



CITY OF MIAMI SPRINGS, FLORIDA

Mayor Billy Bain

Vice Mayor George V. Lob
Councilwoman Maria Puente Mitchell


Councilman Bob Best
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 17, 2020 – 6:00 p.m.** **Virtual Council Meeting see p.2-3**

- 1. Call to Order/Roll Call**
- 2. Invocation:** Councilwoman Maria Mitchell
Salute to the Flag: Audience participation
- 3. Workshop on Proposed Fiscal Year 2020-2021 Budget**
 - I. Human Resources – Section 5
 - II. IT Department – Section 12
 - III. City Attorney – Section 7
 - IV. Building Department – Section 21
 - V. Code Compliance – Section 11
 - VI. Parks and Recreation – Section 14
 - VII. Police – Section 9
 - VIII. LETF Fund – Section 10
 - IX. Debt Service – Section 18
- 4. Adjourn**

Department Heads are required to attend this meeting

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 VIRTUAL PUBLIC MEETING NOTICE

The City of Miami Springs will hold a **virtual**
Council Budget Workshop on:

Monday, August 17, 2020 at 6:00 p.m.

The meeting agenda is available online at:
<https://www.miamisprings-fl.gov/meetings>

Elected officials and City staff will participate through video conference.

Members of the public may watch or call in to the virtual public meeting live by following these instructions:

WATCH THE VIRTUAL PUBLIC MEETING

- **Comcast/Xfinity:** Channel 77 (Meeting will not be live broadcast)
- **YouTube: LIVE** <https://www.youtube.com/channel/UC2at9KNnqUxZRSw1UkhdHLQ/featured>
- **From your computer/mobile device: LIVE** <https://www.miamisprings-fl.gov/meetings>

CALL IN TO THE VIRTUAL PUBLIC MEETING

Dial 305-805-5151 or 305-805-5152

(Alternatively, you may also dial the phone numbers below to join the meeting:

*1 (646) 558 8656, 1 (301) 715 8592, 1 (312) 626 6799, 1 (669) 900 9128, 1 (253) 215 8782,
1 (346) 248 7799) then input the Meeting ID: 863-9512-4146, followed by #.*

There is no participant ID. Press # again.

Any person requiring special accommodations to access this proceeding is asked to advise the City at least 2 days before the proceeding by contacting the City Clerk at cityclerk@miamisprings-fl.gov

PUBLIC COMMENTS WILL BE ACCEPTED BY THE FOLLOWING MEANS:

EMAILED COMMENTS: Members of the public may email their public comments to the City in advance of the meeting. Please email the City at cityclerk@miamisprings-fl.gov by 12:00 p.m. on the day of the meeting with the subject line "PUBLIC COMMENT" and the following information in the body of the email: Your Name, Address, if you are a hired Consultant or City Employee, and/or if you are engaged in Lobbying Activities and/or representing an organization. Please limit your comments to no more than 350 words. Public comments received via email may be read into the record during the public comment portion of the agenda, if any.

LIVE REMOTE & TELEPHONE COMMENTS: *If there is a public comment portion of the agenda or the City Council opens a matter for public comment, live remote public comments will be accepted as follows:*

By telephone: To ask to speak during the meeting, please press *9 from your telephone. You will be called on to speak during public comments and identified by the last 4-digits of your telephone number.

During the virtual meeting, when your name or last 4-digits of your telephone number is called, you will be unmuted and you may deliver your comments.

Please be sure to be in a quiet area to avoid unnecessary noise. Please provide the following information before delivering your comments: Your Name, Address, if you are a hired Consultant or City Employee, and/or if you are engaged in Lobbying Activities and/or representing an organization.

A time limit may be imposed for each speaker during public comment.

Your cooperation is appreciated in observing the time limit.

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 when addressing the Council during public comments.

PUBLIC RECORDS

The meeting will be recorded for later viewing and is a public record. The virtual chat, if any, will be saved and is a public record. Minutes of the meeting will be taken and will be made available.

NOTICE PURSUANT TO §286.0105, FLORIDA STATUTES

IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE BOARD, AGENCY, OR COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING OR HEARING, HE OR SHE WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE, HE OR SHE 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 TO BE BASED.

AMERICANS WITH DISABILITIES ACT

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this proceeding is asked to advise the City at least 2 days before the proceeding by contacting the City Clerk's Office at 305-805-5006.

LOBBYING ACTIVITIES

In accordance with Section 33-01 of the City Code, adopting Section 2-11.1(s) of the Miami-Dade County Code, any person engaging in lobbying activities, as defined therein, must register at the City Clerk's Office before addressing the City Council on the agenda items or engaging in lobbying activities. Specifically, 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 and online at: <https://www.miamisprings-fl.gov/cityclerk/lobbyist-registration-form-0>.

Have questions or need additional information?

Write: cityclerk@miamisprings-fl.gov

Call: 305-805-5006


Mail: 201 Westward Drive, Miami Springs, FL 33166



AGENDA MEMORANDUM

Meeting Date 8/17/2020

To: The Honorable Mayor Billy Bain and Members of the City Council

From: William Alonso, City Manager 

Subject: FY2020-21 Budget Workshop Update

After completing our first budget workshop, the budget is still at a millage rate of 7.5228 which provides a balanced budget without using reserves.

After the first workshop there were some items set aside for consideration by Council:

- 1) In Council's budget the \$2,000 set aside for the League of Cities dinner and ad are to be discussed, the \$14,000 for River Cities will be paid on a reimbursement basis as paid invoices are submitted, there will not be a total upfront payment as in the past.
- 2) In the Public Works budget, Council to discuss the \$25K for tree planting for next year as well as allocating \$2,000 for the bags for the doggy stations.
- 3) We received the RFP responses for the health insurance and our benefits consultant is evaluating both responses and will provide a summary report shortly. We only had two bids, one from our current carrier United Health and one from Humana.
- 4) The State revenue projections for next year are in line with what we had budgeted so we will not be realizing any budget benefit from this area. As discussed in the millage setting meeting, we budgeted a reduction of \$325,000 in State revenues for next year.

The July 1 property value assessment was 1,323,842,345 or almost \$67.4 million higher than the prior year's assessment of \$1,256,462,625. This represents approx. \$469,340 in net additional ad valorem revenues for next year at the current millage rate (remember we can only legally budget 95% of total ad valorem revenues). Although we have an additional \$469,340 in revenues, this is offset by the \$325,000 reduction in State revenues, the \$150,000 increase in health insurance costs, as well as other increases in ongoing operating costs.

At the present time in order to maintain the current millage rate of 7.3300, we would need to use reserves in an amount of \$242,504 in order to balance the budget assuming no other budget reductions are implemented by Council. However, as the year progresses if State revenues come in higher than budgeted, or certain budgeted city events are cancelled, we can reduce the amount needed from reserves. Additionally, we are still pending from the County how much of our already incurred COVID related costs will be reimbursed. This will also reduce any use of our reserves.

Attached is a worksheet staff prepared showing what the average homestead property in the city would pay in taxes at the 7.3300 millage compared to other cities with a similar taxable base as ours. As you can see from this report there are seven other cities similar to us, four have lower taxes and three are higher. An important aspect to consider is that of the 8 cities listed, only two own a municipal golf course, Miami Springs and Miami Shores.

Miami Shores is one of the cities whose tax bill is higher than ours. As Council knows, municipal golf courses have a big budget impact on a city's budget. In our case its between \$500K and \$600K annually.

Another key factor in this analysis is the column labeled "% of nonresidential to total tax base", in our case it is 42.41% meaning that 57.59% of our tax revenues come from residential properties. This is why we have been working over the past years to increase our commercial tax base. If you look at Doral, their tax bill is \$956.14 lower than ours, however their nonresidential tax base is almost 60%. Our neighbor Virginia Gardens has a nonresidential tax base of almost 72%, while Medley is 99.78%.

On the bottom of the report you can see that the average homestead property of \$182,371 will see an annual increase of \$30.05 mainly due to the 2.3% increase in value from Save Our Homes.

COMPARISON OF CITY TAXES ON THE AVERAGE HOMESTEAD PROPERTY VALUE OF \$182,371 IN MIAMI SPRINGS

City	2019 Millage Rate	Total taxable value-2020	Non-residential tax base-2020	City has golf course	% of nonresidential to total tax base	City Taxes	Increase (decrease) from Miami Springs
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Cities with similar total taxable values to Miami Springs:

Sweetwater	3.9948	\$ 1,976,624,409	\$ 1,694,239,772	NO	85.71%	\$ 728.54	\$ (608.24)
Miami Springs	7.3300	\$ 1,323,842,345	\$ 561,423,921	YES	42.41%	\$ 1,336.78	-
Miami Shores	8.3009	\$ 1,257,307,461	\$ 171,403,954	YES	13.63%	\$ 1,513.84	\$ 177.06
NBV	6.1179	\$ 1,083,771,883	\$ 329,983,737	NO	30.45%	\$ 1,115.73	\$ (221.05)
Hialeah Gardens	5.1613	\$ 1,492,019,968	\$ 858,896,686	NO	57.57%	\$ 941.27	\$ (395.51)
Golden Beach	8.4000	\$ 1,179,521,503	\$ 129,025,276	NO	10.94%	\$ 1,531.92	\$ 195.14
Opalocka	9.8000	\$ 1,235,577,011	\$ 1,051,472,105	NO	85.10%	\$ 1,787.24	\$ 450.46
Bay Harbor	3.6245	\$ 1,378,221,700	\$ 382,045,192	NO	27.72%	\$ 661.00	\$ (675.78)

Surrounding cities:

Medley	5.0500	\$ 2,648,409,814	\$ 2,642,533,602	NO	99.78%	\$ 920.97	\$ (415.81)
Virginia Gardens	5.1000	\$ 276,373,531	\$ 198,327,673	NO	71.76%	\$ 930.09	\$ (406.69)
Hialeah	6.3018	\$ 12,482,037,363	\$ 6,826,596,490	NO	54.69%	\$ 1,149.27	\$ (187.51)
Doral	2.0872	\$ 14,324,984,524	\$ 8,551,014,454	NO	59.69%	\$ 380.64	\$ (956.14)
Coral Gables	5.5900	\$ 17,449,831,481	\$ 5,816,004,841	YES	33.33%	\$ 1,019.45	\$ (317.33)

- 1) The Save our homes increase this year is 2.3%
- 2) The cities Single family homes increased a total of 3.5%
- 3) Condos had the highest increase in values with 11.7%
- 4) Commercial increased 8.5%

2019 Taxable Value	2019 Millage rate	2019 City Tax Bill	2020 Taxable Value*	Millage Rate-2020	2020 Tax Bill	Increase from 2019
\$ 178,271	7.3300	\$1,306.73	\$182,371.00	7.3300	\$1,336.78	\$30.05
\$ 391,007	7.3300	\$2,866.08	\$400,000.00	7.3300	\$2,932.00	\$65.92

*For homestead properties the Save Our Homes increase in taxable value is capped at 2.3%.

* The average taxable value of a homestead property in Miami Springs is \$182,371.

CITY OF MIAMI SPRINGS

FISCAL YEAR



2020-21

PROPOSED BUDGET

**CITY OF MIAMI SPRINGS, FLORIDA
FISCAL YEAR 2020-21 BUDGET WORKBOOK**

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FISCAL YEAR 2020-21 BUDGET WORKBOOK**

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FISCAL YEAR 2020-21 BUDGET WORKBOOK**

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AGENDA MEMORANDUM

Meeting Date: 08/03/2020
To: The Honorable Mayor Billy Bain and members of the City Council
From: William Alonso, City Manager/ Finance Director
Subject: FY2020-21 Proposed Budget Workbook

In preparation for the first budget workshop scheduled for August 3, 2020, we are presenting Council with the FY2020-21 Budget Workbook which includes various options and alternatives to assist Council in making sound financial decisions when addressing the proposed FY20-21 budget which increases the millage rate from the current 7.3300 to 7.5228, this rate provides for a balanced budget without use of reserves.

For FY2020-21 each 0.1 mill is worth approx. \$128,722 in ad valorem revenues.

The total **General fund** budget is \$18,201,947 of which \$11,529,497 or 63.3% represents employee salary and benefits. This leaves \$6,672,450 to cover all other city needs.

Following are the more significant budget assumptions:

1. For FY20-21 we have limited capital expenditures to only emergency items required for normal ongoing operations. The total capital expenditures for next years is \$33,500. This includes \$20,000 for tennis court resurfacing and \$12,000 for a replacement police K-9 unit.
2. We are budgeting a 15% increase for health insurance pending the results of our RFP, it could be a little higher or lower than the 15% budgeted. Total cost of this increase in General fund is \$158,282.
3. The FY20-21 budget includes a 3% COLA for all General Employees total cost of this is approx. \$122,566. Budget includes a \$49,000 payout to a retiring police officer. We are currently in contract negotiations with the FOP for a new contract since current contract expires 9/30/20.
4. Budget assumes a 3% cost of living increase for all operating expenditures (e.g.: fuel, utilities, supplies, etc.)
5. Budget includes \$45,000 for the City's lobbyist, as well as \$5,000 for legal costs related to the annexation lawsuit.

6. The Public Works budget includes \$25,000 for citywide tree planting, and \$100,000 for tree trimming.
7. Council budget includes a \$35,000 funding request from CMI for next fiscal year, \$14,000 for the River Cities Festival, \$29,000 for pelican Playhouse and \$4,400 request from the Historic Museum for storage costs.

The city's reserve fund balance currently amounts to \$4,477,466, however the following is an update of what reserves will look like going forward:

Current Reserves as of 9/30/19	\$4,477,466
FY19-20 city hall project and COVID impact on revenues	<u>(1,000,000)*</u>
Projected Reserves Balance 9/30/20	<u>\$3,477,466</u>

*The current year budget will have an impact of approx. \$ 1million on our reserves from the City Hall mold remediation project (approx. \$500,000) and loss of revenues from the COVID pandemic (approx. \$500,000). The city's share of state sales tax collections from April thru fiscal year end will see an almost \$350,000 reduction, loss of golf course revenue during the two months the course was closed is another \$150,000 in lost revenues.

The city has accumulated a healthy reserve fund balance over the years in order to meet unexpected disasters, what we have faced this fiscal year is a perfect example of why reserves are important. We can work to replenish reserves in future years. As you are aware, the Government Finance Officers Association(GFOA) recommends a reserve of 15% of annual budgeted expenditures. A few years ago, the City Council and Administration established an internal policy that the reserve level should be 25%. At the 15% level the reserve should be \$2.6 million while at 25% the reserve should be \$4.4 million. The current policy states that if reserves fall below 25%, the city would need to plan to replenish the reserves back to the 25% level within the following two fiscal years.

Page 1-3 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 1-4 lists some budget considerations (wish list) that are not included in the base budget discussed above but are presented for Council discussion and consideration, some of the items include improvements, technology and equipment for the Parks and Recreation Department, Police and Professional Services.

Page 1-5 is a financial dashboard showing the history of millage rates for the past 17 years as well as fund balances during these years.

Page 1-6 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
FY2020-21 PROPOSED BUDGET ANALYSIS

The original City Manager's Proposed Budget for FY2020-21 was based on an operating millage of 7.5228 and is balanced without using reserves.

Millage
Impact
add (reduce)

The current status of the budget at a 7.5228 millage is a deficit of..... \$ -

1) Annual event subsidies:

City Events	\$ 41,060	(0.0319)
Stafford Golf Tournament (\$2000)	Included above	
Community Shred Day (\$2,060)	"	
Optimist BBQ (\$2,000)	"	
Other events (\$8,000)	"	
Police Appreciation Dinner (\$3000)	"	
River Cities Festival (\$14,000)	"	
FLA League ad (\$1000)	"	
Installation Dinner (\$1,000)	"	
Employee Luncheon (\$5000)	"	
Two annual car shows (\$3000)	"	
CMI Subsidy	\$ 35,000	(0.0272)
Historical Museum for storage)	\$ 4,400	(0.0034)
Tennis program	\$ 15,000	(0.0117)
Pelican Playhouse	\$ 29,000	(0.0225)
Total all annual events	\$ 124,460	

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

	COST	Budget Cost	
Finance-PS			
New computer	\$1,500	\$ 1,500	(0.0012)
Total Finance-Professional Services			
Recreation			
Resurface two tennis courts	\$20,000		
Total Parks and Rec	\$20,000	\$ 20,000	(0.0155)
Police			
One (1) Police Canine (replace retired dog)	\$12,000		
	\$12,000	\$ 12,000	(0.0093)
Total all capital expenditures	\$33,500	\$ 33,500	

3) Personnel Related reductions:

1) Across the Board 3% COLA (each 1% costs \$40,855)	\$ 122,566	\$ 122,566	(0.0952)
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4) Other reductions

City wide tree planting	\$ 25,000	25,000	(0.0194)
Citywide tree trimming	\$ 100,000	100,000	(0.0777)
Eliminate lobbyist	\$ 45,000	45,000	(0.0350)

ADDITIONAL INFORMATION:

Each 0.1 increase in Millage is equivalent to \$ 128,722

1-5

FISCAL YEAR 2020-21 WISH LIST ITEMS

These items are NOT included in the FY20-21 Proposed Budget- they are presented so that Council may discuss using the surplus to cover any of these items

Department	Item	Cost	(1-high, 2-Med, 3-Low) Priority	Millage Impact
Police	TWO (2) 2021 CHEVY TAHOE PATROL VEHICLES WITH EMERGENCY EQUIPMENT	\$96,000	1	0.0746
	TWO(2) FIXED ALPR CAMERAS	\$11,900	2	0.0092
Recreation	Ford Explorer	\$30,000	3	0.0233
	Tennis Shade Canopies	\$50,000	3	0.0388
	Paint the Community Center	\$100,000	2	0.0777
	Replacement of Cabanas	\$100,000	1	0.0777
	Raquetball Courts Replaced	\$100,000	3	0.0777
Professional Services	Digital marquee for Circle	\$50,000	3	0.0388
Total all General fund requests		\$537,900		0.4179

If Council considers a lowering of the millage rate, each .10 decrease will cost \$128,722.

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CITY OF MIAMI SPRINGS
FINANCIAL DASHBOARD
PAST EIGHTEEN FISCAL YEARS

	FY2002	FY2003	FY2004	FY2005	FY2006	FY2007	FY2008	FY2009	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	
Reserves	\$ (308,176)	\$ 853,643	\$ 2,889,407	\$ 3,015,292	\$ 4,218,574	\$ 5,611,002	\$ 6,664,392	\$ 8,421,317	\$ 6,299,906	\$ 4,903,778	\$ 4,394,465	\$ 3,692,341	\$ 4,263,646	\$ 4,391,041	\$ 3,205,535	\$ 3,728,764	\$ 4,100,545	\$ 5,284,143		
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)	\$ (609,313)	\$ (702,124)	\$ 571,305	\$ 127,395	\$ (1,185,306)	\$ 523,428	\$ 371,781	\$ 1,183,598		
Property Taxes collected	\$ 4,895,579	\$ 5,283,941	\$ 5,638,375	\$ 6,040,426	\$ 6,890,884	\$ 7,130,596	\$ 6,831,093	\$ 6,710,087	\$ 5,732,869	\$ 5,576,976	\$ 5,812,001	\$ 5,823,021	\$ 6,669,201	\$ 7,099,868	\$ 7,072,950	\$ 7,502,682	\$ 8,123,559	\$ 8,596,839		
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	\$ 430,657	\$ (26,918)	\$ 429,732	\$ 620,877	\$ 473,280		
Millage Rate(INCLUDING DEBT SERVICE)	8.4120	8.7440	8.6866	8.6515	8.3415	7.8953	6.6579	6.7992	6.5924	6.9408	6.7400	6.9950	7.6710	7.6710	7.5000	7.5000	7.3575	7.3500	7.3300	
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	-	(0.1710)	-	(0.1425)	(0.0075)	(0.0200)	
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	\$ 4,553,252	\$ 6,028,141	\$ 10,739,727	\$ 9,302,283	\$ 9,078,103	\$ 9,229,323	\$ 13,784,399		
Debt per resident	\$ 1,038	\$ 1,140	\$ 1,034	\$ 1,017	\$ 1,021	\$ 969	\$ 477	\$ 432	\$ 420	\$ 374	\$ 335	\$ 330	\$ 430	\$ 766	\$ 663	\$ 647	\$ 658	\$ 658	\$ 983	
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)	\$ (79,482)	\$ 1,474,869	\$ 4,711,536	\$ (1,437,444)	\$ (224,180)	\$ 151,220	\$ 4,458,071		

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 7.3300 for FY2020, a 16% decrease over the past seventeen years.

The City's reserves have increased from a deficit in FY2002 to the current \$5.3 million in FY2019.

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

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

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

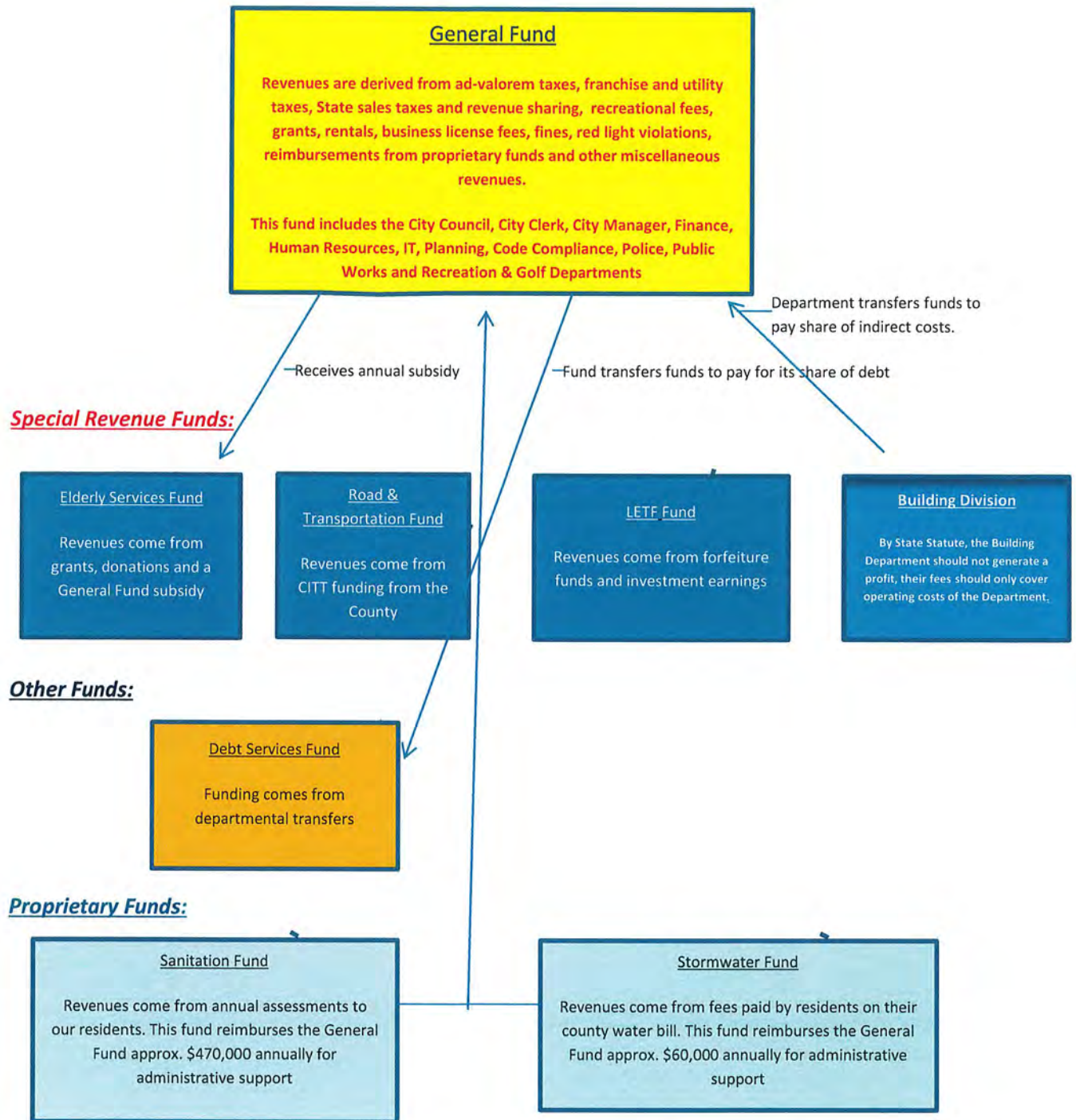
The Ad Valorem property taxes assessed and collected by the City for FY2019 are the highest in the history of the city.

The reserves were used in FY2016 for various Council approved uses including the payoff of the golf course note, new tot lot, Mansion parking lot Police equipment, Golf Course restroom renovations and other misc uses.

Decline in debt is due to the payoff of the golf course debt in FY2016.

During FY2019 the City entered into a \$5 million senior center facility construction note with CenterState Bank.

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- 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
BUDGETED REVENUE FY 2020-21**

GENERAL FUND	\$18,201,947
SPECIAL REVENUE FUNDS:	
<u>Road and Transportation Fund</u>	
People's Transportation Tax	556,893
Misc Funds	19,103
Total Road and Transportation	575,996
Law Enforcement Trust Fund	1,500
Building Operations Fund	707,000
Elderly Services (including \$338,576 in transfers from the General Fund)	839,520
Total Special Revenue Funds	2,124,016
Debt Service Fund	1,673,668
ENTERPRISE FUNDS:	
<u>Sanitation Fund</u>	
Residential/Recycling/Bulk	2,424,000
Appropriated Fund Balance	-
Total Sanitation Fund	2,424,000
<u>Stormwater Fund</u>	
Residential/Commercial/Industrial Fees	424,000
Misc Income	500
Appropriated Fund Balance	-
Total Stormwater Fund	424,500
Total All Funds	\$ 24,848,131

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

Line Item Revenue	FY 17-18	FY 18-19	FY 19-20	FY 20-21	% of	% Change
	Actual	Actual	Amended Budget	Proposed Budget	Total	from 2019-20
Ad Valorem Taxes - Current	\$ 8,123,559	\$ 8,596,839	\$ 8,749,377	\$ 9,461,051	51.98%	8.1%
Ad Valorem Taxes - Delinquent	-	-	50,000	50,000	0.27%	0.0%
Franchise Fees	969,832	984,311	945,000	989,000	5.43%	4.7%
Utility Service Taxes	1,262,658	1,281,487	1,202,000	1,260,000	6.92%	4.8%
Local Communications Tax	589,693	509,629	575,000	490,000	2.69%	-14.8%
Occupational Licenses - City	73,256	75,467	71,000	71,000	0.39%	0.0%
Occupational Licenses - County	19,391	27,820	24,000	24,000	0.13%	0.0%
Zoning Fees	42,210	53,370	42,000	42,000	0.23%	0.0%
Misc plan Reviews	450	475	500	500	0.00%	0.0%
State Revenue Sharing	497,003	510,464	515,000	453,500	2.49%	-11.9%
Alcoholic Beverage License	10,243	13,588	10,000	10,000	0.05%	0.0%
1/2-cent Sales Tax	1,120,582	1,128,950	1,149,206	1,019,785	5.60%	-11.3%
Local Option Gas Tax	384,852	385,864	391,040	341,936	1.88%	-12.6%
Gas Tax Rebate	8,216	2,344	10,000	2,300	0.01%	-77.0%
School Crossing Guards	17,971	19,829	18,000	18,000	0.10%	0.0%
Summer Camp Activity Fees	27,955	23,253	30,000	30,000	0.16%	0.0%
Summer Camp	126,556	125,527	130,000	130,000	0.71%	0.0%
Fitness Room Membership	7,023	12,188	20,000	15,000	0.08%	-25.0%
After School Program	47,916	31,529	45,000	45,000	0.25%	0.0%
Gym Admission Fees	1,720	2,936	2,250	2,500	0.01%	11.1%
Swimming Pool Admissions/Lessons	112,438	115,565	97,000	97,000	0.53%	0.0%
Pool Rental	1,500	3,450	4,500	4,500	0.02%	0.0%
Get Fit Summer Camp	14,350	7,600	18,000	20,000	0.11%	11.1%
Vending Machines	2,081	1,523	3,500	2,500	0.01%	-28.6%
Fireworks-VG	3,000	3,000	3,000	3,000	0.02%	0.0%
Pool Memberships	19,828	17,032	20,000	20,000	0.11%	0.0%
Aquatic Multipurpose Room Rental	18,154	7,508	-	7,200	0.04%	100.0%
Shade Area/Umbrella Rentals	21,968	20,013	12,000	16,000	0.09%	33.3%
Basketball fees	29,495	17,550	34,300	24,000	0.13%	-30.0%
Other Annual Events	6,005	7,561	12,800	15,000	0.08%	17.2%
Pelican Theatre	6,802	2,090	3,800	3,500	0.02%	-7.9%
Jazzercise	3,364	3,364	4,800	4,800	0.03%	0.0%
Daddy/Daughter Dance	4,923	3,930	7,500	6,500	0.04%	-13.3%
Green Fees	1,014,426	978,215	1,160,800	996,300	5.47%	-14.2%
Cart Fees	37,588	15,395	71,900	71,900	0.40%	0.0%
Golf Merchandise/Food & Beverage Sales	135,635	283,084	96,700	96,700	0.53%	0.0%
Range Fees	143,566	144,102	132,000	132,000	0.73%	0.0%
Misc. Club Rental/Lessons	35,338	39,627	23,000	23,000	0.13%	0.0%
Golf memberships	59,496	105,547	42,410	206,910	1.14%	387.9%
Miscellaneous Charges for Serv	653	-	400	500	0.00%	25.0%
Copies & Other Charges	4,865	4,514	4,400	4,400	0.02%	0.0%
Lien Search	28,850	28,400	25,000	28,500	0.16%	14.0%
Re-Occupancy Inspection fees	18,950	17,375	20,000	20,000	0.11%	0.0%
Clerk of the Court - Fines	201,564	227,180	230,000	230,000	1.26%	0.0%
Code Enforcement tickets	338,675	448,582	20,000	20,000	0.11%	0.0%
Disabled Parking tickets	4,802	-	-	-	0.00%	0.0%
Administrative Fee-Red Light hearings	22,049	14,071	22,000	20,000	0.11%	-9.1%
Other Grants	35,100	30,602	22,503	-	0.00%	-100.0%
Interest - Investments	11,838	32,623	28,000	30,000	0.16%	7.1%
Interest - Tax Collections	5,624	11,189	6,000	6,000	0.03%	0.0%
Rent - Metro Fire	12,484	12,747	14,000	14,000	0.08%	0.0%
Rent - Dade Co. Library	8,253	8,253	8,500	8,500	0.05%	0.0%
Rent - Bus Benches	4,750	4,253	4,500	4,500	0.02%	0.0%
Recreational Activities	21,720	18,115	20,000	20,000	0.11%	0.0%
Sprint Tower	91,719	95,387	95,000	92,000	0.51%	-3.2%
Rent-Country Club	28,000	-	19,500	33,000	0.18%	69.2%

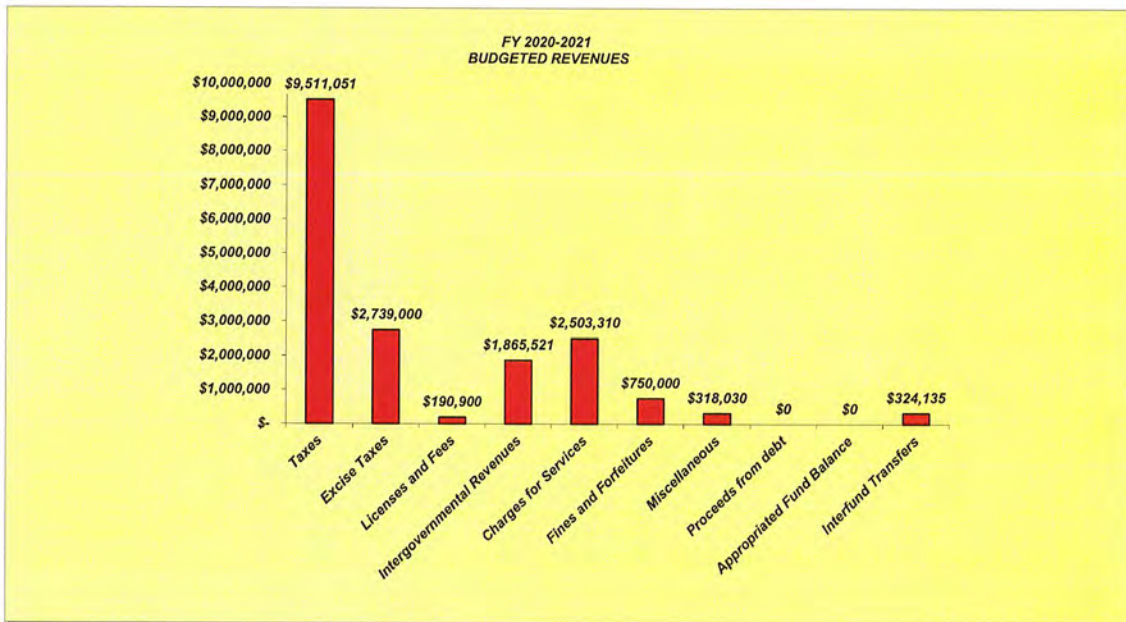
**CITY OF MIAMI SPRINGS
REVENUE COMPARISON
GENERAL FUND**

Line Item Revenue	FY 17-18	FY 18-19	FY 19-20	FY 20-21	% of	% Change
	Actual	Actual	Amended Budget	Proposed Budget	Total	from 2019-20
Surplus sale of equipment	25,523	209,674	25,501	25,501	0.14%	0.0%
Other Miscellaneous	75,978	82,286	116,544	80,029	0.44%	-31.3%
Red Light Fines	666,405	855,239	500,000	500,000	2.75%	0.0%
Returned check charges	59	210	500	500	0.00%	0.0%
Code Enforcement Liens	4,191	-	4,000	4,000	0.02%	0.0%
ITF - Building Fund	237,323	220,809	314,677	324,135	1.78%	3.0%
ITF - Sanitation Admin Fee	370,000	370,000	470,000	470,000	2.58%	0.0%
ITF- Stormwater Adim Fee	60,000	60,000	60,000	60,000	0.33%	0.0%
ITF- Hurricane Fund		164,342	-	-	0.00%	0.0%
Appropriated Fund Balance					0.00%	100.0%
Proceeds from Debt	1,062,611	1,981,747	555,419	-	0.00%	-100.0%
TOTALS >>>	\$ 18,343,029	\$ 20,459,624	\$ 18,313,827	\$ 18,201,947	100.00%	-0.61%

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

REVENUES	FY17-18 Actual	FY18-19 Actual	FY19-20 Budget	FY20-21 Budget	% of Total	% Change from 2019-20
Taxes	\$ 8,123,559	\$ 8,596,839	\$ 8,799,377	\$ 9,511,051	52.3%	8.1%
Excise Taxes	2,822,183	2,775,427	2,722,500	2,739,000	15.0%	0.6%
Licenses and Fees	135,307	157,131	187,300	190,900	1.0%	1.9%
Intergovernmental Revenues	2,020,894	2,071,813	2,115,246	1,865,521	10.2%	-11.8%
Charges for Services	2,603,079	2,661,386	2,505,260	2,503,310	13.8%	-0.1%
Fines and Forfeitures	1,233,494	1,003,660	750,000	750,000	4.1%	0.0%
Miscellaneous	152,944	505,868	324,011	318,030	1.7%	-1.8%
Proceeds from debt	1,062,611	1,981,747	555,419	-	0.0%	0.0%
Appropriated Fund Balance	371,781	1,183,597	(689,943)	-	0.0%	-100.0%
Interfund Transfers	-	164,341	314,677	324,135	1.8%	3.0%
Total Revenues	\$ 18,525,852	\$ 21,101,809	\$ 17,583,847	\$18,201,947	100.0%	3.5%



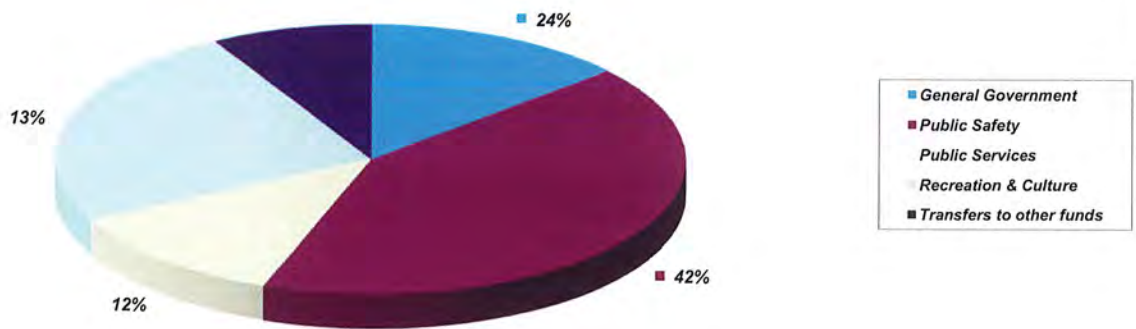
**CITY OF MIAMI SPRINGS
EXPENDITURES BY DEPARTMENT**

<u>Department</u>	FY 2017-18 <u>Actual</u>	FY 2018-19 <u>Actual</u>	FY 2019-20 <u>Amended Budget</u>	FY 2020-21 <u>Budget</u>	% Change <u>From FY2019-20</u>
Mayor & City Council	\$ 128,345	\$ 164,255	\$ 186,028	\$ 162,122	-12.9%
Office of the City Manager	429,542	437,554	384,287	376,708	-2.0%
Office of the City Clerk	247,452	263,067	330,970	330,330	-0.2%
Office of the City Attorney	176,936	184,368	188,000	188,000	0.0%
Human Resource Department	238,026	258,369	266,000	274,390	3.2%
Finance /Budget	645,407	618,933	642,475	633,239	-1.4%
IT Department	280,192	299,229	371,172	384,626	3.6%
Planning Department	74,222	81,316	90,497	93,725	3.6%
Police Department	6,492,638	7,236,885	7,591,701	7,417,365	-2.3%
Police - School Guards	20,532	20,481	27,555	28,357	2.9%
Code Compliance	207,011	192,082	205,575	212,203	3.2%
Public Services - Administration	413,015	389,051	394,599	400,724	1.6%
Public Services - Streets	372,244	407,251	486,075	405,552	-16.6%
Public Services - Properties	832,801	817,765	855,609	912,289	6.6%
Public Services - Building Maintenance	367,312	302,299	919,604	383,520	-58.3%
Public Services - Fleet Maintenance	95,487	31,595	59,489	39,000	-34.4%
Recreation	1,383,033	1,343,880	1,614,936	1,501,319	-7.0%
Aquatics	520,856	564,197	597,870	581,803	-2.7%
Tennis	30,239	39,158	42,382	42,382	0.0%
Park Maintenance	296,945	258,575	314,336	294,494	-6.3%
Golf Administration	16,011	14,788	15,068	11,068	-26.5%
Pro Shop	810,963	1,059,271	702,713	682,439	-2.9%
Golf Maintenance	1,122,860	1,902,289	1,419,607	1,337,098	-5.8%
Total	\$15,202,069	\$16,886,658	\$17,706,548	\$16,692,754	-5.7%
Transfers to other funds	2,580,212	1,847,957	1,257,191	1,509,193	20.0%
Increase(appropriated) fund balance	-	-	-	-	
Total	\$17,782,281	\$18,734,615	\$18,963,739	\$18,201,947	-4.0%

**CITY OF MIAMI SPRINGS
EXPENDITURES BY CLASS**

	FY2017-18 <u>Actual</u>	FY2018-19 <u>Actual</u>	FY2019-20 <u>Amended Budget</u>	FY2020-21 <u>Budget</u>	<u>% of Change From FY2019-20</u>
General Government	\$ 2,220,122	\$ 2,307,091	\$ 2,459,429	\$ 2,443,140	-0.7%
Public Safety	6,720,181	7,449,448	7,824,831	7,657,925	-2.1%
Public Services	2,080,859	1,947,961	2,715,376	2,141,085	-21.1%
Recreation & Culture	4,180,907	5,182,158	4,706,912	4,450,604	-5.4%
Transfers to other funds	2,580,212	1,847,957	1,257,191	1,509,193	20.0%
Sub-Totals	\$ 17,782,281	\$ 18,734,615	\$ 18,963,739	\$ 18,201,947	-4.0%
Increase(appropriated) fund balance	-	-	-	-	0.0%
Totals	\$ 17,782,281	\$ 18,734,615	\$ 18,963,739	\$ 18,201,947	-4.0%

FY 2020-21 Expenditures by Class



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CITY OF MIAMI SPRINGS
LISTING OF TOP EXPENDITURES-GENERAL FUND

	<u>FY2019-20</u> <u>Amended Budget</u>	<u>FY2020-21</u> <u>Budget</u>	<u>% of Total</u>	<u>% of Change</u> <u>From FY2019-20</u>
Salaries	\$ 8,172,181	\$ 8,392,836	46.1%	2.7%
Health Insurance Benefits	1,077,711	1,252,854	6.9%	16.3%
Pension costs	914,578	888,614	4.9%	-2.8%
Workmens Comp	342,256	350,615	1.9%	2.4%
Other Employee Benefits	625,567	644,580	3.5%	3.0%
Total Salaries & Benefits	11,132,293	11,529,497	63.3%	3.6%
Capital Expenditures	743,820	33,500	0.2%	-95.5%
Debt Service Payments	1,303,168	1,541,425	8.5%	18.3%
Operating Supplies/Uniforms	639,747	628,784	3.5%	-1.7%
Contractual Services	1,329,111	1,219,807	6.7%	-8.2%
Utilities	423,355	425,836	2.3%	0.6%
Transfers to other funds	326,199	338,576	1.9%	3.8%
Liability insurance	303,261	357,059	2.0%	17.7%
Professional Fees	352,175	414,960	2.3%	17.8%
Fleet Maintenance	168,155	159,100	0.9%	-5.4%
Repairs and Maintenance	1,010,250	407,619	2.2%	-59.7%
Other Misc Expenses	1,216,837	1,145,784	6.3%	-5.8%
Total Budgeted Expenditures	18,948,371	18,201,947	100.0%	-3.9%

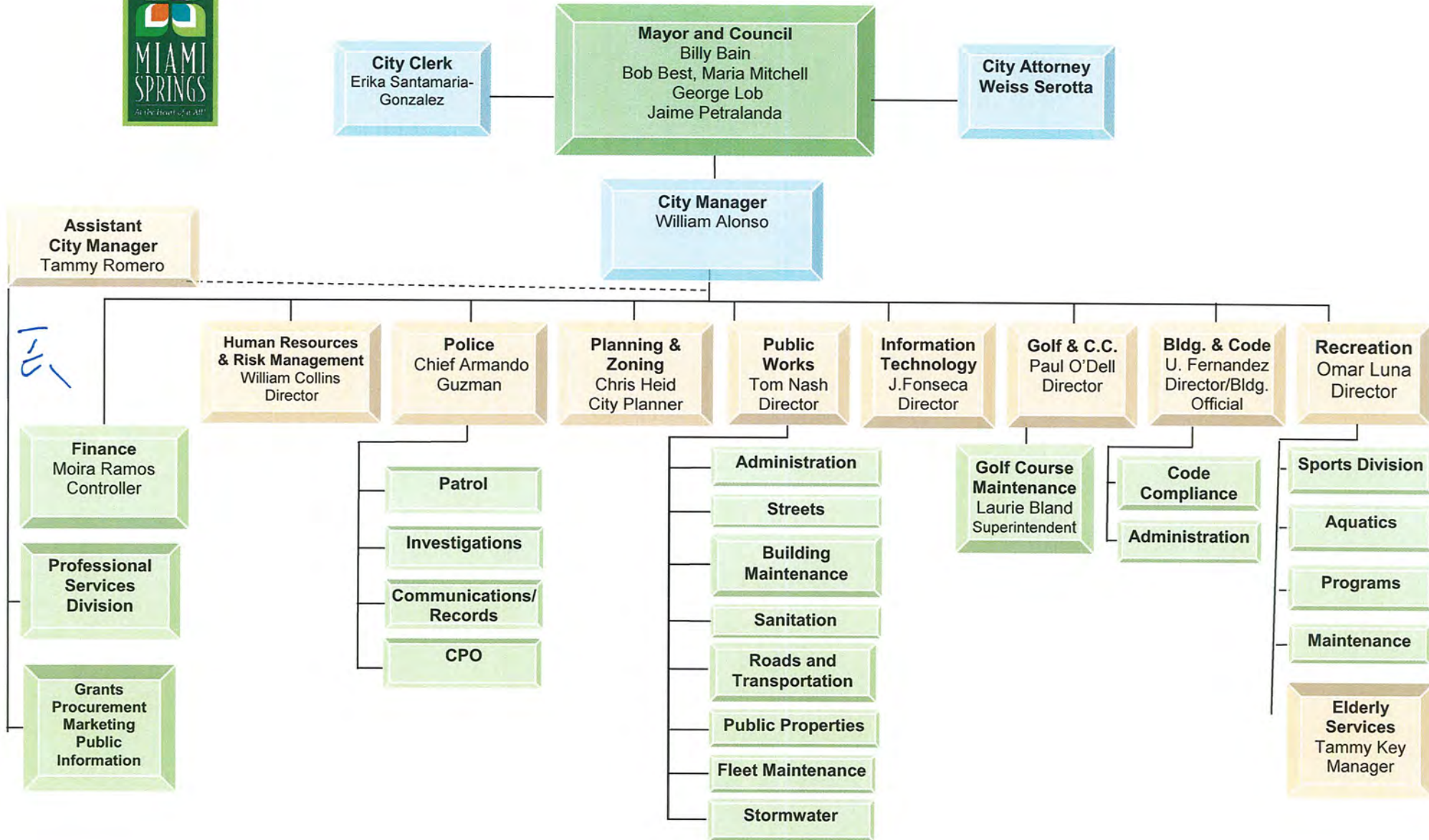
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CITY OF MIAMI SPRINGS
LISTING OF TOP EXPENDITURES - ALL FUNDS

	<u>FY2019-20</u> <u>Amended Budget</u>	<u>FY2020-21</u> <u>Budget</u>	<u>% of Total</u>	<u>% of Change</u> <u>From FY2019-20</u>
Salaries	\$ 9,432,881	\$ 9,764,928	38.3%	3.5%
Health Insurance Benefits	1,290,683	1,476,234	5.8%	14.4%
Pension costs	1,031,757	1,006,649	4.0%	-2.4%
Workmens Comp	388,757	393,268	1.5%	1.2%
Other Employee Benefits	723,441	750,922	2.9%	3.8%
Total Salaries & Benefits	12,867,519	13,392,002	52.6%	4.1%
Capital Expenditures	830,047	73,500	0.3%	-91.1%
Debt Service Payments	1,499,757	1,726,879	6.8%	15.1%
Depreciation/Amortization	299,000	308,054	1.2%	3.0%
Operating Supplies/Uniforms	981,445	1,008,404	4.0%	2.7%
Contractual Services	2,484,148	2,370,190	9.3%	-4.6%
Waste Disposal	794,862	825,500	3.2%	3.9%
Transfers to other funds	326,199	338,576	1.3%	3.8%
Liability insurance	375,847	437,701	1.7%	16.5%
Professional Fees	439,501	484,854	1.9%	10.3%
Management fee paid by enterprise funds	530,000	530,000	2.1%	0.0%
Fleet Maintenance	430,317	455,007	1.8%	5.7%
Repairs and Maintenance	1,309,051	582,130	2.3%	-55.5%
Other Misc Expenses	2,895,022	2,934,607	11.5%	1.4%
Total Budgeted Expenditures(All Funds)	26,062,715	25,467,403	100.0%	-2.3%

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City of Miami Springs Organizational Chart 2020 - 2021



CITY OF MIAMI SPRINGS
PERSONNEL COMPARISON BY DEPARTMENT
 Final

	FY 2018-19		FY 2019-20		FY 2020-21		Increase(decrease) from FY 2019-20	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Office of the City Manager	1.75		1.75		1.75		-	-
Office of the City Clerk	2.75	-	2.75	-	2.75	-	-	-
Human Resource Department	2.00		2.00		2.00		-	-
Finance & Budget Department	3.75	1.00	3.75	1.00	3.75	1.00	-	-
Finance-Professional Services	2.50	-	2.50	-	2.50	-	-	-
IT Department	1.00	1.00	2.00	-	2.00	-	-	-
Planning Department	1.25	-	1.25	-	1.25	-	-	-
Police Department	56.00	8.00	57.00	8.00	57.00	8.00	-	-
Building Department	4.80	-	4.80	-	4.80	-	-	-
Code Compliance	2.20		2.20		2.20		-	-
Public Services- Administration	5.00		5.00		5.00		-	-
Public Services - Streets	3.00	-	3.00	-	3.00	-	-	-
Public Services - Properties	10.00	-	12.00	-	12.00	-	-	-
Public Services - Building Maintenance	2.00		2.00		2.00		-	-
Recreation	6.00	43.00	6.00	43.00	6.00	43.00	-	-
Aquatics	3.00	25.00	2.00	25.00	2.00	25.00	-	-
Park Maintenance	1.00		1.00		1.00		-	-
Golf Course-Pro Shop	4.00	18.00	4.00	17.00	4.00	17.00	-	-
Golf Course-Maintenance	4.00	-	4.00	-	4.00	-	-	-
Road & Transportation Fund	1.00	-	1.00	-	1.00	-	-	-
Senior Center	2.00	10.00	2.00	10.00	3.00	15.00	1.00	5.00
Sanitation Fund	12.00	-	11.00	-	11.00	-	-	-
Stormwater Fund	2.00	-	2.00	-	2.00	-	-	-
TOTAL PERSONNEL	133.00	106.00	135.00	104.00	136.00	109.00	1.00	5.00

