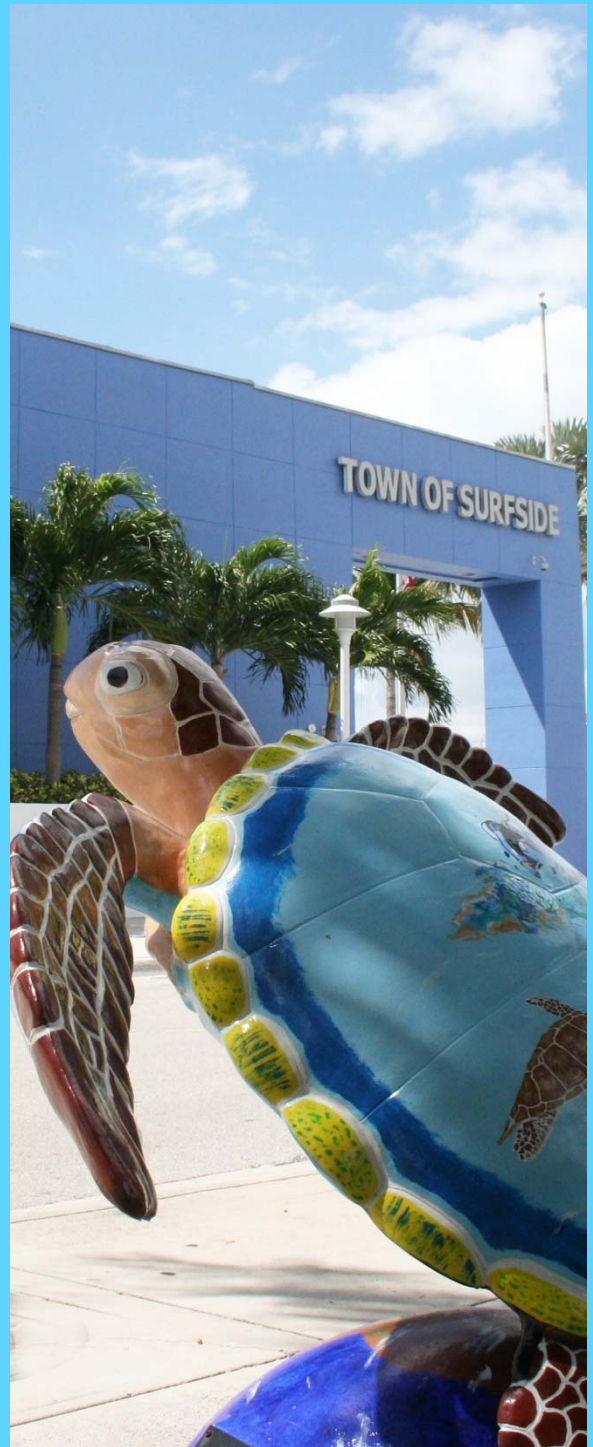


TOWN OF SURFSIDE FLORIDA



FISCAL YEAR 2020 PROPOSED ANNUAL BUDGET





TOWN OF SURFSIDE FLORIDA

FISCAL YEAR 2020 ANNUAL BUDGET





TOWN OF SURFSIDE
ANNUAL BUDGET
FY 2020
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

Lindsay Fast, Tourism Director

Mayte Gamiotea, Controller

Sarah Sinatra Gould, Town Planner

Alan Graham, Code Compliance Director

Andria Meiri, Budget Officer

Tim Milian, Parks and Recreation Director

Sandra Novoa, Town Clerk

Ross Prieto, Building Official

Yamileth Slate-McCloud, Human Resources Director

Randy Stokes, Public Works Director

Chris Wallace, Interim Finance Director

Julio Yero, Police Chief





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 FY2020 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 2018, budgeted and projected from fiscal year 2019, and budgeted fiscal year 2020. 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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MEMORANDUM

To: Honorable Mayor, Vice Mayor and Members of the Town Commission

From: Guillermo Olmedillo, Town Manager

Date: July 1, 2020

Subject: Budget Message: Fiscal Year 2020 Proposed Annual Budget

It is my privilege to provide to you for your consideration the Town of Surfside Fiscal Year 2020 (FY2020) 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 Town's budget plan for the fiscal year balances the community's needs for current and new programming, enhanced service levels, maintenance, repairs, and improvements at Town facilities with available financial resources, and continues to expand the Town's solid financial position.

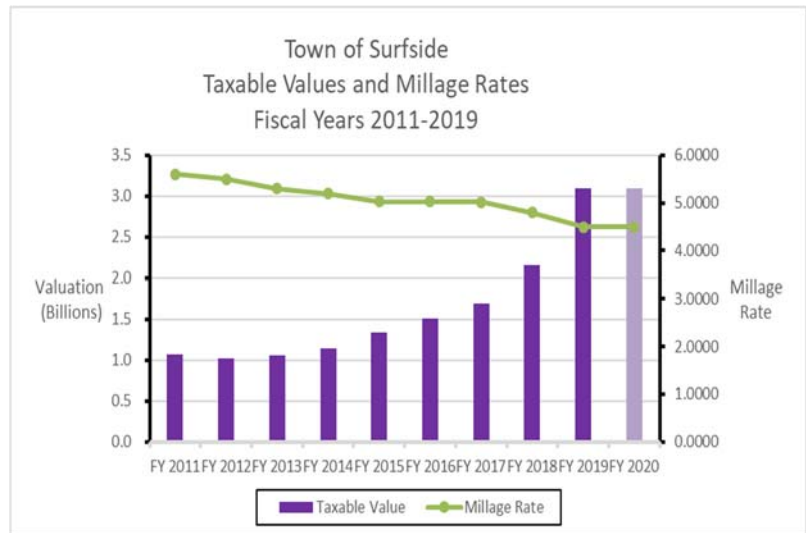
The proposed budget addresses those areas by improving staffing levels for public safety, parks and recreation, water/sewer, and parking enforcement; addressing sustainability and resiliency through a climate action plan; offering an informative program on the workings of local government; addressing inconsistencies between the Town Charter and Town Code; paid parental leave; investing in recreation software upgrades and public safety equipment; funding maintenance and repairs at the Community Center; replacing aging vehicles in public safety, public works, building services, the parking division, and solid waste; funding a capital plan to purchase equipment, enhance security at Town facilities, and install a turnkey solar power system at the Community Center; and increasing reserves for long-range financial planning and future needs, contingencies, and disaster recovery.

Millage and Taxable Value

The FY2020 proposed budget maintains the Town's general operating millage rate of 4.500 mills resulting in slightly higher overall tax revenue. This is due to a combined 1% increase in taxable value plus new construction on the tax roll. The Miami-Dade County Property Appraiser reported on June 1, 2019, the 2019 Estimated Taxable Value of \$3,118,000,000; an increase of \$31.98 million over the 2018 Preliminary Certification of Taxable Value. The Town's tax base has diversified and strengthened over the past five years from new development projects and construction incorporated into the tax rolls.

This growth in taxable value leveled off in FY2020, and now supports a firm tax base to provide the resources to invest in the community, address the Town’s changing needs, demand for services (recreational programming, equipment, facilities and infrastructure), and attract business to Surfside. The permanent annual 10% cap on assessed value for non-homesteaded property (residential and commercial) was approved by voters in the November 2018 General Election. Effective January 1, 2019, and the impact to the Town’s tax base and ad valorem revenue in FY2020 has not yet been determined.

The proposed net operating budget for FY2020 is \$31,877,191 which is \$144,599 more than the FY2019 adopted budget. The FY2020 proposed budget will continue to improve the Town’s financial stability with an increase in General fund reserves of \$1,892,834.



Personnel Services

Personnel Services costs represent 43.21% of the total proposed budget and 48.43% of the General Fund proposed budget. General employee compensation projections are based on the current Employee Classification and Compensation Study. During the latter part of FY2020, the Town plans to update the General Employee Classification and Compensation Study. A new paid parental leave benefit is funded. A merit pool for general employee movement in the plan, annual performance increases, and a paid parental leave is funded. The current Fraternal Order of Police (FOP) contract expires September 30, 2019. Negotiations are expected to commence in late summer 2019 and, therefore, projections for adjustments in that pay system have not yet been determined. Pension contributions were projected using the contribution rates based on actual payroll as follows: 23.1% for FOP and 7.8% for general employees. These estimated rates and contributions may be adjusted, if necessary, upon receipt of the actuarially determined rates. The proposed budget also projects a 12.5% increase in health insurance benefits cost.

In FY2020 the number of full-time equivalent positions is 130.9. The net increase to full time staffing positions is five. The additions for FY2020 are one (1) new full time position in the General Fund; two (2) full time positions in the Tourist Resort Fund; one (1) full time position in the Water and Sewer Fund; and one (1) full time position in the Municipal Parking Fund.

The staffing changes are:

General Fund

- One (1) Police Officer position to enhance the Public Safety department's traffic mitigation/traffic enforcement by focusing on using proactive initiatives to mitigate: traffic crashes, speeding, and double parking/obstruction of roadways.

Tourist Resort Fund

- One (1) Lifeguard for increased and extended operational hours of the Community Center pool.
- One (1) Custodian to mitigate cleaning issues that arise from increased and extended operational hours of the Community Center.

Water and Sewer Fund

- One (1) Maintenance Worker II to efficiently meet water and sewer infrastructure maintenance needs and operations, and for succession planning.

Municipal Parking Fund

- One (1) Parking Enforcement Officer to enhance parking enforcement in the business district and areas serving the beach, and during staffing overlap time periods.

General Fund

General Fund revenues for FY2020 are \$16,803,005, a net increase of approximately 1% from FY2019. The proposed General Fund expenditures, net of anticipated reserve increases, are \$14,910,171.

The FY2020 proposed General Fund budget includes funds for the following: a new government academy for residents; addressing inconsistencies between the Town Charter and Town Code; non-contract professional and excluded services in the Town Attorney department; a classification/compensation study and paid parental leave in the Executive department; the Surfside Strategic Climate Action Plan, and an Urban Land Institute Leadership project in the Planning, Zoning and Community Development; one new police officer position, and new hand held radios in the Public Safety department; a community event to celebrate the Town's 85th Anniversary, and a security camera system at the Tennis Center in the Parks & Recreation department; and community digital signs under non-departmental. The budget will provide resources to fund the turnkey solar power system at the Community Center with a transfer of \$400,000 to the Capital Projects Fund, and a return to fund reserves of \$1,892,834.

Capital Projects Fund

The FY2020 Capital Projects Fund budget is \$400,000 and funds the turnkey solar power system at the Community Center.

Tourist Resort Fund

The major revenue source in this fund is generated from Resort Taxes on accommodations and food and beverage sales. All resort tax revenues and the related expenditures for tourism and the Community Center operations are budgeted in the Resort Tax Fund. It is important to note that sixty-six percent (66%) of resort tax revenues fund and support the operations/maintenance of the Community Center, therefore, directly relieving ad valorem taxes from being used for such purposes. The remaining thirty four percent (34%) allocation of resort taxes funds services and programs to promote the Town as a tourist destination.

The Town anticipates a Beach Re-nourishment Project as part of the Miami-Dade County Beach Erosion Control and Hurricane Protection Project to begin in August of 2019. This project will take place over the course of several months. In order to address critical beach erosion in Surfside, the U.S. Army Corps of Engineers, in coordination with Miami-Dade County and the Town of Surfside, will place approximately 330,000 cubic yards of beach quality sand, hauled by trucks from an upland mine, to re-nourish the public beach in Surfside. The project is 100% funded by the federal government. The project will take place over the course of several months and is likely to negatively impact resort tax revenues. In June 2019, the Town prepared a forecast on the impact from the beach re-nourishment project and anticipates an overall reduction in resort taxes during FY2020.

FY2020 tax revenues are projected at \$3,297,500 which is an approximately 16% decrease from total estimated FY2019 revenues. The estimated FY2019 revenues are projected to provide additional reserves of \$1,289,548 to absorb any impact greater than anticipated. The revenues projected to be most impacted by the beach re-nourishment project are those generated from hotel occupancy.

The FY2020 proposed Resort Tax Fund budget includes funds for the following Community Center needs: one full time lifeguard; one full time custodian; a contractual swim team coach; painting of the facility; repairs to the water activity pool/tot lot and slides; biweekly professional cleaning services; beach raking; an update to the RecTrac software system; replacement of the fence and gate entrance; and a security system. The budget maintains tourism promotional activities of \$849,536, and an increase to total reserves of \$235,834 is projected.

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 \$52,300 is appropriated to fund the following: laptop air cards, crime prevention, supplies, special police equipment, and crime prevention programs.

Municipal Transportation Fund

Projected Transit Surtax Proceeds (\$225,000) will provide funding for the Town's Community bus service, sidewalk replacements, bus stop maintenance (\$213,750); and

for the planning and design (\$50,000) to begin the downtown Surfside sidewalk beautification project.

Building Fund

Projected permit revenues for FY2020 are \$666,500. It is important to note that building permit revenue is volatile and fluctuates with construction cycles. Interior buildout at newly constructed buildings and renovations/remodeling projects are expected to generate this revenue in FY2020. At this time, there are no major new development projects that are projected to generate revenues on the scale of prior years. The need for inspections is projected to soften during FY2020 and the budget for part time inspector pay has been reduced by approximately 20%. Building permit fees are paid up front, and prior year revenues are maintained in fund reserves to fund inspection services throughout project life cycles. In FY2020 \$672,294 of fund reserves are appropriated to balance the budget.

Enterprise Funds

Water and Sewer

Miami Dade County has proposed a 4.11% decrease the wholesale water rate and a 3.29% increase to the wholesale sewer rate in FY 2020. The City of Miami Beach has not yet calculated the new wholesale wastewater rate it will charge the Town in FY2020. The Town adopted Resolution No. 2017-2468 for water and sewer rates and service charges with a four-year rate structure to provide sufficient revenues for FY2018 through FY2020. The proposed budget includes those annual increases in service revenue projections. The budget funds one new Maintenance Worker II position (\$56,742), a project to relocate the Biscaya Island water main crossing which is mainly funded with an FDEP grant (estimated project cost \$150,000 less FDEP grant of \$124,0000), and an operating contingency reserve of \$340,596. 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 FY2020 parking revenues are projected to increase approximately 24% from a combination of a new metered parking variable rate structure in the business district and overall demand for parking. One new parking enforcement officer position (\$57,250), and new handheld radios to replace outdated equipment (\$21,600) are funded.

Solid Waste

In FY2020 reserves of \$225,329 are allocated for the purchase of a rear load garbage truck (\$240,000). The final payment to the General Fund for the purchase of a garbage truck in FY2017 is funded. In future years, the new internal service fund should be able to replace vehicles as needed.

Stormwater Fund

The Town adopted Resolution No. 2017-2467 for stormwater utility rates with a four-year rate structure to provide sufficient revenues for FY2018 through FY202. The proposed budget includes those annual increases in revenue projections. Funding for

costs to maintain the useful life of the Town's existing stormwater pumps has been kept at the prior fiscal year level.

Fleet Management Fund

The Fleet Management Fund was created in FY 2019 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 \$954,846 of revenues in this fund. During FY2020 the following vehicle purchases are funded: police patrol vehicles - \$252,000; parking enforcement vehicle - \$39,000; Public Works work utility 4x4 - \$15,000; and a Building services vehicle - \$32,500. The fund is expected to have fleet replacement reserves of \$701,307 at the end of FY2020.

Millage Recommendation

The millage rate recommendation of 4.5000 is the same as the current millage rate, and is based on an overall increase in taxable value of 1% based upon the preliminary estimated value as of June 1, 2019. New construction is \$6,000,000. The net increase in value is \$31,979,466 and the proposed millage rate will generate \$136,712 in additional revenue at 95% of the tax levy. This millage rate will generate budgeted property tax revenue of \$13,329,450 for FY2020 which is 95% of the total tax levy of \$14,031,000. The rolled-back millage rate is 4.2251.

The Town of Surfside has experienced unprecedented growth in taxable property values in recent years of approximately 26.5% in FY2018 and 43.5% in FY2019. This boost to taxable values has leveled off in FY2020. New construction from remaining infill properties is minimal and the Town will face future challenges due to the limited projection for upward adjustment to the tax base, therefore, the recommendation is to maintain the 4.5000 millage rate this year.

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

At a Glance

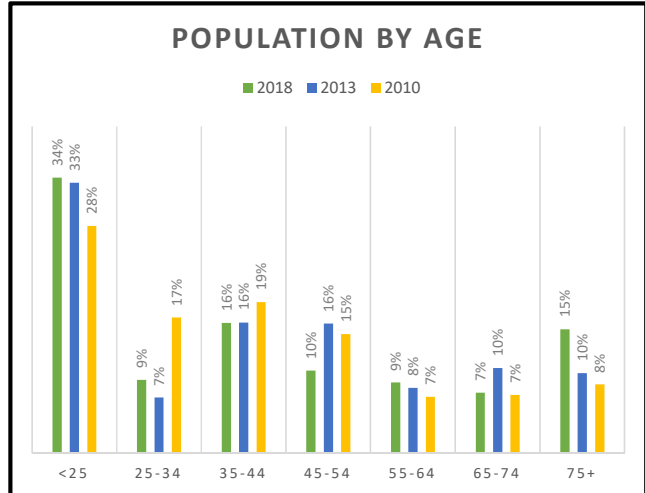
Incorporated:	
May 18, 1935	
Form of Government:	
Commission / Manager	
FY 2020 Annual Budget	\$31,877,191

Town Demographics:	
Population	5,934
Median Age	39.2
Median Household Income	\$73,241
Total Housing Units	2,293
Average Household Size	2.55

Elections:	
Registered Voters	3,441

Public Safety Department:	
Sworn Officers	31
Non-sworn Personnel	7

Major Employers:	Employees
The Surf Club LLC (Four Seasons)	329
Beach House Hotel D/B/A Grand Beach	275
Publix Super Market, Inc.	104
Town of Surfside	103
Flanigan's Seafood Bar & Grill	51
Residence Inn (Miami Beach Surfside)	50
M. Kotler Realty	31
Solara Surfside Resort	30
Harding Realty	30
Harbor Pita D/B/A Harbor Grill	28



Education:	
2018 Enrollment	
Ruth K. Broad/Bay Harbor K-8	1,328
Nautilus Middle School	1,093
Miami Beach Senior High School	2,267

Principal Real Property Taxpayers:	
SC Residences Condominium LLC	14.82%
Fort Capital Management LLC TRS (The Surf Club)	3.12%
Beach House Hotel LLC - Grand Beach	1.99%
Chateau Ocean LLC	1.30%
HDP TLD Partners LLC	0.91%
The Surf Club Apartments Inc.	0.86%
Surf House Ocean Views LLC	0.77%
Thompson Dean	0.69%
9564 Harding Investment LLC	0.64%
Alan Potamkin	0.56%
Mark F Raymond TRS	0.56%
MiamiSurf LLC	0.56%
	26.78%

Town of Surfside

At a Glance

Land Use:	
Land Area:	368.53 Total Acres
	% of Total
Land use:	
Residential	
Single Family	47.43%
Multi-Family	11.34%
Commercial	1.87%
Recreational	4.08%
Beach Area	9.43%
Other	25.85%

Town Parks and Recreation Facilities	
	Acres
Surfside Community Center	1.27
96th Street Park	0.99
Veterans Park/Surfside Tennis Center	0.99
Hawthorne Park Tot Lot	0.22
Paws Up Dog Park	0.10



Town of Surfside

Surfside, Florida is an Atlantic Ocean coastal community located on a barrier island east of world famous Miami. Surfside shares the barrier island with Bal Harbour and Miami Beach. Surfside's oceanfront community occupies a mile long strip of land bordered by the Atlantic Ocean to the east and Biscayne Bay to the west. The Town boasts a mile of pristine beach, luxury beachfront hotels, distinctive world-class shopping, culturally diverse restaurants, a walkable downtown district, and residential areas.

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 Architecture / Design Style

Surfside's architecture exemplifies the design styles that have defined South Florida development. Architectural styles of the beachfront enclave include Art Deco, Miami Modern, Mediterranean Revival, and contemporary.

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 90th and 91st Streets, was designated in 2016. The district includes architectural styles of historical significance from the period 1946 to 1957.

County Designated Historic Properties

Name	Address	Year Built	Architectural Style
Surf Club	9011 Collins Ave	1930	Mediterranean Revival ca. 1880-1940
Bougainvillea Apartments	9340 Collins Ave	1940	Streamline Modern
Seaway Villas	9149 Collins Ave	1936	Masonry Vernacular with Mediterranean
Collins Avenue Historic District	90th Street to 91st Street	1946-1957	Streamline Modern and Miami Modern (MiMo)

The Business District

The business district of the Town extends from 94th Street to 96th Street along Harding Avenue. The downtown district enjoys a pedestrian friendly small town, downtown charm.

Shopping

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

Development

Surfside has witnessed significant revitalization of its single-family residential units and many commercial properties (condominiums and hotels). This has 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 a deliberate part of Surfside's development strategy.

The Grand Beach Hotel, a 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 Fendi Chateau Residences was completed in 2016. The Four Seasons Hotel at The Surf Club opened in 2017; and the Four Seasons Private Residences at The Surf Club were completed in 2018.

Population

The US Census Bureau 2018 population estimate of the Town of Surfside is 5,802 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

2018 US Census Bureau Quick Facts:

Median household income: \$73,241

Number of households: 2,293

Persons per household: 2.55

Persons in poverty, percent: 8.3%

Housing Values: The median value of owner-occupied housing units in 2013-2017 is \$596,800 for the Town compared to a median value of owner-occupied housing units in Miami Dade County of \$242,800 and in the US of \$193,500.

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 will continue to be a major facility in Surfside.

Form of Government

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 two-year terms. The present 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

Vice Mayor Daniel Gielchinsky:
dgielchinsky@townofsurfsidefl.gov

Commissioner Barry Richard Cohen:
bcohen@townofsurfsidefl.gov

Commissioner Michael Karukin:
mkarukin@townofsurfsidefl.gov

Commissioner Tina Paul:
tpaul@townofsurfsidefl.gov

Commission Meeting Schedule:

The Town Commission complies with the Sunshine Laws of the State of Florida. Florida’s Government-in-the-Sunshine law provides a right of access to governmental proceedings at both the state and local levels. It applies to any gathering of two or more members of the same board to discuss some matter which will foreseeably come before that board for action. There is also a constitutionally guaranteed right of access. Virtually all state and local collegial public bodies are covered by the open meeting requirements.

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) 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 Community Center on the ocean opened during summer 2011. There are also the Town Hall, a Tourist Bureau, a Tennis Center, numerous municipal parking areas, the 96th Street Park (Surfside Field, Pavilion, & Playground), the Hawthorne Tot Lot, and Paws Up Dog Park. 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
tourism@townofsurfsidefl.gov

Community Center

9300 Collins Avenue
Surfside, FL 33154
305-866-3635

Tennis Center

8750 Collins Avenue
Surfside, FL 33154
786-618-3080

96th Street Park

(Surfside Field, Pavilion, & Playground)
9572 Bay Drive
Surfside, FL 33154
305-993-1371

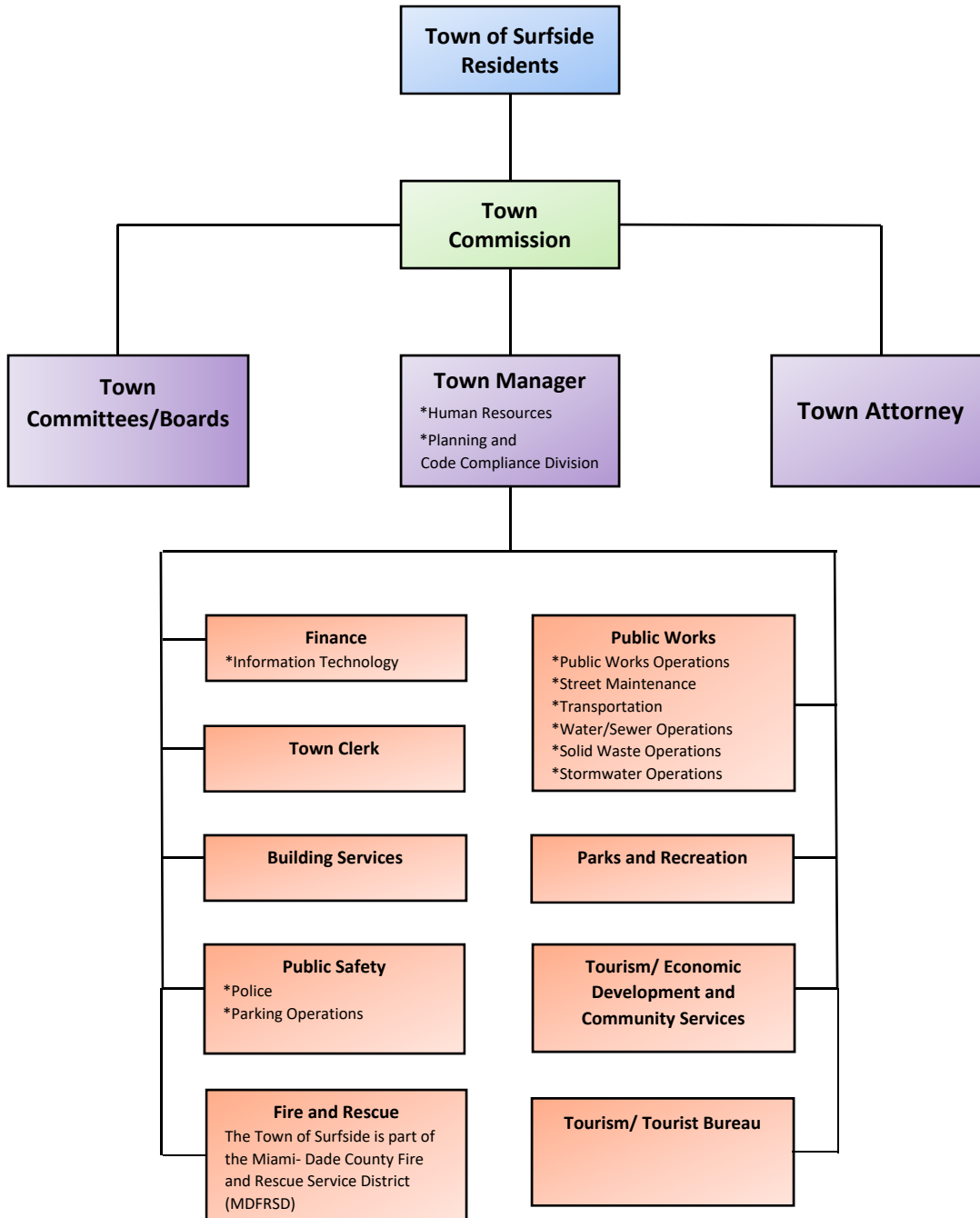
Hawthorne Tot Lot (Playground)

Hawthorne Ave & 90th Street

Dog Park

Byron Ave & 93rd Street

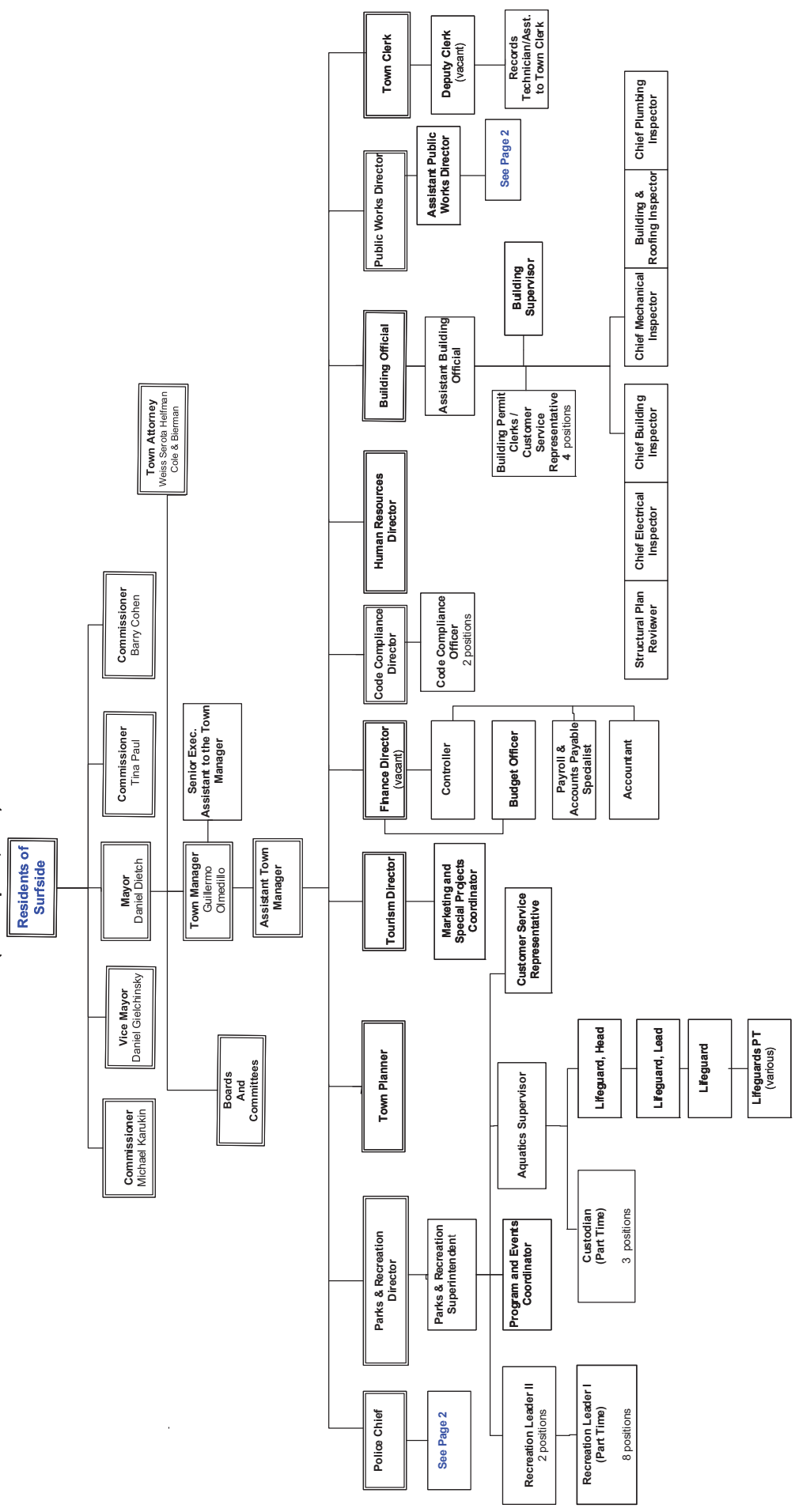
Town of Surfside Government Structure





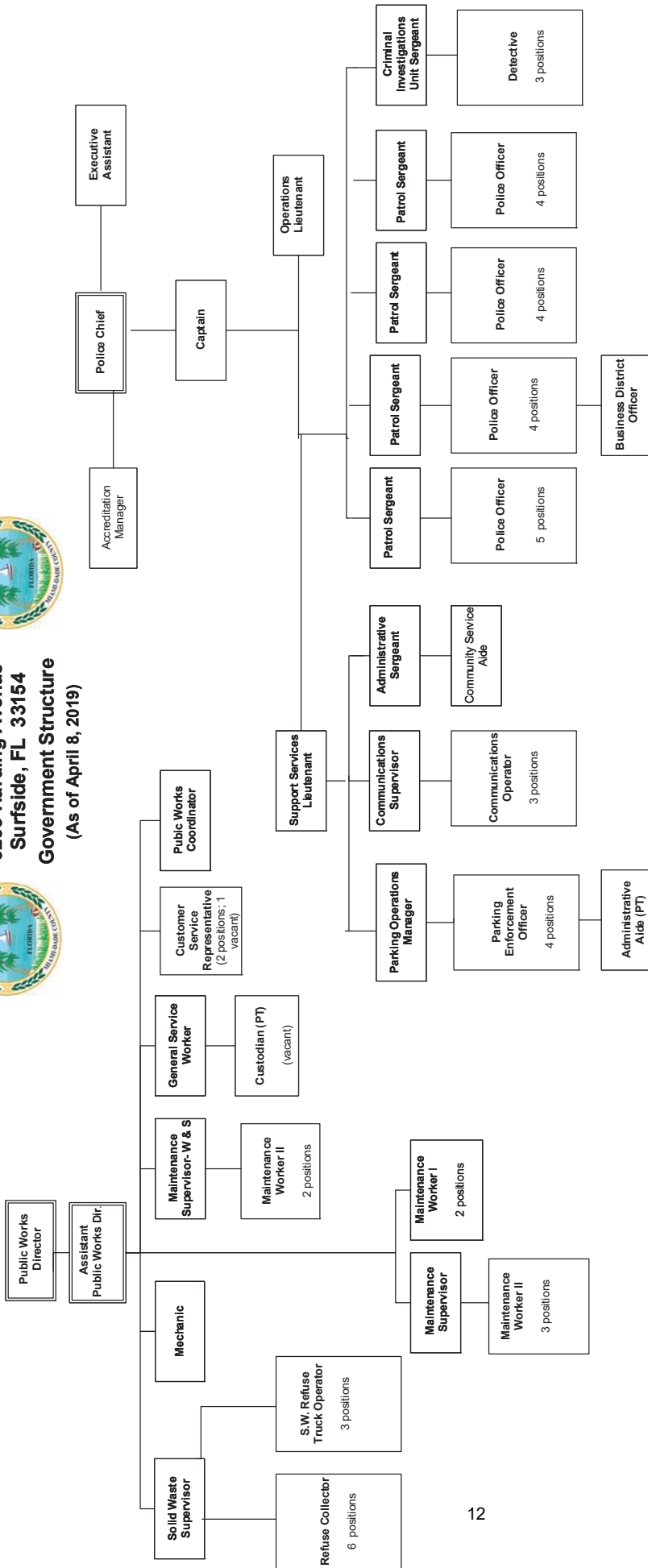


Town of Surfside
 9293 Harding Avenue
 Surfside, FL 33154
 Government Structure
 (As of April 8, 2019)





Town of Surfside
 9293 Harding Avenue
 Surfside, FL 33154
Government Structure
 (As of April 8, 2019)



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) 861-4863

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 ext. 227

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) 266-6495 (Planning)

Phone: (305) 861-4863 (Code Compliance)

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 budget to expend resort tax funds allocated by the Town Commission during their annual budgetary process, 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) 861-4863
dtavares@townofsurfsidefl.gov

Town Attorney
(305) 861-4863

Police Chief, Julio Yero
(305) 861-4862
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) 266-6495
ssinatra@calvin-giordano.com

Public Works Director, Randy Stokes
(305) 861-4863
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), and 9) revenue trends.



Budget Overview

Policy Document

The Budget indicates: 1) the services the Town will provide during the twelve-month period beginning October 1, 2019 and ending September 30, 2020, 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 2019) adopted budget to the recommended upcoming year (FY 2020), 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 2020, for example, means the fiscal year running October 1, 2019 through September 30, 2020.

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 Fiscal Year 2020 Annual Budget

BUDGET PREPARATION CALENDAR *(Proposed April 3, 2019)*

Distribution of Departmental Budget Package to Department Directors	April 1
Budget Goals and Objectives Workshop with Town Commission to set forth funding priorities for the new fiscal year	April 3 (Wednesday 5:00 pm)
Budget Retreat - Town Manager and Department Directors	April 12
Submission of Department Budget Requests to Finance Department Due	April 29
Departmental Budget Meetings for Review with Town Manager	May 6 to 10
Miami Dade Property Appraiser 2019 Assessment Roll Estimate	June 1
Town Commission Budget Workshop	June 11 (Tuesday 5:00 pm)
Fiscal Year 2020 Proposed Budget Delivered to the Town Commission	July 1
Miami-Dade Property Appraiser Certified Taxable Value	July 1
Town Commission Special Meeting - Budget Discussion, Accept Town Manager's Proposed Millage Rate	July 9 (Tuesday 5:00pm)
Notification of Property Appraiser of Proposed Millage Rate; Rolled-back Rate; and Date, Time, and Meeting Place of Public Hearings	August 4
First Public Hearing	September 10 (Tuesday 5:01pm)
Final Assessment Resolution for Solid Waste	September 10 (Tuesday 7:00pm)
Budget Summary and Notice of Hearing Published	September 22
Second Public Hearing	September 24 (Tuesday 5:01pm)
Fiscal Year 2020 Begins	October 1
	First Public Budget Hearing dates of: Miami-Dade County (September 5) Miami-Dade County School Board (July 24)
	Second Public Budget Hearing dates of: Miami-Dade County (September 19) Miami-Dade County School Board (September 4)



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 9, 2019 budget discussion to formally present the proposed budget document, discuss 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 2019.

Town Commission Approval

A current year proposed millage rate is required before August 4, 2019. 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 2017 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 2020 annual budget is balanced and the Town proposes to maintain the millage rate at 4.5000. The Town has experienced a net increase in certified taxable property values of approximately \$32 million, or 1%. New construction projects added to the tax roll amounted to \$6 million. There was also an approximately \$26 million increase in existing property values mainly attributable to the increase in assessed values of oceanfront condominiums. In FY 2020 the Town continues to respond to the growing request for increasing services to address quality of life issues; commence developing a resiliency plan that will better prepare our community to prosper and recover quickly in the event of major regional events, such as natural disasters, public health crises and severe economic downturns; provide financial stability to make investments in equipment and capital infrastructure; and set aside resources in reserves for future Town resiliency, infrastructure and capital needs.

The Town anticipates a beach re-nourishment project as part of the Miami-Dade County Beach Erosion Control and Hurricane Protection Project to begin in August of 2019. This project will take place over the course of several months. In order to address critical beach erosion in Surfside, the U.S. Army Corps of Engineers, in coordination with Miami-Dade County and the Town of Surfside, will place approximately 330,000 cubic yards of beach quality sand, hauled by trucks from an upland mine, to re-nourish the public beach in Surfside. This project will take place over the course of several months and is likely to negatively impact resort tax revenues. In June 2019, the Town prepared a forecast on the impact from the beach re-nourishment project and anticipates an overall reduction in resort taxes during FY2020.

The Town has experienced an uptick to resort tax revenue during FY2019 mainly from robust tourism at the three new hotels in Surfside and the overall strength of the economy. Those increased revenues are anticipated to generate sufficient reserves to weather an anticipated decrease to resort tax revenues in FY2020 from the impact of the beach re-nourishment project. It is important to note that sixty-six percent (66%) of resort tax revenues fund and support the operations/maintenance of the Community Center, therefore, directly relieving ad valorem taxes from being used for such purposes. The remaining thirty four percent (34%) allocation of resort taxes funds services and programs to promote the Town as a tourist destination. The FY2020 budget forecasts this project's impact will result in an approximately 16% net overall reduction in resort tax revenue. The Resort Tax fund section of the budget provides financial information on this impact.

Short and Long-term Budgetary Plans

The Town has experienced a period of greater economic strength in the national 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 strengthened the tax base. The major infill development throughout the Town is mostly complete and those residential and commercial properties now provide support to the Town's general government operations and resources to fund a plan for resiliency, future capital expenditures and infrastructure improvements. While uncertainty about how long the present economic conditions will last, and when the remaining infill projects will commence, the Town has focused on building reserves to improve the Town's financial position, therefore, the FY2020 maintains the millage rate of 4.500.

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. Annual increases to user fees to cover the pass-through costs to the Town for water purchases and sewage disposal, and operating/maintenance of the Town's utilities (water/sewer/stormwater), are included in the FY2020 budget. The Town continues to consider the best ways to address parking issues, and in FY2020 variable parking rates in the business district are planned.

Impact of Capital Improvements Projects (CIP) on the Operating Budget

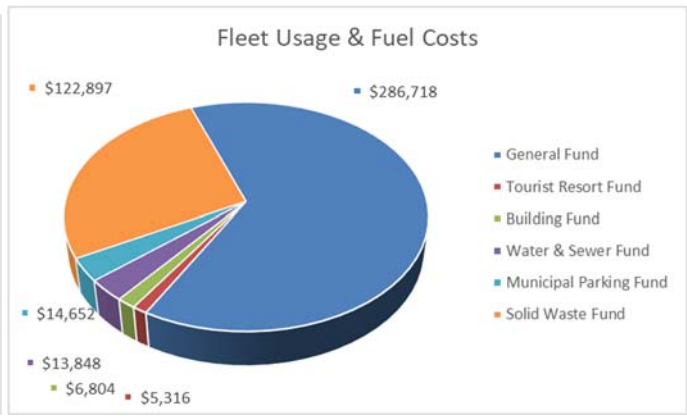
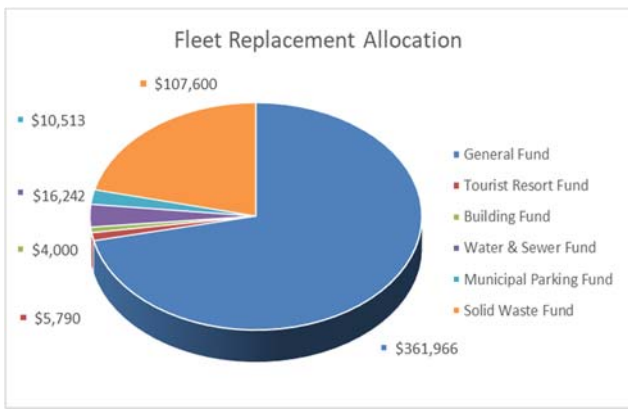
CIP projects can affect the Town's operating budget by increasing expenditures and offset by projected savings or new revenues generated by the project. In FY2020 a turnkey solar power system at the Community Center is planned. The project is expected to improve but not expand the level of service the Town provides. The operating impact on the environment and operations is indeterminable at this time due to the early stage of the project.

Impact of Fleet Management on the Operating Budget

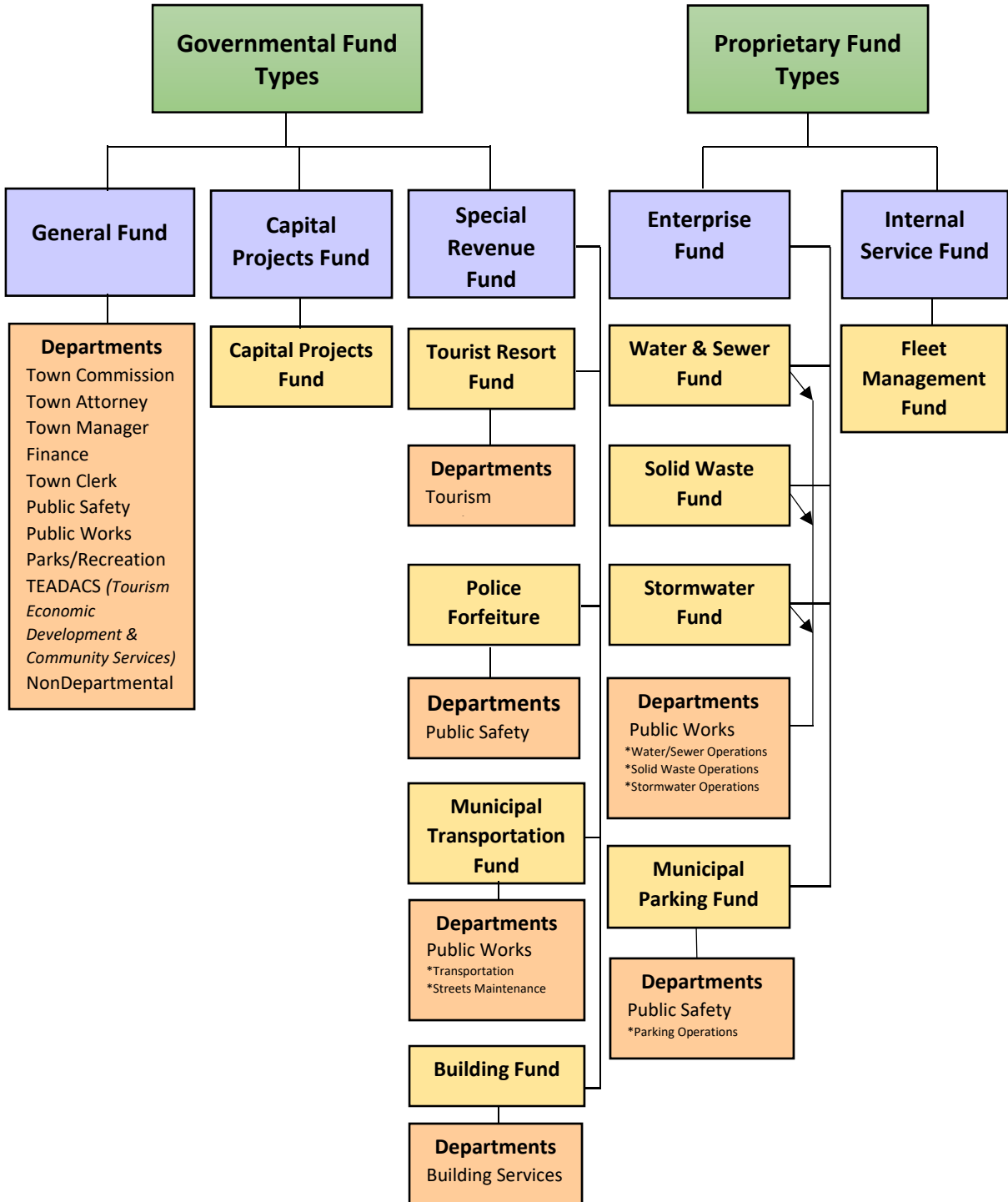
Replacement of vehicles is funded in the Fleet Management Fund which was created in FY2019. This internal service fund also provides for the operating and maintenance costs of the Town's vehicles. These costs are collected from all applicable departments.

