

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

SEPTEMBER 13, 2011
5:01 PM

1. **Opening**
 - A. **Call to Order**
 - B. **Roll Call of Members**
 - C. **Pledge of Allegiance**
2. **Discussion Regarding Millage Rate and Budget**
3. **Millage Rate Page 1-2**

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, MIAMI-DADE COUNTY, FLORIDA, ADOPTING THE TENTATIVE LEVYING OF A MILLAGE RATE AGAINST ALL TAXABLE REAL AND PERSONAL PROPERTY IN THE TOWN OF SURFSIDE, FLORIDA FOR THE FISCAL YEAR 2011-2012; AND REAFFIRMING SEPTEMBER 26, 2011 AS THE DATE OF ADOPTION OF THE FINAL MILLAGE RATE.

4. **Public Comment**
5. **2011-2012 Tentative Budget Page 3-10**

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, APPROVING AND ADOPTING THE TENTATIVE ANNUAL BUDGET AND MAKING APPROPRIATIONS FOR THE FISCAL YEAR 2011-2012; ATTACHING A SUMMARY COPY OF SAID BUDGET MARKED EXHIBIT "A"; PROVIDING FOR AN EFFECTIVE DATE.

6. Public Comment

7. Adjournment

Respectfully submitted,



Roger M. Carlton
Town Manager

THIS MEETING IS OPEN TO THE PUBLIC. IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990, ALL PERSONS ARE DISABLED; WHO NEED SPECIAL ACCOMMODATIONS TO PARTICIPATE IN THIS MEETING BECAUSE OF THAT DISABILITY SHOULD CONTACT THE OFFICE OF THE TOWN CLERK AT 305-893-6511 EXT. 226 NO LATER THAN FOUR DAYS PRIOR TO SUCH PROCEEDING. HEARING IMPAIRED PERSONS MAY CONTACT THE TDD LINE AT 305-893-7936.

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

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.

RESOLUTION No. _____

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, MIAMI-DADE COUNTY, FLORIDA, ADOPTING THE TENTATIVE LEVYING OF A MILLAGE RATE AGAINST ALL TAXABLE REAL AND PERSONAL PROPERTY IN THE TOWN OF SURFSIDE, FLORIDA FOR THE FISCAL YEAR 2011-2012; AND REAFFIRMING SEPTEMBER 26, 2011 AS THE DATE OF ADOPTION OF THE FINAL MILLAGE RATE.

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

WHEREAS, on September 13, 2011 at 5:01 p.m., the Town Commission held a Public Hearing regarding such and ad valorem millage rate as required by Florida Statute 200.65.

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

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

Section 2. Adoption of Tentative Millage. The millage rate of 5.5000 mills is hereby adopted as the tentative millage rate for the Town of Surfside.

Section 3. Comparative. The tentative millage rate of 5.5000 mills is less than the rolled-back rate of 5.6573 mills by a -2.78%

Section 4. Finalization of Millage. A final public hearing shall be held on September 26, 2011 at 5:01 p.m. to adopt the final millage rate.

Motion by Commissioner _____, Second by Commissioner _____.

PASSED AND ADOPTED this _____ day of September, 2011

FINAL VOTE ON ADOPTION

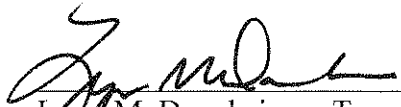
Commissioner Michael Karukin _____
Commissioner Edward Kopelman _____
Commissioner Marta Olchyk _____
Vice Mayor Joseph Graubart _____
Mayor Daniel Dietch _____

Daniel Dietch, Mayor

ATTEST:

Town Clerk

APPROVED AS TO FORM AND SUFFICIENCY:



Lynn M. Dannheisser, Town Attorney

Resolution No. _____



Commission Communication

Date: September 13, 2011

Subject: Tentative Fiscal Year 2011 – 2012 (FY 11/12) Budget

Background: Each municipality within the State of Florida is required by State Statute to adopt a balanced budget through a statutorily prescribed deadline and process of two public hearings and in advance of the effective date of the budget. This item provides for the first public hearing on the Town of Surfside's proposed Fiscal Year 2011 – 2012 budget and for adoption of the tentative budget for that year. A second hearing is required and has been scheduled for September 26, 2011. Both Hearings are scheduled for 5:01 p.m. per State law.

