



**Town of Surfside  
Town Special Commission Meeting  
Proposed Budget  
AGENDA  
July 10, 2018  
5 p.m.**

Town Hall Commission Chambers - 9293 Harding Ave, 2<sup>nd</sup> Floor  
Surfside, FL 33154

**1. Opening**

- A. Call to Order**
- B. Roll Call of Members**
- C. Pledge of Allegiance**
- D. Presentation of FY 18/19 Budget and Proposed Operating Millage Rate –**  
Guillermo Olmedillo, Town Manager and Christopher Wallace, Interim Finance Director

**2. Adjournment**

Respectfully submitted,

  
Guillermo Olmedillo  
Town Manager

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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.townofsurfsidefl.gov](http://www.townofsurfsidefl.gov)

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

### MEMORANDUM

**To:** Mayor, Vice Mayor and Commissioners  
**From:** Guillermo Olmedillo, Town Manager  
**Date:** July 6, 2018  
**Subject:** Budget Message: Fiscal Year 2019 Proposed Annual Budget

It is my privilege to provide to you for your consideration the Town of Surfside Fiscal Year 2019 (FY 2019) Proposed Budget that not only meets the requirements of State Law, but also represents an effort to deliver required services, equipment, improvements, and infrastructure systems under sound principles of sustainability. The budget plan for the fiscal year balances the Town's financial resources with current programming, enhances service levels, and continues to improve the Town's solid financial position.

The proposed budget addresses those areas by improving staffing levels for finance and building services; investing in IT and public safety equipment; replacing aging vehicles in public safety and parks and recreation; funding a capital plan to purchase equipment; renovating the 96<sup>th</sup> Street Park; and increasing reserves for long-range financial planning and future needs, contingencies, and disaster recovery.

In addition, two changes have been made to the Town's funding structure. The General Fund will no longer include the Community Center operations. In FY 2019 those operations will be funded in the Tourist Resort Tax Fund. All resort tax revenues and Community Center operational expenditures have been transferred to that fund. In addition, the Fleet Management Fund has been created to establish a sustainable funding method for vehicle replacement and operating cost allocation to Town departments.

#### **Millage and Taxable Value**

The FY 2019 proposed budget reduces the Town's general operating millage rate from 4.8000 mills to 4.300 mills resulting in higher overall tax revenue. This is due to an increase in taxable value generated from new construction on the tax roll. The Miami-Dade County Property Appraiser reported on July 1, 2018, the 2018 Preliminary Certification of Taxable Value of \$3,086,020,534; an increase of \$935.6 million over the 2017 Preliminary Certification of

Taxable Value. This 43.5% of unprecedented property value increase represents the value from development projects and new construction incorporated into the tax rolls that have diversified and strengthened the tax base. The Town Commission's steady path to reducing the operating millage tax rate as growth in taxable value is realized has been attained for the sixth year. As this transformative phase continues, resources are being realized to invest in the community, address the Town's changing needs, and attract business to Surfside. Unfortunately, existing property values decreased by about 3% from the prior year. We are currently studying the tax roll to further understand the nature of this change.

Two referenda will be placed on the November 2018 General Election ballot, both of which (if approved by 60% of Florida voters) will result in constitutional amendments. One will provide an additional \$25,000 exemption on homesteaded property. The other will seek to make the 10% cap on non-homesteaded property permanent. This benefit is currently set to expire on January 1, 2019.

## **Financial Highlights:**

### **General Fund**

General Fund revenues for FY 2019 are \$15,956,159, a net increase of approximately 9.3% from FY 2018. It is important to note the net increase in General Fund revenues includes an additional \$2,800,303 of property tax (ad valorem) revenue mainly generated from the growth in taxable value, and a decrease of \$1,610,433 in resort tax revenues from the change to Community Center operations to the Resort Tax Fund. The proposed General Fund expenditures, net of anticipated reserve increases, are \$13,886,984.

The FY 2019 proposed General Fund budget includes the following: one new position in the Finance department; non-contract professional and excluded services in the Town Attorney department; 10-year Water Supply Plan update, Florida Green Building Coalition certification, and an impact fee study in Planning, Zoning and Community Development; cloud email services, backup software upgrade in for Finance/IT; Ruth K. Broad K-8 school overtime detail, hurricane/critical incident items for public safety needs, WIFI enabled Bigbelly solar compacting trash cans; resurfacing of the tennis courts; and enhanced Public Information Officer services in the TEDACS Department. The budget will provide resources to fund capital equipment and improvements with a transfer of \$658,000 to the Capital Projects Fund, and a \$242,000 transfer to the newly created Fleet Management Fund.

### **Capital Projects Fund**

The FY 2019 Capital Projects Fund budget is \$900,000 and funds the following projects:

- IT infrastructure upgrades/sever - \$750,000
- Town Hall generator - \$125,000
- 96<sup>th</sup> Street Park renovation - \$50,000

### **Tourist Resort Fund**

The major revenue source in this fund is generated from Resort Taxes on accommodations and food and beverage sales. In FY 2019 all resort tax revenues and the related expenditures for tourism and the Community Center operations are budgeted in the Resort Tax Fund. In prior years the allocations were 34% to the Resort Tax Fund and 66% to the General Fund for the cost of operating the Community Center. FY 2019 tax revenues are projected at \$2,930,000 which is a 20% increase over total FY 2018 and are generated from additional hotel and restaurants coming online. The increase will provide funding for increased tourism promotional activities of \$805,000 and an \$299,787 increase to reserves after fully funding Community Center operations.

### **Police Forfeiture Fund**

The Police Forfeiture Fund is a special revenue fund and there are restrictions on what the revenue can be used to fund. The revenue comes from the lawful seizures of property associated with criminal activities. No revenues are budgeted; therefore, fund balance of \$113,800 is appropriated to fund the following: one year annual payment of a three year lease for police mobile laptops, laptop air cards, crime prevention, supplies, special police equipment, and crime prevention programs.

### **Municipal Transportation Fund**

Projected Transit Surtax Proceeds (\$210,000) will provide funding for the Town's Community bus service, sidewalk replacements, and bus stop maintenance.

### **Building Fund**

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### **Enterprise Funds**

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Miami Dade County has maintained its rates for water and sewer in FY 2019. The City of Miami Beach has not yet calculated the new wholesale wastewater rate it will charge the Town in FY 2019. The Town contracted for a water and sewer rate study in FY 2017 to determine a recommended new rate structure to provide sufficient revenues for FY 2018 and the future. New rates were implemented in FY 2018. The Town is contracting services for an alternate rate structure sensitivity study in FY 2019 to further determine water/sewer rates. The budget includes \$253,320 of revenues from a new rate structure for ongoing operations and debt service. To maintain the useful life of the Town's existing sewer pumps, funding of \$25,000 is funded in FY 2019. The Town has an existing deficit in its unrestricted net position for this fund which should be eliminated by FY2022 under the current adopted rates.



**Municipal Parking**

In FY 2019 capital expenses of \$21,600 are funded for six new handheld radios to replace outdated equipment.

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In FY 2019 reserves of \$36,543 are allocated for the third payment to the General Fund for the purchase of a garbage truck in FY 2017. In future years, the new internal service fund should be able to replace vehicles as needed.

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In FY 2019 the Town is contracting services for an alternate rate structure sensitivity study in to further determine a rate structure for ongoing operations and debt service and \$11,250 has been funded. An additional \$25,000 provides funding for costs to maintain the useful life of the Town's existing stormwater pumps.

**Fleet Management Fund**

The Fleet Management Fund is newly created in FY 2019. It is an internal service fund used to account for the purchase, operation, and maintenance costs of the Town's vehicles and to set aside funds for replacement of Town vehicles. Cost recovery and chargeback for use of vehicles is allocated to departments/enterprises to gradually pay for the use of assigned vehicles. This will generate \$981,057 of revenues in this fund. In addition, \$256,000 will be transferred into the fund for FY 2019 fleet vehicle purchases. The fund is expected to have fleet replacement reserves of \$535,196 at the end of FY 2019.

**Financial Policies, Goals, and Measurements**

We are still working on formalizing our recommended financial policies, benchmarks, and performance measures for inclusion with the budget process. We will have these recommendations completed later this month and will include them with the document to be considered for preliminary recommendation at our first budget hearing.

The program modifications and capital expenditures that were presented for funding at the June 12, 2018, budget workshop and which received tentative Commission approval for inclusion in the budget, have been included. The Town Commission and dedicated staff have worked hard to develop this year's budget so that the Town can continue to provide extensive, quality services, amenities, and infrastructure that improve and beautify the Town, address safety, and provide financial stability to the Town's residents and property owners.

I continue to express my gratitude for the commitment, energy and contribution the elected officials and staff members give to deliver a high level of service to the Surfside community.

Respectfully submitted:

  
Guillermo Olmedillo

# TOWN OF SURFSIDE FLORIDA



# PROPOSED FISCAL YEAR 2019 ANNUAL BUDGET

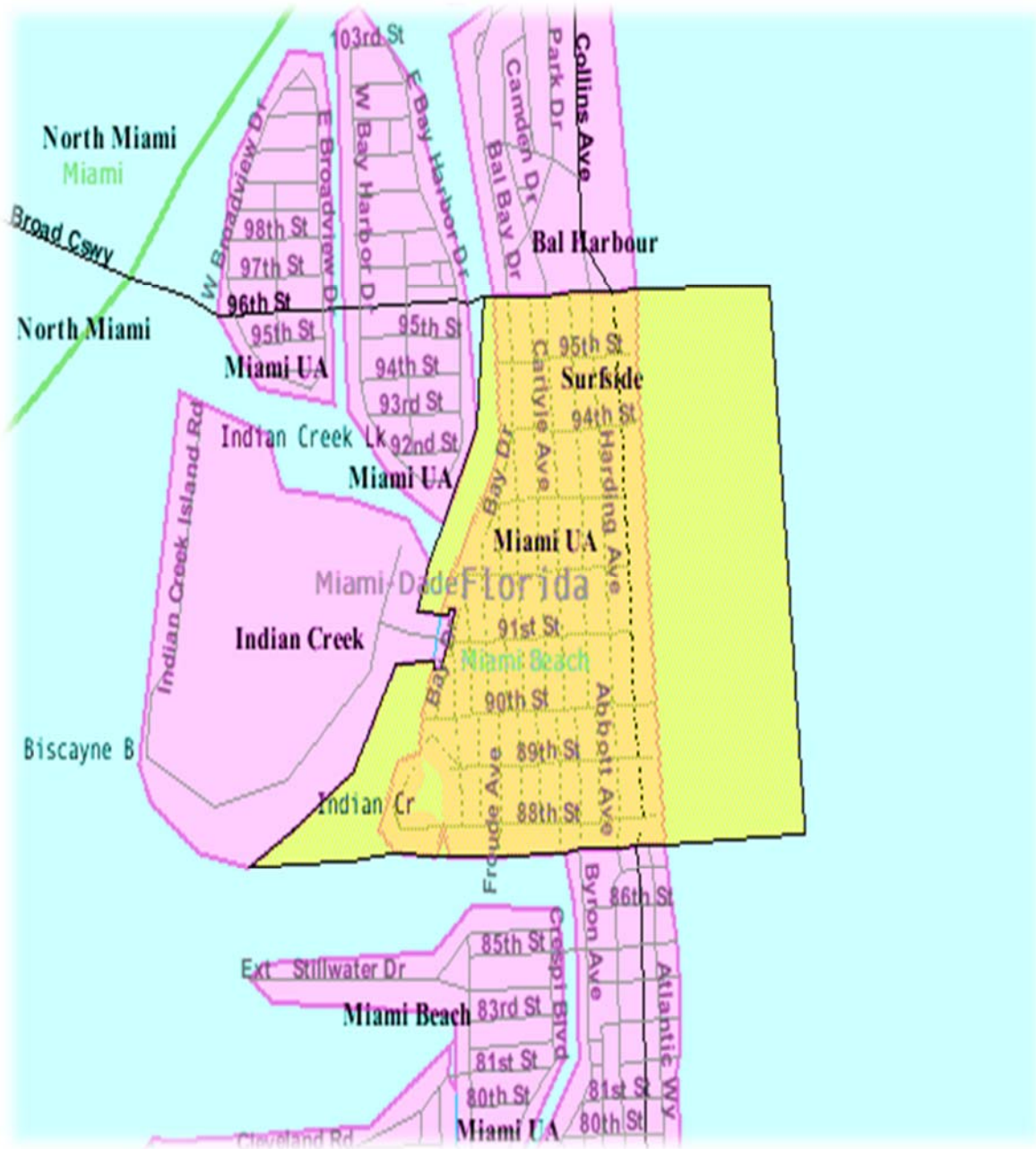






# TOWN OF SURFSIDE FLORIDA

## FISCAL YEAR 2019 ANNUAL BUDGET





**TOWN OF SURFSIDE**  
**ANNUAL BUDGET**  
**FY 2019**  
**Town Commission:**

---

Mayor Daniel Dietch



Vice Mayor Daniel Gielchinsky



Commissioner Barry Richard Cohen



Commissioner Michael Karukin



Commissioner Tina Paul



# TOWN OF SURFSIDE, FLORIDA

## ADMINISTRATIVE STAFF

---

Guillermo Olmedillo, Town Manager

Duncan Tavares, Assistant Town Manager

Weiss Serota Helfman Cole & Bierman, Town Attorney

Julio Yero, Chief, Public Safety and Parking Services

Chris Wallace, Interim Director, Finance Department

Mayte Gameotea, Controller

Sarah Sinatra Gould, Town Planner, Executive Department

Alan Graham, Director, Code Compliance

Andria Meiri, Budget Officer

Tim Milian, Director, Parks and Recreation Services

Sandra Novoa, Town Clerk, Town Clerk Department

Ross Prieto, Building Official, Building Services

Yamileth Slate-McCloud, Director, Human Resources

Randy Stokes, Director, Public Works Department

Lindsay Fast, Director, Tourism







GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Town of Surfside  
Florida**

For the Fiscal Year Beginning

**October 1, 2017**

*Christopher P. Morill*

Executive Director

## **Guide to the Budget Document**

This guide is provided to assist the reader in understanding the construction and layout of the budget document.

### **Budget Message Section**

The first critical reading of the FY 2019 Annual Budget is the Town Manager's Message. The reader will gain an understanding of the Town Manager's vision, critical issues, recommended policy and operational changes and a financial plan.

### **Introduction**

This section provides the reader with the background of the Town. Included in this section are the Town's history, demographics, description of the type of government, and townwide organizational chart.

### **Budget Overview Section**

This section provides the reader with the basic overview of the budget. Included is the budget calendar, budget process, fund structure, budget summary, millage rate information, personnel complement, program modifications, capital expenditures and debt management.

### **Funds/Departments Summary**

This budget document is organized on an individual fund basis. Revenues and expenditures for the Town are budgeted within a variety of fund types and funds within types. The fund types include the general fund, capital projects fund, special revenue funds, enterprise funds, and an internal service fund. Each fund includes a summary, detailed revenues and expenditures/expenses and a description of each department and/or program budgeted for that fund. Budget information, for comparison purposes, includes actuals from fiscal year 2017, budgeted and projected from fiscal year 2018, and budgeted fiscal year 2019. The funds are listed in bold in the Table of Contents.

### **Glossary**

This section contains a glossary of terms used throughout this document.

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## Glossary

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**Town of Surfside  
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In FY 2019 the Town is contracting services for an alternate rate structure sensitivity study in to further determine a rate structure for ongoing operations and debt service and \$11,250 has been funded. An additional \$25,000 provides funding for costs to maintain the useful life of the Town's existing stormwater pumps.

**Fleet Management Fund**

The Fleet Management Fund is newly created in FY 2019. It is an internal service fund used to account for the purchase, operation, and maintenance costs of the Town's vehicles and to set aside funds for replacement of Town vehicles. Cost recovery and chargeback for use of vehicles is allocated to departments/enterprises to gradually pay for the use of assigned vehicles. This will generate \$981,057 of revenues in this fund. In addition, \$256,000 will be transferred into the fund for FY 2019 fleet vehicle purchases. The fund is expected to have fleet replacement reserves of \$535,196 at the end of FY 2019.

**Financial Policies, Goals, and Measurements**

We are still working on formalizing our recommended financial policies, benchmarks, and performance measures for inclusion with the budget process. We will have these recommendations completed later this month and will include them with the document to be considered for preliminary recommendation at our first budget hearing.

The program modifications and capital expenditures that were presented for funding at the June 12, 2018, budget workshop and which received tentative Commission approval for inclusion in the budget, have been included. The Town Commission and dedicated staff have worked hard to develop this year's budget so that the Town can continue to provide extensive, quality services, amenities, and infrastructure that improve and beautify the Town, address safety, and provide financial stability to the Town's residents and property owners.

I continue to express my gratitude for the commitment, energy and contribution the elected officials and staff members give to deliver a high level of service to the Surfside community.

Respectfully submitted:

  
Guillermo Olmedillo



## ***Introduction***

This section contains general information about the Town of Surfside, Florida. Included in this section is information about the Town's demographics, governmental structure, history, elected officials and contact information.



## Town of Surfside

Surfside, Florida is located on a barrier island east of world famous Miami and shares the island with Bal Harbour, and Bay Harbor Islands. It occupies a one-mile long strip of land along the Atlantic and is bordered by the crystal clear Atlantic Ocean to the east and Biscayne Bay to the west.

### The Climate

Surfside enjoys an excellent climate year round with warm temperatures much of the year. Unlike other warm locations, the frequent breezes rarely allow the temperatures to become excessive; the temperature rarely rises beyond the mid-90s in any year. Winter temperatures rarely hit the 40s and usually last for less than a few days each year.

### The Aesthetic / Architecture

Surfside was developed over several decades, but has a fairly small mix of architectural styles. The area is dominated by the Miami Modernist Architectural Style (MiMo) which is known for its vibrant colors and architectural features. The regional style developed during the post World War II period (mainly in the 1950s and 1960s) and the style evokes themes of glamour and fun.

### Archeological Importance

Tequestan relics unearthed in Surfside in 1935 are now property of, and preserved by, the Smithsonian Institute. Two different locations have been recognized as archeologically significant including: a prehistoric mound, and a prehistoric midden. The following table describes the location of these features:

| Classification   | Name            | Address        | Additional Information |
|------------------|-----------------|----------------|------------------------|
| Historical Sites | Surfside Midden | Bay Dr & 92 St | Culture - Glades       |
| Historical Sites | Surfside Mound  | Bay Dr & 94 St | Culture - Prehistoric  |

## Historical Structures

Miami Dade County's Historic Preservation Board has designated three properties in the Town as historic. These properties are The Surf Club-9011 Collins Avenue; Bougainvillea Apartments-9340 Collins Avenue; and Seaway Villas-9149 Collins Avenue. The County is active in pursuing historic designations for deserving properties within the Town. The Collins Avenue Historic District, which runs along Collins and Harding Avenues between 90<sup>th</sup> and 91<sup>st</sup> Streets, was designated in 2016. The district includes architectural styles of historical significance from the period 1946 to 1957.

### The Business District

The business district of the Town extends from 94<sup>th</sup> Street to 96<sup>th</sup> Street along Harding Avenue. The area enjoys much of the MiMo architectural style and, despite sitting on two State of Florida owned roadways, enjoys a very pedestrian friendly small town, downtown charm. There is a renewed focus for supporting the downtown.

### Shopping

The opportunity to meet retail needs lies along the business blocks of Surfside. The area is host to two grocery stores, numerous restaurants featuring many ethnic regions and kosher menus, clothing stores, and service businesses including six banks.

### Development

Surfside has witnessed significant revitalization of its single family residential units as well as the rehabilitation of many smaller and commercial housing properties (condominiums and hotels). These rehabilitations have occurred while maintaining the small-town feel disappearing in other parts of Florida. The preservation of the skyline by development restrictions has been a consistent and deliberate part of Surfside's development strategy.



The Grand Beach Hotel, a new 343 room family oriented guest rooms/suites oceanfront and annex hotel opened in 2013. A new Marriott 175 room all suites hotel opened in 2016. The Young Israel project is completed. An expansion of The Shul is in the development process. The Chateau Ocean residences was completed in 2016. The Four Seasons Hotel at The Surf Club opened in 2017; The Four Seasons Private Residences at The Surf Club are in various stages of construction.

## Population

The US Census Bureau 2017 population estimate of the Town of Surfside is 5,841 full-time residents and was 5,744 per the 2010 US Census. This figure does not capture the many visitors who come to enjoy the excellent beaches and lifestyle opportunities.

## Demographics

The information below reflects the 2010 US Census data. Data comes from the US Census Bureau Fact Finder website.

*Gender:* According to the 2010 census, the Town of Surfside had a slightly higher than average number of women compared to men in the Town (approximately 52.9% female compared to a US average of 47.1%)

*Median Age:* The Median Age in 2010 was 46.0 years with 81.3% of the population over the age of 18 years.

*Race:* According to the 2010 census, 98.3% of the population identifies with a single race, but there is diversity among the races with which people identify. 94.6% identified themselves as White alone. A full 46.5% of the population identified themselves as: "Hispanic or Latino (of any race)."

*Housing:* The 2010 census shows 58.3% of the respondents identified themselves as living in a family household with 21.9% of all households having children under 18 years of age.

*Education:* The Town of Surfside residents have more education than average United States (US) residents. The population with a high school degree or higher is 6.2% higher than across the US. The population with a bachelor's degree or higher was 46% (61% higher than the US average of 28.5%) according to the 2010 census.

*Income:* With 13.8% of the population reporting themselves below the poverty line, for the 2010 census, the Town was below the US average percentage of 14.9%.

Median household income: \$67,760

Number of households: 2,057

Persons per household: 2.79

### **2017 US Census Bureau Quick Facts:**

Median household income: \$72,266

Number of households: 2,220

Persons per household: 2.55

Persons in poverty, percent: 6.7%

*Housing Values:* The median owner-occupied home value in 2012-2016 is \$561,900 for the Town compared to a median owner-occupied Miami Dade County home value of \$221,100 and US home value of \$184,700.

## **Incorporation**

The Town of Surfside, Florida was incorporated by the State of Florida in May 1935 upon the petition of members of the “Surf Club.” The Surf Club historically was a major facility in Surfside. It was recently redeveloped/renovated and is anticipated to continue to be a major facility in Surfside.

## **The Government Style**

The Town of Surfside is a Commission / Manager form of government. This one hundred year old style of municipal government balances citizen policy leaders, through elected representatives, with a professionally trained administrator. The elected representatives set policy and provide oversight for the administrator.

## **Surfside’s Town Commission**

The Town Commission consists of five elected representatives: Mayor, Vice-Mayor, and three Commissioners who are elected for specific terms. The Town Commission was elected in March 2018.

## **The Incumbent Commission**

The current Town Commission is pictured on the title page of this document and includes:

- ✓ Mayor Daniel Dietch
- ✓ Vice Mayor Daniel Gielchinsky
- ✓ Commissioner Barry Richard Cohen
- ✓ Commissioner Michael Karukin
- ✓ Commissioner Tina Paul

The Town Commission provides policy guidance to the Town at a salary of one dollar (\$1) per year.

## **Commission Contact**

The elected officials may be contacted through Town Hall by calling (305) 861–4863 or via e-mail. Their respective e-mail addresses follow:

Mayor Daniel Dietch:

[ddietch@townofsurfsidefl.gov](mailto:ddietch@townofsurfsidefl.gov)

Vice Mayor Daniel Gielchinsky:

[dgielchinsky@townofsurfsidefl.gov](mailto:dgielchinsky@townofsurfsidefl.gov)

Commissioner Barry Richard Cohen:

[bcohen@townofsurfsidefl.gov](mailto:bcohen@townofsurfsidefl.gov)

Commissioner Michael Karukin:

[mkarukin@townofsurfsidefl.gov](mailto:mkarukin@townofsurfsidefl.gov)

Commissioner Tina Paul:

[tpaul@townofsurfsidefl.gov](mailto:tpaul@townofsurfsidefl.gov)

## **Commission Meeting Schedule:**

The Town Commission complies with the Sunshine Laws of the State of Florida. This means that there is no discussion of policy issues outside of properly noticed public meetings (except as allowed by the law for litigation and labor relation issues).

The Regular Meetings of the Mayor and Town Commission are scheduled for the second Tuesday of each month and are televised. They are held in the Commission Chambers in Town Hall (9293 Harding Avenue) and begin at 7 pm. Other properly noticed meetings may be held as needed. Please check the Town of Surfside website ([www.townofsurfsidefl.gov](http://www.townofsurfsidefl.gov)) to verify the dates of all meetings.

## Communications:

There are a number of ways that residents can be informed about actions taken by the Town Commission or other Town events. One way is to attend a Commission meeting. If you cannot attend a meeting, it usually may be viewed on the Town's government access cable station on Channel 93.

Some events like the adoption of ordinances are noticed in the *Daily Business Review* newspaper. The Town also provides its own monthly publication, *The Gazette*, which is mailed throughout the Town and available on the Town's website. Finally, much information about the Town and current events may be found at the Town's official website:

<http://www.townofsurfsidefl.gov>

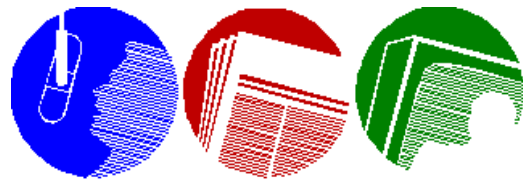
## Town Facilities / Contact Information

The Town of Surfside is engaged in a variety of services and has developed a variety of facilities over the years from both donated and purchased properties. The new Community Center on the ocean opened during summer 2011. There are also the Town Hall, a Tourism Bureau, a Tennis Center, numerous municipal parking areas, the Surfside Field, Pavilion, & Playground, and a Tot Lot. A listing of contact information for these facilities follows:

*Town Hall*  
9293 Harding Avenue  
Surfside, FL 33154  
305-861-4863

*Police Department (non-emergency)*  
9293 Harding Avenue  
Surfside, FL 33154  
305-861-4862

*Parking Lots*  
Call 305-861-4862 for more information.



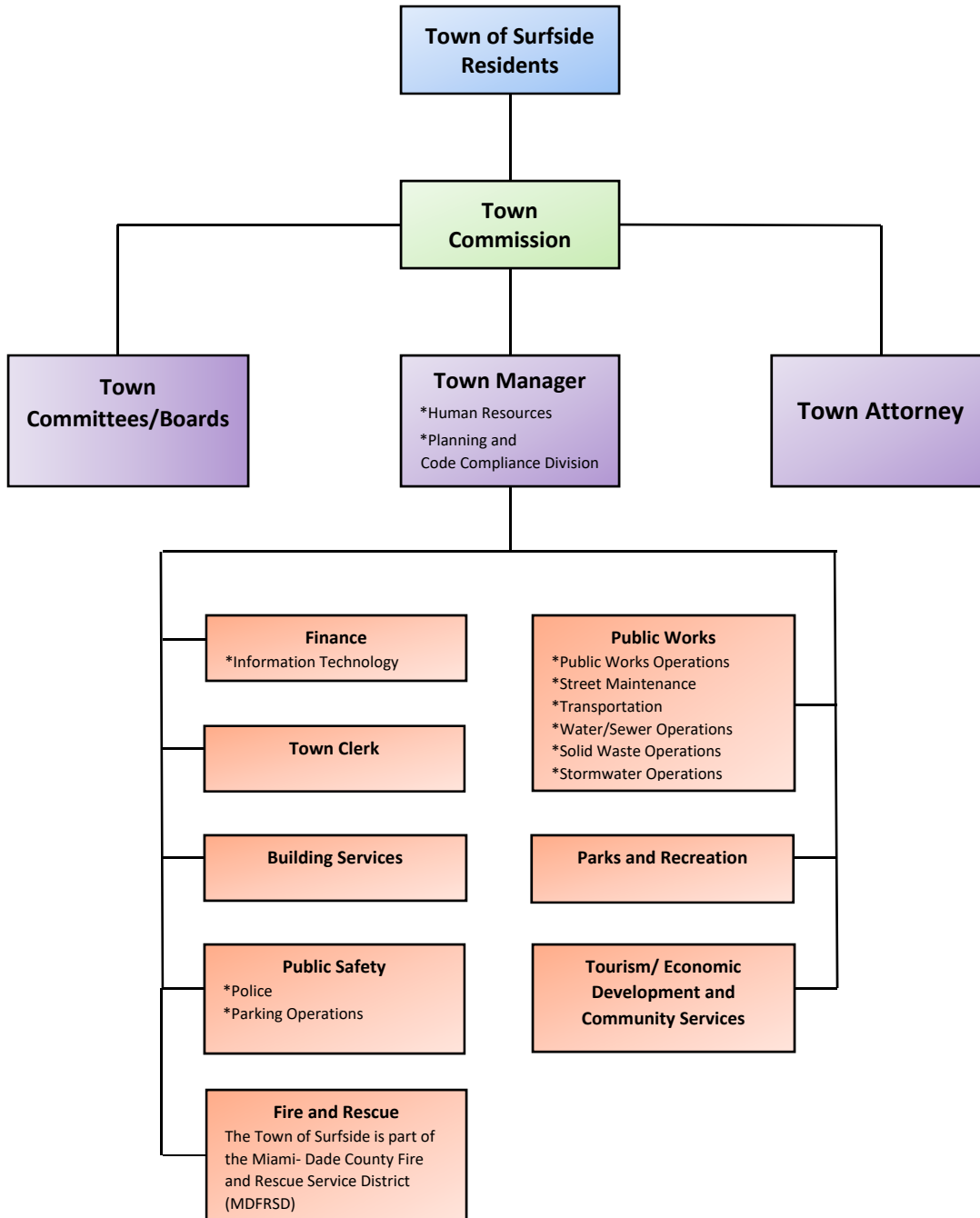
*Tourist Bureau*  
9301 Collins Avenue  
Surfside, FL 33154  
305-864-0722  
surftourbrd@townofsurfsidefl.gov

*Tennis Center*  
8750 Collins Avenue  
Surfside, FL 33154  
305-866-5176

*Surfside Field, Pavilion, & Playground*  
9572 Bay Drive  
Surfside, FL 33154  
305-993-1068

*Tot Lot Playground*  
Hawthorne Ave & 90th Street

# Town of Surfside Government Structure

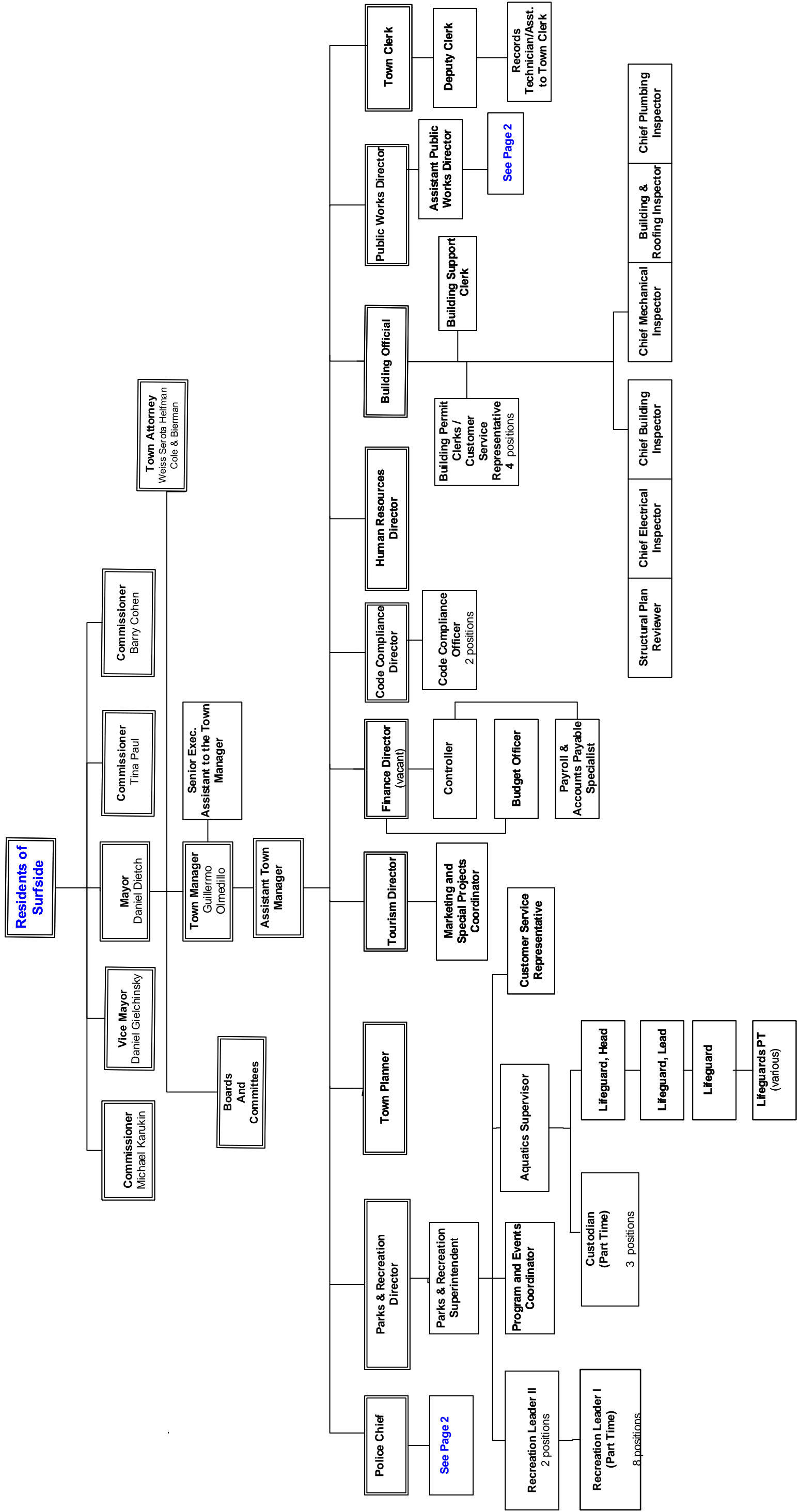






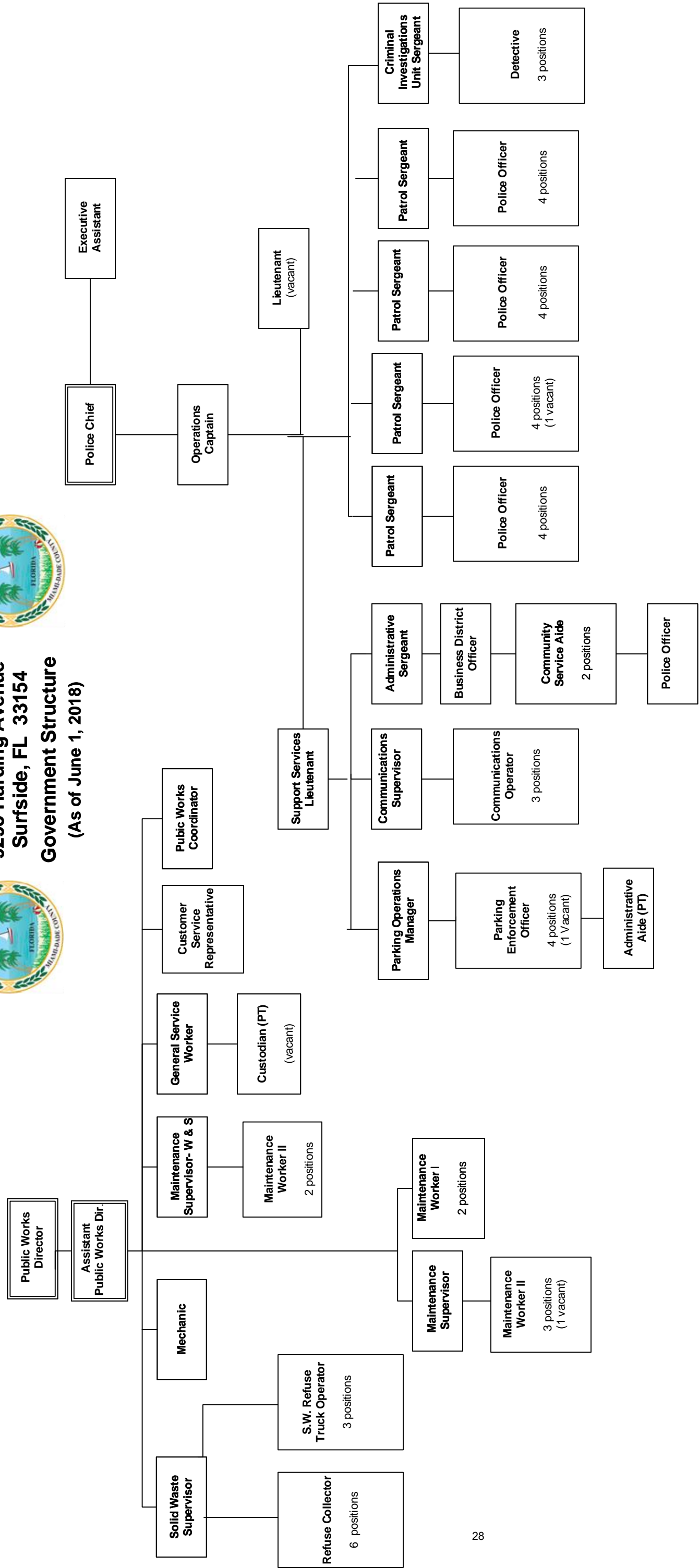
**Town of Surfside**  
 9293 Harding Avenue  
 Surfside, FL 33154

**Government Structure**  
 (As of June 1, 2018)





**Town of Surfside**  
**9293 Harding Avenue**  
**Surfside, FL 33154**  
**Government Structure**  
**(As of June 1, 2018)**





## **Administrative Structure**

The administrative appointments made by the Town Commission include: 1) Town Manager (Chief Operating Officer), 2) Town Attorney (Chief Legal Counsel), and 3) Town External Auditor (Chief Financial Compliance Examiner). The Town Manager is the primary administrator responsible for the daily operations of the Town. This is accomplished with the assistance of ten administrators which report directly to the Town Manager.

More detail on the operational departments listed below may be found in their respective sections of this budget document.

## **Executive Department**

The Executive Department is responsible for the coordination of all Town administrative activity. Phone: (305) 993-1052

## **Human Resources**

The Human Resources element of the Executive Department is responsible for all personnel matters (recruitment, evaluating, promoting, disciplining, benefit management, collective bargaining, employee morale programs etc.). Phone: (305) 861-4863

## **Planning /Code Compliance Division**

The Planning and Code Compliance Division of the Executive Department is responsible for Code Compliance, Development Management, and Planning & Zoning. Phone: (954) 921-7781

## **Town Attorney Department**

The Town Attorney's office is responsible for ensuring legal compliance in all areas of Town activity. Phone: (305) 861-4863

## **Town Clerk Department**

The Town Clerk's Office is responsible primarily for all Freedom of Information Act (FOIA) requests, printing the Commission agenda, and maintaining all public records and Town elections. Phone: (305) 861-4863

## **Finance Department**

The Finance Department is responsible for ensuring solid recommendations to promote the financial health of the Town as well as accounts payable, payroll processing, risk management, external audits, preparation of the Town's budget and financial statements, and Information Technology systems. Phone: (305) 861-4863

## **Parks and Recreation**

The Parks and Recreation Department is responsible for the maintenance of all park facilities and all leisure services programming. Phone: (305) 866-3635

## **Public Safety Department**

The Public Safety Department is responsible for all preventative and proactive police services as well as managing municipal parking. Phone: (305) 861-4862

## **Public Works**

The Public Works Department is responsible for the maintenance and development of most Town tangible assets. Included in this responsibility are: Water & Sewer Fund operations, Stormwater Utility Operations, Solid Waste Collection and Recycling operations, Roadway/Transportation Maintenance operations, and a variety of other physical improvements. Phone: (305) 861-4863

## **Tourist Bureau**

The Tourist Bureau is responsible for managing the Tourist Bureau fund and promoting the Town to attract tourists and visitors. Phone: (305) 864-0722

## **Building Services Department**

The Building Services Department is responsible for promoting compliance with all Federal, State, and Municipal codes related to building safety. Phone: (305) 861-4863.

## Administration Contacts

**Town Manager**, Guillermo Olmedillo  
(305) 861-4863  
golmedillo@townofsurfsidefl.gov

**Assistant Town Manager**, Duncan Tavares  
(305) 864-0722  
dtavares@townofsurfsidefl.gov

**Town Attorney**  
(305) 861-4863

**Police Chief**, Julio Yero  
(305) 861-4863  
jyero@townofsurfsidefl.gov

**Human Resource Director**, Yamileth Slate-McCloud  
(305) 861-4863  
yslate-mccloud@townofsurfsidefl.gov

**Town Clerk**, Sandra Novoa  
(305) 861-4863  
snovoa@townofsurfsidefl.gov

**Interim Finance Director**, Chris Wallace  
(305) 861-4863  
cwallace@townofsurfsidefl.gov

**Tourist Bureau Director**, Lindsay Fast  
(305) 864-0722  
lfast@townofsurfsidefl.gov

**Parks and Recreation Director**, Tim Milian  
(305) 866-3635  
tmilian@townofsurfsidefl.gov

**Building Official**, Rosendo Prieto  
(305) 861-4863  
rprieto@townofsurfsidefl.gov

**Planning Director**, Sarah Sinatra Gould  
(954) 921-7781  
ssinatra@calvin-giordano.com

**Public Works Director**, Randy Stokes  
(305) 861-4863  
[rstokes@townofsurfsidefl.gov](mailto:rstokes@townofsurfsidefl.gov)

**Code Compliance Director**, Alan Graham  
(305) 861-4863  
agraham@townofsurfsidefl.gov

## **Emergency Services**

The Town maintains its own police public safety program. Fire & Rescue Services are provided by Miami-Dade County. For emergencies, dial 911.

## **Police Services**

Surfside provides a police response time of approximately two minutes. This excellent response time is one of many reasons that our police department is highly respected.

## **Fire & Rescue Services**

Fire & Rescue Services are provided in the Town of Surfside by Miami-Dade Fire Rescue. With a station only a few miles away, response time is respectable. Due to the efforts of responsible residents and the enforcement efforts of the Building Department and Code Compliance, the Town experiences very few structural fires.

## **Utilities**

Surfside operates its own utilities functions. Surfside provides: Stormwater Maintenance, Solid Waste and Recycling Collection, and Water and Sewer Services. Neither electric nor natural gas services are provided directly by the Town.

## **Electric**

Florida Power and Light (FPL) is the primary supplier of electric power to the Town of Surfside.

## **Natural Gas**

The Town does not provide its own natural gas facilities. Private companies supply natural gas in the Town.

## **Solid Waste Collection (Garbage and Recycling)**

The Town provides its own solid waste and recycling collection to residential and commercial customers at a rate which is well below that of neighboring municipalities providing lesser levels of service. The Public Works Department is responsible for operational issues. The Front Office may be contacted for billing issues.

## **Stormwater Control**

Surfside's stormwater control operations are performed by Town staff. This operation is managed by the Public Works Department which may be contacted for operational concerns (street flooding, etc.)

## **Water and Sewer**

Surfside provides its own water and sewer utility through the Public Works Department. Water supply is provided by Miami Dade County and sewage transmission to the Virginia Key treatment plant is provided by Miami Beach.





## ***Budget Overview***

This section contains summary information about the Budget. It includes the Town's:

1) budget calendar, 2) budget process, 3) fund structure, 4) budget summaries, 5) millage rate information, 6) personnel complement, 7) new program modifications and capital outlay (expenditures), 8) new program modifications and capital outlay (expenditures), 9) debt management, and 10) revenue trends.



# **Budget Overview**

## **Policy Document**

The Budget indicates: 1) the services the Town will provide during the twelve-month period beginning October 1, 2018 and ending September 30, 2019, 2) the level to which those services will be provided and 3) what modifications to previous year practices and policies are recommended for collection of revenue and distribution of resources. The Town Manager's Budget Message summarizes the challenges and opportunities for the coming year.

## **Operations Guide**

The Budget indicates how revenues are generated and services are delivered to the community. The departmental budget sections provide a multi-year history of expenditures, explain the significant changes in expenditures from the prior year (FY 2018) adopted budget to the recommended upcoming year (FY 2019), and identify funded personnel positions. The document includes an organizational layout for the Town and a three-year breakdown on the levels of staffing.

## **Financial Plan**

The budget outlines the cost of Town services and the fiscal resources to fund those services. Revenues are projected based on historical, trend, and known internal and external factors. Intergovernmental revenues have been confirmed to the extent possible at the time of transmittal of this draft with local, state and federal agencies. Expenditures are projected. Debt service payments related to capital improvement projects and vehicle acquisition leases are incorporated within the appropriate fund and department. The Regions loan as well as the State Revolving Fund refinancing debt service payments for the water/sewer/storm drainage projects are reflected in the budget.

## **Communications Device**

The budget seeks to communicate summary information to a diverse audience. This includes: 1) residents and prospective new residents, 2) business owners and prospective investors, 3) the Town Commission, 4) the Town Manager and operating departments, 5) granting agencies, 6) lenders, and 7) oversight agencies. The document's organization is designed to allow for easy and quick access to relevant information for each of these audiences.

The document is organized in compliance with current best practices for budgetary reporting. The coding and accounting system reflected herein conforms to the State of Florida's Financial Services Department (FFSD) requirements as well as Generally Accepted Accounting Principles (GAAP). Finally, this document reflects the continuing implementation of standards published by the Government Accounting Standards Board (GASB).

The budget document includes all anticipated funds to be received by the Town including carryover from prior years and all anticipated funds to be expended (or encumbered) by the Town during the fiscal year. The fiscal year for Florida municipalities runs from October 1 through September 30. Throughout this document "FY" will be used to represent "Fiscal Year" meaning the period October 1 – September 30. FY 2019, for example, means the fiscal year running October 1, 2018 through September 30, 2019.



The document also includes transfers, where appropriate, from one fund to another. Since the allocation to be transferred is accounted for as received funding in each of the funds, the reader is cautioned that the addition of all revenues/incomes across funds overstates the total resources available for allocation. There is a separate page which documents all interfund transfers.

This document serves four main purposes: 1) policy and priority establishment, 2) operational guidance, 3) financial planning, and 4) communication and strives to meet these four purposes in the most transparent manner possible.



Town of Surfside  
2019 Annual Budget  
BUDGET PREPARATION CALENDAR

|  |   |
|--|---|
| Distribution of Department Budget Package to Department Directors              | March 5   |
| Submission of Department Budget Requests to Finance Department                 | March 23  |
| Budget Retreat - Town Manager and Department Directors                         | April 13  |
| Budget Goals and Objectives Workshop   | May 22 (Tuesday 6:15 pm)  |
| Miami Dade Property Appraiser 2018 Assessment Roll Estimate                    | June 1  |
| Budget Workshop  | June 12 (Tuesday 5:00 pm)   |
| Fiscal Year 2019 Proposed Budget Delivered to the Town Commission              | July 1  |
| Miami-Dade Property Appraiser Certified Taxable Value                          | July 1  |
| Town Commission Budget Discussion, Accept Town Manager's Proposed Millage Rate | July 10 (Tuesday 5:00pm)  |
| First Public Hearing   | September 12 (Wednesday 5:01pm)   |
| Final Assessment Resolution for Solid Waste                                    | September 12 (Wednesday Time TBD)   |
| Budget Summary and Notice of Hearing Published                                 | September 23  |
| Second Public Hearing  | September 26 (Wednesday 5:01pm)   |
| Fiscal Year 2019 Begins  | October 1   |
|  | First Public Hearing dates of:<br>Miami-Dade County (September 6 )<br>Miami Dade County School Board (July 25 )       |
|  | Second Public Hearing dates of:<br>Miami-Dade County (September 20 )<br>Miami Dade County School Board (September 5 ) |



## **THE BUDGET PROCESS**

The fiscal year for the Town of Surfside begins on October 1 of each year and ends September 30 of the following year pursuant to Florida Statute. Budget development and management is a year-round process.

Budget preparation begins in March and is designed to assist the Town's management in the development of short-term and long-term strategies to meet legal and policy directives as well as perceived wishes of the community including the various Advisory and Policy boards and committees. The policy directives of the Town of Surfside's Town Commission are the principal focus of each budget process.

### **Budget Calendar**

Budget preparation begins with the development of instructions and general directives for staff. The documents and policies resulting from these discussions are then presented to each department as a means of soliciting their identified needs and resources. Staff involvement at all levels reinforces the importance of building the budget with the participation of those familiar with their individual operations and who use the resources provided to achieve funded outcomes.

To minimize departmental time required to prepare budget requests, the Finance Department in collaboration with the Human Resources Director, prepares all personnel costs and benefit expenditure information. A number of other expenditures are addressed centrally and allocated to appropriate budgets (shared lease costs, etc.) Departments are responsible for identifying, researching, developing, and submitting requests for operating funds, new programs, capital improvements, and personnel changes.

The budget requests are submitted on forms developed by the Finance Department in an attempt to maintain consistency and to reduce the amount of time spent on formatting issues and to increase the amount of time spent on budget development. To assist departments in developing the budget, the department heads are given detailed actual expenditure reports for their department. All department funding requests are reviewed and revenue projections are completed by mid-June.

Departments are encouraged to review prior spending as a way of reminding themselves of on-going obligations and not as a way to establish a guaranteed base funding level on which to build. Each request for funding must be accompanied by a detailed justification. Each year the departments also submit requests for capital outlay (expenditures) and capital improvement projects. Items that qualify as capital outlay are those that cost \$1,000 or more and result in a fixed asset for the Town. Items that qualify as capital improvement projects are capital assets whose cost is at least \$25,000 and which have a useful life of not less than three years.

Capital Improvement Program (CIP) Projects are forecast in the Five Year Capital Improvement Plan to allow for advanced planning. The CIP development process involves the efforts of all departments, policy direction by the Town Commission, coordination with several outside agencies, and coordination with external service providers. Often citizen advisory groups are involved as well. Multi-year CIP projects are reviewed during budget workshops and are included as a part of the budget development.

Funding for the projects is appropriated on an annual basis by the Town Commission. Some of the projects included in the Five Year CIP Plan are related to enterprise funds. Only general government capital improvement projects are funded in the Capital Projects Fund. Future operating cost (e.g. additional personnel, maintenance or utility costs) associated with capital projects are projected for each individual CIP. Anticipated operating cost information is not included in the current year's budget unless the projects are expected to be completed prior to year end.

The Town Manager will meet with the Town Commission at a July 10, 2018 budget discussion to formally present the proposed budget document, propose a millage rate, and to receive Town

Commission direction. The public is invited to attend, but the meeting is not a public hearing per se. The budget meeting provides an opportunity for the Mayor and Town Commission to seek clarification on proposed items, often from department directors, and to provide policy direction to the Town Manager. Two public hearings required by Florida law occur in September 2018.

### **Town Commission Approval**

A current year proposed millage rate is required before August 4, 2018. This is the rate which is reflected on the preliminary tax statement (TRIM statement) sent to each property owner in the Town during the summer. This rate becomes the “not-to-exceed” rate to fund the Town’s budget, which may be lowered without a requirement to re-notice property owners

Two public hearings are conducted to obtain community comments prior to September 30th. Proposed millage rates and a proposed budget are adopted at the first hearing. The final millage rate and final budget are adopted by resolution at the second public hearing. At these meetings the budget document implicitly becomes the agreed resource allocation guide for the coming fiscal year. A summary budget document is adopted by Town Commission to provide appropriations to fund the budget allocations.

### **The Adopted Budget: The Process Continues**

The adopted budget with any Commission amendments is then printed for distribution and posted to the Town’s website within thirty days of adoption. The various allocations included in the adopted budget are then “loaded” into the Town’s financial system and become the basis for all expenditure controls and reporting throughout the fiscal year. The Town Commission receives a summary of expenses, revenues, fund balances and comparison to budget every month as an element of the monthly agenda. A check register reflecting all payments by the Town is also posted to the website.

### **Basis of Budgeting**

Annual appropriated budgets are adopted for all funds on a basis consistent with Generally Accepted Accounting Principles (GAAP). The budget is balanced for every fund. Total anticipated revenues equal total budgeted expenditures plus required transfers, contingencies, and fund balance reserves.

The “basis of accounting” and “basis of budgeting” are the same for governmental funds, except for encumbrances. Unfilled encumbrances expire at the end of the fiscal year. Accordingly, unfilled encumbrances are considered expenditures in the budget but not in the financial statements unless a liability is incurred. The budget document is presented using the modified accrual basis as described below.

### **Basis of Accounting**

The Generally Accepted Accounting Principles (GAAP) basis of accounting for governmental funds is modified accrual. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when you know how much the amounts are and have access to them). “Measurable” means the amount of the transaction can be determined and “available” means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The Town considers all revenues available if they are collected within 60 days after year-end. Expenditures are recorded when the liability is incurred (when an agreement for a purchase is complete).

The accrual (sometimes called “full accrual”) basis of accounting is utilized by proprietary funds (primarily enterprise funds). Under the accrual basis, revenues are recognized in the accounting period in which they are earned, if objectively measurable, whether collected sooner or later. Expenses are recognized when the benefits of the agreement (cost) have been achieved. This is

important to correctly calculate debt service coverage levels mandated in the bond ordinance for retiring water/sewer/storm drainage debt.

## **Budgetary Control**

The Town Administration is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the Town are protected from loss, theft or misuse and to ensure that adequate accounting data is compiled to allow for the preparation of financial statements in conformity with generally accepted accounting principles.

The Town is required to undergo an annual external audit of its financial statements in accordance with auditing standards generally accepted in the United States of America and the standards issued by the Comptroller General of the United States. Upon completion of the annual audit the Town files the Annual Financial Report with the Department of Banking and Financial Services pursuant to Florida Statutes, section 218.32. The most recent external audit was for FY 2016 and was presented in the form of a Comprehensive Annual Financial Report (CAFR). The external auditor provided an unqualified (clean) audit opinion for that period.

The Town maintains a manual encumbrance accounting system as one technique of accomplishing budgetary control. The objective of these budgetary controls is to ensure compliance with legal provisions embodied in the annual appropriated budget approved by the Town's governing body.

## **Budget Amendment Process**

After the budget has been adopted, there are two ways that it can be modified during the fiscal year.

The first method allows for administrative budget transfers upon the approval of the Town Manager. The Town Manager, or designee, is authorized to transfer part or all of an unencumbered balance within the same fund; however, the Town Commission must approve any revisions that alter the total appropriations of a fund. The classification detail at which expenditures may not legally exceed appropriations is at the fund level. Transfers are also reviewed by the Town Commission at approximately mid fiscal year in the form of a mid-year budget amendment.

The second method provides for the Town Commission to transfer between different funds any unrestricted and unassigned fund balance for which an appropriation for the current year is insufficient.

In order to amend funds, the Town Commission: 1) by Resolution: indicates their policy directive to include the amendment as supplemental appropriation and 2) adopts as part of the resolution, or directs inclusion in a subsequent resolution before year end, the supplemental appropriations and authorizes the identified transfers, appropriations, or other amendments to the budget.

It is important to understand that budget amendments and transfers are necessary because the budget is prepared five months before it is implemented for a twelve month period. This seventeen month cycle is not fully predictable requiring adjustments for contingencies that are often beyond our control. Examples include storm clean-up, disaster recovery, gasoline price fluctuations, rate adjustments by service providers such as Miami Dade County and building permit revenues.

## **Transparency**

In FY 2014, the Town Commission greatly enhanced the citizen's ability to understand the Town's finances and to ensure that Town funds were handled in the most fiscally responsible manner possible. Evidence of this policy include the CAFR report which provides greatly expanded information regarding the annual audit. Posting weekly check registers on the Town's website ensures that everyone interested in Town finances can determine exactly which vendors receive payments from the Town. The monthly Town Commission agenda also includes a year to date budget to actual summary to reflect how the Town is doing in relation to the projected financial

outcomes complete with fund balances. This identifies trends early so that corrective action is taken before a trend becomes a problem. The Town also prepared a Five Year Financial Forecast for Fiscal Years 2017/2018-2021/2022 to analyze and capture the impacts of certain known developments within the Town, real and personal property tax changes, resort tax revenue growth, determine if current policies will result in adequate reserves over a five year horizon, and to analyze current policies to promote the sustainability of Town services and rate structures. This Five Year Financial Forecast informs many policy discussions by the Town Commission and various citizen advisory groups.

### **Issues Influencing the Budget**

The proposed FY 2019 annual budget is balanced and the Town proposes to decrease the millage rate from 4.800 to 4.3000. The Town has experienced a net increase in certified taxable property values of approximately \$935.6 million, or 43.5%. New construction projects added to the tax roll amounted to \$1.01 billion. There was an approximately \$76 million decrease in taxable value of existing properties. In FY 2019 the Town strove to capture the growth of the related income from the increase related to new construction by lowering the tax burden to existing residents, and at the same time, responding to the growing request for increasing services to address quality of life issues; providing the financial ability to make investments in technology, equipment and capital infrastructure; and setting aside resources in reserves for future Town infrastructure and capital needs.

### **Short and Long-term Budgetary Plans**

The Town is experiencing a period of greater economic strength in the local and regional economy. Completion of several infill development projects has positively impacted tax rolls and helped improve the Town's financial outlook. Recent commercial development has shifted the percentage of property tax derived from residential property values lower and the Town's commercial development has diversified and expanded the tax base. Infill development throughout the Town continues to occur and the Town anticipates that commercial properties will favorably provide support to the Town's general government operations and resources to fund a plan for future capital expenditures and infrastructure improvements. While uncertainty about how long the present economic conditions will last, attention on building reserves will help improve the Town's financial position.

The Town's Five Year Financial Forecast encourages: 1) a millage rate stabilization fund to allow for smoothing of anticipated future year incomes; 2) a capital project reserve; 3) an increase in emergency reserves.

The Town's enterprise funds rely on user fees for revenues and borrowing for major capital projects. Costs for water supply and waste water treatment have been increasing and are passed onto municipalities that distribute water and collect sewage. Minimal increases are expected to user fees to cover the pass-through costs to the Town for water purchases, sewage disposal, and solid waste tipping fees. The Town continues to consider the best ways to address parking issues, and in FY 2019 will continue to evaluate public/private partnership opportunities.



## Legislative Issues

### Constitutional Amendments on the November 2018 Ballot

**Additional Homestead Property Tax Exemption** – The Florida Legislature placed Amendment 1 on the 2018 general election ballot. The amendment expands the homestead exemption up to \$75,000 (New Third Homestead) on property values greater than \$100,000 (excludes school board property taxes). If approved by 60% of Florida voters, the additional exemption will be effective January 1, 2019 and will be reflected on the November 2019 property taxes. If approved, the new homestead exemption will have a negative fiscal impact on the Town.

**Extension of the 10 Percent Non-Homestead Assessment Limitation** – The Florida Legislature placed Amendment 2 on the 2018 general election ballot. The amendment continues the 10% Non-Homestead assessment limitation that was previously approved by Florida voters in 2008. The benefit is currently set to expire on January 1, 2019. The proposed amendment, if approved by 60% of Florida voters, will make permanent the 10% non-Homestead assessment limitation and may have a negative fiscal impact on the Town.

