FT	1	1	0	\$37,740	03/23/11	1,178	1,510			\$40,427
Recreation Coordinator-PG24	Al Vargas	FT	1	1	0	\$37,740	03/23/11	1,178	1,510			\$40,427
Special Events/Program Supervisor	P Bradley	FT	1	1	0	\$58,771	10/01/83	1,763	0	0	\$1,750	\$62,284
Admin Assistant III-PG24	K Anderson	FT	1	1	0	\$40,016	01/02/10	1,249	1,601		\$500	\$43,366
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
Total projections			6	6	0	\$584,581		\$8,556	\$5,588		\$2,250	\$600,974

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14-15

City of Miami Springs												
Department: Recreation - Pool												
Position (paygrade)	Employee Name	FT PT	Amended Budget	Qty	Fav (Unf)	Proj. Base Salary As of 6/1/2016	Date of Annual Review	FY 15-16 Projected Merit Increase	COLA Increase	Other	Longevity	FY2015-16 Total Pay
Aquatics Supervisor		FT	0	1	-1	\$18,750		\$0	0	0	\$0	\$18,750
Head Guard		FT	0	1	-1	\$9,664	n/a				-	\$9,664
Cashiers		PT	0	3	-3	\$10,200	n/a				-	\$10,200
Lifeguards (part time)		PT	as needed	needed	0	\$50,400					-	\$50,400
Lifeguards (seasonal)		PT	as needed	needed	0	\$18,900	n/a				-	\$18,900
Total projections			0	5	-5	\$107,914		\$0	\$0		\$0	\$107,914

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City of Miami Springs												
Department: Recreation - Maintenance												
Position (paygrade)	Employee Name	FT PT	Amended Budget	Qty	Fav (Unf)	Proj. Base Salary As of 3/31/15	Date of Annual Review	FY 15-16 Projected Merit Increase	COLA Increase	Other	Longevity	FY2015-16 Total Pay
Recreation Maintenance Supervisor	Joel Watts	FT	1	1	0	\$31,000	08/04/03	967	1,240	0	\$0	\$33,207
		PT	0	0	0	\$0	n/a				-	\$0
		PT	as needed	0	0	\$0					-	\$0
		PT	as needed	0	0	\$0	n/a				-	\$0
Total projections			1	1	0	\$31,000		\$967	\$1,240		\$0	\$33,207

Road and Transportation Fund-Peoples Transportation Tax

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

Goals

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

Objectives

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

Continue ongoing replacement of aging underground wiring.

Provide ADA compliance measures and devices to city sidewalks.

Replace and restore pavement markings and traffic signs.
Resurface asphalt roadways and pathways as needed

FY 2014-15 Accomplishments

- Replaced 4,793 linear feet of damaged sidewalk
- Restriped Public Parking Lot behind Canal Street
- Re-located lighting to Rio Vista Drive for South Florida Water Management
- Provided a list of 11 Street signs were replaced due to fading or damage request completed
- Completed the construction of the Main Traffic Circle, installed ADA Sidewalk ramps and curb restorations to the area

FY 2015-16 Budget Highlights

- Proposed budget is \$81,217 or 13.45% higher than FY2014-15.
- Budget Summary:

Budgeted Revenues	\$682,290(funding from CITT funds)
Budgeted Expenditures	<u>\$682,290</u>
Net cost of Department	<u>\$ -0-</u>

CITY OF MIAMI SPRINGS
ROAD AND TRANSPORTATION FUND BUDGET
FISCAL YEAR ENDING 9/30/16

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2012-13 ACTUALS	FY2013-14 ACTUALS	FY2014-15 AMENDED BUDGET	FY2015-16 Departmental Request	Dollar Increase (Decrease)	YTD ACTUALS AS OF 6/30/15
People Transportation							
135-0902-541-12-00	SALARIES-PROJECT MANAGEMENT	53,531	58,532	53,701	56,378	2,677	40,096
135-0902-541-14-00	OVERTIME	1,418	2,360	-	-	-	1,992
135-0902-541-21-00	FEDERAL PAYROLL TAXES	4,203	4,659	3,488	3,663	175	3,310
135-0902-541-22-01	GENERAL PENSION	8,067	8,611	7,824	6,609	(1,215)	5,767
135-0902-541-23-05	HEALTH INSURANCE	5,763	6,328	7,910	8,286	376	5,794
135-0902-541-23-07	LIFE INSURANCE	247	248	228	343	115	258
135-0902-541-23-10	DENTAL INSURANCE	139	147	147	153	6	118
135-0902-541-23-12	VSP - VISION -FAMILY	53	54	54	54	0	42
135-0902-541-24-00	WORKMENS COMP	4,183	3,384	4,548	4,775	227	3,411
135-0902-541.34-00	OTHER CONTRACTUAL SERVICE	17,140	20,440	31,030	35,000	3,970	12,960
135-0902-541.41-02	CELLULAR PHONE	120	305	175	576	401	424
135-0902-541-45-10	FLEET MAINTENANCE	816	1,104	10,000	5,000	(5,000)	9,106
135-0902-541-46-00	REPAIRS AND MAINTENANCE	282,640	562,720	329,168	300,000	(29,168)	284,323
135-0902-541.52-00	OPERATING SUPPLIES	439	356	1,000	1,000	-	327
135-0902-541-52-02	FUELS, OILS, LUBES	-	-	1,000	1,000	-	-
135-0902-541-52-07	TIRES	-	-	1,000	500	(500)	-
135-0902-541.63-00	IMPROVEMENTS O/T BUILDING	600	32,586	-	131,951	131,951	-
135-0902-541.64-00	MACHINERY AND EQUIPMENT	-	-	22,800	-	(22,800)	-
	* Transportation	<u>379,359</u>	<u>701,834</u>	<u>474,073</u>	<u>555,290</u>	<u>81,217</u>	<u>367,928</u>
Mass Transit							
135-0903-541.34-00	OTHER CONTRACTUAL SERVICE	126,597	124,421	127,000	127,000	-	81,343
135-0903-541.46-00	REPAIRS AND MAINTENANCE	-	4,749	-	-	-	-
135-0903-541.52-00	OPERATING SUPPLIES	-	-	-	-	-	210
	* Mass Transit	<u>126,597</u>	<u>129,170</u>	<u>127,000</u>	<u>127,000</u>	-	<u>81,553</u>
	Total Road & Transportation	<u>505,956</u>	<u>831,004</u>	<u>601,073</u>	<u>682,290</u>	<u>81,217</u>	<u>449,481</u>

15-2

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

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info
135-0902-541-12-00	REGULAR SALARIES	56,378.00	
		00100 PER PAYROLL WORKSHEETS PREPARED BY FINANCE	56,378.00
135-0902-541-21-00	FEDERAL PAYROLL TAXES	3,663.00	
		00100 PER PAYROLL WORKSHEETS PREPARED BY FINANCE	3,663.00
135-0902-541-22-01	GENERAL	6,609.00	
		00100 PER PAYROLL WORKSHEETS PREPARED BY FINANCE	6,609.00
135-0902-541-23-05	HMO, EMPLOYEE +1	8,286.00	
135-0902-541-23-07	LIFE/AD&D	343.00	
135-0902-541-23-10	DENTAL- OHS - DUAL	153.00	
135-0902-541-23-12	VSP - VISION - FAMILY	54.00	
135-0902-541-24-00	WORKER'S COMPENSATION	4,776.00	
135-0902-541-34-00	OTHER CONTRACTUAL SERVICE	35,000.00	
		00100 DOWNTOWN STREET SWEEPING SERVICE	35,000.00
135-0902-541-41-02	CELLULAR TELEPHONE	577.00	
135-0902-541-45-10	FLEET MAINTENANCE	5,000.00	
		00100 REPAIRS, MAINTENANCE, WASHES ON 1 VEHICLE	5,000.00
		00200 REPAIRS ON BACKHOE, BOBCAT	.00
135-0902-541-46-00	REPAIRS AND MAINTENANCE	300,000.00	
		00100 STREET LIGHT PARTS & REPAIRS, ROCK & ASPHALT FOR	300,000.00
		00200 STREET & ALLEYS, MILLING, PAVING, STRIPING &	.00
		00300 SIDEWALK REPAIRS	.00
135-0902-541-52-00	OPERATING SUPPLIES	1,000.00	
		00100 SHOES & UNIFORMS, BARRICADES, TRAFFIC CONES AS	1,000.00
		00200 NEEDED	.00
135-0902-541-52-02	FUEL, OILS, LUBRICANTS	1,000.00	
		00100 ESTIMATED FUEL COST FOR 1 VEHICLE & VARIOUS EQUIP	1,000.00
135-0902-541-52-07	TIRES	500.00	
		00100 ESTIMATED TIRE REPLACEMENT FOR 1 VEHICLE	500.00
135-0902-541-63-00	IMPROVEMENTS O/T BUILDING	131,951.00	
		00100 STAFFORD PARK WALK PATH REPAIR	100,000.00
		00200 CROSSWALK ENCHANCEMENTS	31,951.00

15-3

Prepared: 7/23/15, 10:46:25
Program: GM217L

City of Miami Springs
Budget Level Report

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

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info
135-0903-541-34-00	OTHER CONTRACTUAL SERVICE	127,000.00	
		00100 SHUTTLE BUS SERVICE	127,000.00
* Total Accounts for this Budget Level	17	682,290.00	

15-3A

**CITY OF MIAMI SPRINGS
CAPITAL IMPROVEMENT REQUEST
FOR FY 2015-2016 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)

Installation of StreetBrick High Friction Stamped Asphalt

Installation in the Down Town Circle Area Crosswalks

Total budget request: \$31,951

Detail any grant or additional funding sources for this project

Funding

Citizen Independent Transit Trust \$ 31,951.50

\$ -

\$ -

Total funding sources: \$ 31,951.50

Reason why project is needed

Enhancement of the Down Town Cross Walk Areas

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

\$ -

\$ -

\$ -

\$ -

Totals N/A

Department Head Signature

City Manager Approval

15-4

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

GOALS and OBJECTIVES:

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

OBJECTIVE: -Provide 26,500 nutritionally balanced, congregate lunch meals to eligible persons, particularly those in greatest economic and social need.

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

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

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

OBJECTIVES:

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

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

OBJECTIVE: -Provide 9,000 one way trips and travel assistance to and from the senior center, the client's residence, the local grocery store and other local businesses, area malls and special events when possible.

