



Town of Surfside
FIRST BUDGET HEARING
TOWN HALL COMMISSION CHAMBERS
9293 HARDING AVENUE

SEPTEMBER 13, 2016
5:01 PM

- 1. Opening**
 - A. Call to Order**
 - B. Roll Call of Members**
 - C. Pledge of Allegiance**
- 2. Discussion Regarding Millage Rate and Budget – Guillermo Olmedillo, Town Manager**
- 3. Fiscal Year 2016/2017 Millage Rate**

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, MIAMI-DADE COUNTY, FLORIDA, ADOPTING THE TENTATIVE LEVYING OF A MILLAGE RATE AGAINST ALL TAXABLE REAL AND PERSONAL PROPERTY IN THE TOWN OF SURFSIDE, FLORIDA FOR THE FISCAL YEAR 2016/2017; AND REAFFIRMING SEPTEMBER 21, 2015 AS THE DATE OF ADOPTION OF THE FINAL MILLAGE RATE.

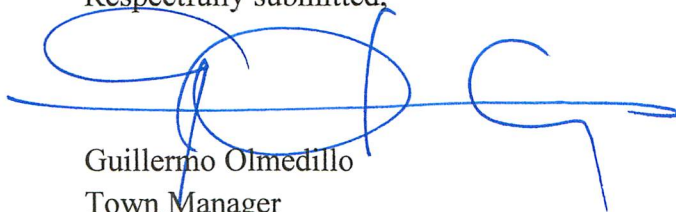
- 4. Public Comment**
- 5. Fiscal Year 2016/2017 Annual Budget**

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA (“TOWN”) APPROVING AND ADOPTING THE FINAL ANNUAL BUDGET AND MAKING APPROPRIATIONS FOR THE FISCAL YEAR 2016/2017; ATTACHING A SUMMARY COPY OF SAID BUDGET MARKED EXHIBIT “A”; PROVIDING FOR AN EFFECTIVE DATE.

6. Public Comment

7. Adjournment

Respectfully submitted,



Guillermo Olmedillo
Town Manager

THIS MEETING IS OPEN TO THE PUBLIC. IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990, ALL PERSONS THAT ARE DISABLED: WHO NEED SPECIAL ACCOMMODATIONS TO PARTICIPATE IN THIS MEETING BECAUSE OF THAT DISABILITY SHOULD CONTACT THE OFFICE OF THE TOWN CLERK AT 305-861-4863 EXT. 226 NO LATER THAN FOUR DAYS PRIOR TO SUCH PROCEEDING.

IN ACCORDANCE WITH THE PROVISIONS OF SECTION 286.0105, FLORIDA STATUTES, ANYONE WISHING TO APPEAL ANY DECISION MADE BY THE TOWN OF SURFSIDE COMMISSION, WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING OR HEARING, WILL NEED A RECORD OF THE PROCEEDINGS AND FOR SUCH PURPOSE, MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE WHICH RECORD SHALL INCLUDE THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

AGENDA ITEMS MAY BE VIEWED AT THE OFFICE OF THE TOWN CLERK, TOWN OF SURFSIDE TOWN HALL, 9293 HARDING AVENUE. ANYONE WISHING TO OBTAIN A COPY OF ANY AGENDA ITEM SHOULD CONTACT THE TOWN CLERK AT 305-861-4863. A COMPLETE AGENDA PACKET IS ALSO AVAILABLE ON THE TOWN WEBSITE AT www.townofsurfside.com.

TWO OR MORE MEMBERS OF OTHER TOWN BOARDS MAY ATTEND THIS MEETING.

THESE MEETINGS MAY BE CONDUCTED BY MEANS OF OR IN CONJUNCTION WITH COMMUNICATIONS MEDIA TECHNOLOGY, SPECIFICALLY, A TELEPHONE CONFERENCE CALL. THE LOCATION 9293 HARDING AVENUE, SURFSIDE, FL 33154, WHICH IS OPEN TO THE PUBLIC, SHALL SERVE AS AN ACCESS POINT FOR SUCH COMMUNICATION.