9/1/21

POSITION CLASSIFICATION AND PAY PLAN
FISCAL YEAR 2020-21
CIVIL SERVICE/NON CIVIL SERVICE EMPLOYEES

POSITION	PAY GRADE	FY2020-21 PAY RANGE	
		MINIMUM	MAXIMUM
PRO SHOP CASHIER	7	19,096	28,301
PRO SHOP CLERK	8	25,877	38,368
MAINTENANCE WORKER I	8	25,877	38,367
CLERICAL ASSISTANT	9	26,575	39,407
EQUIPMENT OPERATOR	10	27,238	42,004
BUILDING MAINTENANCE TECHNICIAN	10	27,238	42,004
RECREATION LEADER	10	27,238	42,004
REFUSE COLLECTOR	10	27,238	42,004
MAINTENANCE WORKER II	10A	27,238	44,908
REFUSE TRUCK DRIVER	13	29,331	47,112
GOLF MAINTENANCE WORKER	13	29,331	47,112
ADMINISTRATIVE ASSISTANT I	15	30,819	47,531
BUILDING SPECIALIST I	15	30,819	47,531
MATERIALS MANAGEMENT CLERK	15	30,819	47,531
POLICE ADMINISTRATIVE SPECIALIST I	15	30,819	47,531
RECREATION SPECIALIST	15	30,819	47,531
HEAD LIFEGUARD	15	30,819	47,531
AQUATIC SPECIALIST	15	30,819	47,531
SPECIAL EVENTS/PROGRAM SPECIALIST	15	30,819	47,531
HEAVY EQUIPMENT OPERATOR	15	30,068	47,530
ACCOUNTING CLERK I	16	31,584	48,720
ACCOUNTING CLERK II	18	33,182	49,218
AUTOMATED EQUIPMENT OPERATOR	19	34,019	56,219
ADMINISTRATIVE ASSISTANT II	22	36,632	54,322
ASSISTANT SENIOR CENTER MANAGER	22	36,632	54,322
BUILDING SPECIALIST II	22	36,632	54,322
ASSISTANT TO THE CITY CLERK	22	36,632	54,322
PROCUREMENT SPECIALIST	22	36,632	54,322
ACCOUNTING CLERK III	22A	36,632	60,441
POLICE DISPATCHER-TRAINEE	23	37,495	56,242
PRO SHOP/OUTSIDE SERVICES MANAGER	23	37,495	56,242
RECREATION COORDINATOR	24	38,490	57,851
AQUATIC COORDINATOR	24	38,490	57,851
BUILDING SPECIALIST III	24	38,490	57,851
RECREATION MAINTENANCE SUPERVISOR	24	38,490	57,851
POLICE ADMINISTRATIVE SPECIALIST II	24	38,490	57,851
ADMINISTRATIVE ASSISTANT III	24	38,490	57,851
IT SPECIALIST	24	38,490	57,851
SANITATION FOREMAN	24A	38,490	62,190
GOLF MAINTENANCE MECHANIC	24	38,490	57,851
GOLF MAINTENANCE SUPERVISOR/FOREMAN	25	39,461	59,202
POLICE DISPATCHER I	25	39,461	59,202
ATHLETIC SUPERVISOR	26	41,434	62,162
POLICE ADMINISTRATIVE SPECIALIST III	26	41,434	62,162
POLICE DISPATCHER II	26	41,434	62,162
CODE COMPLIANCE OFFICER	26	41,434	62,162
OPERATIONS SUPERVISOR	26A	41,434	64,235
POLICE COMMUNICATIONS SUPERVISOR	28	42,485	62,998
AQUATIC SUPERVISOR	28	42,485	62,998
BUILDING AND CODE COMPLIANCE SUPERVISOR	29	43,170	63,485
* DEPUTY CITY CLERK	29	43,170	63,485
EXECUTIVE SECRETARY	29	43,170	63,485
HUMAN RESOURCES SPECIALIST	29	43,170	63,485
POLICE SENIOR EXECUTIVE ASSISTANT	30	45,266	68,722
SPECIAL EVENTS/PROGRAMS SUPERVISOR	31	47,418	70,857
HUMAN RESOURCES SPECIALIST II	31	47,418	70,856
ASISTANT IT MANAGER	31	47,418	70,856
OPERATIONS SUPERINTENDENT	37	53,052	78,679
POLICE OFFICER- RECRUIT	37	53,052	78,679
POLICE NETWORK ADMINISTRATOR	37	53,052	78,679
PROFESSIONAL SERVICES SPECIALIST	37	53,052	78,679
* GRANT WRITER & PUBLIC INFORMATION SPECIALIST	37	53,052	78,679
* SENIOR CENTER MANAGER	39	51,060	80,649
* ASSISTANT PUBLIC WORKS DIRECTOR	40	56,013	83,068
* ELDERLY SERVICES DIRECTOR	41	57,289	88,983
* CITY PLANNER	44	61,824	91,691
POLICE LIEUTENANT	44P	81,313	124,718
* HUMAN RESOURCES DIRECTOR/RISK MANAGER	45	63,372	96,801
* GOLF SUPERINTENDENT	45	63,372	96,801
* CONTROLLER	46	72,688	105,690
* INFORMATION TECHNOLOGY DIRECTOR	46	72,688	105,690
* GOLF & COUNTRY CLUB DIRECTOR	49	80,868	107,823
* RECREATION DIRECTOR	49	80,868	107,823
* PUBLIC WORKS DIRECTOR	49	80,868	107,823
* CITY CLERK	49	80,868	107,823
* POLICE CAPTAIN	49P	93,226	135,635
* FINANCE DIRECTOR	50	84,207	126,312
* ASSISTANT CITY MANAGER	50	84,208	126,313
* BUILDING OFFICIAL & CODE COMPLIANCE DIRECTOR	50A	84,207	127,588
* CHIEF OF POLICE	50P	98,961	148,442
* NON CIVIL SERVICE			

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

	SOURCE OF FUNDING	2021-2022	2022-23	2023-2024	2024-25	2025-26	Totals
POLICE							
Police Cars	Revenues	127,321	131,141	135,075	148,920	156,366	698,823
Police radars	Revenues	-	4,200	-	5,000	7,500	16,700
Computer and Radio Equipment	Revenues	20,000	20,000	22,000	28,000	30,000	120,000
Vehicle Emergency Equipment	Revenues	29,099	29,972	30,871	38,000	42,000	169,942
New PSA Light Pickup Truck	Revenues	-	30,000	-	-	40,000	70,000
New PSA Hybrid Vehicle	Revenues	-	28,000	-	-	35,000	63,000
New Police Building	Revenues	-	4,000,000	-	-	-	4,000,000
GOLF COURSE							
T-Boxes	Revenues	1,000,000	-	-	-	-	1,000,000
Cart Paths	Revenues	-	1,500,000	-	-	-	1,500,000
Complete Greens Renovation	Revenues	2,000,000	-	-	-	-	2,000,000
Chemical wash down-DERM	Revenues	-	-	-	750,000	-	750,000
Bridge Repair	Revenues	-	-	75,000	-	-	75,000
Sewer lines connections-DERM	Revenues	-	-	-	-	750,000	750,000
INFORMATION TECHNOLOGY							
Server - FS1	Revenues	-	-	-	6,500	-	6,500
Server Virtualization unit 1	Revenues	-	-	6,000	-	-	6,000
Server -NAS	Revenues	-	8,000	-	-	-	8,000
Server Virtualization unit 2	Revenues	6,000	-	-	-	-	6,000
Finance-Professional Services							
Electronic message board-Circle	Revenues	-	50,000	-	-	-	50,000
RECREATION							
Marcite Pool	Reserves	-	-	-	100,000	-	100,000
Re-paint Concession Stands at Stafford	Revenues	-	15,000	-	15,000	-	30,000
Perimeter Fence at Prince Field	Revenues	-	50,000	-	-	-	50,000
Replace Water Fountains at Parks	Revenues	-	7,000	-	-	7,000	14,000
Replace Playground Surface at Pdove	Revenues	20,000	-	100,000	-	80,000	200,000
Add Shade Structure's to Prince Field Bleachers	Revenues	-	80,000	-	-	-	80,000
Replace Vita Course at Stafford Park	Revenues	150,000	-	-	-	-	150,000
Vita Course Ligths	Revenues	165,000	-	-	-	-	165,000
10 Neighborhood Pocket Parks	Revenues	-	-	25,000	-	-	25,000
Dog Park Canopy	Revenues	-	-	-	30,000	-	30,000
Laser Grade and Clay to Ballfields	Revenues	-	15,000	-	-	-	15,000
Community Center paint	Revenues	100,000	-	-	-	-	100,000
Re-sod Prince Field	Revenues	-	-	-	180,000	-	180,000
Re-Paint Concession Stands at Stafford	Revenues	-	15,000	-	-	-	15,000
Resurface and Repaint Gym Floor w/ City Logo	Revenues	20,000	-	-	-	-	20,000
Replace Playground at Peavy Dove	Revenues	-	-	-	50,000	-	50,000
Tables/Trash Receptackes at Dog Park and Tennis	Revenues	-	20,000	-	-	-	20,000
Replace racquetball courts	Revenues	100,000	-	-	-	-	100,000
Replacement of cabanas	Revenues	100,000	-	-	-	-	100,000
New Dug-Outs at Peavy Dove	Revenues	-	-	100,000	-	-	100,000
New Picnic Tables and Trash Receptacles for All Facilities	Revenues	-	-	-	40,000	-	40,000
Tennis Shade canopies	Revenues	50,000	-	-	-	-	50,000
Batting Cage Renovation	Revenues	10,000	-	-	-	10,000	20,000
Roof at Community Center	Revenues	-	150,000	-	-	-	150,000
Sound system at Stafford and Prince	Revenues	15,000	-	-	-	-	15,000
Sound panels gymnasium	Revenues	-	50,000	-	-	-	50,000
PUBLIC WORKS							
Re-roofing main Building at Public Works	Revenues	-	-	40,000	45,000	50,000	135,000
Re-building gazebo at Circle	Revenues	-	-	-	65,000	65,000	130,000
Storm shutters Country Club	Revenues	-	-	-	40,000	40,000	80,000
Re-roofing main building at tennis courts	Revenues	-	-	-	15,000	15,000	30,000
TOTAL GENERAL FUND		3,912,420	6,203,313	533,946	1,556,420	1,327,866	12,533,965
ELDERLY SERVICES							
New Bus	Revenues	-	-	-	-	-	-
TOTAL SENIOR CENTER		-	-	-	-	-	-
ROAD AND TRANSPORTATION							
streetlight improvements	CITT Funds	100,000	100,000	100,000	100,000	100,000	500,000
street/sidewalk milling and resurfacing	CITT Funds	100,000	100,000	100,000	100,000	100,000	500,000
TOTAL ROAD & TRANS.		200,000	200,000	200,000	200,000	200,000	1,000,000
SANITATION							
New Sanitation Vehicles Bulk Trash Dump Trucks	Revenues	-	75,000	-	85,000	85,000	245,000
New rear loader sanitation vehicle	Revenues	-	-	-	146,000	-	146,000
STORMWATER							
drainage/pump station improvements	Grant/Revenues	70,000	70,000	70,000	70,000	70,000	350,000
TOTAL ENTERPRISE FUNDS		70,000	145,000	70,000	301,000	155,000	741,000
TOTAL ALL FUNDS		4,182,420	6,548,313	803,946	2,057,420	1,482,866	

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

Below is a summary of all capital expenditures included in the budget for FY 2020-21.

BY FUND		BY DEPARTMENT		BY CATEGORY	
General	\$ 33,500	City Clerk	-	Vehicles	\$ 40,000
Road & Transportation	-	Code Compliance	-	Technology	1,500
Elderly services	-	Information Technology	-	Machinery & Equipment	12,000
Golf Course	-	Police	\$ 12,000	Improvements O/T	20,000
Sanitation	-	LETF	40,000	Buildings	-
Stormwater	-	Public Services	-		
LETF	40,000	Recreation	20,000		
Capital Projects	-	Human resources	-		
		Elderly services	-		
		Golf Course	-		
		Sanitation	-		
		Stormwater	-		
		Capital Projects	-		
		Finance	1,500		
		Planning	-		
		Road & Transportation	-		
Total	\$ 73,500	Total	\$ 73,500	Total	\$ 73,500

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*These acquisitions will result in no impact on future operating costs of the city.
Any individual expenditures under \$100,000 does not require a project sheet in the Capital Improvements Plan section.*

CITY OF MIAMI SPRINGS
FY 2020-2021 Budget
CAPITAL EXPENDITURE SUMMARY-ALL FUNDS

Department	Total Budgeted	Description of expenditure	Total Cost
Parks and recreation	\$ 20,000	Resurfacing three tennis courts	\$20,000
			\$20,000
Police	\$ 12,000	One Police canine unit	\$12,000
			\$12,000
Professional Services	\$ 1,500	New laptop computer- PIO	\$1,500
			\$1,500
Law enforcement	\$ 40,000	One DARE vehicle	-
			\$ 40,000
Total	\$ 73,500	Total	\$ 73,500

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

Any individual expenditures under \$1,000 does not require a project sheet in the Capital Improvements Plan section.

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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.

2019-20 Accomplishments

- Approved Curtiss Mansion Parking Lights project
- Approved the installation of Westward Drive tree lighting project
- Approved the artists for the Art in Public Places for the new Senior Center
- Participated in the Miami-Dade County Resilient305 Program
- Approved the repairs and remediation of issues found at City Hall
- Pursued the "Bed Tax" issue through the 2019-2020 legislative session
- Awarded \$186,000 for senior meals and programs from State of Florida

City Council

2020-21 Budget Highlights

- Proposed budget is \$23,905 or 13% lower than FY2019/2020. Decrease is due to the funding provided in FY19-20 for the Historic Museum building renovation.

- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$162,122</u>
Net cost of Department	<u>\$162,122</u>

- The Promotions line item is a lump sum of \$79,560 to be allotted during the year as follows:

1. \$41,060 will be allocated during the year for the following events:

Stafford Golf Tournament (\$2,000)
River Cities Festival (\$14,000)
Car shows (2) (\$3,000)
City events (\$8,000)
Fla League 89th anniversary ad (\$1,000)
Miami Dade Installation Dinner ad (\$1,000)
Employee Holiday Dinner (\$5,000)
Police Appreciation Dinner (\$3,000)
Community Shred Event (\$2,060)
Optimist BarBQ (\$2,000)

2. \$35,000 has been allocated to the Curtis Mansion to assist with their annual operating costs.
3. \$4,400 has been allocated to the Historic Museum for storage costs.

CITY OF MIAMI SPRINGS
CITY COUNCIL BUDGET
FISCAL YEAR ENDING 9/30/21

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2017-18 ACTUALS</u>	<u>FY2018-19 ACTUALS</u>	<u>FY2019-20 AMENDED BUDGET</u>	<u>FY20-21 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>
MAYOR & COUNCIL						
001-0101-511.11-00	EXECUTIVE SALARIES	31,800	31,800	31,800	31,800	-
001-0101-511.21-00	FICA TAXES	2,433	2,433	2,433	2,433	-
001-0101-511.24-00	WORKER'S COMPENSATION	42	57	80	80	-
001-0101-511-31-00	PROFESSIONAL SERVICES	-	6,424	-	-	-
001-0101-511-34-00	CONTRACTUAL SERVICES	4,634		13,600	13,600	-
001-0101-511.40-00	TRAVEL AND PER DIEM	8,703	12,332	17,100	17,100	-
001-0101-511.41-01	TELEPHONE	4,510	5,692	3,200	3,200	-
001-0101-511.44-00	RENTALS AND LEASES	150		-	-	-
001-0101-511-47-00	PRINTING AND BINDING	1,490	654	4,200	4,200	-
001-0101-511.48-00	PROMOTIONS	69,960	99,814	103,465	79,560	(23,905)
001-0101-511-51-00	OFFICE SUPPLIES	-	489	750	750	-
001-0101-511-52-09	OPERATING SUPPLIES	936	580	1,000	1,000	-
001-0101-511.54-00	DUES, MEMBERSHIPS, SUBS	3,181	3,826	3,400	3,400	-
001-0101-511.58-00	EDUCATION AND TRAINING	-	-	2,000	2,000	-
001-0101-511.59-00	MISCELLANEOUS EXPENSES	506	155	3,000	3,000	-
001-0101-511.64-00	MACHINERY AND EQUIPMENT		-	-	-	-
** MAYOR & COUNCIL		128,345	164,256	186,028	162,122	(23,905)

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Prepared: 7/16/20, 12:40:10
Program: GM217L

City of Miami Springs
Budget Level Report

Fiscal Year . . : 2020
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	80.00	
1-0101-511-34-00	CONTRACTUAL SERVICES	13,600.00	
1-0101-511-40-00	TRAVEL AND PER DIEM	17,100.00	
1-0101-511-41-01	TELEPHONE: BASE & LOCAL	3,200.00	
1-0101-511-47-00	PRINTING AND BINDING	4,200.00	
1-0101-511-48-00	PROMOTIONS	79,560.00	
1-0101-511-51-00	OFFICE SUPPLIES	750.00	
1-0101-511-52-00	OPERATING SUPPLIES	1,000.00	
1-0101-511-54-00	DUES, MEMBERSHIPS, SUBS	3,400.00	
1-0101-511-58-00	Education & Training	2,000.00	
1-0101-511-59-00	MISCELLANEOUS EXPENSES	3,000.00	
* Total Accounts for this Budget Level	13	162,123.00	

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Basis for FY 2020-21 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>
Cost of living Adjustment	0.0%
CPI for all urbans (Apr to Apr)	0.00%
Estimate used for COLA Projection	0.00%

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City of Miami Springs						
Department: CITY COUNCIL						
Position	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/20	FY20-21 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 2020-2021 BUDGET - CITY COUNCIL

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

COMCAST high speed internet (\$100 x 12)	1,200.00
Broadcasting of Council Meeting CHANNEL 77	2,400.00
Livestream Annual Channel Plan WEBCAST	1,000.00
Audio/Visual Recording with Technician (\$700/month)	\$8,400.00
TOTAL	\$13,000.00
BUDGETED	\$ _____

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

M-D County League of Cities dinners (\$60 x 5 members x 12 months).....	\$3,600.00
M-D County League of Cities Attorney’s Luncheons (\$50 x 12).....	\$0.00
Dade Days in Tallahassee (\$1,100 x 5 members)	\$5,500.00
Florida League of Cities Annual Conference (Hotel = \$199 x 5 x 4 nights)	\$4,000.00
Florida League of Cities Annual Conference (Registration = \$500 x 5)	\$2,500.00
Florida League of Cities Legislative Council (1 rep – 3 trips x \$500.00)	\$1,500.00
TOTAL	\$17,100.00
BUDGETED	\$ _____

001-0101-511-41-01 – Telephone

City Council Cell Phones/Data/Tablets	\$3,200.00
TOTAL	\$3,200.00
BUDGETED	\$ _____

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

TOTAL	\$0.00
BUDGETED	\$ _____

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

Business Cards for Council and City Attorney (\$95 per box x 11)	\$1,045.00
Proclamation frames (legal size 40 @\$20)	\$800.00
TrophyWorld (Engraved plaques @ \$80 ea. x 30).....	\$2,400.00
Certificates of appreciation frames/folders	\$500.00
TOTAL	\$4,200.00
BUDGETED	\$ _____

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

Florida League of Cities 94 th anniversary ad.....	\$1,000.00
Miami-Dade County Installation Dinner ad.....	\$1,000.00
Circle Events	\$8,000.00
Springs River Festival	\$14,000.00
Stafford Golf Tournament	\$2,000.00
Employee Holiday Dinner/Luncheon.....	\$5,000.00
Police Appreciation Dinner	\$3,000.00
Optimist Club Barbeque	\$2,000.00
Classic Car Shows (2 @ \$1,500 ea)	\$3,000.00
Community Shred Day Event.....	\$2,060.00
Historical Society Storage Rental.....	\$4,400.00
CMI	\$35,000.00
TOTAL	\$79,560.00
BUDGETED	\$ _____

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

Council Supplies \$750.00
TOTAL **\$750.00**
BUDGETED \$_____

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

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

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
Miscellaneous Subscriptions 100.00
TOTAL **\$3,400.00**
BUDGETED \$_____

001-0101-511.58-00 – Education & Training – City Council

Educational Seminars and Trainings..... \$2,000.00
TOTAL **\$2,000.00**
BUDGETED \$_____

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

Council shirts with logo 2,000.00
Photographs: group and individual 500.00
Frames for Council and Staff pictures (10@ \$25 each)..... 250.00
TOTAL **\$2,750.00**
BUDGETED \$_____

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

TOTAL **\$0.00**
BUDGETED \$_____

Total 2020-2021 City Council Budget - \$128,560.00

O:\City Clerk Department\Budget\FY 2018-2019\Budget List - FY 2018-2019 - City Council.doc

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— The —
Curtiss Mansion
≡ & GARDENS ≡

Dear William and the City Officers of Miami Springs,

This year the Curtiss Mansion, just like all other organizations, has experienced a year that will never be forgotten and that will forever change the industry which surrounds its current existence. Ranging from events, to community oriented programs, a historical site for tours and an educational resource, just to name a few, the Curtiss Mansion has had to and will continue to create new plans and procedures to continue functioning in the world it exists in today. Although we are aware of the challenges ahead of us, we do represent the home of an inventor, a developer, a pioneer and just like him we will continue to develop, grow and succeed.

The Curtiss Mansion will continue to grow as a staple of our community even during these trying times. This year, COVID-19 shook the world and in it the Miami Springs Curtiss Mansion. The city's financial contribution to the mansion played a large role in its current survival. Although this past fiscal year was promising to be one of its most successful years, the pandemic hit and changed that reality. We are so grateful for the team at the Curtiss Mansion that did so much to assist with maintaining this city facility in such an exceptional way with limited resources and thankful for the financial assistance given to us by the city that ensured we could do our part. With a closure of 3 months and events that were either cancelled or postponed the cities financial assistance program ensured that we would have a supplement for loss of income sustained.

This year the Curtiss Mansion is pleased to have completed the parking light project. Aesthetically, the Curtiss Mansion looks absolutely stunning at night. It has generated compliments such as, "Wow, you are now like the Biltmore of Miami Springs." Aside from how beautiful the mansion looks, these lights are also much appreciated by our community that can walk and enjoy the area feeling more secured knowing that they are not in the dark.

The outer Courtyard area was finalized. Thanks largely to our council and their support, Tom Nash for his generous donation, and to Charlie Leonard and Sherry Feijoo for their amazing contributions as well. This new area has opened up a new avenue of revenue for the Curtiss Mansion as it has expanded our ability to hold large corporate events. This grew our capacity for these type of events from 150 to 350. In addition, this has opened the opportunity to better market less on demand days of the week as corporate events tend to run Monday – Thursday.

In addition to the above, The Villagers Grant awarded funding for the preservation of the existing historical iconic features of the Pueblo Revival style hardwood French doors and casement windows. This restoration allowed the windows and doors to be properly

sealed avoiding damage from potential mold and rot caused by moisture and other elements and prevents bugs, pests, and bacteria to get into the wood. Simply put resealing and finishing the doors and windows is one aspect that helps to ensure the longevity of our building and the maintenance of the restoration.

Due to the uncertainty of the year to come and expenses that continue to arise we ask that the city continues to assist us as it has in the past. Furthermore, we ask for the consideration of city assistance with the maintenance of generator, AC, and other maintenance responsibilities that can be delegated by the city contractors and public works team. Lastly, we would like to leave open the possibility of additional assistance if we are unable to open or continue working due to COVID-19 and Executive Order decisions that affect business and the ability to generate revenue.

The next larger project that has been submitted to the mayor for the county is that of the irrigation plans. This project will facilitate the maintenance and beauty of the landscape and ensure a healthy environmental landscape for the community to enjoy.

The support of our city is invaluable, not only because of its financial support, but also because of the opportunity it provides. The opportunity to further develop existing educational programs and create new programs that will positively affect local and other surrounding schools. In addition, the support we receive from our city provides the opportunity to develop cultural programming and most importantly to educate Mansion visitors of the rich history of the Miami Springs Curtiss Mansion. We kindly and gratefully ask that the City of Miami Springs continues to assist us as it has in the past. We are proud to represent this amazing staple of our small community and know that with your assistance we can continue to do what we have in the past and more.

Kind Regards,

Julie Arias

Executive Director

Curtiss Mansion – former home of famed Aviator, "Glenn Curtiss"

CELL: 786-355-7151 / OFFICE: 305-869-5180 EXT 102

Mailing Address: P.O. Box 661-494 Miami Springs, FL 33266

Physical Address: 500 Deer Run Miami Springs, FL 33166

Website: www.curtissmansion.com

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

Income	2020(est)	2019	2018	2017	2016	2015	2014	2013
Rental Revenue	\$260,000	\$268,000	\$320,000	\$330,000	\$174,000	\$101,000	\$ 79,000	\$53,000
All other income	\$15,000	\$34,300	\$19,000	\$ 40,000	\$ 18,500	\$ 67,000*	\$ 34,000	\$34,000
City Assistance	\$35,000	\$32,400*	\$35,000	\$ 20,000 *	\$ 35,000	\$ 35,000	\$ 35,000	\$105,000**
Total	\$310,000	\$337,300	\$374,000	\$392,500	\$227,000	\$203,000	\$148,000	\$192,000
Expense								
Total	\$330,000	\$321,200	\$374,000	\$393,000	\$235,000	\$193,000	\$158,000	\$170,000
Net	(\$20,000)	\$16,100	- 0 -	(\$500.00)	(\$8,000)	\$ 10,000	(\$10,000)	\$22,000

2019* \$2600 of City fund to be received in July or August

COVID-19 Shutdown began March 16, 2020

* Approximately \$9k received beginning of July. \$8k to be paid in August

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

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07/03/20
Accrual Basis

Curtiss Mansion Inc
Profit & Loss YTD Comparison
July 2019 through June 2020

	Jul '19 - Jun 20	Jul '18 - Jun 19	\$ Change
Ordinary Income/Expense			
Income			
42000 · Facility Rental			
42001 · Venue Rental Income	266,442.22	308,082.87	-41,640.65
42020 · Charter School Rental Income	0.00	11,160.00	-11,160.00
42030 · Grounds	0.00	200.00	-200.00
42400 · Photography/Video Shoot	1,564.38	0.00	1,564.38
65180 · Event Refund Cancellation			
651200 · Tripleseat Fee Refund	5.40	25.65	-20.25
65180 · Event Refund Cancellation - Other	0.00	23.24	-23.24
Total 65180 · Event Refund Cancellation	5.40	48.89	-43.49
65196 · Bank Adjustment	0.50	0.00	0.50
Total 42000 · Facility Rental	268,012.50	319,491.76	-51,479.26
43400 · Direct Public Support			
43450 · Individual / Business Donations	13,482.54	2,269.26	11,213.28
Total 43400 · Direct Public Support	13,482.54	2,269.26	11,213.28
43500 · Grant Income	8,000.00	0.00	8,000.00
44000 · Fundraising			
44250 · Halloween Event	0.00	3,063.60	-3,063.60
44260 · Holiday Festival	0.00	3,348.17	-3,348.17
44280 · 4th of July Event	307.22	0.00	307.22
44300 · Paver Bricks	496.80	300.00	196.80
Total 44000 · Fundraising	804.02	6,711.77	-5,907.75
47200 · Museum Income			
44400 · Mansion Tours	334.00	153.00	181.00
47230 · CM Membership Dues	130.00	470.00	-340.00
47250 · Yoga classes	0.00	767.60	-767.60
Total 47200 · Museum Income	464.00	1,390.60	-926.60
48000 · Investments			
48030 · Interest-Savings, Short-term CD	2.94	1.62	1.32
Total 48000 · Investments	2.94	1.62	1.32
49400 · Other Income			
42013 · 5.5% Vendor Donation	2,606.35	0.00	2,606.35
42015 · 7% Vendor Donation	10,194.97	1,499.32	8,695.65
49420 · Cleaning Fee Income	0.00	21,667.50	-21,667.50
49425 · Gift Shop Sales	664.97	1,562.45	-897.48
49440 · City Financial Assistance	32,402.31	36,596.50	-4,194.19
49450 · Collection Allowance - FDOR	0.00	101.08	-101.08
49455 · Insufficient Funds Reimburse	0.00	12.00	-12.00
49460 · Administrative Fee	379.85	1,325.80	-945.95
65190 · Store Refund	0.00	136.96	-136.96
Total 49400 · Other Income	46,248.45	62,901.61	-16,653.16

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Curtiss Mansion Inc
Profit & Loss YTD Comparison
July 2019 through June 2020

	Jul '19 - Jun 20	Jul '18 - Jun 19	\$ Change
49900 · Uncategorized Income	310.00	0.00	310.00
Total Income	337,324.45	392,766.62	-55,442.17
Gross Profit	337,324.45	392,766.62	-55,442.17
Expense			
60900 · Business Expenses			
60920 · Business Registration Fees	100.73	222.50	-121.77
60930 · Licenses and Permits	393.75	1,127.87	-734.12
60940 · Automobile & Phone Reimburseme	1,125.00	0.00	1,125.00
60950 · Background Check Fee	0.00	99.00	-99.00
60960 · Parking Fee	4.00	26.00	-22.00
60970 · Storage Facility Rental	72.00	0.00	72.00
60900 · Business Expenses - Other	35.00	0.00	35.00
Total 60900 · Business Expenses	1,730.48	1,475.37	255.11
60905 · Bank Deposit correction			
60915 · Return Deposit Item -Customer	3,604.75	0.00	3,604.75
60905 · Bank Deposit correction - Other	7.95	-350.00	357.95
Total 60905 · Bank Deposit correction	3,612.70	-350.00	3,962.70
60945 · Reimbursement Expense	1,810.25	5,202.00	-3,391.75
62100 · Professional Fees			
62120 · Off Duty Police	0.00	250.00	-250.00
62130 · Event Sales Coordinator	84,953.34	102,667.21	-17,713.87
62135 · Event Staff	0.00	2,650.86	-2,650.86
62140 · Legal Fees	0.00	500.00	-500.00
62155 · Non-employee compensation	59,884.34	66,886.57	-7,002.23
62156 · Consignment Vendor Sales	0.00	345.48	-345.48
Total 62100 · Professional Fees	144,837.68	173,300.12	-28,462.44
62160 · Curtiss Explorers	0.00	769.87	-769.87
62800 · Facilities and Equipment			
62080 · Security System	30.00	0.00	30.00
62815 · Pest Control	1,710.00	1,975.00	-265.00
62820 · Landscaping	10,883.05	15,719.57	-4,836.52
62825 · Elevator Expense	300.00	395.00	-95.00
62830 · Cleaning/Janitorial Expense	7,175.00	16,130.00	-8,955.00
62835 · Plumbing	0.00	600.00	-600.00
62845 · Generator Repair & Maintenance	2,853.10	0.00	2,853.10
62850 · Pond Maintenance	550.00	350.00	200.00
62860 · Fire Alarm or Backflow Repair	4,991.78	7,115.85	-2,124.07
62870 · Repair & Maintenance - Exterior	19,022.56	267.20	18,755.36
62880 · Repair & Maintenance - Interior	1,348.00	1,989.51	-641.51
62885 · A/C Repair & Maintenance	500.00	5,976.00	-5,476.00
62890 · Rent	0.00	1,200.00	-1,200.00
Total 62800 · Facilities and Equipment	49,363.49	51,718.13	-2,354.64

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Curtiss Mansion Inc
Profit & Loss YTD Comparison
July 2019 through June 2020

	Jul '19 - Jun 20	Jul '18 - Jun 19	\$ Change
63000 · Utilities			
63010 · Electricity	14,763.77	15,649.02	-885.25
63020 · Water & Sewer	3,063.18	2,974.27	88.91
63000 · Utilities - Other	0.00	585.38	-585.38
Total 63000 · Utilities	17,826.95	19,208.67	-1,381.72
63500 · IT			
63530 · Computer Hardware	699.70	0.00	699.70
63540 · Software	247.87	144.88	102.99
63545 · Computer Supplies	105.69	0.00	105.69
63550 · Support & Maintenance	2,892.00	3,480.00	-588.00
63560 · Hosting	579.25	437.47	141.78
Total 63500 · IT	4,524.51	4,062.35	462.16
64000 · Fundraising Events			
64060 · Halloween Event	0.00	2,878.83	-2,878.83
64070 · Holiday Festival	0.00	1,085.80	-1,085.80
64585 · Donation	420.00	437.05	-17.05
Total 64000 · Fundraising Events	420.00	4,401.68	-3,981.68
64500 · Fundraising Expenses			
64550 · Catering	0.00	1,259.07	-1,259.07
64565 · Other Fundraising Expenses	0.00	420.84	-420.84
64590 · Paver Bricks	245.00	450.00	-205.00
Total 64500 · Fundraising Expenses	245.00	2,129.91	-1,884.91
65000 · Operations			
65020 · Postage, Mailing Service	369.12	350.10	19.02
65030 · Printing and Copying	19.26	0.00	19.26
65040 · Maintenance Supplies	5,013.22	6,097.96	-1,084.74
65050 · Telephone, Telecommunications	2,116.99	4,473.06	-2,356.07
65055 · Internet Service	1,323.58	818.18	505.40
65060 · Marketing and Advertising	5,404.92	12,967.04	-7,562.12
65070 · Office Supplies	2,392.69	2,644.12	-251.43
65075 · Supplies	717.50	0.00	717.50
65080 · Outside Contract Services	4,559.25	2,252.39	2,306.86
65090 · Garden work	0.00	50.00	-50.00
65000 · Operations - Other	75.00	0.00	75.00
Total 65000 · Operations	21,991.53	29,652.85	-7,661.32
65015 · Membership Renewal Fees	375.00	610.00	-235.00
65100 · Other Expenses			
65140 · Bank Fees	99.00	124.90	-25.90
65150 · Credit Card/Merchant Fees	703.69	6,143.92	-5,440.23
65160 · Other Costs	1,274.27	369.96	904.31
65100 · Other Expenses - Other	361.43	13.89	347.54
Total 65100 · Other Expenses	2,438.39	6,652.67	-4,214.28

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07/03/20
Accrual Basis

Curtiss Mansion Inc
Profit & Loss YTD Comparison
July 2019 through June 2020

	<u>Jul '19 - Jun 20</u>	<u>Jul '18 - Jun 19</u>	<u>\$ Change</u>
65200 · Promotional & Resale Items			
65025 · Apparel Purchases	273.40	392.40	-119.00
65085 · Inventory Purchased	274.57	1,499.48	-1,224.91
Total 65200 · Promotional & Resale Items	547.97	1,891.88	-1,343.91
65500 · Insurance			
65510 · Directors Liability Insurance	768.00	768.00	0.00
65500 · Insurance - Other	8,235.00	5,921.25	2,313.75
Total 65500 · Insurance	9,003.00	6,689.25	2,313.75
66000 · Salaries & Wages			
66010 · Payroll Taxes			
66040 · Employer Fica	3,593.62	3,564.97	28.65
66050 · Employer medicare tax	840.44	833.75	6.69
Total 66010 · Payroll Taxes	4,434.06	4,398.72	35.34
66000 · Salaries & Wages - Other	57,961.54	57,500.21	461.33
Total 66000 · Salaries & Wages	62,395.60	61,898.93	496.67
68300 · Travel and Meetings			
68320 · Travel	81.58	0.00	81.58
Total 68300 · Travel and Meetings	81.58	0.00	81.58
Total Expense	321,204.13	369,313.68	-48,109.55
Net Ordinary Income	16,120.32	23,452.94	-7,332.62
Net Income	<u>16,120.32</u>	<u>23,452.94</u>	<u>-7,332.62</u>

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APRIL 12, 13, 14, 2019

July 3, 2020

To: Miami Springs City Manager William Alonso/ MS Council
From: River Cities Festival Committee
Re: Funding for 2021 River Cities Festival

We are all disappointed that this year's River Cities Festival had to be cancelled but the Festival Committee is determined to bring the Festival back in April of 2021. There are many challenges facing us to make this happen. Those challenges we face include the COVID-19 Pandemic and the many changes to The Circle itself and Downtown Miami Springs as a whole.

The Festival committee is requesting the same funding for the 2021 Festival that was received last year, \$14,000. These funds will be used in the planning of the 2021 River Cities Festival along with offsetting the police, public works, and electrical expenses that totaled more than \$35,000 in 2018 and 2019.

With the uncertain end to the COVID-19 pandemic, the Festival Committee wants to assure the City of Miami Springs that the \$14,000 in its entirety will be returned to the City should the 2021 River Cities Festival be cancelled prior to Feb. 1, 2021. If it is cancelled after that date, an agreed amount will be returned, after direct expenses are deducted from the \$14,000.

The hard-working volunteers of the Festival Committee will begin the work of preparing for and presenting the 2021 River Cities Festival after Oct. 1, 2020. Thank you for considering this funding as part of the City's 2020-21 budget.

A handwritten signature in black ink that reads "Tom".

Tom Curtis
Executive Director
River Cities Festival

Festival Committee:

Lynne Brooks, Richard Bergen, Lygia Turman, Richard Puyans, Julie Arias, Rhonda Calvert, Jorge Tocabens, Mikey Gavila, Anne Florence, Thad Ovcovich, Claire Gurney, Ray Anton, John Kenney, Ricky Aguila, Bob Best, Mario Montoya, Laz Garaboa, Manny Munoz, Mike Slichter, Danny Valdes, Melissa Rojas, Frank De Mello, Aldo Legido

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P.O. Box 660175, Miami Springs, FL 33266 - 305-884-4606

Date: July 12, 2020
To: Mayor and Council of the City of Miami Springs
From: Miami Springs Historical Society, Inc.
RE: UPDATE ON RENNOVATION OF BUILDING AT 501 EAST DRIVE
AND BUDGET REQUEST

Renovations to the future Museum building is now pending inspections before it is approved occupiable. Unfortunately, we are showing a roof leak that is of high concern. We will be meeting with Ulysis from Zoning hopefully next week to determine what is needed for the roof leak and if the building passes inspection. We therefore have concerns for determining an opening date due to roof leak and inspections, as well as to the current Covid 19 pandemic situation. But in the meantime, we are already planning and preparing our content for the first exhibit to be ready for when we can open.

In view that we don't yet have an absolute opening date, we are requesting continued storage support. The current monthly cost is \$549/month and will most probably have an increase in August as they have done yearly. We estimate the cost starting this September to be around \$580 and expect to start phasing out on need for the storage units as soon as it is possible. We also request help to add WiFi ability in the building (and possibly the Park, see below.)

Therefore, estimated Storage Expense being requested is:

October-December	\$580 = \$1740
January-March	\$450 = \$1350
April-August	\$250 = <u>\$1250</u>
Budget year estimated Storage Exp.	\$4340

Smart City Technology

As you may already know, many cities are now moving in the direction of being Smart Cities which is defined as municipalities that use information and communication technologies (ICT) to increase their

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operational efficiency while improving the quality of government services, the quality of life of its citizens, its' businesses, and its' visitors, (QoL) as well as allowing the deployment of the latest 5G wireless services. **The Historical Society would like to request the City invest in Smart City infrastructure at Stafford Park.** This would bring capabilities of a Smart City into the Park that would support our community and help the Museum by providing internet ability.

Deploying Smart City Infrastructure at Stafford Park could allow for security cameras and internet to be installed at the Park which would allow our police department to better secure and monitor the area through camera capabilities and can also give our teachers the opportunity to leverage the outdoor space for teaching experiences. In addition, the building department would be able to start directing carriers to use this infrastructure to deploy Smart services alleviating strain on our building department for permitting processes and inspections etc.

If the City would consider this endeavor, we are willing coordinate the quote for SmartCity service costs and partnership opportunities for the both Museum and Stafford Park Area.

According to the AT&T records for 501 East Drive, Unit STA Pump has internet and the Museum building houses the Thor Guard System for the community.

To summarize:

We are asking the City to continue the support for Storage, estimated at \$4340 for FY 2021, and to consider supporting Wi-Fi capability at the Park that would also support the Museum's needs for internet connectivity.

As always, thank you for your support.

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City Clerk

Mission Statement

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

City Clerk

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

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

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

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

Goals

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

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

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

Maintain advisory board schedule and attendance of board members; disseminate advisory board agendas and provide accurate minutes of the boards.

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.

Create, maintain, and monitor a list of citywide scanning projects including status, working with departments to ensure their completion.

Objectives (continued)

Distribute "Welcome Packet" to new members of advisory boards that include purpose, rules and procedures for boards as directed by the City Code.

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.

2019-20 Accomplishments

- Continued the paperless agenda system to replace the paper agenda packets.
- Nineteen (19) agendas and minutes were prepared for various Council meetings.
- Twenty-one (21) agendas and minutes were prepared for various Advisory Board meetings.
- Ordered publication of two new supplements for the Code of Ordinances.
- Researched records and provided extensive information to the Administration, City Attorney, Department Heads and general public.
- Processed over 200 public record requests.
- Notarized over 528 documents for residents and other citizens.
- Continued departmental training in the City's records management program.
- External training for various departments in the City in records management.
- Continued assisted scanning of all street files and plans in the Building and Zoning/ Department.
- Assisted the Human Resources Department with the scanning of personnel files of current/former employees
- Shredded building and permitting files and plans in accordance to State law and retention schedule.
- Hired and trained new Administrative Assistant in Clerk's Office.
- Advertised approximately 15 various Ordinances, Election, Public Hearing Items such as Site Plan Approvals and Variance Requests.
- Explored outreach program to increase Municipal Services.
- Prepared City for the 2020 Special Election by assisting candidates through the qualifying process

City Clerk

2020-21 Budget Highlights

- Proposed budget is \$ 640 or 0.2% lower than FY2019/2020.
- Budget includes \$20,000 in contractual services for the 2021 city election.
- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$330,330</u>
Net cost of Department	<u>\$330,330</u>

CITY OF MIAMI SPRINGS
CITY CLERK BUDGET
FISCAL YEAR ENDING 9/30/21

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2017-18 ACTUALS	FY2018-19 ACTUALS	FY2019-20 AMENDED BUDGET	FY20-21 Departmental Request	Dollar Increase (Decrease)
CITY CLERK						
001-0301-513.12-00	REGULAR SALARIES	143,989	154,886	167,006	174,283	7,277
001-0301-513.14-00	OVERTIME	651	623	1,000	1,000	-
001-0301-513.21-00	FEDERAL PAYROLL TAXES	11,044	11,826	12,852	13,409	557
001-0301-513.22-01	GENERAL PENSION	17,645	18,562	20,109	20,533	424
	TOTAL MEDICAL INSURANCE	18,295	22,654	25,802	29,527	3,725
001-0301-513.24-00	WORKER'S COMPENSATION	211	262	418	436	18
001-0301-513.34-00	OTHER CONTRACTUAL SERVICE	23,374	9,706	31,000	31,000	-
001-0301-513.40-00	TRAVEL AND PER DIEM	1,695	1,218	3,000	3,000	-
001-0301-513.41-01	TELEPHONE	2,275	1,661	1,200	1,200	-
001-0301-513.41-03	POSTAGE	690	681	650	650	-
001-0301-513.41-06	INTERNET ACCESS	1,255	2,376	1,693	1,693	-
001-0301-513.44-00	RENTALS AND LEASES	5,684	5,710	7,200	7,200	-
001-0301-513.45-30	LIABILITY INSURANCE	3,192	3,334	3,268	3,557	289
001-0301-513.46-00	REPAIRS AND MAINTENANCE	1,030	1,110	5,420	5,420	-
001-0301-513.47-00	PRINTING AND BINDING	3,715	629	9,972	7,250	(2,722)
001-0301-513.48-00/02	ADVERTISING & PROMOTIONS	4,520	8,560	13,600	11,500	(2,100)
001-0301-513.51-00	OFFICE SUPPLIES	5,041	4,835	9,372	9,372	-
001-0301-513.52-00	OPERATING SUPPLIES	1,150	3,844	2,600	3,500	900
001-0301-513.54-00	DUES, MEMBERSHIPS, SUBS	1,747	2,341	4,308	3,300	(1,008)
001-0301-513.58-00	EDUCATION AND TRAINING	250	850	2,500	2,500	-
001-0301-513.64-00	MACHINERY AND EQUIPMENT	-	7,399	8,000	-	(8,000)
** CITY CLERK		247,453	263,067	330,970	330,330	(640)

Fiscal Year . . . : 2020
 Budget Level . . . : BUDG
 Description . . . :

Account # Description DEPARTMENTAL INPUT

Budget Amount
 ----- Misc. Info -----

1-0301-513-12-00	REGULAR SALARIES	174,283.00	
1-0301-513-14-00	OVERTIME	1,000.00	
1-0301-513-21-00	FEDERAL PAYROLL TAXES	13,409.00	
1-0301-513-22-01	GENERAL	20,533.00	
1-0301-513-23-05	HMO, EMPLOYEE +1	27,901.00	
1-0301-513-23-07	LIFE/AD&D	816.00	
1-0301-513-23-08	DENTAL - OHS - EMPLOYEE	568.00	
1-0301-513-23-09	VSP - VISION - EMPLOYEE	242.00	
1-0301-513-24-00	WORKER'S COMPENSATION	436.00	
1-0301-513-34-00	OTHER CONTRACTUAL SERVICE	31,000.00	
1-0301-513-40-00	TRAVEL AND PER DIEM	3,000.00	
1-0301-513-41-01	TELEPHONE: BASE & LOCAL	1,200.00	
1-0301-513-41-03	POSTAGE	650.00	
1-0301-513-41-06	INTERNET ACCESS	1,693.00	
1-0301-513-44-00	RENTALS AND LEASES	7,200.00	
1-0301-513-45-30	RISK MANAGEMENT	3,557.00	
1-0301-513-46-00	REPAIRS AND MAINTENANCE	5,420.00	
1-0301-513-47-00	PRINTING AND BINDING	7,250.00	
1-0301-513-48-02	ADVERTISING	11,500.00	
1-0301-513-51-00	OFFICE SUPPLIES	9,372.00	
1-0301-513-52-00	OPERATING SUPPLIES	3,500.00	
1-0301-513-54-00	DUES, MEMBERSHIPS, SUBS	3,300.00	
1-0301-513-58-00	EDUCATION AND TRAINING	2,500.00	
* Total Accounts for this Budget Level 23		330,330.00	

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 9-

Basis for FY 2020-21 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 10-01-2020*

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City of Miami Springs											
Department: CITY CLERK											
Position (paygrade)	Employee Name	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/20	Date of Annual Review	Promotional Increase Merit Increase	3% COLA Increase	Longevity	FY20-21 Projection
City Clerk-PG49C	Erika Santamaria	FT	1	1	0	\$91,302		\$0	\$2,739	\$0	\$94,041
Deputy City Clerk-PG29	Juan Garcia	FT	1.00	1.00	0	\$48,550	n/a	\$0	\$1,457	\$0	\$50,007
Administrative Asst II-PG22	Mary Arguedas	FT	0.75	0.75	0	29,355	11/02/92	\$0	\$881	\$0	\$30,236
Total projections			2.8	2.8	0	\$169,207		\$0	\$5,076	\$0	\$174,283

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CITY OF MIAMI SPRINGS 2020-2021 BUDGET - CITY CLERK

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

Miami Springs General Election 2021	\$20,000.00
International Data Depository – Shred Day Internal (City Clerk).....	\$1,000.00
Value Store-It Public Storage.....	\$4,000.00
On-going Scanning Project.....	\$3,000.00
ADS Laserfiche 5 Additional Licenses (\$500/each).....	\$2,500.00
ADS Laserfiche 5 License Insurance (\$100/each)	\$500.00
TOTAL	\$31,000.00
BUDGETED	\$ _____

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

Clerks’ Seminars (Travel to Conferences).....	\$3,000.00
TOTAL	\$3,000.00
BUDGETED	\$ _____

001-0301-513-41-01 – Telephone

City Clerk Cell Phone	\$1,200.00
TOTAL	\$1,200.00
BUDGETED	\$ _____

001-0301-513-41-00 - Postage

Stamps/Post Office Transactions	\$650.00
TOTAL	\$650.00
BUDGETED	\$ _____

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

Toshiba Copier I.D. # 73708 (\$600 x 12) and supplies	\$7,200.00
TOTAL	\$7,200.00
BUDGETED	\$ _____

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

Copy Room Time clock maintenance agreement.....	\$350.00
Automated Business Machines FEL 310 Shredders Annual Maintenance (\$190 ea.)	\$380.00
Sound system Model 8553B Altec Lansing – Chambers (6 hours @ \$90)	\$540.00
Overhead projectors – Council Chambers	\$400.00
Laserfiche – Maintenance/License	\$2,000.00
BIS digital recording annual software/maintenance fee	\$1,500.00
TOTAL	\$5,420.00
BUDGETED	\$ _____

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

Code supplements (2 per year)	\$6,000.00
Ordinances on the web (15 @ \$30).....	\$450.00
Municode Yearly Fee	\$500.00
Business cards for Clerk, Deputy and Administrative Assistant.....	\$300.00
TOTAL	\$7,250.00
BUDGETED	\$ _____

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

River Cities Gazette – Legal advertising.....	\$5,000.00
Miami Daily Business Review – Legal advertising	\$1,500.00
The Miami Herald – Legal advertising	\$5,000.00
TOTAL	\$11,500.00
BUDGETED	\$ _____

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

Staples Advantage	\$3,800.00
Office Depot	\$800.00
Furniture Clerk's Office	\$600.00
Copy Paper for Toshiba copier (\$385 x 12) ALL DEPARTMENTS	\$3,600.00
TOTAL	\$8,800.00
BUDGETED	\$ _____

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

Printer toner cartridges (\$75 x 12) – Clerk printer.....	\$900.00
Printer toner cartridges (\$75 x 12) – Deputy printer	\$900.00
Printer toner cartridges (\$75 x 10) – Asst Printer	\$900.00
Fast Signs (name plates @ \$30 each)	\$300.00
Recording of official documents	\$500.00
TOTAL	\$3,500.00
BUDGETED	\$ _____

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

Newspaper publications. HERALD, LAW BOOKS, MIAMI REVIEW	\$750.00
MDCMCA (\$50 each), FACC (\$75 each) ARMA, IIMC dues	\$950.00
Annual Code on Internet (Municipal Code)	\$1,200.00
Notary Public Commission Renewal	\$400.00
TOTAL	\$3,300.00
BUDGETED	\$ _____

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

Registration and Title fees for City Vehicles.....	\$0.00
Total	\$0.00
BUDGETED	\$0.00

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

Clerks' Seminars CEU's and Certifications	\$2,000.00
FACC Webinars	\$500.00
TOTAL	\$2,500.00
BUDGETED	\$ _____

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

TOTAL	\$0.00
BUDGETED	\$ _____

Total 2020-2021 Clerk's Department Budget - \$85,320.00

City Manager

Mission Statement

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

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

City Manager

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

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

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

Goals

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

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

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

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

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

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

Objectives

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

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

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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.