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

OBJECTIVE:

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

Elderly Services Department

MAJOR FUNCTIONS and ACTIVITIES (continued):

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

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

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

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

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

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

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

Elderly Services Department

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

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

2014-15 ACCOMPLISHMENTS:

The City of Miami Springs Elderly Services Department has focused on achieving the stated objectives for core service offerings as required by State and Federal grantees this past year. In addition to Congregate Meals, Congregate Meals Screening, Nutrition Counseling, Nutrition Education, Home Delivered Meals, Screening and Assessment and Transportation, the Elderly Services Department has provided additional services, health and wellness support activities, educational programs and recreational opportunities. Through networking efforts, the following organizations and individuals have provided assistance in meeting departmental goals this past year: the Miami Springs Adult Education and Community School; Alliance for Aging's Health and Wellness Department; M-D County Health Department; Mount Sinai Heart Institute; Leon Medical Center; Miami Springs' Mayor Xavier Garcia, Miami-Dade County Chairwoman Rebeca Sosa, Senator Rene Garcia and Rep. Bryan Avila; State Attorney's Office; FL Telecommunication Relay, Inc; Catholic Hospice and Vitas Hospice; US Postal Service Inspectors; the American Red Cross; Hearing and Speech Center of Florida; AARP; UF/M-D's IFAS Extension Services; UM's Investor Rights Clinic; St. Catherine's West Rehab Center; Villa Maria West; the Eye Institute; the Alzheimer's Association of SE Florida; S.T.E.P.s in the Right Direction; American Diabetes Association; United Healthcare; Humana; the Hialeah Gardens Middle School Jazz Band; the SHINE Program; the Miami Springs' Community Policing Office; Curtiss Mansion; Caridad Amores, Esq.; Mary Gomez, Esq.; 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 Health Screenings to include: cholesterol, glucose, blood pressure, glaucoma, cataract, hearing, risk of falling, and head and neck cancer screenings;
- free seasonal influenza immunization and pneumonia shots to those 65 and over;
- free, ongoing Health Support classes to include: chair Yoga classes, a "Get-in-Shape" dance fitness program, memory fitness classes, Tai Chi and Senior Floor Yoga classes;
- free Recreational drumming and art classes;
- free Income Tax Preparation Assistance and counseling by AARP Tax Aides to over 200 individuals;
- distribution of free amplified telephones for the hard of hearing;
- monthly programs on crime prevention and safety issues by the MSPD's Community Policing Office;
- monthly presentations by the Mayor and City Council on local governmental issues;
- a variety of special events, holiday celebrations, trips to Fairchild Tropical Botanic Gardens, Vizcaya, and other recreational activities.

Elderly Services

2014-15 ACCOMPLISHMENTS (continued):

- health presentations by local professionals on: food safety, Diabetes, respiratory infections, preventing adverse drug reactions, detection of Alzheimer's Disease, blindness prevention, heart health, cancer prevention, community services, fall prevention, Osteoporosis prevention, heat related illnesses, nutrition and a healthy lifestyle, stroke awareness, living with low vision, and fitness for life;
- educational workshops on the following topics: elder abuse prevention, hurricane preparedness, poison awareness, identifying mail fraud schemes, Medicare and Medicaid benefits, legislative updates, basics of investing and investor's rights, estate planning and Living Wills & Health Care Directives.

FY 2015-16 BUDGET HIGHLIGHTS:

- Proposed budget is \$ 28,362 or 6.79% lower than FY2014/2015.
- Budget Summary:
 - Budgeted Revenues \$247,001
 - Budgeted Expenditures \$389,901
 - Net cost of Department \$142,900
- Budget includes \$26,700 for the city to fund the continuation of continuing Yoga, Tai-Chi, and Art classes for next fiscal year that had been funded with the LSP grant in FY14-15.

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

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2012-13 ACTUALS	FY2013-14 ACTUALS	FY2014-15 AMENDED BUDGET	FY2015-16 Departmental Request	Dollar Increase (Decrease)	YTD ACTUALS AS OF 6/30/15
SENIOR CENTER							
	Title III C-1						
140-5101-519.12-00	REGULAR SALARIES	57,085	57,165	56,666	58,327	1,661	38,597
140-5101-519.13-00	PART TIME YEAR ROUND	23,107	24,434	26,895	30,247	3,352	18,990
140-5101-519.21-00	FEDERAL PAYROLL TAXES	6,114	6,221	5,725	6,776	1,051	4,389
140-5101-519.22-01	GENERAL	8,562	3,567	-	-	-	-
	TOTAL MEDICAL INSURANCE	7,129	7,288	8,971	9,791	820	6,876
140-5101-519.24-00	WORKER'S COMPENSATION	312	240	315	326	11	234
140-5101-519.31-09	OTHER (Dietician)	2,193	2,410	4,495	1,575	(2,920)	1,040
140-5101-519.34-01	JANITORIAL	14,149	10,800	11,016	10,400	(616)	6,174
140-5101-519.34-02	DUMPING AND DISPOSAL	1,392	1,344	1,555	1,480	(75)	1,158
140-5101-519.40-00	TRAVEL AND PER DIEM	172	-	350	350	-	171
140-5101-519.41-01	TELEPHONE	859	506	242	480	238	362
140-5101-519.41-03	POSTAGE	63	42	84	83	(1)	60
140-5101-519.41-06	INTERNET ACCESS	1,055	1,300	1,600	1,500	(100)	1,111
140-5101-519.43-01	ELECTRICITY	8,144	8,210	8,300	7,350	(950)	5,759
140-5101-519.43-02	WATER	1,281	201	653	1,622	969	858
140-5101-519.44-00	RENTALS AND LEASES	1,533	978	1,020	1,000	(20)	736
140-5101-519.45-30	LIABILITY INSURANCE	3,672	4,337	5,323	4,684	(639)	3,996
140-5101-519.46-01	REPAIR & MAINT - BUILDING	475	138	2,300	2,300	-	228
140-5101-519.46-03	EQUIPMENT	307	498	750	750	-	30
140-5101-519.48-00	PROMOTIONS	358	-	1,225	1,225	-	300
140-5101-519.51-00	OFFICE SUPPLIES	95	291	600	500	(100)	-
140-5101-519.52-00	OPERATING SUPPLIES	1,020	186	1,300	1,100	(200)	338
140-5101-519.52-03	UNIFORMS	-	-	280	252	(28)	-
140-5101-519.52-04	CATERING COSTS	75,577	82,809	79,112	89,586	10,474	52,201
140-5101-519.52-09	OTHER	3,260	3,350	3,510	3,510	-	2,697
140-5101-519.54-00	DUES, MEMBERSHIPS, SUBS	125	115	230	230	-	176
140-5101-519.58-00	EDUCATION AND TRAINING	-	60	-	-	-	-
140-5101-519.63-00	IMPROVEMENTS O/T BUILDINGS	-	-	3,130	-	(3,130)	3,130
140-5101-519.64-00	MACHINERY AND EQUIPMENT	-	-	1,768	-	(1,768)	-
* TITLE III C-1		218,039	216,490	227,415	235,444	8,029	149,611

8-9/

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

Account #	Description	Budget Amount	Misc. Info
140-5101-519-12-00	REGULAR SALARIES	58,327.00	
140-5101-519-13-00	PART TIME YEAR ROUND	30,247.00	
140-5101-519-21-00	FEDERAL PAYROLL TAXES	6,776.00	
140-5101-519-23-03	POS, FAMILY	9,282.00	
140-5101-519-23-07	LIFE/AD&D	353.00	
140-5101-519-23-08	DENTAL - OHS - EMPLOYEE	115.00	
140-5101-519-23-09	VSP - VISION - EMPLOYEE	41.00	
140-5101-519-24-00	WORKER'S COMPENSATION	326.00	
140-5101-519-31-09	OTHER	1,575.00	
140-5101-519-34-01	JANITORIAL	10,400.00	
140-5101-519-34-02	DUMPING AND DISPOSAL	1,480.00	
140-5101-519-40-00	TRAVEL AND PER DIEM	350.00	
140-5101-519-41-01	TELEPHONE	480.00	
140-5101-519-41-03	POSTAGE	83.00	
140-5101-519-41-06	INTERNET ACCESS	1,500.00	
140-5101-519-43-01	ELECTRICITY	7,350.00	
140-5101-519-43-02	WATER	1,622.00	
140-5101-519-44-00	RENTALS AND LEASES	1,000.00	
140-5101-519-45-30	LIABILITY INSURANCE	4,684.00	
140-5101-519-46-01	REPAIR & MAINT - BUILDING	2,300.00	
			150.00
			250.00
			400.00
			1,500.00
140-5101-519-46-03	EQUIPMENT	750.00	
			75.00
			475.00
			200.00
140-5101-519-48-00	PROMOTIONS	1,225.00	
			400.00

66-9

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

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info
		00200 ANNUAL SPRING FLING	300.00
		00300 ANNUAL OCTOBERFEST	300.00
		00400 THANKSGIVING DAY FRUIT BASKETS FOR HOMEBOUNDS	125.00
		00500 VOLUNTEER RECOGNITION AWARDS	100.00
140-5101-519-51-00	OFFICE SUPPLIES	500.00	
		00100 COLORED LEGAL PAPER & MISC CONSUMABLES	500.00
140-5101-519-52-00	OPERATING SUPPLIES	1,100.00	
		00100 FOOD SERVICE SUPPLIES	500.00
		00200 CLEANING/SANITATION SUPPLIES	400.00
		00300 (3) REPLACEMENT TABLES	200.00
140-5101-519-52-03	UNIFORMS	252.00	
		00100 14 APRONS @ \$18	252.00
140-5101-519-52-04	CATERING COSTS	89,586.00	
		00100 12 MOS X 2,400 MEALS/MO X \$3.12/MEAL	89,586.00
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 BJ'S WHOLESALE CLUB	50.00
		00200 FL COUNCIL ON AGING	70.00
		00300 FL ASSOC OF SERVICE PROVIDERS	65.00
		00400 FL ASSOC OF SENIOR CENTERS	45.00
* Total Accounts for this Budget Level		28	235,444.00

16-10

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

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2012-13 ACTUALS	FY2013-14 ACTUALS	FY2014-15 AMENDED BUDGET	FY2015-16 Departmental Request	Dollar Increase (Decrease)	YTD ACTUALS AS OF 6/30/15
SENIOR CENTER Title III C-2							
140-5102-519.12-00	REGULAR SALARIES	11,322	11,334	11,333	11,665	332	8,718
140-5102-519.13-00	PART TIME YEAR ROUND	3,174	3,379	3,488	4,387	899	2,701
140-5102-519.21-00	FEDERAL PAYROLL TAXES	1,105	1,121	1,000	1,228	228	870
140-5102-519.22-01	GENERAL	1,713	713	-	-	-	-
	Total medical insurance	1,426	1,458	1,797	1,958	161	1,375
140-5102-519.31-09	OTHER (Dietician)	22	-	270	270	-	-
140-5102-519.52-04	CATERING COSTS	49,531	49,048	58,702	56,823	(1,879)	35,726
140-5102-519.52-21	HOME DELIVER WKEND MEALS	3,947	4,591	2,562	-	(2,562)	752
* TITLE III C-2		<u>72,240</u>	<u>71,644</u>	<u>79,152</u>	<u>76,331</u>	<u>(2,821)</u>	<u>50,142</u>
SENIOR CENTER Title III B							
140-5103-519.12-00	REGULAR SALARIES	7,604	7,679	7,556	7,777	221	5,055
140-5103-519.13-00	PART TIME YEAR ROUND	18,834	19,833	20,053	21,614	1,561	14,682
140-5103-519.21-00	FEDERAL PAYROLL TAXES	2,020	2,101	2,040	2,248	208	1,508
140-5103-519.22-01	GENERAL	1,142	475	-	-	-	-
	Total medical insurance	950	972	1,197	1,305	108	917
140-5103-519.45-10	FLEET MAINTENANCE	1,586	3,698	2,800	5,000	2,200	3,236
140-5103-519.45-30	LIABILITY INSURANCE	3,832	4,996	4,996	4,996	-	3,010
140-5103-519.52-02	FUEL, OILS, LUBRICANTS	5,200	5,138	5,000	3,000	(2,000)	2,568
140-5103-519.52-07	TIRES	751	274	754	1,400	646	1,088
* TITLE III B		<u>41,919</u>	<u>45,166</u>	<u>44,396</u>	<u>47,342</u>	<u>2,946</u>	<u>32,064</u>
SENIOR CENTER LSP GRANT							
140-5104-519.13-00	PART TIME YEAR ROUND				3,795	3,795	9,525
140-5104-519.21-00	FEDERAL PAYROLL TAXES				290	290	729
140-5104-519.34-00	OTHER CONTRACTUAL SERVICES			8,400	26,700	18,300	2,400
140-5104-519.52-22	LSP BREAKFAST MEALS	-	-	42,200	-	(42,200)	25,463
140-5104-519.52-23	LSPWEEKEND MEALS	-	-	13,100	-	(13,100)	7,611
140-5104-519.52-17	CONGREGATE HOLIDAY MEALS			600	-	(600)	578
140-5104-519.52-24	CONGREGATE EMERGENCY MEALS			3,000	-	(3,000)	2,731
140-5104-519.52-25	HOME DEL EMERGENCY MEALS			1,000	-	-	945
* LSP GRANT		<u>-</u>	<u>-</u>	<u>68,300</u>	<u>30,785</u>	<u>(36,515)</u>	<u>49,982</u>
	Total Senior Center	<u>332,198</u>	<u>333,300</u>	<u>419,263</u>	<u>389,901</u>	<u>(28,362)</u>	<u>281,799</u>

