

CITY OF MIAMI SPRINGS

FISCAL YEAR



2019-2020

PROPOSED BUDGET

**CITY OF MIAMI SPRINGS, FLORIDA
FISCAL YEAR 2019-20 BUDGET WORKBOOK**

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AGENDA MEMORANDUM

Meeting Date: 08/05/2019

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

From: William Alonso, City Manager/ Finance Director 

Subject: FY2019-20 Proposed Budget Workbook

In preparation for the first budget workshop scheduled for August 5, 2019, we are presenting Council with the FY2019-20 Budget Workbook which includes various options and alternatives to assist Council in making sound financial decisions when addressing the proposed FY19-20 budget which maintains the millage rate at the current 7.3500 rate and generating a surplus of \$97,339.

For FY2019-20 each 0.1 mill is worth approx. \$119,364 in ad valorem revenues.

The total **General fund** budget is \$17,618,395 of which \$11,137,462 or 63.2% represents employee salary and benefits. This leaves \$6,480,933 to cover all other city needs.

Following are the more significant budget assumptions:

1. The initial Proposed Budget maintains the millage at the current 7.3500, provides a surplus, and maintains and/or improves the current levels of services.
2. The proposed FY2019-20 budget includes the addition of one police officer which will increase the number of uniformed officers from 44 to 45. Police budget also includes further improvements in technology in order to replace outdated and inefficient systems, it also includes GPS tracking for our police vehicles, and new equipment for our officers.
3. The FY19-20 budget includes an estimated \$133,000 in debt service payment to cover the first year interest only payment for the Senior Center construction loan.
4. The Public Works budget includes the addition of one maintenance worker in the Streets Division to assist in improving the level of services city-wide.
5. Senior center budget includes \$96,200 to cover the LSP funding lost this year from the State. These funds will fund some of the most popular programs such as various classes and weekend meals.
6. The IT budget includes converting a current part time employee to full time due to the significant workload of the department and no longer able to accomplish their tasks with 1.5 FTE's.
7. The health insurance renewal for next year is 6% higher.

8. The FY19-20 budget includes a 3% COLA for all General Employees total cost of this is approx. \$128,423. The Police budget includes a 3% pay increase for all uniformed officers in accordance with the current contract terms, as well as a reduction in the Police pension contribution from 12.5% to 10.5%.
9. Budget assumes a 3% cost of living increase for all operating expenditures (e.g.: fuel, utilities, supplies, etc.)
10. This General Fund budget request also contains approximately \$566,819 in capital expenditures as shown on page 1-16. However, the budget impact of this for FY19-20 will be approx. \$120,344 since \$555,419 of the capital expenditures will be paid through a five-year lease with annual payments of approx. \$120,344.

These capital requests include Public Works-\$227,000 to replace all of the duct work, air vents, returns and filters in the City Hall building, \$ 25,000 in other improvements and equipment. Police- \$154,719 in equipment, software and a GPS tracking system. Golf-\$68,200 to replace three weather shelters at the course, repave the maintenance building, replace cast iron water pipes at maintenance building, and purchase a new range ball picker. Parks and Recreation-\$80,500 for pool deck spray maintenance, resurface two tennis courts, laser grade and clay the baseball fields at Stafford and Peavey Dove and repair the soccer field at Stafford.

11. Budget includes \$45,000 for the City's lobbyist, as well as \$25,000 for legal costs related to the annexation lawsuit.
12. The Public Works budget includes \$25,000 for citywide tree planting, and \$200,000 for tree trimming.
13. Council budget includes a \$35,000 funding request from CMI for next fiscal year, \$14,000 for the River Cities Festival, and \$6,000 request from the Historic Museum for storage costs.

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 Public Works, Parks and Recreation Department, Police, City Clerk, Human Resources, City Planner and Professional Services.

I have also included Page 1-5 to this memo which shows the status of our fund balance. We project that as of 9/30/19 we will have the \$4.1 million required under our 25% policy. As you can see we project a small surplus of approx. \$80K this year and this is already included in the \$4.1 million,

Page 1-6 is a financial dashboard showing the history of millage rates for the past 17 years as well as fund balances during these years.

Page 1-7 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
FY2019-20 PROPOSED BUDGET ANALYSIS

The original City Manager's Proposed Budget for FY2019-20 was based on an operating millage of 7.3500 and has a surplus of \$97,339.

The current status of the budget at a 7.3500 millage is a surplus of..... \$ 97,339 Millage Impact
add (reduce)

1) Annual event subsidies:

City Events	\$ 41,060	(0.0344)
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	(0.0293)
Historical Museum (\$500 per month for 12 months storage)	\$ 6,000	(0.0050)
Tennis program	\$ 15,000	(0.0126)
Pelican Playhouse	\$ 23,000	(0.0193)
Total all annual events	\$ 120,060	

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

	COST	Budget Financing Cost	
City Clerk			
New Laserfiche Server	\$7,000	\$ 7,000	(0.0059)
New software Microsoft/Adobe	\$1,000	\$ 1,000	(0.0008)
Total City Clerk	\$8,000		-
Finance-PS			
Two new computers	\$3,400	\$ 3,400	(0.0028)
Total Finance-Professional Services			-
Golf			
Replace three weather shelters	\$22,500		-
Repave and repair asphalt at Maintenance Building	\$20,000		-
Replace cast iron water lines at maintenance Building	\$15,000		-
Replace range picker	\$10,700		-
Total Golf	\$68,200	\$ 14,777	(0.0124)
Recreation			
Pool Deck Spray Maintenance \$26,000	\$26,000		-
Resurface two tennis courts	\$20,000		-
Lasergrade and clay for peavey and Stafford baseball fields	\$14,500		-
Repair soccer field at Stafford	\$20,000		-
Total Parks and Rec	\$80,500	\$ 17,442	(0.0146)
Police			
GPS Tracking & GPS Tracking Set up fee	\$9,347		-
Seven (7) Laptop Computers for Police Vehicles	\$17,600		-
New/Upgraded Fortis Archiving System for Records	\$12,000		-
Superior FTO Module Software	\$30,000		-
Four (4) Radars for Vehicles w/Installation	\$9,500		-
Four (4) Tasers w/Tasercams and Warranties	\$9,272		-
Fifteen (15) New AED Machines for Police Fleet	\$18,000		-
One (1) Police Canine (replace retired dog)	\$15,000		-
Extended Warranties for 3 Chargers (\$4,000/ea) & 11 Tahoes (\$2,000/ea)	\$34,000		-
Total Police	\$154,719	\$ 33,523	(0.0281)
Public Works			
City Hall replacement of duct work, aire vents, returns and filters	\$227,000		-
Westward Drive Island Planting	\$15,000		-
Landscaping tools and equipment	\$10,000		-
Total Public Works	\$252,000	\$ 54,602	(0.0457)
Total all capital expenditures	\$566,819	\$ 131,744	

3) Personnel Related reductions:

1) Across the Board 3% COLA (each 1% costs \$42,808)	\$ 128,423	\$ 128,423	(0.1076)
2) Addition of one staff for PW-Streets (this cost if fully burdened)	\$ 42,981	\$ 42,981	(0.0360)
3) Converting part time IT to full time	\$ 23,500	\$ 23,500	(0.0197)
4) One additional Police officer(includes benefits and equipment)	\$ 80,000	\$ 80,000	(0.0670)

4) Other reductions

City wide tree planting	\$ 25,000	25,000	(0.0209)
Citywide tree trimming	\$ 200,000	200,000	(0.1676)
City Funding to Senior Center for LSP funding lost	\$ 96,200	96,200	(0.0806)
Eliminate lobbyist	\$ 45,000	45,000	(0.0377)

ADDITIONAL INFORMATION:

Each 0.1 increase in Millage is equivalent to \$ 119,364

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FISCAL YEAR 2019-20 WISH LIST ITEMS

These items are NOT included in the FY19-20 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
Public Works	Black Olive Tree caterpillar and Mite Treatment	\$23,000	1	0.0193
	Westward Tree Lighting	\$20,000	3	0.0168
	GPS Units for all city vehicles (except police) This is a recurring annual cost	\$11,000	3	0.0092
City Clerk	Granicus Agenda Preparation Software (Requires annual maintenance agreement of \$2,000 per year)_	\$6,000	2	0.0050
	Office window	\$5,000	3	0.0042
City Planner	Office window	\$5,000	3	0.0042
Police	Fixed ALPR License Plate Reader	\$37,500	1	0.0314
	Key Management System for secure key storage	\$13,100	3	0.0110
Recreation	New Ford Explorer	\$29,500	1	0.0247
	Tennis Court Shade canopies	\$50,000	2	0.0419
	Bullpen at prince field	\$15,000	3	0.0126
Human Resources	Part Time Employee	\$13,500	2	0.0113
Professional Services	Digital marquee for Circle	\$50,000	3	0.0419
Council Requests	Mitchell Additional Electric Car Charging Station-Canal St area			
	Ellectrical cost on Canal Street	\$6,000		
	First year cost of charger-\$11,000 paid over 5 years	<u>\$2,250</u>		
	Total cost	\$8,250		0.0069
	Total all General fund requests	\$278,600		0.2403

If Council considers a lowering of the millage rate, each .10 decrease will cost \$119,364.

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CITY OF MIAMI SPRINGS
FINANCIAL OVERSIGHT
PAST SEVENTEEN FISCAL YEARS

	FY2002	FY2003	FY2004	FY2005	FY2006	FY2007	FY2008	FY2009	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019
Reserves	\$ (300,176)	\$ 853,643	\$ 2,889,407	\$ 3,015,292	\$ 4,218,574	\$ 5,611,002	\$ 6,664,392	\$ 8,421,317	\$ 6,299,906	\$ 4,903,778	\$ 4,394,465	\$ 3,892,341	\$ 4,263,646	\$ 4,391,041	\$ 3,205,535	\$ 3,728,764	\$ 4,409,545	
Increase(decrease) from prior year	n/a	\$ 1,153,819	\$ 2,035,764	\$ 125,885	\$ 1,203,282	\$ 1,392,428	\$ 1,053,390	\$ 1,756,925	\$ (2,121,411)	\$ (1,396,128)	\$ (509,313)	\$ (702,124)	\$ 571,305	\$ 127,995	\$ 1,618,369	\$ 525,428	\$ 371,781	
Property Taxes collected	\$ 4,895,579	\$ 5,283,941	\$ 5,638,375	\$ 6,040,426	\$ 6,890,884	\$ 7,130,596	\$ 6,831,083	\$ 6,710,087	\$ 5,732,869	\$ 5,576,976	\$ 5,812,001	\$ 5,823,021	\$ 6,669,201	\$ 7,099,868	\$ 7,072,950	\$ 7,502,692	\$ 8,122,559	
Increase(decrease) from prior year	n/a	\$ 388,362	\$ 354,434	\$ 402,051	\$ 850,458	\$ 239,712	\$ (299,503)	\$ (121,000)	\$ (877,218)	\$ (155,693)	\$ 235,025	\$ 11,021	\$ 846,180	\$ 430,667	\$ (26,918)	\$ 429,732	\$ 620,877	
Millage Rate(INCLUDING DEBT SERVICE)	8.4120	8.7660	8.6866	8.6515	8.3415	7.8953	6.6579	6.7892	6.5924	6.9408	6.7400	6.9950	7.6710	7.6710	7.5000	7.6000	7.3575	7.3500
Increase(decrease) from prior year	n/a	0.3520	(0.0574)	(0.0351)	(0.3100)	(0.4462)	(1.2374)	0.1413	(0.2069)	0.3484	(0.2008)	0.2550	0.6760	-	(0.1710)	-	(0.1425)	
Total City Debt	\$ 14,219,846	\$ 15,166,653	\$ 14,163,393	\$ 13,937,604	\$ 13,983,880	\$ 13,274,149	\$ 6,529,493	\$ 5,914,097	\$ 5,749,383	\$ 5,168,547	\$ 4,632,734	\$ 4,553,252	\$ 6,026,141	\$ 10,799,727	\$ 9,302,263	\$ 9,076,103	\$ 9,229,323	
Debt per resident	\$ 1,038	\$ 1,140	\$ 1,084	\$ 1,071	\$ 1,021	\$ 963	\$ 477	\$ 432	\$ 420	\$ 374	\$ 335	\$ 330	\$ 430	\$ 766	\$ 663	\$ 647	\$ 658	
Increase(decrease) from prior year	n/a	\$ 1,396,807	\$ (1,453,260)	\$ (225,788)	\$ 46,266	\$ (709,741)	\$ (6,744,969)	\$ (615,386)	\$ (164,715)	\$ (860,833)	\$ (535,613)	\$ (79,482)	\$ 1,474,689	\$ (1,437,444)	\$ (224,100)	\$ 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 7.3500 for FY2019, a 16% decrease over the past sixteen years.

The City's reserves have increased from a deficit in FY2002 to the current \$4.1 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.

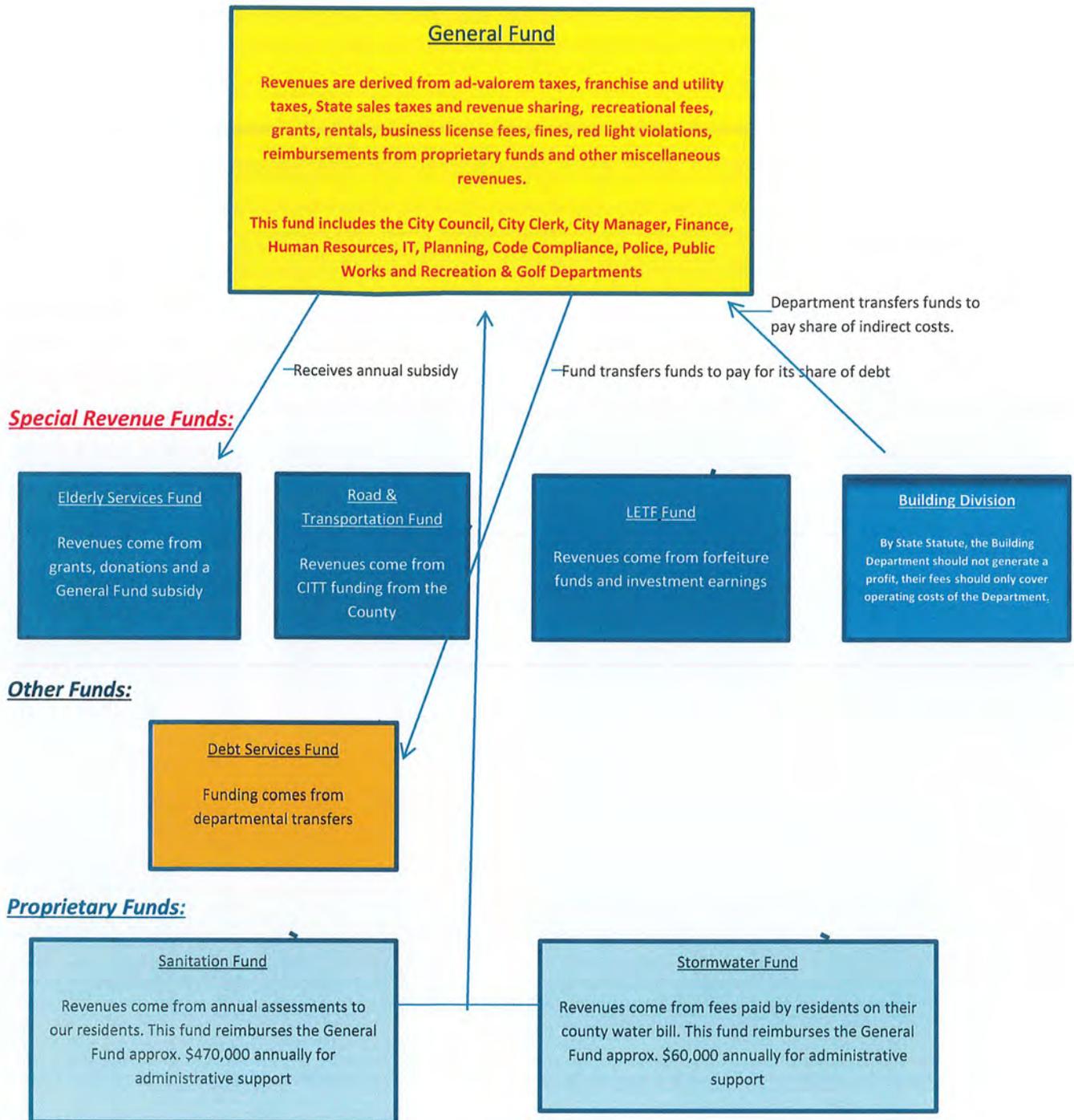
Council approved using approx. \$500,000 of reserves to lower millage and balance the budget, \$475,000 for the Curtiss Mansion project, and other appropriations during the year.

The Ad Valorem property taxes assessed and collected by the City for FY2018 are the highest in recent history.

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

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

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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 2019-20**

GENERAL FUND	\$17,715,734
SPECIAL REVENUE FUNDS:	
<u>Road and Transportation Fund</u>	
People's Transportation Tax	575,000
Misc Funds	22,000
Total Road and Transportation	597,000
Law Enforcement Trust Fund	1,500
Building Operations Fund	962,000
Elderly Services (including \$326,199 in transfers from the General Fund)	616,199
Total Special Revenue Funds	2,176,699
Debt Service Fund	1,439,837
ENTERPRISE FUNDS:	
<u>Sanitation Fund</u>	
Residential/Recycling/Bulk	2,404,000
Appropriated Fund Balance	-
Total Sanitation Fund	2,404,000
<u>Stormwater Fund</u>	
Residential/Commercial/Industrial Fees	424,000
Misc Income	500
Appropriated Fund Balance	-
Total Stormwater Fund	424,500
Total All Funds	\$ 24,160,769

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

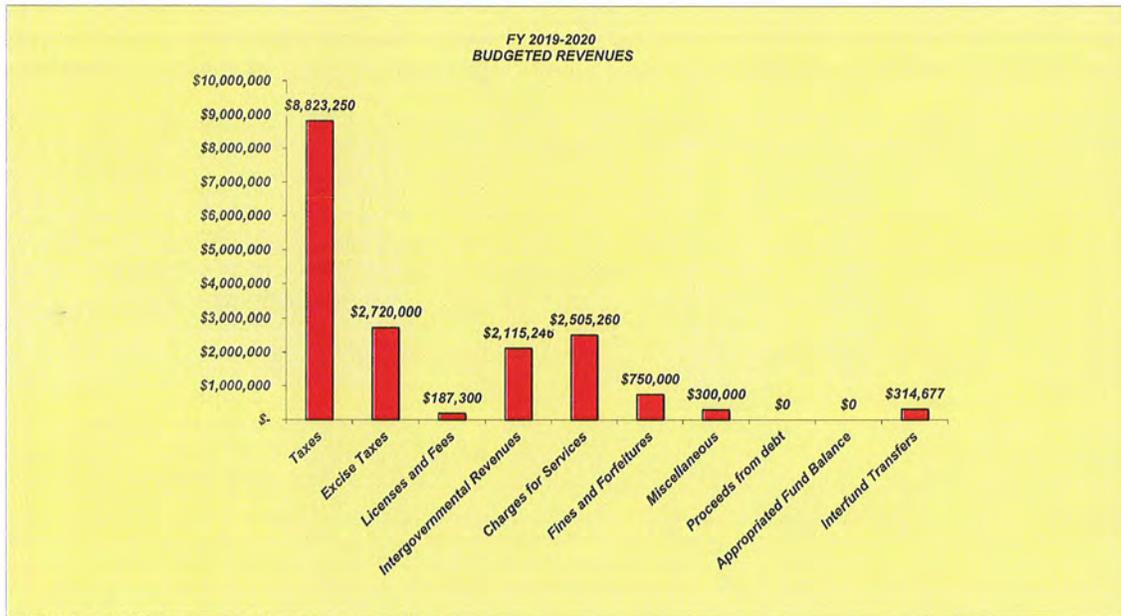
Line Item Revenue	FY 16-17	FY 17-18	FY 18-19	FY 19-20	% of	% Change
	Actual	Actual	Budget	Proposed Budget	Total	from 2018-19
Ad Valorem Taxes - Current	\$ 7,502,682	\$ 8,123,559	\$ 8,369,939	\$ 8,773,250	49.52%	4.8%
Ad Valorem Taxes - Delinquent	-	-	54,017	50,000	0.28%	-7.4%
Franchise Fees	945,352	969,832	945,000	945,000	5.33%	0.0%
Utility Service Taxes	1,248,950	1,262,658	1,200,000	1,200,000	6.77%	0.0%
Local Communications Tax	545,266	589,693	600,000	575,000	3.25%	-4.2%
Occupational Licenses - City	68,477	73,256	71,000	71,000	0.40%	0.0%
Occupational Licenses - County	22,118	19,391	24,000	24,000	0.14%	0.0%
Zoning Fees	39,220	42,210	42,000	42,000	0.24%	0.0%
Misc plan Reviews	125	450	500	500	0.00%	0.0%
State Revenue Sharing	485,843	497,003	506,000	515,000	2.91%	1.8%
Alcoholic Beverage License	9,170	10,243	10,000	10,000	0.06%	0.0%
1/2-cent Sales Tax	1,078,747	1,120,582	1,125,000	1,149,206	6.49%	2.2%
Local Option Gas Tax	390,992	384,852	396,116	391,040	2.21%	-1.3%
Gas Tax Rebate	10,153	8,216	10,000	10,000	0.06%	0.0%
School Crossing Guards	17,940	17,971	18,000	18,000	0.10%	0.0%
Summer Camp Activity Fees	29,051	27,955	30,750	30,000	0.17%	-2.4%
Summer Camp	143,355	126,556	130,000	130,000	0.73%	0.0%
Fitness Room Membership	28,739	7,023	20,000	20,000	0.11%	0.0%
After School Program	48,224	47,916	48,000	45,000	0.25%	-6.3%
Gym Admission Fees	-	1,720	2,250	2,250	0.01%	0.0%
Swimming Pool Admissions/Lessons	102,052	112,438	90,000	97,000	0.55%	7.8%
Pool Rental	1,500	1,500	4,500	4,500	0.03%	0.0%
Get Fit Summer Camp	11,800	14,350	24,000	18,000	0.10%	-25.0%
Vending Machines	2,340	2,081	3,500	3,500	0.02%	0.0%
Fireworks-VG	3,000	3,000	3,000	3,000	0.02%	0.0%
Pool Memberships	13,973	19,828	20,000	20,000	0.11%	0.0%
Aquatic Multipurpose Room Rental	16,978	18,154	19,520	-	0.00%	-100.0%
Shade Area/Umbrella Rentals	25,033	21,968	18,320	12,000	0.07%	-34.5%
Basketball fees	31,055	29,495	60,350	34,300	0.19%	-43.2%
Other Annual Events	6,445	6,005	11,800	12,800	0.07%	8.5%
Pelican Theatre	5,722	6,802	5,000	3,800	0.02%	-24.0%
Jazzercise	3,084	3,364	4,800	4,800	0.03%	0.0%
Daddy/Daughter Dance	5,093	4,923	7,500	7,500	0.04%	0.0%
Green Fees	963,410	1,014,426	1,028,735	1,160,800	6.55%	12.8%
Cart Fees	42,279	37,588	72,062	71,900	0.41%	-0.2%
Golf Merchandise/Food & Beverage Sales	158,753	135,635	100,771	96,700	0.55%	-4.0%
Range Fees	151,176	143,566	173,101	132,000	0.75%	-23.7%
Misc. Club Rental/Lessons	34,048	35,338	34,000	23,000	0.13%	-32.4%
Golf memberships	46,026	59,496	68,188	42,410	0.24%	-37.8%
Miscellaneous Charges for Serv	637	653	400	400	0.00%	0.0%
Copies & Other Charges	4,399	4,865	4,400	4,400	0.02%	0.0%
Lien Search	26,750	28,850	25,000	25,000	0.14%	0.0%
Re-Occupancy Inspection fees	18,125	18,950	20,000	20,000	0.11%	0.0%
Clerk of the Court - Fines	129,507	201,564	180,000	230,000	1.30%	27.8%
Code Enforcement tickets	243,486	338,675	20,000	20,000	0.11%	0.0%
Disabled Parking tickets	4,777	4,802	-	-	0.00%	0.0%
Administrative Fee-Red Light hearings	17,676	22,049	22,000	22,000	0.12%	0.0%
Other Grants	9,000	35,100	30,600	-	0.00%	-100.0%
Interest - Investments	17,533	11,838	10,000	28,000	0.16%	180.0%
Interest - Tax Collections	1,305	5,624	2,000	6,000	0.03%	200.0%
Rent - Metro Fire	13,878	12,484	14,000	14,000	0.08%	0.0%
Rent - Dade Co. Library	8,303	8,253	8,500	8,500	0.05%	0.0%
Rent - Bus Benches	4,560	4,750	4,500	4,500	0.03%	0.0%
Recreational Activities	32,456	21,720	25,000	20,000	0.11%	-20.0%
Sprint Tower	88,680	91,719	95,000	95,000	0.54%	0.0%
Rent-Country Club	36,000	28,000	48,000	19,500	0.11%	-59.4%

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

Line Item Revenue	FY 16-17	FY 17-18	FY 18-19	FY 19-20	% of	% Change
	Actual	Actual	Budget	Proposed Budget	Total	from 2018-19
Surplus sale of equipment	6,856	25,523	214,460	25,000	0.14%	-88.3%
Other Miscellaneous	230,934	75,978	81,800	75,000	0.42%	-8.3%
Red Light Fines	414,605	666,405	500,000	500,000	2.82%	0.0%
Returned check charges	857	59	500	500	0.00%	0.0%
Code Enforcement Liens	-	4,191	4,000	4,000	0.02%	0.0%
ITF - Building Fund	256,282	237,323	220,809	314,677	1.78%	42.5%
ITF - Sanitation Admin Fee	450,000	370,000	470,000	470,000	2.65%	0.0%
ITF- Stormwater Adim Fee	60,000	60,000	60,000	60,000	0.34%	0.0%
Proceeds from Debt	-	1,062,611	1,470,472	-	0.00%	-100.0%
TOTALS >>>	\$ 16,314,777	\$ 18,343,029	\$ 18,883,160	\$ 17,715,734	100.00%	-6.18%

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

REVENUES	FY16-17 Actual	FY17-18 Actual	FY18-19 Budget	FY19-20 Budget	% of Total	% Change from 2018-19
Taxes	\$ 7,502,682	\$ 8,123,559	\$ 8,423,956	\$ 8,823,250	49.8%	4.7%
Excise Taxes	2,739,568	2,822,183	2,745,000	2,720,000	15.4%	-0.9%
Licenses and Fees	130,041	135,307	187,300	187,300	1.1%	0.0%
Intergovernmental Revenues	1,983,904	2,020,894	2,102,116	2,115,246	11.9%	0.6%
Charges for Services	2,688,679	2,603,079	2,510,147	2,505,260	14.1%	-0.2%
Fines and Forfeitures	810,051	1,233,494	700,000	750,000	4.2%	7.1%
Miscellaneous	343,892	152,944	523,360	300,000	1.7%	-42.7%
Proceeds from debt	-	1,062,611	1,470,472	-	0.0%	0.0%
Appropriated Fund Balance	523,428	371,781	40,584	-	0.0%	-100.0%
Interfund Transfers	-	-	220,809	314,677	1.8%	42.5%
Total Revenues	\$ 16,722,246	\$ 18,525,852	\$ 18,923,744	\$17,715,735	100.0%	-6.4%



**CITY OF MIAMI SPRINGS
EXPENDITURES BY DEPARTMENT**

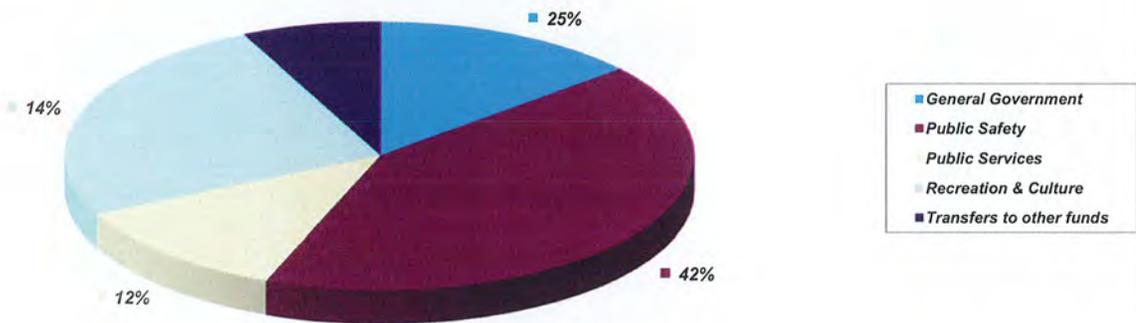
<u>Department</u>	FY 2016-17 <u>Actual</u>	FY 2017-18 <u>Actual</u>	FY 2018-19 <u>Amended Budget</u>	FY 2019-20 <u>Budget</u>	<u>% Change From FY2018-19</u>
Mayor & City Council	\$ 150,161	\$ 128,345	\$ 190,522	\$ 171,022	-10.2%
Office of the City Manager	316,979	429,542	343,554	384,128	11.8%
Office of the City Clerk	272,492	247,452	298,563	324,568	8.7%
Office of the City Attorney	170,652	176,936	188,000	188,000	0.0%
Human Resource Department	240,487	238,026	257,189	266,000	3.4%
Finance /Budget	632,837	645,407	642,447	642,234	0.0%
IT Department	334,245	280,192	312,544	358,257	14.6%
Planning Department	67,233	74,222	80,925	89,440	10.5%
Police Department	6,179,112	6,492,638	7,876,337	7,183,679	-8.8%
Police - School Guards	19,778	20,532	26,772	27,555	2.9%
Code Compliance	244,929	207,011	196,686	205,275	4.4%
Public Services - Administration	390,592	413,015	407,148	391,348	-3.9%
Public Services - Streets	451,407	372,244	379,799	440,013	15.9%
Public Services - Properties	638,808	832,801	800,949	848,859	6.0%
Public Services - Building Maintenance	260,988	367,312	303,270	345,386	13.9%
Public Services - Fleet Maintenance	60,641	95,487	42,634	53,489	25.5%
Recreation	1,324,003	1,383,033	1,429,328	1,521,135	6.4%
Aquatics	481,776	520,856	621,857	571,869	-8.0%
Tennis	22,231	30,239	44,800	22,382	-50.0%
Park Maintenance	443,781	296,945	290,469	279,835	-3.7%
Golf Administration	17,483	16,011	16,768	15,068	-10.1%
Pro Shop	757,807	810,963	699,511	691,403	-1.2%
Golf Maintenance	1,101,962	1,122,860	2,102,122	1,340,257	-36.2%
Total	\$14,580,384	\$15,202,069	\$17,552,194	\$16,361,204	-6.8%
Transfers to other funds	1,095,004	2,580,212	1,290,380	1,257,191	-2.6%
Increase(appropriated) fund balance	-	-	-	-	
Total	\$15,675,388	\$17,782,281	\$18,842,574	\$17,618,395	-6.5%

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**CITY OF MIAMI SPRINGS
EXPENDITURES BY CLASS**

	FY2016-17 <u>Actual</u>	FY2017-18 <u>Actual</u>	FY2018-19 <u>Amended Budget</u>	FY2019-20 <u>Budget</u>	% of Change <u>From FY2018-19</u>
General Government	\$ 2,185,086	\$ 2,220,122	\$ 2,313,744	\$ 2,423,649	4.8%
Public Safety	6,443,819	6,720,181	8,099,795	7,416,509	-8.4%
Public Services	1,802,436	2,080,859	1,933,800	2,079,096	7.5%
Recreation & Culture	4,149,043	4,180,907	5,204,855	4,441,950	-14.7%
Transfers to other funds	1,095,004	2,580,212	1,290,380	1,257,191	-2.6%
Sub-Totals	\$ 15,675,388	\$ 17,782,281	\$ 18,842,574	\$ 17,618,395	-6.5%
Increase(appropriated) fund balance	-	-	-	-	0.0%
Totals	\$ 15,675,388	\$ 17,782,281	\$ 18,842,574	\$ 17,618,395	-6.5%

FY 2019-20 Expenditures by Class



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CITY OF MIAMI SPRINGS
LISTING OF TOP EXPENDITURES-GENERAL FUND

	FY2018-19 <u>Amended Budget</u>	FY2019-20 <u>Budget</u>	<u>% of Total</u>	<u>% of Change From FY2018-19</u>
Salaries	\$ 7,852,727	\$ 8,177,351	46.4%	4.1%
Health Insurance Benefits	991,350	1,077,710	6.1%	8.7%
Pension costs	926,418	914,578	5.2%	-1.3%
Workmens Comp	332,584	342,255	1.9%	2.9%
Other Employee Benefits	604,670	625,567	3.6%	3.5%
Total Salaries & Benefits	10,707,749	11,137,462	63.2%	4.0%
Capital Expenditures	519,503	11,400	0.1%	-97.8%
Debt Service Payments	1,397,203	1,303,168	7.4%	-6.7%
Operating Supplies/Uniforms	600,654	618,468	3.5%	3.0%
Contractual Services	1,197,541	1,279,449	7.3%	6.8%
Utilities	401,475	423,355	2.4%	5.4%
Transfers to other funds	216,070	326,199	1.9%	51.0%
Liability insurance	301,350	303,260	1.7%	0.6%
Professional Fees	343,132	421,640	2.4%	22.9%
Fleet Maintenance	148,900	166,455	0.9%	11.8%
Repairs and Maintenance	408,618	400,766	2.3%	-1.9%
Other Misc Expenses	1,054,072	1,226,774	7.0%	16.4%
Total Budgeted Expenditures	17,296,267	17,618,395	100.0%	1.9%

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CITY OF MIAMI SPRINGS
LISTING OF TOP EXPENDITURES - ALL FUNDS

	FY2018-19 <u>Amended Budget</u>	FY2019-20 <u>Budget</u>	<u>% of Total</u>	<u>% of Change From FY2018-19</u>
Salaries	\$ 9,207,886	\$ 9,438,751	38.6%	2.5%
Health Insurance Benefits	1,179,997	1,290,681	5.3%	9.4%
Pension costs	1,023,165	1,031,758	4.2%	0.8%
Workmens Comp	377,364	388,757	1.6%	3.0%
Other Employee Benefits	709,505	723,441	3.0%	2.0%
Total Salaries & Benefits	12,497,917	12,873,388	52.7%	3.0%
Capital Expenditures	519,503	90,821	0.4%	-82.5%
Debt Service Payments	1,473,916	1,499,757	6.1%	1.8%
Depreciation/Amortization	315,000	309,000	1.3%	-1.9%
Operating Supplies/Uniforms	945,917	911,488	3.7%	-3.6%
Contractual Services	2,304,277	2,329,207	9.5%	1.1%
Waste Disposal	730,000	735,400	3.0%	0.7%
Transfers to other funds	216,070	326,199	1.3%	51.0%
Liability insurance	370,823	375,146	1.5%	1.2%
Professional Fees	520,438	498,028	2.0%	-4.3%
Management fee paid by enterprise funds	530,000	530,000	2.2%	0.0%
Fleet Maintenance	405,900	434,655	1.8%	7.1%
Repairs and Maintenance	686,720	696,066	2.8%	1.4%
Other Misc Expenses	2,908,483	2,840,808	11.6%	-2.3%
Total Budgeted Expenditures(All Funds)	24,424,964	24,449,963	100.0%	0.1%

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CITY OF MIAMI SPRINGS
FY 2019-2020 Budget
CAPITAL EXPENDITURE SUMMARY-ALL FUNDS

Department	Total Budgeted	Description of expenditure	Total Cost	Budget Cost(lease)
City Clerk	\$ 8,000	New Laserfiche Server New software Microsoft/Adobe	\$7,000 \$1,000 \$8,000	\$0 \$0 \$0
Parks and recreation	\$ 80,500	Pool Deck Spray Maintenance Resurface two tennis courts Lasergrade and clay for peavey and Stafford baseball fields Repair soccer field at Stafford	\$26,000 \$20,000 \$14,500 \$20,000 \$80,500	\$0 \$0 \$0 \$17,442
Police	\$ 154,719	GPS Tracking & GPS Tracking Set up fee Seven (7) Laptop Computers for Police Vehicles New/Upgraded Fortis Archiving System for Records Superior FTO Module Software Four (4) Radars for Vehicles w/Installation Four (4) Tasers w/Tasercams and Warranties Fifteen (15) New AED Machines for Police Fleet One (1) Police Canine (replace retired dog) Extended Warranties for 3 Chargers (\$4,000/ea) & 11 Tahoes (\$2,000/ea)	\$9,347 \$17,600 \$12,000 \$30,000 \$9,500 \$9,272 \$18,000 \$15,000 \$34,000 \$154,719	
Public Works	\$ 252,000	City Hall replacement of duct work, aire vents, returns and filters Westward Drive Island Planting Landscaping tools and equipment	\$227,000 \$15,000 \$10,000 \$252,000	
Professional Services	\$ 3,400	Two new computers	\$3,400 \$3,400	
Golf Course	\$ 68,200	Replace three weather shelters Repave and repair asphalt at Maintenance Building Replace cast iron water lines at maintenance Building Replace range picker	\$22,500 \$20,000 \$15,000 \$10,700 \$68,200	
Sanitation	\$ 142,674	16 Cubic Yard Rear Loader Garbage Truck	\$142,674 \$142,674	
Road & Transportation	\$ 98,621	Mill and Pave the 500 block of South Drive Two Toro Groudmaster Riding Mowers	\$58,200 \$40,421 \$98,621	
Law enforcement	\$ 39,000	Two new DARE vehicles w/equipment	\$ 39,000 \$ 39,000	
Total	\$ 847,114	Total	\$ 847,114	\$120,344

*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*

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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 2019-20

BY FUND	BY DEPARTMENT			BY CATEGORY		
General	\$	498,619	City Clerk	8,000	Vehicles	\$ 254,674
Road & Transportation		98,621	Code Compliance	-		
Elderly services		-	Information Technology		Technology	80,347
Golf Course		68,200	Police	154,719		
Sanitation		142,674	LETG	39,000	Machinery & Equipment	135,393
Stormwater		-	Public Services	252,000		
LETG		39,000	Recreation	80,500	Improvements O/T	415,700
Capital Projects		-	Human resources	-	Buildings	
			Elderly services	68,200		
			Golf Course	142,674		
			Sanitation	-		
			Stormwater	-		
			Capital Projects	3,400		
			Finance	-		
			Planning	98,621		
			Road & Transportation	-		
Total	\$	847,114	Total	\$ 847,114	Total	\$ 886,114

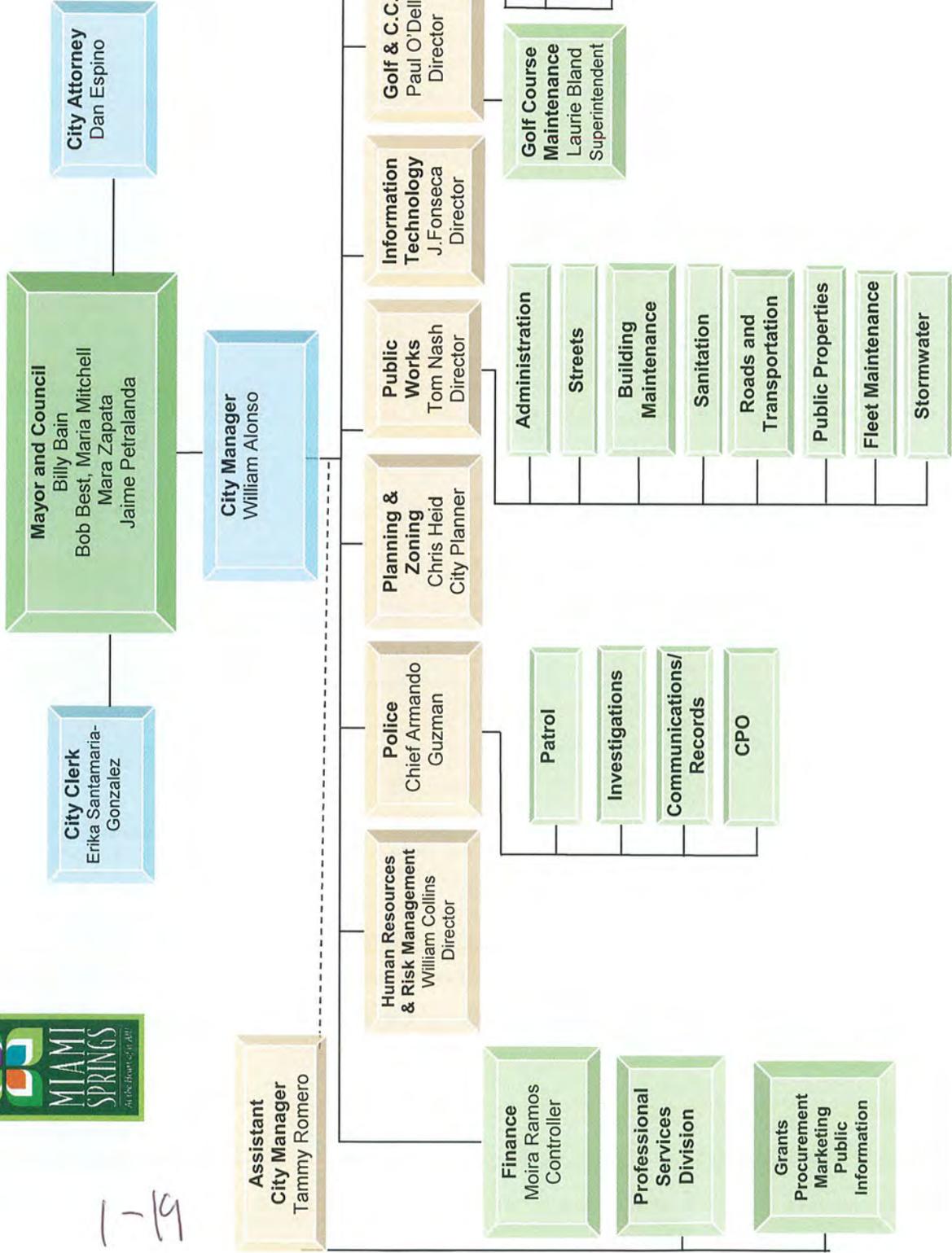
*These acquisitions will result in no impact on future operating costs of the city.
Any individual expenditures under \$100,000 does not require a project sheet in the Capital Improvements Plan section.*

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

	SOURCE OF FUNDING	2020-2021	2021-2022	2022-23	2023-2024	2024-25	Totals
POLICE							
Police Cars	Revenues	127,321	131,141	135,075	148,920		542,457
Police radars	Revenues	-	4,200	-	5,000		9,200
Computer and Radio Equipment	Revenues	20,000	20,000	22,000	28,000		90,000
Vehicle Emergency Equipment	Revenues	29,099	29,972	30,871	38,000		127,942
New PSA Light Pickup Truck	Revenues	-	30,000		-		30,000
New PSA Hybrid Vehicle	Revenues	-	28,000		-		28,000
New Police Building	Revenues	-	4,000,000	-			4,000,000
GOLF COURSE							
T-Boxes	Revenues	750,000					750,000
Cart Paths	Revenues		1,000,000				1,000,000
Complete Greens Renovation	Revenues	1,500,000					1,500,000
Chemical wash down-DERM	Revenues			500,000			500,000
Bridge Repair	Revenues					50,000	50,000
Sewer lines connections-DERM	Revenues				500,000		500,000
INFORMATION TECHNOLOGY							
Server - FS1	Revenues				6,500		6,500
Server Virtualization unit 1	Revenues			6,000			6,000
Server -NAS	Revenues		8,000				8,000
Server Virtualization unit 2	Revenues	6,000					6,000
Finance-Professional Services							
Electronic message board-Circle	Revenues		50,000				50,000
RECREATION							
Marcite Pool	Reserves					100,000	100,000
Re-paint Concession Stands at Stafford	Revenues		15,000			15,000	30,000
Perimeter Fence at Prince Field	Revenues		50,000				50,000
Replace Water Fountains at Parks	Revenues		7,000				7,000
Replace Playground Surface at Pdove	Revenues	20,000		100,000			120,000
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 Lighs	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	50,000					50,000
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 Receptacles at Dog Park and Tennis	Revenues	-	20,000				20,000
Drainage Issue at Stafford Park	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
Batting Cage Renovation	Revenues	10,000					10,000
Roof at Community Center	Revenues		150,000				150,000
Sound system at Stafford and Prince	Revenues	15,000					15,000
Sound panels gymnasium	Revenues		50,000				50,000
PUBLIC WORKS							
Re-roofing main Building at Public Works	Revenues	-			40,000	45,000	85,000
Re-building gazebo at Circle	Revenues	-	-	-	-	65,000	65,000
Storm shutters Country Club	Revenues	-	-	-	-	40,000	40,000
Re-roofing main building at tennis courts	Revenues				15,000		15,000
TOTAL GENERAL FUND		2,962,420	5,703,313	918,946	901,420	495,000	10,481,099
ELDERLY SERVICES							
New Bus	Revenues	-	-	-	-	-	-
TOTAL SENIOR CENTER		-	-	-	-	-	-
ROAD AND TRANSPORTATION							
streetlight improvements	CITT Funds	100,000	100,000	100,000	100,000	100,000	500,000
street/sidewalk milling and resurfacing	CITT Funds	100,000	100,000	100,000	100,000	100,000	500,000
TOTAL ROAD & TRANS.		200,000	200,000	200,000	200,000	200,000	1,000,000
SANITATION							
New Sanitation Vehicles Bulk Trash Dump Trucks	Revenues	-	75,000	-	85,000	-	160,000
New rear loader sanitation vehicle	Revenues	-	-	-	-	146,000	146,000
STORMWATER							
drainage/pump station improvements	Grant/Revenues	70,000	70,000	-	70,000	70,000	280,000
TOTAL ENTERPRISE FUNDS		70,000	145,000	-	155,000	216,000	586,000
TOTAL ALL FUNDS		3,232,420	6,048,313	1,118,946	1,256,420	711,000	12,067,099

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City of Miami Springs Organizational Chart 2019 - 2020



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CITY OF MIAMI SPRINGS
PERSONNEL COMPARISON BY DEPARTMENT
 Final

	FY 2017-18		FY 2018-19		FY 2019-20		Increase(decrease) from FY 2017-18	
	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	1.00	1.00	2.00	-	1.00	(1.00)
Planning Department	1.25	-	1.25	-	1.25	-	-	-
Police Department	55.00	8.00	56.00	8.00	57.00	8.00	1.00	-
Building Department	4.50	-	4.80	-	4.80	-	-	-
Code Compliance	2.50	-	2.20	-	2.20	-	-	-
Public Services- Administration	5.00	-	5.00	-	5.00	-	-	-
Public Services - Streets	3.00	-	3.00	-	4.00	-	1.00	-
Public Services - Properties	9.00	-	10.00	-	10.00	-	-	-
Public Services - Building Maintenance	1.00	-	2.00	-	2.00	-	-	-
Recreation	6.00	43.00	6.00	43.00	6.00	43.00	-	-
Aquatics	3.00	25.00	3.00	25.00	2.00	25.00	(1.00)	-
Park Maintenance	1.00	-	1.00	-	1.00	-	-	-
Golf Course-Pro Shop	3.00	18.00	4.00	18.00	4.00	17.00	-	(1.00)
Golf Course-Maintenance	4.00	-	4.00	-	4.00	-	-	-
Road & Transportation Fund	1.00	-	1.00	-	1.00	-	-	-
Senior Center	1.00	9.00	2.00	10.00	2.00	10.00	-	-
Sanitation Fund	12.00	-	12.00	-	12.00	-	-	-
Stormwater Fund	2.00	-	2.00	-	2.00	-	-	-
TOTAL PERSONNEL	128.00	105.00	133.00	106.00	135.00	104.00	2.00	(2.00)

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POSITION CLASSIFICATION AND PAY PLAN
FISCAL YEAR 2019-20
CIVIL SERVICE/NON CIVIL SERVICE EMPLOYEES

POSITION	PAY GRADE	FY2019-20	
		PAY RANGE	
		MINIMUM	MAXIMUM
PRO SHOP CASHIER	7	18,540	27,476
PRO SHOP CLERK	8	25,124	37,250
MAINTENANCE WORKER I	8	25,124	37,250
CLERICAL ASSISTANT	9	25,801	38,259
EQUIPMENT OPERATOR	10	26,445	40,781
BUILDING MAINTENANCE TECHNICIAN	10	26,445	40,781
RECREATION LEADER	10	26,445	40,781
REFUSE COLLECTOR	10	26,445	40,781
MAINTENANCE WORKER II	10A	26,445	43,600
REFUSE TRUCK DRIVER	13	28,476	45,740
GOLF MAINTENANCE WORKER	13	28,476	45,740
ADMINISTRATIVE ASSISTANT I	15	29,921	46,146
BUILDING SPECIALIST I	15	29,921	46,146
MATERIALS MANAGEMENT CLERK	15	29,921	46,146
POLICE ADMINISTRATIVE SPECIALIST I	15	29,921	46,146
RECREATION SPECIALIST	15	29,921	46,146
HEAD LIFEGUARD	15	29,921	46,146
AQUATIC SPECIALIST	15	29,921	46,146
SPECIAL EVENTS/PROGRAM SPECIALIST	15	29,921	46,146
HEAVY EQUIPMENT OPERATOR	15	29,192	46,146
ACCOUNTING CLERK I	16	30,664	47,301
ACCOUNTING CLERK II	18	32,216	47,784
AUTOMATED EQUIPMENT OPERATOR	19	33,028	54,582
ADMINISTRATIVE ASSISTANT II	22	35,565	52,740
ASSISTANT SENIOR CENTER MANAGER	22	35,565	52,740
BUILDING SPECIALIST II	22	35,565	52,740
ASSISTANT TO THE CITY CLERK	22	35,565	52,740
PROCUREMENT SPECIALIST	22	35,565	52,740
ACCOUNTING CLERK III	22A	35,565	58,681
POLICE DISPATCHER-TRAINEE	23	36,403	54,603
PRO SHOP/OUTSIDE SERVICES MANAGER	23	36,403	54,603
RECREATION COORDINATOR	24	37,369	56,166
AQUATIC COORDINATOR	24	37,369	56,166
BUILDING SPECIALIST III	24	37,369	56,166
RECREATION MAINTENANCE SUPERVISOR	24	37,369	56,166
POLICE ADMINISTRATIVE SPECIALIST II	24	37,369	56,166
ADMINISTRATIVE ASSISTANT III	24	37,369	56,166
IT SPECIALIST	24	37,369	56,166
SANITATION FOREMAN	24A	37,369	60,379
GOLF MAINTENANCE MECHANIC	24	37,369	56,166
GOLF MAINTENANCE SUPERVISOR/FOREMAN	25	38,311	57,477
POLICE DISPATCHER I	25	38,311	57,477
ATHLETIC SUPERVISOR	26	40,227	60,351
POLICE ADMINISTRATIVE SPECIALIST III	26	40,227	60,351
POLICE DISPATCHER II	26	40,227	60,351
CODE COMPLIANCE OFFICER	26	40,227	60,351
OPERATIONS SUPERVISOR	26A	40,227	62,364
POLICE COMMUNICATIONS SUPERVISOR	28	41,248	61,163
AQUATIC SUPERVISOR	28	41,247	61,163
BUILDING AND CODE COMPLIANCE SUPERVISOR	29	41,913	61,636
* DEPUTY CITY CLERK	29	41,913	61,636
EXECUTIVE SECRETARY	29	41,913	61,636
HUMAN RESOURCES SPECIALIST	29	41,913	61,636
POLICE SENIOR EXECUTIVE ASSISTANT	30	43,947	66,721
SPECIAL EVENTS/PROGRAMS SUPERVISOR	31	46,037	68,793
HUMAN RESOURCES SPECIALIST II	31	46,037	68,793
OPERATIONS SUPERINTENDENT	37	51,507	76,387
POLICE OFFICER- RECRUIT	37	51,507	76,387
POLICE NETWORK ADMINISTRATOR	37	51,507	76,387
PROFESSIONAL SERVICES SPECIALIST	37	51,507	76,387
* GRANT WRITER & PUBLIC INFORMATION SPECIALIST	37	51,507	76,387
* SENIOR CENTER MANAGER	39	51,060	78,300
* ASSISTANT PUBLIC WORKS DIRECTOR	40	54,382	80,649
* ELDERLY SERVICES DIRECTOR	41	55,620	86,391
* CITY PLANNER	44	60,023	89,020
POLICE LIEUTENANT	44P	75,290	115,480
* HUMAN RESOURCES DIRECTOR/RISK MANAGER	45	61,526	93,981
* GOLF SUPERINTENDENT	45	61,526	93,981
* CONTROLLER	46	70,570	102,611
* INFORMATION TECHNOLOGY DIRECTOR	46	70,570	102,611
* GOLF & COUNTRY CLUB DIRECTOR	49	78,512	104,682
* RECREATION DIRECTOR	49	78,512	104,682
* PUBLIC WORKS DIRECTOR	49	78,512	104,682
* CITY CLERK	49	78,512	104,682
* POLICE CAPTAIN	49P	86,321	125,588
* FINANCE DIRECTOR	50	81,755	122,633
* ASSISTANT CITY MANAGER	50	81,755	122,634
* BUILDING OFFICIAL & CODE COMPLIANCE DIRECTOR	50A	81,755	123,872
* CHIEF OF POLICE	50P	91,630	137,446

* NON CIVIL SERVICE

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City Council

Mission Statement

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

City Council

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

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

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

Goals

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

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

Objectives

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

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

2018-19 Accomplishments

- Approved new Food and Beverage vendor for the Country Club
- Commenced the New Senior Center construction project set for completion in 2020
- Approved the reduction of the Police Pension Contribution for upcoming 2019-2020 fiscal year
- Installed the Cavalier Memorial Clock at the Circle
- Mayor and City Council were all re-elected in an unopposed election
- Approved the Gateway Overlay for the downtown area
- Approved the installation of the Boat Ramp and Tiki Hut
- Approved the co-designation of "Lions Way," "Mary-Ann Goodlet Taylor Way," and "Doug Orr Way."