Analysis: The Town of Surfside's budget process began in March and has included revisions resulting from more recent external projections (insurance, State of Florida revenues, and wholesale utility cost changes) and from discussions / budget workshops with the Town Commission. Prior to the Town Charter mandated date of July 1 staff presented a balanced proposed budget. The Charter requirement is earlier than most municipalities which results in longer time for policy consideration, but also limits staff's capability to present actual forecast numbers which requires adjustment as data is received.

The attached document represents the changes to revenues and expenditures since the FY 11/12 Proposed Budget was submitted. This document reflects changes resulting from policy guidance received from two Commission Budget workshops, updated State of Florida revenue estimates, final utility cost adjustments, and the impact of increasing health insurance costs.

The initial budget was proposed at less than the estimated "aggregate roll-back" rate; this is the amount required to generate the same tax levy as the prior year. In June, the Town Commission had the first of two budget workshops to consider the millage (5.500 mills) and budget proposed. Six Summer Studies evolved out of the first workshop. During the July 12, 2011 Town Commission meeting, the millage was set at 5.5000 for purposes of the TRIM notices which have already been received by all Town property owners. The research of the Summer Studies was presented to the Town Commission on September 1, 2011. The consensus positions from the budget workshops have been incorporated into the tentative budget.

The budget proposed for consideration tonight is balanced at 5.5000 mills. To achieve this rate no personnel reductions were required. Additionally, a merit pool has been created to allow for adjustments to compensation based upon each incumbent's level of performance. We are at impasse with the Fraternal Order of Police union over the requirement that a performance evaluation will be necessary to progress through the steps in the pay plan for Sergeants. The details for the merit pool for the non-unionized, General employees will be brought to the Town Commission during October, 2011

General Fund: Materials have been presented throughout this process to keep the Commission informed of major changes to funds requiring updates. This is the first year for full operational funding of the Community Center. A few capital outlay improvements are accommodated such as the upgrade to Commission Chambers broadcast capabilities and the Public Safety vehicle lease/purchase.

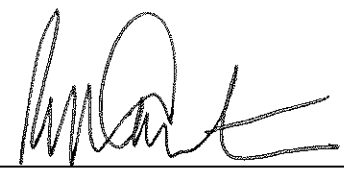
Capital Projects Fund: Some funding is returned to the General Fund (\$150,000) to help fund projects such as Dog Clean up stations, fencing for the Community Garden, replacing a 16 year old Parks Maintenance Vehicle and other general governmental projects. A substantial project included in this fund is the updating of 25 desktop computers.

Special Revenue Funds: Special Revenue Funds include the Tourism, Police Forfeiture, and Citizen's Initiative Transportation Tax (CITT) funds. The CITT fund is being utilized to assist with eligible components of the Water/Sewer/Storm Drainage project. The Tourist Resort Fund is partially funding an auditor and expanding marketing efforts. Finally, the Police Forfeiture fund supports several new and relatively inexpensive programs which encourage citizen assistance to patrol officers.

Enterprise Funds: Enterprise funds include the Stormwater, Parking, Solid Waste Collection including recycling, and Water & Sewer funds. No substantial adjustments have been made regarding enterprise funds since the proposed budget book was submitted with one notable exception. The recommendation to change Solid Waste collection schedules and operations has been withdrawn. For FY 11/12 this will result in a savings which combined with the budgeted contingency will be sufficient to cover the increased tipping and recycling fees to the Town without requiring a rate increase. Similarly, wholesale rate increases to the Town of Surfside for Sewer are absorbed through this budget resolution by slightly reducing that fund's contingency / return to reserve expenditures. Even with that adjustment, debt service coverage for the \$16 million bond issue is met.

Recommendation: It is recommended that the first required public hearing be held and that a motion be made and passed to adopt the Fiscal Year 2011 – 2012 tentative budget.


