

# CITY OF MIAMI SPRINGS

## FISCAL YEAR



# 2013-2014

# TENTATIVE BUDGET

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## **INTRODUCTORY SECTION**

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Miami Springs  
Florida**

For the Fiscal Year Beginning

**October 1, 2012**

*Christopher P. Morrell*

President

*Jeffrey R. Egan*

Executive Director

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## **LETTER OF TRANSMITTAL**

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# CITY OF MIAMI SPRINGS



201 Westward Drive  
Miami Springs, FL 33166-5289  
Phone: (305) 805-5014  
Fax: (305) 805-5037

September 9, 2013

To the Honorable Mayor, City Council, and Citizens of Miami Springs, Florida:

The City Administration respectfully presents the tentative budget for the fiscal year ending September 30, 2014. The tentative budget was prepared through the collaborative efforts of the City Administration, Department Heads and the City Council. Through these cooperative efforts, we are able to present a tentative budget that maintains our current levels of service without any layoffs. These achievements are a tribute to the spirit of cooperation and professionalism that exists between all parties involved in this process.

We attempted to address the economic realities facing the City of Miami Springs during the Fiscal Year 2013-14 budget process. We have concentrated our efforts on maintaining the exceptional quality of life the citizens have all grown to expect and appreciate. We will strive to accomplish this goal in a manner that will not jeopardize our ability to respond to local and regional economic changes or compromise the financial future of the City. It is within this framework that this budget was developed.

Although taxable property values increased slightly from \$876,429,126 last year to \$906,260,900 for the current year (a 3.4% increase), increasing pension, fuel, other operating costs, and the approx. \$200,000 shortfall in ad valorem revenue collections from the FY2012-13 budget, resulted in a budget shortfall that needed to be addressed. The city's total taxable values have decreased by almost \$160 million over the past six years, a reduction of 15%. The following are some key factors in the proposed budget for FY2013-14:

- A proposed increase in millage of .7045 mils (\$606,538) or 10% from the current 6.9950 to **7.6995**.
- The FY2013-14 budget provides for an increase in reserves of approx. \$172,000 and was balanced by, besides the millage increase discussed above, the following Council actions:
  1. The City Clerk budget will provide for the hiring of a new City Clerk and will not require the contracting of the prior Clerk on a part time basis.
  2. The FY2013-14 budget includes a one-time 4% COLA for those employees earning less than \$50,000 in order to help them offset the approx. 12% cost of living increase over the last 4 years without COLA or merit increases.

3. City Clerk budget was increased by \$20,000 to be set up as a reserve for the FY2014-15 election costs.
4. City Clerk's budget has been reduced by \$3,000 by limiting the number of Board meetings to quarterly, where possible.
5. The position of Police Lieutenant, which will be vacant January 2014, will not be filled this coming budget year. This provided a cost reduction of approx. \$81,000.
6. The City Council budget was reduced by \$10,000 in the City Events line item.
7. The Golf budget was approved at the amended amount which increases the budget by approx. \$276,000.
8. Council approved \$35,000 to CMI to cover their operating budget shortfall.
9. The following reductions were made during the August 19 workshop and the August 26 Council meeting:

City Clerk	\$2,500
Professional Services	1,200
Planning	2,100
Recreation	3,200
Reduction in tree planting	<u>17,000</u>
Total	\$26,000

- Budgeted pension plan costs increased by an average of 7.3% for all employees. Aetna's health insurance renewal for next year increased by 9.8%.
- The budget also includes a loss of approx. \$708,261 from golf operations next fiscal year. Loss is mainly due to the increased maintenance budget approved by Council in order to improve the condition of the greens and fairways.
- The Tentative Budget does not address potential costs in the coming year related to the pool repairs (only have about \$75,000 in reserves), DERM compliance requirements at the golf course, or sets aside any funding for commercial redevelopment.

There are various major challenges facing the City in the upcoming fiscal year:

- Continuing increases in employee costs (i.e.: Pension, health insurance, etc).
- Needed repairs at the pool complex to shore up the facility
- DERM facility compliance requirements at the golf course
- Continued negotiations with the PBA
- Increasing fuel and operating costs.
- Losses at the golf operation

- Availability of grant funds from the local, State, or Federal government.
- Succession planning for the 5 key Department Heads or Assistants in the DROP.

A significant amount of our effort during the budget process has been devoted to addressing the challenges outlined above.

**LONG RANGE ECONOMIC PLANNING**

The City of Miami Springs is located in Southeast Florida, Miami-Dade County, immediately north and bordering the Miami International Airport. The City, primarily residential in nature, comprises approximately 3.5 square miles with approximately 13,750 full-time residents. The southern-most area of the City, located along the 36<sup>th</sup> Street business corridor, is commercial in nature with hotels, restaurants, and office & industrial complexes. These facilities primarily service the airport and support industries related to the airport and its employees.

The Administration recognizes the importance of increasing its commercial tax base, which is approximately only 28% of total tax revenues, for the City's future economic health and to reduce the tax burden on the residents. To this end, the City is continuing to pursue the viability of annexing areas west of the City, aggressively pursuing the re-development of the NW 36<sup>th</sup> Street corridor, and considering various improvements to the rest of our commercial areas.

**MILLAGE RATE AND FUNDING**

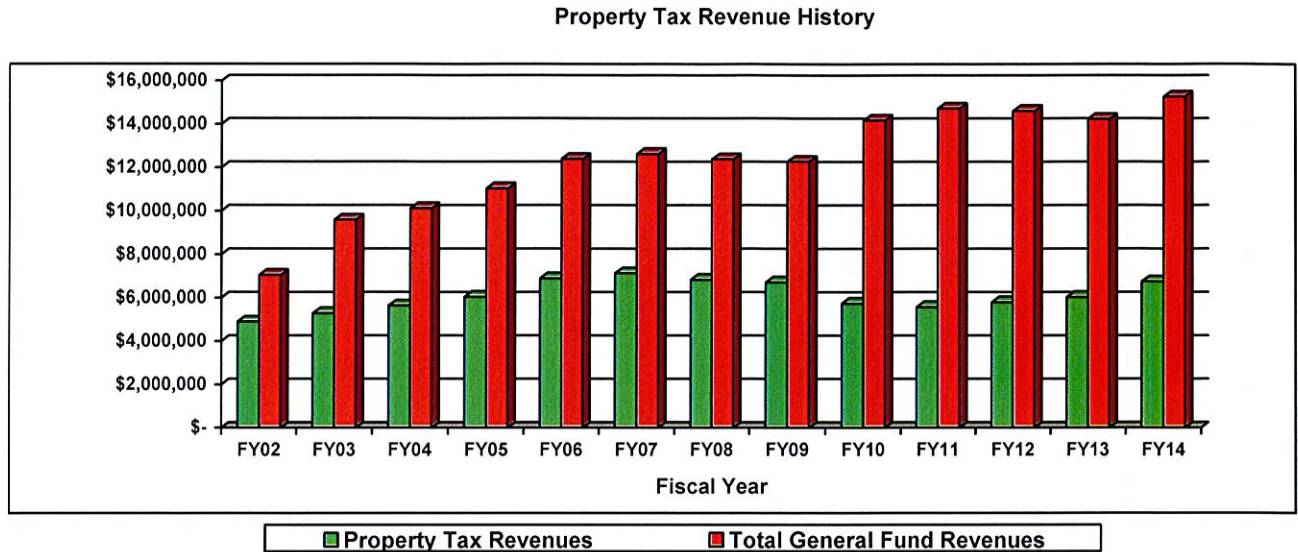
The Miami-Dade County Property Appraiser has certified to the City that the Current Year Gross Taxable Value of all Real and Personal Property in the City is \$906,260,900 (subject to appeals), 3.4% higher than last year's Final Gross Taxable Value of \$876,429,126. It is against this figure that taxing authorities levy their millage, which results in the total tax bill for each property owner. Historically, the City's portion of the total property tax bill has accounted for approximately 25-29% of the resident's total tax bill. The Fiscal Year 2012-2013 Millage Rate was 6.9950. The Administration is proposing a millage rate of 7.6995 to fund the Fiscal Year 2013-14 budget, an increase of 0.7045 mills from FY 2012-13. This rate will generate approximately \$6,748,869 in ad valorem taxes for the General Fund or approximately 44% of total General Fund revenues. In accordance with the provisions of Florida Law, the City is limited to budgeting only 95% of the total ad valorem tax levy. This taxation limitation takes into account discounts for early tax payments as well as potential reductions from appeals by property owners.

The following example illustrates the estimated Ad Valorem Tax paid by a property owner under the tentative rate for FY2014 of 7.6995 mills compared to what residents paid last year when the millage rate was 6.9950:

<b><i>Assessed Property Values</i></b>	<b>\$150,000</b>	<b>\$200,000</b>	<b>\$275,000</b>	<b>\$325,000</b>
<b><i>LESS: Homestead Exemption</i></b>	<b><u>-50,000</u></b>	<b><u>-50,000</u></b>	<b><u>-50,000</u></b>	<b><u>-50,000</u></b>
<b><i>Taxable Value</i></b>	<b>\$100,000</b>	<b>\$150,000</b>	<b>\$225,000</b>	<b>\$275,000</b>
<b>CITY BILL FOR FY 2014</b>	<b>\$769.95</b>	<b>\$1,154.93</b>	<b>\$1,732.39</b>	<b>\$2,117.36</b>
<b>CITY BILL FOR FY 2013</b>	<b><u>\$724.46</u></b>	<b><u>\$1,086.69</u></b>	<b><u>\$1,630.35</u></b>	<b><u>\$1,992.27</u></b>
<b>TOTAL INCREASE</b>	<b><u>\$45.49</u></b>	<b><u>\$68.24</u></b>	<b><u>\$102.04</u></b>	<b><u>125.09</u></b>



The following chart provides a historical comparison of the amount of property taxes collected by the city since FY2002 (green columns) compared to the total of all general fund revenues (red columns).



As can be seen above, property tax revenues have significantly decreased as a percentage of total revenues since FY2003. The budgeted property tax revenues for FY2014 are approximately the same as the amount assessed in FY2006.

**PROPOSED BUDGETS FOR VARIOUS MAJOR FUNDS**

The FY2013-14 budget for all funds totals **\$19,836,715** representing an increase of 1.7% from the FY2012-13 amended budget of **\$19,498,446**.

*Below are the various funds comprising the City's budget, delineating the anticipated revenue and expenditure levels:*

<b><u>Funds</u></b>	<b><u>Revenues/Sources</u></b>	<b><u>Expenditures/Uses</u></b>
General Fund	\$ 15,270,012	\$ 15,270,012
Special Revenue Funds	1,225,659	1,225,659
Enterprise Funds	2,771,566	2,771,566
Debt Service Fund	569,478	569,478
<b>Total All Funds</b>	<b><u>\$19,836,715</u></b>	<b><u>\$19,836,715</u></b>

**The General Fund**

The General Fund budget increased by \$630,901 (4.3%), from \$14,639,111 in FY2012-13 to \$15,270,012 in FY 2013-14. This increase was mainly due to the requirements for additional maintenance funding at the golf course operation, as well as increased pension, health insurance, and other operating costs.

**The Road and Transportation Fund**

In FY 2013-14, the transportation fund budget is \$575,066. This fund is used to account for the CITT funds received from the half-cent Peoples Transportation Tax monies distributed by Miami-Dade County.

**The Golf Course Division**

The FY 2013-14 budget for golf course operations allocates a general fund contribution of approximately **\$708,261** to cover the budgeted operating deficit for the year, which includes a significant investment in new maintenance equipment as well as improvements to the greens and fairways. The golf operation budget is now being accounted for as a separate division within the General Fund's Recreation budget. Functionally, however, it remains a separate department.

**The Elderly Services Fund**

The FY 2013-14 budget for the Elderly Services operations allocates a general fund contribution of approximately **\$139,336**.

**The Sanitation Fund**

In FY 2013-14, the operation is projected to breakeven, and will not require any general fund support. The billing change instituted for the FY2011, whereby we included the waste bill in the resident's property tax bill, has improved collections significantly thus providing cash flows on a timely basis, while reducing the bad debt allowance and write-offs from prior years.

**Revenue Highlights**

The largest source of revenue is "Ad Valorem taxes", which account for 44.2% of total general fund budgeted revenues and 34% of all revenues, and is budgeted at approximately \$6,748,869. This is an increase from the prior year due mainly to the increase in millage proposed in this budget.

Referring to the chart on top of page 4, one can easily see that since the nationwide downturn in the economy, we have lowered the total tax revenues from a high of \$7,130,596 in FY2007 to the current projected budget of \$6,748,869 for FY2013-14.

The second largest source of revenue is "Charges for Services", representing 22% of total budgeted revenues, is currently budgeted at approximately \$4,173,088, as opposed to \$4,108,029 last year. By doing this, we have shifted the burden to those using specific services, as opposed to a community-wide broader tax base.

**Expenditure Highlights**

Public safety is an important component of local government service. In order to provide first-rate police services, 40% of the General Fund budgeted expenditures are for Public Safety (excluding the Building & Zoning Division). The FY 2013-14 Police budget reflects a 3.5% increase from the FY 2012-13 budget. The proposed Police budget will provide for vehicle replacement, and also does not fill a vacant position of a Lieutenant due to retirement.

**Expenditure Highlights (continued)**

Total budgeted salaries (excluding fringe benefits to the City's employees) for FY 2013-14 is approximately \$7,841,717 or 40% of total budgeted expenditures for all funds. This represents an increase of \$78,121 (1%) over the FY2012-13 budgeted salaries of \$7,763,596. This increase is due to the one time COLA approved by Council for all employees earning less than \$50,000. As discussed above, pension costs increased by 7.3% for all employees.

**FUND BALANCE**

The FY 2013-14 budget will not use any of our unreserved general fund balance in order to balance the budget, the tentative budget actually provides almost \$172,000 increase to reserves at year-end . The City will retain the \$3.5 million in unreserved, undesignated reserves, which represents approximately 25% of general fund expenditures and complies with GFOA standards and legal requirements.

**ACCOMPLISHMENTS**

During the past fiscal year, the City Council and City Administration have worked diligently and successfully to provide for the types of services and facilities citizens expect in Miami Springs. The City has successfully maintained, and in some cases, expanded its performance capabilities in service delivery during the past fiscal year. Public safety, infrastructure, recreation and social services are all areas that have continued to be positively cultivated for the betterment of the City.

Some of the more significant accomplishments are:

- Instituted a paperless agenda process for Council meetings resulting in substantial savings.
- Appointed two new Department Heads; Mr. Tom Nash as Public Works Director and Mr. Paul O'Dell as Golf Director, that will provide an improved level of professionalism to those Departments.
- Initiated quarterly brochures to residents which highlight key activities and events city-wide.
- Originated energy savings initiatives including the \$250,000 relighting of Stafford and Prince Fields using grant funds provided by the State and federal governments.
- Received grant funding of approx. \$598,000 for the Westward Drive bike path project.
- Had City Hall exterior painted in color palate and adobe theme in order to show leadership in Downtown Business District façade improvement.

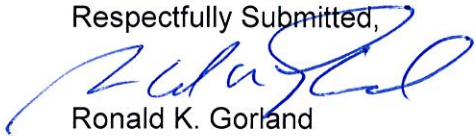


**CONCLUSION**

The process of budget preparation for the upcoming fiscal year has been extremely challenging, yet rewarding. This budget should ensure the continued economic and social success of this City. Through an overall review of all departmental operations, the City has been able to cut costs without reducing critical services to our residents. We are extremely proud of the fact that this budget proposal maintains the same level of services for our residents, while most municipalities around us are reducing services, and laying off staff. Our continued goal is to provide our residents with the best level of service they deserve and expect for their tax dollars.

We wish to acknowledge our appreciation to all department heads for their cooperation during this process. We would be remiss if we did not make special note of the efforts of our Finance Department staff for all of their efforts in preparing this budget. More importantly, we wish to thank the City Council for its continued support and diligence during the most difficult budget we have had to develop in many years

Respectfully Submitted,



Ronald K. Gorland  
City Manager



William Alonso CPA, CGFO  
Assistant City Manager/Finance Director

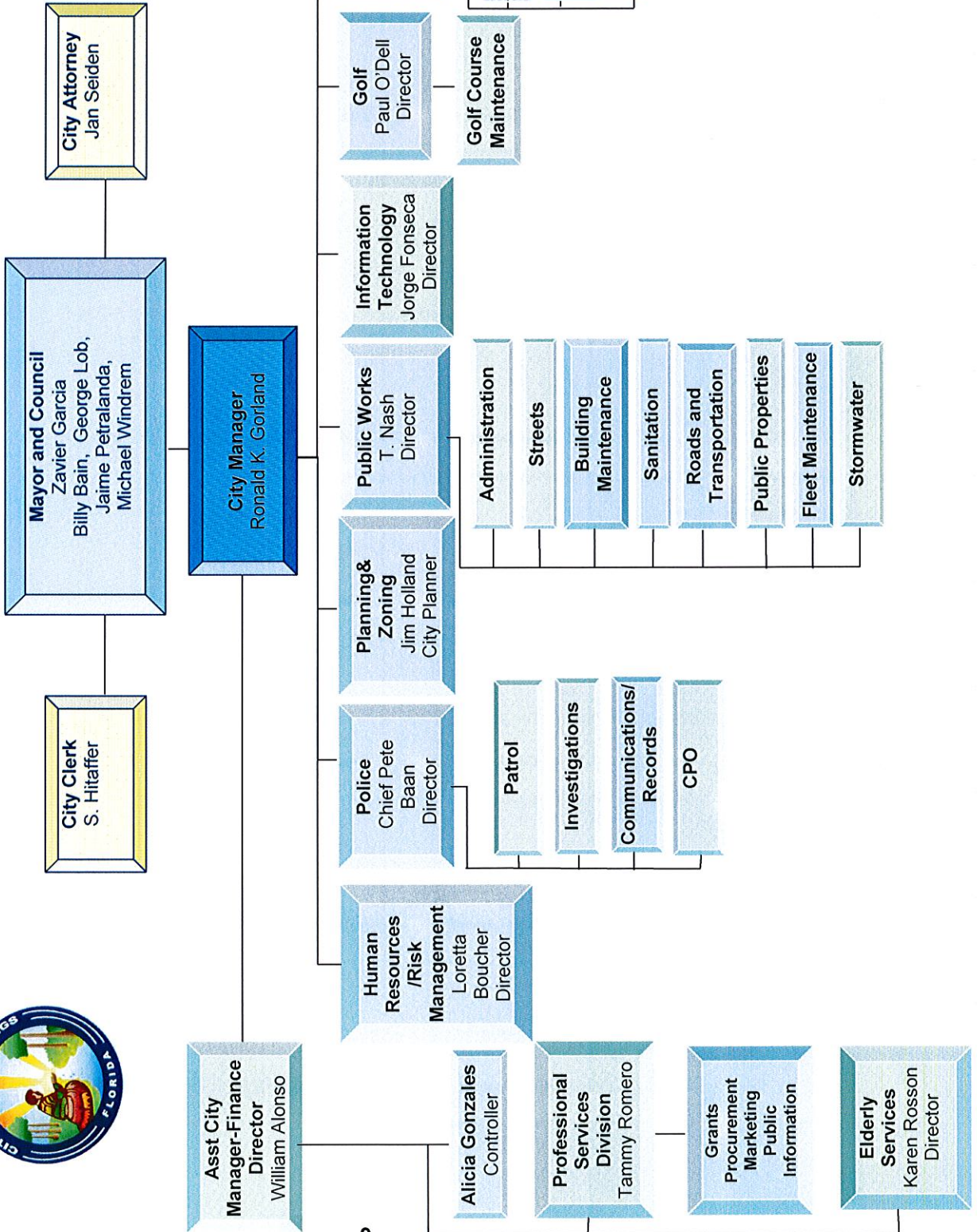
## Budget Calendar

### **FY 2013-2014 Budget Development Process & Tentative Timetable**

DATE	ACTIVITY
May 14, 2013	City Manager holds initial budget preparation meeting with department heads & staff to distribute the FY2013-2014 budget workbooks. Council Chambers
June 3, 2013	Last day for departments to submit their FY2013-2014 budget request package including base, "wish-list" items, and revenue enhancement efforts or projects City receives preliminary taxable assessment for FY2013-14 from Property Appraiser.
June 5, 2013 thru June 7, 2013	Finance Department to review individual department budget submissions, meeting with Departments to fine tune and adjust submissions
June 11, 2013 thru June 13, 2013	City Manager meetings with individual operating departments to review and consult with department heads to evaluate spending levels - Finance to advise individual department of time/date
July 1, 2013	City Manager's Office receives the 2012 <i>Certification of Taxable Values (DR-420)</i> from Miami-Dade County's Property Appraiser's office; simultaneously, the Miami Springs Finance Department prepares adjustments to city-wide budget presentation
Thursday, July 25, 2013	Miami Springs City Council meets in special session to propose a tentative ad valorem property tax millage levels for operating & debt service for FY2013-14
July 30, 2013	Finance Department advises City Manager of proposed funding levels - making determination and recommends (if necessary) any budgetary cuts or adjustments Proposed ad valorem millage rates on Form DR-420 sent to Miami Dade County Tax Collector
July 31, 2013 thru August 2nd, 2013	Manager and Finance Director meet with individual Councilmembers to discuss and distribute the FY2013-14 Proposed Budget
August 5th and 19 <sup>th</sup> , 2013	City Council holds special budget workshops to review individual departmental budget submissions, city-wide revenues, trends and other issues related to the fiscal operations of the City for FY2013-14 - all tentative and to be scheduled by Council
On or about August 23, 2013	County Property Appraiser's Office mails out notices of proposed tax bills to all property owners in Miami Springs
On or about September 7, 2013	The Tentative Budget will be posted online at the City's website at least two days before the first public budget hearing in accordance with Florida Statute s.200.065
Monday, September 9th, 2013	City Council to hold the first of two mandatory public hearings (as defined by State Statutes) to adopt tentative operating millage rates and operating budgets for FY - 2013-2014
Within 15 days of 1st hearing, Sept 24, 2013	Advertise the tentative millage and budgets; date, time and location for second public hearing in designated papers - <u>Daily Business Review</u> and <u>Rivers Cities Gazette</u>
Monday Sept 23, 2013	Second of two public hearings on the FY2013-2014 operating budgets held at which point Council adopts the final millage rate and corresponding budgets
Within 3 days of 2nd hearing Wednesday Sept. 25, 2013	Final adopted millage rates and operating budgets are forwarded to the County's Property Appraiser and Tax Collector no later than 5.00 PM
Within 30 days of the final hearing	City submits <i>Certificate of Compliance [DR-487]</i> to the Florida Department of Revenue in Tallahassee - confirming that the City was in compliance with Truth-in-Millage rules. <i>Adopted Budget posted online at City website within 30 days of adoption.</i>



