



**Town of Surfside  
Budget Workshop  
AGENDA  
July 21, 2020  
7 p.m.**

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

**1. Opening**

- A. Call to Order**
- B. Roll Call of Members**
- C. Pledge of Allegiance**
- D. Presentation of FY 2021 Budget and Proposed Operating Millage Rate – Jason D. Greene, Interim Town Manager**

**2. Adjournment**

Respectfully submitted,

Jason D. Greene  
Interim Town Manager

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

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

AGENDA ITEMS MAY BE VIEWED AT THE OFFICE OF THE TOWN CLERK, TOWN OF SURFSIDE TOWN HALL, 9293 HARDING AVENUE. ANYONE WISHING TO OBTAIN A COPY OF ANY AGENDA ITEM SHOULD CONTACT THE TOWN CLERK AT 305-861-4863. A COMPLETE AGENDA PACKET IS ALSO AVAILABLE ON THE TOWN WEBSITE AT [www.townofsurfsidefl.gov](http://www.townofsurfsidefl.gov)

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

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



**TOWN OF SURFSIDE**  
**ANNUAL BUDGET**  
**FISCAL YEAR 2021**  
**Town Commission:**

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Mayor Charles W. Burkett

Vice Mayor Tina Paul

Commissioner Charles Kesl

Commissioner Eliana R. Salzhauer

Commissioner Nelly Velasquez



# TOWN OF SURFSIDE, FLORIDA

## ADMINISTRATIVE STAFF

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Guillermo Olmedillo, Town Manager

Weiss Serota Helfman Cole & Bierman, Town Attorney

Javier Collazo, Financial Reporting & Accounting Manager

James Hickey, Town Planner

Alan Graham, Code Compliance Director

Jason Greene, Interim Assistant Town Manager/Finance 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

Frank Trigueros, Tourism Director

Julio Yero, Police Chief



## **Guide to the Budget Document**

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

### **Budget Message Section**

The first critical reading of the FY 2020 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 town-wide 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 2019, budgeted and projected from Fiscal Year 2020, and budgeted Fiscal Year 2021. The funds are listed in bold in the Table of Contents.

### **Glossary**

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



## ***Introduction***

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



## Town of Surfside

Surfside, Florida is 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 at 9011 Collins Avenue; Bougainvillea Apartments at 9340 Collins Avenue; and Seaway Villas at 9149 Collins Avenue. The County is active in pursuing historic designations for deserving properties within the Town. The Collins Avenue Historic District, which runs along Collins and Harding Avenues between 90<sup>th</sup> and 91<sup>st</sup> Streets, was designated in 2016. The district includes architectural styles of historical significance from the period 1946 to 1957.

## 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 94<sup>th</sup> Street to 96<sup>th</sup> 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 175 room Marriott 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.

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.

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%



## **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 2020.

## **The Incumbent Commission**

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

- ✓ Mayor Charles W. Burkett
- ✓ Vice Mayor Tina Paul
- ✓ Commissioner Charles Kesl
- ✓ Commissioner Eliana R. Salzhauer
- ✓ Commissioner Nelly Velasquez

The Town Commission provides policy guidance to the Town at a salary of one dollar (\$1) per year. See the Legislative Department section on page 111 under the General Fund for more information.

## **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 Charles W. Burkett:  
[Mayor@townofsurfsidefl.gov](mailto:Mayor@townofsurfsidefl.gov)

Vice Mayor Tina Paul:  
[tpaul@townofsurfsidefl.gov](mailto:tpaul@townofsurfsidefl.gov)

Commissioner Charles Kesl:  
[ckesl@townofsurfsidefl.gov](mailto:ckesl@townofsurfsidefl.gov)

Commissioner Eliana R. Salzhauer:  
[esalzhauer@townofsurfsidefl.gov](mailto:esalzhauer@townofsurfsidefl.gov)

Commissioner Nelly Velasquez:  
[nvelasquez@townofsurfsidefl.gov](mailto:nvelasquez@townofsurfsidefl.gov)

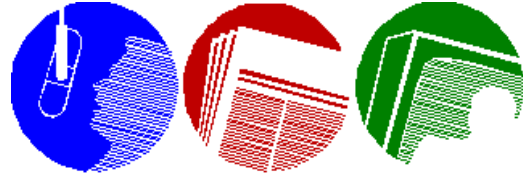
## **Commission Meeting Schedule:**

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](http://www.townofsurfsidefl.gov)) to verify the dates of all meetings.

## Communications:

There are a number of ways that residents can be informed about actions taken by the Town Commission or other Town events. One way is to attend a Commission meeting. If you cannot attend a meeting, it usually may be viewed on the Town's government access cable station on Channel 663.



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 96<sup>th</sup> 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](mailto: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

### 96<sup>th</sup> Street Park

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

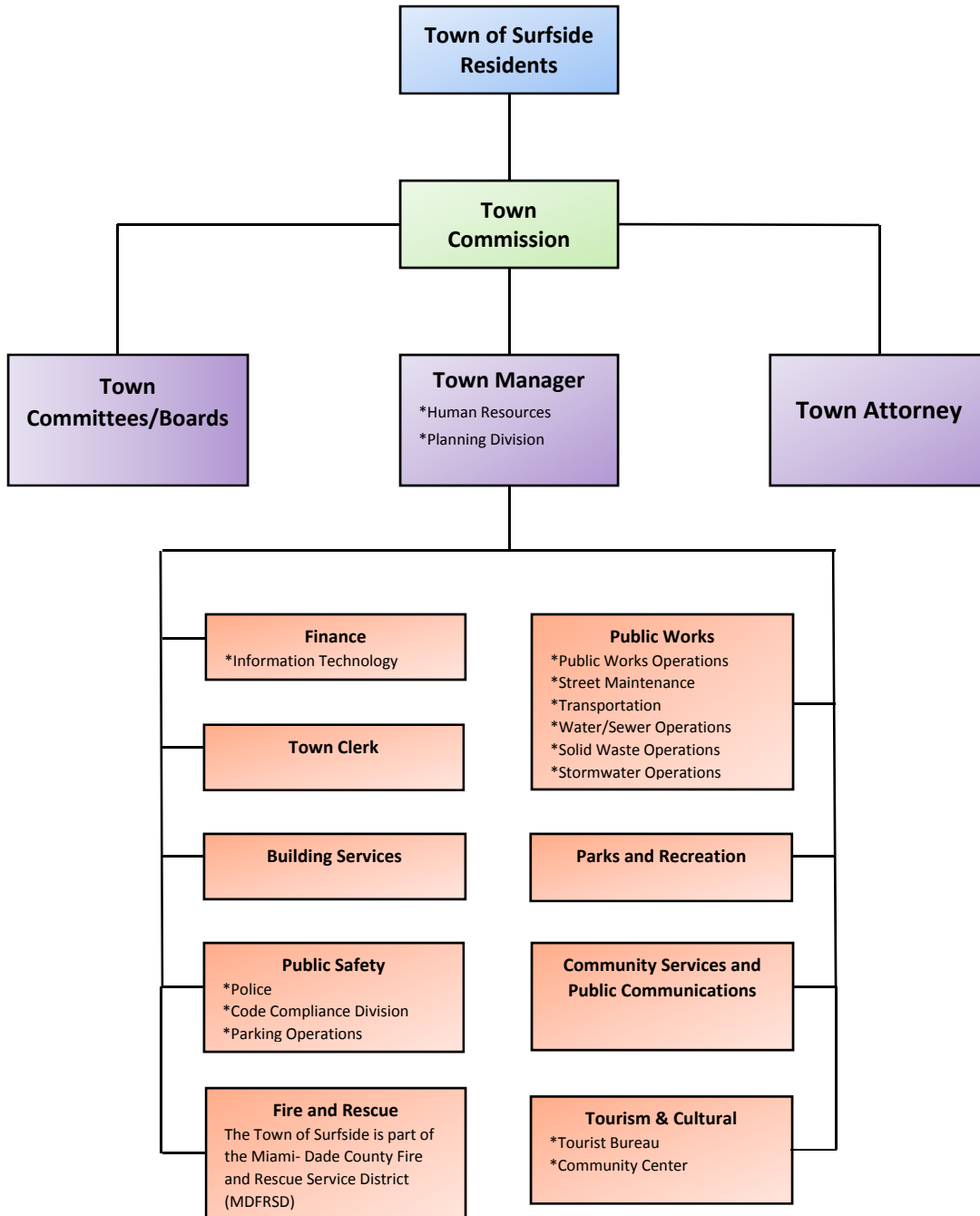
### Hawthorne Tot Lot (Playground)

Hawthorne Ave & 90th Street

### Dog Park

Byron Ave & 93rd Street

# Town of Surfside Government Structure

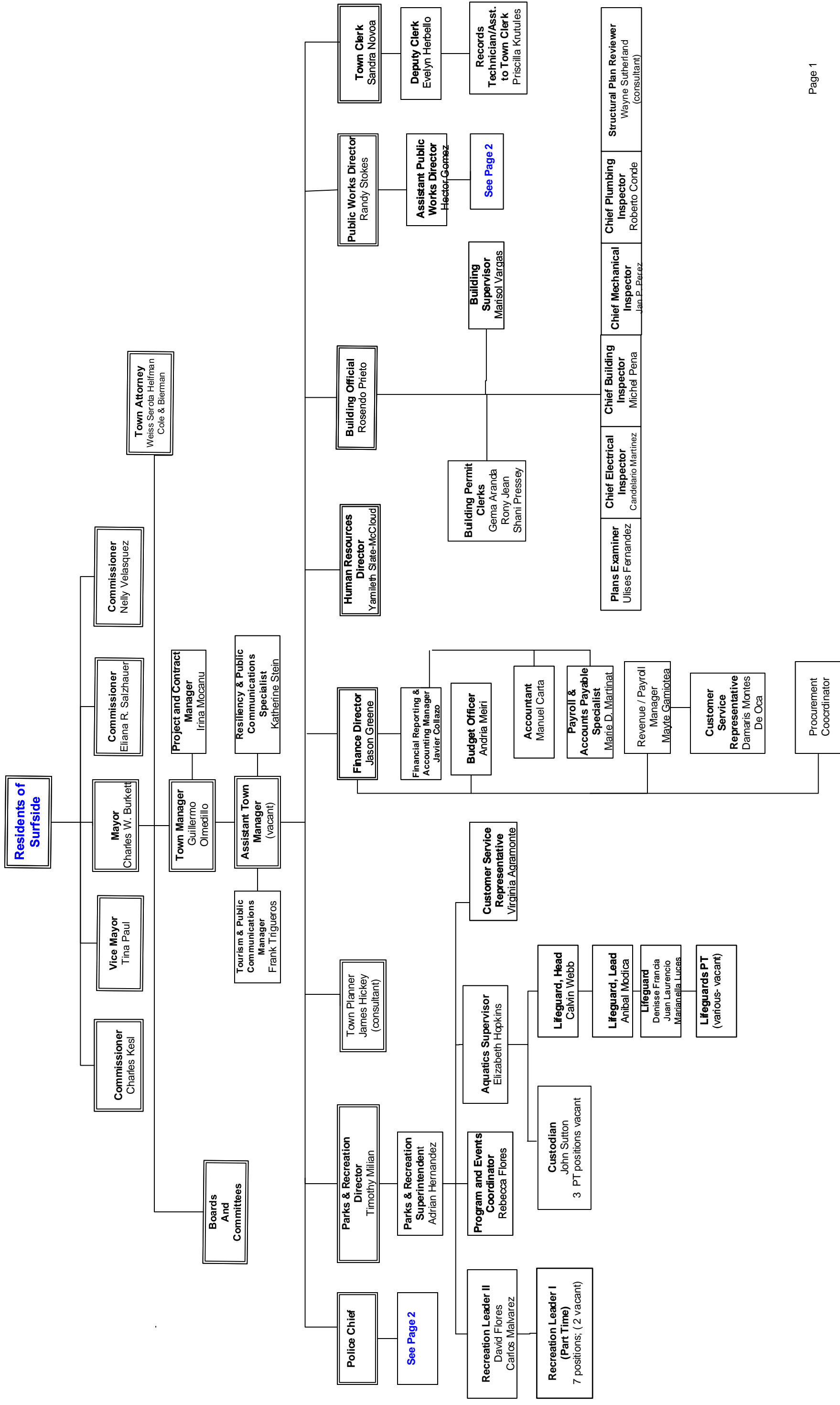




**Town of Surfside**  
 9293 Harding Avenue  
 Surfside, FL 33154

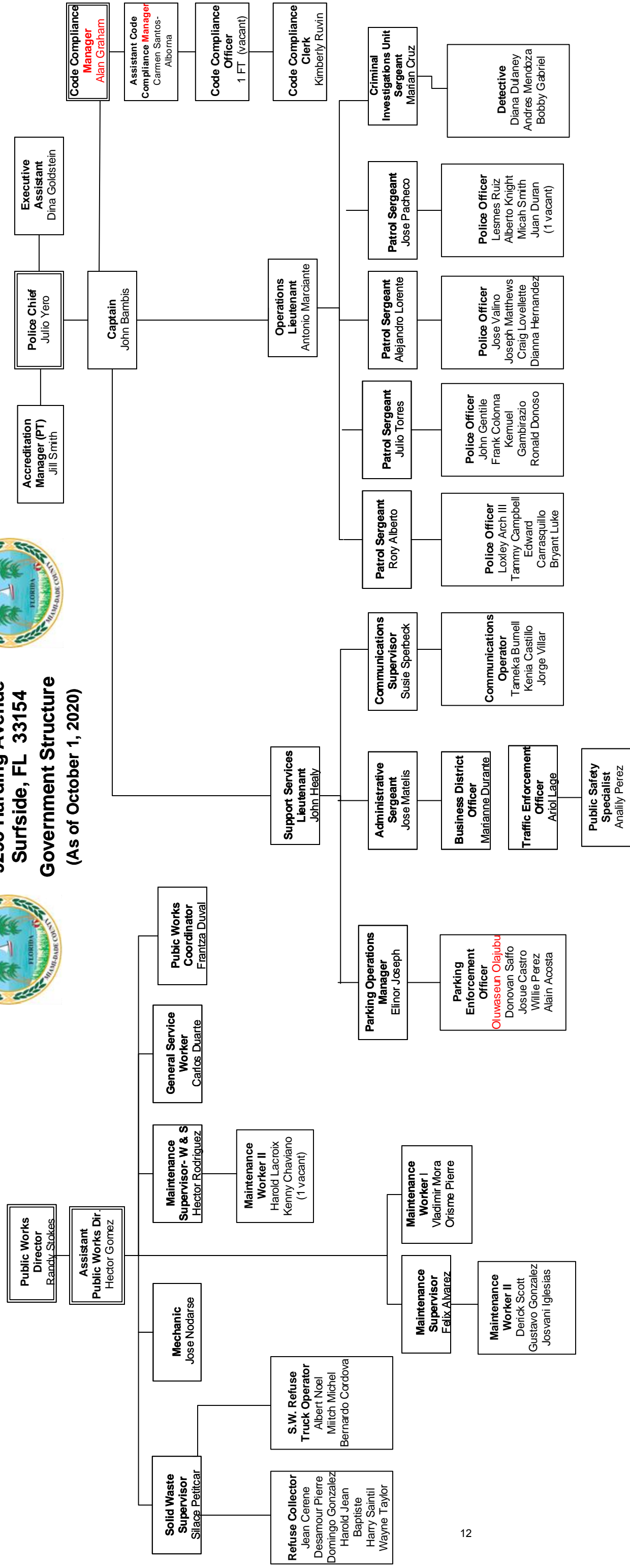


**Government Structure**  
 (As of October 1, 2020)





**Town of Surfside**  
**9293 Harding Avenue**  
**Surfside, FL 33154**  
**Government Structure**  
**(As of October 1, 2020)**



## **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**, Vacant

**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

**Finance Director**, Jason Greene  
(305) 861-4863  
jgreene@townofsurfsidefl.gov

**Tourist Bureau Director**, Frank Trigueros  
(305) 864-0722  
tourism@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**, James Hickey  
(954) 266-6495  
Jhickey@Cgasolutions.com

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

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





## ***Budget Overview***

This section contains summary information about the Budget. It includes the Town's: 1) budget calendar, 2) budget process, 3) budget highlights, 4) fund structure, 5) budget summaries, 6) millage rate information, 7) personnel complement, 8) new program modifications and capital outlay (expenditures), 9) new program modifications and capital outlay (expenditures), and 10) revenue trends.

# Budget Overview

## Policy Document

The Budget indicates: 1) the services the Town will provide during the twelve-month period beginning October 1, 2020 and ending September 30, 2021, 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 2020) adopted budget to the recommended upcoming year (FY 2021), 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 are incorporated within the appropriate fund and department. The Utility System Revenue Bond, Series 2011 as well as the State Revolving Loan 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 2021, for example, means the fiscal year running October 1, 2020 through September 30, 2021.

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 2021 Annual Budget**  
**BUDGET PREPARATION CALENDAR** *(Proposed July 1, 2020)*

|  |                                |
|--|--------------------------------|
| Distribution of Departmental Budget Package to Department Directors  | March 23                       |
| Budget Goals and Objectives Workshop with Town Commission to set forth funding priorities for the new fiscal year                                | May 5                          |
| Submission of Department Budget Requests to Finance Department Due   | May 9                          |
| Departmental Budget Meetings for Review with Town Manager  | May 13 to 22                   |
| Miami Dade Property Appraiser 2019 Assessment Roll Estimate  | June 1                         |
| Town Commission Budget Workshop  | June 18 (Tuesday 7:00 pm)      |
| Fiscal Year 2021 Proposed Budget Delivered to the Town Commission  | July 1                         |
| Miami-Dade Property Appraiser Certified Taxable Value  | July 1                         |
| Town Commission Special Meeting - Budget Presentation and Discussion, Accept Town Manager's Proposed Millage Rate                                | July 21 (Tuesday 7:00 pm)      |
| Notification of Property Appraiser of Proposed Millage Rate; Rolled-back Rate; and Date, Time, and Meeting Place of the Tentative Budget Hearing | August 4                       |
| First Public Hearing <i>(proposed date &amp; time)</i>   | September 15 (Tuesday TBD)     |
| Final Assessment Resolution for Solid Waste  | September 15 (Thursday 7:00pm) |
| Budget Summary and Notice of Hearing Published   | September 20                   |
| Second Public Hearing <i>(proposed date &amp; time)</i>  | September 22 (Tuesday TBD)     |
| Fiscal Year 2021 Begins  | October 1                      |

First Public Budget Hearing dates of:  
 Miami-Dade County (September 3)  
 Miami-Dade County School Board (July 29)

Second Public Budget Hearing dates of:  
 Miami-Dade County (September 17)  
 Miami-Dade County School Board (September 2)

## **THE BUDGET PROCESS**

The fiscal year for the Town of Surfside begins on October 1<sup>st</sup> of each year and ends September 30<sup>th</sup> 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 met 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 was 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. The first was held September 10, 2019 and the second September 24, 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 30<sup>th</sup>. 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 fiscal 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 and fair presentation of financial statements in accordance with accounting principles generally accepted in the United States of America (GAAP).

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 2019 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 and/or designee. The Town Manager, and/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 may also be 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.

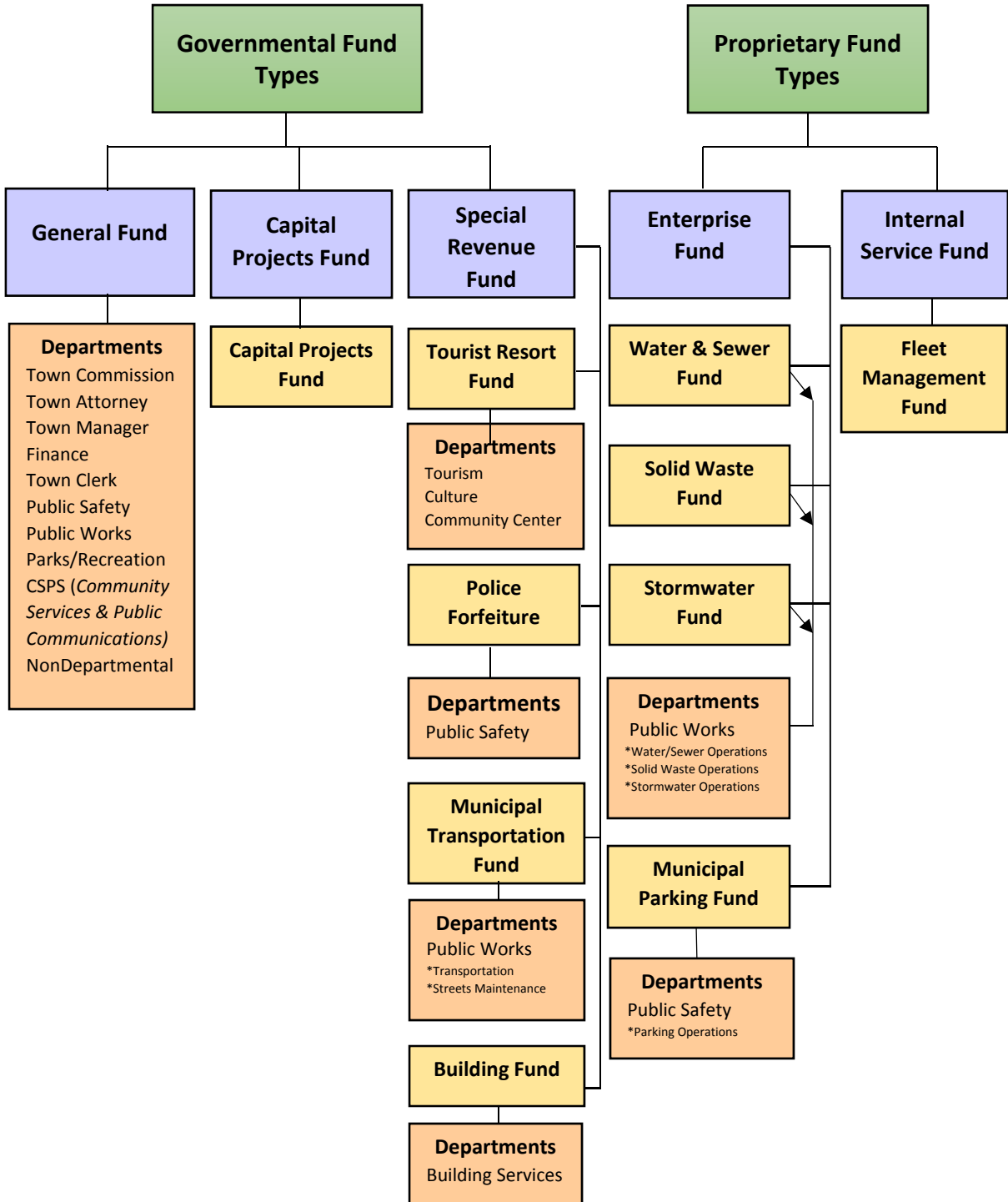
It is important to understand that budget amendments and transfers are necessary because budget preparation begins five months before it is implemented for a twelve-month period. This seventeen-month cycle is not fully predictable requiring adjustments for contingencies that are often beyond Town control. 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 2018-2022 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 polices 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.

# 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 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: General Fund, Special Revenue Funds, and Capital Projects Fund.

**General Fund** - The 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 Fund** - Capital Projects Fund is 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, Culture and Recreation, and Community Services/Public Communications.

## FUND DESCRIPTIONS

### **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 resort tax revenues, which is restricted to Town promotion and operation/maintenance community and cultural centers. The Tourism Department , with policy guidance from the Tourism Board, operates one division, Culture and Recreation-Community Center operates the other.

### **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 FY2017 to properly account for the building department activities within the Town. Revenues are collected from development activity to fund building department operations. The fund operates under the Building department.

### **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 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 DESCRIPTIONS

### **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 can be funded with long term financing (bonds) which are repaid over a long period of time or through Renewal & Replacement reserves. 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.

## FUND DESCRIPTIONS

### 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 2021**

General Fund      4.4000  
Voted Debt        0.0000

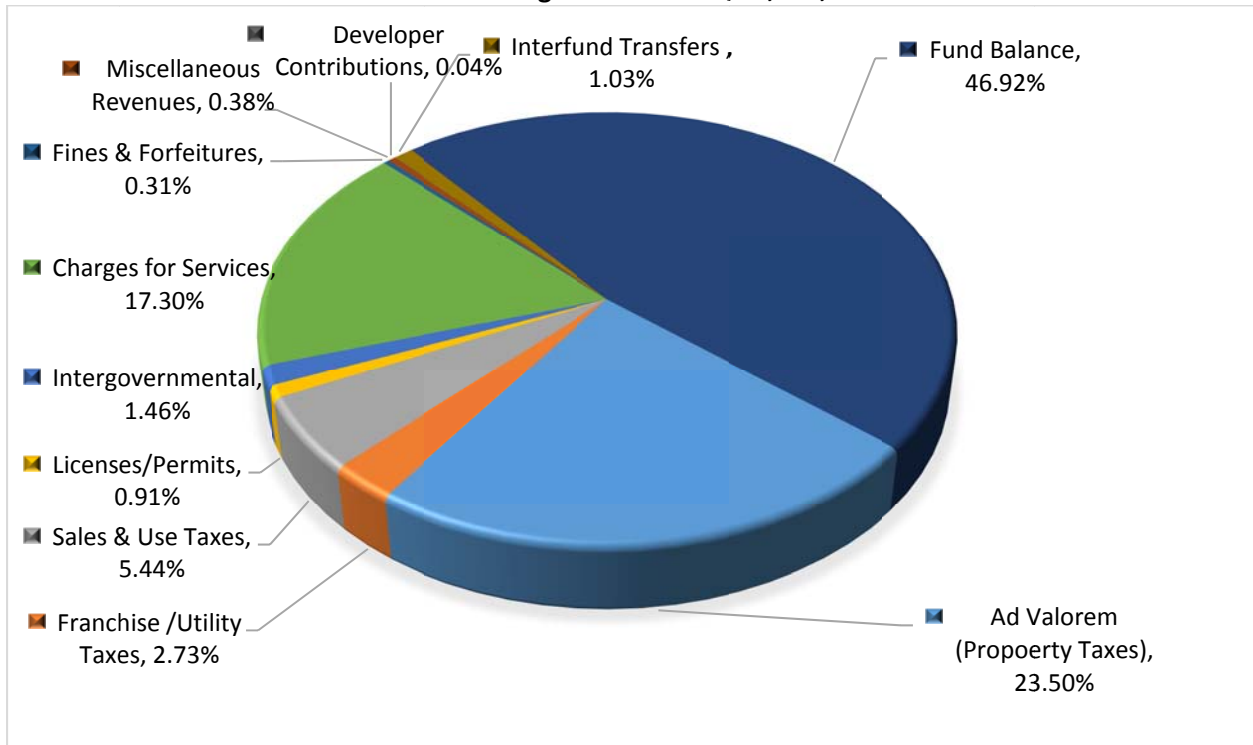
|  | GENERAL<br>FUND      | SPECIAL<br>REVENUE<br>FUNDS | CAPITAL<br>PROJECTS<br>FUND | ENTERPRISE<br>FUNDS  | INTERNAL<br>SERVICE<br>FUNDS | TOTAL ALL<br>FUNDS<br>BUDGET |
|--|----------------------|-----------------------------|-----------------------------|----------------------|------------------------------|------------------------------|
| <b>ESTIMATED REVENUES:</b>                               |                      |                             |                             |                      |                              |                              |
| TAXES:              Millage per \$1,000                  |                      |                             |                             |                      |                              |                              |
| <b>Ad Valorem Taxes              4.4000</b>              |                      |                             |                             |                      |                              |                              |
| <b>Ad Valorem Taxes              0.0000 (voted debt)</b> |                      |                             |                             |                      |                              |                              |
| Ad Valorem Taxes   | \$ 13,066,835        | \$ -                        | \$ -                        | \$ -                 | \$ -                         | \$ 13,066,835                |
| Franchise /Utility Taxes                                 | 1,516,300            | -                           | -                           | -                    | -                            | 1,516,300                    |
| Sales & Use Taxes  | 94,500               | 2,928,853                   | -                           | -                    | -                            | 3,023,353                    |
| Licenses/Permits   | 10,000               | 494,500                     | -                           | -                    | -                            | 504,500                      |
| Intergovernmental  | 595,075              | 214,110                     | -                           | -                    | -                            | 809,185                      |
| Charges for Services                                     | 457,600              | -                           | -                           | 8,301,622            | 859,807                      | 9,619,029                    |
| Fines & Forfeitures                                      | 170,000              | -                           | -                           | -                    | -                            | 170,000                      |
| Miscellaneous Revenues                                   | 159,600              | 14,500                      | -                           | 33,150               | 3,500                        | 210,750                      |
| Capital Contributions/Developer Contributions            | -                    | -                           | -                           | 21,000               | -                            | 21,000                       |
| <b>TOTAL SOURCES</b>                                     | <b>\$ 16,069,910</b> | <b>\$ 3,651,963</b>         | <b>\$ -</b>                 | <b>\$ 8,355,772</b>  | <b>\$ 863,307</b>            | <b>\$ 28,940,952</b>         |
| Interfund Transfers - In                                 | 573,528              | -                           | -                           | -                    | -                            | 573,528                      |
| Fund Balance/Reserves/Net Assets                         | 15,633,476           | 3,899,750                   | 1,079,087                   | 4,479,571            | 998,556                      | 26,090,440                   |
| <b>TOTAL REVENUES, TRANSFERS &amp; FUND BALANCE</b>      | <b>\$ 32,276,914</b> | <b>\$ 7,551,713</b>         | <b>\$ 1,079,087</b>         | <b>\$ 12,835,343</b> | <b>\$ 1,861,863</b>          | <b>\$ 55,604,920</b>         |
| <b>EXPENDITURES/EXPENSES</b>                             |                      |                             |                             |                      |                              |                              |
| General Government                                       | \$ 4,805,497         | \$ -                        | \$ -                        | \$ -                 | \$ -                         | \$ 4,805,497                 |
| Building Services  | -                    | 937,852                     | -                           | -                    | -                            | 937,852                      |
| Public Safety  | 6,515,478            | 2,000                       | -                           | -                    | -                            | 6,517,478                    |
| Streets  | 233,842              | -                           | -                           | -                    | -                            | 233,842                      |
| Recreation, Culture, and Tourism                         | 556,343              | 2,594,397                   | -                           | -                    | -                            | 3,150,740                    |
| Physical Environment                                     | 1,371,730            | -                           | -                           | 4,965,022            | -                            | 6,336,752                    |
| Municipal Transportation                                 | -                    | 212,000                     | -                           | 1,145,440            | -                            | 1,357,440                    |
| Debt Service   | -                    | -                           | -                           | 1,643,150            | -                            | 1,643,150                    |
| Internal Services  | -                    | -                           | -                           | -                    | 605,505                      | 605,505                      |
| <b>TOTAL EXPENDITURES/EXPENSES</b>                       | <b>\$ 13,482,890</b> | <b>\$ 3,746,249</b>         | <b>\$ -</b>                 | <b>\$ 7,753,612</b>  | <b>\$ 605,505</b>            | <b>\$ 25,588,256</b>         |
| Interfund Transfers - Out                                | -                    | 205,727                     | -                           | 367,801              | -                            | 573,528                      |
| Fund Balance/Reserves/Net Assets                         | 18,794,024           | 3,599,737                   | 1,079,087                   | 4,713,930            | 1,256,358                    | 29,443,136                   |
| <b>TOTAL EXPENDITURES, TRANSFERS, &amp; FUND BALANCE</b> | <b>\$ 32,276,914</b> | <b>\$ 7,551,713</b>         | <b>\$ 1,079,087</b>         | <b>\$ 12,835,343</b> | <b>\$ 1,861,863</b>          | <b>\$ 55,604,920</b>         |

THE TENTATIVE, ADOPTED, AND/OR FINAL BUDGETS ARE ON FILE IN THE TOWN CLERK'S OFFICE (9293 HARDING AVENUE, SURFSIDE, FL 33154) AS A PUBLIC RECORD.

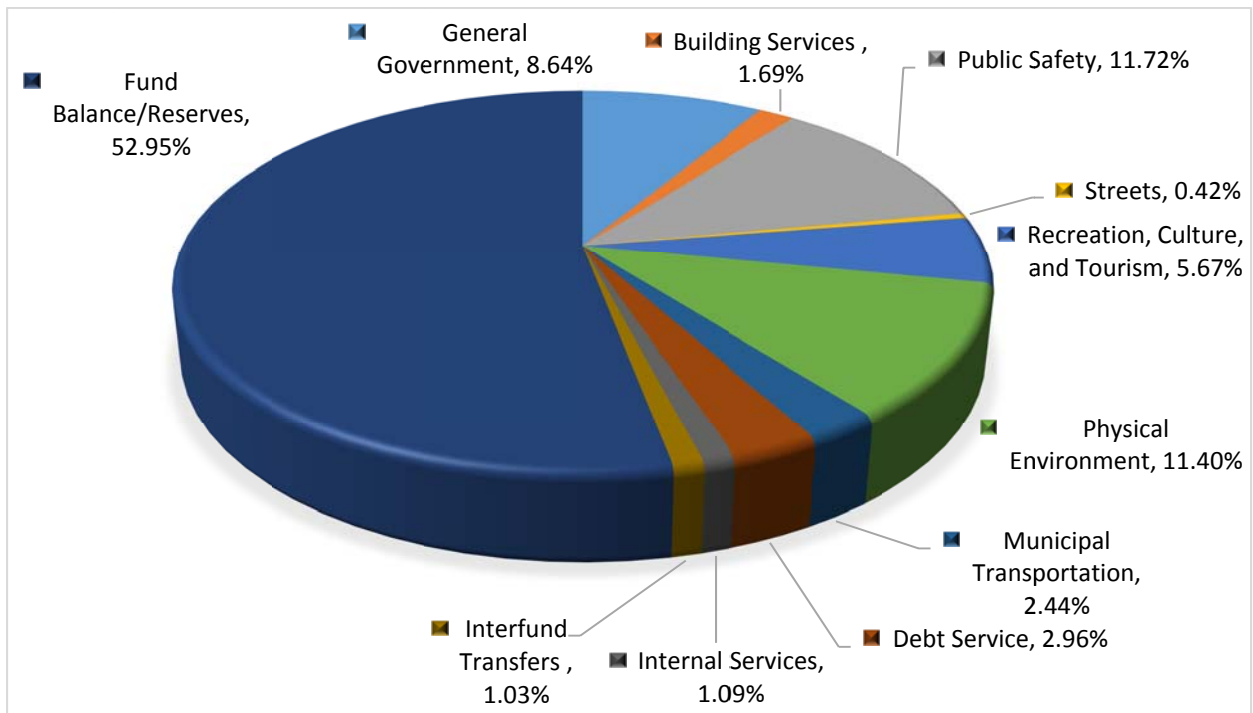


# ALL FUNDS BUDGET SUMMARY CHART

**REVENUES, TRANSFERS & FUND BALANCE BY SOURCE**  
**FY 2021 Budget – All Funds \$56,604,920**



**EXPENDITURES, TRANSFERS AND FUND BALANCE BY TYPE**  
**FY 2021 Budget – All Funds \$56,604,920**



# PROPERTY VALUE AND MILLAGE SUMMARY

|   |                 |       |
|---|-----------------|-------|
| 2019 Preliminary Taxable Value                              | \$3,116,633,395 |       |
| Increase/Decrease(-) to 2019 Taxable Value                  | (43,953,540)    | -1.4% |
| Current Year Estimated Taxable Value                        | \$3,072,679,855 |       |
| Current Year Additions (New Construction)                   | 53,357,162      | 1.7%  |
| Current Year Estimated Taxable Value for Operating Purposes | \$3,126,037,017 | 0.3%  |

|  | FY 2020 Rate | FY 2021 Rolled Back Rate (Estimated) | FY 2021 Proposed Rate | Percentage Increase/Decrease(-) Over |                  |
|--|--------------|--------------------------------------|-----------------------|--------------------------------------|------------------|
|  |              |                                      |                       | FY 2020 Adopted Rate                 | Rolled Back Rate |
| <b>Operating Millage</b>                 | 4.4000       | 4.3499                               | 4.4000                | 0.00%                                | 1.15%            |
|  |              |                                      |                       | Revenues Generated                   |                  |
|  |              |                                      | Mills                 | Gross                                | Net (95%)        |
| FY 2021 Proposed Operating Millage       |              |                                      | 4.4000                | \$13,754,563                         | \$13,066,835     |
| Prior FY 2020 Adopted Operating Millage  |              |                                      | 4.4000                | \$13,754,563                         | \$13,066,835     |
| Rolled Back Rate (Estimated)             |              |                                      | 4.3499                | \$13,597,948                         | \$12,918,051     |
| <b>Increase/Decrease(-) from FY 2020</b> |              |                                      | <b>0.0000</b>         |                                      |                  |

### 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%)    |
| 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        | 4.4000       | \$3,116,633,395   | 1.0%                            | \$13,713,187         | \$13,027,528 |
| 2021        | 4.4000       | \$3,126,037,017 * | 0.3%                            | \$13,754,563         | \$13,066,835 |

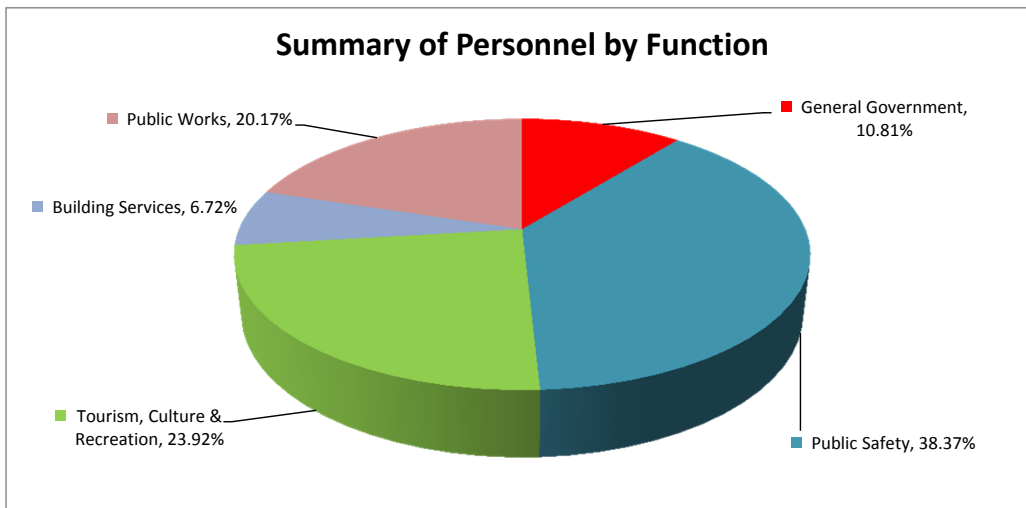
\*Based on July 1, 2020 Miami-Dade County Property Appraiser 2020 Preliminary Taxable Values

| FY 2021 Value of 1 Mill* |             |             |
|--------------------------|-------------|-------------|
| Mills                    | Gross       | Net Revenue |
|                          | Revenue     | (95%)       |
| 1.00                     | \$3,126,037 | \$2,969,735 |
| 0.75                     | \$2,344,528 | \$2,227,301 |
| 0.50                     | \$1,563,019 | \$1,484,868 |
| 0.40                     | \$1,250,415 | \$1,187,894 |
| 0.30                     | \$937,811   | \$890,921   |
| 0.25                     | \$781,509   | \$742,434   |
| 0.10                     | \$312,604   | \$296,974   |

## Town-Wide Personnel Complement

Positions by Fund and Department

| Fund   | Department  | Funded FY 2019 Positions |           |           |              | Funded FY 2020 Positions |           |           |              | Funded FY 2021 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   | 0                        | 0         | 0         | 0            | 0                        | 0         | 0         | 0            | 0                        | 0         | 0         | 0            |
|  | Executive   | 7.75                     | 1         | 0         | 8.25         | 8.75                     | 1         | 0         | 9.25         | 3.66                     | 0         | 0         | 3.66         |
|  | Finance   | 5                        | 0         | 0         | 5            | 5.5                      | 0         | 0         | 5.5          | 6.5                      | 0         | 0         | 6.5          |
|  | Town Clerk  | 3                        | 1         | 0         | 3.5          | 3                        | 1         | 0         | 3.5          | 3                        | 1         | 0         | 3.5          |
|  | Public Safety   | 36.25                    | 1         | 0         | 36.75        | 37.25                    | 1         | 0         | 37.75        | 40.75                    | 1         | 0         | 41.25        |
|  | Public Works <sup>1</sup>                                       | 5.65                     | 1         | 0         | 6.15         | 5.65                     | 1         | 0         | 6.15         | 5.65                     | 0         | 0         | 5.65         |
|  | Parks & Recreation  | 1.1                      | 6         | 19        | 8.6          | 1.1                      | 6         | 19        | 8.6          | 1.1                      | 6         | 19        | 8.6          |
|  | Community Services/<br>Public<br>Communications                 | 0.91                     | 0         | 0         | 0.91         | 0.91                     | 0         | 0         | 0.91         | 0.5                      | 0         | 0         | 0.5          |
| Tourism, Culture, &<br>Recreation (Resort Tax<br>Fund) | Tourism & Culture<br>Cultural/ Community<br>Center <sup>2</sup> | 1.34                     | 0         | 0         | 1.34         | 1.34                     | 0         | 0         | 1.34         | 2.44                     | 0         | 0         | 2.44         |
| 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   | 7                        | 8         |           | 11           | 7                        | 7         |           | 10.5         | 5                        | 7         |           | 8.5          |
| Water/Sewer  | Public Works  | 4.55                     | 0         | 0         | 4.55         | 5.05                     | 0         | 0         | 5.05         | 5.05                     | 0         | 0         | 5.05         |
| Parking  | Public Safety   | 6.75                     | 1         | 0         | 7.25         | 7.75                     | 1         | 0         | 8.25         | 7.25                     | 0         | 0         | 7.25         |
| 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 <sup>1</sup>                                       | 1                        | 0         | 0         | 1            | 1                        | 0         | 0         | 1            | 1                        | 0         | 0         | 1            |
| <b>Total</b>   |   | <b>109</b>               | <b>31</b> | <b>27</b> | <b>125.9</b> | <b>115</b>               | <b>30</b> | <b>27</b> | <b>131.4</b> | <b>112</b>               | <b>27</b> | <b>27</b> | <b>126.9</b> |



## Town-Wide Personnel Complement

### Staffing Changes from FY 2020 to FY 2021

**Full time positions:** The net number of FY 2021 full time funded positions has decreased by three (3) from positions funded in FY 2020. Following are the position changes in FY 2021.

|                        |  |  |                      |
|------------------------|--|--|----------------------|
| General Fund           | Executive                                    | Assistant Town Manger - allocation change to 0.66 from 0.75  | (0.09)               |
|                        | Executive/Code Compliance Division           | Code Compliance Director - division moved to Public Safety Department  | (1.00)               |
|                        | Executive/Code Compliance Division           | Code Compliance Assistant Director - division moved to Public Safety Department  | (1.00)               |
|                        | Executive/Code Compliance Division           | Code Compliance Officer - division moved to Public Safety Department   | (1.00)               |
|                        | Executive/Code Compliance Division           | Code Compliance Clerk - division moved to Public Safety Department and position allocated 50/50 to Code Compliance and Municipal Parking | (1.00)               |
|                        | Executive/Planning                           | Resiliency & Sustainability Officer - moved to Community Services and Public Communications  | (1.00)               |
|                        | Finance                                      | Procurement Officer - New Position   | 1.00                 |
|                        | Public Safety/Code Compliance Division       | Code Compliance Director - division moved to Public Safety Department  | 1.00                 |
|                        | Public Safety/Code Compliance Division       | Code Compliance Assistant Director - division moved to Public Safety Department  | 1.00                 |
|                        | Public Safety/Code Compliance Division       | Code Compliance Officer - division moved to Public Safety Department   | 1.00                 |
|                        | Public Safety/Code Compliance Division       | Code Compliance Clerk - division moved to Public Safety Department and position allocated 50/50 to Code Compliance and Municipal Parking | 0.50                 |
|                        | Community Services and Public Communications | Assistant Town Manger - allocation to Resort Tax Fund  | (0.25)               |
|                        | Community Services and Public Communications | Marketing & Special Project Coordinator position eliminated  | (0.66)               |
|                        | Community Services and Public Communications | Tourism & Public Communication Manager -position allocation 25%/75% General Fund/Tourist Resort Fund                                     | 0.25                 |
|                        | Community Services and Public Communications | Resiliency & Public Communications Specialist -position allocation 25%/75% General Fund/Tourist Resort Fund                              | 0.25                 |
| Tourist Resort Fund    | Culture / Tourism                            | Assistant Town Manger - 0.34 allocation  | 0.34                 |
|                        | Culture / Tourism                            | Tourism Director position eliminated   | (1.00)               |
|                        | Culture / Tourism                            | Marketing & Special Project Coordinator position eliminated  | (0.34)               |
|                        | Culture / Tourism                            | Tourism & Public Communication Manager -position allocation 25%/75% General Fund/Tourist Resort Fund                                     | 0.75                 |
|                        | Culture / Tourism                            | Resiliency & Public Communications Specialist -position allocation 25%/75% General Fund/Tourist Resort Fund                              | 0.75                 |
|                        | Culture / Tourism                            | Program and Event Coordinator - allocated 60%  | 0.60                 |
|                        | Cultural / Community Center                  | Program and Event Coordinator - allocated 60%  | (0.60)               |
| Building Fund          | Building Servies                             | Assistant Building Official position eliminated  | (1.00)               |
|                        | Building Servies                             | Customer Service Representative position eliminated  | (1.00)               |
| Municipal Parking Fund | Public Safety                                | Parking Enforcement Officer position eliminated  | (1.00)               |
|                        | Public Safety                                | Code Compliance Clerk - division moved to Public Safety Department and position allocated 50/50 to Code Compliance and Municipal Parking | 0.50                 |
|                        | <b>Total</b>                                 |  | <b><u>(3.00)</u></b> |