Chargeback fees for fleet replacement is the method used to reimburse the Fleet Management Fund for the usage of a vehicle over its expected useful life. The fees are collected from departments and held in the Fleet Management Fund until needed to purchase vehicles. The total chargeback allocation for FY2020 for fleet replacement is \$506,111 and the impact to the operating budget is allocated as follows: General Fund \$361,966, Tourist Resort Fund \$5,790, Building Fund \$4,000, Water and Sewer Fund \$16,242, Municipal Parking Fund \$10,513, and Solid Waste Fund \$107,600.

Vehicle usage (maintenance expense & insurance), and fuel costs are also funded by the Fleet Management Fund. Cost recovery for these expenses is collected from departments via interfund transfers. The total cost recovery for FY2020 is \$450,235 and the impact to the operating budget is allocated as follows: General Fund \$286,718; Tourist Resort Fund \$5,316, Building Fund \$6,804; Water and Sewer Fund \$13,848; Municipal Parking Fund \$14,652; and Solid Waste Fund \$122,897.



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 2019 - 2020

THE PROPOSED OPERATING BUDGET EXPENDITURES OF THE TOWN OF SURFSIDE, FLORIDA, ARE 0.8% MORE THAN LAST YEAR'S TOTAL ADOPTED OPERATING EXPENDITURES

General Fund 4.5000
Voted Debt 0.0000

	GENERAL FUND	SPECIAL REVENUE FUNDS	CAPITAL PROJECTS FUND	ENTERPRISE FUNDS	INTERNAL SERVICE FUNDS	TOTAL BUDGET ALL FUNDS
ESTIMATED REVENUES						
TAXES: Millage per \$1,000						
Ad Valorem Taxes 4.5000						
Ad Valorem Taxes 0.0000 (voted debt)	13,329,450					13,329,450
Franchise /Utility Taxes	1,501,000					1,501,000
Sales & Use Taxes	94,418	3,297,550				3,391,968
Licenses/Permits	10,000	681,000				691,000
Intergovernmental	615,000	225,000		124,000		964,000
Charges for Services	478,700			8,130,682	954,846	9,564,228
Fines & Forfeitures	139,000					139,000
Miscellaneous Revenues	128,100					128,100
Capital Contributions/Developer Contributions				21,000		21,000
TOTAL SOURCES	16,295,668	4,203,550	0	8,275,682	954,846	29,729,746
Interfund Transfers - In	507,337		400,000			907,337
Fund Balance/Reserves/Net Position	12,943,541	3,871,819	1,760,751	4,365,007	535,196	23,476,314
TOTAL REVENUES, TRANSFERS & FUND BALANCE/UNRESTRICTED NET POSITION	\$29,746,546	\$8,075,369	\$2,160,751	\$12,640,689	\$1,490,042	\$54,113,397

EXPENDITURES/EXPENSES

General Government	5,726,625					5,726,625
Building Services		1,220,104				1,220,104
Public Safety	6,274,786	52,300				6,327,086
Streets	190,331					190,331
Recreation, Culture, and Tourism	819,544	3,072,216				3,891,760
Physical Environment	1,498,885		400,000	5,162,963		7,061,848
Municipal Transportation		263,750		1,199,489		1,463,239
Debt Service				1,643,151		1,643,151
Internal Services					788,735	788,735
TOTAL EXPENDITURES/EXPENSES	14,510,171	4,608,370	400,000	8,005,603	788,735	28,312,879
Interfund Transfers - Out	400,000	133,940		373,997		907,937
Fund Balance/Reserves/Net Position	14,836,375	3,333,059	1,760,751	4,261,089	701,307	24,892,581
TOTAL EXPENDITURES, TRANSFERS, & FUND BALANCE/UNRESTRICTED NET POSITION	\$29,746,546	\$8,075,369	\$2,160,751	\$12,640,689	\$1,490,042	\$54,113,397

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

2018 Preliminary Taxable Value	\$3,086,020,534	
Increase to 2018 Taxable Value	25,979,466	0.8%
Current Year Estimated Taxable Value*	\$3,112,000,000	
Current Year Additions (New Construction)	6,000,000	0.2%
Current Year Estimated Taxable Value for Operating Purposes	\$3,118,000,000	1.0%

	FY 2019 Rate	FY 2020 Rolled Back Rate	FY 2020 Proposed Rate	Percentage Increase/Decrease(-) Over	
				FY 2019 Adopted Rate	Rolled Back Rate
Operating Millage	4.5	4.2251	4.5000	0.00%	6.51%
Revenues Generated					
			Mills	Gross	Net (95%)
FY 2020 Adopted Operating Millage			4.5000	\$14,031,000	\$13,329,450
Prior FY 2019 Adopted Operating Millage			4.5000	\$14,031,000	\$13,329,450
Rolled Back Rate			4.2251	\$13,173,862	\$12,515,169
Increase/Decrease(-) from FY 2019			0.0000		

15 Year Millage, Taxable Value and Revenue History

Fiscal Year	Millage Rate	Taxable Value	Percent Change in Taxable Value	Property Tax 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	4.5000	\$3,086,020,534	43.5%	\$13,887,092	\$13,192,738
2020	4.5000	\$3,118,000,000	1.0%	\$14,031,000	\$13,329,450

*Based on June 1, 2019 Miami-Dade County Property Appraiser 2019 Preliminary Taxable Values

FY 2020 Value of 1 Mill*		
Mills	Gross Revenue	Net Revenue (95%)
1.00	\$3,118,000	\$2,962,100
0.75	\$2,338,500	\$2,221,575
0.50	\$1,559,000	\$1,481,050
0.40	\$1,247,200	\$1,184,840
0.30	\$935,400	\$888,630
0.25	\$779,500	\$740,525
0.10	\$311,800	\$296,210

Town-Wide Personnel Complement

Positions by Fund and Department

Fund	Department	Funded FY 2018 Positions				Funded FY 2019 Positions				Funded FY 2020 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	1	0	0	1	0	0	0	0	0	0	0	0	
	Executive	6.75	0	0	6.75	7.75	1	0	8.25	7.75	1	0	8.25	
	Finance	4	0	0	4	5	0	0	5	5	0	0	5	
	Town Clerk	3	1	0	3.5	3	1	0	3.5	3	1	0	3.5	
	Public Safety	37.25	0	0	37.25	36.25	1	0	36.75	37.25	1	0	37.75	
	Public Works ¹	6.65	1	0	7.15	5.65	1	0	6.15	5.65	1	0	6.15	
	Leisure Services	10.91	17	27	27.51	2.01	6	19	9.51	2.01	6	19	9.51	
	Tourism	Leisure Services	1.34	0	0	1.34	1.34	0	0	1.34	1.34	0	0	1.34
		Leisure Services - Community Center ²					9.9	12	8	17.8	11.9	12	8	19.8
Forfeitures	Public Safety	0	0	0	0	0	0	0	0	0	0	0	0	
Transportation		0	0	0	0	0	0	0	0	0	0	0	0	
Building	Building Services	6	8		10.5	7	7		11	7	7		11	
Water/Sewer	Public Works	4.55	0	0	4.55	4.55	0	0	4.55	5.55	0	0	5.55	
Parking	Public Safety	6.75	1	0	7.25	6.75	1	0	7.25	7.75	1	0	8.25	
Solid Waste	Public Works	12.25	0	0	12.25	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					1	0	0	1	1	0	0	1	
Total		107	28	27	124.6	109	30	27	125.9	114	30	27	130.9	

¹ In FY 2019 Public Works/Mechanic position is budgeted in the Fleet Mangement Fund.

² In FY 2019 Community Center operations are budgeted in the Tourist Resort Fund.

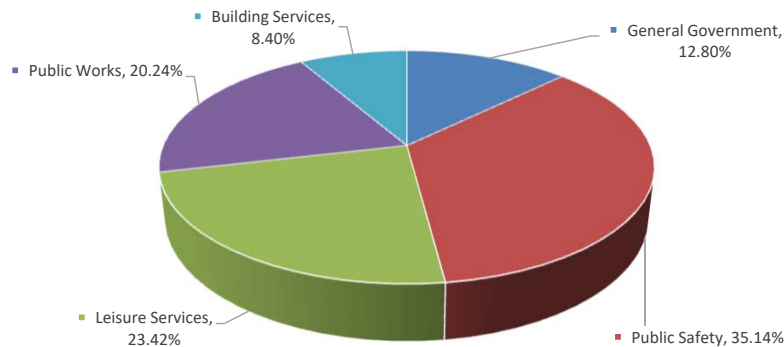
Staffing Changes from FY 2019 to FY 2020

Full time positions: The net number of FY 2020 full time funded positions has increased by one (5) from positions funded in FY 2019. Following are the position changes in FY 2020.

General Fund	Public Safety	Police Officer	1.00
Tourist Resort Fund	Leisure Services	Lifeguard	1.00
	Leisure Services	Custodian	1.00
Water and Sewer Fund	Public Works	Maintenance Worker II	1.00
Municipal Parking Fund	Public Safety	Parking Enforcement Officer	1.00
Total			5.00

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 2020**

Department/Division	Description of Program Modifications	Total Cost	Funded
GENERAL FUND			
Legislative	Government Academy	\$12,000	\$12,000
Legislative	Charter and Code Rewrite	\$300,000	\$300,000
Town Attorney	Non-contract professional services and special projects/excluded services	\$190,000	\$190,000
Executive / Human Resources	Classification and Compensation Study	\$25,000	\$25,000
Executive / Human Resources	Paid Parental Leave	\$20,000	\$20,000
Executive / Planning & Zoning	Surfside 305 Strategic Climate Action Plan	\$250,000	\$250,000
Executive/ Planning & Zoning	Urban Land Institute Leadership Project	\$10,000	\$10,000
Public Safety	Police Officer - New Position	\$97,866	\$97,866
Parks & Recreation	85th Anniversay Event	\$18,000	\$18,000
TOTAL	GENERAL FUND	\$922,866	\$922,866
SPECIAL REVENUE FUNDS:			
TOURIST RESORT FUND			
Parks & Recreation - Tennis Center	Full time Lifeguard	\$62,750	\$62,750
Parks & Recreation - Community Center	Full time Custodian - New Position	\$55,112	\$55,112
Parks & Recreation - Community Center	Swim Team Coach	\$12,000	\$12,000
Parks & Recreation - Community Center	Painting of the Community Center	\$20,000	\$20,000
Parks & Recreation - Community Center	Water Activity Pool/Tot Lot and Slides Repair	\$47,500	\$47,500
Parks & Recreation - Community Center	Biweekly Professional Cleaning Service for Community Center	\$12,000	\$12,000
Parks & Recreation - Community Center	Beach Raking	\$87,120	\$87,120
Parks & Recreation - Community Center	RecTrac Software System Update	\$17,000	\$17,000
TOTAL	RESORT TAX FUND	\$313,482	\$313,482
ENTERPRISE FUNDS:			
WATER AND SEWER FUND			
Public Works / Water & Sewer	Maintenance Worker II New Position	\$56,742	\$56,742
TOTAL	WATER AND SEWER FUND	\$56,742	\$56,742
MUNICIPAL PARKING FUND			
Public Safety	Parking Enforcement Officer New Position	\$57,250	\$57,250
TOTAL	MUNICIPAL PARKING FUND	\$57,250	\$57,250
TOTAL ALL FUNDS		\$1,350,340	\$1,350,340

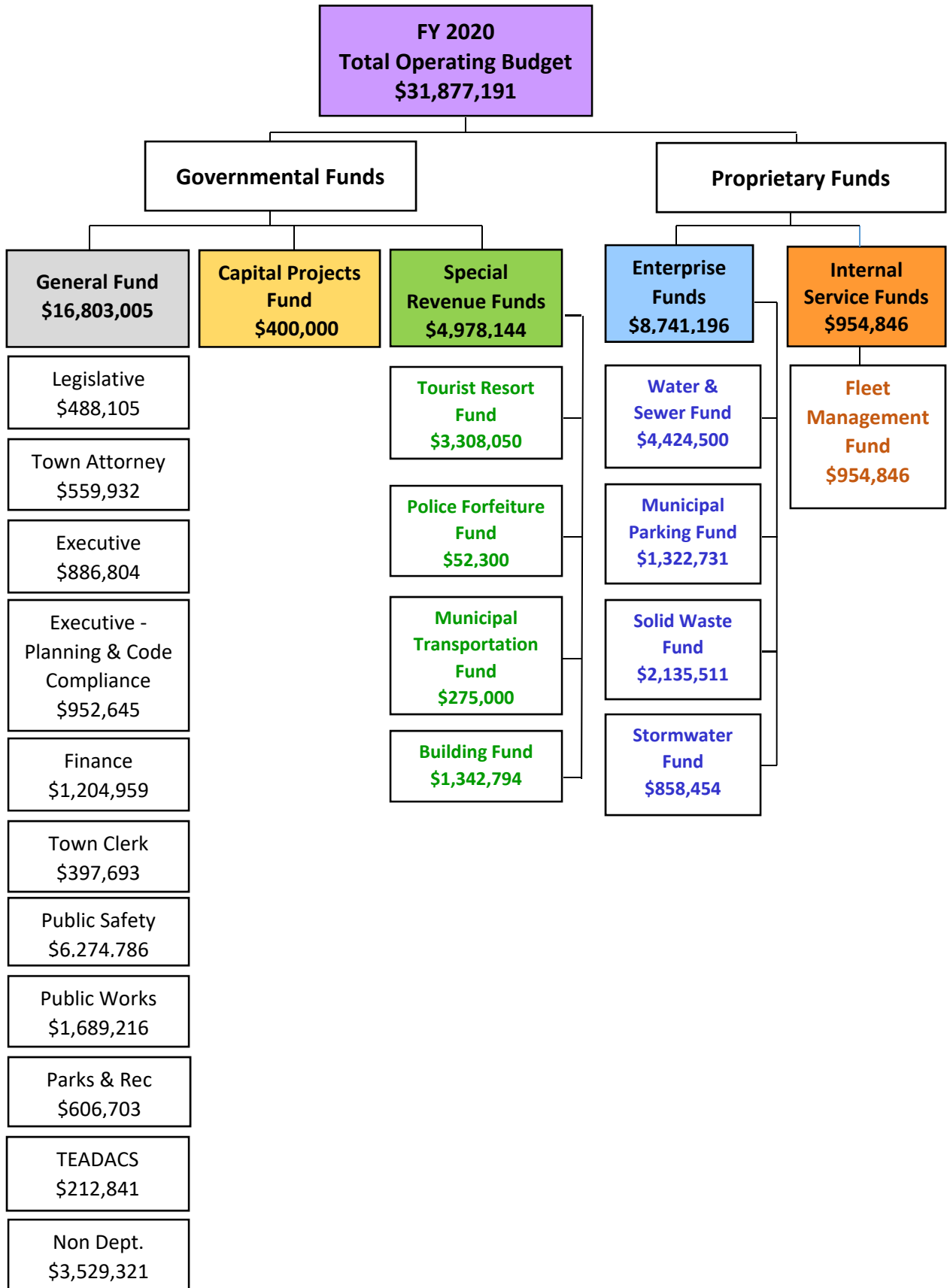
**SUMMARY OF NEW CAPITAL OUTLAY REQUESTS
FY 2020**

Department/Division	Description of New Capital Expenditures	Total Cost	Funded
GENERAL FUND			
Public Safety	Hand Held Radios	\$129,600	\$129,600
Parks & Recreation	Security camera system - Tennis Center	\$15,500	\$15,500
Non-Departmental	Community Digital Signs	\$36,000	\$36,000
TOTAL	GENERAL FUND	\$181,100	\$181,100
CAPITAL IMPROVEMENT FUND			
Public Works/ Parks & Recreation	Turnkey Solar Power System	\$400,000	\$400,000
TOTAL	CAPITAL IMPROVEMENT FUND	\$400,000	\$400,000
SPECIAL REVENUE FUNDS:			
TOURIST RESORT FUND			
Parks & Recreation - Community Center	Community Center fence and gate entrance replacement	\$15,000	\$15,000
Parks & Recreation - Community Center	Security Camera System	\$23,000	\$23,000
TOTAL	TOURIST RESORTY FUND	\$38,000	\$38,000
TRANSPORTATION FUND			
Public Works	Downtown Surfside Sidewalk Beautification - Plans and Studies	\$50,000	\$50,000
TOTAL	TRANSPORTATION FUND	\$50,000	\$50,000
ENTERPRISE FUNDS:			
WATER AND SEWER FUND			
Public Works/Water & Sewer	Biscaya Island Water Main Crossing Relocation	\$150,000	\$150,000
TOTAL	SOLID WASTE FUND	\$150,000	\$150,000
MUNICIPAL PARKING FUND			
Public Safety	Hand Held Radios	\$21,600	\$21,600
TOTAL	MUNICIPAL PARKING FUND	\$21,600	\$21,600
SOLID WASTE FUND			
Public Works	Rear Load Garbage Truck	\$240,000	\$240,000
TOTAL	SOLID WASTE FUND	\$240,000	\$240,000
INTERNAL SERVICE FUNDS:			
FLEET MANAGEMENT FUND			
Public Safety	Police Vehicles	\$252,000	\$252,000
Public Safety	Parking Enforcement Vehicle	\$39,000	\$39,000
Public Works	Work Utility Vehicle 4x4	\$15,000	\$15,000
Building Services	Building Services Vehicle	\$32,500	\$32,500
TOTAL		\$338,500	\$338,500
TOTAL ALL FUNDS		\$1,419,200	\$1,419,200

**Town of Surfside
FY 2020 - 2024
Five Year Capital Improvement Plan**

Department	Projects	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5YR TOTAL
Code Compliance	Replacement Vehicle			\$ 27,000			\$ 27,000
Building Services	Replacement Vehicle	32,500					\$ 32,500
Public Safety	Replacement Vehicles	252,000	152,000	152,000	152,000	152,000	\$ 860,000
	Replacement Vehicle - Parking	39,000				40,000	\$ 79,000
Public Works	Replacement Vehicle - Garbage Truck	240,000					\$ 240,000
	Replacement Vehicles		63,000	51,000			\$ 114,000
	Solar Power System at Community Center	400,000					\$ 400,000
	Downtown Surfside Sidewalk Beautification	50,000	400,000				\$ 450,000
	Biscaya Island Water Main Crossing Relocation	150,000					\$ 150,000
	92nd Street Beachend Improvements	250,000					\$ 250,000
	Post & Rope Fencing - Beachwalk/Hardpack	120,000					\$ 120,000
	Alleyway 9500-9600 Electrical Connections/Drainage		500,000				\$ 500,000
	Town Resilience - Infrastructure		500,000	500,000			\$ 1,000,000
	91st Street Improvement Project		100,000	900,000			\$ 1,000,000
Leisure Services	96th Street Park Renovation		700,000				\$ 700,000
	Westside Street End Improvements		250,000	200,000			\$ 450,000
	Replacement Vehicle			27,000			\$ 27,000
Total Projects		\$ 1,533,500	\$ 2,665,000	\$ 1,857,000	\$ 152,000	\$ 192,000	\$ 6,399,500

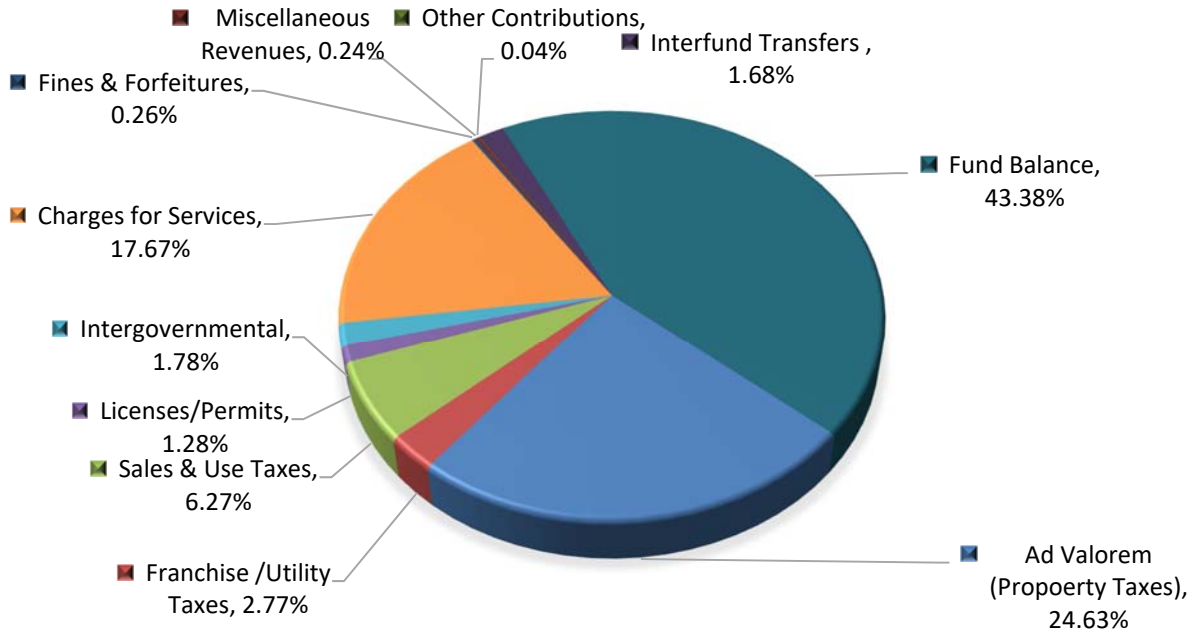
Source Code	Revenue Sources	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5YR TOTAL
GAS	Second Local Option Gas Tax			\$ 50,000			\$50,000
GF	General Fund 001	\$ 400,000	\$ 1,550,000	1,200,000			3,150,000
GF - CIP	Capital Projects Fund Balance (301)	370,000	50,000				420,000
CIPPR	Capital Projects Fund Balance for P&R		700,000				700,000
DC	Developer Contributions		100,000	300,000			400,000
INC	Indian Creek Share of Project Costs			50,000			50,000
MTF	Municipal Transportation Fund (CITT)	50,000	50,000				100,000
SWCF	Solid Waste Fund	240,000					240,000
WS	Water and Sewer Fund - Net Assets	26,000					26,000
GRT	FDEP Assistance Grant	124,000					124,000
FMF	Fleet Management Fund	323,500	215,000	257,000	152,000	192,000	1,139,500
Total Revenue Sources		\$ 1,533,500	\$ 2,665,000	\$ 1,857,000	\$ 152,000	\$ 192,000	\$6,399,500



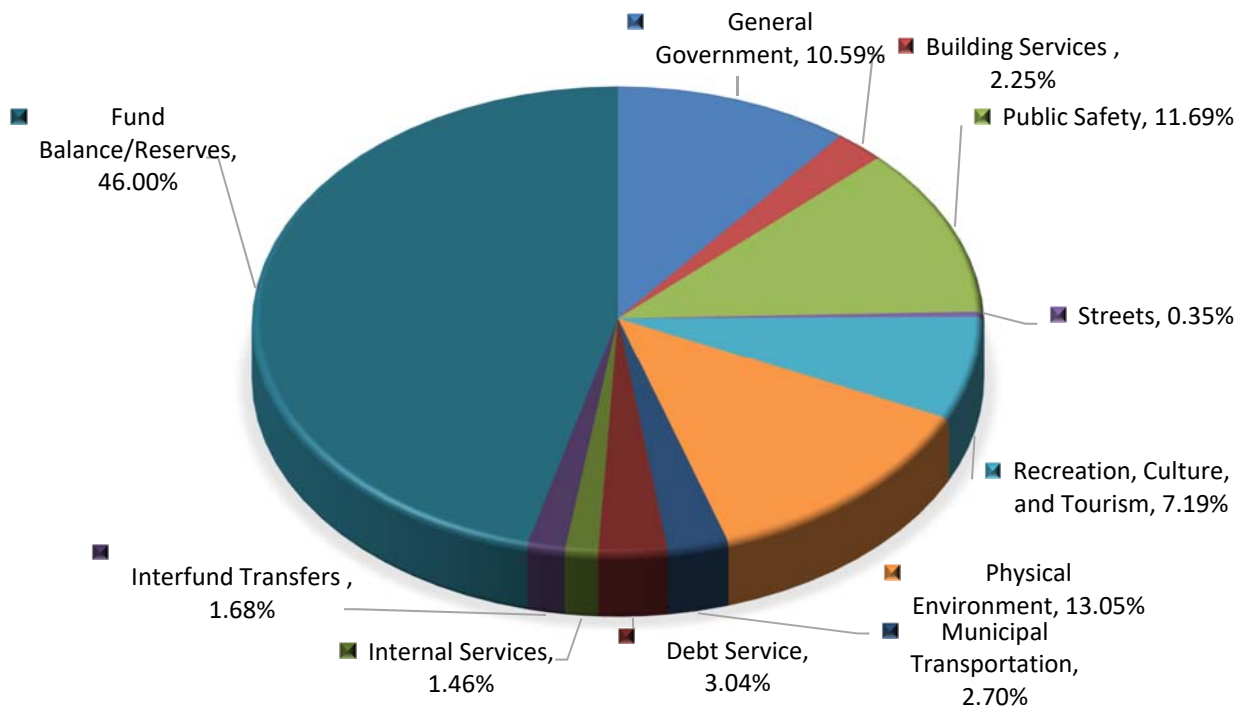


ALL FUNDS BUDGET SUMMARY CHART

REVENUES, TRANSFERS & FUND BALANCE BY SOURCE
 FY 2020 Budget – All Funds \$54,113,397



EXPENDITURES, TRANSFERS AND FUND BALANCE BY TYPE
 FY 2020 Budget – All Funds \$54,113,397



BUDGET SUMMARY

ALL FUNDS

	FY 2018	FY 2019	FY 2019	FY 2020
	<u>Actual</u>	<u>Adopted</u>	<u>Estimated</u>	<u>Proposed</u>
ALL FUNDS				
<u>Financing Sources</u>				
Property Taxes	\$9,626,611	\$13,192,738	\$13,192,738	\$13,329,450
Sales and Use Taxes	3,213,054	3,030,560	3,996,762	3,391,968
Franchise and Utility Taxes	1,514,352	1,444,996	1,444,996	1,501,000
Permits/Licenses/Inspections	2,170,601	676,500	676,500	691,000
Intergovernmental Revenues	1,199,763	844,305	844,305	964,000
Charges for Services	8,434,154	9,015,579	9,015,580	9,564,228
Fines and Forfeitures	358,506	169,000	181,640	139,000
Miscellaneous Revenues	206,897	94,600	120,576	128,100
Developer Contributions	153,967	21,000	21,000	21,000
Subtotal	\$26,877,905	\$28,489,278	\$29,494,097	\$29,729,746
Other Sources - Transfers In	1,698,317	1,992,914	2,092,914	907,337
Beginning Fund Balance	15,572,169	15,286,890	21,001,142	23,476,314
Total	<u>\$44,148,391</u>	<u>\$45,769,082</u>	<u>\$52,588,153</u>	<u>\$54,113,397</u>
<u>Financing Uses</u>				
Personnel Services	\$10,889,475	\$11,876,145	\$11,857,844	\$12,627,200
Operating Expenses	8,328,122	11,059,602	11,133,864	11,898,828
Capital Outlay	517,541	1,901,100	1,978,885	1,419,700
Debt Service	1,707,911	1,647,379	1,647,379	1,643,151
Non-Operating Expenses	5,583	514,667	500,953	624,000
Transfers Out	1,698,317	1,992,914	1,992,914	1,007,937
Ending Fund Balance - Assigned	4,158,901	2,077,052	3,760,751	3,760,751
Unassigned Fund Balance	16,842,541	14,700,223	19,715,563	21,131,830
Total	<u>\$44,148,391</u>	<u>\$45,769,082</u>	<u>\$52,588,153</u>	<u>\$54,113,397</u>

ALL FUNDS SCHEDULE OF REVENUES

Revenue Source	FY 2018 Actual	FY 2019 Adopted	FY 2019 Estimated	FY 2020 Proposed
GENERAL FUND (001) - MAJOR FUND				
Property Taxes	\$9,626,611	\$13,192,738	\$13,192,738	\$13,329,450
Sales and Use Taxes	2,154,977	100,560	100,560	94,418
Franchise and Utility Taxes	1,514,352	1,444,996	1,444,996	1,501,000
Permits/Licenses/Inspections	16,975	10,000	10,000	10,000
Intergovernmental Revenues	625,246	613,043	613,043	615,000
Charges for Services	662,353	488,400	488,400	478,700
Fines and Forfeitures	324,226	169,000	169,000	139,000
Miscellaneous Revenues	184,070	94,600	94,600	128,100
Other Sources - Transfers In	470,406	508,914	508,914	507,337
Total General Fund	\$15,582,691	\$16,622,251	\$16,622,251	\$16,803,005
CAPITAL PROJECTS FUND (301) - MAJOR FUND				
Miscellaneous Revenues	\$4,196	\$0	\$0	\$0
Developer Contributions	125,000	0	0	0
Other Sources - Transfers In	1,227,911	\$1,228,000	1,228,000	\$400,000
Appropriated Fund Balance		242,000	398,150	
Total Capital Projects Fund	\$1,703,357	\$1,470,000	\$1,626,150	\$400,000
TOURIST RESORT FUND (102) - MAJOR FUND				
Sales and Use Taxes	\$1,058,077	\$2,930,000	\$3,896,202	\$3,297,550
Miscellaneous Revenues	9,300	10,500	10,500	10,500
Total Tourist Resort Fund	\$1,067,377	\$2,940,500	\$3,906,702	\$3,308,050
POLICE FORFEITURE FUND (105) - NONMAJOR FUND				
Fines and Forfeitures	\$34,280	0	\$12,640	0
Miscellaneous Revenues	242	0	0	0
Appropriated Fund Balance	43,670	\$113,800	101,160	\$52,300
Total Police Forfeiture Fund	\$78,192	\$113,800	\$113,800	\$52,300
MUNICIPAL TRANSPORTATION FUND (107) - NONMAJOR FUND				
Intergovernmental Revenues	\$228,267	\$231,262	\$231,262	\$225,000
Miscellaneous Revenues	0		25,976	
Other Sources - Transfers In			100,000	
Appropriated Fund Balance			12,991	50,000
Total Municipal Transportation Fund	\$228,267	\$231,262	\$370,229	\$275,000

ALL FUNDS SCHEDULE OF REVENUES

Revenue Source	FY 2018 Actual	FY 2019 Adopted	FY 2019 Estimated	FY 2020 Proposed
BUILDING FUND (150) - MAJOR FUND				
Permits/Licenses/Inspections	2,153,626	654,000	654,000	\$666,500
Miscellaneous Revenues	6,671	2,000	2,000	4,000
Appropriated Fund Balance		771,535	771,535	672,294
Total Building Fund	\$2,160,297	\$1,427,535	\$1,427,535	\$1,342,794
ENTERPRISE FUNDS				
WATER AND SEWER FUND (401) - MAJOR FUND				
Charges for Services	\$4,160,291	\$3,807,941	\$3,807,941	\$4,300,500
Miscellaneous Revenues	2,178	0	0	0
Intergovernmental Revenues-FDEP Grant				124,000
Total Water and Sewer Fund	\$4,162,469	\$3,807,941	\$3,807,941	\$4,424,500
MUNICIPAL PARKING FUND (402) - MAJOR FUND				
Charges for Services	\$1,160,423	\$1,198,000	\$1,198,000	\$1,227,000
Developer Contributions	25,492	21,000	21,000	21,000
Appropriated Fund Balance				74,731
Total Municipal Parking Fund	\$1,185,915	\$1,219,000	\$1,219,000	\$1,322,731
SOLID WASTE FUND (403) - MAJOR FUND				
Charges for Services	\$1,821,276	\$1,910,182	\$1,910,182	\$1,910,182
Miscellaneous Revenues	240	0	0	0
Appropriated Fund Balance				225,329
Total Solid Waste Fund	\$1,821,516	\$1,910,182	\$1,910,182	\$2,135,511
STORMWATER FUND (404) - MAJOR FUND				
Charges for Services	\$629,811	\$630,000	\$630,000	\$693,000
Appropriated Fund Balance		123,064	123,064	165,454
Total Stormwater Fund	\$629,811	\$753,064	\$753,064	\$858,454
FLEET MANAGEMENT FUND (501) - INTERNAL SERVICE FUND				
Charges for Services		\$981,057	\$981,057	\$954,846
Other Sources - Transfers In		256,000	256,000	0
Total Fleet Management Fund	\$0	\$1,237,057	\$1,237,057	\$954,846
TOTAL REVENUES - ALL FUNDS	\$28,619,892	\$31,732,591	\$32,993,911	\$31,877,191

ALL FUNDS SCHEDULE OF EXPENDITURES

	FY 2018 Actual	FY 2019 Adopted	FY 2019 Estimated	FY 2020 Proposed
GENERAL FUND (001) - MAJOR FUND				
Personnel Services	\$8,227,901	\$7,630,498	\$7,687,283	\$8,138,016
Operating Expenses	3,781,485	4,925,523	4,952,716	5,567,055
Capital Outlay	304,700	153,500	183,236	181,100
Debt Service	50,668	4,228	4,228	0
Non-Operating Expenses	5,583	64,667	71,971	74,000
Transfers Out	947,911	1,350,000	1,350,000	400,000
Contingency		450,000	328,982	550,000
Contingency/Reserve		2,043,835	2,043,835	1,892,834
Total General Fund	\$13,318,248	\$16,622,251	\$16,622,251	\$16,803,005
CAPITAL PROJECTS FUND (301) - MAJOR FUND				
Capital Expenditures - Capital Improvement Projects	\$ 120,578	\$ 1,470,000	\$ 1,526,150	400,000
Non-Operating Expenses			\$100,000	
Total Capital Projects Fund	\$120,578	\$1,470,000	\$1,626,150	\$400,000
TOURIST RESORT FUND (102) - MAJOR FUND				
Personnel Services	\$135,478	\$1,236,399	\$1,161,313	\$1,348,101
Operating Expenses	861,512	1,514,314	1,514,314	1,685,615
Capital Outlay	2,563	0	0	38,500
Non-Operating Expenses				
Transfers Out	180,000	134,000	134,000	0
Contingency/Reserve		55,787	1,097,075	235,834
Total Tourist Resort Fund	\$1,179,553	\$2,940,499	\$3,906,702	\$3,308,050
POLICE FORFEITURE FUND (105) - NONMAJOR FUND				
Operating Expenses	\$31,094	\$113,800	\$113,800	\$52,300
Capital Outlay	8,835	0	0	0
Total Police Forfeiture Fund	\$39,929	\$113,800	\$113,800	\$52,300
MUNICIPAL TRANSPORTATION FUND (107) - NONMAJOR FUND				
Operating Expenses	\$248,321	\$219,699	\$258,666	\$213,750
Capital Outlay	0	0	0	50,000
Transfers Out	111,250	11,563	111,563	11,250
Total Municipal Transportation Fund	\$359,571	\$231,262	\$370,229	\$275,000
BUILDING FUND (150) - MAJOR FUND				
Personnel Services	\$893,346	\$1,103,641	\$1,103,641	\$1,041,600
Operating Expenses	\$108,197	\$201,027	\$201,027	178,504
Capital Outlay	\$500	\$0	\$0	0
Transfers Out	\$114,906	\$122,867	\$122,867	122,690
Total Building Fund	\$1,116,949	\$1,427,535	\$1,427,535	\$1,342,794

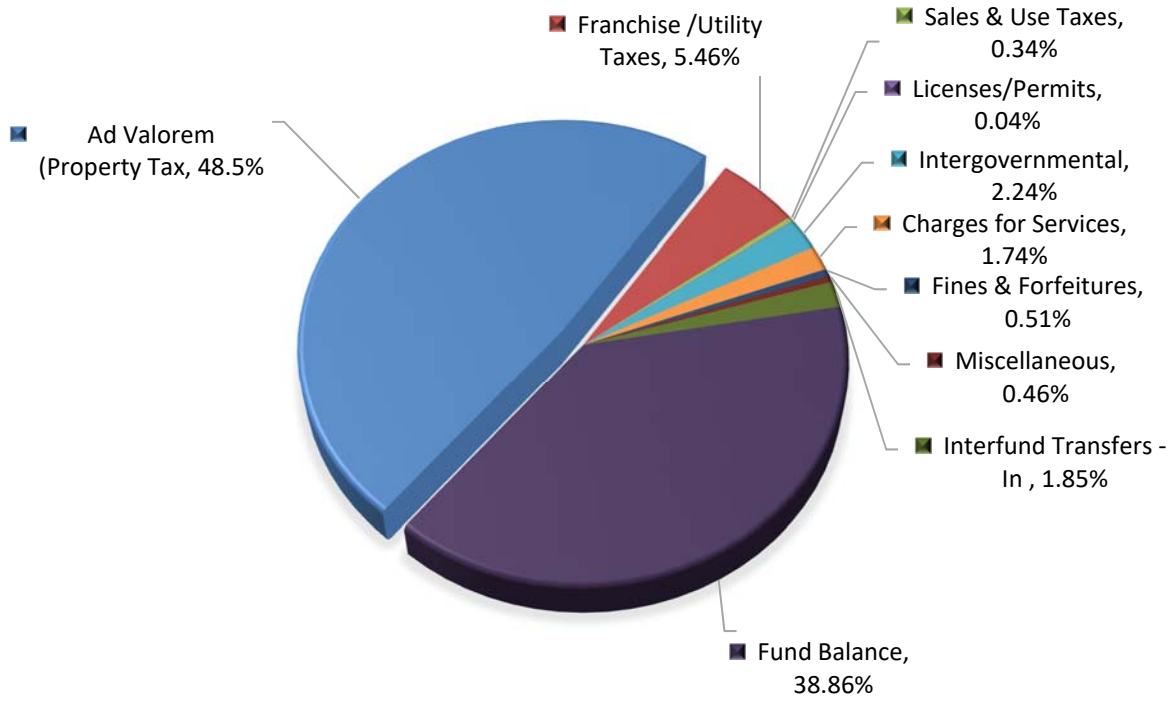
ALL FUNDS SCHEDULE OF EXPENDITURES

	FY 2018 Actual	FY 2019 Adopted	FY 2019 Estimated	FY 2020 Proposed
ENTERPRISE FUNDS				
WATER AND SEWER FUND (401) - MAJOR FUND				
Personnel Services	\$284,876	\$357,738	\$357,738	\$448,340
Operating Expenses	2,022,661	2,115,450	2,115,450	2,150,958
Capital Outlay	152	0	0	150,000
Debt Service	1,246,270	1,232,364	1,232,364	1,232,364
Transfers Out	93,230	102,389	102,389	102,242
Contingency/Reserve				340,596
Total Water and Sewer Fund	\$3,647,189	\$3,807,941	\$3,807,941	\$4,424,500
MUNICIPAL PARKING FUND (402) - MAJOR FUND				
Personnel Services	\$449,402	\$515,766	\$515,766	\$582,683
Operating Expenses	429,298	558,246	566,346	595,206
Capital Outlay	80,213	21,600	13,499	21,600
Transfers Out	93,230	102,389	102,389	102,242
Renewal & Replacement Reserves	21,000	21,000	21,000	21,000
Total Municipal Parking Fund	\$1,073,143	\$1,219,000	\$1,219,000	\$1,322,731
SOLID WASTE FUND (403) - MAJOR FUND				
Personnel Services	\$776,802	\$820,335	\$820,335	\$851,304
Operating Expenses	717,731	865,892	865,892	905,366
Capital Outlay	0	0	0	240,000
Transfers Out	129,830	138,989	138,989	138,841
Contingency/Reserve		84,966	84,966	
Total Solid Waste Fund	\$1,624,363	\$1,910,182	\$1,910,182	\$2,135,511
STORMWATER FUND (404) - MAJOR FUND				
Personnel Services	\$121,670	\$131,880	\$131,880	\$134,315
Operating Expenses	\$127,823	\$179,680	\$179,680	\$182,680
Capital Outlay	\$0	\$0	\$0	\$0
Debt Service	\$410,973	\$410,787	\$410,787	\$410,787
Transfers Out	\$27,960	\$30,717	\$30,717	\$130,672
Total Stormwater Fund	\$688,426	\$753,064	\$753,064	\$858,454
FLEET MANAGEMENT FUND (501) - INTERNAL SERVICE FUND				
Personnel Services		\$79,888	\$79,888	\$82,842
Operating Expenses		\$365,973	\$365,973	\$367,393
Capital Outlay		\$256,000	\$256,000	\$338,500
Contingency/Reserve		535,196	535,196	166,111
Total Fleet Management Fund	\$0	\$1,237,057	\$1,237,057	\$954,846
TOTAL EXPENDITURES - ALL FUNDS	\$23,167,949	\$31,732,592	\$32,993,911	\$31,877,191

GENERAL FUND BUDGET SUMMARY CHART

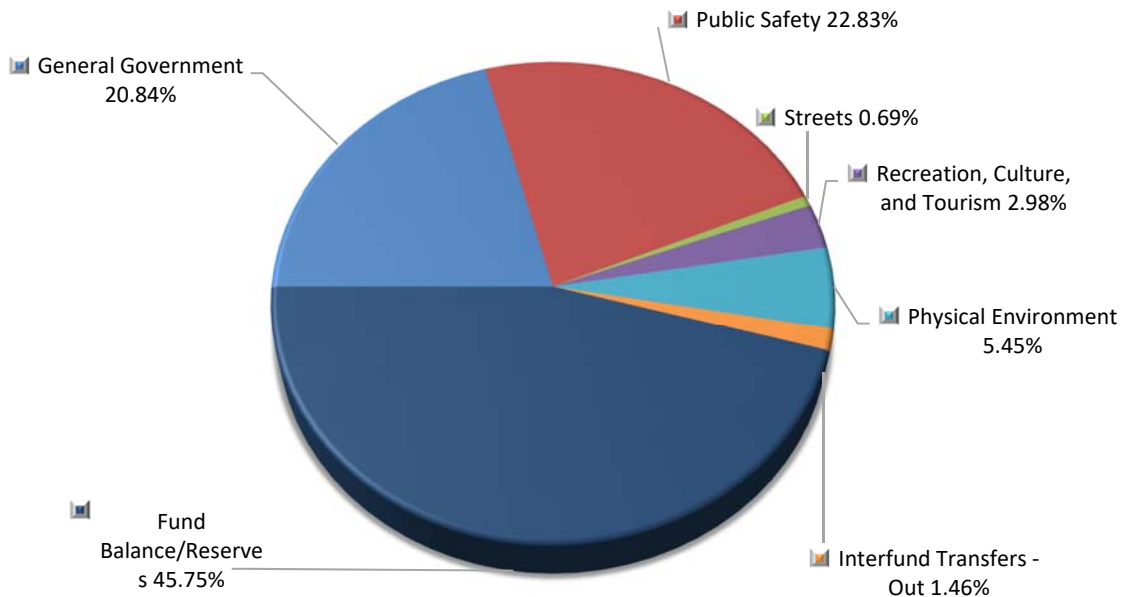
Where Do the Funds Come From?

Total General Fund Revenues, Transfers & Fund Balance \$27,482,103



Where Do the Funds Go?

