

CITY OF MIAMI SPRINGS

FISCAL YEAR



2021-22

PROPOSED BUDGET

**CITY OF MIAMI SPRINGS, FLORIDA
FISCAL YEAR 2021-22 BUDGET WORKBOOK**

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SECTION 1



AGENDA MEMORANDUM

Meeting Date: 08/02/2021

To: The Honorable Mayor Maria Puente Mitchell and members of the City Council

From: William Alonso, City Manager/ Finance Director 

Subject: FY2021-22 Proposed Budget Workbook

In preparation for the first budget workshop scheduled for August 2, 2021, we are presenting Council with the FY2021-22 Budget Workbook which includes various options and alternatives to assist Council in making sound financial decisions when addressing the proposed FY21-22 budget which maintains the millage rate at the current 7.3300, this rate provides for a surplus of \$18,669.

For FY2021-22 each 0.1 mill is worth approx. \$127,060 in ad valorem revenues.

The total **General fund** budget is \$19,257,555 of which \$12,209,314 or 63.4% represents employee salary and benefits. This leaves \$7,047,941 to cover all other city needs.

Following are the more significant budget funding requirements:

1. The initial Proposed Budget maintains the millage at the current 7.3300, this will create a surplus of \$18,669 and maintains and in some cases increases our current levels of services.
2. For FY21-22 we have general fund capital expenditures of approx. \$ 914,759. The general fund portion is \$332,783 which includes the following; City Clerk has \$5,000 for a new server for Laserfiche, Parks and recreation has \$100,000 for new racquetball courts, \$80,000 for painting the community center, \$25,000 for a new F150 truck, and \$20,000 for tennis court resurfacing. Police \$46,000 for a new vehicle, \$13,000 for a One KeyTrak Guardian system, \$8,715 for five portable radios, and \$10,540 for five Panasonic Toughbook laptops. Finance-Professional Services has \$17,668 for a new digital marquee for the Circle and \$1,860 for a laptop/software/monitor for the PIO office. Elderly Services has \$3,000 for a new Executime time clock and \$2,000 for a mirror and balance bar for the gym.

The following are other funds that do not affect the general fund: The Sanitation department, which is an Enterprise fund, has \$530,676 for two new sanitation trucks. Road and Transportation, which is the CITT Special Revenue Fund has \$28,300 for new crosswalk signs at the Starbucks location on the Circle, and the Building department has \$23,000 for a new F150 truck for Code & building Dept. operations.

We will be requesting that we enter into a five-year lease for the above capital expenditures which would mean that instead of expensing \$332,783, the annual impact to the general fund would be \$65,438 for the annual debt service. The two new sanitation trucks in the Sanitation fund would also show an annual debt service payment of \$114,691 instead of recognizing the entire \$530,676 in one year.

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3. For FY21-22 we will be adding an additional police officer which will increase our total from 45 to 46 uniformed officers. Public works will add one Administrative Assistant to help with customer service and other functions, City Hall is adding a receptionist for the front lobby, and Building and Code will add one staff that whose time will be split 50/50 between Building Dept. and Code compliance.
4. Health insurance costs will increase by 5.7% for FY21-22. Total cost of this increase in General fund is \$79,258.
5. The minimum wage in Florida will increase from \$8.56 to \$10 per hour on Oct 1, 2021. This resulted in an increase in salary costs all part time employees in Golf, Parks and Recreation, and Senior center.
6. The FY21-22 budget includes a 3% COLA for all General Employees total general fund cost of this is approx. \$119,844. Budget includes a \$67,429 payout to a retiring police officer.
7. Budget also includes Police 3% COLA per contract, total cost to general fund is \$110,440.
8. Budget assumes a 3% cost of living increase for all operating expenditures (e.g.: fuel, utilities, supplies, etc.)
9. Budget includes \$45,000 for the City's lobbyist, an increase of \$12,000 for the City Attorney, as well as \$5,000 for legal costs related to the annexation lawsuit.
10. The Public Works budget includes \$25,000 for citywide tree planting, \$100,000 for tree trimming, and this year we are also adding \$50,000 for sidewalk replacement citywide.
11. 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 \$6.100 request from the Historic Museum for storage costs.

The city has accumulated a healthy reserve fund balance over the years in order to meet unexpected disasters. At the end of last fiscal year (9/30/20) the city had general fund reserves of \$5.1 million.

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 \$2.9 million while at 25% the reserve would be \$4.8 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 the golf course renovation project, improvements to our recreational areas citywide, additional police officer and technology/equipment for Police and funding request in the City Attorney budget to begin the process of updating the City's Code. Page 1-5 is a financial dashboard showing the history of millage rates for the past 19 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
FY2021-22 PROPOSED BUDGET ANALYSIS

The original City Manager's Proposed Budget for FY2021-22 was based on an operating millage of 7.3300 and provides a surplus of \$18,669

Millage
Impact
add (reduce)

The current status of the budget at a 7.3300 millage is a surplus of..... \$ 18,669

1) Annual event subsidies:

City Events	\$ 41,060	(0.0323)
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	(0.0275)
Historical Museum for storage)	\$ 6,000	(0.0047)
Tennis program	\$ 15,000	(0.0118)
Pelican Playhouse	\$ 29,000	(0.0228)
Total all annual events	\$ 126,060	

2) Eliminate all General Fund capital expenditures:

(see attachment C for details)

	COST	Budget Cost	
Finance-PS			
New digital marquee for circle	\$17,668	\$ 3,818	(0.0139)
New computer	\$2,000	\$ 402	(0.0016)
Total Finance-Professional Services	\$19,668	\$ 4,220	
Recreation			
New F-150 pick truck	\$25,000	\$ 5,403	(0.0197)
New racquetball court-open	\$100,000	\$ 21,612	(0.0787)
Paint community Center	\$80,000	\$ 17,290	(0.0630)
Resurface two tennis court	\$20,000	\$ 20,000	(0.0157)
Total Parks and Rec	\$225,000	\$ 64,305	(0.1771)
Police			
New Police vehicle	\$46,000	\$ 9,942	(0.0362)
One KeyTrak Guardian System	\$13,000	\$ 2,810	(0.0102)
Five portable radios	\$8,715	\$ 1,884	(0.0069)
Five Panasonic Toughbook laptops	\$10,540	\$ 2,278	(0.0083)
	\$78,255	\$ 16,914	(0.0616)
City Clerk			
New server for Laserfiche	\$5,000	\$ 5,000	(0.0039)
Elderly services			
Executime Time Clock	\$3,000		
Mirror and Balance bar for gym	2,000		
	5,000	\$ 5,000	(0.0039)
Total all capital expenditures	\$332,923	\$ 95,439	

3) Personnel Related reductions:

1) Across the Board 3% COLA for General Employees (each 1% costs \$39,948)	\$ 119,844	\$ 119,844	(0.0943)
2) Addition of one police officer increasing our total from 45 to 46	\$ 100,000	\$ 100,000	(0.0787)

4) Other reductions

City wide tree planting	\$ 25,000	25,000	(0.0197)
Citywide tree trimming	\$ 100,000	100,000	(0.0787)
City Lobbyist	\$ 45,000	45,000	(0.0354)
Citywide sidewalk repair	\$ 50,000	\$ 50,000	(0.0394)

ADDITIONAL INFORMATION:

Each 0.1 increase in Millage is equivalent to \$ 127,060

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FISCAL YEAR 2021-22 WISH LIST ITEMS

These items are NOT included in the FY21-22 Proposed Budget- they are presented so that Council may discuss using the surplus to cover any of these items

Department	Item	Total Cost	Cost with 5yr lease	(1-High, 2-Med, 3-Low) Priority	No Financing Millage Impact	Financing Millage Impact
Police	Addition of one new officer	\$100,000	N/A	1	0.0787	N/A
	ALPR-Licenses plate reader	\$42,200	\$9,120	2	0.0332	0.0072
	Upgrade to ALPR system	\$10,600	\$2,291	3	0.0083	0.0018
	One new police vehicle	\$46,000	\$9,942	3	0.0362	0.0078
	Axon Body cameras-Working on grant to fund entire cost	\$283,606	Grant	3	N/A	N/A
	Numb John XT Training Dummy	\$4,340	\$938	3	0.0034	0.0007
	Peavey Dove 70ft bases	\$7,500	\$1,621	1	0.0059	0.0013
	Stafford walking path with lighting	\$250,000	\$54,031	2	0.1968	0.0425
	Vita Course Fitness Stations at Stafford	\$100,000	\$21,612	3	0.0787	0.0170
	Batting cages at prince and Stafford/Circuit Camera System	\$82,500	\$17,830	3	0.0649	0.0140
Peavey Dove Dug Outs	\$25,000	\$5,403	3	0.0197	0.0043	
Peavey Dove fence	\$200,000	\$43,225	3	0.1574	0.0340	
Acoustic tiles for lobby area	\$15,000	\$3,242	1	0.0118	0.0026	
City Attorney	Update of City Sign Code- First year allocation	\$30,000	N/A	1	0.0236	N/A
Golf Course	Renovation of golf course	\$3,500,000	\$291,474	1	2.7546	0.2294
	New roofs to clubhouse, maintenance building and maintenance storage building	\$97,850	\$21,148	2	0.0770	0.0166
	Replace cast iron water lines to rest areas, add solar panels to provide lighting and drinking fountains to rest area, install three new wall mounted drinking fountains	\$95,930	\$20,733	3	0.0755	0.0163
	Fencing on hole #2	\$7,600	\$1,643	3	0.0060	0.0013
	Total all General fund requests	\$4,898,126	\$504,253		3.8550	0.3969

If Council considers a lowering of the millage rate, each .10 decrease will cost \$127,060.

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CITY OF MIAMI SPRINGS
FINANCIAL DASHBOARD
PAST NINETEEN FISCAL YEARS

	FY2002	FY2003	FY2004	FY2005	FY2006	FY2007	FY2008	FY2009	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021
Reserves																				
Increase(decrease) from prior year	\$ (30,176)	\$ 853,643	\$ 2,489,407	\$ 3,015,293	\$ 4,216,574	\$ 5,611,002	\$ 6,664,302	\$ 8,451,311	\$ 9,959,596	\$ 11,271,411	\$ 13,364,465	\$ 15,023,341	\$ 16,853,646	\$ 18,878,784	\$ 21,100,546	\$ 23,524,143	\$ 26,051,941	\$ 28,784,143	\$ 31,715,448	\$ 34,848,448
Property Taxes collected	\$ 4,854,575	\$ 5,283,341	\$ 6,538,275	\$ 8,040,426	\$ 9,890,884	\$ 12,130,596	\$ 14,871,053	\$ 18,110,087	\$ 21,852,869	\$ 26,197,215	\$ 31,242,001	\$ 37,093,021	\$ 43,869,201	\$ 51,693,681	\$ 60,623,559	\$ 70,772,850	\$ 82,202,850	\$ 95,186,839	\$ 110,000,000	\$ 126,000,000
Increase(decrease) from prior year	n/a	\$ 386,362	\$ 354,434	\$ 482,057	\$ 850,458	\$ 1,239,712	\$ 1,799,023	\$ 2,521,006	\$ 3,435,154	\$ 4,535,046	\$ 5,944,784	\$ 7,795,800	\$ 10,174,480	\$ 13,224,980	\$ 17,000,700	\$ 21,500,000	\$ 26,700,000	\$ 32,600,000	\$ 39,200,000	\$ 46,500,000
Millage Rate(INCLUDING DEBT SERVICE)																				
Increase(decrease) from prior year	n/a	\$ 0.7240	\$ 0.8868	\$ 1.0516	\$ 1.2312	\$ 1.4253	\$ 1.6353	\$ 1.8613	\$ 2.1043	\$ 2.3653	\$ 2.6453	\$ 2.9453	\$ 3.2653	\$ 3.6053	\$ 3.9653	\$ 4.3453	\$ 4.7453	\$ 5.1653	\$ 5.6153	\$ 6.0953
Total City Debt	\$ 14,219,846	\$ 15,616,853	\$ 14,163,335	\$ 13,937,604	\$ 13,983,896	\$ 13,274,140	\$ 12,529,883	\$ 11,844,097	\$ 11,149,383	\$ 10,439,420	\$ 9,722,734	\$ 9,000,000	\$ 8,272,000	\$ 7,538,000	\$ 6,792,000	\$ 6,035,000	\$ 5,268,000	\$ 4,492,000	\$ 3,708,000	\$ 2,918,000
Debt per resident	\$ 1,038	\$ 1,140	\$ 1,034	\$ 1,017	\$ 1,021	\$ 969	\$ 927	\$ 877	\$ 826	\$ 775	\$ 724	\$ 673	\$ 622	\$ 571	\$ 520	\$ 469	\$ 418	\$ 367	\$ 316	\$ 265
Increase(decrease) from prior year	n/a	\$ 1,098,307	\$ (1,453,260)	\$ (235,788)	\$ 46,286	\$ (705,741)	\$ (6,744,666)	\$ (616,388)	\$ (694,715)	\$ (778,442)	\$ (868,035)	\$ (957,442)	\$ (1,046,888)	\$ (1,136,444)	\$ (1,226,000)	\$ (1,315,556)	\$ (1,405,112)	\$ (1,494,668)	\$ (1,584,224)	\$ (1,673,780)

This represents a Council approved use of reserves for the new golf course irrigation system totaling \$1.1 million, as well as using \$795,098 water and sewer surplus to lower the millage in FY2019 to 6.5924.

The City's millage has decreased from a high of 8.7448 in FY2002 to the current level of 7.2306 for FY2021, a 16% decrease over the past seventeen years.

The City's reserves have increased from a deficit in FY2002 to the current \$5.1 million in FY2020.

The 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.

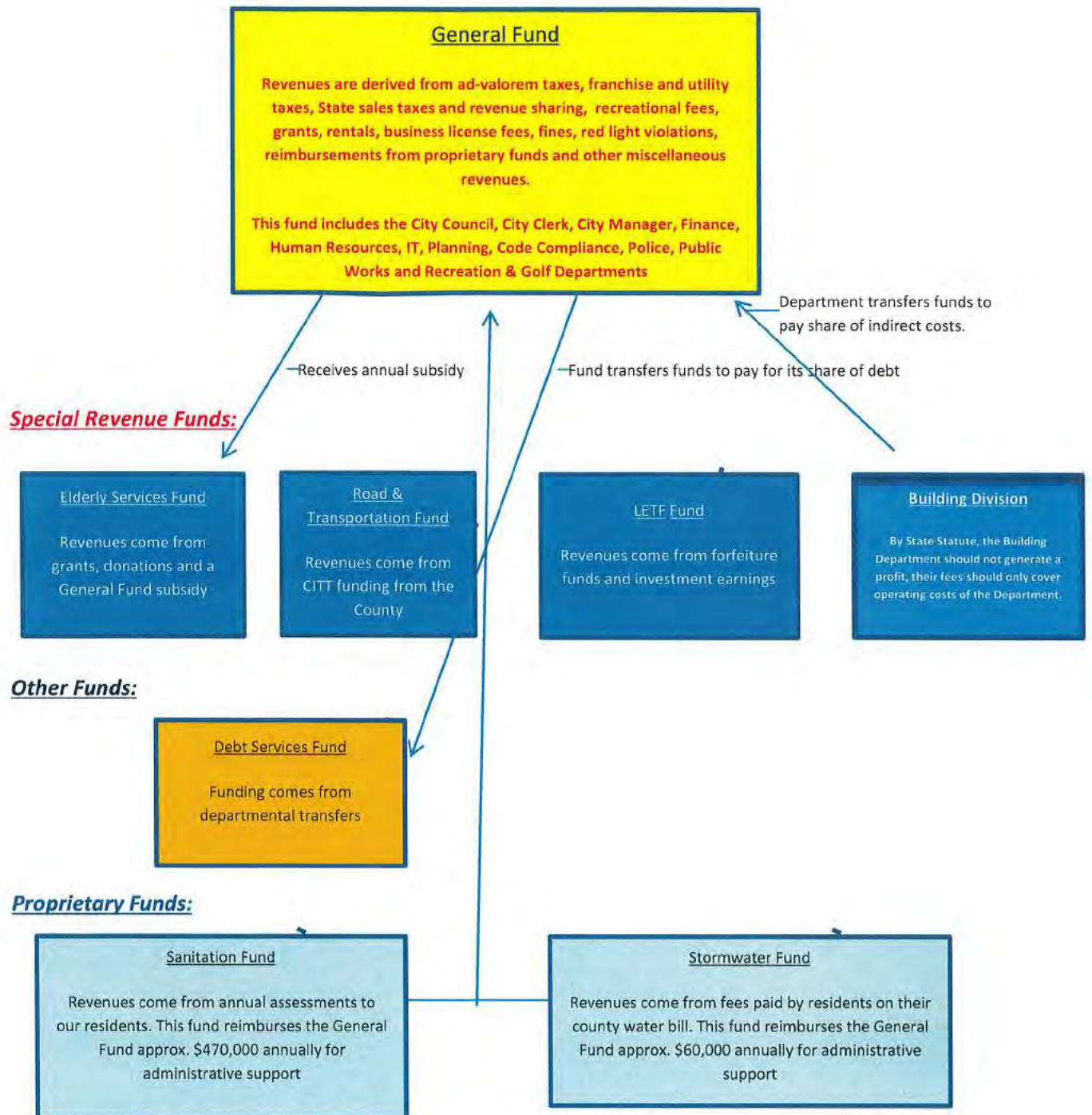
Council approved using approx. \$500,000 of reserves to lower millage and balance the budget \$475,000 for the Curtis Mansion project, and other appropriations during the year.

The All Waterway property was assessed and collected by the City for FY2020 and 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 and old, 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 CapitalState Bank.



- 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 2021-22**

GENERAL FUND	\$19,275,923
 SPECIAL REVENUE FUNDS:	
<u>Road and Transportation Fund</u>	
People's Transportation Tax	575,000
Misc Funds	21,000
Total Road and Transportation	596,000
 Law Enforcement Trust Fund	 1,500
Building Operations Fund	917,200
Elderly Services (including \$463,698 in transfers from the General Fund)	1,010,394
Total Special Revenue Funds	2,525,094
 Debt Service Fund	 <u>1,727,002</u>
 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	\$ 26,376,519

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

Line Item Revenue	FY 18-19	FY 19-20	FY 20-21	FY 21-22	% of	% Change
	Actual	Actual	Amended Budget	Proposed Budget	Total	from 2020-21
Ad Valorem Taxes - Current	\$ 8,596,839	\$ 8,800,684	\$ 9,218,576	\$ 9,313,513	48.32%	1.0%
Ad Valorem Taxes - Delinquent	-	-	50,000	50,000	0.26%	0.0%
Franchise Fees	984,311	920,053	989,000	989,000	5.13%	0.0%
Utility Service Taxes	1,281,487	1,316,220	1,260,000	1,260,000	6.54%	0.0%
Local Communications Tax	509,629	492,563	490,000	490,000	2.54%	0.0%
Occupational Licenses - City	75,467	67,559	71,000	71,000	0.37%	0.0%
Occupational Licenses - County	27,820	20,621	24,000	24,000	0.12%	0.0%
Zoning Fees	53,370	39,060	42,000	48,000	0.25%	14.3%
Misc plan Reviews	475	200	500	500	0.00%	0.0%
State Revenue Sharing	510,464	469,372	453,500	470,000	2.44%	3.6%
Alcoholic Beverage License	13,588	8,799	10,000	10,000	0.05%	0.0%
1/2-cent Sales Tax	1,128,950	967,813	1,019,785	1,100,000	5.71%	7.9%
Local Option Gas Tax	385,864	343,468	341,936	359,002	1.86%	5.0%
Gas Tax Rebate	2,344	-	2,300	2,300	0.01%	0.0%
School Crossing Guards	19,829	15,857	18,000	18,000	0.09%	0.0%
Summer Camp Activity Fees	23,253	2,545	30,000	30,000	0.16%	0.0%
Summer Camp	125,527	2,653	130,000	130,000	0.67%	0.0%
Fitness Room Membership	12,188	4,136	15,000	20,000	0.10%	33.3%
After School Program	31,529	16,664	45,000	45,000	0.23%	0.0%
Gym Admission Fees	2,936	572	2,500	2,250	0.01%	-10.0%
Swimming Pool Admissions/Lessons	115,565	16,028	97,000	97,000	0.50%	0.0%
Pool Rental	3,450	5,000	4,500	4,500	0.02%	0.0%
Get Fit Summer Camp	7,600	-	20,000	26,000	0.13%	30.0%
Vending Machines	1,523	1,301	2,500	3,500	0.02%	40.0%
Fireworks-VG	3,000	-	3,000	3,000	0.02%	0.0%
Pool Memberships	17,032	9,100	20,000	20,000	0.10%	0.0%
Aquatic Multipurpose Room Rental	7,508	375	7,200	8,000	0.04%	11.1%
Shade Area/Umbrella Rentals	20,013	1,905	16,000	12,000	0.06%	-25.0%
Basketball fees	17,550	11,950	24,000	26,300	0.14%	9.6%
Other Annual Events	7,561	5,938	15,000	12,800	0.07%	-14.7%
Pelican Theatre	2,090	445	3,500	3,800	0.02%	8.6%
Jazzercise	3,364	1,682	4,800	4,800	0.02%	0.0%
Daddy/Daughter Dance	3,930	4,329	6,500	7,500	0.04%	15.4%
Green Fees	978,215	978,616	996,300	1,644,000	8.53%	65.0%
Cart Fees	15,395	13,540	71,900	60,000	0.31%	-16.6%
Golf Merchandise/Food & Beverage Sales	283,084	81,779	96,700	116,500	0.60%	20.5%
Range Fees	144,102	145,919	132,000	280,000	1.45%	112.1%
Misc. Club Rental/Lessons	39,627	18,325	23,000	17,400	0.09%	-24.3%
Golf memberships	105,547	46,389	206,910	40,000	0.21%	-80.7%
Miscellaneous Charges for Serv	-	-	500	500	0.00%	0.0%
Copies & Other Charges	4,514	3,927	4,400	6,000	0.03%	36.4%
Lien Search	28,400	29,200	28,500	29,000	0.15%	1.8%
Re-Occupancy Inspection fees	17,375	17,500	20,000	20,000	0.10%	0.0%
Clerk of the Court - Fines	227,180	136,847	230,000	150,000	0.78%	-34.8%
Code Enforcement tickets	137,582	171,512	20,000	30,000	0.16%	50.0%
Disabled Parking tickets	-	4,211	-	-	0.00%	0.0%
Administrative Fee-Red Light hearings	14,071	13,100	20,000	20,000	0.10%	0.0%
Other Grants	30,602	313,108	265,900	41,667	0.22%	-84.3%
American Rescue Act Funding	-	-	-	-	0.00%	0.0%
Interest - Investments	32,623	34,748	30,000	30,000	0.16%	0.0%
Interest - Tax Collections	11,189	8,019	6,000	6,000	0.03%	0.0%
Rent - Metro Fire	12,747	12,702	14,000	14,000	0.07%	0.0%
Rent - Dade Co. Library	8,253	8,253	8,500	8,500	0.04%	0.0%
Rent - Bus Benches	4,253	1,840	4,500	4,500	0.02%	0.0%
Recreational Activities	18,115	10,943	20,000	20,000	0.10%	0.0%
Sprint Tower	95,387	98,724	92,000	92,000	0.48%	0.0%
Rent-Country Club	-	22,196	33,000	50,348	0.26%	52.6%

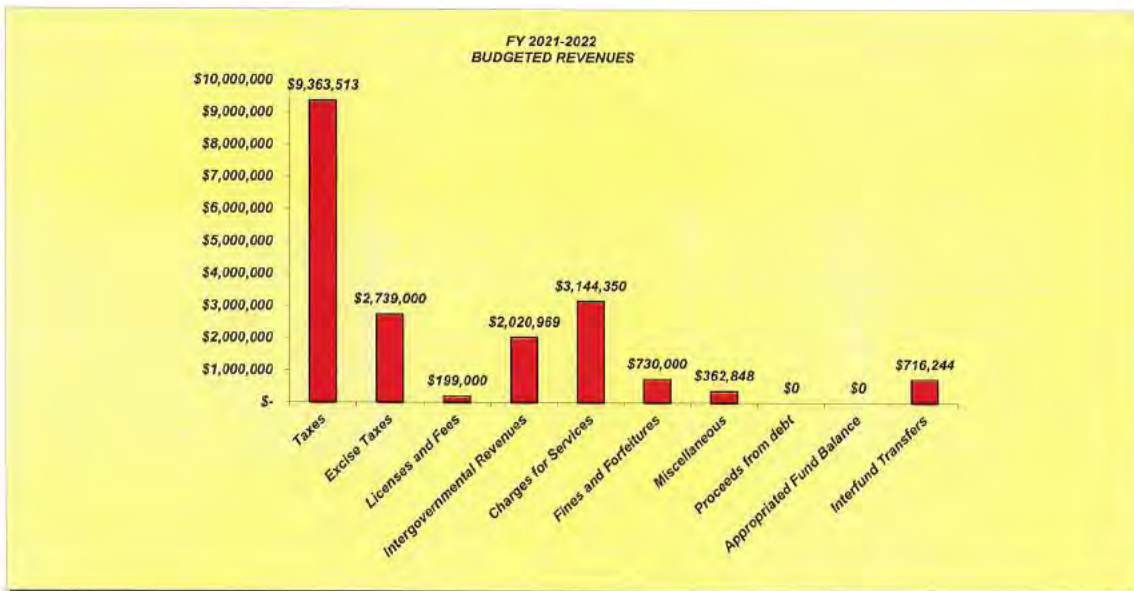
**CITY OF MIAMI SPRINGS
REVENUE COMPARISON
GENERAL FUND**

Line Item Revenue	FY 18-19	FY 19-20	FY 20-21	FY 21-22	% of	% Change
	Actual	Actual	Amended Budget	Proposed Budget	Total	from 2020-21
Senior center rentals	-	-	-	8,000	0.04%	100.0%
Surplus sale of equipment	209,674	19,375	25,501	25,000	0.13%	-2.0%
Other Miscellaneous	82,286	108,887	115,331	100,000	0.52%	-13.3%
Red Light Fines	624,828	418,216	500,000	550,000	2.85%	10.0%
Returned check charges	210	236	500	500	0.00%	0.0%
Code Enforcement Liens	-	3,276	4,000	4,000	0.02%	0.0%
ITF - Building Fund	220,809	314,677	323,748	337,388	1.75%	4.2%
ITF - Capital Projects Fund	-	-	-	378,856	1.97%	100.0%
ITF - Sanitation Admin Fee	370,000	370,000	470,000	470,000	2.44%	0.0%
ITF- Stormwater Adim Fee	60,000	60,000	60,000	60,000	0.31%	0.0%
ITF- Hurricane Fund	164,342	-	-	-	0.00%	0.0%
Appropriated Fund Balance	1,183,598	(148,695)	-	-	0.00%	0.0%
Proceeds from Debt	1,981,747	555,419	-	-	0.00%	0.0%
TOTALS >>>	\$ 21,101,811	\$ 17,419,679	\$ 18,260,287	\$ 19,275,923	100.00%	5.56%

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

REVENUES	FY18-19 Actual	FY19-20 Actual	FY20-21 Budget	FY21-22 Budget	% of Total	% Change from 2020-21
Taxes	\$ 8,596,839	\$ 8,800,684	\$ 9,268,576	\$ 9,363,513	48.6%	1.0%
Excise Taxes	2,775,427	2,728,837	2,739,000	2,739,000	14.2%	0.0%
Licenses and Fees	157,131	127,440	190,900	199,000	1.0%	4.2%
Intergovernmental Revenues	2,071,813	2,102,560	2,086,195	2,020,969	10.5%	-3.1%
Charges for Services	2,661,386	2,162,870	2,503,310	3,144,350	16.3%	25.6%
Fines and Forfeitures	1,003,660	744,036	750,000	730,000	3.8%	-2.7%
Miscellaneous	505,868	346,528	332,980	362,848	1.9%	9.0%
Proceeds from debt	1,981,747	555,419	-	-	0.0%	0.0%
Appropriated Fund Balance	1,183,598	(148,695)	(694,052)	-	0.0%	-100.0%
Interfund Transfers	164,342	-	323,748	716,244	3.7%	121.2%
Total Revenues	\$ 21,101,811	\$ 17,419,679	\$ 17,500,657	\$19,275,923	100.0%	10.1%



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**CITY OF MIAMI SPRINGS
EXPENDITURES BY DEPARTMENT**

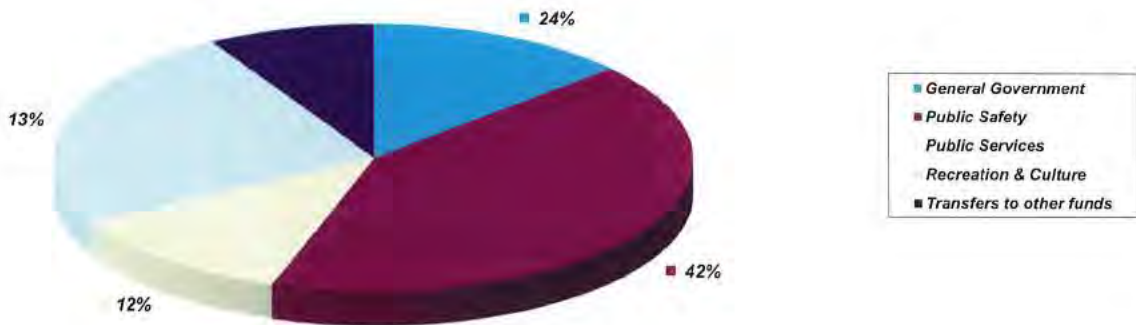
<u>Department</u>	FY 2018-19 <u>Actual</u>	FY 2019-20 <u>Actual</u>	FY 2020-21 <u>Amended Budget</u>	FY 2021-22 <u>Budget</u>	<u>% Change From FY2020-21</u>
Mayor & City Council	\$ 164,255	\$ 145,362	\$ 166,983	\$ 166,562	-0.3%
Office of the City Manager	437,554	401,822	536,683	384,422	-28.4%
Office of the City Clerk	263,067	278,689	330,286	334,476	1.3%
Office of the City Attorney	184,368	177,347	188,000	194,722	3.6%
Human Resource Department	258,369	267,366	273,444	283,927	3.8%
Finance /Budget	618,933	619,116	634,359	705,357	11.2%
IT Department	299,229	340,374	409,464	393,019	-4.0%
Planning Department	81,316	80,609	93,667	94,203	0.6%
Police Department	7,236,885	7,190,491	7,540,624	7,788,757	3.3%
Police - School Guards	20,481	16,213	28,357	28,269	-0.3%
Code Compliance	192,082	206,359	212,009	261,642	23.4%
Public Services - Administration	389,051	409,962	405,078	468,795	15.7%
Public Services - Streets	407,251	467,699	426,111	457,369	7.3%
Public Services - Properties	817,765	869,249	910,325	896,988	-1.5%
Public Services - Building Maintenance	302,299	737,467	706,338	394,024	-44.2%
Public Services - Fleet Maintenance	31,595	66,636	39,000	40,000	2.6%
Recreation	1,343,880	1,451,041	1,532,266	1,598,391	4.3%
Aquatics	564,197	458,214	596,464	610,312	2.3%
Tennis	39,158	33,311	42,382	42,400	0.0%
Park Maintenance	258,575	278,879	308,230	382,473	24.1%
Golf Administration	14,788	12,350	11,068	11,456	3.5%
Pro Shop	1,059,271	723,857	684,940	735,482	7.4%
Golf Maintenance	1,902,289	1,342,717	1,392,254	1,361,996	-2.2%
Total	\$16,886,658	\$16,575,130	\$17,468,332	\$17,635,045	1.0%
Transfers to other funds	1,847,957	1,421,481	1,521,455	1,622,210	6.6%
Increase(appropriated) fund balance	-	-	-	-	-
Total	\$18,734,615	\$17,996,611	\$18,989,787	\$19,257,255	1.4%

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**CITY OF MIAMI SPRINGS
EXPENDITURES BY CLASS**

	FY2018-19 <u>Actual</u>	FY2019-20 <u>Actual</u>	FY2020-21 <u>Amended Budget</u>	FY2021-22 <u>Budget</u>	<u>% of Change From FY2020-21</u>
General Government	\$ 2,307,091	\$ 2,310,685	\$ 2,632,886	\$ 2,556,690	-2.9%
Public Safety	7,449,448	7,413,063	7,780,990	8,078,669	3.8%
Public Services	1,947,961	2,551,013	2,486,852	2,257,176	-9.2%
Recreation & Culture	5,182,158	4,300,369	4,567,604	4,742,510	3.8%
Transfers to other funds	1,847,957	1,421,481	1,521,455	1,622,210	6.6%
Sub-Totals	\$ 18,734,615	\$ 17,996,611	\$ 18,989,787	\$ 19,257,255	1.4%
Increase(appropriated) fund balance	-	-	-	-	0.0%
Totals	\$ 18,734,615	\$ 17,996,611	\$ 18,989,787	\$ 19,257,255	1.4%

FY 2021-22 Expenditures by Class



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CITY OF MIAMI SPRINGS
LISTING OF TOP EXPENDITURES-GENERAL FUND

	<u>FY2020-21</u> <u>Amended Budget</u>	<u>FY2021-22</u> <u>Budget</u>	<u>% of Total</u>	<u>% of Change</u> <u>From FY2020-21</u>
Salaries	\$ 8,450,697	\$ 9,062,336	47.1%	7.2%
Health Insurance Benefits	1,196,041	1,321,367	6.9%	10.5%
Pension costs	888,614	783,271	4.1%	-11.9%
Workmens Comp	350,612	349,070	1.8%	-0.4%
Other Employee Benefits	644,581	693,269	3.6%	7.6%
Total Salaries & Benefits	11,530,545	12,209,314	63.4%	5.9%
Capital Expenditures	244,709	48,000	0.2%	-80.4%
Debt Service Payments	1,541,426	1,550,453	8.1%	0.6%
Operating Supplies/Uniforms	644,687	642,640	3.3%	-0.3%
Contractual Services	1,303,963	1,254,116	6.5%	-3.8%
Utilities	425,836	425,854	2.2%	0.0%
Transfers to other funds	339,987	463,698	2.4%	36.4%
Liability insurance	357,058	406,967	2.1%	14.0%
Professional Fees	366,820	431,147	2.2%	17.5%
Fleet Maintenance	159,407	174,900	0.9%	9.7%
Repairs and Maintenance	754,846	476,710	2.5%	-36.8%
Other Misc Expenses	1,320,503	1,173,456	6.1%	-11.1%
Total Budgeted Expenditures	18,989,787	19,257,255	100.0%	1.4%

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CITY OF MIAMI SPRINGS
LISTING OF TOP EXPENDITURES - ALL FUNDS

	<u>FY2020-21</u> <u>Amended Budget</u>	<u>FY2021-22</u> <u>Budget</u>	<u>% of Total</u>	<u>% of Change</u> <u>From FY2020-21</u>
Salaries	\$ 9,816,788	\$ 10,564,865	39.5%	7.6%
Health Insurance Benefits	1,416,352	1,550,460	5.8%	9.5%
Pension costs	1,006,649	880,755	3.3%	-12.5%
Workmens Comp	393,266	387,769	1.4%	-1.4%
Other Employee Benefits	750,924	809,589	3.0%	7.8%
Total Salaries & Benefits	13,383,979	14,193,438	53.1%	6.0%
Capital Expenditures	320,206	81,300	0.3%	-74.6%
Debt Service Payments	1,731,096	1,795,017	6.7%	3.7%
Depreciation/Amortization	308,054	297,000	1.1%	-3.6%
Operating Supplies/Uniforms	1,053,216	1,082,955	4.0%	2.8%
Contractual Services	2,485,402	2,328,278	8.7%	-6.3%
Waste Disposal	825,520	760,500	2.8%	-7.9%
Transfers to other funds	339,987	463,698	1.7%	36.4%
Liability insurance	437,699	502,079	1.9%	14.7%
Professional Fees	435,064	439,374	1.6%	1.0%
Management fee paid by enterprise funds	530,000	530,000	2.0%	0.0%
Fleet Maintenance	455,314	463,100	1.7%	1.7%
Repairs and Maintenance	935,937	694,445	2.6%	-25.8%
Other Misc Expenses	3,157,760	3,115,818	11.6%	-1.3%
Total Budgeted Expenditures(All Funds)	26,399,234	26,747,001	100.0%	1.3%

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CITY OF MIAMI SPRINGS
FY 2021-2022 Budget
CAPITAL EXPENDITURE SUMMARY-ALL FUNDS

Department	Total Budgeted	Description of expenditure	Total Cost	Budget Cost(lease)
City Clerk	\$ 5,000			
		New server for Laserfiche	\$5,000	\$0
			<u>\$5,000</u>	<u>\$0</u>
Parks and recreation	\$ 225,000			
		New F-150 pick truck	\$25,000	\$5,403
		New racquetball court-open	\$100,000	\$21,612
		Paint community Center	\$80,000	\$17,290
		Resurface two tennis court	\$20,000	\$0
			<u>\$225,000</u>	<u>\$44,305</u>
Police	\$ 78,255			
		New Police vehicle	\$46,000	\$9,942
		One KeyTrak Guardian System	\$13,000	\$2,810
		Five portable radios	\$8,715	\$1,884
		Five Panasonic Toughbook laptops	\$10,540	\$2,278
			<u>\$78,255</u>	<u>\$16,913</u>
Professional Services	\$ 19,528			
		New digital marquee for Circle	\$17,668	3,818
		New laptop, monitor, software for PIO	\$1,860	402
			<u>\$19,528</u>	<u>4,220</u>
Elderly Services	\$ 5,000			
		Executime Time Clock	\$3,000	-
		Mirror and Balance bar for gym	\$2,000	-
			<u>\$5,000</u>	<u>-</u>
Sanitation	\$ 530,676			
		Two new garbage trucks to replace units that are 11 and 15 years old respectivel	\$530,676	114,691
			<u>\$530,676</u>	<u>-</u>
Road & Transportation	\$ 28,300			
		Replace crosswalk signs at Starbucks	\$28,300	-
			<u>\$28,300</u>	<u>-</u>
Building department	\$ 23,000			
		New Ford F-150 for Building and Code Enforcement	23,000	
			<u>23,000</u>	
Total	\$ 914,759	Total	\$ 914,759	\$180,130

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

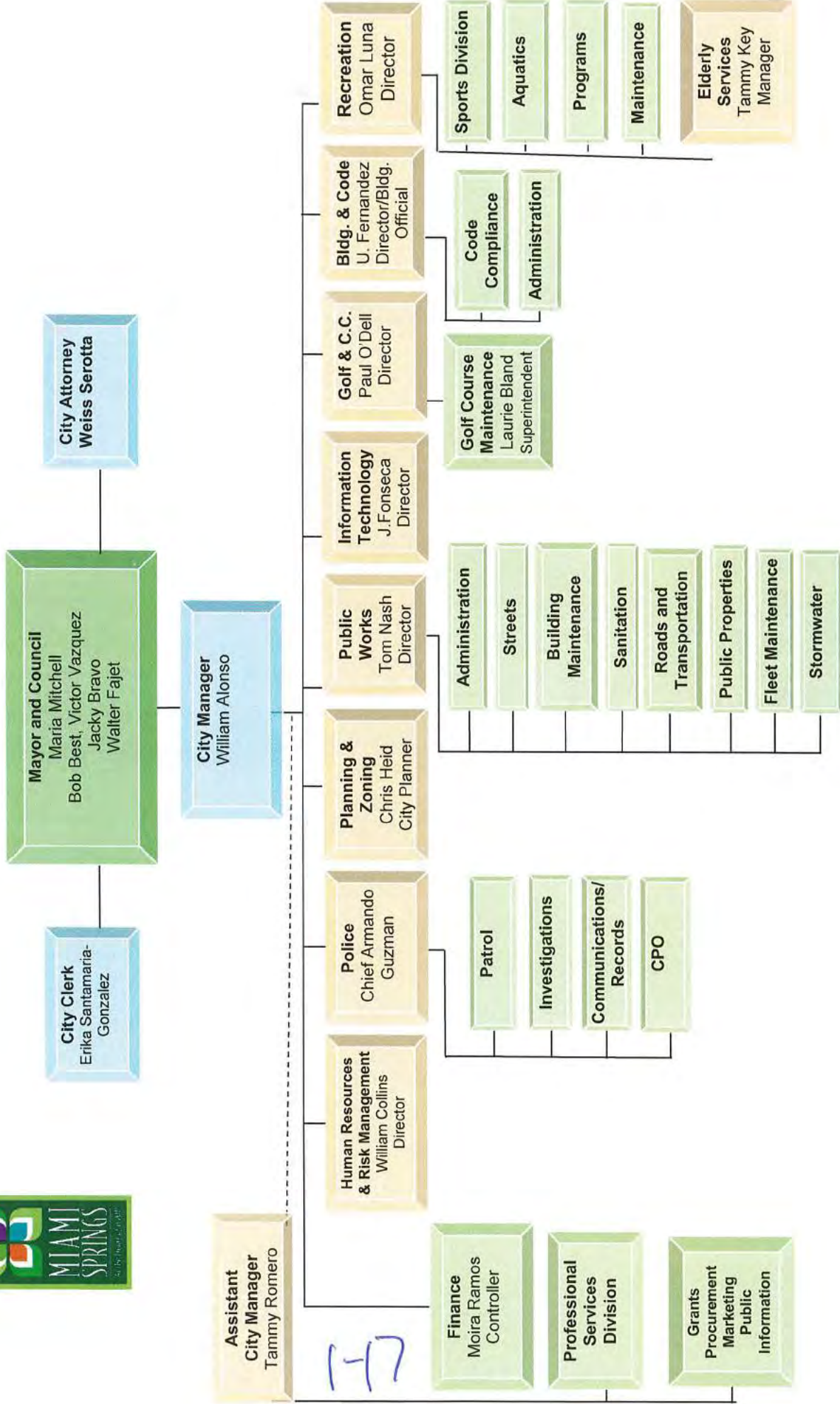
Below is a summary of all capital expenditures included in the budget for FY 2021-22.