2019-20 Accomplishments

- Approved Curtiss Mansion Parking Lights project
- Approved the installation of Westward Drive tree lighting project
- Approved the artists for the Art in Public Places for the new Senior Center
- Participated in the Miami-Dade County Resilient305 Program
- Approved the repairs and remediation of mold issues found at City Hall
- Pursued the "Bed Tax" issue through the 2019-2020 legislative session
- Awarded \$186,000 for senior meals and programs from State of Florida

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City Manager

FY 2020-21 Budget Highlights

- Proposed budget is \$7,579 or 2% lower than FY2019/2020. Decrease is due to approx. \$40,000 in legal costs related to annexation that was expended in FY19-20.
- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$376,708</u>
Net cost of Department	<u>\$376,708</u>
- Professional Services budget includes \$45,000 for the City Lobbyist and \$5,000 for legal costs related to the annexation lawsuit.

**CITY OF MIAMI SPRINGS
CITY MANAGER BUDGET
FISCAL YEAR ENDING 9/30/21**

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2017-18 ACTUALS</u>	<u>FY2018-19 ACTUALS</u>	<u>FY2019-20 AMENDED BUDGET</u>	<u>FY2020-21 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>
CITY MANAGER						
001-0201-512.12-00	REGULAR SALARIES	204,855	214,393	222,922	229,917	6,995
001-0201-512.21-00	FICA TAXES	15,672	15,406	17,054	17,589	535
001-0201-512.22-01	GENERAL EMPLOYEES RET SYS	12,350	12,698	12,936	13,032	96
001-0201-512.22-04	401A ICMA RETIREMENT TRST	16,822	17,309	17,196	17,764	568
	TOTAL MEDICAL INSURANCE	18,421	19,821	20,458	23,317	2,859
001-0201-512.24-00	WORKER'S COMPENSATION	287	360	557	575	18
001-0201-512.31-00	PROFESSIONAL SERVICES	134,663	131,759	70,000	50,000	(20,000)
001-0201-512.40-00	TRAVEL AND PER DIEM	9,407	9,472	8,250	9,138	888
001-0201-512.41-01	TELEPHONE	290	655	301	400	99
001-0201-512.41-02	CELLULAR TELEPHONE	1,859	1,502	1,068	1,400	332
001-0201-512.41-03	POSTAGE	113	413	100	100	-
001-0201-512.41-06	INTERNET ACCESS	1,255	1,781	2,070	2,070	-
001-0201-512.44-00	RENTALS AND LEASES	-	-	-	-	-
001-0201-512.45-30	LIABILITY INSURANCES	4,368	4,188	4,361	4,693	332
001-0201-512.51-00	OFFICE SUPPLIES	431	460	500	200	(300)
001-0201-512.52-00	OPERATING SUPPLIES	4,959	4,978	3,259	3,259	-
001-0201-512.54-00	DUES, MEMBERSHIPS, SUBS	2,586	2,362	2,755	2,755	-
001-0201-512.58-00	EDUCATION AND TRAINING	28	-	500	500	-
001-0201-512.64-00	MACHINERY AND EQUIPMENT	1,175	-	-	-	-
** CITY MANAGER		429,541	437,557	384,287	376,708	(7,579)

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Fiscal Year . . . : 2020
 Budget Level . . . : BUDG
 Description . . . :

Account #	Description	Budget Amount	Misc. Info
1-0201-512-12-00	REGULAR SALARIES	229,917.00	
1-0201-512-21-00	FICA TAXES	17,589.00	
1-0201-512-22-01	GENERAL EMPLOYEES RET SYS	13,032.00	
1-0201-512-22-04	401A ICMA RETIREMENT TRST	17,764.00	
1-0201-512-23-04	HMO, EMPLOYEE ONLY	21,405.00	
1-0201-512-23-07	LIFE/AD&D	1,064.00	
1-0201-512-23-08	DENTAL-ORAL HEALTH SVCS	663.00	
1-0201-512-23-09	VSP-VISION SERVICE PLAN	186.00	
1-0201-512-24-00	WORKER'S COMPENSATION	575.00	
1-0201-512-31-00	PROFESSIONAL SERVICES	45,000.00	
1-0201-512-31-16	ANNEXATION	5,000.00	
		00100 CITY LOBBYIST-BECKER	45,000.00
		00100 LEGAL COSTS-ANNEXATION LAWSUIT	5,000.00
1-0201-512-40-00	TRAVEL AND PER DIEM	9,138.00	
1-0201-512-41-01	TELEPHONE	400.00	
1-0201-512-41-02	CELLULAR TELEPHONE	1,400.00	
1-0201-512-41-03	POSTAGE	100.00	
1-0201-512-41-06	INTERNET ACCESS	2,070.00	
1-0201-512-45-30	LIABILITY INSURANCES	4,693.00	
1-0201-512-51-00	OFFICE SUPPLIES	200.00	
1-0201-512-52-00	OPERATING SUPPLIES	3,259.00	
1-0201-512-54-00	DUES, MEMBERSHIPS, SUBS	2,755.00	
1-0201-512-58-00	EDUCATION AND TRAINING	500.00	
* Total Accounts for this Budget Level		21	376,710.00

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Basis for FY 2020-21 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%
 0.00%
 3.00% *to be effective on 10-01-2020*

City of Miami Springs										
Department: Office of the City Manager										
Position (paygrade)	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/20	Start Date	FY 20-21 Projected Merit Increase	COLA Increase	Longevity	FY 2020-21 Projection
City Manager-	FT	0.75	0.75	0	\$114,737	01/03/12	\$0	\$3,442	\$1,125	\$119,304
Assistant City Manager-PG49	FT	1.0	1.0	0	\$105,935	01/00/00	\$0	\$3,178	\$1,500	\$110,613
		0	0	0	\$0	01/00/00	\$0	\$0	\$0	\$0
Total projections		1.8	1.8	0	\$220,672		\$0	\$6,620	\$2,625	\$229,917

TOR-Top of range no merit increases

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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

The Human Resources Department (HR) provides overall policy direction on citywide human resource management issues for all City departments. The department is responsible for labor and employee relations, classification and compensation, recruitment and selection, testing and validation, EEO compliance, employee records, organizational development, benefits administration, and strategic planning. The HR Department also manages the City's insurance contracts and risk management claims.

Goals

Continue to develop and maintain effective and positive employee relations.

Modernize the City's human resources practices in the areas of hiring, compensation, records management, employee development, benefits, testing, and compliance with federal, state, and local regulations.

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

Maintain City compliance with employment laws, including any new regulations and statutes.

Objectives

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

Increase efficiency and effectiveness in HR operations through the increased use of technology.

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

2019-20 Accomplishments

Human Resources:

Conducted successful competitive recruitments to fill 18 fulltime vacancies in the City workforce, including Certified Police Officer, Administrative Assistant, Accounting Clerk, Maintenance Worker, Public Information and Professional Services Specialist, and Police Dispatcher.

Received and processed more than 650 job applications. Facilitated and/or monitored eight structured oral board interview panels.

Administered competitive examinations to more than 40 job candidates to comply with civil service hiring rules and ensure that candidate selection is based on merit and fitness.

Human Resources

2019-20 Accomplishments(continued)

Human Resources(continued):

Processed and coordinated background checks for all current employees and volunteers at the Senior Center and more than 30 volunteer coaches who use City parks and recreational facilities.

Processed the hiring of 25 new and returning P/T recreation leaders and lifeguards for the summer camp program, including drug screening and fingerprint background checks.

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

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

Began implementation of ApplicantStack, an online new hire self-service system to create efficiencies in onboarding administration.

Workers' Compensation:

Continued the reduction of 5% in the City's workers' compensation premium by enforcing the City's drug-free workplace policy.

Reduced the number of workers' compensation claims through a team effort of management and employees to create a safer work environment.

Risk Management:

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

Filed claims on behalf of the City and aggressively pursued reimbursement for insured losses.

FY 2020-21 Budget Highlights

- Proposed budget is \$8,390 or 3.1 % higher than FY 2019-20.
- Increase due in part to increases in salary for the 3% COLA as well as health insurance costs.
- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$274,390</u>
Net cost of Department	<u>\$274,390</u>

**CITY OF MIAMI SPRINGS
HUMAN RESOURCES BUDGET
FISCAL YEAR ENDING 9/30/21**

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2017-18 ACTUALS</u>	<u>FY2018-19 ACTUALS</u>	<u>FY2019-20 AMENDED BUDGET</u>	<u>FY2020-21 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>
HUMAN RESOURCES						
001-0401-513.12-00	REGULAR SALARIES	129,073	134,383	139,489	143,713	4,224
001-0401-513.21-00	FEDERAL PAYROLL TAXES	9,494	9,798	10,671	10,994	323
001-0401-513.22-01	GENERAL PENSION	5,351	5,387	5,694	5,743	49
001-0401-513.22-04	401A ICMA RETIREMENT	12,754	13,222	13,729	14,141	412
	TOTAL MEDICAL INSURANCE	18,340	20,814	21,989	25,134	3,145
						-
001-0401-513.24-00	WORKER'S COMPENSATION	177	229	349	359	10
001-0401-513.31-00	PROFESSIONAL SERVICES	53,473	57,562	51,500	51,500	-
001-0401-513.34-00	CONTRACTUAL SERVICES	-	4,997	9,800	9,800	-
001-0401-513.40-00	TRAVEL AND PER DIEM	790	1,213	1,150	1,150	-
001-0401-513.41-01	TELEPHONE	290	483	301	324	23
001-0401-513.41-03	POSTAGE	267	274	250	250	-
001-0401-513.41-06	INTERNET ACCESS	1,255	1,781	1,505	1,505	-
001-0401-513.45-30	LIABILITY INSURANCE	2,748	2,640	2,729	2,933	204
001-0401-513.46-00	REPAIRS AND MAINTENANCE	-	-	1,224	1,224	-
001-0401-513.48-00	ADVERTISING	200	189	200	200	-
001-0401-513.51-00	OFFICE SUPPLIES	1,553	1,123	1,120	1,120	-
001-0401-513.52-00	OPERATING SUPPLIES	389	1,798	1,710	1,710	-
001-0401-513.54-00	DUES, MEMBERSHIPS, SUBS	1,173	1,349	1,240	1,240	-
001-0401-513.58-00	EDUCATION AND TRAINING	697	1,129	1,350	1,350	-
** HUMAN RESOURCES		238,024	258,371	266,000	274,390	8,390

5-1-21

Fiscal Year . . . : 2020
 Budget Level . . . : BUDG
 Description . . . :

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info
1-0401-513-12-00	REGULAR SALARIES	143,713.00	
1-0401-513-21-00	FEDERAL PAYROLL TAXES	10,994.00	
1-0401-513-22-01	GENERAL	5,743.00	
1-0401-513-22-04	401A ICMA RETIREMENT TRST	14,141.00	
1-0401-513-23-00	MEDICAL INSURANCE	23,399.00	
1-0401-513-23-07	LIFE/AD&D	673.00	
1-0401-513-23-08	DENTAL - OHS - EMPLOYEE	901.00	
1-0401-513-23-09	VSP - VISION - EMPLOYEE	162.00	
1-0401-513-24-00	WORKER'S COMPENSATION	359.00	
1-0401-513-31-00	PROFESSIONAL SERVICES	51,500.00	
	00100 DRUG TESTING, VECHS FINGERPRINT BACKGROUND CHECKS,		51,500.00
	00200 CLEARINGHOUSE FINGERPRINT BACKGROUND CHECKS, JOB		.00
	00300 POSTING/RECRUITMNT SYSTEM, BENEFITS REPRESENTATION		.00
	00400 & NEGOTIATION, MSPD APPLICANT PSYCH SCREENINGS		.00
	00500 CIVIL SERVICE/POLICE TESTING, CREDIT CHECKS, EDUC		.00
	00600 & EMPLOYMENT VERIFICATION, EMP ASSISTANCE PROGRAM,		.00
	00700 PRE-EMPLOYMENT MEDICAL EXAMS, SOCIAL SECURITY		.00
	00800 & NAME-BASED BACKGROUND CHECKS, & OTHER PROF SVCS		.00
1-0401-513-34-00	OTHER CONTRACTUAL SERVICE	9,800.00	
	00100 INCLUDES MISC CONTRACTS FOR HR AUTOMATION, ONLINE		9,800.00
	00200 TESTING SERVICES, STORAGE, PERFORMANCE MGT, HIRING		.00
	00300 ONBOARDING, BENEFITS ADMIN, ETC.		.00
1-0401-513-40-00	TRAVEL AND PER DIEM	1,150.00	
	00100 FOR MEETINGS, SEMINARS, CONFERENCES, AND EVENTS,		1,150.00
	00200 TO REMAIN CURRENT ON BEST PRACTICES AND LEGAL		.00
	00300 COMPLIANCE, INCL FLA PUBLIC HR ASSOCIATION/ FLA		.00
	00400 PUBLIC EMP LABOR RELATIONS ASSOC TRAINING CONF		.00
1-0401-513-41-01	TELEPHONE: BASE & LOCAL	324.00	
1-0401-513-41-03	POSTAGE	250.00	
1-0401-513-41-06	INTERNET ACCESS	1,505.00	
1-0401-513-45-30	RISK MANAGEMENT	2,933.00	
1-0401-513-46-00	REPAIRS AND MAINTENANCE	1,224.00	
1-0401-513-48-00	PROMOTIONS	200.00	
	00100 SERVICE CONTRACT FOR LIVE SCAN FINGERPRINT SYSTEM		1,224.00
	00100 RECRUITMENT/RECOGNITION PROMOTIONAL ITEMS; BRANDED		200.00
	00200 EMBOSSED, & EMBROIDERED ITEMS; ADVERTISEMENTS,		.00
	00300 POSTINGS, AWARDS, PLAQUES, ETC.		.00
1-0401-513-51-00	OFFICE SUPPLIES	1,120.00	
	00100 PERSONNEL FOLDERS, HANGNG FOLDERS, LABELS, BINDERS		1,120.00
	00200 ENVELOPES, PRINTER CARTRIDGES, COMPUTER EQUIPMENT		.00
	00300 & ACCESSORIES, BINDERS, CALENDARS, PENS/PENCILS,		.00
	00400 SHARPENERS, TAPE, PAPER, DESK ACCESSORIES, ETC.		.00
1-0401-513-52-00	OPERATING SUPPLIES	1,710.00	
	00100 APPLICATION MATERIALS, TESTING ACCESSORIES, BOOKS,		1,710.00
	00200 TIMERS, SCANTRON CARDS, FORMS, NOTARY SUPPLIES,		.00
	00300 RUBBER STAMPS, BUSINESS CARDS, UNIFORMS, LEGAL		.00
	00400 POSTERS, COMPUTER EQUIPMENT, SOFTWARE, &		.00
	00500 ACCESSORIES, ETC.		.00
1-0401-513-54-00	DUES, MEMBERSHIPS, SUBS	1,240.00	
	00100 MEMBERSHIP & RECERTIFICATION FEES FOR SHRM, FPHRA,		1,240.00

Prepared: 7/16/20, 12:48:59
Program: GM217L

City of Miami Springs
Budget Level Report

Fiscal Year . . . : 2020
Budget Level . . . : BUDG
Description . . . :

Account # DEPARTMENTAL INPUT
 Description

		Budget Amount	Misc. Info
-----		-----	-----
1-0401-513-58-00	EDUCATION AND TRAINING	00200 FPELRA, HRCI, ICMA-HR, ASPA; HR LEGAL REPORTER	.00
		00300 SUBSCRIPTION AND UPDATES, ETC.	.00
		1,350.00	
		00100 SEMINAR & CONF FEES INCLUDING FPRA / FPELRA	1,350.00
		00200 CONFERENCE, WEBINARS, TRAINING SERVICES, AND OTHER	.00
		00300 EDUCATION & TRAINING MATERIALS	.00
		274,391.00	
* Total Accounts for this Budget Level	22		

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Basis for FY 2020-21 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 10-01-2020*

|::

City of Miami Springs												
Department: HUMAN RESOURCES												
Position (paygrade)	Employee Name	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/20	Date of Annual Review	FY 2020-21 Projected Merit Increase	3% COLA Increase	Temp. Increase (addtl duties)	Longevity	FY20-21 Projection
Human Resource Director/Risk Manager-PG45	Bill Collins	FT	1	1	0	92,202		\$0	\$2,766	\$0	\$0	\$94,969
Human Resource Specialist II	R Piniella	FT	1	1	0	47,324		\$0	\$1,420	\$0	\$0	\$48,744
Total projections			2	2	0	\$139,527		\$0	\$4,186		\$0	\$143,713

TOR- Top of range-no merit increases

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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.

2019-20 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

2019-20 Accomplishments (continued)

- Received an unqualified audit from the City's external auditors for the fiscal year ending September 30th, 2019.

FY 2020-21 Budget Highlights

- Proposed budget is \$4,978 or 1.1 % lower than FY2019/2020.

- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$434,067</u>
Net cost of Department	<u>\$434,067</u>

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41A

**CITY OF MIAMI SPRINGS
FINANCE DEPARTMENT BUDGET
FISCAL YEAR ENDING 9/30/21**

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2017-18 ACTUALS</u>	<u>FY2018-19 ACTUALS</u>	<u>FY2019-20 AMENDED BUDGET</u>	<u>FY20-21 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>
FINANCE-ADMINISTRATION						
001-0501-513.12-00	REGULAR SALARIES	197,298	205,690	213,923	205,304	(8,619)
001-0501-513.13-00	PART TIME YEAR ROUND	66,301	63,752	63,023	66,861	3,838
001-0501-513.21-00	FEDERAL PAYROLL TAXES	19,081	19,710	21,186	20,821	(365)
001-0501-513.22-01	GENERAL	19,553	20,079	21,123	19,502	(1,621)
001-0501-513.22-04	401A ICMA RETIREMENT TRST	5,607	5,770	5,732	5,921	189
	TOTAL MEDICAL INSURANCE	35,399	37,771	35,786	31,965	(3,821)
001-0501-513.24-00	WORKER'S COMPENSATION	346	450	692	680	(12)
001-0501-513.31-00	PROFESSIONAL SERVICES	14,168	8,320	5,000	9,500	4,500
001-0501-513.32-00	AUDIT FEES	38,500	32,000	34,500	34,500	-
001-0501-513.34-00	OTHER CONTRACTUAL SERVICE		11,000	-	-	-
001-0501-513.40-00	TRAVEL AND PER DIEM	1,667	1,569	1,500	1,500	-
001-0501-513.41-01	TELEPHONE	1,354	1,940	1,404	1,900	496
001-0501-513.41-03	POSTAGE	4,680	5,172	3,500	3,500	-
001-0501-513.41-04	COURIER,UPS,FEDX -OVERNGT	-	292	100	300	200
001-0501-513.41-06	INTERNET ACCESS	1,255	1,781	2,258	2,258	-
001-0501-513.44-00	RENTALS AND LEASES	1,475	3,446	2,500	2,200	(300)
001-0501-513.45-30	LIABILITY INSURANCE	6,156	6,180	6,318	6,455	137
001-0501-513.46-00	REPAIRS AND MAINTENANCE	-	-	300	500	200
001-0501-513.47-00	PRINTING AND BINDING	3,541	5,673	4,500	4,500	-
001-0501-513.49-00	CREDIT CARD FEES	12,226	14,273	10,000	10,000	-
001-0501-513.51-00	OFFICE SUPPLIES	982	638	1,000	1,200	200
001-0501-513.52-00	OPERATING SUPPLIES	3,756	2,599	3,000	3,000	-
001-0501-513.54-00	DUES, MEMBERSHIPS, SUBS	2,156	2,400	1,200	1,200	-
001-0501-513.58-00	EDUCATION AND TRAINING	1,159	752	500	500	-
001-0501-513.64-00	MACHINERY AND EQUIPMENT	2,266	-	-	-	-
**	FINANCE-ADMINISTRATION	438,926	451,257	439,045	434,067	(4,978)

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Fiscal Year . . : 2020
 Budget Level . . : BUDG
 Description . . :

Account # Description DEPARTMENTAL INPUT

Budget Amount

Misc. Info

Account #	Description	Budget Amount	Misc. Info
1-0501-513-12-00	REGULAR SALARIES	205,304.00	
1-0501-513-13-00	PART TIME YEAR ROUND	66,861.00	
1-0501-513-21-00	FEDERAL PAYROLL TAXES	20,821.00	
1-0501-513-22-01	GENERAL	19,502.00	
1-0501-513-22-04	401A ICMA RETIREMENT TRST	5,921.00	
1-0501-513-23-04	HMO, EMPLOYEE ONLY	30,233.00	
1-0501-513-23-07	LIFE/AD&D	861.00	
1-0501-513-23-08	DENTAL - OHS - EMPLOYEE	648.00	
1-0501-513-23-09	VSP - VISION - EMPLOYEE	223.00	
1-0501-513-24-00	WORKER'S COMPENSATION	680.00	
1-0501-513-31-00	PROFESSIONAL SERVICES	9,500.00	
1-0501-513-32-00	AUDIT FEES	34,500.00	
1-0501-513-40-00	TRAVEL AND PER DIEM	1,500.00	
1-0501-513-41-01	TELEPHONE: BASE & LOCAL	1,900.00	
1-0501-513-41-03	POSTAGE	3,500.00	
1-0501-513-41-04	COURIER,UPS,FEDX -OVERNGT	300.00	
1-0501-513-41-06	INTERNET ACCESS	2,258.00	
1-0501-513-44-00	RENTALS AND LEASES	2,200.00	
1-0501-513-45-30	RISK MANAGEMENT	6,455.00	
1-0501-513-46-00	REPAIRS AND MAINTENANCE	500.00	
1-0501-513-47-00	PRINTING AND BINDING	4,500.00	
1-0501-513-49-05	CREDIT CARD FEES	10,000.00	
1-0501-513-51-00	OFFICE SUPPLIES	1,200.00	
1-0501-513-52-00	OPERATING SUPPLIES	3,000.00	
1-0501-513-54-00	DUES, MEMBERSHIPS, SUBS	1,200.00	
1-0501-513-58-00	EDUCATION AND TRAINING	500.00	
* Total Accounts for this Budget Level 26		434,067.00	

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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, Instagram, Facebook, Twitter, etc.
- Continue to increase and improve our community awareness through our social media sites.
- 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

2019-20 Accomplishments

- Maintained monthly full color pull-out section of City News in the "Big Issue of the monthly Gazette
- Increased Miami Springs Facebook page to 1,955 followers
- Increased Twitter followers to 1,887 followers
- Instagram page more than doubled the followers from last year to 4,432 followers

Finance Department-Professional Services Division

2019-20 Accomplishments (continued)

- Maintained City Hall lobby as a "Welcome Center"
- Maintained Alert Florida Call program
- Updated Emergency Management Plan and Procedures Manual
- Completed "Welcome to our Beautiful City" CGI video tour
- Reviewed and processed 737 purchase orders
- Continued to video and promote all Special events within the City
- 12 Gazette News Bullétins
- Flyers/Posters for social media sites
- PSA tv programming
- "Hometown" Stories tv programming
- "On the Reel" with the Chief tv programing

FY 2020-21 Budget Highlights

- Proposed budget is \$ 4,258 or 2.1% lower than FY2019/2020.
- Budget includes a request for \$1,500 for new computers for staff.
- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$199,172</u>
Net cost of Department	<u>\$199,172</u>

**CITY OF MIAMI SPRINGS
FINANCE DEPARTMENT BUDGET
FISCAL YEAR ENDING 9/30/21**

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2017-18 ACTUALS</u>	<u>FY2018-19 ACTUALS</u>	<u>FY2019-20 AMENDED BUDGET</u>	<u>FY20-21 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>
PROFESSIONAL SERVICES						
001-0502-513.12-00	REGULAR SALARIES	119,678	91,663	113,565	108,114	(5,451)
001-0502-513.21-00	FEDERAL PAYROLL TAXES	8,968	6,897	8,688	8,271	(417)
001-0502-513.22-01	GENERAL	14,754	11,028	13,674	12,737	(937)
	TOTAL MEDICAL INSURANCE	20,411	15,943	17,380	19,816	2,436
001-0502-513.24-00	WORKER'S COMPENSATION	211	213	284	270	(14)
001-0502-513.31-00	PROFESSIONAL SERVICES	-	-	-	500	500
001-0502-513.34-00	OTHER CONTRACTUAL SERVICE	-	2,388	2,400	2,400	-
001-0502-513.40-00	TRAVEL AND PER DIEM	33	34	500	500	-
001-0502-513.41-02	CELLULAR PHONE	1,143	458	477	1,572	1,095
001-0502-513.41-03	POSTAGE	7,610	2,120	2,700	-	(2,700)
001-0502-513.41-04	COURIER, UPS, FEDX -OVERNGT	-	-	200	200	-
001-0502-513.45-30	LIABILITY INSURANCE	2,544	2,448	2,222	2,207	(15)
001-0502-513.47-00	PRINTING AND BINDING	20,357	15,100	18,800	20,150	1,350
001-0502-513.48-02	ADVERTISING	1,907	10,511	10,000	10,000	-
001-0502-513.51-00	OFFICE SUPPLIES	730	669	1,200	1,200	-
001-0502-513.52-00	OPERATING SUPPLIES	2,517	845	3,240	3,500	260
001-0502-513.54-00	DUES, MEMBERSHIPS, SUBS	4,067	3,153	3,200	4,735	1,535
001-0502-513.58-00	EDUCATION AND TRAINING	1,551	2,125	1,500	1,500	-
001-0502-513.64-00	MACHINERY AND EQUIPMENT	-	2,083	3,400	1,500	(1,900)
**	FINANCE-PROFESSIONAL SERVICES	206,481	167,678	203,430	199,172	(4,258)

Fiscal Year . . : 2020
 Budget Level . . : BUDG
 Description . . :

Account #	Description	Budget Amount	Misc. Info
1-0502-513-12-00	REGULAR SALARIES	108,114.00	
1-0502-513-21-00	FEDERAL PAYROLL TAXES	8,271.00	
1-0502-513-22-01	GENERAL	12,737.00	
1-0502-513-23-04	HMO, EMPLOYEE ONLY	18,895.00	
1-0502-513-23-07	LIFE/AD&D	423.00	
1-0502-513-23-08	DENTAL - OHS - EMPLOYEE	357.00	
1-0502-513-23-09	VSP - VISION - EMPLOYEE	141.00	
1-0502-513-24-00	WORKER'S COMPENSATION	270.00	
1-0502-513-31-00	PROFESSIONAL SERVICES	500.00	
1-0502-513-34-00	OTHER CONTRACTUAL SERVICE	00100 2,400.00	500.00
1-0502-513-40-00	TRAVEL AND PER DIEM	00100 ARCHIVE SOCIAL	2,400.00
1-0502-513-41-02	CELLULAR TELEPHONE	00100 TRAVEL FOR TRAININGS	500.00
1-0502-513-41-04	COURIER, UPS, FEDX -OVERNGT	00100 CELLULAR SERVICES AND 5G VERIZON HOTSPOT \$435.00	1,572.00
1-0502-513-45-30	RISK MANAGEMENT	200.00	
1-0502-513-46-00	REPAIRS AND MAINTENANCE	00100 2,207.00	
		00100 20,150.00	
		00200 PRINTING OF MONTHLY BULLETIN IN BIG ISSUE GAZETTE	20,150.00
1-0502-513-48-02	ADVERTISING	00200 FLYERS AND SPECIAL PUBLIC INFORMATION	.00
1-0502-513-51-00	OFFICE SUPPLIES	00100 10,000.00	
1-0502-513-52-00	OPERATING SUPPLIES	00100 BID ANNOUNCEMENTS AND PROMOTIONAL ITEMS	10,000.00
		00100 1,200.00	
		00100 GNERAL OFFICE SUPPLIES	1,200.00
1-0502-513-54-00	DUES, MEMBERSHIPS, SUBS	00100 3,500.00	
		00200 GENERAL OPERATING SUPPLIES: UNIFORMS, BUSINESS	3,500.00
		00200 CARDS, ETC.	.00
		00100 4,735.00	
		00200 ADOBE CREATIVE CLOUD	636.00
		00300 BOXCAST FOR LIVESTREAMING EVENTS	1,200.00
		00400 GRANTS/NLC	1,489.00
		00500 GRANTWATCH	200.00
		00600 NIGP	370.00
		00700 SEFL CHAPTER	420.00
1-0502-513-58-00	EDUCATION AND TRAINING	00700 GREATER MIAMI NIGP	420.00
		00100 1,500.00	
1-0502-513-64-00	MACHINERY AND EQUIPMENT	00100 FDOT AND PURCHASING TRAININGS	1,500.00
		00100 1,500.00	
		00100 NEW COMPUTER FOR PUBLIC INFORMATION	1,500.00
* Total Accounts for this Budget Level		21	199,172.00

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FY20/21 FINANCE- PROFESSIONAL SERVICES BUDGET ASSUMPTIONS

<u>12 News Bulletins</u> Monthly "Big Issue" Gazette 4 pgs., full color, special insert as a pull-out section (\$1,200.00 each.)	\$14,400.00
<u>Promotional Items</u> - Various promotional items to increase public awareness and provide public information. Flyers, postcards, mugs, pens, bags, phamlets, etc.	\$9,000.00
<u>2 Fact Sheets/Mailers</u> (As needed and if needed) (translated in house, printed, mailed EDDM, posted on website and printed in Gazette 1/4 pgs. Eng/Span.) (\$2,075.00 each)	\$4,150.00

FY20/21 FINANCE- PROFESSIONAL SERVICES BUDGET "WISH LIST"

Digital Marquee Sign on Circle to replace Woman's Club signage	\$50,000.00
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ADDITIONALNOTE:

Misc. items sometimes come up throughout the year. These mailings are taken from the Fact Sheet/Mailers budget.

Basis for FY 2020-21 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 10-01-2020

\$35,457

City of Miami Springs												
Department: FINANCE												
Position (paygrade)	Employee Name	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary 3/31/2020	Date of Annual Review	FY 21-20 Projected Promotional Increase	3% COLA Increase	Longevity	Other	FY2020-21 Projection
Finance Director PG-50M	W Alonso	FT	0.25	0.25	0	\$38,246	06/08/09		\$ 1,147	\$ 375	\$ -	\$39,768
Accounting Clerk III-PG22	Yanelkis Fuentes	FT	1	1	0	\$46,350	10/01/10	\$ 2,500	\$ 1,390	\$0	\$0	\$50,240
Accounting Clerk III-PG22	Mercedes Valero	FT	1	1	0	\$54,209	09/03/96	\$ -	\$ 1,626	\$0		\$55,835
Admin Assst I-PG15	Maria	FT	0.5	0.5	0	\$17,729	06/01/10		\$ 532			\$18,260
Accounting Clerk II-PG22	vacant	FT	1	1	0	\$40,000	06/09/12	\$ -	\$ 1,200	\$0		\$41,200
Controller	M Ramos	PT	0.5	0.5	0	\$64,913	01/00/00		\$ 1,947	\$0	\$0	\$66,861
									\$ -			
Total projections			4.25	4.25	-	\$ 261,446		\$ 2,500	\$ 7,843	\$ 375		\$ 272,165

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Department: FINANCE												
PROFESSIONAL SERVICES DIVISION												
Position (paygrade)	Employee Name	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary 3/31/2020	Date of Annual Review	FY 21-20 Projected Merit Increase	3% COLA Increase	Longevity	Other	FY2020-21 Projection
Professional Services Specialist	Daniel Gonzalez	FT	1	1	0	\$46,037	06/08/09	\$ -	\$ 1,381	\$ -	\$ -	\$47,418
Admin Assst I-PG15	Maria	FT	0.5	0.5	0	\$17,729	11/06/06	\$ -	\$ 532	\$0	\$0	\$18,260
Professional Services Specialist	Zuzell Murguido	FT	1	1	0	\$41,200	10/01/10	\$ -	\$ 1,236	\$0	\$0	\$42,436
									\$ -			
Total projections			2.5	2.5	-	\$ 104,965		\$ -	\$ 3,149	\$ -		\$ 108,114
												\$ 380,279

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 Weiss Serota Helfman Cole & Bierman P.A.

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 2020-21 Budget Highlights

- Proposed budget is \$188,000, the same amount as prior year.
- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$188,000</u>
Net cost of Department	<u>\$188,000</u>

CITY OF MIAMI SPRINGS
 CITY ATTORNEY BUDGET
 FISCAL YEAR ENDING 9/30/21

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2017-18 ACTUALS</u>	<u>FY2018-19 ACTUALS</u>	<u>FY2019-20 AMENDED BUDGET</u>	<u>FY2020-21 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>
CITY ATTORNEY						
001-0601-514.31-01	PROFESSIONAL SERV - LEGAL	170,652	184,368	188,000	188,000	-
001-0601-514.54-00	DUES, MEMBERSHIPS, SUBS	-	-	-	-	-
** CITY ATTORNEY		<u>170,652</u>	<u>184,368</u>	<u>188,000</u>	<u>188,000</u>	-

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Planning Department

Mission Statement

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

Planning and Zoning Department

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

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

Goals and Objectives:

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

<p>Objective: Perform necessary services to affect the Departmental Mission.</p>

FY2019-20 Accomplishments

- Effectively reviewed a total of 427 Zoning plans between October 1, 2019 and June 1, 2020.
- Efficiently processed a total of five Board of Adjustment cases between October 1, 2019 and June 1, 2020.
- Efficiently processed one Zoning and Planning case between October 1, 2019 and June 1, 2020.
- Successfully operated with an interim plan's examiner during emergency time off.

FY2020-21 Budget Highlights

- Proposed budget is \$3,228 or 3.6% higher than FY2019/2020. Increase is due to 3% COLA and health insurance increase.
- Budget Summary:

Budgeted Revenues	\$ 42,000
Budgeted Expenditures	\$ 93,725
Net cost of Department	<u>\$ 51,725</u>

8-9

**CITY OF MIAMI SPRINGS
PLANNING & ZONING BUDGET
FISCAL YEAR ENDED 9/30/21**

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2017-18 ACTUALS</u>	<u>FY2018-19 ACTUALS</u>	<u>FY2019-20 AMENDED BUDGET</u>	<u>FY20-21 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>
PLANNING						
001-0701-515.12-00	REGULAR SALARIES	5,746	10,134	9,785	10,079	294
001-0701-515.13-00	PART TIME YEAR ROUND	54,586	55,147	57,470	59,650	2,180
001-0701-515.21-00	FICA TAXES	4,608	4,975	5,145	5,334	189
001-0701-515.22-01	GENERAL EMPLOYEES RET SYS	647	1,039	1,178	1,187	9
	TOTAL MEDICAL INSURANCE	1,146	2,214	2,953	3,395	442
001-0701-515.24-00	WORKER'S COMPENSATION	84	114	168	174	6
001-0701-515.31-00	PROFESSIONAL SERVICES	2,100	-	-	-	-
001-0701-515.40-00	TRAVEL AND PER DIEM	1,264	1,736	1,500	1,500	-
001-0701-515.41-01	TELEPHONE	97	190	100	100	-
001-0701-515.41-03	POSTAGE	850	871	1,000	1,000	-
001-0701-515.41-06	INTERNET ACCESS	1,098	1,558	1,200	1,200	-
001-0701-515.45-30	LIABILITY INSURANCES	1,344	1,296	1,316	1,423	107
001-0701-515.47-00	PRINTING AND BINDING	274	205	200	200	-
001-0701-515.51-00	OFFICE SUPPLIES	283	289	300	300	-
001-0701-515.52-00	OPERATING SUPPLIES	12	1,288	2,257	2,257	-
001-0701-515.54-00	DUES, MEMBERSHIPS, SUBS	81	261	425	425	-
001-0701-515.58-00	EDUCATION AND TRAINING	-	-	5,500	5,500	-
**	PLANNING	74,220	81,317	90,497	93,725	3,228

B
3

Fiscal Year . . . : 2020
 Budget Level . . . : BUDG
 Description . . . :

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info
1-0701-515-12-00	REGULAR SALARIES	10,079.00	
1-0701-515-13-00	PART TIME YEAR ROUND	59,650.00	
1-0701-515-21-00	FICA TAXES	5,334.00	
1-0701-515-22-01	GENERAL EMPLOYEES RET SYS	1,187.00	
1-0701-515-23-01	POS, EMPLOYEE ONLY	3,254.00	
1-0701-515-23-07	LIFE/AD&D	47.00	
1-0701-515-23-08	DENTAL-ORAL HEALTH SVCS	68.00	
1-0701-515-23-09	VSP-VISION SERVICE PLAN	27.00	
1-0701-515-24-00	WORKER'S COMPENSATION	174.00	
1-0701-515-40-00	TRAVEL AND PER DIEM	1,500.00	
1-0701-515-41-01	TELEPHONE	100.00	
1-0701-515-41-03	POSTAGE	1,000.00	
1-0701-515-41-06	INTERNET ACCESS	1,200.00	
1-0701-515-45-30	LIABILITY INSURANCES	1,423.00	
1-0701-515-47-00	PRINTING AND BINDING	200.00	
1-0701-515-51-00	OFFICE SUPPLIES	300.00	
1-0701-515-52-00	OPERATING SUPPLIES	2,257.00	
1-0701-515-54-00	DUES, MEMBERSHIPS, SUBS	425.00	
1-0701-515-58-00	EDUCATION AND TRAINING	5,500.00	
* Total Accounts for this Budget Level	19	00100 93,725.00	ATTEND ANNUAL PLANNERS MEETING 5,500.00

h-2

Basis for FY 2020-21 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 10-01-2020*

\$37

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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 3/31/20	Date of Annual Review	FY20-21 Merit Increase	3% COLA Increase	Longevity	FY20-21 Projection
Planning Director-PG44	C Heid	PT	1	1	0	57,912		\$0	\$1,737	\$0	\$59,650
Administrative Asst II-PG22	Mary Arguedes	FT	0.25	0.25	0	9,785	n/a	\$0	\$294	\$0	\$10,079
Total projections			1.3	1.3	0	67,697		\$0	\$2,031	\$0	\$69,728

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

Police Department

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

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

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

Goals

- Enhance and continue efforts to deliver "Personalized Police Service" to the City of Miami Springs.
- Become more involved in Community Policing to further the relationship between the police and citizens of the community.
- Improve Department efficiency through the increased use of digital technology and internet communications.
- Increase "Homeland Security" efforts.
- Purchase two (2) New Vehicles & Equipment.
- Provide an assigned laptop computer for every officer.
- Reduction of vehicle burglaries at commercial business parking lots.
- Increase public awareness of crime prevention.
- Reduce speeding infractions in residential and commercial areas.

Objectives

- Increase the commitment to addressing the growing traffic problems and the many legitimate complaints made by residents and enhance the ability to provide traffic safety in the community.
- Continue commitment to combating the drug problem through interagency cooperation by the assignment of a Police Officer to the South Florida High Intensity Drug Trafficking Area (HIDTA Program)/South Florida Money Laundering Strike Force.

Police Department

Objectives (continued)

- Utilize grants and alternate funding sources to facilitate additional training and equipment to enhance terrorism preparedness, and active shooter response.
- Improve communications/networking with other government agencies involved in "Homeland Security" through participation in various task forces and utilization of advanced communication technology.
- Increase area checks and CST activity in commercial areas to combat vehicle thefts and burglaries.
- Increase the number of STEPs conducted by Officers to decrease the number of speeders and speeding complaints.
- Continue to issue monthly press releases and public safety announcements through all communication outlets.

2019-20 Accomplishments

- Purchased and implemented Central Square Software System (CAD System)
- Purchased and implemented Fortis Archiving System (Police Records)
- Provided an assigned vehicle for each officer.
- Purchased New K-9 for Unit Vacancy.
- Purchased one (1) DARE Vehicle for CPO Officer Simon (from LETF).
- Purchased PPE (Personal Protective Equipment) Kits for each officer.
- Purchased 45 gas masks for each MSPD officer.
- Purchased 50 face shield covers for COVID-19 officer safety.
- Purchased four (4) mobile Tough Book computers for the motorcycle unit.
- Purchased a main control server for police department.
- Purchased LED light bars for four (4) vehicles.
- Purchased four (4) TASER Cameras and Warranties.
- Purchased five (5) Tactical Vests and Helmets.
- Purchased eleven (11) Glock 22 pistols.
- Promoted one (1) Sergeant. Hired six (6) Police Officers, two (2) Dispatchers and two (2) Public Service Aides for FY19/20.

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Police Department

2019-20 Accomplishments (continued)

- Lieutenant Gurney attended the 278th Session of the FBI National Academy for Law Enforcement in Quantico, Virginia.
- Lieutenant Nunez attended the Southern Police Institute (SPI) 86th Command Officer's Development Course in March. Due to COVID-19, the course was suspended and will be completed at a later date.
- Hosted Multi-Agency Traffic Educational/Enforcement Events.

Investigations Division:

Training

During the current fiscal year, one or more members of the Investigations Division have received the following training:

- Driver and Vehicle Information Database (D.A.V.I.D.) re-certification
- FCIC/NCIC Limited Access Certification
- Risk Protection Order Training
- Accessing the Law Enforcement Information Exchange (LInX)
- LInX Overview and Refresher Training
- Types of Data Searches in LInX
- Review of Basic People Searches (LInX)
- Review of Vehicle Searches, Free Text Searches, and Address Searches (LInX)
- Review of Tattoo Searches, Pawn Searches, and Finding Associates (LInX)

Other notable accomplishments

- The Miami Springs Police Department continued to participate in the federally funded Internet Crimes Against Children (ICAC) Task Force.
- As part of the federally funded ICAC Task Force, two members of the Investigations Division have assisted various Federal and Local agencies in multiple Child Exploitation operations/investigations throughout Miami-Dade County.
- One member of the Investigations Division continued to maintain his cross-designation to participate in Homeland Security Investigations (HSI) narcotics investigations.
- The Investigations Division has been involved in multiple Human Trafficking investigations and has been working regularly with the Human Trafficking Task Force at the Miami-Dade County State Attorney's Office.

Police Department

2019-20 Accomplishments (continued)

- One member of the Investigations Division attained part-time designation as a Task Force Officer with the Miami-Dade County State Attorney's Human Trafficking Task Force.
- The Investigations Division was granted full access to the Law Enforcement Information Exchange (LInX).

Firearms/Less Lethal & Related Training:

- Annual Handgun Qualification & Proficiency Course
- Annual Patrol Rifle Qualification & Proficiency Course
- Annual Shotgun Qualification & Proficiency Course
- Handgun Low-Light Encounters Training Course
- Handgun Cover & Concealment Training Course
- Annual TASER/ECD Recertification & Training
- TASER/ECD Certification & Training for new hired officers
- TASER/Handgun Discretionary/Transitioning Course
- Cover/Concealment (For All Officers) Training at the Range
- Firearms Simulator Training At MDC
- ASP/Baton Certification
- Annual Less-Lethal Shotgun Qualification & Proficiency Course
- Trauma Kit training for newly hired officers, as well as continued retraining of all sworn personnel.

Automated License Plate Recognition System: Numerous stolen vehicles and stolen license plates recovered, many of which resulted in felony arrests of the vehicle's driver. Several vehicle owners arrested after the system alerted officers that they had warrants for their arrest.

Community Policing Office:

- Fingerprinting: Ongoing for City's hiring process, including Clearing House & FDLE Livescan requirements, as well as for Community Center's Coaches' & Volunteers' process (70), Miami Springs Residents and Businesses public fingerprinting (26), Per Mutual Aide Agreement, we conduct fingerprinting for Hialeah Gardens (16), Medley (3), and Virginia Gardens (4).
- Red Light Camera Safety Program: Reviewed 26,363 RLC events resulting in the issuance of **14,633 RLC citations** in 2019.
- Social Media: Capote and Simon monitor, maintain and update MSPD's website, Ring, Nextdoor (account has 2,200+ followers) and MSPD Twitter account (1,500+ followers).
- Continued – Monthly Noon Crime Watch @ Senior Center (temporarily suspended due to COVID-19).

Police Department

2019-20 Accomplishments (continued)

- Continued - Simon attends monthly Miami-Dade Crime Watch meetings in Doral to keep current.
- Continued – Quarterly Community Shredding Event - (100+ residents at every event).
- Continued – Quarterly Crime Watch meetings at Fairways Apts. and Saratoga Apts.
- Continued - Preparation and distribution of Crime Watch flyers.
- Capote & Simon scheduling and conducting Crossing Guards interviews and ongoing training.
- Continued - Capote & Simon 10 weeks teaching D.A.R.E. program weekly to classes at All Angels Academy, Seventh Day Adventist School & ISAAC Academy.
- Capote & Simon attended City's Howl-O-Springs on Curtiss Circle.
- Simon Women's Club Presentation @ the Women's Club.
- Simon Youth Drug Presentation @ Rebeca Sosa Theatre.
- Capote & Simon at Miami Dade College - Career Day & Job Fairs.
- Simon (MSPD CIT Liaison) attends CIT Steering Committee meetings at multiple locations in Miami-Dade County.
- Continued - Capote & Simon National Drug Take Back at CPO.
- Simon attended the Virtual Career Day for ISACC Academy.
- Prepared, updated, and maintained Departmental Standard Operating Procedures.

FY 2020-21 Budget Highlights

- The FY20120-21 budget is \$141,296 or a 1.9% decrease from the prior year. The following are some key items included in the proposed budget:
 1. Increase of 3% for pay raise in accordance to FOP contract, an increase of 15% in health insurance costs, and a reduction in police retirement contributions from 10.5% to 9.5%. Budget also requests \$12,000 for a new K-9 dog to replace retiring K-9.
 2. Budget includes a \$49,200 payout to a retiring police officer.