Total General Fund Expenditures, Transfers, & Fund Balance \$27,482,103





001 GENERAL FUND

TOTAL REVENUES

Line Item Prefix: 001--:		FY 2018	FY 2019	FY 2019	FY 2020
		Actual	Proposed	Estimated	Proposed
511-311-1000	Current & Delinquent Real Property	9,524,914	13,102,738	13,102,738	13,239,450
511-311-1001	Current & Delinquent Personal Property	101,697	90,000	90,000	90,000
TOTAL	Real Property Tax	\$9,626,611	\$13,192,738	\$13,192,738	\$13,329,450
552-312-1200	Two Percent Resort Tax (Food)*	528,853			
552-312-1400	Four Percent Resort Tax*	1,519,619			
552-312-1500	Resort Tax Penalties / Interest	5,669	3,000	3,000	
511-312-4100	First Local Option Fuel Tax	72,948	70,725	70,725	68,340
511-312-4200	Second Local Option Fuel Tax	27,888	26,835	26,835	26,078
TOTAL	Sales and Use Taxes	\$2,154,977	\$100,560	\$100,560	\$94,418
511-314-1000	Electric Utility	663,592	620,000	620,000	665,000
511-314-4000	Gas Utility	20,067	20,000	20,000	20,000
511-315-0100	Communication Services Tax	233,373	223,496	223,496	220,000
511-316-0100	Surfside Local Business Licensing Tax	93,741	95,000	95,000	95,000
511-316-0200	Miami-Dade Occ Licenses Tax Share	7,788	7,000	7,000	7,500
511-316-0300	Surfside Local Business License Penalty	5,696	1,500	1,500	1,500
TOTAL	Municipal Utility & Other Use Taxes	\$1,024,257	\$966,996	\$966,996	\$1,009,000
511-323-1000	Electric Franchise	468,347	460,000	460,000	470,000
511-323-4000	Gas Franchise	21,748	18,000	18,000	22,000
TOTAL	Franchise Fees	\$490,095	\$478,000	\$478,000	\$492,000
511-329-2010	Lobbyist Fees / Registrations	16,975	10,000	10,000	10,000
TOTAL	Permits/Licenses/Inspection	\$16,975	\$10,000	\$10,000	\$10,000
511-335-1200	State Revenue Sharing	164,966	160,811	160,811	160,000
511-335-1500	Beverage License	7,447	7,500	7,500	7,500
511-335-1800	Half Cent Sales Tax	444,812	437,232	437,232	440,000
511-335-4900	Motor Fuel Tax Rebate	8,021	7,500	7,500	7,500
TOTAL	Intergovernmental - Federal/State	\$625,246	\$613,043	\$613,043	\$615,000
511-341-9000	Election Qualifying Fees	200			
521-342-1010	Special Police Detail - Extra Duty	350,303	215,000	215,000	180,000
572-347-2002	Pool Admission Fees	26,385	24,000	24,000	27,000
572-347-2003	Recreation - Aquatic Programs	32,240	27,000	27,000	32,000
572-347-2004	Recreation - Community Ctr Facility Rentals	7,355	6,000	6,000	6,000
572-347-2005	Recreation - ID Cards	330	300	300	300
572-347-2006	Recreation - Winter Camp	4,912	5,000	5,000	5,000
572-347-2007	Recreation - Summer Camp	119,041	110,000	110,000	110,000
572-347-2022	Recreation - Spring Camp	6,060	6,000	6,000	6,000
347-2008	Recreation - Locker Rentals	41			
572-347-2015	Recreation - Adult Programs	24,887	21,000	21,000	24,000
572-347-2016	Recreation - Youth Programs	85,284	70,000	70,000	85,000
572-347-2018	Recreation - Senior Programs	2,605	3,500	3,500	2,800
572-347-2019	Recreation - Tennis Reservations	1,110	600	600	600
572-347-2090	Recreation - Concessions	1,100			
572-347-2095	Recreation - Community Ctr Brick Sponsors	500			
TOTAL	Charges for Services	\$662,353	\$488,400	\$488,400	\$478,700

001 GENERAL FUND

TOTAL REVENUES

		FY 2018	FY 2019	FY 2019	FY 2020
Line Item Prefix: 001--:		Actual	Proposed	Estimated	Proposed
521-351-5005	Traffic Violations	25,484	25,000	25,000	25,000
521-351-5010	Parking Violations	96,093	120,000	120,000	90,000
521-351-5030	Red Light Enforcement	171,518			
524-359-4000	Code Enforcement Fees and Penalties	31,131	24,000	24,000	24,000
TOTAL	Fines & Forfeitures	\$324,226	\$169,000	\$169,000	\$139,000
511-361-1000	Interest Earnings	64,623	38,000	38,000	72,000
364-1000	Disposition of Assets	3,475			
366-1110	Contributions/Donations Campaign Acct	198			
521-369-9004	Other Miscellaneous Revenues - Police	5,476	3,100	3,100	5,000
524-369-9009	Blue Prints	911	1,000	1,000	500
511-369-9010	Other Miscellaneous Revenues	48,007	40,000	40,000	40,000
539-369-9030	Public Works Repairs Revenue	1,400	1,000	1,000	500
511-369-9040	Beach Furniture Registration	2,000	2,000	2,000	
511-369-9050	Bike Sharing Revenue	4,646	4,900	4,900	4,500
511-369-9055	Car Charging Station Revenue	259	100	100	100
511-369-9065	Gazette Advertisement Revenue	5,510	4,500	4,500	4,500
511-369-9075	Special Event Coordination	1,040			1,000
TOTAL	Miscellaneous Revenues	\$137,545	\$94,600	\$94,600	\$128,100
511-381-1700	Interfund Transfer: Mun. Transportation	11,250	11,563	11,563	11,250
511-381-1600	Interfund Transfer: Building Services	114,906	122,867	122,867	122,690
511-381-4100	Interfund Transfer: Water / Sewer	93,230	102,389	102,389	102,242
511-381-4200	Interfund Transfer: Mun. Parking	93,230	102,389	102,389	102,242
511-381-4300	Interfund Transfer: Solid Waste	129,830	138,989	138,989	138,241
511-381-4400	Interfund Transfer: Stormwater	27,960	30,717	30,717	30,672
TOTAL	Interfund Transfers	\$470,406	\$508,914	\$508,914	\$507,337
511-389-8030	Developer Contributions - Surf Club	50,000			
TOTAL	Other Sources	50,000	0	0	0
511-392-0000	Appropriated Fund Balance				
TOTAL	Appropriated Fund Balance	\$0	\$0	\$0	\$0
TOTAL	REVENUES	\$15,582,691	\$16,622,251	\$16,622,251	\$16,803,005

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

001 GENERAL FUND

TOTAL EXPENDITURES

Line Item		FY 2018	FY 2019	FY 2019	FY 2020
		Actual	Proposed	Estimated	Proposed
<u>Personnel Services</u>					
1210	Regular Salaries	\$4,740,305	\$4,799,386	\$4,799,386	\$4,939,932
1310	Other Salaries	427,483	78,549	148,300	235,515
1320	Other Salaries-Reserve Officer/Extra Duty	3,051	0	0	0
1410	Overtime	358,883	228,700	228,700	266,500
1510	Special pay	130,360	151,155	134,156	146,621
1520	Extra Duty Pay	316,097	215,000	215,000	180,000
2110	Payroll Taxes	433,508	405,342	409,378	428,739
2210	Retirement Contribution	825,190	798,416	798,417	813,243
2310	Life & Health Insurance	791,439	797,285	797,286	933,690
2410	Workers Compensation	201,585	156,665	156,665	193,777
Total	Personnel Services	\$8,227,901	\$7,630,498	\$7,687,288	\$8,138,017
<u>Operating Expenses</u>					
3103	Lobbyist	42,000	46,000	46,000	48,000
3110/3115	Professional Services	1,135,492	1,487,927	1,515,119	2,014,997
3111/3120	Lawsuits and Prosecutions	65,755	900	900	0
3112	Physical Examinations	16,113	16,120	16,120	17,760
3210	Accounting and Auditing	64,065	92,200	92,200	92,200
3410	Other Contractual Services	267,903	273,605	273,605	311,405
3411	Nuisance Abatement	0	10,000	10,000	10,000
3420	Other Code Services	6,810	7,300	7,300	7,300
4009	Car Allowance	23,190	21,450	21,450	27,270
4110	Telecommunications	77,562	97,376	97,376	101,376
4111	Postage	14,125	19,200	19,200	22,000
4112	Mobile Phone Allowance	21,512	21,363	21,363	20,034
4310	Electricity	79,600	50,150	50,150	54,980
541-4310	Roadway Electricity	33,204	41,000	41,000	38,000
4311	Water and Sewer	143,335	107,800	107,800	114,000
4312	Natural Gas Service	26,090	0	0	0
4402	Building Rental/Leasing	3,510	4,000	4,000	2,000
4403	Equipment/Vehicle Leasing	74,737	178,503	178,503	185,475
4510	Property and Liability Insurance	244,866	228,249	228,249	231,303
4601	Maintenance Service/Repair Contracts	105,305	173,753	173,753	171,706
4602	Building Maintenance	124,340	91,800	91,800	93,000
4603	Equipment Maintenance	70,822	66,340	66,340	72,340
4604	Grounds Maintenance	289,612	333,062	333,062	333,062
4611	Miscellaneous Maintenance	74,568	164,805	164,805	154,805
4612	Vehicle Maintenance - Usage	28,056	153,523	153,523	155,026
4613	Vehicle Maint. - Fleet Replacement		394,046	394,046	361,966
4710	Printing & Binding	1,477	2,300	2,300	5,250
4810	Promotional Activities	190,545	98,640	98,640	122,940

001 GENERAL FUND

TOTAL EXPENDITURES

Line Item	FY 2018	FY 2019	FY 2019	FY 2020	
	Actual	Proposed	Estimated	Proposed	
4910	Legal Advertisement	31,864	25,200	25,200	40,000
4911	Other Current Charges	94,617	216,870	216,870	215,020
4915	Red Light State Portion	51,002	0	0	0
5110	Office Supplies	46,991	49,500	49,500	52,500
5210	Property and Maintenance	5,679	35,000	35,000	35,000
5213	Landscape Improvements	2,198	3,930	3,930	5,000
5214	Uniforms	40,616	36,463	36,463	38,963
5215	Uniform Allowance	900	1,200	1,200	1,200
5216	Gasoline	89,144	120,504	120,504	131,692
5225	Merchant Fees	13,968	18,700	18,700	18,700
5290	Miscellaneous Operating Supplies	96,194	116,320	116,320	120,320
5310	Road Materials	11,246	7,000	7,000	7,000
5410	Subscriptions and Memberships	12,874	18,810	18,810	21,090
5420	Conferences and Seminars	47,831	60,815	60,815	78,575
5510	Training & Educational	11,767	33,800	33,800	33,800
Total	Operating Expenses	\$3,781,485	\$4,925,523	\$4,952,716	\$5,567,055
Capital Outlay					
6410	Machinery and Equipment	304,700	153,500	183,236	181,100
Total	Capital Outlay	\$304,700	\$153,500	\$183,236	\$181,100
Debt Service					
7110	Principal	50,085	4,216	4,216	0
7210	Interest	583	12	12	0
Total	Debt Service	\$50,668	\$4,228	\$4,228	\$0
Non-operating Expenses					
8300	Other Grants and Aid	5,583	64,667	71,971	74,000
9130	Transfers to Capital Projects Fund	947,911	1,108,000	1,108,000	400,000
9190	Transfer to Fleet Management Fund		242,000	242,000	0
9920	Contingency	0	450,000	328,982	550,000
9310	Reserves/Return to Fund Balance	0	2,043,835	2,043,835	1,892,834
Total	Non-operating Expenses	\$953,494	\$3,908,502	\$3,794,788	\$2,916,834
TOTAL	GENERAL FUND EXPENDITURES	\$13,318,248	\$16,622,251	\$16,622,256	\$16,803,005

BUDGET SUMMARY

MAJOR GOVERNMENTAL FUNDS

	FY 2018	FY 2019	FY 2019	FY 2020
	Actual*	Adopted**	Estimated**	Proposed**
MAJOR GOVERNMENTAL FUNDS* (Aggregate)				
<u>Financing Sources</u>				
Property Taxes	\$9,626,611	\$13,192,738	\$13,192,738	\$13,329,450
Sales and Use Taxes	2,154,977	3,030,560	3,996,762	3,391,968
Franchise and Utility Taxes	1,514,352	1,444,996	1,444,996	1,501,000
Permits/Licenses/Inspections	16,975	676,500	676,500	691,000
Intergovernmental Revenues	971,496	613,043	613,043	615,000
Charges for Services	662,353	488,400	488,400	478,700
Fines and Forefeitures	324,226	169,000	169,000	139,000
Miscellaneous Revenues	134,070	94,600	94,600	128,100
Interest	54,196	0	0	0
Developer Contributions	128,475	0	0	0
Other Sources - Transfers In	1,698,317	1,736,914	1,736,914	907,337
Beginning Fund Balance	9,211,385	11,713,221	16,202,752	18,173,977
Total	<u>\$26,497,433</u>	<u>\$33,159,972</u>	<u>\$38,615,705</u>	<u>\$39,355,532</u>
 <u>Financing Uses</u>				
Personnel Services	\$8,227,901	\$9,970,538	\$9,952,237	\$10,527,717
Operating Expenses	3,781,485	6,640,864	6,668,057	7,431,174
Capital Outlay /Capital Improvement Program	425,278	1,623,500	1,709,386	619,600
Debt Service	50,668	4,228	4,228	0
Non-Operating Expenses	5,583	514,667	500,953	624,000
Transfers Out	947,911	1,606,867	1,606,867	522,690
Contingency				
Ending Fund Balance - Assigned	4,158,901	2,077,052	3,760,751	3,760,751
Ending Fund Balance - Unassigned	8,899,706	10,722,256	14,413,226	15,869,600
Total	<u>\$26,497,433</u>	<u>\$33,159,972</u>	<u>\$38,615,705</u>	<u>\$39,355,532</u>

*In FY2018 the Major Governmental Funds consist of the General Fund (001) and the Capital Projects Fund (301).

** Beginning in FY2019 the Major Governmental Funds consist of the General Fund (001), the Capital Projects Fund (301), the Tourist Resort Fund (102), and the Building Fund (150).

BUDGET SUMMARY

OTHER GOVERNMENTAL FUNDS

	FY 2018	FY 2019	FY 2019	FY 2020
	Actual*	Adopted**	Estimated**	Proposed**
OTHER GOVERNMENTAL FUNDS*(Aggregate)				
<u>Financing Sources</u>				
Sales and Use Taxes	\$1,058,077	\$0	\$0	\$0
Permits/Licenses/Inspections	2,153,626	0	0	0
Intergovernmental Revenues	228,267	231,262	231,262	225,000
Fines and Forfeitures	34,280	0	12,640	0
Miscellaneous Revenues	16,213	0	25,976	0
Other Sources - Transfers In	0	0	100,000	0
Beginning Fund Balance	2,766,269	223,088	416,285	402,134
Total	<u>\$6,256,732</u>	<u>\$454,350</u>	<u>\$786,163</u>	<u>\$627,134</u>
 <u>Financing Uses</u>				
Personnel Services	\$1,028,824	\$0	\$0	\$0
Operating Expenses	1,249,124	333,499	372,466	266,050
Capital Outlay	11,898	0	0	50,000
Transfers Out	406,156	11,563	11,563	11,250
Ending Fund Balance	3,560,730	109,288	402,134	299,834
Total	<u>\$6,256,732</u>	<u>\$454,350</u>	<u>\$786,163</u>	<u>\$627,134</u>

*The Other Governmental Funds consist of the Tourist Resort Fund (102), the Police Forfeiture Fund (105), the Municipal Transportation Fund (107), and the Building Fund (150).

**Beginning in FY 2019 the Other Governmental Funds consist of the Police Forfeiture Fund (105), and the Municipal Transportation Fund (107). The Tourist Resort Fund (102) and the Building Fund (150) are reclassified as major governmental funds.

BUDGET SUMMARY

ALL GOVERNMENTAL FUNDS

	FY 2018 Actual	FY 2019 Adopted	FY 2019 Estimated	FY 2020 Proposed
GOVERNMENTAL FUNDS				
GENERAL FUND (001) - MAJOR FUND				
<u>Financing Sources</u>				
Property Taxes	\$9,626,611	\$13,192,738	\$13,192,738	\$13,329,450
Sales and Use Taxes	2,154,977	100,560	100,560	94,418
Franchise and Utility Taxes	1,514,352	1,444,996	1,444,996	1,501,000
Permits/Licenses/Inspections	16,975	10,000	10,000	10,000
Intergovernmental Revenues	625,246	613,043	613,043	615,000
Charges for Services	662,353	488,400	488,400	478,700
Fines and Forfeitures	324,226	169,000	169,000	139,000
Miscellaneous Revenues	134,070	94,600	94,600	128,100
Other Sources - Transfers In	470,406	508,914	508,914	507,337
Beginning Fund Balance	8,635,263	9,009,132	10,899,706	12,943,541
Total	<u>\$24,217,954</u>	<u>\$25,631,383</u>	<u>\$27,521,957</u>	<u>\$29,746,546</u>
<u>Financing Uses</u>				
Personnel Services	\$8,227,901	\$7,630,498	\$7,687,283	\$8,138,016
Operating Expenses	3,781,485	4,925,523	4,952,716	5,567,055
Capital Outlay	304,700	153,500	183,236	181,100
Debt Service	50,668	4,228	4,228	0
Non-Operating Expenses	5,583	64,667	71,971	74,000
Transfers Out	947,911	1,350,000	1,350,000	400,000
Ending Fund Balance - Assigned	2,000,000	2,000,000	2,000,000	2,000,000
Ending Fund Balance - Unassigned	8,899,706	9,052,967	10,943,541	12,836,375
Total	<u>\$24,217,954</u>	<u>\$25,181,383</u>	<u>\$27,192,975</u>	<u>\$29,196,546</u>
CAPITAL PROJECTS FUND (301) - MAJOR FUND				
<u>Financing Sources</u>				
Interest	\$4,196	\$0	\$0	\$0
Developer Contributions	125,000	0	0	0
Other Sources - Transfers In	1,227,911	1,228,000	1,228,000	400,000
Beginning Fund Balance	576,122	319,052	2,158,901	1,760,751
Total	<u>\$2,279,479</u>	<u>\$1,547,052</u>	<u>\$3,386,901</u>	<u>\$2,160,751</u>

BUDGET SUMMARY

ALL GOVERNMENTAL FUNDS

	FY 2018 Actual	FY 2019 Adopted	FY 2019 Estimated	FY 2020 Proposed
GOVERNMENTAL FUNDS				
CAPITAL PROJECTS FUND (301) - MAJOR FUND				
<u>Financing Uses</u>				
Capital Expenditures - Capital Improvement Projects	\$120,578	\$1,470,000	\$1,526,150	\$400,000
Non-Operating Expenses	\$0		\$100,000	
Ending Fund Balance - Assigned	2,158,901	77,052	1,760,751	1,760,751
Total	<u>\$2,279,479</u>	<u>\$1,547,052</u>	<u>\$3,386,901</u>	<u>\$2,160,751</u>
TOURIST RESORT FUND (102) - MAJOR FUND				
<u>Financing Sources</u>				
Sales and Use Taxes	\$1,058,077	\$2,930,000	\$3,896,202	\$3,297,550
Miscellaneous Revenues	9,300	10,500	10,500	10,500
Beginning Fund Balance	469,880	109,444	357,704	1,454,779
Total	<u>\$1,537,257</u>	<u>\$3,049,944</u>	<u>\$4,264,406</u>	<u>\$4,762,829</u>
<u>Financing Uses</u>				
Personnel Services	\$135,478	\$1,236,399	\$1,161,313	\$1,348,101
Operating Expenses	861,512	1,514,314	1,514,314	1,685,615
Transfers Out		134,000	134,000	0
Ending Fund Balance	357,704	165,231	1,454,779	1,690,613
Total	<u>\$1,357,257</u>	<u>\$3,049,943</u>	<u>\$4,264,406</u>	<u>\$4,724,329</u>
POLICE FORFEITURE FUND (105) - NONMAJOR FUND				
<u>Financing Sources</u>				
Fines and Forfeitures	\$34,280		\$12,640	
Miscellaneous Revenues	242			
Beginning Fund Balance	164,933	\$114,046	159,526	\$58,366
Total	<u>\$199,455</u>	<u>\$114,046</u>	<u>\$172,166</u>	<u>\$58,366</u>
<u>Financing Uses</u>				
Operating Expenses	\$31,094	\$113,800	\$113,800	\$52,300
Capital Outlay	8,835	0	0	0
Ending Fund Balance	159,526	246	58,366	6,066
Total	<u>\$199,455</u>	<u>\$114,046</u>	<u>\$172,166</u>	<u>\$58,366</u>

BUDGET SUMMARY

ALL GOVERNMENTAL FUNDS

	FY 2018 Actual	FY 2019 Adopted	FY 2019 Estimated	FY 2020 Proposed
GOVERNMENTAL FUNDS				
MUNICIPAL TRANSPORTATION FUND (107) - NONMAJOR FUND				
<u>Financing Sources</u>				
Intergovernmental Revenues	\$228,267	\$231,262	\$231,262	\$225,000
Miscellaneous Revenues	0		25,976	
Other Sources			100,000	
Beginning Fund Balance	388,363	109,042	256,759	343,768
Total	<u>\$616,630</u>	<u>\$340,304</u>	<u>\$613,997</u>	<u>\$568,768</u>
<u>Financing Uses</u>				
Operating Expenses	\$248,321	\$219,699	\$258,666	\$213,750
Capital Outlay	0	0	0	50,000
Transfers Out	111,250	11,563	11,563	11,250
Ending Fund Balance	257,059	109,042	343,768	293,768
Total	<u>\$616,630</u>	<u>\$340,304</u>	<u>\$613,997</u>	<u>\$568,768</u>
BUILDING FUND (150) - MAJOR FUND				
<u>Financing Sources</u>				
Permits/Licenses/Inspections	2,153,626	654,000	654,000	666,500
Miscellaneous Revenues	6,671	2,000	2,000	4,000
Beginning Fund Balance	1,743,093	2,275,593	2,786,441	2,014,906
Total	<u>\$3,903,390</u>	<u>\$2,931,593</u>	<u>\$3,442,441</u>	<u>\$2,685,406</u>
<u>Financing Uses</u>				
Personnel Services	\$893,346	\$1,103,641	\$1,103,641	\$1,041,600
Operating Expenses	\$108,197	\$201,027	\$201,027	\$178,504
Capital Outlay	\$500	\$0	\$0	\$0
Transfers Out	\$114,906	\$122,867	\$122,867	\$122,690
Ending Fund Balance	2,786,441	1,504,058	2,014,906	1,342,612
Total	<u>\$3,903,390</u>	<u>\$2,931,593</u>	<u>\$3,442,441</u>	<u>\$2,685,406</u>

BUDGET SUMMARY ENTERPRISE FUNDS

	FY 2018	FY 2019	FY 2019	FY 2020
	Actual	Adopted	Estimated	Proposed
ENTERPRISE FUNDS				
*** (Aggregate)				
<u>Financing Sources</u>				
Charges for Services	\$7,771,801	\$7,546,122	\$7,546,123	\$8,130,682
Intergovernmental Revenues				124,000
Miscellaneous Revenues	2,418	0	0	0
Developer Contributions	25,492	21,000	21,000	21,000
Beginning Fund Balance	3,594,515	3,350,581	4,382,105	4,365,007
Total	<u>\$11,394,226</u>	<u>\$10,917,703</u>	<u>\$11,949,228</u>	<u>\$12,640,689</u>
<u>Financing Uses</u>				
Personnel Services	\$1,632,750	\$1,825,719	\$1,825,719	\$2,016,641
Operating Expenses	3,297,513	3,719,266	3,727,368	3,834,211
Capital Outlay	80,365	21,600	13,499	411,600
Debt Service	1,657,243	1,643,151	1,643,151	1,643,151
Transfers Out	344,250	374,484	374,484	473,997
Ending Fund Balance	4,382,105	3,333,483	4,365,007	4,261,089
Total	<u>\$11,394,226</u>	<u>\$10,917,703</u>	<u>\$11,949,228</u>	<u>\$12,640,689</u>

***The Major Enterprise Funds consist of the Water and Sewer Fund (401), the Municipal Parking Fund (402), the Solid Waste Fund (403), and the Stormwater Fund (404).

BUDGET SUMMARY

ALL ENTERPRISE FUNDS

	FY 2018 <u>Actual</u>	FY 2019 <u>Adopted</u>	FY 2019 <u>Estimated</u>	FY 2020 <u>Proposed</u>
ENTERPRISE FUNDS				
WATER AND SEWER FUND				
(401) - MAJOR FUND				
<u>Financing Sources</u>				
Charges for Services	\$4,160,291	\$3,807,941	\$3,807,941	\$4,300,500
Intergovernmental Revenues				124,000
Miscellaneous Revenues	2,178			
Beginning Fund Balance	(1,283,260)	(1,283,260)	(767,980)	(767,980)
Total	<u>\$2,879,209</u>	<u>\$2,524,681</u>	<u>\$3,039,961</u>	<u>\$3,656,520</u>
<u>Financing Uses</u>				
Personnel Services	\$284,876	\$357,738	\$357,738	\$448,340
Operating Expenses	2,022,661	2,115,450	2,115,450	2,150,958
Debt Service	1,246,270	1,232,364	1,232,364	1,232,364
Transfers Out	93,230	102,389	102,389	102,242
Ending Fund Balance	(767,980)	(1,283,260)	(767,980)	(427,384)
Total	<u>\$2,879,209</u>	<u>\$2,524,681</u>	<u>\$3,039,961</u>	<u>\$3,656,520</u>
MUNICIPAL PARKING FUND				
(402) - MAJOR FUND				
<u>Financing Sources</u>				
Charges for Services	\$1,160,423	\$1,198,000	\$1,198,000	\$1,227,000
Developer Contributions	25,492	21,000	21,000	21,000
Beginning Fund Balance	836,513	563,065	970,285	991,285
Total	<u>\$2,022,428</u>	<u>\$1,782,065</u>	<u>\$2,189,285</u>	<u>\$2,239,285</u>
<u>Financing Uses</u>				
Personnel Services	\$449,402	\$515,766	\$515,766	\$582,683
Operating Expenses	429,298	558,246	566,346	595,206
Capital Outlay	80,213	21,600	13,499	21,600
Transfers Out	93,230	102,389	102,389	102,242
Ending Fund Balance	970,285	584,065	991,285	937,554
Total	<u>\$2,022,428</u>	<u>\$1,782,065</u>	<u>\$2,189,285</u>	<u>\$2,239,285</u>

BUDGET SUMMARY

ALL ENTERPRISE FUNDS

	FY 2018 <u>Actual</u>	FY 2019 <u>Adopted</u>	FY 2019 <u>Estimated</u>	FY 2020 <u>Proposed</u>
ENTERPRISE FUNDS				
SOLID WASTE FUND (403) - MAJOR FUND				
<u>Financing Sources</u>				
Charges for Services	\$1,821,276	\$1,910,182	\$1,910,182	\$1,910,182
Miscellaneous Revenues	240	0	0	0
Other Sources - Transfers In				
Beginning Fund Balance	429,743	544,587	626,896	711,862
Total	<u>\$2,251,259</u>	<u>\$2,454,769</u>	<u>\$2,537,078</u>	<u>\$2,622,044</u>
<u>Financing Uses</u>				
Personnel Services	\$776,802	\$820,335	\$820,335	\$851,304
Operating Expenses	717,731	865,892	865,892	905,366
Capital Outlay	0	0	0	240,000
Transfers Out	129,830	138,989	138,989	138,841
Ending Fund Balance	626,896	629,553	711,862	486,533
Total	<u>\$2,251,259</u>	<u>\$2,454,769</u>	<u>\$2,537,078</u>	<u>\$2,622,044</u>
STORMWATER FUND (404) - MAJOR FUND				
<u>Financing Sources</u>				
Charges for Services	\$629,811	\$630,000	\$630,000	\$693,000
Beginning Fund Balance	3,611,519	3,526,189	3,552,904	3,429,840
Total	<u>\$4,241,330</u>	<u>\$4,156,189</u>	<u>\$4,182,904</u>	<u>\$4,122,840</u>
<u>Financing Uses</u>				
Personnel Services	\$121,670	\$131,880	\$131,880	\$134,315
Operating Expenses	\$127,823	\$179,680	\$179,680	\$182,680
Debt Service	\$410,973	\$410,787	\$410,787	\$410,787
Transfers Out	\$27,960	\$30,717	\$30,717	\$130,672
Ending Fund Balance	3,552,904	3,403,125	3,429,840	3,264,386
Total	<u>\$4,241,330</u>	<u>\$4,156,189</u>	<u>\$4,182,904</u>	<u>\$4,122,840</u>

****The Major Enterprise Funds consist of the Water and Sewer Fund (401), the Municipal Parking Fund (402), the Solid Waste Fund (403), and the Stormwater Fund (404).

REVENUE SOURCES TRENDS AND FORECASTS

General Fund Revenues:

Property Taxes (Ad Valorem)

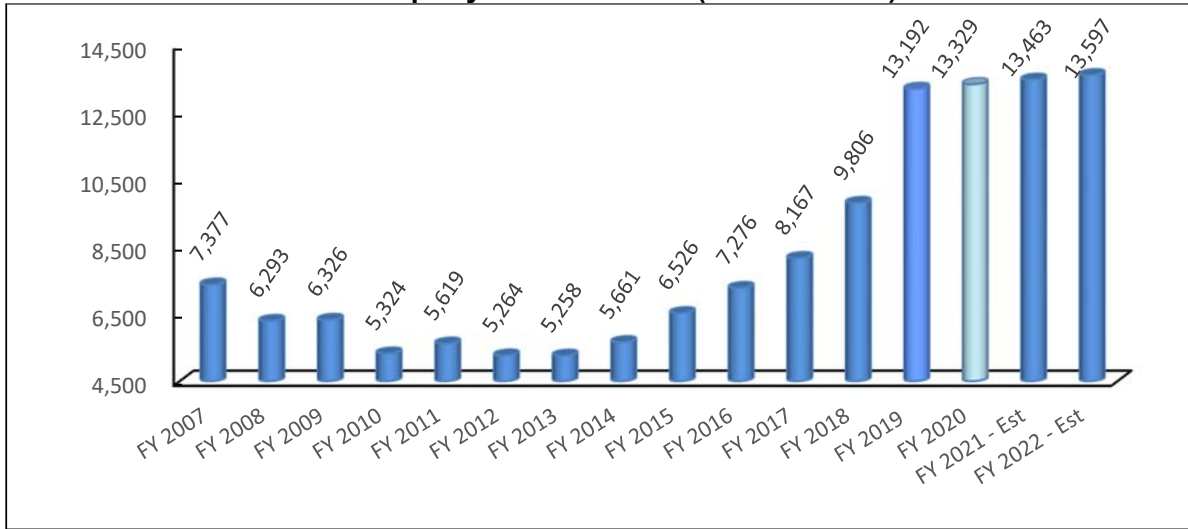
The primary General Fund revenue source for the Town of Surfside is property tax (ad valorem translates from Latin, “according to value.”) In FY2020 property taxes will account for 79% of total General Fund revenues. Property tax is based upon the taxable values of properties as provided by the Miami-Dade County Property Appraiser and it is multiplied by the Town’s adopted millage rate. Annually, the Miami-Dade County Property Appraiser’s Office provides the Town’s assessed and taxable property values. The property appraised and assessed is either real property (for example, a house) or personal property (for example, a boat). The personal property may include intangible assets (for example, the value of holding a patent). The Town’s property tax millage rate is approved by the Town Commission and is applied to the taxable property values. Each mill generates \$1 of tax revenue for every \$1,000 of taxable property value. Taxable value may differ from assessed value because of exemptions, the most common of which is the \$50,000 homestead exemption, and \$75,000 in exemption for homeowners aged 65 or greater, subject to income requirements. The maximum millage a Town may levy pursuant to State law is 10 mills, but this can only be accomplished through a unanimous vote of all Commissioners (not just those present).

Under the Save Our Homes provisions of the Florida Constitution, the annual increase in assessment on a homestead property shall not exceed the lower of 3% or the Consumer Price Index (CPI). The State Constitution also sets the maximum millage that can be levied by a local government simple majority vote at the roll-back rate plus the adjustment for growth in Florida per capita personal income.

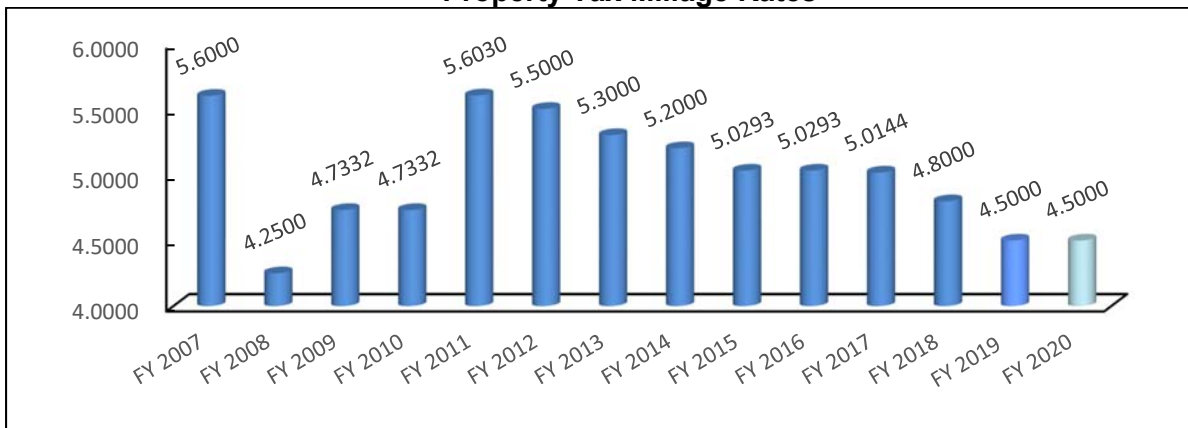
Each year property tax revenues are estimated using current taxable property values as provided by Miami-Dade County at the Town’s levied millage rate. The revenue generated is budgeted at 95 percent of its gross value to take into account early payment discounts and other adjustments in accordance with Florida Statutes. The Miami Dade Property Appraiser’s June 1, 2019 Estimated Taxable Value for the FY2020 budget is \$3,118,000,000. This value is 1% or \$31,979,466 higher than last year. The net increase is attributed to an increase of \$25,979,466 (0.8%) in existing property values and new construction of \$6,000,000 (0.2%). The FY2020 proposed budget has been prepared based upon maintaining the operating millage rate of 4.5000 mills. The graph below illustrates the recent history and projections for the Town’s property tax revenue. Property tax revenue forecasts are based on moderate annual increases of 1% on the property tax base due to rising property values, loss of exemptions, change in ownership, and buildout and renovation of property in FY2021 and FY2022.

REVENUE SOURCES TRENDS AND FORECASTS

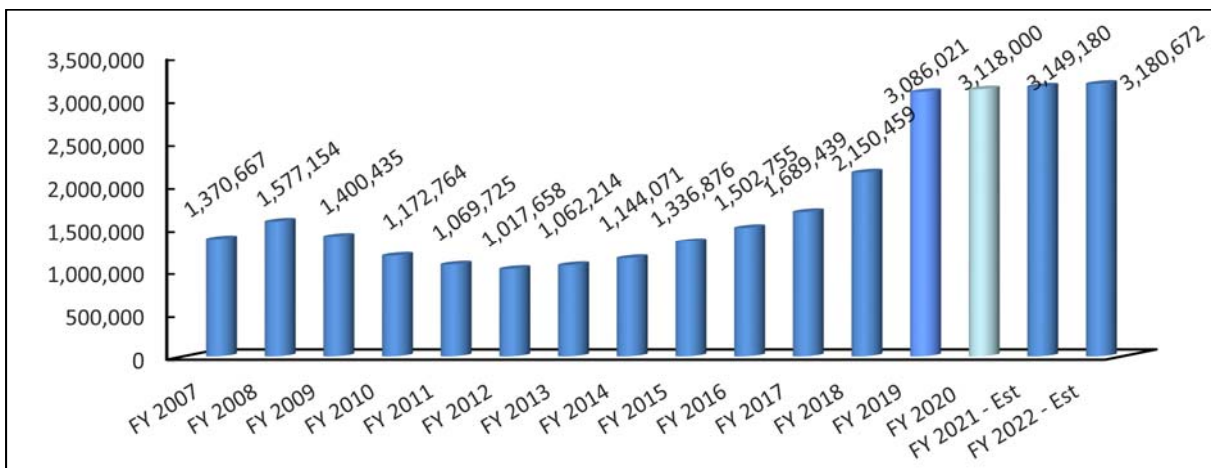
Property Tax Revenues (in thousands)



Property Tax Millage Rates



Surfside Taxable Value (in thousands)

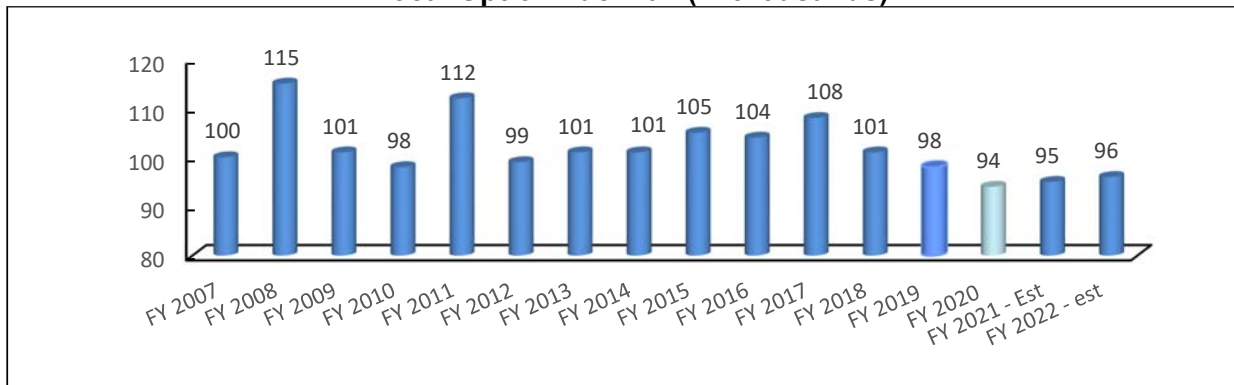


REVENUE SOURCES TRENDS AND FORECASTS

Sales and Use Taxes

Local Option Fuel Tax is levied by Miami-Dade County at a total of 9¢ per gallon. The 9¢ is comprised of the full 6¢ (First) allowed by Florida Statute 366.025(1)(a) and 3¢ (Second) allowed by Florida Statute 336.025(1)(b). The tax is a combination of 6¢ on every net gallon of motor and diesel fuel sold within the county (First) and 3¢ on every net gallon of motor fuel (Second). This tax is shared with the Town through an interlocal agreement. Miami-Dade County receives 74 percent and municipalities in Miami-Dade County receive 26 percent. The funds are used for transportation expenditures. Revenue estimates are indexed conservatively at 1% annually.

Local Option Fuel Tax (in thousands)

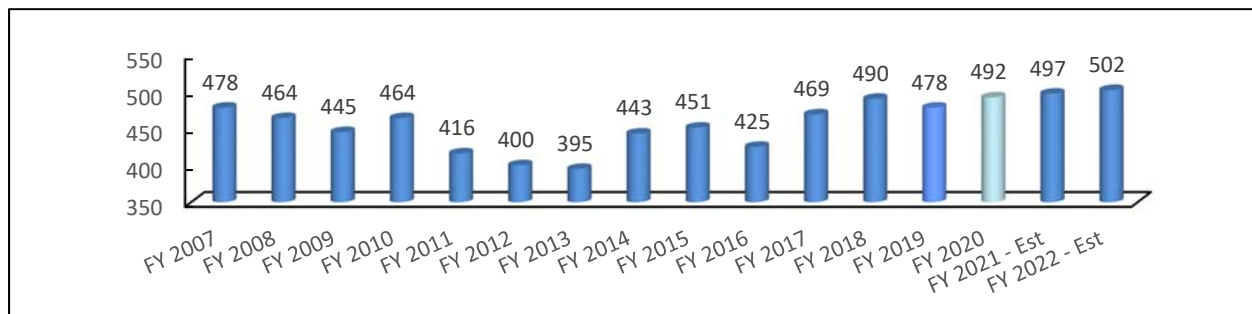


Franchise, Utility, Communications, and Occupational (Local Business) Taxes

The Town collects franchise, utility, communications and occupational (local business) taxes. The latter has traditionally not been considered a franchise tax. However, the State of Florida's Department of Financial Services now requires that it be represented as a tax. In FY2020 these revenue sources will account for approximately 9% of total General Fund revenues.

Franchise Fees are negotiated fixed fees to a company or utility for the use of municipal right-of-ways (poles, lines, pipes, etc.) to conduct the company or utility business and may include the value of the right for the utility to be the exclusive provider of its services within the Town. The Town has franchise agreements for electricity and propane. Revenue from franchise fees is expected to slightly increase with new development online.

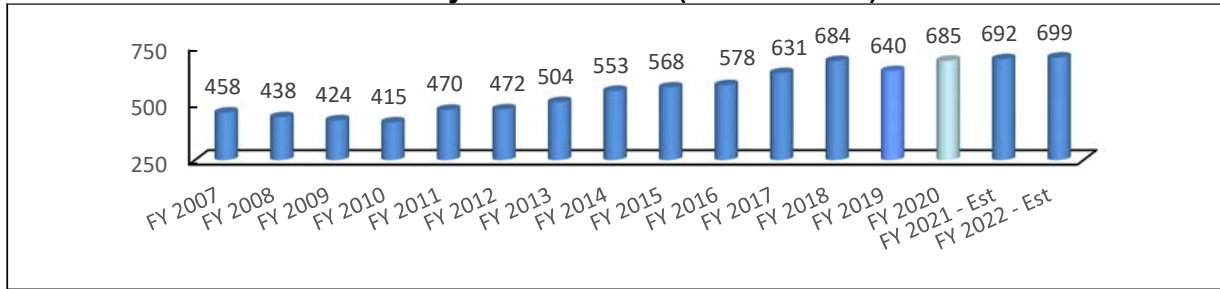
Franchise Fees (in thousands)



REVENUE SOURCES TRENDS AND FORECASTS

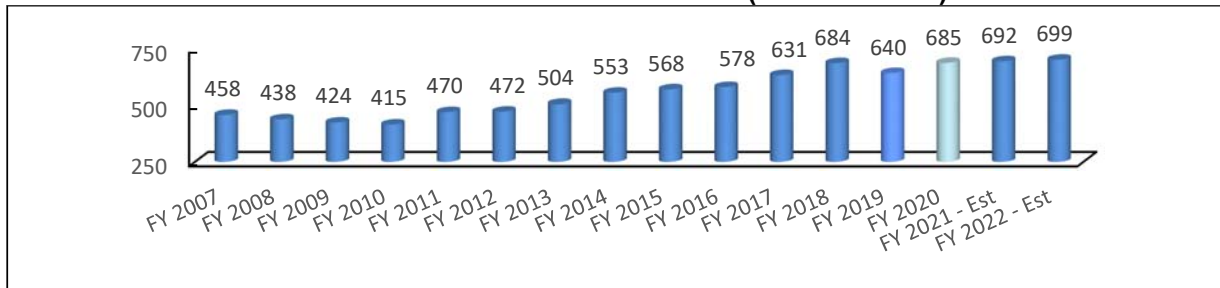
Utility Services Taxes are public service taxes on the purchase of electricity, metered natural gas, manufactured gas, and water services. The tax is levied upon purchases within Surfside and may be levied at a maximum rate of 10% for each utility. Revenue from utility services taxes is expected to slightly increase with new development online.

Utility Service Taxes (in thousands)



Communications Services Tax (CST) applies to retail sales of telecommunications, video, direct-to-home satellite and related services. This revenue is collected by the State of Florida’s Department of Revenue and distributed to municipalities according to use records. It is a combination of two individual taxes: a Florida Communications Services Tax and the local communications services tax. Town forecasts from this revenue source are held steady based on historical trends and volatile impact from changing consumer technology preferences.

Communications Services Tax (in thousands)

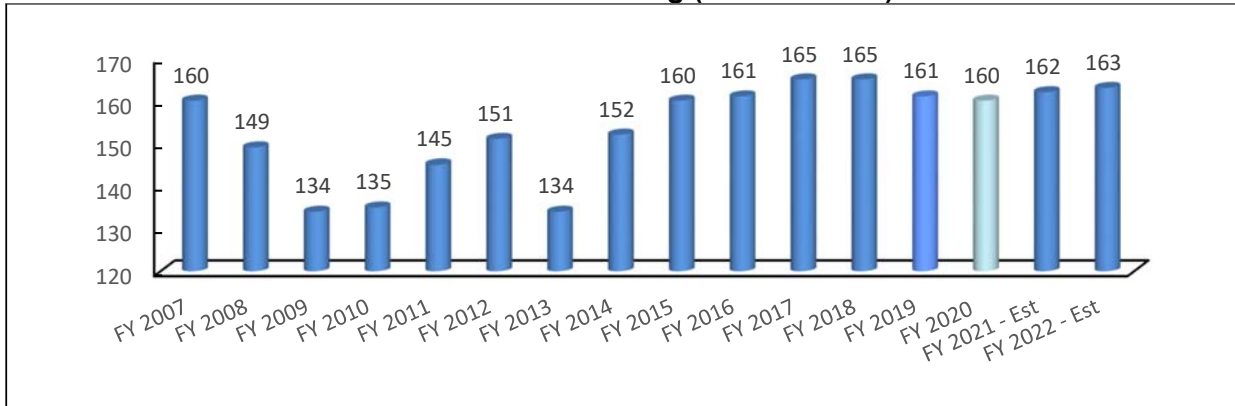


Intergovernmental Revenue

The Town receives revenues from revenue sharing programs with the State of Florida. These revenues are considered a major revenue source to Surfside and are comprised of State Revenue Sharing and the Local Government Half-cent Sales Tax. In FY2020 intergovernmental revenues will account for 2.24% of total General Fund revenues. Revenue projections are established by the State of Florida’s Department of Revenue which collects and distributes these revenues based on tax collections and the Town’s population. The revenue is allocated based on each municipality’s proportionate share of the total population in the county. The Town forecasts modest growth in these revenues from a small improvement in the economy. Municipalities are required to budget at least 95% of the State’s estimates.

REVENUE SOURCES TRENDS AND FORECASTS

State Revenue Sharing (in thousands)



Local Government Half Cent Tax (in thousands)



Services Revenues

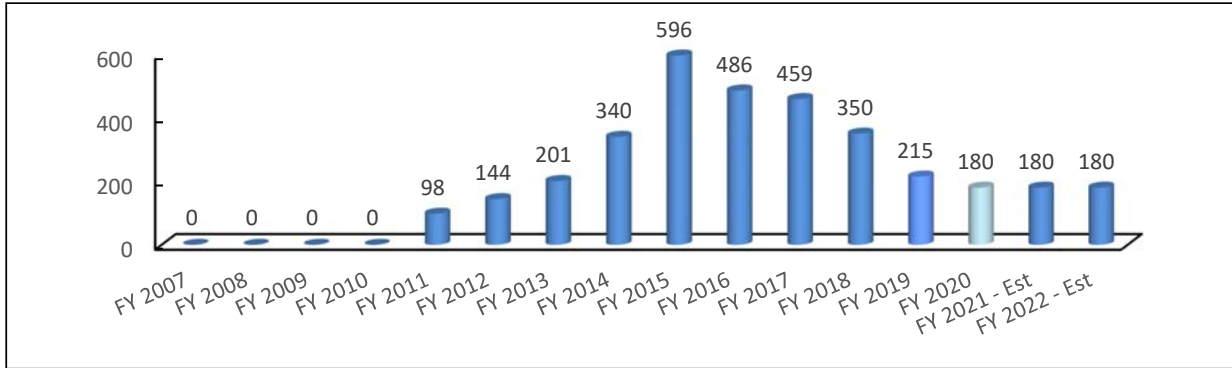
Service Revenues represent fees generated from services provided by the Town. Fees are charged to cover the costs of services which benefit the user directly. In the General Fund these revenues mostly consist of recreation fees, and Special Police Detail/Extra Duty fees mainly from construction projects in development. In FY2020 these revenues represent 1.74% of General Fund revenue. In FY2020 these revenues are projected as follows: 1) Recreation fees \$298,700; and Special Police Detail \$180,000. The Town forecasts modest growth of 1% in Recreation fees and no increase in Special Police Detail as growth in this revenue is mainly related to growth in construction projects. Fees generated from Water and Sewer, Parking, Solid Waste and Stormwater are accounted for in their respective Enterprise Funds.