# City of Miami Springs Organizational Chart





POSITION CLASSIFICATION AND PAY PLAN  
FISCAL YEAR 2012-13  
CIVIL SERVICE/NON CIVIL SERVICE EMPLOYEES

EXHIBIT A

POSITION	PAY GRADE	FY2012-13	
		MINIMUM	MAXIMUM
MAINTENANCE WORKER I	8	22,541	33,421
PRO SHOP CLERK	8	22,541	33,421
CLERICAL ASSISTANT	9	23,149	34,326
EQUIPMENT OPERATOR	10	23,726	35,181
MAINTENANCE WORKER CREW LEADER	10	23,726	35,181
MAINTENANCE WORKER II	10	23,726	35,181
REFUSE COLLECTOR	10	23,726	35,181
TREE TRIMMER	10	23,726	35,181
RECREATION LEADER	10	23,726	35,181
REFUSE TRUCK DRIVER	13	25,549	37,886
HEAVY EQUIPMENT OPERATOR	14	26,191	38,839
ADMINISTRATIVE ASSISTANT I	15	26,845	39,810
BUILDING SPECIALIST I	15	26,845	39,810
MATERIALS MANAGEMENT CLERK	15	26,845	39,810
POLICE ADMINISTRATIVE SPECIALIST I	15	26,845	39,810
RECREATION SPECIALIST	15	26,845	39,810
ACCOUNTING CLERK I	16	27,512	40,806
ACCOUNTING CLERK II	18	28,904	42,872
AUTOMATED EQUIPMENT OPERATOR	19	29,633	43,946
BUILDING MAINTENANCE SPECIALIST	19	29,633	43,946
POLICE DISPATCHER I	19	29,633	43,946
POLICE DISPATCHER II	21	31,128	46,169
ACCOUNTING CLERK III	22	31,909	47,318
ADMINISTRATIVE ASSISTANT II	22	31,909	47,318
BUILDING SPECIALIST II	22	31,909	47,318
RECREATION SPECIALIST II	22	31,909	47,318
ASSISTANT CITY CLERK	22	31,909	47,318
ADMINISTRATIVE ASSISTANT III	24	33,527	49,715
PARKS MAINTENANCE FOREMAN	24	33,527	49,715
POLICE ADMINISTRATIVE SPECIALIST II	24	33,527	49,715
SANITATION FOREMAN	24	33,527	49,715
OPERATIONS SUPERVISOR	26	35,218	52,234
CODE COMPLIANCE OFFICER	26	35,218	52,234
POLICE COMMUNICATIONS SUPERVISOR	26	35,218	52,234
AQUATICS DIVISION SUPERVISOR	28	37,007	54,875
SPORTS DIVISION SUPERVISOR	28	37,007	54,875
PROGRAMS DIVISION SUPERVISOR	29	37,604	55,300
BUILDING AND CODE COMPLIANCE SUPERVISOR	29	37,604	55,300
* DEPUTY CITY CLERK	29	37,604	55,300
EXECUTIVE SECRETARY	29	37,604	55,300
PROCUREMENT SUPERVISOR	29	37,604	55,300
HUMAN RESOURCES SPECIALIST	29	37,604	55,300
* PRO SHOP AND OUTSIDE SERVICES MANAGER	29	37,604	55,300
POLICE SENIOR ADMINISTRATIVE SPECIALIST	29	37,604	55,300
HUMAN RESOURCES SPECIALIST II	31	41,304	60,830
* ASSISTANT INFORMATION TECHNOLOGY MANAGER	37	46,212	68,534
* GOLF COURSE MAINTENANCE SUPERINTENDENT	37	46,212	68,534
* GRANTS WRITER/PUBLIC INFORMATION SPECIALIST	37	46,212	68,534
PROFESSIONAL SERVICES SUPERVISOR	37	46,212	68,534
OPERATIONS SUPERINTENDENT	37	46,212	68,534
* ELDERLY SERVICES DIRECTOR	40	49,767	73,805
* ASSISTANT PUBLIC WORKS DIRECTOR	40	49,767	73,805
* ACCOUNTING SYSTEMS/FINANCE ANALYST	41	50,762	77,495
* CITY PLANNER	44	54,930	81,466
* POLICE LIEUTENANT	44P	61,440	89,324
* HUMAN RESOURCES DIRECTOR/RISK MANAGER	45	56,305	83,501
* COMPTROLLER	46	63,316	92,063
* INFORMATION TECHNOLOGY DIRECTOR	46	63,316	92,063
* POLICE CAPTAIN	46P	64,546	93,851
* GOLF & COUNTRY CLUB DIRECTOR	49	71,850	95,799
* BUILDING AND CODE COMPLIANCE DIRECTOR	49	71,850	95,799
* RECREATION DIRECTOR	49	71,850	95,799
* PUBLIC WORKS DIRECTOR	49	71,850	95,799
* CITY CLERK	49	71,850	95,799
* BUILDING OFFICIAL	50	74,817	112,227
* FINANCE DIRECTOR	50	74,817	112,227
* CHIEF OF POLICE	50P	76,270	114,406
* ASSISTANT CITY MANAGER-FINANCIAL SERVICES	50M	84,125	125,489
* NON CIVIL SERVICE			

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**ANALYSIS, GRAPHICS, AND SUPPLEMENTARY  
INFORMATION**

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## BUDGET SUMMARY FOR FISCAL YEAR 2013-14 ALL FUNDS

	2010-11 Actual	2011-12 Actual	2012-13 Amended Budget	2013-14 Budget	% of Total	% Change from 2012-13
<b>BEGINNING BALANCE</b>	17,303,364	15,604,340	14,238,252	12,833,847		
<b>REVENUES/SOURCES</b>						
Taxes	5,959,923	5,812,001	5,824,091	6,748,869	35.0%	15.9%
Franchise Fees	890,519	880,356	907,482	900,000	4.7%	-0.8%
Utility Taxes	1,718,279	1,698,398	1,775,211	1,775,000	9.2%	0.0%
Licenses and Fees	640,987	488,148	679,500	765,200	4.0%	12.6%
Intergovernmental Revenues	3,608,859	2,692,108	2,481,701	2,664,352	13.8%	7.4%
Charges for Services	1,936,219	2,133,511	1,569,470	1,579,205	8.2%	0.6%
Fines and Forfeitures	209,200	534,314	615,043	772,000	4.0%	25.5%
Interest Income	27,753	32,628	29,500	19,500	0.1%	-33.9%
Miscellaneous	599,921	529,493	304,114	245,500	1.3%	-19.3%
Interfund Transfers	1,457,298	1,204,631	1,200,449	1,238,814	6.4%	3.2%
Sanitation Charges	2,298,155	2,155,918	2,293,028	2,343,883	12.1%	2.2%
Stormwater Charges	299,176	293,196	250,000	250,000	1.3%	0.0%
Debt proceeds	2,610,000	-	-	-	0.0%	0.0%
<b>Total Revenues/Sources</b>	22,256,289	18,454,701	17,929,589	19,302,324	100.0%	7.7%
<b>EXPENDITURES/USES</b>						
General Government	2,757,312	2,612,271	2,497,963	2,412,767	12.3%	-3.4%
Public Safety	6,046,649	6,514,095	6,557,935	6,932,468	35.2%	5.7%
Public Services	2,957,888	1,903,820	2,283,889	2,297,317	11.7%	0.6%
Recreation & Culture	3,527,398	3,521,902	3,878,053	4,178,520	21.2%	7.7%
Economic & Community Development	1,454,717	812,732	-	-	0.0%	0.0%
Debt Service	3,288,779	568,579	575,291	574,778	2.9%	-0.1%
Transfers to other funds	1,457,297	1,204,631	514,176	502,542	2.6%	-2.3%
Sanitation Services	2,071,555	2,272,342	2,293,028	2,341,583	11.9%	2.1%
Stormwater Services	393,718	410,416	733,659	427,682	2.2%	-41.7%
<b>Total Expenditures/Uses</b>	23,955,313	19,820,789	19,333,994	19,667,658	100.0%	1.7%
Excess(Deficit) of revenues over expenditures	(1,699,024)	(1,366,088)	(1,404,405)	(365,334)		
<b>ENDING BALANCE</b>	<b>15,604,340</b>	<b>14,238,252</b>	<b>12,833,847</b>	<b>12,468,513</b>		

## BUDGET SUMMARY FOR FISCAL YEAR 2013-14 ALL GOVERNMENTAL FUNDS

	2010-11 Actual	2011-12 Actual	2012-13 Amended Budget	2013-14 Budget	% of Total	% Change from 2012-13
<b>BEGINNING BALANCE</b>	8,856,660	7,024,481	5,890,537	4,975,104		
<b>REVENUES/SOURCES</b>						
Taxes	5,959,923	5,812,001	\$5,824,091	6,748,869	40.4%	15.9%
Franchise Fees	890,519	880,356	907,482	900,000	5.4%	-0.8%
Utility Taxes	1,718,279	1,698,398	1,775,211	1,775,000	10.6%	0.0%
Licenses and Fees	640,987	488,148	679,500	765,200	4.6%	12.6%
Intergovernmental Revenues	3,608,859	2,692,108	2,481,701	2,664,352	15.9%	7.4%
Charges for Services	1,936,219	2,133,511	1,569,470	1,579,205	9.5%	0.6%
Fines and Forfeitures	209,200	534,314	615,043	772,000	4.6%	25.5%
Interest Income	26,656	31,128	29,000	19,000	0.1%	-34.5%
Miscellaneous	599,921	529,493	304,114	245,500	1.5%	-19.3%
Interfund Transfers	1,457,298	1,204,631	1,200,449	1,238,814	7.4%	3.2%
Proceeds from Debt	2,610,000	-	-	-		
<b>Total Revenues</b>	19,657,861	16,004,087	15,386,061	16,707,940	100.0%	8.6%
<b>EXPENDITURES/USES</b>						
General Government	2,757,312	2,612,271	2,497,963	2,412,767	14.3%	-3.4%
Public Safety	6,046,649	6,514,095	6,557,935	6,932,468	41.0%	5.7%
Public Services	2,957,888	1,903,820	2,283,889	2,297,317	13.6%	0.6%
Recreation & Culture	3,527,398	3,521,902	3,878,053	4,178,520	24.7%	7.7%
Economic & Community Development	1,454,717	812,732	-	-	0.0%	0.0%
Debt Service	3,288,779	568,579	569,478	569,478	3.4%	0.0%
Non Departmental	-	-	-	-	0.0%	0.0%
Transfers to other funds	1,457,297	1,204,631	514,176	502,542	3.0%	0.0%
<b>Total Expenditures</b>	21,490,040	17,138,031	16,301,494	16,893,092	100.0%	3.6%
Excess(Deficit) of revenues over expenditures	(1,832,179)	(1,133,944)	(915,433)	(185,152)		
<b>ENDING BALANCE</b>	<b>7,024,481</b>	<b>5,890,537</b>	<b>4,975,104</b>	<b>4,789,952</b>		

**CITY OF MIAMI SPRINGS**  
**BUDGET SUMMARY FY 2013-14**

	<u>Actual</u> <u>FY11-12</u>	<u>Amended</u> <u>Budget</u> <u>FY12-13</u>	<u>Tentative</u> <u>Budget</u> <u>FY13-14</u>	<u>% Increase</u> <u>(Decrease)</u> <u>From FY 12-13</u> <u>Budget</u>
<b><u>General Fund:</u></b>				
Budgeted Revenues	\$ 14,153,796	\$ 14,063,177	\$ 15,270,012	8.6%
Budgeted Expenditures	(14,663,109)	(14,506,658)	(15,097,955)	4.1%
Excess(deficit) revenues over exp	(509,313)	(443,481)	172,058	
Decrease(increase)in fund balance	509,313	443,481		
	\$ -	\$ -	\$ -	
<b><u>Law Enforcement</u></b>				
Budgeted Revenues	\$ 80,050	\$ 151,905	\$ 295,881	94.8%
Budgeted Expenditures	(92,825)	(151,905)	(295,881)	94.8%
Excess(deficit) revenues over exp	\$ (12,775)	\$ -	\$ -	
<b><u>Road &amp; Transportation</u></b>				
Budgeted Revenues	485,381	612,737	\$ 575,066	-6.1%
Budgeted Expenditures	(1,000,784)	(612,737)	(575,066)	-6.1%
Excess(deficit) revenues over exp	\$ (515,403)	\$ -	\$ -	
<b><u>Elderly Services</u></b>				
Budgeted Revenues	381,682	386,515	\$ 354,712	-8.2%
Budgeted Expenditures	(400,551)	(386,515)	(354,712)	-8.2%
Excess(deficit) revenues over exp	\$ (18,869)	\$ -	\$ -	
<b><u>Debt Service</u></b>				
Budgeted Revenues	568,579	569,478	\$ 569,478	0.0%
Budgeted Expenditures	(568,579)	(569,478)	(569,478)	0.0%
Excess(deficit) revenues over exp	\$ -	\$ -	\$ -	
<b><u>Capital Projects Fund</u></b>				
Budgeted Revenues	\$ 383,701	\$ 74,200	\$ -	-100.0%
Budgeted Expenditures	(412,181)	(74,200)	-	-100.0%
Excess(deficit) revenues over exp	\$ (28,480)	\$ -	\$ -	
<b><u>Total Governmental</u></b>				
Budgeted Revenues	\$ 16,053,189	\$ 15,858,012	\$ 17,065,149	7.6%
Budgeted Expenditures	(17,138,029)	(16,301,493)	(16,893,092)	3.6%
Excess(deficit) revenues over exp	(1,084,840)	(443,481)	172,058	



## BUDGET SUMMARY FOR FISCAL YEAR 2013-14 GENERAL FUND

	2010-11 Actual	2011-12 Actual	2012-13 Amended Budget	2013-14 Budget	% of Total	% Change from 2012-13
<b>BEGINNING BALANCE</b>	<b>6,299,906</b>	<b>4,903,779</b>	<b>4,394,464</b>	<b>3,950,982</b>		
<b>REVENUES/SOURCES</b>						
Taxes	5,576,976	5,812,001	\$5,824,091	6,748,869	44.2%	15.9%
Franchise Fees	890,519	880,356	907,482	900,000	5.9%	-0.8%
Utility Taxes	1,718,279	1,698,398	1,775,211	1,775,000	11.6%	0.0%
Licenses and Fees	640,987	488,148	679,500	765,200	5.0%	12.6%
Intergovernmental Revenues	1,765,826	1,888,959	1,857,641	1,963,613	12.9%	5.7%
Charges for Services	1,908,461	2,101,479	1,551,095	1,560,830	10.2%	0.6%
Fines and Forfeitures	209,200	455,545	615,043	772,000	5.1%	25.5%
Interest Income	21,126	29,701	19,000	9,000	0.1%	-52.6%
Miscellaneous	184,116	257,057	304,114	245,500	1.6%	-19.3%
Interfund Transfers	412,563	542,153	530,000	530,000	3.5%	0.0%
<b>Total Revenues</b>	<b>13,328,053</b>	<b>14,153,795</b>	<b>14,063,177</b>	<b>15,270,012</b>	<b>100.0%</b>	<b>8.6%</b>
<b>EXPENDITURES/USES</b>						
General Government	2,757,295	2,612,271	2,423,763	2,412,767	16.0%	-0.5%
Public Safety	5,890,315	6,377,519	6,406,030	6,636,587	44.0%	3.6%
Public Services	1,979,951	1,903,820	1,671,152	1,722,251	11.4%	3.1%
Recreation & Culture	3,182,120	3,107,022	3,491,538	3,823,808	25.3%	9.5%
Non Departmental	17	-	-	-	0.0%	0.0%
Transfers to other funds	914,483	662,478	514,176	502,542	3.3%	-2.3%
<b>Total Expenditures</b>	<b>14,724,181</b>	<b>14,663,110</b>	<b>14,506,659</b>	<b>15,097,955</b>	<b>100.0%</b>	<b>4.1%</b>
Increase(appropriated) fund balance	(1,396,128)	(509,315)	(443,482)	172,058		
<b>ENDING BALANCE</b>	<b>4,903,779</b>	<b>4,394,464</b>	<b>3,950,982</b>	<b>4,123,040</b>		

<b>BUDGET SUMMARY FOR FISCAL YEAR 2013-14 ALL ENTERPRISE FUNDS</b>
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	2010-11 Actual	2011-12 Actual	2012-13 Amended Budget	2013-14 Budget	% of Total	% Change from 2012-13
<b>BEGINNING NET ASSETS BALANCE</b>	<b>3,885,996</b>	<b>4,019,151</b>	<b>3,787,006</b>	<b>3,573,034</b>		
<b>REVENUES/SOURCES</b>						
Charges for services	2,597,331	2,449,114	2,543,028	2,593,883	100.0%	2.0%
Interest Income	1,097	1,500	500	500	0.0%	0.0%
Misc revenues	-	-	-	-	0.0%	0.0%
Interfund Transfers	-	-	-	-	0.0%	0.0%
<b>Total Revenues</b>	<b>2,598,428</b>	<b>2,450,614</b>	<b>2,543,528</b>	<b>2,594,383</b>	<b>100.0%</b>	<b>2.0%</b>
<b>EXPENDITURES/USES</b>						
Administrative costs	1,296,288	1,482,542	1,441,281	976,999	35.3%	-32.2%
Operations and maintenance	343,684	382,178	390,506	425,766	15.4%	9.0%
Water and disposal costs	618,343	607,710	716,500	735,100	26.5%	2.6%
Depreciation and amortization	196,926	203,052	203,400	203,400	7.3%	0.0%
Interest Expense	10,032	7,277	5,813	5,300	0.2%	-8.8%
<b>Total Expenditures/uses</b>	<b>2,465,273</b>	<b>2,682,759</b>	<b>2,757,500</b>	<b>2,771,566</b>	<b>100.0%</b>	<b>0.5%</b>
Excess(Deficit) of revenues over expenditures	133,155	(232,145)	(213,972)	(177,182)		
<b>ENDING NET ASSETS BALANCE</b>	<b>4,019,151</b>	<b>3,787,006</b>	<b>3,573,034</b>	<b>3,395,852</b>		

**CITY OF MIAMI SPRINGS**  
**ENTERPRISE FUND BUDGET SUMMARY FY 2013-14**

	<u>Actual</u> <u>FY11-12</u>	<u>Amended</u> <u>Budget</u> <u>FY12-13</u>	<u>Tentative</u> <u>Budget</u> <u>FY13-14</u>	<u>% Increase</u> <u>(Decrease)</u> <u>From FY 12-13</u> <u>Budget</u>
<b><u>Sanitation</u></b>				
Revenues/Sources	\$ 2,156,926	\$ 2,293,028	\$ 2,343,883	2%
Operating Expenses	(2,218,268)	(2,238,628)	(2,289,483)	2%
Operating Profit(Loss)	(61,342)	54,400	54,400	0%
Depreciation	(54,074)	(54,400)	(54,400)	0%
Net Income(loss)	\$ (115,416)	\$ -	\$ -	
<b><u>Stormwater</u></b>				
Revenues/Sources	\$ 293,688	\$ 464,472	\$ 427,682	-8%
Operating Expenses	(261,438)	(315,472)	(278,682)	-12%
Operating Profit(Loss)	32,250	149,000	149,000	0%
Depreciation	(148,978)	(149,000)	(149,000)	0%
Net Income(loss)	\$ (116,728)	\$ -	\$ -	
<b><u>Total Enterprise</u></b>				
Revenues/Sources	\$ 2,450,614	\$ 2,757,500	\$ 2,771,566	1%
Operating Expenses	(2,479,706)	(2,554,100)	(2,568,166)	1%
Operating Profit(Loss)	(29,092)	203,400	203,400	0%
Depreciation	(203,052)	(203,400)	(203,400)	0%
Net Income(loss)	\$ (232,144)	\$ -	\$ -	