11-97

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

Account #	Description	Budget Amount	Misc. Info	
140-5102-519-12-00	REGULAR SALARIES	11,665.00		
140-5102-519-13-00	PART TIME YEAR ROUND	4,387.00		
140-5102-519-21-00	FEDERAL PAYROLL TAXES	1,228.00		
140-5102-519-23-03	POS, FAMILY	1,856.00		
140-5102-519-23-07	LIFE/AD&D	71.00		
140-5102-519-23-11	DENTAL - OHS - FAMILY	23.00		
140-5102-519-23-12	VSP - VISION - FAMILY	8.00		
140-5102-519-31-09	OTHER	270.00		
140-5102-519-52-04	CATERING COSTS	56,823.00		
		12 MOS X 1,175 MEALS/MO X \$4.03/MEAL		
* Total Accounts for this Budget Level		9	76,331.00	

16-12

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

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info
140-5103-519-12-00	REGULAR SALARIES	7,777.00	
140-5103-519-13-00	PART TIME YEAR ROUND	21,614.00	
140-5103-519-21-00	FEDERAL PAYROLL TAXES	2,249.00	
140-5103-519-23-03	POS, FAMILY	1,238.00	
140-5103-519-23-07	LIFE/AD&D	47.00	
140-5103-519-23-11	DENTAL - OHS - FAMILY	15.00	
140-5103-519-23-12	VSP - VISION - FAMILY	5.00	
140-5103-519-45-10	FLEET MAINTENANCE	5,000.00	
140-5103-519-45-30	LIABILITY INSURANCE	4,997.00	
140-5103-519-52-02	FUEL, OILS, LUBRICANTS	3,000.00	
140-5103-519-52-07	TIRES	1,400.00	
* Total Accounts for this Budget Level		11	47,342.00

16-13

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

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info
140-5104-519-13-00	PART TIME YEAR ROUND	3,795.00	
140-5104-519-21-00	FEDERAL PAYROLL TAXES	290.00	
140-5104-519-34-00	OTHER CONTRACTUAL SERVICE	26,700.00	
* Total Accounts for this Budget Level		3	30,785.00

16-14

Basis for FY 2015-16 Salary Projections

Base Salary for each position:

Adjustment includes:

Max Annual merit increase for position

Cost of living Adjustment

CPI for all urbans (Apr to Apr)

Estimate used for COLA Projection

Calculations is based upon current earnings at 2,080 hours

0.0%

0.0%

0.00%

3.00% *to be effective on 10-01-2015*

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City of Miami Springs											
Department: SENIOR CENTER											
Position (Paygrade)	Employee Name	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/15	Date of Annual Review	FY 15-16 Projected Merit Increase	COLA Increase	Longevity	FY2015-16 Total Pay
Elderley Services Director-PG40	K Rosson	FT	1	1	0	\$73,805	09/01/11	2,214	\$0	\$1,750	\$77,769
Food Service Workers	R. Vega/M. Perez/J. Cabrera/J. Torre	PT	4	4	0	\$14,686	n/a	n/a	\$587	\$0	\$15,273
Screening & Assess. Specialist	B Bray	PT	1	1	0	\$17,441	n/a	n/a	\$698	\$0	\$18,139
Driver	E Rivas	PT	1	1	0	\$17,326	n/a	n/a	\$693	\$0	\$18,019
Substitute Driver	R Troutman	PT	1	1	0	\$983	n/a	n/a	\$39	\$0	\$1,022
Total projections			8	8	0	\$124,241		\$2,214	\$2,017	\$1,750	\$130,223

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16-15



AGENDA MEMORANDUM

Date: 7/27/2015

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

From:  Karen Rosson, Elderly Services Director

Subject: Additional Budget Request

We have been informed that the State funding used by Miami-Dade County Public Schools to provide classes for seniors was eliminated during the recent legislative session. As a result, Miami Springs Adult & Community Education Center will no longer fund the Chair Yoga, Floor Yoga, "Let's Dance" or "Celebration Workout" classes that have been held at our Senior Center five days a week for the past five years. (Please see the attached memorandum to our instructor.) In order to continue these highly beneficial and extremely popular programs, serving over 130 seniors each year, we would need to budget an additional \$19,050 for FY15-16.

Also, the City's LSP grant was not renewed for the next year (7/1/15—6/30/16). The Mayor and Council voted to fund the Home Delivered Weekend Meal program for 46 homebound residents through September 30th of this year. To insure the continuation of this program for next FFY, we would need \$17,988.

We ask that Council consider these two requests which total \$37,038 so that we can increase our FY15-16 budget and continue these nutrition and health support services for an additional year. If LSP funding is granted for the next cycle, we may be able to reimburse the General fund approximately \$4,843 for the period of 7/1/16—9/30/16. Other funding sources will be sought, as well.

16-16

MEMORANDUM

July 6, 2015

TO: Ms. Natasha Salmon Cagno, A-SNAP Instructor
Miami Springs Adult & Community Education Center

FROM: Miguel Veloso, Principal *MV*
Miami Springs Adult & Community Education Center

SUBJECT: ADULTS WITH DISABILITIES & SENIOR CITIZENS WITH DISABILITIES

Miami-Dade County Public Schools has been officially informed that the Adults with Disabilities / Senior Citizens with Disabilities Grant funding was eliminated during the recent legislative conference session. Although there were conversations about options to offset the cuts to the program, it was not included in the final recommended budget. The Florida Department of Education was cut over 90% of their normal annual appropriations – funds that would otherwise be normally distributed to school districts across the state to support programs such as our A-SNAP. As a result, your services will no longer be required after **June 30, 2015**.

This sudden and unfortunate development will have a profound impact on how services will be provided to our community's most underserved population. Regrettably, this will also impact our dedicated instructors who have tirelessly worked with our clients to provide optimal instructional services. Many of our A-SNAP instructional colleagues depended on this employment as a means to support personal and family incomes. This has deeply impacted me, as I have always been extremely proud of our staff, and the efforts we have made to make the lives of the less fortunate a whole lot better.

I wish to take this opportunity to thank you for your years of tireless service to our community, as well as the smiling, appreciative students who depended upon you. There is never a good or kind way to suddenly part with an employee who has shown complete dedication to our students, only to be told that our program is folding. That said, from the bottom of my heart, I want to thank you for your kind and professional efforts. As you seek new employment opportunities, please do not hesitate to request support in the form of a letter of recommendation or a phone call endorsing your candidacy.

Again, thank you for having been such an integral member of the Miami Springs Adult & Community Education program, and I wish you the absolute best in all of your future endeavors.

16-17

Golf & Country Club

Mission Statement

Our mission is to provide an exceptional golf and social experience for our members, residents and guests to South Florida as well as offering great course conditions and excellent value to the residents of Miami Springs.

Miami Springs Golf Course

Goals

Maintain quality golf course conditions which stand out in the minds of our customers and provides great pride among our staff and the residents of Miami Springs.

We strive to exceed guest expectations by delivering a quality product, personalized service and unparalleled value.

Objectives

- Continue to revitalize the golf course and continue to grow a loyal clientele
- Use strategic alliances and players word of mouth recommendations to make Miami Springs Golf & C.C. a destination course for vacationers and avid local golfers.
- Exceeding customers' expectations
- Continue working on training and assembling an experienced, friendly and customer driven effective staff.
- Continue to aggressively pursue Grant Funding to re-grass our 183 acre Golf course with paspalum turf an environmentally friendly, a very cost efficient turf.
- Continue to increase our average dollars per player revenue.

FY 2014-15 Accomplishments

- Improved Course conditions with much better playing surfaces, improved tremendously our weed control program and customer satisfaction of playing conditions.
- Developed a relationship with QGS the company that installed a deficient irrigation system saving the course monies for repairs to the system.
- Developed a good relationship with DERM to mitigate any fines, until the necessary major corrections are made over the 5 the five year plan.
- Training Completed by staff to operate a certified " First Tee Program"
- Increased average revenue per player by \$7.83 for the first 6 months of the 2014/15 budget year.
- Due to strong revenues reported in the Apr 27th 2015 Quarter Budget Status report losses were reduced by \$111,251 as compared to the second quarter of last year.

Miami Springs Golf Course

FY 2015-16 Budget Highlights

- Proposed budget is \$12,886 lower than FY2014/2015.
- Budget Summary:

Budgeted Revenues	\$1,466,123 (projected 32,000 rounds)
Budgeted Expenditures	<u>\$1,735,200</u>
Net cost of Department	<u>\$ 269,077</u>

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

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2012-13 ACTUALS</u>	<u>FY2013-14 ACTUALS</u>	<u>FY2014-15 AMENDED BUDGET</u>	<u>FY2015-16 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AS OF 6/30/15</u>
GOLF ADMINISTRATION							
001-5706-572.43-01	ELECTRICITY	9,305	10,102	9,300	8,200	(1,100)	6,494
001-5706-572.45-30	LIABILITY INSURANCE	12,144	12,792	10,762	10,768	6	8,073
	* ADMINISTRATION	21,449	22,894	20,062	18,968	(1,094)	14,567

h-61

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

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info
1-5706-572-43-01	ELECTRICITY	8,200.00	
1-5706-572-45-30	RISK MANAGEMENT	10,768.00	
* Total Accounts for this Budget Level		2	18,968.00

