

# **CITY OF MADEIRA BEACH**

## **Adopted Operating and Capital Budget**



### **Fiscal Year 2019**

October 1, 2018 - September 30, 2019

# **CITY OF MADEIRA BEACH**

## **Tentative Operating and Capital Budget**



### **Fiscal Year 2019**

October 1, 2018 - September 30, 2019

**MILLAGE & BUDGET ORDINANCES**





## MEMORANDUM

TO: Hon. Mayor and Board of City Commissioners

THROUGH: Jonathan Evans, City Manager

FROM: Walter Pierce, Director of Finance

DATE: August 31, 2018

**RE: Ordinance 2018-10, Establishing the Millage Rate for Fiscal Year 2019 – 1st Reading & Public Hearing**

### **Background Information**

Florida Statute 200.065 requires the adoption of the Millage Rate by separate vote and prior to the adoption of the budget. Further, this same statute requires that the name of the taxing authority, the rolled-back Millage Rate which for fiscal year 2019 is 2.0514 per \$1,000, the percentage increase over the rolled-back Millage Rate, and the Millage Rate to be levied be publicly announced prior to adoption of the millage-levy ordinance.

### **Fiscal Impact**

The Millage Rate to be levied for fiscal year 2019 shall be 2.2000 mills per \$1,000.

### **Recommendation**

Staff recommends approval of Ordinance 2018-10 on the First Reading and scheduling of second and final public hearing on September 18, 2018.

### **Attachment(s):**

- Millage Ordinance 2018-10



**ORDINANCE 2018-10**

AN ORDINANCE OF THE CITY OF MADEIRA BEACH, FLORIDA, ESTABLISHING THE MILLAGE RATE FOR FISCAL YEAR 2019; PROVIDING AND ANNOUNCING THE NAME OF THE TAXING AUTHORITY, THE ROLLED-BACK MILLAGE RATE, THE PERCENTAGE INCREASE OVER THE ROLLED-BACK MILLAGE RATE, AND THE MILLAGE RATE TO BE LEVIED; PROVIDING FOR READING IN ITS ENTIRETY; AND PROVIDING FOR AN EFFECTIVE DATE.

**WHEREAS**, Florida Statutes s. 200.065 requires the adoption of the millage rate by separate vote and prior to the adoption of the budget; and

**WHEREAS**, Florida Statutes s. 200.065 requires that prior to adoption of the millage-levy ordinance, the following be publicly announced: the name of the taxing authority, the rolled-back millage rate, the percentage increase over the rolled-back millage rate, and the millage rate to be levied; and

**WHEREAS**, in no event may the millage rate adopted exceed the millage rate tentatively adopted.

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF MADEIRA BEACH, FLORIDA:**

Section 1. The name of the taxing authority is the City of Madeira Beach.

Section 2. The rolled-back millage rate for fiscal year 2019 is 2.0514 per \$1,000.

Section 3. The fiscal year 2019 proposed millage rate is 7.24% higher than the rolled-back rate.

Section 4. The millage rate to be levied for fiscal year 2019 shall be 2.2000 per \$1,000.

Section 5. This ordinance shall become effective immediately upon its adoption.

**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]**

INTRODUCED AND ADOPTED BY THE BOARD OF COMMISSIONERS OF THE CITY OF MADEIRA BEACH,  
THIS \_\_\_\_ day of \_\_\_\_\_, 2018.

APPROVED AS TO FORM:

\_\_\_\_\_  
Ralf Brookes, City Attorney

\_\_\_\_\_  
MAGGI BLACK, Mayor

ATTEST:

\_\_\_\_\_  
Clara VanBlargan, City Clerk

PASSED ON FIRST READING: \_\_\_\_\_

PUBLISHED: \_\_\_\_\_

PASSED ON SECOND READING: \_\_\_\_\_



## MEMORANDUM

TO: Hon. Mayor and Board of City Commissioners

THROUGH: Jonathan Evans, City Manager

FROM: Walter Pierce, Director of Finance

DATE: August 31, 2018

**RE: Ordinance 2018-11, Adopting the Budget for Fiscal Year Beginning October 1, 2018 and Ending September 30, 2019 – 1st Reading & Public Hearing**

### **Background Information**

Each year the Board of Commissioners is presented with three versions of the upcoming Fiscal Year's Budget; a Proposed version, a Tentative version, and an Adopted version. This is a best practice process followed by municipal Finance Departments across the country that allows for staff and the Board to fully review and make changes to the document. The Proposed FY 2019 Budget was presented to the Board during the week of August 20, 2018. Since that time staff, the Budget Review Committee and the Board have had a chance to review the document and suggest changes to the Tentative version. In addition to minor grammatical and punctuation edits, the Ad Valorem amount was adjusted from \$2,635,200 to \$2,631,800, a decrease of \$3,400 to the general fund revenue. This is due to a change in the property valuations between the May 31<sup>st</sup> estimated notice and the July 1<sup>st</sup> preliminary notice (from 1,260,840,536 to 1,259,207,650). This was the only budget amount changed since the FY 2019 Proposed Budget. For your information, attached are the millage and budget ordinances to be considered at the September 4<sup>th</sup> Public Hearing.

### **Fiscal Impact**

All funds are balanced and the Total FY 2019 Budget is \$18,229,000.

### **Recommendation**

Staff recommends approval of Ordinance 2018-11 adopting the Budget for the fiscal year beginning October 1, 2018 and ending September 30, 2019.

### **Attachment(s):**

- Budget Ordinance 2018-11 to be considered at the September 4<sup>th</sup> public hearing
- Revised Operating and Capital Budget document updated to include all adjustments and changes since the FY 2019 Proposed Budget



**ORDINANCE 2018-11**

AN ORDINANCE OF THE CITY OF MADEIRA BEACH, FLORIDA, ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2018 AND ENDING SEPTEMBER 30, 2019; PROVIDING FOR READING IN ITS ENTIRETY; AND PROVIDING FOR AN EFFECTIVE DATE.

**WHEREAS**, Florida Statutes s. 166.241 requires the adoption of a budget each fiscal year; and

**WHEREAS**, the amount available from taxation and other sources, including balances brought forward from prior years, must equal the total appropriations for expenditures and reserves; and

**WHEREAS**, at a minimum, the adopted budget must show for each fund, as required by law and sound financial practices, budgeted revenues and expenditures by organizational unit which are at least at the level of detail required for the annual financial report required under s. 218.32(1); and

**WHEREAS**, the adopted budget must regulate expenditures of the municipality, and an officer of a municipal government may not expend or contract for expenditures in any fiscal year except as pursuant to the adopted budget; and

**WHEREAS**, the City of Madeira Beach Tentative Fiscal Year 2019 Budget is balanced; is presented at the level of detail required to file the annual financial report; and shall regulate expenditures of the City for the period beginning October 1, 2018 and ending September 30, 2019;

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF MADEIRA BEACH, FLORIDA:**

Section 1. The fiscal year 2019 budget shall be governed by the following funding sources and uses:

**FUNDING SOURCES: GOVERNMENTAL AND PROPRIETARY FUNDS**

**GOVERNMENTAL FUNDS:**

**General Fund**

Ad valorem tax (millage rate 2.2000)	\$2,631,800
Charges for service	307,000
Contributions from enterprise operations	96,400
Culture and recreation	382,000
Fines and forfeitures	25,000
Franchise fees	494,800
Intergovernmental	1,446,900
Investment earnings	45,000
Licenses and permits	152,900
Miscellaneous	178,700
Parking enforcement	1,708,600
Shared revenue from other local units	659,900
State grants and reimbursements	500,000
Utility service taxes	753,000



Non-operating sources:

Inter-fund transfers (Archibald & Building Funds)	281,200
BP Lawsuit settlement (committed fund balance)	271,600
<b>Total funding sources</b>	<b><u>\$9,934,800</u></b>

**Local Option Sales Tax Fund**

Investment earnings	\$8,000
Local option taxes	451,200
<b>Total funding sources</b>	<b><u>\$459,200</u></b>

**Archibald Fund**

Investment earnings	\$1,000
Parking enforcement	343,300
Rents and royalties	72,000
Restricted fund balance	61,600
<b>Total funding sources</b>	<b><u>\$477,900</u></b>

**Building Fund**

Charges for service	\$706,500
Investment earnings	1,500
<b>Total funding sources</b>	<b><u>\$708,000</u></b>

**Gas Tax Fund**

Intergovernmental	\$49,900
Local option taxes	63,600
<b>Total funding sources</b>	<b><u>\$113,500</u></b>

**Debt Service Fund**

Inter-fund transfer (debt service)	\$1,038,700
Inter-fund transfer (fund balance)	279,500
<b>Total funding sources</b>	<b><u>\$1,318,200</u></b>

**PROPRIETARY FUNDS:**

**Sanitation Fund**

Charges for service	\$1,365,000
Investment earnings	5,000
Unrestricted fund balance	200
<b>Total funding sources</b>	<b><u>\$1,370,200</u></b>

**Stormwater Fund**

Charges for service	\$690,000
Investment earnings	51,500
State grants and reimbursements	500,000
Unrestricted fund balance	156,100
<b>Total funding sources</b>	<b><u>\$1,397,600</u></b>

<b>Marina Fund</b>	
Charges for service	\$2,447,700
Investment earnings	1,900
<b>Total funding sources</b>	<b><u>\$2,449,600</u></b>

<b>TOTAL FUNDING SOURCES: GOVERNMENTAL AND PROPRIETARY FUNDS</b>	<b><u>\$18,229,000</u></b>
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**FUNDING USES: GOVERNMENTAL AND PROPRIETARY FUNDS**

**GOVERNMENTAL FUNDS:**

**General Fund**

Operating uses:

City Manager's Office	\$569,900
Legal Services	149,000
Community Development	422,200
Finance	466,800
City Clerk	285,800
City Commission	66,000
Non-Departmental	596,900
Public Works	335,100
Fire/EMS	1,636,800
Law Enforcement	1,276,600
Parks	111,200
Recreation	903,000
Parking Enforcement	319,500
John's Pass Village	162,300

Non-operating uses:

Capital improvements and vehicle replacements	\$696,600
Debt Service Fund committed balance	279,500
FEMA flood mitigation program	500,000
General Fund committed balance	279,400
Inter-fund transfer (debt service expenditures)	839,800
Unassigned balance	38,400
<b>Total funding uses</b>	<b><u>\$9,934,800</u></b>

**Local Option Sales Tax Fund**

Capital outlay	\$260,000
Inter-fund transfer (debt service expenditures)	198,900
Restricted balance	300
<b>Total funding uses</b>	<b><u>\$459,200</u></b>

**Archibald Fund**

Operations	191,100
Capital outlay	95,000
Inter-fund transfer (general fund expenditures)	191,800
<b>Total funding uses</b>	<b><u>\$477,900</u></b>

<b>Building Fund</b>	
Personnel	\$322,500
Operations	105,200
Inter-fund transfer (general fund expenditures)	89,400
Restricted balance	190,900
<b>Total funding uses</b>	<b><u>\$708,000</u></b>

<b>Gas Tax Fund</b>	
Operations	\$89,500
Restricted balance	24,000
<b>Total funding uses</b>	<b><u>\$113,500</u></b>

<b>Debt Service Fund</b>	
Debt service	\$1,038,700
Committed balance	279,500
<b>Total funding uses</b>	<b><u>\$1,318,200</u></b>

**PROPRIETARY FUNDS:**

<b>Sanitation Fund</b>	
Personnel	\$477,600
Operations	780,600
Capital outlay	112,000
<b>Total funding uses</b>	<b><u>\$1,370,200</u></b>

<b>Stormwater Fund</b>	
Personnel	\$267,600
Operations	135,300
Capital outlay	495,000
Debt service	499,400
Restricted balance	300
<b>Total funding uses</b>	<b><u>\$1,397,600</u></b>

<b>Marina Fund</b>	
Personnel	\$240,700
Operations	2,055,300
Debt service	96,400
Restricted balance	57,200
<b>Total funding uses</b>	<b><u>\$2,449,600</u></b>

<b>TOTAL FUNDING USES: GOVERNMENTAL AND PROPRIETARY FUNDS</b>	<b><u>\$18,229,000</u></b>
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Section 2. Total funding sources and uses include fund balance reclassifications, which are appropriated for governance purposes but represent neither revenues nor expenditures.

Section 3. Total funding sources and uses include inter-fund transfers, which are appropriated for governance purposes but represent neither revenues of the Debt Service Fund nor expenditures of the General Fund.

Section 4. Total funding sources and uses will be amended as of October 1, 2018 to include encumbered balances legally reserved as of September 30, 2018 (i.e., balances not otherwise limited per Section 10.6 of the City Charter).

Section 5. This ordinance shall become effective immediately upon its adoption.

**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]**

INTRODUCED AND ADOPTED BY THE BOARD OF COMMISSIONERS OF THE CITY OF MADEIRA BEACH,  
THIS \_\_\_\_\_ day of \_\_\_\_\_, 2018.

APPROVED AS TO FORM:

\_\_\_\_\_  
Ralf Brookes, City Attorney

\_\_\_\_\_  
MAGGI BLACK, Mayor

ATTEST:

\_\_\_\_\_  
Clara VanBlargan, City Clerk

PASSED ON FIRST READING: \_\_\_\_\_

PUBLISHED: \_\_\_\_\_

PASSED ON SECOND READING: \_\_\_\_\_

# CITY OF MADEIRA BEACH

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**CITY OF MADEIRA BEACH  
PROPOSED ANNUAL BUDGET  
FISCAL YEAR 2019**

City Commission

Maggi Black, Mayor

Deby Weinstein, Vice Mayor (District 1)

Nancy Hodges, City Commissioner (District 2)

Nancy Oakley, City Commissioner (District 3)

John Douthirt, City Commissioner (District 4)

City Manager

Jonathan Evans, City Manager

City Attorney

Ralf Brookes

City Clerk

Clara VanBlargan

Finance

Walter Pierce, Director

Community Development

Linda Portal, Director

Building Official

Frank DeSantis

Recreation

Jay Hatch, Director

Fire/EMS

Derryl O'Neal, Fire Chief

Public Works & Marina

David Marsicano, Director



## THE CITY OF MADEIRA BEACH

DATE INCORPORATED:	1947
FORM OF GOVERNMENT:	Commission/Manager
AREA:	445 Acres
GOVERNING BODY:	City Commission 4 Commissioners run by single districts, elected at-large to 2 year overlapping terms and Mayor-Commissioner in at-large election for a three year term.
ADMINISTRATION:	City Manager, City Clerk, City Treasurer and City Attorney appointed by the Board of Commissioners.
SERVICES:	A full service city, including police, fire, sanitation and recreation services. Police protection is contracted through the Pinellas County Sheriff's Department. Water and sewer services are provided by Pinellas County Utilities.
LOCATION:	On the West coast of Florida, the City of Madeira Beach is located on the island of Sand Key and is surrounded on the east by the Boca Ciega Bay and the west by the Gulf of Mexico.



# INTRODUCTION



**CITY MANAGER'S BUDGET MESSAGE**





(727) 391- 9951, Ext. 227  
(727) 399 -1131  
www.madeirabeachfl.org  
300 Municipal Drive  
Madeira Beach, FL., 33708



- OFFICE OF THE CITY MANAGER -

Hon. Mayor, Maggi Black  
Hon. Vice-Mayor, Deby Weinstein  
City Commissioner, Nancy Hodges  
City Commissioner, Nancy Oakley  
City Commissioner, John Douthirt  
Residents and Community Stakeholders,  
Business Owners,

**RE: City Manager’s FY 2019 Budget/Policy Overview**

**Madam Mayor and Board of Commissioners, Residents, Business Owners, and Stakeholders:**

The intent of this letter is to convey insight regarding the FY 2019 Budget. The City of Madeira Beach benefits tremendously from its ideal location on Florida’s Gulf Coast. This community enjoys year-round temperatures that are the envy in virtually every region of the world. However, as Madeira Beach is a Mecca for those who wish to travel and experience a quiet, quaint beach community in West Florida, there is no reason why we cannot move forward with the sole focus of providing exceptional and superior government services while improving and preserving the city’s customer-centric focus. This budget and each subsequent budget will continue to grow into a reflection of what the Board of Commissioners desires to establish as a spending plan moving forward. Every budget document is developed around principal aspects that are required by state and federal law and according to what services are supported and advocated for. We cannot emphasize enough the importance of participatory government, which will undoubtedly lead to a nimbler, more proactive government agency. The FY 2019 Budget has been developed with an Ad Valorem (“Tax Rate”) of 2.2 mills.

In order to adopt an appropriate modus operandi, it is vitally important to champion causes and initiatives that promote and foster an organization that embraces transparency and access to government. With some changes coming to the city’s website in mid-November, accessibility of government services will be exponentially more customer-centric. We are a government that understands that the true power of governance is derived from the public’s consent to be governed. Portals will be added to the website that show real-time fiscal data to promote increased



transparency and effective governance. These changes will undoubtedly commence after the first quarter of Fiscal Year 2019.

This budget document possesses an abundance of information for multiple reasons; reason one is that the budget document is a spending tool intended to support the collective vision of the Board of Commissioners. Understanding fiscal infrastructure is a priority of this board. The staff has ensured that the appropriate allocations to address some of the major concerns will be remedied as part of this budget as well as subsequent budgets. The City of Madeira Beach currently has a proposed Fiscal Year 2019 Budget of approximately \$18.3 million, which includes all funds. This budget document has been reviewed by both the budget committee and the Board of Commissioners, and recommendations have been proffered to ensure the long-term fiscal sustainability of this organization. We hope to continue to restructure fiscal policies that provide for more fiscal fluidity to address key elements within the community while paying off the city's existing debt in a favorable way. We attend to leverage the city's existing assets for the purposes of driving cost for bond issuances even lower than projected as well as utilizing financial experts if appropriate to modify the city's existing interest rates, further reducing costs and strengthening the overall position of the city.

However, the topics addressed as part of this transmittal memo barely scratch the surface of some of the accomplishments that have occurred within the past six months. The Board of Commissioners embarked upon an extremely ambitious and remarkable endeavor: in June of Fiscal Year 2018, the Board of Commissioners created a city mission statement and vision statement, as well as to establish organizational core values. Since the inception of the city, this feat had never been accomplished. Now, for the first time in over 50 years, the city has an identifiable mission statement and vision statement. Both read as follows:



### **City of Madeira Beach's Mission Statement**

*Madeira Beach, a Gulf Coast barrier island community, provides exceptional services to our residents, businesses, and visitors in a manner consistent with the eclectic nature of our city. We celebrate a quality of life enjoyed by all.*

### **City of Madeira Beach's Vision Statement**

*Madeira Beach, gateway to the Gulf, is a welcoming, livable community dedicated to the preservation of our pristine natural beaches and our eclectic neighborhoods which create a unique sense of place for all.*

This process has allowed for a direction and a roadmap to be established more specifically. The organizational goals have now become part of the fiber of the organization. Those goals are as follows: public trust, safety, transparency, teamwork, accountability, professionalism, and respect. These qualities will be some of the key elements examined during the hiring of new government employees'. Furthermore, senior managers will be required to ensure that this message is articulated to every employee. This work would not have been possible without the vision of the elected leadership committing to change the way they chose to lead.

Also, the board supported staff in creating the city's first 2018 Community Values Survey. This survey instrument was able to garner nearly 600 responses from a community of 4600. The overwhelming support staff has received as result of the survey has led the organization to understand what the resident's value, appreciate, and in some cases, dislike about their local government. Responses varied on a multitude of topics; however, the overarching theme that continuously resonated with staff was that a majority of survey participants (over 70%) said that they enjoy the location and the quality of life provided for them here in the City of Madeira Beach. Those key elements are important because as city staff, we must do everything in our power to continuously address quality of life at all levels of civil service, with strong fiscal policies intended to safeguard taxpayers' resources, and judiciously and strategically spend money for the purpose of benefiting the public.

The efforts of staff to engage the citizenry on multiple platforms is in its fledgling stages, but as we build a more robust transparent website, connectivity to residents across multiple platforms will lead to better dialogue in a more participatory government agency.



## **Fiscal/Economic Insight**

The City of Madeira Beach possesses extremely healthy reserves. As of Fiscal Year, 2017, the city has approximately \$5.2 million in Unassigned General Fund Reserves. Unassigned reserves means that the money can be appropriated and allocated for any project, initiative or activity that the Board of Commissioners deems appropriate. Furthermore, the city has additional monies in its emergency storm response reserves, which are required to maintain a fund balance of 33%. This equates to \$2.2 million, which is no less than four months of operating. In total, the city possesses 78.2% in unassigned general fund reserves, which in most cases far exceeds the recommendations provided by the Government Finance Officers Association (GFOA), which recommends that most cities maintain a fund balance of 15% to 25% of their general fund budget. However, as a coastal community, it would still be the staff's recommendation to maintain a fund balance of at least 50% of the city's general fund budget, which is approximately \$10 million. The reason for that recommendation is to ensure that in the event of an incident, the city would have the financial means to recover expeditiously until additional monies were provided by state and federal agencies. However, staff is looking at ways to better utilize existing funds to pay for capital expenditures versus pursuing bond issuances. It is our goal to bring forward the potential policy modifications within the first quarter of fiscal year 2019. It is also important to point out that this fund balance should never be utilized for long investments that recur on an annual basis, as this is the city savings account and should not be leveraged to fund daily operations of local government. In the event that any reoccurring expenditures are ever being considered, alternative revenue streams or corresponding reductions in cost would have to be proffered for consideration.

With a growing economy and economic development occurring throughout the nation, the state is consistently seeing growth patterns in multiple regions. Specifically, here in Madeira Beach, we anticipate that some economic redevelopment will occur. As a result of these projects, ad valorem revenue will increase—however, the demand for services might also increase, requiring additional elements to be added. City staff will consistently work with individuals from the Florida Department of Transportation to ensure that there are conversations about traffic impacts and service-level impacts associated with existing growth, new growth and development. The staff is also working to begin community conversations related to growth and development patterns as well as about the city's comprehensive plan and how we can promote smart growth while preserving the quality of life uniformly enjoyed within this community. Associated with this economic growth, staff is not projecting any slowing down in the US economy; however, based on past trends, a recession could occur within the next 12 to 24 months as certain elements of the





economy are still contingent on public policy and are fragile. Furthermore, the legislature has proposed a ballot initiative for November 2018 that would have a fiscal impact on the City of Madeira Beach, resulting in a loss of approximately \$58,000 in tax revenue. This exemption would result in the city having to modify existing programs, services, and revenue streams to mitigate the cost, but with over 1000 unfunded mandates developed from Tallahassee, local governments must be nimble and creative to assist in funding government.

### **Human Capital/Workforce**

The City of Madeira Beach values its personnel highly, and it is without hesitation or equivocation that we will always look to provide an environment that allows for employees to succeed in every conceivable endeavor. With the cost of employing individuals averaging approximately 41 to 45% of payroll for ancillary benefits such as health insurance, retirement, etc., we must think wisely and make investments that do not place the city in future fiscal predicaments. As healthcare costs continue to increase, modifications to existing plan design elements had to occur to offset the proposed 10% increase that Madeira Beach was faced with. As a result of the proposed increases, staff changed elements of the existing plan to incorporate a high deductible health plan (HDHP) coupled with a health savings account (HSA). These modifications to the city's plan as well as a reduction in the Florida Blue plans being offered rendered an actual decrease in the city's overall budget associated with healthcare. This remarkable task resulted in many conversations and changes to ensure that the city can offer a competitive yet affordable health plan to all its employees. Staff also advocated and has included as part of this budget document an appropriation of \$500 per employee and an additional \$250 for those who choose the HDHP and participate in the wellness initiatives versus Florida Blue's option 03748 plan. By doing so the city would save exponentially; however, we know that the success of the plan will be evident only after year two of its implementation. Health insurance will be discussed every fiscal year, and the goal is always to fund at a consistent and competitive level in order to ensure that we retain our existing talent and recruit future talent.

This budget also calls for a 4% general wage increase for all non-represented employees. However, funding has been allocated to offer the city's represented employees, the International Association for Firefighters (IAFF), the same benefits afforded to all general employees. This general wage increase accounts for a 2.1% cost-of-living increase, and the remaining elements are associated with a general pay increase. However, this will be the last year that the city embarks upon a compensation philosophy whereby a general percentage increase is afforded to all employees. The



proposed modification will result in a system that incentivizes employees based on their performance. Which in essence will result in the creation of a “pay-for-performance” compensation philosophy. Staff is in the early stages of researching and creating the structure to fully deploy this compensation strategy prior to the conclusion of fiscal year 2019.

Another incentive or modernization of existing benefits is that staff is requesting consideration to modify the existing cliff vesting program that is afforded to employees through the city’s retirement provider. Currently, the city contributes approximately 9% of base salary into a retirement account for all employees; however, employees are not required to contribute to the existing program, which in the staff’s preliminary research seems to be a very common practice in government entities. One of the major components and probably one of the more controversial elements of the existing plan is that it takes a total of five years to fully vest within the city’s retirement plan. In the event that an employee departs from the organization prior to their vesting date, they forfeit the 9% contribution that has been made on their behalf. In conversations with the budget advisory board, they believe that a graduated vesting schedule should be considered so that employees who serve a minimum of three years are afforded the opportunity to leave the organization with a portion of the monies the city contributed on their behalf for the purposes of retirement. This more substantive and in-depth conversation will ensue during the first quarter of the fiscal year.

### **Infrastructure/Capital**

Per the City of Madeira Beach Charter, the city manager is required to prepare and submit to the Board of Commissioners a two-year capital improvement program (CIP) three months prior to the commencement of the upcoming Fiscal Year (FY). Consistent with the requirements articulated in the Charter, the Office of the City Manager and staff have reviewed the FY 2019 CIP. Based on resources and the city’s ability to carry out the attached projects highlighted in this budget document, the staff has devised a CIP consistent with the direction of the Board of Commissioners.

Because infrastructure is a priority for this organization, it is important to note that during the next three years, substantial needs will be associated with neighborhood roadway projects within the City of Madeira Beach. Parsley Drive/Marguerite Drive will require substantial capital investments in the next couple of years. The anticipated cost for those roadway projects is approximately \$4.5 million. The city will attempt to secure budget appropriation from the state legislature, funding assistance from the South Florida Water Management District, and opportunities at the local level from the Pinellas County Board of Commissioners. The city will explore the same funding



opportunities as articulated below. As it relates to FY 2019, the staff proposes a capital improvements budget of approximately \$1,658,600 to assist in funding projects intended to protect and preserve the quality of life within the City of Madeira Beach. The projected cost for some of the projects that are tentatively recommended for consideration and inclusion in the FY 2019 budget follow:

The FY 2019 CIP is fully funded for the FY commencing on October 1, 2018. The projects are supported by legally available funds within the proposed FY 2019 budget. Multiple funding sources exist for the purpose of funding capital improvements, including the proposed projects, and to address both cosmetic and infrastructure improvements throughout the city. The FY 2020 CIP is currently not fully funded, as it will necessitate a bond issuance to address the roadway projects as articulated in the first part of this message concerning infrastructure. It is the staff's recommendation that the Board of Commissioners consider the possibility of a bond issuance coupled with cooperative funding to address the roadway infrastructure projects that are nearing the end of their useful life as part of the FY 2020 Budget. With roadway projects and capital infrastructure costs increasing exponentially, it is fiscally prudent for the board to consider addressing the roadway concerns as quickly as possible, as costs have more than doubled since the previous project was quoted. Included in the FY 2019 CIP is \$106,600 with which to address both cosmetic and infrastructure improvements within John's Pass Village. Aspects of the project include renovations to the existing restroom facilities, pedestrian lighting improvements, increased and improved signage, the replacement of trash receptacles, decorative wrapping for electrical boxes, landscape/streetscape improvements, parking lot repairs and striping, additional showers, improvements to John's Pass Park, improvements to intersections, and the replacement of displaced brick pavers. Also, the boardwalk's pilings will be wrapped with the intent of preserving the useful life of the pilings at John's Pass Boardwalk.

The FY 2019 CIP is fully funded and does not necessitate any additional borrowing, tax or rate increases, and can be provided by the city's legally available funds. The projected cost for the capital projects as articulated in the FY 2019 Budget is \$1,658,600. The projected FY 2020 CIP is currently unfunded; however, it is necessary to address the roadway projects at Parsley Drive/Marguerite Drive. Currently, staff is commencing the process of determining what funding sources may be accessible to the city to help reduce the initial capital expenditure; however, these roadway projects desperately require some subsequent conversations, which need to take place in the very near future.



## **Acknowledgments**

It is my extreme pleasure to recognize the countless hours worked by all individuals involved in the preparation of the FY 2019 City of Madeira Beach Budget Document; the copious amount of time and effort that went into this budget is remarkable. The department directors and support staff worked diligently to create a budget document that shares the desires of the community and is consistent with the goals and objects of the Board of Commissioners. Furthermore, a special thanks to all the advisory board that participated in the budget process and worked alongside staff to accomplish an end product that we can all be proud of. This budget document is a spending plan, and it is intended to be a tool to educate the public while assisting in communicating the strategic investments that will occur as part of the fiscal year 2019 budget. Again, thank you for your tireless support and efforts to ensure that the city continues to make progress to one day be the premier beach community in the State of Florida.

**Humbly Submitted,**



**Jonathan Evans, MPA, MBA, ICMA-CM  
City Manager**



# FINANCE MESSAGE



## FINANCE MESSAGE

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Dear Residents, and Property Owners of Madeira Beach,

The Finance Message attached, is ten pages that highlights the significant areas that make up the City's Tentative Operating and Capital Budgets for Fiscal Year 2018/2019 (October 1, 2018 to September 30, 2019). The FY 2019 Tentative Budget for all Funds is \$18,229,000. The FY 2019 Tentative Budget for the General Fund is \$9,934,800, a decrease of \$32,700 or .33% less than the FY 2018 Adopted Budget.

The budget includes ongoing funding for the City's public safety, parks, recreation, community development, and support departments. The City continues to maintain its current service levels while looking at the long-range fiscal challenges to ensure stability and investment in the City's infrastructure. Capital investment for general government projects for FY 2019 amounts to \$1.4 million. Over \$3.9 million from existing FY 2018 capital projects is anticipated to continue and roll forward into FY 2019. Major projects include improvements to facilities, parks, completing the undergrounding of utilities along Gulf Boulevard, resurfacing of Gulf Boulevard, and two stormwater projects.

As a full-service operation, the City benefits from enterprise-type activities, which include sanitation, stormwater, and marina. The total budget for the enterprise operations amounts to \$5.2 million for FY 2019. The City continues the significant rehabilitation of its stormwater infrastructure.

For more detailed information of the City's budget process, balancing the FY 2019 budget, financial policies, goals and objectives of the City's departments, and the capital improvement plan, please visit the City's website at [www.madeirabeachfl.gov](http://www.madeirabeachfl.gov). Also available for review is the FY 2019 Tentative Budget and budget documents for previous years.

Respectfully,



Walter H. Pierce, III  
Director of Finance/City Treasurer

## FY 2019 FINANCE MESSAGE

### Citywide Summary

#### Budget and Finance Introduction:

This budget book is intended to be useful to readers with varying interests. This budget document conveys the City's priorities and allocations of resources among those priorities. In preparing this budget book great care was taken to be fiscally responsible, conservative, transparent and to take advantage of technological enhancements to better improve the operation of the City of Madeira Beach.

#### Budget and Finance Policies:

Since September 2015, the City of Madeira Beach Board of Commissioners has adopted or considered the following policies intended to guide the City's financial management functions:

Fund Balance Policy:	Adopted September 2015
Investment Policy:	Adopted September 2015
Revenue Policy:	Proposed April 2016
Debt Management Policy:	Proposed April 2016

Managing the annual budget process within the framework of stated policies encourages the City to consider the context and implications of budget actions, as opposed to focusing solely on annual appropriations. The fiscal year (FY) 2019 budget is proposed in compliance with each of the applicable budget and finance policies. The current Fund Balance Policy stipulates that the Emergency Storm Response Fund to be no less than 33% (four months) of General Fund operating expenditures. Due to the continued growth expected in the City over the next few years and the limited storm related insurance deductible exposure (approximately \$300,000), the City is considering updating the Emergency Storm Response Fund sizing language currently contained in the Fund Balance Policy. The City is considering updating the sizing goal of the Emergency Storm Response Fund to the lesser of: \$2,200,000; or 33% of General Fund operating expenditures. To provide for more fiscal resources to address the ongoing needs of the City.

#### Forecasts:

City staff continues to emphasize the long-term fund projections included in the Capital Improvement Program (CIP) section of this document, particularly with respect to the General Fund. The City's fund balance policy requires analysis not only of the current year, but each successive year throughout the CIP planning period. The General Fund is proposed in compliance with the City's fund balance policy. When developing the five-year planning period great care

needed to be taken and should continue to be taken not to exceed the minimum unassigned balance goal of 16.7%.

Going into the FY 2018 year, the City continued to undertake significant projects that had begun with funding acquired in 2014 and 2015. The most significant of these are ongoing stormwater projects. While the main stormwater projects earmarked specifically to the Series 2015 Bond will be coming to completion in FY 2019, larger stormwater needs are being forecasted. Beyond FY 2019, the City is looking at stormwater projects that exceed \$34 million dollars over the next five years. During FY 2019, the City will need to plan and prioritize these projects. Challenges are not isolated to funding but will also be seen through rising construction costs. Also, requests for grants from the South West Florida Management District (SWFMD) and Pinellas County needs to be submitted in a proactive manner in order to receive project funding. Any economic downturn will have an impact on these future projects from getting started or completed and could ultimately influence the residents of the City.

Personnel Budget:

The budget includes a net increase of 3.00 full-time equivalent (FTE) positions. The Number of FTE's requested for FY 2018 totaled 65.30 and was revised during the year to 66.30 with the addition of a new Public Information Specialist. This compares to 69.30 requested for FY 2019. This increase of 3.00 FTE's reflects placement of additional resources to better improve the services of the City. Below is a summary of position changes by department or fund:

Community Development Department	1.00
Finance Department	1.00
Building Fund	1.00
Net:	<u>3.00</u>

In addition to staffing levels, the personnel budget is impacted by cost increases associated with employee raises, healthcare renewals, insurance experience, and retirement contributions required by the Florida Retirement System (FRS). The total effective personnel cost increase is approximately \$323,100, which represents a 7.2% increase over the prior year adopted budget. Following are the individual assumptions and rate increases applicable to the personnel budget:

Employee wage increases: 4.00%

All employees are scheduled for a 4% annual increase based upon recommendation of the City Manager and the consensus of the City Commission. The City Manager has outlined a new Merit plan concept to take effect in FY2020. This new plan has not been officially solidified in writing, at this time, but would tie additional compensation to performance. All employees will be notified prior to the beginning of FY 2019 that their next evaluations



will be utilized in determining their Merit compensation. Supervisors will receive additional training on how best to rate staff under new Merit for pay guidelines.

Budgeted FRS contribution rates: Special Risk Class: 24.50% / Regular Class: 8.26%

Despite the Florida Retirement System's status as one of the best funded state pensions in the country, its total net pension liability was over \$29.6B as of FY 2017. Per the recent implementation of GASB 68, the net pension liability is allocated to plan participants with the City of Madeira Beach accounting for nearly \$1.9M of the total. The estimated FY 2019 contribution rate reflects a 4.29% increase for Regular Class participants and 5.29% increase for Special Risk Class participants (i.e., firefighters). The contribution rate for each class includes a cost component intended to reduce the plan's net pension liability.

Medical insurance cost decrease: -7.50%

The City was anticipating a 10% increase in the current BlueOptions plan via Public Risk Management's group health insurance pool. The Public Risk Management (PRM) pool experienced an average increase of 8% among its pool participating agencies. With the assistance of both Florida Blue and PRM representatives, City management has outlined a plan to do away with its current no deductible, high cost BlueOptions 03748 plan. Taking its place will be a deductible (\$1,000/\$3,000) BlueOptions 03359 plan. City management has advised that staff co-pays will increase under this new plan and will be more of a factor to staff rather than deductible limits. There will be a second plan offered to staff that will be tied to a Health Savings Account (commonly called HSA). Under this plan, the City will contribute \$500 to an HSA account in the employees name to be utilized by the employee to reduce health care expenses. Added to this \$500 will be an additional \$250 for preventive/wellness care for a possible total of \$750 that could be deposited into this account. A third and final plan available for staff is a lower cost BlueOptions 05901 Affordable Care Act or government plan.

Worker's compensation cost decrease: -4.19%

Estimated worker's compensation premiums include a decrease due to the impact of a reduced Experience Modification Factor of 1.34. However, there will be some cost increases next year due to increased staff but staff projects this will not be significant. City management has also been notified by its insurance agent Public Risk Insurance Agency (PRIA) that injuries during this past year and open litigation have decreased.

### Operating Budget:

#### *Modifications*

The City Manager's Office Personnel costs will increase from \$291,500 as reflected in the FY 2018 adopted budget to \$416,200 for FY 2019. Part of this is due to a new Public Information

Specialist hired to improve the communications to the citizens of Madeira Beach and the outside public. Another explanation for this increase, is the HR Coordinator moving from the Finance Department to the City Manager's Office.

The Community Development Department has had significant operating budget increases during FY 2017 and extending into FY 2018. The professional services account, in this department, exceeded \$190,000 for FY 2017. This is mainly due to the use of consultants for FEMA grant management/reporting and the use of another consultant who provided planning services. The continuation with the contracted services has proved to the City to be very costly. Due to this, there is a new Planning and Zoning Coordinator position in the FY 2019 budget which should assist in eliminating the continuing need for a consultant to assist with these planning tasks. This position was posted in June. Also, the Community Development Director and Administrative Assistant's percentage of time charged to the Building Fund has been adjusted from 50% to 10% for both positions.

The Non-Departmental section of the budget shows an increase of 13.65% in operating expenditures from \$465,100 for the FY 2018 Adopted Budget to \$528,600 for the FY 2019 Budget. This is mainly due to the continuation of the Active IT Advanced Security Agreement with the City's Information Technology (IT) service provider. This agreement approved by the City Commission in December 12, 2017, after the City experienced a Cyber-attack. The cost of this agreement was \$20,400 and has already proved worthwhile in blocking over 9,500 potential intrusions.

The Law Enforcement budget for FY 2019 is \$1,276,600 which is an increase of 3.04% from the FY 2018 adopted budget amount of \$1,238,900. For the FY 2019 year, a Deputy Sherriff will be assigned to work weekend hours towards enforcing the Florida Building Code and ensuring code compliance. Due to this, a portion of this Deputy's cost in providing this function in the amount of \$89,400 will be transferred from the Building Fund to the General Fund. The total budget for Law Enforcement resides within the General Fund.

The Recreation Department Personnel costs for FY 2019 increased to \$516,600 from \$455,500 for the FY 2018 adopted budget. For the FY 2019 budget, the decision was made to reflect the cost of two grounds maintenance workers to the Recreation Department, which is the department they officially report to. However, in keeping with Resolution 2015-42, the Archibald Fund will support the cost of these two positions plus a Division Supervisor for Parks (whose cost is charged to Public Works). A transfer in the amount of \$191,800 from the Archibald Fund to the General Fund will be reflected in the FY 2019 budget. The operating expenditures for the Recreation Department did decrease from \$407,700 in the FY 2018 adopted budget to \$386,400 for the FY 2019 budget. This decrease is due to doing more with less in the Recreation Department's promotions and public relations account.

The Parks Department's operating expenditures for FY 2019 in the amount of \$111,200 reflects a decrease from \$127,132 reported in the FY 2018 adopted budget. This is due to a decrease in the contract the City has with the primary landscaping care company.

### Capital Improvement:

The Capital Improvement Program continues to see expansion relating to stormwater drainage projects. The Boca Ciega Drive project has been successfully completed and Rex Place should be fully completed in August 2018. The total cost for the Rex Place project will exceed the \$915,730 projected cost for the project. Attention will then focus toward 137<sup>th</sup> Avenue Circle. The 137<sup>th</sup> Avenue Circle project represents a new project for FY 2018. It was initially scheduled for FY 2019 at a total cost of \$900,000 however, the winning bid came in at \$1,138,000. This increase similar to the increase for Rex Place, is due to the increase in construction costs witnessed in this area. There is \$285,000 budgeted in the stormwater drainage & roadway improvement account within the FY 2019 budget and reflected in the CIP. This amount should cover increases experienced for the Rex Place project, 137<sup>th</sup> Avenue Circle and \$170,000 needed for unexpected emergency repairs needed at Parsley Dr. and 144<sup>th</sup> Ave. The City anticipates receiving \$425,000 via Southwest Florida Water Management District (SWFWMD) during FY 2018 for the Rex Place project. There is still \$467,000 scheduled for reimbursement for the 137<sup>th</sup> Avenue Circle project in FY 2019 via SWFWMD funding. Plans for the second phase of Gulf Blvd. improvements or the undergrounding of utilities is progressing forward with a total of \$1,050,000 allocated within the General Fund to complete 150<sup>th</sup> Avenue to 144<sup>th</sup> Avenue. This will not fully complete the undergrounding of utilities along Gulf Blvd. and estimates to fully complete the project need to be reviewed and budgeted accordingly. Additionally, there is a FDOT road resurfacing project that will roll over into FY 2019 and the total cost for this project is \$1,920,300.

As stated at beginning of this Summary, Management has been provided with information regarding future stormwater projects that exceed \$34 million dollars. During FY 2019, the City will need to plan and prioritize these projects in the years to come. Funding these projects and their impact on the unassigned fund balance needs to be carefully considered.

### General Fund

The City of Madeira Beach FY 2019 Budget maintains the 2.2000 millage rate adopted in FY 2018. Property values are estimated to increase 7.90%, which is sufficient to generate \$185,700 in additional ad valorem revenue. Property values are estimated to increase 7.90%, however, the budget assumes a collection rate of 95%. The proposed property tax levy of \$2,631,800 allows the City to balance its General Fund operating budget, meet annual debt service obligations, and set aside funds for future consideration.

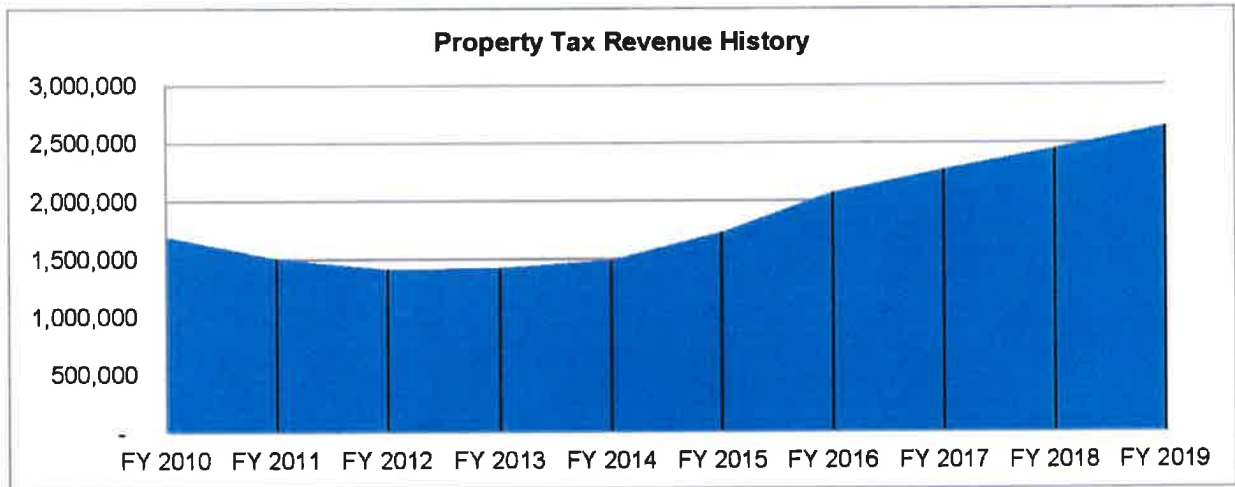
The housing market recovery along with a surging economy has contributed toward continued increase in property values substantially throughout the Pinellas County beach communities. Below are the estimated FY 2019 taxable value increases for comparable cities:

Gulfport	8.54%
Indian Rocks Beach	7.56%
Indian Shores	9.15%
<b>Madeira Beach</b>	<b>7.90%</b>
South Pasadena	6.62%
St. Pete Beach	11.74%
Treasure Island	7.00%

The following graphs chart the City’s experience over the past ten years, with sharp declines in property revenue bottoming in FY 2012 before increasing steadily each of the past six years.

**City of Madeira Beach  
Ten-Year Property Tax History  
FY 2010 - FY 2019**

Year	Millage Rate	Revenue	Percent +/-
FY 2010	1.7954	1,694,316	-16.1%
FY 2011	1.7954	1,506,269	-11.1%
FY 2012	1.7954	1,411,551	-6.3%
FY 2013	1.7900	1,424,325	0.9%
FY 2014	1.7900	1,490,180	4.6%
FY 2015	1.9900	1,726,100	15.8%
FY 2016	2.2000	2,069,000	19.9%
FY 2017	2.2000	2,267,000	9.6%
FY 2018	2.2000	2,446,000	7.9%
FY 2019	2.2000	2,631,800	7.6%



As compared to similar municipalities in Pinellas County, Madeira Beach continues to maintain a relatively modest millage rate. The following table provides a list of similar municipalities and corresponding FY 2019 millage rates:

Municipality	Millage Rate
City of Gulfport	4.0390
City of Treasure Island	3.4368
City of South Pasadena	3.5000
City of St. Pete Beach	3.1500
<b>City of Madeira Beach*</b>	<b>2.2000</b>
City of Indian Rocks Beach	1.8326
Town of Indian Shores	1.8700

\*FY 2019 proposed millage rate

General Fund revenue is further supported by the strength of the City's parking enforcement program. General Fund parking-related revenue is anticipated to exceed \$2M in FY 2019, while enforcement expenditures remain very manageable at just \$319,500. Below is a summary of the City's net parking enforcement operation over the last five years.

City of Madeira Beach: Parking Revenue History					
Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Projected
Archibald Park	149,153	206,536	336,839	339,852	340,000
Archibald Fund:	<u>\$ 149,153</u>	<u>\$ 206,536</u>	<u>\$ 336,839</u>	<u>\$ 339,852</u>	<u>\$ 340,000</u>
John's Pass Village	202,291	256,724	276,433	268,672	280,000
John's Pass Park	291,167	402,207	428,330	364,839	375,000
Village Blvd.	548,244	608,064	839,202	843,216	845,000
City Lots	-	-	61,175	84,630	85,000
Parking Permits	19,147	18,045	18,400	21,849	22,500
Parking Tickets	222,252	143,768	147,576	149,103	90,000
General Fund:	<u>\$ 1,283,101</u>	<u>\$ 1,428,808</u>	<u>\$ 1,771,116</u>	<u>\$ 1,732,309</u>	<u>\$ 1,697,500</u>
Ticket Processing Fees: Public	(44,990)	-	-	-	-
Ticket Processing Fees: Private	(17,039)	(19,520)	(14,000)	(20,803)	(23,200)
	<u>\$ (62,029)</u>	<u>\$ (19,520)</u>	<u>\$ (14,000)</u>	<u>\$ (20,803)</u>	<u>\$ (23,200)</u>
Parking Enforcement: Personnel	(81,009)	(97,598)	(98,155)	(95,255)	(117,000)
Parking Enforcement: Operating*	(171,345)	(145,680)	(166,762)	(164,396)	(161,927)
Parking Enforcement: Capital**	-	-	-	-	-
	<u>(252,354)</u>	<u>(243,278)</u>	<u>(264,917)</u>	<u>(259,651)</u>	<u>(278,927)</u>
All Funds - Net:	<u>\$ 1,117,871</u>	<u>\$ 1,372,546</u>	<u>\$ 1,829,038</u>	<u>\$ 1,791,707</u>	<u>\$ 1,735,373</u>

\*Processing fees are reported in the budget as operating expenditures; reported separately here only for the purpose of highlighting budget savings attributable to private ticket processing service.

\*\*During FY 2018, all 29 city parking machines were replaced. With the assistance of trade-ins, the total cost was \$158,650.

## Special Revenue Funds

### *Local Option Sales Tax (LOST) Fund*

The Local Option Sales Tax (LOST) Fund includes a 6.8% revenue increase projection. Longer term, revenue is projected to plateau and continue steadily due to the current Penny for Pinellas installment extension through the end of December 2029. The forecast revenue is sufficient to retire Series 2016 debt service obligations while allocating \$260,000 for beach access and parking lot improvement plan. The City has a Grant in the amount of \$43,800 which was approved by the Florida Boating Improvement Program to assist with the costs associated with City Centre Transient Docks. However, the City Commission has decided not to go ahead with this project and the Grant will not be extended at the end of September.

### *Archibald Fund*

The Archibald Fund accounts for revenue generated at Archibald Memorial Beach Park. All proceeds generated on the property are to be used for parks and recreation purposes only, in accordance with National Park Service precedent and Resolution 03.13 adopted by the City in June 2003. Projections assume a revenue increase of 8.68%, driven exclusively by parking activity; lease agreements in place at Archibald Park are fixed in nature and do not provide for annual escalators. There are three positions which include the Division Supervisor-Parks, and two Ground Maintenance Workers whose personnel allocations have been charged to the Archibald Fund in previous year's budgets. For the FY 2019 Budget, the personnel allocations for these positions will be charged to the departments that they directly report to, in this case the Public Works and Recreation Departments. However, a transfer in the amount of \$191,800 will be made from the Archibald Fund to the General Fund to cover the total personnel costs for these three positions. The FY 2019 Budget includes additional funds for a bath house for \$65,000 and restroom renovation for \$30,000.

### *Building Fund*

The financial position of the Building Fund is entirely contingent upon the schedule and magnitude of private development. The City has experienced an increase in building activity over the past four years, driven by developments such as the Courtyard Marriott.

The Building Fund's estimated revenue depicts a very healthy forecast due to three large developments (The Town Center, Holiday Isle, and Johns Pass Village Hotel) along with several other projects that could bring in significant building permit revenue to the Building Fund during FY 2019. The permit revenue to be collected is estimated to be \$700,000. This fund no longer has a dependence or the need for assistance from the General Fund. In fact, for FY 2019, the Building Fund will be transferring \$89,400 to the General Fund to cover costs for a Deputy Sheriff to assist with Florida Building Code compliance. Additionally, significant revenue in the form of impact fees could also be collected from these large developments and would be a huge benefit to

the City. The Building Fund will also have a new full-time Administrative Assistant to assist the Building Official with the day to day activities.

*Gas Tax Fund*

Revenue reported in the Gas Tax Fund includes local option gas tax and the motor fuel portion of state revenue sharing, both of which are to be used for transportation-related expenditures. The City has allocated these funds to traffic light leases and corresponding utility expenditures. Management anticipates fairly predictable revenue and expenditures, and the FY 2019 Budget is proposed with an operating surplus of \$24,011.

*Debt Service Fund*

Based on the degree to which budgeted General Fund operating revenue exceeds operating expenditures, management recommends and has proposed reserving funds for principal and interest maturing in future years. As such, generally accepted accounting principles require the operation of a debt service fund. Below is a summary of the debt administered by the City since October 2013:

Description	Date issued	Principal borrowed	Scheduled total interest due	Final maturity
Capital improvement revenue bonds	10/24/2013	\$ 4,760,000	\$ 4,173,376	10/1/2043
Interlocal payments revenue bond	11/14/2014	\$ 3,010,000	\$ 139,572	5/1/2019
Stormwater system revenue bond	8/14/2015	\$ 6,200,000	\$ 1,381,906	10/1/2030
Infrastructure sales surtax revenue note	2/18/2016	\$ 725,000	\$ 24,843	12/1/2019
<b>Total</b>		<b>\$ 14,695,000</b>	<b>\$ 5,719,697</b>	

The Commission has expressed concerns over the total debt amount particularly the City Centre Debt (2013 Series) and the debt reduction plan seems to be to wait for the Series 2013 call date which will be during the beginning of FY 2023. In the meantime, the objective is to build up funds received from increasing parking fees from \$2.00 to \$2.50 (Resolution 2018-05) with .25 going into a reserve to pay down the debt. The City was facing a \$1,261,000 payment with a final maturity date of November 1, 2018 on the Series 2014 Bond. With assistance from the City’s Financial Advisor, the Board of Commissioners agreed to refund this bond for a 3-year extension. The first payment for FY 2019 is \$344,100 which includes principal and interest.

**Enterprise Funds**

*Sanitation Fund*

The main challenge facing this Sanitation fund involves increased recycle fees taking effect in FY 2019. These fees are dictated through activity witnessed in international market. The Board of Commissioners toward the end of August will vote on extending the contract with Waste

Connections for one year. Per the terms of this agreement, the recycle costs for single family homes will go from \$2.93 to \$6.33 and a corresponding increase for Condominiums will go from \$15.32 to \$23.98. These new recycling rates for FY 2019 represent a 64% increase from the FY 2018 Adopted Budget. At present, this represents an increase of \$71,100 and will be passed on to the City residents.

*Stormwater Fund*

The City borrowed \$6.2M in FY 2015 for stormwater drainage and roadway improvements. Earlier in this finance message it was mentioned within Capital Improvement that there have been some changes and realignment to the stormwater projects. During FY 2017, there was an increase in the Boca Ciega Drive project and it was decided not to continue with both the American Legion and Municipal Drive projects. The Boca Ciega Drive project was completed in FY 2018 and the Rex Place project will be completed prior to September. The 137<sup>th</sup> Avenue Circle is next and will continue into FY 2019. Below is the estimated allocation of debt proceeds reflecting changes made during FY 2018:

	FY 2017 Original Capital outlay	FY 2018 Revised Capital outlay
Boca Ciega Drive	3,927,000	5,096,529
Rex Place	600,000	915,730
Municipal Drive	100,000	-
American Legion	600,000	-
137th Ave. Circle	935,000	1,138,000
	<u>\$ 6,162,000</u>	<u>\$ 7,150,259</u>

*Marina Fund*

The General Fund contributed approximately \$625,000 to the City’s marina cumulatively over the last three years to facilitate the expansion and improvement of boat storage slips. Effective FY 2017, the General Fund began to recoup its investment over a ten-year schedule at an interest rate of 1.5%. In so doing, Marina Fund annual debt service expenses will approach \$100,000 annually.

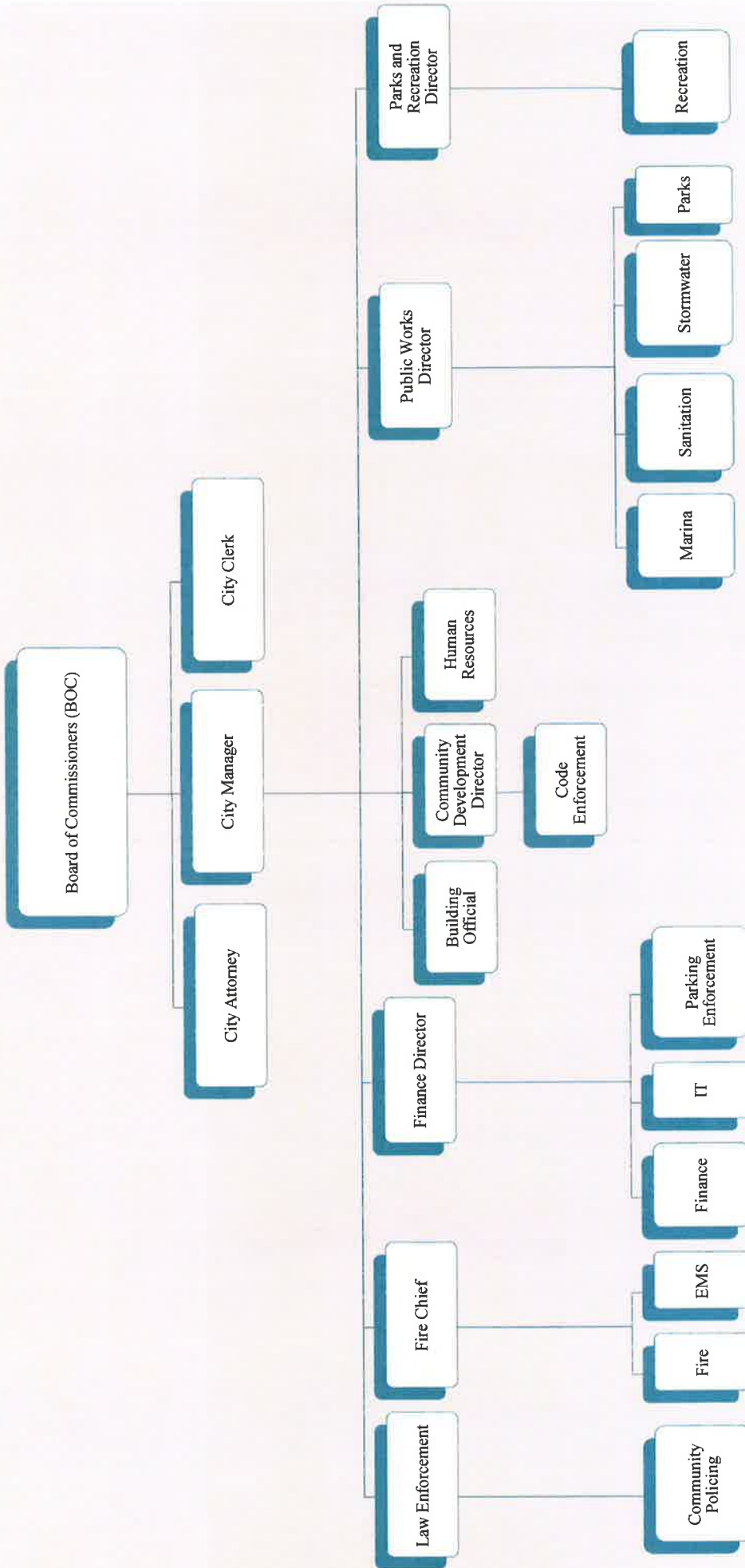
Meanwhile, marina operations are virtually unchanged from the prior year. Revenue estimates include a 1.36% increase, however, this is taking a very conservative approach toward continued fuel sales. The personnel costs are increasing by 4.43% however operating costs are projected to be stable and no significant increase. A very conservative amount is budgeted for the fuel purchase-resale account.