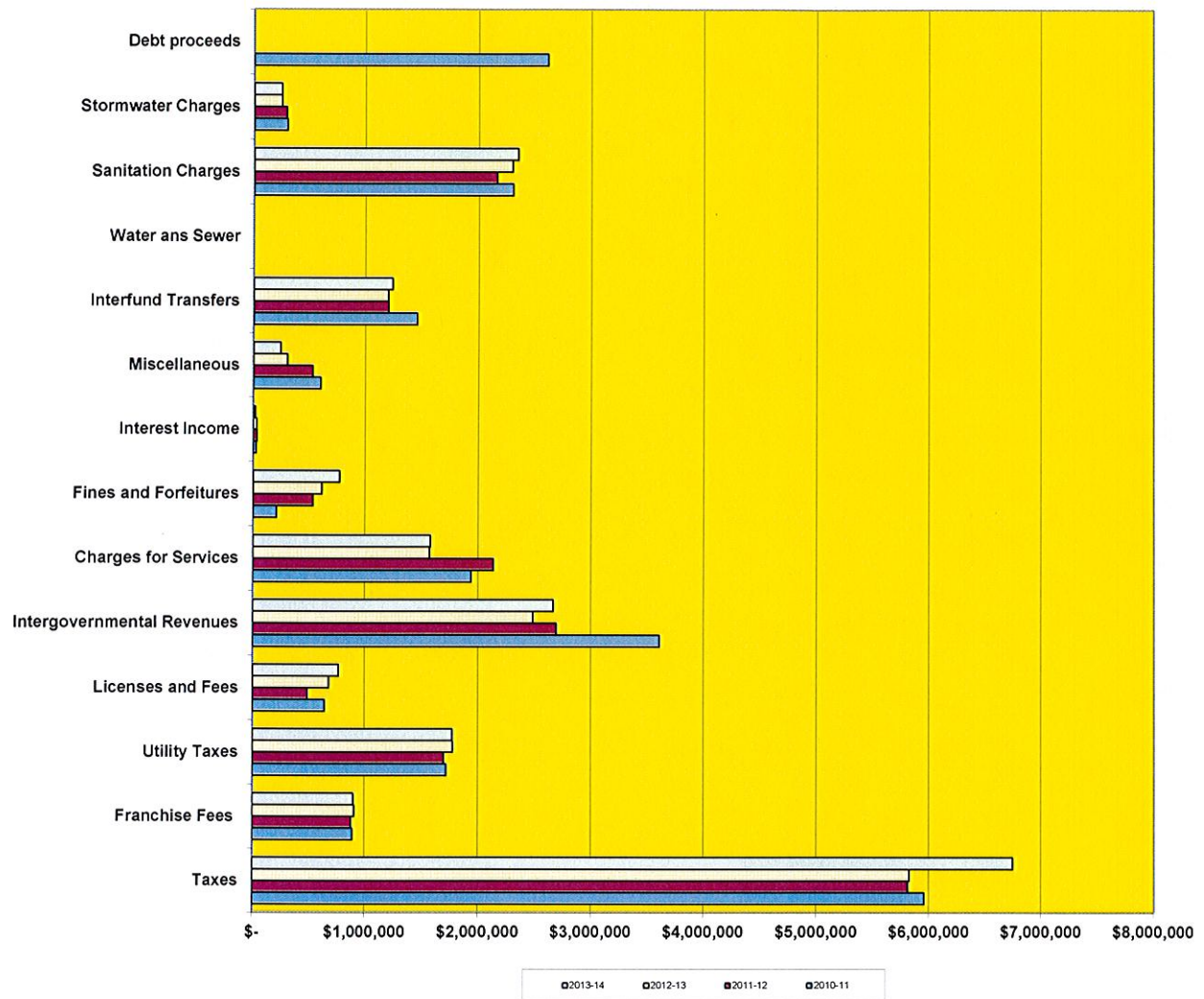
<b>CITY OF MIAMI SPRINGS</b> <b>BUDGETED REVENUE FY 2013-14</b>
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GENERAL FUND	\$15,270,012
SPECIAL REVENUE FUNDS:	
<u>Road and Transportation Fund</u>	
People's Transportation Tax	503,738
Appropriated Fund Balance	71,328
Total Road and Transportation	575,066
Law Enforcement Trust Fund	295,881
Elderly Services (including \$139,336 in transfers from the General Fund)	354,712
Total Special Revenue Funds	1,225,659
Debt Service Fund-G.O. Bonds	569,478
ENTERPRISE FUNDS:	
<u>Sanitation Fund</u>	
Residential/Recycling/Bulk	2,343,883
Total Sanitation Fund	2,343,883
<u>Stormwater Fund</u>	
Residential/Commercial/Industrial Fees	250,000
Investment Income	500
Appropriated Fund Balance	177,182
Total Stormwater Fund	427,682
Total All Funds	\$ 19,836,716

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

	<u>FY2012-13</u> <u>Amended Budget</u>	<u>FY2013-14</u> <u>Budget</u>	<u>% of Total</u>	<u>% of Change</u> <u>From FY2012-13</u>
Salaries	\$ 7,763,596	\$ 7,841,717	39.9%	1.0%
Health Insurance Benefits	850,134	908,746	4.6%	6.9%
Pension costs	981,577	1,053,681	5.4%	7.3%
Workmens Comp	271,516	296,051	1.5%	9.0%
Other Employee Benefits	563,828	559,110	2.8%	-0.8%
<b>Total Salaries &amp; Benefits</b>	<b>10,430,651</b>	<b>10,659,306</b>	<b>54.2%</b>	<b>2.2%</b>
Capital Expenditures	270,016	371,919	1.9%	37.7%
Debt Service Payments	762,692	574,778	2.9%	-24.6%
Depreciation/Amortization	203,400	203,400	1.0%	0.0%
Operating Supplies/Uniforms	827,220	922,709	4.7%	11.5%
Contractual Services	2,045,207	2,039,697	10.4%	-0.3%
Waste Disposal	716,500	735,100	3.7%	2.6%
Transfers to other funds	514,176	502,542	2.6%	-2.3%
Liability insurance	320,815	342,989	1.7%	6.9%
Professional Fees	497,328	471,875	2.4%	-5.1%
Management fee paid by enterprise funds	530,000	530,000	2.7%	0.0%
Fleet Maintenance	271,210	280,000	1.4%	3.2%
Repairs and Maintenance	624,121	792,555	4.0%	27.0%
Other Misc Expenses	942,636	1,237,789	6.3%	31.3%
<b>Total Budgeted Expenditures(All Funds)</b>	<b>18,955,972</b>	<b>19,664,658</b>	<b>100.0%</b>	<b>3.7%</b>

## Revenues All Funds



<b>EXPENDITURE CATEGORY MATRIX FOR FY2013-14 BUDGET</b>
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Allocation of Expenditures	Personnel Services	Operating Expenditure/ Expenses	Capital Outlay	Debt Service	Other Uses	Total
<b>General Fund</b>						
Mayor & City Council	34,865	105,950	-	-	-	140,815
Office of the City Manager	270,739	78,866	-	-	-	349,605
Office of the City Clerk	200,357	88,732	2,500	-	-	291,589
Office of the City Attorney	-	171,000	-	-	-	171,000
Human Resource Department	151,434	38,083	-	-	-	189,517
Finance /Budget	625,884	178,902	5,000	-	-	809,786
IT Department	177,828	149,615	4,065	-	-	331,508
Planning Department	103,705	13,743	11,500	-	-	128,947
Police Department	5,315,691	593,545	100,304	-	-	6,009,541
Police - School Guards	22,976	400	-	-	-	23,376
Building & Code Compliance	488,382	115,288	-	-	-	603,670
Public Services - Administration	290,904	68,696	-	-	-	359,600
Public Services - Streets	113,230	333,046	15,000	-	-	461,276
Public Services - Properties	264,723	325,207	-	-	-	589,930
Public Services - Building Maintenance	51,740	167,705	70,000	-	-	289,445
Public Services - Fleet Maintenance	-	22,000	-	-	-	22,000
Recreation	797,884	580,170	-	-	187,401	1,565,455
Aquatics	165,379	100,201	-	-	-	265,579
Tennis	-	20,467	-	-	-	20,467
Park Maintenance	-	123,939	-	-	-	123,939
Golf-Administration	-	21,968	-	-	-	21,968
Golf-Pro Shop	304,587	245,560	-	-	-	550,147
Golf-Maintenance	91,330	1,150,300	15,750	-	18,872	1,276,252
Transfers to other funds	-	-	-	-	502,542	502,542
<b>General Fund Total</b>	<b>9,471,639</b>	<b>4,693,362</b>	<b>224,119</b>	<b>-</b>	<b>708,814</b>	<b>15,097,955</b>
<b>% of General Fund</b>	<b>62.7%</b>	<b>31.1%</b>	<b>1.5%</b>	<b>0.0%</b>	<b>4.7%</b>	<b>100.0%</b>
<b>Road and Transportation Fund</b>						
Streets & Sidewalks-Maintenance	70,565	504,501	-	-	-	575,066
Streets & Sidewalks-Infrastructure	-	-	-	-	-	-
<b>Road &amp; Transportation Fund Total</b>	<b>70,565</b>	<b>504,501</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>575,066</b>
<b>% of Road &amp; Transportation</b>	<b>12.3%</b>	<b>87.7%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>100.0%</b>
<b>Senior Center fund</b>						
Social Services	150,722	201,190	2,800	-	-	354,712
<b>Senior Center Total</b>	<b>150,722</b>	<b>201,190</b>	<b>2,800</b>	<b>-</b>	<b>-</b>	<b>354,712</b>
<b>% of Senior Center</b>	<b>42.5%</b>	<b>56.7%</b>	<b>0.8%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>100.0%</b>
<b>Debt Service</b>						
General Debt Service	-	-	-	569,478	-	569,478
<b>Debt Service Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>569,478</b>	<b>-</b>	<b>569,478</b>
<b>% of Debt Service</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>100.0%</b>	<b>0.0%</b>	<b>100.0%</b>

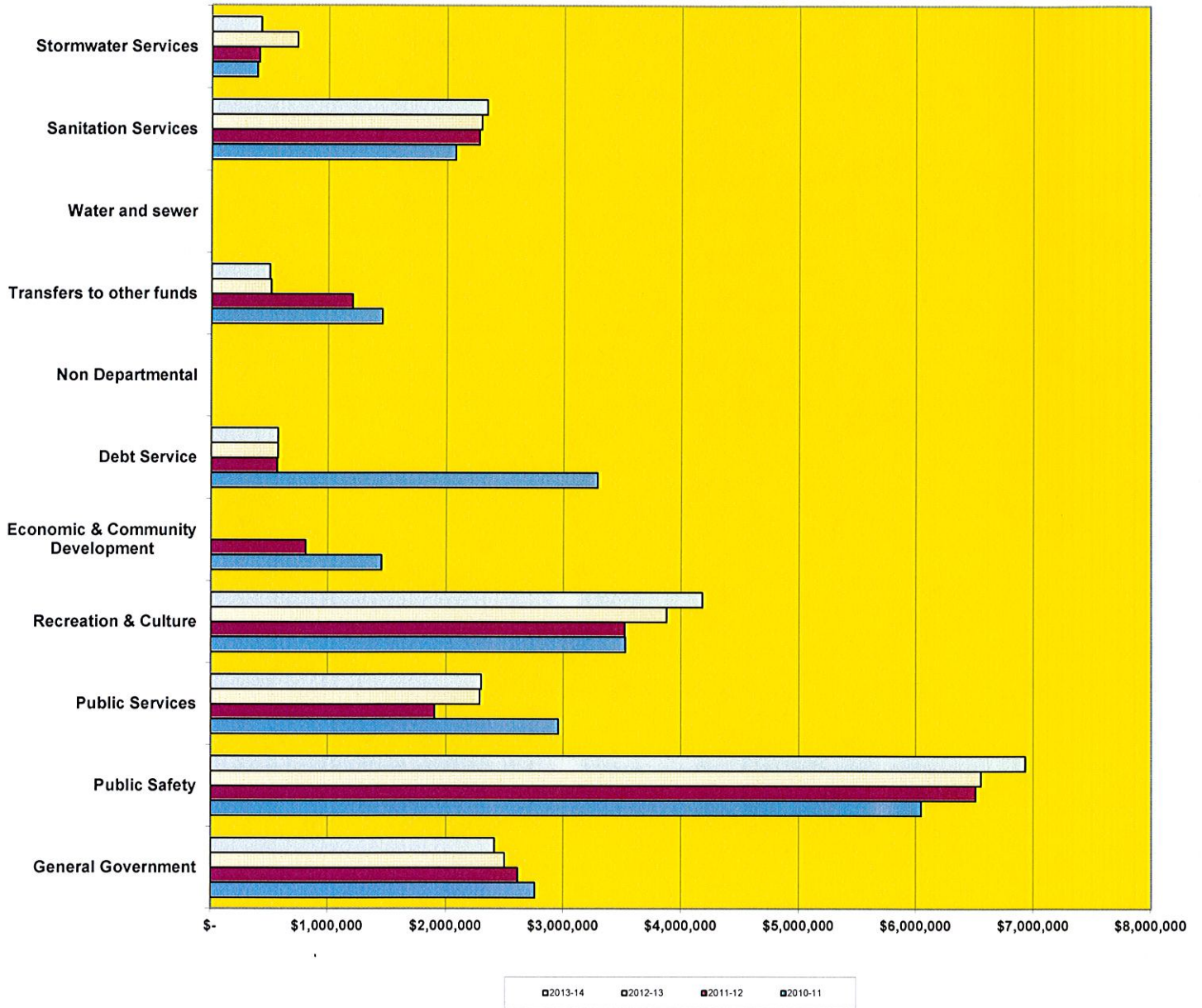
<b>EXPENDITURE CATEGORY MATRIX FOR FY2013-14 BUDGET</b>
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Allocation of Expenditures	Personnel Services	Operating Expenditure/ Expenses	Capital Outlay	Debt Service	Other Uses	Total
<b>Sanitation Fund</b>						
Garbage and Trash Collection	833,655	1,036,429	-	3,800	470,000	2,343,883
Sanitation Fund Total	833,655	1,036,429	-	3,800	470,000	2,343,883
% of Sanitation	35.6%	44.2%	0.0%	0.2%	20.1%	100.0%
<b>Stormwater Fund</b>						
Stormwater services	143,345	222,837	-	1,500	60,000	427,682
Stormwater Fund Total	143,345	222,837	-	1,500	60,000	427,682
% of Stormwater	33.5%	52.1%	0.0%	0.4%	14.0%	100.0%
<b>Law Enforcement Fund</b>						
Treasury & Justice Confiscated	-	150,881	145,000	-	-	295,881
Law Enforcement Fund Total	-	150,881	145,000	-	-	295,881
% of Law Enforcement	0.0%	51.0%	49.0%	0.0%	0.0%	100.0%
<b>TOTAL 2013-14 BUDGET</b>	<b>10,669,926</b>	<b>6,809,220</b>	<b>371,919</b>	<b>574,778</b>	<b>1,238,814</b>	<b>19,664,658</b>
<b>% OF TOTAL 2013-14 BUDGET</b>	<b>54.3%</b>	<b>34.6%</b>	<b>1.9%</b>	<b>2.9%</b>	<b>6.3%</b>	<b>100.0%</b>

Note: The following funds are not detailed in the Expenditure Category Matrix because they do not have a Proposed 2013-14 Budget: Capital Projects Fund, Hurricane Fund, Grants Fund, and the Police Grants fund.



## Expenditures All Funds



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

	FY 2011-12		FY 2012-13		FY 2013-14		Increase(decrease) from FY 2012-13	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Office of the City Manager	1.50		1.50		1.50		-	-
Office of the City Clerk	2.00	0.50	2.00	0.50	2.75		0.75	(0.50)
Human Resource Department	2.00		2.00		2.00		-	-
Finance & Budget Department	4.20	1.00	4.20	1.00	4.20	1.00	-	-
Finance-Professional Services	3.00	-	3.00	-	3.00	-	-	-
IT Department	2.30	-	2.30	-	2.00	-	(0.30)	-
Planning Department	1.00	0.50	1.00	0.50	1.25	-	0.25	(0.50)
Police Department	54.00	8.00	54.00	8.00	53.00	8.00	(1.00)	-
Building & Code Compliance	5.00	11.00	5.00	10.50	5.00	10.00	-	(0.50)
Public Services- Administration	4.50		4.00		4.00		-	-
Public Services - Streets	2.00	-	2.00	-	2.00	-	-	-
Public Services - Properties	10.50	-	8.00	-	6.00	-	(2.00)	-
Public Services - Building Maintenance	1.00		1.00		1.00		-	-
Recreation	7.00	43.00	7.00	43.00	7.00	43.00	-	-
Aquatics	-	21.00	-	25.00	-	25.00	-	-
Tennis	-	-	-	-	-	-	-	-
Park Maintenance	-		-		-		-	-
Golf Course-Pro Shop	2.00	18.00	3.00	18.00	3.30	18.00	0.30	-
Golf Course-Maintenance	1.00	-	1.00	-	1.00	-	-	-
Road & Transportation Fund	1.00	-	1.00	-	1.00	-	-	-
Senior Center	1.00	7.00	1.00	7.00	1.00	7.00	-	-
Water Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Sanitation Fund	13.00	-	13.00	-	13.00	-	-	-
Stormwater Fund	3.00	-	3.00	-	3.00	-	-	-
<b>TOTAL PERSONNEL</b>	<b>121.00</b>	<b>110.00</b>	<b>119.00</b>	<b>113.50</b>	<b>117.00</b>	<b>112.00</b>	<b>(2.00)</b>	<b>(1.50)</b>

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**GENERAL FUND**

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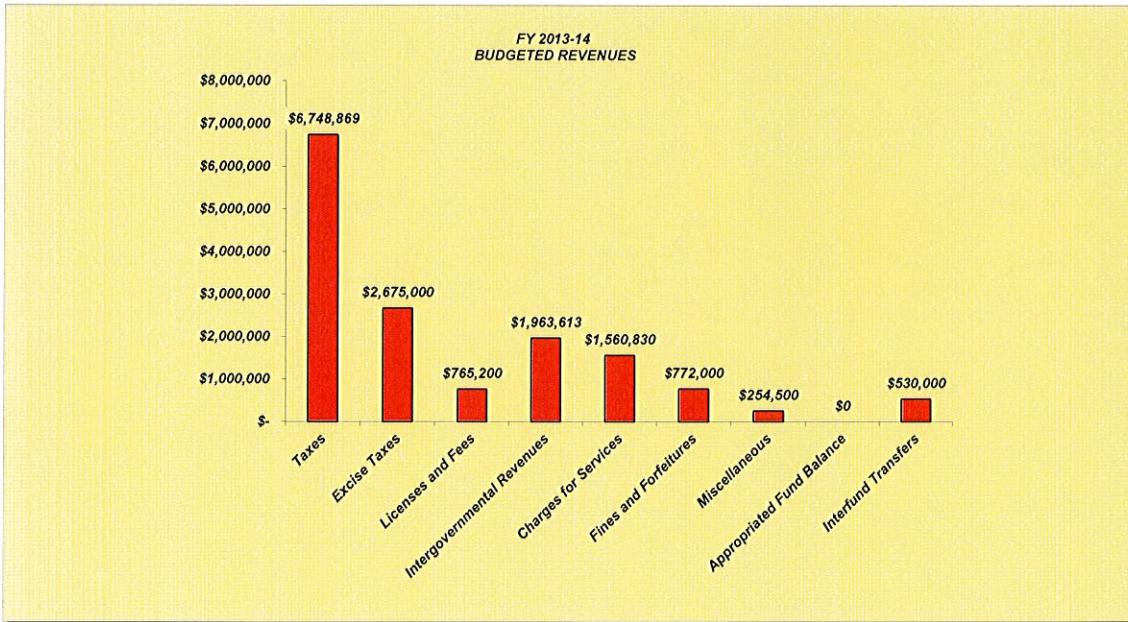
<b>City of Miami Springs</b> <b>Transfer From and Transfer To Schedule</b>
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Fund	Transfer From	Transfer To
General Fund	708,814	530,000
Elderly Services		139,336
Debt Service		569,478
Sanitation Fund*	470,000	
Stormwater Fund*	60,000	
	\$ 1,238,814	\$ 1,238,814

\* Administrative charges paid to the General Fund

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

REVENUES	FY10-11 Actual	FY11-12 Actual	FY12-13 Budget	FY13-14 Budget	% of Total	% Change from 2012-13
Taxes	\$ 5,576,976	\$ 5,812,001	\$ 5,824,091	\$ 6,748,869	44.2%	15.9%
Excise Taxes	2,608,798	2,578,753	2,682,693	2,675,000	17.5%	-0.3%
Licenses and Fees	640,987	488,148	679,500	765,200	5.0%	12.6%
Intergovernmental Revenues	1,765,826	1,888,959	1,857,641	1,963,613	12.9%	5.7%
Charges for Services	1,908,461	2,101,479	1,551,095	1,560,830	10.2%	0.6%
Fines and Forfeitures	209,200	455,545	615,043	772,000	5.1%	25.5%
Miscellaneous	205,242	286,758	323,114	254,500	1.7%	-21.2%
Appropriated Fund Balance	1,396,128	509,315	443,481	-	0.0%	-100.0%
Interfund Transfers	412,563	542,153	530,000	530,000	3.5%	0.0%
<b>Total Revenues</b>	<b>\$ 14,724,181</b>	<b>\$ 14,663,110</b>	<b>\$ 14,506,658</b>	<b>\$15,270,012</b>	<b>100.0%</b>	<b>5.3%</b>