Finance Support Services Dept. Head


Town Manager

TOWN OF SURFSIDE, FL
ATTACHMENT TO TENTATIVE FY 11/12 BUDGET COMMISSION COMMUNICATION
UPDATED TO INCLUDE POLICY GUIDANCE RECEIVED FROM BUDGET WORKSHOPS

General Fund Revenues			
	Explanation	Increase	Decrease
Miami Dade Public Safety Grant	Missed in Original Budget Formula	\$2,500	
Communication Services	Reduced to State Estimate		\$2,107
Electric Franchise (FPL)	Reduced Based on FY 10/11 Collections		\$29,754
First Local Option Fuel Tax	Increase to State Estimate	\$2,370	
Second Local Option Fuel Tax	Increase to State Estimate Minimum	\$1	
State Revenue Sharing	Reduced to State Estimate		\$5,000
Pool Admission Fees	Based on History and Budget Discussions	\$10,000	
Special Events Hosting	Based on History and Budget Discussions	\$15,000	
	Total General Fund Revenue Adjustments	\$29,871	\$36,861
	Net Revenue Change	(\$6,990)	
General Fund Expenditures			
	Explanation	Increase	Decrease
Public Safety Vehicle lease / purchase	Budget Correction		\$12,500
Public Works - Roadway Repairs	Not Needed in General Fund		\$6,500
Unemployment Compensation	Layoffs not anticipated		\$20,000
Health Insurance - GF portion	Increase in Health Insurance Premium	\$26,008	
Minor Corrections to Workers Comp	adjustment needed	\$533	
Budget for Reserves	Increase to reserves to balance	\$5,469	
	Total General Fund Expenditure Adjustments	\$32,010	\$39,000
	Net Expenditure Change	\$6,990	

Capital Projects Fund : No Changes
Note: The closeout of the Community Center may require adjustments which will be made next fiscal year.

Tourist Resort Fund Expenditures			
	Explanation	Increase	Decrease
Health Insurance - Tourist portion	Increase in Health Insurance Premium	\$1,590	
Workers Compensation	Adjustment / Correction		\$566
Promotional Activities	required activity reduction to balance		\$1,024
	Total Tourist Resort Expenditure Adjustments	\$1,590	\$1,590

Police Forfeiture Fund : No Changes

CITT / PTP / Municipal Transportation Fund - Revenues			
	Explanation	Increase	Decrease
Transportation Surtax Projections	Increased PTP estimate to 95% required	\$5,408	
Appropriated Fund Balance / Reserve	Lower Appropriation Need		\$5,408
Transfer From General Fund	Gas Tax alloc. directly to the Water/Sewer fd		\$26,509
	Total CITT Revenue Adjustments	\$5,408	\$31,917
	Net Revenue Change	(\$26,509)	
CITT / PTP / Municipal Transportation Fund - Expenditures			
	Explanation	Increase	Decrease
Transfer to Water/Sewer	Gas Tax alloc. directly to the Water/Sewer fd		\$26,509
	Totals CITT Expenditure Adjustments		\$26,509
	Net Expenditure Change	\$26,509	

Water and Sewer Fund Revenues			
	Explanation	Increase	Decrease
CITT Transfer	Gas Tax alloc. directly to the Water/Sewer fd		\$26,509
General Fund Transfer	Gas Tax alloc. directly to the Water/Sewer fd	\$26,509	
	Total Water/Sewer Revenue Adjustments	\$26,509	\$26,509
	Net Revenue Change	\$0	
Water and Sewer Fund Expenditures			
	Explanation	Increase	Decrease
Health Insurance - Water/Sewer Fd	Increase in Health Insurance Premium	\$2,723	
Sewage Disposal	Wholesale Rate Adj. of 5.41%	\$35,844	
Contingency / Return to Reserves	Balancing Decrease		\$38,567
	Total Water/Sewer Expenditure Adjustments	\$38,567	\$38,567
	Net Expenditure Change	\$0	

Municipal Parking Fund Expenditures			
	Explanation	Increase	Decrease
Regular Salaries	Recomputed	\$2,604	
Payroll Taxes	Result of Recomputed Salaries	\$199	
Retirement	Recomputed	\$5,684	
Health Insurance - Parking Fd	Increase in Health Insurance Premium	\$7,418	
Contingency / Return to Reserves	Balancing Entry - Offset to Increases		\$15,905
	Total Muni Parking Expenditure Adjustments	\$15,905	\$15,905

