

# CITY OF MIAMI SPRINGS

## FISCAL YEAR



# 2020-21

# PROPOSED BUDGET

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

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# AGENDA MEMORANDUM

**Meeting Date:** 08/03/2020

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

**From:** William Alonso, City Manager/ Finance Director

**Subject:** FY2020-21 Proposed Budget Workbook

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

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

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

**Following are the more significant budget assumptions:**

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

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

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

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

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

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

Page 1-3 provides some possible reductions based on past history and experience with previous budget workshops. Some of the proposed reductions affect service levels and some do not, some affect employee pay and benefits while others affect current programs and subsidies.

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

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

Page 1-6 provides Council with a graphic view of the city's funds and their relation to each other and to the general Fund.



**CITY OF MIAMI SPRINGS**  
**FY2020-21 PROPOSED BUDGET ANALYSIS**

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

Millage  
Impact  
add (reduce)

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

**1) Annual event subsidies:**

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

**2) Eliminate all General Fund capital expenditures:**

(see attachment C for details)

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

**3) Personnel Related reductions:**

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

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

**ADDITIONAL INFORMATION:**

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

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## FISCAL YEAR 2020-21 WISH LIST ITEMS

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

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

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

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CITY OF MIAMI SPRINGS  
FINANCIAL DASHBOARD  
PAST EIGHTEEN FISCAL YEARS

	FY2002	FY2003	FY2004	FY2005	FY2006	FY2007	FY2008	FY2009	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020
Reserves																			
Increase(decrease) from prior year	\$ (300,176)	\$ 853,643	\$ 2,889,407	\$ 3,015,292	\$ 4,218,574	\$ 5,511,002	\$ 6,654,392	\$ 8,471,917	\$ 6,299,906	\$ 4,303,776	\$ 4,394,465	\$ 3,692,341	\$ 4,263,646	\$ 4,391,041	\$ 3,205,535	\$ 3,728,764	\$ 4,100,445	\$ 5,284,143	\$ 4,100,445
Property Taxes collected	n/a	\$ 1,153,816	\$ 2,035,764	\$ 128,885	\$ 1,203,262	\$ 1,392,428	\$ 1,955,390	\$ 1,756,925	\$ (2,121,641)	\$ (1,986,128)	\$ (909,315)	\$ (702,124)	\$ 371,305	\$ 127,395	\$ (1,193,300)	\$ 523,428	\$ 37,781	\$ 1,183,598	\$ 37,781
Increase(decrease) from prior year	\$ 4,895,579	\$ 5,283,941	\$ 5,638,375	\$ 6,046,428	\$ 6,890,684	\$ 7,130,596	\$ 6,831,093	\$ 6,710,097	\$ 5,732,869	\$ 5,576,976	\$ 5,812,001	\$ 5,823,021	\$ 6,669,201	\$ 7,089,868	\$ 7,072,850	\$ 7,593,892	\$ 8,123,569	\$ 8,596,839	\$ 8,123,569
Miliana Poles(INCLUDING DEBT SERVICE)	8.420	6.746	6.686	6.655	6.345	7.895	6.657	6.792	6.592	6.540	6.740	6.850	6.670	6.670	7.500	7.500	7.357	7.350	7.350
Increase(decrease) from prior year	n/a	0.332	(0.074)	(0.031)	(0.310)	(0.482)	(1.274)	0.143	(0.208)	0.348	(0.208)	0.350	0.670	-	(0.171)	-	(0.142)	(0.007)	(0.020)
Total City Debt	\$ 14,219,846	\$ 15,616,653	\$ 14,163,393	\$ 13,937,604	\$ 13,983,890	\$ 13,274,149	\$ 6,529,483	\$ 5,914,097	\$ 5,749,383	\$ 5,168,547	\$ 4,632,734	\$ 4,553,252	\$ 6,028,141	\$ 10,739,227	\$ 9,302,283	\$ 9,078,103	\$ 9,229,323	\$ 13,784,399	\$ 13,784,399
Debt per resident	\$ 1,038	\$ 1,140	\$ 1,034	\$ 1,017	\$ 1,021	\$ 959	\$ 477	\$ 432	\$ 420	\$ 420	\$ 374	\$ 331	\$ 444	\$ 786	\$ 663	\$ 647	\$ 658	\$ 647	\$ 658
Increase(decrease) from prior year	n/a	\$ 1,396,807	\$ (1,453,260)	\$ (225,788)	\$ (46,286)	\$ (709,741)	\$ (6,744,666)	\$ (615,386)	\$ (164,715)	\$ (580,835)	\$ (535,813)	\$ (79,482)	\$ 1,474,889	\$ (4,711,988)	\$ (1,537,444)	\$ (234,180)	\$ 151,220	\$ 151,220	\$ 151,220

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

The City's millage has decreased from a high of 8.7440 in FY2003 to the current level of 7.3300 for FY2020, a 16% decrease over the past seventeen years.

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

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

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

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

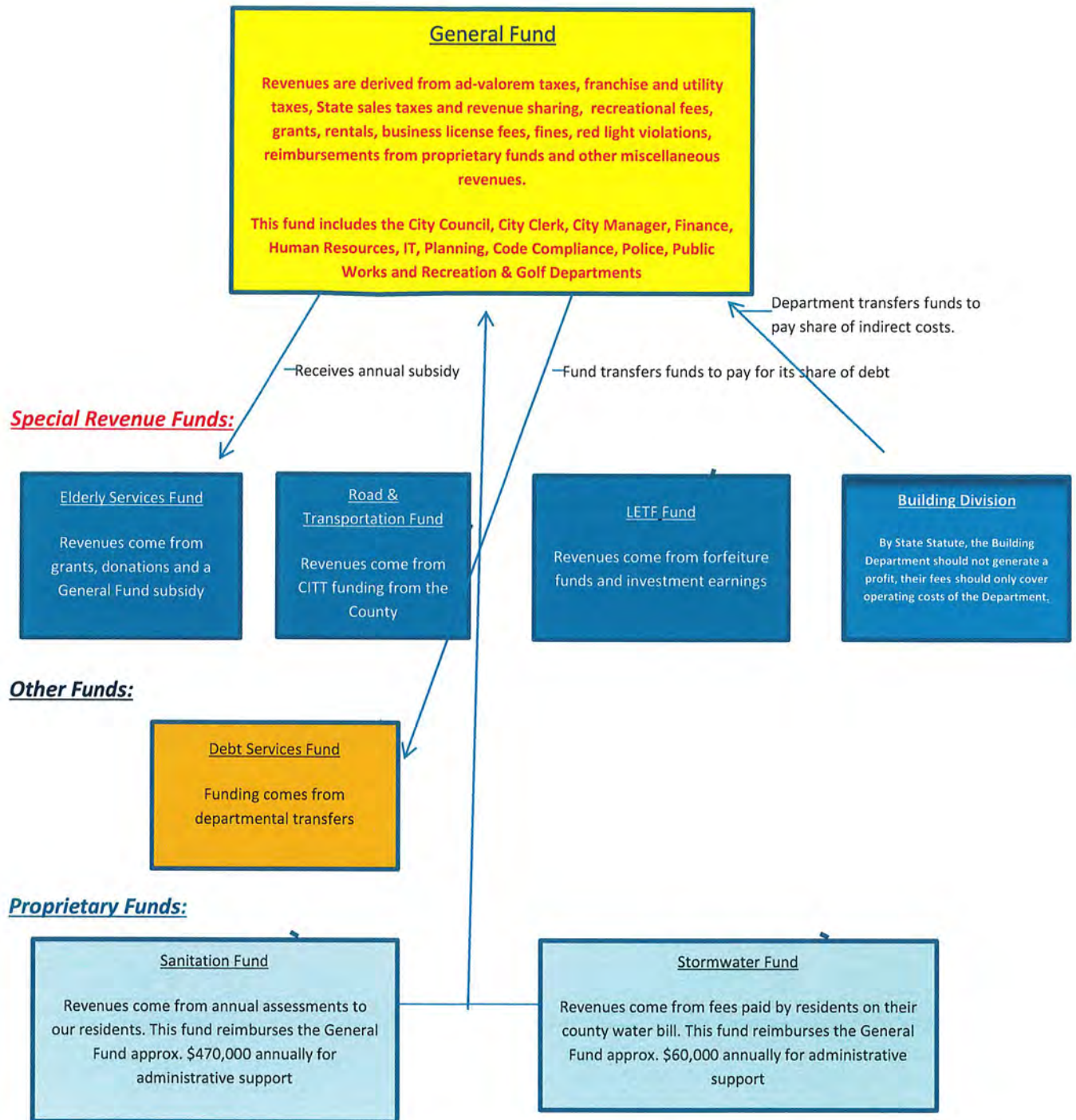
The Ad Valorem property taxes assessed and collected by the City for FY2019 are the highest in the history of the city.

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

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

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

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

**CITY OF MIAMI SPRINGS  
BUDGETED REVENUE FY 2020-21**

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

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

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

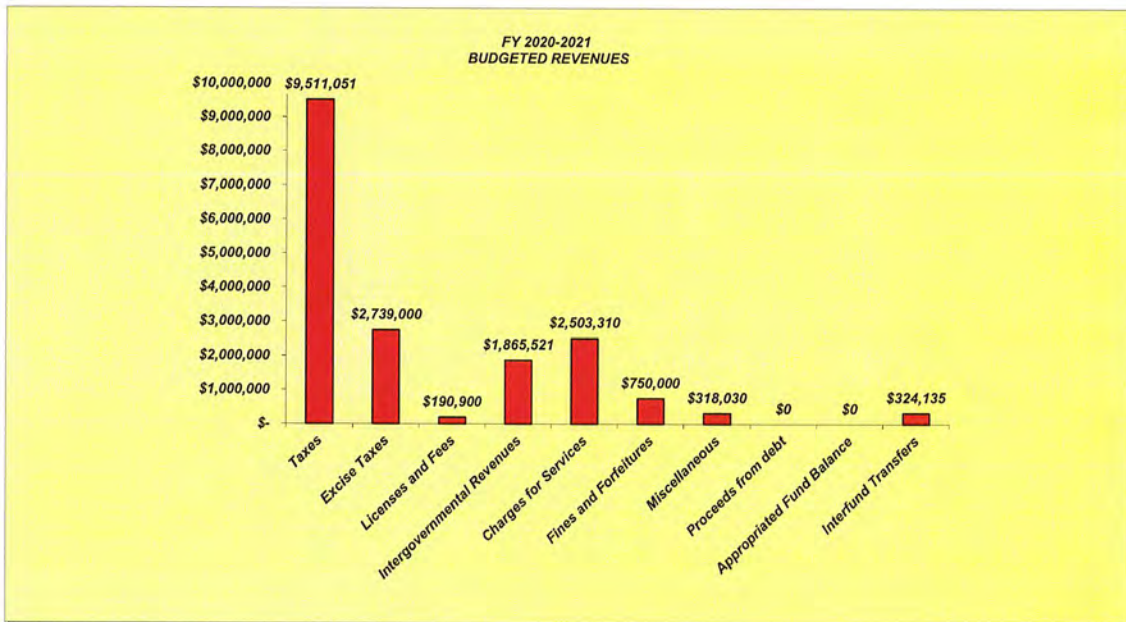
**CITY OF MIAMI SPRINGS  
REVENUE COMPARISON  
GENERAL FUND**

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

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

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





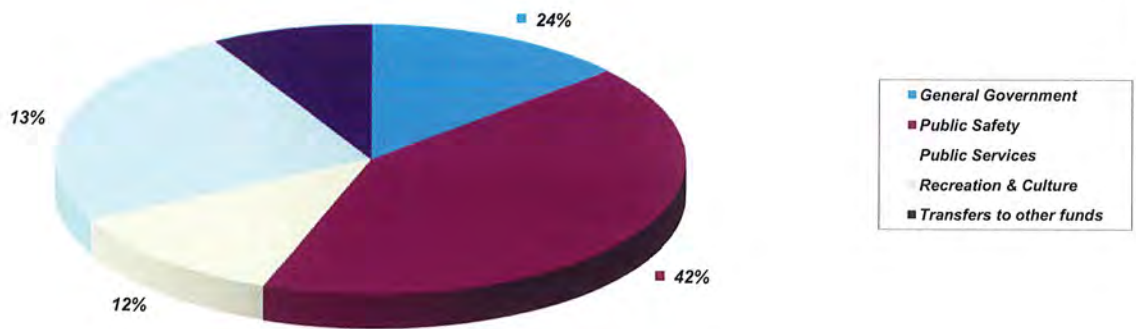
**CITY OF MIAMI SPRINGS  
EXPENDITURES BY DEPARTMENT**

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

**CITY OF MIAMI SPRINGS  
EXPENDITURES BY CLASS**

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

*FY 2020-21 Expenditures by Class*



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

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

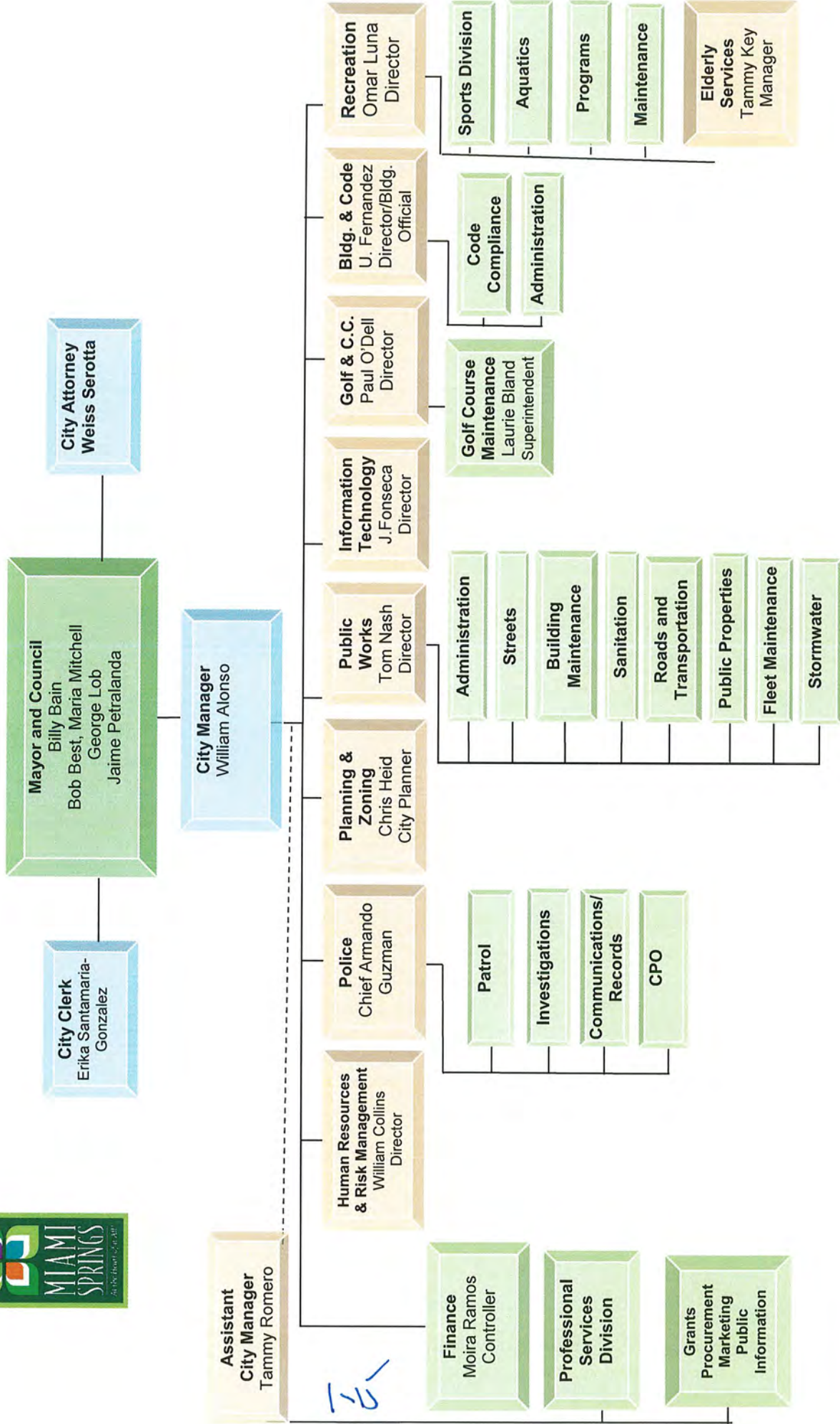
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**CITY OF MIAMI SPRINGS**  
**LISTING OF TOP EXPENDITURES - ALL FUNDS**