# ORGANIZATIONAL CHART



# City of Madeira Beach Organizational Chart



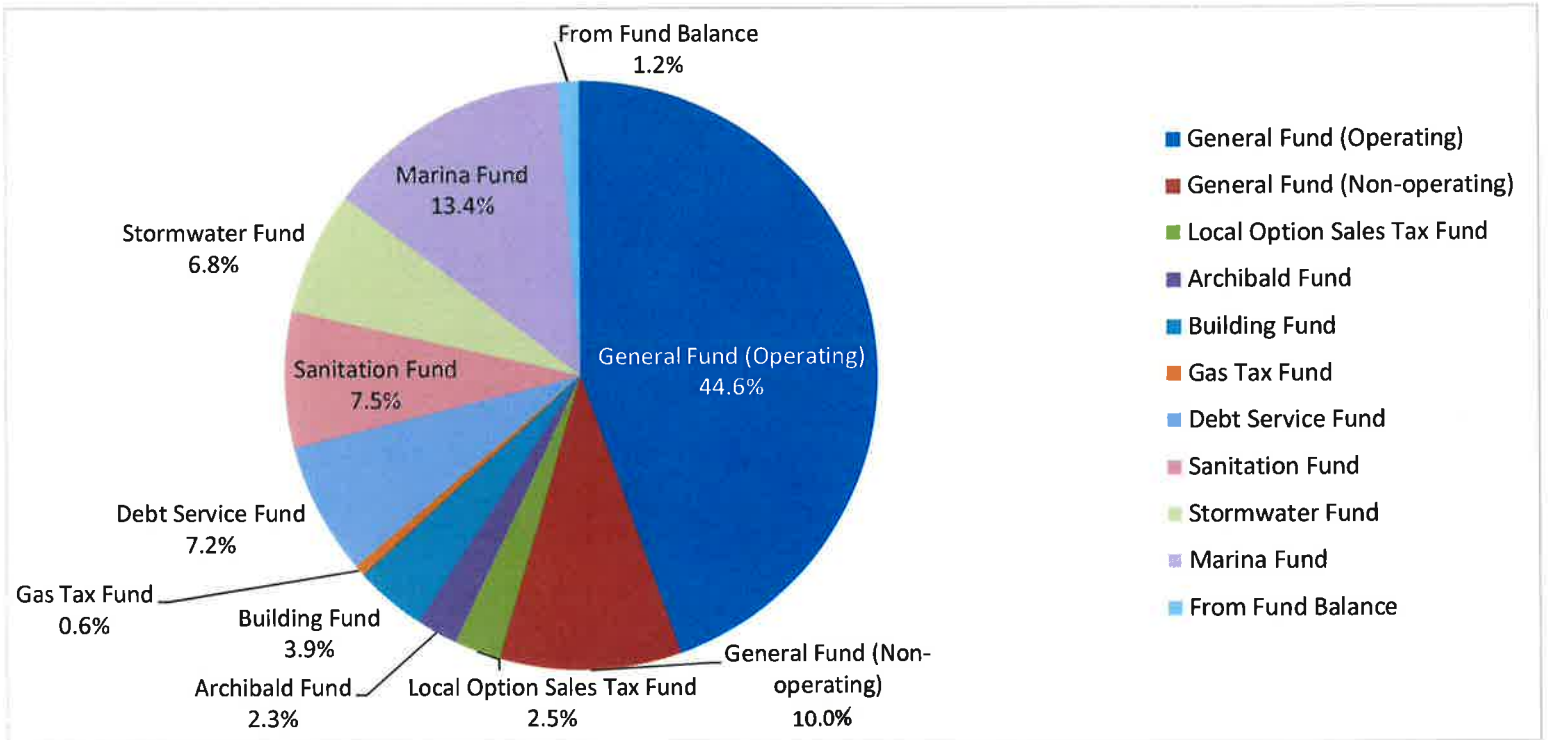
**BUDGET SUMMARIES**  
**ALL FUNDS**



## FY 2019 BUDGET SUMMARY: FUNDING SOURCES

Fund	FY 2019
General Fund (Operating)	8,125,700
General Fund (Non-operating)	1,809,100
Local Option Sales Tax Fund	459,200
Archibald Fund	416,300
Building Fund	708,000
Gas Tax Fund	113,500
Debt Service Fund	1,318,200
Sanitation Fund	1,370,000
Stormwater Fund	1,241,500
Marina Fund	2,449,600
From Fund Balance	217,900

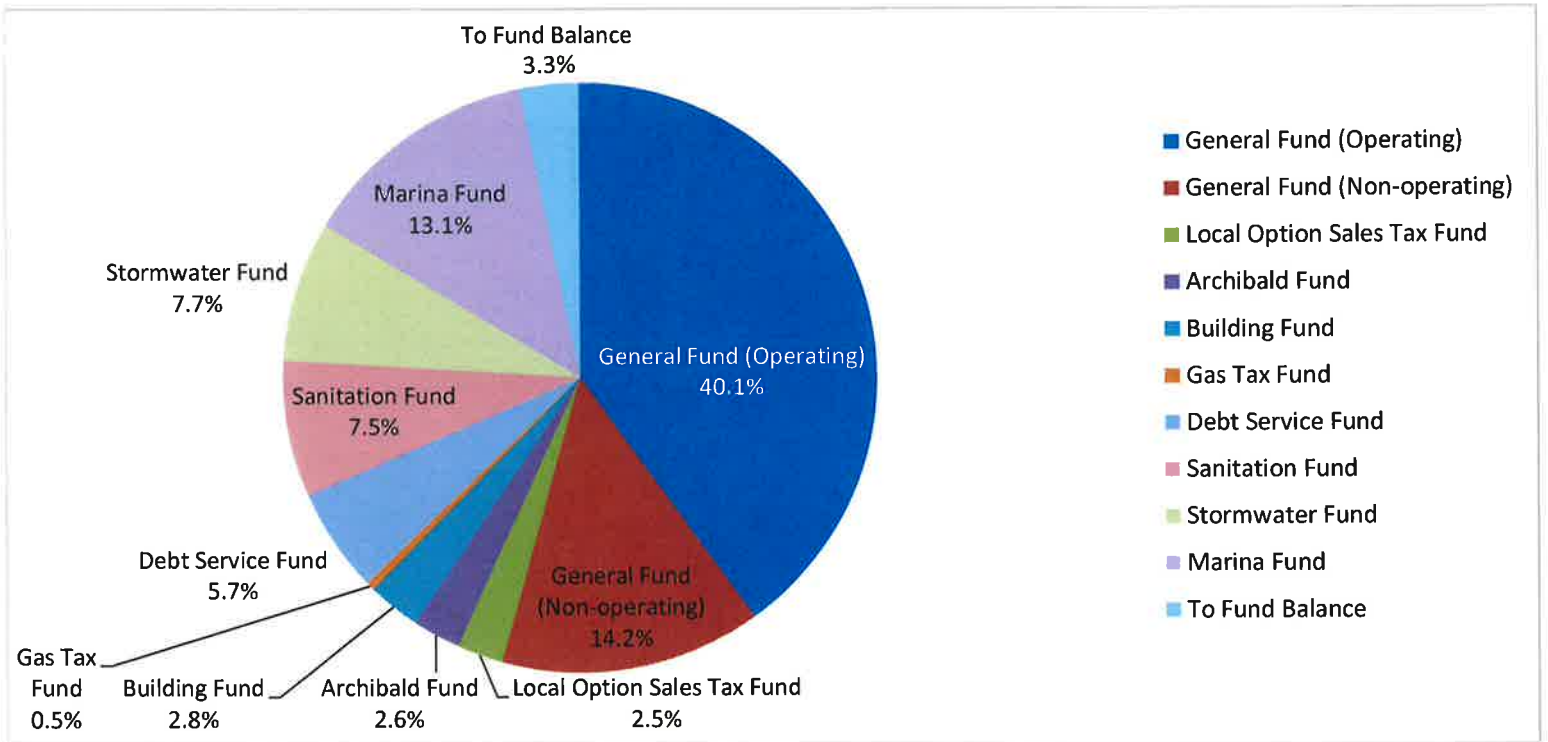
**Total Budget** **\$18,229,000**



## FY 2019 BUDGET SUMMARY: FUNDING USES

Fund	FY 2019
General Fund (Operating)	7,301,100
General Fund (Non-operating)	2,595,300
Local Option Sales Tax Fund	458,900
Archibald Fund	477,900
Building Fund	517,100
Gas Tax Fund	89,500
Debt Service Fund	1,038,700
Sanitation Fund	1,370,200
Stormwater Fund	1,397,300
Marina Fund	2,392,400
To Fund Balance	590,600

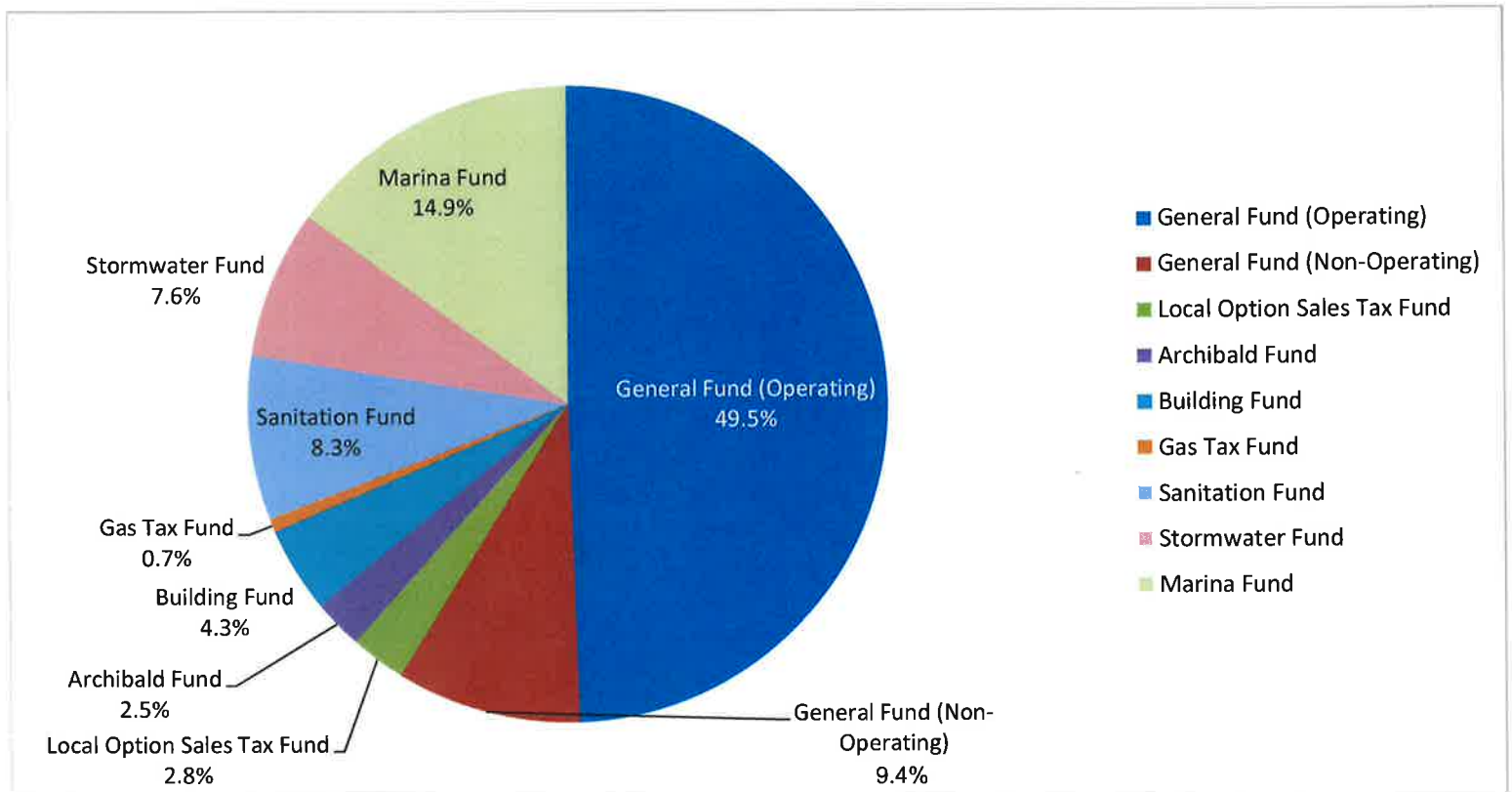
**Total Budget** **\$18,229,000**



## FY 2019 BUDGET SUMMARY: REVENUES BY FUND

*Funding sources less transfers and fund balance appropriations*

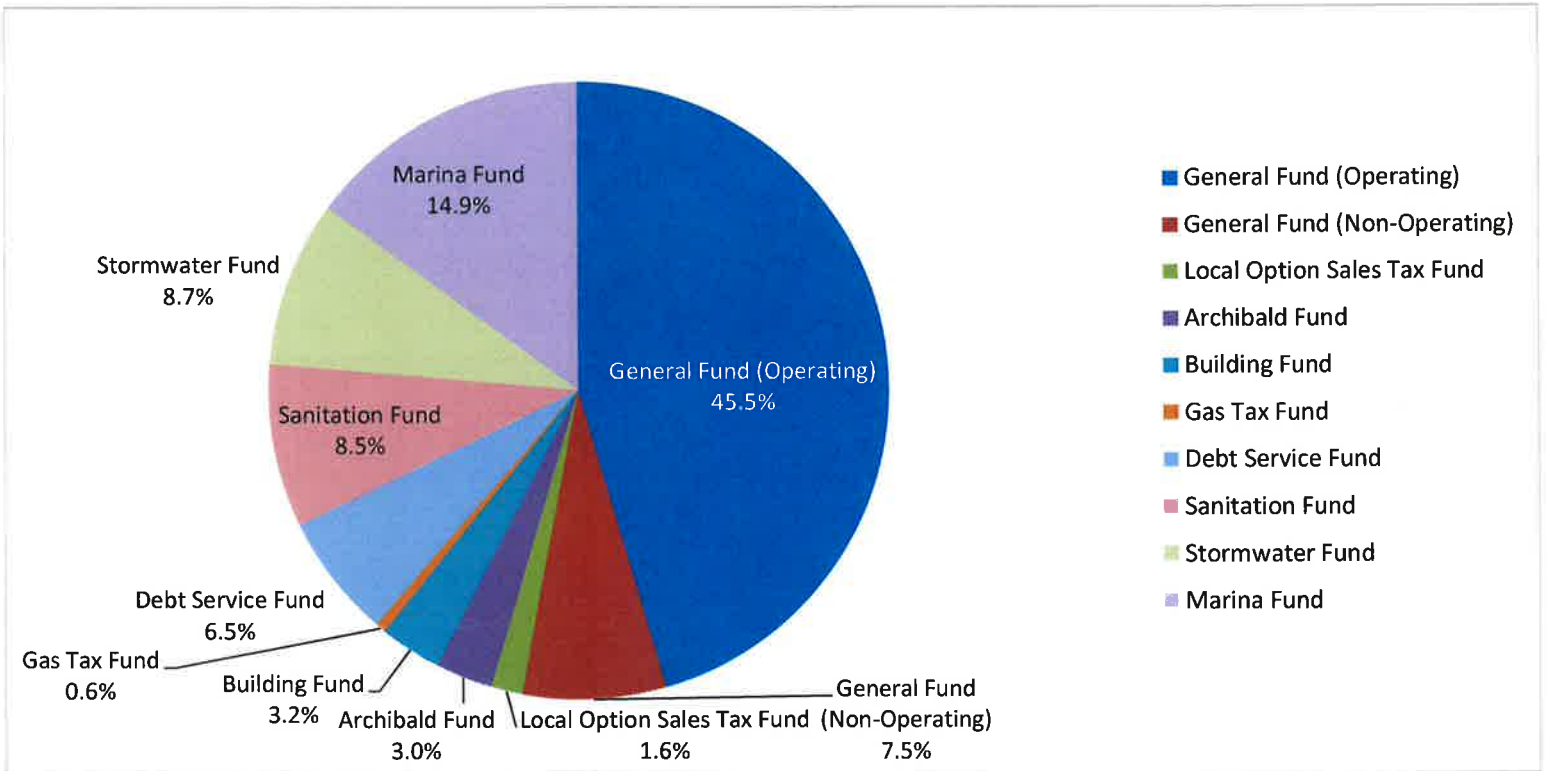
Fund	FY 2019
General Fund (Operating)	8,125,700
General Fund (Non-Operating)	1,527,900
Local Option Sales Tax Fund	459,200
Archibald Fund	416,300
Building Fund	708,000
Gas Tax Fund	113,500
Sanitation Fund	1,370,000
Stormwater Fund	1,241,500
Marina Fund	2,449,600
<b>Total Budgeted Revenue</b>	<b>\$16,411,700</b>



## FY 2019 BUDGET SUMMARY: EXPENDITURES BY FUND

*Funding uses less transfers and fund balance appropriations*

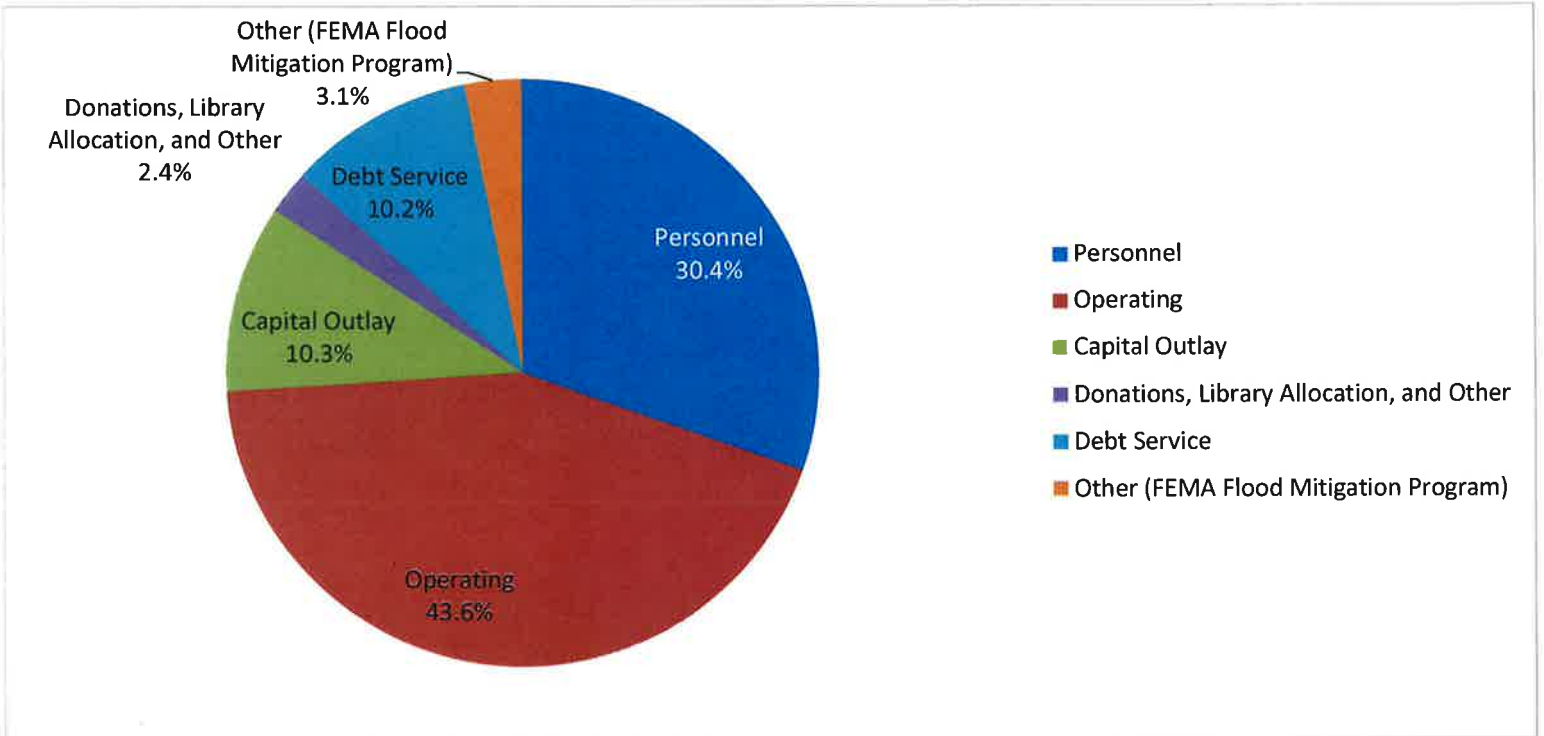
Fund	FY 2019
General Fund (Operating)	7,301,100
General Fund (Non-Operating)	1,196,600
Local Option Sales Tax Fund	260,000
Archibald Fund	477,900
Building Fund	517,100
Gas Tax Fund	89,500
Debt Service Fund	1,038,700
Sanitation Fund	1,370,200
Stormwater Fund	1,397,300
Marina Fund	2,392,400
<b>Total Budgeted Expenditures</b>	<b>\$16,040,800</b>



# FY 2019 BUDGET SUMMARY: EXPENDITURES BY CATEGORY

*Funding uses less transfers and fund balance appropriations*

Expenditure type	FY 2019
Personnel	4,874,600
Operating	6,994,600
Capital Outlay	1,658,600
Donations, Library Allocation, and Other	378,500
Debt Service	1,634,500
Other (FEMA Flood Mitigation Program)	500,000
<b>Total Budgeted Expenditures</b>	<b>\$16,040,800</b>







**FY 2019 BUDGET  
GENERAL FUND**

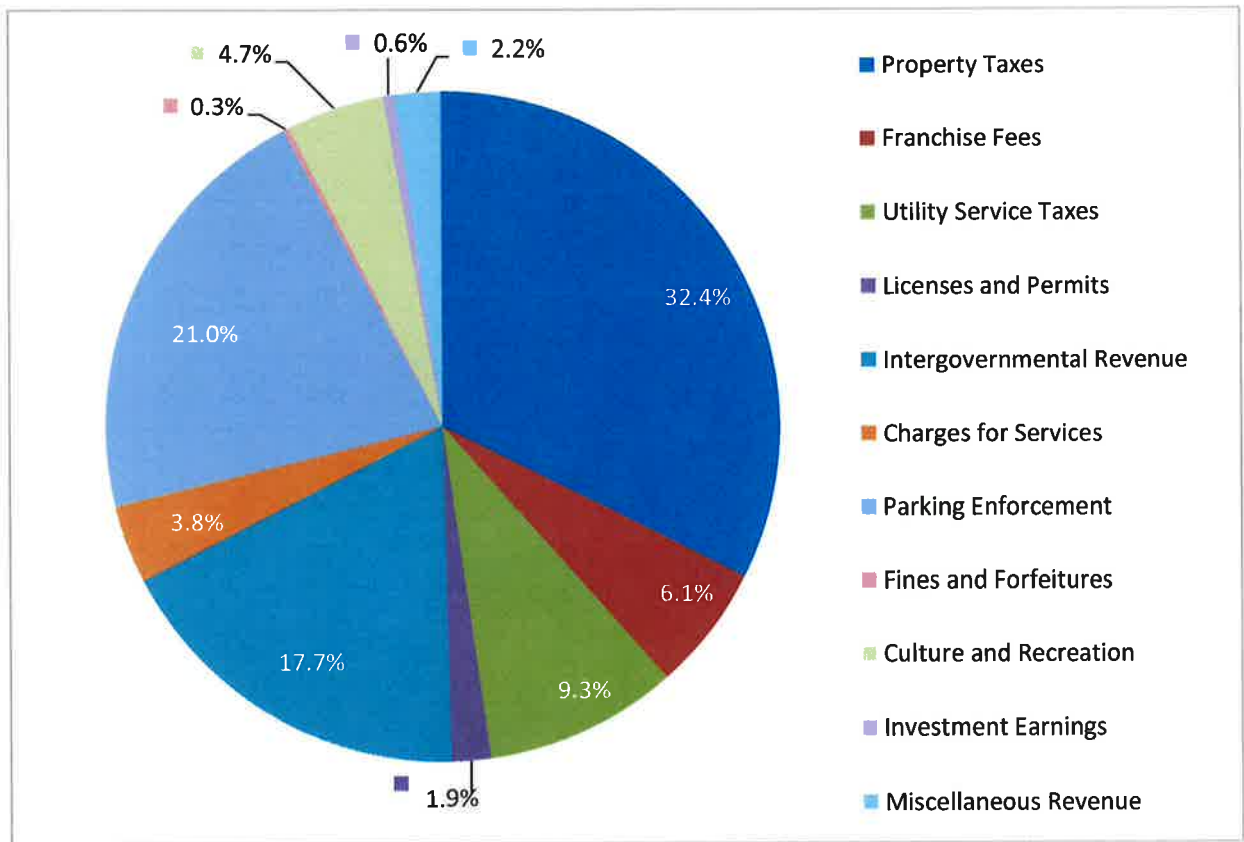




# GENERAL FUND

## OPERATING REVENUE

Property Taxes	32.4%	2,631,800
Franchise Fees	6.1%	494,800
Utility Service Taxes	9.3%	753,000
Licenses and Permits	1.9%	152,900
Intergovernmental Revenue	17.7%	1,446,900
Charges for Services	3.8%	307,000
Parking Enforcement	21.0%	1,708,600
Fines and Forfeitures	0.3%	25,000
Culture and Recreation	4.7%	382,000
Investment Earnings	0.6%	45,000
Miscellaneous Revenue	2.2%	178,700
<b>Total Operating Revenue</b>	<b>100.0%</b>	<b>\$8,125,700</b>

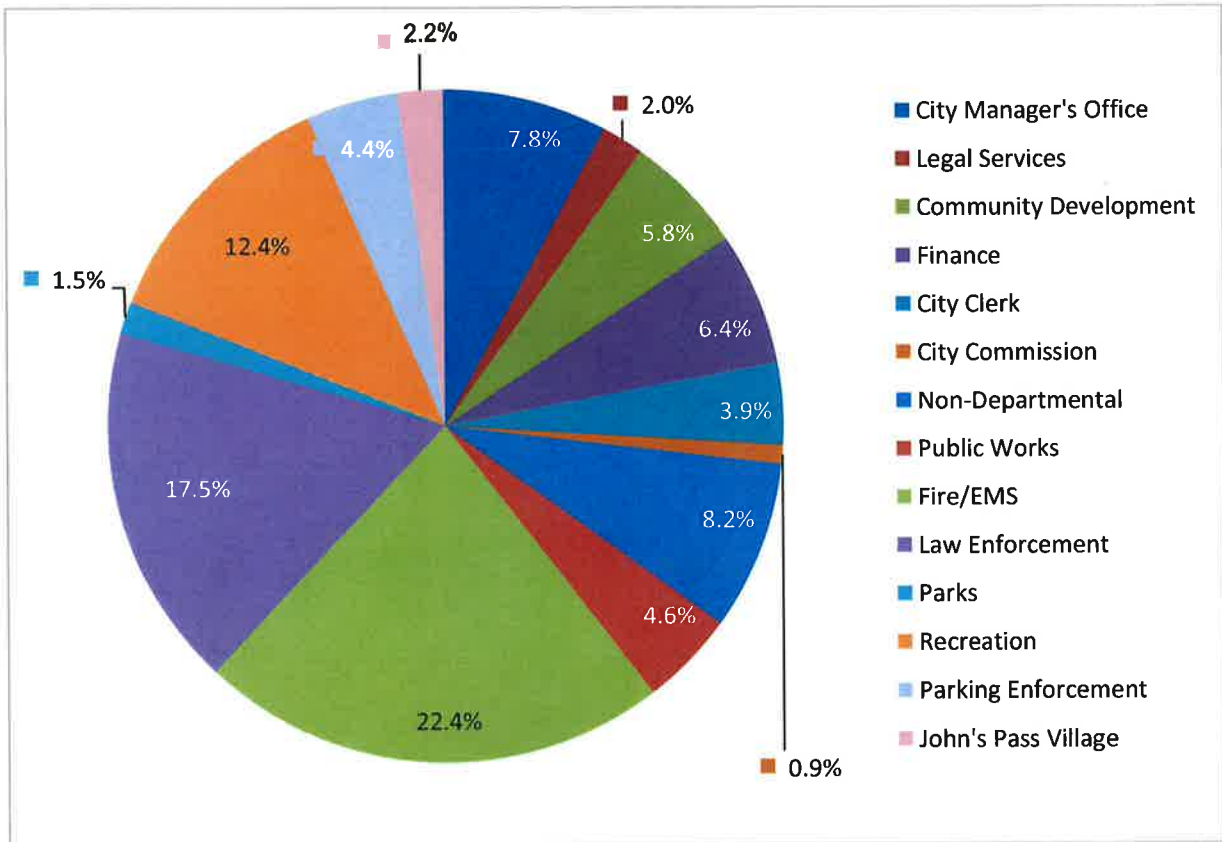




# GENERAL FUND

## OPERATING EXPENDITURES

City Manager's Office	7.8%	569,900
Legal Services	2.0%	149,000
Community Development	5.8%	422,200
Finance	6.4%	466,800
City Clerk	3.9%	285,800
City Commission	0.9%	66,000
Non-Departmental	8.2%	596,900
Public Works	4.6%	335,100
Fire/EMS	22.4%	1,636,800
Law Enforcement	17.5%	1,276,600
Parks	1.5%	111,200
Recreation	12.4%	903,000
Parking Enforcement	4.4%	319,500
John's Pass Village	2.2%	162,300
<b>Total Operating Expenditures</b>	<b>100.0%</b>	<b>\$7,301,100</b>





**GENERAL FUND:  
BUDGETED REVENUE, EXPENDITURES, AND UNASSIGNED BALANCE**

CODE	ACCOUNT TITLE	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ADOPTED	FY 2018 REVISED	FY 2019 BUDGET	PERCENT CHANGE
<b>Beginning available resources:</b>							
	Unassigned fund balance	5,370,832	5,493,842	4,186,889	5,108,200	4,160,068	
	Fund balance policy reconciliation	-	-	-	(95,000)	-	
	Florida building code net revenue	-	-	-	-	-	
	Est. FY 2016 operating revenue > revised budget	-	-	210,000	-	210,000	
	Est. FY 2016 operating expenditures < revised budget	-	-	310,000	-	310,000	
	Estimated prior year net operating budgetary balance	-	-	-	-	-	
	Proceeds from sale of sewer system	-	-	-	-	-	
	Former Vehicle Replacement Fund assigned balance	-	-	-	-	-	
	BP lawsuit settlement	-	-	-	-	-	
	Open encumbrances	2,398,286	790,419	-	735,000	-	
	<b>Total beginning available resources</b>	<b>\$ 7,769,118</b>	<b>\$ 6,284,261</b>	<b>\$ 4,706,889</b>	<b>\$ 5,748,200</b>	<b>\$ 4,680,068</b>	<b>-18.58%</b>
<b>Operating revenue:</b>							
<b>Property tax:</b>							
311.000	Ad valorem - current	2,055,955	2,255,465	2,446,000	2,446,000	2,631,800	7.60%
311.006	Ad valorem - delinquent	4,301	10,697	-	-	-	
311.0140	Ad valorem - tax certificates	41,100	39,036	-	-	-	
	Total property taxes	<b>2,101,356</b>	<b>2,305,198</b>	<b>2,446,000</b>	<b>2,446,000</b>	<b>2,631,800</b>	<b>7.60%</b>
<b>Franchise fees:</b>							
313.215	Electricity	488,623	484,387	459,700	459,700	489,300	6.44%
313.505	Gas	6,341	5,371	6,500	6,500	5,500	-15.38%
	Total franchise fees	<b>494,964</b>	<b>489,758</b>	<b>466,200</b>	<b>466,200</b>	<b>494,800</b>	<b>6.13%</b>
<b>Utility service taxes:</b>							
314.1011	Electricity	606,778	607,355	596,000	596,000	608,300	2.06%
314.3011	Water	109,428	118,483	110,000	110,000	118,500	7.73%
314.4011	Gas	4,721	4,120	4,500	4,500	4,400	-2.22%
314.8011	Propane	20,735	21,547	22,200	22,200	21,800	-1.80%
	Total utility service taxes	<b>741,662</b>	<b>751,504</b>	<b>732,700</b>	<b>732,700</b>	<b>753,000</b>	<b>2.77%</b>
<b>Licenses and permits:</b>							
321.010	Local business tax receipts	81,474	82,679	80,000	80,000	82,800	3.50%
321.012	Contractor reciprocals	223	-	500	500	100	-80.00%
322.009	Variance applications	-	4,700	-	-	-	
322.020	Building permits	-	-	-	-	-	
322.021	Re-inspection fees	-	-	-	-	-	
322.022	Fire inspection fees	10,135	4,780	25,000	25,000	20,000	-20.00%
322.023	Land development review	38,905	22,688	-	-	35,000	
322.024	Rental inspection	15,390	15,490	10,000	10,000	15,000	50.00%
	Total licenses and permits	<b>146,127</b>	<b>130,338</b>	<b>115,500</b>	<b>115,500</b>	<b>152,900</b>	<b>32.38%</b>
<b>Intergovernmental revenue:</b>							
312.410	Local option gas tax	-	-	-	-	-	
315.2011	Communication services tax	242,490	244,521	244,500	244,500	240,000	-1.84%
331.490	FDOT beautification program	37,781	50,000	-	-	-	
331.509	FEMA flood mitigation program	56,395	-	15,000	15,000	-	-100.00%
335.120	State revenue sharing	158,396	158,715	158,200	158,200	160,300	1.33%
335.150	Alcoholic beverage licenses	16,522	20,697	20,000	20,000	20,700	3.50%
335.180	Half cent sales tax	272,519	274,044	280,400	280,400	284,700	1.53%
335.230	Firefighters supplemental income	2,340	5,330	2,500	2,500	4,000	60.00%
335.490	Fuel tax refund	887	3,825	2,500	2,500	3,900	56.02%
338.900	Pinellas County - EMS	387,458	398,358	432,600	432,600	445,700	3.03%
342.202	Fire protection - Redingtons	240,894	241,858	246,200	246,200	251,600	2.19%
342.904	FDOT maintenance agreements	55,051	65,006	57,000	57,000	36,000	-36.84%
	Total intergovernmental revenue	<b>1,470,733</b>	<b>1,462,353</b>	<b>1,458,900</b>	<b>1,458,900</b>	<b>1,446,900</b>	<b>-0.82%</b>



**GENERAL FUND:  
BUDGETED REVENUE, EXPENDITURES, AND UNASSIGNED BALANCE**

CODE	ACCOUNT TITLE	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ADOPTED	FY 2018 REVISED	FY 2019 BUDGET	PERCENT CHANGE
<b>Charges for services:</b>							
347.597	Beach walkover chair rental agreement	10,000	14,167	15,000	15,000	12,000	-20.00%
389.400	Administrative services allocation	265,090	275,700	275,700	275,700	295,000	7.00%
	Total charges for service	<b>275,090</b>	<b>289,867</b>	<b>290,700</b>	<b>290,700</b>	<b>307,000</b>	<b>5.61%</b>
<b>Parking enforcement:</b>							
344.502	Parking meters - John's Pass Village	276,433	268,672	280,000	280,000	276,800	-1.14%
344.504	Parking meters - John's Pass Park	428,330	364,839	430,000	430,000	375,700	-12.63%
344.506	Non-resident parking permits	18,400	21,849	18,500	18,500	22,000	18.92%
344.507	Parking meters - Village Blvd.	839,202	843,216	840,000	840,000	851,700	1.39%
344.510	Parking meters - misc. lots (& 134th)	61,175	84,630	60,000	60,000	89,900	49.83%
351.112	Parking fines	147,576	149,103	120,000	120,000	92,500	-22.92%
	Total parking enforcement	<b>1,771,116</b>	<b>1,732,309</b>	<b>1,748,500</b>	<b>1,748,500</b>	<b>1,708,600</b>	<b>-2.28%</b>
<b>Fines and forfeitures:</b>							
351.111	Ordinance violations	11,064	11,182	7,500	7,500	10,000	33.33%
359.091	Code enforcement	22,341	12,021	10,000	10,000	15,000	50.00%
	Total fines and forfeitures	<b>33,405</b>	<b>23,202</b>	<b>17,500</b>	<b>17,500</b>	<b>25,000</b>	<b>42.86%</b>
<b>Culture and recreation:</b>							
347.210	Activity registration	18,256	20,225	20,000	20,000	20,400	2.00%
347.211	Softball registration	-	-	-	-	-	-
347.220	After school program	89,995	92,095	80,000	80,000	93,900	17.38%
347.221	Summer program	61,166	84,430	60,000	60,000	85,300	42.17%
347.222	Field rentals	30,447	23,825	25,000	25,000	24,100	-3.60%
347.224	Sponsorships	6,730	9,059	7,500	7,500	9,000	20.00%
347.227	Little League	26,773	51,998	32,000	32,000	45,000	40.63%
347.228	Adult leagues	24,866	17,440	15,000	15,000	15,000	0.00%
347.229	Youth leagues	12,554	19,088	12,500	12,500	19,300	54.40%
362.003	Facility rentals - cost recovery	5,007	4,647	10,000	10,000	5,000	-50.00%
362.004	Facility rental fees	44,233	42,940	35,000	35,000	30,000	-14.29%
369.386	Special event fees	29,599	54,811	31,000	31,000	35,000	12.90%
	Total culture and recreation	<b>349,626</b>	<b>420,557</b>	<b>328,000</b>	<b>328,000</b>	<b>382,000</b>	<b>16.46%</b>
<b>Investment earnings:</b>							
361.100	Interest earnings	42,568	64,666	40,000	40,000	45,000	12.50%
	Total investment earnings	<b>42,568</b>	<b>64,666</b>	<b>40,000</b>	<b>40,000</b>	<b>45,000</b>	<b>12.50%</b>
<b>Miscellaneous revenue:</b>							
341.901	Election qualifying fees	240	775	100	100	100	0.00%
347.290	Vending machine	-	-	-	-	-	-
362.005	Storage rental - Beach Masonizing	336	336	300	300	300	0.00%
362.013	Rent - Tango Bay	105,664	107,861	110,800	110,800	113,600	2.53%
362.587	Rent - cell tower	51,644	52,142	52,200	52,200	52,700	0.96%
364.411	Sale of equipment	-	-	-	-	-	-
366.366	Donations	14,000	1,173	-	-	-	-
366.368	John's Pass Village donations	1,030	100	-	-	-	-
369.369	Miscellaneous	9,875	9,834	-	-	-	-
369.370	Copy charges	1,119	1,092	500	500	1,000	100.00%
369.374	Notary services	335	380	200	200	400	100.00%
369.376	Lawn maintenance - Library	-	-	-	-	-	-
369.379	Refund prior year expenses	43,476	43,729	-	-	-	-
369.381	Sales tax collection allowance	682	587	-	-	-	-
369.382	Lien searches	8,900	9,450	5,000	5,000	5,000	0.00%
369.390	CPR training	25	75	-	-	-	-
369.391	Civil review fees	2,858	2,645	2,500	2,500	2,700	8.00%
369.392	Purchase card rebate	8,505	2,863	2,000	2,000	2,900	45.00%
369.393	Credit card fee	943	1,908	-	-	-	-
	Total miscellaneous revenue	<b>249,632</b>	<b>234,951</b>	<b>173,600</b>	<b>173,600</b>	<b>178,700</b>	<b>2.94%</b>
<b>Total operating revenue</b>		<b>\$ 7,676,279</b>	<b>\$ 7,904,704</b>	<b>\$ 7,817,600</b>	<b>\$ 7,817,600</b>	<b>\$ 8,125,700</b>	<b>3.94%</b>

**GENERAL FUND:  
BUDGETED REVENUE, EXPENDITURES, AND UNASSIGNED BALANCE**

CODE	ACCOUNT TITLE	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ADOPTED	FY 2018 REVISED	FY 2019 BUDGET	PERCENT CHANGE
<b><u>Non-operating funding sources:</u></b>							
331.490	FDOT beautification capital outlay reimbursement	-	-	-	-	-	
331.508	Assistance to Firefighters (AFG) grant award	-	-	-	40,053	-	-100.00%
331.509	FEMA flood mitigation program	-	555,772	1,349,800	1,349,800	500,000	-62.96%
335.130	State appropriation	-	349,835	-	1,920,260	-	-100.00%
337.092	FRDAP recreation equipment grant	50,000	-	-	-	-	
	Transfer from Archibald Fund	-	-	-	-	191,800	
	Transfer from Building Fund	-	-	-	-	89,400	
381.404	Transfer from Stormwater Fund	-	55,000	-	-	-	
381.405	Repayment from Marina Fund (Docks)	-	58,369	67,400	67,400	67,400	0.00%
381.405	Repayment from Marina Fund (Ship Store)	5,816	14,441	29,000	29,000	29,000	0.00%
381.777	Boating improvement grant award	-	-	43,800	43,800	-	-100.00%
381.888	Pinellas Co. Gulf Blvd. improvements funding schedule	1,049,529	558,920	659,900	659,900	659,900	0.00%
364.411	Proceeds from sale of capital assets	-	627,685	-	-	-	
393.991	BP lawsuit settlement - committed fund balance	-	-	-	-	271,600	
<b>Total non-operating funding sources</b>		<b>\$ 1,105,345</b>	<b>\$ 2,220,022</b>	<b>\$ 2,149,900</b>	<b>\$ 4,110,213</b>	<b>\$ 1,809,100</b>	<b>-55.99%</b>
<b>Total funding sources</b>		<b>\$ 8,781,624</b>	<b>\$ 10,124,726</b>	<b>\$ 9,967,500</b>	<b>\$ 11,927,813</b>	<b>\$ 9,934,800</b>	<b>-16.71%</b>
<b><u>Operating expenditures by department:</u></b>							
	City Manager	548,426	748,628	569,300	575,565	569,900	-0.98%
	Legal Services	-	-	-	-	149,000	
	Community Development	352,822	285,197	245,600	320,419	422,200	31.76%
	Finance	443,094	459,539	474,400	484,182	466,800	-3.59%
	City Clerk	328,145	431,699	429,500	437,690	285,800	-34.70%
	City Commission	-	-	-	-	66,000	
	Non-Departmental	434,994	484,400	465,100	490,395	596,900	21.72%
	Public Works	248,354	254,933	299,800	300,992	335,100	11.33%
	Fire / EMS	1,361,466	1,422,630	1,604,800	1,655,342	1,636,800	-1.12%
	Law Enforcement	1,285,840	1,208,320	1,238,900	1,238,900	1,276,600	3.04%
	Parks	197,830	127,132	138,200	138,500	111,200	-19.71%
	Recreation	780,988	788,770	863,200	872,396	903,000	3.51%
	Parking Enforcement	264,917	259,651	297,600	342,127	319,500	-6.61%
	John's Pass Village	123,543	129,680	152,300	152,548	162,300	6.39%
<b>Total operating expenditures</b>		<b>\$ 6,370,419</b>	<b>\$ 6,600,580</b>	<b>\$ 6,778,700</b>	<b>\$ 7,009,056</b>	<b>\$ 7,301,100</b>	<b>4.17%</b>
<b><u>Non-operating funding uses:</u></b>							
	Capital improvements and vehicle replacements	2,666,989	656,663	257,000	3,674,289	696,600	-81.04%
	Debt service, 2013 revenue bond (transfer to D.S. Fund)	296,200	494,369	295,600	295,600	495,700	67.69%
	Debt service, 2014 revenue bond (transfer to D.S. Fund)	231,700	1,225,443	659,900	659,900	344,100	-47.86%
	Pooled cash transfer to Stormwater Fund	55,000	-	-	-	-	
	Marina interfund Loan principal applied	-	58,369	-	-	-	
	Cost of issuance, 2014 revenue bond	-	-	-	-	-	
	FEMA flood mitigation program	93,454	605,394	1,349,800	1,349,800	500,000	-62.96%
	Appropriation to Debt Service Fund committed balance	-	-	263,700	263,700	279,500	5.99%
	Appropriation to General Fund committed balance	-	-	263,600	263,600	279,400	5.99%
<b>Total non-operating funding uses</b>		<b>\$ 3,343,343</b>	<b>\$ 3,040,238</b>	<b>\$ 3,089,600</b>	<b>\$ 6,506,889</b>	<b>\$ 2,595,300</b>	<b>-60.11%</b>
<b>Total funding uses</b>		<b>\$ 9,713,761</b>	<b>\$ 9,640,818</b>	<b>\$ 9,868,300</b>	<b>\$ 13,515,945</b>	<b>\$ 9,896,400</b>	<b>-26.78%</b>
<b><u>Adjustments:</u></b>							
	Outstanding encumbrances	(346,691)	(275,473)	-	-	-	
	Nonspendable	(387,874)	(932,373)	-	-	-	
	Restricted	-	-	-	-	-	
	Committed	(156,451)	-	-	-	-	
	Assigned	-	-	-	-	-	
	BP lawsuit settlement - committed balance	(452,123)	(452,123)	-	-	-	
	Florida Building Code net revenue	-	-	-	-	-	
	Compensated absences reconciliation	-	-	-	-	-	
	Marina repayment reconciliation from budget basis	-	-	-	-	-	
<b>Unassigned fund balance</b>		<b>\$ 5,493,842</b>	<b>\$ 5,108,200</b>	<b>\$ 4,806,089</b>	<b>\$ 4,160,068</b>	<b>\$ 4,718,468</b>	<b>13.42%</b>
<b>Available balance as percent of operating expenditures</b>		<b>88.0%</b>	<b>77.4%</b>	<b>70.9%</b>	<b>59.4%</b>	<b>64.6%</b>	

# GENERAL FUND DEPARTMENTS





The City of Madeira Beach has a commission-manager form of government, whereby elected officials entrust the day-to-day responsibilities of managing government operations to a professionally trained municipal administrator. The City Manager is considered a charter officer. The charter stipulates the manager's roles and responsibilities as they relate to the municipal corporation's management and operations. The charter requires the elected officials referred to as the "Board of Commissioners" to serve as policymakers and to provide policy guidance and direction to the City Manager, who then maintains the responsibility of executing the policy edicts. This relationship between the Board and the City Manager represents one of the most common government structures in the state of Florida, and in the nation as a whole. The City Manager serves as the Chief Administrative Officer, or CAO, similar to a CEO in a for-profit entity. However, a municipal manager's duties and responsibilities focus on government operations and quality-of-life elements that are intended to improve the lives of those who call this community home or who choose to visit or invest in the city.

The Office of the City Manager provides guidance and direction to departments that are under the auspices of the City Manager for day-to-day operational elements while always maintaining a vision of the future for residents, visitors and stakeholders within the City of Madeira Beach. The City Manager assumes fiscal responsibility as it relates to the management and oversight of the municipal budget. Assisting the City Manager and managing the day-to-day operations is a staff of professional government administrators who help the manager with day-to-day operations and managing the city. This group of individuals serves at the pleasure of the City Manager and is referred to as the Executive Management Team. The Executive Assistant to the City Manager provides administrative and clerical support to the City Manager while serving as part of the Executive Management Team. Through a coordinated effort, the City Manager and Executive Management Team administer government operations within the City of Madeira Beach on a daily basis, with policy oversight provided by the Board of Commissioners.

In addition to managing day-to-day operations, the city manager's office is responsible for the production and dissemination of all public information as well as serving as the city's chief public information officer in the event of a man-made or natural disaster.

Within the Office of the City Manager is a Public Information Specialist who assists in the facilitation, coordination, and dissemination of public information intended to inform elected officials and the public about all city-related issues and operations. As part of the FY 2019 budget, the city manager will be assisting in direct oversight and guidance related to the human resources function within the City of Madeira Beach. The Human Resources Coordinator is the principle human resources practitioner with the city and will still provide assistance to the Finance Department related to the processing of payroll and benefits. This change will assist the City Manager's office staff to better manage personnel policies and direction related to management and oversight over city personnel, which is the City Manager's core responsibility. The charter clearly delineates that the City Manager is responsible for the day-to-day operations of the city, and all items concerning personnel fall within the City Manager's general scope and duties.

Lastly, there is the Volunteer Coordinator position, which is staffed by a volunteer who helps coordinate activities within the City of Madeira Beach, including but not limited to oversight of volunteers, management and staffing of the city's parking pass program, etc.

## DEPARTMENT INITIATIVES FOR 2019 BUDGET YEAR

### **GOAL: HUMAN CAPITAL**

- **Objective 1:** Recognize that the city's workforce is the most valuable tangible asset that the city possesses and ensure that compensation and benefits, at minimum, remain consistent with industry standards in order to maintain the existing level of service.
- **Objective 2:** Review the city's existing staffing model to ensure that service delivery is appropriate and consistent with the policy direction of the Board of Commissioners.
- **Objective 3:** Revise the city's personnel manual to incorporate all appropriate changes in federal, state, and local laws and do so in collaboration with the civil service board.

### **GOAL: INTERNAL AND EXTERNAL COMMUNICATION**

- **Objective 1:** Develop a communication and marketing plan intended to rebrand the city and focus on the distribution of public information in a rapid, yet responsive manner with the intention of maintaining two-way communication with the public and the government.
- **Objective 2:** Utilize the city's website as the main repository for all city-related business and operations and ensure that content is maintained and refreshed on a regular basis.
- **Objective 3:** Develop a public policy concerning social media and its use while promoting the expansion of nontraditional forms of external communications, i.e., Nextdoor, Facebook, Twitter, etc.
- **Objective 4:** Continue to publish and distribute the monthly publication referred to as "The City Manager's Report" with the intention of keeping the community informed about city business.

### **GOAL: FINANCIAL SUSTAINABILITY**

- **Objective 1:** Quarterly update the Board of Commissioners on financial projections and year- to-date (YTD) expenditures.
- **Objective 2:** Add transparency to the city's website, providing fiscal data about the city's operations and financial position in real-time so that the public can easily access permanent city information.
- **Objective 3:** Audit specific revenue and cost centers to ensure that appropriate checks and balances are in place, while enhancing security and boosting accuracy to eliminate opportunities for fraud.
- **Objective 4:** Explore alternative revenue streams while seeking to secure long-term non-regressive revenue streams for purposes of strengthening the city's fiscal position. Also, seek to transition from the organization's dependency on parking revenue to fund daily operational business units.
- **Objective 5:** Develop a long-term financial management plan including reserves, revenues and expenditures, investment strategies, debt management, etc.

### **GOAL: GROWTH MANAGEMENT**

- **Objective 1:** Educate, provide information about, and discuss "smart growth" development strategies intended to engage the community and responsible development while addressing infrastructure demands attributable to growth.
- **Objective 2:** Provide community public education forms and community charrettes to educate the public about development patterns and individual property owner rights. Ensure that training sessions are facilitated by a land-use attorney specializing in this field.
- **Objective 3:** Work with staff to research and promote alternative transportation options intended to reduce carbon emissions and the consumption of fossil fuels.

**GOAL: SAFETY AND HEALTHY LIVING**

- **Objective 1:** Maintain and/or improve the existing level of service, doing so in a safe and judicious manner while maintaining standards that are on par with – if not better than – those of other government entities.
- **Objective 2:** Protect and preserve the public’s health, safety, and welfare by ensuring that adequate resources are appropriated for public safety assets.
- **Objective 3:** Procure an emergency generator to maintain operability within City Hall in the event of an activation of the city's emergency operation center.
- **Objective 4:** Annually review and modify the City’s Emergency Operations Plan (EOP) to ensure compliance with all federal, state, and local emergency management best practices.

# CITY MANAGER'S OFFICE

## SUMMARY

	<b>FY 2016 ACTUAL</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ADOPTED</b>	<b>FY 2018 REVISED</b>	<b>FY 2019 BUDGET</b>
<b><u>EXPENDITURES:</u></b>					
PERSONNEL	294,580	334,238	291,500	291,500	416,200
OPERATING	248,846	408,390	272,800	279,065	149,700
CAPITAL	-	-	-	-	-
DONATIONS	5,000	6,000	5,000	5,000	4,000
<b>TOTAL</b>	<b>\$548,426</b>	<b>\$748,628</b>	<b>\$569,300</b>	<b>\$575,565</b>	<b>\$569,900</b>
<b><u>FUNDING SOURCE:</u></b>					
GENERAL FUND	\$548,426	\$748,628	\$569,300	\$575,565	\$569,900

### **FY 2019 Budget Modifications**

- A new Public Information Specialist was hired during FY 2018 to improve communication internally and to the outside public. One-third of this salary will be offset by the Administrative Services Allocation.
- HR Coordinator position will moved from the Finance Department to City Manager's Office.
- FY 2019 budget, Legal Services will have its own department, Also, no Legal allocations will be in the City Manager's Office.

### **Capital Budget**

- There is no capital purchases budgeted for FY 2019.



## CITY MANAGER'S OFFICE (001.1000)

CODE	ACCOUNT TITLE	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ADOPTED	FY 2018 REVISED	FY 2019 BUDGET	PERCENT CHANGE
<b>PERSONNEL:</b>							
1200	Salaries & Wages	232,176	266,092	228,200	228,200	317,800	39.26%
1400	Overtime	135	2,650	1,000	1,000	-	-100.00%
2100	Social Security	15,060	15,655	16,100	16,100	24,400	51.55%
2203	ICMA 401(a) Plan	22,963	22,772	23,600	23,600	33,100	40.25%
2206	FRS - DROP	-	3,113				
2300	Group Insurance	23,729	22,875	22,000	22,000	40,100	82.27%
2400	Worker's Compensation	517	1,081	600	600	800	33.33%
	Subtotal Personnel	294,580	334,238	291,500	291,500	416,200	42.78%
<b>OPERATING:</b>							
3100	Professional Services	-	23,015	5,000	5,000	-	-100.00%
3101	City Attorney - Retainer	46,200	67,600	62,400	62,400	-	-100.00%
3102	City Attorney - Non-Retainer	107,631	87,109	92,000	92,000	-	-100.00%
3103	Other Legal Expenses	6,124	139,249	-	-	-	
3105	Legal - Labor Attorney	210	546	3,000	3,000	-	-100.00%
3135	Pre-Employment Services	-	-	-	-	3,500	
3400	Other Contractual Services	12,500	48,466	58,000	64,265	63,800	-0.72%
4000	Travel and Training	3,363	3,239	5,000	5,000	11,500	130.00%
4001	Auto Allowance	6,000	4,401	6,000	6,000	6,000	0.00%
4110	Cellular Telephone	-	246	400	400	1,100	175.00%
4200	Postage	397	226	1,000	1,000	1,000	0.00%
4640	Maintenance - Other Equipment					11,500	
4700	Print & Reproduction	16,750	4,052	17,500	17,500	15,500	-11.43%
4800	Promotions & Public Relations	45,624	26,041	15,000	15,000	25,000	66.67%
4900	Other Current Charges	-	-	-	-	-	
5100	Office Supplies	1,691	2,426	2,000	2,000	5,000	150.00%
5200	Uniforms	42	130	500	500	500	0.00%
5210	Departmental Supplies	-	-	-	-	-	
5420	Dues & Subscriptions	2,314	1,643	5,000	5,000	5,300	6.00%
	Subtotal Operating	248,846	408,390	272,800	279,065	149,700	-46.36%
<b>CAPITAL:</b>							
6400	Capital equipment	-	-	-	-	-	
	Subtotal Capital Outlay	-	-	-	-	-	
<b>DONATIONS:</b>							
8400	Chamber of Commerce	5,000	6,000	5,000	5,000	4,000	-20.00%
	Subtotal Donations	5,000	6,000	5,000	5,000	4,000	-20.00%
	<b>TOTAL CITY MANAGER'S OFFICE</b>	<b>\$548,426</b>	<b>\$748,628</b>	<b>\$569,300</b>	<b>575,565</b>	<b>\$569,900</b>	<b>-0.98%</b>

**CITY MANAGER'S OFFICE (001.1000)**

<b>CODE</b>	<b>ACCOUNT TITLE</b>	<b>FY 2019 BUDGET</b>	<b>DESCRIPTION</b>
<b>PERSONNEL:</b>			
1200	Salaries & Wages	317,800	Staff wages
1400	Overtime	-	Overtime as authorized by the City Manager for the Executive Office Manager
2100	Social Security	24,400	FICA contributions at 7.65% of salary
2203	ICMA 401(a) Plan	33,100	City contribution to City Manager's retirement at 12% of salary per contract; staff retirement at 9% of salary
2300	Group Insurance	40,100	Medical, dental, life and long-term disability coverage
2400	Worker's Compensation	800	Worker's compensation insurance costs per quoted estimate
	Subtotal Personnel	<u>416,200</u>	
<b>OPERATING:</b>			
3100	Professional Services	-	
3101	City Attorney - Retainer	-	City attorney recurring legal fees
3102	City Attorney - Non-Retainer	-	Estimated city attorney legal expenditures in addition to retainer agreement
3105	Legal - Labor Attorney	-	Estimated legal expenditures as incurred for union negotiations, and personnel management issues
3135	Pre-Employment Services	3,500	Background screening, physicals and drug screens for new hires
3400	Other Contractual Services	63,800	State lobbying services (\$48,000); HR: Paychex services, flexible spending account, (FSA) administration
4000	Travel and Training	11,500	City Manager training per contract; one national and one in-state conference. City Manager's automobile allowance per contract (\$500/month); HR: Annual SHRM Conference, PRM Mtg./Seminar, HR/payrollIWC/Risk Mgt. ongoing
4001	Auto Allowance	6,000	training
4110	Cellular Telephone	1,100	Verizon Wireless service contract and/or reimbursement of personal phone use
4200	Postage	1,000	Quarterly newsletter and other general correspondence
4640	Maintenance - Other Equipment	11,500	Commission Chambers audio/visual service (was in Clerk's budget)
4700	Print & Reproduction	15,500	Quarterly newsletter, promotions, etc.
4800	Promotions & Public Relations	25,000	Discretionary special event, promotion, donation expenditures as approved by City Manager
5100	Office Supplies	5,000	Office supplies and furnishings
5200	Uniforms	500	Work shirts requested for office volunteers
5420	Dues & Subscriptions	5,300	Professional membership fees for the City Manager, including ICMA per contract and civic organizations
	Subtotal Operating	<u>149,700</u>	
<b>CAPITAL:</b>			
6400	Capital Equipment	-	
	Subtotal Capital Outlay	<u>-</u>	
<b>DONATIONS:</b>			
8400	Chamber of Commerce	4,000	Treasure Island & Madeira Beach Chamber of Commerce contribution (\$2,000); Tampa Bay Chamber (\$2,000)
	Subtotal Donations	<u>4,000</u>	
	<b>TOTAL CITY MANAGER'S OFFICE</b>	<b>\$569,900</b>	

# CITY MANAGER'S OFFICE

## FULL-TIME EQUIVALENT (FTE) POSITIONS

	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>
City Manager	1.00	1.00	1.00	1.00
Executive Office Manager	1.00	1.00	1.00	0.00
Executive Assistant	0.00	0.00	0.00	1.00
Administrative Assistant	0.00	0.00	0.00	0.00
HR Coordinator	0.00	0.00	0.00	1.00
Public information Specialist	0.00	0.00	1.00	1.00
Volunteer Coordinator	0.50	0.50	0.00	0.00
Total Funded Positions	2.50	2.50	3.00	4.00



## LEGAL SERVICES

The City Attorney is appointed by the Board of Commissioners. The City Attorney is responsible for providing general legal advice to the City Commission, City Manager, and all City Departments. The City Attorney is under contract with the City and prepares and reviews ordinances, resolutions, contracts, and legal agreements. The City Attorney represents the City in legal proceedings and coordinates the activities of outside legal counsel. The City Attorney serves as principal spokesperson for the City of Madeira Beach.

### **Department Initiatives for FY 2019 Budget Year**

Contractual Agreement – Department initiatives are not applicable

# LEGAL SERVICES

## SUMMARY

	<b>FY 2016 ACTUAL</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ADOPTED</b>	<b>FY 2018 REVISED</b>	<b>FY 2019 BUDGET</b>
<b><u>EXPENDITURES:</u></b>					
PERSONNEL	-	-	-	-	149,000
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$149,000</b>
<b><u>FUNDING SOURCE:</u></b>					
GENERAL FUND	\$0	\$0	\$0	\$0	\$149,000

### **FY 2019 Budget Modifications**

- This is a new department. Previous year's Legal Services information is reflected in the City Manager's Office.
- FY 2019 Budget, there is an allocation in the amount of \$20,000 in the 3103 other Legal expenses account. This allocation is for a Land Use Attorney. A contract for this Attorney was entered into during FY 2018.

### **Capital Budget**

- There is no capital purchases budgeted for FY 2019.

## LEGAL SERVICES (001.1020)

CODE	ACCOUNT TITLE	FY 2106 ACTUAL	FY 2017 ACTUAL	FY 2018 ADOPTED	FY 2018 REVISED	FY 2019 BUDGET	PERCENT CHANGE
<b>OPERATING:</b>							
3101	City Attorney - Retainer	-	-	-	-	84,000	
3102	City Attorney - Non-Retainer					40,000	
3103	Other Legal Expenses					20,000	
3410	Legal - Labor Attorney	-	-	-	-	5,000	
	Subtotal Operating	-	-	-	-	149,000	
	<b>TOTAL LAW ENFORCEMENT</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$149,000</b>	

## LEGAL SERVICES (001.1020)

CODE	ACCOUNT TITLE	FY 2019 BUDGET	DESCRIPTION
<b>OPERATING:</b>			
3101	City Attorney - Retainer	84,000	City attorney recurring legal fees
3102	City Attorney - Non-Retainer	40,000	Estimated city attorney legal expenditures in addition to retainer agreement
3103	Other Legal Expenses	20,000	Estimated legal expenditures for Land Use attorney
			Estimated legal expenditures as incurred for union negotiations and
3410	Legal - Labor Attorney	5,000	personnel management issues.
	Subtotal Operating	149,000	
	<b>TOTAL LAW ENFORCEMENT</b>	<b>\$149,000</b>	





The Community Development Department’s mission is to foster an attractive, economically and environmentally healthy city that is safe, diverse and livable for all. The Department includes Planning and Zoning, Business Tax Licensing, Floodplain Management and shared responsibility for the management of Code Compliance. It is directed by the Planning and Zoning Director who answers directly to the City Manager.

The Department of Planning and Zoning goals are accomplished through the development review processes and in the preparation, update and implementation of the Comprehensive Plan and Land Development Regulations. The Department staff and Building staff implement a consolidated plan review process, which incorporates the input of a wide range of consultants, outside agencies and city departments. The Zoning compliance functions involve coordination with the Code Enforcement Officers to interpret and implement the use of the land, parking, safety, traffic access and environmental protection aspects of the City’s Code of Ordinances. The Department also updates and manages the Community Ratings System and associated Floodplain Management Ordinance and the Business Tax program.

Community Development staff also supports city-wide programs sponsored by other departments and represents City planning interests by participation in County and Regional planning and development programs. Community Development also provides staff support to the Board of Commissioners, the Planning Commission and the Special Magistrate in review of Special Exception and Variance requests and zoning code violation hearings.

**Department Initiatives for FY 2019 Budget Year**

**GOAL: INTERNAL AND EXTERNAL COMMUNICATIONS**

- **Objective 1:** Automate communications and fee collection through IT development.
- **Objective 2:** Develop plan for on-line permitting using the existing programs.
- **Objective 3:** Update files and file management procedures.
- **Objective 4:** Collaborate with Building Department for secure files transmission and storage.
- **Objective 5:** Develop and implement interactive procedures for public planning process.

**GOAL: FINANCIAL SUSTAINABILITY**

- **Objective 1:** Establish systems for collection of fees at established levels.
- **Objective 2:** Automate communications and fee collection through IT development.
- **Objective 3:** Complete and File Community Rating System Report.
- **Objective 4:** Evaluate CRS point opportunities and recommend ordinances as appropriate.

**GOAL: GROWTH MANAGEMENT**

- **Objective 1:** Structure and schedule city-wide design and policy development program.
- **Objective 2:** Prepare Options reports, maps and graphics to summarize group outcomes.
- **Objective 3:** Prepare policy amendments and associated graphics for public hearing process.
- **Objective 4:** Update the Comprehensive Plan for policy update, CIP and Levels of Service.

**GOAL: HUMAN CAPITAL**

- **Objective 1:** Hire and train qualified urban planner to assist in all departmental functions.
- **Objective 2:** Mentor and train employees for floodplain management certification.
- **Objective 3:** Update procedures and training to support new public hearing processes.

## **Department Initiatives for FY 2019 Budget Year**

### **GOAL: TRANSPORTATION/MOBILITY**

- **Objective 1:** Develop transportation mobility policy for Comprehensive Plan.
- **Objective 2:** Update parking design and mobility design standards for LDRs.
- **Objective 3:** Complete review of all development for compliance with mobility goals.

### **GOAL: SAFETY AND HEALTHY LIVING**

- **Objective 1:** Evaluate and propose policy for update of recreation Levels of Service.
- **Objective 2:** Develop greenspace and landscape standards for LDR amendment.
- **Objective 3:** Evaluate LDRs and propose policy as needed to address Crime Prevention.
- **Objective 4:** Through Environmental Design (CPTED) standards in site plan review.

### **GOAL: INTERNAL AND EXTERNAL COMMUNICATIONS**

- **Objective 1:** Represent the City on Countywide, Statewide and Regional committees.
- **Objective 2:** Provide staff support to Board of Commissioner representative to TBRPC.
- **Objective 3:** Provide community guidance through amended development review processes.
- **Objective 4:** Update NFIP related forms and procedures for community dissemination.
- **Objective 5:** Develop and implement interactive procedures for public planning process.
- **Objective 6:** Contribute articles on planning and floodplain management to City newsletter.

# COMMUNITY DEVELOPMENT

## SUMMARY

	<b>FY 2016 ACTUAL</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ADOPTED</b>	<b>FY 2018 REVISED</b>	<b>FY 2019 BUDGET</b>
<b><u>EXPENDITURES:</u></b>					
PERSONNEL	77,463	68,820	93,800	93,800	261,400
OPERATING	275,359	216,378	151,800	226,619	160,800
CAPITAL	12,129	-	-	-	-
OTHER	93,454	605,394	1,349,800	1,349,800	500,000
<b>TOTAL</b>	<b>\$458,405</b>	<b>\$890,592</b>	<b>\$1,595,400</b>	<b>\$1,670,219</b>	<b>\$922,200</b>
<b><u>FUNDING SOURCE:</u></b>					
GENERAL FUND	\$458,405	\$890,592	\$1,595,400	\$1,670,219	\$922,200

### **FY 2019 Budget Modifications**

- New Planning and Zoning Coordinator position for FY 2019.
- Community Services Director and Administrative Assistant's percentage of time charged to the Building Fund has been adjusted from 50% to 10% for FY 2019.

### **Capital Budget**

- There is no capital purchases budgeted for FY 2019.