**Part time positions:** The net number of part time and other temporary positions decreased

|                        |                                    |   |                      |
|------------------------|------------------------------------|---|----------------------|
| General Fund           | Executive/Code Compliance Division | Part-time Code Compliance Officer position eliminated | (0.50)               |
|                        | Public Works                       | Part-time Maintenance Worker position eliminated      | (0.50)               |
| Municipal Parking Fund | Public Safety                      | Administrative Aide position eliminated               | (0.50)               |
|                        | <b>Total</b>                       |   | <b><u>(1.50)</u></b> |

**SUMMARY OF NEW PROGRAM MODIFICATIONS  
FY 2021**

| <b>Department/Division</b>               | <b>Description of Program Modifications</b>        | <b>Total Cost</b> | <b>Funded</b>    |
|--|--|-------------------|------------------|
| <b>GENERAL FUND</b>                      |  |                   |                  |
| Finance                                  | Procurement Coordinator                            | \$106,265         | \$106,265        |
|  | Implement new IT penetration testing program       | \$2,495           | \$2,495          |
|  | IT Security awareness testing and training program | \$3,515           | \$3,515          |
| <b>TOTAL</b>                             | <b>GENERAL FUND</b>                                | <b>\$112,275</b>  | <b>\$112,275</b> |
| <b>SPECIAL REVENUE FUNDS:</b>            |  |                   |                  |
| <b>TOURIST RESORT FUND</b>               |  |                   |                  |
| Parks & Recreation -<br>Community Center | Maintenance Worker II                              | \$56,742          | \$56,742         |
|  | Pool and spa resurfacing                           | \$85,000          | \$85,000         |
| <b>TOTAL</b>                             | <b>TOURIST RESORT FUND</b>                         | <b>\$141,742</b>  | <b>\$141,742</b> |
| <b>ENTERPRISE FUNDS:</b>                 |  |                   |                  |
| <b>STORMWATER FUND</b>                   |  |                   |                  |
| Public Works / Stormwater                | Additional frequency of street sweeping            | \$22,578          | \$22,578         |
| <b>TOTAL</b>                             | <b>STORMWATER FUND</b>                             | <b>\$22,578</b>   | <b>\$22,578</b>  |
| <b>TOTAL ALL FUNDS</b>                   |  | <b>\$276,595</b>  | <b>\$276,595</b> |

**SUMMARY OF NEW CAPITAL OUTLAY REQUESTS  
FY 2021**

| <b>Department/Division</b>     | <b>Description of New Capital Expenditures</b> | <b>Total Cost</b> | <b>Funded</b>    |
|--------------------------------|--|-------------------|------------------|
| <b>GENERAL FUND</b>            |  |                   |                  |
| Public Safety/Police           | New 9mm firearms for sworn officers            | \$16,600          | \$16,600         |
| <b>TOTAL</b>                   | <b>GENERAL FUND</b>                            | <b>\$16,600</b>   | <b>\$16,600</b>  |
| <b>ENTERPRISE FUNDS:</b>       |  |                   |                  |
| <b>WATER AND SEWER FUND</b>    |  |                   |                  |
| Public Works/Water & Sewer     | Biscaya Island Water Main Crossing Relocation  | \$120,000         | \$120,000        |
| <b>TOTAL</b>                   | <b>WATER AND SEWER FUND</b>                    | <b>\$120,000</b>  | <b>\$120,000</b> |
| <b>INTERNAL SERVICE FUNDS:</b> |  |                   |                  |
| <b>FLEET MANAGEMENT FUND</b>   |  |                   |                  |
| Public Safety                  | Work Utility Vehicle                           | \$197,000         | \$197,000        |
| <b>TOTAL</b>                   |  | <b>\$197,000</b>  | <b>\$197,000</b> |
| <b>TOTAL ALL FUNDS</b>         |  | <b>\$333,600</b>  | <b>\$333,600</b> |



## ***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 2019              | FY 2020             | FY 2020              | FY 2021              |
|----------------------------------|----------------------|---------------------|----------------------|----------------------|
|                                  | Actual               | Adopted             | Estimated            | Proposed             |
| <b><u>FUNDS AVAILABLE</u></b>    |                      |                     |                      |                      |
| Property Taxes                   | \$ 12,966,520        | \$13,027,528        | \$ 13,027,528        | \$ 13,066,835        |
| Sales and Use Taxes              | 103,746              | 99,477              | 99,477               | 94,500               |
| Franchise and Utility Taxes      | 1,540,121            | 1,490,000           | 1,490,000            | 1,516,300            |
| Permits/Licenses/Inspections     | 13,106               | 10,000              | 10,000               | 10,000               |
| Intergovernmental Revenues       | 646,483              | 637,500             | 637,500              | 595,075              |
| Charges for Services             | 632,841              | 478,700             | 478,700              | 457,600              |
| Fines and Forfeitures            | 191,186              | 139,000             | 139,000              | 170,000              |
| Miscellaneous Revenues           | 258,395              | 128,100             | 128,100              | 159,600              |
| Developer Contributions          | -                    | -                   | 272,000              | -                    |
| Proceeds from Disposal of Assets | 22,875               | -                   | -                    | -                    |
| Other Sources                    | 508,914              | 538,967             | 538,967              | 573,528              |
| Projected Fund Balance Beginning | 11,018,413           | 13,062,248          | 14,984,105           | 15,633,476           |
| <b>TOTAL</b>                     | <b>\$ 27,902,600</b> | <b>\$29,611,520</b> | <b>\$ 31,805,377</b> | <b>\$ 32,276,914</b> |
| <br><b><u>APPROPRIATIONS</u></b> |                      |                     |                      |                      |
| Personnel Costs                  | \$ 7,325,371         | \$ 8,235,623        | \$ 8,308,453         | \$ 8,659,795         |
| Operating Expenses               | 4,098,412            | 5,157,055           | 5,093,284            | 4,501,871            |
| Capital Outlay                   | 80,254               | 181,100             | 196,164              | 16,600               |
| Debt Service                     | 1,460                | -                   | -                    | 24,124               |
| Non-Operating Expenses           | 62,998               | 624,000             | 624,000              | 280,500              |
| Transfers to Other Funds         | 1,350,000            | 225,000             | 1,950,000            | -                    |
| <b>TOTAL APPROPRIATIONS</b>      | <b>\$ 12,918,495</b> | <b>\$14,422,777</b> | <b>\$ 16,171,901</b> | <b>\$ 13,482,890</b> |
| Ending Fund Balance - Assigned   |                      |                     |                      |                      |
| Disaster Recovery                | 2,000,000            | 2,000,000           | 2,000,000            | 2,000,000            |
| Ending Fund Balance - Assigned   |                      |                     |                      |                      |
| Resiliency                       | -                    | 60,000              | 60,000               | 60,000               |
| Projected Fund Balance Ending    | 12,984,105           | 13,128,743          | 13,573,476           | 16,734,024           |
| <b>TOTAL</b>                     | <b>\$ 27,902,600</b> | <b>\$29,611,520</b> | <b>\$ 31,805,377</b> | <b>\$ 32,276,914</b> |



# 001 GENERAL FUND

|                                  | FY 2019              | FY 2020             | FY 2020              | FY 2021              |
|----------------------------------|----------------------|---------------------|----------------------|----------------------|
|                                  | Actual               | Adopted             | Estimated            | Proposed             |
| <b>REVENUES</b>                  |                      |                     |                      |                      |
| Property Taxes                   | \$ 12,966,520        | \$13,027,528        | \$ 13,027,528        | \$ 13,066,835        |
| Sales and Use Taxes              | 103,746              | 99,477              | 99,477               | 94,500               |
| Franchise and Utility Taxes      | 1,540,121            | 1,490,000           | 1,490,000            | 1,516,300            |
| Permits/Licenses/Inspections     | 13,106               | 10,000              | 10,000               | 10,000               |
| Intergovernmental Revenues       | 646,483              | 637,500             | 637,500              | 595,075              |
| Charges for Services             | 632,841              | 478,700             | 478,700              | 457,600              |
| Fines and Forfeitures            | 191,186              | 139,000             | 139,000              | 170,000              |
| Miscellaneous Revenues           | 80,831               | 56,100              | 56,100               | 54,600               |
| Interest                         | 177,564              | 72,000              | 72,000               | 105,000              |
| Developer Contributions          | -                    | -                   | 272,000              | -                    |
| Proceeds from Disposal of Assets | 22,875               | -                   | -                    | -                    |
| Other Sources - Transfers In     | 508,914              | 538,967             | 538,967              | 573,528              |
| <b>TOTAL REVENUES</b>            | <b>\$ 16,884,187</b> | <b>\$16,549,272</b> | <b>\$ 16,821,272</b> | <b>\$ 16,643,438</b> |
| <b>EXPENDITURES</b>              |                      |                     |                      |                      |
| Personnel Costs                  | \$ 7,325,371         | \$ 8,235,623        | \$ 8,308,453         | \$ 8,659,795         |
| Operating Expenses               | 4,098,412            | 5,157,055           | 5,093,284            | 4,501,871            |
| Capital Outlay                   | 80,254               | 181,100             | 196,164              | 16,600               |
| Debt Service                     | 1,460                | -                   | -                    | 24,124               |
| Non-Operating Expenses           | 62,998               | 74,000              | 74,000               | 30,500               |
| Transfers to Other Funds         | 1,350,000            | 225,000             | 1,950,000            | -                    |
| Contingency                      | -                    | 550,000             | 550,000              | 250,000              |
| Resiliency Reserve               | -                    | 60,000              | 60,000               | -                    |
| Return to Reserves               | -                    | 2,066,495           | 589,371              | 3,160,548            |
| <b>TOTAL EXPENDITURES</b>        | <b>\$ 12,918,495</b> | <b>\$16,549,272</b> | <b>\$ 16,821,272</b> | <b>\$ 16,643,438</b> |
| <b>Net Results</b>               | <b>\$ 3,965,692</b>  | <b>\$ (0)</b>       | <b>\$ -</b>          | <b>\$ -</b>          |

## 001 GENERAL FUND

### TOTAL REVENUES

| Line Item Prefix: 001--: |  | FY 2019              | FY 2020              | FY 2020              | FY 2021              |
|--------------------------|--|----------------------|----------------------|----------------------|----------------------|
|                          |  | Actual               | Adopted              | Estimated            | Proposed             |
| 511-311-1000             | Current & Delinquent Real Property             | \$ 12,835,787        | \$ 12,937,528        | \$ 12,937,528        | \$ 12,946,835        |
| 511-311-1001             | Current & Delinquent Personal Property         | 130,733              | 90,000               | 90,000               | 120,000              |
| <b>TOTAL</b>             | <b>Real Property Tax</b>                       | <b>\$ 12,966,520</b> | <b>\$ 13,027,528</b> | <b>\$ 13,027,528</b> | <b>\$ 13,066,835</b> |
| 511-312-4100             | First Local Option Fuel Tax                    | 74,858               | 71,725               | 71,725               | 68,150               |
| 511-312-4200             | Second Local Option Fuel Tax                   | 28,888               | 27,752               | 27,752               | 26,350               |
| <b>TOTAL</b>             | <b>Sales and Use Taxes</b>                     | <b>\$ 103,746</b>    | <b>\$ 99,477</b>     | <b>\$ 99,477</b>     | <b>\$ 94,500</b>     |
| 511-314-1000             | Electric Utility                               | \$ 680,787           | \$ 665,000           | \$ 665,000           | \$ 678,300           |
| 511-314-4000             | Gas Utility                                    | 6,947                | 20,000               | 20,000               | 20,000               |
| 511-315-0100             | Communication Services Tax                     | 210,758              | 209,000              | 209,000              | 209,000              |
| 511-316-0100             | Surfside Local Business Licensing Tax          | 97,101               | 95,000               | 95,000               | 95,000               |
| 511-316-0200             | Miami-Dade Occ Licenses Tax Share              | 17,834               | 7,500                | 7,500                | 10,000               |
| 511-316-0300             | Surfside Local Business License Penalty        | 5,485                | 1,500                | 1,500                | 3,000                |
| <b>TOTAL</b>             | <b>Municipal Utility &amp; Other Use Taxes</b> | <b>\$ 1,018,912</b>  | <b>\$ 998,000</b>    | <b>\$ 998,000</b>    | <b>\$ 1,015,300</b>  |
| 511-323-1000             | Electric Franchise                             | \$ 487,054           | \$ 470,000           | \$ 470,000           | \$ 479,000           |
| 511-323-4000             | Gas Franchise                                  | 34,155               | 22,000               | 22,000               | 22,000               |
| <b>TOTAL</b>             | <b>Franchise Fees</b>                          | <b>\$ 521,209</b>    | <b>\$ 492,000</b>    | <b>\$ 492,000</b>    | <b>\$ 501,000</b>    |
| 511-329-2010             | Lobbyist Fees / Registrations                  | \$ 13,106            | \$ 10,000            | \$ 10,000            | \$ 10,000            |
| <b>TOTAL</b>             | <b>Permits/Licenses/Inspection</b>             | <b>\$ 13,106</b>     | <b>\$ 10,000</b>     | <b>\$ 10,000</b>     | <b>\$ 10,000</b>     |
| 511-335-1200             | State Revenue Sharing                          | \$ 171,230           | \$ 166,000           | \$ 166,000           | \$ 149,400           |
| 511-335-1500             | Beverage License                               | 6,174                | 7,500                | 7,500                | 6,000                |
| 511-335-1800             | Half Cent Sales Tax                            | 462,912              | 456,500              | 456,500              | 433,675              |
| 511-335-4900             | Motor Fuel Tax Rebate                          | 6,167                | 7,500                | 7,500                | 6,000                |
| <b>TOTAL</b>             | <b>Intergovernmental - Federal/State</b>       | <b>\$ 646,483</b>    | <b>\$ 637,500</b>    | <b>\$ 637,500</b>    | <b>\$ 595,075</b>    |
| 521-342-1010             | Special Police Detail - Extra Duty             | \$ 328,199           | \$ 180,000           | \$ 180,000           | \$ 180,000           |
| 572-347-2002             | Pool Admission Fees                            | 24,108               | 27,000               | 27,000               | 25,000               |
| 572-347-2003             | Recreation - Aquatic Programs                  | 26,111               | 32,000               | 32,000               | 25,000               |
| 572-347-2004             | Recreation - Community Ctr Facility Rentals    | 5,389                | 6,000                | 6,000                | 6,000                |
| 572-347-2005             | Recreation - ID Cards                          | 325                  | 300                  | 300                  | 300                  |
| 572-347-2006             | Recreation - Winter Camp                       | 5,133                | 5,000                | 5,000                | 5,000                |
| 572-347-2007             | Recreation - Summer Camp                       | 98,218               | 110,000              | 110,000              | 100,000              |
| 572-347-2022             | Recreation - Spring Camp                       | 3,890                | 6,000                | 6,000                | 4,000                |
| 347-2008                 | Recreation - Locker Rentals                    | 43                   | -                    | -                    | -                    |
| 572-347-2015             | Recreation - Adult Programs                    | 19,320               | 24,000               | 24,000               | 24,000               |
| 572-347-2016             | Recreation - Youth Programs                    | 116,545              | 85,000               | 85,000               | 85,000               |
| 572-347-2018             | Recreation - Senior Programs                   | 2,610                | 2,800                | 2,800                | 2,600                |
| 572-347-2019             | Recreation - Tennis Reservations               | 705                  | 600                  | 600                  | 700                  |
| 572-347-2090             | Recreation - Concessions                       | 1,995                | -                    | -                    | -                    |
| 572-347-2095             | Recreation - Community Ctr Brick Sponsors      | 250                  | -                    | -                    | -                    |
| <b>TOTAL</b>             | <b>Charges for Services</b>                    | <b>\$ 632,841</b>    | <b>\$ 478,700</b>    | <b>\$ 478,700</b>    | <b>\$ 457,600</b>    |

## 001 GENERAL FUND

### TOTAL REVENUES

| Line Item Prefix: 001--: |   | FY 2019              | FY 2020              | FY 2020              | FY 2021              |
|--------------------------|---|----------------------|----------------------|----------------------|----------------------|
|                          |   | Actual               | Adopted              | Estimated            | Proposed             |
| 521-351-5005             | Traffic Violations                      | \$ 34,081            | \$ 25,000            | \$ 25,000            | \$ 40,000            |
| 521-351-5010             | Parking Violations                      | 111,504              | 90,000               | 90,000               | 100,000              |
| 521-351-5030             | Red Light Enforcement                   | 7,183                | -                    | -                    | -                    |
| 524-359-4000             | Code Enforcement Fees and Penalties     | 38,418               | 24,000               | 24,000               | 30,000               |
| <b>TOTAL</b>             | <b>Fines &amp; Forfeitures</b>          | <b>\$ 191,186</b>    | <b>\$ 139,000</b>    | <b>\$ 139,000</b>    | <b>\$ 170,000</b>    |
| 511-361-1000             | Interest Earnings                       | \$ 177,564           | \$ 72,000            | \$ 72,000            | \$ 105,000           |
| 364-1000                 | Disposition of Assets                   | 22,875               | -                    | -                    | -                    |
| 521-369-9004             | Other Miscellaneous Revenues - Police   | 6,984                | 5,000                | 5,000                | 5,000                |
| 524-369-9009             | Blue Prints                             | 118                  | 500                  | 500                  | 500                  |
| 511-369-9010             | Other Miscellaneous Revenues            | 46,028               | 40,000               | 40,000               | 40,000               |
| 539-343-9011             | Vacant Window Covering                  | 5,323                | -                    | -                    | -                    |
| 539-369-9030             | Public Works Repairs Revenue            | 100                  | 500                  | 500                  | -                    |
| 511-369-9040             | Beach Furniture Registration            | 2,000                | -                    | -                    | -                    |
| 511-369-9050             | Bike Sharing Revenue                    | 11,687               | 4,500                | 4,500                | 4,500                |
| 511-369-9055             | Car Charging Station Revenue            | 136                  | 100                  | 100                  | 100                  |
| 511-369-9065             | Gazette Advertisement Revenue           | 3,375                | 4,500                | 4,500                | 3,500                |
| 511-369-9075             | Special Event Coordination              | 5,080                | 1,000                | 1,000                | 1,000                |
| <b>TOTAL</b>             | <b>Miscellaneous Revenues</b>           | <b>\$ 281,270</b>    | <b>\$ 128,100</b>    | <b>\$ 128,100</b>    | <b>\$ 159,600</b>    |
| 511-381-1700             | Interfund Transfer: Mun. Transportation | \$ 11,563            | \$ 12,250            | \$ 12,250            | \$ 10,706            |
| 511-381-1600             | Interfund Transfer: Tourist Resort      | -                    | -                    | -                    | 57,359               |
| 511-381-1600             | Interfund Transfer: Building Services   | 122,867              | 153,320              | 153,320              | 137,662              |
| 511-381-4100             | Interfund Transfer: Water / Sewer       | 102,389              | 102,242              | 102,242              | 105,367              |
| 511-381-4200             | Interfund Transfer: Mun. Parking        | 102,389              | 102,242              | 102,242              | 113,300              |
| 511-381-4300             | Interfund Transfer: Solid Waste         | 138,989              | 138,241              | 138,241              | 114,718              |
| 511-381-4400             | Interfund Transfer: Stormwater          | 30,717               | 30,672               | 30,672               | 34,416               |
| <b>TOTAL</b>             | <b>Interfund Transfers</b>              | <b>\$ 508,914</b>    | <b>\$ 538,967</b>    | <b>\$ 538,967</b>    | <b>\$ 573,528</b>    |
| 511-389-8065             | Developer Contributions - Eden Surfside |                      |                      | \$ 272,000           |                      |
| <b>TOTAL</b>             | <b>Other Sources</b>                    | <b>\$ -</b>          | <b>\$ -</b>          | <b>\$ 272,000</b>    | <b>\$ -</b>          |
| 511-392-0000             | Appropriated Fund Balance               |                      | \$ -                 |                      |                      |
| <b>TOTAL</b>             | <b>Appropriated Fund Balance</b>        | <b>\$ -</b>          | <b>\$ -</b>          | <b>\$ -</b>          | <b>\$ -</b>          |
| <b>TOTAL</b>             | <b>REVENUES</b>                         | <b>\$ 16,884,187</b> | <b>\$ 16,549,272</b> | <b>\$ 16,821,272</b> | <b>\$ 16,643,438</b> |

# 001 GENERAL FUND

## TOTAL EXPENDITURES

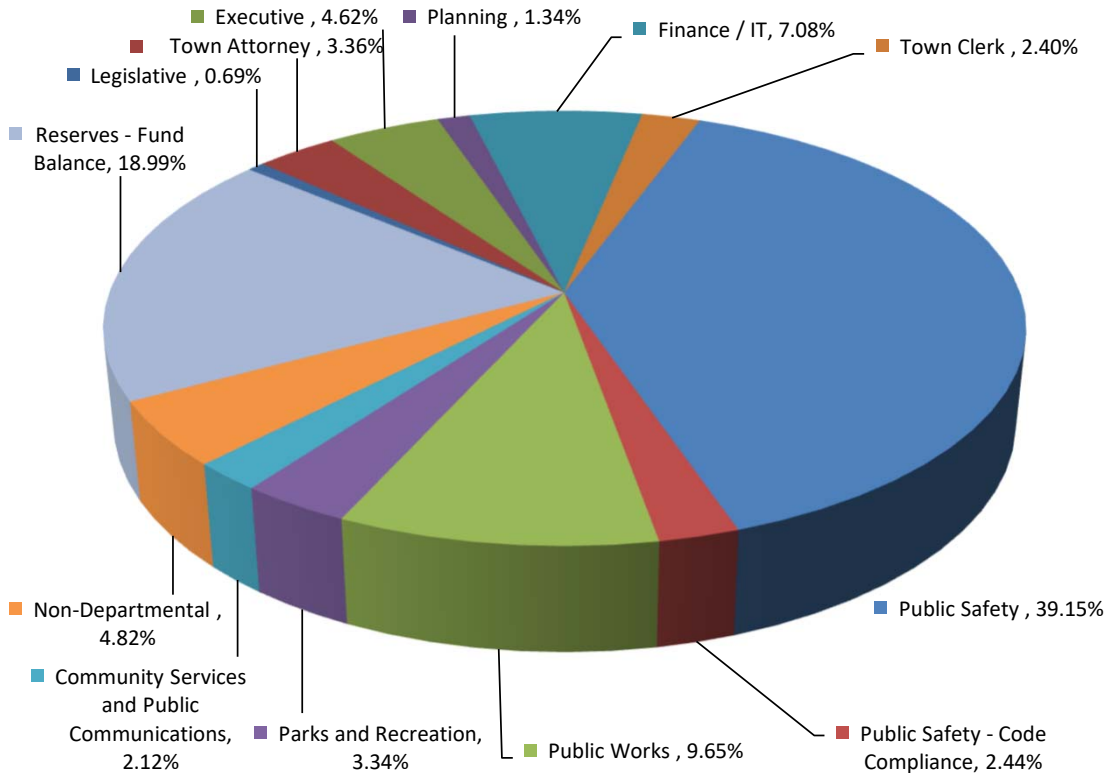
| Line Item                        |                                   | FY 2019<br>Actual   | FY 2020<br>Adopted  | FY 2020<br>Estimated | FY 2021<br>Proposed |
|----------------------------------|-----------------------------------|---------------------|---------------------|----------------------|---------------------|
| <b><u>Personnel Services</u></b> |                                   |                     |                     |                      |                     |
| 1210                             | Regular Salaries                  | \$ 4,483,869        | \$ 4,939,932        | \$ 4,998,682         | \$ 5,132,747        |
| 1310                             | Other Salaries                    | 104,406             | 235,515             | 235,515              | 182,382             |
| 1410                             | Overtime                          | 308,593             | 266,500             | 266,500              | 269,000             |
| 1510                             | Special pay                       | 110,705             | 146,621             | 146,621              | 141,960             |
| 1520                             | Extra Duty Pay                    | 298,523             | 180,000             | 180,000              | 180,000             |
| 2110                             | Payroll Taxes                     | 392,956             | 428,739             | 433,239              | 439,374             |
| 2210                             | Retirement Contribution           | 702,225             | 955,637             | 955,637              | 1,123,936           |
| 2310                             | Life & Health Insurance           | 771,430             | 888,902             | 898,312              | 996,283             |
| 2410                             | Workers Compensation              | 152,664             | 193,777             | 193,947              | 194,113             |
| <b>Total</b>                     | <b>Personnel Services</b>         | <b>\$ 7,325,371</b> | <b>\$ 8,235,623</b> | <b>\$ 8,308,453</b>  | <b>\$ 8,659,795</b> |
| <b><u>Operating Expenses</u></b> |                                   |                     |                     |                      |                     |
| 3103                             | Lobbyist                          | \$ 38,590           | \$ 48,000           | \$ 48,000            | \$ 46,000           |
| 3110/3115                        | Professional Services             | 1,255,282           | 1,604,997           | 1,528,565            | 1,199,763           |
| 3111/3120                        | Lawsuits and Prosecutions         | 26,462              | -                   | -                    | -                   |
| 3112                             | Physical Examinations             | 14,579              | 17,760              | 18,010               | 17,220              |
| 3210                             | Accounting and Auditing           | 62,000              | 92,200              | 92,200               | 79,000              |
| 3410                             | Other Contractual Services        | 258,268             | 311,405             | 311,405              | 218,335             |
| 3411                             | Nuisance Abatement                | 476                 | 10,000              | 10,000               | 5,000               |
| 3420                             | Other Code Services               | 5,194               | 7,300               | 7,300                | 7,000               |
| 4009                             | Car Allowance                     | 26,970              | 27,270              | 27,270               | 29,934              |
| 4110                             | Telecommunications                | 67,505              | 101,376             | 104,451              | 76,230              |
| 4111                             | Postage                           | 11,904              | 22,000              | 22,000               | 21,700              |
| 4112                             | Mobile Phone Allowance            | 21,769              | 20,034              | 16,959               | 11,742              |
| 4310                             | Electricity                       | 44,183              | 54,980              | 54,980               | 44,480              |
| 541-4310                         | Roadway Electricity               | 34,208              | 38,000              | 38,000               | 38,000              |
| 4311                             | Water and Sewer                   | 79,636              | 114,000             | 114,000              | 114,000             |
| 4402                             | Building Rental/Leasing           | 1,789               | 2,000               | 2,000                | -                   |
| 4403                             | Equipment/Vehicle Leasing         | 172,566             | 185,475             | 209,599              | 171,025             |
| 4510                             | Property and Liability Insurance  | 205,322             | 231,303             | 231,303              | 268,589             |
| 4601                             | Maintenance Service/Repair Contr. | 141,323             | 171,706             | 174,305              | 108,098             |
| 4602                             | Building Maintenance              | 33,029              | 93,000              | 93,000               | 93,000              |
| 4603                             | Equipment Maintenance             | 50,710              | 72,340              | 69,740               | 41,877              |
| 4604                             | Grounds Maintenance               | 247,906             | 333,062             | 333,062              | 330,801             |
| 516-4605                         | IT Software Maintenance           | -                   | -                   | -                    | 82,254              |
| 4606                             | IT Hardware Maintenance           | -                   | -                   | -                    | 41,682              |
| 4609                             | Take Home Vehicle                 | 129                 | -                   | -                    | -                   |
| 4611                             | Miscellaneous Maintenance         | 83,980              | 154,805             | 132,805              | 171,250             |
| 4612                             | Vehicle Maintenance - Usage       | 153,522             | 155,026             | 155,026              | 152,601             |
| 4613                             | Vehicle Maint. - Fleet Replacemen | 394,095             | 361,966             | 361,966              | 295,740             |
| 4710                             | Printing & Binding                | 2,714               | 5,250               | 5,250                | 4,750               |

## 001 GENERAL FUND TOTAL EXPENDITURES

| Line Item                            |                                   | FY 2019<br>Actual    | FY 2020<br>Adopted   | FY 2020<br>Estimated | FY 20201<br>Proposed |
|--------------------------------------|-----------------------------------|----------------------|----------------------|----------------------|----------------------|
| 4810                                 | Promotional Activities            | 100,658              | 122,940              | 120,940              | 106,140              |
| 4910                                 | Legal Advertisement               | 9,157                | 40,000               | 40,000               | 39,500               |
| 4911                                 | Other Current Charges             | 131,830              | 215,020              | 223,520              | 211,550              |
| 5110                                 | Office Supplies                   | 43,496               | 52,500               | 50,718               | 49,800               |
| 5210                                 | Property and Maintenance          | 23,876               | 35,000               | 35,000               | 35,000               |
| 5213                                 | Landscape Improvements            | 3,742                | 5,000                | 5,000                | 5,000                |
| 5214                                 | Uniforms                          | 30,426               | 38,963               | 38,963               | 32,213               |
| 5215                                 | Uniform Allowance                 | -                    | 1,200                | 1,200                | 1,200                |
| 5216                                 | Gasoline                          | 120,504              | 131,692              | 131,692              | 92,200               |
| 5225                                 | Merchant Fees                     | 12,398               | 18,700               | 18,700               | 12,500               |
| 5290                                 | Miscellaneous Operating Supplies  | 98,419               | 120,320              | 122,320              | 112,632              |
| 5310                                 | Road Materials                    | 6,427                | 7,000                | 9,000                | 6,000                |
| 5410                                 | Subscriptions and Memberships     | 15,948               | 21,090               | 21,090               | 21,090               |
| 5520                                 | Conferences and Seminars          | 53,631               | 78,575               | 80,145               | 73,175               |
| 5510                                 | Training & Educational            | 13,789               | 33,800               | 33,800               | 33,800               |
| <b>Total</b>                         | <b>Operating Expenses</b>         | <b>\$ 4,098,412</b>  | <b>\$ 5,157,055</b>  | <b>\$ 5,093,284</b>  | <b>\$ 4,501,871</b>  |
| <b><u>Capital Outlay</u></b>         |                                   |                      |                      |                      |                      |
| 6410                                 | Machinery and Equipment           | \$ 80,254            | \$ 181,100           | \$ 196,164           | \$ 16,600            |
| <b>Total</b>                         | <b>Capital Outlay</b>             | <b>\$ 80,254</b>     | <b>\$ 181,100</b>    | <b>\$ 196,164</b>    | <b>\$ 16,600</b>     |
| <b><u>Debt Service</u></b>           |                                   |                      |                      |                      |                      |
| 7110                                 | Principal                         | \$ 1,457             | \$ -                 | \$ -                 | \$ 24,124            |
| 7210                                 | Interest                          | 3                    | -                    | -                    | -                    |
| <b>Total</b>                         | <b>Debt Service</b>               | <b>\$ 1,460</b>      | <b>\$ -</b>          | <b>\$ -</b>          | <b>\$ 24,124</b>     |
| <b><u>Non-operating Expenses</u></b> |                                   |                      |                      |                      |                      |
| 8300                                 | Other Grants and Aid              | \$ 62,998            | \$ 74,000            | \$ 74,000            | \$ 30,500            |
| 9130                                 | Transfer to Capital Projects Fund | 1,108,000            | 225,000              | 1,950,000            | -                    |
| 9190                                 | Transfer to Fleet Mgmt Fund       | 242,000              | -                    | -                    | -                    |
| 9920                                 | Contingency                       | -                    | 550,000              | 550,000              | 250,000              |
| 99TBD                                | Resiliency Reserve                | -                    | 60,000               | 60,000               | -                    |
| 9310                                 | Reserves/Return to Fund Balance   | -                    | 2,066,495            | 589,371              | 3,160,548            |
| <b>Total</b>                         | <b>Non-operating Expenses</b>     | <b>\$ 1,412,998</b>  | <b>\$ 2,975,495</b>  | <b>\$ 3,223,371</b>  | <b>\$ 3,441,048</b>  |
| <b>TOTAL</b>                         | <b>GENERAL FUND EXPENDITURE:</b>  | <b>\$ 12,918,495</b> | <b>\$ 16,549,272</b> | <b>\$ 16,821,272</b> | <b>\$ 16,643,438</b> |

## General Fund Expenditures Summary by Department

| Department                                   | FY 2019              | FY 2020              | FY 2020              | FY 2021              |
|--|----------------------|----------------------|----------------------|----------------------|
|  | Actual               | Adopted              | Estimated            | Proposed             |
| Legislative                                  | \$ 122,988           | \$ 188,105           | \$ 188,105           | \$ 115,605           |
| Town Attorney                                | 477,400              | 559,932              | 559,932              | 559,412              |
| Executive                                    | 804,120              | 887,797              | 887,797              | 768,711              |
| Planning                                     | 256,450              | 404,584              | 411,174              | 223,382              |
| Finance / IT                                 | 1,083,529            | 1,206,916            | 1,200,326            | 1,177,905            |
| Town Clerk                                   | 284,776              | 398,623              | 398,623              | 398,945              |
| Public Safety                                | 6,076,058            | 6,369,236            | 6,393,360            | 6,515,478            |
| Public Safety - Code Compliance              | 308,949              | 438,420              | 438,420              | 406,317              |
| Public Works                                 | 1,296,397            | 1,687,745            | 1,667,745            | 1,605,572            |
| Parks and Recreation                         | 541,338              | 606,724              | 606,724              | 556,343              |
| Community Services and Public Communications | 197,347              | 213,208              | 233,208              | 352,833              |
| Non-Departmental                             | 1,469,143            | 1,461,487            | 3,186,487            | 802,387              |
| Non-Departmental - Reserves/ Fund Balance    | 3,965,692            | 2,126,495            | 649,371              | 3,160,548            |
| <b>Total</b>                                 | <b>\$ 16,884,187</b> | <b>\$ 16,549,272</b> | <b>\$ 16,821,272</b> | <b>\$ 16,643,438</b> |



# Legislative Department

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

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

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

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

# LEGISLATIVE (1000)

001 General Fund

|                        | FY 2019           | FY 2020           | FY 2020           | FY 2021           |
|------------------------|-------------------|-------------------|-------------------|-------------------|
|                        | Actual            | Adopted           | Estimated         | Proposed          |
| <b>APPROPRIATIONS</b>  |                   |                   |                   |                   |
| Personnel Services     | \$ 5              | \$ 5              | \$ 5              | \$ 5              |
| Operating Expenses     | 59,985            | 114,100           | 114,100           | 85,100            |
| Capital Outlay         | -                 | -                 | -                 | -                 |
| Non-operating Expenses | 62,998            | 74,000            | 74,000            | 30,500            |
| <b>TOTAL</b>           | <b>\$ 122,988</b> | <b>\$ 188,105</b> | <b>\$ 188,105</b> | <b>\$ 115,605</b> |

## Significant Changes from FY 2020 Adopted Budget

### Operating Expenses

|                                      |             |
|--------------------------------------|-------------|
| Government Academy program cancelled | \$ (12,000) |
| Resident surveys not anticipated     | \$ (15,000) |

### Non-Operating Expenses

|                                |             |
|--------------------------------|-------------|
| Net reduction in contributions | \$ (30,500) |
|--------------------------------|-------------|

| Personnel Complement |             |             |             |             |             |             |             |             |  |
|----------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--|
| Position Title       | FY 2020     |             |             |             | FY 2021     |             |             |             |  |
|                      | Funded      |             |             |             | Funded      |             |             |             |  |
|                      | Full Time   | Part Time   | Temp        | FTEs        | Full Time   | Part Time   | Temp        | FTEs        |  |
| Mayor                | 1.00        |             |             |             | 1.00        |             |             |             |  |
| Vice Mayor           | 1.00        |             |             |             | 1.00        |             |             |             |  |
| Town Commissioners   | 3.00        |             |             |             | 3.00        |             |             |             |  |
| <b>Total</b>         | <b>5.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>5.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> |  |



# LEGISLATIVE (1000)

## 001 General Fund

### EXPENDITURES

|                                  |                                  | FY 2019    | FY 2020    | FY 2020    | FY 2021    |
|----------------------------------|----------------------------------|------------|------------|------------|------------|
| Line Item Prefix: 001-1000-511-: |                                  | Actual     | Adopted    | Estimated  | Proposed   |
| <b>Suffix</b>                    | <b>Object Description</b>        |            |            |            |            |
| <b>Personnel Services</b>        |                                  |            |            |            |            |
| 1210                             | Regular Salaries                 | \$ 5       | \$ 5       | \$ 5       | \$ 5       |
| <b>Total</b>                     | <b>Personnel Services</b>        | \$ 5       | \$ 5       | \$ 5       | \$ 5       |
| <b>Operating Expenses</b>        |                                  |            |            |            |            |
| 3103                             | Lobbyist                         | \$ 38,590  | \$ 48,000  | \$ 48,000  | \$ 46,000  |
| 3110                             | Professional Services            | -          | 27,000     | 27,000     | -          |
| 4110                             | Telecommunications               | 5,055      | 6,600      | 6,600      | 6,600      |
| 5110                             | Office Supplies                  | 965        | 3,000      | 3,000      | 3,000      |
| 5290                             | Miscellaneous Operating Supplies | 5,241      | 10,200     | 10,200     | 10,200     |
| 5410                             | Subscriptions and Memberships    | 1,416      | 3,300      | 3,300      | 3,300      |
| 5520                             | Conferences and Seminars         | 8,718      | 16,000     | 16,000     | 16,000     |
| <b>Total</b>                     | <b>Operating Expenses</b>        | \$ 59,985  | \$ 114,100 | \$ 114,100 | \$ 85,100  |
| <b>Capital Outlay</b>            |                                  |            |            |            |            |
| <b>Total</b>                     | <b>Capital Outlay</b>            | \$ -       | \$ -       | \$ -       | \$ -       |
| <b>Non-operating Expenses</b>    |                                  |            |            |            |            |
| 8300                             | Other Grants/Aid                 | \$ 62,998  | \$ 74,000  | \$ 74,000  | \$ 30,500  |
| <b>Total</b>                     | <b>Non-operating Expenses</b>    | \$ 62,998  | \$ 74,000  | \$ 74,000  | \$ 30,500  |
| <b>Total</b>                     | <b>Department Expenditures</b>   | \$ 122,988 | \$ 188,105 | \$ 188,105 | \$ 115,605 |

## 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 the Town Commission, Town Administration and departments on all aspects of Town administration, provides labor and employment representation, 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 2020 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 and leasing, police matters, labor and employment, and land use and zoning.
- Provided assistance with numerous procurements and preparation of solicitation documents (RFPS, RFQs and Bids), and contracts and agreements for a myriad of goods and services.
- Prepared numerous Code amendments to Zoning Code and Land Development Regulations.
- Prepared numerous legislation and Code amendments regarding sustainability and resiliency measures.
- Assisted the Town with the 2020 municipal election and all issues related to same.
- Assisted with Emergency Measures and all issues pertaining to the COVID-19 health pandemic.
- Commencing with the newly elected Mayor and Town Commission, assisted with the implementation of various directives and initiatives.

**Fiscal Year 2021 Objectives:**

- Support the Town Commission, Town Boards and Committees, Town Manager and Town departments and staff with their legal needs, including initiatives and legislation proposed by the newly elected Mayor and Town Commission.
- Research and draft opinions on legal matters in response to requests of the Town Commission and Town Administration.
- Provide orientation and ethics training to Mayor and Commissioners, including Public Records Law and Sunshine Law.
- 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 new Zoning Code and various Code amendments.
- Provide legal advice and support in connection with various proposed referendum and ballot questions, including charter amendments and/or special election to be held November, 2020.
- Provide legal advice and support in connection with various procurement projects, including RFQs and RFPs for design of the 96<sup>th</sup> Street Park, Abbott Avenue drainage project, and solicitation of RFQs for planning services, and general engineering services.
- Provide legal advice and support in connection with amendments or rewrite of Town Zoning Code provisions, as directed by Town Commission and Administration.
- Review and analyze existing contracts regarding modification and termination as directed by Mayor and Town Commission.

|   | <b>FY 2016</b> | <b>FY 2017</b> | <b>FY 2018</b> | <b>FY 2019</b> | <b>FY 2020</b>            |
|---|----------------|----------------|----------------|----------------|---------------------------|
| <b>Performance Measures</b>                         | <b>Actual</b>  | <b>Actual</b>  | <b>Actual</b>  | <b>Actual</b>  | <b>YTD<br/>06/30/2020</b> |
| Ordinances (drafted)                                | 13             | 20             | 12             | 13             | 12                        |
| Resolutions   | 59             | 65             | 30             | 92             | 72                        |
| Commission/special meetings, workshops and hearings | 80             | 100            | 106            | 100            | 73                        |

# TOWN ATTORNEY (1500)

001 General Fund

|                              | FY 2019           | FY 2020           | FY 2020           | FY 2021           |
|------------------------------|-------------------|-------------------|-------------------|-------------------|
|                              | Actual            | Adopted           | Estimated         | Proposed          |
| <b><u>APPROPRIATIONS</u></b> |                   |                   |                   |                   |
| Personnel Services           | \$ -              | \$ -              | \$ -              | \$ -              |
| Operating Expenses           | 477,400           | 559,932           | 559,932           | 559,412           |
| <b>TOTAL</b>                 | <b>\$ 477,400</b> | <b>\$ 559,932</b> | <b>\$ 559,932</b> | <b>\$ 559,412</b> |

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 2019           | FY 2020           | FY 2020           | FY 2021           |
|----------------------------------|--------------------------------|-------------------|-------------------|-------------------|-------------------|
|                                  |                                | Actual            | Adopted           | Estimated         | Proposed          |
| <b>Suffix</b>                    | <b>Object Description</b>      |                   |                   |                   |                   |
| <b><u>Operating Expenses</u></b> |                                |                   |                   |                   |                   |
| 3110                             | Professional Services          | \$ 454,755        | \$ 556,012        | \$ 556,012        | 556,012           |
| 3111                             | Lawsuits and Prosecutions      | 20,000            | -                 | -                 | -                 |
| 4403                             | Equipment/Vehicle Leasing      | 2,475             | 3,420             | 3,420             | 2,950             |
| 5110                             | Office Supplies                | 170               | 500               | 500               | 450               |
| <b>Total</b>                     | <b>Operating Expenses</b>      | <b>\$ 477,400</b> | <b>\$ 559,932</b> | <b>\$ 559,932</b> | <b>\$ 559,412</b> |
| <b><u>Capital Outlay</u></b>     |                                |                   |                   |                   |                   |
| <b>Total</b>                     | <b>Capital Outlay</b>          | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>       |
| <b>Total</b>                     | <b>Department Expenditures</b> | <b>\$ 477,400</b> | <b>\$ 559,932</b> | <b>\$ 559,932</b> | <b>\$ 559,412</b> |

# 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, coordination of public outreach and communications, sustainability and resiliency initiatives, tourism related efforts including special events, intergovernmental efforts, projects related to transportation, 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.

The Planning Division is responsible for community development, and planning and zoning functions. The Town is currently reviewing a possible shift from an external provider of these services to an in-house solution.

## Town Manager:

### Fiscal Year 2020 Accomplishments:

- Coordinated with staff to carry out the policies adopted by the Town Commission.
- Coordinated COVID-19 efforts related to public communications, safety measures for staff and the public at Town facilities and properly record eligible expenses to ensure Town receives reimbursements through FEMA and/ CARES Act funding.
- The Town received, for the fifth time, the Distinguished Budget Presentation Award from the Government Finance Officers Association. The Award corresponds to the FY 2019 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.
- 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.
- Continued to provide additional documentation for FEMA related to Hurricane Irma.
- Received Tree City USA designation for the fourth year.
- Completed the final modules for the comprehensive ERP process.
- Coordinated public outreach through the Public Information Representative.
- Worked daily with citizenry to address other pending issues.
- Completed the coordination with the U.S. Army Corps of Engineers and Miami-Dade County on the Beach Renourishment Project.