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

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# City of Miami Springs Organizational Chart 2020 - 2021



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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# City Council

## Mission Statement

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

## **City Council**

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

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

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

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### **Goals**

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

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

### **Objectives**

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

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

### **2019-20 Accomplishments**

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

## City Council

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### 2020-21 Budget Highlights

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

- Budget Summary:

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

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

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

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

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

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

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

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

**Basis for FY 2020-21 Salary Projections**

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

<b>Max Annual merit increase for position</b>	<b><u>0.0%</u></b>
Cost of living Adjustment	0.0%
CPI for all urbans (Apr to Apr)	0.00%
Estimate used for COLA Projection	0.00%

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City of Miami Springs						
Department: CITY COUNCIL						
Position	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/20	FY20-21 Projection
Mayor	PT	1	1	0	7800	7800
City Council member	PT	4	4	0	24000	24000
<b>Total projections</b>		<b>5</b>	<b>5</b>	<b>0</b>	<b>31800</b>	<b>31800</b>

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**CITY OF MIAMI SPRINGS 2020-2021 BUDGET - CITY COUNCIL**

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

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

**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
<b>TOTAL</b> .....	<b>\$17,100.00</b>
<b>BUDGETED</b> .....	<b>\$ _____</b>

**001-0101-511-41-01 – Telephone**

City Council Cell Phones/Data/Tablets .....	\$3,200.00
<b>TOTAL</b> .....	<b>\$3,200.00</b>
<b>BUDGETED</b> .....	<b>\$ _____</b>

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

<b>TOTAL</b> .....	<b>\$0.00</b>
<b>BUDGETED</b> .....	<b>\$ _____</b>

**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
<b>TOTAL</b> .....	<b>\$4,200.00</b>
<b>BUDGETED</b> .....	<b>\$ _____</b>

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

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

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

Council Supplies ..... \$750.00  
**TOTAL** ..... **\$750.00**  
**BUDGETED** ..... \$\_\_\_\_\_

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

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

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

Florida League of Cities Membership ..... \$1,700.00  
Miami-Dade County League of Cities Membership ..... 1,600.00  
Miscellaneous Subscriptions ..... 100.00  
**TOTAL** ..... **\$3,400.00**  
**BUDGETED** ..... \$\_\_\_\_\_

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

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

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

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

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

**TOTAL** ..... **\$0.00**  
**BUDGETED** ..... \$\_\_\_\_\_

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

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2-8

— The —  
*Curtiss Mansion*  
≡ & GARDENS ≡

Dear William and the City Officers of Miami Springs,

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

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

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

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

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

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

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

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

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

Kind Regards,

*Julie Arias*

Executive Director

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

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

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

Physical Address: 500 Deer Run Miami Springs, FL 33166

Website: [www.curtissmansion.com](http://www.curtissmansion.com)

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

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

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

COVID-19 Shutdown began March 16, 2020

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

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

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07/03/20  
Accrual Basis

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

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

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

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

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

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

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

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

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APRIL 12, 13, 14, 2019

July 3, 2020

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

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

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

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

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

Tom Curtis  
Executive Director  
River Cities Festival

Festival Committee:

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

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

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

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

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

Therefore, estimated Storage Expense being requested is:

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

### Smart City Technology

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

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

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

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

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

**To summarize:**

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

As always, thank you for your support.

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# **City Clerk**

## **Mission Statement**

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

## **City Clerk**

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

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

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

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

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## **Goals**

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

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

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

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

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

## **Objectives**

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

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

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

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

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

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

**Objectives (continued)**

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

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

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

Continue to provide assistance to all Departments concerning City needs.

**2019-20 Accomplishments**

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

## City Clerk

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### 2020-21 Budget Highlights

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

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



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

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

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

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

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**Basis for FY 2020-21 Salary Projections**

Calculations is based upon current earnings at 2,080 hours

- 0.0%
- 0.0%
- 0.00%
- 3.00% to be effective on 10-01-2020

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

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City of Miami Springs

Department: CITY CLERK

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

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CITY OF MIAMI SPRINGS 2020-2021 BUDGET - CITY CLERK

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

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

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

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

**001-0301-513-41-01 – Telephone**

City Clerk Cell Phone .....	\$1,200.00
<b>TOTAL</b> .....	<b>\$1,200.00</b>
<b>BUDGETED</b> .....	<b>\$ _____</b>

**001-0301-513-41-00 - Postage**

Stamps/Post Office Transactions .....	\$650.00
<b>TOTAL</b> .....	<b>\$650.00</b>
<b>BUDGETED</b> .....	<b>\$ _____</b>

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

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

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

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

**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
<b>TOTAL</b> .....	<b>\$7,250.00</b>
<b>BUDGETED</b> .....	<b>\$ _____</b>

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

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

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

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

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

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

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

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

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

Registration and Title fees for City Vehicles.....	\$0.00
<b>Total</b> .....	<b>\$0.00</b>
<b>BUDGETED</b> .....	<b>\$0.00</b>

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

Clerks' Seminars CEU's and Certifications .....	\$2,000.00
FACC Webinars .....	\$500.00
<b>TOTAL</b> .....	<b>\$2,500.00</b>
<b>BUDGETED</b> .....	<b>\$ _____</b>

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

<b>TOTAL</b> .....	<b>\$0.00</b>
<b>BUDGETED</b> .....	<b>\$ _____</b>

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

# **City Manager**

## **Mission Statement**

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

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

## **City Manager**

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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.

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## **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.

4-2

## **City Manager**

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### **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 36<sup>th</sup> Street to a broader audience.

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

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

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

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

### **2019-20 Accomplishments**

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

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## City Manager

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### FY 2020-21 Budget Highlights

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

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

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

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

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

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

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**Basis for FY 2020-21 Salary Projections**

Calculations is based upon current earnings at 2,080 hours

0.0%

0.00%

3.00% to be effective on 10-01-2020

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

TOR-Top of range no merit increases

4.7

# **Human Resources**

## **Mission Statement**

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

## **Human Resources**

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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.

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### **Goals**

Continue to develop and maintain effective and positive employee relations.

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

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

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

### **Objectives**

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

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

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

### **2019-20 Accomplishments**

#### **Human Resources:**

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

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

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

## Human Resources

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### 2019-20 Accomplishments(continued)

#### Human Resources(continued):

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

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

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

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

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

#### Workers' Compensation:

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

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

#### Risk Management:

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

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

### FY 2020-21 Budget Highlights

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

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

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

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

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

Account # Description

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

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

Account # Description

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

1,350.00  
 1,350.00  
 .00  
 .00

5-6

**Basis for FY 2020-21 Salary Projections**

Calculations is based upon current earnings at 2,080 hours

- 0.0%
- 0.00%
- 3.00% to be effective on 10-01-2020

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

TOR- Top of range-no merit increases

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# **Finance Department**

## **Mission Statement**

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

## **Finance Department-Administrative Division**

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

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

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

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### **Goals**

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

### **Objectives**

Coordinate the preparations of the budget document and publish the adopted budget by October 1<sup>st</sup>.

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

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

Improve the usefulness of the performance measures of each department.

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

### **2019-20 Accomplishments**

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

## Finance Department-Administrative Division

### 2019-20 Accomplishments (continued)

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

### FY 2020-21 Budget Highlights

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

- Budget Summary:

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

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41A

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

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

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

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

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

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

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### **Goals**

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

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### **Objectives**

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

### **2019-20 Accomplishments**

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

**Finance Department-Professional Services Division**

**2019-20 Accomplishments (continued)**

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

**FY 2020-21 Budget Highlights**

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

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

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

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2017-18 ACTUALS	FY2018-19 ACTUALS	FY2019-20 AMENDED BUDGET	FY20-21 Departmental Request	Dollar Increase (Decrease)
<b>PROFESSIONAL SERVICES</b>						
001-0502-513.12-00	REGULAR SALARIES	119,678	91,663	113,565	108,114	(5,451)
001-0502-513.21-00	FEDERAL PAYROLL TAXES	8,968	6,897	8,688	8,271	(417)
001-0502-513.22-01	GENERAL	14,754	11,028	13,674	12,737	(937)
	TOTAL MEDICAL INSURANCE	20,411	15,943	17,380	19,816	2,436
001-0502-513.24-00	WORKER'S COMPENSATION	211	213	284	270	(14)
001-0502-513.31-00	PROFESSIONAL SERVICES	-	-	-	500	500
001-0602-513.34-00	OTHER CONTRACTUAL SERVICE	-	2,388	2,400	2,400	-
001-0502-513.40-00	TRAVEL AND PER DIEM	33	34	500	500	-
001-0502-513.41-02	CELLULAR PHONE	1,143	458	477	1,572	1,095
001-0502-513.41-03	POSTAGE	7,610	2,120	2,700	-	(2,700)
001-0502-513.41-04	COURIER, UPS, FEDX -OVERNGT	-	-	200	200	-
001-0502-513.45-30	LIABILITY INSURANCE	2,544	2,448	2,222	2,207	(15)
001-0502-513.47-00	PRINTING AND BINDING	20,357	15,100	18,800	20,150	1,350
001-0502-513.48-02	ADVERTISING	1,907	10,511	10,000	10,000	-
001-0502-513.51-00	OFFICE SUPPLIES	730	669	1,200	1,200	-
001-0502-513.52-00	OPERATING SUPPLIES	2,517	845	3,240	3,500	260
001-0502-513.54-00	DUES, MEMBERSHIPS, SUBS	4,067	3,153	3,200	4,735	1,535
001-0502-513.58-00	EDUCATION AND TRAINING	1,551	2,125	1,500	1,500	-
001-0502-513.64-00	MACHINERY AND EQUIPMENT	-	2,083	3,400	1,500	(1,900)
<b>** FINANCE-PROFESSIONAL SERVICES</b>		<b>206,481</b>	<b>167,678</b>	<b>203,430</b>	<b>199,172</b>	<b>(4,258)</b>

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

Account #	Description	Budget Amount	Misc. Info
1-0502-513-12-00	REGULAR SALARIES	108,114.00	
1-0502-513-21-00	FEDERAL PAYROLL TAXES	8,271.00	
1-0502-513-22-01	GENERAL	12,737.00	
1-0502-513-23-04	HMO, EMPLOYEE ONLY	18,895.00	
1-0502-513-23-07	LIFE/AD&D	423.00	
1-0502-513-23-08	DENTAL - OHS - EMPLOYEE	357.00	
1-0502-513-23-09	VSP - VISION - EMPLOYEE	141.00	
1-0502-513-24-00	WORKER'S COMPENSATION	270.00	
1-0502-513-31-00	PROFESSIONAL SERVICES	500.00	
00100	OTHER CONTRACTUAL SERVICE	2,400.00	
1-0502-513-34-00	TRAVEL AND PER DIEM	500.00	
1-0502-513-40-00	CELLULAR TELEPHONE	1,572.00	
1-0502-513-41-02	COURIER, UPS, FEDX -OVERNGT	200.00	
1-0502-513-41-04	RISK MANAGEMENT	2,207.00	
1-0502-513-45-30	REPAIRS AND MAINTENANCE	20,150.00	
1-0502-513-46-00	ADVERTISING	10,000.00	
1-0502-513-48-02	OFFICE SUPPLIES	1,200.00	
1-0502-513-51-00	OPERATING SUPPLIES	3,500.00	
1-0502-513-52-00	DUES, MEMBERSHIPS, SUBS	4,735.00	
1-0502-513-54-00	EDUCATION AND TRAINING	1,500.00	
1-0502-513-58-00	MACHINERY AND EQUIPMENT	1,500.00	
1-0502-513-64-00	NEW COMPUTER FOR PUBLIC INFORMATION	199,172.00	
* Total Accounts for this Budget Level		1,500.00	

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## FY20/21 FINANCE- PROFESSIONAL SERVICES BUDGET ASSUMPTIONS

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

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

Digital Marquee Sign on Circle to replace Woman's Club signage	<b>\$50,000.00</b>
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### **ADDITIONALNOTE:**

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

**Basis for FY 2020-21 Salary Projections**

Calculations is based upon current earnings at 2,080 hours

\$35,457

**3.0%**

0.0%

0.00%

3.00% to be effective on 10-01-2020

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 3/31/2020	Date of Annual Review	FY 21-20 Projected Promotional Increase	3% COLA Increase	Longevity	Other	FY2020-21 Projection	
Finance Director PG-50M	FT	0.25	0.25	0	\$38,246	06/08/09	\$	\$ 1,147	375	\$	\$39,768	
Accounting Clerk III-PG22	FT	1	1	0	\$46,350	10/01/10	\$ 2,500	\$ 1,390	\$0	\$0	\$50,240	
Accounting Clerk III-PG22	FT	1	1	0	\$54,209	09/03/96	\$	\$ 1,626	\$0	\$0	\$55,835	
Admin Assst I-PG15	FT	0.5	0.5	0	\$17,729	06/01/10	\$	\$ 532	\$0	\$0	\$18,260	
Accounting Clerk II-PG22	FT	1	1	0	\$40,000	06/09/12	\$	\$ 1,200	\$0	\$0	\$41,200	
Controller	PT	0.5	0.5	0	\$64,913	01/00/00	\$	\$ 1,947	\$0	\$0	\$66,861	
<b>Total projections</b>		<b>4.25</b>	<b>4.25</b>	<b>-</b>	<b>\$ 261,446</b>		<b>\$ 2,500</b>	<b>\$ 7,843</b>	<b>\$ 375</b>	<b>\$</b>	<b>\$ 272,165</b>	

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

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# **City Attorney**

## **Mission Statement**

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

## City Attorney

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

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### Goal

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

### Objectives

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

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

### FY 2020-21 Budget Highlights

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

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



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

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

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# **Planning Department**

## **Mission Statement**

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

## Planning and Zoning Department

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

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

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### **Goals and Objectives:**

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

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

### **FY2019-20 Accomplishments**

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

### **FY2020-21 Budget Highlights**

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

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

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

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

2 1 3

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

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

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**Basis for FY 2020-21 Salary Projection**

Calculations is based upon current earnings at 2,080 hours

\$37

- 0.0%
- 0.0%
- 3.00% to be effective on 10-01-2020

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: PLANNING & ZONING												
Position (paygrade)	FT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/20	Date of Annual Review	FY20-21 Merit Increase	3% COLA Increase	Longevity	FY20-21 Projection		
C Heid	PT	1	1	0	57,912		\$0	\$1,737	\$0	\$59,650		
Administrative Asst II-PG22	FT	0.25	0.25	0	9,785	n/a	\$0	\$294	\$0	\$10,079		
<b>Total projections</b>		<b>1.3</b>	<b>1.3</b>	<b>0</b>	<b>67,697</b>		<b>\$0</b>	<b>\$2,031</b>	<b>\$0</b>	<b>\$69,728</b>		

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# **Miami Springs Police Department**

## **Mission Statement**

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

## Police Department

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

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

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

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## Goals

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

## Objectives

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



## Police Department

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### Objectives (continued)

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

### 2019-20 Accomplishments

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

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## Police Department

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### 2019-20 Accomplishments (continued)

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

### **Investigations Division:**

#### Training

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

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

#### Other notable accomplishments

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

## Police Department

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### 2019-20 Accomplishments (continued)