City Council

2019-20 Budget Highlights

- Proposed budget is \$49,499 or 22% lower than FY2018/2019. decrease is due to the fact that \$56,000 for renovation of the Historic Museum building was budgeted in the prior year.

- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$171,022</u>
Net cost of Department	<u>\$171,022</u>

0

- The Promotions line item is a lump sum of \$82,060 to be allotted during the year as follows:

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

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

- \$35,000 has been allocated to the Curtis Mansion to assist with their annual operating costs.
- \$6,000 has been allocated to the Historic Museum for storage costs (\$500 per month for 12 months).

CITY OF MIAMI SPRINGS
CITY COUNCIL BUDGET
FISCAL YEAR ENDING 9/30/20

ACCOUNT NUMBER MAYOR & COUNCIL	ACCOUNT DESCRIPTION	FY2016-17 ACTUALS	FY2017-18 ACTUALS	FY2018-19 AMENDED BUDGET	FY2019-20 Departmental Request	Dollar Increase (Decrease)
001-0101-511.11-00	EXECUTIVE SALARIES	31,956	31,800	31,800	31,800	-
001-0101-511.21-00	FICA TAXES	2,445	2,433	2,433	2,433	-
001-0101-511.24-00	WORKER'S COMPENSATION	84	42	80	80	-
001-0101-511-31-00	PROFESSIONAL SERVICES	13,255	-	-	-	-
001-0101-511-34-00	CONTRACTUAL SERVICES	5,687	4,634	4,600	20,000	15,400
001-0101-511.40-00	TRAVEL AND PER DIEM	8,748	8,703	17,100	17,100	-
001-0101-511.41-01	TELEPHONE	1,709	4,510	3,600	3,200	(400)
001-0101-511.44-00	RENTALS AND LEASES	-	150	-	-	-
001-0101-511-47-00	PRINTING AND BINDING	1,215	1,490	4,200	4,200	-
001-0101-511.48-00	PROMOTIONS	77,910	69,960	146,560	82,060	(64,500)
001-0101-511-51-00	OFFICE SUPPLIES	-	-	749	750	1
001-0101-511-52-09	OPERATING SUPPLIES	393	936	1,000	1,000	-
001-0101-511.54-00	DUES, MEMBERSHIPS, SUBS	3,087	3,181	4,900	3,400	(1,500)
001-0101-511.58-00	EDUCATION AND TRAINING	-	-	500	2,000	1,500
001-0101-511.59-00	MISCELLANEOUS EXPENSES	3,673	506	3,000	3,000	-
001-0101-511.64-00	MACHINERY AND EQUIPMENT	-	-	-	-	-
** MAYOR & COUNCIL		150,162	128,345	220,522	171,022	(49,499)

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Fiscal Year : : 2019
 Budget Level : : BUDG
 Description : : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
1-0101-511-11-00	EXECUTIVE SALARIES	31,800.00	
1-0101-511-21-00	FICA TAXES	2,433.00	
1-0101-511-24-00	WORKER'S COMPENSATION	80.00	
1-0101-511-34-00	CONTRACTUAL SERVICES	20,000.00	
1-0101-511-40-00	TRAVEL AND PER DIEM	17,100.00	
1-0101-511-41-01	TELEPHONE: BASE & LOCAL	3,200.00	
1-0101-511-47-00	PRINTING AND BINDING	4,200.00	
1-0101-511-48-00	PROMOTIONS	82,060.00	
1-0101-511-51-00	OFFICE SUPPLIES	82,750.00	
1-0101-511-52-00	OPERATING SUPPLIES	1,000.00	
1-0101-511-54-00	DUES, MEMBERSHIPS, SUBS	3,400.00	
1-0101-511-58-00	Education & Training	2,000.00	
1-0101-511-59-00	MISCELLANEOUS EXPENSES	3,000.00	
* Total Accounts for this Budget Level		171,023.00	

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CITY OF MIAMI SPRINGS 2019-2020 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/meeting x 22).....	\$15,400.00
TOTAL	\$20,000.00
BUDGETED	\$0.00

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

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

001-0101-511-41-01 – Telephone

City Council Cell Phones.....	\$3,200.00
TOTAL	\$3,200.00
BUDGETED.....	\$0.00

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

TOTAL	\$0.00
BUDGETED	\$0.00

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

Business Cards for Council and City Attorney (\$95 per box x 11).....	\$1,045.00
Proclamation frames (legal size 40 @\$20)	\$800.00
TrophyWorld (Engraved plaques @ \$80 ea. x 30).....	\$2,400.00
Certificates of appreciation frames/folders	\$500.00
TOTAL	\$4,200.00
BUDGETED	\$0.00

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

Florida League of Cities 93rd anniversary ad	\$1,000.00
Miami-Dade County Installation Dinner ad.....	\$1,000.00
Circle Events	\$8,000.00
Springs River Festival	\$14,000.00
Stafford Golf Tournament	\$2,000.00
Employee Holiday Dinner/Luncheon.....	\$5,000.00
Police Appreciation Dinner.....	\$3,000.00
Optimist Club Barbeque	\$2,000.00
Classic Car Shows (2 @ \$1,500 ea)	\$3,000.00
Community Shred Day Event.....	\$2,060.00
Historical Society Storage Rental.....	\$6,000.00
CMI	\$35,000.00
TOTAL	\$82,060.00
BUDGETED.....	\$0.00

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001-0101-511-51-00 - Office Supplies - City Council
 Council Supplies \$750.00
TOTAL **\$750.00**
BUDGETED **\$0.00**

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 **\$1,000.00**

001-0101-511-54-00 - Dues, Memberships & Subs. - City Council
 Florida League of Cities Membership \$1,700.00
 Miami-Dade County League of Cities Membership 1,600.00
 Miscellaneous Subscriptions 100.00
TOTAL **\$3,400.00**
BUDGETED **\$0.00**

001-0101-511.58-00 – Education & Training – City Council
 Educational Seminars and Trainings..... \$2,000.00
TOTAL **\$2,000.00**
BUDGETED **\$0.00**

001-0101-511-59-00 – Miscellaneous Expenses – City Council
 Engraved invitation cards and envelopes..... \$1,200.00
 Council shirts with logo 1,000.00
 Photographs: group and individual 500.00
 Frames for Council and Staff pictures (10@ \$25 each)..... 250.00
TOTAL **\$3,000.00**
BUDGETED **\$0.00**

001-0101-511-64-00 - Machinery & Equipment - City Council
TOTAL **\$0**

Total 2019-2020 City Council Budget - \$170,947.00

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

Basis for FY 2019-20 Salary Projections

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

Adjustment includes:

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

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City of Miami Springs						
Department: CITY COUNCIL						
Position	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/19	FY2019-20 Projection
Mayor	PT	1	1	0	7800	7800
City Council member	PT	4	4	0	24000	24000
Total projections		5	5	0	31800	31800

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To: Mayor/Council Miami Springs
 From: Tom Curtis
 Re: River Cities Festival

Below is the basic financial information on the 2019 River Cities Festival. The three-day event was a success, although the bottom line continues to be close to break-even; it is important to understand that many non-profits from the community benefited either directly or indirectly from the Festival. Both Police and Public Works expenses were higher than they were for the 2018 Festival and Miami Springs' help in the financial picture continues to be very important. I would like to request the same \$14,000 in funding from the 2019-20 budget for the 2020 Festival, as was appropriated for the 2019 Festival. Miami Springs, of course, will be listed as a major sponsor and your contribution includes promotion and advertising before and after the Festival weekend. The River Cities Festival is scheduled for April 17-19 of 2020 and I would appreciate your consideration of this request, so my hard-working group of volunteers can begin the necessary planning to hold such an event in "our" Miami Springs.

EXPENSES

Police Services	\$19,353
Public Works.....	\$7,592
Entertainment.....	\$20,550
Electric Services	\$9,800
Insurance	\$1,647
Express Waste/Toilets	\$4,830
Festival Program.....	\$1,400
Sunbelt Lights.....	\$1,182
Generator Rental	\$1,385
Tee Shirts/ Hats/ Ice	\$2,582
Street Sweeping	\$600
Delta Force Security	\$482
Labor and commissions	\$3,600
Tents (after in-kind benefit)	\$2,000
Credit Card fees.....	\$1,315
Miscellaneous	\$1,742

TOTAL.....\$80,060

NET REVENUES

Canal St. Vendors	\$23,025
Circle/Curtiss Vendors.....	\$15,525
Arts & Crafts Vendors	\$4,700
Children's World	\$17,300
Tee Shirts/Hats/Ice	\$3,050
Parking	\$660
Miami Springs	\$14,000
Virginia Gardens	\$2,000
Medley.....	\$1,000

TOTAL\$81,260

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2-8

Good afternoon William:

July 17, 2019

The Mansion is continuing to grow. Exciting things are happening. The numbers were just run and although the accountant has not had an opportunity to look over these yet, it does seem we should have turned a small profit. I am pleased with this considering we are only in a position to really only rent 6-8 months out of the year. And those rentals are primarily weddings. Hoping to find some other niches we can fall into during the rest of the year.

Several improvements are taking place here over the summer – the historic barbeque area has had new pavers put in. They are beautiful. All labor and expense were donated. Their historic coral rock benches are in the process of being repainted as is the old bridge.

Students are working over the summer for service hours on our Butterfly garden and waterfall area. Some are painting, some are gardening, weeding. Painting and hanging trellis as well.

The lighting project graciously donated by the City of Miami Springs is scheduled to begin soon! Completed by Oct 31st! THANK YOU !!!! We are beyond thrilled and this has been much needed.

Robert Quintero, Councilman Jaime Petralanda and Tom Nash have been very instrumental in spearheading getting painted concrete over a large area in back that will help us with larger bookings. It will also wrap around with a walkway to the front. More practical than pavers but will be colored to match up with our existing pavers. This will actually be starting on Monday! Things are really coming together. Again, all donated work. Wow. We are so grateful.

Summer does give us time for general maintenance such as buffing tile, pressure cleaning, new plantings, paint touch ups, etc.

We have slowly been surge protecting each a/c unit due to the multiple lightning hits last year. We are also protecting the fire panels. A lightening specialist came recently and although protecting the main panels are very expensive to surge protect, he does suggest we have his company at least protect the elevator and suppression system fire panel upstairs, outside the archive area.

We are trying to go fiber optic but this has been challenging. We are on a waiting list that one of the hotels nearby is also on with the FAA. Once they have theirs, ours can bounce off theirs. We really need more speed and that has been an issue for us.

We were finally able to cancel the last of our three analog lines. Now the fire alarms and elevators are all wireless. This is a substantial savings and we have had less false alarms since the change.

Looking back over the past year, we tried to have more public speakers for the community – no charge. Garden, Tech, Health, Historical – you name it. Was very happy to recently co-host with the Wolfson on a project and we are actively planning another in November for Aviation Month. Wolfson will bring old footage all Miami Aviation related and I am organizing some former Airline personnel to come in their uniforms.

AIE Charter School held their Gifted Photography Course in our Carriage room for the school year. They were short a room so we were able to rent to them for a reasonable fee and bartered some tech we were in need of. They have obtained more space now and will not be coming back. We will miss them. We really enjoyed having the students here all week through the school year.

Since October is generally slow, had a musical Halloween event – Murder Mystery – it was a hoot.

This September/October we are keeping open for the lighting project. Any bookings will be with the understanding that work is being done in front. Parties that are interested will be given summer or discounted rates.

Our Teddy Bear Tea in December was well received. We sold \$3500 in ticket sales and had \$2500 in kind donations. It was a nice turnout from all around the County – and that was only charging the child. If we do this again in the future – tickets will sell higher and perhaps to the parents as well. This year we may try something different however – more Art themed in honor of Art Basel or rent the weekend. Trying different things and seeing what works. I do see the Teddy Bear Tea here again in the future but am looking for alternate dates . TBD

Hosted a couple of luncheons for Anchor & Pilot Clubs as they do so much for us throughout the year.

Little Revolt and Curtiss Mansion have now had several collaborations. Another Shakespeare Festival for families is here this Sunday. All made possible by a Little Revolt Grant and free to the public.

Yoga still meets here on Tuesday, Thursdays and Saturdays.

Our 10am Saturday Tours are getting more and more popular – primarily from the Miami-Dade Public Library Museum Pass. It's a wonderful program. We had 30 last week I believe. We have things for the children – little scavenger hunts and everyone gets an Eastern wing like from the old flying days. Along with educating tour goers about Glenn Curtiss' contributions to Aviation & Invention, we also educate them on his contributions to the land boom here in the 1920s with Country Club Estates (Miami Springs), Hialeah and Opa Locka. We also like to educate on the airlines that are no longer. And how much those airlines meant to this community. We touch on Pan Am, Eastern and National especially. We have had recent uniforms donated or on loan in the foyer from both Eastern and Pan Am. We have four primary docents that give tours regularly. I am normally here as well and speak to the group in my office/archive area and tell them what the Mansion means to me and my "Airline" family. My parents both met here at the Curtiss Mansion. Mom flew for Pan Am and my father was a pilot, although not commercially – he bought and sold fleets of planes for various companies.

Our Regular Docents: Buzz Fleischman, Sam Chesser, Kathy Doyle and Jorge Cantero handles the Spanish speaking groups. Buzz, Sam and Kathy are all Miami Springs residents. Jorge drives down from Broward County !

We have 3-4 part timers at any given time now: front desk, bookkeeper (no longer volunteer), caretaker, social media/writing. Our sales team is a third party contracted group led by Sherry Feijoo of SGF Events, LLC.

We have opened a little gift shop with the help of a Springs resident who owns Cherry Picked Antiques. It's darling and geared toward Antiques. We are trying to work at getting more of our own branded merchandising. If the Springs has any merchandise they would like to see in there please let me know.

I recently co-wrote an article for the highly respected Tequesta Preservation publication at the request of local historian, Dr. Paul George. In hopes he publishes it after the final edit.

The Curtiss Explorers Essay Contest has really grown – am looking for a partner for this program – we had approximately 120 entries this year from all around Miami-Dade. Would like even more attention from the Miami-Dade School System in the future.

Camp Invention sold out with over 70 children this summer. They had a wonderful experience. Cari Martinez was the Camp Director again and did a marvelous job. She is also who I am speaking with in regards to bringing a couple of more camps here for the summer and make something for the Mansion. For Camp Invention -we host on behalf of the National Inventors Hall of Fame. It is a National program. We just help them find a Director and they do the rest.

Tammy Key of the Senior Center and I have been in discussions in regards to some joint projects – most likely musically related.

Roy Rodriguez has offered to take over the drainage issue in the interior courtyard. He will start working on that after his return from summer vacation. So that is one large ticket item to take off the list provided his idea is successful.

The remaining big ticket items are:

Sprinklers – the pump is going to be quite expensive. This is a real need especially for the front.

Electrical for the historical bbq area.

Eventual termite tenting which unfortunately may have to happen during our high season. Rainy season is dangerous with flat roofs. Have been told by the tenting experts that flat roofs can collapse from standing water over tenting.

Advertising is primarily aimed at weddings and tours right now. We have built up our social media presence quite a bit and use free community calendars as much as possible. Our website is lovely and constantly updated. We are also using constant contact quite a bit and working at adding names substantially on a weekly basis.

Would very much like to start a real membership drive and may have to take that on myself as we really do not have anyone else available to focus on membership. I think that is one area we are still lacking. And would very much like to see some more corporate business. Our sales team is just too busy with weddings to take that on. I will continue to try and get out when I am able and meet with more corporate and donor types. Have also been taking speaking engagements around Miami and to share the history of Glenn Curtiss and the Mansion whenever able.

Attached are financials. As our fiscal year just ended, the accountant has not seen these numbers yet. We did a great deal of reallocating with him last year along with our new bookkeeper, so do not really expect a lot of that this year.

We are incredibly thankful for the continued support from the City of Miami Springs and CMI respectfully requests that the City maintain annual assistance in the amount of \$35,000.00 for the coming fiscal year at least until we can get these big ticket items off our plate.

Please let me know when the August Budget Meeting is scheduled if you would like me to attend.

Thank you,

Melinda Jester,
Executive Director – CMI, Inc.

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*Date: 7/16/19 End of CMI Fiscal Year for 2019 / Projections for 2020
 Curiss Mansion, Inc.
 Financial comparison since opening in 2013
 Fiscal year is July 1 through June 30*

<u>Income</u>	<u>19-2020 est.</u>	<u>18-2019</u>	<u>17-2018</u>	<u>16-2017</u>	<u>15-2016</u>	<u>14-2015</u>	<u>13-2014</u>	<u>12-2013</u>
Rental Revenue	330,000	323,190	277,167	280,604	174,000	101,000	79,000	53,000
All other income	15,000	35,085	46,563	40,781	18,500	67,000*	34,000	34,000
City Assistance	35,000	35,000*	35,000	37,445	35,000	35,000	35,000	105,000**
Total	380,000	393,275	358,831	358,831	227,000	203,000	148,000	192,000
<u>Expense:</u>								
Total	380,000	373,058	373,581	342,196	235,000	193,000	158,000	170,000
Net	-0-	20,217	(-14,851)	16,635	(8,000)	10,000	(10,000)	22,000

* Last payment pending for 2019 from City

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

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Curtiss Mansion Inc
Profit & Loss
 July 2018 through June 2019

	Jul '18 - Jun 19
Ordinary Income/Expense	
Income	
42000 · Facility Rental	
42001 · Venue Rental Income	309,322.87
42020 · Charter School Rental Income	9,920.00
65180 · Refund	3,947.14
Total 42000 · Facility Rental	323,190.01
43400 · Direct Public Support	2,984.50
44000 · Fundraising	6,624.64
47200 · Program Income	1,001.60
48000 · Investments	1.40
49400 · Other Types of Income	62,636.37
Total Income	396,438.52
Gross Profit	396,438.52
Expense	
60900 · Business Expenses	1,475.37
60905 · Bank Deposit correction	-350.00
60945 · Reimbursement Expense	5,520.00
62100 · Professional Fees	173,394.79
62160 · Curtiss Explorers	769.87
62800 · Facilities and Equipment	52,313.93
63000 · Utilities	18,659.29
63500 · IT	4,062.35
64000 · Fundraising Events	4,398.74
64500 · Fundraising Expenses	2,129.91
65000 · Operations	
65020 · Postage, Mailing Service	350.10
65025 · Apparel Purchases	392.40
65040 · Supplies	5,959.57
65050 · Telephone, Telecommunications	4,473.06
65055 · Internet Service	818.18
65060 · Marketing and Advertising	13,331.96
65070 · Office Supplies	2,644.12
65080 · Outside Contract Services	2,252.39
65085 · Purchases for Sale	4,425.59
65090 · Garden work	50.00
Total 65000 · Operations	34,697.37
65015 · Membership Renewal Fees	610.00
65100 · Other Types of Expenses	6,788.21
65500 · Insurance	6,689.25
66000 · Salaries & Wages	61,898.93
Total Expense	373,058.01
Net Ordinary Income	23,380.51
Net Income	<u>23,380.51</u>

2-13

City Clerk

Mission Statement

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

City Clerk

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

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

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

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

Goals

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

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

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

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

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

Objectives

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

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

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

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

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

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

Objectives (continued)

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

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

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

Continue to provide assistance to all Departments concerning City needs.

2018-19 Accomplishments

- Continued the paperless agenda system to replace the paper agenda packets.
- Twenty-one (21) agendas and minutes were prepared for various Council meetings.
- Thirty (30) 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 600 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 scanning of all street files and plans in the Building and Zoning/ Department.
- Shredded building and permitting files and plans in accordance to State law and retention schedule.
- Hosted the quarterly Miami-Dade County Clerk's Association Luncheon at the Miami Springs Aquatic Center
- Hired and trained new Administrative Assistant in Clerk's Office.
- Advertised over 20 various Ordinances, Public Hearing Items such as Site Plan Approvals and Variance Requests.
- Explored outreach program to increase Municipal Services.
- Prepared City for the 2019 General Election by assisting candidates through the qualifying process; General Election canceled due to unopposed candidate roster

2019-20 Budget Highlights

- Proposed budget is \$ 54,005 or 20% higher than FY2018/2019.
- Increase is due to the accrual of \$20,000 in contractual services for the 2021 city election and the savings in FY18/19 due to no election being held. Budget also includes \$8,000 for a new Laserfiche server and software as well as the costs of recording all Council meetings started in FY18/19.
- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$324,568</u>
Net cost of Department	<u>\$324,568</u>

CITY OF MIAMI SPRINGS
CITY CLERK BUDGET
FISCAL YEAR ENDING 9/30/20

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2016-17 ACTUALS	FY2017-18 ACTUALS	FY2018-19 AMENDED BUDGET	FY2019-20 Departmental Request	Dollar Increase (Decrease)
CITY CLERK						
001-0301-513.12-00	REGULAR SALARIES	143,735	143,989	155,205	167,006	11,801
001-0301-513.14-00	OVERTIME	694	651	1,000	1,000	-
001-0301-513.21-00	FEDERAL PAYROLL TAXES	11,038	11,044	11,950	12,852	902
001-0301-513.22-01	GENERAL PENSION	15,394	17,645	19,022	20,109	1,087
001-0301-513-25-00	UNEMPLOYMENT COMPENSATION	-	-	-	-	-
	TOTAL MEDICAL INSURANCE	19,052	18,295	22,341	25,802	3,461
001-0301-513.24-00	WORKER'S COMPENSATION	372	211	388	418	30
001-0301-513.34-00	OTHER CONTRACTUAL SERVICE	34,578	23,374	3,370	31,000	27,630
001-0301-513.40-00	TRAVEL AND PER DIEM	1,972	1,695	2,000	3,000	1,000
001-0301-513.41-01	TELEPHONE	4,847	2,275	833	1,200	367
001-0301-513.41-03	POSTAGE	561	690	650	650	-
001-0301-513.41-06	INTERNET ACCESS	2,243	1,255	1,200	1,693	493
001-0301-513.44-00	RENTALS AND LEASES	2,636	5,684	7,200	7,200	-
001-0301-513.45-30	LIABILITY INSURANCE	3,324	3,192	3,084	3,267	183
001-0301-513.46-00	REPAIRS AND MAINTENANCE	3,753	1,030	3,080	5,420	2,340
001-0301-513.47-00	PRINTING AND BINDING	395	3,715	7,250	7,250	-
001-0301-513.48-00/02	ADVERTISING & PROMOTIONS	15,129	4,520	11,000	11,500	500
001-0301-513.51-00	OFFICE SUPPLIES	4,817	5,041	7,950	8,800	850
001-0301-513.52-00	OPERATING SUPPLIES	4,624	1,150	3,240	2,600	(640)
001-0301-513.54-00	DUES, MEMBERSHIPS, SUBS	1,981	1,747	3,300	3,300	-
001-0301-513.58-00	EDUCATION AND TRAINING	1,350	250	2,000	2,500	500
001-0301-513.64-00	MACHINERY AND EQUIPMENT	-	-	4,500	8,000	3,500
** CITY CLERK		272,495	247,453	270,563	324,568	54,005

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Fiscal Year : 2019
 Budget Level : BUDG
 Description :

DEPARTMENTAL INPUT
 Description

Account #	Description	Budget Amount	Misc. Info
1-0301-513-12-00	REGULAR SALARIES	167,005.00	
1-0301-513-14-00	OVERTIME	1,000.00	
1-0301-513-21-00	FEDERAL PAYROLL TAXES	12,852.00	
1-0301-513-22-01	GENERAL	20,109.00	
1-0301-513-23-05	HMO, EMPLOYEE +1	24,262.00	
1-0301-513-23-07	LIFE/AD&D	782.00	
1-0301-513-23-08	DENTAL - OHS - EMPLOYEE	518.00	
1-0301-513-23-09	VSP - VISION - EMPLOYEE	242.00	
1-0301-513-24-00	WORKER'S COMPENSATION	418.00	
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	1,650.00	
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	3,268.00	
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	8,800.00	
1-0301-513-52-00	OPERATING SUPPLIES	2,600.00	
1-0301-513-54-00	DUES, MEMBERSHIPS, SUBS	3,300.00	
1-0301-513-58-00	EDUCATION AND TRAINING	2,500.00	
1-0301-513-64-00	MACHINERY AND EQUIPMENT	8,000.00	
* Total Accounts for this Budget Level		324,570.00	

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CITY OF MIAMI SPRINGS 2019-2020 BUDGET - CITY CLERK

001-0301-513-34-00 - Contractual Services - City Clerk
 Miami Springs General Election 2021 \$20,000.00
 International Data Depository – Shred Day Internal (City Clerk) \$1,000.00
 Value Store-It Public Storage..... \$4,000.00
 On-going Scanning Project..... \$3,000.00
 ADS Laserfiche 5 Additional Licenses (\$500/each)..... \$2,500.00
 ADS Laserfiche 5 License Insurance (\$100/each) \$500.00
TOTAL \$31,000.00
BUDGETED \$0.00

001-0301-513-40-00 - Travel & Related Costs - City Clerk
 Clerks’ Seminars (Travel to Conferences) \$3,000.00
TOTAL..... \$3,000.00
BUDGETED \$0.00

001-0301-513-41-01 – Telephone
 City Clerk Cell Phone \$1,200.00
Total \$1,200.00
BUDGETED \$0.00

001-0301-513-41-00 - Postage
 Stamps/Post Office Transactions..... \$650.00
Total \$650.00
BUDGETED \$0.00

001-0301-513-44-00 – Rentals & Leases - City Clerk
 Toshiba Copier I.D. # 73708 (\$600 x 12) and supplies \$7,200.00
TOTAL \$7,200.00
BUDGETED \$0.00

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 Fee..... \$2,250.00
 BIS digital recording annual software/maintenance fee \$1,500.00
TOTAL \$5,420.00
BUDGETED \$0.00

001-0301-513-47-00 - Printing & Binding - City Clerk
 Code supplements (2 per year) \$6,000.00
 Ordinances on the web (15 @ \$30)..... \$450.00
 Municode Yearly Fee \$500.00
 Business cards for Clerk, Deputy and Administrative Assistant \$300.00
TOTAL \$7,250.00
BUDGETED \$0.00

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

River Cities Gazette – Legal advertising.....	\$5,000.00	
Miami Daily Business Review – Legal advertising.....	\$1,500.00	
The Miami Herald – Legal advertising.....	\$5,000.00	
TOTAL		\$11,500.00
BUDGETED	\$0.00	

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

Staples Advantage	\$3,800.00	
Office Depot	\$800.00	
Furniture Clerks' Office		
.....	\$600.00	
Copy Paper for Toshiba copier (\$385 x 12) ALL DEPARTMENTS.....	\$3,600.00	
TOTAL		\$8,800.00
BUDGETED	\$0.00	

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	
Computer Tower Deputy City Clerk.....	\$900.00	
Computer Tower Admin. Asst.....	\$900.00	
Battery Backups x 2.....	\$250.00	
Recording of official documents	\$500.00	
TOTAL		\$5,500.00
BUDGETED	\$0.00	

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

Newspaper publications. HERALD, LAW BOOKS, MIAMI REVIEW.....	\$750.00	
MDCMCA (\$50 each), FACC (\$75 each) ARMA, IIMC dues	\$950.00	
Annual Code on Internet (Municipal Code).....	\$1,200.00	
Notary Public Commission Renewal	\$400.00	
TOTAL		\$3,300.00
BUDGETED	\$0.00	

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

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

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

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

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

New Server for Laserfiche.....	\$7,000.00	
New Software x 2 (Microsoft and Adobe Professional).....	\$1,000.00	
TOTAL		\$8,000.00
BUDGETED	\$0.00	

Total 2019-2020 Clerk Department Budget - \$311,210.00

Basis for FY 2019-20 Salary Projections

Calculations is based upon current earnings at 2,080 hours

0.0%

0.0%

0.00%

3.00% to be effective on 10-01-2019

Base Salary for each position:
Adjustment includes:

Max Annual merit increase for position

Cost of living Adjustment

CPI for all urbans (Apr to Apr)

Estimate used for COLA Projection

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City of Miami Springs

Department: CITY CLERK

Position (paygrade)	Employee Name	FT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/19	Date of Annual Review	Promotional Increase Merit Increase	3% COLA Increase	Longevity	FY2019-20 Projection
City Clerk-PG49C	Erika Santamaria	FT	1	1	0	\$88,642	n/a	\$0	\$2,659	\$0	\$91,301
Deputy City Clerk-PG29	Juan Garcia	FT	1.00	1.00	0	\$45,000	n/a	\$0	\$1,350	\$0	\$46,350
Administrative Asst II-PG22	Mary Arguedas	FT	0.75	0.75	0	28,500	11/02/92	\$0	\$855	\$0	\$29,355
Total projections			2.8	2.8	0	\$162,142		\$0	\$4,864	\$0	\$167,006

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City Manager

Mission Statement

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

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

City Manager

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

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

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

Goals

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

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

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

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

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

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

Objectives

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

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

City Manager

Objectives (continued)

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

Provide timely response to questions and concerns of residents.

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

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

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

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

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

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

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

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

2018-19 Accomplishments

- Approved new Food and Beverage vendor for the Country Club
- Commenced the New Senior Center construction project set for completion in 2020
- Approved the reduction of the Police Pension Contribution for upcoming 2019-2020 fiscal year
- Completed the installation of the the Cavalier Memorial Clock at the Circle
- Approved the Gateway Overlay for the downtown area
- Completed the renovation of the Boat Ramp, including the addition of a Tiki Hut

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City Manager

FY 2019-20 Budget Highlights

- Proposed budget is \$19,181 or 4.7% lower than FY2018/2019. Decrease is due to approx. \$50,000 in legal costs related to annexation that was expended in FY18-19.
- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$384,128</u>
Net cost of Department	<u>\$384,128</u>
- Professional Services budget includes \$45,000 for the City Lobbyist and \$25,000 for legal costs related to the annexation lawsuit.

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CITY OF MIAMI SPRINGS
 CITY MANAGER BUDGET
 FISCAL YEAR ENDING 9/30/20

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2016-17 ACTUALS	FY2017-18 ACTUALS	FY2018-19 AMENDED BUDGET	FY2019-20 Departmental Request	Dollar Increase (Decrease)
CITY MANAGER						
001-0201-512.12-00	REGULAR SALARIES	190,177	204,855	215,750	222,922	7,172
001-0201-512.21-00	FICA TAXES	14,007	15,672	16,141	17,054	913
001-0201-512.22-01	GENERAL EMPLOYEES RET SYS	9,507	12,350	12,115	12,936	821
001-0201-512.22-04	401A ICMA RETIREMENT TRST	16,357	16,822	16,698	17,196	498
	TOTAL MEDICAL INSURANCE	17,975	18,421	19,813	20,458	645
001-0201-512.24-00	WORKER'S COMPENSATION	480	287	527	557	30
001-0201-512.31-00	PROFESSIONAL SERVICES	47,219	134,663	100,000	70,000	(30,000)
001-0201-512.40-00	TRAVEL AND PER DIEM	8,250	9,407	7,800	8,250	450
001-0201-512.41-01	TELEPHONE	380	290	796	301	(495)
001-0201-512.41-02	CELLULAR TELEPHONE	689	1,859	1,054	1,068	14
001-0201-512.41-03	POSTAGE	140	113	100	100	-
001-0201-512.41-06	INTERNET ACCESS	1,954	1,255	1,467	2,070	603
001-0201-512.44-00	RENTALS AND LEASES	-	-	245	-	(245)
001-0201-512.45-30	LIABILITY INSURANCES	4,272	4,368	4,193	4,361	168
001-0201-512.51-00	OFFICE SUPPLIES	188	431	500	500	-
001-0201-512.52-00	OPERATING SUPPLIES	3,467	4,959	3,100	3,100	-
001-0201-512.54-00	DUES, MEMBERSHIPS, SUBS	1,916	2,586	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>316,978</u>	<u>429,541</u>	<u>403,554</u>	<u>384,128</u>	<u>(19,181)</u>

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Fiscal Year : 2019
 Budget Level : BUDG
 Description :

DEPARTMENTAL INPUT
 Description

Account #	Description	Budget Amount	Misc. Info
1-0201-512-12-00	REGULAR SALARIES	222,922.00	
1-0201-512-21-00	FICA TAXES	17,054.00	
1-0201-512-22-01	GENERAL EMPLOYEES RET SYS	12,936.00	
1-0201-512-22-04	401A ICMA RETIREMENT TRST	17,196.00	
1-0201-512-23-04	HMO, EMPLOYEE ONLY	18,613.00	
1-0201-512-23-07	LIFE/AD&D	1,033.00	
1-0201-512-23-08	DENTAL-ORAL HEALTH SVCS	626.00	
1-0201-512-23-09	VSP-VISION SERVICE PLAN	186.00	
1-0201-512-24-00	WORKER'S COMPENSATION	557.00	
1-0201-512-31-00	PROFESSIONAL SERVICES	45,000.00	
1-0201-512-31-16	ANNEXATION	25,000.00	
1-0201-512-40-00	TRAVEL AND PER DIEM	8,250.00	
1-0201-512-41-01	TELEPHONE	301.00	
1-0201-512-41-02	CELLULAR TELEPHONE	1,068.00	
1-0201-512-41-03	POSTAGE	1,100.00	
1-0201-512-41-06	INTERNET ACCESS	2,070.00	
1-0201-512-45-30	LIABILITY INSURANCES	4,361.00	
1-0201-512-51-00	OFFICE SUPPLIES	500.00	
1-0201-512-52-00	OPERATING SUPPLIES	3,100.00	
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		384,128.00	
		00100 ANNEXATION LEGAL COSTS	25,000.00

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Basis for FY 2019-20 Salary Projections

Calculations is based upon current earnings at 2,080 hours

0.0%

0.00%

3.00%

to be effective on 10-01-2019

Base Salary for each position:
Adjustment includes:

Max Annual merit increase for position

Cost of living Adjustment

CPI for all urbans (Apr to Apr)

Estimate used for COLA Projection

City of Miami Springs

Department: Office of the City Manager

Position (paygrade)	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/19	Start Date	FY 19-20 Projected Merit Increase	COLA Increase	Longevity	FY 2019-20 Projection
City Manager-	FT	0.75	0.75	0	\$111,395	01/03/12	\$0	\$3,342	\$750	\$115,486
Assistant City Manager-PG49	FT	1.0	1.0	0	\$102,850	01/00/00	\$0	\$3,086	\$1,500	\$107,436
		0	0	0	\$0	01/00/00	\$0	\$0	\$0	\$0
Total projections		1.8	1.8	0	\$214,245		\$0	\$6,427	\$2,250	\$222,922

TOR-Top of range no merit increases

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Human Resources

Mission Statement

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

Human Resources

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

Goals

Continue to develop and maintain effective and positive employee relations.

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

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

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

Objectives

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

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

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

2018-19 Accomplishments

Human Resources:

Conducted successful competitive recruitments to fill 14 fulltime vacancies in the City workforce, including Certified Police Officer, Senior Center Manager, Administrative Assistant, Procurement Specialist, Pro Shop Cashier, Building Maintenance Technician, Maintenance Worker, and Police Dispatcher.

Received and processed more than 550 job applications. Facilitated and/or monitored eight structured oral board interview panels.

Administered competitive examinations to more than 65 job candidates to comply with civil service hiring rules and ensure that candidate selection is based on merit and fitness.

Human Resources

2018-19 Accomplishments (continued)

Processed and coordinated background checks for all current employees and volunteers at the Senior Center and more than 50 volunteer coaches who use City parks and recreational facilities.

Processed the hiring of 70 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 Zenefits, an online employee self-service system to create efficiencies in benefits 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 2019-20 Budget Highlights

- Proposed budget is \$8,811 or 3.4 % higher than FY 2018-19.
- 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>\$266,000</u>
Net cost of Department	<u>\$266,000</u>

CITY OF MIAMI SPRINGS
HUMAN RESOURCES BUDGET
FISCAL YEAR ENDING 9/30/20

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2016-17 ACTUALS	FY2017-18 ACTUALS	FY2018-19 AMENDED BUDGET	FY2019-20 Departmental Request	Dollar Increase (Decrease)
HUMAN RESOURCES						
001-0401-513.12-00	REGULAR SALARIES	123,096	129,073	131,739	139,489	7,750
001-0401-513.21-00	FEDERAL PAYROLL TAXES	9,117	9,494	10,172	10,671	499
001-0401-513.22-01	GENERAL PENSION	4,293	5,351	5,478	5,694	216
001-0401-513.22-04	401A ICMA RETIREMENT	12,377	12,754	13,143	13,729	586
	TOTAL MEDICAL INSURANCE	17,911	18,340	19,728	21,989	2,261
001-0401-513.24-00	WORKER'S COMPENSATION	312	177	332	349	17
001-0401-513.31-00	PROFESSIONAL SERVICES	53,599	53,473	52,500	51,500	(1,000)
001-0401-513.34-00	CONTRACTUAL SERVICES	47	-	10,600	9,800	(800)
001-0401-513.40-00	TRAVEL AND PER DIEM	1,253	790	1,200	1,150	(50)
001-0401-513.41-01	TELEPHONE	380	290	400	301	(99)
001-0401-513.41-03	POSTAGE	200	267	250	250	-
001-0401-513.41-06	INTERNET ACCESS	1,954	1,255	1,472	1,505	33
001-0401-513.45-30	LIABILITY INSURANCE	2,772	2,748	2,641	2,729	88
001-0401-513.46-00	REPAIRS AND MAINTENANCE	2,382	-	1,224	1,224	-
001-0401-513.48-00	ADVERTISING	480	200	200	200	-
001-0401-513.51-00	OFFICE SUPPLIES	587	1,553	1,400	1,120	(280)
001-0401-513.52-00	OPERATING SUPPLIES	482	389	1,860	1,710	(150)
001-0401-513.54-00	DUES, MEMBERSHIPS, SUBS	592	1,173	1,350	1,240	(110)
001-0401-513.58-00	EDUCATION AND TRAINING	654	697	1,500	1,350	(150)
001-0401-513.64-00	MACHINERY AND EQUIPMENT	8,000	-	-	-	-
** HUMAN RESOURCES		240,488	238,024	257,189	266,000	8,811

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Fiscal Year : 2019
 Budget Level : BUDG
 Description :

DEPARTMENTAL INPUT
 Description

Account #	Description	Budget Amount	Misc. Info
1-0401-513-12-00	REGULAR SALARIES	139,489.00	
1-0401-513-21-00	FEDERAL PAYROLL TAXES	10,671.00	
1-0401-513-22-01	GENERAL	5,694.00	
1-0401-513-22-04	401A ICMA RETIREMENT TRST	13,729.00	
1-0401-513-23-00	MEDICAL INSURANCE	20,347.00	
1-0401-513-23-07	LIFE/AD&D	653.00	
1-0401-513-23-08	DENTAL - OHS - EMPLOYEE	828.00	
1-0401-513-23-09	VSP - VISION - EMPLOYEE	162.00	
1-0401-513-24-00	WORKER'S COMPENSATION	349.00	
1-0401-513-31-00	PROFESSIONAL SERVICES	51,500.00	
	00100 DRUG TESTING, VECHS FINGERPRINT BACKGROUND CHECKS, CLEARINGHOUSE, FINGERPRINT BACKGROUND CHECKS, JOB POSTING/RECRUITMNT 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	9,800.00	
	00100 CONTRACTED HRIS SYSTEMS FOR HR AUTOMATION	9,800.00	
	00200 INCLUDING ZENEFITS FOR BENEFITS ADMINISTRATION		
	00100 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	
1-0401-513-40-00	TRAVEL AND PER DIEM	1,150.00	
	00100 TELEPHONE: BASE & LOCAL	250.00	
	00200 POSTAGE	1,505.00	
	00300 INTERNET ACCESS	2,729.00	
	00400 RISK MANAGEMENT	1,224.00	
	00500 REPAIRS AND MAINTENANCE		
	00600 PROMOTIONS	200.00	
1-0401-513-48-00	PROMOTIONS	1,224.00	
	00100 SERVICE CONTRACT FOR LIVE SCAN FINGERPRINT SYSTEM	1,224.00	
	00200 RECRUITMENT/RECOGNITION PROMOTIONAL ITEMS; BRANDED EMBOSSED, & EMBROIDERED ITEMS; ADVERTISEMENTS, POSTINGS, AWARDS, PLAQUES, ETC.	200.00	
	00300 PERSONNEL FOLDERS, HANGING FOLDERS, LABELS, BINDERS ENVELOPES, PRINTER CARTRIDGES, COMPUTER EQUIPMENT & ACCESSORIES, BINDERS, CALENDARS, PENS/PENCILS, SHARPENERS, TAPE, PAPER, DESK ACCESSORIES, ETC.	1,120.00	
1-0401-513-51-00	OFFICE SUPPLIES	1,120.00	
	00100 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	
1-0401-513-52-00	OPERATING SUPPLIES	1,710.00	
	00100 MEMBERSHIP & RECERTIFICATION FEES FOR SHRM, FPHRA, FPELRA, HRCI, ICMA-HR, ASPA; HR LEGAL REPORTER	1,240.00	
1-0401-513-54-00	DUES, MEMBERSHIPS, SUBS	1,240.00	
	00100		
	00200		

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Basis for FY 2019-20 Salary Projections

Calculations is based upon current earnings at 2,080 hours

- 0.0%
- 0.0%
- 0.00%
- 3.00% to be effective on 10-01-2019

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 3/31/19	Date of Annual Review	FY 2019-20 Projected Merit Increase	3% COLA Increase	Temp. Increase (addtl duties)	Longevity	FY2019-20 Projection	
Human Resource Director/Risk Manager-PG45	FT	1	1	0	89,517		\$0	\$2,686	\$0	\$0	\$92,203	
Human Resource Specialist II	FT	1	1	0	44,696		\$1,250	\$1,341	\$0	\$0	\$47,287	
Total projections		2	2	0	\$134,213		\$1,250	\$4,026		\$0	\$139,489	

TOR- Top of range-no merit increases

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Finance Department

Mission Statement

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

Finance Department-Administrative Division

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

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

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

Goals

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

Objectives

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

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

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

Improve the usefulness of the performance measures of each department.

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

2018-19 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

2018-19 Accomplishments (continued)

- Received an unqualified audit from the City's external auditors for the fiscal year ending September 30th, 2017.