Police Department

FY 2020-21 Budget Highlights (continued)

- Budget Summary:

Budgeted Revenues	\$ 752,000	(includes \$500,000 in red light)
Budgeted Expenditures	<u>\$ 7,450,405</u>	
Net cost of Department	<u>\$ 6,698,405</u>	

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**CITY OF MIAMI SPRINGS
POLICE DEPARTMENT BUDGET
FISCAL YEAR ENDING 9/30/21**

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2017-18 ACTUALS</u>	<u>FY2018-19 ACTUALS</u>	<u>FY2019-20 AMENDED BUDGET</u>	<u>FY20-21 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>
POLICE						
001-2001-521.11-00	EXECUTIVE SALARIES	527,124	608,609	578,839	613,811	34,972
001-2001-521.12-00	REGULAR SALARIES	2,746,451	2,806,872	3,006,990	3,108,410	101,420
001-2001-521.12-01	POLICE DEPT. CIVILIANS	415,998	445,605	590,710	598,768	8,058
001-2001-521.13-00	PART TIME YEAR ROUND	54,467	40,567	86,468	94,167	7,699
001-2001-521.14-00	OVERTIME	106,350	129,770	120,000	125,000	5,000
001-2001-521.14-02	OVERTIME-RED LIGHT HEARINGS	4,236	2,280	5,000	5,000	-
001-2001-521.15-00	SPECIAL PAY	37,560	38,125	35,960	38,040	2,080
001-2001-521.21-00	SOCIAL SECURITY TAXES	295,083	308,938	338,434	350,614	12,180
001-2001-521.22-01	GENERAL PENSION	65,483	61,187	62,912	62,270	(642)
001-2001-521.22-02	POLICE PENSION	623,334	528,072	509,081	469,671	(39,410)
001-0201-512.22-04	401A ICMA RETIREMENT TRST	17,538	18,913	19,418	20,300	882
	TOTAL MEDICAL INSURANCE	519,138	559,185	608,720	722,938	114,218
001-2001-521.24-00	WORKER'S COMPENSATION	224,739	236,914	282,615	287,158	4,543
001-2001-521.25-00	UNEMPLOYMENT COMPENSATION	-	799	-	-	-
001-2001-521.31-00	PROFESSIONAL SERVICES	14,015	19,117	40,675	46,960	6,285
001-2001-521.31-17	LEGAL	23,866	4,177	5,000	10,000	5,000
001-2001-521.34-00	OTHER CONTRACTUAL SERVICE	7,961	10,547	15,053	12,940	(2,113)
001-2001-521.40-00	TRAVEL AND PER DIEM	9,383	8,255	13,150	11,300	(1,850)
001-2001-521.41-01	TELEPHONE: BASE & LOCAL	4,575	5,148	6,000	6,000	-
001-2001-521.41-02	CELLULAR TELEPHONE	15,479	11,012	29,964	26,400	(3,564)
001-2001-521.41-03	POSTAGE	701	746	700	700	-
001-2001-521.41-04	OVERNIGHT-UPS, FEDX	443	493	1,000	700	(300)
001-2001-521.41-06	INTERNET ACCESS	11,255	18,052	13,376	15,000	1,624
001-2001-521.44-02	RENTALS-EQUIPMENT	39,972	39,770	41,660	41,804	144
001-2001-521.45-10	FLEET MAINTENANCE	80,217	81,735	80,000	82,500	2,500
001-2001-521.45-30	LIABILITY INSURANCE	85,755	92,171	89,089	104,215	15,126
001-2001-521.46-00	REPAIRS AND MAINTENANCE	9,520	9,546	14,000	15,314	1,314
001-2001-521.46-03	R & M-EQUIPMENT	85,854	40,226	45,576	29,375	(16,201)
001-2001-521.47-00	PRINTING AND BINDING	245	749	1,300	800	(500)
001-2001-521.48-00	ADVERTISING AND PROMOTIONS	4,016	3,857	5,500	5,000	(500)
001-2001-521.51-00	OFFICE SUPPLIES	5,169	4,982	5,200	5,000	(200)
001-2001-521.52-00	OPERATING SUPPLIES	66,459	48,748	66,231	67,500	1,269
001-2001-521.52-02	FUEL, OILS, LUBRICANTS	71,748	58,795	70,000	70,000	-
001-2001-521.52-03	UNIFORMS	60,636	81,439	99,074	95,634	(3,440)
001-2001-521.52-07	TIRES	4,594	4,737	10,000	10,000	-
001-2001-521.54-00	DUES, MEMBERSHIPS, SUBS	4,054	4,947	5,570	6,140	570
001-2001-521.54-10	VEH REGISTRATION & TAG	710	2,259	2,000	2,100	100
001-2001-521.58-00	EDUCATION AND TRAINING	50,982	46,173	67,050	59,500	(7,550)
001-2001-521.64-00	MACHINERY AND EQUIPMENT	60,360	200,771	302,782	12,000	(290,782)
001-2001-521.65-00	VEHICLES	137,166	652,598	98,375	-	(98,375)
001-2001-521-91-12	TRANSFER TO DEBT SERVICE	-	185,746	218,229	217,376	(853)
* POLICE		6,492,636	7,422,632	7,591,701	7,450,405	(141,296)

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Fiscal Year . . . : 2020
 Budget Level . . . : BUDG
 Description . . . :

Account #	Description	Budget Amount	Misc. Info
1-2001-521-11-00	EXECUTIVE SALARIES	613,811.00	
		00100 FIVE (5) SWORN OFFICERS (ADMINISTRATION)	613,811.00
		00200 -	.00
1-2001-521-12-00	REGULAR SALARIES	3,108,410.00	
		00100 FORTY (40) SWORN OFFICERS	3,058,488.00
		00200 RETIREMENT PAYOUT FOR K9 OFFICER DARRYL CATES	49,922.00
		00300 -	.00
1-2001-521-12-01	POLICE DEPT. CIVILIANS	598,768.00	
		00100 TWELVE (12) FULL-TIME CIVILIAN EMPLOYEES	598,768.00
		00200 -	.00
1-2001-521-13-00	PART TIME YEAR ROUND	94,167.00	
		00100 TWO PUBLIC SERVICE AIDES & TWO CLERICAL ASSISTANTS	94,167.00
		00200 -	.00
1-2001-521-14-00	OVERTIME	125,000.00	
		00100 ESTIMATED OVERTIME EXPENSE	125,000.00
		00200 -	.00
1-2001-521-14-02	RED LIGHT HEARINGS	5,000.00	
		00100 TRAFFIC INFRACTION HEARINGS ESTIMATED OVERTIME	5,000.00
		00200 -	.00
1-2001-521-15-00	SPECIAL PAY	38,040.00	
		00100 MOTOR PAY FOR FOUR (4) OFFICERS	7,280.00
		00200 CURRENT EDUCATIONAL SUPPLEMENT FOR 45 OFFICERS	30,760.00
		00300 -	.00
1-2001-521-21-00	SOCIAL SECURITY TAXES	350,614.00	
		00100 BUDGETED BY FINANCE	350,614.00
		00200 -	.00
1-2001-521-22-01	GENERAL	62,270.00	
		00100 BUDGETED BY FINANCE	62,270.00
		00200 -	.00
1-2001-521-22-02	POLICE	469,671.00	
		00100 BUDGETED BY FINANCE	469,671.00
		00200 -	.00
1-2001-521-22-04	PENSION	20,300.00	
		00100 BUDGETED BY FINANCE	20,300.00
		00200 -	.00
1-2001-521-23-01	POS, EMPLOYEE ONLY	684,079.00	
		00100 BUDGETED BY FINANCE	684,079.00
		00200 -	.00
1-2001-521-23-07	LIFE/AD&D	20,341.00	
		00100 BUDGETED BY FINANCE	20,341.00
		00200 -	.00
1-2001-521-23-08	DENTAL - OHS - EMPLOYEE	14,760.00	
		00100 BUDGETED BY FINANCE	14,760.00
		00200 -	.00
1-2001-521-23-09	VSP - VISION - EMPLOYEE	3,759.00	
		00100 BUDGETED BY FINANCE	3,759.00
		00200 -	.00
1-2001-521-24-00	WORKER'S COMPENSATION	287,158.00	
		00100 BUDGETED BY FINANCE	287,158.00
		00200 -	.00

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Fiscal Year . . . : 2020
 Budget Level . . . : BUDG
 Description . . . :

Account # Description DEPARTMENTAL INPUT

Budget Amount *----- Misc. Info -----*

Account #	Description	Budget Amount	Misc. Info
1-2001-521-31-00	PROFESSIONAL SERVICES	46,960.00	
	00100 YORK SECURITY SOLUTIONS (KEYPAD FOR PROPERTY ROOM)		300.00
	00200 E-NOFITY PROGRAM (ELECTRONIC COURT SUBPOENA SYS)		3,000.00
	00300 MIA-DADE CO ASSC CHIEF OF POL COURT STAND-BY PROG		1,200.00
	00400 K-9 VETERINARY CARE FOR TWO POLICE DOGS		9,900.00
	00500 BOARDING/KENNELING FOR POLICE K-9'S AS NEEDED		2,000.00
	00600 BIOHAZARD CLEAN UP FOR POLICE CELLS AND VEHICLES		2,000.00
	00700 SUBPOENA PHONE RECORDS		500.00
	00800 OFF PROPERTY RECORDS STORAGE		2,000.00
	00900 DATA CENTER STORAGE (FOR SUPERION SOFTWARE)		6,000.00
	01000 CALLYO (INVESTIGATIONS SOFTWARE)		2,040.00
	01100 SCHEDULE ANYWHERE (ON-LINE CALENDAR FOR SCHEDULING)		1,020.00
	01200 POLICE DEPARTMENT SITE-SURVEY		8,000.00
	01300 HEPATITUS B VACCINATIONS FOR OFFICERS (\$200/OFF)		9,000.00
	01400 -		.00
1-2001-521-31-01	LEGAL	10,000.00	
	00100 ESTIMATED EXPENSE BASED ON FY 19/20		10,000.00
	00200 -		.00
1-2001-521-34-00	OTHER CONTRACTUAL SERVICE	12,940.00	
	00100 MANDATORY RANGE RENTAL (FIREARMS QUALIFICATION)		4,000.00
	00200 LOW LIGHT AND SCENARIO BASED RANGE RENTAL		3,840.00
	00300 TRANSUNION ONLINE INVESTIGATIVE SYSTEM		1,600.00
	00400 FLORIDA ACCREDITATION APPLICATION PROGRAM		1,000.00
	00500 POWER DETAILS SUB & LICSN (OFF DUTY SCHEDULING)		2,500.00
	00600 -		.00
1-2001-521-40-00	TRAVEL AND PER DIEM	11,300.00	
	00100 LODGING, FUEL, PARKING, TOLLS, MEAL ALLOWANCE,		.00
	00200 CAR RENTAL, COMMERCIAL AIR FARE FOR TRAINING,		.00
	00300 INVESTIGATIONS, APPLICANTS/BACKGROUND CHECKS		1,800.00
	00400 CJIS USERS CONFERENCE (POLICE CIVILIAN PERSONNEL)		1,500.00
	00500 PERF ANNUAL CONFERENCE (CHIEF GUZMAN)		1,300.00
	00600 IACP ANNUAL MEETING (CHIEF & CAPTAIN)		3,000.00
	00700 FBINAA CONFERENCE (CHIEF GUZMAN & LT GURNEY)		3,000.00
	00800 FLORIDA POLICE MEMORIAL TALLAHASSEE (TWO OFFICERS)		700.00
	00900 -		.00
1-2001-521-41-01	TELEPHONE: BASE & LOCAL	6,000.00	
	00100 BUDGETED BY FINANCE		6,000.00
	00200 -		.00
1-2001-521-41-02	CELLULAR TELEPHONE	26,400.00	
	00100 FIRST NET CELL PHONES INLCUDING WI-FI CONNECTIVITY		26,400.00
	00200 -		.00
1-2001-521-41-03	POSTAGE	700.00	
	00100 BUDGETED BY FINANCE		700.00
	00200 -		.00
1-2001-521-41-04	OVERNIGHT-UPS, FEDX	700.00	
	00100 FED EX, UPS, DHL, USPS, ETC.		700.00
	00200 -		.00
1-2001-521-41-06	INTERNET ACCESS	15,000.00	
	00100 BUDGETED BY FINANCE		15,000.00
	00200 -		.00

9-10

Fiscal Year . . . : 2020
 Budget Level . . . : BUDG
 Description . . . :

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info
1-2001-521-44-02	EQUIPMENT	41,804.00	
	00100 TWO (2) TOSHIBA COPIERS LEASES-COMM & ADMIN/INV		4,100.00
	00200 HARLEY DAVIDSON LEASE FOR 4 MOTORCYCLES (INC 04/21		37,704.00
	00300 -		.00
1-2001-521-45-10	FLEET MAINTENANCE	82,500.00	
	00100 POLICE FLEET CARS & MOTRCYCLES WASHES		6,500.00
	00200 NEW EQUIPMENT, CHANGEOVER & INSTALLATION OF EQUIP		6,000.00
	00300 REPLACE/REPAIR EMERGENCY EQUIPMENT (AS NEEDED)		6,000.00
	00400 VEHICLE WINDOW TINTING FOR EXISTING VEHICLES		2,000.00
	00500 POLICE FLEET MAINTENANCE FOR APPROX. 48 VEHICLES		62,000.00
	00600 -		.00
1-2001-521-45-30	RISK MANAGEMENT	104,215.00	
	00100 BUDGETED BY FINANCE		104,215.00
	00200 -		.00
1-2001-521-46-00	REPAIRS AND MAINTENANCE	15,314.00	
	00100 RADIO REPAIR & MAINTENANCE CONTRACT W/MIA-DADE CO.		9,814.00
	00200 PURCHASE/INSTALL OF POLICE EQUIPMENT AS NEEDED		1,500.00
	00300 TASER REPAIR AND MAINTENANCE (OUT OF WARRANTY)		4,000.00
	00400 -		.00
1-2001-521-46-03	EQUIPMENT	29,375.00	
	00100 VERSADIAL CALL LOG RECORDER (ANNUAL SUPPORT)		2,300.00
	00200 ANNUAL POWER DMS.COM HOSTED SUB FEE-POLICY WRITING		4,800.00
	00300 RADIO ANTENNAS FOR POLICE VEHICLES		2,000.00
	00400 VEHICLE LAPTOP MOUNT REPAIRS, ETC.		5,000.00
	00500 RADAR CALIBRATION, CERTIFICATION AND REPAIRS		4,000.00
	00600 SUPERION(CENTRAL SQUARE)ANNUAL SUPPORT MAINTENANCE		11,275.00
	00700 -		.00
1-2001-521-47-00	PRINTING AND BINDING	800.00	
	00100 UNIFORM REPORTS, CASE CARDS, BUSINESS CARDS, ETC.		800.00
	00200 -		.00
1-2001-521-48-00	PROMOTIONS	5,000.00	
	00100 ANNUAL DADE COUNTY CHIEF OF POLICE DINNER		.00
	00200 CO-SPONSORSHIP AUGUST 2021		4,500.00
	00300 RESPECT FOR LAW DINNER AWARDS, LUNCHEONS, ETC		500.00
	00400 -		.00
1-2001-521-51-00	OFFICE SUPPLIES	5,000.00	
	00100 OFFICE SUPPLIES FOR POLICE DEPT		5,000.00
	00200 -		.00
1-2001-521-52-00	OPERATING SUPPLIES	67,500.00	
	00100 DUTY & RANGE AMMUNITION FOR FY20/21		8,400.00
	00200 TASER DUTY CARTRIDGES		5,000.00
	00300 30 MOBILE PRINTERS & PRINTER MOUNTS FOR FLEET		18,000.00
	00400 LAPTOP CRADLES		500.00
	00500 PPE EQUIPMENT		2,600.00
	00600 AED HEARTSTART PADS AND BATTERIES		1,500.00
	00700 UPS BACK-UPS FOR POLICE DEPARTMENT		500.00
	00800 VEHICLE EQUIPMENT (BLANKETS, GLOVES, DISINFECTANT,		.00
	00900 FLARES, LOCK-OUT KITS, FIRST AID KITS) FLASHLIGHTS		.00
	01000 TRAFFIC CONTROL EQUIPMENT, FLEX CUFFS, DRUG TEST		.00
	01100 & DNA KITS, PROCESSING SUPPLIES FOR INVESTIGATIONS		.00

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Fiscal Year . . . : 2020
 Budget Level . . . : BUDG
 Description . . . :

Account # DEPARTMENTAL INPUT
 Description

Budget Amount
 ----- Misc. Info -----

	01200	FINGERPRINTING SUPPLIES, CHEMSWAB FOR TASER	.00
	01300	CLEANING & MAINTENANCE, DISINFECTANT AND CLEANING	.00
	01400	SUPPLIES FOR DISPATCH/COMMUNICATIONS, NARCAN KITS	.00
	01500	K-9 EQUIPMENT: DOG FOOD AND SUPPLIES	.00
	01600	SMALL OFFICE FURNITURE & EQUIPMENT, EVIDENCE TAPE,	.00
	01700	CRIME SCENE TAPE, EVIDENCE BOXES & BAGS, PRINTERS,	.00
	01800	MICROPHONES, MEDICAL MASKS, SAFETY GLASSES,	.00
	01900	PROTECTION EQUIPMENT, COMPUTER SOFTWARE/UPGRADES &	.00
	02000	EQUIPMENT, BOTTLED WATER SERVICE, LATEX GLOVES,	.00
	02100	RADIO BATTERIES, LAPTOP COMPUTER BATTERIES,	.00
	02200	POWER ADAPTER KITS AND TRT EQUIPMENT, BACKPACKS	.00
	02300	FOR LAPTOP COMPUTERS, VEHICLE POWER INVERTERS,	.00
	02400	RADIO POUCHES, COMPUTER MONITORS, RES-Q DISCS,	.00
	02500	TRANSPORT HOODS	31,000.00
	02600	-	.00
1-2001-521-52-02		FUEL, OILS, LUBRICANTS	
		70,000.00	
	00100	ESTIMATED GASOLINE EXPNESE FOR POLICE VEHICLES	.00
	00200	AND PREMIUM GASOLINE FOR MOTORCYCLES	70,000.00
	00300	-	.00
1-2001-521-52-03		UNIFORMS	
		95,634.00	
	00100	POLICE ISSUED UNIFORMS: RAINCOATS W/HOODS, TRAFFIC	.00
	00200	SAFETY VESTS, NAME BARS, TRAINING SHIRTS, JACKETS,	.00
	00300	TROUSERS, S/S CLASS B UNIFORM, L/S CLASS A UNIFORM	.00
	00400	DRESS HATS W/HAT BADGE & EXPANSION HAT STRAP,	.00
	00500	PATCHES, SWEATERS, CHEVRONS, MOTOR WINGS, TIES,	.00
	00600	VESTS, ETC.	25,000.00
	00700	UNIFORM CLEANING ALLOWANCE PER CITY/FOP CONTRACT	.00
	00800	(\$135 EA, UNIFORM OFFICER & CIVILIAN QUARTERLY)	27,540.00
	00900	(\$149/EA DETECTIVE QUARTERLY - 5 DET. & 1 LT.)	3,594.00
	01000	UNIFORM EQUIP REIMBURSEMENT PER CITY/FOP CONTRACT:	.00
	01100	\$300/EA X 45 SWORN OFFICERS	13,500.00
	01200	BODY ARMOR REPLACEMENT \$701.25/EA PER FOP CONTRACT	5,000.00
	01300	MOTORCYCLE OFFICERS: BREECHES, BOOTS, JACKETS,	.00
	01400	RAINSUITS, HELMETS, DUTY LEATHER CLASS A ASCOT &	.00
	01500	SHOULDER BRAIDS	8,000.00
	01600	K-9, CST, TRT & BICYCLE UNIFORMS	5,000.00
	01700	UNIFORM PATCHES, LEATHER & WEB GEAR, HONOR GUARD	.00
	01800	UNIFORMS, EQUIPMENT AND SUPPLIES, PINS, BADGES,	.00
	01900	HELMET BADGES, RUBBER BOOTS, GUN & TASER HOLSTERS,	.00
	02000	POLICE ACADEMY UNIFORMS, DUTY GEAR, ETC.	8,000.00
	02100	-	.00
1-2001-521-52-07		TIRES	
		10,000.00	
	00100	ESTIMATED EXPENSE BASED OF FLEET SIZE/AGE	10,000.00
	00200	-	.00
1-2001-521-54-00		DUES, MEMBERSHIPS, SUBS	
		6,140.00	
	00100	FLORIDA LAW ENFORCEMENT HANDBOOKS 2021 (60 COPIES)	2,750.00
	00200	FLORIDA INTELLIGENCE UNIT MEMBERSHIP	150.00
	00300	LANGUAGE LINE SERVICES (TRANSLATION IF NEEDED)	400.00
	00400	IACP MEMBERSHIP FOR FIVE ADMINISTRATORS	800.00
	00500	FLA POLICE ACCREDITATION COALITION MEMBERSHIP	300.00

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Fiscal Year . . . : 2020
 Budget Level . . . : BUDG
 Description . . . :

Account #	Description	Budget Amount	Misc. Info

		00600	MIAMI-DADE CO CHIEFS OF POLICE 5 ADMINS MEMBERSHIP 1,000.00
		00700	NATIONAL TACTICAL OFFICERS ASSOC - GUZMAN & DEAL 70.00
		00800	PERF MEMBERSHIP & DUES - GUZMAN & GURNEY 400.00
		00900	FLA LAW ENFORCEMENT CANINE ASSOC - 2 HANDLERS 120.00
		01000	SPI ALUMNI MEMBERSHIP DUES - DEAL, PEREZ & NUNEZ 150.00
		01100	- .00
1-2001-521-54-10	VEH REGISTRATION & TAG		2,100.00
		00100	TAGS FOR NEW VEHICLES, RENEWALS FOR MARKED AND .00
		00200	UNMARKED POLICE VEHICLES, TAG TRANSFERS, ETC. 2,100.00
		00300	- .00
1-2001-521-58-00	EDUCATION AND TRAINING		59,500.00
		00100	911 PUBLIC SAFETY TELECOMMUNICATOR ONLINE COURSE 1,650.00
		00200	ATTENTIVE SAFETY & CPR TRAINING 150.00
		00300	NATIONAL TACTICAL OFFICERS TRAINING 1,000.00
		00400	LESS LETHAL SHOTGUN SPECIALIST INSTRUCTOR COURSE 600.00
		00500	NATIONAL IACP CONFERENCE - GUZMAN & DEAL 900.00
		00600	SOUTHERN INSTITUTE TRAINING COURSES 1,500.00
		00700	CJIS SYMPOSIUM & LOCAL TRAINING FOR DISPATCHERS 600.00
		00800	ONGOING EDUCATIONAL & ACCREDITATION TRAINING 500.00
		00900	POLICE ACADEMY TUITION 6,100.00
		01000	TUITION REIMBURSEMENT FOR POLICE OFFICERS 35,000.00
		01100	TASER CARTRIDGES & TARGETS FOR TRAINING 11,500.00
		01200	- .00
1-2001-521-64-00	MACHINERY AND EQUIPMENT		12,000.00
		00100	ONE (1) POLICE K-9 (REPLACE RETIRED DOG) 12,000.00
		00200	- .00
1-2001-521-91-12	TRANSFER TO DEBT SERVICE		217,376.00
		00100	BUDGETED BY FINANCE 217,376.00
		00200	- .00
* Total Accounts for this Budget Level	42		7,450,406.00

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**CITY OF MIAMI SPRINGS
SCHOOL CROSSING GUARD BUDGET
FISCAL YEAR ENDING 9/30/21**

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2017-18 ACTUALS</u>	<u>FY2018-19 ACTUALS</u>	<u>FY2019-20 AMENDED BUDGET</u>	<u>FY20-21 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>
CROSSING GUARDS						
001-2002-521.13-00	PART TIME YEAR ROUND	18,531	18,267	24,252	24,977	725
001-2002-521.21-00	SOCIAL SECURITY TAXES	1,417	1,403	1,856	1,911	55
001-2002-521.24-00	WORKER'S COMPENSATION	438	490	747	769	22
001-2002-521.52-03	UNIFORMS	126	264	400	400	-
001-2002-521.52-09	OTHER	19	57	300	300	-
* SCHOOL CROSSING GUARDS		20,531	20,481	27,555	28,357	802

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Prepared: 7/16/20, 12:58:16
 Program: GM217L

City of Miami Springs
 Budget Level Report

Fiscal Year . . . : 2020
 Budget Level . . . : BUDG
 Description . . . :

Account # Description DEPARTMENTAL INPUT

		Budget Amount	Misc. Info
1-2002-521-13-00	PART TIME YEAR ROUND	24,977.00	
		00100 FOUR(4) PART-TIME CROSSING GUARDS	24,977.00
		00200 -	.00
1-2002-521-21-00	SOCIAL SECURITY TAXES	1,911.00	
		00100 BUDGETED BY FINANCE	1,911.00
		00200 -	.00
1-2002-521-24-00	WORKER'S COMPENSATION	769.00	
		00100 BUDGETED BY FINANCE	769.00
		00200 -	.00
1-2002-521-52-03	UNIFORMS	400.00	
		00100 SHIRTS, HATS, VESTS, ETC.	400.00
		00200 -	.00
1-2002-521-52-09	OTHER	300.00	
		00100 WHISTLES, SIGNS, PADDLES, ETC.	300.00
		00200 -	.00
* Total Accounts for this Budget Level		5	28,357.00

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**FY 2020/2021
Police Dept. Salary Projection**

#	Name	Position	Hire Date	Base Pay FYE 19/20	FYE 20/21 w/increase	Pay Grade	Lngvty	Prem. Pay	Motor Payout	Motor Pay	Merit	Educ. Supp.	Shift Different	Next Merit	Next Long.	FYE 2021 Total	
Admin: (3% COLA)																	
Administration																	
1	Guzman, A.	Chief	01/05/15	\$130,848	\$134,773	50P	\$0					\$1,560	\$0		01/05/23	\$136,333	
2	Deal, J.	Captain	11/03/93	\$121,240	\$124,877	49P+/L4	\$1,750					\$1,440	\$0			\$128,067	
3	Gurney, C.	Lieutenant	06/25/01	\$112,512	\$115,887	44P+/L4	\$1,750					\$1,440	\$0			\$119,077	
4	Perez F.	Lieutenant	08/12/04	\$112,512	\$115,887	44P+/L3	\$1,500					\$1,440	\$0		11/18/22	\$118,827	
5	Nunez, C.	Lieutenant	06/27/05	\$112,512	\$115,887	44P+/L3	\$1,500					\$840	\$0		06/27/25	\$118,227	
Sworn: (3% COLA)				\$589,624	\$607,313	\$17,689		\$0				\$6,720			Total:	\$620,533	
Contract																	
6	Sandoval, A.	Adm Sergeant	11/13/02	\$106,234	\$109,421	S/6+P/L3	\$1,500					\$1,440	\$200		11/13/22	\$112,561	
7	Castillo, M.	Sergeant	11/16/10	\$93,551	\$96,358	S/4 +L/2	\$1,000				\$1,204	\$1,440	\$0	6/27/21	11/16/20	\$100,002	
8	Fetters, G.	Sergeant	06/22/98	\$89,096	\$91,769	S/3 + P/4	\$1,750				\$1,912	\$720	\$1,606	5/14/21		\$97,757	
9	Castillo, R.	Sergeant	12/24/12	\$80,813	\$83,237	S1	\$500				\$3,468	\$840	\$2,497	11/25/20	12/24/20	\$90,543	
10a	Open Promotion	Sergeant	07/20/20	\$2,354	\$2,425	S1	\$0				\$1,040	\$0	\$0	7/20/21		\$3,465	
11	Bente, D.	Detective	09/09/94	\$78,459	\$80,813	8+DB+P/L4	\$1,750	\$4,041				\$1,560	\$0			\$88,163	
12	Tamargo, R.	Detective	12/22/03	\$78,459	\$80,813	8+DB+P/L3	\$1,500	\$4,041				\$1,560	\$0		12/22/23	\$87,913	
13	Barrios, R.	Detective	11/03/98	\$78,459	\$80,813	8+DB+P/L4	\$1,750	\$4,041				\$1,440	\$0			\$88,043	
14	Lopez, E.	Detective	01/04/16	\$78,459	\$80,813	8+DB	\$0	\$4,041				\$480	\$0		01/04/24	\$85,333	
15	Hall, J.	Detective	12/11/06	\$78,459	\$80,813	8+DB+P/L2	\$1,000	\$4,041				\$720	\$0		12/11/21	\$86,573	
16	Ferreiro, J.	Officer/Mcy	06/23/08	\$78,459	\$80,813	8+MC+P/L2	\$1,000			\$1,820		\$600	\$200		06/23/23	\$84,433	
17	Figueredo, N.	Officer/Mcy	09/28/09	\$78,459	\$80,813	8 + P/L2	\$1,000			\$1,820		\$600	\$200		09/28/24	\$84,433	
18	Borges, Y.	Officer/Mcy	01/02/17	\$74,725	\$76,967	7 + MC	\$0			\$1,820	\$2,886	\$480	\$200		01/02/25	\$82,353	
19	Borsten, J.	Officer/Mcy	12/19/16	\$64,501	\$66,436	4 + MC	\$0			\$1,820	\$2,768	\$240	\$200	12/19/20	12/19/24	\$71,464	
20	Cates, D.	Officer K-9	11/02/98	\$78,459	\$80,813	8+K9+P/L4	\$1,750	\$3,535	\$49,922			\$640	\$0			\$136,660	
21	Simon, J.	Officer	10/26/98	\$78,459	\$80,813	8+P/L4	\$1,750	\$2,526	«(K-9)			\$1,560	\$200			\$86,849	
22	Capote, J.	Officer	04/30/03	\$78,459	\$80,813	8+P/L3	\$1,500	\$6,061	«(K-9)			\$480	\$200		11/12/21	\$89,054	
23	Estok, E.	Officer	08/11/03	\$78,459	\$80,813	8 +P/L3	\$1,500					\$1,080	\$1,500		08/11/23	\$84,893	
24	Pacheco, J.	Officer	10/04/04	\$78,459	\$80,813	8+P/L3	\$1,500					\$720	\$0		10/04/24	\$83,033	
25	Nickerson, B.	Officer	11/17/14	\$71,165	\$73,300	6	\$0					\$3,360	\$240	\$0	11/17/20	06/02/22	\$76,900
26	Garcia, M.	Officer	09/28/15	\$74,725	\$76,967	7	\$0				\$160	\$240	\$750	09/28/21	09/28/23	\$78,117	
27	Garcia, D.	Officer	09/28/15	\$71,165	\$73,300	6	\$0				\$153	\$600	\$0	09/28/21	09/28/23	\$74,053	
28	Llorens, A.	Officer	12/07/15	\$67,779	\$69,812	5	\$0				\$2,909	\$240	\$1,675	12/07/20	12/07/23	\$74,637	
29	Castillo, J.	Officer	05/27/16	\$67,779	\$69,812	5	\$0				\$1,164	\$1,200	\$1,655	05/27/21	07/21/22	\$73,830	
30	Rodriguez, L.	Officer	07/11/16	\$71,165	\$73,300	6	\$0				\$916	\$240	\$1,283	07/11/21	07/11/24	\$75,739	
31	Robbins, J.	Officer	03/06/17	\$74,725	\$76,967	7	\$0				\$2,245	\$240	\$1,347	03/06/21	03/06/25	\$80,799	
32	Dweck, J.	Officer	03/27/17	\$64,501	\$66,436	4	\$0				\$1,661	\$0	\$1,575	03/27/21	09/06/24	\$69,671	
33	Vargas, A.	Officer	03/27/17	\$64,501	\$66,436	4+P/L2	\$1,000				\$1,661	\$1,200	\$1,575	03/27/21	03/22/25	\$71,871	
34	Heifner, E.	Officer	06/26/17	\$64,501	\$66,436	4	\$0				\$830	\$600	\$1,993	06/26/21	06/26/25	\$69,860	
35	Collins, K.	Officer	04/25/18	\$61,452	\$63,296	3	\$0				\$1,319	\$360	\$1,108	04/25/21	04/25/26	\$66,082	
36	Gonzalez, R.	Officer	09/24/18	\$61,452	\$63,296	3	\$0				\$132	\$0	\$1,108	09/24/21	09/24/26	\$64,535	
37	Rodriguez, M.	Officer	09/24/18	\$61,452	\$63,296	3	\$0				\$132	\$360	\$1,108	09/24/21	09/24/26	\$64,895	
38	Jordan, S.	Officer	01/14/19	\$58,460	\$60,214	2	\$0				\$2,258	\$960	\$1,806	01/14/21	01/14/27	\$65,238	
39	Iribar, F.	Officer	06/24/19	\$58,460	\$60,214	2	\$0				\$753	\$960	\$1,806	06/24/21	06/24/27	\$63,733	
40	Dominguez, R.	Officer	06/24/19	\$58,460	\$60,214	2	\$0				\$753	\$0	\$1,806	06/24/21	06/24/27	\$62,773	
41	Baan, C.	Officer	09/16/19	\$58,460	\$60,214	2	\$0				\$125	\$0	\$1,427	09/16/21	09/16/27	\$61,766	

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FY 2020/2021 Police Dept. Salary Projection

42	Borges, E.	Officer	10/07/19	\$55,691	\$57,362	1	\$0			\$2,868	\$0	\$1,721	10/07/20	10/07/27	\$61,951
43	Marrero, A.	Officer	10/07/19	\$55,691	\$57,362	1	\$0			\$2,868	\$0	\$1,721	10/07/20	10/07/27	\$61,951
44	Castellanos, L.	Officer	03/09/20	\$55,691	\$57,362	1	\$0			\$1,673	\$0	\$1,721	03/09/21	03/09/28	\$60,756
45	Quiroga, C.	Officer	06/01/20	\$55,691	\$57,362	1	\$0			\$956	\$0	\$1,359	6/1/2021	06/01/28	\$59,677
10b	Hernandez, N.	Police Recruit	10/01/20	\$53,040	\$54,631	37	\$0			\$2,732	\$0	\$0	10/01/21	10/01/28	\$57,363
				\$2,838,788	\$2,923,952	\$85,164	\$21,750	\$32,325	\$49,922	\$7,280	\$44,906	\$24,040	\$35,546	Total:	\$3,139,721

Civilians: (3% COLA)

Communications/Records/Clerical			Base	Pay Grade	Lngvty	Merit	Training Pay	Shift Different	Next Merit	Next Long.	
1	Michael, T.	Comm. Sup.	07/14/03	\$61,163	\$62,998	28+L3	\$1,500	\$0	\$0	7/14/23	\$64,498
2	Days, S.	Dispatcher II	12/22/03	\$55,993	\$57,673	26+L3	\$1,500	\$0	\$800	12/22/23	\$59,973
3	Romeo, A.	Dispatcher I	02/23/15	\$38,311	\$39,460	25	\$0	\$0	\$600	2/23/23	\$40,560
4	Menendez, D.	Dispatcher I	05/02/16	\$38,311	\$39,460	25	\$0	\$0	\$600	5/2/24	\$40,435
5	Stewart, O.	Disp. Trainee	01/20/20	\$36,402	\$37,494	23	\$0	\$0	\$200	1/20/28	\$37,694
6	Open	Disp. Trainee	10/01/20	\$36,402	\$37,494	23	\$0	\$0	\$200	1/20/28	\$37,694
7	Open	Disp. Trainee	10/01/20	\$36,402	\$37,494	23	\$0	\$0	\$0	10/1/28	\$37,494
8	Open	Disp. Trainee	10/01/20	\$36,402	\$37,494	23	\$0	\$0	\$0	10/1/28	\$37,494
9	Open	Network Adm.	10/01/20	\$60,000	\$61,800	34	\$0	\$0	\$0	10/1/28	\$61,800
10	Cates, L.	Sr. Exec. Asst.	10/01/01	\$66,721	\$68,723	30+L3	\$1,500	\$0	\$0	10/1/21	\$70,223
11	Vazquez, G.	Admin. Sp. III	04/09/01	\$58,942	\$60,710	26+L4	\$1,750	\$0	\$0	4/9/21	\$62,460
12	Encarnacion, E.	Admin. Sp. II	04/03/06	\$45,576	\$46,943	24+L3	\$1,500	\$0	\$0	4/3/21	\$48,443
				\$570,625	\$587,744	\$17,119	\$7,750		\$1,275	Total:	\$598,769

Part Time:

Clerical

1	DeArmas, I.	Clerical Asst.	02/03/03	\$24,882	\$25,628	P/T 1						\$25,628
2	Open	Clerical Asst.	10/01/20	\$22,620	\$23,299	P/T 1						\$23,299
				\$47,502	\$48,927	\$1,425				Total:	\$48,927	

PSA's

1	Alvarez, A.	PSA	10/01/20	\$22,620	\$22,620	P/T 1			\$0			\$22,620
2	Fonseca, Y.	PSA	10/01/20	\$22,620	\$22,620	P/T 1			\$0			\$22,620
				\$45,240	\$45,240	\$0			Total:	\$45,240		

School Crossing Guards

1	Martinez, S.	Crossing Gd.	08/19/16	\$6,135	\$6,319	P/T 1						\$6,319
2	Reyes, D.	Crossing Gd.	03/30/18	\$5,898	\$6,075	P/T 1						\$6,075
3	Ortega, S.	Crossing Gd.	05/21/19	\$5,897	\$6,074	P/T 1						\$6,074
4	Open	Crossing Gd.	10/01/20	\$5,897	\$6,074	P/T 1						\$6,074
				\$23,827	\$24,542	\$715			Total:	\$24,542		

Total Salary Increase: **\$122,111**

	FYE 20/21 Total	\$4,477,731
Grand Total:		\$4,477,731

Less
Special Pay
Admin (educational supp) \$613,813
Contract (motor & educ supp) \$3,108,401

9-17

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.

FY2020-21 Budget Highlights

- Proposed budget is \$171,602 for FY2020-21.
- Budget includes \$40,000 for the purchase of one police vehicle to replace older unit in CPO office.
- Budget Summary:

Budgeted Revenues	\$171,602(funding from Forfeiture funds)
Budgeted Expenditures	<u>\$171,602</u>
Net cost of Department	<u>\$ -0-</u>

10-1

**CITY OF MIAMI SPRINGS
COMMUNITY POLICING OFFICE BUDGET
FISCAL YEAR ENDING 9/30/21**

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2017-18 ACTUALS</u>	<u>FY2018-19 ACTUALS</u>	<u>FY2019-20 AMENDED BUDGET</u>	<u>FY20-21 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>
LAW ENFORCEMENT TR						
650-2011-521.31-00	PROFESSIONAL SERVICES	220	200	300	300	-
650-2011-521.34-00	OTHER CONTRACTUAL SERVICE	-	20	-	-	-
650-2011-521.40-00	TRAVEL AND PER DIEM	-	641	5,000	5,000	-
650-2011-521.41-01	TELEPHONE: BASE & LOCAL	774	882	802	802	-
650-2011-521.41-02	CELLULAR TELEPHONE	2,128	1,011	2,285	2,966	681
650-2011-521.41-04	OVERNIGHT-UPS, FEDX	-	-	250	100	(150)
650-2011-521.41-06	INTERNET ACCESS	1,258	1,300	1,596	1,596	-
650-2011-521-43-01	ELECTRICITY	2,223	2,517	2,700	2,800	100
650-2011-521.44-00	RENTALS AND LEASES	-	-	500	500	-
650-2011-521.44-01	BUILDINGS	20,064	20,280	20,280	20,280	-
650-2011-521.44-02	EQUIPMENT	3,329	1,418	4,699	3,500	(1,199)
650-2011-521.45-30	LIABILITY INSURANCE	2,281	3,412	1,600	1,600	-
650-2011-521.46-00	REPAIRS AND MAINTENANCE	268	-	2,500	2,500	-
650-2011-521.46-03	EQUIPMENT	35	35	200	200	-
650-2011-521.47-00	PRINTING AND BINDING	-	-	1,000	1,000	-
650-2011-521.48-00	PROMOTIONS	182	358	3,500	3,500	-
650-2011-521.48-02	ADVERTISING	1,097	1,170	3,000	3,000	-
650-2011-521.51-00	OFFICE SUPPLIES	496	465	1,500	1,500	-
650-2011-521.52-00	OPERATING SUPPLIES	5,219	3,230	5,359	5,200	(159)
650-2011-521.52-03	UNIFORMS	-	-	1,000	1,000	-
650-2011-521.54-00	DUES, MEMBERSHIPS, SUBS	28	28	250	250	-
650-2011-521.58-00	EDUCATION AND TRAINING	-	-	1,000	1,000	-
650-2011-521.58-01	THREE PSAS	791	-	4,000	4,000	-
650-2011-521.58-02	EDUCATION-OFFICERS	-	299	5,000	5,000	-
* COMMUNITY POLICING		40,393	37,266	68,321	67,594	(727)

10-2

Fiscal Year . . . : 2020
 Budget Level . . . : BUDG
 Description . . . :

DEPARTMENTAL INPUT
 Description

Account #	Description	Budget Amount	Misc. Info
650-2011-521-31-00	PROFESSIONAL SERVICES	300.00	
	00100 CAR WASHES & WINDOW CLEANING		300.00
	00200 -		.00
650-2011-521-40-00	TRAVEL AND PER DIEM	5,000.00	
	00100 OFFICER TRAVEL		5,000.00
	00200 -		.00
650-2011-521-41-01	TELEPHONE: BASE & LOCAL	802.00	
	00100 BUDGETED BY FINANCE		802.00
	00200 -		.00
650-2011-521-41-02	CELLULAR TELEPHONE	2,966.00	
	00100 BUDGETED BY FINANCE		2,966.00
	00200 -		.00
650-2011-521-41-04	OVERNIGHT-UPS, FEDX	100.00	
	00100 BUDGETED BY FINANCE		100.00
	00200 -		.00
650-2011-521-41-06	INTERNET ACCESS	1,596.00	
	00100 BUDGETED BY FINANCE		1,596.00
	00200 -		.00
650-2011-521-43-01	ELECTRICITY	2,800.00	
	00100 ESTIMATED ELECTRIC EXPENSE		2,800.00
	00200 -		.00
650-2011-521-44-00	RENTALS AND LEASES	500.00	
	00100 MISC RENTALS AND LEASES		500.00
	00200 -		.00
650-2011-521-44-01	BUILDINGS	20,280.00	
	00100 CPO RENT \$1,690/MO X 12 @ 274 WESTWARD DRIVE		20,280.00
	00200 -		.00
650-2011-521-44-02	EQUIPMENT	3,500.00	
	00100 TOSHIBER COPIER, FAX & PRINTERS (LEASE & USAGE)		3,500.00
	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 MAINTENANCE, PAINTING, CLEANING, ETC.		2,500.00
	00200 -		.00
650-2011-521-46-03	EQUIPMENT	200.00	
	00100 REPAIRS - GEN EQUIP & FIRE EQUIP YEARLY INSPECTION		200.00
	00200 -		.00
650-2011-521-47-00	PRINTING AND BINDING	1,000.00	
	00100 MISC PRINTING & BINDING (AS NEEDED)		1,000.00
	00200 -		.00
650-2011-521-48-00	PROMOTIONS	3,500.00	
	00100 COMMUNITY OUTREACH PROGRAMS (DARE, CRIMEWATCH, ETC)		3,500.00
650-2011-521-48-02	ADVERTISING	3,000.00	
	00100 ITEMS & MATERIALS, NEWS ARTICLES, MEDIA, ETC.		3,000.00
	00200 -		.00
650-2011-521-51-00	OFFICE SUPPLIES	1,500.00	
	00100 OFFICE SUPPLIES FOR COMMUNITY POLICING OFFICE		1,500.00
	00200 -		.00

6-9

Prepared: 7/16/20, 12:59:07
 Program: GM217L

City of Miami Springs
 Budget Level Report

Fiscal Year . . . : 2020
 Budget Level . . . : BUDG
 Description . . . :

Account #	Description	DEPARTMENTAL INPUT		Budget Amount	Misc. Info
				*	*
650-2011-521-52-00	OPERATING SUPPLIES			5,200.00	
		00100	OFFICER AWARDS (PLAQUES,PINS,TROPHIES,COMM BARS)		2,500.00
		00200	BOTTLED WATER SERVICE, MISC OPERATING SUPPLIES		2,700.00
		00300	-		.00
650-2011-521-52-03	UNIFORMS			1,000.00	
		00100	UNIFORMS FOR COMMUNITY POLICING 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 & TRAINING MATERIAL FOR COMMUNITY		.00
		00200	DRUG AWARENESS, CRIME PREVENTION, SAFETY, ETC.		1,000.00
		00300	-		.00
650-2011-521-58-01	PSA TUITION REIMBURSEMENT			4,000.00	
		00100	COLLEGE TUITION REIMB FOR PUBLIC SERVICE AIDES		4,000.00
		00200	-		.00
650-2011-521-58-02	OFFICERS			5,000.00	
		00100	NEW AND ONGOING TRAINING FOR CPO STAFF		5,000.00
		00200	-		.00
* Total Accounts for this Budget Level 23				67,594.00	

h-4

CITY OF MIAMI SPRINGS
LAW ENFORCEMENT TRUST FUND
FISCAL YEAR ENDING 9/30/21

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2017-18 ACTUALS</u>	<u>FY2018-19 ACTUALS</u>	<u>FY2019-20 AMENDED BUDGET</u>	<u>fy20-21 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>
LAW ENFORCEMENT TI						
650-2010-521.35-00	INVESTIGATIONS			25,000	25,000	-
650-2010-521.44-00	RENTALS AND LEASES	17,088	17,088	20,000	19,008	(992)
650-2010-521.52-00	OPERATING SUPPLIES	3,477	-		-	-
650-2010-521.64-00	MACHINERY AND EQUIPMENT	5,000	-		-	-
650-2010-521.65-00	VEHICLES	-	-	39,000	40,000	-
* PUBLIC SAFETY		25,565	17,088	84,000	84,008	(992)

10-5

Prepared: 7/16/20, 13:14:20
Program: GM217L

City of Miami Springs
Budget Level Report

Fiscal Year . . . : 2020
Budget Level . . . : BUDG
Description . . . :

DEPARTMENTAL INPUT
Description

Account #	Description	Budget Amount	Misc. Info
650-2010-521-35-00	INVESTIGATIONS	25,000.00	
		00100 EMERGENCY FUND	25,000.00
		00200 -	.00
650-2010-521-44-00	RENTALS AND LEASES	19,008.00	
		00100 TWO (2) UNMARKED UNDERCOVER VEHICLE RENTALS	19,008.00
		00200 -	.00
650-2010-521-65-00	VEHICLES	40,000.00	
		00100 POLICE "DARE" VEHICLE W/EQUIPMENT	40,000.00
		00200 -	.00
* Total Accounts for this Budget Level	3	84,008.00	

16-6

CITY OF MIAMI SPRINGS
 CRIMINAL JUSTICE TRAINING
 FISCAL YEAR ENDING 9/30/21

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2017-18 ACTUALS</u>	<u>FY2018-19 ACTUALS</u>	<u>FY2019-20 AMENDED BUDGET</u>	<u>FY20-21 Departmental Request</u>	<u>Dollar increase (Decrease)</u>
CRIMINAL JUSTICE 650-2012-521-58-00	EDUCATION AND TRAINING	-	10,389	31,040	20,000	(11,040)
* PUBLIC SAFETY		-	10,389	31,040	20,000	(11,040)

16-7

Prepared: 7/16/20, 13:34:16
Program: GM217L

City of Miami Springs
Budget Level Report

Fiscal Year . . . : 2020
Budget Level . . . : BUDG
Description . . . :

Account # Description DEPARTMENTAL INPUT

Budget Amount
----- Misc. Info -----

Account #	Description	Budget Amount	Misc. Info
650-2012-521-58-00	EDUCATION AND TRAINING	20,000.00	
		00100 ONGOING TRAINING, ACADEMY TUITION, CERT/RECERT	20,000.00
		00200 -	.00
* Total Accounts for this Budget Level		1	20,000.00

202

CODE COMPLIANCE DEPARTMENT

MISSION STATEMENT

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

CODE COMPLIANCE DEPARTMENT

The Code Compliance Department is responsible for the patrolling of the Cities residential, and commercial properties, to ensure that those properties are in compliance with the City's Code of Ordinance pertaining to zoning, health, and safety regulations.

The department, through Code Compliance promotes, protects and ensures the safety and welfare of the citizens of Miami Springs by assisting Property Owners, Residents, and Business Owners in the active compliance with the City Miami Springs, Miami Dade County and the State of Florida Code of Ordinances.

GOALS

- To educate and inform the residents and business owners of current City Codes and possible violations, by means of a monthly Code Compliance Corner Article in the local newspaper.
- To collect appropriate Business Tax License fees, to issue new Business Tax Licenses in accordance to State of Florida Regulations. To secure fees for renewals no later than May 1, 2021.
- Maintain and follow up on all Code Compliance cases in an appropriate time manner and status, such as closed or active during the Fiscal year. Close all cases within 3 months of initial contact, unless specific extensions have been granted or pending Code Enforcement Board orders.

OBJECTIVES

- Maintain 100% compliance of the business locations with required Business Tax Licenses, signage, and maintenance of property ordinances within the City.
- Prevent business locations from operating without a Business Tax License by failing to apply or renew their licenses on a timely manner.
- To survey the City streets, alleys, sidewalks and properties daily, to prevent potentials safety hazards and esthetics violations.
- To prevent a backlog of active Code Compliance cases by performing follow up inspections for a 90% compliance with the departmental timetable for Code Compliance process.