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

### **Firearms/Less Lethal & Related Training:**

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

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

### **Community Policing Office:**

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

## **Police Department**

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### **2019-20 Accomplishments** (continued)

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

### **FY 2020-21 Budget Highlights**

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

**Police Department**

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**FY 2020-21 Budget Highlights (continued)**

- Budget Summary:

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

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

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2017-18 ACTUALS	FY2018-19 ACTUALS	FY2019-20 AMENDED BUDGET	FY20-21 Departmental Request	Dollar Increase (Decrease)
001-2001-521.11-00	EXECUTIVE SALARIES	527,124	608,609	578,839	613,811	34,972
001-2001-521.12-00	REGULAR SALARIES	2,746,451	2,806,872	3,006,990	3,108,410	101,420
001-2001-521.12-01	POLICE DEPT. CIVILIANS	415,998	445,605	590,710	598,768	8,058
001-2001-521.13-00	PART TIME YEAR ROUND	54,467	40,567	86,468	94,167	7,699
001-2001-521.14-00	OVERTIME	106,350	129,770	120,000	125,000	5,000
001-2001-521.14-02	OVERTIME-RED LIGHT HEARINGS	4,236	2,280	5,000	5,000	-
001-2001-521.15-00	SPECIAL PAY	37,560	38,125	35,960	38,040	2,080
001-2001-521.21-00	SOCIAL SECURITY TAXES	295,083	308,938	338,434	350,614	12,180
001-2001-521.22-01	GENERAL PENSION	65,483	61,187	62,912	62,270	(642)
001-2001-521.22-02	POLICE PENSION	623,334	528,072	509,081	469,671	(39,410)
001-0201-512.22-04	401A ICMA RETIREMENT TRST	17,538	18,913	19,418	20,300	882
	TOTAL MEDICAL INSURANCE	519,138	559,185	608,720	722,938	114,218
001-2001-521.24-00	WORKER'S COMPENSATION	224,739	236,914	282,615	287,158	4,543
001-2001-521.25-00	UNEMPLOYMENT COMPENSATION	-	799	-	-	-
001-2001-521.31-00	PROFESSIONAL SERVICES	14,015	19,117	40,675	46,960	6,285
001-2001-521.31-17	LEGAL	23,866	4,177	5,000	10,000	5,000
001-2001-521.34-00	OTHER CONTRACTUAL SERVICE	7,961	10,547	15,053	12,940	(2,113)
001-2001-521.40-00	TRAVEL AND PER DIEM	9,383	8,255	13,150	11,300	(1,850)
001-2001-521.41-01	TELEPHONE: BASE & LOCAL	4,575	5,148	6,000	6,000	-
001-2001-521.41-02	CELLULAR TELEPHONE	15,479	11,012	29,984	26,400	(3,584)
001-2001-521.41-03	POSTAGE	701	746	700	700	-
001-2001-521.41-04	OVERNIGHT-UPS, FEDX	443	493	1,000	700	(300)
001-2001-521.41-06	INTERNET ACCESS	11,255	18,052	13,376	15,000	1,624
001-2001-521.44-02	RENTALS-EQUIPMENT	39,972	39,770	41,660	41,804	144
001-2001-521.45-10	FLEET MAINTENANCE	80,217	81,735	80,000	82,500	2,500
001-2001-521.45-30	LIABILITY INSURANCE	85,755	92,171	89,089	104,215	15,126
001-2001-521.46-00	REPAIRS AND MAINTENANCE	9,520	9,546	14,000	15,314	1,314
001-2001-521.46-03	R & M-EQUIPMENT	85,854	40,226	45,576	29,375	(16,201)
001-2001-521.47-00	PRINTING AND BINDING	245	749	1,300	800	(500)
001-2001-521.48-00	ADVERTISING AND PROMOTIONS	4,016	3,857	5,500	5,000	(500)
001-2001-521.51-00	OFFICE SUPPLIES	5,169	4,982	5,200	5,000	(200)
001-2001-521.52-00	OPERATING SUPPLIES	66,459	48,748	66,231	67,500	1,269
001-2001-521.52-02	FUEL, OILS, LUBRICANTS	71,748	58,795	70,000	70,000	-
001-2001-521.52-03	UNIFORMS	60,636	81,439	99,074	95,634	(3,440)
001-2001-521.52-07	TIRES	4,594	4,737	10,000	10,000	-
001-2001-521.54-00	DUES, MEMBERSHIPS, SUBS	4,054	4,947	5,570	6,140	570
001-2001-521.54-10	VEH REGISTRATION & TAG	710	2,259	2,000	2,100	100
001-2001-521.58-00	EDUCATION AND TRAINING	50,982	46,173	67,050	59,500	(7,550)
001-2001-521.64-00	MACHINERY AND EQUIPMENT	60,360	200,771	302,782	12,000	(290,782)
001-2001-521.65-00	VEHICLES	137,166	652,598	98,375	-	(98,375)
001-2001-521-91-12	TRANSFER TO DEBT SERVICE	-	185,746	218,229	217,376	(853)
<b>* POLICE</b>		<b>6,492,636</b>	<b>7,422,632</b>	<b>7,591,701</b>	<b>7,450,405</b>	<b>(141,296)</b>

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

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

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

Account # Description

Account #	Description	Budget Amount	Misc. Info	*
1-2001-521-31-00	PROFESSIONAL SERVICES	46,960.00		
00100	YORK SECURITY SOLUTIONS (KEYPAD FOR PROPERTY ROOM)	300.00		
00200	E-NOFITY PROGRAM (ELECTRONIC COURT SUBPOENA SYS)	3,000.00		
00300	MIA-DADE CO ASSC CHIEF OF POL COURT STAND-BY PROG	1,200.00		
00400	K-9 VETERINARY CARE FOR TWO POLICE DOGS	9,900.00		
00500	BOARDING/KENNELING FOR POLICE K-9'S AS NEEDED	2,000.00		
00600	BIOHAZARD CLEAN UP FOR POLICE CELLS AND VEHICLES	2,000.00		
00700	SUBPOENA PHONE RECORDS	500.00		
00800	OFF PROPERTY RECORDS STORAGE	2,000.00		
00900	DATA CENTER STORAGE (FOR SUPERION SOFTWARE)	5,000.00		
01000	CALLYO (INVESTIGATIONS SOFTWARE)	2,040.00		
01100	SCHEDULE ANYWHERE (ON-LINE CALENDAR FOR SCHEDULING)	1,020.00		
01200	POLICE DEPARTMENT SITE-SURVEY	8,000.00		
01300	HEPATITUS B VACCINATIONS FOR OFFICERS (\$200/OFF)	9,000.00		
01400		.00		
1-2001-521-31-01	LEGAL	10,000.00		
00100	ESTIMATED EXPENSE BASED ON FY 19/20	10,000.00		
00200		.00		
1-2001-521-34-00	OTHER CONTRACTUAL SERVICE	12,940.00		
00100	MANDATORY RANGE RENTAL (FIREARMS QUALIFICATION)	4,000.00		
00200	LOW LIGHT AND SCENARIO BASED RANGE RENTAL	3,840.00		
00300	TRANSUNION ONLINE INVESTIGATIVE SYSTEM	1,600.00		
00400	FLORIDA ACCREDITATION APPLICATION PROGRAM	1,000.00		
00500	POWER DETAILS SUB & LICSNR (OFF DUTY SCHEDULING)	2,500.00		
00600		.00		
1-2001-521-40-00	TRAVEL AND PER DIEM	11,300.00		
00100	LODGING, FUEL, PARKING, TOLLS, MEAL ALLOWANCE,	.00		
00200	CAR RENTAL, COMMERCIAL AIR FARE FOR TRAINING,	.00		
00300	INVESTIGATIONS, APPLICANTS/BACKGROUND CHECKS	1,800.00		
00400	CJIS USERS CONFERENCE (POLICE CIVILIAN PERSONNEL)	1,500.00		
00500	PERF ANNUAL CONFERENCE (CHIEF GUZMAN)	1,300.00		
00600	IACP ANNUAL MEETING (CHIEF & CAPTAIN)	3,000.00		
00700	FBI/AA CONFERENCE (CHIEF GUZMAN & LT GURNEY)	3,000.00		
00800	FLORIDA POLICE MEMORIAL TALLAHASSEE (TWO OFFICERS)	700.00		
00900		.00		
1-2001-521-41-01	TELEPHONE: BASE & LOCAL	6,000.00		
00100	BUDGETED BY FINANCE	6,000.00		
00200		.00		
1-2001-521-41-02	CELLULAR TELEPHONE	26,400.00		
00100	FIRST NET CELL PHONES INLCUDING WI-FI CONNECTIVITY	26,400.00		
00200		.00		
1-2001-521-41-03	POSTAGE	700.00		
00100	BUDGETED BY FINANCE	700.00		
00200		.00		
1-2001-521-41-04	OVERNIGHT-UPS, FEDX	700.00		
00100	FED EX, UPS, DHL, USPS, ETC.	700.00		
00200		.00		
1-2001-521-41-06	INTERNET ACCESS	15,000.00		
00100	BUDGETED BY FINANCE	15,000.00		
00200		.00		

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

Account # Description

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

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

Account # Description

Account #	Description	Budget Amount	Misc. Info
1-2001-521-52-02	FUEL, OILS, LUBRICANTS	70,000.00	
1-2001-521-52-03	UNIFORMS	31,000.00	
1-2001-521-52-07	TIRES	10,000.00	
1-2001-521-54-00	DUES, MEMBERSHIPS, SUBS	2,750.00	
		150.00	
		400.00	
		800.00	
		300.00	
		70,000.00	
		31,000.00	
		10,000.00	
		2,750.00	
		150.00	
		400.00	
		800.00	
		300.00	

9-12

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

Account # Description

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

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

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

5-14

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

DEPARTMENTAL INPUT  
 Description

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

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# FY 2020/2021 Police Dept. Salary Projection

#	Name	Position	Hire Date	Base Pay		FYE 20/21 w/increase	Pay Grade	Lngvty	Prem. Pay	Motor Pay	Merit Pay	Educ. Supp.	Shift Different	Next Merit	Next Long.	FYE 2021 Total
				FYE 19/20	FYE 20/21											
<b>Admin: (3% COLA)</b>																
<b>Administration</b>																
1	Guzman, A.	Chief	01/05/15	\$130,848	\$134,773	\$134,773	50P	\$0				\$1,560	\$0		01/05/23	\$136,333
2	Deal, J.	Captain	11/03/93	\$121,240	\$124,877	\$124,877	49P+L4	\$1,750				\$1,440	\$0			\$128,067
3	Gurney, C.	Lieutenant	06/25/01	\$112,512	\$115,887	\$115,887	44P+L4	\$1,750				\$1,440	\$0			\$119,077
4	Perez F.	Lieutenant	08/12/04	\$112,512	\$115,887	\$115,887	44P+L3	\$1,500				\$1,440	\$0		11/18/22	\$118,827
5	Nunez, C.	Lieutenant	06/27/05	\$112,512	\$115,887	\$115,887	44P+L3	\$1,500				\$840	\$0		06/27/25	\$118,227
				\$589,624	\$607,313	\$607,313	\$17,689	\$0				\$6,720	\$0		Total:	\$620,533
<b>Sworn: (3% COLA)</b>																
<b>Contract</b>																
6	Sandoval, A.	Adm Sergeant	11/13/02	\$106,234	\$109,421	\$109,421	S/6+P/L3	\$1,500				\$1,440	\$200		11/13/22	\$112,561
7	Castillo, M.	Sergeant	11/16/10	\$93,551	\$96,358	\$96,358	S/4 +L/2	\$1,000			\$1,204	\$0	\$0	6/27/21	11/16/20	\$100,002
8	Feters, G.	Sergeant	06/22/98	\$89,096	\$91,769	\$91,769	S/3 + P/4	\$1,750			\$1,912	\$720	\$1,606	5/14/21		\$97,757
9	Castillo, R.	Sergeant	12/24/12	\$80,813	\$83,237	\$83,237	S1	\$500			\$3,468	\$840	\$2,497	11/25/20	12/24/20	\$90,543
10a	Open Promotion	Sergeant	07/20/20	\$2,354	\$2,425	\$2,425	S1	\$0			\$1,040	\$0	\$0	7/20/21		\$3,465
11	Bente, D.	Detective	09/09/94	\$78,459	\$80,813	\$80,813	8+DB+P/L4	\$1,750	\$4,041			\$1,560	\$0			\$88,163
12	Tamargo, R.	Detective	12/22/03	\$78,459	\$80,813	\$80,813	8+DB+P/L3	\$1,500	\$4,041			\$1,560	\$0		12/22/23	\$87,913
13	Barrios, R.	Detective	11/03/98	\$78,459	\$80,813	\$80,813	8+DB+P/L4	\$1,750	\$4,041			\$1,440	\$0			\$88,043
14	Lopez, E.	Detective	01/04/16	\$78,459	\$80,813	\$80,813	8+DB	\$0	\$4,041			\$480	\$0		01/04/24	\$85,333
15	Hall, J.	Detective	12/11/06	\$78,459	\$80,813	\$80,813	8+DB+P/L2	\$1,000	\$4,041			\$720	\$0		12/11/21	\$86,573
16	Ferreiro, J.	Officer/Mcy	06/23/08	\$78,459	\$80,813	\$80,813	8+MC+P/L2	\$1,000		\$1,820	\$600	\$200	\$200		06/23/23	\$84,433
17	Figueredo, N.	Officer/Mcy	09/28/09	\$78,459	\$80,813	\$80,813	8 + P/L2	\$1,000		\$1,820	\$600	\$200	\$200		09/28/24	\$84,433
18	Borges, Y.	Officer/Mcy	01/02/17	\$74,725	\$76,967	\$76,967	7 + MC	\$0		\$1,820	\$480	\$200	\$200		01/02/25	\$82,353
19	Borsten, J.	Officer/Mcy	12/19/16	\$64,501	\$66,436	\$66,436	4 + MC	\$0		\$1,820	\$240	\$200	\$200		12/19/24	\$71,464
20	Cates, D.	Officer K-9	11/02/98	\$78,459	\$80,813	\$80,813	8+K9+P/L4	\$1,750	\$3,535	\$49,922		\$1,560	\$200			\$136,660
21	Simon, J.	Officer	10/26/98	\$78,459	\$80,813	\$80,813	8+P/L4	\$1,750	\$2,526	«(K-9)»		\$1,560	\$200			\$86,849
22	Capote, J.	Officer	04/30/03	\$78,459	\$80,813	\$80,813	8+P/L3	\$1,500	\$6,061	«(K-9)»		\$480	\$200		11/12/21	\$89,054
23	Estoc, E.	Officer	08/11/03	\$78,459	\$80,813	\$80,813	8 +P/L3	\$1,500			\$1,080	\$1,500	\$0		08/11/23	\$84,893
24	Pacheco, J.	Officer	10/04/04	\$78,459	\$80,813	\$80,813	8+P/L3	\$1,500			\$720	\$0	\$0		10/04/24	\$83,033
25	Nickerson, B.	Officer	11/17/14	\$71,165	\$73,300	\$73,300	6	\$0		\$3,360	\$240	\$0	\$0	11/17/20	\$76,900	
26	Garcia, M.	Officer	09/28/15	\$74,725	\$76,967	\$76,967	7	\$0		\$160	\$240	\$750	\$0	09/28/21	\$78,117	
27	Garcia, D.	Officer	09/28/15	\$71,165	\$73,300	\$73,300	6	\$0		\$153	\$600	\$0	\$0	09/28/21	\$74,053	
28	Lorens, A.	Officer	12/07/15	\$67,779	\$69,812	\$69,812	5	\$0		\$2,909	\$240	\$1,675	\$1,675	12/07/20	\$74,637	
29	Castillo, J.	Officer	05/27/16	\$67,779	\$69,812	\$69,812	5	\$0		\$1,164	\$1,200	\$1,555	\$1,555	05/27/21	\$73,830	
30	Rodriguez, L.	Officer	07/11/16	\$71,165	\$73,300	\$73,300	6	\$0		\$916	\$240	\$1,283	\$1,283	07/11/21	\$75,739	
31	Robbins, J.	Officer	03/08/17	\$74,725	\$76,967	\$76,967	7	\$0		\$2,245	\$240	\$1,347	\$1,347	03/06/21	\$80,799	
32	Dweck, J.	Officer	03/27/17	\$64,501	\$66,436	\$66,436	4	\$0		\$1,661	\$0	\$1,575	\$1,575	03/27/21	\$69,671	
33	Vargas, A.	Officer	03/27/17	\$64,501	\$66,436	\$66,436	4+P/L2	\$1,000		\$1,661	\$1,200	\$1,575	\$1,575	03/27/21	\$71,871	
34	Heifner, E.	Officer	06/26/17	\$64,501	\$66,436	\$66,436	4	\$0		\$830	\$600	\$1,993	\$1,993	06/26/21	\$69,860	
35	Collins, K.	Officer	04/25/18	\$61,452	\$63,296	\$63,296	3	\$0		\$1,319	\$360	\$1,108	\$1,108	04/25/21	\$66,082	
36	Gonzalez, R.	Officer	09/24/18	\$61,452	\$63,296	\$63,296	3	\$0		\$132	\$0	\$1,108	\$1,108	09/24/21	\$64,535	
37	Rodriguez, M.	Officer	09/24/18	\$61,452	\$63,296	\$63,296	3	\$0		\$132	\$360	\$1,108	\$1,108	09/24/21	\$64,895	
38	Jordan, S.	Officer	01/14/19	\$58,460	\$60,214	\$60,214	2	\$0		\$2,258	\$960	\$1,806	\$1,806	01/14/21	\$65,238	
39	Iribar, F.	Officer	06/24/19	\$58,460	\$60,214	\$60,214	2	\$0		\$753	\$960	\$1,806	\$1,806	06/24/21	\$63,733	
40	Dominguez, R.	Officer	06/24/19	\$58,460	\$60,214	\$60,214	2	\$0		\$753	\$0	\$1,806	\$1,806	06/24/21	\$62,773	
41	Baan, C.	Officer	09/16/19	\$58,460	\$60,214	\$60,214	2	\$0		\$125	\$0	\$1,427	\$1,427	09/16/27	\$61,766	