### New Benefits and Exemptions

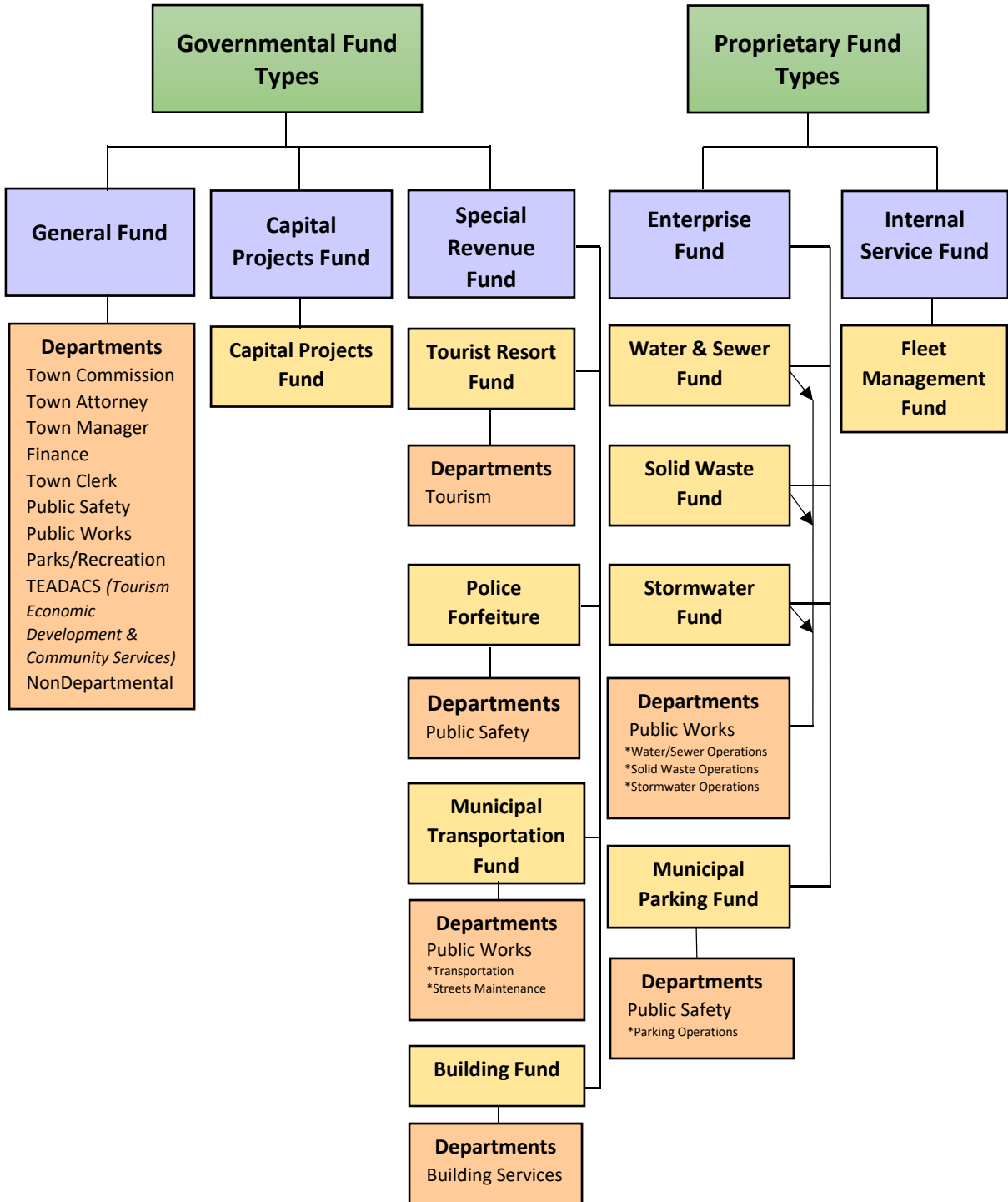
**Homestead Properties Damaged or Destroyed by Hurricanes Hermine, Matthew or Irma** - Owners of homestead property may be eligible to receive a tax credit on a portion of their November 2019 property taxes. To qualify, the homestead property must have been uninhabitable for at least 30 days due to the damage or destruction resulting from Hurricanes Hermine or Matthew during 2016 or Hurricane Irma during 2017. Affected property owners must file an Application for Abatement of Taxes for Homestead Residential Improvements (DR-463) by March 1, 2019 with the Office of the Property Appraiser. (Section 197.318, Florida Statutes)

**Save Our Homes Cap Benefit and Portability Affected by Storm Damage** - Homestead properties that were significantly damaged or destroyed by a named tropical storm or hurricane, such as Hurricane Irma, and not repaired by the following January 1, will now be able to Port the higher Save Our Homes benefit from the year prior to the storm.

**Exemption for Surviving Spouse of Disabled Ex-Servicemember** - The minimum 5 year marriage requirement is no longer applicable for the surviving spouse to receive the Disabled Veteran Exemption. (Section 196.24, Florida Statutes)



# Town of Surfside Fund Structure



## FUND DESCRIPTIONS

Governmental accounting systems are organized and operated on a fund basis. A fund is an accountability unit used to maintain control over resources segregated for specific activities or objectives. Individual resources are allocated to, and accounted for, in separate funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. Each separate fund is balanced, with its respective revenues and expenditures appropriated and monitored.

Governmental units establish and maintain funds required by law for sound financial administration. Only the minimum number of funds consistent with legal and operating requirements are established because unnecessary funds result in inflexibility, undue complexity, and inefficient financial administration.

Fund types include:

- *Governmental Funds* – includes the General Fund, Capital Projects Funds, and Special Revenue Funds;
- *Proprietary Funds* – Includes Enterprise Funds and Internal Service Funds; and
- *Fiduciary Funds* – includes funds used to account for assets held in a trustee or agency capacity for others.

The following is a description of the budgeted funds of the Town.

### GOVERNMENTAL FUNDS

Governmental Funds are subdivided into three sections: the General Fund, Special Revenue Funds, and Capital Project Funds.

**General Fund** - General fund is the primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

**Special Revenue Funds** - Special revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted or limited to expenditure for specified purposes other than debt service or major capital projects.

**Capital Projects Funds** - Capital projects funds are used to account for and report financial resources that are restricted, limited, or assigned to expenditure for the acquisition or construction of major capital facilities.

#### **Fund 001 - General Fund**

The General Fund of a government unit serves as the primary reporting vehicle for current government operations. The General Fund, by definition, accounts for all current financial resources not required by law or administrative action to be accounted for in another fund. The major sources of revenue for the General Fund include: ad valorem taxes, franchise taxes, and intergovernmental revenues. The major departments funded here are: Legislative, Town Attorney, Executive, Finance, Town Clerk, Public Safety, Public Works, and Leisure Services.

#### **Fund 102 - Tourist Resort Fund**

The Tourist Resort Fund is a type of special revenue fund. The revenues received for that fund have specific limitations on their use. This fund is used to account for the portions of

## FUND DESCRIPTIONS

resort tax revenues, which is restricted to Town promotion. The Leisure Services Department operates the Tourism Resort Fund, with policy guidance from the Tourism Board, as one of its divisions.

### **Fund 105 - Police Forfeiture Fund**

The Police Forfeiture Fund is a type of special revenue fund. The revenues received have specific limitations on their use. This fund is used to account for the revenue and expenses from State and Federal forfeitures that the Town receives from various law enforcement agencies. The Public Safety department operates the Police Forfeiture Fund.

### **Fund 107 - Municipal Transportation Fund (CITT)**

The Municipal Transportation Fund is a type of special revenue fund. The revenues received have specific limitations on their use. This fund is used to account for the sales surtax revenues distributed to the Town through the Citizens Initiative Transportation Tax (CITT). Expenditures are limited to improvements to public transportation and transportation improvements. The fund operates under the Public Works department.

### **Fund 150 - Building Fund**

The Building Fund is a type of special revenue fund created in FY 2016/17 to properly account for the building department activities within the Town. Revenues are collected from development activity to fund building department operations.

### **Fund 301 - Capital Projects Fund**

This fund is used for the purpose of budgeting general capital improvement projects which are expected to survive for three years or more. As a governmental fund, it shares with the general fund a feature of only including those items which must not be budgeted elsewhere. Consequently, capital improvement projects that are associated with specific special revenue, proprietary, or fiduciary funds are not budgeted in the capital projects fund.

The Capital Projects Fund is closely associated with a five year Capital Improvement Plan. The Capital Improvement Plan, however, includes all major capital improvements across all funds. It includes the forecast of substantial capital investments and anticipated for the upcoming budget year and for an additional four years.

## PROPRIETARY FUNDS

The Town's Proprietary Funds are Enterprise Funds and Internal Service Funds.

**Enterprise Funds** - Enterprise funds are used to account for operations: (a) that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs of providing goods or services to the public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

### **Fund 401 - Water and Sewer Fund**

The Water and Sewer Fund is a type of enterprise fund. The Town provides water and sewer services to customers within the Town. Charges for the services are made based upon the amount of the service each customer utilizes. Major capital projects are generally funded with

## FUND DESCRIPTIONS

long term financing (bonds) which are repaid over a long period of time. This business-like enterprise provides for personnel, operations, maintenance, collections, debt retirement, and water and sewer operations. The fund operates under the Public Works Department.

### **Fund 402 - Municipal Parking Fund**

The Municipal Parking Fund is a type of enterprise fund. The Town provides locations to customers for parking throughout the Town. Charges for the services are made based upon the amount of the service each customer utilizes. This business-like enterprise provides for personnel, operations, maintenance, collections, and parking enforcement. The fund operates under the Public Safety department.

### **Fund 403 - Solid Waste Collection Fund**

The Solid Waste Collection Fund is a type of enterprise fund. The Town provides solid waste and recycling collection services to customers within the Town. Charges for the services are made based upon the type of service (residential, commercial, and recycling) and the cost for disposal of the materials collected. This business-like enterprise provides for personnel, operations, maintenance, collections, disposal, and planning elements. The fund operates under the Public Works department.

### **Fund 404 - Stormwater Utility Fund**

The Stormwater Utility Fund is a type of enterprise fund. The Town provides storm water drainage services to customers within the Town. Charges for the services are based upon the type of structure from which the stormwater is being diverted. This business-like enterprise provides for personnel, operations, maintenance, collections, debt retirement, and planning elements. The fund operates under the Public Works Department.

***Internal Service Funds*** - Internal services funds are used to account for the cost of providing specific goods or services to Town departments where those services can reasonably be apportioned to the users on a cost-reimbursement basis.

### **Fund 501 – Fleet Management Fund**

The Fleet Management Fund accounts for the costs of maintaining the Town's fleet and accumulates the cost of operating the central garage facility for vehicle maintenance. The cost allocation utilized provides for capital accumulation for the purpose of vehicle replacement. Costs of operating vehicles (replacement reserve, insurance, maintenance, etc.) are established as a monthly rate per class of vehicle and the user department is charged for each vehicle it uses. This fund is supported by those charges to user departments based on the services provided.

## FIDUCIARY FUNDS

***Fiduciary (Trust and Agency) Funds-*** Fiduciary Funds are used to account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and/or other trust funds. An example for the Town of Surfside is the Pension Fund. While the Town is accountable for the maintenance of these funds and their annual audit, the assets do not belong to the Town so the Town does not budget fiduciary funds. The cost for the Town's contribution to keep the Retirement Plan fully funded are budgeted in the various departments.

**BUDGET SUMMARY  
TOWN OF SURFSIDE, FLORIDA  
FISCAL YEAR 2018 - 2019**

**THE PROPOSED OPERATING BUDGET EXPENDITURES OF THE TOWN OF SURFSIDE, FLORIDA ARE 9.02% MORE THAN  
LAST YEAR'S TOTAL ADOPTED OPERATING EXPENDITURES**

**General Fund      4.3000**  
**Voted Debt        0.0000**

|  | GENERAL<br>FUND   | CAPITAL<br>PROJECTS<br>FUND | SPECIAL<br>REVENUE<br>FUNDS | ENTERPRISE<br>FUNDS | INTERNAL<br>SERVICE<br>FUNDS | TOTAL<br>ALL FUNDS<br>BUDGET |
|--|-------------------|-----------------------------|-----------------------------|---------------------|------------------------------|------------------------------|
| <b>ESTIMATED REVENUES:</b>                             |                   |                             |                             |                     |                              |                              |
| TAXES:                      Millage per \$1,000        |                   |                             |                             |                     |                              |                              |
| <b>Ad Valorem Taxes            4.3000</b>              |                   |                             | 0                           | 0                   |                              | 0                            |
| <b>Ad Valorem Taxes            0.0000 (voted debt)</b> | 12,606,394        |                             | 0                           | 0                   |                              | 12,606,394                   |
| Franchise /Utility Taxes                               | 1,431,500         |                             | 0                           | 0                   |                              | 1,431,500                    |
| Sales & Use Taxes                                      | 100,560           |                             | 2,930,000                   | 0                   |                              | 3,030,560                    |
| Licenses/Permits                                       | 10,000            |                             | 666,500                     | 0                   |                              | 676,500                      |
| Intergovernmental                                      | 582,854           |                             | 210,000                     | 0                   |                              | 792,854                      |
| Charges for Services                                   | 453,400           |                             | 0                           | 7,424,614           | 981,057                      | 8,859,071                    |
| Fines & Forfeitures                                    | 169,000           |                             | 0                           | 0                   |                              | 169,000                      |
| Miscellaneous Revenues                                 | 94,600            |                             | 0                           | 0                   |                              | 94,600                       |
| Capital Contributions/Developer Contributions          | 0                 |                             | 0                           | 21,000              |                              | 21,000                       |
| <b>TOTAL SOURCES</b>                                   | <b>15,448,308</b> | <b>0</b>                    | <b>3,806,500</b>            | <b>7,445,614</b>    | <b>981,057</b>               | <b>27,681,479</b>            |
| Interfund Transfers - In                               | 507,851           | 658,000                     | 0                           | 0                   | 256,000                      | 1,421,851                    |
| Fund Balance/Reserves/Net Assets                       | 0                 | 242,000                     | 885,335                     | 159,607             |                              | 1,286,942                    |
| <b>TOTAL REVENUES, TRANSFERS &amp; BALANCES</b>        | <b>15,956,159</b> | <b>900,000</b>              | <b>4,691,835</b>            | <b>7,605,221</b>    | <b>1,237,057</b>             | <b>30,390,272</b>            |

**EXPENDITURES/EXPENSES**

|   |                   |                |                  |                  |                  |                   |
|---|-------------------|----------------|------------------|------------------|------------------|-------------------|
| General Government  | 4,068,777         | 900,000        | 0                | 0                |                  | 4,968,777         |
| Building Services   | 0                 |                | 1,304,668        | 0                |                  | 1,304,668         |
| Public Safety   | 6,177,020         |                | 113,800          | 0                |                  | 6,290,820         |
| Streets   | 188,156           |                | 0                | 0                |                  | 188,156           |
| Recreation, Culture, and Tourism  | 669,572           |                | 2,626,713        | 0                |                  | 3,296,285         |
| Physical Environment  | 1,383,459         |                | 0                | 4,470,975        |                  | 5,854,435         |
| Municipal Transportation  |                   |                | 199,500          | 1,095,611        |                  | 1,295,111         |
| Debt Service  |                   |                | 0                | 1,643,151        |                  | 1,643,151         |
| Internal Services   |                   |                |                  |                  | 701,861          | 701,861           |
| <b>TOTAL EXPENDITURES/EXPENSES</b>  | <b>12,486,984</b> | <b>900,000</b> | <b>4,244,681</b> | <b>7,209,737</b> | <b>701,861</b>   | <b>25,543,263</b> |
| Interfund Transfers - Out   | 900,000           |                | 147,367          | 374,484          |                  | 1,421,851         |
| Fund Balance/Reserves/Net Assets  | 2,569,175         |                | 299,787          | 21,000           | 535,196          | 3,425,158         |
| <b>TOTAL APPROPRIATED EXPENDITURES<br/>TRANSFERS, RESERVES &amp; BALANCES</b> | <b>15,956,159</b> | <b>900,000</b> | <b>4,691,835</b> | <b>7,605,221</b> | <b>1,237,057</b> | <b>30,390,272</b> |

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.

# PROPERTY VALUE AND MILLAGE SUMMARY

|   |                        |       |
|---|------------------------|-------|
| 2017 Gross Taxable Value July 1, 2017                   | \$2,150,458,492        |       |
| Decrease to 2018 Taxable Value                          | <u>(75,890,065)</u>    | -3.5% |
| 2018 Gross Taxable Value July 1, 2018                   | \$2,074,568,427        |       |
| Current Year Additions (New Construction)               | <u>1,011,452,107</u>   | 47.0% |
| Current Year Gross Taxable Value for Operating Purposes | <u>\$3,086,020,534</u> | 43.5% |

|  | FY 2018 Rate | FY 2019 Rolled Back Rate | FY 2019 Proposed Rate | Percentage Increase/Decrease(-) Over |              |
|--|--------------|--------------------------|-----------------------|--------------------------------------|--------------|
|  |              |                          |                       | FY 2018 Adopted Rate                 |              |
| <b>Operating Millage</b>                 | 4.8          |                          | 4.3000                | -10.42%                              |              |
|  |              |                          |                       | Revenues Generated                   |              |
|  |              |                          | Mills                 | Gross                                | Net (95%)    |
| FY 2019 Adopted Operating Millage        |              |                          | 4.3000                | \$13,269,888                         | \$12,606,394 |
| Prior FY 2018 Adopted Operating Millage  |              |                          | 4.8000                | \$14,812,899                         | \$14,072,254 |
| <b>Increase/Decrease(-) from FY 2018</b> |              |                          | <b>-0.5000</b>        |                                      |              |

## 14 Year Millage, Taxable Value and Revenue History

| Fiscal Year | Tax Rate/<br>Millage | Taxable Value   | Percent<br>Change in<br>Taxable<br>Value | Revenue      |              |
|-------------|----------------------|-----------------|--|--------------|--------------|
|             |                      |                 |  | Gross        | Net (95%)    |
| 2006        | 5.6030               | \$1,064,159,853 | 21.3%                                    | \$5,962,488  | \$5,664,363  |
| 2007        | 5.6000               | \$1,370,666,796 | 28.8%                                    | \$7,675,734  | \$7,291,947  |
| 2008        | 4.2500               | \$1,577,153,935 | 15.1%                                    | \$6,702,904  | \$6,367,759  |
| 2009        | 4.7332               | \$1,400,434,957 | -11.2%                                   | \$6,628,539  | \$6,297,112  |
| 2010        | 4.7332               | \$1,172,763,595 | -16.3%                                   | \$5,550,925  | \$5,273,378  |
| 2011        | 5.6030               | \$1,069,725,255 | -8.8%                                    | \$5,993,671  | \$5,693,987  |
| 2012        | 5.5000               | \$1,017,658,274 | -4.9%                                    | \$5,597,121  | \$5,317,265  |
| 2013        | 5.3000               | \$1,062,214,226 | 4.4%                                     | \$5,629,735  | \$5,348,249  |
| 2014        | 5.2000               | \$1,144,071,250 | 7.7%                                     | \$5,949,171  | \$5,651,712  |
| 2015        | 5.0293               | \$1,336,876,007 | 16.9%                                    | \$6,723,551  | \$6,387,373  |
| 2016        | 5.0293               | \$1,502,755,220 | 12.4%                                    | \$7,557,807  | \$7,179,916  |
| 2017        | 5.0144               | \$1,689,439,338 | 12.4%                                    | \$8,471,525  | \$8,047,948  |
| 2018        | 4.8000               | \$2,150,458,492 | 27.3%                                    | \$10,322,201 | \$9,806,091  |
| 2019        | 4.3000               | \$3,086,020,534 | 43.5%                                    | \$13,269,888 | \$12,606,394 |

\*Based on July 1, 2018 Miami-Dade County Property Appraiser 2018 Preliminary Taxable Values



## Town-Wide Personnel Complement

Positions by Fund and Department

| Fund             | Department         | Funded FY 2017 Positions              |           |           |              | Funded FY 2018 Positions |           |           |              | Funded FY 2019 Positions |           |           |              |      |
|------------------|--------------------|---------------------------------------|-----------|-----------|--------------|--------------------------|-----------|-----------|--------------|--------------------------|-----------|-----------|--------------|------|
|                  |                    | Full Time                             | Part Time | Temp      | FTE's        | Full Time                | Part Time | Temp      | FTE's        | Full Time                | Part Time | Temp      | FTE's        |      |
| General Fund     | Legislative        | 5                                     | 0         | 0         | 0            | 5                        | 0         | 0         | 0            | 5                        | 0         | 0         | 0            |      |
|                  | Town Attorney      | 3                                     | 0         | 0         | 3            | 1                        | 0         | 0         | 1            | 0                        | 0         | 0         | 0            |      |
|                  | Executive          | 6                                     | 0         | 0         | 6            | 6.75                     | 0         | 0         | 6.75         | 6.75                     | 0         | 0         | 6.75         |      |
|                  | Finance            | 4                                     | 0         | 0         | 4            | 4                        | 0         | 0         | 4            | 5                        | 0         | 0         | 5            |      |
|                  | Town Clerk         | 3                                     | 1         | 0         | 3.5          | 3                        | 1         | 0         | 3.5          | 3                        | 1         | 0         | 3.5          |      |
|                  | Public Safety      | 36.25                                 | 0         | 0         | 36.25        | 37.25                    | 0         | 0         | 37.25        | 37.25                    | 0         | 0         | 37.25        |      |
|                  | Public Works       | 6.65                                  | 1         | 0         | 7.15         | 6.65                     | 1         | 0         | 7.15         | 5.65                     | 1         | 0         | 6.15         |      |
|                  | Leisure Services   | 11.32                                 | 17        | 27        | 27.92        | 10.91                    | 17        | 27        | 27.51        | 2.01                     | 6         | 0         | 5.51         |      |
|                  | Tourism            | Leisure Services                      | 0.68      | 0         | 0            | 0.68                     | 1.34      | 0         | 0            | 1.34                     | 1.34      | 0         | 0            | 1.34 |
|                  |                    | Leisure Services - Community Center** |           |           |              |                          |           |           |              | 8.9                      | 15        | 27        | 22           |      |
| Forfeitures      | Public Safety      | 0                                     | 0         | 0         | 0            | 0                        | 0         | 0         | 0            | 0                        | 0         | 0         |              |      |
| Transportation   |                    | 0                                     | 0         | 0         | 0            | 0                        | 0         | 0         | 0            | 0                        | 0         | 0         |              |      |
| Building         | Building Services* | 5                                     | 7         |           | 8.5          | 6                        | 8         |           | 10.5         | 7                        | 8         | 11.5      |              |      |
| Water/Sewer      | Public Works       | 4.55                                  | 0         | 0         | 4.55         | 4.55                     | 0         | 0         | 4.55         | 4.55                     | 0         | 0         | 4.55         |      |
| Parking          | Public Safety      | 6.75                                  | 1         | 0         | 7.25         | 6.75                     | 1         | 0         | 7.25         | 6.75                     | 1         | 0         | 7.25         |      |
| Solid Waste      | Public Works       | 11.25                                 | 0         | 0         | 11.25        | 12.25                    | 0         | 0         | 12.25        | 12.25                    | 0         | 0         | 12.25        |      |
| Stormwater       | Public Works       | 1.55                                  | 0         | 0         | 1.55         | 1.55                     | 0         | 0         | 1.55         | 1.55                     | 0         | 0         | 1.55         |      |
| Fleet Management | Public Works       |                                       |           |           |              |                          |           |           | 1            | 0                        | 0         | 1         |              |      |
| <b>Total</b>     |                    | <b>105</b>                            | <b>27</b> | <b>27</b> | <b>121.6</b> | <b>107</b>               | <b>28</b> | <b>27</b> | <b>124.6</b> | <b>108</b>               | <b>32</b> | <b>27</b> | <b>125.6</b> |      |

\* In FY 2019 Public Works/Mechanic position is budgeted in the Fleet Management Fund.

\*\* In FY 2019 Community Center operations are budgeted in the Tourist Resort Fund.

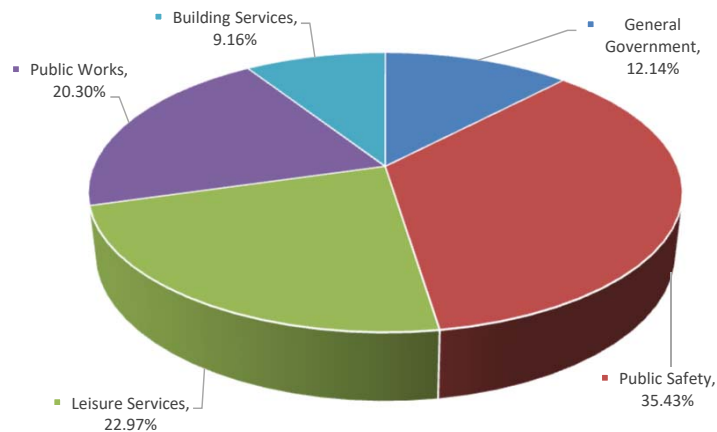
### Staffing Changes from FY 2018 to FY 2019

**Full time positions:** The net number of FY 2019 full time funded positions has increased by one (1) from positions funded in FY 2018. Following are the position changes in FY 2019.

|                       |                   |  |             |
|-----------------------|-------------------|--|-------------|
| General Fund          | Tow Attorney      | Assistant to Town Attorney   | (1.00)      |
| General Fund          | Finance           | Accountant   | 1.00        |
| General Fund          | Public Works      | Mechanic transferred to Fleet Management Fund  | (1.00)      |
|                       |                   | Community Center Operations allocated positions are budgeted under Tourist Resort Fund |             |
| General Fund          | Leisure Services  | Community Center Operations allocated positions  | (22.00)     |
| Tourist Resort Fund   | Leisure Services  | Community Center Operations allocated positions  | 22.00       |
| Building Fund         | Building Services | Assistant Building Official  | 1.00        |
| Fleet Management Fund | Public Works      | Mechanic   | 1.00        |
| <b>Total</b>          |                   |  | <b>1.00</b> |

**Part time positions:** The net number of part time and other temporary positions is unchanged.

### Summary of Personnel by Function



**SUMMARY OF NEW PROGRAM MODIFICATIONS  
FY 2019**

| Department/Division                               | Description of Program Modifications                                       | Type | Fund | Total Cost         | Funded           |
|---|--|------|------|--------------------|------------------|
| <b>GENERAL FUND</b>                               |  |      |      |                    |                  |
| Town Attorney                                     | Non-Contract Professional Services and Special Projects/ Excluded Services | PM   | 001  | \$125,000          | \$125,000        |
| Planning & Zoning                                 | 10-year Water Supply Plan Update   | PM   | 001  | \$15,000           | \$15,000         |
| Planning & Zoning                                 | Florida Green Building Coalition Certification                             | PM   | 001  | \$26,350           | \$26,350         |
| Planning & Zoning                                 | Impact Fee Study   | PM   | 001  | \$50,000           | \$50,000         |
| Finance   | Accountant Position  | PM   | 001  | \$78,000           | \$78,000         |
| Finance/ IT                                       | Cloud E-mail Services  | PM   | 001  | \$23,760           | \$23,760         |
| Finance/ IT                                       | Backup Software Upgrade and Cloud-Based Backup Services                    | PM   | 001  | \$15,500           | \$15,500         |
| Public Safety                                     | Hurricane / Critical Incident Items and Equipment                          | PM   | 001  | \$30,000           | \$30,000         |
| Public Safety                                     | Ruth K. Broad K-8 School Overtime Detail                                   | PM   | 001  | \$17,000           | \$17,000         |
| Public Works                                      | Bigbelly Program Phase II - WIFI Enabled                                   | PM   | 001  | \$350,000          | \$70,000         |
| Parks & Recreation                                | Tennis Court Resurfacing   | PM   | 001  | \$12,000           | \$12,000         |
| TEDACS  | Enhanced Public Information Representative Retainer                        | PM   | 001  | \$51,540           | \$51,540         |
| <b>TOTAL GENERAL FUND</b>                         |  |      |      | <b>\$794,150</b>   | <b>\$514,150</b> |
| <b>BUILDING FUND</b>                              |  |      |      |                    |                  |
| Building Services                                 | Assistant Building Official  | PM   | 150  | \$123,000          | \$123,000        |
| <b>TOTAL BUILDING FUND</b>                        |  |      |      | <b>\$123,000</b>   | <b>\$123,000</b> |
| <b>ENTERPRISE FUNDS:<br/>WATER AND SEWER FUND</b> |  |      |      |                    |                  |
| Public Works / Water & Sewer                      | Alternative Rate Structure Sensitivity Study                               | PM   | 401  | \$33,750           | \$33,750         |
| Public Works / Water & Sewer                      | Sewer & Stormwater Pump Maintenance  | PM   | 401  | \$25,000           | \$25,000         |
| <b>TOTAL WATER AND SEWER FUND</b>                 |  |      |      | <b>\$58,750</b>    | <b>\$58,750</b>  |
| <b>STORMWATER FUND</b>                            |  |      |      |                    |                  |
| Public Works / Stormwater                         | Alternative Rate Structure Sensitivity Study                               | PM   | 404  | \$11,250           | \$11,250         |
| Public Works / Stormwater                         | Sewer & Stormwater Pump Maintenance  | PM   | 404  | \$25,000           | \$25,000         |
| <b>TOTAL STORMWATER FUND</b>                      |  |      |      | <b>\$36,250</b>    | <b>\$36,250</b>  |
| <b>TOTAL ALL FUNDS</b>                            |  |      |      | <b>\$1,012,150</b> | <b>\$732,150</b> |

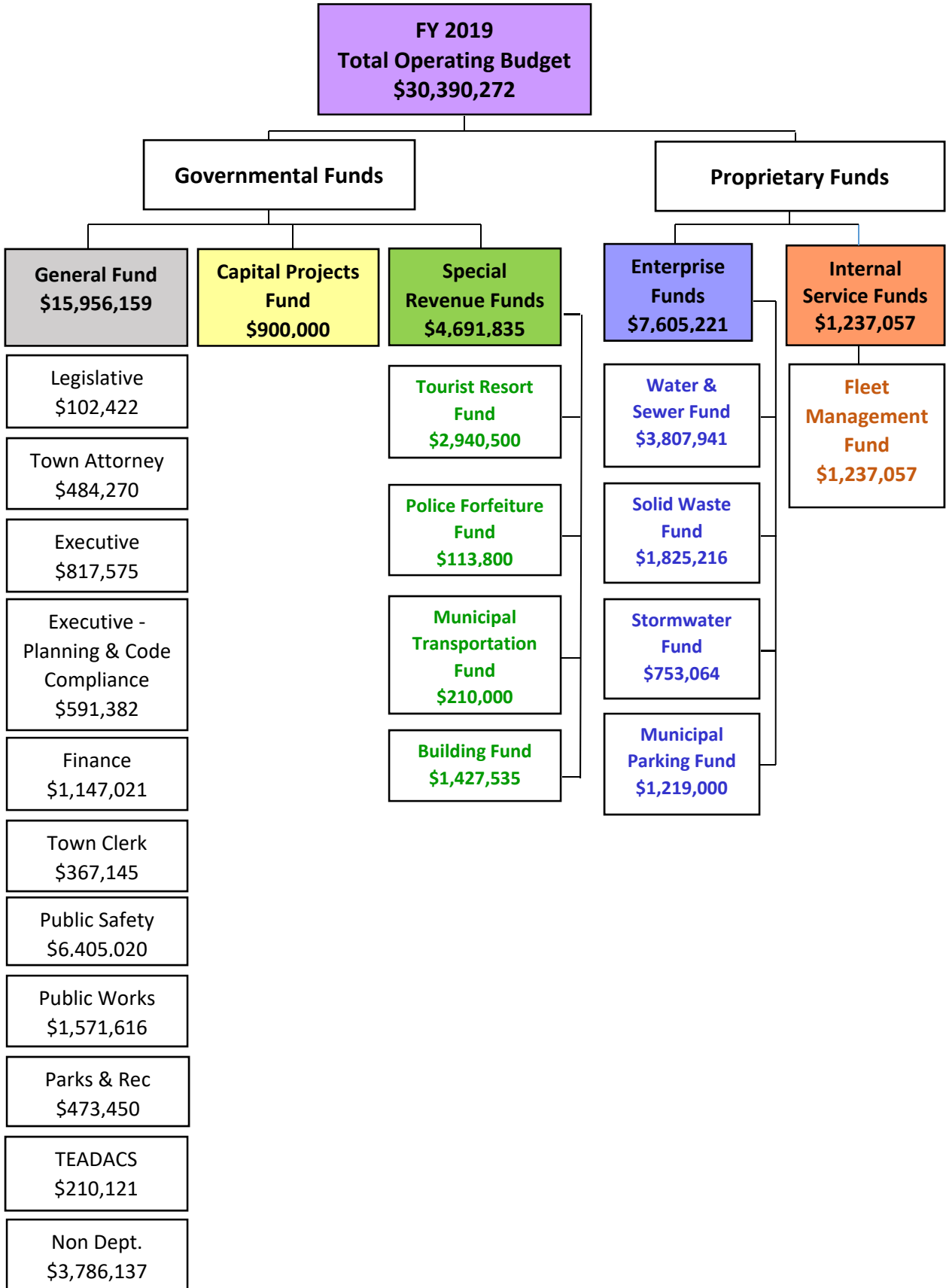
**SUMMARY OF NEW CAPITAL OUTLAY REQUESTS  
FY 2019**

| Department/Division                                      |       | Description of New Capital Expenditures | Type | Fund | Total Cost         | Funded             |
|--|-------|---|------|------|--------------------|--------------------|
| <b>GENERAL FUND</b>                                      |       |   |      |      |                    |                    |
| Finance  | 6410  | Network Switch Upgrades                 | CO   | 001  | \$10,000           | \$10,000           |
| Public Safety  | 6410  | Police Handheld Radios                  | CO   | 001  | \$129,600          | \$129,600          |
| <b>TOTAL GENERAL FUND</b>                                |       |   |      |      | <b>\$139,600</b>   | <b>\$139,600</b>   |
| <b>CAPITAL IMPROVEMENT FUND</b>                          |       |   |      |      |                    |                    |
| Finance/ IT  | 6410  | IT Infrastructure Upgrades - Server     | CO   | 301  | \$75,000           | \$75,000           |
| Public Works   | 6410  | Town Hall Generator                     | CIP  | 301  | \$125,000          | \$125,000          |
| Parks & Recreation                                       | 63TBD | 96th Street Park Renovation             | CIP  | 301  | \$700,000          | \$700,000          |
| <b>TOTAL CAPITAL IMPROVEMENT FUND</b>                    |       |   |      |      | <b>\$900,000</b>   | <b>\$900,000</b>   |
| <b>SPECIAL REVENUE FUNDS:<br/>POLICE FORFEITURE FUND</b> |       |   |      |      |                    |                    |
| Public Safety  | 6410  | Police Mobile Laptops                   | CO   | 105  | \$133,509          | \$44,503           |
| <b>TOTAL POLICE FORFEITURE FUND</b>                      |       |   |      |      | <b>\$133,509</b>   | <b>\$44,503</b>    |
| <b>ENTERPRISE FUNDS:<br/>MUNICIPAL PARKING FUND</b>      |       |   |      |      |                    |                    |
| Public Safety  | 6410  | Handheld Radios                         | CIP  | 402  | \$21,600           | \$21,600           |
| <b>TOTAL MUNICIPAL PARKING FUND</b>                      |       |   |      |      | <b>\$21,600</b>    | <b>\$21,600</b>    |
| <b>INTERNAL SERVICE FUNDS:<br/>FLEET MANAGEMENT FUND</b> |       |   |      |      |                    |                    |
| Public Works   | 6410  | Police Vehicles                         | CO   | 501  | \$228,000          | \$228,000          |
| Public Works   | 6410  | Parks & Recreation Replacement Vehicle  | CO   | 501  | \$28,000           | \$28,000           |
| <b>TOTAL</b>   |       |   |      |      | <b>\$28,000</b>    | <b>\$28,000</b>    |
| <b>TOTAL ALL FUNDS</b>                                   |       |   |      |      | <b>\$1,450,709</b> | <b>\$1,361,703</b> |

**Town of Surfside  
FY 2019 - 2023  
Five Year Capital Improvement Plan**

| <b>Department</b> | <b>Projects</b>                                    | <b>FY 2019</b>      | <b>FY 2020</b>      | <b>FY 2021</b>      | <b>FY 2022</b>    | <b>FY 2023</b>    | <b>5YR TOTAL</b>    |
|-------------------|--|---------------------|---------------------|---------------------|-------------------|-------------------|---------------------|
| Code Compliance   | Replacement Vehicle                                |                     |                     |                     | \$ 27,000         |                   | \$ 27,000           |
| Finance / IT      | IT Infrastructure Upgrades - Server                | \$75,000            |                     |                     |                   |                   | \$ 75,000           |
| Building Services | Replacement Vehicle                                |                     | 30,000              |                     |                   |                   | \$ 30,000           |
| Public Safety     | Replacement Vehicles                               | 228,000             | 152,000             | 152,000             | 152,000           | 152,000           | \$ 836,000          |
|                   | Replacement Vehicle - Parkign                      |                     |                     |                     |                   | 28,000            | \$ 28,000           |
| Public Works      | Replacement Vehicle - Garbage Truck                |                     | 240,000             |                     |                   |                   | \$ 240,000          |
|                   | Replacement Vehicles                               |                     | 78,000              | 51,000              |                   |                   | \$ 129,000          |
|                   | Town Hall Generator                                | 125,000             |                     |                     |                   |                   | \$ 125,000          |
|                   | 91st Street Improvement Project                    |                     |                     | 1,000,000           |                   |                   | \$ 1,000,000        |
|                   | Alleyway 9500-9600 Electrical Connections/Drainage |                     | 500,000             |                     |                   |                   | \$ 500,000          |
|                   | Town Resilience - Infrastructure                   |                     | 500,000             | 500,000             |                   |                   | \$ 1,000,000        |
| Leisure Services  | 96th Street Park Renovation                        | 700,000             |                     |                     |                   |                   | \$ 700,000          |
|                   | Westside Street End Improvements                   |                     | 200,000             | 200,000             |                   |                   | \$ 400,000          |
|                   | Replacement Vehicle                                | 28,000              |                     |                     | 27,000            |                   | \$ 55,000           |
|                   | <b>Total Projects</b>                              | <b>\$ 1,156,000</b> | <b>\$ 1,700,000</b> | <b>\$ 1,903,000</b> | <b>\$ 206,000</b> | <b>\$ 180,000</b> | <b>\$ 5,145,000</b> |

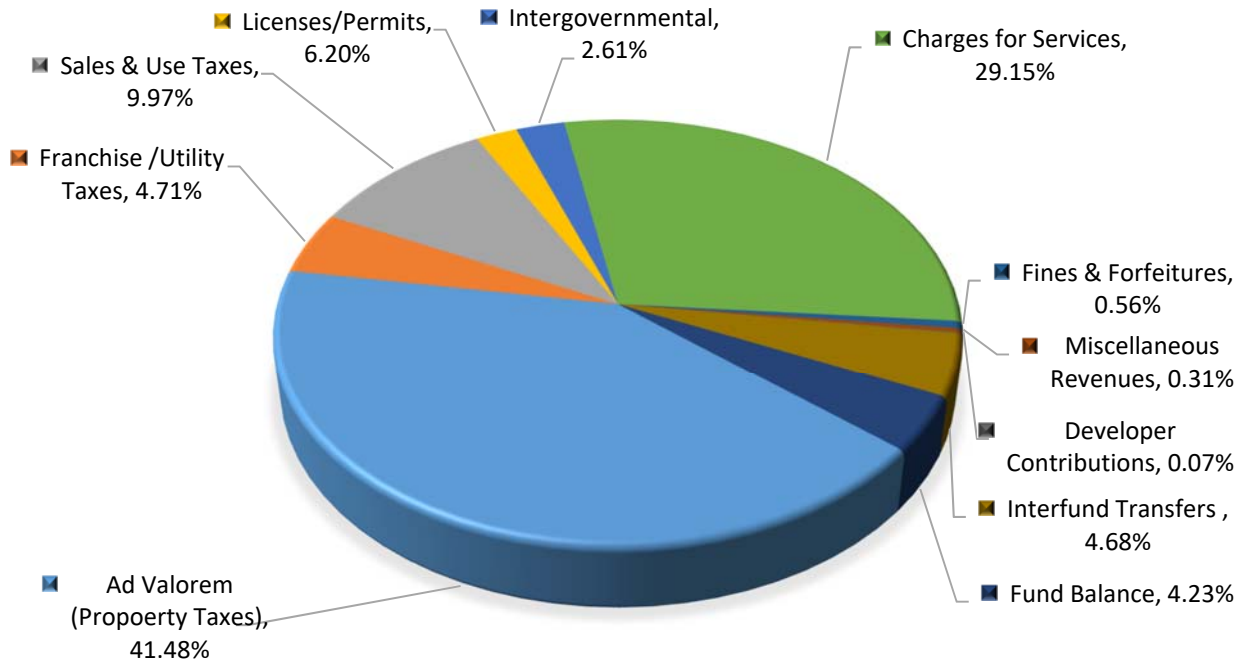
| <b>Source Code</b> | <b>Revenue Sources</b>                | <b>FY 2019</b>      | <b>FY 2020</b>      | <b>FY 2021</b>      | <b>FY 2022</b>    | <b>FY 2023</b>    | <b>5YR TOTAL</b>    |
|--------------------|---------------------------------------|---------------------|---------------------|---------------------|-------------------|-------------------|---------------------|
| GAS                | Second Local Option Gas Tax           |                     |                     | 50,000              |                   |                   | \$50,000            |
| GF                 | General Fund 001                      | \$ 900,000          | \$ 1,115,000        | \$ 1,100,000        |                   |                   | 3,115,000           |
| GF - CIP           | Capital Projects Fund Balance (301)   | 16,367              |                     |                     |                   |                   | 16,367              |
| CIPPR              | Capital Projects Fund Balance for P&R | 225,633             |                     |                     |                   |                   | 225,633             |
| DC                 | Developer Contributions               |                     | 110,000             | 400,000             |                   |                   | 510,000             |
| INC                | Indian Creek Share of Project Costs   |                     |                     | 50,000              |                   |                   | 50,000              |
| MTF                | Municipal Transportation Fund (CITT)  |                     |                     | 100,000             |                   |                   | 100,000             |
| TRF                | Tourist Resort Fund                   | 14,000              |                     |                     |                   |                   | 14,000              |
| BF                 | Building Fund                         |                     | 22,000              |                     |                   |                   | 22,000              |
| SWCF               | Solid Waste Fund                      |                     | 190,000             |                     |                   |                   | 190,000             |
| WS                 | Water and Sewer Fund - Net Assets     |                     | 25,000              |                     |                   |                   | 25,000              |
| FMF                | Fleet Management Fund                 |                     | 238,000             | 203,000             | 206,000           | 180,000           | 827,000             |
|                    | <b>Total Revenue Sources</b>          | <b>\$ 1,156,000</b> | <b>\$ 1,700,000</b> | <b>\$ 1,903,000</b> | <b>\$ 206,000</b> | <b>\$ 180,000</b> | <b>\$ 5,145,000</b> |



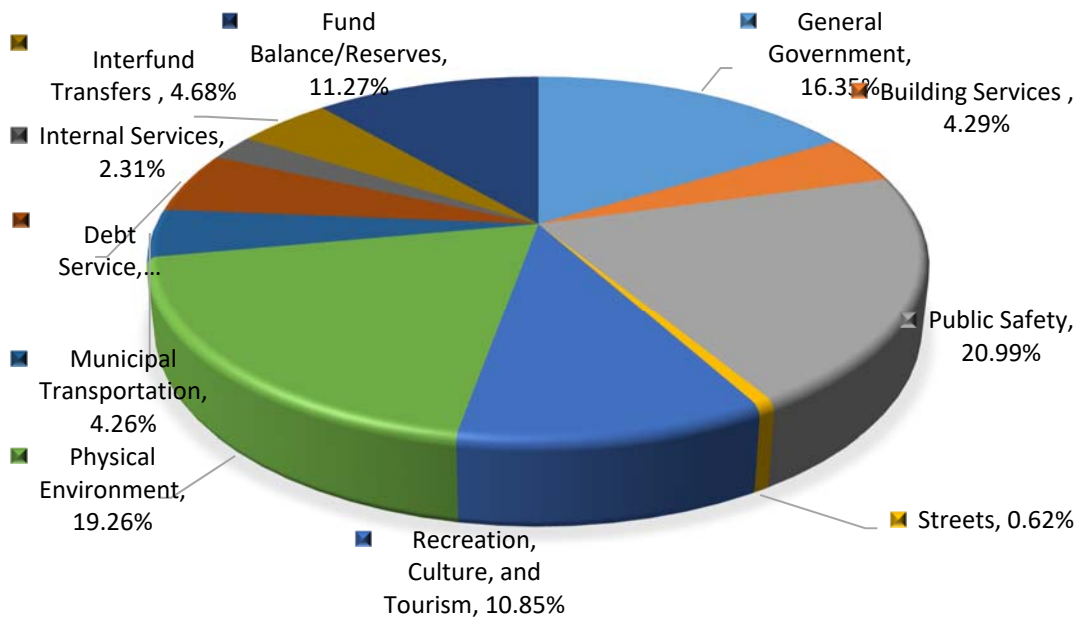


# ALL FUNDS BUDGET SUMMARY CHART

**REVENUES BY SOURCE**  
 FY 201 Budget – All Funds \$30,390,272



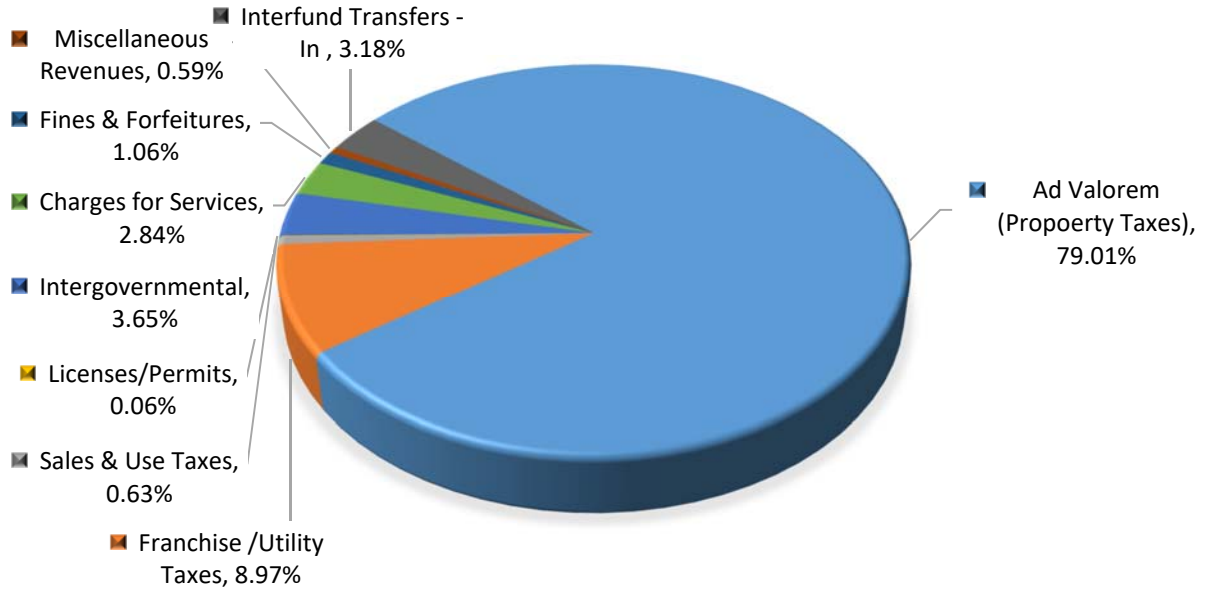
**EXPENDITURES AND FUND BALANCE BY TYPE**  
 FY 2019 Budget – All Funds \$30,390,272



# GENERAL FUND BUDGET SUMMARY CHART

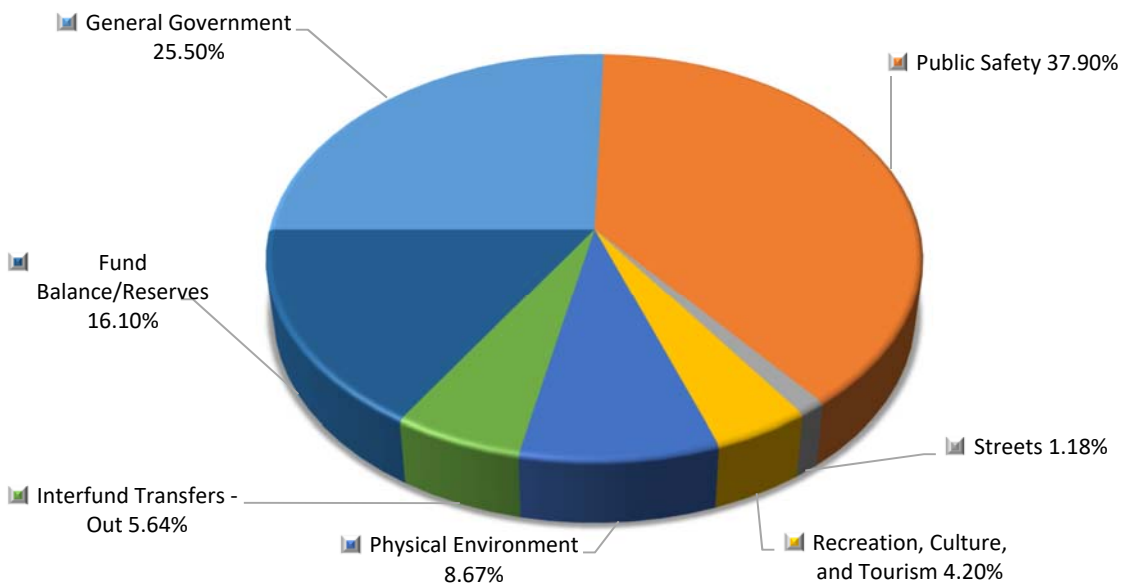
## Where Do the Funds Come From?

Total General Fund Revenues \$15,956,159



## Where Do the Funds Go?

Total General Fund Expenditures \$15,956,159







## ***Major Governmental Funds***

This section contains information about two of the Town's funds: the General Fund and the Capital Improvements Fund.

Included in this section are: 1) summary information for the funds, 2) summary information about Town revenues, 3) summary information on departmental expenditures by type, 4) departmental information, 5) departmental expenditures, and 6) other information related to these two funds.



# 001 GENERAL FUND FINANCIAL SUMMARY

|                                  | FY 2017              | FY 2018             | FY 2018              | FY 2019              |
|----------------------------------|----------------------|---------------------|----------------------|----------------------|
|                                  | Actual               | Adopted             | Estimated            | Proposed             |
| <b><u>FUNDS AVAILABLE</u></b>    |                      |                     |                      |                      |
| Property Taxes                   | \$8,167,329          | \$9,806,091         | \$9,806,091          | \$12,606,394         |
| Sales and Use Taxes              | \$1,482,210          | \$1,706,861         | \$1,706,861          | \$100,560            |
| Franchise and Utility Taxes      | \$1,427,399          | \$1,328,059         | \$1,328,059          | \$1,431,500          |
| Permits/Licenses/Inspections     | \$20,150             | \$5,000             | \$13,375             | \$10,000             |
| Intergovernmental Revenues       | \$610,631            | \$581,854           | \$581,854            | \$582,854            |
| Charges for Services             | \$747,347            | \$459,125           | \$518,625            | \$453,400            |
| Fines and Forfeitures            | \$1,546,610          | \$184,000           | \$347,221            | \$169,000            |
| Miscellaneous Revenues           | \$88,816             | \$56,700            | \$97,165             | \$94,600             |
| Proceeds from Disposal of Assets | 1,975                | 0                   | 0                    | 0                    |
| Other Sources                    | 446,116              | 470,406             | 470,406              | 507,851              |
| Projected Fund Balance Beginning | 7,193,291            | 7,009,132           | 8,635,263            | 9,528,914            |
| <b>TOTAL</b>                     | <b>\$ 21,731,874</b> | <b>\$21,607,228</b> | <b>\$ 23,504,920</b> | <b>\$ 25,485,073</b> |

|                                |                      |                     |                      |                      |
|--------------------------------|----------------------|---------------------|----------------------|----------------------|
| <b><u>APPROPRIATIONS</u></b>   |                      |                     |                      |                      |
| Personnel Costs                | \$8,143,267          | \$8,500,951         | \$8,565,949          | \$7,630,499          |
| Operating Expenses             | \$3,718,207          | \$3,904,659         | \$3,972,062          | \$4,690,091          |
| Capital Outlay                 | \$127,980            | \$274,345           | \$274,345            | \$153,500            |
| Debt Service                   | \$56,507             | \$50,669            | \$50,669             | \$4,228              |
| Non-Operating Expenses         | 8,667                | 108,000             | 108,000              | 508,667              |
| Transfers to Other Funds       | 1,041,983            | 947,911             | 1,004,981            | 900,000              |
| <b>TOTAL APPROPRIATIONS</b>    | <b>\$ 13,096,611</b> | <b>\$13,786,535</b> | <b>\$ 13,976,006</b> | <b>\$ 13,886,984</b> |
| Ending Fund Balance - Assigned |                      |                     |                      |                      |
| Disaster Recovery              | 2,000,000            | 2,000,000           | 2,000,000            | 2,000,000            |
| Projected Fund Balance Ending  | 6,635,263            | 5,820,693           | 7,528,914            | 9,598,089            |
| <b>TOTAL</b>                   | <b>\$ 21,731,874</b> | <b>\$21,607,228</b> | <b>\$ 23,504,920</b> | <b>\$ 25,485,073</b> |

|   |              |
|---|--------------|
| FY 2019 Year End Projected Fund Balance         | \$ 7,598,089 |
| FY 2019 Assigned Reserves for Disaster Recovery | \$ 2,000,000 |

# 001 GENERAL FUND

|                              | FY 2017              | FY 2018             | FY 2018              | FY 2019              |
|------------------------------|----------------------|---------------------|----------------------|----------------------|
|                              | Actual               | Adopted             | Estimated            | Proposed             |
| <b>REVENUES</b>              |                      |                     |                      |                      |
| Property Taxes               | \$8,167,329          | \$9,806,091         | \$9,806,091          | \$12,606,394         |
| Sales and Use Taxes          | \$1,482,210          | \$1,706,861         | \$1,706,861          | \$100,560            |
| Franchise and Utility Taxes  | \$1,427,399          | \$1,328,059         | \$1,328,059          | \$1,431,500          |
| Permits/Licenses/Inspections | \$20,150             | \$5,000             | \$13,375             | \$10,000             |
| Intergovernmental Revenues   | \$610,631            | \$581,854           | \$581,854            | \$582,854            |
| Charges for Services         | \$747,347            | \$459,125           | \$518,625            | \$453,400            |
| Fines and Forfeitures        | \$1,546,610          | \$184,000           | \$347,221            | \$169,000            |
| Miscellaneous Revenues       | 54,568               | 39,200              | 59,665               | 56,600               |
| Interest                     | 36,223               | 17,500              | 37,500               | 38,000               |
| Other Sources - Transfers In | 446,116              | 470,406             | 470,406              | 507,851              |
| <b>TOTAL REVENUES</b>        | <b>\$ 14,538,583</b> | <b>\$14,598,096</b> | <b>\$ 14,869,657</b> | <b>\$ 15,956,159</b> |
| <b>EXPENDITURES</b>          |                      |                     |                      |                      |
| Personnel Costs              | \$8,143,267          | \$8,500,951         | \$8,565,949          | \$7,630,499          |
| Operating Expenses           | 3,718,207            | 3,904,659           | 3,972,064            | 4,690,091            |
| Capital Outlay               | 127,980              | 274,345             | 274,345              | 153,500              |
| Debt Service                 | \$56,507             | \$50,669            | \$50,669             | \$4,228              |
| Non-Operating Expenses       | 8,667                | 8,000               | 8,000                | 8,667                |
| Transfers to Other Funds     | 1,041,983            | 947,911             | 1,004,981            | 900,000              |
| Contingency                  |                      | 100,000             | 100,000              | 500,000              |
| Return to Reserves           | -                    | 811,561             | 893,649              | 2,069,175            |
| <b>TOTAL EXPENDITURES</b>    | <b>\$ 13,096,611</b> | <b>\$14,598,096</b> | <b>\$ 14,869,657</b> | <b>\$ 15,956,159</b> |
| <b>Net Results</b>           | <b>\$ 1,441,972</b>  | <b>\$ 0</b>         | <b>\$ -</b>          | <b>\$ (0)</b>        |

## 001 GENERAL FUND

### TOTAL REVENUES

| Line Item Prefix: 001-0000-: |  | FY 2017            | FY 2018            | FY 2018            | FY 2019             |
|------------------------------|--|--------------------|--------------------|--------------------|---------------------|
|                              |  | Actual             | Adopted            | Estimated          | Proposed            |
| 311-1000                     | Current & Delinquent Real Property             | 8,077,548          | 9,736,091          | 9,736,091          | 12,516,394          |
| 311-1001                     | Current & Delinquent Personal Property         | 89,781             | 70,000             | 70,000             | 90,000              |
| <b>TOTAL</b>                 | <b>Real Property Tax</b>                       | <b>\$8,167,329</b> | <b>\$9,806,091</b> | <b>\$9,806,091</b> | <b>\$12,606,394</b> |
| 312-1200                     | Two Percent Resort Tax (Food)*                 | 377,349            | 357,324            | 357,324            |                     |
| 312-1400                     | Four Percent Resort Tax*                       | 993,780            | 1,253,109          | 1,253,109          |                     |
| 312-1500                     | Resort Tax Penalties / Interest                | 3,228              | 4,000              | 4,000              | 3,000               |
| 312-4100                     | First Local Option Fuel Tax                    | 77,629             | 66,605             | 66,605             | 70,725              |
| 312-4200                     | Second Local Option Fuel Tax                   | 30,224             | 25,823             | 25,823             | 26,835              |
| <b>TOTAL</b>                 | <b>Sales and Use Taxes</b>                     | <b>\$1,482,210</b> | <b>\$1,706,861</b> | <b>\$1,706,861</b> | <b>\$100,560</b>    |
| 314-1000                     | Electric Utility                               | 610,459            | 550,000            | 550,000            | 620,000             |
| 314-4000                     | Gas Utility                                    | 20,109             | 22,000             | 22,000             | 20,000              |
| 315-0100                     | Communication Services Tax                     | 220,848            | 220,559            | 220,559            | 210,000             |
| 316-0100                     | Surfside Local Business Licensing Tax          | 97,651             | 80,000             | 80,000             | 95,000              |
| 316-0200                     | Miami-Dade Occ Licenses Tax Share              | 7,194              | 12,000             | 12,000             | 7,000               |
| 316-0300                     | Surfside Local Business License Penalty        | 2,612              | 1,500              | 1,500              | 1,500               |
| <b>TOTAL</b>                 | <b>Municipal Utility &amp; Other Use Taxes</b> | <b>\$958,873</b>   | <b>\$886,059</b>   | <b>\$886,059</b>   | <b>\$953,500</b>    |
| 323-1000                     | Electric Franchise                             | 449,758            | 415,000            | 415,000            | 460,000             |
| 323-4000                     | Gas Franchise                                  | 18,768             | 27,000             | 27,000             | 18,000              |
| <b>TOTAL</b>                 | <b>Franchise Fees</b>                          | <b>\$468,526</b>   | <b>\$442,000</b>   | <b>\$442,000</b>   | <b>\$478,000</b>    |
| 329-2010                     | Lobbyist Fees / Registrations                  | 20,150             | 5,000              | 13,375             | 10,000              |
| <b>TOTAL</b>                 | <b>Permits/Licenses/Inspection</b>             | <b>\$20,150</b>    | <b>\$5,000</b>     | <b>\$13,375</b>    | <b>\$10,000</b>     |
| 335-1200                     | State Revenue Sharing                          | 164,597            | 155,400            | 155,400            | 155,400             |
| 335-1500                     | Beverage License                               | 6,810              | 7,500              | 7,500              | 7,500               |
| 335-1800                     | Half Cent Sales Tax                            | 430,815            | 412,454            | 412,454            | 412,454             |
| 335-4900                     | Motor Fuel Tax Rebate                          | 8,409              | 6,500              | 6,500              | 7,500               |
| <b>TOTAL</b>                 | <b>Intergovernmental - Federal/State</b>       | <b>\$610,631</b>   | <b>\$581,854</b>   | <b>\$581,854</b>   | <b>\$582,854</b>    |
| 341-8000                     | Permit Penalties                               |                    |                    |                    |                     |
| 341-9000                     | Election Qualifying Fees                       |                    | 125                | 125                |                     |
| 342-1010                     | Special Police Detail - Extra Duty             | 458,601            | 180,000            | 245,000            | 180,000             |
| 347-2002                     | Pool Admission Fees                            | 24,154             | 25,000             | 25,000             | 24,000              |
| 347-2003                     | Recreation - Aquatic Programs                  | 27,280             | 28,000             | 28,000             | 27,000              |
| 347-2004                     | Recreation - Community Ctr Facility Rentals    | 6,337              | 6,000              | 6,000              | 6,000               |
| 347-2005                     | Recreation - ID Cards                          | 305                | 400                | 400                | 300                 |
| 347-2006                     | Recreation - Winter Camp                       | 4,735              | 5,000              | 5,000              | 5,000               |
| 347-2007                     | Recreation - Summer Camp                       | 104,653            | 106,000            | 106,000            | 110,000             |
| 347-2022                     | Recreation - Spring Camp                       | 6,008              | 6,000              | 6,000              | 6,000               |
| 347-2008                     | Recreation - Locker Rentals                    | 37                 |                    |                    |                     |
| 347-2015                     | Recreation - Adult Programs                    | 33,743             | 21,000             | 21,000             | 21,000              |
| 347-2016                     | Recreation - Youth Programs                    | 70,554             | 70,000             | 70,000             | 70,000              |
| 347-2018                     | Recreation - Senior Programs                   | 3,460              | 4,000              | 4,000              | 3,500               |
| 347-2019                     | Recreation - Tennis Reservations               | 630                | 1,000              | 1,000              | 600                 |
| 347-2090                     | Recreation - Concessions                       | 6,600              | 6,600              | 1,100              |                     |
| 347-2095                     | Recreation - Community Ctr Brick Sponsors      | 250                |                    |                    |                     |
| <b>TOTAL</b>                 | <b>Charges for Services</b>                    | <b>\$747,347</b>   | <b>\$459,125</b>   | <b>\$518,625</b>   | <b>\$453,400</b>    |

## 001 GENERAL FUND

### TOTAL REVENUES

| Line Item Prefix: 001-0000-: |   | FY 2017             | FY 2018             | FY 2018             | FY 2019             |
|------------------------------|---|---------------------|---------------------|---------------------|---------------------|
|                              |   | Actual              | Adopted             | Estimated           | Proposed            |
| 351-5005                     | Traffic Violations                      | 28,370              | 40,000              | 40,000              | 25,000              |
| 351-5010                     | Parking Violations                      | 120,709             | 120,000             | 120,000             | 120,000             |
| 351-5030                     | Red Light Enforcement                   | 1,354,610           |                     | 163,221             |                     |
| 359-4000                     | Code Enforcement Fees and Penalties     | 42,921              | 24,000              | 24,000              | 24,000              |
| <b>TOTAL</b>                 | <b>Fines &amp; Forfeitures</b>          | <b>\$1,546,610</b>  | <b>\$184,000</b>    | <b>\$347,221</b>    | <b>\$169,000</b>    |
| 361-1000                     | Interest Earnings                       | 36,223              | 17,500              | 37,500              | 38,000              |
| 364-1000                     | Disposition of Assets                   | 1,975               |                     |                     |                     |
| 369-9004                     | Other Miscellaneous Revenues - Police   | 2,762               | 3,100               | 3,100               | 3,100               |
| 369-9009                     | Blue Prints                             | 124                 | 1,000               | 1,000               | 1,000               |
| 369-9010                     | Other Miscellaneous Revenues            | 32,094              | 26,000              | 40,000              | 40,000              |
| 369-9030                     | Public Works Repairs Revenue            | 3,379               | 1,000               | 1,000               | 1,000               |
| 369-9040                     | Beach Furniture Registration            | 3,500               |                     | 2,000               | 2,000               |
| 369-9050                     | Bike Sharing Revenue                    | 4,932               | 8,000               | 8,000               | 4,900               |
| 369-9055                     | Car Charging Station Revenue            | 102                 | 100                 | 100                 | 100                 |
| 369-9060                     | Sidewalk Café Site Permit               | 390                 |                     |                     |                     |
| 369-9065                     | Gazette Advertisement Revenue           | 5,000               |                     | 4,465               | 4,500               |
| 369-9075                     | Special Event Coordination              | 310                 |                     |                     |                     |
| <b>TOTAL</b>                 | <b>Miscellaneous Revenues</b>           | <b>\$90,791</b>     | <b>\$56,700</b>     | <b>\$97,165</b>     | <b>\$94,600</b>     |
| 381-1700                     | Interfund Transfer: Mun. Transportation | 10,750              | 11,250              | 11,250              | 10,500              |
| 381-1TBD                     | Interfund Transfer: Building Services   | 108,482             | 114,906             | 114,906             | 122,867             |
| 381-4100                     | Interfund Transfer: Water / Sewer       | 87,965              | 93,230              | 93,230              | 102,389             |
| 381-4200                     | Interfund Transfer: Mun. Parking        | 87,965              | 93,230              | 93,230              | 102,389             |
| 381-4300                     | Interfund Transfer: Solid Waste         | 124,565             | 129,830             | 129,830             | 138,989             |
| 381-4400                     | Interfund Transfer: Stormwater          | 26,389              | 27,960              | 27,960              | 30,717              |
| <b>TOTAL</b>                 | <b>Interfund Transfers</b>              | <b>\$446,116</b>    | <b>\$470,406</b>    | <b>\$470,406</b>    | <b>\$507,851</b>    |
| 392-0000                     | Appropriated Fund Balance               |                     |                     |                     |                     |
| <b>TOTAL</b>                 | <b>Appropriated Fund Balance</b>        | <b>\$0</b>          | <b>\$0</b>          | <b>\$0</b>          | <b>\$0</b>          |
| <b>TOTAL</b>                 | <b>REVENUES</b>                         | <b>\$14,538,583</b> | <b>\$14,598,096</b> | <b>\$14,869,657</b> | <b>\$15,956,159</b> |

\*Note: In FY 2019 Resort Tax revenues are budgeted 100% in the Resort Tax Fund 102.  
Prior to FY 2019 budget allocation: 66% General Fund / 34% Resort Tax Fund 102.