Recreation Fees (in thousands)



REVENUE SOURCES TRENDS AND FORECASTS

Special Police Detail – Extra Duty Fee (in thousands)

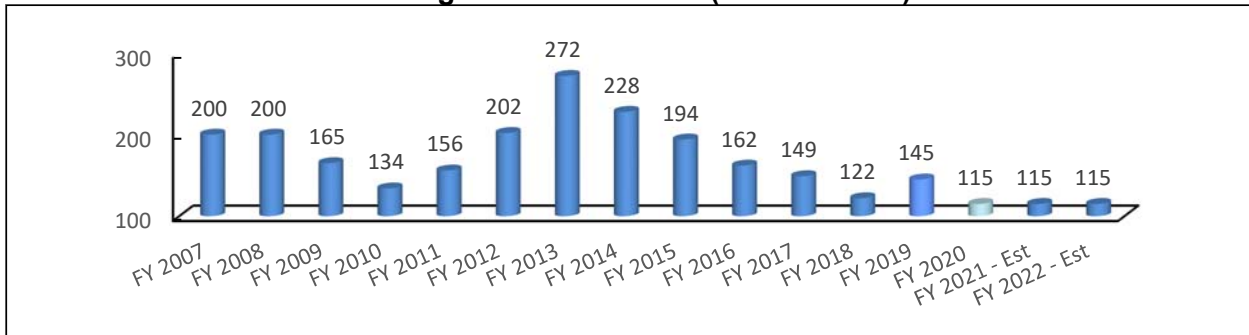


Fines and Forfeitures

Fines for the general fund derive from code enforcement and parking/traffic violations. FY2020 General Fund total revenues from this source are projected at \$139,000. Revenue forecasts were held level due to historical data and overall compliance.

Funds to promote public safety and other projects are received by the Town from fines, forfeitures, and/or seizures connected with illegal behavior in the community. Those funds are restricted to, and accounted for, in the Town's Forfeiture fund.

Parking/Traffic Violations (in thousands)



Miscellaneous Revenues

Any revenues that the Town receives which do not reasonably conform to any of the above identified categories are included in this category. This category includes interest earnings, receipts from the disposition of assets by sale, and similar items. In FY2020, miscellaneous revenues are estimated a \$128,100.

Appropriations and Transfers:

These sources of funding may not fit into a strictly drawn definition of "revenue," but are sources of funding nevertheless. Appropriations are the use of reserves (available fund balance) resulting from attaining revenues in excess of expenditures in prior periods. For FY2020, a balanced budget is proposed with no appropriation (use) of General Fund unassigned balance (reserves). FY2019 is projected to end with \$8,679,098 in available fund balance and \$2 million in assigned disaster recovery reserves.

REVENUE SOURCES TRENDS AND FORECASTS

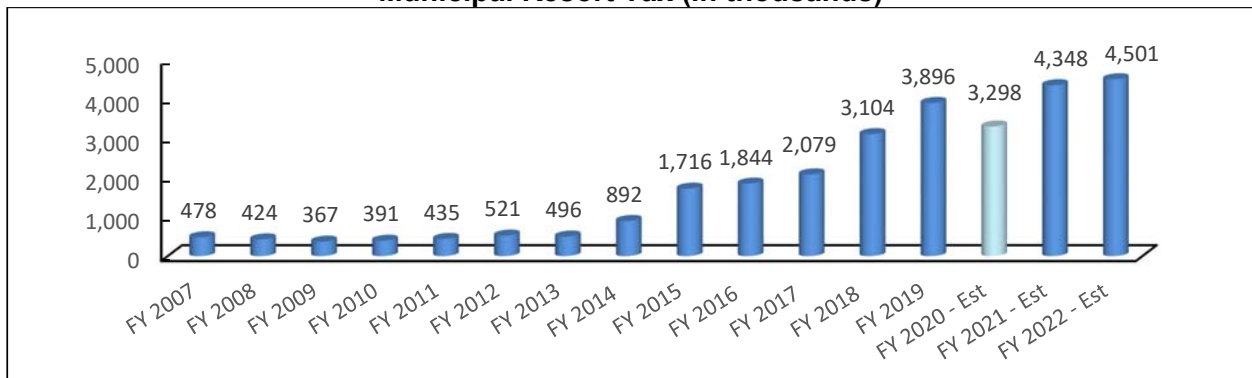
Transfers are funding sources resulting from the movement of available funds from one fund to another. The Town’s Special Revenue Funds and Enterprise Funds transfer payments to the General Fund to pay for services provided by General Fund employees such as general management, payroll, human resources, agenda preparation, records retention, risk management. These administrative services are provided to the Municipal Transportation Fund, Building Fund, Water and Sewer Fund, Municipal Parking Fund, Solid Waste Fund and Stormwater Fund to support their operations. In FY2020 the General Fund includes \$507,337 in interfund transfers.

Special Revenue Funds:

Tourist Resort Fund – Municipal Resort Tax Revenues

Tourist Resort Fund revenues are derived from the Municipal Resort Tax. Municipal Resort Tax is generated by local jurisdictions under authorization by the State of Florida. Surfside is one of three municipalities in the State of Florida which controls its own resort tax proceeds rather than utilizing the State system. The tax generally is 2% on food and beverage sales (although some sales are excluded) and 4% on short-term rentals. Municipal resort tax revenue can be used for tourism promotion activities, capital construction, operations, and maintenance of convention and cultural facilities, and relief of ad valorem (property) taxes used for those purposes. Revenues are allocated as follows: 66% in support of the Community Center operations/maintenance, and administration of the fund; and 34% for services and programs to promote the Town as a tourist destination with the help of the Tourist Board. Beginning in FY2020 all Municipal Resort Tax revenues are reported in the Resort Tax Fund, and the following chart reflects all resort taxes collected since FY2007. Revenue estimates capture the forecasted impact from the beach re-nourishment project during FY2020. The Town forecasts overall growth in FY2021 and FY 2022 as the beach re-nourishment project will be complete and is anticipated to generate an upshot in tourism.

Municipal Resort Tax (in thousands)

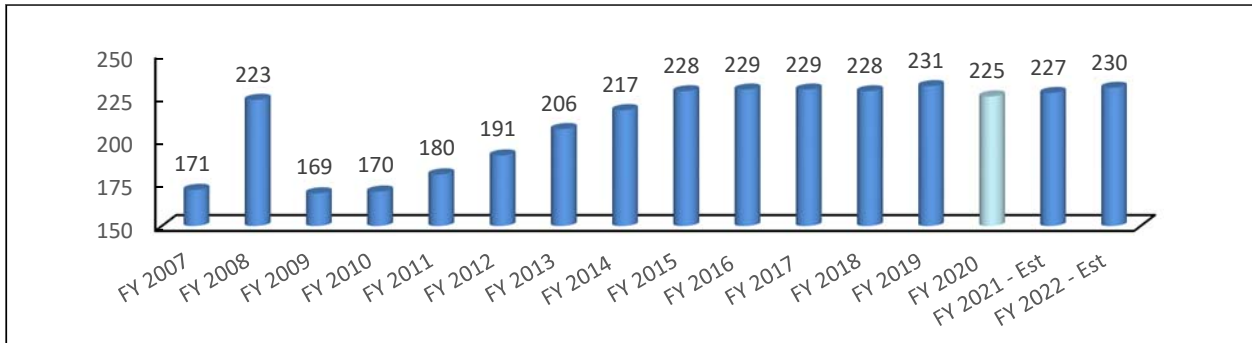


Municipal Transportation Fund – Transportation Surtax Revenues

These revenues are derived from the transportation surtax approved by Miami-Dade County voters in November 2002. The Town entered into a local option agreement with Miami-Dade County to adopt the People’s Transportation Plan and share in this surtax. The county receives 80 percent of the annual funds and participating municipalities share in 20 percent. The Town forecasts modest growth of 1% annually in these revenues.

REVENUE SOURCES TRENDS AND FORECASTS

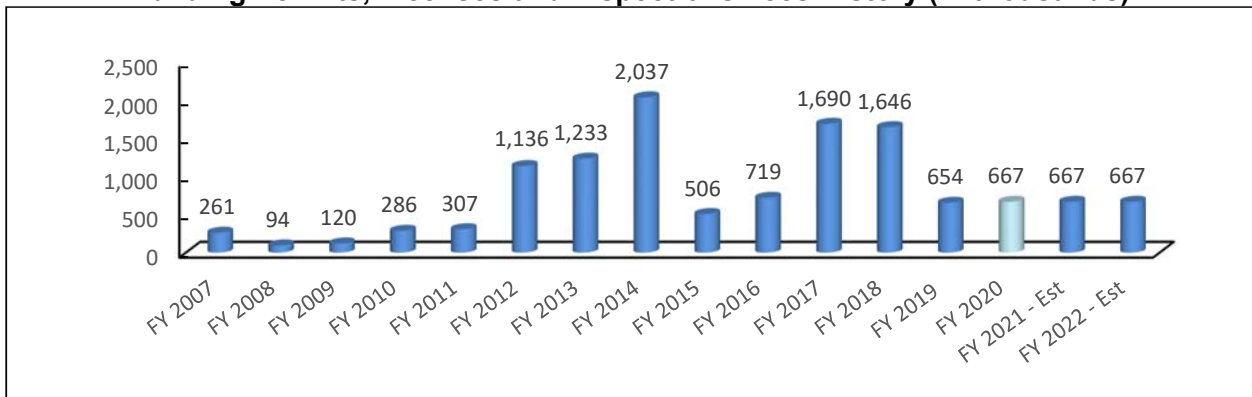
Transportation Surtax Revenue (in thousands)



Building Fund - Permits/Licenses/and Inspections

Licenses, permits and inspection fees are collected for services performed at specific properties for the benefit of those property owners. Building permit categories include: structural, electrical, plumbing, roofing and mechanical permits. Building permits are volatile to building cycles within the Town. The Town projects \$667,000 in revenues for FY2020 from these combined sources. The FY2020 projection is based on building permit fees from moderate construction and residential renovations, and the Town estimates revenue levels will remain constant.

Building Permits, Licenses and Inspections Fees History (in thousands)



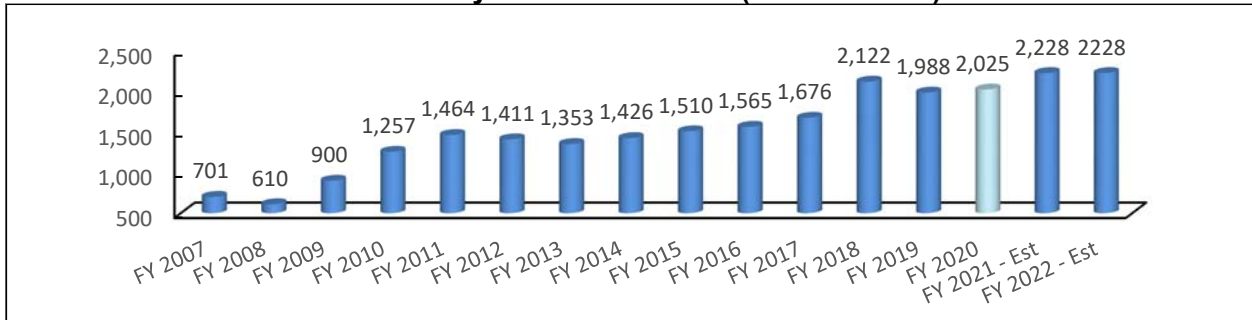
Enterprise Fund Service Revenues represent fees generated from services provided by the Town for Water and Sewer, Parking, Solid Waste collection, and Stormwater.

Water and Sewer Fund: Water and Wastewater Revenues

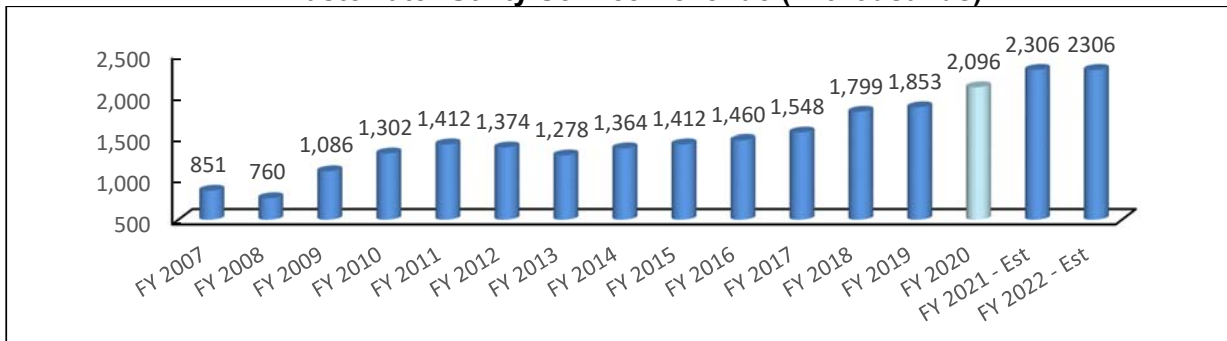
The Water and Sewer Fund is funded through charges for services to residential and commercial customers for water and wastewater charges. The Town provides quality potable water, and safe and environmentally sound removal of wastewater from the customers' property. The Town purchases water from Miami Dade County and pays the City of Miami Beach for the wastewater disposal. Charges for Services revenue support the operations and capital costs of the Water and Sewer Fund. Revenue is forecast to increase through FY2021 as planned annual rate increases of approximately 10% continue to be implemented.

REVENUE SOURCES TRENDS AND FORECASTS

Water Utility Service Revenue (in thousands)



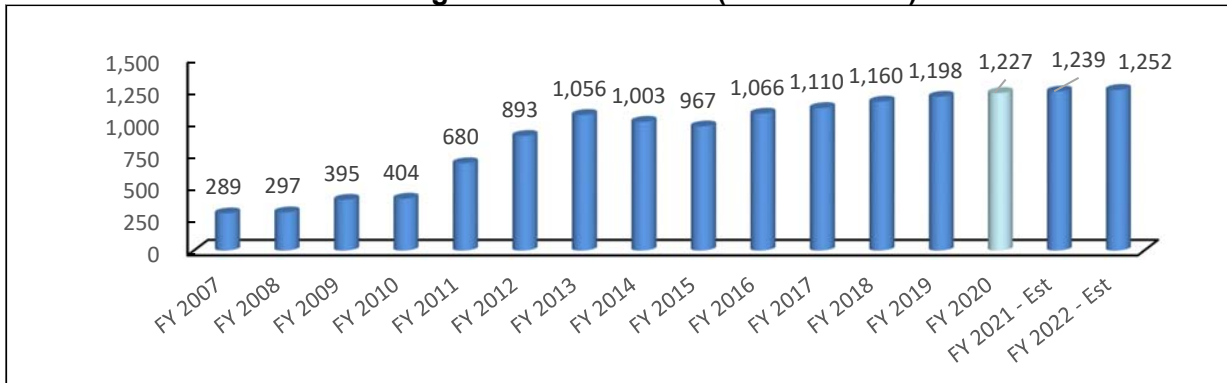
Wastewater Utility Service Revenue (in thousands)



Municipal Parking Fund: Parking Service Revenues

The Town operates and maintains several public parking lots and on-street parking for access to the Harding Avenue Business District, the beach and other town locations. Charges for Services are generated from metered parking fees, permit parking fees and leasing fees. The Town forecasts modest growth of 1% annually in these revenues.

Parking Service Revenues (in thousands)

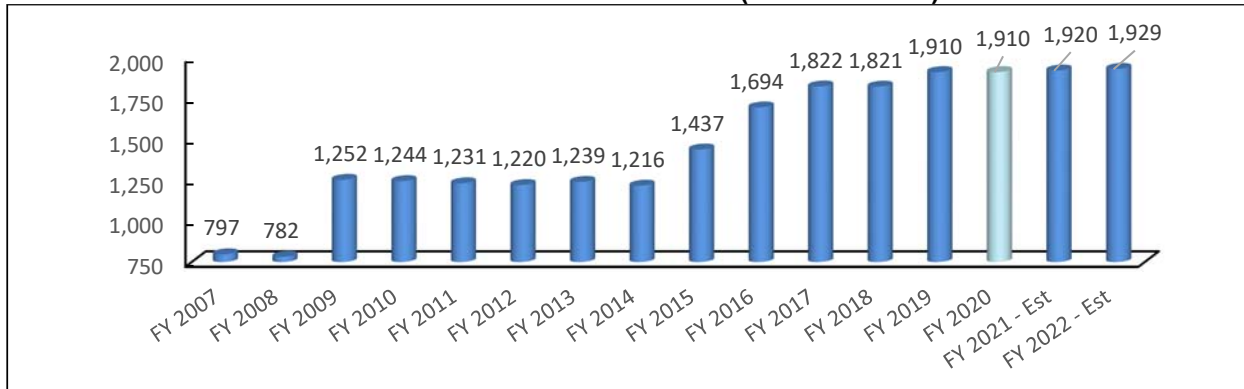


REVENUE SOURCES TRENDS AND FORECASTS

Solid Waste Fund: Solid Waste Service Revenues

The Town runs its own operations to provide solid waste and recycling collection and disposal to residential and commercial properties. Charges for Services are generated from user fees for garbage collection and recycling collection. The Town forecasts a conservative increase of 0.5% annually in these revenues as new in-fill development is occupied.

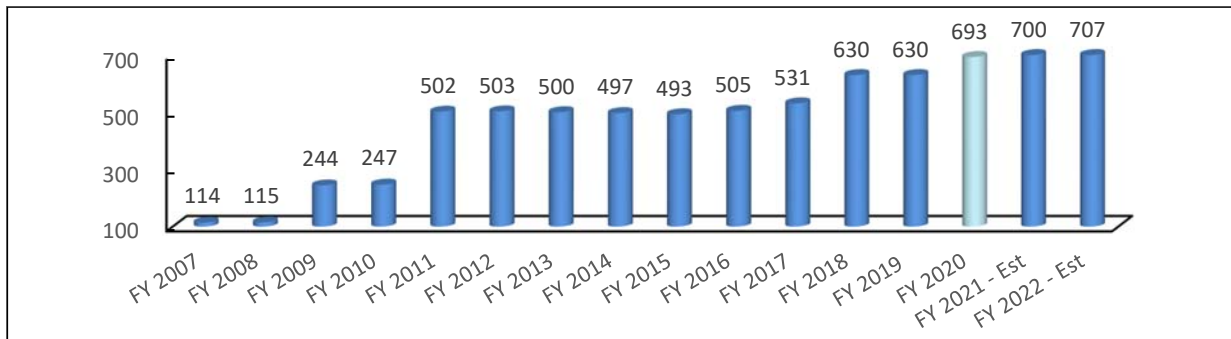
Solid Waste Service Revenue (in thousands)



Stormwater Fund: Stormwater Service Revenues

Stormwater Utility Fees are collected to support requirements of the National Pollutant Discharge Elimination System (NPDES). The Stormwater fee is charged to all residential and commercial properties. Revenue forecasts were held level since additional revenues are based on increases in new construction and the Town does not anticipate significant new construction in the near future.

Stormwater Utility Service Revenue (in thousands)





Major Governmental Funds

The Town has four major governmental funds: 1) the General Fund, 2) Capital Projects Fund, 3) Tourist Resort Fund, and 4) Building Fund.

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.

Information for The Tourist Resort Fund and the Building Fund can be found in the Special Revenue Funds section.



001 GENERAL FUND FINANCIAL SUMMARY

	FY 2018	FY 2019	FY 2019	FY 2020
	Actual	Adopted	Estimated	Proposed
<u>FUNDS AVAILABLE</u>				
Property Taxes	\$9,626,611	\$13,192,738	\$13,192,738	\$13,329,450
Sales and Use Taxes	\$2,154,977	\$100,560	\$100,560	\$94,418
Franchise and Utility Taxes	\$1,514,352	\$1,444,996	\$1,444,996	\$1,501,000
Permits/Licenses/Inspections	\$16,975	\$10,000	\$10,000	\$10,000
Intergovernmental Revenues	\$625,246	\$613,043	\$613,043	\$615,000
Charges for Services	\$662,353	\$488,400	\$488,400	\$478,700
Fines and Forfeitures	\$324,226	\$169,000	\$169,000	\$139,000
Miscellaneous Revenues	\$134,070	\$94,600	\$94,600	\$128,100
Developer Contributions	50,000	-	-	-
Proceeds from Disposal of Assets	3,475	0	0	0
Other Sources	470,406	508,914	508,914	507,337
Projected Fund Balance Beginning	8,635,263	9,009,132	10,899,706	12,943,541
TOTAL	\$ 24,217,954	\$25,631,383	\$ 27,521,957	\$ 29,746,546
<u>APPROPRIATIONS</u>				
Personnel Costs	\$8,227,901	\$7,630,498	\$7,687,283	\$8,138,016
Operating Expenses	\$3,781,485	\$4,925,523	\$4,952,716	\$5,567,055
Capital Outlay	\$304,700	\$153,500	\$183,236	\$181,100
Debt Service	\$50,668	\$4,228	\$4,228	\$0
Non-Operating Expenses	5,583	514,667	400,953	624,000
Transfers to Other Funds	947,911	1,350,000	1,350,000	400,000
TOTAL APPROPRIATIONS	\$ 13,318,248	\$14,578,416	\$ 14,578,416	\$ 14,910,171
Ending Fund Balance - Assigned				
Disaster Recovery	2,000,000	2,000,000	2,000,000	2,000,000
Projected Fund Balance Ending	8,899,706	9,052,967	10,943,541	12,836,375
TOTAL	\$ 24,217,954	\$25,631,383	\$ 27,521,957	\$ 29,746,546

001 GENERAL FUND

	FY 2018	FY 2019	FY 2019	FY 2020
	Actual	Adopted	Estimated	Proposed
REVENUES				
Property Taxes	\$9,626,611	\$13,192,738	\$13,192,738	\$13,329,450
Sales and Use Taxes	\$2,154,977	\$100,560	\$100,560	\$94,418
Franchise and Utility Taxes	\$1,514,352	\$1,444,996	\$1,444,996	\$1,501,000
Permits/Licenses/Inspections	\$16,975	\$10,000	\$10,000	\$10,000
Intergovernmental Revenues	\$625,246	\$613,043	\$613,043	\$615,000
Charges for Services	\$662,353	\$488,400	\$488,400	\$478,700
Fines and Forfeitures	\$324,226	\$169,000	\$169,000	\$139,000
Miscellaneous Revenues	72,922	56,600	56,600	56,100
Interest	64,623	38,000	38,000	72,000
Developer Contributions	50,000	-	-	-
Other Sources - Transfers In	470,406	508,914	508,914	507,337
TOTAL REVENUES	\$ 15,582,691	\$16,622,251	\$ 16,622,251	\$ 16,803,005
EXPENDITURES				
Personnel Costs	\$8,227,901	\$7,630,498	\$7,687,283	\$8,138,017
Operating Expenses	3,781,485	4,925,523	4,952,716	5,567,055
Capital Outlay	304,700	153,500	183,236	181,100
Debt Service	\$50,668	\$4,228	\$4,228	\$0
Non-Operating Expenses	5,583	64,667	71,971	74,000
Transfers to Other Funds	947,911	1,350,000	1,350,000	400,000
Contingency	-	450,000	328,982	550,000
Return to Reserves	-	2,043,835	2,043,835	1,892,834
TOTAL EXPENDITURES	\$ 13,318,248	\$16,622,251	\$ 16,622,251	\$ 16,803,005
Net Results	\$ 2,264,443	\$ 0	\$ 0	\$ (0)

001 GENERAL FUND

TOTAL REVENUES

Line Item Prefix: 001--:		FY 2018	FY 2019	FY 2019	FY 2020
		Actual	Proposed	Estimated	Proposed
511-311-1000	Current & Delinquent Real Property	9,524,914	13,102,738	13,102,738	13,239,450
511-311-1001	Current & Delinquent Personal Property	101,697	90,000	90,000	90,000
TOTAL	Real Property Tax	\$9,626,611	\$13,192,738	\$13,192,738	\$13,329,450
552-312-1200	Two Percent Resort Tax (Food)*	528,853			
552-312-1400	Four Percent Resort Tax*	1,519,619			
552-312-1500	Resort Tax Penalties / Interest	5,669	3,000	3,000	
511-312-4100	First Local Option Fuel Tax	72,948	70,725	70,725	68,340
511-312-4200	Second Local Option Fuel Tax	27,888	26,835	26,835	26,078
TOTAL	Sales and Use Taxes	\$2,154,977	\$100,560	\$100,560	\$94,418
511-314-1000	Electric Utility	663,592	620,000	620,000	665,000
511-314-4000	Gas Utility	20,067	20,000	20,000	20,000
511-315-0100	Communication Services Tax	233,373	223,496	223,496	220,000
511-316-0100	Surfside Local Business Licensing Tax	93,741	95,000	95,000	95,000
511-316-0200	Miami-Dade Occ Licenses Tax Share	7,788	7,000	7,000	7,500
511-316-0300	Surfside Local Business License Penalty	5,696	1,500	1,500	1,500
TOTAL	Municipal Utility & Other Use Taxes	\$1,024,257	\$966,996	\$966,996	\$1,009,000
511-323-1000	Electric Franchise	468,347	460,000	460,000	470,000
511-323-4000	Gas Franchise	21,748	18,000	18,000	22,000
TOTAL	Franchise Fees	\$490,095	\$478,000	\$478,000	\$492,000
511-329-2010	Lobbyist Fees / Registrations	16,975	10,000	10,000	10,000
TOTAL	Permits/Licenses/Inspection	\$16,975	\$10,000	\$10,000	\$10,000
511-335-1200	State Revenue Sharing	164,966	160,811	160,811	160,000
511-335-1500	Beverage License	7,447	7,500	7,500	7,500
511-335-1800	Half Cent Sales Tax	444,812	437,232	437,232	440,000
511-335-4900	Motor Fuel Tax Rebate	8,021	7,500	7,500	7,500
TOTAL	Intergovernmental - Federal/State	\$625,246	\$613,043	\$613,043	\$615,000
511-341-9000	Election Qualifying Fees	200			
521-342-1010	Special Police Detail - Extra Duty	350,303	215,000	215,000	180,000
572-347-2002	Pool Admission Fees	26,385	24,000	24,000	27,000
572-347-2003	Recreation - Aquatic Programs	32,240	27,000	27,000	32,000
572-347-2004	Recreation - Community Ctr Facility Rentals	7,355	6,000	6,000	6,000
572-347-2005	Recreation - ID Cards	330	300	300	300
572-347-2006	Recreation - Winter Camp	4,912	5,000	5,000	5,000
572-347-2007	Recreation - Summer Camp	119,041	110,000	110,000	110,000
572-347-2022	Recreation - Spring Camp	6,060	6,000	6,000	6,000
347-2008	Recreation - Locker Rentals	41			
572-347-2015	Recreation - Adult Programs	24,887	21,000	21,000	24,000
572-347-2016	Recreation - Youth Programs	85,284	70,000	70,000	85,000
572-347-2018	Recreation - Senior Programs	2,605	3,500	3,500	2,800
572-347-2019	Recreation - Tennis Reservations	1,110	600	600	600
572-347-2090	Recreation - Concessions	1,100			
572-347-2095	Recreation - Community Ctr Brick Sponsors	500			
TOTAL	Charges for Services	\$662,353	\$488,400	\$488,400	\$478,700

001 GENERAL FUND

TOTAL REVENUES

		FY 2018	FY 2019	FY 2019	FY 2020
Line Item Prefix: 001--:		Actual	Proposed	Estimated	Proposed
521-351-5005	Traffic Violations	25,484	25,000	25,000	25,000
521-351-5010	Parking Violations	96,093	120,000	120,000	90,000
521-351-5030	Red Light Enforcement	171,518			
524-359-4000	Code Enforcement Fees and Penalties	31,131	24,000	24,000	24,000
TOTAL	Fines & Forfeitures	\$324,226	\$169,000	\$169,000	\$139,000
511-361-1000	Interest Earnings	64,623	38,000	38,000	72,000
364-1000	Disposition of Assets	3,475			
366-1110	Contributions/Donations Campaign Acct	198			
521-369-9004	Other Miscellaneous Revenues - Police	5,476	3,100	3,100	5,000
524-369-9009	Blue Prints	911	1,000	1,000	500
511-369-9010	Other Miscellaneous Revenues	48,007	40,000	40,000	40,000
539-369-9030	Public Works Repairs Revenue	1,400	1,000	1,000	500
511-369-9040	Beach Furniture Registration	2,000	2,000	2,000	
511-369-9050	Bike Sharing Revenue	4,646	4,900	4,900	4,500
511-369-9055	Car Charging Station Revenue	259	100	100	100
511-369-9065	Gazette Advertisement Revenue	5,510	4,500	4,500	4,500
511-369-9075	Special Event Coordination	1,040			1,000
TOTAL	Miscellaneous Revenues	\$137,545	\$94,600	\$94,600	\$128,100
511-381-1700	Interfund Transfer: Mun. Transportation	11,250	11,563	11,563	11,250
511-381-1600	Interfund Transfer: Building Services	114,906	122,867	122,867	122,690
511-381-4100	Interfund Transfer: Water / Sewer	93,230	102,389	102,389	102,242
511-381-4200	Interfund Transfer: Mun. Parking	93,230	102,389	102,389	102,242
511-381-4300	Interfund Transfer: Solid Waste	129,830	138,989	138,989	138,241
511-381-4400	Interfund Transfer: Stormwater	27,960	30,717	30,717	30,672
TOTAL	Interfund Transfers	\$470,406	\$508,914	\$508,914	\$507,337
511-389-8030	Developer Contributions - Surf Club	50,000			
TOTAL	Other Sources	50,000	0	0	0
511-392-0000	Appropriated Fund Balance				
TOTAL	Appropriated Fund Balance	\$0	\$0	\$0	\$0
TOTAL	REVENUES	\$15,582,691	\$16,622,251	\$16,622,251	\$16,803,005

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

001 GENERAL FUND

TOTAL EXPENDITURES

Line Item		FY 2018 Actual	FY 2019 Proposed	FY 2019 Estimated	FY 2020 Proposed
<u>Personnel Services</u>					
1210	Regular Salaries	\$4,740,305	\$4,799,386	\$4,799,386	\$4,939,932
1310	Other Salaries	427,483	78,549	148,300	235,515
1320	Other Salaries-Reserve Officer/Extra Duty	3,051	0	0	0
1410	Overtime	358,883	228,700	228,700	266,500
1510	Special pay	130,360	151,155	134,156	146,621
1520	Extra Duty Pay	316,097	215,000	215,000	180,000
2110	Payroll Taxes	433,508	405,342	409,373	428,739
2210	Retirement Contribution	825,190	798,416	798,417	813,243
2310	Life & Health Insurance	791,439	797,285	797,286	933,690
2410	Workers Compensation	201,585	156,665	156,665	193,777
Total	Personnel Services	\$8,227,901	\$7,630,498	\$7,687,283	\$8,138,017
<u>Operating Expenses</u>					
3103	Lobbyist	42,000	46,000	46,000	48,000
3110/3115	Professional Services	1,135,492	1,487,927	1,515,119	2,014,997
3111/3120	Lawsuits and Prosecutions	65,755	900	900	0
3112	Physical Examinations	16,113	16,120	16,120	17,760
3210	Accounting and Auditing	64,065	92,200	92,200	92,200
3410	Other Contractual Services	267,903	273,605	273,605	311,405
3411	Nuisance Abatement	0	10,000	10,000	10,000
3420	Other Code Services	6,810	7,300	7,300	7,300
4009	Car Allowance	23,190	21,450	21,450	27,270
4110	Telecommunications	77,562	97,376	97,376	101,376
4111	Postage	14,125	19,200	19,200	22,000
4112	Mobile Phone Allowance	21,512	21,363	21,363	20,034
4310	Electricity	79,600	50,150	50,150	54,980
541-4310	Roadway Electricity	33,204	41,000	41,000	38,000
4311	Water and Sewer	143,335	107,800	107,800	114,000
4312	Natural Gas Service	26,090	0	0	0
4402	Building Rental/Leasing	3,510	4,000	4,000	2,000
4403	Equipment/Vehicle Leasing	74,737	178,503	178,503	185,475
4510	Property and Liability Insurance	244,866	228,249	228,249	231,303
4601	Maintenance Service/Repair Contracts	105,305	173,753	173,753	171,706
4602	Building Maintenance	124,340	91,800	91,800	93,000
4603	Equipment Maintenance	70,822	66,340	66,340	72,340
4604	Grounds Maintenance	289,612	333,062	333,062	333,062
4611	Miscellaneous Maintenance	74,568	164,805	164,805	154,805
4612	Vehicle Maintenance - Usage	28,056	153,523	153,523	155,026
4613	Vehicle Maint. - Fleet Replacement		394,046	394,046	361,966
4710	Printing & Binding	1,477	2,300	2,300	5,250
4810	Promotional Activities	190,545	98,640	98,640	122,940

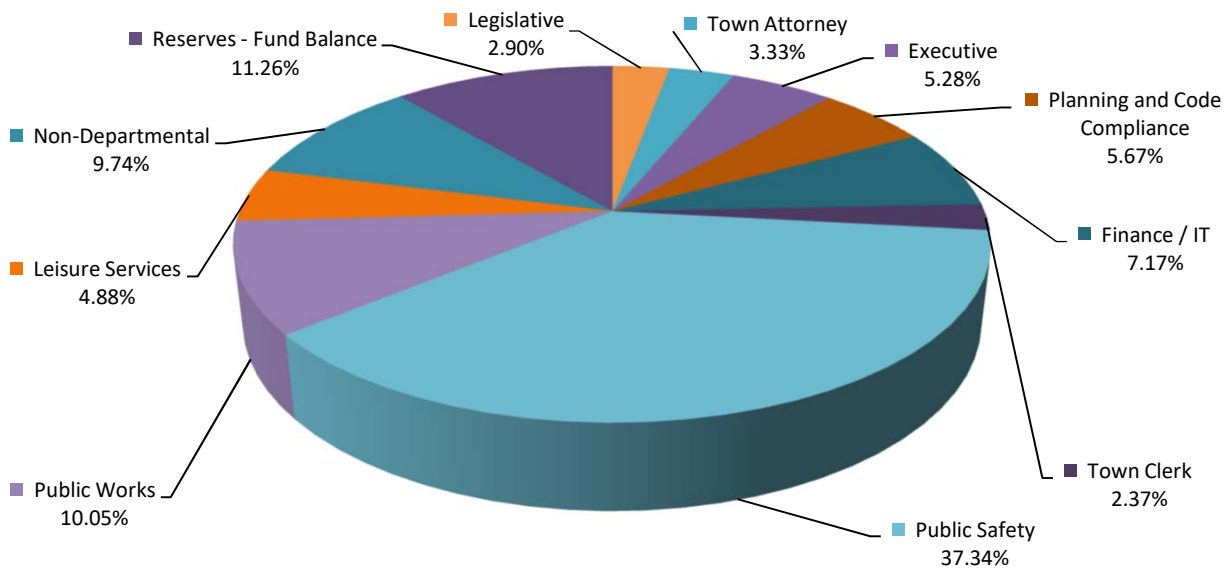
001 GENERAL FUND

TOTAL EXPENDITURES

Line Item	FY 2018	FY 2019	FY 2019	FY 2020	
	Actual	Proposed	Estimated	Proposed	
4910	Legal Advertisement	31,864	25,200	25,200	40,000
4911	Other Current Charges	94,617	216,870	216,870	215,020
4915	Red Light State Portion	51,002	0	0	0
5110	Office Supplies	46,991	49,500	49,500	52,500
5210	Property and Maintenance	5,679	35,000	35,000	35,000
5213	Landscape Improvements	2,198	3,930	3,930	5,000
5214	Uniforms	40,616	36,463	36,463	38,963
5215	Uniform Allowance	900	1,200	1,200	1,200
5216	Gasoline	89,144	120,504	120,504	131,692
5225	Merchant Fees	13,968	18,700	18,700	18,700
5290	Miscellaneous Operating Supplies	96,194	116,320	116,320	120,320
5310	Road Materials	11,246	7,000	7,000	7,000
5410	Subscriptions and Memberships	12,874	18,810	18,810	21,090
5420	Conferences and Seminars	47,831	60,815	60,815	78,575
5510	Training & Educational	11,767	33,800	33,800	33,800
Total	Operating Expenses	\$3,781,485	\$4,925,523	\$4,952,716	\$5,567,055
Capital Outlay					
6410	Machinery and Equipment	304,700	153,500	183,236	181,100
Total	Capital Outlay	\$304,700	\$153,500	\$183,236	\$181,100
Debt Service					
7110	Principal	50,085	4,216	4,216	0
7210	Interest	583	12	12	0
Total	Debt Service	\$50,668	\$4,228	\$4,228	\$0
Non-operating Expenses					
8300	Other Grants and Aid	5,583	64,667	71,971	74,000
9130	Transfers to Capital Projects Fund	947,911	1,108,000	1,108,000	400,000
9190	Transfer to Fleet Management Fund		242,000	242,000	0
9920	Contingency	0	450,000	328,982	550,000
9310	Reserves/Return to Fund Balance		2,043,835	2,043,835	1,892,834
Total	Non-operating Expenses	\$953,494	\$3,908,502	\$3,794,788	\$2,916,834
TOTAL	GENERAL FUND EXPENDITURES	\$13,318,248	\$16,622,251	\$16,622,251	\$16,803,005

General Fund Expenditures Summary by Department

Department	FY 2018	FY 2019	FY 2019	FY 2019
	Actual	Adopted	Estimated	Proposed
Legislative	\$69,970	\$158,422	\$165,726	\$488,105
Town Attorney	448,604	484,270	484,270	559,932
Executive	777,198	817,575	817,575	886,804
Planning and Code Compliance	468,669	691,382	695,574	952,645
Finance / IT	860,765	1,172,021	1,224,759	1,204,959
Town Clerk	329,971	367,145	367,145	397,693
Public Safety	5,495,015	6,405,020	6,386,720	6,274,786
Public Works	1,540,369	1,621,616	1,621,615	1,689,216
Leisure Services	2,128,575	683,572	758,657	819,544
Non-Departmental	305,748	2,177,394	2,056,376	1,636,487
Non-Departmental - Reserves/ Fund Balance	893,649	2,043,835	2,043,835	1,892,834
Total	\$13,318,533	\$16,622,251	\$16,622,251	\$16,803,005





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

	FY 2018	FY 2019	FY 2019	FY 2020
	Actual	Adopted	Estimated	Proposed
APPROPRIATIONS				
Personnel Services	\$5	\$5	\$5	\$5
Operating Expenses	\$64,382	\$93,750	\$93,750	\$414,100
Capital Outlay	\$0	\$0	\$0	\$0
Non-operating Expenses	\$5,583	\$64,667	\$71,971	\$74,000
TOTAL	\$ 69,970	\$ 158,422	\$ 165,726	\$ 488,105

Significant Changes from FY 2019 Adopted Budget

<u>Operating Expenses</u>	
Government Academy	\$ 12,000
Charter and Code update and rewrite	\$ 300,000

<u>Non-Operating Expenses</u>	
Nurse initiative & school resource officer RKB K-8 contribuion	\$ 9,333

Personnel Complement									
Position Title	FY 2019					FY 2020			
	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			
Total	5.00	0.00	0.00	0.00		5.00	0.00	0.00	0.00

LEGISLATIVE (1000)

001 General Fund

EXPENDITURES

		FY 2018	FY 2019	FY 2019	FY 2020
Line Item Prefix: 001-1000-511-:		Actual	Adopted	Estimated	Proposed
Suffix	Object Description				
Personnel Services					
1210	Regular Salaries	\$5	\$5	\$5	\$5
Total	Personnel Services	\$5	\$5	\$5	\$5
Operating Expenses					
3103	Lobbyist	42,000	46,000	46,000	48,000
3110	Professional Services		15,000	15,000	327,000
4110	Telecommunications	5,929	6,000	6,000	6,600
5110	Office Supplies	1,893	3,000	3,000	3,000
5290	Miscellaneous Operating Supplies	4,734	10,200	10,200	10,200
5410	Subscriptions and Memberships	2,500	3,300	3,300	3,300
5420	Conferences and Seminars	7,326	10,250	10,250	16,000
Total	Operating Expenses	\$64,382	\$93,750	\$93,750	\$414,100
6410	Machinery and Equipment				
Total	Capital Outlay	\$0	\$0	\$0	\$0
Non-operating Expenses					
8300	Other Grants/Aid	5,583	64,667	71,971	74,000
Total	Non-operating Expenses	\$5,583	\$64,667	\$71,971	\$74,000
Total	Department Expenditures	\$69,970	\$158,422	\$165,726	\$488,105

FY 2020 New Program Enhancement (Modification)

Government Academy				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Legislative		General		\$12,000
Justification and Description				
<p>A Government Academy program, similar to Surfside's Citizens Police Academy, offering residents the opportunity to participate and learn how local government works. A series of six to eight informative weekly night sessions will be designed to focus on specific areas of Surfside's government including:</p> <ul style="list-style-type: none"> • The Town Commission/Town Manager relationship • The meaning of the Town Charter • How ordinances are enacted • Familiarize residents with services, responsibilities, and functions of Town departments 				
Benefits or Alternative/Adverse Impact if not funded				
<p>The objective of the Government Academy is to:</p> <ul style="list-style-type: none"> • Develop resident's understanding of how the Town of Surfside government functions • Provide an inside look at Town operations • Encourage residents to become involved in their local government <p>The Town's successful Citizens Police Academy and similar programs in other municipalities provide learning opportunities for residents to gain and enhance their understanding and involvement in local government operations.</p>				
Required Resources				
New Personnel				
Number of Positions	Title	Salary	Fringe Benefits	Cost
Other Recurring Operating Costs				
Account Number	Description	Cost		
One Time Costs				
Account Number	Description	Cost		
001-1000-511-31-10	Professional Fees	\$12,000		

FY 2020 New Program Enhancement (Modification)

Charter and Code Rewrite				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Legislative		General Fund	2	\$300,000
Justification and Description				
<p>Many of the Charter provisions were superceded by Florida law and are now considered Ordinances, but appear in the Charter section. Many of the Ordinances, such as the Utilities Chapter, need to be updated. A re-write of the Code will bring many sections of the Code current and afford the Town the opportunity to address areas where the Code can be modernized or brought current and have conflicts in the Code addressed. The Charter Review process did not address this documentation. Input will involve legal and planning aspects; staff reviews, and Municode efforts.</p>				
Benefits or Alternative/Adverse Impact if not funded				
<p>When reading the current Charter and Code, as they exist in the official document from Municode, they may make mistakes by believing the Charter language is current when it actually has been superceded by State Law. Sections of the Code need to be updated. The Utilities section, as just one example, actually points to the City of Miami Beach's code for certain items. Redrafting this document will eliminate some of the confusion that now exists.</p>				
Required Resources				
New Personnel				
Number of Positions	Title	Salary	Fringe Benefits	Cost
Other Recurring Operating Costs				
Account Number	Description		Cost	
One Time Costs				
Account Number	Description		Cost	
001-1000-511-31-10	Professional Services		\$300,000	



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 to Town Administration and departments on all aspects of Town administration, retains subject matter legal experts as needed, supervises litigation and works with the Florida Municipal Insurance Trust ("FMIT") on claims and lawsuits covered by FMIT, and represents the Town in litigation matters not covered by FMIT defense. The Town Attorney attends all regular and special Town Commission meetings, Commission workshops, Board and Committee meetings and Special Master Hearings, as needed.

Fiscal Year 2019 Accomplishments:

- Prepared, attended and rendered advice to the Town Commission, Planning & Zoning Board, Parks & Recreation Committee, Resort Tax Board, Sustainability and Resiliency Committee, Downtown Vision Advisory Committee, and at Special Master Hearings, as needed.
- Continued 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.
- In addition to general municipal services, provided specialized legal services in the areas of litigation and appeal, ethics, real estate, police matters, labor and employment, and land use and zoning.
- Provided assistance with Public-Private Partnerships (P3) proposals.
- Provided assistance with numerous procurements and preparation of contracts and agreements for myriad of services.
- Prepared numerous Code amendments to Zoning Code and Land Development Regulations.

Fiscal Year 2020 Objectives:

- Support the Town Commission, Town Boards and Committees, Town Manager and Town departments and staff with their legal needs, including Tourist Board and recently created Sustainability and Resiliency Committee and Downtown Vision Advisory Committee.
- 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 and support in the development and implementation of sustainable and resiliency policies and programs to address climate change and sea level rise.
- Provide legal advice and support in connection with general and/or special election to be held March, 2020.
- Provide legal advice and support in connection with various procurement projects, including design-build projects.
- Provide legal advice and support in connection with amendments or rewrite of Town Code provisions, as directed by Town Commission and Administration.