BY FUND	BY DEPARTMENT			BY CATEGORY		
	\$			\$		
General	327,783	City Clerk	5,000	Vehicles	624,676	
Road & Transportation	28,300	Code Compliance	-	Technology	39,115	
Elderly services	5,000	Information Technology	-	Machinery & Equipment	50,968	
Building Dept.	23,000	Police	78,255	Improvements O/T	200,000	
Sanitation	530,676	LETF	-	Buildings	-	
Stormwater	-	Public Services	225,000			
LETF	-	Recreation	5,000			
Capital Projects	-	Human resources	530,676			
		Elderly services	-			
		Golf Course	19,528			
		Sanitation	28,300			
		Stormwater	23,000			
		Capital Projects	-			
		Finance	-			
		Planning	-			
		Road & Transportation	-			
		Building dept.	-			
Total	\$ 914,759	Total	\$ 914,759	Total	\$ 914,759	

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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 Organizational Chart 2021 - 2022



CITY OF MIAMI SPRINGS
PERSONNEL COMPARISON BY DEPARTMENT
Final

	FY 2019-20		FY 2020-21		FY 2021-22		Increase(decrease) from FY 2020-21	
	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	3.25	1.00	3.25	1.00	-	-
Finance-Professional Services	2.50	-	2.50	-	3.50	-	1.00	-
IT Department	2.00	-	2.00	-	2.00	-	-	-
Planning Department	1.25	-	1.25	-	1.25	-	-	-
Police Department	57.00	8.00	57.00	8.00	58.00	8.00	1.00	-
Building Department	4.80	-	4.80	-	5.30	-	0.50	-
Code Compliance	2.20	-	2.20	-	2.70	-	0.50	-
Public Services- Administration	5.00	-	5.00	-	6.00	-	1.00	-
Public Services - Streets	3.00	-	3.00	-	3.00	-	-	-
Public Services - Properties	12.00	-	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	2.00	25.00	2.00	25.00	2.00	25.00	-	-
Park Maintenance	1.00	-	1.00	-	1.00	-	-	-
Golf Course-Pro Shop	4.00	17.00	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	3.00	15.00	3.00	15.00	-	-
Sanitation Fund	11.00	-	11.00	-	11.00	-	-	-
Stormwater Fund	2.00	-	2.00	-	2.00	-	-	-
TOTAL PERSONNEL	135.00	104.00	135.50	109.00	139.50	109.00	4.00	-

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POSITION CLASSIFICATION AND PAY PLAN
FISCAL YEAR 2021-22
CIVIL SERVICE/NON CIVIL SERVICE EMPLOYEES

POSITION	PAY GRADE	FY2021-22 PAY RANGE	
		MINIMUM	MAXIMUM
PRO SHOP CASHIER	7	19,669	29,150
PRO SHOP CLERK	8	26,654	39,519
MAINTENANCE WORKER I	8	26,654	39,519
CLERICAL ASSISTANT	9	27,373	40,589
EQUIPMENT OPERATOR	10	28,055	43,265
RECREATION LEADER	10	28,055	43,264
REFUSE COLLECTOR	10	28,055	43,264
MAINTENANCE WORKER II	10A	28,055	46,255
REFUSE TRUCK DRIVER	13	30,211	48,526
GOLF MAINTENANCE WORKER	13	30,211	48,526
ADMINISTRATIVE ASSISTANT I	15	31,743	48,956
BUILDING SPECIALIST I	15	31,743	48,956
MATERIALS MANAGEMENT CLERK	15	31,743	48,956
POLICE ADMINISTRATIVE SPECIALIST I	15	31,743	48,956
RECREATION SPECIALIST	15	31,743	48,956
HEAD LIFEGUARD	15	31,743	48,956
AQUATIC SPECIALIST	15	31,743	48,956
SPECIAL EVENTS/PROGRAM SPECIALIST	15	31,743	48,956
HEAVY EQUIPMENT OPERATOR	15	31,743	48,956
ACCOUNTING SPECIALIST I	16	32,532	50,181
BUILDING MAINTENANCE TECHNICIAN	16	32,532	50,181
ACCOUNTING SPECIALIST II	18	34,178	50,694
PUBLIC PROPERTIES MAINTENANCE SUPERVISOR	19	35,040	57,906
AUTOMATED EQUIPMENT OPERATOR	19	35,040	57,906
BUILDING MAINTENANCE SPECIALIST	22	37,731	55,952
ADMINISTRATIVE ASSISTANT II	22	37,731	55,952
ASSISTANT SENIOR CENTER MANAGER	22	37,731	55,952
BUILDING SPECIALIST II	22	37,731	55,952
ASSISTANT TO THE CITY CLERK	22	37,731	55,952
PROCUREMENT SPECIALIST	22	37,731	55,952
ACCOUNTING SPECIALIST III	22A	37,731	62,254
POLICE DISPATCHER-TRAINEE	23	38,620	57,929
PRO SHOP/OUTSIDE SERVICES MANAGER	23	38,620	57,929
RECREATION COORDINATOR	24	39,644	59,587
AQUATIC COORDINATOR	24	39,644	59,587
BUILDING SPECIALIST III	24	39,644	59,587
RECREATION MAINTENANCE SUPERVISOR	24	39,644	59,587
POLICE ADMINISTRATIVE SPECIALIST II	24	39,644	59,587
ADMINISTRATIVE ASSISTANT III	24	39,644	59,587
SANITATION FOREMAN	24A	39,644	64,056
GOLF MAINTENANCE MECHANIC	24	39,644	59,587
ADMINISTRATIVE ASSISTANT TO THE CHIEF OF POLICE	25	40,644	60,978
GOLF MAINTENANCE SUPERVISOR/FOREMAN	25	40,644	60,978
POLICE DISPATCHER I	25	40,644	60,978
ATHLETIC SUPERVISOR	26	42,677	64,027
POLICE ADMINISTRATIVE SPECIALIST III	26	42,677	64,027
POLICE DISPATCHER II	26	42,677	64,027
CODE COMPLIANCE OFFICER	26	42,677	64,027
OPERATIONS SUPERVISOR	26	42,677	64,027
POLICE COMMUNICATIONS SUPERVISOR	28	43,760	64,888
AQUATIC SUPERVISOR	28	43,760	64,888
DEPUTY CITY CLERK	29	44,465	65,390
EXECUTIVE SECRETARY	29	44,465	65,390
HUMAN RESOURCES SPECIALIST	29	44,465	65,390
PUBLIC INFO & PROF SERVICES SPECIALIST	31	48,840	72,983
SPECIAL EVENTS/PROGRAMS SUPERVISOR	31	48,840	72,983
HUMAN RESOURCES SPECIALIST II	31	48,840	72,982
ASSISTANT IT MANAGER	31	48,840	72,982
PROCUREMENT SPECIALIST II	32	49,037	73,179
POLICE OFFICER- RECRUIT	37	54,644	81,039
POLICE NETWORK ADMINISTRATOR	37	54,644	81,039
GRANT WRITER & PUBLIC INFORMATION SPECIALIST	37	54,644	81,039
SENIOR CENTER MANAGER	39	51,060	83,068
ASSISTANT PUBLIC WORKS DIRECTOR	40	57,694	85,560
CITY PLANNER	44	63,679	94,441
POLICE LIEUTENANT	44P	87,818	128,460
HUMAN RESOURCES DIRECTOR/RISK MANAGER	45	65,273	99,705
GOLF SUPERINTENDENT	45	65,273	99,705
CONTROLLER	46	74,868	108,860
INFORMATION TECHNOLOGY DIRECTOR	46	74,868	108,860
GOLF & COUNTRY CLUB DIRECTOR	49	83,294	111,057
RECREATION DIRECTOR	49	83,294	111,057
PUBLIC WORKS DIRECTOR	49	83,294	111,057
CITY CLERK	49	83,294	111,057
POLICE CAPTAIN	49P	100,684	139,704
FINANCE DIRECTOR	50	86,733	130,102
ASSISTANT CITY MANAGER	50	86,734	130,102
BUILDING OFFICIAL & CODE COMPLIANCE DIRECTOR	50A	86,733	131,415
CHIEF OF POLICE	50P	108,877	152,895

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SECTION 2

City Council

Mission Statement

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

City Council

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.

2020-21 Accomplishments

- Approved a Collective Bargaining Agreement with the Fraternal Order of Police on behalf of the City of Miami Springs Police Officers and Sergeants for FY2020-2023
- Approved the \$250 Milam's gift card program under the CARES Act for residents
- Approved an ordinance regulating vacation rentals within the City
- Hosted and participated in the ribbon-cutting of the Miami Springs Adult Community Center
- Co-designated City streets; "Jim Caudle Way," "Sebastian Ortiz Way," "Woman's Club Way"
- Pursued and granted the approval of the 2021 State appropriations for the South Royal Poinciana project, East Drive project, and Senior Meals program

City Council

2021-22 Budget Highlights

- Proposed budget is \$420 or 0.25% lower than FY2020/2021.
- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$166,562</u>
Net cost of Department	<u>\$163,562</u>

0

- The Promotions line item is a lump sum of \$82,000 to be allotted during the year as follows:
 1. \$41,000 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 89 th anniversary ad (\$1,000)
Miami Dade Installation Dinner ad (\$1,000)
Employee Holiday Dinner (\$5,000)
Police Appreciation Dinner (\$3,000)
Community Shred Event (\$2,000)
Optimist BarBQ (\$2,000)
 2. \$35,000 has been allocated to the Curtis Mansion to assist with their annual operating costs.
 3. \$6,000 has been allocated to the Historic Museum for storage costs.

CITY OF MIAMI SPRINGS
 CITY COUNCIL BUDGET
 FISCAL YEAR ENDING 9/30/22

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2018-19 ACTUALS	FY2019-20 ACTUALS	FY20-21 AMENDED BUDGET	FY21-22 Departmental Request	Dollar Increase (Decrease)
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	57	86	80	80	-
001-0101-511-31-00	PROFESSIONAL SERVICES	6,424	8,574	-	-	-
001-0101-511-34-00	CONTRACTUAL SERVICES	-	-	13,600	15,600	2,000
001-0101-511.40-00	TRAVEL AND PER DIEM	12,332	5,167	17,100	17,100	-
001-0101-511.41-01	TELEPHONE	5,692	7,176	3,200	3,200	-
001-0101-511-47-00	PRINTING AND BINDING	654	175	4,200	4,200	-
001-0101-511.48-00	PROMOTIONS	99,814	85,904	84,420	82,000	(2,420)
001-0101-511-51-00	OFFICE SUPPLIES	489	-	750	750	-
001-0101-511-52-09	OPERATING SUPPLIES	580	291	1,000	1,000	-
001-0101-511.54-00	DUES, MEMBERSHIPS, SUBS	3,826	3,701	3,400	3,400	-
001-0101-511.58-00	EDUCATION AND TRAINING	-	-	2,000	2,000	-
001-0101-511.59-00	MISCELLANEOUS EXPENSES	155	55	3,000	3,000	-
** MAYOR & COUNCIL		164,256	145,362	166,983	166,562	(420)

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Fiscal Year : 2021
 Budget Level : BUDG
 Description : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
1-0101-511-11-00	EXECUTIVE SALARIES	31,800.00	
1-0101-511-21-00	FICA TAXES	2,433.00	
1-0101-511-24-00	WORKER'S COMPENSATION	80.00	
1-0101-511-34-00	CONTRACTUAL SERVICES	15,600.00	
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	82,000.00	
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		166,563.00	

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CITY OF MIAMI SPRINGS 2021-2022 BUDGET - CITY COUNCIL

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

COMCAST high speed internet (\$100 x 12)	1,200.00
FullMoon Audio/Visual Recording with Technician (\$900/month (2 meetings month))	\$12,000.00
Zoom (\$200.00/mo).....	\$2,400.00
TOTAL	\$15,600.00
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 95 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.....	\$6,000.00
CMI	\$35,000.00
TOTAL	\$82,060.00
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 2021-2022 City Council Budget - \$132,250

Basis for FY 2021-22 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%

|::

City of Miami Springs						
Department: CITY COUNCIL						
Position	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/21	FY21-22 Projection
Mayor	PT	1	1	0	7800	7800
City Council member	PT	4	4	0	24000	24000
Total projections		5	5	0	31800	31800

|::

2-8

— The —
Curtiss Mansion
≡ & GARDENS ≡

Dear William and City Officers of Miami Springs,

Like its legacy, the Curtiss Mansion has been able to reinvent itself and come out on the other side of the tunnel that COVID 19 created. CMI has come together, volunteered time, learned new skills and completed hours of brainstorming ideas on how to keep the mansion open and functioning through this difficult time. The Board of Directors at the Curtiss Mansion have been instrumental in moving this facility forward with their knowledge, support and time as well. The City Funding helped alleviate some of the stressors that were placed on the Mansion during the darker days, not to mention the grant leads that were directed to us that assisted in so much relief.

This year the Curtiss Mansion dedicated most of its efforts in creating programs that would help cover the losses that were brought by all of the cancellations and postponements because of the pandemic. Multiple community programs were established and enjoyed by many of our local residents as well as outsiders coming into Miami Springs for the first time. Some events consisted of the Curtiss Mansion Haunted House, the Holiday Event, The Valentine's Day Brunch just to name a few.

In addition, the team has begun working hard towards our newest project of installing a much needed irrigation system at the Mansion and updating the Gardens. We have connected with Fairchild Tropical Garden and our amazing County Commissioner in order to ensure we are properly moving forward.

Other notable accomplishments include the visit to the Glenn H. Curtiss Museum in Hammondsport, NY this past May. During our visit we were able to speak to the former Executive Director and current curator of 18 years about the history of Glenn Curtiss and we had the privilege of viewing first hand many items that were once a physical part of the Mansion. We discussed collaborative opportunities that included cross marketing and promoting, educational opportunities and even the possibility of bringing some artifacts back home under the correct circumstances. We are looking towards developing this relationship with the new Executive Director at the Glenn H. Curtiss Museum.

There are other aesthetic and maintenance items that will need to be taken care of to preserve the Curtiss Mansion appropriately. For instance, the roof of the mansion is due for a change and must be updated. The facility has to do a termite fumigation to preserve the structural integrity, but cannot perform this until the roof has been properly fixed. The AC Unit system is ready for a complete update and the exterior walls must be painted and patched. The generator has to be replaced and the grove trees have to be trimmed and the grass repaired.

Lastly, 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, the development of cultural programming and most importantly the possibility to educate Mansion visitors of the rich history of the Miami Springs Curtiss Mansion. 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"

Curtiss Mansion, Inc.
Financial comparison since opening in 2017
Fiscal year is July 1 through June 30

<u>Income</u>	<u>2021(EST)</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>
Rental Revenue	\$219,200	\$268,000	\$268,000	\$320,000	\$330,000
All other income	\$98,300***	\$37,100	\$34,300	\$19,000	\$40,000
City Assistance	\$35,000	\$32,400**	\$35,000	\$35,000	\$20,000*
Total	\$352,500	\$337,500	\$337,300	\$374,000	\$392,500
<u>Expense</u>					
Total	\$290,000	\$321,700	\$321,200	\$374,000	\$393,000
Net	\$62,5000	\$15,800	\$16100	- 0 -	(\$500.00)

2020** \$3000 of City fund to be received in July or August

2021*** Includes \$30K Miami Foundation COVID relief grant

2017* Approximately \$9k received beginning of July. \$8k to be paid in August

2-10

To: City Manager William Alonso
From: Miami Springs River Cities Festival
Re: Funding for 2022 Miami Springs River Cities Festival

As a member of the River Cities Committee for the past 6 years, I am honored that the festival that our community has grown to love and see as a tradition has been entrusted to me and the amazing team I work with.

We were very disappointed that we were unable to host the event for 2 years, but we are excited that we are moving forward with the 2022 festival.

There are many challenges facing us moving forward post pandemic, such as restarting from scratch and of course the changes to the circle that will change the logistics of the event all together. However, the festival will take place and we are excited about the changes that will only make this festival even better.

Since the festival did not take place in 2021 and the money that was allocated for the festival was not used, The Festival committee is requesting the funding for the 2021 and 2022 be used to offset the cost of the city police officers and public works expenses that arise from the festival. This will allow the festival the opportunity to gain strength after being closed for 2 years and continue the tradition of this festival moving forward.

As the new Executive Director of the festival and 6 yr committee member I thank you for your continued support.

Juliana Arias
Executive Director
Miami Springs River Cities Festival

Festival Committee: Juliana Arias, Alex Reed, Lynn Brooks

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Miami Springs

HISTORICAL SOCIETY AND MUSEUM

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

Date: July 6, 2021

To: Mayor and Council of the City of Miami Springs

Attn.: William Alonso, City Manager

From: Miami Springs Historical Society, Inc.

RE: Budget Request for FY 2021-2022

Attached, please find our projected FY 2021-2022 operational budget expenses. The Historical Society after many obstacles, is on the verge of opening its Museum Facilities at 501 East Drive.

Exhibitions are nearing completion and interactive displays are up and running. All this work has been accomplished by generous private donations from the Board Members to include a \$12,000 gift to the Museum from Frank and Yvonne Shonberger.

The Pandemic took a toll on our fund-raising efforts over these last 18 months and has seriously crippled our efforts to jump start the Museum for the benefit of all the residents and students in the River City area.

A review of our budget leads us to conclude that it is impossible for us to meet our desired goals without the collaboration and support of the City of Miami Springs this fiscal year.

Since our founding in 1987, we have endeavored to keep our operational fund budget strictly as a matter for our fund-raising efforts. This year we have been stymied by the calamity of the Pandemic. Consequently, we are asking the City Council for their help in meeting 50% of our projected expenditures so we can be "wheels up" for this coming year.

We ask you to review our attached budget projection and hopefully and respectfully ask you to acquiesce to our petition. 50% of this projection is approximately \$12,500.

As always, thank you for your support.

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Projected Expenses for 2021-2022

Advertising (incl. newspaper ads, banners, flyers, brochures, etc.)	3,000
Alarm Hardware (Cove or Ring, with cameras)	600
Alarm Monitoring	360
Annual Report Cost	62
Cleaning Person	1,200
Cleaning Supplies	200
Exhibit Cost	2,100
Domain	40
Educational Materials	500
Electricity	1,800
Printer (11 x 17 for posters)	600
Liability Insurance	600
Internet Service	600
Office Supplies (incl. brochures, envelopes, letterhead, business cards)	1,500
Memberships:	
American Association for State and Local History	98
American Alliance of Museums	50
Microsoft Office License	50
Paper Plates, Cups, Utensils	350
Postage	2,000
Printing and Cartridges	2,000
Software (revised Quikbooks for Non-Profits)	300
Storage (reducing to one unit)	2,950
Promotional Items for Resale	3,000
Telephone	360
Tablecloths (disposable, and reusable)	100
Toilet Paper	100
Water Bottles	250
Website	225
	<hr/>
Total	<u>24,995</u>

Request to City of 50% 12,498

2-13

SECTION 3

City Clerk

Mission Statement

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

City Clerk

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.

2020-21 Accomplishments

- Continued the paperless agenda system to replace the paper agenda packets.
- Nineteen (26) 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 one 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 250 public record requests.
- Notarized over 351 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 20 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 2021 General Election by assisting candidates through the qualifying process

2021-22 Budget Highlights

- Proposed budget is \$ 4,190 or 1.3% higher than FY2020/2021.
- Budget includes \$5,000 for a new server for Laserfiche.
- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$334,476</u>
Net cost of Department	<u>\$334,476</u>

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

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2018-19		FY2019-20		FY20-21		FY21-22 Departmental Request	Dollar Increase (Decrease)
		ACTUALS	ACTUALS	ACTUALS	BUDGET	AMENDED BUDGET			
CITY CLERK									
001-0301-513.12-00	REGULAR SALARIES	154,886	168,339	174,283		174,283		177,724	3,441
001-0301-513.14-00	OVERTIME	623	720	1,000		1,000		1,000	-
001-0301-513.21-00	FEDERAL PAYROLL TAXES	11,826	12,709	13,409		13,409		13,672	263
001-0301-513.22-01	GENERAL PENSION	18,562	20,868	20,533		20,533		17,460	(3,073)
001-0301-513-25-00	UNEMPLOYMENT COMPENSATION								-
	TOTAL MEDICAL INSURANCE	22,654	25,736	29,033		29,033		38,121	9,088
001-0301-513.24-00	WORKER'S COMPENSATION	262	432	436		436		444	8
001-0301-513.34-00	OTHER CONTRACTUAL SERVICE	9,706	11,904	31,000		31,000		31,200	200
001-0301-513.40-00	TRAVEL AND PER DIEM	1,218	1,230	3,000		3,000		3,000	-
001-0301-513.41-01	TELEPHONE	1,661	1,766	1,200		1,200		1,200	-
001-0301-513.41-03	POSTAGE	681	598	650		650		650	-
001-0301-513.41-06	INTERNET ACCESS	2,376	2,026	1,693		1,693		1,693	-
001-0301-513.44-00	RENTALS AND LEASES	5,710	4,242	7,650		7,650		3,000	(4,650)
001-0301-513.45-30	LIABILITY INSURANCE	3,334	3,643	3,557		3,557		3,631	74
001-0301-513.46-00	REPAIRS AND MAINTENANCE	1,110	1,122	5,420		5,420		4,630	(790)
001-0301-513.47-00	PRINTING AND BINDING	629	3,035	7,250		7,250		7,250	-
001-0301-513.48-00/02	ADVERTISING & PROMOTIONS	8,560	6,337	11,500		11,500		9,500	(2,000)
001-0301-513.51-00	OFFICE SUPPLIES	4,835	4,044	9,372		9,372		8,200	(1,172)
001-0301-513.52-00	OPERATING SUPPLIES	3,844	4,528	3,500		3,500		1,700	(1,800)
001-0301-513.54-00	DUES, MEMBERSHIPS, SUBS	2,341	2,230	3,300		3,300		2,900	(400)
001-0301-513.58-00	EDUCATION AND TRAINING	850	581	2,500		2,500		2,500	-
001-0301-513.64-00	MACHINERY AND EQUIPMENT	7,399	2,598	-		-		5,000	5,000
**	CITY CLERK	263,067	278,688	330,286		330,286		334,476	4,190

Fiscal Year : 2021
 Budget Level : BUDG
 Description :

DEPARTMENTAL INPUT
 Description

Account #	Description	Budget Amount	Misc. Info
1-0301-513-12-00	REGULAR SALARIES	177,724.00	
1-0301-513-14-00	OVERTIME	1,000.00	
1-0301-513-21-00	FEDERAL PAYROLL TAXES	13,672.00	
1-0301-513-22-01	GENERAL	17,460.00	
1-0301-513-23-05	HMO EMPLOYEE +1	36,189.00	
1-0301-513-23-07	LIFE/AD&D	832.00	
1-0301-513-23-08	DENTAL - OHS - EMPLOYEE	846.00	
1-0301-513-23-09	VSP - VISION - EMPLOYEE	254.00	
1-0301-513-24-00	WORKER'S COMPENSATION	444.00	
1-0301-513-34-00	OTHER CONTRACTUAL SERVICE	31,200.00	
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	3,000.00	
1-0301-513-45-30	RISK MANAGEMENT	3,631.00	
1-0301-513-45-30	REPAIRS AND MAINTENANCE	4,630.00	
1-0301-513-46-00	PRINTING AND BINDING	7,250.00	
1-0301-513-47-00	ADVERTISING	9,500.00	
1-0301-513-48-02	OFFICE SUPPLIES	8,200.00	
1-0301-513-51-00	OPERATING SUPPLIES	1,700.00	
1-0301-513-52-00	DUES, MEMBERSHIPS, SUBS	2,900.00	
1-0301-513-54-00	EDUCATION AND TRAINING	2,500.00	
1-0301-513-58-00	MACHINERY AND EQUIPMENT	5,000.00	
1-0301-513-64-00		334,475.00	
* Total Accounts for this Budget Level		24	

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CITY OF MIAMI SPRINGS 2021-2022 BUDGET - CITY CLERK

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

Miami Springs General Election 2023	\$20,000.00
International Data Depository – Shred Day Internal (City Clerk)	\$1,200.00
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	\$31,200.00
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	\$3,000.00
TOTAL	\$3,000.00
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
Overhead projectors – Council Chambers	\$400.00
Laserfiche – Maintenance/License	\$2,000.00
BIS digital recording annual software/maintenance fee	\$1,500.00
TOTAL	\$4,630.00
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	\$3,000.00
TOTAL	\$9,500.00
BUDGETED	\$ _____

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

Staples Advantage	\$3,800.00
Office Depot	\$800.00
Copy Paper for Toshiba copier (\$385 x 12) ALL DEPARTMENTS	\$3,600.00
TOTAL	\$8,200.00
BUDGETED	\$ _____

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

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	\$1,700.00
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
TOTAL	\$2,900.00
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

New Server for Laserfiche	\$5,000.00
TOTAL	\$5,000.00
BUDGETED	\$ _____

Total 2021-2022 Clerk's Department Budget - \$87,442.00

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Basis for FY 2021-22 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 10-01-2021

City of Miami Springs

Department: CITY CLERK

Position (paygrade)	Employee Name	FT		Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/21	Date of Annual Review	Promotional Increase Merit Increase	3% COLA Increase	Longevity	FY21-22 Projection
		PT	FT									
City Clerk-PG49C	Erika Santamaria		1	1	1	0	\$94,041		\$0	\$2,821	\$0	\$96,862
Deputy City Clerk-PG29	Juan Garcia		1.00	1.00	1.00	0	\$50,007		\$0	\$1,500	\$0	\$51,507
Assistant to City Clerk	Mayra Aleman		0.75	0.75	0.75	0	28,500		\$0	\$855	\$0	\$29,355
Total projections			2.8	2.8	2.8	0	\$172,548		\$0	\$5,176	\$0	\$177,724

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SECTION 4

City Manager

Mission Statement

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

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

City Manager

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

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

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

Goals

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

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

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

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

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

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

Objectives

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

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

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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.

2020-21 Accomplishments

- Negotiated a Collective Bargaining Agreement with the Fraternal Order of Police on behalf of the City of Miami Springs Police Officers and Sergeants for FY2020-2023
- Established the \$250 Milam's gift card program under the CARES Act for residents
- Worked on an ordinance regulating vacation rentals within the City
- Hosted and participated in the ribbon-cutting of the Miami Springs Adult Community Center
- Co-designated City streets; "Jim Caudle Way," "Sebastian Ortiz Way," "Woman's Club Way"

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City Manager

2020-21 Accomplishments (continued)

- Pursue the 2021 State appropriations for the South Royal Poinciana project, East Drive project, and Senior Meals program which were all approved by the State in July 2021.
- Established operating guidelines and safety protocols during the COVID-19 pandemic in order to keep city operations running as well as keeping our employees safe.
- Established a plan for the relocation of all city hall departments and police during the mold remediation performed in our city hall facility.

FY 2021-22 Budget Highlights

- Proposed budget is \$152,261 or 28.4% lower than FY2020/2021. Decrease is due to approx. \$140,000 incurred in FY20/21 for the \$250 Food Gift Card program, as well as \$20,352 for the purchase of temperature scanners which were both reimbursed by FEMA during the COVID pandemic.
- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$384,422</u>
Net cost of Department	<u>\$384,422</u>
- Professional Services budget includes \$45,000 for the City Lobbyist and \$5,000 for legal costs related to the annexation lawsuit.

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

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2018-19 ACTUALS	FY2019-20 ACTUALS	FY2020-21 AMENDED BUDGET	FY2021-22 Departmental Request	Dollar Increase (Decrease)
CITY MANAGER						
001-0201-512.12-00	REGULAR SALARIES	214,393	224,439	229,917	236,985	7,068
001-0201-512.21-00	FICA TAXES	15,406	16,286	17,589	18,129	540
001-0201-512.22-01	GENERAL EMPLOYEES RET SYS	12,698	13,887	13,032	11,213	(1,819)
001-0201-512.22-04	401A ICMA RETIREMENT TRST	17,309	17,807	17,764	18,292	528
	TOTAL MEDICAL INSURANCE	19,821	20,389	22,939	24,169	1,230
001-0201-512.24-00	WORKER'S COMPENSATION	360	567	575	592	17
001-0201-512.31-00	PROFESSIONAL SERVICES	131,759	83,403	190,000	50,000	(140,000)
001-0201-512.40-00	TRAVEL AND PER DIEM	9,472	8,778	9,138	9,200	62
001-0201-512.41-01	TELEPHONE	655	572	400	600	200
001-0201-512.41-02	CELLULAR TELEPHONE	1,502	1,179	1,400	1,400	-
001-0201-512.41-03	POSTAGE	413	134	100	100	-
001-0201-512.41-06	INTERNET ACCESS	1,781	1,756	2,070	2,100	30
001-0201-512.44-00	RENTALS AND LEASES	-	-	-	-	-
001-0201-512.45-30	LIABILITY INSURANCES	4,188	4,862	4,693	4,841	148
001-0201-512.51-00	OFFICE SUPPLIES	460	21	200	200	-
001-0201-512.52-00	OPERATING SUPPLIES	4,978	4,694	3,259	3,300	41
001-0201-512.54-00	DUES, MEMBERSHIPS, SUBS	2,362	3,047	2,755	2,800	45
001-0201-512.58-00	EDUCATION AND TRAINING	-	-	500	500	-
001-0201-512.64-00	MACHINERY AND EQUIPMENT	-	-	20,352	-	(20,352)
**	CITY MANAGER	437,557	401,821	536,683	384,422	(152,261)

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Fiscal Year : 2021
 Budget Level : BUDG
 Description : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
1-0201-512-12-00	REGULAR SALARIES	236,985.00	
1-0201-512-21-00	FICA TAXES	18,129.00	
1-0201-512-22-01	GENERAL EMPLOYEES RET SYS	11,213.00	
1-0201-512-22-04	401A ICMA RETIREMENT TRST	18,292.00	
1-0201-512-23-04	HMO EMPLOYEE ONLY	22,224.00	
1-0201-512-23-07	LIFE/AD&D	1,096.00	
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	592.00	
1-0201-512-31-00	PROFESSIONAL SERVICES	45,000.00	
	00100 LOBBYST		
1-0201-512-31-16	ANNEXATION	5,000.00	
1-0201-512-40-00	TRAVEL AND PER DIEM	9,200.00	
1-0201-512-41-01	TELEPHONE	600.00	
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	2,100.00	
1-0201-512-45-30	LIABILITY INSURANCES	4,841.00	
1-0201-512-51-00	OFFICE SUPPLIES	200.00	
1-0201-512-52-00	OPERATING SUPPLIES	3,300.00	
1-0201-512-54-00	DUES, MEMBERSHIPS, SUBS	2,800.00	
1-0201-512-58-00	EDUCATION AND TRAINING	500.00	
* Total Accounts for this Budget Level		384,421.00	

45,000.00

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Basis for FY 2021-22 Salary Projections

Calculations is based upon current earnings at 2,080 hours

0.0%

0.00%

3.00% to be effective on 10-01-2021

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

City of Miami Springs

Department: Office of the City Manager

Position (paygrade)	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/21	Start Date	FY 21-22 Projected Merit Increase	COLA Increase	Longevity	FY 2021-22 Projection
City Manager-	FT	0.75	0.75	0	\$118,178	01/03/12	\$0	\$3,545	\$1,125	\$122,849
Assistant City Manager-PG49	FT	1.0	1.0	0	\$109,113	01/00/00	\$0	\$3,273	\$1,750	\$114,136
		0	0	0	\$0	01/00/00	\$0	\$0	\$0	\$0
Total projections		1.8	1.8	0	\$227,291		\$0	\$6,819	\$2,875	\$236,985

TOR-Top of range no merit increases

SECTION 5

Human Resources

Mission Statement

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

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 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 citywide safety programs.

2020-21 Accomplishments

Human Resources:

Managed the implementation of the City's COVID-19 policy to maintain the safest possible workplace environment without significantly impacting City operations.

Conducted successful competitive recruitments to fill 20 full-time vacancies in the City workforce, including Maintenance Worker I (8), Police Officer (5), Police Dispatcher Trainee (2), Public Information & Professional Services Specialist (2), Police Network Administrator, Administrative Assistant I, and Accounting Clerk II.

Processed 38 new part-time and seasonal employees, including criminal background checks and drug screenings.

Received and processed 237 job applications. Facilitated and/or monitored eight structured oral board interview panels.

Human Resources

2020-21 Accomplishments (continued)

Human Resources (continued):

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.

Processed criminal background checks for all employees and volunteers at the Senior Center and more than 20 volunteer coaches who use City parks and recreational facilities.

Processed the hiring of 19 new and returning P/T recreation leaders and lifeguards for the abbreviated 2020 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.

Continued the implementation of ApplicantStack, an online 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.

Processed and filed 13 workers' compensation claims. Coordinated with claims adjusters and medical providers to facilitate the speedy recovery and return to work of injured workers.

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.

Human Resources

FY 2021-22 Budget Highlights

- Proposed budget is \$10,483 or 3.8 % higher than FY 2020-21.
- 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>283,927</u>
Net cost of Department		<u>\$283,927</u>

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

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2020-21		FY2021-22	Dollar Increase (Decrease)
		ACTUALS	AMENDED BUDGET		
HUMAN RESOURCES					
001-0401-513.12-00	REGULAR SALARIES	134,383	143,713	149,523	5,810
001-0401-513.21-00	FEDERAL PAYROLL TAXES	9,798	10,994	11,439	445
001-0401-513.22-01	GENERAL PENSION	5,387	5,743	5,080	(663)
001-0401-513.22-04	401A ICMA RETIREMENT	13,222	14,141	14,565	424
	TOTAL MEDICAL INSURANCE	20,814	24,188	25,495	1,307
001-0401-513.24-00	WORKER'S COMPENSATION	229	359	374	15
001-0401-513.31-00	PROFESSIONAL SERVICES	57,562	51,500	53,350	1,850
001-0401-513.34-00	CONTRACTUAL SERVICES	4,997	9,800	10,750	950
001-0401-513.40-00	TRAVEL AND PER DIEM	1,213	1,150	1,215	65
001-0401-513.41-01	TELEPHONE	483	324	324	-
001-0401-513.41-03	POSTAGE	274	250	250	-
001-0401-513.41-06	INTERNET ACCESS	1,781	1,505	1,505	-
001-0401-513.45-30	LIABILITY INSURANCE	2,640	2,933	3,054	121
001-0401-513.46-00	REPAIRS AND MAINTENANCE	-	1,224	1,224	-
001-0401-513.48-00	ADVERTISING	189	200	200	-
001-0401-513.51-00	OFFICE SUPPLIES	1,123	1,120	1,120	-
001-0401-513.52-00	OPERATING SUPPLIES	1,798	1,710	1,710	-
001-0401-513.54-00	DUES, MEMBERSHIPS, SUBS	1,349	1,240	1,350	110
001-0401-513.58-00	EDUCATION AND TRAINING	1,129	1,350	1,400	50
** HUMAN RESOURCES		258,371	273,444	283,927	10,483

Fiscal Year : : 2021
 Budget Level : : BUDG
 Description : : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
1-0401-513-12-00	REGULAR SALARIES	149,523.00	
1-0401-513-21-00	FEDERAL PAYROLL TAXES	11,439.00	
1-0401-513-22-01	GENERAL	5,080.00	
1-0401-513-22-04	401A ICMA RETIREMENT TRST	14,565.00	
1-0401-513-23-00	MEDICAL INSURANCE	23,732.00	
1-0401-513-23-07	LIFE/AD&D	700.00	
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	374.00	
1-0401-513-31-00	PROFESSIONAL SERVICES	53,350.00	
00100	DRUG TESTING, VECHS FINGERPRINT BACKGROUND CHECKS,		
00200	CLEARINGHOUSE FINGERPRINT BACKGROUND CHECKS, JOB		
00300	POSTING/RECRUITMNT SYSTEM, BENEFITS REPRESENTATION		
00400	& NEGOTIATION, MSPD APPLICANT PSYCH SCREENINGS		
00500	CIVIL SERVICE/POLICE TESTING, CREDIT CHECKS, EDUC		
00600	& EMPLOYMENT VERIFICATION, EMP ASSISTANCE PROGRAM,		
00700	PRE-EMPLOYMENT MEDICAL EXAMS, SOCIAL SECURITY		
00800	& NAME-BASED BACKGROUND CHECKS, & OTHER PROF SVCS		
10,750.00			
00100	INCLUDES MISC CONTRACTS FOR HR AUTOMATION, ONLINE		
00200	TESTING SERVICES, STORAGE, PERFORMANCE MGT, HIRING		
00300	ONBOARDING, STORAGE, BENEFITS ADMIN, ETC.		
1,215.00			
00100	FOR MEETINGS, SEMINARS, CONFERENCES, AND EVENTS,		
00200	TO REMAIN CURRENT ON BEST PRACTICES AND LEGAL		
00300	COMPLIANCE, INCL FLA PUBLIC HR ASSOCIATION/ FLA		
00400	PUBLIC EMP LABOR RELATIONS ASSOC TRAINING CONF		
324.00			
250.00			
1,505.00			
3,054.00			
1,224.00			
1,200.00			
00100	RECRUITMENT/RECOGNITION PROMOTIONAL ITEMS: BRANDED	200.00	
00200	EMBOSSED, & EMBROIDERED ITEMS; ADVERTISEMENTS,		
00300	POSTINGS, AWARDS, PLAQUES, ETC.		
1,120.00			
00100	PERSONNEL FOLDERS, HANGING FOLDERS, LABELS, BINDERS	1,120.00	
00200	ENVELOPES, PRINTER CARTRIDGES, COMPUTER EQUIPMENT		
00300	& ACCESSORIES, BINDERS, CALENDARS, PENS/PENCILS,		
00400	SHARPENERS, TAPE, PAPER, DESK ACCESSORIES, ETC.		
1,710.00			
00100	APPLICATION MATERIALS, TESTING ACCESSORIES, BOOKS,	1,710.00	
00200	TIMERS, SCANTRON CARDS, FORMS, NOTARY SUPPLIES,		
00300	RUBBER STAMPS, BUSINESS CARDS, UNIFORMS, LEGAL		
00400	POSTERS, COMPUTER EQUIPMENT, SOFTWARE, &		
00500	ACCESSORIES, ETC.		
1,350.00			
00100	MEMBERSHIP & RECERTIFICATION FEES FOR SHRM, FPHRA,	1,350.00	
00200	FPELRA, HRCL, ICMA-HR, ASPA; HR LEGAL REPORTER		

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Fiscal Year : 2021
 Budget Level : BUDG
 Description : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
1-0401-513-58-00	EDUCATION AND TRAINING		
	00300 SUBSCRIPTION AND UPDATES, ETC.	1,400.00	
	00100 SEMINAR & CONF FEES INCLUDING FEHRA / FPELRA		1,400.00
	00200 CONFERENCE, WEBINARS, TRAINING SERVICES, AND OTHER		.00
	00300 EDUCATION & TRAINING MATERIALS	283,928.00	.00

* Total Accounts for this Budget Level 22

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Basis for FY 2021-22 Salary Projections

Calculations is based upon current earnings at 2,080 hours

- 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

- 0.0%
- 0.0%
- 0.00%
- 3.00% to be effective on 10-01-2021

City of Miami Springs
Department: HUMAN RESOURCES

Position (paygrade)	Employee Name	FT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/21	Date of Annual Review	FY 2021-22 Projected Merit Increase	3% COLA Increase	Temp. Increase (addtl duties)	Longevity	FY21-22 Projection
Human Resource Director/Risk Manager-PG45	Bill Collins	FT	1	1	0	94,968		\$0	\$2,849	\$0	\$0	\$97,817
Human Resource Specialist II	R Piniella	FT	1	1	0	48,744		\$1,500	\$1,462	\$0	\$0	\$51,706
Total projections			2	2	0	\$143,712		\$1,500	\$4,311		\$0	\$148,523

TOR- Top of range-no merit increases

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SECTION 6

Finance Department

Mission Statement

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

Finance Department-Administrative Division

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.

2020-21 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

2020-21 Accomplishments (continued)

- Received an unqualified audit from the City's external auditors for the fiscal year ending September 30th, 2020.

FY 2021-22 Budget Highlights

- Proposed budget is \$21,521 or 5 % higher than FY2020/2021. Increase is due to the COLA increase as well as increase in health insurance costs.

- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$455,297</u>
Net cost of Department	<u>\$455,297</u>

CITY OF MIAMI SPRINGS
 FINANCE DEPARTMENT BUDGET
 FISCAL YEAR ENDING 9/30/22

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2019-20 ACTUALS	FY2019-20 ACTUALS	FY20-21 AMENDED BUDGET	FY21-22 Departmental Request	Dollar Increase (Decrease)
FINANCE-ADMINISTRATION						
001-0501-513.12-00	REGULAR SALARIES	205,690	210,573	205,304	217,197	11,893
001-0501-513.13-00	PART TIME YEAR ROUND	63,752	70,423	55,861	68,857	13,006
001-0501-513.21-00	FEDERAL PAYROLL TAXES	19,710	20,548	20,821	21,884	1,063
001-0501-513.22-01	GENERAL	20,079	21,571	19,502	17,315	(2,187)
001-0501-513.22-04	401A ICMA RETIREMENT TRST	5,770	5,936	5,921	6,097	176
	TOTAL MEDICAL INSURANCE	37,771	37,097	31,429	33,175	1,746
001-0501-513.24-00	WORKER'S COMPENSATION	450	716	680	715	35
001-0501-513.31-00	PROFESSIONAL SERVICES	8,320	6,630	9,500	5,000	(4,500)
001-0501-513.32-00	AUDIT FEES	32,000	34,500	34,500	34,500	-
001-0501-513.34-00	OTHER CONTRACTUAL SERVICE	11,000	6,382	11,000	11,000	-
001-0501-513.40-00	TRAVEL AND PER DIEM	1,569	1,350	1,500	1,500	-
001-0501-513.41-01	TELEPHONE	1,940	1,705	1,900	1,900	-
001-0501-513.41-03	POSTAGE	5,172	3,719	3,500	3,500	-
001-0501-513.41-04	COURIER,UPS,FEDX -OVERNGT	292	484	300	300	-
001-0501-513.41-06	INTERNET ACCESS	1,781	1,756	2,258	2,258	-
001-0501-513.44-00	RENTALS AND LEASES	3,446	1,515	2,445	2,445	-
001-0501-513.45-30	LIABILITY INSURANCE	6,180	7,059	6,455	6,744	289
001-0501-513.46-00	REPAIRS AND MAINTENANCE	-	450	500	500	-
001-0501-513.47-00	PRINTING AND BINDING	5,673	2,865	4,500	4,500	-
001-0501-513.49-00	CREDIT CARD FEES	14,273	11,721	10,000	10,000	-
001-0501-513.51-00	OFFICE SUPPLIES	638	2,117	1,200	1,200	-
001-0501-513.52-00	OPERATING SUPPLIES	2,599	3,043	3,000	3,000	-
001-0501-513.54-00	DUES, MEMBERSHIPS, SUBS	2,400	1,560	1,200	1,200	-
001-0501-513.58-00	EDUCATION AND TRAINING	752	-	500	500	-
001-0501-513.64-00	MACHINERY AND EQUIPMENT	-	-	-	-	-
** FINANCE-ADMINISTRATION		451,257	453,720	433,776	455,297	21,521

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Fiscal Year : 2021
 Budget Level : BUDG
 Description : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
1-0501-513-12-00	REGULAR SALARIES	217,197.00	
1-0501-513-13-00	PART TIME YEAR ROUND	68,867.00	
1-0501-513-21-00	FEDERAL PAYROLL TAXES	21,884.00	
1-0501-513-22-01	GENERAL	17,315.00	
1-0501-513-22-04	401A ICMA RETIREMENT TRST	6,097.00	
1-0501-513-23-04	HMO, EMPLOYEE ONLY	31,390.00	
1-0501-513-23-07	LIFE/AD&D	914.00	
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	715.00	
1-0501-513-31-17	RED LIGHT HEARING OFFICER	4,000.00	
1-0501-513-31-18	R/L HEARING TRANSLATOR	1,000.00	
1-0501-513-32-00	AUDIT FEES	34,500.00	
1-0501-513-34-00	OTHER CONTRACTUAL SERVICE	11,000.00	11,000.00
00100	ACTUARIAL SERVICES - GABRIEL, ROEDER & SMITH		
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	2,445.00	
1-0501-513-44-00	RISK MANAGEMENT	6,744.00	
1-0501-513-45-30	REPAIRS AND MAINTENANCE	500.00	
1-0501-513-46-00	PRINTING AND BINDING	4,500.00	4,500.00
00100	CAFÉ, PAPER, BUDGET		
1-0501-513-49-05	CREDIT CARD FEES	10,000.00	
1-0501-513-51-00	OFFICE SUPPLIES	1,200.00	
00100	BINDERS, FOLDERS, PENS, MISC OFFICE SUPPLIES		
1-0501-513-52-00	OPERATING SUPPLIES	3,000.00	1,300.00
00100	UNIFORMS, CHAIRS AND OTHER MISC OPERATION SUPPLIES		
00200	COMPUTER	500.00	4,500.00
00100	AICPA, FGPPA, GFOA, CENTRAL SQUARE MEMBERSHPS	1,200.00	2,500.00
1-0501-513-54-00	DUES, MEMBERSHIPS, SUBS		
1-0501-513-58-00	EDUCATION AND TRAINING	500.00	
* Total Accounts for this Budget Level		455,297.00	

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Basis for FY 2021-22 Salary Projections

Calculations is based upon current earnings at 2,080 hours

- 3.0%
- 0.0%
- 0.00%
- 3.00%

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

\$35,457

to be effective on 10-01-2021

City of Miami Springs												
Department: FINANCE												
Position (paygrade)	FT	PT	Amended Budget	Qty	Fav (Unf)	Current Salary 3/31/2021	Date of Annual Review	FY 21-22 Projected Promotional Increase	3% COLA Increase	Longevity	Other	FY 2021-22 Projection
Finance Director PG-50M	FT		0.25	0.25	0	\$39,393	06/08/09	\$	1,182	\$	\$	\$40,950
Accounting Specialist III-PG22	FT		1	1	0	\$50,128	10/01/10	\$	1,504	\$	\$0	\$51,632
Accounting Specialist III-PG22	FT		1	1	0	\$55,835	09/03/96	\$	1,675	\$	\$0	\$57,510
Admin Assst I-PG15	FT		0.5	0.5	0	\$18,260	06/01/10	\$	548	\$	\$	\$18,808
Accounting Specialist III-PG22	FT		1	1	0	\$43,260	06/09/12	\$	1,298	\$	\$0	\$48,298
Controller	PT		0.5	0.5	0	\$66,861	01/00/00	\$	2,009	\$	\$0	\$68,867
Total projections			4.25	4.25	-	\$ 273,737		\$ 3,740	\$ 8,212	\$ 375	\$	\$ 286,064

Department: FINANCE												
PROFESSIONAL SERVICES DIVISION												
Position (paygrade)	FT	PT	Amended Budget	Qty	Fav (Unf)	Current Salary 3/31/2021	Date of Annual Review	FY 21-22 Projected Promotional Increase	3% COLA Increase	Longevity	Other	FY 2021-22 Projection
Professional Services Specialist	FT		1	1	0	\$47,418	06/08/09	\$	1,423	\$	\$	\$48,841
Admin Assst I-PG15	FT		0.5	0.5	0	\$18,260	11/06/06	\$	548	\$	\$0	\$18,808
Professional Services Specialist	FT		1	1	0	\$50,508	10/01/10	\$	1,515	\$	\$0	\$52,023
City Hall Receptionist	FT		1	1	0	\$31,200	01/00/00	\$	936	\$	\$	\$32,136
Total projections			3.5	3.5	-	\$ 147,386		\$ -	\$ 4,422	\$ -	\$	\$ 151,808

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

2020-21 Accomplishments

- Maintained monthly full color pull-out section of City News in the "Big Issue" of the monthly Gazette
- Increased Miami Springs Facebook followers from 1,955 to 2,466
- Increased Twitter followers from 1,887 to 2,163
- Increased Instagram followers from 4,432 to 5,744 followers
- Maintained City Hall lobby as a "Welcome Center"
- Maintained Alert Florida Call system

Finance Department-Professional Services Division

2020-21 Accomplishments

- Updated Emergency Management Plan and Procedures Manual
- Reviewed and processed 760 purchase orders
- Continued to video and promote all Special events within the City including but not limited to, vaccination sites, testing sites, Blood Drives, Food Drives, Virtual Recreation events and more
- 12 full color Gazette News Bulletins
- Flyers/Posters for social media sites
- Monthly "Art in City Hall" lobby displays
- "On the Reel" with the Chief tv programing

FY 2021-22 Budget Highlights

- Proposed budget is \$ 49,478 or 24.7% higher than FY2020/2021.
- Increase is due to the addition of a full time receptionist for the city hall lobby as well \$4,220 in debt service payment for the acquisition of a new digital marquee for the circle and a new laptop/monitor/software for the Public information office.
- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$250,061</u>
Net cost of Department	<u>\$250,061</u>