Town of Surfside Commission Communication

Agenda Item #: 3 & 5

Date: September 13, 2016

Subject: Proposed Budget for Fiscal Year 2016/2017

Background: Each municipality within the State of Florida is required by State Statute to adopt a balanced budget through a statutorily prescribed deadline and Truth in Millage (TRIM) process which requires two public hearings in advance of the effective date of the budget on October 1, 2016.

The first public hearing on the Town of Surfside Fiscal Year 2016/2017 Budget is September 13, 2016. Its purpose is to adopt the proposed budget and related tentative millage rate for the upcoming year.

The second required public hearing has been scheduled for September 27, 2016 at 5:01 pm.

Analysis: The Town of Surfside's budget process began in June, 2016, and included one budget workshop held on June 9, 2016, and one special meeting held on July 20, 2016.

Attachment A is a summary of significant features on the proposed budget including the Commission action on the Proposed Budget Modifications. This summary reflects the results from guidance received from the Commission Budget Workshop and the Special Meeting. The Proposed Budget Modifications listed in Attachment A are for budgeted items that the Town Commission indicated were to be included.

At the Special Commission meeting of July 20, 2016 the Town Commission set the proposed operating millage rate of not to exceed 5.0293 mills.

The Budget Summary, Attachment B for your consideration, presents a balanced budget with the proposed property tax millage rate of 5.0293. Most significantly, there is no use of General Fund Reserves to balance the FY 2016/2017 budget.

General Fund: The Town of Surfside received a significant increase in total property value from last year of \$186,684,118, an increase of 12.42% for a total Certified Taxable Value of \$1,689,439,338 on July 1, 2016 compared to \$1,502,755,220 on July 1, 2015. This property value increase generated \$891,946 of additional ad valorem tax revenues that are needed to maintain a balanced budget with no use of General Fund Reserves. The additional property tax revenue to be received in FY 2016/2017 is primarily used to purchase equipment, fund capital projects and to maintain general operations expenditures.

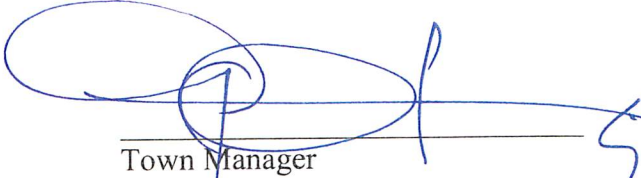
Capital Project Fund: The Capital Project Fund includes \$100,000 of funding for the third phase of financing a new Enterprise Resource Planning (ERP) system to replace the existing computer software.

Enterprise Funds: The Enterprise Funds include the Municipal Parking, Solid Waste Collection, Water and Sewer and Stormwater Funds. Municipal Parking Fund expenditures include the purchase of a pay station system replacement for a net amount of \$324,373. Solid waste services rates during FY 2016/2017 generate sufficient revenues to meet current operating expenditures and capital outlay needs. The current water and sewer rates will be analyzed during FY 2016/2017 to ensure sufficient revenues are received to meet operating and debt service ratio coverage.

The State of Florida Truth in Millage (TRIM) requires that a Notice of Proposed Tax Increase be advertised in the newspaper after the first Public Budget Hearing when the proposed tax millage rate is greater than the rolled-back rate.

Recommendation: It is recommended that the attached resolution adopting a tentative millage rate and a resolution adopting the Proposed Annual Budget for Fiscal Year 2016/2017 be approved.