# 001 GENERAL FUND

## TOTAL EXPENDITURES

| Line Item                        |   | FY 2017<br>Actual  | FY 2018<br>Adopted | FY 2018<br>Estimated | FY 2019<br>Proposed |
|----------------------------------|---|--------------------|--------------------|----------------------|---------------------|
| <b><u>Personnel Services</u></b> |   |                    |                    |                      |                     |
| 1210                             | Regular Salaries                          | \$4,877,085        | \$5,178,075        | \$5,178,074          | \$4,799,386         |
| 1310                             | Other Salaries                            | 437,468            | 459,576            | 459,576              | 78,549              |
| 1320                             | Other Salaries-Reserve Officer/Extra Duty | 3,520              | 0                  | 0                    | 0                   |
| 1410                             | Overtime                                  | 218,674            | 218,000            | 218,000              | 228,700             |
| 1510                             | Special pay                               | 102,071            | 140,867            | 140,867              | 151,155             |
| 1520                             | Extra Duty Pay                            | 427,942            | 185,000            | 250,000              | 215,000             |
| 2110                             | Payroll Taxes                             | 447,047            | 460,872            | 460,872              | 405,342             |
| 2210                             | Retirement Contribution                   | 704,289            | 828,029            | 828,030              | 798,416             |
| 2310                             | Life & Health Insurance                   | 729,790            | 849,804            | 849,805              | 797,285             |
| 2410                             | Workers Compensation                      | 195,381            | 180,727            | 180,725              | 156,665             |
| <b>Total</b>                     | <b>Personnel Services</b>                 | <b>\$8,143,267</b> | <b>\$8,500,951</b> | <b>\$8,565,949</b>   | <b>\$7,630,499</b>  |
| <b><u>Operating Expenses</u></b> |   |                    |                    |                      |                     |
| 3103                             | Lobbyist                                  | 45,500             | 46,000             | 46,000               | 46,000              |
| 3110                             | Professional Services                     | 645,320            | 942,089            | 942,089              | 1,327,495           |
| 3111                             | Lawsuits and Prosecutions                 | 6,186              | 50,900             | 50,900               | 900                 |
| 3112                             | Physical Examinations                     | 18,236             | 22,220             | 22,220               | 16,120              |
| 3210                             | Accounting and Auditing                   | 75,370             | 105,400            | 105,400              | 92,200              |
| 3410                             | Other Contractual Services                | 140,202            | 221,445            | 221,445              | 248,605             |
| 3411                             | Nuisance Abatement                        | 0                  | 10,000             | 10,000               | 10,000              |
| 3420                             | Other Code Services                       | 6,964              | 3,500              | 3,500                | 7,300               |
| 4009                             | Car Allowance                             | 20,616             | 17,250             | 17,250               | 21,450              |
| 4110                             | Telecommunications                        | 72,039             | 73,420             | 73,420               | 97,376              |
| 4111                             | Postage                                   | 9,751              | 17,400             | 17,400               | 19,200              |
| 4112                             | Mobile Phone Allowance                    | 21,399             | 23,514             | 23,514               | 21,363              |
| 4310                             | Electricity                               | 80,335             | 100,250            | 100,250              | 50,150              |
| 541-4310                         | Roadway Electricity                       | 31,285             | 41,000             | 41,000               | 41,000              |
| 4311                             | Water and Sewer                           | 84,192             | 102,800            | 102,800              | 107,800             |
| 4312                             | Natural Gas Service                       | 26,757             | 27,200             | 27,200               | 0                   |
| 4402                             | Building Rental/Leasing                   | 3,390              | 4,000              | 4,000                | 4,000               |
| 4403                             | Equipment/Vehicle Leasing                 | 30,594             | 82,300             | 82,300               | 178,503             |
| 4510                             | Property and Liability Insurance          | 216,032            | 283,170            | 283,170              | 228,249             |
| 4601                             | Maintenance Service/Repair Contracts      | 121,417            | 144,581            | 144,581              | 173,753             |
| 4602                             | Building Maintenance                      | 77,478             | 137,000            | 137,000              | 91,800              |
| 4603                             | Equipment Maintenance                     | 63,529             | 56,180             | 56,180               | 66,340              |
| 4604                             | Grounds Maintenance                       | 332,833            | 372,480            | 372,480              | 333,062             |
| 4611                             | Miscellaneous Maintenance                 | 63,508             | 150,805            | 150,805              | 164,805             |
| 4612                             | Vehicle Maintenance - Usage               | 31,748             | 39,400             | 39,400               | 153,523             |
| 4613                             | Vehicle Maint. - Fleet Replacement        |                    |                    |                      | 394,046             |
| 4710                             | Printing & Binding                        | 1,260              | 2,250              | 2,250                | 2,300               |
| 4810                             | Promotional Activities                    | 184,245            | 185,955            | 185,955              | 98,640              |

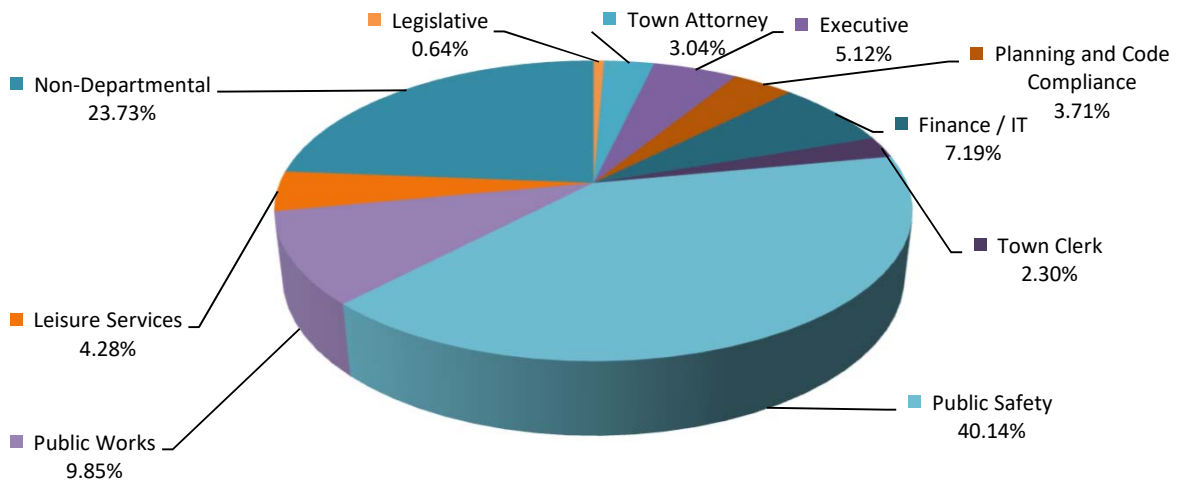
## 001 GENERAL FUND TOTAL EXPENDITURES

| Line Item                     | FY 2017<br>Actual                  | FY 2018<br>Adopted  | FY 2018<br>Estimated | FY 2019<br>Proposed |                     |
|-------------------------------|------------------------------------|---------------------|----------------------|---------------------|---------------------|
| 4910                          | Legal Advertisement                | 13,806              | 23,800               | 23,800              | 25,200              |
| 4911                          | Other Current Charges              | 324,007             | 167,080              | 167,080             | 166,870             |
| 4915                          | Red Light State Portion            | 648,230             | 0                    | 51,003              | 0                   |
| 5110                          | Office Supplies                    | 34,126              | 50,500               | 50,500              | 49,500              |
| 5210                          | Property and Maintenance           | 0                   | 35,000               | 35,000              | 35,000              |
| 5213                          | Landscape Improvements             | 5,832               | 5,750                | 5,750               | 3,930               |
| 5214                          | Uniforms                           | 33,323              | 40,370               | 40,370              | 36,463              |
| 5215                          | Uniform Allowance                  | 1,600               | 1,200                | 1,200               | 1,200               |
| 5216                          | Gasoline                           | 75,540              | 81,990               | 98,390              | 120,504             |
| 5225                          | Merchant Fees                      | 16,279              | 18,200               | 18,200              | 18,700              |
| 5290                          | Miscellaneous Operating Supplies   | 84,649              | 102,520              | 102,520             | 116,320             |
| 5310                          | Road Materials                     | 7,009               | 7,000                | 7,000               | 7,000               |
| 5410                          | Subscriptions and Memberships      | 16,308              | 18,100               | 18,100              | 18,810              |
| 5420                          | Conferences and Seminars           | 40,667              | 56,840               | 56,840              | 60,815              |
| 5510                          | Training & Educational             | 6,645               | 33,800               | 33,800              | 33,800              |
| <b>Total</b>                  | <b>Operating Expenses</b>          | <b>\$3,718,207</b>  | <b>\$3,904,659</b>   | <b>\$3,972,062</b>  | <b>\$4,690,091</b>  |
| <b>Capital Outlay</b>         |                                    |                     |                      |                     |                     |
| 6310                          | Improvements other than Building   | 3,399               | 0                    |                     |                     |
| 6410                          | Machinery and Equipment            | 124,581             | 274,345              | 274,345             | 153,500             |
| <b>Total</b>                  | <b>Capital Outlay</b>              | <b>\$127,980</b>    | <b>\$274,345</b>     | <b>\$274,345</b>    | <b>\$153,500</b>    |
| <b>Debt Service</b>           |                                    |                     |                      |                     |                     |
| 7110                          | Principal                          | 54,638              | 50,005               | 50,005              | 4,216               |
| 7210                          | Interest                           | 1,869               | 664                  | 664                 | 12                  |
| <b>Total</b>                  | <b>Debt Service</b>                | <b>\$56,507</b>     | <b>\$50,669</b>      | <b>\$50,669</b>     | <b>\$4,228</b>      |
| <b>Non-operating Expenses</b> |                                    |                     |                      |                     |                     |
| 8300                          | Other Grants and Aid               | 8,667               | 8,000                | 8,000               | 8,667               |
| 9TBD                          | Transfer to Building Fund          | 941,983             | 0                    | 0                   | 0                   |
| 9120                          | Transfers to Capital Projects Fund | 100,000             | 947,911              | 1,004,981           | 658,000             |
| 91TBD                         | Transfer to Fleet Management Fund  |                     |                      |                     | 242,000             |
| 9TBD                          | Contingency                        |                     | 100,000              | 100,000             | 500,000             |
| 9310                          | Reserves/Return to Fund Balance    | 0                   | 811,561              | 893,649             | 2,069,175           |
| <b>Total</b>                  | <b>Non-operating Expenses</b>      | <b>\$1,050,650</b>  | <b>\$1,867,472</b>   | <b>\$2,006,630</b>  | <b>\$3,477,842</b>  |
| <b>TOTAL</b>                  | <b>GENERAL FUND EXPENDITURES</b>   | <b>\$13,096,611</b> | <b>\$14,598,096</b>  | <b>\$14,869,655</b> | <b>\$15,956,159</b> |



## General Fund Expenditures Summary by Department

| Department                   | FY 2017             | FY 2018             | FY 2018             | FY 2019             |
|------------------------------|---------------------|---------------------|---------------------|---------------------|
|                              | Actual              | Adopted             | Estimated           | Proposed            |
| Legislative                  | \$75,717            | \$99,055            | \$99,055            | \$102,422           |
| Town Attorney                | 431,567             | 494,817             | 418,920             | 484,270             |
| Executive                    | 714,900             | 803,822             | 879,719             | 817,575             |
| Planning and Code Compliance | 452,540             | 470,168             | 470,168             | 591,382             |
| Finance / IT                 | 748,845             | 857,648             | 857,647             | 1,147,021           |
| Town Clerk                   | 272,417             | 352,890             | 352,890             | 367,145             |
| Public Safety                | 6,088,215           | 5,531,739           | 5,664,142           | 6,405,020           |
| Public Works                 | 1,114,982           | 1,572,744           | 1,572,744           | 1,571,616           |
| Leisure Services             | 1,947,494           | 2,066,444           | 2,066,444           | 683,572             |
| Non-Departmental             | 1,249,934           | 2,348,768           | 2,487,926           | 3,786,137           |
| <b>Total</b>                 | <b>\$13,096,611</b> | <b>\$14,598,095</b> | <b>\$14,869,655</b> | <b>\$15,956,159</b> |





# Legislative Department

## **Services, Functions, and Activities:**

The Town of Surfside, Florida is a Commission-Manager form of government. Article II of the Town of Surfside Charter provides a detailed explanation of the associated rights, responsibilities and prohibitions governing the Commission.

The Legislative Department consists of the Mayor, Vice Mayor and three Town Commissioners. They are identified by name and title on the title page of this document. Collectively, the legislative body is responsible principally for setting the general policy direction of the town. The Town Commission makes four critically important appointments on behalf of the Town and provides oversight to those appointments. The appointments are: 1) the Town Attorney, 2) Town Board members, 3) the Town Manager, and 4) the Town's external auditor.

The powers and responsibilities of the Town Commission designated in the Town Charter include, among others: 1) appointments, 2) establishing administrative departments through the adopted budget, 3) levying taxes and assessments, 4) authorizing bond issuance, 5) adopting and modifying the official Town map, 6) regulating development consistent with governing laws, 7) addressing neighborhood development, 8) granting public utility franchises, 9) providing for an employee pension plan, 10) monitoring administrative services through the Town Manager, 11) appointing interim Commissioners in the event of a vacancy of office, and 12) providing Town ceremonial functions.

# LEGISLATIVE (1000)

## 001 General Fund

### EXPENDITURES

|                                  |                                  | FY 2017         | FY 2018         | FY 2018         | FY 2019          |
|----------------------------------|----------------------------------|-----------------|-----------------|-----------------|------------------|
| Line Item Prefix: 001-1000-511-: |                                  | Actual          | Adopted         | Estimated       | Proposed         |
| <b>Suffix</b>                    | <b>Object Description</b>        |                 |                 |                 |                  |
| <b>Personnel Services</b>        |                                  |                 |                 |                 |                  |
| 1210                             | Regular Salaries                 | \$5             | \$5             | \$5             | \$5              |
| <b>Total</b>                     | <b>Personnel Services</b>        | <b>\$5</b>      | <b>\$5</b>      | <b>\$5</b>      | <b>\$5</b>       |
| <b>Operating Expenses</b>        |                                  |                 |                 |                 |                  |
| 3103                             | Lobbyist                         | 45,500          | 46,000          | 46,000          | 46,000           |
| 3110                             | Professional Services            |                 | 15,000          | 15,000          | 15,000           |
| 4110                             | Telecommunications               | 5,505           | 6,000           | 6,000           | 6,000            |
| 5110                             | Office Supplies                  | 1,500           | 3,000           | 3,000           | 3,000            |
| 5290                             | Miscellaneous Operating Supplies | 6,618           | 9,000           | 9,000           | 10,200           |
| 5410                             | Subscriptions and Memberships    | 707             | 3,300           | 3,300           | 3,300            |
| 5420                             | Conferences and Seminars         | 7,215           | 8,750           | 8,750           | 10,250           |
| <b>Total</b>                     | <b>Operating Expenses</b>        | <b>\$67,045</b> | <b>\$91,050</b> | <b>\$91,050</b> | <b>\$93,750</b>  |
| <b>Total</b>                     | <b>Capital Outlay</b>            | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>       |
| <b>Non-operating Expenses</b>    |                                  |                 |                 |                 |                  |
| 8300                             | Other Grants/Aid                 | 8,667           | 8,000           | 8,000           | 8,667            |
| <b>Total</b>                     | <b>Non-operating Expenses</b>    | <b>\$8,667</b>  | <b>\$8,000</b>  | <b>\$8,000</b>  | <b>\$8,667</b>   |
| <b>Total</b>                     | <b>Department Expenditures</b>   | <b>\$75,717</b> | <b>\$99,055</b> | <b>\$99,055</b> | <b>\$102,422</b> |

# LEGISLATIVE (1000)

001 General Fund

|                        | FY 2017          | FY 2018          | FY 2018          | FY 2019           |
|------------------------|------------------|------------------|------------------|-------------------|
|                        | Actual           | Adopted          | Estimated        | Proposed          |
| <b>APPROPRIATIONS</b>  |                  |                  |                  |                   |
| Personnel Services     | \$5              | \$5              | \$5              | \$5               |
| Operating Expenses     | \$67,045         | \$91,050         | \$91,050         | \$93,750          |
| Capital Outlay         | \$0              | \$0              | \$0              | \$0               |
| Non-operating Expenses | \$8,667          | \$8,000          | \$8,000          | \$8,667           |
| <b>TOTAL</b>           | <b>\$ 75,717</b> | <b>\$ 99,055</b> | <b>\$ 99,055</b> | <b>\$ 102,422</b> |

## Significant Changes from FY 2018 Adopted Budget

### Operating Expenses

|   |          |
|---|----------|
| Operating supplies 12 additional Town Commission meetings | \$ 1,200 |
| Conference and seminars                                   | \$ 1,500 |

| Position Title     | Personnel Complement |             |             |             |             |             |             |             |
|--------------------|----------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
|                    | FY 2018              |             |             |             | FY 2019     |             |             |             |
|                    | Funded               |             |             |             | Funded      |             |             |             |
|                    | Full Time            | Part Time   | Temp        | FTEs        | Full Time   | Part Time   | Temp        | FTEs        |
| Mayor              | 1.00                 |             |             |             | 1.00        |             |             |             |
| Vice Mayor         | 1.00                 |             |             |             | 1.00        |             |             |             |
| Town Commissioners | 3.00                 |             |             |             | 3.00        |             |             |             |
| <b>Total</b>       | <b>5.00</b>          | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>5.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> |



## Office of the Town Attorney

The Town Attorney is a Charter Officer appointed by and directly responsible to the Town Commission. The Town Attorney provides legal counsel to the Town Commission, various advisory boards and committees, and Town Administration and staff. The Town retains the Town Attorney services through a contractual agreement that commenced in July, 2017 as the Town transitioned from an in-house legal department to outside services with the firm of Weiss Serota Helfman Cole & Bierman, P.L.

### Services, Functions, and Activities:

The Town Attorney prepares legislation (resolutions, ordinances) and contracts, provides in-house legal representation and legal advice on all aspects of Town administration, retains subject matter legal experts as needed, and works with the Florida Municipal Insurance Trust ("FMIT") on claims and lawsuits. The Town Attorney attends all regular and special Town Commission meetings, Board and Committee meetings and Special Master Hearings, as needed.

### Fiscal Year 2018 Accomplishments:

- Prepared, attended and rendered advice to the Town Commission, Planning & Zoning and Design Review Board, Development Review Group, Development Impact Committee, Parks & Recreation Committee, Resort Tax Board, Sustainability Subcommittee of the Planning and Zoning Board, and at Special Master Hearings, as needed.
- Transition of legal services from in-house legal department to outside full-service municipal law firm with various areas of expertise.
- As directed by the Town Commission, represented the Town at local, regional, state and federal meetings, hearings and conferences.
- Provided legal advice for the March 20, 2018 General and Special Elections (proposed Charter amendment) of the Town.
- In addition to general municipal services, provided specialized legal services in the areas of litigation and appeal, ethics, labor and land use and zoning.
- Provided assistance with procurement and preparation of various contracts and agreements for myriad of services.

### Fiscal Year 2019 Objectives:

- Support the Town Commission, Town Boards and Committees, Town Manager and Town departments and staff with their legal needs.
- Research and draft opinions on legal matters in response to requests of the Town Commission and Town Administration.
- Monitor changes in law and legislation that may affect the Town at county, state, and federal levels.
- Provide legal advice regarding unsolicited Public-Private Partnership (P3) proposals received for development of mixed-use parking facilities.
- Provide legal advice and support in the development and implementation of sustainable and resiliency policies and programs to address climate change and sea level rise.

# TOWN ATTORNEY (1500)

001 General Fund

|                              | FY 2017           | FY 2018           | FY 2018           | FY 2019           |
|------------------------------|-------------------|-------------------|-------------------|-------------------|
|                              | Actual            | Adopted           | Estimated         | Proposed          |
| <b><u>APPROPRIATIONS</u></b> |                   |                   |                   |                   |
| Personnel Services           | \$323,546         | \$75,897          | \$0               | \$0               |
| Operating Expenses           | \$108,021         | \$418,920         | \$418,920         | \$484,270         |
| <b>TOTAL</b>                 | <b>\$ 431,567</b> | <b>\$ 494,817</b> | <b>\$ 418,920</b> | <b>\$ 484,270</b> |

|  |
|--|
| <b>Significant Changes from FY 2018 Adopted Budget</b> |
|--|

**Operating Expenses**

|   |            |
|---|------------|
| Non-contract additional professional services | \$ 25,000  |
| Special projects or excluded legal services   | \$ 100,000 |

The Town Attorney services are through a contractual agreement and, therefore, no positions are associated with this department.



# TOWN ATTORNEY (1500)

## 001 General Fund

### EXPENDITURES

| Line Item Prefix: 001-1500-514-: |                                  | FY 2017          | FY 2018          | FY 2018          | FY 2019          |
|----------------------------------|----------------------------------|------------------|------------------|------------------|------------------|
|                                  |                                  | Actual           | Adopted          | Estimated        | Proposed         |
| <b>Suffix</b>                    | <b>Object Description</b>        |                  |                  |                  |                  |
| <b><u>Personnel Services</u></b> |                                  |                  |                  |                  |                  |
| 1210                             | Regular Salaries                 | \$265,392        | \$65,391         |                  |                  |
| 1510                             | Special pay                      | 1,000            |                  |                  |                  |
| 2110                             | Payroll Taxes                    | 18,856           | 5,002            |                  |                  |
| 2210                             | Retirement Contribution          | 20,641           | 5,318            |                  |                  |
| 2310                             | Life & Health Insurance          | 17,005           |                  |                  |                  |
| 2410                             | Workers Compensation             | 652              | 185              |                  |                  |
| <b>Total</b>                     | <b>Personnel Services</b>        | <b>\$323,546</b> | <b>\$75,897</b>  | <b>\$0</b>       | <b>\$0</b>       |
| <b><u>Operating Expenses</u></b> |                                  |                  |                  |                  |                  |
| 3110                             | Professional Services            | 94,318           | 365,000          | 365,000          | 480,350          |
| 3111                             | Lawsuits and Prosecutions        | 4,206            | 50,000           | 50,000           |                  |
| 4110                             | Telecommunications               | 323              |                  |                  |                  |
| 4111                             | Postage                          | 5                |                  |                  |                  |
| 4403                             | Equipment/Vehicle Leasing        | 2,099            | 3,420            | 3,420            | 3,420            |
| 5110                             | Office Supplies                  | 403              | 500              | 500              | 500              |
| 5290                             | Miscellaneous Operating Supplies | 199              |                  |                  |                  |
| 5410                             | Subscriptions and Memberships    | 5,058            |                  |                  |                  |
| 5420                             | Conferences and Seminars         | 1,410            |                  |                  |                  |
| <b>Total</b>                     | <b>Operating Expenses</b>        | <b>\$108,021</b> | <b>\$418,920</b> | <b>\$418,920</b> | <b>\$484,270</b> |
| <b>Total</b>                     | <b>Capital Outlay</b>            | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>       |
| <b>Total</b>                     | <b>Department Expenditures</b>   | <b>\$431,567</b> | <b>\$494,817</b> | <b>\$418,920</b> | <b>\$484,270</b> |

## FY 2019 New Program Enhancement (Modification)

| Town Attorney - Non-Contract Professional Services and Special Projects/Excluded Services   |                       |                |                     |                 |
|---|-----------------------|----------------|---------------------|-----------------|
| Department Name   | Division Name         | Funding Source | Department Priority | Total Requested |
| Town Attorney   |                       |                |                     | \$125,000       |
| Justification and Description   |                       |                |                     |                 |
| <ul style="list-style-type: none"> <li>• Non-contract additional professional services - \$25,000</li> <li>• Special Projects or Excluded Legal Services - \$100,000</li> </ul> |                       |                |                     |                 |
| Required Resources  |                       |                |                     |                 |
| New Personnel   |                       |                |                     |                 |
| Number of Positions   | Title                 | Salary         | Fringe Benefits     | Cost            |
|   |                       |                |                     |                 |
|   |                       |                |                     |                 |
|   |                       |                |                     |                 |
| Other Recurring Operating Costs   |                       |                |                     |                 |
| Account Number  | Description           | Cost           |                     |                 |
| 001-1500-514-3110   | Professional Services | \$125,000      |                     |                 |
|   |                       |                |                     |                 |
| One Time Costs  |                       |                |                     |                 |
| Account Number  | Description           | Cost           |                     |                 |
|   |                       |                |                     |                 |
|   |                       |                |                     |                 |

## Executive Department

### Services, Functions, and Activities:

The Executive Department provides for the centralized management of all Town functions. The Town Manager is the administrative head of the Town government and is responsible for ensuring that all operations effectively address the policy direction provided by the Town Commission in the most efficient and responsible manner. The Town Commission appoints the Town Manager and provides for general oversight. Article III of the Town of Surfside Charter provides a detailed explanation of the associated rights, responsibilities, and prohibitions governing the Town Manager.

The powers and responsibilities of the Town Manager designated in the Town Charter include, among others: 1) appointment and removal of personnel not reserved to the Town Commission (boards, auditors, attorney), 2) prepares the annual budget, Comprehensive Annual Financial Report (CAFR) and monthly financial reports to keep the Town Commission advised of the Town's financial condition, 3) provides oversight of all elements of financial and budgetary processing, control, and management, and 4) performs such other duties as may be required by the Town Commission not inconsistent with the Town Charter.

The position of Assistant Town Manager was established in FY 2017 to assist the Town Manager on responsibilities as designated. Furthermore to assist the Town Manager in the personnel function, the Town operates its Human Resources function as an element of the Executive Department. All Human Resource issues are addressed in this element including personnel actions (hiring, evaluating, promoting, disciplining), benefits management (pension, health, dental, life insurance, and similar), employee morale programs, and collective bargaining.

To assist the Town Manager in communications, the Town publishes the highly visible *Gazette* from the Executive Department. The *Gazette* is a publication which provides information on services, recent legislative action and special programs and events. Other forms of communication to the Town's residents and the public include the Town's website and public access Channel 93.

The Planning and Compliance Division is responsible for code compliance, community development and planning and zoning functions.

### Town Manager:

#### Fiscal Year 2018 Accomplishments:

- Coordinated with Staff to carry out the policies adopted by the Town Commission.
- The Town received, for the third time, the Distinguished Budget Presentation Award from the Government Finance Officers Association. The Award corresponds to the FY 2018 Annual Budget.
- Continued to work with Miami-Dade County, other municipalities and environmental organizations on ideas to make the Town more environmentally resilient.
- Continued to address beach chair compliance and outreach to the community.

- Continued coordination with our Police Department, the Florida Department of Transportation, Miami-Dade County and members of the community to address traffic issues.
- Continued temporary traffic mitigation measures to address cut through traffic into residential neighborhoods.
- Recognized by Miami-Dade County for the One-Way Streets Trial.
- Continued to work with Staff to provide a better working environment and to promote retention of our highly qualified personnel, maintain high morale and work ethic.
- Participated in all the meetings of the Town's Pension Board, who protects the financial health of our employees' funds.
- Presented with the Public Pension Coordinating Council's Public Pension Standards Award for both Funding and Administration.
- Completed all required documentation for FEMA related to Hurricane Irma.
- Received Tree City USA designation for the second year.
- Initiated ERP process.
- Implemented the new Town website.
- Coordinated public outreach through the Public Information Representative.
- Worked daily with citizenry to address other pending issues.
- Continued the tri-municipal shuttle bus initiative with FIU.

### **Fiscal Year 2019 Primary Objectives:**

The following initiatives are identified as the most important existing and future issues.

- **Sea level:** Probably the most important sustainability issue for our Town. Miami-Dade County has a number of programs that will be useful to us and they will welcome our engagement. We will seek additional ways to participate in the different programs provided.
- **Beach re-nourishment:** The Town has to coordinate with Federal, State and County agencies who are in charge of such projects.
- **Beach maintenance:** Coordination with Miami-Dade County to obtain necessary permits for regular beach maintenance.
- **Beach furniture:** The enacting of the ordinance to establish rules and regulations for the use of lounge chairs and other appurtenances on the beach will enable enforcement provisions and subsequent monitoring of its effectiveness.
- **Evolution of the corridor:** Manage development rights by processing all applications filed with the Town.
- **Building permit fees:** The Building Code provides a schedule of fees. Up to now, the Town has relied on the information provided by the applicant to estimate the cost of construction when applications are filed. We will provide the Town Commission with drafted legislation that will provide the Town with construction cost standards to calculate the true cost of construction and obtain the appropriate building permit fees.
- **Code Compliance:** Given the budgetary constraints it is important to continue structuring a more efficient process to achieve code compliance.

- **Traffic intrusion in single-family area:** Options to divert or exclude regional traffic from the single-family area have been explored. Short term palliatives have been proposed. It is both a traffic and a life safety issue.
- **Parking Garage:** continue to address Town Commission direction on this initiative.
- **Regional mass transit:** Coordination with Bal-Bay and Miami Beach continues with the Surf-Bal-Bay communities now committed to advance this initiative.
- **Sidewalks:** Essential to safety in a walkable community. A plan presented to the Commission, which includes a financing scheme, is in process.
- **Underground utilities:** This will reduce our vulnerability to storms. We will develop a plan to present to the Commission which will include a financing scheme.
- **Facade improvement program:** Program to distribute the budgeted amount to improve signage.
- **Succession planning:** It is of critical importance for any organization to provide stability to its staff. In order to take advantage of the institutional memory and experience we do invest in training and educating existing staff so that they can advance to higher positions within the organization. We will include programs to provide for educational opportunities.
- **Employee morale and loyalty:** Employees should learn to love their work place. It is the most efficient way to achieve quality products. Again, we have to invest in programs to improve the working environment, such as, adequate space and equipment.
- **Five Year Financial Projection Plan:** Continue to address projections to project our capacity to bring better services and facilities to the Town.

The main purpose of identifying the primary objectives is to keep reminding us that among all projects and programs to implement, a priority system is established addressing the critical issues to undertake before they become crises.

### **Human Resources:**

The Human Resources element of the Executive Department is responsible for personnel matters such as recruitment, compensation, employee relations, benefits, labor relations and risk management.

- Recruitment functions includes: assisting all departments with recruitment efforts to fill vacant positions through advertising, screening applications/resumes, preparing interview questions, conducting interviews, conducting background checks, selection and conducting initial orientation.
- Compensation function includes: preparation and maintenance of classification expectations, preparation and maintenance of job descriptions, maintaining personnel files to include payroll related forms such as Form W4, direct deposit, child support deductions, garnishments, union dues, and all other payroll changes.
- Employee relations functions includes: partnering with departments to provide guidance and consultation on human resources matters. Employee disciplinary actions are coordinated with the assistance of the Human Resources Director to ensure proper procedures and consistency with the process.

- Employee benefits function includes: providing assistance with retirement plans, health, dental, vision and supplemental insurance plans. Benefits may vary by collective bargaining agreement.
- Labor relations function includes: assisting with contract negotiations between union representatives and management; provide assistance to employees and management with conflict resolution.
- Risk management function includes: assisting with workers' compensation claims, compliance with the American with Disabilities Act (ADA), Patient Protection, Affordable Care Act and Equal Employment Opportunity Commission (EEOC).

**Fiscal Year 2018 Accomplishments:**

- The Town was awarded the Public Pension Standards Award for Funding and Administration.
- Obtained approximately \$76,000 savings from the success of the health reimbursement account (HRA).
- The FY 2018 health insurance renewal rate increase was less than the medical inflation rate.
- Initiated an online personnel development training program with the Florida League of Cities LocalGovU.
- Successfully conducted the fourth annual employee wellness fair.
- Completed recruitment process for non-executive vacancies in a timely manner.
- Successfully recruited a Tourism Director.

**Fiscal Year 2019 Objectives:**

- Provide training and development opportunities in the areas of leadership and personnel development.
- Develop, communicate and implement new policies.
- Effectively assist with the FOP collective bargaining negotiations / agreement.

# EXECUTIVE (2000)

001 General Fund

|                       | FY 2017           | FY 2018           | FY 2018           | FY 2019           |
|-----------------------|-------------------|-------------------|-------------------|-------------------|
|                       | Actual            | Adopted           | Estimated         | Proposed          |
| <b>APPROPRIATIONS</b> |                   |                   |                   |                   |
| Personnel Services    | \$530,279         | \$592,928         | \$668,825         | \$592,503         |
| Operating Expenses    | \$173,235         | \$210,894         | \$210,894         | \$225,072         |
| Capital Outlay        | \$11,386          | \$0               | \$0               | \$0               |
| <b>TOTAL</b>          | <b>\$ 714,900</b> | <b>\$ 803,822</b> | <b>\$ 879,719</b> | <b>\$ 817,575</b> |

## Significant Changes from FY 2018 Adopted Budget

### Operating Expenses

|  |    |       |
|--|----|-------|
| HR additional employee training programs | \$ | 8,000 |
| Conferences and seminars                 | \$ | 3,000 |

| Position Title                             | Personnel Complement |             |             |             |             |             |             |             |
|--|----------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
|  | FY 2018              |             |             |             | FY 2019     |             |             |             |
|  | Funded               |             |             |             | Funded      |             |             |             |
|  | Full Time            | Part Time   | Temp        | FTEs        | Full Time   | Part Time   | Temp        | FTEs        |
| Town Manager                               | 1.00                 |             |             | 1.00        | 1.00        |             |             | 1.00        |
| Assistant Town Manager                     | 0.75                 |             |             | 0.75        | 0.75        |             |             | 0.75        |
| Senior Executive Assistant to Town Manager | 1.00                 |             |             | 1.00        | 1.00        |             |             | 1.00        |
| Human Resources Director                   | 1.00                 |             |             | 1.00        | 1.00        |             |             | 1.00        |
| <b>Total</b>                               | <b>3.75</b>          | <b>0.00</b> | <b>0.00</b> | <b>3.75</b> | <b>3.75</b> | <b>0.00</b> | <b>0.00</b> | <b>3.75</b> |

# EXECUTIVE (2000)

## 001 General Fund

### EXPENDITURES

| Line Item Prefix: 001-2000-512-- |                                     | FY 2017          | FY 2018          | FY 2018          | FY 2019          |
|----------------------------------|-------------------------------------|------------------|------------------|------------------|------------------|
|                                  |                                     | Actual           | Adopted          | Estimated        | Proposed         |
| <b>Suffix</b>                    | <b>Object Description</b>           |                  |                  |                  |                  |
| <b><u>Personnel Services</u></b> |                                     |                  |                  |                  |                  |
| 1210                             | Regular Salaries                    | \$400,900        | \$438,923        | \$504,314        | \$447,403        |
| 1510                             | Special pay                         | 1,498            | 3,250            | 3,250            | 2,000            |
| 2110                             | Payroll Taxes                       | 28,087           | 31,917           | 36,920           | 32,081           |
| 2210                             | Retirement Contribution             | 46,387           | 47,013           | 52,331           | 47,119           |
| 2310                             | Life & Health Insurance             | 52,392           | 70,581           | 70,581           | 62,819           |
| 2410                             | Workers Compensation                | 1,015            | 1,244            | 1,429            | 1,080            |
| <b>Total</b>                     | <b>Personnel Services</b>           | <b>\$530,279</b> | <b>\$592,928</b> | <b>\$668,825</b> | <b>\$592,503</b> |
| <b><u>Operating Expenses</u></b> |                                     |                  |                  |                  |                  |
| 3110                             | Professional Services               | 33,036           | 24,000           | 24,000           | 24,000           |
| 3112                             | Physical Examinations               |                  | 1,140            | 1,140            | 1,290            |
| 3410                             | Other Contractual Services          | 4,677            | 3,200            | 3,200            | 3,200            |
| 4009                             | Vehicle Allowance                   | 13,050           | 14,850           | 14,850           | 14,850           |
| 4110                             | Telecommunications                  | 1,709            | 2,244            | 2,244            | 2,300            |
| 4112                             | Mobile Phone Allowance              | 1,400            | 1,800            | 1,800            | 1,800            |
| 4510                             | Property and Liability Insurance    | 10,676           | 17,190           | 17,190           | 18,192           |
| 4710                             | Printing & Binding                  | 280              | 250              | 250              | 300              |
| 4810                             | Promotional Activities / Newsletter | 76,946           | 78,720           | 78,720           | 80,640           |
| 4911                             | Other Current Charges               | 1,270            | 7,000            | 7,000            | 7,000            |
| 5110                             | Office Supplies                     | 2,064            | 4,000            | 4,000            | 4,000            |
| 5290                             | Miscellaneous Operating Supplies    | 14,185           | 17,000           | 17,000           | 25,000           |
| 5410                             | Subscriptions and Memberships       | 2,043            | 4,500            | 4,500            | 4,500            |
| 5420                             | Conferences and Seminars            | 5,254            | 5,000            | 5,000            | 8,000            |
| 5510                             | Training & Educational              | 6,645            | 30,000           | 30,000           | 30,000           |
| <b>Total</b>                     | <b>Operating Expenses</b>           | <b>\$173,235</b> | <b>\$210,894</b> | <b>\$210,894</b> | <b>\$225,072</b> |
| <b><u>Capital Outlay</u></b>     |                                     |                  |                  |                  |                  |
| 6410                             | Machinery and Equipment             | 11,386           |                  |                  |                  |
| <b>Total</b>                     | <b>Capital Outlay</b>               | <b>\$11,386</b>  | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>       |
| <b>Total</b>                     | <b>Department Expenditures</b>      | <b>\$714,900</b> | <b>\$803,822</b> | <b>\$879,719</b> | <b>\$817,575</b> |





Public Pension Coordinating Council

***Public Pension Standards Award  
For Funding and Administration  
2017***

Presented to

***Retirement Plan for Employees of the Town of Surfside***

In recognition of meeting professional standards for  
plan funding and administration as  
set forth in the Public Pension Standards.

*Presented by the Public Pension Coordinating Council, a confederation of*

National Association of State Retirement Administrators (NASRA)  
National Conference on Public Employee Retirement Systems (NCPERS)  
National Council on Teacher Retirement (NCTR)

A handwritten signature in cursive script that reads "Alan H. Winkle".

Alan H. Winkle  
Program Administrator



## **Executive Department Planning and Code Compliance Division**

### **Services, Functions, and Activities:**

The Planning and Code Compliance Division of the Executive Department includes three primary functions: Code Compliance, Community Development Services, and Planning and Zoning. The Planning and Community Development functions will continue to be outsourced to Calvin, Giordano & Associates and report directly to the Town Manager. The Code Compliance Division provides town residents and the business community with a well-balanced code enforcement program and compliance process through a professional, courteous and stepped approach. In addition, the Code Compliance Director schedules and administers the Special Magistrate Hearing cases after voluntary efforts to obtain compliance have failed. The Code Compliance Director reports directly to the Town Manager.

Code Compliance Services: This Division is responsible for ensuring that the Property Maintenance Standards and other sections of the Code of the Town of Surfside, as well as the Minimum Housing Standards, as adopted from the Miami-Dade County Code, are met by residential and commercial property owners. To accomplish code compliance, the Division enforces regulations concerning zoning requirements, requirements for building permits, landscaping, signs, land clearance, property maintenance, abandoned property, illegal trash disposal and other issues that affect the welfare of the community. This Division works to enhance the quality of life in the Town of Surfside through diligent observation, education, enforcement, coordination with other departments including Police, and Public Works and eventual progressive economic penalties when voluntary compliance is not attained.

Community Development Services: This Division is responsible for the forward looking strategic planning for the community, recommending development policies and procedures, developing strategies to attract desired investment to the community, and related functions to ensure that the Town of Surfside remains vital, attractive, a pleasant place to reside and competitive for prospective new residents and businesses. These services are currently provided to the Town of Surfside through a contractual agreement with Calvin, Giordano & Associates (CGA).

Planning and Zoning Services: This Division is responsible for the creation of and the modification to the Town ordinances that regulate development within the Town. This includes review of all plans for new development or modifications to existing development for compliance with the Town's applicable ordinances. The Planning and Zoning Division provides a number of services to the residents and commercial property developers of the Town to ensure compliance with the Town's codes. The purpose of Planning and Zoning is to establish and enforce development criteria such as setbacks, building heights, landscaping and signs, to assure that Surfside's small town appearance and atmosphere is preserved. All plans for development, whether it be a new building, the modification of or addition to an existing building, the addition of items such as swimming pools, fences and signs, require a building permit application which is reviewed by zoning. This Division also serves as the liaison to the Planning and Zoning Board and the Design Review Board. These services are currently provided to the Town of Surfside through a contractual agreement with Calvin, Giordano & Associates (CGA).

## **Code Compliance:**

Code Compliance staff receives and documents from the public various complaints of municipal code violations. Each complaint is investigated, and staff takes appropriate actions which may lead to the issuance of a courtesy notice, a civil violation notice, and/or the scheduling of the case before the Town's Special Master.

The Code Compliance Division is involved in a multitude of activities, including but not limited to the following:

- receiving and processing complaints
- performing routine and special inspection of the residential and commercial areas of the town
- monitoring and proactively patrolling the Surfside beach area
- serving and posting of notices of violation required notices
- scheduling and presenting non-compliant cases before the Special Master code enforcement hearings in accordance with State Statute.

As residential and commercial development continues in the Town, the Code Compliance Division faces continued demands for code compliance enforcement throughout the Town. A continuous issue is the monitoring of placement, storage and use of beach furniture items on Surfside beach. In addition, other issues have arisen such as enforcement of turtle protection and signage in the public right-of-way.

## **Fiscal Year 2018 Accomplishments:**

- Presented 66 cases before the Code Enforcement Special Master.
- Continued to utilize the Code Enforcement Special Master hearing process for non-compliant offenders and provided for hearings, default orders, and liens as necessary.
- Assisted other departments in the collection of overdue fees and revenues.
- Monitored and enforced the Sidewalk Café Permit Program.
- Monitored and enforced the Beach Furniture Operation Program.
- Monitored short term rentals for compliance, collected short term rental registration fees and issued citations to offenders.

## **Fiscal Year 2019 Objectives:**

Continue to provide support and service for the following program areas:

- Property Inspection
- Minimum Housing Standard Inspection (County Mandated)
- Code Enforcement Special Master Hearings
- Sidewalk Café Permits
- Short-term rental monitoring
- Beach patrol/monitoring

- o Beach furniture operation permit processing program
- o Paperless initiative – for the filing and documenting of code cases

|                              | <b>FY 2014</b> | <b>FY 2015</b> | <b>FY 2016</b> | <b>FY 2017</b> | <b>FY 2018</b> |
|------------------------------|----------------|----------------|----------------|----------------|----------------|
| <b>Performance Measures</b>  | <b>Actual</b>  | <b>Actual</b>  | <b>Actual</b>  | <b>Actual</b>  | <b>YTD</b>     |
| Cases opened                 | 295            | 199            | 700            | 933            | 611            |
| Cases closed                 | 271            | 148            | 566            | 857            | 452            |
| Percentage of resolved cases | 92%            | 74%            | 81%            | 92%            | 74%            |
| Code fines collected         | \$82,997       | \$103,914      | \$137,254      | \$42,921       | \$21,154       |
| Short-term Rental Fees       | N/A            | N/A            | N/A            | \$28,841       | \$11,146       |

**Planning and Zoning:**

**Fiscal Year 2018 Accomplishments:**

- o Completion of the update of the Comprehensive Plan.
- o Completion of numerous code modifications resulting requests from Planning & Zoning.
- o Completion of site plan review for the Surf Club II including coordination with the Miami-Dade Historic staff on the historic building located on the site.
- o Completion of the site plan review for 8995 Collins Ave., 9116 Harding Ave., and 8851 Harding Ave.
- o Prepared code language to address increases in freeboard as a way to mitigate sea level rise.

**Fiscal Year 2019 Objectives:**

- o Continue to review site plans and design review items efficiently.
- o Possible zoning and land use changes to accommodate a parking structure.
- o Preparation of the update to the Water Supply Plan.

# PLANNING AND CODE COMPLIANCE DIVISION (2000-524)

001 General Fund

|                       | FY 2017           | FY 2018           | FY 2018           | FY 2019           |
|-----------------------|-------------------|-------------------|-------------------|-------------------|
|                       | Actual            | Adopted           | Estimated         | Proposed          |
| <b>APPROPRIATIONS</b> |                   |                   |                   |                   |
| Personnel Services    | \$165,717         | \$224,773         | \$224,773         | \$229,635         |
| Operating Expenses    | \$276,486         | \$243,375         | \$243,375         | \$361,747         |
| Capital Outlay        | \$10,337          | \$2,020           | \$2,020           | \$0               |
| <b>TOTAL</b>          | <b>\$ 452,540</b> | <b>\$ 470,168</b> | <b>\$ 470,168</b> | <b>\$ 591,382</b> |

|  |
|--|
| <b>Significant Changes from FY 2018 Adopted Budget</b> |
|--|

**Personnel Services**

Planned salary and benefit adjustments \$ 4,862

**Operating Expenses**

10-year water supply plan update \$ 15,000  
 Florida Green Building Coalition certification \$ 26,350  
 Impact fee study \$ 50,000  
 Lot lawn mowing for lien property \$ 3,800  
 Vehicle maintenance - usage \$ 5,375  
 Vehicle maintenance - fleet replacement \$ 11,472

| Personnel Complement     |             |             |             |             |             |             |             |             |
|--------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Position Title           | FY 2018     |             |             |             | FY 2019     |             |             |             |
|                          | Funded      |             |             |             | Funded      |             |             |             |
|                          | Full Time   | Part Time   | Temp        | FTEs        | Full Time   | Part Time   | Temp        | FTEs        |
| Code Compliance Director | 1.00        |             |             | 1.00        | 1.00        |             |             | 1.00        |
| Code Compliance Officer  | 2.00        |             |             | 2.00        | 2.00        |             |             | 2.00        |
| <b>Total</b>             | <b>3.00</b> | <b>0.00</b> | <b>0.00</b> | <b>3.00</b> | <b>3.00</b> | <b>0.00</b> | <b>0.00</b> | <b>3.00</b> |

# PLANNING AND CODE COMPLIANCE (2000)

## 001 General Fund

### EXPENDITURES

| Line Item Prefix: 001-2000-524-: |                                      | FY 2017          | FY 2018          | FY 2018          | FY 2019          |
|----------------------------------|--------------------------------------|------------------|------------------|------------------|------------------|
|                                  |                                      | Actual           | Adopted          | Estimated        | Proposed         |
| <b>Suffix</b>                    | <b>Object Description</b>            |                  |                  |                  |                  |
| <b>Personnel Services</b>        |                                      |                  |                  |                  |                  |
| 1210                             | Regular Salaries                     | \$126,372        | \$167,950        | \$167,950        | \$170,527        |
| 1310                             | Other Salaries                       | 3,024            | 0                |                  |                  |
| 1410                             | Overtime                             |                  |                  |                  |                  |
| 2110                             | Payroll Taxes                        | 9,829            | 12,848           | 12,848           | 13,045           |
| 2210                             | Retirement Contribution              | 7,817            | 13,645           | 13,645           | 13,301           |
| 2310                             | Life & Health Insurance              | 15,508           | 25,705           | 25,705           | 28,662           |
| 2410                             | Workers Compensation                 | 3,167            | 4,625            | 4,625            | 4,100            |
| <b>Total</b>                     | <b>Personnel Services</b>            | <b>\$165,717</b> | <b>\$224,773</b> | <b>\$224,773</b> | <b>\$229,635</b> |
| <b>Operating Expenses</b>        |                                      |                  |                  |                  |                  |
| 3110                             | Professional Services                | 238,345          | 192,660          | 192,660          | 289,490          |
| 3112                             | Physical Examinations                | 115              | 380              | 380              | 430              |
| 3410                             | Other Contractual Services           | 6,801            | 14,780           | 14,780           | 15,400           |
| 3420                             | Other Code Services                  | 6,964            | 3,500            | 3,500            | 7,300            |
| 4110                             | Telecommunications                   | 2,028            | 2,880            | 2,880            | 2,880            |
| 4111                             | Postage                              | 5,220            | 5,400            | 5,400            | 7,200            |
| 4510                             | Property and Liability Insurance     | 1,269            | 1,775            | 1,775            |                  |
| 4601                             | Maintenance Service/Repair Contracts | 10,834           | 12,000           | 12,000           | 12,000           |
| 4610                             | Vehicle Maintenance - Usage          | 460              | 1,200            | 1,200            | 6,575            |
| 4613                             | Vehicle Maint - Fleet Replacement    |                  |                  |                  | 11,472           |
| 4810                             | Promotional Activities/Newsletter    |                  | 1,000            | 1,000            | 1,000            |
| 5110                             | Office Supplies                      | 1,260            | 1,650            | 1,650            | 1,650            |
| 5214                             | Uniforms                             | 551              | 750              | 750              | 750              |
| 5216                             | Vehicle Maintenance - Fuel           | 1,268            | 2,400            | 2,400            | 2,400            |
| 5290                             | Miscellaneous Operating Supplies     | 311              | 1,000            | 1,000            | 1,000            |
| 5410                             | Subscriptions and Memberships        | 70               | 500              | 500              | 700              |
| 5420                             | Conferences and Seminars             | 990              | 1,500            | 1,500            | 1,500            |
| <b>Total</b>                     | <b>Operating Expenses</b>            | <b>\$276,486</b> | <b>\$243,375</b> | <b>\$243,375</b> | <b>\$361,747</b> |
| <b>Capital Outlay</b>            |                                      |                  |                  |                  |                  |
| 6410                             | Machinery and Equipment              | 10,337           | 2,020            | 2,020            |                  |
| <b>Total</b>                     | <b>Capital Outlay</b>                | <b>\$10,337</b>  | <b>\$2,020</b>   | <b>\$2,020</b>   | <b>\$0</b>       |
| <b>Total</b>                     | <b>Department Expenditures</b>       | <b>\$452,540</b> | <b>\$470,168</b> | <b>\$470,168</b> | <b>\$591,382</b> |

## FY 2019 New Program Enhancement (Modification)

| <b>10 Year Water Supply Plan Update</b>   |                       |                |                     |                 |
|---|-----------------------|----------------|---------------------|-----------------|
| Department Name   | Division Name         | Funding Source | Department Priority | Total Requested |
| Executive   | Planning              | General        | 1                   | \$15,000        |
| <b>Justification and Description</b>  |                       |                |                     |                 |
| <p>The Town is required to update its 10 Year Water Supply plan. This includes identifying any sources of an alternative water supply and analyzing data from its supplier.</p> |                       |                |                     |                 |
| <b>Benefits or Alternative/Adverse Impact if not funded</b>   |                       |                |                     |                 |
| <p>The Town will not be in compliance with Florida State Statute.</p>   |                       |                |                     |                 |
| <b>Required Resources</b>   |                       |                |                     |                 |
| <b>New Personnel</b>  |                       |                |                     |                 |
| Number of Positions   | Title                 | Salary         | Fringe Benefits     | Cost            |
|   |                       |                |                     |                 |
|   |                       |                |                     |                 |
|   |                       |                |                     |                 |
|   |                       |                |                     |                 |
| <b>Other Recurring Operating Costs</b>  |                       |                |                     |                 |
| Account Number  | Description           |                | Cost                |                 |
|   |                       |                |                     |                 |
| <b>One Time Costs</b>   |                       |                |                     |                 |
| Account Number  | Description           |                | Cost                |                 |
| 001-2000-524-3110   | Professional Services |                | \$15,000            |                 |
|   |                       |                |                     |                 |



## FY 2019 New Program Enhancement (Modification)

| <b>Florida Green Building Coalition Certification</b>   |                   |                |                     |                 |
|---|-------------------|----------------|---------------------|-----------------|
| Department Name   | Division Name     | Funding Source | Department Priority | Total Requested |
| Executive   | Planning          | General        | 2                   | \$26,350        |
| <b>Justification and Description</b>  |                   |                |                     |                 |
| <p>Obtain a Florida Green Building Coalition Certification for the Town. This initiative was identified in the Mayor's Town Commission memorandum dated December 1, 2017 titled "Additional Sustainability Initiatives" and endorsed by both the Planning &amp; Zoning Board and the Sustainability Sub-Committee. The FGBC Green Local Government Standard designates Green Cities and Green Counties for outstanding environmental stewardship. It is expected that certified green city and county governments will not only gain recognition and publicity, but also function in a more efficient manner through better internal communication, cost reductions, and effective risk and asset management.</p> |                   |                |                     |                 |
| <b>Benefits or Alternative/Adverse Impact if not funded</b>   |                   |                |                     |                 |
| <p>Following the green designation standard will likely lead to reduced government utility use, reduced waste and reduced expenditures on toxic cleansers and pest controls.</p>  |                   |                |                     |                 |
| <b>New Personnel</b>  |                   |                |                     |                 |
| Number of Positions   | Title             | Salary         | Fringe Benefits     | Cost            |
|   |                   |                |                     |                 |
|   |                   |                |                     |                 |
|   |                   |                |                     |                 |
|   |                   |                |                     |                 |
| <b>Other Recurring Operating Costs</b>  |                   |                |                     |                 |
| Account Number  | Description       | Cost           |                     |                 |
|   |                   |                |                     |                 |
| <b>One Time Costs</b>   |                   |                |                     |                 |
| Account Number  | Description       | Cost           |                     |                 |
| 001-2000-524-3110   | Professional Fees | \$26,350       |                     |                 |
|   |                   |                |                     |                 |

## FY 2019 New Program Enhancement (Modification)

| <b>Impact Fee Study</b>   |                  |                |                     |                 |
|---|------------------|----------------|---------------------|-----------------|
| Department Name   | Division Name    | Funding Source | Department Priority | Total Requested |
| Executive   | Planning         | General        | 2                   | \$50,000        |
| <b>Justification and Description</b>  |                  |                |                     |                 |
| <p>Impact fees are one-time charges levied on new development designed to cover the portion of capital costs of infrastructure required to support the additional demand created by new growth. The purpose of an impact fee is to assist in funding capital improvement projects and equipment for the related facility/service categories such as roads, police services and parks and recreation. To establish an impact fee, a study demonstrating that the fees are proportionate in amount to the need created by new development is required. This request is for financial consulting services to perform an impact fee study to determine the appropriate level of impact fees that the Town could charge.</p> |                  |                |                     |                 |
| <b>Benefits or Alternative/Adverse Impact if not funded</b>   |                  |                |                     |                 |
|   |                  |                |                     |                 |
| <b>Required Resources</b>   |                  |                |                     |                 |
| <b>New Personnel</b>  |                  |                |                     |                 |
| Number of Positions   | Title            | Salary         | Fringe Benefits     | Cost            |
|   |                  |                |                     |                 |
|   |                  |                |                     |                 |
|   |                  |                |                     |                 |
|   |                  |                |                     |                 |
| <b>Other Recurring Operating Costs</b>  |                  |                |                     |                 |
| Account Number  | Description      | Cost           |                     |                 |
|   |                  |                |                     |                 |
| <b>One Time Costs</b>   |                  |                |                     |                 |
| Account Number  | Description      | Cost           |                     |                 |
| 001-2000-524-3110   | Impact Fee Study | \$50,000       |                     |                 |
|   |                  |                |                     |                 |

# Finance Department

## Services, Functions, and Activities:

The Finance Department provides for the effective, lawful, and efficient management of the Town's financial matters. The department manages and maintains the Town's financial records in conformity with generally accepted accounting principles and in compliance with state, federal, and local laws. The department develops and maintains effective and efficient financial planning and reporting. It supports other departments in achieving their program objectives. The department provides the Town Commission and residents with transparent financial information in a timely and meaningful manner. The department provides quality service to the Town's residents and businesses. The department is charged with safeguarding the Town's assets.