CITY OF MIAMI SPRINGS
 FINANCE DEPARTMENT BUDGET
 FISCAL YEAR ENDING 9/30/22

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2019-20 ACTUALS	FY2019-20 ACTUALS	FY20-21 AMENDED BUDGET	FY21-22 Departmental Request	Dollar Increase (Decrease)
PROFESSIONAL SERVICES						
001-0502-513.12-00	REGULAR SALARIES	91,663	102,594	108,114	151,808	43,694
001-0502-513.21-00	FEDERAL PAYROLL TAXES	6,897	7,756	8,271	11,613	3,342
001-0502-513.22-01	GENERAL	11,028	12,469	12,737	14,914	2,177
001-0502-513.22-04	401A ICMA RETIREMENT TRST	-	-	-	-	-
TOTAL MEDICAL INSURANCE						
001-0502-513.24-00	WORKER'S COMPENSATION	15,943	17,990	19,482	20,941	1,459
001-0502-513.31-00	PROFESSIONAL SERVICES	213	296	270	380	110
001-0502-513.34-00	OTHER CONTRACTUAL SERVICE	2,388	2,388	2,400	2,400	(500)
001-0502-513.40-00	TRAVEL AND PER DIEM	34	-	500	500	-
001-0502-513.41-02	CELLULAR PHONE	458	832	1,572	1,572	-
001-0502-513.41-03	POSTAGE	2,120	-	-	1,500	1,500
001-0502-513.41-04	COURIER, UPS, FEDX - OVERNGT	-	-	200	200	-
001-0502-513.41-06	INTERNET ACCESS	-	-	-	1,320	1,320
001-0502-513.45-30	LIABILITY INSURANCE	2,448	2,478	2,207	3,101	894
001-0502-513.46-00	REPAIRS AND MAINTENANCE	-	-	-	-	-
001-0502-513.47-00	PRINTING AND BINDING	15,100	13,000	21,550	14,400	(7,150)
001-0502-513.48-02	ADVERTISING	10,511	449	10,000	10,000	-
001-0502-513.51-00	OFFICE SUPPLIES	669	461	1,290	1,500	210
001-0502-513.52-00	OPERATING SUPPLIES	845	1,714	3,720	3,500	(220)
001-0502-513.54-00	DUES, MEMBERSHIPS, SUBS	3,153	1,485	4,770	5,591	821
001-0502-513.58-00	EDUCATION AND TRAINING	2,125	1,485	1,500	600	(900)
001-0502-513.91-12	TRANSFER TO DEBT SERVICE	2,083	-	1,500	4,220	2,720
** FINANCE-PROFESSIONAL SERVICES		167,678	165,397	200,583	250,061	49,478
** TOTAL FINANCE		618,935	619,117	634,359	705,357	70,998

Account #	Description	Budget Amount	Misc. Info
1-0502-513-12-00	REGULAR SALARIES	151,808.00	
1-0502-513-21-00	FEDERAL PAYROLL TAXES	11,613.00	
1-0502-513-22-01	GENERAL	14,914.00	
1-0502-513-23-04	HMO, EMPLOYEE ONLY	19,618.00	
1-0502-513-23-07	LIFE/AD&D	609.00	
1-0502-513-23-08	DENTAL - OHS - EMPLOYEE	518.00	
1-0502-513-23-09	VSP - VISION - EMPLOYEE	196.00	
1-0502-513-24-00	WORKER'S COMPENSATION	380.00	
1-0502-513-34-00	OTHER CONTRACTUAL SERVICE	2,400.00	
1-0502-513-40-00	TRAVEL AND PER DIEM	500.00	
1-0502-513-41-02	CELLULAR TELEPHONE	1,572.00	
1-0502-513-41-03	POSTAGE	1,500.00	
1-0502-513-41-04	COURIER, UPS, FEDX -OVERNGT	200.00	
1-0502-513-41-06	INTERNET ACCESS	1,320.00	
1-0502-513-45-30	RISK MANAGEMENT	3,101.00	
1-0502-513-47-00	PRINTING AND BINDING	14,400.00	
1-0502-513-48-02	ADVERTISING	10,000.00	
1-0502-513-51-00	OFFICE SUPPLIES	1,500.00	
1-0502-513-52-00	OPERATING SUPPLIES	3,500.00	
1-0502-513-54-00	DUES, MEMBERSHIPS, SUBS	5,591.00	
00100	PROVIDED BY FINANCE	108,114.00	
00100	PROVIDED BY FINANCE	8,271.00	
00100	PROVIDED BY FINANCE	12,737.00	
00100	PROVIDED BY FINANCE	23,015.00	
00100	PROVIDED BY FINANCE	423.00	
00100	PROVIDED BY FINANCE	459.00	
00100	PROVIDED BY FINANCE	194.00	
00100	PROVIDED BY FINANCE	270.00	
00100	PAGER/REZER SOFTWARE (SOCIAL MEDIA SITES ACCOUNT	2,400.00	
00200	MONITORING AND ARCHIVING FOR PUBLIC RECORDS	.00	
00300	REQUESTS)	.00	
00100	TRAVEL FOR PURCHASING TRAININGS	500.00	
00100	CELLULAR SERVICES (\$1137.00)	1,137.00	
00200	AND 5G HOTSPOT (\$435.00)	435.00	
00100	MAILERS - FACT SHEETS, FLYERS, HURRICANE BOOKLETS	1,500.00	
00200	RESIDENT GUIDES, OR MISC. INFORMATIONAL FLYERS	.00	
00100	MAILING OF GRANT APPLICATIONS (WHEN HARD COPIES	200.00	
00200	REQUIRED)	.00	
00100	INTERNET FOR LAPTOP AND I-PAD (\$40.00 EACH, PER	960.00	
00200	MONTH)	.00	
00300	DATA HOTSPOT SERVICE FOR MARQUEE (\$30/ MONTH)	360.00	
00100	PROVIDED BY FINANCE	2,223.00	
00100	MONTHLY NEWS INFORMATION BULLETINS	14,400.00	
00200	(FULL COLOR 4 PAGE) IN GAZETTE	.00	
00300	(\$1,200.00/ MONTHLY)	.00	
00100	ADVERTISING FOR REP'S, ETC.	10,000.00	
00200	AND PROMOTIONAL ITEMS FOR EVENTS	.00	
00100	MISC. OFFICE SUPPLIES	1,500.00	
00100	UNIFORMS, BUSINESS CARDS, GIMBAL (CAMERA	3,500.00	
00200	STABILIZER (\$500.00) 4 UPC BATTERY BACKUPS	3,500.00	

6-10

Fiscal Year : 2021
 Budget Level : BUDG
 Description : DEPARTMENTAL INPUT
 Account # Description

Account #	Description	Budget Amount	Misc. Info
00100	NIGP	\$370.00	
00200	SOUTH EAST FLORIDA CHAPTER	\$420.00	
00300	GREATER MIAMI NIGP	\$35.00	
00400	NLC GRANTS	\$1489.00	
00500	FL ASSOC PUBLIC PROC. OFFICIALS	\$120.00	
00600	ADOBE SUITE (SOCIAL MEDIA PROGRAM)	\$636.00	
00700	GRANTSWATCH	\$200.00	
00800	GREATER MIAMI VISITORS BUREAU	\$300.00	
00900	CITY COUNTY COMMUNICATIONS (CMA) & MARKETING	\$400.00	
01000	BOXCAST (LIVESTREAM VIRTUAL EVENTS)	\$1200.00	
01100	ENTERPRISE SOFTWARE (ARCHIVES OLD EMAILS)	\$421.00	
00100	EDUCATION AND TRAINING	600.00	
00100	FDOT AND PROCUREMENT TRAININGS	4,220.00	
1-0502-513-58-00	TRANSFER TO DEBT SERVICE	250,060.00	
1-0502-513-91-12	Total Accounts for this Budget Level		

6-a

**CITY OF MIAMI SPRINGS
ASSET ACQUISITION REQUEST
FOR FY 2019-20 BUDGET YEAR**

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

Department: Finance- Professional Services

<u>Description of equipment requested</u>	<u>Estimated Cost</u>
New Computer, monitor and software	\$ 1,860.00
	\$ -
	\$ -
	\$ -
	\$ -
Total budget request:	\$ 1,860.00

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

Reason why equipment is needed

Computer for PIO is more than 8 years old and has become very slow. A faster more efficient computer is needed for posting on social media sites and creating flyers, posters and videos.

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

Department Head Signature

City Manager Approval

6-12

**CITY OF MIAMI SPRINGS
ASSET ACQUISITION REQUEST
FOR FY 2019-20 BUDGET YEAR**

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

Department: Finance- Professional Services

<u>Description of equipment requested</u>	<u>Estimated Cost</u>
New Digital Marquee for Circle	\$ 17,668.00
	\$ -
	\$ -
	\$ -
	\$ -
Total budget request:	\$ 17,668.00

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

Reason why equipment is needed

Full color, high resolution, Digital Marquee sealed display board for Circle in order to display on going events regularly from the comfort of a computer using remote data hotspot services.

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

Department Head Signature

City Manager Approval

6-13

Basis for FY 2021-22 Salary Projections

Calculations is based upon current earnings at 2,080 hours

\$35,457

- 3.0%
- 0.0%
- 0.00%
- 3.00% to be effective on 10-01-2021

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

City of Miami Springs
 Department: FINANCE

Position (paygrade)	FT	Amended Budget	Qty	Fav (Unf)	Current Salary 3/31/2021	Date of Annual Review	FY 21-22 Projected Promotional Increase	3% COLA Increase	Longevity	Other	FY2021-22 Projection
Finance Director PG-50M	FT	0.25	0.25	0	\$39,393	06/08/09	\$	1,162	\$ 375	\$	\$40,950
Accounting Specialist III-PG22	FT	1	1	0	\$50,128	10/01/10	\$	1,504	\$0	\$0	\$51,632
Accounting Specialist III-PG22	FT	1	1	0	\$55,835	09/03/96	\$	1,675	\$0	\$0	\$57,510
Admin Assst I-PG15	FT	0.5	0.5	0	\$18,260	06/01/10	\$	548	\$0	\$0	\$18,808
Accounting Specialist III-PG22	FT	1	1	0	\$43,260	06/09/12	\$ 3,740	1,298	\$0	\$0	\$48,298
Controller	PT	0.5	0.5	0	\$66,861	01/00/00	\$	2,006	\$0	\$0	\$68,867
Total projections		4.25	4.25	-	\$ 273,737		\$ 3,740	\$ 8,212	\$ 375	\$	\$ 286,064

Department: FINANCE
 PROFESSIONAL SERVICES DIVISION

Position (paygrade)	FT	Amended Budget	Qty	Fav (Unf)	Current Salary 3/31/2021	Date of Annual Review	FY 21-22 Projected Promotional Increase	3% COLA Increase	Longevity	Other	FY2021-22 Projection
Professional Services Specialist	FT	1	1	0	\$47,418	06/08/09	\$	1,423	\$	\$	\$48,841
Admin Assst I-PG15	FT	0.5	0.5	0	\$18,260	11/06/06	\$	548	\$0	\$0	\$18,808
Professional Services Specialist	FT	1	1	0	\$50,508	10/01/10	\$	1,515	\$0	\$0	\$52,023
City Hall Receptionist	FT	1	1	0	\$31,200	01/00/00	\$	936	\$0	\$0	\$32,136
Total projections		3.5	3.5	-	\$ 147,386		\$	\$ 4,422	\$	\$	\$ 151,808

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FY21/22 FINANCE- PROFESSIONAL SERVICES BUDGET ASSUMPTIONS

12 News Bulletins Monthly "Big Issue" Gazette 4 pgs., full color, special insert as a pull-out section (**\$1,200.00 each.**) **\$14,400.00**

Promotional Items - Various promotional items to increase public awareness and provide public information. Flyers, postcards, mugs, pens, bags, phamlets, etc. **\$9,000.00**

1 Fact Sheet/Mailer - (As needed and if needed) **\$1,500.00**
(translated in house, printed, mailed Every Door Direct Mail (EDDM), and posted on on all social media sites

Digital Marquee Sign on Circle to replace Woman's Club signage **\$18,000.00**
Full Color High Resolution / View angle digital marquee display board with custom aluminum panel structure

ADDITIONALNOTE:

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

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SECTION 7

City Attorney

Mission Statement

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

City Attorney

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 2021-22 Budget Highlights

- Proposed budget is \$12,322 or 6.8% higher than prior year due to an increase in monthly fee from our City Attorney.
- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$194,722</u>
Net cost of Department	<u>\$194,722</u>

CITY OF MIAMI SPRINGS
 CITY ATTORNEY BUDGET
 FISCAL YEAR ENDING 9/30/22

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2018-19 ACTUALS	FY2019-20 ACTUALS	FY2020-21 AMENDED BUDGET	FY2021-22 Departmental Request	Dollar Increase (Decrease)
CITY ATTORNEY						
001-0601-514.31-01	PROFESSIONAL SERV - LEGAL	184,368	177,347	182,400	194,722	12,322
001-0601-514.54-00	DUES, MEMBERSHIPS, SUBS	-	-	-	-	-
**	CITY ATTORNEY	184,368	177,347	182,400	194,722	12,322

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SECTION 8

Planning Department

Mission Statement

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

Planning and Zoning Department

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

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

Goals and Objectives:

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

Objective: Perform necessary services to affect the Departmental Mission.
--

FY2020-21 Accomplishments

Due to the (COVID-19) pandemic Board of Adjustment / Zoning & planning was only able to meet once this fiscal year.

- Effectively reviewed a total of 333 Zoning plans between October 1, 2020 and June 21, 2021.
- Efficiently processed a total of two Board of Adjustment cases between October 1, 2020 and June 21, 2021.
- Efficiently processed one Zoning and Planning case between October 1, 2020 and June 21, 2021.
- Working towards completing the EAR

FY2020-21 Budget Highlights

- Proposed budget is \$536 or 0.6% higher than FY2020/2021.
- Budget Summary:

Budgeted Revenues	\$ 42,000
Budgeted Expenditures	\$ 94,203
Net cost of Department	\$ 52,203

CITY OF MIAMI SPRINGS
 PLANNING & ZONING BUDGET
 FISCAL YEAR ENDED 9/30/22

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2018-19 ACTUALS	FY2019-20 ACTUALS	FY20-21 AMENDED BUDGET	FY21-22 Departmental Request	Dollar Increase (Decrease)
PLANNING						
001-0701-515.12-00	REGULAR SALARIES	10,134	10,490	10,079	9,785	(294)
001-0701-515.13-00	PART TIME YEAR ROUND	55,147	55,393	59,650	61,439	1,789
001-0701-515.21-00	FICA TAXES	4,975	5,166	5,334	5,449	115
001-0701-515.22-01	GENERAL EMPLOYEES RET SYS	1,039	1,223	1,187	961	(226)
	TOTAL MEDICAL INSURANCE	2,214	2,956	3,338	2,454	(884)
001-0701-515.24-00	WORKER'S COMPENSATION	114	173	174	178	4
001-0701-515.40-00	TRAVEL AND PER DIEM	1,736	-	1,500	1,500	-
001-0701-515.41-01	TELEPHONE	190	191	100	100	-
001-0701-515.41-03	POSTAGE	871	1,001	1,000	1,000	-
001-0701-515.41-06	INTERNET ACCESS	1,558	1,537	1,200	1,200	-
001-0701-515.45-30	LIABILITY INSURANCES	1,296	1,471	1,423	1,455	32
001-0701-515.47-00	PRINTING AND BINDING	205	-	200	200	-
001-0701-515.51-00	OFFICE SUPPLIES	289	8	300	300	-
001-0701-515.52-00	OPERATING SUPPLIES	1,288	629	2,257	2,257	-
001-0701-515.54-00	DUES, MEMBERSHIPS, SUBS	261	371	425	425	-
001-0701-515.58-00	EDUCATION AND TRAINING	-	-	5,500	5,500	-
**	PLANNING	81,317	80,609	93,667	94,203	536

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Fiscal Year : 2021
 Budget Level : BUDG
 Description : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
1-0701-515-12-00	REGULAR SALARIES	9,785.00	
1-0701-515-13-00	PART TIME YEAR ROUND	61,439.00	
1-0701-515-21-00	FICA TAXES	5,449.00	
1-0701-515-22-01	GENERAL EMPLOYEES RET SYS	961.00	
1-0701-515-23-01	POS, EMPLOYEE ONLY	2,354.00	
1-0701-515-23-07	LIFE/AD&D	46.00	
1-0701-515-23-08	DENTAL-ORAL HEALTH SVCS	40.00	
1-0701-515-23-09	VSP-VISION SERVICE PLAN	14.00	
1-0701-515-24-00	WORKER'S COMPENSATION	178.00	
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	1,455.00	
1-0701-515-47-00	PRINTING AND BINDING	200.00	
1-0701-515-51-00	OFFICE SUPPLIES	300.00	
1-0701-515-51-00	OPERATING SUPPLIES	2,257.00	
1-0701-515-52-00	DUES, MEMBERSHIPS, SUBS	425.00	
1-0701-515-54-00	EDUCATION AND TRAINING	5,500.00	
1-0701-515-58-00			
* Total Accounts for this Budget Level		94,203.00	19

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Basis for FY 2021-22 Salary Projection

Calculations is based upon current earnings at 2,080 hours

\$37

- 0.0%
- 0.0%
- 0.00%
- 3.00% to be effective on 10-01-2021

Base Salary for each position:

Adjustment includes:

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

City of Miami Springs

Department: PLANNING & ZONING

Position (paygrade)	FT	Attended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/21	Date of Annual Review	FY21-22 Merit Increase	3% COLA Increase	Longevity	FY21-22 Projection
Planning Director-PG44	PT	1	1	0	59,650	n/a	\$0	\$1,785	\$0	\$61,439
Administrative Asst II-PG22	FT	0.25	0.25	0	9,500	n/a	\$0	\$285	\$0	\$9,785
Total projections		1.3	1.3	0	69,150		\$0	\$2,074	\$0	\$71,224

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SECTION 9

Miami Springs Police Department

Mission Statement

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

Miami Springs 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 One (1) 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.

+ 9-2

Miami Springs 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.

FY 2020-21 Accomplishments

- Purchase and distribution of Ballistic Helmet Visors, Tactical Shields and Avon Gas Masks for every Officer
- Fully stocked and maintained PPE (personal protective equipment) including gloves, protective sleeves, safety glasses, hand sanitizer, and face shields
- Equipped remaining vehicle's in the fleet with lock boxes to secure equipment and rifles
- All items damaged due to mold were purchased, replaced, and stocked
- All gear, including MK Rifle and Tactical Body Armor was purchased for the new TRT Officer
- Less-Lethal Ammunition for training was upgraded from Slugs to Bean Bag Marking Rounds for safety purposes as well as to simulate real life scenarios
- Purchased K-9 equipment for two new handlers, as well as two new dogs
- Hired two (2) Police Officers, three (3) Dispatchers, and one (1) Public Service Aide
- One (1) Public Service Aide attended and graduated from the Police Service Aide Academy at Doral PD
- One (1) Police Recruit attended and graduated from the Miami Police Training Center
- Two (2) Lieutenants, (4) Sergeants and Six (6) Field Training Officers were trained in the new FTO software program

Miami Springs Police Department

FY 2020-21 Accomplishments (continued)

- Eleven (11) officers attended Autism training
- Four (4) officers became certified Field Training Officer for LEO
- Five (5) officers attended Crisis Intervention training (CIT)
- Three (3) Lieutenant's, four (4) Sergeants were trained in the new Guardian Tracking software program.
- Six (6) officers attended the Basic Patrol Rifle course
- Two (2) officers attended the Bike School Certification course
- Lieutenant Nunez attended and graduated from the Southern Police Institute (SPI) 86th Command Officer's Development Course at Broward Community College
- **Automated License Plate Recognition System:**
 - ❖ Numerous stolen vehicles and stolen license plates recovered, many of which resulted in arrests of the vehicle's driver. Several vehicle owners arrested after the system alerted officers that they had warrants for their arrest. System averages 464,000 license plate reads per year (fixed and mobile).
- **Rapid ID:**
 - ❖ Numerous fugitives were identified and arrested for warrants based on the use of Rapid ID devices. Other subjects who attempted to conceal their identities were also identified.

Investigations Division:

Investigations 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
- Risk Protection Order Training
- Discriminatory Profiling and Professional Traffic Stops
- Stress Management and Mental Health Training
- Fentanyl Safety for Law Enforcement Training
- Florida Silver Alert Training
- Introduction to Money Laundering and Financial Investigations
- Domestic Violence Training
- Identify and Investigate Human Trafficking
- Juvenile Sexual Offender Investigation Training
- Physiological Response Dynamics Training

Miami Springs Police Department

Investigations Training (Continued)

- Autism Spectrum Disorders (ASD) and Interviews
- Elder Abuse Investigations Training
- Eyewitness Identification Training
- Interviews and Interrogations
- Search Warrant Protocol
- Advanced Interviews and Interrogations

Other Notable Investigations 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.
- A Child Molestation investigation involving a 7-year-old victim ended with the arrest of a 62-year-old family friend.
- 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.
- A Human Trafficking investigation revealed that an 18-year-old victim was transported to one of our local hotels where she was subsequently raped. She was then forcibly trafficked in the "sex trade". The investigation led to the arrest of two subjects. At the time of arrest, one of the subjects was in possession of a notebook with handwritten "pimp laws".
- One member of the Investigations Division continued to maintain part-time designation as a Task Force Officer with the Miami-Dade County State Attorney's Human Trafficking Task Force.
- During a Child Exploitation/Human Trafficking investigation conducted jointly by the Miami Springs Police Department, the Hialeah Police Department, and the Miami-Dade County State Attorney's Human Trafficking Task Force it was determined that a 16-year-old female had been the victim of sex crimes (including Human Trafficking) in both Hialeah and Miami Springs. The incident in Miami Springs occurred at a hotel located off of NW 36 Street.
- A firearm recovered at a local hotel and subsequently submitted to the Miami-Dade Crime Laboratory was linked to an ongoing Homicide investigation.
- Due to an ongoing relationship with the Bureau of Alcohol, Tobacco, Firearms, and Explosives, five of MSPD's firearms related cases from this Fiscal Year are

Miami Springs Police Department

Other Notable Investigation Accomplishments (continued)

being charged at the Federal level. All of these firearms were seized at local hotels.

- A full inventory of the Property/Evidence room was completed along with a subsequent purge of property per Florida State Statutes. This included the destruction of 70 firearms (the vast majority of which were connected to cases involving the hotels in Miami Springs).

Firearms/Less Lethal & Related Training:

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

- 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
- Annual Less-Lethal Shotgun Qualification & Proficiency Course
- Trauma Kit training for newly hired officers, as well as continued retraining of all sworn personnel.
- PepperBall Instructor/Armorer Training Course

Community Policing Office:

- **Fingerprinting** (Scaled down due to COVID-19):
 - ❖ Ongoing for City's hiring process, including Clearing House & FDLE Livescan requirements, as well as for Community Center's Coaches' & Volunteers' process (59), Miami Springs Residents and Businesses public fingerprinting (97). Per Mutual Aide Agreement, we do fingerprinting for Hialeah Gardens (20), Medley (6), Virginia Gardens (1)
- **Red Light Camera Safety Program:**
 - ❖ (Due to COVID-19, court proceedings had been postponed but the County Court resumed via Zoom. The City reinstated Local Hearings in March 2021). **20,440** Red Light Camera events captured & reviewed with **10,550** Red Light Camera Citations issued in 2020 (Note only 3 RLC sites were online for 2020).
- **Social Media:**
 - ❖ Continue to maintain the Department's website as well as postings on social media platforms – Ring's Neighbors, Nextdoor (2,637 viewers) and Twitter (1,763 followers).

Other Notable Community Policing Office Accomplishments

Officers at the Community Policing Office attended various collaborative meetings both virtually and in person. They prepared, attended and coordinated several Crime Watch meetings at numerous locations and created further awareness via Social Media. The "On the Reel with Chief Guzman" segments are also a great illustration of CPO's

Miami Springs Police Department

Other Notable Community Policing Office Accomplishments (continued)

community outreach. The Community Policing Office was likewise responsible and recognized for their efforts in the D.A.R.E. Program at numerous Elementary and Middle schools.

Motor Unit:

- Participated in the 13th Annual 9463 Foundation for Fallen Officers Motorcycle Ride.
- Participated in the 23rd Annual Florida's Tour De Force Fallen Officers Charity Ride

K-9 Unit:

- Assigned two (2) Officers K-9 Unit to fill recently vacated K-9 Handler positions. Two new police dogs were purchased to act as their K-9 partners. Both K-9 Officers and their K-9 partners attended and completed K-9 Narcotics training and certification with his partner K-9 Odin.
- Both new K-9 Handlers attended and completed FDLE's Canine Team Training Course while attending Miami Dade/Hialeah PD's K-9 School. Both K-9 Teams successfully passed the FDLE certification test.

FY 2021-22 Budget Highlights

- The FY2021-2022 budget is a \$252,333, or a 3.4% increase from the prior year. The following are some key items included in the proposed budget:
- Budget Summary:

Budgeted Revenues	\$	700,000	(includes \$550,000 in red light fines)
Budgeted Expenditures	\$	<u>7,792,957</u>	
Net cost of Department	\$	<u>7,092,957</u>	
- 1. Increase of 3% for pay raise in accordance to FOP contract.
- 2. Budget includes a \$67,430 payout to a retiring Detective.
- 3. For FY2021-22 the budget includes an additional police officer increasing our uniformed staff from 45 to 46.
- 4. For FY2021-22, we will be requesting equipment at a total cost of \$78,255. Equipment includes: \$46,000 for a new Police Vehicle to add to our fleet, \$13,000 for a key tracking system, \$8,715 for five portable radios, and \$10,540 for five Toughbook laptop computers for police vehicles. Since we will be financing these capital expenditures with a five year lease, the annual impact on the FY21/22 budget is \$16,913.

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CITY OF MIAMI SPRINGS
POLICE DEPARTMENT BUDGET
FISCAL YEAR ENDING 9/30/22

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2018-19		FY2019-20		FY20-21		FY21-22	Dollar Increase (Decrease)
		ACTUALS	ACTUALS	AMENDED BUDGET	Request				
001-2001-521.11-00	EXECUTIVE SALARIES	608,609	591,732	613,811	632,031	18,220			
001-2001-521.12-00	REGULAR SALARIES	2,806,872	3,021,271	3,108,410	3,372,325	263,915			
001-2001-521.12-01	POLICE DEPT. CIVILIANS	445,605	362,050	598,768	591,622	(7,146)			
001-2001-521.13-00	PART TIME YEAR ROUND	40,567	26,763	94,167	99,939	5,672			
001-2001-521.14-00	OVERTIME	129,770	127,269	158,028	130,000	(28,028)			
001-2001-521.14-02	OVERTIME-RED LIGHT HEARINGS	2,280	2,100	5,000	5,000	-			
001-2001-521.15-00	SPECIAL PAY	38,125	38,467	38,040	41,920	3,880			
001-2001-521.21-00	SOCIAL SECURITY TAXES	309,938	315,827	350,614	372,764	22,150			
001-2001-521.22-01	GENERAL PENSION	61,187	52,296	62,270	58,124	(4,146)			
001-2001-521.22-02	POLICE PENSION	528,072	505,798	469,671	389,030	(80,641)			
001-0201-512.22-04	401A ICMA RETIREMENT TRST	18,913	19,702	20,300	20,902	602			
	TOTAL MEDICAL INSURANCE	559,185	615,475	676,618	726,612	49,994			
001-2001-521.24-00	WORKER'S COMPENSATION	236,914	294,642	287,158	292,101	4,943			
001-2001-521.25-00	UNEMPLOYMENT COMPENSATION	799	363	-	-	-			
001-2001-521.31-00	PROFESSIONAL SERVICES	19,117	39,409	48,820	49,075	255			
001-2001-521.31-17	LEGAL	4,177	20,629	10,000	20,000	10,000			
001-2001-521.34-00	OTHER CONTRACTUAL SERVICE	10,547	13,109	13,329	47,059	33,730			
001-2001-521.40-00	TRAVEL AND PER DIEM	8,255	3,638	11,300	11,300	-			
001-2001-521.41-01	TELEPHONE: BASE & LOCAL	5,148	5,268	6,000	6,000	-			
001-2001-521.41-02	CELLULAR TELEPHONE	11,012	7,227	26,400	28,000	1,600			
001-2001-521.41-03	POSTAGE	746	756	700	700	-			
001-2001-521.41-04	OVERNIGHT-UPS, FEDX	493	314	700	700	-			
001-2001-521.41-06	INTERNET ACCESS	18,052	31,069	15,965	16,000	35			
001-2001-521.44-02	RENTALS-EQUIPMENT	39,770	40,150	42,069	43,000	931			
001-2001-521.45-10	FLEET MAINTENANCE	81,735	123,356	82,807	95,000	12,193			
001-2001-521.45-30	LIABILITY INSURANCE	92,171	101,790	104,215	118,350	14,135			
001-2001-521.46-00	REPAIRS AND MAINTENANCE	9,546	13,965	17,014	23,251	6,237			
001-2001-521.46-03	R & M-EQUIPMENT	40,226	37,647	29,375	31,974	2,599			
001-2001-521.47-00	PRINTING AND BINDING	749	695	1,075	800	(275)			
001-2001-521.48-00	ADVERTISING AND PROMOTIONS	3,857	724	5,000	5,000	-			
001-2001-521.51-00	OFFICE SUPPLIES	4,982	4,127	5,000	5,000	-			
001-2001-521.52-00	OPERATING SUPPLIES	48,748	72,736	71,347	70,800	(547)			
001-2001-521.52-02	FUEL OILS, LUBRICANTS	58,795	64,357	70,000	80,000	10,000			
001-2001-521.52-03	UNIFORMS	81,439	103,338	105,055	97,764	(7,291)			
001-2001-521.52-07	TIRES	4,737	6,878	10,000	10,000	-			
001-2001-521.54-00	DUES, MEMBERSHIPS, SUBS	4,947	4,537	6,140	6,290	150			
001-2001-521.54-10	VEH REGISTRATION & TAG	2,259	234	2,100	2,100	-			
001-2001-521.58-00	EDUCATION AND TRAINING	46,173	49,952	60,300	58,235	(2,065)			
001-2001-521.64-00	MACHINERY AND EQUIPMENT	200,771	216,480	14,780	-	(14,780)			
001-2001-521.65-00	VEHICLES	652,598	36,123	80,902	-	(80,902)			
001-2001-521.91-12	TRANSFER TO DEBT SERVICE	185,746	218,229	217,376	234,289	16,913			
		7,422,632	7,190,492	7,540,624	7,792,957	252,333			

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Fiscal Year : 2021
 Budget Level : BUDG
 Description : DEPARTMENTAL INPUT
 Description

Account #	Description	Budget Amount	Misc. Info
1-2001-521-11-00	EXECUTIVE SALARIES	632,031.00	
		FIVE (5) SWORN OFFICERS (ADMINISTRATION)	632,031.00
1-2001-521-12-00	REGULAR SALARIES	3,303,846.00	
		3,372,325.00	
		41) SWORN OFFICERS	
		RETIREMENT PAYOUT FOR DETECTIVE DAVID BENTE	67,429.00
		PROMOTION TO DETECTIVE TRAINING PERIOD	1,050.00
1-2001-521-12-01	POLICE DEPT. CIVILIANS	591,622.00	
		TWELVE (12) FULL-TIME CIVILIAN EMPLOYEES	591,622.00
1-2001-521-13-00	PART TIME YEAR ROUND	99,839.00	
		TWO PUBLIC SERVICE AIDS & TWO CLERICAL ASSISTANTS	99,839.00
1-2001-521-14-00	OVERTIME	130,000.00	
		ESTIMATED OVERTIME EXPENSE	130,000.00
1-2001-521-14-02	RED LIGHT HEARINGS	5,000.00	
		TRAFFIC INFRACTION HEARINGS ESTIMATED OVERTIME	5,000.00
1-2001-521-15-00	SPECIAL PAY	41,920.00	
		MOTOR PAY FOR FOUR (4) OFFICERS	8,320.00
		CURRENT EDUCATIONAL SUPPLEMENT FOR 46 OFFICERS	33,600.00
1-2001-521-21-00	SOCIAL SECURITY TAXES	372,764.00	
		BUDGETED BY FINANCE	372,764.00
1-2001-521-22-01	GENERAL	58,124.00	
		BUDGETED BY FINANCE	58,124.00
1-2001-521-22-02	POLICE	389,030.00	
		BUDGETED BY FINANCE	389,030.00
1-2001-521-22-04	PENSION	20,902.00	
		BUDGETED BY FINANCE	20,902.00
1-2001-521-23-01	POS, EMPLOYEE ONLY	686,075.00	
		BUDGETED BY FINANCE	686,075.00
1-2001-521-23-07	LIFE/AD&D	21,544.00	
		BUDGETED BY FINANCE	21,544.00
1-2001-521-23-08	DENTAL - OHS - EMPLOYEE	15,124.00	
		BUDGETED BY FINANCE	15,124.00
1-2001-521-23-09	VSP - VISION - EMPLOYEE	3,870.00	
		BUDGETED BY FINANCE	3,870.00
1-2001-521-24-00	WORKER'S COMPENSATION	292,101.00	
		BUDGETED BY FINANCE	292,101.00

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Account #	Description	Budget Amount	Misc. Info
1-2001-521-31-00	PROFESSIONAL SERVICES	49,075.00	
00200			
00100	YORK SECURITY SOLUTIONS (KEYPAD FOR PROPERTY ROOM)	300.00	
00200	E-SUBPOENA PROGRAM (ELECTRONIC COURT SYSTEM)	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 K-9'S AS NEEDED	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	LOXIA DATA CENTER STORAGE (FOR SUPERION SOFTWARE)	6,000.00	
01000	CALLYO (INVESTIGATION SOFTWARE)	2,280.00	
01100	SCHEDULE ANYWHERE (ON-LINE CALENDAR FOR SCHEDULING)	1,020.00	
01200	POLICE DEPARTMENT SITE-SURVEY	8,000.00	
01300	HEPITITUS B VACCINATIONS FOR OFFICERS (\$200/OFFI)	9,100.00	
01400	RING LLC MULTICAM YEARLY PLAN	100.00	
01500	MOTOROLLA CRIME REPORTS PLUS	900.00	
01600	LACP, NET	875.00	
01700			
00100	ESTIMATED EXPENSE BASED ON FY20/21	20,000.00	
00200			
00100	MANDATORY RANGE RENTAL (FIREARMS QUALIFICATIONS)	4,500.00	
00200	LOW LIGHT AND SCENARIO BASED RANGE RENTAL	3,840.00	
00300	TRANSUNION ONLINE INVESTIGATIVE SYSTEM	1,500.00	
00400	FLORIDA ACCREDITATION APPLICATION PROGRAM	1,000.00	
00500	POWER DETAILS SUB & LICENSE (OFF DUTY SCHEDULING)	2,521.00	
00600	EXTENDED WARRANTY FOR 7 VEHICLES (\$4,814 EACH		
00700	2019 MODEL)	33,698.00	
00800			
00100	LODGING, FUEL, PARKING, TOLLS, MEAL ALLOWANCE,		
00200	CAR RENTAL, COMMERCIAL AIR FARE FOR TRAINING,		
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)	3,700.00	
00900			
00100	BUDGETED BY FINANCE	6,000.00	
00200			
00100	FIRST NET CELL PHONES INCLUDING WI-FI CONNECTIVITY	28,000.00	
00200			
00100	BUDGETED BY FINANCE	700.00	
00200			

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Fiscal Year : 2021
 Budget Level : BUDG
 Description : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
1-2001-521-41-04	OVERNIGHT-UPS, FEDX	700.00	
00100	SHIPPING AS NEEDED (FED EX, UPS, DHL, USPS, ETC.)	700.00	
00200	BUDGETED BY FINANCE		
1-2001-521-41-06	INTERNET ACCESS	16,000.00	
00100	BUDGETED BY FINANCE	16,000.00	
00200			
1-2001-521-44-02	EQUIPMENT	43,000.00	
00100	TWO (2) TOSHIBA COPIERS LEASES - COMM & ADMIN/INV	4,600.00	
00200	HARLEY DAVIDSON LEASE FOR 4 MOTORCYCLES		
00300	AT \$3200/MONTH, LEASE EXP. 06/2024	38,400.00	
00400			
1-2001-521-45-10	FLEET MAINTENANCE	95,000.00	
00100	POLICE FLEET CARS & MOTORCYCLE WASHES	3,000.00	
00200	NEW EQUIPMENT, CHANGEOVER, & INSTALLATION OF EQUIP	7,000.00	
00300	REPLACE/REPAIR EMERGENCY EQUIPMENT AS NEEDED	8,000.00	
00400	VEHICLE WINDOW TINTING FOR EXISTING VEHICLES	1,000.00	
00500	VEHICLE GRAPHICS AS NEEDED	1,000.00	
00600	POLICE FLEET MAINTENANCE FOR APPROX. 48 VEHICLES	75,000.00	
00700			
1-2001-521-45-30	RISK MANAGEMENT	118,350.00	
00100	BUDGETED BY FINANCE	118,350.00	
00200			
1-2001-521-46-00	REPAIRS AND MAINTENANCE	23,251.00	
00100	RADIO REPAIR & MAINTENANCE CONTRACT W/MIA-DADE CO.	10,200.00	
00200	PURCHASE/INSTALLATION OF POLICE EQUIP. AS NEEDED	3,500.00	
00300	TASER REPAIR AND MAINTENANCE (OUT OF WARRANTY)	4,000.00	
00400	ALPR EXTENDED WARRANTY	5,000.00	
00500	IDEMIA MAINTENANCE/SUPPORT	551.00	
00600			
00600			
1-2001-521-46-03	EQUIPMENT	31,974.00	
00100	VERSADILE CALL LOG RECORDER (ANNUAL SUPPORT)	2,500.00	
00200	ANNUAL POWER DMS.COM HOSTED SUB FEE-POLICY WRITING	5,390.00	
00300	RADIO ANTENNAS FOR POLICE VEHICLES	1,000.00	
00400	VEHICLE LAPTOP MOUNT REPAIRS, ETC.	5,000.00	
00500	RADAR CALIBRATION, CERTIFICATION, AND REPAIRS	4,000.00	
00600	SUPERION (CENTRAL SQUARE) ANNUAL SUPPORT MAINT.	14,084.00	
00700			
1-2001-521-47-00	PRINTING AND BINDING	800.00	
00100	UNIFORM REPORTS, CASE CARDS, BUSINESS CARDS, ETC.	800.00	
00200			
1-2001-521-48-00	PROMOTIONS	5,000.00	
00100	ANNUAL DADE COUNTY CHIEF OF POLICE DINNER,		
00200	CO-SPONSORSHIP AUGUST 2022	4,500.00	
00300	RESPECT FOR LAW DINNER AWARDS, LUNCHEONS, ETC.	500.00	
00400			
1-2001-521-51-00	OFFICE SUPPLIES	5,000.00	
00100	OFFICE SUPPLIES FOR POLICE DEPARTMENT AS NEEDED	5,000.00	
00200			
1-2001-521-52-00	OPERATING SUPPLIES	70,800.00	
00100	DUTY & RANGE AMMUNITION FOR FY 21/22	20,200.00	

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Account #	Description	Budget Amount	Misc. Info
00200	TASER DUTY CARTRIDGES	5,000.00	
00300	10 MOBILE PRINTERS & PRINTER MOUNTS FOR FLEET	8,400.00	
00400	LAPTOP CRADLES	8,500.00	
00500	PPE EQUIPMENT	2,600.00	
00600	AED HEARTSTART PADS AND BATTERIES	1,500.00	
00700	UPS BACK-UPS FOR POLICE DEPARTMENT	1,600.00	
00800	VEHICLE EQUIPMENT (BLANKETS, GLOVES, DISINFECTANT, FLARES, LOCK-OUT KITS, FIRST AID KITS),		
00900	FLASHLIGHTS, TRAFFIC CONTROL EQUIPMENT, FLEX CUFFS		
01000	DRUG TESTS & DNA KITS, PROCESSING SUPPLIES FOR INVESTIGATIONS, FINGER PRINTING SUPPLIES, CHEMSWAB		
01100	FOR TASER CLEANING & MAINTENANCE, DISINFECTANT AND CLEANING SUPPLIES FOR DISPATCH/COMMUNICATIONS,		
01200	NARCAN KITS, K-9 EQUIPMENT (DOG FOOD AND SUPPLIES) SMALL OFFICE FURNITURE & EQUIPMENT, EVIDENCE TAPE,		
01300	CRIME SCENE TAPE, EVIDENCE BOXES & BAGS, PRINTERS, MICROPHONES, MEDICAL MASKS, SAFETY GLASSES,		
01400	PROTECTION EQUIPMENT, COMPUTER SOFTWARE/UPGRADES & EQUIPMENT, BOTTLED WATER SERVICE, LATEX GLOVES,		
01500	RADIO BATTERIES, LAPTOP COMPUTER BATTERIES, POWER ADAPTER KITS AND TRT EQUIPMENT, BACK PACKS		
01600	FOR LAPTOP COMPUTERS, VEHICLE POWER INVERTERS, RADIO POUCHES, COMPUTER MONITORS, RES-Q DISCS,		
01700	TRANSPORT HOODS	32,000.00	
01800	80,000.00		
01900	ESTIMATED GASOLINE EXPENSE FOR POLICE VEHICLES AND PREMIUM GASOLINE FOR MOTORCYCLES	80,000.00	
02000	97,764.00		
00100	POLICE ISSUED UNIFORMS: RAINCOATS W/HOODS, TRAFFIC SAFETY VESTS, NAME BARS, TRAINING SHIRTS, JACKETS, TROUSERS S/\$ CLASS B UNIFORM, L/\$ CLASS A UNIFORM		
00200	DRESS HATS W/ HAT BADGE & EXPANSION HAT STRAP		
00300	PATCHES, SWEATERS, CHEVRONS, MOTOR WINGS, TIES, VESTS, ETC.	25,000.00	
00400	UNIFORM CLEANING ALLOWANCE PER CITY/FOP CONTRACT (\$135 EA, OFFICER AND CIVILIAN UNIFORM QUARTERLY)		
00500	(\$149.75 EA, DETECTIVE QUARTERLY -5 DET. & 1 LT.) UNIFORM EQUIP REIMBURSEMENT PER CITY/FOP CONTRACT:	28,620.00	
00600	\$300 EA X 46 SWORN OFFICERS	3,744.00	
00700	BODY ARMOR REPLACEMENT \$701.25/EA PER FOP CONTRACT	13,800.00	
00800	MOTORCYCLE OFFICERS:BREECHES, BOOTS, JACKETS, RAINCOATS, HELMETS, DUTY LEATHER CLASS A ASCOT & SHOULDER BRAIDS	5,600.00	
00900	K-9, CST, TRT & BICYCLE UNIFORMS	8,000.00	
01000	UNIFORM PATCHES, LEATHER & WEB GEAR, HONOR GUARD UNIFORMS, EQUIPMENT AND SUPPLIES, PINS, BADGES,	5,000.00	
01100	HELMET BADGES, RUBBER BOOTS, GUN & TASER HOLSTERS, POLICE ACADEMY UNIFORMS, DUTY GEAR, ETC.	8,000.00	
01200			
01300			
01400			
01500			
01600			
01700			
01800			
01900			
02000			

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Fiscal Year : 2021
 Budget Level : BUDG
 Description : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
1-2001-521-52-07	TIRES	10,000.00	10,000.00
1-2001-521-54-00	DUES, MEMBERSHIPS, SUBS	6,290.00	3,000.00
			150.00
			400.00
			800.00
			200.00
			1,000.00
			70.00
			400.00
			120.00
			150.00
			.00
1-2001-521-54-10	VEH REGISTRATION & TAG	2,100.00	2,100.00
1-2001-521-58-00	EDUCATION AND TRAINING	58,235.00	1,650.00
			1,150.00
			1,000.00
			600.00
			900.00
			1,500.00
			600.00
			500.00
			6,100.00
			30,000.00
			11,805.00
			2,480.00
			950.00
			.00
1-2001-521-91-12	TRANSFER TO DEBT SERVICE	234,289.00	234,289.00
			BUDGETED BY FINANCE
			7,792,958.00

* Total Accounts for this Budget Level 41

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**FY 2021/2022
Police Dept. Salary Projection**

#	Name	Position	Hire Date	Base Pay FY 20/21	FY 21/22 w/increase	Pay Grade	Lngvty	Prem. Pay	Motor Pay	Merit	Educ. Supp.	Shift Different	Next Merit	Next Long.	FY 21/22 Total
Admin: (3% COLA)															
Administration															
1	Guzman, A.	Chief	01/05/15	\$138,816	\$138,816	50P	\$0				\$1,560	\$0		01/05/23	\$140,376
2	Deal, J.	Captain	11/03/93	\$124,877	\$128,623	49P+/L4	\$1,750				\$1,440	\$0			\$131,813
3	Gurney, C.	Lieutenant	06/25/01	\$115,887	\$119,364	44P+/L4	\$1,750				\$1,560	\$0			\$122,674
4	Perez F.	Lieutenant	08/12/04	\$115,887	\$119,364	44P+/L3	\$1,500				\$1,440	\$0		11/18/22	\$122,304
5	Nunez, C.	Lieutenant	06/27/05	\$115,887	\$119,364	44P+/L3	\$1,500				\$1,560	\$0		06/27/25	\$122,424
	Sworn: (3% COLA)			\$607,311	\$625,530	\$18,219	\$0				\$7,560	\$0		Total:	\$639,590
6	Sandoval, A.	Adm Sergeant	11/13/02	\$109,421	\$109,421	S/6+P/L3	\$1,500				\$1,440	\$274		11/13/22	\$112,635
7	Castillo, M.	Sergeant	11/16/10	\$104,211	\$104,211	S/5 +P/L2	\$1,000			\$1,303	\$1,440	\$0	6/27/22	11/16/25	\$107,954
8	Fellers, G.	Sergeant	06/22/98	\$99,249	\$99,249	S/4 + P/L4	\$1,750			\$2,068	\$720	\$2,084	5/14/21		\$105,870
9	Castillo, R.	Sergeant	12/24/12	\$90,022	\$90,022	S2+P/L1	\$500			\$3,751	\$840	\$2,926	11/25/21	12/24/22	\$98,039
10	Vargas, A.	Sergeant	09/06/16	\$87,400	\$90,022	S2 + P/L2	\$1,000			\$938	\$1,200	\$1,800	7/20/22	3/22/25	\$94,960
11	Bente, D.	Detective	09/09/94	\$80,813	\$83,237	8+DB+P/L4	\$1,750	\$4,162	\$67,429		\$1,560	\$0			\$90,709
12	Tamargo, R.	Detective	12/22/03	\$80,813	\$83,237	8+DB+P/L3	\$1,500	\$4,162			\$1,560	\$0		12/22/23	\$90,459
13	Barrios, R.	Detective	11/03/98	\$80,813	\$83,237	8+DB+P/L4	\$1,750	\$4,162			\$1,440	\$0			\$90,589
14	Lopez, E.	Detective	01/04/16	\$80,813	\$83,237	8+DB	\$0	\$4,162			\$480	\$0		01/04/24	\$87,879
15	Hall, J.	Detective	12/11/06	\$80,813	\$83,237	8+DB+P/L3	\$1,500	\$4,162			\$720	\$0		12/11/26	\$89,619
16	Ferreiro, J.	Officer/Mcy	06/23/08	\$80,813	\$83,237	8+MC+P/L2	\$1,000		\$2,080	\$600	\$385	\$385		06/23/23	\$87,302
17	Figueredo, N.	Officer/Mcy	09/28/09	\$80,813	\$83,237	8+MC+P/L2	\$1,000		\$2,080	\$600	\$385	\$385		09/28/24	\$87,302
18	Borges, Y.	Officer/Mcy	01/02/17	\$80,813	\$83,237	8 + MC	\$0		\$2,080	\$480	\$632	\$632		01/02/25	\$86,629
19	Borsten, J.	Officer/Mcy	12/19/16	\$69,812	\$71,906	5 + MC	\$0		\$2,080	\$240	\$719	\$719	12/19/21	12/19/24	\$77,941
20	Simon, J.	Officer	10/26/98	\$80,813	\$83,237	8+P/L4	\$1,750			\$1,560	\$208	\$208			\$86,755
21	Capote, J.	Officer	04/30/03	\$80,813	\$83,237	8+P/L4	\$1,750			\$480	\$208	\$208			\$85,675
22	Estok, E.	Officer	08/11/03	\$80,813	\$83,237	8 +P/L3	\$1,500			\$1,560	\$1,748	\$1,748		08/11/23	\$88,040
23	Pacheco, J.	Officer	10/04/04	\$80,813	\$83,237	8+P/L3	\$1,500			\$480	\$1,603	\$1,603		10/04/24	\$86,820
24	Nickerson, B.	Officer	11/17/14	\$76,967	\$79,276	7	\$0			\$3,633	\$240	\$0	11/17/21	06/02/22	\$83,149
25	Garcia, M.	Officer	09/28/15	\$60,813	\$63,237	8 + K9	\$0	\$6,243			\$240	\$0		09/28/23	\$89,720
26	Garcia, D.	Officer	09/28/15	\$76,967	\$79,276	7	\$0			\$165	\$1,200	\$0	09/28/22	09/28/23	\$80,641
27	Llorens, A.	Officer	12/07/15	\$73,300	\$75,499	6	\$0			\$3,146	\$240	\$0	12/07/21	12/07/23	\$78,885
28	Castillo, J.	Officer	11/03/15	\$73,300	\$75,499	6	\$0			\$1,416	\$1,200	\$0	05/27/22	07/21/22	\$78,115
29	Rodriguez, L.	Officer	07/11/16	\$76,967	\$79,276	7	\$0			\$991	\$240	\$1,585	07/11/22	07/11/24	\$82,092
30	Robbins, J.	Officer	03/06/17	\$80,813	\$83,237	8	\$0				\$240	\$1,665		03/06/25	\$85,142
31	Dweck, J.	Officer	09/06/16	\$69,812	\$71,906	5	\$0			\$1,798	\$240	\$1,384	03/27/22	09/06/24	\$75,328
32	Helfner, E.	Officer	06/26/17	\$69,812	\$71,906	5 + K9	\$0	\$5,393		\$899	\$1,200	\$1,438	06/26/22	06/26/25	\$80,836
33	Collins, K.	Officer	04/25/18	\$66,436	\$68,429	4	\$0			\$1,426	\$360	\$1,369	04/25/22	10/02/25	\$71,584
34	Gonzalez, R.	Officer	09/24/18	\$66,436	\$68,429	4	\$0			\$143	\$0	\$719	09/24/22	09/24/26	\$69,291
35	Rodriguez, M.	Officer	09/24/18	\$66,436	\$68,429	4	\$0			\$143	\$360	\$2,224	09/24/22	09/24/26	\$71,156
36	Jordan, S.	Officer	01/14/19	\$63,296	\$65,195	3	\$0			\$2,445	\$960	\$2,119	01/14/22	01/14/27	\$70,719
37	Iribar, F.	Officer	06/24/19	\$63,296	\$65,195	3	\$0			\$815	\$960	\$1,043	06/24/22	06/24/27	\$68,013
38	Dominguez, R.	Officer	06/24/19	\$63,296	\$65,195	3	\$0			\$815	\$0	\$2,119	06/24/22	06/24/27	\$68,129
39	Baan, C.	Officer	09/16/19	\$63,296	\$65,195	3	\$0			\$136	\$0	\$2,119	09/16/22	09/16/27	\$67,450
40	Borges, E.	Officer	10/07/19	\$60,214	\$62,020	2	\$0			\$3,101	\$0	\$1,302	10/07/21	10/07/27	\$66,423
41	Marrero, A.	Officer	10/07/19	\$60,214	\$62,020	2	\$0			\$3,101	\$0	\$1,302	10/07/21	10/07/27	\$66,423
42	Castellanos, L.	Officer	03/09/20	\$60,214	\$62,020	2	\$0			\$1,809	\$0	\$1,302	03/09/22	03/09/28	\$65,131

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**CITY OF MIAMI SPRINGS
ASSET ACQUISITION REQUEST
FOR FY 2021-22 BUDGET YEAR**

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

Department: Police Department

<u>Description of equipment requested</u>	<u>Estimated Cost</u>
<u>One (1) New Vehicle</u>	<u>\$ 46,000.00</u>
<u>One (1) KeyTrak Guardian System</u>	<u>\$ 13,000.00</u>
<u>Five (5) Portable Radios</u>	<u>\$ 8,715.00</u>
<u>Five (5) Panasonic ToughBook Laptops</u>	<u>\$ 10,540.00</u>
<u> </u>	<u>\$ -</u>
<u> </u>	<u>\$ -</u>
<u> </u>	<u>\$ -</u>
Total budget request:	<u>\$ 78,255.00</u>

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

Reason why equipment is needed
Need more equipment for new officers and to replace outdated/obsolete equipment

To help in maintaining the keys that give access to expensive equipment the department has to account for.