Performance Measures	FY 2014	FY 2015	FY 2016	FY 2017	FY 2019
	Actual	Actual	Actual	Actual	To date as of 04/30/2019
Ordinances (drafted)	18	13	20	12	11
Resolutions	77	59	65	30	42
Commission/special meetings, workshops and hearings	75	80	100	106	44

TOWN ATTORNEY (1500)

001 General Fund

	FY 2018	FY 2019	FY 2019	FY 2020
	Actual	Adopted	Estimated	Proposed
<u>APPROPRIATIONS</u>				
Personnel Services	\$0	\$0	\$0	\$0
Operating Expenses	\$448,604	\$484,270	\$484,270	\$559,932
TOTAL	\$ 448,604	\$ 484,270	\$ 484,270	\$ 559,932

Significant Changes from FY 2019 Adopted Budget

<u>Operating Expenses</u>	
Annual contract increase	\$ 10,662
Increase to Non-contract additional professional services/ Special projects or excluded legal services	\$ 65,000

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 2018	FY 2019	FY 2019	FY 2020
		Actual	Adopted	Estimated	Proposed
Suffix	Object Description				
<u>Personnel Services</u>					
Total	Personnel Services	\$0	\$0	\$0	\$0
<u>Operating Expenses</u>					
3110	Professional Services	383,542	480,350	480,350	556,012
3111	Lawsuits and Prosecutions	62,215			
4403	Equipment/Vehicle Leasing	2,574	3,420	3,420	3,420
5110	Office Supplies	273	500	500	500
Total	Operating Expenses	\$448,604	\$484,270	\$484,270	\$559,932
<u>Capital Outlay</u>					
Total	Capital Outlay	\$0	\$0	\$0	\$0
<u>Total</u>					
Total	Department Expenditures	\$448,604	\$484,270	\$484,270	\$559,932

FY 2020 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		General		\$190,000
Justification and Description				
<p>The Town Attorney provides general municipal services pursuant to the Retainer Agreement dated July 11, 2017 at a monthly fixed fee of \$30,501 or \$366,012 annually for FY2020 (including a 3% annual increase). The following Excluded Services or Special Projects are anticipated for FY2020:</p> <ul style="list-style-type: none"> • Labor and Employment fees - \$40,000; • Litigation oversight and litigation matters not covered by FMIT - \$50,000; • Excluded services and special projects as directed by the Town Commission and/or Town Administration - \$100,000. 				
Benefits or Alternative/Adverse Impact if not funded				
Required Resources				
New Personnel				
Number of Positions	Title	Salary	Fringe Benefits	Cost
Other Recurring Operating Costs				
Account Number	Description	Cost		
One Time Costs				
Account Number	Description	Cost		
001-1500-514-31-10	Professional Services	\$190,000		



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 Assistant Town Manager position assists the Town Manager on responsibilities as designated and include, but are not limited to, oversight of IT, coordination of public outreach through the Public Information Representative, sustainability and resiliency initiatives, projects related to transportation and parking, as well as the Downtown Business District. 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 663. In FY2019 the roles and responsibilities of a Public Information Representative were enhanced to expand communication initiatives to effectively coordinate all of the Town's communication channels.

The Planning and Compliance Division is responsible for code compliance, community development and planning and zoning functions. This fiscal year the Town will coordinate a tri-municipalities (Surfside, Bal Harbour and Bay Harbor Islands) Sustainability and Resiliency focus that includes a dedicated expert to assist the three communities on climate change mitigation strategies.

Town Manager:

Fiscal Year 2019 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 third year.
- Completed the comprehensive ERP process.
- Coordinated public outreach through the Public Information Representative.
- Worked daily with citizenry to address other pending issues.
- Completed the tri-municipal shuttle bus initiative with Florida International University.
- Continued the coordination with the U.S. Army Corps of Engineers and Miami-Dade County on the Beach Renourishment Project.
- Successfully recruited a Finance Director.

Fiscal Year 2020 Primary Objectives:

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

- **Sea level:** Probably the most important sustainability issue for the Town. An enhanced focus will occur through the new tri-municipalities' Sustainability and Resiliency expert by engaging with Miami-Dade County, the State and other regional entities.
- **Beach re-nourishment:** The Town will continue to coordinate with Federal, State and County agencies to further address the reef, beach and dune fortification system.
- **Beach maintenance:** Address beach maintenance challenges in cooperation with Miami-Dade County.
- **Beach furniture:** Continued compliance of the ordinance which establishes rules and regulations for the use of lounge chairs and other accessories on the beach.
- **Evolution of the corridor:** Address Paced Development with the Town Commission.
- **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:** With the addition of part-time administrative assistance, and a part time Code Officer, the Town will 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:** Implement changes to the regional system pending the tri-municipalities' direction.
- **Walkability:** A plan completed by the University of Miami will be presented to the Town Commission.
- **Underground utilities:** This initiative is pending Town Commission direction.
- **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. Programs will be provided for educational opportunities. The findings of a Classification Study will be presented to the Town Commission for direction.
- **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 analyze projections on the Town's capacity to provide better services and facilities.

By identifying these primary objectives, a priority system is established. Amongst the plethora of Town's projects and programs, tackling these primary objectives is of paramount importance in the effort to avoid potential 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, performance evaluations, and all other payroll related items.

- 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, disability, life, and supplemental insurance plans. Benefits may vary by collective bargaining agreement.
- Labor relations function includes: assisting with contract negotiations between union representatives and management, and assisting 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 2019 Accomplishments:

- The Town was awarded the Public Pension Standards Award for Funding and Administration.
- Obtained approximately \$70,000 savings from the success of the health reimbursement account (HRA).
- The FY2019 health insurance renewal rate increase was less than the medical inflation rate.
- Effectively assisted with the FOP collective bargaining negotiations/agreement.
- Developed, communicated, and implemented new policies (ongoing).
- Provided training and development opportunities to staff in the areas of leadership and personnel development.
- Successfully conducted the annual employee wellness fair.
- Engaged employees in wellness initiatives regarding awareness, self-care and behavioral changes.
- Completed recruitment process for non-executive vacancies in a timely manner.

Fiscal Year 2020 Objectives:

- Perform a comprehensive review of the Town’s classification and compensation study to ensure competitive salaries to enable the Town to hire and retain the best qualified employees.
- Provide training and development opportunities in the areas of compliance, customer service, leadership and other areas identified through needs analysis.
- Enhance wellness initiatives.
- Continue to review, develop, communicate and implement new policies as needed.

	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
Performance Measures	Actual	Actual	Actual	Actual	Actual	Est
Experience Modification Rate (Workers Comp)	0.79	0.76	0.64	0.7	0.7	0.85

EXECUTIVE (2000)

001 General Fund

	FY 2018	FY 2019	FY 2019	FY 2020
	Actual	Adopted	Estimated	Proposed
APPROPRIATIONS				
Personnel Services	\$610,187	\$592,503	\$592,503	\$629,243
Operating Expenses	\$167,011	\$225,072	\$225,072	\$257,561
Capital Outlay	\$0	\$0	\$0	\$0
TOTAL	\$ 777,198	\$ 817,575	\$ 817,575	\$ 886,804

Significant Changes from FY 2019 Adopted Budget

Operating Expenses

Planned salary and benefits adjustments	\$ 36,740
Classification & compensation study	\$ 25,000
Newletter/Gazette cost increase	\$ 6,300
Property and liability insurance allocation	\$ (1,511)
Subscriptions and memberships	\$ 600
Conferences and seminars	\$ 2,000

Personnel Complement								
Position Title	FY 2019				FY 2020			
	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
Total	3.75	0.00	0.00	3.75	3.75	0.00	0.00	3.75

EXECUTIVE (2000)

001 General Fund

EXPENDITURES

Line Item Prefix: 001-2000-512-:		FY 2018	FY 2019	FY 2019	FY 2020
		Actual	Adopted	Estimated	Proposed
Suffix	Object Description				
<u>Personnel Services</u>					
1210	Regular Salaries	\$462,387	\$447,403	\$447,403	\$465,377
1410	Overtime	577			
1510	Special pay	2,047	2,000	2,000	3,188
2110	Payroll Taxes	32,296	32,081	32,081	33,347
2210	Retirement Contribution	52,847	47,119	47,119	49,010
2310	Life & Health Insurance	58,857	62,819	62,819	76,990
2410	Workers Compensation	1,176	1,080	1,080	1,331
Total	Personnel Services	\$610,187	\$592,503	\$592,503	\$629,243
<u>Operating Expenses</u>					
3110	Professional Services	5,606	24,000	24,000	49,000
3112	Physical Examinations	24	1,290	1,290	1,440
3410	Other Contractual Services	3,975	3,200	3,200	3,200
4009	Vehicle Allowance	14,850	14,850	14,850	14,850
4110	Telecommunications	2,096	2,300	2,300	2,300
4112	Mobile Phone Allowance	1,800	1,800	1,800	1,800
4510	Property and Liability Insurance	11,658	18,192	18,192	16,681
4710	Printing & Binding		300	300	250
4810	Promotional Activities / Newsletter	84,910	80,640	80,640	86,940
4911	Other Current Charges	2,528	7,000	7,000	7,000
5110	Office Supplies	2,444	4,000	4,000	4,000
5290	Miscellaneous Operating Supplies	13,968	25,000	25,000	25,000
5410	Subscriptions and Memberships	3,569	4,500	4,500	5,100
5420	Conferences and Seminars	8,347	8,000	8,000	10,000
5510	Training & Educational	11,236	30,000	30,000	30,000
Total	Operating Expenses	\$167,011	\$225,072	\$225,072	\$257,561
<u>Capital Outlay</u>					
6410	Machinery and Equipment				
Total	Capital Outlay	\$0	\$0	\$0	\$0
Total	Department Expenditures	\$777,198	\$817,575	\$817,575	\$886,804

FY 2020 New Program Enhancement (Modification)

Classification and Compensation Study				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Executive	Human Resources	General		\$25,000
Justification and Description				
<p>A Classification and Compensation Study is needed for the Town to remain a competitive employer, retain staff, and attract the best qualified candidates. The Town conducted a classification and compensation study in FY2012. The Society for Human Resources Management (SHRM) recommends updating the compensation plan every three to five years.</p> <p>The study will:</p> <ul style="list-style-type: none"> • review and update job descriptions • review Fair Labor Standards Act (FLSA) status of all positions • review existing compensation structure • gather market to date information • create a new plan 				
Benefits or Alternative/Adverse Impact if not funded				
<p>Benefits:</p> <ul style="list-style-type: none"> • attract and retain employees • motivate the workforce • sustain high morale • review minimum qualifications to facilitate recruitment 				
Required Resources				
New Personnel				
Number of Positions	Title	Salary	Fringe Benefits	Cost
Other Recurring Operating Costs				
Account Number	Description	Cost		
One Time Costs				
Account Number	Description	Cost		
001-2000-512-31-10	Professional Services	\$25,000		

FY 2020 New Program Enhancement (Modification)

Paid Parental Leave				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Executive	Human Resources	General	2	\$20,000
Justification and Description				
<p>The federal Family Medical Leave Act (FMLA) allows up to 12 weeks of unpaid, job-protected leave to eligible employees to care for and bond with their newly born infant or child placed in their home through adoption, foster care or other legal placement. During this unpaid leave, employees frequently require financial help to make ends meet. As a result, employees often return to work prior to taking the full allowable leave period.</p> <p>This request is for:</p> <ul style="list-style-type: none"> • 100% base salary income replacement for four weeks (base salaries are budgeted at annual cost) • a relief factor (i.e. temporary services) for uninterrupted job coverage. <p>A paid parental leave policy will be established and include that the individual:</p> <ul style="list-style-type: none"> • currently has been working for the Town 12 months • must have worked at least 1,250 hours during the 12 month period preceding the leave 				
Benefits or Alternative/Adverse Impact if not funded				
Benefit: Provides financial relief to eligible staff through 100% base salary income replacement for four weeks to care for and bond with a newborn, or child placed through adoption, foster care or other legal placement.				
Required Resources				
New Personnel				
Number of Positions	Title	Salary	Fringe Benefits	Cost
Other Recurring Operating Costs				
Account Number	Description	Cost		
One Time Costs				
Account Number	Description	Cost		
Various - 3410	Other Contractual Services	\$20,000		

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 Town of Surfside's ordinances, 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 compliance, the Division enforces zoning regulations, 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 institutes financial 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 complaints from the public and proactively addresses 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 or civil ticket, 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, responding and processing complaints.
- Performing routine and special inspections of the residential and commercial areas of the Town.
- Monitoring and proactively patrolling the Town to include the Surfside beach area.
- Processing special event permits and short-term rental applications.
- Serving and posting of notices of violation.
- Scheduling and presenting non-compliant cases before the Special Master code enforcement hearings in accordance with State Statute 162.

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 challenge is the monitoring of sidewalk café furniture, and placement & use of beach furniture items on Surfside beach. In addition, other issues have arisen such as enforcement of turtle lighting protection and signage in the public right-of-way.

Fiscal Year 2019 Accomplishments:

- Presented 76 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.
- Paperless filing by scanning documents.

Fiscal Year 2020 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 and monitoring.
- Short-term rental monitoring.

- o Beach patrol/monitoring.
- o Beach furniture operation permit processing program.
- o Continue scanning documents for the filing and documenting of code cases.

	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
Performance Measures	Actual	Actual	Actual	Actual	YTD
Cases opened	199	700	933	1190	686
Cases closed	148	566	857	1162	590
Percentage of resolved cases	74%	81%	92%	98%	86%
Code fines collected	\$103,914	\$137,254	\$42,921	\$31,131	\$17,270

Planning and Zoning:

Fiscal Year 2019 Accomplishments:

- o Completion of numerous code modifications resulting requests from Planning & Zoning.
- o Completion of site plan review for the Eden Hotel and 8851 Harding Avenue.
- o Worked with the Planning & Zoning Board on graphics to address potential code modifications as a way to mitigate sea level rise.
- o Completion of the update to the Water Supply Plan.

Fiscal Year 2020 Objectives:

- o Continue to review site plans and design review items efficiently.
- o Work with the Planning and Zoning board on code modifications to reduce the impacts of development.

	FY 2017	FY 2018	FY 2019	FY 2020
Performance Measures	Actual	Actual	Actual	Estimated
Turn around time on development applications	3 weeks	3 weeks	3 weeks	3 weeks

PLANNING AND CODE COMPLIANCE DIVISION (2000-524)

001 General Fund

	FY 2018	FY 2019	FY 2019	FY 2020
	Actual	Adopted	Estimated	Proposed
APPROPRIATIONS				
Personnel Services	\$223,932	\$229,635	\$229,635	\$360,422
Operating Expenses	\$242,207	\$461,747	\$465,939	\$592,223
Capital Outlay	\$2,530	\$0	\$0	\$0
TOTAL	\$ 468,669	\$ 691,382	\$ 695,574	\$ 952,645

Significant Changes from FY 2019 Adopted Budget

Personnel Services

Planned salary and benefit adjustments	\$ 15,519
Code Compliance Clerk and Part time Code Compliance Officer positions added during FY2019	\$ 115,268

Operating Expenses

Surfside 305 Strategic Climate Action plan	\$ 250,000
Urban Land Institute Leadership project	\$ 10,000
Annual contractual increases	\$ 5,750
Decrease due to a reduction in professional consulting services for completed programs	\$ (150,000)
Additional professional services resulting from boards/committees	\$ 12,000
Increase in postage	\$ 2,800

Personnel Complement								
Position Title	FY 2019				FY 2020			
	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 ¹	2.00	1.00		2.50	2.00	1.00		2.50
Code Compliance Clerk ²	1.00			1.00	1.00			1.00
Total	4.00	1.00	0.00	4.50	4.00	1.00	0.00	4.50

¹ Part time Code Compliance Officer position added during FY2019.

² Full time Code Compliance Clerk position added during FY2019.

PLANNING AND CODE COMPLIANCE (2000)

001 General Fund

EXPENDITURES

		FY 2018	FY 2019	FY 2019	FY 2020
Line Item Prefix: 001-2000-524-:		Actual	Adopted	Estimated	Proposed
Suffix	Object Description				
Personnel Services					
1210	Regular Salaries	\$167,794	\$170,527	\$170,527	\$227,584
1310	Other Salaries	1,008			30,800
1410	Overtime	1,793			
2110	Payroll Taxes	13,052	13,045	13,045	19,767
2210	Retirement Contribution	11,645	13,301	13,301	17,752
2310	Life & Health Insurance	24,484	28,662	28,662	57,043
2410	Workers Compensation	4,156	4,100	4,100	7,476
Total	Personnel Services	\$223,932	\$229,635	\$229,635	\$360,422
Operating Expenses					
3110/3115	Professional Services	208,291	389,490	393,682	514,584
3112	Physical Examinations	115	430	430	480
3410	Other Contractual Services	5,676	15,400	15,400	15,400
3420	Other Code Services	6,810	7,300	7,300	7,300
4110	Telecommunications	2,232	2,880	2,880	2,880
4111	Postage	6,688	7,200	7,200	10,000
4510	Property and Liability Insurance	1,540			
4601	Maintenance Service/Repair Contracts	2,500	12,000	12,000	12,000
4610	Vehicle Maintenance - Usage	1,423	6,575	6,575	7,632
4613	Vehicle Maint - Fleet Replacement		11,472	11,472	11,747
4810	Promotional Activities/Newsletter		1,000	1,000	1,000
5110	Office Supplies	3,184	1,650	1,650	1,650
5214	Uniforms	386	750	750	750
5216	Vehicle Maintenance - Fuel	939	2,400	2,400	3,600
5290	Miscellaneous Operating Supplies	611	1,000	1,000	1,000
5410	Subscriptions and Memberships	625	700	700	700
5420	Conferences and Seminars	1,187	1,500	1,500	1,500
Total	Operating Expenses	\$242,207	\$461,747	\$465,939	\$592,223
Capital Outlay					
6410	Machinery and Equipment	2,530			
Total	Capital Outlay	\$2,530	\$0	\$0	\$0
Total	Department Expenditures	\$468,669	\$691,382	\$695,574	\$952,645

FY 2020 New Program Enhancement (Modification)

Surfside 305 Strategic Climate Action Plan				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Executive		General		\$250,000
Justification and Description				
<p>Cities in the greater Miami area are collaborating with the Rockefeller Foundation and The Miami Foundation as part of the 100 Resilient Cities network. This effort aims to help cities around the world become more resilient, known as Resilient 305. It will provide adaptation tools including online guidance, training, platform for resiliency data, pre- & post disaster planning, financial components of disaster recovery including budgeting, funding for resiliency projects, best practice checklist for development applications and a sea level rise checklist for new infrastructure. Modeling & training are also part of the strategy.</p>				
Benefits or Alternative/Adverse Impact if not funded				
<p>Climate change and sea level rise will continue to affect every resident and the Town must prepare for its future. The Town's focus in this area has been piecemeal and a wholistic approach will provide for better efficiencies and dedication to this effort. This will also enable a dedicated collaboration with Bal Harbour Village and the Town of Bay Harbor Islands.</p>				
Required Resources				
New Personnel				
Number of Positions	Title	Salary	Fringe Benefits	Cost
Other Recurring Operating Costs				
Account Number	Description	Cost		
One Time Costs				
Account Number	Description	Cost		
001-2000-524-31-10	Professional Fees	\$250,000		

FY 2020 New Program Enhancement (Modification)

Urban Land Institute (ULI) Leadership Project				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Executive	Planning	General		\$10,000
Justification and Description				
<p>ULI Southeast Florida/Caribbean is seeking proposals for Leadership Projects for their Leadership Institute. The projects are pro bono advisory service projects offered through the Leadership Institute that seek to provide solutions to tangible land use and real estate challenges faced by local public entities.. There is a cost for staff to produce materials, coordinate stakeholder involvement, and general oversight.</p> <p>A project would need to be identified such as:</p> <ul style="list-style-type: none"> • How do we promote a vibrant downtown with a more diverse array of retail and restaurants? • How do we fill vacant storefronts? • How do we create more walkability? <p>The study project would be approved by the Town Commission.</p>				
Benefits or Alternative/Adverse Impact if not funded				
This is an opportunity for ULI to study a specific issue in Town pro bono.				
Required Resources				
New Personnel				
Number of Positions	Title	Salary	Fringe Benefits	Cost
Other Recurring Operating Costs				
Account Number	Description	Cost		
One Time Costs				
Account Number	Description	Cost		
001-2000-524-31-10	Professional Fees	\$10,000		



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 2019 Accomplishments

- Received the Distinguished Budget Presentation Award by the Government Finance Officers Association for the 2019 Annual Budget.
- Completed the Comprehensive Annual Financial Report for the Fiscal Year Ended September 30, 2018, 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.
- Implemented the Enterprise Resource Planning (ERP) computer software system for financial applications.

Fiscal Year 2020 Objectives

- 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, 2020, 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 2018 Actual	FY 2019 Adopted	FY 2019 Estimated	FY 2019 Proposed
APPROPRIATIONS				
Personnel Services	\$346,860	\$543,991	\$543,993	\$593,239
Operating Expenses	\$506,055	\$618,030	\$641,030	\$611,720
Capital Outlay	\$7,850	\$10,000	\$39,736	\$0
TOTAL	\$860,765	\$1,172,021	\$1,224,759	\$1,204,959

Significant Changes from FY 2019 Adopted Budget

Personnel Services

Planned salary and benefit adjustments \$ 49,248

Operating Expenses

Outside services not needed due to Finance Dire \$ (50,000)
 Estimated annual contractual increases \$ 5,000
 IT system implementation and compliance \$ 14,480
 Finance Director car allowance/mobile phone \$ 5,100
 IT equipment maintenance \$ 2,500
 Printing & binding \$ 3,000
 Legal advertisements \$ 4,800
 Subscriptions and memberships \$ 1,680
 Conferences and seminars \$ 7,100

Personnel Complement

Position Title	FY 2019 Funded				FY 2020 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	1.00			1.00
Accounting Clerk	1.00			1.00	1.00			1.00
Total	5.00	0.00	0.00	5.00	5.00	0.00	0.00	5.00

FINANCE (2100)

001 General Fund

EXPENDITURES

Line Item Prefix: 001-2100-513-:		FY 2018	FY 2019	FY 2019	FY 2020
		Actual	Adopted	Estimated	Proposed
Suffix	Object Description				
<u>Personnel Services</u>					
1210	Regular Salaries	\$248,229	\$394,483	\$394,483	\$433,663
1410	Overtime	4,798	3,500	3,500	3,500
1510	Special pay	3,338	3,750	3,750	4,000
2110	Payroll Taxes	18,016	30,733	30,733	33,184
2210	Retirement Contribution	27,776	28,859	28,859	33,826
2310	Life & Health Insurance	44,078	81,430	81,430	83,825
2410	Workers Compensation	625	1,238	1,238	1,241
Total	Personnel Services	\$346,860	\$543,991	\$543,993	\$593,239
<u>Operating Expenses</u>					
3110	Professional Services	63,716	63,200	63,200	13,200
516-3110/3120	Professional Services IT	231,492	279,635	302,635	294,815
3112	Physical Examinations		420	420	450
3210	Accounting and Auditing	64,065	92,200	92,200	92,200
3410	Other Contractual Services	79,600			
516-3410	Other Contractual Services IT	21,126	73,515	73,515	84,915
4009	Car Allowance				4,200
4110	Telecommunications	627	720	720	720
4111	Postage		350	350	350
4112	Mobile Phone Allowance	900	900	900	1,800
516-4403	Equipment Leasing IT	1,014	7,795	7,795	7,795
516-4601	IT Maint Svs Repair Contracts	9,382	55,885	55,885	48,785
516-4603	IT Equipment Maintenance	14,497	17,500	17,500	20,000
4710	Printing & Binding	1,477	2,000	2,000	5,000
4910	Legal Advertisement	9,334	5,200	5,200	10,000
5110	Office Supplies	2,809	4,350	4,350	4,350
5290	Miscellaneous Operating Supplies	68	1,750	1,750	1,750
5410	Subscriptions and Memberships	2,105	2,110	2,110	3,790
5420	Conferences and Seminars	3,843	10,500	10,500	17,600
Total	Operating Expenses	\$506,055	\$618,030	\$641,030	\$611,720
<u>Capital Outlay</u>					
516-6410	Machinery and Equipment	7,850	10,000	39,736	
Total	Capital Outlay	\$7,850	\$10,000	\$39,736	\$0
Total	Department Expenditures	\$860,765	\$1,172,021	\$1,224,759	\$1,204,959

Town Clerk Department

Services, Functions, and Activities:

The Town Clerk works in unison with the Town Manager, Town Commission and Town staff to offer continued service to the community with the utmost professionalism and efficiency. The department captures and archives the public record accurately, making it available as quickly and as broadly as possible, and safeguards the integrity of the election process by applying technology and improved business process.

Town Clerk Administration:

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. Some of the duties are:

- Conducts municipal elections with the assistance of the Miami-Dade County Department of Elections.
- Monitors compliance of Town, County and State regulations pertaining to elections.
- Prepares agendas for Town Commission Meetings, Town Boards and Committees.
- Publishes notices of proposed and adopted ordinances.
- Provides notices associated with the business being conducted at regular and Special Town Commission meetings.
- 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.
- Acts as the custodian of public records of the Town.
- Processes public records requests.
- Provides information and referrals to Town residents.
- Attests official Town documents.
- Serves as the Clerk for all Special Master Hearings.
- Keeps the minutes of the Town Commission proceedings, which constitute a public record.

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

Fiscal Year 2019 Accomplishments:

- Destroyed documents after retention was met in accordance with State Law.
- Worked on a Town wide Records Management plan.
- Attended, prepared agendas and minutes for Regular Town Commission Meetings, Special Town Commission Meetings, Special Master Hearings and Town Hall meetings.
- Attended meetings and prepared minutes for: Parks and Recreation Committee, Tourist Board, Planning and Zoning 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.
- Responded to all Public Records Requests within reasonable time.
- Digitalized some historic documents that were difficult to scan in-house.

Fiscal Year 2020 Objectives:

- Town Clerk’s Office will continue to be responsible for the preparation of all Boards and Committees agendas and agenda packets, attendance at all meetings and the preparation and submittal of all minutes. Making it a one stop shop for public documents.
- Continue to process all Public Records Requests within reasonable time.
- 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 the efforts of the Town wide Records Management plan.
- Continue to purge documents after retention has been met in accordance with State Law.
- Continue the digitization of all historic and permanent records in order to access them electronically.
- Locate a company to safeguard and preserve documents from hurricanes/disasters.

Performance Measures	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Estimated
Public records requests	120	201	87	108	97
Public notices posted	36	24	42	50	45
Municode codifications	2	2	2	1	1
Ordinances processed	6	9	9	17	5
Resolutions processed	20	52	26	44	42
Liens recorded				52	54
Lobbyist registrations processed	26	23	43	42	34
Board and committee meeting minutes completed	53	23	23	25	31

TOWN CLERK (2400)

001 General Fund

	FY 2018	FY 2019	FY 2019	FY 2020
	Actual	Adopted	Estimated	Proposed
APPROPRIATIONS				
Personnel Services	\$256,117	\$266,275	\$266,275	\$284,143
Operating Expenses	\$73,854	\$100,870	\$100,870	\$113,550
Capital Outlay	\$0	\$0	\$0	\$0
TOTAL	\$ 329,971	\$ 367,145	\$ 367,145	\$ 397,693

Significant Changes from FY 2019 Adopted Budget

Personnel Services

Planned salary and benefit adjustments \$ 17,868

Operating Expenses

Legal advertising increase due to change in available circulated publications and estimated needs for election year \$ 10,000

Equipment leasing, office supply needs \$ 2,500

Position Title	Personnel Complement							
	FY 2019				FY 2020			
	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
Total	3.00	1.00	0.00	3.50	3.00	1.00	0.00	3.50

TOWN CLERK (2400)

001 General Fund

EXPENDITURES

		FY 2018	FY 2019	FY 2019	FY 2020
Line Item prefix: 001-2400-519-:		Actual	Adopted	Estimated	Proposed
Suffix	Object Description				
<u>Personnel Services</u>					
1210	Regular Salaries	\$199,783	\$199,782	\$199,782	\$205,533
1310	Other Salaries	312	2,000	2,000	2,000
1410	Overtime	129	1,000	1,000	1,000
1510	Special pay	2,250	2,500	2,500	2,500
2110	Payroll Taxes	15,781	15,934	15,934	16,604
2210	Retirement Contribution	11,585	15,583	15,583	16,032
2310	Life & Health Insurance	25,751	28,994	28,994	39,886
2410	Workers Compensation	526	482	482	588
Total	Personnel Services	\$256,117	\$266,275	\$266,275	\$284,143
<u>Operating Expenses</u>					
3112	Physical Examinations	430	420	420	600
3410	Other Contractual Services	16,417	21,150	21,150	21,150
4009	Car Allowance	4,200	4,200	4,200	4,200
4110	Telecommunications	470	480	480	480
4111	Postage	126	300	300	300
4112	Mobile Phone Allowance	1,804	1,800	1,800	1,800
4402	Building Rental/Leasing	3,510	4,000	4,000	2,000
4403	Equipment/Vehicle Leasing				3,000
4910	Legal Advertisement	22,530	20,000	20,000	30,000
4911	Other Current Charges	13,515	30,000	30,000	30,000
5110	Office Supplies	3,110	6,500	6,500	8,000
5290	Miscellaneous Operating Supplies	1,673	1,920	1,920	1,920
5410	Subscriptions and Memberships	784	1,600	1,600	1,600
5420	Conferences and Seminars	5,285	8,500	8,500	8,500
Total	Operating Expenses	\$73,854	\$100,870	\$100,870	\$113,550
<u>Capital Outlay</u>					
6410	Machinery and Equipment				
Total	Capital Outlay	\$0	\$0	\$0	\$0
Total	Department Expenditures	\$329,971	\$367,145	\$367,145	\$397,693

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 2019 Accomplishments:

- Attained full re-accreditation status through the Commission for Florida Law Enforcement Accreditation.
- Managed the overall crime rate at a small increase of 5.9% through enforcement and crime prevention initiatives.
- Conducted full inventory of Police Property Room to ensure integrity of police component.
- Promoted and trained a new Sergeant.
- Hired and trained one new police officer.
- Hired and trained one new Public Safety Specialist to include Crime Scene Technician duties.
- Procured 37 new police mobile laptop computers, and deployed and trained all police personnel in their use and functionality.
- Implemented the PowerDMS computer product suite to enhance policy and procedure management, training management, and accreditation management.
- Procured, implemented and conducted training on the use of a forensic evidence drying cabinet to ensure that evidence is stored and maintained in the appropriate condition.
- Procured and implemented updated automatic vehicle location (AVL) devices in all patrol and criminal investigations unit vehicles to enhance officer safety.
- Implemented and trained sworn officers in the issuance of Miami-Dade County Civil Citations in lieu of custodial arrest per Miami-Dade Code Section 21-81, for minor misdemeanor charges.
- Implemented new/additional traffic mitigation initiatives e.g. Speed Bumps and Stop signs.
- Seized \$34,280 in currency from money laundering/narcotic investigations in 2018.

- Department personnel were selected as finalists for the 2019 Miami-Dade County Law Enforcement Officer of the Year in Patrol Services and Civilian of the Year in Support Services.
- Procured, outfitted, and deployed six new police vehicles.
- Deployed new and improved less lethal (Taser) weapons to officers on the street and conducted refresher training for all sworn officers.
- Completed surveillance camera initiative for the Abbott Municipal Parking Lot to enhance investigative solutions and provide an additional crime prevention tool.

Fiscal Year 2020 Objectives:

- Prevent and reduce crime through enforcement and crime prevention initiatives.
- Determine design and cost structure for an improved / safer police parking and prisoner transport area.
- Replace six police vehicles.
- Replace police handheld radios.
- 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 parking solutions.
- Host training police courses for law enforcement personnel at the Surfside Police Department to enhance the knowledge base of department personnel and reduce internal training costs through free training slots obtained by hosting training courses.
- Initiate a Trespass After Warning Program for Town of Surfside businesses whereby Department Officers will be authorized to act as representatives for the business to issue trespass warnings without a business representative thus creating a more effective and efficient process in handling these types of calls.
- Enhance the equipment needs of the Department to respond and control critical incident/active shooter situations at high risk targets within Surfside and other high risk targets such as schools.
- Enhance equipment and training needs of the Department to respond and control critical incident/active shooter situations at high risk targets within Surfside and other high-risk targets such as schools.

Performance Measures	2015 Actual	2016 Actual	2017 Actual	2018 Actual
Percent of annual change in overall crime	-13.3%	32.8%	-44.0%	5.9%
Crime Prevention / Community Events	190	164	170	152
Incident Reports	1,256	1,430	1,047	808
Arrests	151	198	116	207
Criminal Investigations	208	239	141	127
Traffic Crash Investigations	267	269	215	226
Traffic Citations	4,686	4,899	3,413	4,807
Traffic Warnings	3,825	3,360	3,205	3,139
Parking Citations	13,816	13,916	10,658	8,582
Code Violations Calls	159	272	182	185

PUBLIC SAFETY (3000)

001 General Fund

	FY 2018 Actual	FY 2019 Adopted	FY 2019 Estimated	FY 2020 Proposed
APPROPRIATIONS				
Personnel Services	\$4,930,372	\$5,162,680	\$5,144,380	\$5,294,911
Operating Expenses	\$403,383	\$866,612	\$866,612	\$850,275
Capital Outlay	\$110,592	\$143,500	\$143,500	\$129,600
Total Debt Service	\$50,668	\$4,228	\$4,228	\$0
Non-operating Expenses	-	\$228,000	\$228,000	\$0
TOTAL	\$ 5,495,015	\$6,405,020	\$6,386,720	\$6,274,786

Significant Changes from FY 2019 Adopted Budget

Personnel Services

Planned salary and benefit adjustments -	
General employees only	\$ 34,365
Police Officer - new position	\$ 97,866

Operating Expenses

General/professional liability insurance allocation decrease	\$ (6,496)
Fleet age decrease from replacements with new models	\$ (31,728)
Vehicle maintenance and fuel increase	\$ 13,507
Uniforms additional needs	\$ 2,500
Operating supplies additional needs	\$ 3,000
Conference and seminars increase	\$ 2,910

Capital Outlay

Police handheld radios	\$ 129,600
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Non-operating Expenses

Vehicle purchases funded through fleet replacement operating charge	\$ (228,000)
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Position Title	Personnel Complement							
	FY 2019 Funded				FY 2020 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	1.00			1.00	1.00			1.00
Accreditation Manager		1.00		0.50		1.00		0.50
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	18.00			18.00
Detectives	3.00			3.00	3.00			3.00
Police Sergeants	6.00			6.00	6.00			6.00
Total	36.25	1.00	0.00	36.75	37.25	1.00	0.00	37.75

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

PUBLIC SAFETY (3000)

001 General Fund

EXPENDITURES

		FY 2018	FY 2019	FY 2019	FY 2020
Line Item Prefix: 001-3000-521-:		Actual	Adopted	Estimated	Proposed
Suffix	Object Description				
<u>Personnel Services</u>					
1210	Regular Salaries	\$2,793,282	\$3,053,689	\$3,053,689	\$3,072,581
1310	Other Salaries	1,610			48,256
1320	Reserve Officer/Extra Duty	3,051			
1410	Overtime	262,563	200,000	200,000	200,000
1510	Special pay	110,886	136,218	119,218	128,720
1520	Extra Duty Pay	316,097	215,000	215,000	180,000
2110	Payroll Taxes	248,614	275,775	274,475	278,545
2210	Retirement Contribution	653,223	663,642	663,642	667,575
2310	Life & Health Insurance	405,643	492,965	492,965	563,442
2410	Workers Compensation	135,403	125,391	125,391	155,792
Total	Personnel Services	\$4,930,372	\$5,162,680	\$5,144,380	\$5,294,911
<u>Operating Expenses</u>					
3110	Professional Services	1,793	10,000	10,000	10,000
3111	Lawsuits and Prosecutions	3,540	900	900	
3112	Physical Examinations	8,386	12,300	12,300	12,300
3410	Other Contractual Services	7,956	7,800	7,800	8,200
4110	Telecommunications	4,441	2,600	2,600	3,300
4111	Postage	855	1,000	1,000	1,000
4112	Mobile Phone Allowance	7,984	10,350	10,350	10,350
4403	Equipment/Vehicle Leasing	5,447	6,480	6,480	7,200
4510	Property and Liability Insurance	79,767	62,067	62,067	55,571
4601	Maintenance Service/Repair Contracts	23,742	31,550	31,550	30,950
4603	Equipment Maintenance	13,612	18,840	18,840	18,840
4612	Vehicle Maintenance - Usage	9,073	122,913	122,913	124,920
4613	Vehicle Maint - Fleet Replacement		349,752	349,752	318,024
4810	Promotional Activities	6,986	8,000	8,000	8,000
4911	Other Current Charges	6,272	10,470	10,470	8,620
4915	Red Light State Portion	51,002			
5110	Office Supplies	6,646	6,500	6,500	8,000
5214	Uniforms	26,735	25,000	25,000	27,500
5215	Uniform Allowance	900	1,200	1,200	1,200
5216	Vehicle Maintenance - Fuel	82,271	108,000	108,000	119,500
5290	Miscellaneous Operating Supplies	36,525	47,800	47,800	50,800
5410	Subscriptions and Memberships	2,711	5,000	5,000	5,000
5420	Conferences and Seminars	16,739	18,090	18,090	21,000
Total	Operating Expenses	\$403,383	\$866,612	\$866,612	\$850,275

PUBLIC SAFETY (3000)

001 General Fund

EXPENDITURES

		FY 2018	FY 2019	FY 2019	FY 2020
Line Item Prefix: 001-3000-521-:		Actual	Adopted	Estimated	Proposed
Suffix	Object Description				
<u>Capital Outlay</u>					
6410	Machinery and Equipment	110,592	143,500	143,500	129,600
Total	Capital Outlay	\$110,592	\$143,500	\$143,500	\$129,600
<u>Debt Service</u>					
7110	Principal Capital Lease	50,085	4,216	4,216	
7210	Interest Capital Lease	583	12	12	
Total	Debt Service	\$50,668	\$4,228	\$4,228	\$0
591-8TBD	Transfer to Fleet Management Fund		228,000	228,000	
Total	Non-operating Expenses		\$228,000	\$228,000	\$0
Total	Department Expenditures	\$5,495,015	\$6,405,020	\$6,386,720	\$6,274,786

FY 2020 New Program Enhancement (Modification)

POLICE OFFICER POSITION				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Public Safety	Police	General	1	\$97,866
Justification and Description				
<p>One (1) Police Officer position to enhance the Department's traffic mitigation/traffic enforcement initiatives. The new position will focus on using proactive initiatives to mitigate: traffic crashes, speeding, and double parking/obstructing roadways. The officer will contribute to on-going details to increase pedestrian and bicycle safety, and the improvement of traffic flow design, signage, striping, traffic calming measures. The position will enhance the effectiveness and efficiency of other officers by allowing them to focus on other dedicated patrol initiatives, and responding to calls for service.</p>				
Benefits or Alternative/Adverse Impact if not funded				
<p>Without a dedicated traffic officer, the ability of patrol officers to conduct continual traffic related control and enforcement initiatives will be diminished.</p>				
Required Resources				
New Personnel				
Number of Positions	Title	Salary	Fringe Benefits	Cost
1	Police Officer	\$57,715	\$40,151	\$97,866
Other Recurring Operating Costs				
Account Number	Description		Cost	
	FOP contractual cost of living adjustments and step raises			
One Time Costs				
Account Number	Description		Cost	

FY 2020 New Capital Outlay Request

Police Vehicles

Department	Division	Funding Source	Dept. Priority	Fiscal Impact
Public Safety	Police	General (Fleet Mgmt.)		\$252,000

Justification and Description

Six (6) police vehicles to replace aging public safety fleet vehicles and reduce maintenance costs. The vehicles to be replaced exceed eight model years and have excessive repair /maintenance costs associated with them. 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 \$252,000.00 (\$42,000 per vehicle). The estimated cost includes an extended bumper-to-bumper warranty for five years or 75,000 miles.

The following vehicles have been identified for replacement:

Vehicle Number	Year/Model	Odometer Reading (Miles)
524	2012 Dodge Charger	122,000+
429	2012 Dodge Charger	115,000+
412	2012 Dodge Charger	107,000+
422	2012 Dodge Charger	105,000+
522	2012 Dodge Charger	92,000+
424	2012 Dodge Charger	91,000+

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, the older police fleet vehicles present safety and reliability concerns.

Required Resources

Account Number	Title or Description of Request	Cost
501-5000-539-64-10	Machinery & Equipment	\$240,000
501-5000-539-TBD	Vehicle Maintenance - Extended Service Plan	\$12,000

Other Recurring Operating Costs

Account Number	Description	Cost

FY 2020 New Capital Outlay Request

Handheld Radios for Parking Enforcement Personnel

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

Justification and Description

Thirty -six (36) handheld radios (\$3,600 per radio) 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 that directly supports the Department's initiatives, and communications requirements during emergency and critical incidents. The implementation of all handheld radio components will be completed in conjunction with the Surfside Information Technology division. A one (1) year warranty is included in the estimated cost.

The Surfside Police Department attempted to procure the radios during FY2019 but Miami-Dade County had not authorized the new model radios for their radio platform and were conducting functionality testing of these model radios. It is anticipated that the radios will be authorized during FY2020.

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
001-3000-521-64-10	Machinery & 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 2019 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
- Continued implementation of zika mitigation
- Certified as Tree City USA City 3rd year
- Arbor Day Tree Giveaway
- Installation of ADA beach mat
- Pump station refurbishment
- Community Garden fence replacement
- Stormwater structure maintenance (tops & grates)
- Construction of frames for street end mosaic signs
- Installation of Terracycle receptables on Harding Avenue

- Valve exercise program 2nd year
- Pre-hurricane preparation
- Town-wide drain structure cleaning
- LED conversion of all parking lots
- Town-wide drain structure cleaning
- Relocation of 90th Street shower
- Abbott Avenue fence construction
- Beach 4x4 Post & Rope replacement
- 90th Street one-way conversion between Harding & Collins
- Converted all intersections within residential areas to 3-4 way stops

Fiscal Year 2020 Objectives:

- Tree City USA re-certification
- Hire of additional maintenance worker for the Solid Waste & Utilities Department
- Hire of Customer Service Representative for the Utility Department
- Increase building security (Town Hall Fence)
- 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
- Purchase final garbage truck for the fleet
- Convert utility software to cloud base software
- Purchase additional utility vehicle for Public Works
- Create dune resiliency management plan
- Implement 13 additional Big Belly to fleet
- Installation of RAM sensors to town wide irrigation system

Performance Measures	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual
Public Works permits issued	83	80	77
Turnaround time	> 3 days	> 3 days	> 3 days

PUBLIC WORKS (5000)

001 General Fund

	FY 2018 Actual	FY 2019 Adopted	FY 2019 Estimated	FY 2019 Proposed
APPROPRIATIONS				
Personnel Services	\$547,255	\$456,249	\$456,248	\$514,632
Operating Expenses	\$873,809	\$1,165,367	\$1,165,367	\$1,174,585
Capital Outlay	\$119,305	\$0	\$0	\$0
TOTAL	\$ 1,540,369	\$ 1,621,616	\$ 1,621,615	\$ 1,689,216

Significant Changes from FY 2019 Adopted Budget

Personnel Services

Planned salary and benefit adjustments	\$ 22,383
Increased overtime for operational needs	\$ 36,000

Operating Expenses

Engineering services annual increase	\$ 2,866
Estimated additional public works engineering for extra needs during year	\$ 5,000
Water and Sewer Town billed charges increase	\$ 5,000
Roadway electricity decrease	\$ (3,000)
Equipment leasing	\$ 3,252
Property and liability insurance allocation decrease	\$ (4,677)
Maintenance services/repair contracts estimated increases	\$ 3,278
Vehicle maintenance adjustments	\$ (3,471)

Position Title	Personnel Complement							
	FY 2019 Funded				FY 2020 Funded			
	Full Time	Part Time	Temp	FTEs	Full Time	Part Time	Temp	FTEs
Public Works Director ¹	0.25			0.25	0.25			0.25
Assistant Public Works Director ²	0.40			0.40	0.40			0.40
Public Works Coordinator	1.00			1.00	1.00			1.00
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
Total	5.65	1.00	0.00	6.15	5.65	1.00	0.00	6.15

¹General Fund allocation. Position split funded with Water & Sewer Fund, Solid Waste Fund and Stormwater Fund.

²General Fund allocation. Position split funded with Water & Sewer Fund, and Stormwater Fund.

PUBLIC WORKS (5000)

001 General Fund

EXPENDITURES

Line Item Prefix: 001-5000-539 (unless noted):		FY 2018	FY 2019	FY 2019	FY 2020
		Actual	Adopted	Estimated	Proposed
Suffix	Object Description				
Personnel Services					
1210	Regular Salaries	\$275,211	\$230,333	\$230,333	\$233,215
541-1210	Road's Regular Salaries	36,811	36,250	36,250	37,338
1310	Other Salaries	2,167	21,598	21,598	22,246
1410	Overtime	53,585	16,000	16,000	52,000
541-1410	Road's Overtime	7,562	6,200	6,200	8,000
1510	Special pay	4,413	4,000	4,000	5,250
541-1510	Road's Special Pay	1,185	1,500	1,500	1,500
2110	Payroll Taxes	25,597	20,803	20,803	24,297
541-2110	Road's Payroll Taxes	3,138	3,362	3,362	3,584
2210	Retirement Contribution	20,416	17,966	17,966	17,661
541-2210	Road's Retirement Contribution	2,862	2,827	2,827	2,913
2310	Life & Health Insurance	83,236	58,715	58,715	70,205
541-2310	Road's Life & Health Insurance	15,124	18,104	18,104	19,166
2410	Workers Compensation	13,776	14,677	14,677	12,427
541-2410	Road's Workers Compensation	2,172	3,913	3,913	4,830
Total	Personnel Services	\$547,255	\$456,249	\$456,248	\$514,632

Operating Expenses

3110	Professional Services	228,096	110,220	110,220	118,086
3112	Physical Examinations	61	760	760	890
3410	Other Contractual Services		5,000	5,000	5,000
3411	Nuisance Abatement		10,000	10,000	10,000
4009	Vehicle Allowance	1,890	1,050	1,050	2,490
4110	Telecommunications	2,057	1,200	1,200	2,100
4111	Postage		100	100	100
4112	Mobile Phone Allowance	2,603	3,900	3,900	2,400
4310	Electricity	38,937	48,000	48,000	48,000
541-4310	Roadway Electricity	33,204	41,000	41,000	38,000
4311	Water and Sewer	103,591	85,000	85,000	90,000
4403	Equipment/Vehicle Leasing	21,188	67,168	67,168	70,420
4510	Property and Liability Insurance	41,444	47,780	47,780	43,103
4601	Maintenance Service/Repair Contracts	32,986	59,398	59,398	62,676
4602	Building Maintenance	39,371	85,000	85,000	85,000
4603	Equipment Maintenance	24,347	27,000	27,000	27,000
4604	Grounds Maintenance	187,265	249,560	249,560	249,560
4611	Miscellaneous Maintenance	39,128	68,305	68,305	68,305
541-4611	Miscellaneous Maintenance	19,186	75,000	75,000	75,000

PUBLIC WORKS (5000)

001 General Fund

EXPENDITURES

Line Item Prefix: 001-5000-539 (unless noted):		FY 2018	FY 2019	FY 2019	FY 2020
		Actual	Adopted	Estimated	Proposed
Suffix	Object Description				
4612	Vehicle Maintenance - Usage	16,552	19,913	19,913	18,658
4613	Vehicle Maint - Fleet Replacement		26,905	26,905	26,405
4911	Other Current Charges	1,181	52,600	52,600	52,600
5110	Office Supplies	997	2,500	2,500	2,500
5210	Property and Maintenance	5,679	35,000	35,000	35,000
5214	Uniforms	8,783	9,250	9,250	9,250
5216	Vehicle Maintenance - Fuel	3,966	8,808	8,808	7,092
5290	Miscellaneous Operating Supplies	8,485	10,250	10,250	10,250
5310	Road Materials	11,246	7,000	7,000	7,000
5410	Subscriptions and Memberships	580	1,300	1,300	1,300
5420	Conferences and Seminars	455	2,600	2,600	2,600
5510	Training & Educational	531	3,800	3,800	3,800
Total	Operating Expenses	\$873,809	\$1,165,367	\$1,165,367	\$1,174,585
Capital Outlay					
6310	Improvements other than Building				
6410	Machinery and Equipment	119,305			
Total	Capital Outlay	\$119,305	\$0	\$0	\$0
Total	Department Expenditures	\$1,540,369	\$1,621,616	\$1,621,615	\$1,689,216

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. During FY 2019 the design phase of 96th Street Park, the last large project on the five-year Parks and Recreation 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 96th 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 2019 Accomplishments:

- Developed and implemented seven (7) 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. Youth basketball and pre-school soccer programs were implemented with successful results.
- Reviewed options for the design and renovation of the 96th Street Park based upon original plan. Requested and reviewed with preapproved architectural firms conceptual designs for 96th Street Park, including a project for a two story recreation facility.
- Worked to install the operations of a new concession vendor at the Community Center.
- Assisted and completed the FEMA Hurricane Irma paper work with Finance for FEMA reimbursement.
- Continual update to the Parks and Recreation Department web page displayed on the Town Web Site.