The main areas of responsibility include: departmental administration, accounting, payroll, risk management, budgeting, financial reporting, treasury management, debt management, asset management, internal support, and pension plan oversight. Each of these areas requires their own reporting and documentation procedures.

Administration entails addressing the functions typical of managing a department: personnel issues and scheduling; policy development; coordination with internal and external agencies; and ensuring compliance with contract and legal requirements.

Accounting functions include: accounts payable; accounts receivable; pension; and general accounting activities that comply with generally accepted accounting principles, federal, state, and local laws, cash management and deposits.

Payroll insures prompt and accurate payments to employees while complying with all applicable federal, state, and local laws.

Risk Management includes: risk-related policy development and recommendations, that minimize risk exposures to the Town; procurement of applicable insurance policies or other risk reduction techniques; processing of claims; identification of exposures; vendor compliance with risk management policies and procedures; and timely maintenance of schedules of insured coverages.

Budgeting responsibilities include: development; revision; publication; managing the adoption process; implementation; monitoring the budget throughout the year; Capital Improvement Plan coordination; and coordination of annual budgets with long-term financial plans.

Treasury Management responsibilities include: identifying available balances for investment; reviewing placement options to ensure each conforms to Town policies; regularly reviewing yields and other investment options; ensuring transfers are completed; maintaining a professional working relationship with bank officials; bank account reconciliations; interest allocations; and maximizing yields while maintaining liquidity and safety of Town funds.

Debt Management involves: the identification of debt needs; researching available options for debt placement; issuing debt; avoiding negative arbitrage; ensuring timely debt principal and interest payments; maintaining debt service covenants and coverage requirements; and identifying refunding opportunities when market conditions merit consideration.

Asset Management involves: identifying and tracking all assets owned by the Town; calculating depreciation where appropriate; and complying with external audit requirements established by the Governmental Accounting Standards Board (GASB).

Information Technology Management: The Finance Director serves as liaison between a contracted IT vendor, including on-site IT staff, and all Town staff and Elected Officials. Those services include:

- hardware, including desktop computers, laptops, telephones, office machines including copiers and printers for all departments
- network trouble shooting
- software maintenance and development
- phone hardware and software
- provide broadcast services and monitor Channel 93
- automation of billing service payments through credit cards on Web access

Internal Support functions include providing necessary training and communication on finance related items, providing information for departmental research/reports, supporting requests of the Town Commission and all other interested parties, assisting with the identification of service resources.

### **Fiscal Year 2018 Accomplishments**

- Received the Distinguished Budget Presentation Award by the Government Finance Officers Association for the 2018 Annual Budget.
- Provided financial information and input for the Parking Garage options.
- Managed the extensive reviews and site visits for an Enterprise Resource Planning (ERP) computer software system to update the Town's computer applications.
- Completed the Comprehensive Annual Financial Report for the Fiscal Year Ended September 30, 2017, and submitted the report to the Government Finance Officers Association for the Certificate of Achievement for Excellence in Financial Reporting. The Town received the Award for the previous fiscal year.

### **Fiscal Year 2019 Objectives**

- Implement and manage the Enterprise Resource Planning (ERP) computer software system.
- Manage the process of auditing businesses in the Town that remit resort taxes by an outside independent auditor to ensure compliance with the Resort Tax Ordinance.
- Complete the Comprehensive Annual Financial Report (CAFR) before March 31, 2018 and submit for the Certificate of Achievement for Excellence in Financial Reporting.
- Submit the Annual Budget for the Distinguished Budget Presentation Award by the Government Finance Officers Association.

# FINANCE (2100)

## 001 General Fund

|                       | FY 2017<br>Actual | FY 2018<br>Adopted | FY 2018<br>Estimated | FY 2019<br>Proposed |
|-----------------------|-------------------|--------------------|----------------------|---------------------|
| <b>APPROPRIATIONS</b> |                   |                    |                      |                     |
| Personnel Services    | \$453,774         | \$467,244          | \$467,243            | \$543,991           |
| Operating Expenses    | \$293,575         | \$372,079          | \$372,079            | \$593,030           |
| Capital Outlay        | \$1,496           | \$18,325           | \$18,325             | \$10,000            |
| <b>TOTAL</b>          | <b>\$748,845</b>  | <b>\$857,648</b>   | <b>\$857,647</b>     | <b>\$1,147,021</b>  |

### Significant Changes from FY 2018 Adopted Budget

#### Personnel Services

|  |             |
|--|-------------|
| Planned salary and benefit adjustments | \$ 41,472   |
| Finance Director position @ 9 months   | \$ (42,725) |
| New position - Accountant              | \$ 78,000   |

#### Operating Expenses

|   |            |
|---|------------|
| Contractual Finance Director Services @ 50%         | \$ 54,200  |
| ERP implementation project management               | \$ 115,200 |
| Cloud email services                                | \$ 23,760  |
| IT - equipment backup software upgrade              | \$ 3,500   |
| IT service contract for cloud-based backup services | \$ 12,000  |
| Conferences & continuing educations                 | \$ 3,300   |

#### Capital Outlay

|                         |           |
|-------------------------|-----------|
| Network switch upgrades | \$ 10,000 |
|-------------------------|-----------|

| Personnel Complement |                   |             |             |             |                   |             |             |             |
|----------------------|-------------------|-------------|-------------|-------------|-------------------|-------------|-------------|-------------|
| Position Title       | FY 2018<br>Funded |             |             |             | FY 2019<br>Funded |             |             |             |
|                      | Full              |             | Part        |             | Full              |             | Part        |             |
|                      | Time              | Temp        | Time        | FTEs        | Time              | Temp        | Time        | FTEs        |
| Finance Director     | 1.00              |             |             | 1.00        | 1.00              |             |             | 1.00        |
| Controller           | 1.00              |             |             | 1.00        | 1.00              |             |             | 1.00        |
| Budget Officer       | 1.00              |             |             | 1.00        | 1.00              |             |             | 1.00        |
| Accountant           |                   |             |             |             | 1.00              |             |             | 1.00        |
| Accounting Clerk     | 1.00              |             |             | 1.00        | 1.00              |             |             | 1.00        |
| <b>Total</b>         | <b>4.00</b>       | <b>0.00</b> | <b>0.00</b> | <b>4.00</b> | <b>5.00</b>       | <b>0.00</b> | <b>0.00</b> | <b>5.00</b> |

# FINANCE (2100)

## 001 General Fund

### EXPENDITURES

| Line Item Prefix: 001-2100-513-: |                                  | FY 2017          | FY 2018          | FY 2018          | FY 2019            |
|----------------------------------|----------------------------------|------------------|------------------|------------------|--------------------|
|                                  |                                  | Actual           | Adopted          | Estimated        | Proposed           |
| <b>Suffix</b>                    | <b>Object Description</b>        |                  |                  |                  |                    |
| <b><u>Personnel Services</u></b> |                                  |                  |                  |                  |                    |
| 1210                             | Regular Salaries                 | \$342,474        | \$341,537        | \$341,537        | \$394,483          |
| 1410                             | Overtime                         | 1,048            | 1,500            | 1,500            | 3,500              |
| 1510                             | Special pay                      | 1,306            | 4,750            | 4,750            | 3,750              |
| 2110                             | Payroll Taxes                    | 25,211           | 26,746           | 26,746           | 30,733             |
| 2210                             | Retirement Contribution          | 24,426           | 27,776           | 27,776           | 28,859             |
| 2310                             | Life & Health Insurance          | 58,407           | 63,966           | 63,966           | 81,430             |
| 2410                             | Workers Compensation             | 902              | 968              | 968              | 1,238              |
| <b>Total</b>                     | <b>Personnel Services</b>        | <b>\$453,774</b> | <b>\$467,244</b> | <b>\$467,243</b> | <b>\$543,991</b>   |
| <b><u>Operating Expenses</u></b> |                                  |                  |                  |                  |                    |
| 3110                             | Professional Services            | 8,993            | 9,000            | 9,000            | 63,200             |
| 516-3110                         | Professional Services IT         | 133,604          | 162,524          | 162,524          | 279,635            |
| 3112                             | Physical Examinations            |                  | 380              | 380              | 420                |
| 3210                             | Accounting and Auditing          | 70,618           | 92,200           | 92,200           | 92,200             |
| 3410                             | Other Contractual Services       | 3,643            |                  |                  |                    |
| 516-3410                         | Other Contractual Services IT    | 15,922           | 48,515           | 48,515           | 48,515             |
| 4110                             | Telecommunications               | 333              |                  |                  | 720                |
| 4111                             | Postage                          | 97               | 350              | 350              | 350                |
| 4112                             | Mobile Phone Allowance           | 825              | 900              | 900              | 900                |
| 516-4403                         | Equipment Leasing IT             | 512              | 7,795            | 7,795            | 7,795              |
| 516-4601                         | IT Maint Svs Repair Contracts    | 8,968            | 14,325           | 14,325           | 55,885             |
| 516-4603                         | IT Equipment Maintenance         | 30,514           | 16,740           | 16,740           | 17,500             |
| 4710                             | Printing & Binding               | 980              | 2,000            | 2,000            | 2,000              |
| 4910                             | Legal Advertisement              | 5,015            | 3,800            | 3,800            | 5,200              |
| 5110                             | Office Supplies                  | 4,173            | 3,000            | 3,000            | 4,350              |
| 5290                             | Miscellaneous Operating Supplies | 53               | 1,750            | 1,750            | 1,750              |
| 5410                             | Subscriptions and Memberships    | 2,020            | 1,600            | 1,600            | 2,110              |
| 5420                             | Conferences and Seminars         | 7,305            | 7,200            | 7,200            | 10,500             |
| <b>Total</b>                     | <b>Operating Expenses</b>        | <b>\$293,575</b> | <b>\$372,079</b> | <b>\$372,079</b> | <b>\$593,030</b>   |
| <b><u>Capital Outlay</u></b>     |                                  |                  |                  |                  |                    |
| 516-6410                         | Machinery and Equipment          | 1,496            | 18,325           | 18,325           | 10,000             |
| <b>Total</b>                     | <b>Capital Outlay</b>            | <b>\$1,496</b>   | <b>\$18,325</b>  | <b>\$18,325</b>  | <b>\$10,000</b>    |
| <b>Total</b>                     | <b>Department Expenditures</b>   | <b>\$748,845</b> | <b>\$857,648</b> | <b>\$857,647</b> | <b>\$1,147,021</b> |

## FY 2019 New Program Enhancement (Modification)

| <b>Accountant</b>  |               |                |                     |                 |
|--|---------------|----------------|---------------------|-----------------|
| Department Name  | Division Name | Funding Source | Department Priority | Total Requested |
| Finance  |               | General        | 1                   |                 |
| <b>Justification and Description</b>   |               |                |                     |                 |
| A Senior Accountant position to meet the demands of the finance department. This will assi |               |                |                     |                 |
| <b>Benefits or Alternative/Adverse Impact if not funded</b>                                |               |                |                     |                 |
|  |               |                |                     |                 |
| <b>Required Resources</b>  |               |                |                     |                 |
| <b>New Personnel</b>   |               |                |                     |                 |
| Number of Positions  | Title         | Salary         | Fringe Benefits     | Cost            |
| 1  | Accountant    | \$57,000       | \$21,000            | \$78,000        |
|  |               |                |                     |                 |
|  |               |                |                     |                 |
| <b>Other Recurring Operating Costs</b>   |               |                |                     |                 |
| Account Number   | Description   | Cost           |                     |                 |
|  |               |                |                     |                 |
| <b>One Time Costs</b>  |               |                |                     |                 |
| Account Number   | Description   | Cost           |                     |                 |
|  |               |                |                     |                 |
|  |               |                |                     |                 |

## FY 2019 New Program Enhancement (Modification)

| <b>Cloud E-mail Services</b>  |                        |                |                     |                 |
|---|------------------------|----------------|---------------------|-----------------|
| Department Name   | Division Name          | Funding Source | Department Priority | Total Requested |
| Finance   | Information Technology | General Fund   | 2                   | \$23,760        |
| <b>Justification and Description</b>  |                        |                |                     |                 |
| <p>The IT Department recommends that the Town transition to Exchange Online with Microsoft GovCloud for their e-mail services. Moving the Town's e-mail to the cloud provides for better reliability, security, and disaster recovery. Using a cloud-based e-mail service allows for the Town to continue operating with no interruptions during a disaster recovery scenario, ensuring that Town communications can remain operational without depending on Town hardware and building resources. The projected costs for FY 2019 include the up-front annual cost (\$11,760) for the mailbox hosting/storage, and a one-time migration cost (estimated \$12,000) to move the Town's mailboxes into Microsoft Exchange Online.</p> |                        |                |                     |                 |
| <b>Benefits or Alternative/Adverse Impact if not funded</b>   |                        |                |                     |                 |
|   |                        |                |                     |                 |
| <b>Required Resources</b>   |                        |                |                     |                 |
| <b>New Personnel</b>  |                        |                |                     |                 |
| Number of Positions   | Title                  | Salary         | Fringe Benefits     | Cost            |
|   |                        |                |                     |                 |
|   |                        |                |                     |                 |
|   |                        |                |                     |                 |
| <b>Other Recurring Operating Costs</b>  |                        |                |                     |                 |
| Account Number  | Description            | Cost           |                     |                 |
| 001-2100-516-4601   | IT Services Contracts  | \$11,760       |                     |                 |
| <b>One Time Costs</b>   |                        |                |                     |                 |
| Account Number  | Description            | Cost           |                     |                 |
| 001-2100-516-4601   | IT Services Contracts  | \$23,760       |                     |                 |
|   |                        |                |                     |                 |



## FY 2019 New Program Enhancement (Modification)

| <b>Backup Software Upgrade and Cloud-Based Backup Services</b>  |   |                |                     |                 |
|---|---|----------------|---------------------|-----------------|
| Department Name   | Division Name   | Funding Source | Department Priority | Total Requested |
| Finance   | Information Technology                                    | General        | 2                   | \$15,500        |
| <b>Justification and Description</b>  |   |                |                     |                 |
| <p>Replacement of the Town's aging tape backup system with cloud-based backups through a service provider. In order to facilitate this change, the IT division recommends that the Town switch to backup and replication software, with built-in cloud backup capability that can be leveraged by third-party service providers. The software upgrade is a one-time cost with a recurring annual maintenance cost. The cloud-based backups through a service provider will be a recurring annual operating cost. The costs may increase over time as the size and retention period for backups grows. The change will also result in an estimated \$250/month savings in current transportation costs to pick up and deliver tapes.</p> |   |                |                     |                 |
| <b>Benefits or Alternative/Adverse Impact if not funded</b>   |   |                |                     |                 |
| <p>The Town will continue to use an older tape technology, which is more likely to fail, and requires much longer backup and restore times.</p>   |   |                |                     |                 |
| <b>New Personnel</b>  |   |                |                     |                 |
| Number of Positions   | Title   | Salary         | Fringe Benefits     | Cost            |
|   |   |                |                     |                 |
|   |   |                |                     |                 |
|   |   |                |                     |                 |
| <b>Other Recurring Operating Costs</b>  |   |                |                     |                 |
| Account Number  | Description   | Cost           |                     |                 |
| 001-2100-516-4603   | IT - Equipment (Backup software)                          | \$3,500        |                     |                 |
| 001-2100-516-4601   | IT Service Contracts (Cloud-based backup services)        | \$12,000       |                     |                 |
| <b>One Time Costs</b>   |   |                |                     |                 |
| Account Number  | Description   | Cost           |                     |                 |
| 001-2100-516-4601   | IT Service Contracts (Annual software renewal)            | \$800          |                     |                 |
| 001-2100-516-4601   | IT Service Contracts (Annual cloud-based backup services) | \$12,000       |                     |                 |

# FY 2019 New Capital Outlay Request

## Network Switch Upgrades

| Department | Division               | Funding Source                        | Dept. Priority | Fiscal Impact |
|------------|------------------------|---------------------------------------|----------------|---------------|
| Finance    | Information Technology | General Fund/<br>CapitalProjects Fund | 1              | \$10,000      |

### Justification and Description

The IT Department recommends that the Town replace and upgrade the existing network access switches used for Town Hall computers and devices. Replacing the existing switches will provide more management, additional ports, and expanded Power-over-Ethernet capability for use with the Town's IP phone system. This is necessary as part of the IT Infrastructure Upgrades (if approved).

### Alternative/Adverse Impacts if not funded:

The Town's current switches are mixed vendor, with minimal management capability, and will remain out of warranty with limited availability for replacement.

### Required Resources

| Account Number    | Title or Description of Request | Cost     |
|-------------------|---------------------------------|----------|
| 301-4400-516-6410 | Equipment Purchase              | \$10,000 |
|                   |                                 |          |

### Other Recurring Operating Costs

| Account Number | Description | Cost |
|----------------|-------------|------|
|                |             |      |

## Town Clerk Department

### Services, Functions and Activities:

The Town Clerk preserves the integrity of the Town's official records, which encompass business transactions, law and policy making. The Office of Town Clerk is established by Town Charter and provides a variety of information services to the public, the Town Commission and to staff. Services provided to the public include coordination of information requests and coordination of municipal and special elections. Services provided to the Town Commission include scheduling, agenda preparation, recording of minutes, publishing and distributing public notices and legal advertising as required by law, and other duties related to the coordination of Town Commission meetings, recording and retention of documents.

Town Clerk Administration: The Town Clerk manages the department's personnel, schedule creation, coordination with internal departments and external vendors. The Town Clerk records and transcribes the minutes of all Town meetings and serves as Clerk for Special Master Hearings. Ordinances and Resolutions passed by the Town Commission are permanently archived by the Town Clerk. The Town Clerk handles all public records requests for the Town in accordance with Florida Statutes. Other the Town Clerk duties include:

- Monitors compliance of Town, County and State regulations pertaining to elections.
- Prepares the agenda for Town Commission Meetings, and other boards and committees.
- Publishes notices of proposed and adopted ordinances.
- Prints, records and indexes ordinances, charter amendments, resolutions and minutes.
- Advertises bids and Requests for Proposals.
- Processes the codification of the Town of Surfside Municipal Code Book.
- Ensures that lobbyists are properly registered with the Office of the Town Clerk.

Legislative: In addition to the services above identified to the Town Commission, the Town Clerk's office is responsible for the management of the Legislative Department's budget.

Risk Management: The Town Clerk's Department is responsible for coordination of risk management in coordination with the Finance Department. These responsibilities include the reporting of incidents and general liability claims (slip and fall, motor vehicle, etc.) to the Town's insurance carrier.

### Fiscal Year 2018 Accomplishments:

- Destroyed documents after retention was met in accordance with State Law.
- Successfully completed a Special and General Town election
- Worked on Town wide records management
- Attended meetings and created related minutes for: Parks and Recreation Committee, Tourist Board, Pension Board, and Sustainability Sub Committee.

- Recorded all utilities and code compliance liens with the Miami Dade County Clerk of Courts, as well as select agreements and resolutions.

**Fiscal Year 2019 Objectives:**

- Town Clerk’s Office will be responsible for the creation of all Boards and Committees agendas and agenda packets, attendance to all meetings and the creation and submittal of all minutes.
- Continue to process all Public Records Requests in a timely manner.
- Continue to provide citizens with the most updated documents in an efficient matter.
- Implement an automated system for Town Commission Agenda Management through the ERP solution to support transparency and public meeting workflow initiatives.
- Continue to update the Town Clerk’s page and Town Meeting Calendar on the Town’s website with the most current and accurate information.
- Continue to implement Town wide Records Management.
- Continue to purge documents after retention has been met in accordance with State Law.
- Digitize all historic and permanent records in order to access them electronically.

| <b>Performance Measures</b>                   | <b>FY 2015 Actual</b> | <b>FY 2016 Actual</b> | <b>FY 2017 Actual</b> | <b>FY 2018 Estimated</b> |
|---|-----------------------|-----------------------|-----------------------|--------------------------|
| Public records requests                       | 120                   | 201                   | 87                    | 108                      |
| Public notices posted                         | 36                    | 24                    | 42                    | 50                       |
| Municode codifications                        | 2                     | 2                     | 2                     | 1                        |
| Ordinances processed                          | 6                     | 9                     | 9                     | 17                       |
| Resolutions processed                         | 20                    | 52                    | 26                    | 44                       |
| Miami Dade Clerk of Courts liens recorded     |                       |                       |                       | 52                       |
| Lobbyist registration packets processed       | 26                    | 23                    | 43                    | 42                       |
| Board and committee meeting minutes completed | 53                    | 23                    | 23                    | 25                       |

# TOWN CLERK (2400)

001 General Fund

|                       | FY 2017           | FY 2018           | FY 2018           | FY 2019           |
|-----------------------|-------------------|-------------------|-------------------|-------------------|
|                       | Actual            | Adopted           | Estimated         | Proposed          |
| <b>APPROPRIATIONS</b> |                   |                   |                   |                   |
| Personnel Services    | \$218,771         | \$258,040         | \$258,040         | \$266,275         |
| Operating Expenses    | \$52,481          | \$94,850          | \$94,850          | \$100,870         |
| Capital Outlay        | \$1,165           | \$0               | \$0               | \$0               |
| <b>TOTAL</b>          | <b>\$ 272,417</b> | <b>\$ 352,890</b> | <b>\$ 352,890</b> | <b>\$ 367,145</b> |

## Significant Changes from FY 2018 Adopted Budget

### Personnel Services

|  |    |         |
|--|----|---------|
| Planned salary and benefit adjustments | \$ | 11,235  |
| Decrease in part-time clerks costs     | \$ | (3,000) |

### Operating Expenses

|   |    |       |
|---|----|-------|
| Town Clerk car allowance  | \$ | 4,200 |
| Office supply increase additional Town Commission meetings, boards & committees | \$ | 1,300 |

| Position Title              | Personnel Complement |             |             |             |             |             |             |             |
|-----------------------------|----------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
|                             | FY 2018              |             |             |             | FY 2019     |             |             |             |
|                             | Funded               |             |             |             | Funded      |             |             |             |
|                             | Full Time            | Part Time   | Temp        | FTEs        | Full Time   | Part Time   | Temp        | FTEs        |
| Town Clerk                  | 1.00                 |             |             | 1.00        | 1.00        |             |             | 1.00        |
| Deputy Town Clerk           | 1.00                 |             |             | 1.00        | 1.00        |             |             | 1.00        |
| Assistant to Town Clerk     | 1.00                 |             |             | 1.00        | 1.00        |             |             | 1.00        |
| Recording Clerks for Boards |                      | 1.00        |             | 0.50        |             | 1.00        |             | 0.50        |
| <b>Total</b>                | <b>3.00</b>          | <b>1.00</b> | <b>0.00</b> | <b>3.50</b> | <b>3.00</b> | <b>1.00</b> | <b>0.00</b> | <b>3.50</b> |

# TOWN CLERK (2400)

001 General Fund

## EXPENDITURES

|                                  |                                  | FY 2017          | FY 2018          | FY 2018          | FY 2019          |
|----------------------------------|----------------------------------|------------------|------------------|------------------|------------------|
| Line Item prefix: 001-2400-519-: |                                  | Actual           | Proposed         | Estimated        | Proposed         |
| <b>Suffix</b>                    | <b>Object Description</b>        |                  |                  |                  |                  |
| <b><u>Personnel Services</u></b> |                                  |                  |                  |                  |                  |
| 1210                             | Regular Salaries                 | \$173,228        | \$194,446        | \$194,446        | \$199,782        |
| 1310                             | Other Salaries                   | 1,921            | 5,000            | 5,000            | 2,000            |
| 1410                             | Overtime                         |                  | 1,500            | 1,500            | 1,000            |
| 1510                             | Special pay                      | 373              | 2,500            | 2,500            | 2,500            |
| 2110                             | Payroll Taxes                    | 13,694           | 16,214           | 16,214           | 15,934           |
| 2210                             | Retirement Contribution          | 8,907            | 11,585           | 11,585           | 15,583           |
| 2310                             | Life & Health Insurance          | 20,199           | 26,244           | 26,244           | 28,994           |
| 2410                             | Workers Compensation             | 449              | 551              | 551              | 482              |
| <b>Total</b>                     | <b>Personnel Services</b>        | <b>\$218,771</b> | <b>\$258,040</b> | <b>\$258,040</b> | <b>\$266,275</b> |
| <b><u>Operating Expenses</u></b> |                                  |                  |                  |                  |                  |
| 3112                             | Physical Examinations            |                  | 380              | 380              | 420              |
| 3410                             | Other Contractual Services       | 23,502           | 21,150           | 21,150           | 21,150           |
| 4009                             | Car Allowance                    | 4,200            |                  |                  | 4,200            |
| 4110                             | Telecommunications               | 460              |                  |                  | 480              |
| 4111                             | Postage                          | 98               | 300              | 300              | 300              |
| 4112                             | Mobile Phone Allowance           | 1,425            | 1,800            | 1,800            | 1,800            |
| 4402                             | Building Rental/Leasing          | 3,390            | 4,000            | 4,000            | 4,000            |
| 4910                             | Legal Advertisement              | 8,791            | 20,000           | 20,000           | 20,000           |
| 4911                             | Other Current Charges            | 891              | 30,000           | 30,000           | 30,000           |
| 5110                             | Office Supplies                  | 4,054            | 5,200            | 5,200            | 6,500            |
| 5290                             | Miscellaneous Operating Supplies | 1,015            | 1,920            | 1,920            | 1,920            |
| 5410                             | Subscriptions and Memberships    | 1,442            | 1,600            | 1,600            | 1,600            |
| 5420                             | Conferences and Seminars         | 3,213            | 8,500            | 8,500            | 8,500            |
| <b>Total</b>                     | <b>Operating Expenses</b>        | <b>\$52,481</b>  | <b>\$94,850</b>  | <b>\$94,850</b>  | <b>\$100,870</b> |
| <b><u>Capital Outlay</u></b>     |                                  |                  |                  |                  |                  |
| 6410                             | Machinery and Equipment          | 1,165            |                  |                  |                  |
| <b>Total</b>                     | <b>Capital Outlay</b>            | <b>\$1,165</b>   | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>       |
| <b>Total</b>                     | <b>Department Expenditures</b>   | <b>\$272,417</b> | <b>\$352,890</b> | <b>\$352,890</b> | <b>\$367,145</b> |

# Public Safety Department

## Services, Functions, and Activities:

The Public Safety Department strives to provide the highest level of police service to the community in a professional, courteous, ethical, and judicious manner. Police services maintain peace and order within the community and provide for the protection of life and property.

Public Safety services include:

- receipt, dispatch and response to public safety calls
- detection, prevention, deterrence and reduction of crime through proactive and progressive community policing
- addressing traffic, parking and quality of life issues
- conducting criminal investigations
- investigating internal complaints
- hiring and background investigations
- in-service, supervisory, tactical and state mandatory training of personnel
- maintaining state professional accreditation standards
- police public record requests

## Fiscal Year 2018 Accomplishments:

- Reduced overall crime through enforcement and crime prevention initiatives by 44%.
- Hired and trained two new police lieutenants.
- Hired and trained two new police officers.
- Hired and trained two new Community Service Aides.
- Implemented numerous traffic mitigation initiatives and conducted several community workshops.
- Seized \$74,569.78 in currency from money laundering/narcotic investigations in 2017.
- High Visibility Enforcement (HVE) for Pedestrian and Bicycle Safety Grants was awarded in 2018 to target the safe operation of vehicles to lessen pedestrian and bicycle involved crashes.
- Full inventory of the Police Property Room conducted to ensure integrity of police component.
- Department personnel were awarded 2017 Miami-Dade County Law Enforcement Officer of the Year in Patrol Services and Safety Services.
- Deployed new and improved less lethal (Taser) weapons to officers on the street.
- Replaced three police vehicles.
- Updated and improved the Communications Unit.
- Added a surveillance camera that produces investigative solutions and acts as a crime prevention tool.
- The succession for Chief of Police was implemented.

**Fiscal Year 2019 Objectives:**

- Prevent and reduce crime through enforcement and crime prevention initiatives.
- Attain full re-accreditation status through the Commission for Florida Law Enforcement Accreditation.
- Determine design and cost structure for an improved / safer police parking and prisoner transport area.
- Replace six police vehicles.
- Replace police handheld radios.
- Replace / update officer assigned laptop computers.
- Update Police Computer Aided Dispatch and Records Management Systems.
- Continue to develop innovative traffic control and intrusion efforts through enforcement, education and design while working in partnership with State and County departments.
- Continue to address the need for improved / additional parking spaces and provide input for the Town’s development of a parking solution.

| <b>Performance Measures</b>               | <b>2015<br/>Actual</b> | <b>2016<br/>Actual</b> | <b>2017<br/>Actual</b> |
|---|------------------------|------------------------|------------------------|
| Percent of annual change in overall crime | -13.3%                 | 32.8%                  | -44.0%                 |
| Crime Prevention / Community Events       | 190                    | 164                    | 170                    |
| Incident Reports                          | 1,256                  | 1,430                  | 2,871                  |
| Arrests                                   | 151                    | 198                    | 116                    |
| Criminal Investigations                   | 208                    | 239                    | 141                    |
| Traffic Crash Investigations              | 267                    | 269                    | 215                    |
| Traffic Citations                         | 4,686                  | 4,899                  | 3,413                  |
| Traffic Warnings                          | 3,825                  | 3,360                  | 3,205                  |
| Red Light Camera Reviews                  | 6,854                  | 10,208                 | 11,533                 |
| Parking Citations                         | 13,816                 | 13,916                 | 10,658                 |
| Code Violations Calls                     | 159                    | 272                    | 182                    |



# PUBLIC SAFETY (3000)

001 General Fund

|                        | FY 2017<br>Actual   | FY 2018<br>Adopted | FY 2018<br>Estimated | FY 2019<br>Proposed |
|------------------------|---------------------|--------------------|----------------------|---------------------|
| <b>APPROPRIATIONS</b>  |                     |                    |                      |                     |
| Personnel Services     | \$4,720,093         | \$4,975,130        | \$5,040,130          | \$5,125,003         |
| Operating Expenses     | \$1,214,486         | \$383,940          | \$451,343            | \$866,612           |
| Capital Outlay         | \$97,129            | \$122,000          | \$122,000            | \$143,500           |
| Total Debt Service     | \$56,507            | \$50,669           | \$50,669             | \$4,228             |
| Non-operating Expenses | -                   | \$0                | \$0                  | \$228,000           |
| <b>TOTAL</b>           | <b>\$ 6,088,215</b> | <b>\$5,531,739</b> | <b>\$5,664,142</b>   | <b>\$6,367,343</b>  |

## Significant Changes from FY 2018 Adopted Budget

### Personnel Services

|  |            |
|--|------------|
| Planned step, salary and benefit increases | \$ 132,873 |
| Increase for Ruth K. Broad overtime detail | \$ 17,000  |

### Operating Expenses

|  |             |
|--|-------------|
| Increase in service/repair contracts   | \$ 2,040    |
| Decrease in auto insurance from change to internal service fund in FY 2019                         | \$ (28,433) |
| Vehicle maintenance - usage adjustment from change to internal service fund in FY 2019             | \$ 102,913  |
| Vehicle maintenance - fleet replacement adjustment from change to internal service fund in FY 2019 | \$ 349,752  |
| Increased fuel costs   | \$ 38,000   |
| Increase in miscellaneous operating supplies for hurricane supplies                                | \$ 16,100   |

### Capital Outlay

|  |            |
|--|------------|
| A/C unit for communications area             | \$ 5,500   |
| Upgraded two-way radios non-police frequency | \$ 8,400   |
| Police handheld radios                       | \$ 129,600 |

### Non-operating Expenses

|   |            |
|---|------------|
| Transfer to Fleet Management Fund to purchase six new patrol vehicles | \$ 228,000 |
|---|------------|

| Position Title                    | Personnel Complement |             |             |              |                   |             |             |              |
|-----------------------------------|----------------------|-------------|-------------|--------------|-------------------|-------------|-------------|--------------|
|                                   | FY 2018<br>Funded    |             |             |              | FY 2019<br>Funded |             |             |              |
|                                   | Full Time            | Part Time   | Temp        | FTEs         | Full Time         | Part Time   | Temp        | FTEs         |
| Police Chief                      | 1.00                 |             |             | 1.00         | 1.00              |             |             | 1.00         |
| Police Captain                    | 1.00                 |             |             | 1.00         | 1.00              |             |             | 1.00         |
| Lieutenant*                       | 1.50                 |             |             | 1.50         | 1.50              |             |             | 1.50         |
| Community Service Aide            | 2.00                 |             |             | 2.00         | 2.00              |             |             | 2.00         |
| Executive Assistant to the Chief* | 0.75                 |             |             | 0.75         | 0.75              |             |             | 0.75         |
| Business District Officer         | 1.00                 |             |             | 1.00         | 1.00              |             |             | 1.00         |
| Communications Operators          | 4.00                 |             |             | 4.00         | 4.00              |             |             | 4.00         |
| Patrol Officers                   | 17.00                |             |             | 17.00        | 17.00             |             |             | 17.00        |
| Detectives                        | 3.00                 |             |             | 3.00         | 3.00              |             |             | 3.00         |
| Police Sergeants                  | 6.00                 |             |             | 6.00         | 6.00              |             |             | 6.00         |
| <b>Total</b>                      | <b>37.25</b>         | <b>0.00</b> | <b>0.00</b> | <b>37.25</b> | <b>37.25</b>      | <b>0.00</b> | <b>0.00</b> | <b>37.25</b> |

\*General Fund allocation only. Position split funded with Municipal Parking Fund 402.

# PUBLIC SAFETY (3000)

## 001 General Fund

### EXPENDITURES

|                                  |                                       | FY 2017            | FY 2018            | FY 2018            | FY 2019            |
|----------------------------------|---------------------------------------|--------------------|--------------------|--------------------|--------------------|
| Line Item Prefix: 001-3000-521-: |                                       | Actual             | Adopted            | Estimated          | Proposed           |
| <b>Suffix</b>                    | <b>Object Description</b>             |                    |                    |                    |                    |
| <b><u>Personnel Services</u></b> |                                       |                    |                    |                    |                    |
| 1210                             | Regular Salaries                      | \$2,725,906        | \$3,004,171        | \$3,004,171        | \$3,053,689        |
| 1320                             | Reserve Officer/Extra Duty            | 3,520              |                    |                    |                    |
| 1410                             | Overtime                              | 185,741            | 180,000            | 180,000            | 200,000            |
| 1510                             | Special pay                           | 90,713             | 113,967            | 113,967            | 136,218            |
| 1520                             | Extra Duty Pay                        | 427,942            | 185,000            | 250,000            | 180,000            |
| 2110                             | Payroll Taxes                         | 252,064            | 266,460            | 266,460            | 273,098            |
| 2210                             | Retirement Contribution               | 535,684            | 657,579            | 657,579            | 663,642            |
| 2310                             | Life & Health Insurance               | 364,940            | 439,732            | 439,732            | 492,965            |
| 2410                             | Workers Compensation                  | 133,583            | 128,221            | 128,221            | 125,391            |
| <b>Total</b>                     | <b>Personnel Services</b>             | <b>\$4,720,093</b> | <b>\$4,975,130</b> | <b>\$5,040,130</b> | <b>\$5,125,003</b> |
| <b><u>Operating Expenses</u></b> |                                       |                    |                    |                    |                    |
| 3110                             | Professional Services                 | 1,504              | 10,000             | 10,000             | 10,000             |
| 3111                             | Lawsuits and Prosecutions - Red Light | 1,980              | 900                | 900                | 900                |
| 3112                             | Physical Examinations                 | 12,208             | 12,300             | 12,300             | 12,300             |
| 3410                             | Other Contractual Services            | 6,734              | 7,300              | 7,300              | 7,800              |
| 4110                             | Telecommunications                    | 2,073              | 1,980              | 1,980              | 2,600              |
| 4111                             | Postage                               | 892                | 1,000              | 1,000              | 1,000              |
| 4112                             | Mobile Phone Allowance                | 8,653              | 9,720              | 9,720              | 10,350             |
| 4403                             | Equipment/Vehicle Leasing             | 6,792              | 6,120              | 6,120              | 6,480              |
| 4510                             | Property and Liability Insurance      | 76,046             | 90,500             | 90,500             | 62,067             |
| 4601                             | Maintenance Service/Repair Contracts  | 25,929             | 29,510             | 29,510             | 31,550             |
| 4603                             | Equipment Maintenance                 | 12,993             | 18,440             | 18,440             | 18,840             |
| 4612                             | Vehicle Maintenance - Usage           | 15,121             | 20,000             | 20,000             | 122,913            |
| 4613                             | Vehicle Maint - Fleet Replacement     |                    |                    |                    | 349,752            |
| 4810                             | Promotional Activities                | 5,729              | 8,000              | 8,000              | 8,000              |
| 4911                             | Other Current Charges                 | 253,627            | 10,680             | 10,680             | 10,470             |
| 4915                             | Red Light State Portion               | 648,230            |                    | 51,003             |                    |
| 5110                             | Office Supplies                       | 5,438              | 6,500              | 6,500              | 6,500              |
| 5214                             | Uniforms                              | 19,786             | 25,000             | 25,000             | 25,000             |
| 5215                             | Uniform Allowance                     | 1,600              | 1,200              | 1,200              | 1,200              |
| 5216                             | Vehicle Maintenance - Fuel            | 67,873             | 70,000             | 86,400             | 108,000            |
| 5290                             | Miscellaneous Operating Supplies      | 27,051             | 31,700             | 31,700             | 47,800             |
| 5410                             | Subscriptions and Memberships         | 4,318              | 5,000              | 5,000              | 5,000              |
| 5420                             | Conferences and Seminars              | 9,909              | 18,090             | 18,090             | 18,090             |
| <b>Total</b>                     | <b>Operating Expenses</b>             | <b>\$1,214,486</b> | <b>\$383,940</b>   | <b>\$451,343</b>   | <b>\$866,612</b>   |

# PUBLIC SAFETY (3000)

001 General Fund

EXPENDITURES

|                                  |                                   | FY 2017            | FY 2018            | FY 2018            | FY 2019            |
|----------------------------------|-----------------------------------|--------------------|--------------------|--------------------|--------------------|
| Line Item Prefix: 001-3000-521-: |                                   | Actual             | Adopted            | Estimated          | Proposed           |
| Suffix                           | Object Description                |                    |                    |                    |                    |
| <b><u>Capital Outlay</u></b>     |                                   |                    |                    |                    |                    |
| 6410                             | Machinery and Equipment           | 97,129             | 122,000            | 122,000            | 143,500            |
| <b>Total</b>                     | <b>Capital Outlay</b>             | <b>\$97,129</b>    | <b>\$122,000</b>   | <b>\$122,000</b>   | <b>\$143,500</b>   |
| <b><u>Debt Service</u></b>       |                                   |                    |                    |                    |                    |
| 7110                             | Principal Capital Lease           | 54,638             | 50,005             | 50,005             | 4,216              |
| 7210                             | Interest Capital Lease            | 1,869              | 664                | 664                | 12                 |
| <b>Total</b>                     | <b>Debt Service</b>               | <b>\$56,507</b>    | <b>\$50,669</b>    | <b>\$50,669</b>    | <b>\$4,228</b>     |
| 591-8TBD                         | Transfer to Fleet Management Fund |                    |                    |                    | 228,000            |
| <b>Total</b>                     | <b>Non-operating Expenses</b>     |                    |                    |                    | <b>\$228,000</b>   |
| <b>Total</b>                     | <b>Department Expenditures</b>    | <b>\$6,088,215</b> | <b>\$5,531,739</b> | <b>\$5,664,142</b> | <b>\$6,367,343</b> |

## FY 2019 New Program Enhancement (Modification)

| Ruth K. Broad K-8 School Overtime Detail  |               |                |                     |                 |
|---|---------------|----------------|---------------------|-----------------|
| Department Name   | Division Name | Funding Source | Department Priority | Total Requested |
| Executive   | Planning      | General        | 2                   | \$17,000        |
| Justification and Description   |               |                |                     |                 |
| <p>In response to the horrific shooting at the Marjory Stoneman Douglas High School, the Florida Legislature produced, in the 2018 Legislative Session, the Marjory Stoneman Douglas High School Safety Act, Senate Bill SB 7026. The legislation represents a comprehensive approach to addressing school safety and includes a requirement to assign one or more safe-school officers at each school facility in the state beginning at the start of the new school year. The Miami-Dade Schools Police has requested assistance from local police agencies to assist in staffing some schools until proper staffing levels are achieved to fulfill the new mandate. Ruth K. Broad K-8 Center is one of the schools that will be staffed by the local agency, Bay Harbor Islands Police. Bay Harbor Islands Police has requested Surfside Police staff the school with one officer, one day per week during regular school hours for the upcoming school year beginning in August of 2018. This position will require one overtime officer each day the assignment is filled in order to maintain proper staffing levels and not have a negative impact on Surfside Police Department regular duties / calls for service. One overtime officer position for one day each week of the regular school year is estimated to cost \$17,000.</p> |               |                |                     |                 |
| Benefits or Alternative/Adverse Impact if not funded  |               |                |                     |                 |
| <p>If not funded, the Surfside Police Department regular staffing will be reduced upon one officer being assigned to Ruth K. Broad K-8 security.</p>  |               |                |                     |                 |
| New Personnel   |               |                |                     |                 |
| Number of Positions   | Title         | Salary         | Fringe Benefits     | Cost            |
|   |               |                |                     |                 |
|   |               |                |                     |                 |
| Other Recurring Operating Costs   |               |                |                     |                 |
| Account Number  | Description   | Cost           |                     |                 |
| 001-3000-521-1410   | Overtime      | \$17,000       |                     |                 |
| One Time Costs  |               |                |                     |                 |
| Account Number  | Description   | Cost           |                     |                 |
|   |               |                |                     |                 |
|   |               |                |                     |                 |

## FY 2019 New Program Enhancement (Modification)

| <b>Hurricane / Critical Incident Items and Equipment</b>   |   |                |                     |                 |
|--|---|----------------|---------------------|-----------------|
| Department Name  | Division Name   | Funding Source | Department Priority | Total Requested |
| Public Safety  | Police  | General        | 1                   | \$30,000        |
| <b>Justification and Description</b>   |   |                |                     |                 |
| <p>Surfside Police Department Command Staff recommend the procurement of hurricane/emergency items to ensure operational effectiveness/readiness during hurricane season, and during critical incident or mass casualty events. These needed items were identified and documented in the Surfside PD Hurricane Irma After Action Report which was the result of a comprehensive process involving police personnel, Town administration, Town officials, and the citizenry. It was noted in the report that "preparedness is essential for effective incident and emergency management and involves engaging in a continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action to achieve and maintain readiness to respond to emergencies". The items identified for procurement include a self-contained HVAC unit for the Communications Center, industrial fans, cots, portable lighting, portable stop signs, food preparation equipment, vehicle/tire maintenance items, and upgraded 2-way non-police frequency radios.</p> <p>The cost to purchase, outfit, and install the necessary hurricane/emergency Incident equipment is approximately \$30,000. The estimated cost includes an extended warranty for two years on the self-contained HVAC unit.</p> |   |                |                     |                 |
| <b>Benefits or Alternative/Adverse Impact if not funded</b>  |   |                |                     |                 |
| <p>The Surfside Police Department's and the Town's ability to ensure operational effectiveness / readiness in the event of a hurricane event or a critical incident event will be diminished if these items are not procured.</p>  |   |                |                     |                 |
| <b>Required Resources</b>  |   |                |                     |                 |
| <b>New Personnel</b>   |   |                |                     |                 |
| Number of Positions  | Title   | Salary         | Fringe Benefits     | Cost            |
|  |   |                |                     |                 |
| <b>Other Recurring Operating Costs</b>   |   |                |                     |                 |
| Account Number   | Description   | Cost           |                     |                 |
|  |   |                |                     |                 |
| <b>One Time Costs</b>  |   |                |                     |                 |
| Account Number   | Description   | Cost           |                     |                 |
| 001-3000-521-6410  | Equipment - Communications Unit- HVAC unit              | \$5,500        |                     |                 |
| 001-3000-521-6410  | Equipment- Upgraded two-way radios (non-police frequenc | \$8,400        |                     |                 |
| 001-3000-521-5290  | Fans for Town Hall and Police Department                | \$2,000        |                     |                 |
| 001-3000-521-5290  | Cots  | \$3,500        |                     |                 |
| 001-3000-521-5290  | Portable lighting/flood lighting                        | \$3,000        |                     |                 |
| 001-3000-521-5290  | Portable stop signs                                     | \$5,750        |                     |                 |
| 001-3000-521-5290  | Food preparation equipment                              | \$750          |                     |                 |
| 001-3000-521-4612  | Vehicle/tire maintenance items                          | \$1,100        |                     |                 |
| <b>Total</b>   |   |                |                     | <b>\$30,000</b> |

## FY 2019 New Capital Outlay Request

### Police Handheld Radios

| Department    | Division | Funding Source | Dept. Priority | Fiscal Impact |
|---------------|----------|----------------|----------------|---------------|
| Public Safety | Police   | General        | 1              | \$129,600     |

#### Justification and Description

Purchase thirty-six (36) handheld police radios to support the operation, maintenance, and modernization of the Surfside PD radio system. The new model handheld radios will allow for the latest security protocols, address mandated technical standards, and achieve communications standards that enable effective and secure interoperability with local, county, and state communications systems. The primary objective of this purchase is to deploy secure, interoperable, and reliable radio communications equipment to Surfside PD personnel to ensure tactical law enforcement communications and directly supports communications requirements during emergency and critical incidents. A one year warranty is included.

#### Alternative/Adverse Impacts if not funded:

The present handheld radios are several generations old. The Police Department will continue to utilize outdated handheld radios that lack the functionality needed to efficiently communicate while on-duty possibly leading to officer safety concerns.

#### Required Resources

| Account Number    | Title or Description of Request | Cost      |
|-------------------|---------------------------------|-----------|
| 001-3000-521-6410 | Equipment                       | \$129,600 |
|                   |                                 |           |

#### Other Recurring Operating Costs

| Account Number | Description | Cost |
|----------------|-------------|------|
|                |             |      |

# Public Works Department

## Services, Functions, and Activities:

The Public Works Department provides for the effective management and maintenance of the Town's roadways, infrastructure systems, and facilities as well as the management and supervision of the solid waste collection operation and the storm water and water/sewer utilities. Public Works also responds to and assists other Town departments in emergencies and instances of severe weather preparation and recovery. The Department is directly responsible for several specialized divisions: public works - administration, capital improvement plan management, general maintenance, facilities maintenance and street maintenance; solid waste; water and sewer; and stormwater.

## Public Works Division

- **Administration:** The Public Works Director is responsible for all administrative activity for the Department such as management of all the day-to-day field operations, personnel management, departmental records management, agenda preparation, research, customer service, and all related managerial responsibilities.
- **Capital Improvement Plan Management:** This area of responsibility includes coordination, planning, and management of infrastructure related improvements within the Town. An example of current projects includes the street end improvements. Contract management related to capital improvement projects rests with the Public Works Department.
- **General Maintenance:** This area of responsibility includes needs identification, assignment and supervision for general maintenance to Town property including: equipment, grounds, streets, vehicles and landscape maintenance as well as miscellaneous maintenance items.
- **Facilities Maintenance:** Public Works is responsible for the maintenance of all Town owned buildings and provides support services such as painting, plumbing, air conditioning, construction and electrical. Facilities maintenance also includes oversight/supervision of contracted vendors providing work related to large maintenance projects.
- **Street Maintenance:** Maintenance of roadways, roadway cleaning, coordination with other departments regarding community bus schedules, and roadway hazards is the responsibility of Public Works. Expenditures directly related to street operations are identified within this section either by title or by the presence of "541" in the line item coding.

### **Solid Waste Division**

The division provides services for garbage, yard waste and recycling collection and disposal services for 1,147 residential customers and 176 commercial customers. A function of the Solid Waste Division is recycling for residential and some commercial accounts, which in the past was a county function. Further information about solid waste operations and the related budget is found in the Solid Waste section of this document.

### **Stormwater Division**

The division is responsible for all stormwater drainage in the Town and is focused on providing functional, well maintained drainage to minimize flooding. The division plans and manages improvements, maintains efficient stormwater collection, routing and pumping systems, repairs stormwater infrastructure and is responsible for maintaining permitting compliance under the National Pollutant Discharge Elimination System (NPDES) permit. Further information about stormwater utility operations and the related budget is found in the Stormwater section of this document.

### **Water and Sewer Division**

This division provides planning, maintenance and repair of water supply and sanitary sewer systems pipelines, valves, manholes, and hydrants along with maintenance and monitoring of sanitary and sewer pump stations. This division is also responsible for reading and installation of water meters and the related billing function. Additional information about water/sewer utility operations is found in the Water/Sewer section of this document.

### **Fiscal Year 2018 Accomplishments:**

- Follow up and ensure that the sidewalk corridor is safe and intact.
- Continued implementation of yearly Hazardous Waste Day event.
- In house staff pressure washed and painted sidewalks from 96th street to 94th street for downtown beautification as well as sidewalks on 88th, 89th, and 100 level of 9500 block
- Installation of shower at 89th Street & 92nd Street beach street ends
- Continued traffic mitigation implementation throughout Town
- Implementation of zika mitigation
- Certified as Tree City USA City 2nd Year
- 89th & 90th Street One-Way Trial Project
- 88th Street & Abbott Ave Roundabout
- Installation of flow meter
- Valve exercise program
- Pre-hurricane preparation
- Hurricane Irma debris collection
- Grant matching approval (Neat Street Miami)





- Coordination of police dispatch construction
- Lifeguard tower demolition and construction of temporary lifeguard tower
- Tide flex valve installation
- Installation of Community Center crosswalk
- Construction of planting beds for Community Garden
- Town-wide drain structure cleaning
- Purchase of bucket truck
- Town Hall Painting
- Hiring of additional maintenance worker for the Solid Waste Department
- Hiring of Customer Service Representative for the Utility Department
- Water and sewer rate increase
- Finalization of Seawall Phase 2 project
- Installation of sidewalks at Publix
- Installation of ADA ramps at Abbott Parking lot
- Installation of LED lights for Town owned parking lots

**Fiscal Year 2018 Objectives:**

- Tree City USA re-certification
- Increase building security
- Follow up and ensure that the sidewalk corridor and storm water grates are safe and intact.
- Perform water meter audit
- Parking lot re-striping
- Increase emergency funding for pumps maintenance and repairs
- Develop Town-wide operations & maintenance plan

| <b>Performance Measures</b> | <b>FY 2015<br/>Actual</b> | <b>FY 2016<br/>Actual</b> | <b>FY 2017<br/>Actual</b> |
|-----------------------------|---------------------------|---------------------------|---------------------------|
| Public Works permits issued | 32                        | 83                        | 80                        |
| Turnaround time             | > 3 days                  | > 3 days                  | > 3 days                  |

# PUBLIC WORKS (5000)

## 001 General Fund

|                       | FY 2017<br>Actual   | FY 2018<br>Adopted  | FY 2018<br>Estimated | FY 2018<br>Proposed |
|-----------------------|---------------------|---------------------|----------------------|---------------------|
| <b>APPROPRIATIONS</b> |                     |                     |                      |                     |
| Personnel Services    | \$466,926           | \$500,428           | \$500,428            | \$456,249           |
| Operating Expenses    | \$641,589           | \$952,316           | \$952,316            | \$1,115,367         |
| Capital Outlay        | \$6,467             | \$120,000           | \$120,000            | \$0                 |
| <b>TOTAL</b>          | <b>\$ 1,114,982</b> | <b>\$ 1,572,744</b> | <b>\$ 1,572,744</b>  | <b>\$ 1,571,616</b> |

### Significant Changes from FY 2018 Adopted Budget

#### Personnel Services

|   |             |
|---|-------------|
| Planned salary and benefit adjustments                        | \$ 35,708   |
| Decrease - mechanic position funded in Fleet Maintenance Fund | \$ (79,888) |

#### Operating Expenses

|  |           |
|--|-----------|
| Engineering services annual increase   | \$ 2,655  |
| Water and Sewer Town billed charges increase   | \$ 15,000 |
| Equipment leasing -13 Bigbelly stations  | \$ 43,000 |
| Equipment leasing -existing Bigbelly stations  | \$ 21,168 |
| Repair contracts - full year adjustment for chiller  | \$ 13,122 |
| Equipment maintenance 13 Bigbelly wifi assessment and shipping                                     | \$ 15,000 |
| Equipment maintenance generator needs  | \$ 3,000  |
| Vehicle maintenance - usage adjustment from change to internal service fund in FY 2019             | \$ 4,913  |
| Vehicle maintenance - fleet replacement adjustment from change to internal service fund in FY 2019 | \$ 26,905 |
| Increased fuel costs   | \$ 1,808  |

| Position Title                    | Personnel Complement |             |             |             |             |             |             |             |
|-----------------------------------|----------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
|                                   | FY 2018              |             |             |             | FY 2019     |             |             |             |
|                                   | Funded               |             |             |             | Funded      |             |             |             |
|                                   | Full                 | Part        | Temp        | FTEs        | Full        | Part        | Temp        | FTEs        |
|                                   | Time                 | Time        |             |             | Time        | Time        |             |             |
| Public Works Director*            | 0.25                 |             |             | 0.25        | 0.25        |             |             | 0.25        |
| Assistant Public Works Director** | 0.40                 |             |             | 0.40        | 0.40        |             |             | 0.40        |
| Public Works Coordinator          | 1.00                 |             |             | 1.00        | 1.00        |             |             | 1.00        |
| Mechanic***                       | 1.00                 |             |             | 1.00        | 0.00        |             |             | 0.00        |
| Maintenance Supervisor            | 1.00                 |             |             | 1.00        | 1.00        |             |             | 1.00        |
| Maintenance Worker II             | 1.00                 |             |             | 1.00        | 1.00        |             |             | 1.00        |
| Maintenance Worker I (CITT - MOE) | 1.00                 |             |             | 1.00        | 1.00        |             |             | 1.00        |
| General Service Worker            | 1.00                 |             |             | 1.00        | 1.00        |             |             | 1.00        |
| Custodian                         |                      | 1.00        |             | 0.50        |             | 1.00        |             | 0.50        |
| <b>Total</b>                      | <b>6.65</b>          | <b>1.00</b> | <b>0.00</b> | <b>7.15</b> | <b>5.65</b> | <b>1.00</b> | <b>0.00</b> | <b>6.15</b> |

\*General Fund allocation. Position split funded with Water & Sewer Fund, Solid Waste Fund and Stormwater Fund.

\*\*General Fund allocation. Position split funded with Water & Sewer Fund, and Stormwater Fund.

\*\*\*Position funded in Fleet Management Fund in FY 2019.