FY19-20 ACCOMPLISHMENTS (AS OF 6/1/2020)

- Generated YTD 1329 Code Compliance Cases
- Performed 1317 initial inspections.
- Performed 1490 follow-up Code Compliance inspections.

11-2 ✓

CODE COMPLIANCE DEPARTMENT

FY19-20 ACCOMPLISHMENTS (CONTINUED)

- Posted 119 courtesy door hangers, 101 civil infractions, 38 uniform civil violation tickets, 434 civil infraction door hangers, 29 summonses to Code Compliance Board.
- Issued 18 verbal courtesy notices, 84 verbal civil infraction notices.
- Successfully prosecuted 40 cases who were presented before the Code Enforcement Board, 11 Old Business and 29 New Business.
- Effectively operated the Code Compliance Department while actively assisting the Building Department during departmental changes of personnel.
- Productively Collected, processed, printed and mailed 507 Business Tax renewals.
- Processed 30 new local business tax receipts.
- Code Officer Quintero covered zoning director while on leave, for all zoning review.
- Assisted and worked with Police Department personnel on various Code Compliance Issues.

FY2020-21 Budget Highlights

- Proposed budget is \$6,628 or 3.2% higher than FY2019/2020. Increase is mainly due to personnel costs increases for COLA and health benefits.
- Budget Summary:

Budgeted Revenues	\$135,000
Budgeted Expenditures	<u>\$212,203</u>
Net deficit of the Department	<u>\$ 77,203</u>

**CITY OF MIAMI SPRINGS
CODE COMPLIANCE
FISCAL YEAR ENDED 9/30/21**

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2017-18 ACTUALS</u>	<u>FY2018-19 ACTUALS</u>	<u>FY2019-20 AMENDED BUDGET</u>	<u>FY2020-21 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>
CODE COMPLIANCE:						
001-2401-524.12-00	REGULAR SALARIES	147,601	137,804	140,920	145,148	4,228
001-2401-524.13-00	PART TIME YEAR ROUND	-	-	-	-	-
001-2401-524.21-00	FICA TAXES	10,640	10,455	10,780	11,104	324
001-2401-524.22-01	GENERAL EMPLOYEES RET SYS	17,867	16,605	16,968	17,100	132
001-2401-524.22-04	ICMA	-	-	-	-	-
	TOTAL MEDICAL/LIFE INSURANCE	11,898	10,063	10,493	11,929	1,436
001-2401-524.24-00	WORKER'S COMPENSATION	2,596	1,864	4,509	4,354	(155)
001-2401-524.34-00	CONTRACTUAL SERV - INSPECTORS	-	-	-	-	-
001-2401-524.40-00	TRAVEL AND PER DIEM	960	1,017	500	500	-
001-2401-524.41-01	TELEPHONE	387	585	401	600	199
001-2401-524.41-02	CELLULAR TELEPHONE	643	1,520	1,200	1,800	600
001-2401-524.41-03	POSTAGE	324	332	400	400	-
001-2401-524.41-06	INTERNET ACCESS	314	445	941	941	-
001-2401-524.44-00	RENTALS AND LEASES	200	600	1,000	2,000	1,000
001-2401-524.45-10	FLEET MAINTENANCE	4,935	3,656	4,700	4,700	-
001-2401-524.45-30	LIABILITY INSURANCES	4,596	4,176	4,063	3,976	(87)
001-2401-524.46-00	REPAIRS AND MAINTENANCE	-	-	1,500	150	(1,350)
001-2401-524.47-00	PRINTING AND BINDING	500	500	500	500	-
001-2401-524.49-11	LIEN RECORDING FEES	624	664	300	600	300
001-2401-524.51-00	OFFICE SUPPLIES	879	53	1,000	1,000	-
001-2401-524.52-00	OPERATING SUPPLIES	730	311	1,200	1,200	-
001-2401-524.52-02	FUEL, OILS, LUBRICANTS	302	796	1,200	1,200	-
001-2401-524.52-03	UNIFORMS	762	319	1,000	1,000	-
001-2401-524.52-07	TIRES	68	318	500	500	-
001-2401-524.54-00	DUES, MEMBERSHIPS, SUBS	187	-	500	500	-
001-2401-524.58-00	EDUCATION AND TRAINING	-	-	1,000	1,000	-
** B&Z/CODE COMPLIANCE		207,013	192,083	205,575	212,203	6,628

1-1

Fiscal Year . . . : 2020
Budget Level . . . : BUDG
Description . . . :

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info
1-2401-524-12-00	REGULAR SALARIES	145,148.00	
1-2401-524-21-00	FEDERAL PAYROLL TAXES	11,104.00	
1-2401-524-22-01	GENERAL	17,100.00	
1-2401-524-23-07	LIFE/AD&D	679.00	
1-2401-524-23-08	DENTAL - OHS - EMPLOYEE	193.00	
1-2401-524-23-09	VSP - VISION - EMPLOYEE	173.00	
1-2401-524-23-19	HMO - EMPLOYEE + CHILDREN	10,884.00	
1-2401-524-24-00	WORKER'S COMPENSATION	4,354.00	
1-2401-524-40-00	TRAVEL AND PER DIEM	500.00	
1-2401-524-41-01	TELEPHONE: BASE & LOCAL	600.00	
1-2401-524-41-02	CELLULAR TELEPHONE	1,800.00	
1-2401-524-41-03	POSTAGE	400.00	
1-2401-524-41-06	INTERNET ACCESS	941.00	
1-2401-524-44-00	RENTALS AND LEASES	2,000.00	
1-2401-524-45-10	FLEET MAINTENANCE	4,700.00	
1-2401-524-45-30	RISK MANAGEMENT	3,976.00	
1-2401-524-46-00	REPAIRS AND MAINTENANCE	150.00	
1-2401-524-47-00	PRINTING AND BINDING	500.00	
1-2401-524-49-11	LIEN RECORDING FEES	600.00	
1-2401-524-51-00	OFFICE SUPPLIES	1,000.00	
1-2401-524-52-00	OPERATING SUPPLIES	1,200.00	
1-2401-524-52-02	FUEL, OILS, LUBRICANTS	1,200.00	
1-2401-524-52-03	UNIFORMS	1,000.00	
1-2401-524-52-07	TIRES	500.00	
1-2401-524-54-00	DUES, MEMBERSHIPS, SUBS	500.00	
1-2401-524-58-00	EDUCATION AND TRAINING	1,000.00	
* Total Accounts for this Budget Level 26		212,202.00	

11-5

Basis for FY 2020-21 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 10-01-2020*

!:

City of Miami Springs												
Department: Code Compliance												
Position(Paygrade)	Employee name	FT PT	Amended Budget	Qty	Fav (Unf)	Salary at 4/30/2020	Date of Annual Review	FY2020 Projected Merit Increase	3% COLA Increase	Longevity	Other	FY 2020-21 Projection
Code Compliance Officer-PG26		FT	0	0	0	\$0		\$0	\$0	\$0	\$0	\$0
Code Compliance Officer	R Novo	FT	1	1	0	\$58,073		\$0	\$1,742	\$0	\$0	\$59,815
Building Official/Director	Ulises Fernandez	FT	0.2	0.2	0	\$24,774			\$743	\$0	\$0	\$25,518
Buiding/Code Supervisor	R Quintero	FT	1.00	1.00	0	\$58,073		\$0	\$1,742	\$0	\$0	\$59,815
Total projections			2.2	2.2	0	\$140,920		\$0	\$4,228	\$0	\$0	\$145,148

11-6

CODE REVENUES

Line Item Revenue	FY17-18	FY18-19	FY19-20	FY20-21
	Actual	Actual	AMENDED BUDGET	Budget
Occupational Licenses -CITY	73,256	75,467	71,000	\$ 71,000
Occupational Licenses -COUNTY	19,391	27,820	24,000	\$ 24,000
Re-Occupancy Agreements	500	-		
Re-Occupancy Inspection	18,450	17,375	20,000	\$ 20,000
Code Enforcement tickets	338,675	448,582	20,000	\$ 20,000
	450,272	569,244	135,000	135,000

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 use 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, intrusion detection, and network security
- VPN tunnel maintenance for secure communications with vendors
- Server installations and maintenance and scalability
- 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 / user policies and procedures

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
- Laserfiche and Superior integration
- Police Department USA software and related components
- MDT's and mobile server for police
- Routing, management, and security of FCIC communications
- Synchronization of internal services and social networking sites
- Website support for editors in city departments
- Maintain documentation on installations and procedures for applications

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 lockdowns
- Write and maintain end user policies and procedures relating to software.
- Cisco routers and firewall security monitoring and updates

Information Technology

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 migration to Laserfiche
 - Laserfiche document/scanning system
 - Acrobat Pro
 - Fore! Golf software
 - Qrep / Cognos
 - 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
- Maintain communications and communications security policy
- Wifi access point installation, security, and maintenance.
- Group Policy Objects
- Network Login / Logout Scripts
- Backup system
- Niagra Climate Control System
- Vermont Systems for REC / Golfnow for Golf
- Surveillance cameras
- USA Software CAD

Information Technology

Major Functions & Activities (continued)

Support (continued)

- MDT Mobile units for police department
- SQL Server for USA and BOSS ALPR

FY2020-21 Accomplishments

- Police CAD software migration support with Medley and Loxia
- Continued network/systems administration while short handed
- Preparations and logistical move for remediation of City Hall
- Network reconfiguration to accommodate changes for MSPD move
- Increased server capacity and bandwidth for unplanned pandemic
- Network and computer preparations and changes to allow work-from-home.

FY 2020-21 Budget Highlights

- Proposed budget is 13,454 or 3.6% higher than FY2019/2020.
- Increase is due to the 3% COLA as well as health insurance increase.
- Budget Summary:

Budgeted Revenues	\$	-0-
Budgeted Expenditures		<u>\$384,626</u>
Net cost of Department		<u>\$384,626</u>

**CITY OF MIAMI SPRINGS
INFORMATION TECHNOLOGY BUDGET
FISCAL YEAR ENDING 9/30/21**

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2017-18 ACTUALS</u>	<u>FY2018-19 ACTUALS</u>	<u>FY2019-20 AMENDED BUDGET</u>	<u>FY20-21 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>
INFORMATION TECH						
001-5301-513.12-00	REGULAR SALARIES	87,061	90,767	136,385	145,067	8,682
001-5301-513.13-00	PART TIME	20,567	25,826	-	-	-
001-5301-513.21-00	FEDERAL PAYROLL TAXES	8,221	8,907	10,433	11,098	665
001-5301-513.22-01	GENERAL	10,678	10,874	16,422	17,091	669
001-5301-513.22-04	ICMA					-
	TOTAL MEDICAL INSURANCE	7,655	8,238	16,999	19,406	2,407
						-
001-5301-513-24-00	WORKMENS COMP	202	204	341	363	22
001-5301-513-25-00	UNEMPLOYMENT COMP		281	-	-	-
001-5301-513.34-00	OTHER CONTRACTUAL SERVICE	129,316	130,581	167,190	167,967	777
001-5301-513.40-00	TRAVEL AND PER DIEM	-		500	-	(500)
001-5301-513.41-01	TELEPHONE	97	371	100	400	300
001-5301-513.41-02	CELLULAR PHONE	3,393	3,118	3,400	3,400	-
001-5301-513-41-06	INTERNET	1,098	1,414	1,693	1,693	-
001-5301-513-45-30	LIABILITY INSURANCE	2,988	2,868	3,104	3,468	364
001-5301-513.46-00	REPAIRS AND MAINTENANCE	2,711	9,600	5,370	5,010	(360)
001-5301-513.46-02	FLEET MAINTENANCE	896	819	-	400	400
001-5301-513.51-00	OFFICE SUPPLIES	295	590	500	500	-
001-5301-513.52-00	OPERATING SUPPLIES	2,305	3,320	3,000	3,000	-
001-5301-513.54-00	DUES, MEMBERSHIPS, SUBS	600	1,450	1,060	1,090	30
001-5301-513.58-00	EDUCATION AND TRAINING	2,108	-	4,675	4,675	-
**	INFORMATION TECHNOLOGY	280,191	299,228	371,172	384,626	13,454

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Fiscal Year . . . : 2020
 Budget Level . . . : BUDG
 Description . . . :

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info
1-5301-513-12-00	REGULAR SALARIES	145,067.00	
1-5301-513-21-00	FEDERAL PAYROLL TAXES	11,098.00	
1-5301-513-22-01	GENERAL	17,091.00	
1-5301-513-23-04	HMO, EMPLOYEE ONLY	18,140.00	
1-5301-513-23-07	LIFE/AD&D	672.00	
1-5301-513-23-08	DENTAL - OHS - EMPLOYEE	432.00	
1-5301-513-23-09	VSP - VISION - EMPLOYEE	162.00	
1-5301-513-24-00	WORKER'S COMPENSATION	363.00	
1-5301-513-34-00	OTHER CONTRACTUAL SERVICE	167,967.00	
	00100 AHA! / MUNICODE		3,708.00
	00200 SUNGARD / CENTRAL SQUARE		129,909.00
	00300 CISCO ANNUAL MAINTENANCE		618.00
	00400 BOX.COM STORAGE		1,440.00
	00500 TYLER TECH - EXECUTIME		11,892.00
	00600 NAVITAS - PHONE SERVICE		10,800.00
	00700 AWS HOSTED SERVICES		3,600.00
	00800 VIRCOM SPAM FILTERING		4,250.00
	00900 DOTGOV DOMAIN REGISTRATION		400.00
	01000 TRENDMICRO ANTIVIRUS / SECURITY		1,350.00
1-5301-513-41-02	CELLULAR TELEPHONE	3,400.00	
1-5301-513-41-06	INTERNET ACCESS	1,693.00	
1-5301-513-45-30	RISK MANAGEMENT	3,468.00	
1-5301-513-46-00	REPAIRS AND MAINTENANCE	5,010.00	
	00100 DRIVES FOR H1 AND H2 SERVERS		1,020.00
	00200 DRIVES FOR FS1 SERVER		750.00
	00300 DRIVES FOR MAIL SERVER		640.00
	00400 XL3000 BATTERIES - SERVER UPS #2		400.00
	00500 MANAGED SWITCHES POE		700.00
	00600 6 BACKUP DRIVES / ARCHIVING		1,500.00
1-5301-513-46-02	EQUIPMENT	800.00	
1-5301-513-51-00	OFFICE SUPPLIES	500.00	
1-5301-513-52-00	OPERATING SUPPLIES	3,000.00	
1-5301-513-54-00	DUES, MEMBERSHIPS, SUBS	1,090.00	
1-5301-513-58-00	EDUCATION AND TRAINING	4,675.00	
	00100 CBT TRAINING		2,575.00
	00200 KNOWBE4 - SECURITY AWARENESS TRAINING AND TESTING		2,100.00
* Total Accounts for this Budget Level		18	384,628.00

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Basis for FY 2020-21 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 10-01-22020*

:::

City of Miami Springs												
Department: IT DEPT												
Position (paygrade)	Employee Name	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/20	Date of Annual Review	Promotional Increase	3% COLA Increase	Longevity	Other	FY20-21 Projection
IT Director-PG46	J Fonseca	FT	1	1	0	\$93,285	11/22/04	\$ -	\$ 2,799	\$ 1,500		\$97,584
Asst IT Manager	j Mendoza	FT	1	1	0	\$41,600	11/16/10	\$ 4,500	\$ 1,383	\$ -		\$47,483
			-	-	0	\$0			0	0	\$0	\$0
						\$0					\$0	\$0
Total projections			2.0	2.0	0	\$134,885		\$ 4,500	\$ 4,182	\$ 1,500		\$145,067

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Account	Vendor	Service	AMT	
34-00	Aha!	Annual Maint	\$3,708.00	website hosting service and maint
	Sungard	ASP and bundled services	\$129,909.00	Central Square / Superion
	Cisco	Annual Maint ASA5510	\$618.00	Cisco firewall mainteance and security updates
	Box.com	Cloud storage	\$1,440.00	8 accounts total - 1 per dept +
	Tyler Tech Executime	Time sheets	\$11,892.00	all users
	Phone Service	Phone sys maint	\$10,800.00	new phones + phone service for 63 phones
	Amazon web services	Hosted systems	\$3,600.00	hosted services including disaster recovery EC2 servers
	Vircom	Spam filtering service	\$4,250.00	spam filtering and mail encryption and smart-host
	Dotgov	Domain registration	\$400.00	domain renewal annaul cost
	Trendmicro	Antivirus Annual Maint	\$1,350.00	antivirus
			\$167,967.00	
46-00	Server drives - Gen9	3 @ 340	\$1,020.00	drives compatible with H1 H2
	Server drives - Gen8	3 @ 250	\$750.00	drives compatible with FS1
	Server drives - Gen8	4 @ 250	\$640.00	drives compatible with Mail server
	XL3000 UPS batteries	APCRBC117	\$400.00	1 unit currently down waiting for batteries
	POE managed switch	2 @ 350	\$700.00	replacement high speed switch for phone system
	Backup drives	6 @ 250	\$1,500.00	replacement local backup drives for all physical servers
			\$5,010.00	
58-00	CBT Training	online technology training	\$2,575.00	online IT training for IT staff
	KnowBe4	Security training	\$2,100.00	security testing and education for end users
			\$4,675.00	
64-00	N/A		\$0.00	

12-5

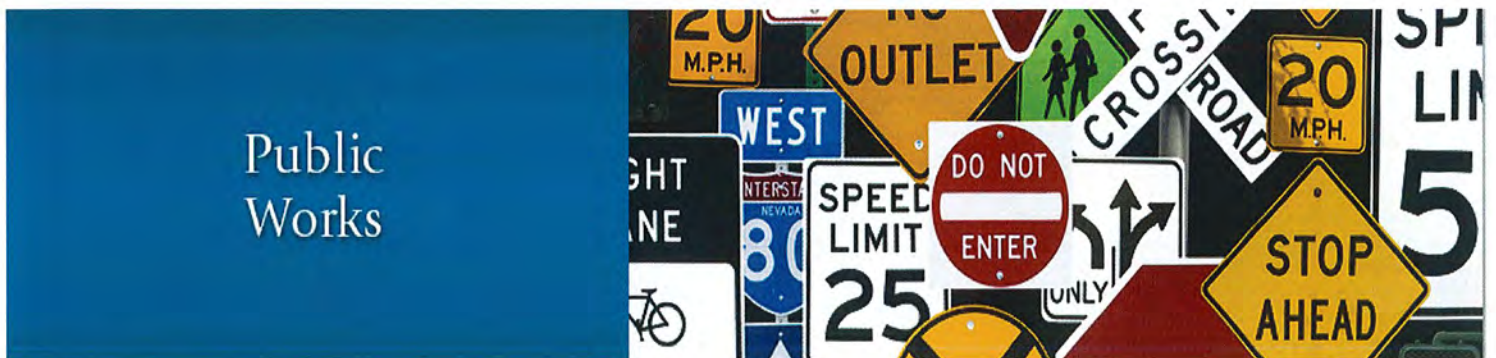


MIAMI SPRINGS PUBLIC WORKS DEPARTMENT MISSION STATEMENT

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

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

We are dedicated to our vision and core values.



Public Services - Administration Division

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.

2019-20 Accomplishments

Computer tracked all incoming calls for better customer service and response time

Kept all employee's injury free and was able to adapt to social distancing regulations

Established online services with 811 to enhance the level of service to contractors

Continued communications with the public and interdepartmentally city wide

FY 2020-21 Budget Highlights

- The total Public Works budget for FY20-21 is \$2,141,085 or 21.2% lower than FY2019/2020 budget. Decrease is mainly due to the costs of city hall mold remediation during FY19-20.

- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$400,724</u>
Net cost of Department	<u>\$400,724</u>

**CITY OF MIAMI SPRINGS
PUBLIC WORKS BUDGET
FISCAL YEAR ENDING 9/30/21**

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2017-18 ACTUALS</u>	<u>FY2018-19 ACTUALS</u>	<u>FY2019-20 AMENDED BUDGET</u>	<u>FY20-21 Departmental Request</u>	<u>Dollar Increase (decrease)</u>
ADMINISTRATION DIVISION						
001-5401-541.12-00	REGULAR SALARIES	253,935	247,041	256,995	258,200	1,205
001-5401-541.13-00	PART TIME YEAR ROUND	337	-	-	-	-
001-5401-541.14-00	OVERTIME	2,599	1,649	2,000	2,000	-
001-5401-541.21-00	FEDERAL PAYROLL TAXES	19,215	19,155	19,813	19,905	92
001-5401-541.22-01	GENERAL EMPLOYEES PENSION	27,869	24,178	19,065	18,454	(611)
	TOTAL MEDICAL INSURANCE	41,862	33,661	33,601	38,338	4,737
001-5401-541.24-00	WORKER'S COMPENSATION	1,348	1,251	1,927	2,066	139
001-5401-541.40-00	TRAVEL AND PER DIEM	4,214	4,200	4,400	4,400	-
001-5401-541.41-01	TELEPHONE	977	1,790	1,000	1,000	-
001-5401-541.41-02	CELLULAR TELEPHONE	627	-	500	500	-
001-5401-541.41-03	POSTAGE	786	805	482	800	318
001-5401-541.41-04	UPS/FEDEX	-	-	50	50	-
001-5401-541.41-06	INTERNET ACCESS	2,830	3,828	3,000	3,000	-
001-5401-541.43-01	ELECTRICITY	6,616	7,124	6,197	6,500	303
001-5401-541.43-02	WATER	10,235	1,389	800	1,500	700
001-5401-541.44-00	RENTALS AND LEASES	-	-	-	700	700
001-5401-541.45-10	FLEET MAINTENANCE	4,545	2,958	3,700	2,500	(1,200)
001-5401-541.45-30	LIABILITY INSURANCES	17,923	23,247	18,719	22,611	3,892
001-5401-541.46-00	REPAIRS AND MAINTENANCE	-	-	3,400	1,000	(2,400)
001-5401-541.47-00	PRINTING AND BINDING	-	-	-	150	150
001-5401-541.51-00	OFFICE SUPPLIES	5,298	4,797	7,750	4,000	(3,750)
001-5401-541.52-00	OPERATING SUPPLIES	7,224	5,131	9,750	7,000	(2,750)
001-5401-541.52-02	FUEL, OILS, LUBRICANTS	3,827	4,549	2,000	1,500	(500)
001-5401-541.52-07	TIRES	-	253	-	200	200
001-5401-541.54-00	DUES, MEMBERSHIPS, SUBS	-	-	-	600	600
001-5401-541.58-00	EDUCATION AND TRAINING	750	2,045	250	3,750	3,500
	Total Administration	413,017	389,051	395,399	400,724	5,325

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Fiscal Year . . : 2020
 Budget Level . . : BUDG
 Description . . :

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info
1-5401-541-12-00	REGULAR SALARIES	258,200.00	
1-5401-541-14-00	OVERTIME	2,000.00	258,200.00
1-5401-541-21-00	FEDERAL PAYROLL TAXES	19,905.00	2,000.00
1-5401-541-22-01	GENERAL	18,454.00	19,905.00
1-5401-541-23-01	POS, EMPLOYEE ONLY	36,279.00	18,418.00
1-5401-541-23-07	LIFE/AD&D	1,193.00	34,702.00
1-5401-541-23-08	DENTAL - OHS - EMPLOYEE	644.00	1,193.00
1-5401-541-23-09	VSP - VISION - EMPLOYEE	222.00	644.00
1-5401-541-24-00	WORKER'S COMPENSATION	2,066.00	222.00
1-5401-541-40-00	TRAVEL AND PER DIEM	4,400.00	1,937.00
1-5401-541-41-01	TELEPHONE	1,000.00	4,200.00
1-5401-541-41-02	CELLULAR TELEPHONE	500.00	200.00
1-5401-541-41-03	POSTAGE	800.00	500.00
1-5401-541-41-04	COURIER, UPS, FEDX -OVERNGT	50.00	800.00
1-5401-541-41-06	INTERNET ACCESS	3,000.00	50.00
1-5401-541-43-01	ELECTRICITY	6,500.00	3,000.00
1-5401-541-43-02	WATER	1,500.00	6,500.00
1-5401-541-44-00	RENTALS AND LEASES	700.00	1,500.00
1-5401-541-45-10	FLEET MAINTENANCE	2,500.00	700.00
1-5401-541-45-30	LIABILITY INSURANCES	22,611.00	2,500.00
1-5401-541-46-00	REPAIRS AND MAINTENANCE	1,000.00	22,611.00
1-5401-541-47-00	PRINTING AND BINDING	150.00	1,000.00
1-5401-541-51-00	OFFICE SUPPLIES	4,000.00	150.00
			3,000.00
			500.00
			300.00

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Fiscal Year . . . : 2020
 Budget Level . . . : BUDG
 Description . . . :

Account #	Description	Budget Amount	Misc. Info
1-5401-541-52-00	OPERATING SUPPLIES	00400 7,000.00	200.00
		00100 EMERGENCY MEDICAL SUPPLIES, PETTY CASH, SHOES &	7,000.00
		00200 UNIFORMS FOR OFFICE STAFF, HAND SANITIZER, TOWELS,	.00
		00300 ANNUAL FUEL STORAGE PERMIT FEES, ANNUAL ELEVATOR	.00
		00400 CONTRACT CITY HALL, ANNUAL FIRE EXTINGUISHER	.00
		00500 SERVICE PER MIAMI DADE FIRE PREVENTION	.00
1-5401-541-52-02	FUEL, OILS, LUBRICANTS	00100 1,500.00	1,500.00
1-5401-541-52-07	TIRES	00100 200.00	200.00
1-5401-541-54-00	DUES, MEMBERSHIPS, SUBS	00100 600.00	600.00
1-5401-541-58-00	EDUCATION AND TRAINING	00100 3,750.00	3,750.00
		00100 CDL TRAINING & CERTIFICATION TESTING FOR EMPLOYEES	400,724.00
* Total Accounts for this Budget Level		28	

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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.

2019-20 Accomplishments

Re-surfaced various areas of roadway for better travel lane service

Re-striped various areas City wide for lane definition and safe travel

Continued efforts on sidewalk grinding and pot-hole repairs City wide

Pressure washed entire downtown areas planted new material in islands

Replaced damaged sidewalks at various locations in city

FY 2020-21 Budget Highlights

- Proposed budget is \$80,520 or 16.6% lower than FY2019/2020.
- Budget includes \$25,000 for city-wide tree planting,
- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$405,552</u>
Net cost of Department	<u>\$405,552</u>

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CITY OF MIAMI SPRINGS
PUBLIC WORKS BUDGET
FISCAL YEAR ENDING 9/30/21

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2017-18 ACTUALS</u>	<u>FY2018-19 ACTUALS</u>	<u>FY2019-20 AMENDED BUDGET</u>	<u>FY20-21 Departmental Request</u>	<u>Dollar Increase (decrease)</u>
STREETS DIVISION						
001-5402-541.12-00	REGULAR SALARIES	108,929	114,063	133,135	104,429	(28,706)
001-5402-541.14-00	OVERTIME	631	1,087	3,000	2,000	(1,000)
001-5402-541.21-00	FEDERAL PAYROLL TAXES	8,365	8,821	10,414	8,142	(2,272)
001-5402-541.22-01	GENERAL	7,926	10,788	16,030	12,303	(3,727)
	TOTAL MEDICAL INSURANCE	24,773	25,875	37,605	28,347	(9,258)
001-5402-541.24-00	WORKER'S COMPENSATION	4,559	3,376	5,991	4,699	(1,292)
001-5402-541.34-00	CONTRACTUAL SERVICES	23,295	42,040	52,303	50,000	(2,303)
001-5402-541.43-01	ELECTRICITY	152,162	147,416	146,734	147,500	766
001-5402-541.45-10	FLEET MAINTENANCE	12,127	16,262	15,000	12,000	(3,000)
001-5402-541.45-30	LIABILITY INSURANCES	2,304	2,710	2,605	2,131	(474)
001-5402-541.46-00	REPAIRS AND MAINTENANCE	1,956	12,541	19,000	15,000	(4,000)
001-5402-541.52-00	OPERATING SUPPLIES	11,128	10,462	17,250	15,000	(2,250)
001-5402-541.52-02	FUEL, OILS, LUBRICANTS	6,273	8,267	3,000	3,000	-
001-5402-541.52-07	TIRES	2,183	603	1,500	1,000	(500)
001-5402-541.55-00	INVENTORY OVER/SHORT	5,133	64	-	-	-
001-5402-541.63-00	IMPROVEMENTS O/T BUILDING	-	2,875	22,505	-	(22,505)
001-5402-541.58-00	EDUCATION AND TRAINING	500	-	-	-	-
	Total Streets	372,244	407,250	486,072	405,552	(80,520)

13-7

Fiscal Year . . : 2020
 Budget Level . . : BUDG
 Description . . :

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info
1-5402-541-12-00	REGULAR SALARIES	104,429.00	
1-5402-541-14-00	OVERTIME	2,000.00	104,429.00
		00100 ON CALL/ AFTER HOUR STAFF FOR EMERGENCY EVENTS	2,000.00
		00200 MISC OVERTIME FOR SCHEDULED HOLIDAY EVENTS	.00
1-5402-541-21-00	FEDERAL PAYROLL TAXES	8,142.00	
1-5402-541-22-01	GENERAL	12,303.00	8,142.00
1-5402-541-23-01	POS, EMPLOYEE ONLY	27,209.00	12,303.00
1-5402-541-23-07	LIFE/AD&D	489.00	26,026.00
1-5402-541-23-08	DENTAL - OHS - EMPLOYEE	483.00	489.00
1-5402-541-23-09	VSP - VISION - EMPLOYEE	166.00	483.00
1-5402-541-24-00	WORKER'S COMPENSATION	4,699.00	166.00
1-5402-541-34-00	OTHER CONTRACTUAL SERVICE	50,000.00	4,699.00
1-5402-541-43-01	ELECTRICITY	147,500.00	50,000.00
1-5402-541-45-10	FLEET MAINTENANCE	12,000.00	147,500.00
		00100 REPAIR & MAINTENANCE FOR ALL STREETS RELATED	12,000.00
		00200 EQUIPMENT, BACK HOE, SKID STEER, COMPACTORS, ROOT	.00
		00300 CUTTER, AIR COMPRESSORS, ROLLER, PRESSURE WASHER1	.00
1-5402-541-45-30	LIABILITY INSURANCES	2,131.00	
1-5402-541-46-00	REPAIRS AND MAINTENANCE	15,000.00	2,131.00
		00100 ELECTRICAL REPAIRS CITY WIDE STREET LIGHTING	15,000.00
		00200 PATHWAY LIGHTING, ELCTRICAL OUTLETS ON CIRCLE	.00
1-5402-541-52-00	OPERATING SUPPLIES	15,000.00	
		00100 BROOMS, SHOVELS, RAKES, AXES, SPRINKLER PARTS,	15,000.00
		00200 LIGHT BULBS, MOWER BLADES, HOSES, MARKING PAINT,	.00
		00300 CHRISTMAS LIGHTING, PAINT BRUSHES, CONCRET MIXES,	.00
		00400 GLOVES, SAFETY VESTS, HATS, EAR PLUGS, DUST MASKS,	.00
		00500 UNIFORMS & SHOES, SAFETY GLASSES, SIGNS, CAUTION	.00
		00600 TAPE, SUNSHINE ONE CALL TICKETS, PAPER TOWELS,	.00
		00700 GATORADE, FUSES AND OTHER MISC SUPPLIES NEEDED	.00
		00800 ANNUAL FERTILIZNG OF PALM TREES & PESTICIDE	.00
		00900 TREATMENT	.00
1-5402-541-52-02	FUEL, OILS, LUBRICANTS	3,000.00	
		00100 REPAIR & MAINTENANCE OF SERVICE VEHICLES	3,000.00
		00200 OILS, FLUIDS, WIPER BLADES, FUSES, FILTERS	.00
1-5402-541-52-07	TIRES	1,000.00	
		00100 TIRES FOR SERVICE TRUCKS IN STREET DEPARTMENT	1,000.00
* Total Accounts for this Budget Level		17	405,551.00

13
1
2

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".

2019-20 Accomplishments

Received Tree City USA & Growth Award

Added lights to Oak trees and planted new material in Westward medians

Supported all Departments with move from City Hall to Community Center

Continue our daily efforts in mowing and maintain all City owned properties

A total of 2,066 street trees were trimmed for vertical traffic and pedestrian safety

FY 2019-20 Budget Highlights

- Proposed budget is \$56,680 or 6.7% higher than FY2019/2020, increase is due to transfer of staff from other divisions in order to meet work load.
- Budget includes \$100,000 for city-wide tree trimming,
- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$912,289</u>
Net cost of Department	<u>\$912,289</u>

**CITY OF MIAMI SPRINGS
PUBLIC WORKS BUDGET
FISCAL YEAR ENDING 9/30/21**

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2017-18 ACTUALS</u>	<u>FY2018-19 ACTUALS</u>	<u>FY2019-20 AMENDED BUDGET</u>	<u>FY20-21 Departmental Request</u>	<u>Dollar Increase (decrease)</u>
PUBLIC PROPERTIES DIVISION						
001-5404-541.12-00	REGULAR SALARIES	238,986	284,402	301,081	380,642	79,561
001-5404-541.14-00	OVERTIME	3,749	4,681	3,000	2,000	(1,000)
001-5404-541.21-00	FEDERAL PAYROLL TAXES	18,483	21,811	23,262	29,272	6,010
001-5404-541.22-01	GENERAL	29,134	33,968	29,055	44,845	15,790
	TOTAL MEDICAL INSURANCE	57,983	79,711	92,514	115,351	22,837
001-5404-541.24-00	WORKER'S COMPENSATION	10,753	7,961	13,549	17,129	3,580
001-5404-541.34-00	OTHER CONTRACTUAL SERVICE	222,847	171,418	200,000	104,500	(95,500)
001-5404-541.41-01	TELEPHONE	2,622	3,218	2,800	2,800	-
001-5404-541.41-02	CELLULAR TELEPHONE	4,856	3,903	3,858	3,500	(358)
001-5404-541.43-01	ELECTRICITY	36,972	38,359	35,745	36,000	255
001-5404-541.43-02	WATER	34,197	45,978	34,000	34,000	-
001-5404-541.44-00	RENTALS AND LEASES	245	-	-	300	300
001-5404-541.45-10	FLEET MAINTENANCE	49,105	40,685	30,000	30,000	-
001-5404-541.45-30	LIABILITY INSURANCES	27,324	27,893	27,778	49,672	21,894
001-5404-541.46-00	REPAIRS AND MAINTENANCE	19,363	6,794	20,000	15,000	(5,000)
001-5404-541.52-00	OPERATING SUPPLIES	23,419	16,305	26,750	35,000	8,250
001-5404-541.52-02	FUEL, OILS, LUBRICANTS	7,765	9,871	5,000	6,000	1,000
001-5404-541.52-07	TIRES	1,608	2,366	1,500	1,000	(500)
001-5404-541-91-12	TRANSFER TO DEBT SERVICE FUND			5,417	5,279	(138)
001-5404-541.64-00	MACHINERY AND EQUIPMENT	28,665	11,718		-	-
001-5404-541.63-00	IMPROVEMENTS O/T BUILDING	14,724	6,722		-	-
	Total Public properties	832,800	817,764	855,309	912,289	56,980

13-10

Fiscal Year . . . : 2020
 Budget Level . . . : BUDG
 Description . . . :

Account #	Description	Budget Amount	Misc. Info
1-5404-541-12-00	REGULAR SALARIES	380,642.00	
1-5404-541-14-00	OVERTIME	2,000.00	
1-5404-541-21-00	FEDERAL PAYROLL TAXES	29,272.00	
1-5404-541-22-01	GENERAL	44,845.00	
1-5404-541-23-02	POS, EMPLOYEE +1	110,833.00	
1-5404-541-23-07	LIFE/AD&D	1,633.00	
1-5404-541-23-08	DENTAL - OHS - EMPLOYEE	2,174.00	
1-5404-541-23-09	VSP - VISION - EMPLOYEE	712.00	
1-5404-541-24-00	WORKER'S COMPENSATION	17,127.00	
1-5404-541-34-00	OTHER CONTRACTUAL SERVICE	104,500.00	
1-5404-541-41-01	TELEPHONE	2,800.00	
1-5404-541-41-02	CELLULAR TELEPHONE	3,500.00	
1-5404-541-43-01	ELECTRICITY	36,000.00	
1-5404-541-43-02	WATER	34,000.00	
1-5404-541-44-00	RENTALS AND LEASES	300.00	
1-5404-541-45-10	FLEET MAINTENANCE	30,000.00	
1-5404-541-45-30	LIABILITY INSURANCES	49,672.00	
1-5404-541-46-00	REPAIRS AND MAINTENANCE	15,000.00	
1-5404-541-52-00	OPERATING SUPPLIES	35,000.00	
1-5404-541-52-02	FUEL, OILS, LUBRICANTS	6,000.00	

13-11

Prepared: 7/16/20, 13:41:31
Program: GM217L

City of Miami Springs
Budget Level Report

Fiscal Year . . . : 2020
Budget Level . . . : BUDG
Description . . . :

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info
1-5404-541-52-07	TIRES	00100 SERVICE & MAINTENACE OF 8 VEHICLES 00200 OILS, FLUIDS, FILTERS, WIPER BLADES 1,000.00	6,000.00 .00
1-5404-541-91-12	TRF TO DEBT SERVICE	00100 TIRES FOR 8 VEHICLES 5,279.00	1,000.00
* Total Accounts for this Budget Level	22	00100 TRANSFER TO DEBT SERVICE FUND 912,289.00	5,279.00

B-12

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 2019-20 Accomplishments

Inspected and maintained all City owned Air Conditioning Systems

Provided unlimited repair services to all facilities with no accidents or injuries with no delays in service

Provided assistance with City Hall & Police Dept move from City Hall Building

FY 2020-21 Budget Highlights

- Proposed budget is \$536,084 or 140% lower than FY2019/2020. Decrease is due to the City Hall mold remediation costs incurred in Fy19-20.

- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$383,520</u>
Net cost of Department	<u>\$383,520</u>

CITY OF MIAMI SPRINGS
PUBLIC WORKS BUDGET
FISCAL YEAR ENDING 9/30/21

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2017-18 ACTUALS</u>	<u>FY2018-19 ACTUALS</u>	<u>FY2019-20 AMENDED BUDGET</u>	<u>FY20-21 Departmental Request</u>	<u>Dollar Increase (decrease)</u>
BUILDING MAINTENANCE DIVISION						-
001-5405-541.12-00	REGULAR SALARIES	45,832	77,907	79,860	82,256	2,396
001-5405-541.14-00	OVERTIME	3,437	3,029	3,000	3,500	500
001-5405-541.21-00	FEDERAL PAYROLL TAXES	3,731	6,111	6,339	6,560	221
001-5405-541.22-01	GENERAL	5,665	9,206	9,616	9,691	75
	TOTAL MEDICAL INSURANCE	7,882	15,683	16,622	19,051	2,429
001-5405-541.24-00	WORKER'S COMPENSATION	1,289	1,586	2,556	3,701	1,145
001-5405-541.34-00	OTHER CONTRACTUAL SERVICE	51,372	62,670	75,000	75,000	-
001-5405-541.41-02	CELLULAR TELEPHONE	-	-	500	500	-
001-5405-541.43-02	WATER/GAS	159	309	146	150	4
001-5405-541.44-00	RENTALS AND LEASES	47	-	-	500	500
001-5405-541.45-10	FLEET MAINTENANCE	1,764	1,525	2,500	1,500	(1,000)
001-5405-541.45-30	LIABILITY INSURANCES	972	1,536	1,562	1,679	117
001-5405-541.46-00	REPAIRS AND MAINTENANCE	178,447	117,517	636,773	125,000	(511,773)
001-5405-541.52-00	OPERATING SUPPLIES	7,755	4,042	9,250	5,000	(4,250)
001-5405-541.52-02	FUEL, OILS, LUBRICANTS	1,013	1,177	1,000	1,000	-
001-5405-541.52-07	TIRES	-	-	500	500	-
001-5405-541.64-00	MACHINERY AND EQUIPMENT	29,765	-	-	-	-
001-5405-541.63-00	IMPROVEMENTS O/T BUILDING	28,184	-	24,695	-	(24,695)
001-5405-541.91-12	TRANSFER TO DEBT SERVICE FUND	-	-	49,185	47,932	(1,253)
	Total Bldg Maintenance	367,314	302,298	919,104	383,520	(535,584)

13-14

Fiscal Year . . . : 2020
 Budget Level . . . : BUDG
 Description . . . :

DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
1-5405-541-12-00	REGULAR SALARIES	82,256.00	
1-5405-541-14-00	OVERTIME	3,500.00	82,256.00
		00100 EMERGENCY CALLL STAFF	3,500.00
		00200 SCHEDULED OVERTIME CITY WIDE EVENTS	.00
1-5405-541-21-00	FEDERAL PAYROLL TAXES	6,560.00	
1-5405-541-22-01	GENERAL	9,691.00	6,560.00
1-5405-541-23-04	HMO, EMPLOYEE ONLY	18,140.00	9,691.00
1-5405-541-23-07	LIFE/AD&D	385.00	17,351.00
1-5405-541-23-08	DENTAL - OHS - EMPLOYEE	365.00	385.00
1-5405-541-23-09	VSP - VISION - EMPLOYEE	162.00	365.00
1-5405-541-24-00	WORKER'S COMPENSATION	3,701.00	162.00
1-5405-541-34-00	OTHER CONTRACTUAL SERVICE	75,000.00	2,632.00
		00100 CITY WIDE JANITORIAL SERVICES	75,000.00
		00200 CITY WIDE PEST CONTROL SERVICES	.00
		00300 CARPET MATS CITY HALL, POLICE DEPT & PUBLIC WORKS	.00
		00400 ANNUAL FIRE EXTINGUISHER CITY WIDE PER M.D. FIRE	.00
		00500 TRANE A/C MAINTENANCE AGREEMENT CITY HALL	.00
		00600 THYSSENKRUPPT ELEVATOR CONTRACT CITY HALL	.00
		00700 CHI FIRE ALARM SERVICE CONTRACT CITY HALL	.00
1-5405-541-41-02	CELLULAR TELEPHONE	500.00	
1-5405-541-43-02	WATER	150.00	500.00
1-5405-541-44-00	RENTALS AND LEASES	500.00	150.00
1-5405-541-45-10	FLEET MAINTENANCE	1,500.00	500.00
1-5405-541-45-30	LIABILITY INSURANCES	1,679.00	1,500.00
1-5405-541-46-00	REPAIRS AND MAINTENANCE	125,000.00	1,679.00
		00100 FUNDING FOR ALL OUTSIDE CONTRACTED SERVICES TO	125,000.00
		00200 CITY OWNED BUILDINGS FOR MAINTENANCE OR REPAIRS	.00
		00300 FUNDING TO SUPPORT ALL REPAIRS AND MAINTENANCE	.00
		00400 FOR IN-HOUSE CITY OWNED BUILDINGS	.00
1-5405-541-52-00	OPERATING SUPPLIES	5,000.00	
		00100 SMALL TOOLS, A/C FILTERS, WATER FILTERS, LUMBER,	5,000.00
		00200 PAINT, PAINT BRUSHES, PAINT ROLLERS, BROOMS, LOCKS	.00
		00300 CEMENT, ROOF MATERIALS, PLUMBING SUPPLIES,	.00
		00400 ELECTRICAL SUPPLIES, BACK BELTS, DRILL BITS, GLOVE	.00
		00500 DUCT TAPE, CAUTION TAPE, LIGHTING BULBS, SAW BLADE	.00
		00600 AND OTHER REPAIR & MAINTENANCE SUPPLIES	.00
		00700 MIAMI DADE COUNTY LIFE SAFETY PERMIT FEES	.00

13-17

Prepared: 7/16/20, 13:42:20
Program: GM217L

City of Miami Springs
Budget Level Report

Fiscal Year . . . : 2020
Budget Level . . . : BUDG
Description . . . :

DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
1-5405-541-52-02	FUEL, OILS, LUBRICANTS	1,000.00	
		00100 SUPPLIES FOR VEHICLE REPAIR & MAINTENANCE	1,000.00
1-5405-541-52-07	TIRES	500.00	
		00100 TIRES FOR BUILDING MAINTENANCE VEHICLE	500.00
1-5405-541-91-12	TRF TO DEBT SERVICE	47,932.00	
* Total Accounts for this Budget Level	20	383,521.00	

13-16

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 2019-20 Accomplishments

Our fleet staff continues to outperform themselves every year. The staff has been able to tackle quite a few heavy jobs in-house saving the City thousands of dollars by not going to outside facilities.

Our fleet staff continues to work cohesively with our procurement department in getting time sheet paper work and invoices processed in a timely fashion. They have networked with quite a few vendors that provide competitive pricing and better quality parts for our vehicles.

FY 2020-21 Budget Highlights

- Proposed budget is \$20,489 or 34% lower than FY2019/2020.
- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$39,000</u>
Net cost of Department	<u>\$39,000</u>

**CITY OF MIAMI SPRINGS
PUBLIC WORKS BUDGET
FISCAL YEAR ENDING 9/30/21**

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2017-18 ACTUALS</u>	<u>FY2018-19 ACTUALS</u>	<u>FY2019-20 AMENDED BUDGET</u>	<u>FY20-21 Departmental Request</u>	<u>Dollar Increase (decrease)</u>
FLEET DIVISION						
001-5407-541.34-00	OTHER CONTRACTUAL SERVICE	37,883	16,381	35,634	30,000	(5,634)
001-5407-541.45-10	FLEET MAINTENANCE	50,843	2,391	8,055	2,500	(5,555)
001-5407-541.45-30	LIABILITY INSURANCES	2,391	3,222	-	-	-
001-5407-541.52-00	OPERATING SUPPLIES	1,696	8,575	7,800	5,000	(2,800)
001-5407-541.52-02	FUEL, OILS, LUBRICANTS	2,426	1,026	1,500	1,000	(500)
001-5407-541.52-07	TIRES	248	-	500	500	-
001-5407-541.64-00	MACHINERY AND EQUIPMENT	-	-	6,000	-	(6,000)
	Total Fleet	95,487	31,595	59,489	39,000	(20,489)
	Total Public Works	2,080,862	1,947,958	2,715,373	2,141,085	(574,288)

13-12

Fiscal Year . . . : 2020
 Budget Level . . . : BUDG
 Description . . . :

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info
1-5407-541-34-00	OTHER CONTRACTUAL SERVICE	30,000.00	
		00100 CONTRACTUAL SERVICES FOR ENTIRE CITY FLEET	30,000.00
1-5407-541-45-10	FLEET MAINTENANCE	2,500.00	
		00100 REPAIRS & MAINTENANCE FOR FLEET TRUCK	2,500.00
1-5407-541-52-00	OPERATING SUPPLIES	5,000.00	
		00100 MIAMI DADE COUNTY FUEL OPERATIONS PERMIT FEES,	5,000.00
		00200 GREASE, BRAKE & CARB CLEANERS, STARTING FLUID,	.00
		00300 TIRE VALVES & WEIGHTS, HYDRAULIC HOSE'S & FITTINGS	.00
		00400 GRANULAR OIL ABSORBANT, PAPER TOWELS, GLOVES,	.00
		00500 HOSE CLAMPS, GASKETS, FREON, GRINDER DISKS,	.00
		00600 SMALL TOOLS, BATTERIES & TERMINALS,	.00
		00700 FUEL PUMPS & FILTERS,	.00
		00800 ANNUAL VEEDER ROOT FUEL SYSTEM MONITORING & FEE	.00
		00900 INDUSTRIAL WASTE OPERATING PERMIT FEES	.00
1-5407-541-52-02	FUEL, OILS, LUBRICANTS	1,000.00	
		00100 SERVICE & REPAIR OF FLEET MAINTENACE VEHICLE	1,000.00
1-5407-541-52-07	TIRES	500.00	
		00100 TIRES FOR FLEET TRUCK	500.00
* Total Accounts for this Budget Level		5	39,000.00

13-14

Basis for FY 2020-21 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 10-01-2020**

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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 3/31/20	Current Pay Range	Date of Annual Review	Promotional Increases	3% COLA Increase	Retirement Payout	FY20-21 Total Pay
Administrative Assistant I	Rachel Buckner	FT	1	1	-	\$36,716			\$0	\$1,101	\$0	\$37,818
Administrative Assistant I	Erika Simmons	FT	1	1	-	\$33,500				\$1,005	\$0	\$34,505
Public Works Director-PG49	T Nash	FT	1	1	-	\$96,908			\$0	\$2,907	\$1,750	\$101,565
Materials Management Clerk -PG15	A Perez	FT	1	1	-	\$43,685				\$1,311	\$1,500	\$46,495
Administrative Assistant I	Lizette Fuentes	FT	1.0	1.0	-	\$36,716		10/01/10	\$0	\$1,101	\$0	\$37,817
Total projections			5.00	5.00	0	\$247,525			\$0	\$7,426	\$0	\$258,200

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 3/31/20	Current Pay Range	Date of Annual Review	Promotional Increases	3% COLA Increase	Retirement Payout	FY20-21 Total Pay
Maintenance Worker I-PG8	Matt Perez	FT	1	1	-	\$34,599	22992-38440	01/00/00		\$1,038		\$35,637
Maintenance Worker I-PG8	C Arguello	FT	1	1	-	\$35,500	22541-33421	02/02/15		\$1,065	\$0	\$36,565
Maintenance Worker I-PG8	Adrian Lopez	FT	1	1	-	\$31,382				\$941	\$0	\$32,323
Total projections			3.00	3.00	0	\$101,481			\$0	\$3,044	\$0	\$104,525

City of Miami Springs												
Department: Public Works - Public Properties												
Position (paygrade)	Employee Name	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/20	Current Pay Range	Date of Annual Review	Promotional Increases	3% COLA Increase	Retirement Payout	FY20-21 Total Pay
Maintenance Worker II-PG10	Erroll Vasell	FT	1.00	1.00	-	\$38,311			\$0	\$1,149	\$1,000	\$40,461
Maintenance Worker I-PG8	Zavier Johnson	FT	1	1	-	\$29,889	22992-38440	12/21/92		\$897	\$0	\$30,785
Maintenance Worker I-PG8	L Brownlee	FT	1	1	-	\$29,889	22541-33421	02/02/15		\$897	\$0	\$30,786
Maintenance Worker I-PG8	Zel Garcia	FT	1	1	-	\$29,889	22992-38440	12/21/92		\$897	\$0	\$30,786
Maintenance Worker I-PG8	M Graham	FT	1	1	-	\$31,383	22992-38440	01/00/00		\$942		\$32,325
Maintenance Worker I-PG8	C Dotson	FT	1	1	-	\$29,889	22992-38440	01/00/00		\$897		\$30,786
Maintenance Worker I-PG8	J Nelson	FT	1	1	-	\$29,889				\$897	\$0	\$30,786
Maintenance Worker I-PG8	Jahkeem Johnson	FT	1	1	-	\$29,889	24201-35885			\$897	\$0	\$30,786
Maintenance Worker I	H Gilbert	FT	1	1	-	\$29,889	22541-33421			\$897		\$30,786
Maintenance Worker I-PG8	Christian Perez	FT	1	1	-	\$29,889	22992-38440	10/06/10		\$897	\$0	\$30,786
Maintenance Worker I-PG8	N Guzman	FT	1	1	-	\$29,889	22992-38440	10/06/10		\$897	\$0	\$30,786
Maintenance Worker I-PG8	vacant	FT	1	1	-	\$29,889	23726-35181			\$897		\$30,786
Total projections			12.0	12.0	-	\$368,584			\$0	\$11,058	\$1,000	\$380,642

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City of Miami Springs												
Department: Public Works - Building Maintenance												
Position (paygrade)	Employee Name	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/20	Current Pay Range	Date of Annual Review	Promotional Increases	3% COLA Increase	Retirement Payout	FY20-21 Total Pay
Building Maintenance Specialist II-PG22	A Urbaez	FT	1	1	-	\$48,694	32547-48264	03/09/15		\$1,461		\$50,155
Building Maintenance TECH	Ervin Rivas	FT	0	1	-	\$31,166	FY 1999 - 2000	Form BFD 3.1 prepared on 7/15/2020 at +		\$935		\$32,101
Total projections			1	2	0	\$79,860			\$0	\$2,396	\$0	\$82,256

Rotary

Hialeah-Miami Springs



PO Box 1635
Hialeah, FL 33011-1635

July 8, 2020

Mr. William Alonso
City Manager
City of Miami Springs
201 Westward Drive
Miami Springs, FL 33166

RE: Dog Waste Bag Stations

Dear Mr. Alonso:

It is with great interest that the Hialeah Miami Springs Rotary Club submits this letter of request for the City Budget hearings for \$1000 per year allotment for expenditure towards the Dog Waste Bags fulfillment. The HMS Rotary Club, with the assistance of the Public Works Department, had these stations installed within our City limits.