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FY 2020/2021 Police Dept. Salary Projection

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

**Civilians: (3% COLA)**

				Base	Grade	Langty	Merit	Training Pay	Shift Different	Next Merit	Next Long.	
1	Michael, T.	Comm. Sup.	07/14/03	\$61,163	28+L3	\$1,500	\$0	\$0	\$0		7/14/23	
2	Days, S.	Dispatcher II	12/22/03	\$55,993	26+L3	\$1,500	\$0	\$800	\$0		12/22/23	
3	Romeo, A.	Dispatcher I	02/23/15	\$38,311	25	\$0	\$0	\$600	\$500		2/23/23	
4	Menendez, D.	Dispatcher I	05/02/16	\$38,311	25	\$0	\$0	\$600	\$375		5/2/24	
5	Stewart, O.	Disp. Trainee	01/20/20	\$36,402	23	\$0	\$0	\$0	\$200		1/20/28	
6	Open	Disp. Trainee	10/01/20	\$36,402	23	\$0	\$0	\$0	\$200		1/20/28	
7	Open	Disp. Trainee	10/01/20	\$36,402	23	\$0	\$0	\$0	\$0		10/1/28	
8	Open	Disp. Trainee	10/01/20	\$36,402	23	\$0	\$0	\$0	\$0		10/1/28	
9	Open	Network Adm.	10/01/20	\$60,000	34	\$0	\$0	\$0	\$0		10/1/28	
10	Cates, L.	Sr. Exec. Asst.	10/01/01	\$66,721	30+L3	\$1,500	\$0	\$0	\$0		10/1/21	
11	Vazquez, G.	Admin. Sp. III	04/09/01	\$58,942	26+L4	\$1,750	\$0	\$0	\$0		4/9/21	
12	Encarnacion, E.	Admin. Sp. II	04/03/06	\$45,576	24+L3	\$1,500	\$0	\$0	\$0		4/3/21	
				\$570,625	\$587,744	\$17,119		\$1,275			Total:	\$598,769

**Part Time:**

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

**PSA's**

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

**School Crossing Guards**

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

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

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

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





## 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.

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### **FY2020-21 Budget Highlights**

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

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

10-1

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

ACCOUNT NUMBER LAW ENFORCEMENT TR	ACCOUNT DESCRIPTION	FY2017-18	FY2018-19	FY2019-20	FY20-21	Dollar Increase (Decrease)
		ACTUALS	ACTUALS	AMENDED BUDGET	Departmental Request	
650-2011-521.31-00	PROFESSIONAL SERVICES	220	200	300	300	-
650-2011-521.34-00	OTHER CONTRACTUAL SERVICE	-	20	-	-	-
650-2011-521.40-00	TRAVEL AND PER DIEM	-	641	5,000	5,000	-
650-2011-521.41-01	TELEPHONE: BASE & LOCAL	774	882	802	802	-
650-2011-521.41-02	CELLULAR TELEPHONE	2,128	1,011	2,285	2,966	681
650-2011-521.41-04	OVERNIGHT-UPS, FEDX	-	-	250	100	(150)
650-2011-521.41-06	INTERNET ACCESS	1,258	1,300	1,596	1,596	-
650-2011-521.43-01	ELECTRICITY	2,223	2,517	2,700	2,800	100
650-2011-521.44-00	RENTALS AND LEASES	-	-	500	500	-
650-2011-521.44-01	BUILDINGS	20,064	20,280	20,280	20,280	-
650-2011-521.44-02	EQUIPMENT	3,329	1,418	4,699	3,500	(1,199)
650-2011-521.45-30	LIABILITY INSURANCE	2,281	3,412	1,600	1,600	-
650-2011-521.46-00	REPAIRS AND MAINTENANCE	268	-	2,500	2,500	-
650-2011-521.46-03	EQUIPMENT	35	35	200	200	-
650-2011-521.47-00	PRINTING AND BINDING	-	-	1,000	1,000	-
650-2011-521.48-00	PROMOTIONS	182	358	3,500	3,500	-
650-2011-521.48-02	ADVERTISING	1,097	1,170	3,000	3,000	-
650-2011-521.51-00	OFFICE SUPPLIES	496	465	1,500	1,500	-
650-2011-521.52-00	OPERATING SUPPLIES	5,219	3,230	5,359	5,200	(159)
650-2011-521.52-03	UNIFORMS	-	-	1,000	1,000	-
650-2011-521.54-00	DUES, MEMBERSHIPS, SUBS	28	28	250	250	-
650-2011-521.58-00	EDUCATION AND TRAINING	-	-	1,000	1,000	-
650-2011-521.58-01	THREE PSAS	791	-	4,000	4,000	-
650-2011-521.58-02	EDUCATION-OFFICERS	-	299	5,000	5,000	-
<b>* COMMUNITY POLICING</b>		<b>40,393</b>	<b>37,266</b>	<b>68,321</b>	<b>67,594</b>	<b>(727)</b>

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

Account #	Description	Budget Amount	Misc. Info
650-2011-521-31-00	PROFESSIONAL SERVICES	300.00	
00100	CAR WASHES & WINDOW CLEANING	300.00	
00200			300.00
650-2011-521-40-00	TRAVEL AND PER DIEM	5,000.00	
00100	OFFICER TRAVEL	5,000.00	
00200			5,000.00
650-2011-521-41-01	TELEPHONE: BASE & LOCAL	802.00	
00100	BUDGETED BY FINANCE	802.00	
00200			802.00
650-2011-521-41-02	CELLULAR TELEPHONE	2,966.00	
00100	BUDGETED BY FINANCE	2,966.00	
00200			2,966.00
650-2011-521-41-04	OVERNIGHT-UPS, FEDX	100.00	
00100	BUDGETED BY FINANCE	100.00	
00200			100.00
650-2011-521-41-06	INTERNET ACCESS	1,596.00	
00100	BUDGETED BY FINANCE	1,596.00	
00200			1,596.00
650-2011-521-43-01	ELECTRICITY	2,800.00	
00100	ESTIMATED ELECTRIC EXPENSE	2,800.00	
00200			2,800.00
650-2011-521-44-00	RENTALS AND LEASES	500.00	
00100	MISC RENTALS AND LEASES	500.00	
00200			500.00
650-2011-521-44-01	BUILDINGS	20,280.00	
00100	CPO RENT \$1,690/MO X 12 @ 274 WESTWARD DRIVE	20,280.00	
00200			20,280.00
650-2011-521-44-02	EQUIPMENT	3,500.00	
00100	TOSHIBER COPIER, FAX & PRINTERS (LEASE & USAGE)	3,500.00	
00200			3,500.00
650-2011-521-45-30	RISK MANAGEMENT	1,600.00	
00100	BUDGETED BY FINANCE	1,600.00	
00200			1,600.00
650-2011-521-46-00	REPAIRS AND MAINTENANCE	2,500.00	
00100	FACILITY MAINTENANCE, PAINTING, CLEANING, ETC.	2,500.00	
00200			2,500.00
650-2011-521-46-03	EQUIPMENT	200.00	
00100	REPAIRS - GEN EQUIP & FIRE EQUIP YEARLY INSPECTION	200.00	
00200			200.00
650-2011-521-47-00	PRINTING AND BINDING	1,000.00	
00100	MISC PRINTING & BINDING (AS NEEDED)	1,000.00	
00200			1,000.00
650-2011-521-48-00	PROMOTIONS	3,500.00	
00100	COMMUNITY OUTREACH PROGRAMS (DARE, CRIMEWATCH, ETC)	3,500.00	
00200			3,500.00
650-2011-521-48-02	ADVERTISING	3,000.00	
00100	ITEMS & MATERIALS, NEWS ARTICLES, MEDIA, ETC.	3,000.00	
00200			3,000.00
650-2011-521-51-00	OFFICE SUPPLIES	1,500.00	
00100	OFFICE SUPPLIES FOR COMMUNITY POLICING OFFICE	1,500.00	
00200			1,500.00

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

Account #	Description	Budget Amount	Misc. Info
650-2011-521-52-00	OPERATING SUPPLIES	5,200.00	
	00100 OFFICER AWARDS (PLAQUES,PINS,TROPHIES,COMM BARS)		2,500.00
	00200 BOTTLED WATER SERVICE, MISC OPERATING SUPPLIES		2,700.00
	00300 -		.00
650-2011-521-52-03	UNIFORMS	1,000.00	
	00100 UNIFORMS FOR COMMUNITY POLICING STAFF		1,000.00
	00200 -		.00
650-2011-521-54-00	DUES, MEMBERSHIPS, SUBS	250.00	
	00100 MISCELLANEOUS SUBSCRIPTIONS		250.00
	00200 -		.00
650-2011-521-58-00	EDUCATION AND TRAINING	1,000.00	
	00100 EDUCATION & TRAINING MATERIAL FOR COMMUNITY		.00
	00200 DRUG AWARENESS, CRIME PREVENTION, SAFETY, ETC.		1,000.00
	00300 -		.00
650-2011-521-58-01	PSA TUITION REIMBURSEMENT	4,000.00	
	00100 COLLEGE TUITION REIMB FOR PUBLIC SERVICE AIDES		4,000.00
	00200 -		.00
650-2011-521-58-02	OFFICERS	5,000.00	
	00100 NEW AND ONGOING TRAINING FOR CPO STAFF		5,000.00
	00200 -		.00
* Total Accounts for this Budget Level		67,594.00	

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

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

10-5

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

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

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

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

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

Account # Description

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

\* Total Accounts for this Budget Level 1

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# CODE COMPLIANCE DEPARTMENT

## MISSION STATEMENT

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

## **CODE COMPLIANCE DEPARTMENT**

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

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

## **GOALS**

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

## **OBJECTIVES**

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

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

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

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## CODE COMPLIANCE DEPARTMENT

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### FY19-20 ACCOMPLISHMENTS (CONTINUED)

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

### FY2020-21 Budget Highlights

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

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

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

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

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

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

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**Basis for FY 2020-21 Salary Projections**

Calculations is based upon current earnings at 2,080 hours

- 0.0%**
- 0.0%
- 0.00%
- 3.00% to be effective on 10-01-2020

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

i:

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

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**CODE REVENUES**

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

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# **INFORMATION TECHNOLOGY**

## **Mission Statement**

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



## **Information Technology**

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### **Goals**

- Provide effective technological support for computer systems, web-based applications, voice, video, and integrated data services to all city departments.
- Promote and facilitate the integration of technology to effectively meet the overall mission of the City using collaborative efforts through planning, programming, training, and consulting with all departments.
- Develop, enhance and manage the City's enterprise network to provide high speed, transparent, and highly functional connectivity to all resources.
- Develop and maintain highly effective, reliable, secure, and innovative information systems to support each department's functions.
- Facilitate the collection, storage, security, and integrity of electronic data while ensuring appropriate access.
- Promote new uses of technology within the organization through the 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**

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

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

- Firewall configurations, intrusion detection, and network security
- VPN tunnel maintenance for secure communications with vendors
- Server installations and maintenance and scalability
- Domain administration and active directory maintenance
- User and group account maintenance and security
- Access control lists / permissions.
- System backups / replication
- Virtualization and imaging
- Network and Security policies / user policies and procedures

#### **Integration**

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

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

#### **Support**

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

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

## Information Technology

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### Major Functions & Activities (continued)

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

- Installation, support, and end user training of
  - Microsoft Office software
  - Java / JRE
  - Naviline / iSeries and printer sessions
  - Outlook email
  - Vermont Systems Rec Trac
  - Optiview optical imaging migration to Laserfiche
  - Laserfiche document/scanning system
  - Acrobat Pro
  - Fore! Golf software
  - Qrep / Cognos
  - eForms – PD
  - USA software suite – PD
- Cell phone support
- Printer support
- First level phone communications support
- Copiers and scanners

#### **Telecommunications**

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

- Management of IP PBX system
- Phones / devices that communicate with PBX
- PRI and SIP based account management
- Cell phone services – devices, account management
- Cost analysis and comparisons with related services.
- Work with integration and infrastructure
- Maintain communications and communications security policy
- Wifi access point installation, security, and maintenance.
- Group Policy Objects
- Network Login / Logout Scripts
- Backup system
- Niagra Climate Control System
- Vermont Systems for REC / Golfnow for Golf
- Surveillance cameras
- USA Software CAD

## Information Technology

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### Major Functions & Activities (continued)

#### Support (continued)

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

#### FY2020-21 Accomplishments

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

#### FY 2020-21 Budget Highlights

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

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

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

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

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

Account # Description

Account #	Description	Budget Amount	Misc. Info
1-5301-513-12-00	REGULAR SALARIES	145,067.00	
1-5301-513-21-00	FEDERAL PAYROLL TAXES	11,098.00	
1-5301-513-22-01	GENERAL	17,091.00	
1-5301-513-23-04	HMO, EMPLOYEE ONLY	18,140.00	
1-5301-513-23-07	LIFE/AD&D	672.00	
1-5301-513-23-08	DENTAL - OHS - EMPLOYEE	432.00	
1-5301-513-23-09	VSP - VISION - EMPLOYEE	162.00	
1-5301-513-24-00	WORKER'S COMPENSATION	363.00	
1-5301-513-34-00	OTHER CONTRACTUAL SERVICE	167,967.00	
	00100 AHA1 / MUNICODE		3,708.00
	00200 SUNGARD / CENTRAL SQUARE		129,909.00
	00300 CISCO ANNUAL MAINTENANCE		618.00
	00400 BOX.COM STORAGE		1,440.00
	00500 TYLER TECH - EXECUTIVE		11,892.00
	00600 NAVITAS - PHONE SERVICE		10,800.00
	00700 AWS HOSTED SERVICES		3,600.00
	00800 VIRCOM SPAM FILTERING		4,250.00
	00900 DOTGOV DOMAIN REGISTRATION		4,400.00
	01000 TRENDMICRO ANTIVIRUS / SECURITY		1,350.00
	3,400.00		
	1,693.00		
	3,468.00		
	5,010.00		
00100	DRIVES FOR H1 AND H2 SERVERS		1,020.00
00200	DRIVES FOR FS1 SERVER		1,750.00
00300	DRIVES FOR MAIL SERVER		640.00
00400	XL3000 BATTERIES - SERVER UPS #2		400.00
00500	MANAGED SWITCHES POE		700.00
00600	6 BACKUP DRIVES / ARCHIVING		1,500.00
	800.00		
	500.00		
	3,000.00		
	1,090.00		
	4,675.00		
00100	CBT TRAINING		2,575.00
00200	KNOWBE4 - SECURITY AWARENESS TRAINING AND TESTING		2,100.00
	384,628.00		