# PUBLIC WORKS (5000)

## 001 General Fund

### EXPENDITURES

| Line Item Prefix: 001-5000-539 (unless noted): |                                | FY 2017          | FY 2018          | FY 2018          | FY 2019          |
|--|--------------------------------|------------------|------------------|------------------|------------------|
|  |                                | Actual           | Adopted          | Estimated        | Proposed         |
| Suffix   | Object Description             |                  |                  |                  |                  |
| <b>Personnel Services</b>                      |                                |                  |                  |                  |                  |
| 1210   | Regular Salaries               | \$258,421        | \$266,034        | \$266,034        | \$230,333        |
| 541-1210                                       | Road's Regular Salaries        | 35,329           | 35,194           | 35,194           | 36,250           |
| 1310   | Other Salaries                 | 13,235           | 21,598           | 21,598           | 21,598           |
| 1410   | Overtime                       | 11,530           | 15,000           | 15,000           | 16,000           |
| 541-1410                                       | Road's Overtime                | 6,101            | 6,000            | 6,000            | 6,200            |
| 1510   | Special pay                    | 3,460            | 5,650            | 5,650            | 4,000            |
| 541-1510                                       | Road's Special Pay             | 1,328            | 1,250            | 1,250            | 1,500            |
| 2110   | Payroll Taxes                  | 21,402           | 23,962           | 23,962           | 20,803           |
| 541-2110                                       | Road's Payroll Taxes           | 3,063            | 3,247            | 3,247            | 3,362            |
| 2210   | Retirement Contribution        | 17,999           | 20,416           | 20,416           | 17,966           |
| 541-2210                                       | Road's Retirement Contribution | 2,571            | 2,862            | 2,862            | 2,827            |
| 2310   | Life & Health Insurance        | 65,646           | 72,362           | 72,362           | 58,715           |
| 541-2310                                       | Road's Life & Health Insurance | 12,777           | 14,714           | 14,714           | 18,104           |
| 2410   | Workers Compensation           | 11,997           | 10,281           | 10,281           | 14,677           |
| 541-2410                                       | Road's Workers Compensation    | 2,067            | 1,858            | 1,858            | 3,913            |
| <b>Total</b>                                   | <b>Personnel Services</b>      | <b>\$466,926</b> | <b>\$500,428</b> | <b>\$500,428</b> | <b>\$456,249</b> |

### Operating Expenses

|          |                                      |         |         |         |         |
|----------|--------------------------------------|---------|---------|---------|---------|
| 3110     | Professional Services                | 100,122 | 107,565 | 107,565 | 110,220 |
| 3112     | Physical Examinations                | 280     | 760     | 760     | 760     |
| 3410     | Other Contractual Services           |         | 5,000   | 5,000   | 5,000   |
| 3411     | Nuisance Abatement                   |         | 10,000  | 10,000  | 10,000  |
| 4009     | Vehicle Allowance                    | 1,155   | 1,050   | 1,050   | 1,050   |
| 4110     | Telecommunications                   | 1,367   | 1,200   | 1,200   | 1,200   |
| 4111     | Postage                              |         | 100     | 100     | 100     |
| 4112     | Mobile Phone Allowance               | 2,764   | 3,900   | 3,900   | 3,900   |
| 4310     | Electricity                          | 38,437  | 48,750  | 48,750  | 48,000  |
| 541-4310 | Roadway Electricity                  | 31,285  | 41,000  | 41,000  | 41,000  |
| 4311     | Water and Sewer                      | 47,921  | 70,000  | 70,000  | 85,000  |
| 4403     | Equipment/Vehicle Leasing            |         | 3,000   | 3,000   | 67,168  |
| 4510     | Property and Liability Insurance     | 39,761  | 47,780  | 47,780  | 47,780  |
| 4601     | Maintenance Service/Repair Contracts | 46,273  | 46,276  | 46,276  | 59,398  |
| 4602     | Building Maintenance                 | 15,853  | 85,000  | 85,000  | 85,000  |
| 4603     | Equipment Maintenance                | 4,051   | 9,000   | 9,000   | 27,000  |
| 4604     | Grounds Maintenance                  | 209,592 | 233,310 | 233,310 | 249,560 |
| 4611     | Miscellaneous Maintenance            | 47,883  | 68,305  | 68,305  | 68,305  |
| 541-4611 | Miscellaneous Maintenance            | 8,500   | 75,000  | 75,000  | 75,000  |

## PUBLIC WORKS (5000)

001 General Fund

### EXPENDITURES

| Line Item Prefix: 001-5000-539 (unless noted): |                                   | FY 2017            | FY 2018            | FY 2018            | FY 2019            |
|--|-----------------------------------|--------------------|--------------------|--------------------|--------------------|
|  |                                   | Actual             | Adopted            | Estimated          | Proposed           |
| Suffix   | Object Description                |                    |                    |                    |                    |
| 4612   | Vehicle Maintenance - Usage       | 15,009             | 15,000             | 15,000             | 19,913             |
| 4613   | Vehicle Maint - Fleet Replacement |                    |                    |                    | 26,905             |
| 4911   | Other Current Charges             | 2,264              | 2,600              | 2,600              | 2,600              |
| 5110   | Office Supplies                   | 995                | 2,000              | 2,000              | 2,500              |
| 5210   | Property and Maintenance          |                    | 35,000             | 35,000             | 35,000             |
| 5214   | Uniforms                          | 8,709              | 8,770              | 8,770              | 9,250              |
| 5216   | Vehicle Maintenance - Fuel        | 4,683              | 7,000              | 7,000              | 8,808              |
| 5290   | Miscellaneous Operating Supplies  | 7,056              | 10,250             | 10,250             | 10,250             |
| 5310   | Road Materials                    | 7,009              | 7,000              | 7,000              | 7,000              |
| 5410   | Subscriptions and Memberships     | 620                | 1,300              | 1,300              | 1,300              |
| 5420   | Conferences and Seminars          |                    | 2,600              | 2,600              | 2,600              |
| 5510   | Training & Educational            |                    | 3,800              | 3,800              | 3,800              |
| <b>Total</b>                                   | <b>Operating Expenses</b>         | <b>\$641,589</b>   | <b>\$952,316</b>   | <b>\$952,316</b>   | <b>\$1,115,367</b> |
| <b>Capital Outlay</b>                          |                                   |                    |                    |                    |                    |
| 6310   | Improvements other than Building  | 3,399              |                    |                    |                    |
| 6410   | Machinery and Equipment           | 3,068              | 120,000            | 120,000            |                    |
| <b>Total</b>                                   | <b>Capital Outlay</b>             | <b>\$6,467</b>     | <b>\$120,000</b>   | <b>\$120,000</b>   | <b>\$0</b>         |
| <b>Total</b>                                   | <b>Department Expenditures</b>    | <b>\$1,114,982</b> | <b>\$1,572,744</b> | <b>\$1,572,744</b> | <b>\$1,571,616</b> |

## FY 2019 New Program Enhancement (Modification)

| <b>Bigbelly Program Phase II</b>   |  |                |                     |                 |
|--|--|----------------|---------------------|-----------------|
| Department Name  | Division Name                                    | Funding Source | Department Priority | Total Requested |
| Public Works   |  | General        |                     | \$70,000        |
| <b>Justification and Description</b>   |  |                |                     |                 |
| <p>Five-year program for the installation of 13 WIFI enabled Bigbelly double compacting stations to alleviate trash and provide hotspot coverage in the business district and beachends. Bigbelly is a turnkey smart city solution which delivers a solar powered smart waste and recycling platform. The additional WIFI compacting stations will expand the Town's Bigbelly fleet, and the existing Bigbelly stations will be relocated to street ends and public parks. The total five-year program costs are estimated at\$350,00 (\$70,000 annually).</p> |  |                |                     |                 |
| <b>Benefits or Alternative/Adverse Impact if not funded</b>  |  |                |                     |                 |
|  |  |                |                     |                 |
| <b>Required Resources</b>  |  |                |                     |                 |
| <b>New Personnel</b>   |  |                |                     |                 |
| Number of Positions  | Title  | Salary         | Fringe Benefits     | Cost            |
|  |  |                |                     |                 |
|  |  |                |                     |                 |
|  |  |                |                     |                 |
|  |  |                |                     |                 |
| <b>Other Recurring Operating Costs</b>   |  |                |                     |                 |
| Account Number   | Description                                      | Cost           |                     |                 |
| 001-5000-539-4403  | Equipment Leasing - Annual (5 years \$215,000)   | \$43,000       |                     |                 |
| 001-7900-590-4110  | Telecommunications (5 years \$120,000 estimated) | \$24,000       |                     |                 |
|  |  |                |                     |                 |
| <b>One Time Costs</b>  |  |                |                     |                 |
| Account Number   | Description                                      | Cost           |                     |                 |
| 001-5000-539-4603  | Equipment Maintenance                            | \$15,000       |                     |                 |
|  |  |                |                     |                 |



# Parks and Recreation Department

## Services, Functions, and Activities:

The Parks and Recreation Department provides recreational and leisure opportunities to build a strong sense of community while increasing the social, cultural and physical well-being of the residents through innovative programming to meet the needs of the community.

The Parks and Recreation Department operates the Community Center and provides for the planning, supervision, maintenance and development of parks, park facilities, recreational programming, beach activities and supervision, and numerous special events while balancing those needs with available resources. The Department strives to courteously assist patrons in meeting their needs for recreation, community involvement, and enjoyable leisure time through the development of diverse offerings in a safe, attractive and well maintained environment. A five year capital plan developed with the assistance of the Parks and Recreation Committee focuses on providing quality facilities to meet the recreational needs of the ever changing Town demographics. Under this plan, the Tennis Center facility and the Hawthorne Tot Lot were renovated. During FY 2019 the design phase of 96<sup>th</sup> Street Park, a project on the five year plan, will be reviewed for implementation. An allocation from the General Fund combined with developer contributions received for projects on the five year will provide funding for the 96<sup>th</sup> Street Park to move forward.

To accomplish park related objectives, the Department offers a variety of well-maintained park facilities (active recreation, passive recreation, and aquatic opportunities). To accomplish community related objectives, the Department continues its involvement in the coordination of numerous special events throughout the year. To accomplish the recreational objectives, the Department continues offering diverse programming for all ages and abilities. The Community Center operates on a year round basis and provides quality programming and activities to all segments of the community. The beach is also maintained and supervised year round. New programs are provided on an annual basis to meet community needs as they arise during the course the year.

## Fiscal Year 2018 Accomplishments:

- Developed and implemented eight (8) new programs to include Senior, Teen, Aquatic, Youth and Cultural Events. The programs are generated through the needs of the community or recommendations from the Parks and Recreation Committee.
- Reviewed possible options for the design and renovation of the 96<sup>th</sup> Street Park.
- Completed the plans and designs for the replacement of the 93<sup>rd</sup> street beach lifeguard tower.
- Assisted and completed the repairs resumed the day to day operations at all the Parks and Recreation Facilities following Hurricane Irma. This included the paper work preparation for FEMA reimbursement.
- Continual update to the Parks and Recreation Department web page displayed on the Town Web Site.
- Emergency replacement of pool heater.

**Fiscal Year 2019 Objectives:**

- Continue implementing the Parks and Recreation five year capital plan subject to policy direction from the Town Commission.
- Develop a plan and time frame for the renovation of 96<sup>th</sup> Street Park that could include the possibility of renovation of the park in phases.
- Develop a 3 year maintenance plan for the pool filtration equipment along with the water playground apparatuses.

| <b>Performance Measures</b> | <b>FY 2015<br/>Actual</b> | <b>FY 2016<br/>Actual</b> | <b>FY 2017<br/>Actual</b> | <b>FY 2018<br/>Estimated</b> |
|-----------------------------|---------------------------|---------------------------|---------------------------|------------------------------|
| Senior Program Participants | 1,670                     | 1,814                     | 1,941                     | 2,054                        |
| Tennis Program Participants | 117                       | 245                       | 279                       | 302                          |
| Community Center Rentals    | 49                        | 52                        | 50                        | 58                           |



# PARKS AND RECREATION (6000)

## 001 General Fund

|                        | FY 2017             | FY 2018             | FY 2018             | FY 2019           |
|------------------------|---------------------|---------------------|---------------------|-------------------|
|                        | Actual              | Adopted             | Estimated           | Proposed*         |
| <b>APPROPRIATIONS</b>  |                     |                     |                     |                   |
| Personnel Services     | \$1,152,885         | \$1,174,535         | \$1,174,535         | \$142,397         |
| Operating Expenses     | \$670,939           | \$713,995           | \$713,995           | \$317,053         |
| Capital Outlay         | \$0                 | \$12,000            | \$12,000            | \$0               |
| Non-operating Expenses | -                   | -                   | -                   | \$14,000          |
| <b>TOTAL</b>           | <b>\$ 1,823,824</b> | <b>\$ 1,900,530</b> | <b>\$ 1,900,530</b> | <b>\$ 473,450</b> |

\*Note: Beginning in FY 2019 Community Center operations are budgeted in the Resort Tax Fund 102. The FY 2019 General Fund 001 budget reflects Parks & Recreation expenses only. FY 2017 and FY 2018 include the Community Center operations and Parks & Recreation.

### Significant Changes from FY 2018 Adopted Budget

|  |           |
|--|-----------|
| <b>Personnel Services</b>  |           |
| Planned salary and benefit adjustments   | \$ 2,992  |
| <b>Operating Expenses</b>  |           |
| Increased cost of P&R programs   | \$ 4,000  |
| Vehicle maintenance - usage adjustment from change to internal service fund in FY 2019             | \$ 2,522  |
| Vehicle maintenance - fleet replacement adjustment from change to internal service fund in FY 2019 | \$ 2,960  |
| Landscape improvements   | \$ 1,055  |
| <b>Non-operating Expenses</b>  |           |
| Transfer to Fleet Management Fund  | \$ 14,000 |

| Position Title                    | Personnel Complement |              |              |              |                |             |             |             |
|-----------------------------------|----------------------|--------------|--------------|--------------|----------------|-------------|-------------|-------------|
|                                   | FY 2018 Funded       |              |              |              | FY 2019 Funded |             |             |             |
|                                   | Full Time            | Part Time    | Temp         | FTEs         | Full Time      | Part Time   | Temp        | FTEs        |
| Parks & Recreation Director       | 1.00                 |              |              | 1.00         | 0.05           |             |             | 0.05        |
| Parks & Recreation Superintendent | 1.00                 |              |              | 1.00         | 0.05           |             |             | 0.05        |
| Customer Services Representative  | 1.00                 |              |              | 1.00         |                |             |             |             |
| Aquatics Supervisor               | 1.00                 |              |              | 1.00         |                |             |             |             |
| Lifeguard, Head                   | 1.00                 |              |              | 1.00         |                |             |             |             |
| Lifeguard, Lead                   | 1.00                 |              |              | 1.00         |                |             |             |             |
| Lifeguard                         | 1.00                 |              |              | 1.00         |                |             |             |             |
| Lifeguards*                       |                      | 10.00        | 8.00         | 6.60         |                |             |             |             |
| Custodian                         |                      | 2.00         |              | 1.00         |                | 1.00        |             | 0.50        |
| Program and Events Coordinator    | 1.00                 |              |              | 1.00         |                |             |             |             |
| Recreation Leader II              | 2.00                 |              |              | 2.00         | 1.00           |             |             | 1.00        |
| Recreation Leader I               |                      | 9.00         |              | 5.00         |                | 5.00        |             | 3.00        |
| Camp Counselors**                 |                      |              | 19.00        | 4.00         |                |             |             |             |
| <b>Total</b>                      | <b>10.00</b>         | <b>21.00</b> | <b>27.00</b> | <b>26.60</b> | <b>1.10</b>    | <b>6.00</b> | <b>0.00</b> | <b>4.60</b> |

\*Temporary lifeguard positions consist of 8 positions for ten weeks for increased summer programming and hours of operation during the summer months.

\*\*Camp Counselor positions consist of 14 positions for ten weeks for Summer Camp and 5 positions for two weeks for Winter Camp and Spring Camp.

# PARKS AND RECREATION (6000)

## 001 General Fund EXPENDITURES

| Line Item Prefix: 001-6000-572-: |                                      | FY 2017            | FY 2018            | FY 2018            | FY 2019          |
|----------------------------------|--------------------------------------|--------------------|--------------------|--------------------|------------------|
|                                  |                                      | Actual             | Adopted            | Estimated          | Proposed*        |
| Suffix                           | Object Description                   |                    |                    |                    |                  |
| <b><u>Personnel Services</u></b> |                                      |                    |                    |                    |                  |
| 1210                             | Regular Salaries                     | \$463,512          | \$453,368          | \$453,368          | \$52,804         |
| 1310                             | Other Salaries - Includes Seasonal   | 419,288            | 432,978            | 432,978            | 54,952           |
| 1410                             | Overtime                             | 13,223             | 13,000             | 13,000             | 1,000            |
| 1510                             | Special pay                          | 2,109              | 9,250              | 9,250              | 938              |
| 2110                             | Payroll Taxes                        | 68,170             | \$69,508           | \$69,508           | \$8,392          |
| 2210                             | Retirement Contribution              | 32,140             | 36,870             | 36,870             | 4,119            |
| 2310                             | Life & Health Insurance              | 113,159            | 126,942            | 126,942            | 14,566           |
| 2410                             | Workers Compensation                 | 41,284             | 32,619             | 32,619             | 5,629            |
| <b>Total</b>                     | <b>Personnel Services</b>            | <b>\$1,152,885</b> | <b>\$1,174,535</b> | <b>\$1,174,535</b> | <b>\$142,397</b> |
| <b><u>Operating Expenses</u></b> |                                      |                    |                    |                    |                  |
| 3112                             | Physical Examinations                | 5,633              | 6,880              | 6,880              | 500              |
| 3410                             | Other Contractual Services           | 78,923             | 81,500             | 81,500             | 56,000           |
| 4110                             | Telecommunications                   | 3,289              | 3,600              | 3,600              | 1,200            |
| 4111                             | Postage                              | 47                 | 100                | 100                | 100              |
| 4112                             | Mobile Phone Allowance               | 5,272              | 4,500              | 4,500              | 1,125            |
| 4310                             | Electricity                          | 41,898             | 51,500             | 51,500             | 2,150            |
| 4311                             | Water and Sewer                      | 36,271             | 32,800             | 32,800             | 22,800           |
| 4312                             | Natural Gas Service                  | 26,757             | 27,200             | 27,200             |                  |
| 4510                             | Property and Liability Insurance     | 41,117             | 52,520             | 52,520             | 14,074           |
| 4601                             | Maintenance Service/Repair Contracts | 19,392             | 29,950             | 29,950             | 2,400            |
| 4602                             | Building Maintenance                 | 61,625             | 52,000             | 52,000             | 6,800            |
| 4603                             | Equipment Maintenance                | 15,971             | 12,000             | 12,000             | 3,000            |
| 4604                             | Grounds Maintenance                  | 123,241            | 139,170            | 139,170            | 83,502           |
| 4611                             | Miscellaneous Maintenance            | 7,125              | 7,500              | 7,500              | 21,500           |
| 4612                             | Vehicle Maintenance - Usage          | 1,158              | 3,200              | 3,200              | 4,122            |
| 4613                             | Vehicle Fleet Replacement            |                    |                    |                    | 5,917            |
| 4810                             | Promotional Activities               | 99,853             | 95,235             | 95,235             | 6,000            |
| 4815:4911                        | Other Current Charges                | 54,695             | 70,000             | 70,000             | 70,000           |
| 5110                             | Office Supplies                      | 6,607              | 5,150              | 5,150              | 1,000            |
| 5213                             | Landscape Improvements               | 5,832              | 5,750              | 5,750              | 3,930            |
| 5214                             | Uniforms                             | 4,277              | 5,850              | 5,850              | 1,463            |
| 5216                             | Vehicle Maintenance - Fuel           | 1,716              | 2,590              | 2,590              | 1,296            |
| 5225                             | Merchant Fees                        | 4,537              | 3,000              | 3,000              | 1,500            |
| 5290                             | Miscellaneous Operating Supplies     | 20,302             | 16,500             | 16,500             | 5,000            |
| 5410                             | Subscriptions and Memberships        | 30                 | 300                | 300                | 300              |
| 5420                             | Conferences and Seminars             | 5,371              | 5,200              | 5,200              | 1,375            |
| <b>Total</b>                     | <b>Operating Expenses</b>            | <b>\$670,939</b>   | <b>\$713,995</b>   | <b>\$713,995</b>   | <b>\$317,053</b> |

# PARKS AND RECREATION (6000)

## 001 General Fund EXPENDITURES

| Line Item Prefix: 001-6000-572-: |                                  | FY 2017            | FY 2018            | FY 2018            | FY 2019          |
|----------------------------------|----------------------------------|--------------------|--------------------|--------------------|------------------|
|                                  |                                  | Actual             | Adopted            | Estimated          | Proposed*        |
| Suffix                           | Object Description               |                    |                    |                    |                  |
| <b>Capital Outlay</b>            |                                  |                    |                    |                    |                  |
| 6410                             | Machinery and Equipment          |                    | 12,000             | 12,000             |                  |
| <b>Total</b>                     | <b>Capital Outlay</b>            | \$0                | \$12,000           | \$12,000           | \$0              |
| 91TBD                            | Transfer to Fleet Mangement Fund |                    |                    |                    | 14,000           |
| <b>Total</b>                     | <b>Non-operating Expenses</b>    | 0                  | 0                  | 0                  | \$14,000         |
| <b>Total</b>                     | <b>Department Expenditures</b>   | <b>\$1,823,824</b> | <b>\$1,900,530</b> | <b>\$1,900,530</b> | <b>\$473,450</b> |

\*Note: Beginning in FY 2019 Community Center operations are budgeted in the Resort Tax Fund 102.

The FY 2019 General Fund 001 budget reflects Parks & Recreation expenses only. FY 2017 and FY 2018 include the Community Center operations and Parks & Recreation.

## FY 2019 New Program Enhancement (Modification)

| <b>Tennis Court Resurfacing</b>  |                           |                |                     |                 |
|--|---------------------------|----------------|---------------------|-----------------|
| Department Name  | Division Name             | Funding Source | Department Priority | Total Requested |
| Parks & Recreation   |                           | General Fund   | 2                   | \$12,000        |
| <b>Justification and Description</b>   |                           |                |                     |                 |
| <p>The Tennis Center court renovations were completed in January 2014. Court resurfacing is recommended every four to six years in order to maintain the courts and prolong the productive lifespan of the three existing tennis courts. This resurfacing schedule would fall in the fifth year.</p> |                           |                |                     |                 |
| <b>Benefits or Alternative/Adverse Impact if not funded</b>  |                           |                |                     |                 |
| <p>Exposure to salt air, harsh sun and normal wear and tear affect the tennis courts' condition. Planned resurfacing maintains and prolongs the courts' lifespan.</p>  |                           |                |                     |                 |
| <b>Required Resources</b>  |                           |                |                     |                 |
| <b>New Personnel</b>   |                           |                |                     |                 |
| Number of Positions  | Title                     | Salary         | Fringe Benefits     | Cost            |
|  |                           |                |                     |                 |
|  |                           |                |                     |                 |
|  |                           |                |                     |                 |
| <b>Other Recurring Operating Costs</b>   |                           |                |                     |                 |
| Account Number   | Description               | Cost           |                     |                 |
|  |                           |                |                     |                 |
| <b>One Time Costs</b>  |                           |                |                     |                 |
| Account Number   | Description               | Cost           |                     |                 |
| 001-6000-572-4611  | Miscellaneous Maintenance | \$12,000       |                     |                 |
|  |                           |                |                     |                 |

# Tourism, Economic Development & Community Services Department

## **Services, Functions, and Activities:**

The Tourism, Economic Development and Community Services (TEDACS) Department in the General Fund is distinct from the Tourist Bureau Resort Tax Fund which can be found later in this budget book under its own tab. This hybrid department evolved from the creation of the Downtown Vision Advisory Committee (DVAC) and the need to quantify the duties and responsibilities that the Tourist Bureau Director was undertaking that were not directly related to the duties and responsibilities of the Tourist Bureau Resort Tax Fund. With the establishment of an Assistant Town Manager position, the oversight and management of this department is now coordinated by the Assistant Town Manger.

TEDACS is committed to improving the economic health and viability of the Surfside Business District by functioning as a catalyst, partner, advisor and advocate on initiatives. TEDACS also works to enhance the quality of life for residents through community based services and involvement with public-private cooperative ventures.

Additional tax revenue from a reinvigorated and successful downtown, including increased Tourist Resort Tax revenue, adds to the Town's tax base and helps alleviate the ad valorem (property) tax burden on residents. It can also enhance the quality of life for Surfside's residents, increase property values, and improve the visitor experience.

The focus downtown is on creating a sense of place that encourages business retention, and economic development, while retaining and enhancing the characteristics that attract residents and visitors alike. There is a desire to create a more pedestrian friendly downtown with mixed-use commercial buildings. Due to unprecedented changes such as new hotels and the pending expansion of Bal Harbour Shops, the necessity for a shared vision and plan for the downtown district is a critical initiative. A concerted effort by the Town and the district is needed to reflect the realities of both internal and external changes.

A Business Improvement District (BID) would provide a needed partner on the numerous revitalization efforts occurring and earmarked for downtown. An approximately one year effort on the development and outreach on the formation of a BID culminated in the BID not receiving the required votes of the downtown property owners. The Town Commission could authorize another attempt at forming a BID in FY 2019. An organized association could assist the Town on such issues as parking, sidewalk café compliance, holiday and year round tree lighting expenses, maintenance of the area and marketing initiatives. Presently the Town finances and manages these and other initiatives without any support from the downtown property owners and business operators.

There are various projected FY 2019 objectives, under both TEDACS and the Tourist Bureau portions of the proposed FY 2019 Annual Budget related to the downtown district. These initiatives could be enhanced both in scope and financially by a BID if formed. Often some of these objectives cross into the Tourist Bureau area of responsibility. These are listed under the Tourist Bureau section of the budget due to Tourist Board approval and/or for budgetary alignment.

Many community initiatives, due to their complexity or uniqueness, lack an obvious alignment with existing Town departments. The Assistant Town Manager, as the Town Manager designee, manages the process for these initiatives from inception through completion. Programs from this arena are accomplished via the following avenues: completing the task within this department; initiating the process and then assigning to another department for assistance and/or acting as a liaison between the initiative and another department. The process often involves the creation or amending of ordinances, resolutions, formal agreements/contracts and memoranda of understanding.

TEDACS also plans, prepares and develops information to enhance the Town’s communication platforms. TEDACS oversees the development and content input on the Town’s website and on Channel 93. The Town’s website and Channel 93 data entries are implemented through the Town’s agreement with Calvin, Giordano & Associates for IT services. However, the coordination of this data and the management of the site remain within this department. TEDACS also implements and manages a variety of special projects and programs as assigned.

**Fiscal Year 2018 Accomplishments:**

- Revisited Downtown Dialogues to inform and assist the downtown businesses
- Assisted /coordinated the next phases of the parking structure process
- Furthered the Surf-Bal-Bay shuttle initiative
- Assisted with the upgrading and permanent changeable lighting in the downtown district
- Managed Public Information outreach
- Coordinated all Sustainability initiatives
- Assisted with the One-Way Street Trial initiative
- Managed the proposed Charter Amendment informational campaign
- Coordinated the initiation of the ERP process

**Fiscal Year 2019 Objectives:**

- Continue assistance and outreach to the downtown businesses and property owners
- Assisted /coordinated the next phases of the parking structure process
- Complete the Surf-Bal-Bay shuttle initiative
- Coordinate the Feral Cat management initiative
- Manage Public Information outreach
- Improve content on Channel 93
- Assist with the implementation of the ERP process

| <b>Performance Measures</b> | <b>FY 2014 Actual</b> | <b>FY 2015 Actual</b> | <b>FY 2016 Actual</b> | <b>FY 2017 Actual</b> | <b>FY 2018 Estimated</b> |
|-----------------------------|-----------------------|-----------------------|-----------------------|-----------------------|--------------------------|
| Town Website Subscribers    | 300                   | 375                   | 380                   | 500                   | 750                      |

# TOURISM SERVICES/TEDACS (6600)

001 General Fund

|                       | FY 2017           | FY 2018           | FY 2018           | FY 2018           |
|-----------------------|-------------------|-------------------|-------------------|-------------------|
|                       | Actual            | Adopted           | Estimated         | Proposed          |
| <b>APPROPRIATIONS</b> |                   |                   |                   |                   |
| Personnel Services    | \$111,271         | \$81,970          | \$81,970          | \$86,763          |
| Operating Expenses    | \$12,399          | \$83,944          | \$83,944          | \$123,358         |
| Capital Outlay        | \$0               | \$0               | \$0               | \$0               |
| <b>TOTAL</b>          | <b>\$ 123,670</b> | <b>\$ 165,914</b> | <b>\$ 165,914</b> | <b>\$ 210,121</b> |

## Significant Changes from FY 2018 Adopted Budget

### Personnel Services

Planned salary and benefit adjustments \$ 4,793

### Operating Expenses

Contractual Public Information Officer enhanced services \$ 51,540

| Position Title                             | Personnel Complement |             |             |             |             |             |             |             |
|--|----------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
|  | FY 2018              |             |             |             | FY 2019     |             |             |             |
|  | Funded               |             |             |             | Funded      |             |             |             |
|  | Full Time            | Part Time   | Temp        | FTEs        | Full Time   | Part Time   | Temp        | FTEs        |
| Assistant Town Manager*                    | 0.25                 |             |             | 0.25        | 0.25        |             |             | 0.25        |
| Marketing & Special Projects Coordinator** | 0.66                 |             |             | 0.66        | 0.66        |             |             | 0.66        |
| <b>Total</b>                               | <b>0.91</b>          | <b>0.00</b> | <b>0.00</b> | <b>0.91</b> | <b>0.91</b> | <b>0.00</b> | <b>0.00</b> | <b>0.91</b> |

\*TEDACS allocation only. Position split funded with Executive Department.

\*\*General Fund allocation only. Position split funded with Tourist Resort Fund 102.

# TOURISM SERVICES/TEDACS (6600)

001 General Fund

## EXPENDITURES

| Line Item prefix: 001-6600-552-: |                                  | FY 2017          | FY 2018          | FY 2018          | FY 2019          |
|----------------------------------|----------------------------------|------------------|------------------|------------------|------------------|
|                                  |                                  | Actual           | Adopted          | Estimated        | Proposed         |
| Suffix                           | Object Description               |                  |                  |                  |                  |
| <b><u>Personnel Services</u></b> |                                  |                  |                  |                  |                  |
| 1210                             | Regular Salaries                 | \$85,546         | \$61,055         | \$61,055         | \$64,110         |
| 1410                             | Overtime                         | 1,031            | 1,000            | 1,000            | 1,000            |
| 1510                             | Special Pay                      | 284              | 250              | 250              | 250              |
| 2110                             | Payroll Taxes                    | 6,671            | 4,967            | 4,967            | 5,217            |
| 2210                             | Retirement Contribution          | 7,717            | 4,966            | 4,966            | 5,001            |
| 2310                             | Life & Health Insurance          | 9,757            | 9,559            | 9,559            | 11,031           |
| 2410                             | Workers Compensation             | 265              | 173              | 173              | 155              |
| <b>Total</b>                     | <b>Personnel Services</b>        | <b>\$111,271</b> | <b>\$81,970</b>  | <b>\$81,970</b>  | <b>\$86,763</b>  |
| <b><u>Operating Expenses</u></b> |                                  |                  |                  |                  |                  |
| 3210                             | Accounting and Auditing          | 4,752            | 13,200           | 13,200           |                  |
| 3410                             | Other Contractual Services       |                  | 40,000           | 40,000           | 91,540           |
| 4009                             | Vehicle Allowance                | 2,211            | 1,350            | 1,350            | 1,350            |
| 4110                             | Telecommunications               | 1,054            |                  |                  | 480              |
| 4112                             | Mobile Phone Allowance           | 1,060            | 894              | 894              | 1,488            |
| 4810                             | Promotional Activities           | 1,717            | 3,000            | 3,000            | 3,000            |
| 4911                             | Other Current Charges            | 960              | 25,000           | 25,000           | 25,000           |
| 5290                             | Miscellaneous Operating Supplies | 645              | 500              | 500              | 500              |
| <b>Total</b>                     | <b>Operating Expenses</b>        | <b>\$12,399</b>  | <b>\$83,944</b>  | <b>\$83,944</b>  | <b>\$123,358</b> |
| <b><u>Capital Outlay</u></b>     |                                  |                  |                  |                  |                  |
| <b>Total</b>                     | <b>Capital Outlay</b>            | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>       |
| <b>Total</b>                     | <b>Department Expenditures</b>   | <b>\$123,670</b> | <b>\$165,914</b> | <b>\$165,914</b> | <b>\$210,121</b> |



## FY 2019 New Program Enhancement (Modification)

| Enhanced Public Information Representative (PIR) Retainer   |                            |                |                     |                 |                              |          |   |   |  |          |  |          |
|---|----------------------------|----------------|---------------------|-----------------|------------------------------|----------|---|---|--|----------|--|----------|
| Department Name   | Division Name              | Funding Source | Department Priority | Total Requested |                              |          |   |   |  |          |  |          |
| TEDACS  |                            | General        | 2                   | \$51,540        |                              |          |   |   |  |          |  |          |
| Justification and Description   |                            |                |                     |                 |                              |          |   |   |  |          |  |          |
| <p>Pinzur Communications (Pinzur) has operated as the Town's Public Information Representative since October 1, 2017. Pinzur's agreement is up for renewal in September 2018 and this provides the Town an opportunity to identify services and related costs for a better the overall communications program beginning in fiscal year 2019. An enhanced, more comprehensive PIR program will include:</p> <ul style="list-style-type: none"> <li>• addressing the content of Channel 93;</li> <li>• coordinating and improving the content of the Gazette;</li> <li>• working with staff on customer services responses.</li> </ul> <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 70%;">Estimated total PIR services</td> <td style="text-align: right;">\$90,020</td> </tr> <tr> <td>Less: Existing Public Information Representative services</td> <td style="text-align: right;">-</td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black;">\$38,480</td> </tr> <tr> <td>FY 2019 enhancement/modification request</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">\$51,540</td> </tr> </table> |                            |                |                     |                 | Estimated total PIR services | \$90,020 | Less: Existing Public Information Representative services | - |  | \$38,480 | FY 2019 enhancement/modification request | \$51,540 |
| Estimated total PIR services  | \$90,020                   |                |                     |                 |                              |          |   |   |  |          |  |          |
| Less: Existing Public Information Representative services   | -                          |                |                     |                 |                              |          |   |   |  |          |  |          |
|   | \$38,480                   |                |                     |                 |                              |          |   |   |  |          |  |          |
| FY 2019 enhancement/modification request  | \$51,540                   |                |                     |                 |                              |          |   |   |  |          |  |          |
| Benefits or Alternative/Adverse Impact if not funded  |                            |                |                     |                 |                              |          |   |   |  |          |  |          |
| <p>The first year of PIR services has facilitated a better way to communicate with the residents of Surfside. Without a more comprehensive approach and more involvement from a PIR, the Town will continue to be more reactive than proactive.</p>   |                            |                |                     |                 |                              |          |   |   |  |          |  |          |
| Required Resources  |                            |                |                     |                 |                              |          |   |   |  |          |  |          |
| New Personnel   |                            |                |                     |                 |                              |          |   |   |  |          |  |          |
| Number of Positions   | Title                      | Salary         | Fringe Benefits     | Cost            |                              |          |   |   |  |          |  |          |
|   |                            |                |                     |                 |                              |          |   |   |  |          |  |          |
|   |                            |                |                     |                 |                              |          |   |   |  |          |  |          |
| Other Recurring Operating Costs   |                            |                |                     |                 |                              |          |   |   |  |          |  |          |
| Account Number  | Description                | Cost           |                     |                 |                              |          |   |   |  |          |  |          |
| 001-6600-552-3410   | Other Contractual Services | \$51,540       |                     |                 |                              |          |   |   |  |          |  |          |
| One Time Costs  |                            |                |                     |                 |                              |          |   |   |  |          |  |          |
| Account Number  | Description                | Cost           |                     |                 |                              |          |   |   |  |          |  |          |
|   |                            |                |                     |                 |                              |          |   |   |  |          |  |          |
|   |                            |                |                     |                 |                              |          |   |   |  |          |  |          |



## Non-Departmental Allocation Center

### Services, Functions, and Activities:

The Non-Departmental Allocation Center is a method to reflect those General Fund expenditures which are not otherwise classified or identifiable. It includes any interfund transfers out of the General Fund. In FY 2019, the General Fund transfers out to the Capital Projects Fund \$658,000 for the following projects:

- IT Infrastructure Upgrades - Server - \$75,000
- Town Hall Generator - \$125,000
- 96<sup>th</sup> Street Park Renovation - \$458,000

This allocation center may include other centralized costs which are not easily distributed. In FY 2019, for example, the portion of the Town's property and liability insurance to cover the Town Hall building is included in this allocation center rather than distributed across the departments within Town Hall.

Significant items funded here for FY 2019 include \$150,000 allocated for a merit pool for general employees, and \$24,000 for WIFI in the downtown area. Other significant changes information may be found at the bottom of the allocation center's expenditure sheet.

There are no personnel associated with this allocation center, however, funding reserved for the merit pool, and implementation of the classification study appears in the regular salary line to identify it as a personnel expense.

# NON-DEPARTMENTAL (7900)

001 General Fund

|                                | FY 2017             | FY 2018             | FY 2018             | FY 2019             |
|--------------------------------|---------------------|---------------------|---------------------|---------------------|
|                                | Actual              | Adopted             | Estimated           | Proposed            |
| <b><u>APPROPRIATIONS</u></b>   |                     |                     |                     |                     |
| Personnel Services             | \$0                 | \$150,000           | \$150,000           | \$150,000           |
| Operating Expenses             | \$207,951           | \$339,296           | \$339,296           | \$408,962           |
| Capital Outlay                 | \$0                 | \$0                 | \$0                 | \$0                 |
| Non-operating Expenses         | \$1,041,983         | \$1,047,911         | \$1,104,981         | \$1,158,000         |
| Contingency/Return to Reserves | -                   | 811,561             | 754,491             | 2,304,609           |
| <b>TOTAL</b>                   | <b>\$ 1,249,934</b> | <b>\$ 2,348,768</b> | <b>\$ 2,348,768</b> | <b>\$ 4,021,571</b> |

|  |
|--|
| <b>Significant Changes from FY 2018 Adopted Budget</b> |
|--|

**Operating Expenses**

|   |           |
|---|-----------|
| Telecommunications wifi for new 13 Bigbelly stations          | \$ 24,000 |
| Equipment leasing new computers full year                     | \$ 13,450 |
| Equipment leasing Tyler/Sungard simultaneous for partial year | \$ 18,225 |
| Property & liability insurance                                | \$ 12,731 |
| Merchant fees   | \$ 2,000  |

# NON-DEPARTMENTAL (7900)

## 001 General Fund EXPENDITURES

| Line Item Prefix: 001-7900-:         |                                      | FY 2017            | FY 2018            | FY 2018            | FY 2019            |
|--------------------------------------|--------------------------------------|--------------------|--------------------|--------------------|--------------------|
|                                      |                                      | Actual             | Adopted            | Estimated          | Proposed           |
| Suffix                               | Object description                   |                    |                    |                    |                    |
| <b><u>Personnel Services</u></b>     |                                      |                    |                    |                    |                    |
| 590-1210                             | Regular Salaries                     |                    | \$150,000          | \$150,000          | \$150,000          |
| <b>Total</b>                         | <b>Personnel Services</b>            | \$0                | \$150,000          | \$150,000          | \$150,000          |
| <b><u>Operating Expenses</u></b>     |                                      |                    |                    |                    |                    |
| 590-3110                             | Professional Services                | 35,398             | 56,340             | 56,340             | 55,600             |
| 590-4110                             | Telecommunications                   | 53,898             | 55,516             | 55,516             | 79,516             |
| 590-4111                             | Postage                              | 3,392              | 10,150             | 10,150             | 10,150             |
| 590-4403                             | Equipment/Vehicle Leasing            | 21,191             | 61,965             | 61,965             | 93,640             |
| 590-4510                             | Property and Liability Insurance     | 47,163             | 73,405             | 73,405             | 86,136             |
| 590-4601                             | Maintenance Service/Repair Contracts | 10,021             | 12,520             | 12,520             | 12,520             |
| 590-4911                             | Other Current Charges                | 10,300             | 21,800             | 21,800             | 21,800             |
| 590-5110                             | Office Supplies                      | 7,632              | 19,500             | 19,500             | 19,500             |
| 590-5225                             | Merchant Fees                        | 11,742             | 15,200             | 15,200             | 17,200             |
| 590-5290                             | Miscellaneous Operating Supplies     | 7,214              | 12,900             | 12,900             | 12,900             |
| <b>Total</b>                         | <b>Operating Expenses</b>            | \$207,951          | \$339,296          | \$339,296          | \$408,962          |
| <b><u>Capital Outlay</u></b>         |                                      |                    |                    |                    |                    |
| 590-6410                             | Machinery and Equipment              |                    |                    |                    |                    |
| <b>Total</b>                         | <b>Capital Outlay</b>                | \$0                | \$0                | \$0                | \$0                |
| <b><u>Non-operating Expenses</u></b> |                                      |                    |                    |                    |                    |
| 581-9150                             | Transfer to Building Fund            | 941,983            |                    |                    |                    |
| 581-9130                             | Transfers to Capital Projects Fund   | 100,000            | 947,911            | 1,004,981          | 658,000            |
| 590-9920                             | Contingency - General CY             |                    | 100,000            | 100,000            | 500,000            |
| 590-9930                             | Budget Stabilization Reserve         |                    |                    |                    |                    |
| 590-9940                             | Capital Reserve                      |                    |                    |                    |                    |
| 590-9950                             | Hurricane/Natural Disaster Reserve   |                    |                    |                    |                    |
| 590-9910                             | Return to Reserves                   |                    | 811,561            | 754,491            | 2,304,609          |
| <b>Total</b>                         | <b>Non-operating Expenses</b>        | \$1,041,983        | \$1,859,472        | \$1,859,472        | \$3,462,609        |
| <b>Total</b>                         | <b>Department Expenditures</b>       | <b>\$1,249,934</b> | <b>\$2,348,768</b> | <b>\$2,348,768</b> | <b>\$4,021,571</b> |





## ***Capital Projects Fund***

The Town maintains a fund which is used to provide revenues and expenditures associated with capital purchases associated with general governmental projects. The projects are all capital items (not consumed during regular operations) that are used for general governmental purposes (not for use for a specific enterprise/utility or special revenue fund). The qualifying items are budgeted in this Capital Projects Fund.

Information about this fund includes: a fund summary of finances, a narrative summary of the fund's operations, a summary of revenues, a summary of expenditures with expenditure history, and modifications to the programs.

A closely associated concept is the Capital Improvement Plan. The Capital Improvement Plan is a five year plan which shows capital purchases across all funds (not just general governmental in nature). The five year plan reflects all major projects occurring within the Town within the next five years and identifies the funding sources. Not all costs are direct Town costs. The projects may include, for example, funding from grant sources or partnership agreements.





## Capital Projects Fund

The Capital Projects Fund is a type of governmental fund. As such, it provides for projects which are not assignable to specific enterprise or special revenue funds. The fund provides a place to account for improvements which cannot be assigned (per above). To be a qualified project for this fund, the anticipated value of the asset created must have an estimated value of at least \$25,000. An asset for these purposes is an item which is not generally consumed for operating purposes and which has an expected life of not less than three years.

Funding for capital projects generally comes from surplus revenues from other governmental funds (particularly the general governmental operating fund – also known as the “General Fund”). Additional revenue may derive from interest earnings or other permissible fund transfers. In FY 2019, \$658,000 is being transferred into the Capital Projects Fund for the following projects:

- IT Infrastructure Upgrades – Server - \$75,000
- Town Hall Generator - \$125,000
- 96<sup>th</sup> Street Park Renovation - \$458,000

Expenditures for this fund are not generally restricted. Provided that the project meets the above qualifications, and appropriations are approved by the Town Commission, the project qualifies for funding in this fund.

The Capital Projects Fund is closely related to, but not synonymous with, the Five Year Capital Improvement Plan. The Five Year Capital Improvement Plan anticipates all the likely improvements to occur within the Town over the next five years. This planning document assists in identifying future resource needs and in planning the timing of projects. Wherever possible, the projects included in the Five Year Capital Improvement Plan have identified funding sources for each year of expenses.

There are no personnel associated with this fund. Details on each of the projects within the Five Year Capital Improvement Plan follow the financial pages of this fund.

# 301 CAPITAL PROJECTS FUND

## FINANCIAL SUMMARY

|                               | FY 2017<br>Actual   | FY 2018<br>Adopted  | FY 2018<br>Estimated | FY 2019<br>Proposed |
|-------------------------------|---------------------|---------------------|----------------------|---------------------|
| <b><u>FUNDS AVAILABLE</u></b> |                     |                     |                      |                     |
| Interest                      | 2,351               | 0                   | 0                    | 0                   |
| Developer Contributions       | 170,000             | 0                   | 125,000              | 0                   |
| Transfers In                  | 100,000             | 1,227,911           | 1,227,911            | 658,000             |
| Fund Balance Beginning        | 1,154,352           | 676,406             | 576,122              | 319,052             |
| <b>TOTAL</b>                  | <b>\$ 1,426,703</b> | <b>\$ 1,904,317</b> | <b>\$ 1,929,033</b>  | <b>\$ 977,052</b>   |

|                              |                     |                     |                     |                   |
|------------------------------|---------------------|---------------------|---------------------|-------------------|
| <b><u>APPROPRIATIONS</u></b> |                     |                     |                     |                   |
| Capital Outlay               | \$800,581           | \$1,552,911         | \$1,609,981         | \$900,000         |
| Non-Operating Expenses       | 50,000              |                     |                     |                   |
| <b>TOTAL APPROPRIATIONS</b>  | <b>\$ 850,581</b>   | <b>\$ 1,552,911</b> | <b>\$ 1,609,981</b> | <b>\$ 900,000</b> |
| Parks & Rec CIP Reserves     | \$ 175,633          | \$ 225,632          | \$ 225,633          |                   |
| Fund Balance Ending          | 400,489             | 125,774             | 93,419              | 77,052            |
| <b>TOTAL</b>                 | <b>\$ 1,426,703</b> | <b>\$ 1,904,317</b> | <b>\$ 1,929,033</b> | <b>\$ 977,052</b> |

## 301 CAPITAL PROJECTS FUND

|                             | FY 2017<br>Actual   | FY 2018<br>Adopted  | FY 2018<br>Estimated | FY 2019<br>Proposed |
|-----------------------------|---------------------|---------------------|----------------------|---------------------|
| <b>REVENUES</b>             |                     |                     |                      |                     |
| Developer Contributions     | 170,000             | 0                   | 125,000              | 0                   |
| Interest                    | 2,351               | 0                   | 0                    | 0                   |
| Other - Transfers In        | 100,000             | 1,227,911           | 1,227,911            | 658,000             |
| Use of Fund Balance         | 0                   | 325,000             | 382,070              | 242,000             |
| <b>TOTAL REVENUES</b>       | <b>\$ 272,351</b>   | <b>\$ 1,552,911</b> | <b>\$ 1,734,981</b>  | <b>\$ 900,000</b>   |
| <b>EXPENDITURES</b>         |                     |                     |                      |                     |
| Capital Outlay Expenditures | \$800,581           | \$1,552,911         | \$1,609,981          | \$900,000           |
| Other Expenditures          | \$50,000            | \$0                 | \$0                  | \$0                 |
| Reserve Replenishment       | 0                   | 0                   | 125,000              | 0                   |
| <b>TOTAL EXPENDITURES</b>   | <b>\$ 850,581</b>   | <b>\$ 1,552,911</b> | <b>\$ 1,734,981</b>  | <b>\$ 900,000</b>   |
| <b>Net Results</b>          | <b>\$ (578,230)</b> | <b>\$ -</b>         | <b>\$ -</b>          | <b>\$ -</b>         |

# CAPITAL IMPROVEMENT PROJECTS

## 301 Capital Projects Fund

### REVENUES

|                                     |   | FY 2017          | FY 2018            | FY 2018            | FY 2019          |
|-------------------------------------|---|------------------|--------------------|--------------------|------------------|
| Line Item Prefix                    | 301-0000-                                   | Actual           | Adopted            | Estimated          | Proposed         |
| <b>Miscellaneous Revenues</b>       |   |                  |                    |                    |                  |
| 361-1000                            | Interest Earnings                           | 2,351            |                    |                    |                  |
| 381-0100                            | Interfund Transfer from General Fund        | 100,000          | 947,911            | 947,911            | 658,000          |
| 381-0200                            | Interfund Transfer from Tourist Resort Fund |                  | 180,000            | 180,000            |                  |
| 381-0700                            | Interfund Transfer from Mun. Transp.        |                  | 100,000            | 100,000            |                  |
| 389-8000                            | Capital Contributions - Developers          | 170,000          |                    | 125,000            |                  |
| 392-0000                            | Appropriated Fund Balance                   |                  | 250,000            | 307,070            | 16,367           |
| 392-0000                            | Appropriated Restricted Fund Balance -P&R   |                  | 75,000             | 75,000             | 225,633          |
| <b>Total Miscellaneous Revenues</b> |   | <b>\$272,351</b> | <b>\$1,552,911</b> | <b>\$1,734,981</b> | <b>\$900,000</b> |
| <b>Total</b>                        |   | <b>\$272,351</b> | <b>\$1,552,911</b> | <b>\$1,734,981</b> | <b>\$900,000</b> |

# CAPITAL IMPROVEMENT PROJECTS (4400)

## 301 Capital Projects Fund

### EXPENDITURES

| Line Item Prefix: 301-4400-:         |   | FY 2017          | FY 2018            | FY 2018            | FY 2019          |
|--------------------------------------|---|------------------|--------------------|--------------------|------------------|
|                                      |   | Actual           | Proposed           | Estimated          | Proposed         |
| <b>Suffix</b>                        | <b>Object Description</b>                     |                  |                    |                    |                  |
| <b><u>Capital Outlay</u></b>         |   |                  |                    |                    |                  |
| 516-6810                             | Software                                      |                  | \$300,000          | \$300,000          |                  |
| 516-6TBD                             | Server Upgrade                                |                  |                    |                    | \$75,000         |
| 539-6220                             | Town Hall Improvements                        | 33,566           | 177,911            | 177,911            |                  |
| 539-6410                             | Machinery and Equipment                       |                  |                    |                    | 125,000          |
| 541-6340                             | Infrastructure - Seawalls Phase II            | 756,047          |                    | 57,070             |                  |
| 541-638X                             | Harding Avenue Downtown Street Lighting       |                  | 750,000            | 750,000            |                  |
| 541-638X                             | 91st Street Improvements                      |                  | 50,000             | 50,000             |                  |
| 541-638X                             | Beachend Upgrade - Showers                    |                  | 50,000             | 50,000             |                  |
| 541-638X                             | Westside Street End Improvements              |                  | 50,000             | 50,000             |                  |
| 541-638X                             | 96th Street End Improvements                  |                  | 100,000            | 100,000            |                  |
| 572-63TBD                            | 96th Street Park Renovation                   |                  | 75,000             | 75,000             | 700,000          |
| 572-6370                             | Improvements - Hawthorne Tot Lot              | 10,968           |                    |                    |                  |
| <b>Total</b>                         | <b>Capital Outlay</b>                         | <b>\$800,581</b> | <b>\$1,552,911</b> | <b>\$1,609,981</b> | <b>\$900,000</b> |
| <b><u>Non-operating Expenses</u></b> |   |                  |                    |                    |                  |
| 572-8110                             | Interlocal Skatepark Development Contribution | 50,000           |                    |                    |                  |
| 9310                                 | Contingency/Reserve                           |                  |                    | 125,000            |                  |
| <b>Total</b>                         | <b>Non-operating Expenses</b>                 | <b>\$50,000</b>  | <b>\$0</b>         | <b>\$125,000</b>   | <b>\$0</b>       |
| <b>Total</b>                         | <b>Capital Projects Fund Expenditures</b>     | <b>\$850,581</b> | <b>\$1,552,911</b> | <b>\$1,734,981</b> | <b>\$900,000</b> |

## FY 2019 New Capital Outlay Request

### IT Infrastructure Upgrades

| Department | Division               | Funding Source             | Dept. Priority | Fiscal Impact |
|------------|------------------------|----------------------------|----------------|---------------|
| Finance    | Information Technology | General / Capital Projects | 1              | \$75,000      |

#### Justification and Description

The Town's current virtual server infrastructure was purchased in 2013 and is currently running low on storage space. The environment currently houses a domain controller, e-mail server, fileshare, and the parks and recreation application server. Due to the age of the hardware and the limited expansion capability of the current system, the IT Department recommends replacing it with a new hardware solution consisting of multiple hosts and a storage array for redundancy and clustering capability. The additional processing power and storage will allow for expansion of the current servers and the introduction of any newly required servers. This proposed server environment will also require upgraded network switches to support 10Gig ethernet capability for the servers. The IT Department also recommends that the Town upgrade the existing backup environment to support local deduplicated disk backups for quick restores, and migrate to cloud-based backups for long term archival storage. All equipment would be purchased with 3 or 5 year warranty periods, requiring no additional recurring costs. The equipment can be financed monthly over three or five years, requiring no additional recurring costs.

#### Alternative/Adverse Impacts if not funded:

The Town's current hardware will eventually run out of storage space, which will limit expansion for the current servers and future server needs. The hardware and software will also reach end-of-life, making it difficult to get warranty coverage and updates.

#### Required Resources

| Account Number    | Title or Description of Request | Cost     |
|-------------------|---------------------------------|----------|
| 301-4400-516-6410 | IT Equipment                    | \$75,000 |
|                   |                                 |          |
|                   |                                 |          |

#### Other Recurring Operating Costs

| Account Number | Description | Cost |
|----------------|-------------|------|
|                |             |      |

# FY 2019 New Capital Outlay Request

## Town Hall Generator

| Department   | Division | Funding Source | Dept. Priority | Fiscal Impact |
|--------------|----------|----------------|----------------|---------------|
| Public Works |          | General        | 1              | \$125,000     |

### Justification and Description

New Town Hall generator. The Town Hall onsite generator approximately 35 years old. Although the generator is in working condition, it is not equipped to run both the lights and the chiller system during both emergency and non-emergency events. A second generator will provide the operation of both lighting and the chiller system during storm, emergency, and non-emergency events. It will also serve as a backup should the existing generator fail.

### Alternative/Adverse Impacts if not funded:

Town Hall serves as an Emergency Operations Center and emergency operations staff is housed at Town Hall during storm events and other emergencies. A generator that allows the operation of both lighting and the chiller system is crucial to operations during these incidents.

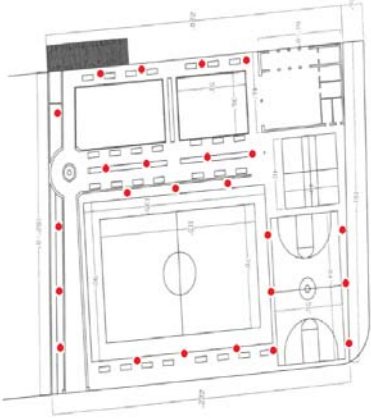
### Required Resources

| Account Number    | Title or Description of Request | Cost      |
|-------------------|---------------------------------|-----------|
| 001-5000-539-6410 | Equipment                       | \$125,000 |
|                   |                                 |           |

### Other Recurring Operating Costs

| Account Number | Description | Cost |
|----------------|-------------|------|
|                |             |      |

## Capital Improvement Project

|   |                             |  |
|---|-----------------------------|--|
| <b>Project</b>  | 96th Street Park Renovation |  |
| <b>Location</b>   | 96th Street Park            |  |
| <b>Priority</b>   |                             |  |
| <b>Department</b>   | Parks and Recreation        |  |
| <b>Description/Justification</b>  |                             |  |
| <p>The 96th Street Park has not undergone major renovations in over 25 years. The Parks and Recreation Committee considered the town's changing demographics and the age of the existing equipment and identified renovating the park as the second priority in the 5 Year Parks and Recreation Capital plan. Renovating and updating the park as a whole will address an element of the recreational needs of town residents. The Parks and Recreation Department will then have the opportunity to expand programming and recreational activities at this quality facility.</p> |                             |  |

| PROJECT COSTS            | FY 2018         | FY 2019          | FY 2020    | FY 2021    | FY 2022    | Five Year Total  | Prior Fiscal Years |
|--------------------------|-----------------|------------------|------------|------------|------------|------------------|--------------------|
| Plans and Studies        |                 |                  |            |            |            | \$0              |                    |
| Land/Site                |                 |                  |            |            |            | \$0              |                    |
| Engineering/Architecture | 75,000          |                  |            |            |            | \$75,000         |                    |
| Construction             |                 | 600,000          |            |            |            | \$600,000        |                    |
| Equipment                |                 | 100,000          |            |            |            | \$100,000        |                    |
| Other                    |                 |                  |            |            |            | \$0              |                    |
| <b>TOTAL COST</b>        | <b>\$75,000</b> | <b>\$700,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$775,000</b> | <b>\$0</b>         |

| FUNDING SOURCES                              | FY 2018         | FY 2019          | FY 2020    | FY 2021    | FY 2022    | Five Year Total  |  |
|--|-----------------|------------------|------------|------------|------------|------------------|--|
| CIP-Developer Contributions/<br>Fund Balance | 75,000          | 242,000          |            |            |            | \$317,000        |  |
| General Fund                                 |                 | 458,000          |            |            |            | \$458,000        |  |
|  |                 |                  |            |            |            | \$0              |  |
| <b>TOTAL</b>                                 | <b>\$75,000</b> | <b>\$700,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$775,000</b> |  |

| ANNUAL OPERATING IMPACT | FY 2018    | FY 2019    | FY 2020    | FY 2021    | FY 2022    | Five Year Total |  |
|-------------------------|------------|------------|------------|------------|------------|-----------------|--|
| Personnel               |            |            |            |            |            | \$0             |  |
| Operating               |            |            |            |            |            | \$0             |  |
| Capital Outlay          |            |            |            |            |            | \$0             |  |
| Other                   |            |            |            |            |            | \$0             |  |
| <b>TOTAL</b>            | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b>      |  |



**Town of Surfside  
FY 2019 - 2023  
Five Year Capital Improvement Plan**

| Department        | Projects   | FY 2019             | FY 2020             | FY 2021             | FY 2022           | FY 2023           | 5YR TOTAL           |
|-------------------|--|---------------------|---------------------|---------------------|-------------------|-------------------|---------------------|
| Code Compliance   | Replacement Vehicle                                |                     |                     |                     | \$ 27,000         |                   | \$ 27,000           |
| Finance / IT      | IT Infrastructure Upgrades - Server                | \$75,000            |                     |                     |                   |                   | \$ 75,000           |
| Building Services | Replacement Vehicle                                |                     | 30,000              |                     |                   |                   | \$ 30,000           |
| Public Safety     | Replacement Vehicles                               | 228,000             | 152,000             | 152,000             | 152,000           | 152,000           | \$ 836,000          |
|                   | Replacement Vehicle - Parkign                      |                     |                     |                     |                   | 28,000            | \$ 28,000           |
| Public Works      | Replacement Vehicle - Garbage Truck                |                     | 240,000             |                     |                   |                   | \$ 240,000          |
|                   | Replacement Vehicles                               |                     | 78,000              | 51,000              |                   |                   | \$ 129,000          |
|                   | Town Hall Generator                                | 125,000             |                     |                     |                   |                   | \$ 125,000          |
|                   | 91st Street Improvement Project                    |                     |                     | 1,000,000           |                   |                   | \$ 1,000,000        |
|                   | Alleyway 9500-9600 Electrical Connections/Drainage |                     | 500,000             |                     |                   |                   | \$ 500,000          |
|                   | Town Resilience - Infrastructure                   |                     | 500,000             | 500,000             |                   |                   | \$ 1,000,000        |
| Leisure Services  | 96th Street Park Renovation                        | 700,000             |                     |                     |                   |                   | \$ 700,000          |
|                   | Westside Street End Improvements                   |                     | 200,000             | 200,000             |                   |                   | \$ 400,000          |
|                   | Replacement Vehicle                                | 28,000              |                     |                     | 27,000            |                   | \$ 55,000           |
|                   | <b>Total Projects</b>                              | <b>\$ 1,156,000</b> | <b>\$ 1,700,000</b> | <b>\$ 1,903,000</b> | <b>\$ 206,000</b> | <b>\$ 180,000</b> | <b>\$ 5,145,000</b> |

| Source Code | Revenue Sources                       | FY 2019             | FY 2020             | FY 2021             | FY 2022           | FY 2023           | 5YR TOTAL           |
|-------------|---------------------------------------|---------------------|---------------------|---------------------|-------------------|-------------------|---------------------|
| GAS         | Second Local Option Gas Tax           |                     |                     | 50,000              |                   |                   | \$50,000            |
| GF          | General Fund 001                      | \$ 900,000          | \$ 1,115,000        | \$ 1,100,000        |                   |                   | 3,115,000           |
| GF - CIP    | Capital Projects Fund Balance (301)   | 16,367              |                     |                     |                   |                   | 16,367              |
| CIPPR       | Capital Projects Fund Balance for P&R | 225,633             |                     |                     |                   |                   | 225,633             |
| DC          | Developer Contributions               |                     | 110,000             | 400,000             |                   |                   | 510,000             |
| INC         | Indian Creek Share of Project Costs   |                     |                     | 50,000              |                   |                   | 50,000              |
| MTF         | Municipal Transportation Fund (CITT)  |                     |                     | 100,000             |                   |                   | 100,000             |
| TRF         | Tourist Resort Fund                   | 14,000              |                     |                     |                   |                   | 14,000              |
| BF          | Building Fund                         |                     | 22,000              |                     |                   |                   | 22,000              |
| SWCF        | Solid Waste Fund                      |                     | 190,000             |                     |                   |                   | 190,000             |
| WS          | Water and Sewer Fund - Net Assets     |                     | 25,000              |                     |                   |                   | 25,000              |
| FMF         | Fleet Management Fund                 |                     | 238,000             | 203,000             | 206,000           | 180,000           | 827,000             |
|             | <b>Total Revenue Sources</b>          | <b>\$ 1,156,000</b> | <b>\$ 1,700,000</b> | <b>\$ 1,903,000</b> | <b>\$ 206,000</b> | <b>\$ 180,000</b> | <b>\$ 5,145,000</b> |

## Five Year Capital Improvement Plan Schedule

### All Funds - Capital Project and Revenue Source Summary FY 2019 to FY 2023

| Department Name                  | Project Name                                       | FY 2019            | FY 2020            | FY 2021            | FY 2022          | FY 2023          | 5YR TOTAL          |
|----------------------------------|--|--------------------|--------------------|--------------------|------------------|------------------|--------------------|
| Code Compliance                  | Replacement Vehicle                                |                    |                    |                    | 27,000           |                  | \$27,000           |
|                                  | <i>Funding Source</i>                              |                    |                    |                    | FMF              |                  |                    |
| Finance / IT                     | IT Infrastructure Upgrades - Server                | 75,000             |                    |                    |                  |                  | \$75,000           |
|                                  | <i>Funding Source</i>                              | GF                 |                    |                    |                  |                  |                    |
| Building Services                | Replacement Vehicle                                |                    | 30,000             |                    |                  |                  | \$30,000           |
|                                  | <i>Funding Source</i>                              |                    | BF/ FMF            |                    |                  |                  |                    |
| Public Safety                    | Replacement Vehicles                               | 228,000            | 152,000            | 152,000            | 152,000          | 152,000          | \$836,000          |
|                                  | <i>Funding Source</i>                              | GF                 | GF/ FMF            | GF/ FMF            | GF/ FMF          | GF/ FMF          |                    |
|                                  | Replacement Vehicle - Parking                      |                    |                    |                    |                  | 28,000           | \$28,000           |
|                                  | <i>Funding Source</i>                              |                    |                    |                    |                  | MPF/ FMF         |                    |
| Public Works                     | Replacement Vehicle - Garbage Truck                |                    | 240,000            |                    |                  |                  | \$240,000          |
|                                  | <i>Funding Source</i>                              |                    | SWCF/ FMF          |                    |                  |                  |                    |
|                                  | Replacement Vehicles                               |                    | 78,000             | 51,000             |                  |                  | \$129,000          |
|                                  | <i>Funding Source</i>                              |                    | GF/ WS/ FMF        | GF/ FMF            |                  |                  |                    |
|                                  | Town Hall Generator                                | 125,000            |                    |                    |                  |                  | \$125,000          |
|                                  | <i>Funding Source</i>                              | GF                 |                    |                    |                  |                  |                    |
|                                  | 91st Street Improvement Project                    |                    |                    | 1,000,000          |                  |                  | \$1,000,000        |
|                                  | <i>Funding Source</i>                              |                    |                    | GF/DC/INC/MTF      |                  |                  |                    |
|                                  | Alleyway 9500-9600 Electrical Connections/Drainage |                    | 500,000            |                    |                  |                  | \$500,000          |
| <i>Funding Source</i>            |  | GF                 |                    |                    |                  |                  |                    |
| Town Resilience - Infrastructure |  | 500,000            | 500,000            |                    |                  | \$1,000,000      |                    |
| <i>Funding Source</i>            |  | GF/ DC             | GF/INC             |                    |                  |                  |                    |
| Leisure Services                 | 96th Street Park Renovation                        | 700,000            |                    |                    |                  |                  | \$700,000          |
|                                  | <i>Funding Source</i>                              | CIP-FB/GF-FB       |                    |                    |                  |                  |                    |
|                                  | Westside Street End Improvements                   |                    | 200,000            | 200,000            |                  |                  | \$400,000          |
|                                  | <i>Funding Source</i>                              |                    | GF                 | GF                 |                  |                  |                    |
|                                  | Replacement Vehicle                                | 28,000             |                    |                    | 27,000           |                  | \$55,000           |
| <i>Funding Source</i>            | GF/ TRF  |                    |                    | FMF                |                  |                  |                    |
|                                  | <b>TOTAL</b>                                       | <b>\$1,156,000</b> | <b>\$1,700,000</b> | <b>\$1,903,000</b> | <b>\$206,000</b> | <b>\$180,000</b> | <b>\$5,145,000</b> |

Note: The funding source codes provided under the dollar amounts above are located in the following chart. Some single projects have multiple funding sources.

| Source Code | Source Name                               | FY 2019            | FY 2020            | FY 2021            | FY 2022          | FY 2023          | 5YR TOTAL          |
|-------------|---|--------------------|--------------------|--------------------|------------------|------------------|--------------------|
| CIP-FB      | Capital Projects Fund Fund Balance        | 16,367             |                    |                    |                  |                  | \$16,367           |
| DC          | Developers' Contributions                 | 225,633            | 110,000            | 400,000            |                  |                  | \$735,633          |
| GAS         | Second Local Option Gas Tax               |                    |                    | 50,000             |                  |                  | \$50,000           |
| GF          | General Fund Operating Revenue            | 900,000            | 1,115,000          | 1,100,000          |                  |                  | \$3,115,000        |
| BF          | Building Fund                             |                    | 22,000             |                    |                  |                  | \$22,000           |
| INC         | Indian Creek Portion of Project Costs     |                    |                    | 50,000             |                  |                  | \$50,000           |
| MTF (CITT)  | Municipal Transport Fund (Reserves)       |                    |                    | 100,000            |                  |                  | \$100,000          |
| TRF         | Tourist Resort Fund                       | 14,000             |                    |                    |                  |                  | \$14,000           |
| SWCF        | Solid Waste Collection Fund or Net Assets |                    | 190,000            |                    |                  |                  | \$190,000          |
| WS          | Water and Sewer Fund - Net Assets         |                    | 25,000             |                    |                  |                  | \$25,000           |
| FMF         | Fleet Management Fund                     |                    | 238,000            | 203,000            | 206,000          | 180,000          | \$827,000          |
|             | <b>TOTAL</b>                              | <b>\$1,156,000</b> | <b>\$1,700,000</b> | <b>\$1,903,000</b> | <b>\$206,000</b> | <b>\$180,000</b> | <b>\$5,145,000</b> |



## ***Special Revenue Funds***

This section contains general information about the Town's Special Revenue Funds. These funds are governmental in nature but have revenues which must be used for specific types of functions or be lost.