### **Fiscal Year 2021 Primary Objectives:**

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

- **COVID-19:** Continue coordination efforts to ensure Town receives reimbursements for eligible expenses through FEMA and/ CARES Act funding.
- **Beach furniture:** Implement new ordinance which establishes rules and regulations for the use of lounge chairs and other accessories on the beach.
- **Underground utilities:** This initiative is pending Town Commission direction.
- **Litter Program:** Implement and monitor town-wide litter control program
- **Recycling rates:** Monitor increased recycling costs as the market has made dramatic changes over the last few years with China no longer accepting of recycled materials.
- **Traffic intrusion in single-family area:** Options to divert or exclude regional traffic from the single-family area have been explored. It is both a traffic and a life safety issue.
- **Sea level:** Continue to address Town Commission direction on this initiative
- **Grant applications:** Implement a new effort to apply for various grants concentrating on infrastructure.
- **Regional mass transit:** Implement changes to the regional system pending the tri-municipalities' direction.
- **Tourism marketing:** Review and implement new revised Tourism related marketing effort as directed by the Tourist Board and approved by the Town Commission.

**Fiscal Year 2020 Accomplishments:**

- The Town was awarded the Public Pension Standards Award for Funding and Administration.
- Obtained approximately \$32,395 savings from the success of the health reimbursement account (HRA).
- Provided essential services and promoted organizational excellence with limited resources.
- Promoted and maintained an environment of inclusiveness, respect and acceptance of individual differences and responded to the needs of a diverse workforce.

**Fiscal Year 2021 Objectives:**

- Continue to promote and maintain an environment of inclusiveness, respect, and acceptance of individual differences; and continue to be responsive to the needs of a diverse workforce.
- Review and revamp HR policies, practices and processes to ensure a compliant and customer centric workplace.
- Support the development and maintenance of the Town's classification and compensation program to include preparation and maintenance of classification specifications, preparation and maintenance of job descriptions, and completion of salary surveys.
- Provide methods to ensure a safe work environment, including safety trainings.
- Provide training and development opportunities in the areas of compliance, customer service, and leadership.
- Expand wellness initiatives and implement new programs Continue to review, develop, communicate and implement new policies as needed.

|   | <b>FY 2016</b> | <b>FY 2017</b> | <b>FY 2018</b> | <b>FY 2019</b> | <b>FY 2020</b>   |
|---|----------------|----------------|----------------|----------------|------------------|
| <b>Performance Measures</b>                 | <b>Actual</b>  | <b>Actual</b>  | <b>Actual</b>  | <b>YTD</b>     | <b>Estimated</b> |
| Experience Modification Rate (Workers Comp) | 0.64           | 0.7            | 0.7            | 0.85           | 0.80             |



- **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.
- **Departmental reorganization:** Implement and monitor proposed departmental reorganization.
- **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, 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, 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 providing assistance to employees and management with conflict resolution.
- Risk management function includes: assisting with workers' compensation claims, compliance with the American with Disabilities Act (ADA), Patient Protection, Affordable Care Act and Equal Employment Opportunity Commission (EEOC).

# EXECUTIVE (2000)

001 General Fund

|                       | FY 2019           | FY 2020           | FY 2020           | FY 2021           |
|-----------------------|-------------------|-------------------|-------------------|-------------------|
|                       | Actual            | Adopted           | Estimated         | Proposed          |
| <b>APPROPRIATIONS</b> |                   |                   |                   |                   |
| Personnel Services    | \$ 628,186        | \$ 630,236        | \$ 630,236        | \$ 635,771        |
| Operating Expenses    | 175,934           | 257,561           | 257,561           | 132,940           |
| Capital Outlay        | -                 | -                 | -                 | -                 |
| <b>TOTAL</b>          | <b>\$ 804,120</b> | <b>\$ 887,797</b> | <b>\$ 887,797</b> | <b>\$ 768,711</b> |

|  |
|--|
| <b>Significant Changes from FY 2020 Adopted Budget</b> |
|--|

**Operating Expenses**

|   |             |
|---|-------------|
| Planned salary and benefits adjustments   | \$ 5,535    |
| Classification & compensation study cancelled   | \$ (25,000) |
| Decrease to other professional fees   | \$ (5,125)  |
| Newletter/Gazette cost transferred to<br>Community Services & Public Communications<br>Dept. 6600 | \$ (86,940) |
| Reduction to Human Resources employee<br>trainings and programs                                   | \$ (5,000)  |

| Position Title                             | Personnel Complement |             |             |             |             |             |             |             |
|--|----------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
|  | FY 2020              |             |             |             | FY 2021     |             |             |             |
|  | 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 <sup>1</sup>        | 0.75                 |             |             | 0.75        | 0.66        |             |             | 0.66        |
| Senior Executive Assistant to Town Manager | 1.00                 |             |             | 1.00        | 1.00        |             |             | 1.00        |
| Human Resources Director                   | 1.00                 |             |             | 1.00        | 1.00        |             |             | 1.00        |
| <b>Total</b>                               | <b>3.75</b>          | <b>0.00</b> | <b>0.00</b> | <b>3.75</b> | <b>3.66</b> | <b>0.00</b> | <b>0.00</b> | <b>3.66</b> |

<sup>1</sup>General Fund allocation. In FY2021, the position is split funded in Tourist Resort Fund 102.

# EXECUTIVE (2000)

## 001 General Fund

### EXPENDITURES

| Line Item Prefix: 001-2000-512-- |                                     | FY 2019           | FY 2020           | FY 2020           | FY 2021           |
|----------------------------------|-------------------------------------|-------------------|-------------------|-------------------|-------------------|
|                                  |                                     | Actual            | Adopted           | Estimated         | Proposed          |
| <b>Suffix</b>                    | <b>Object Description</b>           |                   |                   |                   |                   |
| <b><u>Personnel Services</u></b> |                                     |                   |                   |                   |                   |
| 1210                             | Regular Salaries                    | \$ 480,265        | \$ 465,377        | \$ 465,377        | \$ 459,902        |
| 1510                             | Special pay                         | 2,143             | 3,188             | 3,188             | 2,250             |
| 2110                             | Payroll Taxes                       | 33,852            | 33,347            | 33,347            | 33,691            |
| 2210                             | Retirement Contribution             | 44,848            | 53,104            | 53,104            | 67,282            |
| 2310                             | Life & Health Insurance             | 66,059            | 73,889            | 73,889            | 71,330            |
| 2410                             | Workers Compensation                | 1,019             | 1,331             | 1,331             | 1,316             |
| <b>Total</b>                     | <b>Personnel Services</b>           | <b>\$ 628,186</b> | <b>\$ 630,236</b> | <b>\$ 630,236</b> | <b>\$ 635,771</b> |
| <b><u>Operating Expenses</u></b> |                                     |                   |                   |                   |                   |
| 3110                             | Professional Services               | \$ 11,200         | \$ 49,000         | \$ 49,000         | \$ 18,875         |
| 3112                             | Physical Examinations               | -                 | 1,440             | 1,440             | 900               |
| 3410                             | Other Contractual Services          | 358               | 3,200             | 3,200             | 2,500             |
| 4009                             | Vehicle Allowance                   | 14,850            | 14,850            | 14,850            | 14,364            |
| 4110                             | Telecommunications                  | 2,274             | 2,300             | 3,050             | 3,050             |
| 4112                             | Mobile Phone Allowance              | 1,800             | 1,800             | 1,050             | 792               |
| 4510                             | Property and Liability Insurance    | 10,236            | 16,681            | 16,681            | 18,709            |
| 4710                             | Printing & Binding                  | 556               | 250               | 250               | 250               |
| 4810                             | Promotional Activities / Newsletter | 78,684            | 86,940            | 86,940            | -                 |
| 4911                             | Other Current Charges               | 3,917             | 7,000             | 7,000             | 4,500             |
| 5110                             | Office Supplies                     | 2,473             | 4,000             | 4,000             | 3,900             |
| 5290                             | Miscellaneous Operating Supplies    | 17,674            | 25,000            | 25,000            | 20,000            |
| 5410                             | Subscriptions and Memberships       | 5,420             | 5,100             | 5,100             | 5,100             |
| 5520                             | Conferences and Seminars            | 13,853            | 10,000            | 10,000            | 10,000            |
| 5510                             | Training & Educational              | 12,639            | 30,000            | 30,000            | 30,000            |
| <b>Total</b>                     | <b>Operating Expenses</b>           | <b>\$ 175,934</b> | <b>\$ 257,561</b> | <b>\$ 257,561</b> | <b>\$ 132,940</b> |
| <b><u>Capital Outlay</u></b>     |                                     |                   |                   |                   |                   |
| <b>Total</b>                     | <b>Capital Outlay</b>               | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>       |
| <b>Total</b>                     | <b>Department Expenditures</b>      | <b>\$ 804,120</b> | <b>\$ 887,797</b> | <b>\$ 887,797</b> | <b>\$ 768,711</b> |

# Executive Department Planning Division

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

The Planning Division includes two primary functions: Community Development Services, and Planning and Zoning. The Planning and Community Development functions are budget based upon continuing outsourced services and reporting directly to the Town Manager.

Community Development Services 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.

Planning and Zoning 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. Planning and Zoning 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. Planning and Zoning 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.

## **Fiscal Year 2020 Accomplishments:**

- Prepared an ordinance with standards to permit synthetic turf.
- Prepared an ordinance reducing building lengths for hotels south of 93<sup>rd</sup> Street in the H40 zoning district.
- Prepared graphics as requested by the Planning and Zoning Board.
- Reviewed numerous applications for single family presented to the Planning and Zoning Board.
- Completion of the update to the Water Supply Plan.

## **Fiscal Year 2021 Objectives:**

- Continue to review site plans and design review items efficiently.
- Work with the Planning and Zoning board on code modifications to reduce the impacts of development.
- Continue to provide zoning assistance to residents and the public as needed.

|  | <b>FY 2017</b> | <b>FY 2018</b> | <b>FY 2019</b> | <b>FY 2020</b> | <b>FY2021</b>    |
|--|----------------|----------------|----------------|----------------|------------------|
| <b>Performance Measures</b>                                      | <b>Actual</b>  | <b>Actual</b>  | <b>Actual</b>  | <b>Actual</b>  | <b>Estimated</b> |
| Turn around time on Planning and Zoning development applications | 3 weeks        | 3 weeks        | 3 weeks        | 2 weeks        | 2 weeks          |

FY2021 Budget Changes

The Town has implemented a new organizational structure to meet operational and service needs in an ever-growing work environment. The new structure under the reorganization effects the following changes:

- 1) transfer of the Code Compliance Division and related positions from the Planning and Code Compliance Division of the Executive Department to the Code Compliance Division of the Public Safety Department.
  
- 2) Resiliency & Sustainability Officer- Executive Department:
  - a) conversion to a Resiliency & Public Communications Specialist.
  - b) transfer and allocation of position to the Community Services & Public Communications Department (25%) and the Tourism Department/Resort Tax Fund (75%).

**PLANNING DIVISION  
2000-524**

**(CODE COMPLIANCE DIVISION TRANSFERRED TO 3000-524)**

001 General Fund

|                       | FY 2019*          | FY 2020*          | FY 2020*          | FY 2021           |
|-----------------------|-------------------|-------------------|-------------------|-------------------|
|                       | Actual            | Adopted           | Estimated         | Proposed          |
| <b>APPROPRIATIONS</b> |                   |                   |                   |                   |
| Personnel Services    | \$ -              | \$ -              | \$ 72,830         | \$ -              |
| Operating Expenses    | 256,450           | 404,584           | 338,344           | 223,382           |
| Capital Outlay        | -                 | -                 | -                 | -                 |
| <b>TOTAL</b>          | <b>\$ 256,450</b> | <b>\$ 404,584</b> | <b>\$ 411,174</b> | <b>\$ 223,382</b> |

\*Expenditure information is for comparison presentation only. Prior to FY2021, actual expenditures of the Code Compliance Division were under the Executive Department (2000-524) but are presented in this budget under Code Compliance Division-Public Safety (3000-524).

**Significant Changes from FY 2020 Adopted Budget**

**Operating Expenses**

Decrease due to a reduction in professional consulting services for completed programs \$ (181,202)

| Position Title                        | Personnel Complement |             |             |             |             |             |             |             |
|---------------------------------------|----------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
|                                       | FY 2020*             |             |             |             | FY 2021     |             |             |             |
|                                       | Funded               |             |             |             | Funded      |             |             |             |
|                                       | Full                 | Part        | Temp        | FTEs        | Full        | Part        | Temp        | FTEs        |
| Code Compliance Director*             | 1.00                 |             |             | 1.00        |             |             |             | 0.00        |
| Code Compliance Assistant Director*   | 1.00                 |             |             | 1.00        |             |             |             | 0.00        |
| Code Compliance Officer*              | 1.00                 | 1.00        |             | 1.50        |             |             |             | 0.00        |
| Code Compliance Clerk*                | 1.00                 |             |             | 1.00        |             |             |             | 0.00        |
| Resiliency & Sustainability Officer** | 1.00                 |             |             | 1.00        |             |             |             | 0.00        |
| <b>Total</b>                          | <b>5.00</b>          | <b>1.00</b> | <b>0.00</b> | <b>5.50</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> |

\*For comparison presentation only the Code Compliance Division positions are under the Public Safety Department (3000-524). Prior to FY2021, the Code Compliance Division was budgeted under the Executive Department (2000-524). Beginning in FY2021, the Code Compliance Division is under the Public Safety Department (3000-524).

\*\*In FY2021, the Sustainability & Resiliency Officer position is transferred to the Community Services & Public Communications Department/General Fund and the Tourism Department/Resort Tax Fund. General Fund allocation. Position split funded with Tourist Resort Fund 102.

# PLANNING (2000)

## 001 General Fund

### EXPENDITURES

| Line Item Prefix: 001-2000-524-: |                                | FY 2019**  | FY 2020**  | FY 2020**  | FY 2021*   |
|----------------------------------|--------------------------------|------------|------------|------------|------------|
|                                  |                                | Actual     | Adopted    | Estimated  | Proposed   |
| <b>Suffix</b>                    | <b>Object Description</b>      |            |            |            |            |
| <b>Personnel Services</b>        |                                |            |            |            |            |
| 1210                             | Regular Salaries               | \$ -       | \$ -       | \$ 58,750  | \$ -       |
| 2110                             | Payroll Taxes                  | -          | -          | 4,500      | -          |
| 2310                             | Life & Health Insurance        | -          | -          | 9,410      | -          |
| 2410                             | Workers Compensation           | -          | -          | 170        | -          |
| <b>Total</b>                     | <b>Personnel Services</b>      | \$ -       | \$ -       | \$ 72,830  | \$ -       |
| <b>Operating Expenses</b>        |                                |            |            |            |            |
| 3110/3115                        | Professional Services          | \$ 256,450 | \$ 404,584 | \$ 334,992 | \$ 223,382 |
| 5520                             | Conferences and Seminars       | -          | -          | 3,352      | -          |
| <b>Total</b>                     | <b>Operating Expenses</b>      | \$ 256,450 | \$ 404,584 | \$ 338,344 | \$ 223,382 |
| <b>Capital Outlay</b>            |                                |            |            |            |            |
| <b>Total</b>                     | <b>Capital Outlay</b>          | \$ -       | \$ -       | \$ -       | \$ -       |
| <b>Total</b>                     | <b>Department Expenditures</b> | \$ 256,450 | \$ 404,584 | \$ 411,174 | \$ 223,382 |

\*Beginning in FY 2021, the Code Compliance Division is under the Public Safety Department (3000).

\*\*Expenditure information is for comparison presentation only. Prior to FY2021, actual expenditures of the Code Compliance Division were under the Executive Department (2000-524) but are presented in this budget under Code Compliance Division-Public Safety (3000-524).

# 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, capital asset management, internal support, information technology, 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.

Capital 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
- Cyber-security systems and staff training
- 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 2020 Accomplishments**

- Received the Distinguished Budget Presentation Award by the Government Finance Officers Association for the 2019 Annual Budget. The Town received the Award for the previous fiscal year.
- Completed the Comprehensive Annual Financial Report for the Fiscal Year Ended September 30, 2019, 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.
  - Completed the Management Discussion & Analysis section in-house and eliminated external provider expense.
- Completed the Enterprise Resource Planning (ERP) computer software system.
- Began to implement new Purchasing Card program.
- Fully implemented ERP Purchases Orders and created new Purchase Order Terms and Conditions
- Executed new banking contract with SunTrust which decreased banking fees.
- Created a new Resiliency Policy.
- Revised cash management by shifting additional funds into the Florida State Board of Administration's Local Government Surplus Funds Trust Fund (Florida PRIME) to increase interest yields.
- Completion of the Town's first Finance Manual.
- Implementation of Payee Positive Pay for Town bank accounts.
- Implemented new Information Technology Security Awareness Assessment and training program.
- Implemented new Employee Self Service and timekeeping system for payroll.

## **Fiscal Year 2021 Objectives**

- 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.
- 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.
- Implement new Information Technology Penetration testing program.
- Prepare a formal Fund Balance/Reserves Policy for Commission consideration.
- Review the Town's Investment Policy.

# FINANCE (2100)

## 001 General Fund

|                       | FY 2019<br>Actual   | FY 2020<br>Adopted  | FY 2020<br>Estimated | FY 2021<br>Proposed |
|-----------------------|---------------------|---------------------|----------------------|---------------------|
| <b>APPROPRIATIONS</b> |                     |                     |                      |                     |
| Personnel Services    | \$ 425,836          | \$ 595,196          | \$ 595,196           | \$ 797,443          |
| Operating Expenses    | 619,783             | 611,720             | 603,348              | 380,462             |
| Capital Outlay        | 37,910              | -                   | 1,782                | -                   |
| <b>TOTAL</b>          | <b>\$ 1,083,529</b> | <b>\$ 1,206,916</b> | <b>\$ 1,200,326</b>  | <b>\$ 1,177,905</b> |

### Significant Changes from FY 2020 Adopted Budget

#### Personnel Services

|   |             |
|---|-------------|
| Planned salary and benefit adjustments                                | \$ 44,073   |
| Revenue/Payroll Manager position split funded                         | \$ (70,860) |
| Financial Accounting & Reporting Manager position added during FY2020 | \$ 122,769  |
| Procurement Coordinator - Program modification                        | \$ 106,265  |

#### Operating Expenses

|  |              |
|--|--------------|
| IT communication services budgeted in Community Services & Public Communications Dept. 6600                      | \$ (56,270)  |
| Tyler system implemented - contractual IT services completed   | \$ (115,299) |
| Resort tax accounting and audits budgeted in Resort Tax Fund 102   | \$ (13,200)  |
| Decrease to IT related equipment leasing   | \$ (7,795)   |
| IT communications related maintenance services budgeted in Community Services & Public Communications Dept. 6600 | \$ (23,701)  |

### Personnel Complement

| Position Title  | FY 2020     |             |             |             | FY 2021     |             |             |             |
|---|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
|   | Funded      |             |             |             | Funded      |             |             |             |
|   | Full Time   | Part Time   | Temp        | FTEs        | Full Time   | Part Time   | Temp        | FTEs        |
| Finance Director                                      | 1.00        |             |             | 1.00        | 1.00        |             |             | 1.00        |
| Revenue/Payroll Manager <sup>1</sup>                  | 0.50        |             |             | 0.50        | 0.50        |             |             | 0.50        |
| Financial Reporting & Accounting Manager <sup>2</sup> | 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        |
| Procurement Coordinator <sup>3</sup>                  |             |             |             |             | 1.00        |             |             | 1.00        |
| Accounting Clerk                                      | 1.00        |             |             | 1.00        | 1.00        |             |             | 1.00        |
| <b>Total</b>  | <b>5.50</b> | <b>0.00</b> | <b>0.00</b> | <b>5.50</b> | <b>6.50</b> | <b>0.00</b> | <b>0.00</b> | <b>6.50</b> |

<sup>1</sup> For operational needs during FY2020, the General Fund Controller position and the Water & Sewer Fund Customer Service Representative position were combined into a Revenue/Payroll Manager position. General fund allocation. Position split funded with Water & Sewer Fund.

<sup>2</sup> For operational needs during FY2020, the Financial Reporting & Accounting Manager position is established.

<sup>3</sup> New position in FY2021.

# FINANCE (2100)

## 001 General Fund

### EXPENDITURES

|                                  |                                  | FY 2019             | FY 2020             | FY 2020             | FY 2021             |
|----------------------------------|----------------------------------|---------------------|---------------------|---------------------|---------------------|
| Line Item Prefix: 001-2100-513-: |                                  | Actual              | Adopted             | Estimated           | Proposed            |
| Suffix                           | Object Description               |                     |                     |                     |                     |
| <b>Personnel Services</b>        |                                  |                     |                     |                     |                     |
| 1210                             | Regular Salaries                 | \$ 317,072          | \$ 433,663          | \$ 433,663          | \$ 553,122          |
| 1410                             | Overtime                         | 1,653               | 3,500               | 3,500               | -                   |
| 1510                             | Special pay                      | 3,902               | 4,000               | 4,000               | 3,375               |
| 2110                             | Payroll Taxes                    | 23,457              | 33,184              | 33,184              | 42,764              |
| 2210                             | Retirement Contribution          | 20,649              | 39,976              | 39,976              | 79,351              |
| 2310                             | Life & Health Insurance          | 58,510              | 79,632              | 79,632              | 117,249             |
| 2410                             | Workers Compensation             | 593                 | 1,241               | 1,241               | 1,582               |
| <b>Total</b>                     | <b>Personnel Services</b>        | <b>\$ 425,836</b>   | <b>\$ 595,196</b>   | <b>\$ 595,196</b>   | <b>\$ 797,443</b>   |
| <b>Operating Expenses</b>        |                                  |                     |                     |                     |                     |
| 3110                             | Professional Services            | \$ 128,243          | \$ 13,200           | \$ 17,000           | \$ 13,200           |
| 516-3110/3120                    | Professional Services IT         | 282,659             | 294,815             | 284,175             | 137,137             |
| 3112                             | Physical Examinations            | 300                 | 450                 | 700                 | 450                 |
| 3210                             | Accounting and Auditing          | 62,000              | 92,200              | 92,200              | 79,000              |
| 3410                             | Other Contractual Services       | 33,263              | -                   | -                   | -                   |
| 516-3410                         | Other Contractual Services IT    | 24,511              | 84,915              | 84,915              | -                   |
| 4009                             | Car Allowance                    | 700                 | 4,200               | 4,200               | 4,200               |
| 4110                             | Telecommunications               | 971                 | 720                 | 1,545               | 5,200               |
| 4111                             | Postage                          | -                   | 350                 | 350                 | 350                 |
| 4112                             | Mobile Phone Allowance           | 1,050               | 1,800               | 975                 | 900                 |
| 516-4403                         | Equipment Leasing IT             | 3,368               | 7,795               | 7,795               | -                   |
| 516-4601                         | IT Maint Svs Repair Contracts    | 49,932              | 48,785              | 48,785              | -                   |
| 516-4603                         | IT Equipment Maintenance         | 17,324              | 20,000              | 20,000              | -                   |
| 516-4605                         | IT Software Maintenance          | -                   | -                   | -                   | 66,658              |
| 516-4606                         | IT Hardware Maintenance          | -                   | -                   | -                   | 33,577              |
| 4710                             | Printing & Binding               | 2,158               | 5,000               | 5,000               | 4,500               |
| 4910                             | Legal Advertisement              | -                   | 10,000              | 10,000              | 9,500               |
| 5110                             | Office Supplies                  | 6,709               | 4,350               | 4,350               | 4,300               |
| 5290                             | Miscellaneous Operating Supplies | 187                 | 1,750               | 1,750               | 1,500               |
| 5410                             | Subscriptions and Memberships    | 2,938               | 3,790               | 3,790               | 3,790               |
| 5520                             | Conferences and Seminars         | 3,470               | 17,600              | 15,818              | 16,200              |
| <b>Total</b>                     | <b>Operating Expenses</b>        | <b>\$ 619,783</b>   | <b>\$ 611,720</b>   | <b>\$ 603,348</b>   | <b>\$ 380,462</b>   |
| <b>Capital Outlay</b>            |                                  |                     |                     |                     |                     |
| 6410                             | Machinery and Equipment          | \$ 1,669            | \$ -                | \$ 1,782            | \$ -                |
| 516-6410                         | Machinery and Equipment IT       | 36,241              | -                   | -                   | -                   |
| <b>Total</b>                     | <b>Capital Outlay</b>            | <b>\$ 37,910</b>    | <b>\$ -</b>         | <b>\$ 1,782</b>     | <b>\$ -</b>         |
| <b>Total</b>                     | <b>Department Expenditures</b>   | <b>\$ 1,083,529</b> | <b>\$ 1,206,916</b> | <b>\$ 1,200,326</b> | <b>\$ 1,177,905</b> |

## FY 2021 New Program Enhancement (Modification)

| <b>Procurement Coordinator Position</b>   |                         |                |                     |                 |
|---|-------------------------|----------------|---------------------|-----------------|
| Department Name   | Division Name           | Funding Source | Department Priority | Total Requested |
| Finance   |                         | General Fund   | 1                   | \$106,265       |
| <b>Justification and Description</b>  |                         |                |                     |                 |
| <p>The Surfside Finance Department is seeking to increase staffing with one (1) Procurement Coordinator position to enhance procurement initiatives in the Town. The new position will focus on preparation of various types of Solicitation Documents including, but not limited to, Request for Qualifications (RFQ), Request for Proposals (RFP), Invitation to Bid (ITB), Invitation to Negotiate (ITN), and specifications, as needed. This person would also work on contract compliance and requisition and purchase order processing.</p> |                         |                |                     |                 |
| <b>Benefits or Alternative/Adverse Impact if not funded</b>   |                         |                |                     |                 |
| <p>The addition of a dedicated appropriately trained procurement coordinator will help drive increased consistency and compliance in the purchasing process. This will allow departments to have more time to devote to their core functions and would allow for collaborative purchasing across departments.</p>   |                         |                |                     |                 |
| <b>Required Resources</b>   |                         |                |                     |                 |
| <b>New Personnel</b>  |                         |                |                     |                 |
| Number of Positions   | Title                   | Salary         | Fringe Benefits     | Cost            |
| 1   | Procurement Coordinator | \$70,000       | \$36,265            | \$106,265       |
|   |                         |                |                     |                 |
|   |                         |                |                     |                 |
|   |                         |                |                     |                 |
| <b>Other Recurring Operating Costs</b>  |                         |                |                     |                 |
| Account Number  | Description             | Cost           |                     |                 |
|   |                         |                |                     |                 |
| <b>One Time Costs</b>   |                         |                |                     |                 |
| Account Number  | Description             | Cost           |                     |                 |
|   |                         |                |                     |                 |
|   |                         |                |                     |                 |

## FY 2021 New Program Enhancement (Modification)

| <b>Implement New IT Penetration Testing Program</b>  |                         |                |                     |                 |
|--|-------------------------|----------------|---------------------|-----------------|
| Department Name  | Division Name           | Funding Source | Department Priority | Total Requested |
| Finance  | Information Technology  | General Fund   | 1                   | \$ 2,495        |
| <b>Justification and Description</b>   |                         |                |                     |                 |
| <p>Vulnerability scanning services identify network weaknesses that possess the potential for exploit by an attacker. Penetration testing goes a step further, allowing you to see the consequences of a skilled attacker exploiting these weaknesses. A penetration test performed on Internet-facing assets is an External Penetration Test, or EPT. A detailed examination of vulnerabilities detected on each and every targeted device connected to a customer's external network is carried out using sophisticated test scripts and tools in an attempt to compromise each targeted host.</p> |                         |                |                     |                 |
| <b>Benefits or Alternative/Adverse Impact if not funded</b>  |                         |                |                     |                 |
| <p>This penetration testing program will allow the Town to identify any potential weaknesses in external facing systems, and take steps to quickly rectify those weaknesses, thereby increasing the Town's security posture to prevent potential cyber attacks.</p>  |                         |                |                     |                 |
| <b>Required Resources</b>  |                         |                |                     |                 |
| <b>New Personnel</b>   |                         |                |                     |                 |
| Number of Positions  | Title                   | Salary         | Fringe Benefits     | Cost            |
|  |                         |                |                     |                 |
|  |                         |                |                     |                 |
|  |                         |                |                     |                 |
| <b>Other Recurring Operating Costs</b>   |                         |                |                     |                 |
| Account Number   | Description             | Cost           |                     |                 |
| 001-2100-516-46-05   | IT Software Maintenance | \$ 2,495       |                     |                 |
| <b>One Time Costs</b>  |                         |                |                     |                 |
| Account Number   | Description             | Cost           |                     |                 |
|  |                         |                |                     |                 |
|  |                         |                |                     |                 |

## FY 2021 New Program Enhancement (Modification)

| <b>IT Security Awareness Testing and Training Program</b>  |                         |                |                     |                 |
|--|-------------------------|----------------|---------------------|-----------------|
| Department Name  | Division Name           | Funding Source | Department Priority | Total Requested |
| Finance  | Information Technology  | General Fund   | 1                   | \$ 3,515        |
| <b>Justification and Description</b>   |                         |                |                     |                 |
| <p>KnowBe4 is an online platform for security awareness training and simulated phishing attacks. This service is used to train Town users on account and e-mail security to help prevent password and account compromises that may threaten Town security and Town data, and to help prevent ransomware attacks.</p> |                         |                |                     |                 |
| <b>Benefits or Alternative/Adverse Impact if not funded</b>  |                         |                |                     |                 |
| <p>This service provides ongoing training for Town staff on password and account security, and simulated phishing attacks to help Town staff identify suspicious e-mails. The service also provides reports on users and their ability to avoid account compromise to Town Administration and IT.</p>                |                         |                |                     |                 |
| <b>Required Resources</b>  |                         |                |                     |                 |
| <b>New Personnel</b>   |                         |                |                     |                 |
| Number of Positions  | Title                   | Salary         | Fringe Benefits     | Cost            |
|  |                         |                |                     |                 |
|  |                         |                |                     |                 |
|  |                         |                |                     |                 |
|  |                         |                |                     |                 |
| <b>Other Recurring Operating Costs</b>   |                         |                |                     |                 |
| Account Number   | Description             | Cost           |                     |                 |
| 001-2100-516-46-05   | IT-Software Maintenance | \$             | 3,515               |                 |
| <b>One Time Costs</b>  |                         |                |                     |                 |
| Account Number   | Description             | Cost           |                     |                 |
|  |                         |                |                     |                 |
|  |                         |                |                     |                 |

# 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, including staff reports, commission communications and other information necessary to enable the Town Commission to make informed decisions on individual items.
- 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, Requests for Proposals, Requests for Qualifications, requests for information, and attends all bid openings and mandatory pre-bid meetings, as required.
- 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, and all Town Boards and Committees, 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 2020 Accomplishments:**

- Destroyed documents after retention was met in accordance with State Law.



- Continued to work on a Town wide Records Management plan. Purged approximately 60 boxes and replaced the purged boxes with new records that need to be maintained per the Records Management Plan.
- Attended and completed Regular Town Commission Meetings, Special Town Commission Meetings, Special Master Hearings, Commission Workshops and Town Hall meetings.
- Prepared meeting minutes for: Parks and Recreation Committee, Tourist Board, Planning and Zoning Board, Downtown Vision Advisory Committee, and Sustainability and Resiliency 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.
- Obtained the required signatures and information for all adopted Minutes, Resolutions and Ordinances.
- Uploaded onto the Town Website all adopted minutes, resolutions, ordinances, and election results for municipal and state elections.
- Filed in the Town Clerk's Office as official records all the adopted minutes, resolutions and ordinances.
- Maintained all original agreements in an electronic and paper form.
- Ongoing and updating the State requirements for filing of Form 1 for all Town Board and Committee members.
- Assisted all Board and Committee members in filing their Form 1 with the Miami Dade County Elections Department in a timely manner.
- Coordinated, prepared and hosted the State mandated Ethics Training for the elected officials.
- Coordinated, prepared and hosted in collaboration with the Miami Dade County Elections Department and the Miami Dade County Commission on Ethics the "Clean Campaign Seminar".
- Coordinated, prepared and hosted along with the Miami Dade League of Women Voters the Mayoral Candidate Forum and Commission Candidate Forum for the March 17, 2020 Elections.
- Made qualifying handbooks for the March 17, 2020 election for every candidate and provided each candidate with training on how to complete the forms and the reporting deadline dates.
- Qualified all candidates that ran for office for the March 17, 2020 election.
- Successfully conducted the March 17, 2020 Town of Surfside Election and the March 18, 2020 Newly Elected Officials Swearing In Ceremony.
- Hosted and attended the Miami-Dade League of Cities Turkey Give-a-Way with elected officials and Florida State Senator Jason Pizzo in conjunction with neighboring municipalities.
- Maintained, created and posted all Town meetings and public notices on the Town's website, Bulletin Board and website calendar.

**Issues:**

- The Town does not have a plan to preserve documents in case of a hurricane.
- The Town does not have to space to maintain all records indefinitely in-house.

**Fiscal Year 2020 Objectives:**

- Town Clerk’s Office will continue to be responsible for the preparation of all board and committee 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.
- Finalize the implementation of an automated system for Town Commission Agenda Management with Granicus.
- 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 to digitize all historic and permanent records in order to access them electronically.
- Locate a company to safeguard and preserve documents from hurricanes/disasters.

|   | <b>FY 2016</b> | <b>FY 2017</b> | <b>FY 2018</b> | <b>FY 2019</b> | <b>FY 2020</b>   |
|---|----------------|----------------|----------------|----------------|------------------|
| <b>Performance Measures</b>                   | <b>Actual</b>  | <b>Actual</b>  | <b>Actual</b>  | <b>Actual</b>  | <b>Estimated</b> |
| Public records requests                       | 201            | 87             | 108            | 97             | 41               |
| Public notices posted                         | 24             | 42             | 50             | 45             | 55               |
| Municode codifications                        | 2              | 2              | 2              | 1              | 3                |
| Ordinances processed                          | 9              | 9              | 17             | 6              | 11               |
| Resolutions processed                         | 52             | 26             | 44             | 42             | 55               |
| Liens recorded                                | 0              | 0              | 52             | 54             | 13               |
| Lobbyist registrations processed              | 23             | 43             | 42             | 34             | 32               |
| Board and committee meeting minutes completed | 23             | 23             | 25             | 31             | 36               |

# TOWN CLERK (2400)

001 General Fund

|                       | FY 2019           | FY 2020           | FY 2020           | FY 2021           |
|-----------------------|-------------------|-------------------|-------------------|-------------------|
|                       | Actual            | Adopted           | Estimated         | Proposed          |
| <b>APPROPRIATIONS</b> |                   |                   |                   |                   |
| Personnel Services    | \$ 241,847        | \$ 285,073        | \$ 285,073        | \$ 298,270        |
| Operating Expenses    | 40,839            | 113,550           | 111,768           | 100,675           |
| Capital Outlay        | 2,090             | -                 | 1,782             | -                 |
| <b>TOTAL</b>          | <b>\$ 284,776</b> | <b>\$ 398,623</b> | <b>\$ 398,623</b> | <b>\$ 398,945</b> |

## Significant Changes from FY 2020 Adopted Budget

### Personnel Services

Planned salary and benefit adjustments \$ 13,197

### Operating Expenses

Decrease from Town Commission elections every two years \$ (13,000)

| Personnel Complement        |             |             |             |             |             |             |             |             |
|-----------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Position Title              | FY 2020     |             |             |             | FY 2021     |             |             |             |
|                             | Funded      |             |             |             | Funded      |             |             |             |
|                             | Full Time   | Part Time   | Temp        | FTEs        | Full Time   | Part Time   | Temp        | FTEs        |
| Town Clerk                  | 1.00        |             |             | 1.00        | 1.00        |             |             | 1.00        |
| Deputy Town Clerk           | 1.00        |             |             | 1.00        | 1.00        |             |             | 1.00        |
| Assistant to Town Clerk     | 1.00        |             |             | 1.00        | 1.00        |             |             | 1.00        |
| Recording Clerks for Boards |             | 1.00        |             | 0.50        |             | 1.00        |             | 0.50        |
| <b>Total</b>                | <b>3.00</b> | <b>1.00</b> | <b>0.00</b> | <b>3.50</b> | <b>3.00</b> | <b>1.00</b> | <b>0.00</b> | <b>3.50</b> |

# TOWN CLERK (2400)

## 001 General Fund

### EXPENDITURES

|                                  |                                  | FY 2019           | FY 2020           | FY 2020           | FY 2021           |
|----------------------------------|----------------------------------|-------------------|-------------------|-------------------|-------------------|
| Line Item prefix: 001-2400-519-: |                                  | Actual            | Adopted           | Estimated         | Proposed          |
| <b>Suffix</b>                    | <b>Object Description</b>        |                   |                   |                   |                   |
| <b><u>Personnel Services</u></b> |                                  |                   |                   |                   |                   |
| 1210                             | Regular Salaries                 | \$ 185,501        | \$ 205,533        | \$ 205,533        | \$ 214,694        |
| 1310                             | Other Salaries                   | 2,163             | 2,000             | 2,000             | -                 |
| 1410                             | Overtime                         |                   | 1,000             | 1,000             | -                 |
| 1510                             | Special pay                      | 2,499             | 2,500             | 2,500             | 2,500             |
| 2110                             | Payroll Taxes                    | 14,621            | 16,604            | 16,604            | 16,937            |
| 2210                             | Retirement Contribution          | 13,526            | 18,947            | 18,947            | 30,800            |
| 2310                             | Life & Health Insurance          | 23,200            | 37,901            | 37,901            | 32,724            |
| 2410                             | Workers Compensation             | 337               | 588               | 588               | 615               |
| <b>Total</b>                     | <b>Personnel Services</b>        | <b>\$ 241,847</b> | <b>\$ 285,073</b> | <b>\$ 285,073</b> | <b>\$ 298,270</b> |
| <b><u>Operating Expenses</u></b> |                                  |                   |                   |                   |                   |
| 3112                             | Physical Examinations            | \$ 935            | \$ 600            | \$ 600            | \$ 600            |
| 3410                             | Other Contractual Services       | 7,206             | 21,150            | 21,150            | 19,225            |
| 4009                             | Car Allowance                    | 4,200             | 4,200             | 4,200             | 4,200             |
| 4110                             | Telecommunications               | 379               | 480               | 1,980             | 1,980             |
| 4111                             | Postage                          | 63                | 300               | 300               | 250               |
| 4112                             | Mobile Phone Allowance           | 1,350             | 1,800             | 300               | -                 |
| 4402                             | Building Rental/Leasing          | 1,789             | 2,000             | 2,000             | -                 |
| 4403                             | Equipment/Vehicle Leasing        | -                 | 3,000             | 3,000             | 6,700             |
| 4910                             | Legal Advertisement              | 9,157             | 30,000            | 30,000            | 30,000            |
| 4911                             | Other Current Charges            | 90                | 30,000            | 30,000            | 17,000            |
| 5110                             | Office Supplies                  | 5,446             | 8,000             | 6,218             | 8,500             |
| 5290                             | Miscellaneous Operating Supplies | 2,448             | 1,920             | 1,920             | 1,920             |
| 5410                             | Subscriptions and Memberships    | 2,025             | 1,600             | 1,600             | 1,800             |
| 5520                             | Conferences and Seminars         | 5,751             | 8,500             | 8,500             | 8,500             |
| <b>Total</b>                     | <b>Operating Expenses</b>        | <b>\$ 40,839</b>  | <b>\$ 113,550</b> | <b>\$ 111,768</b> | <b>\$ 100,675</b> |
| <b><u>Capital Outlay</u></b>     |                                  |                   |                   |                   |                   |
| 6410                             | Machinery and Equipment          | \$ 2,090          | \$ -              | \$ 1,782          | \$ -              |
| <b>Total</b>                     | <b>Capital Outlay</b>            | <b>\$ 2,090</b>   | <b>\$ -</b>       | <b>\$ 1,782</b>   | <b>\$ -</b>       |
| <b>Total</b>                     | <b>Department Expenditures</b>   | <b>\$ 284,776</b> | <b>\$ 398,623</b> | <b>\$ 398,623</b> | <b>\$ 398,945</b> |

# Public Safety Department

## Services, Functions, and Activities:

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

Public Safety services include:

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

## Fiscal Year 2020 Accomplishments:

- Hired and trained two new Police Officers.
- Selected a new Police Officer Trainee who was assigned to Miami-Dade College's School of Justice to complete Basic Law Enforcement Training to obtain State of Florida Certification as a Law Enforcement Officer.
- Enhanced and improved the police parking area in coordination with the Public Works department by erecting a secure fence structure that encompasses the entire police parking lot thereby increasing the safety for police personnel, and prisoner escorts and transports.
- Ordered and in the process of receiving, and outfitting six police vehicles.
- Researched valid police handheld radio options for police personnel, but unable to move forward with procurement as the Miami-Dade Police Department Communications Bureau has not authorized the release of the latest generation radios for use on their communications system due to on-going compliance testing.
- Developed and participated in corroborative innovative traffic control and intrusion efforts through enforcement, education and design while working in partnership with the Florida Department of Transportation and other local agencies that included the Florida Law Enforcement Traffic Safety Challenge, Click It or Ticket Seatbelt Program, FDOT Active Transportation Week, and obtained grant funding for the FDOT Alert Today bicycle and pedestrian safety program. These initiatives concentrated police resources on efforts to reduce crashes, injuries, speeders, and fatalities on our roadways.
- Traffic Safety/Speed Management: Procured a Speed Measurement Trailer with traffic data collection software to conduct traffic speed studies, allow for focused enforcement efforts in problem areas, and provide visual speed information to drivers.

- Traffic Safety/Speed Management: Implemented a full-Time pro-active Traffic Enforcement Unit staffed by one police officer with consideration to enhance the detail to two full-time officers.
- Hosted a training police course for law enforcement personnel at the Surfside Police Department reference Instructor's Course for Taser which allowed our personnel to participate free of charge to receive their instructor certification for this weapon platform and provided refresher training thus reducing internal training costs through free training slots obtained by hosting training courses.
- Initiated a Trespass After Warning Program for Town of Surfside businesses whereby department officers are authorized to act as representatives for the business to issue trespass warnings without a business representative being present thus creating a more effective and efficient process in handling these types of calls especially during non-business hours.
- Enhanced 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 by procuring new Tasers, ASP defensive tactic equipment, defensive tactics suits, and utilizing law enforcement partners to provide use of firearms simulators to our officers at no cost to the department.
- Seized \$12,640 in currency from money laundering/narcotic investigations in 2019.
- Selected a Police Sergeant and Police Officer to attend the Police Instructor Workshop to become certified trainers; they are now able to conduct in-house required training courses for department personnel resulting in a cost savings.
- Conducted a full inventory of the Police Property and Evidence Room to ensure integrity of police component, and conducted a Property and Evidence destruction of items from closed cases that included 31 firearms, 22 firearm magazines, and over 500 property/evidence items thus freeing up needed space for items.
- Procured computer software (Net Motion) to enhance connectivity of the 37 new police mobile laptop computers with the department's CAD-RMS system that resulted in increased functionality and efficiency when utilizing the mobile laptops.
- Created, implemented, and effectively implemented an Action Plan for Police Services reference Super Bowl LIV Events affected Surfside in February 2020.
- COVID-19 Actions: The impact of the Coronavirus Pandemic resulted in the department creating new Emergency Operations Plans, protocols, police-community safety details, community mask give-aways, deliveries of needed supplies-food-medications to elderly residents and residents requiring special assistance, COVID-19 testing sites, notification messaging, and compliance checks of businesses and construction sites.
- 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.

### **Fiscal Year 2021 Objectives:**

- Conduct a full review of all department directives, policies, and protocols to ensure law enforcement best practices and all accreditation standards are being addressed.
- Research, select, and procure new firearms and associated gear for sworn police officers to replace the aging firearms.