Finance Director


Town Manager

RESOLUTION NO. 16 - _____

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, MIAMI-DADE COUNTY, FLORIDA, ADOPTING THE TENTATIVE LEVYING OF A MILLAGE RATE AGAINST ALL TAXABLE REAL AND PERSONAL PROPERTY IN THE TOWN OF SURFSIDE, FLORIDA FOR THE FISCAL YEAR 2016/2017; AND REAFFIRMING SEPTEMBER 27, 2016 AS THE DATE OF ADOPTION OF THE FINAL MILLAGE RATE; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town Commission of Surfside, Florida of Miami-Dade County finds it necessary to levy an ad valorem millage rate in the Town of Surfside; and

WHEREAS, on September 13, 2016 at 5:01 p.m., the Town Commission held a Public Hearing regarding such ad valorem millage rate as required by Florida Statute 200.65.

NOW, THEREFORE, THE COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA HEREBY RESOLVES AS FOLLOWS:

Section 1. Recitals. The above and foregoing recitals are true and correct.

Section 2. Adoption of Tentative Millage. The millage rate of 5.0293 mills is hereby adopted as the tentative millage rate for the Town of Surfside.

Section 3. Comparative. The tentative millage rate of 5.0293 mills is more than the rolled-back rate of 4.4285 mills as established by the State of Florida Truth in Millage (TRIM) of 13.57%.

Section 4. Finalization of Millage. A final public hearing shall be held on September 27, 2016 at 5:01 p.m. to adopt the final millage rate.

Section 5. Effective Date. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this _____ day of September 2016.

Motion by _____,

Second by _____.

FINAL VOTE ON ADOPTION


Commissioner Daniel Gielchinsky _____
Commissioner Michael Karukin _____
Commissioner Tina Paul _____
Vice Mayor Barry Cohen _____
Mayor Daniel Dietch _____

Daniel Dietch, Mayor

ATTEST:

Sandra Novoa, MMC, Town Clerk

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY FOR THE TOWN OF SURFSIDE ONLY:**



Linda Miller, Town Attorney

RESOLUTION NO. 16 – _____

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA (“TOWN”) APPROVING AND ADOPTING THE FINAL ANNUAL BUDGET AND MAKING APPROPRIATIONS FOR THE FISCAL YEAR 2016/2017; ATTACHING A SUMMARY COPY OF SAID BUDGET MARKED ATTACHMENT “A”; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town Manager has submitted to the Town Commission a budget and an explanatory budget message for the Fiscal Year 2016/2017, showing estimates of revenues and expenditures by organization entity, together with character and object of expenditure and an estimate of all municipal projects pending or to be undertaken; and

WHEREAS, on September 13, 2016, at 5:01 p.m., the Town Commission held a Public Hearing on said budget as provided by the Miami-Dade TRIM Notice of the time and place of said hearing; and

WHEREAS, prior to consideration of the Tentative Budget and at the same meeting, the Town Commission discussed the millage rate as required by Florida Statute.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, AS FOLLOWS:

Section 1. Recitals. That each of the above stated recitals are hereby adopted, confirmed, and incorporated herein.

Section 2. Adoption of Final Budget. The Tentative Budget for the fiscal year commencing October 1, 2016 and ending September 30, 2017, is hereby approved and adopted in the amounts and in the form detailed in the budget attached hereto, marked Attachment “A” and by reference thereto made a part hereof.

Section 3. Expenditure of Funds Appropriated in the Budget Authorized. Funds appropriated in the Budget may be expended by and with the approval of the Town Manager in accordance with the provisions of the Town Charter and applicable laws. Funds of the Town shall be expended in accordance with the appropriations provided in the Budget adopted by this Resolution and shall constitute an appropriation of the amounts specified therein. Supplemental appropriations or the reduction of appropriations, if any, shall be made in accordance with the Town Charter.

Section 4. Budgetary Control. The Fiscal Year 2016/2017 Operating and Capital Budget establishes a limitation on expenditures by fund total. Said fund total limitations requires that the total sum allocated to each fund for Operating and Capital expenses may not be

increased or decreased without specific authorization by a duly-enacted Resolution affecting such amendment or transfer. Therefore, the Town Manager may authorize transfers from one individual line item account to another and from one department to another so long as the line item and department accounts are within the same fund.