## COMMUNITY DEVELOPMENT (001.1050)

CODE	ACCOUNT TITLE	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ADOPTED	FY 2018 REVISED	FY 2019 BUDGET	PERCENT CHANGE
<b>PERSONNEL:</b>							
1200	Salaries & Wages	59,567	52,798	69,400	69,400	199,800	187.90%
1400	Overtime	320	-	500	500	-	-100.00%
2100	Social Security	4,351	4,021	5,400	5,400	15,300	183.33%
2203	ICMA 401(a) Plan	4,418	3,531	7,800	7,800	18,000	130.77%
2300	Group Insurance	8,462	8,139	10,500	10,500	27,800	164.76%
2400	Worker's Compensation	345	331	200	200	500	150.00%
	Subtotal Personnel	77,463	68,820	93,800	93,800	261,400	178.68%
<b>OPERATING:</b>							
3100	Professional Services	182,845	194,340	83,400	123,363	82,400	-33.21%
3125	Special Magistrate	79,238	10,144	45,000	79,856	40,000	-49.91%
3400	Contractual Services	-	-	-	-	-	
4000	Travel and Training	1,721	2,445	4,000	4,000	7,000	75.00%
4110	Cellular Telephone	11	96	400	400	900	125.00%
4200	Postage	4,721	1,926	5,000	5,000	7,000	40.00%
4500	General Insurance	-	-	-	-	-	
4600	Maintenance - Auto Equipment	-	-	-	-	-	
4700	Print & Reproduction	568	365	1,000	1,000	2,500	150.00%
4930	Bank Service Fees	-	-	-	-	-	
5100	Office Supplies	1,691	251	1,000	1,000	6,500	550.00%
5200	Uniforms	-	-	-	-	-	
5210	Departmental Supplies	-	-	-	-	-	
5220	Gasoline & Oil	-	-	-	-	-	
5300	Building Management	-	-	-	-	-	
5301	Code Enforcement	144	72	2,500	2,500	2,500	0.00%
5302	Planning & Zoning	3,559	3,633	4,000	4,000	4,000	0.00%
5303	Business Tax	861	731	1,500	1,500	1,500	0.00%
5420	Dues & Subscriptions	-	2,374	4,000	4,000	6,500	62.50%
	Subtotal Operating	275,359	216,378	151,800	226,619	160,800	-33.02%
6400	Capital Equipment	12,129	-	-	-	-	
	Subtotal Capital Outlay	12,129	-	-	-	-	
<b>OTHER:</b>							
8000	FEMA Flood Mitigation Program	93,454	605,394	1,349,800	1,349,800	500,000	-62.96%
	Subtotal Other	93,454	605,394	1,349,800	1,349,800	500,000	-62.96%
<b>TOTAL COMMUNITY DEVELOPMENT</b>		<b>458,405</b>	<b>\$890,592</b>	<b>\$1,595,400</b>	<b>\$1,670,219</b>	<b>\$922,200</b>	<b>-44.79%</b>

## COMMUNITY DEVELOPMENT (001.1050)

CODE ACCOUNT TITLE	FY 2019 BUDGET	DESCRIPTION
<b>PERSONNEL:</b>		
1200 Salaries & Wages	199,800	Staff wages as allocated between the General Fund and Building Fund
1400 Overtime	-	Overtime as authorized by Community Development Director
2100 Social Security	15,300	FICA contributions at 7.65% of salary
2203 ICMA 401(a) Plan	18,000	City contribution to staff retirement at 9% of salary
2300 Group Insurance	27,800	Medical, dental, life and long-term disability coverage
2400 Worker's Compensation	500	Worker's compensation insurance costs per quoted estimate
Subtotal Personnel	<u>261,400</u>	
<b>OPERATING:</b>		
3100 Professional Services	82,400	Estimated engineering and planning consultant services (\$67,400); Estimated FEMA flood mitigation reimbursable administrative expenditures (\$15,000)
3125 Special Magistrate	40,000	Estimated legal service expenditures for code enforcement and variance hearings; new agreement effective FY 2017
4000 Travel and Training	7,000	American Planning Association annual conference; Certified Floodplain Manager annual conference; continuing education credits
4110 Cellular Telephone	900	Verizon Wireless service contract for two cell phones
4200 Postage	7,000	General correspondence
4700 Print & Reproduction	2,500	Mapping and community planning graphics development, business forms and cards, etc.
5100 Office Supplies	6,500	ArcGIS Software (\$4,000), map/computer station (\$1,500), and general office supplies (\$1,000)
5301 Code Enforcement	2,500	Posting supplies, printing and recorded costs
5302 Planning & Zoning	4,000	Discretionary expenditures as authorized by Planning and Zoning Coordinator
5303 Business Tax	1,500	Forms, mailing, software, etc.
5420 Dues & Subscriptions	6,500	American Planning Association membership dues (\$600); Tampa Bay Regional Planning Council (\$3,000); AICP (\$2,475); ASFM (\$400)
Subtotal Operating	<u>160,800</u>	
<b>OTHER:</b>		
8000 FEMA Flood Mitigation Program	500,000	FEMA flood mitigation reimbursable construction expenditures
Subtotal Other	<u>500,000</u>	
<b>TOTAL COMMUNITY DEVELOPMENT</b>	<b>\$922,200</b>	

# COMMUNITY DEVELOPMENT

## FULL-TIME EQUIVALENT (FTE) POSITIONS

	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>
Community Development Director	0.00	0.00	0.50	0.90
Planning and Zoning Coordinator	0.50	0.50	0.00	1.00
Building Official	0.00	0.00	0.00	0.00
Code Compliance Officer III	0.00	0.00	0.00	0.00
Code Enforcement Specialist	1.00	0.20	0.20	0.20
Administrative Assistant	0.50	0.50	0.50	0.90
Total Funded Positions	2.00	1.20	1.20	3.00





The City of Madeira Beach Finance Department provides oversight of all financial transactions within the City, including accounting, auditing, and financial reporting, operating and capital budgeting, debt management, fixed asset management, parking enforcement, information technology (IT), treasury and investment management, payroll, and procurement. The services provided by the Finance Department are as follows:

- **Financial Management:** Assist in coordination and development of the annual budget, and Capital Improvement Program (CIP), annual audit, and long-term financial projections
- **Treasury Management:** Management of operating cash, investment balances, and debt financing
- **Financial Reporting:** Monthly revenue, expenditure and cash reports; annual Comprehensive Financial Report (CAFR)
- **Compliance:** Revenue, expenditure and encumbrance monitoring; monthly BOC reporting; annual financial audit reporting
- **Information Technology (IT):** Management of contractual IT service relationship

**Department Initiatives for FY 2019 Budget Year**

**GOAL: INTERNAL AND EXTERNAL COMMUNICATIONS**

- **Objective 1:** Through increased external communication, build trust and support of the residents by not only posting financial statements in a timely manner but making the City Manager aware of significant financial situations impacting the City.
- **Objective 2:** Begin implementation of a transparency portal that will be a window on the city's website. This will provide facts and figures that are in a clear format and easy to understand. It provides the best combination of graphs, texts and comments which all provide the story behind the numbers.
- **Objective 3:** Engage residents as they visit or call City Hall and ask them if they have any concerns. Engaging the Budget Committee Members is another way of getting good fiscal information out to members of the community.

**GOAL: FINANCIAL SUSTAINABILITY**

- **Objective 1:** Enhance the monthly financial reports to the City Manager to be more user-friendly and not only provide current facts and figures compared to the previous year but provide projections. These projections would be for the remaining fiscal year but also consider what the forecast would look like for years to come.
- **Objective 2:** Provide the impact of changes to the fee schedule and what type of adjustments that might need to be made.
- **Objective 3:** Recommend new directions that the city can take advantage of to strengthen its revenue base or decrease areas of rising costs. Work with the City Attorney to find out more about how impact fees can be properly implemented for new construction.

**GOAL: HUMAN CAPITAL**

- **Objective 1:** Strengthen business practices with staff by training them how to effectively use the financial software system.
- **Objective 2:** Provide access to the Enterprise Resource Planning software system to all staff and provide training on how best to process different types of reports.
- **Objective 3:** Encourage feedback from staff on better ways to do business as it pertains to strengthening controls, practices, and policies.

## **Department Initiatives for FY 2019 Budget Year**

### **GOAL: INFRASTRUCTURE**

- **Objective 1:** Continue to discover ways on how the City can solve more of the stormwater challenges it faces. This can be done through grants and better use of existing funds available.
- **Objective 2:** Expand communication on the importance of improving the main asset the City has, its beaches. Develop better ways of communicating the importance of beach re-nourishment and beach groin replacement.
- **Objective 3:** Encourage citizens engagement on issues such as undergrounding all utilities to make the City even better for today and years to come.

# FINANCE

## SUMMARY

	<b>FY 2016 ACTUAL</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ADOPTED</b>	<b>FY 2018 REVISED</b>	<b>FY 2019 BUDGET</b>
<b>EXPENDITURES:</b>					
PERSONNEL	335,441	366,043	368,100	368,100	370,900
OPERATING	107,653	93,496	106,300	116,082	95,900
<b>TOTAL</b>	<b>\$443,094</b>	<b>\$459,539</b>	<b>\$474,400</b>	<b>\$484,182</b>	<b>\$466,800</b>
<b>FUNDING SOURCE:</b>					
GENERAL FUND	\$443,094	\$459,539	\$474,400	\$484,182	\$466,800

### **FY 2019 Budget Modifications**

- The HR Coordinator position is moved from the Finance Department to the City Manager's Office.
- A new position titled Fiscal Coordinator will be added to the Finance. This position will cover finance duties that were being done by the HR Coordinator. Additionally this position will also have responsibilities that include capital assets and grant monitoring.

### **Capital Budget**

- There is no capital purchases budgeted for FY 2019.

## FINANCE (001.1100)

CODE ACCOUNT TITLE	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ADOPTED	FY 2018 REVISED	FY 2019 BUDGET	PERCENT CHANGE
<b>PERSONNEL:</b>						
1200 Salaries & Wages	254,698	280,822	278,800	278,800	283,300	1.61%
1400 Overtime	-	1,196	-	-	-	
2100 Social Security	18,101	20,435	21,400	21,400	21,700	1.40%
2203 ICMA 401(a) Plan	22,870	23,512	25,100	25,100	25,500	1.59%
2300 Group Insurance	39,169	38,817	42,100	42,100	39,700	-5.70%
2400 Worker's Compensation	603	1,261	700	700	700	0.00%
Subtotal Personnel	335,441	366,043	368,100	368,100	370,900	0.76%
<b>OPERATING:</b>						
3100 Professional Services	20,002	5,000	13,000	18,000	10,000	-44.44%
3121 Computer Software Support	17,900	20,217	17,900	21,402	18,500	-13.56%
3135 Pre-Employment Services	1,900	3,826	2,500	2,500	-	-100.00%
3200 Accounting and Auditing	35,679	37,315	40,500	40,500	52,500	29.63%
3400 Other Contractual Services	13,848	14,632	15,500	15,500	-	-100.00%
4000 Travel and Training	6,776	1,952	6,000	7,280	5,000	-31.32%
4100 Telephone	-	-	-	-	-	
4110 Cellular Telephone	390	375	400	400	400	0.00%
4200 Postage	1,855	1,977	2,000	2,000	2,500	25.00%
4500 General Insurance	-	-	-	-	-	
4640 Maintenance - Other Equipment	322	-	500	500	500	0.00%
4700 Print & Reproduction	3,633	3,742	2,500	2,500	2,500	0.00%
4900 Other Current Charges	-	-	-	-	-	
4930 Bank Service Fees	800	558	500	500	300	-40.00%
4940 Other Charges	-	-	-	-	-	
4990 Debt Management Fees	1,750	1,750	2,000	2,000	2,000	0.00%
5100 Office Supplies	1,995	1,717	2,000	2,000	1,000	-50.00%
5200 Uniforms	-	-	-	-	-	
5210 Departmental Supplies	-	-	-	-	-	
5420 Dues & Subscriptions	803	435	1,000	1,000	700	-30.00%
Subtotal Operating	107,653	93,496	106,300	116,082	95,900	-17.39%
<b>TOTAL FINANCE</b>	<b>\$443,094</b>	<b>459,539</b>	<b>\$474,400</b>	<b>\$484,182</b>	<b>\$466,800</b>	<b>-3.59%</b>

## FINANCE (001.1100)

CODE ACCOUNT TITLE	FY 2019 BUDGET	DESCRIPTION
<b>PERSONNEL:</b>		
1200 Salaries & Wages	283,300	Salary for Finance staff
2100 Social Security	21,700	FICA contributions at 7.65% of salary
2203 ICMA 401(a) Plan	25,500	City contribution to staff retirement at 9% of salary
2300 Group Insurance	39,700	Medical, dental, life and long-term disability coverage
2400 Worker's Compensation	700	Worker's compensation insurance costs per quoted estimate
Subtotal Personnel	<u>370,900</u>	
<b>OPERATING:</b>		
3100 Professional Services	10,000	Financial Advisor retainer agreement (\$7,500) and authorized reimbursable costs (e.g., production, travel expenses)
3121 Computer Software Support	18,500	Munis financial software system support contract
3135 Pre-Employment Services	-	Background checks, physicals and drug screens for new hires
3200 Accounting and Auditing	52,500	Annual independent audit of the City's financial statements as required by State Statutes and City Charter; Single Audit fee, if applicable
3400 Other Contractual Services	-	Paychex payroll processing software contract; flexible spending account (FSA) administration
4000 Travel and Training	5,000	Certified Public Finance Officer (CPFO) continuing education credits; annually required investment courses; GFOA annual conferences; Public Risk Management board meetings
4110 Cellular Telephone	400	Verizon Wireless service contract and/or reimbursement of personal phone use
4200 Postage	2,500	Correspondence, invoices, and payments
4640 Maintenance - Other Equipment	500	Cash counter and fax machine
4700 Print & Reproduction	2,500	Purchase orders, checks, annual CAFR and budget documents
4930 Bank Service Fees	300	FDIC assessment fees
4990 Debt Management Fees	2,000	Continuing disclosure fees; registrar and paying agent services
5100 Office Supplies	1,000	Office supplies and furnishings
5420 Dues & Subscriptions	700	Government Finance Officers Association (GFOA); Florida Government Finance Officers Association (FGFOA); Institute for Public Procurement (NIGP)
Subtotal Operating	<u>95,900</u>	
<b>TOTAL FINANCE</b>	<b>\$466,800</b>	

# FINANCE

## FULL-TIME EQUIVALENT (FTE) POSITIONS

	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>
Assistant City Manager/Finance Director	1.00	1.00	0.00	0.00
Finance Director	0.00	0.00	1.00	1.00
Accounting Manager	1.00	1.00	1.00	1.00
Accountant	0.00	0.00	0.00	0.00
Financial Coordinator	1.00	1.00	0.00	0.00
HR/Financial Coordinator	0.00	0.00	1.00	0.00
Accounting Specialist	0.00	0.00	0.00	0.00
Fiscal Coordinator	0.00	0.00	0.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00
Total Funded Positions	4.00	4.00	4.00	4.00



The City Clerk is responsible for administering the legislative affairs of the City and ensuring that all federal, state, county, municipal laws and regulations are observed. The City Clerk is the municipal secretary; secretary to the Board of Commissioners; secretary ex-official for the Civil Service Commission; election official; custodian of the City Seal with the authority to execute and emboss documents to authenticate the validity of City records; Records Management Liaison Officer with the State of Florida; the official Custodian of all City records within the boundaries established by Florida State Statutes, City Charter, and the City's Code of Ordinances and ensuring their safety; records manager overseeing the City's Records Management Program, performing certification and recording of the City as required, and coordinating record management efforts and training in each department; and Financial Disclosure Coordinator with the State of Florida Commission on Ethics.

Other responsibilities of the City Clerk include writing and preparing ordinances and resolutions for the City Clerk's Office; authenticating by signature and recording in full in a book kept for the Board of Commissioners; attending meetings of the Board of Commissioners, Civil Service Commission, and Charter Review Committee; preparing meeting agenda packets and meeting notices for the Board of Commissioners, Civil Service Commission, and Charter Review Committee and keeping a journal of its proceedings; transcribing meeting minutes for the Board of Commissioners, Civil Service Commission, and Charter Review Committee; maintaining a records indexing system to include action taken by the Board of Commissioners; managing the City's Code of Ordinances, codification of ordinances, and distribution of supplemental updates to the City Charter and the Code of Ordinances; managing appointments to City Boards and Committees and membership roster; providing notary services in relation to official business of the City; preparing and advertising public hearing legal notices for ordinances, resolutions, elections, and board vacancies; and advertising TRIM notices, Request For Quote's, Request For Proposals, and zoning change notices prepared by other departments.

### **Department Initiatives for FY2019 Budget Year**

#### **GOAL: INTERNAL AND EXTERNAL COMMUNICATIONS**

- **Objective 1:** iCompass technology will enhance the City's public image.
- **Objective 2:** Improve customer service.
- **Objective 3:** Provide greater access to the local government.
- **Objective 4:** Streamline costs to make the city leaner and more efficient.
- **Objective 5:** The iCompass internal program provides the Action Tracker, Archives Tracker, Public Records Request Tracker, Contract Tracker, and the Records Center.
- **Objective 6:** The Action Tracker allows the city's staff, citizens, and the community to track items that have gone before the Board of Commissioners and what motions were made.
- **Objective 7:** The Archives Tracker allows the city's staff, citizens, and the community to access past agendas, agenda items, and motions.
- **Objective 8:** The Public Records Request Tracker allows the city's staff to log public records requests and public information requests, check the status of the requests, and log when the request was satisfied.
- **Objective 9:** The Contract Tracker allows the city's staff, citizens, and the community to track contracts and agreements approved by the Board of Commissioners and see the executed document uploaded by the City Clerk's Office.
- **Objective 10:** The Records Center allows the city's staff, citizens, and the community to locate ordinances, resolutions, and minutes approved by the Board of Commissioners that are uploaded by the City Clerk's Office.
- **Objective 11:** iCompass Video Manager is a reliable and affordable transparency-focused solution that will livestream meetings and provide video links in the agendas and minutes.
- **Objective 12:** The City's staff, citizens, and the community will be able to easily access the meetings anywhere, anytime, and on any device.



# CITY CLERK

## SUMMARY

	<b>FY 2016 ACTUAL</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ADOPTED</b>	<b>FY 2018 REVISED</b>	<b>FY 2019 BUDGET</b>
<b><u>EXPENDITURES:</u></b>					
PERSONNEL	183,259	238,042	210,400	210,400	168,700
OPERATING	65,408	102,368	125,000	133,190	117,100
CAPITAL	-	-	-	-	-
DONATIONS	79,478	91,289	94,100	94,100	-
<b>TOTAL</b>	<b>\$328,145</b>	<b>\$431,699</b>	<b>\$429,500</b>	<b>\$437,690</b>	<b>\$285,800</b>
<b><u>FUNDING SOURCE:</u></b>					
GENERAL FUND	\$328,145	\$431,699	\$429,500	\$437,690	\$285,800

### **FY 2019 Budget Modifications**

- The Administrative Support Specialist position was reclassified as Deputy Clerk during FY 2018.
- The City Commission will have their own department for FY 2019.

### **Capital Budget**

- There is no capital purchases budgeted for FY 2019.

**CITY CLERK (001.1300)**

<b>CODE ACCOUNT TITLE</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ADOPTED</b>	<b>FY 2018 REVISED</b>	<b>FY 2019 BUDGET</b>	<b>PERCENT CHANGE</b>
<b>PERSONNEL:</b>						
1100 Salaries - Commission	32,067	39,375	40,000	40,000	-	-100.00%
1200 Salaries & Wages	112,180	152,553	124,700	124,700	125,300	0.48%
1400 Overtime	-	981	500	500	2,500	400.00%
2100 Social Security	10,916	14,750	12,600	12,600	9,600	-23.81%
2201 Retirement - FRS	5,545	3,276	-	-	-	
2203 ICMA 401(a) Plan	3,640	5,783	11,300	11,300	11,300	0.00%
2300 Group Insurance	18,566	20,588	20,900	20,900	19,700	-5.74%
2400 Worker's Compensation	345	735	400	400	300	-25.00%
<b>Subtotal Personnel</b>	<b>183,259</b>	<b>238,042</b>	<b>210,400</b>	<b>210,400</b>	<b>168,700</b>	<b>-19.82%</b>
<b>OPERATING:</b>						
3100 Professional Services	25,657	59,549	34,000	35,926	-	-100.00%
3101 City Attorney - Retainer	-	-	-	-	-	
3137 Legal Recording	320	-	1,000	1,000	1,000	0.00%
3400 Other Contractual Services	8,189	-	2,200	2,200	64,000	2809.09%
4000 Travel and Training	2,914	115	15,500	15,500	13,500	-12.90%
4010 Travel - Commission District #1	1,813	525	1,000	1,000	-	-100.00%
4020 Travel - Commission District #2	30	-	1,000	1,000	-	-100.00%
4030 Travel - Commission District #3	-	-	1,000	1,000	-	-100.00%
4040 Travel - Commission District #4	300	837	1,000	1,000	-	-100.00%
4050 Travel - Mayor	144	888	1,500	1,500	-	-100.00%
4100 Telephone	-	-	-	-	-	
4110 Cellular Telephone	306	359	600	744	1,400	88.17%
4200 Postage	191	83	500	500	500	0.00%
4640 Maintenance - Other Equipment	299	12,173	11,500	11,500	1,500	-86.96%
4700 Print & Reproduction	390	1,272	6,000	6,000	500	-91.67%
4800 Promotions & Public Relations	3,927	1,181	3,000	3,000	6,000	100.00%
4802 Board Appreciation Dinner	-	-	800	800	-	-100.00%
4803 Boat Parade	-	-	-	-	-	
4812 Deputy Appreciation Event	-	-	3,500	3,500	-	-100.00%
4900 Other Current Charges	-	-	-	-	-	
4901 Legal Advertisements	15,762	16,097	28,000	34,120	18,000	-47.25%
4910 Election Expenses	1,336	5,458	7,000	7,000	7,000	0.00%
5100 Office Supplies	1,393	1,302	2,000	2,000	2,000	0.00%
5200 Uniforms	347	315	500	500	200	-60.00%
5210 Departmental Supplies	-	-	-	-	-	
5420 Dues & Subscriptions	2,090	2,213	3,400	3,400	1,500	-55.88%
<b>Subtotal Operating</b>	<b>65,408</b>	<b>102,368</b>	<b>125,000</b>	<b>133,190</b>	<b>117,100</b>	<b>-12.08%</b>
<b>CAPITAL:</b>						
6400 Capital Equipment	-	-	-	-	-	
<b>Subtotal Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>DONATIONS:</b>						
8201 Seniors Club	1,700	2,000	2,000	2,000	-	-100.00%
8222 Neighborly Care Network	-	-	-	-	-	
8340 Gulf Beaches Library	77,778	89,289	92,100	92,100	-	-100.00%
<b>Subtotal Donations</b>	<b>79,478</b>	<b>91,289</b>	<b>94,100</b>	<b>94,100</b>	<b>-</b>	<b>-100.00%</b>
<b>TOTAL CITY CLERK</b>	<b>\$328,145</b>	<b>\$431,699</b>	<b>\$429,500</b>	<b>\$437,690</b>	<b>\$285,800</b>	<b>-34.70%</b>

## CITY CLERK (001.1300)

CODE	ACCOUNT TITLE	FY 2019 BUDGET	DESCRIPTION
<b>PERSONNEL:</b>			
1100	Salaries - Commission	-	Elected official wages
1200	Salaries & Wages	125,300	Staff wages
1400	Overtime	2,500	Overtime related to City Clerk office duties
2100	Social Security	9,600	FICA contributions at 7.65% of salary
2201	Retirement - FRS	-	City contribution to City Clerk retirement at FRS required contribution rate
2203	ICMA 401(a) Plan	11,300	City contribution to City Clerk and Deputy retirement at 9% of salary
2300	Group Insurance	19,700	Medical, dental, life and long-term disability coverage
2400	Worker's Compensation	300	Worker's compensation insurance costs per quoted estimate
	Subtotal Personnel	168,700	
<b>OPERATING:</b>			
3100	Professional Services	-	
3137	Legal Recording	1,000	Non-Lien recording
3400	Other Contractual Services		S&L Inc. Records Retention Services (\$30,000); Business Records Management, Inc. (\$4,000); iCompass-Agenda Management (\$8,500); iCompass-Video Live Streaming (\$5,500); Muniscribe (\$7,500); Annual Web Hosting (\$850);Municipal Code (\$7,000).
		64,000	
4000	Travel and Training	13,500	City Clerk and deputy clerk: certifications, conference training, continuing education, and educational training
4010	Travel - Commission District #1	-	Available travel/training budget for City Commissioner, District 1
4020	Travel - Commission District #2	-	Available travel/training budget for City Commissioner, District 2
4030	Travel - Commission District #3	-	Available travel/training budget for City Commissioner, District 3
4040	Travel - Commission District #4	-	Available travel/training budget for City Commissioner, District 4
4050	Travel - Mayor	-	Available travel/training budget for Mayor
4110	Cellular Telephone	1,400	City Clerk & Deputy Cellular phone
4200	Postage	500	Miscellaneous correspondence
4640	Maintenance - Other Equipment	1,500	Computer software (\$1,500)
4700	Print & Reproduction	500	Name tags; Business cards; and other printing types
			Speaker Training costs incl. meals & Hotel (public records training, Sunshine Law; Ethics; and other training Clerk is responsible for)
4800	Promotions & Pub Relations	6,000	Law; Ethics; and other training Clerk is responsible for)
4802	Board Appreciation	-	Gift cards for City Hall volunteers and volunteer board members
4812	Deputy Appreciation Event	-	New recognition event requested for FY 2017
4901	Legal Advertisements	18,000	legal advertising placements
4910	Election Expenses	7,000	Commission Election and supplies
5100	Office Supplies	2,000	Office supplies and furnishings
5200	Uniforms	200	City shirts for Clerk & Deputy
5420	Dues & Subscriptions	1,500	Professional membership dues for City Clerk and Deputy Clerk
	Subtotal Operating	117,100	
<b>DONATIONS:</b>			
8201	Seniors Club	-	Madeira Beach Seniors Club donation in Commission budget for FY 2019
8340	Gulf Beaches Library	-	library FY 2019 budget request moved to Nondepartmental budget
	Subtotal Donations	-	
	<b>TOTAL CITY CLERK</b>	<b>\$285,800</b>	

# CITY CLERK

## FULL-TIME EQUIVALENT (FTE) POSITIONS

	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>
City Clerk	1.00	1.00	1.00	1.00
Deputy City Clerk	0.00	1.00	0.00	1.00
Administrative Support Specialist	1.00	0.00	1.00	0.00
Public Works Technician	1.00	0.00	0.00	0.00
Mayor	1.00	1.00	1.00	0.00
Commissioners	4.00	4.00	4.00	0.00
Total Funded Positions	8.00	7.00	7.00	2.00



## BOARD OF COMMISSIONERS

The City of Madeira Beach is a commission-manager form of government. The Board of Commissioners have legislative powers of the City and are authorized to adopt, amend, and repeal ordinances and resolutions, levy taxes, grant, renew or extend franchises, set fees or user charges for municipal services, and appoint the City Clerk, City Manager, City Attorney who all serve at its pleasure.

The City of Madeira Beach Board of Commissioners is comprised of a Mayor and four district Commissioners. The Mayor is nominated, voted for at-large, and serves a three-year term. Each of the four district commissioners are nominated from the district in which they reside, voted for at-large, and serve a two-year term. Annually, at its first meeting following the City Election when the new members are sworn into Office, the Board of Commissioners appoints a Vice-Mayor from the district commissioners.

The current Board of Commissioners are:

- Maggi Black, Mayor: April 11, 2017 – April 14, 2020
- Deby Weinstein, District Commissioner 1 (Vice-Mayor): April 10, 2018 – April 14, 2020
- Nancy Hodges, District Commissioner 2: April 10, 2018 – April 14, 2020
- Nancy Oakley, District Commissioner 3: April 11, 2017 – April 9, 2019
- John Douthirt, District Commissioner 4: April 11, 2017 – April 9, 2019

### **Department Initiatives for FY 2019 Budget Year Priority Goals**

- Goal: Infrastructure
- Goal: Human Capital
- Goal: Internal and External Communication
- Goal: Growth Management
- Goal: Financial Sustainability
- Goal: Safety and Healthy Living
- Goal: Transportation/Mobility

# CITY COMMISSION

## SUMMARY

	<b>FY 2016 ACTUAL</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ADOPTED</b>	<b>FY 2018 REVISED</b>	<b>FY 2019 BUDGET</b>
<b><u>EXPENDITURES:</u></b>					
PERSONNEL	-	-	-	-	43,200
OPERATING	-	-	-	-	22,800
CAPITAL	-	-	-	-	-
DONATIONS	-	-	-	-	-
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$66,000</b>
<b><u>FUNDING SOURCE:</u></b>					
GENERAL FUND	\$0	\$0	\$0	\$0	\$66,000

### **FY 2019 Budget Modifications**

- For the FY 2019 Budget, the City Commission will have their own separate department.

### **Capital Budget**

- There is no capital purchases budgeted for FY 2019.

**CITY COMMISSION (001.1310)**

<b>CODE ACCOUNT TITLE</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ADOPTED</b>	<b>FY 2018 REVISED</b>	<b>FY 2019 BUDGET</b>	<b>PERCENT CHANGE</b>
<b>PERSONNEL:</b>						
1100 Salaries - Commission	-	-	-	-	40,000	
1200 Salaries & Wages	-	-	-	-	-	
1400 Overtime	-	-	-	-	-	
2100 Social Security	-	-	-	-	3,100	
2201 Retirement - FRS	-	-	-	-	-	
2203 ICMA 401(a) Plan	-	-	-	-	-	
2300 Group Insurance	-	-	-	-	-	
2400 Worker's Compensation	-	-	-	-	100	
Subtotal Personnel	-	-	-	-	43,200	
<b>OPERATING:</b>						
3100 Professional Services	-	-	-	-	-	
3137 Legal Recording	-	-	-	-	-	
3400 Other Contractual Services	-	-	-	-	-	
4000 Travel and Training	-	-	-	-	10,000	
4100 Telephone	-	-	-	-	-	
4110 Cellular Telephone	-	-	-	-	3,500	
4200 Postage	-	-	-	-	-	
4640 Maintenance - Other Equipment	-	-	-	-	-	
4700 Print & Reproduction	-	-	-	-	500	
4800 Promotions & Public Relations	-	-	-	-	-	
4802 Board Appreciation Dinner	-	-	-	-	4,300	
4803 Boat Parade	-	-	-	-	-	
4812 Deputy Appreciation Event	-	-	-	-	-	
4900 Other Current Charges	-	-	-	-	-	
4901 Legal Advertisements	-	-	-	-	-	
4910 Election Expenses	-	-	-	-	-	
5100 Office Supplies	-	-	-	-	2,000	
5200 Uniforms	-	-	-	-	500	
5210 Departmental Supplies	-	-	-	-	-	
5420 Dues & Subscriptions	-	-	-	-	2,000	
Subtotal Operating	-	-	-	-	22,800	
<b>CAPITAL:</b>						
6400 Capital Equipment	-	-	-	-	-	
Subtotal Capital Outlay	-	-	-	-	-	
<b>DONATIONS:</b>						
8201 Seniors Club	-	-	-	-	-	
8222 Neighborly Care Network	-	-	-	-	-	
8340 Gulf Beaches Library	-	-	-	-	-	
Subtotal Donations	-	-	-	-	-	
<b>TOTAL CITY CLERK</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$66,000</b>	



## CITY COMMISSION (001.1310)

CODE	ACCOUNT TITLE	FY 2019 BUDGET	DESCRIPTION
<b>PERSONNEL:</b>			
1100	Salaries - Commission	40,000	Elected official wages
1200	Salaries & Wages	-	
1400	Overtime	-	
2100	Social Security	3,100	FICA contributions at 7.65% of salary
2201	Retirement - FRS	-	
2203	ICMA 401(a) Plan	-	
2300	Group Insurance	-	
2400	Worker's Compensation	100	Worker's compensation insurance costs per quoted estimate
	Subtotal Personnel	<u>43,200</u>	
<b>OPERATING:</b>			
3100	Professional Services	-	
3137	Legal Recording	-	
3400	Other Contractual Services	-	
4000	Travel and Training	10,000	City Commission attendance at conference training and educational training
4110	Cellular Telephone	3,500	Cell phone for each Commissioner
4200	Postage	-	
4640	Maintenance - Other Equipment	-	
4700	Print & Reproduction	500	Name tags; Business cards; and other printing types
4800	Promotions & Pub Relations	-	
4802	Board Appreciation	4,300	Cater, decorations, and invitations
4812	Deputy Appreciation Event	-	
4901	Legal Advertisements	-	
4910	Election Expenses	-	
5100	Office Supplies	2,000	Office supplies and furnishings
5200	Uniforms	500	City shirts for Mayor and Commissioners
5420	Dues & Subscriptions	2,000	Professional membership dues for City Commission
	Subtotal Operating	<u>22,800</u>	
<b>DONATIONS:</b>			
8201	Seniors Club	-	
8340	Gulf Beaches Library	-	
	Subtotal Donations	<u>-</u>	
	<b>TOTAL CITY CLERK</b>	<b>\$66,000</b>	

# CITY COMMISSION

## FULL-TIME EQUIVALENT (FTE) POSITIONS

	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>
City Clerk	0.00	0.00	0.00	0.00
Deputy City Clerk	0.00	0.00	0.00	0.00
Administrative Support Specialist	0.00	0.00	0.00	0.00
Public Works Technician	0.00	0.00	0.00	0.00
Mayor	0.00	0.00	0.00	1.00
Commissioners	0.00	0.00	0.00	4.00
Total Funded Positions	0.00	0.00	0.00	5.00



## NON-DEPARTMENTAL

The Non-Departmental section includes all costs and activities not allocated to one specific department, such as: capital improvement projects; facility maintenance; citywide insurance; utilities; and information technology (IT)/communication systems.

# NON-DEPARTMENTAL

## SUMMARY

	<b>FY 2016 ACTUAL</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ADOPTED</b>	<b>FY 2018 REVISED</b>	<b>FY 2019 BUDGET</b>
<b><u>EXPENDITURES:</u></b>					
OPERATING	434,994	484,400	465,100	490,395	503,600
CAPITAL	2,108,738	131,260	50,000	3,172,394	165,000
DEBT SERVICE	-	-	-	-	-
OTHER	-	1,719,812	-	-	93,300
<b>TOTAL</b>	<b>2,543,731</b>	<b>\$2,335,473</b>	<b>\$515,100</b>	<b>\$3,662,789</b>	<b>\$761,900</b>
<b><u>FUNDING SOURCE:</u></b>					
GENERAL FUND	\$2,543,731	\$2,335,473	\$515,100	\$3,662,789	\$761,900

### **FY 2019 Budget Modifications**

- There is an increase of 13.65% in operating expenditures from the FY 2018 Adopted Budget to the FY 2019 Budget. This increase is due to the continuation of a Security Agreement with the City's IT servicer (approved by City Commission in December 2018) to reduce cyber intrusion. The annual cost of this agreement is \$20,400.

### **Capital Budget**

- For account 6323, \$1,050,000 rolled over from FY 2017 into FY 2018 for phase II of Undergrounding of utilities along Gulf Blvd. This 6323 account also has \$1,920,260 in FY 2018 revised for Florida Department of Transportation road resurfacing project.
- The City received a total amount of \$452,123 from British Multinational Oil and Gas Company (BP) due to the Deepwater Horizon - Gulf of Mexico oil spill. This total amount has been in the committed section of the City's fund balance for the past three years. For FY 2019, \$75,000 will be transferred from these BP funds to the Non-Departmental 6300 (Capital Improvement) account for Fire asphalt repair. Also, for FY 2019, \$50,000 will be transferred from BP funds to the Non-Departmental 6318 account to be utilized for City Centre Municipal Complex Repairs.

## NON-DEPARTMENTAL (001.1400)

CODE	ACCOUNT TITLE	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ADOPTED	FY 2018 REVISED	FY 2019 BUDGET	PERCENT CHANGE
<b>OPERATING:</b>							
3122	Computer Support	92,144	96,488	103,000	121,181	143,800	18.67%
3123	Website Services	6,831	6,348	7,300	7,881	7,300	-7.37%
3400	Other Contractual Services	18,428	50,675	26,800	27,092	26,800	-1.08%
4100	Telephone	26,925	21,399	26,000	27,819	26,000	-6.54%
4110	Cellular Telephone	1,008	-	-	-	-	
4200	Postage	-	0	-	-	-	
4300	Utilities	14,811	17,382	12,500	12,500	17,500	40.00%
4331	Electric - Building	36,678	24,738	27,000	27,000	25,500	-5.56%
4340	Waste Disposal	2,500	2,500	2,500	2,500	2,500	0.00%
4400	Rentals and Leases	10,495	9,675	11,400	13,745	11,000	-19.97%
4500	General Insurance	119,141	130,165	122,400	122,400	140,000	14.38%
4610	Maintenance - Building	20,503	25,797	31,000	33,077	27,000	-18.37%
4640	Maintenance - Other Equipment	17,976	518	-	-	-	
4700	Print & Reproduction	3,542	3,766	4,000	4,000	4,000	0.00%
4800	Promotions & Public Relations	-	-	-	-	-	
4801	Christmas Decorations	30,859	30,670	31,000	31,000	32,000	3.23%
4804	Fireworks	26,000	31,000	26,000	26,000	31,000	19.23%
4813	Water Taxi/Ferry Service	-	25,000	25,000	25,000	-	-100.00%
5100	Office Supplies	6,770	3,523	9,000	9,000	9,000	0.00%
5210	Departmental Supplies	25	4,110	-	-	-	
5420	Dues & Subscriptions	360	645	200	200	200	0.00%
	Subtotal Operating	434,994	484,400	465,100	490,395	503,600	2.69%
<b>CAPITAL:</b>							
6300	Capital Improvement	7,040	13,000	50,000	50,000	115,000	130.00%
6318	City Centre	213,125	-	-	122,901	50,000	-59.32%
6319	Marina Dock Construction	297,885	-	-	-	-	
6322	Transient Dock Construction	2,350	-	-	3,050	-	-100.00%
6323	Gulf Blvd. Improvements	1,588,338	118,260	-	2,996,443	-	-100.00%
6400	Capital Equipment	-	-	-	-	-	
	Subtotal Capital Outlay	2,108,738	131,260	50,000	3,172,394	165,000	-94.80%
<b>DEBT SERVICE:</b>							
7100	Debt Service - Principal	-	-	-	-	-	
7200	Debt Service - Interest	-	-	-	-	-	
	Subtotal Debt Service	-	-	-	-	-	
<b>OTHER:</b>							
8340	Gulf Beaches Library	-	-	-	-	93,300	
9912	Transfer to Debt Service Fund	-	1,719,812	-	-	-	
	Subtotal Other	-	1,719,812	-	-	93,300	
	<b>TOTAL NON-DEPARTMENTAL</b>	<b>2,543,731</b>	<b>\$2,335,473</b>	<b>\$515,100</b>	<b>\$3,662,789</b>	<b>\$761,900</b>	<b>-79.20%</b>

## NON-DEPARTMENTAL (001.1400)

CODE	ACCOUNT TITLE	FY 2019 BUDGET	DESCRIPTION
<b>OPERATING:</b>			
3122	Computer Support	143,800	IT maintenance and replacement agreement per FY 2014 ten-year agreement authorized by BOC (and four add-on agreements)
3123	Website Services	7,300	Maintenance and development retainer agreement in addition to comprehensive services described above
3400	Other Contractual Services	26,800	Cleaning and janitorial services contract allocation
4100	Telephone	26,000	Bright House service allocation: internet, television, phones
4300	Utilities	17,500	Pinellas County water and reclaimed water services allocation
4331	Electric - Building	25,500	City Hall electrical service costs; Fire Station electrical service costs allocated to 001.4000 effective FY 2017
4340	Waste Disposal	2,500	Sanitation Fund billing to General Fund for waste disposal services
4400	Rentals and Leases	11,000	Copier and postage machine agreements
4500	General Insurance	140,000	Property, flood, general liability, crime, and public officials policies per quoted estimate
4610	Maintenance - Building	27,000	Maintenance agreements: A/C (\$4,000), elevator (\$3,500), fire alarms (\$1,000); keys/security/cameras (\$5,000); window cleaning (\$7,000); grease traps (\$700); pest control (\$800); misc. (\$5,000)
4700	Print & Reproduction	4,000	Letterhead, envelopes, paper supplies (City Hall)
4801	Christmas Decorations	32,000	Citywide Christmas ornaments and displays
4804	Fireworks	31,000	Fireworks and barge rental for City's July 4th event
4813	Water Taxi/Ferry Service	-	Consensus of the Board of Commissioners at an August 6, 2018 workshop was not to renew for FY 2019
5100	Office Supplies	9,000	Office supplies and furnishings (City Hall)
5420	Dues & Subscriptions	200	Website (.gov) renewal; Sam's Club membership (Citywide supplies)
	Subtotal Operating	<u>503,600</u>	
<b>CAPITAL:</b>			
6300	Capital Improvement	115,000	BP Funds: Fire Asphalt Repair (\$75,000); Military Court/Honor expenses.
6318	City Centre	50,000	BP Funds: Municipal Complex Repair & Maintenance
	Subtotal Capital Outlay	<u>165,000</u>	
<b>OTHER:</b>			
8340	Gulf Beaches Library	93,300	Library FY2019 Allocation (was in Clerk's budget for FY2018)
	Subtotal Other	<u>93,300</u>	
	<b>TOTAL NON-DEPARTMENTAL</b>	<b>\$761,900</b>	





The Public Works Department is responsible for the development, operation, maintenance and engineering of streets, beaches, parks, drainage systems and refuse pickup and disposal. Public Works personnel are assigned to the construction, maintenance and repair of City infrastructure. Public Works activities are intended to ensure the health, safety and welfare of the community. The services provided by the Public Works Department are as follows:

- The Streets Division provides well maintained streets to ensure safety and efficiency for all City owned streets and parking lots.
- The Sanitation Division helps ensure the health and safety of the community by keeping the environment free from hazard and unsightliness.
- The Stormwater Division develops and maintains the infrastructure system that enhances water quality and preserves the environment for the health and safety of the general public.
- The Parks and Recreation Department enhances the quality of life for citizens and visitors of each park and City owned property.

**Department Initiatives FY 2019 Budget Year**

**GOAL: INFRASTRUCTURE**

- **Objective 1:** To design, construct and maintain infrastructure and roads that ensure a desired level of service and provides for future needs.
- **Objective 2:** To rehabilitate the existing beach groins to protect our beaches.
- **Objective 3:** Preserve the City's infrastructure by proactively inspecting and reviewing existing maintenance protocols to ensure that the City's assets remain in pristine condition.
- **Objective 4:** Build a new public works facility at the Municipal Marina.
- **Objective 5:** Initiate a new clean streets program with the addition of our new street sweeper asset.

**GOAL: INTERNAL AND EXTERNAL COMMUNICATIONS**

- **Objective 1:** Provide responsible public services that protect the health, welfare and safety of the community.
- **Objective 2:** Assist City residents and address public concerns.
- **Objective 3:** Improve communication and community relations.
- **Objective 4:** Build effective work relationships.
- **Objective 5:** Continue to search and apply for grant opportunities.

**GOAL: HUMAN CAPITAL**

- **Objective 1:** Develop, support and retain exceptionally qualified, healthy, well trained and diverse work force to thrive in a changing world.
- **Objective 2:** Plan for the future through training and development of employees.
- **Objective 3:** Enhance employee safety.
- **Objective 4:** Recruit, recognize and retain employees.
- **Objective 5:** Improve communication and community relations.

**GOAL: FINANCIAL SUSTAINABILITY**

- **Objective 1:** Review and update current fee schedule and assess new charges for illicit discharge.
- **Objective 2:** Seek out opportunities to partner with local municipalities and offer programs and services for the betterment of the community.
- **Objective 3:** Seek grant opportunities that support the environmental goals and objectives.

# PUBLIC WORKS ADMINISTRATION

## SUMMARY

	<b>FY 2016 ACTUAL</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ADOPTED</b>	<b>FY 2018 REVISED</b>	<b>FY 2019 BUDGET</b>
<b><u>EXPENDITURES:</u></b>					
PERSONNEL	115,393	127,522	148,600	148,600	204,900
OPERATING	132,961	127,412	151,200	152,392	130,200
CAPITAL	-	-	70,000	70,000	395,000
<b>TOTAL</b>	<b>\$248,354</b>	<b>\$254,933</b>	<b>\$369,800</b>	<b>\$370,992</b>	<b>\$730,100</b>
<b><u>FUNDING SOURCE:</u></b>					
GENERAL FUND	\$248,354	\$254,933	\$369,800	\$370,992	\$730,100

### **FY 2019 Budget Modifications**

- For FY 2019, the personnel costs for the Division Supervisor (Parks) position will be charged to the Public Works Department. In previous years, the Personnel costs for this position was charged to the Archibald Fund. A transfer in the amount of \$191,800 will be done from the Archibald Fund to the General Fund to assist in covering these costs.

### **Capital Budget**

- A total of allocation in the amount of \$300,000 in the 6300 Capital Improvement account is budgeted for Street resurfacing and road sign replacement.
- FY 2019 Budget, \$95,000 is budgeted in the 6400 Capital Equipment account for a Fork Lift and Backhoe Loader.

## PUBLIC WORKS ADMINISTRATION (001.3000)

CODE ACCOUNT TITLE	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ADOPTED	FY 2018 REVISED	FY 2019 BUDGET	PERCENT CHANGE
<b>PERSONNEL:</b>						
1200 Salaries & Wages	97,669	98,541	114,600	114,600	149,000	30.02%
1400 Overtime	1,644	3,937	-	-	-	
2100 Social Security	7,600	7,838	8,800	8,800	11,400	29.55%
2203 ICMA 401(a) Plan & FRS	2,476	2,880	4,600	4,600	13,500	193.48%
2300 Group Insurance	3,936	7,279	14,200	14,200	23,300	64.08%
2400 Worker's Compensation	2,068	7,046	6,400	6,400	7,700	20.31%
<b>Subtotal Personnel</b>	<b>115,393</b>	<b>127,522</b>	<b>148,600</b>	<b>148,600</b>	<b>204,900</b>	<b>37.89%</b>
<b>OPERATING:</b>						
3400 Other Contractual Services	-	-	-	-	-	
4000 Travel and Training	-	2,636	5,500	5,500	5,500	0.00%
4110 Cellular Telephone	293	841	1,600	1,774	1,600	-9.81%
4200 Postage	-	-	-	-	-	
4336 Electric - Street Lights	-	-	-	-	-	
4337 Electric - Traffic Signals	-	-	-	-	-	
4400 Rentals and Leases	9,756	9,983	15,000	16,018	15,000	-6.36%
4500 General Insurance	33,630	32,693	33,300	33,300	33,300	0.00%
4600 Maintenance - Auto Equipment	2,869	2,467	3,000	3,000	6,000	100.00%
4610 Maintenance - Building	-	-	-	-	-	
4640 Maintenance - Other Equipment	14,634	8,039	7,500	7,500	8,000	6.67%
4650 Maintenance - Streets	5,492	9,395	15,000	15,000	15,000	0.00%
4670 Maintenance - Signs & Signals	51,550	50,123	50,000	50,000	26,000	-48.00%
4680 Maintenance - Tires	-	598	-	-	-	
5200 Uniforms	886	374	-	-	-	
5210 Departmental Supplies	8,597	5,906	6,000	6,000	6,500	8.33%
5217 Flag Supplies	1,524	750	2,000	2,000	2,000	0.00%
5220 Gasoline & Oil	2,834	2,366	5,500	5,500	6,500	18.18%
5230 Tools	896	1,216	6,800	6,800	4,800	-29.41%
5420 Dues/Subscriptions	-	25	-	-	-	
<b>Subtotal Operating</b>	<b>132,961</b>	<b>127,412</b>	<b>151,200</b>	<b>152,392</b>	<b>130,200</b>	<b>-14.56%</b>
<b>CAPITAL:</b>						
6300 Capital Improvement	-	-	70,000	70,000	300,000	0.00%
6400 Capital Equipment	-	-	-	-	95,000	
<b>Subtotal Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>70,000</b>	<b>70,000</b>	<b>395,000</b>	<b>464.29%</b>
<b>TOTAL PUBLIC WORKS</b>	<b>\$248,354</b>	<b>\$254,933</b>	<b>\$369,800</b>	<b>\$370,992</b>	<b>\$730,100</b>	<b>96.80%</b>

## PUBLIC WORKS ADMINISTRATION (001.3000)

CODE ACCOUNT TITLE	FY 2019 BUDGET	DESCRIPTION
<b>PERSONNEL:</b>		
		Staff wages, including allocation of Public Works Director and Administrative
1200 Salaries & Wages	149,000	Assistant positions (20% each)
2100 Social Security	11,400	FICA contributions at 7.65% of salary
2203 ICMA 401(a) Plan	13,500	City contribution to full-time staff retirement at 9% of salary
2300 Group Insurance	23,300	Medical, dental, life and long-term disability coverage
2400 Worker's Compensation	7,700	Worker's compensation insurance costs per quoted estimate
Subtotal Personnel	<u>204,900</u>	
<b>OPERATING:</b>		
4000 Travel and Training	5,500	American Public Works Association (APWA) Conference Verizon Wireless service contract and/or reimbursement of personal phone
4110 Cellular Telephone	1,600	use
4400 Rentals and Leases	15,000	Public works storage facility rental
4500 General Insurance	33,300	Property, auto, pollution policies
4600 Maintenance - Auto Equipment	6,000	Public Works vehicle auto maintenance
4640 Maintenance - Other Equipment	8,000	Maintenance of tractors and small equipment
4650 Maintenance - Streets	15,000	Sidewalk repair, and roadway patching
4670 Maintenance - Signs & Signals	26,000	Traffic signal costs
5210 Departmental Supplies	6,500	Small parts, operating equipment as needed by the Mechanic
5217 Flag Supplies	2,000	Flag displays, special event banners, and city signs
5220 Gasoline & Oil	6,500	Estimated Public Works vehicle fuel consumption
5230 Tools	4,800	Mechanic Hand tools needs for Vehicle and small equipment
5420 Dues/Subscriptions	-	
Subtotal Operating	<u>130,200</u>	
<b>CAPITAL:</b>		
6300 Capital Improvement	300,000	Street Resurfacing (\$250,000); Road sign replacement (\$50,000) John Deere Fork Lift (#43) (\$50,000); John Deere Backhoe Loader
6400 Capital Equipment	95,000	(#44) (\$45,000)
Subtotal Capital Outlay	<u>395,000</u>	
<b>TOTAL PUBLIC WORKS</b>	<b>\$730,100</b>	

# PUBLIC WORKS ADMINISTRATION

## FULL-TIME EQUIVALENT (FTE) POSITIONS

	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>
Public Works Director	0.20	0.20	0.20	0.20
Lead Mechanic	0.30	0.60	0.60	0.60
Division Supervisor (Parks)	0.00	0.00	0.00	1.00
Administrative Assistant	0.20	0.20	0.20	0.20
Public Works Technician	0.00	1.00	1.00	1.00
Total Funded Positions	0.70	2.00	2.00	3.00



The Madeira Beach Fire Department is committed to providing high-quality, responsive services that promote the health, welfare, and safety of all who reside, work in, or visit our area of service. Our members, using safe and effective methods, strive to reduce the loss of life and property, through emergency medical services, education, fire prevention, marine operations and suppression.

The Fire Department is responsible for protecting and safeguarding our citizens and visitors from all hazardous related incidents, including hostile fire, hazardous materials, tropical storms, water-related emergencies and medical emergencies. These services will be provided through fire suppression, prevention practices, water rescue operations and advanced life-support care, treatment and transportation.

### **Department Initiatives for 2019 Budget Year**

#### **GOAL: SAFETY AND HEALTHY LIVING**

- **Objective 1:** Strive for 100% satisfactory completion of quarterly fitness evaluations
- **Objective 2:** Reach 100% success rate for annual NFPA medical evaluation. The Department's staff completes a thorough physical through LifeScan, including labs, cardiovascular health, and organ scans.
- **Objective 3:** Seek to exceed requirements of the Insurance Service Organization (ISO) and maintain or improve the ISO rating.
- **Objective 4:** Continue the use of a drone to assist with search and rescue operations, to document beach erosion, city property, and post flooding evaluations.

#### **GOAL: HUMAN CAPITAL**

- **Objective 1:** Provide proper training necessary to meet or exceed local and state EMS and fire requirements/certifications including advanced cardiac life support and basic trauma life support.
- **Objective 2:** Continue to complete marine operation education and recertify all water rescue requirements including sub surface Water Extrication Team (WET) program and marine rescue Personal Water Craft (PWC) operations.
- **Objective 3:** Cross-train at least two (2) more firefighters as Acting Drivers or Acting Lieutenants.

#### **GOAL: FINANCIAL SUSTAINABILITY**

- **Objective 1:** Recommend the renewal of contracts with all three Redington Communities to provide EMS/Fire service.
- **Objective 2:** Continue to take advantage of available firefighter grants by applying for funding to assist with the costs of equipment, positions, and programs.
- **Objective 3:** Increase associated revenue by 50% by conducting fire prevention inspections of commercial and multi-residential properties via MobileEyes software.

#### **GOAL: INTERNAL AND EXTERNAL COMMUNICATIONS**

- **Objective 1:** Participate in events of Civic Organizations, Madeira Beach Fundamental School, churches, September 11 Memorial Ceremonies, boat parades, and various holiday events.
- **Objective 2:** Provide public education classes such as CPR and fire extinguisher training, assist with installation of smoke alarms, changing batteries, and offer blood pressure or wellness checks.
- **Objective 3:** Continue training of Clover the Firehouse dog to become an ambassador of the FD and sharing her story concerning the importance of fire prevention/safety.

# FIRE / EMERGENCY MEDICAL SERVICES

## SUMMARY

	<b>FY 2016 ACTUAL</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ADOPTED</b>	<b>FY 2018 REVISED</b>	<b>FY 2019 BUDGET</b>
<b><u>EXPENDITURES:</u></b>					
PERSONNEL	1,222,004	1,269,630	1,416,300	1,416,300	1,449,000
OPERATING	139,462	152,999	188,500	239,042	187,800
CAPITAL	-	50,495	65,000	65,000	-
<b>TOTAL</b>	<b>\$1,361,466</b>	<b>\$1,473,124</b>	<b>\$1,669,800</b>	<b>\$1,720,342</b>	<b>\$1,636,800</b>
<b><u>FUNDING SOURCE:</u></b>					
GENERAL FUND	\$1,361,466	\$1,473,124	\$1,669,800	\$1,720,342	\$1,636,800

### **FY 2019 Budget Modifications**

- FY 2018 is the final year of the Firefighters three year agreement. Negotiations started in July. For the FY 2019 proposed budget, a 4% raise was used to generate the personnel budget.

### **Capital Budget**

- There is no capital purchases budgeted for FY 2019.



## FIRE/EMS (001.4000)

CODE	ACCOUNT TITLE	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ADOPTED	FY 2018 REVISED	FY 2019 BUDGET	PERCENT CHANGE
<b>PERSONNEL:</b>							
1200	Salaries & Wages	719,039	733,112	858,100	858,100	892,500	4.01%
1400	Overtime	102,272	111,622	100,000	100,000	100,000	0.00%
2100	Social Security	61,313	62,435	67,800	67,800	67,900	0.15%
2202	FRS - Special Risk	161,163	155,268	159,500	159,500	172,900	8.40%
2203	ICMA 401(a) Plan	9,305	9,666	8,100	8,100	8,400	3.70%
2206	FRS - DROP	991	9,311	13,000	13,000	14,200	9.23%
2300	Group Insurance	132,243	138,604	155,400	155,400	146,500	-5.73%
2400	Worker's Compensation	35,678	49,612	54,400	54,400	46,600	-14.34%
	Subtotal Personnel	1,222,004	1,269,630	1,416,300	1,416,300	1,449,000	2.31%
<b>OPERATING:</b>							
3135	Employee Physicals	-	5,741	8,000	8,824	8,000	-9.34%
3200	Accounting and Auditing	-	-	2,500	2,500	2,500	0.00%
3400	Contractual Services	14,231	22,120	23,000	23,000	16,050	-30.22%
4000	Travel and Training	8,964	6,741	9,000	9,000	9,000	0.00%
4100	Telephone	3,622	3,670	2,500	3,163	2,500	-20.96%
4110	Cellular Telephone	418	302	1,500	1,878	1,500	-20.13%
4200	Postage	207	75	300	300	300	0.00%
4331	Electric - Building	-	11,191	9,400	9,400	9,400	0.00%
4340	Waste Disposal	2,500	2,500	2,500	2,500	2,500	0.00%
4400	Rentals	-	95	-	-	-	-
4500	General Insurance	15,951	14,771	18,500	18,500	18,500	0.00%
4515	AD&D Insurance	872	878	900	900	900	0.00%
4600	Maintenance - Auto Equipment	19,782	11,451	23,000	27,638	30,000	8.55%
4610	Maintenance - Building	7,660	8,432	10,500	13,761	19,500	41.70%
4640	Maintenance - Other Equipment	23,724	7,612	7,500	7,500	7,500	0.00%
4680	Maintenance - Tires	-	2,705	-	-	-	-
4691	Maintenance - Radio Equipment	3,512	4,771	5,000	5,000	5,000	0.00%
4700	Print & Reproduction	728	451	500	500	500	0.00%
4800	Promotions & Public Relations	3,272	3,655	2,500	2,500	4,000	60.00%
4920	Licenses & Permits	261	2,366	2,500	2,500	2,500	0.00%
5100	Office Supplies	593	1,150	1,500	1,500	1,750	16.67%
5200	Uniforms	9,082	7,809	5,500	45,553	10,000	-78.05%
5210	Departmental Supplies	7,134	10,725	31,000	31,000	15,000	-51.61%
5220	Gasoline & Oil	8,157	9,621	13,400	13,400	13,400	0.00%
5230	Tools	6,358	10,917	5,000	5,725	5,000	-12.66%
5250	Other Medical Supplies	-	-	-	-	-	-
5420	Dues & Subscriptions	2,434	3,253	2,500	2,500	2,500	0.00%
	Subtotal Operating	139,462	152,999	188,500	239,042	187,800	-21.44%
<b>CAPITAL:</b>							
6300	Capital Improvement	-	24,044	15,000	15,000	-	-100.00%
6400	Capital Equipment	-	26,451	50,000	50,000	-	-100.00%
	Subtotal Capital Outlay	-	50,495	65,000	65,000	-	-100.00%
	<b>TOTAL FIRE/EMS</b>	<b>\$1,361,466</b>	<b>\$1,473,124</b>	<b>\$1,669,800</b>	<b>\$1,720,342</b>	<b>\$1,636,800</b>	<b>-4.86%</b>

**FIRE/EMS (001.4000)**

<b>CODE</b>	<b>ACCOUNT TITLE</b>	<b>FY 2019 BUDGET</b>	<b>DESCRIPTION</b>
<b>PERSONNEL:</b>			
1200	Salaries & Wages	892,500	Staff wages which includes New Fire Inspector
1400	Overtime	100,000	Overtime as authorized by the Fire Chief
2100	Social Security	67,900	FICA contributions at 7.65% of salary
			City contribution to firefighter retirement at FRS Special Risk required contribution rate
2202	FRS - Special Risk	172,900	
2203	ICMA 401(a) Plan	8,400	City contribution to Administrative Assistant retirement at 9% of salary
2206	FRS - DROP	14,200	City contribution for Fire Chief in DROP status
2300	Group Insurance	146,500	Medical, dental, life and long-term disability coverage
2400	Worker's Compensation	46,600	Worker's compensation insurance costs per quoted estimate
	Subtotal Personnel	<u>1,449,000</u>	
<b>OPERATING:</b>			
3135	Employee Physicals	8,000	Annual comprehensive physical exams for Chief, Firefighters, new hires
3200	Accounting and Auditing	2,500	Annual EMS Audit as required by Pinellas County
			Cleaning and janitorial services contract allocation (\$8,000); Target Solutions software (\$1,550); MobileEyes (\$3,000); estimated taxi service for paramedics returning from hospital (\$500); misc. (\$3,000)
3400	Contractual Services	16,050	Florida Fire Chiefs Association; National Fire Academy; tactics, strategy, company officer, water rescue, inspection training
4000	Travel and Training	9,000	
4100	Telephone	2,500	Spectrum service allocation: internet, television, phones
			Verizon Wireless service contract and/or reimbursement of personal phone use (includes increase for phone upgrades)
4110	Cellular Telephone	1,500	
4200	Postage	300	Miscellaneous correspondence
4331	Electric - Building	9,400	Utility expenditures previously included in non-departmental program
4340	Waste Disposal	2,500	Sanitation Fund billing to General Fund for waste disposal services
4500	General Insurance	18,500	Auto, flood, and hull policies per quoted estimate
4515	AD&D Insurance	900	Accidental death and dismemberment policy per quoted estimate
4600	Maintenance - Auto Equipment	30,000	Apparatus and vehicle preventive maintenance and repairs
			Maintenance agreements: A/C (\$3,500), fire alarms (\$600), bay doors (\$1,500), repairs not part of maint. (\$3,500); removal/reapplication of joint expansion and reinforcement of problem areas (\$9,800); hood system (\$600)
4610	Maintenance - Building	19,500	
			Maintenance of security system, air tanks, bunker gear, tools, pumps and generator
4640	Maintenance - Other Equipment	7,500	
			Annual maintenance contract and radio/headset equipment repairs as needed
4691	Maintenance - Radio Equipment	5,000	
4700	Print & Reproduction	500	Training manuals, emergency plan, and annual service report
4800	Promotions & Public Relations	4,000	Public education materials and teaching supplies
4920	Licenses & Permits	2,500	Federal and state licensing requirements and re-certifications
5100	Office Supplies	1,750	Office supplies and furnishings
			Uniforms, shoes, bunker gear, helmets, boots, safety equipment; rain gear for 14 members (includes new employees replacing current member)
5200	Uniforms	10,000	
			Required supplies to operate the Fire Station: cleaning supplies, paper, hardware supplies, and supplies for Clover (\$2,500 budgeted)
5210	Departmental Supplies	15,000	
5220	Gasoline & Oil	13,400	Estimated Fire Department vehicle fuel consumption
5230	Tools	5,000	Hydrant repair parts, hoses, clamps, couplings, and gauges
			1st Responder Newspaper; Florida Fire Chiefs Association; Florida Fire Marshals and Inspectors Association; National Fire Protection Association;
5420	Dues & Subscriptions	2,500	National Testing Network; Pinellas County Fire Chiefs Association
	Subtotal Operating	<u>187,800</u>	
<b>CAPITAL:</b>			
6300	Capital Improvement	-	
6400	Capital Equipment	-	
	Subtotal Capital Outlay	<u>-</u>	
	<b>TOTAL FIRE/EMS</b>	<b>\$1,636,800</b>	

# FIRE/EMS

## FULL-TIME EQUIVALENT (FTE) POSITIONS

	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>
Fire Chief	1.00	1.00	1.00	1.00
Fire Lieutenant	3.00	3.00	3.00	3.00
Fire Inspector	0.00	0.00	1.00	1.00
Firefighter	9.00	9.00	9.00	9.00
Administrative Assistant	1.00	1.00	1.00	1.00
Total Funded Positions	14.00	14.00	15.00	15.00



The City of Madeira Beach contracts with the Pinellas County Sheriff's Office (PCSO) for Law Enforcement within the City.