- Research, select, and procure new firearms for response and control of critical incident/active shooter situations at high risk targets within Surfside and other high risk targets such as schools.
- Research, select, and procure new Personal Protective Equipment (PPE) to provide enhanced safety to officers and citizens while coping with pandemic incidents such as COVID-19.
- Replace four police vehicles.
- Continue to develop innovative traffic safety, traffic control, and intrusion efforts through enforcement, education and design while working in partnership with State and County departments.
- 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.
- Enhance the equipment and 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 incidents involving pandemic related issues and concerns within Surfside and the surrounding area to include local schools.

|   | <b>2015</b>   | <b>2016</b>   | <b>2017</b>   | <b>2018</b>   | <b>2019</b>   |
|---|---------------|---------------|---------------|---------------|---------------|
| <b>Performance Measures</b>               | <b>Actual</b> | <b>Actual</b> | <b>Actual</b> | <b>Actual</b> | <b>Actual</b> |
| Percent of annual change in overall crime | -13.3%        | 32.8%         | -44.0%        | 5.9%          | 45.3%         |
| Crime Prevention / Community Events       | 190           | 164           | 170           | 152           | 168           |
| Incident Reports                          | 1,256         | 1,430         | 1,047         | 808           | 868           |
| Arrests                                   | 151           | 198           | 116           | 207           | 116           |
| Criminal Investigations                   | 208           | 239           | 141           | 127           | 149           |
| Traffic Crash Investigations              | 267           | 269           | 215           | 226           | 230           |
| Traffic Citations                         | 4,686         | 4,899         | 3,413         | 4,807         | 3,887         |
| Traffic Warnings                          | 3,825         | 3,360         | 3,205         | 3,139         | 2,815         |
| Parking Citations                         | 13,816        | 13,916        | 10,658        | 8,582         | 9,122         |
| Code Violations Calls                     | 159           | 272           | 182           | 185           | 190           |

# PUBLIC SAFETY (3000)

001 General Fund

|                        | FY 2019<br>Actual   | FY 2020<br>Adopted | FY 2020<br>Estimated | FY 2021<br>Proposed |
|------------------------|---------------------|--------------------|----------------------|---------------------|
| <b>APPROPRIATIONS</b>  |                     |                    |                      |                     |
| Personnel Services     | \$ 4,995,598        | \$5,389,361        | \$ 5,389,361         | \$ 5,651,971        |
| Operating Expenses     | 838,981             | 850,275            | 874,399              | 822,783             |
| Capital Outlay         | 12,019              | 129,600            | 129,600              | 16,600              |
| Total Debt Service     | 1,460               | -                  | -                    | 24,124              |
| Non-operating Expenses | 228,000             | -                  | -                    | -                   |
| <b>TOTAL</b>           | <b>\$ 6,076,058</b> | <b>\$6,369,236</b> | <b>\$ 6,393,360</b>  | <b>\$ 6,515,478</b> |

## Significant Changes from FY 2019 Adopted Budget

### Personnel Services

Planned salary and benefit adjustments \$ 262,610

### Operating Expenses

Patrol laptop lease and aircards budgeted in Forfeiture Fund 105 in prior years \$ 71,000  
 General/Professional liability insurance allocation increase \$ 8,453  
 Fleet replacement estimated useful life increased \$ (78,948)  
 Expenditures budgeted in Forfeiture Fund 105 in prior years \$ 25,000  
 Fuel costs estimated to decrease \$ (35,500)  
 Uniforms cost decrease \$ (7,750)  
 Conference and seminars decrease \$ (4,000)

### Capital Outlay

New firearms for sworn officers \$ 16,600

### Debt Service

Body camera lease \$ 24,124

| Position Title                                | Personnel Complement |             |             |              | Personnel Complement |             |             |              |
|---|----------------------|-------------|-------------|--------------|----------------------|-------------|-------------|--------------|
|   | FY 2020              |             |             |              | FY 2021              |             |             |              |
|   | Funded               |             |             |              | 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 <sup>1</sup>                       | 1.50                 |             |             | 1.50         | 1.50                 |             |             | 1.50         |
| Public Safety Specialist                      | 1.00                 |             |             | 1.00         | 1.00                 |             |             | 1.00         |
| Accreditation Manager                         |                      | 1.00        |             | 0.50         |                      | 1.00        |             | 0.50         |
| Executive Assistant to the Chief <sup>1</sup> | 0.75                 |             |             | 0.75         | 0.75                 |             |             | 0.75         |
| Business District Officer                     | 1.00                 |             |             | 1.00         | 1.00                 |             |             | 1.00         |
| Traffic Enforcement Officer <sup>2</sup>      | 1.00                 |             |             | 1.00         | 1.00                 |             |             | 1.00         |
| Communications Supervisor                     | 1.00                 |             |             | 1.00         | 1.00                 |             |             | 1.00         |
| Communications Operators                      | 3.00                 |             |             | 3.00         | 3.00                 |             |             | 3.00         |
| Patrol Officers                               | 17.00                |             |             | 17.00        | 17.00                |             |             | 17.00        |
| Detectives                                    | 3.00                 |             |             | 3.00         | 3.00                 |             |             | 3.00         |
| Police Sergeants                              | 6.00                 |             |             | 6.00         | 6.00                 |             |             | 6.00         |
| <b>Total</b>                                  | <b>37.25</b>         | <b>1.00</b> | <b>0.00</b> | <b>37.75</b> | <b>37.25</b>         | <b>1.00</b> | <b>0.00</b> | <b>37.75</b> |

<sup>1</sup>General Fund allocation. Position split funded with Municipal Parking Fund.

<sup>2</sup>Patrol Officer position reclassified to Traffic Enforcement Officer during FY 2020.



# PUBLIC SAFETY (3000)

## 001 General Fund

### EXPENDITURES

|                                  |                                      | FY 2019             | FY 2020             | FY 2020             | FY 2021             |
|----------------------------------|--------------------------------------|---------------------|---------------------|---------------------|---------------------|
| Line Item Prefix: 001-3000-521-: |                                      | Actual              | Adopted             | Estimated           | Proposed            |
| <b>Suffix</b>                    | <b>Object Description</b>            |                     |                     |                     |                     |
| <b><u>Personnel Services</u></b> |                                      |                     |                     |                     |                     |
| 1210                             | Regular Salaries                     | \$ 2,909,302        | \$ 3,072,581        | \$ 3,072,581        | \$ 3,186,088        |
| 1310                             | Other Salaries                       | 23,664              | 48,256              | 48,256              | 48,256              |
| 1410                             | Overtime                             | 235,615             | 200,000             | 200,000             | 200,000             |
| 1510                             | Special pay                          | 96,615              | 128,720             | 128,720             | 126,185             |
| 1520                             | Extra Duty Pay                       | 298,523             | 180,000             | 180,000             | 180,000             |
| 2110                             | Payroll Taxes                        | 262,835             | 278,545             | 278,545             | 285,784             |
| 2210                             | Retirement Contribution              | 585,780             | 788,939             | 788,939             | 864,881             |
| 2310                             | Life & Health Insurance              | 477,148             | 536,528             | 536,528             | 606,617             |
| 2410                             | Workers Compensation                 | 106,116             | 155,792             | 155,792             | 154,160             |
| <b>Total</b>                     | <b>Personnel Services</b>            | <b>\$ 4,995,598</b> | <b>\$ 5,389,361</b> | <b>\$ 5,389,361</b> | <b>\$ 5,651,971</b> |
| <b><u>Operating Expenses</u></b> |                                      |                     |                     |                     |                     |
| 3110                             | Professional Services                | \$ 3,046            | \$ 10,000           | \$ 10,000           | \$ 10,000           |
| 3111                             | Lawsuits and Prosecutions            | 6,462               | -                   | -                   | -                   |
| 3112                             | Physical Examinations                | 8,741               | 12,300              | 12,300              | 12,300              |
| 3410                             | Other Contractual Services           | 7,564               | 8,200               | 8,200               | 8,200               |
| 4110                             | Telecommunications                   | 2,869               | 3,300               | 3,300               | 3,300               |
| 4111                             | Postage                              | 1,453               | 1,000               | 1,000               | 1,000               |
| 4112                             | Mobile Phone Allowance               | 10,105              | 10,350              | 10,350              | 8,550               |
| 4403                             | Equipment/Vehicle Leasing            | 3,490               | 7,200               | 31,324              | 77,500              |
| 4510                             | Property and Liability Insurance     | 44,159              | 55,571              | 55,571              | 64,024              |
| 4601                             | Maintenance Service/Repair Contracts | 31,250              | 30,950              | 33,550              | 30,951              |
| 4603                             | Equipment Maintenance                | 23,364              | 18,840              | 16,240              | 16,877              |
| 4612                             | Vehicle Maintenance - Usage          | 122,913             | 124,920             | 124,920             | 121,943             |
| 4613                             | Vehicle Maint - Fleet Replacement    | 349,752             | 318,024             | 318,024             | 239,076             |
| 4810                             | Promotional Activities               | 6,147               | 8,000               | 8,000               | 12,700              |
| 4911                             | Other Current Charges                | 12,613              | 8,620               | 8,620               | 33,450              |
| 5110                             | Office Supplies                      | 7,116               | 8,000               | 8,000               | 6,000               |
| 5214                             | Uniforms                             | 18,233              | 27,500              | 27,500              | 19,750              |
| 5215                             | Uniform Allowance                    | -                   | 1,200               | 1,200               | 1,200               |
| 5216                             | Vehicle Maintenance - Fuel           | 108,000             | 119,500             | 119,500             | 84,000              |
| 5290                             | Miscellaneous Operating Supplies     | 48,599              | 50,800              | 50,800              | 49,962              |
| 5410                             | Subscriptions and Memberships        | 3,233               | 5,000               | 5,000               | 5,000               |
| 5520                             | Conferences and Seminars             | 19,872              | 21,000              | 21,000              | 17,000              |
| <b>Total</b>                     | <b>Operating Expenses</b>            | <b>\$ 838,981</b>   | <b>\$ 850,275</b>   | <b>\$ 874,399</b>   | <b>\$ 822,783</b>   |

# PUBLIC SAFETY (3000)

001 General Fund

EXPENDITURES

|                                  |                                   | FY 2019             | FY 2020             | FY 2020             | FY 2021             |
|----------------------------------|-----------------------------------|---------------------|---------------------|---------------------|---------------------|
| Line Item Prefix: 001-3000-521-: |                                   | Actual              | Adopted             | Estimated           | Proposed            |
| Suffix                           | Object Description                |                     |                     |                     |                     |
| <b><u>Capital Outlay</u></b>     |                                   |                     |                     |                     |                     |
| 6410                             | Machinery and Equipment           | \$ 12,019           | \$ 129,600          | \$ 129,600          | \$ 16,600           |
| <b>Total</b>                     | <b>Capital Outlay</b>             | <b>\$ 12,019</b>    | <b>\$ 129,600</b>   | <b>\$ 129,600</b>   | <b>\$ 16,600</b>    |
| <b><u>Debt Service</u></b>       |                                   |                     |                     |                     |                     |
| 7110                             | Principal Capital Lease           | \$ 1,457            | \$ -                | \$ -                | \$ 24,124           |
| 7210                             | Interest Capital Lease            | 3                   | -                   | -                   | -                   |
| <b>Total</b>                     | <b>Debt Service</b>               | <b>\$ 1,460</b>     | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ 24,124</b>    |
| 591-8TBD                         | Transfer to Fleet Management Fund | \$ 228,000          | \$ -                | \$ -                | \$ -                |
| <b>Total</b>                     | <b>Non-operating Expenses</b>     | <b>\$ 228,000</b>   | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         |
| <b>Total</b>                     | <b>Department Expenditures</b>    | <b>\$ 6,076,058</b> | <b>\$ 6,369,236</b> | <b>\$ 6,393,360</b> | <b>\$ 6,515,478</b> |

## FY 2021 New Capital Outlay Request

### Police - New 9mm Firearms for Sworn Officers

| Department    | Division | Funding Source | Dept. Priority | Fiscal Impact |
|---------------|----------|----------------|----------------|---------------|
| Public Safety | Police   | General Fund   | 1              | \$16,600      |

#### Justification and Description

The Surfside Police Department is seeking to transition to new 9mm firearms to replace the aging .40 caliber firearms that the department presently utilizes. The department is evaluating several firearms options that all include a trade-in option for the current firearms. The cost to procure thirty-five (35) firearms and the associated gear (holsters, magazines, magazine pouches, and light kits) is approximately \$16,600 depending on make and model of firearm selected. Transitioning from .40 caliber ammunition to 9mm ammunition will result in a cost savings to the department as 9mm ammunition is less expensive to procure. Procuring new firearms will ensure the safety of the police officers and their ability to protect the community. The estimated cost includes a one year warranty.

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

The current firearms assigned to officers are aging and have experienced malfunctions indicative of older weapons. Officers' firearms are subjected to weather and salt air conditions on a daily basis, and the majority of the firearms are over seven years old and have a higher likelihood of incurring issues/malfunctions.

#### Required Resources

| Account Number     | Title or Description of Request | Cost     |
|--------------------|---------------------------------|----------|
| 001-3000-521-64-10 | Machinery & Equipment           | \$16,600 |
|                    |                                 |          |
|                    |                                 |          |

#### Other Recurring Operating Costs

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

# Public Safety Department Code Compliance Division

**Services, Functions, and Activities:**

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 Manager schedules and administers the Special Magistrate Hearing cases after voluntary efforts to obtain compliance have failed.

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.

FY2021 Budget Changes

The Town has implemented a new organizational structure to meet operational and service needs in an ever-growing work environment. The new structure transfers the Code Compliance Division from the Planning and Code Compliance Division of the Executive Department to the Code Compliance Division of the Public Safety Department in FY2021. With the reorganization, the Code Compliance Division’s four positions are transferred, including two Code Compliance Division positions converted as follows:

| <u>FY2020 Position Title</u>       | <u>FY2021 Position Title</u>      |
|------------------------------------|-----------------------------------|
| Code Compliance Director           | Code Compliance Manager           |
| Code Compliance Assistant Director | Code Compliance Assistant Manager |

In addition, the new structure under the reorganization effects the following change:

- 1) Resiliency & Sustainability Officer position is converted to a Resiliency & Public Communications Specialist;
- 2) position transfer and allocation to the Community Services & Public Communications Department (25%) and the Tourism Department/Resort Tax Fund (75%).

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:

- o Receiving, responding and processing complaints.
- o 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 2020 Accomplishments:**

- Presented 44 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 2021 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.
- Beach patrol/monitoring.
- Beach furniture operation permit processing program.
- Continue scanning documents for the filing and documenting of code cases.

|                              | <b>FY 2016</b> | <b>FY 2017</b> | <b>FY 2018</b> | <b>FY 2019</b> | <b>FY 2020</b> |
|------------------------------|----------------|----------------|----------------|----------------|----------------|
| <b>Performance Measures</b>  | <b>Actual</b>  | <b>Actual</b>  | <b>Actual</b>  | <b>Actual</b>  | <b>YTD</b>     |
| Cases opened                 | 700            | 933            | 1,190          | 1,143          | 778            |
| Cases closed                 | 566            | 857            | 1,162          | 1,126          | 887            |
| Percentage of resolved cases | 81%            | 92%            | 98%            | 98.5%          | 114%%          |
| Code fines collected         | \$137,254      | \$42,921       | \$29,576       | \$35,654       | \$82,856       |

# PUBLIC SAFETY (3000)

## PLANNING AND CODE COMPLIANCE DIVISION 524

### 001 General Fund

|                       | FY 2019*          | FY 2020*          | FY 2020*          | FY 2021           |
|-----------------------|-------------------|-------------------|-------------------|-------------------|
|                       | Actual            | Adopted           | Estimated         | Adopted           |
| <b>APPROPRIATIONS</b> |                   |                   |                   |                   |
| Personnel Services    | \$ 251,582        | \$ 360,781        | \$ 360,781        | \$ 328,728        |
| Operating Expenses    | 55,968            | 77,639            | 77,639            | 77,589            |
| Capital Outlay        | 1,399             | -                 | -                 | -                 |
| <b>TOTAL</b>          | <b>\$ 308,949</b> | <b>\$ 438,420</b> | <b>\$ 438,420</b> | <b>\$ 406,317</b> |

\*Expenditure information is for comparison presentation only. Prior to FY2021, expenditures of the Code Compliance Division were reported under the Executive Department (2000). Beginning in FY2021, the Code Compliance Division is under the Public Safety Department (3000).

### Significant Changes from FY 2020 Adopted Budget

#### Personnel Services

|   |             |
|---|-------------|
| Planned salary and benefit adjustments                                      | \$ 32,498   |
| Part time Code Compliance Officer positions removed                         | \$ (33,156) |
| Code Compliance Clerk positions allocated 50% to Municipal Parking Fund 402 | \$ (31,395) |

#### Operating Expenses

|   |            |
|---|------------|
| Decrease to annual software renewal needs | \$ (2,000) |
| Fuel costs estimated to decrease          | \$ (1,100) |

| Position Title                                 | Personnel Complement |             |             |             |             |             |             |             |
|--|----------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
|  | FY 2020*             |             |             |             | FY 2021     |             |             |             |
|  | Funded               |             |             |             | Funded      |             |             |             |
|  | Full Time            | Part Time   | Temp        | FTEs        | Full Time   | Part Time   | Temp        | FTEs        |
| Code Compliance Manager <sup>1</sup>           | 1.00                 |             |             | 1.00        | 1.00        |             |             | 1.00        |
| Code Compliance Assistant Manager <sup>2</sup> | 1.00                 |             |             | 1.00        | 1.00        |             |             | 1.00        |
| Code Compliance Officer <sup>3</sup>           | 1.00                 | 1.00        |             | 1.50        | 1.00        |             |             | 1.00        |
| Code Compliance Clerk <sup>4</sup>             | 1.00                 |             |             | 1.00        | 0.50        |             |             | 0.50        |
| <b>Total</b>                                   | <b>4.00</b>          | <b>1.00</b> | <b>0.00</b> | <b>4.50</b> | <b>3.50</b> | <b>0.00</b> | <b>0.00</b> | <b>3.50</b> |

\*For comparison presentation only. Prior to FY2021, the Code Compliance Division was budgeted under the Executive Department (2000-524). Beginning in FY2021, the Code Compliance Division is budgeted in the Public Safety Department (3000).

<sup>1</sup> FY2021 Position change to Code Compliance Manager from Code Compliance Director.

<sup>2</sup> FY2021 Position change to Code Compliance Assistant Manager from Code Compliance Assistant Director. (Note: During FY2020 one Code Compliance Officer position became a Code Compliance Assistant Director.)

<sup>3</sup> Part time Code Compliance Officer position eliminated in FY2021.

<sup>4</sup> General Fund allocation. Split funded with Municipal Parking Fund.

# PLANNING AND CODE COMPLIANCE (3000)

001 General Fund

## EXPENDITURES

| Line Item Prefix: 001-3000-524-: |                                      | FY 2019*          | FY 2020*          | FY 2020*          | FY 2021           |
|----------------------------------|--------------------------------------|-------------------|-------------------|-------------------|-------------------|
|                                  |                                      | Actual            | Adopted           | Estimated         | Proposed          |
| <b>Suffix</b>                    | <b>Object Description</b>            |                   |                   |                   |                   |
| <b><u>Personnel Services</u></b> |                                      |                   |                   |                   |                   |
| 1210                             | Regular Salaries                     | \$ 185,275        | \$ 227,584        | \$ 227,584        | \$ 220,161        |
| 1310                             | Other Salaries                       | 2,875             | 30,800            | 30,800            | -                 |
| 2110                             | Payroll Taxes                        | 14,166            | 19,767            | 19,767            | 17,118            |
| 2210                             | Retirement Contribution              | 11,545            | 20,979            | 20,979            | 31,585            |
| 2310                             | Life & Health Insurance              | 34,190            | 54,175            | 54,175            | 53,494            |
| 2410                             | Workers Compensation                 | 3,531             | 7,476             | 7,476             | 6,370             |
| <b>Total</b>                     | <b>Personnel Services</b>            | <b>\$ 251,582</b> | <b>\$ 360,781</b> | <b>\$ 360,781</b> | <b>\$ 328,728</b> |
| <b><u>Operating Expenses</u></b> |                                      |                   |                   |                   |                   |
| 3112                             | Physical Examinations                | \$ 35             | \$ 480            | \$ 480            | \$ 480            |
| 3410                             | Other Contractual Services           | 11,856            | 15,400            | 15,400            | 14,850            |
| 3420                             | Other Code Services                  | 5,194             | 7,300             | 7,300             | 7,000             |
| 4009                             | Car Allowance                        | -                 | -                 | -                 | 3,600             |
| 4110                             | Telecommunications                   | 2,844             | 2,880             | 2,880             | 2,880             |
| 4111                             | Postage                              | 8,411             | 10,000            | 10,000            | 9,750             |
| 4601                             | Maintenance Service/Repair Contracts | 1,625             | 12,000            | 12,000            | 10,000            |
| 4609                             | Take Home Vehicle                    | 120               | -                 | -                 | -                 |
| 4612                             | Vehicle Maintenance - Usage          | 6,575             | 7,632             | 7,632             | 7,485             |
| 4613                             | Vehicle Maint - Fleet Replacement    | 11,472            | 11,747            | 11,747            | 12,744            |
| 4810                             | Promotional Activities/Newsletter    | 885               | 1,000             | 1,000             | 1,000             |
| 5110                             | Office Supplies                      | 2,398             | 1,650             | 1,650             | 1,650             |
| 5214                             | Uniforms                             | 1,211             | 750               | 750               | 750               |
| 5216                             | Vehicle Maintenance - Fuel           | 2,400             | 3,600             | 3,600             | 2,500             |
| 5290                             | Miscellaneous Operating Supplies     | 245               | 1,000             | 1,000             | 900               |
| 5410                             | Subscriptions and Memberships        | 105               | 700               | 700               | 500               |
| 5520                             | Conferences and Seminars             | 592               | 1,500             | 1,500             | 1,500             |
| <b>Total</b>                     | <b>Operating Expenses</b>            | <b>\$ 55,968</b>  | <b>\$ 77,639</b>  | <b>\$ 77,639</b>  | <b>\$ 77,589</b>  |
| <b><u>Capital Outlay</u></b>     |                                      |                   |                   |                   |                   |
| 6410                             | Machinery and Equipment              | \$ 1,399          | \$ -              | \$ -              | \$ -              |
| <b>Total</b>                     | <b>Capital Outlay</b>                | <b>\$ 1,399</b>   | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>       |
| <b>Total</b>                     | <b>Department Expenditures</b>       | <b>\$ 308,949</b> | <b>\$ 438,420</b> | <b>\$ 438,420</b> | <b>\$ 406,317</b> |

\*Expenditure information is for comparison presentation only. Prior to FY2021, expenditures of the Code Compliance Division were reported under the Executive Department (2000). Beginning in FY2021, the Code Compliance Division is under the Public Safety Department (3000).

# 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 2020 Accomplishments:**

- Tree City USA re-certification for fourth year.
- Increased building security with Town Hall fence.
- Converted utility software to cloud based software.
- Purchased additional utility vehicle for Public Works operational efficiencies.
- Purchased replacement garbage truck to update fleet.
- Upgraded residential lighting.
- Completed Town Hall generator upgrade.
- Increased emergency funding for sewer and storm pump maintenance and repairs.
- Installation of 96<sup>th</sup> Street shower drainage upgrade.
- Beach Post & Rope replacement.
- Commenced fuel tank replacements at Town Hall.

### **Fiscal Year 2020 Objectives:**

- Parking lot re-striping
- Site remediation and tank upgrades
- Tree City USA re-certification
- Increase residential lighting

# PUBLIC WORKS (5000)

001 General Fund

|                       | FY 2019<br>Actual   | FY 2020<br>Adopted  | FY 2020<br>Estimated | FY 2021<br>Proposed |
|-----------------------|---------------------|---------------------|----------------------|---------------------|
| <b>APPROPRIATIONS</b> |                     |                     |                      |                     |
| Personnel Services    | \$ 502,780          | \$ 513,161          | \$ 513,161           | \$ 528,194          |
| Operating Expenses    | 766,781             | 1,174,585           | 1,143,084            | 1,077,378           |
| Capital Outlay        | 26,836              | -                   | 11,500               | -                   |
| <b>TOTAL</b>          | <b>\$ 1,296,397</b> | <b>\$ 1,687,745</b> | <b>\$ 1,667,745</b>  | <b>\$ 1,605,572</b> |

## Significant Changes from FY 2020 Adopted Budget

### Personnel Services

|  |             |
|--|-------------|
| Planned salary and benefit adjustments                     | \$ 30,981   |
| Part time custodian/maintenance worker position eliminated | \$ (23,948) |
| Increased overtime for operational needs                   | \$ 8,000    |

### Operating Expenses

|   |             |
|---|-------------|
| Miscellaneous outside contracting needs not funded  | \$ (5,000)  |
| Nuisance abatement not funded   | \$ (5,000)  |
| Water and Sewer Town billed charges increase  |             |
| Roadway electricity decrease  | \$ (6,400)  |
| Bigbelly lease program cancelled  | \$ (63,620) |
| Property and liability insurance allocation increase  | \$ 6,762    |
| Annual Bigbelly software license for three Town owned receptacles cancelled                                       | \$ (4,913)  |
| Maintenance services/repair contracts for elevator estimated decrease   | \$ (9,000)  |
| Equipment maintenance estimated decrease  | \$ (7,000)  |
| Town cost of window coverings business district budgeted in Community Services & Public Communications Dept. 6600 | \$ (20,000) |
| Property and liability insurance allocation decrease  | \$ (7,000)  |
| Fleet replacement needs increase  | \$ 13,387   |
| Phased reduction to sandless sandbag distribution   | \$ (28,000) |
| Roads - Increased needs including roadway restriping in single family   | \$ 37,750   |

| Position Title                               | Personnel Complement |              |             |             |                   |              |             |             |
|--|----------------------|--------------|-------------|-------------|-------------------|--------------|-------------|-------------|
|  | FY 2020<br>Funded    |              |             |             | FY 2021<br>Funded |              |             |             |
|  | Full<br>Time         | Part<br>Time | Temp        | FTEs        | Full<br>Time      | Part<br>Time | Temp        | FTEs        |
| Public Works Director <sup>1</sup>           | 0.25                 |              |             | 0.25        | 0.25              |              |             | 0.25        |
| Assistant Public Works Director <sup>2</sup> | 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 (Roads 541)             | 1.00                 |              |             | 1.00        | 1.00              |              |             | 1.00        |
| General Service Worker                       | 1.00                 |              |             | 1.00        | 1.00              |              |             | 1.00        |
| Maintenance Worker/Custodian <sup>3</sup>    |                      | 1.00         |             | 0.50        |                   |              |             |             |
| <b>Total</b>                                 | <b>5.65</b>          | <b>1.00</b>  | <b>0.00</b> | <b>6.15</b> | <b>5.65</b>       | <b>0.00</b>  | <b>0.00</b> | <b>5.65</b> |

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

<sup>2</sup>General Fund allocation. Position split funded with Water & Sewer Fund, and Stormwater Fund.

<sup>3</sup>Position eliminated in FY2021.

# PUBLIC WORKS (5000)

## 001 General Fund

### EXPENDITURES

| Line Item Prefix: 001-5000-539 (unless noted): |                                      | FY 2019           | FY 2020           | FY 2020           | FY 2021           |
|--|--------------------------------------|-------------------|-------------------|-------------------|-------------------|
|  |                                      | Actual            | Adopted           | Estimated         | Proposed          |
| Suffix   | Object Description                   |                   |                   |                   |                   |
| <b><u>Personnel Services</u></b>               |                                      |                   |                   |                   |                   |
| 1210   | Regular Salaries                     | \$ 256,011        | \$ 233,215        | \$ 233,215        | \$ 234,528        |
| 1310   | Other Salaries                       | 13                | 22,246            | 22,246            | -                 |
| 1410   | Overtime                             | 62,646            | 52,000            | 52,000            | 60,000            |
| 1510   | Special pay                          | 3,372             | 5,250             | 5,250             | 6,000             |
| 2110   | Payroll Taxes                        | 24,539            | 24,297            | 24,297            | 23,181            |
| 2210   | Retirement Contribution              | 15,594            | 20,234            | 20,234            | 33,645            |
| 2310/2315                                      | Life & Health Insurance              | 67,451            | 66,630            | 66,630            | 76,141            |
| 2410   | Workers Compensation                 | 2,756             | 12,427            | 12,427            | 11,607            |
| <b>Total</b>                                   | <b>Personnel Services</b>            | <b>\$ 432,382</b> | <b>\$ 436,299</b> | <b>\$ 436,299</b> | <b>\$ 445,102</b> |
| <b><u>Operating Expenses</u></b>               |                                      |                   |                   |                   |                   |
| 3110   | Professional Services                | \$ 110,526        | \$ 118,086        | \$ 118,086        | \$ 118,086        |
| 3112   | Physical Examinations                | -                 | 890               | 890               | 890               |
| 3410   | Other Contractual Services           | -                 | 5,000             | 5,000             | -                 |
| 3411   | Nuisance Abatement                   | 476               | 10,000            | 10,000            | 5,000             |
| 4009   | Vehicle Allowance                    | 5,675             | 2,490             | 2,490             | 2,490             |
| 4110   | Telecommunications                   | 1,434             | 2,100             | 2,100             | 1,800             |
| 4111   | Postage                              | -                 | 100               | 100               | 100               |
| 4112   | Mobile Phone Allowance               | 1,743             | 2,400             | 2,400             | 1,500             |
| 4310   | Electricity                          | 39,704            | 48,000            | 48,000            | 41,600            |
| 4311   | Water and Sewer                      | 58,416            | 90,000            | 90,000            | 90,000            |
| 4403   | Equipment/Vehicle Leasing            | 22,733            | 70,420            | 70,420            | 6,800             |
| 4510   | Property and Liability Insurance     | 31,116            | 43,103            | 43,103            | 49,865            |
| 4601   | Maintenance Service/Repair Contracts | 44,070            | 62,676            | 62,675            | 48,552            |
| 4602   | Building Maintenance                 | 26,921            | 85,000            | 85,000            | 85,000            |
| 4603   | Equipment Maintenance                | 6,502             | 27,000            | 27,000            | 20,000            |
| 4604   | Grounds Maintenance                  | 169,674           | 249,560           | 249,560           | 247,297           |
| 4611   | Miscellaneous Maintenance            | 60,366            | 68,305            | 46,305            | 47,000            |
| 4612   | Vehicle Maintenance - Usage          | 19,913            | 18,658            | 18,658            | 19,556            |
| 4613   | Vehicle Maint - Fleet Replacement    | 26,954            | 26,405            | 26,405            | 39,792            |
| 4911   | Other Current Charges                | 35,483            | 52,600            | 41,100            | 24,600            |
| 5110   | Office Supplies                      | 1,744             | 2,500             | 2,500             | 2,500             |
| 5210   | Property and Maintenance             | 23,876            | 35,000            | 35,000            | 35,000            |
| 5214   | Uniforms                             | 10,790            | 9,250             | 9,250             | 10,250            |
| 5216   | Vehicle Maintenance - Fuel           | 8,808             | 7,092             | 7,092             | 5,000             |
| 5290   | Miscellaneous Operating Supplies     | 10,027            | 10,250            | 10,250            | 10,250            |
| 5310   | Road Materials                       | 6,427             | 7,000             | 9,000             | 6,000             |
| 5410   | Subscriptions and Memberships        | 480               | 1,300             | 1,300             | 1,300             |

## PUBLIC WORKS (5000)

001 General Fund

### EXPENDITURES

| Line Item Prefix: 001-5000-539 (unless noted): |                                | FY 2019             | FY 2020             | FY 2020             | FY 2021             |
|--|--------------------------------|---------------------|---------------------|---------------------|---------------------|
|  |                                | Actual              | Adopted             | Estimated           | Proposed            |
| Suffix   | Object Description             |                     |                     |                     |                     |
| 5520   | Conferences and Seminars       | -                   | 2,600               | 2,600               | 2,600               |
| 5510   | Training & Educational         | 1,150               | 3,800               | 3,800               | 3,800               |
| <b>Total</b>                                   | <b>Operating Expenses</b>      | <b>\$ 725,008</b>   | <b>\$ 1,061,585</b> | <b>\$ 1,030,084</b> | <b>\$ 926,628</b>   |
| <b>Capital Outlay</b>                          |                                |                     |                     |                     |                     |
| 6410   | Machinery and Equipment        | \$ 26,836           | \$ -                | \$ 11,500           | \$ -                |
| <b>Total</b>                                   | <b>Capital Outlay</b>          | <b>\$ 26,836</b>    | <b>\$ -</b>         | <b>\$ 11,500</b>    | <b>\$ -</b>         |
| <b>Total</b>                                   | <b>Department Expenditures</b> | <b>\$ 1,184,226</b> | <b>\$ 1,497,883</b> | <b>\$ 1,477,883</b> | <b>\$ 1,371,730</b> |

**PUBLIC WORKS (5000)**  
**ROAD MAINTENANCE (541)**  
001 General Fund  
EXPENDITURES

| Line Item Prefix: 001-5000-541: |                                | FY 2019           | FY 2020           | FY 2020           | FY 2021           |
|---------------------------------|--------------------------------|-------------------|-------------------|-------------------|-------------------|
|                                 |                                | Actual            | Adopted           | Estimated         | Proposed          |
| Suffix                          | Object Description             |                   |                   |                   |                   |
| <b>Personnel Services</b>       |                                |                   |                   |                   |                   |
| 541-1210                        | Road's Regular Salaries        | \$ 38,737         | \$ 37,338         | \$ 37,338         | \$ 38,458         |
| 541-1410                        | Road's Overtime                | 6,506             | 8,000             | 8,000             | 8,000             |
| 541-1510                        | Road's Special Pay             | 1,508             | 1,500             | 1,500             | 1,500             |
| 541-2110                        | Road's Payroll Taxes           | 3,312             | 3,584             | 3,584             | 3,669             |
| 541-2210                        | Road's Retirement Contribution | 2,454             | 3,443             | 3,443             | 5,518             |
| 541-2310                        | Road's Life & Health Insurance | 17,336            | 18,167            | 18,167            | 20,972            |
| 541-2410                        | Road's Workers Compensation    | 545               | 4,830             | 4,830             | 4,975             |
| <b>Total</b>                    | <b>Personnel Services</b>      | <b>\$ 70,398</b>  | <b>\$ 76,862</b>  | <b>\$ 76,862</b>  | <b>\$ 83,092</b>  |
| <b>Operating Expenses</b>       |                                |                   |                   |                   |                   |
| 541-4110                        | Road's Telecommunications      | \$ 267            | \$ -              | \$ -              | \$ -              |
| 541-4310                        | Roadway Electricity            | 34,208            | 38,000            | 38,000            | 38,000            |
| 541-4611                        | Miscellaneous Maintenance      | 7,298             | 75,000            | 75,000            | 112,750           |
| <b>Total</b>                    | <b>Operating Expenses</b>      | <b>\$ 41,773</b>  | <b>\$ 113,000</b> | <b>\$ 113,000</b> | <b>\$ 150,750</b> |
| <b>Capital Outlay</b>           |                                |                   |                   |                   |                   |
| <b>Total</b>                    | <b>Capital Outlay</b>          | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>       |
| <b>Total</b>                    | <b>Department Expenditures</b> | <b>\$ 112,171</b> | <b>\$ 189,862</b> | <b>\$ 189,862</b> | <b>\$ 233,842</b> |

# 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, and endeavors to be innovative in its programming to meet the needs of the community.

The Parks and Recreation Department operates and provides for the planning, supervision, maintenance and development of 96<sup>th</sup> St. Park, Tennis Center/Veterans Park, Hawthorne Tot Lot, recreational programming, 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 was developed with the assistance of the Parks and Recreation Committee that focuses on providing quality facilities to meet the recreational needs of the ever changing Town demographics. During FY 2020 the Parks and Recreation Department issued a Request for Qualifications (RFQ) for the design phase of 96<sup>th</sup> Street Park reconstruction, the last large project on the five-year Parks and Recreation plan. In FY 2020 the Town funded the 96<sup>th</sup> Street Park reconstruction based on the estimated cost of the project.

To accomplish park related objectives, the department offers a variety of well-maintained park facilities for active and passive recreation. 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.

## Fiscal Year 2020 Accomplishments:

- Worked in conjunction with a parent group to develop a new Advance Soccer program under Cyclone Soccer to meet the demand of the community.
- Adapted and developed online programming to meet the needs of residents during the COVID-19 Pandemic. Over thirty different programming options were developed for youth, adults and seniors through our Zoom platform.
- Due to COVID-19, the department adjusted and hosted a virtual ceremony for the Town's annual Memorial Day ceremony to honor Americans who lost their lives while serving our country. The ceremony was viewable through Channel 663 and the Town's website.
- Worked in conjunction with the Resiliency and Sustainability Officer to create an Earth Week page full of activities to celebrate Earth Day.
- Offered a variety of other resources and stay at home programs to meet the needs of our patrons. All resources were displayed in the Parks and Recreation "Have Fun at Home" banner on the Town website.
- Participated in weekly calls with the Miami Dade Parks Coalition to ensure proper planning and coordination for the reopening of Parks and Recreation facilities. Developed a plan to

reopen the 96<sup>th</sup> Street Park, Tennis Center, Hawthorne Tot lot, Community Center and beach.

- Successfully opened the Tennis Center during the COVID-19 Pandemic with limited staff and new guidelines. Staff created a new online reservation system and also used the phone-in booking option to help ensure social distancing practices and limit interactions.
- Updated signage complying with Miami Dade County and CDC recommendations. The signage was placed around each facility.
- Successfully issued a RFQ for design services for the reconstruction of the 96<sup>th</sup> Street Park.
- Assisted the Town's COVID-19 Task Force by running a daily outreach program to provide all Surfside residents with important Town information during the pandemic, confirm residents were doing well, and assist residents in signing up for Code Red and other Town alerts. All information was recorded in an Excel sheet.
- Assisted and completed the FEMA COVID-19 paperwork with Finance for FEMA reimbursement.
- Daily update to the Parks and Recreation Department web page and Have Fun at Home page displayed on the Town Website.
- Successful update of RecTrac into a web based version. The migration was completed during the COVID-19 Pandemic and all staff received proper training on it.
- Assisted and completed the FEMA Hurricane Irma paper work with Finance for FEMA reimbursement.
- Successfully installed new security cameras at the Tennis Center.

**Issues:**

- 96<sup>th</sup> Street Park amenities are outdated, limited in size and weekly/monthly maintenance and upkeep increases due to usage and park longevity.
- Limited green space makes it difficult to create programming opportunities.
- Limited storage space.

**Fiscal Year 2021 Objectives:**

- Design and construction of the 96<sup>th</sup> Street Park reconstruction project.
- Create and develop new and innovative programming to meet the needs of the community.
- Create and develop new special events to meet the needs of the community.

|                             | <b>FY 2017</b> | <b>FY 2018</b> | <b>FY 2019</b> | <b>FY 2020</b>       | <b>FY 2021</b>   |
|-----------------------------|----------------|----------------|----------------|----------------------|------------------|
| <b>Performance Measures</b> | <b>Actual</b>  | <b>Actual</b>  | <b>Actual</b>  | <b>YTD/Estimated</b> | <b>Estimated</b> |
| Youth Program Participants  | 1,325          | 1,600          | 1,743          | 1,100                | 1,980            |
| Special Events Participants | 5,319          | 5,421          | 6,382          | 3,125                | 7,240            |

# PARKS AND RECREATION (6000)

001 General Fund

|                        | FY 2019           | FY 2020           | FY 2020           | FY 2021           |
|------------------------|-------------------|-------------------|-------------------|-------------------|
|                        | Actual            | Adopted*          | Estimated         | Proposed          |
| <b>APPROPRIATIONS</b>  |                   |                   |                   |                   |
| Personnel Services     | \$ 188,439        | \$ 221,366        | \$ 221,366        | \$ 224,372        |
| Operating Expenses     | 338,899           | 369,858           | 369,858           | 331,971           |
| Capital Outlay         | -                 | 15,500            | 15,500            | -                 |
| Non-operating Expenses | 14,000            | -                 | -                 | -                 |
| <b>TOTAL</b>           | <b>\$ 541,338</b> | <b>\$ 606,724</b> | <b>\$ 606,724</b> | <b>\$ 556,343</b> |

## Significant Changes from FY 2019 Adopted Budget

### Personnel Services

Planned salary and benefit adjustments \$ 3,006

### Operating Expenses

Tennis Center telecommunications and electricity budgeted in Resort Tax Fund 102 \$ (7,610)

Tennis Center property & liability insurance budgeted in Resort Tax Fund 102 \$ (5,418)

Special events budgeted in Resort Tax Fund 102 \$ (21,500)

| Position Title                                 | Personnel Complement |             |              |             |                |             |              |             |
|--|----------------------|-------------|--------------|-------------|----------------|-------------|--------------|-------------|
|  | FY 2020 Funded       |             |              |             | FY 2021 Funded |             |              |             |
|  | Full Time            | Part Time   | Temp         | FTEs        | Full Time      | Part Time   | Temp         | FTEs        |
| Parks & Recreation Director <sup>1</sup>       | 0.05                 |             |              | 0.05        | 0.05           |             |              | 0.05        |
| Parks & Recreation Superintendent <sup>1</sup> | 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 <sup>2</sup>                   |                      |             | 19.00        | 4.00        |                |             | 19.00        | 4.00        |
| <b>Total</b>                                   | <b>1.10</b>          | <b>6.00</b> | <b>19.00</b> | <b>8.60</b> | <b>1.10</b>    | <b>6.00</b> | <b>19.00</b> | <b>8.60</b> |

<sup>1</sup>General Fund position allocation. Split funded with Tourist Resort Fund 102.

<sup>2</sup>Camp 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 2019           | FY 2020           | FY 2020           | FY 2021           |
|----------------------------------|---|-------------------|-------------------|-------------------|-------------------|
|                                  |   | Actual            | Adopted           | Estimated*        | Proposed          |
| Suffix                           | Object Description                      |                   |                   |                   |                   |
| <b><u>Personnel Services</u></b> |   |                   |                   |                   |                   |
| 1210                             | Regular Salaries                        | \$ 41,714         | \$ 48,240         | \$ 48,240         | \$ 43,441         |
| 1310                             | Other Salaries - Includes Seasonal      | 75,691            | 132,213           | 132,213           | 134,126           |
| 1410                             | Overtime                                | 1,735             | 1,000             | 1,000             | 1,000             |
| 1510                             | Special pay                             | 368               | 1,150             | 1,150             | 150               |
| 2110                             | Payroll Taxes                           | 10,843            | 14,059            | 14,059            | 13,686            |
| 2210                             | Retirement Contribution                 | 3,487             | 3,894             | 3,894             | 6,233             |
| 2310/2315                        | Life & Health Insurance                 | 16,874            | 10,908            | 10,908            | 12,341            |
| 2410                             | Workers Compensation                    | 37,727            | 9,902             | 9,902             | 13,395            |
| <b>Total</b>                     | <b>Personnel Services</b>               | <b>\$ 188,439</b> | <b>\$ 221,366</b> | <b>\$ 221,366</b> | <b>\$ 224,372</b> |
| <b><u>Operating Expenses</u></b> |   |                   |                   |                   |                   |
| 3112                             | Physical Examinations                   | \$ 4,568          | \$ 1,600          | \$ 1,600          | \$ 1,600          |
| 3410                             | Other Contractual Services              | 83,510            | 82,000            | 82,000            | 82,000            |
| 4009                             | Car Allowance                           | 195               | 180               | 180               | 180               |
| 4110                             | Telecommunications                      | 1,160             | 2,520             | 2,520             | -                 |
| 4111                             | Postage                                 | 23                | 100               | 100               | 100               |
| 4112                             | Mobile Phone Allowance                  | 4,597             | 990               | 990               | -                 |
| 4310                             | Electricity                             | 4,479             | 6,980             | 6,980             | 2,880             |
| 4311                             | Water and Sewer                         | 21,220            | 24,000            | 24,000            | 24,000            |
| 4510                             | Property and Liability Insurance        | 16,653            | 17,967            | 17,967            | 12,549            |
| 4601                             | Maintenance Service/Repair Contracts    | 1,466             | 3,775             | 3,775             | 5,075             |
| 4602                             | Building Maintenance                    | 6,108             | 8,000             | 8,000             | 8,000             |
| 4603                             | Equipment Maintenance                   | 2,020             | 5,000             | 5,000             | 5,000             |
| 4604                             | Grounds Maintenance                     | 78,232            | 83,502            | 83,502            | 83,504            |
| 4609                             | Take Home Vehicle                       | 9                 | -                 | -                 | -                 |
| 4611                             | Miscellaneous Maintenance               | 16,316            | 11,500            | 11,500            | 11,500            |
| 4612                             | Vehicle Maintenance - Usage             | 4,121             | 3,816             | 3,816             | 3,617             |
| 4613                             | Vehicle Fleet Replacement               | 5,917             | 5,790             | 5,790             | 4,128             |
| 4810                             | Promotional Activities - Special Events | 7,761             | 24,000            | 22,000            | 2,500             |
| 4815:4911                        | Other Current Charges                   | 66,336            | 70,000            | 70,000            | 70,000            |
| 5110                             | Office Supplies                         | 919               | 1,000             | 1,000             | -                 |
| 5213                             | Landscape Improvements                  | 3,742             | 5,000             | 5,000             | 5,000             |
| 5214                             | Uniforms                                | 192               | 1,463             | 1,463             | 1,463             |
| 5216                             | Vehicle Maintenance - Fuel              | 1,296             | 1,500             | 1,500             | 700               |
| 5225                             | Merchant Fees                           | 1,291             | 1,500             | 1,500             | 1,500             |
| 5290                             | Miscellaneous Operating Supplies        | 5,062             | 6,000             | 8,000             | 5,000             |
| 5410                             | Subscriptions and Memberships           | 331               | 300               | 300               | 300               |
| 5520                             | Conferences and Seminars                | 1,375             | 1,375             | 1,375             | 1,375             |
| <b>Total</b>                     | <b>Operating Expenses</b>               | <b>\$ 338,899</b> | <b>\$ 369,858</b> | <b>\$ 369,858</b> | <b>\$ 331,971</b> |

# PARKS AND RECREATION

(6000)

001 General Fund

EXPENDITURES

| Line Item Prefix: 001-6000-572-: |                                   | FY 2019    | FY 2020    | FY 2020    | FY 2021    |
|----------------------------------|-----------------------------------|------------|------------|------------|------------|
|                                  |                                   | Actual     | Adopted    | Estimated* | Proposed   |
| Suffix                           | Object Description                |            |            |            |            |
| <b>Capital Outlay</b>            |                                   |            |            |            |            |
| 6410                             | Machinery and Equipment           | \$ -       | \$ 15,500  | \$ 15,500  | \$ -       |
| <b>Total</b>                     | <b>Capital Outlay</b>             | \$ -       | \$ 15,500  | \$ 15,500  | \$ -       |
| 581-9190                         | Transfer to Fleet Management Fund | \$ 14,000  | \$ -       | \$ -       | \$ -       |
| <b>Total</b>                     | <b>Non-operating Expenses</b>     | \$ 14,000  | \$ -       | \$ -       | \$ -       |
| <b>Total</b>                     | <b>Department Expenditures</b>    | \$ 541,338 | \$ 606,724 | \$ 606,724 | \$ 556,343 |

# Community Services & Public Communications Department

## Services, Functions, and Activities:

The Community Services & Public Communications (CSPC) 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. With the establishment of an Assistant Town Manager position, the oversight and management of this department is now coordinated by the Assistant Town Manger.