Solid Waste Fund Revenues			
	Explanation	Increase	Decrease
Disposition of Assets	3rd Truck not to be sold		\$5,000
	Total Solid Waste Revenue Adjustments	\$0	\$5,000
	Net Revenue Change	(\$5,000)	
Solid Waste Fund Expenditures			
	Explanation	Increase	Decrease
Regular Salaries	Service Level Restoration	\$82,640	
Special Pay	Service Level Restoration	\$750	
Payroll Taxes	Service Level Restoration	\$6,379	
Retirement	Service Level Restoration	\$4,731	
Health Insurance - Solid Waste Fd	Increase in Health Insurance Premium	\$19,750	
Workers Compensation	Service Level Restoration	\$6,362	
Unemployment Compensation	Service Level Restoration		\$30,000
Equipment / Vehicle Leasing	One-armed bandit lease not needed		\$45,000
Contractual Services	3.8% wholesale Increase from 2% in Prop.	\$4,975	
Vehicle Maintenance	Addition for Third Vehicle	\$10,877	
Other Current Charges	Reduct. for Container Purchases not req.		\$64,500
Contingency / Return to Reserves	Balancing Entry - Offset to Increases		\$1,964
	Total Solid Waste Expenditure Adjustments	\$136,464	\$141,464
	Net Expenditure Change	\$5,000	

Stormwater Fund Expenditures			
	Explanation	Increase	Decrease
Health Insurance - Stormwater	Increase in Health Insurance Premium	\$504	
Contingency / Return to Reserves	Balancing Entry - Offset to Increases		\$504
	Total Stormwater Expenditure Adjustments	\$504	\$504

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, APPROVING AND ADOPTING THE TENTATIVE ANNUAL BUDGET AND MAKING APPROPRIATIONS FOR THE FISCAL YEAR 2011-2012; ATTACHING A SUMMARY COPY OF SAID BUDGET MARKED EXHIBIT "A"; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town Manager has submitted to the Town Commission a budget and an explanatory budget message for the fiscal year 2011-2012, showing estimates of revenues and expenditures by organization entity, together with character and object of expenditure and an estimate of all municipal projects pending or to be undertaken; and

WHEREAS, on September 13, 2011 at 5:01 p.m., the Town Commission held a Public Hearing on said budget after posting a notice of the time and place of said hearing,

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

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

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

Section 2. **Adoption of Tentative Budget.** The Tentative Budget for the fiscal year commencing October 1, 2011 and ending September 30, 2012, be and the same is hereby approved and adopted in the amounts and in the form detailed in the budget attached hereto, marked Exhibit "A" and by reference thereto made a part hereof.

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

Section 4. **Budgetary Control.** The 2011/2012 Operating and Capital Outlay Budget establishes a limitation on expenditures by fund total. Said limitation requires that the total sum

allocated to each fund for operating and capital expenses may not be increased or decreased without specific authorization by a duly-enacted Resolution affecting such amendment or transfer. Therefore, the Town Manager may authorize transfers from one individual line item account to another, and from one department to another so long as the line item and department accounts are within the same fund.

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

Section 6. Amendments. Upon the passage and adoption of the Final 2011-2012 fiscal year Budget for the Town of Surfside, if the Town Manager determines that an Operating or a Capital Outlay fund total will exceed its original appropriation, the Town Manager is hereby authorized and directed to prepare such Resolutions as may be necessary and proper to modify the Budget hereby.

Section 7. Encumbrances. All outstanding encumbrances at September 30, 2011 shall lapse at that time; and all lapsed capital outlay encumbrances shall be re-appropriated in the 2011/2012 fiscal year.

Section 8. This Resolution shall take effect immediately upon adoption and a second hearing will be held on September 26, 2011 at 5:01 pm to adopt the Final Annual Budget for Fiscal Year 2011 / 2012.

Motion by Commissioner _____, Second by Commissioner _____.