17-5

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

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2012-13 ACTUALS	FY2013-14 ACTUALS	FY2014-15 AMENDED BUDGET	FY2015-16 Departmental Request	Dollar Increase (Decrease)	YTD ACTUALS AS OF 6/30/15
GOLF PRO SHOP							
001-5707-572.12-00	REGULAR SALARIES	109,244	170,252	132,052	134,344	2,292	90,779
001-5707-572.13-00	PART TIME YEAR ROUND	130,372	122,855	91,462	91,462	(0)	111,365
001-5707-572.14-00	OVERTIME	640	79	-	-	-	4
001-5707-572.21-00	FEDERAL PAYROLL TAXES	18,380	22,424	16,181	16,284	103	15,463
001-5707-572.22-00	PENSION PLAN-GENERAL	13,567	21,756	15,776	13,045	(2,731)	11,567
001-5707-572.23-00	MEDICAL INSURANCE	10,015	23,358	20,329	21,245	916	16,235
001-5707-572.23-07	Life Insurance	375	778	429	836	407	632
001-5707-572.23-08	Dental ins	240	510	376	699	323	541
001-5707-572.23-09	Vision Ins	103	224	175	175	(0)	135
001-5707-572.24-00	WORKER'S COMPENSATION	7,600	3,773	7,756	7,835	79	5,814
001-5707-572.25-00	UNEMPLOYMENT COMPENSATION	5,225	-	-	-	-	-
001-5707-572.31-00	PROFESSIONAL SERVICES	10,900	3,152	5,000	2,500	(2,500)	1,068
001-5707-572.34-00	OTHER CONTRACTUAL	5,766	5,310	-	-	-	-
001-5707-572.40-00	TRAVEL AND PER DIEM	1,244	-	500	-	(500)	-
001-5707-572.41-01	TELEPHONE: BASE & LOCAL	2,864	2,586	1,717	2,792	1,075	2,117
001-5707-572.41-02	CELLULAR	672	897	494	576	82	903
001-5707-572.41-03	POSTAGE	126	85	120	119	(1)	119
001-5707-572.41-06	INTERNET ACCESS	7,250	7,714	6,531	7,638	1,107	5,102
001-5707-572.43-01	ELECTRICITY	26,536	17,411	17,470	17,700	230	13,702
001-5707-572.43-02	WATER	384	2,087	675	551	(124)	360
001-5707-572.44-00	RENTALS AND LEASES	66,565	57,150	58,000	61,950	3,950	43,053
001-5707-572.45-00	LIABILITY INSURANCE	10,944	12,428	16,432	16,155	(277)	12,321
001-5707-572.46-00	REPAIRS AND MAINTENANCE	14,935	1,633	10,190	8,500	(1,690)	2,915
001-5707-572.47-00	PRINTING AND BINDING	6,437	5,294	4,500	5,000	500	2,616
001-5707-572.48-00	ADVERTISING	31,642	34,695	35,000	30,000	(5,000)	32,198
001-5707-572.49-00	OTHER CURRENT CHARGES	549	398	700	-	(700)	203
001-5707-572.52-10	FOOD AND BEVERAGE	-	12,154	20,000	25,000	5,000	18,311
001-5707-572.49-05	CREDIT CARD FEES	28,334	23,241	27,800	25,000	(2,800)	21,152
001-5707-572.51-00	OFFICE SUPPLIES	3,764	326	3,700	3,700	-	2,089
001-5707-572.52-00	OPERATING SUPPLIES	7,451	5,887	6,500	6,500	-	5,143
001-5707-572.52-05	MERCHANDISE	34,875	48,791	30,000	35,000	5,000	37,465
001-5707-572.52-12	DRIVING RANGE	12,720	9,952	10,000	14,000	4,000	8,219
001-5707-572.52-02	FUEL	-	2,345	1,000	3,000	-	1,931
001-5707-572.54-00	DUES, MEMBERSHIPS, SUBS	150	1,773	2,000	3,500	1,500	1,804
001-5707-572.64-00	MACHINERY AND EQUIPMENT	4,190	-	3,000	-	(3,000)	2,771
	* PRO SHOP	<u>574,059</u>	<u>621,318</u>	<u>545,865</u>	<u>555,106</u>	<u>7,241</u>	<u>468,097</u>

17-6

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

DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
1-5707-572-12-00	REGULAR SALARIES	134,344.00	
1-5707-572-13-00	PART TIME YEAR ROUND	91,462.00	
1-5707-572-21-00	FEDERAL PAYROLL TAXES	16,284.00	
1-5707-572-22-01	GENERAL	13,045.00	
1-5707-572-23-00	MEDICAL INSURANCE	21,245.00	
1-5707-572-23-07	LIFE/AD&D	836.00	
1-5707-572-23-08	DENTAL - OHS - EMPLOYEE	699.00	
1-5707-572-23-09	VSP - VISION - EMPLOYEE	175.00	
1-5707-572-24-00	WORKER'S COMPENSATION	7,835.00	
1-5707-572-31-00	PROFESSIONAL SERVICES	2,500.00	
1-5707-572-41-01	TELEPHONE: BASE & LOCAL	2,792.00	
1-5707-572-41-02	CELLULAR TELEPHONE	576.00	
1-5707-572-41-03	POSTAGE	119.00	
1-5707-572-41-06	INTERNET ACCESS	7,638.00	
1-5707-572-43-01	ELECTRICITY	17,700.00	
1-5707-572-43-02	WATER	551.00	
1-5707-572-44-00	RENTALS AND LEASES	61,950.00	
1-5707-572-45-30	RISK MANAGEMENT	16,155.00	
1-5707-572-46-00	REPAIRS AND MAINTENANCE	8,500.00	
1-5707-572-47-00	PRINTING AND BINDING	5,000.00	
1-5707-572-48-00	PROMOTIONS	30,000.00	
1-5707-572-49-05	CREDIT CARD FEES	25,000.00	
1-5707-572-51-00	OFFICE SUPPLIES	3,700.00	
1-5707-572-52-00	OPERATING SUPPLIES	6,500.00	
1-5707-572-52-02	FUEL, OILS, LUBRICANTS	3,000.00	
1-5707-572-52-05	MERCHANDISE	35,000.00	
1-5707-572-52-10	FOOD & BEVERAGE	25,000.00	

17-7

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

Account #	Description		Budget Amount	Misc. Info
1-5707-572-52-12	DRIVING RANGE	00100	FOOD AND BEVERAGE FOR RESALE 14,000.00	25,000.00
1-5707-572-54-00	DUES, MEMBERSHIPS, SUBS	00100	DRIVING RANGE 3,500.00	14,000.00
		00100	DUES AND MEMBERSHIPS AND SUBS	3,500.00
* Total Accounts for this Budget Level		29	555,106.00	

17-8

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

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2012-13 ACTUALS	FY2013-14 ACTUALS	FY2014-15 AMENDED BUDGET	FY2015-16 Departmental Request	Dollar Increase (Decrease)	YTD ACTUALS AS OF 6/30/15
GOLF MAINTENANCE							
001-5708-572.12-00	REGULAR SALARIES	78,300	68,261	68,000	142,828	74,828	50,156
001-5708-572.21-00	FEDERAL PAYROLL TAXES	5,973	4,982	4,289	8,625	4,336	3,621
001-5708-572.22-00	PENSION PLAN-GENERAL	10,410	10,248	9,908	16,744	6,836	7,229
001-5708-572.23-00	MEDICAL INSURANCE	5,284	9,083	11,351	29,065	17,714	8,315
001-5708-572.23-07	LIFE INS	271	318	300	760	460	334
001-5708-572.23-08	DENTAL - OHS - EMPLOYEE	151	476	476	808	332	386
001-5708-572.23-09	VISION	53	104	104	213	109	80
001-5708-572.24-00	WORKER'S COMPENSATION	2,310	1,076	2,360	4,956	2,596	1,773
001-5708-572.31-00	PROFESSIONAL SERVICES	159,119	31,290	20,000	20,000	-	5,493
001-5708-572.34-01	CONTRACTUAL SERVICES-LABOR	406,996	430,558	432,000	340,000	(92,000)	321,203
001-5708-572.41-02	CELLULAR	642	957	650	576	(74)	349
001-5708-572.43-01	ELECTRICITY	29,742	23,505	29,000	22,500	(6,500)	19,896
001-5708-572.43-02	WATER	8,415	5,487	9,894	5,916	(3,978)	3,598
001-5708-572.44-00	RENTALS AND LEASES	9,661	49,363	52,680	34,000	(18,680)	40,188
001-5708-572.45-00	LIABILITY INSURANCE	8,424	9,182	12,612	14,242	1,630	9,459
001-5708-572.46-00	REPAIRS AND MAINTENANCE	71,907	76,512	50,000	50,000	-	28,905
001-5708-572.46-03	R&M-EQUIPMENT/IRRIGATION PUMP	-	338	-	-	-	-
001-5708-572.46-14	R&M-CART PATH REPAIRS	-	3,925	-	-	-	-
001-5708-572.46-15	R&M-IRRIGATION	-	9,169	10,000	10,000	-	7,035
001-5708-572.46-51	R&M-SAND/TOPDRESSING	-	93,117	50,000	50,000	-	24,800
001-5708-572.46-52	R&M-AQUATIC CANAL	-	3,275	4,800	4,800	-	3,200
001-5708-572.52-00	OPERATING SUPPLIES	214,088	41,115	40,000	40,000	-	32,782
001-5708-572.52-02	FUEL	34,740	63,056	59,740	60,000	260	41,096
001-5708-572.52-03	UNIFORMS	-	3,316	2,500	2,500	-	-
001-5708-572.52-30	LUBRICANTS	-	561	-	-	-	-
001-5708-572.52-31	CHEMICALS & FERTILIZERS	-	183,482	140,000	140,000	-	142,100
001-5708-572.52-33	SEED AND SOD	-	51,627	20,000	20,000	-	12,357
001-5708-572.52-35	COURSE SERVICE SUPPLIES	-	6,809	8,500	8,500	-	8,785
001-5708-572.54-00	DUES, MEMBERSHIPS, SUBS	365	712	900	900	-	65
001-5708-572.58-00	EDUCATION AND TRAINING	-	2,833	3,000	3,000	-	3,840
001-5708-572.63-00	IMPROVEMENTS O/T BUILDING	-	-	6,500	-	(6,500)	3,250
001-5708-572.64-00	MACHINERY AND EQUIPMENT	-	653,648	-	-	-	-
001-5708-572.91-01	TRANSFERS TO DEBT SERVICE FUN	18,872	160,155	130,595	130,193	(402)	97,946
	Total Golf Course maintenance	1,065,723	1,998,540	1,180,159	1,161,126	(19,033)	878,241
	Subtotal Golf	1,661,231	2,642,752	1,746,086	1,735,200	(12,886)	1,360,905

12-9

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

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info
1-5708-572-12-00	REGULAR SALARIES	142,828.00	
		00100 PER PAYROLL WORKSHEETS PREPARED BY FINANCE	142,828.00
1-5708-572-21-00	FEDERAL PAYROLL TAXES	8,625.00	
		00100 FEDERAL PAYROLL TAXES - PER FINANCE ALLOCATION	8,625.00
1-5708-572-22-01	GENERAL	16,744.00	
		00100 GENERAL PENSION - PER FINANCE ALLOCATION	16,744.00
1-5708-572-23-00	MEDICAL INSURANCE	29,065.00	
		00100 MEDICAL INSURANCE - PER FINANCE ALLOCATION	29,065.00
1-5708-572-23-07	LIFE/AD&D	760.00	
		00100 LIFE INSURANCE - PER FINANCE ALLOCATION	760.00
1-5708-572-23-08	DENTAL - OHS - EMPLOYEE	808.00	
		00100 DENTAL INSURANCE - PER FINANCE ALLOCATION	808.00
1-5708-572-23-09	VSP - VISION - EMPLOYEE	213.00	
		00100 VISION INSURANCE - PER FINANCE ALLOCATION	213.00
1-5708-572-24-00	WORKER'S COMPENSATION	4,956.00	
		00100 WORKERS COMPENSATION - PER FINANCE ALLOCATION	4,956.00
1-5708-572-31-00	PROFESSIONAL SERVICES	20,000.00	
		00100 PROFESSIONAL SERVICES	20,000.00
1-5708-572-34-00	OTHER CONTRACTUAL SERVICE	340,000.00	
		00100 LABOR SERVICES	340,000.00
1-5708-572-41-02	CELLULAR TELEPHONE	576.00	
		00100 CELLULAR	576.00
1-5708-572-43-01	ELECTRICITY	22,500.00	
		00100 ELECTRICITY	22,500.00
1-5708-572-43-02	WATER	5,916.00	
		00100 WATER	5,916.00
1-5708-572-44-00	RENTALS AND LEASES	34,000.00	
		00100 RENTAL AND LEASE	34,000.00
1-5708-572-45-30	RISK MANAGEMENT	14,242.00	
1-5708-572-46-00	REPAIRS AND MAINTENANCE	50,000.00	
		00100 REPAIRS AND MAINTENANCE	50,000.00
1-5708-572-46-15	IRRIGATION MAINTENANCE	10,000.00	
		00100 IRRIGATION PUMP	10,000.00
1-5708-572-46-51	SAND/BUNKER MAINTENANCE	50,000.00	
		00100 TOPDRESSING SAND	50,000.00
1-5708-572-46-52	AQUATIC CANAL MAINTENANCE	4,800.00	
		00100 TREATMENT FOR AQUATIC AREAS	4,800.00
1-5708-572-52-00	OPERATING SUPPLIES	40,000.00	
		00100 OPERATING SUPPLIES	40,000.00
1-5708-572-52-02	FUEL, OILS, LUBRICANTS	60,000.00	
		00100 FUEL	60,000.00
1-5708-572-52-03	UNIFORMS	2,500.00	
		00100 UNIFORMS	2,500.00
1-5708-572-52-31	CHEMICALS	140,000.00	
		00100 CHEMICALS AND FERTILIZERS	140,000.00
1-5708-572-52-33	SEED AND SOD	20,000.00	
		00100 TO PURCHASE SOD	20,000.00
1-5708-572-52-35	GOLF CRSE SVC SUPPLIES	8,500.00	
		00100 COURSE SERVICE SUPPLIES	8,500.00
1-5708-572-54-00	DUES, MEMBERSHIPS, SUBS	900.00	