CSPC plans, prepares and develops information to enhance the Town's communication platforms in collaboration with the Public Information Representative. CSPC oversees the development and content input on the Town's website and on Channel 663. The Town's website and Channel 663 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. CSPC also implements and manages a variety of special projects and programs as assigned. To assist the Town in communications, the Town publishes the highly visible Gazette. The Gazette is a publication which provides information on services, recent legislative action, and special programs and events.

CSPC 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. CSPC also works to enhance the quality of life for residents through community-based services.

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.

There are various projected FY 2021 objectives, under both CSPC and the Tourist Bureau portions of the proposed FY 2021 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. This process also includes applying for and managing the grants application process for the Town.

**Fiscal Year 2020 Accomplishments:**

- Coordinated the Downtown Vision Advisory Committee meeting objectives and programs
- Assisted /coordinated the next phases of the parking analysis process
- Increased public communications efforts due to the COVID-19 crisis

**Fiscal Year 2021 Objectives:**

- Complete the Surf-Bal-Bay shuttle RFP and award contract
- Continue assistance and outreach to the downtown businesses and property owners
- Review website condition and content and recommend any enhancements
- Manage public information outreach
- Improve content on Channel 663
- Explore any and all possible grant opportunities concentrating on planning, engineering, and construction of Town infrastructure
- Issue the RFP for the upgrading and permanent lighting in the downtown district

| <b>Performance Measures</b> | <b>FY 2016<br/>Actual</b> | <b>FY 2017<br/>Actual</b> | <b>FY 2018<br/>Actual</b> | <b>FY 2019<br/>Actual</b> | <b>FY 2020<br/>Estimated</b> |
|-----------------------------|---------------------------|---------------------------|---------------------------|---------------------------|------------------------------|
| Town Website Subscribers    | 380                       | 500                       | 750                       | 1000                      | 1500                         |

# COMMUNITY SERVICES & PUBLIC COMMUNICATIONS (6600)

001 General Fund

|                       | FY 2019           | FY 2020           | FY 2020           | FY 2021           |
|-----------------------|-------------------|-------------------|-------------------|-------------------|
|                       | Actual            | Adopted           | Estimated         | Adopted           |
| <b>APPROPRIATIONS</b> |                   |                   |                   |                   |
| Personnel Services    | \$ 91,098         | \$ 90,444         | \$ 90,444         | \$ 45,041         |
| Operating Expenses    | 106,249           | 122,764           | 142,764           | 307,792           |
| Capital Outlay        | -                 | -                 | -                 | -                 |
| <b>TOTAL</b>          | <b>\$ 197,347</b> | <b>\$ 213,208</b> | <b>\$ 233,208</b> | <b>\$ 352,833</b> |

**Significant Changes from FY 2020 Adopted Budget**

**Personnel Services**

Planned salary and benefit adjustment allocation split with Resort Tax Fund 102 \$ (45,403)

**Operating Expenses**

IT communication services budgeted in Finance Dept. 2100 in prior years \$ 56,270  
 IT communications related maintenance services budgeted in Finance Dept. 2100 in prior years \$ 23,701  
 Newsletter/Gazette cost transferred to Community Services & Public Communications Dept. 6600 \$ 86,940  
 Town cost of window coverings business district budgeted in Public Works Dept. 6600 in prior years \$ 20,000

| Position Title   | Personnel Complement |             |             |             |             |             |             |             |
|--|----------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
|  | FY 2020              |             |             |             | FY 2021     |             |             |             |
|  | Funded               |             |             |             | Funded      |             |             |             |
|  | Full Time            | Part Time   | Temp        | FTEs        | Full Time   | Part Time   | Temp        | FTEs        |
| Assistant Town Manager <sup>1</sup>                        | 0.25                 |             |             | 0.25        |             |             |             |             |
| Tourism & Public Communications Manager <sup>2</sup>       |                      |             |             |             | 0.25        |             |             | 0.25        |
| Resiliency & Public Communications Specialist <sup>3</sup> |                      |             |             |             | 0.25        |             |             | 0.25        |
| Marketing & Special Projects Coordinator <sup>4</sup>      | 0.66                 |             |             | 0.66        |             |             |             |             |
| <b>Total</b>   | <b>0.91</b>          | <b>0.00</b> | <b>0.00</b> | <b>0.91</b> | <b>0.50</b> | <b>0.00</b> | <b>0.00</b> | <b>0.50</b> |

<sup>1</sup>In FY2021 the position allocation is funded in Tourist Resort Fund 102.

<sup>2</sup>General Fund allocation. Position split funded with Tourist Resort Fund 102.

<sup>3</sup>Transfer of Sustainability & Resiliency Officer position from Planning & Code Compliance Division and change to Resiliency & Public Communications Specialist.

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

<sup>4</sup>Position eliminated.

# COMMUNITY SERVICES & PUBLIC COMMUNICATIONS

001 General Fund

## EXPENDITURES

| Line Item prefix: 001-6600-552-: |                                     | FY 2019           | FY 2020           | FY 2020           | FY 2021           |
|----------------------------------|-------------------------------------|-------------------|-------------------|-------------------|-------------------|
|                                  |                                     | Actual            | Adopted           | Estimated         | Proposed          |
| Suffix                           | Object Description                  |                   |                   |                   |                   |
| <b><u>Personnel Services</u></b> |                                     |                   |                   |                   |                   |
| 1210                             | Regular Salaries                    | \$ 69,987         | \$ 66,396         | \$ 66,396         | \$ 32,348         |
| 1410                             | Overtime                            | 438               | 1,000             | 1,000             | -                 |
| 1510                             | Special Pay                         | 298               | 313               | 313               | -                 |
| 2110                             | Payroll Taxes                       | 5,331             | 5,352             | 5,352             | 2,544             |
| 2210                             | Retirement Contribution             | 4,342             | 6,121             | 6,121             | 4,641             |
| 2310                             | Life & Health Insurance             | 10,662            | 11,072            | 11,072            | 5,415             |
| 2410                             | Workers Compensation                | 40                | 190               | 190               | 93                |
| <b>Total</b>                     | <b>Personnel Services</b>           | <b>\$ 91,098</b>  | <b>\$ 90,444</b>  | <b>\$ 90,444</b>  | <b>\$ 45,041</b>  |
| <b><u>Operating Expenses</u></b> |                                     |                   |                   |                   |                   |
| 516-3110                         | Professional Services (IT)          | \$ -              | \$ -              | \$ -              | \$ 56,271         |
| 3410                             | Other Contractual Services          | 90,000            | 91,540            | 91,540            | 91,560            |
| 4009                             | Vehicle Allowance                   | 1,350             | 1,350             | 1,350             | 900               |
| 4110                             | Telecommunications                  | 144               | 480               | 480               | 420               |
| 4112                             | Mobile Phone Allowance              | 1,124             | 894               | 894               | -                 |
| 516-4605                         | IT Software Maintenance             | -                 | -                 | -                 | 15,596            |
| 516-4606                         | IT Hardware Maintenance             | -                 | -                 | -                 | 8,105             |
| 4810                             | Promotional Activities / Newsletter | 7,181             | 3,000             | 3,000             | 89,940            |
| 4911                             | Other Current Charges               | 6,450             | 25,000            | 45,000            | 45,000            |
| 5290                             | Miscellaneous Operating Supplies    | -                 | 500               | 500               | -                 |
| <b>Total</b>                     | <b>Operating Expenses</b>           | <b>\$ 106,249</b> | <b>\$ 122,764</b> | <b>\$ 142,764</b> | <b>\$ 307,792</b> |
| <b><u>Capital Outlay</u></b>     |                                     |                   |                   |                   |                   |
| <b>Total</b>                     | <b>Capital Outlay</b>               | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>       |
| <b>Total</b>                     | <b>Department Expenditures</b>      | <b>\$ 197,347</b> | <b>\$ 213,208</b> | <b>\$ 233,208</b> | <b>\$ 352,833</b> |

## **Non-Departmental Allocation Center**

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

The Non-Departmental Allocation Center is a method to reflect those General Fund expenditures which are not otherwise classified or identifiable. It includes any interfund transfers out of the General Fund. In FY 2021, there are no General Fund transfers to other funds.

This allocation center may include other centralized costs which are not easily distributed. In FY 2021, for example, the portion of the Town's property and liability insurance coverage of the Town Hall building is included in this allocation center rather than distributed across the departments within Town Hall.

Other significant items funded here for FY 2021 include \$150,000 allocated for a merit pool and paid parental leave for general employees, and \$250,000 for a general operating contingency. Significant changes and information is presented in the allocation center's appropriation summary.

There are no personnel associated with this allocation center, however, funding reserved for the merit pool 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           | Adopted             |
| <b><u>APPROPRIATIONS</u></b>   |                     |                     |                     |                     |
| Personnel Services             | \$ -                | \$ 150,000          | \$ 150,000          | \$ 150,000          |
| Operating Expenses             | 361,143             | 500,487             | 500,487             | 402,387             |
| Capital Outlay                 | -                   | 36,000              | 36,000              | -                   |
| Non-operating Expenses         | 1,108,000           | 775,000             | 2,500,000           | 250,000             |
| Contingency/Return to Reserves | -                   | 2,126,495           | 649,371             | 3,160,548           |
| <b>TOTAL</b>                   | <b>\$ 1,469,143</b> | <b>\$ 3,587,982</b> | <b>\$ 3,835,858</b> | <b>\$ 3,962,935</b> |

|  |
|--|
| <b>Significant Changes from FY 2020 Adopted Budget</b> |
|--|

**Operating Expenses**

|  |             |
|--|-------------|
| Professional fees for flood insurance rating                                     | \$ (5,000)  |
| Professional fees for FPL undergrounding estimate not anticipated in FY2021      | \$ (60,500) |
| Town wifi for Bigbelly program cancelled   | \$ (24,000) |
| Sunguard software license not needed due to completion of Tyler software project | \$ (16,565) |
| Property & liability insurance   | \$ 25,461   |
| Cat program not anticipated  | \$ (4,800)  |
| Credit card merchant fees estimated decrease                                     | \$ (6,200)  |

**Non-operating Expenses**

|  |              |
|--|--------------|
| No transfer to Capital Projects Fund           | \$ (225,000) |
| Current year General Fund contingency increase | \$ (300,000) |



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

| Line Item Prefix: 001-7900-:         |                                      | FY 2019             | FY 2020             | FY 2020             | FY 2021             |
|--------------------------------------|--------------------------------------|---------------------|---------------------|---------------------|---------------------|
|                                      |                                      | Actual              | Adopted             | Estimated           | Proposed            |
| <b>Suffix</b>                        | <b>Object description</b>            |                     |                     |                     |                     |
| <b><u>Personnel Services</u></b>     |                                      |                     |                     |                     |                     |
| 590-1210                             | Regular Salaries                     | \$ -                | \$ 150,000          | \$ 150,000          | \$ 150,000          |
| <b>Total</b>                         | <b>Personnel Services</b>            | \$ -                | \$ 150,000          | \$ 150,000          | \$ 150,000          |
| <b><u>Operating Expenses</u></b>     |                                      |                     |                     |                     |                     |
| 590-3110                             | Professional Services                | \$ 8,403            | \$ 132,300          | \$ 132,300          | \$ 66,800           |
| 590-4110                             | Telecommunications                   | 50,108              | 79,996              | 79,996              | 51,000              |
| 590-4111                             | Postage                              | 1,954               | 10,150              | 10,150              | 10,150              |
| 590-4403                             | Equipment/Vehicle Leasing            | 140,500             | 93,640              | 93,640              | 77,075              |
| 590-4510                             | Property and Liability Insurance     | 103,158             | 97,981              | 97,981              | 123,442             |
| 590-4601                             | Maintenance Service/Repair Contracts | 12,980              | 13,520              | 13,520              | 13,520              |
| 590-4603                             | Equipment Maintenance                | 1,500               | 1,500               | 1,500               | -                   |
| 590-4911                             | Other Current Charges                | 6,941               | 21,800              | 21,800              | 17,000              |
| 590-5110                             | Office Supplies                      | 15,556              | 19,500              | 19,500              | 19,500              |
| 590-5225                             | Merchant Fees                        | 11,107              | 17,200              | 17,200              | 11,000              |
| 590-5290                             | Miscellaneous Operating Supplies     | 8,936               | 12,900              | 12,900              | 12,900              |
| <b>Total</b>                         | <b>Operating Expenses</b>            | \$ 361,143          | \$ 500,487          | \$ 500,487          | \$ 402,387          |
| <b><u>Capital Outlay</u></b>         |                                      |                     |                     |                     |                     |
| 590-6410                             | Machinery and Equipment              | \$ -                | \$ 36,000           | \$ 36,000           | \$ -                |
| <b>Total</b>                         | <b>Capital Outlay</b>                | \$ -                | \$ 36,000           | \$ 36,000           | \$ -                |
| <b><u>Non-operating Expenses</u></b> |                                      |                     |                     |                     |                     |
| 581-9130                             | Transfers to Capital Projects Fund   | \$ 1,108,000        | \$ 225,000          | \$ 1,950,000        | \$ -                |
| 590-9920                             | Contingency - General CY             |                     | 550,000             | 550,000             | 250,000             |
| 590-9930                             | Resiliency Reserve                   |                     | 60,000              | 60,000              | -                   |
| 590-9910                             | Return to Reserves                   |                     | 2,066,495           | 589,371             | 3,160,548           |
| <b>Total</b>                         | <b>Non-operating Expenses</b>        | \$ 1,108,000        | \$ 2,901,495        | \$ 3,149,371        | \$ 3,410,548        |
| <b>Total</b>                         | <b>Department Expenditures</b>       | <b>\$ 1,469,143</b> | <b>\$ 3,587,982</b> | <b>\$ 3,835,858</b> | <b>\$ 3,962,935</b> |



### ***Capital Projects Fund***

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

Information about this fund includes: a fund 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 2019<br>Actual   | FY 2020<br>Adopted  | FY 2020<br>Estimated | FY 2021<br>Proposed |
|----------------------------------|---------------------|---------------------|----------------------|---------------------|
| <b><u>FUNDS AVAILABLE</u></b>    |                     |                     |                      |                     |
| Intergovernmental- Federal/State | \$ -                | \$ 25,000           | \$ 25,000            | \$ -                |
| Interest                         | 5,693               | -                   | -                    | -                   |
| Transfers In                     | 1,228,000           | 225,000             | 1,950,000            | -                   |
| Fund Balance Beginning           | 2,158,902           | 1,760,751           | 3,048,583            | 1,079,087           |
| <b>TOTAL</b>                     | <b>\$ 3,392,595</b> | <b>\$ 2,010,751</b> | <b>\$ 5,023,583</b>  | <b>\$ 1,079,087</b> |
| <b><u>APPROPRIATIONS</u></b>     |                     |                     |                      |                     |
| Capital Outlay                   | \$ 244,012          | \$ 250,000          | \$ 3,944,496         | \$ -                |
| Non-Operating Expenses           | 100,000             | -                   | -                    | -                   |
| <b>TOTAL APPROPRIATIONS</b>      | <b>\$ 344,012</b>   | <b>\$ 250,000</b>   | <b>\$ 3,944,496</b>  | <b>\$ -</b>         |
| Parks & Rec CIP Reserves         | 93,633              | 93,633              | -                    | -                   |
| Fund Balance Ending              | 2,954,950           | 1,667,118           | 1,079,087            | 1,079,087           |
| <b>TOTAL</b>                     | <b>\$ 3,392,595</b> | <b>\$ 2,010,751</b> | <b>\$ 5,023,583</b>  | <b>\$ 1,079,087</b> |

## 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 2021, there are no new capital projects to be funded.

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 2019<br>Actual   | FY 2020<br>Adopted | FY 2020<br>Estimated | FY 2021<br>Proposed |
|---|---------------------|--------------------|----------------------|---------------------|
| <b>REVENUES</b>                           |                     |                    |                      |                     |
| Intergovernmental- Federal/State          | \$ -                | \$ 25,000          | \$ 25,000            | \$ -                |
| Developer Contributions                   | -                   | -                  | -                    | -                   |
| Interest                                  | 5,693               | -                  | -                    | -                   |
| Other - Transfers In                      | 1,228,000           | 225,000            | 1,950,000            | -                   |
| Use of Fund Balance                       | -                   | -                  | 1,969,496            | -                   |
| <b>TOTAL REVENUES</b>                     | <b>\$ 1,233,693</b> | <b>\$ 250,000</b>  | <b>\$ 3,944,496</b>  | <b>\$ -</b>         |
| <b>EXPENDITURES</b>                       |                     |                    |                      |                     |
| Capital Outlay Expenditures               | \$ 244,012          | \$ 250,000         | \$ 3,944,496         | \$ -                |
| Transfer to Municipal Transportation Fund | 100,000             | -                  | -                    | -                   |
| <b>TOTAL EXPENDITURES</b>                 | <b>\$ 344,012</b>   | <b>\$ 250,000</b>  | <b>\$ 3,944,496</b>  | <b>\$ -</b>         |

# CAPITAL IMPROVEMENT PROJECTS

## 301 Capital Projects Fund

### REVENUES

| Line Item Prefix                                | 301-590-                                    | FY 2019<br>Actual   | FY 2020<br>Adopted | FY 2020<br>Estimated | FY 2021<br>Proposed |
|---|---|---------------------|--------------------|----------------------|---------------------|
| <b><u>Intergovernmental - Federal/State</u></b> |   |                     |                    |                      |                     |
| 334-3900  | State - FIND Grant                          | \$ -                | \$ 25,000          | \$ 25,000            | \$ -                |
| <b>Total Intergovernmental - Federal/State</b>  |   | \$ -                | \$ 25,000          | \$ 25,000            | \$ -                |
| <b><u>Miscellaneous Revenues</u></b>            |   |                     |                    |                      |                     |
| 361-1000  | Interest Earnings                           | \$ 5,693            | \$ -               | \$ -                 | \$ -                |
| 381-0100  | Interfund Transfer from General Fund        | 1,108,000           | 225,000            | 1,950,000            | -                   |
| 381-0200  | Interfund Transfer from Tourist Resort Fund | 120,000             | -                  | -                    | -                   |
| 392-0000  | Appropriated Fund Balance                   | -                   | -                  | 1,969,496            | -                   |
| <b>Total Miscellaneous Revenues</b>             |   | \$ 1,233,693        | \$ 225,000         | \$ 3,919,496         | \$ -                |
| <b>Total</b>                                    |   | <b>\$ 1,233,693</b> | <b>\$ 250,000</b>  | <b>\$ 3,944,496</b>  | <b>\$ -</b>         |

# CAPITAL IMPROVEMENT PROJECTS (4400)

## 301 Capital Projects Fund

### EXPENDITURES

| Line Item Prefix: 301-4400-:         |   | FY 2019           | FY 2020           | FY 2020             | FY 2021     |
|--------------------------------------|---|-------------------|-------------------|---------------------|-------------|
|                                      |   | Actual            | Adopted           | Estimated           | Proposed    |
| <b>Suffix</b>                        | <b>Object Description</b>                 |                   |                   |                     |             |
| <b><u>Capital Outlay</u></b>         |   |                   |                   |                     |             |
| 516-6820                             | Server Upgrade                            | \$ 74,980         | \$ -              | \$ -                | \$ -        |
| 539-6220                             | Town Hall Improvements                    | 32,122            | -                 | -                   | -           |
| 539-6310                             | Improvements other than Building          | 11,019            | -                 | 70,223              | -           |
| 539-6320                             | Infrastructure - Beach Walking Path       | 12,517            | -                 | 107,483             | -           |
| 539-6410                             | Machinery and Equipment                   | 94,460            | -                 | 57,540              | -           |
| 541-6381                             | Harding Avenue Downtown Street Lighting   | 429               | -                 | 620,000             | -           |
| 541-6394                             | Westside Street End Improvements          | 7,739             | -                 | -                   | -           |
| 541-6395                             | 92nd Street Beachend Improvements         |                   | -                 | 250,000             | -           |
|                                      | Improvements - Community Center Turnkey   |                   |                   |                     |             |
| 539-6210                             | Solar Power System                        | 10,746            | 200,000           | 289,250             | -           |
| 572-6380                             | 96th Street Park Renovation               |                   | -                 | 2,500,000           | -           |
| 572-6320                             | Kayak Launch                              |                   | 50,000            | 50,000              | -           |
| <b>Total</b>                         | <b>Capital Outlay</b>                     | <b>\$ 244,012</b> | <b>\$ 250,000</b> | <b>\$ 3,944,496</b> | <b>\$ -</b> |
| <b><u>Non-operating Expenses</u></b> |   |                   |                   |                     |             |
| 581-9117                             | Transfer to Municipal Transportation Fund | \$ 100,000        | \$ -              | \$ -                | \$ -        |
| <b>Total</b>                         | <b>Non-operating Expenses</b>             | <b>\$ 100,000</b> | <b>\$ -</b>       | <b>\$ -</b>         | <b>\$ -</b> |
| <b>Total</b>                         | <b>Capital Projects Fund Expenditures</b> | <b>\$ 344,012</b> | <b>\$ 250,000</b> | <b>\$ 3,944,496</b> | <b>\$ -</b> |



## ***Special Revenue Funds***

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

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

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





## ***Tourist Resort Fund***

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

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 percent (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 remaining sixty-six percent (66%) of total revenues are allocated for the cost of operating the Community Center.

# 102 Tourist Resort Fund

## FINANCIAL SUMMARY

|                                  | FY 2019             | FY 2020             | FY 2020             | FY 2021             |
|----------------------------------|---------------------|---------------------|---------------------|---------------------|
|                                  | Actual              | Adopted             | Estimated           | Proposed            |
| <b><u>FUNDS AVAILABLE</u></b>    |                     |                     |                     |                     |
| Resort Taxes                     | \$ 3,901,559        | \$ 3,297,550        | \$ 3,297,550        | \$ 2,919,853        |
| Miscellaneous Revenues           | 13,614              | 10,500              | 10,500              | 10,500              |
| Interest                         | -                   | -                   | -                   | 9,000               |
| Fund Balance Beginning -         | -                   | -                   | -                   | -                   |
| Tourist Bureau                   | 356,313             | 684,822             | 734,636             | 857,223             |
| Community Center                 | -                   | 768,566             | 905,889             | 1,018,435           |
| <b>TOTAL</b>                     | <b>\$ 4,271,486</b> | <b>\$ 4,761,438</b> | <b>\$ 4,948,575</b> | <b>\$ 4,815,011</b> |
| <br><b><u>APPROPRIATIONS</u></b> |                     |                     |                     |                     |
| Personnel Costs                  | \$ 1,216,564        | \$ 1,348,802        | \$ 1,348,802        | \$ 1,572,129        |
| Operating Expenses               | 1,259,481           | 1,685,615           | 1,685,615           | 1,022,268           |
| Capital Outlay                   | 20,916              | 38,500              | 38,500              | -                   |
| Transfer to Other Funds          | 134,000             | -                   | -                   | 57,359              |
| <b>TOTAL APPROPRIATIONS</b>      | <b>\$ 2,630,961</b> | <b>\$ 3,072,917</b> | <b>\$ 3,072,917</b> | <b>\$ 2,651,756</b> |
| Fund Balance Ending -            |                     |                     |                     |                     |
| Tourist Bureau                   | 734,636             | 834,532             | 857,223             | 1,187,976           |
| Community Center                 | 905,889             | 853,989             | 1,018,435           | 975,279             |
| <b>TOTAL</b>                     | <b>\$ 4,271,486</b> | <b>\$ 4,761,438</b> | <b>\$ 4,948,575</b> | <b>\$ 4,815,011</b> |

## **Tourist Resort Fund Tourism Department**

The Tourism Department encourages patronage of Surfside's business establishments and hotels through cooperative events, as well as marketing and promotional activities. The department also assists in the improvement of the Surfside Business District by functioning as a promotional partner, advisor and advocate on initiatives through the Downtown Vision Advisory Committee (DVAC).

### **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 revenues, 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 Town is proud to re-invest 66% of resort tax revenues back into the operations of the Community Center and Tennis 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 Tourist Board Members, appointed by the Town Commission, oversee the appropriate use of the 34% resort tax allocation through 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 states, in addition to many Latin American countries, Canada, Israel, even the United Kingdom.

Prior to March 2020, Surfside enjoyed a recent period of prosperity in resort tax revenue. The Tourist Bureau's destination marketing efforts, combined with the marketing efforts of the local hotels and businesses gained momentum with the press and patrons alike. The addition of the luxurious Four Seasons Hotel at The Surf Club in mid FY 2017, and their restaurants, new restaurants along Harding Avenue, as well as the landmark existing businesses generated revenue growth in FY 2019 and FY 2018 of approximately 25% and 50%, respectively. The

present challenges due to the COVID-19 pandemic, and the effects of a COVID-19 recession and course to full recovery are expected to impact this recent economic strength in Surfside's resort tax collections. Therefore, FY 2021 resort tax revenues are estimated to decline 25% compared to FY 2019 actual revenues.

The Surfside coastline is enjoyed by residents and visitors throughout the year. The beach supports tourism and the local economy in addition to providing a vital habitat for sea turtles, shore birds, and other marine wildlife. The recently completed beach re-nourishment project as part of the Miami-Dade County Beach Erosion Control and Hurricane Protection Project addressed critical beach erosion in Surfside. The U.S. Army Corps of Engineers, in coordination with Miami-Dade County and the Town of Surfside, placed approximately 330,000 cubic yards of beach quality sand, hauled by trucks from an upland mine, to re-nourish the public beach and provide shore protection in Surfside. The beach re-nourishment project temporarily closed sections of the beach during FY 2020, however this did not impact resort tax revenues.

The Town of Surfside's Tourist Bureau, in collaboration with the 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 and Public Communications Manager include, but are not limited to the following:

- Plan, organize and manage all Tourist Bureau marketing efforts and special events.
- 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 visitor marketing communications including 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
- Travel website promotions
- Local travel industry tradeshow

- Partnership development initiatives
- Internal PR efforts
- Familiarization trips opportunities with GMCVB
- Visitor guide

**Public programming efforts, including but not limited to:**

- Signature annual events
- Communications
- Street banners
- Holiday lighting
- DVAC

**Fiscal Year 2020 Accomplishments:**

**Downtown**

- Exploration of creative solutions for improving downtown district in collaboration with the Downtown Vision Advisory Committee
- Finalized business detail pages for Surfside businesses on [visitsurfsidefl.com](http://visitsurfsidefl.com)

**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
  - Organized sea turtle education during group press tour

**Communications**

- Launched the second year of three-year strategic marketing plan
- Capitalized on wellness destination focus with new programming around health & wellness topic
  - Third Thursdays series counted with strong attendance and highest number of Harding Avenue vendor participants to date through two events. Third event cancelled due to the COVID-19 pandemic
  - Second annual Paddletopia along with the summer’s First Friday Beach series were cancelled due to the COVID-19 pandemic
- Continued partnership with key cohorts – GMCVB and VISIT FLORIDA
  - VISIT FLORIDA awarded Surfside’s Tourist Bureau 2 “Flagler Awards”:
    - Henry Award (equivalent to Gold) for Website – Booking Portal.
    - Bronze - (equivalent to Gold) Resource / Promotional Materials - Trade
- Continued resident education and outreach programs such as:
  - Articles in monthly Gazette
  - Regular posts on Nextdoor
  - Industry webinars with GMCVB throughout coronavirus pandemic
- Ceased advertising in April due to the COVID-19 pandemic. Did not enter into PR contract with RFP winner Carolyn Izzo Integrated Communications (CIIC).

**Issues:**

- Coronavirus is severely impacting the travel and tourism industry
- International travel is vastly reduced
- Lack of tourism means businesses on Harding Avenue and hotels will struggle to sustain revenue

**Fiscal Year 2021 Objectives:**

- Review marketing operations in support of Surfside Businesses that are in line with the direction of new Town Commission and Tourist Board
- Resume special events (once it is safe to do so)
- Explore new special events opportunities to re-engage the community
- Address the impact of COVID-19 on the Town’s business community including vacancies and other issues
- Maintain a respectable digital presence post COVID-19
- Continue sustainable tourism initiatives
- Continue partnerships with key cohorts - GMCVB, VISIT FLORIDA and Brand USA, and explore new, enhanced partnerships

| <b>Performance Measures</b>    | <b>FY 2017 Actual</b> | <b>FY 2018 Actual</b> | <b>FY 2019 YTD</b> | <b>FY2020 (Oct-March)</b> |
|--------------------------------|-----------------------|-----------------------|--------------------|---------------------------|
| <i>Social Media Followers:</i> |                       |                       |                    |                           |
| Facebook                       | 1,500                 | 2,700                 | 3,000              | 3,290                     |
| Instagram                      | 3,500                 | 7,200                 | 8000               | 8,130                     |
| Twitter                        | 166                   | 350                   | 415                | 529                       |
| Average Hotel Occupancy        | 65%                   | 71%                   | 76.7%              | 78%                       |
| Average Hotel ADR              | \$239                 | \$380                 | \$437              | \$499                     |
| <i>Events:</i>                 |                       |                       |                    |                           |
| Third Thursdays*               |                       |                       |                    |                           |
| Registered                     | NA                    | 382                   | 390                | 279*                      |
| Attended                       | 1,200                 | 1,100                 | 1,150              | 800 (2 events)            |
| Paddletopia Festival*          |                       |                       |                    |                           |
| Registered                     | NA                    | 500                   | 780                | N/A C-19*                 |
| Attended                       | NA                    | 200                   | 313                | N/A C-19*                 |
| First Fridays*                 |                       |                       |                    |                           |
| Registered                     | NA                    | 1,020                 | NA**               | N/A C-19*                 |
| Attended                       | 800                   | 753                   | NA**               | N/A C-19*                 |

\*Impacted or not held due to COVID-19 pandemic.

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

# **Tourist Resort Fund Culture and Recreation Community Center and Tennis Center**

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 and visitors at the Community Center and Tennis Center. The department also endeavors to be innovative in its programming to meet the needs of the community.

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

The Town invests sixty-six percent (66%) of resort tax revenues back into the operations of the Community Center and Tennis Center, thus providing relief from ad valorem taxes to property owners.

The Parks and Recreation Department operates and provides for the planning, supervision, maintenance and development of the Community Center, recreational programming, beach activities and supervision, numerous special events that take place in the Community Center, and operating the Tennis Center. 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. The Parks and Recreation Committee continues to focus on providing quality facilities to meet the recreational needs of the ever-changing Town demographics.

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.

## FY 2021 Budget Changes

The Town invests sixty-six percent (66%) of resort tax revenues back into the operations of the Community Center, thus providing relief from ad valorem taxes to property owners. Commencing in FY 2021, the Town's Tennis Center operations will also be funded through resort taxes. In prior years, these operations were funded in the General Fund. Implementing this new funding structure will provide additional relief from ad valorem taxes to property owners.

## **Fiscal Year 2020 Accomplishments:**

- Daily update to the Parks and Recreation Department web page and Have Fun at Home page displayed on the Town Website.
- Successful update of RecTrac into a web based version. The migration was completed during the COVID-19 Pandemic and all staff received proper training on it.
- Successfully upgraded security cameras at Community Center.

- Due to demand, a professional swim coach was contracted to teach swim teams Monday through Thursday.
- Successfully changed the aftercare provider as requested by residents. Feedback from residents has been positive.
- Successfully completed renovations to the main pool waterslide and Sand Dollar key in the Tot Lot.
- Adapted and developed online programming to meet the needs of residents during the COVID-19 Pandemic. Over thirty different programming options were developed for youth, adults and seniors through our Zoom platform.
- Maintained the Community Center daily throughout the Covid-19 pandemic. The exterior of the Community Center was painted and the front gate was replaced.
- Participated in weekly calls with the Miami Dade Parks Coalition to ensure proper planning and coordination for the reopening of the facilities. Developed a plan to reopen the Community Center, beach and Tennis Center.
- Assisted and completed the FEMA COVID-19 paperwork with the Finance department for FEMA reimbursement.

**Issues:**

- Increasing maintenance costs of the Community Center mainly due the facility's oceanfront location.
- Increasing wear and tear of Community Center equipment due to age (ten years).
- Staffing for year round extended hours of operation for both the pool and the beach.

**Fiscal Year 2021 Objectives:**

- Resurface the pool and spa shells.
- Create and develop new and innovative programming to meet the needs of the community.
- Create and develop new special events to meet the needs of the community.
- Refurbish the pool slides.
- Update existing Community Center contract agreements and put in place contract agreements necessary for future operations.
- Implement new litter control measures with additional staffing in the beach area.

|                                   | FY 2017 | FY 2018 | FY 2019 | FY 2020           | FY 2020   |
|-----------------------------------|---------|---------|---------|-------------------|-----------|
| Performance Measures              | Actual  | Actual  | Actual  | Estimated/<br>YTD | Estimated |
| Adult/Senior Program Participants | 1,481   | 1,361   | 2,221   | 1,410             | 2,688     |
| Community Center Participants     | 21,229  | 20,065  | 24,169  | 14,650            | 26,795    |
| Community Center Rentals          | 52      | 50      | 46      | 20                | 60        |



## 102 Tourist Resort Fund

|  | <u>FY 2019</u><br><u>Actual</u> | <u>FY 2020</u><br><u>Adopted</u> | <u>FY 2020</u><br><u>Estimated</u> | <u>FY 2021</u><br><u>Proposed</u> |
|--|---------------------------------|----------------------------------|------------------------------------|-----------------------------------|
| <b><u>REVENUES</u></b>                     |                                 |                                  |                                    |                                   |
| Resort Taxes                               | \$ 3,901,559                    | \$ 3,297,550                     | \$ 3,297,550                       | \$ 2,919,853                      |
| Miscellaneous Revenues                     | 13,614                          | 10,500                           | 10,500                             | 19,500                            |
| <b>TOTAL REVENUES</b>                      | <b><u>\$ 3,915,173</u></b>      | <b><u>\$ 3,308,050</u></b>       | <b><u>\$ 3,308,050</u></b>         | <b><u>\$ 2,939,353</u></b>        |
| <b><u>EXPENDITURES</u></b>                 |                                 |                                  |                                    |                                   |
| <b><u>Tourist Bureau</u></b>               |                                 |                                  |                                    |                                   |
| Personnel Costs                            | \$ 150,015                      | \$ 152,614                       | \$ 152,614                         | \$ 251,599                        |
| Operating Expenses                         | 794,421                         | 849,536                          | 849,536                            | 397,526                           |
| Capital Outlay                             | 8,400                           | -                                | -                                  | -                                 |
| Transfer to General Fund                   | -                               | -                                | -                                  | 19,502                            |
| Contingency/Return to Reserves             | -                               | 122,587                          | 122,587                            | 330,753                           |
| <b>Total Tourism Expenditures</b>          | <b><u>\$ 952,836</u></b>        | <b><u>\$ 1,124,737</u></b>       | <b><u>\$ 1,124,737</u></b>         | <b><u>\$ 999,380</u></b>          |
| <b><u>Community Center</u></b>             |                                 |                                  |                                    |                                   |
| Personnel Costs                            | \$ 1,066,549                    | \$ 1,196,188                     | \$ 1,196,188                       | \$ 1,320,530                      |
| Operating Expenses                         | 465,060                         | 836,079                          | 836,079                            | 624,742                           |
| Capital Outlay                             | 12,516                          | 38,500                           | 38,500                             | -                                 |
| Transfer to General Fund                   | -                               | -                                | -                                  | 37,857                            |
| Transfer to Capital Projects Fund          | 120,000                         | -                                | -                                  | -                                 |
| Transfer to Fleet Management Fund          | 14,000                          | -                                | -                                  | -                                 |
| Contingency/Return to Reserves             | -                               | 112,546                          | 112,546                            | (43,156)                          |
| <b>Total Community Center Expenditures</b> | <b><u>\$ 1,678,125</u></b>      | <b><u>\$ 2,183,313</u></b>       | <b><u>\$ 2,183,313</u></b>         | <b><u>\$ 1,939,973</u></b>        |
| <b>TOTAL EXPENDITURES</b>                  | <b><u>\$ 2,630,961</u></b>      | <b><u>\$ 3,308,050</u></b>       | <b><u>\$ 3,308,050</u></b>         | <b><u>\$ 2,939,353</u></b>        |
| <b>Net Results</b>                         | <b><u>\$ 1,284,212</u></b>      | <b><u>\$ -</u></b>               | <b><u>\$ -</u></b>                 | <b><u>\$ (0)</u></b>              |

# 102 Tourist Resort Fund

## Significant Changes from FY 2020 Adopted Budget +/-

### TOURIST BUREAU

#### Personnel Services

Position reorganization allocation and planned merit pay, salary and benefit adjustments \$98,985

#### Operating Expenses

Repairs to turtle sculptures additional needs \$ 2,500  
 Decrease to marketing and advertising \$ (564,000)  
 Promotional Activities - Community Center special events \$ 79,000

## Significant Changes from FY 2020 Adopted Budget +/-

### COMMUNITY CENTER

#### Personnel Services

Planned merit pay, salary and benefit adjustments \$ 67,600  
 Maintenance Worker - new position \$ 56,742

#### Operating Expenses

Beach raking removed \$ (87,420)  
 Pool resurfacing \$ 85,000  
 Outsourced litter detail removed \$ (40,000)  
 Miscellaneous maintenance included in building maintenance \$ (10,500)  
 Community Center events moved to Tourist Resort (552) \$ (79,000)

| TOURIST BUREAU<br>Position Title                           | Personnel Complement |              |             |             |                   |              |             |             |
|--|----------------------|--------------|-------------|-------------|-------------------|--------------|-------------|-------------|
|  | FY 2020<br>Funded    |              |             |             | FY 2021<br>Funded |              |             |             |
|  | Full<br>Time         | Part<br>Time | Temp        | FTEs        | Full<br>Time      | Part<br>Time | Temp        | FTEs        |
| Assistant Town Manager <sup>1</sup>                        |                      |              |             |             | 0.34              |              |             | 0.34        |
| Tourism Director <sup>2</sup>                              | 1.00                 |              |             | 1.00        |                   |              |             |             |
| Tourism & Public Communications Manager <sup>2</sup>       |                      |              |             |             | 0.75              |              |             | 0.75        |
| Resiliency & Public Communications Specialist <sup>3</sup> |                      |              |             |             | 0.75              |              |             | 0.75        |
| Program and Events Coordinator <sup>4</sup>                |                      |              |             |             | 0.60              |              |             | 0.60        |
| Marketing & Special Projects Coordinator <sup>5</sup>      | 0.34                 |              |             | 0.34        |                   |              |             |             |
| <b>Total</b>   | <b>1.34</b>          | <b>0.00</b>  | <b>0.00</b> | <b>1.34</b> | <b>2.44</b>       | <b>0.00</b>  | <b>0.00</b> | <b>2.44</b> |

<sup>1</sup>Tourist Resort Fund position allocation. Position split funded with General Fund 001.

<sup>2</sup>Position change to Tourism & Public Communications Manager from Tourism Director. Tourist Resort Fund allocation. Position split funded with General Fund 001.

<sup>3</sup>Position change to Resiliency & Public Communications Specialist from Sustainability & Resiliency Officer. Tourist Resort Fund allocation. Position split funded with General Fund 001.

<sup>4</sup>Program and Events Coordinator position allocation. Position split funded with Community Center operations.

<sup>5</sup>Position eliminated.

## 102 Tourist Resort Fund

| Personnel Complement                           |                   |              |             |              |                   |              |             |              |
|--|-------------------|--------------|-------------|--------------|-------------------|--------------|-------------|--------------|
| COMMUNITY CENTER<br>Position Title             | FY 2020<br>Funded |              |             |              | FY 2021<br>Funded |              |             |              |
|  | Full<br>Time      | Part<br>Time | Temp        | FTEs         | Full<br>Time      | Part<br>Time | Temp        | FTEs         |
| Parks & Recreation Director <sup>1</sup>       | 0.95              |              |             | 0.95         | 0.95              |              |             | 0.95         |
| Parks & Recreation Superintendent <sup>1</sup> | 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 <sup>2</sup>                        | 3.00              | 7.00         | 8.00        | 8.40         | 3.00              | 7.00         | 8.00        | 8.40         |
| Custodian                                      | 1.00              | 1.00         |             | 1.50         | 1.00              | 1.00         |             | 1.50         |
| Program and Events Coordinator <sup>3</sup>    | 1.00              |              |             | 1.00         | 0.40              |              |             | 0.40         |
| Recreation Leader II                           | 1.00              |              |             | 1.00         | 1.00              |              |             | 1.00         |
| Recreation Leader                              |                   | 4.00         |             | 2.00         |                   | 4.00         |             | 2.00         |
| <b>Total</b>                                   | <b>11.90</b>      | <b>12.00</b> | <b>8.00</b> | <b>19.80</b> | <b>11.30</b>      | <b>12.00</b> | <b>8.00</b> | <b>19.20</b> |

<sup>1</sup>Tourist Resort Fund position allocation. Split funded with General Fund 001.

<sup>2</sup>Temporary 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.

<sup>3</sup>Program and Events Coordinator position allocation. Position split funded with Tourist Bureau operations.