While this project of Dog Waste Bag Stations was an initiative for our Club to offer residents the free bags to collect dog waste, this year, with the advent of COVID -19, has proven to be prohibitive to our fund-raising efforts to fully support this project.

We are asking the City to purchase and install these bags in the more than 50 locations.

The HMS Rotary Club will be more than willing and available to support this request in person at future workshops in order to gain approval of this budget request.

Sincerely,

A handwritten signature in blue ink, appearing to read "Charles Leonard".

Charles Leonard
President 2020-2021
HMS Rotary Club

13-21

William Alonso

From: Tom Nash
Sent: Wednesday, July 1, 2020 10:31 AM
To: Nancy Voyer
Cc: William Alonso; Tammy Romero; Lizette Fuentes; Rachel Buckner
Subject: RE: Dog Bags

Nancy,

If your budget was 1k and you have reduced it to 800 that does not help the situation. The City has invested \$230.00 towards the bags so we are now at \$1,230.00 and currently out of inventory.

I'm not splitting hairs with you but our agreement with your organization was to install these units and replenish them with the inventory you provide. We are sending staff out monthly to fill them. To cover your stations adequately you would need to increase your budget to \$2,000.00 because it's 163.50 per month to fill all 43 stations. $163.5 \times 12 = 1,962.00$ and that would cover one sleeve of 100 bags per unit each month. Your previous purchases were not enough to cover all the units. These costs are from your supplier Dog Waste Depot.

Our recommendation to you is #1 remove some of the stations or #2 is to go back to those sponsors who purchased the units and see if they want to carry some of the costs.

Nash

From: Nancy Voyer <nancyvoye@att.net>
Sent: Wednesday, July 1, 2020 9:25 AM
To: Tom Nash <nasht@miamisprings-fl.gov>
Subject: Re: Dog Bags

Our Treasurer just gave me the figure that we spent an average of about \$1,000 per year on replacing dog waste bags for the waste stations since we started this project in 2017.

We re-calculated our Rotary budget this year and reduced our yearly budget to \$800 a year.

Does this help you?

Just FYI, the supplier I use has the best prices.

Thanks again.
Nancy

13-22

Parks and Recreation Department

Mission Statement

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

Parks and Recreation - Administration

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 and flag football.
- Provide additional “non-athletic” youth, adult, senior programs and increase participation in our Special Events 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%

2019-20 Accomplishments

- Increased Turkey Trot, Halloween and Christmas by 5%.
- Established virtual programming: Virtual 5k run, Fitness program and Arts and Crafts.

FY 2020-21 Budget Highlights

- The total Recreation budget for FY20-21 is \$2,419,998 which is \$134,161 or 5.3% lower than the FY19-20 budget.
- Proposed Administration budget is \$98,337 or 6.2% lower than FY2019/2020.
- Budget Summary:

Budgeted Revenues	\$ 329,000
Budgeted Expenditures	<u>\$1,501,319</u>
Net cost of Department	<u>\$1,172,319</u>
- The Pelican Playhouse will receive an annual subsidy of \$29,000 for FY20-21, the same as FY19-20.

**CITY OF MIAMI SPRINGS
RECREATION DEPARTMENT BUDGET
FISCAL YEAR ENDING 9/30/21**

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2017-18 ACTUALS</u>	<u>FY2018-19 ACTUALS</u>	<u>FY2019-20 AMENDED BUDGET</u>	<u>FY2020-21 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>
ADMINISTRATION						
001-5701-572.12-00	REGULAR SALARIES	301,832	320,241	347,385	336,569	(10,816)
001-5701-572.13-00	PART TIME YEAR ROUND	198,901	180,510	200,000	207,495	7,495
001-5701-572.14-00	OVERTIME	15,078	22,765	10,000	10,000	-
001-5701-572.16-00	SEASONAL EMPLOYEES	93,336	113,242	120,000	120,000	-
001-5701-572.21-00	FEDERAL PAYROLL TAXES	46,462	48,607	52,967	51,566	(1,401)
001-5701-572.22-01	PENSION COSTS	28,828	29,869	39,399	39,652	253
	TOTAL MEDICAL INSURANCE	46,315	51,467	55,865	62,901	7,036
001-5701-572.24-00	WORKER'S COMPENSATION	11,267	5,558	8,530	8,301	(229)
001-5701-572.31-00	PROFESSIONAL SERVICES	-	-	1,500	1,500	-
001-5701-572.34-00	OTHER CONTRACTUAL SERVICE	79,131	76,581	84,526	82,000	(2,526)
001-5701-572.34-18	PELICAN PLAYHOUSE COSTS	30,192	29,000	29,000	29,000	-
001-5701-572.34-14	FOOTBALL REFEREES	4,040	4,075	3,000	3,000	-
001-5701-572.34-15	SOCCER REFEREES	9,932	9,527	12,000	12,000	-
001-5701-572.34-16	BASKETBALL REFEREES	7,690	7,330	15,800	9,000	(6,800)
001-5701-572.34-17	BASEBALL UMPIRES	13,098	11,925	13,304	13,500	196
001-5701-572.34-20	PELICAN RENTAL COMMISSION	2,753	717	8,500	4,250	(4,250)
001-5701-572.40-00	TRAVEL AND PER DIEM	3,600	3,858	3,600	3,600	-
001-5701-572.41-01	TELEPHONE: BASE & LOCAL	581	1,275	700	700	-
001-5701-572.41-02	CELLULAR TELEPHONE	530	206	600	600	-
001-5701-572.41-03	POSTAGE	143	133	200	200	-
001-5701-572.41-06	INTERNET ACCESS	6,768	8,929	9,058	9,058	-
001-5701-572.43-01	ELECTRICITY	83,671	85,374	80,000	80,000	-
001-5701-572.43-02	WATER	34,345	37,950	24,000	24,000	-
001-5701-572.43-03	GAS	304	452	300	400	100
001-5701-572.44-00	RENTALS AND LEASES	2,060	2,442	3,014	3,200	186
001-5701-572.45-10	FLEET MAINTENANCE	11,274	12,431	8,000	8,000	-
001-5701-572.45-30	LIABILITY INSURANCE	78,267	77,572	91,600	91,694	94
001-5701-572.46-00	REPAIRS AND MAINTENANCE	41,742	33,971	55,000	55,000	-
001-5701-572.47-00	PRINTING AND BINDING	3,748	1,215	2,500	2,500	-
001-5701-572.48-00	PROMOTIONS	58,629	67,975	75,000	75,000	-
001-5701-572.48-01	RECREATIONAL ACTIVITIES	24,929	17,503	36,000	36,000	-
001-5701-572.51-00	OFFICE SUPPLIES	2,726	2,194	2,500	2,500	-
001-5701-572.52-00	OPERATING SUPPLIES	51,711	52,685	63,192	58,000	(5,192)
001-5701-572.52-01	BASKETBALL UNIFORMS	5,624	7,209	8,500	8,000	(500)
001-5701-572.52-02	FUEL, OILS, LUBRICANTS	3,384	3,965	2,000	2,000	-
001-5701-572.52-03	UNIFORMS	741	1,830	2,500	2,500	-

Handwritten initials or mark on the left margin.

**CITY OF MIAMI SPRINGS
RECREATION DEPARTMENT BUDGET
FISCAL YEAR ENDING 9/30/21**

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2017-18 ACTUALS</u>	<u>FY2018-19 ACTUALS</u>	<u>FY2019-20 AMENDED BUDGET</u>	<u>FY2020-21 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>
001-5701-572.52-07	TIRES		-	500	500	-
001-5701-572.52-29	GET FIT SUMMER CAMP	1,330		4,000	2,000	(2,000)
001-5701-572-52-28	TURKEY TROT/SPRINGS RIVER 5K	3,440	4,461	9,250	6,000	(3,250)
001-5701-572-52-21	ANNUAL DADDY DAUGHTER DANCE	6,814	5,000	10,000	10,000	-
001-5701-572-52-22	TEEN CAMP			500	-	(500)
001-5701-572-52-23	YOUTH BASKETBALL	290	-	750	750	-
001-5701-572-52-24	ADVANCED BASKETBALL			385	385	-
001-5701-572-52-25	MENS BASKETBALL	1,138	1,030	2,500	2,500	-
001-5701-572.54-00	DUES, MEMBERSHIPS, SUBS	1,238	1,249	1,500	1,500	-
001-5701-572.58-00	EDUCATION AND TRAINING	1,510	1,319	3,000	3,000	-
001-5701-572-52-60	BASKETBALL TEEN LEAGUE	431	240		-	-
001-5701-572-52-61	BASKETBALL TEEN LEAGUE	653		4,000	4,000	-
001-5701-572.64-00	MACHINERY AND EQUIPMENT	62,561		75,704	-	(75,704)
001-5701-572-91-12	TRANSFER TO DEBT SERVICE FUND	-		17,442	16,998	(444)
						-
	Total Administration	<u>1,383,037</u>	<u>1,343,882</u>	<u>1,599,571</u>	<u>1,501,319</u>	<u>(98,252)</u>

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Fiscal Year . . . : 2020
 Budget Level . . . : BUDG
 Description . . . :

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info
1-5701-572-12-00	REGULAR SALARIES	336,569.00	
	00100 DIRECTOR, PROGRAM SUPERVISOR, ATHLETIC SUPERVISOR		336,569.00
	00200 RECREATION COORDINATOR, RECREATION SPECIALIST,		.00
	00300 PROGRAM SPECIALIST		.00
	00400 BUDGET NUMBER PROVIDED BY FINANCE		.00
1-5701-572-13-00	PART TIME YEAR ROUND	207,495.00	
	00100 YEAR PART TIME STAFF, AS NEEDED		207,495.00
1-5701-572-14-00	OVERTIME	10,000.00	
	00100 OVERTIME, AS NEEDED		10,000.00
1-5701-572-16-00	SEASONAL EMPLOYEES	120,000.00	
	00100 SEASONAL PART TIME STAFF, AS NEEDED		120,000.00
	00200 IE;SUMMER, FIT & BASKETBALL CAMPS		.00
1-5701-572-21-00	FEDERAL PAYROLL TAXES	51,566.00	
	00100 BUDGET NUMBER PROVIDED BY FINANCE		51,566.00
1-5701-572-22-01	GENERAL	39,652.00	
	00100 BUDGET NUMBER PROVIDED BY FINANCE		39,576.00
1-5701-572-23-02	POS, EMPLOYEE #1	59,678.00	
	00100 BUDGET NUMBER PROVIDED BY FINANCE		57,084.00
1-5701-572-23-07	LIFE/AD&D	1,563.00	
	00100 BUDGET NUMBER PROVIDED BY FINANCE		1,563.00
1-5701-572-23-08	DENTAL - OHS - EMPLOYEE	1,326.00	
	00100 BUDGET NUMBER PROVIDED BY FINANCE		1,326.00
1-5701-572-23-09	VSP - VISION - EMPLOYEE	333.00	
	00100 BUDGET NUMBER PROVIDED BY FINANCE		333.00
1-5701-572-24-00	WORKER'S COMPENSATION	8,301.00	
	00100 BUDGET NUMBER PROVIDED BY FINANCE		8,301.00
1-5701-572-31-00	PROFESSIONAL SERVICES	1,500.00	
	00100 ATTORNEY & CONSULTANT FEES, AS NEEDED		1,500.00
1-5701-572-34-00	OTHER CONTRACTUAL SERVICE	82,000.00	
	00100 ENCOMPASS, JANITORIAL CONTRACT		34,000.00
	00200 COMCAST, CABLE/INTERNET		2,500.00
	00300 SUNSHINE STATE, AC CONTRACT		8,500.00
	00400 WASTE MGMT, GARBAGE/RECYCLING CONTRACT		7,500.00
	00500 RS CABLE, SECURITY ALARM MONITORING CONTRACT		1,260.00
	00600 SIMPLEX GRINNEL, FIRE ALARM MONITORING CONTRACT		6,140.00
	00700 THOR GAURD, LIGHTING PREDICTION SYSTEM CONTRACT		4,500.00
	00800 ALSCO, FLOOR MATS/DUST MOPS CLEANING CONTRACT		1,800.00
	00900 SCHINDLER, ELEVATOR MAINTENANCE CONTRACT		6,800.00
	01000 FITNESS SOLUTIONS, EQUIPMENT MONTHLY MAINTENANCE		4,000.00
	01100 VERMONT SYSTEMS, REC TRAC MAINTENANCE & SUPPORT		5,000.00
1-5701-572-34-14	FOOTBALL REFEREES	3,000.00	
	00100 FLAG FOOTBALL REFEREE FEES		3,000.00
1-5701-572-34-15	SOCCER REFEREES	12,000.00	
	00100 228 GAMES, AVERAGE \$28-\$68 PER GAME		12,000.00
	00200 DEPENDING ON IN-HOUSE OR TRAVEL TEAMS		.00
1-5701-572-34-16	BASKETBALL REFEREES	9,000.00	
	00100 ADVANCED SKILLS CAMP, YOUTH LEAGUE, 18 & OVER,		9,000.00
	00200 MEN'S LEAGUE		.00
1-5701-572-34-17	BASEBALL UMPIRES	13,500.00	
	00100 REGULAR SEASON, PLAYOFF GAMES, FALL BALL, ALL STAR		13,500.00

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Fiscal Year . . . : 2020
 Budget Level . . . : BUDG
 Description . . . :

DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
1-5701-572-34-18	PELICAN PLAYHOUSE	29,000.00	
	00100 THEATER DIRECTOR CONTRACT		24,000.00
	00200 THEATER EQUIPMENT, PURCHASE/MAINTENANCE/REPAIRS		5,000.00
1-5701-572-34-20	PELICAN RENTAL COMMISSION	4,250.00	
	00100 30% COMMISSION ON THEATER RENTALS		4,250.00
1-5701-572-40-00	TRAVEL AND PER DIEM	3,600.00	
	00100 RECREATION DIRECTOR CAR ALLOWANCE		3,600.00
1-5701-572-41-01	TELEPHONE: BASE & LOCAL	700.00	
	00100 BUDGET NUMBER PROVIDED BY FINANCE		700.00
1-5701-572-41-02	CELLULAR TELEPHONE	600.00	
	00100 BUDGET NUMBER PROVIDED BY FINANCE		600.00
1-5701-572-41-03	POSTAGE	200.00	
	00100 BUDGET NUMBER PROVIDED BY FINANCE		200.00
1-5701-572-41-06	INTERNET ACCESS	9,058.00	
	00100 BUDGET NUMBER PROVIDED BY FINANCE		9,058.00
1-5701-572-43-01	ELECTRICITY	80,000.00	
	00100 BUDGET NUMBER PROVIDED BY FINANCE		80,000.00
1-5701-572-43-02	WATER	24,000.00	
	00100 BUDGET NUMBER PROVIDED BY FINANCE		24,000.00
1-5701-572-43-03	NATURAL GAS	400.00	
	00100 BUDGET NUMBER PROVIDED BY FINANCE		400.00
1-5701-572-44-00	RENTALS AND LEASES	3,200.00	
	00100 COPY MACHINE RENTAL/METERED COPIES CONTRACT		1,600.00
	00200 STORAGE UNIT MONTHLY RENTAL CONTRACT		1,600.00
1-5701-572-45-10	FLEET MAINTENANCE	8,000.00	
	00100 BUDGET NUMBER PROVIDED BY FINANCE		8,000.00
1-5701-572-45-30	RISK MANAGEMENT	91,694.00	
	00100 BUDGET NUMBER PROVIDED BY FINANCE		91,694.00
1-5701-572-46-00	REPAIRS AND MAINTENANCE	55,000.00	
	00100 COST ASSOCIATED WITH ALL REPAIRS TO BUILDING, GYM		55,000.00
	00200 FLOORS, WALLS, ELECTRICAL, ETC		.00
1-5701-572-47-00	PRINTING AND BINDING	2,500.00	
	00100 SIGNS, BANNERS, POSTERS		2,500.00
1-5701-572-48-00	PROMOTIONS	75,000.00	
	00100 COVERS ALL EXPENSES ASSOCIATED WITH SPECIAL EVENTS		75,000.00
	00200 DADDY-DAUGHTER DATE NIGHT		.00
	00300 CHRISTMAS AT THE GAZEBO		.00
	00400 EASTER EVENT		.00
	00500 HALLOWEEN EVENT		.00
	00600 4TH OF JULY- CAR RENTALS/FIREWORKS/POOL PARTY		.00
	00700 BACK TO SCHOOL POOL PARTY		.00
	00800 LUAU POOL PARTY		.00
	00900 MEMORIAL & VETERAN'S DAY CEREMONIES		.00
	01000 RIBBON CUTTING CEREMONY, AS NEEDED		.00
	01100 WRECK CAMP OUT		.00
1-5701-572-48-01	RECREATIONAL ACTIVITIES	36,000.00	
	00100 COVERS FIELD TRIPS FOR ALL 3 SUMMER CAMP PROGRAMS		36,000.00
	00200 PARTIES, COOK OUTS, ETC		.00
1-5701-572-51-00	OFFICE SUPPLIES	2,500.00	
	00100 MISC OFFICE SUPPLIES, AS NEEDED		2,500.00

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Fiscal Year . . . : 2020
 Budget Level . . . : BUDG
 Description . . . :

DEPARTMENTAL INPUT
 Description

Account #	Description	Budget Amount	Misc. Info
1-5701-572-52-00	OPERATING SUPPLIES	58,000.00	
	00100 ALL EXPENSES ASSOCIATED WITH AFTER SCHOOL CARE,		58,000.00
	00200 SCHOOL HOLIDAYS, 3 SUMMER CAMP PROGRAMS, ATHLETIC		.00
	00300 EQUIPMENT, 1ST AID SUPPLIES, HAND SANITIZERS		.00
1-5701-572-52-01	BASKETBALL/YOUTH LEAGUE	8,000.00	
	00100 COVERS EXPENSES FOR UNIFORMS, TROPHIES, DJ FOR		8,000.00
	00200 END OF SEASON PARTIES & CHAMPIONSHIP GAMES		.00
1-5701-572-52-02	FUEL, OILS, LUBRICANTS	2,000.00	
1-5701-572-52-03	UNIFORMS	2,500.00	
	00100 UNIFORMS FOR FT & YR/PT EMPLOYEES		2,500.00
1-5701-572-52-07	TIRES	500.00	
	00100 BUDGET NUMBER PROVIDED BY FINANCE		500.00
1-5701-572-52-21	ANNUAL DADDY/DAUGHTER DAN	10,000.00	
	00100 BASED ON 125 COUPLES, ADDITIONAL DAUGHTERS		10,000.00
	00200 CATERING COSTS, DJ		.00
1-5701-572-52-23	BASKETBALL CAMP/YOUTH	750.00	
	00100 BASED ON 60 PARTICIPANTS-SHIRTS, AWARDS, END OF		750.00
	00200 CAMP PARTY		.00
1-5701-572-52-24	BASKETBALL CAMP/ADVANCED	385.00	
	00100 BASED ON 15 PARTICIPANTS- SHIRTS, END OF PROGRAM		385.00
	00200 PARTY		.00
1-5701-572-52-25	BASKETBALL/MEN'S LEAGUE	2,500.00	
	00100 18& OVER/ 35& OVER CHAMPIONSHIP JERSEYS, TROPHIES		2,500.00
1-5701-572-52-28	5KRUN,TRKY TROT/SPGS FEST	6,000.00	
	00100 TIMING SYSTEM, TIMING CHIPS, SHIRTS, MEDALS,		6,000.00
	00200 GIFT CARDS, TURKEY TROT-SPRINGS RIVER FESTIVAL		.00
1-5701-572-52-29	GET FIT SUMMER CAMP	2,000.00	
	00100 SHIRTS, PARTIES		2,000.00
1-5701-572-52-61	BASKETBALL SUMMER CAMP	4,000.00	
	00100 SHIRTS, PARTIES X 2 SESSIONS		4,000.00
1-5701-572-54-00	DUES, MEMBERSHIPS, SUBS	1,500.00	
	00100 FRPA MEMBERSHIP FEES FOR FT STAFF		1,500.00
1-5701-572-58-00	EDUCATION AND TRAINING	3,000.00	
	00100 SEMINARS, CLASSES AND CERTIFICATIONS		3,000.00
1-5701-572-91-12	TRF TO DEBT SERVICE	16,998.00	
	* Total Accounts for this Budget Level 50	1,501,318.00	

2-17

Recreation - Pool

The **Aquatics Division** operates and maintains the Miami Springs Aquatic Center, a Multi Aquatic Facility with American Red Cross certified lifeguards and instructors and supervised by a State-Licensed Swimming Pool Operator. The pool is open year-round, and it serves the residents of Miami Springs and other municipalities in the area.

Goals

To have the Miami Springs Aquatic Center provide our residents and patrons with a safe environment to learn to swim, Aquatic Leisure and to also have a Family Fun Experience.

Objectives

- Offer additional family-oriented activities during “open swim” sessions.
- Offer Learn to Swim Program
- Offer Water Safety Classes
- Host Events quarterly at the Aquatic Center
- Offer senior water aerobics programming

FY2019-20 Accomplishments

- Established morning swim program.
- Finalized resurfacing of Pool Deck.
- Refinished and repaired Water features.
- Increased Water Aerobics program by 5%.

FY 2020-21 Budget Highlights

- Proposed pool budget is \$16,067 or 2.7% lower than the FY19-20.
- Budget Summary:

Budgeted Revenues	\$137,500
Budgeted Expenditures	<u>\$581,803</u>
Net cost of Department	<u>\$444,303</u>

**CITY OF MIAMI SPRINGS
RECREATION DEPARTMENT BUDGET
FISCAL YEAR ENDING 9/30/21**

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2017-18 ACTUALS</u>	<u>FY2018-19 ACTUALS</u>	<u>FY2019-20 AMENDED BUDGET</u>	<u>FY2020-21 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>
POOL						
001-5702-572.12-00	REGULAR SALARIES	117,494	138,838	88,783	91,446	2,663
001-5702-572.13-00	PART TIME YEAR ROUND	208,690	207,913	260,000	260,000	-
001-5702-572.14-00	OVERTIME	6,086	8,672	2,500	2,500	-
001-5702-572.21-00	FEDERAL PAYROLL TAXES	25,404	26,743	26,873	27,077	204
001-5702-572.22-01	PENSION COSTS	14,909	15,984	10,690	10,774	84
	TOTAL MEDICAL INSURANCE	18,827	23,588	16,920	19,000	2,080
001-5702-572.24-00	WORKER'S COMPENSATION	6,261	4,863	6,976	7,029	53
001-5702-572.34-00	CONTRACTUAL SERVICES	43,304	47,896	56,000	56,000	-
001-5702-572.43-01	ELECTRICITY	14,675	14,180	13,804	13,804	-
001-5702-572.43-02	WATER	3,716	10,377	5,000	10,000	5,000
001-5702-572.43-03	GAS(POOL)	10,222	9,014	15,000	15,000	-
001-5702-572.44-00	RENTALS AND LEASES		3,838	4,500	4,500	-
001-5702-572.45-30	LIABILITY INSURANCE	7,596	7,092	6,824	7,173	349
001-5702-572.46-00	REPAIRS AND MAINTENANCE	9,000	8,243	36,000	9,500	(26,500)
001-5702-572.52-00	OPERATING SUPPLIES	6,648	6,718	9,000	9,000	-
001-5702-572.52-03	UNIFORMS	2,994	3,459	5,000	5,000	-
001-5702-572.52-06	CHEMICALS	23,807	25,214	30,000	30,000	-
001-5702-572.54-00	DUES, MEMBERSHIPS, SUBS	460	1,010	1,000	1,000	-
001-5702-572.58-00	EDUCATION AND TRAINING	760	556	3,000	3,000	-
001-5702-572.64-00	MACHINERY AND EQUIPMENT		-		-	-
	Total Pool	520,853	564,198	597,870	581,803	(16,067)

14-10

Fiscal Year . . : 2020
 Budget Level . . : BUDG
 Description . . :

Account #	Description	DEPARTMENTAL INPUT		Budget Amount	Misc. Info
				*	-----*
1-5702-572-12-00	REGULAR SALARIES			91,446.00	
		00100	BUDGET NUMBER PROVIDED BY FINANCE		91,446.00
		00200	AQUATIC SUPERVISOR, AQUATIC COORDINATOR		.00
1-5702-572-13-00	PART TIME YEAR ROUND			260,000.00	
		00100	PT-YR STAFF, BUDGET NUMBER PROVIDED BY FINANCE		260,000.00
1-5702-572-14-00	OVERTIME			2,500.00	
		00100	AS NEEDED		2,500.00
1-5702-572-21-00	FEDERAL PAYROLL TAXES			27,077.00	
		00100	BUDGET NUMBER PROVIDED BY FINANCE		27,077.00
1-5702-572-22-01	GENERAL			10,774.00	
		00100	BUDGET NUMBER PROVIDED BY FINANCE		10,753.00
1-5702-572-23-01	POS, EMPLOYEE ONLY			18,140.00	
		00100	BUDGET NUMBER PROVIDED BY FINANCE		17,351.00
1-5702-572-23-07	LIFE/AD&D			428.00	
		00100	BUDGET NUMBER PROVIDED BY FINANCE		428.00
1-5702-572-23-08	DENTAL - OHS - EMPLOYEE			322.00	
		00100	BUDGET NUMBER PROVIDED BY FINANCE		322.00
1-5702-572-23-09	VSP - VISION - EMPLOYEE			111.00	
		00100	BUDGET NUMBER PROVIDED BY FINANCE		111.00
1-5702-572-24-00	WORKER'S COMPENSATION			7,029.00	
		00100	BUDGET NUMBER PROVIDED BY FINANCE		7,029.00
1-5702-572-34-00	OTHER CONTRACTUAL SERVICE			56,000.00	
		00100	ENCOMPASS JANITORIAL CONTRACT		34,000.00
		00200	TRANE AC MAINTENANCE CONTRACT		5,050.00
		00300	SENTRY SECURITY ALARM MONITORING CONTRACT		1,500.00
		00400	DIVERSIFIRE FIRE ALARM MONITORING CONTRACT		2,900.00
		00500	COMCAST CABLE/ INTERNET		3,200.00
		00600	DEPT OF AGRICULTURE & ADP SLIDE INSPECTIONS		850.00
		00700	SLIDEPROS-ANNUAL SLIDE MAINTENANCE CONTRACT		8,500.00
1-5702-572-43-01	ELECTRICITY			13,804.00	
		00100	BUDGET NUMBER PROVIDED BY FINANCE		13,804.00
1-5702-572-43-02	WATER			10,000.00	
		00100	BUDGET NUMBER PROVIDED BY FINANCE		10,000.00
1-5702-572-43-03	NATURAL GAS			15,000.00	
		00100	BUDGET NUMBERS PROVIDED BY FINANCE		15,000.00
1-5702-572-44-00	RENTALS AND LEASES			4,500.00	
		00100	ANNUAL LEASE FOR VACUUM		4,500.00
1-5702-572-45-30	RISK MANAGEMENT			7,173.00	
		00100	BUGET NUMBERS PROVIDED BY FINANCE		7,119.00
1-5702-572-46-00	REPAIRS AND MAINTENANCE			9,500.00	
		00100	EXPENSES ASSOCIATED WITH ALL REPAIRS, IE SLIDE,		9,500.00
		00200	LIGHTS, FILTRATION SYSTEM, PAINTING, ETC		.00
1-5702-572-52-00	OPERATING SUPPLIES			9,000.00	
		00100	EXPENSES ASSOCIATED WITH AQUATIC SUPPLIES, CLASS		9,000.00
		00200	MATERIALS, 1ST AID SUPPLIES, ETC.		.00
1-5702-572-52-03	UNIFORMS			5,000.00	
		00100	LIFEGUARD BATHING SUITS, SHORTS, SHIRTS, JACKETS		5,000.00
1-5702-572-52-06	CHEMICALS			30,000.00	
		00100	CO2, CHLORINE, ACID, CALCIUM		30,000.00
1-5702-572-54-00	DUES, MEMBERSHIPS, SUBS			1,000.00	

11-11

Prepared: 7/16/20, 13:57:06
Program: GM217L

City of Miami Springs
Budget Level Report

Fiscal Year . . . : 2020
Budget Level . . . : BUDG
Description . . . :

Account #	Description	Budget Amount	Misc. Info
1-5702-572-58-00	EDUCATION AND TRAINING	00100 FRPA AQUATIC MEMBERSHIPS FOR FT STAFF 3,000.00	1,000.00
		00100 POOL OPERATOR RECERTIFICATION, COST ASSOCIATED	3,000.00
		00200 WITH RED CROSS	.00
		581,804.00	
* Total Accounts for this Budget Level	22		

14-12

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.

Objectives

- To supervise Match Point Tennis to assure that a variety of programs for both youth and adults, on a social and competitive level, are being offered.
- Assist Match Point Tennis with promoting their youth and adult programs to residents, local hotels and businesses.

FY2019-20 Accomplishments

- Renovated both restrooms.
- Repaired roof of pro shop.
- Added new picnic tables to tiki area.
- Resurfaced 3 courts.

FY 2020-21 Budget Highlights

- Proposed tennis budget is \$42,382 which is the same amount as of FY19-20. Budget includes \$20,000 to resurface three courts.
- Budget Summary:

Budgeted Revenues	\$	-0-
Budgeted Expenditures	\$	<u>42,382</u>
Net cost of Department		<u>\$42,382</u>

CITY OF MIAMI SPRINGS
RECREATION DEPARTMENT BUDGET
FISCAL YEAR ENDING 9/30/21

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2017-18 ACTUALS</u>	<u>FY2018-19 ACTUALS</u>	<u>FY2019-20 AMENDED BUDGET</u>	<u>FY2020-21 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>
TENNIS						
001-5703-572.34-00	OTHER CONTRACTUAL SERVICES	15,000	15,000	15,000	15,000	-
001-5703-572.43-01	ELECTRICITY	3,128	2,824	3,182	3,182	-
001-5703-572.43-02	WATER	170	275	200	200	-
001-5703-572-52-00	OPERATING SUPPLIES	-	2,254	2,000	2,000	-
001-5703-572.46-00	REPAIRS AND MAINTENANCE	-	-	2,000	2,000	-
001-5703-572.63-00	IMPROVEMENTS O/T BUILDINGS	11,940	18,805	20,000	20,000	-
	Total Tennis	30,238	39,158	42,382	42,382	-

14-14

Fiscal Year . . . : 2020
 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 TENNIS PRO ANNUAL CONTRACT 3,182.00	15,000.00
1-5703-572-43-02	WATER	00100 BUDGET NUMBER PROVIDED BY FINANCE 200.00	3,182.00
1-5703-572-46-00	REPAIRS AND MAINTENANCE	00100 BUDGET NUMBER PROVIDED BY FINANCE 2,000.00	200.00
1-5703-572-52-00	OPERATING SUPPLIES	00100 LIGHTS, FENCING, WATER FOUNTAINS, PAINT, DOORS 2,000.00	2,000.00
1-5703-572-63-00	IMPROVEMENTS O/T BUILDING	00100 NETS, BALLS, WINDSCREENS, ETC 20,000.00	2,000.00
* Total Accounts for this Budget Level		00100 TENNIS COURT RESURFACING 42,382.00	20,000.00

18-15

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)

FY2019-20 Accomplishments

- Renovated Stafford and Prince fields.

FY 2020-21 Budget Highlights

- Proposed budget is \$19,842 or 6.3% lower than FY2019/20
- Budget Summary:

Budgeted Revenues	\$	-0-
Budgeted Expenditures		<u>\$294,494</u>
Net cost of Department		<u>\$294,494</u>

14-16

CITY OF MIAMI SPRINGS
RECREATION DEPARTMENT BUDGET
FISCAL YEAR ENDING 9/30/21

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2017-18 ACTUALS</u>	<u>FY2018-19 ACTUALS</u>	<u>FY2019-20 AMENDED BUDGET</u>	<u>FY2020-21 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>
FIELD MAINTENANCE						
001-5705-572.12-00	REGULAR SALARIES	34,517	35,949	41,287	42,525	1,238
001-5705-572.14-00	OVERTIME	958	1,541	1,000	1,000	-
001-5705-572.21-00	FEDERAL PAYROLL TAXES	2,713	3,283	3,235	3,330	95
001-5705-572.22-01	PENSION COSTS	4,260	4,341	4,971	5,010	39
	TOTAL MEDICAL INSURANCE	7,256	7,824	8,296	9,485	1,189
001-5705-572.24-00	WORKER'S COMPENSATION	598	482	1,239	1,276	37
001-5705-572.34-00	CONTRACTUAL SERVICES	200,308	172,315	160,000	172,000	12,000
001-5705-572.44-00	RENTALS AND LEASES		-	1,000	1,000	-
001-5705-572.45-30	RISK MANAGEMENT	732	720	808	868	60
001-5705-572.46-00	REPAIRS AND MAINTENANCE	7,691	13,228	52,500	18,000	(34,500)
001-5705-572.52-00	OPERATING SUPPLIES-Rec	9,459	12,600	15,000	15,000	-
001-5705-572.52-19	OPERATING SUPPLIES-Fields	6,453	6,289	25,000	25,000	-
001-5705-572.63-00	IMPROVEMENTS O/T BLDGS	22,000	-	-	-	-
001-5705-572.64-00	MACHINERY AND EQUIPMENT	-	-	-	-	-
	Total Bldg & Field Maintenance	296,945	258,572	314,336	294,494	(19,842)

16-117

Fiscal Year . . : 2020
 Budget Level . . : BUDG
 Description . . :

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info
1-5705-572-12-00	REGULAR SALARIES	42,525.00	
1-5705-572-14-00	OVERTIME	00100 42,525.00	42,525.00
1-5705-572-21-00	FEDERAL PAYROLL TAXES	00100 1,000.00	1,000.00
1-5705-572-22-01	GENERAL	00100 3,330.00	3,330.00
1-5705-572-23-04	HMO, EMPLOYEE ONLY	00100 5,010.00	5,000.00
1-5705-572-23-07	LIFE/AD&D	00100 9,070.00	8,675.00
1-5705-572-23-08	DENTAL - OHS - EMPLOYEE	00100 199.00	199.00
1-5705-572-23-09	VSP - VISION - EMPLOYEE	00100 161.00	161.00
1-5705-572-24-00	WORKER'S COMPENSATION	00100 55.00	55.00
1-5705-572-34-00	OTHER CONTRACTUAL SERVICE	00100 1,276.00	1,286.00
		00100 172,000.00	160,000.00
		00200 FIELD MAINTENANCE CONTRACT FOR PRINCE, STAFFORD,	.00
		00300 PEAVY DOVE	12,000.00
1-5705-572-44-00	RENTALS AND LEASES	00100 1,000.00	1,000.00
1-5705-572-45-30	RISK MANAGEMENT	00100 868.00	18,000.00
1-5705-572-46-00	REPAIRS AND MAINTENANCE	00200 18,000.00	.00
		00100 EQUIPMENT, IRRIGATION, FENCING, DOG PARK, SOD	15,000.00
1-5705-572-52-00	OPERATING SUPPLIES	00200 REPLACEMENT, IF NEEDED	.00
		00100 15,000.00	15,000.00
		00200 FIELD PAINT, CALFINE, RAPID DRY, HARDWARE, DOG	.00
1-5705-572-52-19	FIELD SUPPLIES-FIELDS	00200 PARK SUPPLIES, AS NEEDED	15,000.00
			.00
			25,000.00
			294,494.00
* Total Accounts for this Budget Level		15	

16-1-2

Basis for FY 2020-21 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 10-01-2020

!:

City of Miami Springs												
Department: Recreation Department												
Position (paygrade)	Employee Name	FT PT	Amended Budget	Qty	Fav (Unf)	Proj. Base Salary As of 3/31/20	Date of Annual Review	Promotional Increases	3% COLA Increase	Other	Longevity	FY20-21 Total Pay
Recreation Director-PG49	Omar Luna	FT	1	1	0	\$102,279	01/04/11	0	3,068		\$1,000	\$106,348
Recreation Coordinator-PG24	Danny Valdes	FT	1	1	0	\$50,896	03/23/11	0	1,527		\$500	\$52,922
Recreation Leader-PG10	Joe Diaz	FT	1	1	0	\$29,000			870			\$29,870
Recreation Specialist	Marcus Martin	FT	1	1	0	\$41,071	03/23/11	0	1,232			\$42,303
Special Events/Program	P Bradley	PT	0.5	0.5	0	\$21,840	10/01/83		655	0	\$0	\$22,495
Special Events/Program Supervisor PG31	Caitlin Smith	FT	1	1	0	\$60,538	01/00/00	0	2,422	0	\$1,000	\$63,960
Special Events/Program Specialist PG10	Denise Bedenbaugh	FT	1	1	0	\$39,967	01/02/10	0	1,199		\$0	\$41,166
Recreation Leader (year-round)	?	PT	as needed	0	0	\$185,000	-				-	\$185,000
Recreation Leader (seasonal)	?	PT	as needed	0	0	\$120,000	-				-	\$120,000
Total projections			6.5	6.5	0.0	\$650,591		\$0	\$10,973		\$2,500	\$664,065

!:

14-14

City of Miami Springs												
Department: Recreation - Pool												
Position (paygrade)	Employee Name	FT PT	Amended Budget	Qty	Fav (Unf)	Proj. Base Salary As of 3/31/20	Date of Annual Review	Promotional Increases	3% COLA Increase	Other	Longevity	FY20-21 Total Pay
Aquatics Supervisor		\$0 FT	0	0	0	\$0	03/23/11		0		\$0	\$0
Aquatics Supervisor PG28	James Dean	FT	1	1	0	\$50,896	n/a	0	1,527		-	\$52,422
Aquatic Coordinator PG24	Anthony Fernandez	FT	1	1	0	\$37,887		0	1,137			\$39,024
Cashiers		PT	3	3	0	\$43,000	n/a				-	\$43,000
Lifeguards (part time)		PT	as needed	needed	0	\$217,000					-	\$217,000
Lifeguards (seasonal)		PT	as needed	needed	0	\$0	n/a				-	\$0
Total projections			5	5	0	\$348,783		\$0	\$2,663		\$0	\$351,446

!:

City of Miami Springs												
Department: Recreation - Maintenance												
Position (paygrade)	Employee Name	FT PT	Amended Budget	Qty	Fav (Unf)	Proj. Base Salary As of 3/31/20	Date of Annual Review	Promotional Increases	3% COLA Increase	Other	Longevity	FY20-21 Total Pay
Recreation Maintenance Supervisor PG19	Joel Watts	FT	1	1	0	\$41,287	08/04/03	0	1,239	0	\$0	\$42,525
		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	\$41,287		\$0	\$1,239		\$0	\$42,525

**CITY OF MIAMI SPRINGS
RECREATION REVENUE BUDGET
FY2020/21**

Line Item Revenue	FY 18-19 ACTUAL	FY 19-20 BUDGET	FY 20-21 Proposed Budget
After School Programs	31,529	45,000	45,000
Shade Area/Umbrella Rental	20,013	12,000	16,000
Swim Lessons	44,265	55,000	55,000
Pool Admissions	71,300	42,000	42,000
Annual Daddy/Daughter Dance	3,930	7,500	6,500
Pelican theatre	2,090	3,800	3,500
Vending Machines	1,523	3,500	2,500
Fireworks-VG	3,000	3,000	3,000
Summer Camp	125,527	130,000	130,000
Summer Camp Activity Fee	23,253	30,000	30,000
Aquatic Multipurpose room rental	7,508	-	7,200
Fitness Room Membership	12,188	20,000	15,000
Gym Admission Fees	2,936	2,250	2,500
Recreation Facilities Rentals	18,115	20,000	20,000
Get Fit/Basketball Summer Camps	11,000	26,000	20,000
Basketball Fees	14,150	26,300	24,000
Other activities	7,561	12,800	15,000
Pool Rental	3,450	4,500	4,500
Pool Memberships	17,032	20,000	20,000
Jazzercise	3,364	4,800	4,800
TOTALS >>>	\$423,734	\$468,450	\$466,500

14-20

**CITY OF MIAMI SPRINGS
CAPITAL IMPROVEMENT REQUEST
FOR FY 2020-21 BUDGET YEAR**

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

Department: _____ Parks and Recreation

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

Resurfacing of three Tennis Courts at Tennis Center

Total budget request: \$ 20,000.00

Detail any grant or additional funding sources for this project

Funding

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

Reason why project is needed

Yearly Maintenance of the Tennis Courts

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

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

Department Head Signature

City Manager Approval

14-21



**Pelican
Playhouse**

**Rebeca Sosa Theater at the
Miami Springs Community Center
1401 Westward Drive
Miami Springs, FL 33166
www.pelicanplayhouse.org
305-884-6804**

July 6, 2020

Mr. William Alonso
City of Miami Springs
201 Westward Drive
Miami Springs, FL 33166

Re: Pelican Playhouse Inc.

Dear William:

Thank you for the opportunity to present information with regard to the Pelican Playhouse for the Fiscal Year ending September 30, 2021. Enclosed please find the following:

1. *A State of the Pelican Address*, which outlines our activities during the 2019-2020 Fiscal Year.
2. Our Profit & Loss Statement through June 30, 2020.
3. Our Estimated Income and Expenses through the end of this Fiscal Year (9/30/20).
4. Our purchases from the 2019-2020 \$5,000 Repair Fund.

Our Federal Tax Return (Form 990-EZ) for fiscal year ending 2019 is on extension,. As soon as we file it, we will send you a copy.

We are renewing our various insurance policies and when we receive our Certificate of Liability Insurance, naming the City of Miami Springs as an additional certificate holder, we will forward a copy to you.

For Fiscal Year ending September 30, 2021, we are requesting the same funds that we received for the 2019-2020 Fiscal Year: that is \$24,000 for the Pelican Playhouse General Fund and \$5,000 for the Repair Fund.

Please let me know if you need any additional information before the Budget Meeting.

14-22

July 6, 2020
Page 2

Thanks again!

Sincerely,



Nancy Jones
Theater Manager
305-297-1920 (Cell)

Enclosures
/nj

14-23

State of the Pelican (Illustrated)
Fiscal Year Report: October 1, 2019 – September 30, 2020
Community Theater in the Heart of It All - Miami Springs, Florida!
Not theater with an "edge", but theater with an "awww."

That's the Pelican Playhouse motto. And for more than twenty years now, because of the wisdom, generosity and support of the City of Miami Springs, we have been able to grow - what I can say without fear of contradiction - is quite simply the finest true Community Theater in the State of Florida. What do I mean by "true" Community Theater? A theater that is open to *anyone* in the community (and surrounding South Florida area) interested in doing live theater before an audience. Many theaters are "audition" oriented. Only the best are taken. The rest are encouraged to try again. Here, at the Pelican Playhouse, we pride ourselves in being a "no experience necessary" teaching theater. One of our great joys is watching people who have never acted before, grow into amazing players with abilities they never dreamed they had. And more than that, we are intergenerational. That means "all ages" on stage together. Whole families on stage together. Parents, who heretofore have only rooted for their children from the sidelines, are suddenly in the "game" with them. It is a joy like no other.

Usually we start our recap with the Fall, but as this is needed before summer is out for the Budget process, we always leave out what went on in our Summer Recital. And it is always amazing! The Summer Recital 2019 was no exception. Thirty-five Pelicans from seven to seventy performed a cornucopia of theater pieces they selected. (It's *Actors Choice* during the summer) and for two performances at the end of the summer they shined. The show opened with Mary Reed's clever adaptation of the opening number to "Kiss Me Kate" turning "We Open in Venice" into "We Open on Westward" sung by the entire company. Looking back on it, we had so much fun it might have been the "musical seed" that would bloom in the fall. The show featured classic scenes from the *Twilight Zone*, Carol Burnett, and "Quack, Quack Stick to My Back." A hilarious one act we reprised from 2002.

		
<p>The Speeding Ticket starring new comer and rising star Yma Tejada with Pelican vets Juan Iglesias and Mary Reed.</p>	<p>Sofia Alpizar, the "Ugly" patient in <i>Twilight Zone's</i> classic "Eye of the Beholder," Doctor Tyler Reed and Nurse Sam Chesser, the "beautiful" people.</p>	<p>Kim Calil as the Kleptomaniac and Mary Reed as Carol, in the Classic Carol Burnett "As the Stomach Turns".</p>

As Summer turned to Fall we had a momentous decision to make. What would be the show to start our 21st season. It showed up unannounced in my inbox. From London. An email from the International Theatre & Music company. Would we be interested in producing "*Peter Pan the British Musical?*" I had always yearned to do Peter Pan at the Pelican Playhouse, but a musical? We have done only one other musical in our history. In 2011 we did "*The Fantasticks.*" And it was fantastic, Councilman Bob Best can attest because he was one of the stars. The reason for so few musicals is this simple fact: it is three times the work. In a play, you have acting. In a musical, you have acting, singing and dancing. The play has one director. The musical has three. But I was intrigued. I struck up a email correspondence with the author/composer, Piers Chater Robinson, and before you can say "Second star to the right, straight on till morning" I had convinced the Theater Manager and our Board of Directors, that *this* was a momentous way to celebrate the beginning of our next twenty years. We posted our call to the players and were amply rewarded when more than fifty turned out. There was one more thing. On my acting "bucket list" was the role of Captain Hook. But I knew acting and directing this massive piece would be too much, so I convinced long time Pelican, Sam Chesser, to put on the director's hat so I could put on "the Hook!" Twelve weeks of hard musical rehearsals lay before us.