\* Total Accounts for this Budget Level 18

**Basis for FY 2020-21 Salary Projections**

Calculations is based upon current earnings at 2,080 hours

- 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

to be effective on 10-01-22020

!:

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

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Account	Vendor	Service	AMT
34-00	Aha!	Annual Maint	\$3,708.00
	Sungard	ASP and bundled services	\$129,909.00
	Cisco	Annual Maint ASA5510	\$618.00
	Box.com	Cloud storage	\$1,440.00
	Tyler Tech Executime	Time sheets	\$11,892.00
	Phone Service	Phone sys maint	\$10,800.00
	Amazon web services	Hosted systems	\$3,600.00
	Vircom	Spam filtering service	\$4,250.00
	Dotgov	Domain registration	\$400.00
	Trendmicro	Antivirus Annual Maint	\$1,350.00
			<b>\$167,967.00</b>
46-00	Server drives - Gen9	3 @ 340	\$1,020.00
	Server drives - Gen8	3 @ 250	\$750.00
	Server drives - Gen8	4 @ 250	\$640.00
	XL3000 UPS batteries	APCRBC117	\$400.00
	POE managed switch	2 @ 350	\$700.00
	Backup drives	6 @ 250	\$1,500.00
			<b>\$5,010.00</b>
58-00	CBT Training	online technology training	\$2,575.00
	KnowBe4	Security training	\$2,100.00
			\$4,675.00
64-00	N/A		\$0.00

website hosting service and maint  
Central Square / Superior  
Cisco firewall maintenance and security updates  
8 accounts total - 1 per dept +  
all users  
new phones + phone service for 63 phones  
hosted services including disaster recovery EC2 servers  
spam filtering and mail encryption and smart-host  
domain renewal annual cost  
antivirus

drives compatible with H1 H2  
drives compatible with FS1  
drives compatible with Mail server  
1 unit currently down waiting for batteries  
replacement high speed switch for phone system  
replacement local backup drives for all physical servers

online IT training for IT staff  
security testing and education for end users

2-5



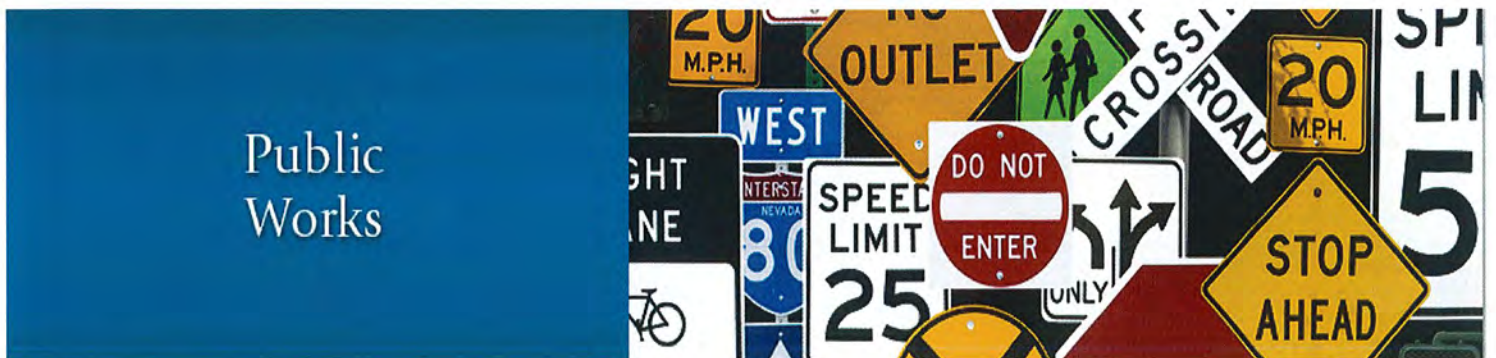


## MIAMI SPRINGS PUBLIC WORKS DEPARTMENT MISSION STATEMENT

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

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

We are dedicated to our vision and core values.



## **Public Services - Administration Division**

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

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### **Goals**

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

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

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

### **Objectives**

Establish better communication with staff at all levels

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

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

### **2019-20 Accomplishments**

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

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

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

Continued communications with the public and interdepartmentally city wide

### **FY 2020-21 Budget Highlights**

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

- Budget Summary:

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

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

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

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

Account #	Description	Budget Amount	Misc. Info
1-5401-541-12-00	REGULAR SALARIES	258,200.00	
1-5401-541-14-00	OVERTIME	2,000.00	
1-5401-541-21-00	FEDERAL PAYROLL TAXES	19,905.00	
1-5401-541-22-01	GENERAL	18,454.00	
1-5401-541-23-01	POS, EMPLOYEE ONLY	36,279.00	
1-5401-541-23-07	LIFE/AD&D	1,193.00	
1-5401-541-23-08	DENTAL - OHS - EMPLOYEE	644.00	
1-5401-541-23-09	VSP - VISION - EMPLOYEE	222.00	
1-5401-541-24-00	WORKER'S COMPENSATION	2,066.00	
1-5401-541-40-00	TRAVEL AND PER DIEM	4,400.00	
1-5401-541-41-01	TELEPHONE	VEHICLE ALLOWANCE FOR TOM NASH	
1-5401-541-41-02	CELLULAR TELEPHONE	SUN PASS TOLL FOR TRUCK TRANSPORTS TO SERVICE CENT	
1-5401-541-41-03	POSTAGE	1,000.00	
1-5401-541-41-04	COURIER, UPS, FEDX - OVERNIGHT	COMCAST INTERNET SERVICES FOR TELEPHONE CONNECTION	
1-5401-541-41-06	INTERNET ACCESS	500.00	
1-5401-541-43-01	ELECTRICITY	CELLULAR PHONE SERVICE FOR ADMIN & STAFF	
1-5401-541-43-02	WATER	800.00	
1-5401-541-44-00	RENTALS AND LEASES	POSTAGE FOR MAILINGS & RETURN PACKAGES	
1-5401-541-45-10	FLEET MAINTENANCE	50.00	
1-5401-541-45-30	LIABILITY INSURANCES	SPECIAL SHIPPING UPS & FED EX SERVICES	
1-5401-541-46-00	REPAIRS AND MAINTENANCE	INTERNET ACCESS FOR FISCAL YEAR	
1-5401-541-47-00	PRINTING AND BINDING	ELECTRICITY FOR PUBLIC WORKS FACILITY	
1-5401-541-51-00	OFFICE SUPPLIES	WATER SERVICE FOR PUBLIC WORKS FACILITY	
		700.00	
		TOSHIBA COPIER SERVICE AGREEMENT FOR PUBLIC WORKS	
		2,500.00	
		PUBLIC WORKS ADMIN VEHICLE REPAIR & MAINTENANCE	
		ANNUAL FUEL TRAK EQUIPMENT SERVICE CONTRACT	
		22,611.00	
		LIABILITY INSURANCES	
		1,000.00	
		LOCKS & KEY CHANGE OUTS FOR PUBLIC WORKS COMPOUND	
		150.00	
		DOOR HANGERS & PRINTED PUBLIC INFORMATION SHEETS	
		4,000.00	
		COMPUTER UPGRADES	
		PRINTER CARTRIDGES, COPY PAPER, NOTE PADS,	
		FILE FOLDERS, PENS, PENCILS, PAPER CLIPS, CALENDER	
		3,000.00	
		500.00	
		300.00	

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

DEPARTMENTAL INPUT  
 Description

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

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

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

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### **Goals**

Ensure all city sidewalks are safe for pedestrian traffic.

Restore the alleys and alley approaches citywide.

Continue to upgrade and repair the streetlight infrastructure.

Maintain the right-of-ways.

### **Objectives**

Inspect sidewalks to ensure American with Disability Act (ADA) compliance to eliminate safety hazards.

Supervise and provide support for various lighting projects currently proposed.

Locate and repair potholes and sinkholes, city-wide.

### **2019-20 Accomplishments**

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

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

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

Pressure washed entire downtown areas planted new material in islands

Replaced damaged sidewalks at various locations in city

### **FY 2020-21 Budget Highlights**

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

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

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

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

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

Account #	Description	Budget Amount	Misc. Info
1-5402-541-12-00	REGULAR SALARIES	104,429.00	
1-5402-541-14-00	OVERTIME	2,000.00	
1-5402-541-21-00	FEDERAL PAYROLL TAXES	8,142.00	
1-5402-541-22-01	GENERAL	12,303.00	
1-5402-541-23-01	POS, EMPLOYEE ONLY	27,209.00	
1-5402-541-23-07	LIFE/AD&D	489.00	
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	4,699.00	
1-5402-541-34-00	OTHER CONTRACTUAL SERVICE	50,000.00	
1-5402-541-43-01	ELECTRICITY	147,500.00	
1-5402-541-45-10	FLEET MAINTENANCE	12,000.00	
1-5402-541-45-30	LIABILITY INSURANCES	2,131.00	
1-5402-541-46-00	REPAIRS AND MAINTENANCE	15,000.00	
1-5402-541-52-00	OPERATING SUPPLIES	15,000.00	
1-5402-541-52-02	FUEL, OILS, LUBRICANTS	3,000.00	
1-5402-541-52-07	TIRES	1,000.00	
* Total Accounts for this Budget Level		405,551.00	17

* Account #	Description	Budget Amount	Misc. Info
00100	REGULAR SALARIES	104,429.00	
00200	OVERTIME	2,000.00	
00100	FEDERAL PAYROLL TAXES	8,142.00	
00100	GENERAL	12,303.00	
00100	POS, EMPLOYEE ONLY	27,209.00	
00100	LIFE/AD&D	489.00	
00100	DENTAL-OHS-EMPLOYEE	483.00	
00100	VSP-VISION-EMPLOYEE	166.00	
00100	WORKERS COMPENSATION	4,699.00	
00100	CITY WIDE STREET TREE PLANTING	50,000.00	
00100	CITY WIDE STREET & ALLEY LIGHTING	147,500.00	
00100	REPAIR & MAINTENANCE FOR ALL STREETS RELATED EQUIPMENT, BACK HOE, SKID STEER, COMPACTORS, ROOT CUTTER, AIR COMPRESSORS, ROLLER, PRESSURE WASHER	12,000.00	
00300	LIABILITY INSURANCES	2,131.00	
00100	ELECTRICAL REPAIRS CITY WIDE STREET LIGHTING PATHWAY LIGHTING, ELECTRICAL OUTLETS ON CIRCLE	15,000.00	
00100	BROOMS, SHOVELS, RAKES, AXES, SPRINKLER PARTS, LIGHT BULBS, MOWER BLADES, HOSES, MARKING PAINT, CHRISTMAS LIGHTING, PAINT BRUSHES, CONCRETE 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 ANNUAL FERTILIZING OF PALM TREES & PESTICIDE TREATMENT	15,000.00	
00100	REPAIR & MAINTENANCE OF SERVICE VEHICLES OILS, FLUIDS, WIPER BLADES, FUSES, FILTERS	3,000.00	
00200	TIRES FOR SERVICE TRUCKS IN STREET DEPARTMENT	1,000.00	
00100		405,551.00	

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## **Public Services – Public Properties**

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

---

### **Goals**

Provide essential services to the residents without interruptions

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

Maintain a properly pruned and lifted street tree canopy.

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

### **Objectives**

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

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

### **2019-20 Accomplishments**

Received Tree City USA & Growth Award

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

Supported all Departments with move from City Hall to Community Center

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

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

### **FY 2019-20 Budget Highlights**

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

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

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

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

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Fiscal Year : 2020  
 Budget Level : BUDG  
 Description :

DEPARTMENTAL INPUT  
 Description

Account #	Description	Budget Amount	Misc. Info
1-5404-541-12-00	REGULAR SALARIES	380,642.00	
1-5404-541-14-00	OVERTIME	2,000.00	
1-5404-541-21-00	FEDERAL PAYROLL TAXES		
1-5404-541-22-01	GENERAL	29,272.00	
1-5404-541-23-02	POS, EMPLOYEE +1	44,845.00	
1-5404-541-23-07	LIFE/AD&D	110,833.00	
1-5404-541-23-08	DENTAL - OHS - EMPLOYEE	1,633.00	
1-5404-541-23-09	VSP - VISION - EMPLOYEE	2,174.00	
1-5404-541-24-00	WORKER'S COMPENSATION	712.00	
1-5404-541-34-00	OTHER CONTRACTUAL SERVICE	17,127.00	
1-5404-541-41-01	TELEPHONE	104,500.00	
1-5404-541-41-02	CELLULAR TELEPHONE	2,800.00	
1-5404-541-43-01	ELECTRICITY	3,500.00	
1-5404-541-43-02	WATER	36,000.00	
1-5404-541-44-00	RENTALS AND LEASES	34,000.00	
1-5404-541-45-10	FLEET MAINTENANCE	300.00	
1-5404-541-45-30	LIABILITY INSURANCES	30,000.00	
1-5404-541-46-00	REPAIRS AND MAINTENANCE	15,000.00	
1-5404-541-52-00	OPERATING SUPPLIES	35,000.00	
1-5404-541-52-02	FUEL, OILS, LUBRICANTS	35,000.00	
	REGULAR SALARIES	380,642.00	
	OVERTIME	2,000.00	
	FEDERAL PAYROLL TAXES		
	GENERAL	29,272.00	
	POS, EMPLOYEE +1	44,845.00	
	LIFE/AD&D	110,833.00	
	DENTAL - OHS - EMPLOYEE	1,633.00	
	VSP - VISION - EMPLOYEE	2,174.00	
	WORKER'S COMPENSATION	712.00	
	OTHER CONTRACTUAL SERVICE	17,127.00	
	TELEPHONE	104,500.00	
	CELLULAR TELEPHONE	2,800.00	
	ELECTRICITY	3,500.00	
	WATER	36,000.00	
	RENTALS AND LEASES	34,000.00	
	FLEET MAINTENANCE	300.00	
	LIABILITY INSURANCES	30,000.00	
	REPAIRS AND MAINTENANCE	15,000.00	
	OPERATING SUPPLIES	35,000.00	
	FUEL, OILS, LUBRICANTS	35,000.00	
	EMERGENCY ON CALL STAFF		
	SCHEDULED OVERTIME FOR VARIOUS CITY EVENTS		
	TRIMMING & REMOVAL		
	VIRGINIA GARDENS ISLANDS		
	TELECOMMUNICATION COSTS		
	CELLULAR TELEPHONE SERVICES		
	ELECTRICAL UTILITIES		
	WATER SERVICES		
	ARBOR DAY TENT RENTAL		
	REPAIR & MAINTENANCE OF 6 VEHICLES IN DIVISION,		
	OILS, FILTERS, BLADES FOR MOWERS, CHIPPER,		
	STUMP GRINDER & SOD CUTTER. SAW CHAINS,		
	WEED EATER LINE, EDGER BLADES, TRIMMER SHARPENING,		
	SHOVELS, RAKES, BROOMS		
	LIABILITY INSURANCES		
	OPERATING SUPPLIES FOR ALL OUTDOOR REPAIR &		
	MAINTENANCE SUPPLIES & SERVICES CITY WIDE		
	EXAMPLE: GRAFFITI, PUBLIC PROPERTY SIGNS DAMAGED,		
	VANDALISM- GAZEBO		
	BROOMS, SHOVELS, RAKES, HAND SANITIZER ALL FACILIT		
	CAUTION TAPE, MARKING PAINT, PAPER TOWELS, BANNERS		
	PORTION OF UNIFORMS & SHOES, FOR THIS DEPARTMENT		
	WEED EATERS, BLOWERS, CHAIN SAWS, LAWN MOWERS		
	OTHER EQUIPMENT NEEDED FOR LANDSCAPING		