FY 2019-20 Budget Highlights

- Proposed budget is \$10,815 or 2.5 % higher than FY2018/2019.
- Increase is due to the 3% COLA increase as well as health insurance increases for FY19/20.
- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$439,045</u>
Net cost of Department	<u>\$439,045</u>

CITY OF MIAMI SPRINGS
 FINANCE DEPARTMENT BUDGET
 FISCAL YEAR ENDING 9/30/20

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2016-17 ACTUALS	FY2017-18 ACTUALS	FY2018-19 AMENDED BUDGET	FY2019-20 Departmental Request	Dollar Increase (Decrease)
FINANCE-ADMINISTRATION						
001-0501-513.12-00	REGULAR SALARIES	186,225	197,298	202,479	213,923	11,444
001-0501-513.13-00	PART TIME YEAR ROUND	67,864	66,301	63,023	63,023	(0)
001-0501-513.21-00	FEDERAL PAYROLL TAXES	18,608	19,081	20,311	21,186	875
001-0501-513.22-01	GENERAL	16,032	19,553	20,234	21,123	889
001-0501-513.22-04	401A ICMA RETIREMENT TRST	5,452	5,607	5,566	5,732	166
	TOTAL MEDICAL INSURANCE	35,438	35,399	35,599	35,786	187
001-0501-513.24-00	WORKER'S COMPENSATION	588	346	664	692	28
001-0501-513.31-00	PROFESSIONAL SERVICES	43,304	14,168	10,000	5,000	(5,000)
001-0501-513.32-00	AUDIT FEES	35,000	38,500	34,500	34,500	-
001-0501-513.34-00	OTHER CONTRACTUAL SERVICE					
001-0501-513.40-00	TRAVEL AND PER DIEM	1,411	1,667	1,500	1,500	-
001-0501-513.41-01	TELEPHONE	1,772	1,354	1,300	1,404	104
001-0501-513.41-02	CELLULAR PHONE	726	-	1,200	-	(1,200)
001-0501-513.41-03	POSTAGE	3,549	4,680	3,500	3,500	-
001-0501-513.41-04	COURIER, UPS, FEDX -OVERNGT	-	-	100	100	-
001-0501-513.41-06	INTERNET ACCESS	1,954	1,255	1,472	2,258	786
001-0501-513.44-00	RENTALS AND LEASES	1,905	1,475	2,207	2,500	293
001-0501-513.45-30	LIABILITY INSURANCE	6,192	6,156	6,175	6,318	143
001-0501-513.46-00	REPAIRS AND MAINTENANCE	2,382	-	300	300	-
001-0501-513.47-00	PRINTING AND BINDING	6,039	3,541	4,500	4,500	-
001-0501-513.48-02	ADVERTISING	-	-	-	-	-
001-0501-513.49-00	CREDIT CARD FEES	14,575	12,226	8,000	10,000	2,000
001-0501-513.51-00	OFFICE SUPPLIES	985	982	1,500	1,000	(500)
001-0501-513.52-00	OPERATING SUPPLIES	3,098	3,756	2,400	3,000	600
001-0501-513.54-00	DUES, MEMBERSHIPS, SUBS	2,081	2,156	1,200	1,200	-
001-0501-513.58-00	EDUCATION AND TRAINING	508	1,159	500	500	-
001-0501-513.64-00	MACHINERY AND EQUIPMENT	-	2,266	-	-	-
** FINANCE-ADMINISTRATION		455,688	438,926	428,230	439,045	10,815

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Fiscal Year : 2019
 Budget Level : BUDG
 Description :

DEPARTMENTAL INPUT
 Description

Account #	Description	Budget Amount	Misc. Info
1-0501-513-12-00	REGULAR SALARIES	213,923.00	
1-0501-513-13-00	PART TIME YEAR ROUND	63,023.00	
1-0501-513-21-00	FEDERAL PAYROLL TAXES	21,186.00	
1-0501-513-22-01	GENERAL	21,123.00	
1-0501-513-22-04	401A ICMA RETIREMENT TRST	5,732.00	
1-0501-513-23-04	HMO, EMPLOYEE ONLY	33,861.00	
1-0501-513-23-07	LIFE/AD&D	33,905.00	
1-0501-513-23-08	DENTAL - OHS - EMPLOYEE	746.00	
1-0501-513-23-09	VSP - VISION - EMPLOYEE	274.00	
1-0501-513-24-00	WORKER'S COMPENSATION	692.00	
1-0501-513-31-00	PROFESSIONAL SERVICES	5,000.00	
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	1,404.00	
1-0501-513-41-03	POSTAGE	3,500.00	
1-0501-513-41-04	COURIER, UPS, FEDX - OVERNGT	1,100.00	
1-0501-513-41-06	INTERNET ACCESS	2,258.00	
1-0501-513-44-00	RENTALS AND LEASES	2,500.00	
1-0501-513-45-30	RISK MANAGEMENT	6,318.00	
1-0501-513-46-00	REPAIRS AND MAINTENANCE	300.00	
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	1,000.00	
1-0501-513-52-00	OPERATING SUPPLIES	3,000.00	
1-0501-513-54-00	DUES, MEMBERSHIPS, SUBS	1,200.00	
1-0501-513-58-00	EDUCATION AND TRAINING	500.00	
* Total Accounts for this Budget Level		439,045.00	

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Finance Department-Professional Services Division

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

Goals

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

Objectives

- Continue to keep administration, employees and residents informed of all coming events, projects and initiatives within the City through the monthly Gazette News-Bulletin, the web site, Channel 77, Twitter, the sign on the Circle, community calendars, notices and other print media as needed, including but not limited to flyers, posters, brochures, postcards etc.
- Continue to increase 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

2018-19 Accomplishments

- New full color pull-out section of the Monthly Gazette
- Miami Springs Facebook page by 1,312 followers
- Twitter 1646 followers
- Instagram page doubled the followers from last year 1,869
- Redesign of the Shuttle Bus and Route and added 3 additional routes which added additional transportation avenues for our residents
- New City Map
- Maintain City Hall lobby as a "Welcome Center"
- Maintain Alert Florida Call program

Finance Department-Professional Services Division

2018-19 Accomplishments (continued)

- Maintain Emergency Management Plan and Procedures Manual
- Reviewed and processed ___ purchase orders
- ___ Special events
- 12 Monthly E-news letters
- 12 Gazette News Bulletins
- ___ Flyers/Poster
- ___ PSA tv programming
- Hometown Stories tv programming
- On the Reel with the Chief tv programming
- Community engagement projects: Tiki hut grand opening, Boat ramp grand opening with river clean up

FY 2019-20 Budget Highlights

- Proposed budget is \$ 11,028 or 5.2% lower than FY2018/2019.
- Budget includes a request for \$3,400 for two new computers for staff.

- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$203,189</u>
Net cost of Department	<u>\$203,189</u>

CITY OF MIAMI SPRINGS
 FINANCE DEPARTMENT BUDGET
 FISCAL YEAR ENDING 9/30/20

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2016-17 ACTUALS	FY2017-18 ACTUALS	FY2018-19 AMENDED BUDGET	FY2019-20 Departmental Request	Dollar Increase (Decrease)
PROFESSIONAL SERVICES						
001-0502-513.12-00	REGULAR SALARIES	118,157	119,678	123,302	113,565	(9,737)
001-0502-513.21-00	FEDERAL PAYROLL TAXES	8,920	8,968	9,433	8,688	(745)
001-0502-513.22-01	GENERAL	8,456	14,754	15,112	13,674	(1,438)
001-0502-513.22-04	401A ICMA RETIREMENT TRST	-	-	-	-	-
	TOTAL MEDICAL INSURANCE	16,652	20,411	18,713	17,380	(1,333)
001-0502-513.24-00	WORKER'S COMPENSATION	348	211	308	284	(24)
001-0502-513.31-00	PROFESSIONAL SERVICES	275	-	500	-	(500)
001-0502-513.34-00	OTHER CONTRACTUAL SERVICE	-	-	2,400	2,400	-
001-0502-513.40-00	TRAVEL AND PER DIEM	-	33	500	500	-
001-0502-513.41-02	CELLULAR PHONE	-	1,143	1,000	477	(523)
001-0502-513.41-03	POSTAGE	2,595	7,610	2,700	2,700	-
001-0502-513.41-04	COURIER,UPS,FEDX -OVERNGT	-	-	200	200	-
001-0502-513.45-30	LIABILITY INSURANCE	3,084	2,544	2,449	2,222	(227)
001-0502-513.47-00	PRINTING AND BINDING	14,201	20,357	18,800	18,800	-
001-0502-513.48-02	ADVERTISING	676	1,907	10,000	10,000	-
001-0502-513.51-00	OFFICE SUPPLIES	506	730	1,200	1,200	-
001-0502-513.52-00	OPERATING SUPPLIES	1,085	2,517	3,000	3,000	-
001-0502-513.54-00	DUES, MEMBERSHIPS, SUBS	2,195	4,067	3,100	3,200	100
001-0502-513.58-00	EDUCATION AND TRAINING	-	1,551	1,500	1,500	-
001-0502-513.64-00	MACHINERY AND EQUIPMENT	-	-	-	3,400	3,400
**	FINANCE-PROFESSIONAL SERVICES	177,150	206,481	214,217	203,189	(11,028)

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Fiscal Year : 2019
 Budget Level : BUDG
 Description : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
1-0502-513-12-00	REGULAR SALARIES	113,565.00	
1-0502-513-21-00	FEDERAL PAYROLL TAXES	8,688.00	
1-0502-513-22-01	GENERAL	13,674.00	
1-0502-513-23-04	HMO, EMPLOYEE ONLY	16,431.00	
1-0502-513-23-07	LIFE/AD&D	16,451.00	
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	284.00	
1-0502-513-34-00	OTHER CONTRACTUAL SERVICE	2,400.00	
1-0502-513-40-00	TRAVEL AND PER DIEM	500.00	
1-0502-513-41-02	CELLULAR TELEPHONE	477.00	
1-0502-513-41-03	POSTAGE	200.00	
1-0502-513-41-04	COURIER, UPS, FEDX -OVERNGT	2,700.00	
1-0502-513-45-30	RISK MANAGEMENT	200.00	
1-0502-513-47-00	PRINTING AND BINDING	2,321.00	
1-0502-513-48-02	ADVERTISING	18,800.00	
1-0502-513-51-00	OFFICE SUPPLIES	10,000.00	
1-0502-513-52-00	OPERATING SUPPLIES	1,200.00	
1-0502-513-54-00	DUES, MEMBERSHIPS, SUBS	3,000.00	
1-0502-513-58-00	EDUCATION AND TRAINING	1,500.00	
1-0502-513-64-00	MACHINERY AND EQUIPMENT	3,400.00	
* Total Accounts for this Budget Level		203,190.00	

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

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

Department: _____ FINANCE-PROFESSIONAL SERVICES

<u>Description of equipment requested</u>	<u>Estimated Cost</u>
2 new Computers, monitor and software	\$ 3,400.00
	\$ -
	\$ -
	\$ -
	\$ -
Total budget request:	<u>\$ 3,400.00</u>

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

Reason why equipment is needed

Both Computers are more than 8 years old and have become very slow

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

Department Head Signature

City Manager Approval

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FY19-20 FINANCE- PROFESSIONAL SERVICES BUDGET ASSUMPTIONS

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

FY18/19 FINANCE- PROFESSIONAL SERVICES BUDGET "WISH LIST"

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

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

Basis for FY 2019-20 Salary Projections

Calculations is based upon current earnings at 2,080 hours

3.0%

0.00%

3.00%

to be effective on 10-01-2019

Base Salary for each position:

Adjustment includes:

Max Annual merit increase for position

Cost of living Adjustment

CP1 for all urbans (Apr to Apr)

Estimate used for COLA Projection

City of Miami Springs												
Department: FINANCE												
Position (paygrade)	FT	PT	Amended Budget	Qty	Fav (Unf)	Current Salary 3/31/2019	Date of Annual Review	FY 19-20 Projected Merit Increase	COLA Increase 3%	Longevity	Other	FY 2019-20 Projection
Finance Director PG-50M	FT	PT	0.25	0.25	0	\$37,132	06/08/09	\$	1,114	\$ 250	\$	\$38,495
Accounting Clerk II-PG22	FT	PT	1	1	0	\$45,000	10/01/10	\$	1,350	\$ 0	\$ 0	\$46,350
Accounting Clerk III-PG22	FT	PT	1	1	0	\$52,630	09/03/96	\$	1,579	\$ 0	\$	\$54,209
Admin Assst I-PG15	FT	PT	0.5	0.5	0	\$17,212	06/01/10	\$	516	\$	\$	\$17,728
Accounting Clerk III-PG22	FT	PT	1	1	0	\$54,505	06/09/12	\$	1,635	\$1,000	\$	\$57,140
Controller	FT	PT	0.5	0.5	0	\$61,187	01/00/00	\$	1,836	\$ 0	\$ 0	\$63,023
Total projections			4.25	4.25	-	\$ 267,665		\$ -	\$ 8,030	\$ 1,250	\$ -	\$ 276,945

**Department: FINANCE
PROFESSIONAL SERVICES DIVISION**

Position (paygrade)	FT	PT	Amended Budget	Qty	Fav (Unf)	Current Salary 3/31/2019	Date of Annual Review	FY 19-20 Projected Merit Increase	COLA Increase 3%	Longevity	Other	FY 2019-20 Projection
Professional Services Specialist	FT	PT	1	1	0	\$53,045	06/08/09	\$	1,591	\$	\$	\$54,636
Admin Assst I-PG15	FT	PT	0.5	0.5	0	\$17,212	11/06/06	\$	516	\$ 0	\$ 0	\$17,728
Professional Services Specialist	FT	PT	1	1	0	\$40,000	10/01/10	\$	1,200	\$ 0	\$ 0	\$41,200
Total projections			2.5	2.5	-	\$ 110,257		\$ -	\$ 3,308	\$ -	\$ -	\$ 113,565
												\$ 390,510

6-11

City Attorney

Mission Statement

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

City Attorney

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

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

Goal

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

Objectives

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

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

FY2018-19 Accomplishments

- Prepared legislation on development in the downtown area and 36th Street district and other various Zoning matters
- Reviewed and prepared numerous contracts and documents relating to City business
- Provided the City Council and staff with legal advice and support on all necessary legal matters affecting the City
- Prepared and/or reviewed resolutions, ordinances, and development orders
- Represented the City on annexation and other litigation matters

FY 2019-20 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 9/30/20

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2016-17 ACTUALS	FY2017-18 ACTUALS	FY2018-19 AMENDED BUDGET	FY2019-20 Departmental Request	Dollar Increase (Decrease)
CITY ATTORNEY						
001-0601-514.31-01	PROFESSIONAL SERV - LEGAL	170,652	176,935	188,000	188,000	-
001-0601-514.54-00	DUES, MEMBERSHIPS, SUBS	-	-	-	-	-
** CITY ATTORNEY		<u>170,652</u>	<u>176,935</u>	<u>188,000</u>	<u>188,000</u>	<u>-</u>

Fiscal Year : : 2019
Budget Level : : BUDG
Description : : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
1-0601-514-31-01	PROFESSIONAL SERV - LEGAL	188,000.00	
* Total Accounts for this Budget Level		188,000.00	

7-3

Planning Department

Mission Statement

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

Planning and Zoning Department

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

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

Goals and Objectives:

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

Objective: Perform necessary services to affect the Departmental Mission.

FY2018-19 Accomplishments

CBD Strengthening Development Standards
NW 36 District Strengthening Development Standards

Reviewed and recommended approval of the following projects:
Morison Hotel 5423,35,45 NW 36 Street
Oliva Office Building 4649 NW 36 Street
Springs Town Center 1 Curtiss Parkway

FY2019-20 Budget Highlights

- Proposed budget is \$8,515 or 10.5% lower than FY2018/2019.
- Budget Summary:

Budgeted Revenues	\$ 42,500
Budgeted Expenditures	<u>\$ 89,440</u>
Net cost of Department	<u>\$ 46,948</u>

CITY OF MIAMI SPRINGS
 PLANNING & ZONING BUDGET
 FISCAL YEAR ENDED 9/30/20

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2016-17</u>	<u>FY2017-18</u>	<u>FY2018-19</u>	<u>FY2019-20</u>	<u>Dollar</u>
<u>PLANNING</u>		<u>ACTUALS</u>	<u>ACTUALS</u>	<u>AMENDED</u>	<u>Departmental</u>	<u>Increase</u>
		<u>ACTUALS</u>	<u>ACTUALS</u>	<u>BUDGET</u>	<u>Request</u>	<u>(Decrease)</u>
001-0701-515.12-00	REGULAR SALARIES	2,595	5,746	8,927	9,785	858
001-0701-515.13-00	PART TIME YEAR ROUND	52,987	54,586	56,226	57,470	1,244
001-0701-515.21-00	FICA TAXES	4,249	4,608	4,984	5,145	161
001-0701-515.22-01	GENERAL EMPLOYEES RET SYS	299	647	1,094	1,178	84
	TOTAL MEDICAL INSURANCE	512	1,146	2,112	2,953	841
001-0701-515.24-00	WORKER'S COMPENSATION	156	84	163	168	5
001-0701-515.31-00	PROFESSIONAL SERVICES	-	2,100	-	-	-
001-0701-515.40-00	TRAVEL AND PER DIEM	1,353	1,264	1,500	1,500	-
001-0701-515.41-01	TELEPHONE	127	97	100	100	-
001-0701-515.41-03	POSTAGE	637	850	800	1,000	200
001-0701-515.41-06	INTERNET ACCESS	1,708	1,098	1,200	1,200	-
001-0701-515.45-30	LIABILITY INSURANCES	1,368	1,344	1,294	1,316	22
001-0701-515.47-00	PRINTING AND BINDING	249	274	200	200	-
001-0701-515.51-00	OFFICE SUPPLIES	673	283	300	300	-
001-0701-515.52-00	OPERATING SUPPLIES	57	12	1,100	1,200	100
001-0701-515.54-00	DUES, MEMBERSHIPS, SUBS	261	81	425	425	-
001-0701-515.58-00	EDUCATION AND TRAINING	-	-	500	5,500	5,000
** PLANNING		67,231	74,220	80,925	89,440	8,515

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Fiscal Year : : 2019
 Budget Level : : BUDG
 Description : : :

Account # DEPARTMENTAL INPUT
 Description

Account #	Description	Budget Amount	Misc. Info
1-0701-515-12-00	REGULAR SALARIES	9,785.00	
1-0701-515-13-00	PART TIME YEAR ROUND	57,470.00	
1-0701-515-21-00	FICA TAXES	5,145.00	
1-0701-515-22-01	GENERAL EMPLOYEES RET SYS	1,178.00	
1-0701-515-23-01	POS EMPLOYEE ONLY	2,829.00	
1-0701-515-23-07	LIFE/AD&D	46.00	
1-0701-515-23-08	DENTAL-ORAL HEALTH SVCS	51.00	
1-0701-515-23-09	VSP-VISION SERVICE PLAN	27.00	
1-0701-515-24-00	WORKER'S COMPENSATION	168.00	
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	1,316.00	
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	1,200.00	
1-0701-515-54-00	DUES, MEMBERSHIPS, SUBS	425.00	
1-0701-515-58-00	EDUCATION AND TRAINING	5,500.00	
* Total Accounts for this Budget Level		19	5,89,440.00

2-3

Basis for FY 2019-20 Salary Projection

Calculations is based upon current earnings at 2,080 hours

\$37

- 0.0%**
- 0.0%
- 0.00%
- 3.00% to be effective on 10-01-2019

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)	Employee Name	FT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/19	Date of Annual Review	FY19-20 Merit Increase	3% COLA Increase	Longevity	FY19-20 Projection
Planning Director-PG44	C Heid	PT	1	1	0	55,796		\$0	\$1,674	\$0	\$57,470
Administrative Asst II-PG22	Mary Arguedes	FT	0.25	0.25	0	9,500	n/a	\$0	\$285	\$0	\$9,785
Total projections			1.3	1.3	0	65,296		\$0	\$1,959	\$0	\$67,255

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7-4

Miami Springs Police Department

Mission Statement

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

Police Department

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

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

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

Goals

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

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

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

Increase "Homeland Security" efforts.

Provide an assigned vehicle for every officer.

Provide an assigned laptop computer for every officer.

Reduction of vehicle burglaries at commercial business parking lots.

Increase public awareness of crime prevention.

Reduce speeding infractions in residential and commercial areas.

Objectives

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

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

Police Department

Objectives (continued)

Utilize grants and alternate funding sources to facilitate additional training and equipment to enhance terrorism preparedness, and active shooter response.

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

Increase area checks and CST activity in commercial areas to combat vehicle thefts and burglaries.

Increase the number of STEPs conducted by Officers to decrease the number of speeders and speeding complaints.

Continue to issue monthly press releases and public safety announcements through all communication outlets.

2018-19 Accomplishments

Purchased fifteen (15) new police vehicles.

Purchased seventeen (17) new mobile radios for the new police vehicles.

Purchased six (6) mobile printers for the police vehicles.

Purchased two (2) Dual – 2 Antenna Radar Systems for police vehicles.

Purchased a gun locker and money counting machine for the Investigations Division.

Purchased a new ALPR server.

Purchased an APC Smart UPS backup for the Police Department Server.

Purchased a new Cisco Firewall and license for Police Department.

Purchased a Rapid ID Fingerprint System.

Purchased and implemented Schedule Anywhere (online employee scheduling system).

Hired six (6) Police Officers and two (2) Dispatchers for FY18/19.

One (1) Police Officer attended a Motorcycle Training Course.

Two (2) Police Officers became Motorcycle Training Instructors.

Kicked off the new CAD software change with training and hardware upgrades.

Configured ten (10) new laptops for the new CAD software (for training purposes).

Police Department

2018-19 Accomplishments (continued)

Hosted a Multi-Agency Traffic Educational/Enforcement Events.

Each MSPD Police Officer received trauma training.

Lt. Deal and Lt. Perez attended and completed the Southern Police Institute Organizational Management Certificate Program which consisted of four weeks of study of four components:

Strategic Management for 21st Century Policing
Performance Management from Budgeting to Operations
Organizational Leadership and Problem Solving
Personnel Development, Assessment and Liability

Investigations Division:

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

Domestic Violence Training
FCIC/NCIC Limited Access Certification
Physiological Response Dynamics Training
Arrest and Search Warrant Preparation
Stress Management
Trauma Training
Discriminatory Profiling and Professional Traffic Stops
Juvenile Sexual Offender Investigations

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.

In May 2019, the two Investigators assigned to the ICAC Task Force conducted an Undercover Online Operation that also involved elements of the Patrol Division, the Tactical Response Team, and other Investigators.

Two members of the Investigations Division continued to maintain their cross-designation to participate in Homeland Security Investigations (HSI) narcotics investigations and participated in multiple operations.

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.

Two members of the Investigations Division renewed their CVSA certification and one Investigator became CVSA certified for the first time.

Police Department

2018-19 Accomplishments (continued)

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 4 newly hired officers
TASER/Handgun Discretionary/Transitioning Course
Implemented a Less-Lethal Shotgun Qualification & Proficiency Course
Purchased 5 Less-Lethal Shotguns which were issued to all Patrol Sergeants after qualification.

Trauma Kit training for 4 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 arrests of the vehicle's driver. Several vehicle owners arrested after the system alerted officers that they had warrants for their arrest. System averages 374,000 license plate reads per month (fixed and mobile combined).

Rapid ID: Purchased and deployed 3 Rapid ID fingerprint scanners (2 Patrol, 1 Investigations). Devices have been utilized in identifying several subjects as well as arrest warrants for them.

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 (80), Miami Springs Residents and Businesses public fingerprinting (35), Per Mutual Aide Agreement, we do fingerprinting for Hialeah Gardens (13), Medley (4), Virginia Gardens (8).

Red Light Camera Safety Program: Reviewed 36,532 RLC events resulting in the issuance of **19,054 RLC citations** in 2018 (Highest amount issued since program inception in 2012). March 2019 saw the highest issuance of RLC citations in a single month (**1,894**) since program inception in 2012.

Social Media: Launched Nextdoor app for MSPD. MSPD Twitter account now has 1,000+ followers

Continued – Monthly Noon Crime Watch @ Senior Center

Continued - Simon attends monthly Miami-Dade Crime Watch meetings in Doral to keep current

Continued – Quarterly Community Shredding Event - (100+ residents at every event)

Police Department

2018-19 Accomplishments (continued)

Continued – Quarterly Crime Watch meetings at Fairways Apts. and Saratoga Apts.

Continued - Preparation and distribution of Crime Watch flyers.

Simon has completed 24 hours of Florida Crime Prevention Practitioner Update Re-Training Online

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 (19 students taught and graduated)

Simon Women's Club Presentation on Domestic Violence @ Rebecca Sosa Theatre (Oct.)

CPO attended National Crime Prevention – Night Out at Miami Springs Community Center

Capote & Simon attended City's Howl-O-Springs on Curtiss Circle

Simon Women's Club Presentation @ the Women's Club (Jan.)

Simon Youth Drug Presentation @ Rebecca Sosa Theatre (Feb.)

Capote & Simon at Miami Dade College - Career Day & Job Fairs (Feb.)

Simon attended CIT Steering Committee meetings at Downtown Miami (Mar.)
Capote & Simon participated in Active Shooter Training Scenario at USDA w/ MDPD & CBP.

Continued - Capote & Simon National Drug Take Back at CPO

Simon attended *5000 Role Models* at Hard Rock Stadium

Community event - Coffee with Chief at Starbucks

Capote & Simon Career Day @ Academy for International Education (AIE) and Miami Springs Elementary School

Police Department

FY 2019-20 Budget Highlights

- The FY2019-20 budget is \$177,843 or a 2.5% increase 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 6% in health insurance costs, and a reduction in police retirement contributions from 12.5% to 10.5%.
 2. For FY2019-20 the budget includes an additional police officer increasing our uniformed staff from 44 to 45.
 3. For FY2019-20, we will be requesting a five year Capital Lease/Note for equipment at a total cost of \$154,719 The budget impact of this lease is \$33,523 for FY19-20. Equipment includes: \$9,347 for the GPS tracking system for police vehicles, \$17,600 for seven laptop computers for police vehicles, \$12,000 for new/upgraded Fortis archiving system for records, \$30,000 for Superior FTO module software, \$9,500 for four vehicle radars, \$9,272 for four tasers, \$18,000 for fifteen new AED machines for police fleet, \$15,000 for one Police canine to replace retiring canine, and \$34,000 for extended warranties on 14 new vehicles.
- Budget Summary:

Budgeted Revenues	\$ 752,000 (includes \$500,000 in red light)
Budgeted Expenditures	<u>\$ 7,183,679</u>
Net cost of Department	<u>\$ 6,431,679</u>

CITY OF MIAMI SPRINGS
POLICE DEPARTMENT BUDGET
FISCAL YEAR ENDING 9/30/20

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2016-17		FY2017-18		FY2018-19		FY2019-20		Dollar Increase (Decrease)
		ACTUALS	ACTUALS	AMENDED BUDGET	BUDGET	Departmental Request				
001-2001-521.11-00	EXECUTIVE SALARIES	462,781	527,124	618,611	578,839	(39,772)				
001-2001-521.12-00	REGULAR SALARIES	2,584,294	2,746,451	2,896,253	3,006,990	110,737				
001-2001-521.12-01	POLICE DEPT. CIVILIANS	418,570	415,998	526,617	590,710	64,093				
001-2001-521.13-00	PART TIME YEAR ROUND	51,241	54,467	78,859	86,468	7,609				
001-2001-521.14-00	OVERTIME	106,495	106,350	110,000	120,000	10,000				
001-2001-521.14-02	OVERTIME-RED LIGHT HEARINGS	4,017	4,236	4,500	5,000	500				
001-2001-521.15-00	SPECIAL PAY	35,690	37,560	38,750	35,960	(2,790)				
001-2001-521.21-00	SOCIAL SECURITY TAXES	279,821	295,083	331,137	338,434	7,297				
001-2001-521.22-01	GENERAL PENSION	47,327	65,483	69,443	62,912	(6,531)				
001-2001-521.22-02	POLICE PENSION	674,537	623,334	528,265	509,081	(19,184)				
001-0201-512.22-04	401A ICMA RETIREMENT TRST	16,241	17,538	18,859	19,418	559				
	TOTAL MEDICAL INSURANCE	474,198	519,138	544,146	608,721	64,575				
001-2001-521.24-00	WORKER'S COMPENSATION	353,654	224,739	279,794	282,615	2,821				
001-2001-521.31-00	PROFESSIONAL SERVICES	9,860	14,015	19,667	40,140	20,473				
001-2001-521.31-17	LEGAL	4,605	23,866	10,000	5,000	(5,000)				
001-2001-521.34-00	OTHER CONTRACTUAL SERVICE	8,225	7,961	10,810	14,740	3,930				
001-2001-521.40-00	TRAVEL AND PER DIEM	12,805	9,383	11,000	13,150	2,150				
001-2001-521.41-01	TELEPHONE: BASE & LOCAL	5,965	4,575	5,000	6,000	1,000				
001-2001-521.41-02	CELLULAR TELEPHONE	9,415	15,479	15,000	29,964	14,964				
001-2001-521.41-03	POSTAGE	571	701	550	700	150				
001-2001-521.41-04	OVERNIGHT-UPS, FEDX	502	443	1,000	1,000	-				
001-2001-521.41-06	INTERNET ACCESS	9,839	11,255	10,410	12,881	2,471				
001-2001-521.44-02	RENTALS-EQUIPMENT	19,863	39,972	40,186	40,908	722				
001-2001-521.45-10	FLEET MAINTENANCE	67,570	80,217	66,500	80,000	13,500				
001-2001-521.45-30	LIABILITY INSURANCE	93,506	85,755	89,160	89,089	(71)				
001-2001-521.46-00	REPAIRS AND MAINTENANCE	7,942	9,520	9,600	14,000	4,400				
001-2001-521.46-03	R & M-EQUIPMENT	35,644	85,854	51,248	45,576	(5,672)				
001-2001-521.47-00	PRINTING AND BINDING	500	245	1,000	1,300	300				
001-2001-521.48-00	ADVERTISING AND PROMOTIONS	3,871	4,016	4,000	5,500	1,500				
001-2001-521.51-00	OFFICE SUPPLIES	5,175	5,169	5,000	5,200	200				
001-2001-521.52-00	OPERATING SUPPLIES	43,151	66,459	52,680	65,900	13,220				
001-2001-521.52-02	FUEL, OILS, LUBRICANTS	50,387	71,748	67,000	70,000	3,000				
001-2001-521.52-03	UNIFORMS	84,157	60,636	92,193	94,634	2,441				
001-2001-521.52-07	TIRES	6,007	4,594	7,700	10,000	2,300				
001-2001-521.54-00	DUES, MEMBERSHIPS, SUBS	3,091	4,054	5,263	5,570	307				
001-2001-521.54-10	VEH REGISTRATION & TAG	820	710	1,500	2,000	500				
001-2001-521.58-00	EDUCATION AND TRAINING	39,920	50,982	38,088	67,050	28,962				
001-2001-521.64-00	MACHINERY AND EQUIPMENT	47,717	60,360	160,301	-	(160,301)				
001-2001-521.65-00	VEHICLES	99,135	137,166	-	-	-				
001-2001-521-91-12	TRANSFER TO DEBT SERVICE	-	-	185,746	218,229	32,483				
* POLICE		6,179,109	6,492,636	7,005,836	7,183,679	177,843				

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Fiscal Year : 2019
 Budget Level : BUDG
 Description : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
1-2001-521-11-00	EXECUTIVE SALARIES	578,839.00	
1-2001-521-12-00	REGULAR SALARIES	3,006,990.00	FIVE (5) SWORN OFFICERS (ADMINISTRATION)
1-2001-521-12-01	POLICE DEPT. CIVILIANS	590,710.00	FORTY (40) SWORN OFFICERS
1-2001-521-13-00	PART TIME YEAR ROUND	86,468.00	TWELVE (12) FULL-TIME CIVILIAN EMPLOYEES
1-2001-521-14-00	OVERTIME	120,000.00	TWO PUBLIC SERVICE AIDES & TWO CLERICAL ASSISTANTS
1-2001-521-14-02	RED LIGHT HEARINGS	5,000.00	ESTIMATED OVERTIME EXPENSE
1-2001-521-15-00	SPECIAL PAY	35,960.00	TRAFFIC INFRACTION HEARINGS ESTIMATED OVERTIME
1-2001-521-21-00	SOCIAL SECURITY TAXES	338,434.00	BUDGETED BY FINANCE
1-2001-521-22-01	GENERAL	62,912.00	BUDGETED BY FINANCE
1-2001-521-22-02	POLICE	509,081.00	BUDGETED BY FINANCE
1-2001-521-22-04	PENSION	19,418.00	BUDGETED BY FINANCE
1-2001-521-23-01	POS, EMPLOYEE ONLY	571,033.00	BUDGETED BY FINANCE
1-2001-521-23-07	LIFE/AD&D	19,570.00	BUDGETED BY FINANCE
1-2001-521-23-08	DENTAL - OHS - EMPLOYEE	14,252.00	BUDGETED BY FINANCE
1-2001-521-23-09	VSP - VISION - EMPLOYEE	3,865.00	BUDGETED BY FINANCE
1-2001-521-24-00	WORKER'S COMPENSATION	282,615.00	BUDGETED BY FINANCE
1-2001-521-31-00	PROFESSIONAL SERVICES	40,140.00	BUDGETED BY FINANCE
		578,839.00	
		3,006,990.00	
		590,710.00	
		86,468.00	
		120,000.00	
		5,000.00	
		338,434.00	
		62,912.00	
		509,081.00	
		19,418.00	
		571,033.00	
		19,570.00	
		14,252.00	
		3,865.00	
		282,615.00	
		282,615.00	

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Fiscal Year : 2019
 Budget Level : BUDG
 Description : DEPARTMENTAL INPUT

Account # Description

Account #	Description	Budget Amount	Misc. Info
1-2001-521-31-01	LEGAL	5,000.00	
1-2001-521-34-00	OTHER CONTRACTUAL SERVICE	14,740.00	
1-2001-521-40-00	TRAVEL AND PER DIEM	850.00	
1-2001-521-41-01	TELEPHONE: BASE & LOCAL	6,000.00	
1-2001-521-41-02	CELLULAR TELEPHONE	29,964.00	
1-2001-521-41-03	POSTAGE	700.00	
1-2001-521-41-04	OVERNIGHT-UPS, FEDX	1,000.00	
00100	YORK SECURITY SOLUTIONS (KEYPAD FOR PROPERTY ROOM)	300.00	
00200	E-NOTIFY PROGRAM (ELECTRONIC COURT SUBPOENA SYS)	3,000.00	
00300	MIA-DADE CO ASSC CHIEF OF POL COURT STAND-BY PROG	1,500.00	
00400	K-9 VETERINARY CARE FOR TWO POLICE DOGS	7,200.00	
00500	BOARDING/KENNELING OF K-9'S AS NEEDED	1,500.00	
00600	BIOHAZARD CLEAN UP FOR POLICE CELLS AND VEHICLES	1,200.00	
00700	SUBPOENA PHONE RECORDS	1,800.00	
00800	OFF PROPERTY RECORDS STORAGE	2,000.00	
00900	DATA CENTER STORAGE (FOR NEW SUPERION SOFTWARE)	2,400.00	
01000	CALLYO (INVESTIGATIONS SOFTWARE)	2,040.00	
01100	POLICE DEPARTMENT SITE SURVEY	8,000.00	
01200	SCHEDULE ANYWHERE (ON-LINE CALENDAR FOR SCHEDULING)	1,200.00	
01300	HEPATITIS B VACCINATIONS FOR OFFICERS \$195/PER OFC	9,000.00	
01400		.00	
00100	BUDGETED BY FINANCE	5,000.00	
00200		.00	
00100	MANDATORY RANGE RENTAL (FIREARMS QUALIFICATION)	4,800.00	
00200	LOW LIGHT AND SCENARIO BASED RANGE RENTAL	3,840.00	
00300	TRANSUNION ONLINE INVESTIGATIVE SYSTEM	1,600.00	
00400	FLORIDA ACCREDITATION PROGRAM APPLICATION	1,000.00	
00500	PUBLIC ENGINES (CRIME REPORTS ONLINE SEARCH)	1,000.00	
00600	POWER DETAILS SUB & LICENSE (OFF DUTY SCHEDULING)	2,500.00	
00700		.00	
00100	SUNPASS TRANSPONDERS FOR UNMARKED POLICE VEHICLES	850.00	
00200	LODGING FUEL, PARKING, TOLLS MEAL ALLOWANCE,	.00	
00300	CAR RENTAL, COMMERCIAL, AIR FARE FOR TRAINING,	.00	
00400	INVESTIGATIONS, APPLICANTS/BACKGROUND CHECKS	1,100.00	
00500	CJIS USERS CONFERENCE - POLICE CIVILIAN PERSONNEL	2,000.00	
00600	TASER INSTRUCTOR CERTIFICATION & RECERTIFICATION	1,600.00	
00700	PERF ANNUAL CONFERENCE (CHIEF GUZMAN)	1,500.00	
00800	IACP ANNUAL MEETING (CHIEF & ADMINISTRATOR)	4,000.00	
00900	FBI/NAA CONFERENCE (CHIEF GUZMAN)	1,500.00	
01000	IACP POLICY MEMBERS CONFERENCE (CHIEF GUZMAN)	1,000.00	
01100	FLORIDA POLICE MEMORIAL TALLHASSEE (TWO OFFICERS)	1,600.00	
01200		.00	
00100	BUDGETED BY FINANCE	6,000.00	
00200		.00	
00100	FIRST NET CELL PHONES INCLUDING WI-FI CONNECTIVITY	27,804.00	
00200	VERIZON MI-FI'S	2,160.00	
00300		.00	
00100	BUDGETED BY FINANCE	700.00	
00200		.00	
00100	FED EX, UPS, DHL, USPS, ETC.	1,000.00	

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Fiscal Year : 2019
 Budget Level : BUDG
 Description : DEPARTMENTAL INPUT

Account # Description

Account #	Description	Budget Amount	Misc. Info
1-2001-521-41-06	INTERNET ACCESS	12,881.00	
	BUDGETED BY FINANCE		12,881.00
1-2001-521-44-02	EQUIPMENT	40,908.00	
	TOSHIBA COPIER LEASE/USAGE COMMUNICATIONS \$125/MO		1,500.00
	TOSHIBA COPIER LEASE/USAGE ADMIN-INV-UNIF \$200/MO		2,400.00
	HARLEY DAVIDSON LEASE FOR 4 MOTORCYCLES \$3084/MO		37,008.00
1-2001-521-45-10	FLEET MAINTENANCE	80,000.00	
	WILFREDO AGUERO POLICE CARS/MOTORCYCLE WASHES		6,500.00
	NEW EQUIPMENT, CHANGEOVER & INSTALLATION OF EQUIP		5,000.00
	REPLACE/REPAIR EMERGENCY EQUIPMENT (AS NEEDED)		5,000.00
	VEHICLE WINDOW TINTING FOR EXISTING VEHICLES		2,000.00
	POLICE FLEET MAINTENANCE FOR APPROX. 47 VEHICLES		61,500.00
1-2001-521-45-30	RISK MANAGEMENT	89,089.00	
	BUDGETED BY FINANCE		89,089.00
1-2001-521-46-00	REPAIRS AND MAINTENANCE	14,000.00	
	RADIO REPAIR & MAINTENANCE CONTRACT W/MIA-DADE CO.		9,000.00
	PURCHASE/INSTALLATION OF POLICE EQUIPMENT AS NEEDED		1,000.00
	TASER REPAIR AND MAINTENANCE (OUT OF WARRANTY)		4,000.00
1-2001-521-46-03	EQUIPMENT	45,576.00	
	USA SOFTWARE ANNUAL SUPPORT & MAINTENANCE		27,296.00
	VERSADIAL CALL LOG RECORDER (ANNUAL SUPPORT) LOXIA		2,300.00
	ANNUAL POWER DMS.COM HOSTED SUB FEE-POLICY WRITING		4,980.00
	RADIO ANTENNAS FOR POLICE VEHICLES		2,000.00
	VEHICLE LAPTOP MOUNT REPAIRS, ETC.		5,000.00
	RADAR CALIBRATION, CERTIFICATION AND REPAIRS		4,000.00
1-2001-521-47-00	PRINTING AND BINDING	1,300.00	
	POLICE UNIFORM REPORTS FROM MIAMI-DADE COUNTY		500.00
	CASE CARDS, BUSINESS CARDS, DECALS, STATIONARY, ETC		800.00
1-2001-521-48-00	PROMOTIONS	5,500.00	
	ANNUAL DADE COUNTY CHIEFS OF POLICE DINNER		4,000.00
	CO-SPONSORSHIP AUGUST 2020		500.00
	RESPECT FOR LAW DINNER AWARDS		1,000.00
	MUTUAL AID LUNCHEONS, PROMOTIONS, ETC.		500.00
1-2001-521-51-00	OFFICE SUPPLIES	5,200.00	
	OFFICE SUPPLIES FOR ADMIN, INVESTIGATIONS & COMM		5,200.00
1-2001-521-52-00	OPERATING SUPPLIES	65,900.00	
	DUTY & RANGE AMMUNITION		9,000.00
	TASER DUTY CARTRIDGES		5,000.00
	MOBILE PRINTERS FOR POLICE FLEET (30 @ \$700/EA)		21,000.00
	14 NEW LAPTOP CRADLES FOR THE FORD VEHICLES		3,500.00

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Fiscal Year : : 2019
 Budget Level : : BUDG
 Description : : DEPARTMENTAL INPUT

Account # Description

Account #	Description	Budget Amount	Misc. Info
00500	TASER HOLSTERS	500.00	
00600	HEADSETS FOR DISPATCH	1,200.00	
00700	UPS BACK UPS FOR POLICE DEPARTMENT	1,700.00	
00800	VEHICLE EQUIPMENT (BLANKETS, GLOVES, DISINFECTANT		
00900	FLARES, LOCK-OUT KITS, FIRST AID KITS) FLASHLIGHTS		
01000	TRAFFIC CONTROL EQUIPMENT, FLEX CUFFS, DRUG TEST		
01100	& DNA KITS, PROCESSING SUPPLIES FOR INVESTIGATIONS		
01200	FINGERPRINTING SUPPLIES, CHEMSWAB FOR TASER		
01300	CLEANING/MAINTENANCE, DISINFECTANT AND CLEANING		
01400	SUPPLIES FOR DISPATCH/COMMUNICATIONS, K-9 EQUIPMENT		
01500	DOG FOOD & SUPPLIES, SMALL OFFICE FURNITURE & EQUIP		
01600	EVIDENCE TAPE, CRIME SCENE TAPE, EVIDENCE BOXES &		
01700	BAGS, MICROPHONES, MEDICAL MASKS, SAFETY GLASSES &		
01800	PROTECTION EQUIPMENT, COMPUTER SOFTWARE/UPGRADES &		
01900	EQUIPMENT, BOTTLED WATER SERVICE, LATEX GLOVES,		
02000	PRINTERS, RADIO BATTERIES, HEARTSMART PADS AND		
02100	BATTERIES FOR AED MACHINES, LAPTOP COMPUTER		
02200	BATTERIES, POWER ADAPTOR KITS AND TRT EQUIPMENT,		
02300	REFRIGERATOR FOR INV/ADMIN, BACKPACKS FOR		
02400	LAPTOP COMPUTERS, VEHICLE POWER INVERTERS, RADIO		
02500	POUCHES, COMP MONITORS, RES-Q DISCS, TRANSPORT HOODS	25,000.00	
02600		.00	
70,000.00			
00100	ESTIMATED GASOLINE EXPENSE FOR POLICE VEHICLES	.00	
00200	AND PREMIUM GASOLINE FOR MOTORCYCLES (INCREASED	.00	
00300	DUE TO LARGER FLEET AND CHEVY TAHOES)	70,000.00	
00400		.00	
94,634.00			
00100	POLICE ISSUED UNIFORMS: RAINCOATS W/HOODS, TRAFFIC	.00	
00200	SAFETY VESTS, NAME BARS, TRAINING SHIRTS, JACKETS,	.00	
00300	TROUSERS, S/S CLASS B UNIFORM, L/S CLASS A UNIFORM	.00	
00400	DRESS HATS W/HAT BADGE & EXPANSION HAT STRAP,	.00	
00500	PATCHES, SWEATERS, CHEVRONS, MOTOR WINGS, TIES,	.00	
00600	VESTS, ETC.	24,000.00	
00700	UNIFORM CLEANING ALLOWANCE PER CITY/FOP AGREEMENT:	.00	
00800	(\$135/EA UNIFORM OFFICER & CIVILIAN QUARTERLY)	27,540.00	
00900	(\$149.75/EA DETECTIVE QUARTERLY - 5 DET & 1 LT)	3,594.00	
01000	UNIFORM EQUIP REIMBURSEMENT PER CITY/FOP CONTRACT:	.00	
01100	\$300/EA X 45 SWORN OFFICERS	13,500.00	
01200	BODY ARMOR REPLACEMENT \$701.25/EA PER FOP CONTRACT	5,000.00	
01300	MOTORCYCLE OFFICERS: BRÉCHES, BOOTS, JACKETS	.00	
01400	RAINSUITS, HELMETS, DUTY LEATHER CLASS A ASCOT &	.00	
01500	SHOULDER BRAIDS	9,000.00	
01600	K-9, CST, TRT & BICYCLE UNIFORMS	5,000.00	
01700	UNIFORM PATCHES, LEATHER & WEB GEAR, HONOR GUARD	.00	
01800	UNIFORMS, EQUIPMENT AND SUPPLIES, PINS, BADGES,	.00	
01900	HELMET BADGES, RUBBER BOOTS, GUN & TASER HOLSTERS,	.00	
02000	POLICE ACADEMY UNIFORMS, DUTY GEAR, ETC.	7,000.00	
02100		.00	
10,000.00			
1-2001-521-52-02	FUEL, OILS, LUBRICANTS		
1-2001-521-52-03	UNIFORMS		
1-2001-521-52-07	TIRES		

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Fiscal Year : 2019
 Budget Level : BUDG
 Description : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info	*
1-2001-521-54-00	DUES, MEMBERSHIPS, SUBS	10,000.00	ESTIMATED TIRE USAGE/EXPENSE FOR POLICE FLEET (INCREASE DUE TO LARGER FLEET AND CHEVY TAHOES)	.00
		5,570.00	FLORIDA LAW ENFORCEMENT HANDBOOKS 2020 (50 COPIES)	1,200.00
			FLORIDA INTELLIGENCE UNIT MEMBERSHIP	125.00
			LANGUAGE LINE SERVICES (TRANSLATION IF NEEDED)	50.00
			FLA DEPT OF HEALTH-PSA RENEWALS FOR DISPATCHERS	400.00
			IACP MEMBERSHIP RENEWAL FOR FIVE ADMINISTRATORS	800.00
			FLA POLICE ACCREDITATION COALITION MEMBERSHIP	200.00
			MIAMI DADE CHIEFS OF POLICE GUZMAN, DEAL & GURNEY	800.00
			POLICE EXECUTIVE RESEARCH FORM MEMBERSHIP (3)	700.00
			FLECA MEMBERSHIP FOR K-9 OFFICERS	120.00
			IACP.NET MEMBERSHIP	875.00
			FLORIDA POLICE CHIEFS ASSOCIATION (GUZMAN)	300.00
1-2001-521-54-10	VEH REGISTRATION & TAG	2,000.00	NEW TAGS AND RENEWALS FOR MARKED & UNMARKED POLICE VEHICLES, TAG TRANSFERS, ETC.	.00
1-2001-521-58-00	EDUCATION AND TRAINING	67,050.00	TASER RECERTIFICATION FOR TWO INSTRUCTORS	1,000.00
			911 PUBLIC SAFETY TELECOMMUNICATOR ONLINE COURSE	1,100.00
			ATTENTIVE SAFETY & CPR TRAINING	100.00
			ANNUAL PERF TRAINING COURSE FOR CHIEF GUZMAN	400.00
			NATIONAL TACTICAL OFFICERS TRAINING	800.00
			LESS LETHAL SHOTGUN SPECIALIST INSTRUCTOR COURSE	500.00
			NATIONAL IACP CONFERENCE (CHIEF & ADMIN)	850.00
			SOUTHERN POLICE INSTITUTE TRAINING CLASSES	1,500.00
			CJIS SYMPOSIUM & LOCAL TRAINING FOR DISPATCHERS	1,800.00
			ONGOING EDUCATIONAL & ACCREDITATION TRAINING	1,000.00
			TUITION REIMBURSEMENT FOR POLICE OFFICERS	50,000.00
			ASSESSMENT CENTER FOR SERGEANT'S EXAM	8,000.00
1-2001-521-91-12	TRANSFER TO DEBT SERVICE	218,229.00	BUDGETED BY FINANCE	.00
		7,183,678.00		

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* Total Accounts for this Budget Level 41