The four Special Revenue Funds are: 1) Tourist Resort Fund, 2) Police Forfeiture Fund 3) Municipal Transportation Fund, and 4) Building Fund.

Information about these funds includes: a fund summary, summary revenues, summary expenditures with expenditure history, program modification explanations and Capital Improvement Projects which are associated with that fund.





## ***Tourist Resort Fund***

The Tourist Resort Fund is a Special Revenue Fund within the Town of Surfside's budget. Funding for the Tourist Resort Fund is derived almost entirely from taxes placed on certain types of private enterprise – food and beverage sales (restaurants), and accommodations (short term rental properties) - that are passed on to consumers.

In FY 2019 the Town will account for 100% of total projected revenues in the Tourist Resort Fund. These revenues are expended to fund tourism related activities and the cost of Community Center operations.

Thirty-four (34%) of total revenues are allocated directly for tourism related activities. The expenditure of these funds is governed by the Tourist Bureau Board of the Town of Surfside. The information associated with tourism services in this section for FY 2017 and FY 2018 reflects only those funds governed by the Tourist Bureau Board.

Prior to FY 2019, the remaining sixty-six percent (66%) of total revenues allocated for the cost of operating the Community Center, collection, handling and processing of resort tax, and other functions related to enhancing the visitor experience were budgeted in the General Fund. Information associated with Community Center operations for prior years FY 2017 and FY 2018 may be found in the General Fund under the Parks and Recreation and TEDACS departments.



# 102 Tourist Resort Fund

## FINANCIAL SUMMARY

|                                    | FY 2017             | FY 2018             | FY 2018             | FY 2019             |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|
|                                    | Actual              | Adopted             | Estimated           | Proposed*           |
| <b><u>FUNDS AVAILABLE</u></b>      |                     |                     |                     |                     |
| Resort Taxes*                      | \$707,641           | \$829,617           | \$829,617           | \$2,930,000         |
| Miscellaneous Revenues             | 14,392              | 10,500              | 10,500              | 10,500              |
| Interest                           | 0                   | 0                   | 0                   | 0                   |
| Fund Balance Beginning             | 366,208             | 302,036             | 469,880             | 109,444             |
| <b>TOTAL</b>                       | <b>\$ 1,088,241</b> | <b>\$ 1,142,153</b> | <b>\$ 1,309,997</b> | <b>\$ 3,049,944</b> |
| <br><b><u>APPROPRIATIONS**</u></b> |                     |                     |                     |                     |
| Personnel Costs                    | \$64,501            | \$120,077           | \$120,077           | \$1,236,399         |
| Operating Expenses                 | 553,859             | 781,476             | 900,476             | 1,390,314           |
| Capital Outlay                     | 0                   | 0                   | 0                   | 0                   |
| Transfer to Other Funds            | 0                   | 180,000             | 180,000             | 14,000              |
| <b>TOTAL APPROPRIATIONS</b>        | <b>\$ 618,360</b>   | <b>\$ 1,081,553</b> | <b>\$ 1,200,553</b> | <b>\$ 2,640,713</b> |
| Fund Balance Ending -              |                     |                     |                     |                     |
| Tourist Bureau                     | \$ 469,881          | \$ 60,600           | \$ 109,444          | \$ 109,444          |
| Community Center                   |                     |                     |                     | 299,787             |
| <b>TOTAL</b>                       | <b>\$ 1,088,241</b> | <b>\$ 1,142,153</b> | <b>\$ 1,309,997</b> | <b>\$ 3,049,944</b> |

\*Note: Beginning in FY 2019 100% of Resort Tax revenues are budgeted in the Resort Tax Fund. Prior to FY 2019 budget allocation: 66% General Fund 001 / 34% Resort Tax Fund 102.

\*\*Beginning in FY 2019 Community Center operations are budgeted in the Resort Tax Fund 102. Community Center operations in prior years were budgeted in the General Fund 001.

# Department of Tourist Bureau Resort Tax Fund

## Services, Functions, and Activities:

Surfside is one of only three municipalities in Miami-Dade County currently eligible by Florida State Law to impose a Resort Tax of four percent (4%) on accommodations and two percent (2%) on food and beverage sales as a source of revenue. Miami Beach and Bal Harbour are the other two municipalities with the same capability. This unique revenue generating opportunity is also defined in the Town's Charter in Sec. 69-A. Resort Tax. The Tourist Resort Fund is a Special Revenue Fund within the Town of Surfside's budget. This means that the funds, like all Special Revenue Funds, are collected from specific sources and dedicated to specific allowable uses.

The Town's Ordinance No. 11-1574 was modified to clarify the purpose and use of resort taxes. Among other items, the Ordinance clarifies that a percentage of receipts will be allocated:

- sixty-six percent (66%) to be spent in support of such items as the administration of the fund, and the operations/maintenance of the Community Center, therefore directly relieving ad valorem taxes from being used for such purposes;
- thirty four percent (34%) for services and programs to promote the Town as a tourist destination with the help of the Tourist Board and may support the related personnel within the Tourist Bureau department.

The Tourist Board Members, appointed by the Town's Commission, oversee the appropriate use of the 34% resort tax allocation through the Tourism Director and the operations of the Tourist Bureau. The Tourist Bureau is responsible for promoting the Town's dining, shopping, lodging, recreation and beach to visitors nationally, internationally, and within the state of Florida - attracting visitors from within the state as well as other US cities, in addition to many Latin American countries, Canada, Israel, even the United Kingdom.

Surfside is currently experiencing tremendous growth and redevelopment in the tourism sector, including the recent addition of the luxurious Four Seasons at the Surf Club, FENDI Château Residences and family-friendly Residence Inn by Marriott, as well as new restaurants and boutiques along Harding Avenue. Resort tax revenue, generated by these new businesses as well as the landmark existing businesses, is up approximately 16% from the previous year. Our destination marketing efforts, combined with the marketing efforts of the local hotels and businesses have put Surfside on the proverbial "map". We're proud to re-invest 66% of those tax revenues back into the operations of the Community Center, which is fully funded by these revenues thus lessening the tax burden on residents.

Finally, The Town of Surfside's Tourist Bureau is making a concerted effort to promote, assist, partner and advise local businesses in an effort to create a sense of place that encourages retention, and economic development, while retaining and enhancing the characteristics that attract residents and visitors. With unprecedented changes - such as new hotels and the pending expansion of Bal Harbour Shops, in addition to other internal and external factors, together we will continue to grow and enhance our community as a destination.



The responsibilities, focus and implementation of Tourist Board approved initiatives from the Tourist Bureau through the Tourism Director include:

- Plan, organize and manage all Tourist Bureau visitor marketing, public relations, advertising, promotional activities and events based on the Three-Year Tourism Strategic Marketing Agreement.
- Maintain working rapport with hotel management, restaurants, and downtown businesses to encourage and develop participation in Tourist Bureau physical, social and economic initiatives.
- Implement communication plans and strategies to reach various groups and individuals for the purpose of attracting and securing potential customers for accommodations, dining, and shopping for each event and promotion.
- Oversee creative, production and implementation of all marketing communications such as website, new media, brochures, and event signage.
- Assist in resort tax compliance issues in an effort to maximize revenue collection.
- Maintain a welcome service in the Community Center for visitors, business owners/operators and residents and respond to all requests.
- Represent the Town in matters pertaining to various tour and travel associations and similar tourism organizations.

The following are initiatives that, at a minimum, constitute an effective marketing plan:

**Pre-arrival tactics:**

- Website updates & enhancements
- Social media postings
- E-blasts to trade & consumers
- Surfside collateral & promotional materials
- Visitor mobile application
- Travel website promotions
- Travel industry tradeshow & sales missions
- Partnership development initiatives
- Public relations
- Co-operative advertising
- Tradeshow registration & Collateral
- Niche marketing programs
- Familiarization trips
- Visitor guide

**Public programming efforts:**

- Signature events: Third Thursdays & First Friday's Beach Picnic
- Turtle promotion & education
- Street banners
- Holiday lighting
- Work with downtown district business owners & DVAC

**Post-arrival tactics:**

- Digital application campaign
- Visitor guide
- Concierge outreach program
- Consumer advertising
- Sales tools

## **FY 2018 Accomplishments:**

- Implemented the fifth and final year of the adopted Five Year Strategic Tourism Plan.
- Replaced the Five Year Strategic Tourism Plan, with a new framework via Request for Proposal 3-Year Strategic Marketing Agreement.
- Secured an approved marketing firm for tourism initiatives outlined in the Five Year Strategic Tourism Plan via the request for proposal process.
- Developed a comprehensive marketing plan incorporating the GMCVB, Visit Florida and Brand USA.
- Implemented a comprehensive PR plan, targeting key journalists & influencers highlighting hidden gems & family friendliness of Surfside.
- Activated on-brand experiential marketing via local experiences (Third Thursdays, Paddletopia, and First Friday's).
- Collaborated with local hotels for trade marketing outreach & marketing the destination to the travel industry professionals.
- Post-hurricane recovery tactics putting the destination back into customers' consideration set.
- Post-hurricane outreach to local hotels in order to strengthen partnerships and reinforce our collaborative efforts.
- Integrated online booking portal to visitsurfsidefl.com website.
- Added new content to photography & video library.

## **FY 2019 Objectives:**

### **Downtown**

- Explore creative solutions for blighted downtown district (physical, social & economic)
- Launch art in public spaces initiatives (physical & social)

### **Resiliency & Beach**

- Initiate Sustainable tourism initiatives, including turtle educational initiatives (physical & social).

### **Communications**

- Implement first year of 3-year strategic marketing agreement (physical, social & economic)
- Capitalize on wellness destination focus with new programming around health & wellness topic (physical, social & economic)
- Trip planning widget integration into website & digital application. (social)
- Continued partnership with key cohorts - GMCVB, Visit Florida and Brand USA. (social)
- Continue resident education & outreach programs. (social)
- Investigate alternative advertising tactics with more favorable returns on investment. (economic)

### **Infrastructure**

- Review for enhancement local way-finding / signage (physical & social)
- Explore installation of interactive infrastructure with identifiable branding for user generated content. (physical & social)

| <b>Performance Measures</b>    | <b>FY 2017<br/>Actual</b> | <b>FY 2018<br/>Estimated</b> | <b>FY 2019<br/>Target</b> |
|--------------------------------|---------------------------|------------------------------|---------------------------|
| <i>Social Media Followers:</i> |                           |                              |                           |
| Facebook                       | 1,500                     | 2,700                        | 3,500                     |
| Instagram                      | 3,500                     | 7,200                        | 10,000                    |
| Twitter                        | 166                       | 350                          | 450                       |
| Press Coverage                 |                           | 150                          | 200                       |
| App Downloads                  | 2,158                     | 2,400                        | 3,000                     |
| Hotel Occupancy                | 65%                       | 71%                          | 75%                       |
| Hotel ADR                      | \$239                     | \$380                        | \$425                     |
| <i>Event Attendance:</i>       |                           |                              |                           |
| Third Thursdays                | 1,200                     | 1,200                        | 1,400                     |
| Paddle-topia                   |                           | 500                          | 600                       |
| First Fridays                  | 800                       | 1,200                        | 1,200                     |
| Visitor Guide Distribution     | 4,200                     | 6,000                        | 6,000                     |

# 102 Tourist Resort Fund

|  | <u>FY 2017<br/>Actual</u> | <u>FY 2018<br/>Adopted</u> | <u>FY 2018<br/>Estimated</u> | <u>FY 2019<br/>Proposed*</u> |
|--|---------------------------|----------------------------|------------------------------|------------------------------|
| <b><u>REVENUES</u></b>                     |                           |                            |                              |                              |
| Resort Taxes                               | \$707,641                 | \$829,617                  | \$829,617                    | \$2,930,000                  |
| Miscellaneous Revenues                     | 14,392                    | 10,500                     | 10,500                       | 10,500                       |
| Use of Fund Balance                        |                           | 241,436                    | 360,436                      | 0                            |
| <b>TOTAL REVENUES</b>                      | <b><u>\$ 722,033</u></b>  | <b><u>\$ 1,081,553</u></b> | <b><u>\$ 1,200,553</u></b>   | <b><u>\$ 2,940,500</u></b>   |
| <b><u>EXPENDITURES</u></b>                 |                           |                            |                              |                              |
| <b><u>Tourist Bureau</u></b>               |                           |                            |                              |                              |
| Personnel Costs                            | \$64,501                  | \$120,077                  | \$120,077                    | \$145,289                    |
| Operating Expenses                         | 553,859                   | 781,476                    | 900,476                      | 861,411                      |
| Capital Outlay                             | 0                         |                            |                              |                              |
| Transfer to Capital Projects Fund          |                           | 180,000                    | 180,000                      | 0                            |
| <b>Total Tourism Expenditures</b>          | <b><u>\$618,360</u></b>   | <b><u>\$1,081,553</u></b>  | <b><u>\$1,200,553</u></b>    | <b><u>\$1,006,700</u></b>    |
| <b><u>Community Center**</u></b>           |                           |                            |                              |                              |
| Personnel Costs                            |                           |                            |                              | 1,091,110                    |
| Operating Expenses                         |                           |                            |                              | 528,903                      |
| Capital Outlay                             |                           |                            |                              | 0                            |
| Transfer to Fleet Management Fund          |                           |                            |                              | 14,000                       |
| Contingency/Return to Reserves             |                           |                            |                              | 299,787                      |
| <b>Total Community Center Expenditures</b> |                           |                            |                              | <b><u>1,933,800</u></b>      |
| <b>TOTAL EXPENDITURES</b>                  | <b><u>\$ 618,360</u></b>  | <b><u>\$ 1,081,553</u></b> | <b><u>\$ 1,200,553</u></b>   | <b><u>\$ 2,940,500</u></b>   |
| <b>Net Results</b>                         | <b><u>\$ 103,673</u></b>  | <b><u>\$ 0</u></b>         | <b><u>\$ -</u></b>           | <b><u>\$ 0</u></b>           |

\*Note: Beginning in FY 2019 100% of Resort Tax revenues are budgeted in the Resort Tax Fund. Prior to FY 2019 budget allocation: 66% General Fund 001 / 34% Resort Tax Fund 102.

\*\*Beginning in FY 2019 Community Center operations are budgeted in the Resort Tax Fund 102. Community Center operations in prior years were budgeted in the General Fund 001.

## TOURIST BUREAU

### Significant Changes from FY 2018 Adopted Budget +/-

#### Personnel Services

Planned merit pay, salary and benefit adjustments \$24,168

#### Operating Expenses

Auditing services 100% allocated \$ 13,200

Increase in Promotional Activities \$ 60,000

Attendance at additional trade conferences \$ 3,250

# 102 Tourist Resort Fund

| Personnel Complement                      |             |             |             |             |             |             |             |             |
|---|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| TOURIST BUREAU                            | FY 2018     |             |             |             | FY 2019     |             |             |             |
|   | Funded      |             |             |             | Funded      |             |             |             |
|   | Full        | Part        |             |             | Full        | Part        |             |             |
| Position Title                            | Time        | Time        | Temp        | FTEs        | Time        | Time        | Temp        | FTEs        |
| TEDACS Director                           | 1.00        |             |             | 1.00        | 1.00        |             |             | 1.00        |
| Marketing & Special Projects Coordinator* | 0.34        |             |             | 0.34        | 0.34        |             |             | 0.34        |
| <b>Total</b>                              | <b>1.34</b> | <b>0.00</b> | <b>0.00</b> | <b>1.34</b> | <b>1.34</b> | <b>0.00</b> | <b>0.00</b> | <b>1.34</b> |

\*Tourist Resort position allocation only. Split funded with General Fund 001 in FY 2018.

| Personnel Complement               |             |             |             |             |             |              |              |              |
|------------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|--------------|--------------|
| COMMUNITY CENTER                   | FY 2018     |             |             |             | FY 2019     |              |              |              |
|                                    | Funded      |             |             |             | Funded      |              |              |              |
|                                    | Full        | Part        |             |             | Full        | Part         |              |              |
| Position Title                     | Time        | Time        | Temp        | FTEs        | Time        | Time         | Temp         | FTEs         |
| Parks & Recreation Director*       |             |             |             |             | 0.95        |              |              | 0.95         |
| Parks & Recreation Superintendent* |             |             |             |             | 0.95        |              |              | 0.95         |
| Customer Services Representative*  |             |             |             |             | 1.00        |              |              | 1.00         |
| Aquatics Supervisor*               |             |             |             |             | 1.00        |              |              | 1.00         |
| Lifeguard, Head                    |             |             |             |             | 1.00        |              |              | 1.00         |
| Lifeguard, Lead                    |             |             |             |             | 1.00        |              |              | 1.00         |
| Lifeguard                          |             |             |             |             | 1.00        |              |              | 1.00         |
| Lifeguards**                       |             |             |             |             |             | 10.00        | 8.00         | 6.60         |
| Custodian                          |             |             |             |             |             | 1.00         |              | 0.50         |
| Program and Events Coordinator*    |             |             |             |             | 1.00        |              |              | 1.00         |
| Recreation Leader II*              |             |             |             |             | 1.00        |              |              | 1.00         |
| Recreation Leader I*               |             |             |             |             |             | 4.00         |              | 2.00         |
| Camp Counselors***                 |             |             |             |             |             |              | 19.00        | 4.00         |
| <b>Total</b>                       | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>8.90</b> | <b>15.00</b> | <b>27.00</b> | <b>22.00</b> |

**\*Note: Beginning in FY 2019 Community Center operations are budgeted in the Resort Tax Fund 102. Community Center operations in prior years were budgeted in the General Fund 001.**

\*Tourist Resort position allocation only. Split funded with General Fund 001 in FY 2019.

\*\*Temporary lifeguard position consist of 8 positions for ten weeks for increased summer programming and hours of operation at the Community Center during the summer months.

\*\*\*Camp Counselor positions consist of 14 positions for ten weeks for Summer Camp and 5 positions for two weeks for Winter Camp and Spring Camp.

# TOURIST BUREAU

## 102 Tourist Resort Fund

### REVENUES

|                              |                                | FY 2017          | FY 2018            | FY 2018            | FY 2019            |
|------------------------------|--------------------------------|------------------|--------------------|--------------------|--------------------|
| Line Item Prefix: 102-0000-: |                                | Actual           | Adopted            | Estimated          | Proposed*          |
| 312-1200                     | Two Percent Resort Tax         | \$194,392        | \$184,076          | \$184,076          | \$680,000          |
| 312-1400                     | Four Percent Resort Tax        | 511,613          | 645,541            | 645,541            | 2,250,000          |
| 312-1500                     | Resort Tax Penalties/Interest  | 1,636            |                    |                    |                    |
| <b>Total</b>                 | <b>Resort Taxes</b>            | <b>\$707,641</b> | <b>\$829,617</b>   | <b>\$829,617</b>   | <b>\$2,930,000</b> |
| 369-8500                     | Resort Registration Fees       | 14,392           | 10,500             | 10,500             | 10,500             |
| <b>Total</b>                 | <b>Miscellaneous Revenues</b>  | <b>\$14,392</b>  | <b>\$10,500</b>    | <b>\$10,500</b>    | <b>\$10,500</b>    |
| 392-0000                     | Use of Restricted Fund Balance |                  | 241,436            | 360,436            |                    |
| <b>Total</b>                 | <b>Other Funding Sources</b>   | <b>\$0</b>       | <b>\$241,436</b>   | <b>\$360,436</b>   | <b>\$0</b>         |
| <b>Total</b>                 | <b>Total Revenues</b>          | <b>\$722,033</b> | <b>\$1,081,553</b> | <b>\$1,200,553</b> | <b>\$2,940,500</b> |

\*Note: Beginning in FY 2019 100% of Resort Tax revenues are budgeted in the Resort Tax Fund. Prior to FY 2019 budget allocation: 66% General Fund 001 / 34% Resort Tax Fund 102.

# TOURIST BUREAU (8000)

## 102 Tourist Resort Fund

### EXPENDITURES

|  |                                    | FY 2017          | FY 2018            | FY 2018            | FY 2019            |
|--|------------------------------------|------------------|--------------------|--------------------|--------------------|
|  |                                    | Actual           | Adopted            | Estimated          | Proposed*          |
| <b>TOURIST BUREAU</b>                  |                                    |                  |                    |                    |                    |
| <b>Line Item Prefix: 102-8000-552:</b> |                                    |                  |                    |                    |                    |
| <b>Suffix</b>                          | <b>Object Description</b>          |                  |                    |                    |                    |
| <b><u>Personnel Services</u></b>       |                                    |                  |                    |                    |                    |
| 1210                                   | Regular Salaries                   | \$44,069         | \$84,160           | \$84,160           | \$98,509           |
| 1410                                   | Overtime                           | 5,208            | 5,000              | 5,000              | 5,000              |
| 1510                                   | Special pay                        | 174              |                    |                    |                    |
| 2110                                   | Payroll Taxes                      | 3,798            | 7,142              | 7,142              | 8,240              |
| 2210                                   | Retirement Contribution            | 4,912            | 4,980              | 4,980              | 7,460              |
| 2310                                   | Life & Health Insurance            | 5,801            | 17,963             | 17,963             | 25,342             |
| 2410                                   | Workers Compensation               | 282              | 232                | 232                | 438                |
| 2610                                   | Other Post Employment Benefits     | 257              | 600                | 600                | 300                |
| <b>Total Personnel Services</b>        |                                    | <b>\$64,501</b>  | <b>\$120,077</b>   | <b>\$120,077</b>   | <b>\$145,289</b>   |
| <b><u>Operating Expenses</u></b>       |                                    |                  |                    |                    |                    |
| 3112                                   | Physical Examinations              | 115              |                    |                    | 450                |
| 3210                                   | Accounting and Auditing            | 2,448            | 6,800              | 6,800              | 20,000             |
| 3410                                   | Other Contractual Services         | 1,849            |                    |                    |                    |
| 4009                                   | Vehicle Allowance                  | 1,139            | 4,200              | 4,200              | 4,200              |
| 4110                                   | Telecommunications                 |                  | 900                | 900                |                    |
| 4111                                   | Postage                            | 697              | 2,000              | 2,000              | 2,000              |
| 4112                                   | Mobil Phone Allowance              | 567              |                    |                    | 1,206              |
| 4403                                   | Equipment/Vehicle Leasing          | 3,065            | 6,576              | 10,576             | 8,300              |
| 4810                                   | Promotional Activities             | 531,851          | 745,000            | 860,000            | 805,000            |
| 5110                                   | Office Supplies                    | 4,888            | 3,000              | 3,000              | 4,000              |
| 5290                                   | Miscellaneous Operating Supplies   | 3,907            | 3,000              | 3,000              | 3,500              |
| 5410                                   | Subscriptions and Memberships      | 1,484            | 5,000              | 5,000              | 4,755              |
| 5420                                   | Conferences and Seminars           | 1,849            | 5,000              | 5,000              | 8,000              |
| <b>Total</b>                           | <b>Operating Expenses</b>          | <b>\$553,859</b> | <b>\$781,476</b>   | <b>\$900,476</b>   | <b>\$861,411</b>   |
| <b>Total</b>                           | <b>Capital Outlay</b>              | <b>\$0</b>       | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>         |
| <b><u>Non-operating Expenses</u></b>   |                                    |                  |                    |                    |                    |
| 581-9120                               | Transfers to Capital Projects Fund |                  | 180,000            | 180,000            |                    |
| <b>Total</b>                           | <b>Non-operating Expenss</b>       | <b>\$0</b>       | <b>\$180,000</b>   | <b>\$180,000</b>   | <b>\$0</b>         |
| <b>Total</b>                           | <b>Tourism Expenditures</b>        | <b>\$618,360</b> | <b>\$1,081,553</b> | <b>\$1,200,553</b> | <b>\$1,006,700</b> |

# TOURIST BUREAU (8000)

## 102 Tourist Resort Fund

### EXPENDITURES

|   | FY 2017                                 | FY 2018          | FY 2018            | FY 2019            |
|---|---|------------------|--------------------|--------------------|
|   | Actual                                  | Adopted          | Estimated          | Proposed*          |
| <b>COMMUNITY CENTER</b>                 |   |                  |                    |                    |
| <b>Line Item Prefix: 102-8000-572-:</b> |   |                  |                    |                    |
| <b><u>Personnel Services</u></b>        |   |                  |                    |                    |
| 1210                                    |   |                  |                    | \$434,661          |
| 1310                                    |   |                  |                    | 386,780            |
| 1410                                    |   |                  |                    | 14,000             |
| 1510                                    |   |                  |                    | 8,813              |
| 2110                                    |   |                  |                    | 64,981             |
| 2210                                    |   |                  |                    | 32,916             |
| 2310                                    |   |                  |                    | 109,796            |
| 2410                                    |   |                  |                    | 39,164             |
| <b>Total</b>                            |   |                  |                    | <b>\$1,091,110</b> |
| <b><u>Operating Expenses</u></b>        |   |                  |                    |                    |
| 3112                                    |   |                  |                    | 6,880              |
| 3410                                    |   |                  |                    | 35,000             |
| 4110                                    |   |                  |                    | 3,600              |
| 4111                                    |   |                  |                    | 100                |
| 4112                                    |   |                  |                    | 5,175              |
| 4310                                    |   |                  |                    | 48,500             |
| 4311                                    |   |                  |                    | 22,000             |
| 4312                                    |   |                  |                    | 28,300             |
| 4510                                    |   |                  |                    | 41,433             |
| 4601                                    |   |                  |                    | 27,550             |
| 4602                                    |   |                  |                    | 68,000             |
| 4603                                    |   |                  |                    | 15,000             |
| 4604                                    |   |                  |                    | 55,668             |
| 4611                                    |   |                  |                    | 7,500              |
| 4612                                    |   |                  |                    | 4,122              |
| 4613                                    |   |                  |                    | 5,917              |
| 4810                                    |   |                  |                    | 102,000            |
| 5110                                    |   |                  |                    | 5,500              |
| 5213                                    |   |                  |                    | 6,550              |
| 5214                                    |   |                  |                    | 4,388              |
| 5216                                    |   |                  |                    | 1,296              |
| 5225                                    |   |                  |                    | 5,000              |
| 5290                                    |   |                  |                    | 25,000             |
| 5410                                    |   |                  |                    | 300                |
| 5420                                    |   |                  |                    | 4,125              |
| <b>Total</b>                            |   |                  |                    | <b>\$528,903</b>   |
| <b><u>Capital Outlay</u></b>            |   |                  |                    |                    |
| <b>Total</b>                            |   |                  |                    | <b>\$0</b>         |
| <b><u>Non-operating Expenses</u></b>    |   |                  |                    |                    |
| 591-8TBD                                |   |                  |                    | 14,000             |
| 9310                                    |   |                  |                    | 299,787            |
| <b>Total</b>                            |   |                  |                    | <b>313,787</b>     |
| <b>Total</b>                            |   |                  |                    | <b>\$1,933,800</b> |
| <b>Total</b>                            | <b>Tourist Resort Fund Expenditures</b> | <b>\$618,360</b> | <b>\$1,081,553</b> | <b>\$1,200,553</b> |
|   |   |                  |                    | <b>\$2,940,500</b> |

\*Note: Beginning in FY 2019 Community Center operations are budgeted in the Resort Tax Fund 102. Community Center operations in prior years were budgeted in the General Fund 001.





## ***Police Forfeiture Fund***

The Police Forfeiture Fund is funded through forfeitures, seizures and confiscations related to criminal activity. Use of the funds is restricted to crime prevention initiatives. Supplanting (replacing) funding for other programs with this revenue is expressly prohibited.

The Chief of Police is authorized to certify that adopted expenditures comply with the revenue restrictions. The Chief of Police makes recommendations through the Town Manager to the Advisory Council concerning expenditures. It is not uncommon for the Town Commission to appoint itself as the Advisory Council as a cost saving measure. In the Town of Surfside, the Town Commission acts as the Advisory Council and has final funding authority.



# 105 POLICE FORFEITURE FUND

## FINANCIAL SUMMARY

|   | FY 2017           | FY 2017          | FY 2018           | FY 2019           |
|---|-------------------|------------------|-------------------|-------------------|
|   | Actual            | Adopted          | Estimated         | Proposed          |
| <b><u>FUNDS AVAILABLE</u></b>               |                   |                  |                   |                   |
| Forfeiture Proceeds                         | \$61,950          | \$0              | \$27,305          | \$0               |
| Interest Earnings                           | 135               | 0                | 0                 | 0                 |
| Projected Restricted Fund Balance Beginning | 142,108           | 91,516           | 164,933           | 114,046           |
| <b>TOTAL</b>                                | <b>\$ 204,193</b> | <b>\$ 91,516</b> | <b>\$ 192,238</b> | <b>\$ 114,046</b> |
| <b><u>APPROPRIATIONS</u></b>                |                   |                  |                   |                   |
| Operating Items                             | \$39,260          | \$73,192         | \$73,192          | \$113,800         |
| Capital Outlay                              | 0                 | 5,000            | 5,000             | 0                 |
| <b>TOTAL APPROPRIATIONS</b>                 | <b>39,260</b>     | <b>78,192</b>    | <b>78,192</b>     | <b>113,800</b>    |
| Projected Restricted Fund Balance Ending    | 164,933           | 13,324           | 114,046           | 246               |
| <b>TOTAL</b>                                | <b>\$ 204,193</b> | <b>\$ 91,516</b> | <b>\$ 192,238</b> | <b>\$ 114,046</b> |

## **Police Forfeiture Fund**

The Police Forfeiture Fund is a Special Revenue Fund within the Town of Surfside's budget. This means that the income, like all Special Revenue Funds, is derived from specific sources and is restricted to specific allowable uses. Funding for the Police Forfeiture Fund is derived primarily from the sale of legally seized (taken) assets. The permissible use for income resulting from the sale of these assets is restricted by State and Federal law to specific types of equipment, training, overtime, enforcement or crime prevention projects and/or programs. Often there is a very long lag time from when the assets are seized and when the Town receives its share of the disposition.

The Police Chief is primarily responsible for identifying and certifying that expenditures from this fund are compliant with the restricted legitimate uses. Generally, the funding may be utilized to support the creation of new programs and to supplement, but not supplant, funding for equipment, crime prevention, crime detection, and enforcement. For example, the programs for FY 2019 include: payment for the department's patrol laptop lease program, specialized equipment, and continued support of current crime prevention/ community policing initiatives.

One of the conditions for receiving this restricted funding is that it needs to be used or have a planned use for accumulated funds. The funding has been used for the purchase of weapons, radios, K-9 program development, bicycle and ATV beach vehicle purchases, a secure ID access system, surveillance equipment, vehicles for undercover operations electronic data storage, tactical equipment, supplemental training and other qualified expenditures.

A personnel complement chart is not provided for this fund as there are no positions funded. This fund is supported by personnel budgeted in other funds. Under the existing authorizing legislation for this restricted revenue, no provision allows for a transfer (or use) of forfeiture revenues for indirect administrative costs. Therefore, no transfer to the General Fund is budgeted.

# 105 POLICE FORFEITURE FUND

|                           | FY 2017          | FY 2018          | FY 2018          | FY 2019           |
|---------------------------|------------------|------------------|------------------|-------------------|
|                           | Actual           | Adopted          | Estimated        | Proposed          |
| <b>REVENUES</b>           |                  |                  |                  |                   |
| Forfeiture Proceeds       | \$61,950         | \$0              | \$27,305         | \$0               |
| Interest                  | 135              | -                | -                | -                 |
| Use of Fund Balance       | 0                | 78,192           | 50,887           | 113,800           |
| <b>TOTAL REVENUES</b>     | <b>\$ 62,085</b> | <b>\$ 78,192</b> | <b>\$ 78,192</b> | <b>\$ 113,800</b> |
| <b>EXPENDITURES</b>       |                  |                  |                  |                   |
| Operating Expenses        | \$39,260         | \$73,192         | \$73,192         | \$113,800         |
| Capital Outlay            | 0                | 5,000            | 5,000            | 0                 |
| <b>TOTAL EXPENDITURES</b> | <b>\$ 39,260</b> | <b>\$ 78,192</b> | <b>\$ 78,192</b> | <b>\$ 113,800</b> |
| <b>Net Results</b>        | <b>\$ 22,825</b> | <b>\$ -</b>      | <b>\$ -</b>      | <b>\$ -</b>       |

## Significant Changes from FY 2018 Adopted Budget +/-

### Operating Expenses

|                            |           |
|----------------------------|-----------|
| Police mobile laptop lease | \$ 44,503 |
|----------------------------|-----------|

# 105 POLICE FORFEITURE

## REVENUES

|                                       |   | FY 2017         | FY 2018         | FY 2018         | FY 2019          |
|---------------------------------------|---|-----------------|-----------------|-----------------|------------------|
| Line Item: 105-0000:                  |   | Actual          | Adopted         | Estimated       | Proposed         |
| <b><u>Fines &amp; Forfeitures</u></b> |   |                 |                 |                 |                  |
| 359-2000                              | Forfeitures and Confiscations           |                 |                 |                 |                  |
| 359-2005                              | Treasury Confiscations                  | \$12,798        |                 | \$27,305        |                  |
| 359-2010                              | Federal Confiscations                   | 21,922          |                 |                 |                  |
| 359-2015                              | State Confiscations                     | 27,230          |                 |                 |                  |
| <b>Total</b>                          | <b>Fines &amp; Forfeitures</b>          | \$61,950        | \$0             | \$27,305        | \$0              |
| <b><u>Miscellaneous Revenues</u></b>  |   |                 |                 |                 |                  |
| 361-1000                              | Interest Earnings                       | 135             |                 |                 |                  |
| 392-0000                              | Appropriated Fund Balance               |                 | 78,192          | 50,887          | 113,800          |
| <b>Total</b>                          | <b>Miscellaneous Revenues</b>           | \$135           | \$78,192        | \$50,887        | \$113,800        |
| <b>TOTAL</b>                          | <b>Police Forefeiture Fund Revenues</b> | <b>\$62,085</b> | <b>\$78,192</b> | <b>\$78,192</b> | <b>\$113,800</b> |

# 105 POLICE FORFEITURE FUND

## EXPENDITURES

|                                  |                                     | FY 2017         | FY 2018         | FY 2018         | FY 2019          |
|----------------------------------|-------------------------------------|-----------------|-----------------|-----------------|------------------|
| Line Item Prefix: 105-3300-521:  |                                     | Actual          | Adopted         | Estimated       | Proposed         |
| Suffix                           | Object Description                  |                 |                 |                 |                  |
| <b><u>Operating Expenses</u></b> |                                     |                 |                 |                 |                  |
| 4405                             | Laptop Lease and Air Card           | \$17,194        | \$20,592        | \$20,592        | \$61,800         |
| 4810                             | Promotional Activities              | 5,440           | 8,000           | 8,000           | 8,000            |
| 4911                             | Other Current Charges               | 16,626          | 40,000          | 40,000          | 40,000           |
| 5290                             | Miscellaneous Operating Supplies    |                 | 4,600           | 4,600           | 4,000            |
| <b>Total</b>                     | <b>Operating Expenses</b>           | <b>\$39,260</b> | <b>\$73,192</b> | <b>\$73,192</b> | <b>\$113,800</b> |
| <b><u>Capital Outlay</u></b>     |                                     |                 |                 |                 |                  |
| 6410                             | Machinery and Equipment             |                 | 5,000           | 5,000           |                  |
| <b>Total</b>                     | <b>Capital Outlay</b>               | <b>\$0</b>      | <b>\$5,000</b>  | <b>\$5,000</b>  | <b>\$0</b>       |
| <b>Total</b>                     | <b>Forfeiture Fund Expenditures</b> | <b>\$39,260</b> | <b>\$78,192</b> | <b>\$78,192</b> | <b>\$113,800</b> |

# FY 2019 New Capital Outlay Request

## Police Mobile Laptops

| Department    | Division | Funding Source | Dept. Priority | FY 2019 Fiscal Impact |
|---------------|----------|----------------|----------------|-----------------------|
| Public Safety | Police   | Forfeiture     | 1              | \$44,503              |

### Justification and Description

Thirty-seven (37) fully-integrated mobile laptop computers to replace the current aging laptops which are over five years old and unable to meet the continuing needs of the police department. The laptops will be integrated with the police department Computer Aided Dispatch System, Records Management System, and provide for:

- police report writing
- mobile field reporting
- traffic crash reporting
- crime case management tracking/ criminal
- property and evidence tracking
- connectivity to local, county, state, and national law enforcement systems and
- connectivity to databases, and internet based police websites

The lease includes a full three (3) year warranty during the 36 month lease program.

Annual cost - 3 years \$44,503

Total fiscal outlay over three year lease \$133,509

### Alternative/Adverse Impacts if not funded:

The Police Department will continue to utilize outdated laptops that lack the functionality needed to efficiently manage, track, and complete required reporting of calls for service, criminal case management, crime analysis, Uniform Crime Reports, Arrest Reports, Traffic Crash Reports, and associated crime reporting statistics.

### Required Resources

| Account Number    | Title or Description of Request | Cost     |
|-------------------|---------------------------------|----------|
| 105-3300-521-4405 | Equipment Lease - Annual        | \$44,503 |
|                   |                                 |          |

### Other Recurring Operating Costs

| Account Number | Description | Cost |
|----------------|-------------|------|
|                |             |      |





## ***Municipal Transportation Fund***

The Town operates a Community Bus Service which provides connecting services to large mass transit services. This service is made possible through the use of the Citizens Independent Transportation Trust (CITT) funds. The funds are generated through the Miami-Dade County half-penny sales surtax and results from a citizens' initiative to improve transportation throughout the County.

A minimum of 20% of the surtax proceeds are required to be spent on transit uses and the Town of Surfside exceeds this obligation. The Town is also required to continue its separately funded maintenance efforts (called Maintenance of Effort or MOE). The Town meets this obligation through street maintenance expenditures in the General Fund.

The balance of surtax proceeds (total less transit uses) may be spent on new projects or programs which provide transportation enhancement with a preference for improving pedestrian (non-motorized) safety and access to mass transit systems.



# 107 Municipal Transportation Fund

## FINANCIAL SUMMARY

|                               | FY 2017           | FY 2018           | FY 2018           | FY 2019           |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|
|                               | Actual            | Adopted           | Estimated         | Proposed          |
| <b><u>FUNDS AVAILABLE</u></b> |                   |                   |                   |                   |
| Transit Surtax Proceeds       | \$228,739         | \$223,000         | \$223,000         | \$210,000         |
| Fund Balance Beginning        | 354,265           | 274,466           | 388,362           | 109,042           |
| <b>TOTAL</b>                  | <b>\$ 583,004</b> | <b>\$ 497,466</b> | <b>\$ 611,362</b> | <b>\$ 319,042</b> |
| <b><u>APPROPRIATIONS</u></b>  |                   |                   |                   |                   |
| Operating Expenses            | \$183,890         | \$273,000         | \$282,024         | \$199,500         |
| Capital Outlay                | 0                 | 50,000            | 109,046           | 0                 |
| Transfers to Other Funds      | 10,750            | 111,250           | 111,250           | 10,500            |
| <b>TOTAL APPROPRIATIONS</b>   | <b>\$ 194,640</b> | <b>\$ 434,250</b> | <b>\$ 502,320</b> | <b>\$ 210,000</b> |
| Fund Balance Ending           | 388,362           | 63,216            | 109,042           | 109,042           |
| <b>TOTAL</b>                  | <b>\$ 583,002</b> | <b>\$ 497,466</b> | <b>\$ 611,362</b> | <b>\$ 319,042</b> |

## Municipal Transportation Fund

The Municipal Transportation fund is a Special Revenue Fund within the Town of Surfside's budget. Funding for the Municipal Transportation Fund comes from the Town's pro-rata share of a half-cent discretionary sales surtax on purchases made in Miami-Dade County. These Charter County Transportation Sales Surtax proceeds are made available to promote the Peoples' Transportation Plan (PTP) administered by the Citizens' Independent Transportation Trust (CITT) for use on local transportation and transit projects.

The Town estimates a \$210,000 surtax proceeds distribution for use on local transportation and transit projects. Municipalities must apply at least twenty percent (20%) of their share of surtax proceeds toward transit uses. Surfside's FY 2019 community bus service expenditures funded from this source are projected at \$162,000.

The following are funded through CITT and CITT interest revenues of \$210,000.

|                                       |                  |
|---------------------------------------|------------------|
| Community Bus Service (including gas) | \$162,000        |
| Traffic Consulting Services           | 12,000           |
| Sidewalk Replacements                 | 15,000           |
| Bus Stop Maintenance                  | 10,500           |
| 5% (maximum) Administrative Transfer  | 10,500           |
| Total                                 | <u>\$210,000</u> |

General Town administrative support services provide a number of services for this fund (such as: planning, general management, budgeting, accounting, reporting, and provision of related work space and other indirect costs). The Municipal Transportation Fund offsets some of these costs with a service payment of \$10,500.

The fund balance as of September 30, 2017 was \$388,362. The restricted fund balance is projected to be \$109,042 at the end of FY 2019.

No personnel complement chart is provided for this fund as the Municipal Transportation (CITT) Fund has no personnel assigned.

# Community Bus Service - Surfside Shuttle

## Objective

- To complement existing Miami Dade Transit (MDT) service
- Provide direct transportation to destinations in Surfside
- Access and connect to neighboring municipalities of Bal Harbour and Bay Harbor Islands
- Access and connect to North Beach Library and North Beach Trolley
- Connect to Miami Dade Transit (MDT) service
- Access and connect to destinations throughout the region

## Service details

- Service span:
- 6 days per week
- Monday - Friday 7:30 am - 5:30 pm
- Saturday 8 am - 1:30 pm

Number of stops: 13

Fleet: 1 Bus

Bus capacity:  
15 - 20 passengers

Shuttle fare: free



# 107 Municipal Transportation Fund

|                            | FY 2017           | FY 2018           | FY 2018           | FY 2019           |
|----------------------------|-------------------|-------------------|-------------------|-------------------|
|                            | Actual            | Adopted           | Estimated         | Proposed          |
| <b><u>REVENUES</u></b>     |                   |                   |                   |                   |
| Transit Surtax Proceeds    | \$228,739         | \$223,000         | \$223,000         | \$210,000         |
| Use of Fund Balance        | 0                 | 211,250           | 279,320           | 0                 |
| <b>TOTAL REVENUES</b>      | <b>\$ 228,739</b> | <b>\$ 434,250</b> | <b>\$ 502,320</b> | <b>\$ 210,000</b> |
| <b><u>EXPENDITURES</u></b> |                   |                   |                   |                   |
| Operating Expenses         | \$183,890         | \$273,000         | \$282,024         | \$199,500         |
| Capital Outlay             | 0                 | 50,000            | 109,046           | 0                 |
| Transfer to General Fund   | 10,750            | 11,250            | 11,250            | 10,500            |
| Transfer to CIP Fund       |                   | 100,000           | 100,000           | 0                 |
| <b>TOTAL EXPENDITURES</b>  | <b>\$ 194,640</b> | <b>\$ 434,250</b> | <b>\$ 502,320</b> | <b>\$ 210,000</b> |
| <b>Net Results</b>         | <b>\$ 34,099</b>  | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>       |

## Significant Changes from FY 2018 Adopted Budget +/-

### Operating Expenses

Community bus service/gas cost increase \$ 16,000

# 107 MUNICIPAL TRANSPORTATION FUND

## REVENUES

|                                      |                                     | FY 2017          | FY 2018          | FY 2018          | FY 2018          |
|--------------------------------------|-------------------------------------|------------------|------------------|------------------|------------------|
| Line Item Prefix: 107-0000-:         |                                     | Actual           | Adopted          | Estimated        | Proposed         |
| <b><u>Service Revenues</u></b>       |                                     |                  |                  |                  |                  |
| 338-1000                             | Transit Surtax Proceeds             | \$228,739        | \$223,000        | \$223,000        | \$210,000        |
| <b>Total</b>                         | <b>Services Revenues</b>            | <b>\$228,739</b> | <b>\$223,000</b> | <b>\$223,000</b> | <b>\$210,000</b> |
| <b><u>Miscellaneous Revenues</u></b> |                                     |                  |                  |                  |                  |
| 392-0000                             | Use of Restricted Fund Balance      |                  | 211,250          | 279,320          |                  |
| <b>Total</b>                         | <b>Miscellaneous Revenues</b>       | <b>\$0</b>       | <b>\$211,250</b> | <b>\$279,320</b> | <b>\$0</b>       |
| <b>Total</b>                         | <b>Transportation Fund Revenues</b> | <b>\$228,739</b> | <b>\$434,250</b> | <b>\$502,320</b> | <b>\$210,000</b> |

# 107 MUNICIPAL TRANSPORTATION FUND

## EXPENDITURES

|                                      |  | FY 2017          | FY 2018          | FY 2018          | FY 2019          |
|--------------------------------------|--|------------------|------------------|------------------|------------------|
| Line Item Prefix: 107-8500-549-:     |  | Actual           | Adopted          | Estimated        | Proposed         |
| <b>Suffix</b>                        | <b>Object Description</b>                                    |                  |                  |                  |                  |
| <b><u>Operating Expenses</u></b>     |  |                  |                  |                  |                  |
| 3110                                 | Professional Services  | \$33,834         | \$12,000         | \$96,024         | \$12,000         |
| 3410                                 | Other Contractual Services                                   | 122,462          | 132,000          | 132,000          | 150,000          |
| 4911                                 | Other Current Charges  | 19,345           | 115,000          | 40,000           | 25,500           |
| 5216                                 | Gasoline   | 8,249            | 14,000           | 14,000           | 12,000           |
| <b>Total</b>                         | <b>Operating Expenses</b>                                    | <b>\$183,890</b> | <b>\$273,000</b> | <b>\$282,024</b> | <b>\$199,500</b> |
| <b><u>Capital Outlay</u></b>         |  |                  |                  |                  |                  |
| 6320                                 | Improvements other than Building                             |                  | 50,000           | 109,046          |                  |
| <b>Total</b>                         | <b>Capital Outlay</b>  | <b>\$0</b>       | <b>\$50,000</b>  | <b>\$109,046</b> | <b>\$0</b>       |
| <b><u>Non-operating Expenses</u></b> |  |                  |                  |                  |                  |
| 581-9130                             | Transfers to Capital Projects Fund for PTP Eligible Projects |                  | 100,000          | 100,000          |                  |
| 581-9101                             | Transfer to General Fund                                     | 10,750           | 11,250           | 11,250           | 10,500           |
| <b>Total</b>                         | <b>Non-operating Expenses</b>                                | <b>\$10,750</b>  | <b>\$111,250</b> | <b>\$111,250</b> | <b>\$10,500</b>  |
| <b>Total</b>                         | <b>Transportation Fund Expenditures</b>                      | <b>\$194,640</b> | <b>\$434,250</b> | <b>\$502,320</b> | <b>\$210,000</b> |





## ***Building Fund***

The Building Fund is a special revenue fund to account for the building department activities within the Town. Revenues are collected from development activity to fund building department operations.



# 150 Building Fund

## FINANCIAL SUMMARY

|  | FY 2017             | FY 2018             | FY 2018             | FY 2019             |
|--|---------------------|---------------------|---------------------|---------------------|
|  | Actual              | Adopted             | Estimated           | Proposed            |
| <b><u>FUNDS AVAILABLE</u></b>              |                     |                     |                     |                     |
| Building Permits                           | \$ 1,690,316        | \$1,646,000         | \$1,822,450         | \$654,000           |
| Miscellaneous Revenues                     | 4,058               | 1,000               | 1,000               | 0                   |
| Other Revenues                             | 8,476               | 10,000              | 10,000              | 2,000               |
| Other Sources - Transfer from General Fund | 941,983             | 0                   | 0                   | 0                   |
| Projected Fund Balance Beginning           | 0                   | 1,201,248           | 1,743,093           | 2,275,593           |
| <b>TOTAL</b>                               | <b>\$ 2,644,833</b> | <b>\$ 2,858,248</b> | <b>\$ 3,576,543</b> | <b>\$ 2,931,593</b> |
| <b><u>APPROPRIATIONS</u></b>               |                     |                     |                     |                     |
| Personnel Costs                            | \$ 636,466          | \$767,787           | \$872,294           | \$1,103,641         |
| Operating Expenses                         | 156,792             | 223,750             | 223,750             | 201,027             |
| Capital Outlay                             | 0                   | 90,000              | 90,000              | 0                   |
| Administrative Charge                      | 108,482             | 114,906             | 114,906             | 122,867             |
| <b>TOTAL APPROPRIATIONS</b>                | <b>\$ 901,740</b>   | <b>\$ 1,196,443</b> | <b>\$ 1,300,950</b> | <b>\$ 1,427,535</b> |
| Projected Fund Balance Ending              | 1,743,093           | 1,661,805           | 2,275,593           | 1,504,058           |
| <b>TOTAL</b>                               | <b>\$ 2,644,833</b> | <b>\$ 2,858,248</b> | <b>\$ 3,576,543</b> | <b>\$ 2,931,593</b> |

# Building Services Department

The Building Department is dedicated to providing the community of Surfside with courteous, knowledgeable and professional building regulatory guidance reflecting its commitment to the highest ideals and principles of ethical conduct in safeguarding life, health and the public welfare.

## Services, Functions, and Activities:

The Building Services Department provides a full range of services to its residents, contractors and the commercial property developers of our Town with the aim of ensuring that all buildings and other regulated structures reflect the Building Departments commitment to the protection of life, health and property in any reasonably predictable environment (sunshine to hurricane). Minimizing hazards of all types through compliance with the Florida Building Code and related Federal, State and Town adopted laws, statutes, codes and ordinances ensures that safe and compliant buildings are completed, used and enjoyed by all.

## The Building Services Department provides the following services:

### Permit Clerks

- Building permit applications are submitted at the front counter.
- Applications are reviewed, assessed and assigned a number.
- Permit documents are then routed for review by Planning, Structural, Mechanical, Electrical, Plumbing, Public Works, Code Compliance and Building.
- Permit documents once approved are processed; fees collected and the permits are issued.

### Inspectors

- Perform field inspections within the respective disciplines for compliance with approved permit documents, the current version of the Florida Building Code and all applicable laws, statutes and ordinances.
- Perform certificate of use and licensing inspections at all commercial locales for compliance with applicable business licensing, life safety and other governing regulations annually.
- Perform inspections and evaluate structures for possible hazards and habitability in violations and unsafe structures cases.
- Perform post-disaster inspections and evaluations.

### Plans Examiners

- Review construction documents including but not limited to building plans, structural observation and geotechnical reports, equipment and material specifications and shop drawings to ascertain compliance with the Florida Building Code and all applicable laws, statutes and ordinances.

### **Fiscal Year 2018 Accomplishments:**

- FEMA's National Flood Insurance Program's Community Assistance was closed on June 27, 2014 after having been open since 2008. It remains in good standing to date.
- Maintained a rank of 3 in the Building Code Effectiveness Grading Schedule by the Insurance Services Office.
- Managed the Surfside Special Flood Hazard Area under the Building Official's Certified Flood Manager license (CFM) maintaining good standing in the National Flood Insurance Program (NFIP) and has again improved it's ranking in the Community Rating System (CRS) having earned a ranking of 7 providing for a 15% discount on all flood insurance premiums in the Town of Surfside.
- Processed applications, coordinated and produced all Design Review Board and Planning and Zoning Board meeting agendas, participated in the meetings which resulted in follow-up evaluations and research of topics and issues as directed by the Board in support of the Planning Department.
- Participated in the Town of Surfside Design Review Group for all new proposed projects which are the preliminary review meetings used to address code issues and multiple areas of impact to the Town.
- Served as liaison for the PACE Program, provided information and support to residents seeking these benefits through direct communication and a Town Hall informational workshop.
- ADA coordination for the Town of Surfside handicap accessibility issues.
- Coordinated compliance with the Beach Sand Quality Ordinance for all new development projects in the Town of Surfside.
- Developed and currently managing a process to address all expired building permits within the Town's reporting and tracking system, successfully closing 124 permit cases of the 2,792 cases dating to 2005.

### **Fiscal Year 2019 Objectives:**

- Provide the community of Surfside with courteous, knowledgeable and professional building regulatory guidance reflecting a commitment to the highest ideals and principles of ethical conduct in safeguarding life, health and the public welfare.
- Manage the Town of Surfside Special Flood Hazard Area as per the Federal Emergency Management Agency's (FEMA) National Flood Insurance Program (NFIP).
- Process applications, coordinate and produce all Design Review Board and Planning and Zoning Board meeting agendas and continue participation in all meetings.