- Completed emergency repairs to the Community Center AC unit and resolved issues that arose from the AC malfunction.
- Developed a new pay scale with Human Resources for part time recreation staff and lifeguard certifications.

Fiscal Year 2020 Objectives:

- Continue implementing the final phase of the Parks and Recreation five-year capital plan subject to policy direction from the Town Commission and recommendations from the Parks and Recreation Committee.
- Develop a plan and time frame for the renovation of 96th Street Park that could include the possibility of a 2-story building.
- Start the three-year maintenance plan for the pool filtration equipment and the water playground apparatuses.
- Develop a pay scale along for lifeguard positions to help alleviate the shortage of lifeguards for beach and pool operations coverage.

Performance Measures	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Estimated
Senior Program Participants	1,814	1,941	2,101	2,200
Tennis Program Participants	245	279	325	350
Community Center Rentals	52	50	46	55

PARKS AND RECREATION (6000)

001 General Fund

	FY 2018	FY 2019	FY 2019	FY 2020
	Actual	Adopted*	Estimated	Proposed
APPROPRIATIONS				
Personnel Services	\$1,231,658	\$142,397	\$217,486	\$221,345
Operating Expenses	\$712,774	\$317,053	\$317,054	\$369,858
Capital Outlay	\$56,426	\$0	\$0	\$15,500
Non-operating Expenses	-	\$14,000	\$14,000	\$0
TOTAL	\$ 2,000,858	\$ 473,450	\$ 548,540	\$ 606,703

*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 2018 includes the Community Center operations and Parks & Recreation.

Significant Changes from FY 2019 Adopted Budget

Personnel Services

Camp counselors - Parks & Recreation
summer/winter/spring programming \$ 78,528

Operating Expenses

Estimated cost increase of P&R programs \$ 26,000
Town 85th Anniversary event \$ 18,000

Capital Outlay

Tennis Center security cameras \$ 15,500

Position Title	Personnel Complement							
	FY 2019				FY 2020			
	Funded				Funded			
	Full	Part	Temp	FTEs	Full	Part	Temp	FTEs
	Time	Time	Temp	FTEs	Time	Time	Temp	FTEs
Parks & Recreation Director ¹	0.05			0.05	0.05			0.05
Parks & Recreation Superintendent ¹	0.05			0.05	0.05			0.05
Custodian		1.00		0.50		1.00		0.50
Recreation Leader II	1.00			1.00	1.00			1.00
Recreation Leader I		5.00		3.00		5.00		3.00
Camp Counselors ²			19.00	4.00			19.00	4.00
Total	1.10	6.00	19.00	8.60	1.10	6.00	19.00	8.60

¹General Fund position allocation only. Split funded with Tourist Resort Fund 102.

²Camp Counselor positions consist of fourteen (14) positions for ten weeks for Summer Camp and five (5) positions for Winter Camp (two weeks) and Spring Camp (one week).

PARKS AND RECREATION

(6000)

001 General Fund

EXPENDITURES

Line Item Prefix: 001-6000-572-:		FY 2018	FY 2019	FY 2019	FY 2020
		Actual	Adopted*	Estimated*	Proposed*
Suffix	Object Description				
<u>Personnel Services</u>					
1210	Regular Salaries	\$500,755	\$52,804	\$52,804	\$48,240
1310	Other Salaries - Includes Seasonal	419,490	54,952	124,702	132,213
1410	Overtime	27,876	1,000	1,000	1,000
1510	Special pay	5,991	938	938	1,150
2110	Payroll Taxes	\$72,537	\$8,392	\$13,728	\$14,059
2210	Retirement Contribution	36,870	4,119	4,119	3,295
2310	Life & Health Insurance	124,544	14,566	14,566	11,486
2410	Workers Compensation	43,595	5,629	5,629	9,902
Total	Personnel Services	\$1,231,658	\$142,397	\$217,486	\$221,345
<u>Operating Expenses</u>					
3112	Physical Examinations	7,097	500	500	1,600
3410	Other Contractual Services	95,825	56,000	56,000	82,000
4009	Car Allowance	900			180
4110	Telecommunications	3,289	1,200	1,200	2,520
4111	Postage	34	100	100	100
4112	Mobile Phone Allowance	5,675	1,125	1,125	990
4310	Electricity	40,663	2,150	2,150	6,980
4311	Water and Sewer	39,744	22,800	22,800	24,000
4312	Natural Gas Service	26,090			
4510	Property and Liability Insurance	45,580	14,074	14,074	17,967
4601	Maintenance Service/Repair Contracts	25,407	2,400	2,400	3,775
4602	Building Maintenance	84,969	6,800	6,800	8,000
4603	Equipment Maintenance	18,084	3,000	3,000	5,000
4604	Grounds Maintenance	102,347	83,502	83,502	83,502
4611	Miscellaneous Maintenance	16,254	21,500	21,500	11,500
4612	Vehicle Maintenance - Usage	1,008	4,122	4,122	3,816
4613	Vehicle Fleet Replacement		5,917	5,917	5,790
4810	Promotional Activities	95,941	6,000	6,000	24,000
4815:4911	Other Current Charges	54,739	70,000	70,000	70,000
5110	Office Supplies	6,629	1,000	1,000	1,000
5213	Landscape Improvements	2,198	3,930	3,930	5,000
5214	Uniforms	4,712	1,463	1,463	1,463
5216	Vehicle Maintenance - Fuel	1,968	1,296	1,296	1,500
5225	Merchant Fees	5,193	1,500	1,500	1,500
5290	Miscellaneous Operating Supplies	23,779	5,000	5,000	6,000
5410	Subscriptions and Memberships		300	300	300
5420	Conferences and Seminars	4,649	1,375	1,375	1,375
Total	Operating Expenses	\$712,774	\$317,053	\$317,054	\$369,858

PARKS AND RECREATION

(6000)

001 General Fund

EXPENDITURES

Line Item Prefix: 001-6000-572-:		FY 2018	FY 2019	FY 2019	FY 2020
		Actual	Adopted*	Estimated*	Proposed*
Suffix	Object Description				
Capital Outlay					
6410	Machinery and Equipment	56,426			15,500
Total	Capital Outlay	\$56,426	\$0	\$0	\$15,500
581-9190	Transfer to Fleet Mangement Fund		14,000	14,000	
Total	Non-operating Expenses	0	\$14,000	\$14,000	\$0
Total	Department Expenditures	\$2,000,858	\$473,450	\$548,540	\$606,703

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

The FY 2018 budget includes the Community Center operations and Parks & Recreation.

FY 2020 New Capital Outlay Request

New Security Camera System for Tennis Center

Department	Division	Funding Source	Dept. Priority	Fiscal Impact
Parks and Recreation		General		\$15,500

Justification and Description

Installation of new security camera system to help ensure the safety of tennis center visitors. The facility operations include hours during which the tennis center is not overseen by staff.

Alternative/Adverse Impacts if not funded:

- The public tennis center does not currently have a security system.
- Staff cannot monitoring activity at the facility when not present.

Required Resources

Account Number	Title or Description of Request	Cost
102-8000-572-64-10	Machinery & Equipment	\$15,500

Other Recurring Operating Costs

Account Number	Description	Cost

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 FY2020. 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 FY2020 objectives, under both TEDACS and the Tourist Bureau portions of the proposed FY2020 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 in collaboration with the Public Information Representative. 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 2019 Accomplishments:

- Coordinated the Downtown Vision Advisory Committee meeting objectives and programs
- Assisted /coordinated the next phases of the parking analysis process
- Completed the Surf-Bal-Bay shuttle report
- Issued the RFP for the upgrading and permanent changeable lighting in the downtown district
- Managed Public Information outreach

Fiscal Year 2020 Objectives:

- Continue assistance and outreach to the downtown businesses and property owners
- Complete the Surf-Bal-Bay shuttle initiative
- Coordinate the feral cat management initiative
- Manage public information outreach
- Improve content on Channel 93
- Coordinate the upgrading to the downtown district lighting

Performance Measures	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Estimated
Town Website Subscribers	380	500	750	1000	1500

TOURISM SERVICES/TEDACS (6600)

001 General Fund

	FY 2018	FY 2019	FY 2019	FY 2020
	Actual	Adopted	Estimated	Proposed
APPROPRIATIONS				
Personnel Services	\$81,515	\$86,763	\$86,764	\$90,077
Operating Expenses	\$46,202	\$123,358	\$123,358	\$122,764
Capital Outlay	\$0	\$0	\$0	\$0
TOTAL	\$ 127,717	\$ 210,121	\$ 210,122	\$ 212,841

Significant Changes from FY 2019 Adopted Budget

Personnel Services

Planned salary and benefit adjustments \$ 3,314

Position Title	Personnel Complement							
	FY 2019				FY 2020			
	Funded				Funded			
	Full	Part	Temp	FTEs	Full	Part	Temp	FTEs
	Time	Time	Temp	FTEs	Time	Time	Temp	FTEs
Assistant Town Manager ¹	0.25			0.25	0.25			0.25
Marketing & Special Projects Coordinator ²	0.66			0.66	0.66			0.66
Total	0.91	0.00	0.00	0.91	0.91	0.00	0.00	0.91

¹TEDACS allocation only. Position split funded with Executive Department.

²General Fund allocation only. Position split funded with Tourist Resort Fund 102.

TOURISM
001 General Fund
EXPENDITURES

Line Item prefix: 001-6600-552-:		FY 2018	FY 2019	FY 2019	FY 2020
		Actual	Adopted	Estimated	Proposed
Suffix	Object Description				
<u>Personnel Services</u>					
1210	Regular Salaries	\$56,048	\$64,110	\$64,110	\$66,396
1310	Other Salaries	2,896			0
1410	Overtime		1,000	1,000	1,000
1510	Special Pay	250	250	250	313
2110	Payroll Taxes	4,477	5,217	5,217	5,352
2210	Retirement Contribution	7,966	5,001	5,001	5,179
2310	Life & Health Insurance	9,722	11,031	11,031	11,647
2410	Workers Compensation	156	155	155	190
Total	Personnel Services	\$81,515	\$86,763	\$86,764	\$90,077
<u>Operating Expenses</u>					
3210	Accounting and Auditing				
3410	Other Contractual Services	37,328	91,540	91,540	91,540
4009	Vehicle Allowance	1,350	1,350	1,350	1,350
4110	Telecommunications	1,231	480	480	480
4112	Mobile Phone Allowance	746	1,488	1,488	894
4810	Promotional Activities	2,708	3,000	3,000	3,000
4911	Other Current Charges	2,839	25,000	25,000	25,000
5290	Miscellaneous Operating Supplies		500	500	500
Total	Operating Expenses	\$46,202	\$123,358	\$123,358	\$122,764
<u>Capital Outlay</u>					
Total	Capital Outlay	\$0	\$0	\$0	\$0
Total	Department Expenditures	\$127,717	\$210,121	\$210,122	\$212,841

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 FY2020, the General Fund transfers out to the Capital Projects Fund \$400,000 for the turnkey solar power system.

This allocation center may include other centralized costs which are not easily distributed. In FY2020, 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 FY2019 include \$150,000 allocated for a merit pool for general employees, and \$36,000 for digital community sings. Other significant changes and 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 2018	FY 2019	FY 2019	FY 2020
	Actual	Adopted	Estimated	Proposed
<u>APPROPRIATIONS</u>				
Personnel Services	\$285	\$150,000	\$150,000	\$150,000
Operating Expenses	\$243,204	\$469,394	\$469,394	\$500,487
Capital Outlay	\$7,997	\$0	\$0	\$36,000
Non-operating Expenses	\$947,911	\$1,558,000	\$1,436,982	\$950,000
Contingency/Return to Reserves	-	2,043,835	2,043,835	1,892,834
TOTAL	\$ 1,199,397	\$ 4,221,229	\$ 4,100,211	\$ 3,529,321

Significant Changes from FY 2019 Adopted Budget

Operating Expenses

Flood plain management services	\$ 16,000
Property & liability insurance	\$ 11,845

Capital Outlay

Digital community signs	\$ 36,000
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Non-operating Expenses

Transfer to Capital Projects Fund	\$ 400,000
Current year operating contingency increase	\$ 100,000

**NON-DEPARTMENTAL
(7900)
001 General Fund
EXPENDITURES**

Line Item Prefix: 001-7900-:		FY 2018	FY 2019	FY 2019	FY 2020
		Actual	Adopted	Estimated	Proposed
Suffix	Object description				
<u>Personnel Services</u>					
590-1210	Regular Salaries		\$150,000	\$150,000	\$150,000
Total	Personnel Services	\$285	\$150,000	\$150,000	\$150,000
<u>Operating Expenses</u>					
590-3110	Professional Services	12,956	116,032	116,032	132,300
590-4110	Telecommunications	55,190	79,516	79,516	79,996
590-4111	Postage	6,422	10,150	10,150	10,150
590-4403	Equipment/Vehicle Leasing	44,514	93,640	93,640	93,640
590-4510	Property and Liability Insurance	64,877	86,136	86,136	97,981
590-4601	Maintenance Service/Repair Contracts	11,288	12,520	12,520	13,520
590-4603	Equipment Maintenance	282			1,500
590-4911	Other Current Charges	13,543	21,800	21,800	21,800
590-5110	Office Supplies	19,006	19,500	19,500	19,500
590-5225	Merchant Fees	8,775	17,200	17,200	17,200
590-5290	Miscellaneous Operating Supplies	6,351	12,900	12,900	12,900
Total	Operating Expenses	\$243,204	\$469,394	\$469,394	\$500,487
<u>Capital Outlay</u>					
590-6410	Machinery and Equipment	7,997			36,000
Total	Capital Outlay	\$7,997	\$0	\$0	\$36,000
<u>Non-operating Expenses</u>					
581-9130	Transfers to Capital Projects Fund	947,911	1,108,000	1,108,000	400,000
590-9920	Contingency - General CY		450,000	328,982	550,000
590-9910	Return to Reserves		2,043,835	2,043,835	1,892,834
Total	Non-operating Expenses	\$947,911	\$3,601,835	\$3,480,817	\$2,842,834
Total	Department Expenditures	\$1,199,397	\$4,221,229	\$4,100,211	\$3,529,321

FY 2020 New Capital Outlay Request

Community Digital Signs

Department	Division	Funding Source	Dept. Priority	Fiscal Impact
Non Departmental		General		\$36,000

Justification and Description

Purchase and installation of two community digital notification signs; one facing north at the 94th Street Parking Lot on Harding Avenue and one facing south at Town Hall on Collins Avenue.

In order to enhance notifying the community of upcoming events and meetings, two digital signs will be installed. The 94th Street location will replace the wooden sign that banners are attached to.

Benefit/Alternative/Adverse Impacts if not funded:

This is a more effective and aesthetically beneficial replacement.

Required Resources

Account Number	Title or Description of Request	Cost
001-7900-590-64-10	Machinery & Equipment	\$36,000

Other Recurring Operating Costs

Account Number	Description	Cost



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 financial summary, a narrative summary of the fund's operations, a summary of revenues, a summary of expenditures with expenditure history, and new capital improvement projects.

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.



301 CAPITAL PROJECTS FUND

FINANCIAL SUMMARY

	FY 2018 Actual	FY 2019 Adopted	FY 2019 Estimated	FY 2020 Proposed
<u>FUNDS AVAILABLE</u>				
Intergovernmental- Federal/State	\$346,250	\$0	\$0	\$0
Interest	4,196	0	0	0
Developer Contributions	125,000	0	0	0
Transfers In	1,227,911	1,228,000	1,228,000	400,000
Fund Balance Beginning	576,122	319,052	2,158,901	1,760,751
TOTAL	\$ 2,279,479	\$ 1,547,052	\$ 3,386,901	\$ 2,160,751
<u>APPROPRIATIONS</u>				
Capital Outlay	\$120,578	\$1,470,000	\$1,526,150	\$400,000
Non-Operating Expenses	0		100,000	
TOTAL APPROPRIATIONS	\$ 120,578	\$ 1,470,000	\$ 1,626,150	\$ 400,000
Parks & Rec CIP Reserves	410,633		93,633	93,633
Fund Balance Ending	1,748,268	77,052	1,667,118	1,667,118
TOTAL	\$ 2,279,479	\$ 1,547,052	\$ 3,386,901	\$ 2,160,751

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 special revenue funds or proprietary funds (enterprise, internal service). 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 2020, \$400,000 is being transferred into the Capital Projects Fund for the following project:

- o Solar Power at Community Center \$400,000

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 purpose of the Five Year Capital Improvement Plan is to promote advanced planning by department directors and serves as a fiscal planning tool to forecast the demands on revenues. The plan anticipates 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 that will have an impact on the operating budget.

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

	FY 2018 Actual	FY 2019 Adopted	FY 2019 Estimated	FY 2020 Proposed
REVENUES				
Intergovernmental- Federal/State	\$346,250	\$0	\$0	\$0
Developer Contributions	125,000	0	0	0
Interest	4,196	0	0	0
Other - Transfers In	1,227,911	1,228,000	1,228,000	400,000
Use of Fund Balance	0	242,000	398,150	0
TOTAL REVENUES	\$ 1,703,357	\$ 1,470,000	\$ 1,626,150	\$ 400,000
EXPENDITURES				
Capital Outlay Expenditures	\$120,578	\$1,470,000	\$1,526,150	\$400,000
Other Expenditures	0	0	0	0
Transfer to Municipal Transportation Fund	0	0	100,000	0
Reserves Restricted	1,582,779	0	0	0
TOTAL EXPENDITURES	\$ 1,703,357	\$ 1,470,000	\$ 1,626,150	\$ 400,000
Net Results	\$ -	\$ -	\$ -	\$ -

CAPITAL IMPROVEMENT PROJECTS

301 Capital Projects Fund

REVENUES

Line Item Prefix 301-590-		FY 2018	FY 2019	FY 2019	FY 2020
		Actual	Adopted	Estimated	Proposed
<u>Intergovernmental - Federal/State</u>					
334-3900	State - FIND Grant	\$346,250			
Total Intergovernmental - Federal/State		\$346,250	\$0	\$0	\$0
<u>Miscellaneous Revenues</u>					
361-1000	Interest Earnings	4,196			
381-0100	Interfund Transfer from General Fund	947,911	1,108,000	1,108,000	400,000
381-0200	Interfund Transfer from Tourist Resort Fund	180,000	120,000	120,000	
381-0700	Interfund Transfer from Mun. Transp.	100,000			
389-8000	Capital Contributions - Developers	125,000			
392-0000	Appropriated Fund Balance		16,367	172,517	
392-0000	Appropriated Restricted Fund Balance -P&R		225,633	225,633	
Total Miscellaneous Revenues		\$1,357,107	\$1,470,000	\$1,626,150	\$400,000
Total		\$1,703,357	\$1,470,000	\$1,626,150	\$400,000

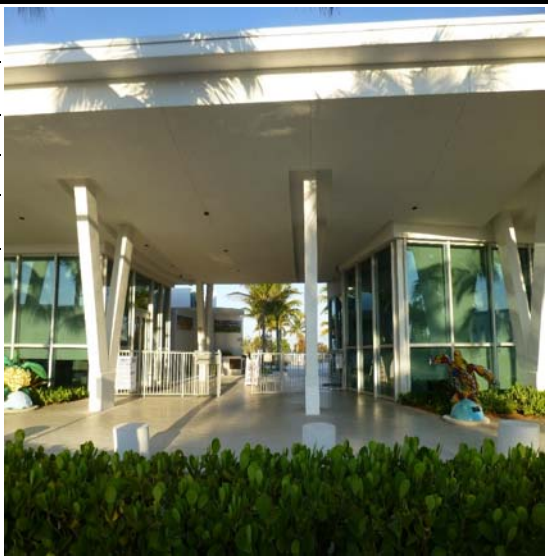
CAPITAL IMPROVEMENT PROJECTS (4400)

301 Capital Projects Fund

EXPENDITURES

Line Item Prefix: 301-4400-:		FY 2018	FY 2019	FY 2019	FY 2020
		Actual	Adopted	Estimated	Proposed
Suffix	Object Description				
<u>Capital Outlay</u>					
516-6820	Server Upgrade		\$75,000	\$75,000	
539-6220	Town Hall Improvements	12,480		29,150	
539-6310	Improvements other than Building		100,000	100,000	
539-6320	Infrastructure - Beach Walking Path		120,000	120,000	
539-6410	Machinery and Equipment		125,000	152,000	
541-6340	Infrastructure - Seawalls Phase II	78,477			
541-638X	Harding Avenue Downtown Street Lighting	29,621			
541-6395	92nd Street Beachend Improvements		250,000	250,000	
	Improvements - Community Center Turnkey				
572-3191	Solar Power System		100,000	100,000	400,000
572-6380	96th Street Park Renovation		700,000	700,000	
Total	Capital Outlay	\$120,578	\$1,470,000	\$1,526,150	\$400,000
<u>Non-operating Expenses</u>					
581-9TBD	Transfer to Municipal Transportation Fund			100,000	
Total	Non-operating Expenses		\$0	\$100,000	\$0
Total	Capital Projects Fund Expenditures	\$120,578	\$1,470,000	\$1,626,150	\$400,000

Capital Improvement Project

Project	Turnkey Solar Power System	
Location	Community Center	
Priority	Moderate	
Department	Public Works	
Description/Justification		
Installation of a turnkey solar power system at the community center.		

PROJECT COSTS	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Five Year Total	Prior Fiscal Years
Plans and Studies	10,000					\$10,000	
Land/Site							
Engineering/Architecture	75,000					\$75,000	
Construction		400,000				\$400,000	
Equipment							
Other	15,000					\$15,000	
TOTAL COST	\$100,000	\$400,000	\$0	\$0	\$0	\$500,000	\$0

FUNDING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Five Year Total	
Capital Project Fund - General Fund	100,000	400,000				\$500,000	
						\$0	
						\$0	
TOTAL	\$100,000	\$400,000	\$0	\$0	\$0	\$500,000	

ANNUAL OPERATING IMPACT	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Five Year Total	
Personnel						\$0	
Operating						\$0	
Capital Outlay						\$0	
Other						\$0	
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	

**Town of Surfside
FY 2020 - 2024
Five Year Capital Improvement Plan**

Department	Projects	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5YR TOTAL
Code Compliance	Replacement Vehicle			\$ 27,000			\$ 27,000
Building Services	Replacement Vehicle	32,500					\$ 32,500
Public Safety	Replacement Vehicles	252,000	152,000	152,000	152,000	152,000	\$ 860,000
	Replacement Vehicle - Parking	39,000				40,000	\$ 79,000
Public Works	Replacement Vehicle - Garbage Truck	240,000					\$ 240,000
	Replacement Vehicles		63,000	51,000			\$ 114,000
	Solar Power System at Community Center	400,000					\$ 400,000
	Downtown Surfside Sidewalk Beautification	50,000	400,000				\$ 450,000
	Biscaya Island Water Main Crossing Relocation	150,000					\$ 150,000
	92nd Street Beachend Improvements	250,000					\$ 250,000
	Post & Rope Fencing - Beachwalk/Hardpack	120,000					\$ 120,000
	Alleyway 9500-9600 Electrical Connections/Drainage		500,000				\$ 500,000
	Town Resilience - Infrastructure		500,000	500,000			\$ 1,000,000
	91st Street Improvement Project		100,000	900,000			\$ 1,000,000
Leisure Services	96th Street Park Renovation		700,000				\$ 700,000
	Westside Street End Improvements		250,000	200,000			\$ 450,000
	Replacement Vehicle			27,000			\$ 27,000
Total Projects		\$ 1,533,500	\$ 2,665,000	\$ 1,857,000	\$ 152,000	\$ 192,000	\$ 6,399,500

Source Code	Revenue Sources	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5YR TOTAL
GAS	Second Local Option Gas Tax			\$ 50,000			\$50,000
GF	General Fund 001	\$ 400,000	\$ 1,550,000	1,200,000			3,150,000
GF - CIP	Capital Projects Fund Balance (301)	370,000	50,000				420,000
CIPPR	Capital Projects Fund Balance for P&R		700,000				700,000
DC	Developer Contributions		100,000	300,000			400,000
INC	Indian Creek Share of Project Costs			50,000			50,000
MTF	Municipal Transportation Fund (CITT)	50,000	50,000				100,000
SWCF	Solid Waste Fund	240,000					240,000
WS	Water and Sewer Fund - Net Assets	26,000					26,000
GRT	FDEP Assistance Grant	124,000					124,000
FMF	Fleet Management Fund	323,500	215,000	257,000	152,000	192,000	1,139,500
Total Revenue Sources		\$ 1,533,500	\$ 2,665,000	\$ 1,857,000	\$ 152,000	\$ 192,000	\$6,399,500

Five Year Capital Improvement Plan Schedule

All Funds - Capital Project and Revenue Source Summary FY 2020 to FY 2024

Department Name	Project Name	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5YR TOTAL
Code Compliance	Replacement Vehicle			27,000			\$27,000
	<i>Funding Source</i>			<i>FMF</i>			
Building Services	Replacement Vehicle	32,500					\$32,500
	<i>Funding Source</i>	<i>FMF</i>					
Public Safety	Replacement Vehicles	252,000	152,000	152,000	152,000	152,000	\$860,000
	<i>Funding Source</i>	<i>FMF</i>	<i>FMF</i>	<i>FMF</i>	<i>FMF</i>	<i>FMF</i>	
	Replacement Vehicle - Parking	39,000				40,000	\$79,000
	<i>Funding Source</i>	<i>FMF</i>				<i>FMF</i>	
Public Works	Replacement Vehicle - Garbage Truck	240,000					\$240,000
	<i>Funding Source</i>	<i>SWCF</i>					
	Replacement Vehicles		63,000	51,000			\$114,000
	<i>Funding Source</i>		<i>FMF</i>	<i>FMF</i>			
	Solar Power at Community Center	400,000					\$400,000
	<i>Funding Source</i>	<i>GF</i>					
	Downtown Surfside Sidewalk Beautification	50,000	400,000				\$450,000
	<i>Funding Source</i>	<i>MTF-CITT</i>	<i>MTF-CITT/GF</i>				
	Biscaya Island Water Main Crossing Relocation	150,000					\$150,000
	<i>Funding Source</i>	<i>FDEP/WS</i>					
	92nd St Beach End Improvements	250,000					\$250,000
	<i>Funding Source</i>	<i>CIP-FB</i>					
	Post & Rope Fencing - Beachwalk/Hardpack	120,000					\$120,000
	<i>Funding Source</i>	<i>CIP-FB</i>					
	Alleyway 9500-9600 Electrical Connections/Drainage		500,000				\$500,000
	<i>Funding Source</i>		<i>GF</i>				
	Town Resilience - Infrastructure		500,000	500,000			\$1,000,000
<i>Funding Source</i>		<i>GF</i>	<i>GF</i>				
91st Street Improvement Project		100,000	900,000			\$1,000,000	
<i>Funding Source</i>			<i>GF/DC/INC/MTF</i>				
Leisure Services	96th Street Park Renovation		700,000				\$700,000
	<i>Funding Source</i>		<i>CIP-FB</i>				
	Westside Street End Improvements		250,000	200,000			\$450,000
	<i>Funding Source</i>		<i>GF/CIP-FB</i>	<i>GF</i>			
	Replacement Vehicle			27,000			\$27,000
<i>Funding Source</i>			<i>FMF</i>				
	TOTAL	\$1,533,500	\$2,665,000	\$1,857,000	\$152,000	\$192,000	\$6,399,500

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 2020	FY 2021	FY 2022	FY 2023	FY 2024	5YR TOTAL
CIP-FB	Capital Projects Fund Fund Balance	370,000	750,000				\$1,120,000
DC	Developers' Contributions		100,000	300,000			\$400,000
FDEP	Florida's Dept. of Environmental Protection	124,000					\$124,000
GAS	Second Local Option Gas Tax			75,000			\$75,000
GF	General Fund Operating Revenue	400,000	1,550,000	1,175,000			\$3,125,000
INC	Indian Creek Portion of Project Costs			50,000			\$50,000
MTF (CITT)	Municipal Transport Fund (Reserves)	50,000	50,000				\$100,000
SWCF	Solid Waste Collection Fund or Net Assets	240,000					\$240,000
WS	Water and Sewer Fund - Net Assets	26,000					\$26,000
FMF	Fleet Management Fund	323,500	215,000	257,000	152,000	192,000	\$1,139,500
	TOTAL	\$1,533,500	\$2,665,000	\$1,857,000	\$152,000	\$192,000	\$6,399,500



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.

Commencing in FY2019, the Town accounts 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 FY2018 reflects only those funds governed by the Tourist Bureau Board.

Prior to FY2019, 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 FY2018 may be found in the General Fund under the Parks and Recreation and TEDACS departments.



102 Tourist Resort Fund

FINANCIAL SUMMARY

	FY 2018*	FY 2019*	FY 2019*	FY 2020
	Actual	Adopted	Estimated	Proposed
<u>FUNDS AVAILABLE</u>				
Resort Taxes*	\$1,058,077	\$2,930,000	\$3,896,202	\$3,297,550
Miscellaneous Revenues	9,300	10,500	10,500	10,500
Fund Balance Beginning - Tourist Bureau	469,880	109,444	357,704	686,213
Community Center				768,566
TOTAL	\$ 1,537,257	\$ 3,049,944	\$ 4,264,406	\$ 4,762,829
<u>APPROPRIATIONS**</u>				
Personnel Costs	\$135,478	\$1,236,399	\$1,161,313	\$1,348,101
Operating Expenses	861,512	1,514,314	1,514,314	1,685,615
Capital Outlay	2,563	0	0	38,500
Transfer to Other Funds	180,000	134,000	134,000	0
TOTAL APPROPRIATIONS	\$ 1,179,553	\$ 2,884,713	\$ 2,809,627	\$ 3,072,216
Fund Balance Ending - Tourist Bureau	\$ 357,704	\$ 109,444	\$ 686,213	\$ 835,952
Community Center		55,787	768,566	854,661
TOTAL	\$ 1,537,257	\$ 3,049,944	\$ 4,264,406	\$ 4,762,829

Notes:

*Beginning in FY2019 100% of Resort Tax revenues are budgeted in the Resort Tax Fund. Prior to FY2019 budget allocation: 66% General Fund 001 / 34% Resort Tax Fund 102.

**Beginning in FY2019 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 Fund Tourism Department

The Tourism Department encourages patronage of Surfside's hotels and restaurants through cooperative events, promotional activities, marketing, public relations and advertising opportunities. The department also assists in the improvement of the Surfside Business District by functioning as a promotional partner, advisor and advocate on initiatives.

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.

The relatively recent addition of the luxurious Four Seasons Hotel at The Surf Club, and their restaurants, new restaurants along Harding Avenue, as well as the landmark existing businesses are expected to generate a resort tax revenue growth rate of approximately 29% during FY2019. The Tourist Bureau's destination marketing efforts, combined with the marketing efforts of the local hotels and businesses are starting to gain momentum with the press and patrons alike. We're proud to re-invest 66% of those tax revenues back into the operations of the Community Center, which is fully funded by resort tax collections thus providing relief from ad valorem taxes to property owners. The other 34% is invested to promote the Town as a tourist destination with the spending authority of the Tourist Board for those amounts allocated to the Tourist Bureau's budget by the Town Commission during the annual budgetary process.

The Town anticipates a beach re-nourishment project as part of the Miami-Dade County Beach Erosion Control and Hurricane Protection Project to begin in July/August of 2019. In order to address critical beach erosion in Surfside, the U.S. Army Corps of Engineers, in coordination with Miami-Dade County and the Town of Surfside, will place approximately 330,000 cubic yards

of beach quality sand, hauled by trucks from an upland mine, to re-nourish the public beach in Surfside. This beach re-nourishment project is likely to negatively impact resort tax revenues. The FY2020 budget forecasts this impact will result in an approximately 16% net overall reduction in resort tax revenue.

Finally, The Town of Surfside's Tourist Bureau, in collaboration with the recently reestablished Downtown Vision Advisory Committee, is making a concerted effort to promote, assist, partner and advise local businesses in determination to create a sense of place that encourages retention, and economic development, while maintaining and enhancing the characteristics that attract residents and visitors.

The responsibilities, focus and implementation of Tourist Board approved initiatives from the Tourist Bureau through the Tourism Director include, but are not limited to the following:

- Plan, organize and manage all Tourist Bureau visitor marketing, public relations, advertising, promotional activities and events based on the Three-Year Tourism Strategic Marketing Plan.
- 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, including, but not limited to:

- Website updates, enhancements, and promotions
- Social media postings
- E-blasts to trade & consumers
- Surfside collateral & promotional materials
- Travel website promotions
- Travel industry tradeshow & sales missions
- Partnership development initiatives
- Public relations
- Co-operative advertising
- Niche marketing programs
- Familiarization trips
- Visitor guide – electronic and printed in both English and Spanish

Public programming efforts, including but not limited to:

- Signature annual events
- Turtle promotion & education
- Street banners
- Holiday lighting
- Work with downtown district business owners and Downtown Vision Advisory Committee

Post-arrival tactics, including but not limited to:

- Visitor guide – electronic and printed in both English and Spanish
- Concierge outreach program
- Consumer advertising
- Sales tools

Fiscal Year 2019 Accomplishments:**Downtown**

- Exploration of creative solutions for improving downtown district in collaboration with the Downtown Vision Advisory Committee
- Awarded Holiday Light BID for an updated look for 2019 holiday season

Resiliency & Beach

- Initiated sustainable tourism initiatives, including turtle educational initiatives:
 - Turtle coloring book launched
 - Partnered with Sea Turtle Conservancy with participation and a presence at all events

Communications

- Conducted Surfside specific tourism research, and launched the first year of three-year strategic marketing plan
- Capitalized on wellness destination focus with new programming around health & wellness topic
 - Success of Bootcamp & Brews first annual event series
 - Third Thursdays integrated health & wellness themes of Cweet Sounds & Culinary Delights”, “Be Well – Yoga”
 - Second annual Paddletopia
- Continued partnership with key cohorts - GMCVB, Visit Florida and Brand USA.
 - Visit Florida awarded Surfside’s Tourist Bureau 3 “Flagler Awards”:
 - Bronze for Social Media Marketing
 - Henry award (equivalent to Gold) for Resource/Promotional Materials – Trade
 - Best in Show (equivalent to Gold) for Town of Surfside’s 2017 Social Media Marketing Budgets \$500,000 to \$2 Million
- Continued resident education and outreach programs such as:
 - Articles in monthly Gazette
 - Regular posts on Nextdoor
 - National Travel and Tourism Week participation, and Tourism communication plan roll out
- Utilized alternative advertising tactics with more favorable returns on investment, less print, and more digital with trackable results

Issues:

- Sustainable tourism continues to be an important topic for Surfside and the world
- Art in public spaces initiative was not able to be completed this fiscal year
- Unified look for downtown needs to be prioritized

Fiscal Year 2020 Objectives:

- Implement additional art in public spaces, and explore installation of interactive infrastructure with identifiable branding for user generated content
- Continue sustainable tourism initiatives
- Continue partnerships with key cohorts - GMCVB, Visit Florida and Brand USA, and explore new, enhanced partnerships
- Commence planning for enhancement/update of local way-finding and signage in collaboration with Downtown Vision Advisory Committee for a more unified look downtown

Performance Measures	FY 2017 Actual	FY 2018 Actual	FY 2019 YTD	FY2020 Estimated
<i>Social Media Followers:</i>				
Facebook	1,500	2,700	3,000	3,500
Instagram	3,500	7,200	8000	8,500
Twitter	166	350	415	450
Press Coverage		150	200	220
Average Hotel Occupancy	65%	71%	76.7%	78%
Average Hotel ADR	\$239	\$380	\$437.42	\$450
<i>Events:</i>				
Third Thursdays				
Registered	NA	382	390	500
Attended	1,200	1,100	1,150	800
Paddletopia				
Registered	NA	500	780	900
Attended	NA	200	313	400
First Fridays				
Registered	NA	1,020	NA*	800
Attended	800	753	NA*	600
Bootcamp & Brews				
Registered	NA	NA	153	400
Attended	NA	NA	121	200
Visitor Guide Distribution	4,200	6,000	6,000	6,000

*Due to beach re-nourishment project, no events planned in FY2019.

102 Tourist Resort Fund

	<u>FY 2018 Actual*</u>	<u>FY 2019 Adopted*</u>	<u>FY 2019 Estimated*</u>	<u>FY 2020 Proposed</u>
<u>REVENUES</u>				
Resort Taxes	\$1,058,077	\$2,930,000	\$3,896,202	\$3,297,550
Miscellaneous Revenues	9,300	10,500	10,500	10,500
TOTAL REVENUES	<u>\$ 1,067,377</u>	<u>\$ 2,940,500</u>	<u>\$ 3,906,702</u>	<u>\$ 3,308,050</u>
<u>EXPENDITURES</u>				
<u>Tourist Bureau</u>				
Personnel Costs	\$135,478	\$145,289	\$145,289	\$152,585
Operating Expenses	861,512	861,411	861,411	849,536
Capital Outlay	2,563			
Transfer to Capital Projects Fund	180,000	0	0	0
Contingency/Return to Reserves			328,509	122,616
Total Tourism Expenditures	<u>\$1,179,553</u>	<u>\$1,006,700</u>	<u>\$1,335,209</u>	<u>\$1,124,737</u>
<u>Community Center**</u>				
Personnel Costs		\$1,091,110	\$1,016,024	\$1,195,516
Operating Expenses		652,903	652,903	836,079
Capital Outlay		0	0	38,500
Transfer to Capital Projects Fund		120,000	120,000	0
Transfer to Fleet Management Fund		14,000	14,000	0
Contingency/Return to Reserves		55,787	768,566	113,218
Total Community Center Expenditures		<u>\$1,933,800</u>	<u>\$2,571,493</u>	<u>\$2,183,313</u>
TOTAL EXPENDITURES	<u>\$ 1,179,553</u>	<u>\$ 2,940,499</u>	<u>\$ 3,906,702</u>	<u>\$ 3,308,050</u>
Net Results	<u>\$ (112,176)</u>	<u>\$ (0)</u>	<u>\$ -</u>	<u>\$ -</u>

Note:

*Beginning in FY2019 100% of Resort Tax revenues are budgeted in the Resort Tax Fund. Prior to FY2019 budget allocation: 66% General Fund 001 / 34% Resort Tax Fund 102.

**Beginning in FY2019 Community Center operations are budgeted in the Resort Tax Fund 102. Community Center operations in prior years were budgeted in the General Fund 001.

102 Tourist Resort Fund

Significant Changes from FY 2019 Adopted Budget +/-

TOURIST BUREAU

Personnel Services

Planned merit pay, salary and benefit adjustments	\$6,866
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Operating Expenses

Auditing services allocated	\$ (13,200)
Increase in Promotional Activities	\$ 5,000
IT system lease cost allocation	\$ (2,420)

Significant Changes from FY 2019 Adopted Budget +/-

COMMUNITY CENTER

Personnel Services

Planned merit pay, salary and benefit adjustments, change from part time lifeguard to full time lifeguard w/benefits during FY2019, and increased Community Center pool operating hours	\$65,072
Full time Lifeguard - new position	\$ 62,750
Full time Custodian - new position	\$ 55,112
Reduction in Other Salaries from transfer of Temporary Camp Counselor positions to General Fund - P&R	\$ (78,528)

Operating Expenses

Swim Team Coach	\$ 12,000
Tellecommunications cost increase	\$ 1,980
Utilities cost increases	\$ 12,200
IT system lease cost allocation	\$ 5,500
Professional cleaning of Community Center	\$ 12,000
Maintenance service and repair contracts increase	\$ 4,020
Building maintenance increase due to aging of building	\$ 9,200
Painting of Community Center	\$ 20,000
Water activity pool/tot lot and slides repairs	\$ 47,500
RecTrac software system update	\$ 17,000
Equipment maintenance increased needs	\$ 5,000
Grounds maintenance additional needs	\$ 10,000
Miscellaneous maintenance additional needs	\$ 3,000
Miscellaneous operating supplies	\$ 5,000

Capital Outlay

Community Center fence and gate entrance	\$ 15,000
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102 Tourist Resort Fund

Security camera system

\$ 23,000

Personnel Complement								
TOURIST BUREAU	FY 2019 Funded				FY 2020 Funded			
	Full	Part	Temp	FTEs	Full	Part	Temp	FTEs
Position Title	Time	Time	Temp	FTEs	Time	Time	Temp	FTEs
Tourism Director	1.00			1.00	1.00			1.00
Marketing & Special Projects Coordinator ¹	0.34			0.34	0.34			0.34
Total	1.34	0.00	0.00	1.34	1.34	0.00	0.00	1.34

¹Tourist Resort position allocation only. Split funded with General Fund 001.

Personnel Complement								
COMMUNITY CENTER	FY 2019* Funded				FY 2020 Funded			
	Full	Part	Temp	FTEs	Full	Part	Temp	FTEs
Position Title	Time	Time	Temp	FTEs	Time	Time	Temp	FTEs
Parks & Recreation Director ¹	0.95			0.95	0.95			0.95
Parks & Recreation Superintendent ¹	0.95			0.95	0.95			0.95
Customer Services Representative	1.00			1.00	1.00			1.00
Aquatics Supervisor	1.00			1.00	1.00			1.00
Lifeguard, Head	1.00			1.00	1.00			1.00
Lifeguard, Lead	1.00			1.00	1.00			1.00
Lifeguards ²	2.00			2.00	3.00			3.00
Lifeguards ³		7.00	8.00	5.40		7.00	8.00	5.40
Custodian		1.00		0.50	1.00	1.00		1.50
Program and Events Coordinator	1.00			1.00	1.00			1.00
Recreation Leader II	1.00			1.00	1.00			1.00
Recreation Leader		4.00		2.00		4.00		2.00
Total	9.90	12.00	8.00	17.80	11.90	12.00	8.00	19.80

*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.

¹Tourist Resort position allocation only. Split funded with General Fund 001.

²During FY2019 three (3) part time lifeguard positions were converted to one (1) full time lifeguard position.

³Temporary lifeguard positions consist of eight (8) positions for ten weeks for increased hours of operation and programming at the Community Center during the summer months.

102 Tourist Resort Fund
REVENUES

		FY 2018	FY 2019	FY 2019	FY 2020
Line Item Prefix: 102-552-:		Actual*	Adopted*	Estimated*	Proposed*
312-1200	Two Percent Resort Tax	\$272,259	\$680,000	\$1,035,632	\$876,850
312-1400	Four Percent Resort Tax	782,898	2,250,000	2,860,570	2,420,700
312-1500	Resort Tax Penalties/Interest	2,920			
Total	Resort Taxes	\$1,058,077	\$2,930,000	\$3,896,202	\$3,297,550
369-8500	Resort Registration Fees	9,300	10,500	10,500	10,500
Total	Miscellaneous Revenues	\$9,300	\$10,500	\$10,500	\$10,500
392-0000	Use of Restricted Fund Balance				
Total	Other Funding Sources	\$0	\$0	\$0	\$0
Total	Total Revenues	\$1,067,377	\$2,940,500	\$3,906,702	\$3,308,050

Note:

*Beginning in FY2019 100% of Resort Tax revenues are budgeted in the Resort Tax Fund. Prior to FY2019 budget allocation: 66% General Fund 001 / 34% Resort Tax Fund 102.