Resolution No. _____

PASSED AND ADOPTED this _____ day of September, 2011

FINAL VOTE ON ADOPTION

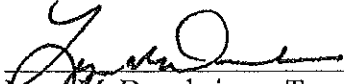
Commissioner Michael Karukin _____
Commissioner Edward Kopelman _____
Commissioner Marta Olchyk _____
Vice Mayor Joseph Graubart _____
Mayor Daniel Dietch _____

Daniel Dietch, Mayor

ATTEST:

Town Clerk

APPROVED AS TO FORM AND SUFFICIENCY:



Lynn M. Dannheisser, Town Attorney

Resolution No. _____

**TENTATIVE BUDGET SUMMARY
TOWN OF SURFSIDE - FISCAL YEAR 2011 - 2012 (FY 11/12)**

FY 10/11 Adopted Millage		Sept 13 Public Hearing Budget FY 11/12											
FY 11/12 Tentative General Fund		5.6030	MUN. TRANS.		WATER & SEWER		MUN. PARKING		SOLID WASTE		STORM WATER		TOTAL
FY 11/12 Tentative Voted debt		5.5000	FUND	FUND	FUND	FUND	FUND	FUND	FUND	FUND	FUND	FUND	ALL FUNDS
		0.0000	POLICE		TOURIST		FORFEITURE		RESORT		CAPITAL PROJECTS		BUDGET
			FUND	FUND	FUND	FUND	FUND	FUND	FUND	FUND	FUND	FUND	
ESTIMATED REVENUES:													
TAXES:		Millage per \$1,000											
Ad Valorem Taxes		5,235,450	0	0	0	0	0	0	0	0	0	0	5,235,450
Franchise /Utility Taxes		1,265,619	0	0	0	0	0	0	0	0	0	0	1,265,619
Sales & Use Tax		352,509	0	128,788	0	0	0	0	0	0	0	0	481,296
Licenses/Permits		448,266	0	0	0	0	0	0	0	0	0	0	448,266
Intergovernmental		507,476	0	0	0	0	0	0	0	0	0	473,500	980,976
Charges for Services		286,471	0	0	0	170,055	2,824,912	693,644	1,277,389	487,000	0	0	5,739,470
Fines & Forfeitures		716,634	0	0	0	34,066	0	0	0	0	0	0	750,700
Loan Proceeds		0	0	0	0	0	9,798,932	0	0	0	0	1,712,289	11,511,221
Miscellaneous Revenues		36,500	400	6,200	100	480	10,340	300	295	750	0	0	55,365
TOTAL SOURCES		8,848,925	400	134,988	34,166	170,535	12,634,184	693,944	1,277,684	2,673,539	2,673,539	26,468,364	
Interfund Transfers - In		394,566	0	0	0	0	210,000	0	0	0	0	112,202	716,768
Fund Balance/Reserves/Net Assets		188,000	274,600	0	45,044	128,579	543,640	1,500,000	0	0	0	0	2,679,863
TOTAL REVENUES, TRANSFERS & BALANCES		9,431,491	275,000	134,988	79,210	299,114	13,387,824	2,193,944	1,277,684	2,785,741	2,785,741	29,864,995	
EXPENDITURES/EXPENSES													
General Government		2,549,259	125,000	0	0	0	0	0	0	0	0	0	2,674,259
Building Services		389,964	0	0	0	0	0	0	0	0	0	0	389,964
Public Safety		4,105,313	0	0	79,210	0	0	0	0	0	0	0	4,184,523
Streets		75,915	0	0	0	0	0	0	0	0	0	0	75,915
Recreation, Culture, and Tourism		1,565,251	0	134,988	0	0	0	0	0	0	0	0	1,700,240
Physical Environment		719,278	0	0	0	0	12,262,882	0	1,063,168	2,342,715	0	0	16,388,043
Municipal Transportation		0	0	0	0	107,390	0	2,044,780	0	0	0	0	2,152,170
Debt Service		0	0	0	0	0	943,755	0	0	312,570	0	0	1,256,324
TOTAL EXPENDITURES/EXPENSES		9,404,981	125,000	134,988	79,210	107,390	13,206,636	2,044,780	1,063,168	2,655,285	2,655,285	28,821,438	
Interfund Transfers - Out		26,509	150,000	0	0	191,724	175,163	44,780	110,950	17,642	0	0	716,768
Fund Balance/Reserves/Net Assets		0	0	0	0	0	6,025	104,384	103,566	112,814	0	0	326,788
TOTAL APPROPRIATED EXPENDITURES		9,431,490	275,000	134,988	79,210	299,114	13,387,824	2,193,944	1,277,684	2,785,741	2,785,741	29,864,995	
TRANSFERS, RESERVES AND FUND BALANCES													
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.													