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

Line Item Revenue	FY 10-11	FY 11-12	FY 12-13	FY 13-14	% of	% Change
	Actual	Actual	Budget	Proposed Budget	Total	from 2012-13
Ad Valorem Taxes - Current	5,409,466	5,792,665	\$ 5,804,091	\$ 6,628,869	43.41%	14.2%
Ad Valorem Taxes - Delinquent	167,510	119,336	120,000	120,000	0.79%	0.0%
Franchise Fees	890,519	880,356	907,482	900,000	5.89%	-0.8%
Utility Service Taxes	998,001	1,029,432	995,000	995,000	6.52%	0.0%
Local Communications Tax	720,278	668,966	780,211	780,000	5.11%	0.0%
Occupational Licenses - City	78,357	77,874	70,000	90,000	0.59%	28.6%
Occupational Licenses - County	19,037	20,957	17,000	15,000	0.10%	-11.8%
Building Permits	150,168	140,163	225,000	225,000	1.47%	0.0%
Electrical Permits	56,038	27,496	62,500	55,000	0.36%	-12.0%
Plumbing Permits	101,724	27,337	50,000	28,000	0.18%	-44.0%
Roofing Permits	31,814	35,980	33,750	49,000	0.32%	45.2%
Mechanical Permits	66,467	21,622	31,250	15,000	0.10%	-52.0%
Zoning Permits	4,650	1,150	5,500	-	0.00%	-100.0%
Certification of Completions	1,325	1,965	1,500	1,900	0.01%	26.7%
Structural Permits	19,116	16,761	18,750	20,000	0.13%	6.7%
POD Permit Fees	1,900	1,800	1,500	1,300	0.01%	-13.3%
Other Permits	110,390	115,042	128,750	225,000	1.47%	74.8%
Misc plan Reviews	-	-	1,000	1,000	0.01%	0.0%
State Revenue Sharing	369,153	404,323	395,000	411,674	2.70%	4.2%
General Planning and Zoning Fees	-	-	99,750	47,000	0.31%	100.0%
Alcoholic Beverage License	8,978	15,223	9,000	12,000	0.08%	33.3%
1/2-cent Sales Tax	827,344	896,447	941,884	992,230	6.50%	5.3%
Local Option Gas Tax	369,713	361,726	371,007	373,249	2.44%	0.6%
Gas Tax Rebate	5,610	11,285	8,000	8,000	0.05%	0.0%
School Crossing Guards	21,732	32,256	18,000	20,000	0.13%	11.1%
Summer Camp Activity Fees	26,899	16,900	18,000	18,000	0.12%	0.0%
Summer Camp	137,256	158,725	170,000	170,000	1.11%	0.0%
Fitness Room Membership	43,266	47,228	15,000	15,000	0.10%	0.0%
After School Program	39,175	42,094	22,500	32,000	0.21%	42.2%
Gym Admission Fees	14,412	-	3,000	3,000	0.02%	0.0%
Gym Rental	5,043	-	5,000	5,000	0.03%	0.0%
Senior Center Rental	-	-	2,500	2,250	0.01%	-10.0%
Water Polo/Aquatics Teams	10,000	12,715	21,600	3,600	0.02%	-83.3%
Swimming Pool Admissions/Lessons	69,437	83,286	53,000	45,000	0.29%	-15.1%
Yoga	18,490	19,502	17,100	17,100	0.11%	0.0%
Pool Rental	27,931	27,278	5,000	10,000	0.07%	100.0%
Get Fit Summer Camp	-	-	-	30,000	0.20%	100.0%
Vending Machines	2,690	1,725	3,000	3,000	0.02%	0.0%
Fireworks-VG	3,000	-	3,000	3,000	0.02%	0.0%
Pool Memberships	5,645	7,663	2,400	2,400	0.02%	0.0%
Basketball fees	25,895	26,405	42,175	42,175	0.28%	0.0%
Other Annual Events	2,880	2,325	4,330	4,880	0.03%	12.7%
Pelican Theatre	2,918	6,360	5,000	5,000	0.03%	0.0%
Jazzercise	3,925	3,925	4,800	4,800	0.03%	0.0%
Daddy/Daughter Dance	2,913	3,263	7,000	4,775	0.03%	-31.8%
Green Fees	742,317	762,746	848,094	814,000	5.33%	-4.0%
Cart Fees	62,301	113,563	82,236	106,550	0.70%	29.6%
Golf Merchandise Sales	45,652	53,489	57,848	38,100	0.25%	-34.1%
Range Fees	94,688	98,907	100,874	125,000	0.82%	23.9%
Misc. Club Rental/Lessons	17,624	(6,791)	11,235	11,000	0.07%	-2.1%
GHIN Disabled Fees	153	183	868	200	0.00%	-77.0%
Golf memberships	64,034	52,824	45,535	45,000	0.29%	-1.2%
Miscellaneous Charges for Serv	4,063	-	6,000	6,000	0.04%	0.0%
Copies & Other Charges	1,831	3,038	2,000	3,000	0.02%	50.0%
Lien Search	10,670	14,365	10,000	15,000	0.10%	50.0%
Re-Occupancy Inspection fees	8,500	15,000	15,000	15,000	0.10%	0.0%
Clerk of the Court - Fines	169,262	118,587	200,000	150,000	0.98%	-25.0%
Code Enforcement tickets	32,900	15,400	15,000	15,000	0.10%	0.0%
Disabled Parking tickets	7,018	7,442	-	7,000	0.05%	100.0%
Administrative Fee-Red Light hearings	-	-	-	80,460	0.53%	100.0%
Police Grants-Byrne Grant	13,787	11,026	15,000	15,000	0.10%	0.0%
Police Grants-COPS Grant	167,241	176,382	-	-	0.00%	0.0%
Re-Occupancy & CC Agreements	-	-	-	4,000	0.03%	0.0%
Interest - Checking	1,448	-	2,000	1,000	0.01%	-50.0%
Interest - Investments	17,792	27,451	15,000	6,000	0.04%	-60.0%
Interest - Tax Collections	1,886	1,656	2,000	2,000	0.01%	0.0%

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

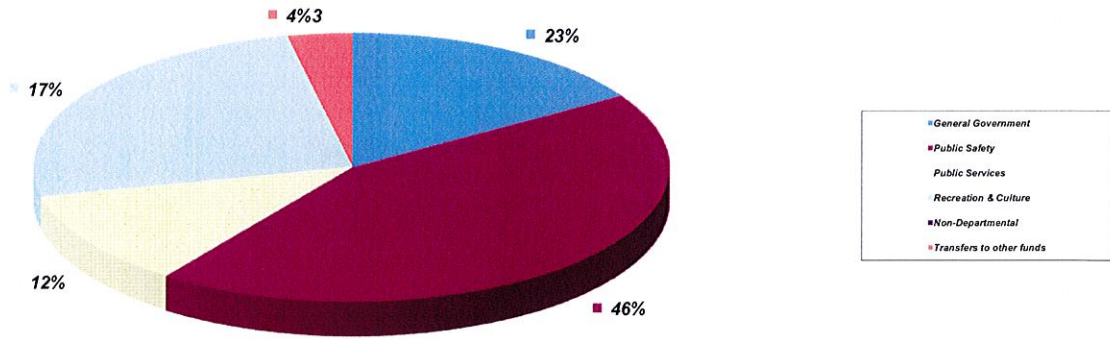
Line Item Revenue	FY 10-11	FY 11-12	FY 12-13	FY 13-14	% of	% Change
	Actual	Actual	Budget	Proposed Budget	Total	from 2012-13
Rent - Metro Fire	13,488	14,040	17,000	15,000	0.10%	-11.8%
Rent - Dade Co. Library	8,253	8,253	8,300	8,300	0.05%	0.0%
Rent - Bus Benches	4,080	4,165	3,900	4,000	0.03%	2.6%
Recreational Activities	7,386	14,693	1,625	12,000	0.08%	638.5%
Sprint Tower	61,749	87,640	90,000	90,000	0.59%	0.0%
Nextel	8,540	6,490	8,300	6,800	0.04%	-18.1%
Metro PCS	7,896	8,211	8,400	8,400	0.06%	0.0%
Surplus sale of equipment	2,151	13,715	83,589	20,000	0.13%	-76.1%
Other Miscellaneous	62,560	69,699	80,000	80,000	0.52%	0.0%
Red Light Fines	-	314,116	400,043	600,000	3.93%	50.0%
Returned check charges	278	389	2,000	500	0.00%	-75.0%
Code Enforcement Liens	1,857	-	1,000	500	0.00%	-50.0%
ITF - Road & Transportation	-	542,153	-	-	0.00%	0.0%
ITF - Police Grants	-	40,409	-	-	0.00%	0.0%
ITF - Sanitation Admin Fee	350,000	450,000	470,000	470,000	3.08%	0.0%
ITF - Stormwater Adim Fee	53,000	55,000	60,000	60,000	0.39%	0.0%
ITF- Hurricane Fund	412,563	-	-	-	0.00%	0.0%
Appropriated Fund Balance	1,396,129	509,313	443,481	-	0.00%	-100.0%
<b>TOTALS &gt;&gt;&gt;</b>	<b>\$14,724,182</b>	<b>\$14,763,109</b>	<b>\$ 14,606,658</b>	<b>\$ 15,270,012</b>	<b>100.00%</b>	<b>4.5%</b>



**CITY OF MIAMI SPRINGS  
EXPENDITURES BY CLASS**

	FY2010-11 <u>Actual</u>	FY2011-12 <u>Actual</u>	FY2012-13 <u>Amended Budget</u>	FY2013-14 <u>Budget</u>	<u>% of Change From FY2012-13</u>
General Government	\$ 2,757,295	\$ 2,612,271	\$ 2,423,763	\$ 2,412,767	-0.5%
Public Safety	5,890,315	6,377,519	6,406,030	6,636,587	3.6%
Public Services	1,979,951	1,903,820	1,671,152	1,722,251	3.1%
Recreation & Culture	3,182,120	3,107,022	3,491,538	3,823,808	9.5%
Non-Departmental	17	-	-	-	0.0%
Transfers to other funds	914,483	662,478	514,176	502,542	-2.3%
<b>Sub-Totals</b>	<b>\$ 14,724,181</b>	<b>\$ 14,663,110</b>	<b>\$ 14,506,659</b>	<b>\$ 15,097,955</b>	<b>4.1%</b>
Increase(appropriated) fund balance	(1,396,128)	(509,315)	(443,482)	-	-100.0%
<b>Totals</b>	<b>\$ 13,328,053</b>	<b>\$ 14,153,795</b>	<b>\$ 14,063,177</b>	<b>\$ 15,097,955</b>	<b>7.4%</b>

*FY 2013-14 Expenditures by Class*





**CITY OF MIAMI SPRINGS  
EXPENDITURES BY DEPARTMENT**

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	% Change
	<u>Actual</u>	<u>Actual</u>	<u>Amended Budget</u>	<u>Budget</u>	<u>From FY2012-13</u>
<b>Department</b>					
Mayor & City Council	\$ 107,219	\$ 94,338	\$ 115,732	\$ 140,815	21.7%
Office of the City Manager	756,070	686,462	338,263	349,605	3.4%
Office of the City Clerk	332,381	285,368	324,316	291,589	-10.1%
Office of the City Attorney	144,513	156,503	161,000	171,000	6.2%
Human Resource Department	202,620	199,895	187,340	189,517	1.2%
Finance /Budget	698,878	719,880	807,588	809,786	0.3%
IT Department	355,102	339,353	362,138	331,508	-8.5%
Planning Department	160,512	130,472	127,387	128,947	1.2%
Police Department	5,332,969	5,759,274	5,801,392	6,009,541	3.6%
Police - School Guards	19,486	19,236	22,493	23,376	3.9%
Building & Code Compliance	537,860	599,009	582,145	603,670	3.7%
Public Services - Administration	435,350	444,725	412,937	359,600	-12.9%
Public Services - Streets	310,863	323,868	350,713	461,276	31.5%
Public Services - Properties	960,490	811,936	626,273	589,930	-5.8%
Public Services - Building Maintenance	193,795	292,605	236,196	289,445	22.5%
Public Services - Fleet Maintenance	79,453	30,686	28,034	22,000	-21.5%
Recreation	1,373,297	1,391,496	1,502,447	1,565,455	4.2%
Aquatics	260,423	258,638	265,481	265,579	0.0%
Tennis	31,698	26,876	25,960	20,467	-21.2%
Park Maintenance	133,739	87,507	123,815	123,939	0.1%
Golf Administration	24,070	22,729	22,317	21,968	-1.6%
Pro Shop	534,205	546,341	540,678	550,147	1.8%
Golf Maintenance	824,689	773,434	1,010,840	1,276,252	26.3%
Non-Departmental	17	-	-	-	0.0%
<b>Total</b>	<b>\$13,809,699</b>	<b>\$14,000,630</b>	<b>\$13,975,485</b>	<b>\$14,595,413</b>	<b>4.4%</b>
Transfers to other funds	914,483	662,478	514,176	502,542	-2.3%
Increase(appropriated) fund balance	(1,396,129)	(509,313)	(443,481)	-	-100.0%
<b>Total</b>	<b>\$13,328,053</b>	<b>\$14,153,796</b>	<b>\$14,046,180</b>	<b>\$15,097,955</b>	<b>7.5%</b>

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

	<b>FY2012-13</b>	<b>FY2013-14</b>		<b>% of Change</b>
	<b><u>Amended Budget</u></b>	<b><u>Budget</u></b>	<b><u>% of Total</u></b>	<b><u>From FY2012-13</u></b>
Salaries	\$ 6,967,948	\$ 7,001,209	46.4%	0.5%
Health Insurance Benefits	717,356	763,869	5.1%	6.5%
Pension costs	896,602	958,425	6.3%	6.9%
Workmens Comp	215,565	238,646	1.6%	10.7%
Other Employee Benefits	509,890	509,490	3.4%	-0.1%
<b>Total Salaries &amp; Benefits</b>	<b>9,307,361</b>	<b>9,471,639</b>	<b>62.7%</b>	<b>1.8%</b>
Capital Expenditures	238,615	224,119	1.5%	-6.1%
Debt Service Payments	187,401	187,401	1.2%	0.0%
Operating Supplies/Uniforms	601,714	718,595	4.8%	19.4%
Contractual Services	1,098,946	1,095,340	7.3%	-0.3%
Utilities	458,119	435,224	2.9%	-5.0%
Transfers to other funds	514,176	502,542	3.3%	-2.3%
Liability insurance	257,824	274,766	1.8%	6.6%
Professional Fees	479,555	461,630	3.1%	-3.7%
Fleet Maintenance	141,300	146,100	1.0%	3.4%
Repairs and Maintenance	286,844	471,755	3.1%	64.5%
Other Misc Expenses	950,616	1,108,844	7.3%	16.6%
<b>Total Budgeted Expenditures</b>	<b>14,522,471</b>	<b>15,097,955</b>	<b>100.0%</b>	<b>4.0%</b>

# **City Council**

## **Mission Statement**

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

## **City Council**

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

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

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

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### **Goals**

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

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

### **Objectives**

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

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

### **2012-13 Accomplishments**

- Established regulations for adult related businesses in the Abraham Tract Business District.
- Worked diligently in conjunction with the City lobbyist and County Commissioner to advance the annexation process.
- Negotiated a two-year agreement with the Police Benevolent Association.
- Updated various Code sections.
- Golf Course was given additional funding and authorization to begin driving range and tee improvements.
- Evaluated the municipal pool condition to take appropriate steps for repair or replacement.
- Approved a Site Plan for the Hyatt Place Hotel at 3549 Le Jeune Road.
- Approved an Interlocal Agreement with the County for shuttle bus service.

## City Council

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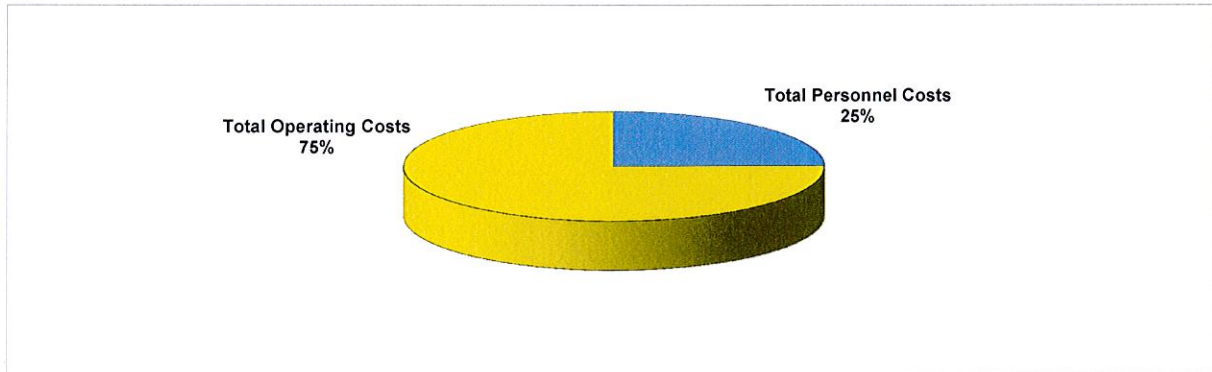
### 2013-14 Budget Highlights

- Proposed budget is \$25,083 or 21.7% higher than FY2012/2013 mainly due to the \$35,000 budgeted for CMI.
- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$140,815</u>
Net cost of Department	<u>\$140,815</u>
- The Promotions line item is a lump sum of \$60,600 to be allotted during the year as follows:
  1. \$25,600 will be allocated during the year for the following events:
    - Stafford Golf Tournament
    - Optimist BBQ Cookoff
    - Optimist Fishing Tournament
    - Gazette Directory
    - Car shows (2)
    - City events
    - Fla League 88<sup>th</sup> anniversary ad
    - Miami Dade Installation Dinner ad
    - Employee Holiday Dinner
    - Police Appreciation Dinner
    - City Clerks luncheon
  2. \$35,000 has been allocated to CMI.
- Rentals and leases includes \$11,000 for the monthly rental of the museum, this is a decrease of \$1,000 from the current year subsidy.

**MAYOR AND CITY COUNCIL  
Expenditure Detail**

	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended Budget	FY 2013-14 Budget	% of Total	% Change from 2012-13
<b>PERSONNEL</b>						
Executive Salaries	\$ 31,800	31,187	31,800	\$ 31,800	22.6%	0.0%
Payroll Taxes	2,433	2,386	2,433	2,433	1.7%	0.0%
Workers' Compensation	218	287	239	632	0.4%	164.4%
<i>Total Personnel Costs</i>	<i>\$ 34,451</i>	<i>\$ 33,860</i>	<i>\$ 34,472</i>	<i>\$ 34,865</i>	<i>24.8%</i>	<i>1.1%</i>
<b>OPERATING</b>						
Travel & Related Costs	6,024	4,718	14,340	13,860	9.8%	-3.3%
Communications & Freight	10	-	-	-	0.0%	0.0%
Rentals & Lease	19,200	12,000	12,000	11,000	7.8%	-8.3%
Promotions & Donations	33,727	20,310	30,300	60,600	43.0%	100.0%
Misc. Expenses	2,171	946	1,850	2,370	1.7%	28.1%
Operating Supplies	1,222	153	5,400	1,000	0.0%	100.0%
Dues, Memberships & Subsc.	3,380	2,918	3,640	3,400	2.4%	-6.6%
Printing and binding	511	1,060	2,200	2,440	1.7%	10.9%
Office Supplies	939	1,527	1,585	1,300	0.9%	-18.0%
Contractual Services	5,583	16,846	9,945	9,980	7.1%	0.4%
<i>Total Operating Costs</i>	<i>\$ 72,767</i>	<i>\$ 60,478</i>	<i>\$ 81,260</i>	<i>\$ 105,950</i>	<i>75.2%</i>	<i>30.4%</i>
<b>CAPITAL OUTLAY</b>						
Machinery & Equipment	-	-	-	-	0.0%	0.0%
<i>Total Capital Outlay</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>0.0%</i>	<i>0.0%</i>
<b>TOTAL EXPENSES</b>	<b>\$ 107,218</b>	<b>\$ 94,338</b>	<b>\$ 115,732</b>	<b>\$ 140,815</b>	<b>99.6%</b>	<b>21.7%</b>



**Personnel Summary**

	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended Budget	FY 2013-14 Budget	% of Total	% Change from 2012-13
Mayor	1	1	1	1	20.0%	0.0%
City Council Members	4	4	4	4	80.0%	0.0%
<b>DEPARTMENT TOTAL</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>100.0%</b>	<b>0.0%</b>



CITY OF MIAMI SPRINGS  
 CITY COUNCIL BUDGET  
 FISCAL YEAR ENDING 9/30/14

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2010-11 ACTUALS	FY2011-12 ACTUALS	FY2012-13 AMENDED BUDGET	FY2013-14 Departmental Request	Dollar Increase (Decrease)	YTD ACTUALS AF OF 6/30/2013	YTD FY2012-13 PROJECTED
<b>MAYOR &amp; COUNCIL</b>								
001-0101-511.11-00	EXECUTIVE SALARIES	31,800	31,187	31,800	31,800	-	23,725	31,633
001-0101-511.21-00	FICA TAXES	2,433	2,386	2,433	2,433	(0)	1,815	2,420
001-0101-511.24-00	WORKER'S COMPENSATION	218	287	239	632	393	477	636
001-0101-511-31-00	PROFESSIONAL SERVICES	-	9,900	-	-	-	-	-
001-0101-511-34-00	CONTRACTUAL SERVICES	5,583	6,946	9,945	9,980	35	6,066	8,088
001-0101-511.40-00	TRAVEL AND PER DIEM	6,024	4,718	14,340	13,860	(480)	2,933	3,911
001-0101-511.41-01	TELEPHONE	10	-	-	-	-	-	-
001-0101-511.44-00	RENTALS AND LEASES	19,200	12,000	12,000	11,000	(1,000)	9,000	12,000
001-0101-511-47-00	PRINTING AND BINDING	511	1,060	2,200	2,440	240	1,128	1,504
001-0101-511.48-00	PROMOTIONS	33,727	20,310	30,300	60,600	30,300	21,344	30,300
001-0101-511-51-00	OFFICE SUPPLIES	939	1,527	1,585	1,300	(285)	819	1,092
001-0101-511-52-09	OPERATING SUPPLIES	1,222	153	5,400	1,000	(4,400)	5,171	6,895
001-0101-511.54-00	DUES, MEMBERSHIPS, SUBS	3,380	2,918	3,640	3,400	(240)	1,671	2,228
001-0101-511.59-00	MISCELLANEOUS EXPENSES	2,171	946	1,850	2,370	520	1,910	2,547
<b>** MAYOR &amp; COUNCIL</b>		<b>107,218</b>	<b>94,338</b>	<b>115,732</b>	<b>140,815</b>	<b>25,083</b>	<b>76,059</b>	<b>103,253</b>

# **City Clerk**

## **Mission Statement**

**The mission of the City Clerk's office is to serve the City Council, City Departments and all the citizens of Miami Springs by providing accurate and unbiased records of all municipal proceedings in a courteous and expeditious manner, providing the means for citizens to participate in local government.**



## **City Clerk**

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

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

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

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

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## **Goals**

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

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

## **Objectives**

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

Publish all legal notices for public hearings in accordance with state law.