FY 2019/2020 Police Dept. Salary Projection

#	Name	Position	Hire Date	Base Pay		FYE 2019 w/increase	Pay Grade	Lngvty	Prem. Pay	Motor Pay	Merit	Educational Supplement		Shift Different	Next Merit	Next Long.	Total
				FYE 18	FYE 2019							Merit	Supplement				
Admin: (3% COLA)																	
Administration																	
1	Guzman, A.	Chief	01/05/15	\$125,095	\$128,848	\$0	50P	\$0				\$1,560				01/05/23	\$130,408
2	Open/Promotion	Captain	08/01/19	\$112,272	\$115,640	\$1,750	49P+L4	\$964				\$1,440			8/1/20		\$119,794
3		Lieutenant	10/01/19	\$106,926	\$110,134	\$1,750	44P+L4					\$1,440					\$113,324
4		Lieutenant	10/01/19	\$106,926	\$110,134	\$1,500	44P+L3					\$1,440				11/18/22	\$113,074
5	Open/Promotion	Lieutenant	06/27/05	\$103,140	\$106,234	\$1,000	44P+L2	\$885				\$840			8/1/20	06/27/20	\$108,959
Sworn: (3% COLA)									\$554,359	\$570,990	\$0	\$6,720					\$578,839
Contract																	
6	Sandoval, A.	K-9 Sergeant	11/13/02	\$100,136	\$103,140	\$1,500	S/6+K9+P/L3	\$1,500				\$1,440	\$0			11/13/22	\$106,080
7	Estok, E.	Sergeant	08/11/03	\$95,367	\$98,229	\$1,500	S/5+P/L3			\$3,684		\$1,080	\$1,650		1/11/20	08/11/23	\$106,143
8	Castillo, M.	Sergeant	11/16/10	\$86,501	\$89,096	\$500	S/3 +L/1			\$1,114		\$1,440			6/27/20	11/16/20	\$92,150
9	Fetters, G.	Sergeant	06/22/98	\$82,382	\$84,854	\$1,750	S/2 + P/4			\$1,768		\$720	\$1,485		5/14/20		\$90,577
10	Open/Promotion	Sergeant	08/01/19	\$78,459	\$80,813	\$1,000	S/1+P/L2			\$673		\$1,440			8/1/20	12/24/20	\$83,926
11	Bente, D.	Detective	09/09/94	\$76,173	\$78,458	\$1,750	8+DB+P/L4	\$3,923				\$1,560					\$85,691
12	Tamargo, R.	Detective	12/22/03	\$76,173	\$78,458	\$1,500	8+DB+P/L3	\$3,923				\$1,560				12/22/23	\$85,441
13	Barrios, R.	Detective	11/03/98	\$76,173	\$78,458	\$1,750	8+DB+P/L4	\$3,923				\$1,440					\$85,571
14	Lopez, E.	Detective	01/04/16	\$76,173	\$78,458	\$0	8+DB					\$480			01/04/24	\$82,861	
15	Hall, J.	Detective	12/11/06	\$76,173	\$78,458	\$1,000	8+DB+P/L2	\$1,000				\$720			12/11/21	\$84,101	
16	Collins, J.	Officer/Mcy	07/12/99	\$76,173	\$78,458	\$1,750	8+MC+P/L4	\$1,820		\$1,820		\$1,200					\$83,228
17	Ferreiro, J.	Officer/Mcy	06/23/08	\$76,173	\$78,458	\$1,000	8+MC+P/L2	\$1,820		\$1,820		\$600			06/23/23	\$81,878	
18	Figueredo, N.	Officer/Mcy	09/28/09	\$76,173	\$78,458	\$1,000	8 + P/L2	\$1,820		\$1,820		\$600	\$950		09/28/24	\$82,828	
19	Open/Reassign	Officer/Mcy	10/01/19	\$76,173	\$78,458	\$1,000	8 + P/L2	\$1,820		\$1,820		\$600	\$950				\$82,828
20	Cates, D.	Officer K-9	11/02/98	\$76,173	\$78,458	\$1,750	8+K9+P/L4	\$5,884				\$960					\$87,052
21	Simon, J.	Officer	10/26/98	\$76,173	\$78,458	\$1,750	8+P/L4	\$1,750				\$1,560	\$200				\$81,968
22	Capote, J.	Officer	04/30/03	\$76,173	\$78,458	\$1,500	8+P/L3	\$1,500				\$480	\$200			11/12/21	\$80,638
23	Pacheco, J.	Officer	11/03/08	\$76,173	\$78,458	\$1,500	8+P/L3	\$1,500				\$720	\$200			10/04/19	\$80,678
24	Castillo, R.	Officer	12/24/12	\$72,549	\$74,725	\$0	7			\$934		\$600			06/26/20	12/24/20	\$76,259
25	Nickerson, B.	Officer	11/17/14	\$65,804	\$67,779	\$0	5			\$3,107		\$240			11/17/19	06/02/22	\$71,126
26	Neto, L.	Officer	11/17/14	\$65,804	\$67,779	\$0	5			\$3,107		\$240			11/17/19	11/17/22	\$71,126
27	Garcia, M.	Officer	09/28/15	\$69,092	\$71,165	\$0	6			\$148		\$240	\$1,250		09/28/20	09/28/23	\$72,803
28	Garcia, D.	Officer	09/28/15	\$65,804	\$67,779	\$0	5			\$141		\$600	\$1,200		09/28/20	09/28/23	\$69,720
29	Llorens, A.	Officer	12/07/15	\$62,623	\$64,501	\$0	4			\$2,688		\$240	\$1,935		12/07/19	12/07/23	\$69,364
30	Castillo, J.	Officer	05/27/16	\$62,623	\$64,501	\$0	4			\$1,075		\$1,200	\$1,935		05/27/20	07/21/22	\$68,711
31	Rodriguez, L.	Officer	07/11/16	\$65,804	\$67,779	\$0	5			\$847		\$0	\$1,186		07/11/20	07/11/24	\$69,812
32	Mirabal, D.	Officer	11/14/16	\$59,662	\$61,452	\$0	3			\$2,817		\$240	\$1,075		11/14/19	11/14/24	\$65,584
33	Borsten, J.	Officer	12/19/16	\$59,662	\$61,452	\$0	3			\$2,561		\$240	\$1,075		12/19/19	12/19/24	\$65,328
34	Borges, Y.	Officer	01/02/17	\$69,092	\$71,165	\$0	6			\$2,669		\$480	\$2,135		01/02/20	01/02/25	\$76,449
35	Robbins, J.	Officer	03/06/17	\$69,092	\$71,165	\$0	6			\$2,076		\$480	\$1,245		03/06/20	03/06/25	\$74,966
36	Dweck, J.	Officer	03/27/17	\$59,662	\$61,452	\$0	3			\$1,536		\$0	\$1,844		03/27/20	09/06/24	\$64,832
37	Vargas, A.	Officer	03/27/17	\$59,662	\$61,452	\$1,000	3+P/L2	\$1,000		\$1,536		\$1,200	\$1,844		03/27/20	03/22/20	\$67,032
38	Heifner, E.	Officer	06/26/17	\$59,662	\$61,452	\$0	3			\$768		\$1,200	\$1,075		06/26/20	06/26/25	\$64,496
39	Collins, K.	Officer	04/25/18	\$56,757	\$58,460	\$0	2			\$1,218		\$360	\$1,754		04/25/20	04/25/26	\$61,791
40	Gonzalez, R.	Officer	09/24/18	\$56,757	\$58,460	\$0	2			\$122		\$0	\$1,754		09/24/20	09/24/26	\$60,335

9-13

CITY OF MIAMI SPRINGS
 SCHOOL CROSSING GUARD BUDGET
 FISCAL YEAR ENDING 9/30/20

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2016-17	FY2017-18	FY2018-19	FY2019-20	Dollar Increase (Decrease)
		ACTUALS	ACTUALS	AMENDED BUDGET	Departmental Request	
CROSSING GUARDS						
001-2002-521.13-00	PART TIME YEAR ROUND	17,654	18,531	23,546	24,252	706
001-2002-521.21-00	SOCIAL SECURITY TAXES	1,351	1,417	1,801	1,855	54
001-2002-521.24-00	WORKER'S COMPENSATION	732	438	725	747	22
001-2002-521.52-03	UNIFORMS	42	126	400	400	-
001-2002-521.52-09	OTHER		19	300	300	-
* SCHOOL CROSSING GUARDS		19,779	20,531	26,772	27,555	783

9-15

Fiscal Year : 2019
 Budget Level : BUDG
 Description : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
1-2002-521-13-00	PART TIME YEAR ROUND	24,252.00	
1-2002-521-21-00	SOCIAL SECURITY TAXES	1,855.00	
1-2002-521-24-00	WORKER'S COMPENSATION	747.00	
1-2002-521-52-03	UNIFORMS	400.00	
1-2002-521-52-09	OTHER	300.00	
* Total Accounts for this Budget Level		27,554.00	
00100	FOUR (4) PART-TIME SCHOOL CROSSING GUARDS	24,252.00	
00200	BUDGETED BY FINANCE	1,855.00	
00100	BUDGETED BY FINANCE	747.00	
00200	SHIRTS, HATS, VESTS, ETC.	400.00	
00100	WHISTLES, SIGNS, PADDLES, ETC.	300.00	
00200			

9-16

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.

FY2019-20 Budget Highlights

- Proposed budget is \$169,692 for FY2019-20.
- Budget includes \$39,000 for the purchase of one police "DARE" vehicle.
- Budget Summary:

Budgeted Revenues	\$169,692(funding from Forfeiture funds)
Budgeted Expenditures	<u>\$169,692</u>
Net cost of Department	<u>\$ -0-</u>

CITY OF MIAMI SPRINGS
 LAW ENFORCEMENT TRUST FUND
 FISCAL YEAR ENDING 9/30/20

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2016-17</u>	<u>FY2017-18</u>	<u>FY2018-19</u>	<u>FY2019-20</u>	<u>Dollar</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>
LAW ENFORCEMENT TI						
650-2010-521.35-00	INVESTIGATIONS			25,000	25,000	-
650-2010-521.44-00	RENTALS AND LEASES	17,088	17,088	18,000	20,000	2,000
650-2010-521.52-00	OPERATING SUPPLIES		3,477		-	-
650-2010-521.64-00	MACHINERY AND EQUIPMENT	20,994	5,000		-	-
650-2010-521.65-00	VEHICLES	-	-	-	39,000	-
* PUBLIC SAFETY		38,082	25,565	43,000	84,000	2,000

10-2

Fiscal Year : : 2019
 Budget Level : : BUDG
 Description : : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
650-2010-521-35-00	INVESTIGATIONS	25,000.00	
		EMERGENCY FUND	
650-2010-521-44-00	RENTALS AND LEASES	20,000.00	
		TWO (2) UNMARKED UNDERCOVER VEHICLE RENTALS	
650-2010-521-65-00	VEHICLES	39,000.00	
		POLICE "DARE" VEHICLES W/EQUIPMENT	
* Total Accounts for this Budget Level		84,000.00	

25,000.00
 .00
 20,000.00
 .00
 39,000.00
 .00

10-3

CITY OF MIAMI SPRINGS
COMMUNITY POLICING OFFICE BUDGET
FISCAL YEAR ENDING 9/30/20

ACCOUNT NUMBER LAW ENFORCEMENT TR	ACCOUNT DESCRIPTION	FY2016-17 ACTUALS	FY2017-18 ACTUALS	FY2018-19 AMENDED BUDGET	FY2019-20 Departmental Request	Dollar Increase (Decrease)
650-2011-521.31-00	PROFESSIONAL SERVICES	265	220	300	300	-
650-2011-521.34-00	OTHER CONTRACTUAL SERVICE	2,314	-	-	-	-
650-2011-521.40-00	TRAVEL AND PER DIEM	-	-	5,000	5,000	-
650-2011-521.41-01	TELEPHONE: BASE & LOCAL	1,013	774	750	802	52
650-2011-521.41-02	CELLULAR TELEPHONE	1,518	2,128	2,234	2,285	51
650-2011-521.41-04	OVERNIGHT-UPS, FEDX	-	-	250	250	-
650-2011-521.41-06	INTERNET ACCESS	1,358	1,258	1,300	1,525	225
650-2011-521.43-01	ELECTRICITY	2,175	2,223	2,200	2,700	500
650-2011-521.44-00	RENTALS AND LEASES	-	-	500	500	-
650-2011-521.44-01	BUILDINGS	19,584	20,064	20,280	20,280	-
650-2011-521.44-02	EQUIPMENT	1,898	3,329	3,574	3,500	(74)
650-2011-521.45-30	LIABILITY INSURANCE	2,281	2,281	1,600	1,600	-
650-2011-521.46-00	REPAIRS AND MAINTENANCE	88	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	348	182	3,500	3,500	-
650-2011-521.48-02	ADVERTISING	1,202	1,097	3,000	3,000	-
650-2011-521.51-00	OFFICE SUPPLIES	165	496	1,500	1,500	-
650-2011-521.52-00	OPERATING SUPPLIES	1,913	5,219	6,710	4,000	(2,710)
650-2011-521.52-03	UNIFORMS	24	-	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	561	791	4,000	4,000	-
650-2011-521.58-02	EDUCATION-OFFICERS	250	250	5,000	5,000	-
* COMMUNITY POLICING		37,020	40,393	67,648	65,692	(1,956)

10-4

Fiscal Year : 2019
 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		
650-2011-521-40-00	TRAVEL AND PER DIEM	5,000.00	
	00100 OFFICER TRAVEL	5,000.00	
	00200		
650-2011-521-41-01	TELEPHONE: BASE & LOCAL	802.00	
	00100 BUDGETED BY FINANCE	802.00	
	00200		
650-2011-521-41-02	CELLULAR TELEPHONE	2,285.00	
	00100 BUDGETED BY FINANCE	2,285.00	
	00200		
650-2011-521-41-04	OVERNIGHT-UPS, FEDX	250.00	
	00100 OVERNIGHT COURIER SERVICE	250.00	
	00200		
650-2011-521-41-06	INTERNET ACCESS	1,525.00	
	00100 COMCAST \$126.85/MO X 12 MONTHS	1,525.00	
	00200		
650-2011-521-43-01	ELECTRICITY	2,700.00	
	00100 ESTIMATED ELECTRIC EXPENSE	2,700.00	
	00200		
650-2011-521-44-00	RENTALS AND LEASES	500.00	
	00100 MISC RENTALS AND LEASES	500.00	
	00200		
650-2011-521-44-01	BUILDINGS	20,280.00	
	00100 CPO RENT \$1,690/MO X 12 @ 274 WESTWARD DRIVE	20,280.00	
	00200		
650-2011-521-44-02	EQUIPMENT	3,500.00	
	00100 TOSHIBA COPIER, FAX & PRINTERS (LEASE & USAGE)	3,500.00	
	00200		
650-2011-521-45-30	RISK MANAGEMENT	1,600.00	
	00100 BUDGETED BY FINANCE	1,600.00	
	00200		
650-2011-521-46-00	REPAIRS AND MAINTENANCE	2,500.00	
	00100 FACILITY MAINTENANCE, PAINTING, CLEANING, ETC.	2,500.00	
	00200		
650-2011-521-46-03	EQUIPMENT	200.00	
	00100 REPAIRS - GEN EQUIP & FIRE EQUIP YEARLY INSPECTION	200.00	
	00200		
650-2011-521-47-00	PRINTING AND BINDING	1,000.00	
	00100 MISCELLANEOUS PRINTING AND BINDING	1,000.00	
	00200		
650-2011-521-48-00	PROMOTIONS	3,500.00	
	00100 COMMUNITY OUTREACH PROGRAMS (DARE,CRIMEWATCH,ETC)	3,500.00	
	00200		
650-2011-521-48-02	ADVERTISING	3,000.00	
	00100 ITEMS & MATERIALS, NEWS ARTICLES, MEDIA, ETC.	3,000.00	
	00200		
650-2011-521-51-00	OFFICE SUPPLIES	1,500.00	
	00100 OFFICE SUPPLIES FOR COMMUNITY POLICING OFFICE	1,500.00	
	00200		

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Fiscal Year : 2019
 Budget Level : BUDG
 Description : DEPARTMENTAL INPUT

Account # Description

Account #	Description	Budget Amount	Misc. Info
650-2011-521-52-00	OPERATING SUPPLIES	4,000.00	.00
		OFFICER AWARDS (PLAQUES, PINS, TROPHIES, COMM BARS)	2,500.00
		BOTTLED WATER SERVICE, MISC OPERATING SUPPLIES	1,500.00
650-2011-521-52-03	UNIFORMS	1,000.00	.00
		UNIFORMS FOR COMMUNITY POLICING STAFF	1,000.00
650-2011-521-54-00	DUES, MEMBERSHIPS, SUBS	250.00	.00
		MISCELLANEOUS SUBSCRIPTIONS	250.00
650-2011-521-58-00	EDUCATION AND TRAINING	1,000.00	.00
		EDUCATION & TRAINING MATERIAL FOR COMMUNITY	.00
		(DRUG AWARENESS, CRIME PREVENTION, SAFETY, ETC.)	1,000.00
650-2011-521-58-01	PSA TUITION REIMBURSEMENT	4,000.00	.00
		COLLEGE TUITION REIMB FOR PUBLIC SERVICE AIDES	4,000.00
650-2011-521-58-02	OFFICERS	5,000.00	.00
		NEW AND ONGOING TRAINING FOR CPO STAFF	5,000.00
* Total Accounts for this Budget Level		65,692.00	

* Total Accounts for this Budget Level 23

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CITY OF MIAMI SPRINGS
 CRIMINAL JUSTICE TRAINING
 FISCAL YEAR ENDING 9/30/20

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2016-17</u> <u>ACTUALS</u>	<u>FY2017-18</u> <u>ACTUALS</u>	<u>FY2018-19</u> <u>AMENDED</u> <u>BUDGET</u>	<u>FY2019-20</u> <u>Departmental</u> <u>Request</u>	<u>Dollar</u> <u>increase</u> <u>(Decrease)</u>
CRIMINAL JUSTICE						
650-2012-521-58-00	EDUCATION AND TRAINING	-	-	19,500	20,000	500
* PUBLIC SAFETY		-	-	19,500	20,000	500

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Fiscal Year : 2019
Budget Level : BUDG
Description : DEPARTMENTAL INPUT

Account # Description

Account #	Description	Budget Amount	Misc. Info
650-2012-521-58-00	EDUCATION AND TRAINING	20,000.00	
	00100 ONGOING TRAINING, ACADEMY TUITION, CERT/RECERT		20,000.00
	00200	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 April 1, 2019.
- 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.

FY18-19 ACCOMPLISHMENTS

- Generated YTD 1798 Code Compliance Cases (As of 6/18/2019)
- Performed 1,753 initial inspections.
- Performed 1,891 follow-up Code Compliance inspections.

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CODE COMPLIANCE DEPARTMENT

FY18-19 ACCOMPLISHMENTS

- Posted 114 courtesy door hangers, 119 civil infractions, 42 uniform civil violation tickets, 542 civil infraction door hangers, 25 summonses to code compliance board. (As of 6/18/2019)
- Issued 31 verbal courtesy notices, 144 verbal civil infraction notices.
- Productively Collected, processed, printed and mailed 650 Business Tax renewals, as of 6/18/2019.
- As of 06/18/2019 all local business tax receipts were renewed and paid for.
- Processed 34 new local business tax receipts.
- Successfully prosecuted 63 cases who were presented before the Code Enforcement Board, 38 Old Business and 25 New Business.
- Effectively operated the Code Compliance Department while actively assisting the Building Department during departmental changes of personnel.
- Code Officer Quintero covered zoning director while on vacation, for all zoning review.
- Assisted and worked with Police Department personnel on various Code Compliance Issues.

FY2019-20 Budget Highlights

- Proposed budget is \$ 8,889 or 4.5% higher than FY2018/2019. Increase is mainly due to personnel costs increases for COLA and health benefits.
- Budget Summary:

Budgeted Revenues	\$135,000
Budgeted Expenditures	<u>\$205,575</u>
Net deficit of the Department	<u>\$ 70,575</u>

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CITY OF MIAMI SPRINGS
 CODE COMPLIANCE
 FISCAL YEAR ENDED 9/30/20

ACCOUNT NUMBER CODE COMPLIANCE:	ACCOUNT DESCRIPTION	FY2016-17	FY2017-18	FY2018-19	FY2019-20	Dollar Increase (Decrease)
		ACTUALS	ACTUALS	AMENDED BUDGET	Departmental Request	
001-2401-524.12-00	REGULAR SALARIES	170,458	147,601	136,815	140,920	4,105
001-2401-524.13-00	PART TIME YEAR ROUND	648	-	-	-	-
001-2401-524.21-00	FICA TAXES	13,032	10,640	10,466	10,780	314
001-2401-524.22-01	GENERAL EMPLOYEES RET SYS	18,505	17,867	16,768	16,968	200
001-2401-524.22-04	ICMA	-	-	-	-	-
	TOTAL MEDICAL/LIFE INSURANCE	17,369	11,898	10,058	10,492	434
001-2401-524.24-00	WORKER'S COMPENSATION	3,900	2,596	2,736	4,509	1,773
001-2401-524.34-00	CONTRACTUAL SERV - INSPECTORS	2,300	-	-	-	-
001-2401-524.40-00	TRAVEL AND PER DIEM	960	960	-	500	500
001-2401-524.41-01	TELEPHONE	506	387	500	401	(99)
001-2401-524.41-02	CELLULAR TELEPHONE	1,519	643	900	1,200	300
001-2401-524.41-03	POSTAGE	243	324	400	400	-
001-2401-524.41-06	INTERNET ACCESS	490	314	370	941	571
001-2401-524.44-00	RENTALS AND LEASES	200	200	600	1,000	400
001-2401-524.45-10	FLEET MAINTENANCE	5,090	4,935	4,500	4,700	200
001-2401-524.45-30	LIABILITY INSURANCES	4,872	4,596	4,173	4,063	(110)
001-2401-524.46-00	REPAIRS AND MAINTENANCE	1,191	-	1,500	1,500	-
001-2401-524.47-00	PRINTING AND BINDING	318	500	500	500	-
001-2401-524.49-11	LIEN RECORDING FEES	234	624	-	300	300
001-2401-524.51-00	OFFICE SUPPLIES	721	879	1,000	1,000	-
001-2401-524.52-00	OPERATING SUPPLIES	342	730	1,200	1,200	-
001-2401-524.52-02	FUEL, OILS, LUBRICANTS	1,633	302	1,200	1,200	-
001-2401-524.52-03	UNIFORMS	341	762	1,000	1,000	-
001-2401-524.52-07	TIRES	-	68	500	500	-
001-2401-524.54-00	DUES, MEMBERSHIPS, SUBS	55	187	500	500	-
001-2401-524.58-00	EDUCATION AND TRAINING	-	-	1,000	1,000	-
** B&Z/CODE COMPLIANCE		244,927	207,013	196,686	205,575	8,889

11-3

Fiscal Year : : 2019
 Budget Level : : BUDG
 Description : : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
1-2401-524-12-00	REGULAR SALARIES	140,920.00	
1-2401-524-21-00	FEDERAL PAYROLL TAXES	3% COLA INCREASE 10,780.00	
1-2401-524-22-01	GENERAL	FIGURE PROVIDED BY FINANCE DEPARTMENT	140,920.00
1-2401-524-23-07	LIFE/AD&D	16,968.00	10,780.00
1-2401-524-23-08	DENTAL - OHS - EMPLOYEE	FIGURE PROVIDED BY FINANCE DEPARTMENT	17,271.00
1-2401-524-23-09	VSP - VISION - EMPLOYEE	660.00	660.00
1-2401-524-23-19	HMO - EMPLOYEE + CHILDREN	193.00	193.00
1-2401-524-24-00	WORKER'S COMPENSATION	173.00	173.00
1-2401-524-40-00	TRAVEL AND PER DIEM	9,467.00	9,663.00
1-2401-524-41-01	TELEPHONE: BASE & LOCAL	FIGURE PROVIDE BY FINANCE DEPARTMENT	4,509.00
1-2401-524-41-02	CELLULAR TELEPHONE	500.00	4,509.00
1-2401-524-41-03	POSTAGE	401.00	500.00
1-2401-524-41-06	INTERNET ACCESS	FIGURE PROVIDED BY FINANCE DEPARTMENT	401.00
1-2401-524-44-00	RENTALS AND LEASES	1,200.00	401.00
1-2401-524-45-10	FLEET MAINTENANCE	FIGURE PROVIDED BY FINANCE DEPARTMENT	1,200.00
1-2401-524-45-30	RISK MANAGEMENT	400.00	400.00
1-2401-524-46-00	REPAIRS AND MAINTENANCE	941.00	941.00
1-2401-524-47-00	PRINTING AND BINDING	FIGURE PROVIDED BY FINANCE DEPARTMENT	1,000.00
1-2401-524-49-11	LIEN RECORDING FEES	1,000.00	1,000.00
1-2401-524-51-00	OFFICE SUPPLIES	INCREASE DUE TO SCANNING AND PLOTTER MACHINE 4,700.00	5,000.00
1-2401-524-52-00	OPERATING SUPPLIES	BASED ON PREVIOUS BUDGET YEAR	4,068.00
1-2401-524-52-02	FUEL, OILS, LUBRICANTS	FIGURE PROVIDED BY FINANCE DEPARTMENT	1,500.00
1-2401-524-52-03	UNIFORMS	BASED ON PREVIOUS BUDGET YEAR	1,500.00
1-2401-524-52-07	TIRES	500.00	500.00
1-2401-524-54-00	DUES, MEMBERSHIPS, SUBS	1,000.00	1,000.00
1-2401-524-58-00	EDUCATION AND TRAINING	BASED ON PREVIOUS BUDGET YEAR	1,200.00

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Fiscal Year : : 2019
Budget Level : : BUDG
Description : : DEPARTMENTAL INPUT

Account # Description

Account #	Description	Budget Amount	Misc. Info
00100	BASED ON PREVIOUS BUDGET YEAR	205,575.00	
26			

* Total Accounts for this Budget Level

1,000.00

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Basis for FY 2019-20 Salary Projections

Calculations is based upon current earnings at 2,080 hours

- 0.0%
- 0.00%
- 3.00% to be effective on 10-01-2019

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: Code Compliance

Position(Paygrade)	Employee name	FT PT	Amended Budget	Qty	Fav (Unf)	Salary at 3/31/2019	Date of Annual Review	FY2020 Projected Merit Increase	3% COLA Increase	Longevity	Other	FY 2019-20 Projection
Code Compliance Officer-PG26	R Novo	FT	0	0	0	\$0		\$0	\$0	\$0	\$0	\$0
Code Compliance Officer	Ulises Fernandez	FT	1	1	0	\$56,382		\$0	\$1,691	\$0	\$0	\$58,073
Building Official/Director	R Quintero	FT	0.2	0.2	0	\$24,053		\$0	\$722	\$0	\$0	\$24,774
Building/Code Supervisor		FT	1.00	1.00	0	\$56,381		\$0	\$1,691	\$0	\$0	\$58,072
Total projections			2.2	2.2	0	\$136,816		\$0	\$4,104	\$0	\$0	\$140,920

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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

Goals

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

Objectives

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

Major Functions & Activities

Infrastructure

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

Information Technology

Major Functions & Activities (Continued)

Infrastructure (continued)

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

Integration

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

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

Support

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

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

Information Technology

Major Functions & Activities (continued)

Support (continued)

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

Telecommunications

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

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

Information Technology

FY2019-20 Accomplishments

- Migrated all electronic mail services for MSPD
- FDLE Network Security Compliance Audit
- ALPR SQL server replaced + storage upgraded
- MSPD new CAD system installed - OSSI
- MSPD Old USA Software CAD virtualized for archive access
- City's Network Security Policy and DR Policies and Procedures updated
- Implemented spam system user test and training.
- Added email encryption required for communications with other agencies

FY 2019-20 Budget Highlights

- Proposed budget is 45,713 or 14.6% higher than FY2018/2019.
- Increase is due to changes proposed to phone system, conversion of PT helpdesk position to FT, and return to using AWS for disaster recovery for hosted servers / data center on standby
- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$358,257</u>
Net cost of Department	<u>\$358,257</u>

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CITY OF MIAMI SPRINGS
 INFORMATION TECHNOLOGY BUDGET
 FISCAL YEAR ENDING 9/30/20

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2016-17		FY2017-18		FY2018-19		FY2019-20		Dollar Increase (Decrease)
		ACTUALS	ACTUALS	AMENDED BUDGET	Request	Request	Request			
001-5301-513.12-00	REGULAR SALARIES	130,196	87,061	89,068	136,385		47,317			
001-5301-513.13-00	PART TIME	-	20,567	31,065	-		(31,065)			
001-5301-513.21-00	FEDERAL PAYROLL TAXES	9,435	8,221	9,190	10,433		1,243			
001-5301-513.22-01	GENERAL	14,104	10,678	10,916	16,422		5,506			
001-5301-513.22-04	ICMA									
	TOTAL MEDICAL INSURANCE	17,799	7,655	8,230	16,999		8,769			
001-5301-513.24-00	WORKMENS COMP	336	202	300	341		41			
001-5301-513.34-00	OTHER CONTRACTUAL SERVICE	135,832	129,316	143,592	154,275		10,683			
001-5301-513.40-00	TRAVEL AND PER DIEM	1,739	-		500		500			
001-5301-513.41-01	TELEPHONE	127	97	100	100		-			
001-5301-513.41-02	CELLULAR PHONE	3,245	3,393	3,000	3,400		400			
001-5301-513.41-06	INTERNET	2,899	1,098	1,200	1,693		493			
001-5301-513.45-30	LIABILITY INSURANCE	3,636	2,988	2,873	3,104		231			
001-5301-513.46-00	REPAIRS AND MAINTENANCE	1,696	2,711	5,600	4,370		(1,230)			
001-5301-513.46-02	FLEET MAINTENANCE	1,359	896	-	1,000		1,000			
001-5301-513.51-00	OFFICE SUPPLIES	101	295	800	500		(300)			
001-5301-513.52-00	OPERATING SUPPLIES	3,492	2,305	3,000	3,000		-			
001-5301-513.54-00	DUES, MEMBERSHIPS, SUBS	675	600	1,060	1,060		-			
001-5301-513.58-00	EDUCATION AND TRAINING	2,529	2,108	2,550	4,675		2,125			
001-5301-513.64-00	MACHINERY AND EQUIPMENT	5,046	-	-	-		-			
** INFORMATION	TECHNOLOGY	334,246	280,191	312,544	358,257		45,713			

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Fiscal Year : 2019
 Budget Level : BUDG
 Description : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
1-5301-513-12-00	REGULAR SALARIES	136,385.00	
1-5301-513-21-00	FEDERAL PAYROLL TAXES	10,433.00	
1-5301-513-22-01	GENERAL	16,422.00	
1-5301-513-23-04	HMO, EMPLOYEE ONLY	15,774.00	
1-5301-513-23-07	LIFE/AD&D	631.00	
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	341.00	
1-5301-513-34-00	OTHER CONTRACTUAL SERVICE	154,275.00	
	00100 AHA-MUNICODE WEBSITE MAINTENANCE		3,708.00
	00200 CENTRAL SQUARE / SUPERION		129,909.00
	00300 CISCO FIREWALL MAINT		618.00
	00400 BOX.COM -8 ACCOUNTS (1 PER DEPT + UTILS)		1,440.00
	00500 PHONE SERVICE + MAINT - 63 NEW PHONES INCLUDED		9,000.00
	00600 AWS - HOSTED SERVICES INCLUDING DISASTER RECOVERY		3,600.00
	00700 VIRCOM - SPAM FILTERING AND MAIL ENCRYPTION AND SM		4,250.00
	00800 DOTGOV - ANNUAL DOMAIN RENEWAL		400.00
	00900 TRENDMICRO ANTIVIRUS ANNUAL MAINT		1,350.00
	TRAVEL AND PER DIEM	500.00	
	TELEPHONE: BASE & LOCAL	100.00	
	CELLULAR TELEPHONE	3,400.00	
	INTERNET ACCESS	1,693.00	
	RISK MANAGEMENT	3,104.00	
	REPAIRS AND MAINTENANCE	4,370.00	
	EQUIPMENT	1,000.00	
	OFFICE SUPPLIES	500.00	
	OPERATING SUPPLIES	3,000.00	
	DUES, MEMBERSHIPS, SUBS	1,060.00	
	EDUCATION AND TRAINING	4,675.00	
	* Total Accounts for this Budget Level	358,257.00	

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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
	Phone Service	Phone sys maint	\$9,000.00
	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
46-00	Server drives - Gen9	3 @ 340	\$1,020.00
	Server drives - Gen8	3 @ 250	\$750.00
	Server drives - Gen8	4 @ 250	\$0.00
	XL3000 UPS batteries	APCRBC117	\$400.00
	POE managed switch	2 @ 350	\$700.00
	Backup drives	6 @ 250	\$1,500.00
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

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Basis for FY 2019-20 Salary Projections

Calculations is based upon current earnings at 2,080 hours

- 0.0%
- 0.0%
- 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 10-01-2019

!:

City of Miami Springs												
Department: IT DEPT												
Position (paygrade)	Employee Name	FT	Amended Budget	Qty	Fav (Unit)	Current Salary As of 3/31/19	Date of Annual Review	FY19-20 Projected Merit Increase	3% COLA Increase	Longevity	Other	FY19-20 Projection
IT Director-PG46	J Fonseca	FT	1	1	0	\$80,568	11/22/04	\$ -	\$ 2,717	\$ 1,500		\$94,785
IT Technician		FT	-	1	0	\$41,600	11/16/10	\$ -	\$ -	\$ -		\$41,600
				-	0	\$0		\$ -	\$ -	\$ 0		\$0
			2.0	2.0	0	\$132,168		\$ -	\$ 2,717	\$ 1,500		\$136,385
Total projections												

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PUBLIC SERVICES DEPARTMENT

MISSION STATEMENT



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

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

We are dedicated to our vision and core values.



Public Services - Administration Division

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

Goals

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

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

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

Objectives

Establish better communication with staff at all levels

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

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

2018-19 Accomplishments

Revised and computer tracked all incoming calls for better customer service

Revised and categorized all tree trimming and removal requests

Went online with 811 dig before you call to enhance the level of service to contractors

Established better communications with the public and interdepartmentally city wide

FY 2019-20 Budget Highlights

- The total Public Works budget for FY19-20 is \$2,079,096 which is \$70,171 or 3.5% higher than the FY18-19 budget
- Proposed Administration budget is \$16,245 or 4% lower than FY2018/2019.
- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$391,348</u>
Net cost of Department	<u>\$391,348</u>

CITY OF MIAMI SPRINGS
PUBLIC WORKS BUDGET
FISCAL YEAR ENDING 9/30/20

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2016-17 ACTUALS	FY2017-18 ACTUALS	FY2018-19 AMENDED BUDGET	FY2019-20 Departmental Request	Dollar Increase (decrease)
ADMINISTRATION DIVISION						
001-5401-541.12-00	REGULAR SALARIES	245,591	253,935	244,958	256,995	12,037
001-5401-541.13-00	PART TIME YEAR ROUND	5,460	337	-	-	-
001-5401-541.14-00	OVERTIME	2,265	2,599	2,000	2,000	-
001-5401-541.21-00	FEDERAL PAYROLL TAXES	19,185	19,215	18,892	19,813	921
001-5401-541.22-01	GENERAL EMPLOYEES PENSION	18,593	27,869	30,022	19,065	(10,957)
	TOTAL MEDICAL INSURANCE	36,626	41,862	50,529	33,600	(16,929)
001-5401-541.24-00	WORKER'S COMPENSATION	1,848	1,348	1,837	1,927	90
001-5401-541.40-00	TRAVEL AND PER DIEM	4,200	4,214	4,400	4,400	-
001-5401-541.41-01	TELEPHONE	1,274	977	1,200	1,000	(200)
001-5401-541.41-02	CELLULAR TELEPHONE	930	627	800	500	(300)
001-5401-541.41-03	POSTAGE	589	786	482	482	-
001-5401-541.41-04	UPS/FEDEX	15	-	250	50	(200)
001-5401-541.41-06	INTERNET ACCESS	3,844	2,830	3,000	3,000	-
001-5401-541.43-01	ELECTRICITY	5,999	6,616	5,662	6,197	535
001-5401-541.43-02	WATER	2,128	10,235	2,000	800	(1,200)
001-5401-541.44-00	RENTALS AND LEASES	512	-	700	700	-
001-5401-541.45-10	FLEET MAINTENANCE	5,129	4,545	3,600	3,700	100
001-5401-541.45-30	LIABILITY INSURANCES	23,740	17,923	20,116	18,719	(1,397)
001-5401-541.46-00	REPAIRS AND MAINTENANCE	-	-	500	500	-
001-5401-541.47-00	PRINTING AND BINDING	-	-	-	300	300
001-5401-541.51-00	OFFICE SUPPLIES	3,714	5,298	5,000	5,000	-
001-5401-541.52-00	OPERATING SUPPLIES	4,224	7,224	6,500	6,500	-
001-5401-541.52-02	FUEL, OILS, LUBRICANTS	4,208	3,827	2,000	2,000	-
001-5401-541.52-07	TIRES	-	-	600	500	(100)
001-5401-541.54-00	DUES, MEMBERSHIPS, SUBS	245	-	500	600	100
001-5401-541.58-00	EDUCATION AND TRAINING	270	750	2,045	3,000	955
Total Administration		390,589	413,017	407,593	391,348	(16,245)

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Fiscal Year : 2019
 Budget Level : BUDG
 Description : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
1-5401-541-12-00	REGULAR SALARIES	256,995.00	
1-5401-541-14-00	OVERTIME	2,000.00	
1-5401-541-21-00	FEDERAL PAYROLL TAXES	19,813.00	
1-5401-541-22-01	GENERAL	19,065.00	
1-5401-541-23-01	POS, EMPLOYEE ONLY	31,547.00	
1-5401-541-23-07	LIFE/AD&D	1,188.00	
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	1,927.00	
1-5401-541-40-00	TRAVEL AND PER DIEM	4,400.00	
00100	VEHICLE ALLOWANCE FOR TOM NASH		4,200.00
00200	SUNPASS FOR OUT OF TOWN REPAIRS ON VEHICLES		200.00
00100	TELEPHONE	1,000.00	
00100	CELLULAR TELEPHONE	500.00	
00100	POSTAGE	482.00	
00100	COURIER, UPS, FEDX - OVERNIGHT	50.00	
00100	INTERNET ACCESS	3,000.00	
00100	ELECTRICITY	6,197.00	
00100	WATER	800.00	
00100	RENTALS AND LEASES	700.00	
00100	FLEET MAINTENANCE	3,700.00	
00100	LIABILITY INSURANCES		
00200	REPAIRS AND MAINTENANCE		
00300	PRINTING AND BINDING		
00400	OFFICE SUPPLIES		
00100	OPERATING SUPPLIES		
00100	VEHICLE ALLOWANCE FOR TOM NASH		4,200.00
00200	SUNPASS FOR OUT OF TOWN REPAIRS ON VEHICLES		200.00
00100	COMCAST SERVICES TV & INTERNET SERVICE	1,000.00	
00100	CELLULAR PHONE SERVICE FOR ADMIN & STAFF	500.00	
00100	POSTAGE FOR MAILINGS AND RETURN PACKAGES	482.00	
00100	SPECIAL SHIPPING RETURN ITEMS FED EX OR UPS	50.00	
00100	INTERNET ACCESS FOR FISCAL YEAR	3,000.00	
00100	ELECTRICITY PUBLIC WORKS FACILITY	6,197.00	
00100	WATER SERVICE	800.00	
00100	TOSHIBA COPIER SERVICE MAINTENANCE AGREEMENT	700.00	
00100	REPAIRS & MAINTENANCE ON VEHICLES	3,700.00	
00200	VEHICLE WASHES		
00300	PORTION OF FUEL TRAK MAINTENANCE AGREEMENT		
00100	MISC LOCK & KEY CHANGES PUBLIC WORKS FACILITY	18,719.00	
00100	DOOR HANGERS & PUBLIC INFORMATION SHEETS PRINTED	300.00	
00100	COMPUTERS, PRINTER CARTRIDGES, COPY PAPER, POSTITS	5,000.00	
00200	FILE FOLDERS, BINDERS, PENS & REFILLS, TAPE,		
00300	PAPER CLIPS, CALENDARS, STAPLES, BATTERIES		
00400	ALL OTHER OFFICE SUPPLIES AS NEEDED		
00100	EMERGENCY MEDICAL SUPPLIES, PETTY CASH, SHOES,	6,500.00	
00200	UNIFORMS FOR OFFICE STAFF, SANITIZER GEL, TOWELS,		
00300	FUEL STORAGE PERMIT FEES, ELEVATOR RENEWAL FEE		
00400	FIRE EXTINGUISHER RENEWALS		
00100	OPERATING SUPPLIES	2,000.00	
00200	FUEL, OILS, LUBRICANTS	2,500.00	
00300	TIRES	600.00	
00400	DUES, MEMBERSHIPS, SUBS		

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Fiscal Year : : 2019
Budget Level : : BUDG
Description : : DEPARTMENTAL INPUT

Account # Description

Budget Amount

Account #	Description	Budget Amount	Misc. Info
1-5401-541-58-00	EDUCATION AND TRAINING		
00100	INTERNATIONAL SOCIETY OF ARBORCULTURE	600.00	
00200	RECERTIFICATIONS FEES FOR TOM NASH	.00	
00100	CDL TRAINING AND CERTIFICATIONS FOR DRIVERS	3,000.00	
00200	STATE LICENSE DRIVER TRAINING FACILITY	3,000.00	
		391,349.00	

* Total Accounts for this Budget Level 28

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Public Services – Streets/Streetlights Division

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

Goals

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

Objectives

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

2018-19 Accomplishments

- Re-surfaced 600 blk of South dr. roadway for better travel lane service
- Continued efforts on sidewalk grinding and pot-hole repairs City wide
- Street staff has continuously supported other Departments within Public Works

FY 2019-20 Budget Highlights

- Proposed Streets/Streetlights budget is \$23,464 or 5.6% higher than FY2018/2019.
- Budget includes \$25,000 for city-wide tree planting.
- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$440,013</u>
Net cost of Department	<u>\$440,013</u>

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CITY OF MIAMI SPRINGS
PUBLIC WORKS BUDGET
FISCAL YEAR ENDING 9/30/20

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2016-17 ACTUALS	FY2017-18 ACTUALS	FY2018-19 AMENDED BUDGET	FY2019-20 Departmental Request	Dollar Increase (decrease)
STREETS DIVISION						
001-5402-541.12-00	REGULAR SALARIES	122,014	108,929	123,930	133,135	9,205
001-5402-541.14-00	OVERTIME	1,695	631	1,500	3,000	1,500
001-5402-541.21-00	FEDERAL PAYROLL TAXES	9,619	8,365	9,595	10,414	819
001-5402-541.22-01	GENERAL	5,257	7,926	8,082	16,030	7,948
	TOTAL MEDICAL INSURANCE	23,777	24,773	26,773	37,604	10,831
001-5402-541.24-00	WORKER'S COMPENSATION	10,368	4,559	4,957	5,991	1,034
001-5402-541.34-00	CONTRACTUAL SERVICES	49,535	23,295	40,000	25,000	(15,000)
001-5402-541.43-01	ELECTRICITY	149,651	152,162	131,000	146,734	15,734
001-5402-541.45-10	FLEET MAINTENANCE	16,053	12,127	16,000	15,000	(1,000)
001-5402-541.45-30	LIABILITY INSURANCES	2,974	2,304	2,462	2,605	143
001-5402-541.46-00	REPAIRS AND MAINTENANCE	38,577	1,956	20,000	25,000	5,000
001-5402-541.52-00	OPERATING SUPPLIES	7,819	11,128	10,000	15,000	5,000
001-5402-541.52-02	FUEL, OILS, LUBRICANTS	5,971	6,273	3,000	3,000	-
001-5402-541.52-07	TIRES	170	2,183	1,500	1,500	-
001-5402-541.55-00	INVENTORY OVER/SHORT	7,928	5,133	-	-	-
001-5402-541.63-00	IMPROVEMENTS O/T BUILDING	-	-	17,750	-	(17,750)
001-5402-541.58-00	EDUCATION AND TRAINING	-	500	-	-	-
	Total Streets	451,408	372,244	416,549	440,013	23,464

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Fiscal Year : 2019
 Budget Level : BUDG
 Description : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
1-5402-541-12-00	REGULAR SALARIES	133,135.00	
1-5402-541-14-00	OVERTIME	3,000.00	
1-5402-541-21-00	FEDERAL PAYROLL TAXES	16,030.00	
1-5402-541-22-01	GENERAL	36,121.00	
1-5402-541-23-01	POS, EMPLOYEE ONLY	644.00	
1-5402-541-23-07	LIFE/AD&D	222.00	
1-5402-541-23-08	DENTAL - OHS - EMPLOYEE	5,991.00	
1-5402-541-23-09	VSP - VISION - EMPLOYEE	25,000.00	
1-5402-541-24-00	WORKER'S COMPENSATION		
1-5402-541-34-00	OTHER CONTRACTUAL SERVICE		
1-5402-541-43-01	ELECTRICITY	146,734.00	
1-5402-541-45-10	FLEET MAINTENANCE	15,000.00	
1-5402-541-45-30	LIABILITY INSURANCES		
1-5402-541-46-00	REPAIRS AND MAINTENANCE		
1-5402-541-52-00	OPERATING SUPPLIES		
1-5402-541-52-02	FUEL, OILS, LUBRICANTS		
1-5402-541-52-07	TIRES		
* Total Accounts for this Budget Level		17	

13-7

Public Services – Public Properties

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

Goals

Provide essential services to the residents without interruptions

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

Maintain a properly pruned and lifted street tree canopy.

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

Objectives

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

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

2018-19 Accomplishments

Received Tree City USA & Growth Award

Revitalized the downtown planters with new material and City Hall building

Continued our daily routine of collecting loose debris and obstructions city wide

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

FY 2019-20 Budget Highlights

- Proposed Public Properties budget is \$10,710 or 1.3% higher than FY2018/2019
- Budget is requesting \$200,000 for city-wide tree trimming.
- Budget is requesting a five-year Capital Lease/Note for capital equipment and improvements totaling \$25,000 which include \$15,000 for Westward Drive Island Planting and \$10,000 for landscaping tools and equipment. The budget impact for FY2019/20 is approx. \$5,400 for this lease.
- Budget also includes one additional Maintenance Worker position due to the increased workload on the division which maintains all city green areas and bike paths.

- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$848,859</u>
Net cost of Department	<u>\$848,859</u>

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CITY OF MIAMI SPRINGS
PUBLIC WORKS BUDGET
FISCAL YEAR ENDING 9/30/20

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2016-17 ACTUALS</u>	<u>FY2017-18 ACTUALS</u>	<u>FY2018-19 AMENDED BUDGET</u>	<u>FY2019-20 Departmental Request</u>	<u>Dollar Increase (decrease)</u>
PUBLIC PROPERTIES DIVISION						
001-5404-541.12-00	REGULAR SALARIES	225,457	238,986	292,343	301,081	8,738
001-5404-541.14-00	OVERTIME	3,597	3,749	2,500	3,000	500
001-5404-541.21-00	FEDERAL PAYROLL TAXES	17,673	18,483	22,555	23,262	707
001-5404-541.22-01	GENERAL	23,504	29,134	28,716	29,055	339
	TOTAL MEDICAL INSURANCE	54,227	57,983	75,524	92,514	16,990
001-5404-541.24-00	WORKER'S COMPENSATION	19,092	10,753	11,694	13,549	1,855
001-5404-541.34-00	OTHER CONTRACTUAL SERVICE	53,913	222,847	208,000	200,000	(8,000)
001-5404-541.41-01	TELEPHONE	3,057	2,622	2,800	2,800	-
001-5404-541.41-02	CELLULAR TELEPHONE	2,551	4,856	2,800	3,858	1,058
001-5404-541.43-01	ELECTRICITY	41,648	36,972	34,000	35,745	1,745
001-5404-541.43-02	WATER	30,916	34,197	26,120	34,000	7,880
001-5404-541.44-00	RENTALS AND LEASES	245	245	-	300	300
001-5404-541.45-10	FLEET MAINTENANCE	44,547	49,105	30,000	30,000	-
001-5404-541.45-30	LIABILITY INSURANCES	25,044	27,324	27,697	27,778	81
001-5404-541.46-00	REPAIRS AND MAINTENANCE	39,009	19,363	17,500	20,000	2,500
001-5404-541.52-00	OPERATING SUPPLIES	21,582	23,419	20,000	20,000	-
001-5404-541.52-02	FUEL, OILS, LUBRICANTS	9,212	7,765	7,500	5,000	(2,500)
001-5404-541.52-07	TIRES	681	1,608	1,800	1,500	(300)
001-5404-541-91-12	TRANSFER TO DEBT SERVICE FUND				5,417	5,417
001-5404-541.64-00	MACHINERY AND EQUIPMENT	-	28,665	6,000	-	(6,000)
001-5404-541.63-00	IMPROVEMENTS O/T BUILDING	22,852	14,724	20,600	-	(20,600)
	Total Public properties	638,807	832,800	838,149	848,859	10,710

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Fiscal Year : 2019
 Budget Level : BUDG
 Description : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
1-5404-541-12-00	REGULAR SALARIES	301,081.00	
1-5404-541-14-00	OVERTIME	3,000.00	
1-5404-541-21-00	FEDERAL PAYROLL TAXES	23,262.00	
1-5404-541-22-01	GENERAL	29,055.00	
1-5404-541-23-02	POS, EMPLOYEE +1	88,490.00	
1-5404-541-23-07	LIFE/AD&D	1,404.00	
1-5404-541-23-08	DENTAL - OHS - EMPLOYEE	1,964.00	
1-5404-541-23-09	VSP - VISION - EMPLOYEE	656.00	
1-5404-541-24-00	WORKER'S COMPENSATION	13,549.00	
1-5404-541-34-00	OTHER CONTRACTUAL SERVICE	200,000.00	
1-5404-541-41-01	TELEPHONE	CITY WIDE STREET TREE TRIMMING & REMOVAL	200,000.00
1-5404-541-41-02	CELLULAR TELEPHONE	SUPERIOR LANDSCAPE FOR PORTION OF VG ISLAND MAINTEN	
1-5404-541-43-01	ELECTRICITY	2,800.00	
1-5404-541-43-02	WATER	3,858.00	
1-5404-541-44-00	RENTALS AND LEASES	35,745.00	
1-5404-541-44-10	FLEET MAINTENANCE	34,000.00	
1-5404-541-45-30	LIABILITY INSURANCES	300.00	300.00
1-5404-541-46-00	REPAIRS AND MAINTENANCE	ARBOR DAY TENT RENTAL	
1-5404-541-52-00	OPERATING SUPPLIES	30,000.00	
1-5404-541-52-02	FUEL, OILS, LUBRICANTS	REPAIR & MAINTENANCE OF 6 VEHICLES IN DIVISION	30,000.00
1-5404-541-52-07	TIRES	SUPPLIES FOR CHAIN SAWS, RIDING MOWERS, CHIPPER	
1-5404-541-91-12	TRF TO DEBT SERVICE	STUMP GRINDER, WEED EATERS, EDGERS, SOD CUTTER	
* Total Accounts for this Budget Level		HEDGE TRIMMERS	
		27,778.00	
		20,000.00	
		OPERATING COSTS FOR ALL OUTDOOR REPAIR &	20,000.00
		MAINTENANCE SUPPLIES & SERVICES CITY WIDE	
		20,000.00	
		BROOMS, SANITIZER GEL REFILLS CITY WIDE BUILDINGS,	20,000.00
		SHOWELS, RAKES, PAPER TOWELS, BANNERS, CAUTION	
		TAPE, PORTION OF UNIFORM COSTS FOR STAFF, EAR PLUG	
		OTHER ITEMS NEEDED TO PERFORM SERVICES	
		5,000.00	
		1,500.00	
		5,417.00	
		848,859.00	

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**CITY OF MIAMI SPRINGS
CAPITAL IMPROVEMENT REQUEST
FOR FY 2019-20 BUDGET YEAR**

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

Department: **Public Works Department Public Properties**

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

Westward Drive End Cap Planting Material & Installation

Total budget request: \$ 15,000.00

Detail any grant or additional funding sources for this project

Funding

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

Total funding sources: \$ -

Reason why project is needed

New Walk Path Installed Area Blighted and Plant Material To Enhance Walkway

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

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

Department Head Signature

City Manager Approval

13-11

Public Services - Building Maintenance

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

Goals

Establish timelines for all requested projects City wide

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

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

Objectives

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

FY 2018-19 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 the Boat ramp and other high profile projects

FY 2019-20 Budget Highlights

- Proposed building Maintenance budget is \$42,116 or 12.2% higher than FY2018/2019.
- Budget is requesting a five-year Capital Lease/Note for capital improvements totaling \$227,000 for the replacement of City Hall duct work, air vents, returns and filters. The budget impact for FY2019/20 is approx. \$49,202 for this lease.
- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$345,386</u>
Net cost of Department	<u>\$345,386</u>

CITY OF MIAMI SPRINGS
PUBLIC WORKS BUDGET
FISCAL YEAR ENDING 9/30/20

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2016-17 ACTUALS	FY2017-18 ACTUALS	FY2018-19 AMENDED BUDGET	FY2019-20 Departmental Request	Dollar Increase (decrease)
BUILDING MAINTENANCE DIVISION						
001-5405-541.12-00	REGULAR SALARIES	44,040	45,832	77,534	79,860	2,326
001-5405-541.14-00	OVERTIME	991	3,437	1,000	3,000	2,000
001-5405-541.21-00	FEDERAL PAYROLL TAXES	3,475	3,731	6,008	6,339	331
001-5405-541.22-01	GENERAL	4,796	5,665	9,502	9,616	114
	TOTAL MEDICAL INSURANCE	7,684	7,882	16,298	16,623	325
001-5405-541.24-00	WORKER'S COMPENSATION	1,848	1,289	2,326	2,556	230
001-5405-541.34-00	OTHER CONTRACTUAL SERVICE	62,450	51,372	75,000	75,000	-
001-5405-541.41-02	CELLULAR TELEPHONE	128	-	700	500	(200)
001-5405-541.43-02	WATER	339	159	146	146	-
001-5405-541.44-00	RENTALS AND LEASES	-	47	-	500	500
001-5405-541.45-10	FLEET MAINTENANCE	1,522	1,764	2,000	2,500	500
001-5405-541.45-30	LIABILITY INSURANCES	1,008	972	1,541	1,562	21
001-5405-541.46-00	REPAIRS AND MAINTENANCE	86,968	178,447	90,145	85,000	(5,145)
001-5405-541.52-00	OPERATING SUPPLIES	5,964	7,755	8,000	11,500	3,500
001-5405-541.52-02	FUEL, OILS, LUBRICANTS	1,527	1,013	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	38,248	28,184	11,570	-	(11,570)
001-5405-541.91-12	TRANSFER TO DEBT SERVICE FUND	-	-	-	49,185	49,185
	Total Bldg Maintenance	260,988	367,314	303,270	345,386	42,116

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Fiscal Year : 2019
 Budget Level : BUDG
 Description : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
1-5405-541-12-00	REGULAR SALARIES	79,860.00	
1-5405-541-14-00	OVERTIME	3,000.00	
1-5405-541-21-00	FEDERAL PAYROLL TAXES	6,339.00	
1-5405-541-22-01	GENERAL	9,616.00	
1-5405-541-23-04	HMO, EMPLOYEE ONLY	15,774.00	
1-5405-541-23-07	LIFE/AD&D	374.00	
1-5405-541-23-08	DENTAL - OHS - EMPLOYEE	365.00	
1-5405-541-23-09	VSP - VISION - EMPLOYEE	111.00	
1-5405-541-24-00	WORKER'S COMPENSATION	2,556.00	
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	146.00	
1-5405-541-44-00	RENTALS AND LEASES	500.00	
1-5405-541-45-10	FLEET MAINTENANCE	2,500.00	
1-5405-541-45-30	LIABILITY INSURANCES	85,000.00	
1-5405-541-46-00	REPAIRS AND MAINTENANCE	1,562.00	
1-5405-541-52-00	OPERATING SUPPLIES	11,500.00	
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	49,185.00	
* Total Accounts for this Budget Level		345,388.00	

Account #	Description	Budget Amount	Misc. Info
00100	EMERGENCY ON CALL STAFF	3,000.00	
00200	SCHEDULED OVERTIME EVENTS CITY WIDE PROGRAMS	3,000.00	
00100	CITY WIDE: JANITORIAL SERVICES, KRYPTON PEST CONTROL, CARPET FLOOR MATS, FIRE EXTINGUISHER MAINTENANCE, TRANE A/C MAINTENANCE CONTRACT, CHI ALARM FIRE SERVICE CONTRACT CITY HALL, THYSSENKRUPP ELEVATOR SERVICE CONTRACT	75,000.00	
00100	TOOLS OR MACHINERY RENTAL AS NEEDED FOR REPAIRS	500.00	
00100	REPAIRS & MAINTENANCE FOR BM VEHICLE, WASHES	2,500.00	
00200	PORTION OF FUEL TRAK SERVICE AGREEMENT	1,562.00	
00100	CONTRACTED SERVICES, ALL SERVICE, REPAIRS & MAINTENANCE TO ALL FACILITIES AND PUBLIC SPACES	85,000.00	
00200	MAINTENANCE TO ALL FACILITIES AND PUBLIC SPACES	11,500.00	
00100	SMALL TOOLS, A/C & WATER FILTERS, LUMBER, PAINTS	1,000.00	
00200	BRUSHES, BROOMS, ROLLERS, CEMENT, LOCKS, ROOF	500.00	
00300	PLUMBING, ELECTRICAL SUPPLIES, SHOES & UNIFORMS,	500.00	
00400	BACK BELYS, GLOVES, LAMPS, DRILL BITS, SAW BLADES,	500.00	
00500	SANITIZER REFILLS, DUCT TAPE, CAULKING,	500.00	
00600	ELECTRICAL TAPE, CAULKING,	500.00	
00700	MIAMI DADE COUNTY LIFE SAFETY PERMIT FEES	500.00	
00800	OTHER BUILDING MAINTENANCE RELATED SUPPLIES TO PERFORM SERVICES	1,000.00	
00900	PERFORM SERVICES	1,000.00	
* Total Accounts for this Budget Level		345,388.00	

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**CITY OF MIAMI SPRINGS
CAPITAL IMPROVEMENT REQUEST
FOR FY 2019-20 BUDGET YEAR**

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

Department: _____ **Public Works Department -- City Hall**

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

The work to be performed will include the removal and replacement of all air conditioning duct work, air vents, returns and filters. All units will be disassembled and sanitized.

Total budget request: \$ 227,000.00

Detail any grant or additional funding sources for this project

Funding

N/A	\$	-
	\$	-
	\$	-

Total funding sources: \$ -

Reason why project is needed

The Public Works Department was asked to look into the cleaning of all duct work in the building due to a high volume of personell being sick. When we tested the facility the lab results came back unsatisfactory and due to the age of this internal system it can not be cleaned.

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

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

Totals \$ 227,000.00

Department Head Signature

City Manager Approval

13-16

BID-PROPOSAL



SYNERGY General Contracting, LLC

LICENSE CGC # 1509933
 P.O. Box 771226, MIAMI, FLORIDA 33177
 PHONE (786) 732-8828 FAX (786) 605-0858
 KEN@SYNERGYGC.NET

DATE: May 16, 2019
 PROPOSAL NO:
 19-0516-68

<i>and</i> BUYER/ OWNER	NAME			
	Miami Springs			
	PROJECT ADDRESS	CITY	STATE/ZIP	PHONE
	City Hall	Miami Springs	FL 33166	
	ALTERNATE ADDRESS (IF ANY)	CITY	STATE/ZIP	PHONE
	201 Westward Dr.	Miami Springs	FL 33166	

Project To Begin: _____

Date Of Plans: _____ Architect: _____ Engineer: _____

Work performed at City Hall
(Street Address And Legal Description If Known)

We hereby propose to furnish the following work: All Labor, Equipment, Materials and Hauling Debris. Work to be coordinated with staff & office personnel

SCOPE OF WORK DESCRIPTION

6 HVAC Air Handlers and duct systems in the City Hall Building (2 on the 1st Floor and 4 on the 2nd Floor) to be remediated for Mold.

- Containment

Work areas must be sectioned off with visqueen barriers to prevent travel of dust and debris to adjacent spaces

Air scrubbers and filters shall be utilized as necessary to alleviate odors, and prevent travel of dust to adjacent areas. Encapsulate work areas, furniture and walls

- Demolition

Removal of existing Drop ceiling tile and grid. All Debris bagged and disposed

- Mold Remediation

Sanitize and treat all work areas and above ceiling area with aerosol sanitize Peroxide based disinfectant

- HVAC Work

- I. Remove all existing ductwork
- II. Install new 1 ½" Fiber-board duct to match existing layout and sizes (all work to code)
- III. Clean and sanitize existing Air handler units
- IV. Remove existing air returns and replace, install additional returns for better HVAC circulations and performance
- V. Install new air supply grills & new return grills with filters
- VI. Each Air Handler to have REME HALO Advance Oxidation Plasma Oxidizer installed

- Ceiling grid

Reinstall 2ft X 2ft standard grid (match existing) in ceiling areas where work is performed

- Final Clean

Areas to be cleaned and all protection removed and disposed of.

- Testing and Inspections

3rd party Inspection of Mold remediation and sanitizing, as well as air sample test

All adjacent public spaces shall be thoroughly cleaned before leaving the jobsite each day/night.

Contractor is responsible for thoroughly cleaning the work area and any adjacent areas that are affected by construction

13-17

Total \$227,000

Exclusions:

- No Test and Balance
- No Designed or Engineered plans (scope is to replace existing layout)
- No work to Chiller lines
- Replacement of existing light fixtures on drop ceilings

PROPOSED PAYMENT: Owner agrees to pay Contractor a total price of \$227,000. The payment schedule will be: \$50,000 upon demo of 1st section, \$50,000 commencement of demo 2nd section, \$50,000 commencement of demo 3rd section. \$50,000 commencement of the demo of the 4th section, \$27,000 final payment upon completion of job

NOTE: This proposal may be withdrawn by us if not accepted within _____ days.

ACCEPTANCE OF PROPOSAL



VICTOR SELJAS

CONTRACTOR SIGNATURE

X

OWNER/BUYER SIGNATURE

X

OWNER/BUYER SIGNATURE

/19

DATE

/19

DATE

You are hereby authorized to return a formal contract between us to accomplish the work described in the above proposal, for which the undersigned agrees to pay the amount stated in said proposal and according to the terms thereof.

13-N

Public Services - Fleet Maintenance

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

Goals

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

Objectives

Reduce vehicle down time.

Maintain fleet parts and tire inventory at an optimal level.

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

FY 2018-19 Accomplishments

Our fleet staff was able to save the city budget approximately 30 thousand dollars in repairs this year alone on two separate sanitation vehicles that had major engine damage.

Our fleet staff has work cohesively with our procurement department in getting time sheet paper work and invoices processed in a timely fashion. They have come up with ways the City could better utilize equipment and made suggestions that ultimately helped us better service the vehicles.

FY 2019-20 Budget Highlights

- Proposed budget is \$10,125 or 23% higher than FY2018/2019.
- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$53,489</u>
Net cost of Department	<u>\$53,489</u>

CITY OF MIAMI SPRINGS
PUBLIC WORKS BUDGET
FISCAL YEAR ENDING 9/30/20

ACCOUNT NUMBER FLEET DIVISION	ACCOUNT DESCRIPTION	FY2016-17 ACTUALS	FY2017-18 ACTUALS	FY2018-19 AMENDED BUDGET	FY2019-20 Departmental Request	Dollar Increase (decrease)
001-5407-541.34-00	OTHER CONTRACTUAL SERVICE	51,492	37,883	25,509	35,634	10,125
001-5407-541.45-10	FLEET MAINTENANCE	493	50,843	5,855	5,855	-
001-5407-541.45-30	LIABILITY INSURANCES	2,250	2,391	-	-	-
001-5407-541.52-00	OPERATING SUPPLIES	5,529	1,696	10,000	10,000	-
001-5407-541.52-02	FUEL, OILS, LUBRICANTS	877	2,426	1,500	1,500	-
001-5407-541.52-07	TIRES		248	500	500	-
	Total Fleet	60,641	95,487	43,364	53,489	10,125
	Total Public Works	1,802,433	2,080,862	2,008,925	2,078,998	70,073

13-20

Basis for FY 2019-20 Salary Projections

Calculations is based upon current earnings at 2,080 hours

Base Salary for each position:
Adjustment includes:

- 0.0%**
 - 0.00%
 - 3.00% **to be effective on 10-01-2019**
- 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 3/31/19	Current Pay Range	Date of Annual Review	Promotional Increases	3% COLA Increase	Retirement Payout	Longevity	FY2019-20 Total Pay
Administrative Assistant II	Rachel Buckner	FT	1	1	-	\$33,949			\$1,698	\$1,069	\$0	\$0	\$36,716
Administrative Assistant II	Bry Joiner	FT	1	1	-	\$38,563				\$1,157	\$0	\$0	\$39,720
Public Works Director-PG49	T Nash	FT	1	1	-	\$94,085			\$0	\$2,823		\$1,750	\$98,658
Materials Management Clerk -PG15	A Perez	FT	1	1	-	\$42,412				\$1,272		\$1,500	\$45,184
Administrative Assistant II	Lizette Fuentes	FT	1.0	1.0	-	\$33,949		10/01/10	\$1,698	\$1,069		\$0	\$36,716
Total projections			5.00	5.00	0	\$242,958			\$3,396	\$7,391	\$0	\$3,250	\$256,995

City of Miami Springs													
Department: Public Works - Streets, Streetlights & Sidewalks													
Position (paygrade)	Employee Name	FT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/19	Current Pay Range	Date of Annual Review	FY 19-20 Projected Merit Increase	3% COLA Increase	Retirement Payout	Longevity	FY2019-20 Total Pay
Refuse Truck Driver-PG13	J Crumpler	FT	1	1	-	\$34,325	30226-49216	02/02/15		\$1,030		\$0	\$35,355
Maintenance Worker I-PG8	C Arguello	FT	1	1	-	\$30,470	22541-33421	02/02/15	\$0	\$914		\$0	\$31,384
Maintenance Worker II-PG10	Erroil Vasell	FT	1.00	1.00	-	\$34,473				\$1,034		\$1,000	\$36,507
Maintenance Worker I-PG8	Adrian Lopez	FT	1	1	-	\$29,018			\$0	\$871		\$0	\$29,889
Total projections			4.00	4.00	0	\$128,286			\$0	\$3,849	\$0	\$1,000	\$133,135

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City of Miami Springs

Department: Public Works - Public Properties

Position (paygrade)	Employee Name	FT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/19	Current Pay Range	Date of Annual Review	FY 19-20 Projected Merit Increase	3% COLA Increase	Retirement Payout	Longevity	FY2019-20 Total Pay
Maintenance Worker I-PG8	Vacant	FT	1	1	-	\$29,018	22992-38440	12/21/92		\$871		\$0	\$29,889
Maintenance Worker I-PG8	Zavier Johnson	FT	1	1	-	\$29,018	22992-38440	02/02/15		\$871		\$0	\$29,889
Maintenance Worker I-PG8	R Bazil	FT	1	1	-	\$29,018	22541-33421	12/21/92		\$871		\$0	\$29,889
Maintenance Worker I-PG8	Zel Garcia	FT	1	1	-	\$29,018	22992-38440	01/00/00		\$871		\$0	\$29,889
Maintenance Worker I-PG8	M Graham	FT	1	1	-	\$29,018	22992-38440	01/00/00		\$871		\$0	\$29,889
Maintenance Worker I-PG8	Marco Hernandez	FT	1	1	-	\$29,018	24201-35885			\$871		\$0	\$29,889
Maintenance Worker I	Jahkeem Johnson	FT	1	1	-	\$29,018	22541-33421			\$871		\$0	\$29,889
Maintenance Worker I	Amado Andres	FT	1	1	-	\$30,179	22992-38440	10/06/10		\$905		\$1,000	\$32,084
Maintenance Worker I-PG8	Anthony Thompson	FT	1	1	-	\$29,018	22992-38440	10/06/10		\$871		\$0	\$29,889
Maintenance Worker I-PG8	M Mcfarlane	FT	1	1	-	\$29,018	22992-38440			\$871		\$0	\$29,889
Total projections													
			10.0	10.0	-	\$291,341			\$0	\$8,740		\$1,000	\$301,081

City of Miami Springs

Department: Public Works - Building Maintenance

Position (paygrade)	Employee Name	FT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/19	Current Pay Range	Date of Annual Review	FY 19-20 Projected Merit Increase	3% COLA Increase	Retirement Payout	Longevity	FY2019-20 Total Pay
Building Maintenance Specialist II-PG22	A Urbaez	FT	1	1	-	\$47,276	32547-48264	03/09/15		\$1,418			\$48,694
Building Maintenance Specialist I	Ervin Roivas	FT	0	1	-	\$30,258			\$0	\$908			\$31,166
Total projections													
			1	2	0	\$77,534			\$0	\$2,326		\$0	\$79,860

13-23

Parks and Recreation Department

Mission Statement

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

Parks and Recreation - Administration

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

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

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

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

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

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

Goals

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

Objectives

- Conduct cooperative youth and adult sports programs including but not limited to soccer, basketball, baseball, football (tackle) and flag football.
- Provide additional “non-athletic” youth, adult, senior programs and increase participation in our Special Events at the Recreation Center.
- Conduct periodic meetings with local non-City organizations that co-sponsor programs through the Recreation department.
- Increase our overall Recreational Programs by 15%

Parks and Recreation - Administration

2018-19 Accomplishments

- Increased participation in our 5K's by 3%
- Increased participation in our Teen Basketball League by 5%
- Increased participation in our 2nd annual Wreck Camp Out Event by 20%
- Increased participation in our Skills Basketball Camp by 10%
- Increased participation across the board on all of our special events by 15%
- Painted the inside of the Foyer area of the Community Center

FY 2019-20 Budget Highlights

- The total Recreation budget for FY19-20 is \$2,395,222 which is \$8,768 or 0.4% higher than the FY18-19 budget.
- Proposed Administration budget is \$91,807 or 6.4% higher than FY2018/2019.
- For FY2019-20, we will be requesting a five year Capital Lease/Note for improvements at a total cost of \$80,500 The budget impact of this lease is \$17,442 for FY19-20. Improvements includes: \$26,000 to do pool deck spray maintenance, \$20,000 to resurface two tennis courts, \$14,500 to lasergrade and clay the baseball fields at Stafford and Peavey Dove, and \$20,000 to repair the soccer fields at Stafford.
- Budget Summary:

Budgeted Revenues	\$ 334,950
Budgeted Expenditures	<u>\$1,521,135</u>
Net cost of Department	<u>\$1,186,185</u>
- The Pelican Playhouse will receive an annual subsidy of \$29,000 for FY19-20, the same as FY18-19.

**CITY OF MIAMI SPRINGS
RECREATION DEPARTMENT BUDGET
FISCAL YEAR ENDING 9/30/20**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2016-17		FY2017-18		FY2018-19		FY2019-20	Dollar Increase (Decrease)
		ACTUALS	BUDGET	ACTUALS	BUDGET	ACTUALS	BUDGET		
001-5701-572.12-00	REGULAR SALARIES	293,340	301,832	315,856	362,385	46,529			
001-5701-572.13-00	PART TIME YEAR ROUND	139,847	198,901	185,000	200,000	15,000			
001-5701-572.14-00	OVERTIME	19,028	15,078	10,000	10,000	-			
001-5701-572.16-00	SEASONAL EMPLOYEES	167,799	93,336	120,000	120,000	-			
001-5701-572.21-00	FEDERAL PAYROLL TAXES	47,769	46,462	48,260	52,967	4,707			
001-5701-572.22-01	PENSION COSTS	24,714	28,828	29,806	39,399	9,593			
	TOTAL MEDICAL INSURANCE	44,687	46,315	53,059	55,866	2,807			
001-5701-572.24-00	WORKER'S COMPENSATION	18,504	11,267	8,160	8,530	370			
001-5701-572.31-00	PROFESSIONAL SERVICES	-	-	1,500	1,500	-			
001-5701-572.34-00	OTHER CONTRACTUAL SERVICE	74,090	79,131	82,752	83,000	248			
001-5701-572.34-18	PELICAN PLAYHOUSE COSTS	23,463	30,192	29,000	29,000	-			
001-5701-572.34-14	FOOTBALL REFEREES	1,680	4,040	6,000	3,000	(3,000)			
001-5701-572.34-15	SOCCER REFEREES	10,241	9,932	12,000	12,000	-			
001-5701-572.34-16	BASKETBALL REFEREES	8,775	7,690	15,800	15,800	-			
001-5701-572.34-17	BASEBALL UMPIRES	12,726	13,098	13,304	13,304	-			
001-5701-572.34-20	PELICAN RENTAL COMMISSION	2,724	2,753	9,247	8,500	(747)			
001-5701-572.40-00	TRAVEL AND PER DIEM	4,118	3,600	3,600	3,600	-			
001-5701-572.41-01	TELEPHONE: BASE & LOCAL	760	581	900	700	(200)			
001-5701-572.41-02	CELLULAR TELEPHONE	641	530	800	600	(200)			
001-5701-572.41-03	POSTAGE	109	143	200	200	-			
001-5701-572.41-06	INTERNET ACCESS	8,543	6,768	7,000	9,058	2,058			
001-5701-572.43-01	ELECTRICITY	84,308	83,671	82,000	80,000	(2,000)			
001-5701-572.43-02	WATER	22,410	34,345	22,000	24,000	2,000			
001-5701-572.43-03	GAS	269	304	300	300	-			
001-5701-572.44-00	RENTALS AND LEASES	5,093	2,060	5,593	3,000	(2,593)			
001-5701-572.45-10	FLEET MAINTENANCE	13,323	11,274	8,000	8,000	-			
001-5701-572.45-30	LIABILITY INSURANCE	74,030	78,267	75,594	76,600	1,006			
001-5701-572.46-00	REPAIRS AND MAINTENANCE	48,156	41,742	52,047	55,000	2,953			
001-5701-572.47-00	PRINTING AND BINDING	630	3,748	5,000	2,500	(2,500)			
001-5701-572.48-00	PROMOTIONS	52,515	58,629	66,000	75,000	9,000			
001-5701-572.48-01	RECREATIONAL ACTIVITIES	21,355	24,929	36,000	36,000	-			
001-5701-572.51-00	OFFICE SUPPLIES	2,712	2,726	2,500	2,500	-			
001-5701-572.52-00	OPERATING SUPPLIES	44,940	51,711	63,915	62,000	(1,915)			
001-5701-572.52-01	BASKETBALL UNIFORMS	8,279	5,624	9,900	8,500	(1,400)			
001-5701-572.52-02	FUEL, OILS, LUBRICANTS	2,340	3,384	2,500	2,000	(500)			
001-5701-572.52-03	UNIFORMS	1,967	741	2,500	2,500	-			

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CITY OF MIAMI SPRINGS
 RECREATION DEPARTMENT BUDGET
 FISCAL YEAR ENDING 9/30/20

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2016-17		FY2017-18		FY2018-19		FY2019-20 Departmental Request	Dollar Increase (Decrease)
		ACTUALS	ACTUALS	ACTUALS	BUDGET	AMENDED	BUDGET		
001-5701-572-52-07	TIRES	241				500		500	-
001-5701-572-52-29	GET FIT SUMMER CAMP	1,324		1,330		6,000		4,000	(2,000)
001-5701-572-52-28	TURKEY TROT/SPRINGS RIVER 5K	5,913		3,440		9,250		9,250	-
001-5701-572-52-21	ANNUAL DADDY DAUGHTER DANCE	6,388		6,814		10,000		10,000	-
001-5701-572-52-22	TEEN CAMP	300				500		500	-
001-5701-572-52-23	YOUTH BASKETBALL	456		290		1,500		750	(750)
001-5701-572-52-24	ADVANCED BASKETBALL					385		385	-
001-5701-572-52-25	MENS BASKETBALL	1,180		1,138		3,600		2,500	(1,100)
001-5701-572-54-00	DUES, MEMBERSHIPS, SUBS	1,249		1,238		1,500		1,500	-
001-5701-572-58-00	EDUCATION AND TRAINING	550		1,510		3,000		3,000	-
001-5701-572-52-60	BASKETBALL TEEN LEAGUE	912		431		1,000		-	(1,000)
001-5701-572-52-61	BASKETBALL TEEN LEAGUE	541		653		6,000		4,000	(2,000)
001-5701-572-64-00	MACHINERY AND EQUIPMENT	19,063		62,561		-		-	-
001-5701-572-91-12	TRANSFER TO DEBT SERVICE FUND							17,442	17,442
Total Administration		1,324,002		1,383,037		1,429,328		1,521,135	91,807

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Fiscal Year : 2019
 Budget Level : BUDG
 Description :

DEPARTMENTAL INPUT
 Description

Account #	Description	Budget Amount	Misc. Info
1-5701-572-12-00	REGULAR SALARIES	362,385.00	
00100	DIRECTOR, PROGRAM SUPERVISOR, ATHLETIC SUPERVISOR	362,385.00	
00200	RECREATION SPECIALISTS, ADMINISTRATIVE ASSISTANT	.00	
00300	BUDGET NUMBER PROVIDED BY FINANCE	.00	
00100	PART TIME YEAR ROUND	200,000.00	
00100	OVERTIME	10,000.00	
00100	SEASONAL EMPLOYEES	120,000.00	
00100	FEDERAL PAYROLL TAXES	52,967.00	
00100	GENERAL	39,399.00	
00100	POS, EMPLOYEE +1	52,551.00	
00100	LIFE/AD&D	1,678.00	
00100	DENTAL - OHS - EMPLOYEE	1,294.00	
00100	VSP - VISION - EMPLOYEE	342.00	
00100	WORKER'S COMPENSATION	8,530.00	
00100	PROFESSIONAL SERVICES	1,500.00	
00100	OTHER CONTRACTUAL SERVICE	83,000.00	
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	8,500.00	
00500	RS CABLE, SECURITY ALARM MONITORING CONTRACT	1,260.00	
00600	SIMPLEX GRINNELL, FIRE ALARM MONITORING CONTRACT	6,140.00	
00700	THOR GUARD, LIGHTNING PREDICTION SYSTEM CONTRACT	4,500.00	
00800	ALSCO, FLOOR MATS/DUST MOPS CLEANING CONTRACT	1,800.00	
00900	SCHINDLER, ELEVATOR MAINTENANCE CONTRACT	6,800.00	
01000	FITNESS SOLUTION, EQUIPMENT MONTHLY MAINTENANCE	4,000.00	
01100	VERMONT SYSTEMS, REC TRAC MAINTENANCE & SUPPORT	5,000.00	
00100	FLAG FOOTBALL REFEREE FEES	3,000.00	
00100	SOCCER REFEREES	12,000.00	
00200	BASKETBALL REFEREES	15,800.00	
00100	BASEBALL UMPIRES	13,304.00	
00200	PELICAN PLAYHOUSE	29,000.00	

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Fiscal Year : 2019
 Budget Level : BUDG
 Description : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
1-5701-572-34-20	PELICAN RENTAL COMMISSION	00100	THEATER DIRECTOR CONTRACT
1-5701-572-40-00	TRAVEL AND PER DIEM	00200	THEATER EQUIPMENT, PURCHASE/MAINTENANCE/REPAIRS
1-5701-572-41-01	TELEPHONE: BASE & LOCAL	00100	30% COMMISSION ON THEATER RENTALS
1-5701-572-41-02	CELLULAR TELEPHONE	00100	RECREATION DIRECTOR CAR ALLOWANCE
1-5701-572-41-03	POSTAGE	00100	BUDGET NUMBER PROVIDED BY FINANCE
1-5701-572-41-06	INTERNET ACCESS	00100	BUDGET NUMBER PROVIDED BY FINANCE
1-5701-572-43-01	ELECTRICITY	00100	BUDGET NUMBER PROVIDED BY FINANCE
1-5701-572-43-02	WATER	00100	BUDGET NUMBER PROVIDED BY FINANCE
1-5701-572-43-03	NATURAL GAS	00100	BUDGET NUMBER PROVIDED BY FINANCE
1-5701-572-44-00	RENTALS AND LEASES	00100	BUDGET NUMBER PROVIDED BY FINANCE
1-5701-572-45-10	FLEET MAINTENANCE	00100	COPY MACHINE RENTAL/METERED COPIES CONTRACT
1-5701-572-45-30	RISK MANAGEMENT	00200	STORAGE UNIT MONTHLY RENTAL CONTRACT
1-5701-572-46-00	REPAIRS AND MAINTENANCE	00100	BUDGET NUMBER PROVIDED BY FINANCE
1-5701-572-47-00	PRINTING AND BINDING	00100	BUDGET NUMBER PROVIDED BY FINANCE
1-5701-572-48-00	PROMOTIONS	00100	BUDGET NUMBER PROVIDED BY FINANCE
		00100	COST ASSOCIATED WITH ALL REPAIRS TO BUILDING, GYM FLOORS, WLLS, ELECTRICAL, ETC
		00100	SIGNS, BANNERS, POSTERS
		00100	COVERS ALL EXPENSES ASSOCIATED WITH SPECIAL EVENTS
		00200	DADDY-DAUGHTER DATE NIGHT
		00300	CHRISTMAS AT THE GAZEBO
		00400	EASTER EVENT
		00500	HALLOWEEN EVENT
		00600	4TH OF JULY-CAR RENTALS/FIREWORKS/POOL PARTY
		00700	WELCOME TO SUMMER POOL PARTY
		00800	BACK TO SCHOOL POOL PARTY
		00900	LUAU POOL PARTY
		01000	MEMORIAL & VETERAN'S DAY CEREMONIES
		01100	RIBBON CUTTING CEREMONY, AS NEEDED
		01200	WRECK CAMP OUT
1-5701-572-48-01	RECREATIONAL ACTIVITIES	00100	COVERS FIELD TRIPS FOR ALL 3 SUMMER CAMP PROGRAMS
1-5701-572-51-00	OFFICE SUPPLIES	00200	PARTIES, COOK OUTS, ETC
		00100	MISC OFFICE SUPPLIES, AS NEEDED

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Fiscal Year : 2019
 Budget Level : BUDG
 Description : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
1-5701-572-52-00	OPERATING SUPPLIES	62,000.00	
1-5701-572-52-01	BASKETBALL/YOUTH LEAGUE	8,500.00	ALL EXPENSES ASSOCAITED WITH AFTER SCHOOL CARE, SCHOOL HOLIDAYS, 3 SUMMER CAMP PROGRAMS, ATHLETIC EQUIPMENT, 1ST AID SUPPLIES, HAND SANITIZERS
1-5701-572-52-02	FUEL, OILS, LUBRICANTS	2,000.00	
1-5701-572-52-03	UNIFORMS	2,500.00	
1-5701-572-52-07	TIRES	500.00	
1-5701-572-52-21	ANNUAL DADDY/DAUGHTER DAN	10,000.00	
1-5701-572-52-22	TEEN PROGRAM	500.00	
1-5701-572-52-23	BASKETBALL CAMP/YOUTH	750.00	
1-5701-572-52-24	BASKETBALL CAMP/ADVANCED	385.00	
1-5701-572-52-25	BASKETBALL/MEN'S LEAGUE	2,500.00	
1-5701-572-52-28	5KRUN, TRKY TROT/SPGS FEST	9,250.00	
1-5701-572-52-29	GET FIT SUMMER CAMP	4,000.00	
1-5701-572-52-61	BASKETBALL SUMMER CAMP	4,000.00	
1-5701-572-54-00	DUES, MEMBERSHIPS, SUBS	1,500.00	
1-5701-572-58-00	EDUCATION AND TRAINING	3,000.00	
1-5701-572-91-12	TRF TO DEBT SERVICE	17,442.00	
* Total Accounts for this Budget Level		1,521,135.00	

14.7

Recreation - Pool

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

Goals

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

Objectives

- Offer additional family-oriented activities during "open swim" sessions.
- Offer Learn to Swim Program
- Offer Water Safety Classes
- Host Events quarterly at the Aquatic Center

FY2018-19 Accomplishments

- Increase the Learn to Swim Program by 5%
- Increase Facility Rentals (MPR, Private Rentals, Cabana's) by 10%
- Increase Back to Summer Party by 10%
- Increased our Water Aerobics by 20%
- Implemented a community CPR Seminar

FY 2019-20 Budget Highlights

- Proposed pool budget is \$49,988 or 8.4% lower than the FY18-19.
- Budget includes \$26,000 to provide pool deck spray maintenance.
- Budget Summary:

Budgeted Revenues	\$133,500
Budgeted Expenditures	<u>\$571,869</u>
Net cost of Department	<u>\$438,369</u>

CITY OF MIAMI SPRINGS
RECREATION DEPARTMENT BUDGET
FISCAL YEAR ENDING 9/30/20

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2016-17 ACTUALS	FY2017-18 ACTUALS	FY2018-19 AMENDED BUDGET	FY2019-20 Departmental Request	Dollar Increase (Decrease)
POOL						
001-5702-572.12-00	REGULAR SALARIES	86,267	117,494	128,848	88,783	(40,065)
001-5702-572.13-00	PART TIME YEAR ROUND	201,143	208,690	260,000	260,000	-
001-5702-572.14-00	OVERTIME	14,436	6,086	-	2,500	2,500
001-5702-572.21-00	FEDERAL PAYROLL TAXES	23,236	25,404	29,747	26,873	(2,874)
001-5702-572.22-01	PENSION COSTS	9,383	14,909	15,791	10,690	(5,101)
	TOTAL MEDICAL INSURANCE	14,808	18,827	13,899	16,919	3,020
001-5702-572.24-00	WORKER'S COMPENSATION	12,276	6,261	7,138	6,976	(162)
001-5702-572.34-00	CONTRATUAL SERVICES	34,009	43,304	56,000	56,000	-
001-5702-572.43-01	ELECTRICITY	14,146	14,675	13,000	13,804	804
001-5702-572.43-02	WATER	13,720	3,716	10,000	5,000	(5,000)
001-5702-572.43-03	GAS(POOL)	10,285	10,222	15,000	15,000	-
001-5702-572.44-00	RENTALS AND LEASES			3,900	4,500	600
001-5702-572.45-30	LIABILITY INSURANCE	9,216	7,596	7,092	6,824	(268)
001-5702-572.46-00	REPAIRS AND MAINTENANCE	6,526	9,000	8,500	10,000	1,500
001-5702-572.52-00	OPERATING SUPPLIES	6,061	6,648	9,000	9,000	-
001-5702-572.52-03	UNIFORMS	3,889	2,994	5,000	5,000	-
001-5702-572.52-06	CHEMICALS	21,207	23,807	29,342	30,000	658
001-5702-572.54-00	DUES, MEMBERSHIPS, SUBS	870	460	1,000	1,000	-
001-5702-572.58-00	EDUCATION AND TRAINING	300	760	3,000	3,000	-
001-5702-572.64-00	MACHINERY AND EQUIPMENT	-	-	5,600	-	(5,600)
Total Pool		481,778	520,853	621,857	571,869	(49,988)

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Fiscal Year : 2019
 Budget Level : BUDG
 Description : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
1-5702-572-12-00	REGULAR SALARIES	88,783.00	
1-5702-572-13-00	PART TIME YEAR ROUND	260,000.00	BUDGET NUMBER PROVIDED BY FINANCE
1-5702-572-14-00	OVERTIME	2,500.00	AQUATIC SUPERVISOR, AQUATIC SPECIALIST
1-5702-572-21-00	FEDERAL PAYROLL TAXES	26,873.00	FT-YR STAFF, BUDGET NUMBER PROVIDED BY FINANCE
1-5702-572-22-01	GENERAL	10,690.00	AS NEEDED
1-5702-572-23-01	POS, EMPLOYEE ONLY	16,071.00	BUDGET NUMBER PROVIDED BY FINANCE
1-5702-572-23-07	LIFE/AD&D	416.00	BUDGET NUMBER PROVIDED BY FINANCE
1-5702-572-23-08	DENTAL - OHS - EMPLOYEE	322.00	BUDGET NUMBER PROVIDED BY FINANCE
1-5702-572-23-09	VSP - VISION - EMPLOYEE	111.00	BUDGET NUMBER PROVIDED BY FINANCE
1-5702-572-24-00	WORKER'S COMPENSATION	6,976.00	BUDGET NUMBER PROVIDED BY FINANCE
1-5702-572-34-00	OTHER CONTRACTUAL SERVICE	56,000.00	BUDGET NUMBER PROVIDED BY FINANCE
1-5702-572-43-01	ELECTRICITY	13,804.00	ENCOMPASS JANITORIAL CONTRACT
1-5702-572-43-02	WATER	5,000.00	TRANE AC MAINTENANCE CONTRACT
1-5702-572-43-03	NATURAL GAS	15,000.00	SENTRY SECURITY ALARM MONITORING CONTRACT
1-5702-572-44-00	RENTALS AND LEASES	4,500.00	DIVERSIFIRE FIRE ALARM MONITORING CONTRACT
1-5702-572-45-30	RISK MANAGEMENT	6,824.00	COMCAST CABLE/INTERNET
1-5702-572-46-00	REPAIRS AND MAINTENANCE	10,000.00	DEPT OF AGRICULTURE & ADP SLIDE INSPECTIONS
1-5702-572-52-00	OPERATING SUPPLIES	9,000.00	SLIDEPROS-ANNUAL SLIDE MAINTENANCE CONTRACT
1-5702-572-52-03	UNIFORMS	5,000.00	BUDGET NUMBER PROVIDED BY FINANCE
1-5702-572-52-06	CHEMICALS	10,000.00	EXPENSE ASSOCIATED WITH ALL REPAIRS, IE;SLIDE, LIGHTS, FILTRATION SYSTEM, PAINTING, ETC
1-5702-572-54-00	DUES, MEMBERSHIPS, SUBS	30,000.00	EXPENSES ASSOCIATED WITH AQUATIC SUPPLIES, CLASS MATERIALS, 1ST AID SUPPLIES, ETC
		5,000.00	LIFEGUARD BATHING SUITS, SHORTS, SHIRTS, JACKETS
		30,000.00	CO2, CHLORINE, ACID, CALCIUM

14, 10

Fiscal Year : 2019
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
			3,000.00
		00100	POOL OPERATOR RECERTIFICATION, COST ASSOCIATED
		00200	WITH RED CROSS
			571,870.00

* Total Accounts for this Budget Level 22

14-11

**CITY OF MIAMI SPRINGS
CAPITAL IMPROVEMENT REQUEST
FOR FY 2019-20 BUDGET YEAR**

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

Department: _____ Recreation-Aquatics

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

Repair & Seal Pool Deck

Total budget request: \$ 26,000.00

Detail any grant or additional funding sources for this project

Funding

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

Reason why project is needed

Project will repair visible cracks and multiple patches missing. This project will need to be done Bi-Annually.

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

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

Department Head Signature

City Manager Approval

14-12

DECOsurfaces

To: Miami Springs Aquatic Center
1401 Westward Dr. 33166
Attn: Catlin Smith

Date: 5/28/2018
Estimate: 3869

Re: Spray Deck maintenance to Pool Deck

We submit the following proposal:

Substrate Preparation to existing surface:

1. Remove any loose and delaminating finish on surface
2. Saw cut cracks approx 1 1/2" deep and fill using acrylic modified cement
Note: does not guarantee against re-cracking
3. Pressure wash using high pressure scrubbers
4. Pressure wash using high pressure nozzles

Spray Deck application to Front Entrance:

1. Tape and/or mask off any surrounding areas such as walls, Landscaping, etc.
2. Apply skim coat to increase strength and adhesion of final Product, using acrylic modified cement
3. Second skim Coat application to cover deep lines of stamped concrete
Note: does not eliminate areas of standing water
4. Apply texture coat; Knock down finish
5. **Apply Color / Sealer; ! coat same color**, water based, color acrylic sealer

Sealer Application:

Repair areas and Seal complete pool deck.....\$25,475.00

As per email there will be work done to the pool deck that needs recovering. At time of completion of your repairs, we can determine scope of work and final price for repairs.

Terms: 45% down payment for scheduling and product acquisition
Balance due upon completion of work
Estimate valid for 2 months from date
Installation to take approximately 14 days, weather permitting

Thank you for the opportunity to provide this estimate for your surfacing requirements

305 265 7783

DECOsurfaces.net

14-13

DECOsurfaces

Very experienced, well known and respected in the swimming pool and building industry, we have handled pool, patio, walkway and other renovations for many of South Florida's finest residential. Condominium and commercial properties. Some of Deco Surfaces, Inc.'s recent projects include:

Shopping Centers, Hotels

The Palms Town & Country Mall, Kendall	Walkways
Greenery Mall, Dadeland	Walkways
BMW South Motors, Miami	Showroom / Service areas
Sheraton Bal Harbour, Miami Beach	Swimming pool deck
Ritz-Carlton Hotel, Key Biscayne	Balconies and terraces
Fountainbleu Hilton, Miami Beach	Cabanas and walkways
Trump Ocean Grande, Sunny Isle	Balconies and terraces
JW Marriott Hotel, Brickell Ave	Rest. terraces, main hotel entrance
Marriott Residence Inn, Ft Lauderdale	Swimming pool deck
Key Ambassador, Key West	Swimming pool deck
Sonesta Mutiny Park, Coconut Grove	Penthouse terraces and rec. deck
Embassy Suites, Palm Beach	Swimming pool deck

Schools , Universities, Clubs & Municipalities

University Of Miami	Swimming pool deck & various buildings
Florida Intl university	Swimming pool deck , Library Entrance
Miami Dade College	Swimming pool deck
Ransom Everglades	Swimming pool deck & tennis courts
Miami Springs Aquatic Center	Swimming pool deck
Village of Key Biscayne Rec Cntr.	Swimming pool deck, Patio
Village of Pinecrest	Village office walkways
R. Clemente Park, City of Miami	Water Park
Flamingo Park, Miami Beach	Swimming pool deck entrance area
J.Carter Park, City of Ft. Lauderdale	Swimming pool deck
Pinecrest Gardens (old Parrot jungle)	Walkways & entrance area
United Way Building, Miami	Breezeway walkways
Ballys Total Fitness, Coral Gables	Swimming pool deck

Condominiums, Apartment Complexes

Ocean Reef Club	Fitness Center pool deck
Cocoplum	Swimming pool deck
Fisher Island	Parking garage flooring, walkways
Williams Island	Island Club & Tennis center
Lennar Homes-Variou development	Walkways, terraces and pool decks
Downtown Dadeland	Walkways & terraces

14-14

DECOsurfaces

The Colonnade, Dadeland
Winston Park, Kendall
Briar Lakes, Kendall
Sable Chase, Kendall
Kings Creek, Kendall
Charlestowne, Kendall
Lakes By the Bay, Palmetto Bay
Kendall United Methodist Church
Gables tower, Coral Gables
Grove Harbour, Coconut Grove
South Beach Group-various prop.
Marina Del Mar, Miami Beach
Opera Tower, Biscayne Blvd.
One Broadway Brickell
Neo vertika, Neo Wind Condo
Brickell Emerald, Brickell Ave
Brickell Bay Plaza, Brickell Ave
The Metropolitan, Brickell Ave
Brickell Fortune House, Brickell Ave
Goldcoaster Resort, Homestead

Swimming pool deck, walways & terraces
Swimming pool deck, tennis & basketball crts
Swimming pool deck, tennis & basketball crts
Patio Areas & walkways
Swimming pool deck
Swimming pool deck & walkways
Swimming pool deck & walkways
Entrance and patio area
Terraces, balconies
Swimming pool deck
Swimming pool deck, walkway
Swimming pool deck
Swimming pool deck
Swimming pool deck
Swimming pool deck
Swimming pool deck, terraces
Swimming pool deck
Swimming pool deck
Swimming pool deck
Swimming pool deck, walkways

14-15

Thank you for the opportunity to provide this estimate for your surfacing requirements

305 265 7783

DECOsurfaces.net

14-15

DECOsurfaces

Dear Homeowner, Developer, General Contractor, Swimming Pool Builder or Property Manager,

Deco Surfaces, Inc. has specialized in the installation of Spray Deck, a decorative concrete finish, which is ideal for **pool decks, patios, walkways and driveways** since 1996. Spray deck is one of the newest and most innovative products in the swimming pool and re-surfacing industry. Not only can it be installed over new concrete surfaces, it can also be applied over old and worn concrete surfaces. It can be tailored to your liking with a **wide variety of colors, patterns and designs**. We are experts in customizing it by adding imitation brick or flagstone borders, inserting tiles into the pattern or including several different colors in the finish. The options are virtually limitless and will give you a unique and beautiful appearance.

Why is Spray Deck the best product for your home or property?