17-10

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

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info
		00100 DUES AND MEMBERSHIPS AND SUBS	900.00
		3,000.00	
1-5708-572-58-00	EDUCATION AND TRAINING	00100 EDUCATION AND TRAINING	3,000.00
		130,193.00	
1-5708-572-91-12	TRF TO DEBT SERVICE	00100 TRANSFER TO DEBT SERVICE	130,193.00
		1,161,126.00	
* Total Accounts for this Budget Level		28	

11-11

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 4/30/15	Salary Pay Range	Date of Annual Review	FY 15-16 Projected 4% COLA	Longevity	FY 2015-16 Projection
PRO SHOP STAFF:											
Golf Director-PG46	Paul O'Dell	FT	1	1	0	83,000	71850-95799	03/01/11	\$2,490	\$0	85,490
Operations/Fleet Manager	W Vance	PT	0.5	0.5	0	22,620			\$905	\$0	23,525
Pro Shop and Outside Services mgr	Roger Piermarini	PT	0.5	0.5	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	24,792	22541-33421	10/04/10	\$992	\$0	25,784
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		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 Feros	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	21,889			N/A	\$525	22,414
Total Regular Salaries						134,625					139,659
Total Pro Shop						217,625			\$6,999	\$525	225,149
MAINTENANCE STAFF:											
Superintendent-PG37	Laurie Bland	FT	1	1	0	69,360	46212-68534	03/01/11	\$3,468	\$0	72,828
Supervisor/Foreman	Vacant	FT	0	1	1	35,000			\$0	\$0	35,000
Mechanic	Vacant	FT	0	1	1	35,000			\$0	\$0	35,000
Total projections			10	12	2	139360			0	0	142828

17-12

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BUDGET REVENUE REPORT ASSUMPTIONS

Miami Springs Country Club
 FY 2015/2016

Revenue	October	November	December	January	February	March	April	May	June	July	August	September	Total
Revenue													
Greens Fees	\$66,309.00	\$93,059.00	\$103,759.00	\$115,529.00	\$115,529.00	\$141,209.00	\$103,759.00	\$66,416.00	\$60,959.00	\$57,749.00	\$53,469.00	\$49,189.00	\$1,026,935.00
Cart Fees	\$5,786.00	\$7,776.00	\$8,525.00	\$8,525.00	\$8,525.00	\$8,846.00	\$5,850.00	\$4,673.00	\$3,924.00	\$3,924.00	\$3,068.00	\$2,640.00	\$72,062.00
Merchandise	\$3,979.00	\$4,728.00	\$6,654.00	\$6,654.00	\$6,654.00	\$7,334.00	\$6,434.00	\$5,034.00	\$3,234.00	\$3,534.00	\$2,334.00	\$2,234.00	\$58,807.00
Driving Range	\$11,601	\$14,597	\$16,737.00	\$16,737.00	\$16,737.00	\$16,737.00	\$19,412.00	\$13,955.00	\$12,687.00	\$13,527.00	\$10,187.00	\$10,187.00	\$173,101.00
Gift Certificate	\$0.00	\$0.00	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$600.00
Food & Beverage	\$2,867.00	\$2,753.00	\$2,735.00	\$3,591.00	\$3,591.00	\$5,303.00	\$5,089.00	\$3,567.00	\$3,567.00	\$3,567.00	\$2,967.00	\$2,367.00	\$41,964.00
Club Rentals	\$1,773.00	\$1,933.00	\$2,331.00	\$2,631.00	\$2,631.00	\$2,331.00	\$1,931.00	\$1,731.00	\$1,631.00	\$1,531.00	\$1,406.00	\$1,406.00	\$23,266.00
GHIN/Handicap Fees	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$1,200.00
Membership	\$4,551.00	\$5,835.00	\$5,835.00	\$6,475.00	\$6,475.00	\$5,271.00	\$5,621.00	\$6,691.00	\$5,621.00	\$5,271.00	\$5,271.00	\$5,271.00	\$68,188.00
Total:	\$96,966.00	\$130,781.00	\$147,276.00	\$160,242.00	\$160,242.00	\$187,131.00	\$148,196.00	\$102,167.00	\$91,723.00	\$89,203.00	\$78,802.00	\$73,394.00	\$1,466,123.00

17-13

Memo

To: Ron Gorland/William Alonso
From: Paul O'Dell / Laurie Bland
cc: [Name]
Date: July 7, 2015
Re: Requested Considerations

Golf Course Mechanic: The City presently does not employ our Golf Course Mechanic he is hired through an employment group which provides him no benefits or ongoing training on new equipment or technology.

In the Golf Course maintenance industry an experienced and knowledgeable mechanic is very hard to find and even harder to keep!

One of the things I know is how the mechanic is a very hard working individual that keeps your equipment operating at all times so you can properly maintain your golf course, and in our case we're talking about 183 acres and the average course is 130 acres.

Respect, good working conditions and showing appreciation along with a correct balance of benefits to prevent burnout and frustration is a must, when a good mechanic is not happy with his job regardless of the pay, he moves on.

Check out any golf maintenance website and you'll see the number of mechanic job's available, especially in Florida.

Insurance and benefit's is an issue that can keep good mechanics on staff, providing a mechanic with his and his family health insurance and benefits show's your making a long term investment in that individual and in turn will save the operation substantial money in equipment expenses.

A golf course mechanic is a technician with many very highly trained specialty skills indigenous to Golf Course maintenance equipment.

Our mechanic left Doral and fortunately followed Laurie to Miami Springs, Doral has made several attends to lure him back at a higher salary, however he likes working with Laurie and Miami Springs Golf & C.C.

Golf Course Foreman Position: This position works under the direction of the Director of Golf course Maintenance in a supervisory capacity.

Responsibilities include delegating work assignments, overseeing job performance and inspecting course conditions.

This position is a necessary position and is standard in a normal Golf Course maintenance operation, especially on 183 acres.

Our foreman has the responsibility of operating, repairing and overseeing the warranty work done by QGS on our very fragile irrigation system.

Oversees the completion of work assignments by crew members and assists with field decisions regarding job procedures, work standards and machinery use.

Enforces safe working conditions with all job assignments and is responsible for instructing staff on proper equipment use and work methods.

Assists Director of G.C. Maintenance in supervising special projects and labor crews.

Opens the maintenance shop and runs operations in the absences of the Director of Golf Course Maintenance.

Works in collaboration with mechanic to supervise and participate in the operation and maintenance pumps and drainage.

Specific to Miami Springs Golf & C.C. this position is assisting in the field while the Director of Golf Course Maintenance is in the office writing the maintenance practices, ordering fertilizers, chemicals processing invoices, keeping necessary records has required by DERM, EPA and the State of Florida.

Both of these positions are standard and necessary to this operation since we and the City has invested time and funds to get our product in great condition and viable in the market place has we continue to increase our pricing.

Making these position changes increases a greater sense of ownership and creates greater stewardship over the City's largest asset.

These changes actually create an approximate 10 % dollar savings in our labor budget, the savings comes from the fees we now pay to Greens grade Services.



AGENDA MEMORANDUM

Meeting Date: 6/2/2015
To: William Alonso
Via: Laurie Bland, Golf Course Superintendent
From: Paul O'Dell, Golf and Country Club Director
Subject: Reclassification Positions / Wish List

Recommendation by Golf that the City of Miami Springs reclassify the following two positions of Mechanic and Supervisor/Foreman for the Golf Course Maintenance Department effective to the 2015 – 2016 fiscal budget year.

DISCUSSION: The current Mechanic manages well over \$600,000 worth of equipment throughout the duration of his time here at the golf course. The current Supervisor/Foreman manages all aspects of the daily jobs and tasks in setting up the golf course for play each day. These two key positions help manage and maintain over 180 acres of this city's largest asset. There will be a cost savings of approximately 5.5%.

FISCAL IMPACT:

Supervisor/Foreman: $\$35,000 + \8750 (approximate costs of benefits) = \$43750

Mechanic's Salary: $\$35,000 + \8750 (approximate costs of benefits) = \$43750

Cost to the City: \$87,500

*Currently being charge by Greensgrade INC. for these two positions \$92,643.20 annually.

17-16

Debt Service Fund

Mission Statement

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

Debt Service Fund

This fund accounts for the principal and interest payments on all of the City's debt including the City's \$5 million Golf Course Refunding Bond, The \$1.6 million Energy Conservation Bond and the Community Center Revenue Bond. These bonds are being paid through an inter-fund transfer from the Department responsible for the debt to the Debt Service Fund.

Goals

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

Objectives

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

2014-15 Accomplishments

- All bond payments were timely paid and the City is in compliance with the Bond Indenture Covenants.
- Refinanced the Community Center Note at a lower interest cost generating a savings for our taxpayers.

2015-16 Budget Highlights

- Proposed budget is \$ 13,553 or 1.1% higher than FY2014/2015.
- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$1,180,893</u>
Net cost of Department	<u>\$1,180,893</u>

**CITY OF MIAMI SPRINGS
DEBT SERVICE BUDGET
FISCAL YEAR ENDING 9/30/16**

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2012-13 ACTUALS</u>	<u>FY2013-14 ACTUALS</u>	<u>FY2014-15 AMENDED BUDGET</u>	<u>FY2015-16 Departmental Request</u>	<u>Dollar Increase (decrease)</u>	<u>YTD ACTUALS AS OF 6/30/2015</u>
GO BONDS							
201-1997-519.71-00	PRINCIPAL-Golf Bonds	319,188	326,778	334,549	342,504	7,955	334,549
201-1997-519.72-00	INTEREST-Golf Bonds	44,017	36,427	28,657	20,701	(7,956)	16,294
201-2025-519-71-12	PRINCIPAL-PNC Loan			33,759	33,759	(0)	19,204
201-2025-519-72-12	INTEREST-PNC Loan			34,485	34,485	0	19,793
201-2025-519-71-10	PRINCIPAL-Suntrust Lease #5		122,281	122,065	124,256	2,191	91,345
201-2025-519-72-10	INTEREST-Suntrust Lease #5		7,912	8,128	5,937	(2,191)	6,300
201-2025-519-71-05	PRINCIPAL-Suntrust \$2.4M	103,886	107,914	114,987	-	(114,987)	2,027,471
201-2025-519-72-05	INTEREST-Suntrust \$2.4m	83,514	79,487	72,413	-	(72,413)	37,346
201-2025-519-71-06	PRINCIPAL-TD BANK LEASE	17,223	17,517	367	-	(367)	4,460
201-2025-519-72-06	INTEREST-TD BANK LEASE	975	457	35	-	(35)	33
201-2026-519-71-13	PRINCIPAL-Aquatic Center			289,819	396,000	106,181	
201-2026-519-72-13	INTEREST-Aquatic Center	-	-	155,181	223,250	68,069	
201-1997-519.91-01	ADMINISTRATIVE CHARGE	-	168	-	-	-	-
* SERIES 1997		568,803	698,941	1,194,445	1,180,893	(13,553)	2,556,795

(0.01)

18-3

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

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info
201-1997-519-71-00	PRINCIPAL	342,504.00	
201-1997-519-72-00	INTEREST	20,702.00	
201-2025-519-71-10	FY2014 SUNTRUST LEASE #5	124,256.00	
201-2025-519-71-12	GRN VENTURES PRTNS-ENERGY	33,759.00	
201-2025-519-72-10	FY2014 SUNTRUST LEASE #5	5,937.00	
201-2025-519-72-12	GRN VENTURES- ENERGY SAV	34,485.00	
201-2026-519-71-13	AQUATIC CENTER	396,000.00	
201-2026-519-72-13	AQUATIC CENTER	223,250.00	
	* Total Accounts for this Budget Level	8	1,180,893.00

18-4

LEGAL DEBT MARGIN

The necessity to incur debt in order to finance the capital program carries with it the obligation to manage the debt program effectively. As a result, the level of outstanding debt and the City's capacity to incur and repay additional debt bear careful examination.