The services provided by PCSO on behalf of the City of Madeira Beach are as follows:

- Community Policing – The City has a full-time community policing deputy permanently assigned to Madeira Beach to address neighborhood crime issues.
- Compliance – The budget includes a full-time deputy permanently assigned to Madeira Beach to enforce ordinances; code infractions and issues involving short-term rentals.

**Department Initiatives for FY2019 Budget Year**

**Organizational Goal – INTERNAL AND EXTERNAL COMMUNICATIONS**

- **Objective 1:** Provide visible presence throughout the City to make residents and guests feel safe in the community.
- **Objective 2:** To ensure compliance with all laws, rules, and City-wide ordinances.
- **Objective 3:** To make City management aware of violations and problem situations throughout the City.

**Organizational Goal - INFRASTRUCTURE**

- **Objective 1:** To assist in protecting the City from vandalism or destruction of property City-wide.
- **Objective 2:** To report to City staff any damage caused to City property.
- **Objective 3:** To inspect Properties City wide and report any issues to the appropriate City staff.

**Organizational Goal – HUMAN CAPITAL**

- **Objective 1:** Develop, support and retain exceptionally qualified, healthy, well trained Officers.
- **Objective 2:** Plan for the future through training and development.
- **Objective 3:** Continuously improving communication and community relations.

# LAW ENFORCEMENT

## SUMMARY

	<b>FY 2016 ACTUAL</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ADOPTED</b>	<b>FY 2018 REVISED</b>	<b>FY 2019 BUDGET</b>
<b>EXPENDITURES:</b>					
OPERATING	1,285,840	1,208,320	1,238,900	1,238,900	1,276,600
<b>TOTAL</b>	<b>\$1,285,840</b>	<b>\$1,208,320</b>	<b>\$1,238,900</b>	<b>\$1,238,900</b>	<b>\$1,276,600</b>
<b>FUNDING SOURCE:</b>					
GENERAL FUND	\$1,285,840	\$1,208,320	\$1,238,900	\$1,238,900	\$1,276,600

### **FY 2019 Budget Modifications**

- The Law Enforcement total budget for FY 2019 is \$1,276,600 which is an increase of 3.04% from the FY 2018 adopted budget amount of \$1,238,900.
- For FY 2019, a Deputy Sherriff will be assigned to work weekend hours towards enforcing the Florida Building Code and ensuring code compliance. Due to this, a portion of this Deputy's cost in providing this function in the amount of \$89,400 will be transferred from the Building Fund to the General Fund.

### **Capital Budget**

- There is no capital purchases budgeted for FY 2019.

## LAW ENFORCEMENT (001.4010)

CODE	ACCOUNT TITLE	FY 2106 ACTUAL	FY 2017 ACTUAL	FY 2018 ADOPTED	FY 2018 REVISED	FY 2019 BUDGET	PERCENT CHANGE
<b>OPERATING:</b>							
3131	Law Enforcement Services	1,284,840	1,208,320	1,238,400	1,238,400	1,276,600	3.08%
3410	County Services	1,000	-	500	500	-	-100.00%
	Subtotal Operating	1,285,840	1,208,320	1,238,900	1,238,900	1,276,600	3.04%
	<b>TOTAL LAW ENFORCEMENT</b>	<b>\$1,285,840</b>	<b>\$1,208,320</b>	<b>\$1,238,900</b>	<b>\$1,238,900</b>	<b>\$1,276,600</b>	<b>3.04%</b>

## LAW ENFORCEMENT (001.4010)

<b>CODE</b>	<b>ACCOUNT TITLE</b>	<b>FY 2019 BUDGET</b>	<b>DESCRIPTION</b>
<b>OPERATING:</b>			
3131	Law Enforcement Services	1,276,600	Pinellas County Sheriff's Office contract includes an increase of 3.08%.
3410	County Services	-	
	Subtotal Operating	<u>1,276,600</u>	
	<b>TOTAL LAW ENFORCEMENT</b>	<b>\$1,276,600</b>	





The leisure services provided to the community through the Parks Department are intended to enhance the quality of life for the residents and visitors. The Parks Department is responsible for the maintenance, operation, and preservation of all City parks, beaches, and open public spaces. Funding for the operation of the Parks Department originates from both the General Fund and Archibald Fund.

### Organizational Goal: Infrastructure

- Objective 1: To maintain the current landscaping contract ensuring proper maintenance of all City Parks and property.
- Objective 2: To maintain appropriate appearance and efficient waste collection operations by replacing refuse containers at parks as needed.

# PARKS

## SUMMARY

	<b>FY 2016 ACTUAL</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ADOPTED</b>	<b>FY 2018 REVISED</b>	<b>FY 2019 BUDGET</b>
<b><u>EXPENDITURES:</u></b>					
OPERATING	197,830	127,132	138,200	138,500	111,200
CAPITAL	382,213	31,130	-	-	-
<b>TOTAL</b>	<b>\$580,043</b>	<b>\$158,262</b>	<b>\$138,200</b>	<b>\$138,500</b>	<b>\$111,200</b>
<b><u>FUNDING SOURCE:</u></b>					
GENERAL FUND	\$580,043	\$158,262	\$138,200	\$138,500	\$111,200

### **FY 2019 Budget Modifications**

- The Parks Department's operating expenditures for FY 2019 in the amount of \$111,200 reflects a decrease from \$127,132 reported in the FY 2018 Budget. This is due to a decrease in the contract with the primary landscaping care company that resulted in savings for the City.

### **Capital Budget**

- There is no capital purchases budgeted for FY 2019.

## PARKS (001.4900)

CODE ACCOUNT TITLE	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ADOPTED	FY 2018 REVISED	FY 2019 BUDGET	PERCENT CHANGE
<b>OPERATING:</b>						
3400 Contractual Services	84,598	74,960	85,000	85,300	58,000	-32.00%
3412 Contractual Services - Archibald	-	-	-	-	-	
3414 Contractual Services - Causeway Park	11,690	-	-	-	-	
3415 Contractual Services - John's Pass Park	11,690	-	-	-	-	
4000 Travel and Training	-	262	-	-	-	
4110 Cellular Telephone	922	-	-	-	-	
4311 Water Service - Medians	3,408	7,059	4,000	4,000	4,000	0.00%
4312 Water Service - Parks	27,128	21,489	27,700	27,700	27,700	0.00%
4314 Water Service - Buildings	-	-	-	-	-	
4332 Electric - Sprinklers	3,624	-	-	-	-	
4339 Electric - Park Restrooms	1,036	-	-	-	-	
4340 Waste Disposal	13,200	13,200	13,200	13,200	13,200	0.00%
4500 General Insurance	8,505	8,066	8,300	8,300	8,300	0.00%
4600 Maintenance - Auto Equipment	480	-	-	-	-	
4612 Maintenance - Building (Archibald Park)	-	-	-	-	-	
4613 Maintenance - Building (John's Pass Park)	5,556	100	-	-	-	
4620 Maintenance - Grounds/Parks (Pocket Parks)	8,790	-	-	-	-	
4622 Maintenance - Grounds/Parks (Causeway)	7,623	550	-	-	-	
4630 Maintenance - Grounds/Parks (J.P. Park)	1,355	-	-	-	-	
4640 Maintenance - Other Equipment	4,136	30	-	-	-	
4660 Maintenance - Seawalls	-	-	-	-	-	
4680 Maintenance - Tires	-	-	-	-	-	
5200 Uniforms	-	12	-	-	-	
5210 Departmental Supplies	2,074	-	-	-	-	
5220 Gasoline & Oil	2,015	1,403	-	-	-	
5230 Tools	-	-	-	-	-	
5420 Dues & Subscriptions	-	-	-	-	-	
Subtotal Operating	197,830	127,132	138,200	138,500	111,200	-19.71%
<b>CAPITAL:</b>						
6300 Capital Improvements	343,674	31,130	-	-	-	
6400 Capital Equipment	38,539	-	-	-	-	
6911 9/11 Memorial	-	-	-	-	-	
Subtotal Capital Outlay	382,213	31,130	-	-	-	
<b>TOTAL PARKS</b>	<b>\$580,043</b>	<b>\$158,262</b>	<b>\$138,200</b>	<b>\$138,500</b>	<b>\$111,200</b>	<b>-19.71%</b>

**PARKS (001.4900)**

<b>CODE ACCOUNT TITLE</b>	<b>FY 2019 BUDGET</b>	<b>DESCRIPTION</b>
<b>OPERATING:</b>		
		Contractual services to provide City's primary landscaping care, includes a decrease due to new bid and continuation of City Centre now done by current recreation staff
3400 Contractual Services	58,000	
4311 Water Service - Medians	4,000	Pinellas County Utility expenditures at Gulf Blvd. medians
4312 Water Service - Parks	27,700	Pinellas County Utility expenditures at all City parks, street-end pocket parks, beach accesses, and ball fields
4340 Waste Disposal	13,200	Sanitation Fund billing to General Fund for waste disposal services
4500 General Insurance	8,300	Property and auto policies per quoted estimate
Subtotal Operating	111,200	
<b>TOTAL PARKS</b>	<b>\$111,200</b>	



The City of Madeira Beach Recreation Department provides programs to enrich the lives of the residents and visitors in the community. The leisure services offered by the Recreation Department include providing safe, healthy, and diverse opportunities for the residents of and visitors to Madeira Beach while maintaining quality facilities and events that meet the growing needs of the community.

The services provided by the Recreation Department are as follows: athletics, after-school care, summer camp, fitness classes and programing, senior programing, facility rentals, community events, special event permitting, and day-to-day park and facility maintenance.

### **Department Initiatives for FY2019 Budget Year**

#### **GOAL: INFRASTRUCTURE**

- **Objective 1:** Preserve the Recreation Complex and R.O.C. Park infrastructure by reviewing and improving maintenance programs to ensure the assets remain in pristine condition.
- **Objective 2:** Explore and initiate new cost-effective measures, which ensure top of the line service and maintenance while also remaining fiscally conscious.
- **Objective 3:** Market and maintain website, online class portal, and social media to provide exceptional level of service and communication to the public.

#### **GOAL: HUMAN CAPITAL**

- **Objective 1:** Encourage professional growth and training in areas the of communications, fiscal responsibility, level of service, and facility maintenance.
- **Objective 2:** Empower team members to make decisions and ensure level of service standards.
- **Objective 3:** Provide the necessary training and processes to allow for understanding of roles and responsibilities of other departments and how each works together.

#### **GOAL: INTERNAL AND EXTERNAL COMMUNICATIONS**

- **Objective 1:** Through increased external communication, build trust and support of the residents by providing better information on a more regular basis.
- **Objective 2:** Provide supportive and welcoming opportunities for residents and stakeholders to provide feedback to ensure the quality of the services provided.
- **Objective 3:** Execute effective strategic marketing plan to increase awareness, ownership, and participation in the facilities and the programs that are offered.

#### **GOAL: GROWTH MANAGEMENT**

- **Objective 1:** Observe and evaluate the impact programs on the facilities and parks to ensure quality level of service and proper maintenance.
- **Objective 2:** Expand program offerings based on the desired wants and needs of the residents and stakeholders who participate.
- **Objective 3:** Research trends and efficiencies in budgeting and scheduling of programs to encourage better availability and more options for stakeholders to participate.

## **Department Initiatives for FY 2019 Budget Year**

### **GOAL: FINANCIAL SUSTAINABILITY**

- **Objective 1:** Evaluate current program offerings to ensure they are cost effective while also ensuring there is no impact to the level of service provided.
- **Objective 2:** Research additional policies, procedures, and potential infrastructure improvements to increase sustainability of facility and programs.
- **Objective 3:** Ensure staff is educated on financial processes and concerns related to the budget each year.

### **GOAL: SAFETY AND HEALTHY LIVING**

- **Objective 1:** Create a proactive maintenance program to preserve the integrity of the facilities and parks.
- **Objective 2:** Promote a healthy lifestyle through the program offerings and constantly be in search of additional programs and/or initiatives to provide exceptional quality of life for stakeholders.
- **Objective 3:** Provide educational opportunities to enhance safety and healthy living throughout the community.

### **GOAL: TRANSPORTATION/MOBILITY**

- **Objective 1:** Increase awareness of available parking and transportation options in relation to Recreation hosted events and activities.
- **Objective 2:** Enhance website and external messaging for parking information and transportation availability.
- **Objective 3:** Encourage transportation alternatives that promote healthy lifestyle.



# RECREATION

## SUMMARY

	<b>FY 2016 ACTUAL</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ADOPTED</b>	<b>FY 2018 REVISED</b>	<b>FY 2019 BUDGET</b>
<b><u>EXPENDITURES:</u></b>					
PERSONNEL	388,878	438,582	455,500	455,500	516,600
OPERATING	381,424	327,089	407,700	416,896	386,400
CAPITAL	127,024	77,318	32,000	46,540	30,000
DONATIONS	10,686	23,100	-	-	-
<b>TOTAL</b>	<b>\$908,012</b>	<b>\$866,088</b>	<b>\$895,200</b>	<b>\$918,936</b>	<b>\$933,000</b>
<b><u>FUNDING SOURCE:</u></b>					
GENERAL FUND	\$908,012	\$866,088	\$895,200	\$918,936	\$933,000

### **FY 2019 Budget Modifications**

- For the FY 2019 budget, the decision was made to reflect the cost of two grounds maintenance workers to the Recreation Department, which is the department they report to. However, in keeping with Resolution 2015-42, the Archibald Fund will support the cost of these two positions plus costs for a Division Supervisor for Parks. A transfer in the amount of \$191,800 from the Archibald Fund to the General Fund will be reflected in the FY 2019 budget.

### **Capital Budget**

- FY 2019 Budget, there is \$30,000 budgeted in the 6400 Capital Equipment account for a Ford Ranger per the current vehicle replacement plan.

## RECREATION (001.5000)

CODE	ACCOUNT TITLE	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ADOPTED	FY 2018 REVISED	FY 2019 BUDGET	PERCENT CHANGE
<b>PERSONNEL:</b>							
1200	Salaries & Wages	290,133	323,931	330,500	330,500	388,000	17.40%
1400	Overtime	6,067	5,584	7,500	7,500	6,000	-20.00%
2100	Social Security	22,643	25,221	25,300	25,300	29,700	17.39%
2201	Retirement - FRS	-	-	-	-	3,200	
2203	ICMA 401(a) Plan	19,257	21,669	25,300	25,300	24,000	-5.14%
2300	Group Insurance	45,607	55,256	61,300	61,300	57,700	-5.87%
2400	Worker's Compensation	5,171	6,922	5,600	5,600	8,000	42.86%
	<b>Subtotal Personnel</b>	<b>388,878</b>	<b>438,582</b>	<b>455,500</b>	<b>455,500</b>	<b>516,600</b>	<b>13.41%</b>
<b>OPERATING:</b>							
3117	Umpires & Officials	16,432	28,069	30,000	30,000	30,000	0.00%
3121	Computer Software Support	2,100	2,012	2,100	2,509	2,100	-16.30%
3400	Contractual Services	25,732	34,164	38,500	42,937	38,500	-10.33%
3401	Scorekeepers	2,576	1,575	5,000	5,000	1,500	-70.00%
3401	Instructors	-	-	14,000	14,000	10,000	-28.57%
3402	Fitness	12,727	11,281	-	-	-	
3405	Temporary Services	18,692	1,742	5,000	5,000	3,000	-40.00%
4000	Travel and Training	7,011	6,272	17,700	17,700	8,000	-54.80%
4100	Telephone	3,551	1,993	4,800	7,336	4,800	-34.57%
4110	Cellular Telephone	618	893	1,000	1,104	1,000	-9.42%
4200	Postage	64	84	200	200	200	0.00%
4331	Electric - Buildings	10,831	9,594	9,600	9,600	9,600	0.00%
4333	Electric - Ball Fields	33,351	32,614	34,000	34,000	34,000	0.00%
4340	Waste Disposal	5,900	5,900	5,900	5,900	5,900	0.00%
4400	Rentals and Leases	6,239	3,855	5,000	5,000	4,000	-20.00%
4500	General Insurance	24,319	26,283	27,400	27,400	27,400	0.00%
4600	Maintenance - Auto Equipment	3,273	1,954	4,500	4,500	4,500	0.00%
4610	Maintenance - Building	7,186	7,520	18,000	19,710	18,000	-8.68%
4620	Maintenance - Grounds & Parks	25,577	35,814	38,000	38,000	38,000	0.00%
4640	Maintenance - Other Equipment	22,153	1,445	3,000	3,000	3,000	0.00%
4680	Maintenance - Tires	-	874	-	-	-	
4700	Print & Reproduction	7,940	3,555	5,000	5,000	5,000	0.00%
4800	Promotions & Public Relations	56,677	34,025	30,000	30,000	25,000	-16.67%
4920	Licenses & Permits	-	145	500	500	500	0.00%
5100	Office Supplies	1,600	973	2,000	2,000	2,000	0.00%
5101	Athletic Programming	7,949	4,681	8,500	8,500	9,000	5.88%
5102	Little League	13,801	22,457	30,000	30,000	30,000	0.00%
5103	Senior Programming	-	3,265	5,000	5,000	7,500	50.00%
5200	Uniforms	985	1,809	3,500	3,500	2,500	-28.57%
5210	Departmental Supplies	32,130	9,801	16,200	16,200	18,000	11.11%
5212	After School Program	12,419	11,011	15,000	15,000	15,000	0.00%
5218	Summer Program	16,667	17,390	24,000	24,000	24,000	0.00%
5220	Gasoline & Oil	2,368	3,667	3,900	3,900	4,000	2.56%
5420	Dues & Subscriptions	556	371	400	400	400	0.00%
	<b>Subtotal Operating</b>	<b>381,424</b>	<b>327,089</b>	<b>407,700</b>	<b>416,896</b>	<b>386,400</b>	<b>-7.32%</b>

## RECREATION (001.5000)

CODE	ACCOUNT TITLE	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ADOPTED	FY 2018 REVISED	FY 2019 BUDGET	PERCENT CHANGE
<b>CAPITAL:</b>							
6300	Capital Improvement	-	21,030	-	14,540	-	-100.00%
6400	Capital Equipment	127,024	56,288	32,000	32,000	30,000	-6.25%
	Subtotal Capital Outlay	127,024	77,318	32,000	46,540	30,000	-35.54%
<b>DONATIONS:</b>							
8200	DCO Enterprises	10,686	23,100	-	-	-	
	Subtotal Donations	10,686	23,100	-	-	-	0.00%
	<b>TOTAL RECREATION</b>	<b>\$908,012</b>	<b>\$866,088</b>	<b>\$895,200</b>	<b>\$918,936</b>	<b>\$933,000</b>	<b>1.53%</b>

## RECREATION (001.5000)

CODE	ACCOUNT TITLE	FY 2019 BUDGET	DESCRIPTION
<b>PERSONNEL:</b>			
1200	Salaries & Wages	388,000	Staff wages
1400	Overtime	6,000	Overtime as authorized by Parks and Recreation Director, primarily relating to special events
2100	Social Security	29,700	FICA contributions at 7.65% of salary
2201	Retirement - FRS	3,200	City contribution to staff retirement at FRS required contribution rate
2203	ICMA 401(a) Plan	24,000	City contribution to full-time staff retirement at 9% of salary
2300	Group Insurance	57,700	Medical, dental, life and long-term disability coverage for full-time staff
2400	Worker's Compensation	8,000	Worker's compensation insurance costs per quoted estimate
	Subtotal Personnel	516,600	
<b>OPERATING:</b>			
3117	Umpires & Officials	30,000	Officiating expenditures, which correspond to revenue-generating programs such as tournaments and league play
3121	Computer Software Support	2,100	Munis billing and customer database software support contract
3400	Other Contractual Services	38,500	Cleaning and janitorial services contract allocation
3401	Scorekeepers	1,500	Scorekeeping expenditures, which correspond to revenue-generating programs such as tournaments and league play
3402	Instructors	10,000	Fitness class (i.e. yoga, Zumba, etc.) independent contractor expenditures
3405	Temporary Contractual Services	3,000	Call-in labor as necessary for special events and weekend tournaments
4000	Travel and Training	8,000	National Recreation and Park Association manuals; Florida Recreation and Park Association conference; Pinellas County Schools childcare modules; Pinellas County License Board training; PTEC training (\$8,000);
4100	Telephone	4,800	Spectrum service allocation: internet, television, phones
4110	Cellular Telephone	1,000	Verizon Wireless service contract and/or reimbursement of personal phone use
4200	Postage	200	Miscellaneous correspondence
4331	Electric - Buildings	9,600	Estimated Duke Energy expenditures (recreation center)
4333	Electric - Ball Fields	34,000	Estimated Duke Energy expenditures (ball fields, lighting, splash pad, and reflecting pond)
4340	Waste Disposal	5,900	Sanitation Fund billing to General Fund for waste disposal services
4400	Rentals and Leases	4,000	Portable restrooms for league play, special events, and tournaments
4500	General Insurance	27,400	Property, auto, flood policies per quoted estimate
4600	Maintenance - Auto Equipment	4,500	Recreation vehicle and bus preventive maintenance and service
4610	Maintenance - Building	18,000	Maintenance agreements: A/C (\$3,000), fire alarms (\$600), window cleaning (\$2,000); misc. (\$4,400)
4620	Maintenance - Grounds & Parks	38,000	Recreation complex grounds, fences, seawalls, clay, ball fields, sprinkler systems, splash pad, and dog park
4640	Maintenance - Other Equipment	3,000	Maintenance of lawn tools, tractors, and small equipment
4700	Print & Reproduction	5,000	Advertisements and flyers for events, leagues, and programs
4800	Promotions & Public Relations	25,000	Community outreach, sponsorships, promotions, special events, concerts, and movies
4920	Licenses & Permits	500	Pinellas County Health Department and License Board fees
5100	Office Supplies	2,000	Office supplies and furnishings
5101	Athletic Programming	9,000	Sports field supplies and equipment
5102	Little League	30,000	Community outreach, sponsorships, promotions, special events, and concerts
5103	Senior Events	7,500	Program which provides leisure service events to seniors

## RECREATION (001.5000)

CODE	ACCOUNT TITLE	FY 2019 BUDGET	DESCRIPTION
5200	Uniforms	2,500	Staff uniforms and work shirts
5210	Departmental Supplies	18,000	Special event expenditures, tables, chairs, trophies, and awards
5212	After School Program	15,000	Full-week holiday camps and after-school program supplies including games, arts and crafts, and snacks
5218	Summer Program	24,000	Field trip expenditures and summer camp supplies
5220	Gasoline & Oil	4,000	Estimated Recreation vehicle fuel consumption
5420	Dues & Subscriptions	400	Florida Recreation and Park Association; Tampa Bay Beaches Chamber of Commerce; Women in Tourism
	Subtotal Operating	<u>386,400</u>	
	<b>CAPITAL:</b>		
6300	Capital Improvement	<u>-</u>	
6400	Capital Equipment	<u>30,000</u>	Vehicle Replacement: 2007 Ford Ranger (#97) (\$30,000)
	Subtotal Capital Outlay	<u>30,000</u>	
	<b>TOTAL RECREATION</b>	<b>\$933,000</b>	

# RECREATION

## FULL-TIME EQUIVALENT (FTE) POSITIONS

	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>
Parks and Recreation Director	1.00	1.00	1.00	1.00
Leisure Services Director	0.00	0.00	0.00	0.00
Central Services Director	0.00	0.00	0.00	0.00
Administrative Assistant	0.00	0.00	0.00	0.00
Recreation Supervisor	0.00	0.00	0.00	0.00
Recreation Coordinator	0.00	0.00	0.00	0.00
Grounds Maintenance Worker II	0.00	0.00	0.00	2.00
Building Maintenance Worker	0.00	0.00	0.00	0.00
Bus Driver	0.00	0.00	0.25	0.25
Recreation Leader III	3.00	3.00	3.00	3.00
Recreation Leader II	1.00	2.00	2.00	2.00
Recreation Leader I	2.75	3.25	3.00	3.00
Total Funded Positions	7.75	9.25	9.25	11.25



The functions of the Parking Enforcement Department include parking staff patrolling daily each of the fourteen parking lots that comprise 537 parking spaces throughout the City. Ensuring proper maintenance and functionality of the 30 pay stations and 3 change machines throughout the City is a major responsibility for this department. These machines need to be made clear of paper jams and anything preventing the proper depositing of coins and credit card transactions. Parking staff are trained to assist visitors who may be confused on how to use these machines. Visitors who violate parking restrictions and City ordinances are issued parking violations by Parking Enforcement staff or the Deputy Sherriff. Parking staff follow strict procedures related to the counting of cash transactions and ensuring that credit card transactions are posted properly. Providing monthly reports and reviewing for accuracy and explaining variances is also a key function of this department.

### **Department Initiatives for FY2019 Budget Year**

#### **GOAL: INFRASTRUCTURE**

- **Objective 1:** Preserve the integrity of the City parking lots and report any obstacles or problems to Public Works Department.
- **Objective 2:** Explore and initiate new efficient ways that visitors can pay utilizing the current technology within new parking machines.
- **Objective 3:** Evaluate existing parking signs at the City lots and determine if information and direction can be communicated to visitors in a better way.

#### **GOAL: HUMAN CAPITAL**

- **Objective 1:** Encourage professional growth and additional training of parking enforcement staff centering around improving customer service and assisting visitors.
- **Objective 2:** Empower team members to make suggestions on ways of improving the experience of visitors to the City.
- **Objective 3:** Encourage staff to write brief reports of how pay station malfunctions were resolved after instruction from technician.

#### **GOAL: INTERNAL AND EXTERNAL COMMUNICATION**

- **Objective 1:** Market and promote on City website and other public access platforms the benefits that the technology of new parking machines offers to visitors.
- **Objective 2:** Provide supportive and welcoming communication from business around the City parking lots and any advice on enhancements or necessary improvements.
- **Objective 3:** Express and encourage visitors to use credit/debit cards as preferred method of payment over coins due to exclusive benefit of phone application.

#### **GOAL: FINANCIAL SUSTAINABILITY**

- **Objective 1:** Evaluate current revenue collection of these parking machines and explore better ways of improving fiscal management including eliminating or limiting cash and encouraging use of card transactions.
- **Objective 2:** Ensure staff read financial reports on parking revenue collection in order to observe cyclical trends.
- **Objective 3:** Ensure staff is educated on proper internal controls for cash collection.

#### **GOAL: SAFETY AND HEALTHY LIVING**

- **Objective 1:** Promote procedure for reporting any problems on City lots and who to contact.
- **Objective 2:** Promote a friendly approach to visitors especially if they are in need of assistance.
- **Objective 3:** Provide educational opportunities to parking enforcement staff so that they can enhance and provide a more safe and healthy environment around City wide parking lots.



# PARKING ENFORCEMENT

## SUMMARY

	<b>FY 2016 ACTUAL</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ADOPTED</b>	<b>FY 2018 REVISED</b>	<b>FY 2019 BUDGET</b>
<b><u>EXPENDITURES:</u></b>					
PERSONNEL	98,155	95,255	117,000	117,000	135,300
OPERATING	166,762	164,396	180,600	185,127	184,200
CAPITAL	-	-	40,000	40,000	-
<b>TOTAL</b>	<b>\$264,917</b>	<b>\$259,651</b>	<b>\$337,600</b>	<b>\$342,127</b>	<b>\$319,500</b>
<b><u>FUNDING SOURCE:</u></b>					
GENERAL FUND	264,917	\$259,651	\$337,600	\$342,127	\$319,500

### **FY 2019 Budget Modifications**

- In June 2018, the City Commission approved a new fee schedule which called for an increase in parking fees from \$2.00 per hour to \$2.50. The City Commission further approved in June, through Resolution 2018-05, that .25 cents of this increase is to be reserved toward paying down the City debt. the other .25 cents is to go toward improving the infrastructure throughout the City.

### **Capital Budget**

- There is no capital purchases budgeted for FY 2019.

## PARKING ENFORCEMENT (001.6000)

CODE	ACCOUNT TITLE	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ADOPTED	FY 2018 REVISED	FY 2019 BUDGET	PERCENT CHANGE
<b>PERSONNEL:</b>							
1200	Salaries & Wages	66,945	61,910	80,800	80,800	87,900	8.79%
1400	Overtime	74	948	200	200	500	150.00%
2100	Social Security	5,118	4,387	6,200	6,200	6,800	9.68%
2203	ICMA 401(a) Plan	5,016	5,331	5,800	5,800	8,000	37.93%
2300	Group Insurance	17,986	18,703	20,100	20,100	28,400	41.29%
2400	Worker's Compensation	3,016	3,976	3,900	3,900	3,700	-5.13%
2500	Unemployment Compensation	-	-	-	-	-	
	Subtotal Personnel	98,155	95,255	117,000	117,000	135,300	15.64%
<b>OPERATING:</b>							
3111	Armored Car Service	1,384	-	300	300	300	0.00%
3410	County Services	-	-	-	-	-	
3411	Contractual Ticket Processing	20,047	20,803	23,200	23,200	20,000	-13.79%
4000	Travel and Training	2,675	1,446	1,500	1,500	3,900	160.00%
4110	Cellular Telephone	581	541	600	654	600	-8.26%
4200	Postage	113	127	500	500	300	-40.00%
4400	Rentals	-	2,400	-	-	-	
4500	General Insurance	662	515	600	600	600	0.00%
4600	Maintenance - Auto Equipment	1,370	1,005	3,000	3,000	2,500	-16.67%
4640	Maintenance - Other Equipment	7,864	476	2,500	2,500	2,500	0.00%
4655	Maintenance - Pay Stations	32,819	32,730	39,000	43,473	15,000	-65.50%
4680	Maintenance - Tires	-	-	-	-	-	
4700	Print & Reproduction	1,046	1,046	2,500	2,500	3,000	20.00%
4930	Bank Service Fees	95,497	96,668	87,800	87,800	121,000	37.81%
5100	Office Supplies	38	226	300	300	500	66.67%
5200	Uniforms	709	342	1,000	1,000	1,200	20.00%
5210	Departmental Supplies	84	4,763	15,000	15,000	10,000	-33.33%
5220	Gasoline & Oil	1,873	1,309	2,800	2,800	2,800	0.00%
	Subtotal Operating	166,762	164,396	180,600	185,127	184,200	-0.50%
<b>CAPITAL:</b>							
6400	Capital Equipment	-	-	40,000	40,000	-	-100.00%
	Subtotal Capital Outlay	-	-	40,000	40,000	-	-100.00%
	<b>TOTAL PARKING ENFORCEMENT</b>	<b>\$264,917</b>	<b>259,651</b>	<b>337,600</b>	<b>\$342,127</b>	<b>\$319,500</b>	<b>-6.61%</b>

## PARKING ENFORCEMENT (001.6000)

CODE	ACCOUNT TITLE	FY 2019 BUDGET	DESCRIPTION
<b>PERSONNEL:</b>			
1200	Salaries & Wages	87,900	Staff wages
1400	Overtime	500	Call-in duty as necessary to maintain pay station functionality
2100	Social Security	6,800	FICA contributions at 7.65% of salary
2203	ICMA 401(a) Plan	8,000	City contribution to full-time staff retirement at 9% of salary
2300	Group Insurance	28,400	Medical, dental, life and long-term disability coverage for full-time employees
2400	Worker's Compensation	3,700	Worker's compensation insurance costs per quoted estimate
	Subtotal Personnel	<u>135,300</u>	
<b>OPERATING:</b>			
3111	Armored Car Service	300	Bank deposit service fees
3411	Contractual Ticket Processing	20,000	Contractual ticket processing services with Complus Data Innovations (10.0% fee/ticket) plus increased ticket volume for FY19
4000	Travel and Training	3,900	Attendance at seminars related to Parkinf Enforcement
4110	Cellular Telephone	600	Verizon Wireless service contract and/or reimbursement of personal phone use
4200	Postage	300	Miscellaneous correspondence
4500	General Insurance	600	Auto policy per quoted estimate
4600	Maintenance - Auto Equipment	2,500	Parking vehicle preventive maintenance and service
4640	Maintenance - Other Equipment	2,500	Maintenance of change machines located in John's Pass Village and change-counting machine at City Hall; maintenance of electric-vehicle charging station located in John's Pass Park
4655	Maintenance - Pay Stations	15,000	Pay station spare parts kit and service call costs should decrease with new machines and maint. Agreement with purchase. Will still have connection service required to process credit card transactions
4700	Print & Reproduction	3,000	Parking passes and parking ticket production
4930	Bank Service Fees	121,000	Pay station credit card payment interchange fees will increase due to .50 increase in parking fees starting in FY2018
5100	Office Supplies	500	Office supplies and furnishings
5200	Uniforms	1,200	Staff uniforms and work shirts
5210	Departmental Supplies	10,000	Tools, batteries and replacement items as needed to support pay stations
5220	Gasoline & Oil	2,800	Estimated Parking vehicle fuel consumption
	Subtotal Operating	<u>184,200</u>	
<b>CAPITAL:</b>			
6400	Capital Equipment	-	
	Subtotal Capital Outlay	<u>-</u>	
<b>TOTAL PARKING ENFORCEMENT</b>		<b>\$319,500</b>	

# PARKING ENFORCEMENT

## FULL-TIME EQUIVALENT (FTE) POSITIONS

	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>
Division Supervisor	1.00	1.00	1.00	1.00
Parking Enforcement Officer II	1.00	1.00	1.00	1.00
Parking Enforcement Officer I	0.75	0.75	1.00	1.00
Total Funded Positions	2.75	2.75	3.00	3.00



The John's Pass Village district includes the commercial fishing and entertainment center located immediately north and adjacent to the John's Pass Bridge. The City's mission at this location is to help facilitate tourism by providing the infrastructure and services necessary to support local businesses. The John's Pass Village division was previously operated as an Enterprise Fund prior to FY 2014. Budget information on the retired fund can be found in the Finance Department. The public works staff supports John's Pass Village fund with sanitation, ground and parks maintenance, and stormwater. The John's Pass Fund also supports the contractual services of the restrooms located in the village and John's Pass Park.

**Organizational Goal: Infrastructure**

- **Objective 1:** To improve infrastructure for waste collection.
- **Objective 2:** To improve the infrastructure in public restrooms located in the village and John's Pass Park.
- **Objective 3:** To replace and improve the infrastructure of the John's Pass boardwalk.
- **Objective 4:** To maintain existing Stormwater infrastructure and to provide efficient infrastructure capacity to meet the future needs.

**Organizational Goal: Safety and Healthy Living**

- **Objective 1:** Identify and reduce safety hazards posed to prevent future claims or mitigation.
- **Objective 2:** Study and identify opportunities for enhanced public safety.
- **Objective 3:** To improve the flow of traffic and pedestrian safety for residents, business owners and visitors.

# JOHN'S PASS VILLAGE

## SUMMARY

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ADOPTED	FY 2018 REVISED	FY 2019 BUDGET
<b>EXPENDITURES:</b>					
OPERATING	123,543	129,680	152,300	152,548	162,300
CAPITAL	36,885	366,460	-	280,355	106,600
<b>TOTAL</b>	<b>\$160,428</b>	<b>\$496,140</b>	<b>\$152,300</b>	<b>\$432,903</b>	<b>\$268,900</b>
<b>FUNDING SOURCE:</b>					
JOHN'S PASS VILLAGE FUND	-	-	-	-	-
GENERAL FUND	160,428	\$496,140	\$152,300	\$432,903	\$268,900

### **FY 2019 Budget Modifications**

- There is an increase of 28.81% in the other contractual services account. This is the cleaning service for the City. This increase is needed for the FY 2019 budget due to the increased time it is taking to keep the restrooms at John's Pass clean.

### **Capital Budget**

- A total of \$265,355, remained unspent in FY 2017 and rolled over into the capital improvement account in FY 2018. This budgeted amount is for transient dock construction at John's Pass.
- A total of \$15,000 remained unspent in FY 2017 and rolled over into the Capital Improvement account in FY 2018. This budgeted amount is for seawall improvement.
- FY 2019 Budget, \$75,000, will be transferred from the BP committed reserve fund for John's Pass Improvements to be determined by a plan by management. Additionally, \$31,600, will be transferred from the BP committed reserve fund for John's Pass pilings that need to be replaced. The total from the BP committed reserve fund to John's Pass Village is \$106,600.

## JOHN'S PASS VILLAGE (001.8000)

CODE	ACCOUNT TITLE	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ADOPTED	FY 2018 REVISED	FY 2019 BUDGET	PERCENT CHANGE
<b>OPERATING:</b>							
3400	Other Contractual Services	16,763	21,026	22,400	22,648	29,400	29.81%
4314	Water Service - Buildings	7,642	11,064	15,600	15,600	15,600	0.00%
4331	Electric - Buildings	2,127	1,882	5,200	5,200	5,200	0.00%
4336	Electric - Street Lights	11,546	11,289	13,000	13,000	13,000	0.00%
4340	Waste Disposal	38,900	38,900	38,900	38,900	38,900	0.00%
4500	General Insurance	26,289	25,598	26,200	26,200	26,200	0.00%
4610	Maintenance - Building	1,333	1,993	6,000	6,000	6,000	0.00%
4620	Maintenance - Grounds/Parks	13,579	13,854	15,000	15,000	18,000	20.00%
4630	Maintenance - Boardwalk	1,579	671	5,000	5,000	5,000	0.00%
4640	Maintenance - Other Equipment	-	-	-	-	-	-
5210	Departmental Supplies	3,785	3,403	5,000	5,000	5,000	0.00%
	Subtotal Operating	123,543	129,680	152,300	152,548	162,300	6.39%
<b>CAPITAL:</b>							
6300	Capital Improvement	36,885	366,460	-	265,355	106,600	-59.83%
6313	Seawall Improvement	-	-	-	15,000	-	-100.00%
	Subtotal Capital Outlay	36,885	366,460	-	280,355	106,600	-61.98%
	<b>TOTAL JOHN'S PASS VILLAGE</b>	<b>\$160,428</b>	<b>496,140</b>	<b>\$152,300</b>	<b>\$432,903</b>	<b>\$268,900</b>	<b>-37.88%</b>



## JOHN'S PASS VILLAGE (001.8000)

CODE	ACCOUNT TITLE	FY 2019 BUDGET	DESCRIPTION
<b>OPERATING:</b>			
3400	Other Contractual Services	29,400	Cleaning and janitorial services contract allocation
4314	Water Service - Buildings	15,600	Pinellas County Utility expenditures at JPV restrooms and Fantasy Planet store
4331	Electric - Buildings	5,200	Electrical service to City facilities located in John's Pass Village
4336	Electric - Street Lights	13,000	Electric service for street lights, boardwalk lights, signs
4340	Waste Disposal	38,900	Sanitation Fund billing to General Fund for waste disposal services
4500	General Insurance	26,200	Property and flood policies per quoted estimate
4610	Maintenance - Building	6,000	Preventive maintenance and repair of Fantasy Planet retail store, village restrooms and air-conditioning systems
4620	Maintenance - Grounds/Parks	18,000	Grounds maintenance and beautification within John's Pass Village
4630	Maintenance - Boardwalk	5,000	Boardwalk maintenance and upkeep as needed
5210	Departmental Supplies	5,000	Signs, mulch, paint, ashtrays, and receptacles
	Subtotal Operating	<u>162,300</u>	
<b>CAPITAL:</b>			
6300	Capital Improvement	106,600	BP FUNDS: Improvements (\$75,000); Replaced Pilings (\$31,600)
6313	Seawall Improvement	-	
	Subtotal Capital Outlay	<u>106,600</u>	
<b>TOTAL JOHN'S PASS VILLAGE</b>		<b>\$268,900</b>	



# LOCAL OPTION SALES TAX FUND

## DESCRIPTION

The Local Option Sales Tax Fund generates revenue through Pinellas County's 1% sales surtax program (Penny for Pinellas), originally approved by voters in 1990. The tax has been extended twice, with the current extension in place through December 2019. Proceeds are shared between the county and municipalities in order to fund infrastructure improvements.

# LOCAL OPTION SALES TAX FUND

## SUMMARY

	<b>FY 2016 ACTUAL</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ADOPTED</b>	<b>FY 2018 REVISED</b>	<b>FY 2019 BUDGET</b>
<b><u>EXPENDITURES:</u></b>					
CAPITAL	6,512	796,577	212,000	330,602	260,000
OTHER	49,526	-	-	-	-
<b>TOTAL</b>	<b>\$56,038</b>	<b>\$796,577</b>	<b>\$212,000</b>	<b>\$330,602</b>	<b>\$260,000</b>
<b><u>FUNDING SOURCE:</u></b>					
LOCAL OPTION SALES TAX FUND	\$56,038	\$796,577	\$212,000	\$330,602	\$260,000

### **FY 2019 Budget Modifications**

- There is a State of Florida Grant (Agreement No. 16055) that is for an amount not to exceed \$43,800 for the reimbursement for the design, engineering, and permitting for a 53-slip transient docking facility at the City Centre. The City Commission decided not to go ahead with this project and the Grant will not be extended at the end of September.

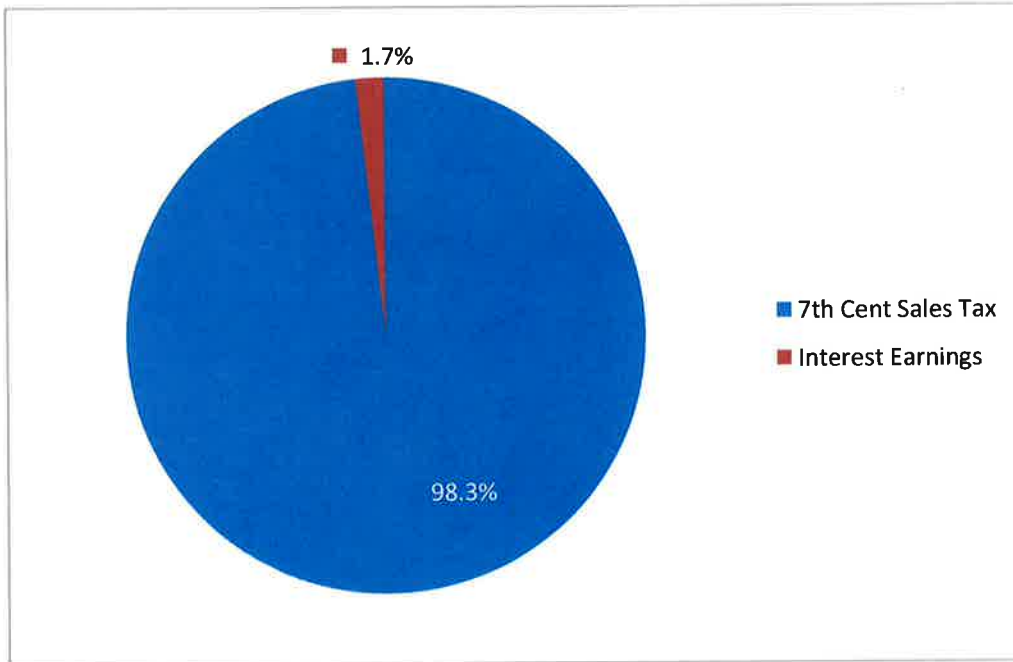
### **Capital Budget**

- There was \$90,000 allocated for City dock construction for FY 2019, however based upon the modification above, this \$90,000 will be combined with the \$170,000 Beach Access & Parking Lot Improvement Plan for a total of \$260,000 for this 6300 account line item.

# LOCAL OPTION SALES TAX FUND

## FUNDING SOURCES

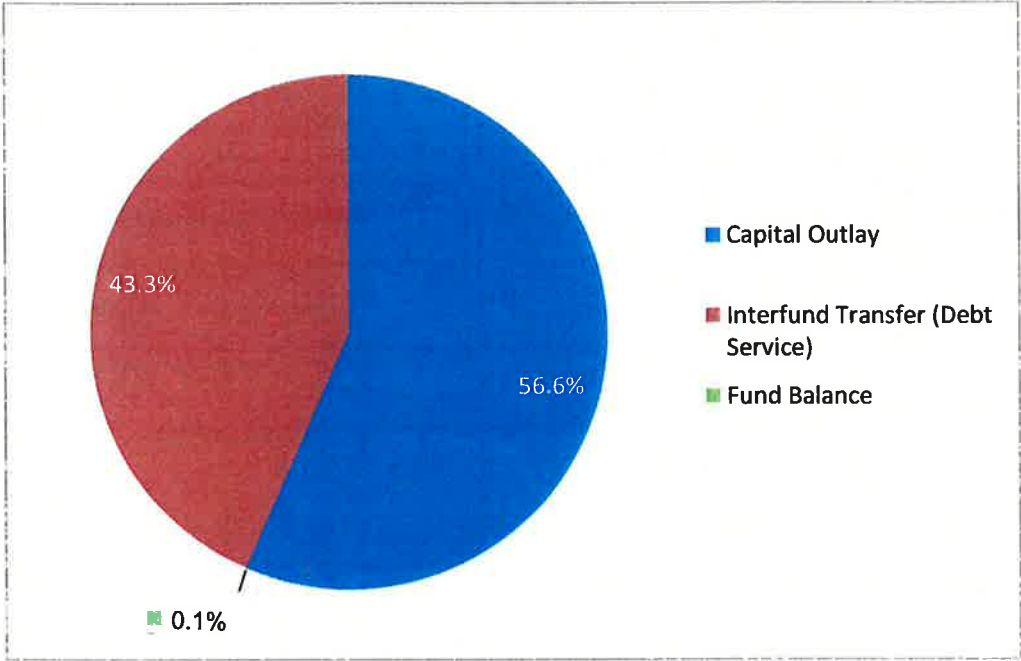
7th Cent Sales Tax	98.3%	451,200
Interest Earnings	1.7%	8,000
<b>Total Funding Sources</b>	<b>100.00%</b>	<b>\$459,200</b>



# LOCAL OPTION SALES TAX FUND

## FUNDING USES

Capital Outlay	56.6%	260,000
Interfund Transfer (Debt Service)	43.3%	198,900
Fund Balance	0.1%	300
<b>Total Funding Uses</b>	<b>100.00%</b>	<b>\$459,200</b>



**LOCAL OPTION SALES TAX FUND:  
BUDGETED REVENUE, EXPENDITURES, AND FUND BALANCE**

<b>CODE</b>	<b>ACCOUNT TITLE</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ADOPTED</b>	<b>FY 2018 REVISED</b>	<b>FY 2019 BUDGET</b>	<b>PERCENT CHANGE</b>
<b><u>Beginning available resources:</u></b>							
	Restricted balance	633,299	1,687,493	987,000	1,150,133	1,051,500	
	Est. FY 2018 operating revenue > revised budget	-	-	10,000	-	-	
	<b>Total beginning available resources</b>	<b>\$ 633,299</b>	<b>\$ 1,687,493</b>	<b>\$ 997,000</b>	<b>\$ 1,150,133</b>	<b>\$ 1,051,500</b>	<b>-8.58%</b>
<b><u>Operating revenue:</u></b>							
312.600	7th cent sales tax	436,345	449,245	425,000	425,000	451,200	6.16%
361.100	Interest earnings	5,185	7,910	5,000	5,000	8,000	60.00%
<b><u>Non-operating funding sources:</u></b>							
381.999	Debt proceeds	668,702	-	-	-	-	
	<b>Total funding sources</b>	<b>\$ 1,110,232</b>	<b>\$ 457,155</b>	<b>\$ 430,000</b>	<b>\$ 430,000</b>	<b>\$ 459,200</b>	<b>6.79%</b>
	<b><u>Capital outlay expenditures:</u></b>	<b>56,038</b>	<b>796,577</b>	<b>212,000</b>	<b>330,602</b>	<b>260,000</b>	
<b><u>Non-operating funding uses:</u></b>							
	Debt service, 2016 revenue note (transfer to D.S. Fund)	-	197,938	198,000	198,000	198,900	
	Cost of issuance, 2016 revenue note	-	-	-	-	-	
	<b>Total funding uses</b>	<b>\$ 56,038</b>	<b>\$ 994,515</b>	<b>\$ 410,000</b>	<b>\$ 528,602</b>	<b>\$ 458,900</b>	<b>-13.19%</b>
	<b>Restricted fund balance</b>	<b>\$ 1,687,493</b>	<b>\$ 1,150,133</b>	<b>\$ 1,017,000</b>	<b>\$ 1,051,531</b>	<b>\$ 1,051,800</b>	<b>0.03%</b>

## LOCAL OPTION SALES TAX FUND (103.9519)

CODE	ACCOUNT TITLE	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ADOPTED	FY 2018 REVISED	FY 2019 BUDGET	PERCENT CHANGE
<b>CAPITAL:</b>							
6300	Capital Improvements	6,512	-	-	-	260,000	
6311	Archibald Memorial Beach Park Rehabilitation	-	-	-	-	-	
6318	City Centre	-	110,000	50,000	50,000	-	-100.00%
6319	Marina Dock Construction	-	-	-	-	-	
6320	Stormwater Drainage & Roadway Improvements	-	-	-	-	-	
6321	Beach Groyne Rehabilitation	-	-	-	-	-	
6325	Madeira Way Improvements	-	-	-	73,582	-	-100.00%
6400	Capital Equipment	-	686,577	162,000	207,020	-	-100.00%
6406	ALS Vehicle Acquisition	-	-	-	-	-	
	Subtotal Capital Outlay	6,512	796,577	212,000	330,602	260,000	-21.36%
<b>OTHER:</b>							
9999	Cost of Issuance	49,526	-	-	-	-	
	Subtotal Other	49,526	-	-	-	-	
<b>TOTAL LOCAL OPTION SALES TAX FUND</b>		<b>\$56,038</b>	<b>\$796,577</b>	<b>\$212,000</b>	<b>\$330,602</b>	<b>\$260,000</b>	<b>-21.36%</b>



## LOCAL OPTION SALES TAX FUND (103.9519)

CODE	ACCOUNT TITLE	FY 2019 BUDGET	DESCRIPTION
<b>CAPITAL:</b>			
6300	Capital Improvement	<u>260,000</u>	Beach Access & Parking Lot Improvement Plan
6318	City Centre - Capital Improvement	<u>-</u>	City Centre dock construction
6400	Capital Equipment	<u>-</u>	
Subtotal Capital Outlay		<u>260,000</u>	
<b>TOTAL LOCAL OPTION SALES TAX FUND</b>		<b>\$260,000</b>	



The Archibald Fund is a special revenue fund that was established in 2014. It is intended to illustrate the extent to which revenues collected at Archibald Memorial Beach Park are expended for Parks and Recreation services, in accordance with National Park Service precedent and Resolution 03.13 adopted by the City in June 2003. The Archibald Fund is used for the maintenance for every park in the city along with the maintenance of the beach.

**Department Initiatives for FY2019 Budget Year**

**GOAL: INFRASTRUCTURE**

- **Objective 1:** Regularly inspect park facilities.
- **Objective 2:** Utilize facility work order system as a means to increase efficiency with City Assets.
- **Objective 3:** Provide the maximum level of safety possible at all parks.
- **Objective 4:** Update and maintain our parks inventory.
- **Objective 5:** Restroom renovation at public parks.

**GOAL: FINANCIAL SUSTAINABILITY**

- **Objective 1:** Research grant opportunities to enhance City parks.
- **Objective 2:** Create a public outreach initiative with schools to help with the cleanliness of city parks.
- **Objective 3:** Release Request for proposals (RFP) for tree trimming and disposal to cut down the cost of trimming.

**GOAL: HUMAN CAPITAL**

- **Objective 1:** Develop, support and retain exceptionally qualified, healthy, well trained and diverse workforce to thrive in a changing world.
- **Objective 2:** To plan for the future through training and development .
- **Objective 3:** To improve communication and community relations.
- **Objective 4:** To foster a safe and healthy work environment through employee/staff development, appreciation, recognition, and respect.

# ARCHIBALD FUND

## SUMMARY

	<b>FY 2016 ACTUAL</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ADOPTED</b>	<b>FY 2018 REVISED</b>	<b>FY 2019 BUDGET</b>
<b><u>EXPENDITURES:</u></b>					
PERSONNEL	101,529	135,438	172,200	172,200	-
OPERATING	143,650	158,377	184,600	185,109	191,100
CAPITAL	83,276	58,171	32,000	32,000	95,000
TRANSFER					191,800
<b>TOTAL</b>	<b>\$328,455</b>	<b>\$351,986</b>	<b>\$388,800</b>	<b>\$389,309</b>	<b>477,900</b>
<b><u>FUNDING SOURCE:</u></b>					
ARCHIBALD FUND	\$328,455	\$351,986	\$388,800	\$389,309	\$477,900

### **FY 2019 Budget Modifications**

- For the FY 2019 Budget, the decision was made to reflect the cost of two grounds maintenance workers to the Recreation Department, which is the department they report to. So, no personnel expenditures will be reported for FY 2019. However, in keeping with Resolution 2015-42, the Archibald Fund will support the cost of these two positions plus a Division Supervisor for Parks. A transfer in the amount of \$191,800 from the Archibald Fund to the General Fund will be reflected in the FY 2019 budget.

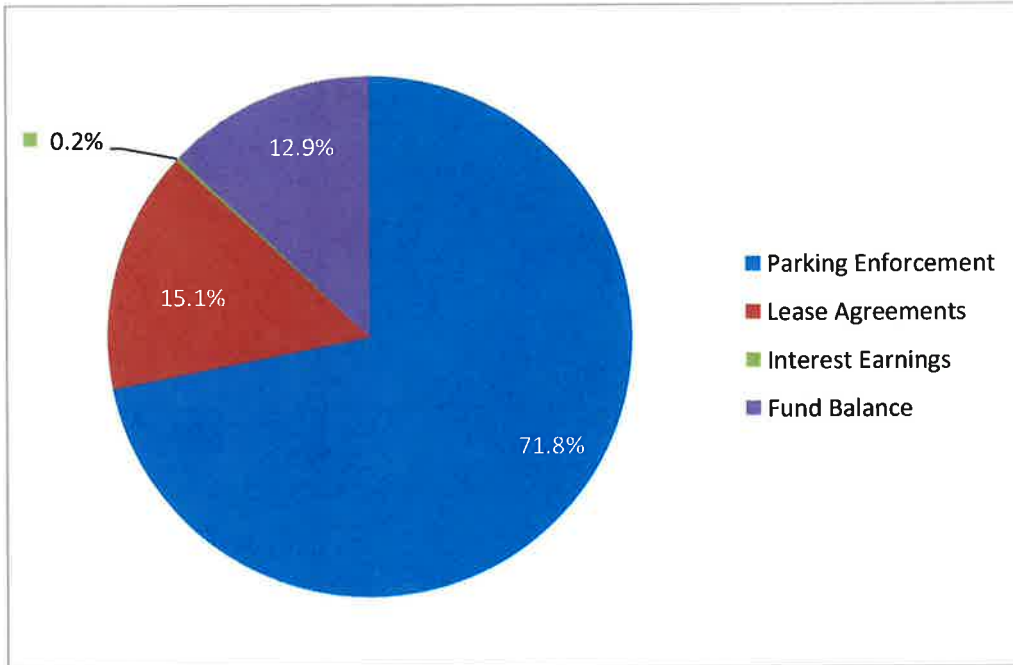
### **Capital Budget**

- The Splash Pad located at ROC Park will be improved at a cost not to exceed \$44,500 and be approved by the Commission in FY 2018. This would be a budget amendment and would roll over into FY 2019 if not spent in total during FY 2018.
- For FY 2019, an amount of \$65,000 will be allocated for a bath house and \$30,000 will be allocated to improve the restrooms. The total cost allocated in the 6300 capital improvement account will be \$95,000.00

# ARCHIBALD FUND

## FUNDING SOURCES

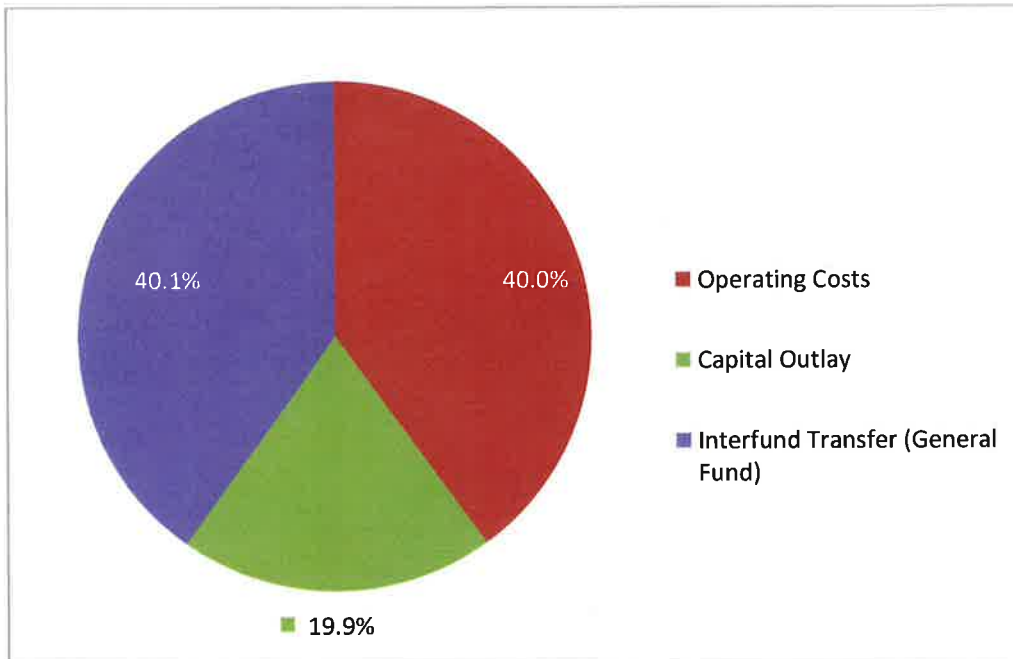
Parking Enforcement	71.8%	343,300
Lease Agreements	15.1%	72,000
Interest Earnings	0.2%	1,000
Fund Balance	12.9%	61,600
<b>Total Funding Sources</b>	<b>100.00%</b>	<b>\$477,900</b>



# ARCHIBALD FUND

## FUNDING USES

Operating Costs	40.0%	191,100
Capital Outlay	19.9%	95,000
Interfund Transfer (General Fund)	40.1%	191,800
<b>Total Funding Uses</b>	<b>100.00%</b>	<b>\$477,900</b>



**ARCHIBALD FUND:  
BUDGETED REVENUE, EXPENDITURES, AND FUND BALANCE**

<b>CODE</b>	<b>ACCOUNT TITLE</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ADOPTED</b>	<b>FY 2018 REVISED</b>	<b>FY 2019 BUDGET</b>	<b>PERCENT CHANGE</b>
<b><u>Beginning available resources:</u></b>							
	Restricted balance	131,431	255,223	267,400	316,628	310,300	
	Est. FY 2017 operating revenue > revised budget	-	-	-	-	10,000	
	Est. FY 2017 operating expenditures < revised budget	-	-	-	-	74,000	
	<b>Total beginning available resources</b>	<b>\$ 131,431</b>	<b>\$ 255,223</b>	<b>\$ 267,400</b>	<b>\$ 316,628</b>	<b>\$ 394,300</b>	<b>24.53%</b>
<b><u>Operating revenue:</u></b>							
344.501	Archibald Park parking meters	336,839	339,852	310,000	310,000	343,300	10.74%
347.594	Beach concession lease	43,333	-	-	-	-	
347.596	Snack Shack operator lease	72,000	72,000	72,000	72,000	72,000	0.00%
361.100	Interest earnings	76	1,539	1,000	1,000	1,000	0.00%
	<b>Total funding sources</b>	<b>\$ 452,248</b>	<b>\$ 413,391</b>	<b>\$ 383,000</b>	<b>\$ 383,000</b>	<b>\$ 416,300</b>	<b>8.69%</b>
	<b>Total funding uses</b>	<b>\$ 328,455</b>	<b>\$ 351,986</b>	<b>\$ 388,800</b>	<b>\$ 389,309</b>	<b>\$ 477,900</b>	<b>22.76%</b>
	<b>Restricted fund balance</b>	<b>\$ 255,224</b>	<b>\$ 316,628</b>	<b>\$ 261,600</b>	<b>\$ 310,319</b>	<b>\$ 332,700</b>	<b>7.21%</b>

## ARCHIBALD FUND (110.9910)

CODE	ACCOUNT TITLE	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ADOPTED	FY 2018 REVISED	FY 2019 BUDGET	PERCENT CHANGE
<b>PERSONNEL:</b>							
1200	Salaries & Wages	75,029	99,831	125,500	125,500	-	-100.00%
1400	Overtime	2,363	5,478	4,000	4,000	-	-100.00%
2100	Social Security	5,505	7,619	9,600	9,600	-	-100.00%
2201	Retirement - FRS	5,676	7,270	7,600	7,600	-	-100.00%
2203	ICMA 401(a) Plan	-	-	-	-	-	
2300	Group Insurance	9,681	10,037	20,500	20,500	-	-100.00%
2400	Worker's Compensation	3,275	5,204	5,000	5,000	-	-100.00%
	Subtotal Personnel	101,529	135,438	172,200	172,200	-	-100.00%
<b>OPERATING:</b>							
3405	Temporary Contractual Services	12,957	-	-	-	-	
3414	Contractual Services - Causeway Park	-	14,587	15,700	15,875	15,700	-1.10%
3415	Contractual Services - John's Pass Park	-	14,587	15,700	15,875	19,100	20.31%
3600	Administrative Services	55,000	28,500	28,500	28,500	30,500	7.02%
4000	Travel and Training	948	200	900	900	900	0.00%
4110	Cellular Telephone	-	208	300	365	300	-17.81%
4312	Water Service - Parks	653	1,081	2,000	2,000	2,000	0.00%
4314	Water Service - Buildings	15,660	11,190	16,000	16,000	12,000	-25.00%
4332	Electric - Sprinklers	-	5,464	5,000	5,000	5,000	0.00%
4339	Electric - Park Restrooms	1,884	2,918	4,600	4,600	4,600	0.00%
4340	Waste Disposal	14,900	14,900	14,900	14,900	14,900	0.00%
4500	General Insurance	11,042	10,877	10,700	10,700	10,700	0.00%
4600	Maintenance - Auto Equipment	-	2,032	900	900	900	0.00%
4612	Maintenance - Building	10,189	640	11,000	11,000	11,000	0.00%
4620	Maintenance - Grounds/Parks	7,339	19,385	25,000	25,094	20,000	-20.30%
4640	Maintenance - Other Equipment	-	2,095	1,000	1,000	3,000	200.00%
4660	Maintenance - Beach	11,487	10,959	10,000	10,000	11,000	10.00%
4690	Maintenance - Palm Trees	-	13,453	15,000	15,000	20,000	33.33%
5200	Uniforms	102	51	500	500	500	0.00%
5210	Departmental Supplies	-	3,858	3,000	3,000	4,000	33.33%
5220	Gasoline & Oil	-	472	2,200	2,200	3,000	36.36%
5230	Tools	622	385	1,000	1,000	1,000	0.00%
5420	Dues & Subscriptions	866	533	700	700	1,000	42.86%
	Subtotal Operating	143,650	158,377	184,600	185,109	191,100	3.24%
<b>CAPITAL:</b>							
6300	Capital Improvement	7,450	33,244	-	-	95,000	
6400	Capital Equipment	75,826	24,927	32,000	32,000	-	-100.00%
	Subtotal Capital Outlay	83,276	58,171	32,000	32,000	95,000	196.88%
<b>TRANSFER:</b>							
	Transfer to General Fund (Recreation)					191,800	
	Subtotal Transfer					191,800	
<b>TOTAL ARCHIBALD FUND</b>		<b>\$328,455</b>	<b>\$351,986</b>	<b>\$388,800</b>	<b>\$389,309</b>	<b>477,900</b>	<b>22.76%</b>



**ARCHIBALD FUND (110.9910)**

<b>CODE</b>	<b>ACCOUNT TITLE</b>	<b>FY 2019 BUDGET</b>	<b>DESCRIPTION</b>
<b>PERSONNEL:</b>			
1200	Salaries & Wages	-	Archibald Fund allocation of park staff wages
1400	Overtime	-	Overtime expenditures as authorized by the Parks and Recreation Director
2100	Social Security	-	FICA contributions at 7.65% of salary
2201	Retirement - FRS	-	City contribution to staff retirement at FRS required contribution rate
2300	Group Insurance	-	Medical, dental, life and long-term disability coverage
2400	Worker's Compensation	-	Worker's compensation insurance costs per quoted estimate
	Subtotal Personnel	-	
<b>OPERATING:</b>			
3414	Contractual Services - Causeway Park	15,700	Cleaning and janitorial services contract allocation; previously supported by General Fund
3415	Contractual Services - John's Pass Park	19,100	Cleaning and janitorial services contract allocation; previously supported by General Fund
3600	Administrative Services	30,500	General Fund costs for support services provided to external operating funds, based on proportion of FTEs
4000	Travel and Training	900	Florida Nursery Growers & Landscape conference
4110	Cellular Telephone	300	Cell phone for staff
4312	Water Service - Parks	2,000	Estimated water service at Archibald Park (grounds)
4314	Water Service - Building	12,000	Estimated water service at Archibald Park (restrooms, amenities)
4332	Electric - Sprinklers	5,000	Electrical service for sprinklers located throughout the City, previously supported by General Fund
4339	Electric - Park Restrooms	4,600	Electrical service at City park restrooms; includes \$2,600 previously supported by General Fund
4340	Waste Disposal	14,900	Sanitation Fund billing for waste disposal services
4500	General Insurance	10,700	Property insurance policy per quoted estimate
4600	Maintenance - Auto Equipment	900	Parks vehicle preventive maintenance and service; previously supported by General Fund
4612	Maintenance - Building	11,000	Preventive maintenance and repair of restrooms, facilities, and amenities at Archibald Park (\$6,000); and 911 Memorial building (\$5,000)
4620	Maintenance - Grounds/Parks	20,000	Beautification and landscaping of parks and green spaces previously supported by the General Fund
4640	Maintenance - Other Equipment	3,000	Maintenance of sprinkler systems, tractors, mowers, edgers, and blowers previously supported by General Fund
4660	Maintenance - Beach	11,000	Beach cleaning contract (\$5,400); swim buoy maintenance and replacement; signs, and receptacles
4690	Maintenance - Palm Trees	20,000	Contractual annual maintenance (Citywide)
5200	Uniforms	500	Staff uniforms, work shirts, etc.
5210	Departmental Supplies	4,000	Work gloves, pest control, ashtrays, lights, and keys
5220	Gasoline & Oil	3,000	Estimated Parks vehicle fuel consumption
5230	Tools	1,000	Grass, fertilizer, planters, and sprinkler system repairs
5420	Dues & Subscriptions	1,000	Florida Nursery Growers & Landscape Association; Florida Farm Bureau
	Subtotal Operating	191,100	
<b>CAPITAL:</b>			
6300	Capital Improvement	95,000	Bathhouse (\$65,000); and Restroom (\$30,000)
6400	Capital Equipment	-	
	Subtotal Capital Outlay	95,000	
<b>TRANSFER:</b>			
	Transfer to General Fund	191,800	Transfer costs of two Grounds Maint. Workers to General Fund.
<b>TOTAL ARCHIBALD FUND</b>		<b>477,900</b>	

# ARCHIBALD FUND

## FULL-TIME EQUIVALENT (FTE) POSITIONS

	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>
Division Supervisor	1.00	1.00	1.00	0.00
Grounds Maintenance Worker	0.75	1.75	1.75	0.00
Total Funded Positions	1.75	2.75	2.75	0.00



The City of Madeira Beach Building Department administers and enforces the current Florida Building Codes and the International Property Maintenance Codes for new and existing building construction, renovation, remodeling, fire, zoning, and neighborhood integrity codes and ordinances in an effort to ensure a safe, well maintained community.