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

Department Head Signature

City Manager Approval

g-lb

Miami Springs Police Department FY 21/22 Wish List

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. As the world around us continuously changes, we must evolve in order to efficiently fulfill the duties previously mentioned. The following items make up the Police Departments Wish List in an effort to allow Officers and Supporting Staff to perform their due diligence and be positive agents of change within the Community.

- At least One (1) new Police Officer
 - This price point assumes that this is an Officer coming in with experience and considers potential educational supplement and shift differential. As a lateral hire, this officer was put at a step 4 in the salary schedule because he/she assumes to have approximately 4 to 6 years of law enforcement experience.
 - ❖ **Estimated Total: \$74,000.00**
- One (1) New Vehicle
 - Vehicle to be used by Officers for Patrol and Duty.
 - ❖ **Estimated Total: \$46,000.00**
- Upgraded ALPR System
 - The upgrade is for a one-year BOSS 4.0 software license. This price includes BOSS migration from BOSS 3.x generation software, including a Year, make, color and model search add-on.
 - ❖ **Total without cloud base: \$6,071.04**
 - ❖ **Total with cloud base: \$10,600.51**
- Axon Body Cameras
 - Axon body 3 Cameras include: (35) Professional Licenses for Every Officer, Axon Capture for every officer (logging Video, Photo and Audio evidence through the axon portal and not on their phone), Included Redaction Tools: Skin Blur, Motion Tracking, Manual, Respond+ For GPS and Live Streaming, Unlimited Storage for Every Body Camera User in Evidence.Com
 - ❖ **Price Per Year for 5 Years: \$56,721.20**
 - ❖ **Total Price, 5 Years Combined: \$283,606.10**
- ALPR Camera System
 - Two integrated ANPR Cameras, Illuminator and Processor all in one unit; this ALPR Unit captures multiple license plates in the same field of view.
 - ❖ **Total: \$42,200**

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- Numb John XT Less Lethal Training Dummy
 - This is a life size – full impact training device. It will simulate the human figure and allow for the improvement of accuracy and technique of an officer using less lethal options.
 - ❖ **Quote 1 (Ghost Armor): \$4,340.00**
 - ❖ **Quote 2 (Dana Safety Supply): \$5,900.00**
 - ❖ **Quote 3 (Security Pro USA): \$6,153.00**

9-12

CITY OF MIAMI SPRINGS
 SCHOOL CROSSING GUARD BUDGET
 FISCAL YEAR ENDING 9/30/22

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2018-19 ACTUALS	FY2019-20 ACTUALS	FY20-21 AMENDED BUDGET	FY21-22 Departmental Request	Dollar Increase (Decrease)
CROSSING GUARDS						
001-2002-521.13-00	PART TIME YEAR ROUND	18,267	14,028	24,977	24,916	(61)
001-2002-521.21-00	SOCIAL SECURITY TAXES	1,403	1,073	1,911	1,906	(5)
001-2002-521.24-00	WORKER'S COMPENSATION	490	765	769	747	(22)
001-2002-521.52-03	UNIFORMS	264	348	400	400	-
001-2002-521.52-09	OTHER	57		300	300	-
* SCHOOL CROSSING GUARDS		20,481	16,214	28,357	28,269	(88)

9-19

Fiscal Year : : 2021
 Budget Level : : BUDG
 Description : : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
1-2002-521-13-00	PART TIME YEAR ROUND	24,916.00	
1-2002-521-21-00	SOCIAL SECURITY TAXES	1,906.00	
1-2002-521-24-00	WORKER'S COMPENSATION	747.00	
1-2002-521-52-03	UNIFORMS	400.00	
1-2002-521-52-09	OTHER	300.00	
* Total Accounts for this Budget Level		28,269.00	
00100	FOUR (4) PART-TIME CROSSING GUARDS	24,916.00	
00200	BUDGETED BY FINANCE	1,906.00	
00100	BUDGETED BY FINANCE	747.00	
00200	SHIRTS, HATS, VESTS, ETC.	400.00	
00100	WHISTLES, SIGNS, PADDLES, ETC.	300.00	
00200			

9-20

SECTION 10

Law Enforcement Trust Fund

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

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

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

FY2021-22 Budget Highlights

- Proposed budget is \$156,563 for FY2021-22.
- Budget Summary:

Budgeted Revenues	\$156,563(funding from Forfeiture funds)
Budgeted Expenditures	<u>\$156,563</u>
Net cost of Department	<u>\$ -0-</u>

CITY OF MIAMI SPRINGS
 COMMUNITY POLICING OFFICE BUDGET
 FISCAL YEAR ENDING 9/30/22

ACCOUNT NUMBER TR	ACCOUNT DESCRIPTION	FY2018-19 ACTUALS	FY2019-20 ACTUALS	FY20-21 AMENDED BUDGET	FY21-22 Departmental Request	Dollar Increase (Decrease)
650-2011-521.31-00	PROFESSIONAL SERVICES	200	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	882	779	802	802	-
650-2011-521.41-02	CELLULAR TELEPHONE	1,011	2,567	2,966	2,463	(503)
650-2011-521.41-04	OVERNIGHT-UPS, FEDX	-	-	100	100	-
650-2011-521.41-06	INTERNET ACCESS	1,300	1,455	1,596	2,031	435
650-2011-521.43-01	ELECTRICITY	2,517	2,556	2,800	2,800	-
650-2011-521.44-00	RENTALS AND LEASES	-	-	500	500	-
650-2011-521.44-01	BUILDINGS	20,280	20,280	20,280	20,940	660
650-2011-521.44-02	EQUIPMENT	1,418	2,067	3,671	3,800	129
650-2011-521.45-30	LIABILITY INSURANCE	3,412	2,591	1,600	1,600	-
650-2011-521.46-00	REPAIRS AND MAINTENANCE	-	126	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	358	365	3,500	3,500	-
650-2011-521.48-02	ADVERTISING	1,170	507	3,000	3,000	-
650-2011-521.51-00	OFFICE SUPPLIES	465	40	1,500	1,500	-
650-2011-521.52-00	OPERATING SUPPLIES	3,230	2,379	5,200	5,300	100
650-2011-521.52-03	UNIFORMS	-	-	1,000	1,000	-
650-2011-521.54-00	DUES, MEMBERSHIPS, SUBS	28	29	250	250	-
650-2011-521.58-00	EDUCATION AND TRAINING	-	-	1,000	1,000	-
650-2011-521.58-01	THREE PSAS	-	-	4,000	4,000	-
650-2011-521.58-02	EDUCATION-OFFICERS	299	-	5,000	5,000	-
* COMMUNITY POLICING		37,266	35,976	67,765	68,587	822

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Prepared: 7/12/21, 8:46:50
 Program: GM217L
 Fiscal Year : : 2021
 Budget Level : : BUDG
 Description : : DEPARTMENTAL INPUT

City of Miami Springs
 Budget Level Report

Account #	Description	Budget Amount	Misc. Info
650-2011-521-31-00	PROFESSIONAL SERVICES	300.00	
	00100 CAR WASHES & WINDOW CLEANING	300.00	
	00200		
650-2011-521-40-00	TRAVEL AND PER DIEM	5,000.00	
	00100 OFFICER TRAVEL	5,000.00	
	00200		
650-2011-521-41-01	TELEPHONE: BASE & LOCAL	802.00	
	00100 BUDGETED BY FINANCE	802.00	
	00200		
650-2011-521-41-02	CELLULAR TELEPHONE	2,463.00	
	00100 BUDGETED BY FINANCE	2,463.00	
	00200		
650-2011-521-41-04	OVERNIGHT-UPS, FEDX	100.00	
	00100 BUDGETED BY FINANCE	100.00	
	00200		
650-2011-521-41-06	INTERNET ACCESS	2,031.00	
	00100 BUDGETED BY FINANCE	2,031.00	
	00200		
650-2011-521-43-01	ELECTRICITY	2,800.00	
	00100 ESTIMATED ELECTRIC EXPENSE	2,800.00	
	00200		
650-2011-521-44-00	RENTALS AND LEASES	500.00	
	00100 MISC RENTALS AND LEASES	500.00	
	00200		
650-2011-521-44-01	BUILDINGS	20,940.00	
	00100 CPO RENT \$1,745/MO X 12 @ 274 WESTWARD DRIVE	20,940.00	
	00200		
650-2011-521-44-02	EQUIPMENT	3,800.00	
	00100 TOSHIBA COPIER, FAX & PRINTERS (LEASE & USAGE)	3,800.00	
	00200		
650-2011-521-45-30	RISK MANAGEMENT	1,600.00	
	00100 BUDGETED BY FINANCE	1,600.00	
	00200		
650-2011-521-46-00	REPAIRS AND MAINTENANCE	2,500.00	
	00100 FACILITY MAINTENANCE, PAINTING, CLEANING, ETC.	2,500.00	
	00200		
650-2011-521-46-03	EQUIPMENT	200.00	
	00100 REPAIRS - GEN EQUIP & FIRE EQUIP YEARLY INSPECTION	200.00	
	00200		
650-2011-521-47-00	PRINTING AND BINDING	1,000.00	
	00100 MISC PRINTING & BINDING AS NEEDED	1,000.00	
	00200		
650-2011-521-48-00	PROMOTIONS	3,500.00	
	00100 COMMUNITY OUTREACH PROGRAMS (DARE, CRIMEWATCH, ETC.)	3,500.00	
	00200		
650-2011-521-48-02	ADVERTISING	3,000.00	
	00100 ITEMS & MATERIALS, NEWS ARTICLES, MEDIA, ETC.	3,000.00	
	00200		
650-2011-521-51-00	OFFICE SUPPLIES	1,500.00	

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Account #	Description	Budget Amount	Misc. Info
650-2011-521-52-00	OPERATING SUPPLIES	-	OFFICE SUPPLIES FOR COMMUNITY POLICING OFFICE
		5,300.00	
650-2011-521-52-03	UNIFORMS	-	OFFICE AWARDS (PLAQUES, PINS, TROPHIES, COMM BARS)
		1,000.00	BOTTLED WATER SERVICE, MISC OPERATING SUPPLIES
650-2011-521-54-00	DUES, MEMBERSHIPS, SUBS	-	UNIFORMS FOR COMMUNITY POLICING STAFF
650-2011-521-58-00	EDUCATION AND TRAINING	-	MISCELLANEOUS SUBSCRIPTIONS
		250.00	
650-2011-521-58-01	PSA TUITION REIMBURSEMENT	-	EDUCATION & TRAINING MATERIAL FOR COMMUNITY
		4,000.00	DRUG AWARENESS, CRIME PREVENTION, SAFETY, ETC.
650-2011-521-58-02	OFFICERS	-	COLLEGE TUITION REIMB FOR PUBLIC SAFETY AIDES
		5,000.00	NEW AND ONGOING TRAINING FOR CPO STAFF
* Total Accounts for this Budget Level		68,586.00	

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CITY OF MIAMI SPRINGS
 CRIMINAL JUSTICE TRAINING
 FISCAL YEAR ENDING 9/30/22

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2018-19</u>	<u>FY2019-20</u>	<u>FY20-21</u>	<u>FY21-22</u>	<u>Dollar</u>
<u>CRIMINAL JUSTICE</u>		<u>ACTUALS</u>	<u>ACTUALS</u>	<u>AMENDED</u>	<u>Departmental</u>	<u>increase</u>
<u>650-2012-521-58-00</u>	<u>EDUCATION AND TRAINING</u>			<u>BUDGET</u>	<u>Request</u>	<u>(Decrease)</u>
		10,389	16,075	20,000	20,000	-
* <u>PUBLIC SAFETY</u>		<u>10,389</u>	<u>16,075</u>	<u>20,000</u>	<u>20,000</u>	<u>-</u>

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Fiscal Year : : 2021
 Budget Level : : BUDG
 Description : : : DEPARTMENTAL INPUT
 Account # Description

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

* Total Accounts for this Budget Level 1

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CITY OF MIAMI SPRINGS
 LAW ENFORCEMENT TRUST FUND
 FISCAL YEAR ENDING 9/30/22

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2018-19 ACTUALS	FY2019-20 ACTUALS	FY20-21 AMENDED BUDGET	FY21-22 Departmental Request	Dollar Increase (Decrease)
LAW ENFORCEMENT TI						
650-2010-521.35-00	INVESTIGATIONS			25,000	25,000	-
650-2010-521.44-00	RENTALS AND LEASES	17,088	17,888	21,432	38,016	16,584
650-2010-521.52-00	OPERATING SUPPLIES	-	-	-	4,960	4,960
650-2010-521.65-00	VEHICLES	-	-	75,497	-	-
* PUBLIC SAFETY		17,088	17,888	121,929	67,976	21,544

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Fiscal Year : : 2021
 Budget Level : : BUDG
 Description : : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
650-2010-521-35-00	INVESTIGATIONS	25,000.00	
	EMERGENCY FUND		25,000.00
650-2010-521-44-00	RENTALS AND LEASES	38,016.00	
	FOUR (4) UNMARKED UNDERCOVER VEHICLE RENTALS		38,016.00
650-2010-521-52-00	OPERATING SUPPLIES	4,960.00	
* Total Accounts for this Budget Level		67,976.00	

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SECTION 11

CODE COMPLIANCE DEPARTMENT

MISSION STATEMENT

The purpose of the Code Compliance Department is to protect the health, safety, and welfare of our residents by honoring and fulfilling the standards found in the City of Miami Springs Municipal Code; to maintain and improve the appearance of our neighborhoods and business districts 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, 2022.
- 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.

FY20-21 ACCOMPLISHMENTS

- Generated YTD 1868 Code Compliance Cases. (10/1/2020-6/15/2021)
- Performed 1710 initial inspections. (10/1/2020-6/15/2021)
- Performed 1831 follow-up Code Compliance inspections. (10/1/2020-6/15/2021)

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CODE COMPLIANCE DEPARTMENT

FY20-21 ACCOMPLISHMENTS(CONTINUED)

- Posted 380 courtesy door hangers, 142 civil infractions, 382 uniform civil violation tickets, 923 civil infractions, summons to code compliance board. (10/1/2020-6/15/2021)
- Issued 322 verbal courtesy notices. (10/1/2020-6/15/2021)
- Productively collected, processed, printed and mailed 592 Business Tax renewals.
- As of 06/1/2021 all local business tax receipts were renewed and paid for.
- Successfully prosecuted 46 cases who were presented before the Code Enforcement Board, 16 Old Business and 30 New Business.
- Effectively operated within the Code Compliance Department while actively assisting the Building Department during departmental changes of personnel.
- Code Officer Quintero covered the zoning director while on leave, for zoning review/questions.
- Code Officer Novo scheduled and performed 125 re-occupancy inspections.
- Assisted and worked with Police Department personnel on various Code Compliance Issues.

FY2021-22 Budget Highlights

- Proposed budget is \$49,633 or 23.4% higher than FY2020/2021. Increase is mainly due to the additional of a .5 FTE to the department, as well as an increase in health insurance costs.

- Budget Summary:

Budgeted Revenues	\$145,000
Budgeted Expenditures	<u>\$261,642</u>
Net deficit of the Department	<u>\$116,642</u>

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

ACCOUNT NUMBER CODE COMPLIANCE:	ACCOUNT DESCRIPTION	FY2018-19	FY2019-20	FY2020-21	FY2021-22	Dollar Increase (Decrease)
		ACTUALS	ACTUALS	AMENDED BUDGET	Departmental Request	
001-2401-524.12-00	REGULAR SALARIES	137,804	144,056	145,148	168,977	23,829
001-2401-524.21-00	FICA TAXES	10,455	10,739	11,104	12,927	1,823
001-2401-524.22-01	GENERAL EMPLOYEES RET SYS	16,605	17,728	17,100	16,601	(499)
	TOTAL MEDICAL/LIFE INSURANCE	10,063	14,506	11,736	37,723	25,987
001-2401-524.24-00	WORKER'S COMPENSATION	1,864	4,638	4,354	3,380	(974)
001-2401-524.40-00	TRAVEL AND PER DIEM	1,017	974	500	500	-
001-2401-524.41-01	TELEPHONE	585	557	600	600	-
001-2401-524.41-02	CELLULAR TELEPHONE	1,520	1,755	1,800	1,800	-
001-2401-524.41-03	POSTAGE	332	381	400	400	-
001-2401-524.41-06	INTERNET ACCESS	445	439	941	941	-
001-2401-524.44-00	RENTALS AND LEASES	600	1,000	2,000	2,000	-
001-2401-524.45-10	FLEET MAINTENANCE	3,656	1,335	4,700	4,000	(700)
001-2401-524.45-30	LIABILITY INSURANCES	4,176	4,541	3,976	4,693	717
001-2401-524.46-00	REPAIRS AND MAINTENANCE	-	-	150	200	50
001-2401-524.47-00	PRINTING AND BINDING	500	500	500	500	-
001-2401-524.49-11	LIEN RECORDING FEES	664	311	600	-	(600)
001-2401-524.51-00	OFFICE SUPPLIES	53	500	1,000	1,200	200
001-2401-524.52-00	OPERATING SUPPLIES	311	390	1,200	1,300	100
001-2401-524.52-02	FUEL, OILS, LUBRICANTS	796	436	1,200	1,200	-
001-2401-524.52-03	UNIFORMS	319	931	1,000	1,200	200
001-2401-524.52-07	TIRES	318	194	500	500	-
001-2401-524.54-00	DUES, MEMBERSHIPS, SUBS	-	448	500	500	-
001-2401-524.58-00	EDUCATION AND TRAINING	-	-	1,000	500	(500)
** B&Z/CODE COMPLIANCE		192,083	206,359	212,009	261,642	49,633

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Fiscal Year : 2021
 Budget Level : BUDG
 Description : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
1-2401-524-12-00	REGULAR SALARIES	168,976.00	168,976.00
1-2401-524-21-00	FEDERAL PAYROLL TAXES	INCREASE DUE TO THE ADDITION OF A PART TIME POSITION BY BUILDING CLERK.	
1-2401-524-22-01	GENERAL	12,927.00	
1-2401-524-23-07	LIFE/AD&D	16,601.00	
1-2401-524-23-08	DENTAL - OHS - EMPLOYEE	1,013.00	
1-2401-524-23-09	VSP - VISION - EMPLOYEE	201.00	
1-2401-524-23-19	HMO - EMPLOYEE + CHILDREN	35,718.00	
1-2401-524-24-00	WORKER'S COMPENSATION	3,380.00	
1-2401-524-40-00	TRAVEL AND PER DIEM	500.00	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	2,000.00
1-2401-524-45-10	FLEET MAINTENANCE	4,000.00	4,000.00
1-2401-524-45-30	RISK MANAGEMENT	4,000.00	
1-2401-524-46-00	REPAIRS AND MAINTENANCE	4,693.00	
1-2401-524-47-00	PRINTING AND BINDING	200.00	200.00
1-2401-524-51-00	OFFICE SUPPLIES	500.00	500.00
1-2401-524-52-00	OPERATING SUPPLIES	1,200.00	1,200.00
1-2401-524-52-02	FUEL, OILS, LUBRICANTS	1,300.00	1,300.00
1-2401-524-52-03	UNIFORMS	1,200.00	1,200.00
1-2401-524-52-07	TIRES	1,200.00	1,200.00
1-2401-524-54-00	DUES, MEMBERSHIPS, SUBS	500.00	500.00
1-2401-524-58-00	EDUCATION AND TRAINING	500.00	500.00
* Total Accounts for this Budget Level		261,641.00	261,641.00

Basis for FY 2021-22 Salary Projections

Calculations is based upon current earnings at 2,080 hours

- Base Salary for each position:
- Adjustment includes:
 - Max Annual merit increase for position: 0.0%
 - Cost of living Adjustment: 0.00%
 - CPI for all urbans (Apr to Apr): 3.00%
 - Estimate used for COLA Projection: to be effective on 10-01-2021

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City of Miami Springs												
Department: Code Compliance												
Position(Paygrade)	Employee name	FT	Amended Budget	Qty	Fav (Unf)	Salary at 4/30/2021	Date of Annual Review	FY21-22 Projected Merit Increase	3% COLA Increase	Longevity	Other	FY 2021-22 Projection
Code Compliance Officer-PG26	Osleyvis Borrego	FT	0.5	0.5	0	\$18,008		\$900	\$567	\$0	\$0	\$19,475
Code Compliance Officer	R Novo	FT	1	1	0	\$59,815		\$0	\$1,794	\$0	\$0	\$61,609
Building Official/Director	Ulises Fernandez	FT	0.2	0.2	0	\$25,518		\$0	\$766	\$0	\$0	\$26,283
Building/Code Supervisor	R Quintero	FT	1.00	1.00	0	\$59,815		\$0	\$1,794	\$0	\$0	\$61,609
Total projections			2.7	2.7	0	\$163,156		\$900	\$4,922	\$0	\$0	\$168,977

SECTION 12

INFORMATION TECHNOLOGY

Mission Statement

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

Information Technology

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 Central Square integration
- Police Department OSSI 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
 - OSSI Dispatch system – PD
 - E-Subpoena
 - Secure file transfer servers for DHSMV
- 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 hosted PBX system
- Phones / devices that communicate with PBX
- 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

Information Technology

Major Functions & Activities (continued)

Telecommunications(continued)

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

FY2020-21 Accomplishments

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

FY 2021-22 Budget Highlights

- Proposed budget is 16,445 or 4% lower than FY2020/2021.
- Budget Summary:

Budgeted Revenues	\$	-0-
Budgeted Expenditures		<u>\$393,019</u>
Net cost of Department		<u>\$393,019</u>

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CITY OF MIAMI SPRINGS
 INFORMATION TECHNOLOGY BUDGET
 FISCAL YEAR ENDING 9/30/22

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2018-19		FY2019-20		FY20-21		FY21-22	Dollar Increase (Decrease)
		ACTUALS	ACTUALS	ACTUALS	AMENDED BUDGET	Departmental Request			
001-5301-513.12-00	REGULAR SALARIES	90,767	137,194	145,067	150,500	5,433			
001-5301-513.13-00	PART TIME	25,826	1,169	-	-	-			
001-5301-513.21-00	FEDERAL PAYROLL TAXES	8,907	10,547	11,098	11,513	415			
001-5301-513.22-01	GENERAL	10,874	16,975	17,091	14,786	(2,305)			
	TOTAL MEDICAL INSURANCE	8,238	15,520	19,084	20,594	1,510			
001-5301-513-24-00	WORKMENS COMP	204	345	363	376	13			
001-5301-513-25-00	UNEMPLOYMENT COMP	281	842	-	-	-			
001-5301-513.34-00	OTHER CONTRACTUAL SERVICE	130,581	139,892	193,125	167,967	(25,158)			
001-5301-513.41-01	TELEPHONE	371	346	-	-	-			
001-5301-513.41-02	CELLULAR PHONE	3,118	3,565	3,400	3,400	-			
001-5301-513-41-06	INTERNET	1,414	1,554	1,693	1,693	-			
001-5301-513-45-30	LIABILITY INSURANCE	2,868	3,469	3,468	3,695	227			
001-5301-513.46-00	REPAIRS AND MAINTENANCE	9,600	4,177	5,810	9,205	3,395			
001-5301-513.46-02	FLEET MAINTENANCE	819	91	-	500	500			
001-5301-513.51-00	OFFICE SUPPLIES	590	517	500	500	-			
001-5301-513.52-00	OPERATING SUPPLIES	3,320	1,451	3,000	3,000	-			
001-5301-513.54-00	DUES, MEMBERSHIPS, SUBS	1,450	826	1,090	1,090	-			
001-5301-513.58-00	EDUCATION AND TRAINING	-	1,893	4,675	4,200	(475)			
** INFORMATION	TECHNOLOGY	299,228	340,373	409,464	393,019	(16,445)			

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Fiscal Year : : 2021
 Budget Level : : BUDG
 Description : : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
1-5301-513-12-00	REGULAR SALARIES	150,500.00	
1-5301-513-21-00	FEDERAL PAYROLL TAXES	11,513.00	
1-5301-513-22-01	GENERAL	14,786.00	
1-5301-513-23-04	HMO, EMPLOYEE ONLY	18,834.00	
1-5301-513-23-07	LIFE/AD&D	697.00	
1-5301-513-23-08	DENTAL - OHS - EMPLOYEE	901.00	
1-5301-513-23-09	VSP - VISION - EMPLOYEE	162.00	
1-5301-513-24-00	WORKER'S COMPENSATION	376.00	
1-5301-513-34-00	OTHER CONTRACTUAL SERVICE	167,967.00	
	00100 AHA! MUNICODE ANNUAL MAINT		3,708.00
	00200 CENTRAL SQUARE / SUNGUARD ASP SERVICE		129,903.00
	00300 CISCO ANNUAL MAINT		618.00
	00400 BOX CLOUD STORAGE		1,440.00
	00500 TYLER TECH TIME MANAGEMENT - ALL EMPL		11,892.00
	00600 NAVITAS PHONE SERVICE AND ANNUAL MAINT		10,800.00
	00700 AWS AMAZON SERVICES - DR + HOSTED SERVERS		3,600.00
	00800 VIRCOM SPAM/MALWARE SECURITY FILTERING		4,250.00
	00900 DOTGOV.GOV DOMAIN REGISTRATION		400.00
	01000 TRENDMICRO ANTIIVIRUS/FULL SYSTEM		1,350.00
	00100 SERVER DRIVES - GEN9 & 10 SERVERS		840.00
	00200 SERVER DRIVES - GEN8 FS1 SERVER		850.00
	00300 SERVER DRIVES - GEN8 - MAIL SERVER		640.00
	00400 XL3000 UPS BATTERIES APCRBC117		800.00
	00500 POE MANAGED SWITCHES		750.00
	00600 UNIFI ACCESS POINTS		640.00
	00700 HP DL380 G10 SERVER 6424502 - LASERFICHE SRVR REPL		3,185.00
	00800 BACKUP DRIVES - X6		1,500.00
	00100 END USER UPS REPLACEMENTS X10		850.00
	00200 USB FLASH DRIVES X20		500.00
	00300 KEYBOARDS + MOUSE X10		500.00
	00400 DESKTOP HARD DRIVE REPLACEMENTS		250.00
	00500 EXTERNAL HDD		250.00
	00600 CAT 6 CABLING + RELATED SUPPLIES		650.00
	00100 CBT TRAINING - IT PROS		1,800.00
	00200 KNOWBE4 SECURITY TRAINING AND TESTING - ALL USERS		2,400.00
		393,019.00	
1-5301-513-46-02	CELLULAR TELEPHONE	3,400.00	
1-5301-513-41-02	INTERNET ACCESS	1,693.00	
1-5301-513-45-30	RISK MANAGEMENT	3,695.00	
1-5301-513-46-00	REPAIRS AND MAINTENANCE	9,205.00	
1-5301-513-46-02	EQUIPMENT	500.00	
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		
1-5301-513-58-00	EDUCATION AND TRAINING		

* Total Accounts for this Budget Level 18

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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 / Superior	
	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	payroll Time mgnt	\$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 fitering 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	\$840.00	drives compatible with H1 H2
	Server drives - Gen8		3	\$850.00	drives compatible with FS1
	Server drives - Gen8		4	\$640.00	drives compatible with Mail server
	XL3000 UPS batteries	APCRBC117		\$800.00	backup ups battery pack replacement- servers
	POE managed switch		2	\$750.00	replacement high speed switch for phone system
	Unifi Access points		4	\$640.00	wifi access points - senior center / city hall / golf
	HP DL380 G10 server 642450		1	\$3,185.00	replacement server for laserfiche system
	Backup drives		6	\$1,500.00	replacement local backup drives for all physical servers
			\$9,205.00		
52-00	operating supplies				
	user UPS			\$850.00	average 10 replacements per year
	usb drives			\$500.00	20 usb drives @ 25.00 average
	keyboards and mice			\$500.00	10 @ 50 average
	desktop hard drives			\$250.00	5 average @ 50
	external drives			\$250.00	5average @ 50
	cabling and supplies			\$650.00	cat 6 bulk, RJ45, wallplates, keystones
			\$3,000.00		
58-00	CBT Training	online technology training		\$1,800.00	online IT training for IT staff
	KnowBe4	Security training		\$2,400.00	security testing and training for users
			\$4,200.00		
64-00	N/A			\$0.00	

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Basis for FY 2021-22 Salary Projections

Calculations is based upon current earnings at 2,080 hours

- 0.0%
- 0.0%
- 0.00%
- 3.00% to be effective on 10-01-2021

Base Salary for each position:
Adjustment includes:

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

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City of Miami Springs												
Department: IT DEPT												
Position (paygrade)	Employee Name	FT	PT	Amended Budget	City	Fav (Unf)	Current Salary As of 3/31/21	Date of Annual Review	Promotional Increase	COLA Increase	3% COLA Increase	FY21-22 Projection
IT Director-PC46	J Fonseca	FT		1	1	0	\$96,084	11/22/04	\$	\$	\$ 916	\$98,500
Asst IT Manager	Vacant	FT		1	1	0	\$52,000	11/16/10	\$	\$	0	\$52,000
						0	\$0				0	\$0
				2.0	2.0	0	\$148,084		\$	\$	\$ 916	\$150,500
Total projections												\$

SECTION 13



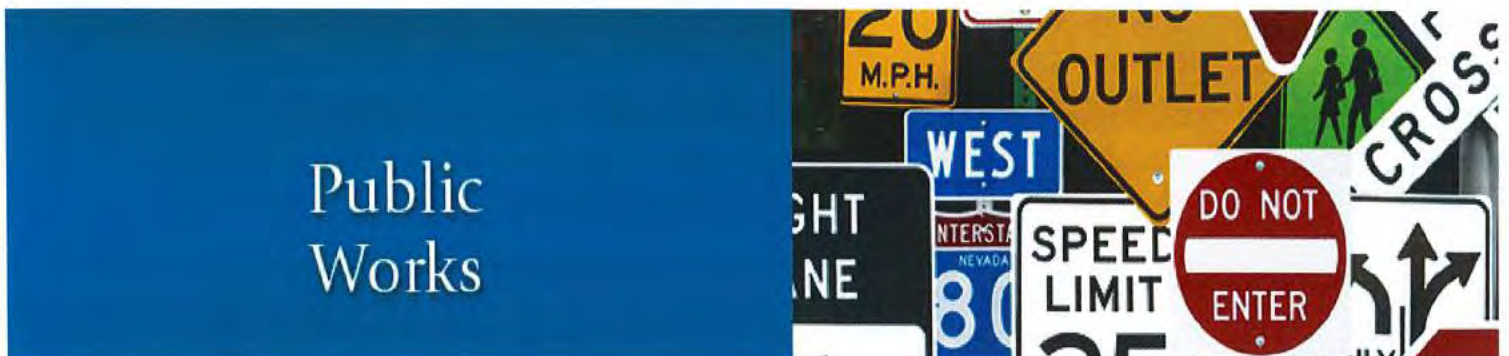
MIAMI SPRINGS PUBLIC WORKS DEPARTMENT MISSION STATEMENT

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.

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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 responses 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.

FY2020-21 Accomplishments

Cross- trained office personnel to provide uninterrupted support to all departments City wide

Consistently kept resident's response times within one day of their initial call for routine services

Received and responded to 1200 resident phone calls regarding various requests or services

Continued efforts in shopping for better pricing on good and services

FY 2021-22 Budget Highlights

- The total Public Works budget for FY21-22 is \$2,257,176 or 9.2% lower than FY2020/2021 budget. Decrease is mainly due to the costs of city hall mold remediation during FY20-21.
- Administration budget is \$63,717 or 15.7% higher than FY20/21 due to the addition of a fulltime administrative staff to assist with public works customer service and other administrative functions.
- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$468,795</u>
Net cost of Department	<u>\$468,795</u>

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CITY OF MIAMI SPRINGS
PUBLIC WORKS BUDGET
FISCAL YEAR ENDING 9/30/22

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2018-19 ACTUALS	FY2019-20 ACTUALS	FY20-21 AMENDED BUDGET	FY21-22 Departmental Request	Dollar Increase (decrease)
ADMINISTRATION DIVISION						
001-5401-541.12-00	REGULAR SALARIES	247,041	257,136	258,200	299,910	41,710
001-5401-541.14-00	OVERTIME	1,649	2,160	2,000	1,500	(500)
001-5401-541.21-00	FEDERAL PAYROLL TAXES	19,155	19,957	19,905	23,058	3,153
001-5401-541.22-01	GENERAL EMPLOYEES PENSION	24,178	19,508	18,454	29,464	11,010
	TOTAL MEDICAL INSURANCE	33,661	32,686	37,695	49,554	11,859
001-5401-541.24-00	WORKER'S COMPENSATION	1,251	1,986	2,066	2,399	333
001-5401-541.25-00	UNEMPLOYMENT COMPENSATION	-	305	-	-	-
001-5401-541.40-00	TRAVEL AND PER DIEM	4,200	4,200	4,400	4,200	(200)
001-5401-541.41-01	TELEPHONE	1,790	1,593	1,016	1,050	34
001-5401-541.41-02	CELLULAR TELEPHONE	-	-	500	500	-
001-5401-541.41-03	POSTAGE	805	925	800	800	-
001-5401-541.41-04	UPS/FEDEX	-	-	50	50	-
001-5401-541.41-06	INTERNET ACCESS	3,828	3,804	3,000	3,000	-
001-5401-541.43-01	ELECTRICITY	7,124	8,001	6,500	6,500	-
001-5401-541.43-02	WATER	1,389	7,454	1,500	1,500	-
001-5401-541.44-00	RENTALS AND LEASES	-	-	700	1,800	1,100
001-5401-541.45-10	FLEET MAINTENANCE	2,958	6,604	2,500	2,500	-
001-5401-541.45-30	LIABILITY INSURANCES	23,247	24,498	22,611	23,359	748
001-5401-541.46-00	REPAIRS AND MAINTENANCE	-	3,115	1,000	1,000	-
001-5401-541.47-00	PRINTING AND BINDING	-	-	150	150	-
001-5401-541.51-00	OFFICE SUPPLIES	4,797	6,137	4,000	4,000	-
001-5401-541.52-00	OPERATING SUPPLIES	5,131	7,302	9,000	8,000	(1,000)
001-5401-541.52-02	FUEL, OILS, LUBRICANTS	4,549	2,085	1,500	1,000	(500)
001-5401-541.52-07	TIRES	253	256	200	200	-
001-5401-541.54-00	DUES, MEMBERSHIPS, SUBS	-	-	600	300	(300)
001-5401-541.58-00	EDUCATION AND TRAINING	2,045	250	3,750	3,000	(750)
001-5401-541.64-00	MACHINERY AND EQUIPMENT	-	-	2,981	-	(2,981)
Total Administration		389,051	409,962	405,078	468,795	63,717

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Fiscal Year : : 2021
 Budget Level : : BUDG
 Description : : DEPARTMENTAL INPUT

Account # Description

Account #	Description	Budget Amount	Misc. Info
1-5401-541-52-02	FUEL, OILS, LUBRICANTS	1,000.00	1,000.00
1-5401-541-52-07	TIRES	200.00	200.00
1-5401-541-54-00	DUES, MEMBERSHIPS, SUBS	300.00	300.00
1-5401-541-58-00	EDUCATION AND TRAINING	3,000.00	3,000.00
* Total Accounts for this Budget Level		468,794.00	468,794.00

* 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.

FY2020-21 Accomplishments

- Supervised the Milling & Paving at several locations City wide
- Repaired damaged sidewalks due to wear and root growth
- Added two crosswalks at Curtiss Parkway on Pinecrest and Morningside Drive
- Responded to a total of 1, 352 underground line location requests to mark for utilities on various projects City wide.

FY 2021-22 Budget Highlights

- Proposed budget is \$31,258 or 7.3% higher than FY2020/2021.
- Budget includes \$25,000 for city-wide tree planting, and this year we have added \$50,000 for citywide sidewalk repairs.
- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$457,369</u>
Net cost of Department	<u>\$457,369</u>

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CITY OF MIAMI SPRINGS
PUBLIC WORKS BUDGET
FISCAL YEAR ENDING 9/30/22

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2018-19</u> <u>ACTUALS</u>	<u>FY2019-20</u> <u>ACTUALS</u>	<u>FY20-21</u> <u>AMENDED</u> <u>BUDGET</u>	<u>FY21-22</u> <u>Departmental</u> <u>Request</u>	<u>Dollar</u> <u>Increase</u> <u>(decrease)</u>
STREETS DIVISION						
001-5402-541.12-00	REGULAR SALARIES	114,063	138,135	104,429	120,896	16,467
001-5402-541.14-00	OVERTIME	1,087	2,226	2,000	2,000	-
001-5402-541.21-00	FEDERAL PAYROLL TAXES	8,821	10,734	8,142	9,402	1,260
001-5402-541.22-01	GENERAL	10,788	16,995	12,303	11,877	(426)
	TOTAL MEDICAL INSURANCE	25,875	32,936	27,865	34,356	6,491
001-5402-541.24-00	WORKER'S COMPENSATION	3,376	6,156	4,699	3,869	(830)
001-5402-541.34-00	CONTRACTUAL SERVICES	42,040	45,757	50,000	25,000	(25,000)
001-5402-541.43-01	ELECTRICITY	147,416	142,229	147,500	147,500	-
001-5402-541.45-10	FLEET MAINTENANCE	16,262	23,991	12,000	15,000	3,000
001-5402-541.45-30	LIABILITY INSURANCES	2,710	2,907	2,131	2,470	339
001-5402-541.46-00	REPAIRS AND MAINTENANCE	12,541	7,469	15,000	65,000	50,000
001-5402-541.52-00	OPERATING SUPPLIES	10,462	13,092	15,000	15,000	-
001-5402-541.52-02	FUEL, OILS, LUBRICANTS	8,267	7,188	3,000	4,000	1,000
001-5402-541.52-07	TIRES	603	1,137	1,000	1,000	-
001-5402-541.55-00	INVENTORY OVER/SHORT	64	(2,427)	-	-	-
001-5402-541.63-00	IMPROVEMENTS OT BUILDING	2,875	19,174	21,042	-	(21,042)
	Total Streets	407,250	467,699	426,111	457,369	31,258

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Fiscal Year : 2021
 Budget Level : BUDG
 Description : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
1-5402-541-12-00	REGULAR SALARIES	120,896.00	
1-5402-541-14-00	OVERTIME	2,000.00	
1-5402-541-21-00	FEDERAL PAYROLL TAXES	9,402.00	
1-5402-541-22-01	GENERAL	11,877.00	
1-5402-541-23-01	POS, EMPLOYEE ONLY	33,149.00	
1-5402-541-23-07	LIFE/AD&D	558.00	
1-5402-541-23-08	DENTAL - OHS - EMPLOYEE	483.00	
1-5402-541-23-09	VSP - VISION - EMPLOYEE	166.00	
1-5402-541-24-00	WORKER'S COMPENSATION	3,869.00	
1-5402-541-34-00	OTHER CONTRACTUAL SERVICE	25,000.00	
1-5402-541-43-01	ELECTRICITY	147,500.00	STREET TREE PLANTING
1-5402-541-45-10	FLEET MAINTENANCE	15,000.00	CITY WIDE STREET & ALLEY LIGHTING
1-5402-541-45-30	LIABILITY INSURANCES	15,000.00	REPAIR & MAINTENANCE FOR ALL STREETS RELATED
1-5402-541-46-00	REPAIRS AND MAINTENANCE	50,000.00	EQUIPMENT, BACK HOE, SKID STEER, COMPACTORS, ROOT CUTTER, AIR COMPRESSORS, ROLLER, PRESSURE WASHER
1-5402-541-52-00	OPERATING SUPPLIES	15,000.00	ELECTRICAL REPAIRS CITY WIDE STREET LIGHTING
1-5402-541-52-02	FUEL, OILS, LUBRICANTS	4,000.00	ANNUAL SIDEWALK REPAIR
1-5402-541-52-07	TIRES	1,000.00	BROOMS, SHOVELS, RAKES, AXES, SPRINKLER PARTS, LIGHT BULBS, MOWER BLADES, HOSES, MARKING PAINT, CHRISTMAS LIGHTING, PAINT BRUSHES, CONCRET MIXES, GLOVES, SAFETY VESTS, HATS, EAR PLUGS, DUST MASKS, UNIFORMS & SHOES, SAFETY GLASSES, SIGNS, CAUTION TAPE, SUNSHINE ONE CALL TICKETS, PAPER TOWELS, GATORADE, FUSES AND OTHER MISC SUPPLIES NEEDED
* Total Accounts for this Budget Level		457,370.00	ANNUAL FERTILIZING OF PALM TREES & PESTICIDE TREATMENT
		4,000.00	REPAIR & MAINTENANCE OF SERVICE VEHICLES
		1,000.00	OILS, FLUIDS, WIPER BLADES, FUSES, FILTERS
		1,000.00	TIRES FOR SERVICE TRUCKS IN STREET DEPARTMENT

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 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".