## **2012-13 Accomplishments**

- Supervised the April 2, 2013 Miami Springs General Election.
- Supervised the June 19, 2013 Civil Service Board Election.
- Implemented a paperless agenda system to replace the agenda packets.
- Provided secretarial support to the City Attorney.
- Ordered publication of three new supplements for the Code of Ordinances.
- Researched records and provided extensive information to the City Attorney, Administration and Department Heads.
- Processed over \_\_\_\_\_ public record requests.
- Notarized \_\_\_\_\_ documents for residents and other citizens.

## **City Clerk**

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### **2013-14 Budget Highlights**

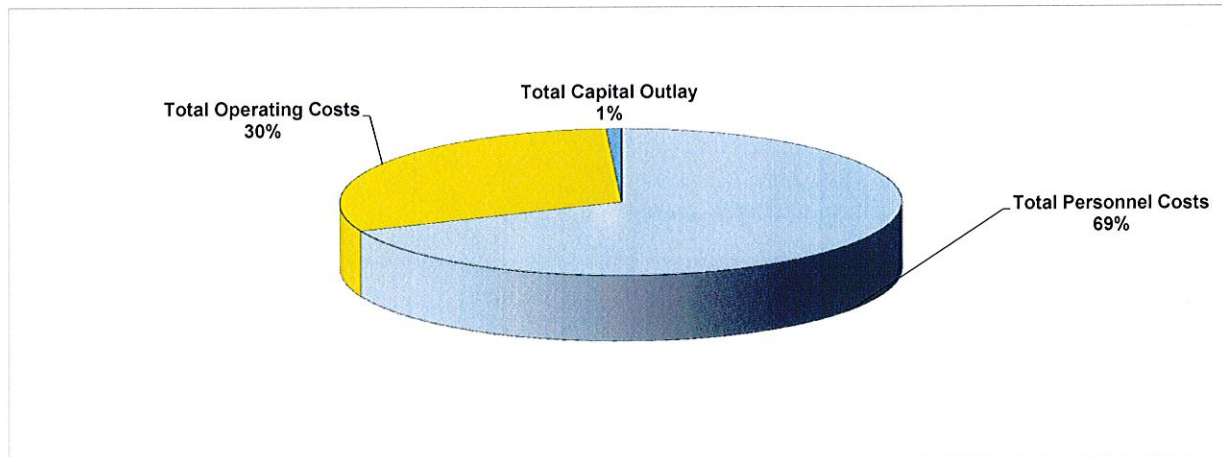
- Proposed budget is \$ 32,727 or 10% lower than FY2012/2013 since FY2013-14 is not an election year.
- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$291,589</u>
Net cost of Department	<u>\$291,589</u>
- Budget includes the hiring of a new City Clerk effective October 1, 2013 as well as \$2,500 for the purchase of a replacement color printer.

O:\Budget FY 2013-2014\City Clerk - Objectives and accomplishments.doc

**OFFICE OF THE CITY CLERK  
Expenditure Detail**

	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended Budget	FY 2013-14 Budget	% of Total	% Change from 2012-13
<b>PERSONNEL</b>						
Salaries	\$ 157,472	\$ 151,866	\$ 153,100	\$ 156,506	53.7%	2.2%
Part Time Year Round	14,449	11,072	10,800	-	0.0%	-100.0%
Overtime	2,387	1,735	2,500	1,500	0.5%	-40.0%
Payroll Taxes	13,042	12,597	11,508	10,598	3.6%	-7.9%
Pension & Retirement	11,289	359	-	12,800	4.4%	0.0%
Health Insurance	15,174	16,128	16,146	18,660	6.4%	15.6%
Workers' Compensation	1,136	3,967	311	293	0.1%	-5.6%
<b>Total Personnel Costs</b>	<b>\$ 214,949</b>	<b>\$ 197,724</b>	<b>\$ 194,365</b>	<b>\$ 200,357</b>	<b>68.7%</b>	<b>3.1%</b>
<b>OPERATING</b>						
Contractual Services	51,709	25,032	60,000	38,000	13.0%	-36.7%
Travel & Related Costs	65	31	600	400	0.1%	-33.3%
Telephone	834	1,443	347	650	0.2%	87.3%
Rentals and leases	5,053	4,928	5,700	4,000	1.4%	-29.8%
Repairs & Maintenance	335	3,866	3,575	1,760	0.6%	-50.8%
Printing & Binding	7,393	3,124	6,555	6,555	2.2%	0.0%
Postage	533	533	620	616	0.2%	-0.6%
Advertising & Promotions	35,511	33,683	26,335	17,100	5.9%	-35.1%
Office Supplies	5,512	4,733	5,200	4,500	1.5%	-13.5%
Operating Supplies	4,509	3,224	6,383	5,295	1.8%	-17.0%
Dues, Memberships & Subsc.	1,318	1,404	1,810	1,985	0.7%	9.7%
Training & Education	-	-	500	1,000	0.3%	100.0%
Liability Insurance	3,436	3,263	2,681	2,727	0.9%	1.7%
Vehicle registration & Tag	647	275	1,600	1,600	0.5%	0.0%
Internet Access	877	2,103	2,544	2,544	0.9%	0.0%
<b>Total Operating Costs</b>	<b>\$ 117,732</b>	<b>\$ 87,642</b>	<b>\$ 124,450</b>	<b>\$ 88,732</b>	<b>30.4%</b>	<b>-28.7%</b>
<b>CAPITAL OUTLAY</b>						
Machinery & Equipment	-	-	5,501	2,500	0.9%	0.0%
<b>Total Capital Outlay</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,501</b>	<b>\$ 2,500</b>	<b>0.9%</b>	<b>0.0%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 332,681</b>	<b>\$ 285,366</b>	<b>\$ 324,316</b>	<b>\$ 291,589</b>	<b>100.0%</b>	<b>-10.1%</b>



<b>Personnel Summary</b>							
	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended Budget	FY 2013-14 Budget	% of Total	% Change from 2012-13	
City Clerk	1	1	1	1	36.4%	0.0%	
Deputy City Clerk	1	1	1	1	36.4%	0.0%	
Administrative Assistant II	0	0	0	0.75	27.3%	100.0%	
<b>Total of Full-time employees</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>2.75</b>	<b>100.0%</b>	<b>37.5%</b>	
Part Time Employees	0.5	0.5	0.5	0.0	0.0%	-100.0%	
<b>DEPARTMENT TOTAL</b>	<b>1.5</b>	<b>1.5</b>	<b>2.5</b>	<b>2.75</b>	<b>100.0%</b>	<b>10.0%</b>	

CITY OF MIAMI SPRINGS  
CITY CLERK BUDGET  
FISCAL YEAR ENDING 9/30/14

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2010-11 ACTUALS	FY2011-12 ACTUALS	FY2012-13 AMENDED BUDGET	FY2013-14 Departmental Request	Dollar Increase (Decrease)	YTD ACTUALS AS OF 6/30/2013	YTD FY2012-13 PROJECTED
<b>CITY CLERK</b>								
001-0301-513.12-00	REGULAR SALARIES	157,472	151,866	153,100	156,506	3,406	113,361	151,148
001-0301-513.13-00	PART TIME SALARIES	10,624	11,072	10,800	0	(10,800)	9,274	12,365
001-0301-513.14-00	OVERTIME	2,387	1,735	2,500	1,500	(1,000)	1,603	2,137
001-0301-513.21-00	FEDERAL PAYROLL TAXES	13,042	12,597	11,508	10,598	(910)	9,504	12,672
001-0301-513.22-01	GENERAL	11,289	359	-	12,800	12,800	-	-
001-0301-513.25-00	UNEMPLOYMENT COMPENSATION	3,825	-	-	-	-	-	-
	TOTAL MEDICAL INSURANCE	15,174	16,128	16,146	18,660	2,514	11,518	15,357
<b>WORKER'S COMPENSATION</b>								
001-0301-513.24-00	WORKER'S COMPENSATION	1,136	3,967	311	293	(18)	234	312
001-0301-513.34-00	OTHER CONTRACTUAL SERVICE	51,709	25,032	60,000	38,000	(22,000)	7,070	60,000
001-0301-513.40-00	TRAVEL AND PER DIEM	65	31	600	400	(200)	20	27
001-0301-513.41-01	TELEPHONE	834	1,443	347	650	303	448	597
001-0301-513.41-03	POSTAGE	533	533	620	616	(4)	266	355
001-0301-513.41-06	INTERNET ACCESS	877	2,103	2,544	2,544	-	636	848
001-0301-513.44-00	RENTALS AND LEASES	5,053	4,928	5,700	4,000	(1,700)	3,821	5,095
001-0301-513.45-30	LIABILITY INSURANCE	3,436	3,263	2,681	2,727	46	2,007	2,676
001-0301-513.46-00	REPAIRS AND MAINTENANCE	335	3,866	3,575	1,760	(1,815)	3,094	4,125
001-0301-513.47-00	PRINTING AND BINDING	7,393	3,124	6,555	6,555	-	4,939	6,585
001-0301-513.48-00/02	ADVERTISING & PROMOTIONS	35,511	33,683	26,335	17,100	(9,235)	8,271	26,000
001-0301-513.51-00	OFFICE SUPPLIES	5,512	4,733	5,200	4,500	(700)	2,597	3,463
001-0301-513.52-00	OPERATING SUPPLIES	4,509	3,224	6,383	5,295	(1,088)	2,974	3,965
001-0301-513.54-00	DUES, MEMBERSHIPS, SUBS	1,318	1,404	1,810	1,985	175	1,074	1,432
001-0301-513.54-10	VEH REGISTRATION & TAG	647	275	1,600	1,600	-	422	563
001-0301-513.58-00	EDUCATION AND TRAINING	-	-	500	1,000	500	-	-
001-0301-513.64-00	MACHINERY AND EQUIPMENT	-	-	5,501	2,500	(3,001)	4,025	4,025
** CITY CLERK		<b>332,681</b>	<b>285,366</b>	<b>324,316</b>	<b>291,589</b>	<b>(32,727)</b>	<b>187,158</b>	<b>313,748</b>



# **City Manager**

## **Mission Statement**

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

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

## **City Manager**

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

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

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

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## **Goals**

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

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

To achieve, as a minimum, a "break-even" scenario for the golf course.

To develop a plan for the future success of our downtown business districts through constant review of our district boundary regulations and communication with the various Chambers of Commerce, the Beacon Council, and our downtown improvements consultants.

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 to develop a strategic plan for the City to enable longer term planning and budgeting for future growth.

## **Objectives**

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

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



## **City Manager**

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### **Objectives (continued)**

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

Provide timely response to questions and concerns of residents.

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

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

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

Continue in a more pro-active role with the Chamber of Commerce, the Beacon Council, and our new downtown improvements consultant to market our commercial district on NW 36<sup>th</sup> Street to a broader audience.

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

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

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

Consider a reorganization of the recreation department that will allow for new programming in these new facilities and the possibility of the inclusion of a new tennis facility to be part of the golf course operations.

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

## City Manager

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### 2012-13 Accomplishments

- Instituted a paperless agenda process for Council meetings resulting in substantial savings.
- Appointed two new Department Heads; Mr. Tom Nash as Public Works Director and Mr. Paul O'Dell as Golf Director, that will provide an improved level of professionalism to those Departments.
- Initiated quarterly brochures to residents which highlight key activities and events city-wide.
- Originated energy savings initiatives
- Had City Hall exterior painted in color palate and adobe theme in order to show leadership in commercial façade improvement.
- Facilitated ideas in the FY2012-13 budget that enabled us to keep the millage under 7.0 mills.

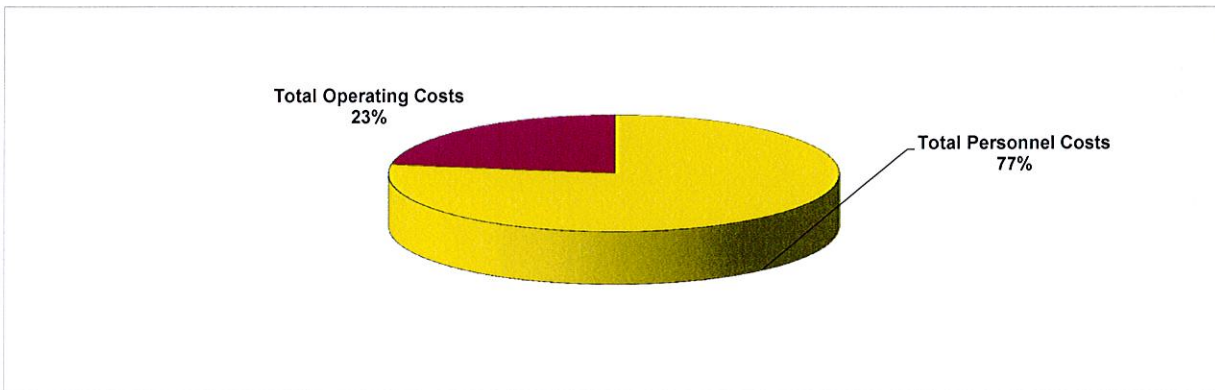
### FY 2013-14 Budget Highlights

- Proposed budget is \$11,342 or 3.4% higher than FY2012/2013.
- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$349,605</u>
Net cost of Department	<u>\$349,605</u>
- Budget includes \$45,000 for the City Lobbyist and \$10,000 for annexation related costs.

**CITY MANAGER  
Expenditure Detail**

	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended Budget	FY 2013-14 Budget	% of Total	% Change from 2012-13
Salaries	\$ 437,080	\$ 393,587	\$ 202,309	\$ 203,059	58.1%	0.4%
Part Time Year Round	-	9,418	-	-	0.0%	0.0%
Payroll Taxes	30,086	27,400	14,212	14,146	4.0%	-0.5%
Pension & Retirement	55,491	55,171	30,346	30,459	8.7%	0.4%
Health Insurance	35,552	25,632	17,421	19,039	5.4%	9.3%
Workers' Compensation	2,915	9,826	4,021	4,036	1.2%	0.4%
<b>Total Personnel Costs</b>	<b>\$ 561,124</b>	<b>\$ 521,034</b>	<b>\$ 268,309</b>	<b>\$ 270,739</b>	<b>77.4%</b>	<b>0.9%</b>
<b>OPERATING</b>						
Professional Services	162,664	98,030	45,000	55,000	15.7%	22.2%
Travel & Related Costs	10,062	7,813	7,800	7,800	2.2%	0.0%
Repairs & Maintenance	60	-	-	-	0.0%	0.0%
Advertising	526	5,028	-	-	0.0%	0.0%
Office Supplies	1,447	589	1,200	1,200	0.3%	0.0%
Operating Supplies	4,856	7,736	5,800	4,000	1.1%	-31.0%
Postage	163	388	112	108	0.0%	-3.6%
Dues, Memberships & Subsc.	2,300	2,549	2,200	2,200	0.6%	0.0%
Training & Education	384	52	300	400	0.1%	33.3%
Liability Insurance	8,828	6,604	3,245	3,538	1.0%	9.0%
Telephone/Internet	3,658	5,108	4,297	4,620	1.3%	7.5%
<b>Total Operating Costs</b>	<b>\$ 194,948</b>	<b>\$ 133,897</b>	<b>\$ 69,954</b>	<b>\$ 78,866</b>	<b>22.6%</b>	<b>12.7%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 756,072</b>	<b>\$ 654,931</b>	<b>\$ 338,263</b>	<b>\$ 349,605</b>	<b>100.0%</b>	<b>3.4%</b>



**Personnel Summary**

	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended Budget	FY 2013-14 Budget	% of Total	% Change from 2012-13
City Manager	1	1	1	1	66.7%	0.0%
Assistant City Manager	1	1	0.5	0.5	33.3%	0.0%
Grant Writer	1	1	-	-	0.0%	0.0%
Executive Secretary	1	1	-	-	0.0%	0.0%
Customer Service Rep.	1	1	-	-	0.0%	0.0%
<b>DEPARTMENT TOTAL</b>	<b>5</b>	<b>5</b>	<b>1.5</b>	<b>1.5</b>	<b>100.0%</b>	<b>0.0%</b>

CITY OF MIAMI SPRINGS  
 CITY MANAGER BUDGET  
 FISCAL YEAR ENDING 9/30/14

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2010-11 ACTUALS	FY2011-12 ACTUALS	FY2012-13 AMENDED BUDGET	FY2013-14 Departmental Request	Dollar Increase (Decrease)	YTD ACTUALS AS OF 6/30/2013	YTD FY2012-13 PROJECTED
<b>CITY MANAGER</b>								
001-0201-512.12-00	REGULAR SALARIES	437,080	393,587	202,309	203,059	750	149,699	199,599
001-0201-512.13-00	PART-TIME YEAR ROUND	-	9,418	-	-	-	500	667
001-0201-512.21-00	FICA TAXES	30,086	27,400	14,212	14,146	(66)	9,692	12,923
001-0201-512.22-01	GENERAL EMPLOYEES RET SYS	15,744	8,067	-	-	-	-	-
001-0201-512.22-04	401A ICMA RETIREMENT TRST	39,747	47,104	30,346	30,459	113	24,086	32,115
	TOTAL MEDICAL INSURANCE	35,552	25,632	17,421	19,039	1,618	13,437	17,916
001-0201-512.24-00	WORKER'S COMPENSATION	2,915	9,826	4,021	4,036	15	3,015	4,020
001-0201-512.31-00	PROFESSIONAL SERVICES	162,664	98,030	45,000	55,000	10,000	37,556	50,075
001-0201-512.40-00	TRAVEL AND PER DIEM	10,062	7,813	7,800	7,800	-	6,155	8,207
001-0201-512.41-01	TELEPHONE	877	1,599	347	650	303	448	597
001-0201-512.41-02	CELLULAR TELEPHONE	1,904	1,406	1,406	1,426	20	632	843
001-0201-512.41-03	POSTAGE	163	388	112	108	(4)	33	44
001-0201-512.41-06	INTERNET ACCESS	877	2,103	2,544	2,544	-	636	848
001-0201-512.45-30	LIABILITY INSURANCES	8,828	6,604	3,245	3,538	293	2,448	3,264
001-0201-512-48-02	PROMOTIONS/ADVERTISING	526	5,028	-	-	-	-	-
001-0201-512.51-00	OFFICE SUPPLIES	1,447	589	1,200	1,200	-	1,103	1,471
001-0201-512.52-00	OPERATING SUPPLIES	4,856	7,736	5,800	4,000	(1,800)	3,594	4,792
001-0201-512.54-00	DUES, MEMBERSHIPS, SUBS	2,300	2,549	2,200	2,200	-	375	500
001-0201-512.58-00	EDUCATION AND TRAINING	384	52	300	400	100	225	300
001-0201-512.46-00	REPAIRS AND MAINTENANCE	60	-	-	-	-	-	-
<b>** CITY MANAGER</b>		<b>756,072</b>	<b>654,931</b>	<b>338,263</b>	<b>349,605</b>	<b>11,342</b>	<b>253,634</b>	<b>338,179</b>



# **Human Resources**

## **Mission Statement**

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

## **Human Resources**

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

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### **Goals**

Continue to develop and maintain effective, positive employee relations.

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

### **Objectives**

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

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

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

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

### **2012-13 Accomplishments**

The whole process of the Promotional Examinations for Police Sergeant and Police Lieutenant was successfully accomplished.

Processed 43 new recreation leaders and lifeguards for the summer program. Scheduled drug screening and fingerprinting with collaboration from our police department.

Processed and fingerprinted 300 volunteer coaches through Volunteer & Employee Criminal History System (VECHS) with collaboration from our police department.

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



## **Human Resources**

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### **2012-13 Accomplishments (continued)**

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

#### **Workers' Compensation:**

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

An additional 2% reduction to the City's Workers' Compensation premium for having a Safety Program.

Reduced the number of Workers' Compensation claims, as a result of team effort of management and employees to have a safe work environment.