102 Tourist Resort Fund

EXPENDITURES

		FY 2018 Actual*	FY 2019 Adopted*	FY 2019 Estimated*	FY 2020 Proposed
TOURIST BUREAU					
Line Item Prefix: 102-8000-552:					
Suffix	Object Description				
<u>Personnel Services</u>					
1210	Regular Salaries	\$95,662	\$98,509	\$98,509	\$102,083
1310	Other Salaries	1,492			
1410	Overtime	3,477	5,000	5,000	5,000
1510	Special pay	34			0
2110	Payroll Taxes	7,479	8,240	8,240	8,514
2210	Retirement Contribution	4,980	7,460	7,460	7,731
2310	Life & Health Insurance	21,974	25,342	25,342	26,931
2410	Workers Compensation	380	438	438	449
2610	Other Post Employment Benefits		300	300	1,877
Total Personnel Services		\$135,478	\$145,289	\$145,289	\$152,585
<u>Operating Expenses</u>					
3112	Physical Examinations	695	450	450	450
3210	Accounting and Auditing		20,000	20,000	6,800
3410	Other Contractual Services	4,157			2,000
4009	Vehicle Allowance	4,200	4,200	4,200	4,200
4111	Postage	123	2,000	2,000	1,000
4112	Mobile Phone Allowance	1,160	1,206	1,206	1,206
4403	Equipment/Vehicle Leasing	3,861	8,300	8,300	5,880
4810	Promotional Activities	834,177	805,000	805,000	810,000
5110	Office Supplies	793	4,000	4,000	3,000
5290	Miscellaneous Operating Supplies	3,221	3,500	3,500	3,500
5410	Subscriptions and Memberships	3,091	4,755	4,755	4,500
5420	Conferences and Seminars	6,034	8,000	8,000	7,000
Total	Operating Expenses	\$861,512	\$861,411	\$861,411	\$849,536
6410	Machinery and Equipment	2,563			
Total	Capital Outlay	\$2,563	\$0	\$0	\$0
<u>Non-operating Expenses</u>					
581-9120	Transfers to Capital Projects Fund	180,000			
9910	Contingency/Reserve			328,509	122,616
Total	Non-operating Expenss	\$180,000	\$0	\$328,509	\$122,616
Total	Tourism Expenditures	\$1,179,553	\$1,006,700	\$1,335,209	\$1,124,737

102 Tourist Resort Fund

EXPENDITURES

		FY 2018 Actual*	FY 2019 Adopted*	FY 2019 Estimated*	FY 2020 Proposed
COMMUNITY CENTER					
Line Item Prefix: 102-8000-572-:					
<u>Personnel Services</u>					
1210	Regular Salaries		\$434,661	\$434,661	\$559,633
1310	Other Salaries - Includes Seasonal		386,780	317,030	307,648
1410	Overtime		14,000	14,000	14,000
1510	Special pay		8,813	8,813	8,600
2110	Payroll Taxes		64,981	59,645	68,744
2210	Retirement Contribution		32,916	32,916	39,848
2310	Life & Health Insurance		109,796	109,796	148,661
2410	Workers Compensation		39,163	39,163	48,382
Total	Personnel Services		\$1,091,110	\$1,016,024	\$1,195,516
<u>Operating Expenses</u>					
3112	Physical Examinations		6,880	6,880	6,880
3210	Accounting and Auditing				13,200
3410	Other Contractual Services		35,000	35,000	47,000
4009	Car Allowance				3,420
4110	Telecommunications		3,600	3,600	5,580
4111	Postage		100	100	100
4112	Mobile Phone Allowance		5,175	5,175	5,310
4310	Electricity		48,500	48,500	45,000
4311	Water and Sewer		22,000	22,000	36,000
4312	Natural Gas Service		28,300	28,300	30,000
4403	Equipment/Vehicle Leasing				5,500
4510	Property and Liability Insurance		41,433	41,433	41,560
4601	Maintenance Service/Repair Contracts		111,550	111,550	127,570
4602	Building Maintenance		68,000	68,000	144,700
4603	Equipment Maintenance		15,000	15,000	37,000
4604	Grounds Maintenance		95,668	95,668	105,668
4609	Take Home Vehicle				360
4611	Miscellaneous Maintenance		7,500	7,500	10,500
4612	Vehicle Maintenance - Usage		4,122	4,122	3,816
4613	Vehicle Maint. - Fleet Replacement		5,917	5,917	5,790
4810	Promotional Activities		102,000	102,000	102,000
5110	Office Supplies		5,500	5,500	5,500
5213	Landscape Improvements		6,550	6,550	7,000
5214	Uniforms		4,387	4,387	5,200
5216	Vehicle Maintenance - Fuel		1,296	1,296	1,500
5225	Merchant Fees		5,000	5,000	5,000
5290	Miscellaneous Operating Supplies		25,000	25,000	30,000
5410	Subscriptions and Memberships		300	300	800
5420	Conferences and Seminars		4,125	4,125	4,125
Total	Operating Expenses		\$652,903	\$652,903	\$836,079
<u>Capital Outlay</u>					
6410	Machinery and Equipment				38,500
Total	Capital Outlay		\$0	\$0	\$38,500
<u>Non-operating Expenses</u>					
581-9130	Transfers to Capital Projects Fund		120,000	120,000	
581-9190	Transfer to Fleet Management Fund		14,000	14,000	
9910	Contingency/Reserve		55,787	768,566	113,218
Total	Non-operating Expenses		189,787	902,566	113,218
Total	Community Center Expenditures		\$1,933,800	\$2,571,493	\$2,183,313
Total	Tourist Resort Fund Expenditures	\$1,179,553	\$2,940,500	\$3,906,703	\$3,308,050

*Note: Beginning in FY2019 Community Center operations are budgeted in the Resort Tax Fund 102. Community Center operations in prior years were budgeted in the General Fund 001.

FY 2020 New Program Enhancement (Modification)

Full Time Lifeguard				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Parks and Recreation		Tourist Resort	1	\$62,750
Justification and Description				
<p>Through the hiring process, it has been documented that the ability to attract and retain qualified/certified part-time pool lifeguards has become increasingly difficult. Part-time staff are limited to 25-28 hours a week and many lifeguards need to maintain multiple jobs.</p> <p>All aquatics staff must be:</p> <ul style="list-style-type: none"> • certified • pass a CPR review • pass an open water swim test • complete the pre-employment hiring process. <p>During FY2019, the community requested and the Parks and Recreation Committee recommended increasing the operational hours of the facility from three days to five days per week for early morning lap swimming and extended hours to maximize daylight swimming. This has necessitated additional hours of lifeguard duty daily. During FY2019, over 415 hours have been added to the pool hours of operation.</p> <p>Community awareness of the importance of swim lessons and a community demand for additional programming for preschool, beginner and adult swim lessons has generated a need for increased staffing.</p> <p>An additional full-time position will provide the stability for the Park and Recreation Department to continue to fulfill these quality of service Community Center operational needs, and allow for stabilized weekly lifeguard schedules.</p>				
Benefits or Alternative/Adverse Impact if not funded				
<p>Adverse Impacts:</p> <ul style="list-style-type: none"> • The Community Center facility and beach will continue to be staffed with a majority of part time staff. • Turnover of part time lifeguards will continue to be a staffing problem. 				
Required Resources				
New Personnel				
Number of Positions	Title	Salary	Fringe Benefits	Cost
1	Full Time Lifeguard	\$36,000	\$26,750	\$62,750
Other Recurring Operating Costs				
Account Number	Description	Cost		
One Time Costs				
Account Number	Description	Cost		

FY 2020 New Program Enhancement (Modification)

Full Time Community Center Custodian				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Parks and Recreation		Tourist Resort	4	\$55,112
Justification and Description				
<p>A full time cutodian to mitigate cleaning issues that have arisen from the increasing hours of operation and additional programing at the Community Center. Currently, there are three part time custodians that maintain all Parks and Recreation facilities and the townwide doggie stations.</p>				
Benefits or Alternative/Adverse Impact if not funded				
Required Resources				
New Personnel				
Number of Positions	Title	Salary	Fringe Benefits	Cost
1	Custodian	\$31,200	\$23,912	\$55,112
Other Recurring Operating Costs				
Account Number	Description	Cost		
One Time Costs				
Account Number	Description	Cost		

FY 2020 New Program Enhancement (Modification)

Certified USA Swim Team Coach				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Parks and Recreation		Tourist Resort		\$12,000
Justification and Description				
<p>A certified USA Swim Coach at the Community Center will relieve some of the challenges associated with staffing swim programs at the pool and beach. In addition, a certified USA Swim Coach will provide consistent structure to Monday through Thursday classes, and introduce new swimming instructors to the proper swim team breakdown. Swim team consistently has a wait list, and an additional coach will provide the Community Center swim program the ability to offer additional training sessions to increase the number of spots available.</p>				
Benefits or Alternative/Adverse Impact if not funded				
<p>Benefits:</p> <ul style="list-style-type: none"> • the community's future swimmers will receive additional instruction for growth and expansion • ease pool/beach staffing issues by relieving lifeguards from swim coach duty in order to guard the pool and beach 				
Required Resources				
New Personnel				
Number of Positions	Title	Salary	Fringe Benefits	Cost
Other Recurring Operating Costs				
Account Number	Description	Cost		
One Time Costs				
Account Number	Description	Cost		
102-8000-572-34-10	Other Contractual Services	\$12,000		

FY 2020 New Program Enhancement (Modification)

Professional Painting of the Community Center				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Parks and Recreation		Tourist Resort	3	\$20,000
Justification and Description				
Exterior and interior painting of the Community Center. The entire facility has not been painted since opening in June 2012.				
Benefits or Alternative/Adverse Impact if not funded				
Required Resources				
New Personnel				
Number of Positions	Title	Salary	Fringe Benefits	Cost
Other Recurring Operating Costs				
Account Number	Description	Cost		
One Time Costs				
Account Number	Description	Cost		
102-8000-572-46-02	Building Maintenance	\$20,000		

FY 2020 New Program Enhancement (Modification)

Water Activity Pool/Tot Lot and Slides Repair				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Parks and Recreation		Tourist Resort	3	\$47,500
Justification and Description				
<p>After eight years of year-round usage, close proximity to the beach and the normal lifespan of the features, the tot-lot activity pool is in need of minor structural repairs to ensure its longevity and safety. The following structural repairs needed are:</p> <p>Slides - repairs will be completed on all three slides, to include:</p> <ul style="list-style-type: none"> • premium gel coat and recalling the seams (both of which are done to ensure a smooth safe ride) • remove the rust, prime and paint slides <p>Foam features:</p> <ul style="list-style-type: none"> • redone to prevent further chipping 				
Benefits or Alternative/Adverse Impact if not funded				
Required Resources				
New Personnel				
Number of Positions	Title	Salary	Fringe Benefits	Cost
Other Recurring Operating Costs				
Account Number	Description	Cost		
One Time Costs				
Account Number	Description	Cost		
102-8000-572-46-02	Building Maintenance	\$47,500		

FY 2020 New Program Enhancement (Modification)

Community Center Bi-Weekly Professional Cleaning Service				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Parks and Recreation		Tourist Resort		\$12,000
Justification and Description				
<p>A contractual cleaning service to provide bi-weekly cleaning at the community center. This will be in-depth cleaning of floors, tiles , AC ducts windows, restrooms and high volume areas that will supplement the Parks and Recreation staff cleaning. This type of service is necessary due to the popularity of the community center and pools.</p>				
Benefits or Alternative/Adverse Impact if not funded				
Required Resources				
New Personnel				
Number of Positions	Title	Salary	Fringe Benefits	Cost
Other Recurring Operating Costs				
Account Number	Description		Cost	
One Time Costs				
Account Number	Description		Cost	
102-8000-572-46-02	Building Maintenance		\$12,000	

FY 2019 New Program Enhancement (Modification)

Beach Raking				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Public Works		Tourist Resort		\$87,120
Justification and Description				
<p>The Town's coastal community has grown and is expected to continue growing. With this growth, daily visitors to Surfside's beach have increased resulting in the generation of litter, trash, and beach debris accumulation. In addition, varying quantities of debris from natural sources such as seaweed and organic material come ashore each day. Beach grading and sanitizing services are currently approved by Miami Dade County. The County's services are not sufficient to maintain, manicure, and preserve Surfside's beach for tourism, recreation, and enjoyment, and to protect the coastal habitat. Public Works is recommending daily mechanical beach cleaning to supplement the County services and maintain Surfside beach's recreational and economic value.</p> <p>Beach raking is estimated for nine months of service to commence upon completion of the beach renourishment project.</p>				
Benefits or Alternative/Adverse Impact if not funded				
<p>Debris left behind can pose a hazard to people and animals. Increased beach raking services will help alleviate the accumulation of debris left by the tides, storms, and beach goers on Surfside's shorelines.</p>				
Required Resources				
New Personnel				
Number of Positions	Title	Salary	Fringe Benefits	Cost
Other Recurring Operating Costs				
Account Number	Description	Cost		
One Time Costs				
Account Number	Description	Cost		
102-8000-572-46-01	Maintenance Services	\$87,120		

FY 2020 New Program Enhancement (Modification)

Community Center System Software Updates				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Parks and Recreation		Tourist Resort		\$17,000
Justification and Description				
RecTrac software update, training, and support services to bring the Community Center system up-to-date for operating at optimal capacity.				
Benefits or Alternative/Adverse Impact if not funded				
Required Resources				
New Personnel				
Number of Positions	Title	Salary	Fringe Benefits	Cost
Other Recurring Operating Costs				
Account Number	Description		Cost	
One Time Costs				
Account Number	Description		Cost	
102-8000-572-34-10	Other Contractual Services		\$17,000	

FY 2020 New Capital Outlay Request

Community Center Fence and Gate Entrance Replacement

Department	Division	Funding Source	Dept. Priority	Fiscal Impact
Parks and Recreation		Tourist Resort		\$15,000

Justification and Description

A new gate and fence to improve the operations, accessibility, and the aesthetics of the community center. The existing original gate and fence has been repaired numerous times over the past eight years of operation. The existing gate and fence have become an operations issue due to repairs occurring almost every month.

Benefit/Alternative/Adverse Impacts if not funded:

Benefit: Reduce annual maintenance and repairs costs

Required Resources

Account Number	Title or Description of Request	Cost
102-8000-572-64-10	Machinery & Equipment	\$15,000

Other Recurring Operating Costs

Account Number	Description	Cost

FY 2020 New Capital Outlay Request

New Security Camera System for Community Center

Department	Division	Funding Source	Dept. Priority	Fiscal Impact
Parks and Recreation	Community Center	Resort Tax	6	\$23,000

Justification and Description

Replacement and installation of new, updated security camera system for the Community Center and pool deck. The new system will help to ensure security and safety at the facility.

Alternative/Adverse Impacts if not funded:

Continue to:

- use the out dated system
- continue to have issues with the quality of images when reviewed

Required Resources

Account Number	Title or Description of Request	Cost
102-8000-572-64-10		\$23,000

Other Recurring Operating Costs

Account Number	Description	Cost





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 2018	FY 2019	FY 2019	FY 2020
	Actual	Adopted	Estimated	Proposed
<u>FUNDS AVAILABLE</u>				
Forfeiture Proceeds	\$34,280	\$0	\$12,640	\$0
Interest Earnings	242	0	0	0
Projected Restricted Fund Balance Beginning	164,933	114,046	159,526	58,366
TOTAL	\$ 199,455	\$ 114,046	\$ 172,166	\$ 58,366
<u>APPROPRIATIONS</u>				
Operating Items	\$31,094	\$113,800	\$113,800	\$52,300
Capital Outlay	8,835	0	0	0
TOTAL APPROPRIATIONS	39,929	113,800	113,800	52,300
Projected Restricted Fund Balance Ending	159,526	246	58,366	6,066
TOTAL	\$ 199,455	\$ 114,046	\$ 172,166	\$ 58,366

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 2020 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, 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 2018	FY 2019	FY 2019	FY 2020
	Actual	Adopted	Estimated	Proposed
REVENUES				
Forfeiture Proceeds	\$34,280	\$0	\$12,640	\$0
Interest	242	-	-	-
Use of Fund Balance	43,670	113,800	101,160	52,300
TOTAL REVENUES	\$ 78,192	\$ 113,800	\$ 113,800	\$ 52,300
EXPENDITURES				
Operating Expenses	\$31,094	\$113,800	\$113,800	\$52,300
Capital Outlay	8,835	0	0	0
TOTAL EXPENDITURES	\$ 39,929	\$ 113,800	\$ 113,800	\$ 52,300
Net Results	\$ 38,263	\$ -	\$ -	\$ -

Significant Changes from FY 2019 Adopted Budget +/-

Operating Expenses

Laptop lease costs	\$ (45,000)
Reduction in other current charges	\$ (15,000)

105 POLICE FORFEITURE

REVENUES

		FY 2018	FY 2019	FY 2019	FY 2020
Line Item: 105-521:		Actual	Adopted	Estimated	Proposed
<u>Fines & Forfeitures</u>					
359-2005	Treasury Confiscations	\$34,280			
359-2015	State Confiscations			12,640	
Total	Fines & Forfeitures	\$34,280	\$0	\$12,640	\$0
<u>Miscellaneous Revenues</u>					
361-1000	Interest Earnings	242			
392-0000	Appropriated Fund Balance	43,670	113,800	101,160	52,300
Total	Miscellaneous Revenues	\$43,912	\$113,800	\$101,160	\$52,300
TOTAL	Police Forfeiture Fund Revenues	\$78,192	\$113,800	\$113,800	\$52,300

105 POLICE FORFEITURE FUND

EXPENDITURES

		FY 2018	FY 2019	FY 2019	FY 2020
Line Item Prefix: 105-3300/3400/3500-521:		Actual	Adopted	Estimated	Proposed
Suffix	Object Description				
<u>Operating Expenses</u>					
4405	Laptop Lease and Air Card	\$15,295	\$61,800	\$61,800	\$16,800
4810	Promotional Activities	7,306	8,000	8,000	7,000
4911	Other Current Charges	8,493	40,000	40,000	25,000
5290	Miscellaneous Operating Supplies		4,000	4,000	3,500
Total	Operating Expenses	\$31,094	\$113,800	\$113,800	\$52,300
<u>Capital Outlay</u>					
6410	Machinery and Equipment	8,835			
Total	Capital Outlay	\$8,835	\$0	\$0	\$0
Total	Forfeiture Fund Expenditures	\$39,929	\$113,800	\$113,800	\$52,300





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 and the Stormwater 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 2018	FY 2019	FY 2019	FY 2020
	Actual	Adopted	Estimated	Proposed
<u>FUNDS AVAILABLE</u>				
Transit Surtax Proceeds	\$228,267	\$231,262	\$231,262	\$225,000
Miscellaneous Revenues	0		25,976	
Interfund Transfers In			100,000	
Fund Balance Beginning	388,363	109,042	256,759	343,768
TOTAL	\$ 616,630	\$ 340,304	\$ 613,997	\$ 568,768
<u>APPROPRIATIONS</u>				
Operating Expenses	\$248,321	\$219,699	\$258,666	\$213,750
Capital Outlay	0	0	0	50,000
Transfers to Other Funds	111,250	11,563	11,563	11,250
TOTAL APPROPRIATIONS	\$ 359,571	\$ 231,262	\$ 270,229	\$ 275,000
Fund Balance Ending	257,059	109,042	343,768	293,768
TOTAL	\$ 616,630	\$ 340,304	\$ 613,997	\$ 568,768

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 \$225,000 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 FY2020 community bus service expenditures funded from this source are projected at \$166,200. The Downtown Sidewalk Beautification Overlay project design is funded by appropriating \$50,000 of fund balance (reserves).

The following are funded through CITT:

Community Bus Service (including gas)	\$166,200
Traffic Consulting Services	12,550
Sidewalk Replacements	25,500
Bus Stop Maintenance	9,500
Downtown Sidewalk Overlay Project Design	50,000
5% (maximum) Administrative Transfer	11,250
Total	<u>\$275,000</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 \$11,250.

The unaudited fund balance as of September 30, 2018 was \$256,759. The restricted fund balance is projected to be \$293,768 at the end of FY2020.

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 2018	FY 2019	FY 2019	FY 2020
	Actual	Adopted	Estimated	Proposed
REVENUES				
Transit Surtax Proceeds	\$228,267	\$231,262	\$231,262	\$225,000
Miscellaneous Revenues	0		25,976	
Interfund Transfers In			100,000	
Use of Fund Balance	0	0	12,991	50,000
TOTAL REVENUES	\$ 228,267	\$ 231,262	\$ 370,229	\$ 275,000
EXPENDITURES				
Operating Expenses	\$248,321	\$219,699	\$258,666	\$213,750
Capital Outlay	0	0	0	50,000
Transfer to General Fund	11,250	11,563	11,563	11,250
Transfer to CIP Fund	100,000	0	0	0
Contingency/Return to Reserves			100,000	
TOTAL EXPENDITURES	\$ 359,571	\$ 231,262	\$ 370,229	\$ 275,000
Net Results	\$ (131,304)	\$ -	\$ -	\$ -

Significant Changes from FY 2019 Adopted Budget +/-

Operating Expenses

Community bus service \$ 6,000

Capital Outlay

Downtown sidewalk overlay project plan/design \$ 50,000

107 MUNICIPAL TRANSPORTATION FUND

REVENUES


		FY 2018	FY 2019	FY 2019	FY 2020
Line Item Prefix: 107-549-:		Actual	Adopted	Estimated	Proposed
<u>Service Revenues</u>					
338-1000	Transit Surtax Proceeds	\$228,267	\$231,262	\$231,262	\$225,000
Total	Services Revenues	\$228,267	\$231,262	\$231,262	\$225,000
<u>Miscellaneous Revenues</u>					
369-90TBD	Other Miscellaneous Revenues Local Reimbursement			25,976	
381-3100	Interfund Transfer from Capital			100,000	
392-0000	Use of Restricted Fund Balance			12,991	50,000
Total	Miscellaneous Revenues	\$0	\$0	\$138,967	\$50,000
Total	Transportation Fund Revenues	\$228,267	\$231,262	\$370,229	\$275,000

107 MUNICIPAL TRANSPORTATION FUND

EXPENDITURES

		FY 2018	FY 2019	FY 2019	FY 2020
Line Item Prefix: 107-8500-549-:		Actual	Adopted	Estimated	Proposed
Suffix	Object Description				
<u>Operating Expenses</u>					
3110	Professional Services	\$84,102	\$12,000	\$50,967	\$12,550
3410	Other Contractual Services	138,087	150,000	150,000	156,000
4911	Other Current Charges	19,731	45,699	45,699	35,000
5216	Gasoline	6,401	12,000	12,000	10,200
Total	Operating Expenses	\$248,321	\$219,699	\$258,666	\$213,750
<u>Capital Outlay</u>					
541-6310	Infrastructure - Improvements				50,000
Total	Capital Outlay	\$0	\$0	\$0	\$50,000
<u>Non-operating Expenses</u>					
581-9130	Transfers to Capital Projects Fund for PTP Eligible Projects	100,000			
581-9101	Transfer to General Fund	11,250	11,563	11,563	11,250
581-9310	Contingency/Reserve			100,000	
Total	Non-operating Expenses	\$111,250	\$11,563	\$111,563	\$11,250
Total	Transportation Fund Expenditures	\$359,571	\$231,262	\$370,229	\$275,000

Capital Improvement Project

Project	Downtown Surfside Sidewalk Beautification	
Location	Downtown District	
Priority	1	
Department	Public Works Department	
Description/Justification		
<p>After multiple years of sidewalk staining, the friction course on the sidewalk surface has diminished. Sidewalk staining is not a feasible long term solution for sidewalk beautification in the Downtown Surfside District. The alternative option of applying an aesthetic overlay with epoxy, sand and sealant is proposed. The product is similar to existing paver pattern crosswalk but of different design to be selected and approved. The objective is to provide an aesthetically viable product with a textured surface to provide for pedestrian traction.</p>		

PROJECT COSTS	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Five Year Total	Prior Fiscal Years
Plans and Studies	50,000					\$50,000	
Land/Site						\$0	
Engineering/Architecture							
Construction		400,000				\$400,000	
Equipment						\$0	
Other						\$0	
TOTAL COST	\$50,000	\$400,000	\$0	\$0	\$0	\$450,000	\$0

FUNDING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Five Year Total	
Municipal Transportation Fund	50,000	50,000				\$100,000	
General Fund		350,000				\$350,000	
						\$0	
TOTAL	\$50,000	\$400,000	\$0	\$0	\$0	\$450,000	

ANNUAL OPERATING IMPACT	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Five Year Total	
Personnel						\$0	
Operating						\$0	
Capital Outlay						\$0	
Other						\$0	
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	





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 2018	FY 2019	FY 2019	FY 2020
	Actual	Adopted	Estimated	Proposed
<u>FUNDS AVAILABLE</u>				
Building Permits	\$2,153,626	\$654,000	\$654,000	\$666,500
Miscellaneous Revenues	2,176	0	0	0
Other Revenues	4,495	2,000	2,000	4,000
Other Sources - Transfer from General Fund	0	0	0	0
Projected Fund Balance Beginning	1,743,093	2,275,593	2,786,441	2,014,906
TOTAL	\$ 3,903,390	\$ 2,931,593	\$ 3,442,441	\$ 2,685,406
<u>APPROPRIATIONS</u>				
Personnel Costs	\$893,346	\$1,103,641	\$1,103,641	\$1,041,600
Operating Expenses	108,197	201,027	201,027	178,504
Capital Outlay	500	0	0	0
Administrative Charge	114,906	122,867	122,867	122,690
TOTAL APPROPRIATIONS	\$ 1,116,949	\$ 1,427,535	\$ 1,427,535	\$ 1,342,794
Projected Fund Balance Ending	2,786,441	1,504,058	2,014,906	1,342,612
TOTAL	\$ 3,903,390	\$ 2,931,593	\$ 3,442,441	\$ 2,685,406

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 2019 Accomplishments:

- FEMA's National Flood Insurance Program's Community Assistance was closed on June 27, 2014 after having been open since 2008. 2019 Community Assistance Visit was completed April 26, 2019. Letter of good standing is pending as of this 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 160 permit cases of the 2,792 cases dating to 2005.

Fiscal Year 2020 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 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.

Performance Measures	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 YTD
Completed Plan Reviews	1,618	1,602	1,455	1,428	779
Completed Inspections	1,618	2,203	3,113	3,555	2,139
Code: Building Cases	40	305	36	105	56
Forty Year Case Management	122	154	150	9	19

150 Building Fund

	FY 2018	FY 2019	FY 2019	FY 2020
	Actual	Adopted	Estimated	Proposed
REVENUES				
Building Permits	\$2,153,626	\$654,000	\$654,000	\$666,500
Miscellaneous Revenues	2,176	0	0	0
Other Revenues	\$4,495	\$2,000	\$2,000	\$4,000
Use of Fund Balance		771,535	771,535	672,294
TOTAL REVENUES	\$ 2,160,297	\$ 1,427,535	\$ 1,427,535	\$ 1,342,794
EXPENDITURES				
Personnel Costs	\$893,346	\$1,103,641	\$1,103,641	\$1,041,600
Operating Expenses	108,197	201,027	201,027	178,504
Capital Outlay	500	0	0	0
Transfer to General Fund	114,906	122,867	122,867	122,690
TOTAL EXPENDITURES	\$ 1,116,949	\$ 1,427,535	\$ 1,427,535	\$ 1,342,794
Net Results	\$1,043,348	\$ 0	\$ -	\$ -

Significant Changes from FY 2019 Adopted Budget +/-

Personnel Services

Planned merit pay, salary and benefit adjustments	\$50,153
Reduction in Building Inspectors' salaries from completion of major construction projects	\$ (115,098)

Operating Expenses

Phased completion of digitalization of building records	\$ (31,000)
Software license allocation	\$ 8,000

Position Title	Personnel Complement							
	FY 2019 Funded				FY 2020 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	1.00			1.00
Building Support Coordinator ¹	1.00			1.00	1.00			1.00
Building Permit Clerk II ²	3.00			3.00	3.00			3.00
Customer Service Representative	1.00			1.00	1.00			1.00
Chief Building Inspector		2.00		1.00		1.00		0.50
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
Total	7.00	8.00	0.00	11.50	7.00	7.00	0.00	11.00

¹Position reclassified from Building Support Coordinator during FY 2019.

²Building Permit Clerk I position reclassified to Building Permit Clerk II during FY2019.

BUILDING SERVICES (2500)

150 Building Fund

REVENUES

Line Item Prefix: 150-0000-:		FY 2018	FY 2019	FY 2019	FY 2020
		Actual	Adopted	Estimated	Proposed
322-1000	Building Permits	\$997,026	\$470,000	\$470,000	\$470,000
322-1500	Building Permits - Other	900,000			
322-2000	Electrical Permits	38,190	28,000	28,000	28,000
322-3000	Plumbing Permits	27,889	20,000	20,000	25,000
322-4000	Mechanical Permit	44,535	30,000	30,000	30,000
322-6000	Structural Review	36,345	35,000	35,000	35,000
322-7000	Public Works Permits	1,521			
322-7500	Zoning Review	9,800			
322-8500	Contractors Registration	68,000	60,000	60,000	60,000
322-8600	Certificate of Use	5,940	5,500	5,500	5,500
322-9600	Permits - 40 Year Certification	6,525			3,000
322-9700	Renewal Permit Fees	17,855	5,500	5,500	10,000
TOTAL	Permits/Licenses/Inspection	\$2,153,626	\$654,000	\$654,000	\$666,500
369-9010	Other Miscellaneous Revenues	2,176			
TOTAL	Miscellaneous Revenues	\$2,176	\$0	\$0	\$0
341-8000	Permit Penalties	4,495	2,000	2,000	4,000
TOTAL	Other Revenues	\$4,495	\$2,000	\$2,000	\$4,000
381-TBD	Interfund Transfer: General Fund				
TOTAL	Other Sources	\$0	\$0	\$0	\$0
392-0000	Appropriated Fund Balance		\$771,535	\$771,535	\$672,294
TOTAL	Appropriated Fund Balance	\$0	\$771,535	\$771,535	\$672,294
Total	Building Fund Revenues	\$2,160,297	\$1,427,535	\$1,427,535	\$1,342,794

BUILDING SERVICES (2500)

150 Building Fund EXPENDITURES

Line Item Prefix: 150-2500-524-:		FY 2018	FY 2019	FY 2019	FY 2020
		Actual	Adopted	Estimated	Proposed
Suffix	Object Description				
Personnel Services					
1210	Regular Salaries	\$338,153	\$439,359	\$439,359	\$452,358
1310	Other Salaries	402,962	457,317	457,317	350,398
1410	Overtime	7,144	6,000	6,000	6,000
1510	Special pay	1,748	3,917	3,917	\$4,500
2110	Payroll Taxes	54,645	69,424	69,424	\$62,283
2210	Retirement Contribution	19,608	25,303	25,303	\$33,214
2310	Life & Health Insurance	58,417	78,776	78,776	\$107,494
2410	Workers Compensation	10,669	23,545	23,545	22,449
2610	Other Post Employment Benefits				2,904
Total	Personnel Services	\$893,346	\$1,103,641	\$1,103,641	\$1,041,600
Operating Expenses					
3110	Professional Services	8,500	61,000	61,000	30,000
3410	Other Contractual Services	54,279	80,000	80,000	80,000
4111	Postage	609	700	700	700
4112	Mobile Phone Allowance	900	900	900	900
4402	Building Rental/Leasing	22,699	24,800	24,800	25,200
4403	Equipment/Vehicle Leasing				8,000
4510	Property and Liability Insurance	737	900	900	900
4601	Maintenance Service/Repair Contracts	3,239	3,600	3,600	3,600
4610	Vehicle Maintenance - Usage		4,260	4,260	4,596
4613	Vehicle Maint. - Fleet Replacement		4,211	4,211	4,000
4710	Printing & Binding	3,064	6,450	6,450	6,450
4911	Other Current Charges	567	500	500	500
5110	Office Supplies	5,551	2,700	2,700	2,700
5214	Uniforms	1,982	1,250	1,250	1,250
5216	Vehicle Maintenance - Fuel	1,909	2,256	2,256	2,208
5290	Miscellaneous Operating Supplies	25	1,500	1,500	1,500
5410	Subscriptions and Memberships	2,662	3,000	3,000	3,000
5420	Conferences and Seminars	1,474	3,000	3,000	3,000
Total	Operating Expenses	\$108,197	\$201,027	\$201,027	\$178,504
Capital Outlay					
6410	Machinery and Equipment	500			
Total	Capital Outlay	\$500	\$0	\$0	\$0
Non-operating Expenses					
581-9101	Administrative Charge	114,906	122,867	122,867	122,690
Total	Non-operating Expenses	\$114,906	\$122,867	\$122,867	\$122,690
Total	Department Expenditures	\$1,116,949	\$1,427,535	\$1,427,535	\$1,342,794





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 expenses with expense history and modifications to the programs.



401 WATER & SEWER FUND

FINANCIAL SUMMARY

	FY 2018	FY 2019	FY 2019	FY 2020
	Actual	Adopted	Estimated	Proposed
<u>FUNDS AVAILABLE</u>				
Service Revenues	\$4,160,291	\$3,807,941	\$3,807,941	\$4,300,500
Miscellaneous Revenues	1,392	0	0	0
Interest	786	0	0	0
Intergovernmental Revenues - FDEP Grant				124,000
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	(3,048,579)	(3,048,579)	(2,533,299)	(2,533,299)
TOTAL	\$ 2,879,209	\$ 2,524,681	\$ 3,039,961	\$ 3,656,520
<u>USES</u>				
Personnel Costs	\$284,876	\$357,738	\$357,738	\$448,340
Operating Expenses	2,022,661	2,115,450	2,115,450	2,150,958
Capital Outlay	152	0	0	150,000
Debt Service Costs	1,246,270	1,232,364	1,232,364	1,232,364
Transfer to General Fund	93,230	102,389	102,389	102,242
TOTAL USES - EXPENSES	\$ 3,647,189	\$ 3,807,941	\$ 3,807,941	\$ 4,083,904
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 Ending	(2,533,299)	(3,048,579)	(2,533,299)	(2,192,703)
TOTAL	\$ 2,879,209	\$ 2,524,681	\$ 3,039,961	\$ 3,656,520

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 FY2020 WASD is proposing a 4.11% decrease in the wholesale water rate to \$1.6904 per 1,000 gallons. WASD will also pass through to the Town a negative true-up based upon FY2018 decreases in water net operating expenses, debt service, and renewal & replacements. Negative true-up represents monies owed to the Town.

To fulfill the wastewater removal component, the Town contracts with the City of Miami Beach. WASD is proposing a wholesale wastewater rate increase of 3.29% in FY2020, to an average rate of \$3.1954 (wet and dry season). Miami Beach has not yet calculated the rate it will charge to the Town for wastewater removal in FY2020. The chart below reflects the estimated FY2020 sewer rates the City of Miami Beach (CMB) will charge for the Dry Season (November 1 to April 30) and the Wet Season (May 1 to October 31).

FY 2020	Wet Season	Dry Season
MD Sewer Rate	\$ 3.5948	\$ 2.7960
CMB Surcharge	\$ 0.3599	\$ 0.2796
Rate per 1,000 gal	\$ 3.9547	\$ 3.0756

WASD will also pass through to the City of Miami Beach a negative true-up for wastewater from decreases in WASD sewer net operating expenses and debt service, and an increase in renewal & replacements in FY2018. Therefore, the Town estimates a negative true-up pass through credit. The City of Miami Beach has not yet calculated the Town's true-up credit based upon the billed sewer flow in FY2018.

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 \$102,242.

The Town received \$124,000 of funding in the State of Florida FY2020 budget under Specific Appropriation 1657A for water projects for the Surfside Biscaya Island Water Main Relocation. The Town estimates the cost of this capital improvement project at \$150,000, and the budget includes an appropriation of \$26,000 to fully fund the project.

401 WATER & SEWER FUND

	FY 2018	FY 2019	FY 2019	FY 2020
	Actual	Adopted	Estimated	Proposed
REVENUES				
Service Revenues	\$4,160,291	\$3,807,941	\$3,807,941	\$4,300,500
Miscellaneous Revenues	1,392	-	-	-
Interest	786	-	-	-
Intergovernmental Revenues - FDEP Grant				124,000
TOTAL REVENUES	\$ 4,162,469	\$ 3,807,941	\$ 3,807,941	\$ 4,424,500
EXPENSES				
Personnel Costs	\$284,876	\$357,738	\$357,738	\$448,340
Operating Expenses	\$2,022,661	\$2,115,450	\$2,115,450	\$2,150,958
Capital Outlay	\$152	\$0	-	\$150,000
Transfer to General Fund	93,230	102,389	102,389	102,242
Debt Service	\$1,246,270	\$1,232,364	\$1,232,364	\$1,232,364
Contingency/Return to Reserves	-	-	-	340,596
TOTAL EXPENSES	\$ 3,647,189	\$ 3,807,941	\$ 3,807,941	\$ 4,424,500
Net Results	\$ 515,280	\$ (0)	\$ 0	\$ -

Significant Changes from FY 2019 Adopted Budget +/-

Personnel Services

Planned salary and benefit adjustments	\$ 28,859
Maintenance Worker II New Position	\$ 56,742
Overtime increase	\$ 5,000

Operating Expenses

Additional engineering needs	\$ 16,250
Water purchases cost decrease	\$ (40,141)
Water MDC True-up FY2017-18 credit	\$ 118,193
Sewage disposal cost increase	\$ 53,000
Software license allocation	\$ 23,125
Meter reading software interface	\$ 8,500
Property & liability insurance increase	\$ 4,863
Credit card service fees and online pay merchant fees	\$ 8,160

Capital Outlay

Biscaya Island water main crossing relocation	\$ 150,000
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Position Title	Personnel Complement						
	FY 2019			FY 2020			
	Funded			Funded			
	Part Time	Temp	FTEs	Full Time	Part Time	Temp	FTEs
Public Works Director ¹	0.25		0.25	0.25			0.25
Assistant Public Works Director ²	0.3		0.30	0.30			0.30
Maintenance Supervisor	1		1	1			1
Maintenance Worker II	2		2	3			3
Customer Service Representative	1		1	1			1
Total	4.55	0	4.55	5.55	0	0	5.55

¹Water and Sewer Fund allocation. Position split funded with General Fund, Solid Waste Fund and Stormwater Fund.

²Water and Sewer Fund allocation. Position split funded with General Fund and Stormwater Fund.

401 WATER & SEWER FUND

REVENUES

		FY 2018	FY 2019	FY 2019	FY 2020
Line Item Prefix: 401-536-:		Actual	Adopted	Estimated	Proposed
<u>Intergovernmental Revenues</u>					
334-3105	FL Dept. of Environmental Protection				\$124,000
TOTAL	Intergovernmental: Federal/State	\$0	\$0	\$0	\$124,000
<u>Services Revenues</u>					
324-2100	Residential - Physical Environment				
343-3000	Water Utility Service Revenue	\$2,122,175	\$1,911,765	\$1,911,765	\$2,205,000
343-3600	Penalties	795			
343-5000	Wastewater Utility Service Revenue	2,037,321	1,642,856	1,642,856	2,095,500
343-TBD	Rate Study Adjustment		253,320	253,320	
Total	Services Revenues	\$4,160,291	\$3,807,941	\$3,807,941	\$4,300,500
<u>Miscellaneous Revenues</u>					
369-9010	Other Miscellaneous Revenues	1,392			
389-1000	Interest Earnings	786			
Total	Miscellaneous Revenues	\$2,178	\$0	\$0	\$0
TOTAL	Water and Sewer Fund Revenues	\$4,162,469	\$3,807,941	\$3,807,941	\$4,424,500

401 WATER & SEWER FUND EXPENSES

Line Item Prefix: 401-9900-536-:		FY 2018	FY 2019	FY 2019	FY 2020
		Actual	Adopted	Estimated	Proposed
Code Suffix	Object Description				
<u>Personnel Services</u>					
1210	Regular Salaries	\$170,749	\$222,119	\$222,119	\$265,199
1410	Overtime	28,297	25,000	25,000	30,000
1510	Special pay	2,933	4,500	4,500	4,500
2110	Payroll Taxes	15,478	19,317	19,317	23,159
2210	Retirement Contribution	16,661	16,821	16,821	20,085
2310	Life & Health Insurance	41,770	58,380	58,380	90,293
2410	Workers Compensation	8,988	10,101	10,101	13,574
2610	Other Post Employment Benefits		1,500	1,500	1,530
Total	Personnel Services	\$284,876	\$357,738	\$357,738	\$448,340
<u>Operating Expenses</u>					
3110	Professional Services	70,851	53,750	53,750	70,000
3310	Utility Billing Charges	3,989	3,000	3,000	4,800
3401	Water Purchases	657,543	613,867	613,867	530,921
3402	Sewage Disposal	1,073,004	1,150,000	1,150,000	1,203,000
3410	Other Contractual Services	806	1,900	1,900	1,900
4009	Car Allowance	1,680	2,130	2,130	2,130
4110	Telecommunications	2,025	2,320	2,320	2,320
4111	Postage	4,019	4,500	4,500	4,500
4112	Mobile Phone Allowance	47	900	900	900
4113	Credit Card Service Fee	5,128	5,040	5,040	7,800
4310	Electricity	26,313	31,150	31,150	31,150
4403	Equipment/Vehicle Leasing	16,708	22,550	22,550	54,175
4510	Property and Liability Insurance	49,429	60,689	60,689	65,372
4601	Maintenance Service/Repair Contracts	26,150	27,700	27,700	29,700
4603	Equipment Maintenance	52,816	70,000	70,000	70,000
4611	Miscellaneous Maintenance - Water Tests	4,442	10,000	10,000	10,000
4612	Vehicle Maintenance - Usage	24	9,638	9,638	9,552
4613	Vehicle Maintenance - Fleet Replacement		16,536	16,536	16,242
5110	Office Supplies	123	2,000	2,000	2,000
5214	Uniforms	4,729	4,750	4,750	5,000
5216	Vehicle Maintenance - Fuel	1,877	4,080	4,080	4,296
5225	Online Pay Merchant Fees	18,936	16,200	16,200	21,600
5290	Miscellaneous Operating Supplies	2,022	1,650	1,650	2,500
5410	Subscriptions and Memberships		100	100	100


401 WATER & SEWER FUND EXPENSES

Line Item Prefix: 401-9900-536-:		FY 2018	FY 2019	FY 2019	FY 2020
		Actual	Adopted	Estimated	Proposed
Code Suffix	Object Description				
5420	Conferences and Seminars		500	500	500
5510	Training & Education		500	500	500
Total	Operating Expenses	\$2,022,661	\$2,115,450	\$2,115,450	\$2,150,958
Capital Outlay					
6320	Water Improvements other than Building				150,000
6410	Machinery and Equipment	152			
Total	Capital Outlay	\$152	\$0	\$0	\$150,000
Debt Service					
7110	Principal - Utility Bond	493,130	516,405	516,405	540,779
7115	Principal - State Revolving Fund Loan	326,320	332,452	332,452	338,698
7120	Principal - Capital Lease Combo BFL	13,210			
7210	Interest - Utility Bond	306,363	282,532	282,532	258,158
7215	Interest - State Revolving Fund Loan	107,105	100,975	100,975	94,729
7220	Interest - Capital Lease BFL	142			
Total	Debt Service	\$1,246,270	\$1,232,364	\$1,232,364	\$1,232,364
Non-operating Expenses					
581-9101	Transfer to General Fund	93,230	102,389	102,389	102,242
9910	Contingency/Reserve				340,596
Total	Non-operating Expenses	\$93,230	\$102,389	\$102,389	\$442,838
Total	Water & Sewer Fund	\$3,647,188	\$3,807,941	\$3,807,941	\$4,424,500

FY 2020 New Program Enhancement (Modification)

Maintenance Worker II - Water and Sewer				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Public Works	Water and Sewer	Water/Sewer		\$56,742
Justification and Description				
<p>With the increase in maintenance of the Town's water and sewer infrastructure, it is imperative to maintain proper staffing to ensure the division continues to service Town needs. The water and sewer maintenance staff consists of three maintenance personnel, two of which are within four years of retirement. It is crucial for the Water & Sewer division to develop and prepare employees who are capable to assume the roles that become available as key employees retire. Succession planning is a focused process for keeping talent in the pipeline, and is generally a 12- to 36-month process of preparation.</p>				
Benefits or Alternative/Adverse Impact if not funded				
<p>This position will report to the Water and Sewer Supervisor with a focus on:</p> <ul style="list-style-type: none"> • developing employee knowledge, skills, abilities, and experience on the Town's infrastructure operation • assisting with the increasingly ongoing maintenance needs from State and County level infrastructure maintenance requirements 				
Required Resources				
New Personnel				
Number of Positions	Title	Salary	Fringe Benefits	Cost
1	Maintainance Worker II	\$31,200	\$25,542	\$56,742
Other Recurring Operating Costs				
Account Number	Description	Cost		
One Time Costs				
Account Number	Description	Cost		

Capital Improvement Project

Project	Biscaya Island Water Main Crossing Relocation	
Location	Town of Surfside, FL	
Priority	High	
Department	Public Works	
Description/Justification		
<p>The existing 8" water main which runs from the southern terminus of Bay Drive to the northern cul-de-sac of Biscaya Drive is impeding vessel traffic into the lake. The project is for the removal of the existing water main and the installation of a new line at a deeper location to allow for dredging and vessel traffic.</p>		

PROJECT COSTS	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Five Year Total	Prior Fiscal Years
Plans and Studies	2,500					\$2,500	
Land/Site						\$0	
Engineering/Architecture	25,000					\$25,000	
Construction	105,000					\$105,000	
Equipment						\$0	
Other	17,500					\$17,500	
TOTAL COST	\$150,000	\$0	\$0	\$0	\$0	\$150,000	\$0

FUNDING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Five Year Total	
Florida Water Restoration Assistance Grant	124,000					\$0	
Water & Sewer Fund	26,000					\$0	
						\$0	
TOTAL	\$150,000	\$0	\$0	\$0	\$0	\$0	

ANNUAL OPERATING IMPACT	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Five Year Total	
Personnel						\$0	
Operating						\$0	
Capital Outlay						\$0	
Other						\$0	
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	



Municipal Parking Fund

The Town operates its own municipal parking enterprise fund. The Town currently operates several parking lots and on-street parking spaces to provide parking throughout Town and convenient access to the Harding Avenue business district.