FY2020-21 Accomplishments

Cross trained staff to work other departments for greater efficiency

Continued our commitment in keeping the City clean and landscape maintained

Successfully earned the Tree City USA and Growth Award

Continue to successfully meet all expectations from the Residents and City staff regarding all work order requests

FY 2021-22 Budget Highlights

- Proposed budget is \$13,337 or 1.5% lower than FY2020/2021.
- Budget includes \$100,000 for city-wide tree trimming,
- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$896,988</u>
Net cost of Department	<u>\$896,988</u>

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CITY OF MIAMI SPRINGS
PUBLIC WORKS BUDGET
FISCAL YEAR ENDING 9/30/22

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2018-19</u> <u>ACTUALS</u>	<u>FY2019-20</u> <u>ACTUALS</u>	<u>FY20-21</u> <u>AMENDED</u> <u>BUDGET</u>	<u>FY21-22</u> <u>Departmental</u> <u>Request</u>	<u>Dollar</u> <u>Increase</u> <u>(decrease)</u>
PUBLIC PROPERTIES DIVISION						
001-5404-541.12-00	REGULAR SALARIES	284,402	292,910	380,642	368,871	(11,771)
001-5404-541.14-00	OVERTIME	4,681	1,566	2,000	3,500	1,500
001-5404-541.21-00	FEDERAL PAYROLL TAXES	21,811	21,971	29,272	28,486	(786)
001-5404-541.22-01	GENERAL	33,968	35,806	44,845	36,240	(8,605)
	TOTAL MEDICAL INSURANCE	79,711	81,051	113,388	114,800	1,412
001-5404-541.24-00	WORKER'S COMPENSATION	7,961	13,928	17,127	11,804	(5,323)
001-5404-541.34-00	OTHER CONTRACTUAL SERVICE	171,418	202,105	104,500	104,500	-
001-5404-541.41-01	TELEPHONE	3,218	3,425	2,800	3,000	200
001-5404-541.41-02	CELLULAR TELEPHONE	3,903	5,483	3,500	4,100	600
001-5404-541.43-01	ELECTRICITY	38,359	38,479	36,000	36,000	-
001-5404-541.43-02	WATER	45,978	50,294	34,000	34,000	-
001-5404-541.44-00	RENTALS AND LEASES	-	-	300	300	-
001-5404-541.45-10	FLEET MAINTENANCE	40,685	44,869	30,000	30,000	-
001-5404-541.45-30	LIABILITY INSURANCES	27,893	31,009	49,672	60,608	10,936
001-5404-541.46-00	REPAIRS AND MAINTENANCE	6,794	6,933	15,000	12,500	(2,500)
001-5404-541.52-00	OPERATING SUPPLIES	16,305	24,449	35,000	35,000	-
001-5404-541.52-02	FUEL, OILS, LUBRICANTS	9,871	8,329	6,000	6,000	-
001-5404-541.52-07	TIRES	2,366	1,229	1,000	2,000	1,000
001-5404-541-91-12	TRANSFER TO DEBT SERVICE FUND		5,414	5,279	5,279	(0)
001-5404-541.64-00	MACHINERY AND EQUIPMENT	11,718	-	-	-	-
001-5404-541.63-00	IMPROVEMENTS O/T BUILDING	6,722	-	-	-	-
	Total Public properties	817,764	869,250	910,325	896,988	(13,337)

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Fiscal Year : 2021
 Budget Level : BUDG
 Description :

DEPARTMENTAL INPUT
 Description

Account #	Description	Budget Amount	Misc. Info
1-5404-541-12-00	REGULAR SALARIES	368,871.00	
1-5404-541-14-00	OVERTIME	3,500.00	
1-5404-541-21-00	FEDERAL PAYROLL TAXES		
1-5404-541-22-01	GENERAL		
1-5404-541-23-02	POS, EMPLOYEE +1	28,486.00	
1-5404-541-23-07	LIFE/AD&D	36,240.00	
1-5404-541-23-08	DENTAL - OHS - EMPLOYEE	110,282.00	
1-5404-541-23-09	VSP VISION - EMPLOYEE	1,726.00	
1-5404-541-23-09	WORKER'S COMPENSATION	2,131.00	
1-5404-541-24-00	OTHER CONTRACTUAL SERVICE	11,661.00	
1-5404-541-34-00		104,500.00	
		1,804.00	
		104,500.00	
00100	CITY WIDE STREET TREE TRIMMING & REMOVAL		
00200	LANDSCAPE MAINTENANCE VIRGINIA GARDENS ISLANDS		
		3,000.00	
00100	TELECOMMUNICATION COSTS		
		4,100.00	
00100	CELLULAR TELEPHONE		
		36,000.00	
00100	ELECTRICITY		
		34,000.00	
00100	WATER		
		300.00	
00100	RENTALS AND LEASES		
		300.00	
00100	FLEET MAINTENANCE		
		30,000.00	
00100	REPAIR & MAINTENANCE OF 6 VEHICLES IN DIVISION,		
00200	OILS, FILTERS, BLADES FOR MOWERS, CHIPPER,		
00300	STUMP GRINDER & SOD CUTTER. SAW CHAINS,		
00400	WEED EATER LINE, EDGER BLADES, TRIMMER SHARPENING,		
00500	SHOVELS, RAKES, BROOMS		
		60,608.00	
		12,500.00	
00100	OPERATING SUPPLIES FOR ALL OUTDOOR REPAIR &		
00200	MAINTENANCE SUPPLIES & SERVICES CITY WIDE		
00300	EXAMPLE: GRAFFITI, PUBLIC PROPERTY SIGNS DAMAGED,		
00400	VANDALISM- GAZEBO		
		35,000.00	
00100	BROOMS, SHOVELS, RAKES, HAND SANITIZER ALL FACILIT		
00200	CAUTION TAPE, MARKING PAINT, PAPER TOWLES, BANNERS		
00300	PORTION OF UNIFORMS & SHOES, FOR THIS DEPARTMENT		
00400	WEED EATERS, BLOWERS, CHAIN SAWS, LAWN MOWERS		
00500	OTHER EQUIPMENT NEEDED FOR LANDSCAPING		
		6,000.00	
00100	SERVICE & MAINTENANCE OF 8 VEHICLES		
00200	OILS, FLUIDS, FILTERS, WIPER BLADES		
		2,000.00	
00100	TIRES FOR 8 VEHICLES		
		5,279.00	
		896,988.00	
1-5404-541-52-00	OPERATING SUPPLIES		
		12,500.00	
1-5404-541-52-02	FUEL, OILS, LUBRICANTS		
		35,000.00	
1-5404-541-52-07	TIRES		
		6,000.00	
1-5404-541-91-12	TRF TO DEBT SERVICE		
		2,000.00	

* Total Accounts for this Budget Level 22

13-11

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 2020-21 Accomplishments

- Provided constant and continuous service to all City facilities without interruption keeping COVID recommended guidelines
- Added waterproof coating to various roofs City wide including Golf and Country Club facilities to extend roof life
- Provided support and managed re-opening of City Hall post Mold Remediation transitioning all departments in a swift and timely manner.

FY 2021-22 Budget Highlights

- Proposed budget is \$312,314 or 79% lower than FY2020/2021. Decrease is due to the City Hall mold remediation costs incurred in FY20/21.
- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$394,024</u>
Net cost of Department	<u>\$394,024</u>

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CITY OF MIAMI SPRINGS
PUBLIC WORKS BUDGET
FISCAL YEAR ENDING 9/30/22

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2018-19</u> <u>ACTUALS</u>	<u>FY2019-20</u> <u>ACTUALS</u>	<u>FY20-21</u> <u>AMENDED</u> <u>BUDGET</u>	<u>FY21-22</u> <u>Departmental</u> <u>Request</u>	<u>Dollar</u> <u>Increase</u> <u>(decrease)</u>
BUILDING MAINTENANCE DIVISION						
001-5405-541.12-00	REGULAR SALARIES	77,907	80,752	82,256	88,740	6,484
001-5405-541.14-00	OVERTIME	3,029	2,983	3,500	3,500	-
001-5405-541.21-00	FEDERAL PAYROLL TAXES	6,111	6,306	6,560	7,056	496
001-5405-541.22-01	GENERAL	9,206	10,092	9,691	8,718	(973)
	TOTAL MEDICAL INSURANCE	15,683	16,596	18,730	19,776	1,046
001-5405-541.24-00	WORKER'S COMPENSATION	1,586	2,628	3,701	2,840	(861)
001-5405-541.34-00	OTHER CONTRACTUAL SERVICE	62,670	77,342	78,000	80,000	2,000
001-5405-541.41-02	CELLULAR TELEPHONE	-	-	500	500	-
001-5405-541.43-02	WATER/GAS	309	287	150	150	-
001-5405-541.44-00	RENTALS AND LEASES	-	-	500	-	(500)
001-5405-541.45-10	FLEET MAINTENANCE	1,525	486	1,500	1,500	-
001-5405-541.45-30	LIABILITY INSURANCES	1,536	1,741	1,679	1,813	134
001-5405-541.46-00	REPAIRS AND MAINTENANCE	117,517	483,500	445,139	125,000	(320,139)
001-5405-541.52-00	OPERATING SUPPLIES	4,042	4,842	5,000	5,000	-
001-5405-541.52-02	FUEL, OILS, LUBRICANTS	1,177	728	1,000	1,000	-
001-5405-541.52-07	TIRES	-	-	500	500	-
001-5405-541.64-00	MACHINERY AND EQUIPMENT	-	-	-	-	-
001-5405-541.63-00	IMPROVEMENTS O/T BUILDING	-	-	-	-	-
001-5405-541-91-12	TRANSFER TO DEBT SERVICE FUND	-	49,185	47,932	47,932	0
Total Bldg Maintenance		302,298	737,468	706,338	394,024	(312,314)

13-13

Fiscal Year : 2021
 Budget Level : BUDG
 Description :

DEPARTMENTAL INPUT
 Description

Account #	Description	Budget Amount	Misc. Info
1-5405-541-12-00	REGULAR SALARIES	88,740.00	
1-5405-541-14-00	OVERTIME	3,500.00	
1-5405-541-21-00	FEDERAL PAYROLL TAXES		
1-5405-541-22-01	GENERAL	8,718.00	
1-5405-541-23-04	HMO, EMPLOYEE ONLY	18,834.00	
1-5405-541-23-07	LIFE/AD&D	415.00	
1-5405-541-23-08	DENTAL - OHS - EMPLOYEE	365.00	
1-5405-541-23-09	VSP - VISION - EMPLOYEE	162.00	
1-5405-541-24-00	WORKER'S COMPENSATION	2,840.00	
1-5405-541-34-00	OTHER CONTRACTUAL SERVICE	80,000.00	
00100	CITY WIDE JANITORIAL SERVICES		
00200	CITY WIDE PEST CONTROL SERVICES		
00300	CARPET MATS CITY HALL, POLICE DEPT & PUBLIC WORKS		
00400	ANNUAL FIRE EXTINGUISHER CITY WIDE PER M.D. FIRE		
00500	TRANE A/C MAINTENANCE AGREEMENT CITY HALL		
00600	THYSSENKRUPP ELEVATOR CONTRACT CITY HALL		
00700	CHI FIRE ALARM SERVICE CONTRACT CITY HALL		
00100	CELLULAR TELEPHONE SERVICES	500.00	
00100	WATER	50.00	
00100	NATURAL GAS	100.00	
00100	FLEET MAINTENANCE	1,500.00	
00100	LIABILITY INSURANCES	1,813.00	
00100	REPAIRS AND MAINTENANCE	125,000.00	
00400	OPERATING SUPPLIES	5,000.00	
00100	FUEL, OILS, LUBRICANTS		
00100	TIRES	500.00	
00100	TRF TO DEBT SERVICE	47,932.00	
	* Total Accounts for this Budget Level	394,025.00	
00100	EMERGENCY CALL STAFF		
00200	SCHEDULED OVERTIME CITY WIDE EVENTS		
00100	CITY WIDE JANITORIAL SERVICES		
00200	CITY WIDE PEST CONTROL SERVICES		
00300	CARPET MATS CITY HALL, POLICE DEPT & PUBLIC WORKS		
00400	ANNUAL FIRE EXTINGUISHER CITY WIDE PER M.D. FIRE		
00500	TRANE A/C MAINTENANCE AGREEMENT CITY HALL		
00600	THYSSENKRUPP ELEVATOR CONTRACT CITY HALL		
00700	CHI FIRE ALARM SERVICE CONTRACT CITY HALL		
00100	CELLULAR TELEPHONE SERVICES	500.00	
00100	WATER SERVICES FEE	150.00	
00100	FLORIDA CITY GAS	100.00	
00100	REPAIR & MAINTENANCE OF BUILDING MAINTENANCE VEHICL	1,500.00	
00100	REPAIR & MAINTENANCE OF BUILDING MAINTENANCE VEHICL	125,000.00	
00200	FUNDING FOR ALL OUTSIDE CONTRACTED SERVICES TO		
00300	CITY OWNED BUILDINGS FOR MAINTENANCE OR REPAIRS		
00400	FUNDING TO SUPPORT ALL REPAIRS AND MAINTENANCE		
00400	FOR IN-HOUSE CITY OWNED BUILDINGS		
00100	SMALL TOOLS, A/C FILTERS, WATER FILTERS, LUMBER,		
00200	PAINT, PAINT BRUSHES, PAINT ROLLERS, BROOMS, LOCKS		
00300	CEMENT, ROOF MATERIALS, PLUMBING SUPPLIES,		
00400	ELECTRICAL SUPPLIES, BACK BELTS, DRILL BITS, GLOVE		
00500	DUCT TAPE, CAUTION TAPE, LIGHTING BULBS, SAW BLADE		
00600	AND OTHER REPAIR & MAINTENANCE SUPPLIES		
00700	MIAMI DADE COUNTY LIFE SAFETY PERMIT FEES		
00100	SUPPLIES FOR VEHICLE REPAIR & MAINTENANCE	1,000.00	
00100	TIRES FOR BUILDING MAINTENANCE VEHICLE	500.00	
		47,932.00	
		394,025.00	

13-14

Public Services - Fleet Maintenance

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

Goals

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

Objectives

Reduce vehicle down time by performing complex in-house repairs.

Maintain fleet parts and tire inventory at an optimal level.

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

FY 2020-21 Accomplishments

Our fleet staff was able to save the city budget approximately 50 thousand dollars in repairs this year on three Sanitation garbage trucks requiring replacement of major parts and welding.

Our fleet staff has worked with our procurement department in reducing costs of repairs recommending new vendors and product lines.

Reduced service times to our separate departments

FY 2021-22 Budget Highlights

- Proposed budget is \$40,000 or 2.6% lower than FY2020/2021.
- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$40,000</u>
Net cost of Department	<u>\$40,000</u>

CITY OF MIAMI SPRINGS
PUBLIC WORKS BUDGET
FISCAL YEAR ENDING 9/30/22

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2018-19 ACTUALS	FY2019-20 ACTUALS	FY20-21 AMENDED BUDGET	FY21-22 Departmental Request	Dollar Increase (decrease)
FLEET DIVISION						
001-5407-541.34-00	OTHER CONTRACTUAL SERVICE	16,381	27,029	30,000	30,000	-
001-5407-541.45-10	FLEET MAINTENANCE	2,391	32,788	2,500	2,500	-
001-5407-541.45-30	LIABILITY INSURANCES	3,222	-	-	-	-
001-5407-541.52-00	OPERATING SUPPLIES	8,575	392	5,000	6,000	1,000
001-5407-541.52-02	FUEL, OILS, LUBRICANTS	1,026	769	1,000	1,000	-
001-5407-541.52-07	TIRES	-	502	500	500	-
001-5407-541.64-00	MACHINERY AND EQUIPMENT	-	5,156	-	-	-
	Total Fleet	31,595	66,636	39,000	40,000	1,000
	Total Public Works	1,947,958	2,551,015	2,486,852	2,257,176	(229,676)

13-16

Fiscal Year : 2021
 Budget Level : BUDG
 Description :

DEPARTMENTAL INPUT
 Description

Account #	Description	Budget Amount	Misc. Info
1-5407-541-34-00	OTHER CONTRACTUAL SERVICE	30,000.00	
1-5407-541-45-10	FLEET MAINTENANCE	2,500.00	CONTRACTUAL SERVICES FOR ENTIRE CITY FLEET
1-5407-541-52-00	OPERATING SUPPLIES	6,000.00	REPAIRS & MAINTENANCE FOR FLEET TRUCK
			MIAMI DADE COUNTY FUEL OPERATIONS PERMIT FEES,
			GREASE, BRAKE & CARB CLEANERS, STARTING FLUID,
			TIRE VALVES & WEIGHTS, HYDRAULIC HOSE'S & FITTINGS
			GRANULAR OIL ABSORBANT, PAPER TOWELS, GLOVES,
			HOSE CLAMPS, GASKETS, FREON GRINDER DISKS,
			SMALL TOOLS, BATTERIES & TERMINALS,
			FUEL PUMPS & FILTERS,
			ANNUAL VEEDER ROOT FUEL SYSTEM MONITORING & FEE
			INDUSTRIAL WASTE OPERATING PERMIT FEES
1-5407-541-52-02	FUEL, OILS, LUBRICANTS	1,000.00	
1-5407-541-52-07	TIRES	500.00	SERVICE & REPAIR OF FLEET MAINTENANCE VEHICLE
			TIRES FOR FLEET TRUCK
			40,000.00
			1,000.00
			500.00
			500.00

* Total Accounts for this Budget Level 5

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Basis for FY 2021-22 Salary Projections

Calculations is based upon current earnings at 2,080 hours

- 0.0%
- 0.00%
- 3.00% to be effective on 10-01-2021

- 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

City of Miami Springs

Department: Public Works - Administration

Position (paygrade)	Employee Name	FT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/21	Current Pay Range	Date of Annual Review	Promotional Increases	COLA Increase	3% Increase	Retirement Payout	Longevity	FY21-22 Total Pay
Administrative Assistant II	Rachei Buckner	FT	1	1	-	\$37,818			\$0	\$1,135	\$0	\$0	\$0	\$38,953
Administrative Assistant I	Enika Simmons	FT	1	1	-	\$34,505				\$1,035	\$0	\$0	\$0	\$35,540
Administrative Assistant I	Vacant	FT	1	1	-	\$31,200	\$0	1/10/1900		\$0	\$2,550	\$0	\$1,750	\$31,200
Public Works Director-PG49	L Gariboba	FT	1	1	-	\$85,000			\$0	\$1,350	\$0	\$0	\$1,500	\$89,300
Materials Management Clerk -PG15	A Perez	FT	1	1	-	\$44,985			\$2,410	\$1,662	\$0	\$0	\$0	\$47,845
Administrative Assistant I	Luzette Fuentes	FT	1.0	1.0	-	\$53,000		10/01/10	\$2,410	\$1,662	\$0	\$0	\$0	\$57,072
Total projections			6.00	6.00	0	\$286,518			\$2,410	\$7,732	\$0	\$0	\$3,250	\$299,910

City of Miami Springs

Department: Public Works - Streets, Streetlights & Sidewalks

Position (paygrade)	Employee Name	FT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/21	Current Pay Range	Date of Annual Review	Promotional Increases	COLA Increase	3% Increase	Retirement Payout	Longevity	FY21-22 Total Pay
Heavy Equipment Operator	J Crumpler	FT	1	1	-	\$39,140	\$0226-49216	02/02/15		\$1,174	\$0	\$0	\$0	\$40,314
Maintenance Worker II	D Olivias	FT	1	1	-	\$44,213	\$2401-38440	04/01/11		\$1,326	\$0	\$0	\$1,750	\$47,289
Maintenance Worker I-PG8	Adrian Lopez	FT	1	1	-	\$32,323	\$2992-38440	10/06/10		\$970	\$0	\$0	\$0	\$33,293
Total projections			3.00	3.00	0	\$115,676			\$0	\$3,470	\$0	\$0	\$1,750	\$120,896

City of Miami Springs

Department: Public Works - Public Properties

Position (paygrade)	Employee Name	FT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/21	Current Pay Range	Date of Annual Review	Promotional Increases	COLA Increase	3% Increase	Retirement Payout	Longevity	FY21-22 Total Pay
Public Properties Supervisor	Vacant	FT	1.00	1.00	-	\$36,000			\$0	\$1,080	\$0	\$0	\$0	\$37,080
Maintenance Worker I-PG8	Joseph Howard	FT	1	1	-	\$32,325	\$2992-38440	12/21/92		\$970	\$0	\$0	\$0	\$33,295
Maintenance Worker I-PG8	L Brownlee	FT	1	1	-	\$32,325	\$2541-33421	02/02/15		\$970	\$0	\$0	\$0	\$33,295
Maintenance Worker I-PG8	Wilmer Martinez	FT	1	1	-	\$32,325	\$2992-38440	12/21/92		\$970	\$0	\$0	\$0	\$33,295
Maintenance Worker I-PG8	R Baldoquin	FT	1	1	-	\$31,202	\$2992-38440	01/00/00		\$936	\$0	\$0	\$0	\$32,138
Maintenance Worker I-PG8	C Dobson	FT	1	1	-	\$32,325	\$2992-38440	01/00/00		\$970	\$0	\$0	\$0	\$33,295
Maintenance Worker I-PG8	J Nelson	FT	1	1	-	\$32,325	\$2401-35885			\$970	\$0	\$0	\$0	\$33,295
Maintenance Worker I-PG8	vacant	FT	1	1	-	\$32,325	\$2541-33421			\$970	\$0	\$0	\$0	\$33,295
Maintenance Worker I	Enrique Merobza	FT	1	1	-	\$32,325	\$2992-38440	10/06/10		\$970	\$0	\$0	\$0	\$33,295
Maintenance Worker I-PG8	vacant	FT	1	1	-	\$32,325	\$2992-38440	10/06/10		\$970	\$0	\$0	\$0	\$33,295
Total projections			11.0	11.0	-	\$358,127			\$0	\$10,744	\$0	\$0	\$0	\$368,871

City of Miami Springs

Department: Public Works - Building Maintenance

Position (paygrade)	Employee Name	FT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/21	Current Pay Range	Date of Annual Review	Promotional Increases	COLA Increase	3% Increase	Retirement Payout	Longevity	FY21-22 Total Pay
Building Maintenance Specialist II-PG22	A Urbaz	FT	1	1	-	\$50,154	\$38563-49864	Form 44905/11 prepared on 7/6/2021 at		\$1,505	\$0	\$0	\$0	\$51,660
Building Maintenance TECH	Ervin Rivas	FT	0	1	-	\$36,000			\$0	\$1,080	\$0	\$0	\$0	\$37,080
Total projections			1	2	0	\$86,155			\$0	\$2,585	\$0	\$0	\$0	\$88,740

SECTION 14

Parks and Recreation Department

Mission Statement

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

Parks and Recreation - Administration

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

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

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

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

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

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

Goals

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

Objectives

- Conduct cooperative youth and adult sports programs including but not limited to soccer, basketball, baseball, football (tackle) and flag football.
- Provide additional "non-athletic" youth, adult, senior programs and increase participation in 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 15%
- Enhance our Summer Camp and After School Programs
- Implement a Bike/Golf Cart Parade during the Holidays

Parks and Recreation - Administration

2020-21 Accomplishments

- Provided various virtual programs for our residents
- Work together with FEMA and other organizations to provide COVID-19 vaccines to the community.
- Coordinate food distribution site at the Community Center.

FY 2021-22 Budget Highlights

- The total Recreation budget for FY 21-22 is \$2,633,576 which is \$154,234 or 6.2% higher than the FY20-21 budget.
- Proposed Administration budget is \$54,945 or 3.6% higher than FY2020/2021.
- Increase is due to the increase in the State's minimum wage to \$10 per hour for all part time staff as well as the increase in health insurance costs and increase due to the 3% COLA for staff.
- For FY2021-22, we will be requesting a five year Capital Lease/Note for improvements at a total cost of \$205,000 The budget impact of this lease is \$44,305 for FY21-22. Improvements includes: \$100,000 for a new racquetball court, \$80,000 to paint the community center, \$25,000 for anew F150 pickup truck, and \$20,000 to resurface two tennis courts.
- Budget Summary:

Budgeted Revenues	\$ 342,950
Budgeted Expenditures	<u>\$1,598,391</u>
Net cost of Department	<u>\$1,255,441</u>
- The Pelican Playhouse will receive an annual subsidy of \$29,000 for FY21-22, the same as FY20-21.

**CITY OF MIAMI SPRINGS
RECREATION DEPARTMENT BUDGET
FISCAL YEAR ENDING 9/30/22**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2020-21		FY2019-20		FY21-22		Dollar Increase (Decrease)
		ACTUALS	AMENDED BUDGET	ACTUALS	BUDGET	Departmental Request		
001-5701-572.12-00	REGULAR SALARIES	320,241	358,268	356,829	358,268	346,890	(11,378)	
001-5701-572.13-00	PART TIME YEAR ROUND	180,510	207,495	224,047	207,495	240,000	32,505	
001-5701-572.14-00	OVERTIME	22,765	10,000	20,173	10,000	10,000	-	
001-5701-572.16-00	SEASONAL EMPLOYEES	113,242	120,000	57,767	120,000	130,000	10,000	
001-5701-572.21-00	FEDERAL PAYROLL TAXES	48,607	51,566	50,267	51,566	55,607	4,041	
001-5701-572.22-01	PENSION COSTS	29,869	39,652	41,461	39,652	34,080	(5,572)	
	TOTAL MEDICAL INSURANCE	51,467	61,310	55,517	61,310	64,670	3,360	
001-5701-572.24-00	WORKER'S COMPENSATION	5,558	8,301	8,771	8,301	9,711	1,410	
001-5701-572.25-00	UNEMPLOYMENT COMPENSATION	4,604	-	-	-	-	-	
001-5701-572.31-00	PROFESSIONAL SERVICES	-	1,500	-	1,500	1,500	-	
001-5701-572.34-00	OTHER CONTRACTUAL SERVICE	76,581	83,884	96,552	83,884	72,960	(10,924)	
001-5701-572.34-18	PELICAN PLAYHOUSE COSTS	29,000	29,000	29,000	29,000	29,000	-	
001-5701-572.34-14	FOOTBALL REFEREES	4,075	3,000	-	3,000	3,000	-	
001-5701-572.34-15	SOCCER REFEREES	9,527	12,000	10,894	12,000	12,000	-	
001-5701-572.34-16	BASKETBALL REFEREES	7,330	9,000	4,270	9,000	9,000	-	
001-5701-572.34-17	BASEBALL UMPIRES	11,925	13,500	4,395	13,500	13,500	-	
001-5701-572.40-00	PELICAN RENTAL COMMISSION	717	4,250	888	4,250	4,250	-	
001-5701-572.41-01	TRAVEL AND PER DIEM	3,858	3,600	3,600	3,600	3,600	-	
001-5701-572.41-02	TELEPHONE: BASE & LOCAL	1,275	700	1,113	700	700	-	
001-5701-572.41-03	CELLULAR TELEPHONE	206	600	1,819	600	600	-	
001-5701-572.41-06	POSTAGE	133	200	153	200	200	-	
001-5701-572.43-01	INTERNET ACCESS	8,929	9,058	9,633	9,058	9,058	-	
001-5701-572.43-02	ELECTRICITY	85,374	80,000	72,594	80,000	80,000	-	
001-5701-572.43-03	WATER	37,950	24,000	28,818	24,000	24,000	-	
001-5701-572.44-00	GAS	452	400	440	400	400	-	
001-5701-572.44-10	RENTALS AND LEASES	2,442	3,288	4,840	3,288	4,728	1,440	
001-5701-572.45-10	FLEET MAINTENANCE	12,431	8,000	15,174	8,000	8,000	-	
001-5701-572.45-30	LIABILITY INSURANCE	77,572	91,694	87,750	91,694	104,912	13,218	
001-5701-572.46-00	REPAIRS AND MAINTENANCE	33,971	55,281	48,901	55,281	44,101	(11,180)	
001-5701-572.47-00	PRINTING AND BINDING	1,215	2,500	304	2,500	2,500	-	
001-5701-572.48-00	PROMOTIONS	67,975	75,000	52,884	75,000	75,000	-	
001-5701-572.48-01	RECREATIONAL ACTIVITIES	17,503	36,000	6,383	36,000	36,000	-	
001-5701-572.51-00	OFFICE SUPPLIES	2,194	2,500	1,587	2,500	2,500	-	
001-5701-572.52-00	OPERATING SUPPLIES	52,685	58,485	35,381	58,485	56,485	(2,000)	
001-5701-572.52-01	BASKETBALL UNIFORMS	7,209	4,000	5,750	4,000	5,000	1,000	
001-5701-572.52-02	FUEL, OILS, LUBRICANTS	3,965	2,000	2,637	2,000	2,000	-	

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CITY OF MIAMI SPRINGS
RECREATION DEPARTMENT BUDGET
FISCAL YEAR ENDING 9/30/22

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2018-19 ACTUALS	FY2019-20 ACTUALS	FY2020-21 AMENDED BUDGET	FY21-22 Departmental Request	Dollar Increase (Decrease)
001-5701-572-52-03	UNIFORMS	1,830	2,441	2,500	2,500	-
001-5701-572-52-07	TIRES	-	748	500	500	-
001-5701-572-52-29	GET FIT SUMMER CAMP	-	-	2,000	2,000	-
001-5701-572-52-28	TURKEY TROT/SPRINGS RIVER 5K	4,461	1,205	6,000	6,000	-
001-5701-572-52-21	ANNUAL DADDY DAUGHTER DANCE	5,000	5,089	10,000	10,000	-
001-5701-572-52-22	TEEN CAMP	-	-	750	750	-
001-5701-572-52-23	YOUTH BASKETBALL	-	-	8,000	8,000	-
001-5701-572-52-24	ADVANCED BASKETBALL	-	-	385	385	-
001-5701-572-52-25	MENS BASKETBALL	1,030	-	2,500	2,500	-
001-5701-572-54-00	DUES, MEMBERSHIPS, SUBS	1,249	1,478	1,500	1,500	-
001-5701-572-58-00	EDUCATION AND TRAINING	1,319	-	3,000	3,000	-
001-5701-572-52-60	BASKETBALL TEEN LEAGUE	240	-	-	-	-
001-5701-572-52-61	BASKETBALL TEEN LEAGUE	-	-	-	4,000	4,000
001-5701-572-64-00	MACHINERY AND EQUIPMENT	-	77,442	19,281	-	(19,281)
001-5701-572-91-12	TRANSFER TO DEBT SERVICE FUND	-	17,442	16,998	61,303	44,305
Total Administration		1,343,882	1,451,041	1,543,446	1,598,391	54,945 3.56%

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Fiscal Year : : 2021
 Budget Level : : BUDG
 Description : : DEPARTMENTAL INPUT
 Account # Description

Account #	Description	Budget Amount	Misc. Info
1-5701-572-12-00	REGULAR SALARIES	346,890.00	
00100	DIRECTOR		PROGRAM SUPERVISOR, ATHLETIC SUPERVISOR,
00200	RECREATION COORDINATOR		RECREATION COORDINATOR, RECREATION SPECIALIST,
00300	PROGRAM SPECIALIST		PROGRAM SPECIALIST
240,000.00			
00100	YEAR ROUND PART TIME STAFF, AS NEEDED	307,495.00	
00200	REFLECTS \$10 MINIMUM WAGE INCREASE		
10,000.00			
00100	OVERTIME, AS NEEDED	10,000.00	
130,000.00			
00100	SEASONAL PART TIME STAFF, AS NEEDED	130,000.00	
00200	IE; SUMMER, FIT & BASKETBALL CAMP		
55,607.00			
00100	BUDGET NUMBER PROVIDED BY FINANCE		
34,080.00			
00100	BUDGET NUMBER PROVIDED BY FINANCE		
61,399.00			
00100	BUDGET NUMBER PROVIDED BY FINANCE		
1,612.00			
00100	BUDGET NUMBER PROVIDED BY FINANCE		
1,326.00			
00100	BUDGET NUMBER PROVIDED BY FINANCE		
333.00			
00100	BUDGET NUMBER PROVIDED BY FINANCE		
9,711.00			
00100	BUDGET NUMBER PROVIDED BY FINANCE		
1,500.00			
00100	BUDGET NUMBER PROVIDED BY FINANCE		
72,960.00			
00100	ENCOMPASS JANITORIAL CONTRACT	34,000.00	
00200	COMCAST, CABLE/INTERNET	2,500.00	
00300	SOUTHERN COMFORT SOLUTIONS, AC CONTRACT	7,500.00	
00400	RS CABLE, SECURITY ALARM MONITORING CONTRACT	1,260.00	
00500	SIMPLEX GRINNEL, FIRE ALARM MONITORING CONTRACT	6,140.00	
00600	THOR GAIRD, LIGHTNING PREDICTION SYSTEM CONTRACT	4,500.00	
00700	ALSCO, FLOOR MATS/DUST MOPS CLEANING CONTRACT	2,000.00	
00800	SCHINDLER, ELEVATOR MAINTENANCE CONTRACT	5,000.00	
00900	FITNESS SOLUTIONS, EQUIPMENT MONTHLY MAINTENANCE	4,000.00	
01000	VERMONT SYSTEMS, REC TRAC MAINTENANCE & SUPPORT	5,000.00	
01100	READY REFRESH CONTRACT	960.00	
01200	REDUCTION IN CONTRACTS (NO WASTE MANAGEMENT)		
3,000.00			
00100	FLAG FOOTBALL REFEREE FEES, SUMMER	3,000.00	
12,000.00			
00100	228 GAMES, AVERAGE \$28-\$68 PER GAME	12,000.00	
00200	DEPENDING ON IN-HOUSE OR TRAVEL TEAMS		
9,000.00			
00100	ADVANCED SKILLS CAMP, YOUTH LEAGUE, TEEN LEAGUE,	9,000.00	
00200	18& OVER, ADULT LEAGUE		
13,500.00			
1-5701-572-34-14	FOOTBALL REFEREES		
1-5701-572-34-15	SOCCER REFEREES		
1-5701-572-34-16	BASKETBALL REFEREES		
1-5701-572-34-17	BASEBALL UMPIRES		

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Fiscal Year : : 2021
 Budget Level : : BUDG
 Description : : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
1-5701-572-34-18	PELICAN PLAYHOUSE	13,500.00	REGULAR SEASON, PLAYOFF GAMES, FALL BALL, ALL STAR
1-5701-572-34-20	PELICAN RENTAL COMMISSION	24,000.00	THEATER DIRECTOR CONTRACT
1-5701-572-40-00	TRAVEL AND PER DIEM	5,000.00	THEATER EQUIPMENT, PURCHASE/MAINTENANCE/REPAIR
1-5701-572-41-01	TELEPHONE: BASE & LOCAL	4,250.00	30% COMMISSION ON THEATER RENTALS
1-5701-572-41-02	CELLULAR TELEPHONE	3,600.00	RECREATION DIRECTOR CAR ALLOWANCE
1-5701-572-41-03	POSTAGE	700.00	BUDGET NUMBER PROVIDED BY FINANCE
1-5701-572-41-06	INTERNET ACCESS	600.00	BUDGET NUMBER PROVIDED BY FINANCE
1-5701-572-43-01	ELECTRICITY	200.00	BUDGET NUMBER PROVIDED BY FINANCE
1-5701-572-43-02	WATER	9,058.00	BUDGET NUMBER PROVIDED BY FINANCE
1-5701-572-43-03	NATURAL GAS	80,000.00	BUDGET NUMBER PROVIDED BY FINANCE
1-5701-572-44-00	RENTALS AND LEASES	24,000.00	BUDGET NUMBER PROVIDED BY FINANCE
1-5701-572-45-10	FLEET MAINTENANCE	400.00	BUDGET NUMBER PROVIDED BY FINANCE
1-5701-572-45-30	RISK MANAGEMENT	4,728.00	COPY MACHINE RENTAL/METERED COPIES CONTRACT
1-5701-572-46-00	REPAIRS AND MAINTENANCE	1,644.00	STORAGE UNIT MONTHLY RENTAL CONTRACT
1-5701-572-47-00	PRINTING AND BINDING	8,000.00	BUDGET NUMBER PROVIDED BY FINANCE
1-5701-572-48-00	PROMOTIONS	104,912.00	BUDGET NUMBER PROVIDED BY FINANCE
		44,101.00	COST ASSOCIATED WITH ALL REPAIRS TO BUILDING, GYM FLOORS, WALLS, ELECTRICAL, ETC
		2,500.00	SIGNS, BANNERS, POSTERS
		75,000.00	COVERS ALL EVENTS ASSOCIATED WITH SPECIAL EVENTS
			DADDY-DAUGHTER DATE NIGHT
			CHRISTMAS AT GAZEBO
			EASTER EVENT
			HALLOWEEN EVENT
			4TH OF JULY - CAR RENTALS/ FIREWORKS/POOL PARTY
			BACK TO SCHOOL POOL PARTY
			LUAU POOL PARTY
			MEMORIAL & VETERANS DAY CEREMONIES
			RIBBON CUTTING CEREMONY, AS NEEDED
			WRECK CAMP OUT
			HOLIDAY BIKE/GOLFCART PARADE
			36,000.00
1-5701-572-48-01	RECREATIONAL ACTIVITIES	36,000.00	COVERS FIELD TRIPS FOR ALL 3 SUMMER CAMP PROGRAMS
			PARTIES, COOK OUTS, ETC

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Fiscal Year : 2021
 Budget Level : BUDG
 Description :

DEPARTMENTAL INPUT
 Description

Account #	Description	Budget Amount	Misc. Info
1-5701-572-51-00	OFFICE SUPPLIES	2,500.00	
1-5701-572-52-00	OPERATING SUPPLIES	56,485.00	
1-5701-572-52-01	BASKETBALL/YOUTH LEAGUE	5,000.00	
1-5701-572-52-02	FUEL, OILS, LUBRICANTS	2,000.00	
1-5701-572-52-03	UNIFORMS	2,500.00	
1-5701-572-52-07	TIRES	500.00	
1-5701-572-52-21	ANNUAL DADDY/DAUGHTER DAN	10,000.00	
1-5701-572-52-22	TEEN PROGRAM	750.00	
1-5701-572-52-23	BASKETBALL CAMP/YOUTH	8,000.00	
1-5701-572-52-24	BASKETBALL CAMP/ADVANCED	385.00	
1-5701-572-52-25	BASKETBALL/MEN'S LEAGUE	2,500.00	
1-5701-572-52-28	5KRUN,TRKY TROT/SPGS FEST	6,000.00	
1-5701-572-52-29	GET FIT SUMMER CAMP	2,000.00	
1-5701-572-52-61	BASKETBALL SUMMER CAMP	4,000.00	
1-5701-572-54-00	DUES, MEMBERSHIPS, SUBS	1,500.00	
1-5701-572-58-00	EDUCATION AND TRAINING	3,000.00	
1-5701-572-91-12	TRF TO DEBT SERVICE	61,303.00	
* Total Accounts for this Budget Level		1,598,390.00	

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**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: _____ Recreation Department

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

Raquetball Courts

Outdoor Setting	\$ 80,000.00
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Indoor Setting (Roof)	\$130,000.00
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Total budget request:	<u>\$ 210,000.00</u>
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Detail any grant or additional funding sources for this project

Funding

<hr/>	\$ -
<hr/>	\$ -
<hr/>	\$ -

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

Reason why project is needed

Our current Raquetball Courts are deplorable and we need new Courts ASAP.

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

<hr/>	\$ -
<hr/>	\$ -
<hr/>	\$ -
<hr/>	\$ -

Totals	<u>\$ -</u>
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Department Head Signature

City Manager Approval

14-9

**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: _____ Recreation Department

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

Paint the Community Center

Total budget request: \$ 80,000.00

Detail any grant or additional funding sources for this project

Funding

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

Reason why project is needed

The Community Center needs to be painted every ten years.

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

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

 Department Head Signature

 City Manager Approval

14-10

**CITY OF MIAMI SPRINGS
ASSET ACQUISITION REQUEST
FOR FY 2020-21 BUDGET YEAR**

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

Department: _____ Recreation Department

<u>Description of equipment requested</u>	<u>Estimated Cost</u>
Work Truck	\$ 25,000.00
_____	_____
_____	_____
_____	\$ -
_____	\$ -
_____	\$ -
_____	\$ -
Total budget request:	<u>\$ 25,000.00</u>

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

Reason why equipment is needed
 Our Current Maintenance Vehicles are deplorable and in very poor working Condition.

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

Department Head Signature

City Manager Approval

14-11

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 fitness water classes for our pool patrons

FY2020-21 Accomplishments

- Partnered up with a Yoga vendor and Implemented a Yoga program at the Aquatic Center.

- Implemented a Water Safety Instructors Certification Course for our Lifeguards

FY 2021-22 Budget Highlights

- Proposed pool budget is \$13,848 or 2.3% higher than the FY20-21.

- Increase is due to the increase in the State's minimum wage to \$10 per hour for all part time staff as well as the increase in health insurance costs and increase due to the 3% COLA for staff.

- Budget Summary:

Budgeted Revenues	\$141,500
Budgeted Expenditures	<u>\$610,312</u>
Net cost of Department	<u>\$468,812</u>

CITY OF MIAMI SPRINGS
RECREATION DEPARTMENT BUDGET
FISCAL YEAR ENDING 9/30/22

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2018-19 ACTUALS	FY2019-20 ACTUALS	FY2020-21 AMENDED BUDGET	FY21-22 Departmental Request	Dollar Increase (Decrease)
POOL						
001-5702-572.12-00	REGULAR SALARIES	138,838	92,193	91,446	93,639	2,193
001-5702-572.13-00	PART TIME YEAR ROUND	207,913	165,308	255,100	274,000	18,900
001-5702-572.14-00	OVERTIME	8,672	5,148	2,500	2,500	-
001-5702-572.21-00	FEDERAL PAYROLL TAXES	26,743	20,467	27,077	28,316	1,239
001-5702-572.22-01	PENSION COSTS	15,984	11,161	10,774	9,200	(1,574)
	TOTAL MEDICAL INSURANCE	23,588	16,543	18,679	24,267	5,588
001-5702-572.24-00	WORKER'S COMPENSATION	4,863	7,167	7,029	5,515	(1,514)
001-5702-572.34-00	CONTRACTUAL SERVICES	47,896	33,926	56,000	59,080	3,080
001-5702-572.43-01	ELECTRICITY	14,180	9,679	13,804	13,804	-
001-5702-572.43-02	WATER	10,377	8,766	10,000	10,000	-
001-5702-572.43-03	GAS(POOL)	9,014	8,480	15,000	15,000	-
001-5702-572.44-00	RENTALS AND LEASES	3,838	4,400	4,500	4,500	-
001-5702-572.45-30	LIABILITY INSURANCE	7,092	7,622	7,173	7,510	337
001-5702-572.46-00	REPAIRS AND MAINTENANCE	8,243	35,479	14,982	14,982	-
001-5702-572.52-00	OPERATING SUPPLIES	6,718	8,432	9,000	9,000	-
001-5702-572.52-03	UNIFORMS	3,459	2,059	5,000	5,000	-
001-5702-572.52-06	CHEMICALS	25,214	20,111	30,000	30,000	-
001-5702-572.54-00	DUES, MEMBERSHIPS, SUBS	1,010	824	1,000	1,000	-
001-5702-572.58-00	EDUCATION AND TRAINING	556	450	3,000	3,000	-
001-5702-572.63-00	IMPROVEMENTS O/T BLDG	-	-	14,400	-	(14,400)
001-5702-572.64-00	MACHINERY AND EQUIPMENT	-	-	-	-	-
	Total Pool	564,198	458,215	596,464	610,312	13,848

14-13

Fiscal Year : 2021
 Budget Level : BUDG
 Description : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
1-5702-572-12-00	REGULAR SALARIES	93,639.00	
1-5702-572-13-00	PART TIME YEAR ROUND	274,000.00	
1-5702-572-14-00	OVERTIME	2,500.00	
1-5702-572-21-00	FEDERAL PAYROLL TAXES	28,316.00	
1-5702-572-22-01	GENERAL	9,200.00	
1-5702-572-23-01	POS, EMPLOYEE ONLY	23,396.00	
1-5702-572-23-07	LIFE/AD&D	438.00	
1-5702-572-23-08	DENTAL - OHS - EMPLOYEE	322.00	
1-5702-572-23-09	VSP - VISION - EMPLOYEE	111.00	
1-5702-572-24-00	WORKER'S COMPENSATION	5,515.00	
1-5702-572-34-00	OTHER CONTRACTUAL SERVICE	59,080.00	
1-5702-572-43-01	ELECTRICITY	13,804.00	
1-5702-572-43-02	WATER	10,000.00	
1-5702-572-43-03	NATURAL GAS	15,000.00	
1-5702-572-44-00	RENTALS AND LEASES	4,500.00	
1-5702-572-45-30	RISK MANAGEMENT	7,510.00	
1-5702-572-46-00	REPAIRS AND MAINTENANCE	14,982.00	
1-5702-572-52-00	OPERATING SUPPLIES	9,000.00	
1-5702-572-52-03	UNIFORMS	5,000.00	
00100	AQUATIC SUPERVISOR, AQUATIC COORDINATOR	93,640.00	
00100	FT-YR STAFF, BUDGET NUMBER PROVIDED BY FINANCE	274,000.00	
00200	INCREASE REFLECTS COMPETITIVE PAY INCREASE	.00	
00300	FOR STAFF & \$10 MINIMUM WAGE	.00	
00100	AS NEEDED	2,500.00	
00100	BUDGET NUMBER PROVIDED BY FINANCE	27,077.00	
00100	BUDGET NUMBER PROVIDED BY FINANCE	10,774.00	
00100	BUDGET NUMBER PROVIDED BY FINANCE	17,351.00	
00100	BUDGET NUMBER PROVIDED BY FINANCE	428.00	
00100	BUDGET NUMBER PROVIDED BY FINANCE	322.00	
00100	BUDGET NUMBER PROVIDED BY FINANCE	111.00	
00100	BUDGET NUMBER PROVIDED BY FINANCE	7,029.00	
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 INSPECTION	850.00	
00700	SLIDEPROS-ANNUAL SLIDE MAINTENANCE	8,500.00	
00800	CBS, HEATER PREVENTATIVE MAINTANCE CONTRACT	2,500.00	
00900	ALSICO, CARPET AND HANDSANITIZER CONTRACT	580.00	
00100	BUDGET NUMBER PROVIDED BY FINANCE	13,804.00	
00100	BUDGET NUMBER PROVIDED BY FINANCE	10,000.00	
00100	BUDGET NUMBER PROVIDED BY FINANCE	15,000.00	
00100	BUDGET NUMBER PROVIDED BY FINANCE	4,500.00	
00100	ANNUAL LEASE FOR VACUUM	7,510.00	
00100	BUDGET NUMBER PROVIDED BY FINANCE	7,173.00	
00100	EXPENSES ASSOCIATED WITH ALL REPAIRS, IE SLIDE, LIGHTS, FILTRATION SYSTEM, PAINTING, ETC	14,982.00	
00200	OPERATING SUPPLIES	9,000.00	
00100	EXPENSES ASSOCIATED WITH AQUATIC SUPPLIES, CLASS MATERIALS, 1ST AID SUPPLIES, ETC	5,000.00	
00100	LIFEGUARD BATHING SUITS, SHORTS, SHIRTS, JACKETS	5,000.00	

14-14

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..