- Long lasting, looks brand new for many years
- Requires very little maintenance
- Its mildew and stain resistant
- Non-skid
- Stays cool in hot summer sun
- Comfortable to bare foot
- Inexpensive
- Will withstand vehicular traffic
- Can be applied over new or existing concrete surfaces

We also offer the following products and services:

- Tennis, Basketball & Shuffleboard court resurfacing
- Brick & Paver cleaning and sealing
- Pressure Cleaning
- Concrete Color Sealing / Deck Painting

Increase the value and beauty of your property with Deco Surface's Custom Designed Spray Deck

305 265 7783

DECOsurfaces.net

14-16

Recreation - Tennis

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

Goals

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

Objectives

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

FY2018-19 Accomplishments

- Resurfaced three of the five courts
- Installed a new Tennis Center Sign
- Renovated the Restrooms on site
- New Picnic Tables and Trash Receptacles for the facility
- Tennis program has increased by 10%

FY 2019-20 Budget Highlights

- Proposed tennis budget is \$22,418 or 50% lower than FY18-19, decrease is due to the \$20,000 for the resurfacing of the two tennis courts being included in the five year capital note as discussed in the Administration budget.
- Budget Summary:

Budgeted Revenues	\$	-0-
Budgeted Expenditures		<u>\$22,382</u>
Net cost of Department		<u>\$22,382</u>

CITY OF MIAMI SPRINGS
RECREATION DEPARTMENT BUDGET
FISCAL YEAR ENDING 9/30/20

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2018-19		FY2019-20	Dollar Increase (Decrease)
		FY2016-17 ACTUALS	FY2017-18 ACTUALS		
001-5703-572.34-00	OTHER CONTRACTUAL SERVICES	15,000	15,000	15,000	-
001-5703-572.43-01	ELECTRICITY	3,093	3,128	3,182	(418)
001-5703-572.43-02	WATER	199	170	200	-
001-5703-572-52-00	OPERATING SUPPLIES	663	-	2,000	-
001-5703-572.46-00	REPAIRS AND MAINTENANCE	-	-	2,000	-
001-5703-572.63-00	IMPROVEMENTS O/T BUILDINGS	3,276	11,940	-	(22,000)
Total Tennis		22,231	30,238	22,382	(22,418)

14-18

Fiscal Year : : 2019
 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	
* Total Accounts for this Budget Level		22,382.00	5

00100	TENNIS PRO ANNUAL CONTRACT	15,000.00	
00100	BUDGET NUMBER PROVIDED BY FINANCE	3,182.00	
00100	BUDGET NUMBER PROVIDED BY FINANCE	200.00	
00100	BUDGET NUMBER PROVIDED BY FINANCE	2,000.00	
00100	LIGHTS, FENCING, WATER FOUNTAINS, PAINT, DOORS	2,000.00	
00100	NETS, BALLS, WINDSCREENS, ETC	2,382.00	

14-19

**CITY OF MIAMI SPRINGS
CAPITAL IMPROVEMENT REQUEST
FOR FY 2019-20 BUDGET YEAR**

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

Department: _____ Recreation-Tennis

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

Resurface Courts # 1 & 2	15,000
Landscaping	\$ 5,000.00
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

Resurface Courts # 1 & 2, Courts # 3, 4 & 5 completed last year
 Landscape area surrounding Pro Shop

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

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

Department Head Signature

City Manager Approval

14-10

Recreation – Parks Maintenance

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

Goals

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

Objectives

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

FY2018-19 Accomplishments

- Added portable mounds to Prince Field and Stafford Park
- Laser Graded both Fields at Price
- Field renovation and removal of infield grass at Prince South
- Added Clay at Peavy Dove and Stafford North

FY 2019-20 Budget Highlights

- Proposed budget is \$10,634 or 3.7% lower than FY2018/19
- Budget includes \$14,500 for ballfield renovations (laser grade and clay) at Stafford and Peavey Dove, and \$20,000 to repair the soccer field at Stafford which are being included in the five year capital note as discussed in the Administration budget.

- Budget Summary:

Budgeted Revenues	\$	-0-
Budgeted Expenditures	\$	<u>279,835</u>
Net cost of Department		<u>279,835</u>

CITY OF MIAMI SPRINGS
RECREATION DEPARTMENT BUDGET
FISCAL YEAR ENDING 9/30/20

ACCOUNT NUMBER FIELD MAINTENANCE	ACCOUNT DESCRIPTION	FY2016-17	FY2017-18	FY2018-19	FY2019-20	Dollar Increase (Decrease)
		ACTUALS	ACTUALS	AMENDED BUDGET	Departmental Request	
001-5705-572.12-00	REGULAR SALARIES	33,208	34,517	35,230	41,287	6,057
001-5705-572.14-00	OVERTIME	1,962	958	-	1,000	1,000
001-5705-572.21-00	FEDERAL PAYROLL TAXES	2,702	2,713	2,695	3,235	540
001-5705-572.22-01	PENSION COSTS	3,589	4,260	4,318	4,971	653
	TOTAL MEDICAL INSURANCE	7,086	7,256	7,821	8,296	475
001-5705-572.24-00	WORKER'S COMPENSATION	996	598	705	1,239	534
001-5705-572.34-00	CONTRACTUAL SERVICES	140,719	200,308	160,000	160,000	-
001-5705-572.44-00	RENTALS AND LEASES	-	-	2,000	1,000	(1,000)
001-5705-572.45-30	RISK MANAGEMENT	744	732	700	808	108
001-5705-572.46-00	REPAIRS AND MAINTENANCE	50,586	7,691	20,000	18,000	(2,000)
001-5705-572.52-00	OPERATING SUPPLIES-Rec	17,548	9,459	15,000	15,000	-
001-5705-572.52-19	OPERATING SUPPLIES-Fields	14,082	6,453	27,000	25,000	(2,000)
001-5705-572.63-00	IMPROVEMENTS O/T BLDGS	156,640	22,000	15,000	-	(15,000)
001-5705-572.64-00	MACHINERY AND EQUIPMENT	13,919	-	-	-	-
	Total Bidg & Field Maintenance	443,781	296,945	290,469	279,835	(10,634)
	Subtotal Recreation	2,271,792	2,231,073	2,386,454	2,395,222	8,768

14-22

Fiscal Year . . . : 2019
 Budget Level . . . : BUDG
 Description . . . :

DEPARTMENTAL INPUT
 Description

Account #	Description	Budget Amount	Misc. Info
1-5705-572-12-00	REGULAR SALARIES	41,287.00	
1-5705-572-14-00	OVERTIME	1,000.00	
1-5705-572-21-00	FEDERAL PAYROLL TAXES	3,235.00	
1-5705-572-22-01	GENERAL	4,971.00	
1-5705-572-23-04	HMO, EMPLOYEE ONLY	7,887.00	
1-5705-572-23-07	LIFE/AD&D	193.00	
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	1,239.00	
1-5705-572-34-00	OTHER CONTRACTUAL SERVICE	160,000.00	
1-5705-572-44-00	RENTALS AND LEASES	1,000.00	
1-5705-572-45-30	RISK MANAGEMENT	808.00	
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		279,836.00	15

* Budget Amount

Misc. Info

--*

41,287.00

1,000.00

3,235.00

4,965.00

7,887.00

193.00

161.00

55.00

1,239.00

160,000.00

1,000.00

807.00

18,000.00

15,000.00

25,000.00

25,000.00

279,836.00

FIELD MAINTENANCE SUPERVISOR

BUDGET NUMBER PROVIDED BY FINANCE

AS NEEDED

BUDGET NUMBER PROVIDED BY FINANCE

FIELD MAINTENANCE CONTRACT, PRINCE,STAFFORD,

PEAVY DOVE

EQUIPMENT RENTAL FEES, IF NEEDED

BUDGET NUMBER PROVIDED BY FINANCE

EQUIPMENT, IRRIGATION, FENCING, DOG PARK,

SOD REPLACEMENT, IF NEEDED

FIELD PAINT, CALFINE, RAPID DRY, HARDWARE, DOG

PARK SUPPLIES

PRODUCTS ASSOCIATED WITH FIELD CLAY, FERTILIZERS,

WEED KILLER, SAND

279,836.00

14-23

**CITY OF MIAMI SPRINGS
CAPITAL IMPROVEMENT REQUEST
FOR FY 2019-20 BUDGET YEAR**

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

Department: _____ Recreation

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

Renovations of Baseball Fields at Stafford and Peavy Dove

Total budget request: \$ 14,500.00

Detail any grant or additional funding sources for this project

Funding

	\$ -
	\$ -
	\$ -

Total funding sources: \$ -

Reason why project is needed

This project will be for us top contunie to Laser Grade and Add clay to our baseball/softball fields on Bi-annual basis

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

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

Totals \$ -

Department Head Signature

City Manager Approval

14-24

**CITY OF MIAMI SPRINGS
CAPITAL IMPROVEMENT REQUEST
FOR FY 2019-20 BUDGET YEAR**

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

Department: _____ Recreation-Fields

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

Renovate/Repair Soccer Field at Stafford Park

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

This project is needed every summer to repair the Soccer Field at Stafford park due to wear and tear of the Soccer Season.

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

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

Totals \$ -

Department Head Signature

City Manager Approval

14-25

Basis for FY 2019-20 Salary Projections

Calculations is based upon current earnings at 2,080 hours

- 0.0%
- 0.0%
- 3.00% to be effective on 10-01-2019

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

City of Miami Springs												
Department: Recreation Department												
Position (paygrade)	Employee Name	FT	PT	Amended Budget	Qty	Fav (Unf)	Proj. Base Salary As of 3/31/19	Date of Annual Review	Promotional Increases	3% COLA Increase	Other	FY2019-20 Total Pay
Recreation Director-PG49	Omar Luna	1		1	1	0	\$99,300	01/04/11	0	2,979		\$103,279
Athletic Supervisor pg24	Danny Valdes	1		1	1	0	\$44,558	03/23/11	4,855	1,482		\$50,895
Recreation Leader-PG10	Joe Diza	1		1	1	0	\$29,000		870			\$29,870
Recreation Coordinator-PG24	Marcus Martin	1		1	1	0	\$35,020	03/23/11	4,855	1,196		\$41,071
Special Events/Program Supervisor	P Braeley	0		0	0	0	\$5,566	10/01/83	167		27,694	\$35,177
Special Events/Program Supervisor PG31	Caillin Smith	1		1	1	0	\$64,491	01/00/00	4,284	2,351	0	\$62,126
Special Events/Program Specialist PG10	Denise Bedenbaugh	1		1	1	0	\$33,949	01/02/10	4,854	1,164		\$39,967
Recreation Leader (year-round)	?	as needed		0	0	0	\$185,000					\$185,000
Recreation Leader (seasonal)	?	as needed		0	0	0	\$120,000					\$120,000
Total projections		6		6	6	0	\$606,884		\$18,848	\$10,210		\$3,750

City of Miami Springs												
Department: Recreation - Pool												
Position (paygrade)	Employee Name	FT	PT	Amended Budget	Qty	Fav (Unf)	Proj. Base Salary As of 3/31/19	Date of Annual Review	Promotional Increases	3% COLA Increase	Other	FY2019-20 Total Pay
Aquatics Supervisor		0		0	0	0	\$0	03/23/11	0	0		\$0
Aquatics Supervisor PG28	James Dean	1		1	1	0	\$44,558	n/a	4,855	1,482		\$50,895
Aquatic Coordinator PG24	Anthony Fernandez	1		1	1	0	\$31,930		4,854	1,104		\$37,888
Cashiers		3		3	3	0	\$43,000	n/a				\$43,000
Lifeguards (part time)		as needed		0	0	0	\$217,000					\$217,000
Lifeguards (seasonal)		as needed		0	0	0	\$0	n/a				\$0
Total projections		5		5	5	0	\$336,488		\$9,709	\$2,586		\$348,783

City of Miami Springs												
Department: Recreation - Maintenance												
Position (paygrade)	Employee Name	FT	PT	Amended Budget	Qty	Fav (Unf)	Proj. Base Salary As of 3/31/19	Date of Annual Review	Promotional Increases	3% COLA Increase	Other	FY2019-20 Total Pay
Recreation Maintenance Supervisor PG19	Joel Waits	1		1	1	0	\$35,230	09/04/03	4,854	1,203	0	\$41,287
		as needed		0	0	0	\$0	n/a				\$0
		as needed		0	0	0	\$0	n/a				\$0
Total projections		1		1	1	0	\$35,230		\$4,854	\$1,203		\$41,287

14-20

RL

2019/2020 WISH LIST

Wish List, Capital Improvement Projects and Park Improvements	Estimated Cost	Notes
Ford Explorer	\$29,500.00	Our fleet is very limited and all of our vehicles are being used for day to day parks maintenance, etc. The Administrative staff can use for meetings outside the City Limits, picking up decorations and supplies for events, food for events, etc..
Tennis Shade Canopies	\$50,000.00	The tennis community has requested to add Shade Canopies for the players between the courts. Each Canopy is roughly \$15,000.00
Bullpens at Prince Field	\$15,000.00	The bullpens will add an area for pitchers to warm up before games and it will also provide an additional practice element for the teams on practice days

14-27

**CITY OF MIAMI SPRINGS
RECREATION REVENUE BUDGET
FY2019-20**

Line Item Revenue	FY 2017-18	FY 18-19	FY 19-20
	ACTUAL	BUDGET	Proposed Budget
After School Programs	47,916	48,000	45,000
Shade Area/Umbrella Rental	21,969	18,320	12,000
Swim Lessons	47,978	55,000	55,000
Pool Admissions	64,460	35,000	42,000
Annual Daddy/Daughter Dance	4,923	7,500	7,500
Pelican theatre	6,802	5,000	3,800
Vending Machines	2,081	3,500	3,500
Fireworks-VG	3,000	3,000	3,000
Summer Camp	126,556	130,000	130,000
Summer Camp Activity Fee	27,955	30,750	30,000
Aquatic Multipurpose room rental	18,154	19,520	-
Fitness Room Membership	17,023	20,000	20,000
Gym Admission Fees	1,720	2,250	2,250
Recreation Facilities Rentals	21,720	25,000	20,000
Get Fit/Basketball Summer Camps	23,100	57,725	29,000
Basketball Fees	20,745	26,625	23,300
Other activities	6,004	11,800	12,800
Pool Rental	1,500	4,500	4,500
Pool Memberships	19,828	20,000	20,000
Jazzercise	3,364	4,800	4,800
TOTALS >>>	\$486,798	\$528,290	\$468,450

46A 14-28



**Pelican
Playhouse**

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

July 22, 2019

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, 2020. Enclosed please find the following:

1. A *State of the Pelican Address*, which outlines our activities during the 2018-2019 Fiscal Year.
2. Our Profit & Loss Statement through June 30, 2019.
3. Our Anticipated Income and Expenses through the end of this Fiscal Year (9/30/019).
4. Our purchases from the 2018-2019 \$5,000 Repair Fund.
5. Our Federal Tax Return (Form 990-EZ) for fiscal year ending 2018 (pertinent pages).

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

For Fiscal Year ending September 30, 2020, we are requesting the same funds that we received for the 2018-2019 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.

14-29

July 22, 2019
Page 2

Thanks again!

Sincerely,

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

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

Enclosures
/nj

14-30

The State of the Pelican (Illustrated)
Fiscal Year Report: October 1, 2018 – September 30, 2019

Where does the time go? This September the Pelican Playhouse enters our 20th season. It has been quite a journey that continues to delight and challenge. And let me say right from the start, we owe it all to the City of Miami Springs for having the courage and wisdom to support the theater arts with such gusto. Looking over my shoulder isn't something I do very often, as live theater is "in the moment," but the 20 year mark compels me to look back on what has been the most significant time in my life. To be able to plant a seed (my wife Nancy's dream of a Community Theater in Miami Springs) and watch it grow over the years, watered and fertilized by all the sweat and toil that goes into producing live theater, and encouraged by the community to keep at it, has been a huge blessing. When we first gathered in the Senior Center in September of 1999, I could not have envisioned where we would be twenty years later. Amazing Grace!

RIVER CITIES PELICAN PLAYHOUSE



Our 1st gathering in the Senior Center.



Our 1st performance in the street in front of the Cozy Corner during the Shoppes of the Springs Festival in November of 1999.



And finally moving inside into the old Rec Center Annex for "Cats" in 2000.

But I digress... 2018 began with an amazing Summer Recital with 35 participants. What I love about Summer Recital is the actors get to select what they want to work on. And they gave us everything from Abbot and Costello's classic *Who's on First* to scenes from *Harry Potter*, Disney's *Liv and Madee* and the *Princes Bride*. Huge fun and two sold out performances. The Pelican popularity continued to grow in the Fall with 40 players turning out. We had to find a show with a big cast and we did: *The Brothers Grimm Spectaculathon!* The wonderful thing about this show is it has 40 parts. Exactly the number of players we had. Hallelujah! Lots of families acting together. The cast of *Brothers Grimm* below.



14-31

While we were in rehearsals for *Brothers Grimm*, something new showed up. For Halloween 2017, the City sponsored a Halloween Night downtown along Westward Drive. All the stores and organizations put up tables to get the word out about what they do. It was a big success, so the following January when Community Center Director Omar Luna asked if the Pelicans would like to help out again in 2018, I thought that's what he had in mind. I couldn't have been more wrong. It was something much more! A full blown "Haunted Tent!" What fun we had putting this on. And it was such a big hit that we know it's coming again and this time we'll be even more ready.



The unending line to get into the Haunted Tent. It was scary on the inside, but they couldn't get enough of it.

Christmas time saw a break in the action for my main stage company and the time to step up for my "Acting for Young People" company to perform for the Miami Springs Seniors. This year they touched their heartstrings with my original play, "The Christmas Apple." Lots of tissues in use that day.



"THE CHRISTMAS APPLE" for the Miami Springs Senior Center Seniors 12/19/18

Over a 100 Miami Springs seniors along with cast friends and family watched these amazing young people do us proud.

After *Brothers Grimm* played to sold out houses the final weekend, we had a week off to catch our breath before we had auditions for our Spring show. We had been steadily growing in numbers, but I was unprepared for a record 48 players showing up. Not many shows with 48 characters, so I was really puzzled over this. The solution came to me, as do many of my good ideas, in the middle of the night. In 2001 we produced my original adaptation of Shakespeare's "A Midsummer Night's Dream and used mostly young people. In 2006 we revisited the show using mostly adults this time.



The 2001 Young actors were amazing.

And, in 2006, the Pelican adults knocked it out of the park.

14-32

The answer was as clear as $24 \times 2 = 48$. 24 being the number of characters in my adaptation. We would do two casts. One adult and one with young people. And so we did. The first weekend was all adults (with kids as fairies) and the second weekend was all kids (with kids as fairies). Again, sold out houses and satisfied players. Our new space also afforded us the opportunity to do more with our Midsummer set. With the magic created by Artist-in-Residence Birgit Scaglione and Assistant Director Mary Reed, it really was a Midsummer Night's Dream. The week after Midsummer, my Acting For Young People Class performed for the Miami Springs Seniors. A last minute complication found me on stage.



The spectacular Midsummer Night's Dream set. "The Judge" and Shel Silverstein poems delighted the M/S Seniors.

This summer the popularity of the Pelican Playhouse continues to surge with 40 players signed up for Actor's Workshop. It's the one time in the year that the actors get to pick what they would like to perform. It's a cornucopia of theatrical delights and will be seen at the end of the summer on Saturday night, August 24th at 7:30pm and Sunday afternoon, August 25th at 2:00pm. Come early, as with 40 players and their friends and family we always sell out quickly.

Events in the Rebeca Sosa Theater keep the place hopping! The Rebeca Sosa Theater hosted a film premier from Creative and Focus Films, events for the Miami Women's Club, Kim Warner's Anti-Bully event, MDC's annual Mom and Pop small business seminar, River Cities Festival Talent show rehearsals, the Miami Springs Historical Society's tribute to a WWII Veteran, the Jehovah Witness' Last Supper, Nana's Kindergarten Graduation, Silvia's School Graduation, a free CPR class and since the closing of the Miami Springs Senior Center, the Miami Springs Seniors have been holding daily exercise classes. And, of course, Summer Camp for the kids. And that only takes us through the end of July. We have the Jr. Orange Bowl Pageant scheduled September 8th and five more rentals in September. The rental season produced \$651.00 so far, with another \$1,512.00 coming in September, for a total of \$2,163.00 in 2018-2019.

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 to our sister city, the Village of Virginia Gardens, who co-produced the "Brother's Grimm Spectaculathon" to the tune of \$500.00. They have continued their support for us over the years.

Facebook "Likes" are at 556 and climbing! What's not to "like?"

People occasionally ask me when they find out we've been doing this for twenty years: "How much longer do you think you will continue?" And I always answer, "When you're doing what you love, why stop?"

Thanks again for your support! See you at the theater!

14-33

Pelican Playhouse Inc.
Profit & Loss by Class
 October 2018 through June 2019

	TOTAL
Ordinary Income/Expense	
Income	
43400 · Direct Public Support	
43410 · Corporate Contributions	
AmazonSmile	5.54
Total 43410 · Corporate Contributions	5.54
43450 · Individ, Business Contributions	2,927.35
Total 43400 · Direct Public Support	2,932.89
44400 · Government Contracts	
44430 · Local Government Contracts	24,000.00
44433 · 2017-2018 Repair Fund	2,334.75
44434 · 2018-2019 Repair Fund	877.50
Total 44400 · Government Contracts	27,212.25
46400 · Other Types of Income	
46435 · Playbill Ad	525.00
46460 · Visiting Companies	1,473.00
Total 46400 · Other Types of Income	1,998.00
47200 · Program Income	
47240 · Student Fees	9,540.00
47250 · Ticket Sales	8,913.18
Total 47200 · Program Income	18,453.18
Total Income	50,596.32
Expense	
60900 · Business Expenses	
60910 · Bank Fee	32.00
60920 · Business Registration Fees	61.25
Total 60900 · Business Expenses	93.25
62100 · Contract Services	
62110 · Accounting Fees	850.00
62120 · Costumer	2,400.00
62150 · Other Contract Services	3,750.00
62160 · Visiting Companies	600.00
62165 · Website Developer	400.00
Total 62100 · Contract Services	8,000.00
62800 · Facilities and Equipment	
62802 · 2018 - 2019 Repair Fund	877.50
Total 62800 · Facilities and Equipment	877.50
65000 · Operations	
65018 · Membership	605.59
65031 · Software	209.49
65040 · Supplies	1,075.01
65060 · Tools and Equipment	1,074.45
Total 65000 · Operations	2,964.54
65100 · Other Types of Expenses	
65110 · Advertising Expenses	125.00
65130 · Gala/Friends of Theater	13.00
65140 · Insurance - Liability, D and O	1,629.00
65150 · Marketing	722.17
65165 · Visiting Companies	109.42
Total 65100 · Other Types of Expenses	2,598.59

14-34

Pelican Playhouse Inc.
Profit & Loss by Class
October 2018 through June 2019

	<u>TOTAL</u>
66000 · Payroll Expenses	19,377.00
67000 · Performance Expenses	
67002 · Actor Reimbursement	150.00
67005 · Cast Party	361.05
67010 · Costumes	470.14
67021 · Lighting	28.20
67025 · Programs	879.00
67030 · Props	109.18
67032 · Riser set up	17.53
67040 · Scripts and Royalties	663.82
67045 · Set	365.99
67050 · Sound	391.22
67060 · T-Shirts	931.00
Total 67000 · Performance Expenses	<u>4,367.13</u>
Total Expense	<u>38,278.01</u>
Net Ordinary Income	12,318.31
Other Income/Expense	
Other Income	
46425 · Interest	-3.65
Total Other Income	<u>-3.65</u>
Net Other Income	<u>-3.65</u>
Net Income	<u><u>12,314.66</u></u>

14-35

**Anticipated Income and Expenses
for Fiscal Year ending 9/30/2019**

Anticipated Income after June 30, 2019

July 2019:	Balance of Student Fees for 2019 Summer Recital	\$ 480.00
September 2019:	Visiting Company Income	\$ 1,620.00
August 24-25, 2019:	Ticket Sales for 2019 Summer Recital	\$ 2,100.00
September 14, 2019:	Student Fees for Fall/Winter 2019 Show	\$ 3,000.00
September 14, 2019:	Student Fees for Fall/Winter 2019 Young Actors	\$ 720.00
Total Income:		\$ 7,920.00

Anticipated Expenses after June 30, 2019

Summer Recital 2019 (Estimates)	Contract Services	\$ 900.00
	Programs	\$ 50.00
	Set	\$ 200.00
	Props	\$ 100.00
	Costumes	\$ 200.00
	T-shirts	\$ 270.00
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	\$ 100.00
	Accounting Fee	\$ 200.00
	Visiting Company Expenses	\$ 75.00
Total Anticipated Expenses		\$ 12,733.00

Total Income from Profit and Loss Statement:	\$ 50,596.32
Total Income from Anticipated Income:	\$ 7,920.00
TOTAL INCOME after June 30, 2019:	\$ 58,516.32
Total Expenses from Profit and Loss Statement:	\$ 38,278.01
Total Expenses from Anticipated Expenses:	\$ 12,733.00
TOTAL EXPENSES after June 30, 2019:	\$ 51,011.01
Net Income*:	\$ 7,505.31

*Any overage to be used for costs toward the Fall/Winter 2019 Performance.

14-36

\$5,000 Repair Fund Purchases for Fiscal Year 2018-2019

Quantity	Item	Each	Total Amount	Balance in Account
	<i>Budget from City of Miami Springs</i>			5,000.00
	Miami SmartBar (Light strips for stage lights) repair		877.50	4,122.50
	Microphone connectors and wind screens		353.05	3,769.45
	<i>To be purchased before September 30, 2019:</i>			
8	Mackie 2 Way Passive Spkr	180.00	1,440.00	2,329.45
16	Mackie Brkt Kit	36.00	576.00	1,753.45
8	Chauvet Pro C clamp	9.00	72.00	1,681.45
8	Global Truss Safety Cable	7.00	56.00	1,625.45

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**Federal
Tax Return**

Pelican Playhouse, Inc.

2017

**Paucar, Sistachs & Company, P.A.
5825 Sunset Drive, Ste 302
South Miami, FL 33143
Phone: 305-665-0151
Fax: 866-851-8153
mpaucar@paucar-cpa.com**

14-58

IRS e-file Signature Authorization for an Exempt Organization

For calendar year 2017, or fiscal year beginning 10/1, 2017, and ending 9/30, 20 18

▶ **Do not send to the IRS. Keep for your records.**
▶ **Go to www.irs.gov/Form8879EO for the latest information.**

2017

Department of the Treasury
Internal Revenue Service

Name of exempt organization
Pelican Playhouse, Inc.

Employer identification number
27-1087261

Name and title of officer
Nancy Jones

Director

Part I Type of Return and Return Information (Whole Dollars Only)

Check the box for the return for which you are using this Form 8879-EO and enter the applicable amount, if any, from the return. If you check the box on line 1a, 2a, 3a, 4a, or 5a, below, and the amount on that line for the return being filed with this form was blank, then leave line 1b, 2b, 3b, 4b, or 5b, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. Do not complete more than one line in Part I.

1a	Form 990 check here	<input type="checkbox"/>	b	Total revenue, if any (Form 990, Part VIII, column (A), line 12)	1b	
2a	Form 990-EZ check here	<input checked="" type="checkbox"/>	b	Total revenue, if any (Form 990-EZ, line 9)	2b	71,813
3a	Form 1120-POL check here	<input type="checkbox"/>	b	Total tax (Form 1120-POL, line 22)	3b	
4a	Form 990-PF check here	<input type="checkbox"/>	b	Tax based on investment income (Form 990-PF, Part VI, line 5)	4b	
5a	Form 8868 check here	<input type="checkbox"/>	b	Balance Due (Form 8868, line 3c)	5b	

Part II Declaration and Signature Authorization of Officer

Under penalties of perjury, I declare that I am an officer of the above organization and that I have examined a copy of the organization's 2017 electronic return and accompanying schedules and statements and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the organization's electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the organization's return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the organization's federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the organization's electronic return and, if applicable, the organization's consent to electronic funds withdrawal.

Officer's PIN: check one box only

I authorize Paucar, Sistachs & Company, P.A. to enter my PIN 87261 as my signature
ERO firm name Enter five numbers, but do not enter all zeros

on the organization's tax year 2017 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

As an officer of the organization, I will enter my PIN as my signature on the organization's tax year 2017 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Officer's signature ▶

Nancy Jones

Date ▶

March 1, 2019

Part III Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

65610146380

do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2017 electronically filed return for the organization indicated above. I confirm that I am submitting this return in accordance with the requirements of Pub. 4163, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature ▶

Manuel A Paucar CPA

Date ▶

2/15/2019

ERO Must Retain This Form—See Instructions
Do Not Submit This Form to the IRS Unless Requested To Do So

14-39

Short Form Return of Organization Exempt From Income Tax

2017

Open to Public Inspection

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

▶ Do not enter social security numbers on this form as it may be made public.

▶ Go to www.irs.gov/Form990EZ for instructions and the latest information.

Department of the Treasury
Internal Revenue Service

A	For the 2017 calendar year, or tax year beginning <u>10/1/2017</u> , and ending <u>9/30/2018</u>	
B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	C Name of organization <u>Pelican Playhouse, Inc.</u>	
	D Employer identification number <u>27-1087261</u>	
	E Telephone number <u>(305) 884-6804</u>	
	F Group Exemption Number ▶	
	C Name of organization <u>Pelican Playhouse, Inc.</u>	
Number and street (or P.O. box, if mail is not delivered to street address) Room/suite <u>255 Springs Avenue</u>		
City or town State ZIP code <u>Miami Springs FL 33131</u>		
Foreign country name Foreign province/state/country Foreign postal code		

G Accounting Method: <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual Other (specify) ▶	H Check <input type="checkbox"/> if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF).
I Website: ▶ <u>www.pelicanplayhouse.org</u>	
J Tax-exempt status (check only one) — <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) () (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527	
K Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other	

L Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, column (B) below) are \$500,000 or more, file Form 990 instead of Form 990-EZ ▶ \$ 71,813

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

	Description	Code	Amount
Revenue	1 Contributions, gifts, grants, and similar amounts received	1	45,813
	2 Program service revenue including government fees and contracts	2	26,000
	3 Membership dues and assessments	3	
	4 Investment income	4	
	5a Gross amount from sale of assets other than inventory	5a	
	b Less: cost or other basis and sales expenses	5b	
	c Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)	5c	0
	6 Gaming and fundraising events		
	a Gross income from gaming (attach Schedule G if greater than \$15,000)	6a	
	b Gross income from fundraising events (not including \$ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)	6b	
c Less: direct expenses from gaming and fundraising events	6c		
d Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	6d	0	
7a Gross sales of inventory, less returns and allowances	7a		
b Less: cost of goods sold	7b		
c Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)	7c	0	
8 Other revenue (describe in Schedule O)	8		
9 Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8 ▶	9	71,813	
Expenses	10 Grants and similar amounts paid (list in Schedule O)	10	
	11 Benefits paid to or for members	11	
	12 Salaries, other compensation, and employee benefits	12	25,836
	13 Professional fees and other payments to independent contractors	13	11,358
	14 Occupancy, rent, utilities, and maintenance	14	17,784
	15 Printing, publications, postage, and shipping	15	
	16 Other expenses (describe in Schedule O)	16	15,158
	17 Total expenses. Add lines 10 through 16 ▶	17	70,136
Net Assets	18 Excess or (deficit) for the year (Subtract line 17 from line 9)	18	1,677
	19 Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	19	1,900
	20 Other changes in net assets or fund balances (explain in Schedule O)	20	
	21 Net assets or fund balances at end of year. Combine lines 18 through 20 ▶	21	3,577

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

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

	(A) Beginning of year	(B) End of year
22 Cash, savings, and investments	1,897	3,300
23 Land and buildings		23
24 Other assets (describe in Schedule O)	3	277
25 Total assets	1,900	3,577
26 Total liabilities (describe in Schedule O)		26
27 Net assets or fund balances (line 27 of column (B) must agree with line 21)	1,900	3,577

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

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

What is the organization's primary exempt purpose? Community theater and performance organization

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

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

28 Plan, rehearse and perform theater and stage performance involving the community and families.	(Grants \$ 41,784) If this amount includes foreign grants, check here <input type="checkbox"/>	28a
29	(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	29a
30	(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	30a
31 Other program services (describe in Schedule O)	(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	31a
32 Total program service expenses. (add lines 28a through 31a)		32 0

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

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

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

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

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

14-42

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

Part VI Section 501(c)(3) organizations only

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Paid Preparer Use Only Print/Type preparer's name Manuel A Paucar CPA Preparer's signature Manuel A Paucar CPA Date 2/15/2019 Check self-employed if PTIN P00543680 Firm's name Paucar, Sistachs & Company, P.A. Firm's EIN 20-4603118 Firm's address 5825 Sunset Drive, Ste 302, South Miami, FL 33143 Phone no. 305-665-0151

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

14-43

SCHEDULE A
(Form 990 or 990-EZ)

Public Charity Status and Public Support

OMB No. 1545-0047

2017

Open to Public Inspection

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

▶ Attach to Form 990 or Form 990-EZ.

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

Department of the Treasury
Internal Revenue Service

Name of the organization

Pelican Playhouse, Inc.

Employer identification number

27-1087261

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

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

- 1 A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i)**.
- 2 A school described in **section 170(b)(1)(A)(ii)**. (Attach Schedule E (Form 990 or 990-EZ).)
- 3 A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii)**.
- 4 A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii)**. Enter the hospital's name, city, and state: _____
- 5 An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv)**. (Complete Part II.)
- 6 A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v)**.
- 7 An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
- 8 A community trust described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
- 9 An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: _____
- 10 An organization that normally receives: (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions—subject to certain exceptions, and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2)**. (Complete Part III.)
- 11 An organization organized and operated exclusively to test for public safety. See **section 509(a)(4)**.
- 12 An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2)**. See **section 509(a)(3)**. Check the box in lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
 - a **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. You must complete **Part IV, Sections A and B**.
 - b **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). You must complete **Part IV, Sections A and C**.
 - c **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). You must complete **Part IV, Sections A, D, and E**.
 - d **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). You must complete **Part IV, Sections A and D, and Part V**.
 - e Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
 - f Enter the number of supported organizations 0
 - g Provide the following information about the supported organization(s).

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

14-44

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2013	(b) 2014	(c) 2015	(d) 2016	(e) 2017	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	41,707	46,754	48,397	45,392	54,029	236,279
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						0
3 The value of services or facilities furnished by a governmental unit to the organization without charge	15,600				17,784	33,384
4 Total. Add lines 1 through 3	57,307	46,754	48,397	45,392	71,813	269,663
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public support. Subtract line 5 from line 4						269,663

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2013	(b) 2014	(c) 2015	(d) 2016	(e) 2017	(f) Total
7 Amounts from line 4	57,307	46,754	48,397	45,392	71,813	269,663
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						0
9 Net income from unrelated business activities, whether or not the business is regularly carried on						0
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						0
11 Total support. Add lines 7 through 10						269,663
12 Gross receipts from related activities, etc. (see instructions)					12	
13 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here						<input type="checkbox"/>

Section C. Computation of Public Support Percentage

14 Public support percentage for 2017 (line 6, column (f) divided by line 11, column (f))	14	100.00%
15 Public support percentage from 2016 Schedule A, Part II, line 14	15	0.00%
16a 33 1/3% support test—2017. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization		<input checked="" type="checkbox"/>
b 33 1/3% support test—2016. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
17a 10%-facts-and-circumstances test—2017. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
b 10%-facts-and-circumstances test—2016. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions		<input type="checkbox"/>

14-45

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

Department of the Treasury
Internal Revenue Service

Schedule of Contributors

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

OMB No. 1545-0047

2017

Name of the organization

Pelican Playhouse, Inc.

Employer identification number

27-1087261

Organization type (check one):

Filers of:

Section:

Form 990 or 990-EZ

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

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

527 political organization

Form 990-PF

501(c)(3) exempt private foundation

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

501(c)(3) taxable private foundation

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

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

General Rule

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

Special Rules

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

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

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

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

14-46

Name of organization
Pelican Playhouse, Inc.

Employer identification number
27-1087261

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

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

14-47

Name of organization
Pelican Playhouse, Inc.

Employer identification number
27-1087261

Part II Noncash Property (see instructions). Use duplicate copies of Part II if additional space is needed.

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

14-48

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

Part III Exclusively religious, charitable, etc., contributions to organizations described in section 501(c)(7), (8), or (10) that total more than \$1,000 for the year from any one contributor. Complete columns (a) through (e) and the following line entry. For organizations completing Part III, enter the total of exclusively religious, charitable, etc., contributions of \$1,000 or less for the year. (Enter this information once. See instructions.) ▶ \$ _____ 0
Use duplicate copies of Part III if additional space is needed.

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
-----	----- ----- -----	----- ----- -----	----- ----- -----
(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	
----- ----- -----		----- ----- -----	
For. Prov. Country			
-----	----- ----- -----	----- ----- -----	----- ----- -----
(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	
----- ----- -----		----- ----- -----	
For. Prov. Country			
-----	----- ----- -----	----- ----- -----	----- ----- -----
(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	
----- ----- -----		----- ----- -----	
For. Prov. Country			
-----	----- ----- -----	----- ----- -----	----- ----- -----
(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	
----- ----- -----		----- ----- -----	
For. Prov. Country			

14-49

SCHEDULE O
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Name of the organization

Pelican Playhouse, Inc.

Supplemental Information to Form 990 or 990-EZ

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

▶ Attach to Form 990 or 990-EZ.

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

OMB No. 1545-0047

2017

Open to Public
Inspection

Employer identification number

27-1087261

Form 990-EZ, Part I, Line 16, Other Expenses: Equipment rental and maintenance: 3,498

Form 990-EZ, Part I, Line 16, Other Expenses: Insurance: 3,380

Form 990-EZ, Part I, Line 16, Other Expenses: Advertising and marketing: 1,469

Form 990-EZ, Part I, Line 16, Other Expenses: Performance expenses: 4,698

Form 990-EZ, Part I, Line 16, Other Expenses: Office/Operations: 2,004

Form 990-EZ, Part I, Line 16, Other Expenses: Bank charges: 48

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

Form 990-EZ, Part II, Line 24, Other Assets: Other receivables: Beginning of year: 3, End of

year: 277

14-50

Road and Transportation Fund-Peoples Transportation Tax

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

Goals

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

Objectives

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

Continue ongoing replacement of aging underground wiring.

Provide ADA compliance measures and devices to city sidewalks.

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

FY 2018-19 Accomplishments

Removed pavers on Westward Dr. and restored islands for pedestrian safety

Continued the daily inspections of sidewalk lifting and take appropriate actions

Assisted with the installation of the City Clock at the Circle

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

Troubleshoot, repair or replace any lighting needs city wide

FY 2019-20 Budget Highlights

- Proposed budget is \$76,364 or 9.4% lower than FY2018/2019.
- Budget includes \$40,421 for two groundmaster riding mowers and \$58,200 for milling and paving the 500 block of South Drive. Budget also includes funding for street and road repairs citywide.

- Budget Summary:

Budgeted Revenues	\$733,169 (CITT Funding)
Budgeted Expenditures	\$733,169
Net cost of Department	<u>\$ -0-</u>

CITY OF MIAMI SPRINGS
ROAD AND TRANSPORTATION FUND BUDGET
FISCAL YEAR ENDING 9/30/20

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2016-17 ACTUALS	FY2017-18 ACTUALS	FY2018-19 AMENDED BUDGET	FY2019-20 Departmental Request	Dollar Increase (Decrease)
People Transportation						
135-0902-541-12-00	SALARIES-PROJECT MANAGEMENT	58,056	61,692	62,048	64,114	2,066
135-0902-541-14-00	OVERTIME	1,401	1,241	2,500	2,500	-
135-0902-541-21-00	FEDERAL PAYROLL TAXES	4,638	4,815	4,938	5,096	158
135-0902-541-22-01	GENERAL PENSION	6,314	7,480	7,604	7,720	116
135-0902-541-23-05	HEALTH INSURANCE	6,711	6,876	7,440	7,887	447
135-0902-541-23-07	LIFE INSURANCE	271	276	283	292	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	4,920	1,483	2,792	3,526	734
135-0902-541.31-00	PROFESSIONAL SERVICES	2,925	-	151,663	50,000	(101,663)
135-0902-541.34-00	OTHER CONTRACTUAL SERVICE	24,209	25,650	26,230	27,000	770
135-0902-541.41-02	CELLULAR PHONE	325	209	220	600	380
135-0902-541-45-10	FLEET MAINTENANCE	36	1,683	2,500	3,000	500
135-0902-541-45-30	LIABILITY INSURANCE	1,308	1,284	1,233	1,254	21
135-0902-541-46-00	REPAIRS AND MAINTENANCE	253,281	217,615	259,102	275,000	15,898
135-0902-541.52-00	OPERATING SUPPLIES	9,534	7,587	1,500	5,000	3,500
135-0902-541-52-02	FUELS, OILS, LUBES	-	-	1,000	1,000	-
135-0902-541-52-07	TIRES	-	-	500	500	-
135-0902-541-91-04	TRANSFERS TO DEBT SERVICE FUND	13,798	56,762	55,697	54,633	(1,064)
135-0902-541.64-00	MACHINERY AND EQUIPMENT	-	23,594	-	40,421	40,421
	* Transportation	<u>387,943</u>	<u>418,463</u>	<u>587,466</u>	<u>549,760</u>	<u>(37,706)</u>
Mass Transit						
135-0903-541.31-00	PROFESSIONAL SERVICES	-	19,187	13,808	10,000	(3,808)
135-0903-541.34-00	OTHER CONTRACTUAL SERVICE	123,437	134,581	191,549	156,000	(35,549)
135-0903-541.46-00	REPAIRS AND MAINTENANCE	-	1,281	1,000	1,000	-
135-0903-541.52-00	OPERATING SUPPLIES	700	-	-	1,000	1,000
135-0903-541.63-00	IMPROVEMENTS O/T BUILDING	137	-	-	-	-
135-0903-541.91-04	TRANSFERS TO DEBT SERVICE FUND	3,892	16,010	15,710	15,409	(301)
	* Mass Transit	<u>128,166</u>	<u>171,059</u>	<u>222,067</u>	<u>183,409</u>	<u>(38,658)</u>
	Total Road & Transportation	<u>516,109</u>	<u>589,522</u>	<u>809,533</u>	<u>733,169</u>	<u>(76,364)</u>

5-2

Fiscal Year : 2019
 Budget Level : BUDG
 Description : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
135-0902-541-12-00	REGULAR SALARIES	64,114.00	
135-0902-541-14-00	OVERTIME	2,500.00	
135-0902-541-21-00	FEDERAL PAYROLL TAXES	5,096.00	
135-0902-541-22-01	GENERAL	7,720.00	
135-0902-541-23-05	HMO, EMPLOYEE +1	7,887.00	
135-0902-541-23-07	LIFE/AD&D	292.00	
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	3,526.00	
135-0902-541-31-00	PROFESSIONAL SERVICES	50,000.00	
135-0902-541-34-00	OTHER CONTRACTUAL SERVICE	27,000.00	
135-0902-541-41-02	CELLULAR TELEPHONE	600.00	
135-0902-541-45-10	FLEET MAINTENANCE	3,000.00	
135-0902-541-45-30	LIABILITY INSURANCES	275,000.00	
135-0902-541-46-00	REPAIRS AND MAINTENANCE	1,254.00	
135-0902-541-52-00	OPERATING SUPPLIES	5,000.00	
135-0902-541-52-02	FUEL, OILS, LUBRICANTS	1,000.00	
135-0902-541-52-07	TIRES	500.00	
135-0902-541-64-00	MACHINERY AND EQUIPMENT	40,421.00	
135-0902-541-91-04	TRANSFERS TO CAPITAL PROJ	54,633.00	
00100	REPLACEMENT MOWERS FOR CURRENT AGING EQUIPMENT	40,421.00	
00100	REPLACEMENT MOWERS FOR CURRENT AGING EQUIPMENT	54,633.00	
00100	REPAIRS & MAINTENANCE, WASH OF DEPT TRUCKS	3,000.00	
00200	BACK HOE, BOB CAT REPAIRS	275,000.00	
00300	PORTION OF FUEL TRAK SERVICE AGREEMENT	1,254.00	
00100	CITY WIDE STREET LIGHT REPAIRS, BALLAST ROCK, CRUSHED LIME ROCK, ASPHALT MATERIAL, SIDE WALK	275,000.00	
00200	REPAIRS, ROAD STRIPING	1,254.00	
00300	REPAIRS, ROAD STRIPING	1,254.00	
00100	SHOES & UNIFORMS FOR STAFF	5,000.00	
00200	BARRICADES, TRAFFIC CONES, TRAFFIC PAINT, SIGN	5,000.00	
00300	POSTS AND MATERIALS, MARKING PAINTS, SHOVELS, RAKES	5,000.00	
00400	AND OTHER STREET RELATED ITEMS NEEDED FOR REPAIRS	5,000.00	
00100	REPLACEMENT MOWERS FOR CURRENT AGING EQUIPMENT	40,421.00	
00100	REPLACEMENT MOWERS FOR CURRENT AGING EQUIPMENT	54,633.00	

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Fiscal Year : 2019
 Budget Level : BUDG
 Description : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
135-0903-541-31-00	PROFESSIONAL SERVICES	10,000.00	
135-0903-541-34-00	OTHER CONTRACTUAL SERVICE	156,000.00	
00100	MILLING & PAVING 500 BLK SOUTH DRIVE		
00200	CITY WIDE STREET SWEEPING SERVCIES		
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	15,409.00	
	* Total Accounts for this Budget Level	733,168.00	
			156,000.00

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**CITY OF MIAMI SPRINGS
CAPITAL IMPROVEMENT REQUEST
FOR FY 2019-20 BUDGET YEAR**

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

Department: _____ Public Works Department Streets CITT

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

Mill and Pave the 500 block of South Drive

Total budget request: \$ 58,200.00

Detail any grant or additional funding sources for this project

Funding

CITT funds will cover this project	\$ 58,200.00
_____	\$ -
_____	\$ -

Total funding sources: \$ 58,200.00

Reason why project is needed

Due to the multiple sewer projects by Miami Dade County the roadway is in very poor condition

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

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

Department Head Signature

City Manager Approval

15-5



PROPOSAL

Quote No. 120718-002

Date: 12/7/2018

To:	City of Miami Springs Public Works Department 345 N Royal Poinciana Blvd Miami Springs FL 33166-5259		
Contact	Lazaro Garaboa	Phone: 305-805-5170	Fax: 305-805-5195
Job:	500 of South DR		

We hereby propose to furnish all labor, material and equipment subject to terms and conditions as follows:
 The job will include and be limited to the following:

	Unit	Qty	UP	Total
Mobilization	EA	1	600.00	600.00
Milling, 1" avg	SY	1,800	4.00	7,200.00
Asphalt Hot Mix, 1" thick, type S-III	SY	1,800	27.00	48,600.00
Minimum Striping Job	LS	1	1800.00	1800.00
		TOTAL#01		58,200.00

Notes:
 **All other job not listed above will be billed at additional charge.
 **Price do not include any permit (to be obtained by others), MOT, surveying, tree removal, valve adjustment, testing, layout, marking, painting, as-built, regrading, landscaping, etc
 **Not responsible for area not ready, cars or any other obstacle in the area of work.
 **All work to be performed in regular daily operation hours during weekdays.

We hereby propose to furnish labor and materials, complete in accordance with above specifications, for the sum showm above, with payment to be made within 30 days after work completed.

THIS PROPOSAL SUBJECT TO ACCEPTANCE WITHIN 30 DAYS AND IS VOID THREATER AT THE OPTION OF METRO EXPRESS INC.

Authorized Signature: A.F.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are hereby accepted. You are authorized to do work as specified. Payment will be made as outiline above and interest charges may be charged upon deliquent accounts.

ACCEPTED BY: _____
 name signature

DATE: _____

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1301 NW 3rd Street
Deerfield Beach, FL 33442
Tel 954-429-3200 Fax 954-725-6701

Quotation

Sold To:

City of Miami Springs Public Works
Attn: Mr. Tony Perez
Via E-mail: perezar@miamisprings-fl.gov

Date: 05/08/19
Quote # Q17368-1
Terms N30

City of Miami Springs Public Works					
Qty.	Model	Description	Sugg Price	Unit Price	Extension
1	30344	Toro Groundsmaster 3280-D 2WD	\$18,428.70	\$ 14,558.67	\$ 14,558.67
1	30403	62 Inch Base Deck	\$5,159.47	\$ 4,075.98	\$ 4,075.98
1	30306	62 Inch Guardian Recycler Completion Kit	\$396.26	\$ 313.05	\$ 313.05
1	30398	Standard Seat	\$460.79	\$ 364.03	\$ 364.03
1	30313	Seat Suspension, Air Ride	\$698.75	\$ 552.01	\$ 552.01
1	24-5780	Rear Weight Kit (70 Lbs)	\$424.41	\$ 335.29	\$ 335.29
4	325-8	Screw	\$3.01	\$ 2.38	\$ 9.53
4	3253-7	Washer Lock	\$0.59	\$ 0.47	\$ 1.88
Total Amount For (1) Groundsmaster 3280-D 2WD					\$ 20,210.44

Toro Pricing per Florida State Contract# # 21100000-15-1

6/30/2020

Terms:

- All prices quoted FOB Deerfield Beach unless otherwise indicated.
- The preceding pricing is valid for 30 Days.
- Prices and incentives based upon complete package purchase.
- Prices include assembly where applicable and accessibility to parts and service manuals.
- Timing of delivery may vary and is subject to manufactures availability.
- Purchaser is responsible for applicable taxes and duties.
- No credit card payments on equipment purchases.