The Building Official performs various inspections through all construction phases to ensure the facility meets the codes and a final inspection is conducted before the structure can be occupied. Building Code Compliance is responsible for the enforcement and/or compliance of all city codes and ordinances as they relate to building and rental property inspections, neighborhood integrity, and the safety and aesthetics of the community.

**Departmental Initiatives for FY 2019 Budget Year**

**GOAL: INTERNAL AND EXTERNAL COMMUNICATIONS**

- **Objective 1:** Through web based permitting software, provide real-time website information to all permit holders for inspections (Pass or Fail) and permit application status.
- **Objective 2:** Provide the residents and/or general public better accessibility, communication and contact with the code enforcement and code compliance personnel by relocating their offices to the front lobby of City Hall.
- **Objective 3:** Provide more one-on-one support, communications and information to the residents and the contractors who use the front permitting counter with information collateral and scheduling consultation times with the Building Official.

**GOAL: FINANCIAL SUSTAINABILITY**

- **Objective 1:** Provide fee schedule updates and/or adjustments to keep current with the other neighboring communities and strengthen the revenue base to help support the department.
- **Objective 2:** Ensure staff is educated on financial processes and concerns related to the budget each year.
- **Objective 3:** Research potential infrastructure improvements to increase sustainability and improve the building department processes.

**GOAL: SAFETY AND HEALTHY LIVING**

- **Objective 1:** Work with team members to modify and improve the inspection services for the rental property inspection program to help keep the community safe.
- **Objective 2:** Encourage team members to work with the safety committee to help ensure the working facilities are a safe working environment.
- **Objective 3:** Work with IT to improve the building department's website including the public announcement or communications to help inform the general public of changes or improvements within the community.

**GOAL: HUMAN CAPITAL**

- **Objective 1:** Encourage team members with professional growth and training through the International Code Council certification program.
- **Objective 2:** Initiate team members to take charge and make decisions that would be encouraged and supported.
- **Objective 3:** Initiate a cross training program for team members to understand the roles and responsibilities of their co-workers and increase the coverage throughout the department.

# BUILDING FUND

## SUMMARY

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ADOPTED	FY 2018 REVISED	FY 2019 BUDGET
<b>EXPENDITURES:</b>					
PERSONNEL	279,627	289,574	335,200	335,200	322,500
OPERATING	134,291	83,453	103,100	106,466	105,200
CAPITAL	-	-	20,000	20,000	-
TRANSFER	-	-	-	-	89,400
<b>TOTAL</b>	<b>\$413,918</b>	<b>\$373,027</b>	<b>458,300</b>	<b>461,666</b>	<b>517,100</b>
<b>FUNDING SOURCE:</b>					
BUILDING FUND	\$413,918	\$373,027	\$458,300	\$461,666	\$517,100

### **FY 2019 Budget Modifications**

- For FY 2019, the Building Department will have a new full-time Administrative Assistant position that will assist the Building Official.
- The Community Services Director and present Administrative Assistant's percentage of time charged to the Building Fund has been adjusted from 50% to 10% for both positions.
- FY 2019 Budget, a Deputy Sheriff will be assigned to work weekend hours towards enforcing the Florida Building Code and ensuring code compliance. Due to this, a portion of this Deputy's cost in providing this function in the amount of \$89,400 will be transferred from the Building Fund to the

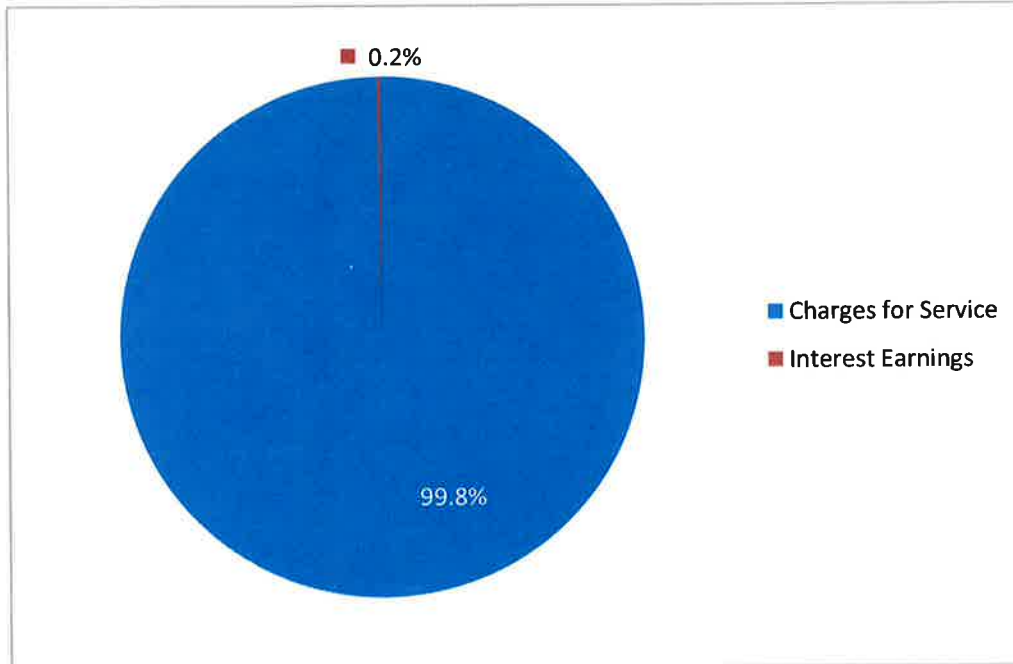
### **Capital Budget**

- There is no capital purchases budgeted for FY 2019.

# BUILDING FUND

## FUNDING SOURCES

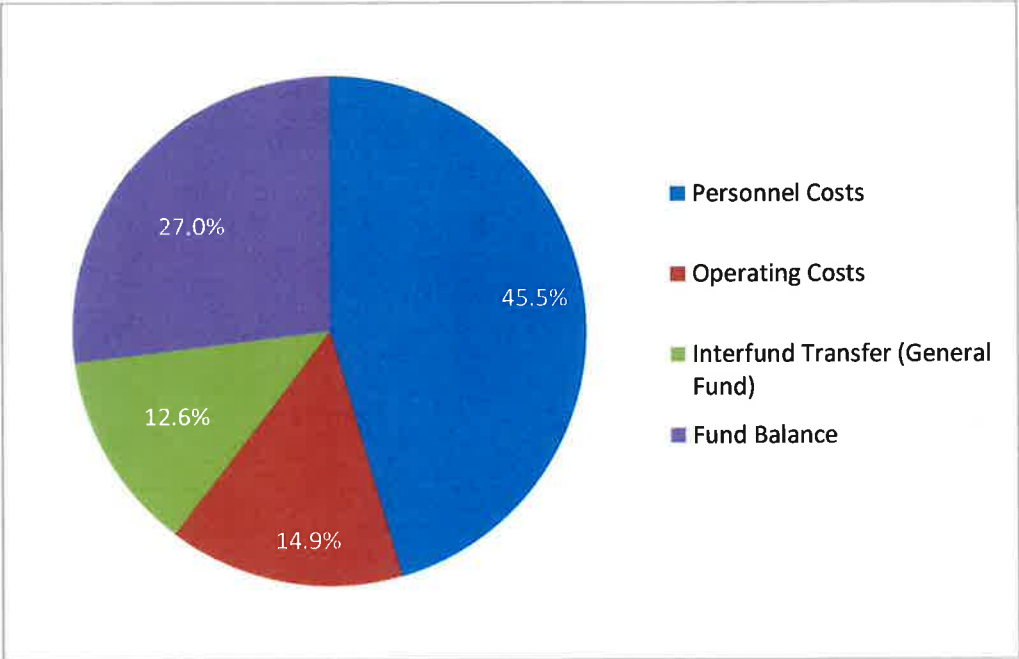
Charges for Service	99.8%	706,500
Interest Earnings	0.2%	1,500
<b>Total Funding Sources</b>	<b>100.00%</b>	<b>\$708,000</b>



# BUILDING FUND

## FUNDING USES

Personnel Costs	45.5%	322,500
Operating Costs	14.9%	105,200
Interfund Transfer (General Fund)	12.6%	89,400
Fund Balance	27.0%	190,900
<b>Total Funding Uses</b>	<b>100.00%</b>	<b>\$708,000</b>



**BUILDING FUND:  
BUDGETED REVENUE, EXPENDITURES, AND FUND BALANCE**

CODE	ACCOUNT TITLE	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ADOPTED	FY 2018 REVISED	FY 2019 BUDGET	PERCENT CHANGE
<b><u>Beginning available resources:</u></b>							
	Restricted balance	-	85,022	309,000	253,793	132,400	
	Transfer in		166,099				
	Est. FY 2018 operating revenue > revised budget	-	-	-	-	-	
	Est. FY 2018 operating expenditures < revised budget	-	-	-	-	-	
	<b>Total beginning available resources</b>	<b>\$ -</b>	<b>\$ 251,121</b>	<b>\$ 309,000</b>	<b>\$ 253,793</b>	<b>\$ 132,400</b>	<b>-47.83%</b>
<b><u>Operating revenue:</u></b>							
322.009	Variance applications	6,200	1,200	5,500	5,000	5,500	10.00%
322.020	Building permits	485,033	370,773	380,400	333,000	700,000	110.21%
322.023	Land development review	7,631	2,310	1,000	1,000	1,000	0.00%
361.100	Interest earnings	76	1,416	1,300	1,300	1,500	15.38%
	<b>Total funding sources</b>	<b>\$ 498,940</b>	<b>\$ 375,699</b>	<b>\$ 388,200</b>	<b>\$ 340,300</b>	<b>\$ 708,000</b>	<b>108.05%</b>
	<b>Total funding uses</b>	<b>\$ 413,918</b>	<b>\$ 373,027</b>	<b>\$ 458,300</b>	<b>\$ 461,666</b>	<b>\$ 517,100</b>	<b>12.01%</b>
	<b>Restricted fund balance</b>	<b>\$ 85,022</b>	<b>\$ 253,793</b>	<b>\$ 238,900</b>	<b>\$ 132,427</b>	<b>\$ 323,300</b>	<b>144.13%</b>



## BUILDING FUND (125.5240)

CODE ACCOUNT TITLE	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ADOPTED	FY 2018 REVISED	FY 2019 BUDGET	BUDGET CHANGE
<b>PERSONNEL:</b>						
1200 Salaries & Wages	209,512	209,731	244,000	244,000	231,300	-5.20%
1400 Overtime	-	466				
2100 Social Security	14,787	15,515	18,700	18,700	17,700	-5.35%
2203 ICMA 401(a) Plan	17,408	17,874	23,900	23,900	24,500	2.51%
2300 Group Insurance	33,698	38,197	41,300	41,300	40,900	-0.97%
2400 Worker's Compensation	4,223	7,791	7,300	7,300	8,100	10.96%
Subtotal Personnel	279,627	289,574	335,200	335,200	322,500	-3.79%
<b>OPERATING:</b>						
3100 Professional Services	79,814	2,117	10,000	10,000	3,000	-70.00%
3121 Computer Software Support	10,503	11,837	12,700	16,066	12,500	-22.20%
3600 Administrative Services	35,400	57,000	57,000	57,000	63,200	10.88%
4000 Travel and Training	1,462	1,709	5,000	5,000	3,000	-40.00%
4110 Cellular Telephone	405	441	400	400	500	25.00%
4500 General Insurance	378	294	400	400	7,700	1825.00%
4600 Maintenance - Auto Equipment	794	35	2,000	2,000	1,000	-50.00%
4930 Bank Service Fees	2,762	3,655	5,000	5,000	4,000	-20.00%
5100 Office Supplies	1,683	4,930	7,000	7,000	6,000	-14.29%
5220 Gasoline & Oil	948	1,035	2,800	2,800	2,400	-14.29%
5230 Tools	26	-	500	500	1,500	200.00%
5420 Dues & Subscriptions	115	399	300	300	400	33.33%
Subtotal Operating	134,291	83,453	103,100	106,466	105,200	-1.19%
<b>CAPITAL:</b>						
6300 Capital Improvement	-	-	-	-	-	-
6400 Capital Equipment	-	-	20,000	20,000	-	-100.00%
Subtotal Capital Outlay	-	-	20,000	20,000	-	-100.00%
<b>TRANSFER:</b>						
Transfer to General Fund					89,400	
Subtotal Transfer					89,400	
<b>TOTAL BUILDING FUND</b>	<b>\$413,918</b>	<b>\$373,027</b>	<b>\$458,300</b>	<b>\$461,666</b>	<b>\$517,100</b>	<b>12.01%</b>

## BUILDING FUND (125.5240)

CODE	ACCOUNT TITLE	FY 2019 BUDGET	DESCRIPTION
<b>PERSONNEL:</b>			
			Direct and allocated wages relating to administration of the Florida Building
1200	Salaries & Wages	231,300	Code
2100	Social Security	17,700	FICA contributions at 7.65% of salary
2203	ICMA 401(a) Plan	24,500	City contribution to staff retirement at 9% of salary
2300	Group Insurance	40,900	Medical, dental, life and long-term disability coverage
2400	Worker's Compensation	8,100	Worker's compensation insurance costs per quoted estimate
	Subtotal Personnel	<u>322,500</u>	
<b>OPERATING:</b>			
3121	Computer Software Support	15,500	Munis property, code, and permit software support contract
3600	Administrative Services	63,200	General Fund costs for support services provided to external operating funds, based on proportion of FTEs
4000	Travel and Training	3,000	International Code Council training; Building Officials Association of Florida conference; continuing education requirements
4110	Cellular Telephone	500	Verizon Wireless service contract and/or reimbursement of personal phone use
4500	General Insurance	7,700	Property and Auto policy per quoted estimate
4600	Maintenance - Auto Equipment	1,000	Building vehicle preventive maintenance and service
4930	Bank Service Fees	4,000	Credit card payment interchange fees
5100	Office Supplies	6,000	Office supplies and furnishings
5220	Gasoline & Oil	2,400	Estimated Building vehicle fuel consumption for two vehicles
5230	Tools	1,500	Keys, inspection materials, and stakes
5420	Dues & Subscriptions	400	International Code Council; Building Officials Association of Florida
	Subtotal Operating	<u>105,200</u>	
<b>CAPITAL:</b>			
6400	Capital equipment	<u>-</u>	
<b>TRANSFER:</b>			
	Transfer to General Fund	89,400	Transfer costs for Building Code Enforcement to General Fund.
<b>TOTAL BUILDING FUND</b>		<b>\$517,100</b>	

# BUILDING FUND

## FULL-TIME EQUIVALENT (FTE) POSITIONS

	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>
Building Official	1.00	1.00	1.00	1.00
Planning and Zoning Coordinator	0.00	0.50	0.00	0.00
Planning and Zoning Director	0.00	0.00	0.50	0.10
Permit Technician	0.00	1.00	1.00	1.00
Building Codes Compliance Officer	0.00	1.00	1.00	1.00
Code Compliance Officer III	0.00	0.00	0.00	0.00
Administrative Assistant	0.00	0.50	0.50	0.10
Administrative Assistant	0.00	0.00	0.00	1.00
Total Funded Positions	1.00	4.00	4.00	4.20



# GAS TAX FUND

## DESCRIPTION

The Gas Tax Fund is a special revenue fund that was established in FY 2016. It reports the municipal fuel tax portion of State Revenue Sharing, as well as the City's share of Pinellas County's local option gas tax. Proceeds are to be spent on transportation-related services, such as the maintenance, operation and safety of public roadways.

# GAS TAX FUND

## SUMMARY

	<b>FY 2016 ACTUAL</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ADOPTED</b>	<b>FY 2018 REVISED</b>	<b>FY 2019 BUDGET</b>
<b><u>EXPENDITURES:</u></b>					
OPERATING	86,402	86,769	101,000	101,000	89,500
<b>TOTAL</b>	<b>\$86,402</b>	<b>\$86,769</b>	<b>\$101,000</b>	<b>\$101,000</b>	<b>\$89,500</b>
<b><u>FUNDING SOURCE:</u></b>					
GAS TAX FUND	\$86,402	\$86,769	\$101,000	\$101,000	\$89,500

### **FY 2019 Budget Modifications**

- There are no budget modifications for FY 2019.

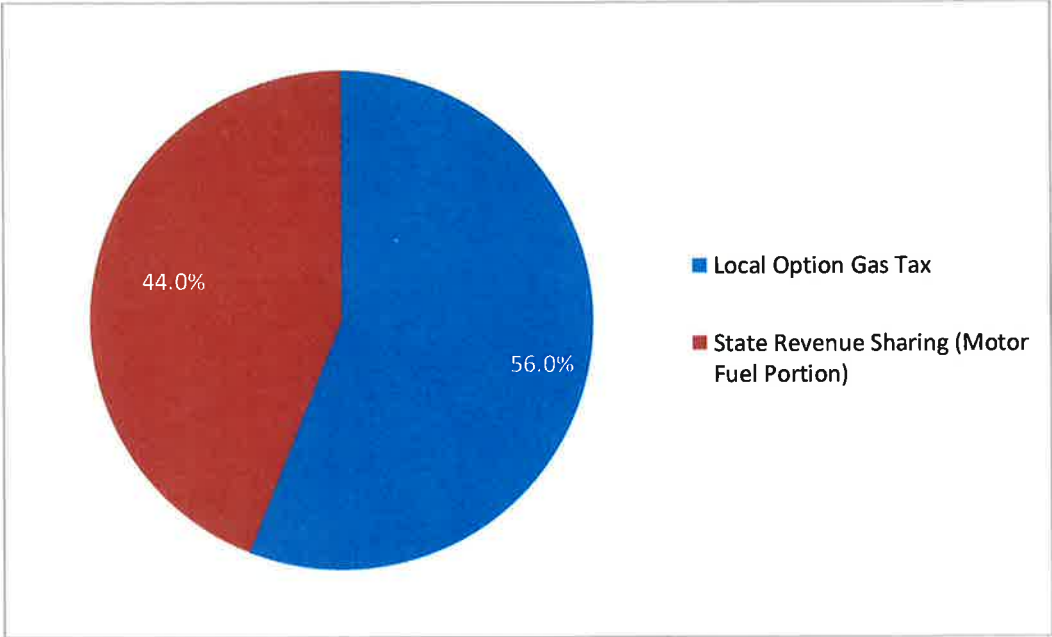
### **Capital Budget**

- There is no capital purchases budgeted for FY 2019.

# GAS TAX FUND

## FUNDING SOURCES

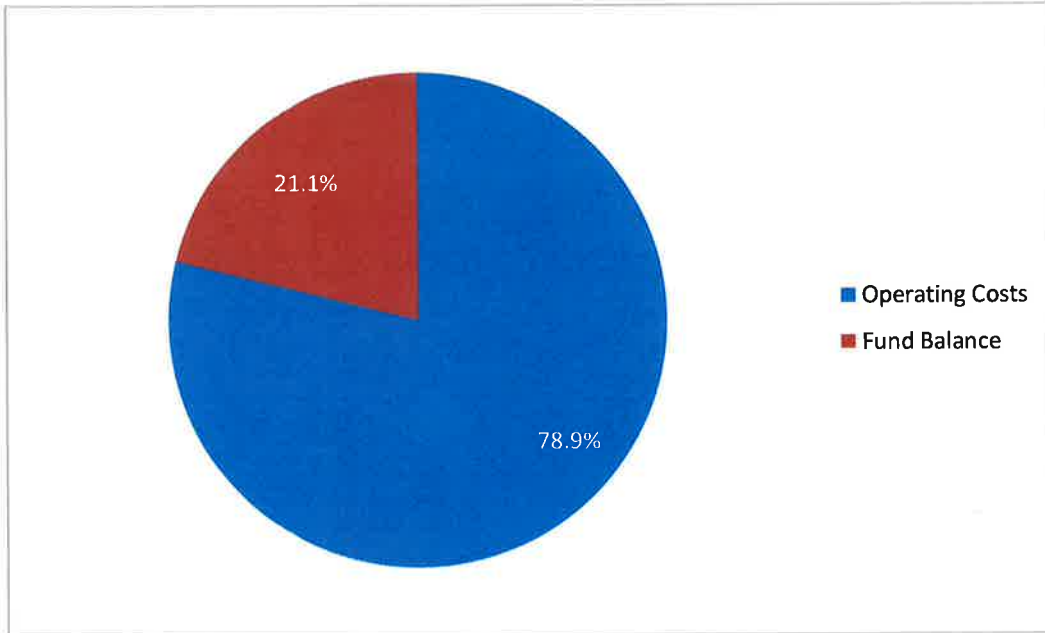
Local Option Gas Tax	56.0%	63,600
State Revenue Sharing (Motor Fuel Portion)	44.0%	49,900
<b>Total Funding Sources</b>	<b>100.00%</b>	<b>\$113,500</b>



# GAS TAX FUND

## FUNDING USES

Operating Costs	78.9%	89,500
Fund Balance	21.1%	24,000
<b>Total Funding Uses</b>	<b>100.00%</b>	<b>\$113,500</b>





**GAS TAX FUND:  
BUDGETED REVENUE, EXPENDITURES, AND FUND BALANCE**

CODE	ACCOUNT TITLE	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ADOPTED	FY 2018 REVISED	FY 2019 BUDGET	PERCENT CHANGE
<b><u>Beginning available resources:</u></b>							
	Impact fees	-	-	11,266	-	-	
	Restricted balance	-	25,072	23,106	50,901	61,501	
	<b>Total beginning available resources</b>	<b>\$ -</b>	<b>\$ 25,072</b>	<b>\$ 34,372</b>	<b>\$ 50,901</b>	<b>\$ 61,500</b>	<b>20.82%</b>
<b><u>Operating revenue:</u></b>							
312.410	Local option gas tax	62,273	62,811	62,000	62,000	63,600	2.58%
335.120	State revenue sharing	49,201	49,579	49,600	49,600	49,900	0.60%
361.100	Interest	-	208	-	-	-	
	<b>Total funding sources</b>	<b>\$ 111,474</b>	<b>\$ 112,598</b>	<b>\$ 111,600</b>	<b>\$ 111,600</b>	<b>\$ 113,500</b>	<b>1.70%</b>
	<b>Total funding uses</b>	<b>\$ 86,402</b>	<b>\$ 86,769</b>	<b>\$ 101,000</b>	<b>\$ 101,000</b>	<b>\$ 89,500</b>	<b>-11.39%</b>
	<b>Restricted fund balance</b>	<b>\$ 25,072</b>	<b>\$ 50,901</b>	<b>\$ 44,972</b>	<b>\$ 61,501</b>	<b>\$ 85,500</b>	<b>39.02%</b>

## GAS TAX FUND (150.5410)

CODE	ACCOUNT TITLE	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ADOPTED	FY 2018 REVISED	FY 2019 BUDGET	PERCENT CHANGE
<b>OPERATING:</b>							
4336	Electric - Street Lights	82,557	82,952	95,000	95,000	85,000	-10.53%
4337	Electric - Traffic Signals	3,845	3,816	6,000	6,000	4,500	-25.00%
	Subtotal Operating	86,402	86,769	101,000	101,000	89,500	-11.39%
	<b>TOTAL GAS TAX FUND</b>	<b>\$86,402</b>	<b>\$86,769</b>	<b>\$101,000</b>	<b>\$101,000</b>	<b>\$89,500</b>	<b>-11.39%</b>

**GAS TAX FUND (150.5410)**

<b>CODE</b>	<b>ACCOUNT TITLE</b>	<b>FY 2019 BUDGET</b>	<b>DESCRIPTION</b>
<b>OPERATING:</b>			
4336	Electric - Street Lights	85,000	Estimated Duke Energy expenditures (street lights)
4337	Electric - Traffic Signals	4,500	Estimated Duke Energy expenditures (signs, signals, pedestrian crossings)
	Subtotal Operating	89,500	
	<b>TOTAL GAS TAX FUND</b>	<b>\$89,500</b>	



# DEBT SERVICE FUND

## DESCRIPTION

The Debt Service Fund is a special revenue fund that was established in FY 2016. Governmental fund debt service obligations are expended through this fund via interfund transfers. Fund balance includes any reserves that have been committed by the Board of Commissioners for the purpose of retiring outstanding debt (i.e., exercising future redemption options).

# DEBT SERVICE FUND

## SUMMARY

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ADOPTED	FY 2018 REVISED	FY 2019 BUDGET
<b><u>EXPENDITURES:</u></b>					
OPERATING	584,145	1,654,050	1,153,500	1,153,500	1,038,700
<b>TOTAL</b>	<b>\$584,145</b>	<b>\$1,654,050</b>	<b>\$1,153,500</b>	<b>\$1,153,500</b>	<b>\$1,038,700</b>
<b><u>FUNDING SOURCE:</u></b>					
DEBT SERVICE FUND	\$584,145	\$1,654,050	\$1,153,500	\$1,153,500	\$1,038,700

### **FY 2019 Budget Modifications**

- The City was facing a \$1,261,000 payment with a final maturity date of November 1, 2018 on it's Series 2014 Bond. With assistance from the City's Financial Advisor, the Board of Commissioner's agreed to refund this Bond for a 3-year extension. The first payment for FY 2019 is \$344,100 which includes principal and interest.
- In June 2018, the City Commission approved a new fee Schedule which contained increasing the parking fees from \$2.00 per hour to \$2.50. Resolution 2018-05 called for .25 cents of this .50 cent increase to go into an account to be utilized to pay down the debt.

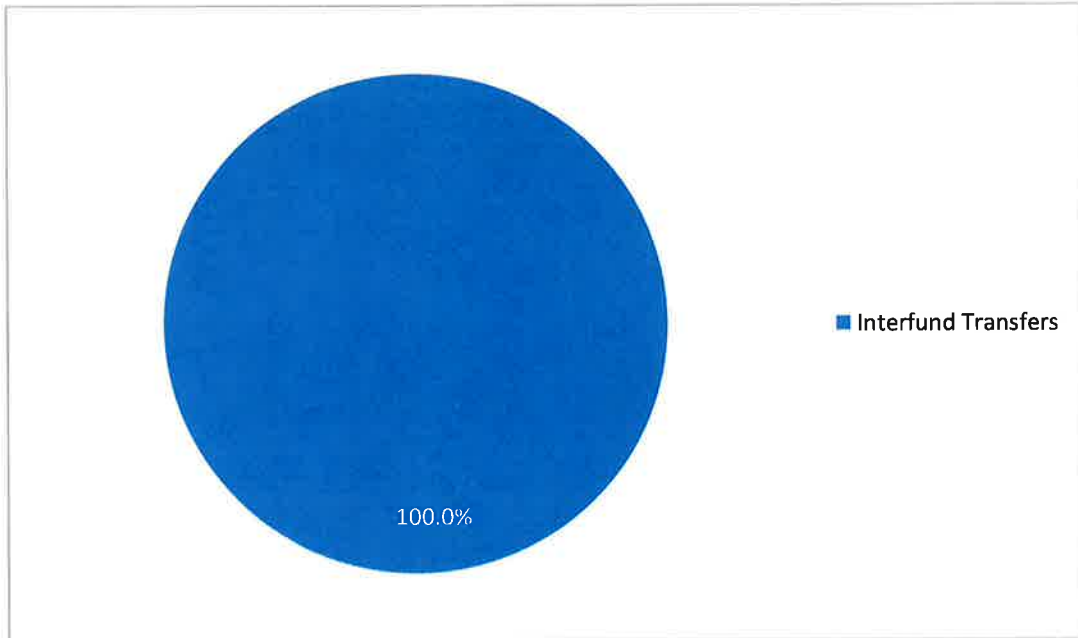
### **Capital Budget**

- There is no capital purchases budgeted for FY 2019.

# DEBT SERVICE FUND

## FUNDING SOURCES

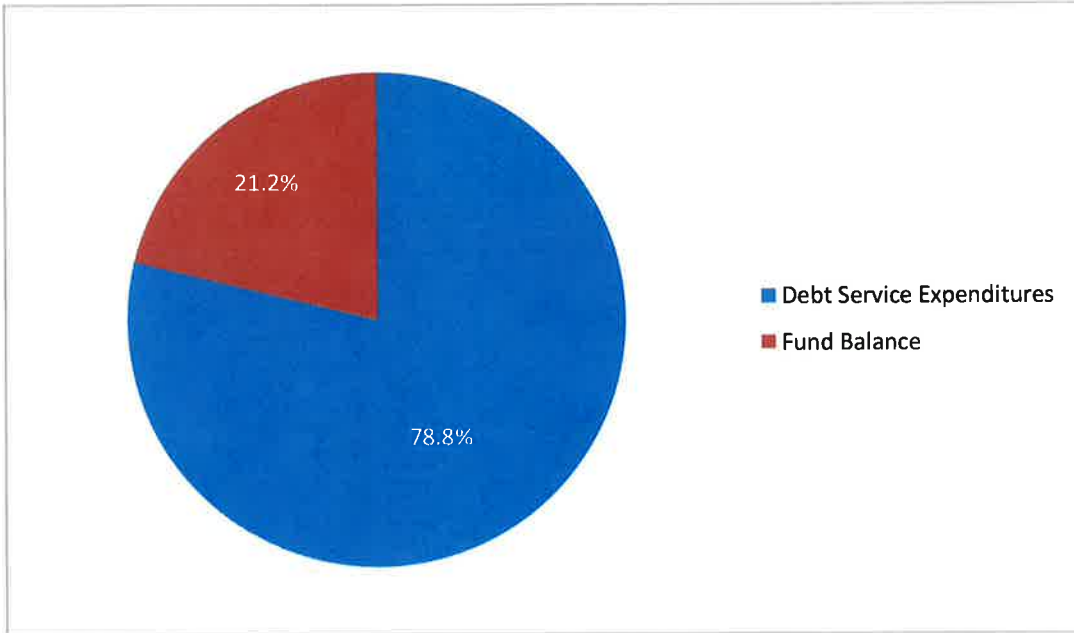
Interfund Transfers	100.0%	1,318,200
<b>Total Funding Sources</b>	<b>100.00%</b>	<b>\$1,318,200</b>



# DEBT SERVICE FUND

## FUNDING USES

Debt Service Expenditures	78.8%	1,038,700
Fund Balance	21.2%	279,500
<b>Total Funding Uses</b>	<b>100.00%</b>	<b>\$1,318,200</b>





**DEBT SERVICE FUND:  
BUDGETED REVENUE, EXPENDITURES, AND FUND BALANCE**

ACCOUNT TITLE	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ADOPTED	FY 2018 REVISED	FY 2019 BUDGET	PERCENT CHANGE
<b>Beginning available resources:</b>						
Committed balance	293	192,292	455,193	-	263,700	
<b>Total beginning available resources</b>	<b>\$ 293</b>	<b>\$ 192,292</b>	<b>\$ 455,193</b>	<b>\$ -</b>	<b>\$ 263,700</b>	
<b>Non-operating funding sources:</b>						
Transfer from General Fund - restricted	296,200	1,722,413	955,500	1,219,200	839,800	-31.12%
Transfer from General Fund - committed	231,700	-	263,700	-	279,500	
Transfer from Local Opt. Sales Tax Fund	248,244	197,938	198,000	198,000	198,900	0.45%
<b>Total funding sources</b>	<b>\$ 776,144</b>	<b>\$ 1,920,351</b>	<b>\$ 1,417,200</b>	<b>\$ 1,417,200</b>	<b>\$ 1,318,200</b>	<b>-6.99%</b>
<b>Total funding uses</b>	<b>\$ 584,145</b>	<b>\$ 1,654,050</b>	<b>\$ 1,153,500</b>	<b>\$ 1,153,500</b>	<b>\$ 1,038,700</b>	<b>-9.95%</b>
<b>Committed fund balance</b>	<b>\$ 192,292</b>	<b>\$ 458,593</b>	<b>\$ 718,893</b>	<b>\$ 263,700</b>	<b>\$ 543,200</b>	<b>105.99%</b>

## DEBT SERVICE FUND (170.5170)

CODE	ACCOUNT TITLE	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ADOPTED	FY 2018 REVISED	FY 2019 BUDGET	PERCENT CHANGE
<b>DEBT SERVICE:</b>							
7100	Principal	333,000	1,306,000	917,000	917,000	707,000	-22.90%
7200	Interest	251,145	348,050	236,500	236,500	331,700	40.25%
	Subtotal Debt Service	584,145	1,654,050	1,153,500	1,153,500	1,038,700	-9.95%
	<b>TOTAL DEBT SERVICE FUND</b>	<b>\$584,145</b>	<b>\$1,654,050</b>	<b>\$1,153,500</b>	<b>\$1,153,500</b>	<b>\$1,038,700</b>	<b>-9.95%</b>

**DEBT SERVICE FUND (170.5170)**

<b>CODE</b>	<b>ACCOUNT TITLE</b>	<b>FY 2019 BUDGET</b>	<b>DESCRIPTION</b>
	<b>DEBT SERVICE:</b>		
7100	Principal	707,000	Series 2013: \$200,000; Series 2014: \$312,000; Series 2016: \$195,000
7200	Interest	331,700	Series 2013: \$295,700; Series 2014: \$32,100; Series 2016: \$3,900
	Subtotal Debt Service	<u>1,038,700</u>	
	<b>TOTAL DEBT SERVICE FUND</b>	<b>\$1,038,700</b>	



The Sanitation Department is in charge of the removal, disposal, and recycling of solid waste. Sanitation services are intended to help ensure the health and safety of the community by keeping the environment free from possible health hazards and unsightly debris.

**Department Initiatives FY 2019 Budget Year**

**GOAL: INFRASTRUCTURE**

- **Objective 1:** Provide effective and efficient municipal waste collection services.
- **Objective 2:** Improve infrastructure for waste collection.
- **Objective 3:** Better inform the public about the waste collection service.

**GOAL: FINANCIAL SUSTAINABILITY**

- **Objective 1:** Issue Request for Proposals (RFP) for recycling contract.
- **Objective 2:** Explore all opportunities for waste processing.
- **Objective 3:** Investigate the opportunities or benefits of taking over recycling services.
- **Objective 4:** Make the bulk recycling containers more accessible to the public.

**GOAL: HUMAN CAPITAL**

- **Objective 1:** Develop, support and retain an exceptionally qualified, healthy, well trained and diverse workforce to thrive in a changing world.
- **Objective 2:** Plan for the future through training and development.
- **Objective 3:** Improve communication and community relations.
- **Objective 4:** Foster a safe and healthy work environment through employee/staff development, appreciation, and recognition.

# SANITATION FUND

## SUMMARY

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ADOPTED	FY 2018 REVISED	FY 2019 BUDGET
<b>EXPENDITURES:</b>					
PERSONNEL	402,572	462,680	470,100	470,100	477,600
OPERATING	690,365	693,018	702,900	730,620	780,600
CAPITAL	54,680	105,916	232,000	272,000	112,000
<b>TOTAL</b>	<b>\$1,147,617</b>	<b>\$1,261,613</b>	<b>\$1,405,000</b>	<b>\$1,472,720</b>	<b>\$1,370,200</b>
<b>FUNDING SOURCE:</b>					
SANITATION FUND	\$1,147,617	\$1,261,613	\$1,405,000	\$1,472,720	\$1,370,200

### **FY 2019 Budget Modifications**

- Per a quote for FY 2019 recycling fees received from Waste Connections, single family homes cost will go from \$2.93 to \$6.33 and Condominiums will go from \$15.32 to \$23.98. These total fees provided for FY 2019 represent a 64% increase from the FY 2018 Budget. At present, this represents an increase of \$71,100. The City Commission, at the August 6, 2018 Workshop through consensus agreed to a one year contract with Waste Connections. Bids will be sent out for the following year. Increased fees will be the responsibility of the residents.

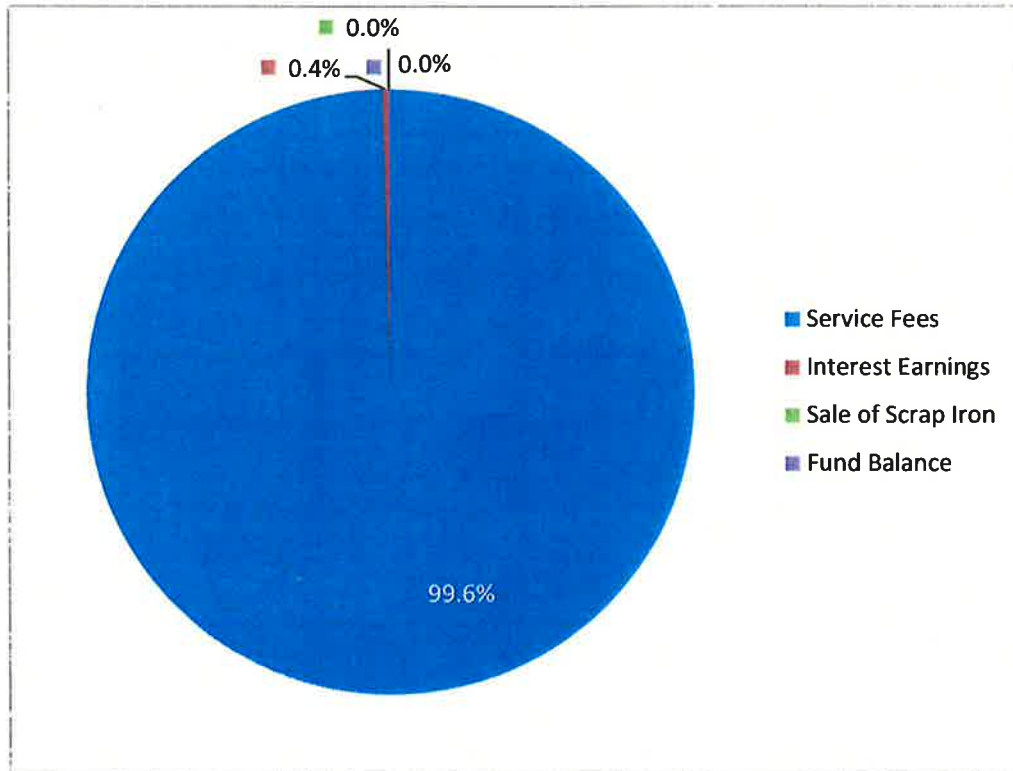
### **Capital Budget**

- An amount of 40,000 budgeted in FY 2017 for engineering and design for a sanitation vehicle/ equipment storage facility was not spent and rolled over into FY 2018. If the partial cost of \$200,000 for this new facility is not spent in FY 2018, then it will rollover into FY 2019.
- For FY 2019, there is a total of \$112,000 budgeted in the 6400 capital equipment account. Within this total amount is \$35,000 for a 2004 Ford F150 (#24); \$45,000 for a 2005 Ford F250 (#3); and \$32,000 for a 2006 Ford F350 (#68).

# SANITATION FUND

## FUNDING SOURCES

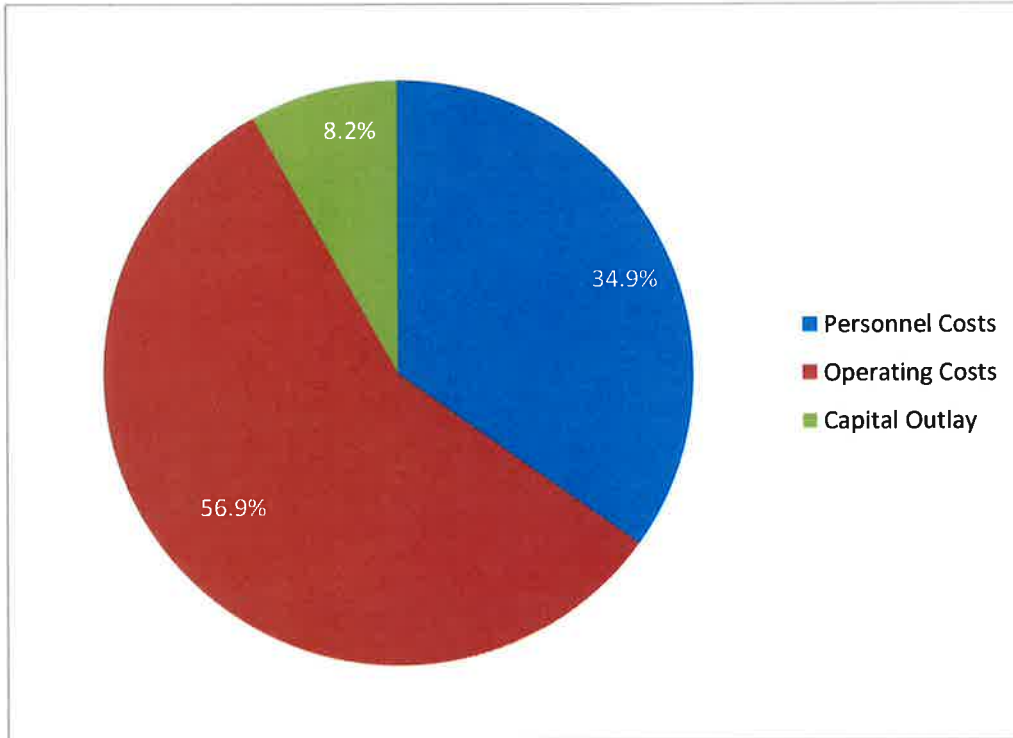
Service Fees	99.6%	1,365,000
Interest Earnings	0.4%	5,000
Sale of Scrap Iron	0.0%	0
Fund Balance	0.0%	200
<b>Total Funding Sources</b>	<b>100.0%</b>	<b>\$1,370,200</b>



# SANITATION FUND

## FUNDING USES

Personnel Costs	34.9%	477,600
Operating Costs	56.9%	780,600
Capital Outlay	8.2%	112,000
<b>Total Funding Uses</b>	<b>100.0%</b>	<b>\$1,370,200</b>





**SANITATION FUND:  
BUDGETED REVENUE, EXPENDITURES, AND WORKING CAPITAL**

CODE	ACCOUNT TITLE	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ADOPTED	FY 2018 REVISED	FY 2019 BUDGET	PERCENT CHANGE
<b><u>Beginning available resources:</u></b>							
	Current assets as of September 30	1,587,326	1,517,257	1,517,257	1,453,184	-	
	Current liabilities as of September 30	(67,563)	(59,056)	(59,056)	(59,056)	-	
	Est. FY 2018 operating revenue > revised budget	-	-	-	-	10,000	
	Est. FY 2018 operating expenditures < revised budget	-	-	-	-	50,000	
	<b>Total beginning available resources</b>	<b>\$ 1,519,763</b>	<b>\$ 1,458,201</b>	<b>\$ 1,535,600</b>	<b>\$ 1,394,128</b>	<b>\$ 1,228,400</b>	<b>-11.89%</b>
<b><u>Operating revenue:</u></b>							
337.337	Recycling grant	-	3,237	-	-	-	
343.415	Sanitation service fee	1,229,819	1,258,504	1,290,700	1,215,900	1,268,000	4.28%
343.418	Recycling service fee	28,951	26,023	27,500	26,400	97,000	267.42%
361.100	Interest earnings	4,148	8,738	3,000	2,900	5,000	72.41%
364.411	Sale of equipment	-	20,400	-	-	-	
369.369	Miscellaneous revenue	13	725	-	-	-	
369.378	Sale of scrap iron	892	-	1,800	1,800	-	-100.00%
369.379	Refund prior year expenses	9,277	-	-	-	-	
	<b>Total funding sources</b>	<b>\$ 1,273,100</b>	<b>\$ 1,317,627</b>	<b>\$ 1,323,000</b>	<b>\$ 1,247,000</b>	<b>\$ 1,370,000</b>	<b>9.86%</b>
	<b>Total funding uses</b>	<b>\$ 1,147,617</b>	<b>\$ 1,261,613</b>	<b>\$ 1,405,000</b>	<b>\$ 1,472,720</b>	<b>\$ 1,370,200</b>	<b>-6.96%</b>
	<b>Ending available resources</b>	<b>\$ 1,645,246</b>	<b>\$ 1,514,215</b>	<b>\$ 1,453,600</b>	<b>\$ 1,168,408</b>	<b>\$ 1,228,200</b>	<b>5.12%</b>

## SANITATION FUND (402.7000)

CODE	ACCOUNT TITLE	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ADOPTED	FY 2018 REVISED	FY 2019 BUDGET	PERCENT CHANGE
<b>PERSONNEL:</b>							
1200	Salaries & Wages	242,047	257,265	284,800	284,800	295,300	3.69%
1400	Overtime	39,623	64,750	34,000	34,000	36,000	5.88%
2100	Social Security	19,540	22,626	21,800	21,800	22,600	3.67%
2201	Retirement - FRS	13,315	15,033	7,100	7,100	7,700	8.45%
2203	ICMA 401(a) Plan	13,481	14,444	17,700	17,700	18,300	3.39%
2300	Group Insurance	53,969	64,933	80,900	80,900	71,600	-11.50%
2400	Worker's Compensation	20,597	23,631	23,800	23,800	26,100	9.66%
	Subtotal Personnel	402,572	462,680	470,100	470,100	477,600	1.60%
<b>OPERATING:</b>							
3405	Temporary Contractual Services	52,721	67,358	47,200	47,200	47,200	0.00%
3420	Waste Disposal	244,218	240,448	240,000	240,000	240,000	0.00%
3422	Curbside Recycling	100,421	96,712	102,300	126,868	168,100	32.50%
3423	Recycling Material Disposal	32,308	24,700	32,000	32,000	32,000	0.00%
3600	Administrative Services	72,200	85,500	85,500	85,500	89,700	4.91%
4110	Cellular Telephone	678	1,330	1,800	2,093	1,800	-14.00%
4202	Postage - Utility Bills	8,069	8,015	9,000	9,000	9,000	0.00%
4400	Rentals and Leases	12,685	12,833	18,200	19,429	18,200	-6.33%
4500	General Insurance	14,839	11,552	14,900	14,900	14,900	0.00%
4600	Maintenance - Auto Equipment	30,884	43,376	26,000	27,630	25,000	-9.52%
4640	Maintenance - Other Equipment	3,973	89	2,500	2,500	2,000	-20.00%
4680	Maintenance - Tires	20,244	16,869	20,000	20,000	20,000	0.00%
5200	Uniforms	2,565	3,104	2,700	2,700	2,700	0.00%
5210	Departmental Supplies	61,704	44,121	50,000	50,000	65,000	30.00%
5220	Gasoline & Oil	31,683	35,910	48,800	48,800	42,000	-13.93%
5230	Tools	1,173	1,100	2,000	2,000	3,000	50.00%
5420	Dues & Subscriptions	-	-	-	-	-	
	Subtotal Operating	690,365	693,018	702,900	730,620	780,600	6.84%
<b>CAPITAL:</b>							
6300	Capital Improvements	14,700	-	200,000	240,000	-	-100.00%
6400	Capital Equipment	39,980	105,916	32,000	32,000	112,000	250.00%
	Subtotal Capital Outlay	54,680	105,916	232,000	272,000	112,000	-58.82%
	<b>TOTAL SANITATION FUND</b>	<b>\$1,147,617</b>	<b>\$1,261,613</b>	<b>\$1,405,000</b>	<b>\$1,472,720</b>	<b>\$1,370,200</b>	<b>-6.96%</b>

## SANITATION FUND (402.7000)

CODE	ACCOUNT TITLE	FY 2019 BUDGET	DESCRIPTION
<b>PERSONNEL:</b>			
			Staff wages, including allocation of Public Works Director and Administrative
1200	Salaries & Wages	295,300	Assistant positions (25% each)
1400	Overtime	36,000	Overtime as authorized by Public Works Director
2100	Social Security	22,600	FICA contributions at 7.65% of salary
2201	Retirement - FRS	7,700	City contribution to staff retirement at FRS required contribution rate
2203	ICMA 401(a) Plan	18,300	City contribution to administrative staff retirement at 9% of salary
2300	Group Insurance	71,600	Medical, dental, life and long-term disability coverage for full-time employees
2400	Worker's Compensation	26,100	Worker's compensation insurance costs per quoted estimate
	Subtotal Personnel	<u>477,600</u>	
<b>OPERATING:</b>			
			Call-in service to maintain adequate staffing levels; includes increase
3405	Temporary Services	47,200	corresponding to internal staffing decrease
3420	Waste Disposal	240,000	Pinellas County solid waste dumping fees
3422	Curbside Recycling	168,100	Residential curbside recycling service, including contractual fee increase
3423	Recycling Material Disposal	32,000	Recycling services for brush disposal, bulk-item recycling and City Hall recycling container
3600	Administrative Services	89,700	General Fund costs for support services provided to external operating funds, based on proportion of FTEs
4110	Cellular Telephone	1,800	Verizon Wireless service contract and/or reimbursement of personal phone use
4202	Postage - Utility Bills	9,000	Pinellas County utility billing postage fees
4400	Rentals and Leases	18,200	Rental of public works storage facility, including contractual fee increase
4500	General Insurance	14,900	Auto policy per quoted estimate
4600	Maintenance - Auto Equipment	25,000	Sanitation vehicle preventive maintenance and service
4640	Maintenance - Other Equipment	2,000	Maintenance of dumpsters, and pressure washer
4680	Maintenance - Tires	20,000	Sanitation vehicle tire maintenance
5200	Uniforms	2,700	Staff uniforms and work shirts
5210	Departmental Supplies	65,000	Estimated dumpster replacements (\$25,000); cleaning supplies, gloves, trash bags, and barrels
5220	Gasoline & Oil	42,000	Estimated Sanitation vehicle fuel consumption
5230	Tools	3,000	Welding supplies, trash cans, and blowers
	Subtotal Operating	<u>780,600</u>	
<b>CAPITAL:</b>			
6300	Capital Improvements	-	
6400	Capital Equipment	112,000	Vehicle Replacement: 2004 Ford F150 (#24) (\$35,000); 2005 Ford F250 (#3) (\$45,000); 2006 Ford F350 (#68) (\$32,000)
	Subtotal Capital Outlay	<u>112,000</u>	
<b>TOTAL SANITATION FUND</b>		<b>\$1,370,200</b>	

# SANITATION FUND

## FULL-TIME EQUIVALENT (FTE) POSITIONS

	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>
Public Works Director	0.25	0.25	0.25	0.25
Administrative Assistant	0.25	0.25	0.25	0.25
Field Operations Manager	0.00	0.00	0.00	0.00
Division Supervisor	1.00	1.00	1.50	1.00
Public Works Technician	0.50	0.50	0.00	0.00
Sanitation Worker	5.00	4.00	6.00	6.00
Total Funded Positions	7.00	6.00	8.00	7.50



The Stormwater Department includes all activities pertaining to the construction, maintenance and repair of the City's Stormwater management system. The Stormwater Department manages the National Pollutant Discharge Elimination System (NPDES) permit which is authorized by the Clean Water Act (1972) and controls the water pollution by regulating point sources that discharge pollutants into the waters.

**Department Initiatives FY 2019 Budget Year**

**GOAL: INFRASTRUCTURE**

- **Objective 1:** Meet or exceed all applicable federal and state regulatory requirements for Stormwater management and water quality protection.
- **Objective 2:** Maintain existing Stormwater management infrastructure and provide sufficient infrastructure capacity to meet the future needs.
- **Objective 3:** Protect the natural functions of hydrological areas, maintain water quality and control sedimentation.

**GOAL: FINANCIAL SUSTAINABILITY**

- **Objective 1:** Purchase Stormwater jetting equipment to clean pipes and extend the life of the system.
- **Objective 2:** Purchase Stormwater inspection camera for more frequent inspections of pipes.
- **Objective 3:** Increase the frequency of maintaining stormwater structures and pipes with City's own equipment and staff to extend the life of the system and improve financial sustainability through proper maintenance of capital infrastructure.

**GOAL: HUMAN CAPITAL**

- **Objective 1:** Ensure that the desired benefits of stormwater management systems are being achieved.
- **Objective 2:** Ensure that the City has enough inspectors trained in the proper installation and maintenance of the stormwater system before and after construction.
- **Objective 3:** Ensure a consistent level of technical expertise and professional conduct for all individuals responsible for inspection erosion and sediment controls, and stormwater management systems.
- **Objective 4:** Inform staff and residents on stormwater issues through outreach.

# STORMWATER FUND

## SUMMARY

	<b>FY 2016 ACTUAL</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ADOPTED</b>	<b>FY 2018 REVISED</b>	<b>FY 2019 BUDGET</b>
<b><u>EXPENDITURES:</u></b>					
PERSONNEL	188,243	213,106	207,900	207,900	267,600
OPERATING	192,605	137,795	132,100	135,138	135,300
CAPITAL	593,387	-	491,000	3,123,369	495,000
DEBT SERVICE	160,580	151,646	499,900	499,900	499,400
OTHER	-	119,207	-	-	-
<b>TOTAL</b>	<b>\$1,134,815</b>	<b>\$621,754</b>	<b>\$1,330,900</b>	<b>\$3,966,307</b>	<b>\$1,397,300</b>
<b><u>FUNDING SOURCE:</u></b>					
STORMWATER FUND	\$1,134,815	\$621,754	\$1,330,900	\$3,966,307	\$1,397,300

### **FY 2019 Budget Modifications**

- The City's engineer under contract provides management with a revised Capital Improvement Plan (CIP) that called for an estimated total of \$34 million dollars in additional stormwater projects that are facing the City after projects started in 2015 are fully completed in FY 2019.

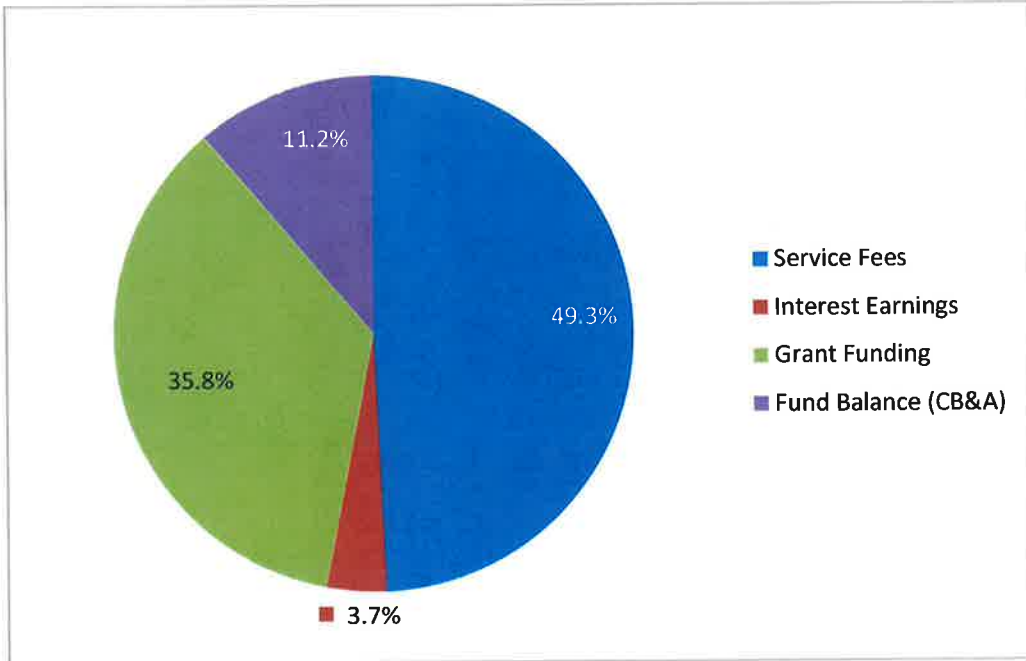
### **Capital Budget**

- For FY 2019, \$200,000 is budget in the 6300 capital improvements account for Rehabilitation and replacement program. This is turning out to be a standard allocation each year.
- For FY 2019, \$285,000 is allocated for additional costs needed in order to complete the 137th Avenue project. Increased construction costs are the reason for these increases.
- \$10,000 is allocated in the 6400 capital equipment account for an EnviroSight pipeline inspection camera.
- An amount of \$191,905.70 was remaining in the 6300 account for stormwater rehabilitation and repair rolled over into FY 2018.
- An amount of \$1,580,139.51 was remaining in the 6320 account for stormwater drainage and roadway improvements rolled over into FY 2018.