FY2020-21 Accomplishments

- Hosted High School Districts and Regional Tournament.
- Worked together with Manny Fabian to provide a safe playing environment during the pandemic

FY 2021-22 Budget Highlights

- Proposed tennis budget is approx. the same as FY20-21.
- Budget includes \$20,000 for the resurfacing of two tennis courts.

- Budget Summary:

Budgeted Revenues	\$	-0-
Budgeted Expenditures		<u>\$42,400</u>
Net cost of Department		<u>\$42,400</u>

CITY OF MIAMI SPRINGS
RECREATION DEPARTMENT BUDGET
FISCAL YEAR ENDING 9/30/22

ACCOUNT NUMBER TENNIS	ACCOUNT DESCRIPTION	FY2020-21		FY2021-22 Departmental Request	Dollar Increase (Decrease)
		FY2018-19 ACTUALS	FY2019-20 ACTUALS		
001-5703-572.34-00	OTHER CONTRACTUAL SERVICES	15,000	15,000	15,000	-
001-5703-572.43-01	ELECTRICITY	2,824	2,201	3,200	18
001-5703-572.43-02	WATER	275	160	200	-
001-5703-572-52-00	OPERATING SUPPLIES	2,254	-	2,000	-
001-5703-572.46-00	REPAIRS AND MAINTENANCE	-	-	2,000	-
001-5703-572.63-00	IMPROVEMENTS O/T BUILDINGS	18,805	15,950	20,000	-
	Total Tennis	39,158	33,311	42,382	18

14-17

Fiscal Year : : 2021
 Budget Level : : BUDG
 Description : : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
1-5703-572-34-00	OTHER CONTRACTUAL SERVICE	15,000.00	
1-5703-572-43-01	ELECTRICITY	3,200.00	
1-5703-572-43-02	WATER	200.00	
1-5703-572-46-00	REPAIRS AND MAINTENANCE	2,000.00	
1-5703-572-52-00	OPERATING SUPPLIES	2,000.00	
1-5703-572-63-00	IMPROVEMENTS O/T BUILDING	20,000.00	
* Total Accounts for this Budget Level		6	
00100	TENNIS PRO ANNUAL CONTRACT	15,000.00	
00100	BUDGET NUMBER PROVIDED BY FINANCE	3,182.00	
00100	BUDGET NUMBER PROVIDED BY FINANCE	200.00	
00100	LIGHTS, FENCING, WATER FOUNTAINS, PAINT, DOORS	2,000.00	
00100	NETS, BALLS, WINDSCREENS, ETC	2,000.00	
00100	TENNIS COURT RESURFACING	20,000.00	
		42,400.00	

14712

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)

FY2020-21 Accomplishments

- Renovated all the baseball fields at Peavy Dove
- Renovated Prince North Baseball Field
- Repaired the Drainage issue at Prince South
- Implemented a new field maintenance contract with Brightview, Inc.

FY 2021-22 Budget Highlights

- Proposed budget is \$85,423 or 28.8% higher than FY2020/21
- Budget includes additional part time staff to assist in field maintenance.
- Budget Summary:

Budgeted Revenues	\$	-0-
Budgeted Expenditures		<u>\$382,473</u>
Net cost of Department		<u>\$382,473</u>

CITY OF MIAMI SPRINGS
RECREATION DEPARTMENT BUDGET
FISCAL YEAR ENDING 9/30/22

ACCOUNT NUMBER FIELD MAINTENANCE	ACCOUNT DESCRIPTION	FY2020-21		FY21-22 Departmental Request	Dollar Increase (Decrease)
		FY2018-19 ACTUALS	FY2019-20 ACTUALS		
001-5705-572.12-00	REGULAR SALARIES	35,949	42,101	43,801	1,276
001-5705-572-13-00	PART TIME	-	-	60,000	60,000
001-5705-572.14-00	OVERTIME	1,541	789	1,000	-
001-5705-572.21-00	FEDERAL PAYROLL TAXES	3,283	2,867	8,017	4,687
001-5705-572.22-01	PENSION COSTS	4,341	5,213	4,303	(707)
	TOTAL MEDICAL INSURANCE	7,824	8,260	9,838	514
001-5705-572.24-00	WORKER'S COMPENSATION	482	1,271	1,402	126
001-5705-572.34-00	CONTRACTUAL SERVICES	172,315	172,568	184,000	12,000
001-5705-572.44-00	RENTALS AND LEASES	-	-	1,000	-
001-5705-572.45-30	RISK MANAGEMENT	720	897	895	27
001-5705-572.46-00	REPAIRS AND MAINTENANCE	13,228	19,834	28,217	7,500
001-5705-572.52-00	OPERATING SUPPLIES-Rec	12,600	6,542	15,000	-
001-5705-572.52-19	OPERATING SUPPLIES-Fields	6,289	18,539	25,000	-
001-5705-572.63-00	IMPROVEMENTS O/T BLDGS	-	-	-	-
001-5705-572.64-00	MACHINERY AND EQUIPMENT	-	-	-	-
	Total Bldg & Field Maintenance	258,572	278,881	382,473	85,423
	Subtotal Recreation	2,205,810	2,221,448	2,633,576	154,234

14-20

Fiscal Year : 2021
 Budget Level : BUDG
 Description : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
1-5705-572-12-00	REGULAR SALARIES	43,801.00	
1-5705-572-13-00	PART TIME YEAR ROUND	60,000.00	
1-5705-572-14-00	OVERTIME	1,000.00	
1-5705-572-21-00	FEDERAL PAYROLL TAXES	8,017.00	
1-5705-572-22-01	GENERAL	4,303.00	
1-5705-572-23-04	HMO, EMPLOYEE ONLY	9,417.00	
1-5705-572-23-07	LIFE/AD&D	205.00	
1-5705-572-23-08	DENTAL - OHS - EMPLOYEE	161.00	
1-5705-572-23-09	VSP - VISION - EMPLOYEE	55.00	
1-5705-572-24-00	WORKER'S COMPENSATION	1,402.00	
1-5705-572-34-00	OTHER CONTRACTUAL SERVICE	184,000.00	
1-5705-572-44-00	RENTALS AND LEASES	1,000.00	
1-5705-572-45-30	RISK MANAGEMENT	895.00	
1-5705-572-46-00	REPAIRS AND MAINTENANCE	28,217.00	
1-5705-572-52-00	OPERATING SUPPLIES	15,000.00	
1-5705-572-52-19	FIELD SUPPLIES-FIELDS	25,000.00	
* Total Accounts for this Budget Level		382,473.00	

Account #	Description	Budget Amount	Misc. Info
00100	FIELD MAINTENANCE SUPERVISOR	43,801.00	
00100	MOVING BODIES FROM THE RECREATION YR BUDGET	60,000.00	
00100	AS NEEDED	1,000.00	
00100	BUDGET NUMBER PROVIDED BY FINANCE	8,017.00	
00100	BUDGET NUMBER PROVIDED BY FINANCE	4,303.00	
00100	BUDGET NUMBER PROVIDED BY FINANCE	9,417.00	
00100	BUDGET NUMBER PROVIDED BY FINANCE	205.00	
00100	BUDGET NUMBER PROVIDED BY FINANCE	161.00	
00100	BUDGET NUMBER PROVIDED BY FINANCE	55.00	
00100	BUDGET NUMBER PROVIDED BY FINANCE	1,402.00	
00100	BUDGET NUMBER PROVIDED BY FINANCE	184,000.00	
00200	PEAVY DOVE		
00300	ADD SERVICE TO CONTRACT		
00400	BASEBALL FIELD RENOVATIONS; AS NEEDED		
00500	SOCCER FIELD RENOVATIONS; AS NEEDED		
00100	EQUIPMENT RENTAL FEES IF NEEDED	1,000.00	
00100	BUDGET NUMBER PROVIDED BY FINANCE	895.00	
00100	EQUIPMENT, IRRIGATION, FENCING, DOG PARK, SOD REPLACEMENT, IF NEEDED	28,217.00	
00100	FIELD PAINT, CALFINE, RAPID DRY, HARDWARE, DOG PARK SUPPLIES, AS NEEDED	15,000.00	
00200	PARK SUPPLIES, AS NEEDED	25,000.00	
* Total Accounts for this Budget Level		382,473.00	

12-21

Basis for FY 2021-22 Salary Projections

Calculations is based upon current earnings at 2,080 hours

- 0.0%
- 0.0%
- 0.00%
- 3.00%

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

3.00% to be effective on 10-01-2021

City of Miami Springs													
Department: Recreation Department													
Position (paygrade)	Employee Name	FT	PT	Amended Budget	Qty	Fav (Unf)	Proj. Base Salary As of 3/31/21	Date of Annual Review	Promotional Increases	3% COLA Increase	Other	Longevity	FY21-22 Total Pay
Recreation Director-PG48	Omar Luna	FT	PT	1	1	0	\$105,348	01/04/11	0	3,160		\$1,000	\$109,508
Recreation Coordinator-PG24	Danny Valdes	FT	PT	1	1	0	\$52,422	03/23/11	0	1,573		\$500	\$54,495
Recreation Leader-PG10	Joe Diaz	FT	PT	1	1	0	\$30,766		0	923			\$31,689
Recreation Specialist	Marcus Martin	FT	PT	1	1	0	\$42,303	03/23/11	0	1,269			\$43,572
Special Events/Program Supervisor PG31	Caitlin Smith	FT	PT	1	1	0	\$62,354	01/00/00	0	1,871	0	\$1,000	\$65,225
Special Events/Program Specialist PG10	Denise Bodenbaugh	FT	PT	1	1	0	\$41,166	01/02/10	0	1,235		\$0	\$42,401
Recreation Leader (year-round)	?	PT	PT	as needed	0	0	\$240,000		0				\$240,000
Recreation Leader (seasonal)	?	PT	PT	as needed	0	0	\$130,000		0				\$130,000
Total projections				6.0	6.0	0.0	\$704,359		\$0	\$10,031		\$2,500	\$716,890

City of Miami Springs													
Department: Recreation - Pool													
Position (paygrade)	Employee Name	FT	PT	Amended Budget	Qty	Fav (Unf)	Proj. Base Salary As of 3/31/21	Date of Annual Review	Promotional Increases	3% COLA Increase	Other	Longevity	FY21-22 Total Pay
Aquatics Supervisor	James Dean	FT	PT	0	0	0	\$52,422	03/23/11	0	1,573		\$0	\$53,995
Aquatics Supervisor PG28	Vacant	FT	PT	1	1	0	\$38,490	n/a	0	1,155			\$39,645
Aquatic Coordinator PG24		FT	PT	3	3	0	\$47,000	n/a	0				\$47,000
Cashiers		PT	PT	as needed	needed	0	\$227,000						\$227,000
Lifeguards (part time)		PT	PT	as needed	needed	0	\$0						\$0
Lifeguards (seasonal)		PT	PT	5	5	0	\$364,912		\$0	\$2,727		\$0	\$367,639
Total projections									\$0	\$2,727		\$0	\$367,639

18-22

City of Miami Springs													
Department: Recreation - Maintenance													
Position (paygrade)	Employee Name	FT	PT	Amended Budget	Qty	Fav (Unf)	Proj. Base Salary As of 3/31/21	Date of Annual Review	Promotional Increases	3% COLA Increase	Other	Longevity	FY21-22 Total Pay
Recreation Maintenance Supervisor PG19	Joel Watts	FT	PT	1	1	0	\$42,525	08/04/03	0	1,276		\$0	\$43,801
Recreation maintenance (part time year round)	as needed	PT	PT	as needed	0	0	\$60,000	n/a			0		\$60,000
Recreation maintenance (part time year round)	as needed	PT	PT	as needed	0	0	\$0						\$0
Recreation maintenance (part time year round)	as needed	PT	PT	as needed	0	0	\$0						\$0
Total projections				1	1	0	\$102,525		\$0	\$1,276		\$0	\$103,801

**CITY OF MIAMI SPRINGS
RECREATION REVENUE BUDGET
FY2021-22**

Line Item Revenue	FY 18-19 ACTUAL	FY 19-20 BUDGET	FY 21-22 Proposed Budget
After School Programs	31,529	45,000	45,000
Shade Area/Umbrella Rental	20,013	12,000	12,000
Swim Lessons	44,265	55,000	55,000
Pool Admissions	71,300	42,000	42,000
Annual Daddy/Daughter Dance	3,930	7,500	7,500
Pelican theatre	2,090	3,800	3,800
Vending Machines	1,523	3,500	3,500
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	-	8,000
Fitness Room Membership	12,188	20,000	20,000
Gym Admission Fees	2,936	2,250	2,250
Recreation Facilities Rentals	18,115	20,000	20,000
Senior Center rentals	-	-	8,000
Get Fit/Basketball Summer Camps	11,000	26,000	26,000
Basketball Fees	14,150	26,300	26,300
Other activities	7,561	12,800	12,800
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	\$484,450

16A 14-23

PARKS WISH LIST

Capital Improvement Request	Estimated Cost	Notes: These are in order of importance!
Peavy Dove 70ft	\$7,500	This will allow for us to have more options in the City to host baseball games for children that are 12 and Under. We currently only have one field in the City that can do that.
Stafford Park Walking Track and Bollard Lights	\$250,000	This project will replace the current walking path we have at Stafford Park and it will provide light bollards to provide a safe walking/running environment.
Vita-Course Fitness Stations at Stafford Park	\$100,000	This project will be in conjunction with the Walking Track/Bollards project. Each Fitness Station is roughly 10K
Batting Cages at Prince Field and Stafford Park/Circuit Camera System	\$82,500	Little League Baseball would like to do the following: Prince Field add (2) additional Batting Cages. Add (1) Batting cage to Stafford Park and a Circuit Camera System at Prince Field. This will allow from patrons to watch the games remotely.
Peavy Dove Dug-Outs	\$12,000 - \$25,000	This project will add Shade Canopy Dug Outs at Peavy Dove.
Peavy Dove Fence	\$200,000	This project will be to redo all the fence at work at Peavy Dove for the baseball field.

12-24



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 1, 2021

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, 2022. Enclosed please find the following:

1. A *State of the Pelican Address*, which outlines our activities during the 2020-2021 Fiscal Year.
2. Our Profit & Loss Statement through June 30, 2021.
3. Our Estimated Income and Expenses through the end of this Fiscal Year (9/30/2021).
4. Our purchases from the 2020-2021 \$5,000 Repair Fund.
5. Our Federal Tax Return (Form 990-EZ) for fiscal year ending 2019 (pertinent pages).

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, 2022, we are requesting a 10% increase for the funds that we receive for the General Fund: that is \$26,400 for the Pelican Playhouse General Fund and the usual \$5,000 for the Repair Fund.

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

14-25

July 1, 2021
Page 2

Thanks again!

Sincerely,

A handwritten signature in cursive script that reads "Nancy Jones".

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

Enclosures
/nj

14-26

The State of the Pelican (Illustrated)



Fiscal Year Report: October 1, 2020 – September 30, 2021
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 as we prepare to start our twenty-second season, 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.

If you're old enough to remember, in 1965 NBC aired a satirical show hosted by David Frost entitled "That was the Week that Was!" Well, we've done better. We just completed "That was the Year that Was!" The Pelican Playhouse's 21st Season was unlike any other. When last I wrote in the Summer of 2020, the Pelican was locked down and gone to Zoom....virtually. We had formed three separate Zoom companies: a children's company; an adult company; and our specialty: an "intergenerational company." The children's company began rehearsal on "Fortunes Told Virtually Only \$1." It was an amusing one act play with a cast of eleven that was set on-line so it played right into our situation. It was virtual and so were we.

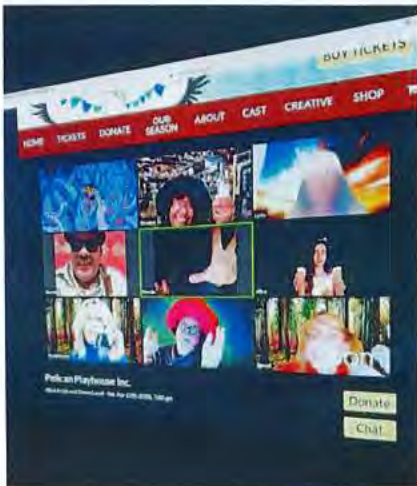


For the adult show, we chose to reprise Neil Simon's "Female Odd Couple." We did this show in the old Cavalier Annex in 2004. Laurel Welch was our Olive and although she has moved to Monticello, IL, through the magic of Zoom, she agreed to reprise her role. And because of Zoom we were able to cast Ken Shaw as Manolo Costazuela all the way from San Francisco. Marilyn Gresh was reprising her role (Sylvie) from deep in South Dade. It was a joyous reunion and the cast of eight began enthusiastic rehearsals.



With Zoom there are no boundaries and the commute is no problem. There was, however, a problem. After eight weeks of rehearsal, I had not heard back from the email I sent Samuel French inquiring about the rights and royalties. So I went old school on them and called. Unfortunately, when Neil Simon died, his estate took over the handling of his plays and the "Simon Estate" refused to grant any streaming rights for any of Neil Simon's plays. Only live productions would be granted rights. Are you kidding me? Didn't they know we were in the middle of a pandemic?! Faced with this dilemma, we briefly flirted with "performing under the radar." But soon, saner heads (the Theater manager) prevailed and sadly we shut down our production. But, Simon fans, don't despair; we have promised that when we get back in the Rebeca Sosa Theater, we will do this show, live. So stay tuned!

For our "Intergenerational show," we dusted off my original "Alice in Up and Down Land or the Search for the Ultimate High." We performed this in the Caviler Annex in 2007 with a cast of ten. Councilman Bob Best was in that production. "Alice" is a drug awareness piece that is as relevant now as when I first wrote it in 1973. For this production, we contracted a web site, "On the Stage," to handle streaming, our tickets, and merchandise.



14-28

And then, just when we were getting our "Zoom" legs under us, I got a call from Community Center Director, Omar Luna. "Would we be willing to begin holding live classes again? Within the CDC guidelines, of course." Would we ever! And so in mid-June we began holding live classes using the Aquatic Center as our rehearsal space. Ten or fewer in each class. Temperature checks. Masks. Hand sanitizers. Social distancing. We even purchased a "cold fogger" to disinfect the space. I opened up registration and more than thirty Pelicans showed up, ecstatic to be back live.

It was so joyous to be back together again. Some of them hadn't been out of their houses for more than a year. Suddenly we had a record number of Pelicans, virtually or live, fifty-nine Pelicans, meeting every week. To give you an idea how crazy it was, I have attached a typical rehearsal schedule. In September we performed our two Zoom shows using "On the Stage." And gradually, as we came out of COVID, we were able to schedule our live show back in the Rebeca Sosa Theater, within CDC COVID guidelines, of course. (See attached.) It would have been our "Summer Recital" but the late start pushed it to the "Fall Recital" and on October 24 and 25, more than nine months after we closed "Peter Pan the British Musical" we were back! Normally our Recitals are two nights, a Saturday night and a Sunday matinee, but since we had five separate "companies" and were restricted to a 50% house (40 audience members, masked and seated social distanced) we performed five separate 1 hour shows, three on Saturday afternoon and two on Sunday afternoon. It was well attended and super well received!



Since our Zoom company had been idle since mid-September, and our out of town Pelicans were "flapping at the bit," we made the decision to go with another Zoom production. This time, for the first time in a long time, a Christmas show. We had been shying away from Christmas shows as they are hectic times, with lots of travel and visitors interfering with rehearsals. But with Zoom we jumped at the chance to do "A Christmas Carol" by Charles Dickens. We were particularly elated to have Mr. Ken Kurtz, Professor Emeritus at the University of Miami's Ring Theater, as the perfect Ebenezer Scrooge. No makeup required. The twenty player cast relished the chance to spread Christmas Cheer to themselves, their families, and the many people who watched the Saturday night, December 19th and Sunday afternoon, December 20th performances.



Even though the year was done, we weren't. A new year brought a new registration, live, under the CDC guidelines, and the Pelicans were eager to perform. It's what we do. Using the Fall Recital as a template, we divided the 32 players into five groups and went into rehearsal. Recitals are always "Actor's choice." And when you do that you always get an interesting cornucopia of scenes, songs, poems and monologues. This was no exception with the highlight being the Pelican Playhouse version of "Dinner for One." This Holiday classic is very popular overseas during the holidays. Our version was "Dinner for Dee" starring Pelican veteran and man of many characters, Jorge Calil, and our costumer extraordinaire, Dee Deringer Piquette. Dee has been our costumer since the beginning of the Playhouse in 1999 and occasionally treats herself with some stage time. They were amazing! Equally amazing, Angelina Gomez, age 13, wrote, directed and costumed her adaptation of "Star Wars: Tie Fighter." It was original, fun, and all "Star Wars." For some unknown reason she cast yours truly as Darth Vader. For a poignant finale, we closed each show with a song. "The Twelve Months of Covid," a musical tribute to what a pain this past fifteen months has been. On May 29th we performed four hour long shows to full half-houses in the Rebeca Sosa Theater.



The Zoom company wasn't done, either. And in January we went all Shakespeare with our own Sam Chesser's adaptation of the Bard's classic comedy, "Twelfth Night or What You Will."



Again, the Zoom players flocked in from all over. Illinois, Wisconsin, Georgia, North Dade to participate. For those of you who don't know your Shakespeare, "Twelfth Night" is a comedy of mistaken identity with a pair of identical twins, Viola and Sebastian, separated in the beginning of the play by a shipwreck. Each thinks the other has drowned. Shakespeare artfully, comically, brings them to a joyful reunion at the end. The problem for us? We didn't have a set of identical twins. But we had our very talented Lorean Mapp play both parts. For the performance, with the magic of Zoom and some clever manipulation by our Tech Mom Mary Reed, and our Tech Engineer Rick Reed, we were able to put Lorean side-by-side.



This time utilizing On the Stage's "On Demand Viewing" we were able to offer this production to anyone that wanted to see it from May 23 07:30 pm - Jun 13 11:00 pm EDT. If you didn't get a chance to see it, but would like to see this amazing production, let me know and I will share the link with you.

And now, with COVID restrictions finally lifting, we registered for the Summer. Thirty-six Pelicans between the ages of 4 and 74 turned out. We are in the process of cast evaluation and selecting our next production. So mark your calendars for the weekends of September 17-19 & September 24-26. And as always, you and your family are cordially invited to attend. Simply let me know when you would like to go and there will be complimentary tickets waiting.

Due to the pandemic, the year brought in no additional revenues from renting out the theater. But that is already starting to turn around with a pre-school graduation scheduled for August 17. Rest assured they will be back. We continue to partner with our sister city, the Village of Virginia Gardens, who covers the royalties for many

of our shows, and with the Miami Springs Senior High Math Club who provide concessions. Revenue from these sales helps finance their trips to various competitions that will surely start up again.

Facebook "Likes" are at 582 and climbing! What's not to "like?" And in addition, we now have 211 Instagram followers and 88 followers on Twitter.

We don't know what God has in store for us in the coming year, but we know it will be good and we will do our very best! I hope to see you in the Rebeca Sosa Theater this year.

Ralph E Wakefield
Artistic Director

ZOOM/LIVE REHEARSAL SCHEDULE

Odd Couple = O Virtual Fortune Teller = V Alice in Up and Down Land = A

August 3 – August 9

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
9:00am-10:00am						LIVE CLASS	Trivial Live
10:30am-11:30am						LIVE CLASS	Trivial Live
12:00noon-1:00pm			O 12/11 Olive/Flo				Trivial Live
1:30pm-2:30pm		V 1:30 Whisper Mom Abby Fortune Teller			V 1pm Dawn/Don	LIVE CLASS	
3:00pm-4:00pm	3:00/2:00/12:00 O bros	3:00/2:00/12:00 O bros	3pm On the Stage webinar	4pm V all	V 3pm Emily/Hannah	LIVE CLASS	O 3pm Trivial Girls
5:00pm-6:00pm		V 5 pm Bumpkin Psychic P Fortune T Krissy				LIVE CLASS	
7:00pm-8:00pm			7:15pm A all		7:15pm A all		
8:30pm-9:30pm							

14-33

PELICAN PLAYHOUSE FALL RECITAL 2020 CDC GUIDELINES

PERFORMANCES:

SATURDAY, OCTOBER 24 - 1:00pm, 3:00pm, 5:00pm

SUNDAY, OCTOBER 25 - 1:00pm, 3:00pm

50% AUDIENCE OCCUPANCY (NO MORE THAN FORTY) PER SHOW

NOTICES:

POST CDC SIGNAGE IN PUBLIC LOCATIONS (MASKS REQUIRED, SOCIAL DISTANCING REQUIRED)

SIX-FOOT SPACING FLOOR STICKERS (STAND HERE) TO LINE UP TO CHECK IN

ELEVATOR NO MORE THAN FOUR WITH "STAND HERE" SIGNS ON FLOOR

IN ENTRANCE (MARKED ON FLOOR) RIGHT DOORS

EXIT (MARKED ON FLOOR) LEFT DOORS

ACTORS ENTER OUTSIDE STAIRWELL (APACHE STREET)

POST PELICAN PLAYHOUSE EMAIL IN PROGRAM FOR AUDIENCE'S QUESTIONS (IF ANY)

SET UP:

NO BOX OFFICE. TICKETS PURCHASED ONLINE. NAMES CHECKED OFF TICKET LIST AT ENTRANCE.

PROGRAMS ON AUDIENCE SEATS - NOT HANDED TO THEM AT ENTRANCE

ENHANCED SANITATION USING COLD FOG SPRAY AFTER EACH SHOW

TRASH CANS NEAR EXITS

AUDIENCE MUST BE MASKED

ACTORS ON STAGE 10 FEET FROM AUDIENCE

HAND SANITIZER AT ALL ENTRANCES

AUDIENCE SEATING SOCIAL DISTANCES FOR NONFAMILY MEMBERS

NO FOOD OR DRINK

TEMPERATURE CHECK FOR ALL ACTORS AND TECHIES

TRAINING SESSION WITH VOLUNTEERS

14-34

Pelican Playhouse Inc.
Profit & Loss by Class
 October 1, 2020 through June 28, 2021

	TOTAL
Ordinary Income/Expense	
Income	
43400 · Direct Public Support	
43410 · Corporate Contributions	
AmazonSmile	41.18
Total 43410 · Corporate Contributions	41.18
43450 · Individ, Business Contributions	937.96
Total 43400 · Direct Public Support	979.14
44400 · Government Contracts	
44430 · Local Government Contracts	24,000.00
44436 · 2020-2021 Repair Fund	457.00
Total 44400 · Government Contracts	24,457.00
46400 · Other Types of Income	
46440 · Reimbursement	189.50
46470 · Fraud Reimbursement	-97.64
Total 46400 · Other Types of Income	91.86
47200 · Program Income	
47230 · Merchandise (Zoom)	3.50
47240 · Student Fees	7,004.10
47250 · Ticket Sales	5,298.60
Total 47200 · Program Income	12,306.20
Total Income	37,834.20
Expense	
Void	0.00
60900 · Business Expenses	
60910 · Bank Fee	35.00
60920 · Business Registration Fees	61.25
Total 60900 · Business Expenses	96.25
62100 · Contract Services	
62110 · Accounting Fees	275.00
62120 · Costumer	1,600.00
62130 · Miami Springs Meetings	300.00
62150 · Other Contract Services	3,705.00
62165 · Website Developer	400.00
Total 62100 · Contract Services	6,280.00
62800 · Facilities and Equipment	
62804 · 2020-2021 Repair Fund	457.00
Total 62800 · Facilities and Equipment	457.00
65000 · Operations	
65010 · Books, Subscriptions, Reference	45.70
65040 · Supplies	157.13
Total 65000 · Operations	202.83
65100 · Other Types of Expenses	
65110 · Advertising Expenses	50.00
65140 · Insurance - Liability, D and O	2,556.64
65150 · Marketing	540.79
65170 · Volunteer Appreciation	140.00
Total 65100 · Other Types of Expenses	3,287.43
66000 · Payroll Expenses	19,377.00
67000 · Performance Expenses	

14-35

5:45 PM
06/27/21
Cash Basis

Pelican Playhouse Inc.
Profit & Loss by Class
October 1, 2020 through June 28, 2021

	<u>TOTAL</u>
67010 · Costumes	235.55
67015 · Credit Card Fee	8.10
67030 · Props	65.60
67040 · Scripts and Royalties	89.00
67045 · Set	121.85
67060 · T-Shirts	475.00
67080 · ZOOM materials	179.48
Total 67000 · Performance Expenses	<u>1,174.58</u>
Total Expense	<u>30,875.09</u>
Net Ordinary Income	6,959.11
Other Income/Expense	
Other Income	
46425 · Interest	0.13
Total Other Income	<u>0.13</u>
Net Other Income	<u>0.13</u>
Net Income	<u><u>6,959.24</u></u>

14-36

**Estimated Income and Expenses
for Fiscal Year ending 9/30/2021**

Anticipated Income after June 30, 2021

July 2021:	Balance of Student Fees for September shows	\$	600.00
September 2021:	Ticket Sales for September Show	\$	4,500.00
Total:		\$	5,100.00

Anticipated Expenses after June 30, 2021

September Show (Estimates)	Contract Services	\$	2,000.00
	Programs	\$	350.00
	Set	\$	200.00
	Props	\$	100.00
	Costumes	\$	150.00
	T-shirts	\$	350.00
Director Salary (including tax liability)	July	\$	2,153.00
	August	\$	2,153.00
	September	\$	2,153.00
Insurance	General Liability, Volunteer Insurance and Officers & Directors Insurance	\$	1,000.00
Playhouse	Web Developer	\$	200.00
	Accounting Fee	\$	200.00
Total Anticipated Expenses		\$	11,009.00

Total Income from Profit and Loss Statement: \$ 37,834.20

Total Income from Anticipated Income: \$ 5,100.00

TOTAL INCOME after June 30, 2021: \$ 42,934.20

Total Expenses from Profit and Loss Statement: \$ 30,875.09

Total Expenses from Anticipated Expenses: \$ 11,009.00

TOTAL EXPENSES after June 30, 2010: \$ 41,884.09

Net Income*: \$ 1,050.11

Balance in BB&T Bank Account as of 6/27/2021: \$ 8,764.67

TOTAL ESTIMATED FUNDS AS OF 9/30/2020: \$ 9,814.78

*Any overage to be used for costs toward the Spring 2022 Performance.

(4-57)

\$5,000 Repair Fund Purchases for Fiscal Year 2020-2021

Date	Item	Total Amount	Balance in Account
	Budget from City of Miami Springs		5,000.00
3/26/2021	ProSound: Upgrade for light board	457.00	4,543.00
6/23/2021	Battery Junction: Titanium Battery Charger	171.09	4,371.91

Since we were not able to use the Rebecca Sosa Theater for full length shows, we did not need to purchase or upgrade the equipment in the past fiscal year. We anticipate that we will use the funds this year as we move back into in-person performances.

14-58

Short Form Return of Organization Exempt From Income Tax

2018

Open to Public Inspection

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

- ▶ Do not enter social security numbers on this form as it may be made public.
- ▶ Go to www.irs.gov/Form990EZ for instructions and the latest information.

Department of the Treasury
Internal Revenue Service

A For the 2018 calendar year, or tax year beginning <u>10/1/2018</u> and ending <u>9/30/2019</u>	
B Check if applicable:	C Name of organization
<input type="checkbox"/> Address change	<u>Pelican Playhouse, Inc.</u>
<input type="checkbox"/> Name change	Number and street (or P.O. box, if mail is not delivered to street address) Room/suite
<input type="checkbox"/> Initial return	<u>255 Springs Avenue</u>
<input type="checkbox"/> Final return/terminated	City or town State ZIP code
<input type="checkbox"/> Amended return	<u>Miami Springs FL 33131</u>
<input type="checkbox"/> Application pending	Foreign country name Foreign province/state/county Foreign postal code
	D Employer identification number
	<u>27-1087261</u>
	E Telephone number
	<u>(305) 884-6804</u>
	F Group Exemption Number ▶

G Accounting Method: Cash Accrual Other (specify) ▶ _____

I Website: ▶ www.pelicanplayhouse.org

J Tax-exempt status (check only one) — 501(c)(3) 501(c) () ◀ (insert no.) 4947(a)(1) or 527

K Form of organization: Corporation Trust Association Other _____

H Check if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF).

L Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, column (B)) are \$500,000 or more, file Form 990 instead of Form 990-EZ ▶ \$ 79,261

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I)
Check if the organization used Schedule O to respond to any question in this Part I

	Line	Description	Amount
Revenue	1	Contributions, gifts, grants, and similar amounts received	51,779
	2	Program service revenue including government fees and contracts	27,482
	3	Membership dues and assessments	
	4	Investment income	
	5a	Gross amount from sale of assets other than inventory	
	5b	Less: cost or other basis and sales expenses	
	5c	Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)	0
	6	Gaming and fundraising events	
	6a	Gross income from gaming (attach Schedule G if greater than \$15,000)	
	6b	Gross income from fundraising events (not including \$ _____ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)	
6c	Less: direct expenses from gaming and fundraising events		
6d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	0	
Revenue	7a	Gross sales of inventory, less returns and allowances	
	7b	Less: cost of goods sold	
	7c	Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)	0
	8	Other revenue (describe in Schedule O)	
	9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8	79,261
Expenses	10	Grants and similar amounts paid (list in Schedule O)	
	11	Benefits paid to or for members	
	12	Salaries, other compensation, and employee benefits	25,836
	13	Professional fees and other payments to independent contractors	9,916
	14	Occupancy, rent, utilities, and maintenance	17,784
	15	Printing, publications, postage, and shipping	
	16	Other expenses (describe in Schedule O)	20,386
	17	Total expenses. Add lines 10 through 16	73,922
Net Assets	18	Excess or (deficit) for the year (Subtract line 17 from line 9)	5,339
	19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	3,577
	20	Other changes in net assets or fund balances (explain in Schedule O)	
	21	Net assets or fund balances at end of year. Combine lines 18 through 20	8,916

For Paperwork Reduction Act Notice, see the separate instructions.

14-39

Part II Balance Sheets. (see the instructions for Part II)

Check if the organization used Schedule O to respond to any question in this Part II.

	(A) Beginning of year	(B) End of year
22 Cash, savings, and investments	3,300	8,639
23 Land and buildings		
24 Other assets (describe in Schedule O)	277	277
25 Total assets	3,577	8,916
26 Total liabilities (describe in Schedule O)		
27 Net assets or fund balances (line 27 of column (B) must agree with line 21)	3,577	8,916

Part III Statement of Program Service Accomplishments (see the instructions for Part III)

Check if the organization used Schedule O to respond to any question in this Part III.

What is the organization's primary exempt purpose? Community theater and performance organization
 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

Expenses
 (Required for section 501(c)(3) and 501(c)(4) organizations; optional for others.)

28 <u>Plan, rehearse and perform theater and stage performance involving the community and families.</u>	(Grants \$ 41,784) If this amount includes foreign grants, check here <input type="checkbox"/>	28a	41,784
29 _____	(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	29a	
30 _____	(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	30a	
31 Other program services (describe in Schedule O)	(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	31a	
32 Total program service expenses. (add lines 28a through 31a)		32	41,784

Part IV List of Officers, Directors, Trustees, and Key Employees (list each one even if not compensated—see the instructions for Part IV)

Check if the organization used Schedule O to respond to any question in this Part IV.

(a) Name and title	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC) (if not paid, enter -0-)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
Parnes Cartwright Director	Hr/WK .10			
Samuel Chesser Director	Hr/WK .10			
Suzie Gauzens Treasurer	Hr/WK 1.00			
Nancy Jones Director	Hr/WK 6.00			
Sherrie Porter Director	Hr/WK .50			
Ralph E. Wakefield President/Artistic Director	Hr/WK 35.00	24,000		
_____	Hr/WK			
_____	Hr/WK			
_____	Hr/WK			
_____	Hr/WK			
_____	Hr/WK			
_____	Hr/WK			
_____	Hr/WK			

14-40

Part V Other Information (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V) Check if the organization used Schedule O to respond to any question in this Part V.

		Yes	No
33	Did the organization engage in any significant activity not previously reported to the IRS? If "Yes," provide a detailed description of each activity in Schedule O.		X
34	Were any significant changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O. See instructions.		X
35 a	Did the organization have unrelated business gross income of \$1,000 or more during the year from business activities (such as those reported on lines 2, 6a, and 7a, among others)?		X
b	If "Yes" to line 35a, has the organization filed a Form 990-T for the year? If "No," provide an explanation in Schedule O.		
c	Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If "Yes," complete Schedule C, Part III.		X
36	Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N.		X
37 a	Enter amount of political expenditures, direct or indirect, as described in the instructions. ▶ 37a		
b	Did the organization file Form 1120-POL for this year?		
38 a	Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return?		X
b	If "Yes," complete Schedule L, Part II and enter the total amount involved. 38b		
39	Section 501(c)(7) organizations. Enter:		
a	Initiation fees and capital contributions included on line 9. 39a		
b	Gross receipts, included on line 9, for public use of club facilities. 39b		
40 a	Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911 ▶ ; section 4912 ▶ ; section 4955 ▶		
b	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I.		X
c	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958. ▶		
d	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on line 40c reimbursed by the organization. ▶		
e	All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T. 40e		
41	List the states with which a copy of this return is filed. ▶		
42 a	The organization's books are in care of ▶ Nancy Jones Telephone no. ▶ (305) 884-6804 Located at ▶ 255 Springs Avenue City Miami Springs ST FL ZIP + 4 ▶ 33166		
b	At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? If "Yes," enter the name of the foreign country: ▶ See the instructions for exceptions and filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).	Yes	No
c	At any time during the calendar year, did the organization maintain an office outside the United States? If "Yes," enter the name of the foreign country: ▶		X
43	Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041—Check here ▶ <input type="checkbox"/> and enter the amount of tax-exempt interest received or accrued during the tax year. ▶ 43		
44 a	Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ.		X
b	Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ.		X
c	Did the organization receive any payments for indoor tanning services during the year?		X
d	If "Yes" to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O.		
45 a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?		X
45 b	Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," Form 990 and Schedule R may need to be completed instead of Form 990-EZ. See instructions.		X

14-41

46 Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I. 46 Yes No X

Part VI Section 501(c)(3) Organizations Only

All section 501(c)(3) organizations must answer questions 47-49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI

47 Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II. 47 Yes No X

48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E 48 Yes No X

49 a Did the organization make any transfers to an exempt non-charitable related organization? 49a Yes No

b If "Yes," was the related organization a section 527 organization? 49b Yes No

50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees, and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

Table with 5 columns: (a) Name and title of each employee, (b) Average hours per week devoted to position, (c) Reportable compensation (Forms W-2/1099-MISC), (d) Health benefits, contributions to employee benefit plans, and deferred compensation, (e) Estimated amount of other compensation. All entries are 'None'.

f Total number of other employees paid over \$100,000

51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

Table with 3 columns: (a) Name and business address of each independent contractor, (b) Type of service, (c) Compensation. All entries are 'None'.

d Total number of other independent contractors each receiving over \$100,000

52 Did the organization complete Schedule A? Note: All section 501(c)(3) organizations must attach a completed Schedule A. X Yes No

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here Signature of officer Date Type or print name and title

Paid Preparer Use Only Print/Type preparer's name Preparer's signature Date Check self-employed if PTIN Manuel A Paucar CPA Manuel A Paucar CPA 7/6/2020 P00543680 Firm's name Paucar, Sistachs & Company, P.A. Firm's EIN 20-4603118 Firm's address 5825 Sunset Drive, Ste 302, South Miami, FL 33143 Phone no. 305-665-0151

May the IRS discuss this return with the preparer shown above? See instructions Yes No

14-42

SCHEDULE A
(Form 990 or 990-EZ)

Public Charity Status and Public Support

OMB No. 1545-0047

2018

Open to Public Inspection

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

▶ Attach to Form 990 or Form 990-EZ.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

Department of the Treasury
Internal Revenue Service

Name of the organization
Pelican Playhouse, Inc.

Employer identification number
27-1087261

Part I Reason for Public Charity Status (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i)**.
- 2 A school described in **section 170(b)(1)(A)(ii)**. (Attach Schedule E (Form 990 or 990-EZ).)
- 3 A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii)**.
- 4 A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii)**. Enter the hospital's name, city, and state: _____
- 5 An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv)**. (Complete Part II.)
- 6 A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v)**.
- 7 An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
- 8 A community trust described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
- 9 An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: _____
- 10 An organization that normally receives: (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions—subject to certain exceptions, and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2)**. (Complete Part III.)
- 11 An organization organized and operated exclusively to test for public safety. See **section 509(a)(4)**.
- 12 An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2)**. See **section 509(a)(3)**. Check the box in lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
 - a **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
 - b **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
 - c **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
 - d **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
 - e Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
 - f Enter the number of supported organizations
 - g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1–10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
(A)						
(B)						
(C)						
(D)						
(E)						
Total					0	0

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Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)
 (Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2014	(b) 2015	(c) 2016	(d) 2017	(e) 2018	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	46,754	48,397	45,392	54,029	61,477	256,049
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						0
3 The value of services or facilities furnished by a governmental unit to the organization without charge				17,784	17,784	35,568
4 Total. Add lines 1 through 3	46,754	48,397	45,392	71,813	79,261	291,617
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public support. Subtract line 5 from line 4						291,617

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2014	(b) 2015	(c) 2016	(d) 2017	(e) 2018	(f) Total
7 Amounts from line 4	46,754	48,397	45,392	71,813	79,261	291,617
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						0
9 Net income from unrelated business activities, whether or not the business is regularly carried on						0
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						0
11 Total support. Add lines 7 through 10						291,617
12 Gross receipts from related activities, etc. (see instructions)					12	
13 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here <input type="checkbox"/>						

Section C. Computation of Public Support Percentage

14 Public support percentage for 2018 (line 6, column (f) divided by line 11, column (f))	14	100.00%
15 Public support percentage from 2017 Schedule A, Part II, line 14	15	100.00%
16a 33 1/3% support test—2018. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization <input checked="" type="checkbox"/>		
b 33 1/3% support test—2017. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization <input type="checkbox"/>		
17a 10%-facts-and-circumstances test—2018. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization <input type="checkbox"/>		
b 10%-facts-and-circumstances test—2017. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization <input type="checkbox"/>		
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions <input type="checkbox"/>		

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Schedule B
(Form 990, 990-EZ,
or 990-PF)

Department of the Treasury
Internal Revenue Service

Schedule of Contributors

▶ Attach to Form 990, Form 990-EZ, or Form 990-PF.
▶ Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2018

Name of the organization
Pelican Playhouse, Inc.

Employer identification number
27-1087261

Organization type (check one):

Filers of:

Section:

Form 990 or 990-EZ

501(c)(3) (enter number) organization

4947(a)(1) nonexempt charitable trust **not** treated as a private foundation

527 political organization

Form 990-PF

501(c)(3) exempt private foundation

4947(a)(1) nonexempt charitable trust treated as a private foundation

501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule**.