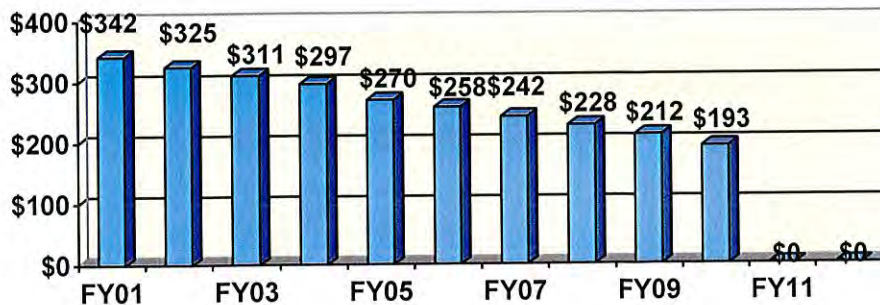
City Charter section 1.04(4) states that the City shall not issue ad valorem bonds the outstanding total amount of which shall obligate the City in excess of 15% of the assessed valuation of the real property within the City. The City does not hold any General Obligation debt at the end of FY2015.

The City's bonded debt margin for FY 2015-16 is as follows:

Assessed valuation 2015 roll		\$ <u>985,740,313</u>
Bonded debt limit- 15% of assessed value		\$ 147,861,047
Total ad valorem debt- General Obligation Bonds	\$ -	
Amount of debt applicable		\$ _____ -
Debt Margin Available		<u>\$ 147,861,047</u>

The data below are based on the \$5 million General Obligation Bonds Series 1997:

BONDED DEBT PER CAPITA G.O. BONDS



127A-18-5

City of Miami Springs, Florida
\$7,554,000 Aquatic/ Refunding Bond at 3.07%, Series 2015

SOURCES OF FUNDS

Series 2015 Bond Proceeds	\$ 7,554,000.00
<i>Total Sources of Funds</i>	7,554,000.00

USES OF FUNDS

Refunding Series 2010 Bonds	\$ 1,986,732.76
Aquatic/Stafford project	5,567,267.24
<i>Total Uses of Funds</i>	7,554,000.00

DEBT SERVICE DISBURSEMENT SCHEDULE BY YEAR

Year End 9/30/xx	Principal	Interest	Total Debt Service Costs
2015	188,000.00	99,205.00	287,205.00
2016	396,000.00	223,250.40	619,250.40
2017	424,000.00	210,770.85	634,770.85
2018	437,000.00	197,661.95	634,661.95
2019	450,000.00	184,138.60	634,138.60
2020	465,000.00	170,216.15	635,216.15
2021	479,000.00	155,833.20	634,833.20
2022	493,000.00	141,020.45	634,020.45
2023	510,000.00	125,762.55	635,762.55
2024	525,000.00	109,998.10	634,998.10
2025	540,000.00	93,757.80	633,757.80
2026	558,000.00	77,041.65	635,041.65
2027	575,000.00	59,788.25	634,788.25
2028	593,000.00	41,997.60	634,997.60
2029	611,000.00	23,654.35	634,654.35
2030	310,000.00	4,758.50	314,758.50
Total	\$ 7,554,000.00	\$ 1,918,855.40	\$ 9,472,855.40

City of Miami Springs, Florida
\$2,610,000 REFUNDING REVENUE NOTE at 2.35%, Series 2010

SOURCES OF FUNDS

Series 2010 Bond Proceeds	\$	2,610,000.00
Plus: City funds deposited in escrow		31,921.15
<i>Total Sources of Funds</i>		2,641,921.15

USES OF FUNDS

Refund Series 1997 Bonds	\$	2,641,921.15
<i>Total Uses of Funds</i>		2,641,921.15

DEBT SERVICE DISBURSEMENT SCHEDULE BY YEAR

<i>Year End 9/30/xx</i>	<i>Principal</i>	<i>Interest</i>	<i>Total Debt Service Costs</i>
2011	265,569.61	38,110.31	303,679.92
2012	311,774.45	51,430.77	363,205.22
2013	319,188.26	44,016.96	363,205.22
2014	326,778.37	36,426.85	363,205.22
2015	334,548.97	28,656.25	363,205.22
2016	342,504.34	20,700.88	363,205.22
2017	350,648.89	12,556.33	363,205.22
2018	358,987.11	4,218.11	363,205.22
Total	\$ 2,610,000.00	\$ 236,116.46	\$ 2,846,116.46

Public Services - Sanitation Fund

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

Goals

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

Objectives

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

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

Institute a regular program of safety awareness with drivers.

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

FY 2014-15 Accomplishments

- We have replaced 47- 90 Gallon Containers City wide
- Have produced a total of 29 excessive bulk trash invoices to Finance
- Established training & rotation of operators on various routes to improve service

FY 2015-16 Budget Highlights

- Proposed budget is \$114,455 or 4.6% higher than FY2014-15.
- Budget includes the purchase of two base loader trash cranes for \$318,996 to replace the current equipment that has exceeded its operating life is becoming cost prohibitive to maintain.
- Budget Summary:

Budgeted Revenues	\$2,571,013	(Funding from fees for services)
Budgeted Expenditures	<u>\$2,571,013</u>	
Net cost of Department	<u>\$ -0-</u>	

**CITY OF MIAMI SPRINGS
SANITATION FUND BUDGET
FISCAL YEAR ENDING 9/30/16**

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2012-13 ACTUALS</u>	<u>FY2013-14 ACTUALS</u>	<u>FY2014-15 AMENDED BUDGET</u>	<u>FY2015-16 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AS OF 6/30/15</u>
SANITATION							
430-3401-534.12-00	REGULAR SALARIES	557,029	578,100	548,447	575,317	26,870	402,372
430-3401-534.14-00	OVERTIME	16,280	17,616	16,500	17,000	500	16,507
430-3401-534.21-00	FICA TAXES	40,834	43,644	32,172	45,312	13,140	31,750
430-3401-534.22-01	GENERAL EMPLOYEES RET SYS	70,886	73,887	66,833	50,578	(16,255)	43,707
	TOTAL MEDICAL INSURANCE	90,954	105,268	130,167	141,042	10,875	99,050
						-	
430-3401-534.24-00	WORKER'S COMPENSATION	60,102	47,664	61,700	64,723	3,023	46,278
430-3401-534.34-00	OTHER CONTRACTUAL SERVICE	1,333	137		-	-	105
430-3401-534.34-02	DUMPING AND DISPOSAL	492,127	557,201	610,940	590,000	(20,940)	389,381
430-3401-534.34-05	SOLID WASTE RECYCLE	105,002	109,184	129,316	115,000	(14,316)	74,195
430-3401-534.41-06	INTERNET CHARGES	2,773	3,270	1,053	3,190	2,137	2,137
430-3401-534.45-10	FLEET MAINTENANCE	162,420	168,578	143,714	235,000	91,286	177,900
430-3401-534.45-30	LIABILITY INSURANCES	27,622	29,736	32,437	31,350	(1,087)	24,327
430-3401-534.46-00	REPAIRS AND MAINTENANCE	2,768	2,385	3,000	5,000	2,000	33,478
430-3401-534.49-80	COUNTY COLLECTION FEES	3,351	1,066	1,200	1,500	300	428
430-3401-534.49-90	BAD DEBT EXPENSE	(13,624)	(23,028)	-	-	-	-
430-3401-534.52-00	OPERATING SUPPLIES	30,526	21,975	22,643	25,000	2,357	15,554
430-3401-534.52-02	FUEL, OILS, LUBRICANTS	73,984	75,696	80,000	80,000	-	44,857
430-3401-534.52-07	TIRES	24,854	13,514	16,000	20,000	4,000	11,664
430-3401-534.59-00	DEPRECIATION	54,074	89,122	85,000	93,000	8,000	69,476
430-3401-534.72-00	INTEREST	3,852	7,581	5,436	8,000	2,564	4,245
430-3401-534.91-01	MANAGEMENT FEE TO GENERAL FUI	470,000	470,000	470,000	470,000	-	352,500
	Total Operating Expenses	2,277,147	2,392,596	2,456,558	2,571,013	114,455	1,839,911
430-3401-534.64-10	LOSS ON SALE OF FIXED ASSETS	-	30,637	-	-	-	-
430-3401-534.71-00	PRINCIPAL PAYMENTS			114,475	-	(114,475)	114,475
Capital Outlay							
430-3401-534.64-00	MACHINERY & EQUIPMENT	-	-	-	318,996	-	-
	Total Sanitation	2,277,147	2,423,233	2,571,033	2,890,009	(20)	1,954,386

15-1

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

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info	
430-3401-534-12-00	REGULAR SALARIES	575,317.00		
		00100 PER PAYROLL WORKSHEETS PREPARED BY FINANCE		575,317.00
430-3401-534-14-00	OVERTIME	17,000.00		
430-3401-534-21-00	FICA TAXES	45,312.00		
		00100 PER PAYROL WORKSHEETS PREPARED BY FINANCE		45,312.00
430-3401-534-22-01	GENERAL EMPLOYEES RET SYS	50,578.00		
		00100 PER PAYROLL WORKSHEETS PREPARED BY FINANCE		50,578.00
430-3401-534-23-04	HMO, EMPLOYEE ONLY	134,138.00		
430-3401-534-23-07	LIFE/AD&D	3,345.00		
430-3401-534-23-08	DENTAL-ORAL HEALTH SVCS	2,453.00		
430-3401-534-23-09	VSP-VISION SERVICE PLAN	1,106.00		
430-3401-534-24-00	WORKER'S COMPENSATION	64,723.00		
430-3401-534-34-02	DUMPING AND DISPOSAL	590,000.00		
		00100 WASTE DISPOSAL & DUMPSTER SERVICE		590,000.00
430-3401-534-34-05	SOLID WASTE RECYCLE	115,000.00		
		00100 CITY WIDE RECYCLING		115,000.00
430-3401-534-41-06	INTERNET CHARGES	3,190.00		
430-3401-534-45-10	FLEET MAINTENANCE	235,000.00		
		00100 ESTIMATED TIRE REPLACEMENT FOR 16 VEHICLES		235,000.00
		00200 PORTIION OF FUEL TRAK AGREEMENT		.00
430-3401-534-45-30	LIABILITY INSURANCES	31,351.00		
		00100 PER FINANCE ALLOCATION		31,351.00
430-3401-534-46-00	REPAIRS AND MAINTENANCE	5,000.00		
		00100 VENDOR FENCE & PLUMBING REPAIR DAMAGED BY TRUCKS		5,000.00
		00200 FENCE PARTS FOR BUIDING MAINTENANCE REPAIRS		.00
430-3401-534-49-80	COUNTY COLLECTION FEES	1,500.00		
430-3401-534-52-00	OPERATING SUPPLIES	25,000.00		
		00100 SHOES & UNIFORMS, BACK SUPPORT BELT, GLOVES, EAR		25,000.00
		00200 PLUGS, RAKES, SHOVELS, HARD HATS, HAND SANITIZERS,		.00
		00300 TRASH BAGS, PAPER TOWELS, SPRAYER BOTTLES, CUPS,		.00
		00400 RADIATOR FLUID, WINDSHILED CLEANER & OTHER ITEMS		.00
		00500 AS NEEDED		.00
430-3401-534-52-02	FUEL, OILS, LUBRICANTS	80,000.00		
		00100 ESTIMATED FUEL COST FOR 16 VEHICLES		80,000.00
430-3401-534-52-07	TIRES	20,000.00		
		00100 ESTIMATED TIRE REPLACEMENT FOR 16 VEHICLES		20,000.00
430-3401-534-59-00	DEPRECIATION	93,000.00		
430-3401-534-64-00	MACHINERY AND EQUIPMENT	318,996.00		
		00100 2 TRASH CRANES		318,996.00
430-3401-534-72-00	INTEREST	8,000.00		
430-3401-534-91-01	ADMINISTRATIVE CHARGE	470,000.00		
	* Total Accounts for this Budget Level	23	2,890,009.00	