Quotation Provided By:

HECTOR TURF

Doug Francis
Sales Account Representative
Commercial Products

15-2

Elderly Services

Mission Statement

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

Elderly Services Department

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-seven 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; Nutrition Services Incentive Program reimbursement; participant and private donations; monthly contributions from the Village of Virginia Gardens and other grant awards. As a recipient of Federal, State and City funds, this department must comply with all rules, regulations and reporting requirements as dictated by: the Older Americans' Act of 1965, as amended; the State of Florida Department of Elder Affairs; the United States Dept. of Agriculture; the City of Miami Springs' Code of Ordinances; and other applicable regulatory statutes. Additional program support is provided through agreements with: the 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.

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Elderly Services Department

MAJOR FUNCTIONS and ACTIVITIES (continued):

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

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

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

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

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

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

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Elderly Services Department

GOALS and OBJECTIVES:

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

OBJECTIVE: -Provide 11,700 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 28,300 nutritionally balanced, congregate lunch meals daily, as well as 530 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 16,000 weekday lunch meals and 6,500 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.

Elderly Services Department

GOALS and OBJECTIVES (continued):

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

OBJECTIVES:

- 1) -Provide organized activities and programs of regular physical exercise seven times each week;
- 2) -Provide health screenings and illness prevention programs to detect or prevent illness or worsening of chronic conditions on an ongoing basis throughout the year;
- 3) -Plan, solicit and coordinate programs to be sponsored by a network of publicly and privately funded organizations for the delivery of health information;
- 4) -Provide regular opportunities for older citizens to participate in recreational activities, 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 60 or older population.

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

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

16-4

Elderly Services

2018-19 ACCOMPLISHMENTS:

The Senior Center has seen an increase in attendance for congregate meals with 140 unduplicated clients in October 2018 to 157 in May 2019

A drop in attendance was anticipated after the relocation to the Aquatic Center Multi-purpose room as this was a big change for most.

On the contrary, attendance has increased with new interest in the programs and new members now enrolling.

Homebound meal delivery has also increased since October 2018, from 60 unduplicated clients to 67 in May 2019.

The Senior Center was awarded a new bus in partnership with the Hialeah Miami Springs Rotary through the FDOT 5310 grant. Need for transportation has also expanded over the last year from 35 in October 2018 to 45 clients in May 2019. Additional pick up and drop off services for clients have been necessary. The additional bus will allow the Senior Center to better serve Clients with more frequent and timely service and will allow for an increased number to participate in shopping events, cultural outings and fieldtrips.

The Senior Center was awarded a total of \$268,567.91 in Federal Funding from the Older America Act to cover Congregate Meals, Homebound Meals (weekday lunches) shelf stable emergency meals (for both congregate and homebound), nutrition education, nutrition counseling (for both congregate and homebound) and transportation costs for January 2019- December 2019. This funding will renew annually for a period of six years.

LSP funding in the amount of \$165,944 was award to support health support/fitness classes, recreation classes and homebound client services that included: homebound weekend lunches, seven day a week breakfasts, nutrition education and nutrition counseling. This funding period was from July 1, 2018 until June 30, 2019.

The City was awarded \$850,000 from the State of Florida Toward the construction of the new Senior Center.

Commissioner Rebeca Sosa donated \$1,000,000.00 toward construction costs.

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Elderly Services

FY 2019-20 BUDGET HIGHLIGHTS:

- Proposed budget is \$41,123 or 6.3% lower than FY2018/2019, decrease is due to the \$165,000 LSP grant received in FY18-19 year that we will not be receiving for FY19/20.
- Since the State did not fund the LSP funding for FY19/20, the city is budgeting approx. \$96,200 in programs and weekend meals in order to maintain some of the services that were provided with the LSP funding.
- The City received a new bus with a new Rotary/FDOT grant and we are planning to keep the existing bus meaning the budget will have some additional costs for the operation of two buses for FY19/20.
- Budget Summary:

Budgeted Revenues	\$290,000
Budgeted Expenditures	<u>\$616,199</u>
Net cost of Department	<u>\$326,199</u>

16-6

CITY OF MIAMI SPRINGS
 ELDERLY SERVICES BUDGET
 FISCAL YEAR ENDING 9/30/20

ACCOUNT NUMBER SENIOR CENTER	ACCOUNT DESCRIPTION Title III C-1	FY2016-17 ACTUALS	FY2017-18 ACTUALS	FY2018-19 AMENDED BUDGET	FY2019-20 Departmental Request	Dollar Increase (Decrease)
140-5101-519.12-00	REGULAR SALARIES	59,611	63,966	100,481	\$53,148	(47,333)
140-5101-519.13-00	PART TIME YEAR ROUND	26,558	31,422	37,912	57,108	19,196
140-5101-519.21-00	FEDERAL PAYROLL TAXES	6,571	7,277	10,587	8,435	(2,152)
140-5101-519.22-01	GENERAL	-	-	-	6,399	6,399
	TOTAL MEDICAL INSURANCE	6,851	6,037	6,674	11,749	5,075
140-5101-519.24-00	WORKER'S COMPENSATION	468	337	638	683	45
140-5101-519.31-09	OTHER (Dietician)	1,600	2,216	4,688	4,688	-
140-5101-519.34-01	JANITORIAL	12,900	12,550	14,550	-	(14,550)
140-5101-519.34-02	DUMPING AND DISPOSAL	878	-	1,704	1,704	-
140-5101-519.40-00	TRAVEL AND PER DIEM	9	-	400	200	(200)
140-5101-519.41-01	TELEPHONE	380	290	400	822	422
140-5101-519.41-03	POSTAGE	85	113	100	100	-
140-5101-519.41-06	INTERNET ACCESS	1,501	1,476	1,318	1,318	-
140-5101-519.43-01	ELECTRICITY	7,453	7,181	6,669	6,379	(290)
140-5101-519.43-02	WATER	2,398	3,410	1,900	-	(1,900)
140-5101-519.44-00	RENTALS AND LEASES	814	1,008	4,080	-	(4,080)
140-5101-519.45-30	LIABILITY INSURANCE	5,868	5,700	6,694	6,917	223
140-5101-519.46-01	REPAIR & MAINT - BUILDING	141	1,195	500	300	(200)
140-5101-519.46-03	EQUIPMENT	30	-	6,000	5,000	(1,000)
140-5101-519.48-00	PROMOTIONS	822	600	1,441	1,450	9
140-5101-519.51-00	OFFICE SUPPLIES	18	681	611	700	89
140-5101-519.52-00	OPERATING SUPPLIES	447	531	1,200	1,600	400
140-5101-519.52-03	UNIFORMS				350	350
140-5101-519.52-04	CATERING COSTS	99,356	89,469	111,127	115,000	3,873
140-5101-519.52-09	OTHER	2,338	2,765	4,010	5,620	1,610
140-5101-519.54-00	DUES, MEMBERSHIPS, SUBS	125	71	220	220	-
140-5101-519.58-00	EDUCATION AND TRAINING	219	440	350	450	100
140-5101-519.64-00	MACHINERY AND EQUIPMENT					
			3,535			
* TITLE III C-1		237,441	242,270	324,254	290,340	(33,914)

CITY OF MIAMI SPRINGS
 ELDERLY SERVICES BUDGET
 FISCAL YEAR ENDING 9/30/20

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2016-17 ACTUALS	FY2017-18 ACTUALS	FY2018-19 AMENDED BUDGET	FY2019-20 Departmental Request	Dollar Increase (Decrease)
SENIOR CENTER Title III C-2						
140-5102-519.12-00	REGULAR SALARIES	12,110	12,714	20,096	\$29,046	8,950
140-5102-519.13-00	PART TIME YEAR ROUND	3,999	4,462	5,221	24,627	19,406
140-5102-519.21-00	FEDERAL PAYROLL TAXES	1,228	1,310	1,937	4,106	2,169
140-5102-519.22-01	GENERAL	-	-	-	3,497	3,497
	TOTAL MEDICAL INSURANCE	1,370	1,207	1,334	6,403	5,069
140-5102-519.31-09 OTHER (Dietician)						
		270	64	1,347	1,400	53
140-5102-519.52-04	CATERING COSTS	56,764	53,681	72,579	75,000	2,421
140-5102-519.52-21	HOME DELIVER WKEND MEALS	17,858	28,127	26,621	-	(26,621)
	* TITLE III C-2	93,599	101,565	129,135	144,080	14,945
SENIOR CENTER Title III B						
140-5103-519.12-00	REGULAR SALARIES	8,312	8,387	13,396	\$ 16,686	3,290
140-5103-519.13-00	PART TIME YEAR ROUND	20,273	21,201	25,289	34,398	9,109
140-5103-519.21-00	FEDERAL PAYROLL TAXES	2,153	2,306	2,959	3,908	949
140-5103-519.22-01	GENERAL				2,009	2,009
	TOTAL MEDICAL INSURANCE	913	804	890	3,690	2,800
140-5103-519.31-09 OTHER						
		-	-	10,850	5,000	(5,850)
140-5103-519.45-10	FLEET MAINTENANCE	3,500	5,925	5,000	8,180	3,180
140-5103-519.45-30	LIABILITY INSURANCE	2,353	2,777	2,400	6,700	4,300
140-5103-519.52-02	FUEL, OILS, LUBRICANTS	2,932	2,727	1,800	3,950	2,150
140-5103-519.52-07	TIRES	732	125	500	1,020	520
	* TITLE III B	41,168	44,252	63,084	85,541	22,457

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CITY OF MIAMI SPRINGS
 ELDERLY SERVICES BUDGET
 FISCAL YEAR ENDING 9/30/20

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2016-17 ACTUALS</u>	<u>FY2017-18 ACTUALS</u>	<u>FY2018-19 AMENDED BUDGET</u>	<u>FY2019-20 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>
SENIOR CENTER	LSP GRANT					
140-5104-519.13-00	PART TIME YEAR ROUND	41,830	46,279	52,961	\$58,279	5,318
140-5104-519.21-00	FEDERAL PAYROLL TAXES	3,231	3,496	4,052	4,458	406
140-5104-519.52-40	LSP BREAKFAST MEALS	-	-	80,300	-	(80,300)
140-5104-519.52-41	LSP WEEKEND MEALS	-	-	3,536	32,000	28,464
140-5104-519.52-00	OPERATING SUPPLIES	-	-	-	1,500	1,500
* LSP GRANT		45,061	49,775	140,849	96,237	(44,612)
Total Senior Center		417,269	437,862	657,322	616,199	(41,123)

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Fiscal Year : : 2019
 Budget Level : : BUDG
 Description : : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
140-5101-519-12-00	REGULAR SALARIES	53,148.00	
140-5101-519-13-00	PART TIME YEAR ROUND	57,108.00	
140-5101-519-21-00	FEDERAL PAYROLL TAXES	8,435.00	
140-5101-519-22-01	GENERAL	6,399.00	
140-5101-519-23-03	POS, FAMILY	11,081.00	
140-5101-519-23-07	LIFE/AD&D	249.00	
140-5101-519-23-11	DENTAL - OHS - FAMILY	333.00	
140-5101-519-23-12	VSP - VISION - FAMILY	86.00	
140-5101-519-24-00	WORKER'S COMPENSATION	683.00	
140-5101-519-31-09	OTHER	4,688.00	
140-5101-519-34-02	DUMPING AND DISPOSAL	1,704.00	
140-5101-519-40-00	TRAVEL AND PER DIEM	200.00	
140-5101-519-41-01	TELEPHONE	822.00	
140-5101-519-41-03	POSTAGE	100.00	
140-5101-519-41-06	INTERNET ACCESS	1,318.00	
140-5101-519-43-01	ELECTRICITY	6,379.00	
140-5101-519-45-30	LIABILITY INSURANCE	6,917.00	
140-5101-519-46-01	REPAIR & MAINT - BUILDING	300.00	
140-5101-519-46-03	EQUIPMENT	5,000.00	
140-5101-519-48-00	PROMOTIONS	1,450.00	
140-5101-519-51-00	OFFICE SUPPLIES	1,700.00	
140-5101-519-52-00	OPERATING SUPPLIES	1,600.00	
140-5101-519-52-03	UNIFORMS	350.00	
140-5101-519-52-04	CATERING COSTS	115,000.00	
140-5101-519-52-09	OTHER	5,620.00	
140-5101-519-54-00	DUES, MEMBERSHIPS, SUBS	220.00	
140-5101-519-58-00	EDUCATION AND TRAINING	450.00	
* Total Accounts for this Budget Level		290,340.00	

16-10

Fiscal Year : : 2019
 Budget Level : : BUDG
 Description : : : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
140-5102-519-12-00	REGULAR SALARIES	29,046.00	
140-5102-519-13-00	PART TIME YEAR ROUND	24,627.00	
140-5102-519-21-00	FEDERAL PAYROLL TAXES	4,106.00	
140-5102-519-22-01	GENERAL	3,497.00	
140-5102-519-23-03	POS, FAMILY	6,022.00	
140-5102-519-23-07	LIFE/AD&D	136.00	
140-5102-519-23-11	DENTAL - OHS - FAMILY	198.00	
140-5102-519-23-12	VSP - VISION - FAMILY	48.00	
140-5102-519-31-09	OTHER	1,400.00	
140-5102-519-52-04	CATERING COSTS	75,000.00	
140-5102-519-52-04	* Total Accounts for this Budget Level	144,080.00	

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Fiscal Year : 2019
 Budget Level : BUDG
 Description : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
140-5103-519-12-00	REGULAR SALARIES	16,686.00	
140-5103-519-13-00	PART TIME YEAR ROUND	34,398.00	
140-5103-519-21-00	FEDERAL PAYROLL TAXES	3,908.00	
140-5103-519-22-01	GENERAL	2,009.00	
140-5103-519-23-03	POS, FAMILY	3,482.00	
140-5103-519-23-07	LIFE/AD&D	78.00	
140-5103-519-23-11	DENTAL - OHS - FAMILY	103.00	
140-5103-519-23-12	VSP - VISION - FAMILY	27.00	
140-5103-519-31-09	OTHER	5,000.00	
140-5103-519-45-10	FLEET MAINTENANCE	8,180.00	
140-5103-519-45-30	LIABILITY INSURANCE	6,700.00	
140-5103-519-52-02	FUEL, OILS, LUBRICANTS	3,950.00	
140-5103-519-52-07	TIRES	1,020.00	
* Total Accounts for this Budget Level		85,541.00	

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16-12

Prepared: 7/17/19, 9:54:03
Program: GM217L

City of Miami Springs
Budget Level Report

Fiscal Year : : 2019
Budget Level : : BUDG
Description : : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
140-5104-519-13-00	PART TIME YEAR ROUND	58,279.00	
140-5104-519-21-00	FEDERAL PAYROLL TAXES	4,458.00	
140-5104-519-52-00	OPERATING SUPPLIES	1,500.00	
140-5104-519-52-41	LSP WEEKEND LUNCH HME DEL	32,000.00	
* Total Accounts for this Budget Level		96,237.00	

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16-13

Basis for FY 2019-20 Salary Projections

Calculations is based upon current earnings at 2,080 hours

0.0%

0.00%

3.00%

to be effective on 10-01-2019

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: SENIOR CENTER												
Position (Paygrade)	Employee Name	FT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/19	Date of Annual Review	FY19-20 Merit Increase	3% COLA Increase	Retirement Payout	Longevity	FY19-20 Total Pay
Elderly Services Manager	Tammy Key	FT	1	1	0	\$60,000	n/a	n/a	\$1,800	\$0	\$0	\$61,800
Food Service Worker III	R. Vega	PT	1	1	0	\$13,156	n/a	n/a	\$395	\$0	\$0	\$13,551
Food Service Worker II	I. Garcia	PT	1	1	0	\$10,626	n/a	n/a	\$319	\$0	\$0	\$10,945
Food Service Worker II	m. La Rosa	PT	1	1	0	\$10,626	n/a	n/a	\$319	\$0	\$0	\$10,945
Screening & Assess. Specialist	B Bray	PT	1	1	0	\$23,314	n/a	n/a	\$699	\$0	\$0	\$24,013
Driver	E Rivas	PT	1	1	0	\$20,873	n/a	n/a	\$626	\$0	\$0	\$21,499
Asst Senior Center Manager	Angela Agulla	FT	1	1	0	\$36,000	n/a	n/a	\$1,080	\$0	\$0	\$37,080
Admin Assist II	TBA	PT	1	1	0	\$15,180	n/a	n/a	\$455	\$0	\$0	\$15,635
Certified Trainer/Yoga	Salmon-Cogno	PT	1	1	0	\$41,872	n/a	n/a	\$0	\$0	\$0	\$41,872
Tai Chi	Zisquit	PT	1	1	0	\$8,607	n/a	n/a	\$0	\$0	\$0	\$8,607
Art Instructor	Lorenzo	PT	1	1	0	\$7,800	n/a	n/a	\$0	\$0	\$0	\$7,800
2nd Driver	Suazo	PT	1	1	0	\$18,975	n/a	n/a	\$569	\$0	\$0	\$19,544
Total projections			12	12	0	\$267,029		\$0	\$6,262	\$0	\$0	\$273,291

::

16-14

Golf & Country Club

Mission Statement

Our Mission and Vision is to continue to be recognized as a friendly and welcoming Golf Club and to ensure an exceptional Golf and Social experience for our residents and guest.

We strive to consistently provide quality and challenging golf for our residents, members and guests of all skill levels.

Provide operational excellence while maintaining sound business policies and practices.

To monitor and deliver excellent service in the Clubhouse with quality food and beverage offerings to our residents, members and guest by having a motivated and well trained staff.

Continue to grow our Youth and Miami Springs residents programs such as our free lessons program on Wednesday nights for families, surrounding schools, and individuals dedicated to fun, camaraderie and improving skills.

Adjust as needed to coordinate with Miami-County WASA on the well restoration project throughout the duration and protect the City's asset through all Construction until completion.

Miami Springs Golf Course

Goals

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

Objectives

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

FY 2018-19 Accomplishments

- Increased rounds of golf by 16.9%
- Increased golf pro shop merchandise purchases up 12.5%
- Operated the entire Food & Beverage operation for one year

FY 2019-20 Budget Highlights

- Proposed budget is \$41,259 or 2% higher than the FY2018-19 budget.
- The budget also includes a five year Capital Lease/Note for equipment and improvements. The total capital acquisition includes \$22,500 to replace three weather shelters in the course, \$20,000 to repave and repair the maintenance building, \$15,000 to replace cast iron water lines in maintenance building and \$10,700 for a new range picker. This \$68,200 five year lease will have an annual budget cost of \$14,777 for FY19/20.

▪ Budget Summary:

Budgeted Revenues	\$1,546,310 (projected 36,000 rounds)
Budgeted Expenditures	<u>\$2,046,729</u>
Net cost of Department	<u>\$ 500,419</u>

CITY OF MIAMI SPRINGS
RECREATION DEPARTMENT BUDGET
FISCAL YEAR ENDING 9/30/20

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2016-17 ACTUALS	FY2017-18 ACTUALS	FY2018-19 AMENDED BUDGET	FY2019-20 Departmental Request	Dollar Increase (Decrease)
001-5706-572.43-01	ELECTRICITY	7,379	4,947	5,700	4,000	(1,700)
001-5706-572.45-30	LIABILITY INSURANCE	10,104	11,064	11,068	11,068	0
	* ADMINISTRATION	17,483	16,011	16,768	15,068	(1,700)

17-2

Fiscal Year : : 2019
Budget Level : : BUDG
Description : : :

Account # Description

1-5706-572-43-01
1-5706-572-45-30

ELECTRICITY
RISK MANAGEMENT

2

Budget Amount

4,000.00
11,068.00
15,068.00

Misc. Info

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CITY OF MIAMI SPRINGS
RECREATION DEPARTMENT BUDGET
FISCAL YEAR ENDING 9/30/20

ACCOUNT NUMBER GOLF PRO SHOP	ACCOUNT DESCRIPTION	FY2016-17		FY2017-18		FY2018-19		FY2019-20 Departmental Request	Dollar Increase (Decrease)
		ACTUALS	ACTUALS	AMENDED BUDGET	BUDGET	AMENDED BUDGET	BUDGET		
001-5707-572.12-00	REGULAR SALARIES	139,431	151,860	156,353	156,353	184,633	28,280		
001-5707-572.13-00	PART TIME YEAR ROUND	167,603	132,799	139,890	139,890	152,046	12,156		
001-5707-572.14-00	OVERTIME	371	147	-	-	-	-		
001-5707-572.21-00	FEDERAL PAYROLL TAXES	23,953	21,734	22,663	22,663	25,756	3,093		
001-5707-572.22-00	PENSION PLAN-GENERAL	15,424	18,658	21,455	21,455	22,231	776		
001-5707-572.23-00	MEDICAL INSURANCE	17,859	18,311	27,880	27,880	15,774	(12,106)		
001-5707-572.23-07	Life Insurance	679	716	837	837	880	43		
001-5707-572.23-08	Dental ins	770	795	955	955	483	(472)		
001-5707-572.23-09	Vision ins	209	217	273	273	166	(107)		
001-5707-572.24-00	WORKER'S COMPENSATION	7,464	5,385	4,444	4,444	5,050	606		
001-5707-572.31-00	PROFESSIONAL SERVICES	2,867	134,348	5,889	5,889	6,000	111		
001-5707-572.34-00	OTHER CONTRACTUAL	13,474	-	-	-	-	-		
001-5707-572.41-01	TELEPHONE: BASE & LOCAL	3,167	3,101	3,100	3,100	3,100	-		
001-5707-572.41-02	CELLULAR	1,609	895	1,200	1,200	2,000	800		
001-5707-572.41-03	POSTAGE	121	162	156	156	200	44		
001-5707-572.41-06	INTERNET ACCESS	7,552	6,453	7,600	7,600	7,600	-		
001-5707-572.43-01	ELECTRICITY	19,879	17,890	16,000	16,000	16,000	-		
001-5707-572.43-02	WATER	2,891	479	600	600	1,200	600		
001-5707-572.44-00	RENTALS AND LEASES	57,930	60,457	62,001	62,001	60,000	(2,001)		
001-5707-572.45-30	LIABILITY INSURANCE	15,876	16,704	17,140	17,140	17,840	700		
001-5707-572.46-00	REPAIRS AND MAINTENANCE	12,743	-	12,000	12,000	10,000	(2,000)		
001-5707-572.47-00	PRINTING AND BINDING	2,776	2,990	4,000	4,000	4,000	-		
001-5707-572.48-00	ADVERTISING	30,800	42,400	35,000	35,000	40,000	5,000		
001-5707-572.49-00	OTHER CURRENT CHARGES	550	190	-	-	-	-		
001-5707-572.49-05	CREDIT CARD FEES	32,737	35,226	25,000	25,000	27,600	2,600		
001-5707-572.51-00	OFFICE SUPPLIES	3,880	2,270	3,000	3,000	2,000	(1,000)		
001-5707-572.52-00	OPERATING SUPPLIES	5,364	4,225	7,000	7,000	4,000	(3,000)		
001-5707-572.52-05	MERCHANDISE	152,688	120,544	70,145	70,145	70,145	-		
001-5707-572.52-12	DRIVING RANGE	8,146	2,193	9,730	9,730	9,700	(30)		
001-5707-572.52-02	FUEL	52	-	-	-	-	-		
001-5707-572.54-00	DUES, MEMBERSHIPS, SUBS	1,459	2,892	3,500	3,500	3,000	(500)		
180-5803-572.63-00	IMPROVEMENTS O/T BLDG	4,554	-	40,000	40,000	-	(40,000)		
001-5707-572.64-00	MACHINERY AND EQUIPMENT	2,930	6,922	1,700	1,700	-	(1,700)		
* PRO SHOP		757,808	810,963	699,511	699,511	691,403	(8,108)		

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Fiscal Year : 2019
 Budget Level : BUDG
 Description : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
1-5707-572-12-00	REGULAR SALARIES	184,633.00	
1-5707-572-13-00	PART TIME YEAR ROUND	152,046.00	
1-5707-572-21-00	FEDERAL PAYROLL TAXES	25,756.00	
1-5707-572-22-01	GENERAL	22,231.00	
1-5707-572-23-00	MEDICAL INSURANCE	15,774.00	
1-5707-572-23-07	LIFE/AD&D	880.00	
1-5707-572-23-08	DENTAL - OHS - EMPLOYEE	483.00	
1-5707-572-23-09	VSP - VISION - EMPLOYEE	166.00	
1-5707-572-24-00	WORKER'S COMPENSATION	5,050.00	
1-5707-572-31-00	PROFESSIONAL SERVICES	6,000.00	
1-5707-572-41-01	TELEPHONE: BASE & LOCAL	3,100.00	
1-5707-572-41-02	CELLULAR TELEPHONE	2,000.00	
1-5707-572-41-03	POSTAGE	200.00	
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	1,200.00	
1-5707-572-44-00	RENTALS AND LEASES	60,000.00	
1-5707-572-45-30	RISK MANAGEMENT	17,840.00	
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	40,000.00	
1-5707-572-49-05	CREDIT CARD FEES	27,600.00	
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	70,145.00	

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Fiscal Year : 2019
Budget Level : BUDG
Description : DEPARTMENTAL INPUT

Account # Description

1-5707-572-52-12 DRIVING RANGE

1-5707-572-54-00 DUES, MEMBERSHIPS, SUBS

* Total Accounts for this Budget Level 27

* Budget Amount

00100 DRIVING RANGE 9,700.00

00100 DUES AND MEMBERSHIPS 3,000.00

691,404.00

Misc. Info

9,700.00

3,000.00

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

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

Department: _____ Golf Course Operations

<u>Description of equipment requested</u>	<u>Estimated Cost</u>
Replace range picker	\$ 9,000.00
_____	_____
_____	_____
_____	_____
_____	\$ -
_____	\$ -
_____	\$ -
_____	\$ -
Total budget request:	<u><u>\$ 9,000.00</u></u>

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

Reason why equipment is needed
 Our current range picker is breaking down weekly and
 because of it's age and the constant wear and tear it is becoming
 more difficult to find part for the picker.

<u>Expected cost savings from this acquisition(if any)</u>	<u>Expected Savings</u>
Engine Parts	\$ 2,000.00
_____	_____
_____	\$ -

Department Head Signature

City Manager Approval

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CITY OF MIAMI SPRINGS
RECREATION DEPARTMENT BUDGET
FISCAL YEAR ENDING 9/30/20

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2016-17		FY2017-18		FY2018-19		FY2019-20	Dollar Increase (Decrease)
		ACTUALS	ACTUALS	ACTUALS	BUDGET	AMENDED BUDGET	Departmental Request		
001-5708-572.12-00	REGULAR SALARIES	182,330	206,343	212,250			227,139	14,889	
001-5708-572.13-00	PART TIME YEAR ROUND	5,078	-	-			-	-	
001-5708-572.14-00	OVERTIME	94	-	-			-	-	
001-5708-572.21-00	FEDERAL PAYROLL TAXES	14,727	15,416	16,237			17,376	1,139	
001-5708-572.22-00	PENSION PLAN-GENERAL	20,575	25,423	26,013			27,349	1,336	
001-5708-572.23-00	MEDICAL INSURANCE	31,164	32,063	34,697			36,121	1,424	
001-5708-572.23-07	LIFE INS	898	973	837			1,056	219	
001-5708-572.23-08	DENTAL - OHS - EMPLOYEE	953	956	955			955	0	
001-5708-572.23-09	VISION	271	272	273			273	(0)	
001-5708-572.24-00	WORKER'S COMPENSATION	5,760	4,348	5,306			5,678	372	
001-5708-572.31-00	PROFESSIONAL SERVICES	17,443	12,950	21,076			20,000	(1,076)	
001-5708-572.34-01	CONTRACTUAL SERVICES-LABOR	320,642	316,088	362,308			400,000	37,692	
001-5708-572.41-02	CELLULAR	480	310	600			400	(200)	
001-5708-572.43-01	ELECTRICITY	24,836	23,944	24,147			25,047	900	
001-5708-572.43-02	WATER	17,332	21,991	10,000			12,000	2,000	
001-5708-572.44-00	RENTALS AND LEASES	16,644	14,255	16,000			16,000	-	
001-5708-572.45-00	LIABILITY INSURANCE	14,592	15,648	15,472			16,132	660	
001-5708-572.46-00	REPAIRS AND MAINTENANCE	42,249	52,842	50,000			45,000	(5,000)	
001-5708-572.46-03	R&M-EQUIPMENT/IRRIGATION PUMP	8,120	21,023	10,000			10,000	-	
001-5708-572.46-51	R&M-SAND/TOPDRESSING	38,519	42,057	57,943			50,000	(7,943)	
001-5708-572.46-52	R&M-AQUATIC CANAL	4,400	4,800	4,800			4,800	-	
001-5708-572.52-00	OPERATING SUPPLIES	39,320	38,444	40,000			40,000	-	
001-5708-572.52-02	FUEL	50,001	56,869	56,131			50,000	(6,131)	
001-5708-572.52-03	UNIFORMS	941	1,619	2,000			2,000	-	
001-5708-572.52-31	CHEMICALS & FERTILIZERS	149,581	150,502	140,000			140,000	-	
001-5708-572.52-33	SEED AND SOD	27,479	31,283	30,000			30,000	-	
001-5708-572.52-35	COURSE SERVICE SUPPLIES	6,951	4,663	8,000			8,000	-	
001-5708-572.54-00	DUES, MEMBERSHIPS, SUBS	1,170	775	900			900	-	
001-5708-572-58-00	EDUCATION AND TRAINING	5,721	5,766	6,099			5,500	(599)	
001-5708-572.63-00	IMPROVEMENTS O/T BUILDING	29,690	-	-			-	-	
001-5708-572.64-00	MACHINERY AND EQUIPMENT	24,000	21,237	-			-	-	
001-5708-572-91-01	TRANSFERS TO DEBT SERVICE FUNI	130,193	127,958	137,147			148,530	11,383	
	Total Golf Course maintenance	1,232,154	1,250,818	1,289,191			1,340,257	51,066	
	Subtotal Golf	2,007,445	2,077,792	2,005,470			2,046,729	41,259	

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Fiscal Year : 2019
 Budget Level : BUDG
 Description :

DEPARTMENTAL INPUT
 Description

Account #	Description	Budget Amount	Misc. Info
1-5708-572-12-00	REGULAR SALARIES	227,139.00	
1-5708-572-21-00	FEDERAL PAYROLL TAXES	17,376.00	
1-5708-572-22-01	GENERAL	27,349.00	
1-5708-572-23-00	MEDICAL INSURANCE	36,121.00	
1-5708-572-23-07	LIFE/AD&D	1,056.00	
1-5708-572-23-08	DENTAL - OHS - EMPLOYEE	955.00	
1-5708-572-23-09	VSP - VISION - EMPLOYEE	273.00	
1-5708-572-24-00	WORKER'S COMPENSATION	5,678.00	
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	25,047.00	
1-5708-572-43-02	WATER	12,000.00	
1-5708-572-44-00	RENTALS AND LEASES	16,000.00	
1-5708-572-45-00	ISF: LIABILITY INSURANCE	16,132.00	
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	50,000.00	
1-5708-572-46-52	AQUATIC CANAL MAINTENANCE	4,800.00	
1-5708-572-52-00	OPERATING SUPPLIES	40,000.00	
1-5708-572-52-02	FUEL, OILS, LUBRICANTS	50,000.00	
1-5708-572-52-03	UNIFORMS	2,000.00	
1-5708-572-52-31	CHEMICALS	140,000.00	
1-5708-572-52-33	SEED AND SOD	30,000.00	
1-5708-572-52-35	GOLF CRSE SVC SUPPLIES	8,000.00	
	COURSE SERVICE SUPPLIES	8,000.00	

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Fiscal Year : : 2019
 Budget Level : : BUDG
 Description : : DEPARTMENTAL INPUT

Account # Description

1-5708-572-54-00 ----- DUES, MEMBERSHIPS, SUBS
 1-5708-572-58-00 ----- EDUCATION AND TRAINING
 1-5708-572-91-12 ----- TRF TO DEBT SERVICE
 * Total Accounts for this Budget Level 28

*----- Budget Amount

Misc. Info

-----*

00100	DUES AND MEMBERSHIPS	900.00	
00100	EDUCATION AND TRAINING	5,500.00	900.00
00100	TRANSFER TO DEBT SERVICE	148,530.00	5,500.00
		1,340,256.00	148,530.00

17-10

Basis for FY 2019-20 Salary Projections

City of Miami Springs												
Department: GOLF DEPARTMENT												
Position (paygrade)	Employee Name	FT PT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/19	Salary Pay Range	Date of Annual Review	COLA 3%	Longevity	Merit Increase	FY 2019-20 Projection
PRO SHOP STAFF:												
Golf Director-PG46	Paul O'Dell	FT	1	1	0	94,324	71850-95799	03/01/11	\$2,830	\$0	\$0	97,154
Cashier-Golf Dept	W Vance	PT	1.0	1.0	0	26,169			\$802	\$0	\$561	27,532
Cashier-Golf Dept	Roger Piermanni	PT	0.5	0.5	0	13,761	9.00X16hrs		\$413	\$0	\$0	14,174
Cashier-Golf Dept	Henry Hollenman	PT	0.5	0.5	0	8,154	8.89X16hrs		\$245	\$0	\$0	8,399
Golf Attendant	Alejandro Aloma	PT	0.5	0.5	0	5,915	8.05X 13hrs		\$177	\$0	\$0	6,092
Golf Attendant	Taylor Roig	FT	1.0	1.0	0	18,720	8.50X 16hrs		\$562	\$0	\$0	19,282
Golf Attendant	Pete Baan	PT	0.5	0.5	0	12,677	13.00X 17hrs		\$380	\$0	\$0	13,057
Golf Attendant	Marlon Cuna	PT	0.5	0.5	0	6,188	8.50X22hrs		\$186	\$0	\$0	6,374
Golf Attendant	W Robinson	PT	0.5	0.5	0	5,018	8.75X 19hrs		\$151	\$0	\$0	5,169
Pro Shop Manager	Mason Kegley	FT	1.0	1.0	0	37,139	22541-33421	10/04/10	\$1,170	\$500	\$1,857	40,666
Golf Attendant	Harry Spenser	PT	0.5	0.5	0	7,904	9.50X 24hrs		\$237	\$0	\$0	8,141
Golf Attendant	Cameron Duvic	PT	0.5	0.5	0	10,296	10.00X 16hrs		\$309	\$0	\$0	10,605
Golf Attendant	Thomas Shelow	PT	0.5	0.5	0	13,520	8.29X 16hrs		\$406	\$0	\$0	13,926
Golf Attendant	Robert Rosson	PT	0.5	0.5	0	6,552	8.62X 24hrs		\$197	\$0	\$0	6,749
Golf Attendant	Dennis Doyle	PT	0.5	0.5	0	9,282	9.00X 11hrs		\$278	\$0	\$0	9,560
Golf Attendant	Z Diston	PT	-	-	0	6,630	8.62X16hrs		\$199	\$0	\$0	6,829
Golf Attendant	Paul Stieglitz	PT	0.5	0.5	0	7,912	8.62X16hrs		\$237	\$0	\$0	8,149
Golf Attendant	J Fulton	PT	0.5	0.5	0	6,188	10.00X25hrs		\$186	\$0	\$0	6,374
Golf Attendant	A Bellas	PT	-	-	0	6,188	9.00X16hrs		\$186	\$0	\$0	6,374
Golf Attendant	Franklin Yaliedy	PT	0.5	0.5	0	7,912	8.32X 8hrs		\$237	\$0	\$0	8,149
Golf Attendant	J Heider	PT	-	-	0	13,520	8.29X 17hrs		\$406	\$0	\$0	-
Golf Attendant		FT	-	-	0	-	9.00X 26hrs		\$0	\$0	\$0	13,926
Total Regular Salaries						229,645			\$6,962			239,525
Total Pro Shop						323,969			\$16,753	\$500		336,679
MAINTENANCE STAFF:												
Supervisor/Foreman	Laurie Bland	FT	1	1	0	85,813	46212-68534	03/01/11	\$2,703	\$0	\$4,291	92,807
Mechanic	Ed Henry	FT	1	1	0	40,265			\$1,268	\$0	\$2,013	43,547
MAINTENANCE STAFF:	Miguel Gonzalez	FT	1	1	0	40,265			\$1,268	\$0	\$2,013	43,547
	J Malden	FT	1	1	0	44,407			\$1,332	\$1,500	\$2,013	47,239
Total projections			15	15	0	210750			6572	1500		227139

17-11

**CITY OF MIAMI SPRINGS
CAPITAL IMPROVEMENT REQUEST
FOR FY 2019-20 BUDGET YEAR**

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

Department: _____ Golf Course Maintenance

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

Replace 3 weather shelters around golf course.

Total budget request: \$ 22,500.00

Detail any grant or additional funding sources for this project

	Funding
None	\$ -
_____	\$ -
_____	\$ -

Total funding sources: \$ -

Reason why project is needed

The wooden shelters were falling down and had severe termite and weather damage.

The new shelters will be made out of steel.

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

None	\$ -
_____	\$ -
_____	\$ -
_____	\$ -

Totals \$ 22,500.00

Department Head Signature

City Manager Approval

17-12

Proposal #: 27998.R1
 Date: 06/05/2019

RCP SHELTERS, INC.
 PROPOSAL/ORDER FORM



City of Miami Springs
 Attn: Laurie Bland
 201 Westward Drive
 Miami Springs, FL 33166

2100 SE Rays Way • Stuart, FL 34994
 P: 800-525-0207 • 772-288-3600
 F: 772-288-0207
 info@rcpselters.com • http://www.rcpselters.com

Phone: 305-805-5000
 Fax:
 E-mail: bland@miamisprings-fl.gov

Prepared by: Bryce Cooper
 bryce@rcpselters.com

GSA Contract: GS-03F-0225W
Miami Springs Golf and Country Club - Rain Shelters - Miami Springs, FL

ITEM	QTY	DESCRIPTION	PRICE
A	3.00	Model #: SLF-SQ14-04 14' x 14' STEEL FRAME SQUARE SHELTER	\$20,464.68
OPTIONS FOR A	Please circle & add in the price column if required: 1. Add + \$307 for factory stained deck.		
FREIGHT	Pooled freight rate, delivered to an accessible site. Upgrade to dedicated truck or split shipment is available upon request at an additional fee. Refer to notes on page 2 for more details.		\$2,000.00
SALES TAX	Applicable only for FL or CA (or provide tax exempt certificate)		
TOTAL	Total of Item(s) and option(s) selected and freight (if applicable)		

INCLUDED

- FL Cert. Drawings: includes standard RCP foundation design
- Frame: powder coated tube steel
- Roof Deck: #1 2x8 T&G SYP
- Fascia: #1 2x6 Penta Type C treated SYP
- Roofing: shingle
- Hardware: all required fasteners
- Delivery: to an accessible site

NOT INCLUDED

- Unloading
- Concrete
- Concrete embedment (anchor bolts, wire mesh, rebar, etc.)
- Deck/fascia stain
- Fascia nails
- Electrical or other cutouts (priced upon request)
- Rails/ornamentation/benches/cupola
- Installation
- Anything not specifically listed as "Included"

TERMS & CONDITIONS

- Orders not subject to cancellation
- 10% deposit due with order
- 20% deposit due with customer approved drawings
- Balance due prior to shipment
 - Net 30 available with approved credit (check only)
- 3% discount for payment in full with order (check only)

EXPEDITING OPTIONS (average acceleration of 2-4 weeks)

- Payment in full with order (discount not applicable)
 - Prioritized engineering
 - Prioritized fabrication
- Dedicated Truck (additional fee applicable)
 - Guarantees truck route availability
 - Only necessary if pooled load not available

GOVERNMENT AGENCIES

- Net 30
- 1% discount net 10
- no deposits required

PRICING NOTES (RCP reserves the right to re-quote if:)

- Quote is older than 30 days
- Shipment not taken within 180 days
- Project location snow load exceeds 30 psf

Reference Installation Cost Savings Advantages on Page 2

17-13

(Signature)

(Print/Title)

(Date)

RCP SHELTERS, INC.

PROPOSAL/ORDER FORM (CONTINUED)

2100 SE Rays Way • Stuart, FL 34994

P: 800-525-0207 • 772-288-3600

F: 772-288-0207

info@rcpshelters.com • <http://www.rcpshelters.com>



Proposal #: 27998.R1

GSA Contract: GS-03F-0225W

Miami Springs Golf and Country Club - Rain Shelters - Miami Springs, FL

PROPOSAL NOTES & DETAILS

DESIGN / ENGINEERING

- Proposal based on design by RCP Shelters, not necessarily an exact match to bid or architectural drawings.
- RCP value engineers for minimum number of columns to keep the pavilion as open and accessible as possible. Final design may not reflect the same number of columns or members, sizes, or spacing as images on RCP's website and catalog or preliminary drawing.
- Please allow approximately 2-3 weeks for engineered drawings after receipt of order and other pertinent design requirements. Custom designs may take 4 weeks or longer. All lead times are subject to change based on current demand.
- Design requirements not disclosed to RCP prior to proposal, or required revisions resulting from information not disclosed at time of order are subject to additional charge. Common examples:
 - All pertinent foundation information, including but not limited to geotechnical report, maximum depth for water table, or installations near or connection to other structures (drift snow loads), or any other site specific request/requirement must be provided with order. Without this information, RCP reserves the right to re-quote or charge additional engineering fee.
 - Proposal includes standard foundation based on assumed soil values (minimum 2' diameter & 4' deep – can be much larger depending on loading conditions and size of structure). Foundations may be designed by others with RCP provided column base reactions. Custom foundation designs may be available for additional fee.
 - Electrical or other custom cutouts not specifically included in the proposal are subject to additional engineering, drafting, and fabrication fees.
- Local code may have requirements that are not the responsibility of RCP (examples: NJ architectural stamp, FL fire barrier board).
- Each project is designed for its specific location after receipt of order. Occasionally, engineering determines that materials not included in the proposal are required. Such materials shall be provided by others (example: OSB diaphragm is sometimes required on larger LW-G and bandshell models).
- Drawings provided by RCP Shelters with this proposal are preliminary, and are not for construction. Owner can pre-purchase engineered drawings, which detail the project specific foundation design and material requirements, with no obligation to purchase the entire structure.

FABRICATION / SHIPPING DETAILS

- Fabrication lead times vary by season, typically 6-8 weeks after receipt of approved drawings, color selections, and fabrication deposit.
- Freight price is based on pooled loads.
- Upgrade to dedicated truck or split shipment is available for an additional fee.
- Shipping dates are not guaranteed. RCP does not accept orders with penalties or contingent liability.
- Trucking will call at least 24 hours prior to delivery to coordinate.
- Unloading by others. RCP recommends non-marring padded slings and padded forks for offloading. Block all materials off ground and cover with moisture resistant paper until installation.

INSTALLATION COST SAVING ADVANTAGES

- Column anchor bolts located outside the column tube (easily accessible for installation)
- Factory cut roofing panel end caps (minimal, if any, on site cutting required)
- Factory fabricated roofing seam and corner caps (minimal, if any, on site cutting or fabrication required)
- Metal roofing and powder coating touch up paint included
- When applicable, one-piece, factory welded gable beams vs. numerous piece field assemblies (no on site assembly required)
- When applicable, one-piece, factory welded clerestory beams vs. numerous piece field assemblies (no on site assembly required)
- When applicable, factory assembled cupola (no on site assembly required)

(Signature)

(Print/Title)

(Date)

Page
2/3

Signature confirms acceptance of all pages of this proposal.

17-19

TECHNICAL SPECIFICATIONS



Proposal #: 27998.R1

I. DESIGN CRITERIA

Structure shall be designed to be free standing, open air pavilion in conformance with all applicable building code. Manufactured by RCP Shelters: 2100 SE Rays Way, Stuart, FL 34994 • Toll-free: 800-525-0207 • F: 772-288-0207 • <http://www.rcpshelters.com> • info@rcpshelters.com.

II. SCOPE

Structure shall be a steel pavilion with tongue and groove wood roof deck over a 4" minimum thickness reinforced concrete slab. Shelter shall have a clear space, without a center column or open knee bracing. Structure shall be designed by professional engineers. The owner or contractor shall be responsible for unloading, temporary storage, soil testing (if necessary), site preparation, concrete slab, and erection of structures. Owner or contractor is responsible for protection of materials after arrival.

III. COLUMNS

The shelter shall be set on prepared footings. Foundation shall be engineered to manufacturer's design and constructed to local code and good construction practices for the specific site conditions. The structure shall have tube steel corner columns. The columns shall be attached to the top of the concrete foundation by use of anchor bolts, hidden when possible. Anchor bolts shall be provided by owner or contractor so that foundations can be prepared and ready for installation upon delivery of the shelter. Alternatively, RCP Shelters offers an anchor bolt option, to be shipped upon receipt of drawing approval for fabrication.

IV. FRAME

All structural framing of the pavilion shall be structural tube steel with end caps to form a clean, neat appearance with no place for birds to nest or small animals to roost. The compression ring shall be structural steel plate. Since all connections will bolt together, field welding shall not be required. Bolts shall be concealed within the tubing when possible.

V. POWDER COAT FINISH

The columns and frame shall be sandblasted to near-white condition, five stage washed, including detergent, phosphate, and rust protectant sealant, epoxy primed, then top coated with TGIC powder. The columns and frame shall be packaged in foam, cardboard, and stretch wrap to protect the finish during transit. The color shall be selected from manufacturer's standard color chart. Field touch up painting shall be required by owner or contractor.

VI. EAVE & PITCH

Eave height shall be minimum 7'-6". Roof pitch shall be 4:12.

VII. ROOF DECK

Roof deck shall be nominal 2" x 8" #1 grade, T&G, SYP, edge veed one side, kiln dried and furnished in specified lengths. Roof deck shall be field cut by installer. #2 grade and/or random length end-matched deck shall not be acceptable.

VIII. FASCIA

Fascia shall be #1 nominal 2" x 6" SYP, Penta Type C pressure treated 0.3 pcf for above ground use.

IX. SHINGLE ROOFING

Shingles shall be fiberglass-based asphalt (Owens Corning Oakridge, GAF Timberline HD, or equal), over 15# or 30# felt underlayment, per code. Roofing nails shall be 1 1/4" galvanized. Drip edge shall be included for application continuously along perimeter. Shingle color limited to shingle manufacturer's local availability. The shingle package may be provided by the owner or contractor.

X. FACTORY STAIN (OPTIONAL)

T&G roof deck and fascia shall receive factory applied Sherwin Williams semi-transparent wood stain. The color shall be "Natural" unless otherwise requested. Color charts available upon request.

17-15

**CITY OF MIAMI SPRINGS
CAPITAL IMPROVEMENT REQUEST
FOR FY 2019-20 BUDGET YEAR**

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

Department: _____ Golf Course Maintenance

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

Repave and repair asphalt around maintenance building.

Total budget request: \$ 20,000.00

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

Reason why project is needed

As requested by DERM, we need to repave and repair potholes around the golf course maintenance building.

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

None	\$ -
_____	\$ -
_____	\$ -
_____	\$ -
Totals	<u>\$ 20,000.00</u>

Department Head Signature

City Manager Approval

17-16

**CITY OF MIAMI SPRINGS
CAPITAL IMPROVEMENT REQUEST
FOR FY 2019-20 BUDGET YEAR**

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

Department: _____ Golf Course Maintenance

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

Replace cast iron water lines at golf course maintenance building.

Total budget request:	<u>\$ 15,000.00</u>
------------------------------	---------------------

Detail any grant or additional funding sources for this project

Funding

None	<u>\$ -</u>
_____	<u>\$ -</u>
_____	<u>\$ -</u>

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

Reason why project is needed

The corroded cast iron water lines are causing water line breaks resulting in lack of pressure and high water bills.