Note: Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

General Rule

For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

Special Rules

For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33 1/3 % support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990 or 990-EZ), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of (1) \$5,000; or (2) 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.

For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 *exclusively* for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I (entering "N/A" in column (b) instead of the contributor name and address), II, and III.

For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an exclusively religious, charitable, etc., purpose. Don't complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling \$5,000 or more during the year ▶ \$

Caution: An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990, 990-EZ, or 990-PF), but it must answer "No" on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990, 990-EZ, or 990-PF).

14-45

Name of organization Pelican Playhouse, Inc.	Employer identification number 27-1087261
---	--

Part I Contributors (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	City of Miami Springs 201 Westward Drive Miami Springs FL 33166 Foreign State or Province: _____ Foreign Country: _____	\$ 24,000	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
2	City of Miami Springs 201 Westward Drive Miami Springs FL 33166 Foreign State or Province: _____ Foreign Country: _____	\$ 17,784	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input checked="" type="checkbox"/> (Complete Part II for noncash contributions.)
-----	_____ _____ Foreign State or Province: _____ Foreign Country: _____	\$ _____	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
-----	_____ _____ Foreign State or Province: _____ Foreign Country: _____	\$ _____	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
-----	_____ _____ Foreign State or Province: _____ Foreign Country: _____	\$ _____	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
-----	_____ _____ Foreign State or Province: _____ Foreign Country: _____	\$ _____	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)

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Name of organization Pelican Playhouse, Inc.	Employer identification number 27-1087261
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Part II Noncash Property (see instructions). Use duplicate copies of Part II if additional space is needed.

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
2	Use of premises ----- ----- -----	\$ -----	-----
-----	----- ----- -----	\$ -----	-----
-----	----- ----- -----	\$ -----	-----
-----	----- ----- -----	\$ -----	-----
-----	----- ----- -----	\$ -----	-----
-----	----- ----- -----	\$ -----	-----
-----	----- ----- -----	\$ -----	-----

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SCHEDULE O
(Form 990 or 990-EZ)

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or 990-EZ.

▶ Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2018

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

Name of the organization

Pelican Playhouse, Inc.

Employer identification number

27-1087261

Form 990-EZ, Part I, Line 16, Other Expenses: Equipment rental and maintenance: 3,510

Form 990-EZ, Part I, Line 16, Other Expenses: Insurance: 5,622

Form 990-EZ, Part I, Line 16, Other Expenses: Advertising and marketing: 1,653

Form 990-EZ, Part I, Line 16, Other Expenses: Performance expenses: 6,259

Form 990-EZ, Part I, Line 16, Other Expenses: Office/Operations: 3,153

Form 990-EZ, Part I, Line 16, Other Expenses: Bank charges: 128

Form 990-EZ, Part I, Line 16, Other Expenses: Business licenses: 61

Form 990-EZ, Part II, Line 24, Other Assets: Other receivables: Beginning of year: 277, End of

year: 277

14-48

**CITY OF MIAMI SPRINGS
RECREATION REVENUE BUDGET
FY2021-22**

Line Item Revenue	FY 18-19 ACTUAL	FY 19-20 BUDGET	FY 21-22 Proposed Budget
After School Programs	31,529	45,000	45,000
Shade Area/Umbrella Rental	20,013	12,000	12,000
Swim Lessons	44,265	55,000	55,000
Pool Admissions	71,300	42,000	42,000
Annual Daddy/Daughter Dance	3,930	7,500	7,500
Pelican theatre	2,090	3,800	3,800
Vending Machines	1,523	3,500	3,500
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	-	8,000
Fitness Room Membership	12,188	20,000	20,000
Gym Admission Fees	2,936	2,250	2,250
Recreation Facilities Rentals	18,115	20,000	20,000
Senior Center rentals	-	-	8,000
Get Fit/Basketball Summer Camps	11,000	26,000	26,000
Basketball Fees	14,150	26,300	26,300
Other activities	7,561	12,800	12,800
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	\$484,450

14-49

SECTION 15

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 2020-21 Accomplishments

Troubleshoot, repair or replace any lighting needs City wide.

Managed the restoration of several road repairs City wide.

Performed daily inspections of sidewalk lifting and took appropriate actions to remedy.

Continue Street Sweeping Program various routes City wide

FY 2021-22 Budget Highlights

- Proposed budget is \$7,570 or 1.3% lower than FY2020/2021.
- Budget includes \$28,000 to replace the crosswalk signs at Starbucks on the Circle, \$50,000 for alley maintenance, and \$147,000 for milling and paving various roads citywide.

- Budget Summary:

Budgeted Revenues	\$580,726 (CITT Funding)
Budgeted Expenditures	<u>\$580,726</u>
Net cost of Department	<u>\$ -0-</u>

CITY OF MIAMI SPRINGS
ROAD AND TRANSPORTATION FUND BUDGET
FISCAL YEAR ENDING 9/30/22

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2018-19 ACTUALS	FY2019-20 ACTUALS	FY20-21 AMENDED BUDGET	FY21-22 Departmental Request	Dollar Increase (Decrease)
People Transportation						
135-0902-541-12-00	SALARIES-PROJECT MANAGEMENT	63,153	65,669	65,985	42,677	(23,308)
135-0902-541-14-00	OVERTIME	1,111	2,413	2,000	2,000	-
135-0902-541-21-00	FEDERAL PAYROLL TAXES	4,916	5,209	5,201	3,418	(1,783)
135-0902-541-22-01	GENERAL PENSION	7,523	8,073	7,774	4,193	(3,581)
135-0902-541-23-05	HEALTH INSURANCE	7,440	7,853	8,909	9,417	508
135-0902-541-23-07	LIFE INSURANCE	285	295	301	200	(101)
135-0902-541-23-10	DENTAL INSURANCE	161	155	161	161	(0)
135-0902-541-23-12	VSP - VISION -FAMILY	55	55	55	55	0
135-0902-541-24-00	WORKMENS COMP	1,904	3,627	3,629	1,280	(2,349)
135-0902-541-31-00	PROFESSIONAL SERVICES	149,662	-	50,000	-	(50,000)
135-0902-541-34-00	OTHER CONTRACTUAL SERVICE	20,790	34,290	30,000	30,000	-
135-0902-541-41-02	CELLULAR PHONE	617	212	600	600	-
135-0902-541-45-10	FLEET MAINTENANCE	108	130	5,000	5,000	-
135-0902-541-45-30	LIABILITY INSURANCE	1,236	1,889	1,347	872	(475)
135-0902-541-46-00	REPAIRS AND MAINTENANCE	378,567	209,994	142,015	197,235	55,220
135-0902-541-52-00	OPERATING SUPPLIES	-	4,851	3,000	3,000	-
135-0902-541-52-02	FUELS, OILS, LUBES	-	-	500	500	-
135-0902-541-52-07	TIRES	-	-	500	500	-
135-0902-541-91-04	TRANSFERS TO DEBT SERVICE FUND	55,697	54,633	52,504	52,504	(0)
135-0902-541-64-00	MACHINERY AND EQUIPMENT	-	47,227	-	28,300	28,300
	* Transportation	<u>693,225</u>	<u>446,575</u>	<u>379,481</u>	<u>381,912</u>	<u>2,431</u>
Mass Transit						
135-0903-541.31-00	PROFESSIONAL SERVICES	1,881	-	10,000	-	(10,000)
135-0903-541.34-00	OTHER CONTRACTUAL SERVICE	136,156	160,577	182,006	182,006	-
135-0903-541.46-00	REPAIRS AND MAINTENANCE	-	-	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	15,710	15,409	14,809	14,809	(0)
	* Mass Transit	<u>153,747</u>	<u>175,986</u>	<u>208,815</u>	<u>198,815</u>	<u>(10,000)</u>
Total Road & Transportation		<u>846,972</u>	<u>622,561</u>	<u>588,296</u>	<u>580,726</u>	<u>(7,570)</u>

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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 3/31/21	Current Pay Range	Date of Annual Review	Promotional Increases	3% COLA Increase	Retirement Payout	Longevity	FY21-22 Total Pay
Operations Supervisor-PG26	C Perez	FT	1	1	-	\$41,434	33527-49715	06/12/00	\$0	\$1,243		\$0	\$42,677
Total projections			1	1	0	\$41,434			\$0	\$1,243		\$0	\$42,677

15-3

**CITY OF MIAMI SPRINGS
CAPITAL IMPROVEMENT REQUEST
FOR FY 2021-22 BUDGET YEAR**

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

Department: Public Works - Street Department

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

Upgrade to incoming bridge crosswalk on Curtiss Parkway north of Circle.

Total budget request: \$ 28,300.00

Detail any grant or additional funding sources for this project

Funding

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

Reason why project is needed

Crosswalk is failing due to age of units.
Replacement of RRFB for updated Tapco units existing on south side of Circle.
Troubleshooting was performed in January of 2021 and temporary repairs made operational on January 2021 at a cost of \$400.00.

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

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

Department Head Signature

City Manager Approval

15-4



2660 West 79 Street, Hialeah, FL 33016
 Phone (305) 823-2280 • Fax (305) 828-4515
 e-mail: agc@agcelectric.com • EC0000764

PROPOSAL

DATE	ESTIMATE NO....
3/5/2021	27231

Proposed to
City of Miami Springs Tom Nash 345 N Royal Poinciana Blvd. Miami Springs, FL. 33166

PROJECT INFORMATION	
Replace RRFB for Tapco Units Asset 7371 (3 units) 050 BLK Curtis Parkway Miami Spring. FL. 33166	
TERMS	PROJECT NAME
Net 15	1988-3. Replacement units at 050 Curtis P

DESCRIPTION	TOTAL
Project: Replace RRFB for Tapco Units. Asset 7371 (3 units) Address: 050 BLK Curtis Parkway Miami Spring. FL. 33166 It includes: - Remove and turn to the owner old units - Provide and install (3) 654-2-22. TAPCO RRFB FURNISH AND INSTASLL BACK TO BACK @\$9,300.00= \$27,900.00 - Troble shooting old units and temporary made operationla on January 2021 \$400.00 Total: \$28,300.00	28,300.00
TOTAL	\$28,300.00

If you should have any questions or concerns, please contact our office.
 Payments shall be due in accordance with the terms described. Customer agrees to pay all courts and attorneys fees if legal means are necessary for collection. Please sign to indicate your approval. Customer Name _____
 Customer Signature _____ Date Accepted _____

15-5

SECTION 16

Elderly Services

Mission Statement

The mission of the Elderly Services Department is to promote an enhanced quality of life for a diverse population of older adults, 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-nine 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; 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 a.m.--12:00 p.m. and 12:30 to 1:30pm 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 and seven day a week breakfasts 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.

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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. Nutrition Education is also printed monthly in the local newspaper, the Gazette.

HEALTH SUPPORT SERVICES: Monthly health and wellness activities are scheduled to include: free chair Yoga classes, Chair Exercise classes, "Exercise for Balance and Fall Prevention" classes, Personal Training classes in our gym, 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, post Covid, weekly trips will be made for grocery shopping and field trips to area cultural venues and other places of interest 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.

16-3

Elderly Services Department

GOALS and OBJECTIVES:

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

OBJECTIVE: -Provide 10,800 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 32,000 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 and 16,435 breakfast 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.

16-9

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 our older population.

GOAL: To continue providing 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: -Increase programming at the New Adult Community Center and maintain quality paid and volunteer staffing through ongoing training, recognition and reinforcement of their responsibilities.

16-5

Elderly Services

2020-21 ACCOMPLISHMENTS:

The Elderly Services Department opened a new facility on January 9th 2021. Due to the Covid pandemic all meal service had to switch to home delivered frozen meals for congregate clients. Homebound hot meals continued for our frailest clients. Client numbers saw a surge from 175 to 508 clients. The adult Community Center staff ensured that all Seniors who requested food aid were registered with the Adult community Center and that their daily food needs were met. In addition, the Staff assisted over 500 area seniors with receiving vaccinations and provided transportation to and from vaccine sites.

The adult Community Center reopened for (non-food service) programming in February. Fitness classes are offered five days a week, these classes include chair yoga and personal training in our gym. Expanded open gym hours are also available. Books and puzzles for our lending library were purchased and books, magazines and puzzles are available on loan to all registered Seniors. Social hours, Game Time and Bingo have been restarted. Mosaic, painting, and jewelry workshops, artist talks and musical performances are scheduled for the months ahead.

FY 2021-22 BUDGET HIGHLIGHTS:

- Proposed budget is \$137,527 or 15.8% higher than FY2020/2021.
- The FY21-22 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 Center will also be receiving \$215,000 in LSP funding approved by the state this year which is a significant part of the total budgeted expenditure increase.

- Budget Summary:

Budgeted Revenues	\$ 547,236
Budgeted Expenditures	<u>\$1,010,394</u>
Net cost of Department	<u>\$ 463,698</u>

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

ACCOUNT NUMBER SENIOR CENTER	ACCOUNT DESCRIPTION	FY2018-19		FY2019-20		FY20-21		FY21-22 Departmental Request	Dollar Increase (Decrease)
		ACTUALS	ACTUALS	AMENDED BUDGET	BUDGET	AMENDED BUDGET	BUDGET		
Title III C-1									
140-5101-519.12-00	REGULAR SALARIES	106,415	46,527	65,324	50,923	65,324	50,923	(14,401)	
140-5101-519.13-00	PART TIME YEAR ROUND	31,904	17,619	94,095	122,306	94,095	122,306	28,211	
140-5101-519.14-00	OVERTIME	-	86	-	-	-	-	-	
140-5101-519.21-00	FEDERAL PAYROLL TAXES	10,472	4,974	12,196	13,252	12,196	13,252	1,056	
140-5101-519.22-01	GENERAL	5,668	5,715	7,696	6,824	7,696	6,824	(872)	
	TOTAL MEDICAL INSURANCE	11,041	7,717	14,906	17,324	14,906	17,324	2,418	
140-5101-519.24-00	WORKER'S COMPENSATION	433	152	873	1,005	873	1,005	132	
140-5101-519.31-09	OTHER (Dietician)	2,523	915	4,032	4,032	4,032	4,032	-	
140-5101-519.34-01	JANITORIAL	13,800	9,441	35,292	45,758	35,292	45,758	10,466	
140-5101-519.34-02	DUMPING AND DISPOSAL	-	-	1,274	-	1,274	-	(1,274)	
140-5101-519.40-00	TRAVEL AND PER DIEM	-	-	100	-	100	-	(100)	
140-5101-519.41-01	TELEPHONE	1,028	1,048	2,544	1,272	2,544	1,272	(1,272)	
140-5101-519.41-03	POSTAGE	116	134	350	125	350	125	(225)	
140-5101-519.41-06	INTERNET ACCESS	1,256	1,372	2,657	2,740	2,657	2,740	83	
140-5101-519.43-01	ELECTRICITY	5,648	5,217	12,600	27,600	12,600	27,600	15,000	
140-5101-519.43-02	WATER	734	-	5,115	4,224	5,115	4,224	(891)	
140-5101-519.44-00	RENTALS AND LEASES	4,766	285	1,140	1,710	1,140	1,710	570	
140-5101-519.45-30	LIABILITY INSURANCE	6,696	7,715	8,317	39,785	8,317	39,785	31,468	
140-5101-519.46-01	REPAIR & MAINT - BUILDING	152	-	1,000	1,000	1,000	1,000	-	
140-5101-519.46-03	EQUIPMENT	11,001	503	1,876	1,300	1,876	1,300	(576)	
140-5101-519.48-00	PROMOTIONS	546	-	1,450	1,000	1,450	1,000	(450)	
140-5101-519.51-00	OFFICE SUPPLIES	1,421	76	700	700	700	700	-	
140-5101-519.52-00	OPERATING SUPPLIES	1,315	2,912	8,454	7,436	8,454	7,436	(1,019)	
140-5101-519.52-03	UNIFORMS	307	-	700	800	700	800	100	
140-5101-519.52-04	CATERING COSTS	96,874	54,911	150,603	126,664	150,603	126,664	(23,939)	
140-5101-519.52-09	OTHER	2,959	4,806	5,500	500	5,500	500	(5,000)	
140-5101-519.54-00	DUES, MEMBERSHIPS, SUBS	307	-	-	-	-	-	-	
140-5101-519.58-00	EDUCATION AND TRAINING	422	-	400	1,000	400	1,000	600	
140-5101-519.64-00	MACHINERY AND EQUIPMENT	-	1,500	-	5,000	-	5,000	5,000	
* TITLE III C-1		317,804	173,625	439,194	484,279	439,194	484,279	45,085	

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

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2018-19 ACTUALS *	FY2019-20 ACTUALS *	FY20-21 AMENDED BUDGET	FY21-22 Departmental Request	Dollar Increase (Decrease)
SENIOR CENTER						
Title III C-2						
140-5102-519.12-00	REGULAR SALARIES	12,714	20,445	46,337	36,097	(10,240)
140-5102-519.13-00	PART TIME YEAR ROUND	4,462	7,306	16,809	33,337	16,528
140-5102-519.21-00	FEDERAL PAYROLL TAXES	1,310	2,151	4,831	5,312	481
140-5102-519.22-01	GENERAL		2,548	5,459	3,546	(1,913)
	TOTAL MEDICAL INSURANCE	1,207	3,799	7,062	8,406	1,344
140-5102-519.31-09	OTHER (Dietician)	64	2,168	2,212	3,320	1,108
140-5102-519.52-04	CATERING COSTS	53,681	30,024	114,036	73,236	(40,800)
140-5102-519.52-21	HOME DELIVER WKEND MEALS	28,127	-	-	-	-
* TITLE III C-2		101,565	68,441	196,746	163,254	(33,492)
SENIOR CENTER						
Title III B						
140-5103-519.12-00	REGULAR SALARIES	8,387	9,721	25,806	27,186	1,380
140-5103-519.13-00	PART TIME YEAR ROUND	21,201	13,907	25,956	38,265	12,309
140-5103-519.21-00	FEDERAL PAYROLL TAXES	2,306	1,706	3,960	5,007	1,047
140-5103-519.22-01	GENERAL		1,313	3,040	2,671	(369)
	TOTAL MEDICAL INSURANCE	804	2,090	6,053	7,907	1,854
140-5103-519.31-09	OTHER	-	625	350	175	(175)
140-5103-519.45-10	FLEET MAINTENANCE	5,925	4,231	10,377	5,200	(5,177)
140-5103-519.45-30	LIABILITY INSURANCE	2,777	12,975	14,264	14,264	-
140-5103-519.52-02	FUEL, OILS, LUBRICANTS	2,727	1,772	4,989	2,800	(2,189)
140-5103-519.52-07	TIRES	125	-	1,530	500	(1,030)
140-5103-519.64-00	MACHINERY AND EQUIPMENT	-	-	-	-	-
* TITLE III B		44,252	48,340	96,325	103,975	7,650

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

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2018-19		FY2019-20		FY20-21		FY21-22		Dollar Increase (Decrease)
		ACTUALS	ACTUALS	AMENDED BUDGET	Request	Request	Request			
SENIOR CENTER LSP GRANT										
140-5104-519.12-00	REGULAR SALARIES	-	22,255	-	\$0	-	-	-	-	-
140-5104-519.13-00	PART TIME YEAR ROUND	46,279	27,451	74,720	75,189	469	-	-	-	469
140-5104-519.21-00	FEDERAL PAYROLL TAXES	3,496	3,873	5,716	5,752	36	-	-	-	36
140-5104-519.22-01	GENERAL	-	2,780	-	-	-	-	-	-	-
Total medical insurance		-	3,476	-	-	-	-	-	-	-
FAMILIES FIRST COVID 19										
140-5104-519.31-09	OTHER (Dietician)	-	4,225	-	-	-	-	-	-	-
140-5104-519.34-00	OTHER CONTRACTUAL SERVICES	-	-	2,026	2,026	-	-	-	-	-
140-5104-519.52-40	LSP BREAKFAST HOME DEL	-	13,973	3,656	5,484	1,828	-	-	-	1,828
140-5104-519.52-41	LSPWEEKEND MEALS	-	25,188	42,628	165,035	122,407	-	-	-	122,407
140-5104-519.52-50	CMS CONGREGATE MEALS	-	545	-	-	-	-	-	-	-
140-5104-519.52-24	CONGREGATE EMERGENCY MEALS	-	-	5,634	4,000	(1,634)	-	-	-	(1,634)
140-5104-519.52-25	HOME DEL EMERGENCY MEALS	-	-	-	1,400	-	-	-	-	-
* LSP GRANT		49,775	103,766	134,380	\$258,886	123,106	-	-	-	123,106
SENIOR CENTER										
140-5105-519.52-47	CNMLCV FROZEN MEALS C1	-	22,395	-	-	-	-	-	-	-
140-5105-519.52-48	HDMCV HOME DELIVER C2	-	51,819	4,822	-	(4,822)	-	-	-	(4,822)
140-5105-519.52-49	CNMLS BOXED SHELF STABLE	-	4,714	-	-	-	-	-	-	-
FAMILIES FIRST COVID 19		-	78,928	4,822	-	(4,822)	-	-	-	(4,822)
SENIOR CENTER										
140-5106-519.13-00	PART TIME YEAR ROUND	-	1,699	-	-	-	-	-	-	-
140-5106-519.31-30	NUTRITION EDUCATION	-	375	-	-	-	-	-	-	-
140-5106-519.31-31	NUTRITION COUNSELING	-	309	-	-	-	-	-	-	-
140-5106-519.41-10	TEL REASSURANCE C1	-	34	-	-	-	-	-	-	-
140-5106-519.52-52	TRANS HOME DEL CA3B	-	12,539	-	-	-	-	-	-	-
140-5106-519.52-53	HOME DELIVERED MEALS CA3C	-	45,553	-	-	-	-	-	-	-
140-5106-519.52-54	EMERGENCY MEALS CA3C	-	4,399	-	-	-	-	-	-	-
CARES ACT		-	64,908	-	-	-	-	-	-	-
Total Senior Center		513,396	538,008	871,467	1,010,394	137,527	-	-	-	137,527

16-9

Fiscal Year : 2021
 Budget Level : BUDG
 Description : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
140-5101-519-12-00	REGULAR SALARIES	50,923.00	
140-5101-519-13-00	PART TIME YEAR ROUND	122,306.00	
140-5101-519-21-00	FEDERAL PAYROLL TAXES	13,252.00	
140-5101-519-22-01	GENERAL	6,824.00	
140-5101-519-23-01	POS FAMILY	16,572.00	
140-5101-519-23-03	LIFE/AD&D	325.00	
140-5101-519-23-07	DENTAL - OHS - FAMILY	313.00	
140-5101-519-23-11	VSP - VISION - FAMILY	114.00	
140-5101-519-23-12	WORKER'S COMPENSATION	1,005.00	
140-5101-519-24-00	OTHER	4,032.00	
140-5101-519-31-09	JANITORIAL	45,758.00	
140-5101-519-34-01	TELEPHONE	1,272.00	
140-5101-519-41-01	POSTAGE	1,125.00	
140-5101-519-41-03	INTERNET ACCESS	2,740.00	
140-5101-519-41-06	ELECTRICITY	27,600.00	
140-5101-519-43-01	WATER	4,224.00	
140-5101-519-43-02	RENTALS AND LEASES	1,710.00	
140-5101-519-44-00	LIABILITY INSURANCE	39,785.00	
140-5101-519-45-30	BUILDINGS	1,000.00	
140-5101-519-46-01	EQUIPMENT - GENERAL	1,300.00	
140-5101-519-46-03	PROMOTIONS	1,000.00	
140-5101-519-48-00	OFFICE SUPPLIES	1,700.00	
140-5101-519-51-00	OPERATING SUPPLIES	7,436.00	
140-5101-519-52-00	UNIFORMS	800.00	
140-5101-519-52-03	CATERING COSTS	126,664.00	
140-5101-519-52-04	OTHER	500.00	
140-5101-519-52-09	EDUCATION AND TRAINING	1,000.00	
140-5101-519-58-00	MACHINERY AND EQUIPMENT	5,000.00	

(6-10)

Fiscal Year : : 2021
 Budget Level : : BUDG
 Description : : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
140-5102-519-12-00	REGULAR SALARIES	36,097.00	
140-5102-519-13-00	PART TIME YEAR ROUND	33,337.00	
140-5102-519-21-00	FEDERAL PAYROLL TAXES	5,312.00	
140-5102-519-22-01	GENERAL	3,546.00	
140-5102-519-23-03	POS, FAMILY	8,042.00	
140-5102-519-23-07	LIFE/AD&D	169.00	
140-5102-519-23-11	DENTAL - OHS - FAMILY	143.00	
140-5102-519-23-12	VSP - VISION - FAMILY	52.00	
140-5102-519-31-09	OTHER	3,320.00	
140-5102-519-52-04	CATERING COSTS	73,236.00	

16-11

Fiscal Year : : 2021
 Budget Level : : BUDG
 Description : : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
140-5103-519-12-00	REGULAR SALARIES	27,186.00	
140-5103-519-13-00	PART TIME YEAR ROUND	38,265.00	
140-5103-519-21-00	FEDERAL PAYROLL TAXES	5,007.00	
140-5103-519-22-01	GENERAL	2,671.00	
140-5103-519-23-03	PCS, FAMILY	7,590.00	
140-5103-519-23-07	LIFE/AD&D	127.00	
140-5103-519-23-11	DENTAL - OHS - FAMILY	138.00	
140-5103-519-23-12	VSP - VISION - FAMILY	51.00	
140-5103-519-31-09	OTHER	175.00	
140-5103-519-45-10	FLEET MAINTENANCE	5,200.00	
140-5103-519-45-30	LIABILITY INSURANCE	14,264.00	
140-5103-519-52-02	FUEL, OILS, LUBRICANTS	2,800.00	
140-5103-519-52-07	TIRES	500.00	

16-12

Fiscal Year : : 2021
 Budget Level : : BUDG
 Description : : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
140-5104-519-13-00	PART TIME YEAR ROUND	75,189.00	
140-5104-519-21-00	FEDERAL PAYROLL TAXES	5,752.00	
140-5104-519-34-00	OTHER CONTRACTUAL SERVICE	2,026.00	
140-5104-519-52-24	CONGREGATE EMERGENCY MEAL	4,000.00	
140-5104-519-52-25	HOME DEL EMERGENCY MEALS	1,400.00	
140-5104-519-52-40	LSP BREAKFAST HOME DELIV	5,484.00	
140-5104-519-52-41	LSP WEEKEND LUNCH HME DEL	165,035.00	
140-5104-519-52-41	* Total Accounts for this Budget Level	1,010,394.00	

16-13

2021-22 SALARY PROJECTIONS WORKSHEET

	PROJ. SALARY	3% COLA	Salary Budget Distribution:				Total Pay
			III B BUDGET: 5103	III C-1 BUDGET: 5101	III C-2 BUDGET: 5102	CMS BUDGET: 5104	
FOOD SERVICE WORKERS:							
R. Vega- Manager	\$16,250	\$487.50		\$16,737.50			\$16,737.50
Maria De La Rosa	\$15,000	\$450		\$15,450			\$15,450.00
William Bryson	\$15,000	\$450		\$15,450			\$15,450.00
Yvonne Cervantes	\$15,000	\$450		\$15,450			\$15,450.00
Durlissa Virgile	\$15,000	\$450		\$15,450			\$0.00
SCREENING & ASSESSMENT SPECIALIST:							
Betty Bray	\$23,728	\$691		\$7,326		\$17,093	\$24,419.00
Andrea Negrin	\$16,600	\$498		\$5,129.00		\$11,969.00	\$17,098.00
	\$16,600	\$498.00		\$4,275		\$4,275	\$17,098.00
PT Compliance Specialist							\$0.00
Daylin Castillo	\$30,000	\$900.00		\$18,540		\$6,180	\$30,900.00
DRIVERS:							
Edeberto Rivas	\$20,625	\$619.00		\$16,995			\$21,244.00
TBA- Open Position	\$20,625	\$619.00		\$16,995			\$21,244.00
HEALTH SUPPORT INSTRUCTORS:							
Vanessa Duenas	\$12,376	\$371		\$0		\$0	\$12,747
Tai chi- Judd Zisquit	\$10,088	\$303		\$0		\$0	\$10,391
Lilliana Silva	\$22,984	\$690		\$0		\$0	\$23,674
RECREATION INSTRUCTORS:							
Art Instructor-Open Position	\$15,600	\$468				\$16,068	\$16,068.00
2nd Instructor-open position	\$7,800	\$234				\$8,034	\$8,034.00
JANITOR- LouMarc Charles	\$18,000	\$540		\$18,540			\$18,540.00
ELDERLY SERVICES Manager:							
Tammy Key (12 months)	\$61,800	\$1,854		\$9,548.10		\$22,278.90	\$63,654.00
ELDERLY SERVICES Assistant Manager	\$37,080	\$1,112		\$19,096.00		\$7,638.40	\$38,192.00
Angela Aguila (12 months)	\$390,156	\$11,684		\$65,452		\$69,436	\$401,840
Totals:							

16-14

**CITY OF MIAMI SPRINGS
ASSET ACQUISITION REQUEST
FOR FY 2021-22 BUDGET YEAR**

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

Department: _____ Adult Community Center

<u>Description of equipment requested</u>	<u>Estimated Cost</u>
Executime time clock	\$ 3,000.00
Mirror and balance bar for gym	\$ 2,000.00
_____	\$ -
_____	\$ -
_____	\$ -
_____	\$ -
Total budget request:	\$ 5,000.00

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

Reason why equipment is needed

Executime clock needed for employees to clock in and out

Mirror needed for workouts held in gym space

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

Department Head Signature

City Manager Approval

16-15

SECTION 17

Golf & Country Club

Mission Statement

Our Mission for Golf, is to ensure that all residents, members and guest are given the opportunity to enjoy a friendly social experience in a safe and comfortable environment.

As the pandemic slowly comes to a halt, it is our responsibility to keep on providing top of the line service with our core values both on and off the course.

In times like these filled with uncertainty, our #1 priority remains the same. We strive to ensure all services are always kept to our highest of standards to provide all guest excellent value for their money.

17-1

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 2020-21 Accomplishments

- Successfully navigated all Covid-19 restrictions and showed profit for the first 6 months of the fiscal year since 1997.

FY 2021-22 Budget Highlights

- Proposed budget is \$20,673 or 1.0% higher than the FY2020-21 budget. Increase is mainly due to the increase in State minimum wage to \$10/ hour for all part time employees.
- Budget Summary:

Budgeted Revenues	\$2,208,248 (projected 40,000 rounds)
Budgeted Expenditures	<u>\$2,108,935</u>
Net surplus of Department	<u>\$ 99,313</u>

CITY OF MIAMI SPRINGS
 RECREATION DEPARTMENT BUDGET
 FISCAL YEAR ENDING 9/30/22

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2018-19 ACTUALS	FY2019-20 ACTUALS	FY2020-21 AMENDED BUDGET	FY21-22 Departmental Request	Dollar Increase (Decrease)
GOLF ADMINISTRATION						
001-5706-572.43-01	ELECTRICITY	3,724	-	-	-	-
001-5706-572.45-30	LIABILITY INSURANCE	11,064	12,350	11,068	11,456	388
	* ADMINISTRATION	14,788	12,350	11,068	11,456	388

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Prepared: 7/12/21, 8:24:40
Program: GM217L

City of Miami Springs
Budget Level Report

Page 2

Fiscal Year : : 2021
Budget Level : : BUDG
Description : : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
1-5706-572-45-30	RISK MANAGEMENT	11,456.00	
* Total Accounts for this Budget Level		11,456.00	

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CITY OF MIAMI SPRINGS
RECREATION DEPARTMENT BUDGET
FISCAL YEAR ENDING 9/30/22

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2020-21		FY2019-20 ACTUALS	AMENDED BUDGET	FY21-22 Departmental Request	Dollar Increase (Decrease)
		FY2018-19 ACTUALS	FY2019-20 ACTUALS				
GOLF PRO SHOP							
001-5707-572.12-00	REGULAR SALARIES	178,570	194,289	213,304	181,262	(32,042)	
001-5707-572.13-00	PART TIME YEAR ROUND	160,166	122,504	142,745	223,122	80,377	
001-5707-572.14-00	OVERTIME	-	-	-	-	-	
001-5707-572.21-00	FEDERAL PAYROLL TAXES	25,901	24,206	27,238	30,935	3,697	
001-5707-572.22-00	PENSION PLAN-GENERAL	20,948	23,749	23,306	20,081	(3,225)	
001-5707-572.23-00	MEDICAL INSURANCE	16,620	22,952	26,727	28,251	1,524	
001-5707-572.23-07	Life Insurance	812	893	975	950	(25)	
001-5707-572.23-08	Dental ins	585	607	644	483	(161)	
001-5707-572.23-09	Vision Ins	182	217	222	166	(56)	
001-5707-572.24-00	WORKER'S COMPENSATION	3,024	5,194	5,341	6,066	725	
001-5707-572.25-00	UNEMPLOYMENT COMPENSATION	-	2,437	-	-	-	
001-5707-572.31-00	PROFESSIONAL SERVICES	192,532	3,092	3,000	3,000	-	
001-5707-572.34-00	OTHER CONTRACTUAL	1,334	-	-	-	-	
001-5707-572.41-01	TELEPHONE: BASE & LOCAL	3,743	4,138	3,100	3,100	-	
001-5707-572.41-02	CELLULAR	1,444	1,306	1,500	1,500	-	
001-5707-572.41-03	POSTAGE	194	191	150	150	-	
001-5707-572.41-06	INTERNET ACCESS	8,520	8,498	7,600	7,600	-	
001-5707-572.43-01	ELECTRICITY	31,040	31,331	16,000	16,000	-	
001-5707-572.43-02	WATER/GAS	9,699	560	600	600	-	
001-5707-572.44-00	RENTALS AND LEASES	54,033	66,056	60,000	60,000	-	
001-5707-572.45-30	LIABILITY INSURANCE	17,136	19,918	17,007	19,717	2,710	
001-5707-572.46-00	REPAIRS AND MAINTENANCE	444	6,561	10,000	10,000	-	
001-5707-572.47-00	PRINTING AND BINDING	3,105	4,485	4,000	4,000	-	
001-5707-572.48-00	ADVERTISING	42,940	51,155	20,000	5,000	(15,000)	
001-5707-572.49-00	OTHER CURRENT CHARGES	574	319	-	-	-	
001-5707-572.49-05	CREDIT CARD FEES	43,302	40,678	30,000	30,000	-	
001-5707-572.51-00	OFFICE SUPPLIES	393	1,140	2,000	2,000	-	
001-5707-572.52-00	OPERATING SUPPLIES	13,169	9,613	4,000	4,000	-	
001-5707-572.52-05	MERCHANDISE	210,934	57,502	60,000	75,000	15,000	
001-5707-572.52-12	DRIVING RANGE	7,924	1,324	1,000	1,000	-	
001-5707-572.52-02	FUEL	-	-	-	-	-	
001-5707-572.54-00	DUES, MEMBERSHIPS, SUBS	2,895	2,316	1,500	1,500	-	
180-5803-572.63-00	IMPROVEMENTS O/T BLDG	4,103	5,169	-	-	-	
001-5707-572.64-00	MACHINERY AND EQUIPMENT	3,005	11,457	2,981	-	(2,981)	
* PRO SHOP		1,059,271	723,857	684,940	735,482	50,542	

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Fiscal Year : 2021
 Budget Level : BUDG
 Description :

DEPARTMENTAL INPUT
 Description

Account #	Description	Budget Amount	Misc. Info
1-5707-572-12-00	REGULAR SALARIES	181,262.00	
1-5707-572-13-00	PART TIME YEAR ROUND	223,122.00	
1-5707-572-21-00	FEDERAL PAYROLL TAXES	30,935.00	
1-5707-572-22-01	GENERAL	20,081.00	
1-5707-572-23-00	MEDICAL INSURANCE	28,251.00	
1-5707-572-23-07	LIFE/AD&D	950.00	
1-5707-572-23-08	DENTAL - OHS - EMPLOYEE	483.00	
1-5707-572-23-09	VSP - VISION - EMPLOYEE	166.00	
1-5707-572-24-00	WORKER'S COMPENSATION	6,066.00	
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	
1-5707-572-45-00	ISF: LIABILITY INSURANCE	19,717.00	
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	5,000.00	
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	75,000.00	

Fiscal Year : : 2021
Budget Level : : BUDG
Description : : DEPARTMENTAL INPUT
Account # Description

Account #	Description	Budget Amount	Misc. Info
1-5707-572-52-12	DRIVING RANGE	1,000.00	
1-5707-572-54-00	DUES, MEMBERSHIPS, SUBS	1,500.00	
		735,483.00	
* Total Accounts for this Budget Level			27

1,000.00
1,500.00
1,500.00

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CITY OF MIAMI SPRINGS
RECREATION DEPARTMENT BUDGET
FISCAL YEAR ENDING 9/30/22

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2018-19	FY2019-20	FY2020-21	FY21-22	Dollar Increase (Decrease)
		ACTUALS	ACTUALS	AMENDED BUDGET	Departmental Request	
GOLF MAINTENANCE						
001-5708-572.12-00	REGULAR SALARIES	213,142	230,649	234,158	243,948	9,790
001-5708-572.21-00	FEDERAL PAYROLL TAXES	15,920	17,080	17,913	18,662	749
001-5708-572.22-00	PENSION PLAN-GENERAL	25,580	28,358	27,587	23,967	(3,620)
001-5708-572.23-00	MEDICAL INSURANCE	34,685	35,964	40,270	42,566	2,296
001-5708-572.23-07	LIFE INS	997	1,062	1,088	1,131	43
001-5708-572.23-08	DENTAL - OHS - EMPLOYEE	966	966	1,004	1,004	0
001-5708-572.23-09	VISION	272	272	273	273	(0)
001-5708-572.24-00	WORKER'S COMPENSATION	3,613	5,835	5,854	6,099	245
001-5708-572.31-00	PROFESSIONAL SERVICES	14,445	12,962	20,000	20,000	-
001-5708-572.34-01	CONTRACTUAL SERVICES-LABOR	333,819	372,890	442,725	400,000	(42,725)
001-5708-572.41-02	CELLULAR	783	1,392	400	400	-
001-5708-572.43-01	ELECTRICITY	25,389	23,475	25,000	25,000	-
001-5708-572.43-02	WATER	13,775	14,010	12,000	12,000	-
001-5708-572.44-00	RENTALS AND LEASES	7,081	9,060	12,000	12,000	-
001-5708-572.46-00	LIABILITY INSURANCE	15,468	18,003	12,929	14,594	1,665
001-5708-572.46-00	REPAIRS AND MAINTENANCE	40,087	39,857	45,000	45,000	-
001-5708-572.46-03	R&M-EQUIPMENT/IRRIGATION PUMP	3,781	5,375	10,000	10,000	-
001-5708-572.46-51	R&M-SAND/TOPDRESSING	53,382	49,580	45,000	45,000	-
001-5708-572.46-52	R&M-AQUATIC CANAL	4,800	4,800	4,800	4,800	-
001-5708-572.52-00	OPERATING SUPPLIES	26,542	41,301	40,150	40,000	(150)
001-5708-572.52-02	FUEL	42,410	31,451	58,549	50,000	(8,549)
001-5708-572.52-03	UNIFORMS	941	994	2,000	2,000	-
001-5708-572.52-31	CHEMICALS & FERTILIZERS	170,968	169,856	140,000	150,000	10,000
001-5708-572.52-33	SEED AND SOD	30,315	27,675	36,000	36,000	-
001-5708-572.52-35	COURSE SERVICE SUPPLIES	4,337	7,933	7,000	7,000	-
001-5708-572.54-00	DUES, MEMBERSHIPS, SUBS	812	610	900	900	-
001-5708-572.58-00	EDUCATION AND TRAINING	5,059	50	1,500	1,500	-
001-5708-572.63-00	IMPROVEMENT'S O/T BUILDING	-	20,270	-	-	-
001-5708-572.64-00	MACHINERY AND EQUIPMENT	812,930	22,465	-	-	-
001-5708-572-91-01	TRANSFERS TO DEBT SERVICE FUNI	137,147	148,530	148,154	148,154	(0)
	Total Golf Course maintenance	2,039,436	1,342,715	1,392,254	1,361,996	(30,258)
	Subtotal Golf	3,113,495	2,078,922	2,088,262	2,108,935	20,673

Fiscal Year : : 2021
 Budget Level : : BUDG
 Description : : :

DEPARTMENTAL INPUT
 Description

Account #	Description	Budget Amount	Misc. Info
1-5708-572-12-00	REGULAR SALARIES	243,948.00	
1-5708-572-21-00	FEDERAL PAYROLL TAXES	18,662.00	
1-5708-572-22-01	GENERAL	23,967.00	
1-5708-572-23-00	MEDICAL INSURANCE	42,566.00	
1-5708-572-23-07	LIFE/AD&D	1,131.00	
1-5708-572-23-08	DENTAL - OHS - EMPLOYEE	1,004.00	
1-5708-572-23-09	VSP - VISION - EMPLOYEE	273.00	
1-5708-572-24-00	WORKER'S COMPENSATION	6,099.00	
1-5708-572-31-00	PROFESSIONAL SERVICES	20,000.00	
1-5708-572-34-00	OTHER CONTRACTUAL SERVICE	400,000.00	
1-5708-572-41-02	CELLULAR TELEPHONE	400.00	
1-5708-572-43-01	ELECTRICITY	25,000.00	
1-5708-572-43-02	WATER	12,000.00	
1-5708-572-44-00	RENTALS AND LEASES	12,000.00	
1-5708-572-45-00	ISF: LIABILITY INSURANCE	14,594.00	
1-5708-572-46-00	REPAIRS AND MAINTENANCE	45,000.00	
1-5708-572-46-03	EQUIPMENT - GENERAL	10,000.00	
1-5708-572-46-51	SAND/BUNKER MAINTENANCE	45,000.00	
1-5708-572-46-52	AQUATIC CANAL MAINTENANCE	4,800.00	
1-5708-572-52-00	OPERATING SUPPLIES	40,000.00	
1-5708-572-52-02	FUEL, OILS, LUBRICANTS	50,000.00	
1-5708-572-52-03	UNIFORMS	2,000.00	
1-5708-572-52-31	CHEMICALS	150,000.00	
1-5708-572-52-33	SEED AND SOD	36,000.00	
1-5708-572-52-35	GOLF CRSE SVC SUPPLIES	7,000.00	

Basis for FY 2021-22 Salary Projections

City of Miami Springs												
Department: GOLF DEPARTMENT												
Position (paygrade)	Employee Name	FT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/21	Salary Pay Range	Date of Annual Review	COLA 3%	Longevity	Merit Increase	FY21-22 Projection
PRO SHOP STAFF:												
Golf Director-PG46	Paul O'Dell	FT	1	1	0	100,069		03/01/11	\$3,002	\$500	\$0	103,571
Cashier-Golf Dept	Jonathan Heider	FT	1.0	1.0	0	21,850			\$656	\$0	\$0	22,506
Cashier-Golf Dept	Amanda Parson	FT	1.0	1.0	0	31,200			\$936	\$0	\$0	32,136
Cashier-Golf Dept	Henry Hollerman	PT	0.5	0.5	0	5,408			\$162	\$0	\$0	5,570
Golf Attendant	Alejandro Aloma	PT	0.5	0.5	0	8,320			\$250	\$0	\$0	8,570
Golf Attendant	Dylan Carter	PT	0.5	0.5	0	8,736			\$262	\$0	\$0	8,998
Golf Attendant	Pete Baan	PT	0.5	0.5	0	19,750			\$593	\$0	\$0	20,353
Golf Attendant	Ryan Cimino	PT	0.5	0.5	0	12,480			\$374	\$0	\$0	12,854
Golf Attendant	Aidan Gulla	PT	0.5	0.5	0	15,340			\$460	\$0	\$0	15,800
Pro Shop Manager	Mason Kegley	FT	1.0	1.0	0	41,371		10/04/10	\$1,316	\$1,000	\$2,500	46,187
Golf Attendant	Calyssa Diaz	PT	0.5	0.5	0	8,320			\$250	\$0	\$0	8,570
Golf Attendant	Cameron Duvic	PT	0.5	0.5	0	10,400			\$312	\$0	\$0	10,712
Golf Attendant	Adrian Navarro	PT	0.5	0.5	0	12,480			\$374	\$0	\$0	12,854
Golf Attendant	Robert Rosson	PT	0.5	0.5	0	7,540			\$226	\$0	\$0	7,766
Golf Attendant	Dennis Doyle	PT	0.5	0.5	0	10,400			\$312	\$0	\$0	10,712
Golf Attendant	Roger Piermarini	PT	0.5	0.5	0	9,129			\$274	\$0	\$0	9,403
Golf Attendant	Paul Stieglitz	PT	0.5	0.5	0	7,346			\$220	\$0	\$0	7,566
Golf Attendant	John Pierson	PT	0.5	0.5	0	12,480			\$374	\$0	\$0	12,854
Golf Attendant	Paola Rayon	PT	0.5	0.5	0	15,340			\$460	\$0	\$0	15,800
Golf Attendant	Jack Whitlock	PT	0.5	0.5	0	15,340			\$460	\$0	\$0	15,800
Golf Attendant	Vacant	PT	0.5	0.5	0	-			\$0	\$0	\$0	-
Golf Attendant	Vacant	PT	0.5	0.5	0	-			\$0	\$0	\$0	-
Golf Attendant	Vacant	PT	0.5	0.5	0	-			\$0	\$0	\$0	-
Total Regular Salaries						288,590			\$8,732		\$0	300,812
Total Pro Shop						388,649			\$11,734	\$1,500	\$0	404,383
MAINTENANCE STAFF:												
Superintendent-PG37	Laurie Bland	FT	1	1	0	95,591		03/01/11	\$2,868	\$500	\$0	98,959
Supervisor/Foreman	Ed Henry	FT	1	1	0	44,853			\$1,413	\$0	\$2,250	48,516
Mechanic	Miguel Gonzalez	FT	1	1	0	44,853			\$1,345	\$0	\$0	46,199
MAINTENANCE STAFF:	J Malden	FT	1	1	0	47,111			\$1,413	\$1,750	\$0	50,274
Total projections						232,408			70,400	2,250	\$0	243,948

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BUDGET REVENUE REPORT ASSUMPTIONS

Miami Springs Country Club

FY2021-22

Profit and Loss Summary	October	November	December	January	February	March	April	May	June	July	August	September	YTD Variance
Revenue	\$150,000.00	\$150,000.00	\$155,000.00	\$155,000.00	\$155,000.00	\$155,000.00	\$150,000.00	\$100,000.00	\$100,000.00	\$80,000.00	\$85,000.00	\$80,000.00	\$1,515,000.00
Greens Fees	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$60,000.00
Cart Fees	\$7,000.00	\$8,000.00	\$9,000.00	\$9,000.00	\$9,000.00	\$9,000.00	\$8,000.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$96,500.00
Merchandise	\$15,000.00	\$7,000.00					\$10,000.00	\$11,000.00	\$51,000.00	\$11,000.00	\$11,000.00	\$11,000.00	\$127,000.00
Premier Card Revenue	\$15,000.00	\$15,000.00	\$75,000.00	\$25,000.00	\$75,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$280,000.00
Driving Range			\$2,000.00										\$2,000.00
Gift Certificate	\$1,500.00	\$1,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,000.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,000.00	\$1,000.00	\$1,000.00	\$20,000.00
Food & Beverage	\$700.00	\$1,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$16,200.00
Club Rentals	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$1,200.00
G-HIN/Handicap Fees	\$5,000.00	\$2,000.00	\$25,000.00	\$5,000.00	\$1,500.00	\$1,500.00							\$40,000.00
Membership	\$199,300.00	\$189,600.00	\$275,600.00	\$203,600.00	\$200,100.00	\$199,100.00	\$201,100.00	\$151,600.00	\$191,100.00	\$130,600.00	\$135,600.00	\$130,600.00	\$2,157,900.00
Total:													

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SECTION 18

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.