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Early September, the Company put out a players call for "Peter Pan the British Musical"
The first reading was well attended.

We broke rehearsals just before Halloween to reprise last year's big hit, "The Haunted Tent" at the Miami Springs Halloween celebration on the Circle. It was more popular than ever. And we had a blast. Serious props to Community Center Director Omar Luna and his team for all their support. We couldn't have done it without them.



Halloween is always
Werewolf Time.



The "Haunted Tent" was open for two two-hour sessions.
The line to get in stretched half-way around the circle.



Beyond this point,
there be dragons.

Every Christmas, my "Acting for Young People" class performs for the Miami Springs Seniors from our Senior Center. This year, twelve of our pint-sized players performed "The Great Manger Mystery." They portrayed the animals (a donkey, a camel, two oxen, three sheep and five chickens) living in the stable the night a mysterious visitor came. It made the audience laugh and touched the hearts of the more than 100 that attended.



The Great Manger Mystery first dress rehearsal
with their Santa Director.



A full house of Seniors, friends and family watched the story of
the animals in the Manger and their mysterious visitor.

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After 12 weeks of rehearsal Peter Pan the British Musical opened to two solid weeks of sold out houses.



The entire Peter Pan cast aboard Hook's Jolly Roger



Captain Hook and his crew close in on the Lost Boys secret hideaway.

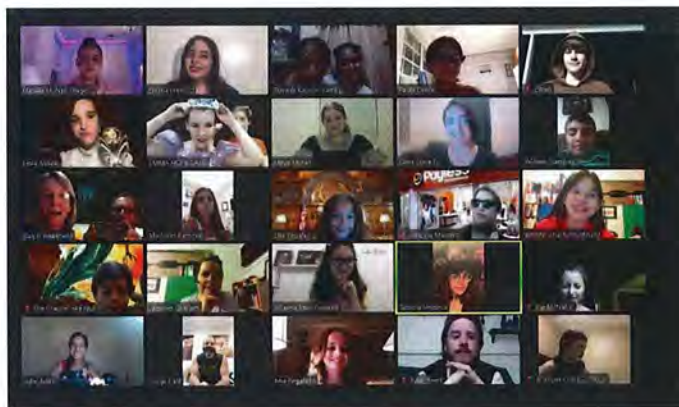


Peter, Lorean Mapp, takes a well-deserved curtain call.

After the enormous success of Peter Pan, where could we go next? After taking a full week off, we came back for two weeks of registration. More than forty players turned out. It is the policy of the Pelican Playhouse that we gather the Players first and then decide what would be the best play we could do with this group of players? Of the more than forty that registered, seventeen of them were girls between the ages of ten and seventeen. Now "tween" and teen-age girls has always been our "strong suit" but almost half the company? The Theater Manager and myself were stumped for a few days until we searched the Pelican archives, and there it was. The perfect fit. In 2002, in the old Rec Center's Caviler Annex we did a show called "Girls to the Rescue." Five short plays threaded together with the hero in each piece being a girl. We held two weeks of auditions and at the end of February cast the show with a mid-May two weekend performance scheduled.

And then the hammer dropped. Covid-19: The Pandemic.

We, along with everyone else, were shut down. We have had Hurricane delays before, but nothing as open ended as this. Might it be cleared up by the middle of May? Uncertain. There were no definitive answers. What to do? Besides being family oriented, the Pelican Playhouse is a faith-based initiative. I firmly believe we could not have accomplished all we had in the last twenty years, if God hadn't had His hand on all of it. I have heard it said, "When God closes one door, He opens another." And this "other door" was in the form of the new "Zoom" virtual on line technology. We had no experience with it, but it was a way to engage my actors and keep them focused on something other than the closing of schools, businesses, and life as they knew it. And it was a way we could still keep the Pelican family connected. We started slowly with small groups, and within a couple of weeks, got the hang of virtual theater. After ten weeks of Zoom rehearsals, we performed "Girls to the Rescue" on two Saturdays. The large cast was double cast to ensure everyone had a good role so each cast Zoomed one Saturday night performance. Reviews were off the chart. So much was learned about this new medium. It's not live theater, but it's not bad.



The "Girls to the Rescue" Week One curtain call. Over seventy people viewed their performance on line.

And so that brings us up to this Summer. We were elated to be back "live" with classes this summer. We are following CDC guidelines to the letter. My thirty-one players are divided into five groups with no more than ten in a

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session. Currently, plans are for individual September performances. If, and that is the operative term, "if" the virus will allow it.

What of the Zoom company? To be honest, I don't trust this virus to slowly go away. My concerns are that it will continue to spike until we are forced to shut down again. With that a real possibility, I decided to not only retain the Zoom company, but expand it. Three weeks ago I went on my FB site and announced I was opening it up to any interested players. I was unprepared (in a good way) for the response. Former Pelicans who had moved away from South Florida, responded from all over the country. Even former high school students of mine from the '70s responded. Now we have three Zoom companies to go with our "live" company. God is amazing. Rise up now and see what tomorrow brings.

Before COVID-19, things were busy at the Rebeca Sosa as per usual. The Junior Orange Bowl tournament pageant, the Miami Springs Halloween Costume Contest, Homeland Security training, Summer Camp 2019, and just last month a City of Miami Springs Council meeting.

Rebeca Sosa Rentals: \$1,120.00 to the City of Miami Springs, included Silvia's School Christmas Show (\$280) and Society of Financial Awareness (3X for a total of \$840.00).

Needless to say, however, there were cancellations because of the Covid-19 Pandemic. Once the Community Center opens again, we will speak to those organizations about re-scheduling.

We continue to partner with the Miami Springs Senior High Math Club, Mu Alpha Theta. They provide refreshments at intermission for a "donation" and make enough to finance their trips to various math competitions around the country. We also would like to acknowledge hearty appreciation for our sister city, the Village of Virginia Gardens, which co-produced "Peter Pan the British Musical" to the tune of \$1,000.00. They have continued their support for us over the years.

Facebook "Likes" are at 578 and climbing! What's not to "like?"

What does the future hold?

Only God knows, but we at the Pelican Playhouse are willing and ready to give it our all!



The Calil family sports their new PPPs: Pelican Pandemic Protectors.

Thanks again for all your support throughout the years!

Ralph Wakefield
Artistic Director
Pelican Playhouse Inc.

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Pelican Playhouse Inc.
Profit & Loss by Class
 October 2019 through June 2020

	TOTAL
Ordinary Income/Expense	
Income	
43400 · Direct Public Support	
43410 · Corporate Contributions	
AmazonSmile	44.90
Total 43410 · Corporate Contributions	44.90
43450 · Individ, Business Contributions	547.50
Total 43400 · Direct Public Support	592.40
44400 · Government Contracts	
44430 · Local Government Contracts	24,000.00
44434 · 2018-2019 Repair Fund	1,296.45
44435 · 2019-2020 Repair Fund	3,842.12
Total 44400 · Government Contracts	29,138.57
46400 · Other Types of Income	
US Treasury - SBA COVID	1,000.00
46435 · Playbill Ad	150.00
46440 · Reimbursement	0.00
46460 · Visiting Companies	888.00
Total 46400 · Other Types of Income	2,038.00
47200 · Program Income	
47240 · Student Fees	6,180.00
47250 · Ticket Sales	5,511.39
Total 47200 · Program Income	11,691.39
Total Income	43,460.36
Expense	
60900 · Business Expenses	
60910 · Bank Fee	65.00
60920 · Business Registration Fees	61.25
Total 60900 · Business Expenses	126.25
62100 · Contract Services	
62105 · Director-Peter Pan	1,500.00
62110 · Accounting Fees	475.00
62120 · Costumer	1,500.00
62140 · Legal Fees	892.50
62145 · Musical Director	1,000.00
62150 · Other Contract Services	4,350.00
62160 · Visiting Companies	270.00
62165 · Website Developer	200.00
Total 62100 · Contract Services	10,187.50
62800 · Facilities and Equipment	
62803 · 2019-2020 Repair Fund	3,842.12
62895 · Storage	68.18
62896 · Training	218.54
Total 62800 · Facilities and Equipment	4,128.84
65000 · Operations	
65031 · Software	413.89
65040 · Supplies	325.29
65070 · Website/Email	462.00
Total 65000 · Operations	1,201.18
65100 · Other Types of Expenses	
65101 · Creative Living Performance	9.60
65110 · Advertising Expenses	181.00

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Cash Basis

Pelican Playhouse Inc.
Profit & Loss by Class
October 2019 through June 2020

	<u>TOTAL</u>
65130 · Gala/Friends of Theater	118.58
65150 · Marketing	611.87
65165 · Visiting Companies	66.24
65170 · Volunteer Appreciation	188.60
Total 65100 · Other Types of Expenses	1,175.89
66000 · Payroll Expenses	19,377.00
67000 · Performance Expenses	
67005 · Cast Party	187.46
67010 · Costumes	452.76
67021 · Lighting	41.99
67025 · Programs	485.86
67030 · Props	466.91
67032 · Riser set up	17.08
67040 · Scripts and Royalties	22.52
67045 · Set	2,359.14
67050 · Sound	1,128.00
67060 · T-Shirts	530.00
67065 · Face Masks	210.00
67000 · Performance Expenses - Other	194.24
Total 67000 · Performance Expenses	6,095.96
Total Expense	42,292.62
Net Ordinary Income	1,167.74
Other Income/Expense	
Other Income	
46425 · Interest	0.26
Total Other Income	0.26
Net Other Income	0.26
Net Income	1,168.00

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**Estimated Income and Expenses
for Fiscal Year ending 9/30/2020**

Anticipated Income after June 30, 2020

July 2020:	Balance of Student Fees for 2020 Summer Recitals		
	In-person	\$	100.00
	Virtual Players	\$	1,400.00
September 2020:	Ticket Sales for 2020 Summer Recitals	\$	2,000.00
	Ticket Sales for 2020 Virtual Recitals	\$	1,500.00
Total:		\$	5,000.00

Anticipated Expenses after June 30, 2020

Summer Recital 2020 (Estimates)	Contract Services	\$	750.00
	Programs	\$	50.00
	Set	\$	200.00
	Props	\$	100.00
	Costumes	\$	200.00
	Face Masks	\$	500.00
Director Salary (including tax liability)	July	\$	2,153.00
	August	\$	2,153.00
	September	\$	2,153.00
Insurance	General Liability	\$	3,246.00
	Officers & Directors Insurance	\$	633.00
	Volunteer Insurance	\$	300.00
Playhouse	Web Developer	\$	200.00
	Accounting Fee	\$	200.00
Total Anticipated Expenses		\$	12,838.00

Total Income from Profit and Loss Statement:	\$	43,460.36
Total Income from Anticipated Income:	\$	5,000.00
TOTAL INCOME after June 30, 2020:	\$	48,460.36

Total Expenses from Profit and Loss Statement:	\$	42,292.62
Total Expenses from Anticipated Expenses:	\$	12,838.00
TOTAL EXPENSES after June 30, 2020:	\$	55,130.62

Net Income*: \$ (6,670.26)

Balance in BB&T Bank Account as of 6/30/2020: \$ 9,807.67

TOTAL ESTIMATED FUNDS AS OF 9/30/2020: \$ 3,137.41

*Any overage to be used for costs toward the Fall/Winter 2020-21 Performance.

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\$5,000 Repair Fund Purchases for Fiscal Year 2019-2020

<i>Date</i>	<i>Item</i>	<i>Total Amount</i>	<i>Balance in Account</i>
	Budget from City of Miami Springs		5,000.00
11/27/2019	A2Z Recognition Products: Curtain	596.96	4,403.04
12/10/2019	Newegg Inc: Laptop-Sound Effect	1,257.90	3,145.14
1/2/2020	Eartec HUB 6-S Wireless Intercom	1,452.11	1,693.03
1/28/2020	Full Compass Headsets	535.15	1,157.88
TBA	Virtual Microphones-still to be purchase	200.00	957.88

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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 2019-20 Accomplishments

Repaired several damaged Sidewalks City wide

Continue our daily inspections of sidewalk lifting and take appropriate actions

Re-striped several sections of the Cities roadways

Assisted with the City Hall & Police dept relocation

Maintain daily contact with all departments to assist when and where needed

Troubleshoot, repair or replace any lighting needs city wide

FY 2020-21 Budget Highlights

- Proposed budget is \$173,695 or 23% lower than FY2019/2020.
- Budget Summary:

Budgeted Revenues	\$575,996 (CITT Funding)
Budgeted Expenditures	<u>\$575,996</u>
Net cost of Department	<u>\$ -0-</u>

CITY OF MIAMI SPRINGS
ROAD AND TRANSPORTATION FUND BUDGET
FISCAL YEAR ENDING 9/30/21

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2017-18 ACTUALS</u>	<u>FY2018-19 ACTUALS</u>	<u>FY2019-20 AMENDED BUDGET</u>	<u>FY20-21 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>
People Transportation						
135-0902-541-12-00	SALARIES-PROJECT MANAGEMENT	61,692	63,153	64,114	65,985	1,871
135-0902-541-14-00	OVERTIME	1,241	1,111	2,500	2,000	(500)
135-0902-541-21-00	FEDERAL PAYROLL TAXES	4,815	4,916	5,096	5,201	105
135-0902-541-22-01	GENERAL PENSION	7,480	7,523	7,720	7,774	54
135-0902-541-23-05	HEALTH INSURANCE	6,876	7,440	7,887	9,070	1,183
135-0902-541-23-07	LIFE INSURANCE	276	285	292	301	9
135-0902-541-23-10	DENTAL INSURANCE	161	161	161	161	(0)
135-0902-541-23-12	VSP - VISION -FAMILY	55	55	55	55	0
135-0902-541-24-00	WORKMENS COMP	1,483	1,904	3,526	3,629	103
135-0902-541.31-00	PROFESSIONAL SERVICES	-	149,662	50,000	50,000	-
135-0902-541.34-00	OTHER CONTRACTUAL SERVICE	25,650	20,790	27,000	30,000	3,000
135-0902-541.41-02	CELLULAR PHONE	209	617	600	600	-
135-0902-541-45-10	FLEET MAINTENANCE	1,683	108	3,000	5,000	2,000
135-0902-541-45-30	LIABILITY INSURANCE	1,284	1,236	1,254	1,347	93
135-0902-541-46-00	REPAIRS AND MAINTENANCE	217,615	378,567	271,171	142,015	(129,156)
135-0902-541.52-00	OPERATING SUPPLIES	7,587	-	5,000	3,000	(2,000)
135-0902-541-52-02	FUELS, OILS, LUBES	-	-	1,000	500	(500)
135-0902-541-52-07	TIRES	-	-	500	500	-
135-0902-541-91-04	TRANSFERS TO DEBT SERVICE FUND	56,762	55,697	54,633	52,504	(2,129)
135-0902-541.64-00	MACHINERY AND EQUIPMENT	23,594	-	47,227	-	(47,227)
	* Transportation	418,463	693,225	552,736	379,642	(173,094)
Mass Transit						
135-0903-541.31-00	PROFESSIONAL SERVICES	19,187	1,881	10,000	10,000	-
135-0903-541.34-00	OTHER CONTRACTUAL SERVICE	134,581	136,156	169,546	169,545	(1)
135-0903-541.46-00	REPAIRS AND MAINTENANCE	1,281	-	1,000	1,000	-
135-0903-541.52-00	OPERATING SUPPLIES	-	-	1,000	1,000	-
135-0903-541.91-04	TRANSFERS TO DEBT SERVICE FUND	16,010	15,710	15,409	14,809	(600)
	* Mass Transit	171,059	153,747	196,955	196,354	(601)
	Total Road & Transportation	589,522	846,972	749,691	575,996	(173,695)

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Program: GM217L

City of Miami Springs
Budget Level Report

Fiscal Year . . . : 2020
Budget Level . . . : BUDG
Description . . . :

Account #	Description	Budget Amount	Misc. Info
135-0903-541-31-00	PROFESSIONAL SERVICES	10,000.00	
135-0903-541-34-00	OTHER CONTRACTUAL SERVICE	169,545.00	
135-0903-541-46-00	REPAIRS AND MAINTENANCE	1,000.00	
135-0903-541-52-00	OPERATING SUPPLIES	1,000.00	
135-0903-541-91-04	TRANSFERS TO CAPITAL PROJ	14,809.00	
	00100 TRANSFERS TO DEBT SERVICE FUND		14,809.00
* Total Accounts for this Budget Level	24	575,996.00	

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City of Miami Springs

Department: Road & Transportation

Position (paygrade)	Employee Name	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/20	Current Pay Range	Date of Annual Review	Promotional Increases	3% COLA Increase	Retirement Payout	Longevity	FY20-21 Total Pay
Operations Supervisor-PG26	L Garaboa	FT	1	1	-	\$62,364	33527-49715	06/12/00	\$0	\$1,871		\$1,750	\$65,985
Total projections			1	1	0	\$62,364			\$0	\$1,871		\$1,750	\$65,985

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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, age 55+, residing in the Cities of Miami Springs and Virginia Gardens, Florida. 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 Adult Community 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

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 targeting, servicing and meeting the needs of older citizens in our community. Through ongoing management, assessment, supervision and reporting of planned objectives over the past thirty-eight years, the City's Elderly Services Department has continued to provide high quality services while participating as a partner in Florida's aging services network.

Funding for the elderly services department is provided through: City of Miami Springs, OAA Title III B, III C-1, III C-2 and LSP grant awards; 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 MSPD Community Policing Office, AARP, the Alliance for Aging, Inc., Mount Sinai Medical Center, Miami-Dade Public Library System, Miami-Dade Public Health Department 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 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: Lunch weekday and weekend meals are delivered each week 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 Manager.

CONGREGATE NUTRITION COUNSELING: Options and methods for improving a client's nutritional status are 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

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, Chair Exercise classes, "Exercise for Balance and Fall Prevention" 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 two mini-buses, is provided to Miami Springs' residents, age 60 and over, with no means of transportation to and from the center. Additionally, weekly trips are made for grocery shopping and field trips to area cultural venues and other places of interest are planned on a monthly basis.

RECREATION: Recreational activities, to include special events, field trips, bingo games, and workshops in art and music are planned throughout the year, as funding permits. Said activities are intended 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, magazines, jig-saw puzzles and games 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.

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Elderly Services Department

GOALS and OBJECTIVES:

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

OBJECTIVE: -Provide 10,750 one way trips and travel assistance to and from the senior center, the client's residence, local grocery stores and other local businesses, area cultural venues and special events as possible.

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 27,720 nutritionally balanced, congregate lunch meals daily, as well as 495 shelf-stable emergency meals, to eligible persons, particularly those in greatest economic and social need.

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

OBJECTIVE: Serve 16,435 weekday lunch meals and 7,125 weekend meals to frail and disabled older citizens this year.

GOAL: To provide a formal nutrition education and counseling program for both senior center and home delivered meal 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 and as needed when nutrition scores warrant reassessment 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 needs. Conduct follow up visits as needed for those with high nutrition scores, lack of support or increasing health issues. Refer homebound clients (or caregivers) to additional service providers and support agencies as is warranted.

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Elderly Services Department

GOALS and OBJECTIVES (continued):

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 5 days a 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, workshops and programs each month.

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 our older population.

GOAL: To provide an appropriate setting and staff support 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: -Open New Adult Community Center and maintain quality paid and volunteer staffing through ongoing training, recognition and reinforcement of their responsibilities.

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Elderly Services

2019-20 ACCOMPLISHMENTS:

Software specifically designed for use in Senior Centers was researched and software and hardware were procured from MySeniorCenter for use in the new Miami Springs Adult Community Center facility.

The Senior Center saw an increase in enrollment for Congregate services from 115 to 170 clients.

Services continued without interruption during the Covid-19 crisis and closure with an average of 170 clients receiving frozen home delivered meals, five days a week and an average of 62 homebound clients receiving hot home delivered meals, seven days a week.

FY 2020-21 BUDGET HIGHLIGHTS:

- Proposed budget is \$159,778 or 23.5% higher than FY2019/2020, increase is due to the \$185,900 LSP grant we were awarded by the State for FY19/20.
- The FY20-21 budget includes costs for the new Senior center building as well as additional staffing for administration as well as health, fitness and art instructors. The budget is based on the Center opening to the seniors in January 2021 since we have been advised by The Alliance for Aging that centers will not be opened before year-end.
- Budget Summary:

Budgeted Revenues	\$500,944
Budgeted Expenditures	<u>\$839,520</u>
Net cost of Department	<u>\$338,576</u>

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**CITY OF MIAMI SPRINGS
ELDERLY SERVICES BUDGET
FISCAL YEAR ENDING 9/30/21**

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2017-18 ACTUALS</u>	<u>FY2018-19 ACTUALS</u>	<u>FY2019-20 AMENDED BUDGET</u>	<u>FY20-21 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AS OF 3/31/20</u>
SENIOR CENTER	Title III C-1						
140-5101-519.12-00	REGULAR SALARIES	63,966	106,415	53,148	65,324	12,176	20,594
140-5101-519.13-00	PART TIME YEAR ROUND	31,422	31,904	57,108	94,095	36,987	14,655
140-5101-519.14-00	OVERTIME		-		-	-	86
140-5101-519.21-00	FEDERAL PAYROLL TAXES	7,277	10,472	8,435	12,196	3,761	2,676
140-5101-519.22-01	GENERAL	-	5,668	6,399	7,696	1,297	2,935
						-	
140-5101-519.23-03	POS, FAMILY	5,586	10,364	11,081	12,619	1,538	3,775
140-5101-519.23-07	LIFE/AD&D	288	338	249	306	57	108
140-5101-519.23-11	DENTAL - OHS - FAMILY	121	263	333	257	(76)	88
140-5101-519.23-12	VSP - VISION - FAMILY	42	76	86	89	3	27
	TOTAL MEDICAL INSURANCE	6,037	11,041	11,749	13,271	1,522	3,998
						-	
140-5101-519.24-00	WORKER'S COMPENSATION	337	433	683	873	190	-
140-5101-519.31-09	OTHER (Dietician)	2,216	2,523	4,775	4,032	(743)	1,008
140-5101-519.34-01	JANITORIAL	12,550	13,800	3,095	34,317	31,222	4,705
140-5101-519.34-02	DUMPING AND DISPOSAL	-	-	1,704	1,274	(430)	-
140-5101-519.40-00	TRAVEL AND PER DIEM	-	-	200	100	(100)	-
140-5101-519.41-01	TELEPHONE	290	1,028	822	2,544	1,722	636
140-5101-519.41-03	POSTAGE	113	116	100	350	250	87
140-5101-519.41-06	INTERNET ACCESS	1,476	1,256	1,548	2,316	768	579
140-5101-519.43-01	ELECTRICITY	7,181	5,648	6,379	12,600	6,221	2,100
140-5101-519.43-02	WATER	3,410	734	-	5,115	5,115	-
140-5101-519.44-00	RENTALS AND LEASES	1,008	4,766	410	1,140	730	285
140-5101-519.45-30	LIABILITY INSURANCE	5,700	6,696	6,917	8,317	1,400	3,456
140-5101-519.46-01	REPAIR & MAINT - BUILDING	1,195	152	300	1,000	700	-
140-5101-519.46-03	EQUIPMENT	-	11,001	5,830	1,796	(4,034)	149
140-5101-519.48-00	PROMOTIONS	600	546	1,450	1,450	-	-
140-5101-519.51-00	OFFICE SUPPLIES	681	1,421	700	700	-	76
140-5101-519.52-00	OPERATING SUPPLIES	531	1,315	1,600	8,454	6,854	2,818
140-5101-519.52-03	UNIFORMS		307	350	700	350	-
140-5101-519.52-04	CATERING COSTS	89,469	96,874	139,415	132,284	(7,131)	33,071
140-5101-519.52-09	OTHER	2,765	2,959	1,697	5,500	3,803	5,245

19-1

CITY OF MIAMI SPRINGS
 ELDERLY SERVICES BUDGET
 FISCAL YEAR ENDING 9/30/21

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2017-18 ACTUALS</u>	<u>FY2018-19 ACTUALS</u>	<u>FY2019-20 AMENDED BUDGET</u>	<u>FY20-21 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AS OF 3/31/20</u>
140-5101-519.54-00	DUES, MEMBERSHIPS, SUBS	71	307	220	-	(220)	-
140-5101-519.58-00	EDUCATION AND TRAINING	440	422	450	400	(50)	-
140-5101-519.63-00	IMPROVEMENTS O/T BUILDINGS				-	-	-
140-5101-519.64-00	MACHINERY AND EQUIPMENT	3,535			-	-	-
* TITLE III C-1		<u>242,270</u>	<u>317,804</u>	<u>315,484</u>	<u>417,843</u>	<u>102,359</u>	<u>99,159</u>

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**CITY OF MIAMI SPRINGS
ELDERLY SERVICES BUDGET
FISCAL YEAR ENDING 9/30/21**

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2017-18 ACTUALS</u> *	<u>FY2018-19 ACTUALS</u> *	<u>FY2019-20 AMENDED BUDGET</u>	<u>FY20-21 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AS OF 3/31/20</u>
SENIOR CENTER	Title III C-2						
140-5102-519.12-00	REGULAR SALARIES	12,714	25,235	29,046	46,337	17,291	10,248
140-5102-519.13-00	PART TIME YEAR ROUND	4,462	7,408	24,627	16,809	(7,818)	4,344
140-5102-519.21-00	FEDERAL PAYROLL TAXES	1,310	2,465	4,106	4,831	725	1,096
140-5102-519.22-01	GENERAL		1,626	3,497	5,459	1,962	1,309
140-5102-519.23-03	POS, FAMILY	1,117	2,915	6,022	6,802	780	1,843
140-5102-519.23-07	LIFE/AD&D	58	87	136	217	81	48
140-5102-519.23-11	DENTAL - OHS - FAMILY	24	74	198	121	(77)	41
140-5102-519.23-12	VSP - VISION - FAMILY	8	21	48	42	(6)	13
	TOTAL MEDICAL INSURANCE	1,207	3,097	6,404	7,181	777	1,945
140-5102-519.31-09	OTHER (Dietician)	64	1,415	1,400	2,212	812	553
140-5102-519.52-04	CATERING COSTS	53,681	74,435	77,730	114,036	36,306	28,509
140-5102-519.52-21	HOME DELIVER WKEND MEALS	28,127	11,743	1,590	-	(1,590)	-
* TITLE III C-2		101,565	127,424	148,400	196,866	48,466	48,004
SENIOR CENTER	Title III B						
140-5103-519.12-00	REGULAR SALARIES	8,387	14,576	16,686	\$ 25,806	9,120	4,469
140-5103-519.13-00	PART TIME YEAR ROUND	21,201	22,549	34,398	25,956	(8,442)	13,907
140-5103-519.21-00	FEDERAL PAYROLL TAXES	2,306	2,855	3,908	3,960	52	1,314
140-5103-519.22-01	GENERAL		707	2,009	3,040	1,031	674
						-	
140-5103-519.23-03	POS, FAMILY	745	1,382	3,482	5,895	2,413	1,009
140-5103-519.23-07	LIFE/AD&D	38	44	78	121	43	25
140-5103-519.23-11	DENTAL - OHS - FAMILY	16	33	103	105	2	22
140-5103-519.23-12	VSP - VISION - FAMILY	5	10	27	36	9	6
	TOTAL MEDICAL INSURANCE	804	1,469	3,690	6,157	2,467	1,062
						-	
140-5103-519.31-09	OTHER	-	10,850	15,851	350	(15,501)	7
140-5103-519.45-10	FLEET MAINTENANCE	5,925	5,355	9,142	10,377	1,235	3,459
140-5103-519.45-30	LIABILITY INSURANCE	2,777	4,417	6,700	14,264	7,564	3,566

6-9-21

CITY OF MIAMI SPRINGS
ELDERLY SERVICES BUDGET
FISCAL YEAR ENDING 9/30/21

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2017-18 ACTUALS</u>	<u>FY2018-19 ACTUALS</u>	<u>FY2019-20 AMENDED BUDGET</u>	<u>FY20-21 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AS OF 3/31/20</u>
140-5103-519.52-02	FUEL, OILS, LUBRICANTS	2,727	4,276	3,950	4,989	1,039	1,663
140-5103-519.52-07	TIRES	125	502	1,020	1,530	510	
140-5103-519.64-00	MACHINERY AND EQUIPMENT	-	1,229		-		
* TITLE III B		<u>44,252</u>	<u>68,785</u>	<u>97,354</u>	<u>96,429</u>	<u>(925)</u>	<u>30,121</u>

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CITY OF MIAMI SPRINGS
ELDERLY SERVICES BUDGET
FISCAL YEAR ENDING 9/30/21

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2017-18 ACTUALS</u>	<u>FY2018-19 ACTUALS</u>	<u>FY2019-20 AMENDED BUDGET</u>	<u>FY20-21 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AS OF 3/31/20</u>
SENIOR CENTER	LSP GRANT					-	
140-5104-519.12-00	REGULAR SALARIES	-	16,614	-	\$0	-	11,131
140-5104-519.13-00	PART TIME YEAR ROUND	46,279	58,144	58,279	74,720	16,441	25,551
140-5104-519.21-00	FEDERAL PAYROLL TAXES	3,496	5,635	4,458	5,716	1,258	2,884
140-5104-519.52-10	RECREATION SUPPLIES	-	263		526	526	
140-5104-519.52-41	LSPWEEKEND MEALS	-			41,120	41,120	10,280
140-5104-519.52-00	OPERATING SUPPLIES	-	25	1,500	1,500	-	58
140-5104-519.52-24	CONGREGATE EMERGENCY MEALS	-	63,458	54,267	4,800	(49,467)	439
140-5104-519.52-25	HOME DEL EMERGENCY MEALS	-	-		-	-	
* LSP GRANT		<u>49,775</u>	<u>149,615</u>	<u>118,504</u>	<u>\$128,382</u>	<u>9,878</u>	<u>53,590</u>
	Total Senior Center	<u>437,862</u>	<u>663,628</u>	<u>679,742</u>	<u>839,520</u>	<u>159,778</u>	<u>243,610</u>

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Fiscal Year . . : 2020
 Budget Level . . : BUDG
 Description . . : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
140-5101-519-12-00	REGULAR SALARIES	65,324.00	
140-5101-519-13-00	PART TIME YEAR ROUND	94,095.00	
140-5101-519-21-00	FEDERAL PAYROLL TAXES	12,196.00	
140-5101-519-22-01	GENERAL	7,696.00	
140-5101-519-23-03	POS, FAMILY	12,619.00	
140-5101-519-23-07	LIFE/AD&D	306.00	
140-5101-519-23-11	DENTAL - OHS - FAMILY	257.00	
140-5101-519-23-12	VSP - VISION - FAMILY	89.00	
140-5101-519-24-00	WORKER'S COMPENSATION	873.00	
140-5101-519-31-09	OTHER	4,032.00	
140-5101-519-34-01	JANITORIAL	34,317.00	
140-5101-519-34-02	DUMPING AND DISPOSAL	1,274.00	
140-5101-519-40-00	TRAVEL AND PER DIEM	100.00	
140-5101-519-41-01	TELEPHONE	2,544.00	
140-5101-519-41-03	POSTAGE	350.00	
140-5101-519-41-06	INTERNET ACCESS	2,316.00	
140-5101-519-43-01	ELECTRICITY	12,600.00	
140-5101-519-43-02	WATER	5,115.00	
140-5101-519-44-00	RENTALS AND LEASES	1,140.00	
140-5101-519-45-30	LIABILITY INSURANCE	8,317.00	
140-5101-519-46-01	BUILDINGS	1,000.00	
140-5101-519-46-03	EQUIPMENT - GENERAL	1,796.00	
140-5101-519-48-00	PROMOTIONS	1,450.00	
140-5101-519-51-00	OFFICE SUPPLIES	700.00	
140-5101-519-52-00	OPERATING SUPPLIES	8,454.00	
140-5101-519-52-03	UNIFORMS	700.00	
140-5101-519-52-04	CATERING COSTS	132,284.00	
140-5101-519-52-09	OTHER	5,500.00	
140-5101-519-58-00	EDUCATION AND TRAINING	400.00	

16-12

Prepared: 7/16/20, 14:00:29
Program: GM217L

City of Miami Springs
Budget Level Report

Fiscal Year . . . : 2020
Budget Level . . . : BUDG
Description . . . : DEPARTMENTAL INPUT
Account # Description

Budget Amount

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

140-5102-519-12-00	REGULAR SALARIES	46,337.00	
140-5102-519-13-00	PART TIME YEAR ROUND	16,809.00	
140-5102-519-21-00	FEDERAL PAYROLL TAXES	4,831.00	
140-5102-519-22-01	GENERAL	5,459.00	
140-5102-519-23-03	POS, FAMILY	6,802.00	
140-5102-519-23-07	LIFE/AD&D	217.00	
140-5102-519-23-11	DENTAL - OHS - FAMILY	121.00	
140-5102-519-23-12	VSP - VISION - FAMILY	42.00	
140-5102-519-31-09	OTHER	2,212.00	
140-5102-519-52-04	CATERING COSTS	114,036.00	

1-11

Prepared: 7/16/20, 14:00:29
Program: GM217L

City of Miami Springs
Budget Level Report

Fiscal Year . . . : 2020
Budget Level . . . : BUDG
Description . . . :

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info
140-5103-519-12-00	REGULAR SALARIES	25,806.00	
140-5103-519-13-00	PART TIME YEAR ROUND	25,956.00	
140-5103-519-21-00	FEDERAL PAYROLL TAXES	3,960.00	
140-5103-519-22-01	GENERAL	3,040.00	
140-5103-519-23-03	POS, FAMILY	5,895.00	
140-5103-519-23-07	LIFE/AD&D	121.00	
140-5103-519-23-11	DENTAL - OHS - FAMILY	105.00	
140-5103-519-23-12	VSP - VISION - FAMILY	36.00	
140-5103-519-31-09	OTHER	350.00	
140-5103-519-45-10	FLEET MAINTENANCE	10,377.00	
140-5103-519-45-30	LIABILITY INSURANCE	14,264.00	
140-5103-519-52-02	FUEL, OILS, LUBRICANTS	4,989.00	
140-5103-519-52-07	TIRES	1,530.00	

21-91

Prepared: 7/16/20, 14:00:29
Program: GM217L

City of Miami Springs
Budget Level Report

Fiscal Year . . . : 2020
Budget Level . . . : BUDG
Description . . . :

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info
140-5104-519-13-00	PART TIME YEAR ROUND	74,720.00	
140-5104-519-21-00	FEDERAL PAYROLL TAXES	5,716.00	
140-5104-519-52-00	OPERATING SUPPLIES	1,500.00	
140-5104-519-52-10	RECREATION SUPPLIES	526.00	
140-5104-519-52-24	CONGREGATE EMERGENCY MEAL	4,800.00	
140-5104-519-52-41	LSP WEEKEND LUNCH HME DEL	41,120.00	
* Total Accounts for this Budget Level		58	839,521.00

16-91

2020-21 SALARY PROJECTIONS WORKSHEET

Salary Budget Distribution:

		PROJ. SALARY	3% COLA	III B BUDGET: 5103	III C-1 BUDGET: 5101	III C-2 BUDGET: 5102	CMS BUDGET: 5104	Total Pay
FOOD SERVICE WORKERS: Please note- 2 lunch shifts								
Rafaela Vega	4 hr/day x 200 days/yr x \$ 13.00/hr	\$10,400	\$312		100% \$10,712			\$10,712
Pilar La Rosa	5.5 hr/day x 200 days/yr x \$ 12.00/hr	\$13,200	\$0		\$13,200			\$13,200
TBA-server	5.5 hr/day x 200days/yr x \$ 12.00/hr	\$13,200	\$0		\$13,200			\$13,200
Server	5.5 hr/day x 200 days/yr x \$12.00/hr	\$13,200	\$0		\$13,200			\$13,200
Server	5.5hr/day x 200 days/yr x \$ 12.00/hr	\$13,200	\$0		\$13,200			\$13,200
SCREENING & ASSESSMENT SPECIALIST:								
Betty Bray	5 hr/day x 253 days/yr x \$18.43/hr w/ 3% increase	\$23,314	\$699	0%	30% \$7,204	70% \$16,809		\$24,013
2nd Screening & Specialist Bilingual	5hr/day x 200 days/yr x \$16. 60	\$16,600	\$0		\$4,980.00	\$11,620.00		\$16,600
Receptionist Registrar								
	8 hr/day x 200 days/yr x \$15.00 FT	\$24,000	\$0.00	20% 4,800.00	60% \$14,400	20% \$4,800	\$0	\$24,000
DRIVERS:								
Edelberto Rivas	5.5hrs/day x 200 x \$15.00/hr	\$16,500	\$495.00	80% \$13,596	20% \$3,399.00			\$16,995.00
Jose Suazo	5 hr/day x 200 days x \$15.00/hr (2nd driver for 2nd bus)	\$15,000	\$450.00	\$12,360	\$3,090.00			\$15,450.00
HEALTH SUPPORT INSTRUCTORS:								
Natasha Salmon-Cogno	2 hrs/day x 200 days/yr x \$82.75/hr	\$33,100	\$0	\$0	\$0	\$0	100% \$33,100	\$33,100
Judd Zisquit	2 hrs/wk x 40 wks x \$82.75/hr	\$6,620	\$0	\$0	\$0	\$0	\$6,620	\$6,620
Gym/Fitness Instructor	25hrs/wk x 40 wks x \$17/hr	\$17,000	\$0	\$0	\$0	\$0	\$17,000	\$17,000
RECREATION INSTRUCTORS:								
Alice Lorenzo/TBA	2hrs week x 40 weeks /yr x \$75	\$6,000	\$0				100% \$6,000	\$6,000
2nd Art Instructor	4hrs week x 40 weeks /yr x \$75	\$12,000					\$12,000	\$12,000
JANITOR								
	5hrs/day x 200 days/yr x \$12.00	\$12,000	\$0		100% \$12,000			\$12,000
ELDERLY SERVICES Manager:								
Tammy Key (12 months)	FT	\$61,800	\$1,854	15% \$9,548.10	50% \$31,827	35% \$22,278.90		\$63,654
ELDERLY SERVICES Assistant Manager								
Angela Aguila (12 months)	FT	\$37,080	\$1,112	30% \$11,457.60	50% \$19,096.00	20% \$7,638.40		\$38,192
Totals:		\$344,214	\$4,922	\$51,763	\$159,511	\$63,148	\$74,722	\$349,136

16-16

Golf & Country Club

Mission Statement

Our Mission for Golf, as the Pandemic continues, is to provide exercise, companionship, open spaces and plenty of Sunshine all for a fairly reasonable price of a greens fee.

We recognize that in these difficult times of the unknown, whether it's Pandemics or Hurricanes that we need to establish and steer business panic to brand purpose, activating your purpose can provide stability to our community and forward momentum to our business.

It is in times of great disruption and uncertainty that our ability to stay grounded is our sense of purpose and remain true to our core values, to consistently provide a quality Golf experience for our residents, members and guest is of utmost importance.

Miami Springs Golf Course

Goals

- Continue to exceed guest expectations by delivering a quality product, personalized Service and unparalleled value.
- Maintain quality golf course conditions which stand out in the minds of our customers and provides great pride among our staff and residents of Miami Springs.
- Protect the Golf Course during the Miami Dade Water and Sewer Wellfield Construction Project.

Objectives

- Continue to revitalize the golf course and continue to grow a loyal clientele
- Research the possibility of solar energy to charge electric cart fleet
- Exceed customers' expectations
- Continue to increase our average dollars per player revenue.

FY 2019-20 Accomplishments

- Increased revenue share from premier card membership
- Successfully carried out Covid-19 restrictions and reopened golf course adhering to all cleaning and distancing requirements.
- Monitored Water & Sewer construction of wellfield renovation

FY 2020-21 Budget Highlights

- Proposed budget is \$106,782 or 5% lower than the FY2019-20 budget.
- Budget Summary:

Budgeted Revenues	\$1,526,810 (projected 36,000 rounds)
Budgeted Expenditures	<u>\$2,030,606</u>
Net cost of Department	<u>\$ 503,796</u>

CITY OF MIAMI SPRINGS
RECREATION DEPARTMENT BUDGET
FISCAL YEAR ENDING 9/30/21

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2017-18 ACTUALS</u>	<u>FY2018-19 ACTUALS</u>	<u>FY2019-20 AMENDED BUDGET</u>	<u>FY2020-21 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>
GOLF ADMINISTRATION						
001-5706-572.43-01	ELECTRICITY	4,947	3,724	4,000	-	(4,000)
001-5706-572.45-30	LIABILITY INSURANCE	11,064	11,064	11,068	11,068	0
	* ADMINISTRATION	<u>16,011</u>	<u>14,788</u>	<u>15,068</u>	<u>11,068</u>	<u>(4,000)</u>

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**CITY OF MIAMI SPRINGS
RECREATION DEPARTMENT BUDGET
FISCAL YEAR ENDING 9/30/21**

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2017-18 ACTUALS</u>	<u>FY2018-19 ACTUALS</u>	<u>FY2019-20 AMENDED BUDGET</u>	<u>FY2020-21 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>
GOLF PRO SHOP						
001-5707-572.12-00	REGULAR SALARIES	151,860	178,570	179,463	213,304	33,841
001-5707-572.13-00	PART TIME YEAR ROUND	132,799	160,166	152,046	142,745	(9,301)
001-5707-572.14-00	OVERTIME	147	-	-	-	-
001-5707-572.21-00	FEDERAL PAYROLL TAXES	21,734	25,901	25,756	27,238	1,482
001-5707-572.22-00	PENSION PLAN-GENERAL	18,658	20,948	22,231	23,306	1,075
001-5707-572.23-00	MEDICAL INSURANCE	18,311	16,620	15,774	27,209	11,435
001-5707-572.23-07	Life Insurance	716	812	880	975	95
001-5707-572.23-08	Dental ins	795	585	483	644	161
001-5707-572.23-09	Vision Ins	217	182	166	222	56
001-5707-572.24-00	WORKER'S COMPENSATION	5,385	3,024	5,050	5,341	291
001-5707-572.31-00	PROFESSIONAL SERVICES	134,348	192,532	6,000	3,000	(3,000)
001-5707-572.34-00	OTHER CONTRACTURAL		1,334	-	-	-
001-5707-572.41-01	TELEPHONE: BASE & LOCAL	3,101	3,743	3,100	3,100	-
001-5707-572.41-02	CELLULAR	895	1,444	2,000	1,500	(500)
001-5707-572.41-03	POSTAGE	162	194	200	150	(50)
001-5707-572.41-06	INTERNET ACCESS	6,453	8,520	7,600	7,600	-
001-5707-572.43-01	ELECTRICITY	17,890	31,040	16,000	16,000	-
001-5707-572.43-02	WATER/GAS	479	9,699	1,200	600	(600)
001-5707-572.44-00	RENTALS AND LEASES	60,457	54,033	60,000	60,000	-
001-5707-572.45-30	LIABILITY INSURANCE	16,704	17,136	17,840	17,007	(833)
001-5707-572.46-00	REPAIRS AND MAINTENANCE	-	444	10,000	10,000	-
001-5707-572.47-00	PRINTING AND BINDING	2,990	3,105	4,000	4,000	-
001-5707-572.48-00	ADVERTISING	42,400	42,940	40,000	20,000	(20,000)
001-5707-572.49-00	OTHER CURRENT CHARGES	190	574	-	-	-
001-5707-572.49-05	CREDIT CARD FEES	35,226	43,302	27,600	30,000	2,400
001-5707-572.51-00	OFFICE SUPPLIES	2,270	393	2,000	2,000	-
001-5707-572.52-00	OPERATING SUPPLIES	4,225	13,169	4,000	4,000	-
001-5707-572.52-05	MERCHANDISE	120,544	210,934	70,754	60,000	(10,754)
001-5707-572.52-12	DRIVING RANGE	2,193	7,924	9,700	1,000	(8,700)
001-5707-572.52-02	FUEL	-	-	-	-	-
001-5707-572.54-00	DUES, MEMBERSHIPS, SUBS	2,892	2,895	3,000	1,500	(1,500)
180-5803-572.63-00	IMPROVEMENTS O/T BLDG	-	4,103	5,170	-	(5,170)
001-5707-572.64-00	MACHINERY AND EQUIPMENT	6,922	3,005	10,700	-	(10,700)
	* PRO SHOP	810,963	1,059,271	702,713	682,439	(20,274)

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Fiscal Year . . . : 2020
 Budget Level . . . : BUDG
 Description . . . : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
1-5707-572-12-00	REGULAR SALARIES	213,304.00	
1-5707-572-13-00	PART TIME YEAR ROUND	142,745.00	
1-5707-572-21-00	FEDERAL PAYROLL TAXES	27,238.00	
1-5707-572-22-01	GENERAL	23,306.00	
1-5707-572-23-00	MEDICAL INSURANCE	27,209.00	
1-5707-572-23-07	LIFE/AD&D	975.00	
1-5707-572-23-08	DENTAL - OHS - EMPLOYEE	644.00	
1-5707-572-23-09	VSP - VISION - EMPLOYEE	222.00	
1-5707-572-24-00	WORKER'S COMPENSATION	5,341.00	
1-5707-572-31-00	PROFESSIONAL SERVICES	3,000.00	
1-5707-572-41-01	TELEPHONE: BASE & LOCAL	3,100.00	
1-5707-572-41-02	CELLULAR TELEPHONE	1,500.00	
1-5707-572-41-03	POSTAGE	150.00	
1-5707-572-41-06	INTERNET ACCESS	7,600.00	
1-5707-572-43-01	ELECTRICITY	16,000.00	
1-5707-572-43-02	WATER	600.00	
1-5707-572-44-00	RENTALS AND LEASES	60,000.00	
1-5707-572-45-30	RISK MANAGEMENT	17,007.00	
1-5707-572-46-00	REPAIRS AND MAINTENANCE	10,000.00	
1-5707-572-47-00	PRINTING AND BINDING	4,000.00	
1-5707-572-48-00	PROMOTIONS	20,000.00	
1-5707-572-49-05	CREDIT CARD FEES	30,000.00	
1-5707-572-51-00	OFFICE SUPPLIES	2,000.00	
1-5707-572-52-00	OPERATING SUPPLIES	4,000.00	
1-5707-572-52-05	MERCHANDISE	60,000.00	

Prepared: 7/16/20, 14:01:22
Program: GM217L

City of Miami Springs
Budget Level Report

Fiscal Year . . . : 2020
Budget Level . . . : BUDG
Description . . . :

Account #	DEPARTMENTAL INPUT Description		Budget Amount	Misc. Info
1-5707-572-52-12	DRIVING RANGE		1,000.00	
1-5707-572-54-00	DUES, MEMBERSHIPS, SUBS	00100	DRIVING RANGE 1,500.00	1,000.00
* Total Accounts for this Budget Level		27	00100 MEMBERSHIPS & DUES 682,441.00	1,500.00

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**CITY OF MIAMI SPRINGS
RECREATION DEPARTMENT BUDGET
FISCAL YEAR ENDING 9/30/21**

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2017-18 ACTUALS</u>	<u>FY2018-19 ACTUALS</u>	<u>FY2019-20 AMENDED BUDGET</u>	<u>FY2020-21 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>
GOLF MAINTENANCE						
001-5708-572.12-00	REGULAR SALARIES	206,343	213,142	227,139	234,158	7,019
001-5708-572.13-00	PART TIME YEAR ROUND	-	-	-	-	-
001-5708-572.14-00	OVERTIME	-	-	-	-	-
001-5708-572.21-00	FEDERAL PAYROLL TAXES	15,416	15,920	17,376	17,913	537
001-5708-572.22-00	PENSION PLAN-GENERAL	25,423	25,580	27,349	27,587	238
001-5708-572.23-00	MEDICAL INSURANCE	32,063	34,685	36,121	41,539	5,418
001-5708-572.23-07	LIFE INS	973	997	1,056	1,088	32
001-5708-572.23-08	DENTAL - OHS - EMPLOYEE	956	956	955	1,004	49
001-5708-572.23-09	VISION	272	272	273	273	(0)
001-5708-572.24-00	WORKER'S COMPENSATION	4,348	3,613	5,678	5,854	176
001-5708-572.31-00	PROFESSIONAL SERVICES	12,950	14,445	20,000	20,000	-
001-5708-572.34-01	CONTRACTUAL SERVICES-LABOR	316,088	333,819	414,005	400,000	(14,005)
001-5708-572.41-02	CELLULAR	310	783	400	400	-
001-5708-572.43-01	ELECTRICITY	23,944	25,389	25,047	25,000	(47)
001-5708-572.43-02	WATER	21,991	13,775	12,000	12,000	-
001-5708-572.44-00	RENTALS AND LEASES	14,255	7,081	16,000	12,000	(4,000)
001-5708-572.45-00	LIABILITY INSURANCE	15,648	15,468	16,132	12,929	(3,203)
001-5708-572.46-00	REPAIRS AND MAINTENANCE	52,842	40,087	45,611	45,000	(611)
001-5708-572.46-03	R&M-EQUIPMENT/IRRIGATION PUMP	21,023	3,781	10,000	10,000	-
001-5708-572.46-51	R&M-SAND/TOPDRESSING	42,057	53,382	50,000	45,000	(5,000)
001-5708-572.46-52	R&M-AQUATIC CANAL	4,800	4,800	4,800	4,800	-
001-5708-572.52-00	OPERATING SUPPLIES	38,444	26,542	40,000	40,000	-
001-5708-572.52-02	FUEL	56,869	42,410	51,235	45,000	(6,235)
001-5708-572.52-03	UNIFORMS	1,619	941	2,000	2,000	-
001-5708-572.52-31	CHEMICALS & FERTILIZERS	150,502	170,968	140,000	140,000	-
001-5708-572.52-33	SEED AND SOD	31,283	30,315	36,000	36,000	-
001-5708-572.52-35	COURSE SERVICE SUPPLIES	4,663	4,337	8,000	7,000	(1,000)
001-5708-572.54-00	DUES, MEMBERSHIPS, SUBS	775	812	900	900	-
001-5708-572.58-00	EDUCATION AND TRAINING	5,766	5,059	5,500	1,500	(4,000)
001-5708-572.63-00	IMPROVEMENTS O/T BUILDING	-	-	35,000	-	(35,000)
001-5708-572.64-00	MACHINERY AND EQUIPMENT	21,237	812,930	22,500	-	(22,500)
001-5708-572.91-01	TRANSFERS TO DEBT SERVICE FUNI	127,958	137,147	148,530	148,154	(376)
	Total Golf Course maintenance	1,250,818	2,039,436	1,419,607	1,337,098	(82,509)
						-
	Subtotal Golf	2,077,792	3,113,495	2,137,388	2,030,606	(106,782)