# STORMWATER FUND

## FUNDING SOURCES

Service Fees	49.3%	690,000
Interest Earnings	3.7%	51,500
Grant Funding	35.8%	500,000
Fund Balance (CB&A)	11.2%	156,100
<b>Total Funding Sources</b>	<b>100.0%</b>	<b>\$1,397,600</b>

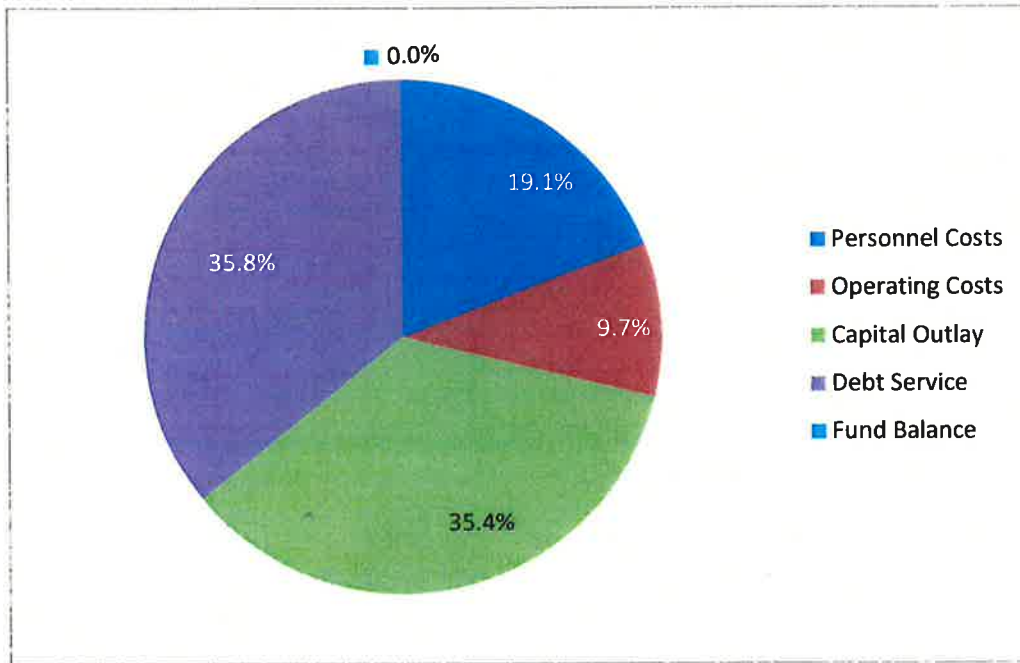




# STORMWATER FUND

## FUNDING USES

Personnel Costs	19.1%	267,600
Operating Costs	9.7%	135,300
Capital Outlay	35.4%	495,000
Debt Service	35.8%	499,400
Fund Balance	0.0%	300
<b>Total Funding Uses</b>	<b>100.0%</b>	<b>\$1,397,600</b>



**STORMWATER FUND:  
BUDGETED REVENUE, EXPENDITURES, AND WORKING CAPITAL**

<b>CODE</b>	<b>ACCOUNT TITLE</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ADOPTED</b>	<b>FY 2018 REVISED</b>	<b>FY 2018 BUDGET</b>	<b>PERCENT CHANGE</b>
<b><u>Beginning available resources:</u></b>							
	Restricted assets	6,187,751	3,123,891	2,422,736	2,422,736	-	
	Covenant to budget and appropriate	-	-	(156,100)	(156,100)	(156,100)	
	Current assets as of September 30	634,566	2,001,144	2,001,144	2,450,000	-	
	Current liabilities as of September 30	(632,466)	(1,167,954)	(1,167,954)	(1,023,500)	-	
	Est. FY 2017 operating revenue > revised budget	-	-	19,000	19,000	19,000	
	<b>Total beginning available resources</b>	<b>\$ 6,189,851</b>	<b>\$ 3,957,081</b>	<b>\$ 3,118,826</b>	<b>\$ 3,712,136</b>	<b>\$ 1,155,700</b>	<b>-68.87%</b>
<b><u>Operating revenue:</u></b>							
343.700	Stormwater service fees	690,819	688,304	690,000	690,000	690,000	0.00%
361.100	Interest earnings	33,853	49,058	9,600	12,900	51,500	299.22%
369.369	Miscellaneous revenues	-	33,987	-	-	-	
369.379	Refund prior year expenses	457	-	-	-	-	
<b><u>Non-operating funding sources:</u></b>							
334.302	SWFWMD grant reimbursement	78,350	1,603,729	700,000	700,000	500,000	
381.999	Debt proceeds	-	-	-	-	-	
272.0272	Covenant to budget and appropriate	-	-	156,100	156,100	156,100	0.00%
	<b>Total funding sources</b>	<b>\$ 803,479</b>	<b>\$ 2,375,078</b>	<b>\$ 1,555,700</b>	<b>\$ 1,559,000</b>	<b>\$ 1,397,600</b>	<b>-10.35%</b>
	<b>Total funding uses</b>	<b>\$ 1,134,815</b>	<b>\$ 621,754</b>	<b>\$ 1,330,900</b>	<b>\$ 3,966,307</b>	<b>\$ 1,397,300</b>	<b>-64.77%</b>
	<b>Ending available resources</b>	<b>\$ 5,858,515</b>	<b>\$ 5,710,405</b>	<b>\$ 3,343,626</b>	<b>\$ 1,304,829</b>	<b>\$ 1,156,000</b>	<b>-11.41%</b>

## STORMWATER FUND (404.9200)

CODE	ACCOUNT TITLE	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ADOPTED	FY 2018 REVISED	FY 2019 BUDGET	PERCENT CHANGE
<b>PERSONNEL:</b>							
1200	Salaries & Wages	117,863	137,117	131,800	131,800	172,500	30.88%
1400	Overtime	10,420	9,739	12,000	12,000	10,000	-16.67%
2100	Social Security	9,651	10,899	10,100	10,100	13,200	30.69%
2203	ICMA 401(a) Plan	11,459	11,521	11,400	11,400	15,600	36.84%
2300	Group Insurance	29,629	30,630	30,600	30,600	42,800	39.87%
2400	Worker's Compensation	9,221	13,199	12,000	12,000	13,500	12.50%
	Subtotal Personnel	188,243	213,106	207,900	207,900	267,600	28.72%
<b>OPERATING:</b>							
3100	Professional Services	31,829	10,025	10,500	10,500	10,500	0.00%
3400	Contractual Services	1,748	-	-	-	-	
3407	Street Sweeping Contract	11,008	10,591	-	1,809	-	-100.00%
3600	Administrative Services	39,200	42,700	42,700	42,700	45,900	7.49%
4000	Travel and Training	518	-	2,000	2,000	2,000	0.00%
4110	Cellular Telephone	858	640	-	-	-	
4202	Postage - Utility Bills	8,182	8,112	9,000	9,000	9,000	0.00%
4313	Water Service - Pump Station	111	108	200	200	200	0.00%
4334	Electric - Pump Station	589	462	800	800	800	0.00%
4400	Rentals and Leases	12,666	11,462	17,100	18,329	17,100	-6.71%
4500	General Insurance	21,198	19,365	22,700	22,700	22,700	0.00%
4600	Maintenance - Auto Equipment	4,700	2,066	3,000	3,000	3,000	0.00%
4640	Maintenance - Other Equipment	8,109	2,001	500	500	500	0.00%
4650	Maintenance - Streets	3,598	4,340	5,000	5,000	5,000	0.00%
4661	Maintenance - Storm Drains	41,415	15,634	10,000	10,000	10,000	0.00%
4680	Maintenance - Tires	-	-	-	-	-	
4900	Other Current Charges	91	-	-	-	-	
4920	Licenses & Permits	180	879	200	200	200	0.00%
5200	Uniforms	832	854	1,000	1,000	1,000	0.00%
5210	Departmental Supplies	1,657	1,830	1,000	1,000	1,000	0.00%
5220	Gasoline & Oil	3,100	5,512	5,200	5,200	5,200	0.00%
5230	Tools	517	524	500	500	500	0.00%
5420	Dues & Subscriptions	500	690	700	700	700	0.00%
	Subtotal Operating	192,605	137,795	132,100	135,138	135,300	0.12%

## STORMWATER FUND (404.9200)

CODE	ACCOUNT TITLE	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ADOPTED	FY 2018 REVISED	FY 2019 BUDGET	PERCENT CHANGE
<b>CAPITAL:</b>							
6300	Capital Improvements	46,672	-	200,000	409,633	200,000	-51.18%
6320	Stormwater Drainage & Roadway Improvements	477,705	-	-	2,422,736	285,000	-88.24%
6400	Capital Equipment	69,010	-	291,000	291,000	10,000	-96.56%
	Subtotal Capital Outlay	593,387	-	491,000	3,123,369	495,000	-84.15%
<b>DEBT SERVICE:</b>							
7100	Principal	-	-	362,000	362,000	371,000	2.49%
7200	Interest	160,580	151,646	137,900	137,900	128,400	-6.89%
	Subtotal Debt Service	160,580	151,646	499,900	499,900	499,400	-0.10%
<b>OTHER:</b>							
5900	Depreciation Expense	-	119,207	-	-	-	
	Subtotal Other	-	119,207	-	-	-	
<b>TOTAL STORMWATER FUND</b>		<b>\$1,134,815</b>	<b>\$621,754</b>	<b>\$1,330,900</b>	<b>\$3,966,307</b>	<b>\$1,397,300</b>	<b>-64.77%</b>

## STORMWATER FUND (404.9200)

CODE	ACCOUNT TITLE	FY 2019 BUDGET	DESCRIPTION
<b>PERSONNEL:</b>			
			Staff wages, including allocation of Public Works Director and Administrative
1200	Salaries & Wages	172,500	Assistant positions (25% each)
1400	Overtime	10,000	Overtime as authorized by Public Works Director
2100	Social Security	13,200	FICA contributions at 7.65% of salary
2203	ICMA 401(a) Plan	15,600	City contribution to staff retirement at 9% of salary
2300	Group Insurance	42,800	Medical, dental, life and long-term disability coverage
2400	Worker's Compensation	13,500	Worker's compensation insurance costs per quoted estimate
	Subtotal Personnel	<u>267,600</u>	
<b>OPERATING:</b>			
			NPDES management and annual reporting (\$8,000); County monitoring
3100	Professional Services	10,500	(\$2,500)
3407	Street Sweeping Contract	-	
			General Fund costs for support services provided to external operating funds,
3600	Administrative Services	45,900	based on proportion of FTEs
			Tuition reimbursement (\$700); Florida Stormwater Association conference
4000	Travel and Training	2,000	(\$1,300)
4202	Postage - Utility Bills	9,000	Pinellas County utility billing postage fees
4313	Water Service - Pump Station	200	Water service for stormwater pump station
4334	Electric - Pump Station	800	Electrical service for stormwater pump station
4400	Rentals and Leases	17,100	Rental of public works storage facility, including contractual increase
4500	General Insurance	22,700	Property, auto, and flood policies per quoted estimate
4600	Maintenance - Auto Equipment	3,000	Stormwater vehicle preventive maintenance and service
4640	Maintenance - Other Equipment	500	Pump station generator and related equipment
4650	Maintenance - Streets	5,000	Curb and gutter repair
4661	Maintenance - Storm Drains	10,000	Cleaning and service of storm drains and CDS units
			Pinellas County National Pollutant Discharge Elimination System (NPDES)
4920	Licenses & Permits	200	permit fees
5200	Uniforms	1,000	Staff uniforms and work shirts
5210	Departmental Supplies	1,000	Gloves, rags, chemicals, soaps, etc. as needed
5220	Gasoline & Oil	5,200	Estimated Stormwater vehicle fuel consumption
5230	Tools	500	Shovels, clamps, screws, drill/drivers, wrenches, and PVC materials
5420	Dues & Subscriptions	700	Florida Stormwater Association; Florida Water and Pollution Control
	Subtotal Operating	<u>135,300</u>	

## STORMWATER FUND (404.9200)

CODE	ACCOUNT TITLE	FY 2019 BUDGET	DESCRIPTION
<b>CAPITAL:</b>			
6300	Capital Improvements	200,000	Rehabilitation and replacement program
6320	Stormwater Drainage & Roadway Improvements	285,000	137th Ave stormwater improvements - cost increase
6400	Capital Equipment	10,000	Envirosight Pipeline Inspection Camera
	Subtotal Capital Outlay	495,000	
<b>DEBT SERVICE:</b>			
7100	Principal	371,000	Series 2015 revenue note principal payment
7200	Interest	128,400	Series 2015 revenue note interest payment
	Subtotal Debt Service	499,400	
	<b>TOTAL STORMWATER FUND</b>	<b>\$1,397,300</b>	

# STORMWATER FUND

## FULL-TIME EQUIVALENT (FTE) POSITIONS

	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>
Public Works Director	0.25	0.25	0.25	0.25
Administrative Assistant	0.25	0.25	0.25	0.25
Field Operations Manager	0.00	0.00	0.00	0.00
Division Supervisor	1.00	1.50	1.50	2.00
Limited Term Employee	0.00	0.00	0.00	0.50
Public Works Technician	1.50	1.00	1.00	1.00
Total Funded Positions	3.00	3.00	3.00	4.00





The Marina Department includes the operation of the City's Marina and Ship Store on 150<sup>th</sup> Avenue. The Marina is located on Boca Ciega Bay, providing quick access to the Gulf of Mexico through John's Pass. The marina features wet and dry slips available for lease to the public on a first come, first serve basis. The Ship Store sells live and frozen bait, tackle, snack food, beverages, propane fuel refill or bottles, recreational 90 fuel and diesel fuel and various items for the convenience of boaters. Marina operations are intended to provide safe and convenient access to the community's waterways.

**Department Initiatives FY 2019 Budget Year**

**GOAL: INFRASTRUCTURE**

- **Objective 1:** Improve parking area to accommodate uses and expected increase in visitor traffic.
- **Objective 2:** Come in compliance with the clean water act.
- **Objective 3:** Enhance the ascetics of the marina and the overall image of the marina.
- **Objective 4:** Bury the electric service at the facility and install an ice machine.
- **Objective 5:** Install 180-foot-long ice dock and fish unloading dock.

**GOAL: SAFETY AND HEALTHY LIVING**

- **Objective 1:** Maintain and protect the Ship Store, docks, and fuel system and utilities assets.
- **Objective 2:** Provide safe and efficient signage around the facility for the community.
- **Objective 3:** Ensure the safety of the customer assets and public with the use of security cameras around the facility.
- **Objective 4:** Provide access to the water for recreational activities, such as canoeing, kayaking and fishing.

**GOAL: FINANCIAL SUSTAINABILITY**

- **Objective 1:** Apply for commercial offloading permit.
- **Objective 2:** Explore all grant opportunities associated with a working waterfront.
- **Objective 3:** Review and update current fee schedule and develop new charges as trends in the marina industry change.

# MARINA FUND

## SUMMARY

	<b>FY 2016 ACTUAL</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ADOPTED</b>	<b>FY 2018 REVISED</b>	<b>FY 2019 BUDGET</b>
<b><u>EXPENDITURES:</u></b>					
PERSONNEL	214,009	232,082	230,500	230,500	240,700
OPERATING	1,571,507	1,908,841	2,049,800	2,204,866	2,055,300
CAPITAL	364,460	-	-	-	-
DEBT SERVICE	5,816	14,441	96,400	96,400	96,400
OTHER	-	73,165	-	-	-
<b>TOTAL</b>	<b>\$2,155,792</b>	<b>2,228,529</b>	<b>\$2,376,700</b>	<b>\$2,531,766</b>	<b>\$2,392,400</b>
<b><u>FUNDING SOURCE:</u></b>					
MARINA FUND	\$2,155,792	\$2,228,529	\$2,376,700	\$2,531,766	\$2,392,400

### **FY 2019 Budget Modifications**

- There are no budget modifications for FY 2019.

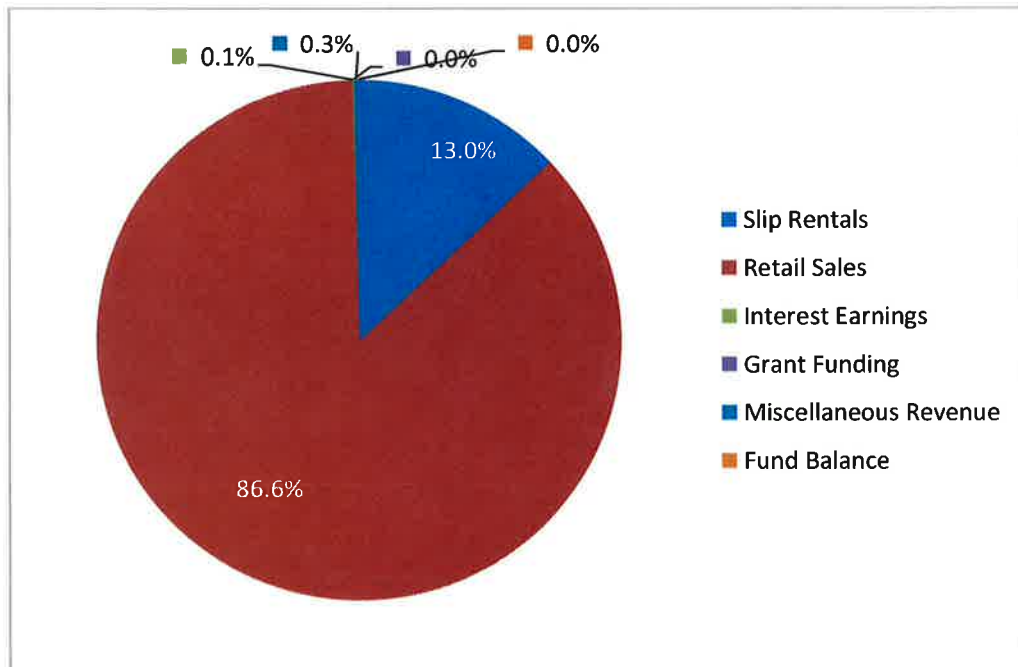
### **Capital Budget**

- New Security cameras are needed but are planned to be spent in FY 2018 depending on the financial performance of the overall fund as the fiscal year comes to a close.

# MARINA FUND

## FUNDING SOURCES

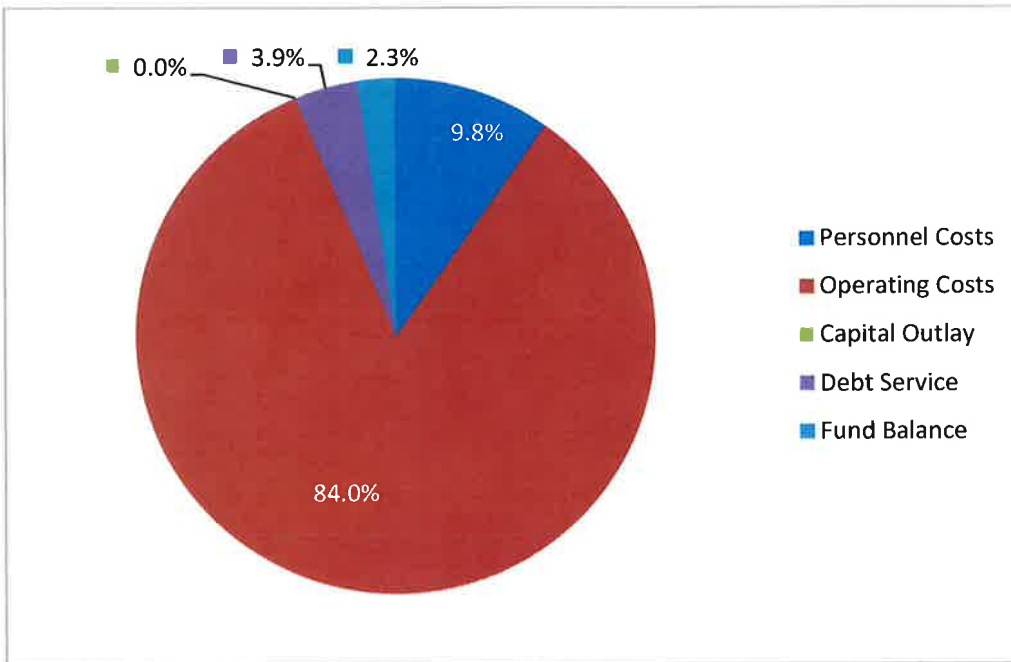
Slip Rentals	13.0%	318,000
Retail Sales	86.6%	2,122,800
Interest Earnings	0.1%	1,900
Grant Funding	0.0%	0
Miscellaneous Revenue	0.3%	6,900
Fund Balance	0.0%	0
<b>Total Funding Sources</b>	<b>100.0%</b>	<b>\$2,449,600</b>



# MARINA FUND

## FUNDING USES

Personnel Costs	9.8%	240,700
Operating Costs	84.0%	2,055,300
Capital Outlay	0.0%	0
Debt Service	3.9%	96,400
Fund Balance	2.3%	57,200
<b>Total Funding Uses</b>	<b>100.0%</b>	<b>\$2,449,600</b>



**MARINA FUND:  
BUDGETED REVENUE, EXPENDITURES, AND WORKING CAPITAL**

CODE	ACCOUNT TITLE	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ADOPTED	FY 2018 REVISED	FY 2019 BUDGET	PERCENT CHANGE
<b><u>Beginning available resources:</u></b>							
	Current assets as of September 30	455,119	664,597	664,597	664,597	-	
	Current liabilities as of September 30	(125,770)	(199,644)	(199,644)	(199,644)	-	
	Est. FY 2018 operating revenue < revised budget	-	-	-	-	(473,000)	
	Est. FY 2018 operating expenditures < revised budget	-	-	-	-	724,000	
	<b>Total beginning available resources</b>	<b>\$ 329,349</b>	<b>\$ 464,953</b>	<b>\$ 427,200</b>	<b>\$ 464,953</b>	<b>\$ 427,200</b>	<b>-8.12%</b>
<b><u>Operating revenue:</u></b>							
347.401	Late fees	-	600	-	-	-	
347.520	Dry storage fees	92,152	84,502	80,000	80,000	90,000	12.50%
347.521	Transient rentals	41,014	48,025	32,000	32,000	48,000	50.00%
347.530	Unleaded fuel sales	1,010,284	1,342,642	1,225,000	1,225,000	1,340,000	9.39%
347.531	Propane sales	3,140	2,733	3,800	3,800	3,800	0.00%
347.532	Diesel sales	55,648	58,280	80,000	80,000	60,000	-25.00%
347.533	Diesel commercial	351,409	431,799	515,000	515,000	432,000	-16.12%
347.534	Propane - exempt	-	1,449	-	-	-	
347.551	Store sales - exempt	13,815	13,090	6,700	6,700	12,000	79.10%
347.552	Store sales - taxable	237,352	249,056	214,400	214,400	250,000	16.60%
347.580	Marina wet slip rentals	168,008	178,996	163,000	163,000	180,000	10.43%
347.585	Tournament revenue	21,004	28,123	-	-	25,000	0.00%
361.100	Interest earnings	76	2,473	1,900	1,900	1,900	0.00%
364.411	Sale of equipment	-	-	-	-	-	
369.369	Miscellaneous revenue	1,015	208	-	-	-	
369.377	Commission - laundry equipment	511	481	500	500	500	0.00%
369.379	Refund prior year expenses	-	-	-	-	-	
369.381	Sales tax collection allowance	360	330	-	-	400	
369.384	Boat ramp fees	6,121	6,093	4,500	4,500	6,000	33.33%
<b><u>Non-operating funding sources:</u></b>							
331.900	Clean Vessel grant reimbursement	-	-	90,000	90,000	-	
	<b>Total funding sources</b>	<b>\$ 2,001,909</b>	<b>\$ 2,448,881</b>	<b>\$ 2,416,800</b>	<b>\$ 2,416,800</b>	<b>\$ 2,449,600</b>	<b>1.36%</b>
	<b>Total funding uses</b>	<b>\$ 2,155,792</b>	<b>\$ 2,228,529</b>	<b>\$ 2,376,700</b>	<b>\$ 2,531,766</b>	<b>\$ 2,392,400</b>	<b>-5.50%</b>
	<b>Ending available resources</b>	<b>\$ 175,466</b>	<b>\$ 685,305</b>	<b>\$ 467,300</b>	<b>\$ 349,987</b>	<b>\$ 484,400</b>	<b>38.41%</b>

## MARINA FUND (405.9300)

CODE	ACCOUNT TITLE	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ADOPTED	FY 2018 REVISED	FY 2019 BUDGET	PERCENT CHANGE
<b>PERSONNEL:</b>							
1200	Salaries & Wages	138,303	150,024	150,100	150,100	158,900	5.86%
1400	Overtime	11,700	13,931	12,000	12,000	14,000	16.67%
2100	Social Security	11,122	12,380	11,500	11,500	12,200	6.09%
2203	ICMA 401(a) Plan	12,736	11,620	12,200	12,200	12,900	5.74%
2300	Group Insurance	33,167	35,594	36,500	36,500	34,400	-5.75%
2400	Worker's Compensation	6,980	8,534	8,200	8,200	8,300	1.22%
	Subtotal Personnel	214,009	232,082	230,500	230,500	240,700	4.43%
<b>OPERATING:</b>							
3100	Professional Services	-	-	-	-	-	
3121	Computer Software Support	2,096	2,201	2,500	2,500	3,000	20.00%
3400	Contractual Service	17,435	21,147	20,000	20,197	20,000	-0.98%
3600	Administrative Services	63,200	62,000	62,000	62,000	66,400	7.10%
4000	Travel and Training	3,643	3,591	3,000	3,000	3,000	0.00%
4100	Telephone	4,828	3,213	3,500	4,268	3,500	-17.99%
4110	Cellular Phone	950	1,978	2,300	2,475	2,900	17.17%
4200	Postage	356	433	800	800	800	0.00%
4300	Utilities - Water Service	11,062	12,165	20,700	20,700	20,700	0.00%
4331	Electric - Buildings	10,942	11,122	12,400	12,400	12,400	0.00%
4335	Electric - Docks	9,138	10,825	14,000	14,000	14,000	0.00%
4340	Waste Disposal	5,037	5,000	5,000	5,000	5,000	0.00%
4400	Rentals and Leases	2,580	2,580	2,800	2,800	2,800	0.00%
4402	Submerged Land Lease	2,639	2,680	2,800	2,800	2,800	0.00%
4500	General Insurance	6,535	7,147	8,000	8,000	8,000	0.00%
4600	Maintenance - Auto Equipment	550	436	1,500	1,500	1,500	0.00%
4610	Maintenance - Building	2,625	3,074	4,500	4,500	4,500	0.00%
4620	Maintenance - Grounds	6,506	4,719	6,500	6,500	6,500	0.00%
4640	Maintenance - Other Equipment	17,911	4,833	5,000	5,000	5,000	0.00%
4680	Maintenance - Tires	-	920	-	-	-	
4692	Maintenance - Marina	8,382	15,513	16,200	16,200	16,200	0.00%
4700	Print & Reproduction	172	386	500	500	500	0.00%
4800	Promotions & Public Relations	44,547	25,806	25,000	25,000	25,000	0.00%
4803	Boat Parade	5,000	3,747	5,000	5,000	5,000	0.00%
4920	Licenses & Permits	911	1,353	1,000	1,000	1,000	0.00%
4930	Bank Service Charges	27,905	32,435	26,400	26,400	26,400	0.00%
5100	Office Supplies	1,741	3,663	2,500	2,500	2,500	0.00%
5200	Uniforms	880	865	1,000	1,000	1,000	0.00%
5210	Departmental Supplies	7,881	7,490	7,000	7,000	7,000	0.00%
5220	Gasoline & Oil	905	700	1,200	1,200	1,200	0.00%
5230	Tools	719	645	1,000	1,000	1,000	0.00%
5270	Fuel Purchases - Resale	1,115,848	1,455,664	1,600,000	1,753,926	1,600,000	-8.78%
5271	Store Purchases - Resale	184,225	196,915	177,700	177,700	177,700	0.00%
5272	Propane Purchases - Resale	3,632	3,564	7,500	7,500	7,500	0.00%
5420	Dues & Subscriptions	725	33	500	500	500	0.00%
	Subtotal Operating	1,571,507	1,908,841	2,049,800	2,204,866	2,055,300	-6.78%

## MARINA FUND (405.9300)

CODE	ACCOUNT TITLE	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ADOPTED	FY 2018 REVISED	FY 2019 BUDGET	PERCENT CHANGE
<b>CAPITAL:</b>							
6300	Capital Improvement	314,800	-	-	-	-	
6400	Capital Equipment	49,660					
6500	Capital Grants & Contributions	-	-	-	-	-	
	Subtotal Capital Outlay	364,460	-	-	-	-	
<b>DEBT SERVICE:</b>							
7100	Principal	-	-	82,300	82,300	82,300	0.00%
7200	Interest	5,816	14,441	14,100	14,100	14,100	0.00%
	Subtotal Debt Service	5,816	14,441	96,400	96,400	96,400	0.00%
<b>OTHER:</b>							
5900	Depreciation Expense	-	73,165	-	-	-	
	Subtotal Other	-	73,165	-	-	-	
<b>TOTAL MARINA FUND</b>		<b>2,155,792</b>	<b>2,228,529</b>	<b>2,376,700</b>	<b>2,531,766</b>	<b>2,392,400</b>	<b>-5.50%</b>

## MARINA FUND (405.9300)

CODE	ACCOUNT TITLE	FY 2019 BUDGET	DESCRIPTION
<b>PERSONNEL:</b>			
			Staff wages, including allocation of Public Works Director and Administrative
1200	Salaries & Wages	158,900	Assistant positions (30% each)
1400	Overtime	14,000	Authorized overtime, primarily for special events, fishing tournaments, etc.
2100	Social Security	12,200	FICA contributions at 7.65% of salary
2203	ICMA 401(a) Plan	12,900	City contribution to staff retirement at 9% of salary
2300	Group Insurance	34,400	Medical, dental, life and long-term disability coverage
2400	Worker's Compensation	8,300	Worker's compensation insurance costs per quoted estimate
	Subtotal Personnel	<u>240,700</u>	
<b>OPERATING:</b>			
3121	Computer Software Support	3,000	Point of sale system support fees
3400	Contractual Service	20,000	Cleaning and janitorial services contract allocation (\$18,000); pest control (\$1,000); misc. (\$1,000)
3600	Administrative Services	66,400	General Fund costs for support services provided to external operating funds, based on proportion of FTEs
4000	Travel and Training	3,000	Promotional boat shows
4100	Telephone	3,500	Bright House service allocation: internet, television, phones
4110	Cellular Phone	2,900	Verizon Wireless service contract and/or reimbursement of personal phone use
4200	Postage	800	Miscellaneous correspondence
4300	Utilities - Water service	20,700	Pinellas County Utility service fees
4331	Electric - Buildings	12,400	Electricity costs for fuel dock, charter boat slips and Ship Store
4335	Electric - Docks	14,000	Electricity costs for A and B docks
4340	Waste Disposal	5,000	Sanitation Fund billing for waste disposal services
4400	Rentals and Leases	2,800	Rental of ice machine, to be terminated upon installation of commercial ice closet
4402	Submerged Land Lease	2,800	Florida Department of Environmental Protection (FDEP) submerged land lease for fuel dock and wet slips
4500	General Insurance	8,000	Property, auto, liquor, and pollution policies per quoted estimate
4600	Maintenance - Auto Equipment	1,500	Marina vehicle preventive maintenance and service
4610	Maintenance - Building	4,500	Repair and upkeep of the Ship Store facility, restrooms, and shed
4620	Maintenance - Grounds	6,500	Mulch, rock, shell, fencing, etc. near the Ship Store and dry slips
4640	Maintenance - Other Equipment	5,000	Filters, water pumps, fuel pumps, coolers, fire extinguishers, etc.
4692	Maintenance - Marina	16,200	Fuel pumps, docks, water lines, and electrical repairs
4700	Print & Reproduction	500	Business cards, signs, and flyers
4800	Promotions & Public Relations	25,000	Advertisements, fishing tournament expenditures, public events
4803	Boat Parade	5,000	Annual city boat parade event expenses and prize purse
4920	Licenses & Permits	1,000	State licenses required by Florida Department of Agriculture and Florida Fish and Wildlife Conservation Commission
4930	Bank Service Charges	26,400	Credit card payment interchange fees
5100	Office Supplies	2,500	Office supplies and furnishings
5200	Uniforms	1,000	Staff uniforms and work shirts
5210	Departmental Supplies	7,000	Point of sale-system expenses, drinking water, computer equipment, fire extinguishers, and merchandise racks and displays



## MARINA FUND (405.9300)

CODE	ACCOUNT TITLE	FY 2019 BUDGET	DESCRIPTION
5220	Gasoline & Oil	1,200	Estimated Marina vehicle fuel consumption
5230	Tools	1,000	Dock and plumbing equipment, sub-pumps, and gas cans
5270	Fuel Purchases - Resale	1,600,000	Boat fuel for re-sale to patrons
5271	Store Purchases - Resale	177,700	Retail items for re-sale to patrons
5272	Propane Purchases - Resale	7,500	Propane tanks for re-sale to patrons
5420	Dues & Subscriptions	500	Association of Marina Industries membership
	Subtotal Operating	<u>2,055,300</u>	
<b>CAPITAL:</b>			
6300	Capital Improvement	-	
6400	Capital Equipment	-	
	Subtotal Capital Outlay	<u>-</u>	
<b>DEBT SERVICE:</b>			
7100	Principal	82,300	Repayment of General Fund loan for construction of the Ship Store (20 years, 1.5%) and A-B dock improvements (10 years, 1.5%)
7200	Interest	14,100	Repayment of General Fund loan for construction of the Ship Store (20 years, 1.5%) and A-B dock improvements (10 years, 1.5%)
	Subtotal Debt Service	<u>96,400</u>	
	<b>TOTAL MARINA FUND</b>	<b><u>\$2,392,400</u></b>	

# MARINA FUND

## FULL-TIME EQUIVALENT (FTE) POSITIONS

	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>
Public Works Director	0.30	0.30	0.30	0.30
Administrative Assistant	0.30	0.30	0.30	0.30
Division Supervisor	1.00	1.00	1.00	1.00
Marina Assistant	2.75	2.75	2.75	2.75
Total Funded Positions	4.35	4.35	4.35	4.35



# CAPITAL IMPROVEMENT PROGRAM



**CITY OF MADEIRA BEACH: CAPITAL IMPROVEMENT PROGRAM (CIP) PROJECT SCHEDULE**

	Fund	Status	FY 2017 ACTUAL	FY 2018 REVISED	FY 2019 BUDGET	FY 2020 PROJECTION	FY 2021 PROJECTION	FY 2022 PROJECTION	FY 2023 PROJECTION
<b>Projects/Improvements:</b>									
137th Ave. Circle improvements	Stormwater	New	-	935,000	285,000	-	-	-	-
American Legion improvements	Stormwater	Complete	-	-	-	-	-	-	-
Archibald rehabilitation	General	New	-	-	-	-	-	25,000	-
Bandshell façade	General	Complete	21,030	-	-	-	-	-	-
Bayshore Drive improvements	Stormwater	Existing	-	-	-	-	-	-	-
Bath House improvements	Archibald	New	-	-	65,000	-	-	-	-
Boca Ciega Drive improvements	Stormwater	Existing	-	637,736	-	-	-	-	-
ParsleyDr/Marguerite Dr	Stormwater	New	-	-	-	2,000,000	2,500,000	-	-
City Centre	General	Revised	-	125,951	-	-	-	-	-
City Centre Improvements	General	New	-	-	50,000	-	-	-	-
City Centre dock construction	LOST	Existing	110,000	50,000	-	-	-	-	-
Beach Access & Parking Lot Improvement Plan	LOST	New	-	-	260,000	300,000	-	-	-
Parking pay Station Implementation	LOST	Revised	-	162,000	-	-	-	-	-
Fire Sprinkler System (Rec)	General	Existing	-	14,540	-	-	-	-	-
Citywide park beautification	General	Existing	-	-	-	-	-	-	-
Commercial ice closet	Marina	Existing	-	-	-	-	-	2,000,000	-
Commercial Island improvements	Stormwater	Existing	-	-	-	-	-	-	-
Electrical installation at Village Blvd.	General	Complete	366,460	-	-	-	-	-	-
Fire Station Asphalt Driveway Improvement	General	New	-	-	75,000	-	-	-	-
Fire Uniforms (Grant)	General	Complete	-	-	-	-	-	-	-
Fire Station de-contamination room	General	Complete	24,044	-	-	-	-	-	-
Gateway signage	General	Existing	13,000	50,000	-	-	-	-	-
Gulf Blvd. improvements	General	Existing	118,260	2,996,443	-	-	-	-	-
John's Pass Improvements	General	New	-	-	106,600	-	-	-	-
Lighting improvements	Archibald	Complete	6,293	-	-	-	-	-	-
Madeira Way improvements	LOST	Revised	-	73,582	-	-	-	-	-
Marina dock construction	General	Complete	-	-	-	-	-	-	-
Marina dock construction	LOST	Complete	-	-	-	-	-	-	-
Marina dock construction	Marina	Complete	-	-	-	-	-	-	-
Marina equipment	Marina	Complete	-	-	-	-	-	-	-
Median Landscaping	General	Existing	-	-	-	-	-	-	-
Military Court of Honor (at 911)	General	New	-	-	40,000	-	-	-	-
Municipal Drive	Stormwater	Existing	-	-	-	-	-	-	-
Park enhancements (Dog Park/Bus Stop)	General	Complete	31,130	-	-	-	-	-	-
Park beautification (Manhole S Shower)	Archibald	New	13,051	-	-	-	15,000	-	-
Recreation and playground amenities B Cage)	General	Complete	13,900	-	-	-	-	-	-
Rehabilitation and replacement program	Stormwater	Existing	-	409,633	200,000	200,000	200,000	1,000,000	-
Restroom improvements	Archibald	New	-	-	30,000	-	-	-	-
Rex Place improvements	Stormwater	Existing	-	850,000	-	-	-	-	-
Road sign replacements	General	Existing	-	50,000	50,000	100,000	-	-	-
Sanitation vehicle/equipment storage facility	Sanitation	Existing	-	240,000	-	-	-	-	-
Seawall rehabilitation	General	Existing	-	15,000	-	-	-	-	-
Security system	Marina	New	-	-	-	-	-	-	-
Splash pad Pool Drain & Fence	Archibald	Existing	-	-	-	-	-	-	-
Stormwater drainage & roadway improvements	LOST	Complete	-	-	-	-	-	-	-
Street resurfacing	General	Existing	-	20,000	250,000	-	-	-	-
Paint/Stripe of Engine	General	Complete	-	15,000	-	-	-	-	-
Transient dock construction	General	Existing	-	265,355	-	-	-	-	-
Envirosight Pipeline Inspection Camera	Stormwater	New	-	-	10,000	-	-	-	-

**CITY OF MADEIRA BEACH: CAPITAL IMPROVEMENT PROGRAM (CIP) PROJECT SCHEDULE**

	Fund	Status	FY 2017 ACTUAL	FY 2018 REVISED	FY 2019 BUDGET	FY 2020 PROJECTION	FY 2021 PROJECTION	FY 2022 PROJECTION	FY 2023 PROJECTION
<b>Vehicles:</b>									
1987 John Deere Fork Lift (#43)	General	Revised	-	-	50,000	-	-	-	-
1997 Ford F250 (#36)	Archibald	Revised	-	32,000	-	-	-	-	-
2001 Bobcat (#56)(Public Works)	General	Revised	-	-	-	40,000	-	-	-
2003 Sterling packer truck (#33a)	Sanitation	Complete	-	-	-	-	-	-	200,000
2004 Ford F150 (#24)	Sanitation	Revised	-	-	35,000	-	-	-	-
2004 Ford F150 (#5)	Sanitation	New	-	32,000	-	-	-	-	-
2004 Ford F550 dump truck (#19)	Sanitation	Revised	-	-	-	65,000	-	-	-
2004 Peterbilt packer truck (#37)	Sanitation	Revised	-	-	-	200,000	-	-	-
2004 Pierce Enforcer Fire Engine (#E25)	LOST	New	-	-	-	500,000	-	-	-
2005 Ford F150 (#20) - Rec Cntr	General	Existing	-	32,000	-	-	-	-	-
2005 Ford F250 (#3)	Sanitation	Revised	-	-	45,000	-	-	-	-
2005 John Deere Backhoe Loader (#44)	General	Revised	-	-	45,000	-	-	-	-
2006 Ford F350 (#68)	Sanitation	Revised	-	-	32,000	-	-	-	-
2007 Ford Ranger (#97) Rec Cntr	General	New	-	-	30,000	-	-	-	-
2009 Ford Explorer (#25)(Chief's Old-in Parking)	General	Existing	-	-	-	45,000	-	-	-
2009 Ford F350 (#40)	Sanitation	Revised	-	-	-	310,000	-	40,000	-
2009 Peterbilt packer truck (#51)	Sanitation	Existing	-	-	-	-	42,000	-	-
2010 John Deere Tractor (#9)(Public Works)	General	Existing	-	-	-	-	-	-	-
2010 Bluebird Vision Bus (#55)	General	Existing	-	-	-	90,000	-	-	-
2011 Ford F350 (#70)	Stormwater	Revised	-	-	-	-	40,000	-	-
2012 Peterbilt packer truck (#26)	Sanitation	Existing	-	-	210,000	-	-	-	-
2014 Ford Explorer (#C25)(Fire Chief)	LOST	Revised	-	-	45,000	-	-	-	-
2014 Peterbilt claw truck (#18)	Sanitation	New	-	-	-	180,000	-	-	-
2014 Polaris Ranger 800	General	Complete	-	-	-	-	-	-	45,000
2015 Dodge Ram 4x4 (#107)	General	Complete	-	-	-	-	-	-	-
2015 Ford F150 (#100)	Building	New	-	-	-	39,000	-	-	-
2016 Peterbilt packer truck (#33b)	Sanitation	Existing	-	-	-	-	-	-	-
2016 Chev Silverado Pickup (#110)	Stormwater	Existing	-	-	-	-	-	-	-
2016 HDS Barber Surf Rake (#108)	Archibald	New	-	-	-	-	-	-	-
2016 John Deere Dump Utility Vehicle	Archibald	New	-	-	-	-	-	-	-
Dur-a-lift mounted on F550 (Bucket Truck)	General	New	-	-	-	-	-	-	-
2016 Chev. Silverado Pickup (#111)	General	New	-	-	-	-	-	-	-
2016 John Deere Pr Gator 1x Turf	General	New	-	-	-	-	-	-	-
2017 Passenger Bus (Rec.Cntr.)	General	New	56,288	-	-	-	-	-	-
2017 Rush Sanitation Truck	Sanitation	Complete	237,653	-	-	-	-	-	-
2017 Aerial Ladder Truck	LOST	Complete	686,577	45,020	-	-	-	-	-
2017 Ford Explorer (#25) Fire Inspector	General	New	-	-	-	-	-	-	-
2017 Chevy Silverado	Archibald	Complete	24,927	-	-	-	-	-	-
Elgin Vac-Con Truck	Stormwater	New	-	291,000	-	-	-	-	-
Acquisition: Building vehicle	Building	New	-	20,000	-	-	-	-	-
Equipment for Ladder Truck	General	Complete	26,451	50,000	-	-	-	-	-
Water rescue jet ski replacement	LOST	Existing	-	-	-	-	40,000	-	-
Water rescue jet skis	General	Complete	-	-	-	-	-	-	-
Parking Enforcement Equipment	General	New	-	40,000	-	-	-	-	-
<b>Unfunded:</b>									
Marina expansion	Marina	Existing	-	-	-	-	-	-	-
Recreation field lighting	General	New	-	-	-	-	-	-	-
Tom Stuart Causeway improvements	General	Existing	-	-	-	-	-	-	-
<b>To be retired without replacement:</b>									
Citywide CIP Total:			\$ 1,749,064	\$ 7,452,260	\$ 1,658,600	\$ 3,365,000	\$ 3,796,000	\$ 3,065,000	\$ 245,000

## CAPITAL IMPROVEMENT PROGRAM (CIP) FOR FY2019

### SUMMARY OF ALL FUNDS

<b>Fund</b>	<b>FY2019 Budget</b>
General Fund	696,600
Local Option Sales Tax Fund	260,000
Archibald Fund	95,000
Building Fund	0
Sanitation Fund	112,000
Stormwater Fund	495,000
Marina Fund	0
<b>TOTAL ALL FUNDS</b>	<b>\$1,658,600</b>

### CAPITAL GENERAL FUND BREAKDOWN FOR FY2019

#### Capital Improvement

City Centre Maintenance	50,000
Fire Asphalt Project	75,000
John's Pass Improvements	106,600
Military Court of Honor	40,000
Road Sign Replacements	50,000
Street Resurfacing	250,000
<b>Subtotal Improvements</b>	571,600

#### Vehicles

John deere Fork Lift	50,000
John Deere Backhoe Loader	45,000
Ford ranger	30,000
<b>Subtotal Vehicles</b>	125,000
<b>TOTAL GENERAL FUND CAPITAL</b>	<b>\$696,600</b>

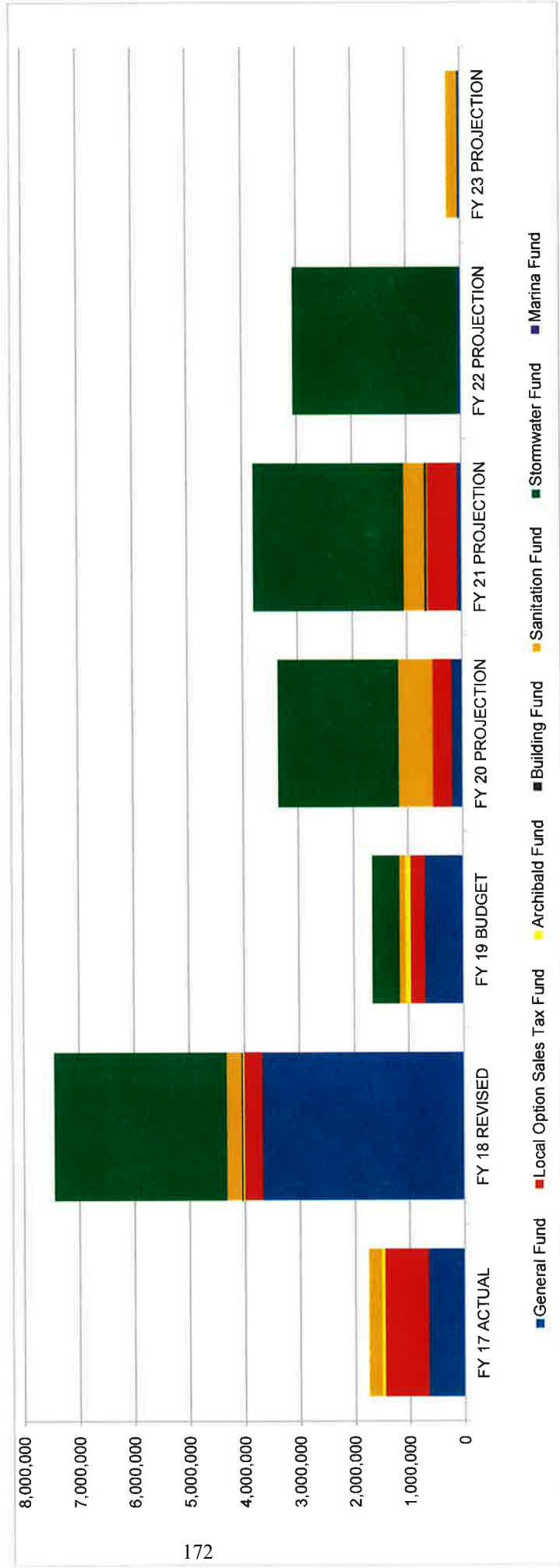
**BP SETTLEMENT AMOUNT  
AND FY 2019 PROPOSED ALLOCATIONS**

<b>Committed Amount:</b>		\$452,123
 <b>Less Proposed FY 2019 Allocations:</b>		
Johns Pass Village Improvements	-75,000	
Johns Pass - 102 Pilings Replaced	<u>-31,600</u>	
Subtotal John's Pass improvements		-106,600
Municipal Complex - Repair & Maint.		-50,000
FireHouse - Asphalt Repair to Concrete		-75,000
Military Court of honor		-40,000
<b>Total Proposed Allocations for FY 2019</b>	<u><u>-271,600</u></u>	-271,600
<b>Total BP Funds Remaining</b>		<u><u>\$180,523</u></u>



# CITY OF MADEIRA BEACH: CAPITAL IMPROVEMENT PROGRAM (CIP) FUNDING SCHEDULE

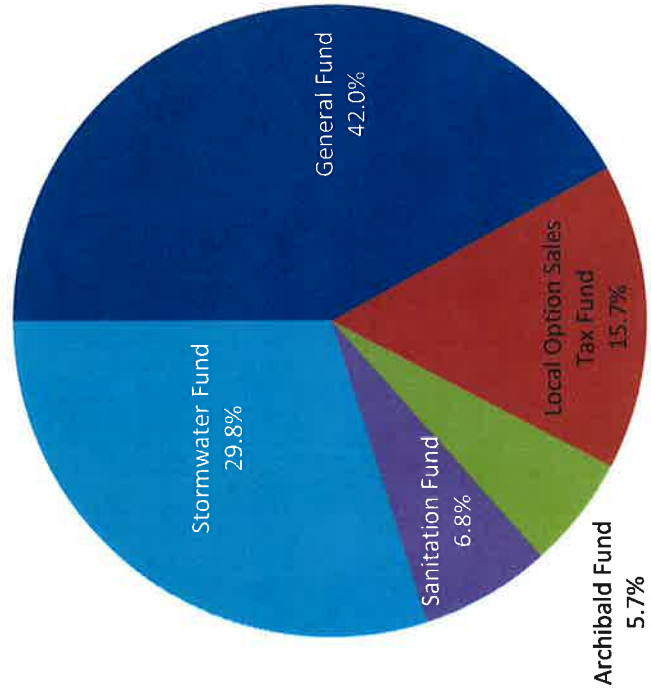
Fund	FY 17 ACTUAL	FY 18 REVISED	FY 19 BUDGET	FY 20 PROJECTION	FY 21 PROJECTION	FY 22 PROJECTION	FY 23 PROJECTION
General Fund	656,663	3,674,289	696,600	190,000	82,000	65,000	45,000
Local Option Sales Tax Fund	796,577	330,602	260,000	345,000	540,000	0	0
Archibald Fund	58,171	32,000	95,000	0	15,000	0	0
Building Fund	0	20,000	0	0	39,000	0	0
Sanitation Fund	237,653	272,000	112,000	630,000	380,000	0	200,000
Stormwater Fund	0	3,123,369	495,000	2,200,000	2,740,000	3,000,000	0
Marina Fund	0	0	0	0	0	0	0
<b>All Funds Total</b>	<b>\$ 1,749,064</b>	<b>\$ 7,452,260</b>	<b>\$ 1,658,600</b>	<b>\$ 3,365,000</b>	<b>\$ 3,796,000</b>	<b>\$ 3,065,000</b>	<b>\$ 245,000</b>



# FY 2019 CAPITAL IMPROVEMENTS BY FUND

Fund	FY 2019
General Fund	696,600
Local Option Sales Tax Fund	260,000
Archibald Fund	95,000
Sanitation Fund	112,000
Stormwater Fund	495,000

**Total Budget \$ 1,658,600**



**FY 2019 - FY 2023 Fund Projection**  
**General Fund**

	FY 17 ACTUAL	FY 18 REVISED	FY 19 BUDGET	FY 20 PROJECTION	FY 21 PROJECTION	FY 22 PROJECTION	FY 23 PROJECTION
<b>Beginning available resources:</b>							
Unassigned balance	5,493,842	5,108,200	4,160,100	4,718,500	5,257,000	5,479,200	5,288,500
Fund balance policy reconciliation	-	(95,000)	-	(148,700)	(101,600)	(87,000)	(87,000)
BP lawsuit settlement	-	-	-	-	-	-	-
Estimated FY 2018 operating revenue > revised budget	-	-	210,000	-	-	-	-
Estimated FY 2018 operating expenditures < revised budget	-	-	310,000	-	-	-	-
Prior year encumbrances	790,419	735,000	-	-	-	-	-
<b>Total beginning available resources</b>	<b>\$ 6,284,261</b>	<b>\$ 5,748,200</b>	<b>\$ 4,680,100</b>	<b>\$ 4,569,800</b>	<b>\$ 5,155,400</b>	<b>\$ 5,392,200</b>	<b>\$ 5,201,500</b>
<b>Funding sources:</b>							
<b>Operating revenue</b>	<b>7,904,704</b>	<b>7,817,600</b>	<b>8,125,700</b>	<b>8,307,000</b>	<b>8,357,000</b>	<b>8,357,000</b>	<b>8,357,000</b>
Intergovernmental revenues	1,661,102	3,450,313	1,149,200	296,400	96,400	96,400	96,400
Debt proceeds, 2014 revenue note	-	-	-	-	-	-	-
Pinellas Co. Gulf Blvd. improvements funding schedule	558,920	659,900	659,900	659,900	659,900	659,900	659,900
FEMA flood mitigation program	-	-	-	-	-	-	-
Lawsuit settlement	-	-	-	-	-	-	-
<b>Total funding sources</b>	<b>\$ 10,124,726</b>	<b>\$ 11,927,813</b>	<b>\$ 9,934,800</b>	<b>\$ 9,263,300</b>	<b>\$ 9,113,300</b>	<b>\$ 9,113,300</b>	<b>\$ 9,113,300</b>
<b>Funding uses:</b>							
<b>Operating expenditures</b>	<b>6,600,580</b>	<b>7,009,056</b>	<b>7,301,100</b>	<b>7,747,100</b>	<b>8,052,000</b>	<b>8,313,000</b>	<b>9,105,700</b>
Capital projects - as scheduled below	573,924	3,552,289	571,600	100,000	-	25,000	-
Vehicle replacements - as scheduled below	82,739	122,000	125,000	90,000	82,000	40,000	45,000
FEMA flood mitigation program	605,394	1,349,800	500,000	-	-	-	-
Appropriation to Debt Service Fund committed balance	-	263,700	279,500	-	-	-	-
Appropriation to General Fund committed balance	-	263,600	279,400	-	-	-	-
Transfers in	-	-	-	-	-	-	-
Transfers out	1,719,812	955,500	839,800	639,000	655,500	839,000	294,600
<b>Total funding uses</b>	<b>\$ 9,582,449</b>	<b>\$ 13,515,945</b>	<b>\$ 9,896,400</b>	<b>\$ 8,576,100</b>	<b>\$ 8,789,500</b>	<b>\$ 9,217,000</b>	<b>\$ 9,445,300</b>
<b>Adjustments:</b>							
Outstanding encumbrances nonspendable	(275,473)	-	-	-	-	-	-
Marina interfund loan principal applied	(932,373)	-	-	-	-	-	-
BP lawsuit Settlement	(58,369)	-	-	-	-	-	-
	(452,123)	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
<b>Unassigned fund balance</b>	<b>\$ 5,108,200</b>	<b>\$ 4,160,068</b>	<b>\$ 4,718,500</b>	<b>\$ 5,257,000</b>	<b>\$ 5,479,200</b>	<b>\$ 5,288,500</b>	<b>\$ 4,869,500</b>

**FY 2019 - FY 2023 Fund Projection  
General Fund**

	FY 17 ACTUAL	FY 18 REVISED	FY 19 BUDGET	FY 20 PROJECTION	FY 21 PROJECTION	FY 22 PROJECTION	FY 23 PROJECTION
<b>Projects/Improvements:</b>							
Archibald rehabilitation	-	-	-	-	-	-	25,000
Bandshell façade	21,030	-	-	-	-	-	-
City Centre	-	125,951	-	-	-	-	-
City Centre Improvements	-	-	50,000	-	-	-	-
Electrical installation at Village Blvd.	366,460	-	-	-	-	-	-
Fire Station Asphalt Driveway Improvement	-	-	75,000	-	-	-	-
Fire Uniforms (Grant)	-	-	-	-	-	-	-
Fire Sprinkler System (Rec)	-	14,540	-	-	-	-	-
Fire Station de-contamination room	24,044	-	-	-	-	-	-
Gateway signage	13,000	50,000	-	-	-	-	-
Gulf Blvd. improvements - phase I	118,260	-	-	-	-	-	-
Gulf Blvd. improvements - phase II	-	2,996,443	-	-	-	-	-
John's Pass Improvements	-	-	106,600	-	-	-	-
Military Court of Honor	-	-	40,000	-	-	-	-
Parking enhancements (Dog Park/Bus Stop)	31,130	-	-	-	-	-	-
Recreation and playground amenities	-	-	-	-	-	-	-
Road sign replacements	-	50,000	50,000	100,000	-	-	-
Seawall rehabilitation	-	15,000	-	-	-	-	-
Street resurfacing	-	20,000	250,000	-	-	-	-
Paint/Stripe of Engine	-	15,000	-	-	-	-	-
Transient dock construction	-	265,355	-	-	-	-	-
<b>Projects/Improvements Total</b>	<b>\$ 573,924</b>	<b>\$ 3,552,289</b>	<b>\$ 571,600</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ -</b>
<b>Vehicles:</b>							
1987 John Deere Fork Lift (#43)	-	-	50,000	-	-	-	-
2001 Bobcat (#56) (Public Works)	-	-	-	40,000	-	-	-
2005 Ford F150 (#20)	-	32,000	-	-	-	-	-
2005 John Deere Backhoe Loader (#44)	-	-	45,000	-	-	-	-
2007 Ford Ranger (#57) Rec Cntr	-	-	30,000	-	-	-	-
2009 Ford Explorer (#125) (Chief's Old -Parking)	-	-	-	42,000	-	-	-
2010 John Deere Tractor (#9) (PW)	-	-	-	-	90,000	-	-
2010 Bluebird Vision Bus (#55)	-	-	-	-	-	-	45,000
2015 Dodge Ram 4x4 (#107)	-	-	-	-	-	-	-
2017 Passenger Bus	56,288	-	-	-	-	-	-
2017 Ford Explorer (#125) Fire Inspector	-	-	-	-	-	-	-
Parking Enforcement Equipment	26,451	40,000	-	-	-	-	-
Equipment for Ladder truck	82,739	50,000	-	-	-	-	-
<b>Vehicles Total</b>	<b>\$ 82,739</b>	<b>\$ 122,000</b>	<b>\$ 125,000</b>	<b>\$ 90,000</b>	<b>\$ 82,000</b>	<b>\$ 40,000</b>	<b>\$ 45,000</b>
<b>CIP Total</b>	<b>\$ 656,663</b>	<b>\$ 3,674,289</b>	<b>\$ 696,600</b>	<b>\$ 190,000</b>	<b>\$ 82,000</b>	<b>\$ 65,000</b>	<b>\$ 45,000</b>

**FY 2019 - FY 2023 Fund Projection**  
**Local Option Sales Tax Fund**

	FY 17 ACTUAL	FY 18 REVISED	FY 19 BUDGET	FY 20 PROJECTION	FY 21 PROJECTION	FY 22 PROJECTION	FY 23 PROJECTION
Beginning available resources:							
Restricted balance	1,687,493	1,150,133	1,051,500	1,051,800	1,067,200	970,200	1,417,700
<b>Total beginning available resources</b>	<b>\$ 1,687,493</b>	<b>\$ 1,150,133</b>	<b>\$ 1,051,500</b>	<b>\$ 1,051,800</b>	<b>\$ 1,067,200</b>	<b>\$ 970,200</b>	<b>\$ 1,417,700</b>
Funding sources:							
Operating revenue	457,155	430,000	459,200	459,200	443,000	447,500	451,900
<b>Total funding sources</b>	<b>\$ 457,155</b>	<b>\$ 430,000</b>	<b>\$ 459,200</b>	<b>\$ 459,200</b>	<b>\$ 443,000</b>	<b>\$ 447,500</b>	<b>\$ 451,900</b>
Funding uses:							
Operating budget expenditures	197,938	198,000	198,900	98,800	-	-	-
Debt service, 2016 revenue note (transfer to D.S. Fund)	-	-	-	-	-	-	-
Capital projects - as scheduled below	110,000	330,602	260,000	300,000	-	-	-
Vehicle replacements - as scheduled below	686,577	-	-	45,000	540,000	-	-
<b>Total funding uses</b>	<b>\$ 994,515</b>	<b>\$ 528,602</b>	<b>\$ 458,900</b>	<b>\$ 443,800</b>	<b>\$ 540,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Restricted fund balance</b>	<b>\$ 1,150,133</b>	<b>\$ 1,051,531</b>	<b>\$ 1,051,800</b>	<b>\$ 1,067,200</b>	<b>\$ 970,200</b>	<b>\$ 1,417,700</b>	<b>\$ 1,869,600</b>
<b>Projects/Improvements:</b>							
City Centre dock construction	110,000	50,000	-	-	-	-	-
Beach Access & Parking Lot Improvement Plan	-	260,000	300,000	-	-	-	-
Parking pay station implementation	207,020	-	-	-	-	-	-
Madeira Way improvements	73,582	-	-	-	-	-	-
<b>Projects/Improvements Total</b>	<b>\$ 110,000</b>	<b>\$ 330,602</b>	<b>\$ 260,000</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Vehicles:</b>							
2004 Pierce Enforcer Fire Engine (#E25)	-	-	-	-	500,000	-	-
2014 Ford Explorer (#C25) (Fire Chief)	-	-	45,000	-	-	-	-
2017 Aerial Ladder Truck	686,577	-	-	-	-	-	-
Water rescue jet ski replacement	-	-	-	-	40,000	-	-
<b>Vehicles Total</b>	<b>\$ 686,577</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 45,000</b>	<b>\$ 540,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>CIP Total</b>	<b>\$ 796,577</b>	<b>\$ 330,602</b>	<b>\$ 260,000</b>	<b>\$ 345,000</b>	<b>\$ 540,000</b>	<b>\$ -</b>	<b>\$ -</b>

## FY 2019 - FY 2023 Fund Projection Archibald Fund

	FY 17 ACTUAL	FY 18 REVISED	FY 19 BUDGET	FY 20 PROJECTION	FY 21 PROJECTION	FY 22 PROJECTION	FY 23 PROJECTION
Beginning available resources:							
Restricted balance	255,223	316,628	310,300	332,700	358,800	358,100	360,200
Estimated FY 2018 operating revenue > revised budget	-	-	10,000	-	-	-	-
Estimated FY 2018 operating expenditures < revised budget	-	-	74,000	-	-	-	-
<b>Total beginning available resources</b>	<b>\$ 255,223</b>	<b>\$ 316,628</b>	<b>\$ 384,300</b>	<b>\$ 332,700</b>	<b>\$ 358,800</b>	<b>\$ 358,100</b>	<b>\$ 360,200</b>
Funding sources:							
Operating revenue	4	13,391	383,000	420,500	420,500	420,500	420,500
<b>Total funding sources</b>	<b>\$ 413,391</b>	<b>\$ 383,000</b>	<b>\$ 416,300</b>	<b>\$ 420,500</b>	<b>\$ 420,500</b>	<b>\$ 420,500</b>	<b>\$ 420,500</b>
Funding uses:							
Operating budget expenditures	293,815	357,309	382,900	394,400	406,200	418,400	431,000
Capital projects - as scheduled below	33,244	-	95,000	-	15,000	-	-
Vehicle replacements - as scheduled below	24,927	32,000	-	-	-	-	-
<b>Total funding uses</b>	<b>\$ 351,986</b>	<b>\$ 389,309</b>	<b>\$ 477,900</b>	<b>\$ 394,400</b>	<b>\$ 421,200</b>	<b>\$ 418,400</b>	<b>\$ 431,000</b>
<b>Restricted fund balance</b>	<b>\$ 316,628</b>	<b>\$ 310,319</b>	<b>\$ 332,700</b>	<b>\$ 358,800</b>	<b>\$ 358,100</b>	<b>\$ 360,200</b>	<b>\$ 349,700</b>
<b>Projects/Improvements:</b>							
Bath House Improvements	-	-	65,000	-	-	-	-
Field Improvements	-	-	-	-	-	-	-
Recreation and Playground Amenities B Cage	13,900	-	-	-	-	-	-
Lighting Improvements	6,293	-	-	-	-	-	-
Park beautification (Manhole S Shower)	13,051	-	-	-	15,000	-	-
Restroom Improvements	-	-	30,000	-	-	-	-
Splash pad Pool Drain & Fence	-	-	-	-	-	-	-
<b>Projects/Improvements Total</b>	<b>\$ 33,244</b>	<b>\$ -</b>	<b>\$ 95,000</b>	<b>\$ -</b>	<b>\$ 15,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Vehicles:</b>							
1997 Ford F250 (#36)	-	32,000	-	-	-	-	-
2017 Chevy Silverado	24,927	-	-	-	-	-	-
<b>Vehicles Total</b>	<b>\$ 24,927</b>	<b>\$ 32,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>CIP Total</b>	<b>\$ 58,171</b>	<b>\$ 32,000</b>	<b>\$ 95,000</b>	<b>\$ -</b>	<b>\$ 15,000</b>	<b>\$ -</b>	<b>\$ -</b>