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 expenses with expense history, program modifications, and capital outlay.

Parking citation revenue is allocated to the General Fund in FY 2020.



402 MUNICIPAL PARKING FUND

FINANCIAL SUMMARY

	FY 2018	FY 2019	FY 2019	FY 2020
	Actual	Adopted	Estimated	Proposed
<u>FUNDS AVAILABLE</u>				
Service Revenues	\$1,160,423	\$1,198,000	\$1,198,000	\$1,227,000
Capital Contributions	25,492	21,000	21,000	21,000
Net Position Restricted for Parking Development	46,500	67,500	67,500	88,500
Projected Unrestricted Net Position Beginning	790,013	495,565	902,785	902,785
TOTAL	\$ 2,022,428	\$ 1,782,065	\$ 2,189,285	\$ 2,239,285
<u>USES</u>				
Personnel Costs	\$449,402	\$515,766	\$515,766	\$582,683
Operating Expenses	429,298	558,246	566,346	595,206
Capital Outlay	80,213	21,600	13,499	21,600
Transfer to General Fund	93,230	102,389	102,389	102,242
TOTAL USES - EXPENSES	\$ 1,052,143	\$ 1,198,000	\$ 1,198,000	\$ 1,301,731
Net Position Restricted for Parking Development	\$ 67,500	\$ 88,500	\$ 88,500	\$ 109,500
Projected Unrestricted Net Position Ending	902,785	495,565	902,785	828,054
TOTAL	\$ 2,022,428	\$ 1,782,065	\$ 2,189,285	\$ 2,239,285

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 95th Street lot and 26 spaces at the 94th Street lot.

Municipal Surface Lot Locations:

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



Parking Division operations are as follows:

- The Parking Operations Manager oversees the parking operations and enforcement for all on-street and off-street parking spaces, 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 180 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 parking solutions 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.
- A two-hour parking time limit is in effect for on-street spaces in the business district (9400-9500 blocks of Harding Avenue) during weekdays 10:00AM - 4:00PM, and an hourly parking rate increase during this time frame from \$2 to \$4.

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

Parking Fee Schedule						
			FY 2017	FY 2018	FY 2019	FY 2020
Type of parking	Location	Time Period	Rate	Rate	Rate	Rate
Metered	Off street - lots	Hourly	\$1.50	\$1.50	\$1.75	\$1.75
Metered	On street	Hourly	\$2.00	\$2.00	\$2.00	\$2.00 - \$4.00 (time variable rate in business district)
Business permits	94th Street Lot	Monthly	\$65.00	\$75.00	\$75.00	\$75.00
Business permits	Abbott Lot	Monthly	\$80.00	\$90.00	\$90.00	\$91.00

The FY2020 budget includes funding for a new Parking Enforcement Officer position, and 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 \$102,242.

Fiscal Year 2019 Accomplishments:

- Continued the successful Residential Overnight Parking Program which provided additional parking options to residents in specified municipal parking lots and on-street parking spaces.
- Proactive enforcement actions and details were instituted in an attempt to reduce the number of construction worker vehicles illegally parked throughout Surfside.
- Created a Ride-Share designated staging area for two-vehicle spaces in the 300 block of 95th Street to reduce traffic congestion in the business district and improve resident/tourist transportation options.
- Acquired, trained, and implemented new handheld citation parking devices that allow for real time processing and data transmission of parking citations to Miami-Dade County and allows Parking Enforcement Officers to access all required databases through one device.
- Added a Citi Bike bicycle rack in the 94th street parking lot.
- Completed a Parking Space Turn-Over Study for the following parking lots: Abbott lot, Post Office lot, and the 94th Street parking lot.
- Created a new loading zone restricted between 6:00AM and 10:00AM in the 300 block of 95th Street adjacent to the Abbott parking lot encompassing three parking spaces.

Fiscal Year 2020 Objectives:

- Manage and control parking for workers and employees at construction sites.
- Restrict parking in the residential area.
- Assist in the decision-making process for any Town recommended parking solutions.
- Procure one Parking Enforcement vehicle to replace an aging vehicle.
- Hire one new Parking Enforcement Officer to address high volume periods, business district area, and overlap time frames.

402 MUNICIPAL PARKING FUND

	FY 2018	FY 2019	FY 2019	FY 2020
	Actual	Adopted	Estimated	Proposed
REVENUES				
Service Revenues	\$1,160,423	\$1,198,000	\$1,198,000	\$1,227,000
Developer Contributions	25,492	21,000	21,000	21,000
Use of Net Position (Reserves)	0	0	0	74,731
TOTAL REVENUES	\$ 1,185,915	\$ 1,219,000	\$ 1,219,000	\$ 1,322,731
EXPENSES				
Personnel Costs	\$449,402	\$515,766	\$515,766	\$582,683
Operating Expenses	429,298	558,245	566,346	595,206
Capital Outlay	80,213	21,600	13,499	21,600
Transfer to General Fund	93,230	102,389	102,389	102,242
Renewal & Replacement Reserves	21,000	21,000	21,000	21,000
TOTAL EXPENSES	\$ 1,073,143	\$ 1,219,000	\$ 1,219,000	\$ 1,322,731
Net Results	\$ 112,772	\$ 0	\$ -	\$ (0)

Significant Changes from FY 2019 Adopted Budget +/-

Personnel Services

Planned merit pay, salary and benefit adjustments	\$ 9,664
Parking Enforcement Officer - new position	\$ 57,250

Operating Expenses

Extended warranty - parking pay stations	\$ 9,000
Merchant fees -pay-by-phone/credit cards	\$ 24,000
Equipment maintenance	\$ 1,605

Capital Outlay

Handheld radios (6)	\$ 21,600
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Position Title	FY 2019				FY 2020			
	Funded				Funded			
	Full Time	Part Time	Temp	FTEs	Full Time	Part Time	Temp	FTEs
Police Lieutenant ¹	0.50			0.50	0.50			0.50
Executive Assistant to the Chief ¹	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	5.00			5.00
Maintenance Worker (Public Works)	1.00			1.00	1.00			1.00
Administrative Aide		1.00		0.50		1.00		0.50
Total	6.75	1.00	0.00	7.25	7.75	1.00	0.00	8.25

¹Parking Fund allocation only. Position split funded with General Fund 001.

402 MUNICIPAL PARKING FUND

REVENUES

		FY 2018	FY 2019	FY 2019	FY 2020
Line Item Prefix: 402-545-:		Actual	Adopted	Estimated	Proposed
344-5001	Post Office Parking Lease	\$30,000	\$30,000	\$30,000	\$30,000
344-5002	Permit Parking Fees - Business District	112,461	100,000	100,000	100,000
344-5003	Metered Parking Fees	1,000,882	1,050,000	1,050,000	1,080,000
344-5012	Permit Parking Fees - Residential	17,080	18,000	18,000	17,000
Total	Services Revenues	\$1,160,423	\$1,198,000	\$1,198,000	\$1,227,000
389-8000:8045	Developer Contributions	25,492	21,000	21,000	21,000
391-1000	Appropriated Net Assets				74,731
Total	Miscellaneous Revenues	\$25,492	\$21,000	\$21,000	\$95,731
TOTAL	Municipal Parking Fund Revenues	\$1,185,915	\$1,219,000	\$1,219,000	\$1,322,731

402 MUNICIPAL PARKING FUND

EXPENSES

		FY 2018	FY 2019	FY 2019	FY 2020
Line Item Prefix: 402-9500-545-:		Actual	Adopted	Estimated	Proposed
Suffix	Object Description				
<u>Personnel Services</u>					
1210	Regular Salaries	\$291,670	\$326,783	\$326,783	\$354,755
1310	Other Salaries	7,791	20,866	20,866	21,492
1410	Overtime	18,566	15,000	15,000	15,000
1510	Special pay	6,314	5,813	5,813	6,813
2110	Payroll Taxes	28,222	28,382	28,382	30,647
2210	Retirement Contribution	31,893	29,522	29,522	31,342
2310	Life & Health Insurance	53,045	72,192	72,192	99,914
2410	Workers Compensation	11,901	16,208	16,208	21,270
2610	Other Post Employment Benefits		1,000	1,000	1,450
Total	Personnel Services	\$449,402	\$515,766	\$515,766	\$582,683
<u>Operating Expenses</u>					
3110	Professional Services	100	15,000	15,000	15,000
3410	Other Contractual Services	16,531	17,407	17,407	18,086
4112	Mobile Phone Allowance	2,135	2,550	2,550	2,550
4310	Electricity	4,951	7,600	7,600	6,000
4403	Equipment/Vehicle Leasing	4,332	8,078	8,078	9,410
4510	Property and Liability Insurance	6,261	24,814	24,814	24,910
4601	Maintenance Service/Repair Contracts	5,200	56,065	56,065	65,065
4603	Equipment Maintenance	8,648	3,395	3,395	5,000
4604	Grounds Maintenance	168,182	176,040	176,040	176,040
4609	Take Home Vehicle				720
4611	Miscellaneous Maintenance	685	7,500	15,601	8,500
4612	Vehicle Maintenance - Usage	1,310	11,949	11,949	11,844
4613	Vehicle Maint - Fleet Replacement		10,567	10,567	10,513
4911	Other Current Charges	22,364	29,760	29,760	29,760
5213	Landscape Improvements		5,000	5,000	5,000
5214	Uniforms	1,459	3,000	3,000	3,000
5216	Vehicle Maintenance - Fuel	1,877	2,520	2,520	2,808
5225	Merchant Fees	176,801	165,000	165,000	189,000
5290	Miscellaneous Operating Supplies	8,462	12,000	12,000	12,000
Total	Operating Expenses	\$429,298	\$558,245	\$566,346	\$595,206
<u>Capital Outlay</u>					
6410	Machinery and Equipment	80,213	21,600	13,499	21,600
Total	Capital Outlay	\$80,213	\$21,600	\$13,499	\$21,600

402 MUNICIPAL PARKING FUND

EXPENSES

		FY 2018	FY 2019	FY 2019	FY 2020
Line Item Prefix: 402-9500-545-:		Actual	Adopted	Estimated	Proposed
Suffix	Object Description				
<u>Non-operating Expenses</u>					
581-9101	Transfer to General Fund	93,230	102,389	102,389	102,242
9920	Reserve for Renewal & Replacement	21,000	21,000	21,000	21,000
Total	Non-operating Expenses	\$114,230	\$123,389	\$123,389	\$123,242
Total	Municipal Parking Fund Expenses	\$1,073,143	\$1,219,000	\$1,219,000	\$1,322,731

FY 2020 New Program Enhancement (Modification)

PARKING ENFORCEMENT OFFICER POSITION				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Public Safety	Parking	Municipal Parking	1	\$57,250
Justification and Description				
<p>The Surfside Police Department is seeking to increase the Parking Division staffing with one (1) Parking Enforcement Officer position to enhance parking enforcement initiatives in the business district and during staffing overlap time periods. The new position will focus on on-street and off-street parking violators and assist Police Department personnel with traffic control and pedestrian safety measures.</p>				
Benefits or Alternative/Adverse Impact if not funded				
<p>Without an additional Parking Enforcement Officer the ability to effectively and continuously address parking violators during high impact time frames and in the business district will be diminished.</p>				
Required Resources				
New Personnel				
Number of Positions	Title	Salary	Fringe Benefits	Cost
1	Parking Enforcement Officer	\$31,500	\$25,750	\$57,250
Other Recurring Operating Costs				
Account Number	Description	Cost		
One Time Costs				
Account Number	Description	Cost		

FY 2020 New Capital Outlay Request

Handheld Radios for Parking Enforcement Personnel

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

Justification and Description

Six (6) handheld radios (\$3,600 per radio) 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 that directly supports the Department's initiatives, and communications requirements during emergency and critical incidents. The implementation of all handheld radio components will be completed in conjunction with the Surfside Information Technology division. A one (1) year warranty is included in the estimated cost.

The Surfside Police Department attempted to procure the radios during FY2019 but Miami-Dade County had not authorized the new model radios for their radio platform and were conducting functionality testing of these model radios. It is anticipated that the radios will be authorized during FY2020.

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
402-9500-545-64-10	Machiner & Equipment	\$21,600
Other Recurring Operating Costs		
Account Number	Description	Cost
000-0000-0000-0000		



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 expenses with expense history.



403 SOLID WASTE FUND FINANCIAL SUMMARY

	FY 2018	FY 2019	FY 2019	FY 2020
	Actual	Adopted	Estimated	Proposed
<u>FUNDS AVAILABLE</u>				
Service Revenues	\$1,821,276	\$1,910,182	\$1,910,182	\$1,910,182
Miscellaneous Revenues	240	0	0	0
Projected Unrestricted Net Position Beginning	429,743	544,587	626,896	711,862
TOTAL	\$ 2,251,259	\$ 2,454,769	\$ 2,537,078	\$ 2,622,044
<u>USES</u>				
Personnel Costs	\$776,802	\$820,335	\$820,335	\$851,304
Operating Expenses	717,731	865,892	865,892	905,366
Capital Outlay	0	0	0	240,000
Transfer to General Fund	129,830	138,989	138,989	138,841
TOTAL USES - EXPENSES	\$ 1,624,363	\$ 1,825,216	\$ 1,825,216	\$ 2,135,511
Projected Unrestricted Net Position Ending	626,896	629,553	711,862	486,533
TOTAL	\$ 2,251,259	\$ 2,454,769	\$ 2,537,078	\$ 2,622,044

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 for garbage, bulk trash and vegetation. The Town provides in-house collection and disposal of recyclable materials for residential properties.

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 residential property is billed by Miami-Dade County on the real property tax notice as a non-ad valorem assessment. The residential property assessment of \$318.67 for garbage/recycle is assessed for FY2020. 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 \$102,242. The Solid Waste Fund will also transfer \$36,599 to the General Fund for the fifth (final) of five payments to return funding used to purchase a garbage truck in FY 2016.

403 SOLID WASTE FUND SUMMARY

	FY 2018	FY 2019	FY 2019	FY 2020
	Actual	Adopted	Estimated	Proposed
REVENUES				
Service Revenues	\$1,821,276	\$1,910,182	\$1,910,182	\$1,910,182
Miscellaneous Revenues	240	0	0	0
Use of Net Position (Reserves)	0	0	0	225,329
TOTAL REVENUES	\$ 1,821,516	\$ 1,910,182	\$ 1,910,182	\$ 2,135,511
EXPENSES				
Personnel Costs	\$776,802	\$820,335	\$820,335	\$851,304
Operating Expenses	717,731	865,892	865,892	905,366
Capital Outlay	0	0	0	240,000
Transfer to General Fund	129,830	138,989	138,989	138,841
Contingency/Return to Reserve		84,966	84,966	0
TOTAL EXPENSES	\$ 1,624,363	\$ 1,910,182	\$ 1,910,182	\$ 2,135,511
Net Results	\$ 197,153	\$ (0)	\$ -	\$ (0)

Significant Changes from FY 2019 Adopted Budget +/-

Personnel Services

Planned merit pay, salary and benefit adjustments	\$ 18,669
Increase for overtime needs	\$ 12,300

Operating Expenses

Tipping fees COLA from MDC	\$ 17,158
Recycling fees COLA & commercial collection	\$ 3,419
Recycling disposal fees - residential collection	\$ 15,000
Uniforms	\$ 4,480
Fleet charges	\$ (5,136)

Capital Outlay

Rear load garbage truck	\$ 240,000
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Personnel Complement								
Position Title	FY 2019				FY 2020			
	Funded				Funded			
	Full Time	Part Time	Temp	FTEs	Full Time	Part Time	Temp	FTEs
Public Works Director ¹	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
Total	12.25	0	0	12.25	12.25	0	0	12.25

¹Solid Waste Fund allocation. Position split funded with General Fund, Water and Sewer Fund and Stormwater Fund.

403 SOLID WASTE FUND

REVENUES

		FY 2018	FY 2019	FY 2019	FY 2020
Line Item Prefix: 403-534-:		Actual	Adopted	Estimated	Proposed
325-2000	Special Assessments Solid Waste		\$350,282	\$350,282	\$350,282
343-3600	Miscellaneous Revenues & Penalties	\$265			
343-4000	Commercial Solid Waste Collection Charges	\$1,663,719	1,532,400	1,532,400	1,532,400
343-4100	Recycling Revenues	125,098	0		
343-9001	Late Fees & Penalties	10,135	12,000	12,000	8,000
343-9002	Garbage Container Sales/Rentals	6,310	2,500	2,500	6,500
343-9003	Commercial Roll-offs Revenues	14,222	13,000	13,000	13,000
343-9005	Sales of Recyclables	1,527	0		
Total	Services Revenues	\$1,821,276	\$1,910,182	\$1,910,182	\$1,910,182
369-9010	Other Miscellaneous Revenues	240			
391-1000	Appropriated Retained Earnings		0		225,329
Total	Miscellaneous Revenues	\$240	\$0	\$0	\$225,329
TOTAL	Solid Waste Fund Revenues	\$1,821,516	\$1,910,182	\$1,910,182	\$2,135,511

403 SOLID WASTE FUND

EXPENSES

		FY 2018	FY 2019	FY 2019	FY 2020
Line Item Prefix: 403-4000-534:		Actual	Adopted	Estimated	Proposed
Suffix	Object Description				
<u>Personnel Services</u>					
1210	Regular Salaries	\$478,604	\$501,656	\$501,656	\$487,952
1410	Overtime	45,700	34,500	34,500	46,800
1510	Special pay	11,318	12,250	12,250	12,500
2110	Payroll Taxes	39,798	42,033	42,033	41,946
2210	Retirement Contribution	37,985	37,990	37,990	36,952
2310	Life & Health Insurance	125,127	147,624	147,624	174,439
2410	Workers Compensation	38,270	39,782	39,782	46,215
2610	Other Post Employment Benefits		4,500	4,500	4,500
Total	Personnel Services	\$776,802	\$820,335	\$820,335	\$851,304
<u>Operating Expenses</u>					
3110	Professional Services	7,820	5,000	5,000	5,000
3310	Utility Billing Charges	953	800	800	1,200
3410	Other Contractual Services	399,452	387,969	387,969	405,127
3420	Recycling Expense	91,339	96,264	96,264	114,684
4009	Car Allowance	1,050	1,050	1,050	1,050
4110	Telecommunications	1,631	1,320	1,320	1,820
4111	Postage	1,198	4,500	4,500	4,500
4403	Equipment/Vehicle Leasing	12,997	21,312	21,312	21,750
4510	Property and Liability Insurance	58,230	60,164	60,164	60,878
4601	Maintenance Service/Repair Contracts	6,292	5,000	5,000	5,000
4603	Equipment Maintenance	11,119	5,500	5,500	6,500
4612	Vehicle Maintenance - Usage	53,984	92,116	92,116	79,697
4613	Vehicle Maint - Fleet Replacement		103,917	103,917	107,600
4911	Other Current Charges	5,631	19,000	19,000	19,000
5110	Office Supplies	627	500	500	500
5214	Uniforms	17,603	15,880	15,880	20,360
5216	Vehicle Maintenance - Fuel	41,607	39,600	39,600	43,200
5290	Miscellaneous Operating Supplies	6,198	4,500	4,500	6,000
5410	Subscriptions and Memberships		500	500	500
5420	Conferences and Seminars		1,000	1,000	1,000
Total	Operating Expenses	\$717,731	\$865,892	\$865,892	\$905,366

403 SOLID WASTE FUND

EXPENSES

		FY 2018	FY 2019	FY 2019	FY 2020
Line Item Prefix: 403-4000-534:		Actual	Adopted	Estimated	Proposed
Suffix	Object Description				
<u>Capital Outlay</u>					
6410	Machinery and Equipment				240,000
Total	Capital Outlay	\$0	\$0	\$0	\$240,000
<u>Non-operating Expenses</u>					
581-9101	Transfer to General Fund	129,830	138,989	138,989	138,841
9910	Contingency/Reserve Replenishment		84,966	84,966	
Total	Non-operating Expenses	\$129,830	\$223,955	\$223,955	\$138,841
Total	Solid Waste Fund Expenses	\$1,624,363	\$1,910,182	\$1,910,182	\$2,135,511

FY 2020 New Capital Outlay Request

Rear Load Garbage Truck

Department	Division	Funding Source	Dept. Priority	Fiscal Impact
Public Works Department	Solid Waste	Solid Waste	1	\$240,000

Justification and Description

Purchase of a rear load garbage truck to replace fleet vehicle No. 45 a 2005 truck that is the oldest vehicle in the Solid Waste division's refuse collection fleet, has required high recurring maintenance, and has exceeded its life expectancy of years in service and miles. The replacement vehicle will be procured under a cooperative purchasing program such as the Florida Sheriffs Association. It is estimated that fleet vehicle No. 45 will be traded in for a credit towards the purchase of the new vehicle.

Alternative/Adverse Impacts if not funded:

Required Resources

Account Number	Title or Description of Request	Cost
403-4400-534-64-10	Machinery & Equipment	\$240,000

Other Recurring Operating Costs

Account Number	Description	Cost





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 expenses with expense history.

404 STORMWATER FUND

FINANCIAL SUMMARY

	FY 2018	FY 2019	FY 2019	FY 2020
	Actual	Adopted	Estimated	Proposed
<u>FUNDS AVAILABLE</u>				
Service Revenues	\$629,811	\$630,000	\$630,000	\$693,000
Restricted Net Position - Renewal & Replacement Beginning	266,140	266,140	266,140	266,140
Restricted Net Position - Loan Reserve Beginning	81,000	81,000	81,000	81,000
Unrestricted Net Position Beginning	3,264,379	3,179,049	3,205,764	3,082,700
TOTAL	\$ 4,241,330	\$ 4,156,189	\$ 4,182,904	\$ 4,122,840
<u>USES</u>				
Personnel Costs	\$121,670	\$131,880	\$131,880	\$134,315
Operating Expenses	127,823	179,680	179,680	182,680
Capital Outlay	0	0	0	0
Debt Service Costs	410,973	410,787	410,787	410,787
Transfer to Other Funds	27,960	30,717	30,717	130,672
TOTAL USES - EXPENSES	\$ 688,426	\$ 753,064	\$ 753,064	\$ 858,454
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	3,205,764	3,055,985	3,082,700	2,917,246
TOTAL	\$ 4,241,330	\$ 4,156,189	\$ 4,182,904	\$ 4,122,840

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 FY2019 are:

Service Type:

Residential Properties:

Single Family (1.0ERU)	\$ 14.13
Multi Family (1.0 ERU per dwelling unit)	\$ 14.13

Non-residential Developed Properties:

Excluding Places of Worship (1.25 ERU per 1,300 sq. ft. of impervious area)	\$ 17.67
Places of Worship (0.5 ERU per 1,300 sq. ft. of impervious area)	\$ 7.06

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 \$30,672.

404 STORMWATER FUND

	FY 2018	FY 2019	FY 2019	FY 2020
	Actual	Adopted	Estimated	Proposed
REVENUES				
Service Revenues	\$629,811	\$630,000	\$630,000	\$693,000
Use of Net Position (Fund Balance)	0	123,064	123,064	165,454
TOTAL REVENUES	\$ 629,811	\$ 753,064	\$ 753,064	\$ 858,454
EXPENSES				
Personnel Costs	\$121,670	\$131,880	\$131,880	\$134,315
Operating Expenses	127,823	179,680	179,680	182,680
Capital Outlay	0	0	0	0
Debt Service	410,973	410,787	410,787	410,787
Transfer to Other Funds	27,960	30,717	30,717	30,672
Contingency	-	-	-	100,000
TOTAL EXPENSES	\$ 688,426	\$ 753,064	753,064	\$ 858,454
Net Results	\$ (58,615)	\$ (0)	\$ -	\$ -

Significant Changes from FY 2019 Adopted Budget +/-

Personnel Services

Planned merit pay, salary and benefit adjustments	\$2,185
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Operating Expenses

Software license allocation	\$ 3,000
Contingency for operating needs R&M	\$ 100,000

Personnel Complement								
Position Title	FY 2019				FY 2020			
	Funded				Funded			
	Full Time	Part Time	Temp	FTEs	Full Time	Part Time	Temp	FTEs
Public Works Director ¹	0.25			0.25	0.25			0.25
Assistant Public Works Director ²	0.30			0.30	0.30			0.30
Maintenance Worker	1			1	1			1
Total	1.55	0	0	1.55	1.55	0	0	1.55

¹Stormwater Fund allocation. Position split funded with General Fund, Water and Sewer Fund and Solid Waste Fund.

²Stormwater Fund allocation. Position split funded with General Fund and Water and Sewer Fund.

404 STORMWATER FUND

REVENUES

		FY 2018	FY 2019	FY 2019	FY 2020
Line Item Prefix: 404-538-:		Actual	Adopted	Estimated	Proposed
<u>Services Revenues</u>					
343-9110	Stormwater Utility Fees	\$629,811	\$630,000	\$630,000	\$693,000
Total	Services Revenues	\$629,811	\$630,000	\$630,000	\$693,000
<u>Miscellaneous Revenues</u>					
391-1000	Appropriated Net Assets		123,064	123,064	165,454
Total	Miscellaneous Revenues	\$0	\$123,064	\$123,064	\$165,454
TOTAL	Stormwater Fund Revenues	\$629,811	\$753,064	\$753,064	\$858,454

404 STORMWATER FUND

EXPENSES

Line Item Prefix: 404-5500-538-:		FY 2018	FY 2019	FY 2019	FY 2020
		Actual	Adopted	Estimated	Proposed
Suffix	Object Description				
<u>Personnel Services</u>					
1210	Regular Salaries	\$85,149	\$90,890	\$90,890	\$92,343
1410	Overtime	4,728	1,500	1,500	1,500
1510	Special pay				250
2110	Payroll Taxes	6,846	7,231	7,231	7,362
2210	Retirement Contribution	6,193	6,688	6,688	6,670
2310	Life & Health Insurance	14,210	17,861	17,861	18,850
2410	Workers Compensation	4,544	7,710	7,710	7,340
Total	Personnel Services	\$121,670	\$131,880	\$131,880	\$134,315
<u>Operating Expenses</u>					
3110	Professional Services (NPDES)	35,041	21,250	21,250	21,250
3310	Utility Billing Charges		1,000	1,000	1,000
4009	Car Allowance	1,680	2,130	2,130	2,130
4310	Electricity	25,952	29,150	29,150	29,150
4403	Equipment/Vehicle Leasing	11,605	16,750	16,750	19,750
4510	Property and Liability Insurance	4,337	5,000	5,000	5,000
4601	Maintenance Service/Repair Contracts	22,138	53,240	53,240	53,240
4603	Equipment Maintenance	26,420	48,000	48,000	48,000
5410	Subscriptions and Memberships	500	660	660	660
5420	Conferences and Seminars		1,500	1,500	1,500
5510	Educational & Training	150	1,000	1,000	1,000
Total	Operating Expenses	\$127,823	\$179,680	\$179,680	\$182,680
<u>Capital Outlay</u>					
Total	Capital Outlay	\$0	\$0	\$0	\$0
<u>Debt Service</u>					
7110	Principal	164,376	172,135	172,135	180,260
7115	Principal SRF	108,774	110,817	110,817	112,899
7210	Interest	102,121	94,178	94,178	86,052
7215	Interest - SRF	35,702	33,657	33,657	31,576
Total	Debt Service	\$410,973	\$410,787	\$410,787	\$410,787

404 STORMWATER FUND EXPENSES

Line Item Prefix: 404-5500-538-:		FY 2018	FY 2019	FY 2019	FY 2020
		Actual	Adopted	Estimated	Proposed
Non-operating Expenses					
581-9101	Transfer to General Fund	27,960	30,717	30,717	30,672
99TBD	Contingency - Operating needs R&M				100,000
Total	Non-operating Expenses	\$27,960	\$30,717	\$30,717	\$130,672
Total	Stormwater Fund Expenses	\$688,426	\$753,064	\$753,064	\$858,454





Fleet Management Fund

The Fleet Management Fund was 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 2018	FY 2019	FY 2019	FY 2020
	Actual	Adopted	Estimated	Proposed
<u>FUNDS AVAILABLE</u>				
Charges for Services		\$981,057	\$981,057	\$954,846
Interfund Transfers In		256,000	256,000	0
Fund Balance Beginning				535,196
TOTAL	\$ -	\$ 1,237,057	\$ 1,237,057	\$ 1,490,042
<u>APPROPRIATIONS</u>				
Personnel Costs		\$79,888	\$79,888	\$82,842
Operating Expenses		365,973	365,973	367,393
Capital Outlay		256,000	256,000	338,500
TOTAL APPROPRIATIONS		\$ 701,861	\$ 701,861	\$ 788,735
Fund Balance Ending		535,196	535,196	701,307
TOTAL		\$ 1,237,057	\$ 1,237,057	\$ 1,490,042

Fleet Management Fund

Services, Functions, and Activities:

The Fleet Management Fund is an internal service fund created in FY2019. Internal service funds are used to account for the provision of services within a government organization. The Town’s Fleet Management Fund accounts 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, town-wide 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, quarterly 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.

FY2020 revenues of \$956,346 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 Replacement	Usage	Fuel
General Fund	\$361,966	\$155,026	\$131,692
Tourist Resort Fund	\$5,790	\$3,816	\$1,500
Building Fund	\$4,000	\$4,596	\$2,208
Water & Sewer Fund	\$16,242	\$9,552	\$4,296
Municipal Parking Fund	\$10,513	\$11,844	\$2,808
Solid Waste Fund	\$107,600	\$79,697	\$43,200

The following vehicle purchases are funded in FY2020:

<u>Description</u>	<u>Department</u>	<u>Amount</u>
Police patrol vehicles - 6	Public Safety	\$252,000
Parking Enforcement vehicle	Public Safety / Parking	\$39,000
Work utility 4x4 vehicle	Public Works	\$15,000
Building services vehicle	Building	\$32,500
Total		<u>\$338,500</u>

501 Fleet Management Fund

	<u>FY 2018 Actual</u>	<u>FY 2019 Adopted</u>	<u>FY 2019 Estimated</u>	<u>FY 2020 Proposed</u>
REVENUES				
Interfund Transfers		\$256,000	\$256,000	\$0
Services Revenues		981,057	981,057	954,846
TOTAL REVENUES	<u>\$ -</u>	<u>\$ 1,237,057</u>	<u>\$ 1,237,057</u>	<u>\$954,846</u>
EXPENDITURES				
Personnel Costs		\$79,888	\$79,888	\$82,842
Operating Expenses		365,973	365,973	367,393
Capital Outlay		256,000	256,000	338,500
Fleet Replacement Reserves		535,196	535,196	166,111
TOTAL EXPENDITURES	<u>\$ -</u>	<u>\$ 1,237,057</u>	<u>\$ 1,237,057</u>	<u>\$ 954,846</u>
Net Results	<u>\$ -</u>	<u>\$ 0</u>	<u>\$ -</u>	<u>\$ -</u>

*Note: The Fleet Management Fund was created in FY2019. The Fleet Management services were budgeted in the General Fund/Public Works Department in years prior to FY2019.

Significant Changes from FY 2019 Adopted Budget +/-

Personnel Services

Planned merit pay, salary and benefit adjustments \$ 2,862

Capital Outlay

Vehicle purchases \$ 338,500

Position Title	Personnel Complement							
	FY 2019				FY 2020			
	Funded				Funded			
	Full Time	Part Time	Temp	FTEs	Full Time	Part Time	Temp	FTEs
Mechanic (Public Works)	1.00			1.00	1.00			1.00
Total	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00

FLEET MAINTENANCE (5000)

501 Fleet Management Fund

REVENUES

Line Item Prefix: 501-539-:		FY 2018	FY 2019	FY 2019	FY 2020
		Actual*	Adopted*	Estimated*	Proposed
341-2000	Fleet Charges - All Departments		981,057	981,057	954,846
TOTAL	Services Revenues		\$981,057	\$981,057	\$954,846
381-0100	Interfund Transfer from General Fund		242,000	242,000	
381-0800	Interfund Transfer from Tourist Resort Fund		14,000	14,000	
Total	Other Funding Sources	\$0	\$256,000	\$256,000	\$0
Total	Total Revenues	\$0	\$1,237,057	\$1,237,057	\$954,846

*Note: The Fleet Management Fund was created in FY2019. The Fleet Management services were budgeted in the General Fund/Public Works Department in years prior to FY2019.

FLEET MAINTENANCE
501 Fleet Management Fund
EXPENDITURES

		FY 2018	FY 2019*	FY 2019*	FY 2020
Line Item Prefix: 501-5000-539:		Actual	Adopted	Estimated	Proposed
Suffix	Object Description				
<u>Personnel Services</u>					
1210	Regular Salaries		\$43,680	\$43,680	\$46,340
1410	Overtime		2,000	2,000	2,000
1510	Special pay		1,250	1,250	1,250
2110	Payroll Taxes		3,590	3,590	3,886
2210	Retirement Contribution		3,407	3,407	3,510
2310	Life & Health Insurance		21,723	21,723	23,119
2410	Workers Compensation		4,238	4,238	2,737
Total Personnel Services		\$0	\$79,888	\$79,888	\$82,842
<u>Operating Expenses</u>					
4112	Mobile Phone Allowance		1,200	1,200	1,200
4510	Property and Liability Insurance		65,975	65,975	66,559
4612	Vehicle Maintenance		128,542	128,542	113,930
5216	Fuel		170,256	170,256	185,704
Total	Operating Expenses	\$0	\$365,973	\$365,973	\$367,393
<u>Capital Outlay</u>					
6410	Machinery and Equipment		256,000	256,000	338,500
Total	Capital Outlay	\$0	\$256,000	\$256,000	\$338,500
<u>Non-operating Expenses</u>					
99TBD	Fleet Replacement Reserves		535,196	535,196	166,111
Total	Non-operating Expenses	\$0	\$535,196	\$535,196	\$166,111
Total	Fleet Maintenance Fund Expenditures	\$0	\$1,237,057	\$1,237,057	\$954,846

*Note: The Fleet Management Fund was created in FY2019. The Fleet Management services were budgeted in the General Fund/Public Works Department in years prior to FY2019.

FY 2020 New Capital Outlay Request

Police Vehicles

Department	Division	Funding Source	Dept. Priority	Fiscal Impact
Public Safety	Police	General (Fleet Mgmt.)		\$252,000

Justification and Description

Six (6) police vehicles to replace aging public safety fleet vehicles and reduce maintenance costs. The vehicles to be replaced exceed eight model years and have excessive repair /maintenance costs associated with them. 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 \$252,000.00 (\$42,000 per vehicle). The estimated cost includes an extended bumper-to-bumper warranty for five years or 75,000 miles.

The following vehicles have been identified for replacement:

Vehicle Number	Year/Model	Odometer Reading (Miles)
524	2012 Dodge Charger	122,000+
429	2012 Dodge Charger	115,000+
412	2012 Dodge Charger	107,000+
422	2012 Dodge Charger	105,000+
522	2012 Dodge Charger	92,000+
424	2012 Dodge Charger	91,000+

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, the older police fleet vehicles present safety and reliability concerns.

Required Resources

Account Number	Title or Description of Request	Cost
501-5000-539-64-10	Machinery & Equipment	\$240,000
501-5000-539-TBD	Vehicle Maintenance - Extended Service Plan	\$12,000

Other Recurring Operating Costs

Account Number	Description	Cost

FY 2020 New Capital Outlay Request

Work Utility Vehicle 4x4

Department	Division	Funding Source	Dept. Priority	Fiscal Impact
Public Works Department	Public Works	Fleet Maintenance		\$15,000

Justification and Description

Purchase of a work utility vehicle 4x4 for public works maintenance. The vehicle will assist maintenance staff to:

- maneuver throughout the Town's highly dense vehicular and pedestrian areas
- access to the beach easily for increased litter control
- minimize impact to traffic in Downtown Surfside and the parking lots during repair and maintenance work

Alternative/Adverse Impacts if not funded:

Required Resources

Account Number	Title or Description of Request	Cost
501-5000-539-64-10	Machinery & Equipment - Vehicles	\$15,000

Other Recurring Operating Costs

Account Number	Description	Cost

FY 2020 New Capital Outlay Request

Building Services Vehicle

Department	Division	Funding Source	Dept. Priority	Fiscal Impact
Building Services		Building	1	\$32,500

Justification and Description

A new hybrid vehicle for the Building Department. The Building Department is responsible for performing field inspections and monitoring construction projects for which building permits have been issued. Currently the Building Department has one vehicle for two full time employees to perform all daily operations and respond to all weather, fire and other on-call events.

Benefits or Alternative/Adverse Impacts if not funded:

The vehicle will allow more efficient performance of daily duties and a more effective response to other on-call events.

Required Resources

Account Number	Title or Description of Request	Cost
501-2500-524-64-10	Machinery & Equipment	\$32,500

Other Recurring Operating Costs

Account Number	Description	Cost

FY 2020 New Capital Outlay Request

Parking Enforcement Vehicle

Department	Division	Funding Source	Dept. Priority	Fiscal Impact
Public Safety	Parking	Municipal Parking (Fleet Management)		\$39,000

Justification and Description

One (1) parking enforcement vehicle to replace a ten-year old vehicle. A hybrid vehicle will be procured under a cooperative purchasing program such as the Florida Sheriffs Association and the Florida Association of Counties state contract. The vehicle is utilized for:

- operational enforcement initiatives
- emergency operations during inclement weather, storms, flooding
- transport barricades, cones, and stop signs in support of police and parking enforcement initiatives

This is anticipated to replace the aging vehicle no. 283, 2008 Ford Ranger pick-up truck with an odometer reading of over 48,000 miles. The estimated cost includes the cost of the vehicle, outfitting and installing necessary emergency equipment, and an extended bumper-to-bumper warranty for five years or 100,000 miles, whichever comes first.

Alternative/Adverse Impacts if not funded:

--

Required Resources

Account Number	Title or Description of Request	Cost
402-9500-545-6410	Machinery & Equipment	\$37,000
501-5000-539-4612	Vehicle Maintenance	\$2,000

Other Recurring Operating Costs

Account Number	Description	Cost



Appendix

This section of the budget document provides supplemental information.

This section is comprised of the Town's financial policies, investments policies, debt management, debt service summaries, schedules and requirements; and a glossary of terms as they are used throughout this document.



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

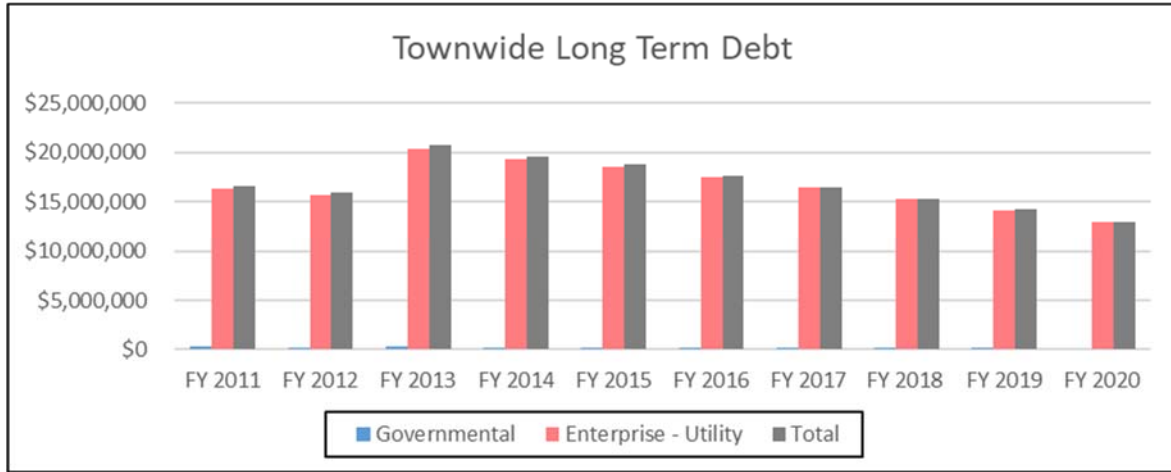
1. Limitations on bonds and bonded indebtedness.
Bonds issued by the Town of Surfside may or may not be limited as follows:
 - a) The total amount of general obligation bonds of the Town of Surfside outstanding in any one fiscal year shall not exceed fifteen percent of the assessed value of the taxable 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.

DEBT MANAGEMENT

As of October 1, 2019 the Town of Surfside will have \$14,159,193 of debt outstanding.

Debt issuance in fiscal year 2020:

The Town of Surfside does not intend to issue new debt or refinance existing debt.



GOVERNMENTAL FUNDS

The Town has no general obligation debt which would be subject to approval by a Town wide voter referendum. Existing governmental debt consists of capital leases payable.

ENTERPRISE FUNDS

The Town currently has one revenue bond and one loan. The revenue bond and the loan are secured by pledges of enterprise revenues.

Utility System Revenue Bonds Series 2011

Original Issue Amount - \$16,000,000

Purpose - The Utility System Revenue Bonds Series 2011 were issued for the purpose of providing funding, together with certain other available funds of the Town, to finance the cost of certain construction projects, including improvements for the existing facilities for the water, sewer, and storm water systems. Principal and interest is to be paid annually from the pledge of Water/Sewer and Stormwater fund revenues. Total principal remaining on the bond at September 30, 2019 is \$7,292,575. FY 2019-20 debt service which is comprised of accrued interest and principal payments is \$1,065,249.

Principal amount outstanding at September 30, 2019	\$	7,292,575
Less: Principal payments		(721,039)
Principal amount outstanding at September 30, 2020	\$	6,571,536

Maturity Date - May 1, 2026

Interest Rate - 4.720%

Revenues pledged - The Series 2011 Bonds are payable from the revenues generated from the Water/Sewer and Stormwater utility funds.

DEBT MANAGEMENT

State Revolving Loan

Original Issue Amount - \$9,310,000

Purpose - The Town executed a Clean Water State Revolving Fund Construction Loan Agreement with the State of Florida Department of Environmental Protection on August 24, 2012 in the amount of \$9,310,000 for the construction of wastewater and storm water improvements. Principal and interest is to be paid from the pledge of Water/Sewer and Stormwater fund revenues. Principal and interest is to be paid in semi-annual payments over 20 years beginning July 15, 2013. Total principal outstanding at September 30, 2019 is \$6,866,618. FY 2019-20 debt service which is comprised of accrued interest and principal payments is \$577,901. The loan is secured by the net water, sewer and stormwater revenues after payment of debt service on the Town's existing Series 2011 obligations.

Principal amount outstanding at September 30, 2019	\$	6,866,618
Less: Principal payments	\$	(451,597)
Principal amount outstanding at September 30, 2020	\$	6,415,021

Maturity Date - January 15, 2033

Interest Rate - 1.87%

Revenues pledged - The State Revolving Loan is payable from the revenues generated from the Water/Sewer and Stormwater utility funds.

DEBT SERVICE SCHEDULES

DEBT SERVICE REQUIREMENTS TO MATURITY – ALL FUNDS

Fiscal Year	Governmental Debt Service		Utility System			
	Capital Leases	Total	Revenue Bonds Series 2011	State Revolving Loan	Capital Capital Lease	Enterprise Fund Debt Service Total
FY 2019-20			1,065,249	577,901		\$1,643,150
FY 2020-21			1,065,249	577,901		\$1,643,150
FY 2021-22			1,065,249	577,901		\$1,643,150
FY 2023-27			5,732,652	2,889,507		\$8,622,159
FY 2028-33			0	3,178,458		\$3,178,458
TOTAL	\$0	\$0	\$8,928,399	\$7,801,668	\$0	\$16,730,067

DEBT MANAGEMENT

ENTERPRISE DEBT SERVICE REQUIREMENTS TO MATURITY

Utility System Revenue Bonds Series 2011

Fiscal Year	Principal	Interest	Total	Outstanding
FY 2019-20	\$721,039	\$344,210	\$1,065,249	\$6,571,536
FY 2020-21	755,072	310,177	1,065,249	\$5,816,464
FY 2021-22	790,711	274,538	1,065,249	\$5,025,753
FY 2022-23	828,033	237,216	1,065,249	\$4,197,720
FY 2023-24	867,116	198,133	1,065,249	\$3,330,604
FY 2024-25	908,044	157,205	1,065,249	\$2,422,560
FY 2025-26	2,422,560	114,345	2,536,905	\$0
<u>TOTAL</u>	<u>\$7,292,575</u>	<u>\$1,635,824</u>	<u>\$8,928,399</u>	

State Revolving Loan Fund

Fiscal Year	Principal	Interest	Total	Outstanding
FY 2019-20	\$451,597	\$126,304	\$577,901	\$6,415,021
FY 2020-21	460,081	117,820	577,901	5,954,940
FY 2021-22	468,725	109,176	577,901	5,486,215
FY 2023-27	2,479,074	410,433	2,889,507	3,007,141
FY 2028-33	3,007,141	171,317	3,178,458	0
<u>TOTAL</u>	<u>\$6,866,618</u>	<u>\$935,050</u>	<u>\$7,801,668</u>	



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.” Commonly referred to as 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.*

Assets: Resources owned or held by a government, which have 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.

Balanced Budget: A budget in which expenditures and ending fund balance are equal to net available resources (beginning fund balance plus revenues).

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.

GLOSSARY

Capital Project: Major construction, acquisition, or renovation activities which add 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, workings 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 and accounting entity with revenues and expenses which are segregated for the purpose of carrying out a specific purpose or activity.

Fund Balance: The difference between fund assets and fund liabilities - similar to net worth in a private sector entity. 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 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.

GLOSSARY

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.

Internal Service Charges: The charges to user departments for internal services provided by another government agency, such as fleet management.

Internal Service Fund: One or more funds that account for the goods and services provided by one department to another within the government on a cost-reimbursement basis. Departments that use internal services (i.e. fleet management) may have a line item in their budget for such services.

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.

GLOSSARY

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

Proprietary funds: Funds that focus on the determination of operating income, changes in net assets (or cost recovery), financial position, and cash flows. There are two different types of proprietary funds: enterprise funds and internal service funds.

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.

GLOSSARY

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.







TOWN OF SURFSIDE, FLORIDA

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