13-11

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

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

B-12

## **Public Services - Building Maintenance**

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

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### **Goals**

Establish timelines for all requested projects City wide

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

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

### **Objectives**

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

### **FY 2019-20 Accomplishments**

Inspected and maintained all City owned Air Conditioning Systems

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

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

### **FY 2020-21 Budget Highlights**

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

- Budget Summary:

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

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

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2017-18 ACTUALS	FY2018-19 ACTUALS	FY2019-20 AMENDED BUDGET	FY20-21 Departmental Request	Dollar Increase (decrease)
<b>BUILDING MAINTENANCE DIVISION</b>						
001-5405-541.12-00	REGULAR SALARIES	45,832	77,907	79,860	82,256	2,396
001-5405-541.14-00	OVERTIME	3,437	3,029	3,000	3,500	500
001-5405-541.21-00	FEDERAL PAYROLL TAXES	3,731	6,111	6,339	6,560	221
001-5405-541.22-01	GENERAL	5,665	9,206	9,616	9,691	75
	TOTAL MEDICAL INSURANCE	7,882	15,683	16,622	19,051	2,429
001-5405-541.24-00	WORKER'S COMPENSATION	1,289	1,586	2,556	3,701	1,145
001-5405-541.34-00	OTHER CONTRACTUAL SERVICE	51,372	62,670	75,000	75,000	-
001-5405-541.41-02	CELLULAR TELEPHONE	-	-	500	500	-
001-5405-541.43-02	WATER/GAS	159	309	146	150	4
001-5405-541.44-00	RENTALS AND LEASES	47	-	-	500	500
001-5405-541.45-10	FLEET MAINTENANCE	1,764	1,525	2,500	1,500	(1,000)
001-5405-541.45-30	LIABILITY INSURANCES	972	1,536	1,562	1,679	117
001-5405-541.46-00	REPAIRS AND MAINTENANCE	178,447	117,517	636,773	125,000	(511,773)
001-5405-541.52-00	OPERATING SUPPLIES	7,755	4,042	9,250	5,000	(4,250)
001-5405-541.52-02	FUEL, OILS, LUBRICANTS	1,013	1,177	1,000	1,000	-
001-5405-541.52-07	TIRES	-	-	500	500	-
001-5405-541.64-00	MACHINERY AND EQUIPMENT	29,765	-	-	-	-
001-5405-541.63-00	IMPROVEMENTS O/T BUILDING	28,184	-	24,695	-	(24,695)
001-5405-541-91-12	TRANSFER TO DEBT SERVICE FUND	-	-	49,185	47,932	(1,253)
	<b>Total Bldg Maintenance</b>	<b>367,314</b>	<b>302,298</b>	<b>919,104</b>	<b>383,520</b>	<b>(535,584)</b>

13-14

Fiscal Year : 2020  
 Budget Level : BUDG  
 Description :

DEPARTMENTAL INPUT  
 Description

Account #	Description	Budget Amount	Misc. Info
1-5405-541-12-00	REGULAR SALARIES	82,256.00	
1-5405-541-14-00	OVERTIME	3,500.00	
1-5405-541-21-00	FEDERAL PAYROLL TAXES	6,560.00	
1-5405-541-22-01	GENERAL	9,691.00	
1-5405-541-23-04	HMO, EMPLOYEE ONLY	18,140.00	
1-5405-541-23-07	LIFE/AD&D	385.00	
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	3,701.00	
1-5405-541-34-00	OTHER CONTRACTUAL SERVICE	75,000.00	
1-5405-541-41-02	CELLULAR TELEPHONE	500.00	
1-5405-541-43-02	WATER	150.00	
1-5405-541-44-00	RENTALS AND LEASES	500.00	
1-5405-541-45-10	FLEET MAINTENANCE	1,500.00	
1-5405-541-45-30	LIABILITY INSURANCES	1,679.00	
1-5405-541-46-00	REPAIRS AND MAINTENANCE	125,000.00	
1-5405-541-52-00	OPERATING SUPPLIES	5,000.00	

13-15

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

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

13-16



## Public Services - Fleet Maintenance

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

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### Goals

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

### Objectives

Reduce vehicle down time.

Maintain fleet parts and tire inventory at an optimal level.

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

### FY 2019-20 Accomplishments

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

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

### FY 2020-21 Budget Highlights

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

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

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

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

3-12

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

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	5,000.00	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	SERVICE & REPAIR OF FLEET MAINTENANCE VEHICLE
1-5407-541-52-07	TIRES	500.00	TIRES FOR FLEET TRUCK
		39,000.00	
* Total Accounts for this Budget Level		5	

13-19

**Basis for FY 2020-21 Salary Projections**

Calculations is based upon current earnings at 2,080 hours

- 0.0% **Max Annual merit increase for position**
- 0.0% Cost of living Adjustment
- 3.00% CPI for all urbans (Apr to Apr)
- 0.00% Estimate used for COLA Projection

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

City of Miami Springs													
Department: Public Works - Administration													
Position (paygrade)	Employee Name	FT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/20	Current Pay Range	Date of Annual Review	Promotional Increases	3% COLA Increase	Retirement Payout	Longevity	FY20-21 Total Pay
Administrative Assistant I	Rachel Buckner	FT	1	1	-	\$36,716			\$0	\$1,101	\$0	\$0	\$37,818
Administrative Assistant I	Erika Simmons	FT	1	1	-	\$33,500			\$0	\$1,005	\$0	\$1,750	\$34,505
Public Works Director-PG49	T Nash	FT	1	1	-	\$96,908			\$0	\$2,907	\$0	\$1,500	\$101,565
Materials Management Clerk-PG15	A Perez	FT	1	1	-	\$43,685			\$0	\$1,311	\$0	\$1,500	\$46,495
Administrative Assistant I	Lizette Fuentes	FT	1.0	1.0	-	\$36,716		10/01/10	\$0	\$1,101	\$0	\$0	\$37,817
<b>Total projections</b>			<b>5.00</b>	<b>5.00</b>	<b>0</b>	<b>\$247,525</b>			<b>\$0</b>	<b>\$7,426</b>	<b>\$0</b>	<b>\$3,250</b>	<b>\$258,200</b>

City of Miami Springs													
Department: Public Works - Streets, Streetlights & Sidewalks													
Position (paygrade)	Employee Name	FT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/20	Current Pay Range	Date of Annual Review	Promotional Increases	3% COLA Increase	Retirement Payout	Longevity	FY20-21 Total Pay
Maintenance Worker I-PG8	Matt Perez	FT	1	1	-	\$34,599	22992-38440	01/00/00		\$1,038	\$0	\$0	\$35,637
Maintenance Worker I-PG8	C Arguello	FT	1	1	-	\$35,500	22541-33421	02/02/15		\$1,065	\$0	\$0	\$36,565
Maintenance Worker I-PG8	Adrian Lopez	FT	1	1	-	\$31,382			\$0	\$941	\$0	\$0	\$32,323
<b>Total projections</b>			<b>3.00</b>	<b>3.00</b>	<b>0</b>	<b>\$101,481</b>			<b>\$0</b>	<b>\$3,044</b>	<b>\$0</b>	<b>\$0</b>	<b>\$104,525</b>

City of Miami Springs													
Department: Public Works - Public Properties													
Position (paygrade)	Employee Name	FT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/20	Current Pay Range	Date of Annual Review	Promotional Increases	3% COLA Increase	Retirement Payout	Longevity	FY20-21 Total Pay
Maintenance Worker II-PG10	Erroll Vasell	FT	1.00	1.00	-	\$38,311			\$0	\$1,149	\$0	\$1,000	\$40,461
Maintenance Worker I-PG8	Zavier Johnson	FT	1	1	-	\$29,889	22992-38440	12/21/92		\$897	\$0	\$0	\$30,785
Maintenance Worker I-PG8	L Brownlee	FT	1	1	-	\$29,889	22541-33421	02/02/15		\$897	\$0	\$0	\$30,786
Maintenance Worker I-PG8	Zel Garcia	FT	1	1	-	\$29,889	22992-38440	12/21/92		\$897	\$0	\$0	\$30,786
Maintenance Worker I-PG8	M Graham	FT	1	1	-	\$31,383	22992-38440	01/00/00		\$942	\$0	\$0	\$32,325
Maintenance Worker I-PG8	C Dotson	FT	1	1	-	\$29,889	22992-38440	01/00/00		\$897	\$0	\$0	\$30,786
Maintenance Worker I-PG8	J Nelson	FT	1	1	-	\$29,889				\$897	\$0	\$0	\$30,786
Maintenance Worker I-PG8	Jahkeem Johnson	FT	1	1	-	\$29,889	24201-35885			\$897	\$0	\$0	\$30,786
Maintenance Worker I	H Gilbert	FT	1	1	-	\$29,889	22541-33421			\$897	\$0	\$0	\$30,786
Maintenance Worker I-PG8	Christian Perez	FT	1	1	-	\$29,889	22992-38440	10/06/10		\$897	\$0	\$0	\$30,786
Maintenance Worker I-PG8	N Guzman	FT	1	1	-	\$29,889	22992-38440	10/06/10		\$897	\$0	\$0	\$30,786
Maintenance Worker I-PG8	vacant	FT	1	1	-	\$29,889	23726-35181			\$897	\$0	\$0	\$30,786
<b>Total projections</b>			<b>12.0</b>	<b>12.0</b>	<b>-</b>	<b>\$366,584</b>			<b>\$0</b>	<b>\$11,058</b>	<b>\$0</b>	<b>\$1,000</b>	<b>\$380,642</b>

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

# Rotary

Hialeah-Miami Springs



PO Box 1635  
Hialeah, FL 33011-1635

July 8, 2020

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

**RE: Dog Waste Bag Stations**

**Dear Mr. Alonso:**

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

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

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

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

**Sincerely**

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

**Charles Leonard**  
**President 2020-2021**  
**HMS Rotary Club**

13-21

## William Alonso

---

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

Nancy,

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

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

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

Nash

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

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

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

Does this help you?

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

Thanks again.  
Nancy

13-22

# **Parks and Recreation Department**

## **Mission Statement**

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

## **Parks and Recreation - Administration**

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

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

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

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

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

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

---

### **Goals**

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

### **Objectives**

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



**2019-20 Accomplishments**

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

**FY 2020-21 Budget Highlights**

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

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

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

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

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

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2017-18 ACTUALS	FY2018-19 ACTUALS	FY2019-20 AMENDED BUDGET	FY2020-21 Departmental Request	Dollar Increase (Decrease)
001-5701-572-52-07	TIRES		-	500	500	-
001-5701-572-52-29	GET FIT SUMMER CAMP	1,330		4,000	2,000	(2,000)
001-5701-572-52-28	TURKEY TROT/SPRINGS RIVER 5K	3,440	4,461	9,250	6,000	(3,250)
001-5701-572-52-21	ANNUAL DADDY DAUGHTER DANCE	6,814	5,000	10,000	10,000	-
001-5701-572-52-22	TEEN CAMP			500	-	(500)
001-5701-572-52-23	YOUTH BASKETBALL	290	-	750	750	-
001-5701-572-52-24	ADVANCED BASKETBALL			385	385	-
001-5701-572-52-25	MENS BASKETBALL	1,138	1,030	2,500	2,500	-
001-5701-572-54-00	DUES, MEMBERSHIPS, SUBS	1,238	1,249	1,500	1,500	-
001-5701-572-58-00	EDUCATION AND TRAINING	1,510	1,319	3,000	3,000	-
001-5701-572-52-60	BASKETBALL TEEN LEAGUE	431	240		-	-
001-5701-572-52-61	BASKETBALL TEEN LEAGUE	653		4,000	4,000	-
001-5701-572-64-00	MACHINERY AND EQUIPMENT	62,561		75,704	-	(75,704)
001-5701-572-91-12	TRANSFER TO DEBT SERVICE FUND			17,442	16,998	(444)
<b>Total Administration</b>		<b>1,383,037</b>	<b>1,343,882</b>	<b>1,599,571</b>	<b>1,501,319</b>	<b>(98,252)</b>

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

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

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

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

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

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

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## **Recreation - Pool**

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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.

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### **Goals**

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

### **Objectives**

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

### **FY2019-20 Accomplishments**

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

### **FY 2020-21 Budget Highlights**

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

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

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

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

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

Account #	Description	Budget Amount	Misc. Info
1-5702-572-12-00	REGULAR SALARIES	91,446.00	
00100	BUDGET NUMBER PROVIDED BY FINANCE		
00200	AQUATIC SUPERVISOR, AQUATIC COORDINATOR	91,446.00	
00100	PT-YR STAFF, BUDGET NUMBER PROVIDED BY FINANCE	260,000.00	
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	18,140.00	
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	BUDGET NUMBER PROVIDED BY FINANCE	56,000.00	
00100	ENCMPASS JANITORIAL CONTRACT	34,000.00	
00200	TRANE AC MAINTENANCE CONTRACT	5,050.00	
00300	SENTRY SECURITY ALARM MONITORING CONTRACT	1,500.00	
00400	DIVERSIFIRE FIRE ALARM MONITORING CONTRACT	2,900.00	
00500	COMCAST CABLE/ INTERNET	3,200.00	
00600	DEPT OF AGRICULTURE & ADP SLIDE INSPECTIONS	850.00	
00700	SLIDEPROS-ANNUAL SLIDE MAINTENANCE CONTRACT	8,500.00	
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 NUMBERS PROVIDED BY FINANCE	4,500.00	
00100	ANNUAL LEASE FOR VACUUM	7,173.00	
00100	BUFGT NUMBERS PROVIDED BY FINANCE	9,500.00	
00100	EXPENSES ASSOCIATED WITH ALL REPAIRS, IE SLIDE,		
00200	LIGHTS, FILTRATION SYSTEM, PAINTING, ETC	9,000.00	
00100	EXPENSES ASSOCIATED WITH AQUATIC SUPPLIES, CLASS		
00200	MATERIALS, 1ST AID SUPPLIES, ETC.	5,000.00	
00100	LIFEGUARD BATHING SUITS, SHORTS, SHIRTS, JACKETS		
00100	CO2, CHLORINE, ACID, CALCIUM	30,000.00	
00100	DUES, MEMBERSHIPS, SUBS	1,000.00	

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

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

\* Total Accounts for this Budget Level 22

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## Recreation - Tennis

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

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### Goals

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

### Objectives

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

### FY2019-20 Accomplishments

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

### FY 2020-21 Budget Highlights

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

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

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

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

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

DEPARTMENTAL INPUT  
 Description

Account #	Description	Budget Amount	Misc. Info
1-5703-572-34-00	OTHER CONTRACTUAL SERVICE	15,000.00	
1-5703-572-43-01	ELECTRICITY	3,182.00	
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	
	TENNIS PRO ANNUAL CONTRACT	15,000.00	
	BUDGET NUMBER PROVIDED BY FINANCE	3,182.00	
	BUDGET NUMBER PROVIDED BY FINANCE	200.00	
	BUDGET NUMBER PROVIDED BY FINANCE	2,000.00	
	LIGHTS, FENCING, WATER FOUNTAINS, PAINT, DOORS	2,000.00	
	NETS, BALLS, WINDSCREENS, ETC	2,000.00	
	TENNIS COURT RESURFACING	20,000.00	
		42,382.00	

\* Total Accounts for this Budget Level 6

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## **Recreation – Parks Maintenance**

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

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### **Goals**

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

### **Objectives**

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

### **FY2019-20 Accomplishments**

- Renovated Stafford and Prince fields.