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

Savings on water bill.	<u>\$ -</u>
_____	<u>\$ -</u>
_____	<u>\$ -</u>
_____	<u>\$ -</u>

Totals	<u>\$ 15,000.00</u>
---------------	---------------------

Department Head Signature

City Manager Approval

17-17

BUDGET REVENUE REPORT ASSUMPTIONS

Miami Springs Country Club
2019/2020

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	\$11,000.00	\$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	\$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

F&B Rental

17-N

Debt Service Fund

Mission Statement

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

Debt Service Fund

This fund accounts for the principal and interest payments on all of the City's debt including the City's \$7.5 million Community Center/Aquatic Center Note, the \$1.6 million Energy Conservation Note, the \$448,000 Westward Bike Path Note, and other equipment leases. These notes are being paid through an inter-fund transfer from the Department responsible for the debt to the Debt Service Fund.

Goals

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

Objectives

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

2018-19 Accomplishments

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

2019-20 Budget Highlights

- Proposed budget is \$ 111,473 or 9% higher than FY2018/2019.
- Increase is due to the \$132,500 first year debt service of interest only on the new Senior center loan, budget also includes \$119,344 for a new lease for police, Public Works, Golf and parks recreation equipment and renovations.
- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$ 1,439,837</u>
Net cost of Department	<u>\$ 1,439,837</u>

CITY OF MIAMI SPRINGS
DEBT SERVICE BUDGET
FISCAL YEAR ENDING 9/30/20

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2016-17 ACTUALS	FY2017-18 ACTUALS	FY2018-19 AMENDED BUDGET	FY2019-20 Departmental Request	Dollar Increase (decrease)
GO BONDS						
201-2025-519-71-40	PRINCIPAL-Golf equipment lease			116,205	118,758	2,553
201-2025-519-72-40	INTEREST-Golf equipment lease			20,943	14,994	(5,949)
201-2025-519-71-71	PRINCIPAL-Golf equipment lease				12,811	
201-2025-519-72-71	INTEREST-Golf equipment lease				1,966	
201-2025-519-71-60	PRINCIPAL-Chargepoint Lease				2,250	2,250
201-2025-519-71-12	PRINCIPAL-PNC Loan	67,623	73,919	80,560	87,563	7,003
201-2025-519-72-12	INTEREST-PNC Loan	55,094	52,547	49,767	46,742	(3,025)
201-2025-519-71-25	PRINCIPAL-Police cars/software lease	-	-	157,382	164,000	6,618
201-2025-519-72-25	INTEREST-Police cars/software lease	-	-	28,364	20,707	(7,657)
201-2025-519-71-72	PRINCIPAL-Police eqpt/technology				29,063	
201-2025-519-72-72	INTEREST-Police eqpt/technology				4,460	
201-2025-519-71-73	PRINCIPAL-PW City Hall				42,641	
201-2025-519-72-73	INTEREST-PW City Hall				6,544	
201-2025-519-71-74	PRINCIPAL-PW Eqpt/renovation				4,696	
201-2025-519-72-74	INTEREST-PW Eqpt/renovation				721	
201-2025-519-71-75	PRINCIPAL-Rec-Field renovation				15,122	
201-2025-519-72-75	INTEREST-Rec Field renovation				2,320	
201-2025-519-71-45	PRINCIPAL-Senior Center building			152,589	-	(152,589)
201-2025-519-72-45	INTEREST-Senior Center building			108,000	132,500	24,500
201-2025-519-71-35	PRINCIPAL-CITY NATIONAL LEASE		7,406	15,157	15,631	474
201-2025-519-72-35	INTEREST-CITY NATIONAL LEASE		970	1,593	1,120	(473)
201-2026-519-71-13	PRINCIPAL-Aquatic Center	444,000	437,000	450,000	465,000	15,000
201-2026-519-72-13	INTEREST-Aquatic Center	213,945	200,435	184,139	170,216	(13,923)
201-2025-519-71-20	PRINCIPAL-Suntrust Lease #6	135,640	138,121	9,583	9,549	(34)
201-2025-519-72-20	INTEREST-Suntrust Lease #6	4,559	2,076	421	421	(0)
201-2025-519-71-30	PRINCIPAL-BB&T Bike Path	16,018	64,071	64,071	64,071	0
201-2025-519-72-30	INTEREST-BB&T Bike Path	1,672	8,692	7,335	5,971	(1,364)
201-2025-519-72-50	Iberia Credit Line Interest		11,925	22,500	-	(22,500)
* SERIES 1997		938,551	997,162	1,468,609	1,439,837	(149,116)

11-2

Fiscal Year : 2019
 Budget Level : BUDG
 Description :

DEPARTMENTAL INPUT
 Description

Account #	Description	Budget Amount	Misc. Info
201-2025-519-71-12	GRN VENTURES PRTNS -ENERGY	87,563.00	
201-2025-519-71-13	AQUATIC CENTER	465,000.00	
201-2025-519-71-20	FY2016 Suntrust Lease #6	9,549.00	
201-2025-519-71-25	BOA POLICE EQUIP LEASE	164,000.00	
201-2025-519-71-30	BB&T NOTE	64,071.00	
201-2025-519-71-35	CITY NATIONAL LEASE	15,631.00	
201-2025-519-71-40	GOLF COURSE EQPT LEASE	118,758.00	
201-2025-519-71-60	CHARGEPOINT LEASE	2,250.00	
201-2025-519-71-71	GOLF EQUIPMENT LEASE	12,811.00	
201-2025-519-71-72	POLICE EQUIP TECHNOLOGY	29,063.00	
201-2025-519-71-73	PW CITY HALL	42,641.00	
201-2025-519-71-74	PW EQUIP RENOVATION	4,696.00	
201-2025-519-71-75	REC FIELD RENOVATION	15,122.00	
201-2025-519-72-12	GRN VENTURES- ENERGY SAV	46,742.00	
201-2025-519-72-13	AQUATIC CENTER	170,216.00	
201-2025-519-72-20	FY2016 Suntrust Lease #6	421.00	
201-2025-519-72-25	BOA POLICE EQUIP LEASE	20,707.00	
201-2025-519-72-30	BB&T NOTE	5,971.00	
201-2025-519-72-35	CITY NATIONAL LEASE	1,120.00	
201-2025-519-72-40	INTEREST-GOLF EQPT LEASE	14,994.00	
201-2025-519-72-45	SENIOR CENTER BUILDING	132,500.00	
201-2025-519-72-71	GOLF EQUIPMENT LEASE	1,966.00	
201-2025-519-72-72	POLICE EQUIP TECHNOLOGY	4,460.00	
201-2025-519-72-73	PW CITY HALL	6,544.00	
201-2025-519-72-74	PW EQUIP RENOVATION	721.00	
201-2025-519-72-75	REC FIELD RENOVATION	2,320.00	
201 *	Total Accounts for this Budget Level	1,439,837.00	26

18-3

CITY OF MIAMI SPRINGS
SANITATION FUND BUDGET
FISCAL YEAR ENDING 9/30/20

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2016-17 ACTUALS	FY2017-18 ACTUALS	FY2018-19 AMENDED BUDGET	FY2019-20 Departmental Request	Dollar Increase (Decrease)
SANITATION						
430-3401-534.12-00	REGULAR SALARIES	568,612	587,231	608,099	493,976	(114,123)
430-3401-534.14-00	OVERTIME	24,445	16,972	15,000	18,000	3,000
430-3401-534.21-00	FICA TAXES	44,563	45,233	47,667	39,166	(8,501)
430-3401-534.22-01	GENERAL EMPLOYEES RET SYS	(55,020)	72,331	56,330	59,479	3,149
	TOTAL MEDICAL INSURANCE	114,334	110,819	113,327	108,542	(4,785)
430-3401-534.24-00	WORKER'S COMPENSATION	62,904	28,779	30,405	32,108	1,703
430-3401-534.34-00	OTHER CONTRACTUAL SERVICE	250	180	400	400	-
430-3401-534.34-02	DUMPING AND DISPOSAL	597,606	623,701	578,421	585,000	6,579
430-3401-534.34-05	SOLID WASTE RECYCLE	107,327	99,940	151,179	150,000	(1,179)
430-3401-534.41-06	INTERNET CHARGES	3,722	2,752	2,200	2,831	631
430-3401-534.45-10	FLEET MAINTENANCE	178,067	223,037	220,000	225,000	5,000
430-3401-534.45-30	LIABILITY INSURANCES	31,284	28,976	28,924	27,464	(1,460)
430-3401-534.46-00	REPAIRS AND MAINTENANCE	665	1,830	3,000	5,000	2,000
430-3401-534.49-80	COUNTY COLLECTION FEES	914	1,000	1,000	1,200	200
430-3401-534.49-90	BAD DEBT EXPENSE	(6,608)	(14,588)	-	-	-
430-3401-534.52-00	OPERATING SUPPLIES	19,084	31,712	23,000	35,000	12,000
430-3401-534.52-02	FUEL, OILS, LUBRICANTS	46,265	77,706	50,000	50,000	-
430-3401-534.52-07	TIRES	12,400	21,146	15,000	17,000	2,000
430-3401-534.59-00	DEPRECIATION	133,703	151,398	130,000	149,000	19,000
430-3401-534.72-00	INTEREST	11,125	8,522	5,307	5,318	11
430-3401-534.91-01	MANAGEMENT FEE TO GENERAL FUI	450,000	370,000	470,000	470,000	-
	Total Operating Expenses	2,345,642	2,487,677	2,549,259	2,474,483	(74,776)
430-3401-534.64-00	MACHINERY & EQUIPMENT	-	-	-	142,674	142,674
	Total Sanitation	2,345,642	2,487,677	2,549,259	2,617,157	67,898

14-2

Fiscal Year : 2019
 Budget Level : BUDG
 Description : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
430-3401-534-12-00	REGULAR SALARIES	493,976.00	
430-3401-534-14-00	OVERTIME	18,000.00	
430-3401-534-21-00	FICA TAXES	39,166.00	
430-3401-534-22-01	GENERAL EMPLOYEES RET SYS	59,479.00	
430-3401-534-23-01	POS. EMPLOYEE ONLY	103,214.00	
430-3401-534-23-07	LIFE/AD&D	2,261.00	
430-3401-534-23-08	DENTAL-ORAL HEALTH SVCS	2,303.00	
430-3401-534-23-09	VSP-VISION SERVICE PLAN	763.00	
430-3401-534-24-00	WORKER'S COMPENSATION	32,108.00	
430-3401-534-34-00	OTHER CONTRACTUAL SERVICE	32,108.00	
430-3401-534-34-02	DUMPING AND DISPOSAL	400.00	
430-3401-534-34-05	SOLID WASTE RECYCLE	585,000.00	585,000.00
430-3401-534-41-06	INTERNET CHARGES	150,000.00	150,000.00
430-3401-534-45-10	FLEET MAINTENANCE	2,831.00	
430-3401-534-45-30	LIABILITY INSURANCES	225,000.00	225,000.00
430-3401-534-46-00	REPAIRS AND MAINTENANCE	27,464.00	
430-3401-534-49-80	WASA COLLECTION FEES	5,000.00	5,000.00
430-3401-534-52-00	OPERATING SUPPLIES	1,200.00	
430-3401-534-52-02	FUEL, OILS, LUBRICANTS	35,000.00	35,000.00
430-3401-534-52-07	TIRES	50,000.00	50,000.00
430-3401-534-59-00	DEPRECIATION	17,000.00	
430-3401-534-64-00	MACHINERY AND EQUIPMENT	149,000.00	
430-3401-534-72-00	INTEREST	142,674.00	
430-3401-534-91-01	ADMINISTRATIVE CHARGE	5,318.00	
	* Total Accounts for this Budget Level	470,000.00	
		2,617,157.00	

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

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

Department: _____ Public Works -- Sanitation Department

<u>Description of equipment requested</u>	<u>Estimated Cost</u>
16 Cubic Yard Rear Loader Garbage Truck	\$ 142,674.00
_____	_____
_____	_____
_____	_____
_____	\$ -
_____	\$ -
_____	\$ -
_____	\$ -
Total budget request:	<u>\$ 142,674.00</u>

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

Reason why equipment is needed
 The purchase of this truck will allow the City to stop outsourcing the sanitation collection at City Hall, Community Center, Pool, Public Works, Golf Course and Senior Center. We will also utilize this vehicle for our twice weekly collection of garbage cans City wide therefore reducing the wear and tear on pickup trucks and reducing travel time to and from the routes.

<u>Expected cost savings from this acquisition(if any)</u>	<u>Expected Savings</u>
Savings is based on elimination of contracted services	\$ 35,000.00
Fuel for pick up trucks traveling City Wide for collection sites	\$ 5,000.00
Repairs and Maintenance on pick up trucks used for current services	\$ 5,000.00
Total	\$ 45,000.00

Department Head Signature

City Manager Approval

14-4



KENWORTH OF SOUTH FLORIDA
 2909 S Andrews Avenue
 Fort Lauderdale, FL 33316
 954.523.5484

7 May 2019

City of Miami Springs
 Public Works
 345 N. Poinciana Blvd.
 Miami Springs, FL 33312

Attention: Briyonna Joyner

Via email to joynerb@miamisprings-fl.gov

FLORIDA SHERIFFS ASSOCIATION FSA18-VEH16.0 SPEC. # 7 TILT CAB & CHASSIS DUAL REAR WHEELS (4X2)

K270 BASE PRICE	\$ 70,000.00
K370 UPGRADE PX7-260/ALLISON 3000RDS	3,593.00
REAR STABILIZER BAR	1,266.00
REAR WHEEL LOCKS	1,026.00
BACKUP ALARM	93.00
<u>CHASSIS TOTAL:</u>	\$ 75,978.00
BODY:	
NEW WAY COBRA 16 YD3 NARROW BODY REAR LOADER	\$ 66,696.00
<u>TOTAL, COMPLETE UNIT:</u>	<u>\$142,674.00</u>

Nelson A. Martinez
 Director
 Export & Government Sales

19-5

Apollo A300C

MID-RANGE REAR LOADER



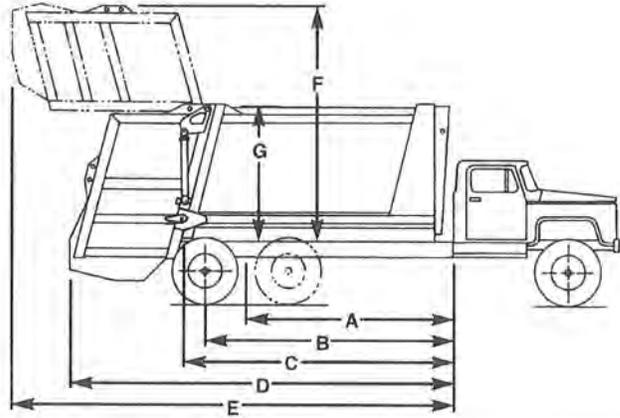
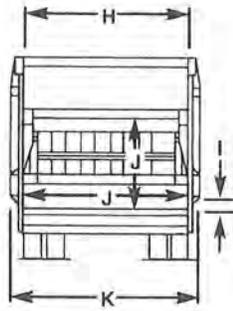
*Large Hopper, Low Loading Height,
"E-Z Load" Productivity*



Refuse Hauling Solutions, LLC

E-Z Pack

APOLLO A300C Mid-Range Rear Loader SPECIFICATIONS



MODEL	A300C-18	A300C-20	A300C-25
CAPACITY	18 Cu. Yd. (13.8 m ³)	20 Cu. Yd. (15.3 m ³)	25 Cu. Yd. (19.1 m ³)
A CAB TO TRUNNION (CT)	N/A	126" - 132" (3200 - 3353 mm)	156" - 162" (3962 - 4115 mm)
B CAB TO AXLE	120" - 126" (3048 - 3200 mm)	138" - 144" (3505 - 3658 mm)	N/A
C DECK LENGTH CLEAR PLATFORM	155" (3937 mm)	170" (4318 mm)	204" (5182 mm)
D LENGTH (Including Tailgate)	223" (5664 mm)	238" (6045 mm)	272" (6909 mm)
E LENGTH (Tailgate Raised)	262" (6655 mm)	277" (7036 mm)	311" (7899 mm)
F HEIGHT (Tailgate Raised)	156" (3962 mm)		
G HEIGHT (Above Chassis Frame)	90.25" (2292 mm)		
H INSIDE WIDTH (Body)	91" (2311 mm)		
I LOADING HEIGHT (Below Frame)	Up to 5.5" (140 mm) below chassis frame		
J LOADING OPENING	80" wide (2032 mm) x 58" (1473 mm) high		
K OUTSIDE WIDTH	96" (2438 mm)		
HOPPER CAPACITY	3 Cu. Yd. (2.3 m ³)		
WEIGHT	9,700 lbs. (4400 kg)	10,050 lbs. (4559 kg)	10,800 lbs. (4899 kg)

Chassis specifications listed are intended as general guidelines only. Each chassis selection should be made on an analysis of the weight distribution for the particular chassis/body combination including optional equipment and anticipated payloads

CONSTRUCTION AND OPERATIONAL DETAILS

Body Floor	7 ga. (4.55 mm) 50,000 PSI
Body Sides	7 ga. (4.55 mm) 100,000 PSI
Body Roof	10 Ga. (3.42 mm) 50,000 PSI
Ejector Panel	7 ga. (4.55 mm) 50,000 PSI
Hopper Floor	1/4" (6.35 mm) 155,000 PSI 400 BHN
Hopper Sides	Lower 1/4" (6.35 mm) 100,000 PSI Upper 7 ga. (4.55 mm) 50,000 PSI
Packing Panel	7 ga. (4.55 mm) 50,000 PSI
Packing Cylinders (2)	4-1/2" (140 mm) (D.A.)
Sweep Cylinders (2)	4" (102 mm) (D.A.)
Tailgate Cylinders (2)	3" (76 mm) (D.A.)
Ejector Cylinder (1)	18 Yd. - 5-1/2" (140 mm) 2-Stage DA 20 Yd. - 5-1/2" (140 mm) 2-Stage DA 25 Yd. - 5-1/2" (140 mm) 3-Stage DA
Hydraulic Oil Tank	37 Gallons (140 Liters)
Hydraulic Pump	27 G.P.M. @ 1200 RPM (102 Liter/Min.)
Hydraulic Filters	Suction - 100 Mesh Return - 10 Micron
System Operating Pressure	2,500 PSI

SPECIAL NOTES:

- 1) PTO Requirements are 39 HP @ 1200 RPM (Torque Rating 212 Ft. Lb.) Minimum
- 2) Chassis MUST be equipped with diesel engine and requires variable speed governor with body builders connection for engine remote throttle, programmed and preset to approximately 1400 RPM.
- 3) Chassis lighting must be set up and programmed for heavy duty package and duplicate independent stop and turn signals.

Standard Equipment

- Manual Controls
- Tailgate Props
- Back Up Alarm
- Body Lifting Eyes
- High Mount Light Package
- ICC Lights and Reflectors Meet DOT Requirements
- Non-Skid Riding Steps at Rear Corners of Tailgate
- Streetside and Curbside Buzzers
- Automatic Latch-Unlatch Tailgate

Optional Equipment

- Air Shift or Hot Shift PTO's
- Street Side Access Door
- Front Mount Pump
- Dual Hopper Flood Lights
- Rear Body Side Liner
- 10,000 lb. (4536 kg) Overhead Winch*
- 14,000 lb. (6350 kg) Reaving Cylinder Winch*
- System Pressure Gauge
- 1-3 Yard (.76 - 2.3 m³) Hydraulic Container Attachment

* Optional Container Dumping Devices Handle Containers up to 10 Cubic Yards (7.6 m³)

Operational Features

- COMPACTON CYCLE:
Manual hydraulic, automatic split cycle, fully reversible
- CYCLE TIME:
26 seconds, reload @ 9 seconds
- PACKER PANEL
Curved, one-piece construction
- EJECTOR PANEL:
Travels in steel guide shoes, floor level track
- PACKING CYLINDERS:
Positioned away from refuse for trouble-free operation
- EJECTOR CYLINDER:
Heavy Duty, double-acting, telescopic

E-Z Pack Refuse Hauling Solutions, LLC, reserves the right under its Product Improvement Program to modify construction and/or design and furnish equipment without reference to illustrations and specifications shown herein. All specifications are subject to change without notice.



Refuse Hauling Solutions, LLC

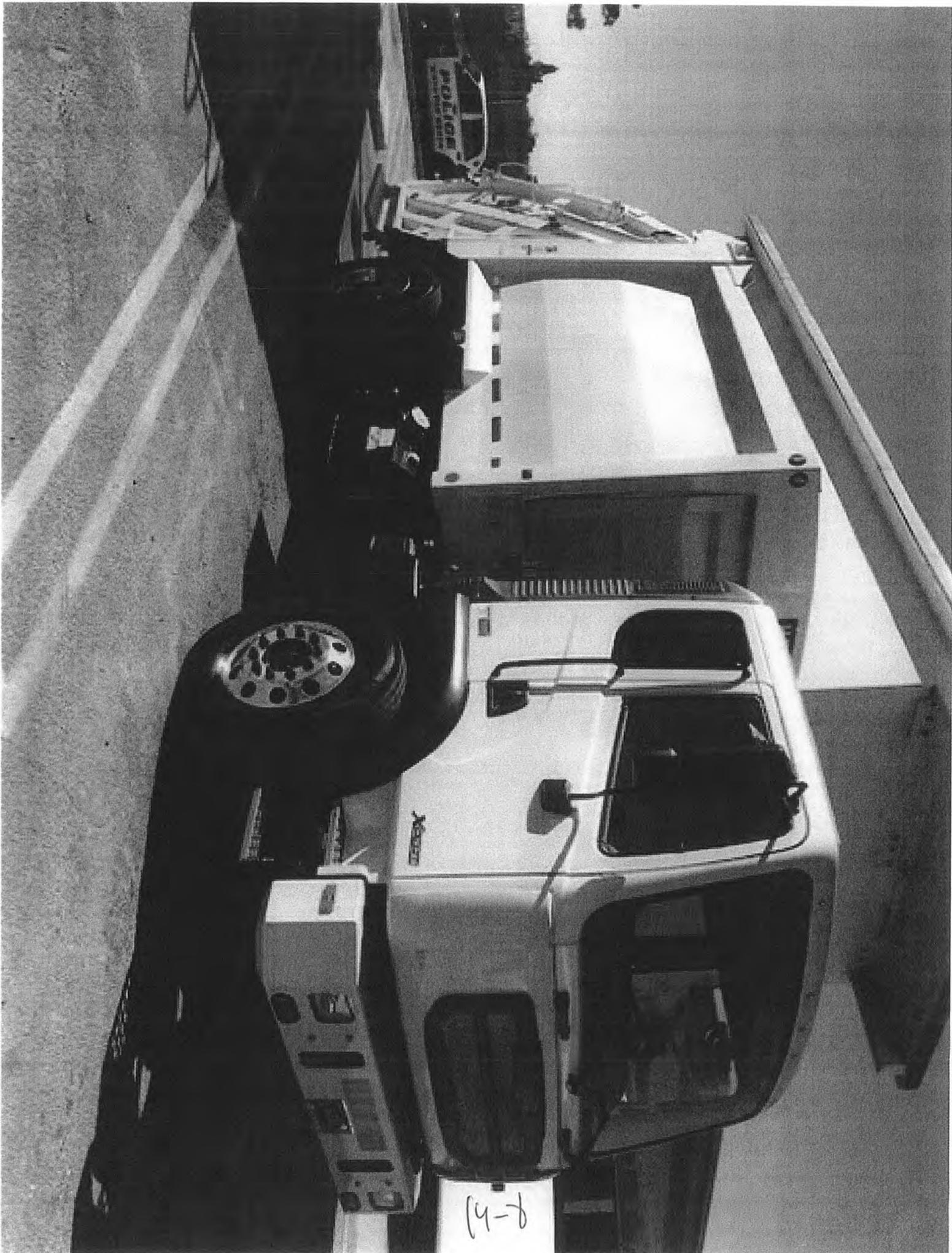
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Phone 859-234-1100 • Fax 859-234-0061
www.ezpacktrucks.com

Authorized Distributor:

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(4-1)

Kenworth

POLICE

City of Miami Springs

Department: Public Works - Sanitation Operations

Position (paygrade)	Employee Name	PT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/19	Current Pay Range	Date of Annual Review	FY 19-20 Projected Merit Increase	3% COLA Increase	Retirement Payout	Longevity	FY2019-20 Total Pay
Sanitation Foreman PG24	T Cummings	FT	1	1	-	\$58,620	34198-53130	02/26/11		\$1,759	\$0	\$1,750	\$62,129
Automated Equipment Operator-PG19	S Griffin	FT	1	1	-	\$52,979	30226-49216	4/22/1991		\$1,589	\$0	\$1,750	\$56,318
Automated Equipment Operator-PG19	J Romeo	FT	1	1	-	\$45,753	30226-49216	04/11/11		\$1,373	\$0	\$1,500	\$48,626
Refuse Truck Driver-PG13	T Andrews	FT	1	1	-	\$30,469	22992-38440			\$914	\$0	\$1,750	\$31,383
Automated Equipment Operator-PG19	C Sanchez	FT	1	1	-	\$52,979	30226-49216	4/27/1981		\$1,589	\$0	\$1,750	\$56,318
Automated Equipment Operator-PG19	VACANT	FT	1	1	-	\$0	29633-43946	1/26/1988		\$0	\$0	\$0	\$0
Refuse Truck Driver-PG13	C Johnson	FT	1	1	-	\$31,992	25549-37886	8/2/1993		\$960	\$0	\$0	\$0
Automated Equipment Operator-PG19	C Postell	FT	1	1	-	\$41,309	30226-49216	06/14/11		\$1,239	\$0	\$1,000	\$32,952
Refuse Truck Driver-PG13	J Berqueiro	FT	1	1	-	\$41,309	26060-41396	02/28/05		\$1,239	\$0	\$1,500	\$43,548
Automated Equipment Operator-PG19	R Gonzalez	FT	1	1	-	\$43,383	30226-49216	7/26/2011		\$1,301	\$0	\$1,500	\$44,048
Refuse Truck Driver-PG13	Denise Rivera	FT	1	1	-	\$39,593	26060-41396	11/07/11		\$1,188	\$0	\$0	\$40,781
Maintenance Worker I-PG8	Carlos Matilla	FT	1	1	-	\$30,765	22992-38440	01/00/00		\$923	\$0	\$0	\$31,688
Refuse Collector-PG10		FT	0	0	-	\$0	24201-38440	04/01/11		\$0	\$0	\$0	\$0
Total projections			12	12	0	\$469,151			\$0	\$14,075		\$10,750	\$493,976

City of Miami Springs

Department: Public Works - Storm water Operations

Position (paygrade)	Employee Name	PT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/19	Current Pay Range	Date of Annual Review	FY 19-20 Projected Merit Increase	3% COLA Increase	Retirement Payout	Longevity	FY2019-20 Total Pay
Heavy Equipment Operator-PG14	D Olivas	FT	1	1	-	\$41,675	24201-38440	04/01/11		\$1,250	\$0	\$1,500	\$44,425
Maintenance Worker I-PG8	Matt Perez	FT	1	1	-	\$30,469	22992-38440	01/00/00		\$914	\$0	\$0	\$31,383
Total projections			2	2	0	\$72,144			\$0	\$2,164		\$1,500	\$75,808

City of Miami Springs

Department: Road & Transportation

Position (paygrade)	Employee Name	PT	Amended Budget	Qty	Fav (Unf)	Current Salary As of 3/31/19	Current Pay Range	Date of Annual Review	FY 19-20 Projected Merit Increase	3% COLA Increase	Retirement Payout	Longevity	FY2019-20 Total Pay
Operations Supervisor-PG26	L Garaboa	FT	1	1	-	\$60,548	33527-49715	06/12/00	\$0	\$1,816	\$0	\$1,750	\$64,114
Total projections			1	1	0	\$60,548			\$0	\$1,816		\$1,750	\$64,114

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Public Services - Storm-water Fund

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

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

Goals

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

Optimize the capacity of the existing storm drainage system

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

Objectives

Provide oversight and manage storm drainage projects.

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

FY 2018-19 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 flooding has been reported.

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

FY 2019-20 Budget Highlights

- Proposed budget is \$37,245 or 7.4% lower than FY2018/2019.
- Budget Summary:

Budgeted Revenues	\$424,500(Stormwater fees)
Budgeted Expenditures	<u>\$466,849</u>
Net cost of Department	<u>\$ 42,349</u>

CITY OF MIAMI SPRINGS
STORMWATER FUND BUDGET
FISCAL YEAR ENDING 9/30/20

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2016-17 ACTUALS	FY2017-18 ACTUALS	FY2018-19 AMENDED BUDGET	FY2019-20 Departmental Request	Dollar Increase (Decrease)
440-3901-539.12-00	REGULAR SALARIES	47,092	47,007	102,479	75,808	(26,671)
440-3901-539.14-00	OVERTIME	856	1,112	1,270	1,300	30
440-3901-539.21-00	FICA TAXES	3,748	3,679	7,954	5,899	(2,055)
440-3901-539.22-01	GENERAL EMPLOYEES RET SYS	(23,753)	3,024	4,207	9,128	4,921
	TOTAL MEDICAL INSURANCE	7,517	6,418	20,143	21,128	985
440-3901-539.24-00	WORKER'S COMPENSATION	6,660	4,230	5,124	4,928	(196)
440-3901-539.31-00	PROFESSIONAL SERVICES	7,766	450	5,000	5,000	-
440-3901-539.34-00	OTHER CONTRACTUAL SERVICE	13,609	14,760	13,000	15,000	2,000
440-3901-539.41-06	INTERNET ACCESS	3,722	2,752	2,200	2,921	721
440-3901-539.43-01	ELECTRICITY	126	155	132	133	1
440-3901-539.45-10	FLEET MAINTENANCE	14,463	12,510	15,000	15,000	-
440-3901-539.45-30	LIABILITY INSURANCES	27,576	29,532	29,855	29,205	(650)
440-3901-539.46-00	REPAIRS AND MAINTENANCE	-	2,031	3,000	4,500	1,500
440-3901-539.49-80	WASA COLLECTION FEES	41,341	44,979	40,000	45,000	5,000
440-3901-539.49-90	BAD DEBT EXPENSE	(1,115)	(1,202)	-	-	-
440-3901-539.52-00	OPERATING SUPPLIES	4,285	3,907	3,230	4,500	1,270
440-3901-539.52-02	FUEL, OILS, LUBRICANTS	4,452	6,093	5,000	5,000	-
440-3901-539.52-07	TIRES	609	1,666	1,500	2,000	500
440-3901-539.58-00	EDUCATION AND TRAINING		837	-	400	400
440-3901-539.59-00	DEPRECIATION	200,599	167,086	185,000	160,000	(25,000)
440-3901-539.91-01	MANAGEMENT FEE TO GENERAL FUI	60,000	60,000	60,000	60,000	-
	Total Operating expenses	419,553	411,026	504,094	466,849	(37,245)

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Fiscal Year : 2019
 Budget Level : BUDG
 Description : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Misc. Info
440-3901-539-12-00	REGULAR SALARIES	75,808.00	
440-3901-539-14-00	OVERTIME	1,300.00	
440-3901-539-21-00	FICA TAXES	5,899.00	
440-3901-539-22-01	GENERAL EMPLOYEES RET SYS	9,128.00	
440-3901-539-23-04	HMO, EMPLOYEE ONLY	20,347.00	
440-3901-539-23-07	LIFE/AD&D	348.00	
440-3901-539-23-08	DENTAL-ORAL HEALTH SVCS	322.00	
440-3901-539-23-09	VSP-VISION SERVICE PLAN	111.00	
440-3901-539-24-00	WORKER'S COMPENSATION	4,928.00	
440-3901-539-31-00	PROFESSIONAL SERVICES	5,000.00	
440-3901-539-34-00	OTHER CONTRACTUAL SERVICE		
00100	STATE OF FLORIDA DEPT OF ENVIRONMENTAL FEES	2,500.00	
00200	MISC STORM WATER ENGINEERING FEES	2,500.00	
00100	INTERNAL CANAL MONTHLY SPRAYING FOR HYDRILLA	15,000.00	
00200	NPDES ANNUAL FEES		
00300	STATE OF FLORIDA WASTE WATER REGULATORY FEES		
00400	GEOTECHNICAL MARINE STORM WATER FILTER MAINTENANCE		
00500	AT PUBLIC WORKS FACILITY		
00600	MIAMI DADE COUNTY STORM WATER COLLECTION FEES		
		2,921.00	
		133.00	
		15,000.00	
00100	REPAIR & MAINTENANCE ON 2 VEHICLES		
00200	PORTION OF FUEL TRAK SERVICE AGREEMENT		
00300	REPAIRS 7 MAINTENANCE OF TRAILERS, GENERATORS		
00400	AND PUMPS		
		29,205.00	
		4,500.00	
00100	STORM WATER CATCH BASIN REPAIR & MAINTENANCE		
00200	CITY WIDE		
		45,000.00	
		4,500.00	
00100	SHOES & UNIFORMS FOR STAFF		
00200	BACK SUPPORTS, GLOVES, EAR PLUGS, HARD HATS		
00300	GATORADE, DUSK MASKS, HAZMAT PAPER SUITS, CUPS,		
00400	WASP SPRAY, CAUTION TAPE, OTHER ITEMS RELATED TO		
00500	SCOPE OF WORK		
00600	MIAMI DADE COUNTY DISPOSAL FEES		
		5,000.00	
		2,000.00	
		400.00	
00100	STORM WATER CEU CERTIFICATION		
		160,000.00	
		60,000.00	
		466,850.00	
440-3901-539-52-02	FUEL, OILS, LUBRICANTS		
440-3901-539-52-07	TIRES		
440-3901-539-58-00	EDUCATION AND TRAINING		
440-3901-539-59-00	DEPRECIATION		
440-3901-539-59-01	ADMINISTRATIVE CHARGE		
* Total Accounts for this Budget Level 23			

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BUILDING DEPARTMENT

MISSION STATEMENT

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

BUILDING DEPARTMENT

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

GOALS

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

OBJECTIVES

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

2018-19 ACCOMPLISHMENTS

Continued the scanning process to completely digitize the filing system in our department, to facilitate plans records to the Public and Staff.

Printing/Scanning/Copying large format pages by contracting a plotter machine from Toshiba, which provides better services to our customers with turnaround times for lost plans, copies of city files and other plotting requests.

Managed to scan all files for street addresses name beginning with the letter A through R, that is over 2,000 street files.

Commenced the implementation of the new Building/Code/Licensing software that will bring us to the cutting edge.

Hired and successfully trained two new Building Specialists, making our department fully staffed.

- Amend the Fee Schedule to reflect fair permitting fees that meet the minimum Miami-Dade County requirements, while also comparing permit costs of other neighboring Cities, by reducing commercial permitting fees to be more competitive with compared commercial fees in other municipalities.
- Rejuvenated the department with a fresh coat of paint and decluttering of old furniture, making the space more welcoming to visitors and more practical for employees.
- Effectively processed 1,347 permits.
- Provided customer service to over 12,390 residents, contractors, business owners, and visitors over the counter. (An average of 70/Day in 177 days)
- Performed a total of 4,409 inspections as of (6/18/2019)
 - Performed over 3,077 Building and Roofing Inspections (As of 6/18/2019)
 - Performed over 235 Mechanical Inspections (As of 6/18/2019)
 - Performed over 615 Electrical Inspections (As of 6/18/2019)
 - Performed over 482 Plumbing Inspections (As of 6/18/2019)
- Performed a total of 2,383 reviews as of (6/18/2019)
 - Performed 1,005 Building Permit Reviews (As of 6/18/2019)
 - Performed 204 Roofing Permit Reviews (As of 6/18/2019)
 - Performed 500 Structural Permit Reviews (As of 6/18/2019)
 - Performed 126 Mechanical Permit Reviews (As of 6/18/2019)
 - Performed 337 Electrical Permit Reviews (As of 6/18/2019)
 - Performed 211 Plumbing Permit Reviews (As of 6/18/2019)

Public Services - Sanitation Fund

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

Goals

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

Objectives

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

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

Institute a regular program of safety awareness with drivers.

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

FY 2018-19 Accomplishments

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

Our staff has reduced the quantity of accidents and injuries

The entire Sanitation department is working more 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 2019-20 Budget Highlights

- Proposed budget is \$74,776 or 3% lower than FY2018/2019.
- Budget includes \$142,674 for a new 16 cubic yard rear loader garbage truck.

- Budget Summary:

Budgeted Revenues	\$2,404,000 (Sanitation fees)
Budgeted Expenditures	<u>\$2,474,483</u>
Net cost of Department	<u>\$ 70,406</u>

FY2019-20 BUDGET HIGHLIGHTS

- Proposed budget is \$78,393 or 7.8% lower than FY2018/19.
- Decrease is due to the software expenditures in FY18/19 of \$214,482.
- 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	\$962,000
Budgeted Expenditures	<u>\$616,662</u>
Operating surplus before indirect costs	\$345,338
Indirect cost allocation	<u>(\$314,677)</u>
Net surplus of the Department	<u>\$ 30,661</u>

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CITY OF MIAMI SPRINGS
 BUILDING DEPARTMENT
 FISCAL YEAR ENDED 9/30/20

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2016-17 ACTUAL	FY2017-18 ACTUAL	FY2018-19 AMENDED BUDGET	FY2019-20 Departmental Request	Dollar Increase (Decrease)
BUILDING DEPARTMENT:						
145-2401-524.12-00	REGULAR SALARIES	184,205	223,857	233,407	240,410	7,003
145-2401-524.13-01	INSPECTOR PAY	75,085	93,165	90,000	110,000	20,000
145-2401-524.14-00	OVERTIME	-	-	-	-	-
145-2401-524.21-00	FICA TAXES	19,954	24,245	24,741	26,806	2,065
145-2401-524.22-01	GENERAL EMPLOYEES RET SYS	20,130	27,756	28,606	28,947	341
145-2401-524.22-04	ICMA	-	-	-	-	-
	TOTAL MEDICAL/LIFE INSURANCE	26,349	33,738	38,340	53,063	14,723
145-2401-524.24-00	WORKER'S COMPENSATION	7,824	5,478	5,821	5,256	(565)
145-2401-524.34-00	CONTRACTUAL SERV - INSPECTORS	82,700	71,800	90,000	110,000	20,000
145-2401-524.34-09	CONTRACTUAL SERV - OTHER	59	-	25,000	-	(25,000)
145-2401-524.40-00	TRAVEL AND PER DIEM	3,840	3,840	5,800	2,000	(3,800)
145-2401-524.41-01	TELEPHONE	1,519	1,161	1,772	1,203	(569)
145-2401-524.41-02	CELLULAR TELEPHONE	461	209	209	100	(109)
145-2401-524.41-03	POSTAGE	728	980	578	1,200	622
145-2401-524.41-06	INTERNET ACCESS	1,464	941	1,467	2,070	603
145-2401-524.44-00	RENTALS AND LEASES	1,370	1,984	1,961	5,000	3,039
145-2401-524.45-30	LIABILITY INSURANCES	6,636	6,648	6,426	6,855	429
145-2401-524.46-00	REPAIRS AND MAINTENANCE	1,191	-	2,800	2,800	-
145-2401-524.47-00	PRINTING AND BINDING	365	1,000	1,000	1,000	-
145-2401-524.49-00	CREDIT CARD FEES/BANK CHARGES	14,790	9,280	6,000	12,000	6,000
145-2401-524.51-00	OFFICE SUPPLIES	1,681	1,520	2,563	1,500	(1,063)
145-2401-524.52-00	OPERATING SUPPLIES	11,906	2,128	2,950	2,450	(500)
145-2401-524.52-03	UNIFORMS	443	1,671	2,000	2,000	-
145-2401-524.54-00	DUES, MEMBERSHIPS, SUBS	300	160	1,000	1,000	-
145-2401-524.58-00	EDUCATION AND TRAINING	-	194	2,000	1,000	(1,000)
145-2401-524.64-00	MACHINERY & EQPT	-	-	214,482	-	(214,482)
145-2401-524.91-01	ADMINISTRATIVE CHARGE	256,282	237,323	220,809	314,677	93,868
** BUILDING DEPARTMENT		719,282	749,078	1,009,732	931,339	(78,393)

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Fiscal Year : 2019
 Budget Level : BUDG
 Description :

DEPARTMENTAL INPUT
 Description

Account #	Description	Budget Amount	Misc. Info
145-2401-524-12-00	REGULAR SALARIES	240,410.00	
145-2401-524-13-01	BUILDING INSPECTORS	3% COLA INCREASE	241,853.00
145-2401-524-21-00	FEDERAL PAYROLL TAXES	INCREASE DUE TO AMOUNT OF PROJECTED INSPECTIONS	241,853.00
145-2401-524-22-01	GENERAL	26,806.00	
145-2401-524-23-07	LIFE/AD&D	FIGURE PROVIDED BY FINANCE DEPARTMENT	26,917.00
145-2401-524-23-08	DENTAL - OHS - EMPLOYEE	28,947.00	
145-2401-524-23-09	VSP - VISION - EMPLOYEE	FIGURE PROVIDED BY FINANCE DEPARTMENT	29,214.00
145-2401-524-23-19	HMO - EMPLOYEE + CHILDREN	1,125.00	
145-2401-524-24-00	WORKER'S COMPENSATION	FIGURE PROVIDED BY FINANCE DEPARTMENT	1,132.00
145-2401-524-34-00	OTHER CONTRACTUAL SERVICE	FIGURE PROVIDED BY FINANCE DEPARTMENT	1,364.00
145-2401-524-40-00	TRAVEL AND PER DIEM	368.00	
145-2401-524-41-01	TELEPHONE: BASE & LOCAL	FIGURE PROVIDED BY FINANCE DEPARTMENT	419.00
145-2401-524-41-02	CELLULAR TELEPHONE	FIGURE PROVIDED BY FINANCE DEPARTMENT	54,794.00
145-2401-524-41-03	POSTAGE	50,249.00	
145-2401-524-41-06	INTERNET ACCESS	FIGURE PROVIDED BY FINANCE DEPARTMENT	5,278.00
145-2401-524-44-00	RENTALS AND LEASES	5,256.00	
145-2401-524-45-30	RISK MANAGEMENT	FIGURE PROVIDED BY FINANCE DEPARTMENT	110,000.00
145-2401-524-46-00	REPAIRS AND MAINTENANCE	INCREASE DUE TO AMOUNT OF PROJECTED INSPECTIONS	2,000.00
145-2401-524-47-00	PRINTING AND BINDING	2,000.00	
145-2401-524-49-00	OTHER CURRENT CHARGES	BASED ON PREVIOUS BUDGET YEAR	2,000.00
145-2401-524-51-00	OFFICE SUPPLIES	FIGURE PROVIDED BY FINANCE DEPARTMENT	1,203.00
145-2401-524-52-00	OPERATING SUPPLIES	FIGURE PROVIDED BY FINANCE DEPARTMENT	100.00
145-2401-524-52-03	UNIFORMS	FIGURE BASED ON PREVIOUS BUDGET YEAR	1,200.00
145-2401-524-54-00	DUES, MEMBERSHIPS, SUBS	FIGURE PROVIDED BY FINANCE DEPARTMENT	2,070.00
145-2401-524-58-00	EDUCATION AND TRAINING	INCREASE DUE TO NEW SCANNING AND PLOTTER MACHINE	5,000.00
145-2401-524-91-01	ADMINISTRATIVE CHARGE	FIGURE PROVIDED BY FINANCE DEPARTMENT	6,895.00
		BASED ON PREVIOUS BUDGET YEAR	2,800.00
		BASED ON PREVIOUS BUDGET YEAR	1,000.00
		BASED ON PREVIOUS BUDGET YEAR	1,000.00
		BASED ON PREVIOUS BUDGET YEAR	1,500.00
		BASED ON PREVIOUS BUDGET YEAR	2,450.00
		BASED ON PREVIOUS BUDGET YEAR	2,000.00
		BASED ON PREVIOUS BUDGET YEAR	1,000.00
		BASED ON PREVIOUS BUDGET YEAR	1,000.00
		BASED ON PREVIOUS BUDGET YEAR	314,677.00

Prepared: 7/16/19, 14:23:26
Program: GM217L

City of Miami Springs
Budget Level Report

Fiscal Year : : 2019
Budget Level : : BUDG
Description : : DEPARTMENTAL INPUT

Account # Description

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

26 931,337.00

* Total Accounts for this Budget Level

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Basis for FY 2019-20 Salary Projections

Calculations is based upon current earnings at 2,080 hours

- 0.0%**
- 0.0%
- 3.00% to be effective on 10-01-2019

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: Building												
Position(Paygrade)	Employee name	FT	Amended Budget	Qty	Fav (Unf)	Salary at 4/30/2019	Date of Annual Review	Promotional Increase	3% COLA Increase	Longevity	Other	FY2020 Projection
Building Specialist II-PG 22	Yanelis Rosado	FT	1	1	0	\$33,949		\$1,401	\$1,061	\$0	\$0	\$36,411
Building Specialist I-PG15	Andrea Maldonado	FT	1	1	0	\$33,949		\$0	\$1,018	\$0	\$0	\$34,967
Building Specialist II-PG 22	Vacant	FT	1	1	0	\$33,949		\$0	\$1,018	\$0	\$0	\$34,967
Building Specialist I-PG 15	Sandra Duarte	FT	1.00	1.00	0	\$33,949		\$0	\$1,018	\$0	\$0	\$34,967
Building Official/Director Inspectors	Ulises Fernandez Inspectors	FT	0.8	0.8	0	\$96,211			\$2,886	\$0	\$0	\$99,098
			n/a	n/a	0	\$110,000						\$110,000
Total projections			4.8	4.8	0	\$342,007		\$1,401	\$7,002	\$0	\$0	\$350,410

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

Line Item Revenue	FY 16-17	FY 17-18	FY 18-19	FY 19-20	% of Total	% Change from 2018-19
	Actual	Actual	Budget	Proposed Budget		
Building Permits	648,522	831,127	375,000	390,000	40.54%	4.0%
Electrical Permits	105,509	52,937	45,000	65,000	6.76%	44.4%
Plumbing Permits	58,174	28,205	25,000	50,000	5.20%	100.0%
Roofing Permits	94,971	169,255	85,000	90,000	9.36%	5.9%
Mechanical Permits	57,425	45,408	20,000	30,000	3.12%	50.0%
Certification of Completions	1,190	375	1,000	500	0.05%	-50.0%
Structural Permits	26,467	29,426	20,000	30,000	3.12%	50.0%
Other Permits	228,394	259,061	200,000	300,000	31.19%	50.0%
POD Permit Fees	991	1,350	1,100	1,500	0.16%	36.4%
Application Fees	9,150	1,300	1,000	5,000	0.52%	400.0%
TOTALS >>>	\$1,230,793	\$1,418,444	\$ 773,100	\$ 962,000	100.00%	24.4%

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Non Departmental

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

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

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

FY 2019-20 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>\$ 1,257,191</u>
Net cost of Department	<u>\$ 1,257,191</u>

CITY OF MIAMI SPRINGS
 NON-DEPARTMENTAL BUDGET
 FISCAL YEAR ENDING 9/30/20

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2016-17 ACTUALS	FY2017-18 ACTUALS	FY2018-19 AMENDED BUDGET	FY2019-20 Departmental Request	Dollar Increase (Decrease)
001-0901-519.49-90	BAD DEBT EXPENSE	115,960	188,966	-	-	-
001-0901-519.91-06	TRANSFERS TO SENIOR CTR F	174,145	217,861	216,070	326,199	110,129
001-0901-519.91-10	TRANSFERS TO CAPITAL PROJECTS	-	151,169	-	-	-
001-0901-519.91-12	Tsfer to Debt Service Fund	790,666	796,432	1,074,310	930,992	(143,318)
001-0901-519.91-07	Tsfer-Hurricane fund	-	1,286,792	-	-	-
** Non-Departmental		<u>1,080,771</u>	<u>2,641,220</u>	<u>1,290,380</u>	<u>1,257,191</u>	<u>(33,189)</u>

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Prepared: 7/17/19, 8:53:19
Program: GM217L

City of Miami Springs
Budget Level Report

Page 2

Fiscal Year : : 2019
Budget Level : : BUDG
Description : : :

Account # Description

1-0901-519-91-06
1-0901-519-91-12

TRANSFERS TO SENIOR CTR F
TRF TO DEBT SERVICE

* Total Accounts for this Budget Level 2

Budget Amount

326,199.00
930,992.00
1,257,191.00

Misc. Info

22-3