#### **Risk Management:**

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

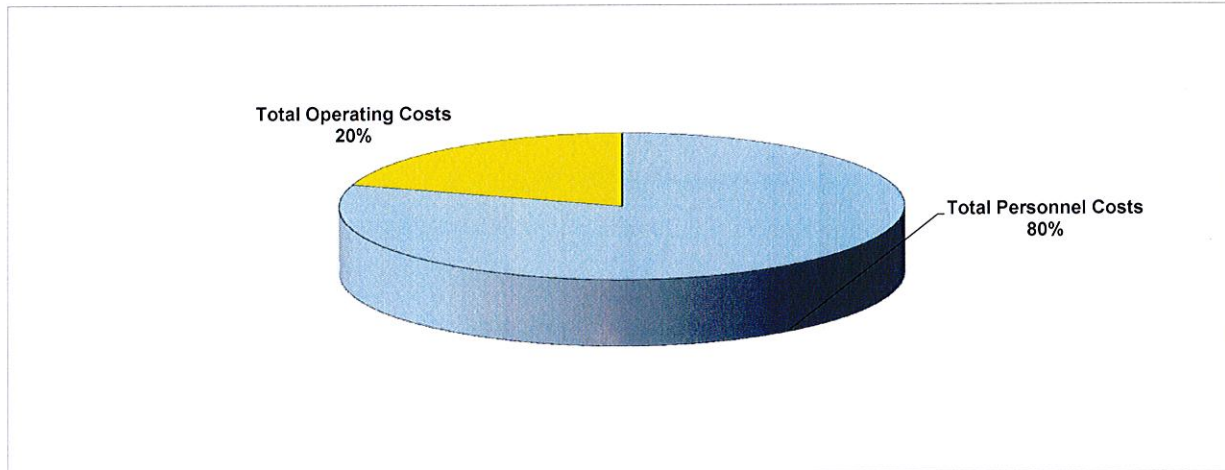
### **FY 2012-13 Budget Highlights**

- Proposed budget is \$ 2,177 or 1.1 % higher than FY2012/2013..
- Budget Summary:

Budgeted Revenues	\$	-0-
Budgeted Expenditures		<u>\$189,517</u>
Net cost of Department		<u>\$189,517</u>

**HUMAN RESOURCES DEPARTMENT**  
Expenditure Detail

	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended Budget	FY 2013-14 Budget	% of Total	% Change from 2012-13
<b>PERSONNEL</b>						
Salaries	\$ 126,047	\$ 120,576	\$ 123,658	\$ 126,555	66.8%	2.3%
Payroll Taxes	9,425	8,991	8,758	8,914	4.7%	1.8%
Pension & Retirement	11,383	5,707	4,539	5,316	2.8%	17.1%
Health Insurance	8,432	9,524	9,536	10,412	5.5%	9.2%
Workers' Compensation	832	1,077	232	237	0.1%	2.3%
<i>Total Personnel Costs</i>	<i>\$ 156,119</i>	<i>\$ 145,875</i>	<i>\$ 146,723</i>	<i>\$ 151,434</i>	<i>79.9%</i>	<i>3.2%</i>
<b>OPERATING</b>						
Professional Services	33,246	39,779	26,430	24,430	12.9%	-7.6%
Contractual Services	1,358	2,317	-	-	0.0%	0.0%
Travel & Related Costs	-	1,148	1,500	1,500	0.8%	0.0%
Telephone/Internet	1,710	3,389	2,891	3,194	1.7%	10.5%
Postage	286	200	264	254	0.1%	-3.8%
Advertising & Promotions	3,001	1,774	2,000	1,500	0.8%	-25.0%
Office Supplies	814	810	2,049	1,500	0.8%	-26.8%
Operating Supplies	1,623	498	500	500	0.3%	0.0%
Dues, Memberships & Subsc.	1,039	1,285	2,000	2,000	1.1%	0.0%
Training & Education	928	365	1,000	1,000	0.5%	0.0%
Liability Insurance	2,497	2,454	1,983	2,205	1.2%	11.2%
<i>Total Operating Costs</i>	<i>\$ 46,502</i>	<i>\$ 54,019</i>	<i>\$ 40,617</i>	<i>\$ 38,083</i>	<i>20.1%</i>	<i>-6.2%</i>
<b>TOTAL EXPENSES</b>	<b>\$ 202,621</b>	<b>\$ 199,894</b>	<b>\$ 187,340</b>	<b>\$ 189,517</b>	<b>100.0%</b>	<b>1.2%</b>



**Personnel Summary**

	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended Budget	FY 2013-14 Budget	% of Total	% Change from 2012-13
Human Resources Director/Risk Mgr	1	1	1	1	50.0%	0.0%
Human Resources Specialist II	1	1	1	1	50.0%	0.0%
<i>Total of Full-time employees</i>	<i>2</i>	<i>2</i>	<i>2</i>	<i>2</i>	<i>100.0%</i>	<i>0.0%</i>
Part Time Employees	0	0	0	0	0.0%	0.0%
<b>DEPARTMENT TOTAL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>100.0%</b>	<b>0.0%</b>

CITY OF MIAMI SPRINGS  
HUMAN RESOURCES BUDGET  
FISCAL YEAR ENDING 9/30/14

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2010-11 ACTUALS	FY2011-12 ACTUALS	FY2012-13 AMENDED BUDGET	FY2013-14 Departmental Request	Dollar Increase (Decrease)	YTD ACTUALS AS OF 6/30/2013	YTD FY2013-14 PROJECTED
<b>HUMAN RESOURCES</b>								
001-0401-513.12-00	REGULAR SALARIES	126,047	120,576	123,658	126,555	2,897	89,175	118,900
001-0401-513.21-00	FEDERAL PAYROLL TAXES	9,425	8,991	8,758	8,914	156	6,642	8,856
001-0401-513.22-01	GENERAL PENSION	11,383	5,707	4,539	5,316	777	3,460	4,613
	TOTAL MEDICAL INSURANCE	8,432	9,524	9,536	10,412	876	7,365	9,820
001-0401-513.24-00	WORKER'S COMPENSATION	832	1,077	232	237	5	171	228
001-0401-513.31-00	PROFESSIONAL SERVICES	33,246	39,779	26,430	24,430	(2,000)	32,183	34,120
001-0401-513.34-00	CONTRACTUAL SERVICES	1,358	2,317	-	-	-	3,109	4,145
001-0401-513.40-00	TRAVEL AND PER DIEM	833	1,148	1,500	1,500	-	-	-
001-0401-513.41-01	TELEPHONE	286	1,286	347	650	303	448	597
001-0401-513.41-03	POSTAGE	877	200	264	254	(10)	100	133
001-0401-513.41-06	INTERNET ACCESS	877	2,103	2,544	2,544	-	636	848
001-0401-513.45-30	LIABILITY INSURANCE	2,497	2,454	1,983	2,205	222	1,503	2,004
001-0401-513.48-00	ADVERTISING	3,001	1,774	2,000	1,500	(500)	1,823	2,431
001-0401-513.51-00	OFFICE SUPPLIES	814	810	2,049	1,500	(549)	1,318	1,757
001-0401-513.52-00	OPERATING SUPPLIES	1,623	498	500	500	-	217	289
001-0401-513.54-00	DUES, MEMBERSHIPS, SUBS	1,039	1,285	2,000	2,000	-	1,494	1,992
001-0401-513.58-00	EDUCATION AND TRAINING	928	365	1,000	1,000	-	385	513
		<b>202,621</b>	<b>199,894</b>	<b>187,340</b>	<b>189,517</b>	<b>2,177</b>	<b>150,029</b>	<b>191,248</b>
** HUMAN RESOURCES								

# **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**

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

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

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

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### **Goals**

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

### **Objectives**

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

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

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

Improve the usefulness of the performance measures of each department.

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

## **Finance Department-Administrative Division**

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### **2012-13 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.
- Received an unqualified audit from the City’s external auditors for the fiscal year ending September 30<sup>th</sup>, 2012.

### **FY 2013-14 Budget Highlights**

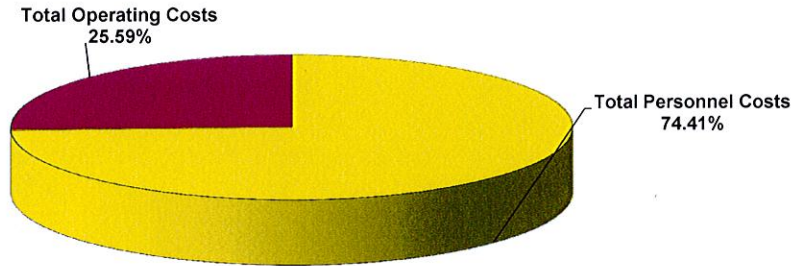
- Proposed budget is \$ 6,212 or 1.2 % lower than FY2012/2013.
- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$535,490</u>
Net cost of Department	<u>\$535,490</u>
- Budget includes approximately \$40,000 for actuarial and legal work related to the PBA pension negotiations for FY2014.



**FINANCE DEPARTMENT  
Administration Division-Expenditure Detail**

	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended Budget	FY 2013-14 Budget	% of Total	% Change from 2012-13
<b>PERSONNEL</b>						
Salaries	452,794	336,434	\$ 294,145	\$ 300,414	56.1%	2.1%
Part Time Year Round	8,685	21,581	15,080	15,080	2.8%	100.0%
Overtime	487	7	0	0	0.0%	0.0%
Payroll Taxes	34,584	26,476	22,041	22,326	4.2%	1.3%
Pension & Retirement	48,850	41,539	30,293	32,846	6.1%	8.4%
Health Insurance	47,649	32,583	24,907	27,220	5.1%	9.3%
Workers' Compensation	3,156	3,620	584	592	0.1%	1.3%
Unemployment Compensation Tax	972	-	-	-	0.0%	0.0%
<b>Total Personnel Costs</b>	<b>\$ 597,177</b>	<b>\$ 462,240</b>	<b>\$ 387,050</b>	<b>\$ 398,477</b>	<b>74.4%</b>	<b>3.0%</b>
<b>OPERATING</b>						
Professional Services & Audit Fees	41,881	52,112	105,000	85,500	16.0%	-18.6%
Contractual Services	-	-	-	-	0.0%	0.0%
Travel & Related Costs	4,989	3,836	4,000	4,000	0.7%	0.0%
Telephone/Internet	6,277	9,570	5,207	5,596	1.0%	7.5%
Repairs & Maintenance	1,000	3,679	5,000	2,500	0.5%	-50.0%
Rentals & Lease	1,077	1,376	2,000	3,120	0.6%	56.0%
Printing & Binding	7,771	7,992	8,000	10,000	1.9%	25.0%
Advertising & Promotions	3,055	3,119	1,000	500	0.1%	-50.0%
Office Supplies	3,104	1,967	2,545	2,500	0.5%	-1.8%
Courier, UPS, Fedex-Overnight	116	349	350	400	0.1%	14.3%
Postage	2,600	2,597	3,115	3,000	0.6%	-3.7%
Operating Supplies	3,460	4,959	5,235	4,000	0.7%	-23.6%
Dues, Memberships & Subsc.	2,619	2,528	2,000	2,000	0.4%	0.0%
Training & Education	249	1,041	2,500	2,500	0.5%	0.0%
Liability Insurance	10,527	9,228	5,900	6,397	1.2%	8.4%
Other Current Charges	11,946	137	2,800	5,000	0.9%	78.6%
<b>Total Operating Costs</b>	<b>\$ 100,671</b>	<b>\$ 104,490</b>	<b>\$ 154,652</b>	<b>\$ 137,013</b>	<b>25.6%</b>	<b>-11.4%</b>
<b>CAPITAL OUTLAY</b>						
Machinery & Equipment	2,443	1,060	-	-	0.0%	0.0%
<b>Total Capital Outlay</b>	<b>\$ 2,443</b>	<b>\$ 1,060</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>0.0%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 700,291</b>	<b>\$ 567,790</b>	<b>\$ 541,702</b>	<b>\$ 535,490</b>	<b>100.0%</b>	<b>-1.1%</b>



**Personnel Summary**

	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended Budget	FY 2013-14 Budget	% of Total	% Change from 2012-13
Finance Director	1	0.5	0.5	0.5	9.6%	0.0%
Comptroller	1	1	1	1	19.2%	0.0%
Accounting Manager	0	0	0	0	0.0%	0.0%
Accounting Clerk II	1	1	1	1	19.2%	0.0%
Accounting Clerk I	1	0	0	0	0.0%	0.0%
Accounting Clerk III	1	1	1	1	19.2%	0.0%
Customer Service Representative	0	0	0	0	0.0%	0.0%
Accounting Systems Analyst	0.7	0.7	0.7	0.7	13.5%	0.0%
Procurement Specialist	1	-	-	-	0.0%	0.0%
<b>Total of Full time employees</b>	<b>6.7</b>	<b>4.2</b>	<b>4.2</b>	<b>4.2</b>	<b>80.8%</b>	<b>0.0%</b>
<b>Part-time Employee</b>						
Clerical Assistant	0	91 <sub>1</sub>	1	1	19.2%	0.0%
<b>DEPARTMENT TOTAL</b>	<b>6.7</b>	<b>5.2</b>	<b>5.2</b>	<b>5.2</b>	<b>100.0%</b>	<b>0.0%</b>

**CITY OF MIAMI SPRINGS  
FINANCE DEPARTMENT BUDGET  
FISCAL YEAR ENDING 9/30/14**

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2010-11 ACTUALS</u>	<u>FY2011-12 ACTUALS</u>	<u>FY2012-13 AMENDED BUDGET</u>	<u>FY2013-14 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AS OF 6/30/2013</u>	<u>YTD FY2013-14 PROJECTED</u>
<b>FINANCE-ADMINISTRATION</b>								
001-0501-513.12-00	REGULAR SALARIES	452,794	336,434	294,145	300,414	6,269	209,604	279,472
001-0501-513.13-00	PART TIME YEAR ROUND	8,685	21,581	15,080	15,080	-	15,475	20,633
001-0501-513.14-00	OVERTIME	487	7	-	-	-	-	-
001-0501-513.21-00	FEDERAL PAYROLL TAXES	34,584	26,476	22,041	22,326	285	16,732	22,309
001-0501-513.22-01	GENERAL	30,589	28,341	21,022	23,537	2,515	15,841	21,121
001-0501-513.22-04	401A ICMA RETIREMENT TRST	18,261	13,198	9,271	9,309	38	7,325	9,767
	TOTAL MEDICAL INSURANCE	47,649	32,583	24,907	27,220	2,313	19,223	25,631
001-0501-513.24-00	WORKER'S COMPENSATION	3,156	3,620	584	592	8	441	588
001-0501-513.25-00	UNEMPLOYMENT COMPENSATION	972	-	-	-	-	-	-
001-0501-513.31-00	PROFESSIONAL SERVICES	2,881	14,612	65,000	50,000	(15,000)	33,078	65,000
001-0501-513.32-00	AUDIT FEES	39,000	37,500	40,000	35,500	(4,500)	40,274	40,274
001-0501-513.34-00	OTHER CONTRACTUAL SERVICE	-	-	-	-	-	-	-
001-0501-513.40-00	TRAVEL AND PER DIEM	4,989	3,836	4,000	4,000	-	2,007	2,676
001-0501-513.41-01	TELEPHONE	3,858	5,944	1,620	2,000	380	2,090	2,787
001-0501-513.41-02	CELLULAR PHONE	1,542	1,523	1,043	1,052	9	1,022	1,363
001-0501-513.41-03	POSTAGE	2,600	2,597	3,115	3,000	(115)	1,299	1,732
001-0501-513.41-04	COURIER,UPS,FEDX -OVERNGT	116	349	350	400	50	392	523
001-0501-513.41-06	INTERNET ACCESS	877	2,103	2,544	2,544	-	636	848
001-0501-513.44-00	RENTALS AND LEASES	1,077	1,376	2,000	3,120	1,120	1,029	1,372
001-0501-513.45-30	LIABILITY INSURANCE	10,527	9,228	5,900	6,397	497	6,556	8,741
001-0501-513.46-00	REPAIRS AND MAINTENANCE	1,000	3,679	5,000	2,500	(2,500)	3,155	4,207
001-0501-513.47-00	PRINTING AND BINDING	7,771	7,992	8,000	10,000	2,000	6,000	8,000
001-0501-513.48-02	ADVERTISING	3,055	3,119	1,000	500	(500)	103	137
001-0501-513.49-00	OTHER CURRENT CHARGES	11,946	137	2,800	5,000	2,200	4,284	5,712
001-0501-513.51-00	OFFICE SUPPLIES	3,104	1,967	2,545	2,500	(45)	1,146	1,528
001-0501-513.52-00	OPERATING SUPPLIES	3,460	4,959	5,235	4,000	(1,235)	3,976	5,301
001-0501-513.54-00	DUES, MEMBERSHIPS, SUBS	2,619	2,528	2,000	2,000	-	1,930	2,000
001-0501-513.58-00	EDUCATION AND TRAINING	249	1,041	2,500	2,500	-	1,083	1,444
001-0501-513.64-00	MACHINERY AND EQUIPMENT	2,443	1,060	-	-	-	1,048	1,048
<b>** FINANCE-ADMINISTRATION</b>		<b>700,291</b>	<b>567,790</b>	<b>541,702</b>	<b>535,490</b>	<b>(6,212)</b>	<b>395,749</b>	<b>534,214</b>

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

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

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### **Goals**

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

### **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, and community calendars and notices
- 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 monthly fact sheets and quarterly newsletters
- 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

### **2012-13 Accomplishments**

- Reviewed and processed 724 Purchase Orders.
- Obtained quotes and reduced the Citywide copier services resulting in approx. \$3000.00 in savings annually
- Produced 4 "Springs Connection" Newsletters, 3 "Just the Fact" sheets, 12 assorted posters/flyers, 12 Gazette News-Bulletins, 1 trifold brochures, 9 Golf Course Newsletters and 5 press releases
- In 2012-13 the City has been awarded: \$1,221,027.74 in new funding, \$202,554.29 of which was received this year, and \$1,012,771\* of which will be received over the next 5 years. We have \$727,466.00 in pending requests, awaiting decision.
- Sent 1106 tweets

## Finance Department-Professional Services Division

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### 2012-13 Accomplishments (continued)

- Promoted and monitored Art Exhibits in City Hall
- Initiated and maintained ongoing communication with community organizations, schools, churches etc. for expanded support and promotion of community events

### FY 2013-14 Budget Highlights

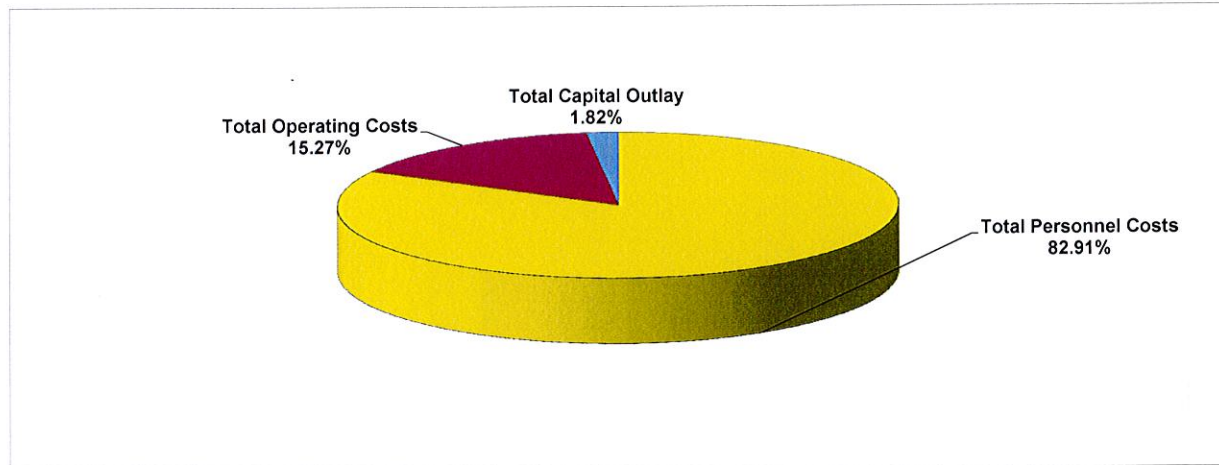
- Proposed budget is \$ 8,412 or 3.2 % higher than FY2012/2013..
- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$274,295</u>
Net cost of Department	<u>\$274,295</u>
- Increase is mainly due a request for \$5,000 towards the purchase of a photoshop printer, software package in order to prepare a more professional newsletter.