### **FY 2020-21 Budget Highlights**

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

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

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

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

14-17

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

Account #	Description	Budget Amount	Misc. Info
1-5705-572-12-00	REGULAR SALARIES	42,525.00	
1-5705-572-14-00	OVERTIME	1,000.00	
1-5705-572-21-00	FEDERAL PAYROLL TAXES	3,330.00	
1-5705-572-22-01	GENERAL	5,010.00	
1-5705-572-23-04	HMO, EMPLOYEE ONLY	9,070.00	
1-5705-572-23-07	LIFE/AD&D	199.00	
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	1,276.00	
1-5705-572-34-00	OTHER CONTRACTUAL SERVICE	172,000.00	
1-5705-572-44-00	RENTALS AND LEASES	1,000.00	
1-5705-572-45-30	RISK MANAGEMENT	868.00	
1-5705-572-46-00	REPAIRS AND MAINTENANCE	18,000.00	
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		294,494.00	

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**Basis for FY 2020-21 Salary Projections**

Calculations is based upon current earnings at 2,080 hours

- 0.0%
- 0.0%
- 3.00% to be effective on 10-01-2020

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

f:

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

f:

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

f:

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

14-19

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

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

14-20

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

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

Department: \_\_\_\_\_ Parks and Recreation

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

Resurfacing of three Tennis Courts at Tennis Center

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Total budget request: \$ 20,000.00

**Detail any grant or additional funding sources for this project**

**Funding**

	\$ -
	\$ -
	\$ -
Total funding sources:	\$ -

**Reason why project is needed**

Yearly Maintenance of the Tennis Courts

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

	\$ -
	\$ -
	\$ -
	\$ -
Totals	\$ -

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

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

14-21



**Pelican  
Playhouse**

**Rebeca Sosa Theater at the  
Miami Springs Community Center  
1401 Westward Drive  
Miami Springs, FL 33166  
[www.pelicanplayhouse.org](http://www.pelicanplayhouse.org)  
305-884-6804**

July 6, 2020

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

Re: Pelican Playhouse Inc.

Dear William:

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

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

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

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

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

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

14-22

July 6, 2020  
Page 2

Thanks again!

Sincerely,

A handwritten signature in blue ink that reads "Nancy Jones". The signature is written in a cursive style with a large, sweeping "N" and "J".

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

Enclosures  
/nj

14-23

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

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

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



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

14-24



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

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



Halloween is always  
Werewolf Time.



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



Beyond this point,  
there be dragons.

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



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



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

14-25

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



The entire Peter Pan cast aboard Hook's Jolly Roger



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



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

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

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

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



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

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

14-16



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

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

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

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

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

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

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

What does the future hold?

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



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

Thanks again for all your support throughout the years!

Ralph Wakefield  
Artistic Director  
Pelican Playhouse Inc.

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

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

(4-2)

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

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

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

**Anticipated Income after June 30, 2020**

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

**Anticipated Expenses after June 30, 2020**

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

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

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

**Net Income\*:** \$ (6,670.26)

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

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

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

14-50

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

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

14-31

## Road and Transportation Fund-Peoples Transportation Tax

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

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### Goals

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

### Objectives

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

Continue ongoing replacement of aging underground wiring.

Provide ADA compliance measures and devices to city sidewalks.

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

### FY 2019-20 Accomplishments

Repaired several damaged Sidewalks City wide

Continue our daily inspections of sidewalk lifting and take appropriate actions

Re-striped several sections of the Cities roadways

Assisted with the City Hall & Police dept relocation

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

Troubleshoot, repair or replace any lighting needs city wide

### FY 2020-21 Budget Highlights

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

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

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

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2017-18 ACTUALS	FY2018-19 ACTUALS	FY2019-20 AMENDED BUDGET	FY20-21 Departmental Request	Dollar Increase (Decrease)
<b>People Transportation</b>						
135-0902-541-12-00	SALARIES-PROJECT MANAGEMENT	61,692	63,153	64,114	65,985	1,871
135-0902-541-14-00	OVERTIME	1,241	1,111	2,500	2,000	(500)
135-0902-541-21-00	FEDERAL PAYROLL TAXES	4,815	4,916	5,096	5,201	105
135-0902-541-22-01	GENERAL PENSION	7,480	7,523	7,720	7,774	54
135-0902-541-23-05	HEALTH INSURANCE	6,876	7,440	7,887	9,070	1,183
135-0902-541-23-07	LIFE INSURANCE	276	285	292	301	9
135-0902-541-23-10	DENTAL INSURANCE	161	161	161	161	(0)
135-0902-541-23-12	VSP - VISION -FAMILY	55	55	55	55	0
135-0902-541-24-00	WORKMENS COMP	1,483	1,904	3,526	3,629	103
135-0902-541-31-00	PROFESSIONAL SERVICES	-	149,662	50,000	50,000	-
135-0902-541-34-00	OTHER CONTRACTUAL SERVICE	25,650	20,790	27,000	30,000	3,000
135-0902-541.41-02	CELLULAR PHONE	209	617	600	600	-
135-0902-541-45-10	FLEET MAINTENANCE	1,683	108	3,000	5,000	2,000
135-0902-541-45-30	LIABILITY INSURANCE	1,284	1,236	1,254	1,347	93
135-0902-541-46-00	REPAIRS AND MAINTENANCE	217,615	378,567	271,171	142,015	(129,156)
135-0902-541.52-00	OPERATING SUPPLIES	7,587	-	5,000	3,000	(2,000)
135-0902-541-52-02	FUELS, OILS, LUBES	-	-	1,000	500	(500)
135-0902-541-52-07	TIRES	-	-	500	500	-
135-0902-541-91-04	TRANSFERS TO DEBT SERVICE FUND	56,762	55,697	54,633	52,504	(2,129)
135-0902-541.64-00	MACHINERY AND EQUIPMENT	23,594	-	47,227	-	(47,227)
* Transportation		<b>418,463</b>	<b>693,225</b>	<b>552,736</b>	<b>379,642</b>	<b>(173,094)</b>
<b>Mass Transit</b>						
135-0903-541.31-00	PROFESSIONAL SERVICES	19,187	1,881	10,000	10,000	-
135-0903-541.34-00	OTHER CONTRACTUAL SERVICE	134,581	136,156	169,546	169,545	(1)
135-0903-541.46-00	REPAIRS AND MAINTENANCE	1,281	-	1,000	1,000	-
135-0903-541.52-00	OPERATING SUPPLIES	-	-	1,000	1,000	-
135-0903-541.91-04	TRANSFERS TO DEBT SERVICE FUND	16,010	15,710	15,409	14,809	(600)
* Mass Transit		<b>171,059</b>	<b>153,747</b>	<b>196,955</b>	<b>196,354</b>	<b>(601)</b>
<b>Total Road &amp; Transportation</b>		<b>589,522</b>	<b>846,972</b>	<b>749,691</b>	<b>575,996</b>	<b>(173,695)</b>

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DEPARTMENTAL INPUT  
 Description

Account #	Description	Budget Amount	Misc. Info
135-0902-541-12-00	REGULAR SALARIES	65,985.00	
135-0902-541-14-00	OVERTIME	2,000.00	
135-0902-541-21-00	FEDERAL PAYROLL TAXES	5,201.00	
135-0902-541-22-01	GENERAL	7,774.00	
135-0902-541-23-05	HMO, EMPLOYEE +1	9,070.00	
135-0902-541-23-07	LIFE/AD&D	301.00	
135-0902-541-23-10	DENTAL- OHS - DUAL	161.00	
135-0902-541-23-12	VSP - VISION - FAMILY	55.00	
135-0902-541-24-00	WORKER'S COMPENSATION	3,629.00	
135-0902-541-31-00	PROFESSIONAL SERVICES	50,000.00	
135-0902-541-34-00	OTHER CONTRACTUAL SERVICE	30,000.00	
135-0902-541-41-02	CELLULAR TELEPHONE	600.00	
135-0902-541-45-10	FLEET MAINTENANCE	5,000.00	
135-0902-541-45-30	LIABILITY INSURANCES	1,347.00	
135-0902-541-46-00	REPAIRS AND MAINTENANCE	142,015.00	
135-0902-541-52-00	OPERATING SUPPLIES	3,000.00	
135-0902-541-52-02	FUEL, OILS, LUBRICANTS	500.00	
135-0902-541-52-07	TIRES	500.00	
135-0902-541-91-04	TRANSFERS TO CAPITAL PROJ	52,504.00	
00100	REGULAR SALARIES	65,985.00	
00100	EMERGENCY CALL OUT & SCHEDULED HOLIDAY EVENTS	1,500.00	
00100	FEDERAL PAYROLL TAXES	5,048.00	
00100	GENERAL PENSION	7,759.00	
00100	HEALTH INSURANCE	8,360.00	
00100	LIFE/AD&D	301.00	
00100	DENTAL-OHS-EMPLOYEE	161.00	
00100	VSP-VISION-EMPLOYEE	55.00	
00100	WORKERS COMPENSATION	3,299.00	
00100	CITY WIDE STREET SWEEPING SERVICES	30,000.00	
00100	CELLULAR TELEPHONE SERVICES	600.00	
00100	REPAIRS AND MAINTENANCE OF BACK HOE, ROLLER, SKID STEER & ATTACHEMENTS & PLATE COMPACTOR	5,000.00	
00100	LIABILITY INSURANCES	1,336.00	
00100	CITY WIDE STREET LIGHT REPAIRS, BALLAST ROCK, CRUSHED LIME ROCK, ASPHALT MATERIAL, SIDE WALK REPAIRS & ROADWAY STRIPING	275,000.00	
00100	UNIFORM AND SHOES FOR STAFF	3,000.00	
00200	BARRICADES TRAFFIC CONES, MARKING PAINT, SIGNS & POSTS, SHOVELS, RAKES, BROOMS, GLOVES, SAFETY VESTS AND OTHER ITEMS NEEDED TO PERFORM DUTIES	.00	
00100	MAINTENANCE OF 1 PICKUP TRUCK	500.00	
00200	OIL, FLUIDS, FILTERS, WIPER BLADES	500.00	
00100	TIRES FOR 1 PICK UP TRUCK	500.00	
00100	TRANSFER TO DEBT SERVICE FUND	52,504.00	

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

Account # Description

Account #	Description	Budget Amount	Misc. Info
135-0903-541-31-00	PROFESSIONAL SERVICES	10,000.00	
135-0903-541-34-00	OTHER CONTRACTUAL SERVICE	169,545.00	
135-0903-541-46-00	REPAIRS AND MAINTENANCE	1,000.00	
135-0903-541-52-00	OPERATING SUPPLIES	1,000.00	
135-0903-541-91-04	TRANSFERS TO CAPITAL PROJ	14,809.00	

\* Total Accounts for this Budget Level 24 00100 TRANSFERS TO DEBT SERVICE FUND 14,809.00

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City of Miami Springs

Department: Road & Transportation

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

15-5

# **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

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## MAJOR FUNCTIONS and ACTIVITIES:

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

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

Service offerings and scheduled program activities include the following:

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

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

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

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

## **Elderly Services Department**

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

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

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

**TRANSPORTATION:** Daily pick-up, utilizing the City's two mini-buses, is provided to Miami Springs' residents, age 60 and over, with no means of transportation to and from the center. Additionally, weekly trips are made for grocery shopping and field trips to area cultural venues and other places of interest are planned on a monthly basis.

**RECREATION:** Recreational activities, to include special events, field trips, bingo games, and workshops in art and music are planned throughout the year, as funding permits. Said activities are intended to help develop a broad range of physical, mental and social skills which can be used by older persons to improve their leisure time activities. In addition, a large selection of books, magazines, jig-saw puzzles and games are available on a free loan basis to area residents.

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

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

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

16-3

## **Elderly Services Department**

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### **GOALS and OBJECTIVES:**

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

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

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

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

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

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

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

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

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

**OBJECTIVES:**

- 1) -Screening and Assessment will be conducted annually on a one-on-one basis and as needed when nutrition scores warrant reassessment with all older residents utilizing departmental services, inquiring about services or referred for services;
- 2) -Comply with the Florida Department of Elder Affairs' regulations and reporting requirements utilizing the State's C.I.R.T.S. computer system. Comply with the requirements imposed by the Alliance For Aging, Inc., the designated monitoring agency;
- 3) -Provide information and referral assistance in person and via telephone;
- 4) -Conduct home visitations annually of 60+ homebound elderly to monitor status and needs. Conduct follow up visits as needed for those with high nutrition scores, lack of support or increasing health issues. Refer homebound clients (or caregivers) to additional service providers and support agencies as is warranted.

16-4

## Elderly Services Department

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### GOALS and OBJECTIVES (continued):

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

**OBJECTIVES:**

- 1) -Provide organized activities and programs of regular physical exercise 5 days a week
- 2) -Provide health screenings and illness prevention programs to detect or prevent illness or worsening of chronic conditions on an ongoing basis throughout the year;
- 3) -Plan, solicit and coordinate programs to be sponsored by a network of publicly and privately funded organizations for the delivery of health information;
- 4) -Provide regular opportunities for older citizens to participate in recreational activities, workshops and programs each month.

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

**OBJECTIVE:**

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

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

**OBJECTIVE:** -Open New Adult Community Center and maintain quality paid and volunteer staffing through ongoing training, recognition and reinforcement of their responsibilities.

16-5

## **Elderly Services**

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### **2019-20 ACCOMPLISHMENTS:**

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

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

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

### **FY 2020-21 BUDGET HIGHLIGHTS:**

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

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

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

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

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

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

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

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

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

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

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

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

16-11

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

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

16-12

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

Account # Description

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

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

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

16-14



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

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

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**2020-21 SALARY PROJECTIONS WORKSHEET**

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

16-16

# **Golf & Country Club**

## **Mission Statement**

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

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

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

## Miami Springs Golf Course

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### Goals

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

### Objectives

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

### FY 2019-20 Accomplishments

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

### FY 2020-21 Budget Highlights

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

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

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

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

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

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

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Fiscal Year : 2020  
 Budget Level : BUDG  
 Description :

Account # DEPARTMENTAL INPUT  
 Description

Account #	Description	Budget Amount	Misc. Info
1-5707-572-12-00	REGULAR SALARIES	213,304.00	
1-5707-572-13-00	PART TIME YEAR ROUND	142,745.00	
1-5707-572-21-00	FEDERAL PAYROLL TAXES	27,238.00	
1-5707-572-22-01	GENERAL	23,306.00	
1-5707-572-23-00	MEDICAL INSURANCE	27,209.00	
1-5707-572-23-07	LIFE/AD&D	975.00	
1-5707-572-23-08	DENTAL - OHS - EMPLOYEE	644.00	
1-5707-572-23-09	VSP - VISION - EMPLOYEE	222.00	
1-5707-572-24-00	WORKER'S COMPENSATION	5,341.00	
1-5707-572-31-00	PROFESSIONAL SERVICES	3,000.00	
1-5707-572-41-01	TELEPHONE: BASE & LOCAL	3,100.00	
1-5707-572-41-02	CELLULAR TELEPHONE	1,500.00	
1-5707-572-41-03	POSTAGE	150.00	
1-5707-572-41-06	INTERNET ACCESS	7,600.00	
1-5707-572-43-01	ELECTRICITY	16,000.00	
1-5707-572-43-02	WATER	600.00	
1-5707-572-44-00	RENTALS AND LEASES	60,000.00	
1-5707-572-45-30	RISK MANAGEMENT	17,007.00	
1-5707-572-46-00	REPAIRS AND MAINTENANCE	10,000.00	
1-5707-572-47-00	PRINTING AND BINDING	4,000.00	
1-5707-572-48-00	PROMOTIONS	20,000.00	
1-5707-572-49-05	CREDIT CARD FEES	30,000.00	
1-5707-572-51-00	OFFICE SUPPLIES	2,000.00	
1-5707-572-52-00	OPERATING SUPPLIES	4,000.00	
1-5707-572-52-05	MERCHANDISE	60,000.00	
00100	REGULAR SALARIES	213,304.00	
00100	PART TIME YEAR ROUND	142,745.00	
00100	FEDERAL PAYROLL TAXES	27,238.00	
00100	GENERAL	23,306.00	
00100	PENSION PLAN GENERAL	27,209.00	
00100	MEDICAL INSURANCE	975.00	
00100	LIFE INSURANCE	644.00	
00100	DENTAL INSURANCE	222.00	
00100	VISION INSURANCE	5,341.00	
00100	WORKERS COMPENSATION	3,000.00	
00100	PROFESSIONAL SERVICES	3,100.00	
00100	TELEPHONE	1,500.00	
00100	CELLULAR	150.00	
00100	POSTAGE	7,600.00	
00100	INTERNET ACCESS	16,000.00	
00100	ELECTRICITY	600.00	
00100	WATER	600.00	
00100	RENTAL & LEASES	60,000.00	
00100	LIABILITY INSURANCE	17,007.00	
00100	REPAIRS & MAINTENANCE	10,000.00	
00100	PRINTING & BINDING	4,000.00	
00100	ADVERTISING	20,000.00	
00100	CREDIT CARD FEES	30,000.00	
00100	OFFICE SUPPLIES	2,000.00	
00100	OPERATING SUPPLIES	4,000.00	
00100	MERCHANDISE	60,000.00	