14-3

Public Services - Storm-water Fund

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

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

Goals

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

Optimize the capacity of the existing storm drainage system

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

Objectives

Provide oversight and manage storm drainage projects.

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

FY 2014-15 Accomplishments

- 353 Work Orders completed for NPDES Inspections
- 1440 Linear feet of pipe was jetted
- 25 Work Orders completed for cleaning drain bottoms
- Routine monitoring for debris removal on top of drains
- Completed storm water additions to the 300 block of North Royal Poinciana Blvd.
- 22 Work Requests For Rocking & Grading Alleys
- Completed the Storm Water Drainage on Mokena Drive

FY 2015-16 Budget Highlights

- Proposed budget is \$51,099 or 10% lower than FY2014-15.
- Budget Summary:

Budgeted Revenues	\$561,781	(Funding from fees for services)
Budgeted Expenditures	<u>\$561,781</u>	
Net cost of Department	<u>\$ -0-</u>	

**CITY OF MIAMI SPRINGS
STORMWATER FUND BUDGET
FISCAL YEAR ENDING 9/30/16**

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2012-13 ACTUALS</u>	<u>FY2013-14 ACTUALS</u>	<u>FY2014-15 AMENDED BUDGET</u>	<u>FY2015-16 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AS OF 6/30/15</u>
STORMWATER FUND							
440-3901-539.12-00	REGULAR SALARIES	90,055	98,148	93,505	98,161	4,656	69,091
440-3901-539.14-00	OVERTIME	206	1,962	1,500	1,500	-	731
440-3901-539.21-00	FICA TAXES	6,917	7,237	5,028	7,624	2,596	5,351
440-3901-539.22-01	GENERAL EMPLOYEES RET SYS	13,478	15,058	13,624	11,507	(2,117)	9,992
	TOTAL MEDICAL INSURANCE	18,729	22,781	28,278	29,368	1,090	20,704
						-	
440-3901-539.24-00	WORKER'S COMPENSATION	8,178	6,120	7,920	8,314	394	5,940
440-3901-539.31-00	PROFESSIONAL SERVICES	1,020	34,267	34,600	35,000	400	23,120
440-3901-539.34-00	OTHER CONTRACTUAL SERVICE	7,140	9,909	10,275	15,000	4,725	6,608
440-3901-539.41-06	INTERNET ACCESS	2,773	3,270	1,053	3,190	2,137	2,137
440-3901-539.43-01	ELECTRICITY	91	96	93	97	4	85
440-3901-539.44-00	RENTALS AND LEASES		637	-	-	-	-
440-3901-539.45-10	FLEET MAINTENANCE	12,743	13,312	10,000	25,000	15,000	17,578
440-3901-539.45-30	LIABILITY INSURANCES	27,540	29,088	30,092	30,119	27	22,572
440-3901-539.46-00	REPAIRS AND MAINTENANCE	29,207	4,508	15,000	15,000	-	355
440-3901-539.49-80	WASA COLLECTION FEES	13,795	15,459	9,500	20,000	10,500	26,885
440-3901-539.49-90	BAD DEBT EXPENSE	(334)	(2,237)	-	-	-	-
440-3901-539.52-00	OPERATING SUPPLIES	3,212	5,728	5,314	10,000	4,686	5,574
440-3901-539.52-02	FUEL, OILS, LUBRICANTS	4,906	11,793	5,500	10,000	4,500	6,470
440-3901-539.52-07	TIRES	832	985	500	3,000	2,500	1,580
440-3901-539.59-00	DEPRECIATION	155,933	178,196	178,000	178,000	-	133,647
440-3901-539.72-00	INTEREST EXPENSE	971	609	900	900	-	326
440-3901-539.91-01	MANAGEMENT FEE TO GENERAL FU	60,000	60,000	60,000	60,000	-	45,000
	Total Operating expenses	457,392	516,926	510,682	561,781	51,099	403,746
Capital Outlay							
440-3901-539.64-00	MACHINERY & EQUIPMENT	-	-	22,800	-	(22,800)	-
440-3901-539.63-00	IMPROVEMENTS O/T BUILDING	-	-	186,066	-	(186,066)	168,650
	Total Stormwater	457,392	516,926	719,548	561,781	(157,767)	572,396

20-2

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

DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
440-3901-539-12-00	REGULAR SALARIES	98,161.00	
		00100 PER PAYROLL WORKSHEETS PREPARED BY FINANCE	98,161.00
440-3901-539-14-00	OVERTIME	1,500.00	
440-3901-539-21-00	FICA TAXES	7,624.00	
		00100 PER PAYROLL WORKSHEETS PREPARED BY FINANCE	7,624.00
440-3901-539-22-01	GENERAL EMPLOYEES RET SYS	11,507.00	
		00100 PER PAYROLL WORKSHEETS PREPARED BY FINANCE	11,507.00
440-3901-539-23-04	HMO, EMPLOYEE ONLY	28,463.00	
440-3901-539-23-07	LIFE/AD&D	585.00	
440-3901-539-23-08	DENTAL-ORAL HEALTH SVCS	306.00	
440-3901-539-23-09	VSP-VISION SERVICE PLAN	14.00	
440-3901-539-24-00	WORKER'S COMPENSATION	8,314.00	
440-3901-539-31-00	PROFESSIONAL SERVICES	35,000.00	
		00100 NPDES ANNUAL ASSESSMENT	35,000.00
		00200 ENGINEERING SERVICES AS NEEDED	.00
440-3901-539-34-00	OTHER CONTRACTUAL SERVICE	15,000.00	
		00100 GEOTECHINCAL MARINE FOR STORM DRAIN INSPECTIONS	15,000.00
		00200 OTHER CONTRACTUAL REPAIRS AS NEEDED	.00
440-3901-539-41-06	INTERNET ACCESS	3,190.00	
440-3901-539-43-01	ELECTRICITY	97.00	
440-3901-539-45-10	FLEET MAINTENANCE	25,000.00	
		00100 REPAIRS, MAINTENANCE, WASHES ON 3 VEHICLES	25,000.00
		00200 REPAIRS ON TRAILERS, GENERATORS & TRASH PUMPS	.00
		00300 PORTIION OF FUEL TRAK AGREEMENT	.00
440-3901-539-45-30	LIABILITY INSURANCES	30,120.00	
		00100 PER FINANCE ALLOCATION	30,120.00
440-3901-539-46-00	REPAIRS AND MAINTENANCE	15,000.00	
		00100 STORM DRAINAGE REPAIRS AS NEEDED	15,000.00
440-3901-539-49-80	WASA COLLECTION FEES	20,000.00	
440-3901-539-52-00	OPERATING SUPPLIES	10,000.00	
		00100 SHOES & UNIFORMS, BACK SUPPORT BELT, GLOVES, EAR	10,000.00
		00200 PLUGS, SAFETY GLASSES, HARD HATS, HAND SANITIZERS,	.00
		00300 GATORADE, DUST MASK, PAPER TOWELS, CONE CUPS, WASP	.00
		00400 KILLER, CAUTION TAPE, GRASE CARTRIDGES, RAKES,	.00
		00500 VAC CON DISPOSAL CHARGES & OTHER ITEMS AS NEEDED	.00
440-3901-539-52-02	FUEL, OILS, LUBRICANTS	10,000.00	
		00100 ESTIMATED FUEL COST FOR 3 VEHICLES	10,000.00
440-3901-539-52-07	TIRES	3,000.00	
		00100 ESTIMATED TIRE REPLACEMENT FOR 3 VEHICLES	3,000.00
		00200 TRAILERS, GENERATORS	.00
440-3901-539-59-00	DEPRECIATION	178,000.00	
440-3901-539-72-00	INTEREST EXPENSE	900.00	
440-3901-539-91-01	ADMINISTRATIVE CHARGE	60,000.00	
* Total Accounts for this Budget Level		23	561,781.00

20-3

Building 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..

Building Department

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

Goals

Establish building function as a separate Special revenue fund

Contact at least 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.

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.

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

Set up a technology fee to be added to all permits in order to fund future technological improvements for the building function.

2014-15 Accomplishments

- Continued one new hotel project (Hyatt) and completed one other (Best Western).
- Processed and issued 839 Building Permits for both the residential (707) and commercial (132) sectors as of May 31, 2015

Building Department

2014-15 Accomplishments (continued)

- Maintained the Department running effectively during the transition of a retired Departmental Director (Tex Ziadie) and the beginning of a new Departmental Structure under Director/Building Official Ulises Fernandez.
- Began the separation of the Building and Code Compliance Departments into two different entities, with separate budgets.

FY2015-16 Budget Highlights

- For FY 2015-16 the Building & Code Compliance Departments were separated into two separate functions. The Building function is now a separate Special Revenue fund while Code Compliance will remain as part of the General fund.
- Budget includes a request for \$20,000 to contract the scanning and archiving of all Building Dept. records over a two to three year period.
- In accordance to State laws, the fees generated by the building function should be used for the exclusive purpose of funding the operating costs of the building function.