- Coordinate and manage all Town ADA issues, the 40-year Building Certification program, and manage the Expired Permit Renewal Program.
- Complete scanning existing building plans and building department documents and publishing to the Town website for convenient public records access.
- Renovate Building Department Town Hall front office space to improve the service provided by accommodating the volume of work in a location and space that will promote greater efficiency and performance.

| <b>Performance Measures</b> | <b>FY 2014<br/>Actual</b> | <b>FY 2015<br/>Actual</b> | <b>FY 2016<br/>Actual</b> | <b>FY 2017<br/>Actual</b> | <b>FY 2018<br/>Estimated</b> |
|-----------------------------|---------------------------|---------------------------|---------------------------|---------------------------|------------------------------|
| Completed Plan Reviews      | 1,447                     | 1,618                     | 1,602                     | 1,455                     | 650                          |
| Completed Inspections       | 3,000                     | 1,618                     | 2,203                     | 3,113                     | 1,490                        |
| Code: Building Cases        | 264                       | 40                        | 305                       | 36                        | 41                           |
| Forty Year Case Management  | N/A                       | 122                       | 154                       | 150                       | 36                           |

# 150 Building Fund

|                                | FY 2017             | FY 2018             | FY 2018             | FY 2019             |
|--------------------------------|---------------------|---------------------|---------------------|---------------------|
|                                | Actual              | Adopted             | Estimated           | Proposed            |
| <b>REVENUES</b>                |                     |                     |                     |                     |
| Building Permits               | \$1,690,316         | \$1,646,000         | \$1,822,450         | \$654,000           |
| Miscellaneous Revenues         | 4,058               | 1,000               | 1,000               | 0                   |
| Other Revenues                 | \$8,476             | \$10,000            | \$10,000            | \$2,000             |
| Transfers In                   | 941,983             | 0                   | 0                   | 0                   |
| Use of Fund Balance            |                     |                     |                     | 771,535             |
| <b>TOTAL REVENUES</b>          | <b>\$ 2,644,833</b> | <b>\$ 1,657,000</b> | <b>\$ 1,833,450</b> | <b>\$ 1,427,535</b> |
| <b>EXPENDITURES</b>            |                     |                     |                     |                     |
| Personnel Costs                | \$636,466           | \$767,787           | \$872,294           | \$1,103,641         |
| Operating Expenses             | 156,792             | 223,750             | 223,750             | 201,027             |
| Capital Outlay                 | 0                   | 90,000              | 90,000              | 0                   |
| Transfer to General Fund       | 108,482             | 114,906             | 114,906             | 122,867             |
| Contingency/Return to Reserves | 0                   | 460,557             | 532,500             | 0                   |
| <b>TOTAL EXPENDITURES</b>      | <b>\$ 901,740</b>   | <b>\$ 1,657,000</b> | <b>\$ 1,833,450</b> | <b>\$ 1,427,535</b> |

## Significant Changes from FY 2018 Adopted Budget +/-

### Personnel Services

|  |            |
|--|------------|
| Planned merit pay, salary and benefit adjustments          | \$78,480   |
| Salary adjustments - Building Inspectors and Plan Examiner | \$ 134,374 |
| Assistant Building Official position                       | \$ 123,000 |

### Operating Expenses

|                                    |             |
|------------------------------------|-------------|
| Digitalization of building records | \$ (38,600) |
| Offsite storage cost increase      | \$ 8,000    |
| Vehicle Maintenance - Usage        | \$ 2,260    |
| Vehicle Maint. - Fleet Replacement | \$ 4,211    |

| Position Title                  | Personnel Complement |             |             |              |             |             |             |              |
|---------------------------------|----------------------|-------------|-------------|--------------|-------------|-------------|-------------|--------------|
|                                 | FY 2018              |             |             |              | FY 2019     |             |             |              |
|                                 | Funded               |             |             |              | Funded      |             |             |              |
|                                 | Full Time            | Part Time   | Temp        | FTEs         | Full Time   | Part Time   | Temp        | FTEs         |
| Building Official               | 1.00                 |             |             | 1.00         | 1.00        |             |             | 1.00         |
| Assistant Building Official     |                      |             |             |              | 1.00        |             |             | 1.00         |
| Building Support Coordinator*   | 1.00                 |             |             | 1.00         | 1.00        |             |             | 1.00         |
| Building Permit Clerk II**      | 2.00                 |             |             | 2.00         | 2.00        |             |             | 2.00         |
| Building Permit Clerk I***      | 1.00                 |             |             | 1.00         | 1.00        |             |             | 1.00         |
| Customer Service Representative | 1.00                 |             |             | 1.00         | 1.00        |             |             | 1.00         |
| Chief Building Inspector        |                      | 2.00        |             | 1.00         |             | 2.00        |             | 1.00         |
| Chief Electrical Inspector      |                      | 2.00        |             | 1.00         |             | 2.00        |             | 1.00         |
| Chief Plumbing Inspector        |                      | 2.00        |             | 1.00         |             | 2.00        |             | 1.00         |
| Chief Mechanical Inspector      |                      | 1.00        |             | 1.00         |             | 1.00        |             | 1.00         |
| Plans Examiner***               |                      | 1.00        |             | 0.50         |             | 1.00        |             | 0.50         |
| <b>Total</b>                    | <b>6.00</b>          | <b>8.00</b> | <b>0.00</b> | <b>10.50</b> | <b>7.00</b> | <b>8.00</b> | <b>0.00</b> | <b>11.50</b> |

\*Position reclassified from Permit Clerk during FY 2018.

\*\*Positions reclassified from Customer Service Representatives during FY 2018.

\*\*\*Position added during FY 2018.

**BUILDING SERVICES (2500)**  
**150 Building Fund**  
**REVENUES**

|                              |                                    | FY 2017            | FY 2018            | FY 2018            | FY 2019            |
|------------------------------|------------------------------------|--------------------|--------------------|--------------------|--------------------|
| Line Item Prefix: 150-0000-: |                                    | Actual             | Adopted            | Estimated          | Proposed           |
| 322-1000                     | Building Permits                   | \$869,071          | \$560,000          | \$720,000          | \$470,000          |
| 322-1500                     | Building Permits - Other           | 600,000            | 900,000            | 900,000            |                    |
| 322-2000                     | Electrical Permits                 | 41,918             | 28,000             | 28,000             | 28,000             |
| 322-3000                     | Plumbing Permits                   | 24,742             | 20,000             | 20,000             | 20,000             |
| 322-4000                     | Mechanical Permit                  | 25,627             | 27,000             | 27,000             | 30,000             |
| 322-6000                     | Structural Review                  | 41,740             | 40,000             | 40,000             | 35,000             |
| 322-7000                     | Public Works Permits               | 1,620              |                    |                    |                    |
| 322-7500                     | Zoning Review                      | 9,950              |                    | 7,800              |                    |
| 322-8500                     | Contractors Registration           | 59,900             | 60,000             | 60,000             | 60,000             |
| 322-8600                     | Certificate of Use                 | 5,580              | 5,500              | 5,500              | 5,500              |
| 322-9600                     | Permits - 40 Year Certification    | 1,650              |                    | 3,150              |                    |
| 322-9700                     | Renewal Permit Fees                | 8,518              | 5,500              | 11,000             | 5,500              |
| <b>TOTAL</b>                 | <b>Permits/Licenses/Inspection</b> | <b>\$1,690,316</b> | <b>\$1,646,000</b> | <b>\$1,822,450</b> | <b>\$654,000</b>   |
| 369-9009                     | Blue Prints                        |                    | 1,000              | 1,000              |                    |
| 369-9010                     | Other Miscellaneous Revenues       | 4,058              |                    |                    |                    |
| <b>TOTAL</b>                 | <b>Miscellaneous Revenues</b>      | <b>\$4,058</b>     | <b>\$1,000</b>     | <b>\$1,000</b>     | <b>\$0</b>         |
| 341-8000                     | Permit Penalties                   | 8,476              | 10,000             | 10,000             | 2,000              |
| <b>TOTAL</b>                 | <b>Other Revenues</b>              | <b>\$8,476</b>     | <b>\$10,000</b>    | <b>\$10,000</b>    | <b>\$2,000</b>     |
| 381-TBD                      | Interfund Transfer: General Fund   | 941,983            |                    |                    |                    |
| <b>TOTAL</b>                 | <b>Other Sources</b>               | <b>\$941,983</b>   | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>         |
| 392-0000                     | Appropriated Fund Balance          |                    |                    |                    | \$771,535          |
| <b>TOTAL</b>                 | <b>Appropriated Fund Balance</b>   | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>         | <b>\$771,535</b>   |
| <b>Total</b>                 | <b>Building Fund Revenues</b>      | <b>\$2,644,833</b> | <b>\$1,657,000</b> | <b>\$1,833,450</b> | <b>\$1,427,535</b> |



# BUILDING SERVICES (2500)

## 150 Building Fund EXPENDITURES

| Line Item Prefix: 150-2500-524-:     |                                      | FY 2017          | FY 2018            | FY 2018            | FY 2019            |
|--------------------------------------|--------------------------------------|------------------|--------------------|--------------------|--------------------|
|                                      |                                      | Actual           | Adopted            | Estimated          | Proposed           |
| Suffix                               | Object Description                   |                  |                    |                    |                    |
| <b><u>Personnel Services</u></b>     |                                      |                  |                    |                    |                    |
| 1210                                 | Regular Salaries                     | \$240,325        | \$284,993          | \$326,056          | \$439,359          |
| 1310                                 | Other Salaries                       | 282,666          | 338,581            | 394,598            | 457,317            |
| 1410                                 | Overtime                             | 3,191            | 3,000              | 3,000              | 6,000              |
| 1510                                 | Special pay                          | 257              | 1,750              | 1,750              | 3,917              |
| 2110                                 | Payroll Taxes                        | 39,262           | 46,517             | 53,944             | 69,423             |
| 2210                                 | Retirement Contribution              | 22,276           | 19,608             | 19,608             | 25,303             |
| 2310                                 | Life & Health Insurance              | 41,104           | 55,213             | 55,213             | 78,776             |
| 2410                                 | Workers Compensation                 | 7,385            | 18,125             | 18,125             | 23,545             |
| <b>Total</b>                         | <b>Personnel Services</b>            | <b>\$636,466</b> | <b>\$767,787</b>   | <b>\$872,294</b>   | <b>\$1,103,641</b> |
| <b><u>Operating Expenses</u></b>     |                                      |                  |                    |                    |                    |
| 3110                                 | Professional Services                | 31,550           | 99,600             | 99,600             | 61,000             |
| 3410                                 | Other Contractual Services           | 91,693           | 80,000             | 80,000             | 80,000             |
| 4111                                 | Postage                              | 1,515            | 700                | 700                | 700                |
| 4112                                 | Mobile Phone Allowance               | 900              | 900                | 900                | 900                |
| 4402                                 | Building Rental/Leasing              | 15,659           | 16,800             | 16,800             | 24,800             |
| 4510                                 | Property and Liability Insurance     | 431              | 850                | 850                | 900                |
| 4601                                 | Maintenance Service/Repair Contracts |                  | 3,600              | 3,600              | 3,600              |
| 4610                                 | Vehicle Maintenance - Usage          | 3,079            | 2,000              | 2,000              | 4,260              |
| 4613                                 | Vehicle Maint. - Fleet Replacement   |                  |                    |                    | 4,211              |
| 4710                                 | Printing & Binding                   | 5,034            | 6,450              | 6,450              | 6,450              |
| 4911                                 | Other Current Charges                | 115              |                    |                    | 500                |
| 5110                                 | Office Supplies                      | 2,648            | 2,700              | 2,700              | 2,700              |
| 5214                                 | Uniforms                             | 212              | 850                | 850                | 1,250              |
| 5216                                 | Vehicle Maintenance - Fuel           | 1,817            | 1,800              | 1,800              | 2,256              |
| 5290                                 | Miscellaneous Operating Supplies     | 150              | 1,500              | 1,500              | 1,500              |
| 5410                                 | Subscriptions and Memberships        | 793              | 3,000              | 3,000              | 3,000              |
| 5420                                 | Conferences and Seminars             | 1,196            | 3,000              | 3,000              | 3,000              |
| <b>Total</b>                         | <b>Operating Expenses</b>            | <b>\$156,792</b> | <b>\$223,750</b>   | <b>\$223,750</b>   | <b>\$201,027</b>   |
| <b><u>Capital Outlay</u></b>         |                                      |                  |                    |                    |                    |
| 6220                                 | Buildings - Town Hall                |                  | \$90,000           | \$90,000           |                    |
| <b>Total</b>                         | <b>Capital Outlay</b>                | <b>\$0</b>       | <b>\$90,000</b>    | <b>\$90,000</b>    | <b>\$0</b>         |
| <b><u>Non-operating Expenses</u></b> |                                      |                  |                    |                    |                    |
| 581-9101                             | Administrative Charge                | 108,482          | 114,906            | 114,906            | 122,867            |
| 9910                                 | Contingency/Reserve                  |                  | 460,557            | 532,500            |                    |
| <b>Total</b>                         | <b>Non-operating Expenses</b>        | <b>\$108,482</b> | <b>\$575,463</b>   | <b>\$647,406</b>   | <b>\$122,867</b>   |
| <b>Total</b>                         | <b>Department Expenditures</b>       | <b>\$901,740</b> | <b>\$1,657,000</b> | <b>\$1,833,450</b> | <b>\$1,427,535</b> |

## FY 2019 New Program Enhancement (Modification)

| <b>Assistant Building Official</b>  |                             |                |                     |                 |
|---|-----------------------------|----------------|---------------------|-----------------|
| Department Name   | Division Name               | Funding Source | Department Priority | Total Requested |
| Building Services   |                             | Building       | 1                   | \$123,000       |
| <b>Justification and Description</b>  |                             |                |                     |                 |
| <p>The Assistant Building Official position is required due to the increased volume of work from new commercial developments, residential construction and remodeling, and the greater level of service to the community that requires higher demands on existing staff to provide the full range of building services.</p> |                             |                |                     |                 |
| <b>Benefits or Alternative/Adverse Impact if not funded</b>   |                             |                |                     |                 |
| <p>Support would allow the Building Services Department to meet present volume of work and the expected level of service.</p>   |                             |                |                     |                 |
| <b>Required Resources</b>   |                             |                |                     |                 |
| <b>New Personnel</b>  |                             |                |                     |                 |
| Number of Positions   | Title                       | Salary         | Fringe Benefits     | Cost            |
| 1   | Assistant Building Official | \$95,000       | \$28,000            | \$123,000       |
|   |                             |                |                     |                 |
|   |                             |                |                     |                 |
| <b>Other Recurring Operating Costs</b>  |                             |                |                     |                 |
| Account Number  | Description                 | Cost           |                     |                 |
|   |                             |                |                     |                 |
|   |                             |                |                     |                 |
| <b>One Time Costs</b>   |                             |                |                     |                 |
| Account Number  | Description                 | Cost           |                     |                 |
|   |                             |                |                     |                 |
|   |                             |                |                     |                 |



## ***Enterprise Funds***

This section contains information about the Town's Enterprise Funds.

The four enterprises for the Town are: 1) Water and Sewer, 2) Municipal Parking, 3) Solid Waste, and 4) Stormwater Utility.

Information about these funds includes: a fund summary, summary revenues, summary expenditures with expenditure history, any modifications to the programs and Capital Improvement Projects associated with the fund.





## ***Water and Sewer Fund***

The Town operates its own water and sewer enterprise fund. Town water is purchased from Miami-Dade County at wholesale rates and transmitted through Town owned water lines. Wastewater (sewer) runs through the Town's collection system and is discharged under an agreement with the City of Miami Beach.

Information about this fund includes: a fund summary of finances, a narrative summary of the fund's operations, a summary of revenues, a summary of expenditures with expenditure history and modifications to the programs.



# 401 WATER & SEWER FUND

## FINANCIAL SUMMARY

|   | FY 2017             | FY 2018             | FY 2018             | FY 2019             |
|---|---------------------|---------------------|---------------------|---------------------|
|   | Actual              | Adopted             | Estimated           | Proposed            |
| <b><u>FUNDS AVAILABLE</u></b>                             |                     |                     |                     |                     |
| Service Revenues  | \$3,223,986         | \$3,677,158         | \$3,677,158         | \$3,807,941         |
| Miscellaneous Revenues                                    | 88,124              | 0                   | 0                   | 0                   |
| Interest  | 440                 | 0                   | 0                   | 0                   |
| Restricted Net Position - Renewal & Replacement Beginning | 1,522,319           | 1,522,319           | 1,522,319           | 1,522,319           |
| Restricted Net Position - Loan Reserve Beginning          | 243,000             | 243,000             | 243,000             | 243,000             |
| Unrestricted Net Position Beginning                       | (2,809,476)         | (3,198,057)         | (3,048,579)         | (3,048,579)         |
| <b>TOTAL</b>  | <b>\$ 2,268,393</b> | <b>\$ 2,244,420</b> | <b>\$ 2,393,898</b> | <b>\$ 2,524,681</b> |
| <b><u>USES</u></b>  |                     |                     |                     |                     |
| Personnel Costs   | \$324,207           | \$342,877           | \$342,877           | \$357,738           |
| Operating Expenses  | 1,902,901           | 1,970,334           | 1,995,334           | 2,115,450           |
| Capital Outlay  | 0                   | 0                   | 0                   | 0                   |
| Debt Service Costs  | 1,236,580           | 1,245,717           | 1,245,717           | 1,232,364           |
| Transfer to General Fund                                  | 87,965              | 93,230              | 93,230              | 102,389             |
| <b>TOTAL USES - EXPENSES</b>                              | <b>\$ 3,551,653</b> | <b>\$ 3,652,158</b> | <b>\$ 3,677,158</b> | <b>\$ 3,807,941</b> |
| Restricted Net Position - Renewal & Replacement Ending    | 1,522,319           | 1,522,319           | 1,522,319           | 1,522,319           |
| Restricted Net Position - Loan Reserve Ending             | 243,000             | 243,000             | 243,000             | 243,000             |
| Unrestricted Net Position - Rate Stabilization Ending     |                     | 25,000              |                     |                     |
| Unrestricted Net Position Ending                          | (3,048,579)         | (3,198,057)         | (3,048,579)         | (3,048,579)         |
| <b>TOTAL</b>  | <b>\$ 2,268,393</b> | <b>\$ 2,244,420</b> | <b>\$ 2,393,898</b> | <b>\$ 2,524,681</b> |

## Water and Sewer Fund

The Town operates its Water and Sewer System and funds the operations and maintenance, debt service and infrastructure needs through user fees and available reserves. The Town has issued bonds to pay for a portion of its water and sewer capital project and the debt service is repaid through the system's net revenues. Allowable system development fees are also collected to offset the impact of growth of serving new customers and development.

Water and Sewer operations are under the supervision of the Public Works Director. The water utility services are provided by the Town with the aim of providing for the continual supply of quality potable water and providing for the safe and environmentally sound removal of waste water. Additional water related responsibilities include water quality testing and water delivery infrastructure maintenance and improvements.

To meet the need for water, the Town purchases water from Miami Dade County Water and Sewer Department (WASD) and for FY 2019 WASD is proposing a 3.89% decrease in the wholesale water rate to \$1.7628 per 1,000 gallons.

To fulfill the wastewater removal component, the Town contracts with the City of Miami Beach. WASD is proposing no rate adjustment to the wholesale wastewater rate in FY 2019, therefore, the average rate of \$3.0937 (wet and dry season) will remain the same as last year. In addition, WASD is estimating a negative true-up to the City of Miami Beach. The City of Miami Beach will pass through this true-up credit to the Town. The City of Miami Beach has not yet calculated the new wholesale wastewater rate it will charge the Town in FY 2019. The chart below reflects the FY 2018 sewer rates charged by the City of Miami Beach (CMB) for the Dry Season (November 1 to April 30) and the Wet Season (May 1 to October 31).

| <b>FY 2018</b>     | <b>Wet Season</b> | <b>Dry Season</b> |
|--------------------|-------------------|-------------------|
| MD Sewer Rate      | \$ 3.4804         | \$ 2.7070         |
| CMB Surcharge      | \$ 0.3496         | \$ 0.2987         |
| Rate per 1,000 gal | \$ 3.8300         | \$ 3.0057         |

The City of Miami Beach will also pass through to the Town a negative true-up based upon decreases in WASD sewer operating expenses and debt service, and an increase in renewal & replacements in FY 2017. This negative true-up represents a pass through credit to the Town. The City of Miami Beach has not yet calculated the Town's true-up charge based upon the billed sewer flow in FY 2017.

Miami Dade County rate increases in future years cannot currently be projected. In FY 2019 the Town will contract for an alternative rate structure sensitivity study for water and sewer rates to determine a recommended new rate structure that will provide sufficient service revenues for future years.



The Water and Sewer division also performs functions related to billing and collection for the services provided. General Town administrative support provides services for Water and Sewer operations such as: oversight, finance, payroll, human resources, benefits and pension management, and the provision of office space. The Water and Sewer Fund offsets a portion of these costs with a service payment of \$102,389.

# 401 WATER & SEWER FUND

|                                | FY 2017             | FY 2018             | FY 2018             | FY 2019             |
|--------------------------------|---------------------|---------------------|---------------------|---------------------|
|                                | Actual              | Adopted             | Estimated           | Proposed            |
| <b>REVENUES</b>                |                     |                     |                     |                     |
| Service Revenues               | \$3,223,986         | \$3,677,158         | \$3,677,158         | \$3,807,941         |
| Miscellaneous Revenues         | 88,124              | -                   | -                   | -                   |
| Interest                       | 440                 | -                   | -                   | -                   |
| <b>TOTAL REVENUES</b>          | <b>\$ 3,312,550</b> | <b>\$ 3,677,158</b> | <b>\$ 3,677,158</b> | <b>\$ 3,807,941</b> |
| <b>EXPENSES</b>                |                     |                     |                     |                     |
| Personnel Costs                | \$324,207           | \$342,877           | \$342,877           | \$357,738           |
| Operating Expenses             | \$1,902,901         | \$1,876,238         | \$1,901,238         | \$2,115,450         |
| Capital Outlay                 | \$0                 | \$0                 | -                   | \$0                 |
| Transfer to General Fund       | 87,965              | 93,230              | 93,230              | 102,389             |
| Debt Service                   | \$1,236,580         | \$1,245,717         | \$1,245,717         | \$1,232,364         |
| Contingency/Return to Reserves | -                   | 94,096              | 94,096              | -                   |
| Reserves - Rent Stabilization  |                     | 25,000              |                     | -                   |
| <b>TOTAL EXPENSES</b>          | <b>\$ 3,551,653</b> | <b>\$ 3,677,158</b> | <b>\$ 3,677,158</b> | <b>\$ 3,807,941</b> |
| <b>Net Results</b>             | <b>\$ (239,103)</b> | <b>\$ (0)</b>       | <b>\$ -</b>         | <b>\$ (0)</b>       |

## Significant Changes from FY 2018 Adopted Budget +/-

### Personnel Services

|  |    |        |
|--|----|--------|
| Planned salary and benefit adjustments | \$ | 14,861 |
|--|----|--------|

### Operating Expenses

|  |    |        |
|--|----|--------|
| Water purchases cost increase  | \$ | 60,369 |
| Sewage disposal cost increase  | \$ | 63,446 |
| Alternative rate structure sensitivity study   | \$ | 33,750 |
| Property & liability insurance increase  | \$ | 12,848 |
| Pump maintenance additional needs  | \$ | 25,000 |
| Vehicle maintenance - usage adjustment from change to internal service fund in FY 2019             | \$ | 9,638  |
| Vehicle maintenance - fleet replacement adjustment from change to internal service fund in FY 2019 | \$ | 16,536 |
| Online merchant pay fees increase  | \$ | 7,800  |

| Position Title                    | Personnel Complement |          |             |             |           |          |             |  |
|-----------------------------------|----------------------|----------|-------------|-------------|-----------|----------|-------------|--|
|                                   | FY 2018              |          |             |             | FY 2019   |          |             |  |
|                                   | Funded               |          |             |             | Funded    |          |             |  |
|                                   | Part Time            | Temp     | FTEs        | Full Time   | Part Time | Temp     | FTEs        |  |
| Public Works Director*            | 0.25                 |          | 0.25        | 0.25        |           |          | 0.25        |  |
| Assistant Public Works Director** | 0.3                  |          | 0.30        | 0.30        |           |          | 0.30        |  |
| Maintenance Supervisor            | 1                    |          | 1           | 1           |           |          | 1           |  |
| Maintenance Worker II             | 2                    |          | 2           | 2           |           |          | 2           |  |
| Customer Service Representative   | 1                    |          | 1           | 1           |           |          | 1           |  |
| <b>Total</b>                      | <b>4.55</b>          | <b>0</b> | <b>4.55</b> | <b>4.55</b> | <b>0</b>  | <b>0</b> | <b>4.55</b> |  |

\*Water and Sewer Fund allocation. Position split funded with General Fund, Solid Waste Fund and Stormwater Fund.

\*\*Water and Sewer Fund allocation. Position split funded with General Fund and Stormwater Fund.

# 401 WATER & SEWER FUND

## REVENUES

|                                      |                                      | FY 2017            | FY 2018            | FY 2018            | FY 2019            |
|--------------------------------------|--------------------------------------|--------------------|--------------------|--------------------|--------------------|
| Line Item Prefix: 401-0000-:         |                                      | Actual             | Adopted            | Estimated          | Proposed           |
| <b><u>Services Revenues</u></b>      |                                      |                    |                    |                    |                    |
| 324-2100                             | Residential - Physical Environment   |                    |                    |                    |                    |
| 343-3000                             | Water Utility Service Revenue        | \$1,675,614        | \$1,575,900        | \$1,575,900        | \$1,911,765        |
| 343-3600                             | Penalties                            | 810                | 1,000              | 1,000              |                    |
| 343-5000                             | Wastewater Utility Service Revenue   | 1,547,562          | 1,497,105          | 1,497,105          | 1,642,856          |
| 343-TBD                              | Rate Study Adjustment                |                    | 603,153            | 603,153            | 253,320            |
| <b>Total</b>                         | <b>Services Revenues</b>             | <b>\$3,223,986</b> | <b>\$3,677,158</b> | <b>\$3,677,158</b> | <b>\$3,807,941</b> |
| <b><u>Miscellaneous Revenues</u></b> |                                      |                    |                    |                    |                    |
| 363-2300                             | Development Fees                     | 87,819             |                    |                    |                    |
| 369-9010                             | Other Miscellaneous Revenues         | 305                |                    |                    |                    |
| 389-1000                             | Interest Earnings                    | 440                |                    |                    |                    |
| <b>Total</b>                         | <b>Miscellaneous Revenues</b>        | <b>\$88,564</b>    | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>         |
| <b>TOTAL</b>                         | <b>Water and Sewer Fund Revenues</b> | <b>\$3,312,550</b> | <b>\$3,677,158</b> | <b>\$3,677,158</b> | <b>\$3,807,941</b> |

# 401 WATER & SEWER FUND EXPENSES

| Line Item Prefix: 401-9900-536-: |   | FY 2017          | FY 2018          | FY 2018          | FY 2019          |
|----------------------------------|---|------------------|------------------|------------------|------------------|
|                                  |   | Actual           | Adopted          | Estimated        | Proposed         |
| Code Suffix                      | Object Description                      |                  |                  |                  |                  |
| <b><u>Personnel Services</u></b> |   |                  |                  |                  |                  |
| 1210                             | Regular Salaries                        | \$209,201        | \$224,020        | \$224,020        | \$222,119        |
| 1410                             | Overtime                                | 22,954           | 17,000           | 17,000           | 25,000           |
| 1510                             | Special pay                             | 2,880            | 4,000            | 4,000            | 4,500            |
| 2110                             | Payroll Taxes                           | 17,698           | 18,813           | 18,813           | 19,318           |
| 2210                             | Retirement Contribution                 | 18,215           | 16,661           | 16,661           | 16,821           |
| 2310                             | Life & Health Insurance                 | 43,739           | 50,820           | 50,820           | 58,380           |
| 2410                             | Workers Compensation                    | 8,742            | 10,064           | 10,064           | 10,101           |
| 2610                             | Other Post Employment Benefits          | 778              | 1,500            | 1,500            | 1,500            |
| <b>Total</b>                     | <b>Personnel Services</b>               | <b>\$324,207</b> | <b>\$342,877</b> | <b>\$342,878</b> | <b>\$357,738</b> |
| <b><u>Operating Expenses</u></b> |   |                  |                  |                  |                  |
| 3110                             | Professional Services                   | 16,800           | 20,000           | 45,000           | 53,750           |
| 3310                             | Utility Billing Charges                 | 2,077            | 3,000            | 3,000            | 3,000            |
| 3401                             | Water Purchases                         | 599,513          | 553,498          | 553,498          | 613,867          |
| 3402                             | Sewage Disposal                         | 1,106,363        | 1,086,554        | 1,086,554        | 1,150,000        |
| 3410                             | Other Contractual Services              | 831              | 1,900            | 1,900            | 1,900            |
| 4009                             | Car Allowance                           | 1,085            | 1,050            | 1,050            | 2,130            |
| 4110                             | Telecommunications                      | 2,002            | 1,920            | 1,920            | 2,320            |
| 4111                             | Postage                                 | 3,507            | 3,500            | 3,500            | 4,500            |
| 4112                             | Mobile Phone Allowance                  | 43               | 900              | 900              | 900              |
| 4113                             | Credit Card Service Fee                 | 4,547            | 4,000            | 4,000            | 5,040            |
| 4310                             | Electricity                             | 27,088           | 28,000           | 28,000           | 31,150           |
| 4403                             | Equipment/Vehicle Leasing               | 15,584           | 17,175           | 17,175           | 22,550           |
| 4510                             | Property and Liability Insurance        | 33,671           | 47,841           | 47,841           | 60,689           |
| 4601                             | Maintenance Service/Repair Contracts    | 5,870            | 27,000           | 27,000           | 27,700           |
| 4603                             | Equipment Maintenance                   | 52,956           | 45,000           | 45,000           | 70,000           |
| 4611                             | Miscellaneous Maintenance - Water Tests | 6,390            | 10,000           | 10,000           | 10,000           |
| 4612                             | Vehicle Maintenance - Usage             | 772              | 2,500            | 2,500            | 9,638            |
| 4613                             | Vehicle Maintenance - Fleet Replacement |                  |                  |                  | 16,536           |
| 5110                             | Office Supplies                         | 1,004            | 2,000            | 2,000            | 2,000            |
| 5214                             | Uniforms                                | 4,203            | 4,250            | 4,250            | 4,750            |
| 5216                             | Vehicle Maintenance - Fuel              | 2,843            | 5,000            | 5,000            | 4,080            |
| 5225                             | Online Pay Merchant Fees                | 14,402           | 8,400            | 8,400            | 16,200           |
| 5290                             | Miscellaneous Operating Supplies        | 1,350            | 1,650            | 1,650            | 1,650            |
| 5410                             | Subscriptions and Memberships           |                  | 100              | 100              | 100              |

## 401 WATER & SEWER FUND EXPENSES

| Line Item Prefix: 401-9900-536-:     |                                       | FY 2017            | FY 2018            | FY 2018            | FY 2019            |
|--------------------------------------|---------------------------------------|--------------------|--------------------|--------------------|--------------------|
|                                      |                                       | Actual             | Adopted            | Estimated          | Proposed           |
| <b>Code Suffix</b>                   | <b>Object Description</b>             |                    |                    |                    |                    |
| 5420                                 | Conferences and Seminars              |                    | 500                | 500                | 500                |
| 5510                                 | Training & Education                  |                    | 500                | 500                | 500                |
| <b>Total</b>                         | <b>Operating Expenses</b>             | <b>\$1,902,901</b> | <b>\$1,876,238</b> | <b>\$1,901,238</b> | <b>\$2,115,450</b> |
| <b><u>Capital Outlay</u></b>         |                                       |                    |                    |                    |                    |
| <b>Total</b>                         | <b>Capital Outlay</b>                 | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>         |
| <b><u>Debt Service</u></b>           |                                       |                    |                    |                    |                    |
| 7110                                 | Principal - Utility Bond              | 470,903            | 493,130            | 493,130            | 516,405            |
| 7115                                 | Principal - State Revolving Fund Loan | 320,303            | 326,322            | 326,322            | 332,452            |
| 7120                                 | Principal - Capital Lease Combo BFL   | 12,747             | 13,210             | 13,210             |                    |
| 7210                                 | Interest - Utility Bond               | 318,882            | 305,808            | 305,808            | 282,532            |
| 7215                                 | Interest - State Revolving Fund Loan  | 113,140            | 107,105            | 107,105            | 100,975            |
| 7220                                 | Interest - Capital Lease BFL          | 605                | 142                | 142                |                    |
| <b>Total</b>                         | <b>Debt Service</b>                   | <b>\$1,236,580</b> | <b>\$1,245,717</b> | <b>\$1,245,717</b> | <b>\$1,232,364</b> |
| <b><u>Non-operating Expenses</u></b> |                                       |                    |                    |                    |                    |
| 581-9101                             | Transfer to General Fund              | 87,965             | 93,230             | 93,230             | 102,389            |
| 99TBD                                | Reserves - Rate Stabilization         |                    | 25,000             | 0                  |                    |
| 9910                                 | Contingency/Reserve                   |                    | 94,096             | 94,096             |                    |
| <b>Total</b>                         | <b>Non-operating Expenses</b>         | <b>\$87,965</b>    | <b>\$212,326</b>   | <b>\$187,326</b>   | <b>\$102,389</b>   |
| <b>Total</b>                         | <b>Water &amp; Sewer Fund</b>         | <b>\$3,551,653</b> | <b>\$3,677,158</b> | <b>\$3,677,158</b> | <b>\$3,807,941</b> |

## FY 2019 New Program Enhancement (Modification)

| <b>Alternative Rate Structure Sensitivity Study</b>   |                       |                              |                     |                 |
|---|-----------------------|------------------------------|---------------------|-----------------|
| Department Name   | Division Name         | Funding Source               | Department Priority | Total Requested |
| Finance/ Public Works   |                       | Water & Sewer/<br>Stormwater | 1                   | \$45,000        |
| <b>Justification and Description</b>  |                       |                              |                     |                 |
| <p>A sensitivity study to review the user rates and charges and develop potential alternative rate structures which will still meet the Town's revenue needs. The following key objectives to be addressed are:</p> <ul style="list-style-type: none"> <li>• Provide for Water, Sewer, and Stormwater utility revenue sufficiency</li> <li>• Develop an estimate of cost of service to provide water, sewer and stormwater services</li> <li>• Evaluate the impact of alternative rate structures</li> <li>• Design of practical Water, Sewer, and Stormwater rates that balance diverse needs including customer affordability, conservation, and financial viability</li> </ul> |                       |                              |                     |                 |
| <b>Required Resources</b>   |                       |                              |                     |                 |
| <b>New Personnel</b>  |                       |                              |                     |                 |
| Number of Positions   | Title                 | Salary                       | Fringe Benefits     | Cost            |
|   |                       |                              |                     |                 |
|   |                       |                              |                     |                 |
|   |                       |                              |                     |                 |
| <b>Other Recurring Operating Costs</b>  |                       |                              |                     |                 |
| Account Number  | Description           | Cost                         |                     |                 |
|   |                       |                              |                     |                 |
|   |                       |                              |                     |                 |
| <b>One Time Costs</b>   |                       |                              |                     |                 |
| Account Number  | Description           | Cost                         |                     |                 |
| 401-1500-514-3110   | Professional Services | \$33,750                     |                     |                 |
| 404-5500-538-3110   | Professional Services | \$11,250                     |                     |                 |

## FY 2019 New Program Enhancement (Modification)

| <b>Sewer &amp; Stormwater Pump Maintenance</b>   |                       |                              |                     |                 |
|--|-----------------------|------------------------------|---------------------|-----------------|
| Department Name  | Division Name         | Funding Source               | Department Priority | Total Requested |
| Public Works   |                       | Water & Sewer/<br>Stormwater | 1                   | \$50,000        |
| <b>Justification and Description</b>   |                       |                              |                     |                 |
| <p>The Town's existing sewer (4) and stormwater (5) pumps are located in proximity to salt water and the pumps' moving parts and metal are exposed to a corrosive environment. Routine maintenance is performed on a scheduled basis to extend their useful life and maintain operations. When pump components wear out or break down, emergency repairs are necessary. Readily available funding to allow for timely repairs to keep the pumps operational throughout the year is needed.</p> |                       |                              |                     |                 |
| <b>Benefits or Alternative/Adverse Impact if not funded</b>  |                       |                              |                     |                 |
| <p>Additional funding will allow the Town to make timely pump repairs as the pumps are vital to the Town's daily operations.</p>   |                       |                              |                     |                 |
| <b>Required Resources</b>  |                       |                              |                     |                 |
| <b>New Personnel</b>   |                       |                              |                     |                 |
| Number of Positions  | Title                 | Salary                       | Fringe Benefits     | Cost            |
|  |                       |                              |                     |                 |
|  |                       |                              |                     |                 |
|  |                       |                              |                     |                 |
| <b>Other Recurring Operating Costs</b>   |                       |                              |                     |                 |
| Account Number   | Description           | Cost                         |                     |                 |
|  |                       |                              |                     |                 |
| <b>One Time Costs</b>  |                       |                              |                     |                 |
| Account Number   | Description           | Cost                         |                     |                 |
| 401-9900-536-4603  | Equipment Maintenance | \$25,000                     |                     |                 |
| 404-5500-538-4603  | Equipment Maintenance | \$25,000                     |                     |                 |







## ***Municipal Parking Fund***

The Town operates its own municipal parking enterprise fund. The Town currently operates several parking lots and on-street parking spaces but lacks adequate parking to maintain convenient access to the downtown. A parking structure as part of a Public Private Partnership is being evaluated to attain a parking solution.

Information about this fund includes: a fund summary of finances, a narrative summary of the fund's operations, a summary of revenues, a summary of expenditures with expenditure history and program modifications.

Parking citation revenue is allocated to the General Fund in FY 2019.



# 402 MUNICIPAL PARKING FUND

## FINANCIAL SUMMARY

|   | FY 2017             | FY 2018             | FY 2018             | FY 2019             |
|---|---------------------|---------------------|---------------------|---------------------|
|   | Actual              | Adopted             | Estimated           | Proposed            |
| <b><u>FUNDS AVAILABLE</u></b>                   |                     |                     |                     |                     |
| Service Revenues                                | \$1,110,024         | \$1,035,000         | \$1,035,000         | \$1,198,000         |
| Capital Contributions                           | 0                   | 21,000              | 21,000              | 21,000              |
| Proceeds from Disposal of Assets                | 154,807             | 0                   | 0                   | 0                   |
| Net Position Restricted for Parking Development | 25,500              | 46,500              | 46,500              | 67,500              |
| Projected Unrestricted Net Position Beginning   | 1,111,615           | 642,723             | 642,723             | 495,565             |
| <b>TOTAL</b>                                    | <b>\$ 2,401,946</b> | <b>\$ 1,745,223</b> | <b>\$ 1,745,223</b> | <b>\$ 1,782,065</b> |
| <b><u>USES</u></b>                              |                     |                     |                     |                     |
| Personnel Costs                                 | \$462,424           | \$492,013           | \$492,013           | \$515,766           |
| Operating Expenses                              | 459,998             | 503,795             | 503,795             | 558,245             |
| Capital Outlay                                  | 555,698             | 93,120              | 93,120              | 21,600              |
| Transfer to General Fund                        | 87,965              | 93,230              | 93,230              | 102,389             |
| <b>TOTAL USES - EXPENSES</b>                    | <b>\$ 1,566,085</b> | <b>\$ 1,182,158</b> | <b>\$ 1,182,158</b> | <b>\$ 1,198,000</b> |
| Net Position Restricted for Parking Development | \$ 25,500           | \$ 67,500           | \$ 67,500           | \$ 88,500           |
| Projected Unrestricted Net Position Ending      | 810,361             | 495,565             | 495,565             | 495,565             |
| <b>TOTAL</b>                                    | <b>\$ 2,401,946</b> | <b>\$ 1,745,223</b> | <b>\$ 1,745,223</b> | <b>\$ 1,782,065</b> |

# Municipal Parking Fund

Municipal Parking operations are under the supervision of the Public Safety Department. Municipal Parking provides parking services for municipal lots and all specified on-street parking spaces to provide sufficient public parking that is safe, self-sustained, visually aesthetic, and provides convenient access for Surfside residents, business owners and visitors at a reasonable rate structure. The Town provides these services with Parking Division in-house staff and contracts with a private company for collection from parking meters.

Parking is a self-sustaining enterprise fund that operates six municipal surface lots and single space on-street parking. In addition, the Town currently has a continuing agreement with the United States Postal Service for 11 spaces at the 95<sup>th</sup> Street lot and 26 spaces at the 94<sup>th</sup> Street lot.

## Municipal Surface Lot Locations:

- 9500 block of Abbott Avenue
- 200 block of 95<sup>th</sup> Street – North side
- 200 block of 95<sup>th</sup> Street – South side
- 94<sup>th</sup> Street and Harding Avenue
- 200 block of 93<sup>rd</sup> Street
- 93<sup>rd</sup> Street and Collins Avenue



Parking Division operations are as follows:

- The Parking Operations Manager oversees the parking operations and enforcement, manages the 37 multi-space parking pay station system, the Pay-by-Phone application system, and the single space parking system.
- Four parking enforcement officers monitor parking spaces to address safety, enforcement needs, and maintenance seven days a week.

- The Executive Assistant to the Chief is responsible for administrative duties, billing, the issuance of approximately 215 monthly business parking permits and special event parking permits.
- A maintenance worker upkeep municipal surface parking lots.
- A part time administrative aide assists with clerical duties.
- Assist in development and monitoring of lease agreements.

The Municipal Parking Division supports Town administration in planning expansions and improvements to parking facilities. Town administration and staff continue to consider the construction of a parking garage to alleviate the lack of parking.

Parking operations have taken several actions to address several parking matters:

- There is a two hour parking limit for commercial vehicles in municipal lots to address the problem of these vehicles parking all day and taking spaces from customers visiting the business district.
- Resident only parking is enforced in the 9400 and 9500 blocks of Byron Avenue to deter construction workers and others from parking all day in front of homes.
- A pay-by-phone system was implemented for all municipal lots and on-street parking spaces.
- Parking pay stations have pay-by-plate functionality and digital patrol applications to enhance operations and administrative reporting.

The chart below reflects the past, current and proposed parking rate structure.

| <b>Parking Fee Schedule</b> |                   |                    |                |                |                |                      |
|-----------------------------|-------------------|--------------------|----------------|----------------|----------------|----------------------|
|                             |                   |                    | <b>FY 2016</b> | <b>FY 2017</b> | <b>FY 2018</b> | <b>FY 2019</b>       |
| <b>Type of parking</b>      | <b>Location</b>   | <b>Time Period</b> | <b>Rate</b>    | <b>Rate</b>    | <b>Rate</b>    | <b>Proposed Rate</b> |
| Metered                     | Off street - lots | Hourly             | \$1.50         | \$1.50         | \$1.50         | \$1.75               |
| Metered                     | On street         | Hourly             | \$2.00         | \$2.00         | \$2.00         | \$2.00               |
| Business permits            | 94th Street Lot   | Monthly            | \$65.00        | \$65.00        | \$75.00        | \$75.00              |
| Business permits            | Abbott Lot        | Monthly            | \$80.00        | \$80.00        | \$90.00        | \$90.00              |

The FY 2019 budget includes funding for six new model handheld radios for secure interoperability with local, county, and state communications systems. General Town administrative support provides services for Municipal Parking operations such as: oversight, finance, payroll, human resources, benefits and pension management, and the provision of office space. The Municipal Parking Fund offsets a portion of these costs with a service payment of \$102,389.

**Fiscal Year 2018 Accomplishments:**

- Installed a video recording camera system in the Abbott Avenue Parking Lot.
- Procured a parking vehicle to replace an aging one.
- Procured 8 additional parking pay stations to reduce the number of single space meters centralize parking payment points and increase reporting abilities and operational enforcement capabilities.
- The Parking Enforcement Unit was presented a Letter of Commendation for their efforts during Hurricane Irma.
- Parking Manager Elinor Joseph was nominated for a LEO Award from the Miami-Dade County Association of Chiefs of Police.
- Continued the successful Residential Overnight Parking Program which provided additional parking options to residents in specified municipal parking lots and on-street parking spaces.
- Implemented the Pay-by-Plate parking payment option throughout the Town as an additional alternative payment method for municipal lots and on-street parking.
- Proactive enforcement actions and details were instituted in an attempt to reduce the number of construction worker vehicles illegally parked throughout Surfside.
- Additional taxi stands were implemented in the 300 block of 94<sup>th</sup> Street (Publix), and 200 block of 92<sup>nd</sup> Street (Marriott Hotel) to improve resident and tourist transportation options.
- Removed on-street parking spaces in the 200 block and 300 block of 95<sup>th</sup> Street to allow additional lanes for vehicular traffic which improved traffic flow and reduced vehicle wait times at the traffic signal at 95<sup>th</sup> Street and Harding Avenue.

**Fiscal Year 2019 Objectives:**

- Replace handheld devices utilized to issue parking citations and allow Parking Enforcement Officers to access all required databases through one device.
- Manage and control parking for workers and employees at construction sites.
- Restrict parking in the residential area.
- Assist in the decision making process for a parking structure.

## 402 MUNICIPAL PARKING FUND

|                                  | FY 2017             | FY 2018             | FY 2018             | FY 2019             |
|----------------------------------|---------------------|---------------------|---------------------|---------------------|
|                                  | Actual              | Adopted             | Estimated           | Proposed            |
| <b>REVENUES</b>                  |                     |                     |                     |                     |
| Service Revenues                 | \$1,110,024         | \$1,035,000         | \$1,035,000         | \$1,198,000         |
| Developer Contributions          | -                   | 21,000              | 21,000              | 21,000              |
| Proceeds from Disposal of Assets | 154,807             | 0                   | 0                   | 0                   |
| Use of Net Position (Reserves)   | 0                   | 147,158             | 147,158             | 0                   |
| <b>TOTAL REVENUES</b>            | <b>\$ 1,264,831</b> | <b>\$ 1,203,158</b> | <b>\$ 1,203,158</b> | <b>\$ 1,219,000</b> |
| <b>EXPENSES</b>                  |                     |                     |                     |                     |
| Personnel Costs                  | \$462,424           | \$492,013           | \$492,013           | \$515,766           |
| Operating Expenses               | 459,998             | 503,795             | 503,795             | 558,245             |
| Capital Outlay                   | 555,698             | 93,120              | 93,120              | 21,600              |
| Transfer to General Fund         | 87,965              | 93,230              | 93,230              | 102,389             |
| Renewal & Replacement Reserves   | -                   | 21,000              | 21,000              | 21,000              |
| <b>TOTAL EXPENSES</b>            | <b>\$ 1,566,085</b> | <b>\$ 1,203,158</b> | <b>\$ 1,203,158</b> | <b>\$ 1,219,000</b> |
| <b>Net Results</b>               | <b>\$ (301,254)</b> | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ (0)</b>       |

### Significant Changes from FY 2018 Adopted Budget +/-

#### Personnel Services

|   |           |
|---|-----------|
| Planned merit pay, salary and benefit adjustments | \$ 23,753 |
|---|-----------|

#### Operating Expenses

|  |           |
|--|-----------|
| Extended warranty - parking pay stations   | \$ 12,759 |
| Pay-by-plate annual cost   | \$ 7,000  |
| Vehicle maintenance - usage adjustment from change to internal service fund in FY 2019             | \$ 9,949  |
| Vehicle maintenance - fleet replacement adjustment from change to internal service fund in FY 2019 | \$ 10,567 |
| Multi-space monthly software cost adjustment   | \$ 5,420  |
| Merchant fees -pay-by-phone/credit cards   | \$ 17,000 |

#### Capital Outlay

|                     |           |
|---------------------|-----------|
| Handheld radios (6) | \$ 21,600 |
|---------------------|-----------|

| Position Title                    | FY 2018     |             |             |             | FY 2019     |             |             |             |
|-----------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
|                                   | Funded      |             |             |             | Funded      |             |             |             |
|                                   | Full Time   | Part Time   | Temp        | FTEs        | Full Time   | Part Time   | Temp        | FTEs        |
| Police Lieutenant*                | 0.50        |             |             | 0.50        | 0.50        |             |             | 0.50        |
| Executive Assistant to the Chief* | 0.25        |             |             | 0.25        | 0.25        |             |             | 0.25        |
| Parking Operations Manager        | 1.00        |             |             | 1.00        | 1.00        |             |             | 1.00        |
| Parking Enforcement Officer       | 4.00        |             |             | 4.00        | 4.00        |             |             | 4.00        |
| Maintenance Worker (Public Works) | 1.00        |             |             | 1.00        | 1.00        |             |             | 1.00        |
| Administrative Aide               |             | 1.00        |             | 0.50        |             | 1.00        |             | 0.50        |
| <b>Total</b>                      | <b>6.75</b> | <b>1.00</b> | <b>0.00</b> | <b>7.25</b> | <b>6.75</b> | <b>1.00</b> | <b>0.00</b> | <b>7.25</b> |

\*Parking Fund allocation only. Position split funded with General Fund 001.

# 402 MUNICIPAL PARKING FUND

## REVENUES

|                              |   | FY 2017            | FY 2018            | FY 2018            | FY 2019            |
|------------------------------|---|--------------------|--------------------|--------------------|--------------------|
| Line Item Prefix: 402-0000-: |   | Actual             | Adopted            | Estimated          | Proposed           |
| 344-5001                     | Post Office Parking Lease               | \$27,500           | \$30,000           | \$30,000           | \$30,000           |
| 344-5002                     | Permit Parking Fees - Business District | 94,638             | 110,000            | 110,000            | 100,000            |
| 344-5003                     | Metered Parking Fees                    | 969,985            | 880,000            | 880,000            | 1,050,000          |
| 344-5012                     | Permit Parking Fees - Residential       | 17,901             | 15,000             | 15,000             | 18,000             |
| <b>Total</b>                 | <b>Services Revenues</b>                | <b>\$1,110,024</b> | <b>\$1,035,000</b> | <b>\$1,035,000</b> | <b>\$1,198,000</b> |
| 389-8000:8045                | Developer Contributions                 |                    | 21,000             | 21,000             | 21,000             |
| 364-1000                     | Disposition of Assets                   | 154,807            |                    |                    |                    |
| 391-1000                     | Appropriated Net Assets                 |                    | 147,158            | 147,158            |                    |
| <b>Total</b>                 | <b>Miscellaneous Revenues</b>           | <b>\$154,807</b>   | <b>\$168,158</b>   | <b>\$168,158</b>   | <b>\$21,000</b>    |
| <b>TOTAL</b>                 | <b>Municipal Parking Fund Revenues</b>  | <b>\$1,264,831</b> | <b>\$1,203,158</b> | <b>\$1,203,158</b> | <b>\$1,219,000</b> |



# 402 MUNICIPAL PARKING FUND

## EXPENSES

|                                  |                                      | FY 2017          | FY 2018          | FY 2018          | FY 2019          |
|----------------------------------|--------------------------------------|------------------|------------------|------------------|------------------|
| Line Item Prefix: 402-9500-545-: |                                      | Actual           | Adopted          | Estimated        | Proposed         |
| Suffix                           | Object Description                   |                  |                  |                  |                  |
| <b><u>Personnel Services</u></b> |                                      |                  |                  |                  |                  |
| 1210                             | Regular Salaries                     | \$308,357        | \$312,933        | \$312,933        | \$326,783        |
| 1310                             | Other Salaries                       | 7,880            | 20,258           | 20,258           | 20,866           |
| 1410                             | Overtime                             | 13,715           | 15,000           | 15,000           | 15,000           |
| 1510                             | Special pay                          | 4,368            | 5,563            | 5,563            | 5,813            |
| 2110                             | Payroll Taxes                        | 28,127           | 27,257           | 27,257           | 28,382           |
| 2210                             | Retirement Contribution              | 29,932           | 31,893           | 31,893           | 29,522           |
| 2310                             | Life & Health Insurance              | 53,822           | 61,419           | 61,419           | 72,192           |
| 2410                             | Workers Compensation                 | 15,265           | 16,745           | 16,745           | 16,209           |
| 2610                             | Other Post Employment Benefits       | 958              | 945              | 945              | 1,000            |
| <b>Total</b>                     | <b>Personnel Services</b>            | <b>\$462,424</b> | <b>\$492,013</b> | <b>\$492,013</b> | <b>\$515,766</b> |
| <b><u>Operating Expenses</u></b> |                                      |                  |                  |                  |                  |
| 3110                             | Professional Services                |                  | 15,000           | 15,000           | 15,000           |
| 3410                             | Other Contractual Services           | 15,476           | 17,407           | 17,407           | 17,407           |
| 4112                             | Mobile Phone Allowance               | 2,241            | 2,550            | 2,550            | 2,550            |
| 4310                             | Electricity                          | 4,939            | 7,600            | 7,600            | 7,600            |
| 4403                             | Equipment/Vehicle Leasing            | 2,801            | 4,834            | 4,834            | 8,078            |
| 4510                             | Property and Liability Insurance     | 5,757            | 32,718           | 32,718           | 24,814           |
| 4601                             | Maintenance Service/Repair Contracts | 30,491           | 36,306           | 36,306           | 56,065           |
| 4603                             | Equipment Maintenance                | 42               | 5,000            | 5,000            | 3,395            |
| 4604                             | Grounds Maintenance                  | 205,094          | 176,040          | 176,040          | 176,040          |
| 4611                             | Miscellaneous Maintenance            | 4,917            | 7,500            | 7,500            | 7,500            |
| 4612                             | Vehicle Maintenance - Usage          | 1,662            | 2,000            | 2,000            | 11,949           |
| 4613                             | Vehicle Maint - Fleet Replacement    |                  |                  |                  | 10,567           |
| 4911                             | Other Current Charges                | 23,922           | 24,340           | 24,340           | 29,760           |
| 5213                             | Landscape Improvements               |                  | 5,000            | 5,000            | 5,000            |
| 5214                             | Uniforms                             | 1,080            | 5,000            | 5,000            | 3,000            |
| 5216                             | Vehicle Maintenance - Fuel           | 1,614            | 2,500            | 2,500            | 2,520            |
| 5225                             | Merchant Fees                        | 151,409          | 148,000          | 148,000          | 165,000          |
| 5290                             | Miscellaneous Operating Supplies     | 8,553            | 12,000           | 12,000           | 12,000           |
| <b>Total</b>                     | <b>Operating Expenses</b>            | <b>\$459,998</b> | <b>\$503,795</b> | <b>\$503,795</b> | <b>\$558,245</b> |
| <b><u>Capital Outlay</u></b>     |                                      |                  |                  |                  |                  |
| 6410                             | Machinery and Equipment              | 555,698          | 93,120           | 93,120           | 21,600           |
| <b>Total</b>                     | <b>Capital Outlay</b>                | <b>\$555,698</b> | <b>\$93,120</b>  | <b>\$93,120</b>  | <b>\$21,600</b>  |

# 402 MUNICIPAL PARKING FUND

## EXPENSES

|                                      |  | FY 2017            | FY 2018            | FY 2018            | FY 2019            |
|--------------------------------------|--|--------------------|--------------------|--------------------|--------------------|
| Line Item Prefix: 402-9500-545-:     |  | Actual             | Adopted            | Estimated          | Proposed           |
| Suffix                               | Object Description                     |                    |                    |                    |                    |
| <b><u>Non-operating Expenses</u></b> |  |                    |                    |                    |                    |
| 581-9101                             | Transfer to General Fund               | 87,965             | 93,230             | 93,230             | 102,389            |
| 9910                                 | Contingency/Return to Reserve          |                    |                    |                    |                    |
| 9920                                 | Reserve for Renewal & Replacement      |                    | 21,000             | 21,000             | 21,000             |
| <b>Total</b>                         | <b>Non-operating Expenses</b>          | <b>\$87,965</b>    | <b>\$114,230</b>   | <b>\$114,230</b>   | <b>\$123,389</b>   |
| <b>Total</b>                         | <b>Municipal Parking Fund Expenses</b> | <b>\$1,566,085</b> | <b>\$1,203,158</b> | <b>\$1,203,158</b> | <b>\$1,219,000</b> |

# FY 2019 New Capital Outlay Request

## Handheld Radios

| Department    | Division | Funding Source | Dept. Priority | Fiscal Impact |
|---------------|----------|----------------|----------------|---------------|
| Public Safety | Parking  | Parking        | 1              | \$21,600      |

### Justification and Description

The purchase six (6) handheld radios (\$3,600 each) to support the operation, maintenance, and modernization of the Surfside Police Department radio system. The new model handheld radios will allow for the latest security protocols, address mandated technical standards, and achieve communications standards that enable effective and secure interoperability with local, county, and state communications systems. The primary objective of this purchase is to deploy secure, interoperable, and reliable radio communications equipment to Surfside PD personnel to ensure tactical law enforcement communications, and directly supports communications requirements during emergency and critical incidents. A one year warranty is included.

### Alternative/Adverse Impacts if not funded:

The Police Department will continue to utilize outdated handheld radios that lack the functionality needed to efficiently communicate while on-duty possibly leading to officer safety concerns. The present handheld radios are several generations old.

### Required Resources

| Account Number    | Title or Description of Request | Cost     |
|-------------------|---------------------------------|----------|
| 402-9500-545-6410 | Equipment                       | \$21,600 |
|                   |                                 |          |
|                   |                                 |          |

### Other Recurring Operating Costs

| Account Number | Description | Cost |
|----------------|-------------|------|
|                |             |      |





## ***Solid Waste Fund***

The Town operates its own solid waste (garbage, vegetation, and recyclable material) collection and disposal which is supervised by the Public Works Director. The Solid Waste Fund accounts for the cost of these operations.

Information about this fund includes: a fund summary of finances, a narrative summary of the fund's operations, a summary of revenues and a summary of expenditures with expenditure history.



# 403 SOLID WASTE FUND FINANCIAL SUMMARY

|   | FY 2017             | FY 2018             | FY 2018             | FY 2019             |
|---|---------------------|---------------------|---------------------|---------------------|
|   | Actual              | Adopted             | Estimated           | Proposed            |
| <b><u>FUNDS AVAILABLE</u></b>                 |                     |                     |                     |                     |
| Service Revenues                              | \$1,827,550         | \$1,767,885         | \$1,767,885         | \$1,788,673         |
| Miscellaneous Revenues                        | 1,305               | 0                   | 0                   | 0                   |
| Proceeds from Disposal of Assets              | 24,000              | 0                   | 0                   | 0                   |
| Projected Unrestricted Net Position Beginning | 229,846             | 238,444             | 429,743             | 544,587             |
| <b>TOTAL</b>                                  | <b>\$ 2,082,701</b> | <b>\$ 2,006,329</b> | <b>\$ 2,197,628</b> | <b>\$ 2,333,260</b> |
| <b><u>USES</u></b>                            |                     |                     |                     |                     |
| Personnel Costs                               | \$693,001           | \$793,646           | \$793,646           | \$820,335           |
| Operating Expenses                            | 618,737             | 729,565             | 729,565             | 865,892             |
| Capital Outlay                                | 216,655             | 0                   | 0                   | 0                   |
| Transfer to General Fund                      | 124,565             | 129,830             | 129,830             | 138,989             |
| <b>TOTAL USES - EXPENSES</b>                  | <b>\$ 1,652,958</b> | <b>\$ 1,653,041</b> | <b>\$ 1,653,041</b> | <b>\$ 1,825,216</b> |
| Projected Unrestricted Net Position Ending    | 429,743             | 353,288             | 544,587             | 508,044             |
| <b>TOTAL</b>                                  | <b>\$ 2,082,701</b> | <b>\$ 2,006,329</b> | <b>\$ 2,197,628</b> | <b>\$ 2,333,260</b> |

## Solid Waste Fund

Solid Waste operations are under the supervision of the Public Works Director. The Solid Waste Fund accounts for the cost of operating and maintaining collection and disposal services for Town residents and commercial businesses/properties. Solid waste collection and disposal services are provided by the Town (garbage, bulk trash and vegetation) and in FY 2016 the Town began to provide in-house collection and disposal of recyclable materials and will continue to phase-in these recycling services during FY 2019.

The Solid Waste division aims to provide for the environmentally sensitive removal and disposal of solid waste materials consistent with balancing quality services at an affordable cost. The Town provides excellent solid waste collection services to the single family homes, condominiums, multi-family buildings, and commercial properties in the downtown area. These customers are collected five days per week. Solid waste collection charges for single-family homes are billed by Miami Dade County on the real property tax notice as a non-ad valorem assessment.