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

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	
* Total Accounts for this Budget Level		27	
		682,441.00	
		1,000.00	
		1,500.00	

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

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

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

Account #	Description	Budget Amount	Misc. Info
1-5708-572-12-00	REGULAR SALARIES	234,158.00	
1-5708-572-21-00	FEDERAL PAYROLL TAXES	17,913.00	
1-5708-572-22-01	GENERAL	27,587.00	
1-5708-572-23-00	MEDICAL INSURANCE	41,539.00	
1-5708-572-23-07	LIFE/AD&D	1,088.00	
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	5,854.00	
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	12,929.00	
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	45,000.00	
1-5708-572-52-03	UNIFORMS	2,000.00	
1-5708-572-52-31	CHEMICALS	140,000.00	
1-5708-572-52-33	SEED AND SOD	36,000.00	
1-5708-572-52-35	GOLF CRSE SVC SUPPLIES	7,000.00	
00100	REGULAR SALARIES	234,158.00	
00100	FEDERAL PAYROLL TAXES	17,913.00	
00100	PENSION PLAN GENERAL	27,587.00	
00100	MEDICAL INSURANCE	41,539.00	
00100	LIFE INSURANCE	1,088.00	
00100	DENTAL INSURANCE	1,004.00	
00100	VISION INSURANCE	273.00	
00100	WORKERS COMPENSATION	5,854.00	
00100	PROFESSIONAL SERVICES	20,000.00	
00100	CONTRACTUAL SERVICES - LABOR	400,000.00	
00100	CELLULAR	400.00	
00100	ELECTRICITY	25,000.00	
00100	WATER	12,000.00	
00100	RENTALS & LEASES	12,000.00	
00100	LIABILITY INSURANCE	12,929.00	
00100	REPAIRS & MAINTENANCE	45,000.00	
00100	IRRIGATION PUMP	10,000.00	
00100	SAND/TOPDRESSING	45,000.00	
00100	AQUATIC CANAL	4,800.00	
00100	OPERATING SUPPLIES	40,000.00	
00100	FUEL	45,000.00	
00100	UNIFORMS	2,000.00	
00100	CHEMICALS & FERTILIZERS	140,000.00	
00100	SEED & SOD	36,000.00	
00100	COURSE SERVICE SUPPLIES	7,000.00	

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

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

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Basis for FY 2020-21 Salary Projections

City of Miami Springs													
Department: GOLF DEPARTMENT													
Position (paygrade)	Employee Name	FT	PT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/20	Salary Pay Range	Date of Annual Review	COLA 3%	Longevity	Merit Increase	FY20-21 Projection
<b>PRO SHOP STAFF:</b>													
Golf Director-PC46	Paul O'Dell	FT		1	1	0	97,154		03/01/11	\$2,915	\$500	\$0	100,569
Cashier-Golf Dept	W Vance	FT		1.0	1.0	0	27,532			\$826	\$0	\$0	28,358
Cashier-Golf Dept	Roger Piermarini	PT		0.5	0.5	0	13,761			\$413	\$0	\$0	14,174
Cashier-Golf Dept	Henry Holleran	PT		0.5	0.5	0	8,154			\$245	\$0	\$0	8,399
Golf Attendant	Alejandro Aloma	PT		0.5	0.5	0	5,915			\$177	\$0	\$0	6,092
Golf Attendant	Mark Johnston	PT		1.0	1.0	0	25,750			\$772	\$0	\$0	26,522
Golf Attendant	Pete Baan	PT		0.5	0.5	0	12,677			\$380	\$0	\$0	13,057
Golf Attendant	Marlon Cuna	PT		0.5	0.5	0	6,188			\$186	\$0	\$0	6,374
Golf Attendant	Mason Kegley	PT		-	-	0	-			\$0	\$0	\$0	-
Pro Shop Manager	V Genendils	PT		1.0	1.0	0	40,166		10/04/10	\$1,205	\$1,000	\$0	42,371
Golf Attendant	Cameron Duvic	PT		0.5	0.5	0	7,904			\$237	\$0	\$0	8,141
Golf Attendant	Thomas Shelow	PT		0.5	0.5	0	10,296			\$309	\$0	\$0	10,605
Golf Attendant	Robert Rosson	PT		0.5	0.5	0	13,520			\$406	\$0	\$0	13,926
Golf Attendant	Dennis Doyle	PT		0.5	0.5	0	6,552			\$197	\$0	\$0	6,749
Golf Attendant	Jorge Cruz	PT		0.5	0.5	0	9,282			\$278	\$0	\$0	9,560
Golf Attendant	Paul Stieglitz	PT		0.5	0.5	0	6,630			\$199	\$0	\$0	6,829
Golf Attendant	J Fulton	PT		0.5	0.5	0	7,912			\$237	\$0	\$0	8,149
Golf Attendant		PT		0.5	0.5	0	6,188			\$186	\$0	\$0	6,374
Golf Attendant		PT		-	-	0	-			\$0	\$0	\$0	-
Golf Attendant	Anna Bellas	PT		0.5	0.5	0	6,188			\$186	\$0	\$0	6,374
Golf Attendant	J Heider	PT		0.5	0.5	0	15,033			\$451	\$0	\$0	15,484
Golf Attendant	A Parson	PT		0.5	0.5	0	6,188			\$186	\$0	\$0	6,374
Golf Attendant	M Domingues	PT		0.5	0.5	0	11,232			\$337	\$0	\$0	11,569
Total Regular Salaries							247,068			\$7,412	\$0	\$0	255,480
Total Pro Shop							344,222			\$10,327	\$1,500	\$0	356,048
<b>MAINTENANCE STAFF:</b>													
Superintendent-PC37	Laurie Bland	FT		1	1	0	92,807		03/01/11	\$2,784	\$0	\$0	95,591
Supervisor/Foreman	Ed Henry	FT		1	1	0	43,546			\$1,306	\$0	\$0	44,853
Mechanic	Miguel Gonzalez	FT		1	1	0	43,546			\$1,306	\$0	\$0	44,852
MAINTENANCE STAFF:	J Malden	FT		1	1	0	45,739			\$1,372	\$1,750	\$0	48,861
<b>Total projections</b>				<b>16</b>	<b>16</b>	<b>0</b>	<b>225,639</b>			<b>6,769</b>	<b>1,750</b>	<b>\$0</b>	<b>234,158</b>

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# BUDGET REVENUE REPORT ASSUMPTIONS

Miami Springs Country Club  
2020/2021

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

17-11

# **Debt Service Fund**

## **Mission Statement**

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

~~-125-~~

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## Debt Service Fund

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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.

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### Goals

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

### Objectives

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

### 2019-20 Accomplishments

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

### 2020-21 Budget Highlights

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

- Budget Summary:

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

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

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

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

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

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

City of Miami Springs  
Budget Level Report

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

Account # Description

201-2026-519-71-13 AQUATIC CENTER  
201-2026-519-72-13 AQUATIC CENTER

27

479,000.00  
155,833.00

1,673,665.00

Budget Amount

Misc. Info

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Handwritten initials or mark.

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

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

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## Public Services - Sanitation Fund

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

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### Goals

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

### Objectives

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

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

Institute a regular program of safety awareness with drivers.

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

### FY 2019-20 Accomplishments

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

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

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

### FY 2020-21 Budget Highlights

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

- Budget Summary:

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

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

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

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Fiscal Year : 2020  
 Budget Level : BUDG  
 Description :

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

19-3

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

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

19-4

City of Miami Springs

Department: Public Works - Sanitation Operations

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

19-5



## Public Services - Storm-water Fund

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

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

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### Goals

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

Optimize the capacity of the existing storm drainage system

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

### Objectives

Provide oversight and manage storm drainage projects.

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

### FY 2019-20 Accomplishments

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

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

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

### FY 2020-21 Budget Highlights

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

- Budget Summary:

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

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

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

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

Account #	Description	Budget Amount	Misc. Info
440-3901-539-12-00	REGULAR SALARIES	85,103.00	
440-3901-539-14-00	OVERTIME	1,300.00	
440-3901-539-21-00	FICA TAXES	6,610.00	
440-3901-539-22-01	GENERAL EMPLOYEES RET SYS	10,026.00	
440-3901-539-23-04	HMO, EMPLOYEE ONLY	23,399.00	
440-3901-539-23-07	LIFE/AD&D	HMO, EMPLOYEE ONLY	22,382.00
440-3901-539-23-08	DENTAL-ORAL HEALTH SVCS	LIFE/AD&D	390.00
440-3901-539-23-09	VSP-VISION SERVICE PLAN	DENTAL-OHS-EMPLOYEE	322.00
440-3901-539-24-00	WORKER'S COMPENSATION	VSP-VISION-EMPLOYEE	111.00
440-3901-539-31-00	PROFESSIONAL SERVICES	WORKERS COMPENSATION	4,400.00
440-3901-539-34-00	OTHER CONTRACTUAL SERVICE	STATE OF FLORIDA DEPT OF ENVIRONMENTAL FEES	2,500.00
		10,000.00	
		MONTHLY CANAL TREATMENT FOR EXOTIC GRASS &	15,000.00
		HYDRILLA GROWTH	.00
		NPDES ANNUAL FEES	.00
		STATE OF FLORIDA WASTE WATER REGULATORY FEES	.00
		GEOTECHNICAL MARINE STORM WATER FILTER EXCHANGE	.00
		MIAMIDADE COUNTY STORM WATER COLLECTION FEES	.00
		3,500.00	
440-3901-539-41-06	INTERNET ACCESS	INTERNET UTILITY FEES	3,500.00
440-3901-539-43-01	ELECTRICITY	150.00	
440-3901-539-45-10	FLEET MAINTENANCE	ELECTRICAL UTILITIES	150.00
		SERVICE & REPAIRS OF 2 TRUCKS	10,000.00
		SERVICE & REPAIRS OF TRAILERS, GENERATORS &	.00
		STORM WATER PUMPS	.00
		26,864.00	
440-3901-539-45-30	LIABILITY INSURANCES	LIABILITY INSURANCES	26,851.00
440-3901-539-46-00	REPAIRS AND MAINTENANCE	6,000.00	
		STORM WATER CATCH BASIN REPAIRS	2,500.00
		LIDS, BOXES & PIPES	.00
440-3901-539-49-80	WASA COLLECTION FEES	45,000.00	
440-3901-539-52-00	OPERATING SUPPLIES	WATER SERVICES FEE	45,000.00
		5,000.00	
		UNIFORM & SHOES FOR STAFF	2,500.00
		BACK SUPPORTS, EYE PROTECTION, EAR PROTECTION	.00
		HARD HATS, HAZMAT PAPER SUITS, DUST MASKS, GLOVES,	.00
		CAUTION TAPE, WASP SPRAY, AND OTHER RELATED ITEMS	.00
		NEEDED TO PERFORM DUTIES	.00
		5,000.00	
440-3901-539-52-02	FUEL, OILS, LUBRICANTS	SERVICE & REPAIRS FOR VEHICLE	3,000.00
		OIL, FLUIDS, WIPERS, FILTERS, PLUGS	.00

2013

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

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

20-4

City of Miami Springs

Department: Public Works - Storm water Operations

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

# 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

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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

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- Establish Building function as a separate Special Revenue Fund.
- Implement the software for the Building/Code/Licensing Departments.
- Upgrade all computers and monitors in the Building/Code/Licensing Departments to be compatible with the new software.
- Perform a final inspection on all permits issued and close them within 6 months of the issue date, provided that the work has been completed to code.
- Continue to Educate the Staff, Residents, and Contractors in our community to continue promoting safety, and stable designs in all construction and improvements permitted in our City.

## OBJECTIVES

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- Continue to sort and digitize building department records.
- Ensure that 90% of all Building Permits are processed and handled in a timely manner, thus avoiding a backlog of open permits and the possibility of work being completed without proper inspections.
- Plan for expanded Building/permitting activity in the commercial sector. New construction along the Airport Highway Marine district and Central Business District is anticipated to increase dramatically over the next 12-24 months. This may mean the need for additional or outside contract inspectors and plan reviewers.
- Upgrade all computers and monitors in the Building/Code/Licensing Departments to be compatible with the new software.
- Implement the software for the Building/Code/Licensing Departments.

## 2019-20 ACCOMPLISHMENTS

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

# BUILDING DEPARTMENT

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## 2019-20 ACCOMPLISHMENTS (CONTINUED)

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

## FY2020-21 BUDGET HIGHLIGHTS

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- Proposed budget is \$167,108 or 15.6% lower than FY2019/20.
- Decrease is partly due to the software expenditures in FY19/20 of \$105,989.
- In accordance to State laws, the fees generated by the building function should be used for the exclusive purpose of funding the operating costs of the building function.

- Budget Summary:

Budgeted Revenues	\$707,000
Budgeted Expenditures	<u>\$579,675</u>
Operating surplus before indirect costs	\$127,325
Indirect cost allocation	<u>(\$324,135)</u>
Net deficit of the Department	<u>(\$196,810)*</u>

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



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

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

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Fiscal Year : 2020  
 Budget Level : BUDG  
 Description :

Account # DEPARTMENTAL INPUT  
 Description

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

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**Basis for FY 2020-21 Salary Projections**

Calculations is based upon current earnings at 2,080 hours

- 0.0%**
- 0.00%
- 3.00% **to be effective on 10-01-2020**

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

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### BUILDING REVENUES

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

#REF!

### PLANNING AND ZONING FEES

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

80000

11350

6000

97350

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## **Non Departmental**

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

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

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

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### **FY 2020-21 Budget Highlights**

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

- Budget Summary:

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

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

ACCOUNT NUMBER NON-DEPARTMENTAL	ACCOUNT DESCRIPTION	FY2017-18 ACTUALS	FY2018-19 ACTUALS	FY2019-20 AMENDED BUDGET	FY20-21 Departmental Request	Dollar Increase (Decrease)
001-0901-519.49-90	BAD DEBT EXPENSE	188,966	541,411	-	-	-
001-0901-519.91-06	TRANSFERS TO SENIOR CTR F	217,861	282,430	326,199	338,576	12,377
001-0901-519.91-10	TRANSFERS TO CAPITAL PROJECTS	151,169	-	-	-	-
001-0901-519-91-12	Tsfer to Debt Service Fund	796,432	742,634	930,992	1,170,617	239,625
001-0901-519.91-07	Tsfer-Hurricane fund	1,286,792	500,000	-	-	-
** Non-Departmental		<u>2,641,220</u>	<u>2,066,475</u>	<u>1,257,191</u>	<u>1,509,193</u>	<u>252,002</u>

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