## 102 Tourist Resort Fund

### REVENUES

|                             |                               | FY 2019             | FY 2020             | FY 2020             | FY 2021             |
|-----------------------------|-------------------------------|---------------------|---------------------|---------------------|---------------------|
| Line Item Prefix: 102-552-: |                               | Actual              | Adopted             | Estimated           | Proposed            |
| 312-1200                    | Two Percent Resort Tax        | \$ 1,050,822        | \$ 876,850          | \$ 876,850          | \$ 788,117          |
| 312-1400                    | Four Percent Resort Tax       | 2,842,315           | 2,420,700           | 2,420,700           | 2,131,736           |
| 312-1500                    | Resort Tax Penalties/Interest | 8,422               | -                   | -                   | -                   |
| <b>Total</b>                | <b>Resort Taxes</b>           | <b>\$ 3,901,559</b> | <b>\$ 3,297,550</b> | <b>\$ 3,297,550</b> | <b>\$ 2,919,853</b> |
| 361-1000                    | Interest Earnings             | \$ -                | \$ -                | \$ -                | \$ 9,000            |
| 369-8500                    | Resort Registration Fees      | 13,614              | 10,500              | 10,500              | 10,500              |
| <b>Total</b>                | <b>Miscellaneous Revenues</b> | <b>\$ 13,614</b>    | <b>\$ 10,500</b>    | <b>\$ 10,500</b>    | <b>\$ 19,500</b>    |
| <b>Total</b>                | <b>Other Funding Sources</b>  | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         |
| <b>Total</b>                | <b>Total Revenues</b>         | <b>\$ 3,915,173</b> | <b>\$ 3,308,050</b> | <b>\$ 3,308,050</b> | <b>\$ 2,939,353</b> |

**102 Tourist Resort Fund**  
**EXPENDITURES**

|  |                                   | FY 2019<br>Actual | FY 2020<br>Adopted  | FY 2020<br>Estimated | FY 2021<br>Proposed |
|--|-----------------------------------|-------------------|---------------------|----------------------|---------------------|
| <b>TOURIST BUREAU</b>                  |                                   |                   |                     |                      |                     |
| <b>Line Item Prefix: 102-8000-552:</b> |                                   |                   |                     |                      |                     |
| <b>Suffix</b>                          | <b>Object Description</b>         |                   |                     |                      |                     |
| <b><u>Personnel Services</u></b>       |                                   |                   |                     |                      |                     |
| 1210                                   | Regular Salaries                  | \$ 102,518        | \$ 102,083          | \$ 102,083           | \$ 174,258          |
| 1310                                   | Other Salaries                    | -                 | -                   | -                    | -                   |
| 1410                                   | Overtime                          | 5,943             | 5,000               | 5,000                | 5,000               |
| 1510                                   | Special pay                       | 43                | -                   | -                    | 750                 |
| 2110                                   | Payroll Taxes                     | 9,228             | 8,514               | 8,514                | 13,780              |
| 2210                                   | Retirement Contribution           | 6,475             | 9,136               | 9,136                | 23,908              |
| 2310/2315                              | Life & Health Insurance           | 25,539            | 25,555              | 25,555               | 30,104              |
| 2410                                   | Workers Compensation              | 269               | 449                 | 449                  | 1,899               |
| 2610                                   | Other Post Employment Benefits    |                   | 1,877               | 1,877                | 1,900               |
|  | <b>Total Personnel Services</b>   | <b>\$ 150,015</b> | <b>\$ 152,614</b>   | <b>\$ 152,614</b>    | <b>\$ 251,599</b>   |
| <b><u>Operating Expenses</u></b>       |                                   |                   |                     |                      |                     |
| 3112                                   | Physical Examinations             | \$ 395            | \$ 450              | \$ 450               | \$ 410              |
| 3210                                   | Accounting and Auditing           |                   | 6,800               | 6,800                | 6,800               |
| 3410                                   | Other Contractual Services        |                   | 2,000               | 2,000                | 19,500              |
| 4009                                   | Vehicle Allowance                 | 3,850             | 4,200               | 4,200                | 4,536               |
| 4110                                   | Telecommunications                |                   |                     | 750                  | 600                 |
| 4111                                   | Postage                           | 134               | 1,000               | 1,000                | 900                 |
| 4112                                   | Mobile Phone Allowance            | 994               | 1,206               | 456                  | -                   |
| 4403                                   | Equipment/Vehicle Leasing         | 15,513            | 5,880               | 5,880                | 3,880               |
| 4810                                   | Promo. Activ.-Marketing & Advert. | 760,561           | 810,000             | 810,000              | -                   |
| TBD                                    | Promo. Activ.-Special Events      | -                 | -                   | -                    | 337,100             |
| 5110                                   | Office Supplies                   | 3,963             | 3,000               | 3,000                | 3,000               |
| 5290                                   | Miscellaneous Operating Supplies  | 5,136             | 3,500               | 3,500                | 13,000              |
| 5410                                   | Subscriptions and Memberships     | (1,924)           | 4,500               | 4,500                | 2,900               |
| 5520                                   | Conferences and Seminars          | 5,799             | 7,000               | 7,000                | 4,900               |
| <b>Total</b>                           | <b>Operating Expenses</b>         | <b>\$ 794,421</b> | <b>\$ 849,536</b>   | <b>\$ 849,536</b>    | <b>\$ 397,526</b>   |
| 6410                                   | Machinery and Equipment           | \$ 8,400          | \$ -                | \$ -                 | \$ -                |
| <b>Total</b>                           | <b>Capital Outlay</b>             | <b>\$ 8,400</b>   | <b>\$ -</b>         | <b>\$ -</b>          | <b>\$ -</b>         |
| <b><u>Non-operating Expenses</u></b>   |                                   |                   |                     |                      |                     |
| 9110                                   | Transfer to General Fund          | \$ -              | \$ -                | \$ -                 | \$ 19,502           |
| 9910                                   | Contingency/Reserve               | -                 | 122,587             | 122,587              | 330,753             |
| <b>Total</b>                           | <b>Non-operating Expenses</b>     | <b>\$ -</b>       | <b>\$ 122,587</b>   | <b>\$ 122,587</b>    | <b>\$ 350,255</b>   |
| <b>Total</b>                           | <b>Tourism Expenditures</b>       | <b>\$ 952,836</b> | <b>\$ 1,124,737</b> | <b>\$ 1,124,737</b>  | <b>\$ 999,380</b>   |

# 102 Tourist Resort Fund

## EXPENDITURES

|   |   | FY 2019<br>Actual   | FY 2020<br>Adopted  | FY 2020<br>Estimated | FY 2021<br>Proposed |
|---|---|---------------------|---------------------|----------------------|---------------------|
| <b>COMMUNITY CENTER</b>                 |   |                     |                     |                      |                     |
| <b>Line Item Prefix: 102-8000-572-:</b> |   |                     |                     |                      |                     |
| <b><u>Personnel Services</u></b>        |   |                     |                     |                      |                     |
| 1210                                    | Regular Salaries                        | \$ 472,092          | \$ 559,633          | \$ 559,633           | \$ 588,772          |
| 1310                                    | Other Salaries - Includes Seasonal      | 368,623             | 307,648             | 307,648              | 324,553             |
| 1410                                    | Overtime                                | 11,676              | 14,000              | 14,000               | 14,000              |
| 1510                                    | Special pay                             | 5,966               | 8,600               | 8,600                | 7,100               |
| 2110                                    | Payroll Taxes                           | 62,673              | 68,744              | 68,744               | 71,746              |
| 2210                                    | Retirement Contribution                 | 30,638              | 47,092              | 47,092               | 77,777              |
| 2310/2315                               | Life & Health Insurance                 | 107,990             | 142,089             | 142,089              | 191,422             |
| 2410                                    | Workers Compensation                    | 6,891               | 48,382              | 48,382               | 45,160              |
| <b>Total</b>                            | <b>Personnel Services</b>               | <b>\$ 1,066,549</b> | <b>\$ 1,196,188</b> | <b>\$ 1,196,188</b>  | <b>\$ 1,320,530</b> |
| <b><u>Operating Expenses</u></b>        |   |                     |                     |                      |                     |
| 3112                                    | Physical Examinations                   | \$ 3,477            | \$ 6,880            | \$ 6,880             | \$ 5,800            |
| 3210                                    | Accounting and Auditing                 | -                   | 13,200              | 13,200               | 13,200              |
| 3410                                    | Other Contractual Services              | 34,620              | 47,000              | 47,000               | 47,000              |
| 4009                                    | Car Allowance                           | 3,405               | 3,420               | 3,420                | 3,420               |
| 4110                                    | Telecommunications                      | 2,950               | 5,580               | 5,580                | 6,540               |
| 4111                                    | Postage                                 | -                   | 100                 | 100                  | 50                  |
| 4112                                    | Mobile Phone Allowance                  | 1,341               | 5,310               | 5,310                | -                   |
| 4310                                    | Electricity                             | 35,461              | 45,000              | 45,000               | 45,000              |
| 4311                                    | Water and Sewer                         | 25,938              | 36,000              | 36,000               | 39,600              |
| 4312                                    | Natural Gas Service                     | 29,098              | 30,000              | 30,000               | 30,000              |
| 4403                                    | Equipment/Vehicle Leasing               | -                   | 5,500               | 5,500                | 5,500               |
| 4510                                    | Property and Liability Insurance        | 29,934              | 41,560              | 41,560               | 53,360              |
| 4601                                    | Maintenance Service/Repair Contracts    | 20,663              | 127,570             | 127,570              | 42,494              |
| 4602                                    | Building Maintenance                    | 79,156              | 144,700             | 144,700              | 155,000             |
| 4603                                    | Equipment Maintenance                   | 15,364              | 37,000              | 37,000               | 23,400              |
| 4604                                    | Grounds Maintenance                     | 32,043              | 105,668             | 105,668              | 65,668              |
| 4609                                    | Take Home Vehicle                       | 114                 | 360                 | 360                  | 360                 |
| 4611                                    | Miscellaneous Maintenance               | 6,683               | 10,500              | 10,500               | -                   |
| 4612                                    | Vehicle Maintenance - Usage             | 4,121               | 3,816               | 3,816                | 4,121               |
| 4613                                    | Vehicle Maint. - Fleet Replacement      | 5,917               | 5,790               | 5,790                | 13,104              |
| 4810                                    | Promotional Activities - Special Events | 85,240              | 102,000             | 102,000              | 15,500              |
| 5110                                    | Office Supplies                         | 7,266               | 5,500               | 6,500                | 5,500               |
| 5213                                    | Landscape Improvements                  | 2,808               | 7,000               | 6,000                | 5,000               |
| 5214                                    | Uniforms                                | 3,844               | 5,200               | 5,200                | 4,950               |
| 5216                                    | Vehicle Maintenance - Fuel              | 1,296               | 1,500               | 1,500                | 1,300               |
| 5225                                    | Merchant Fees                           | 3,051               | 5,000               | 5,000                | 4,750               |
| 5290                                    | Miscellaneous Operating Supplies        | 26,604              | 30,000              | 30,000               | 30,000              |
| 5410                                    | Subscriptions and Memberships           | 1,195               | 800                 | 800                  | 1,800               |
| 5520                                    | Conferences and Seminars                | 3,471               | 4,125               | 4,125                | 2,325               |
| <b>Total</b>                            | <b>Operating Expenses</b>               | <b>\$ 465,060</b>   | <b>\$ 836,079</b>   | <b>\$ 836,079</b>    | <b>\$ 624,742</b>   |
| <b><u>Capital Outlay</u></b>            |   |                     |                     |                      |                     |
| 6410                                    | Machinery and Equipment                 | \$ 12,516           | \$ 38,500           | \$ 38,500            | \$ -                |
| <b>Total</b>                            | <b>Capital Outlay</b>                   | <b>\$ 12,516</b>    | <b>\$ 38,500</b>    | <b>\$ 38,500</b>     | <b>\$ -</b>         |
| <b><u>Non-operating Expenses</u></b>    |   |                     |                     |                      |                     |
| 581-9110                                | Transfer to General Fund Administrative | \$ -                | \$ -                | \$ -                 | \$ 37,857           |
| 581-9130                                | Transfers to Capital Projects Fund      | 120,000             | -                   | -                    | -                   |
| 581-9190                                | Transfer to Fleet Management Fund       | 14,000              | -                   | -                    | -                   |
| 9910                                    | Contingency/Reserve                     | -                   | 112,546             | 112,546              | (43,156)            |
| <b>Total</b>                            | <b>Non-operating Expenses</b>           | <b>\$ 134,000</b>   | <b>\$ 112,546</b>   | <b>\$ 112,546</b>    | <b>\$ (5,299)</b>   |
| <b>Total</b>                            | <b>Community Center Expenditures</b>    | <b>\$ 1,678,125</b> | <b>\$ 2,183,313</b> | <b>\$ 2,183,313</b>  | <b>\$ 1,939,973</b> |
| <b>Total</b>                            | <b>Tourist Resort Fund Expenditures</b> | <b>\$ 2,630,962</b> | <b>\$ 3,308,050</b> | <b>\$ 3,308,050</b>  | <b>\$ 2,939,353</b> |

## FY 2021 New Program Enhancement (Modification)

| <b>Maintenance Worker II</b>   |  |                |                     |                 |
|--|--|----------------|---------------------|-----------------|
| Department Name  | Division Name                                  | Funding Source | Department Priority | Total Requested |
| Public Works   |  | Tourist Resort | 1                   | (\$70,378)      |
| <b>Justification and Description</b>   |  |                |                     |                 |
| <p>As the Town develops a comprehensive litter control program, there is a need for an additional resource. This staff member would be funded through the Tourist Resort Fund and would be responsible for the cleanliness of the walking path, hardpack, and beach-side street ends. The addition of this staff member would allow the Public Works staff (General Fund funded) now handling this area to be redeployed to the residential district. The overall hours of service would increase from 10 manhours per week to 40. Note that \$40,000 and \$87,000 had previously been budgeted from the Tourist Resort Fund for general beach cleanup and beach raking services, respectively. These items have been removed in favor of this alternative approach which would save \$70,378.</p> |  |                |                     |                 |
| <b>Benefits or Alternative/Adverse Impact if not funded</b>  |  |                |                     |                 |
| <p>This position will report to the Public Works Department with a focus on removing litter, cleaning storm drain grates on beach side street ends, emptying trash and recycling receptacles, and reporting any noticed code violations primarily related to litter on private property.</p>   |  |                |                     |                 |
| <b>Required Resources</b>  |  |                |                     |                 |
| <b>New Personnel</b>   |  |                |                     |                 |
| Number of Positions  | Title  | Salary         | Fringe Benefits     | Cost            |
| 1  | Maintenance Worker II                          | \$31,200       | \$25,542            | \$56,742        |
|  |  |                |                     |                 |
|  |  |                |                     |                 |
| <b>Other Recurring Operating Costs</b>   |  |                |                     |                 |
| Account Number   | Description                                    | Cost           |                     |                 |
| 102-6000-572-46-04   | Grounds Maintenance (Outsourced litter detail) | \$ (40,000)    |                     |                 |
| 102-8000-572-46-01   | Maintenance Services (Beach raking)            | \$ (87,120)    |                     |                 |
| <b>One Time Costs</b>  |  |                |                     |                 |
| Account Number   | Description                                    | Cost           |                     |                 |
|  |  |                |                     |                 |
|  |  |                |                     |                 |

## FY 2021 New Program Enhancement (Modification)

### Pool and Spa Resurfacing

| Department Name    | Division Name    | Funding Source | Department Priority | Total Requested |
|--------------------|------------------|----------------|---------------------|-----------------|
| Parks & Recreation | Community Center | Tourist Resort | 2                   | \$85,000        |

#### Justification and Description

Resurfacing of the main pool and spa shell surface finish is needed due to nine years of year-round usage, close proximity to the beach, and regular wear and tear. Resurfacing will remove all stains, provide a safe surface for all pool activities, and prevent chipping.

Diamond brite is the current pool finish for the main pool and spa. Diamond brite is made with natural quartz, extremely durable, and has an estimated lifetime of 10 - 12 years on average.

#### Benefits or Alternative/Adverse Impact if not funded

- The pools' surface will continue to deteriorate and may become hazardous for pool users.
- Damage to the existing diamond brite causes surface erosion which leads to pool damage.
- Deferral of resurfacing may effectuate more expensive repairs and longer pool closure.

#### 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 | \$85,000 |
|                    |                      |          |





## ***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 2019           | FY 2020          | FY 2020           | FY 2021         |
|---|-------------------|------------------|-------------------|-----------------|
|   | Actual            | Adopted          | Estimated         | Proposed        |
| <b><u>FUNDS AVAILABLE</u></b>               |                   |                  |                   |                 |
| Forfeiture Proceeds                         | \$ 12,640         | \$ -             | \$ 13,422         | \$ -            |
| Interest Earnings                           | 328               | -                | 19                | -               |
| Projected Restricted Fund Balance Beginning | 159,527           | 58,366           | 105,725           | 4,425           |
| <b>TOTAL</b>                                | <b>\$ 172,495</b> | <b>\$ 58,366</b> | <b>\$ 119,166</b> | <b>\$ 4,425</b> |
| <b><u>APPROPRIATIONS</u></b>                |                   |                  |                   |                 |
| Operating Items                             | \$ 65,282         | \$ 52,300        | \$ 101,300        | \$ 2,000        |
| Capital Outlay                              | 1,488             | -                | -                 | -               |
| <b>TOTAL APPROPRIATIONS</b>                 | <b>\$ 66,770</b>  | <b>\$ 52,300</b> | <b>\$ 101,300</b> | <b>\$ 2,000</b> |
| Projected Restricted Fund Balance Ending    | 105,725           | 6,066            | 4,425             | 2,425           |
| <b>TOTAL</b>                                | <b>\$ 172,495</b> | <b>\$ 58,366</b> | <b>\$ 105,725</b> | <b>\$ 4,425</b> |

## Police Forfeiture Fund

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

The Police Chief is primarily responsible for identifying and certifying that expenditures from this fund are compliant with the restricted legitimate uses. Generally, the funding may be utilized to support the creation of new programs and to supplement, but not supplant, funding for equipment, crime prevention, crime detection, and enforcement. In FY2021, crime prevention/ community policing initiatives are funded.

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 payment for the department's patrol laptop lease program, purchase of weapons, radios, bicycle and work utility 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.

### FY2021 Budget Changes

The fund's primary revenue source is from the sale of legally seized assets, this revenue may be used to supplement funding for public safety uses, as noted above. The actual revenues have been minimal in the two prior fiscal years. As a result, the estimated fund balance at the end of FY 2020 is projected at \$4,425. Therefore, public safety expenditures for a patrol laptop lease and air cards, special equipment, body armor, ammunition, a citizen's police academy, and other needs that were previously funded with these revenues are funded in the General Fund – Public Safety Department in FY 2021.

# 105 POLICE FORFEITURE

## REVENUES

| Line Item: 105-521:                   |   | FY 2019          | FY 2020          | FY 2020           | FY 2021         |
|---------------------------------------|---|------------------|------------------|-------------------|-----------------|
|                                       |   | Actual           | Adopted          | Estimated         | Proposed        |
| <b><u>Fines &amp; Forfeitures</u></b> |   |                  |                  |                   |                 |
| 359-2015                              | State Confiscations                     | \$ 12,640        | \$ -             | \$ 13,422         | \$ -            |
| <b>Total</b>                          | <b>Fines &amp; Forfeitures</b>          | <b>\$ 12,640</b> | <b>\$ -</b>      | <b>\$ 13,422</b>  | <b>\$ -</b>     |
| <b><u>Miscellaneous Revenues</u></b>  |   |                  |                  |                   |                 |
| 361-1000                              | Interest Earnings                       | \$ 328           | \$ -             | \$ 19             | \$ -            |
| 392-0000                              | Appropriated Fund Balance               |                  | 52,300           | 87,859            | 2,000           |
| <b>Total</b>                          | <b>Miscellaneous Revenues</b>           | <b>\$ 328</b>    | <b>\$ 52,300</b> | <b>\$ 87,878</b>  | <b>\$ 2,000</b> |
| <b>TOTAL</b>                          | <b>Police Forefeiture Fund Revenues</b> | <b>\$ 12,968</b> | <b>\$ 52,300</b> | <b>\$ 101,300</b> | <b>\$ 2,000</b> |

# 105 POLICE FORFEITURE FUND

## EXPENDITURES

|   |                                     | FY 2019          | FY 2020          | FY 2020           | FY 2021         |
|---|-------------------------------------|------------------|------------------|-------------------|-----------------|
| Line Item Prefix: 105-3300/3400/3500-521: |                                     | Actual           | Adopted          | Estimated         | Proposed        |
| Suffix                                    | Object Description                  |                  |                  |                   |                 |
| <b>Operating Expenses</b>                 |                                     |                  |                  |                   |                 |
| 4405                                      | Laptop Lease and Air Card           | \$ 60,859        | \$ 16,800        | \$ 65,800         | \$ -            |
| 4810                                      | Promotional Activities              | 2,910            | 7,000            | 7,000             | 2,000           |
| 4911                                      | Other Current Charges               | 1,513            | 25,000           | 25,000            | -               |
| 5290                                      | Miscellaneous Operating Supplies    |                  | 3,500            | 3,500             | -               |
| <b>Total</b>                              | <b>Operating Expenses</b>           | <b>\$ 65,282</b> | <b>\$ 52,300</b> | <b>\$ 101,300</b> | <b>\$ 2,000</b> |
| <b>Capital Outlay</b>                     |                                     |                  |                  |                   |                 |
| 6410                                      | Machinery and Equipment             | \$ 1,488         | \$ -             | \$ -              | \$ -            |
| <b>Total</b>                              | <b>Capital Outlay</b>               | <b>\$ 1,488</b>  | <b>\$ -</b>      | <b>\$ -</b>       | <b>\$ -</b>     |
| <b>Total</b>                              | <b>Forfeiture Fund Expenditures</b> | <b>\$ 66,770</b> | <b>\$ 52,300</b> | <b>\$ 101,300</b> | <b>\$ 2,000</b> |



## ***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 (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 2019           | FY 2020           | FY 2020           | FY 2021           |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|
|                               | Actual            | Adopted           | Estimated         | Adopted           |
| <b><u>FUNDS AVAILABLE</u></b> |                   |                   |                   |                   |
| Transit Surtax Proceeds       | \$ 225,379        | \$ 245,010        | \$ 245,010        | \$ 214,110        |
| Miscellaneous Revenues        | -                 | -                 | 25,976            | -                 |
| Interest                      | -                 | -                 | -                 | 2,500             |
| Interfund Transfers In        | 100,000           | -                 | -                 | -                 |
| Fund Balance Beginning        | 263,292           | 109,042           | 328,377           | 323,363           |
| <b>TOTAL</b>                  | <b>\$ 588,671</b> | <b>\$ 354,052</b> | <b>\$ 599,363</b> | <b>\$ 539,973</b> |
| <b><u>APPROPRIATIONS</u></b>  |                   |                   |                   |                   |
| Operating Expenses            | \$ 248,731        | \$ 213,750        | \$ 213,750        | \$ 212,000        |
| Capital Outlay                | -                 | 50,000            | 50,000            | -                 |
| Transfers to Other Funds      | 11,563            | 12,250            | 12,250            | 10,706            |
| <b>TOTAL APPROPRIATIONS</b>   | <b>\$ 260,294</b> | <b>\$ 276,000</b> | <b>\$ 276,000</b> | <b>\$ 222,706</b> |
| Fund Balance Ending           | 328,377           | 78,052            | 323,363           | 317,267           |
| <b>TOTAL</b>                  | <b>\$ 588,671</b> | <b>\$ 354,052</b> | <b>\$ 599,363</b> | <b>\$ 539,973</b> |

## Municipal Transportation Fund

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

The Town estimates a \$214,110 surtax proceeds distribution for use on local transportation and transit projects. Municipalities must apply at least twenty percent (20%) of their share of surtax proceeds toward transit uses. Surfside's FY 2021 community bus service expenditures funded from this source are projected at \$165,000.

The following are funded through CITT:

|                                       |               |
|---------------------------------------|---------------|
| Community Bus Service (including gas) | \$165,000     |
| Traffic Consulting Services           | 12,000        |
| Sidewalk Replacements                 | 25,500        |
| Bus Stop Maintenance                  | 4,500         |
| Roadway Painting & Repairs            | 5,000         |
| 5% (maximum) Administrative Transfer  | <u>10,706</u> |
| Total                                 | \$222,706     |

General Town administrative support services provide a number of services for this fund (such as: planning, general management, budgeting, accounting, reporting, and provision of related work space and other indirect costs). The Municipal Transportation Fund offsets some of these costs with a service payment of \$10,706.

The restricted fund balance as of September 30, 2019 was \$328,377; the restricted fund balance is projected to be \$317,267 at the end of FY 2021.

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 2019           | FY 2020           | FY 2020           | FY 2021           |
|----------------------------|-------------------|-------------------|-------------------|-------------------|
|                            | Actual            | Adopted           | Estimated         | Adopted           |
| <b><u>REVENUES</u></b>     |                   |                   |                   |                   |
| Transit Surtax Proceeds    | \$ 225,379        | \$ 245,010        | \$ 245,010        | \$ 214,110        |
| Miscellaneous Revenues     | 100,000           | -                 | 25,976            | -                 |
| Interest                   | -                 | -                 | -                 | 2,500             |
| Use of Fund Balance        | -                 | 30,990            | 5,014             | 6,096             |
| <b>TOTAL REVENUES</b>      | <b>\$ 325,379</b> | <b>\$ 276,000</b> | <b>\$ 276,000</b> | <b>\$ 222,706</b> |
| <b><u>EXPENDITURES</u></b> |                   |                   |                   |                   |
| Operating Expenses         | \$ 248,731        | \$ 213,750        | \$ 213,750        | \$ 212,000        |
| Capital Outlay             | -                 | 50,000            | 50,000            | -                 |
| Transfer to General Fund   | 11,563            | 12,250            | 12,250            | 10,706            |
| <b>TOTAL EXPENDITURES</b>  | <b>\$ 260,294</b> | <b>\$ 276,000</b> | <b>\$ 276,000</b> | <b>\$ 222,706</b> |
| <b>Net Results</b>         | <b>\$ 65,085</b>  | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>       |

# 107 MUNICIPAL TRANSPORTATION FUND

## REVENUES

|                                      |  | FY 2019           | FY 2020           | FY 2020           | FY 2021           |
|--------------------------------------|--|-------------------|-------------------|-------------------|-------------------|
| Line Item Prefix: 107-549-:          |  | Actual            | Adopted           | Estimated         | Proposed          |
| <b><u>Service Revenues</u></b>       |  |                   |                   |                   |                   |
| 338-1000                             | Transit Surtax Proceeds                  | \$ 225,379        | \$ 245,010        | \$ 245,010        | \$ 214,110        |
| <b>Total</b>                         | <b>Services Revenues</b>                 | <b>\$ 225,379</b> | <b>\$ 245,010</b> | <b>\$ 245,010</b> | <b>\$ 214,110</b> |
| <b><u>Miscellaneous Revenues</u></b> |  |                   |                   |                   |                   |
| 361-1000                             | Interest Earnings                        | \$ -              | \$ -              | \$ -              | \$ 2,500          |
| 369-9010                             | Other Misc. Revenues Local Reimbursement | -                 | -                 | 25,976            | -                 |
| 381-3100                             | Interfund Transfer from Capital          | 100,000           | -                 | -                 | -                 |
| 392-0000                             | Use of Restricted Fund Balance           | -                 | 30,990            | 5,014             | 6,096             |
| <b>Total</b>                         | <b>Miscellaneous Revenues</b>            | <b>\$ 100,000</b> | <b>\$ 30,990</b>  | <b>\$ 30,990</b>  | <b>\$ 8,596</b>   |
| <b>Total</b>                         | <b>Transportation Fund Revenues</b>      | <b>\$ 325,379</b> | <b>\$ 276,000</b> | <b>\$ 276,000</b> | <b>\$ 222,706</b> |

# 107 MUNICIPAL TRANSPORTATION FUND

## EXPENDITURES

|                                      |   | FY 2019           | FY 2020           | FY 2020           | FY 2021           |
|--------------------------------------|---|-------------------|-------------------|-------------------|-------------------|
| Line Item Prefix: 107-8500-549-:     |   | Actual            | Adopted           | Estimated         | Proposed          |
| <b>Suffix</b>                        | <b>Object Description</b>               |                   |                   |                   |                   |
| <b><u>Operating Expenses</u></b>     |   |                   |                   |                   |                   |
| 3110                                 | Professional Services                   | \$ 79,488         | \$ 12,550         | \$ 12,550         | \$ 12,000         |
| 3410                                 | Other Contractual Services              | 151,964           | 156,000           | 156,000           | 156,000           |
| 4911                                 | Other Current Charges                   | 11,525            | 35,000            | 35,000            | 35,000            |
| 5216                                 | Gasoline                                | 5,754             | 10,200            | 10,200            | 9,000             |
| <b>Total</b>                         | <b>Operating Expenses</b>               | <b>\$ 248,731</b> | <b>\$ 213,750</b> | <b>\$ 213,750</b> | <b>\$ 212,000</b> |
| <b><u>Capital Outlay</u></b>         |   |                   |                   |                   |                   |
| 541-6310                             | Infrastructure - Improvements           | \$ -              | \$ 50,000         | \$ 50,000         | \$ -              |
| <b>Total</b>                         | <b>Capital Outlay</b>                   | <b>\$ -</b>       | <b>\$ 50,000</b>  | <b>\$ 50,000</b>  | <b>\$ -</b>       |
| <b><u>Non-operating Expenses</u></b> |   |                   |                   |                   |                   |
| 581-9101                             | Transfer to General Fund                | \$ 11,563         | \$ 12,250         | \$ 12,250         | \$ 10,706         |
| <b>Total</b>                         | <b>Non-operating Expenses</b>           | <b>\$ 11,563</b>  | <b>\$ 12,250</b>  | <b>\$ 12,250</b>  | <b>\$ 10,706</b>  |
| <b>Total</b>                         | <b>Transportation Fund Expenditures</b> | <b>\$ 260,294</b> | <b>\$ 276,000</b> | <b>\$ 276,000</b> | <b>\$ 222,706</b> |



## ***Building Fund***

The Building Fund is a special revenue fund to account for the building department activities within the Town. Revenues sources are generated from fees for the issuance of building permits and inspections related to construction, building, renovation, alteration, repair or other activity requiring a permit by the Code of Ordinances or the Florida Building Code. The fees fund building department operations.

# 150 Building Fund

## FINANCIAL SUMMARY

|                                  | FY 2019             | FY 2020             | FY 2020             | FY 2021             |
|----------------------------------|---------------------|---------------------|---------------------|---------------------|
|                                  | Actual              | Adopted             | Estimated           | Proposed            |
| <b><u>FUNDS AVAILABLE</u></b>    |                     |                     |                     |                     |
| Building Permits                 | \$ 1,023,585        | \$ 648,500          | \$ 648,500          | \$ 484,000          |
| Miscellaneous Revenues           | 8,533               | -                   | -                   | 10,000              |
| Other Revenues                   | 13,593              | 2,000               | 2,000               | 2,000               |
| Projected Fund Balance Beginning | 2,760,673           | 1,989,138           | 2,563,517           | 1,696,304           |
| <b>TOTAL</b>                     | <b>\$ 3,806,384</b> | <b>\$ 2,639,638</b> | <b>\$ 3,214,017</b> | <b>\$ 2,192,304</b> |
| <b><u>APPROPRIATIONS</u></b>     |                     |                     |                     |                     |
| Personnel Costs                  | \$ 966,251          | \$ 1,042,189        | \$ 1,042,189        | \$ 713,469          |
| Operating Expenses               | 117,493             | 289,704             | 289,704             | 224,383             |
| Capital Outlay                   | 36,256              | -                   | -                   | -                   |
| Administrative Charge            | 122,867             | 153,320             | 153,320             | 137,662             |
| Transfer to Other Funds          | -                   | 32,500              | 32,500              | -                   |
| <b>TOTAL APPROPRIATIONS</b>      | <b>\$ 1,242,867</b> | <b>\$ 1,517,713</b> | <b>\$ 1,517,713</b> | <b>\$ 1,075,514</b> |
| Projected Fund Balance Ending    | 2,563,517           | 1,121,925           | 1,696,304           | 1,116,790           |
| <b>TOTAL</b>                     | <b>\$ 3,806,384</b> | <b>\$ 2,639,638</b> | <b>\$ 3,214,017</b> | <b>\$ 2,192,304</b> |

# Building Services Department

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

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

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

## **The Building Services Department provides the following services:**

### **Permit Clerks**

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

### **Inspectors**

- Perform field inspections within the respective disciplines for compliance with approved permit documents, the current version of the Florida Building Code, and all applicable laws, statutes, and ordinances.
- Perform 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 2020 Accomplishments:**

- FEMA's National Flood Insurance Program's Community Assistance was closed on June 27, 2014 after having been open since 2008. 2020 Recertification was completed and accepted March 19, 2020.

- 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 1046 permit cases of the 2,792 cases dating to 2005.

### **Fiscal Year 2021 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 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.



| <b>Performance Measures</b> | <b>FY 2016<br/>Actual</b> | <b>FY 2017<br/>Actual</b> | <b>FY 2018<br/>Actual</b> | <b>FY 2019<br/>Actual</b> | <b>FY 2020<br/>YTD</b> |
|-----------------------------|---------------------------|---------------------------|---------------------------|---------------------------|------------------------|
| Completed Plan Reviews      | 1,602                     | 1,455                     | 1,428                     | 779                       | 1,212                  |
| Completed Inspections       | 2,203                     | 3,113                     | 3,555                     | 2,139                     | 2,598                  |
| Code: Building Cases        | 305                       | 36                        | 105                       | 56                        | 204                    |
| Forty Year Case Management  | 154                       | 150                       | 9                         | 19                        | 10                     |

# 150 Building Fund

|                                   | FY 2019             | FY 2020             | FY 2020             | FY 2021             |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|
|                                   | Actual              | Adopted             | Estimated           | Proposed            |
| <b>REVENUES</b>                   |                     |                     |                     |                     |
| Building Permits                  | \$ 1,023,585        | \$ 648,500          | \$ 648,500          | \$ 484,000          |
| Miscellaneous Revenues            | 8,533               | -                   | -                   | 10,000              |
| Other Revenues                    | 13,593              | 2,000               | 2,000               | 2,000               |
| Use of Fund Balance               | -                   | 867,213             | 867,213             | 579,514             |
| <b>TOTAL REVENUES</b>             | <b>\$ 1,045,711</b> | <b>\$ 1,517,713</b> | <b>\$ 1,517,713</b> | <b>\$ 1,075,514</b> |
| <b>EXPENDITURES</b>               |                     |                     |                     |                     |
| Personnel Costs                   | \$ 966,251          | \$ 1,042,189        | \$ 1,042,189        | \$ 713,469          |
| Operating Expenses                | 117,493             | 289,704             | 289,704             | 224,383             |
| Capital Outlay                    | 36,256              | -                   | -                   | -                   |
| Transfer to General Fund          | 122,867             | 153,320             | 153,320             | 137,662             |
| Transfer to Fleet Management Fund | -                   | 32,500              | 32,500              | -                   |
| Contingency/Return to Reserves    | -                   | -                   | -                   | -                   |
| <b>TOTAL EXPENDITURES</b>         | <b>\$ 1,242,867</b> | <b>\$ 1,517,713</b> | <b>\$ 1,517,713</b> | <b>\$ 1,075,514</b> |
| <b>Net Results</b>                | <b>\$ (197,156)</b> | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         |

|  |
|--|
| <b>Significant Changes from FY 2020 Adopted Budget +/-</b> |
|--|

**Personnel Services**

|  |              |
|--|--------------|
| Planned merit pay, salary and benefit adjustments  | \$ 10,875    |
| Assistant Building Official position not funded  | \$ (120,433) |
| Customer Service Representative position transferred to Code Compliance Division and Municipal Parking | \$ (56,947)  |
| Reduction in Building Inspectors' salaries from completion of major construction projects              | \$ (185,330) |
| Overtime - building records & files  | \$ 20,000    |

**Operating Expenses**

|                                     |             |
|-------------------------------------|-------------|
| Software system conversion complete | \$ (60,100) |
|-------------------------------------|-------------|

| Personnel Complement                         |             |             |             |              |             |             |             |             |
|--|-------------|-------------|-------------|--------------|-------------|-------------|-------------|-------------|
| Position Title                               | FY 2020     |             |             |              | FY 2021     |             |             |             |
|  | Funded      |             |             |              | Funded      |             |             |             |
|  | Full        | Part        | Temp        | FTEs         | Full        | Part        | Temp        | FTEs        |
| Building Official                            | 1.00        |             |             | 1.00         | 1.00        |             |             | 1.00        |
| Assistant Building Official <sup>1</sup>     | 1.00        |             |             | 1.00         |             |             |             |             |
| Building Supervisor                          | 1.00        |             |             | 1.00         | 1.00        |             |             | 1.00        |
| Building Permit Clerk II                     | 3.00        |             |             | 3.00         | 3.00        |             |             | 3.00        |
| Customer Service Representative <sup>2</sup> | 1.00        |             |             | 1.00         |             |             |             |             |
| Chief Building Inspector                     |             | 1.00        |             | 0.50         |             | 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        |             | 0.50         |             | 1.00        |             | 0.50        |
| Plans Examiner                               |             | 1.00        |             | 0.50         |             | 1.00        |             | 0.50        |
| <b>Total</b>                                 | <b>7.00</b> | <b>7.00</b> | <b>0.00</b> | <b>10.50</b> | <b>5.00</b> | <b>7.00</b> | <b>0.00</b> | <b>8.50</b> |

<sup>1</sup>Position eliminated.

<sup>2</sup>Position transferred during FY2020 to Code Compliance.

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

| Line Item Prefix: 150-0000-: |                                    | FY 2019             | FY 2020             | FY 2020             | FY 2021             |
|------------------------------|------------------------------------|---------------------|---------------------|---------------------|---------------------|
|                              |                                    | Actual              | Adopted             | Estimated           | Proposed            |
| 322-1000                     | Building Permits                   | \$ 732,254          | \$ 455,000          | \$ 455,000          | \$ 350,000          |
| 322-2000                     | Electrical Permits                 | 24,873              | 25,000              | 25,000              | 15,000              |
| 322-3000                     | Plumbing Permits                   | 30,174              | 25,000              | 25,000              | 15,000              |
| 322-4000                     | Mechanical Permit                  | 45,664              | 30,000              | 30,000              | 5,000               |
| 322-6000                     | Structural Review                  | 49,200              | 35,000              | 35,000              | 21,000              |
| 322-7000                     | Public Works Permits               | 2,446               | -                   | -                   | -                   |
| 322-7500                     | Zoning Review                      | 7,900               | -                   | -                   | -                   |
| 322-8500                     | Contractors Registration           | 81,804              | 60,000              | 60,000              | 60,000              |
| 322-8600                     | Certificate of Use                 | 8,950               | 5,500               | 5,500               | 5,500               |
| 322-9600                     | Permits - 40 Year Certification    | 2,655               | 3,000               | 3,000               | 2,500               |
| 322-9700                     | Renewal Permit Fees                | 37,665              | 10,000              | 10,000              | 10,000              |
| <b>TOTAL</b>                 | <b>Permits/Licenses/Inspection</b> | <b>\$ 1,023,585</b> | <b>\$ 648,500</b>   | <b>\$ 648,500</b>   | <b>\$ 484,000</b>   |
| 361-1000                     | Interest Earnings                  | \$ -                | \$ -                | \$ -                | \$ 10,000           |
| 369-9009                     | Blue Prints                        | (244)               | -                   | -                   | -                   |
| 369-9010                     | Other Miscellaneous Revenues       | 8,777               | -                   | -                   | -                   |
| <b>TOTAL</b>                 | <b>Miscellaneous Revenues</b>      | <b>\$ 8,533</b>     | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ 10,000</b>    |
| 341-8000                     | Permit Penalties                   | \$ 13,593           | \$ 2,000            | \$ 2,000            | \$ 2,000            |
| <b>TOTAL</b>                 | <b>Other Revenues</b>              | <b>\$ 13,593</b>    | <b>\$ 2,000</b>     | <b>\$ 2,000</b>     | <b>\$ 2,000</b>     |
| 381-TBD                      | Interfund Transfer: General Fund   | \$ -                | \$ -                | \$ -                | \$ -                |
| <b>TOTAL</b>                 | <b>Other Sources</b>               | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         |
| 392-0000                     | Appropriated Fund Balance          | \$ -                | \$ 867,213          | \$ 867,213          | \$ 579,514          |
| <b>TOTAL</b>                 | <b>Appropriated Fund Balance</b>   | <b>\$ -</b>         | <b>\$ 867,213</b>   | <b>\$ 867,213</b>   | <b>\$ 579,514</b>   |
| <b>Total</b>                 | <b>Building Fund Revenues</b>      | <b>\$ 1,045,711</b> | <b>\$ 1,517,713</b> | <b>\$ 1,517,713</b> | <b>\$ 1,075,514</b> |

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

| Line Item Prefix: 150-2500-524-: |                                      | FY 2019           | FY 2020             | FY 2020             | FY 2021           |
|----------------------------------|--------------------------------------|-------------------|---------------------|---------------------|-------------------|
|                                  |                                      | Actual            | Adopted             | Estimated           | Proposed          |
| <b>Suffix</b>                    | <b>Object Description</b>            |                   |                     |                     |                   |
| <b><u>Personnel Services</u></b> |                                      |                   |                     |                     |                   |
| 1210                             | Regular Salaries                     | \$ 439,911        | \$ 452,358          | \$ 452,358          | \$ 312,566        |
| 1310                             | Other Salaries                       | 329,697           | 350,398             | 350,398             | 192,816           |
| 1410                             | Overtime                             | 8,726             | 6,000               | 6,000               | 26,000            |
| 1510                             | Special pay                          | 3,572             | 4,500               | 4,500               | 4,500             |
| 2110                             | Payroll Taxes                        | 58,459            | 62,283              | 62,283              | 41,064            |
| 2210                             | Retirement Contribution              | 21,963            | 39,252              | 39,252              | 43,534            |
| 2310/2315                        | Life & Health Insurance              | 95,290            | 102,045             | 102,045             | 79,704            |
| 2410                             | Workers Compensation                 | 8,633             | 22,449              | 22,449              | 10,085            |
| 2610                             | Other Post Employment Benefits       | -                 | 2,904               | 2,904               | 3,200             |
| <b>Total</b>                     | <b>Personnel Services</b>            | <b>\$ 966,251</b> | <b>\$ 1,042,189</b> | <b>\$ 1,042,189</b> | <b>\$ 713,469</b> |
| <b><u>Operating Expenses</u></b> |                                      |                   |                     |                     |                   |
| 3110                             | Professional Services                | \$ 11,079         | \$ 137,600          | \$ 129,140          | \$ 77,500         |
| 3410                             | Other Contractual Services           | 45,450            | 80,000              | 80,000              | 77,000            |
| 4110                             | Telecommunications                   | 2,130             | 3,600               | 3,600               | 2,760             |
| 4111                             | Postage                              | 369               | 700                 | 700                 | 700               |
| 4112                             | Mobile Phone Allowance               | 975               | 900                 | 900                 | 900               |
| 4402                             | Building Rental/Leasing              | 24,392            | 25,200              | 25,200              | 27,600            |
| 4403                             | Equipment/Vehicle Leasing            | 7,251             | 8,000               | 16,460              | 8,000             |
| 4510                             | Property and Liability Insurance     | -                 | 900                 | 900                 | -                 |
| 4601                             | Maintenance Service/Repair Contracts | -                 | 3,600               | 3,600               | 3,600             |
| 4609                             | Take Home Vehicle                    | 420               | -                   | -                   | -                 |
| 4610                             | Vehicle Maintenance - Usage          | 4,260             | 4,596               | 4,596               | 3,473             |
| 4613                             | Vehicle Maint. - Fleet Replacement   | 4,211             | 4,000               | 4,000               | 3,900             |
| 4710                             | Printing & Binding                   | 3,488             | 6,450               | 6,450               | 5,900             |
| 4911                             | Other Current Charges                | -                 | 500                 | 500                 | 500               |
| 5110                             | Office Supplies                      | 6,774             | 2,700               | 2,700               | 3,500             |
| 5214                             | Uniforms                             | 1,653             | 1,250               | 1,250               | 1,250             |
| 5216                             | Vehicle Maintenance - Fuel           | 2,256             | 2,208               | 2,208               | 1,500             |
| 5290                             | Miscellaneous Operating Supplies     | 100               | 1,500               | 1,500               | 1,500             |
| 5410                             | Subscriptions and Memberships        | 595               | 3,000               | 3,000               | 2,700             |
| 5420                             | Conferences and Seminars             | 2,090             | 3,000               | 3,000               | 2,100             |
| <b>Total</b>                     | <b>Operating Expenses</b>            | <b>\$ 117,493</b> | <b>\$ 289,704</b>   | <b>\$ 289,704</b>   | <b>\$ 224,383</b> |

| Line Item Prefix: 150-2500-524-: |                                   | FY 2019             | FY 2020             | FY 2020             | FY 2021             |
|----------------------------------|-----------------------------------|---------------------|---------------------|---------------------|---------------------|
|                                  |                                   | Actual              | Adopted             | Estimated           | Proposed            |
| Suffix                           | Object Description                |                     |                     |                     |                     |
| <b>Capital Outlay</b>            |                                   |                     |                     |                     |                     |
| 6410                             | Machinery and Equipment           | \$ 36,256           | \$ -                | \$ -                | \$ -                |
| <b>Total</b>                     | <b>Capital Outlay</b>             | <b>\$ 36,256</b>    | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         |
| <b>Non-operating Expenses</b>    |                                   |                     |                     |                     |                     |
| 581-9101                         | Administrative Charge             | \$ 122,867          | \$ 153,320          | \$ 153,320          | \$ 137,662          |
| 581-9190                         | Transfer to Fleet Management Fund |                     | 32,500              | 32,500              | -                   |
| <b>Total</b>                     | <b>Non-operating Expenses</b>     | <b>\$ 122,867</b>   | <b>\$ 185,820</b>   | <b>\$ 185,820</b>   | <b>\$ 137,662</b>   |
| <b>Total</b>                     | <b>Department Expenditures</b>    | <b>\$ 1,242,867</b> | <b>\$ 1,517,713</b> | <b>\$ 1,517,713</b> | <b>\$ 1,075,514</b> |



## ***Enterprise Funds***

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

The Town's four enterprises are:

- 1) Water and Sewer
- 2) Municipal Parking
- 3) Solid Waste
- 4) Stormwater Utility.

Information about these funds includes: a fund summary, summary revenues, summary expenses with expense history, program modifications, 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, program modifications, and capital improvement projects.