2020-21 Accomplishments

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

2021-22 Budget Highlights

- Proposed budget is \$ 53,337 or 3.2% higher than FY2020/2021. Increase is due to the new debt service payment for the \$302,783 in capital expenditures budgeted for FY2021/2022. This includes \$100,000 for new racquetball court, \$80,000 for painting the community center, \$25,000 for a new truck for Parks & recreation, \$76,225 for police equipment, \$17,668 for a new digital marquee for the circle, and \$1860 for a new laptop for PIO office.
- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$ 1,727,002</u>
Net cost of Department	<u>\$ 1,727,002</u>

CITY OF MIAMI SPRINGS
DEBT SERVICE BUDGET
FISCAL YEAR ENDING 9/30/22

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2018-19 ACTUALS	FY2019-20 ACTUALS	FY2020-21 AMENDED BUDGET	FY2021-22 Departmental Request	Dollar Increase (decrease)
GO BONDS						
201-2025-519-71-40	PRINCIPAL-Golf equipment lease	87,739	120,172	122,460	126,277	3,817
201-2025-519-72-40	INTEREST-Golf equipment lease	13,770	15,173	11,293	7,476	(3,817)
201-2025-519-71-71	PRINCIPAL-Golf equipment lease		9,597	13,268	13,552	284
201-2025-519-72-71	INTEREST-Golf equipment lease		958	1,133	849	(284)
201-2025-519-71-60	PRINCIPAL-Chargepoint Lease	2,250	2,250	2,250	2,250	-
201-2025-519-71-12	PRINCIPAL-PNC Loan	80,560	87,563	94,950	102,728	7,778
201-2025-519-72-12	INTEREST-PNC Loan	49,767	46,742	43,456	39,899	(3,557)
201-2025-519-71-25	PRINCIPAL-Police cars/software lease	118,706	162,586	169,111	174,383	5,272
201-2025-519-72-25	INTEREST-Police cars/software lease	18,629	20,528	15,595	10,324	(5,271)
201-2025-519-71-72	PRINCIPAL-Police eqpt/technology		22,394	30,100	30,743	643
201-2025-519-72-72	INTEREST-Police eqpt/technology		2,235	2,569	1,926	(643)
201-2025-519-71-73	PRINCIPAL-PW City Hall		36,790	44,162	45,106	944
201-2025-519-72-73	INTEREST-PW City Hall		3,671	3,770	2,826	(944)
201-2025-519-71-74	PRINCIPAL-PW Eqpt/renovation			4,864	4,968	104
201-2025-519-72-74	INTEREST-PW Eqpt/renovation			415	311	(104)
201-2025-519-71-75	PRINCIPAL-Rec-Field renovation		11,197	15,961	15,996	335
201-2025-519-72-75	INTEREST-Rec Field renovation		1,117	1,337	1,002	(335)
201-2025-519-71-45	PRINCIPAL-Senior Center building			250,000	250,000	-
201-2025-519-72-45	INTEREST-Senior Center building	22,451	139,525	125,875	119,250	(6,625)
201-2025-519-71-35	PRINCIPAL-CITY NATIONAL LEASE	15,157	15,396	16,119	8,248	(7,871)
201-2025-519-72-35	INTEREST-CITY NATIONAL LEASE	1,593	1,355	631	128	(503)
201-2026-519-71-13	PRINCIPAL-Aquatic Center	450,000	465,000	479,000	493,000	14,000
201-2026-519-72-13	INTEREST-Aquatic Center	186,724	173,073	155,833	143,010	(12,823)
201-2025-519-71-20	PRINCIPAL-Sumtrust Lease #6	9,583	9,806	2,487	-	(2,487)
201-2025-519-72-20	INTEREST-Sumtrust Lease #6	421	199	14	-	(14)
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	7,335	5,971	3,241	3,241	0
201-2025-519-71-76	PRINCIPAL-Police lease 2021				14,730	14,730
201-2025-519-72-76	INTEREST-Police lease 2021				2,183	2,183
201-2025-519-71-78	PRINCIPAL-Finance Pro lease 2021				3,676	3,676
201-2025-519-72-78	INTEREST-Finance pro lease 2021				545	545
201-2025-519-71-80	PRINCIPAL-Parks Lease 2021				38,587	38,587
201-2025-519-72-80	INTEREST-Parks lease 2021				5,719	5,719
201-2025-519-71-50	Iberia Credit Line	1,508,225	-	-	-	-
* SERIES 1997		2,636,981	1,417,369	1,673,665	1,727,002	53,337

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Fiscal Year : 2021
 Budget Level : BUDG
 Description : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
201-2025-519-71-12	GRN VENTURES PRNTS-ENERGY	102,728.00	
201-2025-519-71-25	BOA POLICE EQUIP LEASE	174,383.00	
201-2025-519-71-30	BB&T NOTE	64,071.00	
201-2025-519-71-35	CITY NATIONAL LEASE	8,248.00	
201-2025-519-71-40	GOLF COURSE EQPT LEASE	126,277.00	
201-2025-519-71-45	SENIOR CENTER BUILDING	250,000.00	
201-2025-519-71-60	CHARGEPOINT LEASE	2,250.00	
201-2025-519-71-60	GOLF EQUIPMENT LEASE	13,552.00	
201-2025-519-71-71	POLICE EQUIP TECHNOLOGY	30,743.00	
201-2025-519-71-72	PW CITY HALL	45,106.00	
201-2025-519-71-73	PW EQUIP RENOVATION	4,968.00	
201-2025-519-71-74	REC FIELD RENOVATION	15,996.00	
201-2025-519-71-75	POLICE LEASE 2021	14,730.00	
201-2025-519-71-76	FINANCE PRO LEASE 2021	3,676.00	
201-2025-519-71-78	PARKS LEASE 2021	38,587.00	
201-2025-519-71-80	GRN VENTURES- ENERGY SAV	39,899.00	
201-2025-519-72-12	BOA POLICE EQUIP LEASE	10,324.00	
201-2025-519-72-25	BB&T NOTE	3,241.00	
201-2025-519-72-30	CITY NATIONAL LEASE	128.00	
201-2025-519-72-35	INTEREST-GOLF EQPT LEASE	7,476.00	
201-2025-519-72-40	SENIOR CENTER BUILDING	119,250.00	
201-2025-519-72-45	GOLF EQUIPMENT LEASE	849.00	
201-2025-519-72-71	POLICE EQUIP TECHNOLOGY	1,926.00	
201-2025-519-72-72	PW CITY HALL	2,826.00	
201-2025-519-72-73	PW EQUIP RENOVATION	311.00	
201-2025-519-72-74	REC FIELD RENOVATION	1,002.00	
201-2025-519-72-75	POLICE LEASE 2021	2,183.00	
201-2025-519-72-76	FINANCE PRO LEASE 2021	545.00	
201-2025-519-72-78	PARKS LEASE 2021	5,719.00	
201-2025-519-72-80			

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Fiscal Year : 2021
 Budget Level : BUDG
 Description : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
201-2026-519-71-13	AQUATIC CENTER	493,000.00	
201-2026-519-72-13	AQUATIC CENTER	143,010.00	
* Total Accounts for this Budget Level		31	

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SECTION 19

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 2020-21 Accomplishments

Managed to provide uninterrupted services to our residents

Continued our efforts in documenting excessive bulk trash for billing purposes

Continue to maintain City alley and swales with bulk trash services

Transitioned staff member from Public Properties to Refuse Truck Driver

FY 2021-22 Budget Highlights

- Proposed budget is \$88,185 or 3.4% lower than FY2020/2021.
- Budget includes the purchase of two new sanitation trucks at a cost of \$530,676 which will be included in the five-year lease financing and have an annual budget cost of \$114,691.

- Budget Summary:

Budgeted Revenues	\$2,537,507 (Sanitation fees)
Budgeted Expenditures	<u>\$2,537,507</u>
Net cost of Department	<u>\$ -0-</u>

**SANITATION FUND BUDGET
FISCAL YEAR ENDING 9/30/22**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2018-19		FY2019-20		FY20-21		FY21-22		Dollar Increase (Decrease)
		ACTUALS	ACTUALS	AMENDED BUDGET	AMENDED BUDGET	Departmental Request	Departmental Request			
430-3401-534.12-00	REGULAR SALARIES	526,160	499,015	511,034	511,034	514,892	514,892	3,858		
430-3401-534.14-00	OVERTIME	18,378	12,043	18,000	18,000	-	18,000	-		
430-3401-534.21-00	FICA TAXES	43,336	38,063	40,471	40,471	40,766	40,766	295		
430-3401-534.22-01	GENERAL EMPLOYEES RET SYS	84,063	100,590	54,867	54,867	50,585	50,585	(4,282)		
430-3401-534.23-19	HMO - EMPLOYEE + CHILDREN									
	TOTAL MEDICAL INSURANCE	122,203	112,749	118,009	118,009	116,072	116,072	(1,937)		
430-3401-534.24-00	WORKER'S COMPENSATION	20,712	33,012	28,107	28,107	25,745	25,745	(2,362)		
430-3401-534.34-00	OTHER CONTRACTUAL SERVICE	26	43	500	500	500	500	-		
430-3401-534.34-02	DUMPING AND DISPOSAL	661,893	732,077	650,020	650,020	650,000	650,000	(20)		
430-3401-534.34-05	SOLID WASTE RECYCLE	126,960	108,692	175,000	175,000	110,000	110,000	(65,000)		
430-3401-534.41-06	INTERNET CHARGES	3,717	3,694	3,000	3,000	3,000	3,000	-		
430-3401-534.45-10	FLEET MAINTENANCE	241,297	279,821	250,000	250,000	250,000	250,000	-		
430-3401-534.45-30	LIABILITY INSURANCES	28,920	31,501	29,596	29,596	25,943	25,943	(3,653)		
430-3401-534.46-00	REPAIRS AND MAINTENANCE	1,002	1,115	20,000	20,000	2,000	2,000	(18,000)		
430-3401-534.49-80	COUNTY COLLECTION FEES	748	334	1,200	1,200	1,200	1,200	-		
430-3401-534.49-90	BAD DEBT EXPENSE	(17,514)	(8,141)	-	-	-	-	-		
430-3401-534.52-00	OPERATING SUPPLIES	8,795	17,041	40,000	40,000	20,000	20,000	(20,000)		
430-3401-534.52-02	FUEL, OILS, LUBRICANTS	68,843	53,653	50,000	50,000	50,000	50,000	-		
430-3401-534.52-07	TIRES	12,551	10,885	17,000	17,000	17,000	17,000	-		
430-3401-534.59-00	DEPRECIATION	148,887	156,504	148,888	148,888	157,000	157,000	8,112		
430-3401-534.72-00	INTEREST	5,307	2,725	-	-	14,804	14,804	14,804		
430-3401-534.91-01	MANAGEMENT FEE TO GENERAL FUI	370,000	370,000	470,000	470,000	470,000	470,000	-		
	Total Operating Expenses	2,476,284	2,555,416	2,625,692	2,625,692	2,537,507	2,537,507	(88,185)		

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Fiscal Year : : 2021
 Budget Level : : BUDG
 Description : : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
430-3401-534-12-00	REGULAR SALARIES	514,892.00	
430-3401-534-14-00	OVERTIME	18,000.00	
430-3401-534-21-00	FICA TAXES	40,766.00	
430-3401-534-22-01	GENERAL EMPLOYEES RET SYS	50,585.00	
430-3401-534-23-01	POS, EMPLOYEE ONLY	110,282.00	
430-3401-534-23-07	LIFE/AD&D	2,369.00	
430-3401-534-23-08	DENTAL-ORAL HEALTH SVCS	2,710.00	
430-3401-534-23-09	VSP-VISION SERVICE PLAN	712.00	
430-3401-534-24-00	WORKER'S COMPENSATION	25,745.00	
430-3401-534-34-00	OTHER CONTRACTUAL SERVICE	500.00	
430-3401-534-34-02	DUMPING AND DISPOSAL	650,000.00	
430-3401-534-34-05	SOLID WASTE RECYCLE	110,000.00	
430-3401-534-41-06	INTERNET CHARGES	3,000.00	
430-3401-534-45-10	FLEET MAINTENANCE	250,000.00	
430-3401-534-45-30	LIABILITY INSURANCES	25,943.00	
430-3401-534-46-00	REPAIRS AND MAINTENANCE	2,000.00	
430-3401-534-49-80	WASA COLLECTION FEES	1,200.00	
430-3401-534-52-00	OPERATING SUPPLIES	20,000.00	
430-3401-534-52-02	FUEL, OILS, LUBRICANTS	50,000.00	
430-3401-534-52-07	TIRES	17,000.00	
430-3401-534-59-00	DEPRECIATION	157,000.00	
430-3401-534-72-00	INTEREST	14,804.00	
430-3401-534-91-01	ADMINISTRATIVE CHARGE	470,000.00	
* Total Accounts for this Budget Level			18,000.00

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City of Miami Springs

Department: Public Works - Sanitation Operations

Position (paygrade)	Employee Name	FT	PT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/21	Current Pay Range	Date of Annual Review	Promotional Increases	3% COLA Increase	Retirement Payout	Longevity	FY21-22 Total Pay
Sanitation Foreman PG24	T Cummings	FT		1	1	-	\$62,191	\$4198-53130	02/29/11		\$1,866		\$1,750	\$65,807
Automated Equipment Operator-PG19	S Griffin	FT		1	1	-	\$56,205	\$0226-49216	4/22/1991		\$1,686		\$1,750	\$59,641
Automated Equipment Operator-PG19	J Romeo	FT		1	1	-	\$48,540	\$0226-49216	04/11/11		\$1,456		\$1,750	\$51,746
Refuse Collector-PG10	T Andrews	FT		1	1	-	\$37,128	\$2892-38440			\$1,114	\$0	\$0	\$38,242
Automated Equipment Operator-PG19	C Sanchez	FT		1	1	-	\$56,205	\$0226-49216	4/27/1981		\$1,686	\$0	\$1,750	\$69,641
Refuse Collector-PG10	Nathaniel Guzman	FT		1	1	-	\$33,946	\$2892-38440	01/00/00		\$1,018	\$0	\$0	\$34,964
Refuse Truck Driver-PG13	C Johnson	FT		1	1	-	\$38,395	\$549-37886	8/2/1993		\$1,152	\$0	\$0	\$39,547
Refuse Truck Driver-PG13	Juan Ramos	FT		1	1	-	\$36,500	\$0226-49216	06/14/11		\$1,095	\$0	\$0	\$37,595
Refuse Collector-PG10	Carlos Matilla	FT		1	1	-	\$34,260	\$600-41396	02/28/05		\$1,028	\$0	\$0	\$35,288
Automated Equipment Operator-PG19	R Gonzalez	FT		1	1	-	\$46,025	\$0226-49216	7/26/2011		\$1,361	\$0	\$1,750	\$49,156
Refuse Truck Driver-PG13	Denise Rivera	FT		1	1	-	\$42,005	\$600-41396	11/07/11		\$1,260	\$0	\$0	\$43,265
Refuse Collector-PG10		FT		0	0	-	\$0	\$2892-38440	01/00/00		\$0	\$0	\$0	\$0
Refuse Collector-PG10		FT		0	0	-	\$0	\$4201-38440	04/01/11		\$0	\$0	\$0	\$0
Total projections				11	11	0	\$491,400			\$0	\$14,742		\$8,750	\$514,892

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**CITY OF MIAMI SPRINGS
ASSET ACQUISITION REQUEST
FOR FY 2021-22 BUDGET YEAR**

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

Department: _____ Sanitation

<u>Description of equipment requested</u>	<u>Estimated Cost</u>
Side loader single axle Garbage Truck	\$ 265,338.00
Side loader single axle Garbage Truck	\$ 265,338.00
_____	_____
_____	_____
_____	\$ -
_____	\$ -
_____	\$ -
_____	\$ -
Total budget request:	<u><u>\$ 530,676.00</u></u>

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

Reason why equipment is needed

Replacement of Garbage trucks that have exceeded their age in terms of reliability and repair limits. The current Fleet consists of 4 trucks ranging in years from 2006 - 2014. Life to Date reports attached.

- Vehicle 595 - 2006
- Vehicle 652 - 2010
- Vehicle 677/678 - 2014

Expected cost savings from this acquisition(if any)

Repairs and maintenance costs for aging fleet estimated to be

<u>Expected Savings</u>

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

Department Head Signature

City Manager Approval

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FLORIDA SHERIFF'S ASSOCIATION
 FLORIDA ASSOCIATION OF COUNTIES
 Bid Award Announcement FSA20-18.0

MR SPECS/LR42R



4/27/2021

PREPARED BY
 GILBERTO BEATO
 NEXTRAN-MIAMI

CITY OF MIAMI SPRINGS SIDE LOADER SINGLE AXLE RH DRIVE

BRIEF DESCRIPTION	OPTION CODE	PRICE
ON-OFF HIGHWAY APPLICATION		
CARRIER APPLICATION ON-OFF HIGHWAY		
VEHICLE TYPE-TRUCK		
VEHICLE USE-ON-OFF HIGHWAY		
MODEL=LR42R- 2020		\$142,337.00
CREDIT SINGLE AXLE	SINGLE	-\$7,200.00
RH AND LH SIT DOWN,	14422103	\$5,805.00
173" WHELBASE		\$0.00
Engine upgrade 355 HP	1001759	\$644.00
ALLISON TRANSMISSION MODEL 4500 RDS		\$0.00
BATTERY DISCONET SCWICTH	3180010	\$0.00
PRE WIRE VIDEO SYSTEM	BLVR-PK3	\$916.00
ALTENATOR, DELCO 12V 130A BRUSH TYPE		\$0.00
3 MACK BATTERIES 12V 650/1950 CCA STUD TYPE		\$0.00
BATTERY BOX COVER, PLASTIC		\$0.00
BATTERY DISCONET SCWICTH		\$0.00
FRONT AXLE, 20,000 MACK FL20 WIDE PIVOT		\$0.00
SPRING FRONT, TAPERLEAF 20000#		\$0.00
BRAKES FRONT	MERITOR "S" CAM TYOE 16.5"X6" Q+	\$0.00
REAR AXLE 23000# MACK RA23R DOUBLE REDUCTION		\$0.00
REAR AXLE CARRIER CRD SINGLE AXLE		\$0.00
RATIO 4.19		\$0.00
SPRING SUSPENSION 23000 MULTILEAF		\$0.00
HALDEX SLACK ADJUSTERS		\$0.00
15.5 X 6" FRONT BRAKES-MERITORS		\$0.00
CAB, RH & LH SIT DOWN, RH DRIVE ONLY		\$0.00
CAB TILT PUMP		\$0.00
FRONT TIRE 315/80R22.5		\$0.00
11R22.5 REAR TIRES		\$0.00
LANYARD CONTROL- ALL AIR TANKS`		\$0.00
H.D. SHOCK INSULATORS		\$0.00
NEOPRENE BRAKE DIAPHRAMS		\$0.00
70 GALLON L.H. FUEL TANK- 'D' SHAPE		\$0.00
BACK UP ALARM PRECO MODEL 1059	\$0.00	
FRONT PTO 1350 SERIES FLANGE	\$0.00	

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Option Code	Option Description	Total
1001759	MP7 355HP with 1250 ftlbs of torque	\$644.00
2931000	DAVCO 382 Fuel Filter (Fluid Heated)	\$383.00
3180010	Battery Disconnect Switch "Flaming River" with config. Light	\$90.00
20F46R	66,000 GVWR package, Front 4.25 Tires (900-14111)/ Front wheels steel: 22.5x12.25(531-1531)/ static load cushions FA (BUMPSFS)/ 45,000 MACK Rear Axle(2681032)/SS462 Camelback suspension (1861077)	\$2,148.00
1862406	Rear Suspension - 45,000lb Meritor RT46-160 with Hendrickson HM462 Suspension	\$1,957.00
1861610	45,000 LB. Mack Mirde Suspension	\$1,916.00
2540401	Driver Controlled Differential lock - Inter wheel Differential Lock (Both Axles)	\$956.00
2416311	Front and Rear Disc Brakes (Must include 46,000 LB. Mirde Suspension Option Code 1861610)	\$3,135.00
9011415	F+R (10) 315/80R22.5 M870 Bridgestone all position tires. (Or Equivalent Manufacturer) on steel wheels	\$2,422.00
OPT-315	Rear Tires (8) 315/80R22.5 M870 Bridgestone (Or Equivalent Manufacturer), for all rear tires	\$1,936.00
5313802	All Aluminum Wheels	\$1,623.00
MCL2001	Dual Flat Electrical Operated & Heated Mirrors	\$275.00
HLB-LED	LED Headlamps	\$357.00
BBA-PK7	Body Builder Air lines, Factory installed for pneumatic joy stick controls	\$180.00
8FXG1X	Drop Frame Modifications for LCF Chassis	\$14,412.00
2LCA1X	Cab Front Corner Protection/ Reinforcement for LCF Chassis	\$213.00
GUARD-RL	Skid Plate under Bumper + Radiator	\$250.00
BLVR-PK3	Pre Wire Video Safety System	\$916.00
Single Axle	Single Axle Option - (Credit)	-\$7,200.00
1003107	CNG Prep - 64R G with cummins ISL-G 320HP, Fuel tanks not included, base chassis upgrade	\$5,661.00
1442103	RH and LH Sit-down, RH Drive Only	\$5,540.00
1442100	LCF Low Profile With left hand steer	\$7,131.00
1442102	LCF Low Profile with dual steer - Model LR64R with dual sidown, dual steering	\$6,409.00
1442101	LCF Low Profile with dual steer and right hand stand up - Model LR64R Standard Config.	\$1,071.00
FEPTO-PKG	Front Engine PTO Provision (FEPTO) - Front Frame Extension (FFE330), 1350 Series Flange (1830002), Pump Mounting Kit (B260004), Skid Plate under Bump/Rad (GUARD-RL)	\$0.00
MFG List	We furnish bodies from the following, Bridgeport, E-Z Pack, Galbreath, Heil, Loadmaster, McNeilus, New Way, Pac-Mac, Palfinger, Wayne, Labrie, and others.	\$45,870.00
NEX 60 174/RP 4500	60,000 Roll off hoist and Tarp	\$71,815.00
60K AFR	60,000 Above Frame Roll Off Hoist and Tarp	\$72,391.00
NEX 20 RRL LM	20 CU YD Refuse Rear Loader	\$83,279.00
NEX 25 RRL LM	25 CU YD Refuse Rear Loader	\$88,758.00
NEX 32 RRL MCN	32 CU YD Refuse Rear Loader	\$133,886.00
NEX 40 RFL H	40 CU YD Refuse Front Loader	\$140,623.00
NEX 28 RASL MCN	28 CU YD Refuse Automated Side Loader	\$154,587.00
NEX 31 RASL	31 CU YD Refuse Automated Side Loader	\$9,735.00
NEX 20 RIDA	Rigid Lift Axle: Pusher/20,000lb rating air lift to include 11R22.5 tires with steel wheels	\$10,472.00
NEX 20 SDA	Steerable Lift Axle: Pusher/20,000 rating air lift to include 11R22.5 tires with steel wheels	\$1,887.00
3YR/300K	3 Year, 300,000 Mile Warranty on Mack Engine Plan 2 Exhaust After Treatment System with Mack Engines Under 460HP	\$2,285.00
4YR/300K	4 Year, 300,000 Mile Warranty on Mack Engine Plan 2 Exhaust After Treatment System with Mack Engines Under 460HP	\$4,684.00
5YR/400K	5 Year, 400,000 Mile Warranty on Mack Engine Plan 2 Exhaust After Treatment System with Mack Engines Under 460HP	\$110.00
Transfer	Transfer Existing Registration	\$330.00
New	New State Tag	

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SECTION 20

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 2020-21 Accomplishments

Replaced existing storm drain pipe at incoming bridge as a result of failure reducing flooding to nearby commercial properties.

Provided services City wide of storm water which including debris removal, jetting of lines and grate inspections.

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

FY 2021-22 Budget Highlights

- Proposed budget is \$62,859 or 13.3% lower than FY2020/2021.
- Budget Summary:

Budgeted Revenues	\$424,500 (Stormwater fees)
Budgeted Expenditures	<u>\$408,716</u>
Net cost of Department	<u>\$ 15,784</u>

CITY OF MIAMI SPRINGS
STORMWATER FUND BUDGET
FISCAL YEAR ENDING 9/30/22

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY20-21		FY21-22	Dollar
		FY2018-19	FY2019-20		
STORMWATER FUND		ACTUALS	ACTUALS	Request	(Decrease)
440-3901-539.12-00	REGULAR SALARIES	84,338	82,762	65,535	(19,568)
440-3901-539.14-00	OVERTIME	492	1,416	1,300	-
440-3901-539.21-00	FICA TAXES	6,352	6,052	5,113	(1,497)
440-3901-539.22-01	GENERAL EMPLOYEES RET SYS	12,495	17,609	6,438	(3,588)
	TOTAL MEDICAL INSURANCE	19,236	22,328	19,573	(3,702)
440-3901-539.24-00	WORKER'S COMPENSATION	3,490	5,070	3,277	(1,404)
440-3901-539.31-00	PROFESSIONAL SERVICES	450	450	-	-
440-3901-539.34-00	OTHER CONTRACTUAL SERVICE	14,074	11,238	10,000	-
440-3901-539.41-06	INTERNET ACCESS	3,717	3,694	3,500	-
440-3901-539.43-01	ELECTRICITY	135	992	1,000	850
440-3901-539.45-10	FLEET MAINTENANCE	12,251	7,083	15,000	-
440-3901-539.45-30	LIABILITY INSURANCES	29,856	32,603	13,520	(13,344)
440-3901-539.46-00	REPAIRS AND MAINTENANCE	-	16,305	8,750	250
440-3901-539.49-80	WASA COLLECTION FEES	48,706	48,228	48,900	3,900
440-3901-539.49-90	BAD DEBT EXPENSE	-	1,851	-	-
440-3901-539.52-00	OPERATING SUPPLIES	2,637	1,676	4,000	(1,000)
440-3901-539.52-02	FUEL, OILS, LUBRICANTS	6,678	2,997	1,910	(3,090)
440-3901-539.52-07	TIRES	308	-	500	(1,500)
440-3901-539.58-00	EDUCATION AND TRAINING	-	-	400	-
440-3901-539.59-00	DEPRECIATION	155,229	159,165	140,000	(19,166)
440-3901-539.91-01	MANAGEMENT FEE TO GENERAL FUI	60,000	60,000	60,000	-
	Total Operating expenses	460,444	481,519	408,716	(62,859)

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Fiscal Year : 2021
 Budget Level : BUDG
 Description :

DEPARTMENTAL INPUT
 Description

Account #	Description	Budget Amount	Misc. Info
440-3901-539-12-00	REGULAR SALARIES	65,535.00	
440-3901-539-14-00	OVERTIME	1,300.00	
440-3901-539-21-00	FICA TAXES	5,113.00	
440-3901-539-22-01	GENERAL EMPLOYEES RET SYS	6,438.00	
440-3901-539-23-04	HMO EMPLOYEE ONLY	18,834.00	
440-3901-539-23-07	LIFE/AD&D	307.00	
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	3,277.00	
440-3901-539-34-00	OTHER CONTRACTUAL SERVICE	10,000.00	
440-3901-539-41-06	INTERNET ACCESS	3,500.00	
440-3901-539-43-01	ELECTRICITY	1,000.00	
440-3901-539-45-10	FLEET MAINTENANCE	15,000.00	
440-3901-539-45-30	LIABILITY INSURANCES	13,520.00	
440-3901-539-46-00	REPAIRS AND MAINTENANCE	8,750.00	
440-3901-539-49-80	WASA COLLECTION FEES	48,900.00	
440-3901-539-52-00	OPERATING SUPPLIES	4,000.00	
440-3901-539-52-02	FUEL, OILS, LUBRICANTS	1,910.00	
440-3901-539-52-07	TIRES	500.00	
440-3901-539-58-00	EDUCATION AND TRAINING	400.00	
440-3901-539-59-00	DEPRECIATION	140,000.00	
440-3901-539-91-01	ADMINISTRATIVE CHARGE	60,000.00	
* Total Accounts for this Budget Level		408,717.00	
00100	REGULAR SALARIES	65,535.00	
00100	OVERTIME FOR STAFF EMERGENCY/ON CALL	1,300.00	
00100	FICA TAXES	5,113.00	
00100	GENERAL EMPLOYEES RET SYS	6,438.00	
00100	HMO EMPLOYEE ONLY	18,834.00	
00100	LIFE/AD&D	307.00	
00100	DENTAL-ORAL HEALTH SVCS	322.00	
00100	VSP-VISION SERVICE PLAN	111.00	
00100	WORKER'S COMPENSATION	3,277.00	
00100	OTHER CONTRACTUAL SERVICE	10,000.00	
00100	MONTHLY CANAL TREATMENT FOR EXOTIC GRASS & HYDRILLA GROWTH	10,000.00	
00300	NPDES ANNUAL FEES	150.00	
00400	STATE OF FLORIDA WASTE WATER REGULATORY FEES	15,000.00	
00500	GEOTECHNICAL MARINE STORM WATER FILTER EXCHANGE	15,000.00	
00600	MIAMI DADA COUNTY STORM WATER COLLECTION FEES	3,500.00	
00100	INTERNET UTILITY FEES	3,500.00	
00100	ELECTRICAL UTILITIES	1,000.00	
00100	SERVICE & REPAIRS OF 2 TRUCKS	15,000.00	
00200	SERVICE & REPAIRS OF TRAILERS, GENERATORS & STORM WATER PUMPS	15,000.00	
00300	STORM WATER PUMPS	13,520.00	
00100	STORM WATER CATCH BASIN REPAIRS	8,750.00	
00200	LIDS, BOXES & PIPES	48,900.00	
00100	WATER SERVICES FEE	48,900.00	
00100	UNIFORM & SHOES FOR STAFF	4,000.00	
00200	BACK SUPPORTS EYE PROTECTION, EAR PROTECTION	5,000.00	
00300	HARD HATS, HAZMAT PAPER SUITS, DUST MASKS, GLOVES,	5,000.00	
00400	CAUTION TAPE, WASP SPRAY, AND OTHER RELATED ITEMS	5,000.00	
00500	NEEDED TO PERFORM DUTIES	5,000.00	
00100	SERVICE & REPAIRS FOR VEHICLE	5,000.00	
00200	OIL, FLUIDS, WIPERS, FILTERS, PLUGS	5,000.00	
00100	TIRES FOR TRUCK	2,000.00	
00100	STORM WATER CEU CERTIFICATION	400.00	
00100	STORM WATER CEU CERTIFICATION	400.00	
00100	STORM WATER CEU CERTIFICATION	400.00	
00100	STORM WATER CEU CERTIFICATION	400.00	

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City of Miami Springs

Department: Public Works - Storm water Operations

Position (paygrade)	Employee Name	FT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/21	Current Pay Range	Date of Annual Review	Promotional Increases	3% COLA Increase	Retirement Payout	Longevity	FY21-22 Total Pay
Maintenance Worker I-PG8	M. Graham	FT	1	1	-	\$32,324	22992-38440	01/00/00		\$970		\$0	\$33,294
Maintenance Worker I-PG8	Jahkeem Johnson	FT	1	1	-	\$31,302	24201-35885			\$939		\$0	\$32,241
Refuse Truck Driver-PG13		FT	2	2	0	\$63,626			\$0	\$1,909		\$0	\$65,535
Total projections													

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SECTION 21

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.
- 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.

2020-21 ACCOMPLISHMENTS

- Continued the scanning process to completely digitize the filing system in our department, to facilitate plans records to the Public and Staff.
- Managed to scan the remaining files for street addresses name beginning with the letter T through W, that is over 500 street files.
- Implemented a new Building/Code/Licensing software that will brings us to the cutting edge.
- Hired and successfully trained two new Building Specialists.

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BUILDING DEPARTMENT

2020-21 ACCOMPLISHMENTS (CONTINUED)

- Rejuvenated the department with a fresh coat of paint and new flooring, making the space more welcoming to visitors and more practical for employees.
- Effectively processed 2,501 permits. (As of 10/01/2020)
- Provided customer service to over 11,400 residents, contractors, business owners, and visitors over the counter. (An average of 65-70/Day in 171 days)
- Performed a total of 4,076 inspections as of (As of 10/01/2020)
 - Performed over 2,886 Building and Roofing Inspections
 - Performed over 166 Mechanical Inspections
 - Performed over 570 Electrical Inspections
 - Performed over 454 Plumbing Inspections
- Performed a total of 2,150 reviews as of (As of 10/01/2020)
 - Performed 878 Building Permit Reviews
 - Performed 217 Roofing Permit Reviews
 - Performed 432 Structural Permit Reviews
 - Performed 135 Mechanical Permit Reviews
 - Performed 285 Electrical Permit Reviews
 - Performed 203 Plumbing Permit Reviews

FY2020-21 BUDGET HIGHLIGHTS

- Proposed budget is \$99,780 or 10.3% higher than FY2020/21.
- Increase is due to additional funding for Inspector pay due to expected increase in building activity next fiscal year from new construction, an additional .5 FTE admin staff for Building department, and the purchase of a new vehicle for Building/Code use.
- 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	\$917,200
Budgeted Expenditures	<u>\$731,450</u>
Operating surplus before indirect costs	\$185,750
Indirect cost allocation	<u>(\$337,388)</u>
Net surplus of the Department	<u>\$(151,638)</u>

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CITY OF MIAMI SPRINGS
 BUILDING DEPARTMENT
 FISCAL YEAR ENDED 9/30/22

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2018-19 ACTUAL	FY2019-20 ACTUAL	FY2020-21 AMENDED BUDGET	FY2021-22 Departmental Request	Dollar Increase (Decrease)
BUILDING DEPARTMENT:						
145-2401-524.12-00	REGULAR SALARIES	231,343	240,596	212,622	272,822	60,200
145-2401-524.13-01	INSPECTOR PAY	140,875	140,327	139,000	220,000	81,000
145-2401-524.21-00	FICA TAXES	27,728	28,743	27,358	37,701	10,343
145-2401-524.22-01	GENERAL EMPLOYEES RET SYS	28,231	30,391	29,173	23,225	(5,948)
145-2401-524.22-04	ICMA	-	-	-	-	-
	TOTAL MEDICAL/LIFE INSURANCE	50,429	38,425	41,580	49,979	8,399
145-2401-524.24-00	WORKER'S COMPENSATION	3,964	5,403	5,364	7,392	2,028
145-2401-524.34-00	CONTRACTUAL SERV - INSPECTORS	61,550	26,600	93,000	40,000	(53,000)
145-2401-524.34-09	CONTRACTUAL SERV - OTHER	17,836	8,419	-	-	-
145-2401-524.40-00	TRAVEL AND PER DIEM	3,840	3,840	2,000	3,840	1,840
145-2401-524.41-01	TELEPHONE	1,720	1,468	1,400	1,400	-
145-2401-524.41-02	CELLULAR TELEPHONE	260	796	600	600	-
145-2401-524.41-03	POSTAGE	1,025	1,144	1,500	1,500	-
145-2401-524.41-06	INTERNET ACCESS	1,336	1,317	2,070	2,070	-
145-2401-524.44-00	RENTALS AND LEASES	2,845	4,114	6,354	6,354	-
145-2401-524.45-30	LIABILITY INSURANCES	6,420	7,651	7,299	10,067	2,768
145-2401-524.46-00	REPAIRS AND MAINTENANCE	-	-	7,000	7,000	-
145-2401-524.47-00	PRINTING AND BINDING	1,000	355	1,000	1,000	-
145-2401-524.49-00	CREDIT CARD FEES/BANK CHARGES	11,423	10,624	10,000	10,000	-
145-2401-524.51-00	OFFICE SUPPLIES	1,791	1,087	1,500	2,000	500
145-2401-524.52-00	OPERATING SUPPLIES	8,083	536	6,000	7,000	1,000
145-2401-524.52-03	UNIFORMS	1,077	877	2,000	2,500	500
145-2401-524.54-00	DUES, MEMBERSHIPS, SUBS	235	50	1,000	1,000	-
145-2401-524.58-00	EDUCATION AND TRAINING	-	-	1,000	1,000	-
145-2401-524.64-00	MACHINERY & EQPT	130,993	122,885	46,490	23,000	(23,490)
145-2401-524.91-01	ADMINISTRATIVE CHARGE	220,809	314,677	323,748	337,388	13,640
** BUILDING DEPARTMENT		954,813	990,325	969,058	1,068,838	99,780

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Fiscal Year : 2021
 Budget Level : BUDG
 Description : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
145-2401-524-12-00	REGULAR SALARIES	272,822.00	
00100	INCREASE DUE TO INSPECTORS BECOMING PART-TIME	492,821.00	
00200	EMPLOYEES, ALSO WE ARE OPENING A NEW BUILDING CLER	.00	
00300	POSITION	.00	
00100	ALL CONTRACTUAL INSPECTORS HAVE BECOME PART-TIME.	.00	
	BUILDING INSPECTORS	37,701.00	
	FEDERAL PAYROLL TAXES	23,225.00	
	GENERAL	1,277.00	
	LIFE/AD&D	853.00	
	DENTAL - OHS - EMPLOYEE	294.00	
	VSP - VISION - EMPLOYEE	47,555.00	
	HMO - EMPLOYEE + CHILDREN	7,392.00	
	WORKER'S COMPENSATION	40,000.00	
	OTHER CONTRACTUAL SERVICE	3,840.00	
	TRAVEL AND PER DIEM		
00100	BASED ON PREVIOUS BUDGET TRENDS	1,400.00	1,000.00
	TELEPHONE; BASE & LOCAL	600.00	
	CELLULAR TELEPHONE	1,500.00	
	POSTAGE	2,070.00	
	INTERNET ACCESS	6,354.00	
	RENTALS AND LEASES	10,067.00	
	RISK MANAGEMENT	7,000.00	7,000.00
	REPAIRS AND MAINTENANCE	1,000.00	1,000.00
00100	PRINTING AND BINDING	10,000.00	
	OTHER CURRENT CHARGES	2,000.00	
	OFFICE SUPPLIES	7,000.00	1,700.00
00100	OPERATING SUPPLIES	2,500.00	7,000.00
	UNIFORMS	1,000.00	2,500.00
	DUES, MEMBERSHIPS, SUBS	1,000.00	2,500.00
	EDUCATION AND TRAINING	1,000.00	1,000.00
	MACHINERY AND EQUIPMENT	23,000.00	1,000.00
00100	ADMINISTRATIVE CHARGE	337,388.00	40,000.00
	* Total Accounts for this Budget Level	1,068,838.00	

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Basis for FY 2021-22 Salary Projections

Calculations is based upon current earnings at 2,080 hours

- Base Salary for each position:
- Adjustment includes:
 - Max Annual merit increase for position 0.0%
 - Cost of living Adjustment 0.00%
 - CPI for all urbans (Apr to Apr) 3.00% to be effective on 10-01-2021
 - Estimate used for COLA Projection

**City of Miami Springs
Department: Building**

Position(Paygrade)	Employee name	FT PT	Amended Budget	Qty	Fav (Unf)	Salary at 4/30/2021	Date of Annual Review	Promotional Increase	COLA Increase 3%	Longevity	Other	FY2022 Projection
Building Specialist II-PG 22	vacant	FT	1	1	0	\$35,360		\$0	\$1,061	\$0	\$0	\$36,421
Building Specialist I-PG15	Jaime Aeemed	FT	1	1	0	\$35,360		\$0	\$1,061	\$0	\$0	\$36,421
Building Specialist I-PG15	Osleivys Borrego	FT	0.50	0.50	0	\$18,008		\$900	\$567	\$0	\$0	\$19,476
Building Specialist I-PG 15	Sandra Duarte	FT	1.00	1.00	0	\$36,016		\$1,801	\$1,135	\$0	\$0	\$38,951
Building Official/Director	Ulises Fernandez	FT	0.8	0.8	0	\$102,070			\$3,062	\$0	\$0	\$105,133
Building Specialist I-PG 15 Inspectors	Emily Murrillo Inspectors	FT	1	1	0	\$35,360			\$1,061	\$0	\$0	\$36,421
			n/a	n/a	0	\$220,000			\$0			\$220,000
Total projections			5.3	5.3	0	\$482,174		\$2,701	\$7,946	\$0	\$0	\$492,822

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**CITY OF MIAMI SPRINGS
CAPITAL IMPROVEMENT REQUEST
FOR FY 2021-22 BUDGET YEAR**

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

Department: BUILDING & CODE

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

NEW FORD F-150 REGULAR CAB 2WD

Total budget request: \$ 23,000

Detail any grant or additional funding sources for this project

Funding

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

Reason why project is needed

CURRENT VEHICLE NOT SUITABLE TO TRAVEL THROUGH
OUR CITIES ALLEYS. CURRENT VEHICLE HAS HAD
MAJOR MECHANICAL ISSUES.

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

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



Department Head Signature

City Manager Approval

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

Line Item Revenue	FY 18-19		FY 19-20		FY 20-21		FY21-22		% of		% Change from 2020-21
	Actual		Actual	Budget	Budget	Proposed Budget	Total	Total			
Building Permits	433,251		152,946	225,000	375,000		40.89%	66.7%			
Electrical Permits	81,308		103,109	85,000	80,000		8.72%	-5.9%			
Plumbing Permits	76,639		46,641	40,000	40,000		4.36%	0.0%			
Roofing Permits	107,701		142,484	95,000	100,000		10.90%	5.3%			
Mechanical Permits	38,849		55,248	45,000	40,000		4.36%	-11.1%			
Technology Fees	-		-	-	23,000		2.51%	100.0%			
Certification of Completions	500		750	500	700		0.08%	40.0%			
Structural Permits	33,048		28,375	25,000	30,000		3.27%	20.0%			
Other Permits	394,634		238,185	185,000	225,000		24.53%	21.6%			
POD Permit Fees	1,450		500	1,500	1,500		0.16%	0.0%			
Application Fees	10,753		5,940	5,000	2,000		0.22%	-60.0%			
TOTALS >>>	\$1,178,133		\$774,178	\$707,000	\$917,200		100.00%	29.7%			

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SECTION 22

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 2021-22 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	\$ 1,622,210
Net cost of Department	<u>\$ 1,622,210</u>

CITY OF MIAMI SPRINGS
 NON-DEPARTMENTAL BUDGET
 FISCAL YEAR ENDING 9/30/22

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2018-19 ACTUALS	FY2019-20 ACTUALS	FY20-21 AMENDED BUDGET	FY21-22 Departmental Request	Dollar Increase (Decrease)
NON-DEPARTMENTAL						
001-0901-519.49-90	BAD DEBT EXPENSE	541,411	279,542	-	-	-
001-0901-519.52-56	VACCINATION SITE COSTS			10,851		(10,851)
001-0901-519.91-06	TRANSFERS TO SENIOR CTR F	282,430	222,524	339,987	463,698	123,711
001-0901-519.91-10	TRANSFERS TO CAPITAL PROJECTS		10,885			-
001-0901-519.91-12	TRANSFER TO DEBT SERVICE	742,634	908,527	1,170,617	1,158,512	(12,105)
001-0901-519.91-07	TRANSFER TO HURRICANE FUND	500,000	-	-	-	-
** Non-Departmental		<u>2,066,475</u>	<u>1,421,478</u>	<u>1,521,455</u>	<u>1,622,210</u>	<u>100,755</u>

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Prepared: 7/12/21, 8:28:02
Program: GM217L

City of Miami Springs
Budget Level Report

Fiscal Year : : 2021
Budget Level : : BUDG
Description : : DEPARTMENTAL INPUT
Account # Description

Budget Amount Misc. Info

1-0901-519-91-06 TRANSFERS TO SENIOR CTR F 463,698.00
1-0901-519-91-12 TRF TO DEBT SERVICE 1,158,512.00
* Total Accounts for this Budget Level 2 1,622,210.00

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