



**Town of Surfside  
Town Commission Budget Workshop  
AGENDA**

**May 22, 2014**

**6:00 p.m. – 7:30 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**

**2. Discussion and Input of Upcoming FY 14/15 Budget – Michael P. Crotty, Town Manager**

**3. Adjournment**

Respectfully submitted,

Michael P. Crotty  
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  
MEMORANDUM**

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**DATE:** May 16, 2014  
**TO:** Michael P. Crotty, Town Manager  
**FROM:** Donald G. Nelson, Finance Director *DG*  
**SUBJECT:** Budget Workshop May 22, 2014

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On May 22, 2014, the Town Commission will hold the first Budget Workshop for the 2014-15 Proposed Budget in order to provide an open forum for the citizens of Surfside and the Town Commission to discuss and prioritize budget items they would like to include in the budget. This will provide guidance to the Administration for the preparation of the budget.

The first budget workshop has traditionally been held on the third week of June. This does not provide sufficient time to include new items the Town Commission and the Town Citizens would like to see in the budget when the Proposed Budget is to be delivered to the Commission on July 1, as required by Town Charter.

The development of the 2014-15 Proposed Budget is a comprehensive analysis of estimated revenues and expenditures for all funds in order to prepare a balanced budget. There are many items to be considered or to be received prior to the completion of the 2014-15 Proposed Budget, including:

- The use of General Fund Reserves as planned to balance the budget from Building permit revenue received in the 2013-14 fiscal year. The Building permit revenue will be significantly reduced in the 2014-15 budget compared to 2013-14. This was planned when the 2013-14 budget was prepared and was part of the Five Year Financial Plan.
- The 2014 Assessment Roll Estimate to be received on May 30 from the Miami-Dade Property Appraiser's office.
- Capital Projects to be included in the budget.
- Personnel positions to be included in the Budget.
- The cost of Development Impact Coordination for all the new construction projects including:
  - Traffic Mitigation including a qualitative assessment of traffic signals and incorporate the FDOT Maintenance of Traffic Lane closures for construction projects.
  - Police Response, the cost of additional Police Officers for public safety, traffic management and construction parking.
  - Construction Compliance Field Inspection, the cost of a Construction Field Inspector for daily compliance of construction related issues.

The budget packages were delivered to Town Departments on February 13, 2014 and they have been received in order to formulate the proposed budget. The significant expenditure items currently being reviewed for the 2014-15 Proposed Budget include:

- Police salary adjustment based on Police Collective Bargaining of 2% Cost of Living.
- Salary increases to Annual Employees for longevity and satisfactory performance.
- Increase of the Town's Annual Retirement Contribution.
- Increase in Employee Group Health Insurance.
- Increase in General Liability, Auto Liability and Property Insurance.
- Capital Equipment and Capital Improvements.
- Department Program Modifications.

The attachment shows the 2014-15 Proposed Budget Preparation Calendar.



Town of Surfside  
2014/2015 Proposed Budget  
BUDGET PREPARATION CALENDAR

Distribution of Department Budget Package to Department Directors	February 13 (Thursday)
Submission of Department Budget Requests to Finance Department	March 13 (Thursday)
Department Budget Meetings with the Town Manager	March 17 - March 28
First Budget Workshop	May 22 (Thursday)
Miami Dade Property Appraiser 2014 Assessment Roll Estimate	May 30 (Friday)
2014/2015 Proposed Budget Completed	June 20 (Friday)
Town Commission Budget Workshop	June 26 (Thursday 4:00-6:00pm)
Miami-Dade Property Appraiser Certified Taxable Value	July 1 (Tuesday)
Preliminary Millage Rate Adoption at Regular Commission Meeting	July 8 (Tuesday 7:00pm)
First Public Hearing	September 9 (Tuesday 5:01pm)*
Budget Summary and Notice of Hearing Published	September 18 and September 19
Second Public Hearing	September 23 (Tuesday 5:01pm)**
Fiscal Year 14/15 Begins	October 1

\*Date to be determined based on Public Hearing dates of:  
Miami-Dade County (September 4)  
Miami Dade County School Board (July 24)

\*\*Date to be determined based on Public Hearing dates of:  
Miami-Dade County (September 18)  
Miami Dade County School Board (September 3)