**FY 2019 - FY 2023 Fund Projection  
Building Fund**

	FY 17 ACTUAL	FY 18 REVISED	FY 19 BUDGET	FY 20 PROJECTION	FY 21 PROJECTION	FY 22 PROJECTION	FY 23 PROJECTION
Beginning available resources:							
Restricted balance	251,121	253,793	132,400	323,300	740,700	653,100	438,000
Estimated FY 2018 operating revenue > revised budget	-	-	-	-	-	-	-
Estimated FY 2018 operating expenditures < revised budget	-	-	-	-	-	-	-
<b>Total beginning available resources</b>	<b>\$ 251,121</b>	<b>\$ 253,793</b>	<b>\$ 132,400</b>	<b>\$ 323,300</b>	<b>\$ 740,700</b>	<b>\$ 653,100</b>	<b>\$ 438,000</b>
Funding sources:							
Operating revenue	375,699	340,300	708,000	950,000	500,000	350,000	250,000
Transfer from General Fund	-	-	-	-	-	-	-
<b>Total funding sources</b>	<b>\$ 375,699</b>	<b>\$ 340,300</b>	<b>\$ 708,000</b>	<b>\$ 950,000</b>	<b>\$ 500,000</b>	<b>\$ 350,000</b>	<b>\$ 250,000</b>
Funding uses:							
Operating budget expenditures	373,027	441,666	517,100	532,600	548,600	565,100	582,100
Capital projects - as scheduled below	-	-	-	-	-	-	-
Vehicle replacements - as scheduled below	-	20,000	-	-	39,000	-	-
<b>Total funding uses</b>	<b>\$ 373,027</b>	<b>\$ 461,666</b>	<b>\$ 517,100</b>	<b>\$ 532,600</b>	<b>\$ 587,600</b>	<b>\$ 565,100</b>	<b>\$ 582,100</b>
<b>Restricted fund balance</b>	<b>\$ 253,793</b>	<b>\$ 132,427</b>	<b>\$ 323,300</b>	<b>\$ 740,700</b>	<b>\$ 653,100</b>	<b>\$ 438,000</b>	<b>\$ 105,900</b>
<b>Projects/Improvements:</b>							
<b>Projects/Improvements Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Vehicles:</b>							
2018 Ford Fusion	-	20,000	-	-	-	-	-
2015 Ford F150 (#100)	-	-	-	39,000	-	-	-
<b>Vehicles Total</b>	<b>\$ -</b>	<b>\$ 20,000</b>	<b>\$ -</b>	<b>\$ 39,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>CIP Total</b>	<b>\$ -</b>	<b>\$ 20,000</b>	<b>\$ -</b>	<b>\$ 39,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**FY 2019 - FY 2023 Fund Projection  
Sanitation Fund**

	FY 17 ACTUAL	FY 18 REVISED	FY 19 BUDGET	FY 20 PROJECTION	FY 21 PROJECTION	FY 22 PROJECTION	FY 23 PROJECTION
Beginning available resources:							
Current assets	1,517,257	1,453,184	-	-	-	-	-
Current Liabilities	(59,056)	(59,056)	-	-	-	-	-
Estimated FY 2018 operating revenue > revised budget	-	10,000	-	-	-	-	-
Estimated FY 2018 operating expenditures < revised budget	-	50,000	-	-	-	-	-
<b>Total beginning available resources</b>	<b>\$ 1,458,201</b>	<b>\$ 1,394,128</b>	<b>\$ 1,228,400</b>	<b>\$ 1,228,200</b>	<b>\$ 664,400</b>	<b>\$ 338,400</b>	<b>\$ 366,200</b>
Funding sources:							
Operating revenue	1,317,627	1,247,000	1,370,000	1,349,600	1,363,100	1,363,100	1,363,100
<b>Total funding sources</b>	<b>\$ 1,317,627</b>	<b>\$ 1,247,000</b>	<b>\$ 1,370,000</b>	<b>\$ 1,349,600</b>	<b>\$ 1,363,100</b>	<b>\$ 1,363,100</b>	<b>\$ 1,363,100</b>
Funding uses:							
Operating budget expenditures	1,023,960	1,200,720	1,258,200	1,283,400	1,309,100	1,335,300	1,362,000
Capital projects - as scheduled below	-	240,000	-	-	-	-	-
Vehicle replacements - as scheduled below	237,653	32,000	112,000	630,000	380,000	-	200,000
<b>Total funding uses</b>	<b>\$ 1,261,613</b>	<b>\$ 1,472,720</b>	<b>\$ 1,370,200</b>	<b>\$ 1,913,400</b>	<b>\$ 1,689,100</b>	<b>\$ 1,335,300</b>	<b>\$ 1,562,000</b>
<b>Total ending available resources</b>	<b>\$ 1,514,215</b>	<b>\$ 1,168,408</b>	<b>\$ 1,228,200</b>	<b>\$ 664,400</b>	<b>\$ 338,400</b>	<b>\$ 366,200</b>	<b>\$ 167,300</b>

**179 Projects/Improvements:**

Sanitation vehicle/equipment storage facility	-	240,000	-	-	-	-	-
<b>Projects/Improvements Total</b>	<b>\$ -</b>	<b>\$ 240,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Vehicles:</b>							
2003 Sterling packer truck (#33a)	-	-	-	-	-	-	200,000
2004 Ford F150 (#24)	-	-	35,000	-	-	-	-
2004 Ford F150 (#5)	-	32,000	-	-	-	-	-
2004 Ford F550 dump truck (#19)	-	-	-	65,000	-	-	-
2004 Peterbilt packer truck (#37)	-	-	-	-	200,000	-	-
2005 Ford F550 (#68)	-	-	45,000	-	-	-	-
2005 Ford F550 F350 (#68)	-	32,000	-	-	-	-	-
2009 Peterbilt packer truck (#51)	-	-	-	45,000	-	-	-
2012 Peterbilt packer truck (#26)	-	-	-	310,000	-	-	-
2014 Peterbilt claw truck (#18)	-	-	-	210,000	-	-	-
2017 Rush Sanitation Truck	237,653	-	-	-	180,000	-	-
<b>Vehicles Total</b>	<b>\$ 237,653</b>	<b>\$ 32,000</b>	<b>\$ 112,000</b>	<b>\$ 630,000</b>	<b>\$ 380,000</b>	<b>\$ -</b>	<b>\$ 200,000</b>
<b>CIP Total</b>	<b>\$ 237,653</b>	<b>\$ 272,000</b>	<b>\$ 112,000</b>	<b>\$ 630,000</b>	<b>\$ 380,000</b>	<b>\$ -</b>	<b>\$ 200,000</b>



**FY 2019 - FY 2023 Fund Projection  
Stormwater Fund**

	FY 17 ACTUAL	FY 18 REVISED	FY 19 BUDGET	FY 20 PROJECTION	FY 21 PROJECTION	FY 22 PROJECTION	FY 23 PROJECTION
<b>Beginning available resources:</b>							
Restricted balance	3,123,891	2,422,736	-	-	-	-	282,800
Covenant to budget and appropriate	-	(156,100)	(156,100)	(177,600)	(188,700)	(201,900)	(213,700)
Current assets as of September 30	2,001,144	2,450,000	-	-	-	-	-
Current Liabilities as of September 30	(1,167,954)	(1,023,500)	-	-	-	-	-
Estimated FY 2018 operating revenue > revised budget	-	19,000	19,000	-	-	-	-
<b>Total beginning available resources</b>	<b>\$ 3,957,081</b>	<b>\$ 3,712,136</b>	<b>\$ 1,155,700</b>	<b>\$ 978,400</b>	<b>\$ 5,189,700</b>	<b>\$ 2,782,800</b>	<b>\$ 69,100</b>
<b>Funding sources:</b>							
Operating revenue	771,349	702,900	741,500	742,000	742,500	743,000	743,500
Covenant to budget and appropriate	-	156,100	156,100	177,600	188,700	201,900	213,700
Debt proceeds, 2015 revenue note	-	-	-	-	-	-	-
Debt proceeds, 2019 revenue note	-	-	-	6,000,000	-	-	-
SWFWMD grant reimbursement	1,603,729	700,000	500,000	600,000	600,000	500,000	-
<b>Total funding sources</b>	<b>\$ 2,375,078</b>	<b>\$ 1,559,000</b>	<b>\$ 1,397,600</b>	<b>\$ 7,519,600</b>	<b>\$ 1,531,200</b>	<b>\$ 1,444,900</b>	<b>\$ 957,200</b>
<b>Funding uses:</b>							
Operating budget expenditures	621,754	343,038	402,900	415,000	427,500	440,300	453,500
Debt service, 2015 revenue note	-	499,900	499,400	504,600	503,700	504,600	503,700
Debt service, 2019 revenue note	-	-	-	-	-	-	-
Cost of issuance, 2015 revenue note	-	-	-	-	65,000	-	-
Cost of issuance, 2019 revenue note	-	-	-	-	2,700,000	3,000,000	-
Capital projects - as scheduled below	-	2,832,369	495,000	2,200,000	2,700,000	3,000,000	-
Vehicle replacements - as scheduled below	-	291,000	-	-	40,000	-	-
<b>Total funding uses</b>	<b>\$ 621,754</b>	<b>\$ 3,966,307</b>	<b>\$ 1,397,300</b>	<b>\$ 3,119,600</b>	<b>\$ 3,736,200</b>	<b>\$ 3,944,900</b>	<b>\$ 957,200</b>
<b>Ending available resources</b>	<b>\$ 5,710,405</b>	<b>\$ 1,304,829</b>	<b>\$ 1,156,000</b>	<b>\$ 5,378,400</b>	<b>\$ 2,984,700</b>	<b>\$ 282,800</b>	<b>\$ 69,100</b>
<b>Projects/Improvements:</b>							
137th Ave. Circle improvements	-	935,000	285,000	-	-	-	-
Boca Ciega Drive improvements	-	637,736	-	-	-	-	-
Parsley Dr/Marguerite Dr	-	-	-	2,000,000	2,500,000	-	-
Crystal Island improvements	-	-	-	-	-	2,000,000	-
Rehabilitation and replacement program	-	409,633	200,000	200,000	200,000	1,000,000	-
EnviroSight Pipeline Inspection Camera	-	10,000	-	-	-	-	-
Rex Place Improvements	-	850,000	-	-	-	-	-
<b>Projects/Improvements Total</b>	<b>\$ -</b>	<b>\$ 2,832,369</b>	<b>\$ 495,000</b>	<b>\$ 2,200,000</b>	<b>\$ 2,700,000</b>	<b>\$ 3,000,000</b>	<b>\$ -</b>
<b>Vehicles:</b>							
2011 Ford F350 (#70)	-	-	-	-	40,000	-	-
Elgin Vac-Con Truck	-	291,000	-	-	-	-	-
<b>Vehicles Total</b>	<b>\$ -</b>	<b>\$ 291,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 40,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>CIP Total</b>	<b>\$ -</b>	<b>\$ 3,123,369</b>	<b>\$ 495,000</b>	<b>\$ 2,200,000</b>	<b>\$ 2,740,000</b>	<b>\$ 3,000,000</b>	<b>\$ -</b>



# PERSONNEL SUMMARY



## PERSONNEL SUMMARY

<u>Department / Position Title</u>	<b>Full-Time Equivalent (FTE) Positions</b>			
	FY 2016	FY 2017	FY 2018	FY 2019
<b><u>City Manager's Office</u></b>				
City Manager	1.00	1.00	1.00	1.00
Executive Office Manager	1.00	1.00	1.00	1.00
Executive Assistant	0.00	0.00	0.00	0.00
Administrative Assistant	0.00	0.00	0.00	0.00
Volunteer Coordinator	0.50	0.50	0.00	0.00
HR Coordinator	0.00	0.00	0.00	1.00
Public Information Specialist	0.00	0.00	0.00	1.00
	<b>2.50</b>	<b>2.50</b>	<b>2.00</b>	<b>4.00</b>
<b><u>Clerk</u></b>				
City Clerk	1.00	1.00	1.00	1.00
Deputy City Clerk	0.00	1.00	0.00	0.00
Administrative Support Specialist	1.00	0.00	1.00	1.00
Public Works Technician	0.00	0.00	0.00	0.00
Mayor	1.00	1.00	1.00	0.00
City Commissioners	4.00	4.00	4.00	0.00
	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>2.00</b>
<b><u>Commission</u></b>				
Mayor	0.00	0.00	0.00	1.00
City Commissioners	0.00	0.00	0.00	4.00
	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5.00</b>
<b><u>Community Development</u></b>				
Community Development Director	0.00	0.00	0.50	0.90
Planning and Zoning Coordinator	0.50	0.50	0.00	1.00
Building Official	0.00	0.00	0.00	0.00
Code Enforcement Specialist	1.00	0.20	0.20	0.20
Permit Technician	0.00	0.00	0.00	0.00
Administrative Assistant	0.50	0.50	0.50	0.90
	<b>2.00</b>	<b>1.20</b>	<b>1.20</b>	<b>3.00</b>
<b><u>Finance</u></b>				
Assistant City Manager/Finance Director	1.00	1.00	0.00	0.00
Finance Director	0.00	0.00	1.00	1.00
Accounting Manager	1.00	1.00	1.00	1.00
Accountant	0.00	0.00	0.00	0.00
Financial Coordinator	1.00	1.00	0.00	0.00
HR/Payroll Coordinator	0.00	0.00	1.00	0.00
Accounting Specialist	0.00	0.00	0.00	0.00
Administrative Assistant	1.00	1.00	1.00	1.00
Fiscal Coordinator	0.00	0.00	0.00	1.00
	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>

## PERSONNEL SUMMARY

<u>Department / Position Title</u>	<b>Full-Time Equivalent (FTE) Positions</b>			
	FY 2016	FY 2017	FY 2018	FY 2019
<b><u>Public Works</u></b>				
Public Works Director	0.20	0.20	0.20	0.20
Lead Mechanic	0.30	0.60	0.60	0.60
Administrative Assistant	0.20	0.20	0.20	0.20
Division Supervisor (Parks)	0.00	0.00	0.00	1.00
Public Works Technician	0.00	1.00	1.00	1.00
	<b>0.70</b>	<b>2.00</b>	<b>2.00</b>	<b>3.00</b>
<b><u>Fire/EMS</u></b>				
Fire Chief	1.00	1.00	1.00	1.00
Lieutenant	3.00	3.00	3.00	3.00
Fire Inspector	0.00	0.00	1.00	1.00
Firefighter	9.00	9.00	9.00	9.00
Administrative Assistant	1.00	1.00	1.00	1.00
	<b>14.00</b>	<b>14.00</b>	<b>15.00</b>	<b>15.00</b>
<b><u>Recreation</u></b>				
Parks and Recreation Director	1.00	1.00	1.00	1.00
Leisure Services Director	0.00	0.00	0.00	0.00
Central Services Director	0.00	0.00	0.00	0.00
Administrative Assistant	0.00	0.00	0.00	0.00
Division Supervisor	0.00	0.00	0.00	0.00
Recreation Coordinator	0.00	0.00	0.00	0.00
Grounds Maintenance Worker II	0.00	0.00	0.00	2.00
Building Maintenance Worker	0.00	0.00	0.00	0.00
Bus Driver	0.00	0.00	0.00	0.25
Recreation Leader III	3.00	3.00	3.00	3.00
Recreation Leader II	1.00	2.00	2.00	2.00
Recreation Leader I	2.75	3.25	3.25	3.00
	<b>7.75</b>	<b>9.25</b>	<b>9.25</b>	<b>11.25</b>
<b><u>Parking</u></b>				
Division Supervisor	1.00	1.00	1.00	1.00
Parking Enforcement Officer II	1.00	1.00	1.00	1.00
Parking Enforcement Officer I	0.75	0.75	0.75	1.00
	<b>2.75</b>	<b>2.75</b>	<b>2.75</b>	<b>3.00</b>
<b><u>Archibald</u></b>				
Division Supervisor	1.00	1.00	1.00	0.00
Grounds Maintenance Worker	0.75	1.75	1.75	0.00
	<b>1.75</b>	<b>2.75</b>	<b>2.75</b>	<b>0.00</b>

## PERSONNEL SUMMARY

<u>Department / Position Title</u>	<b>Full-Time Equivalent (FTE) Positions</b>			
	FY 2016	FY 2017	FY 2018	FY 2019
<b><u>Building</u></b>				
Building Official	1.00	1.00	1.00	1.00
Planning and Zoning Coordinator	0.50	0.50	0.00	0.00
Community Development Director	0.00	0.00	0.50	0.10
Permit Technician	1.00	1.00	1.00	1.00
Building Codes Compliance Officer	0.00	1.00	1.00	1.00
Administrative Assistant	0.50	0.50	0.50	0.10
Administrative Assistant	0.00	0.00	0.00	1.00
	<b>3.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.20</b>
<b><u>Sanitation</u></b>				
Public Works Director	0.25	0.25	0.25	0.25
Administrative Assistant	0.25	0.25	0.25	0.25
Field Operations Manager	0.00	0.00	0.00	0.00
Division Supervisor	1.00	1.50	1.50	1.00
Public Works Technician	0.50	0.00	0.00	0.00
Sanitation Worker	5.00	4.00	6.00	6.00
	<b>7.00</b>	<b>6.00</b>	<b>8.00</b>	<b>7.50</b>
<b><u>Stormwater</u></b>				
Public Works Director	0.25	0.25	0.25	0.25
Administrative Assistant	0.25	0.25	0.25	0.25
Field Operations Manager	0.00	0.00	0.00	0.00
Division Supervisor	1.00	1.50	1.50	2.00
Limited Term Employee	0.00	0.00	0.00	0.50
Public Works Technician	1.50	1.00	1.00	1.00
	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>4.00</b>
<b><u>Marina</u></b>				
Public Works Director	0.30	0.30	0.30	0.30
Administrative Assistant	0.30	0.30	0.30	0.30
Division Supervisor	1.00	1.00	1.00	1.00
Marina Assistant	2.75	2.75	2.75	2.75
	<b>4.35</b>	<b>4.35</b>	<b>4.35</b>	<b>4.35</b>
<b>TOTAL FUNDED POSITIONS</b>	<b>59.80</b>	<b>62.80</b>	<b>65.30</b>	<b>70.30</b>

# PAY PLAN



**CITY OF MADEIRA BEACH PAY PLAN  
EFFECTIVE OCTOBER 1, 2018**

<b>GRADE</b>	<b>POSITION TITLE</b>	<b>RANGE MINIMUM</b>	<b>RANGE MAXIMUM</b>
1	Building Codes Compliance Officer I Building Maintenance Worker I Code Enforcement Specialist Grounds Maintenance Worker I Marina Assistant I Parking Enforcement Officer I Public Works Technician I Recreation Leader I Sanitation Worker I	\$9.50/hour	\$12.50/hour
2	Administrative Assistant I Building Codes Compliance Officer II Building Maintenance Worker II Grounds Maintenance Worker II Marina Assistant II Parking Enforcement Officer II Public Works Technician II Recreation Leader II Sanitation Worker II	\$11.50/hour	\$20.50/hour
3	Administrative Assistant II Building Codes Compliance Officer III Deputy City Clerk Division Supervisor Recreation Leader III Public Information Specialist	\$17.00/hour	\$27.00/hour
4	HR/Financial Coordinator Fiscal Coordinator Executive Office Manager	\$24.00/hour	\$34.00/hour
5	Accounting Manager City Clerk Planning and Zoning Coordinator	\$66,560	\$83,200
6	Building Official Finance Director Fire Chief Marina & Public Works Director Parks and Recreation Director Planning & Zoning Director	\$82,000	\$110,240



## **GLOSSARY OF TERMS**



## GLOSSARY

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**ACCOUNTING SYSTEM.** A system of financial recordkeeping which records, classifies, and reports information on the financial status and operation of an organization.

**ACCRUAL BASIS.** The basis of accounting under which transactions are recognized when they occur, regardless of the timing of related cash flows.

**AD VALOREM TAX.** A direct tax calculated “according to value” of property. Ad valorem tax is based on an assigned (market or assessed) value of real property and, in certain cases, on valuation of tangible or intangible personal property. An Ad valorem tax is normally the one substantial tax that may be raised or lowered by a local governing body without the sanction of superior levels of government.

**ADOPTED BUDGET.** The resulting budget approved by the City Commission.

**ALLOCATION.** The distribution of available funds, personnel, buildings, and equipment among various City departments, divisions, or cost centers.

**AMORTIZATION.** The gradual elimination of a liability in regular payments over a specified period of time. Such payments must be sufficient to cover both principal and interest. Also includes the writing off of an intangible asset over its projected life.

**APPROPRIATION.** An authorization by the City Commission for the City to make obligations and payments for a specific purpose.

**ASSESSED VALUE.** A valuation set on real or personal property by Pinellas County Property Appraiser’s Office as a basis for levying taxes.

**AUDIT.** A study of the City’s accounting system to ensure that financial records are accurate and in compliance with all legal requirements for handling of public funds, including state law and city charter.

**BALANCED BUDGET.** A budget in which receipts are greater than (or equal to) expenditures. A balanced budget is a basic budgetary constraint intended to ensure that a government does not spend beyond its means and its use of resources for operating purposes over a defined budget period.

**BASIS OF ACCOUNTING.** Timing of when revenues and expenditures will be recorded for financial reporting purposes, when the transaction is recognized in the financial statements.

**BOND.** A written promise to pay a specified sum of money, called the face value (par value) or principal amount, at a specified date or dates in the future, called maturity date(s), together with periodic interest at a specified rate. The difference between a note and a bond is that a bond is for a longer period of time.

**BOND PROCEEDS.** The money paid to the issuer by the purchaser or underwriter of a new issue of municipal securities.

**BUDGET (OPERATING).** A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

**BUDGET CALENDAR.** The schedule of key dates or milestones which a government follows in the preparation and adoption of the budget.

## GLOSSARY

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**CAPITAL ASSETS.** Land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, infrastructure, and all other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period.

**CAPITAL BUDGET.** A plan of proposed outlays for acquiring long-term assets and the means of financing those acquisitions during the current fiscal period.

**CAPITAL EXPENDITURES.** Expenditures which result in the acquisition of, or addition to, fixed assets.

**CAPITAL IMPROVEMENT PLAN.** A comprehensive schedule for planning the City's capital expenditures. The capital improvement plan coordinates planning, development and fiscal capacity. A capital program is a plan for capital expenditures that extends beyond the capital budget and is reviewed and updated annually during the budget process.

**COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR).** A report issued by the City that includes the City's audited financial statements and other information about the City. The report must meet specific standards by the Governmental Accounting Standards Board (GASB). In order to be considered a comprehensive annual financial report which must contain a minimum of three sections which are: 1) introductory, 2) financial, 3) statistical, and whose financial section provides information on each individual fund and component unit.

**DEBT SERVICE.** The amount of money necessary to pay principal and interest to holders of a government's debt instruments. Annual debt service refers to the total principal and interest required to be paid in a fiscal year.

**DEFICIT.** The excess of budget expenditures over receipts.

**DEPRECIATION.** A method of allocating the cost of a tangible asset over its useful life. This is done for accounting purposes.

**ENCUMBRANCE.** Obligations in the form of purchase orders and contracts which are chargeable to an appropriation and are reserved.

**ENTERPRISE FUND.** A proprietary fund type used to report an activity for which a fee is charged to external users for goods and services.

**EXPENDITURES.** The amount of money, cash, or checks actually paid or obligated for payment by the City. Expenditures are categorized in accordance with the State of Florida Uniform Accounting System (UAS). Categories are: personnel services, operating, capital outlay, debt service, grants and aids, and other uses.

**FINES & FORFEITURES.** Fines and any associated penalties levied for violations of the municipal code.

**FISCAL YEAR.** The twelve-month financial period used by all Florida municipalities, which begins October 1 and ends September 30<sup>th</sup> of the following calendar year. At the end of the fiscal year, the City's financial position and results of operations are determined.

## GLOSSARY

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**FUND.** A set of interrelated accounts which record assets and liabilities related to a specific purpose.

**FUND ACCOUNTING.** Governmental accounting systems should be organized and operated on a fund basis. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

**FUND BALANCE.** The excess of assets of a fund over its liabilities and reserves. Fund balance is classified as non-spendable, restricted, committed, assigned, and unassigned based on the relative strength of constraints that control how specific amounts can be spent.

**GASB 54.** A major pronouncement of the Governmental Accounting Standards Board that requires the classification of fund balances based primarily on the extent to which the government is bound to follow constraints on the use of governmental fund resources.

**GENERAL FUND.** The fund serves as the chief operating fund of a government. The general fund is used to account for all financial resources except those required to be accounted for in another fund.

**GENERALLY ACCEPTED ACCOUNTING PRINCIPALS (GAAP).** Conventions, rules, and procedures that serve as the norm for the fair presentation of financial statements.

**GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB).** A standard-setting body, associated with the Financial Accounting Foundation. GASB establishes standard of financial accounting and reporting practices for state and local governmental units.

**GOVERNMENTAL FUNDS.** Funds generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, debt service funds, capital projects funds, and permanent funds.

**GRANT.** A contribution of assets by one governmental unit or other organization to another. Typically, these contributions are made to local governments from the state and federal government. Grants are usually made for specific purposes.

**INTEREST.** The amount paid by a borrower as compensation paid or to be paid for the use of money, including interest payable at periodic intervals or as a discount at the time a loan is made. This amount is generally calculated as an annual percentage of the principal amount.

**INTERGOVERNMENTAL REVENUE.** Includes federal and state grants, other governmental revenue and state revenue sharing.

**INTERNAL CONTROLS.** A process designed to provide reasonable assurance regarding the achievement of objectives through the effectiveness and efficiency of operations, reliability of financial reporting, and compliance with applicable laws and regulations.

**LICENSE AND PERMIT FEES.** The charges related to regulatory activities and privileges granted by government in connection with regulations.

## GLOSSARY

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**LOST FUND.** This is the abbreviation for the Local Option Sales Tax Fund. The Local Option Sales Tax Fund generates revenue through Pinellas County's 1% sales surtax program (Penny for Pinellas), originally approved by voters in 1990.

**MAJOR FUND.** A fund whose revenues, expenditures, assets, or liabilities (excluding extraordinary items) are at least 10% of corresponding totals for all governmental or enterprise funds and at least 5% of the aggregate amount for all governmental and enterprise funds.

**MILLAGE RATE.** Property tax rates are set by the City Commission each year and applied to local property tax bases to generate funding for local government uses. The amount of tax levied is based on the taxable value of real and tangible personal property as of January 1 of each year and the millage rate applied to such value. The amount of tax levy stated per \$1,000 in value of the tax base.

**NET ASSETS.** The difference between the assets and liabilities of proprietary funds. Classifications include unrestricted, invested in capital, net of related debt, and restricted assets.

**ORDINANCE.** An official action of the governing body of an issuer, typically enacted by a vote of the members of the governing body at a public meeting. The procedures for enacting an ordinance are often more formal than those for adopting a resolution. For example, in many jurisdictions, an ordinance cannot be finally enacted at the same meeting at which it is introduced, whereas a resolution may often be adopted at the same meeting.

**Policy.** A defined course of action adopted after a review of information, and directed at the realization of goals.

**PURCHASE ORDER.** A document issued to authorize a vendor to deliver specified products or render a specified service for a stated or estimated price. Outstanding purchase orders are called encumbrances.

**RATING AGENCIES.** This term usually refers to Moody's Investors Service, Standard and Poor's Corporation, and Fitch Ratings. The City uses Moody's to issue credit ratings on the City's bonds.

**RESERVED FUND BALANCE.** Portion of a governmental fund's net assets that is not available for appropriation.

**RESTRICTED FUND BALANCE.** Fund balance which is subject to constraints that are either externally imposed by creditors, grantors, or contributors; or imposed by law.

**SPECIAL REVENUE FUND.** Governmental fund type used to account for the proceeds of specific revenue sources that are legally restricted or committed to expenditures for specific purposes other than debt service or capital projects.

**TAX BASE.** The total property and resources available to a governmental entity for taxation.

**TAX ROLL.** The official list showing the amount of taxes levied against each taxpayer or parcel of property, prepared and authenticated in proper form to warrant the collecting officers to proceed with administering the tax.

## GLOSSARY

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**TRUTH IN MILLAGE (TRIM).** In 1980, the State of Florida passed the “Truth in Millage” (TRIM) act. The law is designed to inform taxpayers which governmental entity is responsible for the taxes levied and the amount of tax liability owed to each taxing entity. TRIM establishes the statutory requirements that all taxing authorities levying a millage must follow, including all notices and budget hearing requirements.

**UNASSIGNED FUND BALANCE.** The residual classification for the government’s general fund and includes all spendable amounts not contained in the other classifications, which normally are restricted or committed.

# FINANCIAL POLICIES



**CITY OF MADEIRA BEACH FUND BALANCE POLICY**  
**ADOPTED BY BOARD OF COMMISSIONERS SEPTEMBER 8, 2015**

**I. POLICY STATEMENT**

The City of Madeira Beach (the “City”) was incorporated in 1947 with a Council-Manager form of government. As a political subdivision of the State of Florida, the City is governed by a five-member elected Board of Commissioners (the “BOC”). The BOC is responsible for the establishment and adoption of policy for the City. The execution of such policy is the responsibility of the City Manager. The BOC directs the City Manager or the Manager’s designee to implement all policy.

This Fund Balance Policy (the “Policy”) has been crafted in recognition of the City’s unique position upon a barrier island between the Gulf of Mexico and Boca Ciega Bay and the inherent risk associated with tropical storms. For the purposes of this Policy, the City Manager’s designee is presumed to be the Assistant City Manager/Finance Director who functions as the fiduciary entrusted to protect and enhance the City’s financial condition.

The City’s permanent resident population totals approximately citizens; a number that nearly triples during peak season to greater than 15,000 residents. To the benefit of its residents, Madeira Beach provides a full range of municipal services including: fire protection and emergency medical services; marina, parks and recreation services; operation and maintenance of streets and related infrastructure such as stormwater and sanitation collection services; and other zoning and administrative functions necessary for the efficient management of the City and welfare of its citizens. The City contracts with the Pinellas County Sheriff’s Office for law enforcement.

The Government Finance Officers Association (“GFOA”) – whose mission is to enhance and promote the professional management of governmental financial resources by identifying, developing, and advancing fiscal strategies, policies, and practices for the public benefit – recommends that all state and local governments adopt comprehensive written financial management policies, including a formal policy on the level of fund balance maintained in the general fund. It is the intention of the BOC that this Policy be informed by recognized best practices and advisories developed by the GFOA. Importantly, this Policy shall also reflect other prevailing and prudent practices, and – most critically – the stated objectives and tolerances of the City.

It is further understood that the GFOA amends and modifies its guidance over time. The Assistant City Manager/Finance Director is to periodically review the GFOA Best Practices and Advisories in addition to other prevailing and prudent practices in order to recommend conforming modifications to this Policy as warranted.

The guidelines within this Policy address the appropriate level of fund balance in order to mitigate identified material risks which could negatively affect the City’s ability to achieve its objectives. Foremost, the Policy is intended to enhance the overall quality of the City’s risk management, namely its financial planning and budgetary decisions. Pursuant to this Policy, the BOC shall oversee processes by which the City shall consider risks attendant to: extreme tropical storms; economic growth / weakening; revenue and expenditure stability / volatility; operating and capital programs; financial and investment market risk; and anticipated City commitments. This Policy should be read in its entirety and in conjunction with other fiscal policies of the City.



Terms used within this Policy, unless specifically defined herein, have the meanings assigned to them in the Glossary of Municipal Securities Terms, published by the Municipal Securities Rulemaking Board.

## II. POLICY PURPOSE AND SCOPE

The guidelines within this Policy address the appropriate level of fund balance in order to mitigate identified material risks which could negatively affect the City's ability to achieve its objectives. Foremost, the Policy is intended to enhance the quality of the City's financial planning and budgetary decisions. The guidelines contained in this Policy are intended to comply with the Florida Constitution and applicable state statutes and the requirements of the Governmental Accounting Standards Board ("GASB") Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, reflect the *Best Practices and Advisories* of the GFOA, and the City's prevailing practices.

In accordance with General Accepted Accounting Principles, the term *fund balance* refers to the difference between assets and liabilities under the modified accrual basis of accounting for governmental funds. In other words, fund balance is intended to serve as a measure of the financial resources available in a governmental fund.

*Unrestricted* fund balance refers to the categories of fund balance that include only resources without a constraint on spending or for which the constraint on spending is imposed by the government itself. Unrestricted fund balance is a measure of economic stability, and adequate levels of unrestricted fund balance shall assure liquidity and mitigate the risks associated with revenue fluctuations and unanticipated expenditures. The adequacy of the general fund balance is a key credit consideration for the rating agencies.

## III. FUND BALANCE CONSIDERATIONS UNDER GASB NO. 54

GASB Statement No. 54 enhances the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying the existing governmental fund type definitions. The Statement sets forth fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to honor constraints imposed upon the use of the resources reported in governmental funds. GASB Statement No. 54 guidelines classify fund balance in the following categories, based on the relative severity of the spending constraints: *non-spendable fund balance*; *restricted fund balance*; *committed fund balance*; *assigned fund balance* and *unassigned fund balance*. The final three categories (*committed*; *assigned*; and *unassigned*) are considered *unrestricted* categories and these fund amounts are subject to the prerogative of the governmental entity.

### A. NON-SPENDABLE FUND BALANCES

The non-spendable fund balance classification represents amounts that are inherently non-spendable. The amounts may be in a non-spendable form (such as inventory, pre-paid rent, long term portion of notes receivable) or the amounts may be required by legal or contractual provisions to be maintained intact (such as the corpus of an endowment fund).

## B. RESTRICTED FUND BALANCES

The restricted fund balance classification includes amounts available to be spent that are otherwise constrained to specific purposes. The constraints may be externally imposed (for example by creditors, grantors, bondholders) or imposed by law. Examples of restricted fund balance for the City include grants, bond funds restricted for capital improvement projects, and funds restricted for debt service.

## C. UNRESTRICTED FUND BALANCE

- (i) The *committed* fund balance classification is comprised of amounts that are constrained by formal action of the BOC for a specific purpose. This classification may also include certain contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying such contractual requirements. Those funds committed by formal action of the BOC cannot be released from committed status or used for another purpose without a subsequent action by the BOC. An example of a committed fund balance for the City is the funds reserved for the purpose of an emergency storm response.
- (ii) The *assigned* fund balance classification is comprised of amounts that are intended for a specific purpose as evidenced by the City's current adopted budget. The City Manager or the Manager's designee has the authority to modify assigned fund balance. Examples include amounts set aside to fund accrued annual leave expenditures upon separation from employment.
- (iii) The *unassigned* fund balance classification is comprised of residual net resources, in excess of the amounts in the foregoing categories. These amounts are available for any purpose, and are reported only in the general fund. Unassigned fund balance is not appropriated and the expenditure of any unassigned funds requires an action by the BOC.

GASB Statement No. 54 further classifies rainy day funds or contingency funds as "stabilization arrangements" and places specific restrictions on what qualifies for such designation. The formal action of a governing body that imposes the parameters for these arrangements must identify and describe the specific circumstances under which a need for funding would arise. Those circumstances should be such that they would not be expected to occur routinely. The intended purpose must be sufficiently detailed and reported as either restricted or committed, depending on the source of the constraint. The City establishes such contingency funds through the criteria and authorization required for establishing such fund balances as described in the preceding paragraphs. In addition to restricted and committed fund balances, the City may also set-aside unassigned fund balance as stabilization arrangements.

## IV. CITY FUND SUMMARY

The following describes the City's major governmental funds:

**General Fund.** The *General Fund* is the City's primary operating fund, and is used to account for all financial resources except those required to be accounted for in another fund. All general tax revenues and other receipts that are not allocated by law or contractual agreement to another fund are accounted for in this fund. The majority of current operating expenditures of the City other than proprietary fund activities are financed through revenues received by the General Fund.

Local Option Sales Tax Fund. The *Local Option Sales Tax Fund* is a special revenue fund used to account for the proceeds and expenditures of the City's share of Pinellas County's local option sales tax, known as Penny for Pinellas. State statutes require that local discretionary sales surtaxes may only be used for infrastructure improvements.

Archibald Fund. The *Archibald Fund* is a special revenue fund used to account for revenues collected and expenditures incurred at Archibald Memorial Beach Park. The National Park Service requires all funds generated on the property to be expended only for parks and recreation related purposes.

Building Fund. The *Building Fund* is a special revenue fund reporting all proceeds generated by the City's administration of the Florida Building Code: building plan reviews, building inspection fees, and building permit processing. Per Florida Statutes, such proceeds may only be used for the direct and reasonable indirect costs related to enforcing the building code.

Gas Tax Fund. The *Gas Tax Fund* reports the municipal fuel tax portion of State Revenue Sharing revenue, as well as the City's share of Pinellas County's local option gas tax. Proceeds must be spent on transportation-related services.

Debt Service Fund. The *Debt Service Fund* is a special revenue fund accumulating reserves for the purpose of retiring outstanding debt.

## V. POLICY DIRECTIVES

The GFOA recommends, at a minimum, that general purpose governments maintain aggregate unrestricted fund balances in their general fund of no less than two months (16.67%) of regular general fund operating revenues or expenditures, whichever is most predictable. All measures should be applied within the context of long-term forecasting, so as to avoid the risk of placing too much emphasis on the level of unrestricted fund balance in the general fund at any one time. GFOA recognizes that entities with a range of designated reserves may have sufficient liquidity to meet this defined standard through inclusion of funds formally designated for other purposes, yet available for re-designation should circumstances warrant. In accordance with best practices, and legal and accounting guidelines, the City hereby adopts the following fund balance policies:

A. Periodically, and in no event less than once every five years, the City shall affirm the funding of the committed fund balance for the explicit and singular purpose of an emergency storm response. In determining the level of such committed fund balance, the City shall consider the perceived exposure to significant one-time outlays, liquidity pressures, and anticipated commitments should a catastrophic tropical storm hit the City. Historically, the City has maintained a balance for an emergency storm response equal to 33% of General Fund operating expenditures (meaning, excluding capital outlays). Accordingly, it shall be the policy of the City to seek to maintain year-over-year a committed fund balance for the explicit and singular purpose of an emergency storm response fund that is no less than 33% of General Fund operating expenditures *unless* such fund balance was in fact drawn upon in an emergency storm response. In such event, depending upon the amount drawn down, the severity of the storm, and the anticipated recovery, the City shall seek to restore the funds committed for such purpose as soon as is practicable and in no event later than five years.

B. The City shall make a determination as to its target unassigned fund balance level. In determining this level of fund balance, the City shall give consideration to economic growth / weakening; revenue and expenditure stability / volatility; operating and capital programs; financial and investment market risk; anticipated City commitments; and the then-current five-year financial projection. In order to ensure for an appropriate unassigned fund balance, the BOC's stated expectation is a current five-year projection shall be incorporated into the City's budget processes which shall clearly articulate all material underlying assumptions. Moreover, significant one-time revenues / outlays shall also be considered. As a general policy, material one-time revenues shall not be used to fund on-going expenses. Notwithstanding other requirements and fund balance designations as described herein, it shall be the policy of the City to seek to maintain an unassigned General Fund fund balance equal to 16.67% of annual General Fund operating expenditures.

C. The City shall establish reserve funds as required by the documents governing outstanding debt and other long-term obligations, taking into account market exigencies and exercising prudence in funding contingencies for specific risks. These reserve funds may be restricted, assigned or committed, depending on the cause for the reserve (e.g. bond covenants), source of funds (e.g. bond proceeds), and purpose (e.g. capital projects).

D. The City policy is to utilize restricted fund balances first, then unrestricted resources, as they are needed. The City may choose to release a committed or assigned classification, if unassigned funds are used to satisfy the funding obligation. The City shall utilize funds in the following spending order: restricted; committed; assigned; unassigned.

E. The City may choose to balance its annual budget by assigning a portion of existing unassigned fund balance, or by reassigning funds in an amount no greater than the projected excess of expected expenditures over expected revenues.

## **VI. POLICY REVIEW AND REVISION**

This Policy in its entirety shall be re-evaluated no less than once every five years by the Assistant City Manager/Finance Director and may be amended by the BOC as conditions warrant. This Fund Balance Policy was initially presented to the BOC on July 28, 2015, and approved by the BOC on September 8, 2015 and replaces any prior fund balance and/or reserve policies of the City.

# CITY OF MADEIRA BEACH INVESTMENT POLICY

ADOPTED BY BOARD OF COMMISSIONERS SEPTEMBER 8, 2015

## I. PURPOSE

The purpose of this Investment Policy (hereinafter “Policy”) is to set forth the investment objectives and parameters for the management of public funds of the City of Madeira Beach, Florida (hereinafter “City”). This Policy is designed to ensure the prudent management of public funds, the availability of operating and capital funds when needed, and an investment return competitive with comparable funds and financial market indices.

## II. SCOPE

In accordance with Section 218.415, Florida Statutes, this Policy applies to all cash and investments held or controlled by the City with the exception of the City’s funds related to the issuance of debt where there are other existing policies or indentures in effect for such funds. Additionally, this Policy does not apply to funds not under investment control of the City.

## III. INVESTMENT OBJECTIVES

### Safety of Principal

The foremost objective of this investment program is the safety of the principal of those funds within the portfolios. Investment transactions shall seek to keep capital losses at a minimum, whether they are from securities defaults or erosion of market value. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolios.

### Maintenance of Liquidity

The portfolios shall be managed in such a manner that funds are available to meet reasonably anticipated cash flow requirements in an orderly manner. Periodic cash flow analyses will be completed in order to ensure that the portfolios are positioned to provide sufficient liquidity.

### Return on Investment

Portfolios shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of least importance compared to the safety and liquidity objectives described above. However, return is attempted through active management where the Investment Advisor(s) utilizes a total return strategy (which includes both realized and unrealized gains and losses in the portfolio). This total return strategy seeks to increase the value of the portfolios through reinvestment of income and capital gains. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Despite this, an Investment Advisor(s) may trade to recognize a loss from time to time to achieve a perceived relative value based on its potential to enhance the total return of the portfolio.

#### **IV. DELEGATION OF AUTHORITY**

As designated by the Board of Commissioners, the responsibility for providing oversight in regards to the management of the investment program resides with the Board of Commissioners. Responsibility for the administration of the investment program is vested in the Finance Director. The Finance Director shall exercise authority to regulate the administration of the investment program through the Finance Department. The City's Finance Director or designee will be responsible for transferring the appropriate funds to effect investment transactions, as recommended by the City's Investment Advisor(s) for the investment program. No person may engage in an investment transaction except as stated in the internal controls section of the policy. In employing an Investment Advisor(s) to manage the City's portfolios, such Investment Advisor(s) or firm must be registered under the Investment Adviser's Act of 1940.

#### **V. STANDARDS OF PRUDENCE**

The standard of prudence to be used by investment officials shall be the "Prudent Person" standard and shall be applied in the context of managing the overall investment program. Investment officers acting in accordance with written procedures and this Policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectation are reported to the Board of Commissioners in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this Policy. The "Prudent Person" rule states the following:

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived from the investment.

While the standard of prudence to be used by investment officials who are officers or employees is the Prudent Person standard, any person or firm hired or retained to invest, monitor, or advise concerning these assets shall be held to the higher standard of "Prudent Expert". The standard shall be that in investing and reinvesting moneys and in acquiring, retaining, managing, and disposing of investments of these funds, the contractor shall exercise: the judgment, care, skill, prudence, and diligence under the circumstances then prevailing, which persons of prudence, discretion, and intelligence, acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of like character and with like aims by diversifying the investments of the funds, so as to minimize the risk, considering the probable income as well as the probable safety of their capital.

#### **VI. ETHICS AND CONFLICTS OF INTEREST**

The Board of Commissioners, Finance Director, and Finance Department employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Also, the above personnel involved in the investment process shall disclose to the Board of Commissioners any material financial interests in financial institutions that conduct business with the City, and they shall further disclose any material personal financial/investment positions that could be related to the performance of the City's investment program. Investment related officers and personnel shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of their entity.

## **VII. INTERNAL CONTROLS AND INVESTMENT PROCEDURES**

The Finance Director or designee shall establish a system of internal controls and operational procedures that are in writing and made a part of the City's finances operational procedures. The internal controls should be designed to prevent losses of funds, which might arise from fraud, employee error, and misrepresentation by third parties, or imprudent actions by employees. The written procedures should include reference to safekeeping, repurchase agreements, separation of transaction authority from accounting and recordkeeping, wire transfer agreements, banking service contracts, collateral/depository agreements, and "delivery-vs-payment" procedures. No person may engage in an investment transaction except as authorized under the terms of this Policy.

Independent auditors as a normal part of the annual financial audit to the City shall conduct a review of the system of internal controls to ensure compliance with policies and procedures.

## **VIII. CONTINUING EDUCATION**

The Finance Director and any other personnel responsible for overseeing investments or designee shall annually complete 8 hours of continuing education in subjects or course of study related to investment practices and products.

## **IX. AUTHORIZED INVESTMENT INSTITUTIONS AND DEALERS**

The Finance Director or designee shall only purchase securities from Qualified Financial Institutions (a listing of the Qualified Public Depositories is available at [https://apps8.fldfs.com/CAP\\_Web/PublicDeposits/ActiveQPDDisplayList.aspx](https://apps8.fldfs.com/CAP_Web/PublicDeposits/ActiveQPDDisplayList.aspx)), and investment institutions which are designated as Primary Dealers by the Federal Reserve Bank of New York (source of information: [http://www.newyorkfed.org/markets/pridealers\\_current.html](http://www.newyorkfed.org/markets/pridealers_current.html)). The Finance Director or designee shall only enter into repurchase agreements with financial institutions that are Qualified Institutions and Primary Dealers as designated by the Federal Reserve Bank of New York. The Finance Director or designee shall maintain a list of financial institutions and broker/dealers that are approved for investment purposes and only firms meeting the following requirements will be eligible to serve as Qualified Institutions:

- 1) Regional dealers that qualify under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule);
- 2) Capital of no less than \$10,000,000;
- 3) Registered as a dealer under the Securities Exchange Act of 1934;
- 4) Member of the Financial Industry Regulatory Authority, Inc. (FINRA);
- 5) Registered to sell securities in Florida;
- 6) The firm and assigned broker have been engaged in the business of effecting transactions in U.S. government and agency obligations for at least five (5) consecutive years;
- 7) Public Depositories qualified by the Treasurer of the State of Florida, in accordance with Chapter 280, Florida Statutes.

The City's Investment Advisor(s) shall utilize and maintain its own list of approved primary and non-primary dealers.

## **X. MATURITY AND LIQUIDITY REQUIREMENTS**

To the extent possible, an attempt will be made to match investment maturities with known cash needs and anticipated cash flow requirements.

### **A. Maturity Guidelines**

Securities purchased by or on behalf of the City shall have a final maturity of five and half (5.50) years or less from the date of settlement. The maximum effective duration of the entire portfolios shall be three (3) years. The maturities of the underlying securities of a repurchase agreement will follow the requirements of the Securities Industry and Financial Markets Association (SIFMA) Master Repurchase Agreement.

### **B. Liquidity Requirements**

The Finance Director or designee shall determine the approximate amount of funds required to meet the day-to-day expenditure needs of the City. All funds in the depository bank will be "swept" each night into a fully collateralized repurchase agreement or money market fund. The balance of the City's funds will be available for investment according to the guidelines incorporated within this Policy.

## **XI. RISK AND DIVERSIFICATION**

Assets held shall be diversified to control risks resulting from over concentration of assets in a specific maturity, issuer, instruments, dealer, or bank through which these instruments are bought and sold. The Finance Director shall determine diversification strategies within the established guidelines.

## **XII. MASTER REPURCHASE AGREEMENT**

The Finance Director will require all approved institutions and dealers transacting repurchase agreements to execute and perform as stated in the SIFMA Master Repurchase Agreement. All repurchase agreement transactions will adhere to requirements of the SIFMA Master Repurchase Agreement.

## **XIII. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS**

After the Finance Director or designee and/or the City's Investment Advisor(s) has determined the approximate maturity date based on cash flow needs and market conditions and has analyzed and selected one or more optimal types of investments, a minimum of three (3) qualified banks and/or approved broker/dealers must be contacted and asked to provide bids/offers on securities in questions. Bids will be held in confidence until the bid deemed to best meet the investment objectives is determined and selected.

However, if obtaining bids/offers are not feasible and appropriate, securities may be purchased/sold utilizing the comparison to current market price method on an exception basis. Acceptable current market price providers include, but are not limited to:

A. TradeWeb

B. Bloomberg Information Systems



- C. Wall Street Journal or a comparable nationally recognized financial publication providing daily market pricing
- D. Daily market pricing provided by the City's custodian or their correspondent institutions

The Finance Director or designee and/or the City's Investment Advisor(s) shall utilize the competitive bid process to select the securities to be purchased or sold. Selection by comparison to a current market price, as indicated above, shall only be utilized when, in judgment of the Finance Director or designee or the City's Investment Advisor(s), competitive bidding would inhibit the selection process.

Examples of when this method may be used include:

- A. When time constraints due to unusual circumstances preclude the use of the competitive bidding process
- B. When no active market exists for the issue being traded due to the age or depth of the issue
- C. When a security is unique to a single dealer, for example, a private placement
- D. When the transaction involves new issues or issues in the "when issued" market

Overnight sweep investment instruments will not be bid, but may be placed with the City's depository bank relating to the demand account for which the investment instrument was purchased.

#### **XIV. AUTHORIZED INVESTMENTS AND PORTFOLIO COMPOSITION**

Investments should be made subject to the cash flow needs and such cash flows are subject to revisions as market conditions and the City's needs change. However, when the invested funds are needed in whole or in part for the purpose originally intended or for more optimal investments, the Finance Director or designee and/or the City's Investment Advisor(s) may sell the investment at the then-prevailing market price and place the proceeds into the proper account at the City's custodian.

This section in its entirety represents the investment requirements and allocation limits on security types, issuers, and maturities as established by the City. Diversification strategies within the established guidelines shall be reviewed and revised periodically as necessary by the Finance Director. The Finance Director, and/or City's Investment Advisor(s) shall have the option to further restrict investment percentages from time to time based on market conditions, risk and diversification investment strategies. The percentage allocations requirements for investment types and issuers are calculated based on the original cost of each investment, at the time of purchase. Investments not listed in this Policy are prohibited. The following requirements do not apply to funds derived from the sale of debt.

**Permitted Investments**

Sector	Sector Maximum (%)	Per Issuer Maximum (%)	Minimum Ratings Requirement <sup>1</sup>	Maximum Maturity
U.S. Treasury	100%	100%	N/A	5.50 Years
Non-Negotiable Collateralized Bank Deposits or Savings Accounts	50%	None, if fully collateralized	None, if fully collateralized.	2 Years
Money Market Funds (MMFs)	50%	50%	Highest Fund Rating by all NRSROs who rate the fund (AAAm/Aaa-mf, or equivalent)	N/A
Intergovernmental Pools (LGIPs)	50%	50%	Highest Fund Quality and Volatility Rating Categories by all NRSROs who rate the LGIP, (AAAm/AAAf, S1, or equivalent)	N/A
Florida Local Government Surplus Funds Trust Funds ("Florida Prime")	50%	N/A	Highest Fund Rating by all NRSROs who rate the fund (AAAm/Aaa-mf, or equivalent)	N/A

**Notes:**

<sup>1</sup> Rating by at least one SEC-registered Nationally Recognized Statistical Rating Organization ("NRSRO"), unless otherwise noted. ST=Short-term; LT=Long-term.

- 1) **U.S. Treasury & Government Guaranteed** - U.S. Treasury obligations, and obligations the principal and interest of which are backed or guaranteed by the full faith and credit of the U.S. Government.
- 2) **Non-Negotiable Certificate of Deposit and Savings Accounts** - Non-negotiable interest bearing time certificates of deposit, or savings accounts in banks organized under the laws of this state or in national banks organized under the laws of the United States and doing business in this state, provided that any such deposits are secured by the Florida Security for Public Deposits Act, Chapter 280, Florida Statutes.
- 3) **Money Market Funds** - Shares in open-end and no-load money market mutual funds, provided such funds are registered under the Investment Company Act of 1940 and operate in accordance with Rule 2a-7.

A thorough investigation of any money market fund is required prior to investing, and on an annual basis. Attachment B is a questionnaire that contains a list of questions, to be answered prior to investing, that cover the major aspects of any investment pool/fund. A current prospectus must be obtained.

- 4) **Local Government Investment Pools** – State, local government or privately-sponsored investment pools that are authorized pursuant to state law.

A thorough investigation of any intergovernmental investment pool is required prior to investing, and on an annual basis. Attachment B is a questionnaire that contains a list of questions, to be answered prior to investing, that cover the major aspects of any investment pool/fund. A current prospectus must be obtained.

- 5) **The Florida Local Government Surplus Funds Trust Funds (“Florida Prime”)** A thorough investigation of the Florida Prime is required prior to investing, and on an annual basis. Attachment B is a questionnaire that contains a list of questions, to be answered prior to investing, that cover the major aspects of any investment pool/fund. A current prospectus or portfolios report must be obtained.

### **General Investment and Limits**

1. General investment limitations:
  - a. Investments must be denominated in U.S. dollars and issued for legal sale in U.S. markets.
  - b. Minimum ratings are based on the highest rating by any one Nationally Recognized Statistical Ratings Organization (“NRSRO”), unless otherwise specified.
  - c. All limits and rating requirements apply at time of purchase.
  - d. Should an investment fall below the minimum credit rating requirement for purchase, the Board of Commissioners should be notified as soon as practical and the Finance Director should make a prudent determination whether to sell or hold the investment.
2. General portfolios limitations:
  - a. The maximum effective duration of the aggregate portfolios is 3 years.
3. Investment in the following are permitted, provided they meet all other Policy requirements:
  - a. Callable, step-up callable, called, pre-refunded, putable and extendable securities, as long as the effective final maturity meets the maturity limits for the sector
  - b. Variable-rate and floating-rate securities
  - c. Subordinated, secured and covered debt, if it meets the ratings requirements for the sector
  - d. Zero coupon issues and strips, excluding agency mortgage-backed Interest-only structures (I/Os)
  - e. Treasury TIPS
4. The following are **NOT PERMITTED** investments, unless specifically authorized by statute and with prior approval of the governing body:
  - a. Trading for speculation
  - b. Derivatives (other than callables and traditional floating or variable-rate instruments)
  - c. Mortgage-backed interest-only structures (I/Os)
  - d. Inverse or leveraged floating-rate and variable-rate instruments
  - e. Currency, equity, index and event-linked notes (e.g. range notes), or other structures that could return less than par at maturity
  - f. Private placements and direct loans, except as may be legally permitted by Rule 144A or commercial paper issued under a 4(2) exemption from registration
  - g. Convertible, high yield, and non-U.S. dollar denominated debt

- h. Short sales
- i. Use of leverage
- j. Futures and options
- k. Mutual funds, other than fixed-income mutual funds and ETFs, and money market funds
- l. Equities, commodities, currencies and hard assets

#### **XV. DERIVATIVES AND REVERSE REPURCHASE AGREEMENTS**

The City may not invest in investment products that include the use of derivatives, unless otherwise stated in Section XIV. A “derivative” is defined as a financial instrument the value of which depends on, or is derived from, the value of one or more underlying assets or indices or asset values. Reverse repurchase agreements are not permitted by this Policy.

#### **XVI. PERFORMANCE MEASUREMENTS**

In order to assist in the evaluation of the portfolios’ performance, the City will use performance benchmarks for short-term and long-term portfolios. The use of benchmarks will allow the City to measure its returns against other investors in the same markets.

- A. The short-term portfolios shall be designed with the annual objective of matching the weighted average return (net book value rate of return) of the S&P Rated GIP Index Government 30-Day Gross of Fees Yield.
- B. The long-term portfolios shall be designed with the annual objective of matching the return of the Bank of America Merrill Lynch 1-3 Year U.S. Treasury Index compared to the portfolio’s total rate of return. The Bank of America Merrill Lynch 1-3 Year U.S. Treasury Index represents all U.S. Treasury securities maturing over one year, but less than three years. This maturity range is an appropriate benchmark based on the objectives of the City.

#### **XVII. REPORTING**

- A. Not less than quarterly, the Finance Director and/or City’s Investment Advisor(s) shall provide investment reports on the City’s short-term and long-term core investments to Board of Commissioners. Schedules in the investment report should include the following:
  - 1. A listing of individual securities held at the end of the reporting period
  - 2. Percentage of available funds represented by each investment type
  - 3. Coupon, discount or earning rate
  - 4. Average life or duration and final maturity of all investments
  - 5. Par value and market value
- B. Annual Investment Report

On an annual basis, the Finance Director and/or City’s Investment Advisor(s) shall submit to the Board of Commissioners a written report on all invested funds. The annual report

shall provide all, but not limited to, the following: a complete list of all invested funds, name or type of security in which the funds are invested, the amount invested, the maturity date, earned income, the book value, the market value and the yield on each investment. The annual report will show performance on both a book value and total rate of return basis and will compare the results to the above-stated performance benchmarks. All investments shall be reported at fair value per GASB standards. Investment reports shall be available to the public.

#### **XVIII. THIRD-PARTY CUSTODIAL AGREEMENTS**

Securities, with the exception of certificates of deposits, shall be held with a third party custodian; and all securities purchase by, and all collateral obtained by the City should be properly designated as an asset of the City. The securities must be held in an account separate and apart from the assets of the financial institution. A third party custodian is defined as any bank depository chartered by the Federal Government, the State of Florida, or any other state or territory of the United States which has a branch or principal place of business in the State of Florida as defined in Section 658.12, Florida Statutes, or by a national association organized and existing under the laws of the United States which is authorized to accept and execute trusts and which is doing business in the State of Florida. Certificates of deposits will be placed in the provider's safekeeping department for the term of the deposit.

The custodian shall accept transaction instructions only from those persons who have been duly authorized by the Finance Director and which authorization has been provided, in writing, to the custodian. No withdrawal of securities, in whole or in part, shall be made from safekeeping, shall be permitted unless by such a duly authorized person.

Monthly, the custodian shall provide the Finance Director or designee and/or the City's Investment Advisor(s) with detail information on the securities held by the custodian. Security transactions between a broker/dealer and the custodian involving the purchase or sale of securities by transfer of money or securities must be made on a "delivery vs. payment" basis, if applicable, to ensure that the custodian will have the security or money, as appropriate, in hand at the conclusion of the transaction. Only after receiving written authorization from the Finance Director shall authorized securities be delivered "free". Securities held as collateral shall be held free and clear of any liens.

#### **XIX. INVESTMENT POLICY APPROVAL**

The Finance Director shall review the Policy annually. The authority to issue and/or revise this Policy is reserved for the Board of Commissioners.

**Attachment A**  
**Glossary of Cash and Investment Management Terms**

The following is a glossary of key investing terms, many of which appear in the City of Madeira Beach's investment policy. This glossary clarifies the meaning of investment terms generally used in cash and investment management. This glossary has been adapted from the GFOA Sample Investment Policy and the Association of Public Treasurers of the United States and Canada's Model Investment Policy.

**Accrued Interest.** Interest earned but which has not yet been paid or received.

**Agency.** See "Federal Agency Securities."

**Ask Price.** Price at which a broker/dealer offers to sell a security to an investor. Also known as "offered price."

**Asset Backed Securities (ABS).** A fixed-income security backed by notes or receivables against assets other than real estate. Generally issued by special purpose companies that "own" the assets and issue the ABS. Examples include securities backed by auto loans, credit card receivables, home equity loans, manufactured housing loans, farm equipment loans, and aircraft leases.

**Average Life.** The average length of time that an issue of serial bonds and/or term bonds with a mandatory sinking fund feature is expected to be outstanding.

**Bankers' Acceptance (BA's).** A draft or bill of exchange drawn upon and accepted by a bank. Frequently used to finance shipping of international goods. Used as a short-term credit instrument, bankers' acceptances are traded at a discount from face value as a money market instrument in the secondary market on the basis of the credit quality of the guaranteeing bank.

**Basis Point.** One hundredth of one percent, or 0.01%. Thus 1% equals 100 basis points.

**Bearer Security.** A security whose ownership is determined by the holder of the physical security. Typically, there is no registration on the issuer's books. Title to bearer securities is transferred by delivery of the physical security or certificate. Also known as "physical securities."

**Benchmark Bills:** In November 1999, FNMA introduced its Benchmark Bills program, a short-term debt securities issuance program to supplement its existing discount note program. The program includes a schedule of larger, weekly issues in three- and six-month maturities and biweekly issues in one-year for Benchmark Bills. Each issue is brought to market via a Dutch (single price) auction. FNMA conducts a weekly auction for each Benchmark Bill maturity and accepts both competitive and non-competitive bids through a web based auction system. This program is in addition to the variety of other discount note maturities, with rates posted on a daily basis, which FNMA offers. FNMA's Benchmark Bills are unsecured general obligations that are issued in book-entry form through the Federal Reserve Banks. There are no periodic payments of interest on Benchmark Bills, which are sold at a discount from the principal amount and payable at par at maturity. Issues under the Benchmark program constitute the same credit standing as other FNMA discount notes; they simply add organization and liquidity to the short-term Agency discount note market.

**Benchmark Notes/Bonds:** Benchmark Notes and Bonds are a series of FNMA "bullet" maturities (non-callable) issued according to a pre-announced calendar. Under its Benchmark Notes/Bonds program, 2, 3, 5, 10, and 30-year maturities are issued each quarter. Each Benchmark Notes new issue has a minimum size of \$4 billion, 30-year new issues having a minimum size of \$1 billion, with re-openings based on investor demand to further enhance liquidity. The amount of non-callable issuance has allowed FNMA to build a yield curve in Benchmark Notes and Bonds in maturities ranging from 2 to 30 years. The liquidity

emanating from these large size issues has facilitated favorable financing opportunities through the development of a liquid overnight and term repo market. Issues under the Benchmark program constitute the same credit standing as other FNMA issues; they simply add organization and liquidity to the intermediate- and long-term Agency market.