**FINANCE DEPARTMENT**  
**Professional Services Division-Expenditure Detail**

	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended Budget	FY 2013-14 Budget	% of Total	% Change from 2012-13
<b>PERSONNEL</b>						
Salaries	\$ -	\$ 106,173	\$ 180,884	\$ 181,384	66.1%	0.3%
Payroll Taxes	-	8,107	12,038	11,986	4.4%	-0.4%
Pension & Retirement	-	9,360	14,513	7,181	2.6%	-50.5%
Health Insurance	-	13,256	24,205	26,515	9.7%	100.0%
Workers' Compensation	-	-	339	340	0.1%	100.0%
<i>Total Personnel Costs</i>	\$ -	\$ 136,896	\$ 231,979	\$ 227,407	82.9%	-2.0%
<b>OPERATING</b>						
Professional Services	-	4,942	5,500	4,600	1.7%	-16.4%
Travel & Related Costs	-	-	200	200	0.1%	0.0%
Telephone/Internet	-	-	-	1,033	0.4%	100.0%
Printing & Binding	-	8,182	12,600	17,400	6.3%	38.1%
Advertising & Promotions	-	380	6,480	1,000	0.4%	100.0%
Office Supplies	-	312	2,060	2,060	0.8%	0.0%
Courier, UPS, Fedex-Overnight	-	-	100	100	0.0%	0.0%
Postage	-	-	2,148	10,240	3.7%	100.0%
Operating Supplies	-	-	275	275	0.1%	100.0%
Dues, Memberships & Subsc.	-	1,378	1,640	1,820	0.7%	11.0%
Liability Insurance	-	-	2,901	3,160	1.2%	100.0%
<i>Total Operating Costs</i>	\$ -	\$ 15,194	\$ 33,904	\$ 41,888	15.3%	23.6%
<b>CAPITAL OUTLAY</b>						
Machinery & Equipment	-	-	-	5,000	1.8%	0.0%
<i>Total Capital Outlay</i>	\$ -	\$ -	\$ -	\$ 5,000	1.8%	0.0%
<b>TOTAL EXPENSES</b>	\$ -	\$ 152,090	\$ 265,883	\$ 274,295	100.0%	3.2%



**Personnel Summary**

	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended Budget	FY 2013-14 Budget	% of Total	% Change from 2012-13
Professional Services Supervisor	0	0	1	1	33.3%	100.0%
Grant Writer/PIO Officer	0	0	1	1	33.3%	100.0%
Executive Secretary	0	0	1	1	33.3%	100.0%
<i>Total of Full time employees</i>	-	-	3	3	100.0%	100.0%
<b>DEPARTMENT TOTAL</b>	0.0	0.0	3	3	100.0%	100.0%



CITY OF MIAMI SPRINGS  
 FINANCE DEPARTMENT BUDGET  
 FISCAL YEAR ENDING 9/30/14

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2010-11 ACTUALS	FY2011-12 ACTUALS	FY2012-13 AMENDED BUDGET	FY2013-14 Departmental Request	Dollar Increase (Decrease)	YTD ACTUALS AS OF 6/30/2013	YTD FY2013-14 PROJECTED
<b>PROFESSIONAL SERVICES</b>								
001-0502-513.12-00	REGULAR SALARIES	-	106,173	180,884	181,384	500	132,251	176,335
001-0502-513.21-00	FEDERAL PAYROLL TAXES	-	8,107	12,038	11,986	(52)	10,083	13,444
001-0502-513.22-01	GENERAL	-	9,360	14,513	7,181	(7,332)	7,441	9,921
	TOTAL MEDICAL INSURANCE	-	13,256	24,205	26,515	2,310	18,645	24,860
001-0502-513.24-00	WORKER'S COMPENSATION	-	-	339	340	1	252	336
001-0502-513.31-00	PROFESSIONAL SERVICES	-	4,942	5,500	4,600	(900)	1,180	5,500
001-0502-513.40-00	TRAVEL AND PER DIEM	-	-	200	200	-	-	-
001-0502-513.41-01	TELEPHONE	-	-	-	1,033	1,033	-	-
001-0502-513.41-03	POSTAGE	-	-	2,148	10,240	8,092	1,021	1,361
001-0502-513.41-04	COURIER, UPS, FEDX -OVERNGT	-	-	100	100	-	-	-
001-0502-513.45-30	LIABILITY INSURANCE	-	-	2,901	3,160	259	2,196	2,928
001-0502-513.47-00	PRINTING AND BINDING	-	8,182	12,600	17,400	4,800	7,801	12,600
001-0502-513.48-02	ADVERTISING	-	380	6,480	1,000	(5,480)	4,593	6,480
001-0502-513.51-00	OFFICE SUPPLIES	-	312	2,060	2,060	-	36	48
001-0502-513.52-00	OPERATING SUPPLIES	-	-	275	275	-	489	652
001-0502-513.54-00	DUES, MEMBERSHIPS, SUBS	-	1,378	1,640	1,820	180	1,598	2,131
001-0502-513.64-00	MACHINERY AND EQUIPMENT	-	-	-	5,000	5,000	-	-
**	<b>FINANCE-PROFESSIONAL SERVICES</b>	-	<b>152,090</b>	<b>265,883</b>	<b>274,295</b>	<b>8,412</b>	<b>187,586</b>	<b>256,596</b>
**	<b>TOTAL FINANCE</b>	<b>700,291</b>	<b>719,880</b>	<b>807,585</b>	<b>809,786</b>	<b>2,201</b>	<b>583,335</b>	<b>790,810</b>

# **City Attorney**

## **Mission Statement**

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

## **City Attorney**

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

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

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### **Goal**

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

### **Objectives**

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

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

### **FY 2013-14 Budget Highlights**

- Proposed budget is \$ 10,000 or 6.21% higher than FY2012/201, increase due to anticipated additional costs with annexation and PBA negotiations..
- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$171,000</u>
Net cost of Department	<u>\$171,000</u>

OFFICE OF THE CITY ATTORNEY  
Expenditure Detail

	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended Budget	FY 2013-14 Budget	% of Total	% Change from 2012-13
<b>OPERATING</b>						
Professional Services	\$ 143,714	\$ 155,498	\$ 160,000	\$ 170,000	99.4%	6.3%
Training and Education	319	980	500	500	0.3%	0.0%
Dues, Memberships & Subsc.	480	25	500	500	0.3%	0.0%
<i>Total Operating Costs</i>	<b>\$ 144,513</b>	<b>\$ 156,503</b>	<b>\$ 161,000</b>	<b>\$ 171,000</b>	<b>100.0%</b>	<b>6.2%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 144,513</b>	<b>\$ 156,503</b>	<b>\$ 161,000</b>	<b>\$ 171,000</b>	<b>100.0%</b>	<b>6.2%</b>

CITY OF MIAMI SPRINGS  
 CITY ATTORNEY BUDGET  
 FISCAL YEAR ENDING 9/30/14

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2010-11</u> <u>ACTUALS</u>	<u>FY2011-12</u> <u>ACTUALS</u>	<u>FY2012-13</u> <u>AMENDED</u> <u>BUDGET</u>	<u>FY2013-14</u> <u>Departmental</u> <u>Request</u>	<u>Dollar</u> <u>Increase</u> <u>(Decrease)</u>	<u>YTD</u> <u>ACTUALS</u> <u>AS OF 6/30/2013</u>	<u>YTD</u> <u>FY2012-13</u> <u>PROJECTED</u>
CITY ATTORNEY								
001-0601-514.31-01	PROFESSIONAL SERV - LEGAL	143,714	155,498	160,000	170,000	10,000	111,768	167,652
001-0601-514.54-00	DUES, MEMBERSHIPS, SUBS	480	980	500	500	-	980	980
001-0601-514.58-00	EDUCATION AND TRAINING	319	25	500	500	-	-	500
** CITY ATTORNEY		<u>144,513</u>	<u>156,503</u>	<u>161,000</u>	<u>171,000</u>	<u>10,000</u>	<u>112,748</u>	<u>169,132</u>

# **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 present and future residents.**



## **Planning and Zoning Department**

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

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

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### **Goals and Objectives:**

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

<p><b>Objective:</b> Perform necessary services to effect the Departmental Mission.</p>
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### **FY2012-13 Accomplishments**

- The development of a Land Use Plan for the Airport Golf (AG) District
- Effected Comprehensive Plan amendment for the AG District
- The development and adoption of the AG Zoning District regulations
- Continued to facilitate redevelopment of the commercial areas of the City
- Initiated revisions to the CBD Zoning District
- Reviewed building permit plans for 250 residential permits and 80 commercial permits

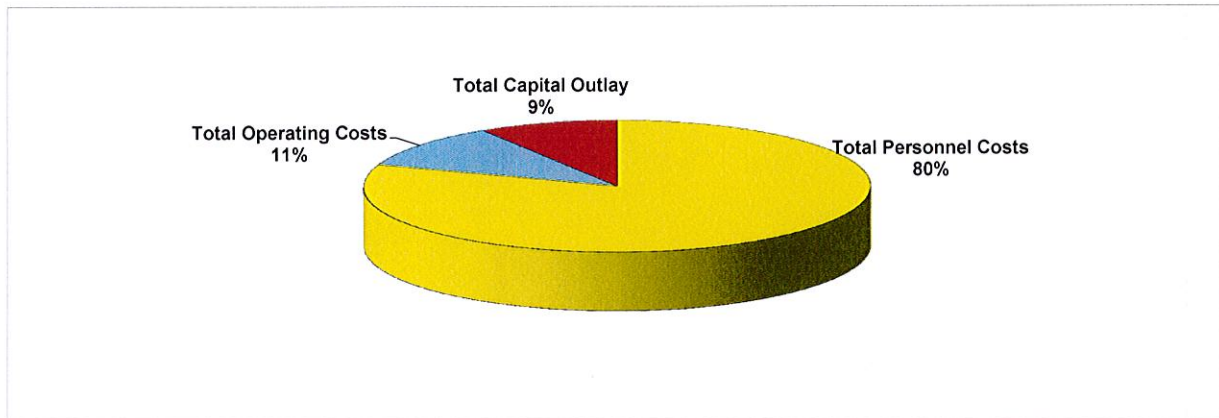
### **FY2013-14 Budget Highlights**

- Proposed budget is \$ 1,560 or 1.2 % higher than FY2012/2013..
- Budget Summary:

Budgeted Revenues	\$ 47,000
Budgeted Expenditures	<u>\$128,947</u>
Net cost of Department	<u>\$ 81,947</u>
- Increase is due to a request of \$11,500 for a GIS system software, hardware, and annual maintenance.

**PLANNING DEPARTMENT  
Expenditure Detail**

	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended Budget	FY 2013-14 Budget	% of Total	% Change from 2012-13
<b>PERSONNEL</b>						
Salaries	93,588	68,283	\$ 68,000	\$ 76,152	59.1%	12.0%
Part Time Year Round	10,779	11,072	10,800	0	0.0%	-100.0%
Payroll Taxes	7,968	5,794	5,298	4,877	3.8%	-7.9%
Pension & Retirement	7,185	9,816	7,970	9,801	7.6%	23.0%
Health Insurance	4,077	9,900	9,849	12,732	9.9%	29.3%
Workers' Compensation	632	704	148	143	0.1%	-3.5%
<b>Total Personnel Costs</b>	<b>\$ 124,229</b>	<b>\$ 105,569</b>	<b>\$ 102,065</b>	<b>\$ 103,705</b>	<b>80.4%</b>	<b>1.6%</b>
<b>OPERATING</b>						
Professional Services	23,760	14,700	4,500	-	0.0%	-100.0%
Travel & Related Costs	2,624	642	2,000	2,200	1.7%	10.0%
Courier, UPS, Fedex-Overnight	62	-	200	100	0.1%	-50.0%
Printing & Binding	1,296	855	800	400	0.3%	-50.0%
Postage	744	732	1,711	808	0.6%	-52.8%
Office Supplies	1,625	1,606	2,000	1,000	0.8%	-50.0%
Operating Supplies	293	494	700	700	0.5%	0.0%
Dues, Memberships & Subsc.	225	300	425	425	0.3%	0.0%
Advertising	318	140	7,680	2,000	1.6%	-74.0%
Liability Insurance	1,905	1,618	1,264	1,327	1.0%	5.0%
Telephone/Internet	1,037	3,324	2,342	3,033	2.4%	29.5%
Education & Training	1,451	490	1,700	1,750	1.4%	2.9%
<b>Total Operating Costs</b>	<b>35,340</b>	<b>24,901</b>	<b>25,322</b>	<b>13,743</b>	<b>10.7%</b>	<b>-45.7%</b>
<b>CAPITAL OUTLAY</b>						
Machinery & Equipment	-	-	-	11,500	8.9%	0.0%
<b>Total Capital Outlay</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,500</b>	<b>8.9%</b>	<b>0.0%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 159,569</b>	<b>\$ 130,470</b>	<b>\$ 127,387</b>	<b>\$ 128,947</b>	<b>100.0%</b>	<b>1.2%</b>



**Personnel Summary**

	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended Budget	FY 2013-14 Budget	% of Total	% Change from 2012-13
City Planner	1	1	1	1		0.0%
<b>Total of Full-time employees</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>80.0%</b>	<b>0.0%</b>
Administrative Assistant II-Part Time	1	1	1	0.25	20.0%	-75.0%
<b>DEPARTMENT TOTAL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>1.25</b>	<b>100.0%</b>	<b>-37.5%</b>

CITY OF MIAMI SPRINGS  
 PLANNING & ZONING BUDGET  
 FISCAL YEAR ENDED 9/30/14

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2010-11 ACTUALS	FY2011-12 ACTUALS	FY2012-13 AMENDED BUDGET	FY2013-14 Departmental Request	Dollar Increase (Decrease)	YTD ACTUALS AS OF 6/30/2013	YTD FY2013-14 PROJECTED
<b>PLANNING</b>								
001-0701-515.12-00	REGULAR SALARIES	93,588	68,283	68,000	76,152	8,152	49,721	66,295
001-0701-515.13-00	PART TIME YEAR ROUND	10,779	11,072	10,800	-	(10,800)	9,273	12,364
001-0701-515.21-00	FICA TAXES	7,968	5,794	5,298	4,877	(421)	4,285	5,713
001-0701-515.22-01	GENERAL EMPLOYEES RET SYS	7,185	9,816	7,970	9,801	1,831	6,105	8,140
	TOTAL MEDICAL INSURANCE	4,077	9,900	9,849	12,732	2,883	7,802	10,403
001-0701-515.24-00	WORKER'S COMPENSATION	632	704	148	143	(5)	108	144
001-0701-515.31-00	PROFESSIONAL SERVICES	23,760	14,700	8,700	-	(8,700)	3,800	8,700
001-0701-515.40-00	TRAVEL AND PER DIEM	2,624	642	2,000	2,200	200	20	27
001-0701-515.41-01	TELEPHONE	260	1,484	116	807	691	149	199
001-0701-515.41-03	POSTAGE	744	732	1,711	808	(903)	394	525
001-0701-515.41-04	OVERNIGHT-UPS, FEDX	62	-	200	100	(100)	366	488
001-0701-515.41-06	INTERNET ACCESS	777	1,840	2,226	2,226	-	556	741
001-0701-515.45-30	LIABILITY INSURANCES	1,905	1,618	1,264	1,327	63	954	1,272
001-0701-515-46-00	REPAIRS AND MAINTENANCE	20	-	-	-	-	-	-
001-0701-515.47-00	PRINTING AND BINDING	1,296	855	800	400	(400)	102	136
001-0701-515.48-02	ADVERTISING	318	140	480	2,000	1,520	676	676
001-0701-515.51-00	OFFICE SUPPLIES	1,625	1,606	2,000	1,000	(1,000)	240	320
001-0701-515.52-00	OPERATING SUPPLIES	293	494	700	700	-	406	541
001-0701-515.54-00	DUES, MEMBERSHIPS, SUBS	225	300	425	425	-	75	100
001-0701-515.58-00	EDUCATION AND TRAINING	1,451	490	1,700	1,750	50	25	33
001-0701-515-91-09	MACHINERY & EQUIPMENT	-	-	3,000	11,500	8,500	-	3,000
**	<b>PLANNING</b>	<b>159,589</b>	<b>130,470</b>	<b>127,387</b>	<b>128,947</b>	<b>1,560</b>	<b>85,057</b>	<b>119,817</b>



# **Miami Springs Police Department**

## **Mission Statement**

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

## **Police Department**

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

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

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

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### **Goals**

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

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

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

**Increase "Homeland Security" efforts.**

### **Objectives**

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

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

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

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

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

## **Police Department**

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### **2012-13 Accomplishments**

- Brand new radio system implemented
- Three hybrid vehicles obtained
- New Red Light Camera installed at Sheridan Drive & NW 36 Street
- Implementing Red Light Hearing process
- Acquired new online investigative research tool for Detectives

### **FY 2013-14 Budget Highlights**

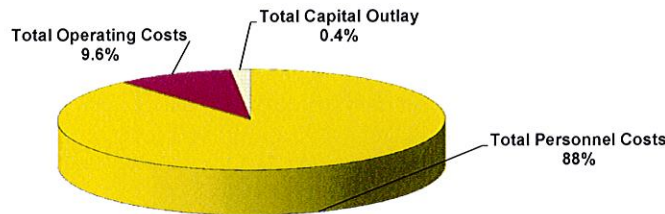
- The FY2013-14 budget is \$208,149 or 3.6% increase from the prior year, this increase is due to the following factors:
  1. Increase in in workmens compensation costs
  2. Increase in pension contributions cost
  3. Increase in salaries due to contractual step increases as well as a 4% increase for those civilian employees earning under \$50,000.
  4. Increase in legal fees for PBA negotiations next year.
- Budget Summary:

Budgeted Revenues	\$ 745,460
Budgeted Expenditures	<u>\$6,009,541</u>
Net cost of Department	<u>\$5,264,081</u>
- Budget includes \$100,304 for three new cars and taser equipment.
- The FY2013-14 budget does not fill a Lieutenant position which becomes vacant due to retirement.
- Budget includes revenues and expenses related to the red light hearings, this activity is fully funded from administrative fees so there is no impact on budget.



**POLICE DEPARTMENT  
Expenditure Detail**

	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended Budget	FY 2013-14 Budget	% of Total	% Change from 2012-13
<b>PERSONNEL</b>						
Executive Salaries	\$ 533,544	\$ 482,786	\$ 487,892	\$ 423,993	7.1%	-13.1%
Police Recruit-Grant Funded	99,662	106,056	-	-	0.0%	0.0%
Regular Salaries	2,457,843	2,388,201	2,580,037	2,614,289	43.5%	1.3%
Police Dept Civilians	414,691	438,435	443,816	460,632	7.7%	3.8%
Part Time Year Round	58,620	63,802	65,810	69,572	1.2%	5.7%
Overtime	79,930	89,353	90,000	135,760	2.3%	50.8%
Special Pay	36,370	35,440	37,000	37,000	0.6%	0.0%
Payroll Taxes	276,022	272,455	283,398	286,205	4.8%	1.0%
Pension & Retirement	456,406	574,117	653,294	700,712	11.7%	7.3%
Health Insurance	378,835	428,972	387,872	411,330	6.8%	6.0%
Workers' Compensation	50,805	315,133	151,635	176,198	2.9%	16.2%
<b>Total Personnel Costs</b>	<b>\$ 4,842,728</b>	<b>\$ 5,194,750</b>	<b>\$ 5,180,754</b>	<b>\$ 5,315,691</b>	<b>88.5%</b>	<b>2.6%</b>
<b>OPERATING</b>						
Professional Services	15,798	61,057	46,560	98,200	1.6%	110.9%
Contractual Services	5,076	4,944	6,500	7,238	0.1%	11.4%
Travel & Related Costs	1,053	1,746	4,000	5,000	0.1%	25.0%
Repairs & Maintenance	26,677	29,294	32,000	30,241	0.5%	-5.5%
Rentals & Lease	3,762	3,991	5,000	3,500	0.1%	-30.0%
Printing & Binding	708	268	1,000	1,000	0.0%	0.0%
Advertising & Promotions	1,087	1,611	3,000	3,500	0.1%	16.7%
Office Supplies	4,922	4,472	5,000	5,000	0.1%	0.0%
Postage	500	497	559	538	0.0%	-3.8%
Operating Supplies	24,378	19,189	24,200	27,150	0.5%	12.2%
Uniforms	71,257	61,021	80,300	82,000	1.4%	2.1%
Vehicle registration and tag	150	229	250	250	0.0%	0.0%
Courier, UPS, Fedex-Overnight	88	35	800	800	0.0%	0.0%
Dues, Memberships & Subsc.	1,310	1,274	2,000	2,500	0.0%	25.0%
Training & Education	22,534	20,680	25,000	19,749	0.3%	-21.0%
Liability Insurance	89,176	87,722	73,078	78,887	1.3%	7.9%
Fleet Maintenance	58,994	72,481	79,000	80,700	1.3%	2.2%
Fuels, Oils, Lubricants	96,850	105,105	120,000	122,500	2.0%	2.1%
Telephone/Internet/Beeepers	22,184	28,287	26,004	24,792	0.4%	-4.7%
<b>Total Operating Costs</b>	<b>\$ 446,504</b>	<b>\$ 503,903</b>	<b>\$ 534,251</b>	<b>\$ 593,545</b>	<b>9.9%</b>	<b>11.1%</b>
<b>CAPITAL OUTLAY</b>						
Vehicles	27,481	54,962	105,000	94,500	1.6%	-10.0%
Machinery & Equipment	16,257	5,657	14,200	5,804	0.1%	-59.1%
<b>Total Capital Outlay</b>	<b>\$ 43,738</b>	<b>\$ 60,619</b>	<b>\$ 119,200</b>	<b>\$ 100,304</b>	<b>1.7%</b>	<b>-15.9%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 5,332,970</b>	<b>\$ 5,759,272</b>	<b>\$ 5,834,205</b>	<b>\$ 6,009,541</b>	<b>100.0%</b>	<b>3.0%</b>