Section 5. Grants and Gifts. When the Town of Surfside receives monies from any source, be it private or governmental, by grant, gift, or otherwise, to which there is attached as a condition of acceptance any limitation regarding the use of expenditures of the monies received, the funds so received need not be shown in the Operating Budget nor shall said budget be subject to amendment of expenditures as a result of the receipt of said monies, but said monies shall only be disbursed and applied toward the purposes for which the said funds were received. To ensure the integrity of the Operating Budget, and the integrity of the monies received by the Town under grants or gifts, all monies received as contemplated above must, upon receipt, be segregated and accounted for based upon generally accepted accounting principles and where appropriate, placed into separate and individual trust and/or escrow accounts from which any money drawn may only be disbursed and applied within the limitations placed upon same.

Section 6. Amendments. Upon the passage and adoption of the final Fiscal Year 2016/2017 Budget for the Town of Surfside, if the Town Manager determines that an Operating or a Capital fund total will exceed its original appropriation, the Town Manager is hereby authorized and directed to prepare such Resolutions as may be necessary and proper to modify the Budget hereby.

Section 7. Encumbrances. All outstanding encumbrances on September 30, 2016 shall lapse at that time; and all lapsed capital encumbrances shall be re-appropriated in the 2016/2017 fiscal year.

Section 8. Effective Date. This Resolution shall take effect immediately upon adoption and a second hearing will be held on September 27, 2016 at 5:01 p.m. to adopt the Final Annual Budget for Fiscal Year 2016/2017.

PASSED AND ADOPTED this _____ day of September 2016.

Motion by _____,

Second by _____.

FINAL VOTE ON ADOPTION

Commissioner Daniel Gielchinsky _____
Commissioner Michael Karukin _____
Commissioner Tina Paul _____
Vice Mayor Barry Cohen _____
Mayor Daniel Dietch _____

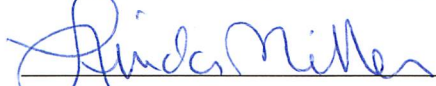
Daniel Dietch, Mayor

ATTEST:

Sandra Novoa, MMC, Town Clerk

APPROVED AS TO FORM AND

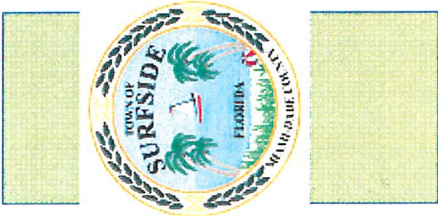
LEGAL SUFFICIENCY FOR THE TOWN OF SURFSIDE ONLY:



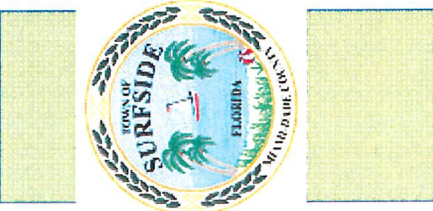
Linda Miller, Town Attorney

BUDGET SUMMARY					
TOWN OF SURFSIDE, FLORIDA					
FISCAL YEAR 2016 - 2017					
THE PROPOSED OPERATING BUDGET EXPENDITURES OF THE TOWN OF SURFSIDE, FLORIDA ARE 10.8% MORE THAN LAST YEAR'S TOTAL ADOPTED OPERATING EXPENDITURES					
General Fund	5.0293				
Voted Debt	0.0000				
		GENERAL	CAPITAL	SPECIAL	TOTAL
		FUND	PROJECTS	REVENUE	ENTERPRISE
			FUND	FUNDS	FUNDS
					ALL FUNDS
					BUDGET
ESTIMATED REVENUES:					
TAXES:	Millage per \$1,000				
Ad Valorem Taxes	5.0293	8,071,862		0	0
Ad Valorem Taxes	0.0000 (voted debt)			0	0
Franchise /Utility Taxes		1,364,515		0	0
Sales & Use Taxes		1,411,477		670,610	0
Licenses/Permits		70,700		386,000	0
Intergovernmental		601,812		215,000	0
Charges for Services		486,100		0	6,587,009
Fines & Forfeitures		712,000		0	0
Miscellaneous Revenues		31,525		2,500	217,473
Capital Contributions/Developer Contributions		0		0	21,000
TOTAL SOURCES		12,749,991	0	1,274,110	6,825,482
Interfund Transfers - In		446,116	100,000	670,688	0
Fund Balance/Reserves/Net Assets		0		178,843	540,958
TOTAL REVENUES, TRANSFERS & BALANCES		13,196,107	100,000	2,123,641	7,366,440
EXPENDITURES/EXPENSES					
General Government		3,407,161	100,000	0	0
Building Services		0		946,958	0
Public Safety		5,628,887		50,592	0
Streets		175,066		0	0
Recreation, Culture, and Tourism		1,988,443		735,031	0
Physical Environment		1,225,862		0	3,894,897
Municipal Transportation				270,580	1,467,154
Debt Service				0	1,656,505
TOTAL EXPENDITURES/EXPENSES		12,425,419	100,000	2,003,161	7,018,556
Interfund Transfers - Out		770,688		119,232	326,884
Fund Balance/Reserves/Net Assets		0		1,248	21,000
TOTAL APPROPRIATED EXPENDITURES					
TRANSFERS, RESERVES & BALANCES		13,196,107	100,000	2,123,641	7,366,440
THE TENTATIVE, ADOPTED, AND/OR FINAL BUDGETS ARE ON FILE IN THE TOWN CLERK'S OFFICE (9293 HARDING AVENUE, SURFSIDE, FL 33154) AS A PUBLIC RECORD.					

TOWN OF SURFSIDE
PROPOSED BUDGET
2016 - 2017



TOWN OF SURFSIDE
BUDGET CALENDAR
2016 - 2017



BUDGET CALENDAR

Special Town Commission Budget Meeting July 20, 2016
and Preliminary Millage Rate Adoption Wednesday 5:00 PM

Notice for first Public Hearing through TRIM
notice sent by Property Appraisers' Office August 4, 2016

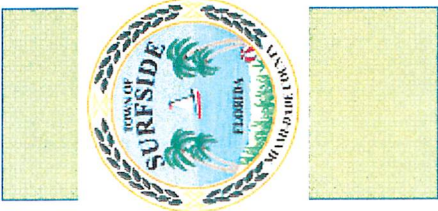
First Public Hearing setting Proposed Millage
and Proposed Budget September 13, 2016
Tuesday 5:01 PM

Public hearing to set Final Millage and Adopt
Budget September 27, 2016
Tuesday 5:01 PM

*Florida Statute precludes the Town of Surfside to conduct its budget
hearings on the same date as Miami-Dade County and the Dade County
School Board.

PROGRAM MODIFICATIONS/
CAPITAL OUTLAY

2016 - 2017



PROGRAM MODIFICATIONS SUMMARY

Department/Division	Description of Program Modification/Capital Outlay	Fund	Requested	Manager Recommended	Not Funded
GENERAL FUND					
Legislative	Citizen Surveys	001	\$15,000	\$15,000	
Executive	New Position - Assistant Town Manager	001	\$170,118	\$170,118	
Executive / Human Resources	Educational Assistance Program	001	\$30,000	\$30,000	
Executive / Planning & Code	Evaluation and Appraisal Amendments (EAR). A requirement to update the Comprehensive Plan.	001	\$57,565	\$57,565	
Executive/ Planning & Code	Streetscape/Treescape Planning Study	001	\$30,000	\$30,000	
Compliance	New Position - Police Officer (Request -2; Funded -1)	001	\$157,340	\$78,670	\$78,670
Public Safety	New Position - Community Service Aide (Request -2; Funded -1)	001	\$89,620	\$44,810	\$44,810
TOTAL	GENERAL FUND		\$549,643	\$426,163	\$123,480
SPECIAL REVENUE FUNDS:					
POLICE FORFEITURE FUND					
Public Safety	Electronic Data Storage - Power DMS system	105	\$5,000	\$5,000	
TOTAL	POLICE FORFEITURE FUND		\$5,000	\$5,000	\$0
BUILDING FUND					
Building Services	New Position - Customer Service Representative	150	\$47,500	\$47,500	
Building Services	Digitalization of Building Records	150	\$84,600	\$84,600	
TOTAL	BUILDING FUND		\$132,100	\$132,100	\$0
ENTERPRISE FUNDS:					
SOLID WASTE FUND					
Public Works / Solid Waste	Big Belly Receptacles (14) Leasing	403	\$15,040	\$15,040	
Public Works / Solid Waste	Two and Three Yard Containers	403	\$22,500	\$22,500	
TOTAL	SOLID WASTE FUND		\$37,540	\$37,540	\$0
TOTAL ALL FUNDS			\$724,283	\$600,803	\$123,480