**Benchmark.** A market index used as a comparative basis for measuring the performance of an investment portfolio. A performance benchmark should represent a close correlation to investment guidelines, risk tolerance, and duration of the actual portfolio's investments.

**Bid Price.** Price at which a broker/dealer offers to purchase a security from an investor.

**Bond.** Financial obligation for which the issuer promises to pay the bondholder (the purchaser or owner of the bond) a specified stream of future cash-flows, including periodic interest payments and a principal repayment.

**Book Entry Securities.** Securities that are recorded in a customer's account electronically through one of the financial markets electronic delivery and custody systems, such as the Fed Securities wire, DTC, and PTC

(as opposed to bearer or physical securities). The trend is toward a certificate-free society in order to cut down on paperwork and to diminish investors' concerns about the certificates themselves. The vast majority of securities are now book entry securities.

**Book Value.** The value at which a debt security is reflected on the holder's records at any point in time. Book value is also called "amortized cost" as it represents the original cost of an investment adjusted for amortization of premium or accretion of discount. Also called "carrying value." Book value can vary over time as an investment approaches maturity and differs from "market value" in that it is not affected by changes in market interest rates.

**Broker/Dealer.** A person or firm transacting securities business with customers. A "broker" acts as an agent between buyers and sellers, and receives a commission for these services. A "dealer" buys and sells financial assets from its own portfolio. A dealer takes risk by owning inventory of securities, whereas a broker merely matches up buyers and sellers. See also "Primary Dealer."

**Bullet Notes/Bonds.** Notes or bonds that have a single maturity date and are non-callable.

**Call Date.** Date at which a call option may be or is exercised.

**Call Option.** The right, but not the obligation, of an issuer of a security to redeem a security at a specified value and at a specified date or dates prior to its stated maturity date. Most fixed-income calls are a par, but can be at any previously established price. Securities issued with a call provision typically carry a higher yield than similar securities issued without a call feature. There are three primary types of call options (1) European - one-time calls, (2) Bermudan - periodically on a predetermined schedule (quarterly, semi-annual, annual), and (3) American - continuously callable at any time on or after the call date. There is usually a notice period of at least 5 business days prior to a call date.

**Callable Bonds/Notes.** Securities which contain an imbedded call option giving the issuer the right to redeem the securities prior to maturity at a predetermined price and time.

**Certificate of Deposit (CD).** Bank obligation issued by a financial institution generally offering a fixed rate of return (coupon) for a specified period of time (maturity). Can be as long as 10 years to maturity, but most CDs purchased by public agencies are one year and under.

**Collateral.** Investment securities or other property that a borrower pledges to secure repayment of a loan, secure deposits of public monies, or provide security for a repurchase agreement.

**Collateralization.** Process by which a borrower pledges securities, property, or other deposits for securing the repayment of a loan and/or security.

**Collateralized Mortgage Obligation (CMO).** A security that pools together mortgages and separates them into short, medium, and long-term positions (called tranches). Tranches are set up to pay different rates of interest depending upon their maturity. Interest payments are usually paid monthly. In “plain vanilla” CMOs, principal is not paid on a tranche until all shorter tranches have been paid off. This system provides interest and principal in a more predictable manner. A single pool of mortgages can be carved up into numerous tranches each with its own payment and risk characteristics.

**Commercial Paper.** Short term unsecured promissory note issued by a company or financial institution. Issued at a discount and matures for par or face value. Usually a maximum maturity of 270 days and given a short-term debt rating by one or more NRSROs.

**Convexity.** A measure of a bond's price sensitivity to changing interest rates. A high convexity indicates greater sensitivity of a bond's price to interest rate changes.

**Corporate Note.** A debt instrument issued by a corporation with a maturity of greater than one year and less than ten years.

**Counterparty.** The other party in a two party financial transaction. "Counterparty risk" refers to the risk that the other party to a transaction will fail in its related obligations. For example, the bank or broker/dealer in a repurchase agreement.

**Coupon Rate.** Annual rate of interest on a debt security, expressed as a percentage of the bond's face value.

**Current Yield.** Annual rate of return on a bond based on its price. Calculated as (coupon rate / price), but does not accurately reflect a bond's true yield level.

**Custody.** Safekeeping services offered by a bank, financial institution, or trust company, referred to as the “custodian.” Service normally includes the holding and reporting of the customer's securities, the collection and disbursement of income, securities settlement, and market values.

**Dealer.** A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his/her own account.

**Delivery Versus Payment (DVP).** Settlement procedure in which securities are delivered versus payment of cash, but only after cash has been received. Most security transactions, including those through the Fed Securities Wire system and DTC, are done DVP as a protection for both the buyer and seller of securities.

**Depository Trust Company (DTC).** A firm through which members can use a computer to arrange for securities to be delivered to other members without physical delivery of certificates. A member of the Federal Reserve System and owned mostly by the New York Stock Exchange, the Depository Trust Company uses computerized debit and credit entries. Most corporate securities, commercial paper, CDs, and BAs clear through DTC.

**Derivatives.** (1) Financial instruments whose return profile is linked to, or derived from, the movement of one or more underlying index or security, and may include a leveraging factor, or (2) financial contracts based upon notional amounts whose value is derived from an underlying index or security (interest rates,



foreign exchange rates, equities, or commodities). For hedging purposes, common derivatives are options, futures, interest rate swaps, and swaptions.

**Derivative Security.** Financial instrument created from, or whose value depends upon, one or more underlying assets or indexes of asset values.

**Designated Bond.** FFCB's regularly issued, liquid, non-callable securities that generally have a 2 or 3 year original maturity. New issues of Designated Bonds are \$1 billion or larger. Re-openings of existing Designated Bond issues are generally a minimum of \$100 million. Designated Bonds are offered through a syndicate of two to six dealers. Twice each month the Funding Corporation announces its intention to issue a new Designated Bond, reopen an existing issue, or to not issue or reopen a Designated Bond. Issues under the Designated Bond program constitute the same credit standing as other FFCB issues; they simply add organization and liquidity to the intermediate- and long-term Agency market.

**Discount Notes.** Unsecured general obligations issued by Federal Agencies at a discount. Discount notes mature at par and can range in maturity from overnight to one year. Very large primary (new issue) and secondary markets exist.

**Discount Rate.** Rate charged by the system of Federal Reserve Banks on overnight loans to member banks. Changes to this rate are administered by the Federal Reserve and closely mirror changes to the "fed funds rate."

**Discount Securities.** Non-interest bearing money market instruments that are issued at discount and redeemed at maturity for full face value. Examples include: U.S. Treasury Bills, Federal Agency Discount Notes, Bankers' Acceptances, and Commercial Paper.

**Discount.** The amount by which a bond or other financial instrument sells below its face value. See also "Premium."

**Diversification.** Dividing investment funds among a variety of security types, maturities, industries, and issuers offering potentially independent returns.

**Dollar Price.** A bond's cost expressed as a percentage of its face value. For example, a bond quoted at a dollar price of 95 ½, would have a principal cost of \$955 per \$1,000 of face value.

**Duff & Phelps.** One of several NRSROs that provide credit ratings on corporate and bank debt issues.

**Duration.** The weighted average maturity of a security's or portfolio's cash-flows, where the present values of the cash-flows serve as the weights. The greater the duration of a security/portfolio, the greater its percentage price volatility with respect to changes in interest rates. Used as a measure of risk and a key tool for managing a portfolio versus a benchmark and for hedging risk. There are also different kinds of duration used for different purposes (e.g. MacAuley Duration, Modified Duration).

**Fannie Mae.** See "Federal National Mortgage Association."

**Fed Money Wire.** A computerized communications system that connects the Federal Reserve System with its member banks, certain U. S. Treasury offices, and the Washington D.C. office of the Commodity Credit Corporation. The Fed Money Wire is the book entry system used to transfer cash balances between banks for themselves and for customer accounts.

**Fed Securities Wire.** A computerized communications system that facilitates book entry transfer of securities between banks, brokers and customer accounts, used primarily for settlement of U.S. Treasury and Federal Agency securities.

**Fed.** See "Federal Reserve System."

**Federal Agency Security.** A debt instrument issued by one of the Federal Agencies. Federal Agencies are considered second in credit quality and liquidity only to U.S. Treasuries.

**Federal Agency.** Government sponsored/owned entity created by the U.S. Congress, generally for the purpose of acting as a financial intermediary by borrowing in the marketplace and directing proceeds to specific areas of the economy considered to otherwise have restricted access to credit markets. The largest Federal Agencies are GNMA, FNMA, FHLMC, FHLB, FFCB, SLMA, and TVA.

**Federal Deposit Insurance Corporation (FDIC).** Federal agency that insures deposits at commercial banks, currently to a limit of \$250,000 per depositor per bank.

**Federal Farm Credit Bank (FFCB).** One of the large Federal Agencies. A government sponsored enterprise (GSE) system that is a network of cooperatively-owned lending institutions that provides credit services to farmers, agricultural cooperatives and rural utilities. The FFCBs act as financial intermediaries that borrow money in the capital markets and use the proceeds to make loans and provide other assistance to farmers and farm-affiliated businesses. Consists of the consolidated operations of the Banks for Cooperatives, Federal Intermediate Credit Banks, and Federal Land Banks. Frequent issuer of discount notes, agency notes and callable agency securities. FFCB debt is not an obligation of, nor is it guaranteed by the U.S. government, although it is considered to have minimal credit risk due to its importance to the U.S. financial system and agricultural industry. Also issues notes under its "designated note" program.

**Federal Funds (Fed Funds).** Funds placed in Federal Reserve Banks by depository institutions in excess of current reserve requirements, and frequently loaned or borrowed on an overnight basis between depository institutions.

**Federal Funds Rate (Fed Funds Rate).** The interest rate charged by a depository institution lending Federal Funds to another depository institution. The Federal Reserve influences this rate by establishing a "target" Fed Funds rate associated with the Fed's management of monetary policy.

**Federal Home Loan Bank System (FHLB).** One of the large Federal Agencies. A government sponsored enterprise (GSE) system, consisting of wholesale banks (currently twelve district banks) owned by their member banks, which provides correspondent banking services and credit to various financial institutions, financed by the issuance of securities. The principal purpose of the FHLB is to add liquidity to the mortgage markets. Although FHLB does not directly fund mortgages, it provides a stable supply of credit to thrift institutions that make new mortgage loans. FHLB debt is not an obligation of, nor is it guaranteed by the U.S. government, although it is considered to have minimal credit risk due to its importance to the U.S. financial system and housing market. Frequent issuer of discount notes, agency notes and callable agency securities. Also issues notes under its "global note" and "TAP" programs.

**Federal Home Loan Mortgage Corporation (FHLMC or "Freddie Mac").** One of the large Federal Agencies. A government sponsored public corporation (GSE) that provides stability and assistance to the secondary market for home mortgages by purchasing first mortgages and participation interests financed by the sale of debt and guaranteed mortgage backed securities. FHLMC debt is not an obligation of, nor is it guaranteed by the U.S. government, although it is considered to have minimal credit risk due to its importance to the U.S. financial system and housing market. Frequent issuer of discount notes, agency notes, callable agency securities, and MBS. Also issues notes under its "reference note" program.

**Federal National Mortgage Association (FNMA or "Fannie Mae").** One of the large Federal Agencies. A government sponsored public corporation (GSE) that provides liquidity to the residential mortgage market by purchasing mortgage loans from lenders, financed by the issuance of debt securities and MBS (pools of mortgages packaged together as a security). FNMA debt is not an obligation of, nor is it guaranteed

by the U.S. government, although it is considered to have minimal credit risk due to its importance to the U.S. financial system and housing market. Frequent issuer of discount notes, agency notes, callable agency securities and MBS. Also issues notes under its “benchmark note” program.

**Federal Reserve Bank.** One of the 12 distinct banks of the Federal Reserve System.

**Federal Reserve System (the Fed).** The independent central bank system of the United States that establishes and conducts the nation's monetary policy. This is accomplished in three major ways: (1) raising or lowering bank reserve requirements, (2) raising or lowering the target Fed Funds Rate and Discount Rate, and (3) in open market operations by buying and selling government securities. The Federal Reserve System is made up of twelve Federal Reserve District Banks, their branches, and many national and state banks throughout the nation. It is headed by the seven member Board of Governors known as the “Federal Reserve Board” and headed by its Chairman.

**Financial Industry Regulatory Authority, Inc. (FINRA).** A private corporation that acts as a self-regulatory organization (SRO). FINRA is the successor to the National Association of Securities Dealers, Inc. (NASD). Though sometimes mistaken for a government agency, it is a non-governmental organization that performs financial regulation of member brokerage firms and exchange markets. The government also has a regulatory arm for investments, the Securities and Exchange Commission (SEC).

**Fiscal Agent/Paying Agent.** A bank or trust company that acts, under a trust agreement with a corporation or municipality, in the capacity of general treasurer. The agent performs such duties as making coupon payments, paying rents, redeeming bonds, and handling taxes relating to the issuance of bonds.

**Fitch Investors Service, Inc.** One of several NRSROs that provide credit ratings on corporate and municipal debt issues.

**Floating Rate Security (FRN or “floater”).** A bond with an interest rate that is adjusted according to changes in an interest rate or index. Differs from variable-rate debt in that the changes to the rate take place immediately when the index changes, rather than on a predetermined schedule. See also “Variable Rate Security.”

**Freddie Mac.** See "Federal Home Loan Mortgage Corporation."

**Ginnie Mae.** See "Government National Mortgage Association."

**Global Notes:** Notes designed to qualify for immediate trading in both the domestic U.S. capital market and in foreign markets around the globe. Usually large issues that are sold to investors worldwide and therefore have excellent liquidity. Despite their global sales, global notes sold in the U.S. are typically denominated in U.S. dollars.

**Government National Mortgage Association (GNMA or "Ginnie Mae").** One of the large Federal Agencies. Government-owned Federal Agency that acquires, packages, and resells mortgages and mortgage purchase commitments in the form of mortgage-backed securities. Largest issuer of mortgage pass-through securities. GNMA debt is guaranteed by the full faith and credit of the U.S. government (one of the few agencies that are actually full faith and credit of the U.S. government).

**Government Securities.** An obligation of the U.S. government, backed by the full faith and credit of the government. These securities are regarded as the highest quality of investment securities available in the U.S. securities market. See "Treasury Bills, Notes, Bonds, and SLGS."

**Government Sponsored Enterprise (GSE).** Privately owned entity subject to federal regulation and supervision, created by the U.S. Congress to reduce the cost of capital for certain borrowing sectors of the

economy such as students, farmers, and homeowners. GSEs carry the implicit backing of the U.S. government, but they are not direct obligations of the U.S. government. For this reason, these securities will offer a yield premium over U.S. Treasuries. Examples of GSEs include: FHLB, FHLMC, FNMA, and SLMA.

**Government Sponsored Enterprise Security.** A security issued by a Government Sponsored Enterprise. Considered Federal Agency Securities.

**Index.** A compilation of statistical data that tracks changes in the economy or in financial markets.

**Interest-Only (IO) STRIP.** A security based solely on the interest payments from the bond. After the principal has been repaid, interest payments stop and the value of the security falls to nothing. Therefore, IOs are considered risky investments. Usually associated with mortgage-backed securities.

**Internal Controls.** An internal control structure ensures that the assets of the entity are protected from loss, theft, or misuse. The internal control structure is designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that 1) the cost of a control should not exceed the benefits likely to be derived and 2) the valuation of costs and benefits requires estimates and judgments by management. Internal controls should address the following points:

1. **Control of collusion** - Collusion is a situation where two or more employees are working in conjunction to defraud their employer.
2. **Separation of transaction authority from accounting and record keeping** - A separation of duties is achieved by separating the person who authorizes or performs the transaction from the people who record or otherwise account for the transaction.
3. **Custodial safekeeping** - Securities purchased from any bank or dealer including appropriate collateral (as defined by state law) shall be placed with an independent third party for custodial safekeeping.
4. **Avoidance of physical delivery securities** - Book-entry securities are much easier to transfer and account for since actual delivery of a document never takes place. Delivered securities must be properly safeguarded against loss or destruction. The potential for fraud and loss increases with physically delivered securities.
5. **Clear delegation of authority to subordinate staff members** - Subordinate staff members must have a clear understanding of their authority and responsibilities to avoid improper actions. Clear delegation of authority also preserves the internal control structure that is contingent on the various staff positions and their respective responsibilities.
6. **Written confirmation of transactions for investments and wire transfers** - Due to the potential for error and improprieties arising from telephone and electronic transactions, all transactions should be supported by written communications and approved by the appropriate person. Written communications may be via fax if on letterhead and if the safekeeping institution has a list of authorized signatures.
7. **Development of a wire transfer agreement with the lead bank and third-party custodian** - The designated official should ensure that an agreement will be entered into and will address the following points: controls, security provisions, and responsibilities of each party making and receiving wire transfers.

**Inverse Floater.** A floating rate security structured in such a way that it reacts inversely to the direction of interest rates. Considered risky as their value moves in the opposite direction of normal fixed-income investments and whose interest rate can fall to zero.

**Investment Advisor.** A company that provides professional advice managing portfolios, investment recommendations, and/or research in exchange for a management fee.

**Investment Adviser Act of 1940.** Federal legislation that sets the standards by which investment companies, such as mutual funds, are regulated in the areas of advertising, promotion, performance reporting requirements, and securities valuations.

**Investment Grade.** Bonds considered suitable for preservation of invested capital, including bonds rated a minimum of Baa3 by Moody's, BBB- by Standard & Poor's, or BBB- by Fitch. Although "BBB" rated bonds are considered investment grade, most public agencies cannot invest in securities rated below "A."

**Liquidity.** Relative ease of converting an asset into cash without significant loss of value. Also, a relative measure of cash and near-cash items in a portfolio of assets. Additionally, it is a term describing the marketability of a money market security correlating to the narrowness of the spread between the bid and ask prices.

**Local Government Investment Pool (LGIP).** An investment by local governments in which their money is pooled as a method for managing local funds, (e.g., Florida State Board of Administration's Florida Prime Fund).

**Long-Term Core Investment Program.** Funds that are not needed within a one-year period.

**Market Value.** The fair market value of a security or commodity. The price at which a willing buyer and seller would pay for a security.

**Mark-to-market.** Adjusting the value of an asset to its market value, reflecting in the process unrealized gains or losses.

**Master Repurchase Agreement.** A widely accepted standard agreement form published by the Securities Industry and Financial Markets Association (SIFMA) that is used to govern and document Repurchase Agreements and protect the interest of parties in a repo transaction.

**Maturity Date.** Date on which principal payment of a financial obligation is to be paid.

**Medium Term Notes (MTN's).** Used frequently to refer to corporate notes of medium maturity (5-years and under). Technically, any debt security issued by a corporate or depository institution with a maturity from 1 to 10 years and issued under an MTN shelf registration. Usually issued in smaller issues with varying coupons and maturities, and underwritten by a variety of broker/dealers (as opposed to large corporate deals issued and underwritten all at once in large size and with a fixed coupon and maturity).

**Money Market.** The market in which short-term debt instruments (bills, commercial paper, bankers' acceptance, etc.) are issued and traded.

**Money Market Mutual Fund (MMF).** A type of mutual fund that invests solely in money market instruments, such as: U.S. Treasury bills, commercial paper, bankers' acceptances, and repurchase agreements. Money market mutual funds are registered with the SEC under the Investment Company Act of 1940 and are subject to "rule 2a-7" which significantly limits average maturity and credit quality of holdings. MMF's are managed to maintain a stable net asset value (NAV) of \$1.00. Many MMFs carry ratings by a NRSRO.

**Moody's Investors Service.** One of several NRSROs that provide credit ratings on corporate and municipal debt issues.

**Mortgage Backed Securities (MBS).** Mortgage-backed securities represent an ownership interest in a pool of mortgage loans made by financial institutions, such as savings and loans, commercial banks, or mortgage companies, to finance the borrower's purchase of a home or other real estate. The majority of MBS are issued and/or guaranteed by GNMA, FNMA, and FHLMC. There are a variety of MBS structures with varying levels of risk and complexity. All MBS have reinvestment risk as actual principal and interest payments are dependent on the payment of the underlying mortgages which can be prepaid by mortgage holders to refinance and lower rates or simply because the underlying property was sold.

**Mortgage Pass-Through Securities.** A pool of residential mortgage loans with the monthly interest and principal distributed to investors on a pro-rata basis. The largest issuer is GNMA.

**Municipal Note/Bond.** A debt instrument issued by a state or local government unit or public agency. The vast majority of municipals are exempt from state and federal income tax, although some non-qualified issues are taxable.

**Mutual Fund.** Portfolio of securities professionally managed by a registered investment company that issues shares to investors. Many different types of mutual funds exist (e.g., bond, equity, and money market funds); all except money market funds operate on a variable net asset value (NAV).

**Negotiable Certificate of Deposit (Negotiable CD).** Large denomination CDs (\$100,000 and larger) that are issued in bearer form and can be traded in the secondary market.

**Net Asset Value.** The market value of one share of an investment company, such as a mutual fund. This figure is calculated by totaling a fund's assets including securities, cash, and any accrued earnings, then subtracting the total assets from the fund's liabilities, and dividing this total by the number of shares outstanding. This is calculated once a day based on the closing price for each security in the fund's portfolio. (See below.)

$$\frac{[(\text{Total assets}) - (\text{Liabilities})]}{(\text{Number of shares outstanding})}$$

**NRSRO.** A "Nationally Recognized Statistical Rating Organization" (NRSRO) is a designated rating organization that the SEC has deemed a strong national presence in the U.S. NRSROs provide credit ratings on corporate and bank debt issues. Only ratings of a NRSRO may be used for the regulatory purposes of rating. Includes Moody's, S&P, Fitch, and Duff & Phelps.

**Offered Price.** See also "Ask Price."

**Open Market Operations.** A Federal Reserve monetary policy tactic entailing the purchase or sale of government securities in the open market by the Federal Reserve System from and to primary dealers in order to influence the money supply, credit conditions, and interest rates.

**Par Value.** The face value, stated value, or maturity value of a security.

**Physical Delivery.** Delivery of readily available underlying assets at contract maturity.

**Portfolio.** Collection of securities and investments held by an investor.

**Premium.** The amount by which a bond or other financial instrument sells above its face value. See also "Discount."

**Primary Dealer.** A designation given to certain government securities dealer by the Federal Reserve Bank of New York. Primary dealers can buy and sell government securities directly with the Fed. Primary dealers also submit daily reports of market activity and security positions held to the Fed and are subject to its informal oversight. Primary dealers are the largest buyers and sellers by volume in the U.S. Treasury securities market.

**Prime Paper.** Commercial paper of high quality. Highest rated paper is A-1+/A-1 by S&P and P-1 by Moody's.

**Principal.** Face value of a financial instrument on which interest accrues. May be less than par value if some principal has been repaid or retired. For a transaction, principal is par value times price and includes any premium or discount.

**Prudent Expert Rule.** Standard that requires that a fiduciary manage a portfolio with the care, skill, prudence, and diligence, under the circumstances then prevailing, that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims. This statement differs from the "prudent person" rule in that familiarity with such matters suggests a higher standard than simple prudence.

**Prudent Investor Standard.** Standard that requires that when investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency. More stringent than the "prudent person" standard as it implies a level of knowledge commensurate with the responsibility at hand.

**Qualified Public Depository** - Per Subsection 280.02(26), F.S., "qualified public depository" means any bank, savings bank, or savings association that:

1. Is organized and exists under the laws of the United States, the laws of this state or any other state or territory of the United States.
2. Has its principal place of business in this state or has a branch office in this state which is authorized under the laws of this state or of the United States to receive deposits in this state.
3. Has deposit insurance under the provision of the Federal Deposit Insurance Act, as amended, 12 U.S.C. ss.1811 et seq.
4. Has procedures and practices for accurate identification, classification, reporting, and collateralization of public deposits.
5. Meets all requirements of Chapter 280, F.S.
6. Has been designated by the State of Florida's Chief Financial Officer as a qualified public depository.

**Range Note.** A type of structured note that accrues interest daily at a set coupon rate that is tied to an index. Most range notes have two coupon levels; a higher accrual rate for the period the index is within a designated range, the lower accrual rate for the period that the index falls outside the designated range. This lower rate may be zero and may result in zero earnings.

**Rate of Return.** Amount of income received from an investment, expressed as a percentage of the amount invested.

**Realized Gains (Losses).** The difference between the sale price of an investment and its book value. Gains/losses are “realized” when the security is actually sold, as compared to “unrealized” gains/losses which are based on current market value. See “Unrealized Gains (Losses).”

**Reference Bills:** FHLMC’s short-term debt program created to supplement its existing discount note program by offering issues from one month through one year, auctioned on a weekly or on an alternating four-week basis (depending upon maturity) offered in sizeable volumes (\$1 billion and up) on a cycle of regular, standardized issuance. Globally sponsored and distributed, Reference Bill issues are intended to encourage active trading and market-making and facilitate the development of a term repo market. The program was designed to offer predictable supply, pricing transparency, and liquidity, thereby providing alternatives to U.S. Treasury bills. FHLMC’s Reference Bills are unsecured general corporate obligations. This program supplements the corporation’s existing discount note program. Issues under the Reference program constitute the same credit standing as other FHLMC discount notes; they simply add organization and liquidity to the short-term Agency discount note market.

**Reference Notes:** FHLMC’s intermediate-term debt program with issuances of 2, 3, 5, 10, and 30-year maturities. Initial issuances range from \$2 - \$6 billion with re-openings ranging \$1 - \$4 billion.

The notes are high-quality bullet structures securities that pay interest semiannually. Issues under the Reference program constitute the same credit standing as other FHLMC notes; they simply add organization and liquidity to the intermediate- and long-term Agency market.

**Repurchase Agreement (Repo).** A short-term investment vehicle where an investor agrees to buy securities from a counterparty and simultaneously agrees to resell the securities back to the counterparty at an agreed upon time and for an agreed upon price. The difference between the purchase price and the sale price represents interest earned on the agreement. In effect, it represents a collateralized loan to the investor, where the securities are the collateral. Can be DVP, where securities are delivered to the investor’s custodial bank, or “tri-party” where the securities are delivered to a third party intermediary. Any type of security can be used as “collateral,” but only some types provide the investor with special bankruptcy protection under the law. Repos should be undertaken only when an appropriate Securities Industry and Financial Markets Association (SIFMA) approved master repurchase agreement is in place.

**Reverse Repurchase Agreement (Reverse Repo).** A repo from the point of view of the original seller of securities. Used by dealers to finance their inventory of securities by essentially borrowing at short-term rates. Can also be used to leverage a portfolio and in this sense, can be considered risky if used improperly.

**Safekeeping.** Service offered for a fee, usually by financial institutions, for the holding of securities and other valuables. Safekeeping is a component of custody services.

**Secondary Market.** Markets for the purchase and sale of any previously issued financial instrument.

**Securities Industry and Financial Markets Association (SIFMA).** The bond market trade association representing the largest securities markets in the world. In addition to publishing a Master Repurchase Agreement, widely accepted as the industry standard document for Repurchase Agreements, the SIFMA also recommends bond market closures and early closes due to holidays.

**Securities Lending.** An arrangement between an investor and a custody bank that allows the custody bank to “loan” the investor’s investment holdings, reinvest the proceeds in permitted investments, and shares any profits with the investor. Should be governed by a securities lending agreement. Can increase the risk



of a portfolio in that the investor takes on the default risk on the reinvestment at the discretion of the custodian.

**Sinking Fund.** A separate accumulation of cash or investments (including earnings on investments) in a fund in accordance with the terms of a trust agreement or indenture, funded by periodic deposits by the issuer (or other entity responsible for debt service), for the purpose of assuring timely availability of moneys for payment of debt service. Usually used in connection with term bonds.

**Spread.** The difference between the price of a security and similar maturity U.S. Treasury investments, expressed in percentage terms or basis points. A spread can also be the absolute difference in yield between two securities. The securities can be in different markets or within the same securities market between different credits, sectors, or other relevant factors.

**Standard & Poor's.** One of several NRSROs that provide credit ratings on corporate and municipal debt issues.

**STRIPS (Separate Trading of Registered Interest and Principal of Securities).** Acronym applied to U.S. Treasury securities that have had their coupons and principal repayments separated into individual zero-coupon Treasury securities. The same technique and "strips" description can be applied to non-Treasury securities (e.g., FNMA strips).

**Structured Notes.** Notes that have imbedded into their structure options such as step-up coupons or derivative-based returns.

**Supranational.** Supranational organizations are international financial institutions that are generally established by agreements among nations, with member nations contributing capital and participating in management. These agreements provide for limited immunity from the laws of member countries. Bonds issued by these institutions are part of the broader class of Supranational, Sovereign, and Non-U.S. Agency (SSA) sector bonds. Supranational bonds finance economic and infrastructure development and support environmental protection, poverty reduction, and renewable energy around the globe. For example, the World Bank, International Finance Corporation (IFC), and African Development Bank (AfDB) have "green bond" programs specifically designed for energy resource conservation and management. Supranational bonds, which are issued by multi-national organizations that transcend national boundaries. Examples include the World Bank, African Development Bank, and European Investment Bank.

**Swap.** Trading one asset for another.

**TAP Notes:** Federal Agency notes issued under the FHLB TAP program. Launched in 6/99 as a refinement to the FHLB bullet bond auction process. In a break from the FHLB's traditional practice of bringing numerous small issues to market with similar maturities, the TAP Issue Program uses the four most common maturities and reopens them up regularly through a competitive auction. These maturities (2, 3, 5, and 10 year) will remain open for the calendar quarter, after which they will be closed and a new series of TAP issues will be opened to replace them. This reduces the number of separate bullet bonds issued, but generates enhanced awareness and liquidity in the marketplace through increased issue size and secondary market volume.

**Tennessee Valley Authority (TVA).** One of the large Federal Agencies. A wholly owned corporation of the United States government that was established in 1933 to develop the resources of the Tennessee Valley region in order to strengthen the regional and national economy and the national defense. Power operations are separated from non-power operations. TVA securities represent obligations of TVA, payable solely from TVA's net power proceeds, and are neither obligations of nor guaranteed by the United States. TVA is currently authorized to issue debt up to \$30 billion. Under this authorization, TVA may also obtain

advances from the U.S. Treasury of up to \$150 million. Frequent issuer of discount notes, agency notes, and callable agency securities.

**Total Return.** Investment performance measured over a period of time that includes coupon interest, interest on interest, and both realized and unrealized gains or losses. Total return includes, therefore, any market value appreciation/depreciation on investments held at period end.

**Treasuries.** Collective term used to describe debt instruments backed by the U.S. government and issued through the U.S. Department of the Treasury. Includes Treasury bills, Treasury notes, and Treasury bonds. Also a benchmark term used as a basis by which the yields of non-Treasury securities are compared (e.g., "trading at 50 basis points over Treasuries").

**Treasury Bills (T-Bills).** Short-term direct obligations of the United States government issued with an original term of one year or less. Treasury bills are sold at a discount from face value and do not pay interest before maturity. The difference between the purchase price of the bill and the maturity value is the interest earned on the bill. Currently, the U.S. Treasury issues 4-week, 13-week, and 26-week T-Bills.

**Treasury Bonds.** Long-term interest-bearing debt securities backed by the U.S. government and issued with maturities of ten years and longer by the U.S. Department of the Treasury.

**Treasury Notes.** Intermediate interest-bearing debt securities backed by the U.S. government and issued with maturities ranging from one to ten years by the U.S. Department of the Treasury. The Treasury currently issues 2-year, 3-year, 5-year, and 10-year Treasury Notes.

**Trustee.** A bank designated by an issuer of securities as the custodian of funds and official representative of bondholders. Trustees are appointed to insure compliance with the bond documents and to represent bondholders in enforcing their contract with the issuer.

**Uniform Net Capital Rule.** SEC Rule 15c3-1 that outlines the minimum net capital ratio (ratio of indebtedness to net liquid capital) of member firms and non-member broker/dealers.

**Unrealized Gains (Losses).** The difference between the market value of an investment and its book value. Gains/losses are "realized" when the security is actually sold, as compared to "unrealized" gains/losses which are based on current market value. See also "Realized Gains (Losses)."

**Variable-Rate Security.** A bond that bears interest at a rate that varies over time based on a specified schedule of adjustment (e.g., daily, weekly, monthly, semi-annually, or annually). See also "Floating Rate Note."

**Weighted Average Maturity (or just "Average Maturity").** The average maturity of all securities and investments of a portfolio, determined by multiplying the par or principal value of each security or investment by its maturity (days or years), summing the products, and dividing the sum by the total principal value of the portfolio. A simple measure of risk of a fixed-income portfolio.

**Weighted Average Maturity to Call.** The average maturity of all securities and investments of a portfolio, adjusted to substitute the first call date per security for maturity date for those securities with call provisions.

**Yield Curve.** A graphic depiction of yields on like securities in relation to remaining maturities spread over a time line. The traditional yield curve depicts yields on U.S. Treasuries, although yield curves exist for Federal Agencies and various credit quality corporates as well. Yield curves can be positively sloped (normal) where longer-term investments have higher yields, or "inverted" (uncommon) where longer-term investments have lower yields than shorter ones.

**Yield to Call (YTC).** Same as "Yield to Maturity," except the return is measured to the first call date rather than the maturity date. Yield to call can be significantly higher or lower than a security's yield to maturity.

**Yield to Maturity (YTM).** Calculated return on an investment, assuming all cash-flows from the security are reinvested at the same original yield. Can be higher or lower than the coupon rate depending on market rates and whether the security was purchased at a premium or discount. There are different conventions for calculating YTM for various types of securities.

**Yield.** There are numerous methods of yield determination. In this glossary, see also "Current Yield," "Yield Curve," "Yield to Call," and "Yield to Maturity."

**Attachment B**  
**Investment Pool/Fund Questionnaire**

1. A description of eligible investment securities, and a written statement of investment policy and objectives.
2. A description of interest calculations and how it is distributed, and how gains and losses are treated.
3. A description of how the securities are safeguarded (including the settlement processes), and how often the securities are priced and the program audited.
4. A description of who may invest in the program, how often, what size deposit and withdrawal are allowed.
5. A schedule for receiving statements and portfolio listings.
6. Are reserves, retained earnings, etc. utilized by the pool/fund?
7. A fee schedule, and when and how is it assessed.
8. Is the pool/fund eligible for bond proceeds and/or will it accept such proceeds?

# CITY OF MADEIRA BEACH TAX RATES, FEES, AND CHARGES POLICY

ADOPTED BY BOARD OF COMMISSIONERS AUGUST 9, 2016

## I. POLICY STATEMENT

The City of Madeira Beach (the “City”) was incorporated in 1947 with a Council-Manager form of government. As a political subdivision of the State of Florida, the City is governed by a five-member elected Board of Commissioners (the “BOC”). The BOC is responsible for the establishment and adoption of policy for the City. The execution of such policy is the responsibility of the City Manager. The BOC directs the City Manager or the Manager’s designee to implement all policy. For the purposes of this Revenues: Tax Rates, Fees, and Charges Policy (the “Policy”), the City Manager’s designee is presumed to be the City Treasurer who functions as the fiduciary entrusted to protect and enhance the City’s financial condition.

It is the express intent of the BOC that adherence to this Policy should illuminate and promote the evaluation of trade-offs between adopted City policy statements and the current and forecast fiscal condition of the City. Furthermore, it is the BOC’s intent that this Policy be informed by and benchmarked against “Best Practices and Advisories” contemplated by the Government Finance Officers Association (“GFOA”) and Florida Municipal Officials’ Manual (the “Manual”).

It is understood however that this Policy must also give strong consideration to the local environment in which the City operates and its objectives and tolerances. Recognizing citizens, businesses and tourists have a choice in where it is they elect to live, work, and recreate, this Policy shall be administered in such a manner as to establish and maintain the City as a preferred location for residents, businesses and visitors alike. Ultimately, adherence to this Policy is to ensure the City prudently designs and manages its tax rates, fees, and charges in order to provide for:

- A. Revenue diversification, so that on-going operations are less reliant upon less stable or highly variable revenue streams;
- B. Revenues that exceed normal growth rates are used for one-time expenditures or to increase reserves;
- C. Revenue forecasts are adequate to provide for the variety and level of services expected by vested stakeholders; and
- D. Alignment with growth-related endeavors (e.g. economic development activities).

It is understood that the benchmark organizations amend and modify their guidance over time. The City Treasurer is to periodically review any such “Best Practices and Advisories” and recommend conforming modifications to this Policy, if warranted. The Revenues: Tax Rates, Fees, and Charges Policy should be read in its entirety and read in conjunction with other, applicable Policies adopted by the City.

## II. DEFINITIONS

**Rate:** rates are established either via the state’s constitution, Florida statutes or local law. Tax rates apply to mandatory payments from a citizen to a government, levied through the authority of a government and may be used for general governmental purposes.

**Fee:** a charge for service issued by a local government; adopted via resolution or ordinance. It is voluntary in nature and the corresponding proceeds are intended to partially or completely fund the service provided.

## III. POLICY PURPOSE AND SCOPE

State and local governments use taxes, fees and charges to fund programs and services. When certain programs or services provided especially benefit a particular group, then governments should consider taxes, fees, charges on the direct recipients of those services. However, many governments provide subsidies to various users for policy reasons, including the ability of residents or businesses to pay. Well-

designed taxes, fees, and charges not only reduce the need for additional revenue sources, but promote service efficiency. This Policy addresses the methods, procedures, and practices that will ensure prudent management of the City's tax rates, fees and charges in order to ensure City revenues are sufficient to provide the variety and level of services sought by vested stakeholders. The guidelines contained in this Policy adhere to the Florida Constitution and State Statutes and reflect the recommended practices of the GFOA and the Manual.

Factors to consider when developing tax rates, fees and charges should include:

1. Any applicable laws, statutes, and policies
2. Any applicable agreements articulating pricing factors and/or rationale for any subsidies
3. What is the full cost of providing the program or service (both direct and indirect)
4. Long-term forecasts and plans such as:
  - a. Whether imposing the full cost would pose a hardship on a specific population unable to pay; and
  - b. Whether attempts to fully cover the costs of a program or service will cause for an unrealistic demand for continued delivery
5. Public input and involvement
6. Periodic review and updates

In conjunction with adoption of this Policy, the City Treasurer shall soon update and hereinafter maintain a "Revenue Manual" summarizing each of the City's major rates, fees and charges. The Revenue Manual will be designed to address the substantive elements of *Section IV. Execution of Purpose of Scope*. The Revenue Manual is to be maintained and amended corresponding to any new or modified rates, fees, or charges. As warranted, the City Treasurer shall incorporate or make reference to the Revenue Manual in connection with the City's budget adoption processes.

#### **IV. EXECUTION OF PURPOSE AND SCOPE**

Concerning the tax rate, fee and charge setting process, the City Treasurer shall:

1. Consider applicable laws and statutes before the implementation of considering creating new or modifying existing tax rates, specific fees and/or charges.
2. Adopt formal policies regarding tax rates, fees and charges and fees. The policy should:
  - a. Identify the factors (affordability, pricing history, inflation, service delivery alternatives, and available efficiencies) to be taken into account when pricing programs and services.
  - b. Articulate whether the City intends to recover the full cost of providing programs and services and why. Set forth the circumstances under which the City might set a charge or fee at more or less than 100 percent of full cost. If the full cost of a program or service is not recovered, then an explanation of the rationale for this deviation should be provided.
  - c. Outline the considerations that might influence pricing decisions. Such policy concerns might include the need to regulate demand, the desire to subsidize a certain product or service, competition with public or private enterprise, economic development, elasticity of demand for the particular service, and visibility of the service to the community.
  - d. Address the specifics of how any current or delinquent tax, fees and/or charges will be levied and collected, including any anticipated costs of collection.
3. Calculate the full cost of providing a service in order to provide a basis for setting the rate, fee or charge.
  - a. Full cost incorporates direct and indirect costs (including operations and maintenance), overhead, and charges for the use of capital facilities. Examples of overhead costs include: payroll processing, accounting services, computer usage, and other central administrative services.
  - b. The associated costs of collection need to be addressed.

4. Review and update tax rates, fees and charges periodically based on factors such as the impact of inflation, other cost increases, adequacy of cost recovery, use of services, and the competitiveness of current rates.
  - a. By updating fees on a periodic basis, this may help smooth charges and fees over several years rather than having uneven impacts.
  - b. Periodic review of the service demand and competition is also recommended to ensure that the appropriate quality and price point of the service continues to meet actual demand.
  - c. The review should be performed in conjunction with a look at alternatives for cost reduction.
  - d. Benchmark individual tax rates, fees, and charges with those charged by comparable or neighboring might guide the City body when setting rates, fees and charges; benchmarking can also differentiate service levels to reveal service or pricing options.
5. Utilize long-term forecasting to ensure that rates, fee and charges anticipate future operational and capital costs in providing the service.

If the rate, fee and/or charge will recover costs associated with other long-term plans, such as a multi-year capital plan, a longer-term service fee plan should be consistent, recognizing the plan may be amended to reflect changing conditions in the future.
6. Provide information on rates, fees, and charges to the public.

There should be opportunities for citizen feedback, particularly when new rates are introduced or when existing rates are changed. This includes the City's policy regarding full cost recovery, subsidies, and information about the amounts of charges and fees (current and proposed), both before and after adoption, and the anticipated impact of the new rate, fee or charge on providing the service in future years.

## **V. ADVISORS, CONSULTANTS AND FINANCIAL SERVICES**

The City Treasurer may retain finance or other consulting professionals when such expertise as required in order to fulfill that which is contemplated by *Section IV. Execution of Purpose and Scope*. Such professionals may include attorneys, municipal advisors, feasibility consultants, and other professional service providers known to possess the requisite expertise and who also have expressed interest and are known to be available when needed. The selection and retention of such professionals shall conform to the City's policies/practices that govern the procurement of professional services contracts.

## **VI. POLICY REVIEW AND REVISION**

This Policy shall be reviewed periodically and no less than every three years by the City Treasurer, and may be amended by the Board of Commissioners as conditions warrant.

## **CITY OF MADEIRA BEACH DEBT MANAGEMENT POLICY**

**ADOPTED BY BOARD OF COMMISSIONERS AUGUST 9, 2016**

### **I. POLICY STATEMENT**

The City of Madeira Beach (the “City”) was incorporated in 1947 with a Council-Manager form of government. As a municipal corporation of the State of Florida, the City is governed by a five-member elected Board of Commissioners (the “BOC”). The BOC is responsible for the establishment and adoption of policy for the City. The execution of such policy is the responsibility of the City Manager. The BOC directs the City Manager or the Manager’s designee to implement all policy. For the purposes of this Debt Management Policy (the “Policy”), the City Manager’s designee is presumed to be the City Treasurer who functions as the fiduciary entrusted to protect and enhance the City’s financial condition.

It is the express intent of the BOC that adherence to this Policy should illuminate and promote the evaluation of trade-offs between adopted City policy statements and the current and forecast fiscal condition of the City. Furthermore, it is the BOC’s intent that this Policy be informed by and benchmarked against “Best Practices and Advisories” developed by organizations such as the Municipal Securities Rulemaking Board (“MSRB”), National Association of Bond Lawyers (“NABL”), Government Finance Officers Association (“GFOA”) and Florida Municipal Officials’ Manual (the “Manual”). It is understood, however, that the Policy must also give strong consideration to the local environment in which the City operates and its objectives and tolerances.

The GFOA recommends that all state and local governments adopt comprehensive written debt management policies. This Policy has been drafted with reference to the guidance of the GFOA as of the date of adoption. It is understood that the benchmark organizations amend and modify their guidance over time. The City Treasurer is to periodically review any such “Best Practices and Advisories” and recommend conforming modifications to this Policy, if warranted.

Whether definitively debt or otherwise labeled, this Policy will set guidelines for the amount and type of long-term borrowing to be incurred by the City, the process by which such borrowing is to be executed, and the management of such outstanding obligations (for purposes of the Policy, a long-term obligation is an obligation maturing later than twelve months after incurring said obligation). The Policy is intended to enhance the quality of decisions about the affordability, structure, and management of all long-term obligations. Through this Policy, the BOC shall oversee the process by which the City shall manage its bonds, notes, certificates of indebtedness and other long-term obligations, and lease purchase agreements within the constraints of available and forecast financial resources. The Debt Management Policy should be read in its entirety and read in conjunction with other applicable Policies adopted by the City.

Terms used within this Policy, unless specifically defined herein, have the meanings assigned to them in the *Glossary of Municipal Securities Terms*, published by the Municipal Securities Rulemaking Board.

### **II. POLICY PURPOSE AND SCOPE**

This Policy addresses the methods, procedures, and practices that will ensure prudent management of the City’s outstanding obligations. The guidelines contained in this Policy adhere to the Florida Constitution and State Statutes and reflect the recommended practices of the MSRB, NABL, GFOA and the Manual.

Long-term obligations may take the form of general obligation bonds, ad valorem bonds, revenue bonds, improvement bonds, and refunding bonds, or certificates of indebtedness or any form of anticipation certificates maturing more than twelve months after issuance. Certificates of indebtedness may be created evidencing undivided interests in the right to payments under lease purchase agreements. Short-term obligations, payable during the same fiscal year in which they are issued (or immediately thereafter so long



as payments are made from funds included in the adopted budget for that fiscal year), may take the form of anticipation notes or loan agreements.

The issuance of debt has significant long-term implications for the City. Accordingly, consideration will be given to the principles of equity (such that those who pay for the debt are those who benefit from the assets funded by incurring such obligations), essentiality (if the debt finances an asset, the financed asset is essential to the City's core operation) and efficiency (the identified revenue source is sufficient to meet the debt service and the cost of obtaining such funds is less than other viable alternatives).

This Debt Policy is not a comprehensive policy on the management of other City liabilities.

### **III. LONG-TERM OBLIGATIONS**

Citing the Manual, the City has the option of "financing" or utilizing "borrowed" revenue. Article VII, Section 12, Florida Constitution, authorizes municipalities to issue bonds, certificates of indebtedness or any form of tax anticipation certificates, payable from ad valorem taxation and maturing more than twelve months after issuance only:

- A. To finance or refinance capital projects authorized by law and only when approved by vote of the electors who are owners of freeholds therein not wholly exempt from taxation; or
- B. To refund outstanding bonds and interest and redemption premium thereon at a lower net average interest cost rate.

General provisions for municipal borrowing are codified in Chapter 166, Part III, Florida Statutes. According to s. 166.101, F.S., there are five basic forms of bonds: general obligation bonds; ad valorem bonds; revenue bonds; assessment / improvement bonds; and refunding bonds.

The following forms of bonds require a referendum:

- 1. Ad valorem bonds – these bonds are payable from the proceeds of ad valorem taxes levied on real and tangible personal property.
- 2. General obligation bonds – these are known as "full faith and credit bonds" because their repayment is unconditional and based on the general credit and taxing powers of the borrowing government. Since the power to levy and collect property taxes provides the basic security to these bonds, they require voter approval to issue them, generally carry the lowest interest rates, and are typically used to finance general-purpose public buildings, roads and public safety facilities. (For most practical purposes, a general obligation bond is an ad valorem bond.)

The following forms of debt do not require a referendum:

- 1. Revenue bonds – these bonds are obligations in which repayment of debt service is entirely derived from revenue sources other than ad valorem taxes; the most common municipal issues are for utilities (e.g. water, wastewater, storm drainage), parking garages, stadiums and airports.
- 2. Assessment / Improvement bonds – these are special obligations of the municipality which are payable solely from the proceeds of special assessments levied for a project.
- 3. Refunding bonds – these bonds are issued to refinance outstanding bonds of any type and the interest and redemption premium; they should be issued and payable in the same manner as the refinanced bonds but require no electorate approval.

The use of borrowed funds for municipal government needs varies radically among jurisdictions. The selection of the appropriate instrument is dependent upon the financing circumstances of the project and the specific municipality.

#### **IV. DEBT ISSUANCE FACTORS**

This Policy is consistent with the referenced best practice and advisories as it relates to new and refunding issues; such practices and advisories encourage legal advice be sought early in the issuance process to raise key legal, tax, and financial issues. The issuance of debt is subject to a set of terms that ensure oversight and fiscal prudence:

A. Debt shall comply with all applicable laws, regulations, and covenants and shall not be issued so as to jeopardize the status of outstanding debt.

B. Long-term debt shall not be incurred to fund operations.

C. Capital improvements may be financed utilizing long-term debt.

D. Principal and interest payment schedules will be structured to result in level debt service payments, except for the refinancing of liabilities, in which case debt service may reasonably reflect the structure of the liability being refinanced. In each case repayment structures may vary when circumstances warrant.

E. Debt incurred will generally be limited to current interest serial or term maturities, but may be sold in the form of capital appreciation bonds or other structures, including short-term securities if circumstances warrant.

F. The average life of debt issued to finance assets shall be no greater than the projected average life of the assets being financed. The assets funded by debt issuance shall have a life expectancy that is equal to or greater than the final maturity of the obligations incurred.

G. The City may issue refunding bonds to reduce the interest cost on its outstanding debt or other obligations for other purposes allowable under State law. It shall be the policy of the BOC to consider the advance refunding (refinancing) of any outstanding long-term debt when such refunding will achieve present value savings of at least 3% compared to the debt service on the obligations being refunded and a minimum net present value savings of \$100,000; and will generally not require extending the maturity of the bonds beyond that of the bonds being refunded. The City should consider all available options, including maintaining the status quo (preserving the opportunity to evaluate the refunding at a future point in time), when presented with a refunding opportunity.

H. Refunding savings on current (non-advance) refunding bonds may be lower than the 3% threshold, as consideration shall be given to such factors as the declining rate of savings anticipated to be available as bonds reach their maturity date.

I. The City may issue refunding bonds for the purpose of restructuring debt service obligations or to eliminate or modify the bond covenants required by the then-outstanding issue. Prudence and circumstance shall dictate the City's decision to refund for such reasons.

J. The City shall follow the "Debt Issuance Checklist" published by GFOA to ensure the contemplated financing is completed in accordance with current best practices and advisories.

## **V. DEBT AFFORDABILITY**

The City shall conduct a Debt Affordability Study in advance of seeking BOC authorization to incur debt. The Study will be undertaken by the City Treasurer, with advisory or consultancy support as required. Such planning analyses of debt affordability will serve to make rational the assessment of the ability of the City to carry additional debt service for so long as the proposed obligation would be outstanding. A Debt Affordability Study signals to the public, to the rating agencies, and to the investment community that the City is taking seriously its fiduciary role in the oversight and management of its debt.

The Study, along with the City Treasurer's review, should consider the following factors:

- A. A rigorous analysis of the operating strength of the City and assessment of the contemplated financing in the context of the adopted budget the City's Budget Policy;
- B. An assessment of implications of the proposed financing for the City's credit and its credit rating having drawn upon applicable rating agency criteria and metrics for peer cities and like rated credits;
- C. An analysis of financing and funding alternatives and a summary of the true interest cost of the proposed financing; and
- D. An overview of the plan of finance in the context of other current and forecast capital needs.

## **VI. FORM OF DEBT**

Debt issued by the City is to be executed as fixed rate obligations and may be issued with or without credit enhancements and as short- and long-term obligations. At the time of adoption of this Policy, it is not expected that the City will entertain any obligation with a derivative structure. However, prudence may dictate the consideration of derivatives in the future. Any consideration of a financing utilizing either variable rate or derivatives or both shall necessitate a comprehensive and robust discussion amongst the BOC and City Treasurer prior to committing the City to any financing featuring either a variable rate, derivative structure or both.

The ultimate form of debt shall be recommended by the City Treasurer for consideration and approval by the BOC. Consideration shall be given to a number of factors as noted within this Policy.

### **A. General Obligation Bonds**

The issuance of General Obligation (GO) Bonds should be carefully conserved and used only for projects that clearly benefit the broad public interest. Public projects deemed to be of an essential nature and without associated revenue streams are the strongest candidates for GO financing.

General obligation debt is subject to voter approval. No general obligation debt can be created unless it has been approved by a majority of the registered electors of the City, in an election held for that purpose.

Subsequent to voter approval, the BOC has the power to issue GO Bonds. It is expected:

1. At the time of issuance, the City's general obligation debt should be within an acceptable range as determined by the nationally recognized rating agencies and/or GFOA Best Practices for cities of like size and credit quality. Ratios to be considered may consist of the following:
  - a. GO debt per capita.
  - b. GO debt to personal income.
  - c. GO debt to taxable property value.
2. General obligation debt shall be structured on a level debt service basis with a maximum maturity of 30 years, but terms may vary as conditions warrant.

- a. The City will target a combined principal pay-out rate that is within nationally recognized rating agencies guidelines for the desired credit rating level.
- b. Debt service on general obligation debt is anticipated to be payable from a separate mill levy that is deposited into a separate fund created and maintained for bond redemption.

#### B. Revenue Bonds

Revenue bonds may be issued without approval of the registered electors of the City and are not payable from a dedicated mill levy. Revenue bond covenants such as reserves and debt service coverage ratios will be structured to maintain or improve credit ratings.

Prior to issuance of revenue bonds, the City Treasurer shall review the financial condition of the applicable City Fund(s) and the contemplated debt to confirm that current and future revenues are sufficient to:

1. Comply with additional bonds and/or anti-dilution test(s) covenanted on existing obligations;
2. Meet the rate-maintenance covenant(s) pursuant to governing bond ordinance; and
3. Maintain or improve credit ratings.

Revenue bonds shall not be included in the calculation of outstanding obligations counted towards the City's GO debt limit.

#### C. Lease Financings

Lease financings may be used for vehicles, buildings, and capital equipment. Lease financings are generally used for long-lived assets that would not be affordable if funded on a lump sum or cash basis during a single fiscal year. Lease financings are subject to approval by the BOC, and are not subject to voter referendum if the annual rent payable by the City is subject to annual appropriation and does not exceed the value of the leased property, and the financing otherwise qualifies under applicable Florida case law.

Criteria used to determine the use of lease financings include: the essentiality of the assets to be funded; that annual appropriations will be available as necessary to fund annual costs; and/or there is assurance that revenue enhancements or cost savings will be realized. In addition, the following guidelines shall govern lease purchase financings:

1. Lease purchase financings will be secured by a lease payment related to the utilization by the City of the assets financed, or other available assets of the City, as well as legally available future revenues and appropriations.
2. Annual lease appropriation payments as a percentage of expenditures shall be monitored over time to set standards and metrics (e.g., criteria of nationally recognized rating agencies). In this assessment, consideration must be given to the circumstance when a lease appropriation payment replaces costs that would otherwise be incurred.
3. The term of any lease transaction shall not exceed the estimated useful life of the assets financed, and shall comply with additional restrictions governing average life and term as provided by applicable law.
4. Lease financings may be entered into directly with the owner of the leased property, a financial institution, a nonprofit corporation, or for-profit entity. The preferred lessor for new lease financings and refinancings of existing lease financings that involve the issuance of certificates of participation will be a commercial bank acting as trustee.

## VII. DEBT STRUCTURING PRACTICES

The following terms will govern the City in its debt structuring practices:

A. Interest may be capitalized for revenue bonds, assessment bonds, and lease financings if warranted as determined by the City Treasurer:

1. to fund interest during construction and prior to financed assets being placed in service; or
2. to allow for the funding of interest costs during the budget year in which a transaction is completed, or when budgeted resources may not be available.

B. Debt issued by the City may contain optional redemption features. The City Treasurer shall determine the best course of action by selecting appropriate dates and prices, taking into account such items as the cost of funds and future financial flexibility.

C. In the structure of a debt offering, original issue premiums and discounts will be used as deemed to be in the City's financial interest considering current investor demand, future cash flows and expected interest rate savings.

D. Capital appreciation bonds and zero coupon bonds shall only be used if deemed to be in the City's financial interest considering current investor demand, future cash flows and expected interest rate savings.

E. When judged advantageous to the City, agreements providing credit enhancements with municipal bond insurance companies, commercial banks, or other financial entities for the purposes of acquiring letters of credit or bond insurance policies may be obtained.

1. The projected net present value of the estimated debt service savings from the use of credit enhancement must be greater than the fees and/or premium paid by the City to obtain such credit support.
2. If possible, a competitive process shall be used to procure credit enhancement providers.

F. When economically beneficial, the City shall seek to avail itself of options other than cash funding a debt service reserve fund.

## VIII. METHODS OF SALE

It is the interest of the City to issue debt using the method of sale or placement of obligations that is expected to achieve the best sales results, at the least cost, taking into account both short-range and long-range implications.

A. Conditions which inform the decision about the use of a *competitive sale* process include:

1. the market is familiar and comfortable with the project being financed, the structure of the financing, and the revenues to be used to pay debt service;
2. the issue is appropriately sized to attract investors without a concerted effort; and
3. interest rates are stable and market demand is strong.

B. Conditions which inform the decision about the use of a *negotiated sale* process include:

1. the transaction is of significant size for the market;
2. market timing will be a critical factor in garnering the lowest possible interest rate;
3. the financing requires a complex or innovative structure;
4. the market has concerns about the credit quality of the debt; and

5. the market is unfamiliar with the project, the structure of the financing, or the revenues to be used to pay debt service.

C. Conditions which inform the decision about the use of a *private placement* include:

1. small transaction size;
2. term of the debt;
3. time to market for transactions where time is of the essence; and
4. transactions that have particular characteristics suited to one or a small number of interested buyers.

The City shall engage in a competitive, formal request for proposals (RFP) process to identify the appropriate institution to complete a contemplated financing. The City shall document and make publicly available the criteria and process for lender selection. The City shall require selected institutions to make disclosures pursuant to MSRB Rule G-17 and disclose any conflicts of interest that may exist, as well as the name(s) of any person or firm compensated to promote the selection of the institution; any existing or planned arrangements between outside professionals to share tasks, responsibilities and fees; the name(s) of any person or firm with whom the sharing is proposed; and the method used to calculate the fees to be earned.

The City shall require the preparation of a post-sale summary and analysis that documents the pricing of the debt relative to other similar transactions priced at or near the time of issuance, and record the true interest cost of the sale and the date and hour of the verbal award.

## **IX. CREDIT RATINGS**

Criteria used by nationally recognized rating agencies in assessing an entity's credit quality indicate the existence of and adherence to formalized debt planning and debt policies. Ratings provide bondholders with reassurances that debt burdens and operational debt costs will be kept at manageable levels while ongoing capital needs continue to be met. Furthermore, the rating agencies suggest debt policies typically specify both target debt burden levels and maximum allowable debt burden levels.

The City recognizes the importance of maintaining good relations with bond rating agencies in order to increase the financial market's understanding of the credit, which may affect the City's cost of borrowing. The City expects to seek a rating on all public offerings. Exceptions to this requirement are permissible, such as when privately placing a transaction with an accredited investor or lending institution. As a matter of general policy:

- A. The City shall seek to maintain if not improve its credit quality;
- B. The City shall obtain an underlying rating on debt which is credit enhanced; and
- C. The City shall comply with all legal obligations regarding regular and ongoing disclosure of financial and other information, and will proactively provide annual reports and other regularly available financial information to those agencies which rate City obligations.

## **X. DEBT MANAGEMENT**

The City Treasurer shall be responsible for ongoing debt management of the City. As a matter of policy, the City shall undertake the following as part of its ongoing debt management program.

A. The City Treasurer shall undertake periodic debt management performance reviews, which will include regular review of the City's outstanding debt issues, and include an analysis of interest expense. The BOC shall receive periodic reports summarizing the debt outstanding, amortization schedules, and key debt ratios.

B. To the extent that there are one or more resolutions of the BOC that would allow for staff to execute financing transactions within defined parameters, the City Treasurer shall inform the BOC when any such authorized transaction is commenced. In the event that any such authorized financing is not pursued when market conditions contemplated by such resolution(s) are available, the BOC shall be informed.

C. The City shall comply with the applicable arbitrage regulations and should regularly employ an arbitrage rebate consultant.

D. The City recognizes the importance of ongoing, proactive and transparent dissemination of information to the investment community. For the benefit of its investors, the City will post its most recent financial reports, official statements, policies and other fiscal information relating to the City's debt portfolio to the appropriate website(s).

E. The City shall invest bond proceeds according to all applicable covenants associated with the borrowing and the City's Investment Policy. Bond proceeds shall be invested in a manner such that the arbitrage liability of the City is mitigated.

#### **XI. POST-ISSUANCE TAX COMPLIANCE POLICY FOR TAX-EXEMPT BONDS**

The City recognizes that compliance with applicable provisions of the Internal Revenue Code of 1986, regulations promulgated thereunder is an ongoing process, necessary during the entire term of the City's tax-exempt obligations or tax-advantaged obligations and/or publicly offered bonds, and is an integral component of the City's debt management. Accordingly, the analysis of those facts and implementation of this Policy will require ongoing monitoring and consultation with bond and disclosure counsel.

For monitoring post-issuance compliance, the City Treasurer shall:

- A. Be responsible for monitoring post-issuance compliance issues.
- B. Coordinate procedures for record retention and review of such records with the City Clerk.
- C. Cause for all documents and other records relating to debt incurred by the City to be maintained in a manner evidencing awareness of and compliance with applicable Internal Revenue Service requirements, such as those contained in Revenue Procedure 97-22.
- D. As warranted, exercise voluntary corrections for failure to comply with post-issuance compliance requirements (such as remedial actions under Section 1.141-12 of the Regulations and Treasury's Tax-Exempt Bonds Voluntary Closing Agreement Program) and further take such corrective action when necessary and appropriate to bring the City's post-issuance circumstance and practices into compliance.
- E. Otherwise adhere to the City's *POST-ISSUANCE TAX-COMPLIANCE POLICY FOR TAX-EXEMPT BONDS* (attached hereto).

## **XII. LEGAL REVIEW**

Prior to the issuance of any debt, the General Counsel of the City, in consultation with the City Treasurer shall secure an opinion that the proposed debt is structured and issued in a manner which complies with all applicable laws and regulations of the state and federal governments. Bond and Disclosure Counsel shall be retained to render opinions and prepare documents related to the issuance of debt. Such Bond and Disclosure Counsel shall have extensive experience in public finance, securities regulation and tax issues.

## **XIII. ADVISORS, CONSULTANTS AND FINANCIAL SERVICES**

The City Treasurer may retain finance or other consulting professionals when such expertise is required. Such professionals may include, but not be limited to municipal advisors, bond trustees, registrar and paying agents, escrow agents, underwriters, tender/remarketing agents, credit and liquidity facility providers, arbitrage rebate consultants, verification agents, and other professional services associated with debt financings. The selection and retention of finance professionals shall conform to the City's policies/practices that govern the procurement of professional services contracts.

## **XIV. POLICY REVIEW AND REVISION**

This Policy shall be reviewed periodically and no less than every three years by the City Treasurer, and may be amended by the Board of Commissioners as conditions warrant.