# 401 WATER & SEWER FUND

## FINANCIAL SUMMARY

|   | FY 2019              | FY 2020              | FY 2021              | FY 2021              |
|---|----------------------|----------------------|----------------------|----------------------|
|   | Actual               | Adopted              | Estimated            | Proposed             |
| <b><u>FUNDS AVAILABLE</u></b>                   |                      |                      |                      |                      |
| Service Revenues                                | \$ 3,885,731         | \$ 4,300,500         | \$ 4,300,500         | \$ 4,303,200         |
| Miscellaneous Revenues                          | 3,619                | -                    | -                    | -                    |
| Interest  | 1,066                | -                    | -                    | 6,500                |
| Intergovernmental Revenues - FDEP Grant         | -                    | 124,000              | 124,000              | -                    |
| <b>TOTAL REVENUES</b>                           | <b>\$ 3,890,416</b>  | <b>\$ 4,424,500</b>  | <b>\$ 4,424,500</b>  | <b>\$ 4,309,700</b>  |
| <b>NET POSITION (Beginning):</b>                |                      |                      |                      |                      |
| Net Investment in Capital Assets                | 7,803,797            | 7,862,759            | 7,862,759            | 7,862,759            |
| Restricted Net Position - Renewal & Replacement | 1,522,319            | 1,522,319            | 1,522,319            | 1,522,319            |
| Restricted Net Position - Loan Reserve          | 243,000              | 243,000              | 243,000              | 243,000              |
| Unrestricted Net Position                       | (2,546,398)          | (2,546,398)          | (2,367,098)          | (2,059,121)          |
| <b>TOTAL</b>                                    | <b>\$ 10,913,134</b> | <b>\$ 11,506,180</b> | <b>\$ 11,685,480</b> | <b>\$ 11,878,657</b> |
| <br><b><u>USES</u></b>                          |                      |                      |                      |                      |
| Personnel Costs                                 | \$ 340,584           | \$ 448,347           | \$ 448,347           | \$ 468,041           |
| Operating Expenses                              | 2,836,825            | 2,150,958            | 2,118,348            | 2,239,790            |
| Capital Outlay                                  | 3,139                | 150,000              | 215,222              | 120,000              |
| Debt Service Costs                              | 369,217              | 1,232,364            | 1,232,364            | 1,232,363            |
| Transfer to General Fund                        | 102,389              | 102,242              | 102,242              | 105,367              |
| <b>TOTAL USES - EXPENSES</b>                    | <b>\$ 3,652,154</b>  | <b>\$ 4,083,911</b>  | <b>\$ 4,116,523</b>  | <b>\$ 4,165,561</b>  |
| <b>NET POSITION (Ending):</b>                   |                      |                      |                      |                      |
| Net Investment in Capital Assets                | 7,862,759            | 7,862,759            | 7,862,759            | 7,862,759            |
| Restricted Net Position - Renewal & Replacement | 1,522,319            | 1,522,319            | 1,522,319            | 1,522,319            |
| Restricted Net Position - Loan Reserve          | 243,000              | 243,000              | 243,000              | 243,000              |
| Unrestricted Net Position                       | (2,367,098)          | (2,205,809)          | (2,059,121)          | (1,914,982)          |
| <b>TOTAL</b>                                    | <b>\$ 10,913,134</b> | <b>\$ 11,506,180</b> | <b>\$ 11,685,480</b> | <b>\$ 11,878,657</b> |



## Water and Sewer Fund

The Town maintains and operates an in-house Water and Sewer System. User fees are charged for operations and maintenance, debt service, and infrastructure renewal and replacement needs. The Town issued debt 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 from serving new customers and development.

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

To meet the need for water, the Town purchases water from Miami-Dade County Water and Sewer Department (WASD), and for FY 2021 WASD is proposing a 6.17% increase in the wholesale water rate from \$1.6904 to \$1.7947 per 1,000 gallons. In addition, WASD will annually pass through to wholesale customers a true-up adjustment based on actual costs. The true-up is imposed in the fiscal year following the completion of WASD's audited financial report. WASD will pass through to the Town a negative true-up based upon FY 2019 decreased water net operating expenses and debt service, and increased renewal & replacements, and interest income. Negative true-up represents monies owed from WASD to wholesale customers. Therefore, the Town will receive a \$29,821 credit for wholesale water costs during FY 2021.

To fulfill the wastewater removal component, the Town contracts with the City of Miami Beach which receives wholesale wastewater service from WASD. WASD is proposing a wholesale wastewater rate increase of 3.18% in FY2021, to an average rate of \$3.2971 (wet and dry season). The City of Miami Beach adds a surcharge to the WASD rates to determine the rates charged to the Town for wastewater removal. The chart below reflects the FY 2021 sewer rates the City of Miami Beach (CMB) will charge the Town for the Dry Season (November 1 to April 30) and the Wet Season (May 1 to October 31).

| <b>FY 2021 (estimated)</b> | <b>Wet Season</b> | <b>Dry Season</b> |
|----------------------------|-------------------|-------------------|
| MD Sewer Rate              | \$ 3.7092         | \$ 2.8850         |
| CMB Surcharge              | 0.3646            | 0.3104            |
| Rate per 1,000 gal         | \$ 4.0738         | \$ 3.1954         |

WASD annually passes through to wholesale wastewater customers a true-up adjustment based on actual costs. The adjustment is imposed in the fiscal year following the completion of WASD's audited financial report. WASD will pass through to the City of

Miami Beach a negative true-up for wastewater services based upon WASD wastewater's FY 2019 decrease in net operating expenses, and an increase debt service, renewal & replacements, and interest income. Negative true-up represents monies owed from WASD to wholesale customers. Therefore, the Town will receive a credit for wholesale wastewater costs during FY 2021. The City of Miami Beach calculated the Town's true-up credit pass-through at the rate of \$0.0890 per thousand gallons based upon the FY 2019 billed sewer flow of 331,736,300 gallons. Therefore, the Town's true-up credit will be \$29,525.

Utility rates will increase in October 2020 in accordance with Resolution No. 2017-2468. The resolution's water and sewer rates and service charges four-year rate structure was a solution to provide sufficient revenues to meet projected utility operations costs and debt service from FY 2018 through FY 2021. The FY 2021 budget includes the annual rate increase for water (3%) and sewer (10%) in service revenue projections. Since Miami Dade County's WASD is proposing a rate increase to both wholesale water (6.17%) and wastewater (3.18%), the Town's current adopted FY 2021 rate structure is projected to partially offset the MDC rate increases and reduce the Town's existing deficit in the unrestricted net position by \$112,401 for this fund.

The Water and Sewer division's billing and collection functions are managed by the Finance Department's Revenue/Payroll Manager, allocated fifty percent (50%) to the Water and Sewer Fund. 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 \$105,367.

The Town received \$124,000 of funding in the State of Florida FY 2020 budget under Specific Appropriation 1657A for water projects for the Surfside Biscaya Island Water Main Relocation. In FY 2020 the Town appropriated \$150,000 to initially fund this project. In FY 2021, the Town estimates the cost of this capital improvement project at \$270,000. Therefore, the FY 2021 Water and Sewer Fund budget includes an additional appropriation of \$120,000 to fully fund the project.

# 401 WATER & SEWER FUND

|   | FY 2019             | FY 2020             | FY 2020             | FY 2021             |
|---|---------------------|---------------------|---------------------|---------------------|
|   | Actual              | Adopted             | Estimated           | Proposed            |
| <b>REVENUES</b>                         |                     |                     |                     |                     |
| Service Revenues                        | \$ 3,885,731        | \$ 4,300,500        | \$ 4,300,500        | \$ 4,303,200        |
| Miscellaneous Revenues                  | 3,619               | -                   | -                   | -                   |
| Interest                                | 1,066               | -                   | -                   | 6,500               |
| Intergovernmental Revenues - FDEP Grant | -                   | 124,000             | 124,000             | -                   |
| <b>TOTAL REVENUES</b>                   | <b>\$ 3,890,416</b> | <b>\$ 4,424,500</b> | <b>\$ 4,424,500</b> | <b>\$ 4,309,700</b> |
| <b>EXPENSES</b>                         |                     |                     |                     |                     |
| Personnel Costs                         | \$ 340,584          | \$ 448,347          | \$ 448,347          | \$ 468,041          |
| Operating Expenses                      | 2,836,825           | 2,150,958           | 2,118,348           | 2,239,790           |
| Capital Outlay                          | 3,139               | 150,000             | 215,222             | 120,000             |
| Transfer to General Fund                | 102,389             | 102,242             | 102,242             | 105,367             |
| Debt Service                            | 369,217             | 1,232,364           | 1,232,364           | 1,232,363           |
| Contingency/Return to Reserves          | -                   | 340,589             | 307,977             | 144,139             |
| <b>TOTAL EXPENSES</b>                   | <b>\$ 3,652,154</b> | <b>\$ 4,424,500</b> | <b>\$ 4,424,500</b> | <b>\$ 4,309,700</b> |
| <b>Net Results</b>                      | <b>\$ 238,262</b>   | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         |

## Significant Changes from FY 2020 Adopted Budget +/-(-)

### Personnel Services

|  |           |
|--|-----------|
| Planned salary and benefit adjustments | \$ 19,694 |
|--|-----------|

### Operating Expenses

|   |             |
|---|-------------|
| Rate study not needed in FY2021             | \$ (15,000) |
| Water cost increase                         | \$ 40,051   |
| Water MDC True-up FY2018-19 credit decrease | \$ 88,371   |
| Sewage disposal cost increase               | \$ 5,475    |
| Software license allocation                 | \$ (15,500) |
| Property & liability insurance increase     | \$ 4,523    |
| Generator maintenance service removed       | \$ (4,000)  |

### Capital Outlay

|   |            |
|---|------------|
| Biscaya Island water main crossing relocation | \$ 120,000 |
|---|------------|

| Position Title                               | Personnel Complement |             |          |             |             |          |          |             |
|--|----------------------|-------------|----------|-------------|-------------|----------|----------|-------------|
|  | FY 2020              |             |          |             | FY 2021     |          |          |             |
|  | Funded               |             |          |             | Funded      |          |          |             |
|  | Full                 | Part        | Temp     | FTEs        | Full        | Part     | Temp     | FTEs        |
|  | Time                 | Time        |          |             | Time        | Time     |          |             |
| Public Works Director <sup>1</sup>           | 0.25                 |             |          | 0.25        | 0.25        |          |          | 0.25        |
| Assistant Public Works Director <sup>2</sup> | 0.3                  |             |          | 0.30        | 0.30        |          |          | 0.30        |
| Maintenance Supervisor                       | 1                    |             |          | 1           | 1           |          |          | 1           |
| Maintenance Worker II                        | 3                    |             |          | 3           | 3           |          |          | 3           |
| Revenue/Payroll Manager <sup>3</sup>         | 0.5                  |             |          | 0.5         | 0.5         |          |          | 0.5         |
| Customer Service Representative <sup>3</sup> |                      |             |          |             |             |          |          |             |
| <b>Total</b>                                 | <b>5.05</b>          | <b>0.00</b> | <b>0</b> | <b>5.05</b> | <b>5.05</b> | <b>0</b> | <b>0</b> | <b>5.05</b> |

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

<sup>2</sup>Water and Sewer Fund allocation. Position split funded with General Fund and Stormwater Fund.

<sup>3</sup>For operational needs during FY2020, a Customer Service Representative position was eliminated and a Revenue/Payroll Manager position in the Finance Department was established.

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

# 401 WATER & SEWER FUND

## REVENUES

|  |   | FY 2019             | FY 2020             | FY 2020             | FY 2021             |
|--|---|---------------------|---------------------|---------------------|---------------------|
| Line Item Prefix: 401-536-:              |   | Actual              | Adopted             | Estimated           | Proposed            |
| <b><u>Intergovernmental Revenues</u></b> |   |                     |                     |                     |                     |
| 334-3105                                 | FL Dept. of Environmental Protection    |                     | \$ 124,000          | \$ 124,000          | \$ -                |
| <b>TOTAL</b>                             | <b>Intergovernmental: Federal/State</b> | <b>\$ -</b>         | <b>\$ 124,000</b>   | <b>\$ 124,000</b>   | <b>\$ -</b>         |
| <b><u>Services Revenues</u></b>          |   |                     |                     |                     |                     |
| 343-3000                                 | Water Utility Service Revenue           | 1,939,420           | 2,205,000           | 2,205,000           | 2,112,000           |
| 343-3600                                 | Penalties                               | 815                 | -                   | -                   | -                   |
| 343-5000                                 | Wastewater Utility Service Revenue      | 1,945,496           | 2,095,500           | 2,095,500           | 2,191,200           |
| <b>Total</b>                             | <b>Services Revenues</b>                | <b>\$ 3,885,731</b> | <b>\$ 4,300,500</b> | <b>\$ 4,300,500</b> | <b>\$ 4,303,200</b> |
| <b><u>Miscellaneous Revenues</u></b>     |   |                     |                     |                     |                     |
| 369-9010:11                              | Other Miscellaneous Revenues            | \$ 3,619            | \$ -                | \$ -                | \$ -                |
| 389-1000                                 | Interest Earnings                       | 1,066               | -                   | -                   | 6,500               |
| <b>Total</b>                             | <b>Miscellaneous Revenues</b>           | <b>\$ 4,685</b>     | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ 6,500</b>     |
| <b>TOTAL</b>                             | <b>Water and Sewer Fund Revenues</b>    | <b>\$ 3,890,416</b> | <b>\$ 4,424,500</b> | <b>\$ 4,424,500</b> | <b>\$ 4,309,700</b> |


# 401 WATER & SEWER FUND EXPENSES

| Line Item Prefix: 401-9900-536-: |   | FY 2019             | FY 2020             | FY 2020             | FY 2021             |
|----------------------------------|---|---------------------|---------------------|---------------------|---------------------|
|                                  |   | Actual              | Adopted             | Estimated           | Proposed            |
| Code Suffix                      | Object Description                      |                     |                     |                     |                     |
| <b><u>Personnel Services</u></b> |   |                     |                     |                     |                     |
| 1210                             | Regular Salaries                        | \$ 199,892          | \$ 265,199          | \$ 265,199          | \$ 273,068          |
| 1410                             | Overtime                                | 28,964              | 30,000              | 30,000              | \$ 30,000           |
| 1510                             | Special pay                             | 3,929               | 4,500               | 4,500               | 5,125               |
| 2110                             | Payroll Taxes                           | 16,021              | 23,159              | 23,159              | 23,740              |
| 2210                             | Retirement Contribution                 | 14,600              | 23,736              | 23,736              | 33,558              |
| 2310/2315                        | Life & Health Insurance                 | 47,061              | 86,649              | 86,649              | 88,317              |
| 2410                             | Workers Compensation                    | 25,792              | 13,574              | 13,574              | 12,703              |
| 2610                             | Other Post Employment Benefits          | 2,779               | 1,530               | 1,530               | 1,530               |
| 9900                             | Pension Expense                         | 1,546               | -                   | -                   | -                   |
| <b>Total</b>                     | <b>Personnel Services</b>               | <b>\$ 340,584</b>   | <b>\$ 448,347</b>   | <b>\$ 448,347</b>   | <b>\$ 468,041</b>   |
| <b><u>Operating Expenses</u></b> |   |                     |                     |                     |                     |
| 3110                             | Professional Services                   | \$ 63,005           | \$ 70,000           | \$ 70,000           | \$ 55,000           |
| 3310                             | Utility Billing Charges                 | 2,777               | 4,800               | 5,800               | 4,800               |
| 3401                             | Water Purchases                         | 555,696             | 530,921             | 530,921             | 659,344             |
| 3402                             | Sewage Disposal                         | 1,169,921           | 1,203,000           | 1,203,000           | 1,208,475           |
| 3410                             | Other Contractual Services              | 806                 | 1,900               | 1,900               | 1,125               |
| 4009                             | Car Allowance                           | 975                 | 2,130               | 2,130               | 2,130               |
| 4110                             | Telecommunications                      | 1,299               | 2,320               | 2,320               | 1,200               |
| 4111                             | Postage                                 | 4,829               | 4,500               | 4,500               | 4,500               |
| 4112                             | Mobile Phone Allowance                  | 19                  | 900                 | 900                 | -                   |
| 4113                             | Credit Card Service Fee                 | 3,060               | 7,800               | 7,800               | 6,000               |
| 4310                             | Electricity                             | 21,357              | 31,150              | 31,150              | 27,600              |
| 4403                             | Equipment/Vehicle Leasing               | 80,093              | 54,175              | 54,175              | 30,416              |
| 4510                             | Property and Liability Insurance        | 23,496              | 65,372              | 65,372              | 69,895              |
| 4601                             | Maintenance Service/Repair Contracts    | 17,186              | 29,700              | 29,700              | 25,583              |
| 4603                             | Equipment Maintenance                   | 35,722              | 70,000              | 37,390              | 70,000              |
| 4611                             | Miscellaneous Maintenance - Water Tests | 10,005              | 10,000              | 9,000               | 10,000              |
| 4612                             | Vehicle Maintenance - Usage             | 9,638               | 9,552               | 9,552               | 10,392              |
| 4613                             | Vehicle Maintenance - Fleet Replacement | 16,536              | 16,242              | 16,242              | 15,780              |
| 5110                             | Office Supplies                         | 193                 | 2,000               | 2,000               | 1,800               |
| 5214                             | Uniforms                                | 4,535               | 5,000               | 5,000               | 5,250               |
| 5216                             | Vehicle Maintenance - Fuel              | 4,080               | 4,296               | 4,296               | 3,000               |
| 5225                             | Online Pay Merchant Fees                | 18,440              | 21,600              | 21,600              | 24,000              |
| 5290                             | Miscellaneous Operating Supplies        | 3,262               | 2,500               | 2,500               | 2,500               |
| 5410                             | Subscriptions and Memberships           | -                   | 100                 | 100                 | 100                 |
| 5520                             | Conferences and Seminars                | -                   | 500                 | 500                 | 450                 |
| 5510                             | Training & Education                    | -                   | 500                 | 500                 | 450                 |
| 5901                             | Depreciation                            | 789,895             | -                   | -                   | -                   |
| <b>Total</b>                     | <b>Operating Expenses</b>               | <b>\$ 2,836,825</b> | <b>\$ 2,150,958</b> | <b>\$ 2,118,348</b> | <b>\$ 2,239,790</b> |

# 401 WATER & SEWER FUND EXPENSES

| Line Item Prefix: 401-9900-536-:     |  | FY 2019             | FY 2020             | FY 2020             | FY 2021             |
|--------------------------------------|--|---------------------|---------------------|---------------------|---------------------|
|                                      |  | Actual              | Adopted             | Estimated           | Proposed            |
| Code Suffix                          | Object Description                     |                     |                     |                     |                     |
| <b><u>Capital Outlay</u></b>         |  |                     |                     |                     |                     |
| 6320                                 | Water Improvements other than Building | \$ -                | \$ 150,000          | \$ 150,000          | \$ 120,000          |
| 6410                                 | Machinery and Equipment                | 3,139               | -                   | 65,222              | -                   |
| <b>Total</b>                         | <b>Capital Outlay</b>                  | <b>\$ 3,139</b>     | <b>\$ 150,000</b>   | <b>\$ 215,222</b>   | <b>\$ 120,000</b>   |
| <b><u>Debt Service</u></b>           |  |                     |                     |                     |                     |
| 7110                                 | Principal - Utility Bond               | \$ -                | \$ 540,779          | \$ 540,779          | \$ 566,304          |
| 7115                                 | Principal - State Revolving Fund Loan  | -                   | 338,698             | 338,698             | 345,061             |
| 7210                                 | Interest - Utility Bond                | 272,375             | 258,158             | 258,158             | 232,633             |
| 7215                                 | Interest - State Revolving Fund Loan   | 96,842              | 94,729              | 94,729              | 88,365              |
| <b>Total</b>                         | <b>Debt Service</b>                    | <b>\$ 369,217</b>   | <b>\$ 1,232,364</b> | <b>\$ 1,232,364</b> | <b>\$ 1,232,363</b> |
| <b><u>Non-operating Expenses</u></b> |  |                     |                     |                     |                     |
| 581-9101                             | Transfer to General Fund               | \$ 102,389          | \$ 102,242          | \$ 102,242          | \$ 105,367          |
| 9910                                 | Contingency/Reserve                    | -                   | 340,589             | 307,977             | 144,139             |
| <b>Total</b>                         | <b>Non-operating Expenses</b>          | <b>\$ 102,389</b>   | <b>\$ 442,831</b>   | <b>\$ 410,219</b>   | <b>\$ 249,506</b>   |
| <b>Total</b>                         | <b>Water &amp; Sewer Fund</b>          | <b>\$ 3,652,154</b> | <b>\$ 4,424,500</b> | <b>\$ 4,424,500</b> | <b>\$ 4,309,700</b> |

## Capital Improvement Project

|  |   |  |
|--|---|--|
| <b>Project</b>   | Biscaya Island Water Main Crossing Relocation |  |
| <b>Location</b>  | Town of Surfside, FL                          |  |
| <b>Priority</b>  | High  |  |
| <b>Department</b>  | Public Works                                  |  |
| <b>Description/Justification</b>   |   |  |
| <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 | 42,050    |           |         |         |         | \$42,050        |                    |
| Construction             | 87,950    | 102,050   |         |         |         | \$190,000       |                    |
| Equipment                |           |           |         |         |         | \$0             |                    |
| Other                    | 17,500    | 17,950    |         |         |         | \$35,450        |                    |
| <b>TOTAL COST</b>        | \$150,000 | \$120,000 | \$0     | \$0     | \$0     | \$270,000       | \$0                |

| FUNDING SOURCES                            | FY 2020   | FY 2021   | FY 2022 | FY 2023 | FY 2024 | Five Year Total |  |
|--|-----------|-----------|---------|---------|---------|-----------------|--|
| Florida Water Restoration Assistance Grant | 124,000   |           |         |         |         | \$124,000       |  |
| Water & Sewer Fund                         | 26,000    | 120,000   |         |         |         | \$146,000       |  |
|  |           |           |         |         |         | \$0             |  |
| <b>TOTAL</b>                               | \$150,000 | \$120,000 | \$0     | \$0     | \$0     | \$270,000       |  |

| 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             |  |
| <b>TOTAL</b>            | \$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, and a summary of expenses with expense history.

Parking citation revenue is allocated to the General Fund in Fiscal Year 2021.



# 402 MUNICIPAL PARKING FUND

## FINANCIAL SUMMARY

|   | FY 2019            | FY 2020             | FY 2020             | FY 2021             |
|---|--------------------|---------------------|---------------------|---------------------|
|   | Actual             | Adopted             | Estimated           | Proposed            |
| <b><u>FUNDS AVAILABLE</u></b>                   |                    |                     |                     |                     |
| Service Revenues                                | \$1,376,286        | \$1,227,000         | \$1,227,000         | \$1,258,740         |
| Interest  | -                  | -                   | -                   | 8,400               |
| Capital Contributions                           | 21,000             | 21,000              | 21,000              | 21,000              |
| Proceeds from Disposal of Assets                | -                  | -                   | -                   | -                   |
| <b>TOTAL REVENUES</b>                           | <b>\$1,397,286</b> | <b>\$1,248,000</b>  | <b>\$1,248,000</b>  | <b>\$1,288,140</b>  |
| <b>NET POSITION (Beginning):</b>                |                    |                     |                     |                     |
| Net Investment in Capital Assets                | 2,364,501          | \$ 2,228,119        | \$ 2,228,119        | \$ 2,228,119        |
| Net Position Restricted for Parking Development | 67,500             | 88,500              | 67,500              | 88,500              |
| Projected Unrestricted Net Position Beginning   | 875,815            | 875,816             | 1,131,448           | 1,045,830           |
| <b>TOTAL</b>                                    | <b>\$4,705,102</b> | <b>\$ 4,440,435</b> | <b>\$ 4,675,067</b> | <b>\$ 4,650,589</b> |
| <br>  |                    |                     |                     |                     |
| <b><u>USES</u></b>                              |                    |                     |                     |                     |
| Personnel Costs                                 | \$ 507,411         | \$ 584,320          | \$ 584,320          | \$ 597,551          |
| Operating Expenses                              | 668,235            | 595,206             | 604,456             | 547,889             |
| Capital Outlay                                  | -                  | 21,600              | 21,600              | -                   |
| Transfer to General Fund                        | 102,389            | 102,242             | 102,242             | 113,300             |
| <b>TOTAL USES - EXPENSES</b>                    | <b>\$1,278,035</b> | <b>\$ 1,303,368</b> | <b>\$ 1,312,618</b> | <b>\$ 1,258,740</b> |
| <b>NET POSITION (Ending):</b>                   |                    |                     |                     |                     |
| Net Investment in Capital Assets                | 2,228,119          | 2,228,119           | 2,228,119           | 2,228,119           |
| Net Position Restricted for Parking Development | 67,500             | 109,500             | 88,500              | 109,500             |
| Projected Unrestricted Net Position Ending      | 1,131,448          | 799,448             | 1,045,830           | 1,054,230           |
| <b>TOTAL</b>                                    | <b>\$4,705,102</b> | <b>\$ 4,440,435</b> | <b>\$ 4,675,067</b> | <b>\$ 4,650,589</b> |

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# Municipal Parking Fund

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

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

## Municipal Surface Lot Locations:

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



Parking Division operations are as follows:

- The Parking Operations Manager oversees the parking operations and enforcement 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 and areas with paid parking.
- The Code Compliance Clerks 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 parking congestion and issues.

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 on Byron Avenue (9400 and 9500 blocks), and Abbott Avenue (9400 block) to deter construction workers and others from parking all day in front of homes.
- Instituted time variable rates, and variable time limits in municipal lots to allow for greater parking space turnover to accommodate business patrons.
- 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 2018 | FY 2019 | FY 2020   | FY 2021   |
| Type of parking      | Location                    | Time Period | Rate    | Rate    | Rate  | Rate  |
| Metered              | Off street - lots           | Hourly      | \$1.50  | \$1.75  | \$2.00-\$3.00 time variable rate                          | \$2.00-\$3.00 time variable rate                          |
| Metered              | On street                   | Hourly      | \$2.00  | \$2.00  | \$2.00 - \$4.00 (time variable rate in business district) | \$2.00 - \$4.00 (time variable rate in business district) |
| Business permits     | 94 <sup>th</sup> Street Lot | Monthly     | \$75.00 | \$75.00 | \$75.00   | \$75.00   |
| Business permits     | Abbott Lot                  | Monthly     | \$90.00 | \$90.00 | \$91.00   | \$91.00   |

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 \$113,300.

**Fiscal Year 2020 Accomplishments:**

- Proactive enforcement actions and details were instituted in an attempt to reduce the number of construction worker vehicles illegally parked throughout Surfside.
- Hired and trained one new Parking Enforcement Officer to address enforcement during high volume periods, business district area, and overlap time frames.
- Continued the successful Residential Overnight Parking Program which provided additional parking options to residents in specified municipal parking lots and on-street parking spaces.
- Created a Ride-Share designated staging area for two-vehicle spaces in the 200 block of 95<sup>th</sup> Street to reduce traffic congestion in the business district and improve resident/tourist transportation options.
- Managed and controlled the parking needs of the workers associated with the Surfside Beach Renourishment Project conducted by the Army Corps of Engineers, Miami-Dade County, and the Town of Surfside during 2019.
- Managed and controlled the parking needs of workers, visitors, and sponsors for Super Bowl LIV in Surfside.

**Fiscal Year 2021 Objectives:**

- Manage and control parking for workers and employees at construction sites.
- Restrict parking in the residential area.
- Evaluate parking space utilization in the Business District and determine if Pick-Up/Drop-Off Zones need to be created to enhance traffic flow and provide for enhanced pedestrian and vehicular safety.
- Evaluate dedicated Ride Share Pick-Up/Drop-Off spaces for efficiency and effectiveness.
- Provide support to Town and Police Department for COVID-19 related issues, impacts, and initiatives.
- Assist in the decision-making process for any Town recommended parking solutions.

# 402 MUNICIPAL PARKING FUND

|                                | FY 2019<br>Actual   | FY 2020<br>Adopted  | FY 2020<br>Estimated | FY 2021<br>Proposed |
|--------------------------------|---------------------|---------------------|----------------------|---------------------|
| <b>REVENUES</b>                |                     |                     |                      |                     |
| Service Revenues               | \$ 1,376,286        | \$ 1,227,000        | \$ 1,227,000         | \$ 1,258,740        |
| Interest                       | -                   | -                   | -                    | 8,400               |
| Developer Contributions        | 21,000              | 21,000              | 21,000               | 21,000              |
| Use of Net Position (Reserves) | -                   | 76,368              | 85,618               | -                   |
| <b>TOTAL REVENUES</b>          | <b>\$ 1,397,286</b> | <b>\$ 1,324,368</b> | <b>\$ 1,333,618</b>  | <b>\$ 1,288,140</b> |
| <b>EXPENSES</b>                |                     |                     |                      |                     |
| Personnel Costs                | \$ 507,411          | \$ 584,320          | \$ 584,320           | \$ 597,551          |
| Operating Expenses             | 668,235             | 595,206             | 604,456              | 547,889             |
| Capital Outlay                 | -                   | 21,600              | 21,600               | -                   |
| Transfer to General Fund       | 102,389             | 102,242             | 102,242              | 113,300             |
| Contingency/Return to Reserves | -                   | -                   | -                    | 8,400               |
| Renewal & Replacement Reserves | -                   | 21,000              | 21,000               | 21,000              |
| <b>TOTAL EXPENSES</b>          | <b>\$ 1,278,035</b> | <b>\$ 1,324,368</b> | <b>\$ 1,333,618</b>  | <b>\$ 1,288,140</b> |
| <b>Net Results</b>             | <b>\$ 119,251</b>   | <b>\$ -</b>         | <b>\$ -</b>          | <b>\$ (0)</b>       |

## Significant Changes from FY 2020 Adopted Budget +/-

### Personnel Services

|   |           |
|---|-----------|
| Planned merit pay, salary and benefit adjustments | \$ 13,231 |
|---|-----------|

### Operating Expenses

|   |             |
|---|-------------|
| Professional fees not anticipated             | \$ (15,000) |
| Equipment insured under Town's blanket policy | \$ (19,924) |
| Maintenance contracts                         | \$ (8,468)  |
| Equipment maintenance                         | \$ 4,250    |
| Grounds maintenance                           | \$ (5,000)  |

| Position Title                                | FY 2020<br>Funded |              |             |             | FY 2021<br>Funded |              |             |             |
|---|-------------------|--------------|-------------|-------------|-------------------|--------------|-------------|-------------|
|   | Full<br>Time      | Part<br>Time | Temp        | FTEs        | Full<br>Time      | Part<br>Time | Temp        | FTEs        |
| Police Lieutenant <sup>1</sup>                | 0.50              |              |             | 0.50        | 0.50              |              |             | 0.50        |
| Executive Assistant to the Chief <sup>1</sup> | 0.25              |              |             | 0.25        | 0.25              |              |             | 0.25        |
| Parking Operations Manager                    | 1.00              |              |             | 1.00        | 1.00              |              |             | 1.00        |
| Parking Enforcement Officer                   | 5.00              |              |             | 5.00        | 4.00              |              |             | 4.00        |
| Maintenance Worker (Public Works)             | 1.00              |              |             | 1.00        | 1.00              |              |             | 1.00        |
| Code Compliance Clerk <sup>2</sup>            |                   |              |             |             | 0.50              |              |             | 0.50        |
| Administrative Aide <sup>3</sup>              | 0.00              | 1.00         |             | 0.50        | 0.00              |              |             | 0.00        |
| <b>Total</b>                                  | <b>7.75</b>       | <b>1.00</b>  | <b>0.00</b> | <b>8.25</b> | <b>7.25</b>       | <b>0.00</b>  | <b>0.00</b> | <b>7.25</b> |

<sup>1</sup>Parking Fund allocation. Position split funded with General Fund 001.

<sup>2</sup>Position replaces part time Administrative Aide.

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

<sup>3</sup>Position eliminated.

## 402 MUNICIPAL PARKING FUND

### REVENUES

|                             |   | FY 2019             | FY 2020             | FY 2020             | FY 2021             |
|-----------------------------|---|---------------------|---------------------|---------------------|---------------------|
| Line Item Prefix: 402-545-: |   | Actual              | Adopted             | Estimated           | Proposed            |
| 344-5001                    | Post Office Parking Lease               | \$ 30,000           | \$ 30,000           | \$ 30,000           | \$ 31,740           |
| 344-5002                    | Permit Parking Fees - Business District | 95,435              | 100,000             | 100,000             | 95,000              |
| 344-5003                    | Metered Parking Fees                    | 1,232,546           | 1,080,000           | 1,080,000           | 1,115,000           |
| 344-5012                    | Permit Parking Fees - Residential       | 18,305              | 17,000              | 17,000              | 17,000              |
| <b>Total</b>                | <b>Services Revenues</b>                | <b>\$ 1,376,286</b> | <b>\$ 1,227,000</b> | <b>\$ 1,227,000</b> | <b>\$ 1,258,740</b> |
| 389-1000                    | Interest Earnings                       | \$ -                | \$ -                | \$ -                | \$ 8,400            |
| 389-8000:8045               | Developer Contributions                 | 21,000              | 21,000              | 21,000              | 21,000              |
| 391-1000                    | Appropriated Net Assets                 | -                   | 76,368              | 85,618              | -                   |
| <b>Total</b>                | <b>Miscellaneous Revenues</b>           | <b>\$ 21,000</b>    | <b>\$ 97,368</b>    | <b>\$ 106,618</b>   | <b>\$ 29,400</b>    |
| <b>TOTAL</b>                | <b>Municipal Parking Fund Revenues</b>  | <b>\$ 1,397,286</b> | <b>\$ 1,324,368</b> | <b>\$ 1,333,618</b> | <b>\$ 1,288,140</b> |

# 402 MUNICIPAL PARKING FUND

## EXPENSES

| Line Item Prefix: 402-9500-545-: |                                      | FY 2019           | FY 2020           | FY 2020           | FY 2021           |
|----------------------------------|--------------------------------------|-------------------|-------------------|-------------------|-------------------|
|                                  |                                      | Actual            | Adopted           | Estimated         | Proposed          |
| Suffix                           | Object Description                   |                   |                   |                   |                   |
| <b><u>Personnel Services</u></b> |                                      |                   |                   |                   |                   |
| 1210                             | Regular Salaries                     | \$ 344,901        | \$ 354,755        | \$ 354,755        | \$ 353,904        |
| 1310                             | Other Salaries                       | 8,577             | 21,492            | 21,492            | -                 |
| 1410                             | Overtime                             | 15,425            | 15,000            | 15,000            | 15,000            |
| 1510                             | Special pay                          | 6,508             | 6,813             | 6,813             | 7,843             |
| 2110                             | Payroll Taxes                        | 27,442            | 30,647            | 30,647            | 29,017            |
| 2210                             | Retirement Contribution              | 25,883            | 37,040            | 37,040            | 54,904            |
| 2310/2315                        | Life & Health Insurance              | 67,322            | 95,853            | 95,853            | 116,147           |
| 2410                             | Workers Compensation                 | 4,023             | 21,270            | 21,270            | 19,286            |
| 2610                             | Other Post Employment Benefits       | 4,587             | 1,450             | 1,450             | 1,450             |
| 9900                             | Pension Expense                      | 2,743             | -                 | -                 | -                 |
| <b>Total</b>                     | <b>Personnel Services</b>            | <b>\$ 507,411</b> | <b>\$ 584,320</b> | <b>\$ 584,320</b> | <b>\$ 597,551</b> |
| <b><u>Operating Expenses</u></b> |                                      |                   |                   |                   |                   |
| 3110                             | Professional Services                | \$ 11,112         | \$ 15,000         | \$ 15,000         | \$ -              |
| 3410                             | Other Contractual Services           | 16,785            | 18,086            | 18,086            | 17,212            |
| 4112                             | Mobile Phone Allowance               | 1,237             | 2,550             | 2,550             | 2,550             |
| 4310                             | Electricity                          | 5,516             | 6,000             | 6,000             | 5,900             |
| 4403                             | Equipment/Vehicle Leasing            | 15,547            | 9,410             | 9,410             | 5,200             |
| 4510                             | Property and Liability Insurance     | 3,412             | 24,910            | 24,910            | 4,986             |
| 4601                             | Maintenance Service/Repair Contracts | 50,592            | 65,065            | 65,065            | 56,597            |
| 4603                             | Equipment Maintenance                | -                 | 5,000             | 14,250            | 9,250             |
| 4604                             | Grounds Maintenance                  | 163,581           | 176,040           | 176,040           | 171,040           |
| 4609                             | Take Home Vehicle                    | 120               | 720               | 720               | -                 |
| 4611                             | Miscellaneous Maintenance            | 17,437            | 8,500             | 2,500             | 7,500             |
| 4612                             | Vehicle Maintenance - Usage          | 11,949            | 11,844            | 11,844            | 13,892            |
| 4613                             | Vehicle Maint - Fleet Replacement    | 10,567            | 10,513            | 10,513            | 15,600            |
| 4911                             | Other Current Charges                | 23,710            | 29,760            | 39,010            | 29,320            |
| 5213                             | Landscape Improvements               | -                 | 5,000             | 4,000             | 5,000             |
| 5214                             | Uniforms                             | 2,241             | 3,000             | 3,000             | 2,500             |
| 5216                             | Vehicle Maintenance - Fuel           | 2,520             | 2,808             | 2,808             | 2,592             |
| 5225                             | Merchant Fees                        | 185,189           | 189,000           | 189,000           | 189,000           |
| 5290                             | Miscellaneous Operating Supplies     | 10,338            | 12,000            | 9,750             | 9,750             |
| 5901                             | Depreciation                         | 136,382           | -                 | -                 | -                 |
| <b>Total</b>                     | <b>Operating Expenses</b>            | <b>\$ 668,235</b> | <b>\$ 595,206</b> | <b>\$ 604,456</b> | <b>\$ 547,889</b> |
| <b><u>Capital Outlay</u></b>     |                                      |                   |                   |                   |                   |
| 6410                             | Machinery and Equipment              | \$ -              | \$ 21,600         | \$ 21,600         | \$ -              |
| <b>Total</b>                     | <b>Capital Outlay</b>                | <b>\$ -</b>       | <b>\$ 21,600</b>  | <b>\$ 21,600</b>  | <b>\$ -</b>       |

# 402 MUNICIPAL PARKING FUND

## EXPENSES

|                                      |  | FY 2019             | FY 2020             | FY 2020             | FY 2021             |
|--------------------------------------|--|---------------------|---------------------|---------------------|---------------------|
| Line Item Prefix: 402-9500-545-:     |  | Actual              | Adopted             | Estimated           | Proposed            |
| Suffix                               | Object Description                     |                     |                     |                     |                     |
| <b><u>Non-operating Expenses</u></b> |  |                     |                     |                     |                     |
| 581-9101                             | Transfer to General Fund               | \$ 102,389          | \$ 102,242          | \$ 102,242          | \$ 113,300          |
| 9910                                 | Contingency/Return to Reserve          | -                   | -                   | -                   | 8,400               |
| 9920                                 | Reserve for Renewal & Replacement      | -                   | 21,000              | 21,000              | 21,000              |
| <b>Total</b>                         | <b>Non-operating Expenses</b>          | <b>\$ 102,389</b>   | <b>\$ 123,242</b>   | <b>\$ 123,242</b>   | <b>\$ 142,700</b>   |
| <b>Total</b>                         | <b>Municipal Parking Fund Expenses</b> | <b>\$ 1,278,035</b> | <b>\$ 1,324,368</b> | <b>\$ 1,333,618</b> | <b>\$ 1,288,140</b> |





## ***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 2019             | FY 2020             | FY 2020             | FY 2021             |
|---|---------------------|---------------------|---------------------|---------------------|
|   | Actual              | Adopted             | Estimated           | Proposed            |
| <b><u>FUNDS AVAILABLE</u></b>                 |                     |                     |                     |                     |
| Service Revenues                              | \$ 1,841,424        | \$ 1,910,182        | \$ 1,910,182        | \$ 1,914,682        |
| Miscellaneous Revenues                        | 23,860              | -                   | -                   | -                   |
| Interest                                      | -                   | -                   | -                   | 3,250               |
| <b>TOTAL REVENUES</b>                         | <b>\$ 1,865,284</b> | <b>\$ 1,910,182</b> | <b>\$ 1,910,182</b> | <b>\$ 1,917,932</b> |
| <b>NET POSITION (Beginning):</b>              |                     |                     |                     |                     |
| Net Investment in Capital Assets              | 465,036             | 405,474             | 405,474             | 405,474             |
| Projected Unrestricted Net Position Beginning | 601,201             | 686,169             | 655,452             | 432,961             |
| <b>TOTAL</b>                                  | <b>\$ 2,931,521</b> | <b>\$ 3,001,825</b> | <b>\$ 2,971,108</b> | <b>\$ 2,756,367</b> |
| <br>  |                     |                     |                     |                     |
| <b><u>USES</u></b>                            |                     |                     |                     |                     |
| Personnel Costs                               | \$ 866,456          | \$ 849,066          | \$ 849,066          | \$ 888,824          |
| Operating Expenses                            | 878,966             | 905,366             | 905,366             | 880,576             |
| Capital Outlay                                | -                   | 240,000             | 240,000             | -                   |
| Debt Service                                  | \$0                 | \$0                 | \$0                 | \$0                 |
| Transfer to General Fund                      | 138,989             | 138,241             | 138,241             | 114,718             |
| <b>TOTAL USES - EXPENSES</b>                  | <b>\$ 1,884,411</b> | <b>\$ 2,132,673</b> | <b>\$ 2,132,673</b> | <b>\$1,884,118</b>  |
| <b>NET POSITION (Ending):</b>                 |                     |                     |                     |                     |
| Net Investment in Capital Assets              | 405,474             | 405,474             | 405,474             | 405,474             |
| Projected Unrestricted Net Position Ending    | 641,636             | 463,678             | 432,961             | 466,775             |
| <b>TOTAL</b>                                  | <b>\$ 2,931,521</b> | <b>\$ 3,001,825</b> | <b>\$ 2,971,108</b> | <b>\$ 2,756,367</b> |

## Solid Waste Fund

Solid Waste operations are under the supervision of the Public Works Director. The Solid Waste Fund accounts for the cost of operating and maintaining collection and disposal services for Town residents and commercial businesses/properties. Solid waste collection and disposal services are provided by the Town 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 single-family residential property are billed by Miami-Dade County on the real property tax notice as a non-ad valorem assessment. The single-family residential property assessment for garbage/recycle remains at \$318.67 for FY 2021. Variable rates are charged for condos, multi-family units, commercial and other properties.

|                                | <b>FY2018<br/>Actual</b> | <b>FY2019<br/>Actual</b> | <b>FY2020<br/>Estimated</b> |
|--------------------------------|--------------------------|--------------------------|-----------------------------|
|                                | <b>In Tons</b>           |                          |                             |
| In-House Solid Waste Collected | 5,557                    | 5,613                    | 5,635                       |

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 \$114,718.