NEW CAPITAL OUTLAY SUMMARY

Department/Division	Description of Program Modification/Capital Outlay	Fund	Total Cost	Manager Recommended	Not Funded
GENERAL FUND					
Public Safety	Replacement Vehicles - Five (5) Patrol Sedans	001	\$160,000	\$96,000	\$64,000
TOTAL			\$160,000	\$96,000	\$64,000
CAPITAL IMPROVEMENT FUND					
Finance / IT	Enterprise Resource Program ERP	301	\$100,000	\$100,000	
TOTAL	CAPITAL IMPROVEMENT FUND		\$100,000	\$100,000	\$0
MUNICIPAL PARKING FUND					
Public Safety	Pay Stations - Net of Upgrade/Trade In Credit	402	\$324,373	\$324,373	
TOTAL	MUNICIPAL PARKING FUND		\$324,373	\$324,373	\$0
SOLID WASTE FUND					
Public Works	Rear Load Garbage Truck	403	\$240,000	\$240,000	
TOTAL			\$240,000	\$240,000	\$0
TOTAL ALL FUNDS			\$824,373	\$760,373	\$64,000

FUNDED PROGRAM MODIFICATIONS

General Fund

- **Legislative Department :**
Citizen Surveys \$ 15,000
- **Executive Department :**
New Position – Assistant
Town Manager \$170,118
- Educational Assistance
Program \$ 30,000

General Fund

Planning and Code

Compliance Division

Evaluation and Appraisal

Amendments (EAR)

\$ 57,565

Streetscape/Treescape

Planning Study

\$ 30,000

FUNDED PROGRAM MODIFICATIONS

General Fund

- **Public Safety Department:**

New Position – Police Officer \$ 78,670

New Position – Community

Service Aide \$ 44,810

FUNDED PROGRAM MODIFICATIONS

- **Police Forfeiture Fund**

Electronic Data Storage -
Power DMS System \$ 5,000

FUNDED PROGRAM MODIFICATIONS

Building Fund

- **Building Services Department:**

New Position – Customer Service Representative	\$ 47,500
Digitalization of Building Records	\$ 84,600

FUNDED PROGRAM MODIFICATIONS

Enterprise Funds

- Solid Waste Fund

Big Belly Receptacles (14)
Leasing

\$ 15,040

Two and Three Yard
Containers

\$ 22,500

FUNDED CAPITAL OUTLAY

General Fund

- **Public Safety Department:**
 - Replacement Vehicles - \$ 96,000
 - Three (3) Patrol Sedans

FUNDED CAPITAL OUTLAY

Capital Projects Fund

- **Capital Improvement Projects:**
 - Enterprise Resource Planning (ERP) Software Solution \$ 100,000

FUNDED CAPITAL OUTLAY

Enterprise Funds

- **Municipal Parking Fund**

Pay Stations – Net of Upgrade
Trade in Credit

\$ 324,373

FUNDED CAPITAL OUTLAY

Enterprise Funds

- Solid Waste Fund

Rear Load Garbage Truck \$240,000