- Budget Summary:

Budgeted Revenues	\$698,000
Budgeted Expenditures	<u>\$430,689</u>
Operating surplus before indirect costs	\$267,311
Indirect cost allocation	<u>(\$256,282)</u>
Net surplus of the Department	<u>\$ 11,029</u>

**CITY OF MIAMI SPRINGS
BUILDING DEPARTMENT
FISCAL YEAR ENDED 9/30/16**

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2014-15 AMENDED BUDGET</u>	<u>FY2015-16 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>
BUILDING DEPARTMENT:				
145-2401-524.12-00	REGULAR SALARIES	164,841	186,937	22,096
145-2401-524.13-00	PART TIME YEAR ROUND	93,000	-	(93,000)
145-2401-524.13-01	INSPECTOR PAY	40,000	40,000	-
145-2401-524.21-00	FICA TAXES	19,763	14,848	(4,915)
145-2401-524.22-01	GENERAL EMPLOYEES RET SYS	34,016	21,915	(12,101)
145-2401-524.22-04	ICMA			-
	TOTAL MEDICAL/LIFE INSURANCE	47,332	37,161	(10,171)
145-2401-524.24-00	WORKER'S COMPENSATION	6,950	6,014	(936)
145-2401-524.34-00	CONTRACTUAL SERV - INSPECTORS	81,500	75,000	(6,500)
145-2401-524.34-09	CONTRACTUAL SERV - OTHER	-	20,000	20,000
145-2401-524.40-00	TRAVEL AND PER DIEM	1,400	2,000	600
145-2401-524.41-01	TELEPHONE	2,199	1,920	(279)
145-2401-524.41-02	CELLULAR TELEPHONE	2,100	2,521	421
145-2401-524.41-03	POSTAGE	860	720	(140)
145-2401-524.41-06	INTERNET ACCESS	1,363	1,040	(323)
145-2401-524.44-00	RENTALS AND LEASES	1,610	1,680	70
145-2401-524.45-30	LIABILITY INSURANCES	7,350	5,233	(2,117)
145-2401-524.46-00	REPAIRS AND MAINTENANCE	2,800	2,800	-
145-2401-524.47-00	PRINTING AND BINDING	700	700	-
145-2401-524.49-00	CREDIT CARD FEES/BANK CHARGES	4,400	3,080	(1,320)
145-2401-524.51-00	OFFICE SUPPLIES	1,500	1,400	(100)
145-2401-524.52-00	OPERATING SUPPLIES	800	2,320	1,520
145-2401-524.52-03	UNIFORMS	1,400	1,400	-
145-2401-524.54-00	DUES, MEMBERSHIPS, SUBS	500	1,000	500
145-2401-524.58-00	EDUCATION AND TRAINING	250	1,000	750
145-2401-524.64-00	MACHINERY &* EQPT	2,000	-	(2,000)
** BUILDING DEPARTMENT		518,634	430,689	(107,114)

h-18

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

DEPARTMENTAL INPUT
 Description

Budget Amount

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

Account #	Description	Budget Amount	Misc. Info
145-2401-524-12-00	REGULAR SALARIES	186,937.00	
		00100 PER PAYROLL WORKSHEETS PREPARED BY FINANCE.	186,937.00
145-2401-524-13-01	BUILDING INSPECTORS	40,000.00	
		00100 PER PAYROLL WORKSHEETS PREPARED BY FINANCE.	40,000.00
145-2401-524-21-00	FEDERAL PAYROLL TAXES	14,848.00	
		00100 PER FINANCE ALLOCATION.	14,848.00
145-2401-524-22-01	GENERAL	21,915.00	
		00100 PER PAYROLL WORKSHEETS PREPARED BY FINANCE.	21,915.00
145-2401-524-23-07	LIFE/AD&D	1,126.00	
		00100 PER PAYROLL WORKSHEETS PREPAREPROVIDED BY FINANCE.	1,126.00
145-2401-524-23-08	DENTAL - OHS - EMPLOYEE	687.00	
		00100 PER PAYROLL WORKSHEETS PREPARED BY FINANCE.	687.00
145-2401-524-23-09	VSP - VISION - EMPLOYEE	256.00	
		00100 PER PAYROLL WORKSHEETS PREPAREPROVIDED BY FINANCE.	256.00
145-2401-524-23-19	HMO - EMPLOYEE + CHILDREN	35,092.00	
		00100 PER PAYROLL WORKSHEETS PREPARED BY FINANCE.	35,092.00
145-2401-524-24-00	WORKER'S COMPENSATION	6,014.00	
		00100 PER PAYROLL WORKSHEETS PREPAREPROVIDED BY FINANCE.	6,014.00
145-2401-524-34-09	OTHER	20,000.00	
145-2401-524-34-40	INSPECTORS	75,000.00	
145-2401-524-40-00	TRAVEL AND PER DIEM	2,000.00	
		00100 INCREASE COST OF TRAINING FOR DEPARTMENT.	2,000.00
145-2401-524-41-01	TELEPHONE: BASE & LOCAL	1,920.00	
		00100 PER FINANCE ALLOCATION.	1,920.00
145-2401-524-41-02	CELLULAR TELEPHONE	2,521.00	
		00100 PER FINANCE ALLOCATION.	2,521.00
145-2401-524-41-03	POSTAGE	720.00	
		00100 BASED ON PRIOR TRENDS.	720.00
145-2401-524-41-06	INTERNET ACCESS	1,040.00	
		00100 PER FINANCE ALLOCATION.	1,040.00
145-2401-524-44-00	RENTALS AND LEASES	1,680.00	
		00100 PER FINANCE ALLOCATION.	1,680.00
145-2401-524-45-30	RISK MANAGEMENT	5,233.00	
		00100 PER FINANCE ALLOCATION.	5,233.00
145-2401-524-46-00	REPAIRS AND MAINTENANCE	2,800.00	
		00100 PER FINANCE ALLOCATION.	2,800.00
145-2401-524-47-00	PRINTING AND BINDING	700.00	
		00100 ANTICIPATED COST FOR DOUMENTS MODIFICATION.	700.00
145-2401-524-49-00	OTHER CURRENT CHARGES	3,080.00	
		00100 PER FINANCE ALLOCATION.	3,080.00
145-2401-524-51-00	OFFICE SUPPLIES	1,400.00	
		00100 BASED ON PRIOR TRENDS.	1,400.00
145-2401-524-52-00	OPERATING SUPPLIES	2,320.00	
		00100 ADDITIONAL COST FOR NEW COMPUTER AND MONITOR.	2,320.00
145-2401-524-52-03	UNIFORMS	1,400.00	
		00100 BASED ON PRIOR TRENDS.	1,400.00
145-2401-524-54-00	DUES, MEMBERSHIPS, SUBS	1,000.00	
		00100 BASED ON PREVIOUS TRENDS.	1,000.00
145-2401-524-58-00	EDUCATION AND TRAINING	1,000.00	
		00100 INCREASE TRAINING FOR CODE CHANGE.	1,000.00

21-5

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

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info
-----*			
* Total Accounts for this Budget Level	26	430,689.00	

21-6

Basis for FY 2015-16 Salary Projections

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

Calculations is based upon current earnings at 2,080 hours

0.0%
 0.0%
 0.00%
 3.00% *to be effective on 10-01-2015*

|::

City of Miami Springs												
Department: Building												
Position(Paygrade)	Employee name	FT PT	Amended Budget	Qty	Fav (Unf)	Salary at 4/30/2015	Date of Annual Review	FY2016 Projected Merit Increase	One Time 4% COLA Increase	Longevity	Other	FYFY2016 Projection
Buiding Specialist I-PG 15	Linda Hurtado	FT	1	1	0	\$27,382		\$854	\$1,095	\$0	\$0	\$29,332
Buiding Specialist II-PG22	Awilda Rivera	FT	1	1	0	\$32,547		\$1,692	\$1,302	\$0	\$0	\$35,541
Buiding Specialist I-PG15	C Blount	FT	1	1	0	\$32,547		\$1,015	\$1,302	\$0	\$0	\$34,864
Building Official/Director	Ulises Fernandez	FT	1	1	0	\$87,200			\$0	\$0	\$0	\$87,200
Inspectors	Inspectors		n/a	n/a	0	\$40,000						\$40,000
Total projections			5.0	5.0	0	\$219,676		\$3,562	\$3,699	\$0	\$0	\$226,937

21-7

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

Line Item Revenue	FY 12-13	FY 13-14	FY 14-15	FY 15-16	% of	% Change
	Actual	Actual	Budget	Proposed Budget	Total	from 2014-15
Building Permits	190,393	414,313	450,000	275,000	39.40%	-38.9%
Electrical Permits	54,947	90,186	75,000	75,000	10.74%	0.0%
Plumbing Permits	29,124	47,490	50,000	50,000	7.16%	0.0%
Roofing Permits	49,901	68,744	55,000	60,000	8.60%	9.1%
Mechanical Permits	19,624	54,504	17,000	20,000	2.87%	17.6%
Certification of Completions	1,815	3,850	2,000	2,000	0.29%	0.0%
Structural Permits	19,750	26,260	20,000	20,000	2.87%	0.0%
POD Permit Fees	2,000	1,350	700	1,000	0.14%	42.9%
Other Permits	237,744	199,419	135,000	195,000	27.94%	44.4%
TOTALS >>>	\$605,298	\$906,116	\$ 804,700	\$ 698,000	100.00%	-13.3%

21-8

**CALCULATION OF INDIRECT COSTS
TO BE ALLOCATED TO B&Z
FY2015-16**

	<u>Budgeted FY2015-16</u>	<u>% Time on Operation</u>	<u>Costs allocated to B&Z</u>
Mayor & City Council	\$ 141,971	6%	8,518
Office of the City Manager	352,465	6%	21,148
Office of the City Clerk	274,216	6%	16,453
Office of the City Attorney	166,000	15%	24,900
Human Resource Department	223,366	10%	22,337
Finance /Budget	820,884	12%	98,506
IT Department	337,920	10%	33,792
Planning Department	85,052	20%	17,010
Public Works - Building Maintenance	<u>272,358</u>	5%	<u>13,618</u>
	2,674,233		256,282

21-9



City of Miami Springs
 Building and Code Compliance Department

FY 15 Budget Projections

Vendor/Employee	FY 14 YTD Actual	Projected FY 14	FY 15 Budget Request
M. Jurado and Associates	\$11,450.00	\$12,000.00	\$10,000.00
Orlando L. Blanco P.E.	\$7,200.00	\$8,200.00	\$7,500.00
AMA Consulting	\$59,815.00	\$63,000.00	\$58,000.00
Total Vendors	\$78,465.00	\$83,200.00	\$75,500.00

Vendors Actual FY 13	
Jurado	\$13,510.00
Blanco	\$7,650.00
AMA	\$61,150.00
Total Vendors	\$82,310.00

Vendors Actual FY 12	
Jurado	\$9,000.00
Lonsdale-Blanco	\$7,740.00
AMA	\$46,000.00
Total Vendors	\$62,740.00

Vendors Actual FY 11	
Jurado	\$9,700.00
Lonsdale-Blanco	\$15,538.75
AMA	\$34,925.00
Total Vendors	\$60,163.75

Vendors Actual FY 10	
Jurado	\$8,575.00
Lonsdale-Blanco	\$17,887.50
AMA	\$38,100.00
Total Vendors	\$64,562.50

21-10

Non Departmental

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

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

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

FY 2015-16 Budget Highlights

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

- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$1,193,600</u>
Net cost of Department	<u>\$1,193,600</u>

CITY OF MIAMI SPRINGS
NON-DEPARTMENTAL BUDGET
FISCAL YEAR ENDING 9/30/16

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2012-13 ACTUALS</u>	<u>FY2013-14 ACTUALS</u>	<u>FY2014-15 AMENDED BUDGET</u>	<u>FY2015-16 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AS OF 6/30/2015</u>
NON-DEPARTMENTAL							
001-0901-519.49-90	BAD DEBT EXPENSE	11,393	28,903	-	-	-	-
001-0901-519.91-06	TRANSFERS TO SENIOR CTR F	134,000	110,622	147,605	142,900	(4,705)	-
001-0901-519-91-05	Tsfer to Debt Service Fund	300,789	351,205	1,063,850	1,050,699	(13,151)	323,587
**	Non-Departmental	446,182	490,730	1,211,455	1,193,600	(17,855)	323,587

7-1-11

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

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info
1-0901-519-91-06	TRANSFERS TO SENIOR CTR F	142,900.00	
1-0901-519-91-12	TRF TO DEBT SERVICE	1,050,700.00	
* Total Accounts for this Budget Level		2	1,193,600.00

2-2-3