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Fiscal Year . . . : 2020
 Budget Level . . . : BUDG
 Description . . . :

DEPARTMENTAL INPUT		Budget Amount		Misc. Info
Account #	Description			
1-5708-572-12-00	REGULAR SALARIES		234,158.00	
1-5708-572-21-00	FEDERAL PAYROLL TAXES	00100	REGULAR SALARIES	234,158.00
1-5708-572-22-01	GENERAL	00100	FEDERAL PAYROLL TAXES	17,913.00
1-5708-572-23-00	MEDICAL INSURANCE	00100	PENSION PLAN GENERAL	27,579.00
1-5708-572-23-07	LIFE/AD&D	00100	MEDICAL INSURANCE	39,733.00
1-5708-572-23-08	DENTAL - OHS - EMPLOYEE	00100	LIFE INSURANCE	1,088.00
1-5708-572-23-09	VSP - VISION - EMPLOYEE	00100	DENTAL INSURANCE	1,004.00
1-5708-572-24-00	WORKER'S COMPENSATION	00100	VISION INSURANCE	273.00
1-5708-572-31-00	PROFESSIONAL SERVICES	00100	WORKERS COMPENSATION	5,854.00
1-5708-572-34-00	OTHER CONTRACTUAL SERVICE	00100	PROFESSIONAL SERVICES	20,000.00
1-5708-572-41-02	CELLULAR TELEPHONE	00100	CONTRACTUAL SERVICES - LABOR	400,000.00
1-5708-572-43-01	ELECTRICITY	00100	CELLULAR	400.00
1-5708-572-43-02	WATER	00100	ELECTRICITY	25,000.00
1-5708-572-44-00	RENTALS AND LEASES	00100	WATER	12,000.00
1-5708-572-45-00	ISF: LIABILITY INSURANCE	00100	RENTALS & LEASES	12,000.00
1-5708-572-46-00	REPAIRS AND MAINTENANCE	00100	LIABILITY INSURANCE	12,901.00
1-5708-572-46-03	EQUIPMENT - GENERAL	00100	REPAIRS & MAINTENANCE	45,000.00
1-5708-572-46-51	SAND/BUNKER MAINTENANCE	00100	IRRIGATION PUMP	10,000.00
1-5708-572-46-52	AQUATIC CANAL MAINTENANCE	00100	SAND/TOPDRESSING	45,000.00
1-5708-572-52-00	OPERATING SUPPLIES	00100	AQUATIC CANAL	4,800.00
1-5708-572-52-02	FUEL, OILS, LUBRICANTS	00100	OPERATING SUPPLIES	40,000.00
1-5708-572-52-03	UNIFORMS	00100	FUEL	45,000.00
1-5708-572-52-31	CHEMICALS	00100	UNIFORMS	2,000.00
1-5708-572-52-33	SEED AND SOD	00100	CHEMICALS & FERTILIZERS	140,000.00
1-5708-572-52-35	GOLF CRSE SVC SUPPLIES	00100	SEED & SOD	36,000.00
		00100	COURSE SERVICE SUPPLIES	7,000.00

Prepared: 7/16/20, 14:01:36
Program: GM217L

City of Miami Springs
Budget Level Report

Fiscal Year . . : 2020
Budget Level . . : BUDG
Description . . :

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info
1-5708-572-54-00	DUES, MEMBERSHIPS, SUBS	900.00	
1-5708-572-58-00	EDUCATION AND TRAINING	00100 DUES & MEMBERSHIPS 1,500.00	900.00
1-5708-572-91-12	TRF TO DEBT SERVICE	00100 EDUCATION & TRAINING 148,154.00	1,500.00
* Total Accounts for this Budget Level	28	00100 TRANSFER TO DEBT SERVICE 1,337,099.00	148,154.00

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Basis for FY 2020-21 Salary Projections

City of Miami Springs												
Department: GOLF DEPARTMENT												
Position (paygrade)	Employee Name	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/20	Salary Pay Range	Date of Annual Review	COLA 3%	Longevity	Merit Increase	FY20-21 Projection
PRO SHOP STAFF:												
Golf Director-PG46	Paul O'Dell	FT	1	1	0	97,154		03/01/11	\$2,915	\$500		100,569
Cashier-Golf Dept	W Vance	FT	1.0	1.0	0	27,532			\$826	\$0	\$0	28,358
Cashier-Golf Dept	Roger Piermarini	PT	0.5	0.5	0	13,761			\$413	\$0		14,174
Cashier-Golf Dept	Henry Holleman	PT	0.5	0.5	0	8,154			\$245	\$0		8,399
Golf Attendant	Alejandro Aloma	PT	0.5	0.5	0	5,915			\$177	\$0		6,092
Golf Attendant	Mark Johnston	FT	1.0	1.0	0	25,750			\$772	\$0		26,522
Golf Attendant	Pete Baan	PT	0.5	0.5	0	12,677			\$380	\$0		13,057
Golf Attendant	Marlon Cuna	PT	0.5	0.5	0	6,188			\$186	\$0		6,374
Golf Attendant		PT	-	-	0	-			\$0	\$0		-
Pro Shop Manager	Mason Kegley	FT	1.0	1.0	0	40,166		10/04/10	\$1,205	\$1,000	\$0	42,371
Golf Attendant	V Genendlis	PT	0.5	0.5	0	7,904			\$237	\$0		8,141
Golf Attendant	Cameron Duvic	PT	0.5	0.5	0	10,296			\$309	\$0		10,605
Golf Attendant	Thomas Shelow	PT	0.5	0.5	0	13,520			\$406	\$0		13,926
Golf Attendant	Robert Rosson	PT	0.5	0.5	0	6,552			\$197	\$0		6,749
Golf Attendant	Dennis Doyle	PT	0.5	0.5	0	9,282			\$278	\$0		9,560
Golf Attendant	Jorge Cruz	PT	0.5	0.5	0	6,630			\$199	\$0		6,829
Golf Attendant	Paul Stieglitz	PT	0.5	0.5	0	7,912			\$237	\$0		8,149
Golf Attendant	J Fulton	PT	0.5	0.5	0	6,188			\$186	\$0		6,374
Golf Attendant		PT	-	-	0	-			\$0	\$0		-
Golf Attendant		PT	-	-	0	-			\$0	\$0		-
Golf Attendant	Anna Bellas	PT	0.5	0.5	0	6,188			\$186	\$0		6,374
Golf Attendant	J Heider	PT	0.5	0.5	0	15,033			\$451	\$0		15,484
Golf Attendant	A Parson	PT	0.5	0.5	0	6,188			\$186	\$0		6,374
Golf Attendant	M Domingues	PT	0.5	0.5	0	11,232			\$337	\$0		11,569
Total Regular Salaries						247,068			\$7,412			255,480
Total Pro Shop						344,222			\$10,327	\$1,500		356,048
MAINTENANCE STAFF:												
Superintendent-PG37	Laurie Bland	FT	1	1	0	92,807		03/01/11	\$2,784	\$0	\$0	95,591
Supervisor/Foreman	Ed Henry	FT	1	1	0	43,546			\$1,306	\$0	\$0	44,853
Mechanic	Miguel Gonzalez	FT	1	1	0	43,546			\$1,306	\$0	\$0	44,852
MAINTENANCE STAFF:	J Malden	FT	1	1	0	45,739			\$1,372	\$1,750		48,861
Total projections			16	16	0	225639			6769	1750		234158

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BUDGET REVENUE REPORT ASSUMPTIONS

Miami Springs Country Club
2020/2021

Profit and Loss Summary	October	November	December	January	February	March	April	May	June	July	August	September	YTD Variance
Revenue													
Greens Fees	\$80,000.00	\$115,000.00	\$120,000.00	\$115,000.00	\$101,700.00	\$100,000.00	\$78,000.00	\$65,000.00	\$62,000.00	\$53,000.00	\$53,000.00	\$53,000.00	\$995,700.00
Cart Fees	\$6,000.00	\$7,400.00	\$7,400.00	\$7,400.00	\$7,400.00	\$7,400.00	\$7,400.00	\$4,500.00	\$4,500.00	\$4,500.00	\$3,500.00	\$4,500.00	\$71,900.00
Merchandise	\$7,500.00	\$8,500.00	\$10,000.00	\$8,000.00	\$9,200.00	\$7,300.00	\$6,000.00	\$6,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$74,500.00
Premier Card Revenue	\$10,000.00	\$10,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$9,500.00	\$13,000.00	\$63,000.00	\$13,000.00	\$13,000.00	\$13,000.00	\$164,500.00
Driving Range	\$11,000	\$11,000	\$11,000.00	\$11,000.00	\$11,000.00	\$11,000.00	\$11,000.00	\$11,000.00	\$11,000.00	\$11,000.00	\$11,000.00	\$11,000.00	\$132,000.00
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	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$1,700.00	\$1,700.00	\$1,700.00	\$1,700.00	\$1,700.00	\$1,700.00	\$22,200.00
Club Rentals	\$2,000.00	\$2,500.00	\$2,500.00	\$2,000.00	\$2,000.00	\$2,000.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$22,000.00
GHIN/Handicap Fees	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$75.00	\$75.00	\$50.00	\$50.00	\$50.00	\$1,000.00
Membership	\$8,210.00	\$9,000.00	\$9,000.00	\$9,000.00	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,350.00	\$1,350.00	\$42,410.00
Total:	\$126,810.00	\$165,500.00	\$182,600.00	\$154,500.00	\$134,900.00	\$131,300.00	\$115,200.00	\$102,775.00	\$148,275.00	\$87,750.00	\$88,100.00	\$89,100.00	\$1,526,810.00

11-21

Debt Service Fund

Mission Statement

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

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Debt Service Fund

This fund accounts for the principal and interest payments on all of the City's debt including the City's \$7.5 million Community Center/Aquatic Center Note, the \$5 million Senior Center Construction Loan, the \$1.6 million Energy Conservation Note, the \$448,000 Westward Bike Path Note, and other equipment leases. These notes 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.

2019-20 Accomplishments

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

2020-21 Budget Highlights

- Proposed budget is \$ 233,831 or 16% higher than FY2019/2020. Increase is due to the new debt service payment for the Senior Center note.

- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$ 1,673,668</u>
Net cost of Department	<u>\$ 1,673,668</u>

**CITY OF MIAMI SPRINGS
DEBT SERVICE BUDGET
FISCAL YEAR ENDING 9/30/21**

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2017-18 ACTUALS</u>	<u>FY2018-19 ACTUALS</u>	<u>FY2019-20 AMENDED BUDGET</u>	<u>FY2020-21 Departmental Request</u>	<u>Dollar Increase (decrease)</u>
GO BONDS						
201-2025-519-71-40	PRINCIPAL-Golf equipment lease		87,739	118,758	122,460	3,702
201-2025-519-72-40	INTEREST-Golf equipment lease		13,770	14,994	11,293	(3,701)
201-2025-519-71-71	PRINCIPAL-Golf equipment lease			12,811	13,268	457
201-2025-519-72-71	INTEREST-Golf equipment lease			1,966	1,133	(833)
201-2025-519-71-60	PRINCIPAL-Chargepoint Lease		2,250	2,250	2,250	-
201-2025-519-71-12	PRINCIPAL-PNC Loan	73,919	80,560	87,563	94,950	7,387
201-2025-519-72-12	INTEREST-PNC Loan	52,547	49,767	46,742	43,456	(3,286)
201-2025-519-71-25	PRINCIPAL-Police cars/software lease		118,706	164,000	169,111	5,111
201-2025-519-72-25	INTEREST-Police cars/software lease		18,629	20,707	15,595	(5,112)
201-2025-519-71-72	PRINCIPAL-Police eqpt/technology			29,063	30,100	1,037
201-2025-519-72-72	INTEREST-Police eqpt/technology			4,460	2,569	(1,891)
201-2025-519-71-73	PRINCIPAL-PW City Hall			42,641	44,162	1,521
201-2025-519-72-73	INTEREST-PW City Hall			6,544	3,770	(2,774)
201-2025-519-71-74	PRINCIPAL-PW Eqpt/renovation			4,696	4,864	168
201-2025-519-72-74	INTEREST-PW Eqpt/renovation			721	415	(306)
201-2025-519-71-75	PRINCIPAL-Rec-Field renovation			15,122	15,661	539
201-2025-519-72-75	INTEREST-Rec Field renovation			2,320	1,337	(983)
201-2025-519-71-45	PRINCIPAL-Senior Center building		-		250,000	250,000
201-2025-519-72-45	INTEREST-Senior Center building		22,451	132,500	125,875	(6,625)
201-2025-519-71-35	PRINCIPAL-CITY NATIONAL LEASE	7,406	15,157	15,631	16,119	488
201-2025-519-72-35	INTEREST-CITY NATIONAL LEASE	970	1,593	1,120	631	(489)
201-2026-519-71-13	PRINCIPAL-Aquatic Center	437,000	450,000	465,000	479,000	14,000
201-2026-519-72-13	INTEREST-Aquatic Center	200,435	186,724	170,216	155,833	(14,383)
201-2025-519-71-20	PRINCIPAL-Suntrust Lease #6	138,121	9,583	9,549	2,487	(7,062)
201-2025-519-72-20	INTEREST-Suntrust Lease #6	2,076	421	421	14	(407)
201-2025-519-71-30	PRINCIPAL-BB&T Bike Path	64,071	64,071	64,071	64,071	0
201-2025-519-72-30	INTEREST-BB&T Bike Path	8,692	7,335	5,971	3,241	(2,730)
201-2025-519-71-50	Iberia Credit Line	11,925	1,508,225		-	-
* SERIES 1997		997,162	2,636,981	1,439,837	1,673,668	233,831

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Fiscal Year . . . : 2020
Budget Level . . . : BUDG
Description . . . :

Account # DEPARTMENTAL INPUT
Description

Budget Amount

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

201-2025-519-71-12	GRN VENTURES PRTNS-ENERGY	94,950.00	
201-2025-519-71-20	FY2016 Suntrust Lease #6	2,487.00	
201-2025-519-71-25	BOA POLICE EQUIP LEASE	169,111.00	
201-2025-519-71-30	BB&T NOTE	64,071.00	
201-2025-519-71-35	CITY NATIONAL LEASE	16,119.00	
201-2025-519-71-40	GOLF COURSE EQPT LEASE	122,460.00	
201-2025-519-71-45	SENIOR CENTER BUILDING	250,000.00	
201-2025-519-71-60	CHARGEPOINT LEASE	2,250.00	
201-2025-519-71-71	GOLF EQUIPMENT LEASE	13,268.00	
201-2025-519-71-72	POLICE EQUIP TECHNOLOGY	30,100.00	
201-2025-519-71-73	PW CITY HALL	44,162.00	
201-2025-519-71-74	PW EQUIP RENOVATION	4,864.00	
201-2025-519-71-75	REC FIELD RENOVATION	15,661.00	
201-2025-519-72-12	GRN VENTURES- ENERGY SAV	43,456.00	
201-2025-519-72-20	FY2016 Suntrust Lease #6	14.00	
201-2025-519-72-25	BOA POLICE EQUIP LEASE	15,595.00	
201-2025-519-72-30	BB&T NOTE	3,241.00	
201-2025-519-72-35	CITY NATIONAL LEASE	631.00	
201-2025-519-72-40	INTEREST-GOLF EQPT LEASE	11,293.00	
201-2025-519-72-45	SENIOR CENTER BUILDING	125,875.00	
201-2025-519-72-71	GOLF EQUIPMENT LEASE	1,133.00	
201-2025-519-72-72	POLICE EQUIP TECHNOLOGY	2,569.00	
201-2025-519-72-73	PW CITY HALL	3,770.00	
201-2025-519-72-74	PW EQUIP RENOVATION	415.00	
201-2025-519-72-75	REC FIELD RENOVATION	1,337.00	

21-2

Prepared: 7/16/20, 14:03:24
Program: GM217L

City of Miami Springs
Budget Level Report

Fiscal Year . . . : 2020
Budget Level . . . : BUDG
Description . . . :

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info
201-2026-519-71-13	AQUATIC CENTER	479,000.00	
201-2026-519-72-13	AQUATIC CENTER	155,833.00	
* Total Accounts for this Budget Level		27 1,673,665.00	

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4

**CITY OF MIAMI SPRINGS
DEBT SERVICE REVENUE BUDGET
FISCAL YEAR ENDING 9/30/21**

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2017-18</u> <u>ACTUALS</u>	<u>FY2018-19</u> <u>ACTUALS</u>	<u>FY2019-20</u> <u>AMENDED</u> <u>BUDGET</u>	<u>FY2020-21</u> <u>Departmental</u> <u>Request</u>
	Transfers from recreation	-	-	17,442	16,998
	Transfers from PW Building			49,185	47,932
	Transfers from PW-Strets			5,417	5,279
	Transfers in from Golf Course	127,958	137,147	148,530	148,154
	Transfers in from Police	-	185,746	218,229	217,376
	Transfer in from CITT	72,772	71,407	70,042	67,313
	Transfer in from General Fund	796,432	2,242,684	930,992	1,170,617
		<u>997,162</u>	<u>2,636,984</u>	<u>1,439,837</u>	<u>1,673,668</u>

18-6

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 2019-20 Accomplishments

The Sanitation staff continued efforts to provide quality service to the City

Our staff has had minimal accidents and no injuries while performing their duties

The entire Sanitation department continues to work cohesively and has come up with ways to change routes to improve services. They are more vigilant in reporting situations that could ultimately cause service delays or damages to property or equipment

FY 2020-21 Budget Highlights

- Proposed budget is \$104,393 or 4.3% higher than FY2019/2020. Increase is due to the 3% COLA and increased health insurance costs.

- Budget Summary:

Budgeted Revenues	\$2,628,338 (Sanitation fees)
Budgeted Expenditures	<u>\$2,628,338</u>
Net cost of Department	<u>\$ -0-</u>

**CITY OF MIAMI SPRINGS
SANITATION FUND BUDGET
FISCAL YEAR ENDING 9/30/21**

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2016-17 ACTUALS</u>	<u>FY2018-19 ACTUALS</u>	<u>FY2019-20 AMENDED BUDGET</u>	<u>FY20-21 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>
SANITATION						
430-3401-534.12-00	REGULAR SALARIES	568,612	526,160	493,276	511,034	17,758
430-3401-534.14-00	OVERTIME	24,445	18,378	18,000	18,000	-
430-3401-534.21-00	FICA TAXES	44,563	43,336	39,166	40,471	1,305
430-3401-534.22-01	GENERAL EMPLOYEES RET SYS	(55,020)	84,063	59,479	54,867	(4,612)
	TOTAL MEDICAL INSURANCE	114,334	122,203	108,541	120,674	12,133
430-3401-534.24-00	WORKER'S COMPENSATION	62,904	20,712	32,108	28,107	(4,001)
430-3401-534.34-00	OTHER CONTRACTUAL SERVICE	250	26	400	500	100
430-3401-534.34-02	DUMPING AND DISPOSAL	597,606	661,893	634,696	650,000	15,304
430-3401-534.34-05	SOLID WASTE RECYCLE	107,327	126,960	159,766	175,000	15,234
430-3401-534.41-06	INTERNET CHARGES	3,722	3,717	2,831	3,000	169
430-3401-534.45-10	FLEET MAINTENANCE	178,067	241,297	218,000	250,000	32,000
430-3401-534.45-30	LIABILITY INSURANCES	31,284	28,920	28,164	29,596	1,432
430-3401-534.46-00	REPAIRS AND MAINTENANCE	665	1,002	12,000	20,000	8,000
430-3401-534.49-80	COUNTY COLLECTION FEES	914	748	1,200	1,200	-
430-3401-534.49-90	BAD DEBT EXPENSE	(6,608)	(17,514)	-	-	-
430-3401-534.52-00	OPERATING SUPPLIES	19,084	8,795	35,000	40,000	5,000
430-3401-534.52-02	FUEL, OILS, LUBRICANTS	46,265	68,843	50,000	50,000	-
430-3401-534.52-07	TIRES	12,400	12,551	17,000	17,000	-
430-3401-534.59-00	DEPRECIATION	133,703	148,887	139,000	148,888	9,888
430-3401-534.72-00	INTEREST	11,125	5,307	5,318	-	(5,318)
430-3401-534.91-01	MANAGEMENT FEE TO GENERAL FUI	450,000	370,000	470,000	470,000	-
	Total Operating Expenses	2,345,642	2,476,284	2,523,945	2,628,338	104,393
430-3401-534.64-00	MACHINERY & EQUIPMENT	-	-	152,674	-	(152,674)
	Total Sanitation	2,345,642	2,476,284	2,676,619	2,628,338	(48,281)

14-2

Fiscal Year . . . : 2020
 Budget Level . . . : BUDG
 Description . . . :

Account #	Description	Budget Amount	Misc. Info
430-3401-534-12-00	REGULAR SALARIES	511,034.00	
430-3401-534-14-00	OVERTIME	18,000.00	511,348.00
430-3401-534-21-00	FICA TAXES	40,471.00	18,000.00
430-3401-534-22-01	GENERAL EMPLOYEES RET SYS	54,867.00	39,118.00
430-3401-534-23-01	POS, EMPLOYEE ONLY	114,751.00	54,798.00
430-3401-534-23-07	LIFE/AD&D	2,340.00	109,762.00
430-3401-534-23-08	DENTAL-ORAL HEALTH SVCS	2,820.00	2,342.00
430-3401-534-23-09	VSP-VISION SERVICE PLAN	763.00	2,820.00
430-3401-534-24-00	WORKER'S COMPENSATION	28,107.00	763.00
430-3401-534-34-00	OTHER CONTRACTUAL SERVICE	500.00	27,101.00
430-3401-534-34-02	DUMPING AND DISPOSAL	650,000.00	
430-3401-534-34-05	SOLID WASTE RECYCLE	175,000.00	
430-3401-534-41-06	INTERNET CHARGES	3,000.00	
430-3401-534-45-10	FLEET MAINTENANCE	250,000.00	3,000.00
		00100 REPAIR & MAINTENANCE OF 21 HEAVY EQUIPMENT	250,000.00
		00200 SANITATION VEHICLES. LEAF SPRINGS, HYDRAULIC ARMS,	.00
		00300 ENGINE PUMPS, PAKER BLADES, CRANE BOOM ASSEMBLY,	.00
		00400 BRAKE DRUMS, AIR BRAKE CHAMBERS CHAMBERS	.00
		00500 WIRE HARNESS, CAMERA SYSTEM FOR HOPPER	.00
		00600 MIRRORS, SIDE STEPS, WINDSHIELDS	.00
430-3401-534-45-30	LIABILITY INSURANCES	29,596.00	
430-3401-534-46-00	REPAIRS AND MAINTENANCE	20,000.00	29,523.00
		00100 REPAIRS TO FENCE, METERS, UTILITIES AND OTHER	3,500.00
		00200 ITEMS DAMAGED BY SANITATION EQUIPMENT	.00
430-3401-534-49-80	WASA COLLECTION FEES	1,200.00	
430-3401-534-52-00	OPERATING SUPPLIES	40,000.00	1,500.00
		00100 UNIFORMS & SHOES FOR SANTIATION STAFF	40,000.00
		00200 BACK SUPPORTS, GLOVES, EAR PLUGS, RAKES, SHOVELS,	.00
		00300 TRASH BAGS, PAPER TOWELS, SPRAYER BOTTLES, CUPS,	.00
		00400 RADIATOR FLUIDS, WINDSHIELD WIPERS & FLUIDS,	.00
		00500 OTHER SERVICE RELATED ITEMS NEEDED TO PERFORM	.00
		00600 SCOPE OF WORK	.00
430-3401-534-52-02	FUEL, OILS, LUBRICANTS	50,000.00	
		00100 FUEL FOR ALL SANITATION EQUIPMENT	50,000.00
		00200 FLUIDS AND SERVICE RELATED PARTS FOR EQUIPMENT	.00
430-3401-534-52-07	TIRES	17,000.00	
430-3401-534-59-00	DEPRECIATION	148,888.00	17,000.00

9-5

Prepared: 7/16/20, 14:04:14
Program: GM217L

City of Miami Springs
Budget Level Report

Fiscal Year . . . : 2020
Budget Level . . . : BUDG
Description . . . :

Account #	DEPARTMENTAL INPUT Description	Budget Amount	Misc. Info
430-3401-534-91-01	ADMINISTRATIVE CHARGE	470,000.00	
* Total Accounts for this Budget Level 22		2,628,337.00	

14-4

City of Miami Springs

Department: Public Works - Sanitation Operations

Position (paygrade)	Employee Name	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/20	Current Pay Range	Date of Annual Review	Promotional Increases	3% COLA Increase	Retirement Payout	Longevity	FY20-21 Total Pay
Sanitation Foreman PG24	T Cummings	FT	1	1	-	\$60,379	34198-53130	02/26/11		\$1,811		\$1,750	\$63,940
Automated Equipment Operator-PG19	S Griffin	FT	1	1	-	\$54,568	30226-49216	4/22/1991		\$1,637		\$1,750	\$57,955
Automated Equipment Operator-PG19	J Romeo	FT	1	1	-	\$47,126	30226-49216	04/11/11		\$1,414		\$1,500	\$50,039
Refuse Collector-PG10	T Andrews	FT	1	1	-	\$31,383	22992-38440			\$941		\$0	\$32,325
Automated Equipment Operator-PG19	C Sanchez	FT	1	1	-	\$54,568	30226-49216	4/27/1981		\$1,637	\$0	\$1,750	\$57,955
Refuse Collector-PG10	Carlos Matilla	FT	1	1	-	\$31,688	22992-38440	01/00/00		\$951		\$0	\$32,638
Refuse Truck Driver-PG13	C Johnson	FT	1	1	-	\$35,500	25549-37886	8/2/1993		\$1,065	\$0	\$0	\$36,565
Automated Equipment Operator-PG19	C Postell	FT	1	1	-	\$42,548	30226-49216	06/14/11		\$1,276		\$1,000	\$44,825
Refuse Truck Driver-PG13	J Bergueiro	FT	1	1	-	\$42,548	26060-41396	02/28/05		\$1,276		\$1,500	\$45,325
Automated Equipment Operator-PG19	R Gonzalez	FT	1	1	-	\$44,685	30226-49216	7/26/2011		\$1,341		\$1,750	\$47,775
Refuse Truck Driver-PG13	Denise Rivera	FT	1	1	-	\$40,781	26060-41396	11/07/11		\$1,223		\$0	\$42,005
Refuse Collector-PG10		FT	-	-	-	\$0	22992-38440	01/00/00		\$0		\$0	\$0
Refuse Collector-PG10		FT	0	0	-	\$0	24201-38440	04/01/11		\$0		\$0	\$0
		FT	-	-	-	\$0				\$0		\$0	\$0
Total projections			11	11	0	\$485,774			\$0	\$14,573		\$11,000	\$511,348

14-5

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

Continue 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 2019-20 Accomplishments

Our Stormwater staff continues their daily efforts to make sure our infrastructure is intact and functioning as designed.

We have had a few significant rain events and no specific areas of flooding were mitigated within 30 hours of the event.

The staff maintains all documents pertaining to NPDES Standards and we continue our efforts in maintaining all required reporting to the State & County.

FY 2020-21 Budget Highlights

- Proposed budget is \$5,672 or 1.2% higher than FY2019/2020. Increase is due to the 3% COLA and increased health insurance costs.

- Budget Summary:

Budgeted Revenues	\$472,522 (Stormwater fees)
Budgeted Expenditures	<u>\$472,522</u>
Net cost of Department	<u>\$ -0-</u>

**CITY OF MIAMI SPRINGS
STORMWATER FUND BUDGET
FISCAL YEAR ENDING 9/30/21**

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2017-18 ACTUALS</u>	<u>FY2018-19 ACTUALS</u>	<u>FY2019-20 AMENDED BUDGET</u>	<u>FY20-21 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>
STORMWATER FUND						
440-3901-539.12-00	REGULAR SALARIES	47,007	84,338	75,808	85,103	9,295
440-3901-539.14-00	OVERTIME	1,112	492	1,300	1,300	-
440-3901-539.21-00	FICA TAXES	3,679	6,352	5,899	6,610	711
440-3901-539.22-01	GENERAL EMPLOYEES RET SYS	3,024	12,495	9,128	10,026	898
	TOTAL MEDICAL INSURANCE	6,418	19,236	21,128	24,222	3,094
440-3901-539.24-00	WORKER'S COMPENSATION	4,230	3,490	4,928	4,681	(247)
440-3901-539.31-00	PROFESSIONAL SERVICES	450	450	5,000	2,500	(2,500)
440-3901-539.34-00	OTHER CONTRACTUAL SERVICE	14,760	14,074	15,000	10,000	(5,000)
440-3901-539.41-06	INTERNET ACCESS	2,752	3,717	2,921	3,500	579
440-3901-539.43-01	ELECTRICITY	155	135	133	150	17
440-3901-539.45-10	FLEET MAINTENANCE	12,510	12,251	15,000	15,000	-
440-3901-539.45-30	LIABILITY INSURANCES	29,532	29,856	29,205	26,864	(2,341)
440-3901-539.46-00	REPAIRS AND MAINTENANCE	2,031	-	4,500	6,000	1,500
440-3901-539.49-80	WASA COLLECTION FEES	44,979	48,706	45,000	45,000	-
440-3901-539.49-90	BAD DEBT EXPENSE	(1,202)	-	-	-	-
440-3901-539.52-00	OPERATING SUPPLIES	3,907	2,637	4,500	5,000	500
440-3901-539.52-02	FUEL, OILS, LUBRICANTS	6,093	6,678	5,000	5,000	-
440-3901-539.52-07	TIRES	1,666	308	2,000	2,000	-
440-3901-539.58-00	EDUCATION AND TRAINING	837		400	400	-
440-3901-539.59-00	DEPRECIATION	167,086	155,229	160,000	159,166	(834)
440-3901-539.91-01	MANAGEMENT FEE TO GENERAL FUI	60,000	60,000	60,000	60,000	-
	Total Operating expenses	411,026	460,444	466,850	472,522	5,672

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Fiscal Year . . . : 2020
 Budget Level . . . : BUDG
 Description . . . :

DEPARTMENTAL INPUT
 Description

Account #	Description	Budget Amount	Misc. Info
440-3901-539-12-00	REGULAR SALARIES	85,103.00	
440-3901-539-14-00	OVERTIME	1,300.00	
440-3901-539-21-00	FICA TAXES	6,610.00	
440-3901-539-22-01	GENERAL EMPLOYEES RET SYS	10,026.00	
440-3901-539-23-04	HMO, EMPLOYEE ONLY	23,399.00	
440-3901-539-23-07	LIFE/AD&D	390.00	
440-3901-539-23-08	DENTAL-ORAL HEALTH SVCS	322.00	
440-3901-539-23-09	VSP-VISION SERVICE PLAN	111.00	
440-3901-539-24-00	WORKER'S COMPENSATION	4,681.00	
440-3901-539-31-00	PROFESSIONAL SERVICES	2,500.00	
440-3901-539-34-00	OTHER CONTRACTUAL SERVICE	10,000.00	
		00100 MONTHLY CANAL TREATMENT FOR EXOTIC GRASS &	15,000.00
		00200 HYDRILLA GROWTH	.00
		00300 NPDES ANNUAL FEES	.00
		00400 STATE OF FLORIDA WASTE WATER REGULATORY FEES	.00
		00500 GEOTECHNICAL MARINE STORM WATER FILTER EXCHANGE	.00
		00600 MIAMIDADE COUNTY STORM WATER COLLECTION FEES	.00
440-3901-539-41-06	INTERNET ACCESS	3,500.00	
440-3901-539-43-01	ELECTRICITY	150.00	
440-3901-539-45-10	FLEET MAINTENANCE	15,000.00	
		00100 SERVICE & REPAIRS OF 2 TRUCKS	10,000.00
		00200 SERVICE & REPAIRS OF TRAILERS, GENERATORS &	.00
		00300 STORM WATER PUMPS	.00
440-3901-539-45-30	LIABILITY INSURANCES	26,864.00	
440-3901-539-46-00	REPAIRS AND MAINTENANCE	6,000.00	
		00100 STORM WATER CATCH BASIN REPAIRS	2,500.00
		00200 LIDS, BOXES & PIPES	.00
440-3901-539-49-80	WASA COLLECTION FEES	45,000.00	
440-3901-539-52-00	OPERATING SUPPLIES	5,000.00	
		00100 UNIFORM & SHOES FOR STAFF	2,500.00
		00200 BACK SUPPORTS, EYE PROTECTION, EAR PROTECTION	.00
		00300 HARD HATS, HAZMAT PAPER SUITS, DUST MASKS, GLOVES,	.00
		00400 CAUTION TAPE, WASP SPRAY, AND OTHER RELATED ITEMS	.00
		00500 NEEDED TO PERFORM DUTIES	.00
440-3901-539-52-02	FUEL, OILS, LUBRICANTS	5,000.00	
		00100 SERVICE & REPAIRS FOR VEHICLE	3,000.00
		00200 OIL, FLUIDS, WIPERS, FILTERS, PLUGS	.00

4-23

Prepared: 7/16/20, 14:05:00
Program: GM217L

City of Miami Springs
Budget Level Report

Fiscal Year . . . : 2020
Budget Level . . . : BUDG
Description . . . :

Account #	Description		Budget Amount	Misc. Info
440-3901-539-52-07	TIRES		2,000.00	
		00100	TIRES FOR TRUCK	1,000.00
440-3901-539-58-00	EDUCATION AND TRAINING		400.00	
		00100	STORM WATER CEU CERTIFICATION	400.00
440-3901-539-59-00	DEPRECIATION		159,166.00	
440-3901-539-91-01	ADMINISTRATIVE CHARGE		60,000.00	
* Total Accounts for this Budget Level 23			472,522.00	

20-24

City of Miami Springs

Department: Public Works - Storm water Operations

Position (paygrade)	Employee Name	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/20	Current Pay Range	Date of Annual Review	Promotional Increases	3% COLA Increase	Retirement Payout	Longevity	FY20-21 Total Pay
Maintenance Worker II-PG10	D Olivas	FT	1	1	-	\$42,926	24201-38440	04/01/11		\$1,288		\$1,750	\$45,963
Heavy Equipment Operator-PG14	J Crumpler	FT	1	1	-	\$38,000	30226-49216	02/02/15		\$1,140		\$0	\$39,140
Refuse Truck Driver-PG13		FT	-	-	-	\$0				\$0		\$0	\$0
Total projections			2	2	0	\$80,926			\$0	\$2,428		\$1,750	\$85,103

Handwritten initials or signature in blue ink.

BUILDING DEPARTMENT

MISSION STATEMENT

The purpose of the Building Department is to guarantee that construction, alterations and improvements to the buildings where we work, visit and live are safe to occupy and operate. With our team of educated and experienced staff members we can guarantee safety and stable design through careful review of plans documents that are submitted to us and through required inspections during the construction of permitted buildings and structures. We utilize adopted building standards from State, County and City agencies. We also ensure that the contractors performing these construction and improvement projects are properly licensed and insured. Additionally, we are fortunate to have a joint Building and Code Compliance Department that works closely together to ensure that construction and alteration projects are accurately permitted and inspected.

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.
- Implement the software for the Building/Code/Licensing Departments.
- Upgrade all computers and monitors in the Building/Code/Licensing Departments to be compatible with the new software.
- 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 to code.
- Continue to Educate the Staff, Residents, and Contractors in our community to continue promoting safety, and stable designs in all construction and improvements permitted in our City.

OBJECTIVES

- Continue to sort and digitize building department records.
- Ensure 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.
- Plan for expanded Building/permitting activity in the commercial sector. New construction along the Airport Highway Marine district and Central Business 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.
- Upgrade all computers and monitors in the Building/Code/Licensing Departments to be compatible with the new software.
- Implement the software for the Building/Code/Licensing Departments.

2019-20 ACCOMPLISHMENTS

- Upgraded all computers and monitors in the Building/Code/Licensing Departments to be compatible with the new software.
- Effectively created all workbooks as required by Central Square in order to implement our new software.
- Continued the scanning process to completely digitize the filing system in our department, to facilitate plans records to the Public and Staff.
- Scanned 85% of all property files, scanned all files for street addresses name beginning with the letter A through W, that is over 3,000 street files.
- Commenced the implementation of the new Building/Code/Licensing software that will bring us to the cutting edge.

BUILDING DEPARTMENT

2019-20 ACCOMPLISHMENTS (CONTINUED)

- Rejuvenated the department by decluttering of old furniture and miscellaneous items, and changed the front counter with granite making the space more welcoming to visitors and more practical for employees.
- Effectively moved and organized new Building Department offices in the recreational center with the help of the Park and Rec staff and Public Works.
- Effectively processed 653 permits. (As of 6/1/2020)
- Provided customer service to over 11,550 residents, contractors, business owners, and visitors over the counter/email/phone. (An average of 70/Day in 165 days as of 6/1/2020)
- Performed a total of 3326 inspections as of (As of 6/1/2020)
 - Performed 2348 Building and Roofing Inspections
 - Performed 152 Mechanical Inspections
 - Performed 458 Electrical Inspections
 - Performed 368 Plumbing Inspections
- Performed a total of 2,383 reviews as of (As of 6/1/2020)
 - Performed 712 Building Permit Reviews
 - Performed 150 Roofing Permit Reviews
 - Performed 403 Structural Permit Reviews
 - Performed 125 Mechanical Permit Reviews
 - Performed 233 Electrical Permit Reviews
 - Performed 175 Plumbing Permit Reviews

FY2020-21 BUDGET HIGHLIGHTS

- Proposed budget is \$167,108 or 15.6% lower than FY2019/20.
- Decrease is partly due to the software expenditures in FY19/20 of \$105,989.
- 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	\$707,000
Budgeted Expenditures	<u>\$579,675</u>
Operating surplus before indirect costs	\$127,325
Indirect cost allocation	<u>(\$324,135)</u>
Net deficit of the Department	<u><u>(\$196,810)*</u></u>

*Deficit is due to permit fees collected for a project in one year and inspection costs spread out over future years.

**CITY OF MIAMI SPRINGS
BUILDING DEPARTMENT
FISCAL YEAR ENDED 9/30/21**

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2017-18 ACTUAL</u>	<u>FY2018-19 ACTUAL</u>	<u>FY2019-20 AMENDED BUDGET</u>	<u>FY2020-21 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>
BUILDING DEPARTMENT:						
145-2401-524.12-00	REGULAR SALARIES	223,857	231,343	240,410	212,622	(27,788)
145-2401-524.13-01	INSPECTOR PAY	93,165	140,875	145,000	145,000	-
145-2401-524.14-00	OVERTIME	-	-	-	-	-
145-2401-524.21-00	FICA TAXES	24,245	27,728	26,806	27,358	552
145-2401-524.22-01	GENERAL EMPLOYEES RET SYS	27,756	28,231	28,947	29,173	226
145-2401-524.22-04	ICMA					-
	TOTAL MEDICAL/LIFE INSURANCE	33,738	50,429	53,065	42,289	(10,776)
145-2401-524.24-00	WORKER'S COMPENSATION	5,478	3,964	5,256	5,364	108
145-2401-524.34-00	CONTRACTUAL SERV - INSPECTORS	71,800	61,550	96,800	75,000	(21,800)
145-2401-524.34-09	CONTRACTUAL SERV - OTHER	-	17,836	7,376	-	(7,376)
145-2401-524.40-00	TRAVEL AND PER DIEM	3,840	3,840	2,000	2,000	-
145-2401-524.41-01	TELEPHONE	1,161	1,720	1,203	1,400	197
145-2401-524.41-02	CELLULAR TELEPHONE	209	260	100	600	500
145-2401-524.41-03	POSTAGE	980	1,025	1,200	1,500	300
145-2401-524.41-06	INTERNET ACCESS	941	1,336	2,070	2,070	-
145-2401-524.44-00	RENTALS AND LEASES	1,984	2,845	6,414	4,500	(1,914)
145-2401-524.45-30	LIABILITY INSURANCES	6,648	6,420	6,855	7,299	444
145-2401-524.46-00	REPAIRS AND MAINTENANCE	-	-	2,800	1,000	(1,800)
145-2401-524.47-00	PRINTING AND BINDING	1,000	1,000	1,000	1,000	-
145-2401-524.49-00	CREDIT CARD FEES/BANK CHARGES	9,280	11,423	12,000	10,000	(2,000)
145-2401-524.51-00	OFFICE SUPPLIES	1,520	1,791	1,500	1,500	-
145-2401-524.52-00	OPERATING SUPPLIES	2,128	8,083	2,450	6,000	3,550
145-2401-524.52-03	UNIFORMS	1,671	1,077	2,000	2,000	-
145-2401-524.54-00	DUES, MEMBERSHIPS, SUBS	160	235	1,000	1,000	-
145-2401-524.58-00	EDUCATION AND TRAINING	194	-	1,000	1,000	-
145-2401-524.64-00	MACHINERY & EQPT		130,993	108,989	-	(108,989)
145-2401-524.91-01	ADMINISTRATIVE CHARGE	237,323	220,809	314,677	324,135	9,458
** BUILDING DEPARTMENT		749,078	954,813	1,070,918	903,810	(167,108)

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Fiscal Year . . . : 2020
 Budget Level . . . : BUDG
 Description . . . :

DEPARTMENTAL INPUT
 Description

Account #	Description	Budget Amount	Misc. Info
145-2401-524-12-00	REGULAR SALARIES	212,622.00	
145-2401-524-13-01	BUILDING INSPECTORS	145,000.00	
145-2401-524-21-00	FEDERAL PAYROLL TAXES	27,358.00	
145-2401-524-22-01	GENERAL	29,173.00	
145-2401-524-23-07	LIFE/AD&D	1,159.00	
145-2401-524-23-08	DENTAL - OHS - EMPLOYEE	815.00	
145-2401-524-23-09	VSP - VISION - EMPLOYEE	317.00	
145-2401-524-23-19	HMO - EMPLOYEE + CHILDREN	39,998.00	
145-2401-524-24-00	WORKER'S COMPENSATION	5,364.00	
145-2401-524-34-00	OTHER CONTRACTUAL SERVICE	75,000.00	
145-2401-524-40-00	TRAVEL AND PER DIEM	2,000.00	
145-2401-524-41-01	TELEPHONE: BASE & LOCAL	1,400.00	
145-2401-524-41-02	CELLULAR TELEPHONE	600.00	
145-2401-524-41-03	POSTAGE	1,500.00	
145-2401-524-41-06	INTERNET ACCESS	2,070.00	
145-2401-524-44-00	RENTALS AND LEASES	4,500.00	
145-2401-524-45-30	RISK MANAGEMENT	7,299.00	
145-2401-524-46-00	REPAIRS AND MAINTENANCE	1,000.00	
145-2401-524-47-00	PRINTING AND BINDING	1,000.00	
145-2401-524-49-00	OTHER CURRENT CHARGES	10,000.00	
145-2401-524-51-00	OFFICE SUPPLIES	1,500.00	
145-2401-524-52-00	OPERATING SUPPLIES	6,000.00	
145-2401-524-52-03	UNIFORMS	2,000.00	
145-2401-524-54-00	DUES, MEMBERSHIPS, SUBS	1,000.00	
145-2401-524-58-00	EDUCATION AND TRAINING	1,000.00	
145-2401-524-91-01	ADMINISTRATIVE CHARGE	324,135.00	
* Total Accounts for this Budget Level 26		903,810.00	

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Basis for FY 2020-21 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 10-01-2020*

[-:

City of Miami Springs												
Department: Building												
Position(Paygrade)	Employee name	FT PT	Amended Budget	Qty	Fav (Unf)	Salary at 4/30/2020	Date of Annual Review	Promotional Increase	3% COLA Increase	Longevity	Other	FY2021 Projection
Buiding Specialist II-PG 22	Yanelis Rosado	FT	1	1	0	\$36,411		\$0	\$1,092	\$0	\$0	\$37,503
Buiding Specialist I-PG15	Andrea Maldonado	FT	1	1	0	\$34,967		\$0	\$1,049	\$0	\$0	\$36,016
Buiding Specialist I-PG15	Osleivys Borrego	FT	1	1	0	\$34,967		\$0	\$1,049	\$0	\$0	\$36,016
Buiding Specialist I-PG 15	Sandra Duarte	FT	1.00	1.00	0	\$34,967		\$0	\$1,049	\$0	\$0	\$36,016
Building Official/Director	Ulises Fernandez	FT	0.8	0.8	0	\$99,098			\$2,973	\$0	\$0	\$102,071
Inspectors	Inspectors		n/a	n/a	0	\$110,000						\$110,000
Total projections			4.8	4.8	0	\$350,410		\$0	\$7,212	\$0	\$0	\$357,622

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BUILDING REVENUES

Line Item Revenue	FY17-18	FY18-19	FY19-20	FY20-21
	Actual	Actual	AMENDED BUDGET	Budget
Building Permits	831,127	256,197	390,000	\$ 225,000
Electrical Permits	52,937	81,308	65,000	\$ 85,000
Plumbing Permits	28,205	76,639	50,000	\$ 40,000
Roofing Permits	169,255	107,701	90,000	\$ 95,000
Mechanical Permits	45,408	38,849	30,000	\$ 45,000
Certification of Completions	375	500	500	\$ 500
Structural Permits	29,426	33,048	30,000	\$ 25,000
Other Permits	259,061	394,634	300,000	\$ 185,000
Application Fees	1,300	10,650	5,000	\$ 5,000
Copies and other charges	46		-	
POD Permit fees	1,350	1,450	1,500	\$ 1,500
	1,418,490	1,000,976	962,000	707,000

#REF!

PLANNING AND ZONING FEES

Line Item Revenue	FY17-18	FY18-19	FY19-20	FY20-21
	Actual	Actual	AMENDED BUDGET	Budget
Zoning Review Fes	39,050	51,300	30,000	\$ 30,000
Verification Letter/Board Fees	2,810	2,070	12,000	\$ 12,000
Miscellaneous Fees	-	475		

80000

11350

6000

97350

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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 2020-21 Budget Highlights

- This department accounts for the subsidy to the Elderly Services Department, the transfer to the Debt Service Fund for payment of P&I on outstanding debt.

- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$ 1,509,193</u>
Net cost of Department	<u>\$ 1,509,193</u>

CITY OF MIAMI SPRINGS
NON-DEPARTMENTAL BUDGET
FISCAL YEAR ENDING 9/30/21

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2017-18 ACTUALS</u>	<u>FY2018-19 ACTUALS</u>	<u>FY2019-20 AMENDED BUDGET</u>	<u>FY20-21 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>
NON-DEPARTMENTAL						
001-0901-519.49-90	BAD DEBT EXPENSE	188,966	541,411		-	-
001-0901-519.91-06	TRANSFERS TO SENIOR CTR F	217,861	282,430	326,199	338,576	12,377
001-0901-519.91-10	TRANSFERS TO CAPITAL PROJECTS	151,169			-	-
001-0901-519.91-12	Tsfer to Debt Service Fund	796,432	742,634	930,992	1,170,617	239,625
001-0901-519.91-07	Tsfer-Hurricane fund	<u>1,286,792</u>	<u>500,000</u>		-	-
** Non-Departmental		<u>2,641,220</u>	<u>2,066,475</u>	<u>1,257,191</u>	<u>1,509,193</u>	<u>252,002</u>

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