**Personnel Summary**

	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended Budget	FY 2013-14 Budget	% of Total	% Change from 2012-13
Chief of Police	1	1	1	1	1.6%	0.0%
Captain	1	1	1	1	1.6%	0.0%
Lieutenant	3	3	3	2	3.3%	-33.3%
Sergeant - CPO	1	1	1	1	1.6%	0.0%
Sergeant	4	4	4	4	6.6%	0.0%
Officer - Detective	5	5	5	5	8.2%	0.0%
Officer - Motor	4	4	4	4	6.6%	0.0%
Officer - K9	2	2	2	2	3.3%	0.0%
Officer	22	22	22	22	36.1%	0.0%
Communications Supervisor	1	1	1	1	1.6%	0.0%
Dispatcher I	5	5	5	5	8.2%	0.0%
Dispatcher II	1	1	1	1	1.6%	0.0%
Parking Enforcement Officer	0	0	0	0	0.0%	0.0%
Police Sr. Admin Specialist	0	0	0	1	1.6%	0.0%
Clerical Assistant	0	0	0	0	0.0%	0.0%
Admin. Sp. II	2	2	2	1	1.6%	-50.0%
Admin. Sp. I	2	2	2	2	3.3%	0.0%
<b>Total of Full time employees</b>	<b>54</b>	<b>54</b>	<b>54</b>	<b>53</b>	<b>86.9%</b>	<b>-1.9%</b>
<b>Part Time Employees</b>						
Clerical Assistant	2	2	2	2	3.3%	0.0%
Public Service Aides	2	2	2	2	25.0%	0.0%
School Crossing Guards	4	4	4	4	6.6%	0.0%
<b>Total of Part time employees</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>13.1%</b>	<b>0.0%</b>
<b>DEPARTMENT TOTAL</b>	<b>62</b>	<b>62</b>	<b>62</b>	<b>61</b>	<b>100.0%</b>	<b>-1.6%</b>

CITY OF MIAMI SPRINGS  
POLICE DEPARTMENT BUDGET  
FISCAL YEAR ENDING 9/30/14

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2010-11	FY2011-12	FY2012-13	FY2013-14	Dollar Increase (Decrease)	YTD ACTUALS AS OF 6/30/2013	YTD PROJECTED
		ACTUALS	ACTUALS	AMENDED BUDGET	Departmental Request			
001-2001-521.11-00	EXECUTIVE SALARIES	533,544	482,786	487,892	423,993	(63,899)	376,333	501,777
001-2001-521.12-00	REGULAR SALARIES	2,457,843	2,388,201	2,580,037	2,614,289	34,252	1,800,346	2,400,461
001-2001-521.12-01	POLICE DEPT. CIVILIANS	414,691	438,435	443,816	460,632	16,816	341,380	455,173
001-2001-521.12-02	POLICE RECRUIT-GRANT FUND	99,662	106,056	65,810	69,572	3,762	43,482	57,976
001-2001-521.13-00	PART TIME YEAR ROUND	58,620	63,802	90,000	90,000	-	45,478	60,637
001-2001-521.14-00	OVERTIME-RED LIGHT HEARINGS	79,930	89,353	90,000	45,760	45,760	-	-
001-2001-521.14-02	SPECIAL PAY	36,370	35,440	37,000	37,000	-	26,805	35,740
001-2001-521.15-00	SOCIAL SECURITY TAXES	276,022	272,455	283,398	286,205	2,807	198,568	264,757
001-2001-521.21-00	GENERAL PENSION	37,466	49,149	40,102	45,899	5,797	30,670	40,893
001-2001-521.22-01	POLICE PENSION	418,940	524,968	580,379	654,813	74,434	393,016	613,192
001-2001-521.22-02	TOTAL MEDICAL INSURANCE	378,835	428,972	387,872	411,330	23,458	324,547	432,729
001-2001-521.24-00	WORKER'S COMPENSATION	50,805	315,133	151,635	176,198	24,563	247,044	296,453
001-2001-521.31-00	PROFESSIONAL SERVICES	13,392	9,749	16,560	17,000	440	4,332	5,776
001-2001-521.31-17	LEGAL	2,406	51,308	30,000	50,000	20,000	8,133	30,000
001-2001-521.31-20	HEARING OFFICER-RED LIGHT HEARINGS	-	-	-	31,200	31,200	-	-
001-2001-521.31-04	TRANSLATOR-RED LIGHT HEARINGS	-	-	-	7,238	738	4,322	5,763
001-2001-521.34-00	OTHER CONTRACTUAL SERVICE	5,076	4,944	6,500	5,000	1,000	2,197	2,929
001-2001-521.40-00	TRAVEL AND PER DIEM	1,053	1,746	4,000	4,930	1,788	3,433	4,577
001-2001-521.41-01	TELEPHONE- BASE & LOCAL	5,724	9,477	3,142	17,000	(3,000)	11,652	15,536
001-2001-521.41-02	CELLULAR TELEPHONE	15,473	16,444	20,000	17,000	-	311	415
001-2001-521.41-03	POSTAGE	500	497	559	538	(21)	-	-
001-2001-521.41-04	OVERNIGHT-UPS, FEDX	88	35	800	800	-	123	164
001-2001-521.41-06	INTERNET ACCESS	987	2,366	2,862	2,862	-	715	953
001-2001-521.44-02	RENTALS-EQUIPMENT	3,762	3,991	5,000	3,500	(1,500)	2,884	3,845
001-2001-521.45-10	FLEET MAINTENANCE	50,542	64,497	70,000	71,500	1,500	46,768	62,357
001-2001-521.45-30	LIABILITY INSURANCE	89,176	87,722	73,078	78,887	5,809	54,810	73,080
001-2001-521.46-00	REPAIRS AND MAINTENANCE	1,521	143	5,000	5,100	100	566	755
001-2001-521.46-03	EQUIPMENT	25,156	29,151	27,000	25,141	(1,859)	20,742	27,656
001-2001-521.47-00	PRINTING AND BINDING	708	268	1,000	1,000	-	165	220
001-2001-521.48-00	ADVERTISING AND PROMOTIONS	1,087	1,611	3,000	3,500	500	445	593
001-2001-521.51-00	OFFICE SUPPLIES	4,922	4,472	5,000	5,000	-	3,054	4,072
001-2001-521.52-00	OPERATING SUPPLIES	24,378	19,189	24,200	27,150	2,950	14,651	19,535
001-2001-521.52-02	FUEL, OILS, LUBRICANTS	96,850	105,105	120,000	122,500	2,500	69,436	104,154
001-2001-521.52-03	UNIFORMS	71,257	61,021	80,300	82,000	1,700	40,776	54,368
001-2001-521.52-07	TIRES	8,452	7,984	9,000	9,200	200	6,402	8,536
001-2001-521.54-00	DUES, MEMBERSHIPS, SUBS	1,310	1,274	2,000	2,500	500	1,889	2,519
001-2001-521.54-10	VEH REGISTRATION & TAG	150	229	250	250	-	19,165	25,553
001-2001-521.58-00	EDUCATION AND TRAINING	22,534	20,680	25,000	19,749	(5,251)	412	14,200
001-2001-521.64-00	MACHINERY AND EQUIPMENT	16,257	5,657	14,200	5,804	(8,396)	96,979	105,000
001-2001-521.65-00	VEHICLES	27,481	54,962	105,000	94,500	(10,500)	4,242,031	5,732,347
* POLICE		5,332,970	5,759,272	5,801,392	6,009,541	208,149	4,242,031	5,732,347

**POLICE DEPARTMENT- School Crossing Guards  
Expenditure Detail**

	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended Budget	FY 2013-14 Budget	% of Total	% Change from 2012-13
<b>PERSONNEL</b>						
Part Time Year Round	\$ 17,824	\$ 17,456	\$ 20,000	\$ 20,800	89.0%	4.0%
Payroll Taxes	1,363	1,336	1,530	1,591	6.8%	4.0%
Worker's Compensation	156	144	563	585	2.5%	3.9%
<i>Total Personnel Costs :</i>	<b>\$ 19,343</b>	<b>\$ 18,936</b>	<b>\$ 22,093</b>	<b>\$ 22,976</b>	<b>98.3%</b>	<b>4.0%</b>
<b>OPERATING</b>						
Uniforms	143	280	300	300	1.3%	0.0%
Other	-	20	100	100	0.4%	0.0%
<i>Total Operating Costs :</i>	<b>\$ 143</b>	<b>\$ 300</b>	<b>\$ 400</b>	<b>\$ 400</b>	<b>1.7%</b>	<b>0.0%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 19,486</b>	<b>\$ 19,236</b>	<b>\$ 22,493</b>	<b>\$ 23,376</b>	<b>100.0%</b>	<b>3.9%</b>



**CITY OF MIAMI SPRINGS  
SCHOOL CROSSING GUARD BUDGET  
FISCAL YEAR ENDING 9/30/14**

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2010-11 ACTUALS</u>	<u>FY2011-12 ACTUALS</u>	<u>FY2012-13 AMENDED BUDGET</u>	<u>FY2013-14 Departmental Request</u>	<u>Dollar Increase (Decrease)</u>	<u>YTD ACTUALS AS OF 6/30/2013</u>	<u>YTD FY2013-14 PROJECTED</u>
<b>CROSSING GUARDS</b>								
001-2002-521.13-00	PART TIME YEAR ROUND	17,824	17,456	20,000	20,800	800	14,828	19,771
001-2002-521.21-00	SOCIAL SECURITY TAXES	1,363	1,336	1,530	1,591	61	1,134	1,512
001-2002-521.24-00	WORKER'S COMPENSATION	156	144	563	585	22	423	564
001-2002-521.52-03	UNIFORMS	143	280	300	300	-	-	-
001-2002-521.52-09	OTHER	-	20	100	100	-	-	-
<b>* SCHOOL CROSSING GUARDS</b>		<b>19,486</b>	<b>19,236</b>	<b>22,493</b>	<b>23,376</b>	<b>883</b>	<b>16,385</b>	<b>21,847</b>

# **INFORMATION TECHNOLOGY**

## **Mission Statement**

**The mission of the Information Technology Department is to provide technical support to all City Departments, enhance system security, provide training services to all users, and standardize computer related purchases in order to maximize efficiency, and to recommend future technological direction for the City.**

## • **Information Technology**

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### **Major Functions & Activities**

The following is a list of the current applications/functions supported by the Information Technology Department

- **Special Assessments**
  - Research and pricing for specialty hardware/software as requested by Department Heads
  - Security Research as requested by Department Heads
- **Personnel**
  - Additions/modifications/removal of system accounts
  - Network resource permissions as detailed by Department Heads
- **Police Department Network administration.**
  - Server 2003/2008 maintenance
  - System Backups
  - USA Dispatch software support
  - Network infrastructure and security
  - Electronic Mail
  - Help Desk
  - FCIC/FDLE Network
  - Imaging system
  - SNAP server support
  - Symantec Antivirus support
- **Building**
  - Microsoft Office Suite
  - H.T.E
  - Looking Glass
  - Qrep
- **Permitting/Inspections**
  - Microsoft Office Suite
  - Naviline / ASP
  - Looking Glass
  - Qrep
- **Project Tracking Purchasing**
  - Purchase recommendations for each department with standardized equipment.
  - Tracking database to record purchases and tasks
- **Complaint Tracking**
  - Recorded in IT tracking database
- **Cashiering**
  - H.T.E cashiering module
  - Ithica receipt printers



- **Information Technology**

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**Major Functions & Activities**

- Document Management
  - Organization of documents and resources on file servers
  - Backup to tapes/disks of City's electronic documents
  - Optiview Document Imaging system
- Electronic Mail
  - Exchange 2010 Server
  - Storage use of electronic mail database
  - Backup of all electronic mail to NAS
  - Weekly maintenance of electronic mail database
- Help Desk
  - Technical support for all City employees
  - Electronic Mail – Outlook 2003, 2007, and 2010
  - Microsoft Word 2003, 2007, and 2010 standard load on all computers
  - WordPerfect 10 on select computers throughout the City
  - Excel 2003, 2007, and 2010
  - PowerPoint 2003, 2007, and 2010
  - Access 2003, 2007, and 2010
  - JRE 1.7.x
  - Looking Glass – not functional at this time
  - Cognos Impromptu – QREP
  - Network/Local printing
  - iSeries Navigator
  - Terminal printer setups/configuration for local H.T.E printing
- Internet/Intranet
  - Development and content of City's Intranet
  - Configuration and maintenance of City's Cisco routers and firewall
- Network management - Configuration and maintenance of...
  - Windows 2008 / Exchange 2010 mail server
  - Domain controller / Global Catalog server
  - Web server for MSPD
  - Active Directory
  - Group Policy Objects
  - Network Login / Logout Scripts
  - Backup system
  - DDC Climate Control System
  - Vermont Systems Golf Track
  - Surveillance cameras
  - USA Software dispatch applications
  - MDT Mobile units for police department
  - SQL Server 2005, and 2008
  - Cisco routers and PIX firewall security monitoring and updates
  - Watchguard Firebox monitoring and updates
  - 802.11 wifi networks AP 4000 units

- **Information Technology**

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**Major Functions & Activities**

- Fuel System
  - Maintenance and support for Traks database in Public Works
  - Maintenance and support for import/export utilities for H.T.E
- Communications
  - Nextel Cell phone support and maintenance
  - Nortel office phone system support and maintenance

**Goals**

To recommend technology standards to all City departments.

To execute the direction established by department heads as related to support and purchase of hardware, software, and networking equipment.

To provide the City employees proficient computer training, suitable computer hardware, sound advice and planning as to computer-related goals.

To deliver IT services efficiently and effectively by trained and courteous information service professionals. We will actively seek new opportunities on proven useful computer tools that will help employees achieve their goals.

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.

**FY2012-13 Accomplishments**

- MSPD server upgrade –Windows 2008 R2 + SQL 2008 R2
- MSPD Firewall/router upgrades ASA5505 to Sonicwall TZ security
- Expanded WIFI network in Council Chambers
- Converted DDC AC system conversion to virtualization
- Linux server gateway to S3 storage in cloud
- Provided technology support to Curtis Mansion, Inc
- Paperless Agenda Council Meetings

- **Information Technology**

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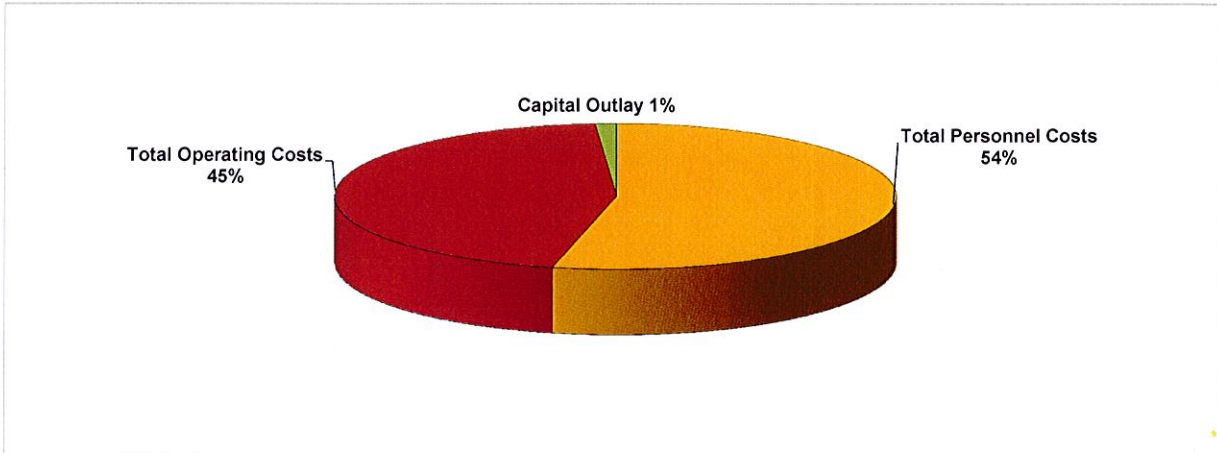
**FY 2013-14 Budget Highlights**

- Proposed budget is \$30,360 or 8.5% lower than FY2012/2013...
- Budget Summary:

Budgeted Revenues	\$ -0-
Budgeted Expenditures	<u>\$331,508</u>
Net cost of Department	<u>\$331,508</u>
- Budget includes \$4,065 for an Acronis Server software and a Sonic wall firewall and security system.

**INFORMATION TECHNOLOGY**  
Expenditure Detail

	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended Budget	FY 2013-14 Budget	% of Total	% Change from 2012-13
<b>PERSONNEL</b>						
Salaries	\$ 161,510	\$ 156,053	\$ 155,844	\$ 132,070	39.8%	-15.3%
Payroll Taxes	11,898	11,443	10,441	8,627	2.6%	-17.4%
Pension & Retirement	16,237	19,015	15,479	16,997	5.1%	9.8%
Health Insurance	19,007	20,207	20,051	19,886	6.0%	-0.8%
Workers' Compensation	1,073	1,416	292	248	0.1%	-15.2%
<i>Total Personnel Costs</i>	<i>\$ 209,725</i>	<i>\$ 208,134</i>	<i>\$ 202,107</i>	<i>\$ 177,828</i>	<i>53.6%</i>	<i>-12.0%</i>
<b>OPERATING</b>						
Travel and per diem	225	56	500	500	0.2%	0.0%
Professional Services	2,000	-	-	-	0.0%	0.0%
Contractual Services	121,196	117,960	134,664	137,062	41.3%	1.8%
Telephone/Internet	2,646	3,839	3,215	3,952	1.2%	22.9%
Repairs & Maintenance	11,809	5,021	2,900	2,500	0.8%	-13.8%
Liability Insurance	3,230	3,146	2,750	2,301	0.7%	-16.3%
Office Supplies	24	18	500	300	0.1%	-40.0%
Operating Supplies	3,727	682	1,040	500	0.2%	-51.9%
Dues, Memberships & Subsc.	320	495	882	500	0.2%	-43.3%
Training & Education	200	-	2,080	2,000	0.6%	-3.8%
<i>Total Operating Costs</i>	<i>\$ 145,377</i>	<i>\$ 131,217</i>	<i>\$ 148,531</i>	<i>\$ 149,615</i>	<i>45.1%</i>	<i>0.7%</i>
<b>CAPITAL OUTLAY</b>						
Machinery & Equipment	-	-	11,500	4,065	1.2%	100.0%
<i>Total Capital Outlay</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 11,500</i>	<i>\$ 4,065</i>	<i>1.2%</i>	<i>100.0%</i>
<b>TOTAL EXPENSES</b>	<b>\$ 355,102</b>	<b>\$ 339,351</b>	<b>\$ 362,138</b>	<b>\$ 331,508</b>	<b>100.0%</b>	<b>-8.5%</b>



	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended Budget	FY 2013-14 Budget	% of Total	% Change from 2012-13
<b>Personnel Summary</b>						
Information Technology Manager	1	1	1	1	50.0%	0.0%
Asst. I.T. Manager	1	1	1	1	50.0%	0.0%
Systems Manager	0.3	0.3	0.3	-	0.0%	-100.0%
<i>Total of Full time employees</i>	<i>2.3</i>	<i>2.3</i>	<i>2.3</i>	<i>2</i>	<i>100.0%</i>	<i>-13.0%</i>
<i>Part-time Employee</i>						
IT Technician	0	0	0	-	0.0%	100.0%
<b>DEPARTMENT TOTAL</b>	<b>2.3</b>	<b>2.3</b>	<b>2.3</b>	<b>2</b>	<b>100.0%</b>	<b>-13.0%</b>

CITY OF MIAMI SPRINGS  
INFORMATION TECHNOLOGY BUDGET  
FISCAL YEAR ENDING 9/30/14

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2010-11 ACTUALS	FY2011-12 ACTUALS	FY2012-13 AMENDED BUDGET	FY2013-14 Departmental Request	Dollar Increase (Decrease)	YTD ACTUALS AS OF 6/30/2013	YTD FY2013-14 PROJECTED
001-5301-513.12-00	REGULAR SALARIES	161,510	156,053	155,844	132,070	(23,774)	114,532	152,709
001-5301-513.13-00	PART TIME	-	-	-	-	-	-	-
001-5301-513.21-00	FEDERAL PAYROLL TAXES	11,898	11,443	10,441	8,627	(1,814)	8,424	11,232
001-5301-513.22-01	GENERAL	15,275	18,763	15,479	16,997	1,518	11,870	15,827
001-5301-513.22-04	ICMA	962	252	-	-	-	-	-
	TOTAL MEDICAL INSURANCE	19,007	20,207	20,051	19,886	(165)	15,451	20,601
001-5301-513-24-00	WORKMENS COMP	1,073	1,416	292	248	(44)	216	288
001-5301-513.31-00	PROFESSIONAL SERVICES	2,000	-	-	-	-	-	-
001-5301-513.34-00	OTHER CONTRACTUAL SERVICE	121,196	117,960	134,664	137,062	2,398	108,082	134,664
001-5301-513.40-00	TRAVEL AND PER DIEM	225	56	500	500	-	-	-
001-5301-513.41-01	TELEPHONE	268	260	116	216	100	149	199
001-5301-513.41-02	CELLULAR PHONE	1,601	1,739	873	1,510	637	1,436	1,915
001-5301-513-41-06	INTERNET	777	1,840	2,226	2,226	-	556	741
001-5301-513-45-30	LIABILITY INSURANCE	3,230	3,146	2,750	2,301	(449)	1,890	2,520
001-5301-513.46-00	REPAIRS AND MAINTENANCE	11,711	4,313	2,900	2,500	(400)	4,353	5,804
001-5301-513.46-02	FLEET MAINTENANCE	98	708	-	-	-	93	124
001-5301-513.51-00	OFFICE SUPPLIES	24	18	500	300	(200)	74	99
001-5301-513.52-00	OPERATING SUPPLIES	3,727	682	1,040	500	(540)	1,602	2,136
001-5301-513.54-00	DUES, MEMBERSHIPS, SUBS	320	495	882	500	(382)	370	493
001-5301-513.58-00	EDUCATION AND TRAINING	200	-	2,080	2,000	(80)	135	180
001-5301-513.64-00	MACHINERY AND EQUIPMENT	-	-	11,500	4,065	(7,435)	5,413	11,500
** INFORMATION		<b>355,102</b>	<b>339,351</b>	<b>362,138</b>	<b>331,508</b>	<b>(30,630)</b>	<b>274,646</b>	<b>361,032</b>