## 403 SOLID WASTE FUND SUMMARY

|                                | FY 2019<br>Actual   | FY 2020<br>Adopted  | FY 2020<br>Estimated | FY 2021<br>Proposed |
|--------------------------------|---------------------|---------------------|----------------------|---------------------|
| <b>REVENUES</b>                |                     |                     |                      |                     |
| Service Revenues               | \$ 1,841,424        | \$ 1,910,182        | \$ 1,910,182         | \$ 1,914,682        |
| Miscellaneous Revenues         | 23,860              | -                   | -                    | -                   |
| Interest                       |                     |                     |                      | 3,250               |
| Use of Net Position (Reserves) | -                   | 222,491             | 222,491              | -                   |
| <b>TOTAL REVENUES</b>          | <b>\$ 1,865,284</b> | <b>\$ 2,132,673</b> | <b>\$ 2,132,673</b>  | <b>\$ 1,917,932</b> |
| <b>EXPENSES</b>                |                     |                     |                      |                     |
| Personnel Costs                | \$ 866,456          | \$ 849,066          | \$ 849,066           | \$ 888,824          |
| Operating Expenses             | 878,966             | 905,366             | 905,366              | 880,576             |
| Capital Outlay                 | -                   | 240,000             | 240,000              | -                   |
| Transfer to General Fund       | 138,989             | 138,241             | 138,241              | 114,718             |
| Contingency/Return to Reserve  | -                   | -                   | -                    | 33,814              |
| <b>TOTAL EXPENSES</b>          | <b>\$ 1,884,411</b> | <b>\$ 2,132,673</b> | <b>\$ 2,132,673</b>  | <b>\$ 1,917,932</b> |
| <b>Net Results</b>             | <b>\$ (19,127)</b>  | <b>\$ (0)</b>       | <b>\$ -</b>          | <b>\$ (0)</b>       |

### Significant Changes from FY 2020 Adopted Budget +/-

#### Personnel Services

|   |           |
|---|-----------|
| Planned merit pay, salary and benefit adjustments | \$ 39,758 |
|---|-----------|

#### Operating Expenses

|   |             |
|---|-------------|
| Professional fees not anticipated               | \$ (5,000)  |
| Tipping fees COLA from MDC                      | \$ 1,558    |
| Property & liability insurance increase         | \$ 1,453    |
| Postage decrease                                | \$ (1,000)  |
| Decrease from software system implementation    | \$ (9,000)  |
| No estimated needs for repair/service contracts | \$ (5,000)  |
| Container repairs - commercial customers        | \$ 3,500    |
| Vehicle maintenance                             | \$ 4,692    |
| Container replacements                          | \$ (12,500) |

| Position Title                     | FY 2020<br>Funded |          |          |              | FY 2021<br>Funded |          |              |  |
|------------------------------------|-------------------|----------|----------|--------------|-------------------|----------|--------------|--|
|                                    | Full              |          | Part     |              | Full              |          | Part         |  |
|                                    | Time              | Temp     | Time     | FTEs         | Time              | Temp     | FTEs         |  |
| Public Works Director <sup>1</sup> | 0.25              |          |          | 0.25         | 0.25              |          | 0.25         |  |
| Solid Waste Supervisor             | 1                 |          |          | 1            | 1                 |          | 1            |  |
| Solid Waste Operator               | 3                 |          |          | 3            | 3                 |          | 3            |  |
| Refuse Collector                   | 6                 |          |          | 6            | 6                 |          | 6            |  |
| Maintenance Worker II              | 1                 |          |          | 1            | 1                 |          | 1            |  |
| Customer Service Representative    | 1                 |          |          | 1            | 1                 |          | 1            |  |
| <b>Total</b>                       | <b>12.25</b>      | <b>0</b> | <b>0</b> | <b>12.25</b> | <b>12.25</b>      | <b>0</b> | <b>12.25</b> |  |

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

# 403 SOLID WASTE FUND

## REVENUES

|                             |   | FY 2019             | FY 2020             | FY 2020             | FY 2021             |
|-----------------------------|---|---------------------|---------------------|---------------------|---------------------|
| Line Item Prefix: 403-534-: |   | Actual              | Adopted             | Estimated           | Proposed            |
| 325-2000                    | Special Assessments Solid Waste           | \$ 346,822          | \$ 350,282          | \$ 350,282          | \$ 350,282          |
| 343-4000                    | Commercial Solid Waste Collection Charges | 1,477,792           | 1,532,400           | 1,532,400           | 1,532,400           |
| 343-9001                    | Late Fees & Penalties                     | 9,809               | 8,000               | 8,000               | 9,000               |
| 343-9002                    | Garbage Container Sales/Rentals           | 6,961               | 6,500               | 6,500               | 10,000              |
| 343-9003                    | Commercial Roll-offs Revenues             | -                   | 13,000              | 13,000              | 13,000              |
| 343-9005                    | Sales of Recyclables                      | 40                  | -                   | -                   | -                   |
| <b>Total</b>                | <b>Services Revenues</b>                  | <b>\$ 1,841,424</b> | <b>\$ 1,910,182</b> | <b>\$ 1,910,182</b> | <b>\$ 1,914,682</b> |
| 389-1000                    | Interest Earnings                         | \$ -                | \$ -                | \$ -                | \$ 3,250            |
| 369-9010                    | Other Miscellaneous Revenues              | 23,860              | -                   | -                   | -                   |
| 391-1000                    | Appropriated Net Assets                   | -                   | 222,491             | 222,491             | -                   |
| <b>Total</b>                | <b>Miscellaneous Revenues</b>             | <b>\$ 23,860</b>    | <b>\$ 222,491</b>   | <b>\$ 222,491</b>   | <b>\$ 3,250</b>     |
| <b>TOTAL</b>                | <b>Solid Waste Fund Revenues</b>          | <b>\$ 1,865,284</b> | <b>\$ 2,132,673</b> | <b>\$ 2,132,673</b> | <b>\$ 1,917,932</b> |

# 403 SOLID WASTE FUND

## EXPENSES

| Line Item Prefix: 403-4000-534:  |                                      | FY 2019           | FY 2020           | FY 2020           | FY 2021           |
|----------------------------------|--------------------------------------|-------------------|-------------------|-------------------|-------------------|
|                                  |                                      | Actual            | Adopted           | Estimated         | Proposed          |
| Suffix                           | Object Description                   |                   |                   |                   |                   |
| <b><u>Personnel Services</u></b> |                                      |                   |                   |                   |                   |
| 1210                             | Regular Salaries                     | \$ 542,449        | \$ 487,952        | \$ 487,952        | \$ 504,891        |
| 1410                             | Overtime                             | 47,813            | 46,800            | 46,800            | 46,800            |
| 1510                             | Special pay                          | 11,148            | 12,500            | 12,500            | 10,500            |
| 2110                             | Payroll Taxes                        | 42,658            | 41,946            | 41,946            | 43,088            |
| 2210                             | Retirement Contribution              | 32,975            | 43,672            | 43,672            | 70,322            |
| 2310/2315                        | Life & Health Insurance              | 141,066           | 165,481           | 165,481           | 174,024           |
| 2410                             | Workers Compensation                 | 32,507            | 46,215            | 46,215            | 34,699            |
| 2610                             | Other Post Employment Benefits       | 12,345            | 4,500             | 4,500             | 4,500             |
| 9900                             | Pension Expense                      | 3,495             | -                 | -                 | -                 |
| <b>Total</b>                     | <b>Personnel Services</b>            | <b>\$ 866,456</b> | <b>\$ 849,066</b> | <b>\$ 849,066</b> | <b>\$ 888,824</b> |
| <b><u>Operating Expenses</u></b> |                                      |                   |                   |                   |                   |
| 3110                             | Professional Services                | \$ 8,811          | \$ 5,000          | \$ 5,000          | \$ -              |
| 3310                             | Utility Billing Charges              | 1,477             | 1,200             | 1,950             | 1,975             |
| 3410                             | Other Contractual Services           | 372,803           | 405,127           | 405,127           | 406,685           |
| 3420                             | Recycling Expense                    | 106,574           | 114,684           | 114,684           | 115,220           |
| 4009                             | Car Allowance                        | 525               | 1,050             | 1,050             | 1,050             |
| 4110                             | Telecommunications                   | 517               | 1,820             | 1,820             | 1,200             |
| 4111                             | Postage                              | 1,387             | 4,500             | 4,500             | 3,500             |
| 4403                             | Equipment/Vehicle Leasing            |                   | 21,750            | 21,750            | 12,750            |
| 4510                             | Property and Liability Insurance     | 42,652            | 60,878            | 60,878            | 62,331            |
| 4601                             | Maintenance Service/Repair Contracts | -                 | 5,000             | 4,250             | -                 |
| 4603                             | Equipment Maintenance                | 17,151            | 6,500             | 10,100            | 10,000            |
| 4612                             | Vehicle Maintenance - Usage          | 92,116            | 79,697            | 79,697            | 84,389            |
| 4613                             | Vehicle Maint - Fleet Replacement    | 103,917           | 107,600           | 107,600           | 107,616           |
| 4911                             | Other Current Charges                | 5,700             | 19,000            | 15,400            | 6,500             |
| 5110                             | Office Supplies                      | 96                | 500               | 500               | 450               |
| 5214                             | Uniforms                             | 18,534            | 20,360            | 20,360            | 20,360            |
| 5216                             | Vehicle Maintenance - Fuel           | 39,600            | 43,200            | 43,200            | 39,200            |
| 5290                             | Miscellaneous Operating Supplies     | 7,321             | 6,000             | 6,000             | 6,000             |
| 5410                             | Subscriptions and Memberships        | 223               | 500               | 500               | 450               |
| 5520                             | Conferences and Seminars             | -                 | 1,000             | 1,000             | 900               |
| 5901                             | Depreciation                         | 59,562            | -                 | -                 | -                 |
| <b>Total</b>                     | <b>Operating Expenses</b>            | <b>\$ 878,966</b> | <b>\$ 905,366</b> | <b>\$ 905,366</b> | <b>\$ 880,576</b> |

# 403 SOLID WASTE FUND

## EXPENSES

| Line Item Prefix: 403-4000-534: |                                   | FY 2019      | FY 2020      | FY 2020      | FY 2021      |
|---------------------------------|-----------------------------------|--------------|--------------|--------------|--------------|
|                                 |                                   | Actual       | Adopted      | Estimated    | Proposed     |
| Suffix                          | Object Description                |              |              |              |              |
| <b>Capital Outlay</b>           |                                   |              |              |              |              |
| 6410                            | Machinery and Equipment           | \$ -         | \$ 240,000   | \$ 240,000   | \$ -         |
| <b>Total</b>                    | <b>Capital Outlay</b>             | \$ -         | \$ 240,000   | \$ 240,000   | \$ -         |
| <b>Non-operating Expenses</b>   |                                   |              |              |              |              |
| 581-9101                        | Transfer to General Fund          | \$ 138,989   | \$ 138,241   | \$ 138,241   | \$ 114,718   |
| 9910                            | Contingency/Reserve Replenishment | -            | -            | -            | 33,814       |
| <b>Total</b>                    | <b>Non-operating Expenses</b>     | \$ 138,989   | \$ 138,241   | \$ 138,241   | \$ 148,532   |
| <b>Total</b>                    | <b>Solid Waste Fund Expenses</b>  | \$ 1,884,411 | \$ 2,132,673 | \$ 2,132,673 | \$ 1,917,932 |



## ***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, and program modifications.



# 404 STORMWATER FUND

## FINANCIAL SUMMARY

|   | FY 2019             | FY 2020             | FY 2020             | FY 2021             |
|---|---------------------|---------------------|---------------------|---------------------|
|   | Actual              | Adopted             | Estimated           | Proposed            |
| <b><u>FUNDS AVAILABLE</u></b>                             |                     |                     |                     |                     |
| Service Revenues  | \$ 690,843          | \$ 693,000          | \$ 693,000          | \$ 825,000          |
| Interest  | -                   | -                   | -                   | 15,000              |
| <b>TOTAL REVENUES</b>                                     | <b>691,093</b>      | <b>693,000</b>      | <b>693,000</b>      | <b>840,000</b>      |
| <b>NET POSITION (Beginning):</b>                          |                     |                     |                     |                     |
| Net Investment in Capital Assets                          | (865,465)           | \$ (713,118)        | \$ (713,118)        | \$ (713,118)        |
| 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                       | 3,203,878           | 3,080,814           | 3,200,646           | 2,858,942           |
| <b>TOTAL</b>  | <b>\$ 3,376,646</b> | <b>\$ 3,407,836</b> | <b>\$ 3,527,668</b> | <b>\$ 3,332,964</b> |
| <br>  |                     |                     |                     |                     |
| <b><u>USES</u></b>  |                     |                     |                     |                     |
| Personnel Costs   | \$ 126,747          | \$ 134,584          | \$ 134,584          | \$ 142,471          |
| Operating Expenses  | 264,259             | 182,680             | 358,661             | 190,320             |
| Capital Outlay  | -                   | -                   | -                   | -                   |
| Debt Service Costs  | 120,769             | 410,787             | 410,787             | 410,787             |
| Non-Operating Expenses                                    | -                   | 100,000             | 100,000             | 35,000              |
| Transfer to Other Funds                                   | 30,717              | 30,672              | 30,672              | 34,416              |
| <b>TOTAL USES - EXPENSES</b>                              | <b>\$ 542,492</b>   | <b>\$ 858,723</b>   | <b>\$ 1,034,704</b> | <b>\$ 812,994</b>   |
| <b>NET POSITION (Ending):</b>                             |                     |                     |                     |                     |
| Net Investment in Capital Assets                          | (713,118)           | (713,118)           | (713,118)           | (713,118)           |
| 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 (Unaudited)              | 3,200,132           | 2,915,091           | 2,858,942           | 2,885,948           |
| <b>TOTAL</b>  | <b>\$ 3,376,646</b> | <b>\$ 3,407,836</b> | <b>\$ 3,527,668</b> | <b>\$ 3,332,964</b> |

## Stormwater Utility Fund

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

Revenues are generated from a Stormwater Utility Fee collected through a separate line item on Town water bills. Utility rates will increase in October 2021 in accordance with Resolution No. 2017-2467. The resolution's four-year rate structure for service charges was a solution to provide sufficient revenues to meet projected utility operations costs and debt service from FY 2018 through FY 2021. The FY 2021 budget includes the annual 10% rate increase in service revenue projections.

The monthly stormwater utility rates for FY 2021 are:

Service Type:

Residential Properties:

|  |          |
|--|----------|
| Single Family (1.0ERU)                   | \$ 17.09 |
| Multi Family (1.0 ERU per dwelling unit) | \$ 17.09 |

Non-residential Developed Properties:

|  |          |
|--|----------|
| Excluding Places of Worship<br>(1.25 ERU per 1,300 sq. ft. of impervious area) | \$ 21.37 |
|--|----------|

|   |         |
|---|---------|
| Places of Worship<br>(0.5 ERU per 1,300 sq. ft. of impervious area) | \$ 8.55 |
|---|---------|

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 increased frequency in the 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 \$34,416.

# 404 STORMWATER FUND

|                                    | FY 2019           | FY 2020           | FY 2020             | FY 2021           |
|------------------------------------|-------------------|-------------------|---------------------|-------------------|
|                                    | Actual            | Adopted           | Estimated           | Proposed          |
| <b>REVENUES</b>                    |                   |                   |                     |                   |
| Service Revenues                   | \$ 690,843        | \$ 693,000        | \$ 693,000          | \$ 825,000        |
| Miscellaneous Revenues             | 250               | -                 | -                   | -                 |
| Interest                           | -                 | -                 | -                   | 15,000            |
| Use of Net Position (Fund Balance) | -                 | 165,723           | 341,704             | -                 |
| <b>TOTAL REVENUES</b>              | <b>\$ 691,093</b> | <b>\$ 858,723</b> | <b>\$ 1,034,704</b> | <b>\$ 840,000</b> |
| <b>EXPENSES</b>                    |                   |                   |                     |                   |
| Personnel Costs                    | \$ 126,747        | \$ 134,584        | \$ 134,584          | \$ 142,471        |
| Operating Expenses                 | 264,259           | 182,680           | 358,661             | 190,320           |
| Capital Outlay                     | -                 | -                 | -                   | -                 |
| Debt Service                       | 120,769           | 410,787           | 410,787             | 410,787           |
| Transfer to Other Funds            | 30,717            | 30,672            | 30,672              | 34,416            |
| Contingency                        | -                 | 100,000           | 100,000             | 35,000            |
| Return to Reserves                 | -                 | -                 | -                   | 27,006            |
| <b>TOTAL EXPENSES</b>              | <b>\$ 542,492</b> | <b>\$ 858,723</b> | <b>1,034,704</b>    | <b>\$ 840,000</b> |
| <b>Net Results</b>                 | <b>\$ 148,601</b> | <b>\$ -</b>       | <b>\$ -</b>         | <b>\$ -</b>       |

## Significant Changes from FY 2020 Adopted Budget +/-

### Personnel Services

|   |          |
|---|----------|
| Planned merit pay, salary and benefit adjustments | \$ 7,887 |
|---|----------|

### Operating Expenses

|   |            |
|---|------------|
| Professional fees                                       | \$ (6,250) |
| Software license allocation                             | \$ (5,750) |
| Streetsweeping to weekly service - Program Modification | \$ 22,578  |

| Personnel Complement                         |             |           |          |             |             |           |          |             |  |
|--|-------------|-----------|----------|-------------|-------------|-----------|----------|-------------|--|
| Position Title                               | FY 2020     |           |          |             | FY 2021     |           |          |             |  |
|  | Funded      |           |          |             | Funded      |           |          |             |  |
|  | Full Time   | Part Time | Temp     | FTEs        | Full Time   | Part Time | Temp     | FTEs        |  |
| Public Works Director <sup>1</sup>           | 0.25        |           |          | 0.25        | 0.25        |           |          | 0.25        |  |
| Assistant Public Works Director <sup>2</sup> | 0.30        |           |          | 0.30        | 0.30        |           |          | 0.30        |  |
| Maintenance Worker                           | 1           |           |          | 1           | 1           |           |          | 1           |  |
| <b>Total</b>                                 | <b>1.55</b> | <b>0</b>  | <b>0</b> | <b>1.55</b> | <b>1.55</b> | <b>0</b>  | <b>0</b> | <b>1.55</b> |  |

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

<sup>2</sup>Stormwater Fund allocation. Position split funded with General Fund and Water and Sewer Fund.

# 404 STORMWATER FUND

## REVENUES

| Line Item Prefix: 404-538-:          |                                 | FY 2019           | FY 2020           | FY 2020             | FY 2021           |
|--------------------------------------|---------------------------------|-------------------|-------------------|---------------------|-------------------|
|                                      |                                 | Actual            | Adopted           | Estimated           | Proposed          |
| <b><u>Services Revenues</u></b>      |                                 |                   |                   |                     |                   |
| 343-9110                             | Stormwater Utility Fees         | \$ 690,843        | \$ 693,000        | \$ 693,000          | \$ 825,000        |
| <b>Total</b>                         | <b>Services Revenues</b>        | <b>\$ 690,843</b> | <b>\$ 693,000</b> | <b>\$ 693,000</b>   | <b>\$ 825,000</b> |
| <b><u>Miscellaneous Revenues</u></b> |                                 |                   |                   |                     |                   |
| 369-9010                             | Other Miscellaneous Revenues    | \$ 250            | \$ -              | \$ -                | \$ -              |
| 389-1000                             | Interest Earnings               | -                 | -                 | -                   | 15,000            |
| 391-1000                             | Appropriated Net Assets         | -                 | 165,723           | 341,704             | -                 |
| <b>Total</b>                         | <b>Miscellaneous Revenues</b>   | <b>\$ 250</b>     | <b>\$ 165,723</b> | <b>\$ 341,704</b>   | <b>\$ 15,000</b>  |
| <b>TOTAL</b>                         | <b>Stormwater Fund Revenues</b> | <b>\$ 691,093</b> | <b>\$ 858,723</b> | <b>\$ 1,034,704</b> | <b>\$ 840,000</b> |

# 404 STORMWATER FUND

## EXPENSES

| Line Item Prefix: 404-5500-538-: |                                      | FY 2019           | FY 2020           | FY 2020           | FY 2021           |
|----------------------------------|--------------------------------------|-------------------|-------------------|-------------------|-------------------|
|                                  |                                      | Actual            | Adopted           | Estimated         | Proposed          |
| <b>Suffix</b>                    | <b>Object Description</b>            |                   |                   |                   |                   |
| <b><u>Personnel Services</u></b> |                                      |                   |                   |                   |                   |
| 1210                             | Regular Salaries                     | \$ 93,255         | \$ 92,343         | \$ 92,343         | \$ 92,582         |
| 1410                             | Overtime                             | 850               | 1,500             | 1,500             | 1,500             |
| 1510                             | Special pay                          | 250               | 250               | 250               | 250               |
| 2110                             | Payroll Taxes                        | 6,951             | 7,362             | 7,362             | 7,380             |
| 2210                             | Retirement Contribution              | 5,805             | 7,882             | 7,882             | 12,771            |
| 2310/2315                        | Life & Health Insurance              | 17,769            | 17,907            | 17,907            | 20,370            |
| 2410                             | Workers Compensation                 | 1,249             | 7,340             | 7,340             | 7,618             |
| 2610                             | Other Post Employment Benefits       | 3                 | -                 | -                 | -                 |
| 9900                             | Pension Expense                      | 615               | -                 | -                 | -                 |
| <b>Total</b>                     | <b>Personnel Services</b>            | <b>\$ 126,747</b> | <b>\$ 134,584</b> | <b>\$ 134,584</b> | <b>\$ 142,471</b> |
| <b><u>Operating Expenses</u></b> |                                      |                   |                   |                   |                   |
| 3110                             | Professional Services                | \$ 1,791          | \$ 21,250         | \$ 197,231        | \$ 15,000         |
| 3112                             | Physical Examinations                | 330               | -                 | -                 | -                 |
| 3310                             | Utility Billing Charges              | -                 | 1,000             | 1,000             | 1,000             |
| 4009                             | Car Allowance                        | 975               | 2,130             | 2,130             | 2,130             |
| 4310                             | Electricity                          | 27,839            | 29,150            | 29,150            | 29,150            |
| 4403                             | Equipment/Vehicle Leasing            | 34,181            | 19,750            | 19,750            | 14,000            |
| 4510                             | Property and Liability Insurance     | -                 | 5,000             | 5,000             | 5,000             |
| 4601                             | Maintenance Service/Repair Contracts | 30,549            | 53,240            | 53,240            | 78,057            |
| 4603                             | Equipment Maintenance                | 37,050            | 48,000            | 48,000            | 43,683            |
| 5410                             | Subscriptions and Memberships        | -                 | 660               | 660               | 500               |
| 5520                             | Conferences and Seminars             | -                 | 1,500             | 1,500             | 900               |
| 5510                             | Educational & Training               | 938               | 1,000             | 1,000             | 900               |
| 5901                             | Depreciation                         | 130,606           | -                 | -                 | -                 |
| <b>Total</b>                     | <b>Operating Expenses</b>            | <b>\$ 264,259</b> | <b>\$ 182,680</b> | <b>\$ 358,661</b> | <b>\$ 190,320</b> |
| <b><u>Capital Outlay</u></b>     |                                      |                   |                   |                   |                   |
| <b>Total</b>                     | <b>Capital Outlay</b>                | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>       |
| <b><u>Debt Service</u></b>       |                                      |                   |                   |                   |                   |
| 7110                             | Principal                            | \$ -              | \$ 180,260        | \$ 180,260        | \$ 188,768        |
| 7115                             | Principal - SRF                      | -                 | 112,899           | 112,899           | 115,020           |
| 7210                             | Interest                             | 91,120            | 86,052            | 86,052            | 77,544            |
| 7215                             | Interest - SRF                       | 29,649            | 31,576            | 31,576            | 29,455            |
| <b>Total</b>                     | <b>Debt Service</b>                  | <b>\$ 120,769</b> | <b>\$ 410,787</b> | <b>\$ 410,787</b> | <b>\$ 410,787</b> |

# 404 STORMWATER FUND EXPENSES

| Line Item Prefix: 404-5500-538-:     |                                     | FY 2019           | FY 2020           | FY 2020             | FY 2021           |
|--------------------------------------|-------------------------------------|-------------------|-------------------|---------------------|-------------------|
|                                      |                                     | Actual            | Adopted           | Estimated           | Proposed          |
| <b><u>Non-operating Expenses</u></b> |                                     |                   |                   |                     |                   |
| 581-9101                             | Transfer to General Fund            | \$ 30,717         | \$ 30,672         | \$ 30,672           | \$ 34,416         |
| 9910                                 | Contingency - Operating needs R&M   | -                 | 100,000           | 100,000             | 35,000            |
| 9910                                 | Contingency / Reserve Replenishment | -                 | -                 | -                   | 27,006            |
| <b>Total</b>                         | <b>Non-operating Expenses</b>       | <b>\$ 30,717</b>  | <b>\$ 130,672</b> | <b>\$ 130,672</b>   | <b>\$ 96,422</b>  |
| <b>Total</b>                         | <b>Stormwater Fund Expenses</b>     | <b>\$ 542,492</b> | <b>\$ 858,723</b> | <b>\$ 1,034,704</b> | <b>\$ 840,000</b> |

## FY 2021 New Program Enhancement (Modification)

| <b>Additional Frequency of Street Sweeping</b>  |                                      |                 |                     |                 |
|---|--------------------------------------|-----------------|---------------------|-----------------|
| Department Name   | Division Name                        | Funding Source  | Department Priority | Total Requested |
| Public Works  | Stormwater                           | Stormwater Fund | 2                   | \$22,578        |
| <b>Justification and Description</b>  |                                      |                 |                     |                 |
| <p>Currently the streets in the residential district are swept every two weeks. Based on discussions at the Budget Goals workshop, administration is seeking to increase the frequency to every week. This, along with the additional staff resources deployed to this area, will decrease the level of dirt, debris, and trash littering the area.</p> |                                      |                 |                     |                 |
| <b>Benefits or Alternative/Adverse Impact if not funded</b>   |                                      |                 |                     |                 |
| <p>This additional interval of mechanical street sweeping will help keep the residential district's street cleaner. This will also assist in keeping the stormwater drains free of dirt, debris, and trash.</p>   |                                      |                 |                     |                 |
| <b>Required Resources</b>   |                                      |                 |                     |                 |
| <b>New Personnel</b>  |                                      |                 |                     |                 |
| Number of Positions   | Title                                | Salary          | Fringe Benefits     | Cost            |
|   |                                      |                 |                     |                 |
|   |                                      |                 |                     |                 |
|   |                                      |                 |                     |                 |
|   |                                      |                 |                     |                 |
| <b>Other Recurring Operating Costs</b>  |                                      |                 |                     |                 |
| Account Number  | Description                          | Cost            |                     |                 |
| 404-5500-538-4601   | Maintenance Service/Repair Contracts | \$22,578        |                     |                 |
| <b>One Time Costs</b>   |                                      |                 |                     |                 |
| Account Number  | Description                          | Cost            |                     |                 |
|   |                                      |                 |                     |                 |
|   |                                      |                 |                     |                 |



## ***Fleet Management Fund***

The Fleet Management Fund was created in FY 2019. It is an internal service fund used to account for the purchase, operation, and maintenance costs of the Town's vehicles and to set aside funds for replacement of Town vehicles. 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 2019             | FY 2020             | FY 2020             | FY 2021             |
|----------------------------------|---------------------|---------------------|---------------------|---------------------|
|                                  | Actual*             | Adopted             | Estimated           | Proposed            |
| <b><u>FUNDS AVAILABLE</u></b>    |                     |                     |                     |                     |
| Charges for Services             | \$ 981,056          | \$ 954,846          | \$ 954,846          | \$ 859,807          |
| Interest                         | -                   | -                   | -                   | 3,500               |
| Interfund Transfers In           | 256,000             | 32,500              | 32,500              | -                   |
| <b>TOTAL REVENUES</b>            | <b>1,237,056</b>    | <b>987,346</b>      | <b>987,346</b>      | <b>863,307</b>      |
| <b>Fund Balance Beginning</b>    |                     |                     |                     |                     |
| Invested in Capital Assets       | -                   | -                   | 229,011             | 229,011             |
| Fund Balance Beginning           | -                   | 535,196             | 814,374             | 998,556             |
| <b>TOTAL</b>                     | <b>\$ 1,237,056</b> | <b>\$ 1,522,542</b> | <b>\$ 2,030,731</b> | <b>\$ 2,090,874</b> |
| <br><b><u>APPROPRIATIONS</u></b> |                     |                     |                     |                     |
| Personnel Costs                  | \$ 79,802           | \$ 82,271           | \$ 82,271           | \$ 89,906           |
| Operating Expenses               | 320,787             | 367,393             | 367,393             | 318,599             |
| Capital Outlay                   | 22,093              | 338,500             | 353,500             | 197,000             |
| <b>TOTAL APPROPRIATIONS</b>      | <b>\$ 422,682</b>   | <b>\$ 788,164</b>   | <b>\$ 803,164</b>   | <b>\$ 605,505</b>   |
| <b>Fund Balance Ending</b>       |                     |                     |                     |                     |
| Invested in Capital Assets       | 229,011             | -                   | 229,011             | 229,011             |
| Unrestricted                     | 585,363             | 734,378             | 998,556             | 1,256,358           |
| <b>TOTAL</b>                     | <b>\$ 1,237,056</b> | <b>\$ 1,522,542</b> | <b>\$ 2,030,731</b> | <b>\$ 2,090,874</b> |

## Fleet Management Fund

### Services, Functions, and Activities:

The Fleet Management Fund is an internal service fund created in FY 2019. Internal service funds are used to account for the provision of services within a government organization. The Town's Fleet Management Fund 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 of approximately 66 vehicles is maintained by one full-time mechanic. The Public Works Department operates and oversees the garage and fueling facility.

FY 2021 revenues of \$859,807 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:

|                        | <b>Fleet<br/>Replacement</b> | <b>Usage</b> | <b>Fuel</b> |
|------------------------|------------------------------|--------------|-------------|
| General Fund           | \$295,740                    | \$152,601    | \$92,200    |
| Tourist Resort Fund    | 13,104                       | 4,121        | 1,300       |
| Building Fund          | 3,900                        | 3,473        | 1,500       |
| Water & Sewer Fund     | 15,780                       | 10,392       | 3,000       |
| Municipal Parking Fund | 15,600                       | 13,892       | 2,000       |
| Solid Waste Fund       | 107,616                      | 84,389       | 39,200      |
| Total                  | \$451,740                    | \$268,867    | \$139,200   |

The following vehicle purchases are funded in FY 2021:

| <u>Description</u>         | <u>Department</u> | <u>Amount</u> |
|----------------------------|-------------------|---------------|
| Police patrol vehicles - 4 | Public Safety     | \$197,000     |

# 501 Fleet Management Fund

|                            | <u>FY 2019<br/>Actual</u>  | <u>FY 2020<br/>Adopted</u> | <u>FY 2020<br/>Estimated</u> | <u>FY 2021<br/>Proposed</u> |
|----------------------------|----------------------------|----------------------------|------------------------------|-----------------------------|
| <b>REVENUES</b>            |                            |                            |                              |                             |
| Interfund Transfers        | \$ 256,000                 | \$ 32,500                  | \$ 32,500                    | \$ -                        |
| Services Revenues          | 981,056                    | 954,846                    | 954,846                      | 859,807                     |
| Interest                   | -                          | -                          | -                            | 3,500                       |
| <b>TOTAL REVENUES</b>      | <b><u>\$ 1,237,056</u></b> | <b><u>\$ 987,346</u></b>   | <b><u>\$ 987,346</u></b>     | <b><u>\$863,307</u></b>     |
| <b>EXPENDITURES</b>        |                            |                            |                              |                             |
| Personnel Costs            | \$ 79,802                  | \$ 82,271                  | \$ 82,271                    | \$ 89,906                   |
| Operating Expenses         | 320,787                    | 367,393                    | 367,393                      | 318,599                     |
| Capital Outlay             | 22,093                     | 338,500                    | 353,500                      | 197,000                     |
| Fleet Replacement Reserves | -                          | 199,182                    | 184,182                      | 257,802                     |
| <b>TOTAL EXPENDITURES</b>  | <b><u>\$ 422,682</u></b>   | <b><u>\$ 987,346</u></b>   | <b><u>\$ 987,346</u></b>     | <b><u>\$ 863,307</u></b>    |
| <b>Net Results</b>         | <b><u>\$ 814,374</u></b>   | <b><u>\$ -</u></b>         | <b><u>\$ -</u></b>           | <b><u>\$ -</u></b>          |

## Significant Changes from FY 2020 Adopted Budget +/-

### Personnel Services

|   |          |
|---|----------|
| Planned merit pay, salary and benefit adjustments | \$ 7,635 |
|---|----------|

### Operating Expenses

|                                       |             |
|---------------------------------------|-------------|
| Decrease in vehicle maintenance costs | \$ (2,282)  |
| Decrease in estimated fuel costs      | \$ (46,504) |

### Capital Outlay

|                               |              |
|-------------------------------|--------------|
| Decrease in vehicle purchases | \$ (141,500) |
|-------------------------------|--------------|

| Position Title          | Personnel Complement |              |             |             |                   |              |             |             |
|-------------------------|----------------------|--------------|-------------|-------------|-------------------|--------------|-------------|-------------|
|                         | FY 2020<br>Funded    |              |             |             | FY 2021<br>Funded |              |             |             |
|                         | Full<br>Time         | Part<br>Time | Temp        | FTEs        | Full<br>Time      | Part<br>Time | Temp        | FTEs        |
| Mechanic (Public Works) | 1.00                 |              |             | 1.00        | 1.00              |              |             | 1.00        |
| <b>Total</b>            | <b>1.00</b>          | <b>0.00</b>  | <b>0.00</b> | <b>1.00</b> | <b>1.00</b>       | <b>0.00</b>  | <b>0.00</b> | <b>1.00</b> |

# FLEET MAINTENANCE (5000)

## 501 Fleet Management Fund

### REVENUES

| Line Item Prefix: 501-539-: |   | FY 2019             | FY 2020           | FY 2020           | FY 2021           |
|-----------------------------|---|---------------------|-------------------|-------------------|-------------------|
|                             |   | Actual              | Adopted           | Estimated         | Proposed          |
| 341-2000                    | Fleet Charges - All Departments             | \$ 981,056          | \$ 954,846        | \$ 954,846        | \$ 859,807        |
| <b>TOTAL</b>                | <b>Services Revenues</b>                    | <b>\$ 981,056</b>   | <b>\$ 954,846</b> | <b>\$ 954,846</b> | <b>\$ 859,807</b> |
| 361-1000                    | Interest Earnings                           | \$ -                | \$ -              | \$ -              | \$ 3,500          |
| <b>Total</b>                | <b>Miscellaneous Revenues</b>               | <b>\$ -</b>         | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ 3,500</b>   |
| 381-0100                    | Interfund Transfer from General Fund        | \$ 242,000          | \$ -              | \$ -              | \$ -              |
| 381-0800                    | Interfund Transfer from Tourist Resort Fund | 14,000              | -                 | -                 | -                 |
| 381-1600                    | Interfund Transfer from Building Fund       | -                   | 32,500            | 32,500            | -                 |
| <b>Total</b>                | <b>Other Funding Sources</b>                | <b>\$ 256,000</b>   | <b>\$ 32,500</b>  | <b>\$ 32,500</b>  | <b>\$ -</b>       |
| <b>Total</b>                | <b>Total Revenues</b>                       | <b>\$ 1,237,056</b> | <b>\$ 987,346</b> | <b>\$ 987,346</b> | <b>\$ 863,307</b> |

# FLEET MAINTENANCE

## 501 Fleet Management Fund

### EXPENDITURES

| Line Item Prefix: 501-5000-539:      |  | FY 2019           | FY 2020           | FY 2020           | FY 2021           |
|--------------------------------------|--|-------------------|-------------------|-------------------|-------------------|
| Suffix                               | Object Description                         | Actual            | Adopted           | Estimated         | Proposed          |
| <b><u>Personnel Services</u></b>     |  |                   |                   |                   |                   |
| 1210                                 | Regular Salaries                           | \$ 50,739         | \$ 46,340         | \$ 46,340         | \$ 47,731         |
| 1410                                 | Overtime                                   | 1,732             | 2,000             | 2,000             | 2,000             |
| 1510                                 | Special pay                                | 1,253             | 1,250             | 1,250             | 1,250             |
| 2110                                 | Payroll Taxes                              | 4,120             | 3,886             | 3,886             | 3,992             |
| 2210                                 | Retirement Contribution                    | 2,957             | 4,148             | 4,148             | 6,648             |
| 2310/2315                            | Life & Health Insurance                    | 18,418            | 21,910            | 21,910            | 25,466            |
| 2410                                 | Workers Compensation                       | 583               | 2,737             | 2,737             | 2,819             |
| <b>Total Personnel Services</b>      |  | <b>\$ 79,802</b>  | <b>\$ 82,271</b>  | <b>\$ 82,271</b>  | <b>\$ 89,906</b>  |
| <b><u>Operating Expenses</u></b>     |  |                   |                   |                   |                   |
| 4112                                 | Mobile Phone/Tool Allowance                | \$ 890            | \$ 1,200          | \$ 1,200          | \$ 1,200          |
| 4510                                 | Property and Liability Insurance           | 59,450            | 66,559            | 66,559            | 66,551            |
| 4612                                 | Vehicle Maintenance                        | 101,052           | 113,930           | 113,930           | 111,648           |
| 5216                                 | Fuel                                       | 127,951           | 185,704           | 185,704           | 139,200           |
| 5901                                 | Depreciation                               | 31,444            | -                 | -                 | -                 |
| <b>Total</b>                         | <b>Operating Expenses</b>                  | <b>\$ 320,787</b> | <b>\$ 367,393</b> | <b>\$ 367,393</b> | <b>\$ 318,599</b> |
| <b><u>Capital Outlay</u></b>         |  |                   |                   |                   |                   |
| 6410                                 | Machinery and Equipment                    | \$ 22,093         | \$ 338,500        | \$ 353,500        | \$ 197,000        |
| <b>Total</b>                         | <b>Capital Outlay</b>                      | <b>\$ 22,093</b>  | <b>\$ 338,500</b> | <b>\$ 353,500</b> | <b>\$ 197,000</b> |
| <b><u>Non-operating Expenses</u></b> |  |                   |                   |                   |                   |
| 9999                                 | Fleet Replacement Reserves                 | \$ -              | \$ 199,182        | \$ 184,182        | \$ 257,802        |
| <b>Total</b>                         | <b>Non-operating Expenses</b>              | <b>\$ -</b>       | <b>\$ 199,182</b> | <b>\$ 184,182</b> | <b>\$ 257,802</b> |
| <b>Total</b>                         | <b>Fleet Maintenance Fund Expenditures</b> | <b>\$ 422,682</b> | <b>\$ 987,346</b> | <b>\$ 987,346</b> | <b>\$ 863,307</b> |

# FY 2021 New Capital Outlay Request

## Police Vehicles

| Department    | Division | Funding Source        | Dept. Priority | Fiscal Impact |
|---------------|----------|-----------------------|----------------|---------------|
| Public Safety | Police   | Fleet Management Fund | 1              | \$197,000     |

### Justification and Description

Four (4) 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 four(4) vehicles is approximately \$197,000 (average \$49,250 per vehicle). The estimated cost includes an extended bumper-to-bumper warranty for five years or 75,000 miles, whichever comes first.

### 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      |
|-------------------|---------------------------------|-----------|
| 501-5000-539-6410 | Machinery & Equipment           | \$197,000 |
|                   |                                 |           |
|                   |                                 |           |

### 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, debt management, debt service summaries, schedules and requirements; and a glossary of terms as they are used throughout this document.

## **Financial policies**

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.

## **Resiliency Reserve Policy**

The Town formally adopted a Resiliency Reserve Policy in FY 2020. This policy guides the use of the funds specifically for:

- Costs to strengthen the Town's electrical grid
- Costs to strengthen public infrastructure/parks via resiliency-type improvements
- Costs to implement resiliency-type improvements that strengthen the Town's water management and storm protection systems, including, but not limited to:
  - Submerged lands such as wetlands and living shorelines
  - Coastal green spaces such as open space parks
- Costs to mitigate the Town's greenhouse gas emissions
- Costs to implement other resiliency-type initiatives in the Climate Crisis Report and Action Plan
- Costs to combat public health emergencies



## **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. In FY 2021, Town Administration will present a formal Fund Balance/Reserves Policy for Commission consideration.

### **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

- 25% 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.

The Investment Policy will be reviewed during FY 2021.

## **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 policy**

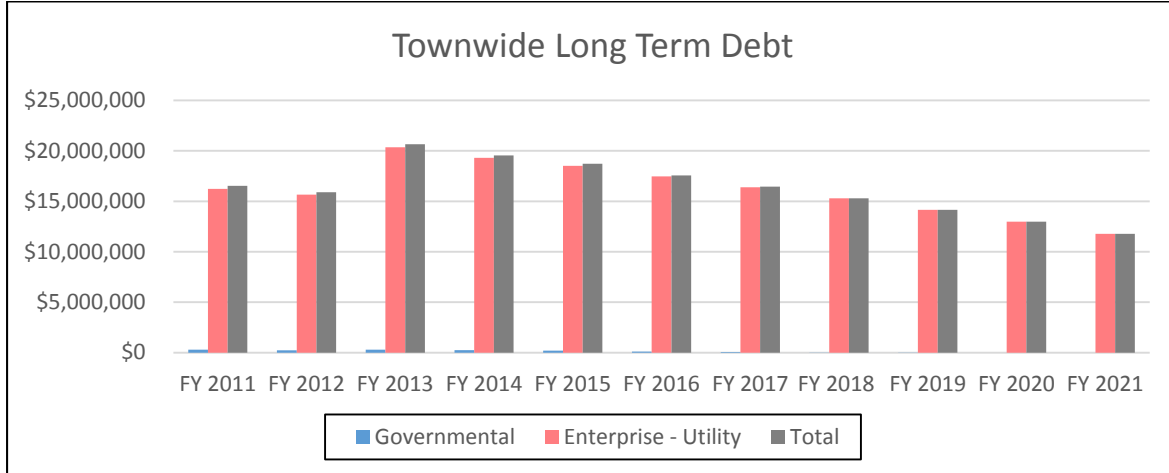
- Limitations on bonds and bonded indebtedness.
  - Bonds issued by the Town of Surfside may or may not be limited as follows:
    - The total amount of general obligation bonds of the Town of Surfside outstanding in any one fiscal year shall not exceed fifteen percent of the assessed value of the taxable property of the town according to the assessment roll.
    - Bonds payable exclusively from the revenue of a municipal project may be issued without regard to any limitation or indebtedness.
    - 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.
    - Bonds, payable exclusively from the revenue of a municipal project or from special assessments, shall not be considered in computing the amount of indebtedness.
- 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, 2020, the Town of Surfside will have \$12,986,558 of debt outstanding.

Debt issuance in fiscal year 2021:

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.

### 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 are to be paid annually from the pledge of Water/Sewer and Stormwater fund revenues. Total principal remaining on the bond at September 30, 2020 is \$6,571,536. FY 2021 debt service which is comprised of accrued interest and principal payments is \$1,065,250.

|  |    |           |
|--|----|-----------|
| Principal amount outstanding at September 30, 2020 | \$ | 6,571,536 |
| Less: Principal payments                           |    | (755,073) |
| Principal amount outstanding at September 30, 2021 | \$ | 5,816,463 |

**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 are to be paid from the pledge of Water/Sewer and Stormwater fund revenues. Principal and interest are to be paid in semi-annual payments over 20 years beginning July 15, 2013. Total principal outstanding at September 30, 2020 is \$6,415,022. FY 2021 debt service which is comprised of accrued interest and principal payments is \$577,901. The loan is secured by water, sewer and stormwater revenues after payment of debt service on the Town's existing Series 2011 obligations.

|  |    |           |
|--|----|-----------|
| Principal amount outstanding at September 30, 2020 | \$ | 6,415,022 |
| Less: Principal payments                           |    | (460,081) |
| Principal amount outstanding at September 30, 2021 | \$ | 5,954,941 |

**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 2021      | \$ -                      | \$ -        | \$ 1,065,250              | \$ 577,901           | \$ -                  | \$ 1,643,151                       |
| FY 2022      | -                         | -           | 1,065,248                 | 577,901              | -                     | 1,643,149                          |
| FY 2023      | -                         | -           | 1,065,249                 | 577,901              | -                     | 1,643,150                          |
| FY 2024      | -                         | -           | 1,065,248                 | 577,901              | -                     | 1,643,149                          |
| FY 2025      | -                         | -           | 1,065,248                 | 577,901              | -                     | 1,643,149                          |
| FY 2026-30   | -                         | -           | 2,536,903                 | 2,889,507            | -                     | 5,426,410                          |
| FY 2031-33   | -                         | -           | -                         | 1,444,756            | -                     | 1,444,756                          |
| <b>TOTAL</b> | <b>\$ -</b>               | <b>\$ -</b> | <b>\$ 7,863,146</b>       | <b>\$ 7,223,768</b>  | <b>\$ -</b>           | <b>\$ 15,086,914</b>               |

## DEBT MANAGEMENT

### ENTERPRISE DEBT SERVICE REQUIREMENTS TO MATURITY

#### Utility System Revenue Bonds Series 2011

| <b>Fiscal Year</b>  | <b>Principal</b>          | <b>Interest</b>           | <b>Total</b>              | <b>Outstanding</b> |
|---------------------|---------------------------|---------------------------|---------------------------|--------------------|
| FY 2021             | \$ 755,073                | \$ 310,177                | \$1,065,250               | \$ 5,816,463       |
| FY 2022             | 790,711                   | 274,537                   | 1,065,248                 | 5,025,752          |
| FY 2023             | 828,033                   | 237,216                   | 1,065,249                 | 4,197,719          |
| FY 2024             | 867,116                   | 198,132                   | 1,065,248                 | 3,330,603          |
| FY 2025             | 908,043                   | 157,205                   | 1,065,248                 | 2,422,560          |
| FY 2026             | <u>2,422,560</u>          | <u>114,343</u>            | <u>2,536,903</u>          | -                  |
| <b><u>TOTAL</u></b> | <b><u>\$6,571,536</u></b> | <b><u>\$1,291,610</u></b> | <b><u>\$7,863,146</u></b> |                    |

#### State Revolving Loan Fund

| <b>Fiscal Year</b>  | <b>Principal</b>          | <b>Interest</b>          | <b>Total</b>              | <b>Outstanding</b> |
|---------------------|---------------------------|--------------------------|---------------------------|--------------------|
| FY 2021             | \$ 460,081                | \$ 117,820               | \$ 577,901                | \$ 5,954,941       |
| FY 2022             | 468,725                   | 109,176                  | 577,901                   | 5,486,216          |
| FY 2023             | 477,531                   | 100,370                  | 577,901                   | 5,008,685          |
| FY 2024             | 486,503                   | 91,398                   | 577,901                   | 4,522,182          |
| FY 2025             | 495,643                   | 82,258                   | 577,901                   | 4,026,539          |
| FY 2026-30          | 2,621,441                 | 268,066                  | 2,889,507                 | 1,405,098          |
| FY 2031-33          | <u>1,405,098</u>          | <u>39,658</u>            | <u>1,444,756</u>          | -                  |
| <b><u>TOTAL</u></b> | <b><u>\$6,415,022</u></b> | <b><u>\$ 808,746</u></b> | <b><u>\$7,223,768</u></b> |                    |

# 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.