In FY 2018, the Town contracted with Bell & Associates, a consulting firm with expertise in solid waste collection operations, to assist the Town with updating the rates for solid waste and recycling collection services. Information from the Town's collection operations was utilized to project and allocate costs and determine adequate single family and commercial collection rates to fiscal year 2021. A new single family annual rate of \$361.75 for garbage/recycle is being proposed for FY 2019. This is an \$84.67 increase from the FY 2018 rate. Variable rates are charged for multi-family units and commercial properties. The Town is in the process of evaluating a new commercial rate for FY 2019.

General Town administrative support provides services for Solid Waste operations such as: oversight, finance, payroll, human resources, benefits and pension management, and the provision of office space. The Solid Waste Fund offsets a portion of these costs with a service payment of \$102,389. The Solid Waste Fund will also transfer \$36,600 to the General Fund for the fourth of five payments to return funding used purchase a garbage truck in FY 2016.



## 403 SOLID WASTE FUND SUMMARY

|                                  | FY 2017             | FY 2018             | FY 2018             | FY 2019             |
|----------------------------------|---------------------|---------------------|---------------------|---------------------|
|                                  | Actual              | Adopted             | Estimated           | Proposed            |
| <b>REVENUES</b>                  |                     |                     |                     |                     |
| Service Revenues                 | \$1,827,550         | \$1,767,885         | \$1,767,885         | \$1,788,673         |
| Miscellaneous Revenues           | 1,305               | 0                   | 0                   | 0                   |
| Proceeds from Disposal of Assets | 24,000              | 0                   | 0                   | 0                   |
| Use of Net Position (Reserves)   | 0                   | 0                   | 0                   | 36,543              |
| <b>TOTAL REVENUES</b>            | <b>\$ 1,852,855</b> | <b>\$ 1,767,885</b> | <b>\$ 1,767,885</b> | <b>\$ 1,825,216</b> |
| <b>EXPENSES</b>                  |                     |                     |                     |                     |
| Personnel Costs                  | \$693,001           | \$793,646           | \$793,646           | \$820,336           |
| Operating Expenses               | 618,737             | 729,565             | 729,565             | 865,892             |
| Capital Outlay                   | 216,655             | 0                   | 0                   | 0                   |
| Transfer to General Fund         | 124,565             | 129,830             | 129,830             | 138,989             |
| Contingency/Return to Reserve    |                     | 114,844             | 114,844             | 0                   |
| <b>TOTAL EXPENSES</b>            | <b>\$ 1,652,958</b> | <b>\$ 1,767,885</b> | <b>\$ 1,767,885</b> | <b>\$ 1,825,216</b> |
| <b>Net Results</b>               | <b>\$ 199,897</b>   | <b>\$ (0)</b>       | <b>\$ (0)</b>       | <b>\$ (1)</b>       |

### Significant Changes from FY 2018 Adopted Budget +/-

#### Personnel Services

|   |           |
|---|-----------|
| Planned merit pay, salary and benefit adjustments | \$ 13,583 |
|---|-----------|

#### Operating Expenses

|   |             |
|---|-------------|
| Tipping fees COLA from MDC  | \$ 19,453   |
| Recycling fees COLA & commercial collection   | \$ 2,956    |
| Recycling - phased reduction to in-house  | \$ (16,470) |
| Vehicle insurance costs change to vehicle maintenance - usage                                     | \$ (12,060) |
| Vehicle maintenance - usage adjustment from change to internal service fund in FY 2019            | \$ 51,116   |
| Vehicle maintenance - fleet replacement adjustment from change to intrnal service fund in FY 2019 | \$ 103,917  |

| Position Title                  | Personnel Complement |           |          |              |              |           |          |              |
|---------------------------------|----------------------|-----------|----------|--------------|--------------|-----------|----------|--------------|
|                                 | FY 2018              |           |          |              | FY 2019      |           |          |              |
|                                 | Funded               |           |          |              | Funded       |           |          |              |
|                                 | Full Time            | Part Time | Temp     | FTEs         | Full Time    | Part Time | Temp     | FTEs         |
| Public Works Director*          | 0.25                 |           |          | 0.25         | 0.25         |           |          | 0.25         |
| Solid Waste Supervisor          | 1                    |           |          | 1            | 1            |           |          | 1            |
| Solid Waste Operator            | 3                    |           |          | 3            | 3            |           |          | 3            |
| Refuse Collector                | 6                    |           |          | 6            | 6            |           |          | 6            |
| Maintenance Worker II           | 1                    |           |          | 1            | 1            |           |          | 1            |
| Customer Service Representative | 1                    |           |          | 1            | 1            |           |          | 1            |
| <b>Total</b>                    | <b>12.25</b>         | <b>0</b>  | <b>0</b> | <b>12.25</b> | <b>12.25</b> | <b>0</b>  | <b>0</b> | <b>12.25</b> |

\*Solid Waste Fund allocation. Position split funded with General Fund, Water and Sewer Fund and Stormwater Fund.

# 403 SOLID WASTE FUND

## REVENUES

|                              |                                    | FY 2017            | FY 2018            | FY 2018            | FY 2019            |
|------------------------------|------------------------------------|--------------------|--------------------|--------------------|--------------------|
| Line Item Prefix: 403-0000-: |                                    | Actual             | Adopted            | Estimated          | Proposed           |
| 343-3600                     | Miscellaneous Revenues & Penalties | \$405              |                    |                    |                    |
| 343-4000                     | Solid Waste Collection Charges     | 1,662,063          | \$1,598,986        | \$1,598,986        | \$1,632,386        |
| 343-4100                     | Recycling Revenues                 | 126,580            | 131,798            | 131,798            | 126,386            |
| 343-9001                     | Late Fees & Penalties              | 5,723              | 10,000             | 10,000             | 10,000             |
| 343-9002                     | Garbage Container Sales/Rentals    | 631                | 2,500              | 2,500              | 2,500              |
| 343-9003                     | Commercial Roll-offs Revenues      | 21,240             | 15,000             | 15,000             | 15,000             |
| 343-9005                     | Sales of Recyclables               | 10,908             | 9,600              | 9,600              | 2,400              |
| <b>Total</b>                 | <b>Services Revenues</b>           | <b>\$1,827,550</b> | <b>\$1,767,885</b> | <b>\$1,767,885</b> | <b>\$1,788,673</b> |
| 364-0000                     | Disposition of Assets              | 24,000             |                    |                    |                    |
| 369-9010                     | Other Miscellaneous Revenues       | 1,305              |                    |                    |                    |
| 391-1000                     | Appropriated Retained Earnings     |                    |                    |                    | 36,543             |
| <b>Total</b>                 | <b>Miscellaneous Revenues</b>      | <b>\$25,305</b>    | <b>\$0</b>         | <b>\$0</b>         | <b>\$36,543</b>    |
| <b>TOTAL</b>                 | <b>Solid Waste Fund Revenues</b>   | <b>\$1,852,855</b> | <b>\$1,767,885</b> | <b>\$1,767,885</b> | <b>\$1,825,216</b> |

# 403 SOLID WASTE FUND

## EXPENSES

| Line Item Prefix: 403-4000-534:  |                                      | FY 2017          | FY 2018          | FY 2018          | FY 2019          |
|----------------------------------|--------------------------------------|------------------|------------------|------------------|------------------|
|                                  |                                      | Actual           | Adopted          | Estimated        | Proposed         |
| Suffix                           | Object Description                   |                  |                  |                  |                  |
| <b><u>Personnel Services</u></b> |                                      |                  |                  |                  |                  |
| 1210                             | Regular Salaries                     | \$441,992        | \$486,482        | \$486,482        | \$501,656        |
| 1310                             | Other Salaries                       | 595              |                  |                  |                  |
| 1410                             | Overtime                             | 34,876           | 32,500           | 32,500           | 34,500           |
| 1510                             | Special pay                          | 5,048            | 11,250           | 11,250           | 12,250           |
| 2110                             | Payroll Taxes                        | 35,447           | 40,563           | 40,563           | 42,033           |
| 2210                             | Retirement Contribution              | 34,856           | 37,985           | 37,985           | 37,990           |
| 2310                             | Life & Health Insurance              | 101,361          | 134,477          | 134,477          | 147,624          |
| 2410                             | Workers Compensation                 | 38,201           | 45,889           | 45,889           | 39,782           |
| 2610                             | Other Post Employment Benefits       | 625              | 4,500            | 4,500            | 4,500            |
| <b>Total</b>                     | <b>Personnel Services</b>            | <b>\$693,001</b> | <b>\$793,646</b> | <b>\$793,646</b> | <b>\$820,335</b> |
| <b><u>Operating Expenses</u></b> |                                      |                  |                  |                  |                  |
| 3110                             | Professional Services                | 110              | 5,000            | 5,000            | 5,000            |
| 3310                             | Utility Billing Charges              | 571              | 800              | 800              | 800              |
| 3410                             | Other Contractual Services           | 365,929          | 368,534          | 368,534          | 387,969          |
| 3420                             | Recycling Expense                    | 87,830           | 115,690          | 115,690          | 96,264           |
| 4009                             | Car Allowance                        | 875              | 1,050            | 1,050            | 1,050            |
| 4110                             | Telecommunications                   | 1,254            | 1,320            | 1,320            | 1,320            |
| 4111                             | Postage                              | 4,029            | 4,800            | 4,800            | 4,500            |
| 4403                             | Equipment/Vehicle Leasing            | 24,747           | 30,480           | 30,480           | 21,312           |
| 4510                             | Property and Liability Insurance     | 23,649           | 67,132           | 67,132           | 60,164           |
| 4601                             | Maintenance Service/Repair Contracts |                  | 5,000            | 5,000            | 5,000            |
| 4603                             | Equipment Maintenance                | 9,267            | 5,500            | 5,500            | 5,500            |
| 4612                             | Vehicle Maintenance - Usage          | 36,371           | 41,000           | 41,000           | 92,116           |
| 4613                             | Vehicle Maint - Fleet Replacement    |                  |                  |                  | 103,917          |
| 4911                             | Other Current Charges                | 17,107           | 22,500           | 22,500           | 19,000           |
| 5110                             | Office Supplies                      | 281              | 500              | 500              | 500              |
| 5214                             | Uniforms                             | 14,197           | 15,360           | 15,360           | 15,880           |
| 5216                             | Vehicle Maintenance - Fuel           | 27,836           | 38,400           | 38,400           | 39,600           |
| 5290                             | Miscellaneous Operating Supplies     | 4,472            | 4,500            | 4,500            | 4,500            |
| 5410                             | Subscriptions and Memberships        | 212              | 500              | 500              | 500              |
| 5420                             | Conferences and Seminars             |                  | 1,500            | 1,500            | 1,000            |
| <b>Total</b>                     | <b>Operating Expenses</b>            | <b>\$618,737</b> | <b>\$729,565</b> | <b>\$729,565</b> | <b>\$865,892</b> |

# 403 SOLID WASTE FUND

## EXPENSES

|                                 |                                   | FY 2017            | FY 2018            | FY 2018            | FY 2019            |
|---------------------------------|-----------------------------------|--------------------|--------------------|--------------------|--------------------|
| Line Item Prefix: 403-4000-534: |                                   | Actual             | Adopted            | Estimated          | Proposed           |
| Suffix                          | Object Description                |                    |                    |                    |                    |
| <b>Capital Outlay</b>           |                                   |                    |                    |                    |                    |
| 6410                            | Machinery and Equipment           | 216,655            |                    |                    |                    |
| <b>Total</b>                    | <b>Capital Outlay</b>             | \$216,655          | \$0                | \$0                | \$0                |
| <b>Non-operating Expenses</b>   |                                   |                    |                    |                    |                    |
| 581-9101                        | Transfer to General Fund          | 124,565            | 129,830            | 129,830            | 138,989            |
| 9910                            | Contingency/Reserve Replenishment |                    | 114,844            | 114,844            |                    |
| <b>Total</b>                    | <b>Non-operating Expenses</b>     | \$124,565          | \$244,674          | \$244,674          | \$138,989          |
| <b>Total</b>                    | <b>Solid Waste Fund Expenses</b>  | <b>\$1,652,958</b> | <b>\$1,767,885</b> | <b>\$1,767,885</b> | <b>\$1,825,216</b> |



## ***Stormwater Utility Trust Fund***

The Town operates its own storm water collection enterprise fund. The Town completed a capital improvement project to replace a number of stormwater pump stations, catch basins and conveyance pipes to relieve urban flooding and to reduce potential environmental runoff issues.

Information about this fund includes: a fund summary of finances, a narrative summary of the fund's operations, a summary of revenues, a summary of expenditures with expenditure history and program modifications.



## 404 STORMWATER FUND

### FINANCIAL SUMMARY

|   | FY 2017             | FY 2018             | FY 2018             | FY 2019             |
|---|---------------------|---------------------|---------------------|---------------------|
|   | Actual              | Adopted             | Estimated           | Proposed            |
| <b><u>FUNDS AVAILABLE</u></b>                             |                     |                     |                     |                     |
| Service Revenues  | \$531,309           | \$606,000           | \$606,000           | \$630,000           |
| Restricted Net Position - Renewal & Replacement Beginning | 32,185              | 266,140             | 266,140             | 266,140             |
| Restricted Net Position - Loan Reserve Beginning          | 81,000              | 81,000              | 81,000              | 81,000              |
| Unrestricted Net Position Beginning                       | 3,626,217           | 3,278,253           | 3,264,379           | 3,179,049           |
| <b>TOTAL</b>  | <b>\$ 4,270,711</b> | <b>\$ 4,231,393</b> | <b>\$4,217,519</b>  | <b>\$ 4,156,189</b> |
| <b><u>USES</u></b>  |                     |                     |                     |                     |
| Personnel Costs   | \$116,704           | \$127,621           | \$127,621           | \$131,880           |
| Operating Expenses  | 105,311             | 124,962             | 124,962             | 179,680             |
| Capital Outlay  | 0                   | 0                   | 0                   | 0                   |
| Debt Service Costs  | 410,788             | 410,787             | 410,787             | 410,787             |
| Transfer to Other Funds                                   | 26,389              | 27,960              | 27,960              | 30,717              |
| <b>TOTAL USES - EXPENSES</b>                              | <b>\$ 659,192</b>   | <b>\$ 691,330</b>   | <b>\$ 691,330</b>   | <b>\$753,064</b>    |
| Restricted Net Position - Renewal & Replacement Ending    | \$ 266,140          | \$ 266,140          | \$ 266,140          | \$ 266,140          |
| Restricted Net Position - Loan Reserve Ending             | \$ 81,000           | \$ 81,000           | \$ 81,000           | \$ 81,000           |
| Unrestricted Net Position Ending                          | 3,264,379           | 3,192,923           | 3,179,049           | 3,055,985           |
| <b>TOTAL</b>  | <b>\$ 4,270,711</b> | <b>\$ 4,231,393</b> | <b>\$ 4,217,519</b> | <b>\$ 4,156,189</b> |

## Stormwater Utility Fund

The Stormwater Utility Fund accounts for the cost of operating and maintaining the Town's stormwater drainage system in accordance with the Environmental Protection Agency National Pollutant Discharge Elimination System (NPDES) permit. The Stormwater Division operations are under the supervision of the Public Works Director. Stormwater services are provided by the Town with the aim of providing for the safe, efficient, and ecologically responsible removal and discharge of storm related water at an affordable cost.

Revenues are generated from a Stormwater Utility Fee collected through a separate line item on Town water bills. Monthly Stormwater utility rates for FY 2018 are:

Service Type:

Residential Properties:

|  |          |
|--|----------|
| Single Family (1.0ERU)                   | \$ 10.70 |
| Multi Family (1.0 ERU per dwelling unit) | \$ 10.70 |

Non-residential Developed Properties:

|  |          |
|--|----------|
| Excluding Places of Worship<br>(1.25 ERU per 1,300 sq. ft. of impervious area) | \$ 13.38 |
| Places of Worship<br>(0.5 ERU per 1,300 sq. ft. of impervious area)            | \$ 5.35  |

In FY 2019 the Town will contract for an alternate rate structure sensitivity study to determine a recommended new rate structure that will provide sufficient service revenues for future years.

The Town employs one stormwater maintenance worker who provides recurring maintenance services. Twenty-five percent (25%) of the Public Works Director position and thirty percent (30%) of the Assistant Public Works Director position are also allocated to this fund. The Town contracts out many of the stormwater related functions. These functions include planning, developing, testing, maintaining and improving the management of waters resulting from storm events. Vacuum truck services as well as a street sweeping program to maintain the stormwater infrastructure are funded.

General Town administrative support provides services for stormwater operations such as: oversight, finance, payroll, human resources, benefits and pension management, and the provision of office space. The Stormwater Utility Fund offsets a portion of these costs with a service payment of \$30,717.



# 404 STORMWATER FUND

|                                    | FY 2017             | FY 2018           | FY 2018           | FY 2019           |
|------------------------------------|---------------------|-------------------|-------------------|-------------------|
|                                    | Actual              | Adopted           | Estimated         | Proposed          |
| <b>REVENUES</b>                    |                     |                   |                   |                   |
| Service Revenues                   | \$531,309           | \$606,000         | \$606,000         | \$630,000         |
| Miscellaneous Revenues             | 0                   | 0                 | 0                 | 0                 |
| Interest                           | 0                   | 0                 | 0                 | 0                 |
| Use of Net Position (Fund Balance) | 0                   | 85,330            | 85,330            | 123,064           |
| <b>TOTAL REVENUES</b>              | <b>\$ 531,309</b>   | <b>\$ 691,330</b> | <b>\$ 691,330</b> | <b>\$ 753,064</b> |
| <b>EXPENSES</b>                    |                     |                   |                   |                   |
| Personnel Costs                    | \$116,704           | \$127,621         | \$127,621         | \$131,880         |
| Operating Expenses                 | 105,311             | 124,962           | 124,962           | 179,680           |
| Capital Outlay                     | 0                   | 0                 | 0                 | 0                 |
| Debt Service                       | 410,788             | 410,787           | 410,787           | 410,787           |
| Transfer to Other Funds            | 26,389              | 27,960            | 27,960            | 30,717            |
| Contingency/Return to Reserve      | -                   | -                 | -                 | -                 |
| <b>TOTAL EXPENSES</b>              | <b>\$ 659,192</b>   | <b>\$ 691,330</b> | <b>\$ 691,330</b> | <b>\$ 753,064</b> |
| <b>Net Results</b>                 | <b>\$ (127,883)</b> | <b>\$ (0)</b>     | <b>\$ (0)</b>     | <b>\$ (0)</b>     |

## Significant Changes from FY 2018 Adopted Budget +/-

### Personnel Services

|   |         |
|---|---------|
| Planned merit pay, salary and benefit adjustments | \$4,259 |
|---|---------|

### Operating Expenses

|  |           |
|--|-----------|
| Alternative rate structure sensitivity study - allocated | \$ 11,250 |
| Pump maintenance needs                                   | \$ 25,000 |
| Routine electrical/motor maintenance and repairs         | \$ 8,000  |

| Position Title                    | Personnel Complement |          |          |             |             |          |          |             |
|-----------------------------------|----------------------|----------|----------|-------------|-------------|----------|----------|-------------|
|                                   | FY 2018              |          |          |             | FY 2019     |          |          |             |
|                                   | Funded               |          |          |             | Funded      |          |          |             |
|                                   | Full                 | Part     | Temp     | FTEs        | Full        | Part     | Temp     | FTEs        |
|                                   | Time                 | Time     |          |             | Time        | Time     |          |             |
| Public Works Director*            | 0.25                 |          |          | 0.25        | 0.25        |          |          | 0.25        |
| Assistant Public Works Director** | 0.30                 |          |          | 0.30        | 0.30        |          |          | 0.30        |
| Maintenance Worker                | 1                    |          |          | 1           | 1           |          |          | 1           |
| <b>Total</b>                      | <b>1.55</b>          | <b>0</b> | <b>0</b> | <b>1.55</b> | <b>1.55</b> | <b>0</b> | <b>0</b> | <b>1.55</b> |

\*Stormwater Fund allocation. Position split funded with General Fund, Water and Sewer Fund and Solid Waste Fund.

\*\*Stormwater Fund allocation. Position split funded with General Fund and Water and Sewer Fund.

# 404 STORMWATER FUND

## REVENUES

|                                      |                                 | FY 2017          | FY 2018          | FY 2018          | FY 2019          |
|--------------------------------------|---------------------------------|------------------|------------------|------------------|------------------|
| Line Item Prefix: 404-0000-:         |                                 | Actual           | Adopted          | Estimated        | Proposed         |
| <b><u>Services Revenues</u></b>      |                                 |                  |                  |                  |                  |
| 343-9110                             | Stormwater Utility Fees         | \$531,309        | \$505,000        | \$505,000        | \$630,000        |
| 343-9TBD                             | Rate Study Contingency          |                  | \$101,000        | \$101,000        |                  |
| <b>Total</b>                         | <b>Services Revenues</b>        | <b>\$531,309</b> | <b>\$606,000</b> | <b>\$606,000</b> | <b>\$630,000</b> |
| <b><u>Miscellaneous Revenues</u></b> |                                 |                  |                  |                  |                  |
| 391-1000                             | Appropriated Net Assets         |                  | 85,330           | 85,330           | 123,064          |
| <b>Total</b>                         | <b>Miscellaneous Revenues</b>   | <b>\$0</b>       | <b>\$85,330</b>  | <b>\$85,330</b>  | <b>\$123,064</b> |
| <b>TOTAL</b>                         | <b>Stormwater Fund Revenues</b> | <b>\$531,309</b> | <b>\$691,330</b> | <b>\$691,330</b> | <b>\$753,064</b> |

# 404 STORMWATER FUND

## EXPENSES

| Line Item Prefix: 404-5500-538-: |                                      | FY 2017          | FY 2018          | FY 2018          | FY 2019          |
|----------------------------------|--------------------------------------|------------------|------------------|------------------|------------------|
|                                  |                                      | Actual           | Adopted          | Estimated        | Proposed         |
| <b>Suffix</b>                    | <b>Object Description</b>            |                  |                  |                  |                  |
| <b><u>Personnel Services</u></b> |                                      |                  |                  |                  |                  |
| 1210                             | Regular Salaries                     | \$82,758         | \$90,415         | \$90,415         | \$90,890         |
| 1410                             | Overtime                             | 1,174            | 1,000            | 1,000            | 1,500            |
| 2110                             | Payroll Taxes                        | 6,475            | 7,073            | 7,073            | 7,231            |
| 2210                             | Retirement Contribution              | 7,397            | 6,745            | 6,745            | 6,688            |
| 2310                             | Life & Health Insurance              | 13,265           | 15,768           | 15,768           | 17,861           |
| 2410                             | Workers Compensation                 | 5,635            | 6,620            | 6,620            | 7,710            |
| <b>Total</b>                     | <b>Personnel Services</b>            | <b>\$116,704</b> | <b>\$127,621</b> | <b>\$127,621</b> | <b>\$131,880</b> |
| <b><u>Operating Expenses</u></b> |                                      |                  |                  |                  |                  |
| 3110                             | Professional Services (NPDES)        | 2,585            | 10,000           | 10,000           | 21,250           |
| 3310                             | Utility Billing Charges              |                  | 1,000            | 1,000            | 1,000            |
| 4009                             | Car Allowance                        | 1,085            | 1,050            | 1,050            | 2,130            |
| 4310                             | Electricity                          | 26,251           | 27,500           | 27,500           | 29,150           |
| 4403                             | Equipment/Vehicle Leasing            | 8,402            | 9,312            | 9,312            | 16,750           |
| 4510                             | Property and Liability Insurance     | 1,902            | 5,000            | 5,000            | 5,000            |
| 4601                             | Maintenance Service/Repair Contracts | 19,896           | 52,940           | 52,940           | 53,240           |
| 4603                             | Equipment Maintenance                | 44,690           | 15,000           | 15,000           | 48,000           |
| 5410                             | Subscriptions and Memberships        | 500              | 660              | 660              | 660              |
| 5420                             | Conferences and Seminars             |                  | 1,500            | 1,500            | 1,500            |
| 5510                             | Educational & Training               |                  | 1,000            | 1,000            | 1,000            |
| <b>Total</b>                     | <b>Operating Expenses</b>            | <b>\$105,311</b> | <b>\$124,962</b> | <b>\$124,962</b> | <b>\$179,680</b> |
| <b><u>Capital Outlay</u></b>     |                                      |                  |                  |                  |                  |
| 6410                             | Machinery and Equipment              |                  |                  |                  |                  |
| <b>Total</b>                     | <b>Capital Outlay</b>                | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>       |
| <b><u>Debt Service</u></b>       |                                      |                  |                  |                  |                  |
| 7110                             | Principal                            | 160,019          | 164,376          | 164,376          | 172,135          |
| 7115                             | Principal SRF                        | 106,761          | 108,773          | 108,773          | 110,817          |
| 7210                             | Interest                             | 106,294          | 101,936          | 101,936          | 94,178           |
| 7215                             | Interest - SRF                       | 37,714           | 35,702           | 35,702           | 33,657           |
| <b>Total</b>                     | <b>Debt Service</b>                  | <b>\$410,788</b> | <b>\$410,787</b> | <b>\$410,787</b> | <b>\$410,787</b> |

# 404 STORMWATER FUND EXPENSES

| Line Item Prefix: 404-5500-538-:     |                                 | FY 2017          | FY 2018          | FY 2018          | FY 2019          |
|--------------------------------------|---------------------------------|------------------|------------------|------------------|------------------|
|                                      |                                 | Actual           | Adopted          | Estimated        | Proposed         |
| <b><u>Non-operating Expenses</u></b> |                                 |                  |                  |                  |                  |
| 581-9101                             | Transfer to General Fund        | 26,389           | 27,960           | 27,960           | 30,717           |
| <b>Total</b>                         | <b>Non-operating Expenses</b>   | <b>\$26,389</b>  | <b>\$27,960</b>  | <b>\$27,960</b>  | <b>\$30,717</b>  |
| <b>Total</b>                         | <b>Stormwater Fund Expenses</b> | <b>\$659,192</b> | <b>\$691,330</b> | <b>\$691,330</b> | <b>\$753,064</b> |

## FY 2019 New Program Enhancement (Modification)

| <b>Alternative Rate Structure Sensitivity Study</b>   |                       |                              |                     |                 |
|---|-----------------------|------------------------------|---------------------|-----------------|
| Department Name   | Division Name         | Funding Source               | Department Priority | Total Requested |
| Finance/ Public Works   |                       | Water & Sewer/<br>Stormwater | 1                   | \$45,000        |
| <b>Justification and Description</b>  |                       |                              |                     |                 |
| <p>A sensitivity study to review the user rates and charges and develop potential alternative rate structures which will still meet the Town's revenue needs. The following key objectives to be addressed are:</p> <ul style="list-style-type: none"> <li>• Provide for Water, Sewer, and Stormwater utility revenue sufficiency</li> <li>• Develop an estimate of cost of service to provide water, sewer and stormwater services</li> <li>• Evaluate the impact of alternative rate structures</li> <li>• Design of practical Water, Sewer, and Stormwater rates that balance diverse needs including customer affordability, conservation, and financial viability</li> </ul> |                       |                              |                     |                 |
| <b>Required Resources</b>   |                       |                              |                     |                 |
| <b>New Personnel</b>  |                       |                              |                     |                 |
| Number of Positions   | Title                 | Salary                       | Fringe Benefits     | Cost            |
|   |                       |                              |                     |                 |
|   |                       |                              |                     |                 |
|   |                       |                              |                     |                 |
| <b>Other Recurring Operating Costs</b>  |                       |                              |                     |                 |
| Account Number  | Description           | Cost                         |                     |                 |
|   |                       |                              |                     |                 |
|   |                       |                              |                     |                 |
| <b>One Time Costs</b>   |                       |                              |                     |                 |
| Account Number  | Description           | Cost                         |                     |                 |
| 401-1500-514-3110   | Professional Services | \$33,750                     |                     |                 |
| 404-5500-538-3110   | Professional Services | \$11,250                     |                     |                 |

## FY 2019 New Program Enhancement (Modification)

| <b>Sewer &amp; Stormwater Pump Maintenance</b>   |                       |                              |                     |                 |
|--|-----------------------|------------------------------|---------------------|-----------------|
| Department Name  | Division Name         | Funding Source               | Department Priority | Total Requested |
| Public Works   |                       | Water & Sewer/<br>Stormwater | 1                   | \$50,000        |
| <b>Justification and Description</b>   |                       |                              |                     |                 |
| <p>The Town's existing sewer (4) and stormwater (5) pumps are located in proximity to salt water and the pumps' moving parts and metal are exposed to a corrosive environment. Routine maintenance is performed on a scheduled basis to extend their useful life and maintain operations. When pump components wear out or break down, emergency repairs are necessary. Readily available funding to allow for timely repairs to keep the pumps operational throughout the year is needed.</p> |                       |                              |                     |                 |
| <b>Benefits or Alternative/Adverse Impact if not funded</b>  |                       |                              |                     |                 |
| <p>Additional funding will allow the Town to make timely pump repairs as the pumps are vital to the Town's daily operations.</p>   |                       |                              |                     |                 |
| <b>Required Resources</b>  |                       |                              |                     |                 |
| <b>New Personnel</b>   |                       |                              |                     |                 |
| Number of Positions  | Title                 | Salary                       | Fringe Benefits     | Cost            |
|  |                       |                              |                     |                 |
|  |                       |                              |                     |                 |
|  |                       |                              |                     |                 |
| <b>Other Recurring Operating Costs</b>   |                       |                              |                     |                 |
| Account Number   | Description           | Cost                         |                     |                 |
|  |                       |                              |                     |                 |
| <b>One Time Costs</b>  |                       |                              |                     |                 |
| Account Number   | Description           | Cost                         |                     |                 |
| 401-9900-536-4603  | Equipment Maintenance | \$25,000                     |                     |                 |
| 404-5500-538-4603  | Equipment Maintenance | \$25,000                     |                     |                 |



## ***Fleet Management Fund***

The Fleet Management Fund is a newly created fund in FY 2019. It is an internal service fund used to account for the purchase, operation, and maintenance costs of the Town's vehicles and to set aside funds for replacement of Town vehicles. The Town's fleet inventory includes patrol cars, vehicles for Code Compliance, Public Works, Parks & Recreation, Water & Sewer, Municipal Parking, and trucks for Solid Waste.





# 501 Fleet Management Fund

## FINANCIAL SUMMARY

|                               | FY 2017     | FY 2018     | FY 2018     | FY 2019             |
|-------------------------------|-------------|-------------|-------------|---------------------|
|                               | Actual      | Adopted     | Estimated   | Proposed            |
| <b><u>FUNDS AVAILABLE</u></b> |             |             |             |                     |
| Charges for Services          |             |             |             | \$981,057           |
| Interfund Transfers In        |             |             |             | 256,000             |
| Fund Balance Beginning        |             |             |             | 0                   |
| <b>TOTAL</b>                  | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 1,237,057</b> |
| <b><u>APPROPRIATIONS</u></b>  |             |             |             |                     |
| Personnel Costs               |             |             |             | \$79,888            |
| Operating Expenses            |             |             |             | 365,973             |
| Capital Outlay                |             |             |             | 256,000             |
| <b>TOTAL APPROPRIATIONS</b>   | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 701,861</b>   |
| Fund Balance Ending           |             |             |             | 535,196             |
| <b>TOTAL</b>                  | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 1,237,057</b> |

## Fleet Management Fund

### Services, Functions, and Activities:

The Fleet Management Fund is an internal service fund which is newly created in FY 2019. Internal service funds are used to account for the provision of services within a government organization. The Town's Fleet Management Fund will account for the purchase, operation, and maintenance of the Town's vehicles; thereby establishing a funding method for vehicle replacement and operating cost allocation to Town departments and enterprises for the vehicles used in their operations.

One of the purposes of the Fleet Management Fund is to ensure that adequate funds are available to purchase vehicles, to stabilize budgeting for these major purchases, and to begin a systematic, townwide approach to acquisition and disposal of the fleet. The aim is to set charges to Town departments/enterprises to cover all costs. The fund should, over time accumulate sufficient reserves to cover fluctuations and to provide for long-term vehicle replacement.

As a self-sustaining fund, the Fleet Management Fund provides maintenance services to all applicable departments in the Town on a cost reimbursement basis. Cost recovery is made for fuel, usage (personnel and operating), and a fleet replacement cost. These expenses are budgeted and paid for by the Fleet Management Fund. Therefore, monthly interfund transfers will be processed to reimburse this fund. For example, fleet replacement cost is an operating expense to gradually pay for the use of all vehicles assigned to each department. The amount of annual chargeback is calculated for each type of vehicle taking into account the cost of the vehicle and its expected life plus an inflation adjustment. This chargeback is allocated to the user departments/enterprises annually for the number of years the vehicle will be in service. Budgeting for fleet replacement allows the Town to "pay-as-you-go" finance its vehicles, therefore avoiding debt.

The Town's fleet consists of approximately 131 vehicles. The Public Works Department operates and oversees the garage and fueling facility. There is one full-time mechanic for vehicle maintenance.

FY 2019 revenues of \$981,057 are generated from fleet charges to Town departments and enterprises for cost recovery of a proportional share of fuel, usage, and a replacement cost of their assigned vehicles and their share to operate the fleet division as follows:

|                        | Fleet<br>Replacement | Usage     | Fuel      |
|------------------------|----------------------|-----------|-----------|
| General Fund           | \$399,964            | \$157,643 | \$121,800 |
| Building Fund          | \$4,211              | \$4,260   | \$2,256   |
| Water & Sewer Fund     | \$16,536             | \$9,638   | \$4,080   |
| Municipal Parking Fund | \$10,567             | \$11,949  | \$2,520   |
| Solid Waste Fund       | \$103,917            | \$92,116  | \$39,600  |

In addition, \$256,000 of transfers from the General Fund (\$242,000) and Tourist Resort Fund (\$14,000) will be used for the purchase of fleet vehicles during FY 2019.

# 501 Fleet Management Fund

|                            | <u>FY 2017<br/>Actual</u> | <u>FY 2018<br/>Adopted</u> | <u>FY 2018<br/>Estimated</u> | <u>FY 2019<br/>Proposed</u> |
|----------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|
| <b><u>REVENUES</u></b>     |                           |                            |                              |                             |
| Interfund Transfers        |                           |                            |                              | \$256,000                   |
| Services Revenues          |                           |                            |                              | \$981,057                   |
| Miscellaneous Revenues     |                           |                            |                              | 0                           |
| Use of Fund Balance        |                           |                            |                              | 0                           |
| <b>TOTAL REVENUES</b>      | <b><u>\$ -</u></b>        | <b><u>\$ -</u></b>         | <b><u>\$ -</u></b>           | <b><u>\$ 1,237,057</u></b>  |
| <b><u>EXPENDITURES</u></b> |                           |                            |                              |                             |
| Personnel Costs            |                           |                            |                              | \$79,888                    |
| Operating Expenses         |                           |                            |                              | 365,973                     |
| Capital Outlay             |                           |                            |                              | 256,000                     |
| Fleet Replacement Reserves |                           |                            |                              | 535,196                     |
| <b>TOTAL EXPENDITURES</b>  | <b><u>\$ -</u></b>        | <b><u>\$ -</u></b>         | <b><u>\$ -</u></b>           | <b><u>\$ 1,237,057</u></b>  |
| <b>Net Results</b>         | <b><u>\$ -</u></b>        | <b><u>\$ -</u></b>         | <b><u>\$ -</u></b>           | <b><u>\$ 0</u></b>          |

\*Note: The Fleet Management Fund is newly created in FY 2019. The Fleet Management services were budgeted in the General Fund/Public Works Department in years prior to FY 2019.

| Position Title           | Personnel Complement |             |             |             |             |             |             |             |
|--------------------------|----------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
|                          | FY 2018              |             |             |             | FY 2019     |             |             |             |
|                          | Funded               |             |             |             | Funded      |             |             |             |
|                          | Full Time            | Part Time   | Temp        | FTEs        | Full Time   | Part Time   | Temp        | FTEs        |
| Mechanic (Public Works)* |                      |             |             | 0.00        | 1.00        |             |             | 1.00        |
| <b>Total</b>             | <b>0.00</b>          | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>1.00</b> | <b>0.00</b> | <b>0.00</b> | <b>1.00</b> |

\*Position funded in the General Fund 001/Public Works Department in years prior to FY 2019.

## FLEET MAINTENANCE (5000)

### 501 Fleet Management Fund

#### REVENUES

|                              |   | FY 2017    | FY 2018    | FY 2018    | FY 2019            |
|------------------------------|---|------------|------------|------------|--------------------|
| Line Item Prefix: 501-0000-: |   | Actual     | Adopted    | Estimated  | Proposed           |
| 341-200                      | Fleet Charges - All Departments             |            |            |            | 981,057            |
| <b>TOTAL</b>                 | <b>Services Revenues</b>                    |            |            |            | <b>981,057</b>     |
| <b>Total</b>                 | <b>Miscellaneous Revenues</b>               | \$0        | \$0        | \$0        | \$0                |
| 381-430                      | Interfund Transfer from General Fund        |            |            |            | 242,000            |
| 381-4TBD                     | Interfund Transfer from Tourist Resort Fund |            |            |            | 14,000             |
| <b>Total</b>                 | <b>Other Funding Sources</b>                | \$0        | \$0        | \$0        | <b>\$256,000</b>   |
| <b>Total</b>                 | <b>Total Revenues</b>                       | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$1,237,057</b> |

\*Note: The Fleet Management Fund is newly created in FY 2019. The Fleet Management services were budgeted in the General Fund/Public Works Department in years prior to FY 2019.

# FLEET MAINTENANCE (5000)

## 501 Fleet Management Fund

### EXPENDITURES

|                                      |  | FY 2017    | FY 2018    | FY 2018    | FY 2019*           |
|--------------------------------------|--|------------|------------|------------|--------------------|
| Line Item Prefix: 501-5000-539:      |  | Actual     | Adopted    | Estimated  | Proposed           |
| <b>Suffix</b>                        | <b>Object Description</b>                  |            |            |            |                    |
| <b><u>Personnel Services</u></b>     |  |            |            |            |                    |
| 1210                                 | Regular Salaries                           |            |            |            | \$43,680           |
| 1410                                 | Overtime                                   |            |            |            | 2,000              |
| 1510                                 | Special pay                                |            |            |            | 1,250              |
| 2110                                 | Payroll Taxes                              |            |            |            | 3,590              |
| 2210                                 | Retirement Contribution                    |            |            |            | 3,407              |
| 2310                                 | Life & Health Insurance                    |            |            |            | 21,723             |
| 2410                                 | Workers Compensation                       |            |            |            | 4,238              |
| <b>Total Personnel Services</b>      |  | \$0        | \$0        | \$0        | \$79,888           |
| <b><u>Operating Expenses</u></b>     |  |            |            |            |                    |
| 4112                                 | Mobil Phone Allowance                      |            |            |            | 1,200              |
| 4510                                 | Property and Liability Insurance           |            |            |            | 65,975             |
| 4612                                 | Vehicle Maintenance                        |            |            |            | 128,542            |
| 5216                                 | Fuel                                       |            |            |            | 170,256            |
| <b>Total</b>                         | <b>Operating Expenses</b>                  | \$0        | \$0        | \$0        | \$365,973          |
| 6410                                 | Machinery and Equipment                    |            |            |            | 256,000            |
| <b>Total</b>                         | <b>Capital Outlay</b>                      | \$0        | \$0        | \$0        | \$256,000          |
| <b><u>Non-operating Expenses</u></b> |  |            |            |            |                    |
| 99TBD                                | Fleet Replacement Reserves                 |            |            |            | 535,196            |
| <b>Total</b>                         | <b>Non-operating Expenses</b>              | \$0        | \$0        | \$0        | \$535,196          |
| <b>Total</b>                         | <b>Fleet Maintenance Fund Expenditures</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$1,237,057</b> |

Note: The Fleet Maintenance Fund is newly created in FY 2019.

## FY 2019 New Capital Outlay Request

### Police Vehicles

| Department    | Division | Funding Source | Dept. Priority | Fiscal Impact |
|---------------|----------|----------------|----------------|---------------|
| Public Safety | Police   | General        | 1              | \$228,000     |

#### Justification and Description

The Surfside Police Department is seeking to purchase six (6) police vehicles to enable the department to replace its aging fleet and reduce incurred maintenance costs. The vehicles to be replaced are at or exceed approximately 100,000 miles and/or are over six model years old.

The vehicles will be procured under a municipal program in conjunction with the Florida Sheriff's Association and Florida Association of Counties. The cost to outfit, and install the necessary emergency equipment on the six (6) vehicles is approximately \$228,000 (\$38,000 per vehicle). The estimated cost includes an extended bumper-to-bumper warranty for five years or 75,000 miles, whichever comes first. The vehicles to be replaced and their related milage as of April 13, 2018 are:

- 2007 Ford Crown Victoria (97,704 miles);
- 2007 Ford Crown Victoria (104,800 miles);
- 2008 Ford Crown Victoria (90,739 miles);
- 2012 Dodge Charger (128,358 miles)
- Two additional vehicles to be determined.

#### Alternative/Adverse Impacts if not funded:

The repair/maintenance costs for the current fleet will continue to rise and the older vehicles are not as fuel efficient. In addition, older police fleet vehicles present safety and reliability concerns.

#### Required Resources

| Account Number                  | Title or Description of Request | Cost      |
|---------------------------------|---------------------------------|-----------|
| 501-5000-539-6410               | Vehicles                        | \$228,000 |
|                                 |                                 |           |
|                                 |                                 |           |
| Other Recurring Operating Costs |                                 |           |
| Account Number                  | Description                     | Cost      |
|                                 |                                 |           |

## FY 2019 New Capital Outlay Request

### Parks and Recreation Administrative Replacement Vehicle

| Department           | Division | Funding Source | Dept. Priority | Fiscal Impact |
|----------------------|----------|----------------|----------------|---------------|
| Parks and Recreation |          | General        | 1              | \$28,000      |

#### Justification and Description

Replacement of the Parks and Recreation Department's hybrid vehicle. The vehicle to be replaced is a 2008 Toyota Prius that is ten years old. The vehicle has significant rust damage from exposure to the corrosive salt air. The vehicle is in need of major repairs, the hybrid battery has an expected life span of 10-15 year, and a replacement battery would cost more then the estimated value of the existing vehicle. This vehicle serves as the main Parks and Recreation transportation to service events, programs, and the day to day operations of the facility and beach.

#### Alternative/Adverse Impacts if not funded:

Continue to repair the existing vehicle. The possibly of not being able to transport electronic equipment for special events when need .

#### Required Resources

| Account Number    | Title or Description of Request | Cost     |
|-------------------|---------------------------------|----------|
| 501-5000-539-6410 | Equipment - Vehicle             | \$28,000 |
|                   |                                 |          |

#### Other Recurring Operating Costs

| Account Number | Description | Cost |
|----------------|-------------|------|
|                |             |      |





# GLOSSARY

**Accrual Basis:** A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.

**Adopted Budget:** The budget as approved by the Town Commission prior to the beginning of the fiscal year and after two public hearings.

**ADA:** This acronym refers to the United States Federal Americans with Disabilities Act.

**Ad Valorem Taxes:** Of Latin origins, this fairly literally translates “according to value.” It commonly refers to property taxes, levied on both real and personal property, according to the property’s valuation (tax roll) and tax rate (millage).

**Allocation:** Allocations represent the amount of funds designated for specific purposes. The Town appropriates funds based on an allocation plan annually and periodically throughout the year. Allocations within funds may be shifted under certain conditions without requiring a change to the appropriation. *See appropriation.*

**Amended Budget:** The current budget, resulting from changes to the Adopted Budget. An example of a common change would be a line item transfer of funds based on receiving a grant.

**Annual Salary Adjustment:** An adjustment to compensation provided on an annual basis. Like a COLA, it is an annual and recurring increase. Unlike a COLA, it is not necessarily linked to consumer priced indexing (CPI).

**Annualize:** This is the process of standardizing resources over a twelve month figure irrespective of the timing of the resource (one-time, mid-year recurring, etc.).

**Appropriation:** A legal authorization to incur obligations and make expenditures for identified appropriation centers. Modifications within the appropriation centers are changes to allocations and generally permissible without violating the legal authorization unless they result in a change to the total appropriation.

**Assessed Valuation:** The valuation set upon real estate and certain personal property by the Miami-Dade County Property Appraiser as a basis for levying property taxes. *See Taxable Valuation and Market Valuation.*

**Asset:** Any resource owned or held by a government which has monetary value.

**Authorized Positions:** Employee positions which both exist within the personnel complement (whether vacant or filled) and are funded.

**Available (Undesignated) Fund Balance:** This refers to funds remaining from prior years, which are available for appropriation and expenditure in the current year. Available funds not spent in a given fiscal year becomes carry-over at the beginning of the next fiscal year. *See also designated fund balance.*

# GLOSSARY

**Amendment 1:** An Amendment to the State constitution which has effectively frozen the ability of local governments to raise rates above the average percentage increase to wages reported to the State of Florida.

**Base Budget:** Projected cost of continuing the existing levels of service in the current budget year.

**Bond:** A long-term I.O.U. or promise to pay. It is a promise to repay a specified amount of money (the face amount of the bond plus interest) on particular dates (the debt service payments). Bonds are primarily used to finance large scale capital projects. *See General Obligation Bond and Revenue Bond.*

**Bond Refinancing:** The payoff and re-issuance of bonds, to obtain better terms.

**Budget:** A plan of financial activity for a specified period of time (fiscal year) indicating all planned revenues and expenses for the budget period.

**Budgetary Basis:** This refers to the basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: cash, accrual, or modified accrual.

**Budget Calendar:** The schedule of key dates, which a government follows in the preparation and adoption of the budget.

**Budgetary Control:** The control or management of a government in accordance with the approved budget for the purpose of keeping expenditures within the limitations of available appropriations and resources.

**Capital Assets:** Assets of significant value (greater than \$1,000) and having a useful life of several years. Capital assets are also called fixed assets.

**Capital Budget:** The appropriation of bonds, reserves, or operating revenue for improvements to facilities and other infrastructure of long term duration.

**Capital Improvements:** Expenditures related to the acquisition, expansion or rehabilitation of an element of the physical plant/infrastructure of the government.

**Capital Improvement Program (CIP):** An expenditure plan incurred each year over a fixed number of years to meet capital needs arising from the long term needs of the government.

**Capital Outlay/Capital Expenditure:** An expenditure category for the acquisition of fixed assets which generally have a cost of more than a specified amount (i.e. \$1,000) and have an estimated useful economic life of more than one year; or, assets of any value if the nature of the item is such that it is available to be controlled for custody purposes as a fixed asset.

**Capital Project:** Major construction, acquisition, or renovation activities which add

# GLOSSARY

value to the physical assets of a government, or significantly increase their useful life. Also called capital improvements.

**Cash Basis:** A basis of accounting which recognizes transactions only when cash is increased or decreased.

**Chart of Accounts:** This is a set of codes held in common throughout the State of Florida and established for use by the State for use by all governmental entities.

**Collective Bargaining Agreement:** A legal contract between the employer and a verified representative of a recognized bargaining unit (CBU – collective bargaining unit) for specific terms and conditions of employment (e.g., hours, working conditions, salary, fringe benefits, and matters affecting health and safety of employees).

**Constant or Real Dollars:** The presentation of dollar amounts adjusted for inflation to reflect the real purchasing power of money as compared to a certain point in time.

**Consumer Price Index (CPI):** A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living. Sometimes broadly called an “inflationary index.”

**Contingency:** A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

**Contractual Services:** Services rendered to a government by private firms, individuals, or other governmental agencies. Examples include utilities, rent, maintenance agreements, and professional consulting services.

**Cost-of-Living Adjustment (COLA):** An increase in salaries to offset the adverse effect of inflation on compensation. *See Annual Salary Adjustment.*

**Debt Service:** The payments of principal and / or interest on borrowed money according to a predetermined payment schedule.

**Deficit:** The excess liability of an entity over its assets; or the excess of expenditures or expenses over revenues during a single accounting period.

**Designated Fund Balance:** Funding within a specific fund which has not been budgeted and is reserved or restricted for a specific purpose. These funds may only be appropriated into the budget to meet obligations consistent with the reserve or restricted use. Examples include funding reserved to meet prior year encumbrances or a storm recovery fund.

**Department:** The basic organizational unit of government, either utilizing employees or contractors, which is functionally unique in its delivery of services.

**Division:** An allocation center within a Department maintained separately to more transparently reflect costs for unique or dissimilar types of functions.

# GLOSSARY

**Employee (or Fringe) Benefits:** Contributions made by a government to meet commitments or obligations for an employee's compensation package in excess of salary. Included are the government's share of costs for Social Security and the various pension, medical, and life insurance plans.

**Encumbrance:** The lawful commitment of funds to purchase an item or service. To encumber funds means to set aside or commit funds for a specified future expenditure. Purchase orders are one way in which encumbrances are created.

**Expenditure:** The payment of cash on the transfer of property or services for the purpose of acquiring an asset, service or settling a loss.

**Expense:** Charges incurred (whether paid immediately or unpaid) for operations, maintenance, interest or other charges.

**Fiscal Policy:** A government's policies with respect to revenues, spending, and debt management as these relate to government services, programs and capital investment. Fiscal policy provides an agreed-upon set of principles for the planning and programming of government budgets and their funding. Utilizing debt so that future generations share in the cost of capital projects is an example.

**Fiscal Year:** A twelve-month period designated as the operating year for accounting and budgeting purposes in an organization. For municipalities in the State of Florida, this twelve (12) month period is October 1 to September 30.

**Fixed Assets:** Assets of long-term character which are intended to continue to be held or used, such as land, buildings, machinery, furniture, and other equipment.

**Franchise Fee:** Fees assessed on public utility corporations in return for granting a privilege to operate inside the Town limits. Examples include gas operators and electric companies.

**Full Faith and Credit:** A pledge of a government's ad valorem taxing power to repay debt obligations. The Town of Surfside has no debt of this type.

**Fund:** A fiscal entity with revenues and expenses which are segregated for the purpose of carrying out a specific purpose or activity.

**Fund Balance:** The excess of the assets of a fund over its liabilities and carry-over encumbrances. Includes reserved/designated and unrestricted balances.

**GAAP:** This acronym stands for Generally Accepted Accounting Principles. It is a set of uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

**General Obligation (G.O.) Bond** -- This type of bond is backed by the full faith, credit and taxing power of the government. G.O. Bonds must be approved by the voters. The

# GLOSSARY

Town has no debt of this type.

**Goal:** A statement of broad direction, purpose or intent based on the needs of the community. Goals may be of short, middle, or long term duration.

**Grants:** A contribution by a government or other organization to support a particular function or project. Grants may be classified as either operational or capital, depending upon the use of funds.

**Growth Rate:** A term related to millage growth under Amendment 1. This item is defined as the “adjustment for growth in per capita Florida income.”

**Indirect Cost:** A cost necessary for the functioning of the organization as a whole, but which cannot be directly assigned to one service.

**Infrastructure:** The physical assets of a government system as a whole (e.g., streets, water, sewer, public buildings and parks).

**Interfund Transfers:** The movement of monies between funds of the same governmental entity.

**Intergovernmental Revenue:** Funds received from federal, state and other local government sources in the form of grants, shared revenues, and other payments.

**Levy:** To impose taxes for the support of government activities.

**Long-term Debt:** Debt with a maturity of more than one year after the date of issuance.

**Market Valuation:** This represents the amount that an asset may sell for on the open market. Market Valuations have a correlation to assessed valuation (as one changes, so does the other) although there may be a time lag. Assessed valuation (the lower amount established by the Property Appraiser) is reduced by exemptions (Save-our-Homes, Homestead, and others) to arrive at the Taxable Valuation.

**Millage (Mill):** The property tax rate which is based on the valuation of property. One mill is equivalent to one dollar of taxes for each \$1,000 of taxable property valuation.

**Object of Expenditure:** An expenditure classification, referring to the lowest and most detailed level of classification, such as electricity, office supplies, asphalt, and furniture.

**Objective:** Something to be accomplished in specific, well-defined, and measurable terms and that is achievable within a specific time frame.

**Obligations:** Responsibilities, including financial, which a government may be legally required to meet with its resources.

**Operating Expenses:** The cost for personnel, materials and equipment required for a

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department to function.

**Operating Revenue:** Unrestricted funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings, and grant revenues. Operating revenues are used to pay for day-to-day operations.

**Ordinance:** An enactment of a legislative body that requires a public hearing and two readings before it is in effect. Ordinances often require or limit behavior and have penalties for non-compliance.

**Pay-as-you-go Basis** -- A term used to describe a financial policy by which capital purchases are financed from current revenues and/or undesignated fund balance (available reserve) rather than through borrowing.

**Personnel Services:** Expenditures for salaries, wages, and fringe benefits of a government's employees.

**Prior-year Encumbrances:** Obligations from previous fiscal years in the form of purchase orders, contracts or salary commitments which are chargeable to an appropriation, and for which a part of the appropriation is reserved. They cease to be encumbrances when the obligations are paid or otherwise terminated.

**Program:** A group of related activities performed by one or more organizational units for the purpose of accomplishing a function for which the government is responsible.

**Program Based Budget:** A method of budgeting whereby the services provided to the residents are broken down in identifiable service programs or performance units. A unit can be a department, a division, or a workgroup. Each program has an identifiable service or output and objectives to effectively provide the service. The effectiveness and efficiency of providing the service by the program is measured by performance indicators.

**Purpose:** A broad statement of the goals, in terms of meeting public service needs, that a department is organized to meet.

**Reserve:** An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a specific future purpose.

**Resolution:** A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

**Resources:** Total amounts available for appropriation including estimated revenues, fund transfers, and fund balances.

**Revenue:** Sources of income.

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**Revenue Bond:** This type of bond is backed only by revenues, which come from a specific enterprise or project, such as a water/sewer/stormwater system or a parking program.

**Roll-back Rate:** The tax rate which when applied to the current year's adjusted taxable value, generates the same ad valorem tax revenue as the prior year.

**Senate Bill 115:** Passed by Florida legislature restricting local ability to raise rates beyond the restraints of Amendment 1 by requiring that roll-back rates be established on what the taxable valuation would have been had Amendment 1 not passed.

**Service Lease:** A lease under which the lessor maintains and services the asset. Leasing vehicles for the Police Department would be an example.

**Taxable Valuation:** This is the amount determined by the Property Appraiser after any discounts and/or exemptions have been applied to the assessed valuation. This reduced figure is the one against which governments may levy a tax.

**Taxes:** Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefit, such as special assessments or permitting fees.

**Temporary Positions:** An employee who fills a temporary or short-term position. Such employees provide contingency staffing for government operations during peak workloads, or to address temporary staffing needs. Temporary employees are paid on a per-hour basis, and do not receive benefits.

**TRIM:** This acronym stands for Truth in millage (Section 200.065, Florida Statute). It is often associated with the TRIM notice (or preliminary tax bill) which arrives prior to the final determination of taxation rates.

**Unencumbered Balance:** The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purposes.

**Unreserved Fund Balance:** The portion of a fund's balance that is not restricted for a specific purpose (such as payment of encumbrances or a hurricane recovery fund) and is available for general appropriation.

**User Charges:** The payment of a fee for direct receipt of a public service by the party who benefits from the service.

**Utility Taxes:** Municipal charges on consumers of various utilities such as electricity, gas, water, telecommunications.





## **Financial Policy**

The Town of Surfside has adopted a separate Five Year Financial Forecast document that provides a high level evaluation of the Town's financial future. It serves as a baseline forecast against which the effects of certain policy and funding decisions may be compared. The principal financial policy issues include fund balance reserves, the property tax millage rate, maintaining the Town's infrastructure, and funding for capital projects.

The Town's financial policy looks beyond annual revenues and expenditures to policies promoting the sustainability of Town services and rate structure, property values and capital needs, with the focus of will current policies be financially sustainable over the next five years and beyond. The policy recommends a millage rate stabilization reserve that would allow for the smoothing of future years incomes to be placed in 1) budget stabilization reserve, 2) a capital reserve, and 3) a hurricane/disaster recovery reserve.

To achieve and maintain a resilient financial position, long-term financial planning is critical as is related to: debt, reserves, ad valorem tax revenue goals, residential/commercial property tax distribution and diversification of alternative revenue sources. Institutionalizing long-term financial planning provides a number of advantages, including:

- Helps prioritize services
- Involves and focuses employees
- Decentralizes budget responsibilities and holds department heads accountable
- Stabilizes services and service levels which can be consistently funded
- Encourages consensus from stake holders
- Plays a role in optimizing public investments
- Aids in avoiding potential emergencies / unanticipated challenges

The Town's Financial Forecast is important given the potential for changes in elected and appointed officials, policy direction, intergovernmental relationships, and a variety of other influences.

## **Reserves Policy**

The Town's Financial Forecast recommends a fund balance/reserve funds policy for adoption by the Town Commission. The reserve policy establishes an appropriate level of reserves for the Town to target and maintain in the General Fund and the Enterprise Funds.

### **General Fund**

The Town will strive to budget and fund the target amounts listed below in the General Fund as a percentage of the Town's annual operating expenditures of the General Fund

- 20% Unreserved Fund Balance
- 25% Hurricane/Natural Disaster Reserve
- 10% Budget Stabilization Reserve
- 5% Capital Reserve

### **Enterprise Funds**

- Fees charged to customers will cover operating expenses, debt service and required reserves to meet debt service requirements and a reserve for renewal and replacement of capital assets and infrastructure.
- The Town should have an appropriate unrestricted fund balance to be used for cash flow purposes for unanticipated expenses or a non-recurring nature or to meet unexpected increases in service delivery costs.

## **Investment Policy**

The Town of Surfside will follow its adopted investment policy. The policy shall apply to funds under the control of the Town in excess of those required to meet current expenses. The primary objectives of investment activities shall be:

- Safety – The safety of principal through limiting credit risk and interest rate risk to a level commensurate with the risks associated with prudent investment practices and performance benchmark.
- Liquidity – The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.
- Yield – The investment portfolio shall be designed with the objective of attaining a market return taking into account the investment risk constraints and liquidity needs.
- Transparency – The Town shall operate the portfolio in a transparent manner.

## **Capital Improvements Program Policy**

- The Town will prepare and adopt a five year Capital Improvements Program and a one-year capital budget on an annual basis. Financial feasibility and budget impact will be assessed.
- The Town shall update the Capital Improvements Program annually to ensure level of service standards will be maintained during the next five-year planning period.
- The Town will prudently limit the amount of debt it assumes for capital improvements.

## **Accounts Management and Financial Reporting**

- The Town will maintain an accounting system that facilitates financial reporting that conforms to GAAP and Florida state law.
- The Town will prepare comprehensive annual financial statements in conformity with accounting principles generally accepted in the United States (GAAP) as applied to governmental units.
- An independent audit will be performed annually, and subsequently an annual financial report will be issued as required by Florida state law.
- The Town will annually seek the GFOA Certificate of Achievement for Excellence in Financial Reporting and the Distinguished Budget Presentation Award.

## **Debt Management Policies**

1. Limitations on bonds and bonded indebtedness.  
Bonds issued by the Town of Surfside may or may not be limited as follows:
  - a) The total amount of general obligation bonds of the Town of Surfside outstanding in any one fiscal year shall not exceed fifteen percent of the assessed value of the taxable property of the town according to the assessment roll.
  - b) Bonds payable exclusively from the revenue of a municipal project may be issued without regard to any limitation or indebtedness.
  - c) Bonds, other than bonds payable exclusively from the revenue of a municipal project, issued by the Town of Surfside shall be considered in computing the amount of indebtedness.
  - d) Bonds, payable exclusively from the revenue of a municipal project or from special assessments, shall not be considered in computing the amount of indebtedness.
2. Financing of capital projects.  
The maturity of any debt shall not exceed the useful life of the infrastructure improvement or capital acquisition.